



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
occoquanva.gov
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Occoquan Town Council Town Council Meeting April 7, 2026 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Consent Agenda** *pg. 2*
 - a. Request to Accept March 17, 2026, Town Council Meeting Minutes *pg. 3*
 - b. Request to Proclaim April 24, 2026, Arbor Day *pg. 7*
 - c. Request to Appoint Member to the Board of Zoning Appeals *pg. 9*
5. **Mayor's Report**
6. **Councilmembers Reports**
7. **Commission & Board Reports**
8. **Administrative Reports**
 - a. Administrative Report *pg. 13*
 - b. Town Treasure's Report *pg.40*
 - c. Town Attorney *pg. 63*
9. **Regular Business**
 - a. Request to Approve Lease Extension for 200 Mill Street *pg.64*
10. **Discussion Items**
 - a. Budget Work Session #5 - Capital Improvement Program Fund Discussion *pg. 86*
 - b. Mill Street Pocket Park Mural Selection *pg.113*
11. **Closed Session**
12. **Adjournment**

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



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: April 7, 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 March 17, 2026, Town Council Meeting Minutes
- b. Request to Proclaim April 24, 2026, Arbor Day
- c. Request to Appoint Member to the Board of Zoning Appeals

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, March 17, 2026
7:00 p.m.

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

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Megan Lubash, Town Clerk / Assistant Town Manager; Jason Forman, Deputy Chief of Police; Tammy Hassett, Events Director

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m.

Mayor Porta noted that the meeting was taking place on St. Patrick's Day.

2. CITIZENS' TIME

Two residents spoke during Citizens' Time.

Laine S., the business owner of Swords, Brooms, and Magical Beasts (SBMB, LLC), updated Town Council on her event of March 7th. She reported that there were over 1,200 patrons in Town. Vendors were located at Madigan's, the VFW Post and 402 Mill Street. They had 500 copies of a scavenger hunt designed to bring people off Mill Street. In her survey after the fact, seven businesses reported having their best sales day ever. Her goal with Town businesses was to help them get a positive benefit out of her event.

Councilmember Love asked her how she felt about the event. Laine S. mentioned she was impressed by the energy of the crowd and the experiences of the business owners.

Vice Mayor Loges asked about the Itinerant Vendor Event Fee. Laine S. reported that she paid the full amount and Mayor Porta noted that this fee was for both the March and August dates.

Michele W., a resident and business owner, pointed out the small additions of Occoquan lore that were added to the event's map including the old seal, Iron Man, ducks, and peeps.

3. CONSENT AGENDA

- a. Request to Accept March 3, 2026, Town Council Meeting Minutes**
- b. Request to Appoint Kerry Jetton to the Planning Commission**
- c. Request to Appoint Alec Nugent to the Architectural Review Board**

Vice Mayor Loges moved to approve the request to accept the consent agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

4. REGULAR BUSINESS

a. Request to Amend Town Code § 35.003 to Direct the Treasurer to create lists of Uncollectable Taxes and Delinquents

Councilmember Fithian moved to the matter. Councilmember Love seconded. Motion passed unanimously by roll call vote.

5. DISCUSSION ITEMS

a. FY2027 Budget Work Session #2 (Event Fund Update & General Fund)

Town Manager Linn reported on the Events Fund Budget's update. He explained the budget was revised to reflect a streamlined approach to event programming and expenditures. Total projected revenue was reduced due to the removal of the Murder Mystery event. Correspondingly, expenditures had been reduced with savings realized from eliminating costs associated with that event, as well as targeted reductions in advertising, personnel services, and materials and supplies. Overall, the updated projections result in an increase in net revenue.

Councilmember Perkins asked for clarification as he was absent from the previous meeting. Mayor Porta explained that the discussion from the last meeting related to the advertising costs and the number of events proposed, including the Murder Mystery Event. Councilmember Perkins agreed with giving Town Staff creative leeway to explore events that excite them. In reference to the Holiday Artisan Market, Councilmember Perkins urged Events Staff to be thoughtful when planning the overlap of the market with the fireside nights event.

Councilmember Daubresse asked about the Valentine's Day event. Town Manager Linn indicated that the February event would not be held on Valentine's weekend. Councilmember Daubresse also inquired about the reduced advertising budget. Town Manager Linn explained that they reduced the quantity of rack cards and certain social media posts. Councilmember Daubresse noted that he did not want to see a reduction in the momentum of their social media presence. Events Director Hassett explained that they are reducing certain traditional media such as magazines and rack cards and focusing more on targeted social media advertisements.

Councilmember Perkins noted that he wanted Events to look at the elements of events such as the Murder Mystery that worked and try to extrapolate those details into new and existing events.

Mayor Porta noted a willingness to follow Staff's inspiration and allow for flexibility. He noted that he trusts Town Manager Linn to be an effective arbiter for Staff's creativity in finding events that would be beneficial for the Town and mindful to Staff's time and effort. Lastly, he applauded Staff on addressing the comments from previous discussion and making effective changes.

Discussion then turned to the General Fund where Town Manager Linn explained that revenue and expenditures were rising. The increase in expenditures comes from personnel services, service contracts, and professional contacts. He also explained that this proposed budget includes a funds transfer to make it a balanced budget. Town Manager Linn then continued through the presentation and answered questions.

Mayor Porta asked Town Manager Linn to clarify a slide so that it was clear that the increase in Meal's tax revenue is not a three percent increase to the tax rate, but an expected increase in the revenue received by the Town from increased sales.

Councilmember Fithian asked if the increase to the refuse contract was in response to rising fuel costs. Town Manager Linn explained that we had received notice that the contract will be implementing a fuel surcharge soon; the projected increase was based on the contracted amount which was based on the consumer price index for the Washington DC metro area for refuse.

When going over tax revenue, Councilmember Daubresse asked why the utility tax went down. Town Manager Linn explained that they were basing their numbers off the actual and not the projected. He explained that they are paid quarterly and it is hard to estimate.

Councilmember Perkins asked about the Transient Occupancy tax. Town Manager Linn noted that they have requested an audit from VRBO and believe that the decrease in revenue is because they have not been paying their taxes to the Town. Town Manager Linn noted that Town Treasurer Shaw sent out audit letters to VRBO and AirBNB. He also explained that audits will go out to the short-term rentals if the companies do not respond to the audit letters. Town Manager Linn noted that the Business, Professional, Occupational License tax form now has a spot to capture short term rentals and transient occupancy businesses.

While discussing the real estate tax, Mayor Porta noted that the Town of Occoquan received more tax revenue from its commercial activity than from its residential real estate tax. He also noted that twelve percent of homes were valued under \$200,000.00 and eleven percent were valued over \$750,000.00.

Mayor Porta then inquired about non-taxable properties. Town Manager Linn explained that there are seven tax-exempt properties which are owned by the Town and County. There are twenty-four designated as common areas for Homeowners Associations which technically are paid by the individual HOA members as part of their taxes. There are also twenty-six residential properties that receive tax relief and pay no taxes to the Town. The Mayor then asked Town Manager Linn for a slide to break down the tax-exemptions in Town.

Town Manager Linn presented the real estate assessment showing a net increase of 2.5 percent and to offset that increase the tax rate would need to be lowered \$0.11314 per \$100 of assessed value.

Town Manager Linn then discussed Meal's Tax and how Occoquan has the lowest Meal's Tax of the Towns in Prince William County. He also explained that historically the largest months for Meal's Tax revenue are April, May, June, and August.

Discussion then moved to Expenses in the General Fund. Town Manager Linn explained the engineering, legal, and IT expenses. There were no questions in regards to the administrative expenses.

In Public Safety, Town Manager Linn noted that there is a 3.8 percent increase in personnel which did not include the proposed salary pool to address the increases in neighboring localities.

Vice Mayor Loges asked about the amount of the public safety grants expected, and Town Manager Linn responded. Vice Mayor Loges then explained that she wanted to be able to show that the Town is funded almost seventy-five percent from funds other than taxes. Mayor Porta reported that he has observed a notable decrease in the number of people commenting about being overpoliced since his first term.

The Mayor also asked how many full-time police officers are in Town. Town Manager Linn noted that there were 4 full-time employees, or 4.5 including him as the Chief of Police. Councilmember Perkins noted that there are also many volunteer police officers in Town who assist with special events.

The next topic reviewed was Public Works. Mayor Porta asked if there were only three garbage and refuse companies in our area. Town Manger Linn indicated that the town only received three bids and had chosen the contractor who had the lowest bid and was familiar with the Town.

When discussing pocket parks and trails, Vice Mayor Loges indicated that a trail at Furnace Branch Park may invite illicit activities. Mayor Porta commented if the idea was just as an invasive clean up and to make it more visually appealing, the nearby HOA may be amenable to cleaning it up. Councilmember Perkins mentioned it would be a great place to reintroduce native plants.

Town Manager Linn noted that there were no raises for the elected officials as they voted against such a measure the previous year.

A discussion of the deficit/revenue followed. Town Manager Linn explained four proposed solutions to the deficit. The Town could do a fund transfer, increase the Real Estate Tax rate, increase the Meals Tax rate, or reduce expenditures. Vice Mayor Loges and Councilmember Perkins spoke in favor of the fund transfer and against tax rate increases. Councilmember Perkins noted that the expenditures seem appropriate. Councilmember Love asked if there had been a thorough accounting of discretionary spending to reduce expenditures. Town Manager Linn reported that there was very little discretionary spending in the proposed budget.

The Mayor noted that because of good management, and revenue creating events in Town there is usually a budget surplus making the funds transfer unnecessary. Councilmember Love mentioned that if the Riverwalk is important to the Town, then any budget surplus or additional item should be looked at as a dollar towards the Riverwalk.

6. ADJOURNMENT

Mayor Porta reminded staff that the first Riverwalk Expansion Special Committee will be on March 25th. He asked if the meeting could be held at 5 p.m. to accommodate Nick Roper who is a member of the committee to which all Town Councilmembers agreed.

The Mayor also wanted to express his condolences to Councilmember Perkins whose Mother-in-Law recently passed away. He also mentioned the recent deaths of the following Occoquan residents: Don Ohs, Anne Sawyer, and David Nguyen. He also mentioned that Karen Smith, a board member of ACTS and Executive Director of The ARC of Greater Prince William died. The latter organization runs Spinaweb in Occoquan and the Mayor directed Staff to find a way to commemorate her in Town.

The meeting was adjourned at 8:25 p.m.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: April 7, 2026
4B: Request to Adopt Arbor Day 2026 Proclamation	

Attachments: a. Proclamation P-2026-01

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to proclaim Friday, April 24, 2026, as Arbor Day in the Town of Occoquan. A short tree planting ceremony will be planned around that date.

Staff Recommendation: Recommend approval of the attached proclamation as presented.

Proposed/Suggested Motion:

"I move to adopt the 2026 Arbor Day Proclamation."

OR

Other action Council deems appropriate.



Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed that a special day be set aside for the planting of trees, and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, conservation of our natural resources and beautification of the Occoquan community are both very important to the quality of life enjoyed by residents; and

WHEREAS, trees enhance the beauty of Occoquan, increase property values, enhance the economic vitality of business areas, improve our environment, and provide important educational experiences; and

WHEREAS, the Town of Occoquan will host an annual tree planting event on the 24th of April, 2026, as an expression of our commitment to future generations; and

NOW, THEREFORE, I, Earnest W. Porta, Jr., Mayor of the Town of Occoquan, and on behalf of the Occoquan Town Council hereby proclaim Friday, April 24th, 2026, as

ARBOR DAY

in the Town of Occoquan and urge all individuals, groups, and businesses to celebrate and enjoy Occoquan’s outdoors and the richness of our town through the planting and preservation of trees.

Adopted this 7th day of April 2026.

Earnest W. Porta, Jr. MAYOR
On behalf of the Town Council of
Occoquan, Virginia

ATTEST:

Megan Lubash, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Regular Business	Meeting Date: April 7, 2026
4C: Request to Appoint Member to the Board of Zoning Appeals	

Attachments: a. Draft Resolution R-2026-05
b. Redacted BZA Application

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt the attached draft resolution recommending the appointment of Mr. Christopher Pille to a four-year term on the Board of Zoning Appeals (Board), ending January 31, 2030. Mrs. Liz Quist, who has served on the Board, resigned effective January 31, 2026, which was one year after the conclusion of her previous term.

Although appointments to the Board of Zoning Appeals are made by the Prince William County Circuit Court, the Town Council is responsible for recommending a candidate to the Court for each vacancy.

In accordance with Town Code, Article 33.20, the Board is to consist of five residents of the town, who are appointed by the Circuit Court for a five-year term. Members are able to serve consecutive terms.

Staff Recommendation: Recommend adoption of the attached resolution.

Proposed/Suggested Motion:

"I move to adopt Resolution R-2026-05 to submit the following name to the Prince William County Circuit Court for appointment to the Occoquan Board of Zoning Appeals: Christopher Pille for a term through January 31, 2030."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

RESOLUTION FOR AN APPOINTMENT TO BOARD OF ZONING APPEALS

WHEREAS, in September 2021, at the recommendation of the Town Council, the Prince William County Circuit Court appointed five members to the Occoquan Town Board of Zoning Appeals (“Board”); and

WHEREAS, Board Member Elizabeth Quist filled a vacant seat on the Board through January 31, 2025; and

WHEREAS, Liz Quist has resigned from the Board effective January 31, 2026, which is one year after the conclusion of her original term; and

WHEREAS, the Town Council wishes the Circuit Court to appoint Christopher Pille to a new four-year term on the Occoquan Town Board of Zoning Appeals.

NOW, THEREFORE, BE IT RESOLVED that the Town Council directs the Town Attorney to submit the following name and term to the Prince William County Circuit Court as the Town Council’s recommendation for appointment to the Occoquan Town Board of Zoning Appeals: Christopher Pille for a term ending January 31, 2030.

Adopted by the Town Council of the Town of Occoquan, Virginia this ___ Day of April, 2026.

MOTION:

**DATE: April 7, 2026
Town Council Meeting**

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Megan Lubash, Town Clerk



TOWN OF OCCOQUAN

CANDIDATE APPLICATION FORM For Town Council Appointed Boards, Commissions, and Committees

Membership on the Town's Boards and Commissions provides citizens the opportunity to become actively involved in town affairs. When a vacancy exists on a board or commission, the Town Council will interview and evaluate candidates based on his or her interests, education, philosophy and work experience according to the functions of that particular board or commission in which the candidate is being considered.

Date: 3/13/2026

Résumé Attached: Y/N

Name: Chris Pille

Address: [REDACTED] PO Box [REDACTED]

Primary Phone [REDACTED] Alternate Phone: _____

Email: [REDACTED]

Are you a Town resident? (Circle one) Y / N If yes, year moved to Occoquan: March 2022

Do you own or operate a business in Town? (Circle One) Y / N

If yes, name of business: _____

Have you ever served on a Town of Occoquan board or commission or on the Town Council? Y/N

If yes, please explain: _____

Please summarize your education, employment and participation in community activities as it relates to this application. Please feel free to include your résumé as an attachment to this application.

Community Involvement:

As an active volunteer with Occoquan Riverfest and local VFW post activities for the past few years, I have seen our community's spirit and commitment up close. As a resident, I care about preserving Occoquan's character while supporting responsible growth. I see serving on the Board of Zoning Appeals as supporting the town's future and ensuring residents' and city standards are fairly considered in zoning matters.

Employment and/or Volunteer Work Experience:

I am a Contracting Officer Representative (COR) with the Department of the Navy, responsible for acquisition and contract management for a joint enterprise system that provides oversight and management for Family & Unaccompanied Housing for government-owned & leased, and privatized inventory. In this capacity, I also collaborate with senior housing officials and other military branches on matters concerning family the development and implementation of environmental, health, and safety standards.

Other Relevant Experience and/or Educational Background:

Are you available to participate in evening meetings, at least one per month? Y N

Which days of the week are you NOT available to meet? NA

Please note that participation on Town boards and commissions requires regular attendance at scheduled meetings. Information on meeting requirements and responsibilities of the board or commissions is available in Chapter 2, Administration of the Town Code available at www.occoquanva.gov.

On which board, commission, or committee are you interested in participating? (Check all that apply.)

Standing Boards and Commissions:

Board of Zoning Appeals Planning Commission* Architectural Review Board

*Planning Commission membership requires certification within two years.

Please explain your interest in serving on the board(s) you have selected above.


Applicant Signature

March 13, 2026
Date

Mail Completed Application To: Town of Occoquan ATTN: Town Clerk PO Box 195 Occoquan, VA 22125	Drop Off Completed Application To: Town of Occoquan Town Hall 314 Mill Street, Occoquan, VA M-F, 9 am - 4 pm
Email Completed Applications To: info@occoquanva.gov Questions? Visit www.occoquanva.gov or call (703) 491-1918.	



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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: April 7, 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 laid out in their FY24-25 Strategic Framework adopted at the April 18, 2023, Town Council Meeting. The updates are divided into each tier and priority. A Strategic Framework Tracker will be provided quarterly every April, July, October, and January.

Capital Tiers

Tier 1

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

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

➤ **Upgrading Stormwater Infrastructure:**

- Stormwater Improvements (Community Project Funding): 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 award information on the grant.

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission - UPDATED: With Council direction, staff did not pursue a VDOT TAP grant for the project due to eligibility concerns. At the December Town Council Meeting, staff received updated direction to seek alternative funding sources for the riverwalk. Staff has been researching funding opportunities. At the second February Town Council meeting, Town Council voted to reauthorize the Special Committee for Purposes of Updating the Planned Riverwalk Expansion. Members of this committee will be Town Councilmembers as well as Nicholas Roper. The Riverwalk Expansion Special Committee (RESC) had their first public meeting on Wednesday March 25th at 5 p.m. The next public hearing will be held on April 8th at 5 p.m.
- Riverwalk Extension Project - UPDATED: Preliminary engineering and design of the Riverwalk extension are on pause. Town Staff has asked and received a quote to conduct preliminary engineering, environmental, and surveying work into extending the Riverwalk from the kayak ramp to the Riverwalk shops. At the RESC meeting on March 25th, Town Staff was asked to engage with the Town Engineer on cost estimates for a deck at the Mill House Museum section and the connection between the Kayak ramp and the existing Riverwalk.

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**

➤ **Improving Town Infrastructure**

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

Tier 3

➤ **Implementing Public Safety Projects:**

- Replacement PS Vehicle: The Occoquan Police Department has procured and onboarding two new fleet vehicles as part of its fleet maintenance program. One of the outdated replaced vehicles has been retired in accordance with its lease agreement. The second vehicle was initially expected to be sold; however, staff removed it from the listing after it did not receive the minimum bid following two separate attempts. This vehicle was placed back on auction, but has not met the reserve price yet.
- Body Armor Replacement: Police officers are in the process of having their ballistic vests replaced as the existing equipment reaches the manufacturer's recommended service life and no longer provides the level of protection required for daily operations. To ensure officer safety and maintain compliance with industry standards, new vests are being issued department-wide. The replacement effort is being supported in part

through funding from a U.S. Department of Justice grant, which helps offset costs while allowing the agency to equip personnel with modern, properly fitted protective gear.

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

- Street and Informational Signage Updates: Town staff is updating signage on town streets and properties to reflect current town branding and add new information.
- Town Dock Regulations: Staff has completed the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff ordered new signage and is updating the Town website with the rules and regulations as well as payment options for the next boating season.
- Mill House Museum - UPDATED: 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. Town Staff removed a closet in January 2026 to create more exhibit space for the Museum. Town Staff continues to work with the OHS to add shelving and hide cables in the space.
- Developing Pocket Parks: In accordance with Town Council direction, Town staff are exploring opportunities to expand the use of town-owned outdoor areas through the creation of small pocket parks that enhance public gathering space, walkability, and overall community character. These efforts are being approached thoughtfully, with careful consideration of environmental impacts, including preservation of natural features, stormwater management, and the protection of existing green space. The goal is to balance increased public use with responsible stewardship to ensure these spaces remain sustainable and beneficial for residents and visitors alike.

Operating Tiers

Tier 1

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

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

➤ **Enhancing Revenue from Town Events Programming**

- Reconfigured Artisan Market: After consultation with the business community and direction from the Town Council, staff planned the return of the Holiday Artisan Market in December 2025. The two-day event was held on December 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.
- Changing the Murder Mystery Event - UPDATED: Town Staff is looking into ways to change the murder mystery event to increase participation in the next year. Staff is looking into the facets of the Murder Mystery event that were successful and include them in future Town events.
- New Valentine Event : Town Staff is looking at adding an event next year to February 2027.

➤ **Evaluating a Business Recruitment Program**

➤ **Enhancing Public Safety**

- Public Fishing Events: On August 3, 2025, the Town hosted a Snakehead Roundup from 8:00–11:00 p.m. at River Mill Park. This Public Safety–led event allowed anglers to fish from the park and pedestrian bridge, areas where fishing is typically prohibited, in an effort to catch and remove the invasive snakehead fish. The event was well received and successful, prompting town staff to explore additional seasonal fishing opportunities, including a potential Shad Run event in April.
- Unmanned Aircraft Program: Town Police have expanded the use of their Unmanned Aircraft System (UAS) program and began utilizing drones to support situational awareness and public safety during major events such as the Fall Arts & Crafts Show and the Holiday Artisan Market. In addition to event monitoring, the UAS program can be used for activities such as assisting in missing person searches, supporting traffic and crowd management, documenting accident or incident scenes, assessing hazardous areas that may be unsafe for officers to enter, and providing aerial imagery to enhance emergency response operations. Town Police received a grant award of approximately \$25,000 to purchase a new UAS and have begun the process of obtaining the UAS and is expected to have the new UAS available within the first quarter of 2026.

➤ **Enhancing Town Services**

➤ **Enhancing Town Beautification**

- Gardening and Invasives Cleanup Programming – UPDATED: On July 26, 2025, staff hosted a pilot gardening and invasive species cleanup in coordination with volunteers. Following the event’s success, staff began working with volunteer leaders to assess needs, identify resources, and develop additional programming. A second cleanup was held in September 2025 to continue invasive removal efforts. Town Council and staff also met with the Program Manager of Loudoun County’s Invasive Plant Species Management Program to discuss building community support, best practices for reducing invasives and promoting native species, and potential funding strategies. Invasive Plant cleanups are currently scheduled for April 25, 2026, and July 11, 2026. The public is encouraged to sign up on the volunteer Occoquan webpage.

