



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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Occoquan Town Council Town Council Meeting June 16, 2026 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Consent Agenda**
 - a. Request to Accept May 19, 2026, Town Council Meeting Minutes *pg.2*
5. **Mayor's Report**
6. **Councilmembers Reports**
7. **Commission & Board Reports**
8. **Administrative Reports**
 - a. Administrative Report *pg.8*
 - b. Town Treasurer's Report *pg.32*
 - c. Town Attorney *pg. 51*
9. **Regular Business**
 - a. Request to Execute Contract with Visit Occoquan *pg.52*
 - b. Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River *pg.57*
10. **Discussion Items**
 - a. FY2027 Adopted Budget Draft Document Discussion *pg.61*
 - b. Discussion on RiverFest 2026 *pg.82*
 - c. Discussion on Naming Pocket Park *pg. 83*
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: June 16, 2026
4A. Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Accept May 19, 2026, Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



Thank OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 19, 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

1. CALL TO ORDER

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

Mayor Porta asked for unanimous consent to move the regular business item 4A, "Request to Adopt Resolution R-2026-07 regarding Share the Air Policy in Town Parks" which was given.

2. REGULAR BUSINESS

a. Request to Adopt Resolution R-2026-07 regarding Share the Air Policy in Town Parks

Two high school students from Potomac High School, Na'Yema M. and Maame Q. gave a presentation on Y Street's program 'Share the Air' which promotes tobacco, vape, and cigarette free parks and outdoor spaces. Both students went over the presentation giving personal reasons why they are for this policy and they urged the Town of Occoquan to join the other 50 Virginia Counties, Cities and Towns to adopt this voluntary resolution.

Mayor Porta acknowledged the excellent job both youths had put into their public address. Councilmember Perkins asked when this program started and the program manager, Kiran D. noted that it started in 2019.

Councilmember Love asked if there could be any enforcement on this policy and Town Manager Linn noted that this was a voluntary policy and would primarily be implemented with signage and education.

Vice Mayor Loges remarked that she had met with the group virtually a few weeks prior and that she was excited to add this signage to the Town's parks. Councilmember Perkins and Councilmember Fithian also noted their support for the resolution.

Vice Mayor Loges moved to adopt Resolution R-2026-07 to adopt a voluntary "Share the Air" tobacco-free and vape-free policy for town parks and recreational areas. Councilmember Perkins seconded. The motion passed by unanimous voice vote.

The Mayor, Vice Mayor, and all councilmembers took photographs with the two student presenters.

3. PUBLIC HEARING

a. FY 2027 Proposed Budget Hearing

Mayor Porta opened the public hearing at 7:19 p.m. No people spoke at the public hearing. Councilmember Fithian moved to close the public hearing. Councilmember Perkins seconded. The

motion passed by unanimous voice Vote.

4. CONSENT AGENDA

a. Request to Accept April 7, 2026, Town Council Meeting Minutes

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

5. REGULAR BUSINESS

b. Request to Adopt FY 2027 Tax Rates

Councilmember Perkins moved to set a real estate tax rate for the Fiscal Year 2027 beginning July 1, 2026, of \$0.116 per \$100 of assessed valuation. Councilmember Fithian seconded. The motion passed by unanimous roll call vote.

Councilmember Fithian moved to set a meals tax rate for the Fiscal Year 2027 beginning July 1, 2026, of three and one-half percent (3.5%). Vice Mayor Loges seconded. The motion passed by unanimous roll call vote.

Councilmember Love moved to set a transient occupancy tax rate for the Fiscal Year 2027 beginning July 1, 2026, of seven percent (7%). Councilmember Perkins seconded. The motion passed by unanimous roll call vote.

Vice Mayor Loges moved to set the cigarette sales tax for the Fiscal Year 2027 beginning July 1, 2026, at the rate of \$0.40 per pack or \$0.02 cents per cigarette sold. Councilmember Love seconded. The motion passed by unanimous roll call vote.

c. Request to Adopt FY2027 Annual Budget

Councilmember Daubresse moved to adopt the Fiscal Year 2027 General Fund Budget beginning July 1, 2026, as presented in the amount of \$1,586,786 in expenses and \$1,586,786 in revenue and appropriate the funds for the expenses shown in the budget. Councilmember Fithian seconded. The motion passed by unanimous roll call vote.

Councilmember Perkins moved to adopt the Fiscal Year 2027 Events Fund Budget beginning July 1, 2026, as presented in the amount of \$236,379 in expenses and \$323,797 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Daubresse seconded. The motion passed by unanimous roll call vote.

Vice Mayor Loges moved to adopt the Fiscal Year 2027 Capital Improvement Plan beginning July 1, 2026, as presented in the amount of \$1,389,231 in expenses and \$1,389,231 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Perkins seconded. The motion passed by unanimous roll call vote.

Councilmember Daubresse moved to adopt the Fiscal Year 2027 Mamie Davis Fund Budget beginning July 1, 2026, as presented in the amount of \$0 in expenses and \$1,000 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Fithian seconded. The motion passed by unanimous roll call vote.

Councilmember Fithian moved to adopt the Fiscal Year 2027 E-Summons Fund Budget beginning July 1, 2026, as presented in the amount of \$13,160 in expenses and \$15,000 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Love seconded. The motion passed by unanimous roll call vote.

d. Request to Approve Funding to Construct an Event Deck Behind Mill House Museum and Related Services

Town Manager Linn updated Town Council on the second quote for the deck project behind the Mill House Museum. This quote did not have a firm price and the quote ranged from a minimum of two hundred thousand dollars to four hundred thousand dollars because of the unknown variables at play. After conversing with Town Engineer Reese and the engineer from the company providing the second quote, Town Manager Linn reported that Town Staff recommended approving funding for a geotechnical survey and for tree removal behind the Museum.

Mayor Porta asked if the new contractor had stated that they need a geotechnical survey to understand the composition of the soil better in order to be more certain of the cost, while Prince William Home Improvement had stated that they were confident that they would be able to build at their quoted price without having done that geotechnical work in advance. Town Manager Linn affirmed that this was the case.

Town Manager Linn noted that the Town Engineer and his company believed that the geotechnical survey could be done competently for approximately five thousand five hundred dollars for the area behind the deck. Mayor Porta noted that this was for the portion behind the Museum and not the entire Riverwalk, which the Town Manager affirmed.

Vice Mayor Loges made known that she was strongly against removing the trees behind the Mill House Museum until the Town's selected contractor is ready to build as the shade the trees provide helps substantially to keep the museum cool. She also noted that the roof is in need of an update and cutting the tree early would create an economic burden on the Museum to maintain the building cool.

Councilmember Perkins asked Town Manager Linn if both contractors had had engineers out to look at the site. Town Manager Linn replied that only Prince William Home Improvement had had an engineer out to assess the area. He also noted that both companies were supplied with a 2017 geotechnical survey of the adjacent property that had topography lines extending into the Mill House Museum property.

Mayor Porta noted that while he wanted to get the best price, he was worried that the project may be left half done in the event Prince William Home Improvement, in the absence of a geotechnical analysis, starts building and finds the soil makes the work untenable at the price they quoted, or that they cannot build in a fashion that will pass county inspection for a commercial structure. He also noted that if the town proceeds with a geotechnical survey behind the Museum then perhaps the town should go ahead and complete the survey for the entire Riverwalk project, with the results of the area behind the Museum being made available first.

Councilmember Daubresse stated his trepidation that with the Prince William Home Improvement quote there would perhaps be change orders that caused the price to balloon from the original amount.

Mayor Porta noted that he did not want to lose momentum on this project. Councilmember Daubresse suggested that after getting the geotechnical survey results, this project should be sent out as a request for proposals to various commercial deck companies. Councilmember Fithian agreed noting that the difference in quotes was substantial and it would be useful to see where more quotes fell.

Vice Mayor Loges noted that after reading the relevant sections of the Town's Comprehensive Plan she was now favorably inclined toward making a deck amenity open in a fashion similar to Mamie Davis Park or River Mill Park, as this would be consistent with the comprehensive plan.

Vice Mayor Loges moved to approve a geotechnical evaluation for the area around the Mill house Museum and the Riverwalk project and appropriate funds form the Fiscal Year 2026 Town Budget in an amount not to exceed one hundred thousand dollars. Councilmember Perkins seconded and the motion passed by unanimous voice vote.

6. DISCUSSION ITEMS

a. Perfluorooctane Sulfonate Follow-up Discussion

Assistant Town Manager Lubash gave a follow up presentation on perfluorooctane sulfonic acid (PFOS) and per- & poly- fluoroakyl substances (PFAS) levels in fish and water in the Occoquan Reservoir. She noted that two house bills passed in 2024 and 2025 caused the Department of Environmental Quality and Virginia Department of Health to look into the levels of forever chemicals in Virginia waterways. She then showed the Town council the sites where the fish and surface water samples were taken and the high levels of PFAS found in all samples.

Vice Mayor Loges lauded Assistant Town Manager Lubash's research and presentation. She noted that when she originally heard how few fish and samples were taken that she was skeptical if the results were as concerning as the advisory was painting it. When seeing that there were few fish, but all samples above and below the Town of Occoquan were highly contaminated with various forever chemicals, she then better understood the severity. While there were no samples in Occoquan, she no longer saw testing of fish from within the Town as necessary as all samples in the vicinity showed the same concerning levels of PFAS.

Mayor Porta asked if seven fish was a normal size of fish for a sample of this magnitude. Councilmember Perkins noted that this was one point on the sample and that the study was not just of and for the Occoquan watershed, but the state of Virginia, making this one data point of hundreds each containing several fish over various years. He also wanted to know when the next samples in the Occoquan were going to be done. The Assistant Town Manager noted that the reports had repeated sampling happening three to four years from the initial sampling.

Councilmember Daubresse asked about the parts per trillion of these chemicals in the fish sample at the Occoquan. Assistant Town Manager Lubash noted that while the fish samples did not get into the maximum level in Virginia, they did get into the most concerning level of contamination in all species and water sampled.

Councilmember Love noted that they are testing the water and have been testing it in the Potomac Watershed. Councilmember Perkins asked about the source of the contamination which Assistant Town Manager Lubash noted that airports and military bases were a large source. Councilmember Love noted that Vint Hill was also a source of PFAS contamination.

Assistant Town Manager Lubash noted that there were over seventeen thousand forever chemicals that the Environmental Protection Agency tracks and that there were millions more. In how Occoquan should handle this problem, Assistant Town Manager Lubash noted that the Town could: attend or monitor the minutes of the PFAS Expert Advisory Panel; inform anglers at fish themed events about catch and release or catch and kill; test the river or fish privately or; look into possible litigation.

Vice Mayor Loges noted that she, Town Manager Linn and Assistant Town Manager Lubash had talked about those in the meeting and she was against signage. She also noted testing was moot given the information presented to her and that the litigation mostly focused on drinking water or health concerns and not recreational usages.

After the presentation, Mayor Porta noted that salt is a major contaminant in the reservoir. Micron, VDOT and municipalities salting the road are some of the significant sources, according to what he has read. He noted that if the Town decides to take a public position on PFAS in the water, then we should for consistency's sake also look into reducing or eliminating the town's contribution to salt levels in the river.

7. ADJOURNMENT

Mayor Porta noted that Governor Spanberger had vetoed the collective bargaining bill as well as the cannabis bill that Town Council had been discussing for the past few months.

Mayor Portas also saw a good news story about the crab population in the Chesapeake bay increasing by 40 percent.

Vice Mayor Loges noted that the crab cakes at the Artisan Butcher are very good and she highly recommended others try them.

The meeting was adjourned at 8:10 p.m.

Megan Lubash, Town Clerk



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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: June 16, 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) UPDATED: On March 17th, 2023, Town staff submitted an application to Congressperson Spanberger's office under the FY2023 Community Project Funding Program to support remediation of the Town's stormwater system. On March 6, 2024, the Town was notified that \$920,000 had been appropriated for the project, and a press conference announcing the award was held at Town Hall on May 14, 2024. On September 13, 2024, staff met with an EPA representative to review the project scope and grant application process. Although funding has been allocated, the Town must complete the formal grant application process prior to executing a grant agreement. Staff subsequently met with the assigned EPA grant manager to clarify application requirements and submitted the application, along with NEPA review documentation, in February 2025. In March 2025, staff solicited bids for closed-circuit television (CCTV) inspection of the existing system and selected the County to perform the work in Spring 2025. During this period, staff also coordinated with EPA to address application comments and submitted revised

documentation to ensure compliance in late March. In June 2025, staff conducted an on-site meeting with the County and its contractor to review the scope of work. In July 2025, the County met with Town staff to review the project budget and prioritize improvements in response to increased costs, and subsequently completed the CCTV inspection. Thereafter, the Town engaged a consultant to develop a risk-based prioritization plan focused on critical failure points, environmental hazards, and illegal connections to inform future construction efforts. Staff has received an assessment memorandum from the contractor and updated the scope of work accordingly. The revised documentation has been submitted to EPA. On April 15, 2026, the Town received notice that its CATEX approval was received and is available for public viewing at EPA's website and the Town is currently awaiting final award and grant agreement. On May 25, 2026, Staff received the Grant from EPA and began the administrative process to be able to draw down funds and submit solicitations related to the stormwater remediation.

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission: Pursuant to Council direction, staff did not pursue a VDOT Transportation Alternatives Program (TAP) grant for the project due to eligibility concerns. At the December Town Council meeting, staff was directed to identify and pursue alternative funding sources for the Riverwalk, and research efforts are ongoing. At the second February Town Council meeting, Council voted to reauthorize the Special Committee for the purpose of updating the planned Riverwalk expansion. The committee includes members of the Town Council as well as Nicholas Roper. The Riverwalk Expansion Special Committee (RESC) has since held two public meetings, on March 25 at 5:00 p.m. and April 8 at 5:00 p.m.
- Riverwalk Extension Project: UPDATED- Town staff researched costs for geotechnical surveys related to the Riverwalk extension and building an event deck behind Mill House Museum. Town staff are in negotiations to begin work in June.

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 have been applied for and construction is proposed for late spring early summer 2027. Updates will be available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: UPDATED - At the May 19th Town Council meeting, staff was directed to look into updating the railroad tie retaining wall at the intersection of Washington Street and Commerce Street for possible improvements in FY2028.

➤ **Pursuing Energy Efficiency/Sustainability Enhancements**

➤ **Improving Town Infrastructure**

- Union Street Crosswalk Project: UPDATED - The Town has been working with Prince William County on improving the crosswalk at Union Street and Mill Street to install ADA accessible ramps. The plans have been completed and forwarded to the Town for permit approval. Prince William County will be administering and covering the cost of the improvements. Construction is anticipated in mid-June.

Tier 3

➤ **Implementing Public Safety Projects:**

- Replacement PS Vehicle: UPDATED - The Occoquan Police Department has procured and onboarding two new fleet vehicles as part of its fleet maintenance program. One of the outdated replaced vehicles has been retired in accordance with its lease agreement. The second vehicle was initially expected to be sold; however, staff removed it from the listing after it did not receive the minimum bid following two separate attempts. This vehicle has been placed back on auction.
- Body Armor Replacement: UPDATED - Police officers have been issued and received new ballistic vests replacements. Staff are working on receiving the grant funding from the U.S. Department of Justice grant.

➤ **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 boating season.
- Mill House Museum: Staff with direction from the Occoquan Historical Society completed interior demolition and renovations at the Mill House Museum to expand usable space and enhance the area for exhibits and presentations. 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 - UPDATED: Pursuant to Town Council direction, staff continue evaluating opportunities to expand the use of Town-owned outdoor spaces through the development of small pocket parks that enhance public gathering areas, walkability, and overall community character. One such example is the pocket park created at the Mill Street Storage Shed utilizing the CVG grant discussed below. These efforts are being undertaken with careful consideration of environmental impacts, including the preservation of natural features, stormwater management, and protection of existing green space. The objective is to balance increased public use with responsible stewardship to ensure these spaces remain sustainable and beneficial for both residents and visitors. The mural artist is currently working on installing the mural and Town Council will be considering naming the park.

