



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
occoquanva.gov
info@occoquanva.gov

Occoquan Town Council

Town Council Meeting

July 18, 2023 | 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. **Public Hearing**
 - a. Public Hearing on Request to Vacate Parking Easement at the Townes of Occoquan Mill
5. **Consent Agenda**
 - a. June 20, 2023 Meeting Minutes
 - b. Request to Reappropriate CIP Funds to Purchase Storage Enclosure
6. **Presentations**
 - a. Mural Finalists' Presentations
7. **Mayor's Report**
8. **Councilmember Reports**
9. **Boards and Commissions**
10. **Administrative Reports**
 - a. Administrative Report
 - b. Town Treasurer's Report
 - c. Town Attorney
11. **Regular Business**
 - a. Request to Vacate Parking Easement at the Townes of Occoquan Mills and Designation of Parking Spaces to Lot 19
 - b. Request to Adopt Ordinance to Amend Sections 78 .03 and 78.04 of the Town Code Relating to Shared Mobility Systems
 - c. Request to Approve a Resolution Naming the 19th Century Corps of Army Engineers Dike in the Occoquan River
 - d. Seasonal Shuttle Update and Request to Set Not-to-Exceed Amount
12. **Discussion Items**

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.

- a. Riverfest Report
- b. Mural Contest Discussion
- c. EV Charger Discussion

13. Closed Session

14. Adjournment



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Public Hearing	Meeting Date: July 18, 2023
4A: Public Hearing on Request to Vacate Parking Easement at the Townes of Occoquan Mill	

Attachments: a. Draft Deed of Vacation of Easement

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a public hearing on a proposed vacation of a parking easement at the Townes of Occoquan Mill and designation of parking spaces to Lot 19 of the Townes of Occoquan Mill. Town Council will take action on the proposed vacation later in the agenda.

The parking easements relate to seven lots with surface parking spaces and one lot with no parking. The Townes of Occoquan Mill Homeowners Association would like the Town to vacate the parking easement and designate two parking spots to Lot 19, which has no parking.

Background

At the June 6th Town Council Meeting, Town Council heard from members of the Townes of Occoquan Mills in support of The Townes of Occoquan Mills Homeowners Association (HOA)'s request for the Town to vacate the parking easement on those parking spaces that are part of individual homeowner lots and to designated two parking spaces to Lot 19. Town Council directed Town staff to work with the HOA attorney to provide a draft deed of vacation of easement.

Staff Recommendation: Unless public comment provides a reason not to, staff recommends closing the public hearing.

Proposed/Suggested Motion:

"I move to close the public hearing."

OR

"I move to continue the public hearing to MEETING DATE."

OR

Other action the Planning Commission deems appropriate.

DEED OF VACATION OF EASEMENT

THIS DEED OF VACATION OF EASEMENT (the “Vacation Deed”) is made this ___ day of _____, 2023, by **THE TOWN OF OCCOQUAN VIRGINIA**, (hereinafter “Town”).

WITNESSETH

WHEREAS, the Town, by a Deed of Dedication, Subdivision, Easement and Conveyance, recorded in Deed Book 1483, at Page 0153 in the Circuit Court of Prince William County (the “Easement Deed”) received, among other easements and rights, a Parking, Sidewalk, and Utility Easement which encumbers Lots 20 through 26 (inclusive) (the “Lots”) as depicted on the plat recorded with said Easement Deed (also referenced as being in Map Drawer 71, at Page 59) (the “Plat”); and

WHEREAS, the Town wishes to vacate only the parking portion of the Parking, Sidewalk, and Utility Easement in such areas where it encumbers the Lots, while retaining the other portions of the Parking, Sidewalk and Utility Easement; and

WHEREAS the Town also wishes to designate the first two parking spaces located on Common Area “D” as shown on the Plat, over which the Town still maintains its parking easement rights, for the exclusive use of the record owner of Lot 19, as depicted on the Plat.

NOW, THEREFORE, that for and in consideration of the sum of One Dollar (\$1.00), cash in hand paid, including the recitals above which are incorporated herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town does hereby vacate the parking easement over the Lots, as granted by the Easement Deed, while retaining the parking easement outside of the Lots and still retaining the sidewalk and utilities easements granted in the Easement Deed.

NOW THEREFORE, that for and in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged. The Town does hereby designate the first two parking spaces within the parking easement on Common Area “D” for the exclusive use of the Owner of Lot 19.

IN WITNESS WHEREOF, the parties hereto have caused this Deed of Vacation of Easement to be executed, under seal.

FURTHER WITNESS the following signatures and seals.

[SIGNATURE PAGES FOLLOW]

EASEMENT HOLDER

The Town of Occoquan, Virginia

By: _____ (SEAL)

Name: _____

Title: _____

STATE OF VIRGINIA
COUNTY OF Prince William, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that _____, as _____ on behalf of the Town of Occoquan, whose name is signed to the foregoing Deed, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this ___ day of June, 2023.

Notary Public

My commission expires: _____

APPROVED AS TO FORM:

Town Attorney

DRAFT

**TOWN OF OCCOQUAN, VIRGINIA
NOTICE OF TOWN COUNCIL PUBLIC HEARING**

July 18, 2023 – 7:00 PM

Notice is hereby given pursuant to § 15.2-2006 of the Code of Virginia, as amended, that the Occoquan Town Council will conduct a Public Hearing on the following matters related to The Townes of Occoquan Mill Homeowners Association.

1. Vacation of a portion of the Parking, Sidewalk, and Utility Easement which encumbers lots 20 through 26 on a portion of East Colonial Drive, as recorded in Deed Book 1483, at Page 0153 in the Circuit Court of Prince William County.

2. Designation of the first two parking spaces within the Parking, Sidewalk, and Utility Easement on Common Area "D" for exclusive use by the Owner of Lot 19.

The proposed amendments are available for review in Town Hall, 314 Mill Street, Occoquan, Virginia 22125 and online at www.occoquanva.gov.

This hearing is being held on July 18, 2023 at 7:00 p.m. at the Occoquan Town Hall, located at 314 Mill Street, Occoquan, Virginia 22125. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk by mail at PO Box 195, Occoquan, VA 22125, by email at info@occoquanva.gov, or by telephone at (703) 491-1918. Persons needing interpreter services for the hearing impaired and/or vision impaired should notify the Town Clerk no later than one week prior to the hearing.

**The Town Council of the Town of Occoquan,
Virginia**

TG Agenda Packet 7 of 108

Run Dates: July 10th and 17th, 2023

AD#74654



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

5. Consent Agenda	Meeting Date: July 18, 2023
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 Approve June 20, 2023, Town Council Meeting Minutes
- b. Request to Reappropriate CIP Funds to Purchase Storage Enclosure

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, June 20, 2023
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Nancy Freeborne Brinton (remotely), Theo Daubresse, and Eliot Perkins

Absent: Councilmember Cindy Fithian

Staff: Adam Linn, Town Manager / Chief of Police; Philip Auville, Town Clerk; Matt Whitmoyer, Deputy Town Manager; Julie Little, Events Director; Manuel Casillas, Town Treasurer; Jason Forman, Deputy Chief of Police

1. CALL TO ORDER

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

As a result of personal matters, Councilmember Freeborne Brinton attended remotely from Saginaw, MI.

Mayor Porta asked for unanimous consent to add to the agenda Citizens' Time. There being no objection, the item was added to the agenda.

2. CITIZENS' TIME

One person, Brain Roman, spoke regarding his temporary position as the Town Prosecutor for the month of June.

3. CONSENT AGENDA

a. June 06, 2023, Meeting Minutes

Councilmember Perkins moved to approve the Consent Agenda. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.

4. REGULAR BUSINESS

a. Request to Approve Purchase and Loan for Replacement Public Safety Vehicles

Vice Mayor Loges moved to authorize the Town to purchase and equip two 2023 Ford Hybrid Police utility vehicles and enter into a lease purchase agreement, with terms not to exceed 5.5 years and a maximum annual lease payment of \$18,000 per year with the Town owning the vehicles at the end of the lease term. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

b. Request to Name the 19th Century Corps of Army Engineers Dike in the Occoquan River

The Town Council went over the names that were submitted during the naming competition at the 2023 RiverFest. The Town Council narrowed the list of names down to the following three to be voted on at the next council meeting: Heron's Hideaway, Heron's Haven, and Boater's Bane.

5. DISCUSSION ITEMS**a. Status of SLFRF / CIP Expenditures**

Mr. Whitmoyer presented and discussed the spending plan of the SLFRF and the CIP expenditures and project timelines.

b. Potential Parking and Shuttle Solutions

Mr. Whitmoyer presented shuttle bus solutions to alleviate parking issues in the Business District.

The Town Council discussed the potential shuttle option and decided on the following: For Town Staff to come back to Council with a Contract with the shuttle bus service at the July meeting, have a start date after the Labor Day Weekend, and to change the start time to 12 p.m.

c. Decibel-based Noise Ordinance

Mr. Linn discussed modifying Town Code Section 92.01 through 92.07 regarding noise by changing the current "plainly audible" criteria to a more objective decibel criterion. Mr. Linn explained that the Town Police are not able to effectively enforce noise levels without a decibel reader. The Ordinance would be based off what Prince William County has in place to keep enforcement in line with the County as well as match the draft noise ordinance originally proposed by the planning commission.

After discussion, the Council directed staff to purchase a decibel reader and to work with Vice Mayor Loges on determining acceptable decibels based on the Prince William County ordinance as well as actual reading from noise around the Town. Staff was further directed to draft an ordinance based on the proposed decibel levels for Council to consider.

d. Update on Mill House Museum Expansion Architectural Design

Mayor Porta reported that there are no updates on the Mill House Museum Expansion Architecture Design.

6. CLOSED SESSION

Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: assignment, appointment, promotion, performance, demotion, salaries, discipling, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Temporary Town Prosecutor and the Town Manager. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 7:55 p.m.

The Council came out of closed session at 8:14 p.m.

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

Ayes: Vice Mayor Loges, Councilmember Daubresse, Councilmember Freeborne Brinton,
Councilmember Perkins

Nays: None

7. ADJOURNMENT

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

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

5. Consent Agenda	Meeting Date: July 18, 2023
5B: Request to Reappropriate CIP funds to Purchase Storage Enclosure	

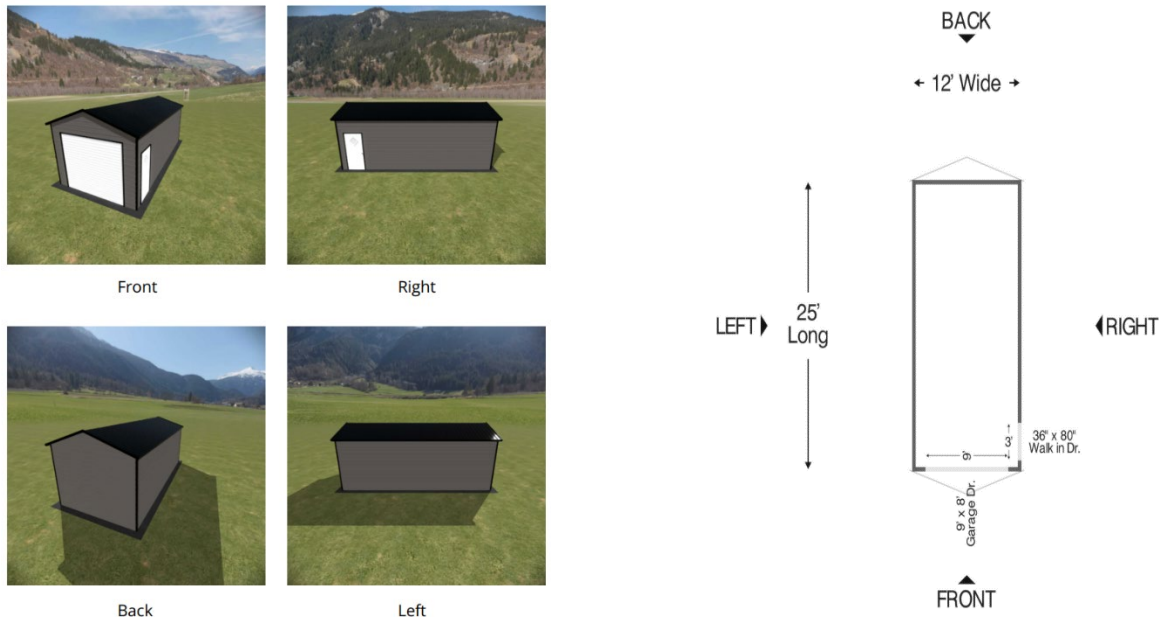
Attachments: a. N/A

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to reappropriate funds from one Capital Improvement Program (CIP) budget fund to another CIP fund for the purchase of a storage enclosure for public safety equipment and vehicles at the police department and the installment of security and storage improvements at the River Road Property.

The installation of a storage enclosure and security and storage improvements will remove storage from the Lower Lot A at Poplar Lane and Mill Street and utilize underused Town property at River Road. Using existing space currently used for unsecured storage of equipment and resources at the police department, Town staff propose installing the below 12x25 garage. This garage will house the new police department UTV, and all the equipment stored at Town Hall, freeing up office space with additional space for growth. The new garage will be kept behind the current fence line and will only have the garage door itself exposed.



At the Town’s River Road property, Town staff propose installing fencing, gravel, security equipment, and signage. The eastern section of the property (currently closed off by a split rail fence) will be used to house PW/PD equipment, such as trailers and infrequently used items.

The approved Capital Improvement Program (CIP) budget has \$36,000 for public safety radio upgrades in Vehicle and Equipment Improvements that Town staff is seeking to reappropriate \$6,000 of that budget to Building and Parks Improvement to purchase the storage improvements.

Background:

This request is a follow up to the storage discussion at the June 6th, 2023, Town Council meeting whereat Town Council gave Town staff guidance on pursuing a storage option that removes storage from the Lower Lot A at Poplar Lane and Mill Street and utilizes underused Town property at River Road.

The police department and public works currently stores equipment and resources in six main locations:

1. Police Department / Annex (PD/PW)
2. Fairfax Water Authority Secured Lot (PD)
3. Town Hall (PD/PW)
4. Lower Lot A (PW)
5. Mill Street Seasonal Storage Shed (PW)
6. River Mill Park Storage (PW)

Staff Recommendation: Staff recommends the reappropriation of funds.

Cost and Financing: N/A

Account Number: 70005 - Building and Parks Improvements

Proposed/Suggested Motion:

“I move to reappropriate \$6,000 from the Capital Improvement Program’s Vehicles and Equipment Improvements Budget to the Capital Improvement Program’s Building and Parks Improvements Budget for the purchase of a storage enclosure for public safety equipment and vehicles and the installment of security and storage improvements at the River Road Property.”

OR

Other action the Council deems appropriate.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

6. Presentations	Meeting Date: July 18, 2023
6A: Rt. 123 and Commerce Mural Contest Presentations	

Attachments:

- a. Contest Overview and Guidelines
- b. Layton Scarbrough Proposal
- c. Alethea Marie Robinson Proposal
- d. Richard Moore Proposal

Submitted by:

Adam C. Linn

Town Manager

Explanation and Summary:

This is a special item to review presentations from finalists in the Rt. 123 and Commerce Mural Contest. The finalists will present their proposed designs and answer questions from Town Council. Town Council will assess proposals and discuss next steps under the discussion item later in the agenda. The contest guidelines and proposals with original and revised designs are attached.

The award committee has selected three finalists (Layton Scarbrough, Alethea Marie Robinson, and Richard Moore) for the Town Council to interview and review.

The evaluation criteria are the following:

1. The aesthetic beauty of the mural design
2. The proposed design's fidelity to the general guidelines
3. The qualifications and experience of the applicant
4. The practicality of installing the design at the project location

Background:

At the April 18th Town Council Meeting, Council gave guidance to Town staff on the creation of a mural contest for the retaining wall at the intersection of Rt. 123 and Commerce Street. Town staff created a contest and solicited submission from May 2023 through June 16th, 2023.

On June 29th, 2023, an award committee composed of one member of Town staff, one member of the ARB, one member of the Planning Commission, one representative of the Occoquan Business Partners, and one representative of the Workhouse Arts Center met to review the submissions and make recommendations to Town Council.

Over the past decade, the Town of Occoquan has increased its investments in public beautification, signage, and public art in order to enhance its downtown historic district and build community character. Staff is currently working to transform the retaining wall owned by the Virginia Department of Transportation (VDOT) at the town gateway on Gordon Blvd. (Rt. 123) and Commerce Street into a significant piece of public art that will welcome residents and visitors. The goal is to create public art that will enhance the Town's gateway, recognize the Town's historic past, and incorporate the Occoquan River.



