



TOWN OF OCCOQUAN

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Occoquan Town Council Town Council Meeting February 17, 2026 | 7:00 p.m.

1. **Call to Order**
2. **Consent Agenda**
 - a. Request to Accept February 3, 2026, Town Council Meeting Minutes *pg. 2*
 - b. Request to Adopt Resolution Honoring and Congratulating Timothy McClain on the Occasion of his 99th Birthday *pg.9*
 - c. Request to Adopt Resolution For Administration of Home Trust Bank Loans *pg. 12*
3. **Regular Business**
 - a. Request to Re-establish the Riverwalk Expansion Committee *pg.14*
4. **Discussion Items**
 - a. FY2027 Budget Work Session #2 (Mamie Davis Fund / eSummons Fund) *pg. 41*
5. **Closed Session**
6. **Adjournment**

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



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: February 17, 2026
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Accept February 3, 2026, Town Council Meeting Minutes
- b. Request to Adopt Resolution Honoring and Congratulating Timothy McClain on the Occasion of his 99th Birthday
- c. Request to Adopt Resolution For Administration of Home Trust Bank Loans

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 3, 2026
7:00 p.m.

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

Absent: None

Staff: Adam Linn, Town Manager/ Chief of Police; Megan Lubash, Town Clerk/ Assistant Town Manager; Jason Forman, Deputy Chief of Police; Kristin Shaw, Town Treasurer; Phillip Auville, Deputy Town Treasurer; Martin Crim, Town Attorney

1. CALL TO ORDER

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

Mayor Porta noted that Martin Crim, Town Attorney, was attending remotely.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

No residents spoke during Citizens' Time.

Mayor Porta wanted to thank Town Staff for handling the 'snow-crete' and mentioned he would like to talk about snow removal later in this meeting.

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

4. CONSENT AGENDA

a. Request to Accept the January 20th, 2026 Minutes

Councilmember Fithian moved to approve the request to accept the January 20th minutes. Councilmember Love seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On January 9th, he attended the ribbon cutting of Aspire Counseling.
- On January 17th he attended the inauguration of Governor Spanberger. He also noted that Town business "Hello Jackson" was selected to participate in the Made in Virginia Artisan Market associated with the inauguration.
- On January 27th he testified remotely before the House of Delegates General Laws Subcommittee on ABC and Charitable Gaming regarding cemetery legislation he drafted that is being carried by Delegate Sewell. He noted that he had received input on his original draft from Town

Manager Linn and Town Attorney Crim in their free time.

- On January 30th he attended the visitation and funeral of long time Occoquan town resident Don Ohs with Town Manager Linn and several Occoquan Police Department members.
- On January 31st he and Councilmember Daubresse attended the US Pakistan International Chamber of Commerce dinner and program.

6. COUNCILMEMBER REPORTS

Councilmember Perkins noted that he attended the ribbon cutting on January 9th and noted it was very warm and inviting.

7. BOARDS AND COMMISSIONS

The Architectural Review Board and Planning Commission did not meet in January due to inclement weather.

8. ADMINISTRATIVE REPORTS

b. Administrative Report

Mayor Porta talked about the Riverwalk extension project. The Mayor indicated that the Town should not expect money from the state and was thinking of actions that Town could take to continue this project. The Mayor asked if councilmembers would be agreeable to reconvening the Riverwalk Special Committee.

Councilmember Love mentioned the goal of connecting the riverwalk in places where it is currently possible should be the immediate goal. He stated doing the assessments and valuations could be done easily. Councilmember Love agreed that the committee would be a great vehicle to discuss funding opportunities, construction, and feasibility of the Riverwalk.

Mayor Porta asked Town Attorney Crim if there could be a closed session in regards to the Riverwalk later this meeting which Town Attorney Crim said was acceptable.

Mayor Porta asked if it was possible that grants such as the one for the unmanned aerial vehicle can be publicized. Town Manager Linn said it was fine to let the public know that those items were received from grants. The Mayor indicated that he had received a complaint saying the Town wasted its money on drones and other items when there were issues with snow removal, but explained to the individual that much of the funding for specific public safety equipment was received through donations or grants.

Councilmember Love thanked Assistant Town Manager Lubash and Maintenance Associate James Auville for their work in the Mill House Museum renovation.

No other questions were raised with respect to the Administrative Report.

c. Town Treasurer's Report

Mayor Porta noted that based on his normal tolerance checks the expenditures through this part of the year appeared to be in normal ranges. He inquired about very delinquent business and if they were still in operation. Councilmember Fithian and Town Treasurer Shaw noted that one business was no longer active in the Town. Town Treasurer Shaw noted that the FY2026 audit was soon to be

finished.

Mayor Porta then asked what was the process of handling delinquencies that the town could not likely collect. Town Manager Linn replied that he would have to look into it further but that the Town does not write it off. Town Attorney Crim noted that if the debt was deemed uncollectable then there is a formal process where Town Council relieves the Town Treasurer from the duty to collect.

Mayor Porta asked if Town Attorney Crim knew the statutes of limitations for delinquent Business, Professional, & Occupation License taxes to which he replied that he would have to look it up.

Mayor Porta noted that the Town Meal's Tax was on par with previous years. Town Treasurer Shaw noted that there are fifteen thousand dollars outstanding from three delinquent businesses on the report. She is formulating a priority list for the Town and the Business Owner.

Councilmember Love asked if they could perform in-kind work in lieu of the tax. Town Treasurer Shaw responded that the work would be taxable as 1099 income and there would have to be a contract since there are separate companies: one doing services and the other being a restaurant.

Vice Mayor Loges added that making sure an in-kind contract was related to outcomes versus hours to incentivize efficiency would be beneficial.

d. Town Attorney's Report

Town Attorney Crim researched the statute of limitations for uncollectable taxes and noted that it is five years. There were no questions in regards to the Town Attorney's report.

9. REGULAR BUSINESS

e. Request to Approve and Authorize the Town Manager to Execute Agreement with Axon Enterprise, Inc. to Transfer Current Officer Safety Plan to an Updated Officer Safety Plan

Vice Mayor Loges moved to approve and authorize the Town Manager to execute agreement with Azon Enterprises, Inc. to transfer current officer safety plan to an updated officer safety plan. Council member Perkins seconded. Motion passed unanimously by voice vote.

10. DISCUSSION ITEMS

f. Budget Work Session #1 (Schedule and Strategic Framework) Discussion

Town Manager Linn provided an overview of the budget work session and how it will continue from February until May. He explained that the proposed date of FY27 Budget Submitted to Council and available to the public was changed to Friday, April 24th, 2026 to allow for sufficient time for the public to be able to review it prior to the Public Hearing on May 5th, 2026.

Assistant Town Manager Lubash then reviewed the strategic framework starting with an overview of capital tiers and operations tiers.

In Capital Tier 1, Mayor Porta mentioned that realistically we were unlikely to receive an earmark from the federal government to address some of our large project needs given that we received one a few years ago for a stormwater management project. He reiterated that parking is something to

prioritize and directed staff to try to work with private property owners with excess parking capacity to increase parking availability. Councilmember Fithian brought up reaching out to the property owners at 401-411 Mill Street for additional parking.

There was discussion regarding whether to remove completed items from the strategic plan. Mayor Porta suggested removing completed projects from the list, noting that the framework is intended to assist with future budget planning. Vice Mayor Loges agreed that removing completed items would help keep the focus on upcoming priorities.

Councilmember Perkins expressed concern about removing projects, stating that doing so might cause the public and Council to lose sight of what has already been accomplished. Town Manager Linn clarified that all categories would continue to be reflected in the monthly administrative report, even if individual completed items were no longer listed in the strategic plan, they would still be shown in the quarterly updates.

Councilmember Love asked whether retaining the category titles while removing completed projects might be a good approach, as this would preserve the structure of the plan while still allowing new projects to be added within those categories.

In Capital Tier 2, Councilmember Perkins mentioned removing glass recycling from the Pursuing Energy Efficiency and Sustainability tier. Councilmember Fithian asked if, under the improving Town Gateways, if a banner could be added to the side of Tanyard Hill gateway where the Town advertises events year-round. The Mayor and Councilmembers agreed that this would be a worthwhile project to investigate.

Continuing in Capital Tier 2, Mayor Porta asked which part of Town Staff was handling the new holiday push. Town Manager Linn and Assistant Town Manager Lubash indicated that it was a whole Town Staff endeavor utilizing Events, Public Safety, Public Works, and Administration.

In Capital Tier 3, Vice Mayor Loges inquired about the timed parking equipment. Town Manager Linn responded that it was new software as the previous license expired. Vice Mayor Loges noted that she is in favor of capital investments such as automating and lessening the time and administrative burden on the police officers. Council members asked about other items they expected in the Public Safety Projects as they cannot anticipate items that are not listed. Town Manager Linn noted that many projects for this year were expected to use general funds and not capital improvements. Deputy Chief of Police Forman reiterated that there are many projects the Police would like to ask for, but Public Safety would like to be a good steward of taxpayer funds. Both Town Manager Linn and Deputy Chief Forman mentioned the grants the Town applies for and receives is usually how they pursue large ticket items and stretch goals.

Continuing in Capital Tier 3, Mayor Porta asked where snow removal services would be categorized. Town Manager Linn explained that the classification would depend on whether the issue related to contractual operations (which would fall under the operational tier) or to equipment needs (which would fall under the capital tier).