Tier 2

➤ **Monitoring Technology Improvements for Productivity Enhancement**

➤ **Business Support Programming**

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

➤ **Tourism-led Economic Development Programming**

- 2025 CVG Grant Application-UPDATED: In conjunction with Visit Occoquan, Town staff submitted a grant application for a 2025 Community Vitality Grant from Virginia Main Street (VMS) for a beautification/public art project at the Mill Street Storage Shed. In July 2025, the Town was awarded a \$15,000 grant to complete the project. The Town Council accepted the grant at the October 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. The contractor has finished with the maintenance to the building and now Town Staff have purchased benches and planned out landscaping for the south side of the building. The mural applicants have been reviewed by Town Staff and community jurors and will be decided by Town Council on April 7th.

- Exploring Off-Peak Tourism -NEW: In February 2026, Town Council directed staff to explore creating events and experiences aimed at increasing visitor traffic during traditional off-peak times in town.

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

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

Capital and Maintenance Project Updates:

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

- 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. The Kiosk was finished in the middle of March 2026. Take a look at the maps of Town businesses and historical sites on the new Kiosk.

Development Project Updates:

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

- The Mill at Occoquan: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and a new zoning permit application for demolition for the buildings on the properties. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March.
- 406 McKenzie Drive Subdivision: Owners of 406 McKenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners, and several meetings have been held with them, their engineers, and the Town Engineer. At each meeting, the owners were advised of the Town Code provisions that limit development on slopes steeper than 20 degrees. They continue to work on options for subdividing the property within that limitation.
- Rivertown Overlook: The developer submitted an as-built and boundary line adjustment to the Town. The Town Engineer reviewed and returned comments in April 2025. The developer has responded and staff 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.**
- 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 February 2026 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies (as of February 28, 2026).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
13 MAGICKAL MOONS	1 month	3/2/2026
AJANI TRUTH PHOTOGRAPHY	1 month	3/2/2026
AMAYA STUDIOS LLC	2 years	3/12/26
APIARY MARKET	1 month	3/2/2026
BALLYWHACK INC	1 year	3/12/26
CURATE	1 month	3/2/2026
EMERALD NAIL SPA	1 month	3/2/2026
INK AND FORM LEARNING DESIGN LLC	1 month	3/2/2026
LEGGYLASHES	1 month	3/2/2026
MARK SUMMERSON PHOTOGRAPHY	1 month	3/2/2026
NEXTHOME BELTWAY REALTY	1 year	3/12/26
NORMA FAYAK PHOTOGRAPHY LLC	1 month	3/2/2026
PAINT YOUR HEART OUT	1 month	3/2/2026
PATTIES CLEANING SERVICE	1 month	3/2/2026
PENGUIN PADDLING	1 month	3/2/2026
PINCURLS HAIR SALON	1 month	3/2/2026
POPPS LLC	1 month	3/2/2026
PRM INTEGRATED SYSTEMS	1 month	3/2/2026
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	1 year	3/12/26
RODAS MC MULTI-SERVICES LLC	1 month	3/2/2026
RUBICON CONSTRUCTION AND SURVEYING	1 year	3/12/26
TALENT ACQUISITION CONCEPTS	3 years	3/12/26
URBANI INTEGRATED SOLUTIONS	1 month	3/2/2026

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	01/08/26
GRIND N CREPE	4 months	01/08/26

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
ANCHOR LEASING L C	3 months	2/09/2026	302 MILL ST
ANCHOR LEASING L C	3 months	2/09/2026	304 MILL ST
ANCHOR PROPERTIES LC	3 months	2/09/2026	204 UNION ST
CRUISE CLAUDIA A	3 months	2/09/2026	104 POPLAR LN
HILLEBRAND JOSHUA JOSEPH & VALERIE LYNN HILLEBRAND SURV	3 months	2/09/2026	100 WASHINGTON ST
JONES SALUKA HALLIE	3 months	2/09/2026	205 WASHINGTON ST
MAHMOOD AHMED & ISRAA MAHMOOD SURV	3 months	2/09/2026	126 EAST COLONIAL DR
WHITE, FRANCESCA**	12 months	2/09/2026	1521 COLONIAL DR

*By Mortgage Company

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

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	26,233*
October	26,873	28,254	27,495*
November	22,505	23,719*	22,386*
December	23,771	18,180*	20,049*
January	15,931	12,731*	16,666
February	20,087	16,953	17,503
Total as of Latest Month:	201,419	188,863	198,740*

*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 – update 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. Demolition permit confirmed as active.

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- no change from last report- Working with applicant on an application for partial demolition and reconstruction of the existing single-family residence. Met with applicant on 2/18/2026.

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

Addressing Updates with PWC GIS/E911- no update from last report- working alongside PWC GIS and E911 to ensure Occoquan addresses align with current E911 standards and are recorded properly in GIS as addressing issues arise from zoning applications.

Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	Plan approved by Town 8/12/24. 78 months expire 1/6/2028.
Kiely Court – 426 Mill Street	AB2025-017	Single family detached	As-built plans submitted May 10, 2025 - comments issued to Applicant on June 20, 2025. Resubmittal required.
105 Poplar Lane	Not assigned	Single family detached	Modifications to house and lot for final Occupancy Permit
406 McKenzie Drive	SUB2023-036	Subdivide existing lot into multiple parcels	Applicant contemplating subdivision into more than up to 5 lots. Plan still active but no resubmission. Meeting on 3/12/25. Follow-up meeting with Owner on 9/26/25. Most recent meeting on 12/22/2025. Variance request may be forthcoming.
Rivertown Overlook	BLA2025-006	Boundary Line Adjustment for Townhomes Development	Small change to increase lot size to keep steps within property line submitted 3/3/25; comments issued on 4/16/2025. Fourth submission received 12/3/25. Approvable 12/12/25. Approval letter sent 1/16/2026.

Rivertown Overlook	AB2025-005	As-built submission for bond release	As-built submission for bond release submitted 3/3/25; comments issued on 4/16/2025. Revised as-builts submitted 7/14/25, comments returned 8/1/25. Potential encroachment agreement may be needed for porch near Ellicott Street. As-Builts forwarded to PWW by engineering on 9/9/25. Third submission received 9/29/25. Comments sent on 10/29/2025. Fourth submission received 12/3/2025. Comments sent 1/30/2026. Meeting with applicant on 3/3/26.
116 Washington	SP2025-002	Townhouses	Site plan submitted on 8/19/25, comments returned 10/4/2025. Fire Marshall comments returned 10/23/2025. Meetings on 1/12/26 and 2/9/26.
116 Washington	SUB2025-003	Townhouses	Subdivision plat submitted 8/19/25, comments returned 10/4/2025. Meetings on 1/12/26 and 2/9/26. Applicant requested a variance application on 3/3/26.
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 March 1 to March 31, 2026:

Zoning Application #	Property Address	Activity
1	TZP2026-009	199 Union Street New Business
2	TPZ2026-010	158 Washington Street Replace AC unit with like
3	IAP2026-011	158 Washington Street Replace furnace unit with like

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

Zoning Application #	Property Address	Activity
1		

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

	Property Address	Violation #	Violation	Town Action
1	301 Commerce Street	OCV-2026-008	Signage	Courtesy call in person on 3/4/2026; NOV sent on 3/13/2026.
2	301 Commerce	OCV-2026-009	General	Courtesy letter dropped off at business location on 3/16/2026;
3	303 Commerce	OCV-2026-010	ARB	Courtesy email on 3/16/2026.
4	202 Commerce	OCV-2026-011	Signage	Courtesy in person and email on 3/4/2026; Abated on 3/16/2026.
5	203 Washington	OCV-2026-012	Signage	Courtesy in person on 2/26/2026. Abated on 3/6/2026.
6	203 Union Street	OCV-2026-013	Signage	Courtesy in person on 3/2/2026. Abated on 3/3/2026
7	201 Union Street	OCV-2026-014	Signage	Courtesy email on 3/17/2026. Unfounded as of 3/20/2026.
8	202 Union Street	OCV-2026-016	General	Unfounded/Not a zoning violation. Escalated to County on 3/2/2026.
9	201 Union Street	OCV-2026-015	General	Unfounded.
10	202 Union Street	OCV-2026-017	ARB	Courtesy email sent on 3/16/2026.
11	202 Union Street	OCV-2026-018	Signage	Courtesy email sent on 3/16/2026.
12	209 Washington Street	OCV-2026-019	Signage	Courtesy email sent on 3/4/2026. Applied for permanent signage on 3/5/2026. Denied on the bases of size on 3/11/2026.
13	199 Union Street	OCV-2026-020	Signage	Courtesy email on 3/4/2026. Abated as of 3/9/2026
14	302 Poplar Alley	OCV-2026-021	Signage	Courtesy email sent on

				3/16/2026. Noted as abated on 3/31/2026.
15	126 Commerce	OCV-2026-022	Signage	Courtesy email on 3/12/2026. Abated as of 3/25/2026
16	202 Washington	OCV-2026-023	Signage	Courtesy email on 3/4/2026. Unfounded as of 3/7/2026
17	201 Mill street	OCV-2026-024	Signage	Courtesy email on 3/12/2026. Abated as of 3/16/2026
18	303 Commerce	OCV-2026-026	Signage	Courtesy email sent on 3/16/2026.

D. The following is a list of **active/previous violations** from March 1 to March 31, 2026:

	Property Address	Violation #	Violation	Town Action
1	202-204 Commerce St	OCV-2026-007	Trash/Refuse	Courtesy email on 2/12/2026. Business owner conferred with Town Staff on 2/17, 2/25, 3/12, and 3/16 on progress.

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 residents, visitors, and businesses; reduce the incidence and fear of crime; and enhance public safety within the Town’s historic waterfront community. Through professional staffing, education, mentoring, and community policing, OPD works to maintain a supportive partnership with the community while respecting the rights and dignity of all people.

Monthly Departmental Goals

- Provide for the safety of Town residents, businesses, visitors, and property.
- Promote a professional and accountable police department.
- Promote safe pedestrian and vehicular traffic throughout Town.
- Prepare for and respond to all threats and hazards facing the Town of Occoquan.

Chief’s Report

March marked the beginning of the spring operating season in Occoquan. With improving weather conditions, the Town experienced increased visitor activity, particularly within the historic district and waterfront areas. This seasonal shift resulted in higher pedestrian volumes and greater demand for traffic and parking management. In response, the Occoquan Police Department (OPD) maintained a visible and proactive presence, emphasizing service, enforcement, and reassurance for residents, visitors, and businesses.



During the month, Town police responded to 204 calls for service, made 4 custodial arrests, issued 339 traffic summonses, 125 parking violations, and 91 warnings, and completed 335 business checks and 448 park checks. These activities reflect a balanced operational approach that emphasized both enforcement and preventative policing during a period of increased public activity.

Internally, the Department continued to prioritize professionalism, policy compliance, and readiness across all divisions. No complaints were received against OPD officers during March. Special operations resources remained available to support mission needs, and OPD continued coordinating with regional partners through Northern Virginia Emergency Response System meetings, public safety forums, and Council of Governments committees.

March Highlights

204 Calls for Service	4 Custodial Arrests	339 Traffic Summonses	125 Parking Violations
91 Warnings	335 Business Checks	448 Park Checks	0 Officer Complaints

OPD Division Reports:

Professional Standards Division

The Professional Standards Division (PSD) continued to oversee standards-driven functions including internal affairs intake, criminal investigations support, records and documentation coordination, background review processes, and training oversight. During March, PSD maintained emphasis on policy compliance, case monitoring, administrative consistency, and readiness to address complaints, inquiries, and emerging issues promptly and fairly. No complaints were received against OPD officers during the month.

Field Operations Division

The Field Operations Division (FOD) remained responsible for day-to-day patrol coverage throughout the Town and maintained a visible law enforcement presence in residential neighborhoods, the historic district, and along the Riverwalk. Officers conducted proactive patrols, responded to calls for service, and emphasized traffic safety during periods of increased visitation. March activity included 339 traffic summonses, 335 business checks, and 448 park checks, reinforcing both deterrence and community engagement.

Special Operations Division

The Special Operations Division (SOD) sustained readiness to support patrol and specialized mission requirements throughout March. SOD capabilities – including marine patrol, emergency management, unmanned aircraft systems, and other specialty functions – remained available for targeted deployment as needed. March activity included 1 marine patrol hour with 4 additional support hours, 12 UAS operational hours with 1 special event and 1 call for service, and 40 UTV/HSEM staffed hours supporting preparedness and operational visibility.

Beyond local operations, OPD remains actively engaged in regional collaboration. The department participates monthly in Northern Virginia Emergency Response System (NVERS) meetings, local and state public safety forums, and Council of Governments (COG) committees. These partnerships strengthen interagency coordination and reinforce OPD's commitment to maintaining a safe and secure region.

Patrol and Enforcement Activities:

For the month of March, the town police had 204 calls for service including*:

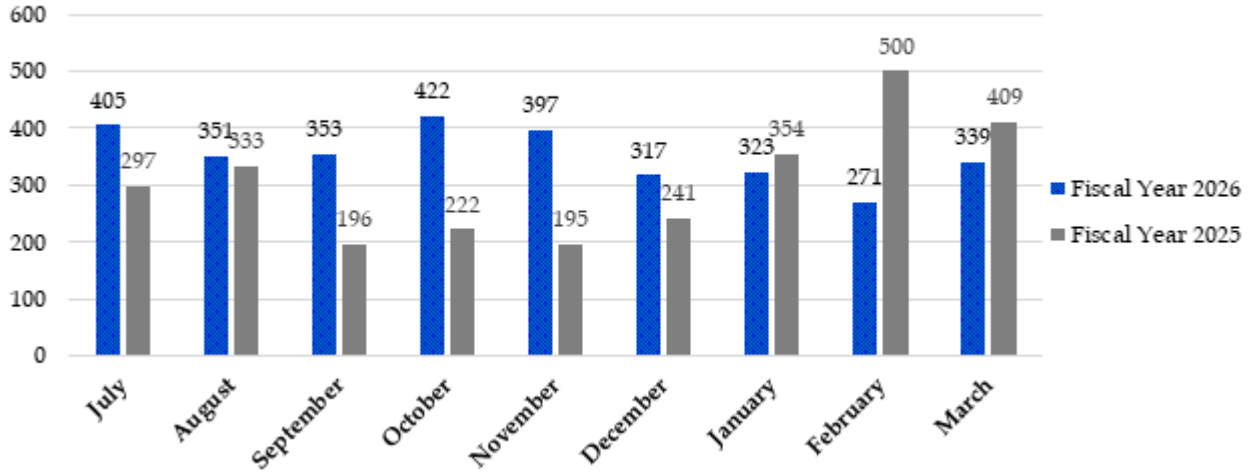
<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarm Call	1	Neighbor Dispute	2
Disabled Vehicle/Motorist Assist	13	Noise Complaints	2
Disorderly	3	Other/Services	47
Destruction of Property	1	Parking Complaints	2
DOA/ Death Notification	1	Person in Crisis /Suicide Attempt	2
Disorderly	3	Racing	1
Drug Complaint	1	Reckless Driving/Road Rage	5
Drunk in Public	2	Roadway Obstruction	4
Felony Arrest	1	Sexual Assault	1
Fire	1	Stolen / Abandoned Vehicle	2
Firearm Violation	1	Suspicious Calls	29
Fleeing & Eluding	1	Threats	1
Found & Lost Property	4	Traffic Control	7
Hit & Run	3	Trespassing	22
Illegal Fishing	4	Vandalism	1
Impaired Driving	3	Vehicle Crash	16
Larceny/Theft	3	Vehicle Tow	5
Medical Calls	5	Warrant Service	1
Missing Person	4	Welfare Checks	2
			204

*Calls for service include responses by town police to both town and county incidents.

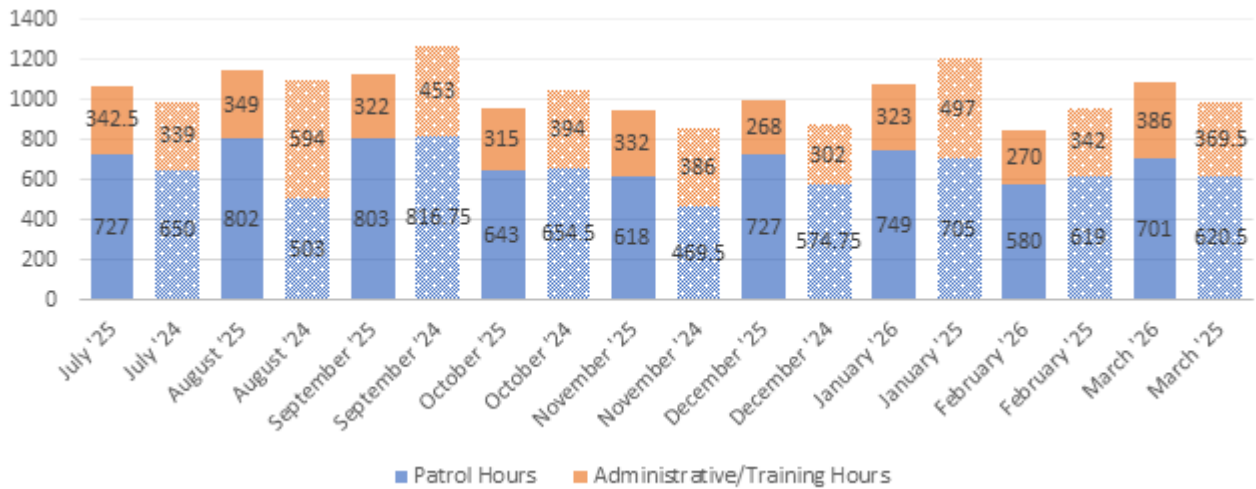
Town police made 4 custodial arrests, issued 339 traffic summonses, 125 parking violations, and 91 warnings.

Officers also engaged in 335 business checks and 448 park checks during the month of March.

Traffic Summonses FYTD (GRAPH)



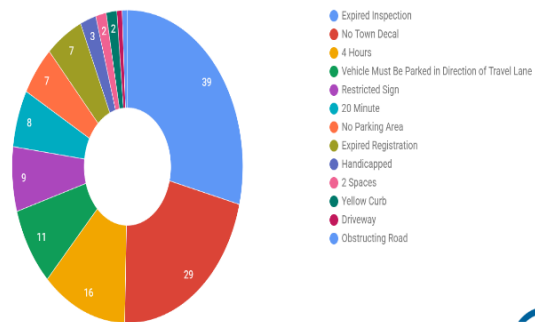
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	44	3
August	65	1
September	89	0
October	52	5
November	38	6
December	40	5
January	34	0
February	82	10
March	125	13

Occoquan VA - Tickets By Violation (Month To Date)

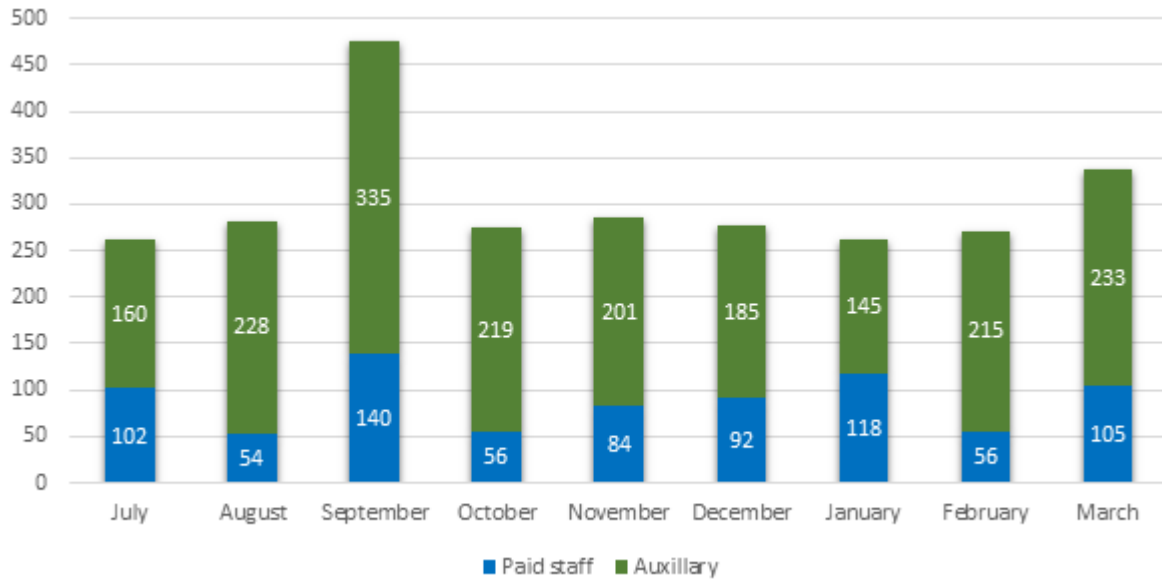


Date as of 3/30/2026, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 2,728 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Other Hours	Stops	Interactions	Calls for Service
July	50	16	15	73	4
August	21	12	14	65	8
September	0	5	0	0	0
October	11	4	7	8	2
November	0	6	0	0	0
December	2	3	0	0	0
January	0	0	0	0	0
February	0	4	0	0	0
March	1	4	0	0	0
FY Total	85	54	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

February	0	0		0	0
March	12	0		1	1
FY Total	68	6		6	3
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	22	8		1	0
August	23	12		2	0
September	154	0		2	0
October	24	0		3	0
November	38	0		1	0
December	172	0		2	0
January	94	0		0	1
February	72	0		0	1
March	40	0		1	0
FY Total	639	20		12	2

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 (March 2026)

- Engaged in site preparation for the Mill Street Pumphouse & Mill House Museum Kiosk.
- Reviewed Town Properties and the Riverwalk to prepare for replacement boards and power washing.
- Organized Town signage inside of the Mill Street Pumphouse and planned landscaping for the Pocket Park.
- Checked and performed maintenance on the Town truck after removing snowplow.