Route 123 and Commerce Street Mural Design Contest Overview and Guidelines

This contest was put together to provide a space for local artists to share their talents and use them to beautify the main entryway into the Town of Occoquan. The goal is to bring more visitors into the area and create a town entrance that reflects the history and natural beauty of Occoquan. One finalist will be selected from the submissions received and funded by the Town to create their proposed design.

Project Details:

Project

Occoquan is currently working to transform a retaining wall at Gordon Blvd (Rt. 123) and Commerce Street owned by the Virginia Department of Transportation (VDOT) into a significant piece of public art that will welcome residents and visitors alike into the town, serving as a defining feature of the Occoquan landscape.

Specifications

The maximum dimensions of the proposed mural should be no more than approximately 14 ft by 40 ft. The mural should be located on the wall immediately behind the ADA ramp as pictured below.



Cost

The Town of Occoquan will provide the awarded muralist a \$5,000 award to design, prepare, and install the mural.

Application Process:

Applicants can submit their personal information, proposed design (no more than 40x40 inches, if printed), 5-10 examples of past work, and all other relevant information via the proposal form found at: www.occoquanva.gov/public-art.

All proposals will be reviewed by a committee composed of town staff, representatives of the Town's Planning Commission and Architectural Review Board, a representative from the Workhouse Art Center, and a representative from the Occoquan Business Partners. The committee's recommendations will be submitted to the Town Council for review and determination. The Town Council, at their sole discretion, may select the awardee from the committee's recommendations or the Town Council may elect to refuse to make an award.

Please follow the guidelines and criteria as described on page 3 as you submit your application. Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and award.

To ask questions or to arrange a tour of the site, please contact Matt Whitmoyer at mwhitmoyer@occoquanva.gov or call (703) 491-1918.

Submission Deadline:

The deadline for entry is June 16 at 5:00pm.

For any submissions outside the form, please email Matt Whitmoyer at mwhitmoyer@occoquanva.gov.

Timeline:

Application Period: May 1 – June 16

Review by Mural Committee: June 19 - June 30

Selection of Winner: July

Review by AARB and VDOT: July/August

Installation: August/September

Reveal Ceremony: Fall Arts and Craft Show 2023

Contest Guidelines and Award Process

General Guidelines:

These guidelines provide an overview of how to participate in the Town of Occoquan Mural Contest. The guidelines are designed to ensure that the awarded mural enhances the community's appearance, without causing any negative impact on public safety or welfare.

Proposals that fail to meet these guidelines will be eliminated from the competition. If the award committee or Town Council determines that none of the submissions adequately meet these guidelines, an award may not be given. The Town Council reserves the absolute right to terminate this contest and make no award at any time.

Mural Guidelines

- Must be original artwork of the person(s) named on the entry form
- When possible, encourage public engagement
- No political content, it cannot be placed on public property
- Must represent a positive, pro-Occoquan message
- Happy, uplifting, inspiring and colorful in nature
- No advertisements, logos or copyrighted images
- Universal appeal – accepted and loved
- Follow the spirit of the Town's Architectural Review Board guidelines, found at: www.occoquanva.gov/architectural-review-board/
 - Neon, fluorescent, or reflective type colors are discouraged
- Keep the piece relevant to the Town of Occoquan's values, culture and people
- Some theme ideas: natural beauty of the area, Occoquan's history

Artist Guidelines

- Artist must have the capacity to paint/install the designs themselves
- Artist must have the experience in this process or understand the right steps of scaling a small drawing to the mural space

For some examples of murals that the Town finds as inspiration, see the appendix.

Evaluation Criteria:

In deciding on the winner of the contest, the Town will use the below criteria:

1. The aesthetic beauty of the mural design
2. The proposed design's fidelity to the general guidelines
3. The qualifications and experience of the applicant
4. The practicality of installing the design at the project location

Awarded Mural Details:

Ownership and Maintenance

The retaining wall is owned by VDOT, but the completed public art piece would be owned and maintained by the Town of Occoquan via an agreement with the agency.

Costs and Artist Responsibilities

All work and costs involved in the creation and install of the public art piece, including materials, supplies, and labor, will be the responsibility of the successful applicant. The successful applicant will be awarded \$5,000 by the Town to defray those costs.

The artist is to make sure that all paint and supplies are properly disposed of – paint or other materials are not to be left at the mural site between working sessions.

If traveling from out of the area, housing and transportation are the artist's expense.

Artists may recruit the help of other artists to complete the mural.

Any other conditions or stipulations will be agreed to in a Memorandum of Understanding (MOU) between the successful applicant and the Town.

Install Procedures

The mural surface must be prepared to assure that the mural will have a long life. This may include pressure washing and/or wall surface base painting. The successful applicant will collaborate with Town staff on what prep work and finishing work needs to be done to ensure a quality finished mural. The artist will be responsible for ensuring the completion of the prep work and finishing work.

Murals must be completed within the specified timeframe.

Anticipated Alterations to Proposed Design

Since the mural will be on a state-owned property, the chosen mural design will need to receive the proper approval and permitting from the Virginia Department of Transportation (VDOT) and the Virginia Art and Architectural Review Board (AARB). Due to these regulatory requirements, the chosen mural design may need to be altered and the successful applicant must be willing to work with the Town of Occoquan to revise the design as needed. Town staff appreciates the successful applicant's flexibility in realizing their design.

Appendix: Mural Examples

Town Message



History Inspired



Nature Inspired



Mural Contest Application

Occoquan Route 123 & Commerce Mural Contest

Alethea Marie Robinson

[REDACTED]

[REDACTED]

[REDACTED]

DESIGN DESCRIPTION

The nature-inspired design captures the natural beauty of Occoquan, its wildlife, and our exploration of its splendor. The color palette is a total of 7 colors for a natural color harmony - light blue, dark blue, green, tan, brown, black and white. The word Occoquan is reflected in the water as the wildlife and kayakers explore the landscape below.

The composition takes into consideration the uneven surface of the mural site, in that it uses large, simplified shapes and a limited color palette that can be seen accurately even when on a heavily textured surface. The simplified shapes also allow for the project to be successfully completed within the timeframe allotted. For the interactive element - with approval, I would like to use a stencil to paint a QR code that jumps to the occoquan kayak launch ramp <https://www.occoquanva.gov/kayak-launch-ramp/> or a website of the council's choice. Above the QR code, it would say "for information about where to launch your kayak, visit us here:" (or whatever relevant info is needed for the website jump, if you choose a different place to post a code to)

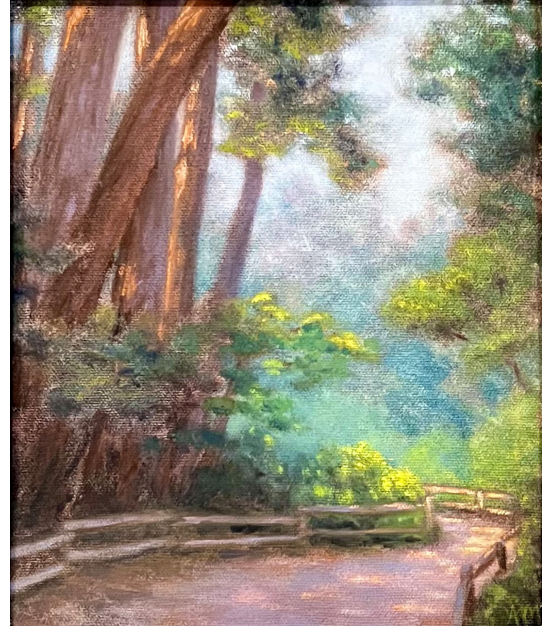
ABOUT ME

I am an artist who has lived in Fairfax my entire life, about a 15 minute drive down rt 123 from beautiful historic Occoquan. I work in various art mediums and have placed top 3 in local art competitions including Best of the Region show and a Plein Air competition in Manassas, VA. My most recent mural was an 8x10 undersea scene for a young girls room. I will continue to expand my mural portfolio and bring beauty to the bare walls all over Northern Virginia, so our structures can be as remarkable as the natural beauty that surrounds us.

MURAL INSTALL PROCESS

After the surface is power washed, I will paint the entire space with a white masonry primer, and then use exterior acrylic paint for the design. For the design layout, I would use a grid system to accurately transfer the design, and use a scissor lift to reach the full height of the wall. For finishing, I will use varnish to protect it from the elements and graffiti. For issues with tagging and graffiti, because I am a local artist, I can assist with patching issue spots as needed.

PHOTOS OF PAST WORK





WELCOME TO

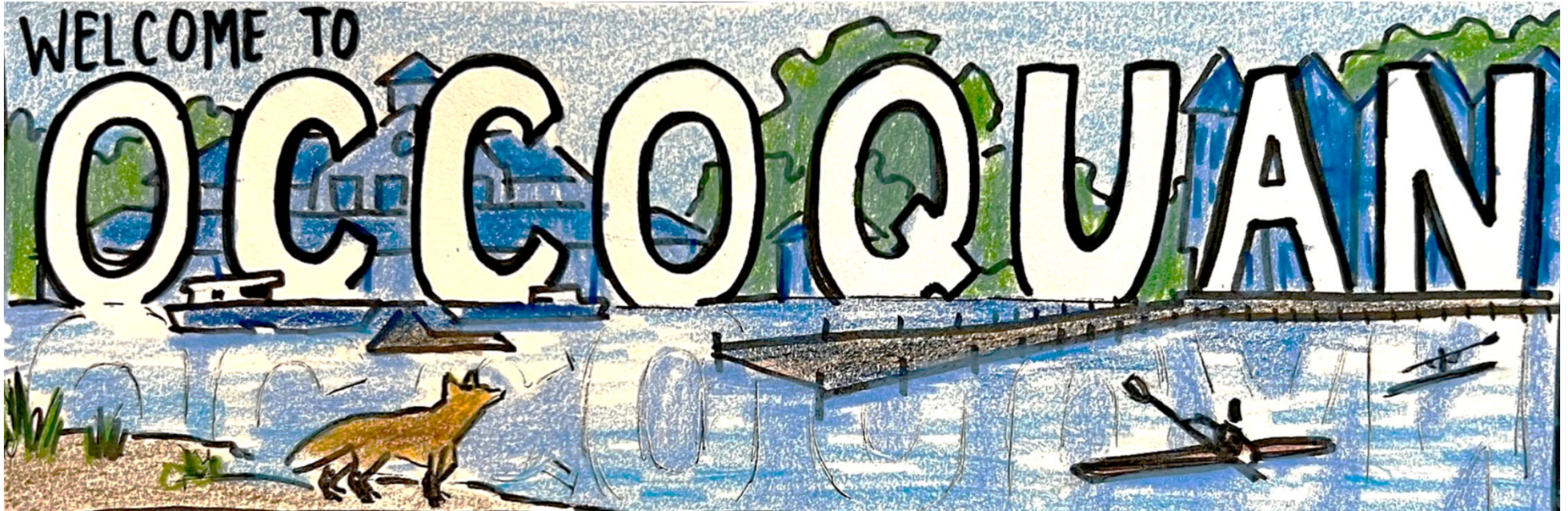


Award Committee Notes

Notes for Submission #13

1. Potentially insert historic town structures (i.e. a skyline) in background instead of trees, preferably in some type of silhouette.
2. Replace the deer with a local animal more commonly seen in town, like a species of fox or bird
3. Clarify the thickness of the lines on the lettering in the realized mural. The Committee recommends flatter, even lines so to avoid any distortions due to the uneven surfacing of the wall that may cause readability issues.
4. Remove the hats from the individuals in the mural.

Revised Proposal



Common town animal

Local activities

Townscape flanked with trees

Black outlines for major

elements

Curved, boxy white lettering

Reflection

Mural Contest Application

Thursday, June 15, 2023



Occoquan Rt. 123 and Commerce Street Mural Design Application Form

Entry Deadline • Friday, June 16, 2023 at 5 PM

Full Name of the Applicant

Richard Moore

Phone Number



Email



Address



Contestant Type

Individual

Brief Introduction and Description of Qualifications

Rich Moore is a local artist, (oil painter, illustrator, muralist) who is very blessed to be in the art field spanning over 40 years. He started out early as a commercial graphic designer which led to having his own graphic design firm for over 20 years. Currently, Rich is a member of The Loft Gallery in Occoquan since 2018 and an exhibiting artist at The Art League Gallery (Torpedo Factory), Alexandria, Virginia. He has won numerous awards and has developed and painted street mural projects in Alexandria, Virginia (please see attached of images of past work). To see more of Rich's work please visit www.richmooreartist.com

On a personal note, Rich wants to live out the gift of his Christian faith by coming along side and helping others in his community. His wife Stacey of 33 years, also shares in that joy! Rich is a father of 2, a sports fan, hiking enthusiast and has just been blessed with his first grandchild!

Description of the Proposed Mural

The main design theme is centered around the beauty and history of the Occoquan River. The life and flow of this community, established over 200 years ago, was built around the productivity of this river and is represented in the mural with an illustration of Ellicott's Mill. Another historical reference is the Rockledge Mansion circa 1760. Moving forward in time are illustrated in the design merchant shops, a gazebo, water fowl, a walking bridge and recreation activities. All of these historical and modern day elements interact on a beautiful, vibrantly colored illustrated backdrop of scenic Occoquan, Virginia.

This design also has flexibility built-in where buildings, people, text, and items can be added or deleted over the foundational background scene of Occoquan, Virginia.

Lastly, I've include an image "Mural Composite" below of the mural design superimposed over the actual proposed site.

Upload Design of Proposed Mural



Upload Past Work









How Did You Hear About the Contest?

The Loft Gallery

Disclaimer

By signing the entry form below, I hereby agree to the contest rules and guidelines and I relieve the Town of Occoquan and all affiliates from any and all liabilities and I understand that my entry will not be returned. I also acknowledge that, if selected, the final design installed may differ substantively from the design submitted due to the requirements of the Virginia AARB, the Virginia Department of Transportation, and the Town of Occoquan.

Signature

A handwritten signature in black ink, appearing to read 'Matt Whitmoyer'.

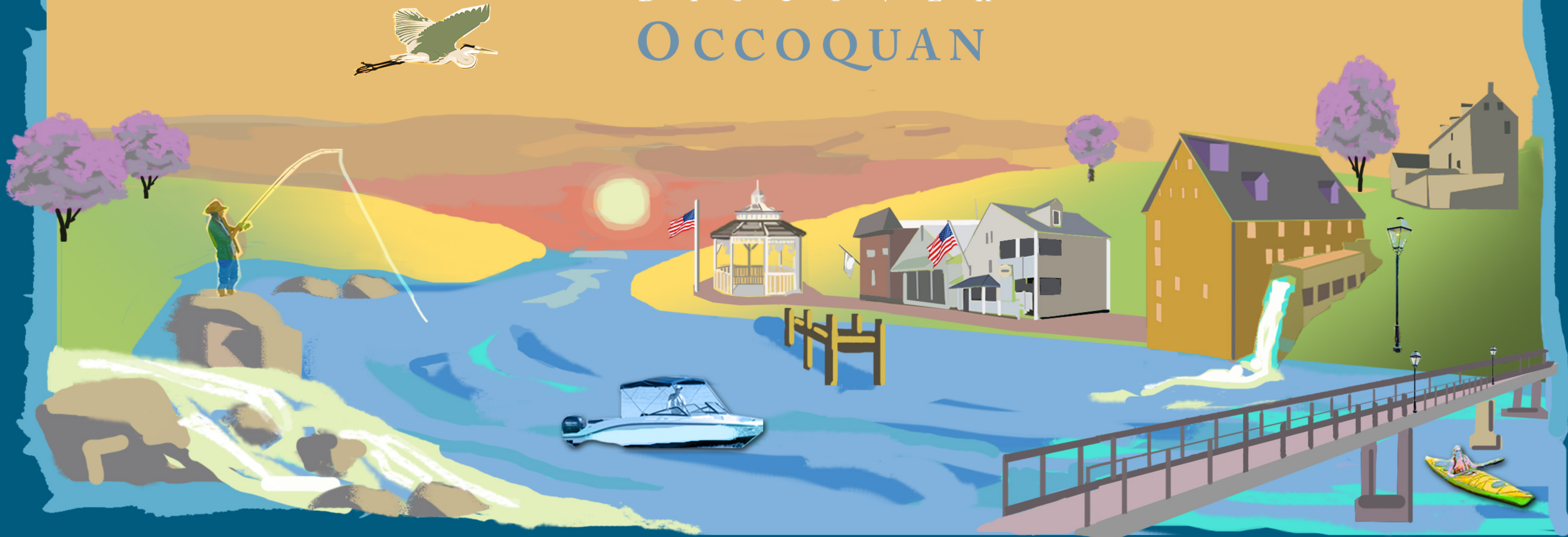
Submission Deadline

The deadline for entry is June 16 at 5:00pm. For any questions or submissions outside this form, please email Matt Whitmoyer at mwhitmoyer@occoquanva.gov. Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and award.