While Public Safety staff assisted with clearing the Town during the recent snow event, Town Manager Linn cautioned that this should not be assumed as a regular responsibility, as not all public safety personnel are available or suited for these activities. Mayor Porta suggested that willingness to perform such duties could be considered as a selection criterion for future staff; however, Town Manager Linn advised against making this a hiring expectation.

Town Manager Linn further explained that the Town's snow removal contract is structured so that the Town authorizes specific services at a predetermined rate established in the Fall. Mayor Porta requested the addition of a new Public Works bullet to include snow removal equipment.

In Improving Town Properties, Councilmember Love asked to include bullet points for the Old Visitor Center and Mill House Museum as there are future projects for those buildings. Vice Mayor Loges brought up including the pocket parks at the Mill Street Storage area as well as other future opportunities in the Town for small parks.

In Operational Tier 1, Councilmember Perkins mentioned speaking and talking with the landscaping contractors to ensure that it is more intentional and beautiful than it has been in previous years.

In Operational Tier 2, Mayor Porta mentioned that Visit Occoquan will not be able to keep up with the requirement of Virginia Main Street without substantial money or Town Staff time investment. With respect to IT security and protocols as part of Operational Tier 2, Deputy Chief Forman mentioned that IT security and protocols are constantly being innovated and changed so they need to remain.

Vice Mayor Loges wanted to explore if rather than increasing the overall number of people who come to town, it might make more sense to pursue fewer people who engage with the town for longer periods of time and spend more, as a means of reducing parking load. Mayor Porta remarked that timed parking for prime street parking was set at 4 hours a few years ago to encourage business owners and their employees to use "lot" parking, rather than prime "street" parking, and that 4 hours was deemed enough time for visitors to eat a meal, shop, and take in the river. Councilmember Perkins mentioned that this was derived from a parking study, which showed that the majority of visitors stayed for less than 4 hours. He expressed a desire to find a way for people to spend more time in town by increasing the use of the river. Vice Mayor Loges clarified that she meant to suggest the goal should be to attract visitors to come earlier in the day and to figure out a way to get them to spend more with experiences. Ultimately, Vice Mayor Loges directed staff to add 'Exploring Off-peak Opportunities' to the operational tier.

11. CLOSED SESSION

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

The Council went into closed session at 8:35 p.m.

The Council came out of closed session at 9:03 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 Fithian The motion passed unanimously by roll call vote.

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

Nays: None

12. ADJOURNMENT

The meeting was adjourned at 9:03 p.m.

Megan Lubash, Town Clerk



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

2. Consent Agenda	Meeting Date: February 17, 2026
2B: Request to Adopt Resolution of Congratulations to Timothy McClain	

Attachments: Draft Resolution R-2026-01

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt Resolution R-2026-01 honoring and congratulating Timothy ("Pop Mac") McClain, a member of Ebenezer Baptist Church, on the occasion of his 99th birthday.

Town Staff's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt Resolution O-2026-01 on honoring and congratulations to Timothy ("Pop Mac") McClain on the occasion of his 99th birthday."

OR

Other action Council deems appropriate.

RESOLUTION

**RESOLUTION HONORING AND CONGRATULATING TIMOTHY
MCCLAIN ON THE OCCASION OF HIS 99TH BIRTHDAY**

WHEREAS, on February 11, 1927, Mr. Timothy (“Pop Mac”) McClain was born; and

WHEREAS, by 1971, Pop Mac had moved to northern Virginia, where he began attending Ebenezer Baptist Church in Occoquan, Virginia; and

WHEREAS, Pop Mac has been a devoted and active member of Ebenezer Baptist Church for fifty-five (55) years, faithfully contributing to the spiritual life, growth, and well-being of the congregation, and serving as a respected role model within the church and broader community through his longstanding and dedicated service as Facility Manager, Cemetery Ministry Manager, Culinary Ministry Manager, and in numerous other capacities; and

WHEREAS, throughout his life, Pop Mac has exemplified dedication, compassion, and service to others, leading a productive, principled, and godly life that reflects great credit upon himself and the community he has called home, and

WHEREAS, On February 11, 2026, Pop Mac celebrated his 99th birthday; and

WHEREAS, the Town Council of Occoquan recognizes the importance of and takes great pleasure in honoring individuals who have made lasting contributions to the cultural, spiritual, and civic fabric of the Town and society and wishes to commend Pop Mac for his lifelong commitment to faith, family, and community.

NOW THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby formally honors and congratulates Mr. Timothy (“Pop Mac”) McClain on the occasion of his 99th birthday and expresses appreciation for his many decades of dedication, service, and support to the community.

ADOPTED: This _____ day of February, 2026.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

CERTIFIED COPY _____
Town Clerk

DRAFT



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

2. Consent Agenda	Meeting Date: February 17, 2026
2C: Request to Adopt Resolution For Administration of Home Trust Bank Loans	

Attachments: Draft Resolution R-2026-02

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt Resolution R-2026-02 authorizing and empowering the Town Manager to administer and manage the Town's loan agreements with Home Trust Bank.

The Town currently has two loans with Home Trust Bank and according to the terms of the loan agreements only the mayor is authorized to administer and manage the Town's interests. Specifically, the mayor is the only individual authorized to access Home Trust Bank's system or receive information. Town staff is seeking to have the Town Manager and Town Treasurer authorized to receive information on the loans.

Town Staff's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt Resolution O-2026-02 authorizing and empowering the Town Manager to administer and manage the Town's loan agreements with Home Trust Bank."

OR

Other action Council deems appropriate.

RESOLUTION

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO
ADMINISTER AND MANAGE THE TOWN LOANS
WITH HOME TRUST BANK**

WHEREAS, the Town of Occoquan has two outstanding loans with Home Trust Bank; and

WHEREAS, the terms and conditions of the Home Trust Bank loan agreements authorize only the Town Mayor to administer and manage the said loans, unless authorized by the Town Council; and

WHEREAS, the Town Council desires to empower the Town Manager to administer and manage the said loans, including the ability to delegate authority to make inquiries into the said loan accounts.

NOW THEREFORE, BE IT RESOLVED, that the Occoquan Town Council hereby authorizes and empowers the Town Manager, Adam C. Linn, to administer and manage the Town’s loan accounts with HomeTrust Bank and, in his discretion, to delegate authority to make inquiries regarding such accounts.

ADOPTED: This _____ day of February, 2026.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

CERTIFIED COPY _____

Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

3. Regular Business	Meeting Date: February 17, 2026
3a: Request to Authorize the Mayor to Appoint and Chair a Special Committee for Purposes of Updating the Planned Riverwalk Expansion	

Attachments: Riverwalk Expansion Special Committee Report, May 7, 2024

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to authorize the Mayor to establish a special committee for the purpose of updating the planned Riverwalk Expansion Project.

On November 8, 2023, Town Council authorized Mayor Porta to appoint and chair a Riverwalk Expansion Special Committee (RESC) to plan the expansion of the Town’s Riverwalk and to prepare a report with recommendations by May 21, 2024.

Pursuant to that authorization, Mayor Porta appointed Vice Mayor Loges; Councilmembers Fithian, Daubresse, and Perkins; former councilmember Nancy Freeborne Brinton, Town Manager Adam Linn; current Councilmember, Town resident, and former Planning Commissioner Bob Love; and Town resident Nick Roper to serve on the Committee. The Committee met six (6) times between Winter 2023 and Spring 2024 to discuss, develop, and draft its report.

On May 7, 2024, the RESC presented its final report to Town Council.

At the time, the Town anticipated receiving state funding to implement the Riverwalk project between Fall 2024 and Spring 2025. However, in 2025 the Town was notified that the expected state funding would not be approved. Since then, the Town has been actively exploring alternative funding sources.

The purpose of this request is to authorize the Mayor to convene 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.

Town Staff Recommendation: Recommend creating a special committee.

Proposed/Suggested Motion:

“I move 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.”

OR

Other action Council deems appropriate.



RIVERWALK EXPANSION SPECIAL COMMITTEE (RESC)

May 7, 2024

TABLE OF CONTENTS

- 1. INTRODUCTION.....2
- 2. RIVERWALK VISION3
 - a. Town of Ococquan Comprehensive Plan.....3
 - b. The Riverwalk.....4
 - c. Riverwalk Segments.....4
- 3. ANAYLYSIS5
 - a. Background5
 - b. Rationale/Benefits of Riverwalk Expansion6
 - c. Attributes/Characteristics of a Successful Riverwalk8
 - d. Budgetary Requirements10
 - e. Prioritization of Segments10
 - f. Recommendations for FY 2025 Expenditures.....11
 - g. Next Steps11
- 4. SUMMARY OF RESC RECOMMENDATIONS12
- ATTACHMENT A (Riverwalk Expansion Committee Members)13
- ATTACHMENT B (Overhead View of Potential Riverwalk Expansion)14
- ATTACHMENT C (Meeting Summaries)15
- ATTACHMENT D (Summary Project Cost Estimates)22
- ATTACHMENT E (Non-Construction Cost Estimates).....23

INTRODUCTION

This report is the result of six months of effort on the part of the Town of Occoquan's Riverwalk Expansion Special Committee (RESC). The committee consisted of the entire Town Council, members of the town staff, and two members of the Occoquan community (see Attachment A for a list of committee members).

