



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan Town Council Town Council Meeting February 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**
 - a. Request to Accept January 20, 2026, Town Council Meeting Minutes *pg. 2*
5. **Mayor's Report**
6. **Councilmembers' Reports**
7. **Administrative Reports**
 - a. Administrative Report *pg.7*
 - b. Town Treasurer's Report *pg. 32*
 - c. Town Attorney Report *pg.49*
8. **Regular Business**
 - a. 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 10 *pg. 50*
9. **Discussion Items**
 - a. Budget Work Session #1 (Schedule and Strategic Framework) Discussion *pg. 62*
10. **Closed Session**
11. **Adjournment**



4. Consent Agenda	Meeting Date: February 3, 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 January 20, 2025, Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, January 20, 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; Tracy Gallehr, Assistant Town Attorney

1. CALL TO ORDER

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

Mayor Porta noted that Councilmember Love was attending remotely from a boat between St. Lucia and Barbados for personal reasons. The mayor also noted that Assistant Town Attorney Tracy Gallehr was attending remotely.

2. CITIZENS' TIME

Mayor Porta added Citizen's Time with unanimous consent. One resident spoke during Citizens' Time.

Laine S., an artist at a shop in Occoquan and creator of Swords, Brooms & Magical Beasts, an event that has happened twice a year over the past three years spoke. She has formed an LLC for this event and is in the process of getting her Business, Professional, Occupational License. Her goal is to create a curated day of experiences with businesses in Town and have outside vendors at private properties. Laine plans on paying for a shuttle to lessen the impact to the Town parking. She recently became aware that there is an itinerant vendor event fee imposed by the Town that would cost \$2,500.00 dollars and asked if the fee could be waived so that the funds can be put back into the event.

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

Discussion on Swords, Brooms, and Magical Beasts

Mayor Porta asked to place a discussion item on Sword, Brooms, and Magical Beasts with unanimous consent.

Mayor Porta explained that the itinerant vendor event permit was designed to compensate for the various general town services (e.g., trash, traffic control, etc.) that events involve and that existing town businesses are already helping pay for through their yearly Business, Professional, Occupational License (BPOL) fee. He indicated his belief that to not charge such a fee for such events would be unfair to existing town businesses.

Councilmember Fithian thought that given the large amount of visitors that are brought into the Town businesses by this event that she would be amenable to waiving the itinerant vendor event fee.

Councilmember Perkins asked about the history of the fee. Mayor Porta explained that the itinerant

vendor event fee was established many years before his first term as mayor. He noted that for approximately seventeen years, a private property owner sold spaces on their property during the Town's Craft Shows to more than 60 vendors, but ignored the requirement that individual vendors who were not town businesses pay a \$500 itinerant vendor fee. The itinerant vendor "event" fee was designed to accommodate such large events by capping the fee for multiple vendors at \$2,500. The fee helps cover the staff time and resources required to manage larger events, as these vendors were not otherwise paying taxes that town businesses were paying. Mayor Porta cautioned that waiving the fee, as suggested by Councilmember Fithian, would set a precedent that virtually any outside group could set up their own "craft show" or similar event on private property, generating an additional impact on town services, traffic, parking, etc, without contributing to covering the cost of those services, which he felt would be fundamentally unfair to tax-paying town businesses.

Vice Mayor Loges wanted to clarify that this event fee covers the real costs for traffic and public safety services of the Town. In trying to pursue a way forward, she asked if the itinerant vendor fee of \$500.00 could be used in some way instead of the itinerant vendor event fee of \$2,500.00.

Mayor Porta said if all payments went through Town businesses with a Business, Professional, Occupational License or a single business with Business, Professional, Occupational License, he thought it could be treated as a consignment arrangement. He suggested it be done on a consignment arrangement. The Mayor's main goal was that taxes on all levels would be captured legally.

Councilmember Fithian asked if they would need a Town address or if a Post Office Box would suffice; Town Manager Linn noted that ideally there would be a physical in Town address for the business.

Councilmember Perkins asked how this event had been allowed to occur in the past and Town Manager Linn noted that this was the first time that outside vendors were invited to the event.

The Mayor stated that he would like to help make the event work. He asked Laine S. if there were Town businesses or a single business that would agree to run the sales through that business. Vice Mayor Loges asked if the 30 vendors could help mitigate the permit cost through the fee they paid the organizer to participate in the event. Mayor Porta answered that in talking with Town Manager Linn earlier, he learned that part of the vendor fee is going to the Town businesses that are hosting the vendors.

Mayor Porta did not like the look of waiving the itinerant vendor event fee if the event provides a "kick-back" to a Town business hosting the event. The Mayor circled back to the idea of having Town businesses run the artists' and vendors' sales through their accounts. Laine S. noted the high time cost to keeping track of all of those sales and vendors preferring to have money in hand after a sale.

Councilmember Daubresse asked if Laine S. could go back to the vendors asking for another \$80.00 to cover the itinerant vendor fee and Laine noted there would be no support for a higher fee.

Councilmember Perkins lamented this has come to their attention when it is very close to its event date with little time to ameliorate the situation.

Laine S. asked if the itinerant vendor event fee covers five days, if those days had to be consecutive. Town Manager Linn said that an event could be up to five days. The Mayor asked if the fee could cover both days as one event and then directed Staff to investigate if the event fee could be charged for one event for a day in March and a day in August. Town Manager Linn indicated that he would ask the Town Attorney for his opinion, and the Mayor confirmed that Council felt fine based on the Town Code and what was discussed at the meeting that staff could move forward with that approach if they felt comfortable treating the two dates as one annual "event."

3. PUBLIC HEARING

- a. Public Hearing on Zoning Text Amendment to Establish Special Use Permit Requirements and Standards for Tobacco, Vape, Cannabis, or Psychoactive Establishment in the Town of Occoquan

Mayor Porta explained the formality of a public hearing. This public hearing was in regard to adding a new section to more clearly define, classify, and regulate § 157.248 et seq. focused on Special Use Permits for tobacco, vape, cannabis, and other psychoactive specialty establishments.

Mayor Porta noted that a quorum is present and invited interested parties to come forward to comment. After period of time and no one coming up, Mayor Porta asked for a motion to close.

Councilmember Perkins moved to close the public hearing. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

4. CONSENT AGENDA

- a. **Request to Accept the January 6th, 2026 Meeting Minutes**

Councilmember Fithian moved to approve the request to accept the January 6th, 2026, minutes. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

5. REGULAR BUSINESS

- a. **Request to Appoint Member to the Board of Zoning Appeals**

Mayor Porta noted that M. Alexis Wright's name was brought up at the Occoquan Historical Society as a possible applicant for the Board of Zoning Appeals. Councilmember Love moved to adopt Resolution R-2026-02 to submit the following name to the Prince William County Circuit Court for appointment to the Occoquan Board of Zoning Appeals: M. Alexis Wright for a term through January 31, 2031. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

- b. **Request to Adopt Ordinance O-2026-01 to Establish Special Use Permit Requirements and Standards for Tobacco, Vape, Cannabis, or Psychoactive Establishment in the Town of Occoquan**

Vice Mayor Loges moved to adopt Ordinance O-2026-01 to establish special use permit requirements and standards for Tobacco, Vape, Cannabis, or Psychoactive establishments in the Town of Occoquan as presented. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Councilmember Perkins thanked Vice Mayor Loges for her hard work in crafting this ordinance.

Mayor Porta asked if there was the intention to amend the ordinance given the proposed bill in the Virginia legislature. Vice Mayor Loges explained that the legislation was at the bill stage and if it was passed, they would carve out the relevant sections of this ordinance. She also indicated that the ordinance addresses not only marijuana but also tobacco, vape, and psychoactive products that are not in the bill before the legislature.

- c. **Request to Adopt Ordinance O-2026-02 Creating Specific Exterior Lighting Prohibitions, Violations, and Penalties**

Mayor Porta wanted the minutes to reflect that the Council enacted Town Code §157.285 to protect dark skies and promote the general welfare in 2008 and not in 1998 as noted in the agenda packet.

The Mayor wanted to bring attention to the fact that the ordinance now under consideration is not in the zoning section, and some time in the future would like to make sure there are not inconsistencies between this ordinance, which covers the color temperature of lights, etc., and the lighting requirements in the zoning section.

The Mayor then indicated that he wanted to give the Council notice that he planned to bring up a possible adjustment to the lighting section of the zoning ordinance. He pulled up infographic from the zoning section showing a fully shielded light fixture. A fully shielded light fixture does not allow light to go out or up from a light fixture. The original intention was to prevent light from going up and not necessarily out the sides. The Mayor would like to consider in the future allowing light to go horizontally which would allow the historical lamps in Occoquan. Mayor Porta would also like to include lights that allow light to go up, but are covered by a porch or awning that blocks light from escaping upward.

Vice Mayor Loges asked why there was a need for ordinances in two different sections. Town Manager Linn explained that by putting the ordinance under consideration in general welfare, it would be treated similar to noise issues, rather than as a zoning issue.

Councilmember Love asked how this would impact the Dominion pole lights in town. Assistant Town Attorney Gallehr noted that there was an exemption section that luminaires installed on public utility poles, on a public right-of-way, town parks facilities, and public areas are exempt.

Councilmember Daubresse moved to adopt Ordinance O-2026-02 regarding lighting as presented. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

6. DISCUSSION ITEMS

Mayor Porta asked for unanimous consent to move the Visit Occoquan Quarterly Report to the last item to which the councilmembers and presenter consented.

a. Front-in Only Parking in Angled Parking on One-Way Streets Discussion

Town Manager Linn noted a citizen asked about this topic at the last Town Council's Citizen's Time. Town Staff researched the number of accidents on Mill Street and Commerce Street over the past twelve months. Of the eight accidents on those streets, five involved angled parking. Section 46.2-889 of the Virginia Code indicates that vehicles must be oriented with the direction of traffic flow on that side of the street. Town Staff spoke with the Town Prosecutor who feels that since one would have to drive against the flow of traffic to park with the front-out in an angled parking spot, judges would understand why parking violations would be issued for this behavior.

Mayor Porta asked if the enforcement would start with warnings to which Town Manager Linn indicated they would not. Town Manager Linn explained that there are few people who park this way and enforcement is at the discretion of the Occoquan Police Department. Town Manager Linn was contemplating changing the Town Code, but believes it is legally defensible to keep things the way they are. Town Staff will reach out to a Town resident they are aware of that parks front-out in Town and will include an announcement in the Town newsletter.

b. Union Street and Center Lane Parking Space Removal Discussion

Town Manager Linn made two onsite visits, talked to business owners & landlords, and pulled accident reports from 2019 to today. In that time, there were two accidents at Union Street and Center Lane, where VDOT estimates that approximately 5,000 cars pass every day. Town Engineers and VDOT believe this parking space works as a traffic calming measure and recommend keeping the parking space.

Mayor Porta explained the history of traffic calming measures on Center Lane to add speed bumps.

Councilmember Perkins noted that while the number of accidents is incredibly low he wanted to emphasize that when that accident happens to your car it is still an impactful number.

Councilmember Fithian wanted to note that when at that spot, the vantage point of standing is far higher than sitting in a car. She herself has experienced fear and hardship when using this intersection and does not use this intersection. Town Manager Linn noted this was the traffic calming measures at work. Councilmember Fithian requested it to be changed to a motorcycle parking spot only.