Timeline

- Application Period: May 1 – June 16
- Review by Mural Committee: June 19 - June 30
- Selection of Winner: July
- Review by AARB and VDOT: July/August
- Installation: August/September
- Reveal Ceremony: Fall Arts and Craft Show 2023

D I S C O V E R
O C C O Q U A N



Award Committee Notes

Notes for Submission #1

1. Simplify and minimize amount of small objects/details. Potentially use more silhouettes for people and background town buildings/structures.
2. Enlarge "Occoquan" and remove "Discover" to increase readability on busy road.
3. Focus on highlighting the town buildings, structures, and other physical assets. Potentially enlarge them and/or add more to show the density and vibrance of the town.
4. Remove motorboat and move kayak in its place.

Revised Proposal

OCCOQUAN



Mural Contest Application

Occoquan Route 123 & Commerce Mural Contest

Layton Scarbrough



Individual Entry

Introduction and Qualifications

My name is Layton Scarbrough and I am an artist and muralist based out of Culpeper, Virginia. I graduated in 2020 from Utah Valley University with my Bachelor of Fine Arts in Illustration. I have been a freelance illustrator for the past eight years and have spent the last four years creating public murals across the country. While my primary job is writing and illustrating picture books for children, I thoroughly enjoy the process of creating public art in various communities and telling stories through that art. I love engaging with the communities I paint in and talking with people from all walks of life. I have had the chance to create murals in Virginia and Utah and was more recently selected as a finalist for a national mural competition in Iowa.

One of the best parts of being a muralist is being able to bridge the gap between art and storytelling. My mural work primarily focuses on history and telling the stories of those who may have not yet had the spotlight. Research and preparation are integral to my workflow and I pride myself in learning as much about the area I am painting in as possible. My proudest mural contribution is located in Culpeper and is titled, *The Trailblazers*. This mural pays homage to some of the African American trailblazers of Culpeper County, Virginia. The men and women depicted in the piece are all significant historical figures for the town and the mural is placed in the historical downtown setting where many of the individuals in the paintings resided or worked.

A lot of the town residents were unaware of these incredible men and women's stories and their history, so it was an honor to be able to bring their stories to light and allow more people a chance to hear them.

I thoroughly enjoy public speaking and love any and all opportunities to engage with the public during my painting sessions. I love sharing my passions with others and always encourage people passing by to strike up conversations and to hear stories of their lives in the surrounding neighborhoods. Learning more about the areas I paint in always makes the work feel more personal and important.

Description of Proposed Mural

My mural proposal primarily focuses on the tribal history of the Occoquan area. Through research I found out that *occoquan*, an Algonquin word, translates to, “*at the end of the water*” and was intrigued to learn more about the origins of the native tribes. The Doeg People, a Native American tribe from the Algonquin language family, was one of the first settlers of the area now known as Occoquan. Now extinct as a tribe, they settled in villages along the Occoquan and Potomac rivers in the early 1600’s.

The mural design features a Native American woman, meant to symbolize the Doeg People who inhabited the Occoquan area in the early 1600’s. She wears the tribal garments and headpieces from tribes such as the Chickahominy tribe, those of which are related to the Doeg. She looks forward, just as we all should, towards the future. The mural itself is shaped as a stamp and the *Greetings From Occoquan* is a call back to vintage style postcards and offers a kind welcome to the town. Dogwood blossoms line the piece, as they are the state flower.

A blue heron and a cardinal fly through the design, following the woman's gaze. The cardinal represents the state of Virginia, while the heron represents the Occoquan Bay National Wildlife Refuge and their efforts to conserve and protect wildlife and plants.

The Occoquan River flows through the background, with a reference to the Madigan Waterfront Restaurant, a staple of the town and even a wave to the town logo.

The colors are eye-catching and will stand out against the gray wall, inviting all to seek the authentic and historic charm of Occoquan, Virginia.

Thank you so much for your time and for this incredible opportunity. I sincerely look forward to hearing from you.

Occoquan Mural Design





MURAL WORK EXAMPLES





THE TRAILBLAZERS

17'X12'



THE TRAILBLAZERS

17'X12'



DESIGN MOCK-UP

2024 MURAL

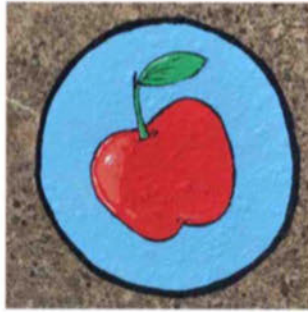


ELEMENTARY SCHOOL CONFERENCE ROOM MURAL



IOWA CITY MURAL CONCEPT

12'x300'



ELEMENTARY SCHOOL SIDEWALK MURALS

VARIOUS SIZES



INDIGENOUS

7'x4'

Buffalo by Layton Scarbrough
Lettering & Design by Hayley Barry



VARIOUS ACRYLIC PORTRAIT PAINTINGS
11x14in

Award Committee Notes

Notes for Submission #12

1. If chosen, the Town should engage an indigenous group(s) with ties to the Doeg in the creation process to ensure accurate and meaningful representation in the mural.
2. Town should confirm the accuracy of "at the end of the water" translation as there are varying interpretations.
3. There are concerns over the readability of text, particularly the "Greetings..." and "at the end..." texts. Possibly minimize to just "Occoquan" to ensure readability on busy road.
4. Potentially, increase the height of the piece so as to be able to lower the position of indigenous woman so that the "Occoquan" lettering is more visible and readable.
5. Replace the Madigan's building with the old Jennings Mill, Rockledge Mansion or another historic structure in town that represents the towns history and assets more broadly than one particular business.

OCCOQUAN



SCARBOROUGH
2023



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Nancy Freeborne Brinton
Theo Daubresse

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: July 18, 2023

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

ARPA (SLFRF) Update - UPDATED: The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at www.occoquanva.gov/american-rescue-plan-act. An update and review of the Spending Plan occurred at the March 7, 2023, Town Council Meeting. The revised plan has been integrated into the FY24 Capital Improvements Program Budget. As such, in FY24, Town staff will continue to update the Town Council on the SLFRF funded projects and solicit feedback but will no longer be seeking any approvals or appropriations of funds, unless changes are required.

SLFRF Spending Plan Projects:

Community Flood Preparedness Fund Grant Request: In April 2022, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). The grant request will fund the development of a Resilient Stormwater and Flood Management and Implementation Study. The study will evaluate the Town's stormwater and flood resilience and ultimately result in an actionable plan that when implemented, increase the town's overall resiliency and response to the impacts of climate change within the community and region. In January 2023, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. Staff has received the grant award documents and executed a contract with the consultant, Weston & Sampson. The contractor is currently collecting and analyzing data on existing stormwater BMPs in the Town, ahead of field collection. The study will continue throughout the remainder of the calendar year with multiple opportunities for staff and community engagement.

Riverwalk Expansion Project - UPDATED: At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding to support the Planning Commission on its Riverwalk Visioning process. With the approval of Town Council, Town staff secured a contract with the Berkley Group. The Group has created an existing conditions map and created a first draft of a master vision plan. Town staff and Berkley Group representatives held a public input meeting on June 15th at Town Hall. The Berkley Group has taken feedback from that event and is currently drafting a final vision plan report for Town staff to review. A final vision plan should be before Town Council in August.

River Mill Playground and Picnic Area - UPDATED: Town staff is currently exploring equipment options that include soft play features with animals and nature-themed objects made out of sculpted and hardened foam. Staff has received proposals from two potential vendors and is currently reviewing them. Staff will give updates as the search progresses.

Town Signage Updates - UPDATED: Town staff has chosen a vendor for two welcome signs, a wayfinder at Mamie Davis Park, and an events kiosk at River Mill Park. Staff currently finalizing costs and designs with the vendor for two signs and permitting two others with the County ahead of install in late summer/early fall. Town staff has also received approval from VDOT to install new welcome signs for the Town's corporate limits. Install is currently in progress. Part of the funding for these updates will also go towards a mural contest. For more information see the mural item at the end of this section

Gaslight Conversion - UPDATED: As a result of the cost of electrifying the gaslights and inconsistency in performance of solar replacement heads, staff has ordered direct gas flame heads to be installed on all gas lights in Town. Installation was completed in June, along with an annual cleaning of the gaslights. The new direct flames will lower maintenance costs and save staff time. Over the long term, staff will continue to monitor advances in solar technology and advise Town Council of viable solutions. However, due to greater feasibility, gaslights in Mamie Davis Park were fully electrified in early June.

Stormwater Improvements: On March 17th Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. Staff does not expect any updates on funding until Fall 2023.

Route 123 and Commerce Street Mural - UPDATED: Using funds for town signage and beautification, Town staff is holding a mural design contest for a mural to be painted on the retaining wall at the intersection of Route 123 (Gordon Boulevard) and Commerce Street. On June 29th the award committee met and made its recommendations to Town Council. Finalists will present to Town Council at the July 18th meeting. For more information, please visit www.occoquanva.gov/public-art.

Other Projects: Further SLFRF funded projects were incorporated into the FY24 CIP Budget. As projects are implemented, more updates will follow.

Development Project Updates:

The Mill at Occoquan - UPDATED: The Mill at Occoquan project's revised site plan has been submitted and second round comments have been sent to the applicant. Approval of the floodplain study was provided by FEMA on November 4, 2022. The developer is currently preparing for the demolition permitting process.

The Mill Street Beer Garden: The developer has received a revised site plan approval and has completed the bond release process with the Town. The developer is currently finalizing occupancy with the County. No specific opening date has been provided.

More information on both projects can be found in the Engineering Section.

Signage Education and Code Updates - UPDATED: Town Council approved amendments to the sign code at its June 6, 2023 meeting. The changes limit businesses and residents to one, unpermitted A-frame sign amongst other changes. The full ordinance with the changes is available at www.occoquanva.gov/business/sign-permits. Town staff is currently updating signage education literature to reflect those changes. To review your current signage and ask any questions please email signpermits@occoquanva.gov.

VDOT TAP Grant Project - UPDATED: 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 trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff is waiting to receive start dates from the County. The County will be mailing a notice of surveying in July to all affected property owners along Union and Ellicott Streets. Updates will be available at www.occoquanva.gov/construction-updates.

FY2024 Capital Projects: Updates on FY2024 capital projects will be available at www.occoquanva.gov/construction-updates.

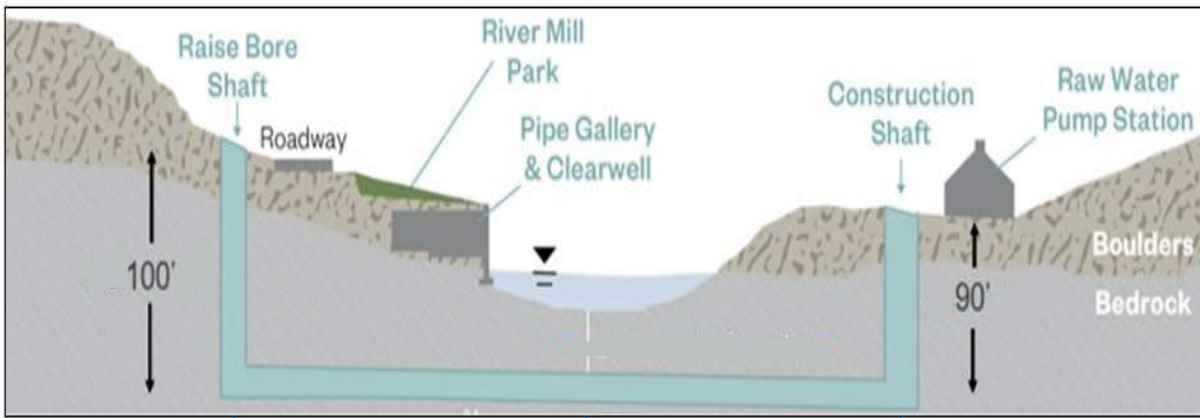
Mill Street Water Issue: Town staff reinstalled the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street inlet. Town staff is actively reviewing better temporary solutions as well as permanent solutions. Updates will be available at www.occoquanva.gov/construction-updates.

Block the Box: OPD is continuing its Don't Block the Box education and enforcement campaign during high traffic times at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.

DEQ ARPA Wastewater Funds 2022 Appropriation - UPDATED: The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. As part of the DEQ stormwater remediation, Town also obtained an environmental endangered animal study update for the applicable area. The first component, dredging, was completed as of February 24, 2023. Staff is now working with DEQ to fund other stormwater related projects with the remainder of the \$325,000 grant and has met on site with potential contractors. Staff submitted quote to DEQ in early June and is now working to provide them other requested documentation.

Fairfax Water Construction - UPDATED: The boring project under the Occoquan River continues, and the contractor has made improvements to the roadway and property to assist traffic flow. Completion of the project is expected by summer of 2024. Boring commenced on the Fairfax side of the Occoquan River. The contractor began blasting on April 26th and continued blasting events are expected over the next several months. Short periods (approximately 15-20 minutes) of closure of the access road to the raw water pump station, foot bridge, and River Mill Park are expected to occur during the period of blasting. The blasting is minimal, with minimal disruption to Town. Staff is working with Fairfax Water Authority's project manager to provide notice to residents and visitors. To stay up to date on blastings, please sign up for AlertOccoquan at: www.occoquanva.gov/living-here/alertoccoquan.

Below is a rendering of the project:



Property Maintenance Enforcement - UPDATED: Town staff is working with the Prince William County Neighborhood Services Division, who handles the County’s Property Maintenance Code Enforcement, on taking over the review and enforcement of the Town’s property maintenance code. At the February 7th meeting, the Town Council passed a resolution requesting the County’s takeover of enforcement. At the May 7th meeting, the Prince William Board of Supervisors approved the request. County and Town staff have finalized an agreement and, as of July 1st, 2023, Prince William County is now in charge of the Town’s property maintenance enforcement. Enforcement will be complaint based and residents can submit their complaints directly to the County by visiting www.pwcva.gov/departments/neighborhood-services or calling (703) 792-7018 (TTY: 711).

Post Office Structural Damage - UPDATED: On April 14, 2023, the Occoquan Post Office sustained structural damage due to a vehicle crash. Town staff has provided assistance to the Post Office and set up temporary barricades around the accident site. Construction to repair the wall is expected by the end of the summer.

Crosswalk Safety Project: On May 31, 2023, Town staff meet with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff were requesting the use of flashing beacons (RRFB) to help illuminate the crosswalk to drivers. Engineers advised that that use of RRFB may provide a false sense of security and are high maintenance. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, choker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County’s Safe Sidewalk grant.

Eagle Scout Project in River Mill Park - UPDATED: In early June, a local Boy Scout installed two new sets of concrete pads and benches (donated by a local non-profit) in River Mill Park as part of his Eagle Scout Project.

Treasurer Report - Supplemental Information

The May 2023 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.

BPOL Tax Delinquencies		
Business Name	Years of Delinquency	Date of Last Notice/Status
BANN THAI OLD TOWN LLC	1	7/7/2023
HAVANA BOUTIQUE	2	7/7/2023

Transient Occupancy Tax Delinquencies		
Business Owner	Months of Delinquency	Date of Last Notice/Status

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status

Real Estate Delinquencies			
Property Owner	Years of Delinquency	Date of Last Notice	Notes
GRANNY'S COTTAGE INC	7	12/1/2022	
HOUGHTON RONALD W ETAL	5	12/1/2022	
INTERNATIONAL PEACE MISSION INC	1	7/10/2023	

Engineering

FEMA Flood Insurance Rate Map (FIRM) - no change from last report: Multiple appeals by residents in Prince William County will delay adoption until spring 2024, assuming no additional appeals. Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Following resolution of any other comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.

Rivertown Overlook Project - no change from last report: Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/release.

Mill at Occoquan - update from last report: Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022. Revised site plan submitted on May 25, 2023. All agency and Town comments returned to Applicant’s engineer by June 26, 2023. Approval not recommended at this time.

State Local Fiscal Recovery Funds (SLFRF)

- **Playground Structure in River Mill Park - no change from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.

FCWA River Crossing Construction - no change from last report: Project underway. Blasting occurred on April 26, 2023.

200 Mill Street - Beer Garden - update from last report: Land Disturbance Permit issued. Bonds and agreements posted and executed and now released. Construction for site plan completed, with minor building modifications proceeding. Site work completed and bonds released.

127 Washington Street - landscape plan - no change from last report: landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements. Updated plan submitted on November 28, 2022. Staff requested change to meet code required percentage of native vegetation on 3/15/23. New notice of violation sent 5/16/23 with 60 day compliance requirement.

119 Poplar - Parking Options - no change from last report: parking layout prepared for review of options for expansion of Route 123 Bridge parking area.

VDOT meeting to review ADA accessibility sidewalk ramps and crossings - no change from last report: met VDOT officials at multiple street corners in Town to review options for replacing existing curb ramps to add visual contrast and appropriate slope at street crossings. The current VDOT plan does not include replacement of new ramps with brick sidewalk.

