



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 November 8, 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. Request to Approve October 3, 2023, Town Council Meeting Minutes
 - b. Request to Adopt Veterans' Day 2023 Proclamation
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. Request to Approve a Resolution of Appreciation and Recognition to Alethea Marie Robinson
 - b. Riverwalk Vision Plan Report and Next Steps
 - c. Request Approve the Reimbursement of the Hollows Section Two HOA for the Installation of a Streetlight at West Locust and Frayer's Farm Court
 - d. Request to Approve Services Funding Agreement with Visit Occoquan
 - e. Request to Execute Agreement with Axon Enterprise for New Body-Worn Cameras System
10. **Discussion Items**
 - a. Discussion on Limiting Sales of Certain Products in Town
 - b. Discussion on EV Charger Agreement
 - c. Discussion on Tree Lighting
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: November 8, 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 October 3, 2023, Town Council Meeting Minutes
- b. Request to Adopt Veterans' Day 2023 Proclamation

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 5, 2023
7:00 p.m.

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

Absent: Councilmember Cindy Fithian

Staff: Adam Linn, Town Manager / Chief of Police; Philip Auville, Town Clerk; Julie Little, Events Director; Liz Quist, Interim Town Treasurer (remote); Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney (remote); Bruce Reese, Town Engineer (remote)

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

No one spoke 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

Councilmember Perkins moved to approve the Consent Agenda. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On September 15th, he emceed Trivia Night in River Mill Park.
- On September 21st, he did a television segment on Occoquan History with WETA.
- One September 27th, he gave a talk at the Lake Ridge Rotary Club on recent updates related to the town.
- On September 28th, he attended the Verano ribbon cutting, and he attended VDOT's virtual meeting on I-95 and Rt. 123 intersection updates.

Mayor Porta noted the compliments he has received regarding the Town Police. Council members received a copy of the letter of appreciation a traveler expressed regarding their interaction with Office Martinez. Another letter of appreciation was received regarding an interaction with Officer Goodson. Additionally, at the Lake Ridge Rotary function a member approached the Mayor to compliment one of our officers (whose name was not mentioned) regarding a traffic infraction interaction.

6. COUNCILMEMBER REPORTS

Councilmember Perkins thanked staff for all the work and effort put into the Fall Arts and Crafts Show. He stated it was hard to put all the work in only to have to cancel the event because of weather.

Vice Mayor Loges noted that she assisted in discussions with the Mayor and staff on the decision to cancel the Fall Arts and Crafts Show. She also met with the Town Manager on ways for growth and future budgeting. She also thanked staff on moving from setup, to tear down, to emergency preparation in a matter of hours.

7. BOARDS AND COMMISSIONS

Councilmember Daubresse reported that the Architectural Review Board (ARB) did not meet on September 26th.

Councilmember Perkins reported that the Planning Commission met on September 26th. He noted that the Planning Commission focused on their Strategic Planning and that the Planning Commission has been holding subcommittee meetings on individual topics of the Strategic Plan. He also noted that Commissioner Wood will be providing a report to the Planning Commission on water samples collected from the Occoquan River and tested by the Potomac Riverkeeper Network.

Mayor Porta asked if there are sufficient volunteers participating in the program to collect samples, or if it has been necessary for the Potomac Riverkeeper Network to send someone to collect samples. Councilmember Perkins indicated that no one from the Potomac Riverkeeper Network has had to collect samples thus far. More volunteers are needed, however, to help spread the workload of driving the samples to the Potomac River Keepers.

8. ADMINISTRATIVE REPORTS

Mayor Porta asked for unanimous consent to move up on the Administrative Reports the Town Treasurer Report. There being no objection, the item was moved up on the agenda.

b. Town Treasurer's Report

The interim Town Treasurer, Mrs. Quist, provided a written report as part of the agenda packet.

Mayor Porta noted that some expenses that are higher than might be expected based on the number of months passed, reflect payment dates early in the year (e.g., insurance) or the purchase of a reimbursable item. Mr. Linn noted that was correct and that the vehicle cost for the public safety vehicle will be reimbursed with a DJIS Grant.

Mayor Porta also noted the low cash balances due to real estate taxes not being collected yet and the resulting need to temporarily use funds from the reserves.

Mr. Linn confirmed Mayor Porta's comment.

Ms. Quist also noted that we are waiting on grant funds from DEQ for costs that were already spent in FY2023. She noted that the cash flow issues are temporary due to timing and will go back to normal once the grant funds come in and real estate taxes come in.

a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet.

Mr. Linn expressed his appreciation to staff and thanked them for their efforts with handling the cancellation of the Fall Arts and Craft Show.

Mayor Porta asked if there were any property owners who denied access to their property for surveying the Town's stormwater systems under the Community Flood Preparedness Fund Grant. Mr. Linn noted there were two property owners that did not give permission to access their properties for surveying the stormwater systems. Mr. Reese added that it hasn't been an issue to date and the team has been able to work around these instances without needing to be on those properties.

Mayor Porta also asked if there is any progress on the Mill at Occoquan project. Mr. Linn noted that the Town is still waiting for the demolition permit to be submitted.

Mayor Porta asked if a presentation to the Council on the Town's emergency preparedness plan could be scheduled in the future. Mr. Linn replied that he, along with Mr. Forman have been planning on giving a presentation to Council on the Town's emergency preparedness plan in November or December.

b. Town Attorney

Mr. Crim provided a written report as part of the agenda packet.

Mayor Porta noted that the Town Attorney had met with Mr. Linn regarding a potential contest to redesign the Town Seal and that for the moment the project has been tabled.

Mayor Porta asked if the language in the draft mural contract had been resolved based off the Artist's comments. Mr. Linn replied that the mural contract language had been resolved and the town was waiting to receive the signed contract from the artist.

9. REGULAR BUSINESS

There were no Regular Business items on the agenda.

10. DISCUSSION ITEMS

a. Discussion on Craft Show Cancellation and Holiday Season

Mayor Porta described the process that led to the decision to cancel the Fall Arts and Crafts Show. He noted that he, the Vice Mayor, and town staff met the morning before the show and reviewed the latest weather forecast, which called for rain and high winds during the show. As a group they considered moving the Craft Show to the following weekend depending upon vendor availability. After the group telephoned as many non-town vendors as possible, it was decided that there were not enough vendors who could participate both days to justify the additional sunk costs and staff time necessary to move the show to the following weekend. Consequently given the weather forecast and concern for vendor and visitor safety (and vendor products) the Fall Arts and Crafts Show was cancelled.

Mr. Linn provided a presentation on the Holiday Season.

Mr. Linn went over the Holiday Tree Lighting event and adding a street pop-up market on Mill Street from Ellicott Street to River Mill Park for Town Businesses.

Mr. Linn also went over the Holiday Artisan Market and the plans to expand the market onto Mill Street. The two options were to close Mill Street from Union Street to River Mill Park and the second to only close Mill Street from Ellicott Street to River Mill Park. The first option would have vendors lining both sides of Mill Street up to Ellicott Street, a row of vendors on Ellicott Street, and a row of vendors going down the center of Mill Street from Ellicott to Union Street.

Town Business Owner, Pam Konwin, raised concerns about having Mill Street closed from Union Street west, indicating she believed that would negatively affect hers and other businesses.

After discussion, Council directed staff to move forward with closing Mill Street only from Ellicott Street to River Mill Park and to allow vendors in the park as well if needed.

11. 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), a matter involving: discussion or consideration of the acquisition of real property for a public purpose specifically involving 119 Poplar Lane, because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 8:39 p.m.

The Council came out of closed session at 8:53 p.m.

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

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

Nays: None

12. ADJOURNMENT

The meeting was adjourned at 8:54 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: November 8, 2023
4B: Request to Adopt Veterans' Day 2023 Proclamation	

Attachments: a. Proclamation

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to proclaim Saturday, November 11, 2023, as Veteran's Day in the Town of Occoquan.

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

Proposed/Suggested Motion:

"I move to adopt the 2023 Veterans' Day proclamation."

OR

Other action Council deems appropriate.



Proclamation

WHEREAS, in 1938, Congress made November 11th of each year a legal holiday, known as Armistice Day, to honor veterans of World War I; and

WHEREAS, in 1954, after the veteran’s service organizations asked Congress to change the word “Armistice” to Veterans,” President Dwight D. Eisenhower signed the first Veterans Day proclamation calling on our nation to “pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this nation;” and

WHEREAS, the Occoquan community has always supported our nation’s veterans and their families, wherever and whenever they have served, who have given so much to protect our freedoms and the freedoms of others around the world; and

WHEREAS, the Town of Occoquan in respect and recognition of the contributions our veterans and their families have made to preserve our heritage of freedom and to promote peace;

NOW, THEREFORE, I, Earnest W. Porta, Jr., Mayor of the Town of Occoquan, and on behalf of the Occoquan Town Council hereby proclaim Saturday, November 11, 2023, as

VETERANS DAY

in the Town of Occoquan and urge all individuals, groups, and businesses to recognize and celebrate the sacrifices and contributions of our veterans who fought for peace and protected our freedoms and freedoms of others around the world.

Adopted this 8th day of November 2023.

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

ATTEST:

Philip Auville, Town Clerk



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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: November 8, 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:

- **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 was completed in late 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. The Planning Commission conducted an initial review of the report in October and the report along with their initial comments will be presented to Town Council at the November 8th meeting.

- Riverwalk Access Extension Project: 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: 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: 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. At its July 18th meeting, Town Council selected Alethea Marie Robinson's submission as the winner. At its September 5th meeting, Town Council approved a final design and contract. The mural installation was completed on October 30th, 2023. A dedication ceremony will be held on Saturday, November 18th at 3 pm. 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.

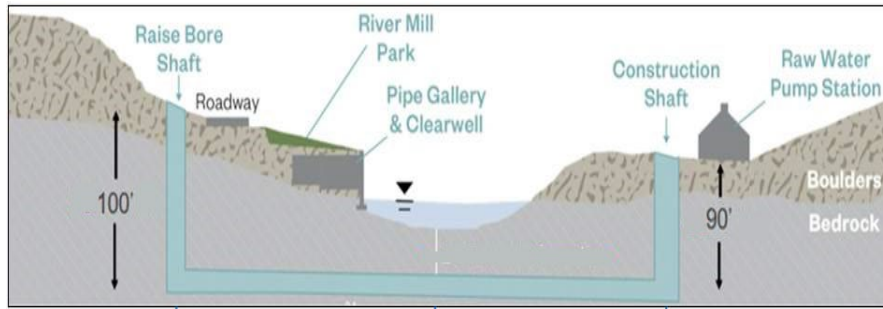
VDOT TAP Grant Project: In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding 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 were advised that construction start dates will begin sometime 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- UPDATED: The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. As part of the DEQ stormwater remediation, Town also obtained an environmental endangered animal study update for the applicable area. The first component, dredging, was completed as of February 24, 2023. Staff is now working with DEQ to fund other stormwater related projects with the remainder of the \$325,000 grant and has met on site with potential contractors. Staff submitted quotes to DEQ in early June and provided additional documentation in September. DEQ representatives advised Town staff that grant documentation is expected shortly.

Fairfax Water Construction - UPDATED: The boring project under the Occoquan River continues, and the contractor has made improvements to the roadway and property to assist traffic flow. Completion of the project is expected by summer of 2024. The contractor completed the blasting phase of the project on October 30th and no more blasting events are anticipated. The remaining part of the project involves drilling down on the Prince William side of the River to the tunnel and then preparing for and installing the new pipes. To stay up to date on construction, please sign up for AlertOccoquan at www.occoquanva.gov/living-here/alertoccoquan. Below is a rendering of the project:



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, chocker, 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.

Tanyard Hill Closure - UPDATED: Tanyard Hill Road was originally scheduled to be closed for 28 days from October 2nd, 2023, through October 31st, 2023. Due to testing delays, the road will remain closed through November 10th. The 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 remain open and are the main points of entry and exit for the Town.

Real Estate Taxes: 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.

SHIELD and New Online Public Safety Resources – NEW: Occoquan Police Department (OPD) and Town staff have collaborated to update the Public Safety section of the Town website and launch a new SHIELD platform to help OPD link and connect with the community. For more information go to www.occoquanva.gov/government/public-safety.

Development of New Town Seal – NEW: The Town Council at the September 5, 2023, Town Council meeting directed staff to research the creation of a new design for the Town Seal. After internal discussions and consultation with the Town Attorney, staff is seeking a contractor to work with Town Council and the public to create a new Town Seal. Town staff envision a multiple month process that would conclude in early 2024.

Treasurer Report - Supplemental Information

The September 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	4	11/1/23
BLACK MAGIC	2	11/1/23
THE SPOT ON MILL STREET	1	11/1/23
MILL STREET DRAFT GARDEN	1	11/1/23

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	

Meals Tax by Fiscal Year			
Month	FY22	FY23	FY24
July	27,749	28,956	30,936
August	25,668	27,894	31,014
September	24,585	25,730	25,711

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.

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 - no change 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 - update from last report: Project underway. Blasting completed as of end of October.

Town Shed on Commerce Street - no change from last report - VDOT Land Use Permit obtained for shed. Zoning Administrator approved zoning application following VDOT permit issuance.

Riverwalk Extension beyond Gaslight Landing - no change 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 evaluated 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
406 McKenzie Drive	SUB2023-036	Subdivide existing lot into two parcels	Subdivision plat forwarded to outside review agencies and is being reviewed by staff for conformance to Subdivision and Zoning Ordinances

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 29 to October 31, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2023-035	109 Poplar Lane	Install Gas Line
2	IAP2023-004	130 East Colonial Dr	Replace Gas Water Heater
3	SUB2023-036	406 McKenzie Dr	Subdivision Plat Review

A. The following is a list of **zoning modification requests** from September 29 to October 31, 2023:

	Zoning Application #	Property Address	Activity
1			

A. The following is a list of **new violation letters** from September 29 to October 31, 2023:

	Property Address	Violation #	Violation	Town Action
1				

B. The following is a list of **active/previous violations** from September 29 to October 31, 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.