Vice Mayor Loges asked if instead of a motorcycle spot, if the distinction of a compact car spot would be beneficial. Mayor Porta asked if this parking spot was changed to a compact spot, what is the rationale to for not having compact car spots at other locations in the alleys and near Town Hall. Town Manager Linn noted there would need to be a code change and a definition of compact cars. Based on consensus of Council, Mayor Porta directed staff to look into changing the parking space into compact parking and acknowledged resident Justin L. who brought this matter up at the previous Town Council Meeting.

c. Visit Occoquan Quarterly Report

Sarah Burzio, Executive Director of Visit Occoquan, started her presentation by updating the number of email marketing by 351 names from the Fall Craft Show, Murder Mystery and Holiday Artisan Market. She then opened the floor to questions.

Mayor Porta asked why it was written as Quarter one. Executive Director Burzio noted this was an error and that Visit Occoquan is operating in the same quarter as the Town.

Councilmember Fithian applauded the high open rate and asked what led to the decline of Instagram views in the second quarter. Executive Director Burzio explained that advertising on Instagram for the Fall Craft Show heavily inflates the views on Visit Occoquan's Instagram feed.

7. ADJOURNMENT

Mayor Porta noted that this year is the 250th anniversary of the Declaration of Independence and continues the commemoration of the 250th anniversary of American Revolution. He would like the Town of Occoquan to do something for this anniversary, noting events taking place elsewhere in the county. He indicated that there is very little history directly linking the Town of Occoquan and the American Revolution, noting that the Town was not chartered until 1804. The Mayor would like to look at the list of Prince William County residents who received pensions as Revolutionary War Veterans and see if any of them lived in Occoquan via the 1810 or later census records. Mayor Porta asked Councilmembers to think of how to best recognize these people once they are identified.

Mayor Porta also indicated that he plans for the Town to recognize Jerry's Occoquan Jewelers on the

occasion of their fiftieth year in Business in the Town of Occoquan, making them the longest continuously operating business in the Town of Occoquan.

The meeting was adjourned at 8:05 p.m.

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: February 3, 2026

SUBJECT: Administrative Report

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

Administration

Strategic Framework Updates:

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

Capital Tiers

Tier 1

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

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

➤ **Upgrading Stormwater Infrastructure:**

- Stormwater Improvements (Community Project Funding): UPDATED: On March 17th, 2023, Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. On March 6th, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13th, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. In March 2025, staff bid out the CCTV of the existing system and selected the County to do the work in Spring 2025. Staff also worked with EPA staff to address comments on the application and

submitted revised documentation to meet compliance requirements in late March. In June 2025, staff met on site with the County and its contractor to review the scope of work. In July 2025, the County met with Town staff to review the budget and prioritize improvements in light of increased project costs. The County also completed the CCTV inspection of the system. Staff 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 information on grant award.

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission: With Council direction, staff did not pursue a VDOT TAP grant for the project due to eligibility concerns. At the December Town Council Meeting, staff received updated direction to seek alternative funding sources for the riverwalk. Staff has been researching funding opportunities.
- Riverwalk Extension Project - UPDATED: Preliminary engineering and design of the Riverwalk extension are on pause until funding is secured. 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 16th, 2024, meeting and revised recommendations were submitted in March 2025.

➤ **Promoting Connections with Regional Partners:**

- Occoquan Greenway (VDOT TAP Grant Project): In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff worked with the contractor and the County throughout 2024 to come to a solution that addresses potential turning issues and limits damage to the root system of the magnolia tree at the intersection of Mill and Ellicott Streets. The County Arborist has made recommendations for protecting the magnolia and staff is waiting on 100% plans from

the County contracted engineer that will need to be reviewed and approved by VDOT. Town staff and Mayor Porta attended a meeting with Lake Ridge Parks & Recreation Association, Supervisor Boddye, and Prince William County Parks staff to discuss the phases of the Occoquan Greenway project. In April 2025, staff supplied their final comments on the contractor's 100% plans, including a 3-D brick design on the retaining walls along Union and Ellicott. Staff has been advised that the final plans are under review by VDOT and that the contractor intends to submit a site plan for land disturbance imminently with the Town. The contractor is moving forward with obtaining VDOT land use permit for construction instead of the Town land use permit. Utility relocations and right of way authorizations are being applied for and construction is proposed for late spring early summer 2026. Updates will be available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: Staff including gateway improvements in its 2025 Landscaping Plan. Native plantings were redesigned and some annuals were planted at the Commerce entry sign in late May. Staff has worked with the landscaping contractor to design native perennials and other hardscape accents that were installed at the Tanyard Hill Road entrance to town on October 28, 2025.

➤ **Pursuing Energy Efficiency/Sustainability Enhancements:**

- Glass Recycling: In support of a Planning Commission recommendation, Town staff has been working with Prince William County on the placement of a glass recycling bin in proximity to town residents. After further review and in light of cost constraints, the County indicated it will not be able to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot nor any town lots. Town staff is currently working with the County on potential alternatives. Currently, the closest County glass recycling bin for town residents is at the County Center.

➤ **Improving Town Infrastructure**

- Staff will provide updates as the FY2027 Capital Improvement Program progresses.

Tier 3

➤ **Implementing Public Safety Projects:**

- Replacement PS Vehicle - UPDATE: 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 and bids are being received.

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

- River Mill Park Upgrades: Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Staff have completed repairs to trim, vents, and plumbing in the park bathrooms. In mid-July 2025, an additional outdoor electrical receptacle was installed in River Mill Park near the LOVEwork. The area will be seeded in the fall.

In early 2025, FCWA notified staff that inspections of the park and the concrete

- structure below the park had been completed, and they requested the Town make repairs to both the park and the structure below. Staff indicated that the maintenance on the concrete structure is beyond the Town's scope and worked with FCWA on a solution. In July 2025, FCWA requested the Town work with them to address drainage issues in the park, but are no longer requesting that the Town make repairs to the structure below until after the next scheduled inspection in approximately three years.
- River Road and Town Dumpster Storage: In December 2023, staff began storing Public Works equipment on Town property at River Road following the installation of a fence along Rt. 123. Additional improvements were implemented to better secure the property, enhance refuse storage for residents, and provide limited access to the VDOT easement for River Road residents. On March 17, 2025, staff cleared and organized the River Road property, chaining off the entrance and installing a gravel cover. Staff also cleared and improved the storage area at the Town dumpster, adding storage capacity and repairing the dumpster enclosure. In July 2025, staff finalized a contract for a storage shed and completed supplementary site preparation. By October 2025, all improvements were completed, including the erection of the storage shed, installation of fencing, and enhancements to refuse storage facilities.
 - Street and Informational Signage Updates: Town staff is updating signage on town streets and properties to reflect current town branding and add new information.
 - Town Dock Regulations: Staff has completed the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff ordered new signage and is updating the Town website with the rules and regulations as well as payment options for the next boating season.
 - Mill House Museum – NEW: 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.

Operating Tiers

Tier 1

➤ **Personnel Recruitment, Retention, and Succession Planning**

- Volunteer Program: The Events Office is currently implementing a new volunteer program for the Town, including onboarding and scheduling, in order to recruit and retain more volunteers for expanded opportunities across Town events and projects. The program is a partnership with Visit Occoquan and Occoquan Historical Society, with whom the Town will share volunteers and resources. Sign up information is available on the Visit Occoquan website at <https://www.visitoccoquanva.com/getinvolved>.
- Staff Retention Program: The Town Manager has been researching and implementing options to promote retention of staff across all Town departments.

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

- Program Information: There has been a significant increase in timed parking violations by business employees during the fall months. Staff used this trend as an opportunity to educate business owners and employees about the regulations, emphasizing that there are no exemptions to the timed parking limits. Parking enforcement has now

shifted to a random weekly schedule to ensure consistent compliance. For more on the most up-to-date information on the Timed Parking Program, please visit: www.occoquanva.gov/timed-parking-3/.

➤ **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 6th -7th, 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.

➤ **Evaluating a Business Recruitment Program**

- Business Recruitment Research: With direction from Town Council, staff is researching the feasibility and parameters of a business recruitment program for the town. Staff will provide updates to Town Council as appropriate.

➤ **Enhancing Public Safety**

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

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

➤ **Enhancing Town Beautification**

- 2025 Landscaping Plan Improvements: At its February 18, 2025, meeting, the Town Council reviewed the 2025 Landscaping Plan. This plan created by the Deputy Town Manager and Public Works Department, covers the plantings and bed improvements to public properties and right of ways around Town. In late May 2025, staff completed most of these improvements by planting a mix of native perennials and annuals in

locations across town, including a wildflower garden at the LOVEwork in River Mill Park, native shrubs and flowers at the East Locust and Washington Bed, and new annuals at Mamie Davis Park, PD, and the 123 and Commerce welcome sign. Staff and contractors will continue to implement the plan through the fall with improvements to the bed at 204 Washington St and a new bed at the Tanyard Hill Rd welcome sign.

- Gardening and Invasives Cleanup Programming: On July 26, 2025, staff held a pilot gardening and invasives cleanup in coordination with volunteers. Based off the success of the event, staff is working with volunteer leaders to assess needs and resources and develop more programming. A second meeting was held on September 20th to remove invasives. Members of Town Council and Staff met with the Program Manager of Loudon County's Invasive Plant Species Management Program to discuss how to create community buy in, best practices for reducing invasive and increasing native plants species, and how to fund these efforts.

Tier 2

➤ **Monitoring Technology Improvements for Productivity Enhancement**

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

➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings-UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. The meetings will now take place before Town Council meetings to optimize staff and attendee schedules. The last Town & Business Quarterly Meeting for 2025 took place on January 20th, 2025 at 5:30 pm. Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support : Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also now host semi-annual listening meetings for town businesses only, to provide a forum for business owners to discuss issues that affect the business community at large. Finally, Visit is currently working to provide welcome packages to new businesses and has incorporated welcome information into the packets that Town staff supplies to new businesses.

➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. Town and Visit staff attended an orientation on January 23, 2025, and receives monthly trainings. Starting in late summer, VMS staff worked with the Town and Visit to collect and analyze the town's economic development data and the organizational capacity of Visit. VMS Staff came to Town to conduct focus groups, site visits and surveys on December 4th, 2025.
- 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 7th 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 5th, 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.

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

- Maintenance Plan Research: Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority. Staff have identified the acquisition of an OOTB asset management system as the first step. Staff are currently onboarding a budget-friendly system for use by Public Safety and Public Works in managing their respective assets.

Capital and Maintenance Project Updates:

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

- Mill Street Water Issue: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead traveling through the pipe to the Ellicott Street inlet. Minor damage occurred to the pipe over the winter and repairs were completed in March 2025. Updates will be available at www.occoquanva.gov/construction-updates.
- Edgehill Drive Water Issues: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. Water again began to bubble through the road in February 2025. Town staff reported the issue to VDOT. In April 2025, staff removed sediment buildup from the area and power washed to help abate the smell and sediment issue. VDOT installed additional drains in late May; however, staff have noted continued water buildup in the area and has notified VDOT.
- Mill Street Cul-de-sac Railing: In July 2025, a car struck the railing along the top of the cliffside at the Mill Street cul-de-sac, causing thousands of dollars in damage. Approximately 80 feet of railing was broken off the concrete base and requires replacement. Staff contracted out the replacement and work was completed in August.

