



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 October 3, 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. **Consent Agenda**
 - a. September 19, 2023 Meeting Minutes
 - b. Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2024
 - c. Request to Approve Purchase of Holiday Pole Lighting
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report
 - b. Town Treasurer's Report
 - c. Town Attorney
9. **Regular Business**
 - a. None
10. **Discussion Items**
 - a. Discussion on Craft Show Cancellation and Holiday Season
11. **Closed Session**
12. **Adjournment**

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



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: October 3, 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 September 19, 2023, Town Council Meeting Minutes
- b. Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2024
- c. Request to Approve Purchase of Holiday Pole Lighting

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, September 19, 2023
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Nancy Freeborne Brinton, Cindy Fithian, Theo Daubresse, and Eliot Perkins

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; Bruce Reese, Town Engineer (remote)

1. CALL TO ORDER

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

Mayor Porta made four announcements. First, he noted that Councilmember Fithian had advised him in advance that she may need to temporarily leave the meeting and return. As a result of the advance notice he had advised her that at such time that she needed to go she should feel free to do so and not feel obligated to raise a point of privilege. Second, although no citizen's time is scheduled for the meeting, there are two members of the public who want to address the Council and assuming no one objected he was going to let them do so. Third, he noted that he has received the architectural design proposal for the potential Mill House Museum expansion and will forward it to Town Staff. Last, he mentioned that a Councilmember asked if he would be more aggressive in restricting any side commentary or interruptions during the meeting, so he planned to do so.

Town business owner, Donna Sherman of Puzzle Palooza, spoke on the sign ordinance changes that were adopted at the June 6, 2023, Council Meeting. Her concerns were about the code now only allowing one A-frame sign per business, which limits signage for business owners who don't have store frontage on a street.

Mayor Porta asked staff to review the issue and to follow up with Mrs. Sherman. Mayor Porta also explained that since the ordinance was brought forward by the Architectural Review Board (ARB), Mrs. Sherman may want to bring her concerns to the ARB to see if they would entertain possible changes to send to Town Council.

Town resident, Amy Barnes, spoke on having better police coverage and traffic control at Center Lane during the Fall Arts and Crafts Show.

Mayor Porta asked Mr. Linn if Center Lane could be made one way during the Craft Show.

Mr. Linn replied that VDOT would not permit Center Lane to be made one way since during the craft show it's the only traffic route to and from Union/Tanyard Hill Road and Ellicott Street. Mr. Linn asked Deputy Chief Forman who is in charge of traffic control during the Craft Show to speak.

Deputy Chief Foreman discussed the traffic issue from Riverfest and explained that it was caused by interstate 95 being shut down and traffic being rerouted down Rt. 123. He noted that for the upcoming craft show there is an increase in message boards to let traffic on Route 123 know that there is restricted access in Town as well as signage on Old Bridge Road and Tanyard Hill Road. He also noted that there is a contingency plan if traffic happens on Center Lane.

2. CONSENT AGENDA

The minutes of the meeting of September 5, 2023, were removed from the consent agenda to consider a modification related to discussion on the Regular Business item to Adopt Ordinance to Repeal Town Code Section 92.02 Through 92.10 and Adopt New Article 2 in Chapter 92, Generally Relating to Noise.

- a. **Request to Adopt Revised Architectural Review Board (ARB) Exterior Elevations Design Guidelines**
- b. **Request to Authorize Execution of Copier Contract with Commonwealth Digital Office Solutions**

Councilmember Fithian moved to moved approval of the consent agenda. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.

3. REGULAR BUSINESS

a. September 5, 2023, Meeting Minutes

Mr. Linn advised that the Town Attorney recommended providing more detail in the minutes regarding Item 9a of the September 5th Town Council Meeting to avoid any challenge of arbitrariness. After reviewing the recordings, the following addition was proposed to Item 9a: "Mr. Linn explained that staff had taken multiple sound decibel readings throughout the town, including at Trivia Night, behind Madigan's Tiki Bar (with a singer and music), outside the Tap Room, on Poplar Alley between the VFW and the Salad Saloon (with a singer and music). That the highest reading recorded was 79.7 dB(A). Vice Mayor Loges mentioned that the sound inside the business would likely be louder so 85 dB(A) reading at the property line would likely be much greater closer to the sound source and unsafe for those closer to the sound. Mayor Porta asked Mr. Linn to confirm that the enforcement would be complaint based and Mr. Linn indicated it would be complaint based and that the sound enforcement, like speed enforcement, would have a leeway of 1 or 2 decibels."

Mayor Porta asked if there were any further changes.

Councilmember Fithian asked to make a change to her report to note that she attended the ribbon cutting for the Golden Plum.

The minutes of the meeting of September 5, 2023, were amended to include additional discussion on Regular Business item to Adopt Ordinance to Repeal Town Code Section 92.02 Through 92.10 and Adopt New Article 2 in Chapter 92, Generally Relating to Noise and to add attendance at that ribbon cutting for the Golden Plum to Councilmember Fithian's report.

Vice Mayor Loges moved to approve the September 5, 2023, Meeting Minutes as amended. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

b. Request to Adopt Amendments to Title III of the Town Code

Mr. Linn noted that the Town Attorney had two amendments to the ordinance. The first amendment is at § 35.024 to change the second reference to “churches” to “IRS-recognized religious entities” for consistency. The second amendment is at § 35.049 to remove the article and replace it with “No tax shall be imposed under this Article on items exempted from the tax as provided in Virginia Code § 58.1-3840,” to reflect the State Code and not require the Town to amend the code every time the State Code is changed.

Councilmember Perkins moved to adopt the amendments to Title III of the Town Code as amended. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

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

Nays: None

c. Request to Engage Prince William County Public Works for Stormwater Repairs

Councilmember Fithian moved to authorize the Town Manager to engage and contract with Prince William County to address and correct the sinkhole and related stormwater issues for an amount not to exceed Twenty-Five Thousand Dollars (\$25,000.00). Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

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

Nays: None

4. DISCUSSION ITEMS

a. Discussion on Riverwalk Access Extension

The Town Engineer proposed two alternatives for access to the Riverwalk from the gravel parking lot at 301 Mill Street. The first is to have a 5x5 foot wooden extension with stairs and the second is for a 65-foot wooden ADA ramp.

Councilmember Perkins asked Mr. Reese what the standard slope is for an ADA ramp.

Mr. Reese replied that it depends on where it is located and how long the ramp will be. Due to the short distance from the parking lot the slope would have to be 8.3% (percent) to go 60 feet and have a 5-foot landing area.

Mayor Porta noted that it would be a good idea to have a temporary exit from the Riverwalk at 301 Mill Street to stop people from cutting through private property or walk back away from shops.

Having an ADA ramp wouldn't be feasible due to it going into a gravel parking lot and that it is planned as temporary until the completed Riverwalk is built. Council was in unanimous agreement that the stair option would be best suited as a temporary solution.

Mayor Porta directed staff to begin discussions with the property owner of 301 Mill Street to allow a temporary exit from the current Riverwalk.

Bob Love, the President of the HOA at Gaslight Landing, noted reasons why having an exit would be a good idea. First, it would improve safety and security as people would be less inclined to jump private fences. Second, as an exit point during Town events. Third, to help direct people to more businesses on the other side.

b. Discussion on Holiday Decorations

Mr. Linn started the discussion by advising that it is to address concerns about the holiday decorations from the last holiday season. He noted that he has reached out to the group of former business owners in Town who in the past had installed the holiday decorations to see if they were willing help advise on the holiday decorations for this season. Staff has also reached out to the current contractor who will be installing the holiday decorations to increase the number of ornaments and lights on the Town Hall tree and around Town.

Mr. Linn proposed piloting new snowflake light fixtures on the utility poles, replacing some of the current wreaths that are installed during the holiday season. For the pilot the light fixtures would be every other pole on Washington and Mill Streets to get an idea how Town Council and residents react to the change.

Council directed staff to move forward with the piloting of the light fixtures.

5. 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)(3), discussion or consideration of the acquisition of real property for a public purpose specifically involving 404 McKenzie Drive, because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy. And as permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for the mural contest involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 7:51 p.m.

The Council came out of closed session at 8:10 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 Freeborne Brinton. The motion passed unanimously by roll call vote.

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

Nays: None

Vice Mayor Loges asked after Closed Session to direct staff to explore options to restrict the sale of THC based products in Town to be presented at the October 17th, Council Meeting.

6. ADJOURNMENT

The meeting was adjourned at 8:11 p.m.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

4. Consent Agenda	Meeting Date: October 3, 2023
4B: Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2024	

Attachments: a. Resolution R-2023-15

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to set the Town Council meeting schedule for the 2024 calendar year. The Town Code Section 31.015, Date and Time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m., or at such other times as may be fixed by resolution; provided that they meet at least six times per year in accordance with Section 3.6 of the Town Charter.

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
<i>None</i>	Tuesday, January 16, 2024
Tuesday, February 6, 2024	Tuesday, February 20, 2024
Tuesday, March 5, 2024	Tuesday, March 19, 2024
Tuesday, April 2, 2024	Tuesday, April 16, 2024
Tuesday, May 7, 2024	Tuesday, May 21, 2024
Tuesday, June 4, 2024	Tuesday, June 18, 2024
Tuesday, July 2, 2024	<i>None</i>
Tuesday, August 6, 2024	<i>None</i>
Tuesday, September 3, 2024	Tuesday, September 17, 2024
Tuesday, October 1, 2024	Tuesday, October 15, 2024
Wednesday, November 6, 2024	Tuesday, November 19, 2024
Tuesday, December 3, 2024	<i>None</i>

Of note, only one meeting is scheduled for the months of January, July, August, and December.