Special Public Works Projects

Projects In-Progress: 9 Projects Completed: 7

Below is an updated list of maintenance activities with status updated as of March 31, 2026:

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			
Prepping Town Hall for Peep Show	In Progress		Spring 2026
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	Complete		Winter 2026
Organize RMP Storage	Completed	1/5/2026	
Remove Stump at RMP	Not Started		April 2026
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	Complete		TH started; Events Joint Project – Winter 2026
River Road and Town Dumpster Improvements	Complete	11/7/2025	November 2025
Spring Cleaning			
Inspect Gaslight Landing Riverwalk	In Progress		Spring 2026

Project	Status	Completion Date	Notes
Inspect Town Dock and Riverwalk	In Progress		Spring 2026
Curb and Striping Review and Painting	In progress		Winter 2026
Clean Trash and Recycling Containers	In Progress		Spring 2026
Clean and Touch Up Gaslights	In progress		Spring 2026
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Restriping of McKenzie Drive	Not Started		
Repaint Parking lines at 200 Block of Mill Street	Completed	1/22/2026	
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Winter 2026
Center Lane Brick Repair	Not started		Spring 2026

Events and Community Development

Events and Community Development

We are excited to kick off the 2026 event season. Below is a brief overview of upcoming events leading up to and including RiverFest in June.

Occoquan's PEEPS Week

Occoquan's sweet spring tradition returns April 1–4 with the annual PEEPS Show. Creative PEEPS dioramas will be displayed in participating businesses throughout town, along with a community contest at Town Hall.

Visitors are invited to stroll through historic Occoquan and Town Hall to vote for their favorites in both categories. Community members interested in participating may register using the [2026 Occoquan Community Peeps® Contest](#).

Occoquan's Shad Run

Occoquan's Shad Run will take place on Saturday, April 11 from 9:00 AM–12:00 PM. Anglers of all ages are invited to fish along River Mill Park, from approved riverbank areas, from the footbridge, or by kayak and boat on the Occoquan River. Registration is available here: [Occoquan Shad Run](#).

Please note that we will also be participating in FOTO's Clean Up this morning. Special instructions will be given to those cleaning to avoid areas where folks are actively fishing.

Trivia Night Series

Occoquan's popular Trivia Night Series will run from May through October in River Mill Park. These events offer a fun and engaging opportunity for community members to test their knowledge while enjoying a lively, social atmosphere.

Each session, hosted by Mayor Porta, features friendly competition and community engagement. Teams of up to eight may register using the [2026 Trivia Night Registration Form](#).

RiverFest & Fall Arts & Crafts Show

Vendor applications are now open for RiverFest (June 6–7) and the Fall Arts & Crafts Show (September 26–27) via the Occoquan Festivals website.

RiverFest is filling quickly, with 252 vendors accepted, with 269 booth spaces sold to date. Staff continues to manage the jury process, balancing new applicants with returning vendors to ensure a diverse, high-quality mix of exhibitors.

Event programming will highlight the river as a central theme, including boat tours, kayak history tours with Mayor Porta, the annual Duck Splash, and conservation-focused activities in Conservation Alley. Additional event details are available on [HOME | Occoquan, Virginia Festivals](#).

Updated Events Schedule

2026 EVENTS CALENDAR	
Jan 20	TOWN/BUSINESS QUARTERLY
Apr 1-4	THE PEEPS SHOW
Apr 7	TOWN BUSINESS/QUARTERLY
Apr 11	SHAD RUN & FOTO CLEAN UP
Apr 25	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
Aug 21	TRIVIA
Sep 11	TRIVIA
Sep 26-27	FALL ARTS & CRAFTS SHOW
Oct 3	FALL FOTO CLEAN UP
Oct 9	TRIVIA
Oct 10	INVASIVE SPECIES CLEAN UP
Oct 6	TOWN/BUSINESS QUARTERLY
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 EVENT
Feb 19 or 20	TBD - OPINIONATION AT VFW?

TOWN OF OCCOQUAN
 FINANCIAL STATEMENTS
 AS OF FEBRUARY 2026

	As of 7/1/25 (unaudited)	Unaudited Income / Expense FY26 YTD	As of 02/28/2026 (Unaudited)
Nonspendable:			
Mamie Davis Fund	\$100,000	\$-	\$100,000
Prepaid Items	\$-		\$-
Restricted:			
E-Summons Fund	\$57,268	\$1,420.90	\$58,689
Assigned:			
Events Fund	\$-	\$116,532.77	\$116,533
CIP Fund	\$347,267	\$(120,410.20)	\$226,857
State Aid 599 Program Fund	\$35,167	\$-	\$35,167
Mamie Davis Park Fund	\$8,879	\$(2,249.37)	\$6,629
PEG Fund	\$2,245	\$-	\$2,245
Subtotal Assigned:	\$393,558	\$(6,126.80)	\$387,431
Unassigned:			
Operating Reserves	\$200,000	\$-	\$200,000
Other Unassigned	\$623,152	\$101,091.59	\$724,243
Subtotal Unassigned:	\$823,152	\$101,091.59	\$924,243
Total Fund Balance:	\$1,373,978	\$96,385.69	\$1,470,363

Town of Occoquan Budget vs. Actuals

July - February, 2026

	Actual	Annual Budget	Net Change	% of Budget
Income				
40000 TAXES			0	
40010 Real Estate	316,792	311,289	5,503	101.77%
40020 Meals Tax	204,114	315,452	(111,339)	64.71%
40030 Sales Tax	25,997	48,000	(22,003)	54.16%
40040 Utility Tax	23,086	37,000	(13,914)	62.39%
40050 Communications Tax	17,309	31,000	(13,691)	55.84%
40060 Transient Occupancy Tax	26,401	43,000	(16,599)	61.40%
40070 Peer-to-Peer Vehicle Tax	0	0	0	
Total 40000 TAXES	\$613,699	\$785,742	\$(172,043)	78.10%
41000 FEES/LICENSES	740	1,000	(260)	74.00%
41010 Vehicle License	10,288	10,308	(20)	99.81%
41020 Business Licenses	50,976	93,499	(42,523)	54.52%
41025 Business License Fee	2,730	4,320	(1,590)	63.19%
Total 41020 Business Licenses	\$53,706	\$97,819	\$(44,113)	54.90%
41030 Late Fees	1,790	2,500	(710)	71.58%
41040 FINES (PUBLIC SAFETY)	280,651	427,000	(146,349)	65.73%
41100 Administrative Fees	14,253	8,500	5,753	167.68%
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	937	0	937	
Total 41000 FEES/LICENSES	\$362,364	\$566,627	\$(204,263)	63.95%
42000 GRANTS	(4,976)		(4,976)	
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	21,279	29,223	(7,944)	72.82%
Total 42110 Virginia DCJS	\$21,279	\$29,223	\$(7,944)	72.82%
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	\$23,344	\$57,023	\$(33,679)	40.94%
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	2,625	2,500	125	105.00%
43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
Total 43000 RENTALS	\$2,625	\$13,923	\$(11,298)	18.85%
44000 OTHER		44,060	(44,060)	0.00%
44005 Insurance Proceeds	17,195	0	17,195	
44010 General Fund Interest	25,775	25,000	775	103.10%
44030 Mamie Davis Park Interest	0	0	0	
44040 Bricks Revenue	1,446	800	646	180.73%
44060 Other	6,782	5,000	1,782	135.64%
Total 44000 OTHER	\$51,198	\$74,860	\$(23,662)	68.39%
Total Income	\$1,053,230	\$1,498,175	\$(444,945)	70.30%
Gross Profit	\$1,053,230	\$1,498,175	\$(444,945)	70.30%
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	416,279	667,101	(250,823)	62.40%
60020 Overtime	12,433	15,440	(3,007)	80.52%
60030 On-call Labor	36,173	68,800	(32,627)	52.58%
60040 Other Benefits (Cell)	0	0	0	
60050 Payroll Taxes	35,698	57,472	(21,774)	62.11%
60060 Life Insurance	3,865	6,081	(2,216)	63.55%
60070 Health Insurance	21,990	40,457	(18,466)	54.36%
60095 VRS Employer Contrib	17,938	40,116	(22,178)	44.72%
Total 60000 PERSONNEL SERVICES	\$544,375	\$895,467	\$(351,092)	60.79%
60400 PROFESSIONAL SERVICES			0	
60420 Consulting	0	0	0	
60430 Zoning and Engineering Services	18,164	40,000	40,000	45.41%
60435 Services Expense - Engineering	9,056	0	9,056	
Total 60430 Zoning and Engineering Services	\$27,220	\$40,000	\$(12,780)	68.05%
60440 Legal Services			0	
60443 Prosecutions	24,000	40,000	(16,000)	60.00%
60444 Administration	37,619	64,260	(26,641)	58.54%
Total 60440 Legal Services	\$61,619	\$104,260	\$(42,641)	59.10%
60450 Audit Services	19,470	20,370	(900)	95.58%
60460 Payroll Processing	5,405	8,150	(2,745)	66.32%

60465 Financial System Maintenance	2,160	2,160	0	100.00%
60470 Bank Charges	2,677	2,840	(163)	94.26%
60480 Facility Security Services	0	0	0	
Total 60400 PROFESSIONAL SERVICES	\$118,552	\$177,780	\$(59,228)	66.68%
60800 INFORMATION TECH SERV			0	
60810 Website Support	4,769	3,820	949	124.85%
60840 Phone Service	9,342	9,800	(458)	95.33%
60850 Internet Service	4,519	6,800	(2,281)	66.46%
60860 Hardware/Software & Maintenance	6,493	12,140	(5,647)	53.49%
60870 IT Support Services	5,447	11,000	(5,553)	49.52%
Total 60800 INFORMATION TECH SERV	\$30,571	\$43,560	\$(12,989)	70.18%
61200 MATERIALS AND SUPPLIES			0	
61210 Office Supplies	2,353	4,600	(2,247)	51.15%
61220 Operational supplies	14,056	21,900	(7,844)	64.18%
61240 Janitorial Supplies	114	1,000	(886)	11.43%
61250 Uniforms	4,610	7,000	(2,390)	65.86%
Total 61200 MATERIALS AND SUPPLIES	\$21,134	\$34,500	\$(13,366)	61.26%
61600 OPERATIONAL SERVICES			0	
61620 Copier Lease, Contract	3,735	6,000	(2,265)	62.25%
61630 Postal Services	1,597	2,500	(903)	63.88%
Total 61600 OPERATIONAL SERVICES	\$5,332	\$8,500	\$(3,168)	62.73%
62000 CONTRACTS			0	
62010 Refuse Collection	76,047	100,274	(24,227)	75.84%
62030 Snow Removal	0	2,500	(2,500)	0.00%
62040 Landscaping	14,898	35,000	(20,102)	42.56%
Total 62000 CONTRACTS	\$90,945	\$137,774	\$(46,829)	66.01%
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	1,726	2,700	(974)	63.91%
Total 62800 PUBLIC INFORMATION	\$2,403	\$3,352	\$(949)	71.68%
63200 ADVERTISING			0	
63210 Advertising - Legal	1,619	2,500	(881)	64.77%
63230 Community/Business Supp	0	4,200	(4,200)	0.00%
Total 63200 ADVERTISING	\$1,619	\$6,700	\$(5,081)	24.17%
63600 TRAINING AND TRAVEL	0	0	0	
63610 Conferences	1,075	1,750	(675)	61.43%

63620 Membership and Dues	2,133	3,700	(1,567)	57.64%
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	\$12,720	\$18,140	\$(5,420)	70.12%
64000 VEHICLES AND EQUIPMENT			0	
64010 Town Vehicles M&R	10,674	8,500	2,174	125.58%
64030 Equipment M&R	5,311	6,400	(1,089)	82.98%
64040 Fuel	12,916	27,200	(14,284)	47.49%
64050 Equipment and Tools	9,952	5,950	4,002	167.26%
Total 64000 VEHICLES AND EQUIPMENT	\$38,853	\$48,050	\$(9,197)	80.86%
64400 SEASONAL			0	
64430 Parks/Town Hall Decor	5,852	9,200	(3,348)	63.60%
64440 Wreath Installation/Maint	1,730	3,000	(1,270)	57.67%
Total 64400 SEASONAL	\$7,582	\$12,200	\$(4,618)	62.14%
64700 FACILITIES EXPENSE	0		0	
64800 TOWN HALL			0	
64820 Elevator Inspection/Maint	220	400	(180)	54.92%
64830 Janitorial Services	2,550	4,937	(2,387)	51.66%
64850 Repair and Maintenance	293	1,000	(707)	29.32%
64860 Equipment Maint Contracts	0	400	(400)	0.00%
64880 Utilites - Gas/Water/Elec	3,301	4,700	(1,399)	70.24%
Total 64800 TOWN HALL	\$6,364	\$11,437	\$(5,073)	55.65%
65200 MILL HOUSE MUSEUM			0	
65210 OHS Subsidy (Mill Museum)	6,000	6,000	0	100.00%
65240 Repair and Maintenance	144	500	(356)	28.88%
Total 65200 MILL HOUSE MUSEUM	\$6,144	\$6,500	\$(356)	94.53%
66000 ANNEX / MAINTENANCE YARD			0	
66020 Equipment Maint Contracts	0	150	(150)	0.00%
66030 Utilities - Elect/Water	3,048	4,000	(952)	76.19%
66040 Repair and Maintenance	858	1,000	(142)	85.82%
Total 66000 ANNEX / MAINTENANCE YARD	\$3,906	\$5,150	\$(1,244)	75.84%
66800 RIVER MILL PARK & FACIL			0	
66810 Brick Paver Program	595	300	295	198.33%
66820 Restroom Janitorial Serv	5,101	8,495	(3,394)	60.04%
66830 Winterization		350	(350)	0.00%
66840 Repair and Maintenance	864	4,000	(3,136)	21.60%
66850 Utilities	2,800	5,800	(3,000)	48.27%
66870 Equipment Maint Contracts	0	0	0	

Total 66800 RIVER MILL PARK & FACIL	\$9,359	\$18,945	\$(9,586)	49.40%
67200* MAMIE DAVIS PARK & RIVERWALK			0	
67220 Riverwalk & Dock	0	500	(500)	0.00%
67230 Winterization	500	350	150	142.86%
67240 Mamie Davis Park Repair & Maint	88	250	(162)	35.24%
67250 Utilities	129	1,700	(1,571)	7.56%
67260 Kayak Ramp - Repair & Maint	118	250	(132)	47.39%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$835	\$3,050	\$(2,215)	27.38%
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	125	1,000	(875)	12.50%
68820 Gas Light Utilities (Gas)	5,059	7,200	(2,141)	70.26%
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	\$5,246	\$14,300	\$(9,054)	36.68%
Total 64700 FACILITIES EXPENSE	\$33,351	\$64,632	\$(31,281)	51.60%
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	\$952,139	\$1,498,178	\$(546,039)	63.55%
Net Operating Income	\$101,092	\$(3)	\$101,094	
Net Income	\$101,092	\$(3)	\$101,094	
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	20,103	1,130,031	(1,109,928)	1.78%
70014 Timed Parking Equipment	3,588	4,000	(412)	89.70%
70018 Snow Removal Equipment	0		0	
70020 Street/Curb Striping Prog	0	5,000	(5,000)	0.00%
72005 Mamie Davis Park Renovations	0	0	0	
72006 Riverwalk Improvements	0	0	0	
74001 Vehicles & Equipment	67,532	110,000	(42,469)	61.39%
74003 Body Armor	1,769		1,769	
76001 Computer Upgrades	1,834	3,000	(1,166)	61.12%
76006 Records Management Syst	0		0	
Total 70000 CIP EXPENSE	\$128,647	\$1,294,556	\$(1,165,909)	9.94%
Total Other Expenses	\$128,647	\$1,294,556	\$(1,165,909)	9.94%
Net Other Income	\$(128,647)	\$(1,294,556)	\$1,165,909	9.94%
Net Income	\$(120,410)	\$(334,281)	\$213,871	36.02%
E SUMMONS FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41040 FINES (PUBLIC SAFETY)	5,432		5,432	

41170 E-Summons		14,500	(14,500)	0.00%
Total 41040 FINES (PUBLIC SAFETY)	\$5,432	\$14,500	\$(9,068)	37.46%
Total 41000 FEES/LICENSES	\$5,432	\$14,500	\$(9,068)	37.46%
Total Income	\$5,432	\$14,500	\$(9,068)	37.46%
Gross Profit	\$5,432	\$14,500	\$(9,068)	37.46%
Expenses				
60800 INFORMATION TECH SERV				
60850 Internet Service	0	2,200	(2,200)	0.00%
60860 Hardware/Software & Maintenance	3,879	8,500	(4,621)	45.63%
Total 60800 INFORMATION TECH SERV	\$3,879	\$10,700	\$(6,821)	36.25%
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	\$-	\$-	\$-	
Total Expenses	\$4,011	\$11,900	\$(7,889)	33.71%
Net Operating Income	\$1,421	\$2,600	\$(1,179)	54.65%
Net Income	\$1,421	\$2,600	\$(1,179)	54.65%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41100 Administrative Fees	0			
41160 Convenience Fees	4,288	5,627	(1,339)	76.20%
Total 41000 FEES/LICENSES	\$4,288	\$5,627	\$(1,339)	76.20%
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	15,030	26,800	(11,770)	56.08%
47020 Booth Rentals	190,668	187,575	3,093	101.65%
47021 Ticket Sales	0	0	0	
47023 Community Events	2,432	11,800	(9,368)	20.61%
Total 47021 Ticket Sales	\$2,432	\$11,800	\$(9,368)	20.61%
47030 Shuttle Fees	40,566	71,500	(30,934)	56.74%

47040 Parking Space Sales	11,250	9,875	1,375	113.92%
47060 Merchandise	244	200	44	122.00%
47105 Revenue Share Agreements	0	0	0	
Total 47000 EVENTS REVENUE	\$260,190	\$307,750	\$(47,560)	84.55%
Total Income	\$264,477	\$322,402	\$(57,925)	82.03%
Gross Profit	\$264,477	\$322,402	\$(57,925)	82.03%
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	35,420	50,025	(14,605)	70.81%
60020 Overtime	1,940	4,000	(2,060)	48.51%
60030 On-call Labor	5,639	18,220	(12,581)	30.95%
60050 Payroll Taxes	4,128	5,527	(1,399)	74.69%
60060 Life Insurance	1,059	1,650	(591)	64.20%
60095 VRS Employer Contrib	1,670	3,141	(1,471)	53.18%
Total 60000 PERSONNEL SERVICES	\$49,857	\$82,563	\$(32,706)	60.39%
60400 PROFESSIONAL SERVICES			0	
60460 Payroll Processing				
60465 Financial System Maintenance				
60470 Bank Charges	3,727	5,796	(2,069)	64.30%
Total 60400 PROFESSIONAL SERVICES	\$3,727	\$5,796	\$(2,069)	64.30%
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	2,113	1,750	363	120.77%
69225 Sponsorship Breakfast	0	0	0	
69240 Annual Tree Lighting	0	0	0	
69250 River Mill Park Events	4,949	10,720	(5,771)	46.16%
69290 Other Special Events	3,301	3,555	(254)	92.85%
Total 69200 SPECIAL EVENTS	\$19,325	\$29,340	\$(10,015)	65.87%
Total Expenses	\$147,945	\$245,881	\$(97,936)	60.17%
Net Operating Income	\$116,533	\$76,521	\$40,012	152.29%
Net Income	\$116,533	\$76,521	\$40,012	152.29%
MAMIE DAVIS PARK				
	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER			0	
44030 Mamie Davis Park Interest	1,351	840	511	160.79%
Total 44000 OTHER	\$1,351	\$840	\$511	160.79%
Total Income	\$1,351	\$840	\$511	160.79%
Gross Profit	\$1,351	\$840	\$511	160.79%
Expenses				
70000 CIP EXPENSE	3,600	3,200	\$400	112.50%
Total Expenses	3,600	3,200	400	1
Net Operating Income	\$(2,249)	\$(2,360)	\$111	95.31%
Net Income	\$(2,249)	\$(2,360)	\$111	95.31%
TOTAL NET INCOME (LOSS) ALL FUNDS	96,386	(257,523)	353,908	-37.43%

Balance Sheet Comparison
Town of Occoquan
As of February 28, 2026

	Total		
	As of Feb 28, 2026	As of Feb 28, 2025 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	0	75	-75
10022 Checking Account 0058	305,924.06	213,475.69	92,448.37
10024 Money Market 4220	203,206.30	201,890.10	1,316.20
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	862,151.80	923,735.31	-61,583.51
Total 10034 VIP - Investment Pool	\$862,151.80	\$923,735.31	(\$61,583.51)
10082 Mamie Davis Savings 4201	5,843.81	4,050.86	1,792.95
10083 Mamie Davis CD	100,000.00	100,000.00	0
Total Bank Accounts	\$1,477,225.97	\$1,443,326.96	\$33,899.01
Accounts Receivable			
10180 Accounts Receivable	18,393.70	24,754.27	-6,360.57
Total Accounts Receivable	\$18,393.70	\$24,754.27	(\$6,360.57)
Other Current Assets			
10190 Real Estate Receivable	1,286.61	1,286.61	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	34,124.85	25,946.14	8,178.71
Total Other Current Assets	\$35,411.46	\$27,232.75	\$8,178.71
Total Current Assets	\$1,531,031.13	\$1,495,313.98	\$35,717.15
TOTAL ASSETS	\$1,531,031.13	\$1,495,313.98	\$35,717.15
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	37,649.90	-40,237.50	77,887.40
Total Accounts Payable	\$37,649.90	(\$40,237.50)	\$77,887.40
Credit Cards			