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

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22; second submission 5/25/23, comments provided 6/26/23

Zoning Administrator

IMPORTANT NOTICE: On June 6, 2023, Town Council amended the Zoning Code to grant the Zoning Administrator the authority to make modifications from the Code with respect to certain physical requirements on lots. As such, a new list of zoning modification requests has been added to this section of the report. Residents can learn more about zoning modifications at www.occoquanva.gov/government/zoning-land-development-and-building.

A. The following is a list of **zoning reviews** from June 1 to June 30, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2023-018	Mamie Davis Park	Erecting new sign
2	TZP2023-019	202 Washington Street, Unit A	Change of Use
3	TZP2023-020	110 Vista Knoll Dr	Solar Install
4	TZP2023-021	108 Edgehill Drive	New HVAC Unit
5	TZP2023-022	200 Mill Cross Lane	Replace Gas Furnace and HVAC
6	TZP2023-023	206 Mill Street	Change of Use

B. The following is a list of **zoning modification requests** from June 1 to June 30, 2023:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from June 1 to June 30, 2023:

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from June 1 to June 30, 2023:

	Property Address	Violation #	Violation	Town Action
1	127 Washington St.		Tree removal without permit	Letter sent on 6/10/22. On-site meeting held on 6/29 to discuss abatement and next steps. Plan to be submitted by 8/8/22. Comments sent on 8/26/22. Updated plan submitted on 11/28/22. Letter sent on 12/19/22. Follow up from Zoning Administrator on 2/28/23 and on 3/15/23. New NOV sent on 5/16/23.
2	302 Poplar Alley	OZV-2023-001	Signage	Notified via certified mail 3/22/23; Courtesy email 3/23/23; Receipt of mail 4/4/23; Violation not resolved by deadline 4/22/23; Email from Town staff on 5/11/23; No response and matter referred to Town Attorney on 5/24/23.

Building and Property Maintenance Official

Building: The Building Official monthly report provided by Prince William County for the month of June is attached.

Property Maintenance: Starting in July 2023, Prince William County will now provide property maintenance enforcement for the Town of Occoquan. All complaints for property issues, excluding 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 our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain a professional staff who through education, mentoring, and community policing will maintain a supportive partnership between our community and this Department. We will respect the rights and dignity of all people and always remain approachable and professional.

Monthly Departmental Goals:

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

OPD Division Reports:

Professional Standards Division

The Professional Standards Division (PSD) is responsible for internal affair investigations, criminal investigations, and background investigations. Additionally, the OPD Training Unit is housed within the PSD and is responsible for identifying training needs, designing, and implementing training for OPD Officers.

The OPD did not receive any complaints against officers within the Department during the month of June.

The OPD continued to participate in the George Mason University's (GMU) monthly legal training for Law Enforcement Officers within the Northern Virginia Region.

The OPD sent one of its officers to the Virginia Breath Alcohol Operator course which aids in their skillset of DUI enforcement as well as certifies them in using the approved breath test device, the Intox EC/IR II.

The OPD Special Operations Teams continued monthly training for UAS and Marine Patrols. With the incorporation on a new vessel, Marine Patrol Officers spent time familiarizing themselves with the new vessel to include its equipment and trained on life saving procedures while operating the vessel.

Field Operations Division

The Field Operations Division (FOD) is responsible for day-to-day operations throughout the Town.

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk. Officers provided public safety support for the annual Riverfest and Craft Show as well as the Concert in the park.

Officers continued enhanced speed enforcement on Route 123, Washington Street, and Union Street/Tanyard Hill Road to continue to reduce crashes and promote safe vehicular and pedestrian traffic movement.

Officers continued to use DMV Grant enforcement monies to reduce crashes and promote safe vehicular and pedestrian traffic movement within the Town as well as in support of safer roads within Fairfax and Prince William Counties.

Special Operations Division

The Special Operations Division (SOD) consists of OPD Officers who have a dual role within the FOD. The SOD consists of Auxiliary Patrol Officers, Parking Enforcement Officers, the Homeland Security and Emergency Management (HSEM) Unit, Marine Patrol Unit, Bicycle Patrol Unit and UTV Patrol Unit.

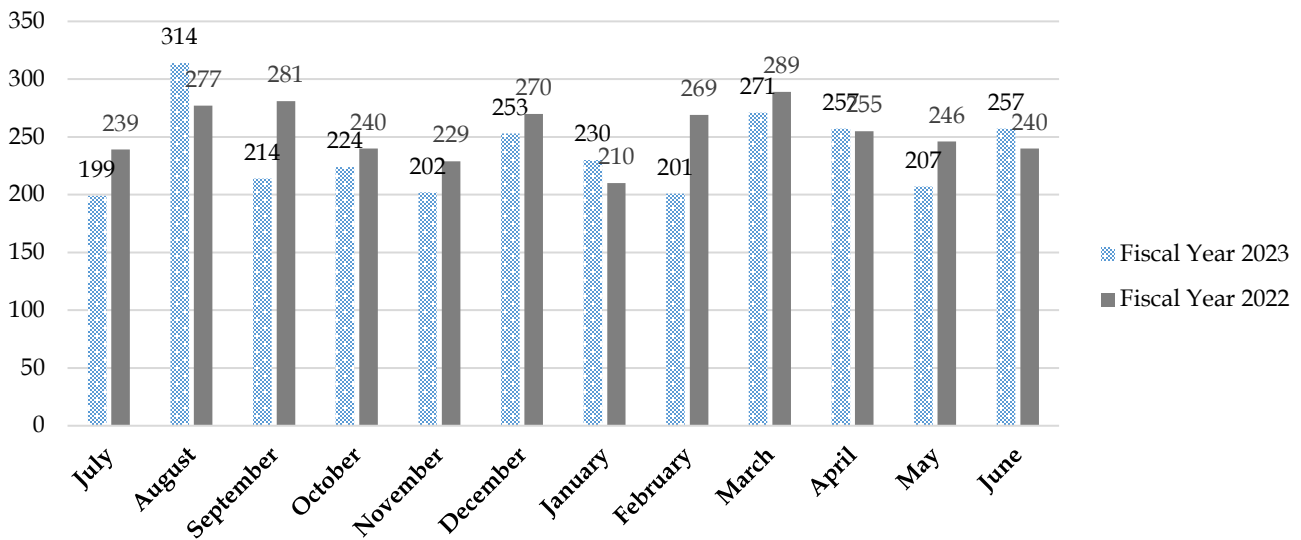
The OPD participated in the monthly Northern Virginia Emergency Response (NVERS) UAS, Intelligence, and High Threat Response committees.

The OPD continues to work closely with Fairfax Water Authority staff on the new pipe river crossing project ensuring that plans are in place for safety and security during the blasting operations.

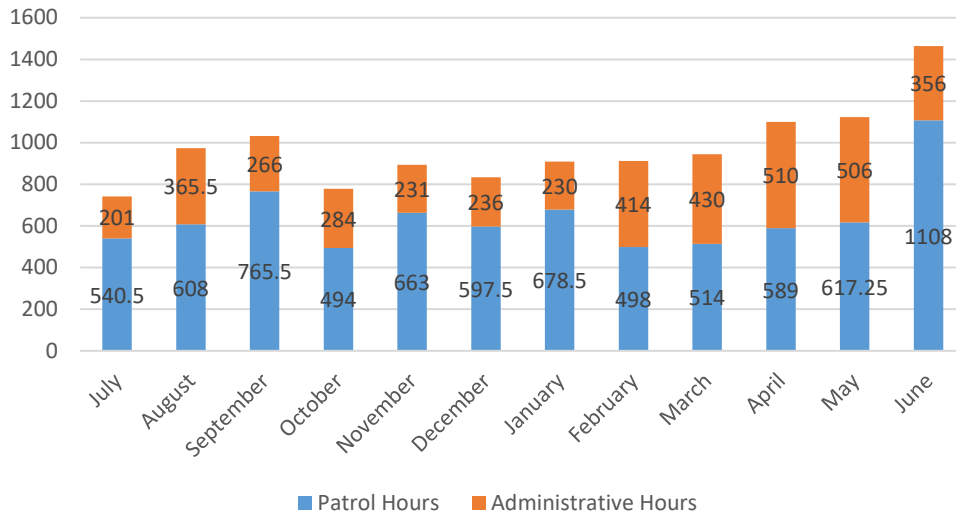
Patrol and Enforcement Activities:

Police also had 111 calls for service, with 18 suspicious person/vehicle/circumstance calls, 12 vehicle crashes, 10 medical/mental health calls, 7 trespassing calls, 6 disorderly calls, 6 disabled vehicles/motorist assist calls, 4 roadway obstruction call, 3 parking complaints/towing calls, 3 traffic control calls, 2 alarm, 2 drunk in public calls, 2 illegal fishing call, 1 attempted suicide calls, 1 DUI arrests, 1 protective order service, 1 animal calls, 1 robbery call, 1 hit and run call, 1 DUI arrest, multiple service/assist calls, and made 3 custodial arrests, issued 257 traffic summonses, 45 parking violations, and 41 warnings.

TRAFFIC SUMMONSES FYTD (GRAPH)



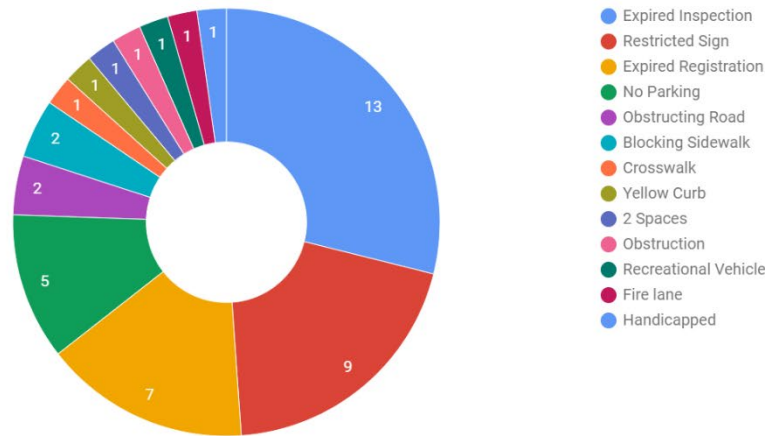
PATROL/ADMINISTRATIVE HOURS FYTD (GRAPH)



PARKING ENFORCEMENT (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	62	2
October	20	1
November	47	1
December	36	2
January	78	0
February	31	0
March	115	10
April	134	8
May	43	0
June	45	4

Occoquan VA - Tickets By Violation (Jun. 2023)



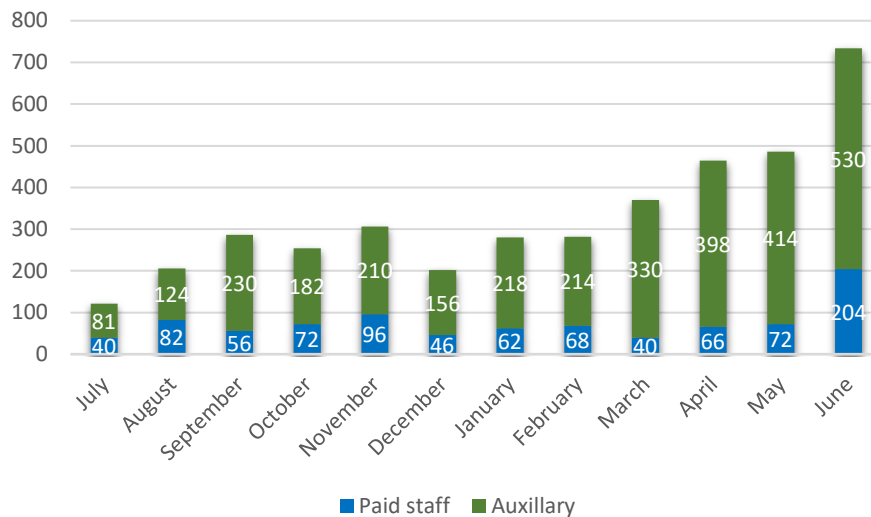
Data as of 7/3/2023, 12:00:00 AM



Volunteer in Police Service:

For Fiscal Year 2023, our auxiliary police officers and paid police staff donated a total of 3,991 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:

Volunteered Hours



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/Repair Gaslight Banners	X				
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 Boardwalk	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

Maintenance Highlights (June 2023)

- Completed cleanings and retrofit of gaslights to single, open-flame burners
- Replaced the ceiling lighting in Town Council Chambers
- Completed day of support and cleanup for Riverfest
- Completed improvements to Town Hall brick entryway, including a new painting of dogwood flowers

Special Maintenance Projects

Projects In-Progress: 18 Projects Completed: 13

Below is an updated list of maintenance activities with statuses updated as of June 30, 2023:

Project	Status	Completion Date	Notes
Building Maintenance			
TH Window Cleaning 2023	Not started		Fall 2023
Repair Town Hall Eave	Not started		FY24
Create new mailboxes and keybox area for Town Hall front office	In progress		August 2023
Repair Concrete Steps at Town Hall	In progress		TBD
Replace Town Hall Upstairs Lights	Completed	6/05/2023	
Craft Show and Events Support			
Install New String Lights at RMP Pavilion	In progress		July 2023
Riverfest Clean Up	Completed	6/7/2023	
Pre-Riverfest Staging	Completed	6/02/2023	
Landscaping			
Plant liriopie along Mill St buffer in front of 402 Mill	Not started		TBD
Seed and aerate town parks	Not started		Summer 2023
Replant flower pots/boxes in Town ROW on Union	In progress		August 2023
Hardscaping stairs at LOVE sign	In progress		August 2023
Hardscaping RMP Bench Swing	In progress		August 2023
Park Maintenance			
Create Brace for Mill Stone	Not started		Fall 2023
RMP Bathroom Upgrades	Not started		Fall 2023
Remove and Replace Two Broken Ladders on Town Dock	In progress		July 2023
Add Outlets to RMP and Footbridge	In progress		August 2023
Install new handle on RMP Men's Bathroom Door	In progress		August 2023
Inspect and Repair Town Dock	In progress		August 2023

Project	Status	Completion Date	Notes
Mamie Davis Park Signage Update	In progress		In PWC permitting
Repair RMP Bench Retaining Wall	In progress		June 2023
MDP Conversion	Completed	06/12/2023	
Install new handle on RMP Men's Bathroom Door	Completed	06/13/2023	
Install new light at RMP Bathrooms	Completed	06/29/2023	
Special Projects			
Backup Generator Project	Not started		Paused
Brick Repair and Replacement	Not started		Summer 2023
Poplar Lot Reorganization	Not started		Summer 2023
Paint Railing at Barrington Pointe Stairs	Not started		July 2023
Paint Town Planters	Not started		August 2023
Transfer box set up at Annex	Not started		Paused
Install New Signs at Town Entrances	In progress		July 2023
Complete Minor Fixes to New Gaslight Burners	In progress		July 2023
Public Works Inventory	In progress		Creating log sheet and adding PW locations
Town Gateway Updates	In progress		Tanyard Hill Signage in PWC Permitting; Proofing Commerce Signage
Remove broken pylon from Town Dock area	Completed	6/22/2023	
Retrofit gaslights with new burners	Completed	6/30/2023	
Spring Clean Up			
Power wash Riverwalk/Town Dock	Completed	6/10/2023	
Clean gaslights	Completed	6/30/2023	
Touch up paint on gaslights	Completed	6/30/2023	
Streets, Sidewalks, and Parking			
Install No Parking Signs at River Road	Not started		July 2023

Project	Status	Completion Date	Notes
Replace toppers on gaslights	In progress		August 2023
Remove stickers from town signs	In progress		August 2023
Town Hall Sidewalk Improvements	Completed	6/02/2023	
Install Memorial Bricks at RMP	Completed	6/21/2023	

Brick Installation and Maintenance Projects

Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Not Started	In Progress	Completed	Notes
Town Hall			X	Re-mortared bricks and logos completed in early June.

Events and Community Development

Music on Mill: Our summer concert series has begun. Bands perform once monthly from 7-9 pm in River Mill Park. More information is at www.visitoccoquanva.com/music.

- 2023 Music on Mill Schedule
 - Saturday, July 15: Hand Painted Swinger (Rock)
 - Saturday, August 12: The 257th Army Band (Traditional)
 - Saturday, September 2: Mystery Machine (Rock) – rescheduled from May due to rain

Trivia Night: Up-to-eight person teams, players answer six rounds of brain busters for their chance to win the grand prize of \$100. More information is at www.visitoccoquanva.com/trivia.

- 2023 Trivia Night Dates
 - Friday, July 21 - Time Machine
 - Friday, August 18 - Favorite Things
 - Friday, September 15 - Wanderlust
 - Friday, October 20 - Earth Escape

Community Partnership Breakfast, August 1 from 9:00-10:30 am.