Building and Property Maintenance

Building: The Building Official monthly permit report as well as the building code violation reports provided by Prince William County for the month of October are attached.

For more information on building permits and building code violations go to <https://www.pwcva.gov/department/building-development-division>.

Property Maintenance: The Property Maintenance monthly report provided by Prince William County for the month of October 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 October.

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, Old Hollywood Murder Mystery, the Costume Parade, and Spirits & Spirits.

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 HSEM Unit deployed for the Marine Corps Marathon in support of a UAS mission. Additionally, SOD Officers from both UAS and Marine Patrol were used to attempt to locate a drone operated by a private citizen who crashed it along the Occoquan riverbank.

SOD Officers deployed for several special events within the town over the month enhancing visibility to the public and employing technology and specialized equipment to keep everyone safe.

SOD Officers completed monthly UAS and Marine Patrol training honing their skill set.

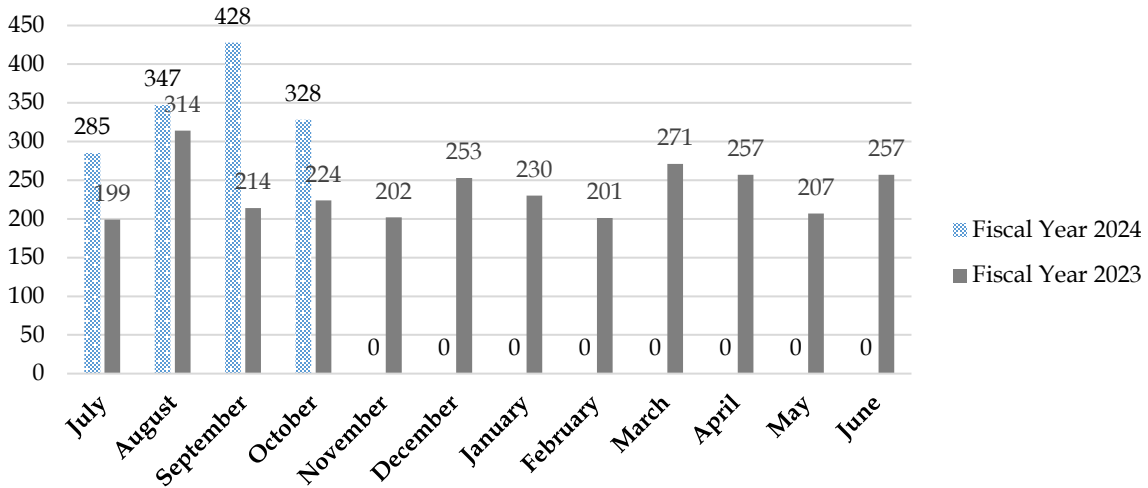
The OPD continued to participate in the monthly Northern Virginia Emergency Response (NVERS) UAS, High Threat Response, and Emergency Managers committees to include the Northern Virginia Regional Intelligence Center monthly briefing.

Patrol and Enforcement Activities:

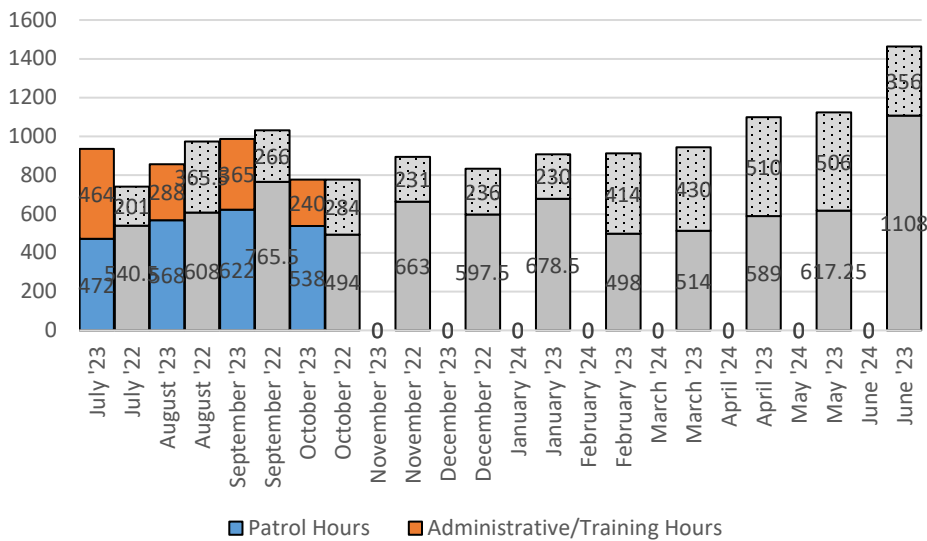
For the month of October, Police had 109 calls for service, with 12 vehicle crashes, 10 suspicious person/vehicle/circumstance calls, 8 disorderly calls, 5 disabled vehicles/motorist assist calls, 4 burglary calls, 4 traffic control calls, 4 trespassing calls, 3 domestic in progress calls, 3 emotionally disturbed (suicide) calls, 3 animal calls, 2 medical/mental health calls, 2 alarm calls, 2 parking complaint calls, 2 noise complaints, 1 illegal fishing call, 1 hit and run call, 1 racing call, 1 destruction of property/vandalism call, 1 found/returned property call, 1 welfare check, 1 drunk in public arrest, multiple service/assist calls, and made 1 custodial arrest, issued 328 traffic summonses, 23 parking violations, and 77 warnings.



TRAFFIC SUMMONSES FYTD (GRAPH)



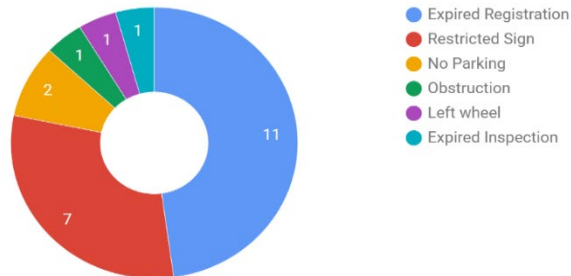
PATROL/ ADMINISTRATIVE/ TRAINING HOURS FYTD (GRAPH)



PARKING ENFORCEMENT (CHART/GRAPH)

Month	Parking Tickets	Warning
July	32	2
August	87	2
September	113	6
October	20	3

Occoquan VA - Tickets By Violation (Oct. 2023)

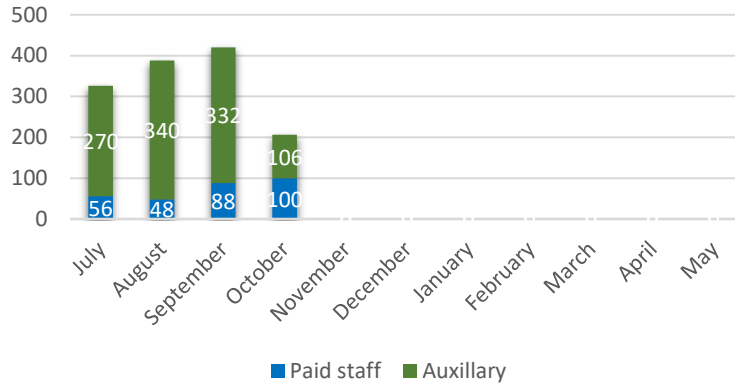


Date as of 11/1/2023, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 1340 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
October	4	8	0	0	1
FY Total	38	32	7	41	6
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
October	8	0		0	1
FY Total	13	88		1	4
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
October	8	0	0	2	0
FY Total	8	18	0	2	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

Public Works Highlights (October 2023)

- Repaired and repainted front steps at Town Hall
- Repaired and replaced sections of the Town Dock
- Finished modifications to new Public Works Utility Vehicle

Special Public Works Projects

Projects In-Progress: 14 Projects Completed: 7

Below is an updated list of maintenance activities with statuses updated as of October 31, 2023:

Project	Status	Completion Date	Notes
Building Maintenance			
TH Window Cleaning 2023	Not started		Fall 2023
Repair and Paint Town Hall Eaves	Not started		FY24
Repair Concrete Steps at Town Hall	Completed	10/20/2023	
Craft Show and Events Support			
Tree Lighting Prep	Not Started		November 2023
Artisan Market Prep	Not Started		December 2023
Spirits and Spirits Support	Completed	09/28/2023	
FOTO Cleanup Support	Completed	10/21/2023	
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		FY24; 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/Winter 2023
Add Outlets to RMP and Footbridge	In progress		Fall 2023
Install LED Lighting on Footbridge	In progress		FY24
Mamie Davis Park Signage Update	In progress		December 2023
River Mill Park Signage Update	In progress		In PWC permitting
Inspect and Repair Town Dock	Completed	10/06/2023	
Install Replacement Plate on Base of Footbridge Light	Completed	10/17/2023	
Special Projects			
Backup Generator Project	Not started		Paused
Poplar Lot Reorganization	Not started		Fall 2023

Project	Status	Completion Date	Notes
Transfer box set up at Annex	Not started		Fall 2023 – OPD Joint Project
Contractor Install of Tree Lights and Town Hall Tree Decorations	Not Started		November 2023
Install Holiday Lights, Wreaths, and Bows	Not Started		November 2023
Public Works Inventory	In progress		Creating log sheet and adding PW locations
Town Gateway Updates	In progress		December 2023
Prepare and Modify New PW UTV	Completed	09/29/2023	
Streets, Sidewalks, and Parking			
Replace Benches at Mill House Museum	In progress		November 2023
Repair and Readjust Wheel Stops Under 123 Bridge	In progress		November 2023
Fall Brick Repair and Replacement	In progress		Fall 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
Install Memorial Bricks at RMP	Completed	09/29/2023	

Brick Installation and Maintenance Projects

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

Location	Not Started	In Progress	Completed	Notes
Fall Brick Repairs		X		Minor fixes to loose or broken bricks has commenced, starting on the 400 block of Mill Street

Events and Community Development

Annual Town Tree Lighting - Saturday, November 18: The Town will host its annual tree lighting at Town Hall with s'mores and holiday cheer in the Mill Street cul-de-sac to follow. The Town will also host a new pop-up market on west Mill Street, a mural dedication, and island naming that day.

- Pop-Up Market - 11:00 a.m.-8:00 p.m.
- Mural Ribbon Cutting - 3:00 p.m.
- Island Naming Dedication - 3:30 p.m.
- Sip & Stroll - 4:00-8:00 p.m.
- Fire Pits and S'mores at the Park - 5:00-8:00 p.m.
- Tree Lighting - 6:00 p.m.
- Shop Late - until 8:00 p.m.

Shop, Dine, & Win! - November 18 - December 3: Visitors may shop and dine at their favorite Occoquan businesses for a chance to win \$100 in Occoquan business gift cards! Over \$1,500 in gift cards to specific Occoquan businesses will be awarded.

Shop Small Weekend - November 24-26: Visitors are welcome to skip the lines at the malls and shop for their holiday gifts in the Occoquan business district.

Holiday Artisan Market - December 2, 11:00 a.m.-7:00 p.m. and December 3, 11:00 a.m.-4:00 p.m.:

- *Arts & Crafts*
100+ artisans and craft vendors will line Mill Street (from Ellicott) and River Mill Park, December 2 & 3 in a full range of media.
- *Santa Comes to Town, December 2, at 10:45am*
The big guy arrives Saturday, December 2, at 10:45am via boat at the Town Dock just in time to open the Holiday Artisan Market at 11am. He'll then visit with families in the park till 1pm both days.
- *Annual Gingerbread Contest*
The community votes on their favorite gingerbread creations during the Artisan Market in River Mill Park on December 2 & 3. Winners are announced on December 3 at 3:45pm.
- *Kid Zone*
Kids can make crafty gifts at the art table in River Mill Park, write a letter to Santa or stop by the Bracelet Bar for a make and take.
- *Alpaca Time*
Come meet Connie and Carmella in the park during the Artisan Market. You can visit with them or even give them a snack!
- *Sip & Stroll*
Saturday, 11:00 a.m. to 8:00 p.m., pick up your favorite alcoholic beverage to carry with you through the market.
- *Shuttle Service*

Free shuttle service is available for patrons from the Rt 123 and Old Bridge Road commuter lot:

- Saturday, 10:00am-8:00pm
- Sunday, 10:00am-5:00pm

The Occoquan Express: FREE shuttle bus service is available to visitors during the busy times this holiday season. For a full schedule visit www.visitoccoquanva.com/express.