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: 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.
 - Mid-Winter Event: Town Staff is looking at adding a revenue-generating event in February 2027 to provide a community-oriented activity during the colder winter months, such as a Trivia Night. This event would offer residents and visitors an engaging indoor gathering opportunity while also generating modest revenue to support Town programs and initiatives.
- **Evaluating a Business Recruitment Program**
- **Enhancing Public Safety**
 - Public Fishing Events: On August 3, 2025, the Town hosted a Public Safety-led Snakehead Roundup from 8:00-11:00 p.m. at River Mill Park. Anglers were permitted to fish from the

park and pedestrian bridge, areas typically closed to fishing, to help remove invasive snakehead fish. The event was well received and successful, prompting staff to explore additional seasonal fishing opportunities. On April 11th, the Town also hosted the Shad Run event, again permitting fishing from the park and footbridge but also expanded regular access to fishing along the old Mill ruins on a trial basis.

- Unmanned Aircraft Program: UPDATED – Town Police have expanded the use of their Unmanned Aircraft System (UAS) program and began utilizing drones to support situational awareness and public safety during major events such as the Fall Arts & Crafts Show and the Holiday Artisan Market. In addition to event monitoring, the UAS program can be used for activities such as assisting in missing person searches, supporting traffic and crowd management, documenting accident or incident scenes, assessing hazardous areas that may be unsafe for officers to enter, and providing aerial imagery to enhance emergency response operations. Town Police received a grant award of approximately \$25,000 to purchase a new UAS. Town Police received the new UAS and have begun training with the new UAS and plan on utilizing the UAS at the Riverfest and Craft Show.

➤ **Enhancing Town Services**

➤ **Enhancing Town Beautification**

- Gardening and Invasives Cleanup Programming: On July 26, 2025, staff hosted a pilot gardening and invasive species cleanup in coordination with volunteers. Following its success, staff worked with volunteer leaders and met with the Program Manager of Loudoun County’s Invasive Plant Species Management Program to assess needs, identify resources, and develop additional programming, including best practices, community engagement strategies, and potential funding opportunities to support native habitat restoration. A second and third cleanup were held in September 2025, and April 25, 2026, to continue removal efforts. The April 25th cleanup was successful in reducing and impacting invasive plant species in the area from behind Mill House Museum to the footbridge. The next Invasive Plant cleanups is scheduled for 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 July 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 partnership with Visit Occoquan, Town staff submitted an application for the 2025 Community Vitality Grant (VCG) through Virginia Main Street (VMS) to support a beautification and public art project at the Mill Street Storage Shed, which is being converted to a pocket park. In July 2025, the Town was awarded \$15,000 for the project, which Town Council formally accepted on October 7, with staff requesting the initial funding shortly thereafter. As part of the grant, staff presented mural contest guidelines to Town Council on November 5, 2025, and incorporated feedback in preparation for a public launch of the public art mural in February 2026. A contractor completed

structural maintenance to the Mill Street Storage Shed in early 2026, and staff are preparing to install benches and planned landscaping improvements along the south side of the building. The mural design has been selected by Town Council and the muralist will be starting the mural on June 8, 2026 and its anticipated to take two weeks.

- Exploring Off-Peak Tourism: 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 2025.
- Mill House Visitor Kiosk: 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: A number of BPOL filings are still outstanding. **The filings were 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.**
- Grass and Weed Code Compliance: Property owners are reminded that grass, weeds, and other vegetation exceeding 12 inches in height are in violation of Chapter 92 of the Town Code. Residents are encouraged to maintain their properties regularly to help preserve the appearance and safety of the community. Please note that when complaints are received, or when vegetation encroaches upon or obstructs public property and rights-of-way, violation notices will be issued to the property owner.
- 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 April 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 April 30, 2026).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	2 months	4/20/2026
BALLYWHACK INC	1 year	5/8/2026
INK AND FORM LEARNING DESIGN LLC	2 months	4/20/2026
LEGGYLASHES	2 months	4/20/2026
NORMA FAYAK PHOTOGRAPHY LLC	2 months	4/20/2026
PINCURLS HAIR SALON	2 months	4/20/2026
POPPS LLC	2 months	4/20/2026
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	1 year	5/8/2026
REVAMP LANDSCAPING	2 months	4/20/2026
RUBICON CONSTRUCTION AND SURVEYING	1 year	5/8/2026
TALENT ACQUISITION CONCEPTS	3 years	5/8/2026
URBANI INTEGRATED SOLUTIONS	2 months	4/20/2026

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	3 months*	04/22/2026
GRIND N CREPE	3 months*	04/22/2026

*Months of Outstanding Taxes for the period 10/25 -12/25

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
ANCHOR LEASING L C	4 months	4/22/2026	302 MILL ST
ANCHOR LEASING L C	4 months	4/22/2026	304 MILL ST
ANCHOR PROPERTIES LC	4 months	4/22/2026	204 UNION ST
CRUISE CLAUDIA A	4 months	4/22/2026	104 POPLAR LN
HILLEBRAND JOSHUA JOSEPH & VALERIE LYNN HILLEBRAND SURV*	4 months	4/22/2026	100 WASHINGTON ST
JONES SALUKA HALLIE	4 months	4/22/2026	205 WASHINGTON ST

MAHMOOD AHMED & ISRAA MAHMOOD SURV	4 months	4/22/2026	126 EAST COLONIAL DR
WHITE, FRANCESCA**	12 months	4/22/2026	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	28,458
October	26,873	28,254	27,495*
November	22,505	25,084	22,386*
December	23,771	20,264	20,049*
January	15,931	14,436	16,667
February	20,087	16,953	17,503
March	27,626	26,886	29,529
April	27,697	27,370	33,604
Total as of Latest Month:	256,742	248,274	264,100*

*Delinquencies still outstanding for this month that will noticeably increase tax revenue

Engineering

River Mill Park Drainage - no change from last report: staff met with Fairfax County Water Authority to review options to modify park surface on 3/31/2025.

Mill at Occoquan - no change from last report: Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24. October 24, 2024, the applicant was notified that additional demolition permits are needed for the removal of structures other than boat storage. Demolition permit confirmed as active. Meeting with the applicant was held on 4/2/26. Intent to file for building demo permits by 10/1/26, working around craft show and Christmas season.

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. Meeting was held between Town Staff and County staff on 4/17/26. Expected bid date is not later than January 2028.

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- update 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. Updated proposals and cost estimates provided to Town Staff on 4/20/26. Legacy Engineering to submit a proposal to provide Geotechnical testing.

Addressing Updates with PWC GIS/E911- no change 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. Unit addresses were updated at 199 Union Street and recorded by PWC GIS. Town property on River Road was assigned address 103 River Road and recorded in GIS as a ROW dedication lot with the assigned address.

Mill House Museum Deck - new from last report: Proposed deck improvement at the Mill Museum. Legacy Engineering to submit a proposal to provide Geotechnical testing.

Mamie Davis Park Capacity - new from last report: Legacy Engineering estimated the capacity of Mamie Davis Park as sufficient to accommodate events in the range of 100-200 people under typical outdoor gathering conditions.

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. Meeting on 4/2/2026

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. Town staff requested a written proposed solution from the developer on 4/17/26. Developer provided a proposed solution on 5/14/26.
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. Second submission was made to VDOT only on 3/25/26. VDOT returned comments on 4/16/26. Second submission received 5/8/2026. Comments due 6/8/26.
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. Second submission received 5/8/2026. Comments due 6/8/26.
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 May 1 to May 31, 2026:

	Zoning Application #	Property Address	Activity
1	TZP2026-018	201 Mill Street	Wood trellis and repair to deck
2	TPZ2026-019	308 Mill Street	Asphalt Parking Lot and removal of rail ties
3	IAP2026-020	402 Mill Street	Reconfigure inside and outside of building
4	TZP2026-021	125 Mill Street Ste 3	Retail Use Zoning Change
5	TZP2026-022	103 Washington Street	New Fence across property line
6	IAP2026-023	212 West locust Street	Gas and Electrical work in kitchen

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

	Zoning Application #	Property Address	Activity
1			

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

	Property Address	Violation #	Violation	Town Action
1	204 Ellicott Street	OCV-2026-032	General	Unfounded
2	209 Washington Street	OCV-2026-032	General	Unfounded

D. The following is a list of **active/previous violations** from May 1 to May 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, 3/16, and 5/14 on progress.
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. Met with business owner on 5/4/2026 regarding progress.
4	202 Union Street	OCV-2026-017	ARB	Courtesy email sent on 3/16/2026. Application submitted on 4/24/2026. Submitted ARB Application for review on 6/23/2026
5	303 Commerce	OCV-2026-026	Signage	Courtesy email sent on 3/16/2026. Met with business owner on 5/4/2026 regarding progress.

6	208 Poplar Alley	OCV-2026-028	General	Courtesy email sent to business on 3/31/2026. Met with business owner on 5/14/2026.
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Building and Property Maintenance

Building: The Building Official monthly permit report provided by Prince William County is attached.

For more information on building permits and building code violations go to www.pwcva.gov/departments/building-development-division.

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

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

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

May continued Occoquan's transition into the peak spring and early summer operating season, bringing sustained increases in visitor activity throughout the historic district, parks, waterfront, and business areas. The Occoquan Police Department (OPD) continued to maintain a highly visible and proactive presence focused on community engagement, directed patrols, traffic and parking enforcement, and collaborative problem-solving efforts to support public safety while preserving a welcoming environment for residents, businesses, and visitors.



This month, the Chief had the privilege of attending Session 8 of the FBI National Command Course alongside an exceptional group of chiefs and sheriffs from across the country. The professionalism, experience, and diverse perspectives shared throughout the program created an outstanding learning environment and reinforced the importance of collaboration in modern law enforcement leadership. The instructors and presenters were equally exceptional, providing valuable and practical insight into leadership, organizational challenges, officer wellness, communication, and the evolving complexities facing public safety agencies today.

Operationally, OPD responded to a total of 213 calls for service during the month of May. Officers made 6 custodial arrests, issued 372 traffic summonses, 105 parking violations, and 61 warnings. Officers also completed 306 business checks and 391 park checks, reinforcing the Department's commitment to visibility, prevention, and community contact. OPD continued a strong emphasis on traffic safety, voluntary compliance, and preventative policing. These directed patrol efforts played a critical role in deterring criminal activity, enhancing officer visibility, and strengthening partnerships with the local business community during a period of increased activity.

April Highlights

213 Calls for Service	6 Custodial Arrests	372 Traffic Summonses	105 Parking Violations
61 Warnings	306 Business Checks	391 Park Checks	0 Officer Complaints

OPD Division Reports:

Professional Standards Division

The Professional Standards Division (PSD) continued to manage standards-driven functions essential to departmental accountability and operational integrity, including internal affairs intake, support to criminal investigations, records and documentation coordination, background investigations, and training oversight. During May, PSD maintained a strong focus on policy compliance, case tracking, administrative consistency, and timely response to complaints, inquiries, and emerging issues. No officer complaints were received during the month.

Field Operations Division

The Field Operations Division (FOD) remained responsible for comprehensive patrol coverage across the Town, maintaining a consistent and visible presence in residential areas, the historic district, and along the waterfront and Riverwalk. With the seasonal increase in visitors, officers emphasized proactive policing strategies, rapid response to calls for service, and high-visibility traffic enforcement to support public safety and orderly movement throughout Town corridors. May activity included 323 traffic summonses, 85 parking violations, 49 warnings, 266 business checks, and 310 park checks. These efforts reflect a balanced approach combining enforcement with community engagement, helping to deter unlawful activity, address quality-of-life concerns such as trespassing and illegal fishing, and maintain a safe, welcoming environment for residents, businesses, and visitors.

Special Operations Division

The Special Operations Division (SOD) maintained operational readiness throughout May to support both routine patrol functions and specialized mission requirements. Core capabilities, including marine patrol, emergency management coordination, unmanned aircraft systems (UAS), and other specialty resources, remained available for deployment as conditions required. SOD supported the first trivia night of the year, providing visible public safety coverage and event support as the Town entered its busier seasonal event period. The Division also launched the patrol boat back into service, restoring OPD's seasonal marine response capability and enhancing readiness along the riverfront. With increased waterfront usage during the spring season, SOD assets were postured to respond to emerging needs, enhance situational awareness, and support enforcement and safety operations.



Beyond local operations, OPD remained actively engaged in regional coordination and information-sharing efforts. The Department continues to participate in Northern Virginia Emergency Response System (NVERS) meetings, public safety working groups, and Metropolitan Washington Council of Governments committees. These partnerships strengthen interagency collaboration, enhance regional preparedness, and ensure OPD remains aligned with broader public safety initiatives across Northern Virginia and the National Capital Region.

Patrol and Enforcement Activities:

For the month of May, the town police had 213 calls for service including*:

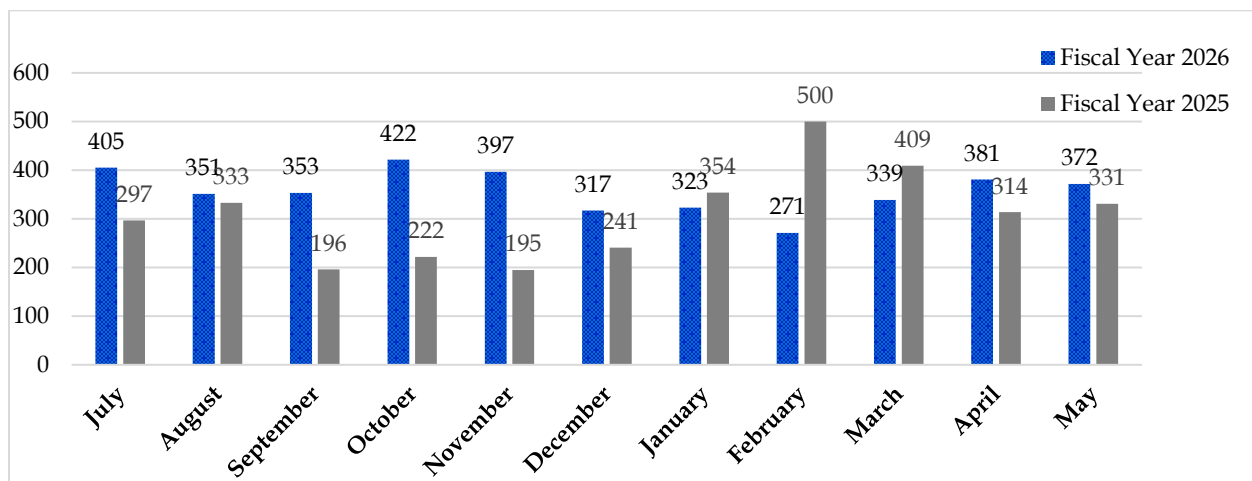
<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarm Call	2	Maritime Calls	4
Animal Call	5	Medical/Mental Health Calls	5
Assault & Battery	1	Misdemeanor Arrests	2
Burglary	1	Missing Person	4
Child Neglect/Abuse	1	Noise Complaint	2
Disabled Vehicle/Motorist Assist	17	Other/Services	43
Disorderly	3	Parking Complaints	4
Domestic	5	Protective/ECO Order	1
DUI Arrest	3	Reckless Driving/Road Rage	5
Felony Arrest	1	Roadway Obstruction	9
Fight in Progress	1	Suspicious Calls	20
Firearm Violation	1	Threats	2
Found & Lost Property	3	Traffic Control	6
Fraud/Attempted Theft	2	Trespassing	15
Hit & Run	3	Vehicle Crash	20
Illegal Dumping	1	Vehicle Tow	3
Illegal Fishing	6	Warrant Service	7
Impaired Driving	1	Welfare Check	2
Larceny/Theft	2		
			213

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

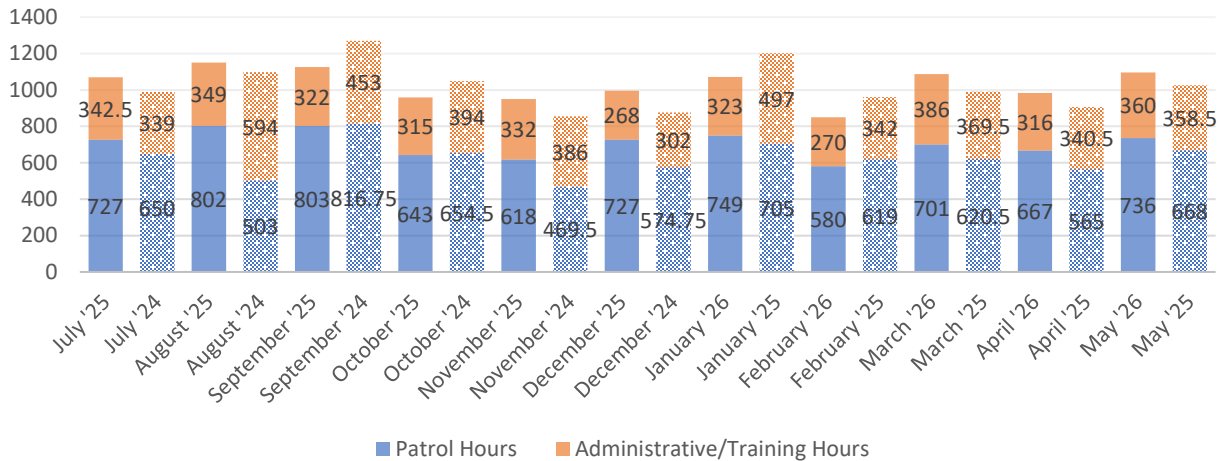
Town police made 6 custodial arrests, issued 372 traffic summonses, 105 parking violations, and 61 warnings.