Mill House Visitor Kiosk- UPDATED: In 2024, a car struck the visitor kiosk outside the Mill House Museum, destroying the structure. In June 2025, the Town received funding from Prince William

County to replace it. Staff are currently working through permitting and design with a contractor. 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 or visit www.occoquanva.gov/living-here/tax-information/ and/or www.occoquanva.gov/business/doing-business-in-occoquan/.
- Town Vehicle License Enforcement—Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15th of each year. The 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 18th, 2025, meeting, the Town Council voted to repeal § 35.044 of the Town Code, repealing the 3% discount on timely meals tax filings that file on or before the 20th of the month. The repeal took effect on July 1, 2025. New filing forms are updated on the Town website and have already been delivered to affected businesses in

advance of that date. For any questions please contact 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 December 2025 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies (as of December 31, 2025).

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
THIRD BASE	4 months	12/19/25
BLACK MAGIC OCCOQUAN	3 months	12/03/25

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
WHITE, FRANCESCA*	9 months	9/23/2025	1521 COLONIAL DR

*By Mortgage Company

Meals Tax by Fiscal Year			
Month	FY24	FY25	FY26
July	31,379	29,964	30,559
August	31,029	31,192	37,849
September	29,843	27,870	25,453*
October	26,873	28,254	26,840*
November	22,505	22,792	22,322*
December	23,771	17,574	20,046*
Total as of Latest Month:	165,400	157,646	163,069*

*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- new from last report- Working with applicant on an application for partial demolition and reconstruction of the existing single-family residence.

Riverwalk Connection Project- new 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.

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
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 1/30/26.
116 Washington	SUB2025-003	Townhouses	Subdivision plat submitted 8/19/25, comments returned 10/4/2025. Meetings on 1/12/26 and 1/30/26.
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.

A. The following is a list of **zoning reviews** from January 1 to January 31, 2026:

	Zoning Application #	Property Address	Activity
1	TZP2026-001	122 E Colonial Drive	Add 22 Solar Panels to Roof
2	TPZ2026-002	115 Poplar Lane	Demolish and Rebuild House
3	IAP2026-003	210 W Locust Street	Add EV Charger to Garage
4	IAP2026-004	223 Mill Street	Replace Water Heater
5	IAP2026-005	225 Mill Street	Replace Water Heater
6	IAP2026-005	258 Gaslight Landing Court	Replace Water Heater

B. The following is a list of **zoning modification requests** from January 1 to January 31, 2026:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from January 1 to January 31, 2026:

	Property Address	Violation #	Violation	Town Action
1	203 Poplar Alley	OCV-2026-001	Trash/Refuse	Courtesy call on 1/5/2026; Abated on 1/6/2026.
2	406 Union Street	OCV-2026-002	Trash/Refuse	Courtesy email on 1/12/2026; Abated on 1/23/2026.

D. The following is a list of **active/previous violations** from January 1 to January 31, 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/department/building-development-division.

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

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

Public Safety

Mission:

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



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.

The OPD began developing its new strategic plan, building on and updating the strong foundation established during the Department's first strategic planning effort. January also marked the start of several key annual initiatives, including training calendar development, budget planning, and the annual policy review with associated refresher training to ensure consistency, compliance, and shared understanding across the team.

In addition, OPD formally initiated work toward accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). This effort will continue throughout 2026 and will focus on aligning policies, procedures, training, and documentation with established professional standards reinforcing OPD's commitment to accountability, operational excellence, and continuous improvement.

During the month of January, the OPD completed an investigation into one of its officers, reflecting continued commitment to accountability and community trust.

Field Operations Division

The Field Operations Division (FOD) is responsible for managing day-to-day patrol operations throughout the Town, ensuring public safety and maintaining a visible law enforcement presence. During 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.

In January, the OPD Special Operations Division (SOD) conducted its annual equipment inspection to ensure all specialized gear was accounted for, serviceable, and mission-ready. Personnel verified inventories, checked expiration dates and maintenance schedules, and documented any repairs or replacements needed. The inspection was paired with refresher training to reinforce safe handling, proper deployment, and operational proficiency with assigned equipment. SOD members also reviewed standard operating procedures to ensure readiness and consistency across the team. These annual inspections and training sessions help maintain a high level of preparedness and support OPD's ability to respond effectively to critical incidents and special events.

During the January significant snow and ice event, OPD personnel assisted with winter storm preparedness and response efforts. In addition to maintaining public safety and responding to calls for service, including multiple disabled vehicles, officers supported snow plowing and ice removal operations to help keep roads open and passable. These efforts were part of a coordinated, town-wide response to mitigate hazardous conditions and support the community throughout the storm and recovery.

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:

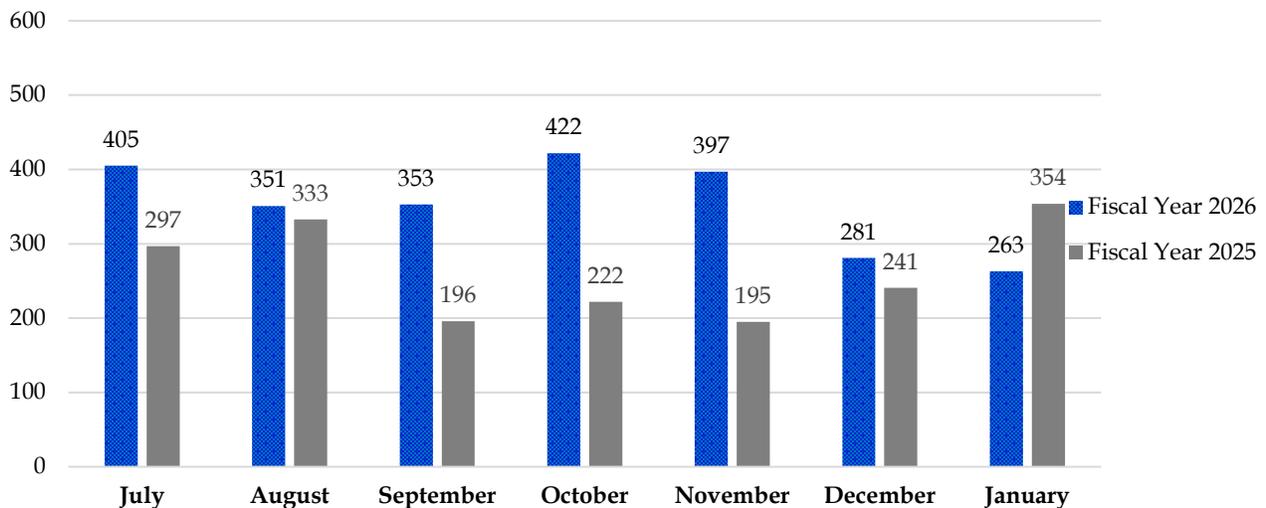
As of January 26th, for the month of January, the town police had 144 calls for service including:

<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarm Call	3	Larceny/Theft	1
Animal Call	2	Medical Calls	2
Code Violation	1	Missing Person	1
Disabled Vehicle/Motorist Assist	21	Other/Services	33
Disorderly	3	Parking Complaints	4
Destruction of Property	1	Person in Crisis /Suicide Attempt	1
DOA	1	Reckless Driving/Road Rage	3
Domestic Complaint	1	Roadway Obstruction	6
Drug Complaint	1	Stolen / Abandoned Vehicle	7
DUI Arrest	1	Suspicious Calls	12
Felony Arrest	1	Traffic Control	1
Fleeing and Eluding	1	Trespassing	1
Firearm Violation	1	Vehicle Crash	11
Found & Lost Property	1	Warrant Arrest	2
Hit & Run	2	Warrant Service	1
Impaired Driving	2	Welfare Checks	14
			144

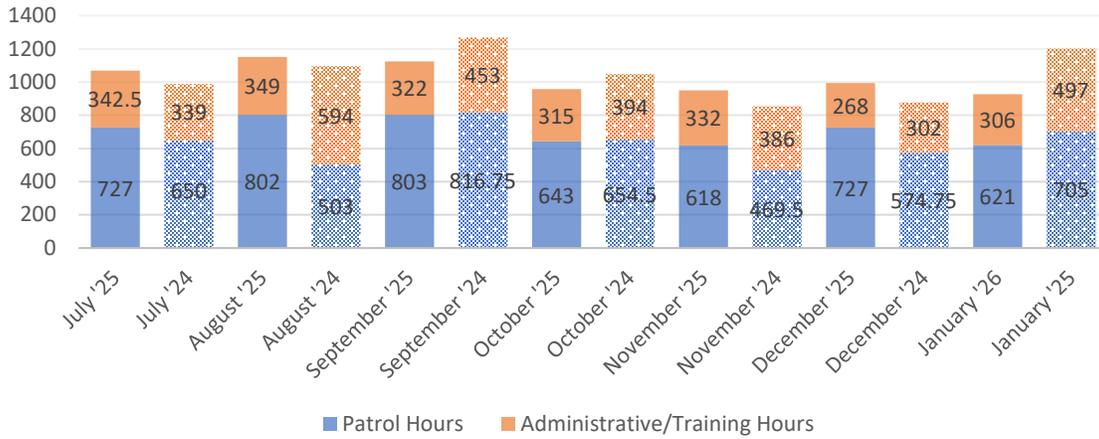
Town police made 4 custodial arrests, issued 263 traffic summonses, 33 parking violations, and 46 warnings.

Officers also engaged in 230 business checks and 247 park checks during the month of January.