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

Permit Number	Main Address	Description	Permit Type	Permit Status	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	Issued	R - Alteration/Repair	10/05/2023	
ELE2024-00652	114 COMMERCE ST	rewire garage, with lights, wall outlets, power for two garage doors, exterior lights. Sub panel	Electrical	Issued	R - Alteration/Repair	10/17/2023	
BLD2023-07208	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Building	Issued	C - Tenant Layout	09/26/2023	
ELE2024-01336	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Electrical	Issued	C - Tenant Layout	10/03/2023	
MEC2024-00142	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Mechanical	Issued	C - Tenant Layout	10/13/2023	
PLB2024-00151	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Plumbing	Issued	C - Tenant Layout	09/29/2023	
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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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
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	Finalized	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	Finalized	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	
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		
BLD2023-03992	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Building	Finalized	R - Swimming Pool	01/31/2023	09/29/2023
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	
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	Finalized	R - New Single Family Dwelling	08/18/2022	10/10/2023

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2024-00242	109 POPLAR LN	New underground electrical service of 400amps	Electrical	Issued	R - New Single Family Dwelling	07/19/2023	
GAS2024-00465	109 POPLAR LN	New gas installation	Gas	Issued	R - New Single Family Dwelling	10/04/2023	
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	Finalized	R - Alteration/Repair	07/25/2023	10/04/2023
ELE2024-00214	105 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6.4 kW. Addition of 2 0-30A circuits.	Electrical	Finalized	R - Alteration/Repair	07/25/2023	10/04/2023
BLD2024-00658	110 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 8 kW. Addition of 2 0-30A circuits.	Building	Issued	R - Alteration/Repair	09/29/2023	
ELE2024-01719	110 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 8 kW. Addition of 2 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	09/29/2023	
ELE2024-01719	110 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 8 kW. Addition of 2 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	09/29/2023	
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 Status	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	Finalized	C - Tenant Layout	12/30/2022	10/19/2023
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

Town of Occoquan - Open BCE Case(s)

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
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END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 10/16/2023

**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 10/16/2023

**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 9/30/2023

	As of 7/1/23 Unaudited	Unaudited Income/ (Loss) YTD FY24	As of 9/30/2023 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 37,354	\$ 2,740	\$ 40,094
Assigned:			
Events Fund	\$ 88,624	\$ 67,280	\$ 155,904
CIP Fund	\$ 28,970	\$ (16,356)	\$ 12,614
Public Safety Grant Fund	\$ 40,020	\$ 5,115	\$ 45,136
Mamie Davis Park Fund	\$ 6,498	\$ 63	\$ 6,561
PEG Fund	\$ 1,955	\$ -	\$ 1,955
Subtotal Assigned:	\$ 166,067	\$ 56,103	\$ 222,170
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 9,908	\$ (29,072)	\$ (19,164)
Subtotal Unassigned:	\$ 209,908	\$ (29,072)	\$ 180,836
Total Fund Balance:	\$ 513,329	\$ 29,771	\$ 543,099

Additional Information:

SLFRF Balance:	\$ 664,301	\$ (38,541)	\$ 625,759
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Town of Occoquan

Budget vs. Actuals

July - September 2023

	Actual	Annual Budget	over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	1,646	288,769	(287,123)	0.57%
40020 Meals Tax	87,662	357,641	(269,979)	24.51%
40030 Sales Tax	12,179	40,000	(27,821)	30.45%
40040 Utility Tax	9,317	31,000	(21,683)	30.06%
40050 Communications Tax	7,354	33,000	(25,646)	22.29%
40060 Transient Occupancy Tax	12,059	21,000	(8,941)	57.42%
Total 40000 TAXES	130,217	771,410	(641,193)	16.88%
41000 FEES/LICENSES				
41010 Vehicle License	254	11,000	(10,746)	2.31%
41020 Business Licenses	15,795	79,140	(63,345)	19.96%
41030 Late Fees	370	1,500	(1,130)	24.68%
41040 FINES (PUBLIC SAFETY)	80,391	349,830	(269,439)	22.98%
41100 Administrative Fees	2,031	8,500	(6,469)	23.89%
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	195	-	195	
Total 41000 FEES/LICENSES	100,476	477,470	(376,994)	21.04%
42000 GRANTS				
42010 LITTER	-	1,329	(1,329)	0.00%
42020 HB 599	6,847	26,821	(19,974)	25.53%
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	6,847	43,525	(36,678)	15.73%
43000 RENTALS				
43020 River Mill Park	1,100	3,000	(1,900)	36.67%
43030 Mamie Davis Park Rental	800	1,500	(700)	53.33%
43040 200 Mill Street Lease	-	7,613	(7,613)	0.00%
Total 43000 RENTALS	1,900	12,113	(10,213)	15.69%
44000 OTHER				
44010 General Fund Interest	7,968	10,200	(2,232)	78.12%
44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	7,369	1,000	6,369	736.90%
Total 44000 OTHER	15,337	11,500	3,837	133.36%
Total Income	254,777	1,316,018	(1,061,241)	19.36%

Gross Profit	254,777	1,316,018	(1,061,241)	19.36%
Expenses				
Total 60000 PERSONNEL SERVICES	139,704	734,673	(594,969)	19.02%
Total 60400 PROFESSIONAL SERVICES	36,031	174,325	(138,294)	20.67%
Total 60800 INFORMATION TECH SERV	9,458	40,092	(30,634)	23.59%
61200 MATERIALS AND SUPPLIES			-	
61210 Office Supplies	1,436	5,150	(3,714)	27.88%
61220 Operational supplies	5,634	18,595	(12,961)	30.30%
61240 Janitorial Supplies	-	1,300	(1,300)	0.00%
61250 Uniforms	2,417	6,080	(3,663)	39.76%
Total 61200 MATERIALS AND SUPPLIES	9,487	31,125	(21,638)	30.48%
Total 61600 OPERATIONAL SERVICES	2,750	10,172	(7,422)	27.03%
Total 62000 CONTRACTS	27,337	122,135	(94,798)	22.38%
Total 62400 INSURANCE	20,286	40,300	(20,014)	50.34%
Total 62800 PUBLIC INFORMATION	1,227	4,036	(2,809)	30.41%
Total 63200 ADVERTISING	251	7,640	(7,389)	3.28%
Total 63600 TRAINING AND TRAVEL	1,400	16,510	(15,110)	8.48%
64000 VEHICLES AND EQUIPMENT			-	
64010 Town Vehicles M&R	7,221	1,000	6,221	722.11%
64030 Equipment M&R	2,797	5,700	(2,903)	49.06%
64040 Fuel	6,356	19,320	(12,964)	32.90%
64050 Equipment and Tools	2,209	4,030	(1,821)	54.80%
Total 64000 VEHICLES AND EQUIPMENT	18,582	30,050	(11,468)	61.84%
Total 64400 SEASONAL	-	11,700	(11,700)	0.00%
64700 FACILITIES EXPENSE				
Total 64800 TOWN HALL	2,054	12,624	(10,570)	16.27%
Total 65200 MILL HOUSE MUSEUM	-	6,500	(6,500)	0.00%
Total 65600 200 MILL ST	-	-	-	
66000 ANNEX / MAINTENANCE YARD			-	
66010 Exterminating Services	195	90	105	216.67%
66020 Equipment Maint Contracts	-	150	(150)	0.00%
66030 Utilities - Elect/Water	531	2,450	(1,919)	21.66%
66040 Repair and Maintenance	1,531	500	1,031	306.20%
66050 Janitorial Services	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	2,257	3,190	(933)	70.74%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	5,197	19,318	(14,121)	26.90%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	513	3,350	(2,837)	15.32%
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	2,025	20,600	(18,575)	9.83%
Total 64700 FACILITIES EXPENSE	12,047	70,882	(58,835)	17.00%
Total Expenses	278,560	1,293,640	(1,015,080)	21.53%
Net Operating Income	(23,783)	22,378	(46,161)	
Net Income	(23,783)	22,378	(46,161)	

CIP FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
42000 GRANTS	-	1,455,060	(1,455,060)	0.00%
42030 SLFRF	38,541	538,079	(499,538)	7.16%
Total 42000 GRANTS	38,541	1,993,139	(1,954,598)	1.93%
44000 OTHER				
44060 Other	-	-	-	
Total 44000 OTHER	-	-	-	
Total Income	38,541	1,993,139	(1,954,598)	1.93%
Gross Profit	38,541	1,993,139	(1,954,598)	1.93%
Expenses	-	-	-	
Total Expenses	-	-	-	
Net Operating Income	38,541	1,993,139	(1,954,598)	1.93%
Other Expenses				
70000 CIP EXPENSE			-	
70001 Streetscape	20,760	45,000	(24,240)	46.13%
70003 Street Improvements	-	10,000	(10,000)	0.00%
70004 Sidewalk Improvements	-	-	-	
70005 Building Improvements	4,117	68,000	(63,883)	6.05%
70006 Stormwater Management	18,953	1,806,073	(1,787,120)	1.05%
70014 Timed Parking Equipment	0	5,500	(5,500)	0.00%
72006 Riverwalk Improvements	-	26,204	(26,204)	0.00%
74001 Vehicles & Equipment	11,241	25,000	(13,759)	44.96%
74003 Body Armor	-	4,725	(4,725)	0.00%
74005 Police Radios	-	30,000	(30,000)	0.00%
Total 70000 CIP EXPENSE	55,071	2,020,502	(1,965,431)	2.73%
Total Other Expenses	55,071	2,020,502	(1,965,431)	2.73%
Net Other Income	(55,071)	(2,020,502)	1,965,431	2.73%
Net Income	(16,530)	(27,363)	10,833	60.41%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41040 FINES (PUBLIC SAFETY)				
41170 E-Summons	3,260	11,500	(8,241)	28.34%
Total 41040 FINES (PUBLIC SAFETY)	3,260	11,500	(8,241)	28.34%
Total 41000 FEES/LICENSES	3,260	11,500	(8,241)	28.34%
Total Income	3,260	11,500	(8,241)	28.34%
Gross Profit	3,260	11,500	(8,241)	28.34%
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	2,740	6,000	(3,260)	45.66%
Net Income	2,740	6,000	(3,260)	45.66%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41160 Convenience Fees	1,456	5,875	(4,419)	24.78%
Total 41000 FEES/LICENSES	1,456	5,875	(4,419)	24.78%
42000 GRANTS	-	6,000	(6,000)	0.00%
44000 OTHER				
44020 Events Fund Interest	8	1,200	(1,192)	0.63%
44035 Bricks Interest	-	-	-	
44040 Bricks Revenue	870	1,275	(405)	68.27%
Total 44000 OTHER	878	2,475	(1,597)	35.47%
47000 EVENTS REVENUE	292	-	292	
47010 Sponsorships	9,160	42,500	(33,340)	21.55%
47020 Booth Rentals	101,235	160,375	(59,140)	63.12%
47021 Ticket Sales				
47022 HolidayFest	-	600	(600)	0.00%
47023 River Mill Park	2,160	11,000	(8,840)	19.64%
Total 47021 Ticket Sales	2,160	11,600	(9,440)	18.62%
47030 Shuttle Fees	45	60,500	(60,455)	0.07%
47040 Parking Space Sales	5,975	8,900	(2,925)	67.13%
47060 Merchandise	60	3,000	(2,940)	2.00%
47100 Cost Share Reimbursement	-	-	-	
Total 47000 EVENTS REVENUE	118,927	286,875	(167,948)	41.46%
Total Income	121,261	301,225	(179,964)	40.26%
Gross Profit	121,261	301,225	(179,964)	40.26%
Expenses				
60000 PERSONNEL SERVICES				
60010 Salaries and Wages	9,697	46,839	(37,142)	20.70%
60020 Overtime	-	-	-	
60030 On-call Labor	1,000	26,550	(25,550)	3.77%
60050 Payroll Taxes	742	5,613	(4,871)	13.22%
60060 Life Insurance	451	1,650	(1,199)	27.33%
60095 VRS Employer Contrib	845	3,879	(3,034)	21.79%
Total 60000 PERSONNEL SERVICES	12,735	84,531	(71,796)	15.07%
60400 PROFESSIONAL SERVICES				
60420 Consulting	-	12,500	(12,500)	0.00%
60470 Bank Charges	1,536	5,100	(3,564)	30.13%

Total 60400 PROFESSIONAL SERVICES	1,536	17,600	(16,064)	8.73%
60800 INFORMATION TECH SERV			-	
60840 Phone Service	586	1,200	(614)	48.82%
Total 60800 INFORMATION TECH SERV	586	1,200	(614)	48.82%
61200 MATERIALS AND SUPPLIES			-	
61210 Office Supplies	-	200	(200)	0.00%
61220 Operational supplies	6,543	17,825	(11,282)	36.71%
Total 61200 MATERIALS AND SUPPLIES	6,543	18,025	(11,482)	36.30%
61630 Postal Services	292	-	292	
62000 CONTRACTS			-	
62020 Equipment Rental	18,699	69,625	(50,926)	26.86%
62050 Entertainment	2,690	5,500	(2,810)	48.91%
Total 62000 CONTRACTS	21,389	75,125	(53,736)	28.47%
63200 ADVERTISING			-	
63220 Advertising - Marketing	7,976	19,875	(11,899)	40.13%
63230 Community/Business Supp	683	5,000	(4,317)	13.65%
Total 63200 ADVERTISING	8,659	24,875	(16,216)	34.81%
64700 FACILITIES EXPENSE			-	
66800 RIVER MILL PARK & FACIL			-	
66810 Brick Paver Program	185	600	(416)	30.75%
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	1,155	3,225	(2,070)	35.80%
Total 69200 SPECIAL EVENTS	2,056	12,325	(10,269)	16.68%
Total Expenses	53,981	234,281	(180,300)	23.04%
Net Operating Income	67,280	66,944	336	100.50%
Net Income	67,280	66,944	336	100.50%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER				
44030 Mamie Davis Park Interest	63	500	(437)	0
Total 44000 OTHER	63	500	(437)	0
Total Income	63	500	(437)	0
Gross Profit	63	500	(437)	0
Expenses				
Total Expenses	-	-	-	
Net Operating Income	63	500	(437)	0
Other Expenses				
70000 CIP EXPENSE				
72005 Mamie Davis Park Renovations			-	

Total 70000 CIP EXPENSE	-	-	-	
Total Other Expenses	-	-	-	
Net Other Income	-	-	-	
Net Income	63.27	500	(437)	0
TOTAL NET INCOME (LOSS) ALL FUNDS	29,771	68,459	(38,688)	0