In October 2023, the Planning Commission delivered a report to the Town Council that provided a high-level business case and general next steps for the completion of the town's existing riverwalk. As a result of this report, the Town Council established the RESC and charged it with the responsibility of recommending a path forward for completion of the town's riverwalk. (See Attachment B for a general overhead view of a potential expansion of the riverwalk). Building upon the efforts and recommendation of the town's Planning Commission, the RESC met monthly beginning in November of 2023 and ending in April of 2024 (see Attachment C for meeting summaries). In the course of its meetings the committee examined the rationale for the expansion of the Riverwalk, identified the attributes of a Riverwalk that should be considered, decided which of those attributes are critical to the initial success of an expanded riverwalk in Occoquan, reviewed budgetary considerations, determined the priority order of riverwalk segments in any expansion project, and recommended expenditures in FY 2025 that would best position the town to seek external funding for completion of the riverwalk expansion project.

In this report the reader will find a discussion of the overall vision for the Riverwalk, the analysis conducted by the committee, and the committee's recommendations to the Town Council.

RIVERWALK VISION

Town of Occoquan Comprehensive Plan

The Town of Occoquan Vision 2026 Comprehensive Plan, dated December 7, 2021, outlined a vision for Occoquan's future growth that addressed the management of future development and redevelopment efforts, the maintenance and expansion of existing public facilities, and the likely need for additional programs in response to growth. By design, the Occoquan 2016-2026 Comprehensive Plan thus touches on a wide range of issues related to land use including transportation, housing and neighborhoods, parks and open space, community services, and economic development, as well as elements of community character and identity.

In developing the Comprehensive Plan, the Planning Commission requested that a cross-section of community business leaders, as well as members of the town staff, complete a survey in October of 2015. The survey asked participants to identify the strengths and weaknesses in the existing Occoquan Comprehensive Plan. Additionally, the survey asked respondents to identify both the top three land use issues then facing Occoquan, as well as the top three land use issues Occoquan would likely face five years into the future. Among the prominent results of the survey was the participants' expressed desire to capitalize on the river as a development asset, while also sustaining it as an environmental asset.

The Comprehensive Plan for 2026 envisioned many positive changes to Occoquan. These included completion of the town's riverwalk, the completion and implementation of a community plan, and the appropriate development of private properties to produce a comfortable and historic, yet modern environment for visitors and residents alike. Additionally, the plan envisioned zoning changes that would encourage a variety of restaurants and other businesses that would attract visitors from around the region. Continuation of a mixed-use business model in the historic/business district would allow for residents and business owners to live and work in a neighborhood partnership, while the Historic District and its buildings and infrastructure would be maintained and cared for in accordance with the Architectural Review Board's regularly-updated guidance documents. Occoquan 2026 thus envisioned a beautiful, successful, and vibrant town with a mix of uses.

Consistent with the expressed desire to capitalize on the Occoquan River as a town asset, the Comprehensive Plan highlighted the need to complete the town's riverwalk, which would significantly increase public access to the town's waterfront. The initial development of the town's riverwalk, behind Madigan's Waterfront Restaurant and the Riverwalk Shops complex, opened in the early 2000s, while the most recent expansion opened in 2015 behind the Gaslight Landing Community. From inception more than twenty years ago, town leaders envisioned a Riverwalk that would span the length of the town's waterfront, from underneath the Route 123 bridge to the Mill House Museum. In 2021, the Town Council approved special use permits for the Mill at Occoquan development at the northwestern end of town, which will involve a public access riverwalk along approximately 30 percent of the town's waterfront. The addition of this section of the riverwalk will allow the town to focus on future efforts to

complete the middle section, ultimately connecting the riverwalk from the canoe/kayak launch under the Route 123 bridge to the Mill House Museum.

The Riverwalk

The vision for the riverwalk reflects a desire for the Historic District and its riverwalk to serve as the urban center for the Town of Occoquan, providing a unique destination and waterfront experience for residents and visitors to enjoy on a daily basis. As contemplated, the riverwalk will be an asset that provides waterfront viewing along its entire length, where diners, strollers, shoppers, and naturalists can emerge from various locations and form a diverse community that takes advantage of the variety of experiences that viewshed and physical access to the river provides. Additionally, with a number of venues and public spaces suitable for activities and events, it will also be a destination that offers a variety of entertainment opportunities for residents and tourists of all ages.

One overarching characteristic in the vision of the Riverwalk is the concept of placemaking. Placemaking inspires people to collectively reimagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, placemaking allows us to shape our public realm in order to maximize shared value. More than just promoting better urban design, placemaking facilitates creative patterns of use, paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution. Inclusion of appropriate placemaking projects in Occoquan would focus on creating attractive, engaging public spaces that foster social interaction and community engagement. Projects incorporating placemaking can improve the quality of life for residents by creating spaces that are welcoming and enjoyable to use. Beautifully designed public spaces can increase civic pride, promote social connections, and provide a sense of place and belonging. Such programs can additionally boost economic development by creating attractive and engaging public spaces.

Riverwalk Segments

The anticipated riverwalk expansion consists of three segments; (a) the westernmost, consisting of the area behind the Mill House Museum between the Nathaniel Ellicott pedestrian bridge and the western end of the Mill at Occoquan property, (b) a middle section, consisting of the area between the eastern end of the Mill at Occoquan property and the western end of Gaslight Landing, and (c) the easternmost, consisting of the area between the eastern end of the riverwalk behind the Riverwalk Shop complex and the town canoe/kayak launch ramp.

ANALYSIS

Background

The Town of Occoquan's most recent fundamental transformation began with the devastation of Hurricane Agnes in 1972. Northern Virginia was one of the hardest hit areas in the Commonwealth of Virginia and Occoquan was in turn one of the hardest hit in the region. Threatened by the floodwaters of both a tributary stream that flows through town and the rising Occoquan River, first responders ordered the town's evacuation as the remnants of Hurricane Agnes arrived. Boats from a marina and coffins from a town funeral home floated through the flooded streets of the historic district. Just a few years later, after many of the businesses affected by Agnes had recovered, the remnants of Hurricane Eloise struck and the additional damage proved to be too much for some, who chose to move elsewhere rather than rebuild. After the repeated devastation, however, others saw an opportunity to transform the town into a different type of community for residents and visitors alike. Traditional business such as banks, gas stations, medical offices, hardware stores, groceries, and funeral homes gave way to small shops and restaurants transforming the town into a family- friendly place to live and a destination for those who wanted an alternative to the busyness of the surrounding area. Over time, town leaders also recognized the importance of the river to the health and growth of the town.

In the early years of the twenty first century the town council, in close cooperation with local landowners and business leaders, recognized the continuing importance of the Occoquan River to the town's future. Historically, the key to the town's industrial and commercial importance, the river could once again be an economic engine for the town through recreational and related social activities. Establishing a riverfront boardwalk for use by the residents and visitors was a key component of the Town Council's vision. Starting with the existing infrastructure left behind by the marina and the boardwalk associated with Madigan's Waterfront Restaurant, a public dock was established (2002 – 2006). Soon after, a local landowner established the Riverwalk Shops, a multipurpose building for businesses and apartments along the waterfront that would include a boardwalk connecting to the restaurant and public docks. The next decade saw the growth of Gaslight Landing, a Victorian style residential community, which occupied the space of the former marina. Included in the development was a public boardwalk connecting to the town docks.

The popularity of the boardwalk, which now extends from the Riverwalk Shops on the east end of town to the west end of Gaslight Landing, provides an alternative to Mill Street which is a busy vehicle and pedestrian area. Recognizing the importance of the boardwalk as an alternative to Mill Street and as a means to access the beautiful views along the river, the Town Council undertook the initiative to provide access to the river while extending the boardwalk to the Mill House Museum on the western edge of town. The establishment of the public kayak ramp under the Route 123 Bridge (eastern part of town) in 2020 and the development of The Mill at Occoquan, a multi-level condominium complex, adjacent to the Mill House Museum (expected to be completed by 2027/2028) will contribute to the public's access to the river's

scenery. With the completion of the Mill at Occoquan project, approximately 2/3 of the town's waterfront will adjoin a boardwalk. The Riverwalk Expansion Special Committee hopes to encourage completion of the remainder.

Rational/Benefits of Riverwalk Expansion

The committee agreed that an important first step in considering any expansion of the existing riverwalk would be to identify a rationale for doing so and determine if such an expansion would indeed be to the net benefit of the town's residents and businesses. Ultimately, the committee agreed that the following items were the key benefits of expanding the riverwalk: (1) enhanced resident and community access to the river (both viewshed and physical), (2) enhanced economic vitality (sustain current businesses and attract diverse new businesses), and (3) enhanced opportunities for education and events. Each of these is discussed in more detail below.