This is a request to adopt the attached Resolution R-2023-15.

Town Holidays

The Administrative Manual designates Town-observed holidays. Town offices will be closed on the following observed holidays in 2024:

January 1 st – New Year’s Day	October 14 th – Indigenous Peoples’ Day/Columbus Day
January 15 th – Martin Luther King, Jr. Day	November 5 th – Election Day
February 19 th – Presidents’ Day	November 11 th – Veterans Day
May 27 th – Memorial Day	November 28 th & 29 th – Thanksgiving Holiday
June 19 th – Juneteenth (Observed)	December 24 th – Christmas Eve Holiday
July 4 th – Independence Day	December 25 th – Christmas Day
September 2 nd – Labor Day	Staff Work Days: June 3 & September 30

The two noted staff work dates are the Mondays following the Riverfest and Fall Craft Show events. Town Hall will be closed to the public; however, staff will be working on clean up and wrap up efforts related to these events.

Town Staff Recommendation: Recommend adoption of the attached resolution as presented.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to approve Resolution R-2023-15.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**RESOLUTION TO SET THE SCHEDULE OF
REGULAR TOWN COUNCIL MEETINGS FOR CALENDAR YEAR 2024**

WHEREAS, Virginia Code § 15.2-1416 requires the Town Council to adopt the schedule of its regular meetings at its regular July organizational meeting or by resolution, and

WHEREAS, the Town Council no longer has an organizational meeting in July, and

WHEREAS, Section 3.6 of the Town Charter provides for fixing regular meetings, which shall be at least six times per year, but does not specify a method of doing so.

NOW, THEREFORE, BE IT RESOLVED that the Town Council adopts the following regular meeting schedule for calendar year 2024:

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
<i>None</i>	Tuesday, January 16, 2024
Tuesday, February 6, 2024	Tuesday, February 20, 2024
Tuesday, March 5, 2024	Tuesday, March 19, 2024
Tuesday, April 2, 2024	Tuesday, April 16, 2024
Tuesday, May 7, 2024	Tuesday, May 21, 2024
Tuesday, June 4, 2024	Tuesday, June 18, 2024
Tuesday, July 2, 2024	<i>None</i>
Tuesday, August 6, 2024	<i>None</i>
Tuesday, September 3, 2024	Tuesday, September 17, 2024
Tuesday, October 1, 2024	Tuesday, October 15, 2024
Wednesday, November 6, 2024	Tuesday, November 19, 2024
Tuesday, December 3, 2024	<i>None</i>

Adopted by the Town Council of the Town of Occoquan, Virginia this 3rd Day of October, 2023.

MOTION:

DATE: October 3, 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

4. Consent Agenda	Meeting Date: October 3, 2023
4C: Request to Approve Purchase of Holiday Pole Lighting	

Attachments: a. Quote for Holiday Pole Lighting

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to authorize the Town to purchase 10 snowflake holiday pole lights.

At the September 19, 2023, Town Council meeting, Town Council reviewed options to increase the holiday decorations and lighting for the upcoming CY2023 holiday season. Each holiday season, the Town erects approximately forty (40) holiday wreaths on utilities poles throughout the Town. Town staff proposed replacing the old holiday wreaths by phasing in new LED holiday pole lights. Town Council selected a snowflake design and directed staff to follow up on purchasing and phasing in the new LED lights. The cost to purchase ten (10) snowflake holiday pole lights is \$10,320. The funding would come from the approved FY24 CIP Budget for Streetscape and Infrastructure Improvement.

Staff Recommendation: Staff recommend approval of the purchase.

Cost and Financing: \$10,320

Account Number: 70001 - CIP / SLFRF Streetscape and Infrastructure Improvement

Proposed/Suggested Motion:

"I move to authorize the Town staff to purchase 10 snowflake holiday pole lights in an amount not to exceed \$10,320."

OR

Other action the Council deems appropriate.



Precision Holiday Lighting

Precision Holiday Lighting
 8193A Euclid Ct
 Manassas, VA 20111
 (703) 244-6407

Sales Consultant: Alexia Reams Tel Direct: (571) 719-0108 Email: alexia@precisionholidaylighting.com	Sales Quote #2023TOC Date: 9-29-2023 Time:
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Bill To: Town of Occoquan 314 Mill St Occoquan Historic District, VA 22125 Contact: Adam Linn Tel: (703) 491-1918 Email: alinn@occoquanva.gov	Install: Material Cost Only Location: Town of Occoquan Notes: This quote includes pricing to purchase 10 LED pole mounts for the Town of Occoquan.
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QTY	Item #	Description/Features
10	Material Cost Only	6ft Alpine Snowflake LED Pole Mount

The Town of Occoquan will own Alpine Snowflake LED Pole Mounts.

	DECOR SUBTOTAL	\$ 8,600.00
	FREIGHT	\$ 1,720.00
	SALES TAX	\$ 516.00
	SUBTOTAL	\$ 10,836.00
Install Date: _____ Install Time: _____ Terms: 50% Deposit, 50% Day of Installation Consultant: _____		
Authorized By: _____ Date: _____		

Price valid for 30 days. 50% deposit required to process order. A no cancellation/return policy will be in effect unless other restocking fees are agreed to in writing by alexia@precisionholidaylighting.com. Precision Holiday Lighting isn't liable for any items harmed or lost because of vandalism, defacing, extraordinary climate conditions, or acts of God. This includes all purchased, leased, or rented items. The Client accepts all responsibility while the decor is installed on their property. When possible, Precision Holiday Lighting will make efforts to replace such products for an additional charge. Electrical Requirements: Adequate functional outlets for all decor are provided by the Client for all lit decorations, tree and building lighting. Interruption of power at the GFCI receptacles can, will and should be expected where there is rain, dew, fog and other moisture. Precision Holiday Lighting is not responsible for outlets that will not reset due to the presence of moisture. Lighting blackouts or issues must be reported to the Precision Holiday Lighting team as soon as possible. Decoration & Lighting Storage: The first day of storage begins upon removal of the program. These annual storage charges are from that removal date through October 15th of the same year. Items not installed must be picked up or have a storage fee paid prior to October 15th of the same year. Items may be discarded if the fees remain unpaid or items are unclaimed. Precision Holiday Lighting will contact the owner of the products before July 1st of the same year to help coordinate the best time for item pickup.



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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: October 3, 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) Projects: 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.

Below is an overview of actively implemented SLFRF-funded projects. A comprehensive tracker of all SLFRF projects is attached to the end of this report.

- **Community Flood Preparedness Fund (CFPF) Grant - UPDATED:** 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). 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. The awarded grant funds a study by Weston & Sampson that will evaluate the Town's stormwater and flood resilience. Ultimately, the grant will fund the creation of an actionable plan that, when implemented, will increase the town's overall resiliency and response to the impacts of climate change within the community and region. The contractor is currently collecting and analyzing data on existing stormwater systems (Best Management Practices or BMPs) in the Town. On July 28th, Town staff sent notice to affected property owners and received signed permission from almost all property owners. Field inspections started the week of September 25th. The field team was able to inspect and collect data on most stormwater BMPs in the Town. Minimal follow up field work may occur in early October. The study will continue throughout the remainder of the calendar year with multiple opportunities for staff and community engagement.
- **Riverwalk Planning 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 used feedback from that event to create a Draft Vision Plan Report. Town staff met with the Berkley Group on August 25th, 2023 to review the draft and offer revisions. The Berkley Group delivered a final draft of the report to Town staff on September 20th, 2023. Town staff is currently reviewing the document and plans to submit it to the Planning Commission in early October.

- Riverwalk Access Extension Project - NEW: At the September 19th meeting, Town Council directed Town staff to search for potential contractors to create an access point to the Riverwalk at the end of the Gaslight Landing segment at 301 Mill Street. Town staff is currently working with potential contractors and the property owner to create a project proposal and cost estimate.
- River Mill Playground and Picnic Area - UPDATED: Town Council has paused this project for the foreseeable future due to cost and logistical concerns. Town staff will update Council on any developments that could address those concerns.
- Town Signage Updates - UPDATED: Town staff is preparing to install two welcome signs, a wayfinder at Mamie Davis Park, and an events kiosk at River Mill Park. Three of the four signs are currently in production while the River Mill Park sign is undergoing permitting with the County. Part of the funding for these updates is dedicated to a mural contest. For more information see the mural item at the end of this section
- 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 held 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. At its July 18th meeting, Town Council selected Alethea Marie Robinson's submission as the winner and directed staff to find locations and funding for the other two finalists' mural as well. At its September 5th meeting, Town Council approved a final design and contract. Town staff is currently working with the artist to execute the contract and prepare for install of the mural. 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: 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.

Per Town Council request on September 5th, 2023, a staff report on the approved Special Use Permits for the Mill at Occoquan is attached at the end of this report.

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

Signage Education and Code Updates: 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: 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. Surveying along McKenzie, Union, and Ellicott Streets began September 2023. Staff was advised that construction start dates will begin some time in 2026. 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.