Town of Occoquan
Balance Sheet
As of September 30, 2023

	Total		
	As of Sep 30, 2023	As of Sep 30, 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	74,005.43	1,028.49	72,976.94
10024 Money Market 4220	202,094.05	200,318.04	1,776.01
10029 Checking Account 3126	26,013.15	59,328.18	(33,315.03)
10033 Events Fund - Paypal	-	6,969.35	(6,969.35)
10034 VIP - Investment Pool	-	-	-
25-5001 VIP NAV Liquidity Pool 5001	510,291.21	955,334.82	(445,043.61)
Total 10034 VIP - Investment Pool	510,291.21	955,334.82	(445,043.61)
10082 Mamie Davis Savings 4201	2,175.65	7,170.98	(4,995.33)
10083 Mamie Davis CD	100,000.00	100,000.00	-
10091 Bricks - PayPal	-	194.08	(194.08)
10094 Money Market 5997 (deleted)	-	15,566.36	(15,566.36)
10095 Bricks MM 2125 (deleted)	-	12,303.65	(12,303.65)
Total Bank Accounts	914,754.49	1,358,313.95	(443,559.46)
Accounts Receivable			
10180 Accounts Receivable	353,014.21	102,401.01	250,613.20
Total Accounts Receivable	353,014.21	102,401.01	250,613.20
Other Current Assets			
14990 Undeposited Funds	1,660.48	22,970.51	(21,310.03)
Total Other Current Assets	1,660.48	22,970.51	(21,310.03)
Total Current Assets	1,269,429.18	1,483,685.47	(214,256.29)
TOTAL ASSETS	1,269,429.18	1,483,685.47	(214,256.29)
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	78,558.07	69,085.81	9,472.26
Total Accounts Payable	78,558.07	69,085.81	9,472.26
Credit Cards			
22000 Credit Cards			-
22020 Home Depot	66.81	155.15	(88.34)
22030 Lowe's Proservices	9,725.37	1,067.92	8,657.45
22040 United Bank Credit Cards	6,607.44	6,445.55	161.89
Total 22000 Credit Cards	16,399.62	7,668.62	8,731.00
Total Credit Cards	16,399.62	7,668.62	8,731.00

Other Current Liabilities			
20935 Performance Bond	1,187.50	35,988.55	(34,801.05)
20960 Unearned Other Revenue			-
20970 Unearned Rental	2,500.00	250.00	2,250.00
20973 Unearned SLFRF Revenue	625,759.38	922,965.62	(297,206.24)
Total 20960 Unearned Other Revenue	628,259.38	923,215.62	(294,956.24)
20980 Unearned R.E. Tax	558.25	770.64	(212.39)
21100 Unearned Fire Dept Grant	1,366.66	-	1,366.66
21200 Payroll Liabilities	-	-	-
21230 VRS Employee Contributions	0.42	(14.79)	15.21
Total 21200 Payroll Liabilities	0.42	(14.79)	15.21
Total Other Current Liabilities	631,372.21	959,960.02	(328,587.81)
Total Current Liabilities	726,329.90	1,036,714.45	(310,384.55)
Total Liabilities	726,329.90	1,036,714.45	(310,384.55)
Equity			
31000 Restricted			-
31100 Mamie Davis (Endowment)	100,000.00	100,000.00	-
31200 E Summons Fund	37,353.90	24,058.63	13,295.27
Total 31000 Restricted	137,353.90	124,058.63	13,295.27
31400 Assigned			-
30030 Events Fund	68,452.44	25,000.00	43,452.44
30040 CIP Fund	27,363.00	101,000.00	(73,637.00)
31050 Public Safety Grant Fund	17,596.37	14,283.44	3,312.93
31060 Mamie Davis Park Fund	6,497.85	11,491.65	(4,993.80)
31070 Public Education Grant Fund	1,955.20	1,775.50	179.70
Total 31400 Assigned	121,864.86	153,550.59	(31,685.73)
31500 Unassigned			-
30010 Operating Reserve	200,000.00	187,860.82	12,139.18
30020 Unrestricted Net Assets	45,107.99	-	45,107.99
Total 31500 Unassigned	245,107.99	187,860.82	57,247.17
32000 Retained Earnings	9,001.79	-	9,001.79
Net Income	29,770.74	(18,499.02)	48,269.76
Total Equity	543,099.28	446,971.02	96,128.26
TOTAL LIABILITIES AND EQUITY	1,269,429.18	1,483,685.47	(214,256.29)

Tuesday, Oct 31, 2023 02:24:08 PM 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 November Council Meeting

Date: October 30, 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 September 26, 2023:

1. Worked with staff to develop a franchise for an electric vehicle charging station on Mill Street at the former location of the automatic teller machine.
2. Advised staff as to zoning enforcement actions.
3. Advised staff as to accessibility concerns in public spaces.
4. Began drafting of easement for exit from river walk.
5. Advised staff as to access to visitor center restrooms under terms of lease.
6. Advised staff as to closed session topics.
7. Researched and advised staff as to possible zoning text amendment.

November TAR 4872-9011-0860 v.1



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: November 8, 2023
9A: Request to Adopt Resolution of Appreciation for Alethea Marie Robinson	

Attachments: a. Draft Resolution

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution of appreciation and recognition for Alethea Marie Robinson for her work on designing and installing a mural at Route 123 and Commerce Street.

Alethea completed the installation of the 38 by 13-foot mural on October 30th, 2023, after over a week of preparation and painting. The finished mural depicts the Occoquan River and many town landmarks as well as local animals and kayakers surrounding the word "OCCOQUAN" in large lettering.

A ceremony will take place on Saturday, November 18th at 3 pm to honor her work and officially dedicate the mural.

Background:

At the July 19th, 2023, Town Council meeting, the Town Council selected, out of three finalists, Alethea Marie Robinson as the winner of the public mural design contest and awarded her \$5,000 to realize her design.

Staff Recommendation: Adopt the Resolution as presented.

Proposed/Suggested Motion:

"I move to adopt Resolution R-2023-15 recognizing Alethea Marie Robinson for sharing her time and talents with the Occoquan Community in the design and installation of a mural at the intersection of Route 123 and Commerce Street."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2023-15**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO
ALETHEA MARIE ROBINSON FOR HER DESIGN AND INSTALLATION OF A
MURAL FOR THE TOWN OF OCCOQUAN**

WHEREAS, on April 18, 2023, the Occoquan Town Council created and funded a public art contest to solicit the design and installation of a mural on the retaining wall at the intersection of Route 123 and Commerce Street; and

WHEREAS, the Town of Occoquan created a committee composed of representatives from town boards, from the town business community, and from the local arts community, to evaluate design proposals and make recommendations to the Town Council; and

WHEREAS, the Town of Occoquan solicited proposals from local residents and artists from May through June 2023; and

WHEREAS, in June 2023, the review committee, out of over a dozen submissions, recommended three design proposals to the Town Council; and

WHEREAS, on July 18, 2023, the Town Council selected Alethea Marie Robinson’s submission as the winner of the contest and awarded her \$5,000 to realize the design; and

WHEREAS, from August through October 2023, Alethea Marie Robinson showed great enthusiasm, flexibility, and skill in working with the Town to install the mural; and

WHEREAS, the completed mural is an engaging, attractive work of art that reflects the beauty and character of Occoquan and welcomes visitors to town.

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby expresses its profound and sincere appreciation to Alethea Marie Robinson for generously sharing her artistic gifts with the Occoquan community in creating and installing a wonderful piece of art that will brighten the entrance to Occoquan for years to come.

Adopted by the Town Council of the Town of Occoquan, Virginia this 8th Day of November, 2023.

MOTION:

**DATE: November 8, 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

9. Regular Business	Meeting Date: November 8, 2023
9B: Riverwalk Vision Plan Report and Next Steps	

Attachments: a. The Berkley Group Riverwalk Vision Report

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to review the Riverwalk Vision Plan Report, discuss next steps, and create a special committee to plan the next steps of the project.

At the September 20, 2022, Town Council Meeting, the Town Council approved and authorized engaging The Berkley Group to create a Vision Plan for the Riverwalk Expansion and Riverwalk Overlook Extension projects using SLFRF funds.

The Riverwalk Vision Plan project included a review of existing conditions, seeking community input and feedback, and development of diagrammatic renderings of the Riverwalk projects. The ultimate goal of the engagement was a report that included a summary of the Riverwalk projects along with visual renderings that would be used to seek and obtain grants to work towards completion of the Riverwalk Vision. The Berkley Group provided its final Vision Plan Report to the Town in September 2023. The Planning Commission has reviewed and commented on the Vision Plan.

Based on the Planning Commission comments and Town staff input, Town staff is proposing that the Town Council authorize the Mayor to appoint and chair a special committee to determine the plans for the next steps for the Riverwalk.

Town Staff Recommendation: Recommend creating a Special Committee.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

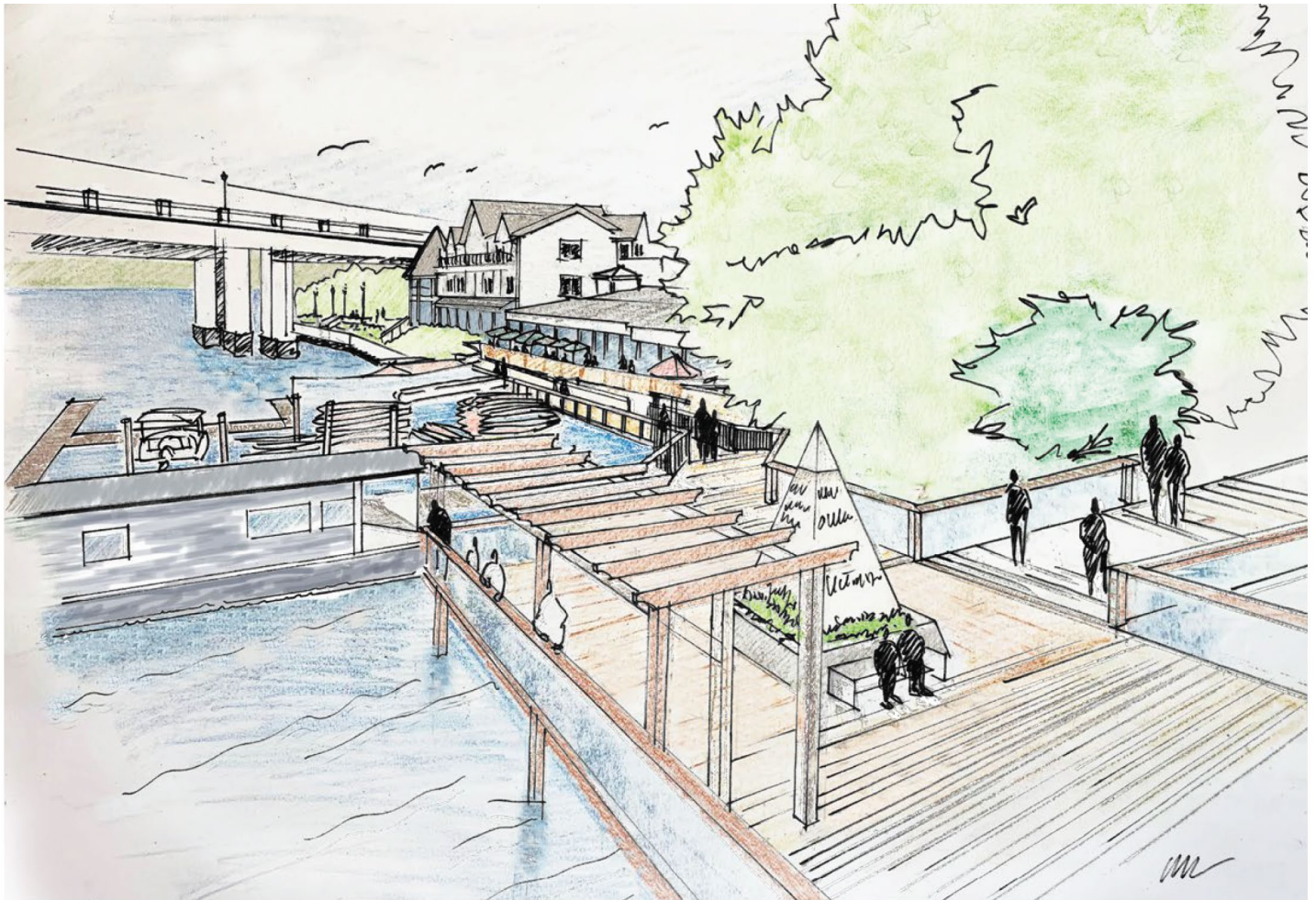
“I move to authorize the Mayor to appoint and chair a special committee for the purpose of planning the expansion of the Town Riverwalk and providing a report thereon by May 21, 2024.

OR

Other action Council deems appropriate.



Town of Occoquan Riverwalk Vision Plan Report



Prepared by the Berkley Group, LLC and LPDA, Inc. September 19, 2023



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Introduction

The Town of Occoquan was identified as a Town in 1734 due to its adjacency to the Occoquan River and its ability to ship tobacco, iron, products from a grist mill, and other goods and resources to foreign ports. Since that time the Town's purpose and vitality has been tied to the river. With the Downtown situated along the riverfront, commercial and recreational uses have operated in this area for centuries. Today, Occoquan residents and visitors alike enjoy the historic, natural, and recreational amenities of the riverfront, although access is limited. The Town's vision to build a continuous walkway along the river will provide access to the riverfront and greatly enhance the area culturally, recreationally, and commercially, while improving environmental conditions.

The Riverwalk Vision Plan is the result of robust community input, including two public open house meetings and an online survey, which directly informed the design. This Vision Plan report includes an existing conditions analysis, summaries of public input, an illustrative diagrammatic vision of the boardwalk superimposed upon an aerial view of the riverfront, and precedent images with vignettes, and some potential elements for the riverwalk.

The Occoquan Riverwalk Vision Plan ties together the currently disconnected sections of boardwalk into a continuous walkway and incorporates public spaces with seating, river access, public art, signage, fishing areas, and other public amenities. The Plan encompasses the riverfront from the Route 123 bridge to River Mill Park and the Occoquan Foot Bridge. The Riverwalk Vision Plan proposes a vibrant linear park adjacent to local businesses, that will provide an enjoyable and viable destination for residents, tourists, and businesses alike.