Officers also engaged in 306 business checks and 391 park checks during the month of May.

Traffic Summonses FYTD (GRAPH)



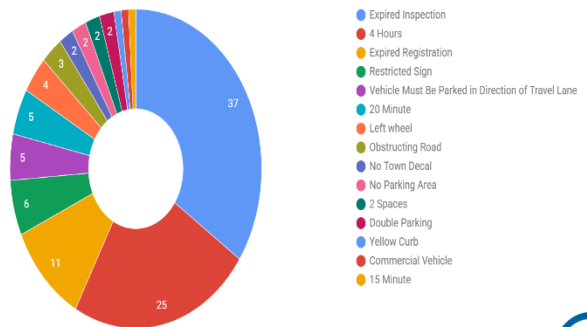
Patrol/Administrative/Training Hours FYTD (GRAPH)



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
April	7	0
May	105	2

Occoquan VA - Tickets By Violation (Month To Date)

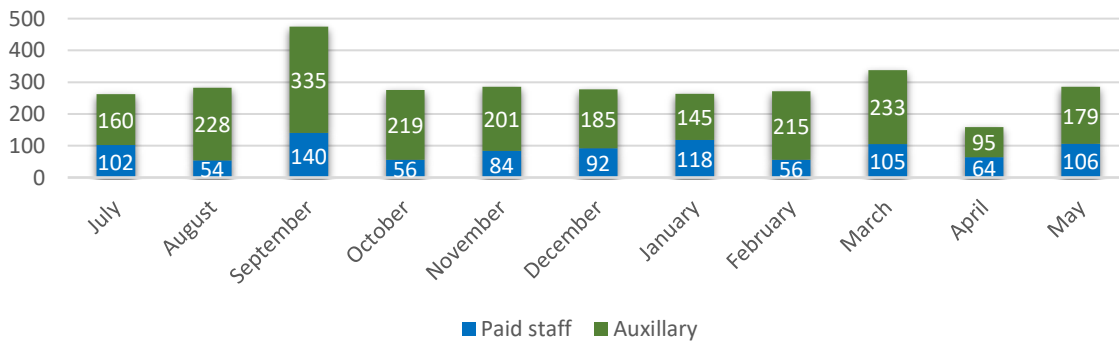


Data as of 5/30/2026, 12:00:00 AM



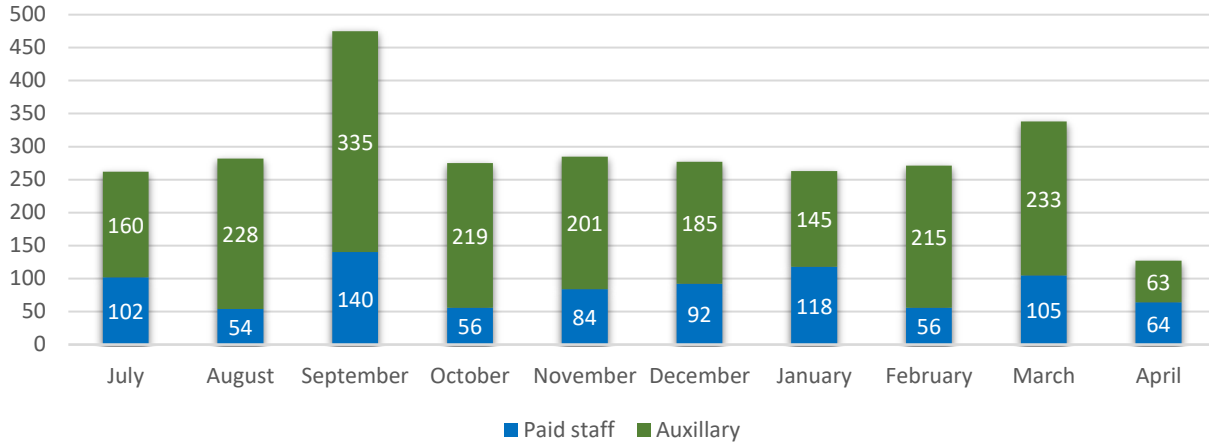
Volunteer in Police Service

For Fiscal Year 2026 through May, volunteers donated 3,172 uncompensated hours to the Town.



Volunteer in Police Service

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 2,855 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
April	8	12	2	10	2
May	28	12	3	13	2
FY Total	121	78	41	169	18
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
April	2	0		1	0

May	2	0		0	0
FY Total	72	6		7	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
April	36	0		2	0
May	12	4		1	0
FY Total	687	24		15	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 (May 2026)

- Prepared landscaping project for Pocket Park and power washed building for mural installation.
- Repaired boards on Riverwalk and conducted maintenance on pipes under the Riverwalk
- Painted the inside of the Police Annex.
- Installed and maintained the areas around Town banners and put up signage for RiverFest.

Special Public Works Projects

Projects In-Progress: 10

Projects Completed: 17

Below is an updated list of maintenance activities with status updated as of May 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
New Toilet Paper Holders at RMP Bathhouse	Completed	4/20/2026	
Painting Indoor PD	Complete	5/20/2026	
Craft Show and Events Support			
Prepping Town Hall for Peep Show	Completed		Spring 2026
Install Riverfest Banners	Completed	4/16/2026	
Repaint Booth numbers	In Progress		
Prepping for Trivia Night	In Progress		ongoing
Supporting RiverFest	In Progress		June 7
Landscaping			
Spring Plantings	Completed	4/13/2026	Spring 2026
Spring Weeding, Pruning, Mulching	In progress		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	Completed	4/8/2026	April 2026
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project

Project	Status	Completion Date	Notes
TH, Mill St, and RMP Storage Reorg	Complete		TH started; Events Joint Project – Winter 2026
Pocket Park Beautification: Power washing and outdoor seating	In Progress		June 24
Spring Cleaning			
Inspect Gaslight Landing Riverwalk	Completed	3/30/2026	Spring 2026
Inspect Town Dock and Riverwalk	Completed	3/30/2026	Spring 2026
Curb and Striping Review and Painting	In progress		Winter 2026
Clean Trash and Recycling Containers	Complete	5/20/2026	Spring 2026
Clean and Touch Up Gaslights	Completed	4/16/2026	Spring 2026
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Restriping of McKenzie Drive	In Progress		Spring 2026
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
Washington Street Brick Repair	Completed	4/28/2026	

Events and Community Development

Events and Community Development

Trivia Night Series – We officially kicked off our Trivia Night Series in River Mill Park with a fantastic turnout of 31 teams participating. Beautiful weather, strong community engagement, and a lively atmosphere made for a very successful first event. We were also excited to see record bar sales for Visit Occoquan during the evening.

Hosted by Mayor Porta, the series will continue monthly through October, offering residents and visitors a fun and interactive way to connect with the community. Teams of up to eight may register using this event form: [2026 Trivia Night Registration Form](#).

Staff is currently in the final stretch of preparations for the RiverFest & Craft Show (June 6–7) and continues active planning for the Fall Arts & Crafts Show (September 26–27).

RiverFest & Craft Show – Planning is nearing completion for a full show featuring 330 vendors, including Makers, Commercial Vendors, Town Businesses, Non-Profits, and Sponsors. Staff is finalizing parking permits, load-in logistics and full lists of set-up tasks in preparation for a successful weekend. Festival programming will continue to 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.

Fall Arts & Crafts Show – Interest in the Fall festival continues to grow quickly, with 194 applications received to date. We are actively reviewing applications and running through the selection process. Planning continues for another strong event season.

In addition, event staff continues early planning efforts for the new Art Garden in Mamie Davis Park, supported by a grant from the Virginia Tourism Corporation. This interactive space will feature hands-on workshops and live demonstrations led by local artists, providing attendees with an engaging arts experience during the Fall festival.

In addition to these larger events, we are also preparing several smaller community events during the summer season.

Sounds of Summer – We are excited to introduce Sounds of Summer on June 27 in River Mill Park, featuring a special performance by the U.S. Army Band. The evening will include family-friendly patriotic activities and hands-on crafts for children. The event is designed to bring residents and visitors together for live music, community connection, and patriotic spirit in the heart of Occoquan.

National Night Out – Staff is also supporting the Police Department in preparations for their National Night Out on August 4, a free community event hosted under the Rt. 123 Bridge. The event will feature family-friendly activities designed to strengthen community connections and provide residents and visitors with opportunities to engage with local public safety personnel in a fun and welcoming environment.

Planned activities include free snacks and beverages, opportunities to explore public safety vehicles and equipment, and several hands-on activities for children and families.

TOWN OF OCCOQUAN
 FINANCIAL STATEMENTS
 AS OF APRIL 30, 2026

	As of 7/1/25 (unaudited)	Unaudited Income / Expense FY26 YTD	As of 04/30/2026 (Unaudited)
Nonspendable:			
Mamie Davis Fund	\$100,000	\$-	\$100,000
Prepaid Items	\$-		\$-
Restricted:			
E-Summons Fund	\$57,268	\$1,238.40	\$58,488
Assigned:			
Events Fund	\$-	\$122,295.37	\$122,295
CIP Fund	\$347,267	\$(135,757.45)	\$211,510
State Aid 599 Program Fund	\$35,167	\$-	\$35,167
Mamie Davis Park Fund	\$8,879	\$(1,807.50)	\$7,071
PEG Fund	\$2,245	\$114.20	\$2,359
Subtotal Assigned:	\$393,558	\$(15,155.38)	\$378,402
Unassigned:			
Operating Reserves	\$200,000	\$-	\$200,000
Other Unassigned	\$623,152	\$98,836.66	\$721,988
Subtotal Unassigned:	\$823,152	\$98,836.66	\$921,988
Total Fund Balance:	\$1,373,978	\$84,919.68	\$1,458,897

Town of Occoquan Budget vs. Actuals

July 2025 - April 2026

	Actual	Annual Budget	Net Change	% of Budget
Income				
40000 TAXES			0	
40010 Real Estate	316,403	311,289	5,113	101.64%
40020 Meals Tax	267,247	315,452	(48,205)	84.72%
40030 Sales Tax	33,088	48,000	(14,912)	68.93%
40040 Utility Tax	30,212	37,000	(6,788)	81.65%
40050 Communications Tax	21,435	31,000	(9,565)	69.14%
40060 Transient Occupancy Tax	31,259	43,000	(11,741)	72.69%
40070 Peer-to-Peer Vehicle Tax	0	0	0	
Total 40000 TAXES	\$699,643	\$785,742	\$(86,099)	89.04%
41000 FEES/LICENSES	1,195	1,000	195	119.50%
41010 Vehicle License	11,247	10,308	939	109.11%
41020 Business Licenses	93,539	93,499	39	100.04%
41025 Business License Fee	3,900	4,320	(420)	90.28%
Total 41020 Business Licenses	\$97,439	\$97,819	\$(381)	99.61%
41030 Late Fees	5,305	2,500	2,805	212.19%
41040 FINES (PUBLIC SAFETY)	357,846	427,000	(69,154)	83.80%
41100 Administrative Fees	15,453	8,500	6,953	181.80%
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	1,364	0	1,364	
Total 41000 FEES/LICENSES	\$489,848	\$566,627	\$(76,779)	86.45%
42000 GRANTS	0	0	0	
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)	
42040 PEG	\$114	\$-		
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	\$28,435	\$57,023	\$(28,588)	49.87%
43000 RENTALS				
43010 Town Hall	0	80	(80)	0.00%
43020 River Mill Park	1,500	3,500	(2,000)	42.86%
43030 Mamie Davis Park Rental	4,675	2,500	2,175	187.00%
43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
Total 43000 RENTALS	\$6,175	\$13,923	\$(7,748)	44.35%
44000 OTHER		44,060	(44,060)	0.00%
44005 Insurance Proceeds	0	0	0	
44010 General Fund Interest	31,595	25,000	6,595	126.38%
44030 Mamie Davis Park Interest	0	0	0	
44040 Bricks Revenue	1,446	800	646	180.73%
44060 Other	6,814	5,000	1,814	136.28%
Total 44000 OTHER	\$39,854	\$74,860	\$(35,006)	53.24%
Total Income	\$1,263,955	\$1,498,175	\$(234,220)	84.37%
Gross Profit	\$1,263,955	\$1,498,175	\$(234,220)	84.37%
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	514,416	667,101	(152,685)	77.11%
60020 Overtime	15,058	15,440	(382)	97.53%
60030 On-call Labor	46,553	68,800	(22,247)	67.66%
60040 Other Benefits (Cell)	0	0	0	
60050 Payroll Taxes	43,938	57,472	(13,534)	76.45%
60060 Life Insurance	4,362	6,081	(1,719)	71.74%
60070 Health Insurance	28,763	40,457	(11,694)	71.10%
60095 VRS Employer Contrib	22,646	40,116	(17,469)	56.45%
Total 60000 PERSONNEL SERVICES	\$675,738	\$895,467	\$(219,729)	75.46%
60400 PROFESSIONAL SERVICES			0	
60420 Consulting	0	0	0	
60430 Zoning and Engineering Services	32,440	40,000	40,000	81.10%
60440 Legal Services			0	
60443 Prosecutions	27,000	40,000	(13,000)	67.50%
60444 Administration	48,329	64,260	(15,931)	75.21%
Total 60440 Legal Services	\$75,329	\$104,260	\$(28,931)	72.25%
60450 Audit Services	19,470	20,370	(900)	95.58%
60460 Payroll Processing	6,620	8,150	(1,530)	81.23%