1. *Community Access – Provide both viewshed and physical access to the Occoquan River*
 - a. Viewshed Access – Shore Recreation
 - i. The riverwalk would provide a daily recreational opportunity for the town's residents as well as visitors.
 - ii. Social spaces, seating options, and interpretive signage would all benefit both recreational strollers and shoppers
 - iii. Occoquan's riverwalk would provide an attractive direct connection to five existing and planned trail networks: the Potomac Heritage National Scenic Trail, the East Coast Greenway, U.S. Bike Route 1, the Gerry Connolly Cross-County Trail, and the Occoquan Greenway Trail. The first three of these already come through town and the completion of the riverwalk would enable moving the Potomac Heritage National Scenic Trail and the East Coast Greenway off of Mill and Commerce Streets, with their one-way restrictions, on to the riverwalk.
 - b. Physical Access - Water Recreation (Watercraft, Fishing & Nature)
 - i. The public dock at the east end of the historic district offers boaters from the Potomac River and elsewhere a place to tie up for the day (or to spend the night). From the dock they have easy walking access to any of the town's restaurants, shops, or local pubs. The riverwalk will give them an alternative to walking on Mill Street while still giving them access to the town's amenities.
 - ii. The canoe/kayak ramp at the east end of the riverwalk offers residents and paddlers an opportunity to access the riverwalk. In addition, the Mill at Occoquan will have a public canoe/kayak launch that will give watercraft users another option to enjoy our river and access the riverwalk.
 - iii. The Occoquan Bay National Wildlife Refuge is located just east of Occoquan. It is an oasis for migratory birds. Occoquan is just a short boat or car ride west of the Refuge. Naturalists would be able to walk along our riverwalk and enjoy the sights and sounds of local waterfowl.
 - iv. There is limited access to the river for fishing. The riverwalk could provide expanded access to the shoreline for people to fish. Additionally, just across the

river is Occoquan Regional Park which provides several places for people to enjoy their hobby. The river is home to white perch, striped bass, largemouth bass, crappie, yellow perch, flathead catfish, hickory shad, and channel catfish.

2. *Economic Vitality and Diversity*

- a. **Tourism Generally** – According to the World Travel and Tourism Council, experts project the travel and tourism industry to inject over two and a half billion dollars into the U.S. economy over the next ten years. Tourism is a significant economic force and knowing how it supports small businesses is essential to local communities. Economic benefits are usually regarded as the most important benefits of tourism and include increased employment opportunities, income generation, tax revenue and improved standard of living. Social benefits include the maintenance of traditional cultures, increased intercultural communication and understanding, improved social welfare, quality of life, improved shopping, and increased recreational opportunities. Tourism also has some disadvantages, of course. Short-term negative effects are related to the density of tourists' arrivals, traffic congestion, crowding, crime level, and other stressful factors. Despite such potential disadvantages, the advantages of tourism often far outweigh them.
- b. **Tourism and Small Towns** – Many studies reinforce the benefits of tourism on small towns, for example, the *Journal of Service Science and Management* Vol.2 No.2, June 2009 and *Humanities and Social Sciences Communications* volume 10, Article number: 137 March 2023. Small businesses in tourism-dependent areas benefit greatly from increased tourist spending. Visitors spend money in the community's businesses. Restaurants, retail stores, boutiques and businesses of all varieties have the potential to earn more when their community attracts tourists. As a result, everyone from business owners to employees will have more to spend within the local economy. In addition to generating revenue, tourism also promotes the local culture and heritage. When tourists spend money in a town or city, they're more likely to learn about the area's history, feel welcome, and return for future visits. Completing the riverwalk will entice visitors to town where they will contribute significantly to the economic base and reduce the overall tax burden on residents. Moreover, patronizing locally-owned businesses allows visitors to support the community itself. Occoquan has a number of restaurants, several pubs, artisan workshops, and boutique shopping establishments, all of which would benefit from the increased tourism an expanded riverwalk would bring.
- c. **Waterfront Development** – According to the Comprehensive Plan, there are several waterfront properties located within the Historic District that have potential for redevelopment and revitalization. Three issues are associated with the redevelopment of these properties, (1) connection to the Occoquan Riverwalk, (2) providing the necessary flexibility and incentives to make development economically viable, and (3) the actual zoning designation of the land. In particular, the town must specify how any future uses will link to the riverwalk. This is critical to ensure an adequate number of public access points and that building design considers and encourages the use of the riverwalk. Use type is critical in that uses should lend themselves to riverwalk activities.

If the town is silent on what kind of uses it would like to see, then it may lose an opportunity to influence the decision-making process.

3. *Education & Events.*

- a. Environmental Stewardship – Hands-on education is one of the most powerful tools and approaches for creating environmental awareness and stewardship. Environmental stewardship is on the rise. Today, a growing number of people are making informed choices in their daily lives, workplaces, and communities that are good for the environment, for their finances, and for overall quality of life. These actions are inspiring – and evidence of an emerging societal commitment to environmental stewardship. Environmental stewardship has always been part of the Town of Occoquan’s experience – we have a proud history of working cooperatively to protect and improve environmental quality. The riverwalk can serve as an important venue to enhance environmental education opportunities.
- b. Oasis – Just twenty miles from Washington, D.C., the riverwalk will give busy city residents seeking a quiet escape, a new destination in which to enjoy nature. The entire town of Occoquan has been designated as a bird sanctuary by the Virginia Department of Wildlife Resources. The pedestrian bridge (one of the few public viewing areas in town) offers a good opportunity to look for the locally common Mallard, Canada Goose, Belted Kingfisher, Great Blue Heron, Osprey, Ring-billed Gull, Herring Gull, Bald Eagle, and Cormorant. Additional waterfowl are visible during the winter. With the expansion of the riverwalk, resident and visiting nature enthusiasts will have a greater view of the river and the north bank.
- c. History – the town has much to offer in addition to retail operations and nature. The town has survived the founding of our country, experienced the transition from agrarian society to industrialization, the Civil War, fires, hurricanes and much, much more. Since the town’s origins in the eighteenth century, Occoquan has been a river town. The riverwalk can be used to tell Occoquan’s story. Whether shipping tobacco, grain, stone, or ice to the Federal City by barge or serving as a stop along the main north-south route on the east coast via the original 123 bridge (now the location of Occoquan’s pedestrian bridge), the town took advantage of its prime location on the Occoquan River. Tourists come from around the world to walk in the historic area, shop for paintings by local artists, eat at one of our more than a dozen restaurants, visit River Mill Park (once the site of a cotton mill), and try to catch a glimpse of our river. The town hosts a variety of events that include trivia nights, live music, artisan markets, river spring and fall festivals, to name a few (over 30 annually). The riverwalk will provide an expanded view of our river and will complement those existing events.

Attributes/Characteristics of a Successful Riverwalk

After agreeing upon the rationale for expansion of the existing riverwalk, the committee considered the attributes or characteristics that would enable an expanded riverwalk to successfully support that rationale. The committee first discussed in general terms the various attributes or characteristics that make a riverwalk attractive. Key to the discussion of attributes

was the concept of placemaking, discussed in this report's introduction. General items discussed are outlined below.

1. *Environmentally Appropriate Lighting*

- Can be used to enhance public safety, provide continuity for the overall project or differentiate areas (e.g., an area where there is a water facing restaurant may have certain lighting on the riverwalk which is different than the lighting elsewhere).

2. *Multi-use Social Spaces*

- Creation of spaces that specifically provide places to congregate to listen to a presentation or a musician or accommodate a pop-up shop or food cart. Includes items like bump outs, bump ins, pocket parks, etc.

3. *Imaginative Seating Choices*

- Benches, steps, water-level platforms.

4. *Interpretive Signage*

- Provides opportunities to educate the public about the history and uses of the waterfront and the varied wildlife.

5. *Public Art*

6. *Varied Accessibility*

- Pedestrian accessibility to provide a transit alternative to car and pedestrian use of Mill Street; watercraft accessibility to provide a direct connection to the water; bicycle accessibility to provide a transit alternative to use of Mill Street; Americans with Disabilities Act (ADA) accessibility to ensure the riverwalk is wide enough and has suitable entrance and egress points to accommodate those with mobility limitations.

7. *Access Control*

- Aesthetically appropriate access control that both create continuity and differentiate and protect adjoining private property.

8. *Children's Areas*

- Specifically-designed elements that provide opportunities for children to play, learn, and enjoy that are out of the way of riverwalk traffic.

At the conclusion of discussion and deliberation the committee determined that the following attributes and characteristics are critical to the success of the expanded riverwalk.

- Riverwalk should at least match the 12 ft. width of the existing riverwalk.
- Riverwalk should be widened at the existing connection between the Mamie Davis Park section and the town dock/Gaslight Landing section.
- Attractive, pedestrian-level lighting (not overhead lighting).
- 2-3 additional social spaces (e.g. bump-outs, bump-ins, extensions, etc.).
- Benches on the riverwalk for seating.
- Attractive architectural railings.
- Some interpretive signage (e.g. historical/naturalist).
- At least 2 ADA access points (could leverage existing or currently planned in "The Mill at Occoquan").
- Preservation of some shoreline for fishing activities.

- Expanded access for watercraft.
- Adequate waste receptacles.

The following items were considered but were not deemed so critical as to be initial requirements.

- Riverwalk width greater than 12 feet.
- Overhead decorative lighting.
- More than 3 additional social spaces.
- Imaginative seating designs.
- Artistic railings.
- Public art spaces/public art.
- More than 2 ADA access points.
- More than 2 additional non-ADA access points.
- Gated access points.
- Bicycle riding access points.
- Hand carry launch.
- Designated fishing area on riverwalk.
- Specific style of waste receptacles/receptacles that provide opportunities for artistic expression.
- Dedicated, designated child-specific areas.