Town of Occoquan Riverwalk Vision Plan

Existing Conditions

Analysis Summary



Introduction

The Occoquan Riverwalk Vision Plan encompasses the Town’s riverfront and may eventually include the opposite bank of the river and potential connections to recreation opportunities in both Occoquan and Fairfax County. This Existing Conditions Analysis covers the Town of Occoquan riverfront from River Mill Park to the area under the Route 123 overpass (see Occoquan Riverwalk – Existing Conditions Analysis maps, hereafter referred to as “maps”). A variety of conditions exist along the Occoquan riverfront that include some existing boardwalk sections, both public and private. Once complete, the Riverwalk will honor the history of this key geographical area while boosting the recreational and socioeconomic success of the Town. This Existing Conditions Analysis describes the existing conditions along the Riverfront and identifies ownership and current uses of riverfront parcels and amenities as they relate to the Riverwalk Vision Plan.

During the 19th and 20th centuries the Town’s wharf was essential for shipbuilding and the transport of goods, including grain to Ellicott’s Mill. In 1970 and 1999, respectively, Mamie Davis Park and the adjoining Occoquan Public Dock were built, increasing the recreational activity at the riverfront (see page 11). In 2015 the Occoquan Riverwalk expanded west from Mamie Davis Park along the Gaslight Landing Court properties, while bluestone riprap was installed to stabilize the riverbank at Mamie Davis Park and the public dock. Historical resources in the Riverwalk area include a boundary marker and remnants of the historic mill (aka “the ruins”).

Existing Conditions

Town zoning districts along the proposed Riverwalk include Parks and Public Utility (PPU) and B-1 Business (see page 8). Beginning in 2023, a site encompassing five riverfront parcels will be redeveloped for The Mill at Occoquan, a mixed-use building to include commercial, residential, and structured parking. The redevelopment includes building a significant section of Riverwalk with two access points (see page 9). A parking garage is anticipated in the vicinity of the intersection of Mill Street and Poplar Alley in the future.

Several environmental conditions affect the Riverwalk Vision Plan. The project area is in a Resource Protection Area (RPA) which also contains an Intensely Developed Area (IDA). The RPA is an overlay district designated by the Chesapeake Bay Preservation Act (CBPA) which is intended to protect vegetated areas along water bodies within the Chesapeake Bay watershed. The Town Engineer is responsible for enforcing regulations in the RPA, which includes the land area within 100 feet of the Occoquan River (see page 8). The riverfront area meets the first two criteria for IDA designation.¹ During Phase II of the Vision Plan process bathymetric and topographical surveys will be conducted to understand feasibility and engineering specifics related to construction of the Riverwalk.

Additional environmental conditions of the Occoquan River corridor affect the Riverwalk Vision Plan, including identified vulnerable species, flood hazard areas, and Dam Break Inundation Zones (DBIZ).

¹ An area that is developed to the extent that it satisfies at least one of the following three requirements: at least 50% impervious surface; served by public water, sewer, and stormwater drainage systems; and at least four dwelling units per acre.

Town of Occoquan Riverwalk Vision Plan
**Existing Conditions Analysis
 Summary**



Identified Vulnerable Species in the Occoquan River Corridor	
Endangered	Protected
Dwarf Wedgemussel	Great Blue Heron
Northern Long-Eared Bat	Osprey
Migratory Monarch Butterfly	
Harperella (plant)	

According to the most recent FEMA Flood Insurance Rate Maps (FIRM), the riverfront in the Riverwalk project area is in the regulatory floodway.² Development within the Town of Occoquan is also subject to DBIZ regulations.³

Waterfront Conditions by Parcel

The following is a list of waterfront conditions beginning at River Mill Park, the western edge of the Riverwalk frontage, to the eastern end underneath the Route 123/Gordon Boulevard overpass (see pages 9-11). Parcel number labels correspond to number labels on the maps.

1 & 2: River Mill Park

- Ownership: Fairfax County Water Authority.
- Zoning District: Parks and Public Utilities (PPU).
- River edge condition: bulkhead
- Grass open space and an asphalt loop trail that connects directly to Mill Street and the adjacent Occoquan Foot Bridge.
- Small shade and ornamental trees.

² Base flood elevation (BFE) is the water elevation resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year. Annual Chance Flood Hazard Areas are areas of 1% annual chance flood with average depth less than one foot or drainage areas of less than one square mile. The regulatory floodway is the channel of the river and the adjacent land areas needed to discharge the base flood without cumulatively increasing the water surface elevation beyond a designated height.

³ DBIZ refers to the area downstream of a dam that would be inundated by the dam’s failure. The shoreline of the Occoquan River in the Riverwalk project area is within the Sunny Day Breach zone, which applies to land which would be flooded in the event of a dam failure in the absence of a major precipitation event. All riverfront properties in the Riverwalk area are within both Inflow Design Flood (100 year) No Dam Breach and Inflow Design Flood (100 year) Breach zones. The Inflow Design Flood refers to the most severe inflow flood for which a dam is designed, with or without a dam breach.

Town of Occoquan Riverwalk Vision Plan

Existing Conditions Analysis

Summary



3: Occoquan Foot Bridge

- Ownership: Virginia Department of Transportation (VDOT).
- Spans the River from Occoquan to the north side of the river in Fairfax County.
- Lighting and light fixtures maintained by the Town.
- River edge condition: riprap on the Occoquan side.
- A robust and mature shade tree canopy is concentrated between the Occoquan Foot Bridge and the Mill at Occoquan site.
- Presents the possibility of extending the Riverwalk on the opposite bank of the river.
- Key opportunity to extend trail connections to U.S. Bicycle Route 1 and other recreation assets in Fairfax County.
- Primarily a steel structure supported by concrete pilings.
- From the northern end of the Foot Bridge there is a view of the Town and riverfront across the river.

3: Mill House Museum

- Ownership: Town of Occoquan.
- Zoning District: B-1 Business
- River edge condition: riprap, variable steep slope
- The road and sidewalk of Mill Street are the only impervious surfaces.
- A robust, mature shade tree canopy is concentrated between the Occoquan Foot Bridge and the Mill at Occoquan site.
- Property consists of the Mill House Museum, remnants of the historic Mill structure, and a designated fishing area.
- Remnants of the historic mill are protected historic structures adjacent to the Mill House Museum. The Riverwalk will have to be routed around the structures either on the river side or to the south of the structures on higher land.
- Opportunity to connect future boardwalk to the Foot Bridge on the Mill House Museum property.

4 – 8: Mill at Occoquan

- Ownership: Mid-Atlantic Real Estate Investments, Inc.
- Zoning District: B-1 Business.
- River edge condition: bulkhead in poor condition, riprap. The developer will construct a new bulkhead.
- There is no established access to the river. The developer of the Mill at Occoquan project has proposed two access points to the boardwalk along the western and eastern boundaries of the site.

9 & 10: Loft Gallery

- Ownership: Andrew and Claudia Lynn.
- Zoning District: B-1 Business.
- River edge condition: bulkhead in good condition.
- Assessment is needed to determine where pilings can or cannot be used due to rock.
- Concrete parking and a concrete dock adjacent to the river.
- There is no established access to the river.

Town of Occoquan Riverwalk Vision Plan

Existing Conditions Analysis Summary



11: Bottle Stop

- Ownership: Three Eleven Mill Street, LLC.
- Zoning District: B-1 Business.
- River edge condition: bulkhead in good condition.
- Assessment is needed to determine where pilings can or cannot be used due to rock.
- Concrete parking and a concrete dock adjacent to the river.
- There is no established access to the river.

12: Artists Undertaking Gallery

- Ownership: Ballywhack, Inc.
- Zoning District: B-1 Business.
- River edge condition: riprap
- Assessment is needed to determine where pilings can or cannot be used due to rock.
- Unimproved surfacing between the bulkhead and the building structure.
- Large, mature shade tree adjacent to the bulkhead.
- There is no established access to the river.

13 & 14: Gift & Gather

- Ownership: Mark Shane Herndon.
- Zoning District: B-1 Business.
- River edge condition: bulkhead in good condition.
- Assessment is needed to determine where pilings can or cannot be used due to rock.
- Gravel parking between the business establishment and bulkhead.
- Informal access to the river.

15: Dive Shop

- Ownership: Fish Market Square, Inc.
- Zoning District: B-1 Business.
- River edge condition: bulkhead in good condition.
- Assessment is needed to determine where pilings can or cannot be used, due to rock.
- Unimproved surfacing between the building and bulkhead.
- Informal access to the river.

16: D'Roccas Italian Restaurant

- Ownership: 301 Mill Street, LLC.
- Zoning District: B-1 Business.
- River edge condition: bulkhead in good condition.
- Assessment is needed to determine where pilings can or cannot be used, due to rock.
- Weathered sand and gravel surfacing between the building and bulkhead.
- One small shade tree.
- Potential public access to the Riverwalk along the alley between the Dive Shop and D'Roccas.

Town of Occoquan Riverwalk Vision Plan

Existing Conditions Analysis Summary



17: Gaslight Landing Court

- Ownership: Unit Owners of the Gaslight Landing Condominiums.
- Zoning District: B-1 Business.
- River edge condition: riprap, private boardwalk with public easement.
- Mostly covered by built and impervious surfaces, with a marginal amount of pervious landscaping surrounding the buildings.
- Potential access to the Riverwalk from Mill Street; privately owned and currently does not allow public access. The boardwalk is accessible through a connection to the Occoquan Public Dock.

Occoquan Public Dock

- Ownership: Town of Occoquan.
- Zoning District: B-1 Business.
- River edge condition: public boardwalk.
- Opportunity to merge park and public space.
- Access through Mamie Davis Park, as well as through the boardwalk at Madigan's Waterfront.

28 & 29: Mamie Davis Park

- Ownership: Town of Occoquan.
- Zoning District: B-1 Business.
- River edge condition: riprap, public boardwalk.
- Opportunity to merge park and public space.
- Park surfaced in grass with a marginal amount of brick paving.
- Shade and ornamental tree canopy surround the grass, gazebo, and brick paving.

Historic Boundary Marker

- A historic boundary marker believed to be in the vicinity of Cooper's Alley and Mamie Davis Park is thought to be located in the river, but the exact location is unknown. The likelihood of the Riverwalk project impacting this resource is low.

30 & 31: Madigan's Waterfront

- Ownership: 3304 LLC.
- Zoning District: B-1 Business.
- River edge condition: riprap, private boardwalk with public easement.
- Outdoor dining area reduces width of walkway space to below recommended standards.
- Opportunity to widen the boardwalk to better accommodate existing dining and pedestrians.
- Access from Mill Street.

32: Riverwalk Shops

- Ownership: Riverwalk at Occoquan, Inc.
- Zoning District: B-1 Business.
- River edge condition: private boardwalk.
- Eastern edge of the lot is asphalt parking and concrete-paved outdoor seating area with a pervious landscaped area including grass and a stand of mature trees adjacent to the river.

Town of Occoquan Riverwalk Vision Plan

Existing Conditions Analysis Summary



- There is no existing access from Mill Street to the existing private boardwalk, though it is directly accessible by way of the existing boardwalk at Madigan's Waterfront.

33: Service Building

- Ownership: Prince William County Service Authority.
- Zoning District: B-1 Business.
- River edge condition: N/A
- Small service building, three manhole entrances, concrete paving, and grass.

Public Boat Landing and Boardwalk (under Route 123 Bridge)

- Ownership: Town of Occoquan.
- Zoning District: B-1 Business.
- River edge condition: riprap, boardwalk.
- Gap between public boat landing and private boardwalk.
- ADA-accessible boat launch and undesignated fishing area.
- Public parking provides access from the boat launch to Mill Street.

Public Parking (under Route 123 Bridge)

- Ownership: Virginia Department of Transportation.
- Zoning District: B-1 Business.
- River edge condition: riprap with a guardrail at the edge of the parking lot.
- Lot is covered by asphalt surfacing.
- The Public Parking lot connects Mill Street to the boat landing and boardwalk.

Route 123 Bridge

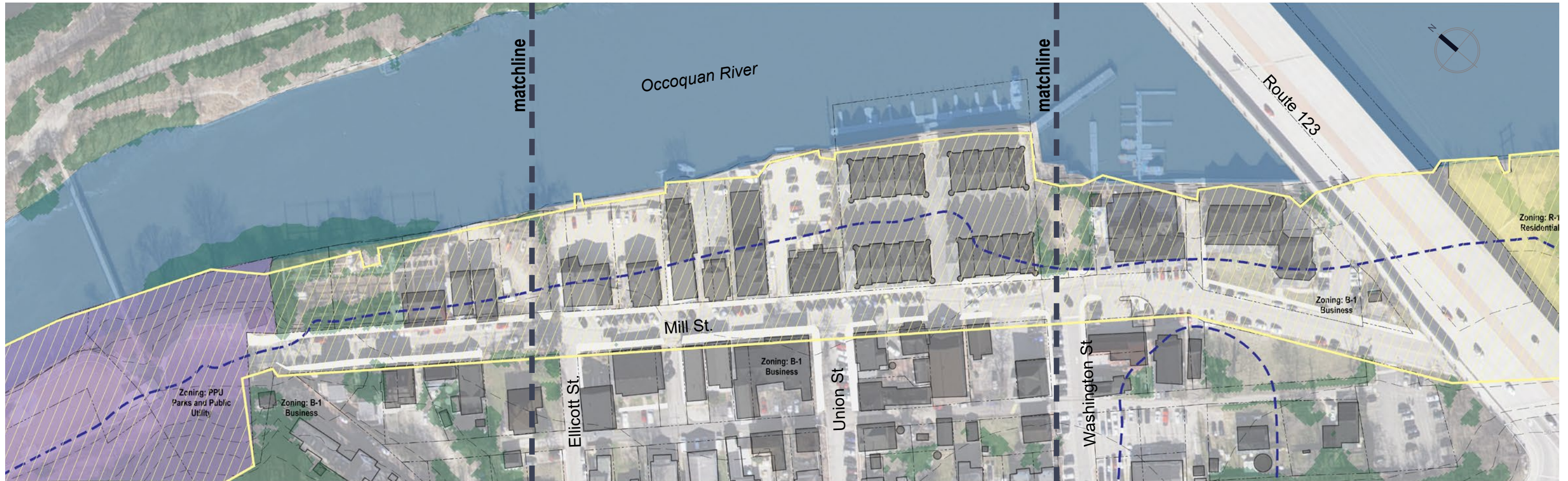
- Owned by VDOT, the Route 123 bridge connects Prince William County to the Town of Occoquan and Fairfax County over the Occoquan River.