60465 Financial System Maintenance	2,160	2,160	0	100.00%
60470 Bank Charges	3,183	2,840	343	112.09%
60480 Facility Security Services	0	0	0	
Total 60400 PROFESSIONAL SERVICES	\$139,204	\$177,780	\$(38,576)	78.30%
60800 INFORMATION TECH SERV			0	
60810 Website Support	5,181	3,820	1,361	135.63%
60840 Phone Service	11,194	9,800	1,394	114.22%
60850 Internet Service	5,674	6,800	(1,126)	83.44%
60860 Hardware/Software & Maintenance	9,812	12,140	(2,328)	80.82%
60870 IT Support Services	9,002	11,000	(1,998)	81.84%
Total 60800 INFORMATION TECH SERV	\$40,863	\$43,560	\$(2,697)	93.81%
61200 MATERIALS AND SUPPLIES			0	
61210 Office Supplies	2,711	4,600	(1,889)	58.94%
61220 Operational supplies	15,897	21,900	(6,003)	72.59%
61240 Janitorial Supplies	649	1,000	(351)	64.90%
61250 Uniforms	5,842	7,000	(1,158)	83.46%
Total 61200 MATERIALS AND SUPPLIES	\$25,099	\$34,500	\$(9,401)	72.75%
61600 OPERATIONAL SERVICES			0	
61620 Copier Lease, Contract	4,585	6,000	(1,415)	76.42%
61630 Postal Services	1,830	2,500	(670)	73.21%
Total 61600 OPERATIONAL SERVICES	\$6,415	\$8,500	\$(2,085)	75.47%
62000 CONTRACTS			0	
62010 Refuse Collection	95,238	100,274	(5,036)	94.98%
62030 Snow Removal	0	2,500	(2,500)	0.00%
62040 Landscaping	18,707	35,000	(16,293)	53.45%
Total 62000 CONTRACTS	\$113,945	\$137,774	\$(23,829)	82.70%
62400 INSURANCE			0	
62410 Insurance	44,408	45,023	(615)	98.63%
Total 62400 INSURANCE	\$44,408	\$45,023	\$(615)	98.63%
62800 PUBLIC INFORMATION		0	0	
62820 Design/Print - Auto Decal	677	652	25	103.83%
62840 Postage - Newsletter	2,078	2,700	(622)	76.98%
Total 62800 PUBLIC INFORMATION	\$2,755	\$3,352	\$(597)	82.20%
63000 Bad Debt	\$1,356	\$-	\$1,356	
63200 ADVERTISING			0	
63210 Advertising - Legal	2,392	2,500	(108)	95.68%
63230 Community/Business Supp	0	4,200	(4,200)	0.00%
Total 63200 ADVERTISING	\$2,392	\$6,700	\$(4,308)	35.70%
63600 TRAINING AND TRAVEL	0	0	0	

63610 Conferences	1,075	1,750	(675)	61.43%
63620 Membership and Dues	2,747	3,700	(953)	74.23%
63630 Travel Reimbursement	0	1,500	(1,500)	0.00%
63640 Employee Training	9,911	10,390	(479)	95.39%
63650 Boards and Comm Training	0	800	(800)	0.00%
Total 63600 TRAINING AND TRAVEL	\$13,733	\$18,140	\$(4,407)	75.70%
64000 VEHICLES AND EQUIPMENT			0	
64010 Town Vehicles M&R	10,113	8,500	1,613	118.98%
64030 Equipment M&R	7,970	6,400	1,570	124.53%
64040 Fuel	16,791	27,200	(10,409)	61.73%
64050 Equipment and Tools	14,293	5,950	8,343	240.23%
Total 64000 VEHICLES AND EQUIPMENT	\$49,167	\$48,050	\$1,117	102.33%
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	3,279	4,937	(1,658)	66.42%
64850 Repair and Maintenance	316	1,000	(684)	31.60%
64860 Equipment Maint Contracts	0	400	(400)	0.00%
64880 Utilites - Gas/Water/Elec	4,060	4,700	(640)	86.39%
Total 64800 TOWN HALL	\$7,875	\$11,437	\$(3,562)	68.86%
65200 MILL HOUSE MUSEUM			0	
65210 OHS Subsidy (Mill Museum)	6,000	6,000	0	100.00%
65240 Repair and Maintenance	209	500	(291)	41.77%
Total 65200 MILL HOUSE MUSEUM	\$6,209	\$6,500	\$(291)	95.52%
66000 ANNEX / MAINTENANCE YARD			0	
66020 Equipment Maint Contracts	0	150	(150)	0.00%
66030 Utilities - Elect/Water	4,512	4,000	512	112.81%
66040 Repair and Maintenance	858	1,000	(142)	85.82%
Total 66000 ANNEX / MAINTENANCE YARD	\$5,371	\$5,150	\$221	104.28%
66800 RIVER MILL PARK & FACIL			0	
66810 Brick Paver Program	595	300	295	198.33%
66820 Restroom Janitorial Serv	6,848	8,495	(1,647)	80.62%
66830 Winterization		350	(350)	0.00%
66840 Repair and Maintenance	1,232	4,000	(2,768)	30.81%
66850 Utilities	4,404	5,800	(1,396)	75.93%

66870 Equipment Maint Contracts	0	0	0	
Total 66800 RIVER MILL PARK & FACIL	\$13,080	\$18,945	\$(5,865)	69.04%
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	146	1,700	(1,554)	8.60%
67260 Kayak Ramp - Repair & Maint	118	250	(132)	47.39%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$853	\$3,050	\$(2,197)	27.96%
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				
68410 Street Painting	326	1,500	(1,174)	21.73%
68420 Brick Sidewalk Repair	0	1,000	(1,000)	0.00%
Total 68400* STREETS AND SIDEWALKS	\$326	\$2,500	\$(2,174)	13.04%
68800 HISTORIC DISTRICT			0	
68810 Gas Light - Repair & Maint	0	1,000	(1,000)	0.00%
68820 Gas Light Utilities (Gas)	6,535	7,200	(665)	90.77%
68830 Signage - Repair & Maint	604	2,500	(1,896)	24.16%
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	\$7,139	\$14,300	\$(7,161)	49.93%
Total 64700 FACILITIES EXPENSE	\$42,348	\$64,632	\$(22,284)	65.52%
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	\$1,165,005	\$1,498,178	\$(333,173)	77.76%
Net Operating Income	\$98,951	\$(3)	\$98,954	
Net Income	\$98,951	\$(3)	\$98,954	
CIP FUND				
	Actual	Annual Budget	over Budget	% of Budget

Income				
42000 GRANTS	30,000	35,500	(5,500)	84.51%
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	\$30,737	\$960,275	\$(929,538)	3.20%
Total Income	\$30,737	\$960,275	\$(929,538)	3.20%
Gross Profit	\$30,737	\$960,275	\$(929,538)	3.20%
Expenses				
Total Expenses			\$-	
Net Operating Income	\$30,737	\$960,275	\$(929,538)	3.20%
Other Expenses				
62000 CONTRACTS				
62040 Landscaping	0			
Total 62000 CONTRACTS	\$-			
70000 CIP EXPENSE				
			0	
70001 Streetscape	16,950	8,800	8,150	192.61%
70005 Building Improvements	32,885	33,725	(840)	97.51%
70006 Stormwater Management	28,703	1,130,031	(1,101,328)	2.54%
70014 Timed Parking Equipment	3,989	4,000	(11)	99.73%
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	71,612	110,000	(38,388)	65.10%
74003 Body Armor	8,025		8,025	
76001 Computer Upgrades	4,332	3,000	1,332	144.39%
76006 Records Management Syst	0		0	
Total 70000 CIP EXPENSE	\$166,494	\$1,294,556	\$(1,128,062)	12.86%
Total Other Expenses	\$166,494	\$1,294,556	\$(1,128,062)	12.86%
Net Other Income	\$(166,494)	\$(1,294,556)	\$1,128,062	12.86%
Net Income	\$(135,757)	\$(334,281)	\$198,524	40.61%
E SUMMONS FUND				
	Actual	Annual Budget	over Budget	% of Budget

Income				
41000 FEES/LICENSES			0	
41040 FINES (PUBLIC SAFETY)	9,693		9,693	
41170 E-Summons		14,500	(14,500)	0.00%
Total 41040 FINES (PUBLIC SAFETY)	\$9,693	\$14,500	\$(4,807)	66.85%
Total 41000 FEES/LICENSES	\$9,693	\$14,500	\$(4,807)	66.85%
Total Income	\$9,693	\$14,500	\$(4,807)	66.85%
Gross Profit	\$9,693	\$14,500	\$(4,807)	66.85%
Expenses				
60800 INFORMATION TECH SERV				
60840 Phone Service	600	0	600	
60850 Internet Service	0	2,200	(2,200)	0.00%
60860 Hardware/Software & Maintenance	7,086	8,500	(1,414)	83.37%
Total 60800 INFORMATION TECH SERV	\$7,686	\$10,700	\$(3,014)	71.84%
61200 MATERIALS AND SUPPLIES				
61220 Operational supplies	768	1,200	(432)	64.00%
Total 61200 MATERIALS AND SUPPLIES	\$768	\$1,200	\$(432)	64.00%
64060 E-Summons Equipment	\$-	\$-	\$-	
Total Expenses	\$8,454	\$11,900	\$(3,446)	71.05%
Net Operating Income	\$1,238	\$2,600	\$(1,362)	47.63%
Net Income	\$1,238	\$2,600	\$(1,362)	47.63%

EVENTS FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41100 Administrative Fees	0			
41160 Convenience Fees	5,752	5,627	125	102.23%
Total 41000 FEES/LICENSES	\$5,752	\$5,627	\$125	102.23%
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	22,835	26,800	(3,965)	85.21%

47020 Booth Rentals	207,529	187,575	19,954	110.64%
47021 Ticket Sales	21	0	21	
47023 Community Events	4,182	11,800	(7,618)	35.44%
Total 47021 Ticket Sales	\$4,203	\$11,800	\$(7,597)	35.62%
47030 Shuttle Fees	40,566	71,500	(30,934)	56.74%
47040 Parking Space Sales	10,575	9,875	700	107.09%
47060 Merchandise	244	200	44	122.00%
47105 Revenue Share Agreements	0	0	0	
Total 47000 EVENTS REVENUE	\$285,952	\$307,750	\$(21,798)	92.92%
Total Income	\$291,705	\$322,402	\$(30,698)	90.48%
Gross Profit	\$291,705	\$322,402	\$(30,698)	90.48%
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	42,820	50,025	(7,205)	85.60%
60020 Overtime	1,940	4,000	(2,060)	48.51%
60030 On-call Labor	6,108	18,220	(12,112)	33.52%
60050 Payroll Taxes	4,898	5,527	(629)	88.62%
60060 Life Insurance	1,216	1,650	(434)	73.72%
60095 VRS Employer Contrib	2,069	3,141	(1,072)	65.87%
Total 60000 PERSONNEL SERVICES	\$59,051	\$82,563	\$(23,512)	71.52%
60400 PROFESSIONAL SERVICES			0	
60460 Payroll Processing				
60465 Financial System Maintenance				
60470 Bank Charges	5,305	5,796	(491)	91.53%
Total 60400 PROFESSIONAL SERVICES	\$5,305	\$5,796	\$(491)	91.53%
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	5,825	14,175	(8,350)	41.10%
Total 61200 MATERIALS AND SUPPLIES	\$5,825	\$14,175	\$(8,350)	41.10%
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%
63000 Bad Debt	\$110	\$-	\$110	
63200 ADVERTISING			0	

63220 Advertising - Marketing	9,134	10,000	(866)	91.34%
63230 Community/Business Supp	25,910	24,000	1,910	107.96%
Total 63200 ADVERTISING	\$35,044	\$34,000	\$1,044	103.07%
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	9,032	13,315	(4,283)	67.84%
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	6,333	10,720	(4,387)	59.08%
69290 Other Special Events	3,784	3,555	229	106.45%
Total 69200 SPECIAL EVENTS	\$21,263	\$29,340	\$(8,077)	72.47%
Total Expenses	\$169,409	\$245,881	\$(76,472)	68.90%
Net Operating Income	\$122,295	\$76,521	\$45,774	159.82%
				\$122,295
				\$76,521
				\$45,774
Net Income				159.82%
MAMIE DAVIS PARK				
	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER			0	
44030 Mamie Davis Park Interest	1,793	840	953	213.39%
Total 44000 OTHER	\$1,793	\$840	\$953	213.39%
Total Income	\$1,793	\$840	\$953	213.39%
Gross Profit	\$1,793	\$840	\$953	213.39%
Expenses				
70000 CIP EXPENSE	3,600	3,200	\$400	112.50%
Total Expenses	3,600	3,200	400	1
Net Operating Income	\$(1,808)	\$(2,360)	\$553	76.59%
Net Income	\$(1,808)	\$(2,360)	\$553	76.59%
TOTAL NET INCOME (LOSS) ALL FUNDS	84,920	(257,523)	342,442	-32.98%

Balance Sheet
Town of Occoquan
As of April 30, 2026

	Total		
	As of Apr 30, 2026	As of Apr 30, 2025 (PY)	\$ Change (PY)
Assets			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	0	75	-75
10022 Checking Account 0058	276,193.99	215,065.28	61,128.71
10024 Money Market 4220	203,427.10	202,109.47	1,317.63
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	867,622.97	930,636.78	-63,013.81
Total for 10034 VIP - Investment Pool	\$867,622.97	\$930,636.78	(\$63,013.81)
10082 Mamie Davis Savings 4201	6,285.68	4,492.43	1,793.25
10083 Mamie Davis CD	100,000.00	100,000.00	\$0.00
Total for Bank Accounts	\$1,453,629.74	\$1,452,478.96	\$1,150.78
Accounts Receivable			
10180 Accounts Receivable	100,578.45	118,408.92	-17,830.47
Total for Accounts Receivable	\$100,578.45	\$118,408.92	(\$17,830.47)
Other Current Assets			
10190 Real Estate Receivable	1,286.61	1,286.61	\$0.00
11000 Prepaid Expenses	\$0.00	\$0.00	\$0.00
14990 Undeposited Funds	14,149.26	13,061.45	1,087.81
Total for Other Current Assets	\$15,435.87	\$14,348.06	\$1,087.81
Total for Current Assets	\$1,569,644.06	\$1,585,235.94	(\$15,591.88)
Total for Assets			
	\$1,569,644.06	\$1,585,235.94	(\$15,591.88)
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	24,830.76	60,421.12	-35,590.36
Total for Accounts Payable	\$24,830.76	\$60,421.12	(\$35,590.36)

Credit Cards			
22000 Credit Cards			
22010 ExxonMobil (deleted)	\$0.00	1,698.06	-1,698.06
22020 Home Depot	178.14	\$0.00	178.14
22030 Lowe's Proservices	250.03	8,533.85	-8,283.82
22040 United Bank Credit Cards	11,424.92	3,521.13	7,903.79
22050 Shell Credit Card	2,064.84		2,064.84
Total for 22000 Credit Cards	\$13,917.93	\$13,753.04	\$164.89
Total for Credit Cards	\$13,917.93	\$13,753.04	\$164.89
Other Current Liabilities			
20935 Performance Bond	1,187.50	1,187.50	\$0.00
20940 Unearned Craft Show Rev	41,550.00	46,150.00	-4,600.00
20960 Unearned Other Revenue			
20970 Unearned Rental	\$0.00	1,000.00	-1,000.00
Total for 20960 Unearned Other Revenue	\$0.00	\$1,000.00	(\$1,000.00)
20980 Unearned R.E. Tax	2,343.83	1,202.97	1,140.86
21100 Unearned Fire Dept Grant	24,309.12	-3,281.08	27,590.20
21200 Payroll Liabilities	\$0.00	\$0.00	\$0.00
21230 VRS Employee Contributions	2,607.56	0.43	2,607.13
Total for 21200 Payroll Liabilities	\$2,607.56	\$0.43	\$2,607.13
Total for Other Current Liabilities	\$71,998.01	\$46,259.82	\$25,738.19
Total for Current Liabilities	\$110,746.70	\$120,433.98	(\$9,687.28)
Total for Liabilities	\$110,746.70	\$120,433.98	(\$9,687.28)
Equity			
30000 Nonspendable			
30005 PrePaid Items	\$0.00	\$0.00	\$0.00
Total for 30000 Nonspendable	\$0.00	\$0.00	\$0.00
31000 Restricted			
31100 Mamie Davis (Endowment)	100,000.00	100,000.00	\$0.00
31200 E Summons Fund	57,268.35	48,985.23	8,283.12
Total for 31000 Restricted	\$157,268.35	\$148,985.23	\$8,283.12
31400 Assigned			
30030 Events Fund	\$0.00	\$0.00	\$0.00
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 for 31400 Assigned	\$393,557.74	\$469,442.41	(\$75,884.67)

31500 Unassigned			
30010 Emergency Operating Fund	200,000.00	200,000.00	\$0.00
30020 Unrestricted	623,151.59	470,147.03	153,004.56
Total for 31500 Unassigned	\$823,151.59	\$670,147.03	\$153,004.56
32000 Retained Earnings	0	0	0
Net Income	84,919.68	176,227.29	-91,307.61
Total for Equity	\$1,458,897.36	\$1,464,801.96	(\$5,904.60)
Total for Liabilities and Equity	\$1,569,644.06	\$1,585,235.94	(\$15,591.88)

Items highlighted in green have been manually updated to remove inaccurate Square data. To the best of our knowledge, all figures are now accurate and complete.