Traffic Summonses FYTD (GRAPH)



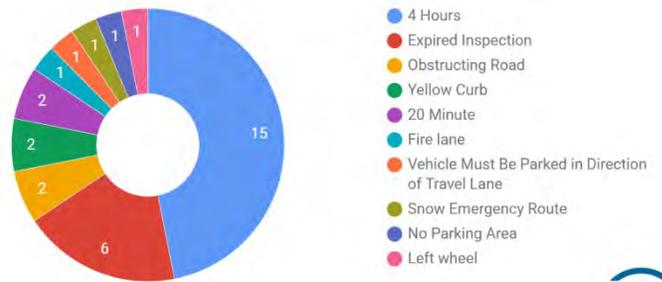
Patrol/Administrative/Training Hours FYTD (GRAPH)



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	33	0

Occoquan VA - Tickets By Violation (Month To Date)

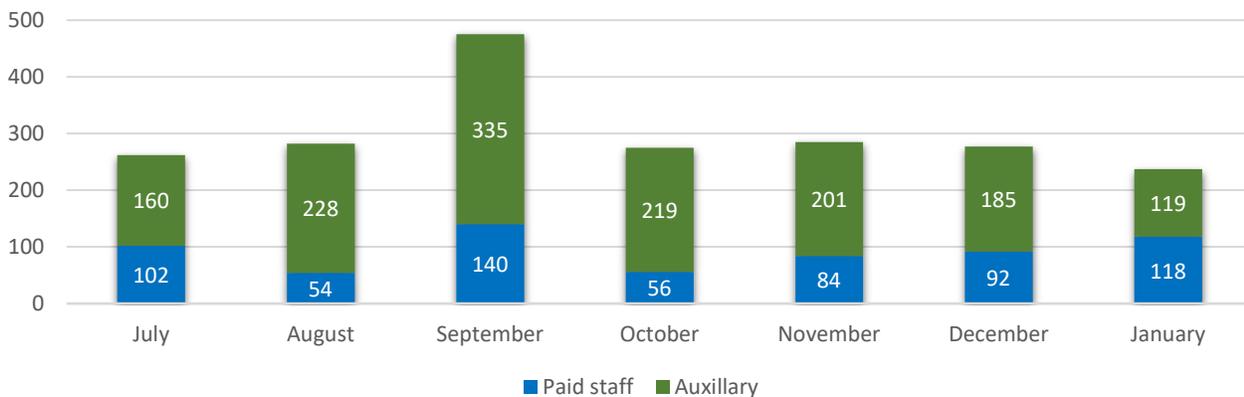


Data as of 1/27/2026, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 2,093 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
FY Total	84	46	36	146	14
UAS Operations					
Month	Operational Hours	Training Hours		Special Events	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	22	6		1	2
October	6	0		1	0
November	8	0		1	0
December	20	0		2	0
January	0	0		0	0
FY Total	56	6		5	2
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	22	8		1	0
August	23	12		2	0
September	154	0		2	0
October	24	0		3	0
November	38	0		1	0
December	172	0		2	0
January	94	0		0	0
FY Total	527	20		11	0

Public Works

Routine Activities

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

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

Public Works Highlights (January 2026)

- Engaged in demolition and renovations to Mill House Museum.
- Engaged in snow and ice removal on Town roads, parking lots, sidewalks, and parks.
- Maintained roads and safe sidewalks with salting and monitoring during winter events and 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: 9

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

Project	Status	Completion Date	Notes
Building and Property Maintenance (TH, Annex, Museum and River Rd)			
Mill House Museum Interior Renovations	Completed	1/16/2026	
Annex Indoor Painting	In Progress		Winter 2026
Craft Show and Events Support			
Holiday Artisan Market Support	Completed	12/8/2025	Fall2025
Repair Menorah and prepare for Chanukah Event at RMP	Completed	12/15/2025	
Investigate New Sound Equipment	Completed	11/26/2025	
Support Tree Lighting	Completed	11/22/2025	
Landscaping			
Spring Plantings	Not Started		Spring 2026
Spring Weeding, Pruning, Mulching	Not Started		Spring 2026
Holiday			
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	
Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)			
Touch Up MDP Wayfinder	In progress		Winter 2026
Organize RMP Storage	Completed	1/5/2026	
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	In progress		TH started; Events Joint Project – Winter 2026

Project	Status	Completion Date	Notes
River Road and Town Dumpster Improvements	Complete	11/7/2025	November 2025
Spring Cleaning			
Inspect Gaslight Landing Riverwalk	Not started		Spring 2026
Inspect Town Dock and Riverwalk	Not started		Spring 2026
Curb and Striping Review and Painting	In progress		Winter 2026
Clean Trash and Recycling Containers	Not started		Spring 2026
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	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

2026 Event Calendar

Below is the proposed 2026 calendar of events for Council's consideration. Please be aware that the tentative events potentially hosted at the VFW raise ADA accessibility concerns. Further discussion will be needed to determine whether to move forward, recognizing that these events would not be accessible to all.

2026 EVENTS CALENDAR	
Jan 20	TOWN/BUSINESS QUARTERLY
Apr 1-4	THE PEEPS SHOW
Apr 5	EASTER
Apr 7	TOWN BUSINESS/QUARTERLY
Apr 11	FISHING DAY – SHAD ARE RUNNING
Apr 18	INVASIVE SPECIES CLEAN UP
May 15	TRIVIA
Jun 6-7	RIVERFEST & CRAFT SHOW
Jun 19	TRIVIA
Jun 27	257th ARMY BAND
Jul 8	TOWN/BUSINESS QUARTERLY
Jul 11	INVASIVE SPECIES CLEAN UP
June 27	257th ARMY BAND
Jul 17	TRIVIA
Aug 4	NATIONAL NIGHT OUT
TBD	TBD - NAVY BAND (APPLIED TO HOST IN TOWN)
Aug 21	TRIVIA
Sep 11	TRIVIA
Sep 26-27	FALL ARTS & CRAFTS SHOW
Oct 3?	TBD - FALL FOTO CLEAN UP
Oct 9	TRIVIA
Oct 10	INVASIVE SPECIES CLEAN UP
Oct 6	TOWN/BUSINESS QUARTERLY
Oct 23	TBD - REBRANDED MURDER MYSTERY/ COSTUME CASINO NIGHT AT VFW?
Oct 24	MOVIE NIGHT IN RMP
Oct 31	COSTUME PARADE/TOWN TRICK OR TREAT
Nov 21	TREE LIGHTING & FIREPITS
Dec 5 & 6	HOLIDAY ARTISAN MARKET
	SANTA ARRIVES (SAT.) / FIRELIGHT (SAT.)
	GINGERBREAD CONTEST (SUN.)
Dec 15	VOLUNTEER HOLIDAY EVENT

Feb 14?	TBD - OPINIONATION/VALENTINE AT VFW?
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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. The event encourages community engagement and draws visitors to town during the spring season.

RiverFest & Fall Craft Shows

Vendor applications for both RiverFest (June 6-7) and the Fall Arts & Crafts Show (September 26-27) are open and posted on [HOME | Occoquan, Virginia Festivals.](#) To date, 181 applications have been submitted for RiverFest, and we are currently reviewing applications. We have already recruited several new vendors and will work to incorporate additional vendors alongside our established, returning participants.

We anticipate a full show, with continued emphasis on highlighting the "makers and creators" featured at the event. Programming will also maintain a strong focus on river activities and conservation.

TOWN OF OCCOQUAN
 FINANCIAL STATEMENTS
 AS OF DECEMBER 2025

	As of 7/1/25 (unaudited)	Unaudited Income / Expense FY26 YTD	As of 12/31/2025 (Unaudited)
Nonspendable:			
Mamie Davis Fund	\$100,000	\$-	\$100,000
Prepaid Items	\$-		\$-
Restricted:			
E-Summons Fund	\$57,268	\$3,270.17	\$60,539
Assigned:			
Events Fund	\$-	\$64,260.47	\$64,260
CIP Fund	\$347,267	\$(60,508.92)	\$286,758
State Aid 599 Program Fund	\$35,167	\$-	\$35,167
Mamie Davis Park Fund	\$8,879	\$(2,588.98)	\$6,290
PEG Fund	\$2,245	\$-	\$2,245
Subtotal Assigned:	\$393,558	\$1,162.57	\$394,720
Unassigned:			
Operating Reserves	\$200,000	\$-	\$200,000
Other Unassigned	\$624,437	\$116,193.56	\$740,630
Subtotal Unassigned:	\$824,437	\$116,193.56	\$940,630
Total Fund Balance:	\$1,375,263	\$120,626.30	\$1,495,889

Town of Occoquan Budget vs. Actuals

July - December, 2025

	Actual	Annual Budget	Net Change	% of Budget
Income				
40000 TAXES			0	
40010 Real Estate	305,239	311,289	(6,051)	98.06%
40020 Meals Tax	171,305	315,452	(144,147)	54.30%
40030 Sales Tax	24,868	48,000	(23,132)	51.81%
40040 Utility Tax	15,170	37,000	(21,830)	41.00%
40050 Communications Tax	15,006	31,000	(15,994)	48.41%
40060 Transient Occupancy Tax	17,543	43,000	(25,457)	40.80%
40070 Peer-to-Peer Vehicle Tax	0	0	0	
Total 40000 TAXES	\$549,131	\$785,742	\$(236,611)	69.89%
41000 FEES/LICENSES	740	1,000	(260)	74.00%
41010 Vehicle License	9,402	10,308	(906)	91.21%
41020 Business Licenses	3,935	93,499	(89,565)	4.21%
41025 Business License Fee	330	4,320	(3,990)	7.64%
Total 41020 Business Licenses	\$4,265	\$97,819	\$(93,555)	4.36%
41030 Late Fees	1,678	2,500	(822)	67.11%
41040 FINES (PUBLIC SAFETY)	199,650	427,000	(227,350)	46.76%
41100 Administrative Fees	9,300	8,500	800	109.42%
41120 Service Revenue - Eng		14,000	(14,000)	0.00%
41130 Service Revenue - Legal		5,000	(5,000)	0.00%
41140 Service Revenue - Other		500	(500)	0.00%
41160 Convenience Fees	764	0	764	
Total 41000 FEES/LICENSES	\$225,798	\$566,627	\$(340,829)	39.85%
42000 GRANTS	(26)		(26)	
42021 NHSTA (DMV)	0	26,000	(26,000)	0.00%
42100 Alcohol	1,947			
42101 Pedestrian	1,269			
42102 Speed	2,167			
Total 42021 NHSTA (DMV)	5,383	26,000	(20,617)	
42110 Virginia DCJS	0	0	0	
42020 HB 599	14,186	29,223	(15,037)	48.54%
Total 42110 Virginia DCJS	\$14,186	\$29,223	\$(15,037)	48.54%
42130 DEQ			0	

42010 LITTER	1,659	1,800	(141)	92.14%
Total 42130 DEQ	\$1,659	\$1,800	\$(141)	92.14%
Total 42000 GRANTS	\$21,201	\$57,023	\$(35,822)	37.18%
43000 RENTALS				
43010 Town Hall	0	80	(80)	0.00%
43020 River Mill Park	0	3,500	(3,500)	0.00%
43030 Mamie Davis Park Rental	1,775	2,500	(725)	71.00%
43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
Total 43000 RENTALS	\$1,775	\$13,923	\$(12,148)	12.75%
44000 OTHER		44,060	(44,060)	0.00%
44005 Insurance Proceeds	16,809	0	16,809	
44010 General Fund Interest	17,162	25,000	(7,838)	68.65%
44030 Mamie Davis Park Interest	0	0	0	
44040 Bricks Revenue	1,466	800	666	183.23%
44060 Other	6,747	5,000	1,747	134.94%
Total 44000 OTHER	\$42,184	\$74,860	\$(32,676)	56.35%
Total Income	\$840,089	\$1,498,175	\$(658,086)	56.07%
Gross Profit	\$840,089	\$1,498,175	\$(658,086)	56.07%
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	317,865	667,101	(349,236)	47.65%
60020 Overtime	10,257	15,440	(5,183)	66.43%
60030 On-call Labor	28,648	68,800	(40,152)	41.64%
60040 Other Benefits (Cell)	0	0	0	
60050 Payroll Taxes	27,528	57,472	(29,944)	47.90%
60060 Life Insurance	2,364	6,081	(3,717)	38.88%
60070 Health Insurance	19,220	40,457	(21,237)	47.51%
60095 VRS Employer Contrib	11,772	40,116	(28,344)	29.34%
Total 60000 PERSONNEL SERVICES	\$417,653	\$895,467	\$(477,814)	46.64%
60400 PROFESSIONAL SERVICES			0	
60420 Consulting	0	0	0	
60430 Zoning and Engineering Services	15,922	40,000	40,000	39.80%
60435 Services Expense - Engineering	6,551	0	6,551	
Total 60430 Zoning and Engineering Services	\$22,473	\$40,000	\$(17,527)	56.18%
60440 Legal Services			0	
60443 Prosecutions	15,000	40,000	(25,000)	37.50%
60444 Administration	26,909	64,260	(37,351)	41.88%
Total 60440 Legal Services	\$41,909	\$104,260	\$(62,351)	40.20%
60450 Audit Services	0	20,370	(20,370)	0.00%