34: Grass Lot

- Ownership: 119 Poplar Lane, LLC.
- Zoning: R-1 Residential.
- River edge condition: riprap with shrubbery and a single shade tree.
- Undeveloped grass lot with small and medium-sized shade trees scattered across the property.

As this Existing Conditions Analysis Summary and the Existing Conditions Analysis maps illustrate, many opportunities and key properties upon which to build the Riverwalk are already in place. Connecting each of the individual pieces can bring the Riverwalk Vision to fruition. The Riverwalk presents a unique opportunity for the community to build upon its legacy as a river town with abundant historic and natural resources, outdoor recreational amenities, and a vibrant local economy.

Occoquan Riverwalk- Existing Conditions Analysis



Western Section

Central Section

Central Section

Eastern Section

Not to Scale

Key Map: (current page)

--- Riparian Protection Area (RPA)

Intensely Developed Areas (IDA)

Tree Canopy Cover

Zoning Districts:

PPU Parks and Public Utilities

B-1 Business

R-1 Residential

Existing Conditions Analysis: (following pages)

Potential Public access

Proposed Access by developer

Existing trail

Private property with public easement

Assessment needed to determine location of pilings

Public property

Private property

* Historic buildings: ARB review required prior to alteration

FEMA Floodway

FEMA 100-year Floodplain

FEMA 500-year Floodplain

Dam Break Inundation Zone
Inflow Design Flood
(100-yr) Breach

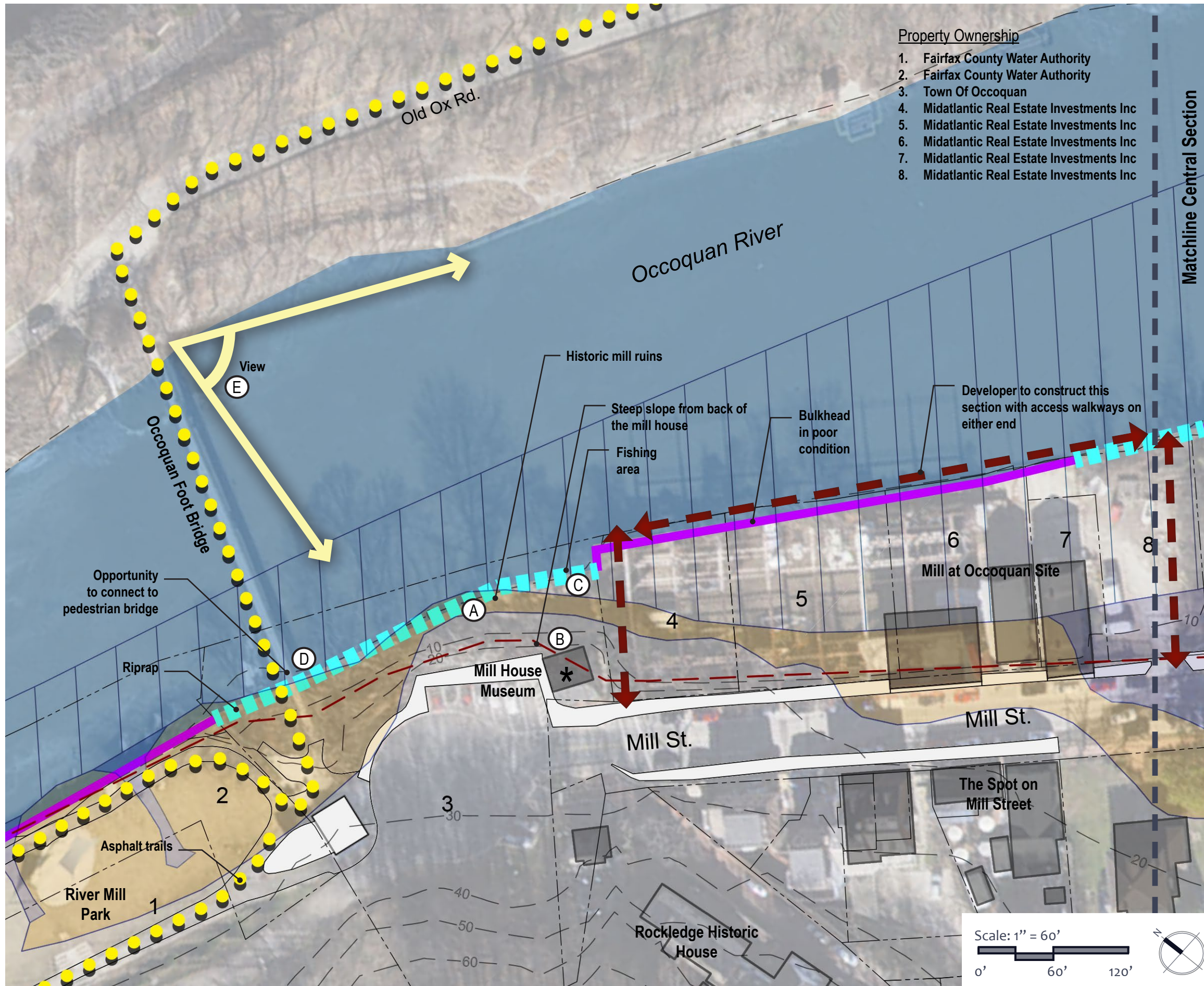
River Edge Condition:

Bulkhead

Rip rap

Boardwalk

Occoquan Riverwalk - Existing Conditions Analysis - Western Section



(A) Historic mill structures



(B) Steep slope from back of mill house



(C) Fishing area

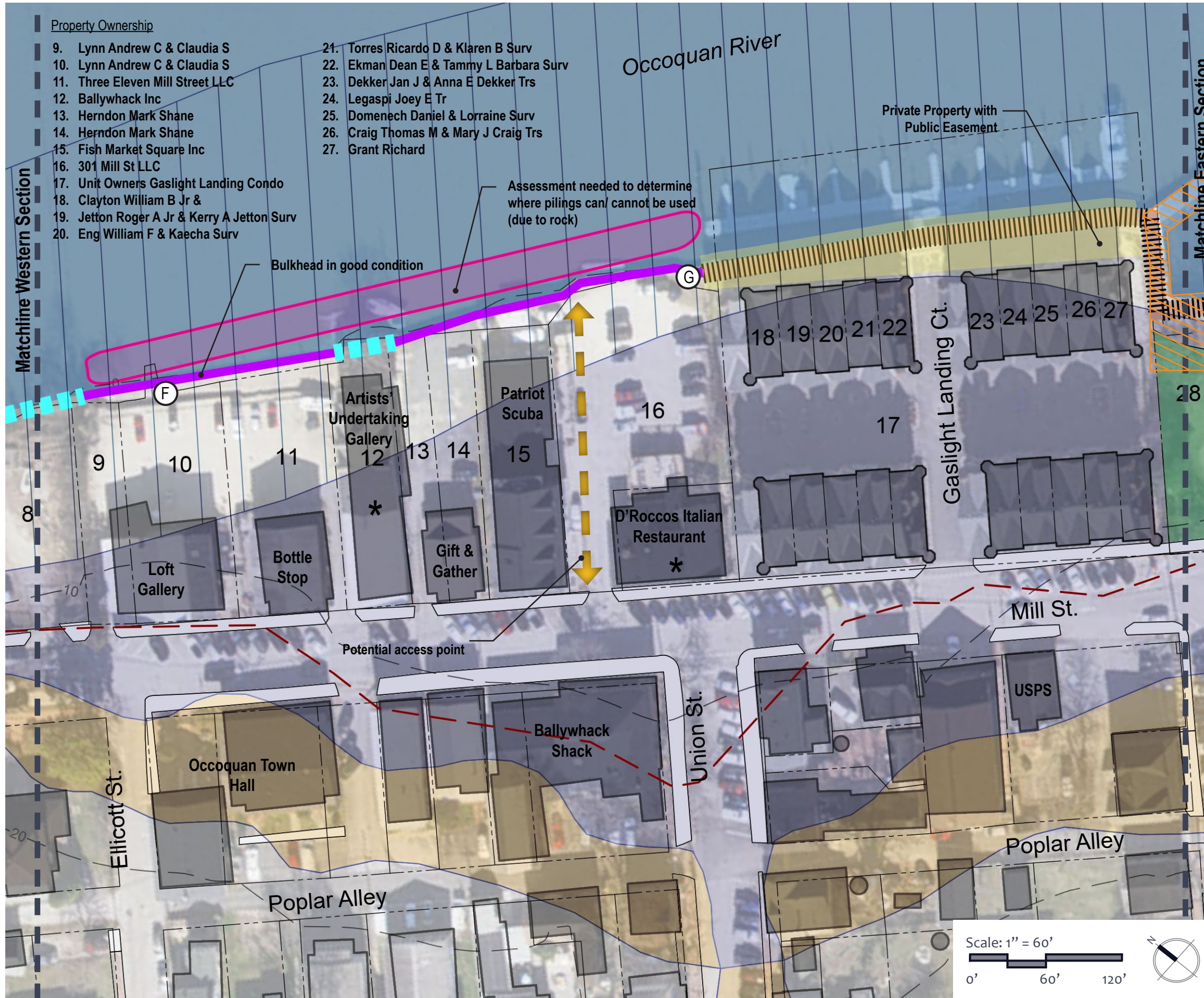


(D) Opportunity to connect to pedestrian bridge



(E) View

Occoquan Riverwalk - Existing Conditions Analysis - Central Section

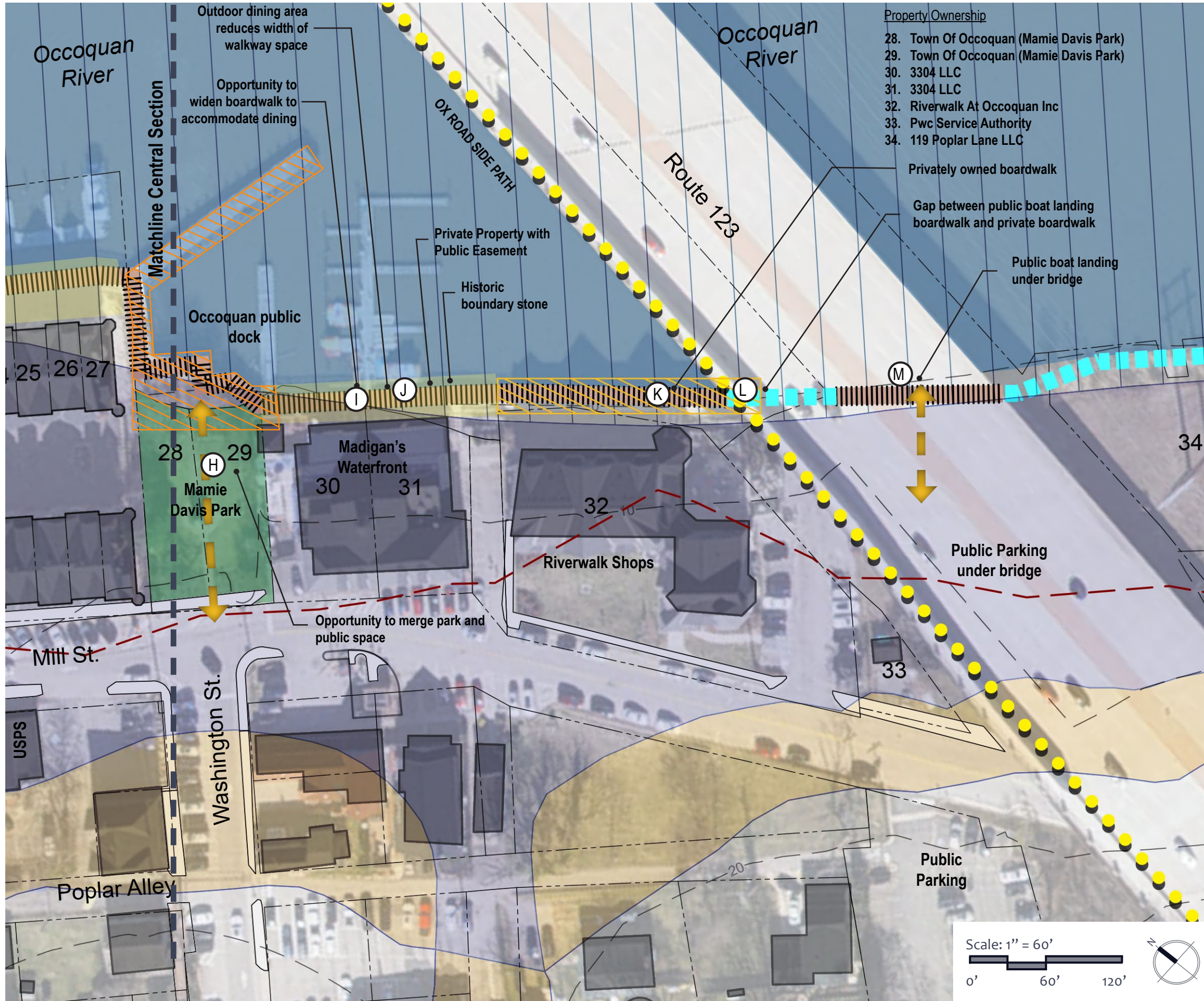


(F) Bulkhead in good condition

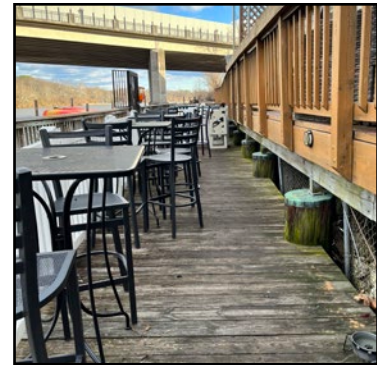


(G) Bulkhead in good condition

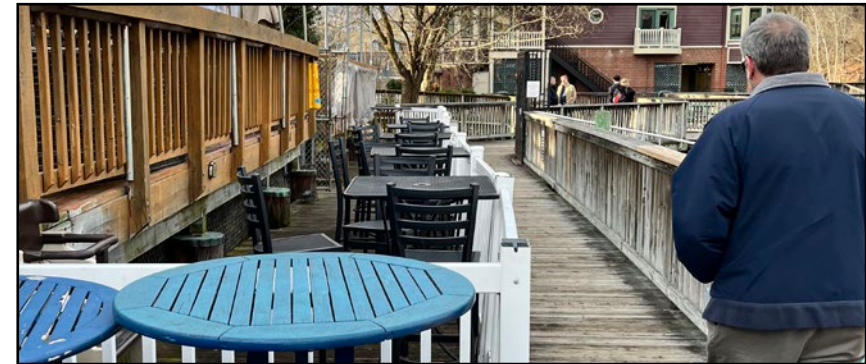
Occoquan Riverwalk - Existing Conditions Analysis - Eastern Section