22000 Credit Cards			0
22010 ExxonMobil	0	1,768.34	-1,768.34
22020 Home Depot	0	0	0
22030 Lowe's Proservices	749.73	154.44	595.29
22040 United Bank Credit Cards	4,830.20	544.46	4,285.74
22050 Shell Credit Card	1,428.95		1,428.95
Total 22000 Credit Cards	\$7,008.88	\$2,467.24	\$4,541.64
Total Credit Cards	\$7,008.88	\$2,467.24	\$4,541.64
Other Current Liabilities			
20935 Performance Bond	1,187.50	1,187.50	0
20940 Unearned Craft Show Rev	0	34,775.00	-34,775.00
20960 Unearned Other Revenue			0
20970 Unearned Rental	550	300	250
20973 Unearned SLFRF Revenue	0	0	0
Total 20960 Unearned Other Revenue	\$550.00	\$300.00	\$250.00
20980 Unearned R.E. Tax	2,343.83	1,202.97	1,140.86
21100 Unearned Fire Dept Grant	9,309.12	6,843.41	2,465.71
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	2,618.53	0.33	2,618.20
Total 21200 Payroll Liabilities	\$2,618.53	\$0.33	\$2,618.20
Total Other Current Liabilities	\$16,008.98	\$44,309.21	(\$28,300.23)
Total Current Liabilities	\$60,667.76	\$6,538.95	\$54,128.81
Total Liabilities	\$60,667.76	\$6,538.95	\$54,128.81
Equity			
30000 Nonspendable			0
30005 PrePaid Items	0	0	0
Total 30000 Nonspendable	\$0.00	\$0.00	\$0.00
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000.00	100,000.00	0
31200 E Summons Fund	57,268.35	48,985.23	8,283.12
Total 31000 Restricted	\$157,268.35	\$148,985.23	\$8,283.12
31400 Assigned			0
30030 Events Fund	0	0	0
30040 CIP Fund	347,267.23	436,006.00	-88,738.77
31050 Public Safety Grant Fund	35,167.16	24,235.30	10,931.86
31060 Mamie Davis Park Fund	8,878.65	7,090.41	1,788.24
31070 Public Education Grant Fund	2,244.70	2,110.70	134
Total 31400 Assigned	\$393,557.74	\$469,442.41	(\$75,884.67)

31500 Unassigned			0
30010 Emergency Operating Fund	200,000.00	200,000.00	0
30020 Unrestricted	623,151.59	470,147.03	153,004.56
Total 31500 Unassigned	\$823,151.59	\$670,147.03	\$153,004.56
32000 Retained Earnings	0	0	0
Net Income	96,385.69	200,200.36	-103,814.67
Total Equity	\$1,470,363.37	\$1,488,775.03	(\$18,411.66)
TOTAL LIABILITIES AND EQUITY	\$1,531,031.13	\$1,495,313.98	\$35,717.15

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2025-00482	264 GASLIGHT LANDING CT	NON STRUCTURAL A/R - KITCHEN REMODEL ON SECOND FLOOR	Building	Issued	R - Alteration/Repair	11/12/2024	
PLB2025-01051	264 GASLIGHT LANDING CT	NON STRUCTURAL A/R - KITCHEN REMODEL ON SECOND FLOOR	Plumbing	Issued	R - Alteration/Repair	11/12/2024	
BLD2025-03492	402 MCKENZIE DR	NEW TWO-STORY 7' x 32' REAR ADDITION -- AND -- INTERIOR RENO. INCREASE FLOOR-TO-CEILING HEIGHT OF MAIN AND UPPER LEVEL --AND -- REPLACE EXISTING ROOF.	Building	Issued	R - Addition	02/28/2025	
ELE2026-02108	402 MCKENZIE DR	upgrade service and panel 200 amps and adding switches plugs	Electrical	Issued	R - Addition	10/29/2025	
PLB2026-00375	402 MCKENZIE DR	Tapping into main sewer and new plumbing for new addition	Plumbing	Issued	R - Addition	08/11/2025	
GAS2026-00942	223 MILL ST	INSTALL NEW TANKLESS GAS WATER HEATER; INCREASED BTUS FROM 40K TO 160K	Gas	Issued	C - Alteration/Repair	02/20/2026	
GAS2026-00848	225 MILL ST	INSTALLATION OF A RINNAI TANKLESS WATER HEATER BTUS INCREASING FROM 40K TO 160K	Gas	Issued	C - Alteration/Repair	02/20/2026	
BLD2026-04446	405 MILL ST	REMOVE EXPOSED PORTION OF	Building	Pending	Demolition		

		EXISTING BOAT STORAGE METAL STRUCTURE. BUILDINGS WILL NOT BE DISTURBED AND ARE MARKED TO REMAIN.					
BLD202 1-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/20 22	
ELE2022 -00482	450 MILL ST	TLO FOR POPPS (**PLAN REVISED TO INCLUDE (2) SERVICE DISC, (2) SUB PANELS, (1) 225A ECB FOR WATER HEATER 4-14-25 -HXF.**)	Electrical	Issued	C - Tenant Layout	12/22/20 23	
MEC202 1-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Issued	C - Tenant Layout	08/29/20 25	
PLB2022 -00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/20 23	
BLD202 6-00562	458 MILL ST	Replacement of destroyed kiosk outside Mill House Museum; on Town Sidewalk - FREE-STANDING SIGN	Building	Finalized	C - Sign	10/07/20 25	03/18/20 26
BLD202 6-03109	115 POPLAR LN	SEE NOTES FOR REST OF DESCRIPTION: Demo and remove existing deck, sunroom and roof of home - install new crawl space foundation and framing for 2 story addition and renovations with 6 full bathrooms, kitchen and wet bar - 2 story home and addition to be built on new and existing foundation	Building	Pending	R - Addition		

		and walls for a total 5200 sqft finished area. With rear covered porch of 308 sqft, rear sun deck of 140 sqft, front porch 142 sqft.					
BLD2026-03115	115 POPLAR LN	Demo and remove existing deck, sunroom and roof of home - install new crawl space foundation and framing for 2 story addition and renovations with 6 full bathrooms, kitchen and wet bar - 2 story home and addition to be built on new and existing foundation and walls for a total 5200 sqft finished area. With rear covered porch of 308 sqft, rear sun deck of 140 sqft, front porch 142 sqft.	Building	Pending	R - Alteration/Repair		
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Electrical	Finald	C - Alteration/Repair	09/22/2025	03/05/2026

ELE2026 -00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE20 24-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Electrical	Finaled	C - Alteration/Repair	09/22/20 25	03/05/20 26
PLB2026 -00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE20 24-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Finaled	C - Alteration/Repair	09/12/20 25	03/10/20 26
PLB2026 -00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE20 24-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on	Plumbing	Finaled	C - Alteration/Repair	09/12/20 25	03/10/20 26

		BLD number so the Master Electrician can get a permit to make some upgrades.					
ELE2025-03999	209 WASHINGTON ST	REPLACING 200AMP WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		
MEC2025-01538	209 WASHINGTON ST	ADD ON PACKAGE FOR HEAT PUMP	Mechanical	Pending	C - Alteration/Repair		
ELE2026-02956	210 WEST LOCUST ST	INSTALL A TESLA WALL CHARGER	Electrical	Issued	R - Alteration/Repair	01/15/2026	
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2 024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Issued	C - Alteration/Repair	09/12/2025	
ELE2025-03999	209 WASHINGTON ST	REPLACING 200AMP WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		
MEC2025-01538	209 WASHINGTON ST	ADD ON PACKAGE FOR HEAT PUMP	Mechanical	Pending	C - Alteration/Repair		
ELE2026-02956	210 WEST LOCUST ST	INSTALL A TESLA WALL CHARGER	Electrical	Issued	R - Alteration/Repair	01/15/2026	

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 03/16/2026

*Counts business days only.

Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
109 RIVER RD	BDM2026-00334 Closed - Abated	03/10/2026	03/23/2026	9	Keaveny, Christopher	Created via PWC311 SR 26-00002927 - Interior Building Maintenance Issue/COMPLAINT OF LANDLORD REMOVING ALL SMOKE DETECTORS FROM RESIDENCE. ----- Please describe the interior building maintenance issue.->Landlord removed all the smoke detectors and did not replace them Do you reside in the structure or otherwise have legal access to the interior?->Yes Please select your most accurate relationship to the property.->Tenant Additional Information->Caller reached out to Fire Marshal and was referred back to NSD	General (Fire Protection Systems)	03/13/2026	03/13/2026		
202 UNION ST	BDM2026-00323 Violation Issued	02/28/2026		20	Keaveny, Christopher	Created via PWC311 SR 26-00002333 - Exterior Building Maintenance Issue//COMPLAINT OF DAMAGED SIDING AND WINDOW COVER. Can this be viewed from a public right of way?->Yes Please select type of structure that is in disrepair. Select all that apply.->Commercial Building Please provide a brief description of the maintenance issue.->Siding on the wall is crumbling down, and a window cover is torn. Additional Information->	Exterior Structure-Protective Treatment Exterior Walls	03/02/2026 03/02/2026	03/03/2026		
116 WASHINGTON ST 1											

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 03/16/2026

*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 03/16/2026

**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: 8

Total Number of Addresses Affected: 4

Total Number of Violations Issued: 8

Total Number of Cases Closed : 7

Total Number Cases Closed with No Violation: 7

Total Number of Cases Still Open: 1

Total Number of Open Cases with Violations: 1

Average Number of Business Days Cases are Open This Town: 198.25

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 137.00

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 03/16/2026

**Counts business days only.*

Total Number of Cases for All Towns Selected: 8

Summary by Case Status:

Closed - Abated	1
Closed - Monitored	6
Violation Issued	<u>1</u>
	8

END OF REPORT

Town of Occoquan - Open BCE Case(s)

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
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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 April 7, 2026, Council Meeting
Date: March 24, 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 February 25, 2026:

1. Continued to monitor General Assembly bills of interest to the Town.
2. Advised staff regarding extension of a lease on Town-owned property.
3. Looked into potential bylaws for Architectural Review Board.
4. Advised staff regarding appointment of a new Town prosecutor.
5. Revised the Town ordinance on writing off uncollectable taxes.
6. Consulted with staff regarding several code violations in the Historic District.
7. Advised staff as to a disputed invoice for snow removal services.
8. Advised staff regarding an encroachment onto a storm sewer easement.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Consent Agenda	Meeting Date: April 7, 2026
8A: Request to Approve Lease Extension on 200 Mill Street Lease	

Attachments: a. Lease

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

In June 2021, the Town entered into a five-year lease agreement with Occoquan Beer Garden, LLC, to rent the premises located at 200 Mill Street. That lease agreement included an option for a one-time, five-year extension if requested by the tenant.

The initial lease term is set to expire on May 31, 2026. The tenant has formally requested to exercise the extension option, which would extend the lease through May 31, 2031.

As this represents a multi-year commitment, the extension option requires review and approval by the Town Council.

Staff Recommendation: Approve the motion as presented.

Town Attorney Recommendation: Approve the motion as presented.

Proposed/Suggested Motion:

"I move to approve the request to exercise the Optional 5-year lease extension on the 200 Mill Street Lease with the Occoquan Beer Garden, LLC."

OR

Other action Council deems appropriate.

LEASE AGREEMENT

THIS LEASE AGREEMENT (the “*Lease*”) is made and entered into as of the 8th day of June, 2021, by and between **TOWN OF OCCOQUAN**, a municipal corporation of the Commonwealth of Virginia (as the “*Landlord*”) and **OCCOQUAN BEER GARDEN, LLC** a Virginia limited liability company (as the “*Tenant*”), and is made and entered into pursuant to Section 15.2-2100 of the Code of Virginia, as amended.

1. ***Defined Terms.*** The following basic and defined terms are hereby incorporated into this Lease by reference (collectively, the “*Basic Lease Terms*”):

Landlord’s Mailing Address:	Occoquan Town Hall PO Box 195 Occoquan, Virginia 22125
Landlord’s Physical Address:	314 Mill Street Occoquan, Virginia 22125
Tenant’s Mailing Address:	7000 Elkton Drive Springfield, VA 22152
Demised Premises:	200 Mill Street Occoquan, VA 22125
Leasable Square Footage:	Approximately 300 sf
Commencement Date:	June 8, 2021
Rent Commencement Date:	Lease Commencement Date
Lease Term:	Initial term five years; one five-year extension at Tenant’s option
Expiration Date:	May 31, 2026
Rent:	\$7,500 (seven thousand five hundred dollars) per year, payable annually on June 1, subject to credit for meals tax actually paid to Town of Occoquan as provided in Section 4.D. of this Lease
Additional Rent:	See Sections 13, 16, 27 and 30 of this Lease.
Rent Escalation:	1.5% per year
Security Deposit:	Bond per Franchise Ordinance
Use:	Food and Beverage Operations
Delivery of Premises:	Upon Lease Execution
Delivery Date:	Upon Lease Execution

2. **Demised Premises; Right of First Refusal.**

A. Landlord does hereby lease to Tenant and Tenant does hereby lease from Landlord, upon the following terms and conditions, the Demised Premises.

B. The Tenant is taking the Demised Premises in its "AS IS" and "WHERE-IS" condition. Tenant has made its own inspection of the Demised Premises and is not relying on any representations of Landlord. Unless otherwise expressly provided in this Lease to the contrary, Landlord is making no representations or warranties concerning the conditions of the Demised Premises or its suitability for Tenant's intended use.

C. Right of First Refusal: If, during the Lease Term (including the extension, if Tenant exercises that option), the Landlord receives a third party's offer to purchase the Demised Premises (the "Third-Party Offer") on terms and conditions that the Landlord is willing to accept, the Landlord will notify the Tenant of the offer (the "Notice of Offer"). The Landlord's willingness to accept the Third-Party Offer shall be deemed to exist only if the Town Council takes an affirmative vote to approve the Third-Party Offer. The Tenant shall then have thirty (30) days from the date of the Notice of Offer to convey to Landlord the Tenant's acceptance of the offer on the same terms as provided in the Third-Party Offer (the "Action Period"). The Action Period cannot be extended, waived, or revived except by affirmative action of the Town Council. If Tenant does not accept the offer as presented within the Action Period, then this right of first refusal shall terminate and this Section 2.C. shall not apply to any subsequent offers, regardless of whether Landlord conveys the Demised Premises in accordance with the Third-Party Offer. Nothing in this Section 2.C. limits the Landlord's ability to market the Demised Premises or to negotiate with third parties for sale of the Demised Premises as long as the Landlord issues a Notice of Offer to Tenant before entering into a binding contract for sale of the Demised Premises to a third party. Nothing in this Section 2.C. or the Landlord's approval of a Third-Party Offer shall require the Landlord to convey any property interests other than the Demised Premises or require the Town Council to take action as a legislative body (including, but not limited to, approval of a special use permit).

3. **Term.**

A. The Lease Term shall commence on the Rent Commencement Date and shall continue for the number of months (and/or year(s)) defined in the Basic Lease Terms. The first "**Lease Year**" during the term hereof shall be the period commencing on the Rent Commencement Date, and shall terminate twelve (12) full calendar months thereafter. Each subsequent Lease Year during the term hereof shall commence on the day immediately following the last day of the preceding Lease Year, and shall continue for a period of twelve (12) full calendar months, except that the last Lease Year during the term hereof shall terminate on the day that this Lease expires or is otherwise terminated.

B. Landlord shall deliver to Tenant possession of the Demised Premises on or before the Delivery Date, to enable Tenant to perform, at its sole cost, such work as is necessary to prepare the Demised Premises for Tenant's occupancy. Any alterations shall be in accordance with Section 9 of this Lease and require Landlord's prior written consent. Tenant's occupancy of the Demised Premises under this Section 3.B. shall be upon all the terms, covenants and conditions contained in the Lease, and the payment of Rent shall commence on the Rent Commencement Date, regardless of whether or not Tenant has begun or completed its work in the Demised Premises as of such date.

C. Both Landlord and Tenant shall have the absolute right and option to terminate this Lease (the "**Termination Option**"), provided however, that the party wishing to exercise the Termination Option

(the "*Terminating Party*"), shall first provide the party not terminating the Lease (the "*Non-Terminating Party*"), with a notice of Termination (the "*Termination Notice*"). For the Termination Notice to be effective, it must have been received by the Non-Terminating Party not less than one hundred eighty (180) days prior the termination date specified in the Termination Notice. In the event that this Lease is terminated pursuant to the exercise of the Termination Option by either Landlord or Tenant, the termination date specified in the Termination Notice shall be deemed to be the Expiration Date under this Lease. The conditions in this provision apply only to the Termination Option herein; where other provisions of this Lease permit a party to terminate under certain conditions, those specific provisions apply.

4. Rent.

A. Tenant covenants to pay to Landlord the Annual Rent for the Demised Premises on the 1st day of June starting in 2022. The Rent shall increase each year in the amount of the Rent Escalation.

B. All rent shall be payable, without demand and without setoff or other reduction, at Landlord's Address or such other place as Landlord designates in writing. In the event that any Rent or Additional Rent is not received by Landlord by the 1st day of June when due, Tenant agrees to pay Landlord a late charge equal to five (5%) of the amount which is not timely received by Landlord.

C. No payment by Tenant or receipt by Landlord of a lesser amount than the annual Rent or other charges herein stipulated shall be deemed to be other than on account of the earliest stipulated rent or other charges, nor shall any endorsement or statement on any check or letter accompanying any check or payment as rent be deemed an accord and satisfaction, and Landlord may accept such check for payment without prejudice to Landlord's right to recover the balance of such rent or pursue any other remedy in this Lease provided.

D. Tenant shall have a credit against the annual Rent for every dollar of meals tax actually collected from customers and timely remitted to the Town within that Lease Year. No credit shall apply, however, to the Rent for any month in which Tenant collects meals tax but fails to remit it to the Town in a timely fashion. For purposes of this Section 4.D., "timely" means "by the payment deadline." No credit for meals tax carries over from one Lease Year to the next. The Tenant will have no credit against the Rent for penalty or interest charged on meals taxes remitted after the deadline. Credit for meals tax shall not apply to Additional Rent, holdover rent under Section 22 of this lease, or the use of the bond required under the Franchise that approves this Lease.

5. Security Deposit.

No Security Deposit is required because the Franchise that approves this Lease requires the posting of a bond pursuant to Virginia Code § 15.2-2104.

6. Use.

The Demised Premises shall be used by Tenant for the specific Use as defined in the Basic Lease Terms and for no other purpose whatsoever. Tenant shall, at its sole cost and expense, promptly comply with all governmental laws, ordinances and regulations (Federal, state and municipal) applicable to the Demised Premises and Tenant's use of the Demised Premises in its business operations, including any structural alterations which may be required. Tenant agrees to obtain necessary permits and licenses to commence its business operation at its sole cost and expense. Landlord shall have no responsibility for Tenant's ability or inability to obtain such permits and licenses, said permits and licenses being the sole responsibility of Tenant.

Tenant shall have exclusive use of the Demised Premises except that the bathrooms and an accessible path to the bathrooms shall be open to public use during normal business hours as determined by the Landlord. Tenant shall erect and maintain signage satisfactory to the Landlord indicating that the bathrooms are open to public use.

Tenant shall not permit any excessive odors, smoke, dust, gas, noise or vibration to emanate from the Demised Premises, nor take any other action which would constitute a nuisance. Tenant shall not receive, store or otherwise handle, any product, material or merchandise which is explosive or highly flammable. Tenant will not permit the Demised Premises to be used for any purpose or in any manner (including, without limitation, any method of storage) which would render the insurance thereon void or increase the premiums therefore or the insurance risk. Landlord makes no representations that the Demised Premises are properly zoned for the prescribed Use.

Tenant shall not permit the storage or discharge into the earth or its atmosphere of effluents, waste or other materials, solid, liquid or gaseous. No waste or other materials shall be disposed of by Tenant in any way or manner which would or will in the future cause the Tenant and/or Landlord to be liable for fines and penalties under the laws or rules currently in effect (Federal, state and/or municipal) or to incur expenses of any sort to correct any such condition. Tenant shall indemnify and hold Landlord harmless from and against any claims, fines, penalties or causes of action arising out of Tenant's failure to comply with the provisions of this Section.

7. **Surrender.**

Tenant agrees that it will keep the Demised Premises and the fixtures therein, in good order and condition and will at the expiration or termination of the Lease Term, surrender and deliver up the Demised Premises in as good a condition as they were at the commencement of the Lease Term, ordinary wear and tear and damage by insured casualty not due to the negligence of Tenant excepted.

8. **Tenant's Inspection, Repairs and Maintenance.**

Tenant represents that it has inspected the Demised Premises and takes the Demised Premises and all equipment therein including, but not limited to, the plumbing and electrical systems, and HVAC "as is," and that Landlord has made no representations or warranties in connection therewith. All repairs to and maintenance of such plumbing and electrical systems, and HVAC are the sole responsibility of the Tenant. Tenant understands and acknowledges that Landlord shall have no responsibility or obligation for any maintenance or repairs to the interior of the Demised Premises.

Tenant agrees that it will take care of the Demised Premises and fixtures and equipment therein and that, upon the expiration or termination of this Lease agreement or any extension thereof, Tenant will leave the Demised Premises thoroughly cleaned and in good condition, ordinary wear and tear excepted. Tenant shall, at its own cost and expense, maintain the interior of the Demised Premises, structural and non-structural items, in good condition, promptly making all necessary repairs and replacements, including, but not limited to windows, glass and plate glass, doors, interior walls and finish work, floors and floor coverings, as well as all other plumbing work and fixtures, termite and pest extermination, regular removal of trash and debris and keep the Demised Premises in a clean and sanitary condition.

Tenant further agrees that it will give the Landlord prompt written notice of any defects in the Demised Premises or in any of the equipment, appliances, or parts thereof as soon as Tenant is aware of them notwithstanding that it is Tenant's responsibility to make such repairs under this Lease. Tenant agrees

to pay for all expenses caused by its failure to promptly report any defect, and to pay for all necessary repairs in the Demised Premises or in the equipment thereof including those caused by Tenant's own negligence or that of its invitees, employees or agents.

9. Alterations.

Without Landlord's prior written consent, Tenant shall not make any alterations, additions or improvements to the Demised Premises. All alterations, additions and improvements erected by Tenant shall be the property of Tenant during the term of this Lease and Tenant shall, unless Landlord otherwise elects as hereinafter provided, remove all such alterations, additions and improvements and restore the Demised Premises to their original condition by the termination of this Lease; provided, however, that if Landlord so elects prior to the termination of this Lease, such alterations, additions and improvements shall become the property of Landlord as of the date of the termination of this Lease, and shall be delivered to Landlord with the Demised Premises. Provided that damage shall not be caused to the Demised Premises or that any damage caused is immediately repaired by Tenant, all shelves, bins, machinery, trade fixtures installed by Tenant may be removed by Tenant prior to the termination of this Lease, if Tenant so elects, and shall be removed by the date of the termination of this Lease if required by Landlord. Upon any such removal, Tenant shall restore the Demised Premises to their original condition, reasonable wear and tear excepted. All such removals and restorations shall be accomplished in a good workmanlike manner so as not to damage the primary structure or structural qualities of the Demised Premises.