60460 Payroll Processing	3,913	8,150	(4,237)	48.01%
60465 Financial System Maintenance	2,160	2,160	0	100.00%
60470 Bank Charges	2,825	2,840	(15)	99.47%
60480 Facility Security Services	0	0	0	
Total 60400 PROFESSIONAL SERVICES	\$73,280	\$177,780	\$(104,500)	41.22%
60800 INFORMATION TECH SERV			0	
60810 Website Support	4,022	3,820	202	105.29%
60840 Phone Service	7,306	9,800	(2,494)	74.56%
60850 Internet Service	3,253	6,800	(3,547)	47.84%
60860 Hardware/Software & Maintenance	5,493	12,140	(6,647)	45.25%
60870 IT Support Services	4,045	11,000	(6,955)	36.77%
Total 60800 INFORMATION TECH SERV	\$24,120	\$43,560	\$(19,440)	55.37%
61200 MATERIALS AND SUPPLIES			0	
61210 Office Supplies	1,948	4,600	(2,652)	42.35%
61220 Operational supplies	10,967	21,900	(10,933)	50.08%
61240 Janitorial Supplies	114	1,000	(886)	11.43%
61250 Uniforms	4,749	7,000	(2,251)	67.85%
Total 61200 MATERIALS AND SUPPLIES	\$17,779	\$34,500	\$(16,721)	51.53%
61600 OPERATIONAL SERVICES			0	
61620 Copier Lease, Contract	3,091	6,000	(2,909)	51.52%
61630 Postal Services	882	2,500	(1,618)	35.27%
Total 61600 OPERATIONAL SERVICES	\$3,973	\$8,500	\$(4,527)	46.74%
62000 CONTRACTS			0	
62010 Refuse Collection	57,887	100,274	(42,387)	57.73%
62030 Snow Removal	0	2,500	(2,500)	0.00%
62040 Landscaping	11,241	35,000	(23,759)	32.12%
Total 62000 CONTRACTS	\$69,127	\$137,774	\$(68,647)	50.17%
62400 INSURANCE			0	
62410 Insurance	44,703	45,023	(320)	99.29%
Total 62400 INSURANCE	\$44,703	\$45,023	\$(320)	99.29%
62800 PUBLIC INFORMATION		0	0	
62820 Design/Print - Auto Decal	677	652	25	103.83%
62840 Postage - Newsletter	1,143	2,700	(1,557)	42.34%
Total 62800 PUBLIC INFORMATION	\$1,820	\$3,352	\$(1,532)	54.30%
63200 ADVERTISING			0	
63210 Advertising - Legal	1,191	2,500	(1,309)	47.66%
63230 Community/Business Supp	0	4,200	(4,200)	0.00%
Total 63200 ADVERTISING	\$1,191	\$6,700	\$(5,509)	17.78%
63600 TRAINING AND TRAVEL	0	0	0	

63610 Conferences	375	1,750	(1,375)	21.43%
63620 Membership and Dues	1,663	3,700	(2,037)	44.93%
63630 Travel Reimbursement	0	1,500	(1,500)	0.00%
63640 Employee Training	9,512	10,390	(878)	91.55%
63650 Boards and Comm Training	0	800	(800)	0.00%
Total 63600 TRAINING AND TRAVEL	\$11,550	\$18,140	\$(6,590)	63.67%
64000 VEHICLES AND EQUIPMENT			0	
64010 Town Vehicles M&R	6,966	8,500	(1,534)	81.95%
64030 Equipment M&R	2,729	6,400	(3,671)	42.64%
64040 Fuel	10,083	27,200	(17,117)	37.07%
64050 Equipment and Tools	9,188	5,950	3,238	154.42%
Total 64000 VEHICLES AND EQUIPMENT	\$28,966	\$48,050	\$(19,084)	60.28%
64400 SEASONAL			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%
Total 64400 SEASONAL	\$6,440	\$12,200	\$(5,760)	52.79%
64700 FACILITIES EXPENSE	13		13	
64800 TOWN HALL			0	
64820 Elevator Inspection/Maint	220	400	(180)	54.92%
64830 Janitorial Services	1,822	4,937	(3,115)	36.90%
64850 Repair and Maintenance	293	1,000	(707)	29.32%
64860 Equipment Maint Contracts	0	400	(400)	0.00%
64870 Exterminating Services	0	0	0	
64880 Utilites - Gas/Water/Elec	1,497	4,700	(3,203)	31.85%
Total 64800 TOWN HALL	\$3,831	\$11,437	\$(7,606)	33.50%
65200 MILL HOUSE MUSEUM			0	
65210 OHS Subsidy (Mill Museum)	6,000	6,000	0	100.00%
65240 Repair and Maintenance	57	500	(443)	11.34%
Total 65200 MILL HOUSE MUSEUM	\$6,057	\$6,500	\$(443)	93.18%
66000 ANNEX / MAINTENANCE YARD			0	
66010 Exterminating Services	0	0	0	
66020 Equipment Maint Contracts	0	150	(150)	0.00%
66030 Utilities - Elect/Water	1,541	4,000	(2,459)	38.53%
66040 Repair and Maintenance	858	1,000	(142)	85.82%
Total 66000 ANNEX / MAINTENANCE YARD	\$2,399	\$5,150	\$(2,751)	46.59%
66800 RIVER MILL PARK & FACIL			0	
66810 Brick Paver Program	367	300	67	122.33%
66820 Restroom Janitorial Serv	3,643	8,495	(4,852)	42.89%
66830 Winterization	0	350	(350)	0.00%

66840 Repair and Maintenance	864	4,000	(3,136)	21.60%
66850 Utilities	1,326	5,800	(4,474)	22.86%
66870 Equipment Maint Contracts	0	0	0	
Total 66800 RIVER MILL PARK & FACIL	\$6,201	\$18,945	\$(12,744)	32.73%
67200* MAMIE DAVIS PARK & RIVERWALK			0	
67220 Riverwalk & Dock	0	500	(500)	0.00%
67230 Winterization	0	350	(350)	0.00%
67240 Mamie Davis Park Repair & Maint	88	250	(162)	35.24%
67250 Utilities	63	1,700	(1,637)	3.70%
67260 Kayak Ramp - Repair & Maint	118	250	(132)	47.39%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$269	\$3,050	\$(2,781)	8.83%
67600 TAYNARD HILL ROAD PARK	\$1,496			
67800 OCCOQUAN RIVER			0	
67810 River Water Quality Testing	0	2,500	(2,500)	0.00%
Total 67800 OCCOQUAN RIVER	\$-	\$2,500	\$(2,500)	0.00%
68000 FURNACE BRANCH PARK			0	
68010 Repair and Maintenance	0	250	(250)	0.00%
Total 68000 FURNACE BRANCH PARK	\$-	\$250	\$(250)	0.00%
68400* STREETS AND SIDEWALKS		0	0	
68410 Street Painting	0	1,500	(1,500)	0.00%
68420 Brick Sidewalk Repair	0	1,000	(1,000)	0.00%
Total 68400* STREETS AND SIDEWALKS	\$-	\$2,500	\$(2,500)	0.00%
68800 HISTORIC DISTRICT			0	
68810 Gas Light - Repair & Maint	0	1,000	(1,000)	0.00%
68820 Gas Light Utilities (Gas)	2,965	7,200	(4,235)	41.17%
68830 Signage - Repair & Maint	62	2,500	(2,438)	2.47%
68850 Street Tree - Repair & Maint.	0	2,000	(2,000)	0.00%
68860 Public Trash Containers	0	1,600	(1,600)	0.00%
Total 68800 HISTORIC DISTRICT	\$3,026	\$14,300	\$(11,274)	21.16%
Total 64700 FACILITIES EXPENSE	\$23,293	\$64,632	\$(41,339)	36.04%
68900 PUBLIC ART PROGRAM			0	
68910 Mural Installation	0	2,500	(2,500)	0.00%
Total 68900 PUBLIC ART PROGRAM	\$-	\$2,500	\$(2,500)	0.00%
Total Expenses	\$723,895	\$1,498,178	\$(774,282)	48.32%
Net Operating Income	\$116,194	\$(3)	\$116,196	
Net Income	\$116,194	\$(3)	\$116,196	
CIP FUND				

	Actual	Annual Budget	over Budget	% of Budget
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%
Total 42000 GRANTS	\$8,237	\$960,275	\$(952,038)	0.86%
Total Income	\$8,237	\$960,275	\$(952,038)	0.86%
Gross Profit	\$8,237	\$960,275	\$(952,038)	0.86%
Expenses				
Total Expenses			\$-	
Net Operating Income	\$8,237	\$960,275	\$(952,038)	0.86%
Other Expenses				
62000 CONTRACTS				
62040 Landscaping	0			
Total 62000 CONTRACTS	\$-			
70000 CIP EXPENSE			0	
70001 Streetscape	21,772	8,800	12,972	247.41%
70005 Building Improvements	12,051	33,725	(21,674)	35.73%
70006 Stormwater Management	8,903	1,130,031	(1,121,128)	0.79%
70014 Timed Parking Equipment	0	4,000	(4,000)	0.00%
70018 Snow Removal Equipment	0		0	
70020 Street/Curb Striping Prog	0	5,000	(5,000)	0.00%
72005 Mamie Davis Park Renovations	0		0	
72006 Riverwalk Improvements		0	0	
74001 Vehicles & Equipment	13,699	110,000	(96,301)	12.45%
74003 Body Armor	1,769		1,769	
76001 Computer Upgrades	1,834	3,000	(1,166)	61.12%
76006 Records Management Syst			0	
Total 70000 CIP EXPENSE	\$60,027	\$1,294,556	\$(1,234,529)	4.64%
80000 OTHER ITEMS				
80002 Loan expenditures - principal	\$8,719			
Total Other Expenses	\$68,746	\$1,294,556	\$(1,225,810)	5.31%
Net Other Income	\$(68,746)	\$(1,294,556)	\$1,225,810	5.31%
Net Income	\$(60,509)	\$(334,281)	\$273,772	18.10%