The Town is hosting another Community Partnership Breakfast on August 1. During this open house, businesses can learn ways to boost their business through Occoquan event sponsorships, partnership, and advertising opportunities. Mayor Porta will discuss upcoming events and speak with local business owners in and outside of town about new opportunities and increased tourism initiatives. Local business owners are encouraged to stop by Town Hall anytime between 9:00am and 10:30am for coffee and a chance to network with the Town and other local business owners.

This event is free but registration is required. More information at: visitoccoquanva.com/partnership

Discover Occoquan, August 11-13

Celebrate all things Occoquan with a weekend of activities including a family treasure hunt, concert in the park, shop late night, and special offerings from businesses around town. The event concludes with the 15th Annual Duck Splash.

- Treasure Hunt, Saturday, August 12 from 11 am-4 pm
- Shop Late, Saturday, August 12 until 8 pm

**Town of Occoquan - Permit Report
June 2023**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00706	1521 COLONIAL DR	Replace Gas Furnace LIKE FOR LIKE	Gas	Pending	C - Alteration/Repair		
BLD2023-07208	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Building	Pending	C - Tenant Layout		
ELE2023-05425	126 COMMERCE ST	Alteration/repairs for some lighting and equipment in bakery/commercial space (tenant change)	Electrical	Finalized	C - Alteration/Repair	06/08/2023	06/13/2023
GAS2023-01575	126 COMMERCE ST	capping the gas line and removing	Gas	Finalized	C - Alteration/Repair	05/16/2023	05/24/2023
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
ELE2023-05366	435 FORTRESS WAY	Remove (2) 200 amp single phase outdoor rated electrical panels in the pump room and replace (2) panels as a one for one direct replacement. New circuit breakers to match the existing ones on site, label panel and ensure grounding code compliant	Electrical	Finalized	C - Alteration/Repair	04/11/2023	05/01/2023
ELE2023-05366	435 FORTRESS WAY	Remove (2) 200 amp single phase outdoor rated electrical panels in the pump room and replace (2) panels as a one for one direct replacement. New circuit breakers to match the existing ones on site, label panel and ensure grounding code compliant	Electrical	Finalized	C - Alteration/Repair	04/11/2023	05/01/2023
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout		
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Issued	C - Alteration/Repair	03/24/2023	
BLD2023-06806	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident.	Building	Issued	C - Alteration/Repair	06/26/2023	
ELE2023-06135	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident. ** INSPECT REPAIR TO ELECTRICAL RECEPTACLE AND BOX LISTED IN THE PDR DESCRIPTION **	Electrical	Pending	C - Alteration/Repair		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2023-06135	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident. ** INSPECT REPAIR TO ELECTRICAL RECEPTACLE AND BOX LISTED IN THE PDR DESCRIPTION **	Electrical	Pending	C - Alteration/Repair		
BLD2023-02366	402 MILL ST	***TOWN OF OCCOQUAN*** INTERIOR A/R - STRUCTURAL WORKS	Building	Pending	C - Alteration/Repair		
ELE2022-06383	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Electrical	Pending	C - Tenant Layout		
GAS2022-02325	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Gas	Pending	C - Tenant Layout		
MEC2022-02843	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Mechanica l	Pending	C - Tenant Layout		
PLB2022-02785	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Plumbing	Pending	C - Tenant Layout		
PLB2023-01144	404 MILL ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	11/30/2022	
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanica l	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2023-05025	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Building	Issued	R - Alteration/Repair	05/10/2023	
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	05/10/2023	
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	05/10/2023	
BLD2023-03992	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Building	Issued	R - Swimming Pool	01/31/2023	
ELE2023-04139	103 POPLAR LN	Electric for inground pool and spa	Electrical	Issued	R - Swimming Pool	02/01/2023	
ELE2023-05482	103 POPLAR LN	Install 60amp disconnect and two pole circuit breaker 60amp. Run wire associate	Electrical	Issued	R - Swimming Pool	04/14/2023	
GAS2023-01724	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Gas	Issued	R - Swimming Pool	05/10/2023	
BLD2022-00079	109 POPLAR LN	}}SIP CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022	
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Issued	R - New Single Family Dwelling	12/16/2022	
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022	
ELE2023-02064	186 WASHINGTON ST	INSTALL (1) NEW 240V 50 AMP CIRCUIT FOR CAR CHARGER	Electrical	Pending	R - Alteration/Repair		
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Issued	C - Tenant Layout	06/17/2022	
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Issued	C - Tenant Layout	11/28/2022	
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Issued	C - Tenant Layout	11/28/2022	
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Issued	C - Tenant Layout	12/30/2022	
BLD2023-03631	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Building	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Pending	R - Alteration/Repair		

Development Project

END OF REPORT

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 5/31/2023

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 5/31/2023
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Restricted:			
E-Summons Fund	\$ 24,059	\$ 11,879	\$ 35,937
Assigned:			
Events Fund	\$ 25,000	\$ 65,568	\$ 90,568
CIP Fund	\$ 101,000	\$ (101,000)	\$ -
Public Safety Grant Fund	\$ 14,283	\$ 18,054	\$ 32,337
Mamie Davis Park Fund	\$ 11,492	\$ (5,057)	\$ 6,435
PEG Fund	\$ 1,776	\$ 180	\$ 1,955
Subtotal Assigned:	\$ 153,551	\$ (22,256)	\$ 131,295
Unassigned:			
Operating Reserves	\$ 187,861	\$ 12,139	\$ 200,000
Other Unassigned	\$ -	\$ (125,312)	\$ (125,312)
Subtotal Unassigned:	\$ 187,861	\$ (113,173)	\$ 74,688
Total Fund Balance:	\$ 465,470	\$ (123,550)	\$ 341,920

Additional Information:

SLFRF Balance:	\$ 949,561	\$ (256,231)	\$ 693,330
-----------------------	------------	--------------	------------

The Town of Occoquan
Profit & Loss Budget Performance
July 2022 through May 2023

	Jul '22 - May 23	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · TAXES				
40010 · Real Estate	\$ 275,129	\$ 275,492	\$ (363)	100%
40020 · Meals Tax	\$ 253,500	\$ 282,499	\$ (28,999)	90%
40030 · Sales Tax	\$ 37,318	\$ 36,000	\$ 1,318	104%
40040 · Utility Tax	\$ 31,776	\$ 30,000	\$ 1,776	106%
40050 · Communications Tax	\$ 29,741	\$ 33,000	\$ (3,259)	90%
40060 · Transient Occupancy Tax	\$ 32,821	\$ 14,500	\$ 18,321	226%
40000 · TAXES - Other	\$ 6			
Total 40000 · TAXES	\$ 660,291	\$ 671,491	\$ (11,200)	98%
41000 · FEES/LICENSES				
41010 · Vehicle License	\$ 10,424	\$ 11,000	\$ (577)	95%
41020 · Business Licenses	\$ 64,043	\$ 68,800	\$ (4,757)	93%
41030 · Late Fees	\$ 2,254	\$ 2,500	\$ (246)	90%
41040 · FINES (PUBLIC SAFETY)	\$ 298,366	\$ 345,000	\$ (46,634)	86%
41100 · Administrative Fees	\$ 5,640	\$ 10,000	\$ (4,360)	56%
41120 · Service Revenue - Eng	\$ 10,284	\$ 10,000	\$ 284	103%
41130 · Service Revenue - Legal	\$ -	\$ 10,000	\$ (10,000)	0%
41140 · Service Revenue - Other	\$ -	\$ 500	\$ (500)	0%
41000 · FEES/LICENSES - Other	\$ -	\$ 1,500	\$ (1,500)	0%
Total 41000 · FEES/LICENSES	\$ 392,462	\$ 459,300	\$ (66,838)	85%
42000 · GRANTS				
42010 · LITTER	\$ 3,025	\$ 1,329	\$ 1,696	228%
42020 · HB 599	\$ 19,530	\$ 35,688	\$ (16,158)	55%
42021 · NHSTA (DMV)				
Total 42021 · NHSTA (DMV)	\$ 8,570	\$ 15,000	\$ (6,430)	57%
42030 · SLFRF	\$ 30,226	\$ 30,225	\$ 1	100%
42040 · PEG	\$ 180			
Total 42000 · GRANTS	\$ 61,531	\$ 82,242	\$ (20,711)	75%
43000 · RENTALS				
43020 · River Mill Park	\$ 1,000	\$ 3,000	\$ (2,000)	33%
43030 · Mamie Davis Park Rental	\$ 800	\$ 2,000	\$ (1,200)	40%
43040 · 200 Mill Street Lease	\$ -	\$ 7,613	\$ (7,613)	0%
Total 43000 · RENTALS	\$ 1,800	\$ 12,613	\$ (10,813)	14%
44000 · OTHER				
44010 · General Fund Interest	\$ 27,518	\$ 900	\$ 26,618	3058%
44060 · Other	\$ 73	\$ 1,000	\$ (927)	7%
Total 44000 · OTHER	\$ 27,591	\$ 1,900	\$ 25,691	1452%
Total Income	\$ 1,143,674	\$ 1,227,546	\$ (83,872)	93%
Gross Profit	\$ 1,143,674	\$ 1,227,546	\$ (83,872)	93%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 585,584	\$ 708,934	\$ (123,350)	83%
Total 60400 · PROFESSIONAL SERVICES	\$ 130,194	\$ 169,321	\$ (39,127)	77%
Total 60800 · INFORMATION TECH SERV	\$ 33,160	\$ 31,100	\$ 2,060	107%
Total 61200 · MATERIALS AND SUPPLIES	\$ 26,685	\$ 27,230	\$ (545)	98%
Total 61600 · OPERATIONAL SERVICES	\$ 9,215	\$ 9,000	\$ 215	102%
Total 62000 · CONTRACTS	\$ 101,809	\$ 112,382	\$ (10,573)	91%
Total 62400 · INSURANCE	\$ 37,918	\$ 33,690	\$ 4,228	113%
Total 62800 · PUBLIC INFORMATION	\$ 2,617	\$ 5,020	\$ (2,403)	52%
Total 63200 · ADVERTISING	\$ 4,215	\$ 2,000	\$ 2,215	211%

The Town of Occoquan
Profit & Loss Budget Performance
July 2022 through May 2023

	Jul '22 - May 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 63600 · TRAINING AND TRAVEL	\$ 10,054	\$ 18,210	\$ (8,156)	55%
Total 64000 · VEHICLES AND EQUIPMENT	\$ 41,961	\$ 27,210	\$ 14,751	154%
Total 64400 · SEASONAL	\$ 10,623	\$ 10,500	\$ 123	101%
64700 · FACILITIES EXPENSE				
Total 64800 · TOWN HALL	\$ 9,985	\$ 11,890	\$ (1,905)	84%
Total 65200 · MILL HOUSE MUSEUM	\$ 300	\$ 6,500	\$ (6,200)	5%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 3,432	\$ 5,910	\$ (2,478)	58%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 15,382	\$ 16,200	\$ (818)	95%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 1,883	\$ 3,600	\$ (1,717)	52%
Total 67600 · TANYARD HILL ROAD PARK	\$ -	\$ 250	\$ (250)	0%
Total 67800 · OCCOQUAN RIVER	\$ 2,000	\$ 2,000	\$ -	100%
Total 68000 · FURNACE BRANCH PARK	\$ -	\$ 250	\$ (250)	0%
Total 68400* · STREETS AND SIDEWALKS	\$ 2,727	\$ 3,000	\$ (273)	91%
Total 68800 · HISTORIC DISTRICT	\$ 14,946	\$ 22,600	\$ (7,654)	66%
Total 64700 · FACILITIES EXPENSE	\$ 50,655	\$ 72,950	\$ (22,295)	69%
Total Expense	\$ 1,044,689	\$ 1,227,546	\$ (182,857)	85%
Net Ordinary Income	\$ 98,985	\$ (0)	\$ 98,985	
Net Income	\$ 98,985	\$ (0)	\$ 98,985	

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS				
42030 · SLFRF	\$ 226,005	\$ 467,954	\$ (241,950)	48%
42000 · GRANTS - Other	\$ -	\$ 463,750	\$ (463,750)	0%
Total 42000 · GRANTS	\$ 226,005	\$ 931,704	\$ (705,700)	24%
Total Income	\$ 226,005	\$ 931,704	\$ (705,700)	24%
Gross Profit	\$ 226,005	\$ 931,704	\$ (705,700)	24%
Net Ordinary Income	\$ 226,005	\$ 931,704	\$ (705,700)	24%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ 12,445	\$ 50,000	\$ (37,555)	25%
70003 · Street Improvements	\$ 738	\$ -	\$ -	
70004 · Sidewalk Improvements	\$ 169,032	\$ 175,000	\$ (5,968)	97%
70005 · Building Improvements	\$ 58,025	\$ 99,500	\$ (41,475)	58%
70006 · Stormwater Management	\$ 241,017	\$ 495,000	\$ (253,983)	49%
70012 · Street Lights	\$ 6,295	\$ 75,000	\$ (68,705)	8%
70013 · Parking Management Plan	\$ -	\$ 2,000	\$ (2,000)	0%
70014 · Timed Parking Equipment	\$ 5,500	\$ 5,500	\$ -	100%
72006 · Riverwalk Improvements	\$ 20,623	\$ 49,704	\$ (29,081)	41%
72008 · River Mill Park Improvements	\$ 3,365	\$ 50,000	\$ (46,635)	7%
74001 · Vehicles & Equipment	\$ -	\$ 16,000	\$ (16,000)	0%
76001 · Computer Upgrades	\$ -	\$ 5,000	\$ (5,000)	0%
76003 · Process Improvements	\$ 3,887	\$ 10,000	\$ (6,113)	39%
Total 70000 · CIP EXPENSE	\$ 520,929	\$ 1,032,704	\$ (511,775)	50%
Total Other Expense	\$ 520,929	\$ 1,032,704	\$ (511,775)	50%
Net Other Income	\$ (520,929)	\$ (1,032,704)	\$ 511,775	50%
Net Income	\$ (294,924)	\$ (101,000)	\$ (193,924)	292%

The Town of Occoquan
Profit & Loss Budget Performance
July 2022 through May 2023

	Jul '22 - May 23	Annual Budget	Over/(Under) Budget	% of Budget
E-Summons Fund				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 12,858	\$ 12,000	\$ 858	107%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 12,858	\$ 12,000	\$ 858	107%
Total 41000 · FEES/LICENSES	\$ 12,858	\$ 12,000	\$ 858	107%
Total Income	\$ 12,858	\$ 12,000	\$ 858	107%
Gross Profit	\$ 12,858	\$ 12,000	\$ 858	107%
Expense				
60800 · INFORMATION TECH SERV				
60860 · Hardware/Software & Maintenance	\$ 794	\$ 1,750	\$ (956)	45%
Total 60800 · INFORMATION TECH SERV	\$ 794	\$ 1,750	\$ (956)	45%
61200 · MATERIALS AND SUPPLIES				
61220 · Operational supplies	\$ 185	\$ 1,400	\$ (1,215)	13%
Total 61200 · MATERIALS AND SUPPLIES	\$ 185	\$ 1,400	\$ (1,215)	13%
Total Expense	\$ 979	\$ 3,150	\$ (2,171)	31%
Net Ordinary Income	\$ 11,879	\$ 8,850	\$ 3,029	134%
Net Income	\$ 11,879	\$ 8,850	\$ 3,029	134%

EVENTS FUND				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	\$ 4,255	\$ 5,500	\$ (1,245)	77%
Total 41000 · FEES/LICENSES	\$ 4,255	\$ 5,500	\$ (1,245)	77%
42000 · GRANTS	\$ 10,000	\$ 10,000	\$ -	100%
44000 · OTHER				
44020 · Events Fund Interest	\$ 96	\$ 1,200	\$ (1,104)	8%
44040 · Bricks Revenue	\$ 1,208	\$ 1,800	\$ (592)	67%
Total 44000 · OTHER	\$ 1,333	\$ 3,000	\$ (1,667)	44%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 17,448	\$ 13,000	\$ 4,448	134%
47020 · Booth Rentals	\$ 162,600	\$ 138,195	\$ 24,405	118%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 8,314	\$ 11,100	\$ (2,786)	75%
47030 · Shuttle Fees	\$ 32,543	\$ 66,600	\$ (34,057)	49%
47040 · Parking Space Sales	\$ 9,975	\$ 7,725	\$ 2,250	129%
47060 · Merchandise	\$ 600	\$ 1,750	\$ (1,150)	34%
47100 · Cost Share Reimbursement	\$ 1,692			
Total 47000 · EVENTS REVENUE	\$ 233,171	\$ 238,370	\$ (5,199)	98%
Total Income	\$ 248,759	\$ 256,870	\$ (8,111)	97%
Gross Profit	\$ 248,759	\$ 256,870	\$ (8,111)	97%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 52,886	\$ 71,548	\$ (18,662)	74%
Total 60400 · PROFESSIONAL SERVICES	\$ 8,855	\$ 10,000	\$ (1,145)	89%
Total 60800 · INFORMATION TECH SERV	\$ 1,111			
Total 61200 · MATERIALS AND SUPPLIES	\$ 13,227	\$ 9,400	\$ 3,827	141%