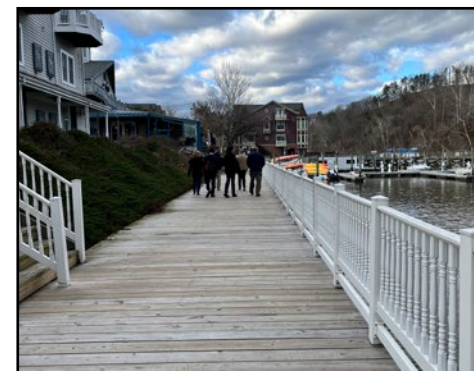
(H) Opportunity to merge park and public space



(I) Opportunity to widen boardwalk



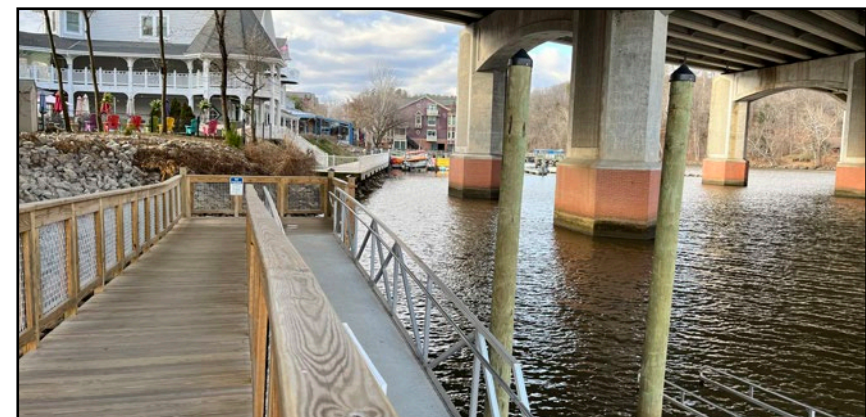
(J) Outdoor dining area reduces width



(K) Privately owned boardwalk



(L) Gap between public boat landing and private boardwalk



(M) Public boat landing

Town of Occoquan
 Riverwalk Vision Plan Report



Summary of Community Feedback



Issues, Opportunities, and Vision Summary



The Town of Occoquan held a Visioning Open House for the Riverwalk Vision Plan on January 23rd, 2023. Approximately 34 people attended, mostly residents of the Town, to share their ideas for a new Riverwalk. The Open House was held in Town Hall and included two map displays and a vision board showing potential options and amenities for the Riverwalk. Participants discussed their ideas, showed support for opportunities, and shared concerns about various potential challenges. Feedback was collected on large comment sheets, take-home comment sheets, mark-up on the displays, and email. The predominant theme that emerged from public input is a desire to balance the opportunities presented by the Riverwalk with retaining Occoquan’s small-town character.

Visioning Open House Public Input Summary		
Categories	Opportunities	Challenges/Concerns
Immersion in Nature	Family-friendly River Views Nature education Observation deck Fishing pier	Potential loss of fishing area below the Route 123 bridge Crowding due to unrestricted fishing People using boardwalk to swim Water quality for swimming
Ground Connections and Access Points	Public parking under Route 123 Gaslight Landing The Mill at Occoquan River Mill Park Across the river to Occoquan Regional Park	Parking Allowing adequate width for two-way traffic Commercial activity on the Riverwalk Traffic during construction Speeding vehicles on Washington Street and Tanyard Hill Road
History and Art	Sculptures Retain small town character	Preserving small-town feel Potential for transformation of town character
Water Connections and Access Points	Jet skis Fishing pier/fishing areas	Parking/loading issues from additional launch areas Vulcan Water runoff into Occoquan River
Public Spaces and Events	Benches Picnic areas Universal/ADA accessibility	Maintaining 'dog-friendly' nature of town No scooter/bike rentals
Shopping and Commerce	Vendors River-facing restaurants Mill Street-facing retail	Avoid franchises Support local businesses Balance of tranquility and development

Most Occoquan residents seemed enthusiastic about the opportunities presented by the Riverwalk. People like the potential for enhanced restaurant experiences and revitalized business spaces. Accessing the river and river front for immersion with nature and leisure activities and connecting the Riverwalk to a larger trail network on both sides of the river are strongly supported. People are concerned about potential impacts of traffic, parking, trespassing on private property, and congestion surrounding the Riverwalk. Participants appreciated the opportunity to be involved and are generally excited about the proposed Riverwalk Vision Plan.

Public Open House

Summary of Public Comments



The Town of Occoquan held a Public Open House for the draft Riverwalk Vision Plan on June 15, 2023; approximately seventeen people attended and provided feedback. The Open House was held in Town Hall and featured a large display of the draft Vision Plan and two Precedent Image Boards displaying examples of assorted designs for access control, boardwalk design and materials, signage, public art, water access, lighting, public amenities, and a photo simulation. Participants provided feedback on the Vision Plan displays and shared additional ideas for the project. Feedback was collected on large comment sheets at the meeting and an online comment form through July 5. The community is enthusiastic about the Vision Plan and supports expedient development of the Riverwalk. Community members are eager to contribute ideas for design, amenities, public art, signage, and more. Most residents prefer a simple, traditional boardwalk design that incorporates nature and local history.

The table below summarizes public feedback on the Precedent Photo Boards:

Precedent Image Public Input Summary		
Elements	Preferences	Additional Comments
Water Access	Option C (tiered seating along water) Option D (boardwalk close to water level)	
Lighting	Option A (match ped bridge lamp posts) Option D (accent lighting)	Should match lamps on existing pedestrian bridge
Riverwalk Amenities	Option E (public greenspace, seat walls, public art) Option F (seating along the railing)	
Access Control	Option C (wooden fencing and gates)	
Boardwalk Design & Materials	Option D (wood plank decking, wide walkway with seating and picnic tables)	
Signage	Option A or B (various post signs)	
Public Art	Option C (naturalistic sculptures)	Statues could depict native birds like the eagle or osprey



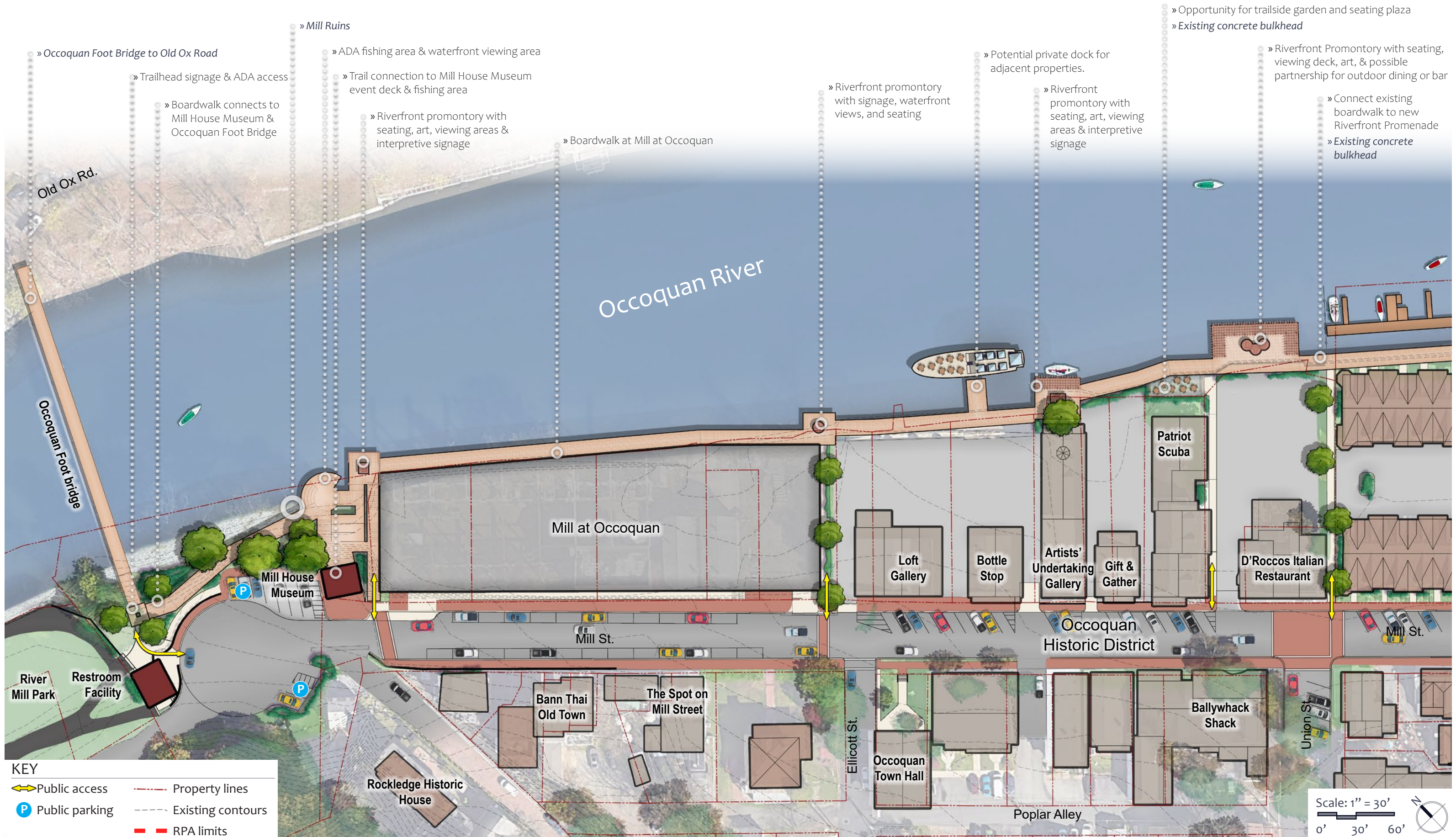
Public Open House Summary of Public Comments

The following list summarizes the public feedback collected in-person at the Public Open House and via the online comment form.

- Participants showed support for:
 - The Photo Simulation concept²
 - Riverwalk width of 10'-14'
 - Swimming access following river quality testing and cleanup
 - Ample seating, picnic tables
 - Tiered and ADA-accessible fishing areas
 - Revitalization of river-fronting properties
- Participants shared ideas:
 - Public art and signage depicting local natural and historic resources, including Occoquan's Bird Sanctuary status.
 - Boardwalk games or activities like tic-tac-toe and chalk art
 - Playground sensory panels
 - Connection to Occoquan Regional Park
 - Public education displays about water quality and natural resource protection
 - Multi-person swings
- Participants expressed concerns about:
 - Littering or loitering
 - Need for clear signage to public parking areas
 - Noise related to events or performance areas

Public engagement revealed enthusiastic support for the draft Riverwalk Vision Plan. One commenter captured the majority opinion by stating: "The addition of the Riverwalk to Occoquan is an excellent plan. The river is the crown jewel of Occoquan...providing people access to walk along the water will allow them to enjoy the Town even more than they already do. The Town needs to go forward with it." Residents described the current riverfront as a somewhat neglected, disorganized storage of defunct boats, parking, and equipment. They think that the Riverwalk Vision Plan will beautify and transform this area into cohesive public spaces and a continuous walkway that will showcase the Occoquan River and Downtown Occoquan. Public feedback clearly expressed that the riverwalk and accompanying amenities should be attractive and accessible to locals and tourists alike, and to people of all ages and abilities. The Occoquan community looks forward to implementation of the Riverwalk Vision Plan.