Intuit is continuing to investigate the issue. We worked with their team on 05/20/2026 to assist with resolution efforts and are receiving weekly updates. At this time, no solution has been provided.

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 05/11/2026

*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
104 EAST COLONIAL DR	BDM2026-00435 Violation Issued	05/12/2026		8	Keaveny, Christopher	Created via PWC311 SR 26-00007035 - Exterior Building Maintenance Issue ----- Can this be viewed from a public right of way?->Yes Please select type of structure that is in disrepair. Select all that apply.->Fence Please provide a brief description of the maintenance issue.->Structural posts have rotted at base, fence is propped up by wooden two by fours.Gate is detached from fence. Additional Information->Viewable from side walk on Washington street	Accessory Structures	05/12/2026	05/14/2026		
202 UNION ST	BDM2026-00323 Violation Issued	02/28/2026		59	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	UN2026-00112 Violation Issued	04/03/2026		35	Lopez, Raleigh	REFERRAL FROM FMO/PREVIOUS UNSAFE DUE TO FIRE DAMAGE/NEW OWNER./PREVIOUS PSTD#2024-00094)/PREVIOUS UNS2024-00063	General (Unsafe)	04/01/2026	04/03/2026		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 05/11/2026

*Counts business days only.

Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
116 WASHINGTON ST 2	UNS2026-00113 Violation Issued	04/03/2026		35	Lopez, Raleigh	REFERRAL FROM FMO//PREVIOUS PDR-PSTD FOR UNITS #2-#6. UNIT #2 PSTD2024-00093// UNITS #3-6 PSTD#2024-00092. UNSAFE DUE TO FIRE DAMAGE. NEW OWNER.	General (Unsafe)	04/26/2026	04/03/2026		

Total Number of Cases for Town of Occoquan: 4

Total Number of Addresses Affected: 3

Total Number of Violations Issued: 4

Total Number of Cases Closed : 0

Total Number Cases Closed with No Violation: 0

Total Number of Cases Still Open: 4

Total Number of Open Cases with Violations: 4

Average Number of Business Days Cases are Open This Town: 34.25

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 34.00

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 05/11/2026

**Counts business days only.*

Total Number of Cases for All Towns Selected: 4

Summary by Case Status:

Violation Issued	<u>4</u>
	4

END OF REPORT

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT
Town of Occoquan - Permit Report
May 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	
GAS2026-00942	223 MILL ST	INSTALL NEW TANKLESS GAS WATER HEATER; INCREASED BTUS FROM 40K TO 160K	Gas	Finalized	C - Alteration/Repair	02/20/2026	04/29/2026
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	
BLD2026-04978	402 MILL ST	INTERIOR RENOVATION - REPAIR OF WALLS AND MODIFICATION OF LAYOUT FOR BETTER RETAIL PRESENTATION	Building	Pending	C - Alteration/Repair		

BLD2026-04446	405 MILL ST	REMOVE EXPOSED PORTION OF EXISTING BOAT STORAGE METAL STRUCTURE. BUILDINGS WILL NOT BE DISTURBED AND ARE MARKED TO REMAIN.	Building	Issued	Demolition	04/27/2026	6	
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2021	2	
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	Finalized	C - Tenant Layout	12/22/2022	3	05/22/2026 6
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Issued	C - Tenant Layout	08/29/2021	5	
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2022	3	
BLD2025-01755	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached unhabitable garage and linked electrical changes	Building	Issued	R - Alteration/Repair	02/18/2025	5	

ELE2025-03052	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached unhabitable garage and linked electrical changes	Electrical	Issued	R - Alteration/Repair	02/18/2025	
BLD2026-03109	115 POPLAR LN	SEE NOTES FOR REST OF DESCRIPTION: Demo and remove existing deck, sunroom and roof of home - install new crawl space foundation and framing for 2 story addition and renovations with 6 full bathrooms, kitchen and wet bar - 2 story home and addition to be built on new and existing foundation and walls for a total 5200 sqft finished area. With rear covered porch of 308 sqft, rear sun deck of 140 sqft, front porch 142 sqft.	Building	Pending	R - Addition		

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 June 2, 2026, Council Meeting
Date: May 27, 2026

NOT CONFIDENTIAL

This is a non-confidential report on the matters that my office has been working on for the Town since my previous written report to Council on April 29, 2026:

1. Updated training outline for Architectural Review Board and presented training.
2. Monitored Governor's vetoes of General Assembly bills. Of note, the Governor vetoed the collective bargaining bill and the retail cannabis bill.
3. Researched the Town's obligations with regard to fish advisories and found no duty to post them or otherwise inform the public.
4. Rescheduled training for the Planning Commission and Board of Zoning Appeals.
5. Discussed impact of Accessory Dwelling Unit law with staff. This law takes effect July 1, 2027.
6. Discussed impact of HB1279/SB388 with staff. This law allows non-profit organizations to build affordable housing by right starting in January of 2027.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: June 16, 2026
9A: Request to Execute Contract with Visit Occoquan	

Attachments: a. FY 2027 Visit Occoquan Scope of Work

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to review and execute the FY 2027 Visit Occoquan contract for a term starting July 1, 2026, through December 31, 2026.

Background

The FY 2027 Approved Budget includes \$24,000 for advertising, marketing, and social media services, which is proposed to fund work performed by Visit Occoquan, Inc.

Visit Occoquan, Inc., a Town-based tourism and economic development nonprofit organization, has submitted a six-month service contract to provide graphic design, content development, editing, layout, and print coordination services for the Community Events Program, Fall Arts & Crafts Show, and Artisan Market for \$18,800. The proposed services also include social media management and website updates related to Town events, initiatives, and projects, as more fully described in the attached Scope of Work. The proposed scope of work does not include the remaining six months which would include the February Winter Event, and Riverfest and Craft Show.

Staff Recommendation: Recommend execution of the contract.

Cost and Financing: \$18,800

Account Number: Community Business Support – Events Fund

Proposed/Suggested Motion:

“I move to authorize the Town Manager to execute the FY 2027 Visit Occoquan Contract and scope of work as presented for an amount not to exceed \$18,800.”

OR

Other action Council deems appropriate.

Town of Occoquan Marketing & Design Scope of Work Proposal for FY27 Q1&2

Revised 5/2/26

Changes to FY27 proposal

Visit has made the following changes to the proposal to reflect the reduction in allotted funds available at this time. Items can be added back into the contract at any time, if mutually agreed upon by both parties on a pre-project or contract basis.

- Release all Event/Tourism Email Marketing
- Release all Photography/Videography
- Trim down amount of social media posts for events
- Release day-to-day text, photo, and other general website updates for both Festivals and Visit (retain larger scale updates such as full page creation, new events, etc)

Timeline

This revised budget includes work performed only for events taking place between **July 1, 2026 and December 31, 2026**. Any advance work for events or projects taking place January 1, 2027 or later will be billed per project or on a new contract. Any post-event work for December events should be wrapped up by December 31, 2026 when the contract expires.

Proposed Budget

Category	Contract Budget	Paid by Visit
Design & Social Media	\$18,000	\$7,500
Email Marketing	–	–
Website Updates	\$800	\$1,200
Event Photography	–	–
Tourism & Business Liaison	\$0	\$0
TOTAL	\$18,800	\$8,700

Design Projects (paid by Town)

Graphic design, layout, edits, and print coordination for the following projects and pieces:

Community Events:

- Trivia Nights (6 events annually)
 - 1 Rack card (*completed*)
 - 1 Web banner/Facebook event/Jotform banner (*completed*)
 - 14 Social graphics: 1 season subscription promotion, 6 name/date (one for each event), 6 bar partners (one for each event), 1 standard rain date
- Community Costume Parade
 - 0 Rack cards (instead of previous 1)
 - 1 Web banner/Facebook event/Jotform banner
 - 2 Social graphics/posts (instead of previous 4)
- Tree Lighting
 - 1 Rack card
 - 1 Web banner/Facebook event/Jotform banner
 - 4-8 Social graphics

Festivals & Artisan Market:

- Fall Arts & Crafts Show
 - 1 Rack card
 - 3 Vinyl banners for promotion (Tanyard, Rt. 123, and Washington/Commerce)
 - 4-6 banners/signs for use during event (1 design for shuttle stops, one “entrance” banner, and misc. way finding)
 - 3 Maps (festival map for public, road closures/parking restrictions, vendor load in) in digital and print formats
 - 4-6 Web banner/Facebook event/Jotform banner (main event, plus sub-events)
 - 2-4 print advertisements
 - 70-90 Social graphics
- Artisan Market
 - 1 Rack card
 - 3 Vinyl banners for promotion (Tanyard, Rt. 123, and Washington/Commerce)
 - 4-6 banners/signs for use during event (1 design for shuttle stops, one “entrance” banner, and misc. way finding)
 - 3 Maps (festival map for public, road closures/parking restrictions, vendor load in) in digital and print formats
 - 4-6 Web banner/Facebook event/Jotform banner (main event, plus sub-events)
 - 1-2 print advertisements
 - 70-90 Social graphics

All design estimates are based on 1-2 rounds of edits, for existing design branding/concepts. Change in overall branding beyond a simple “refresh” will require a separate contract, due to

additional time involved.

Social Media:

Duties include:

- Basic amount of phone level photography/video
- Curating photos/graphics
- Creating videos/reels
- Writing post descriptions
- Creating a schedule of posts
- Scheduling posts/posting live
- Replying to comments/messages for town events & engaging with visitors

Events included in this contract:

- Fall Arts & Craft Show
- Movie Night in the Park
- Costume Parade
- Tree Lighting
- Holiday Artisan Market

NOT included in this contract:

- National Night Out
- Fall Movie Night (*see below for sponsorship funding information*)
- Seal the Deal
- Any new fall, holiday, fishing, volunteer, or other community events that are added

Website Updates:

Text Updates & General Maintenance

Includes major updates or full page creations on a monthly basis. Does not include basic text updates, photo updates, etc.

Visit Responsibility:

- Creation of new pages as needed, mostly for new events or projects
- Hiding old community events after they have taken place
- Assisting businesses with event updates or questions
- Updating the OCQ Business Hub page
- Editing/checking community events for accurate info, no spam, etc.

Town Responsibility:

- Updating event information on individual web pages as well as the main events calendar
- Listing new businesses on business directory, on a regular basis
- Hiding businesses who are not in good standing or have left, on a regular basis

Additional Work/Obligations (NOT paid by Town)

Graphic Design:

Fall Movie Night Design/Social: Design of 2-3 graphics and social media promotion. Paid for by VFW sponsorship (IF PROVIDED). Cost if VFW does not come through and Town needs to fund it: \$450.

Visitor's Guide: Design, layout, advertisement sales, and print coordination of the Visitor's Guides. Design, printing, and coordination is paid for by advertisement sales, through Visit Occoquan.

Social Media:

Coordinating and executing promotional social media for the following Visit events/campaigns:

- Tourism based/general posts about town/businesses
- Photos/social for ribbon cuttings for new businesses
- #ShopSmall Weekend (Nov)
- Grant funded items such as public art, as negotiated
- Sharing of reels/posts/stories from influencers/visitors/town/OHS
- Visitor Guide ad announcements
- Seasonal photos (snow, blooming tree, autumn, kayaks on river, etc)

Tourism:

Visit will directly assist the Town in their efforts to support tourism and act as liaison between PWC Tourism and the Town of Occoquan. This may include items such as:

- Attending meetings and networking events with PWC, Fairfax and state tourism
- Participating in tabling events to promote Occoquan
- Arranging for or coordinating press, media, and influencers

Business Liaison:

Visit will continue to provide business liaison services on a voluntary basis, including:

- Coordinating Quarterly Town & Business Meetings
- Coordinating Business Owners Meetings
- Business monthly newsletters
- Emails to businesses on deadline reminders, event sign ups, etc
- Professional development, as available



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: June 16, 2026
9B: Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River	

- Attachments:**
- a. Draft Resolution
 - b. List of Submitted Names

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request for the Town Council to adopt a resolution to name the 19th century dike located in the Occoquan River based off submissions received during the 2026 RiverFest and Craft Show "Name the Island" competition.

Background

In the late nineteenth century, the U.S. Army Corps of Engineers constructed a stone dike in the Occoquan River, located downstream and east of the Route 123 Bridge. The structure was designed to help maintain the river's navigational channel and protect vessels from ice floes, debris, and shifting currents. Over time, the dike has evolved into a small island-like feature that serves as a habitat for local wildlife, including native trees, waterfowl, and other bird species.

In 2023, the Town launched its inaugural "Name the Island" contest as part of the annual RiverFest and Craft Show. The contest invites festival attendees to submit potential names for the island. Following the event, submissions are reviewed by Town staff and presented to the Town Council for consideration and final selection.

The winning name is displayed on signage located at the Town's Hand Carry Launch and on the island itself for approximately one year, beginning around July 1st. At the conclusion of each year, the process is repeated and a new name is selected.

Previous winning entries include:

- Heron's Haven (2023-2024)
- Craighill Isle (2024-2025)
- Paddler's Point (2025-2026)

Following review of the 2026 submissions, Town staff has identified the following five submissions for Town Council consideration, listed in alphabetical order:

- Chomper's Lookout
- Mariner's Mishap Point
- Middle Mud
- Riverway Refuge
- Stepping Stone Isle



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

A complete list of all submitted entries is attached.

Staff Recommendation: N/A

Proposed/Suggested Motion:

"I move to adopt Resolution R-2026-08 to Name the 19th Century Dike [NAME OF WINNING SUBMISSION], as submitted by [NAME OF WINNING SUBMITTER], for a term of one year beginning on July 1st, 2026, and expiring on June 30th, 2027.