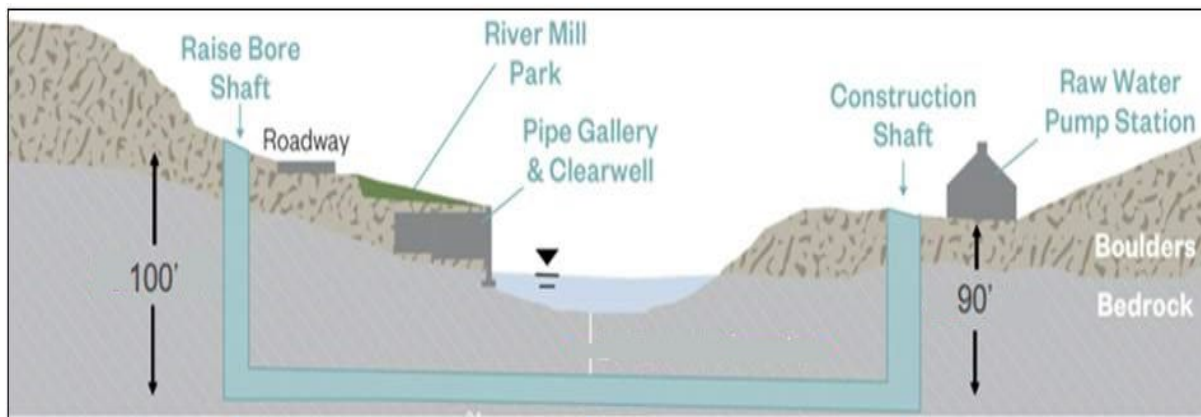
Mill Street Water Issue: Town staff reinstalled the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately 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.

DEQ ARPA Wastewater Funds 2022 Appropriation: 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 quotes to DEQ in early June and is now waiting on a response to other requested documentation provided in August.

Fairfax Water Construction: 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.

Blasting has recently reached bedrock and the feel of the blasting has increased. Residents and businesses have reached out to staff concerning the increase in the feel of the blasting. Staff has contacted Fairfax Water regarding the concerns and have been advised that the blast readings in River Mill Park are still considered within acceptable range and should not create any structural damage to properties in Town.

Below is a rendering of the project:



Property Maintenance Enforcement: 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).

More information on property maintenance enforcement can be found in the Property Maintenance Code Section below.

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, 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. Dominion Electric installed new LED streetlight heads in September. Staff is waiting to receive notice from PWCDOT on the Dominion Electric cost quote to place a new streetlight at the crosswalk and is expecting that sometime in October.

Sinkhole at Poplar Alley and Union Street - NEW: Town staff was notified of a potential sinkhole at the intersection of Poplar Alley and Union Street. During the week of September 25th, a PWC Public Works work crew excavated the affected area on Poplar Alley, found the potential source of the sinkhole, and remediated the issue. As of September 29th, the sinkhole has been filled and Poplar Alley has been repaved and reopened.

Tanyard Hill Closure - NEW: Tanyard Hill Road will be closed for 28 days from October 2nd, 2023, through October 31st, 2023. The road closure is a result of the Fairfax Water Occoquan River Crossing Project and related to the replacement of an off-site water main along Tanyard Hill Road/Union Street, between Old Bridge Road and the Town of Occoquan. Poplar Lane, Washington Street/Occoquan Road, and Commerce Street will still be open and be the main points of entry and exit for the Town.

Craft Show Cancellation - NEW: Due to health and safety concerns about the severity of Tropical Storm Ophelia, the Town decided to make the difficult decision to cancel this year’s Fall Arts and Crafts Show, originally scheduled for the weekend of September 23rd and 24th. The Show will not be rescheduled and Town staff is currently working with vendors to address an outstanding questions or concerns. However, the Town still has a full slate of events to round out the rest of the year. Spirits & Spirits and HolidayFest will be the main events. More information on events can be found in the Events and Community Development section of this report.

Real Estate Taxes - NEW: This is a reminder that the Town Council adopted an Ordinance that changes the Real Estate Tax due date to December 5th each year. Real Estate tax bills will be mailed to each property owner in October, unless a mortgage services company has requested the tax bill. If a property owner does not utilize a mortgage services company, then they must pay their tax directly to the town. Payments can be sent to “Town of Occoquan” at P.O. Box 195, Occoquan, VA 22125 or paid online. For more information go to occoquanva.gov/living-here/tax-information.

Treasurer Report - Supplemental Information

The August 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
HAVANA BOUTIQUE*	2	7/7/2023

*Business closed as of August 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
BABBANME LLC	3	
BLACK MAGIC	1	7/28/23
GOLDEN PLUM BAKERY	1	

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	

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 - no change 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. Per Town Council request on September 5th, 2023, a memo on the approved Special Use Permits for the Mill at Occoquan is attached at the end of this report.

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.
- **Community Flood Preparedness Fund (CFPF) Flood Protection Study - update from last report:** Resiliency Plan grant consultant coordination of tasks including storm as-builts and infrastructure evaluation. Permission letters to enter property to gather as-built storm information received from property owners. Field crews on site week of 9/25/2023.

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

Town Shed on Commerce Street - update from last report - VDOT Land Use Permit obtained for shed. Zoning Administrator approved zoning application following VDOT permit issuance.

Pavement breach at Poplar Alley and Union Street - update from last report - PWC on site week of 9/25/2023. Poplar Alley is currently closed as PWC locates origin of sinkhole and repairs roadway. No imminent safety issues. Completion expected by October 1, 2023.

Riverwalk Extension beyond Gaslight Landing - update from last report - Town staff to review contractors for construction of steps from current terminus to adjoining parking lot.

Review property for possible use as park - update from last report - Town staff to review existing condition of property identified for possible park location.

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
105 Poplar Lane	Not assigned	Single family detached	Modifications to house and lot for final Occupancy Permit

Zoning

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 September 1 to September 28, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2023-033	110 Vista Knoll Dr	New Business
2	TZP2023-034	204 Mill Street	Exterior Stairs

B. The following is a list of **zoning modification requests** from September 1 to September 28, 2023:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from September 1 to September 28, 2023:

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from September 1 to September 28, 2023:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	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; new NOV sent on 8/22/23; Meeting with Zoning Administrator on 9/28/23.
2	202 Washington St	OZV-2023-09	Signage	Emailed 7/17/23; Email follow up and phone call 7/27/23; NOV sent 8/22/23; Violation abated 9/6/23.

Building and Property Maintenance

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

Property Maintenance: The Property Maintenance monthly report provided by Prince William County for the month of September is attached. Starting in July 2023, Prince William County now provides property maintenance enforcement for the Town of Occoquan. All complaints for property issues, excluding signage and yard and landscaping concerns, should be filed with the Prince William County Neighborhood Services at www.pwcva.gov/department/neighborhood-services.

Public Safety

Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain 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 September.

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

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 Town events such as Trivia Night and the Concert in the park. Officers began prepping for the Fall Arts and Craft Show as well and then switched from event support to storm preparation.

Officers continued to use DMV Grant enforcement funds for impaired driving, pedestrian safety, and speed 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.

SOD Officers from the UTV Patrol Unit along with a member of the public works completed a basic UTV training course at Occoquan Regional Park to understand the basics of UTV driving and off-road operations.



SOD - HSEM Officers exercised the Town of Occoquan All - Hazards Evacuation Plan as well as the Severe Weather Playbook as a workup prior to the Fall Arts and Craft Show.

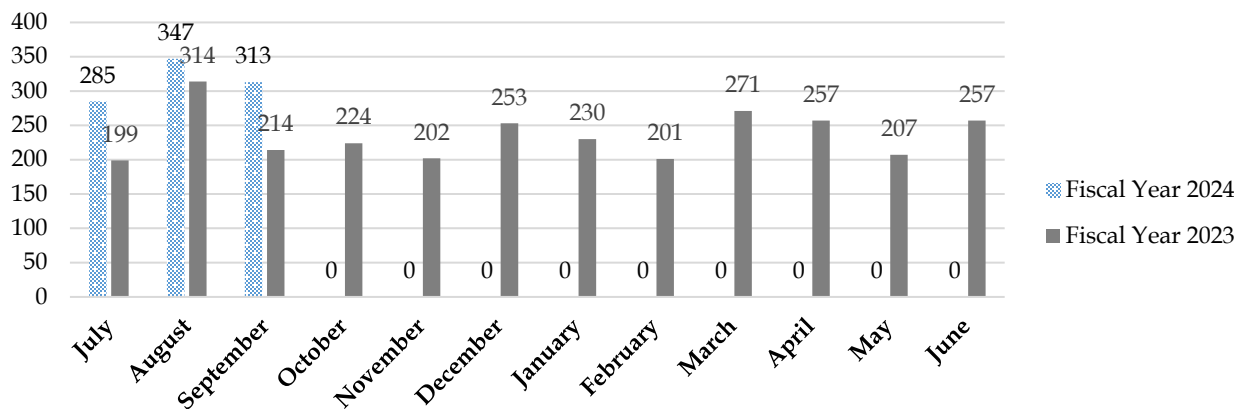
SOD Officers from the HSEM Unit Officers completed monthly UAS training honing their skill set in identifying threats from different angles and positions.

The OPD continued to participate in the monthly Northern Virginia Emergency Response (NVERS) UAS, Hight Threat Response, and Emergency Managers committees. Additionally, OPD participated in the Northern Virginia Regional Intelligence Center monthly briefing.