The Town of Occoquan
Profit & Loss Budget Performance
July 2022 through May 2023

	Jul '22 - May 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 62000 · CONTRACTS	\$ 64,943	\$ 64,875	\$ 68	100%
Total 63200 · ADVERTISING	\$ 21,734	\$ 25,500	\$ (3,766)	85%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	\$ 375	\$ 650	\$ (275)	58%
Total 64700 · FACILITIES EXPENSE	\$ 375	\$ 650	\$ (275)	58%
69200 · SPECIAL EVENTS				
69210 · HolidayFest	\$ 4,470	\$ 2,750	\$ 1,720	163%
69220 · Volunteer TY / Town Party	\$ 1,565	\$ 2,500	\$ (935)	63%
69250 · River Mill Park Events	\$ 9,576	\$ 6,425	\$ 3,151	149%
69290 · Other Special Events	\$ 4,450	\$ 2,575	\$ 1,875	173%
Total 69200 · SPECIAL EVENTS	\$ 20,061	\$ 14,250	\$ 5,811	141%
Total Expense	\$ 183,192	\$ 196,223	\$ (13,031)	93%
Net Ordinary Income	\$ 65,568	\$ 60,647	\$ 4,920	108%
Net Income	\$ 65,568	\$ 60,647	\$ 4,920	108%
MAMIE DAVIS PARK				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	\$ 193	\$ 500	\$ (307)	39%
Total 44000 · OTHER	\$ 193	\$ 500	\$ (307)	39%
Total Income	\$ 193	\$ 500	\$ (307)	39%
Gross Profit	\$ 193	\$ 500	\$ (307)	39%
Net Ordinary Income	\$ 193	\$ 500	\$ (307)	39%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	\$ 5,250	\$ 5,000	\$ 250	105%
Total 70000 · CIP EXPENSE	\$ 5,250	\$ 5,000	\$ 250	105%
Total Other Expense	\$ 5,250	\$ 5,000	\$ 250	105%
Net Other Income	\$ (5,250)	\$ (5,000)	\$ (250)	105%
Net Income	\$ (5,057)	\$ (4,500)	\$ (557)	112%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (123,550)	\$ (36,003)	\$ (87,547)	343%

The Town of Occoquan
Balance Sheet Prev Year Comparison
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 100	\$ 100	\$ -
10010 · Petty Cash - Events	\$ 725	\$ -	\$ 725
10022 · Checking Account 0058	\$ 87,910	\$ 109,713	\$ (21,803)
10024 · Money Market 4220	\$ 201,656	\$ 200,184	\$ 1,471
10029 · Checking Account 3126	\$ 55,389	\$ 89,610	\$ (34,222)
10033 · Events Fund - PayPal	\$ -	\$ 33,033	\$ (33,033)
10034 · VIP - Investment Pool			
25-5001 · VIP NAV Liquidity Pool 5001	\$ 575,895	\$ 475,547	\$ 100,348
Total 10034 · VIP - Investment Pool	\$ 575,895	\$ 475,547	\$ 100,348
10082 · Mamie Davis Savings 4201	\$ 2,049	\$ 7,043	\$ (4,993)
10083 · Mamie Davis CD	\$ 100,000	\$ 100,000	\$ -
10091 · Bricks - PayPal	\$ -	\$ 989	\$ (989)
10094 · Money Market 5997	\$ -	\$ 15,561	\$ (15,561)
10095 · Bricks MM 2125	\$ -	\$ 11,302	\$ (11,302)
Total Checking/Savings	\$ 1,023,723	\$ 1,043,081	\$ (19,359)
Accounts Receivable			
Total Accounts Receivable	\$ 103,444	\$ 101,181	\$ 2,263
Other Current Assets			
14990 · Undeposited Funds	\$ 780	\$ 16,055	\$ (15,275)
Total Other Current Assets	\$ 780	\$ 16,055	\$ (15,275)
Total Current Assets	\$ 1,127,947	\$ 1,160,317	\$ (32,370)
TOTAL ASSETS	\$ 1,127,947	\$ 1,160,317	\$ (32,370)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Total Accounts Payable	\$ 36,431	\$ 37,812	\$ (1,381)
Credit Cards			
22000 · Credit Cards			
Total 22000 · Credit Cards	\$ 11,620	\$ 7,156	\$ 4,464
Total Credit Cards	\$ 11,620	\$ 7,156	\$ 4,464
Other Current Liabilities			
20935 · Performance Bond	\$ 1,188	\$ 4,368	\$ (3,180)
20940 · Unearned Craft Show Rev			
Total 20940 · Unearned Craft Show Rev	\$ 42,008	\$ 24,925	\$ 17,083
20960 · Unearned Other Revenue			
20970 · Rental	\$ 1,550	\$ 2,750	\$ (1,200)
20973 · Unearned SLFRF Revenue	\$ 693,330	\$ 474,780	\$ 218,550
Total 20960 · Unearned Other Revenue	\$ 694,880	\$ 477,530	\$ 217,350
20980 · Unearned R.E. Tax	\$ 771	\$ 8,760	\$ (7,989)
21100 · Unearned Fire Dept Grant	\$ -	\$ 15,000	\$ (15,000)
21200 · Payroll Liabilities			
Total 21200 · Payroll Liabilities	\$ (870)	\$ (841)	\$ (30)
Total Other Current Liabilities	\$ 737,976	\$ 529,742	\$ 208,233
Total Current Liabilities	\$ 786,027	\$ 574,710	\$ 211,317
Equity			
Total Equity	\$ 341,920	\$ 585,607	\$ (243,687)
TOTAL LIABILITIES & EQUITY	\$ 1,127,947	\$ 1,160,317	\$ (32,370)

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney *MRC*

Re: July 2023 Town Attorney Report

Date: July 6, 2023

NOT CONFIDENTIAL

This is a report on non-confidential matters that my office has been working on for the Town since my previous report dated May 26, 2023:

1. Worked with Town staff to provide interim prosecution services for July.
2. Advised as to contract with Weston & Sampson for design and engineering services related to stormwater management.
3. Began a sign enforcement action.
4. Approved agreement with County for Property Maintenance Code enforcement.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Regular Business	Meeting Date: July 18, 2023
11A: Request to Vacate Parking Easement at the Townes of Occoquan Mill and Designation of Parking Spaces to Lot 19	

Attachments: a. Draft Deed of Vacation of Easement

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to vacate a parking easement at the Townes of Occoquan Mill and designate parking spaces to Lot 19 of the Townes of Occoquan Mill.

The parking easements relate to seven lots with surface parking spaces and one lot with no parking. The Townes of Occoquan Mill Homeowners Association would like the Town to vacate the parking easement and designate two parking spots to Lot 19, which has no parking.

Background

At the June 6th Town Council Meeting, Town Council heard from members of the Townes of Occoquan Mill in support of The Townes of Occoquan Mill Homeowners Association (HOA)'s request for the Town to vacate the parking easement on those parking spaces that are part of individual homeowner lots and to designate two parking spaces to Lot 19. Town Council directed Town staff to work with the HOA attorney to provide a draft deed of vacation of easement. The HOA attorney provided a draft deed which has been reviewed and approved as to form by the Town Attorney.

Staff Recommendation: Staff does not have a recommendation.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move that the Town vacate the parking easement granted to the Town of Occoquan in the Deed of Dedication, Subdivision, Easement and Conveyance, dated May 28, 1987, as set forth in the draft Deed of Vacation of Easement, with the costs related to be paid by the Townes of Occoquan Mill Homeowners' Association."

OR

"I move that the Town defer any action of the easement granted to the Town of Occoquan in the Deed of Dedication, Subdivision, Easement and Conveyance, dated May 28, 1987."

OR

Other action the Council deems appropriate.

DEED OF VACATION OF EASEMENT

THIS DEED OF VACATION OF EASEMENT (the “Vacation Deed”) is made this ___ day of _____, 2023, by **THE TOWN OF OCCOQUAN VIRGINIA**, (hereinafter “Town”).

WITNESSETH

WHEREAS, the Town, by a Deed of Dedication, Subdivision, Easement and Conveyance, recorded in Deed Book 1483, at Page 0153 in the Circuit Court of Prince William County (the “Easement Deed”) received, among other easements and rights, a Parking, Sidewalk, and Utility Easement which encumbers Lots 20 through 26 (inclusive) (the “Lots”) as depicted on the plat recorded with said Easement Deed (also referenced as being in Map Drawer 71, at Page 59) (the “Plat”); and

WHEREAS, the Town wishes to vacate only the parking portion of the Parking, Sidewalk, and Utility Easement in such areas where it encumbers the Lots, while retaining the other portions of the Parking, Sidewalk and Utility Easement; and

WHEREAS the Town also wishes to designate the first two parking spaces located on Common Area “D” as shown on the Plat, over which the Town still maintains its parking easement rights, for the exclusive use of the record owner of Lot 19, as depicted on the Plat.

NOW, THEREFORE, that for and in consideration of the sum of One Dollar (\$1.00), cash in hand paid, including the recitals above which are incorporated herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town does hereby vacate the parking easement over the Lots, as granted by the Easement Deed, while retaining the parking easement outside of the Lots and still retaining the sidewalk and utilities easements granted in the Easement Deed.

NOW THEREFORE, that for and in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged. The Town does hereby designate the first two parking spaces within the parking easement on Common Area “D” for the exclusive use of the Owner of Lot 19.

IN WITNESS WHEREOF, the parties hereto have caused this Deed of Vacation of Easement to be executed, under seal.

FURTHER WITNESS the following signatures and seals.

[SIGNATURE PAGES FOLLOW]

EASEMENT HOLDER

The Town of Occoquan, Virginia

By: _____ (SEAL)

Name: _____

Title: _____

STATE OF VIRGINIA
COUNTY OF Prince William, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that _____, as _____ on behalf of the Town of Occoquan, whose name is signed to the foregoing Deed, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this ___ day of June, 2023.

Notary Public

My commission expires: _____

APPROVED AS TO FORM:

Town Attorney

DRAFT



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

11. Regular Business	Meeting Date: July 18, 2023
11B: Request to Adopt Ordinance to Amend Sections 78.03 and 78.04 of the Town Code Relating to Shared Mobility Systems	

Attachments: a. Draft Ordinance O-2023-13

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve and adopt an ordinance to amend Sections 78.03 and 78.04 of the Town Code relating to shared mobility systems.

In 2019, prior to adopting the new Town Charter and moving to a Council/Manager form of government, Town Council adopted Chapter 78 of the Town Code relating to shared mobility systems. In early July 2023, Town staff received a request regarding information on a business engaging in shared mobility system business. After reviewing the Town Code sections, Town staff is requesting amendments to address the Town Charter change and simplify the application, registration, and reporting process involved with shared mobility systems.

Staff Recommendation: Adopt the ordinance as presented.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt Ordinance O-2023-13 to amend Sections 78.03 and 78.04 of the Town Code as presented."

OR

Other action Council deems appropriate



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Nancy Freeborne Brinton
Theo Daubresse

**TOWN MANAGER/
CHIEF OF POLICE**
Adam C. Linn, J.D.

SHARED MOBILITY SYSTEMS POLICY AND REGULATIONS

Effective July 19th, 2023

PURPOSE

This policy has been enacted by the Town Manager in accordance with § 78.04 of the Town Code to set fees and provide regulations for shared mobility systems operated with the Town of Occoquan and on Town owned properties.

SCOPE

This policy applies to all businesses operating shared mobility devices and systems in the Town of Occoquan and on Town owned properties as described in § 78.04 of the Town Code.

SHARED MOBILITY SYSTEMS LICENSE FEES

Item	Rate
Shared Mobility License	\$ 500.00
Shared Mobility Device Annual Registration (per device)	\$ 22.00

SHARED MOBILITY SYSTEMS LICENSE OPERATING REGULATIONS

In accordance with § 78.04, the following regulations set forth the minimum requirements for any shared mobility systems license issued by the town:

(A) *Equipment requirements.*

(1) All bicycles and electric power-assisted bicycles shall meet the standards established in the State Code of Virginia, including lighting during operation in darkness.

(2) All motorized skateboards or scooters shall meet the safety standards established in the State Code of Virginia, requiring both headlight and taillight.

(3) Each device shall be equipped with an on-board GPS capable of providing real-time location and limiting operation of the device through geo-fencing.

(4) An operator identifier must be permanently affixed to each mobility device.

(5) All devices must be equipped with hardware that allows the licensee to render a device inoperable by remote means if it has been reported to licensee as being damaged or defective.

(B) *Operations.*

(1) The maximum number of shared mobility devices operated in the Town shall not exceed 50.

(2) The initial maximum speed limit for devices shall be 20 miles per hour.

(3) No shared mobility device shall be operated during Town Events that involve closing down street to vehicular traffic, including but not limited to the Occoquan Riverfest and Craft Show and the Occoquan Fall Craft Show.

(4) Each license shall designate the specific number of shared mobility devices that the licensee may deploy in the town.

(5) The Town Manager reserves the right to order the full or partial removal or deactivation of a shared mobility system due to weather or other local situations, events, or emergencies for up to 48 hours.

(6) Licensees must be aware of and plan for town events, providing additional staffing, customer education/awareness, and temporary no-ride and no-park zones as necessary.

(7) Licensees shall provide administrative access for town officials to relocate devices that are blocking the public right-of-way or creating obstacles for vehicles or pedestrians.

(C) *Safe riding and parking.*

(1) Licensees shall make training available to all customers regarding safe operation of devices.

(2) Devices must be parked upright on hard surfaces in a manner that does not obstruct or impede the public right of way.

(3) Licensees must apply geo-fencing specifications to direct customers to parking areas designated by the Town Manager, which the Town Manager may

expand, contract, or change from time to time. Customers shall not be allowed to sign out of their rides unless parked in a designated area.

(4) Devices are to be parked in such a manner as to provide a four-foot pedestrian clear zone area in the sidewalk.

(5) Devices shall not be parked in such a manner as to impede or interfere with any fire hydrant, call box, or other emergency facility; bus bench; utility pole or box; evacuation route; snow emergency route; or access to or from any building.

(6) Devices cannot be parked in such a manner as to impede or interfere with the reasonable use of any bicycle rack, news rack, or commercial window display.

(7) The Town Manager reserves the right to determine certain blocks where parking is prohibited. Devices may be left in on-street parking spaces only if the Town Manager has officially designated those spaces as shared mobility parking stations. The licensee will apply visible markings to identify any such parking stations.

(8) Shared mobility devices shall not be parked adjacent to or within:

(a) Transit zones, including bus stops, shelters, passenger waiting areas and bus layover and staging zones, except at existing bicycle racks;

(b) Loading zones;

(c) Disabled parking zones;

(d) Street furniture that requires pedestrian access (for example: benches, parking pay stations, bus shelters, transit information signs, etc.);

(e) Curb ramps; and

(f) Driveways.

(9) To the extent a licensee desires to park devices on town property other than the public right-of-way (e.g., parks, plazas, parking lots, town hall grounds, or utility facilities), the licensee must first obtain the right to do so in writing from the Town Manager.

(10) Licensees shall stop placing devices or allowing customers or contractors of the licensee to place devices in front of any address provided by the Town Manager within 48 hours of notice.

(D) Licensees shall apply geo-fencing specifications provided by the town to prohibit riding/parking/locking motorized skateboards or scooters in areas of the town

specified by the Town Manager.

(E) Any device found to be in violation of this section is subject to removal by the town; the licensee must pay \$35 for each device removed and \$5 per day of storage, including the day of removal and the day of release from storage. The town shall provide notice of removal within 24 hours of removal.

(F) Licensees shall provide notice to all customers by means of signage and through a mobile or web application that:

(1) Helmets are strongly encouraged for all customers and required for minors 14 and under. If licensees prohibit use of shared mobility devices by certain minors, licensees shall provide conspicuous notice of this policy to customers;

(2) Parking must be done in designated areas;

(3) Wearing headphones on or in both ears while riding a shared mobility device is prohibited; and

(4) Operating a shared mobility device while texting or while under the influence of alcohol is strongly discouraged.

(G) Licensees shall provide education on the town's existing rules and regulations, safe and courteous riding, and proper parking.

(H) *Customer service.*

(1) Licensees shall provide easily visible contact information, including phone number and e-mail address, on each device for town employees and members of the public to make relocation requests or to report other issues with devices.

(2) Licensees shall maintain a representative physically located within 25 miles of the town and provide a direct point of contact to the town and its residents for this representative.

(3) Licensees shall maintain a customer service phone number for customers to report safety concerns, complaints, or to ask questions at all times a shared mobility device is operated in Town. This phone number and its website shall be provided on every device that is in service in the town.