OR

Other action the Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2026-08**

**RESOLUTION NAMING THE 19TH CENTURY U.S. ARMY CORPS OF ENGINEERS
DIKE**

WHEREAS, in the late 19th century, the U.S. Army Corps of Engineers created a stone dike in the Occoquan River, currently situated below and to the east of the Route 123 Bridge, to help maintain the river’s channel and protect vessels from ice floes and other debris; and

WHEREAS, the dike has come to form a functional “island” in the middle of the Occoquan River, acting as a sanctuary for local wildlife, including indigenous tree and bird species; and

WHEREAS, the Town hosted a naming competition for the dike, or “island”, during the 2026 RiverFest and Craft Show; and

WHEREAS, Town staff has reviewed dozens of entries from residents and visitors and created a list of recommendations to the Town Council; and

WHEREAS, Town Council has reviewed and selected a winning submission based on its compatibility with the history and character of the Occoquan River and the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Occoquan Town Council hereby wishes to congratulate _____ on their winning submission to the inaugural island naming competition and recognize their creativity and enthusiasm in participating; and

BE IT FURTHER RESOLVED, that the Occoquan Town Council hereby names the aforementioned stone dike _____, as submitted by _____, for a term of one year, beginning on July 1st, 2026 and expiring on June 30th, 2027.

Adopted by the Town Council of the Town of Occoquan, Virginia this 16th Day of June, 2026.

MOTION:

**DATE: June 16, 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

TOWN COUNCIL MEETING

Agenda Communication

#	NAME	SPECIAL COMMENT
1	Ameriquan	
2	Animal Land	
3	Avery Island	
4	Bint Hill Runner	
5	Bird Island	
6	Birds Landing	
7	Chaney Island	
8	Chomper's Lookout	
9	Davison Key	
10	Dogue Dominion	
11	Freedom Island	
12	Great Barrier Leaf	
13	Mariner's Mishap Point	If you're reading this from shore, things did not go as planned.
14	Middle Mud	
15	Millemom Island	Thousand name in French
16	NOVA Island	
17	Osprey Island	
18	Osprey Island	
19	Osprey Island	
20	Otter Point	
21	Paddler's Predicament Point	
22	Paddler's Protection Point	
23	Porta Pointe	
24	Porta's Hotties Island	
25	Quannie Island	
26	Riverway Refuge	
27	Ronnie's Super Awesome Amazing and Cool Island	
28	Secret Squirrel Island	
29	Smoot	
30	Stepping Stone Isle	
31	Tom's Plot	In honor of a dear friend who passed away. Mr. Tom who watched over me since I was little and continues to do so.
32	Warhammer Island	



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

10. Discussion Items	Meeting Date: June 16, 2026
10A: FY2027 Adopted Budget Document Discussion	

Attachments: a. Draft FY2027 Adopted Budget Document

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item for Town Council to review the Town Manager's Transmittal Letter and Fiscal Year 2027 Adopted Budget Document.

At the May 19, 2026, Town Council Meeting, the Town Council adopted the Fiscal Year 2027 budget and tax rates. The Town Manager has prepared the annual Adopted Budget document for the period of July 1, 2026, through June 30, 2027. This is an opportunity for the Town Council to review and provide feedback on the document prior to its publication on July 1st.

Staff Request: Staff is seeking any comments, suggestions, or questions on the Budget Document.

TOWN OF OCCOQUAN, VIRGINIA
**FY 2027 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM**



TOWN OF OCCOQUAN, VIRGINIA
FY 2027 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM

OCCOQUAN TOWN COUNCIL

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

TOWN MANAGER / CHIEF OF POLICE

Adam C. Linn, J.D., VCLEE-CEO

TOWN ATTORNEY

Martin Crim

EXECUTIVE LEADERSHIP TEAM

Jason Forman, Deputy Chief / Assistant Town
Manager
Megan Lubash, Town Clerk / Assistant Town
Manager

CONTRACTED SERVICES

Bruce Reese, Town Engineer
Sara Fila, Zoning Administrator

DEPARTMENT LEADERSHIP

Kristin Shaw, Town Treasurer
Tammy Hassett, Events Director
Philip Auville, Deputy Town Treasurer

www.occoquanva.gov

- TOWN MANAGER TRANSMITTAL LETTER -



TOWN OF OCCOQUAN

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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/
CHIEF OF POLICE**
ADAM C. LINN, J.D.

July 1, 2026

Dear Mayor Porta and Members of the Occoquan Town Council:

I am pleased to present the Fiscal Year (FY) 2027 Adopted Budget for the Town of Occoquan for the period beginning July 1, 2026, and ending June 30, 2027. This budget document includes the Town's General (Operating) Fund, Events Fund, Capital Improvement Program (CIP) Fund, Mamie Davis Fund, and E-Summons Fund.

As part of the annual budget process, the Town Council reviewed the FY 2026–2027 Strategic Framework, which formalizes the Town Council's priorities for the current term. These priorities, organized into both capital and operational categories, served as the foundation for developing the FY 2027 Adopted Budget and aligning available resources with the Town Council's strategic objectives.

All Funds

The FY 2027 Adopted Budget for all funds totals \$3,315,814 in revenues and \$3,225,556 in expenditures, resulting in an anticipated surplus of \$90,258. This represents a 19.7 percent decrease in revenues and a 20.4 percent decrease in expenditures compared to the FY 2026 Adopted Budget. The projected surplus will be retained as working capital to support financial stability, strengthen reserves, and provide flexibility for unseen operational and capital needs.

Taxes - General Fund

The Town's General Fund is supported through taxes, service fees, licenses, permits, and other revenues from local, state, and federal sources. The FY 2027 Adopted Budget maintains the Town's current real estate tax rate of \$0.116 per \$100 of assessed value.

Property reassessments conducted by Prince William County in 2026 resulted in an average increase of approximately 5.4 percent over the prior year's assessments. After accounting for

tax relief adjustments and maintaining the current tax rate, real estate tax revenues are projected to increase by approximately \$11,682, or 3.8 percent, compared to the FY 2026 Adopted Budget.

The FY 2027 Adopted Budget also maintains the Town's existing meals tax rate of 3.5 percent, transient occupancy tax rate of 7 percent, and cigarette tax rate of \$0.40 per pack, or \$0.02 per cigarette sold.

Capital Improvement Program

The Capital Improvement Program (CIP) serves as the Town's five-year plan for capital projects and is reviewed and updated annually as part of the budget process. Planned FY 2027 projects include continued implementation of stormwater infrastructure improvements funded primarily through the EPA grant program, improvements to Town-owned facilities, and scheduled vehicle and equipment replacements and upgrades.

Funding for the CIP is generated primarily through the net revenues of the Town's Events Fund, including the Spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as grant funding and other designated capital revenues. These funding sources help offset the cost of major capital and infrastructure projects without placing additional strain on General Fund operating revenues or requiring long-term debt financing. This approach allows the Town to address major infrastructure and capital needs while minimizing reliance on General Fund revenues and avoiding long-term debt whenever practicable.

Staffing and Employee Benefits

The FY 2027 Adopted Budget maintains the Town's current staffing levels, with no change to the number of approved full-time positions from the FY 2026 Adopted Budget.

The budget continues to include a performance-based compensation funding pool for permanently filled positions. Merit-based increases are determined through annual performance evaluations and are intended to recognize employee performance while supporting retention and organizational effectiveness.

The FY 2027 Adopted Budget also continues funding for the Town's employer-sponsored health insurance and retirement benefits through the Virginia Retirement System (VRS). These benefits are intended to enhance employee retention, attract highly qualified candidates, and maintain competitiveness with comparable organizations.

Projected health insurance costs are based upon the Town's continued participation in The Local Choice (TLC) program administered by the Commonwealth of Virginia. Full-time

permanent employees remain eligible to participate in VRS, and the Town's continued commitment to these benefits is reflected in the adopted budget.

The FY 2027 Adopted Budget reflects the Town Council's commitment to maintaining essential public services, investing in infrastructure, preserving the Town's historic character, and supporting responsible financial stewardship. The budget balances current operational needs with long-term strategic priorities while positioning the Town to pursue future opportunities and address emerging challenges.

Respectfully Submitted,

Adam C. Linn, J.D.
Town Manager / Chief of Police

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FY 2027 Budget Highlights

\$3.3 MILLION TOTAL BUDGET	NO TAX RATE INCREASE	INFRASTRUCTURE INVESTMENT
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The FY 2027 Adopted Budget reflects the Town Council’s commitment to maintaining essential services, investing in infrastructure, preserving Occoquan’s historic character, and planning responsibly for the future.

FY 2027 Budget at a Glance

- Total Revenues: \$3,315,814
- Total Expenditures: \$3,225,556
- Projected Surplus: \$90,258
- Full-Time Positions: No Change
- Long-Term Debt: None

Investing in Community Priorities

- Stormwater infrastructure improvements 80% funded through federal EPA grant
- Town-owned building maintenance and preservation projects
- Public safety vehicle and equipment replacement
- Information technology and cybersecurity improvements
- Continued planning and advancement of Riverwalk expansion projects
- Parks, streetscape, and public space improvements

Supporting Public Services

- Public Safety
- Public Works
- Town Administration
- Community Events
- Historic Preservation
- Public Area Maintenance

Financial Stewardship

- Maintaining current tax rates
- Preserving essential services
- Funding employee retention and recruitment initiatives
- Investing in critical infrastructure
- Avoiding long-term debt
- Aligning resources with Town Council Strategic Framework priorities

MISSION, VISION, AND VALUES

MISSION

The mission of the employees of the Town of Occoquan is to deliver services to Town residents, businesses, customers and visitors in an efficient, effective and equitable manner and to build a stronger, more vibrant community.

VISION

The Town of Occoquan is a thriving, attractive, historical riverfront town committed to family, business, the arts, and a healthy quality of life.

VALUES

The core values that guide the Town staff's actions and decision-making are the following:

- A. Transparency- operating in such a way that is clear, accurate and obvious.
- B. Integrity - consistently applying these core values even when doing so is difficult or unpopular.
- C. Accountability - taking ownership and accepting the consequences of one's actions.
- D. Innovation - applying new ideas, devices or processes to enhance service to visitors and citizens.
- E. Respectfulness - demonstrating respect for others and their opinions, while collaborating and actively conducting the Town's business.
- F. Inclusivity - not excluding any particular groups of people and where all people feel valued and their differences are respected.

HOW THE BUDGET IS ORGANIZED

The Budget Process

The Town of Occoquan’s budget cycle begins in the second quarter of the current fiscal year with a staff review of services, programs, and anticipated needs for the upcoming two fiscal years. While funding is appropriated on an annual basis, the process also emphasizes longer-term planning to anticipate and meet the future needs and expectations of the community.

The budget must be adopted by the Town Council each year before July 1st. As part of the process, each tax rate is reviewed, and public input is actively encouraged through regular Town Council meetings and public hearings. In addition to these forums, the Town Council holds several work sessions prior to publication of the proposed budget document.

Budget Calendar

October/November	<ul style="list-style-type: none"> • Capital Improvements Program review by Executive Leadership Team
December/January	<ul style="list-style-type: none"> • Performance measures and goals reviewed by Town Manager • Goal setting session with Town Council • Staff meetings to discuss department needs and requests • Budget and financial needs submitted to Town Manager • Town Manager develops proposed budget
February	<ul style="list-style-type: none"> • Town Council review of Strategic Framework status and Budget Calendar • Town Council provides budget development direction • First Town Council Budget Work Session • Second Town Council Budget Work Session
March	<ul style="list-style-type: none"> • Third Town Council Budget Work Session • Fourth Town Council Budget Work Session
April	<ul style="list-style-type: none"> • Fifth Town Council Budget Work Session • Sixth Town Council Budget Work Session • Proposed Budget Submitted to Town Council
May	<ul style="list-style-type: none"> • Public Hearing on Proposed Budget • Public Hearing on Proposed Tax Rates • Budget Adopted

July	<ul style="list-style-type: none">• Adopted Budget Published
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Amendments to the Adopted Budget

Changes to the Adopted Budget may occur through fund transfers and budget amendments. The Town Council holds the authority to approve transfers between activities and departments, as well as to allocate funds from reserves. Any year-end operating surpluses revert to unappropriated balances—referred to as working capital—which may be used to maintain reserves or to support Council-adopted expenditures.

Budget as a Planning Tool

The budget process is more than a plan that reviews revenue and projected spending. Budgeting is a formal way to convert the Town’s short-range and long-range plans and policies into services and programs for our citizens. The budget details these services and programs in terms of cost.

In FY 2023, the Mayor and Town Council developed and adopted a Strategic Framework with the intent of creating a broad, time-limited (Council tenure) set of parameters that reinforced adopted Council priorities and the Comprehensive Plan, and identified priorities for capital projects and operations, with major budget and action steps to direct staff. The Strategic Framework is reviewed and updated each year.

The Town is finalizing its 2036 Comprehensive Plan and expects it to be completed by August 2026. The prior Comprehensive Plan was adopted in 2016, with an update in 2021. That document outlines the community’s current and future needs and aspirations. Following the adoption of the 2016 Comprehensive Plan, the Town undertook a comprehensive update of its zoning and subdivision codes, which was completed in FY 2018. Subsequently, in 2019, the Town completed a full recodification of the Town Code – the first since 1999.

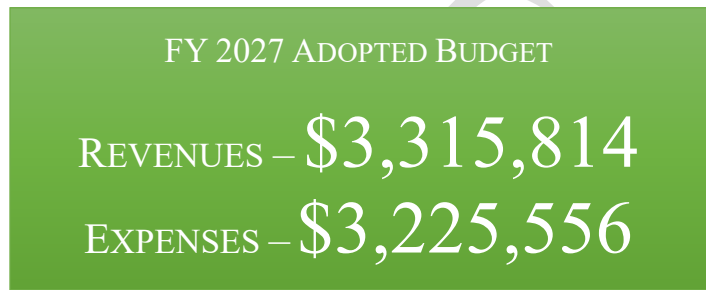
Staff continues to review and propose updates to the Town Code on an annual basis to ensure it remains aligned with the Comprehensive Plan, complies with the state law, and maintains internal consistency. These ongoing efforts help ensure that the Town’s policies and governing documents remain relevant and effective.

The annual budget is a critical tool for implementing the vision set forth in the Comprehensive Plan and Town Code, guiding resource allocation to support strategic priorities and community goals.