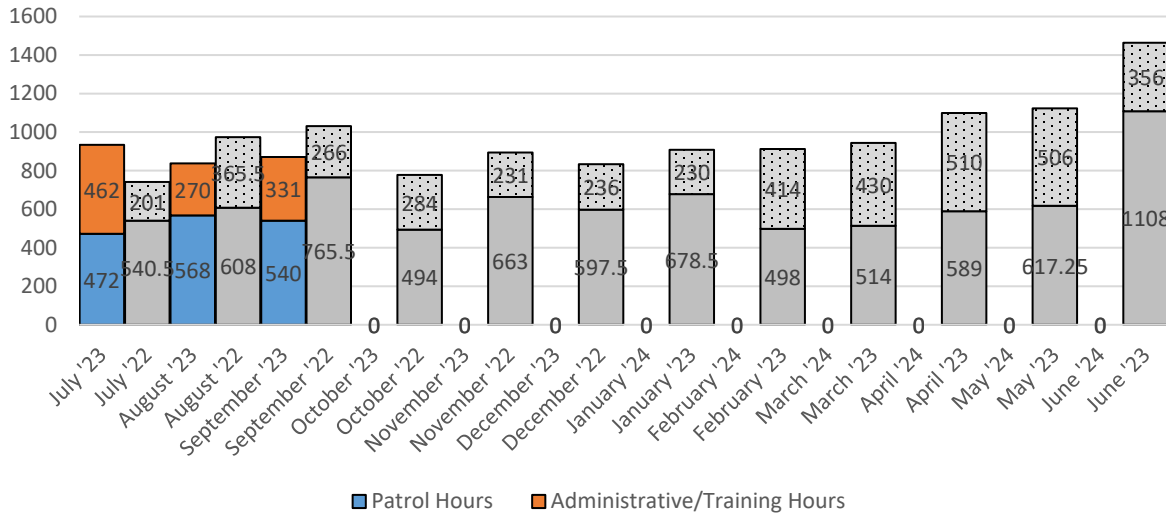
Patrol and Enforcement Activities:

As of September 26th, Police had 97 calls for service, with 9 vehicle crashes, 9 suspicious person/vehicle/circumstance calls, 7 disorderly calls, 6 disabled vehicles/motorist assist calls, 5 medical/mental health calls, 5 alarm calls, 5 trespassing calls, 4 roadway obstruction calls, 2 illegal fireworks calls, 2 parking complaint calls, 1 hit and run call, 1 noise complaint, 1 traffic control call, 1 destruction of property calls, 1 animal call, 1 vehicle fire call, 1 found property call, 1 illegal gun call, 1 domestic in progress call, 1 sexual assault call, 1 DUI arrest, 1 felony arrest/warrant service, multiple service/assist calls, and made 3 custodial arrests, issued 313 traffic summonses, 100 parking violations, and 63 warnings.

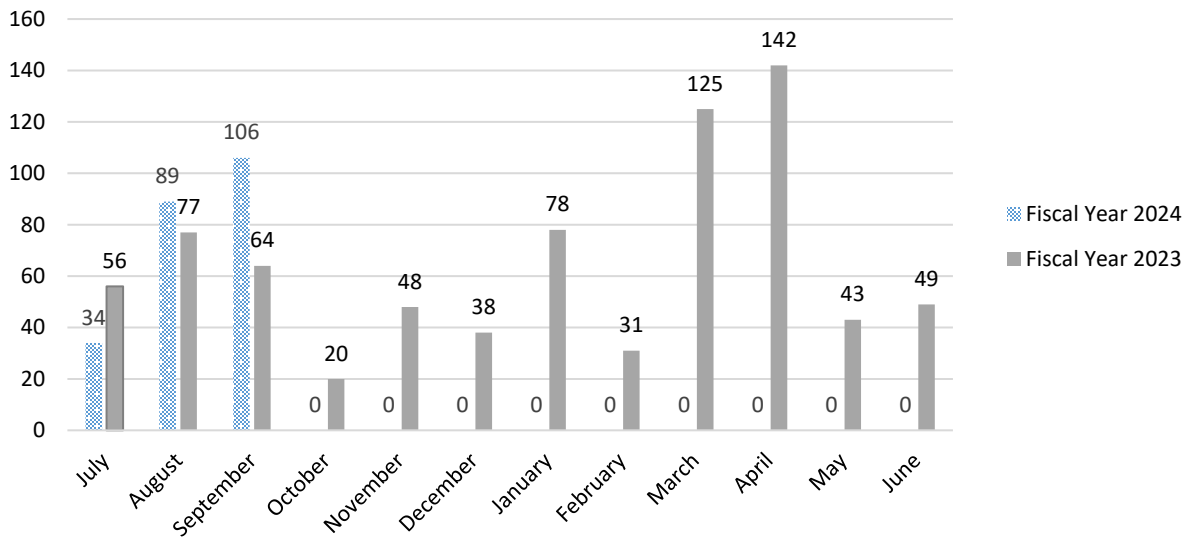
TRAFFIC SUMMONSES FYTD (GRAPH)



PATROL/ADMINISTRATIVE/TRAINING HOURS FYTD (GRAPH)

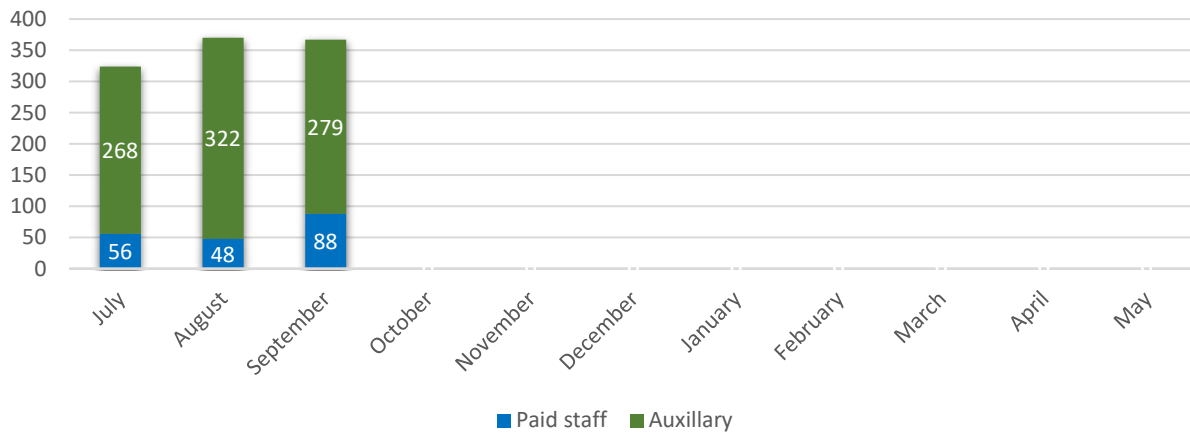


PARKING ENFORCEMENT (CHART/GRAPH)



Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 1061 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Training Hours	Stops	Interactions	Calls for Service
July	16	24	3	15	4
August	18	0	4	26	1
September	0	0	0	0	0
FY Total	34	24	7	41	5
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	1	8		1	1
August	4	48		0	2
September	0	32		0	0
FY Total	5	88		1	3
UTV Patrol					
Month	Hours on Patrol	Training Hours	Stops	Special Events	Calls for Service
July	0	0	0	0	0
August	0	0	0	0	0
September	0	18	0	0	0
FY Total	0	18	0		0

Public Works

Routine Activities

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

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/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 (September 2023)

- Installed new keypad lock at River Mill Park Bathrooms and chimneys in light posts
- Sent all Town gateway signage and MDP signage into production
- Prepared for and cleaned up from cancelled Fall Arts and Crafts Show
- Purchased new Public Works Utility Vehicle

Special Maintenance Projects

Projects In-Progress: 14 Projects Completed: 7

Below is an updated list of maintenance activities with statuses updated as of September 28, 2023:

Project	Status	Completion Date	Notes
Building Maintenance			
TH Window Cleaning 2023	Not started		Fall 2023
Repair Town Hall Eave	Not started		FY24
Repair Concrete Steps at Town Hall	In progress		October 2023
Craft Show and Events Support			
Week of Craft Show Prep	Completed	09/22/2023	
Craft Show Cleanup	Completed	09/22/2023	
Landscaping			
Plant liriopie along Mill St buffer in front of 402 Mill	Not started		For Fall Landscaping Review Meeting
Seed and aerate town parks	Not started		For Fall Landscaping Review Meeting
Hardscaping stairs at LOVE sign	In progress		October 2023; materials shortage
Landscaping RMP Bench Swing	In progress		For Fall Landscaping Review Meeting
Park Maintenance			
Create Brace for Mill Stone	Not started		Fall 2023
RMP Bathroom Upgrades	Not started		Fall 2023
Add Outlets to RMP and Footbridge	In progress		Fall 2023
Inspect and Repair Town Dock	In progress		October 2023
Install LED Lighting on Footbridge	In progress		October 2023
Mamie Davis Park Signage Update	In progress		In production
River Mill Park Signage Update	In progress		In PWC permitting
Remove Graffiti from RMP Stage	Completed	09/15/2023	
Install New Keypad Lock at RMP Men's Bathroom	Completed	09/15/2023	
Install Chimneys in RMP Lights	Completed	09/26/2023	
Special Projects			
Backup Generator Project	Not started		Paused

Project	Status	Completion Date	Notes
Poplar Lot Reorganization	Not started		Fall 2023
Transfer box set up at Annex	Not started		Fall 2023 – OPD Joint Project
Public Works Inventory	In progress		Creating log sheet and adding PW locations
Town Gateway Updates	In progress		Both signs in production
Prepare and Modify New PW UTV	In progress		October 2023
Powerwash Rt. 123 Retaining Wall for Mural Install	Completed	09/15/2023	
Streets, Sidewalks, and Parking			
Fall Brick Repair and Replacement	Not started		Fall 2023
Install Memorial Bricks at RMP	Not started		October 2023
Replace toppers on gaslights	In progress		Fall 2023
Remove stickers from town signs	In progress		Fall 2023
Remove debris from RMP manhole	In progress		Fall 2023
Repair and Make Improvements to Mill Street Pipe Ahead of Craft Show	Completed	09/13/2023	

Brick Installation and Maintenance Projects

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

Location	Not Started	In Progress	Completed	Notes
N/A				

Events and Community Development

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 visitoccoquanva.com/trivia.