BUDGETARY REQUIREMENTS

The Committee discussed over several meetings cost estimates for the expansion of the riverwalk as well as potential sources of external funding. While these are, of course, only estimates using information readily available at the moment under current conditions, they do provide reasonable guidance on the amounts the town might be expected to contribute in matching funds for expansion of the riverwalk. After discussion, the committee agreed that pursuing approximately \$1.5 million in external funding, for example a Virginia Department of Transportation (VDOT), Transportation Alternatives Program (TAP) Grant would provide a reasonable opportunity for successfully securing external funds and would be appropriate in terms of the matching funds that might be required of the town. It is anticipated that the town would apply for a TAP grant at the start of FY 2026 (July 1, 2025). (See Attachment D for a summary cost estimate).

PRIORITIZATION OF SEGMENTS

Understanding that the figure of \$1.5 million in external funding would not fund the entirety of an expanded riverwalk, the committee considered which of the three parts of the riverwalk (see the Riverwalk Segments subsection of the Riverwalk Vision earlier in this report) should receive priority attention. The committee agreed that the middle section (the area between the Mill at Occoquan and Gaslight Landing) and the easternmost section (the area between the existing riverwalk and the canoe/kayak launch ramp) should be considered jointly as the top priority,

with the area behind the Mill House Museum to be pursued at a later date upon further evaluation.

RECOMMENDATIONS FOR FY2025 EXPENDITURES

Last, the committee examined the estimated costs of various items that the committee might wish to consider recommending the town incorporate in its FY 2025 budget in order to best position the town to pursue a TAP grant or other external funding in FY 2026. (See Attachment E for these cost estimates).

After discussion, the Committee agreed unanimously to recommend to the Town Council that \$110,000 be budgeted for FY 2025 to fund (1) a Boundary Survey, (2) a Topographical Survey, (3) a Geotechnical Evaluation with barge, (4) Civil Design, (5) Architectural Design, and (6) contingency (40%). The committee recognizes that under current rules these funds will not be able to be counted as part of the town's match requirement if a TAP grant is ultimately received.

NEXT STEPS

The committee agreed upon recommending the following next steps to the Town Council and staff:

1. Budget for FY 2025 in accordance with the recommendation of the committee.
2. Continue discussions with riparian property owners regarding easement conditions and access.
3. Plan the boundary survey, topographical survey, civil design, and architectural design and begin process at appropriate time.
4. Develop TAP grant application for submission by FY 2026 timetable.

SUMMARY OF RESC RECOMMENDATIONS

1. Rationale for Riverwalk Expansion
 - a. Enhance resident and community access (both viewshed and physical access).
 - b. Enhance economic vitality (sustain current businesses and attract diverse new businesses).
 - c. Enhance education and events.
2. Critical Attributes for Successful Expansion of Riverwalk
 - a. Riverwalk should at least match the 12 ft. width of the existing riverwalk.
 - b. Riverwalk should be widened at the existing connection between the Mamie Davis Park section and the town dock/Gaslight Landing section.
 - c. Attractive, pedestrian-level lighting (not overhead lighting).
 - d. 2-3 additional social spaces (e.g. bump-outs, bump-ins, extensions, etc.).
 - e. Benches on the riverwalk for seating.
 - f. Attractive architectural railings.
 - g. Some interpretive signage (e.g. historical/naturalist).
 - h. At least 2 ADA access points (could leverage existing or currently planned in “The Mill at Occoquan”).
 - i. Preservation of some shoreline for fishing activities.
 - j. Adequate waste receptacles.
3. Pursue TAP grant in FY 2026 cycle in approximate amount of \$1.5 million to fund construction of riverwalk between the Mill at Occoquan and Gaslight Landing and the eastern end of the existing riverwalk and the canoe/kayak launch ramp.
4. Budget \$110,000 in FY 2025 for (a) a boundary survey, (b) a topographical survey, (c) a geotechnical evaluation with barge, (d) civil design, (e) architectural design, and (f) contingency (40%).
5. Next Steps for Council and Staff
 - a. Budget \$110,000 for FY 2025 as noted above.
 - b. Continue discussions with riparian property owners regarding easements and access.
 - c. Plan activities and implement at appropriate time the items funded in the amount of \$110,000 for FY 2025.
 - d. Plan for submission of TAP grant during FY 2026 cycle.

ATTACHMENT A

Riverwalk Expansion Special Committee (RESC) Members

Earnie Porta (Mayor)

Jenn Loges (Vice Mayor)

Theo Daubresse (Council Member)

Cindy Fithian (Council Member)

Nancy Freeborne-Brinton (Council Member)

Eliot Perkins (Council Member)

Bob Love (Community Member)

Nick Roper (Community Member)

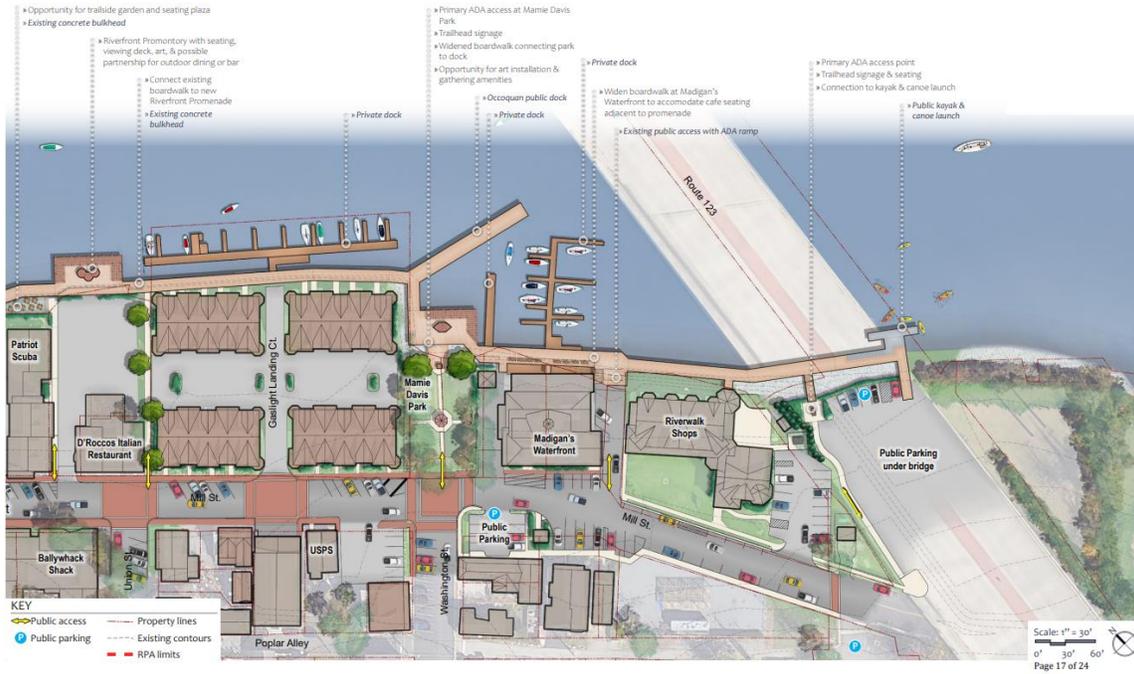
Adam Linn (Town Manager)

Bruce Reese (Town Engineer)

Matt Whitmoyer (Deputy Town Manager)

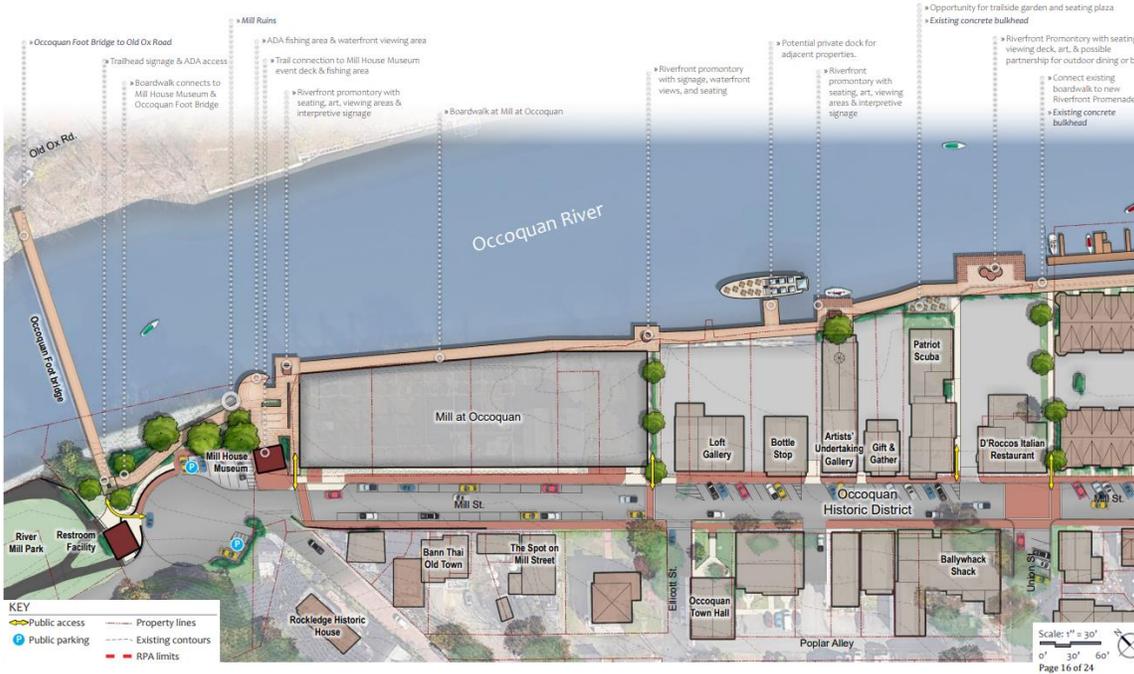
ATTACHMENT B

Occoquan Riverwalk Vision Plan - East Section



Overhead view of Proposed Riverwalk

Occoquan Riverwalk Vision Plan - West Section



ATTACHMENT C (1)

Riverwalk Expansion Special Committee
Thursday, November 30, 2023
Occoquan Town Hall
Meeting Summary

Attendees: Nancy Brinton, Theo Daubresse, Cindy Fithian, Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, Nick Roper, Matt Whitmoyer.