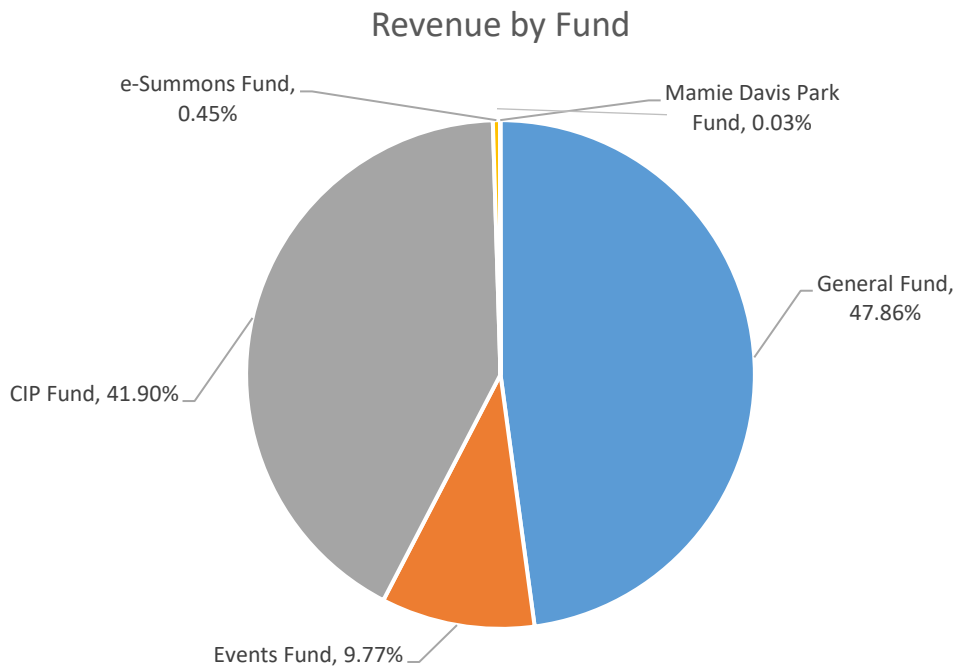
THE BUDGET IN BRIEF

The Town’s financial management system is divided into several funds based on general operations and functions. Each fund has identified revenues and expenditures. The major funds appropriated by Town Council are as follows:

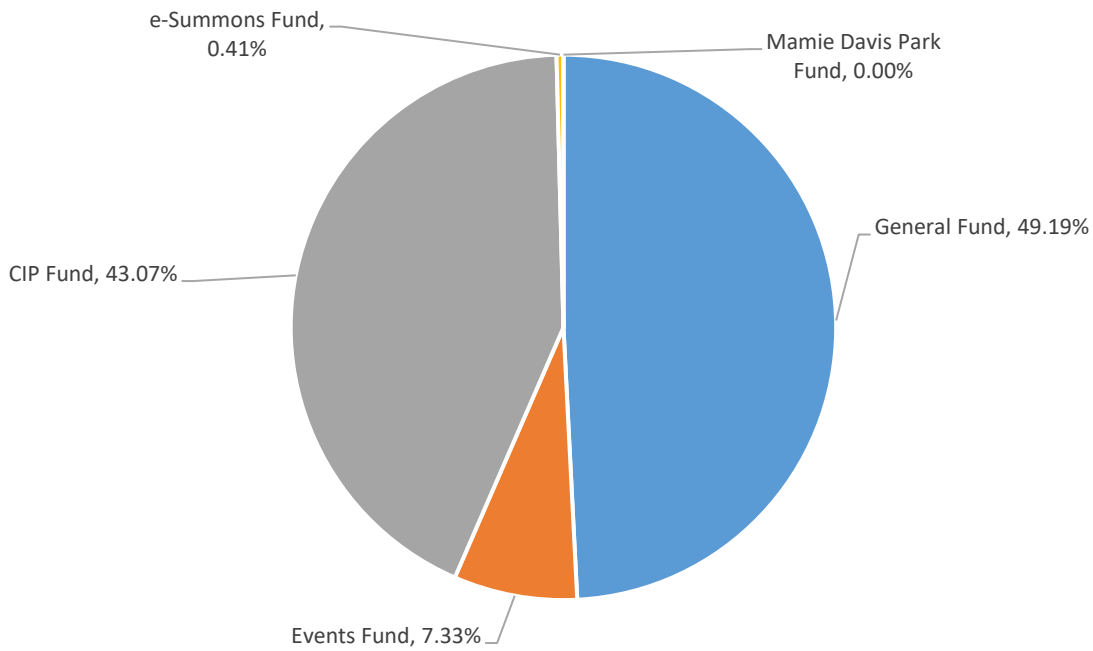
1. General Fund
2. Events Fund
3. Capital Improvement Program Fund (CIP)
4. Mamie Davis Fund
5. E-Summons Fund



The FY 2027 Adopted Budget across all funds totals \$3,315,814 in revenues and \$3,225,556 in expenditures. This represents a decrease of \$812,660 (-19.7%) in revenues and \$826,156 (20.4%) in expenditures compared to the FY 2026 Adopted Budget.



Expenses by Fund



The charts above illustrate how the Town’s FY 2027 budget is distributed among its various funds. The Revenue by Fund chart shows the source of all budgeted revenues, while the Expenses by Fund chart shows how those funds are allocated for planned expenditures. These charts provide a high-level overview of how Town resources are generated and utilized to support operations, infrastructure, public safety, community events, and other municipal services.

Where Does the Money Go?

Where Your Tax Dollar Goes

FY 2027 Expenditures by Department



This graphic shows how every tax dollar is allocated across the Town’s major departments.

Funds Summary - Revenues and Expenses

GENERAL FUND

Categories	FY 2025 Budget	FY 2025 Actual	FY 2026 Adopted	FY 2026 Projected	FY 2027 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,408,258	\$1,393,883	\$1,498,176	\$1,515,306	\$1,586,786	\$ 88,610	5.9%
Expenses	\$1,408,258	\$1,393,883	\$1,498,176	\$1,515,306	\$1,586,786	\$ 88,610	5.9%

EVENTS FUND *formerly Craft Show Fund*

Categories	FY 2025 Budget	FY 2025 Actual	FY 2026 Adopted	FY 2026 Projected	FY 2027 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 313,285	\$ 312,282	\$ 322,402	\$ 314,255	\$ 323,797	\$ 1,395	0.4%
Expenses	\$ 238,726	\$ 216,489	\$ 245,930	\$ 229,677	\$ 236,379	-\$ 9,551	-3.9%

CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

Categories	FY 2025 Budget	FY 2025 Actual	FY 2026 Adopted	FY 2026 Projected	FY 2027 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,374,031	\$ 138,549	\$2,292,556	\$ 177,726	\$1,389,231	-\$ 79,475	-5.8%
Expenditures	\$1,374,031	\$ 138,549	\$2,292,556	\$ 177,726	\$1,389,231	-\$ 79,475	-5.8%

MAMIE DAVIS FUND

Categories	FY 2025 Budget	FY 2025 Actual	FY 2026 Adopted	FY 2026 Projected	FY 2027 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 256	\$ 1,194	\$ 840	\$ 1,335	\$ 1,000	\$ 584	228.1%
Expenses	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	\$ 3,200	0.0%

E-SUMMONS FUND

Categories	FY 2025 Budget	FY 2025 Actual	FY 2026 Adopted	FY 2026 Projected	FY 2027 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$15,250	\$14,541	\$14,500	\$14,900	\$15,000	\$ 500	3.4%
Expenses	\$7,200	\$6,258	\$11,900	\$11,068	\$13,160	\$ 1,260	10.6%

General Fund

The General Fund serves as the Town's primary operating account, supporting the programs and services that are essential for daily operations within the Town. This includes funding for administration, public safety, public works, and the governing body.

General Fund Revenue

General Fund revenues for FY 2027 total \$1,586,786, representing an increase of \$88,610, or 5.9 percent, over the FY 2026 Adopted Budget. The Town of Occoquan's General Fund revenue is generated from a combination of taxes, service fees, charges, fines, and aid from state and federal sources.

Major revenue sources include real estate taxes, meals taxes, business license taxes, and public safety fees. Additional revenue is collected through vehicle and business license fees, utility and communication taxes, sales taxes, transient occupancy taxes, grants, facility rentals, and various other fees, fines, and miscellaneous revenues.

Real estate taxes, meals taxes, business license taxes, and public safety fees remain the town's largest revenue sources and collectively account for approximately 76 percent of all General Funds revenues. Real estate taxes account for 20.4 percent of General Fund revenue and are \$322,971 for FY 2027, based on maintaining the real estate tax rate \$0.116 per \$100 of assessed value. All properties within the Town (taxable, tax exempt and tax relief properties) were reassessed in 2026, resulting in an estimated 5.4 percent increase in overall valuation from \$286,737,200 to \$293,974,200. However, the reassessment of taxable real estate only resulted in a 3.8 percent increase or \$11,682 in revenue.

Meals taxes account for 21.1 percent of General Fund revenue and are \$334,326 for FY 2027, which is an increase of 6.1% from FY 2026. The Meals Taxes are based on maintaining the current tax rate of 3.5 percent and projected activity levels consistent with recent historical trends.

General Fund Expenses

The FY 2027 Adopted Budget General Fund expenses are \$1,586,786. This is an increase of \$88,610, or 5.9 percent, over the FY 2026 Adopted Budget. The increase in expenses is attributable to inflationary expenses and increased contract costs such as refuse collection, insurance, and legal, as well as increases in existing program costs.

The FY 2027 Adopted Budget includes a performance-based salary adjustment pool that provides for an average increase of 4 percent for permanent employees. There were no

other changes to service or program delivery.

Events Fund

The Events Fund, formerly known as the Craft Show Fund, is a separate fund that supports the spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as other town events. Generally, net revenues from the Events Fund are used to help fund the Town's capital improvement projects and other large, one-time costs incurred by the Town. The Town's Events staff are funded through the Events Fund.

The revenues for the Events funds are derived from booth rentals, shuttle fares, sponsorships, ticket sales, grants, and other smaller income generating activities. The revenues are event dependent and subject to cancelations from weather and pandemic.

Capital Improvement Program Fund

The Capital Improvement Program (CIP) Fund is not a revenue-generating fund. Rather, it utilizes net revenues from the Events Fund, working capital, grants, and other designated funding sources to implement major capital projects identified by the Town. These projects are typically one-time investments in infrastructure, facilities, equipment, technology, and public spaces that cannot be reasonably supported through annual General Fund operating revenues.

The Town's five-year Capital Improvement Program serves as a planning tool for future investments and is guided by the Town Council's Strategic Framework. Projects are prioritized based on Council-established capital and operational priorities, infrastructure needs, asset preservation requirements, public safety considerations, and opportunities to enhance services for residents, businesses, and visitors. This approach helps ensure responsible fiscal stewardship while advancing the Town's long-term strategic goals.

The FY 2027 Adopted Budget includes \$1,389,231 in capital expenditures, supported by an equal amount of anticipated revenues and funding sources. Included within this amount is \$920,000 from a federal Community Project Funding grant awarded through the FY 2024 appropriations process to support the Town's stormwater remediation initiative. The Town received formal award notification for this grant in May 2026.

In addition to grant funding, the FY 2027 CIP includes \$469,231 from Town resources, working capital, and State Aid to Localities funding to support stormwater infrastructure improvements, Town-owned facility upgrades, public safety equipment, technology enhancements, and other capital investments identified by the Town Council.

Mamie Davis Fund

The Mamie Davis fund is a \$100,000 permanent endowment that was gifted to the Town by former Town official and resident, Ms. Mamie Davis. Per the terms of the endowment, the Town is not permitted to spend the principal amount; however, we are able to utilize the revenues generated from interest on the principal on projects benefiting Mamie Davis Park or Town Hall.

e-Summons Fund

The e-Summons Program was established to improve the efficiency and accuracy of the judicial process by reducing manual data entry, minimizing typographical and transcription errors, and facilitating the faster processing of cases by law enforcement agencies and the courts. In 2015, the Virginia General Assembly amended Virginia Code § 17.1-279.1 to authorize towns to assess an electronic summons fee, extending a funding mechanism that had previously been available only to cities and counties. The program supports the broader goals of reducing administrative burdens on law enforcement and court personnel, improving data accuracy, decreasing case processing times, and enhancing the overall efficiency of Virginia's judicial system.

As part of the FY 2023 Adopted Budget, the Town established the e-Summons Fund to account for the revenues and expenditures associated with Town Ordinance O-2019-02, which assesses a \$5 fee on each traffic and criminal case processed through the electronic summons system. Pursuant to state law, these revenues are restricted and may only be used for the purchase, implementation, operation, and maintenance of the Town's e-Summons program and related technology.

Budget Detail by Fund

GENERAL FUND

Revenues

FY2027 Approved Budget General Fund - Revenues	FY2025 Budget	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Approved	% to Projected	% to Budget	\$ to Budget
Taxes								
Real Estate Tax	\$ 304,351	\$ 301,718	\$ 311,289	\$ 313,649	\$ 322,971	3.0%	3.8%	11,682
Meals Tax	\$ 333,812	\$ 313,959	\$ 315,452	\$ 324,877	\$ 334,623	3.0%	6.1%	19,171
Sales Tax	\$ 48,000	\$ 48,522	\$ 48,000	\$ 50,143	\$ 51,648	3.0%	7.6%	3,648
Utility Tax	\$ 36,500	\$ 38,708	\$ 37,000	\$ 37,275	\$ 38,110	2.2%	3.0%	1,110
Communications Tax	\$ 33,000	\$ 30,083	\$ 31,000	\$ 34,789	\$ 32,000	-8.0%	3.2%	1,000
Transient Occupancy Tax	\$ 46,500	\$ 48,878	\$ 43,000	\$ 35,086	\$ 43,000	22.6%	0.0%	-
Peer-to-Peer Vehicle Tax	\$ 6,600	\$ -	\$ -	\$ -	\$ -		0.0%	-
Fees								
Vehicle License Fee	\$ 11,000	\$ 11,326	\$ 10,308	\$ 10,675	\$ 11,000	3.0%	6.7%	692
Business Licenses	\$ 90,402	\$ 94,149	\$ 93,500	\$ 94,337	\$ 97,167	3.0%	3.9%	3,667
Business License Fee	\$ 4,260	\$ 4,800	\$ 4,320	\$ 4,890	\$ 4,950	1.2%	14.6%	630
Late Fees	\$ 1,500	\$ 6,457	\$ 2,500	\$ 3,355	\$ 3,423	2.0%	36.9%	923
Fines - Public Safety	\$ 375,000	\$ 392,860	\$ 427,000	\$ 428,339	\$ 445,473	4.0%	4.3%	18,473
Administrative Fees	\$ 8,500	\$ 9,528	\$ 8,500	\$ 9,900	\$ 10,000	1.0%	17.6%	1,500
Service Revenue - Engineering	\$ 14,000	\$ 4,008	\$ 14,000	\$ 12,800	\$ 18,000	40.6%	28.6%	4,000
Service Revenue - Legal	\$ 5,000	\$ -	\$ 5,000		\$ 5,000		0.0%	-
Service Revenue - Other	\$ 600	\$ -	\$ 500		\$ 500		0.0%	-
Fees - Other	\$ 2,500	\$ -	\$ 1,000	\$ 4,152	\$ 4,200	1.2%	320.0%	3,200
Grants								
Litter Grant	\$ 1,329		\$ 1,800	\$ 1,659	\$ 1,700	2.5%	-5.6%	(100)
Public Safety (HB599)	\$ 27,678		\$ 29,223	\$ 28,371	\$ 29,808	5.1%	2.0%	584
NHSTA (DMV)	\$ 16,000	\$ 19,349	\$ 26,000	\$ 27,000	\$ 29,000	7.4%	11.5%	3,000
PEG	\$ -	\$ 134						-
Other Grants	\$ -			\$ 17,237	\$ 11,000	-36.2%		11,000
Public Property Leases and Rentals								
Town Hall Rentals	\$ -	\$ -	\$ 80	\$ -				(80)
River Mill Park Rentals	\$ 4,000	\$ 2,300	\$ 3,500	\$ 3,000	\$ 3,500	16.7%	0.0%	-
Mamie Davis Park Rentals	\$ 3,000	\$ 1,800	\$ 2,500	\$ 3,043	\$ 2,800	-8.0%	12.0%	300
200 Mill Street Lease	\$ 7,727		\$ 7,843	\$ 7,843	\$ 8,078	3.0%	3.0%	235
Other								
General Fund Interest	\$ 25,000	\$ 36,505	\$ 25,000	\$ 29,694	\$ 25,000	-15.8%	0.0%	-
Brick Program	\$ 300	\$ 1,695	\$ 800	\$ 1,445	\$ -	-100.0%	-100.0%	(800)
Other Revenues	\$ 1,700	\$ 27,107	\$ 5,000	\$ 31,747	\$ 20,000	-37.0%	300.0%	15,000
Fund Transfers		\$ -	\$ 44,060	\$ -	\$ 33,836			(10,225)
General Fund Revenue Total	\$ 1,408,258	\$ 1,393,883	\$ 1,498,176	\$ 1,515,306	\$ 1,586,786	4.7%	5.9%	88,610