All of the alterations, additions, improvements, repairs and maintenance required of or made by Tenant must conform to all regulations and requirements of Federal, state and local governments. Notwithstanding the foregoing, any such alterations, additions, improvements, repairs and maintenance required of or made by Tenant shall not be deemed to be an agreement or consent by Landlord to subject Landlord's interest in the Demised Premises to any mechanic's or materialmen's liens which may be filed in connection therewith.

10. Landlord's Maintenance and Inspection.

Landlord shall maintain the roof and roof structure and shall have the right to enter the Demised Premises at any reasonable time to inspect, maintain, test, or repair the roof and roof structure. Landlord shall also have the right to enter the Demised Premises at any reasonable time during business hours for the purpose of showing the Demised Premises to prospective new tenants or potential buyers and shall have the right to erect on the Demised Premises a suitable sign indicating the Demised Premises are available for rent and/or sale. Landlord shall use its best efforts to minimize disruption to Tenant's business operations during such entry or inspection. Tenant shall give written notice to Landlord at least sixty (60) days prior to vacating the Demised Premises and shall arrange to meet with Landlord for a joint inspection of the Demised Premises prior to vacating. In the event of Tenant's failure to give such notice or arrange such joint inspection, Landlord's inspection at or after Tenant's vacating the Demised Premises shall be conclusively deemed correct for purposes of determining Tenant's responsibility for repairs and restoration. Landlord may also enter the Demised Premises to treat the premises with pesticides and/or pest control devices. Landlord shall give Tenant at least forty-eight (48) hours prior notice prior to the application of pesticide in the Demised Premises. If Tenant requests the application of the pesticide, no notice shall be required.

11. Utilities.

Tenant is solely responsible for all utility expenses.

12. Operating Expenses.

There are no operating expenses to be charged in connection with the Demised Premises.

13. Real Property Taxes.

To the extent that the Demised Premises is currently or hereafter may be subject to property taxes, Tenant agrees to pay to Landlord throughout the term of this Lease, as Additional Rent, any and all real property taxes, assessments, and levies assessed against the Demised Premises during each tax year, together with all penalties and interest charged ("**Real Property Taxes**"), unless Tenant has paid all such Real Property Taxes in full when due.

Should any governmental taxing authority acting under any present or future law, ordinance or regulation, levy, assess, or impose a tax, excise and/or assessment (other than an income or franchise tax) upon or against the Rent, or any part of it, payable by Tenant to Landlord, either by way of substitution (in whole or in part) for or in addition to any existing tax on the Demised Premises or otherwise, Tenant shall be responsible for and shall pay such tax, excise and/or assessment, or shall reimburse Landlord for the amount thereof within thirty (30) days of demand, as the case may be.

Reasonable expenses incurred by Landlord in obtaining or attempting to obtain a reduction of any Real Property Taxes shall be added to and included as Additional Rent. Real Property Taxes which are being contested by Landlord shall nevertheless be included for purposes of computing Tenant's liability hereunder, but if Tenant shall have paid any amount of Additional Rent pursuant to this Section 13, and thereafter Landlord shall receive a refund of any portion of any Real Property Taxes on which such payment shall have been based, Landlord shall pay to Tenant such refund. Landlord shall have no obligation to contest, object to or litigate the levy or imposition of any Real Property Taxes and may settle, compromise, consent to, waive or otherwise determine in its discretion any Real Property Taxes without the consent or approval of Tenant.

In the event any governmental authority includes in the tax base upon which the Real Property Taxes are levied or assessed the value of any improvements made by Tenant, or of any machinery, equipment, fixtures, inventory or other personal property or assets of Tenant, then Tenant shall pay the entire portion of the Real Property Taxes attributable to or based upon such items in addition to the portion of the Real Property Taxes payable by Tenant as otherwise provided in this Section.

Landlord's failure to collect the estimated Real Estate Taxes shall not be deemed a waiver of Landlord's right to demand and fully collect the same at later time.

Tenant agrees to pay before delinquency all taxes imposed on or incidental to the personal property of Tenant, the conduct of its business and its use and occupancy of the Demised Premises.

14. Signage.

Subject to Landlord's prior written consent, Landlord shall permit Tenant to install a sign identifying the premises on the exterior of the Demised Premises. Tenant shall obtain Landlord consent as to the size, design, color, location and type of signs, thirty (30) days prior to the installation. All signage shall be subject to the approval of all applicable governmental authorities and is at Tenant's sole cost and expense, including any cost of permitting.

Except as provided herein, Tenant will not place or suffer to place on the exterior or visible from the exterior of the premise any sign, advertising matter, decoration or any other thing, nor shall the Tenant paint or decorate any part of the exterior of the Demised Premises without first obtaining Landlord's written consent. Tenant shall at its sole cost and expense maintain any sign, decoration, advertising matter or other thing permitted by Landlord in good condition and repair at all times to the satisfaction of the Landlord. It is further agreed that Tenant shall not use sidewalks, parking areas and alleys for displays of wares or signs of any kinds.

Tenant shall if requested by Landlord remove its signs at the expiration and termination of this Lease, it being expressly understood that any damage to the building as a result of the above removal, will be repaired at the sole cost to the Tenant.

15. Tenant's Improvements and Trade Fixtures.

Tenant shall submit all plans for installation of its improvements and trade fixtures to the Demised Premises to Landlord for Landlord's written approval prior to beginning installation or construction. Landlord shall also have the right to approve Tenant's contractor. Landlord shall not be responsible for any delay in the improvements of the Demised Premises or the quality of workmanship in the improvements. Tenant shall look solely to the contractor for any liability arising from delay or quality of workmanship.

16. Assignment and Subletting.

Tenant shall not mortgage this Lease or any estate or interest therein. Tenant shall not assign this Lease, in whole or in part, or sublet all or any portion of the Demised Premises, without first obtaining the Landlord's written consent, which consent may be granted or denied at Landlord's sole discretion. This prohibition includes any subletting or assignment which would otherwise occur by operation of law, merger, consolidation, reorganization, transfer or other change of Tenant's corporate or proprietary structure, or any assignment or subletting to or by a receiver or Trustee in any bankruptcy, insolvency, or other proceedings. Any change in ownership or power to vote a majority of the issued and outstanding voting stock of Tenant shall constitute an assignment for the purpose of this Lease and shall require the written consent of Landlord as provided in this Section. Consent by Landlord to any assignment or subletting shall not constitute a waiver of the requirement for Landlord's consent to any subsequent assignment or subletting. The acceptance by Landlord of the payment of rent following any assignment or subletting shall not be deemed to be a consent by Landlord to such assignment or subletting.

It is expressly understood and agreed that in the event Landlord approves a sublease or an assignment by Tenant such approval shall not be construed as a waiver or release of Tenant from the terms of any covenant or obligation under this Lease, nor shall the collection or acceptance of any rent from any such assignee or subtenant constitute a waiver or release of Tenant of any covenant or obligation contained in this Lease, nor shall any such assigning or subletting be construed to relieve Tenant from giving Landlord notice or from obtaining the consent in writing of Landlord to any future assigning or subletting. In the event that Tenant defaults hereunder, Tenant hereby assigns to Landlord the rent due from any subtenant of Tenant and hereby authorizes each such subtenant to pay said rent directly to Landlord. In addition, if the rents and other amounts due and payable under any sublease for any period shall exceed the rents and other amounts payable for the Demised Premises pursuant to this Lease, then Tenant shall pay one hundred percent (100%) of such excess to Landlord, as Additional Rent, as and when received by Tenant.

Landlord may freely and fully assign its interest hereunder. In the event of any transfer of title to the Demised Premises or of Landlord's interest in the Demised Premises occurs, the Landlord shall be relieved of all obligations as landlord under this Lease accruing after such transfer and it shall be deemed,

without further agreement, that such transferee has assumed and agreed to perform and observe all obligations of Landlord herein during the period it is the holder of Landlord's interest under this Lease and further, it is hereby agreed that Tenant shall be bound to such transferee, as landlord, in accordance with all of the obligations as Tenant as set out in this Lease.

17. Fire and Casualty Damage.

In the case of the total destruction or the destruction of a substantial part of the Demised Premises by fire, other casualty, the elements, or other cause, or of such damage thereto as shall render the Demised Premises or a substantial part thereof totally unfit for occupancy by Tenant, this Lease, at the option of Landlord, by giving of written notice to the Tenant within ninety (90) days after the date of such destruction or damage, shall terminate and be at an end. In the event of termination, Tenant shall surrender and deliver to Landlord the Demised Premises together with payment of the Rent and Additional Rent to the date of such occurrence. For purposes of this Section, a "substantial part" shall mean thirty-five (35%) or more of the Demised Premises as reasonably determined by the Landlord.

If the Lease does not terminate pursuant to the foregoing provisions or there is only a partial destruction of the Demised Premises, Landlord shall commence to restore the Demised Premises with all reasonable diligence, but only to the extent that Landlord has available to it insurance proceeds and then only to the extent of such insurance proceeds actually paid to Landlord and available, and the Rent shall be abated proportionately based upon the square foot area of the Demised Premises still tenantable, from the date of casualty to the date that the Demised Premises are restored by the Landlord; provided, however, if Tenant cannot conduct its intended business use in the remaining portion of the Demised Premises, rent shall totally abate until the Demised Premises are restored by the Landlord. Landlord, however, shall not under any circumstances be required to expend any sums in excess of insurance proceeds received for purposes of such restoration. No compensation, claim or diminution of Rent will be allowed or paid, by Landlord, by reason of inconvenience, annoyance, or injury to business arising from the necessity of repairing the Demised Premises. In no event shall Landlord be required to rebuild, repair, or replace any part of the partitions, fixtures, additions and other improvements which may have been placed in, on or about the Demised Premises by Tenant. Notwithstanding the foregoing, if the restoration of the Premises is not completed within nine (9) months from the date of destruction or damage, then either party shall have the right to terminate this Lease by notice given within thirty (30) days thereafter; otherwise the Lease shall continue.

18. Liability and Indemnification.

Landlord shall not be liable for any losses, damages, injuries or accidents of any kind however or by whatever or whomever caused, arising from any occurrence on or about the Demised Premises or the occupancy or uses by Tenant of the Demised Premises or caused by any act or omission of Tenant, its agents, servants, employees, assignees, customers or invitees, unless caused by the gross negligence of Landlord and covered by casualty or liability insurance. Notwithstanding any other provision of this Lease to the contrary, except to the extent expressly prohibited by law, Tenant hereby waives any claim it might have against Landlord or any officer, employee or agent of Landlord, for any consequential damages sustained by Tenant arising out of the loss or damage to any person or property of Tenant. In addition, Tenant agrees only to look to Landlord's interest in the Demised Premises for recovery of any judgment from Landlord, it being specifically agreed that Landlord shall not be personally liable for any such judgment.

Tenant shall indemnify Landlord, and shall save it harmless from and against any and all claims, actions, damages, liability and expense, including reasonable attorneys' fees, in connection with loss of life,

personal injury or damage to property arising from any occurrence in or about the Demised Premises, or from the occupancy or uses by Tenant of the Demised Premises, or caused by any act or omission of Tenant, its agents, servants, employees, assignees, customers or invitees, including, but not limited to, the filing of any mechanics' or materialmen's liens against the Demised Premises, unless caused by the gross negligence of Landlord and covered by casualty or liability insurance.

19. Attorney's Fees.

Tenant shall pay all costs and expenses, including reasonable attorneys' fees and court costs that may be incurred by Landlord in enforcing any of the covenants and agreements in this Lease, in enforcing a termination of this Lease, or in pursuing collection of any amounts owed to Landlord under this Lease.

20. Insurance.

At all times after the execution of this Lease, Tenant will carry and maintain at Tenant's sole cost and expense:

A. Public liability insurance with respect to the Demised Premises, to afford protection with limits of not less than \$1,000,000 per incident and \$2,000,000 per year with respect to personal injury or death, and \$500,000 with respect to property damage;

B. If and to the extent required by law, workers' compensation or similar insurance in form and amounts required by law; and

C. Fire, vandalism and extended coverage insurance with respect to Tenant's improvements and fixtures, equipment and other property in the Demised Premises written on a replacement cost basis.

The insurance policies evidencing such insurance shall be maintained with insurance companies approved by Landlord and authorized to conduct business in the Commonwealth of Virginia, shall name Landlord as an additional named insured and shall also contain a provision by which the insurer agrees that such policies shall not be cancelled except after thirty (30) days written notice to Landlord. Upon execution of this Lease and annually thereafter, and upon request by Landlord, Tenant shall deliver to Landlord proof of insurance evidencing each such policy to be in effect.

Each Insurance policy carried by Tenant pursuant to this Section 20, shall provide, if agreed to by the insurance company, that the insurance company waives all rights of recovery by way of subrogation against Landlord in connection with all matters included within the scope of such policies.

21. Condemnation.

In the event less than a substantial part of the Demised Premises shall be taken, condemned or sold for public or quasi-public use or purpose by or to any competent authority under any current or future law, then this Lease shall not terminate except as to the part taken. The Lease will terminate as to the part taken as of the date when title vests in any such authority. Tenant shall pay Rent and Additional Rent covering only that part of the Demised Premises not so taken; the Rent for such space shall be that portion of the total Rent and Additional Rent which the amount of square foot area remaining bears to the total square foot area of all of the Demised Premises. Tenant agrees that if the entire Demised Premises, or the building of which the Demised Premises are a part, or a substantial part thereof, shall be taken or condemned or sold for public or quasi-public use or to any competent authority, this Lease shall terminate as to the entire Demised Premises as of the date when title vests in such authority. Tenant shall have no claim against

Landlord and shall have no claim or right to any portion of the amount awarded as damages or paid as a result of any condemnation. Upon such condemnation or taking, Tenant shall have no claim against Landlord for the value of any unexpired term of this Lease, leasehold improvements or goodwill. For purposes of this Section, a "substantial part" shall mean twenty five percent (25%) or more of the Demised Premises or the building of which the Demised Premises are a part.

Notwithstanding the foregoing provisions of this Section, Tenant shall be entitled to make a separate claim against the condemning authority for loss of its leasehold interest or other damages provided that the amount of Landlord's award shall not be reduced thereby.

If less than a substantial part of the Demised Premises be taken by condemnation, or the Lease is not terminated in accordance with the foregoing provisions, Landlord shall, upon receipt of the award of condemnation, make all necessary repairs or alterations to the Demised Premises so as to constitute the Demised Premises a complete architectural unit, but Landlord shall not in any event be required to spend for such work more than the amount received by Landlord as damages. Tenant, at its sole cost and expense, shall, with respect to all signs, trade fixtures, equipment, display cases, furniture, furnishings and other installations of Tenant restore such part of the Demised Premises as is not taken to as near to its former condition as possible.

Notwithstanding anything herein to the contrary, in the event the holder of any indebtedness secured by a mortgage or deed of trust covering the Demised Premises requires that the condemnation proceeds be applied to such indebtedness, then Landlord shall have the right to terminate this Lease by delivering written notice of termination to Tenant within fifteen (15) days after such requirement is made by any such holder, whereupon all rights and obligations under this Lease shall terminate.

22. Holding Over.

Tenant will, at the termination of this Lease, yield immediate possession to Landlord. Unless the parties hereto otherwise agree in writing on the terms of such holding over, the hold over tenancy shall be subject to termination by Landlord at any time upon not less than thirty (30) days advance written notice, or by Tenant at any time upon not less than thirty (30) days advance written notice. However, in the event of nonpayment of Rent or Additional Rent or any other payments required to be made by Tenant hereunder, when due, or of the breach of any other covenant herein contained by Tenant, Tenant shall not be entitled to any notice to quit, the usual thirty (30) days' notice to quit being hereby waived. All of the other terms and provisions of this Lease shall be applicable during the holdover period, except that Tenant shall pay Landlord from time to time upon demand as rental for the period of any holdover, an amount equal to twice the rent in effect on the Lease termination date, computed on a daily basis for each day of the holdover period. No holding over by Tenant, whether with or without consent of Landlord, shall operate to extend this Lease except as otherwise expressly provided herein or in a written amendment to this Lease. This Section shall not be construed as Landlord's consent for Tenant to hold over.

In the event Tenant shall hold over after the expiration of the term hereby created, and if Landlord shall desire to regain possession of the Demised Premises promptly at the expiration of the term aforesaid, then at any time prior to Landlord's acceptance of Rent from Tenant as a monthly tenant hereunder, Landlord may forthwith re-enter and take possession of the Demised Premises without process, or by any legal process in force.

23. Quiet Enjoyment.

Landlord covenants that Tenant, upon paying the rent and performing its other covenants and

agreements herein set forth, shall peaceably and quietly have, hold and enjoy the Demised Premises for the term of the Lease without hindrance or molestation from Landlord, subject, however, to the terms and provisions of this Lease.

24. Lien for Rent.

Tenant hereby grants to Landlord a lien on all personal property of Tenant now or hereafter placed in or on the Demised Premises and such property shall be and remain subject to such lien of Landlord for payment of all Rent, Additional Rent and all other sums agreed to be paid by Tenant herein or for costs relating to the Demised Premises that Tenant may hereafter agree to pay to Landlord. Said lien shall be in addition to and cumulative of the Landlord's lien rights provided by law.

25. Events of Default.

The following events shall be deemed to be events of default by Tenant under this Lease:

A. Tenant shall fail to pay any installment of the Rent, Additional Rent, or any other payment or reimbursement to Landlord required herein, when due.

B. Tenant shall become insolvent, or shall make a transfer in fraud of creditors, or shall make an assignment for the benefit of creditors.

C. Tenant shall file a petition under any chapter of the Bankruptcy Reform Act, as amended, or under any similar law or statute of the United States or the Commonwealth of Virginia, or such a petition is filed against Tenant and such petition is not dismissed within thirty (30) days of filing.

D. A receiver or trustee shall be appointed for all or substantially all of the assets of Tenant. If said receiver shall be appointed pursuant to the petition of someone other than Tenant, if such appointment is not terminated within thirty (30) days of appointment.

E. Tenant shall vacate or abandon the Demised Premises for ten (10) consecutive days, unless such vacating or abandonment is a result of alteration, renovation, fire or condemnation and Tenant manifests an intention to return.

F. The taking of this Lease or the Demised Premises or any part thereof upon execution or by other process of law directed against Tenant, or upon or subject to any attachment at the instance of any creditor of or claimant against Tenant, which shall not be discharged or disposed of within forty-five (45) days after the levy thereof.

G. Tenant shall fail to comply with any term, provision or covenant of this Lease, other than the payment of Rent, Additional Rent and other charges, and shall not cure such failure, within thirty (30) days after written notice thereof to Tenant.

H. A breach by Tenant of any other agreement Tenant has entered into with Landlord.

26. Remedies.

Upon the occurrence of any of the events of default, then, at the option of Landlord, Tenant's right of possession shall thereupon terminate, and Landlord shall be entitled to possession of the Demised Premises. Landlord may proceed to recover possession either by forcible reentry without process of law or

by process of law. Any notice to quit, or of intention to reenter the Demised Premises, is hereby expressly waived by Tenant. In the event of such reentry by process of law or otherwise, Tenant nevertheless agrees to remain answerable for any and all damages, including, but not limited to, reasonable attorneys' fees, brokerage fees, expenses of placing the Demised Premises in first class rentable condition and deficiency or loss of rent which Landlord may sustain by such reentry, whether or not Landlord re-lets the Demised Premises, plus interest from the date due to date of payment in the amount of one percent (1%) per month. In the event of reentry, Landlord shall have full power, which is hereby acceded to by Tenant, to re-let the Demised Premises for and on behalf of Tenant. Whether or not Landlord re-lets the Demised Premises, Landlord shall have the right both to sue each month for loss of Rent, Additional Rent, and monthly deficits and to sue immediately for all Rent, Additional Rent and monthly deficits due as of the date of default and due for the remaining term of the Lease, such rentals for the remainder of the term to be accelerated at Landlord's option. The commencement or maintenance of any one or more actions shall not bar Landlord from bringing subsequent actions for further accruals pursuant to provisions of this Section. Anything to the contrary notwithstanding, Landlord may, at its option, await the expiration of the term of this Lease before seeking to recover any such Rents, Additional Rents and monthly deficits, in which event the causes of action shall not be deemed to have accrued until the date of expiration of said term.

Tenant on behalf of itself and all persons claiming through Tenant, including all creditors, does hereby waive any and all rights and privileges, so far as is permitted by law, which Tenant and all such persons might otherwise have under any present or future law (i) to the service of any notice of intention to reenter, (ii) to reenter or repossess the Demised Premises, or (iii) to restore the operation of this Lease, with respect to any dispossession of Tenant by judgment or warrant of any court, whether such dispossession, reentry, expiration or termination be by operation of law or pursuant to the provisions of this Lease.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies provided herein or by law, nor shall pursuit of any remedy herein provided constitute, a forfeiture or waiver of any Rent or Additional Rent due to Landlord or of any damages accruing to Landlord by reason of the violation of any of the other terms, provisions and covenants of this Lease. No act or thing done by Landlord or its agents during the Lease Term shall be deemed a termination of this Lease or an acceptance of the surrender of the Demised Premises, and no agreement to terminate this Lease or accept a surrender of the Demised Premises shall be valid unless it is in writing and signed by Landlord. No waiver by Landlord of any violation or breach of any of the terms, provisions and covenants herein contained shall be deemed a waiver of any other violation or breach of any of the terms, provisions and covenants of this Lease. Landlord's acceptance of the payment of Rent or other payments hereunder after the occurrence of an event of default shall not be construed as a waiver of such default, unless Landlord so notifies Tenant in writing. Forbearance by Landlord to enforce one or more of its remedies upon an event of default shall not constitute a waiver of such default or of Landlord's right to enforce any such remedies with respect to such default or any subsequent default.