- 2023 Trivia Night Dates
 - Friday, October 20 - Earth Escape
 - Friday, November 3 - Homage to Hollywood (rescheduled from June)

Spirits & Spirits: This popular fall event is back October 27 & 28 with hauntingly fun activities for adults, kids, and families.

- Best Laid Plans: An Old Hollywood Murder Mystery
Friday, October 27 at 7:30pm
River Mill Park, 458 Mill Street, Occoquan, VA

NEW this year! Join this whodunnit thriller and get thrown into a night of mystery, intrigue, and murder you will never forget. Gather clues and information to uncover the unhinged guest who is whacking all the invitees. Just be careful, because you could be next! Dress your best in evening wear and suits – this is a refined party, after all. [Buy Tickets Here!](#)

- Costume Parade & Contest
Saturday, October 28 at 10am
Mill Street/River Mill Park

Starting at 10:00am, participants will collect a number and line up from the Riverwalk shops at 125 Mill Street. Mayor Earnie Porta will lead the parade down Mill Street to River Mill Park, where costume judging will take place. Judging categories include: cutest, scariest, funniest, most original, and family/group. 1st place winners in each costume category will be awarded \$25 gift certificates that can be used in select businesses throughout town. No fee.

- Haunted Maze & Spirit Garden
Saturday, October 28 from 5-10pm
305 Mill Street, Occoquan, VA

Patriots for Disabled Divers hosts the Haunted Maze, rated PG-13 (for adults and brave, older kids). Enter the maze through the spooky Spirit Garden, then navigate your way through 15 themed areas full of scary skeletons, creepy crawlies, and ghoulish goblins.

When you are sufficiently spooked, quench your thirst at the DIVE Bar located just outside the maze in the Spirit Garden. Order a Halloween themed spirit as a DJ spins dance music fit for all ghosts and ghouls. No tickets are required for the Spirit Garden.

Admission to the maze is \$10 for ages 13+ and \$5 for 12 and under. Tickets are available for purchase at the door or in advance. All event proceeds from the Haunted Maze & Spirit Garden benefit local non-profit Patriots for Disabled Divers. [Buy Tickets Here!](#)

Free shuttle service will be available from 12pm to 11pm. Park at the Rt. 123/Old Bridge commuter lot and be taken directly to the Haunted Maze and Spirit Garden!

Project	Total Expended	Total Planned	Funds Expended (%)	Project Cost Estimate	Not Started	Researching - Designing	Implementing	Completed	Notes
Street and Parking Improvements	\$0.00	\$10,000.00	0%	\$10,000.00					
Parking Facility Plan	\$0.00	\$10,000.00	0%	\$10,000.00		X			Currently reviewing parking and shuttle options
Sidewalk Improvements	\$158,132.00	\$158,132.00	100%	\$158,132.00					
McKenzie Sidewalk	\$158,132.00	\$158,132.00	100%	\$158,132.00				X	Completed in December 2022
Riverwalk Improvements	\$40,205.00	\$192,291.14	21%	\$10,006,000.00					
Riverwalk Planning Project	\$40,205.00	\$52,205.00	77%	\$52,205.00			X		Working with Berkley Group on planning; North Bank supplement paused until Town Council receives deliverables; remainder of \$100,000 minus \$12,000 put towards Riverwalk Expansion
Riverwalk Overlook Extension Project	\$0.00	\$7,704.00	0%	Unknown		X			Awaiting results of planning process; receiving estimates on architectural designs; exact amount unknown; cost included in Riverwalk Expansion estimate
Riverwalk Expansion Project	\$0.00	\$127,507.14	0%	\$10,000,000.00	X				Awaiting results of planning process with Berkley Group
Mussel Cages	\$0.00	\$4,875.00	0%	\$6,000.00	X				Awaiting Town Council Guidance
Building and Parks Improvements	\$26,315.76	\$93,000.00	28%	\$168,374.00					
River Mill Park Playground and Picnic Area	\$225.00	\$50,000.00	0%	\$100,000.00	Paused				Project on pause due to cost concerns
RMP Building Updates	\$0.00	\$12,000.00	0%	\$12,000.00			X		Updates to electrical and plumbing issues in the park
Town Hall Energy and Ventilation Building Upgrades	\$25,000.00	\$25,000.00	100%	\$50,374.00				X	New doors, windows ad HVAC; complemented with CIP funds
PD Annex Storage Enclosure	\$1,090.76	\$6,000.00	18%	\$6,000.00			X		Reappropriated from Police Radio Upgrades by TC on 7/18/23
Vehicles and Equipment Improvements	\$0.00	\$39,000.00	0%	\$9,000.00					
Utility Cart	\$0.00	\$9,000.00	0%	\$9,000.00				X	New PW cart, amended from FY25 and from \$8,000 by TC on 9/5/23
Police Radios Upgrade	\$0.00	\$15,000.00	0%	N/A	Not Needed				Radios donated by Fairfax County; funds no longer needed and \$6,000 transferred to Building and Parks Improvements by TC; Awaiting Town Council Guidance on remaining funds
Seasonal Shuttle Pilot	\$0.00	\$15,000.00	0%	\$15,000.00					Approved by TC on 7/18/23
Stormwater Improvements	\$18,587.25	\$355,000.00	5%	\$1,394,805.00					
Stormwater System Planning Project	\$18,538.25	\$84,902.50	22%	\$169,805.00			X		Finalizing contract with WSE; initial work underway

Stormwater Safety Projects	\$49.00	\$25,000.00	0%	\$25,000.00			X		No longer complementing ARPA-DEQ funding; combined with \$11.250 from Implementation funds to address immediate sinkhole issues on Poplar Alley
Implementation of Stormwater System Plan	\$0.00	\$245,097.50	0%	\$1,200,000.00	X				Awaiting results of flood protection study and community project funding grant determination
Streetscape and Infrastructure Improvements (FY23 Other Infrastructure)	\$36,879.93	\$54,596.66	68%	\$54,596.66					
Town Gateways Beautification Project	\$32,283.27	\$50,000.00	65%	\$50,000.00			X		Permits received from VDOT; working through proofs and permitting with vendor; smaller, corporate limit signs installed in July
Street Gaslight Conversion Project	\$4,596.66	\$4,596.66	100%	\$4,596.66				X	Installed in June 2023
Information Technology Improvements	\$3,887.04	\$14,887.04	26%	\$14,887.04					
Process Improvements	\$3,887.04	\$3,887.04	100%	\$3,887.04				X	Installed network hardware in July 2023
Timed Parking Equipment	\$0.00	\$11,000.00	0%	\$11,000.00			X		Continual expense; new equipment forthcoming
Other Projects (FY23 SLFRF Administration)	\$30,226.00	\$30,226.00	100%	\$30,226.00					
Personnel	\$30,226.00	\$30,226.00	100%	\$30,226.00				X	Position ended
Remainder		\$2,427.16	0%						Remainder from completed/declined FY23 projects
Column Totals:	\$314,232.98	\$949,560.00	33%	\$11,846,020.70					



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.

Staff Report

TO: Occoquan Town Council
CC: Adam Linn, Town Manager
FROM: Bruce Reese, Town Engineer
DATE: September 11th, 2023
SUBJECT: Mill at Occoquan Special Use Permit (SUP) Conditions Status Report

Mill at Occoquan Project Overview

- Preliminary Site Plan - PSP2018-01 - approved by Town Council 7/6/2021
- Site Plan - SP2022-001
 - PWCSA plan number SA2022-0221
- ARB approval - COA issued 2/22/2022 - ARB2021-011R
- Floodplain Study - FEMA 23-03-0029R - CLOMR approved by FEMA 11/3/2022
- Special Exceptions:
 - SE2018-01 (residential in B-1) - approved by Town Council 7/6/2021 with conditions (Resolution R-2021-07B)
 - SE2018-03 (building height to maximum of 55 feet - by right was 35 feet) - approved by Town Council 7/6/2021 with conditions (Resolution R-2021-07B)
 - SE2018-02 (setback from right of way - withdrawn by applicant after 1/26/21 PC hearing)
- Overlay Districts:
 - Old and Historic
 - Chesapeake Bay Preservation
 - NOVA Arts and Cultural

Plan	Plan Number	1st subm.	Comments provided	2nd subm.	Comments provided	Status
Site Plan - The Mill at Occoquan	SP2022-001	6/2/22	7/19/22	5/23/23	6/26/23	Awaiting 3rd submission

SUP Conditions Status Review

Approved Conditions, Resolution by Town Council, R-2021-07B:

	Description	Status
1.	An Occupancy Permit for residential use must be granted within 78 months of the approval of SE2018-01 to avoid the excessive passage of time and the possible changes to surrounding properties which could be impacted by the development. The Final Site Plan application is to be submitted within six months per § 155.043. The Special Use Permits will expire if such occupancy permit has not been granted.	From 7/6/2021 until 9/11/2023, 26 months and 4 days have passed, leaving just under 52 months to comply with the condition. The site plan was submitted 6/4/2022, just under 11 months after SUP approval.
2.	The total unit count is limited to 52 units in whatever bedroom count that can be parked within the proposed parking structure, in accordance with the Zoning Ordinance.	Current site plan submission shows 50 residential units.
3.	The building height shall not exceed 55 feet as building height is defined in the Zoning Ordinance.	Current site plan submission shows a building height of 53.16 feet.
4.	The minimum commercial square footage shall be 6,442.	Current site plan submission shows 6,944 square feet.
5.	The building façade shall be stepped back as shown on the "Building Section and Average Grade" sheet from the Preliminary Site Plan, or to a greater extent.	ARB COA issued 2/22/22 (ARB2021-011R)
6.	The Riverwalk shall be constructed by the Applicant and developed simultaneously with the development of the remaining site and be completed and opened to free public access before the occupancy of 75 percent of the residential units. The width and length shall be as generally shown on the Preliminary Site Plan. The surface of the construction shall be of suitable material approved by the Town Manager as to safety and durability and by the Architectural Review Board as to aesthetics.	Current site plan submission shows the river walk in general conformance with the Preliminary Site Plan (sheet 9 of 41).
7.	Free public access shall be afforded to the Riverwalk, except as permitted by the Town Manager with good cause shown.	Current site plan submission shows the river walk in general conformance with the Preliminary Site Plan. Deeds for