Chair Earnie Porta called the meeting to order at 5:00, had committee members introduced, and briefly reviewed both the purpose of the special committee and the relevant FOIA-related rules.

The chair suggested that committee members review both the Berkely Group report and the Planning Commission slides, taking whatever value from them that they believe is warranted. He advised members, however, not to feel constrained by either document. Planning Commission slides, he indicated, will be used as a starting point for committee discussions.

The committee discussed a basic timeline for the committee's work and focused much of its discussion on the rationale (or business case) for expansion of the riverwalk and the relationship of that rationale to a Riverwalk vision and/or Riverwalk options (e.g., do nothing, "standard," and "enhanced"). Councilmember Perkins was charged with elaborating at the next meeting on the attributes of a riverwalk that would reflect the objectives outlined in the Planning Commission's "Business Case" slide.

Among other things at the next meeting, it is also anticipated that committee member Roper may be able to walk the group through a rudimentary costs analysis as well as describe the process associated with a potential source of government funding.

The meeting adjourned at 6:05.

ATTACHMENT C (2)

Riverwalk Expansion Special Committee
Wednesday, December 13, 2023
Occoquan Town Hall
Meeting Summary

Attendees: Theo Daubresse, Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, Nick Roper, and Matt Whitmoyer.

Chair Earnie Porta called the meeting to order at 5:00 p.m., briefly recapped the prior meeting, and reviewed the committee's imminent next steps. The latter consists of agreeing upon the primary reasons for expanding the riverwalk (i.e., the value proposition) and listing the attributes that should be considered to satisfy that value proposition.

After discussion, the committee agreed that the primary reasons/objectives for expanding the riverwalk include: (1) resident and community access (both viewshed and physical access), (2) economic vitality (sustain current businesses and attract diverse new businesses), (3) education and events, and (4) placemaking and riverscaping.

After discussion, the committee identified the following attributes to consider in successfully achieving the four objectives above:

- Seating
- Lighting
- Social Spaces (bump outs, programmable spaces, imaginative spaces like amphitheaters and pocket parks, intimate spaces)
- Physical and visual differentiation and articulation (linearity and materials)
- Access controls (e.g., fencing)
- Public art
- Interpretive signage
- Child-specific spaces
- Waste receptacles
- Railing
- Water access (fishing areas, boating – hand carry launches and boat tie-up locations)
- Pedestrian/Bicycle/Pet Access

The group was encouraged to contact the chair with any additional attributes they might subsequently identify.

Nick Roper provided an overview of the TAP program and a preliminary analysis of basic potential costs using prior boardwalk construction activities, appropriate escalations factors, and basic boardwalk configurations, noting that differences in the geology of the shoreline could result in significant variation.

The primary focus of the next meeting will be to identify the relative importance of the attributes above for achieving the objectives for expanding the riverwalk.

The meeting adjourned at 6:38 p.m.

ATTACHMENT C (3)

Riverwalk Expansion Special Committee
Monday, January 29, 2024
Occoquan Town Hall
Meeting Summary

Attendees: Theo Daubresse, Cindy Fithian, Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, and Nick Roper.

Call to Order and Administrative Matters

Chair Earnie Porta called the meeting to order at 5:00 p.m. and asked if there were any proposed changes to the summary of the meeting of December 13, 2023. There were none.

Budgetary Parameters

Earnie Porta noted Nick Roper had confirmed that the maximum Transportation Alternatives Program (TAP) grant is \$2.5 million and would require a local match of \$625,000, for a total of \$3.125 million. This is a lifetime project maximum. Earnie noted that a match of \$625,000, if it came from town resources would be equivalent to (a) approximately 5 years of the total net revenues from RiverFest and the Fall Arts & Craft Show, (b) raising the real estate tax rate (assuming current assessments) by approximately 43% from .116 per \$100 to .166 per \$100 and holding it there for 5 years, (c) raising the meals tax rate (assuming existing budgeted gross receipts) by approximately 34% from 3.5% to 4.7% and holding it there for 5 years, (d) some combination of the above.

Nick Roper provided a list of the most recent TAP projects noting that 39 were screened, of those 24 were presented to the Commonwealth Transportation Board, and \$23.5 million was made available to northern Virginia. The vast majority of projects, though in some cases having substantial total project costs, requested less than the \$2.5 million maximum (the average request was for \$1.8 million). The \$2.5 million is a lifetime amount for any one project.

Earnie Porta noted that the Town Engineer had today provided an estimate of various pre-construction/non-construction costs and these totaled between \$620K-\$750K.

Discussion of Narrative/Questions

Earnie Porta asked if there were any major questions regarding the draft running narrative of the project, noting that it was by no means final even for the subjects thus far covered. There were no major questions.

Earnie asked the group to consider whether or not the items proposed by Planning Commissioner Don Wood (his submission had been distributed in advance) should be added to the list of items to be evaluated as important characteristics for a successful riverwalk project. The group was unanimous in concluding that the ideas of a multi-function platform, a zip line, and a conservation station were not items that should be considered at this time as necessary for a successful project. With regard to

ATTACHMENT C (3) Continued

retaining viewsheds of the river from Mill Street, the group agreed that this should be considered when considering riverwalk railing choices.

Establish Importance of Riverwalk Characteristics to Valuation Goals

The group had a robust discussion of which characteristics should be considered critical to successfully meeting the goals of the riverwalk project.

The following items were deemed sufficiently important/mission critical:

- Riverwalk should at least match the 12 ft. width of the existing riverwalk
- Riverwalk should be widened at the existing connection between the Mamie Davis Park section and the Town dock/Gaslight Landing section.
- Attractive, pedestrian-level lighting (not overhead lighting)
- 2-3 additional social spaces (e.g. bump-outs, bump-ins, extensions, etc.)
- Benches on the riverwalk for seating
- Attractive architectural railings
- Some interpretive signage (e.g. historical/naturalist)
- At least 2 ADA access points (could leverage existing or currently planned in "The Mill at Occoquan")
- Preservation of some shoreline for fishing activities
- Adequate waste receptacles

The following items were considered, but not deemed sufficiently important/mission critical:

- Riverwalk width greater than 12 feet
- Overhead decorative lighting
- More than 3 additional social spaces
- Imaginative seating designs
- Artistic railings
- Public art spaces/public art
- More than 2 ADA access points
- More than 2 additional non-ADA access points
- Gated access points
- Bicycle lanes or riding access points
- Hand carry launch
- Designated fishing area on riverwalk
- Specific style of waste receptacles/receptacles that provide opportunities for artistic expression
- Dedicated, designated child-specific areas

Earnie Porta indicated that at the next meeting he would like Nick Roper and/or the town engineer to opine on what pre-construction costs the town should consider budgeting for in the coming fiscal year.

The meeting adjourned at 6:55 p.m.

ATTACHMENT C (4)

**Riverwalk Expansion Special Committee
Wednesday, February 28, 2024
Occoquan Town Hall
Meeting Summary**

Attendees: Theo Daubresse, Cindy Fithian (arrived 5:20), Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, Bruce Reese, Nick Roper, and Matt Whitmoyer

Call to Order and Administrative Matters

Chair Earnie Porta called the meeting to order at 4:30 p.m. and noted that he was deferring until the March meeting the agenda item on recommendations for the FY2025 budget. He also outlined the plan for future meetings. In particular, assuming progress at today's meeting and progress at the March meeting, he would then work with Bob Love on updating the draft report to the Council and submit that to the committee for review at its April meeting. This could result in the committee completing its work a month earlier than originally scheduled.

He asked if there were any proposed changes to the summary of the meeting of January 29, 2024. There were none.

Prioritization of Riverwalk Segments

Chair Porta noted that with three segments of riverwalk expansion under consideration, the purpose of this discussion was to determine a priority ranking of those segments in the event funding was not available to construct all three at approximately the same time as part of a single project. The three segments are: (a) the westernmost, consisting of the area behind the Mill House Museum between the Nathaniel Ellicott pedestrian bridge and the western end of the Mill at Occoquan property, (b) a middle section, consisting of the area between the eastern end of the Mill at Occoquan property and the western end of Gaslight Landing, and (c) the easternmost, consisting of the area between the eastern end of the riverwalk behind the Riverwalk Shop complex and the town canoe/kayak launch ramp.

Nick Roper gave a presentation that analyzed past Transportation Alternatives Program (TAP) grants and provided updated cost estimates for the three riverwalk segments under consideration. He noted that when seeking funding under the TAP program, it is advantageous for a proposed project to show connections to larger regional trail networks. Consequently, given that the East Coast Greenway and Potomac National Scenic Heritage Trail both pass through town currently, but would be made more scenic and safer by being formally moved from the streets to the riverwalk, this connection to a regional trail network should be prominent in the town's planning and funding proposal. Based upon the recent history of TAP grants, it appears that an application in the approximate range of \$1.0 - \$1.5 million would be most likely to be favorably considered.