Expenses

FY2027 Approved Budget General Fund - Expenditures	FY2025 Budget	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Approved	% to Proj	% to Budget	\$ to Budget
Total Personnel Services	\$ 827,001	\$ 728,391	\$ 895,466	\$ 871,898	\$ 937,248	7.5%	4.7%	\$ 41,782
Total Professional Services	\$ 175,967	\$ 160,303	\$ 177,780	\$ 198,006	\$ 189,546	-4.3%	6.6%	\$ 11,766
Total Information Technology Services	\$ 40,430	\$ 54,843	\$ 43,560	\$ 49,385	\$ 48,880	-1.0%	12.2%	\$ 5,320
Total Materials and Supplies	\$ 34,850	\$ 33,757	\$ 34,500	\$ 36,650	\$ 35,750	-2.5%	3.6%	\$ 1,250
Total Operational Services	\$ 9,200	\$ 5,576	\$ 8,500	\$ 8,353	\$ 8,500	1.8%	0.0%	\$ -
Total Contracts	\$ 125,103	\$ 123,229	\$ 137,774	\$ 142,890	\$ 163,559	14.5%	18.7%	\$ 25,785
Total Insurance	\$ 43,500	\$ 40,261	\$ 45,023	\$ 44,703	\$ 46,044	3.0%	2.3%	\$ 1,022
Total Public Information	\$ 4,050	\$ 3,225	\$ 3,352	\$ 3,333	\$ 3,449	3.5%	2.9%	\$ 97
Total Advertising	\$ 6,610	\$ 6,886	\$ 6,700	\$ 7,723	\$ 7,450	-3.5%	11.2%	\$ 750
Total Training and Travel	\$ 17,050	\$ 13,702	\$ 18,140	\$ 13,984	\$ 18,200	30.2%	0.3%	\$ 60
Total Vehicles and Equipment	\$ 47,650	\$ 53,626	\$ 48,050	\$ 57,680	\$ 47,600	-17.5%	-0.9%	\$ (450)
Total Seasonal	\$ 13,000	\$ 12,343	\$ 12,200	\$ 8,440	\$ 12,310	45.9%	0.9%	\$ 110
Total Town Hall	\$ 11,344	\$ 10,663	\$ 11,437	\$ 11,190	\$ 11,790	5.4%	3.1%	\$ 353
Total Mill House Museum	\$ 6,500	\$ 12,089	\$ 6,500	\$ 6,248	\$ 6,500		0.0%	\$ -
Total 200 Mill Street	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Total Police/PW Annex	\$ 3,350	\$ 6,559	\$ 5,150	\$ 4,563	\$ 5,150	12.9%	0.0%	\$ -
Total Mill Street Storage	\$ -	\$ -	\$ -	\$ -	\$ 350			\$ 350
Total River Mill Park and Facility	\$ 18,154	\$ 17,455	\$ 18,945	\$ 16,375	\$ 18,110	10.6%	-4.4%	\$ (835)
Total Mamie Davis Park and Riverwalk	\$ 5,400	\$ 2,409	\$ 5,550	\$ 4,732	\$ 5,250	10.9%	-5.4%	\$ (300)
Total Tanyard Hill Park	\$ -	\$ -	\$ -	\$ 1,496	\$ -			\$ -
Total Furnace Branch Park	\$ 500	\$ -	\$ 250	\$ -	\$ 500			\$ 250
Total Streets and Sidewalks	\$ 2,500	\$ 279	\$ 2,500	\$ 1,400	\$ 2,500	78.6%	0.0%	\$ -
Total Historic District	\$ 13,600	\$ 14,943	\$ 14,300	\$ 12,870	\$ 15,600	21.2%	9.1%	\$ 1,300
Total Public Art Program	\$ 2,500	\$ -	\$ 2,500	\$ 8,000	\$ 2,500			\$ -
Total Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
TOTALS	\$ 1,408,258	\$ 1,300,541	\$ 1,498,176	\$ 1,509,919	\$ 1,586,786	5.1%	5.9%	\$ 88,610

EVENTS FUND

Revenues

FY2027 APPROVED BUDGET - EVENT FUND							
Revenue Source	FY2025 Actuals	FY2026 Budget	FY2026 Projected	FY2027 Approved	% to Projected	% to Budget	\$ to Budget
Event Revenues							
Sponsorships	21,548	26,800	22,530	24,525	8.9%	-8.5%	(2,275)
Booth Rentals	192,416	187,575	191,950	191,500	-0.2%	2.1%	3,925
Shuttle Fees	61,439	71,500	68,656	71,500	4.1%	0.0%	-
Parking Space Sales	8,325	9,875	8,825	9,000	2.0%	-8.9%	(875)
Merchandise	104	200	364	2,520	592.3%	1160.0%	2,320
Ticket Sales	12,139	11,800	7,900	6,400	-19.0%	-45.8%	(5,400)
Other Revenues							
Bricks Program	304	-	-	-			-
Convenience Fees	7,007	5,627	5,030	8,352	66.0%	48.4%	2,725
Events Fund Interest	-	25	-	-		-100.0%	(25)
Other Revenue	9,000	9,000	9,000	10,000	11.1%	11.1%	1,000
Total Events Fund Revenues	312,282	322,402	314,255	323,797	3.0%	0.4%	1,395

Expenses

FY2027 APPROVED BUDGET - EVENT FUND							
Expenses	FY2025 Actuals	FY2026 Budget	FY2026 Projected	FY2027 Approved	% to Projected	% to Budget	\$ to Budget
Total Personnel Services	87,164	82,562	74,173	80,382	8.4%	-2.6%	(2,180)
Total Professional Services	6,507	5,796	3,957	8,352	111.1%	44.1%	2,556
Total Information Tech Services	677	600	600	600	0.0%	0.0%	-
Total Material and Supplies	11,159	14,175	10,781	12,700	17.8%	-10.4%	(1,475)
Total Contracts	-	-	-	-			-
Total Advertising	79,529	79,407	81,419	82,325	1.1%	3.7%	2,918
Vehicles and Equipment	15,218	34,000	37,994	32,000	-15.8%	-5.9%	(2,000)
River Mill Park and Facility	616	-	-	-			-
Artisan Market	-	13,315	10,940	12,590	15.1%	-5.4%	
Volunteer Thank You Event	1,638	1,750	2,113	1,750	-17.2%	0.0%	-
River Mill Park Special Events	9,889	10,720	4,646	1,800	-61.3%	-83.2%	(8,920)
Other Special Events	4,091	3,605	3,053	3,880	27.1%	7.6%	275
Total Events Fund Expenses	216,489	245,930	229,677	236,379	2.9%	-3.9%	(9,551)

MAMIE DAVIS FUND*

Revenues

FY2027 ADOPTED BUDGET - MAMIE DAVIS FUND - Revenue	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Adopted	% to Projected	% to Budget	\$ to Budget
Fund Interest Revenue	\$ 256	\$ 1,194	\$ 840	\$ 1,335	\$ 1,000	-25.1%	19.0%	160
Total Revenue	\$ 256	\$ 1,194	\$ 840	\$ 1,335	\$ 1,000	-25.1%	19.0%	160

Expenses

FY2027 ADOPTED BUDGET - MAMIE DAVIS FUND - Expenses	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Adopted	% to Projected	% to Budget	\$ to Budget
Capital Projects	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	0.0%	0.0%	\$ (3,200)
Total Expenses	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	0.0%	0.0%	\$ (3,200)

E-SUMMONS FUND*

Revenues

Revenue Sources	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Approved	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
E-Summons Revenue	\$ 15,250	\$ 14,541	\$ 14,500	\$ 14,900	\$ 15,000	3%	\$ 500
Total Revenue	\$ 15,250	\$ 14,541	\$ 14,500	\$ 14,900	\$ 15,000	3%	\$ 500

Expenses

Expenses	FY2025 Adopted	FY2025 Actual	FY2026 Adopted	FY2026 Projected	FY2027 Approved	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
Hardware/Software Maintenance	\$ 5,600	\$ 5,568	\$ 8,500	\$ 7,696	\$ 9,500	12%	\$ 1,000
Internet Service	\$ -	\$ -	\$ 2,200	\$ 2,200	\$ 2,400		\$ 2,200
Operational Supplies	\$ 1,600	\$ 690	\$ 1,200	\$ 1,172	\$ 1,260	5%	\$ 60
Total Expenditures	\$ 7,200	\$ 6,258	\$ 11,900	\$ 11,068	\$ 13,160	11%	\$ 1,260

* Designates restricted Funds.

CAPITAL IMPROVEMENT PROGRAM

FY 2027 - FY 2031

FY2027 Adopted 5-Year Budget Capital Improvement Program (CIP)	Strategic Framework	Funding Source	FY27	FY28	FY29	FY30	FY31	Totals
Building and Parks Improvements		CIP / Grants	\$ 11,400	\$ 22,725	\$ 25,000	\$ 10,000	\$ 35,000	\$ 104,125
FY27 - Mill House Museum - New Roof	CT3 - ITP	CIP	\$ 7,900					\$ 7,900
FY27 - Mill House Museum - New windows	CT3 - ITP	CIP	\$ 2,500					\$ 2,500
FY27 - Furnace Branch Park - Upgrades	CT3 - ITP	CIP	\$ 1,000					\$ 1,000
FY28 - 200 Mill St. Building - New Roof	CT3 - ITP	CIP	\$ -	\$ 10,000				\$ 10,000
FY28 - River Mill Park Remediation (drainage)	CT3 - ITP	CIP	\$ -	\$ 12,725				\$ 12,725
FY29-30 - Annex Upgrades (roof/HVAC)	CT3 - ITP	CIP	\$ -		\$ 25,000	\$ 10,000		\$ 35,000
FY31 - Town Hall - New Roof	CT3 - ITP	CIP	\$ -				\$ 35,000	\$ 35,000
Information Technology Improvements		CIP / WC	\$ 29,800	\$ 3,000	\$ 8,400	\$ 4,400	\$ 6,800	\$ 52,400
FY27 - FY31 - Staff Laptop Replacement	OT2 - TIPE	CIP	\$ 2,800	\$ -	\$ 1,400	\$ 1,400	\$ 2,800	\$ 8,400
FY27 - IT Network Upgrades	OT2 - TIPE	WC	\$ 4,000		\$ 4,000		\$ 4,000	\$ 12,000
FY28 - Parking Equipment LPR License	CT3 - PSP	WC	\$ 20,000					\$ 20,000
FY26-FY30 - Timed Parking Equipment	CT3 - PSP	WC	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000		\$ 12,000
Riverwalk Expansion		WC / Grant	\$ 100,000	\$ 699,000	\$ 699,000	\$ -	\$ -	\$ 1,498,000
FY26-FY29 - Riverwalk Extensions	CT1 - CR	WC / Grant	\$ 100,000	\$ 699,000	\$ 699,000			\$ 1,498,000
Street and Parking Improvements		CIP	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
FY29 - Road Resurfacing	CT2 - ITI	CIP				\$ 75,000		\$ 75,000
Sidewalk Improvements		CIP	\$ 1,500	\$ 10,000	\$ 30,000	\$ -	\$ -	\$ 41,500
FY27 - Snow Blower		CIP	\$ 1,500					\$ 1,500
FY28 - Sidewalk Improvements	CT2 - ITI	CIP		\$ 10,000	\$ 30,000			\$ 40,000
Stormwater Improvements		WC / Grant	\$ 1,125,031	\$ -	\$ -	\$ -	\$ -	\$ 1,125,031
FY25 - Stormwater Implementation and Match	CT1 - USI	Grant/WC	\$ 1,125,031					\$ 1,125,031
Streetscape and Infrastructure Improvements		CIP	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
FY26 Holiday Lights/Decorations	CT2 - ITI	CIP	\$ 5,000					\$ 5,000
Vehicles and Equipment Improvements		CIP / Grants	\$ 116,500	\$ 73,500	\$ 73,500	\$ 55,500	\$ 40,500	\$ 359,500
FY24-FY29 - Replacement PS Vehicles - Hybrid SUV	CT3 - PSV	599/CIP	\$ 18,000	\$ 18,000	\$ 18,000			\$ 54,000
FY26-FY30 - Replacement PS Vehicles	CT3 - PSV	599/CIP	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 80,000
FY27 - Public Works Truck	CT3 - PWV	CIP	\$ 38,000					\$ 38,000
FY27 - Trailer - Fire Suppression / Command	CT3 - PSV	Grant	\$ 15,000	\$ 15,000				\$ 30,000
FY25-FY30 - Police Record Management System/CAD	CT3 - PSP	CIP	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 17,500
FY27 - Firearm Replacement Upgrade	CT3 - PSP	CIP	\$ 5,000					\$ 5,000
FY31 - Body Armor	CT3 - PSP	CIP	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
FY26-FY31 - AXON Body Worn Camera System	CT3 - PSP	WC	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 85,000
FY28- EM Fire Suppression / Command Vehicle	OT1 - ETU	Grant	\$ -		\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
Total			\$ 1,389,231	\$ 808,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,260,556

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	\$ 369,006	\$ 159,800	\$ 163,800	\$ 20,000	\$ 21,000	\$ 733,606
599 Funding (Capital)	\$ 19,000	\$ 19,000	\$ 19,000	\$ 10,000	\$ -	\$ 67,000
DOJ BVP Grant	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
EPA Community Grant	\$ 900,025	\$ -	\$ -	\$ -	\$ -	\$ 900,025
Other Grants	\$ 15,000	\$ 574,200	\$ 574,200	\$ 15,000	\$ 15,000	\$ 1,193,400
Total	\$ 1,389,231	\$ 808,225	\$ 835,900	\$ 144,900	\$ 82,300	\$ 3,260,556

For questions on the Adopted Budget or the town budget process, contact the Town of Occoquan at info@occoquanva.gov or call (703) 491-1918. Visit www.occoquanva.gov for general information about the Town of Occoquan.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Discussion Items	Meeting Date: June 16, 2026
10B: RiverFest Report	

Attachments: Preliminary 2026 RiverFest & Craft Show Report (to be provided at meeting)

Submitted by: Tammy Hassett
Event Director

Explanation and Summary:

On June 6-7th, 2026, the Town celebrated its annual RiverFest & Craft Show. Staff has prepared the preliminary RiverFest & Craft Show Report for review and discussion which will be distributed and presented at the Town Council meeting.

Staff Request: Staff is seeking feedback on the June 6-7th RiverFest & Craft Show.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: June 16, 2026
10C: Discussion on Naming Pocket Park	

Attachment: None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item for the Town Council to review and consider adopting a name for the pocket park located at the old pump house at 172 Mill Street.

Background

For more than a decade, the former pump house located at 172 Mill Street served as limited storage space for the Town while gradually falling into disrepair. With limited resources available to renovate or remove the structure, the building had become a liability due to deteriorating conditions, weatherproofing concerns, and its inability to support any meaningful civic use.

In the fall of 2025, the Town was awarded a Community Vitality Grant from the Virginia Department of Housing and Community Development. Combined with funding from the Town's Capital Improvement Program (CIP), this grant provided an opportunity to transform the property from an underutilized structure into a community asset that supports downtown revitalization, public art, placemaking, and quality of life for residents and visitors.

Earlier this year, the Town Council selected an artist to design and install a mural on the building and approved the creation of a pocket park on the site. Renovations to the structure have been completed, and Town staff have installed landscaping, furnishings, and other site improvements. The mural is currently being completed and will serve as the centerpiece of the park.

As the project nears completion, the Town Council is asked to consider and select an official name for the new pocket park, which could be one of the smallest parks in the Commonwealth.

To assist Town Council, staff has developed the following names:

- Art on Mill Park
- Doeg Park
- Heritage Mural Park
- Pocket Park at 172
- Mill Street Pocket Park
- Mini Mill Park
- The Mural Garden

Staff Request: Staff is seeking comments and direction on naming the pocket park