	Description	Status
		the project have not been submitted but will be reviewed to assure conformance with this condition (sheet 9 of 41).
8.	The Riverwalk shall be maintained in an easement granted to the Town as part of the first plat recorded with the Final Site Plan. The Town shall be responsible for the maintenance of any pedestrian walkway constructed within such easement. The Town shall have the right, for purposes of construction, reconstruction, and maintenance of any walkway constructed within such easement: (i) to enter upon the said easement, (ii) to utilize the Emergency Access, and (iii) to use, from time to time on a temporary basis, such portions of the subject property which are adjacent to the said easement as are reasonably necessary to permit the Town to construct, reconstruct, and maintain any such walkway.	Current site plan submission shows the river walk in general conformance with the Preliminary Site Plan. Deeds for the project have not been submitted but will be reviewed to assure conformance with this condition (sheet 9 of 41).
9.	On-Street parking along Mill Street will be maintained to the greatest extent possible, including during construction. The Town may approve on-street parking upon request pursuant to Virginia Code § 15.2-2014 and/or Town Code § 93.01	Current site plan submission shows on-street parking (sheet 9 of 41).
10.	Construction will be temporarily suspended at the request of the Town Manager for Town events as identified in advance by the Town Manager.	Construction has not been started. Construction will include “demolition” as shown on sheet 5.
11.	The Applicant will place at least eight (8) historic markers or plaques in consultation with the Occoquan Historical Society and the Town. Each marker or plaque shall contain photographs and/or text on at least ten square feet of its surface.	Acknowledged on sheet 36 in SUP Condition analysis, but locations not yet set.
12.	Trash pickup and general deliveries shall be timed to minimize the impact on daily traffic flow along the frontage of Mill Street. A plan for trash removal and general deliveries shall be presented in a plan approved by the Town Manager prior to the first occupancy of the project. This plan shall include provisions for recycling and waste reduction.	Acknowledged on sheet 36 in SUP Condition analysis, but proposal not yet forwarded.
13.	Residential and Commercial parking shall be identified on the Final Site Plan, as well as on the	Current site plan submission shows parking (sheets 6-9 of 41).

	Description	Status
	individual parking spaces in the garage to assure adequate off-street parking for the Commercial uses.	
14.	Applicant shall, at time of Final Site Plan submission, show the use of vegetation and street furniture, including potted plants, street trees, flower window boxes, benches, trash receptacles, brick sidewalk, and lighting on a scale and design similar to existing facilities in the Town and at least as abundantly as shown in the renderings provided by the Applicant to the Town.	Current site plan submission shows hardscape plan (sheet 29 of 41).
15.	The sidewalk shall be "Occoquan brick" as evidenced along Mill Street and shall be maintained in perpetuity by the owners of the property to the satisfaction of the Town through an agreement to be established prior to the issuance of a building permit for the project. This agreement may also involve VDOT and will be consistent with other tri-party agreements within the Town for third party maintenance of sidewalk within the Town.	Current site plan submission shows hardscape plan, specifically identifying "Occoquan Brick" (sheet 29 of 41).
16.	A turbidity curtain, along with additional erosion control measures will be required for development along the Occoquan River.	Current site plan submission shows turbidity curtain (sheets 22-23 of 41).
17.	Applicant will create architectural features acceptable to the Architectural Review Board on the water side in order to improve the sight line and break up the monolithic 200 feet of the lower garage levels.	ARB COA issued 2/22/22 (ARB2021-011R)
18.	Applicant shall construct a hand launch boat/kayak ramp for public use accessible from the Riverwalk to be designed in coordination with the Town and installed at the time of the Riverwalk's completion.	Acknowledged on sheet 36 in SUP Condition analysis, but will be submitted under separate submission.
19.	Applicant shall incorporate in relevant covenants and require inclusion in sale and tenancy documents notice to residential and commercial users of the project that the Town holds at least two events annually (and reserves the right to hold more) that will prevent the user from moving vehicles into or from the parking facility of the building for a period of at least two days per event.	Deeds for the project have not been submitted but will be reviewed to assure conformance with this condition.
20.	Applicant shall incorporate in relevant covenants and require inclusion in sale and tenancy	Deeds for the project have not been submitted but will be

	Description	Status
	documents notice to residential and commercial users of the project that the Town currently maintains time-parking restrictions in the district in which the project is located and owners/tenants of the building will not be eligible to receive Visitor Parking Passes under the Occoquan Timed Parking Program On-Street and Off-Street Parking Regulations.	reviewed to assure conformance with this condition.

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

Permit Number	Main Address	Description	Permit Type	Permit	Permit Workclass	Issue Date	Finalize Date
BLD2024-00722	114 COMMERCE ST	Replace/repair, roofing, rafters and two walls, install replacement windows, add door and install garage doors. Rewire garage - separate permit	Building	Pending	R - Alteration/Repair		
ELE2024-00652	114 COMMERCE ST	rewire garage, with lights, wall outlets, power for two garage doors, exterior lights. Sub panel	Electrical	Pending	R - Alteration/Repair		
ELE2024-01336	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Electrical	Pending	C - Tenant Layout		
MEC2024-00142	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Mechanical	Pending	C - Tenant Layout		
PLB2024-00151	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Plumbing	Pending	C - Tenant Layout		
BLD2024-01108	301 COMMERCE ST	Adding new Free Standing Deck on top of existing coffee and food service shop	Building	Pending	C - Addition		
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	
BLD2023-05616	107 EAST LOCUST ST	Furnish and install new exterior wrought iron handrails on the exterior steps (front, rear and left-side). This work does not extend past the existing footprint of the house.	Building	Finalized	R - Alteration/Repair	07/17/2023	08/31/2023
BLD2022-06756	126 MILL ST	}}AXL-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	Finalized	C - Tenant Layout	06/28/2023	08/25/2023

Permit Number	Main Address	Description	Permit Type	Permit	Permit Workclass	Issue Date	Finalize Date
ELE2023-06824	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.	Electrical	Finaled	C - Tenant Layout	07/14/2023	08/25/2023
ELE2023-06824	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.	Electrical	Finaled	C - Tenant Layout	07/14/2023	08/25/2023
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	Finaled	C - Alteration/Repair	06/26/2023	08/15/2023
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	Finaled	C - Alteration/Repair	07/05/2023	08/15/2023
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	Finaled	C - Alteration/Repair	07/05/2023	08/15/2023
BLD2024-00448	205 MILL ST	Erecting way finding signs for the Town of Occoquan	Building	Issued	C - Sign	09/22/2023	
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	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2024-00407	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Building	Pending	R - Alteration/Repair		
ELE2024-00664	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Electrical	Pending	R - Alteration/Repair		
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Finaled	R - Alteration/Repair	05/10/2023	07/26/2023
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Finaled	R - Alteration/Repair	05/10/2023	07/26/2023

Permit Number	Main Address	Description	Permit Type	Permit	Permit Workclass	Issue Date	Finalize Date
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	Finalized	R - Swimming Pool	02/01/2023	08/09/2023
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	Finalized	R - Swimming Pool	05/10/2023	08/14/2023
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022	
ELE2024-00242	109 POPLAR LN	New underground electrical service of 400amps	Electrical	Issued	R - New Single Family Dwelling	07/19/2023	
MEC2023-02547	109 POPLAR LN	NEW PREFAB FIREPLACE	Mechanical	Issued	R - New Single Family Dwelling	06/28/2023	
MEC2024-00433	109 POPLAR LN	NEW HVAC	Mechanical	Issued	R - New Single Family Dwelling	09/01/2023	
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Issued	R - New Single Family Dwelling	12/16/2022	
PLB2024-00433	109 POPLAR LN	reconnect sanitary sewer and water service	Plumbing	Issued	R - New Single Family Dwelling	08/24/2023	
GAS2024-00297	1608 SEBRING CT	DIRECT REPLACEMENT GAS FURNACE	Gas	Issued	R - Alteration/Repair	09/20/2023	
BLD2024-00930	104 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6 kW. Addition of [2] 0-30A circuits.	Building	Pending	R - Alteration/Repair		
ELE2024-01160	104 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6 kW. Addition of [2] 0-30A circuits.	Electrical	Pending	R - Alteration/Repair		
BLD2024-00029	105 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6.4 kW. Addition of 2 0-30A circuits.	Building	Issued	R - Alteration/Repair	07/25/2023	
ELE2024-00214	105 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6.4 kW. Addition of 2 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	07/25/2023	
BLD2024-00658	110 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 8 kW. Addition of 2 0-30A circuits.	Building	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	

Permit Number	Main Address	Description	Permit Type	Permit	Permit Workclass	Issue Date	Finalize Date
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	Issued	R - Alteration/Repair	07/27/2023	
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Issued	R - Alteration/Repair	08/02/2023	
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Issued	R - Alteration/Repair	08/02/2023	

Development
Project

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 09/04/2023

**Counts business days only.*

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
				0							

Total Number of Cases for : 0

Total Number of Addresses Affected:

Total Number of Violations Issued: 0

Total Number of Cases Closed : 0

Total Number Cases Closed with No Violation: 0

Total Number of Cases Still Open: 0

Total Number of Open Cases with Violations: 0

Average Number of Business Days Cases are Open This Town:

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

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

Total Business Days of Pending Activities for this Town:

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 09/04/2023

**Counts business days only.*

Total Number of Cases for All Towns Selected: 0

Summary by Case Status:

END OF REPORT

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 8/31/2023

	As of 7/1/23 Unaudited	Unaudited Income/ (Loss) YTD FY24	As of 8/31/2023 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 37,354	\$ 1,553	\$ 38,907
Assigned:			
Events Fund	\$ 68,453	\$ 6,120	\$ 74,572
CIP Fund	\$ 27,363	\$ (4,985)	\$ 22,378
Public Safety Grant Fund	\$ 17,596	\$ (2,018)	\$ 15,579
Mamie Davis Park Fund	\$ 6,498	\$ 0	\$ 6,498
PEG Fund	<u>\$ 1,955</u>	<u>\$ -</u>	<u>\$ 1,955</u>
Subtotal Assigned:	\$ 121,865	\$ (883)	\$ 120,982
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	<u>\$ 45,108</u>	<u>\$ (21,553)</u>	<u>\$ 23,555</u>
Subtotal Unassigned:	\$ 245,108	\$ (21,553)	\$ 223,555
Total Fund Balance:	\$ 504,327	\$ (20,883)	\$ 483,444

Additional Information:

SLFRF Balance:	\$ 664,301	\$ (20,571)	\$ 643,729
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Town of Occoquan

Budget vs. Actuals

July - August 2023

	Actual	Annual Budget	over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	-	288,769	(288,769)	0.00%
40020 Meals Tax	61,826	357,641	(295,815)	17.29%
40030 Sales Tax	7,879	40,000	(32,121)	19.70%
40040 Utility Tax	6,311	31,000	(24,689)	20.36%
40050 Communications Tax	4,660	33,000	(28,340)	14.12%
40060 Transient Occupancy Tax	8,618	21,000	(12,382)	41.04%
Total 40000 TAXES	89,294	771,410	(682,116)	11.58%
41000 FEES/LICENSES				
41010 Vehicle License	211	11,000	(10,789)	1.92%
41020 Business Licenses	15,307	79,140	(63,833)	19.34%
41030 Late Fees	284	1,500	(1,216)	18.95%
41040 FINES (PUBLIC SAFETY)	46,386	349,830	(303,444)	13.26%
41100 Administrative Fees	1,441	8,500	(7,059)	16.95%
41120 Service Revenue - Eng	1,440	14,000	(12,560)	10.29%
41130 Service Revenue - Legal	-	10,000	(10,000)	0.00%
41140 Service Revenue - Other	-	500	(500)	0.00%
41160 Convenience Fees	144	-	144	
Total 41000 FEES/LICENSES	65,214	477,470	(412,256)	13.66%
42000 GRANTS				
42010 LITTER	-	1,329	(1,329)	0.00%
42020 HB 599	-	26,821	(26,821)	0.00%
42021 NHSTA (DMV)	-	15,375	(15,375)	0.00%
Total 42021 NHSTA (DMV)	-	15,375	(15,375)	0.00%
42030 SLFRF	-	-	-	
42040 PEG	-	-	-	
42103 Virginia Dept of Fire Programs	-	-	-	
Total 42000 GRANTS	-	43,525	(43,525)	0.00%
43000 RENTALS				
43020 River Mill Park	-	3,000	(3,000)	0.00%
43030 Mamie Davis Park Rental	-	1,500	(1,500)	0.00%
43040 200 Mill Street Lease	-	7,613	(7,613)	0.00%
Total 43000 RENTALS	-	12,113	(12,113)	0.00%
44000 OTHER				
44010 General Fund Interest	5,374	10,200	(4,826)	52.69%
44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	7,342	1,000	6,342	734.20%
Total 44000 OTHER	12,716	11,500	1,216	110.58%
Total Income	167,224	1,316,018	(1,148,794)	12.71%

Gross Profit	167,224	1,316,018	(1,148,794)	12.71%
Expenses				
Total 60000 PERSONNEL SERVICES	101,613	734,673	(633,060)	13.83%
Total 60400 PROFESSIONAL SERVICES	16,769	174,325	(157,556)	9.62%
Total 60800 INFORMATION TECH SERV	7,011	40,092	(33,081)	17.49%
Total 61200 MATERIALS AND SUPPLIES	7,071	31,125	(24,054)	22.72%
Total 61600 OPERATIONAL SERVICES	1,674	10,172	(8,498)	16.46%
Total 62000 CONTRACTS	19,745	122,135	(102,390)	16.17%
Total 62400 INSURANCE	10,528	40,300	(29,772)	26.12%
Total 62800 PUBLIC INFORMATION	1,010	4,036	(3,026)	25.04%
Total 63200 ADVERTISING	251	7,640	(7,389)	3.28%
Total 63600 TRAINING AND TRAVEL	1,400	16,510	(15,110)	8.48%
Total 64000 VEHICLES AND EQUIPMENT	15,547	30,050	(14,503)	51.74%
Total 64400 SEASONAL	-	11,700	(11,700)	0.00%
64700 FACILITIES EXPENSE				
Total 64800 TOWN HALL	1,397	12,624	(11,227)	11.07%
Total 65200 MILL HOUSE MUSEUM	-	6,500	(6,500)	0.00%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	1,482	3,190	(1,708)	46.45%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	3,755	19,318	(15,563)	19.44%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	309	3,350	(3,041)	9.21%
Total 67600 TANYARD HILL ROAD PARK	-	2,500	(2,500)	0.00%
Total 67800 OCCOQUAN RIVER	-	-	-	
Total 68000 FURNACE BRANCH PARK	-	-	-	
Total 68400* STREETS AND SIDEWALKS	-	2,800	(2,800)	0.00%
Total 68800 HISTORIC DISTRICT	1,234	20,600	(19,367)	5.99%
Total 64700 FACILITIES EXPENSE	8,176	70,882	(62,706)	11.53%
Total Expenses	190,796	1,293,640	(1,102,844)	14.75%
Net Operating Income	(23,571)	22,378	(45,949)	
Net Income	(23,571)	22,378	(45,949)	

CIP FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
42000 GRANTS	-	1,455,060	(1,455,060)	0.00%
42030 SLFRF	20,471	538,079	(517,608)	3.80%
Total 42000 GRANTS	20,471	1,993,139	(1,972,668)	1.03%
44000 OTHER				
44060 Other	-	-	-	
Total 44000 OTHER	-	-	-	
Total Income	20,471	1,993,139	(1,972,668)	1.03%
Gross Profit	20,471	1,993,139	(1,972,668)	1.03%
Expenses				
Total Expenses	-	-	-	
Net Operating Income	20,471	1,993,139	(1,972,668)	1.03%

Other Expenses

70000 CIP EXPENSE			-	
70001 Streetscape	9,995	45,000	(35,005)	22.21%
70003 Street Improvements	-	10,000	(10,000)	0.00%
70004 Sidewalk Improvements	-	-	-	
70005 Building Improvements	4,165	68,000	(63,835)	6.13%
70006 Stormwater Management	10,286	1,806,073	(1,795,787)	0.57%
70014 Timed Parking Equipment		5,500	(5,500)	0.00%
72006 Riverwalk Improvements	-	26,204	(26,204)	0.00%
74001 Vehicles & Equipment	1,010	25,000	(23,990)	4.04%
74003 Body Armor	-	4,725	(4,725)	0.00%
74005 Police Radios	-	30,000	(30,000)	0.00%
Total 70000 CIP EXPENSE	25,456	2,020,502	(1,995,046)	1.26%
Total Other Expenses	25,456	2,020,502	(1,995,046)	1.26%
Net Other Income	(25,456)	(2,020,502)	1,995,046	1.26%
Net Income	(4,985)	(27,363)	22,378	18.22%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41040 FINES (PUBLIC SAFETY)				
41170 E-Summons	2,073	11,500	(9,427)	18.03%
Total 41040 FINES (PUBLIC SAFETY)	2,073	11,500	(9,427)	18.03%
Total 41000 FEES/LICENSES	2,073	11,500	(9,427)	18.03%
Total Income	2,073	11,500	(9,427)	18.03%
Gross Profit	2,073	11,500	(9,427)	18.03%
Expenses				
60800 INFORMATION TECH SERV				
60860 Hardware/Software & Maintenance	520	4,300	(3,780)	12.09%
Total 60800 INFORMATION TECH SERV	520	4,300	(3,780)	12.09%
61200 MATERIALS AND SUPPLIES				
61220 Operational supplies	-	1,200	(1,200)	0.00%
Total 61200 MATERIALS AND SUPPLIES	-	1,200	(1,200)	0.00%
Total Expenses	520	5,500	(4,980)	9.45%
Net Operating Income	1,553	6,000	(4,447)	25.89%
Net Income	1,553	6,000	(4,447)	25.89%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41160 Convenience Fees	989	5,875	(4,886)	16.84%
Total 41000 FEES/LICENSES	989	5,875	(4,886)	16.84%
42000 GRANTS	-	6,000	(6,000)	0.00%