E SUMMONS FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41040 FINES (PUBLIC SAFETY)	5,971		5,971	
41170 E-Summons		14,500	(14,500)	0.00%
Total 41040 FINES (PUBLIC SAFETY)	\$5,971	\$14,500	\$(8,529)	41.18%
Total 41000 FEES/LICENSES	\$5,971	\$14,500	\$(8,529)	41.18%
Total Income	\$5,971	\$14,500	\$(8,529)	41.18%
Gross Profit	\$5,971	\$14,500	\$(8,529)	41.18%
Expenses				
60800 INFORMATION TECH SERV				
60850 Internet Service	2,208	2,200	8	100.34%
60860 Hardware/Software & Maintenance	2,208	8,500	(6,293)	25.97%
Total 60800 INFORMATION TECH SERV	\$2,208	\$10,700	\$(8,493)	20.63%
61200 MATERIALS AND SUPPLIES				
61220 Operational supplies	132	1,200	(1,068)	11.00%
Total 61200 MATERIALS AND SUPPLIES	\$132	\$1,200	\$(1,068)	11.00%
64060 E-Summons Equipment	\$361	\$-	\$361	
Total Expenses	\$2,701	\$11,900	\$(9,199)	22.69%
Net Operating Income	\$3,270	\$2,600	\$670	125.78%
Net Income	\$3,270	\$2,600	\$670	125.78%
EVENTS FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41100 Administrative Fees	0			
41160 Convenience Fees	2,361	5,627	(3,266)	41.96%
Total 41000 FEES/LICENSES	\$2,361	\$5,627	\$(3,266)	41.96%
42000 GRANTS		9,000	(9,000)	0.00%
44000 OTHER		0	0	
44020 Events Fund Interest	0	25	(25)	0.00%
44040 Bricks Revenue	0	0	0	
44060 Other	0	0	0	
Total 44000 OTHER	\$-	\$25	\$(25)	0.00%
47000 EVENTS REVENUE			0	

47010 Sponsorships	11,030	26,800	(15,770)	41.16%
47020 Booth Rentals	136,575	187,575	(51,000)	72.81%
47021 Ticket Sales	0	0	0	
47023 Community Events	2,428	11,800	(9,372)	20.58%
Total 47021 Ticket Sales	\$2,428	\$11,800	\$(9,372)	20.58%
47030 Shuttle Fees	40,566	71,500	(30,934)	56.74%
47040 Parking Space Sales	7,800	9,875	(2,075)	78.99%
47060 Merchandise	244	200	44	122.00%
47105 Revenue Share Agreements	0	0	0	
Total 47000 EVENTS REVENUE	\$198,643	\$307,750	\$(109,107)	64.55%
Total Income	\$201,004	\$322,402	\$(121,398)	62.35%
Gross Profit	\$201,004	\$322,402	\$(121,398)	62.35%
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	28,020	50,025	(22,005)	56.01%
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	3,552	5,527	(1,975)	64.26%
60060 Life Insurance	588	1,650	(1,062)	35.66%
60095 VRS Employer Contrib	1,137	3,141	(2,004)	36.19%
Total 60000 PERSONNEL SERVICES	\$40,826	\$82,563	\$(41,737)	49.45%
60400 PROFESSIONAL SERVICES			0	
60460 Payroll Processing				
60465 Financial System Maintenance				
60470 Bank Charges	1,805	5,796	(3,991)	31.14%
Total 60400 PROFESSIONAL SERVICES	\$1,805	\$5,796	\$(3,991)	31.14%
60800 INFORMATION TECH SERV			0	
60840 Phone Service	0	600	(600)	0.00%
Total 60800 INFORMATION TECH SERV	\$-	\$600	\$(600)	0.00%
61200 MATERIALS AND SUPPLIES			0	
61210 Office Supplies	0	0	0	
61220 Operational supplies	4,481	14,175	(9,694)	31.61%
Total 61200 MATERIALS AND SUPPLIES	\$4,481	\$14,175	\$(9,694)	31.61%
62000 CONTRACTS			0	
62020 Equipment Rental	38,770	74,407	(35,637)	52.10%
62050 Entertainment	4,040	5,000	(960)	80.80%
Total 62000 CONTRACTS	\$42,810	\$79,407	\$(36,597)	53.91%
63200 ADVERTISING			0	
63220 Advertising - Marketing	8,994	10,000	(1,006)	89.94%

63230 Community/Business Supp	18,750	24,000	(5,250)	78.13%
Total 63200 ADVERTISING	\$27,744	\$34,000	\$(6,256)	81.60%
64700 FACILITIES EXPENSE			0	
66800 RIVER MILL PARK & FACIL			0	
66810 Brick Paver Program	0	0	0	
Total 66800 RIVER MILL PARK & FACIL	\$-	\$-	\$-	
Total 64700 FACILITIES EXPENSE	\$-	\$-	\$-	
69200 SPECIAL EVENTS			0	
69210 HolidayFest	8,962	13,315	(4,353)	67.31%
69220 Volunteer TY / Town Party	0	1,750	(1,750)	0.00%
69225 Sponsorship Breakfast	0	0	0	
69240 Annual Tree Lighting	2,113	0	2,113	
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	\$136,744	\$245,881	\$(109,137)	55.61%
Net Operating Income	\$64,260	\$76,521	\$(12,261)	83.98%
Net Income	\$64,260	\$76,521	\$(12,261)	83.98%
MAMIE DAVIS PARK				
	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER			0	
44030 Mamie Davis Park Interest	1,011	840	171	120.36%
Total 44000 OTHER	\$1,011	\$840	\$171	120.36%
Total Income	\$1,011	\$840	\$171	120.36%
Gross Profit	\$1,011	\$840	\$171	120.36%
Expenses				
70000 CIP EXPENSE	3,600	3,200	\$400	112.50%
Total Expenses	3,600	3,200	400	1
Net Operating Income	\$(2,589)	\$(2,360)	\$(229)	109.70%
Net Income	\$(2,589)	\$(2,360)	\$(229)	109.70%
TOTAL NET INCOME (LOSS) ALL FUNDS	120,626	(257,523)	378,149	-46.84%

Balance Sheet Comparison
Town of Occoquan
As of December 31, 2025

	Total		\$ Change (PY)
	As of December 31, 2025	As of December 31, 2024 (PY)	
Assets			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	(3)	75	(78)
10022 Checking Account 0058	178,032	416,882	(238,851)
10024 Money Market 4220	202,993	201,678	1,315
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	853,969	618,746	235,224
Total for 10034 VIP - Investment Pool	\$853,969	\$618,746	\$235,224
10082 Mamie Davis Savings 4201	5,392	3,601	1,792
10083 Mamie Davis CD	100,000	100,000	0
Total for Bank Accounts	\$1,340,483	\$1,341,082	\$(599)
Accounts Receivable			
10180 Accounts Receivable	101,993	181,988	(79,996)
Total for Accounts Receivable	\$101,993	\$181,988	\$(79,996)
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	143,948	6,217	137,731
Total for Other Current Assets	\$143,948	\$6,217	\$137,731
Total for Current Assets	\$1,586,423	\$1,529,287	\$57,136
Total for Assets	\$1,586,423	\$1,529,287	\$57,136
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	64,777	54,018	10,759
Total for Accounts Payable	\$64,777	\$54,018	\$10,759

Credit Cards			
22000 Credit Cards			
22010 ExxonMobil	0	1,113	(1,113)
22020 Home Depot	639	630	9
22030 Lowe's Proservices	298	88	210
22040 United Bank Credit Cards	6,077	4,380	1,696
22050 Shell Credit Card	1,330		1,330
Total for 22000 Credit Cards	\$8,344	\$6,212	\$2,132
Total for Credit Cards	\$8,344	\$6,212	\$2,132
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	0	17,625	(17,625)
20960 Unearned Other Revenue			
20970 Unearned Rental	300	300	0
20973 Unearned SLFRF Revenue	0	0	0
Total for 20960 Unearned Other Revenue	\$300	\$300	\$-
20980 Unearned R.E. Tax	1,786	645	1,141
21100 Unearned Fire Dept Grant	9,309	7,081	2,228
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	4,831	0	4,831
Total for 21200 Payroll Liabilities	\$4,831	\$0	\$4,831
Total for Other Current Liabilities	\$17,413	\$26,838	\$(9,425)
Total for Current Liabilities	\$90,535	\$87,068	\$3,466
Total for Liabilities	\$90,535	\$87,068	\$3,466
Equity			
30000 Nonspendable			
30005 PrePaid Items	0	0	0
Total for 30000 Nonspendable	\$-	\$-	\$-
31000 Restricted			
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	57,268	48,985	8,283
Total for 31000 Restricted	\$157,268	\$148,985	\$8,283
31400 Assigned			
30030 Events Fund	0	0	0
30040 CIP Fund	347,267	436,006	(88,739)
31050 Public Safety Grant Fund	35,167	24,235	10,932
31060 Mamie Davis Park Fund	8,879	7,090	1,788
31070 Public Education Grant Fund	2,245	2,111	134

Total for 31400 Assigned	\$393,558	\$469,442	\$(75,885)
31500 Unassigned			
30010 Emergency Operating Fund	200,000	200,000	0
30020 Unrestricted	624,437	469,419	155,018
Total for 31500 Unassigned	\$824,437	\$669,419	\$155,018
32000 Retained Earnings	0	0	0
Net Income	120,626	154,373	(33,747)
Total for Equity	\$1,495,889	\$1,442,219	\$53,670
Total for Liabilities and Equity	\$1,586,423	\$1,529,287	\$57,136

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT
Town of Occoquan - Permit Report
January 2026

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2026-00568	113 EDGEHILL DR	New Gas Range Installation	Gas	Finalized	R - Alteration/Repair	11/18/2025	12/05/2025
BLD2025-03492	402 MCKENZIE DR	NEW TWO-STORY 7' x 32' REAR ADDITION -- AND --	Building	Issued	R - Addition	02/28/2025	
ELE2026-02108	402 MCKENZIE DR	upgrade service and panel 200 amps and adding switches	Electrical	Issued	R - Addition	10/29/2025	
PLB2026-00375	402 MCKENZIE DR	Tapping into main sewer and new plumbing for new addition	Plumbing	Issued	R - Addition	08/11/2025	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR	Building	Finalized	C - Alteration/Repair	11/12/2025	12/05/2025
GAS2026-00951	223 MILL ST	**VOIDED. DUPLICATE OF GAS2026-00951** LIKE FOR	Gas	Pending	C - Alteration/Repair		
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)	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	Building	Issued	C - Sign	10/07/2025	
BLD2026-00383	1400 OCCOQUAN HEIGHTS CT	OVERALL 19' 8" X 12' 4" ATTACHED DECK - PER	Building	Finalized	R - Addition	10/30/2025	01/08/2026
BLD2026-03109	115 POPLAR LN	SEE NOTES FOR REST OF DESCRIPTION: Demo and	Building	Pending	R - Addition		
BLD2026-03115	115 POPLAR LN	Demo and remove existing deck, sunroom and roof of	Building	Pending	R - Alteration/Repair		
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER	Electrical	Issued	C - Alteration/Repair	09/22/2025	
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER	Electrical	Issued	C - Alteration/Repair	09/22/2025	
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER	Plumbing	Issued	C - Alteration/Repair	09/12/2025	
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER	Plumbing	Issued	C - Alteration/Repair	09/12/2025	
ELE2026-02956	210 WEST LOCUST ST	INSTALL A TESLA WALL CHARGER	Electrical	Issued	R - Alteration/Repair	01/15/2026	

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 01/05/2026

*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 1	UNS2024-00063 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00065 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	Fire Damage attributed to contents within structure. Exact cause TBD. This is an old building that looks like apartments but are actually condo's. The configuration is as follows, units 1 and 2 are two stories side by side. the back wall to unit 1 and 2 is the separation wall to the back four units. On the 1st floor are units 3 and 5 on the second level are units 4 and 6. The origin of fire was in unit 1, this unit was a complete burn out and destroyed wall to units in back and to unit two to the side. C is the owner of unit 2 directly to the side of unit one that is the complete burn out . There is no 1 hour separation and there was extreme damage to this wall between units 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		
	UNS2024-00066 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
116 WASHINGTON ST 3	UNS2024-00069 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00070 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 01/05/2026

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

Total Number of Cases for Town of Occoquan: 6

Total Number of Addresses Affected: 2

Total Number of Violations Issued: 6

Total Number of Cases Closed : 6

Total Number Cases Closed with No Violation: 6

Total Number of Cases Still Open: 0

Total Number of Open Cases with Violations: 0

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

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

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

Total Business Days of Pending Activities for this Town: 0

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 01/05/2026

**Counts business days only.*

Total Number of Cases for All Towns Selected: 6

Summary by Case Status:

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

END OF REPORT

Town Attorney Report

To: Mayor and Council, Town of Occoquan
Thru: Adam Linn, Town Manager
From: Martin Crim, Town Attorney
Re: Report for February 3, 2026, Council Meeting
Date: January 27, 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 December 22, 2025:

1. Revised the draft lighting ordinance to address Town Council's concerns.
2. Consulted with staff on the updates to the Comprehensive Plan.
3. Consulted with staff on the Stormwater Assessment and Prioritization Contract.
4. Advised client as to provisions in the General Assembly's pending cannabis bill that impact the Town's proposed zoning ordinance for vapes, cannabis, etc.
5. Discussed options for the parking space on Union Street at Center Lane with staff.
6. Submitted to Circuit Court a request for appointment of Margaret Alexis Wright to the Board of Zoning Appeals.