(4) Upon notification that a licensee's device is improperly parked, left standing, or unattended on any sidewalk, street, or public right-of-way under the jurisdiction of the town, the licensee shall remove the device within two hours.

(5) Licensees shall provide all customers with a mechanism to report safety or

maintenance issues with a device.

(6) In the event a safety or maintenance issue is reported for a specific device, the licensee shall immediately deactivate that device and shall remove it within two hours of deactivation. Any inoperable or unsafe device shall be repaired before it is put back into service.

(I) *Data sharing.* Without prejudice to a licensee's rights to, and interest in, its commercially privileged and sensitive information, licensees shall provide the town with the following types of data in an annual report delivered to the town no later than the fifteenth day of January each year:

(1) Total active customers, number of trips in the town each month, average trip duration times, number of devices in service, crashes (giving time, date, and location), injuries, and complaints; and

(2) Additional specific data to be provided by the licensee may be stated in the license or required by the Town Manager.

(J) *Insurance.* The licensee must purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the Commonwealth of Virginia, insurance policies containing the following types of coverages and minimum limits:

(1) Workers' compensation - statutory requirements and benefits. This policy shall specifically list Virginia as a covered state;

(2) Employer's liability - \$100,000. This policy shall specifically list Virginia as a covered state;

(3) Commercial general liability - \$1,000,000 per occurrence. The town and its officers, employees, agents and volunteers must be named as an additional insured and so endorsed on the policy; and

(4) Automobile liability - \$1,000,000 per occurrence.

(5) All insurance coverage:

(a) Shall be issued by an insurance carrier authorized to do business within the Commonwealth of Virginia and otherwise acceptable to the town; and

(b) Shall be kept in force throughout the duration of the license.

(6) Prior to offering devices for use, the licensee shall:

(a) Have all required insurance coverage in effect; and

(b) Deliver to the town proof of insurance for all lines of coverage satisfactory to the town in its sole discretion.

(7) The town reserves the right to revise any insurance requirement as may be necessary for the best interests of the town, including, but not limited to, limits, coverages and endorsements, or reject any insurance policies which fail to meet the criteria stated herein. Additionally, the town reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.

ORDINANCE #0-2023-13

AN ORDINANCE AMENDING SECTIONS 78.03 AND 78.04 OF THE TOWN CODE RELATING TO SHARED MOBILITY SYSTEMS

WHEREAS, the Town adopted Chapter 78 of the Town Code consisting of § 78.01 through § 78.05 regarding Shared Mobility Systems of electric scooters, motorized skateboards, bicycles and/or electric power-assisted bicycles to provide for the protection of public health, safety, and welfare.

WHEREAS, the Town has adopted a new Town Charter since the adoption of Chapter 78 and the Town Council recognizes that amendments should be made to §§ 78.03 and 78.04 to address changes resulting from the new Town Charter and to address procedural processes related to Shared Mobility Systems license and operating regulations.

NOW, THEREFORE, BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session on this 18th day of July, 2023:

1. That the Town Council hereby adopts and amends Town Code § 78.03 and § 78.04 as set forth below:

§ 78.03 LICENSE REQUIREMENT.

(A) Any person (or entity) seeking to operate a shared mobility system within the town shall first obtain a license from the Town ~~Council~~, conditioned on compliance with the operating regulations ~~contained in this chapter or additional regulations~~ issued by the Town Manager pursuant to this chapter. Each licensee must obtain a business license and will be responsible for all applicable local fees and taxes as a condition of retaining their license. The Town ~~Council~~ **MANAGER** shall set and may modify the fee for application for a license. ~~by uncodified ordinance.~~

(B) The Town ~~Council~~ **MANAGER** may set and modify an annual registration fee per device. ~~by uncodified ordinance.~~

(C) No person (or entity) shall operate a shared mobility system within the town without a license. Any person who operates a shared mobility system without a license shall be subject to a civil penalty not to exceed \$1,000 for each violation. Each day of violation shall constitute a separate offense.

(D) The Town Manager may revoke any license after notice reasonable under the circumstances for failure to comply with the operating regulations.

(E) Any person (or entity) whose license application has been denied, or whose license has been revoked or terminated, may file an appeal with the Town Council by

submitting a written statement to the Town Manager within ten business days of the denial or revocation. The written statement shall describe the basis of the objection. Any licensee whose license has been revoked may not apply for another license within six months of the revocation effective date.

~~(F) The Town Manager may require additional operating regulations, consistent with this chapter, as needed to protect public health, safety, and welfare. Such additional operating regulations may apply to all licensees or, if justified by the operations of a licensee, single licensees. Such additional operating regulations may include, at the Town Manager's discretion:~~

~~———— (1) An increased or decreased limit on the number of devices deployed by the licensee in the town;~~

~~———— (2) A ban or limit on use of some or all devices on some or all sidewalks or in other specified areas;~~

~~———— (3) A bond to cover costs incurred by the town;~~

~~———— (4) An increase or decrease in the speed limit for devices;~~

~~———— (5) Additional data sharing;~~

~~———— (6) Changed or additional insurance requirements; and~~

~~———— (7) Similar requirements needed to protect public health, safety, and welfare.~~

§ 78.04 OPERATING REGULATIONS.

OPERATING REGULATIONS, ISSUED BY THE TOWN MANAGER, SHALL SET FORTH THE MINIMUM REQUIREMENTS REQUIRED FOR ANY LICENSE ISSUED BY THE TOWN. AFTER THE INITIAL OPERATING REGULATIONS, ANY CHANGES OR ADDITIONS TO THE OPERATING REGULATIONS BY THE TOWN MANAGER SHALL BE EFFECTIVE AFTER 30 DAYS' NOTICE TO PERMIT COMMENTS BY THOSE AFFECTED.

~~———— The following subsections set forth the minimum requirements that will be required in any license issued by the town:~~

~~———— (A) *Equipment requirements.*~~

~~———— (1) All bicycles and electric power-assisted bicycles shall meet the standards established in the State Code of Virginia, including lighting during operation in darkness.~~

~~———— (2) All motorized skateboards or scooters shall meet the safety standards established in the State Code of Virginia, requiring both headlight and taillight.~~

~~———— (3) Each device shall be equipped with an on-board GPS capable of providing real-time location and limiting operation of the device through geo-fencing.~~

~~———— (4) An operator identifier must be permanently affixed to each mobility device.~~

~~———— (5) All devices must be equipped with hardware that allows the licensee to render a device inoperable by remote means if it has been reported to licensee as being damaged or defective.~~

~~———— (B) *Operations.*~~

~~———— (1) The initial maximum speed limit for devices shall be 20 miles per hour.~~

~~———— (2) Each license shall designate the specific number of shared mobility devices that the licensee may deploy in the town.~~

~~———— (3) The Town Manager reserves the right to order the full or partial removal or deactivation of a shared mobility system due to weather or other local situations, events, or emergencies for up to 48 hours.~~

~~———— (4) Licensees must be aware of and plan for town events, providing additional staffing, customer education/awareness, and temporary no-ride and no-park zones as necessary.~~

~~———— (5) Licensees shall provide administrative access for town officials to relocate devices that are blocking the public right-of-way or creating obstacles for vehicles or pedestrians.~~

~~———— (C) *Safe riding and parking.*~~

~~———— (1) Licensees shall make training available to all customers regarding safe operation of devices.~~

~~———— (2) Motorized scooters, as well as bicycles and electric power-assisted bicycles, must be parked upright on hard surfaces in a manner that does not obstruct or impede the public right-of-way.~~

~~———— (3) Licensees must apply geo-fencing specifications to direct customers to parking areas designated by the Town Manager, which the Town Manager may expand, contract, or change from time to time. Customers shall not be allowed to sign out of their rides unless parked in a designated area.~~

~~———— (4) Devices are to be parked in such a manner as to provide a four-foot pedestrian clear zone area in the sidewalk.~~

~~———— (5) Devices shall not be parked in such a manner as to impede or interfere with any fire hydrant, call box, or other emergency facility; bus bench; utility pole or box; evacuation route; snow emergency route; or access to or from any building.~~

~~———— (6) Devices cannot be parked in such a manner as to impede or interfere with the reasonable use of any bicycle rack, news rack, or commercial window display.~~

~~———— (7) The Town Manager reserves the right to determine certain blocks where parking is prohibited. Bicycles and e-scooters may be left in on-street parking spaces only if the Town Manager has officially designated those spaces as shared mobility parking stations. The licensee will apply visible markings to identify any such parking stations.~~

~~———— (8) Shared mobility devices shall not be parked adjacent to or within:~~

~~———— (a) Transit zones, including bus stops, shelters, passenger waiting areas and bus layover and staging zones, except at existing bicycle racks;~~

~~———— (b) Loading zones;~~

~~———— (c) Disabled parking zones;~~

~~———— (d) Street furniture that requires pedestrian access (for example: benches, parking pay stations, bus shelters, transit information signs, etc.);~~

~~———— (e) Curb ramps; and~~

~~———— (f) Driveways.~~

~~———— (9) To the extent a licensee desires to park devices on town property other than the public right of way (e.g., parks, plazas, parking lots, town hall grounds, or utility facilities), the licensee must first obtain the right to do so in writing from the Town Manager.~~

~~———— (10) Licensees shall stop placing devices or allowing customers or contractors of the licensee to place devices in front of any address provided by the Town Manager within 48 hours of notice.~~

~~———— (D) Licensees shall apply geo-fencing specifications provided by the town to prohibit riding/parking/locking motorized skateboards or scooters in areas of the town specified by the Town Manager.~~

~~— (E) Any device found to be in violation of this section is subject to removal by the town; the licensee must pay \$35 for each device removed and \$5 per day of storage, including the day of removal and the day of release from storage. The town shall provide notice of removal within 24 hours of removal.~~

~~— (F) Licensees shall provide notice to all customers by means of signage and through a mobile or web application that:~~

~~— (1) Helmets are strongly encouraged for all customers and required for minors 14 and under. If licensees prohibit use of shared mobility devices by certain minors, licensees shall provide conspicuous notice of this policy to customers;~~

~~— (2) Parking must be done in designated areas;~~

~~— (3) Wearing headphones on or in both ears while riding a shared mobility device is prohibited; and~~

~~— (4) Operating a shared mobility device while texting or while under the influence of alcohol is strongly discouraged.~~

~~— (G) Licensees shall provide education on the town's existing rules and regulations, safe and courteous riding, and proper parking.~~

~~— (H) *Customer service.*~~

~~— (1) Licensees shall provide easily visible contact information, including a toll-free phone number and e-mail address, on each device for town employees and members of the public to make relocation requests or to report other issues with devices.~~

~~— (2) Licensees shall maintain a representative physically located within 25 miles of the town and provide a direct point of contact to the town and its residents for this representative.~~

~~— (3) Licensees shall maintain a 24-hour customer service phone number for customers to report safety concerns, complaints, or to ask questions. This phone number and its website shall be provided on every device that is in service in the town.~~

~~— (4) Upon notification that a licensee's device is improperly parked, left standing, or unattended on any sidewalk, street, or public right-of-way under the jurisdiction of the town, the licensee shall remove the device within two hours.~~

~~— (5) Licensees shall provide all customers with a mechanism to report safety or maintenance issues with a device.~~

~~———— (6) In the event a safety or maintenance issue is reported for a specific device, the licensee shall immediately deactivate that device and shall remove it within two hours of deactivation. Any inoperable or unsafe device shall be repaired before it is put back into service.~~

~~———— (I) *Data sharing.* Without prejudice to a licensee's rights to, and interest in, its commercially privileged and sensitive information, licensees shall provide the town the following types of data in a monthly report delivered to the town no later than the fifteenth day after the month covered in the report:~~

~~———— (1) Total active customers, number of trips in the town each month, average trip duration times, number of devices in service, GPS tracking data for every trip route, crashes (giving time, date, and location), injuries, and complaints; and~~

~~———— (2) Additional specific data to be provided by the licensee may be stated in the license or required by the Town Manager.~~

~~———— (J) *Insurance.* The licensee must purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the Commonwealth of Virginia, insurance policies containing the following types of coverages and minimum limits:~~

~~———— (1) Workers' compensation – statutory requirements and benefits. This policy shall specifically list Virginia as a covered state;~~

~~———— (2) Employer's liability – \$100,000. This policy shall specifically list Virginia as a covered state;~~

~~———— (3) Commercial general liability – \$1,000,000 per occurrence. The town and its officers, employees, agents and volunteers must be named as an additional insured and so endorsed on the policy; and~~

~~———— (4) Automobile liability – \$1,000,000 per occurrence.~~

~~———— (5) All insurance coverage:~~

~~———— (a) Shall be issued by an insurance carrier authorized to do business within the Commonwealth of Virginia and otherwise acceptable to the town; and~~

~~———— (b) Shall be kept in force throughout the duration of the license.~~

~~———— (6) Prior to offering devices for use, the licensee shall:~~

~~———— (a) Have all required insurance coverage in effect; and~~

~~———— (b) Deliver to the town proof of insurance for all lines of coverage satisfactory to the town in its sole discretion.~~

~~———— (7) The town reserves the right to revise any insurance requirement as may be necessary for the best interests of the town, including, but not limited to, limits, coverages and endorsements, or reject any insurance policies which fail to meet the criteria stated herein. Additionally, the town reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.~~

2. This ordinance is effective upon passage.

PASSED AND ADOPTED by the Town Council of the Town of Occoquan on this 18th day of July, 2023.

BY ORDER OF THE TOWN COUNCIL

MEETING DATE: July 18, 2023

Town Council Meeting

Ord. No. O-2023-13

RE: An Ordinance Amending Title VIII Chapter 78 of the Town Code

MOTION:

SECOND:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

11. Regular Business	Meeting Date: July 18, 2023
11C: Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River	

Attachments: a. N/A

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to adopt a resolution to name the 19th century dike located in the Occoquan River based off the recommended submissions from the naming competition at the 2023 Riverfest.

The winning submission will be inscribed on a sign to be placed on the “island” for a term of one year. After the year is up, the Town intends to follow the same process again and keep the tradition for the foreseeable future with the “island” receiving a new name each year.

At the June 20th Town Council Meeting, Town staff submitted a narrowed down list of 10 options for the Town Council’s review. Town Council then revised the list to the three following options for consideration:

Heron's Hideaway

Boater's Bane

Heron's Haven

Background

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 debris. Over time, the dike has come to be a sanctuary for local wildlife, including indigenous tree and bird species.

Staff Recommendation: N/A

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to adopt Resolution R-2023-12 to Name the 19th Century Dike [NAME OF WINNING SUBMISSION], as submitted by [NAME OF WINNING SUBMITTER], for a term of one year beginning immediately, and expiring on June 30th, 2024.

OR

Other action the Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2023-12**

**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 2023 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 immediately and expiring on June 30th, 2024.

Adopted by the Town Council of the Town of Occoquan, Virginia this 18th Day of July, 2023.

MOTION:

**DATE: July 18, 2023
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

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Regular Business	Meeting Date: July 18, 2023
11D: Seasonal Shuttle Update and Request to Set Not-to-Exceed Amount	

Attachments: a. N/A

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to review service options and budget considerations for a pilot shuttle program for Fall 2023 and approve a forthcoming contract for a not-to-exceed amount set a Council’s discretion for Skyline Worldwide Transportation.

At the June 20th Council meeting, Town staff presented preliminary estimates and options for a seasonal shuttle service to the Business District from the Rt. 123 and Old Bridge Commuter Lot. Town Council directed staff to analyze and prepare a seasonal shuttle pilot that would run from September 2023 to December 2023 on Saturdays from 12 pm to 8 pm.

Town staff has completed a review of the costs and logistics. The estimated costs of the pilot and a subsequent full season of shuttle service, running May to December 2024, is highlighted in the below table. Costs include the expenses paid to the contractor. An additional \$1,000 is projected for marketing and logistics expenses.

Seasonal Shuttle Service	Saturday Only	Sat and Sun
<i>Each Weekend</i>	\$884.25	\$1,768.50
<i>Every Weekend (September through December – Pilot)</i>	\$14,148.00	\$28,296.00
<i>Every Weekend (May through December – Full Season)</i>	\$27,411.75	\$54,823.50

Town staff proposes using funding from the Vehicles and Equipment Improvements Budget of the Capital Improvements Program to cover the costs of the pilot contracting services and marketing and logistics expenses. The line item currently has \$36,000 in unused funds, previously designated for police radio upgrades.

Background:

Parking continues to be a perennial concern for the Town. At the direction of the Town Council, staff has implemented a timed parking program and continued to search for more parking opportunities. Recently, after discussion of a potential multilevel parking facility and additional parking lots, both options with high costs per spaced added, Town Council directed staff to explore seasonal shuttle options as an alternative or complement to increased in-town parking.

Staff Recommendation: Staff recommends the approval of the forthcoming contract and setting a not-to-exceed amount of \$15,000 for the seasonal shuttle pilot.