27. Landlord's Cure of Default by Tenant; Reimbursement of Expenses.

If Tenant defaults in making any payment or in doing any act herein required, then Landlord may, but need not, make such payment or do such act. If Landlord makes any such payment or incurs any charge or expense, on behalf of Tenant under the terms of this Lease, the amount of the payment or expense, shall constitute Additional Rent hereunder, and shall, unless otherwise provided herein, be due and payable within ten (10) days after Landlord sends a written invoice therefor; provided, however, that the making of any such payment or the doing of such act by Landlord shall not cure such default by Tenant, or estop Landlord from pursuing any remedy to which Landlord would otherwise be entitled.

28. Subordination.

This Lease is subject and subordinate to all ground or underlying leases, and to any mortgage or deed of trust (which terms shall include both construction and permanent financing) that may now or hereinafter encumber or otherwise affect the Demised Premises or Landlord's leasehold interest therein, and to all renewals, extensions, modifications, consolidations, replacements, and/or refinancings thereof. This clause shall be self-operative, and no further instrument of subordination shall be required by any mortgagee or trustee to effect the subordination of this Lease. Nonetheless, in confirmation of such subordination, Tenant shall, at Landlord's request, promptly execute any requisite or appropriate certificate or document. Tenant hereby constitutes and appoints Landlord as Tenant's attorney-in-fact to execute any certificates or documents on behalf of Tenant. Tenant further covenants and agrees that it will, at the written request of the party secured by a mortgage or deed of trust, execute, acknowledge and deliver any instrument to effect the subordination of this Lease to such mortgage or deed of trust. Tenant agrees that in the event that any proceedings are brought for the foreclosure of such mortgage or deed of trust, Tenant shall attend to the purchaser at such foreclosure sale, if requested to do so by the Purchaser, and to recognize the purchaser as Landlord under this Lease, and Tenant waives the provisions of any statute or rule of law, now or hereafter in effect, which may give Tenant any right to terminate this Lease in the event that any such foreclosure proceeding occurs.

29. Estoppel Certificates.

Tenant agrees, upon not less than five (5) days written notice by Landlord, to execute, acknowledge and deliver to Landlord, a statement in writing: (i) certifying that this Lease is unmodified and in full force and effect, or if there have been modifications, that this Lease is in full force and effect as modified and stating any such modifications; (ii) certifying that Tenant has accepted possession of the Demised Premises; (iii) stating that no rent under this Lease has been paid more than thirty (30) days in advance of its due date; (iv) stating the address to which notices to Tenant should be sent; (v) certifying that Tenant, as of the date of any such certification, has no charge, lien or claim of set-off under this Lease, or otherwise, against rents or other charges due or to become due hereunder; and (vi) stating whether or not to the best of Tenant's knowledge, Landlord is in default in the performance of any covenant, agreement or condition contained in this Lease, and, if so, specifying each such default of which Tenant may have knowledge. Any such statement delivered pursuant hereto maybe relied upon by any owner of the Demised Premises, any prospective purchaser of the Demised Premises, any mortgagee, or prospective mortgagee of the Demised Premises or of Landlord's interest, or any prospective assignee of any sub- mortgagee.

30. Mechanics' Lien.

Tenant shall have no authority, express or implied, to create or place any lien or encumbrance upon, or in any manner to bind, the interest of Landlord in the Demised Premises or to charge the rentals payable hereunder for any claim in favor of any person dealing with Tenant, including those who may furnish materials or perform labor or any construction or repairs. Tenant covenants and agrees to pay all sums legally due and payable by it on account of any labor performed or materials furnished on the Demised Premises on which any lien is or can be validly and legally asserted against its leasehold interest in the Demised Premises. If any mechanics' or materialmen's lien is filed against the Demised Premises for work furnished to Tenant such lien shall be discharged by Tenant within ten (10) days, at Tenant's sole cost and expense, by the payment thereof or by filing any bond required by law. If Tenant fails to discharge any such mechanics' or materialmen's lien, Landlord may, at its option, discharge the same and treat the cost thereof as Additional Rent payable with the monthly installment of Rent next becoming due. In no event, however, shall such payment by Landlord cure such default by Tenant or estop landlord from pursuing any remedy

to which Landlord would otherwise be entitled.

31. Financing Requirements.

In the event that any bank, insurance company, or other financial institution providing mortgage financing for the Demised Premises requires, as a condition of such financing, that modification to this Lease be obtained, and provided that such modifications (a) are reasonable, (b) do not adversely affect Tenant's use of the Demised Premises as herein permitted under the terms of the Lease, and (c) do not increase the rentals and other sums required to be paid by Tenant hereunder, Landlord shall submit such required modifications to Tenant, and Tenant shall execute an Amendment hereto incorporating such modifications within ten (10) days after the same has been submitted to Tenant. If Tenant shall fail to so execute such an amendment, then Landlord shall thereafter have the right to terminate this Lease, by giving Tenant written notice of such termination, and Landlord shall thereupon be relieved from any further obligations hereunder.

32. Notices.

A. All Rent, Additional Rent and other payments required to be made by Tenant to Landlord hereunder shall be payable to Landlord at the address set forth in the Basic Lease Terms or at such other address as Landlord may specify from time to time by written notice.

B. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered whether or not actually received, when deposited in the United States Mail, postage prepaid, Certified or Registered Mail, addressed to the parties at the respective addresses set forth in the Basic Lease Terms, or at such other address as they have specified by written notice delivered in accordance herewith.

33. No Partnership.

Nothing contained in this Lease shall be construed to create a partnership or joint venture of or between Landlord and Tenant, or create any other relationship between those parties other than that of Landlord and Tenant. Any intention to create a joint venture, partnership or agency relationship between the Landlord and Tenant is hereby expressly disclaimed. Nothing contained in this Lease shall be construed so as to confer upon any other party the rights of a third-party beneficiary.

34. No Representations by Landlord.

Neither Landlord nor any agent or employee of Landlord has made any representations or promises with respect to the Demised Premises except as herein expressly set forth, and no rights, privileges, easements or licenses are required by Tenant except as herein set forth. Tenant, by taking possession of the Demised Premises, shall accept the same "as is" and such taking of possession shall be conclusive evidence that the Demised Premises is in good and satisfactory condition at the time of such taking of possession.

35. Brokers.

Landlord and Tenant shall be solely responsible for compensating such brokers as they may from time to time engage.

36. Waiver of Trial by Jury.

Tenant hereby waives its right to a trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto on any matters in any way connected with this Lease, the relationship of

Landlord and Tenant, and/or Tenant's use or occupancy of the Demised Premises.

37. Waiver of Redemption.

Tenant hereby expressly waives, for itself and all persons claiming by, through, or under it, any right of redemption or for the restoration of the operation of this Lease under any present or future law in case Tenant shall be dispossessed for any cause, or in case Landlord shall obtain possession of the Demised Premises as provided herein.

38. Binding Effect of Lease.

It is agreed that all rights, remedies and liabilities of the parties hereto shall extend to their respective heirs' executors, administrators and, except as otherwise expressly provided in this Lease, their successors and permitted assigns.

39. Rules and Regulations.

Tenant, its agents, employees, invitees, licensees, customers, clients, and guests shall at all times abide by and observe all rules or regulations as may be promulgated from time to time by Landlord for the operation and maintenance of the Demised Premises, as the same may be in effect from time to time. Any default by Tenant, its agents, employees, invitees, licensees, customers, clients, and guests, of any of the provisions of the rules and regulations as amended, from time to time, shall be considered to be a default under the terms of this Lease.

Nothing contained in this Lease shall be construed to impose upon Landlord any obligation to enforce such rules and regulations and Landlord shall have no liability to Tenant or any other party for violation of the Rules and Regulations by any party whatsoever.

40. Applicable Law.

The laws of the Commonwealth of Virginia shall govern the validity, performance and enforcement of this Lease.

41. Time of Essence.

Time is of the essence with respect to the performance of Tenant's obligations under the Lease.

42. Acceptance of Charges.

Tenant's failure to object in writing to any statement, invoice or bill rendered by Landlord within five (5) days of its receipt shall constitute Tenant's acquiescence with respect thereto and shall render such statement, invoice or bill an account stated between Landlord and Tenant and final and binding upon the Tenant. In the event Tenant disputes the amount of any such statement, invoice or bill, Tenant shall nevertheless pay the full amount of the statement, invoice, or bill, including the amount disputed. In the event Tenant prevails in such dispute, Landlord will refund to Tenant the amount overpaid by Tenant.

43. Survival of Terms.

All obligations of Tenant hereunder not fully performed as of the expiration or earlier termination of the term of this Lease shall survive the expiration or earlier termination of the term hereof, including, without limitation, all payment obligations with respect to Rent, and Additional Rent and Operating

Expenses and all obligations and indemnifications concerning the condition of the Demised Premises. Upon the expiration or earlier termination of the term hereof, and prior to Tenant vacating the Demised Premises, Tenant shall pay to Landlord any amount reasonably estimated by Landlord as necessary to put the Demised Premises in good condition and repair, reasonable wear and tear excepted. All such amounts shall be used by Landlord for payment of such obligations of Tenant hereunder, with Tenant being liable for any additional costs therefor upon demand by Landlord, or with any excess to be returned to Tenant after all such obligations have been determined and satisfied.

44. Partial Invalidity.

If any provision of this Lease or the application thereof to any person or circumstances shall to any extent be held void, unenforceable or invalid, then the remainder of this Lease or the application of such provision to persons or circumstances other than those as to which it is held void, unenforceable or invalid shall not be effected thereby, and each provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

45. Corporate Tenant.

If Tenant is a corporation or any other legal entity, the persons executing this Lease on behalf of Tenant hereby covenant and warrant that: (i) Tenant is a duly constituted corporation or legal entity, as the case may be; (ii) Tenant is qualified to do business in the state in which the Demised Premises are located; (iii) all of Tenant's franchises and corporate taxes have been paid to date; (iv) all future forms, reports, fees and other documents necessary for Tenant to comply with applicable laws will be filed by Tenant when due; and (v) such persons are duly authorized under applicable law by such corporation or other legal entity, as the case may be, to execute and deliver this Lease on behalf of the same.

46. Joint and Several Liability.

Each person and/or entity executing this Lease as a tenant shall be jointly and severally liable for all obligations, covenants, payments, and duties of Tenant hereunder.

47. Entire Agreement.

This Lease contains the entire and only agreement between the parties. No oral statements or representations or prior written matter not contained or referred to in this Lease shall have any force or effect. This Lease shall not be modified in any way except by a writing executed by both parties hereto. No waiver of any provision of this Lease shall be deemed to have been made unless it is in writing and signed by both parties hereto.

48. Multiple Copies.

The parties may execute multiple copies of this Lease, each of which shall be deemed an original.

49. Parking.

Tenant is solely responsible for obtaining and maintaining sufficient parking, including removal of snow or debris.

50. Miscellaneous.

A. Words of any gender used in this Lease shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural and vice versa, in any place in which the context so requires.

B. If Tenant is a corporation or other entity, Tenant agrees to furnish to the Landlord, promptly upon demand, appropriate documentation evidencing the valid creation and existence of Tenant as a corporation or other entity, and proof of due authorization by the Shareholders, Board of Directors and/or owners of Tenant to enter into this Lease.

C. The captions, paragraph numbers and index appearing in this Lease are for convenience of reference only, and in no way define, limit or otherwise describe, explain, modify or amplify the interpretation or construction of any provision of this Lease.

D. Landlord and Tenant each acknowledge that they have had full opportunity to obtain legal counsel prior to executing this Lease.


F. This Lease may not be recorded by Tenant.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have duly executed this Lease under seal as of the day and year first above written.

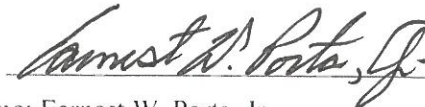
TENANT:


OCCOQUAN BEER GARDEN, LLC
A Virginia limited liability company

By: 
Name: Jeremy Barber
Title: Managing Member
Date: 6.8.2021

LANDLORD:

THE TOWN OF OCCOQUAN,
A Municipal corporation of the Commonwealth of Virginia

By: 
Name: Earnest W. Porta, Jr.
Title: Mayor
Date: 6/8/2021

Attest: 
Clerk, Town of Occoquan

APPROVED AS TO FORM:


Town Attorney

EXHIBIT "A"

DESCRIPTION/DEPICTION OF DEMISED PREMISES



ORDINANCE # O-2021-02

AN UNCODIFIED ORDINANCE GRANTING A FRANCHISE FOR THE TERM AND UPON THE CONDITIONS STATED IN THE ACCOMPANYING LEASE TO OCCUPY AND USE TOWN-OWNED PROPERTY LOCATED AT 200 MILL STREET IN THE TOWN OF OCCOQUAN, VIRGINIA, FOR COMMERCIAL USE

WHEREAS, the Town of Occoquan, Virginia (“the Town”), owns a building and associated property known as 200 Mill Street, previously used as a Visitor Center under a lease to Prince William County; and

WHEREAS, The Town has the authority to grant franchises and other authorizations for the use and occupancy of the public property of the Town, after due advertisement and review of bids as provided in Sections 15.2-2100 through 15.2-2102 of the Code of Virginia; and

WHEREAS, the Town authorized and conducted a public hearing prior to approving the franchise pursuant to Section 15.2-1800 of the Code of Virginia; and

WHEREAS, the Town intends to exercise, to the fullest extent permitted by applicable law the power to grant a franchise to lease the building and associated property located at 200 Mill Street for the term and on the conditions listed in the attached Draft Lease Agreement; and

WHEREAS, the Town has received bids from interested parties for grant of the franchise to lease the Visitor Center.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Occoquan, Virginia, hereinafter referred to as the “Town Council,” meeting in regular session this 16th day of March, 2021, that the Town Council grants a franchise to Occoquan Beer Garden, LLC (hereinafter, “Grantee”) as follows:

1. Grant of Franchise. That the right (the “Franchise”) is hereby granted by the Town of Occoquan (hereinafter the “Town”) unto Grantee, its successors and assigns, for the term and subject to the conditions and limitations stated in the Draft Lease Agreement, to use the building and property located at 200 Mill Street for commercial purposes.
2. Completion of Draft Lease Agreement. The Town Manager is directed to fill in the blanks on the first page of the Draft Lease Agreement consistent with the bid accepted by the Town Council, to remove the “draft” designation, and to execute the finalized Lease Agreement on behalf of the Town after the Grantee has executed it.
3. Bond: The Grantee shall execute a bond with security satisfactory to the Town Attorney in the amount of Seven Thousand Five Hundred Dollars (\$7,500) to guarantee the operation and maintenance of the building and property located at 200 Mill Street in accordance with applicable law and the terms of the Lease Agreement between the Town and Grantee.
4. Effective Date: This Ordinance shall be in force from its passage.

BY ORDER OF THE TOWN COUNCIL

Meeting Date: March 16, 2021

Town Council Meeting

Ord. No. O-2021-02

RE: An Uncodified Ordinance Granting a Franchise for the Term and Upon the Conditions Stated in the Accompanying Lease to Occupy and Use Town-Owned Property Located at 200 Mill Street In The Town Of Occoquan, Virginia, For Commercial Use

MOTION: Vice Mayor Loges

SECOND: Councilmember Perkins

ACTION: Approve

Votes:

Ayes: Vice Mayor Loges, Councilmembers Bienia, Fithian, Holloway, Perkins

Nays: None

Absent from Vote: None

Absent from Meeting: None

CERTIFIED COPY


Interim Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: April 7, 2026
10a: FY2027 Budget Work Session #5 (Capital Improvement Program) Discussion	

Attachments:

- a. Draft CIP Budget
- b. PowerPoint

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the proposed FY2027 Capital Improvement Program Fund budget.

The Capital Improvement Program (CIP) is the Town's long-range planning and budgeting tool for major infrastructure, facility, and capital asset investments. It identifies and prioritizes projects such as public facilities upgrades and maintenance, infrastructure upgrades and maintenance, park improvements, and large equipment purchases that support the Town's long-term needs and strategic framework. Funding for CIP projects generally comes from net revenues from the Event Fund, grants, working capital (prior surplus), and other financing mechanisms. The CIP is reviewed and updated annually in coordination with the Town's budget process, allowing the Town Council to plan for, schedule, and fund significant capital projects in a responsible and transparent manner.

Staff Request: Staff is requesting comments on the proposed General Fund and Capital Improvement Program budgets.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

Budget Document: Capital Improvement Program - Draft

FY2027 Proposed 5-Year Budget								
Capital Improvement Program (CIP)	Activity	Funding Source	FY27	FY28	FY29	FY30	FY31	Totals
Building and Parks Improvements	Public Works	CIP / Grants	\$ 11,400	\$ 22,725	\$ 25,000	\$ 10,000	\$ 35,000	\$ 104,125
Information Technology Improvements	Administration	CIP / WC	\$ 9,800	\$ 15,000	\$ 8,400	\$ 4,400	\$ 6,800	\$ 44,400
Riverwalk Expansion	Public Works	WC / Grant	\$ 130,000	\$ 699,000	\$ 699,000	\$ -	\$ -	\$ 1,528,000
Street and Parking Improvements	Public Works	CIP	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Sidewalk Improvements	Public Works	CIP	\$ 1,500	\$ 10,000	\$ 30,000	\$ -	\$ -	\$ 41,500
Stormwater Improvements	Public Works	WC / Grant	\$ 1,125,031	\$ -	\$ -	\$ -	\$ -	\$ 1,125,031
Streetscape and Infrastructure Improvements	Public Works	CIP	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Vehicles and Equipment Improvements	PS/PW/EVENT	CIP / Grants	\$ 116,500	\$ 73,500	\$ 73,500	\$ 55,500	\$ 40,500	\$ 359,500
Total			\$ 1,399,231	\$ 820,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,282,556

Proposed Budget by Activity	FY27	FY28	FY29	FY30	FY31	5-Year Total
Administration	\$ 9,800	\$ 15,000	\$ 8,400	\$ 4,400	\$ 6,800	\$ 33,200
Public Safety	\$ 78,500	\$ 73,500	\$ 73,500	\$ 55,500	\$ 40,500	\$ 225,500
Public Works	\$ 1,305,931	\$ 731,725	\$ 754,000	\$ 85,000	\$ 35,000	\$ 2,791,656
Events	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ 1,399,231	\$ 820,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,282,556

Fund Source Summary	FY27	FY28	FY29	FY30	FY31	5-Year Total
CIP Funds	\$ 86,200	\$ 55,225	\$ 78,900	\$ 99,900	\$ 43,800	\$ 364,025
Working Capital	\$ 379,006	\$ 171,800	\$ 163,800	\$ 20,000	\$ 21,000	\$ 755,606
599 Funding (Capital)	\$ 19,000	\$ 19,000	\$ 19,000	\$ 10,000	\$ -	\$ 67,000
DOJ BVP Grant	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
EPA Commumny Grant	\$ 900,025	\$ -	\$ -	\$ -	\$ -	\$ 900,025
Other Grants	\$ 15,000	\$ 574,200	\$ 574,200	\$ 15,000	\$ 15,000	\$ 1,193,400
Total	\$ 1,399,231	\$ 820,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,282,556



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

Budget Document: Capital Improvement Program (Continued)

FY2027 Proposed 5-Year Budget		Activity	Funding Source	FY27	FY28	FY29	FY30	FY31	Totals
Capital Improvement Program (CIP)									
Building and Parks Improvements									
	FY27 - Mill House Museum - New Roof	Public Works	CIP	\$ 7,900					\$ 7,900
	FY27 - Mill House Museum - New Windows	Public Works	CIP	\$ 2,500					\$ 2,500
	FY27 - Furnace Brank Park - Upgrades	Public Works	CIP	\$ 1,000					\$ 1,000
	FY28 - 200 Mill St. Building - New Roof	Public Works	CIP	-	\$ 10,000				\$ 10,000
	FY28 - River Mill Park Remediation (drainage)	Public Works	CIP	-	\$ 12,725				\$ 12,725
	FY29-30 - Annex Upgrades (roof/HVAC)	Public Works	CIP	-		\$ 25,000	\$ 10,000		\$ 35,000
	FY31 - Town Hall - New Roof	Public Works	CIP	-				\$ 35,000	\$ 35,000
Information Technology Improvements									
	FY27 - FY31 - Staff Laptop Replacement	Administration	CIP	\$ 2,800					\$ 2,800
	FY27 - IT Network Upgrades	Administration	WC	\$ 4,000		\$ 4,000			\$ 8,000
	FY28 - Parking Equipment LPR License	Administration	WC	-	\$ 12,000				\$ 12,000
	FY26-FY30 - Timed Parking Equipment	Administration	WC	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000		\$ 12,000
	Riverwalk Expansion	Public Works	WC / Grant	\$ 130,000	\$ 699,000	\$ 699,000	\$ -	\$ -	\$ 1,528,000
	FY25-FY26 - Riverwalk Extensions	Public Works	WC / Grant	\$ 130,000	\$ 699,000	\$ 699,000	\$ -	\$ -	\$ 1,528,000
Street and Parking Improvements									
	FY29 - Road Resurfacing	Public Works	CIP	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Sidewalk Improvements									
	FY27 - Snow Blower	Public Works	CIP	\$ 1,500	\$ 10,000	\$ 30,000	\$ -	\$ -	\$ 41,500
	FY28 - Sidewalk Improvements	Public Works	CIP	\$ 1,500	\$ 10,000	\$ 30,000	\$ -	\$ -	\$ 40,000
Stormwater Improvements									
	FY25 - Stormwater Implementation and Match	Public Works	Grant/WC	\$ 1,125,031	\$ -	\$ -	\$ -	\$ -	\$ 1,125,031
Streetscape and Infrastructure Improvements									
	FY26 Holiday Lights/Decorations	Events	CIP	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Vehicles and Equipment Improvements									
	FY24-FY29 - Replacement PS Vehicles - Hybrid SUV	Public Safety	PS/PW/EVENT	\$ 116,500	\$ 73,500	\$ 73,500	\$ 55,500	\$ 40,500	\$ 359,500
	FY26-FY30 - Replacement PS Vehicles	Public Safety	599/CIP	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 20,000	\$ 80,000
	FY27 - Public Works Truck	Public Works	CIP	\$ 38,000					\$ 38,000
	FY27 - Trailer - Fire Suppression / Command	Public Safety	Grant	\$ 15,000	\$ 15,000				\$ 30,000
	FY25-FY30 - Police Record Management System/CAD	Public Safety	CIP	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 17,500
	FY27 - Firearm Replacement Upgrade	Public Safety	CIP	\$ 5,000					\$ 5,000
	FY31 - Body Armor	Public Safety	CIP	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	FY26-FY31 - AXON Body Worn Camera System	Public Safety	WC	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 85,000
	FY28 - EM Fire Suppression / Command Vehicle	Public Works	Grant	\$ -		\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
	Total			\$ 1,399,231	\$ 820,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,282,556