8. Consent Agenda	Meeting Date: February 3, 2026
8A: Request to Execute Agreement with Axon Enterprise, Inc. to Transfer Current Officer Safety Plan to Officer Safety Plan 10	

Attachments: Axon Quote

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve and authorize the Town Manager to execute an agreement and accept a quote from Axon Enterprise, Inc. to transition the Town’s current Officer Safety Plan to an updated Officer Safety Plan 10 program.

Background:

At the November 8, 2023, Town Council meeting, the Town Council approved an agreement with Axon Enterprise, Inc. to enter into a new Officer Safety Plan (OSP) to provide body-worn cameras (BWC), Taser energy weapons, and access to Evidence.com for a second five-year term, set to expire in 2028. As part of the Capital Improvement Program, the Town Council subsequently approved funding in the amount of \$10,000 per year to cover the cost of the OSP.

In light of advancements in technology and to address software access limitations for auxiliary officers, Axon has provided an updated agreement and quote to transition the Town’s existing OSP to the OSP 10 program. The proposed agreement would provide upgraded body-worn cameras and Taser energy weapons, as well as software access for all current police officers. The total cost of the proposed 60-month agreement would be \$83,793.74. To facilitate this transition, the approximately 24 months remaining under the existing agreement would be terminated.

Town Staff Recommendation: Recommend acceptance.

Cost and Financing: \$83,793.74 (total cost)

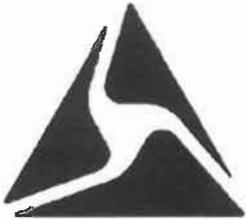
Account Number: CIP – Equipment Improvements Axon Body Worn Camera System

Proposed/Suggested Motion:

“I move to approve and authorize the Town Manager to execute the 60-month agreement with Axon Enterprise, Inc. for the Officer Safety Plan 10 for an amount not to exceed a total amount \$84,000.”

OR

Other action Council deems appropriate.



Axon Enterprise, Inc.
 17800 N 85th St
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-704179-45975JF

Issued: 11/14/2025

Quote Expiration: 10/31/2025

Estimated Contract Start Date: 01/01/2026

Account Number: 312927

Payment Terms: N30

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Occoquan Police Dept. - VA 314 Mill St Occoquan, VA 22125-7733 USA	Occoquan Police Dept. - VA PO Box 195 Occoquan VA 22125-0195 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
John Ferrara Phone: Email: jferrara@axon.com Fax:	Jason Forman Phone: 5712840549 Email: jforman@occoquanva.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$83,793.74
ESTIMATED TOTAL W/ TAX	\$83,793.74

Discount Summary

Average Savings Per Year	\$9,161.13
TOTAL SAVINGS	\$45,805.67

Payment Summary

Date	Subtotal	Tax	Total
Dec 2025	\$9,914.26	\$0.00	\$9,914.26
Dec 2026	\$18,500.00	\$0.00	\$18,500.00
Dec 2027	\$18,500.00	\$0.00	\$18,500.00
Dec 2028	\$18,439.74	\$0.00	\$18,439.74
Dec 2029	\$18,439.74	\$0.00	\$18,439.74
Total	\$83,793.74	\$0.00	\$83,793.74

Quote Unbundled Price: \$129,607.70
 Quote List Price: \$81,929.30
 Quote Subtotal: \$83,793.74

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER BALANCE - SOFTWARE AND SERVICES	1			\$1.00	\$489.63	\$489.63	\$0.00	\$489.63
100552	TRANSFER BALANCE - GOODS	1			\$1.00	\$8,409.71	\$8,409.71	\$0.00	\$8,409.71
M00041	BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	4	60	\$485.72	\$287.06	\$287.06	\$68,894.40	\$0.00	\$68,894.40
A la Carte Hardware									
H00001	AB4 Camera Bundle	6			\$899.00	\$0.00	\$0.00	\$0.00	\$0.00
H00002	AB4 Multi Bay Dock Bundle	1			\$1,638.90	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Services									
20379	AXON VR - PSO - FULL INSTALLATION - INSIDE SALES	1			\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
Total							\$83,793.74	\$0.00	\$83,793.74

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	6	1	12/02/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	7	1	12/02/2025
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	7	1	12/02/2025
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	7	1	12/02/2025
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	1	1	12/02/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	12/02/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100126	AXON VR - TACTICAL BAG	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	4	2	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100396	AXON TASER 10 - MAGAZINE - INERT RED	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100399	AXON TASER 10 - CARTRIDGE - LIVE	80	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100400	AXON TASER 10 - CARTRIDGE - HALT	40	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100401	AXON TASER 10 - CARTRIDGE - INERT	10	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100591	AXON TASER - CLEANING KIT	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	4	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	4	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100748	AXON VR - CONTROLLER - TASER 10	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100832	AXON VR - CONTROLLER - HANDGUN VR19H	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101124	AXON VR - HOLSTER - T10 BLACKHAWK GRAY - RH	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101294	AXON VR - TABLET	1	1	12/02/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101300	AXON VR - TABLET CASE	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101751	AXON VR - HEADSET - HTC FOCUS VISION	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	4	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101757	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2	3	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	20018	AXON TASER - BATTERY PACK - TACTICAL	4	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	8	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	12/02/2025
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100399	AXON TASER 10 - CARTRIDGE - LIVE	20	1	12/02/2026
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100400	AXON TASER 10 - CARTRIDGE - HALT	40	1	12/02/2026
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100399	AXON TASER 10 - CARTRIDGE - LIVE	10	1	12/02/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100400	AXON TASER 10 - CARTRIDGE - HALT	30	1	12/02/2027
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100210	AXON VR - TAP REFRESH 1 - TABLET	1	1	06/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101009	AXON VR - TAP REFRESH 1 - SIDEARM CONTROLLER	1	1	06/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1	1	06/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	06/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73309	AXON BODY - TAP REFRESH 1 - CAMERA	4	1	06/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	1	1	06/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100399	AXON TASER 10 - CARTRIDGE - LIVE	10	1	12/02/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100400	AXON TASER 10 - CARTRIDGE - HALT	30	1	12/02/2028
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100399	AXON TASER 10 - CARTRIDGE - LIVE	10	1	12/02/2029
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100400	AXON TASER 10 - CARTRIDGE - HALT	30	1	12/02/2029
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73310	AXON BODY - TAP REFRESH 2 - CAMERA	4	1	12/02/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	1	1	12/02/2030

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101180	AXON TASER - DATA SCIENCE PROGRAM	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101705	AXON FUSUS - LICENSE - PRO USER	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	20248	AXON TASER - EVIDENCE.COM LICENSE	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	20248	AXON TASER - EVIDENCE.COM LICENSE	1	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	20370	AXON VR - USER ACCESS - FULL VR	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73618	AXON COMMUNITY REQUEST	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73638	AXON STANDARDS - LICENSE	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	40	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73739	AXON PERFORMANCE - LICENSE	4	01/01/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	73746	AXON EVIDENCE - ECOM LICENSE - PRO	4	01/01/2026	12/31/2030

Services

Bundle	Item	Description	QTY
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	4
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101193	AXON TASER - ON DEMAND CERTIFICATION	4
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	4
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	79999	AXON EVIDENCE - IMPLEMENTATION FOR AUTO TAGGING/PERFORMANCE	1
A la Carte	20379	AXON VR - PSO - FULL INSTALLATION - INSIDE SALES	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100197	AXON VR - EXT WARRANTY - HEADSET	1	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100213	AXON VR - EXT WARRANTY - TABLET	1	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	4	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	101008	AXON VR - EXT WARRANTY - HANDGUN CONTROLLER	1	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	4	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	80464	AXON BODY - TAP WARRANTY - CAMERA	4	12/02/2026	12/31/2030
BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	1	12/02/2026	12/31/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	314 Mill St	Occoquan	VA	22125-7733	USA
2	314 Mill St	Occoquan	VA	22125-7733	USA

Payment Details

Dec 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Transfer Value	100552	TRANSFER BALANCE - GOODS	1	\$8,409.71	\$0.00	\$8,409.71
Transfer Value	100553	TRANSFER BALANCE - SOFTWARE AND SERVICES	1	\$489.63	\$0.00	\$489.63
Year 1	20379	AXON VR - PSO - FULL INSTALLATION - INSIDE SALES	1	\$81.31	\$0.00	\$81.31
Year 1	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 1	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 1	M00041	BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	4	\$933.61	\$0.00	\$933.61
Total				\$9,914.26	\$0.00	\$9,914.26

Jan 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	M00041	BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	4	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00

Dec 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	20379	AXON VR - PSO - FULL INSTALLATION - INSIDE SALES	1	\$1,482.09	\$0.00	\$1,482.09
Year 2	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 2	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 2	M00041	BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	4	\$17,017.91	\$0.00	\$17,017.91
Total				\$18,500.00	\$0.00	\$18,500.00

Dec 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	20379	AXON VR - PSO - FULL INSTALLATION - INSIDE SALES	1	\$1,482.09	\$0.00	\$1,482.09
Year 3	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 3	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 3	M00041	BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	4	\$17,017.91	\$0.00	\$17,017.91
Total				\$18,500.00	\$0.00	\$18,500.00

Dec 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	20379	AXON VR - PSO - FULL INSTALLATION - INSIDE SALES	1	\$1,477.26	\$0.00	\$1,477.26
Year 4	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 4	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 4	M00041	BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	4	\$16,962.48	\$0.00	\$16,962.48
Total				\$18,439.74	\$0.00	\$18,439.74

Dec 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	20379	AXON VR - PSO - FULL INSTALLATION - INSIDE SALES	1	\$1,477.26	\$0.00	\$1,477.26
Year 5	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 5	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 5	M00041	BUNDLE - OFFICER SAFETY PLAN 10 PLUS ISLE	4	\$16,962.48	\$0.00	\$16,962.48
Total				\$18,439.74	\$0.00	\$18,439.74

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-523499, Q-523499

Agency is terminating those contracts effective 11/15/2025. Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Transfer Balance of \$8,260.75

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes aforementioned above. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Signature

Date Signed

11/14/2025





9. Discussion Items	Meeting Date: February 3, 2026
9a: FY2027 Budget Work Session #1 (Schedule and Strategic Framework) Discussion	

Attachments: a. FY2027 Budget Schedule
b. Strategic Framework Report

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to begin the FY2027 budget process by reviewing the proposed Budget Schedule and the Town Council’s Strategic Framework.