Committee members discussed the costs and importance of the three riverwalk segments under consideration. Members agreed that the completion of the middle section between the Mill at Occoquan property and Gaslight Landing made the most sense in terms of "completing" a riverwalk and making it part of a trail network. Eliot Perkins noted one disadvantage of prioritizing this segment is that any development of the adjoining shoreline would be entirely dependent upon the desires of

ATTACHMENT C (4) Continued

private property owners, in contrast to the area behind the Mill House Museum, which is owned by the town. Members also discussed the relatively modest costs of completing the section between the eastern end of the existing riverwalk and the town's canoe/kayak launch ramp.

After discussion, the Committee concluded that funding priority should be given to the middle section (area between the Mill at Occoquan and Gaslight Landing) and the easternmost section (the area between the existing riverwalk and the canoe/kayak launch ramp) as part of one project if possible, with the area behind the Mill House Museum to be pursued at a later date upon further evaluation.

The chair adjourned the meeting at 5:35 p.m.

ATTACHMENT C (5)

Riverwalk Expansion Special Committee Wednesday, March 20, 2024 Occoquan Town Hall Meeting Summary

Attendees: Theo Daubresse, Cindy Fithian, Nancy Brinton, Adam Linn, Bob Love, Eliot Perkins, Earnie Porta, Bruce Reese, Nick Roper, and Matt Whitmoyer

Call to Order and Administrative Matters

Chair Earnie Porta called the meeting to order at 5:00 p.m. and asked if there were any proposed changes to the summary of the meeting of February 28, 2024. There were none.

Recommendations for FY 2025 Budget

Nick Roper and Bruce Reese reviewed the estimated costs of various items that the Committee might wish to consider recommending the town incorporate into its FY 2025 budget in order to best position the town to pursue TAP grant or other external funding in FY 2026.

After discussion, the Committee agreed unanimously to recommend to the Town Council that \$110,000 be budgeted for FY 2025 to fund (1) a Boundary Survey, (2) a Topographical Survey, (3) a Geotechnical Evaluation with a barge, (4) Civil Design, (5) Architectural Design, and (6) contingency. Town Manager Adam Linn noted that a sum in excess of this had already been anticipated in Council discussions allocating what was previously identified as SLFRF funding and was thus available. The committee was reminded that under current rules these funds will not be able to be counted as part of the town's match requirement if a TAP grant is ultimately received.

Final Meeting and Report

The chair briefly reviewed the various items that had been decided in all the prior meetings and noted that he and Bob Love would be drafting the final report to the Town Council for the committee to review and approve at its next meeting. He requested that Eliot Perkins gather illustrative photographic examples of some of the attributes of the riverwalk that could be incorporated into the final report.

The final committee meeting was scheduled for April 15, 2024.

The chair adjourned the meeting at 5:52 p.m.

ATTACHMENT C (6)

**Riverwalk Expansion Special Committee
Monday, April 15, 2024
Occoquan Town Hall
Meeting Summary**

Attendees: Theo Daubresse, Cindy Fithian, Adam Linn, Bob Love, Eliot Perkins, Earnie Porta, Nick Roper, and Matt Whitmoyer

Call to Order and Administrative Matters

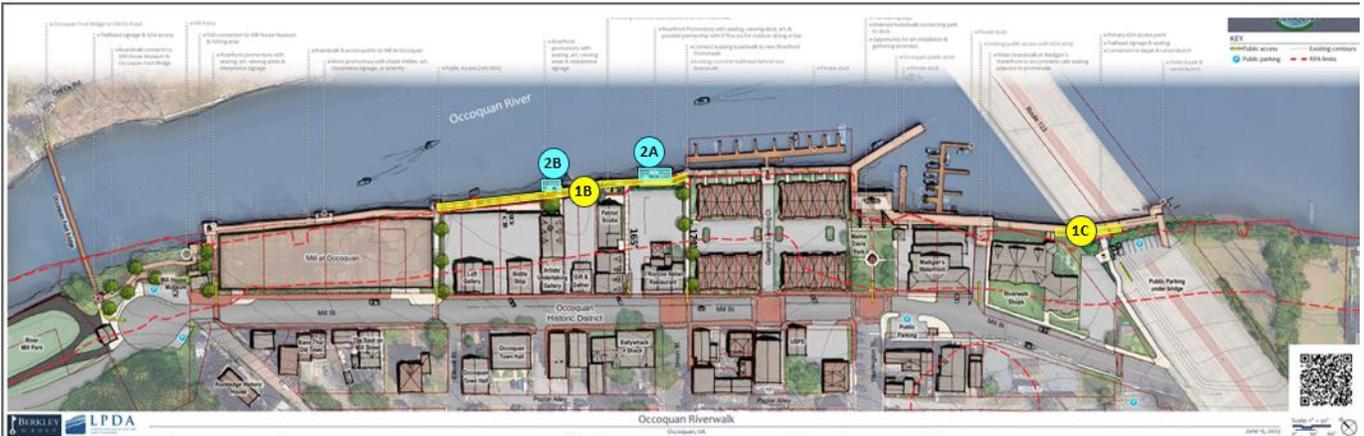
Chair Earnie Porta called the meeting to order at 5:10 p.m. and asked if there were any proposed changes to the summary of the meeting of March 20, 2024. There were none.

Review of Final Report

The chair briefly reviewed the final report, which had been distributed prior to the meeting and asked for comments, corrections, or changes. Discussion ensued and the group agreed upon some non-substantive typographical changes. Mr. Perkins agreed to attempt to provide for the final report illustrative photographic examples of potential variations on the specific attributes the committee deemed critical to the success of the project.

The chair adjourned the meeting at 5:40 p.m.

ATTACHMENT D



1 Riverwalk (12 ft width)

Segment	Area/ Length	PE (2023-24)	CN (2027)	Total
1A – Mill Museum to Footbridge (160')	1,920 sf	\$62k	\$238k	\$300k
1B – Mill Development to Gaslight Landing (370')	4,440 sf	\$142k	\$551k	\$693k
1C – Riverwalk Shops to Kayak Launch (100')	1,200 sf	\$38k	\$149k	\$187k
Subtotal		\$180k	\$700k	\$880k
40% Contingency		\$72k	\$280k	\$352k
Total		\$252k	\$980k	\$1,232k

2 Riverwalk Access and Supplemental Features

Segment	Area/ Length	PE (2023-24)	CN (2027)	Total
2A – Large Deck/Dock, 18x60	1,080 sf	\$35k	\$134k	\$169k
2B – Small Deck/Dock, 18x30	540 sf	\$17k	\$67k	\$84k
2C – Patriot Sidewalk	165 ft	\$39k	\$151k	\$190k
2D – Gaslight Sidewalk	174 ft	\$41k	\$159k	\$200k
2E – Underbridge Sidewalk	205 ft	\$48k	\$187k	\$235k
2F – Memie Davis Entr., 24x30	720 sf	\$23k	\$89k	\$112k
Subtotal		\$52k	\$201k	\$253k
40% Contingency		\$21k	\$80k	\$101k
Total		\$73k	\$281k	\$354k

3 Enhancements (Cost w/in Contingency)

- Trailside Garden
- Widen Existing Boardwalk
- Lighting
- Trailhead signage
- Shade Shelter
- Benches/Seating
- Public Art
- Interpretive Signage
- Museum Boat Launch
- Construction Easements**

Grand Total: @ \$1.586 Million (\$325k PE, \$1.261M CN) ⇒ Approximately high end of \$1-\$1.5 Million preferred TA range

ATTACHMENT E

Town Engineer Non-Construction Cost Estimate - 01/29/2024					
Task	Unit Cost	Notes	Unit	Total	Cost
Boundary Survey	\$2,500	Per Lot	10 5	\$25,000	15,000
Topographic Survey	\$1,200	Per Acre	3 1.5	\$3,600	6,000
Bathometric Survey	\$1,500	Per Day	2	\$3,000	--
Geotechnical evaluation with Barge	\$20,000	Hourly Estimate	1	\$20,000	15,000
Wetland delineation	\$7,500	Hourly Estimate	1	\$7,500	--
Preliminary Jurisdiction Determination	\$3,500	Hourly Estimate	1	\$3,500	--
RPA establishment	\$2,500	Hourly Estimate	1	\$2,500	--
Constraints and opportunities analysis (Berkley)	\$25,000	Hourly Estimate	1	\$25,000	--
Infrastructure Assessment	\$15,000	Hourly Estimate	1	\$15,000	--
Site Plan					
Civil design	\$65,000	Hourly Estimate	1	\$65,000 25%	16,000
VSMP	\$10,000	Hourly Estimate	1	\$10,000	--
Easement plats	\$3,500	Per Plat	10	\$35,000	--
ADA compliance					
Wetlands permitting - Joint Permit Application	\$30,000	Hourly Estimate	1	\$30,000	--
US Army Corps of Engineers					
Department of Environmental Quality					
Department of Historic Resources					
Department of Conservation and Recreation					
Department of Game and Inland Fisheries					
US Fish and Wildlife Service					
Time of year restriction					
Waters of the US					
Virginia Marine Resource Commission					
Floodplain	\$30,000	Hourly Estimate	1	\$30,000	--
FEMA					
Town of Occoquan					
Storm surge protection					
Architectural design	10% of const	Hourly Estimate		\$100,000 25%	25,000
PWC Building Department					
Structural interaction	\$7,500	Hourly Estimate	1	\$7,500	--
Legal	\$40,000	Hourly Estimate	1	\$40,000	--
Permits	\$50,000	Hourly Estimate	1	\$50,000	--
Grant oversight	\$50,000	Hourly Estimate	1	\$50,000	--
Construction					
Bids and award	\$10,000	Hourly Estimate	1	\$10,000	--
Oversight	\$15,000	Hourly Estimate	1	\$15,000	--
Project Manager	\$75,000	Hourly Estimate	1	\$75,000	--



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Discussion Items	Meeting Date: February 17, 2026
4a: FY2027 Budget Work Session #2 (Mamie Davis Fund / eSummons Fund)	
Discussion	

Attachments: a. Draft Budgets (Mamie Davis / eSummons Fund)
b. PowerPoint

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the proposed FY2027 Mamie Davis Fund and eSummons Fund.