FY2027 Budget Capital Improvement Program

TOWN OF OCCOQUAN

APRIL 7, 2026

FY2027 Budget Work Session and Public Hearing Schedule

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



CAPITAL IMPROVEMENT PROGRAM

PROPOSED FY2027 BUDGET



CIP Funding Sources

CIP Account

- Net Revenue from Events Fund
- Surplus from General Fund (Unassigned - Working Capital)

State Aid to Localities

- Dept of Criminal Justice Services (Public Safety 599 Funding)
- Department of Fire Programs

Grants

- FY2025 EPA Community Project Funding Appropriations Grant
- DOJ BVP Grant
- Other grants



FY27 Strategic Framework

Capital Tiers

Tier 1

- 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 Infrastructure

Tier 3

- Public Safety Projects
- Public Works Project
- Improving Town Properties

Operating Tiers

Tier 1

- Enhancing Revenues from Town Events
- Enhancing Town Beautification

Tier 2

- Tourism Led Economic Development
- Business Support Programming



FY27 Strategic Framework - *Capital Tiers*

Tier 1

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



FY27 Strategic Framework - *Capital Tiers*

Tier 2

- Developing/Promoting Town as a Trail Junction
- Promoting Connections with Regional Partners
- Improving Town Infrastructure
 - McKenzie Drive Restriping
 - Holiday Snowflake/Holiday Lights upgrade



FY27 Strategic Framework - *Capital Tiers*

Tier 3

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

- Public Works Projects
 - Stormwater Improvements – EPA Grant

- Improving Town Properties
 - Developing Pocket Parks/Expanding Public property use



FY27 Strategic Framework – *Operational Tiers*

Tier 1

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

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



FY27 Strategic Framework – *Operational Tiers*

Tier 2

- Tourism Led Economic Development
 - Explore Off-Peak Tourism Opportunities
- Business Support Programming
 - Visit Occoquan Business Support Programming



FY2026 Capital Improvement Program

Status

Budgeted= \$1,294,556

Projected= \$ 177,726

Unexpended=
\$1,116,830

FY2026 CIP - Project Status	FY26	Status	Expenditures
Building and Parks Improvements	\$ 33,725		\$ 30,787
FY26 - River Mill Park Update	\$ 3,500	In Progress	\$ 1,500
FY26 - Mill Street Storage Improvements*	\$ 8,000	In Progress	\$ 19,950
FY26 - River Rd Improvements (shed/fence)	\$ 9,500	Completed	\$ 9,337
FY26 - River Mill Park Remediation (draining)	\$ 12,725	Not Expected	\$ -
Information Technology Improvements	\$ 7,000		\$ 5,422
FY25-FY27 - Staff Laptop Replacement	\$ 3,000	Completed	\$ 1,834
FY25-FY26 - Timed Parking Equipment	\$ 4,000	Completed	\$ 3,588
Street and Parking Improvements	\$ 5,000		\$ 5,000
FY26 - McKenzie Dr. Restriping	5,000	Pending	\$ 5,000
Stormwater Improvements	\$ 1,130,031		\$ 25,000
FY25 - Stormwater Implementation and Match	\$ 1,130,031	In Progress	\$ 25,000
Streetscape and Infrastructure Improvements	\$ 8,800		\$ 8,800
FY26 - Events Benches	\$ 1,800	Completed	\$ 900
FY26 - Riverwalk pressurewash & Stain*	\$ -	In Progress	\$ 900
FY26 - Holiday Lights/Decorations	\$ 7,000	In Progress	\$ 7,000
Vehicles and Equipment Improvements	\$ 110,000		\$ 102,717
FY24-FY29 - Replacement PS Vehicles - Hybrid SUV	\$ 18,000	Completed	\$ 17,438
FY26-FY31 - Replacement PS Vehicles	\$ 20,000	Completed	\$ 19,521
FY25 - Trailer - Fire Suppression / Command	\$ 30,000	In Progress	\$ 16,500
FY25-FY26 - Body Armor Replacement	\$ 3,500	In Progress	\$ 3,500
FY25-FY26 - Holiday Snowflake / Wreath Upgrade	\$ 10,000	In Progress	\$ 10,000
FY25-FY29 - Police Record Management System/CAD*	\$ 3,500	Completed	\$ 10,000
FY24-FY28 - AXON Body Worn Camera System*	\$ 10,000	Completed	\$ 16,758
FY26 Uniform Replacement	\$ 10,000	In Progress	\$ 9,000
FY26 Event Mobile Sound System	\$ 5,000	Not Expected	\$ -
	\$ 1,294,556		\$ 177,726



FY2027 CAPITAL IMPROVEMENT PROGRAM – Summary Budget

FY2027 Proposed 5-Year Budget Capital Improvement Program (CIP)	Activity	Strategic Framework	Funding Source	FY27	FY28	FY29	FY30	FY31	Totals
Building and Parks Improvements	Public Works		CIP / Grants	\$ 11,400	\$ 22,725	\$ 25,000	\$ 10,000	\$ 35,000	\$ 104,125
Information Technology Improvements	Administration		CIP / WC	\$ 9,800	\$ 15,000	\$ 8,400	\$ 4,400	\$ 6,800	\$ 44,400
Riverwalk Expansion	Public Works		WC / Grant	\$ 130,000	\$ 699,000	\$ 699,000	\$ -	\$ -	\$ 1,528,000
Street and Parking Improvements	Public Works		CIP	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Sidewalk Improvements	Public Works		CIP	\$ 1,500	\$ 10,000	\$ 30,000	\$ -	\$ -	\$ 41,500
Stormwater Improvements	Public Works		WC / Grant	\$ 1,125,031	\$ -	\$ -	\$ -	\$ -	\$ 1,125,031
Streetscape and Infrastructure Improvements	Public Works		CIP	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Vehicles and Equipment Improvements	PS/PW/EVENT		CIP / Grants	\$ 116,500	\$ 73,500	\$ 73,500	\$ 55,500	\$ 40,500	\$ 359,500
Total				\$ 1,399,231	\$ 820,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,282,556



FY27 CIP Project Budget

Building and Park Improvements

Information Technology Improvements

Building & Parks Highlights-

\$11,400 from CIP funding for FY27

- New roof on Mill House Museum
- New windows on Mill House Museum
- Furnace Branch Park Upgrade (cleanup)

IT Highlights-

\$9,800 from CIP & WC funding for FY27

- Two replacement laptops
- New IT Network Security Upgrades
- Timed Parking Equipment Lease



FY2027 CIP Detail – Buildings & Parks / IT Improvements

	Activity	Strategic Framework	Funding Source	FY27	FY28	FY29	FY30	FY31	Totals
Building and Parks Improvements									
	FY27 - Mill House Museum - New Roof	Public Works	CT3 - ITP	CIP	\$ 7,900				\$ 7,900
	FY27 - Mill House Museum - New windows	Public Works	CT3 - ITP	CIP	\$ 2,500				\$ 2,500
	FY27 - Furnance Brank Park - Upgrades	Public Works	CT3 - ITP	CIP	\$ 1,000				\$ 1,000
	FY28 - 200 Mill St. Building - New Roof	Public Works	CT3 - ITP	CIP	\$ -	\$ 10,000			\$ 10,000
	FY28 - River Mill Park Remediation (draining)	Public Works	CT3 - ITP	CIP	\$ -	\$ 12,725			\$ 12,725
	FY29-30 - Annex Upgrades (roof/HVAC)	Public Works	CT3 - ITP	CIP	\$ -		\$ 25,000	\$ 10,000	\$ 35,000
	FY31 - Town Hall - New Roof	Public Works	CT3 - ITP	CIP	\$ -			\$ 35,000	\$ 35,000
	Totals				\$ 11,400	\$ 22,725	\$ 25,000	\$ 10,000	\$ 35,000
Information Technology Improvements									
			CIP / WC						
	FY27 - FY31 - Staff Laptop Replacement	Administration	Tech Improve	CIP	\$ 2,800	\$ -	\$ 1,400	\$ 1,400	\$ 2,800
	FY27 - IT Network Upgrades	Administration	Tech Improve	WC	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 12,000
	FY28 - Parking Equipment LPR License	Administration	CT3 - PSP	WC	\$ -	\$ 12,000			\$ 12,000
	FY26 - FY30 - Timed Parking Equipment	Administration	CT3 - PSP	WC	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000
					\$ 9,800	\$ 15,000	\$ 8,400	\$ 4,400	\$ 6,800
									\$ 44,400



FY27 CIP Project Budget

Riverwalk
Expansion

Riverwalk Highlights-

\$130,000 from WC funding for FY27

Streets & Parking
Improvements

Street & Parking Highlights-

No Updates until FY29

Sidewalk
Improvements

Sidewalk Highlights-

\$1,500 from CIP funding for FY27

- New snow blower



FY2027 CIP Detail – Riverwalk Expansion / Street / Sidewalk Improvements

	Activity	Strategic Framework	Funding Source	FY27	FY28	FY29	FY30	FY31	Totals	
Riverwalk Expansion										
	FY25-FY26 - Riverwalk Extensions	Public Works	CT1 - CR	WC / Grant	\$ 130,000	\$ 699,000	\$ 699,000			\$ 1,528,000
	Totals				\$ 130,000	\$ 699,000	\$ 699,000	\$ -	\$ -	\$ 1,528,000
Street and Parking Improvements										
	FY29 - Road Resurfacing	Public Works	CT2 - ITI	CIP			\$ 75,000			\$ 75,000
	Totals				\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Sidewalk Improvements										
	FY27 - Snow Blower	Public Works		CIP	\$ 1,500					\$ 1,500
	FY28 - Sidewalk Improvements	Public Works	CT2 - ITI	CIP		\$ 10,000	\$ 30,000			\$ 40,000
	Totals				\$ 1,500	\$ 10,000	\$ 30,000	\$ -	\$ -	\$ 41,500



FY27 CIP Project Budget

Stormwater Improvements

Streetscape and Infrastructure Improvements

Stormwater Highlights-

\$1,125,031 from Grant/WC funding for FY27

- Abandon Center Ln. Pipe
- Install Access Boxes
- Ground Penetrating Radar and External Grouting
- Reinforce pipe lining
- System-wide cleanout

Streetscape & Infrastructure Highlights-

\$5,000 from CIP funding for FY27

- Finish Holiday lights/decorations



FY27 CIP Project Budget

Vehicles and Equipment Improvements

Vehicles & Equipment Highlights-

\$116,500 from Grant/CIP/599/WC funding for FY27

- Annual Payments for Public Safety Vehicles
- Purchase of Public Works Vehicle
- Trailer for Emergency Management (fire suppression equipment)
- Records Management System & CAD Payment
- Firearm System Upgrade
- Axon Officer Safety Program Payment



FY2027 CIP Detail – Stormwater / Streetscape / Vehicle & Equipment

	Activity	Strategic Framework	Funding Source	FY27	FY28	FY29	FY30	FY31	Totals
Stormwater Improvements									
	FY25 - Stormwater Implementation and Match	Public Works	CT1 - USI	Grant/WC	\$ 1,125,031				\$ 1,125,031
	Totals				\$ 1,125,031	\$ -	\$ -	\$ -	\$ 1,125,031
Streetscape and Infrastructure Improvements									
	FY27 Holiday Lights/Decorations	Events	CT2 - ITI	CIP	\$ 5,000				\$ 5,000
	Totals				\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Vehicles and Equipment Improvements									
	FY24-FY29 - Replacement PS Vehicles - Hybrid SUV	Public Safety	CT3 - PSV	599/CIP	\$ 18,000	\$ 18,000	\$ 18,000		\$ 54,000
	FY26-FY30 - Replacement PS Vehicles	Public Safety	CT3 - PSV	599/CIP	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
	FY27 - Public Works Truck	Public Works	CT3 - PWV	CIP	\$ 38,000				\$ 38,000
	FY27 - Trailer - Fire Suppression / Command	Public Safety	CT3 - PSV	Grant	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
	FY25-FY30 - Police Record Management System/CAD	Public Safety	CT3 - PSP	CIP	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 17,500
	FY27 - Firearm System Upgrade	Public Safety	CT3 - PSP	CIP	\$ 5,000				
	FY31 - Body Armor	Public Safety	CT3 - PSP	CIP	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	FY26-FY31 - AXON Body Worn Camera System	Public Safety	CT3 - PSP	WC	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 85,000
	Totals				\$ 116,500	\$ 73,500	\$ 73,500	\$ 55,500	\$ 359,500



5-Year CIP By Department/Activity

Proposed Budget by Activity	FY27	FY28	FY29	FY30	FY31	5-Year Total
Administration	\$ 9,800	\$ 15,000	\$ 8,400	\$ 4,400	\$ 6,800	\$ 33,200
Public Safety	\$ 78,500	\$ 73,500	\$ 73,500	\$ 55,500	\$ 40,500	\$ 225,500
Public Works	\$ 1,305,931	\$ 731,725	\$ 754,000	\$ 85,000	\$ 35,000	\$ 2,791,656
Events	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ 1,399,231	\$ 820,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,282,556



5-Year CIP Funding Source Needs

Fund Source Summary	FY27	FY28	FY29	FY30	FY31	5-Year Total
CIP Funds	\$ 86,200	\$ 55,225	\$ 78,900	\$ 99,900	\$ 43,800	\$ 364,025
Working Capital	\$ 379,006	\$ 171,800	\$ 163,800	\$ 20,000	\$ 21,000	\$ 755,606
599 Funding (Capital)	\$ 19,000	\$ 19,000	\$ 19,000	\$ 10,000	\$ -	\$ 67,000
DOJ BVP Grant	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
EPA Commumny Grant	\$ 900,025	\$ -	\$ -	\$ -	\$ -	\$ 900,025
Other Grants	\$ 15,000	\$ 574,200	\$ 574,200	\$ 15,000	\$ 15,000	\$ 1,193,400
Total	\$ 1,399,231	\$ 820,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,282,556



Current Funding Source Amounts*

Funding Source	Current Estimates	FY27	5-Year Total
CIP Projected FY26 Events Revenue	\$84,578	\$86,200	\$364,025
Working Capital (Surplus/Grant Replaced Revenue)	\$745,000	\$379,006	\$755,606
599 Funding	\$29,000/yr	\$19,000	\$67,000
Grants (Allocated)	\$935,000	\$915,025	\$960,025
Grants (unallocated)/Other		-	\$1,135,900
	Totals	\$1,399,231	\$3,282,556



Questions or Direction on Capital Improvement Program

????



NEXT STEPS

- Work Session #6: April 21, 2026
 - Recap of all funds
- Budget Available to Council/Public: April 24, 2026
- Public Hearing on Budget: May 5, 2026
- Public Hearing on Tax Rates: May 19, 2026
- Adoption of Budget and Tax Rates: May 19, 2026





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

10. Discussion Items	Meeting Date: April 7, 2026
10B: Mill Street Pocket Park Mural Selection	

- Attachments:**
- a. PowerPoint with Top 5 Juried Mural Designs
 - b. Mill Street Pocket Park Mural Designs - All Other Designs

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

On October 7, 2025, the Town accepted a FY26 Community Vitality Grant (Pocket Park Grant) award from the Department of Housing and Community Development, Virginia Main Street. The Town was awarded a total sum of \$15,000.00 to improve an underused area of the historic downtown to create a new public space with community-based public art.

As part of the grant, a mural will be installed on the pump house building located at 172 Mill Street, contributing public art to the proposed Pocket Park. To select the design, the Town is conducting a contest open to artists. Drawing on the prior mural project, staff prepared draft contest guidelines and supporting information for Town Council review. Key guidance from Town Council includes creating an original work of art that showcases Occoquan’s rivers, trails, wildlife, and history; encourages public engagement; and is happy, uplifting, inspiring, and colorful in nature.

Artists were asked to cover all four sides of the building. Here is the original look of the walls:



The walls of the pumphouse after renovation currently look present as shown:



Business owners, residents, and members of Occoquan’s Boards and Commissions submitted applications to serve as jurors for the mural selection process. The Town received 19 applications from artists in response to the contest.

During the second week of March, jurors evaluated each anonymous submission using a standardized scoring system (1-10) based on the following criteria: aesthetic quality of the design; use of color and light; effective utilization of space; alignment with the established guidelines; the applicant’s qualifications and experience; and the estimated cost of installation.

The top 5 submissions scored are included for Town Council consideration. All submissions have also been included. After selection the artist names will be included with the submissions.

Staff Request: Staff is seeking Town Council selection of a mural to place on the pump house building.



Mill Street Pocket Park Mural Design Contest Top Five Juried Murals

TOWN OF OCCOQUAN

APRIL 7, 2026

Project Overview and Guidelines

- ❑ The Murals are not in order of merit. Their order in this slideshow was determined by random number generator.
- ❑ The Town of Occoquan received a grant to help establish a vibrant public area that celebrates creativity and attracts visitors to the Town.
- ❑ The proposed space, the Mill Street Pump House, has four walls of that are approximately 11.3 feet side by 10.4 feet high. We asked that the mural include all four sides
- ❑ Key Guidelines:
 - ❑ Showcase Occoquan's river, trails, wildlife, and history
 - ❑ Encourage public engagement
 - ❑ Be an original piece of art
 - ❑ Be happy, uplifting, inspiring, and colorful in nature



Juror's Criteria

- ❑ Jurors were asked to rate each submission on the following criteria: 1 is marginal/poor and 10 is exceptional/excellent
 - ❑ The aesthetic beauty of the mural design
 - ❑ Use of color and light
 - ❑ Utilization of Space
 - ❑ The proposed design's fidelity to the general guidelines
 - ❑ The qualifications and experience of the applicant
 - ❑ The estimated cost for the install of the mural



Entry A

Artist Statement

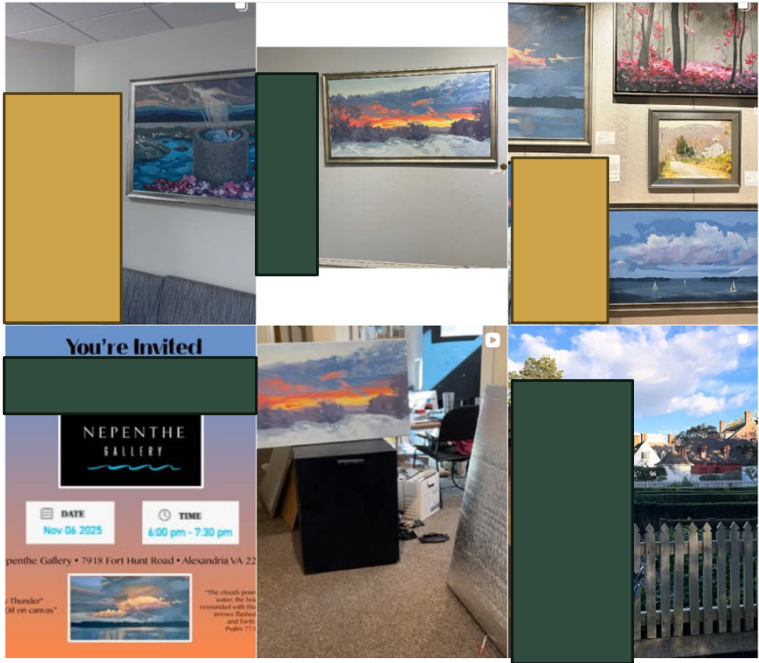
[The Artist] is a local Alexandria Virginia artist (oil painter, illustrator, muralist, graphic designer) who is very blessed to be in the art field spanning over 40 years. His art journey began back in high school while attending the Pennsylvania Governor’s School for the Arts scholarship program. Soon after, he became a commercial graphic designer which led to having his own graphic design firm and later fine art studio.

[The artist] aspires to create artwork that reflects the beauty of creation – visually uplifting work that reminds the viewer of something higher and greater than themselves.

[The artist] is currently a member of Nepenthe Gallery in Alexandria, Virginia, an exhibiting artist at The Art League Gallery (Torpedo Factory) Alexandria, Virginia and was an artist member of The Loft Gallery Occoquan, Virginia for seven years. He has won numerous art awards and recognitions. To see Rich’s work please visit: <https://richmooreartist.com/>

On a personal note, [The artist] wants to live out the gift of his Christian faith by coming along side and helping others in his community. His wife Stacey of 36 years, also shares in that joy! [The artist] is a father of 2, grandfather of 3, a sports fan and hiking enthusiast.

Instagram



Entry A

Estimated Cost: \$1,170.00

Portfolio



Entry A



Mural Description

This mural design theme is centered around the beauty and history of The Town of Occoquan. The life and flow of this community, established over 230 years ago, was built around the productivity of the Occoquan River and this is represented with an illustration of Ellicott's Mill (labeled on mural) when still in operation. Another historical reference is the Rockledge Mansion circa 1758 (labeled on mural). Moving forward in time and illustrated in the mural design are merchant shops, gazebo, Great Blue Heron, Osprey, walking bridge, the "LOVE" sign at River Mill Park and recreational activities. All of these historical and modern-day elements interact on a beautiful, vibrantly colored illustrated backdrop of scenic and historic Occoquan, Virginia.

This mural design will wrap around the 4 walls of the pump house building starting (left to right) with the "East side of the building" continuing to the right with the North side, then West side (which will be seen first by many people driving into town) and finally ending on the South side. The placement of the main design elements are featured where seen most on North and West sides for pedestrians and slow-moving traffic. The white thin vertical lines in the digital rendering delineate each building side. The wording on the mural "Authentic Occoquan," can be changed to read "Historic Occoquan" or just "Occoquan" and can be painted on one, two or all four sides of the pump house building. Currently, the wording is showing on the two main exposure sides to the public.