Virginia Code § 15.2-2503 requires the governing body of every locality to adopt an annual budget before the beginning of the fiscal year. All localities, including the Town of Occoquan, operate on a fiscal year that begins July 1st and ends June 30th. Staff has proposed a budget schedule that ensures compliance with the July 1 deadline.

At the April 18, 2023, Town Council Meeting, the Town Council codified its priorities in a strategic framework aligned with the current election term. Staff provides status updates on this framework in each monthly administrative report, with more detailed quarterly reports provided every three months. The following summary offers a brief overview of the strategic framework’s current status to give Town Council an opportunity to make any updates or adjustments to priorities or focus areas for the upcoming fiscal year. It also provides an opportunity for Town Council to review and discuss the proposed budget schedule.

Staff Request: Staff is requesting comment on the proposed budget schedule and direction related to updates or alterations to the strategic framework.



TOWN OF OCCOQUAN

Fiscal Year 2027 Budget Schedule

ACTIVITY	DATE	TIME
Budget Staff Meeting – Budget Preparation and Task Setting	Wednesday, December 17, 2025	Completed
Deadline for Initial Department Budget Requests	Friday, January 23, 2026	10:00am
Town Council Budget Work Session #1 (Budget Schedule & Strategic Framework Review)	Tuesday, February 3, 2026	7:00pm
Staff Budget Work Session Prep	Wednesday, February 18, 2026	10:00am
Town Council Budget Work Session #2 (Maime Davis Fund/eSummons Fund)	Tuesday, February 17, 2026	7:00pm
Staff Meeting – Budget Discussion	Wednesday, February 25, 2026	10:00am
Town Council Budget Work Session #3 (Events Fund)	Tuesday, March 3, 2026	7:00pm
Staff Meeting – Budget Discussion	Wednesday, March 4, 2026	10:00am
Town Council Budget Work Session #4 (General Fund)	Tuesday, March 17, 2026	7:00pm
Staff Meeting – Budget Discussion	Wednesday, April 3, 2025	10:00am
Town Council Budget Work Session #5 (Review of all FY2026 Budget)	Tuesday, April 15, 2025	7:00pm
Advertise for Budget Public Hearings	Advertising No Later than: April 25, 2025	Date to send to paper: Btw April 16-24, 2025
Advertise for Tax Rate Public Hearings	Advertising No Later than: May 2, 2025	Date to send to paper: Btw April 16-May 1, 2025
Proposed FY26 Budget Submitted to Council, Available to Public	Friday, May 2, 2025	COB
Public Hearing: Proposed FY26 Budget	Tuesday, May 6, 2025	7:00pm
Public Hearing: Proposed FY26 Tax Rates	Tuesday, May 20, 2025	7:00pm
Adoption of FY26 Tax Rates and Budget	Tuesday, May 20, 2025	7:00pm

Town Council Meetings/ Actions
 Administrative Deadlines



FY2027 Budget Proposed Schedule & Strategic Update

TOWN OF OCCOQUAN
FEBRUARY 3, 2026

FY2027 Budget Schedule

- ❑ February 17, 2026 – Budget Work Session #1 – Mamie Davis Fund / eSummons
- ❑ March 3, 2026 – Budget Work Session #2 – Event Fund
- ❑ March 17, 2026 – Budget Work Session #3 – General Fund
- ❑ April 7, 2026 – Budget Work Session #4 – CIP
- ❑ April 21, 2026 – Budget Work Session #5 – 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



Budget Work Session Structure

Budget Sessions 1 through 4 -

Review the Proposed Fund(s)

- Staff will explain and provided the details of the revenue and expenses for each proposed budget

Guidance/Direction

- Council will provide any directions or guidance on each proposed Fund

Budget Session 5 –

Review the updated FY27 Proposed Budget

- Staff will review each fund including any guidance from Council



QUESTIONS



FY23-27 Strategic Framework

Capital Tiers

Tier 1

- Continue to Investigate Opportunities to Expand Public Parking Facilities
- Upgrading Stormwater Infrastructure
- Completing Riverwalk

Tier 2

- Developing/Promoting Town as a Trail Junction
- Promoting Connections with Regional Partners
- Improving Town Gateways
- Pursuing Energy Efficiency/Sustainability Enhancements
- Improving Town Infrastructure

Tier 3

- Public Safety Projects
- Town Properties Improvements

Operating Tiers

Tier share1

- Personnel Recruitment, Retention, and Succession Planning
- Tourism-led Economic Development Programming
- Enhancing Revenue from Town Events Programming
- Enhancing Timed Parking Program Education and Enforcement

Tier 2

- Monitor Technology Improvements for Productivity Enhancement
- Business Support and Development Programming
- Development of Capital Asset Maintenance Program
- Development of a Business Recruitment Program



Strategic Framework - Status

Capital Tier 1 – Complex Priorities

1. Expand Public Parking Facilities
 - Expanding Parking Lot at 123 Bridge, 2024, **Not Obtained**
 - Parking Facility at Poplar Lane Parking Lot, 2024, **Not Obtained**
 - Parking Opportunity Research, 2024, **Completed**
 - Investigating Increasing Efficiency at Private Parking Areas, 2023, **Planning**
2. Completing Riverwalk
 - Riverwalk Vision Plan, 2023, **Completed**
 - Riverwalk Grant Research & Submission, 2023, **Implementing**
 - Riverwalk Planning Project, 2024, **Completed**
 - Riverwalk Extension Project, 2027, **Planning**
3. Upgrading Stormwater Infrastructure
 - Flood Protection Study (CFPF Grant), 2022, **Completed**
 - Sediment Removal & Stormwater Remediation (DEQ ARPA 2022 Appropriations), 2022, **Completed**
 - Stormwater Improvements (Community Funding – EPA Grant), 2023, **Planning**



Strategic Framework - Status

Capital Tier 2 – Less Complex Priorities

1. Improving Town Gateways
 - Town Signage Updates, 2023, **Completed**
 - 123 & Commerce Mural, 2023, **Completed**
 - Gateway Landscaping Improvements, 2024, **Completed**
2. Promoting Connections with Regional Partners
 - Occoquan Greenway (VDOT TAP Grant Project), 2022, **Planning**
 - PWCDOT Crosswalk Safety Project, 2024, **Implementing**
3. Pursuing Energy Efficiency and Sustainability
 - 170 Mill Street EV Charging, 2023, **Completed**
 - EV Charging (CFI Grant), 2024, **Completed**
 - Glass Recycling Bin, 2024, **Planning**
 - Gaslight Conversion Project, 2023, **Completed**



Strategic Framework - Status

Capital Tier 2 – Less Complex Priorities - Continued

4. Promoting Town as a Trail Junction

- Trail Town Research, 2024, **Planning**
- PHNST Historical Interpretational Signage, 2025, **Completed**

5. Improving Town Infrastructure

- McKenzie Drive Restriping, 2026, **Not Started**
- Holiday Snowflake Transition, 2025, **Implementing**
- Events Benches, 2026, **Completed**
- Holiday Lights & Decorations Improvement, 2026, **Implementing**



Strategic Framework - Status

Capital Tier 3 – Continuation of Priorities

1. Public Safety Projects

- Hybrid Patrol Vehicles, 2023, **Completed**
- Body Worn Camera Expansion, 2024, **Completed**
- County CAD & RMS Integration, 2025, **Completed**
- Replacement PS Vehicles, 2026, **Completed**
- Fire Suppression & Command Trailor, 2026, **Completed**
- Body Armor Replacement, 2025, **Implementing**
- PS Uniform Replacement, 2026, **Implementing**
- Timed Parking Equipment, 2026, **Implementing**



Strategic Framework - Status

Capital Tier 3 – Continuation of Priorities - Continued

2. Improving Town Properties

- River Road & Town Dumpster Storage, 2024, **Completed**
- Anex Storage Enclosure, 2024, **Completed**
- River Mill Park Upgrades, 2024, **Implementing**
- LOVE Sign Mural Update, 2024, **Completed**
- Street and Informational Signage Updates, 2024, **Planning**
- Mill Street Storage Improvements, 2026, **Implementing**
- Town Dock Regulations, 2025, **Implementing**



Strategic Framework - Status

Operational Tier 1 – Complex Priorities

1. Personal Recruitment, Retention, and Succession Plannings

- Events Personnel Planning, 2024, **Completed**
- New Town Treasurer, 2024, **Completed**
- Volunteer Program, 2024, **Implementing**
- Maintenance Associate Position, 2025, **Completed**
- Staff Retention Program, 2025, **Completed**
- Town Clerk/ Assistant Town Manager Position, 2026, **Completed**

2. Enhancing Revenue from Town Events

- 2024 Events Sponsorship Drive, 2024, **Completed**
- Replacing of Artisan Market & Concerts with Firelight Nights, 2025, **Completed**
- Murder Mystery Night, 2024, **Completed**
- Reconfigured Artisan Market, 2026, **Completed**

3. Enhancing Timed Parking Program Education and Enforcement

- Parking Enforcement Personnel Increase, 2024, **Completed**



Strategic Framework - Status

Operational Tier 1 – Complex Priorities - Continued

4. Enhancing Town Beautification

- New Landscaping Contractor, 2025, **Completed**
- Gardening & Invasive Cleanup Programming, 2026, **Implementing**
- 2025 Landscaping Plan Improvements, 2025, **Implementing**

5. Evaluating a Business Recruitment Program

- Business Recruitment Research, 2025, **Planning**
- Planning Commission Recommendations, 2025, **Implementing**

6. Enhancing Town Services

- Event Mobile Sound System, 2026, **Completed**
- Solicitation for Refuse Contractor, 2025, **Completed**

7. Enhancing Public Safety

- Snakehead Roundup, 2026, **Completed**



Strategic Framework - Status

Operational Tier 2 – Less Complex Priorities

1. Tourism-led Economic Development

- Visit Occoquan Partnership, 2024, **Completed**
- VMS Mobilizing Main Street Cohort, 2025, **Implementing**
- 2025 CVG Grant Application, 2025, **Completed**

2. Business Support Programming

- Continuance of Quarterly Business Meetings, 2024, **Completed**
- Visit Occoquan Business Support Programming, 2025, **Implementing**

3. Monitoring Technology Improvements for Productivity Enhancements

- New Town Intranet, 2024, **Completed**
- New Town Hall POS, 2024, **Completed**
- New Online Payment System, 2024, **Completed**
- New Network System Support, 2025, **Complete**
- IT Security Protocols & Procedure Update, 2025, **Completed**



**QUESTIONS /
DIRECTIONS**