Cost and Financing: As set by Town Council

Account Number: 74001 – Vehicles and Equipment Improvements

Proposed/Suggested Motion:

“I move that the Town, upon review and approval by the Town Attorney, enter into an agreement with Skyline Worldwide Transportation to provide a seasonal shuttle pilot for an amount not-to-exceed \$[AMOUNT CHOSEN BY TOWN COUNCIL].”

OR

Other action the Council deems appropriate.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING

Agenda Communication

12. Discussion Items	Meeting Date: July 18, 2023
12A: Riverfest Report	

Attachments: a. Riverfest Report

Submitted by: Julie Little
Event Director

Explanation and Summary:

On June 3rd-4th, 2023, the Town celebrated its annual Riverfest & Craft Show. Staff has prepared the attached Riverfest & Craft Show Report for review and discussion.



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Theo Daubresse
Nancy Freeborne-Brinton

TOWN MANAGER
Adam Linn

Events and Community Development

RiverFest & Craft Show Summary Report

RiverFest & Craft Show returned to the streets of the historic district on June 3 & 4, 2023. This relatively new face on the previously named Spring Arts & Crafts Show has become a festival with a multi-tiered format and a strong focus on conservation, the river and family activities, in addition to arts and crafts. While currently having similar models, RiverFest & Craft Show targets a broader audience than the Fall Arts & Crafts Show and the eventual goal is to grow the spring event to have more of a festival footprint than it does as a craft show. New offerings and experiences were an integral part of the show this spring and included Conservation Alley, the Whatever Floats Your Boat Parade, VIP packages, the Junior Passport program, as well as ticketed events for kids. Some activities initially planned became infeasible due to lack of funding or other issues.

Volunteers

Logistically, volunteer assistance is vital to running these shows, but also our vendors regard our highly responsive volunteer team as one of the best elements of the Occoquan shows. This spring, we were fortunate to have over 50 volunteers support the festival. Volunteers reported in an after-action survey that they would repeat the experience.

Weather

Weather for the event was warm and quite humid on Saturday, in the mid-80s. Sunday was mild, in the mid-70s with a refreshing breeze.

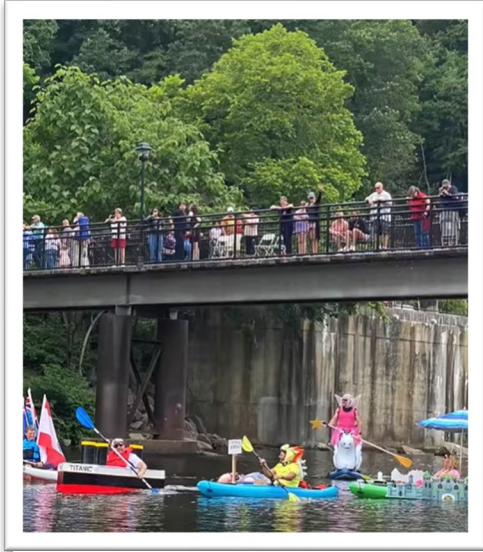
Shuttle and Attendance

Shuttle fees were raised last fall from \$5 per person to \$8, or 2 for \$15 and this continued to be the price structure for spring. Kids 12 and under remained free. Visitors were offered the opportunity to prepay their shuttle fees on their own devices through a QR code that directed them to the Town's Square account. 55% of adult riders prepaid their shuttle fees using the QR code. The estimated number of adult visitors using the shuttle is 3637.

In an effort to capture more accurate visitation numbers, we attempted for the first time a trial walk-in count. The estimate for the weekend of walk-ins and kids under 12 (who aren't captured in shuttle revenue since they are free) is 3760, combined with shuttle estimates of 3636, for a total attendance estimate of 7396.



RIVERFEST 2023



WHATEVER FLOATS YOUR BOAT PARADE

Whatever Floats Your Boat Parade

For the first time ever, we hosted a river parade to coincide with a town festival. The Whatever Floats Your Boat Parade encouraged paddlers to decorate a non-motorized river vessel and launch at Occoquan Regional Park and make the trek up the river into Occoquan. Our first-year participants were enthusiastic, and their entries created much excitement. Mayor Porta led the parade in a kayak and judging took place at the Ellicott footbridge. A portion of the registration proceeds went to Occoquan's 50 Million Mussel Project in partnership with Potomac RiverKeeper Network.

Family Activities

One major goal of RiverFest is to increase the number of families that attend the show. This is consistent with the objective for RiverFest to lean more toward being a festival than a craft show. Exploring various revenue generating activities and ticketed events is part of that process. To that end, Kids Nature Puppets and Reptile World were invited to provide their entertainments during RiverFest this year. The expectation for these events to be revenue generating was not realized, though both were enjoyed by participants. Further experimentation with kid-friendly festival activities is needed.

Conservation Alley and Junior Passport

In addition to arts and crafts, a major emphasis of RiverFest is conservation. With that in mind, we host Conservation Alley, a space dedicated to family fun, demonstrations, recycled crafts, and plenty of love for the natural world. Kids can journey with our Junior Passport program and earn a Conservation Alley sticker badge while learning simple ways to protect our wildlife and water. Thirteen environmental non-profits and related businesses, such as Potomac RiverKeeper Network, Friends of the Occoquan, DEQ, and Ocean Sole joined many others in the Alley to demonstrate their mission to our Juniors.

Beer & Wine Garden

The beer and wine garden and live concerts in River Mill Park are always a popular addition to the activity lineup. We also employed the ABC Designated Outdoor Recreation Area license, which enabled visitors to travel throughout the event venue with alcoholic beverages. No adverse issues were reported.

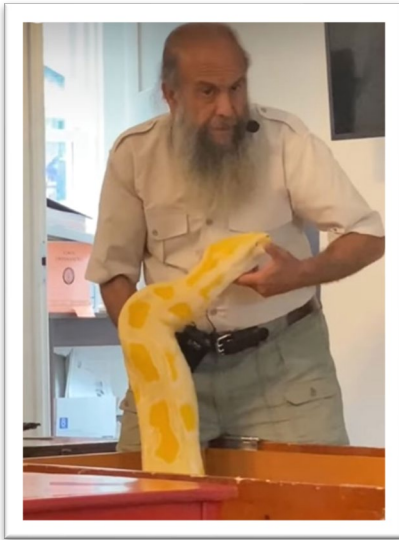
VIP Packages

For the first time, we offered VIP packages at a major event to increase the number of revenue makers. These primarily



CONSERVATION ALLEY

consisted of a VIP Family Fun Pack and a Sip & Stroll Date Package and were mildly successful.



REPTILE WORLD

Vendors

A total of 240 vendors supported RiverFest. This included crafters, artists, makers, commercial vendors, Town merchants, non-profits, food vendors, and sponsors. In an after-action survey, 68% of vendors reported sales from the weekend were average or above expectations.

Program

Once again, we offered the popular full-color program to patrons. Beyond being a listing of vendors and a venue map, this pocket-sized visitor guide is a means of generating income through ads. Additionally, a free ad in the book becomes an incentive for sponsors. The program also advertises upcoming Town events to promote Town tourism. While somewhat costly to produce, the booklet elevates the visitor experience and

reflects the exciting RiverFest mood conveyed throughout the promotional program on social, web, wayfinding, advertising, etc. Production costs are generally covered by sponsorship and advertising.

Promotion

The media strategy utilized a hybrid of traditional ad buys, plus a grassroots social media push to “go viral” on multiple platforms. Instagram became the lead social channel due to its highly shareable content and well-tagged posts and reels that garnered success in 2022. The Facebook focus was on attracting the core Craft Show fanbase, while exploring and leveraging Facebook Groups to spread the word. The messaging was consistently modern, exciting, and fresh to appeal to a younger market (rather than traditional Craft Show marketing) and families.

As the shows have grown in depth and complexity, there has become a real need for a website that can effectively manage all the information. To this end, this spring we developed a new website for town festivals: occoquanfestivals.com. This website is able to efficiently meet the need and provide information for the vendors, as well as be a public-facing event brochure for visitors. All promotions pointed to full event info on occoquanfestivals.com.

The numbers provided below are unaudited, preliminary figures.

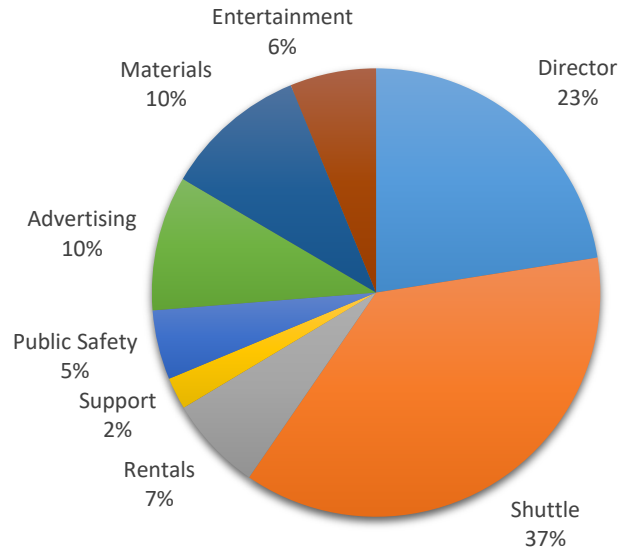
**RiverFest By the Numbers
Vendor Participation**

Category	Number of Vendors		
	Spring 2023	Spring 2022	Spring 2019
Crafter/ Artist	136	138	143
Commercial	20	23	29
Food	16	13	14
Town Businesses	35	36	37
Sponsors	9	7	0
Non-Profit	24	21	17
Total	240	238	240

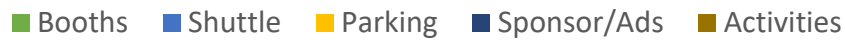
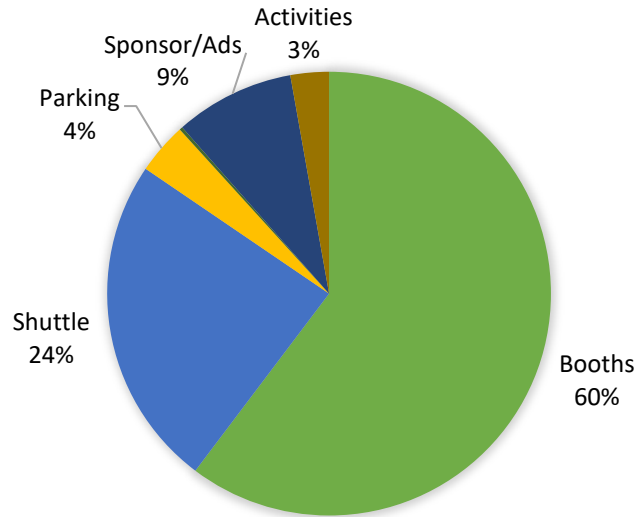
**RiverFest By the Numbers
Expenses vs Revenues**

Expense Category	FY2023 Actuals	FY2022 Actuals
Director Salary	17,856	17,518
Shuttles	29,419	23,100
Rentals	5,420	4,037
Show Support	1,830	1,000
Public Safety	3,975	5,000
Materials and Supplies	8,200	11,157
Entertainment	4,928	1,600
Advertising	7,715	6,322
Total Expenses	79,343	69,734
Revenue Category	FY2023 Actuals	FY2022 Actuals
Booth Revenue	72,455	72,396
Shuttle Revenue	29,100	21,755
Sponsors/ Ads	10,475	11,411
Merchandise	275	340
Activity Revenue	3,364	
Vendor Parking	4,500	3,675
Total Revenue	120,169	109,577
Net Revenue	40,826	39,843

2023 EXPENSES

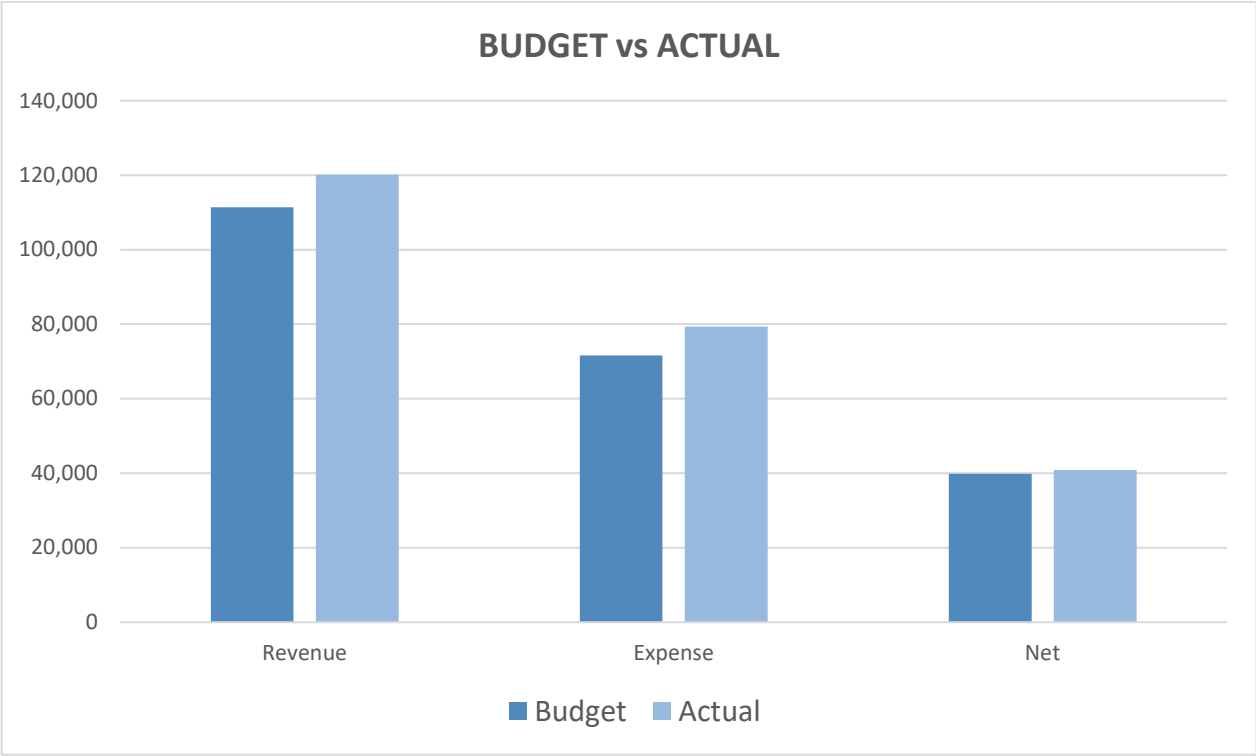


2023 REVENUE



RiverFest By the Numbers
Budget vs. Actual

Year		Budget	Actual	% to Budget
Spring 2023	Revenue	111,420	120,169	7.9%
	Expense	71,582	79,343	10.8%
	Net	39,838	40,826	2.4%





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

12. Discussion Items	Meeting Date: July 18, 2023
12B: Rt. 123 and Commerce Mural Contest Presentations	

Attachments: a. N/A

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a discussion item to review the previous presentations and Q&A and decide on next steps for the mural contest review.

The evaluation criteria are the following:

1. The aesthetic beauty of the mural design
2. The proposed design's fidelity to the general guidelines
3. The qualifications and experience of the applicant
4. The practicality of installing the design at the project location

Staff Request: Town staff is requesting that Town Council assess the proposals and select an awardee or provide next steps on the mural contest award process for forthcoming Council meetings.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

12. Discussion Items	Meeting Date: July 18, 2023
12C: EV Charger Discussion	

Attachments: a. N/A

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a discussion item to review EV charging station options for the Town of Occoquan and receive Town Council guidance.

At the March 21st, 2023, Town Council meeting, Council was briefed on an EV charging station funding option with Greenspot through the Mid-Atlantic Electrification Partnership (MAEP). Town Council then directed Town staff to review through the option with MAEP and reach out to other vendors.

After several months of soliciting assessments and quotes from potential vendors, Town staff recommends engaging with a potential vendor for a vendor owned model via a competitive bidding process.

A vendor owned model entails that the Town would not have to invest any moneys into the installation, maintenance, or upgrading of the charging systems. The Town would receive a small percentage of revenues from the stations, garnered via the imposition of a small hourly charging fee by the vendor.

The procurement process will require the Town to grant franchising for any charging stations as this business model generally requires localities to grant exclusive rights to the vendor to operate their charging stations at the given location. A period of solicitation and opening of sealed bids by Town Council is required by Virginia law.

The recommended location for the initial charging station installation is at 172 Mill Street. It would involve the installation of 2 charging stations, providing 4 ports for charging on the western side of the existing parking lot. The stations would have Level 2 chargers (14-35 miles per hour of charge depending on the vehicle) available to the public for a small hourly charging fee.

Staff Request: Staff is requesting that Town Council provide its interest and guidance on a franchising and bidding process for EV charging stations.