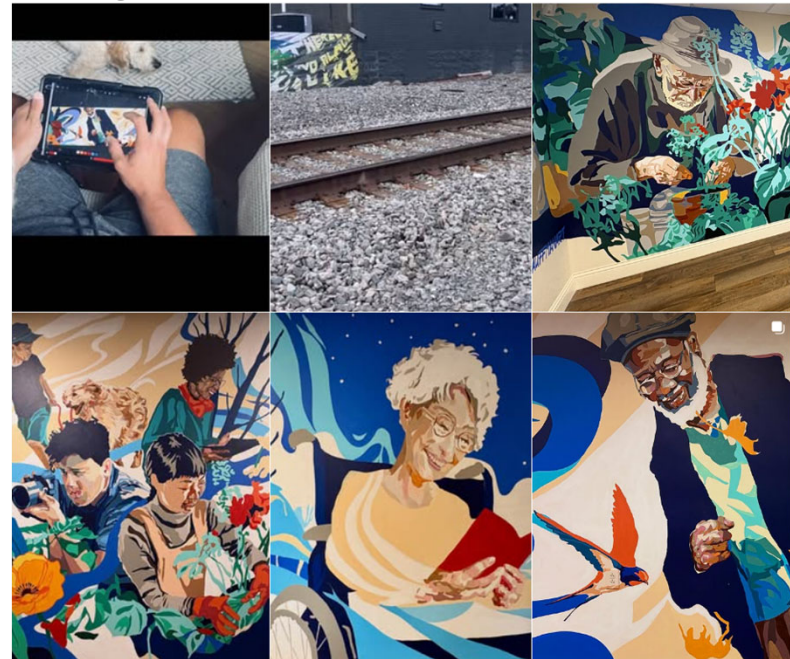
Entry B

Artist Statement

[The Artist] is a muralist, fine artist, and craftsman based in Harrisonburg, Virginia. Time spent growing up immersed in the forests of northern Pennsylvania, balanced by years in the dense rhythms of Fredericksburg, VA, shaped the way he observes, builds, and problem-solves. His work draws from a wide spectrum of experiences and weaves them into a single visual language. With over 30 years of artistic training, Tyler is drawn to the spaces where ideas overlap: order and improvisation, seriousness and play, intention and discovery.

Working across large and small scales, he creates fully custom pieces that reward both quick glances and unhurried investigation. Hidden elements, interwoven imagery, and quiet narrative threads are often embedded within his murals, inviting viewers to engage, wander, and uncover their own meanings. His work aims to feel balanced yet curious, grounded in craft but never static.

Instagram



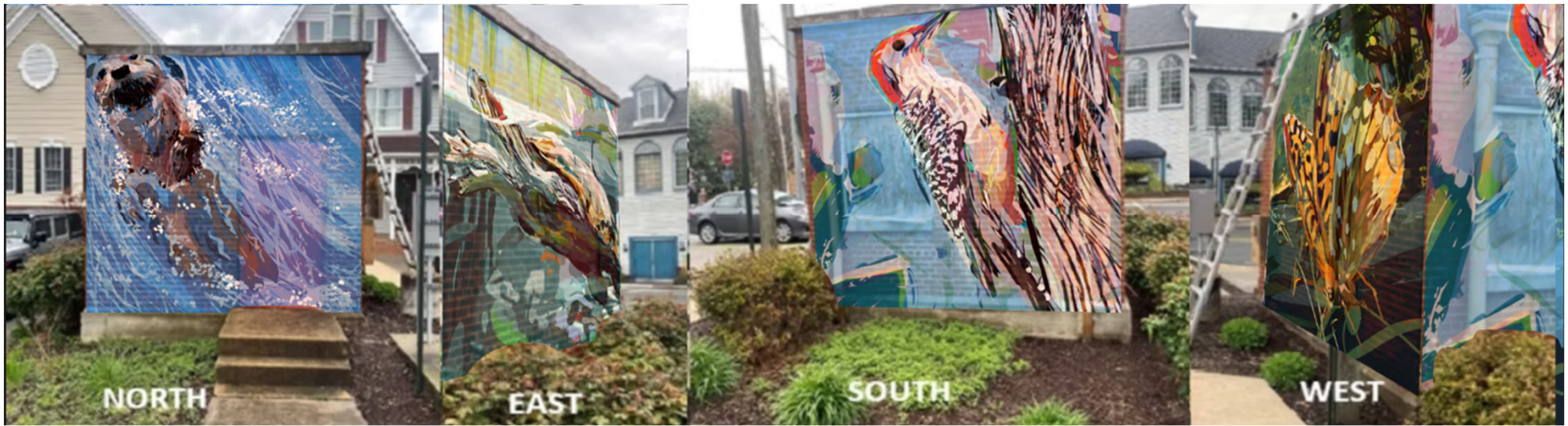
Entry B

Estimated Costs: \$1,750.00

Portfolio



Entry B



My design for the Occoquan Pocket Park Mural draws inspiration from the Occoquan River and the life it sustains. With the river only a short walk from the site—and nearly visible from the building—it felt natural to center the mural around the ecosystem that defines this landscape.

The composition features a collection of animals drawn from different species and biological groups, offering a glimpse into the diversity supported by the river. Rather than presenting strict scientific illustrations, the animals are interpreted in a more expressive way. The forms aim to capture the spirit and nature of each creature—an exploration of the idea of the animal rather than a literal depiction of a specific species.

This expressive approach also reflects the qualities of the medium itself. Spray paint lends itself to layered color, gesture, and movement, giving the imagery an energetic, living quality.

As a piece of public art, the mural is intended to be freely accessible and welcoming to everyone who passes through the space. By highlighting the natural life of the nearby river, the work invites viewers to notice and appreciate the beauty that already exists in their shared environment, perhaps seeing it in a new way.

Each side of the structure features a distinct composition inspired by the river and its ecosystem. The color palette shifts from side to side, allowing viewers to encounter a visual experience as they move around the building. At the same time, select colors carry across the panels, creating a sense of cohesion and continuity throughout the mural.



Entry B

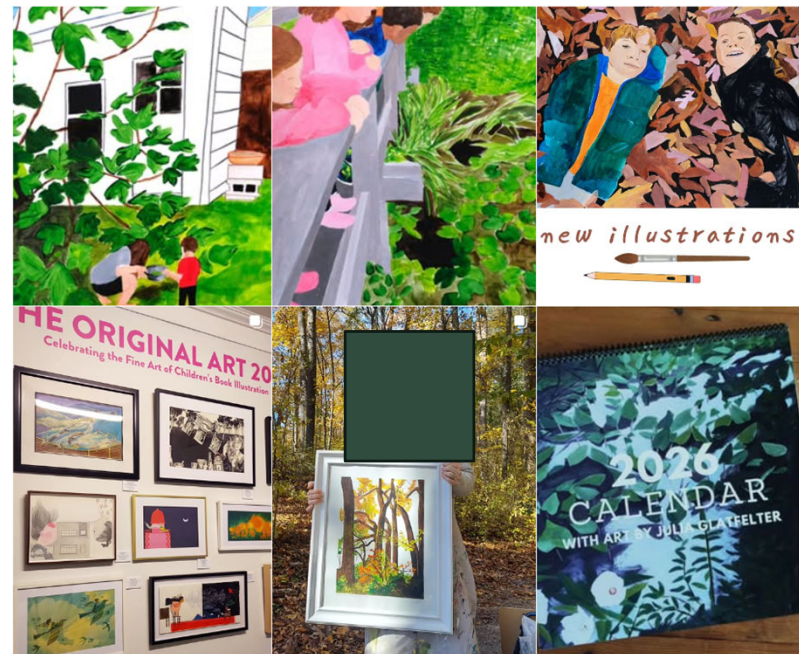


Entry C

Artist Statement

My art practice is a meditative process of noticing, documenting, and recreating my daily views through playful media. By painting these everyday scenes, I am able to slow down to see the holiness within them and learn from the tenuousness of life. Visual imagery often includes the neighborhood I live in, the colorful changing seasons, and loved ones at rest or play. Making bright acrylic paintings, painted paper collages, and immersive installations allows me to regain a child-like wonder.

Instagram



Entry C

Estimated Costs: \$1,500.00

Portfolio



Entry C

My mural design showcases the beauty, serenity, and history of Occoquan. Using local colors and flowers, I've designed a nature-based set of images that will greet locals and visitors as they enter the main street. Historic elements include the native translation of the town name, the gas lamp, and the colonial cursive script. Architectural tracings and vibrant local flowers add to the dynamic effect of this subtle design. My hope is that this mural engages viewers. Children can color in the buildings with chalk, and visitors can orient themselves with the directional signage (verbiage up for discussion!). As an educator,

I'm always focused on playfulness and engagement. I hope the mural is interactive and adds to the immediate surroundings. In order to accomplish this vision, I would do the following. First, I would power wash the wall, then prime the large areas of color. Then I would project the images onto the wall to transfer the linear design. Finally, I would paint the images with exterior masonry paint while maintaining cleanliness of the area and bare wall sections. These steps and their materials are reflected in my estimated budget. My experience as an artist is very comprehensive. I'm a painter, an educator, and I've done many creative collaborations - including murals - which you can view on my website. Most recently, I've taught a mural arts course to my middle school students for the past 3 years. Together, we have completed 3 collaborative murals on our campus



Entry D

Artist Statement

We are a team of four artists who have worked collaboratively since we met at our alma mater, George Mason University. Through mutual trust and our respective areas of focus, we are able to cohesively blend our individual styles and perspectives.

[Artist 1]'s paintings, murals, and drawings emphasize light and respond to the healing connection that can be facilitated through art. She recognizes art as a potential form of social action and as a tool to build community. Her site-specific works and murals often involve her peers and her local organizations, making her our choice as team lead for this project.

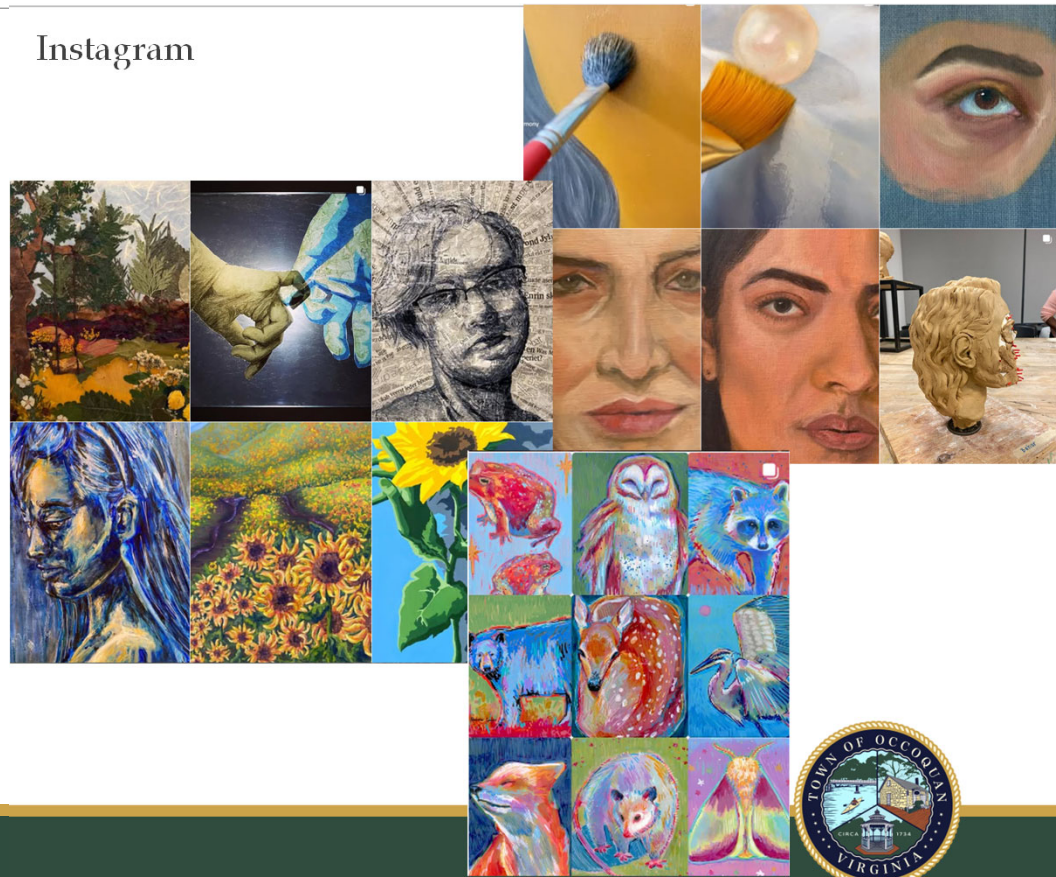
As a high school art educator and mixed-media painter, [Artist 2]'s practice centers on fostering connections between natural environments, identity, and new generations of artists. Through her local and international murals, she invites the community to notice the magic in their everyday surroundings.

[Artist 3]'s works in oil paint and watercolor explore her relationship with multiculturalism through depictions of family artifacts as sacred objects. [Artist 3]'s work helps her resolve emotions and gives her a platform to self-advocate, connect, and protest.

[Artist 4] uses interdisciplinary methods -photography, film, and folklore methodology- in the creation of pieces of visual storytelling to center community voices and communicate to wider audiences.

Our group has professional experience working on a variety of murals, in different sizes, and on an array of surfaces. We work collaboratively throughout the processes of mural ideation, execution of a sketch into a final work, and choice of material. We also document the progress and professionally photograph our work in various stages. We aim for our work to be connected to its surroundings and informed by the community in which it resides

Instagram



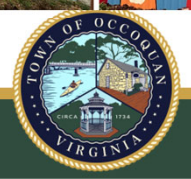
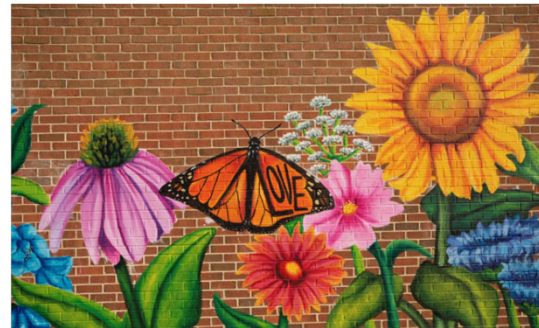
Entry D

Costs: Loxon Masonry Primer- \$175 Metal Primer- \$55 Wood primer- \$30 Exterior Masonry paint in multiple colors - \$200 Heavy Body Acrylic paint- \$700 Clear Topcoat with UV protection - \$375 Brushes, Rollers, Paint Trays -\$150 Drop Cloths - \$40 Misc- Buckets, Towels, Cleaning Supplies- \$100

Total: \$1,825



Portfolio



Entry D



For the Occoquan Pocket Park Mural our team hopes to create a public art piece that highlights local flora and fauna, incorporates classic Occoquan landmarks and architecture, and captures the timeless magic that the town holds. Our sketch depicts each side of the pump house from left to right: North, West, South, East.

Each side of the building will include a frame design that mirrors architectural elements found in Occoquan. The North and South side frames are inspired by the gazebo in Mamie Davis Park. The East and West side frames are inspired by the Victorian style homes that can be found on Mill Street. Within each of these frames, viewers will find plants and animals that can be seen in the area, including the Great Blue Heron, White Tailed Deer, Red Fox, Green Treefrog, Ruby-throated Hummingbird, American Shad Fish, Woodland Sunflower, Iris, Lilac, and Virginia Creeper.

Our aim is to create a mural that brings all sides of the pump house together as one cohesive art piece, while also ensuring that each wall pops when viewed separately. All four walls are unique in design, but connected by the Occoquan River, which flows freely from one side to the next. On the East wall, the river moves through the mill, paying homage to the Mill House Museum. On the West wall, waterfront homes can be seen in the distance as the river flows by.

The existing features of the pump house were closely considered while composing our design. The vertical pipes on the South side of the building will become the vertical beams of the Mamie Davis Park gazebo. A tree frog is strategically placed in the window space. The vents on the pump house have also been noted, and the main elements of the mural avoid these uneven areas.



Entry D

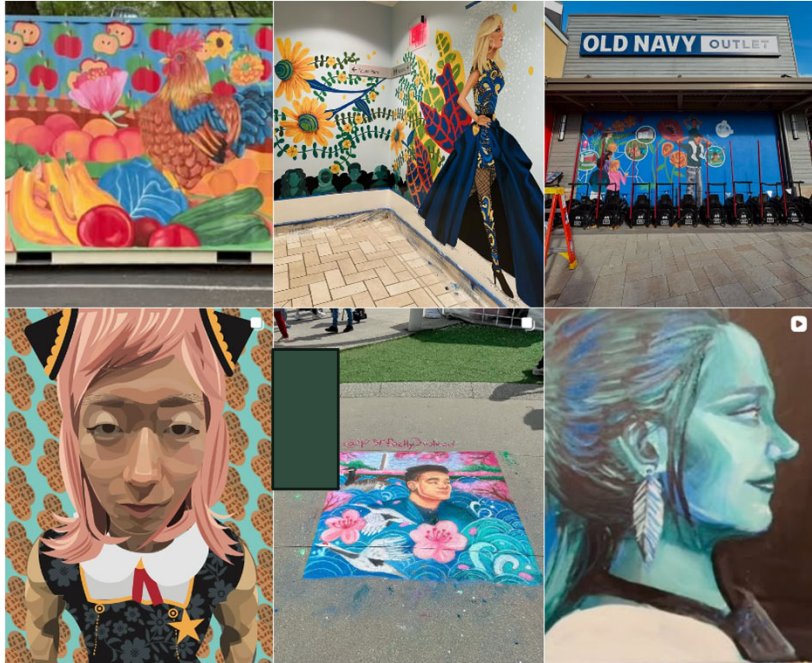


Entry E

Artist Statement

This digital artwork was drawn using Procreate on my iPad, with patterns and townhouses first designed in Adobe Illustrator and then added into the final piece. Through this work, I highlight the beauty of nature found in both water and land, capturing the colorful scenery of Occoquan. Additionally, I incorporated elements that reflect the town's unique history and culture.

Instagram



Entry E

Estimated Costs: \$1,000.00

Portfolio



Entry E



North

East

South

West

The mural I created expresses themes of beauty in aquatic life, as well as the rich culture and layered history of Occoquan. One of the focal points of the mural is a family of gigantic ducks. I chose to depict these ordinary birds on such a grand scale because I wanted to highlight the often overlooked beauty of animals in nature by making them appear larger than life. This choice was inspired by a personal experience where I once went kayaking and had a family of ducks glided by so close to me. That peaceful moment became a cherished core memory and continues to inspire my art. To connect the mural to the town itself, I incorporated patterned designs in the water. Many local cards and clothing featured cool patterns, so I wanted to reflect that in my work. One pattern resembles apple pie, in honor of the delicious pies and treats that are found in the town. Another pattern features gearwheels, referencing how the river has supported so many lives from 1965 to 2009. I also included a pattern of Native American arrowheads, inspired by artifacts I saw in the Occoquan museum. These arrowheads represent the deep history of the river and how it has been a vital resource for people throughout time. In the background, I painted the town's famous houses and oversized flowers, inspired by the beautiful gardens in the town.

Overall, by making the nature scene larger than life, I wanted to create a sense of whimsy and playfulness, while also encouraging viewers to appreciate the extraordinary beauty that exists in everyday surroundings.



Entry E

Alternative Design



North

East

South

West



All Other Mural Submissions

1



2









North



East

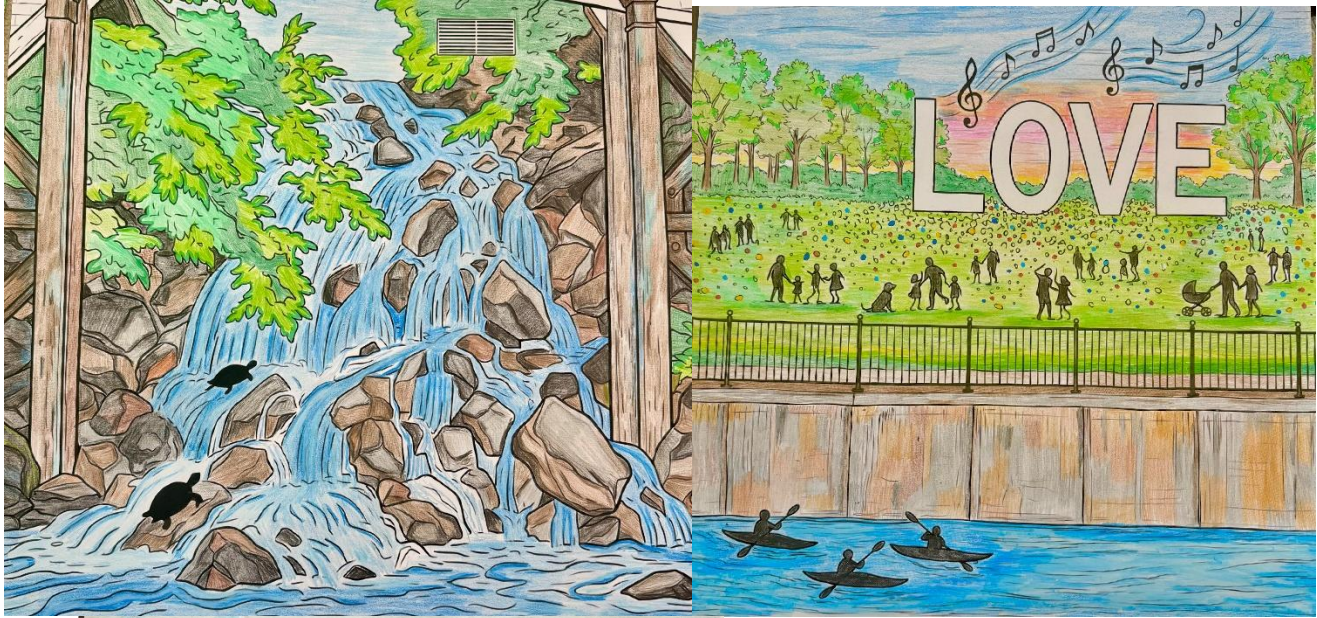


South



West







RACHEL CUE