The Mamie Davis Fund is a permanent endowment of \$100,000 gifted to the Town by longtime resident and town official Mamie Davis. The principal of the fund cannot be spent, nor can the investment structure be altered by the Town. Only the interest or investment earnings generated from the fund may be used, and such funds are restricted to projects that benefit Mamie Davis Park or Town Hall.

The eSummons Fund was established in 2019 following the adoption of Ordinance O-2019-02, which authorized the Town, pursuant to Virginia Code § 17.1-279.1, to collect a \$5 assessment fee per traffic or criminal case initiated by the Town. The purpose of the ordinance was to support the purchase, implementation, and ongoing maintenance of an electronic summons system. The Commonwealth authorized this fee to improve the overall efficiency of the judicial system by reducing data entry backlogs, streamlining case processing, and facilitating faster and more accurate court resolutions. The eSummons Fund is a restricted fund, and revenues received from the Court may only be used for costs associated with the eSummons program.

Staff Request: Staff is requesting comment on the proposed special fund budgets.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

Budget Document: Mamie Davis Fund

FY2027 DRAFT - MAMIE DAVIS FUND (Restricted)								
FY2027 ADOPTED BUDGET - MAMIE DAVIS FUND - Revenue	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Adopted	% to Projected	% to Budget	\$ to Budget
Fund Interest Revenue	\$ 256	\$ 1,194	\$ 840	\$ 1,335	\$ 1,000	-25.1%	19.0%	160
Total Proposed Revenue	\$ 256	\$ 1,194	\$ 840	\$ 1,335	\$ 1,000	-25.1%	19.0%	160
FY2027 ADOPTED BUDGET - MAMIE DAVIS FUND - Expenses	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Adopted	% to Projected	% to Budget	\$ to Budget
Capital Projects	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	0.0%	0.0%	\$ (3,200)
Total Proposed Expenses	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	0.0%	0.0%	\$ (3,200)
Total Fund Net	\$ 256	\$ 1,194	\$ (2,360)	\$ (1,865)	\$ 1,000	-153.6%	-142.4%	\$ 3,360

Fund Balance Estimate Mamie Davis Fund	
Fund Balance (6/30/2025)	\$ 8,879
Capital Expense FY26	(3,200)
Revenue FY26	1,335
Fund Balance Estimate 6/30/2026	\$ 7,014
Capital Expenses FY2027	-
Revenue FY27	1,000
Fund Balance Estimate 6/30/2027	\$ 8,014



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

Budget Document: eSummons Fund

FY2027 PROPOSED BUDGET - e-SUMMONS FUND (Restricted)							
Revenue Sources	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Proposed	Increase/Decrease (%) Over Budget	Increase/Decrease (\$) Over Budget
E-Summons Revenue	\$ 15,250	\$ 14,541	\$ 14,500	\$ 14,900	\$ 15,000	3%	\$ 500
Total Proposed Revenue	\$ 15,250	\$ 14,541	\$ 14,500	\$ 14,900	\$ 15,000	3%	\$ 500
Expenses	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Proposed	Increase/Decrease (%) Over Budget	Increase/Decrease (\$) Over Budget
Hardware/Software Maintenance	\$ 5,600	\$ 5,568	\$ 8,500	\$ 7,696	\$ 9,500	12%	\$ 1,000
Internet Service	\$ -	\$ -	\$ 2,200	\$ 2,200	\$ 2,400		\$ 2,200
Operational Supplies	\$ 1,600	\$ 690	\$ 1,200	\$ 1,172	\$ 1,260	5%	\$ 60
Total Proposed Expenditures	\$ 7,200	\$ 6,258	\$ 11,900	\$ 11,068	\$ 13,160	11%	\$ 1,260
Total Fund Net	\$ 8,050	\$ 8,283	\$ 2,600	\$ 3,832	\$ 1,840	-29%	\$ (760)

e-Summons Fund Balance Estimate	
Fund Balance (6/30/2024)	\$ 56,420
Expense FY2025	11,068
Revenue FY2025	14,900
Fund Balance Estimate 6/30/2025	\$ 60,252
Expenses FY2026	13,160
Revenue FY2026	15,000
Fund Balance Estimate 6/30/2026	\$ 62,092



FY2027 Budget

Mamie Davis / eSummons

TOWN OF OCCOQUAN
FEBRUARY 17, 2026

FY2027 Budget Work Session and Public Hearing Schedule

- 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



FY27 Strategic Framework - *Capital Tiers*

Tier 1

- Expand Public Parking Facilities
 - Increase efficiency at private property (staff facilitate)
- Upgrading Stormwater Infrastructure
 - Stormwater Improvements – EPA Grant
- Completing Riverwalk
 - Reconvene Riverwalk Committee
 - Riverwalk Extension



FY27 Strategic Framework - *Capital Tiers*

Tier 2

- Developing/Promoting Town as a Trail Junction

- Promoting Connections with Regional Partners

- Improving Town Infrastructure
 - McKenzie Drive Restriping
 - Holiday Snowflake/Holiday Lights upgrade
 - Upgrades to Mill House Museum & Old Visitor Center (Roof Replacement)



FY27 Strategic Framework - *Capital Tiers*

Tier 3

- Public Safety Projects
 - To enhance public safety by equipping officers with modern, reliable tools and resources that improve operational effectiveness, professionalism, and efficiency in the delivery of law enforcement services to the community
- Improving Town Properties
 - Developing pocket parks and expanding public property use



FY27 Strategic Framework – *Operational Tiers*

Tier 1

- Enhancing Revenue from Town Events
 - Changing Murder Mystery Event
 - Adding a Valentine Event

- Enhancing Town Beautification
 - Gardening & Invasive Cleanup Programming
 - Enforcing beautification on all town-owned properties
 - Planning Commission Recommendations



FY27 Strategic Framework – *Operational Tiers*

Tier 2

- Tourism Led Economic Development
 - Explore Off-Peak Tourism Opportunities
- Business Support Programming
 - Visit Occoquan Business Support Programming
- Emergency Management
 - Develop resources shared between Public Safety and Public Works



Work Session #2

- Mamie Davis Fund
- eSummons Fund



MAMIE DAVIS PARK FUND

PROPOSED FY2027 BUDGET



Mamie Davis Park Fund

- Revenues generated from earning/interest on a \$100,000 restricted endowment to the town
 - Historically range from approximately \$250- 1,300 annually
- Rental revenues and utility expenses are included in the General Fund
- Approximately \$8,879 (as of 6/30/2025) was available in the account for use on expenses for Town Hall and Mamie Davis Park improvements
- In July 2025, approximately \$3,200 was expended to place a new roof and add polymer-based shingles for longer life



Mamie Davis Park Fund

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Mamie Davis Park Fund

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Mamie Davis Park Fund (Strategic Framework)

There are no proposed expenditures for FY2027:



QUESTIONS



E-SUMMONS FUND

PROPOSED FY2027 BUDGET



eSummons Fund

- In 2019, the Town adopted Ordinance O-2019-02 to assess a \$5 fee per traffic or criminal case (authorized by VA Code § 17.1-279-1)
- Purpose is to increase overall efficiency to the Judicial System by reducing backlog of data entry of summons by the court and facilitating faster and more accurate resolutions to cases
- Assessment revenues are a special fund that can only be used for the purchase, implementation, and maintenance of the eSummons Program



eSummons Fund

- **For FY2027 utilizing eSummons funds -**
 - Upgrade software and add licenses for all patrol officers
 - Internet access for eSummons
 - Add additional laptop for eSummons
 - Add additional mobile eSummons printers
 - Purchase consumables (printer paper, prepaid sheets)



eSummons Fund

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eSummons Fund

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Revenue FY2026	15,000
Fund Balance Estimate 6/30/2026	\$ 62,092



eSummons (Strategic Framework)

Expenditures for eSummons align with:

- **Capital Tier 3 –**

To enhance public safety by equipping officers with modern, reliable tools and resources that improve operational effectiveness, professionalism, and efficiency in the delivery of law enforcement services to the community.



QUESTIONS



NEXT STEPS

- **Work Session #2: March 3, 2026**
 - Discuss Events Fund
- **Work Session #3: March 17, 2026**
 - Discuss General Fund
- **Work Session #4: April 7, 2026**
 - Discuss Capital Improvement Program
- **Work Session #5: April 21, 2026**
 - Recap of All Funds
- **Budget Available to Council/Public: April 24, 2026**