44000 OTHER				
44020 Events Fund Interest	6	1,200	(1,194)	0.49%
44035 Bricks Interest	-	-	-	
44040 Bricks Revenue	490	1,275	(785)	38.45%
Total 44000 OTHER	496	2,475	(1,979)	20.04%
47000 EVENTS REVENUE	292	-	292	
47010 Sponsorships	4,468	42,500	(38,032)	10.51%
47020 Booth Rentals	34,960	160,375	(125,415)	21.80%
47021 Ticket Sales				
47022 HolidayFest	-	600	(600)	0.00%
47023 River Mill Park	1,410	11,000	(9,590)	12.82%
Total 47021 Ticket Sales	1,410	11,600	(10,190)	12.16%
47030 Shuttle Fees	45	60,500	(60,455)	0.07%
47040 Parking Space Sales	975	8,900	(7,925)	10.96%
47060 Merchandise	60	3,000	(2,940)	2.00%
47100 Cost Share Reimbursement	-	-	-	
Total 47000 EVENTS REVENUE	42,210	286,875	(244,665)	14.71%
Total Income	43,695	301,225	(257,530)	14.51%
Gross Profit	43,695	301,225	(257,530)	14.51%
Expenses				
Total 60000 PERSONNEL SERVICES	8,359	84,531	(76,172)	9.89%
Total 60400 PROFESSIONAL SERVICES	1,053	17,600	(16,547)	5.98%
Total 60800 INFORMATION TECH SERV	387	1,200	(813)	32.29%
Total 61200 MATERIALS AND SUPPLIES	622	18,025	(17,403)	3.45%
61630 Postal Services	292	-	292	
Total 62000 CONTRACTS	17,329	75,125	(57,796)	23.07%
Total 63200 ADVERTISING	7,413	24,875	(17,462)	29.80%
64700 FACILITIES EXPENSE				
Total 66800 RIVER MILL PARK & FACIL	185	600	(416)	30.75%
Total 64700 FACILITIES EXPENSE	185	600	(416)	30.75%
69200 SPECIAL EVENTS				
69210 HolidayFest	-	2,675	(2,675)	0.00%
69220 Volunteer TY / Town Party	-	1,575	(1,575)	0.00%
69250 River Mill Park Events	901	4,850	(3,949)	18.59%
69290 Other Special Events	1,035	3,225	(2,190)	32.08%
Total 69200 SPECIAL EVENTS	1,936	12,325	(10,389)	15.71%
Total Expenses	37,576	234,281	(196,705)	16.04%
Net Operating Income	6,120	66,944	(60,824)	9.14%
Net Income	6,120	66,944	(60,824)	9.14%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER				
44030 Mamie Davis Park Interest	0	500	(500)	0
Total 44000 OTHER	0	500	(500)	0

Total Income	0	500	(500)	0
Gross Profit	0	500	(500)	0
Expenses				
Total Expenses	-	-	-	
Net Operating Income	0	500	(500)	0
Other Expenses				
70000 CIP EXPENSE				
72005 Mamie Davis Park Renovations		-	-	
Total 70000 CIP EXPENSE	-	-	-	
Total Other Expenses	-	-	-	
Net Other Income	-	-	-	
Net Income	0.09	500	(500)	0
TOTAL NET INCOME (LOSS) ALL FUNDS	(20,883)	68,459	(89,342)	(0)

Town of Occoquan
Balance Sheet
As of August 31, 2023

	Total		
	As of Aug 31, 2023	As of Aug 31, 2022 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100.00	100.00	-
10010 Petty Cash - Events	75.00	-	75.00
10022 Checking Account 0058	73,332.02	44,096.18	29,235.84
10024 Money Market 4220	201,986.14	200,285.11	1,701.03
10029 Checking Account 3126	46,724.71	40,216.67	6,508.04
10033 Events Fund - Paypal	-	14,033.47	(14,033.47)
10034 VIP - Investment Pool	-	-	-
25-5001 VIP NAV Liquidity Pool 5001	558,971.53	953,328.45	(394,356.92)
Total 10034 VIP - Investment Pool	558,971.53	953,328.45	(394,356.92)
10082 Mamie Davis Savings 4201	2,112.47	7,107.38	(4,994.91)
10083 Mamie Davis CD	100,000.00	100,000.00	-
10091 Bricks - PayPal	-	194.08	(194.08)
10094 Money Market 5997 (deleted)	-	15,565.08	(15,565.08)
10095 Bricks MM 2125 (deleted)	-	12,303.14	(12,303.14)
Total Bank Accounts	983,301.87	1,387,229.56	(403,927.69)
Accounts Receivable			
10180 Accounts Receivable	330,305.28	89,355.57	240,949.71
Total Accounts Receivable	330,305.28	89,355.57	240,949.71
Other Current Assets			
10190 Real Estate Receivable	1,191.36	-	1,191.36
14990 Undeposited Funds	728.75	1,557.88	(829.13)
Total Other Current Assets	1,920.11	1,557.88	362.23
Total Current Assets	1,315,527.26	1,478,143.01	(162,615.75)
TOTAL ASSETS	1,315,527.26	1,478,143.01	(162,615.75)
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	100,334.04	53,971.34	46,362.70
Total Accounts Payable	100,334.04	53,971.34	46,362.70
Credit Cards			
22000 Credit Cards			-
22010 ExxonMobil	-	1,950.22	(1,950.22)
22020 Home Depot	44.02	78.01	(33.99)
22030 Lowe's Proservices	310.48	939.10	(628.62)
22040 United Bank Credit Cards	7,463.21	5,510.30	1,952.91

Total 22000 Credit Cards	7,817.71	8,477.63	(659.92)
Total Credit Cards	7,817.71	8,477.63	(659.92)
Other Current Liabilities			
20935 Performance Bond	1,187.50	35,988.55	(34,801.05)
20940 Unearned Craft Show Rev			-
20941 Show	56,507.50	-	56,507.50
20942 Parking Fee	4,875.00	-	4,875.00
Total 20940 Unearned Craft Show Rev	61,382.50	-	61,382.50
20960 Unearned Other Revenue			-
20970 Rental	3,925.00	1,050.00	2,875.00
20973 Unearned SLFRF Revenue	643,729.28	943,492.02	(299,762.74)
Total 20960 Unearned Other Revenue	647,654.28	944,542.02	(296,887.74)
20980 Unearned R.E. Tax	1,191.36	770.64	420.72
21100 Unearned Fire Dept Grant	1,366.66	-	1,366.66
21200 Payroll Liabilities	10,551.36	-	10,551.36
21230 VRS Employee Contributions	597.91	6.03	591.88
Total 21200 Payroll Liabilities	11,149.27	6.03	11,143.24
Total Other Current Liabilities	723,931.57	981,307.24	(257,375.67)
Total Current Liabilities	832,083.32	1,043,756.21	(211,672.89)
Total Liabilities	832,083.32	1,043,756.21	(211,672.89)
Equity			
31000 Restricted			-
31100 Mamie Davis (Endowment)	100,000.00	100,000.00	-
31200 E Summons Fund	24,058.63	24,058.63	-
Total 31000 Restricted	124,058.63	124,058.63	-
31400 Assigned			-
30030 Events Fund	25,000.00	25,000.00	-
30040 CIP Fund	101,000.00	101,000.00	-
31050 Public Safety Grant Fund	14,283.44	14,283.44	-
31060 Mamie Davis Park Fund	11,491.65	11,491.65	-
31070 Public Education Grant Fund	1,775.50	1,775.50	-
Total 31400 Assigned	153,550.59	153,550.59	-
31500 Unassigned			-
30010 Operating Reserve	187,860.82	187,860.82	-
Total 31500 Unassigned	187,860.82	187,860.82	-
32000 Retained Earnings	38,856.71	-	38,856.71
Net Income	(20,882.81)	(31,083.24)	10,200.43
Total Equity	483,443.94	434,386.80	49,057.14
TOTAL LIABILITIES AND EQUITY	1,315,527.26	1,478,143.01	(162,615.75)

Wednesday, Sep 27, 2023 10:58:54 AM GMT-7 - Accrual Basis

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney

Re: Report for October Council Meeting

Date: September 26, 2023

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my previous written report to Council, which was on August 30, 2023:

1. Discussed with staff the Artist's comments on the draft mural contract and produced a revised draft to address those comments.
2. Worked with staff and ARB chair to finalize the porch guidelines.
3. Developed proposal for electric vehicle charging station through a franchise format.
4. Advised staff as to code amendments on council agenda.
5. Advised staff with regard to VFOIA request for large volume of emails.
6. Moved forward on zoning enforcement matters referred by staff.

October TAR 4880-9022-9122 v.1



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: October 3, 2023
10A: Discussion on Craft Show Cancellation and Holiday Season	

Attachments: a. None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to discuss the cancellation of the Fall Arts and Crafts Show and its implications for events and finances for the rest of the fiscal year.

On Friday, September 22nd, 2023, the Town decided to cancel the annual Fall Arts and Crafts Show in light of health and safety concerns related to the impending Tropical Storm Ophelia, whose projected intensity prompted states of emergency in both the Commonwealth of Virginia and the State of Maryland. The area received wind gusts of up to 40 mph and approximately 1-2 inches of rainfall over the weekend.

This year's Show was projected to host over 300 vendors and bring in approximately \$150,000 in revenue and cost approximately \$90,000 in expenses (including personnel and professional services costs), contributing approximately \$60,000 in net revenue to the Town's Events and Capital Improvements funds. The Show was projected to be the largest Craft Show since before the COVID-19 Pandemic. For comparison, in Fall 2022, the Show generated \$133,296 in revenue and \$86,660 in expenses for a net revenue of \$46,636 and hosted 251 vendors.

With the cancellation of the Show, the Town has approximately \$53,000 in net costs (approximately \$28,000 when excluding personnel and professional services costs) for various items, including equipment rentals, materials and supplies, and advertisements.

To recoup sunk costs for both the Town and affected vendors and to provide additional community programming to supplement the gap left by the Show's cancellation, Town staff is investigating opportunities to expand the scale of the remaining events for this fiscal year, including enlarging the footprint and vendor count of the two remaining festivals (HolidayFest and Riverfest).