Occoquan Riverwalk Vision Plan - West Section



KEY

- Public access (Yellow arrow)
- Public parking (Blue P icon)
- Property lines (Red dashed line)
- Existing contours (Grey dashed line)
- RPA limits (Red solid line)

Scale: 1" = 30'

0' 30' 60'

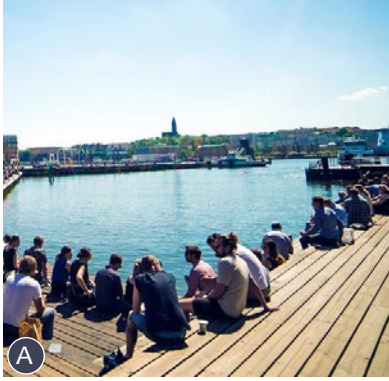
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Occoquan Riverwalk Vision Plan - East Section

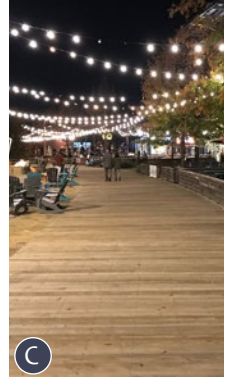
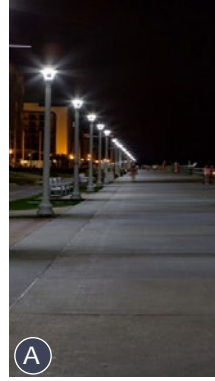


Precedent Photos

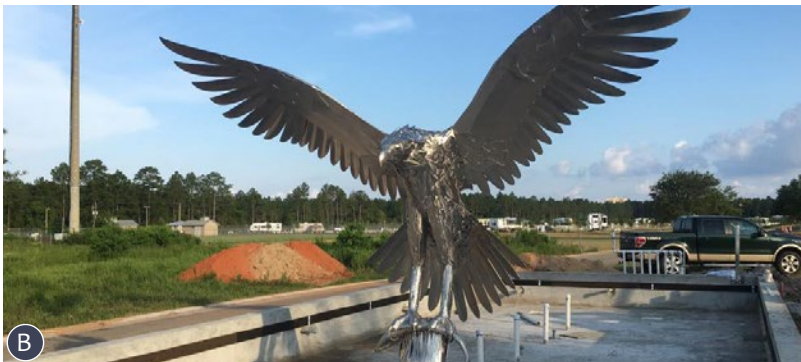
Water Access



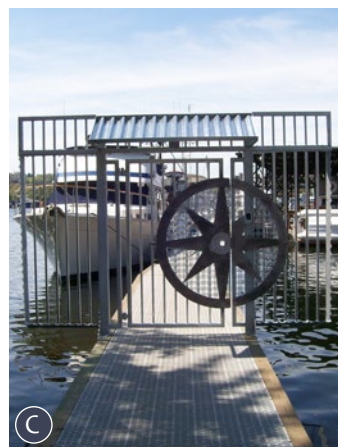
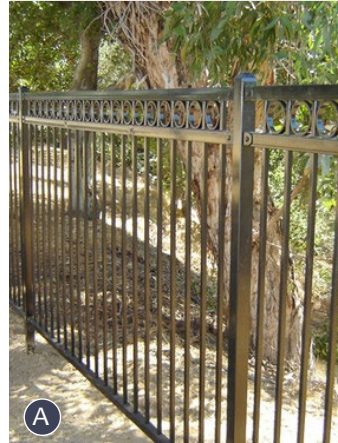
Lighting



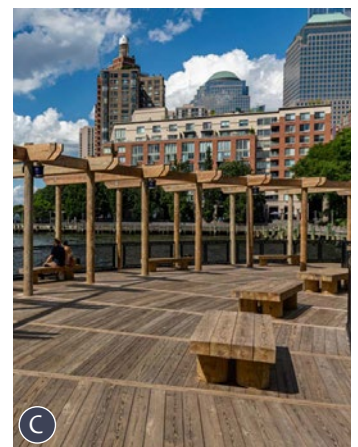
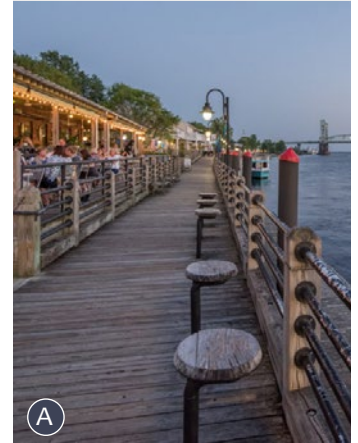
Public Art



Access Control

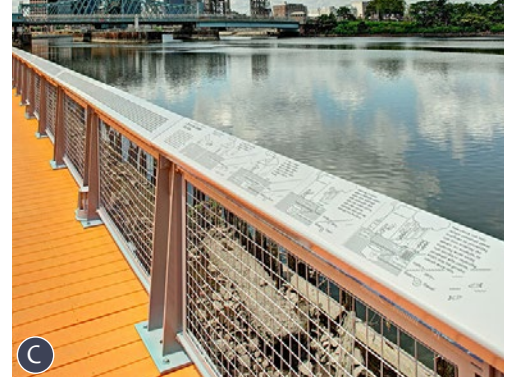
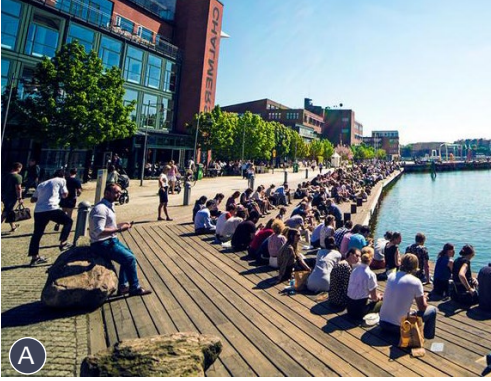


Seating



Precedent Photos

Riverwalk Amenities



Boardwalk



Sensory Panels in Railing



Signage



Neighborhood Symbols



Existing



Concept



Boardwalk and River Access at Mill House Museum

Existing



Concept



Bulkhead Walkway and Riverboat Restaurant

Existing



Concept



Public Dock at Mamie Davis Park

Riverwalk Vision Plan Report



Conclusion and Next Steps

Project Overview



The Occoquan Riverwalk Vision Plan is the culmination of a thorough design process and robust community engagement. Members of the public, business owners, Planning Commission, and Town Council provided feedback throughout the development of the Vision Plan, including attending a pre-draft Visioning Open House, discussion, submitted comments and ideas, and finally a Public Open House to review the draft Vision Plan, with an online comment survey. The Riverwalk Vision Plan illustrates the collective

community vision of the Town of Occoquan. The Plan is illustrated by a diagrammatic vision of the boardwalk superimposed upon an aerial view of the riverfront, and precedent images with a photo simulation showing many potential elements for the riverwalk.

The cost of this project, as illustrated, is estimated to be between \$7 - \$10 million for design and construction depending on the exact scope of work in terms of the specific features to be designed, materials used, enhanced engineering that may be needed, and construction costs at the time of each phase. The projected cost is an order of magnitude cost estimate provided by the Berkley Group at the Town's request and represents the best estimated cost range at this time. The estimate includes the entire scope of the master plan (i.e., trailheads, parking improvements, access points, art installations, signage, lighting, furnishings, streetscape improvements for access and wayfinding, etc.).

A major factor in project cost is timing. A few years ago, the project would have likely not exceeded \$3 -5 million, but due to continued supply chain issues, inflation, labor shortages, and other factors, the estimated costs have increased substantially. The Town's ability to match grant funds with private dollars, in-kind contributions, general fund allocations, or other contributions (e.g., PWC or Fairfax County, Fairfax Water, etc.) will help leverage identified funding opportunities.

Appendix A – Grant Opportunities is a table with a wide variety of funding sources including those that could fund the proposed Occoquan Riverwalk. Having a detailed Vision Plan is a critical component to a successful grant application. Carefully aligning funding sources to the appropriate project and project elements is also essential for a strong application. Finally, maintaining good relationships with potential funders is important. Respecting the funding agency’s rules and opinions is key to a successful project.

Next Steps

To bring the Riverwalk Vision Plan to fruition, next steps include developing a schedule of implementation projects (i.e., what are the project phases) to construct the boardwalk and to add the elements and amenities for public use. While determining the project phases, deciding on the phasing sequence is also important. What section gets designed, funded, and built first?

It is also important to note that plans normally change and evolve as the project takes shape. Interim modifications to an adopted plan are normal and encouraged. Each phase will influence the next or even prompt incremental changes between plan phases.

The Town should consider appointing a task force of local artists and Downtown advocates and residents to help choose signage and key art pieces to display at the promontories along the Riverwalk. Opportunities for community involvement should continue to be made available to ensure that residents remain involved with the realization of the Riverwalk.

Each funding phase will build on the previous phase until the Town has a complete project as envisioned in this plan. Funding agencies expect to see this type of progression, especially if a mixture of funding sources (and matching funds) are used for the project’s development. A realistic timeline for project completion is up to 10 years. The Town must remain patient, persistent, engaged (with the public and funders), and continue to be the project’s champion. That will result in the Vision Plan’s evolution into the Occoquan Riverwalk!

OCCOQUAN RIVERWALK NEXT STEPS

- Divide the project into prioritized phases (an implementation schedule)
- Decide the most essential elements and amenities for each phase (especially for the first phase)
- Appoint a task force to make recommendations on aesthetics such as signage, art, furnishings, and other materials and elements for the entire project scope
- Work with a consultant to identify a specific funding source (or sources) for Phase I
- Apply to the funding source(s) for Phase I design
- Work with a consultant to scope out the design for the first project phase including detailed building cost estimates
- Apply to the funding source(s) for Phase I construction
- Bid out Phase I construction and build as designed
- Repeat for all project phases

Available Grant Opportunities

	Grant Name	Funding Agency	Application Deadline	Match Requirement	Maximum Allocation
Transportation	Transportation Alternatives Program (TAP)	Virginia Department of Transportation (VDOT) — Local Assistance	Fall	20%	< \$ 1 million per locality per year
	Revenue Sharing	VDOT— Local Assistance	Fall; alternating years	50%	\$10 million
	SmartScale	VDOT	Fall; alternating years	No match required	Varies by project
	Economic Development Access	VDOT—Local Assistance	Rolling Application	No match required for an allocation < \$500,000; up to \$150,000 match above \$500,000	< \$500,000 per year unmatched and \$150,000 matched
	Safe Routes to Schools	VDOT	Fall	No match required	\$20,000—\$500,000
	Recreational Access	VDOT— Local Assistance	Rolling Application	No match required up to \$60,000; match up to \$15,000 above \$60,000	\$60,000 per year unmatched and \$15,000 matched
	Highway Safety Improvement Program (HSIP)	VDOT—Traffic Engineering	Fall	10%	< \$1 million preferred
	Recreational Trails Program	Virginia Department of Conservation and Recreation	TBA	20%	\$25,000—\$100,000
	Grant Name	Funding Agency	Application Deadline	Match Requirement	Maximum Allocation
Community Development	Community Development Block Grant (CDBG) - Planning Grant	Virginia Department of Housing and Community Development (DHCD)	Open submission Jan. - Sept.	Match recommended, but not required	\$40,000 dependent upon which CDBG grant program
	CDBG Competitive Grants	Virginia DHCD	Spring	Match recommended, but not required	Varies by project type
	CDBG Innovation Fund	Virginia DHCD	Open submission Jan. - Sept.	25% match, 50% match for telecommunications projects	\$200,000 per project and \$300,000 regional project
	Capacity Building Grant	Virginia Housing Development Authority (VHDA)	Rolling	Match recommended, but not required	Tier 1 \$20,000 Tier 2 \$25,000
	Community Impact Grant (CIG) House Planning Grants	VHDA	Rolling	Match recommended, but not required	\$20,000 with possible \$10,000 additional
	CIG Implementation & Action Grants	VHDA	Rolling	Match recommended, but not required	\$250,000
	CIG Vibrant Communities Partnership Grant	VHDA	Rolling	Match recommended, but not required	\$250,000

Grant Name	Funding Agency	Application Deadline	Match Requirement	Maximum Allocation
Stormwater Local Assistance Fund (SLAF)	Department of Environmental Quality	Winter	50% match	\$5,000,000
TMDL §319 Implementation Program	Department of Environmental Quality	TBA	25% match	\$500,000
Virginia Clean Water Revolving Load Fund	Department of Environmental Quality	Summer	None	None
Brownfields Assessment	Environmental Protection Agency	Fall	None	Up to \$200,000 for community-wide or site-specific applicants Up to \$600,000 for Assessment Coalition Applicants
Brownfields Revolving Load Fund	Environmental Protection Agency	Fall	None	Up to \$1 million
Brownfields Cleanup Grant	Environmental Protection Agency	Fall	None	Up to \$200,000 for each proposal and applicant may submit up to three cleanup proposals
Virginia Dam Safety, Floodplain Prevention and Protection Assistance Fund	Department of Conservation and Recreation	Spring	50%	Based upon applications received, scoring, and funds available
Hazard Mitigation Grant Program	Virginia Department of Emergency Management	TBA	25%	Dependent on funding availability
Pre-Disaster Mitigation Grant	Virginia Department of Emergency Management	TBA	25%	Dependent on funding availability
Floodplain Management Assistance Grant	Virginia Department of Emergency Management	TBA	25%	Dependent on funding availability

ABOUT US

The Berkley Group is a local government consulting firm with experts specializing in the areas of local administration, executive recruitment, organizational assessment, planning, zoning, environmental program support, finance, public works, project management, community involvement, and more. We bring a collaborative approach to our projects with an array of professional resources. Our staff brings over four centuries of direct experience in local government. We have strong ties to localities and understand their unique challenges. We provide personal attention and superior service delivery to our clients. The Berkley Group services include:

- ◆ Auxiliary Town Hall
- ◆ Executive Transition Assistance
- ◆ Civic Engagement
- ◆ Organizational Strategic Assessment
- ◆ Grant Writing /Administration
- ◆ Environmental Planning
- ◆ Planning & Community Development
- ◆ Historic Preservation
- ◆ Resiliency/Sustainability
- ◆ Emergency Management Planning



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TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: November 8, 2023
9C: Request Approve the Reimbursement of the Hollows Section Two HOA for the Installation of a Streetlight at West Locust and Frayer's Farm Court	

Attachments: a. Design Sketch
b. Dominion Invoice

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the reimbursement of the installation cost of a streetlight at the intersection of Frayer's Farm Court and West Locust Street.

Hollows Section Two Homeowners Association (HOA) contracted with Dominion Energy to install three streetlights (or watchlights as defined by Dominion Energy) on its property at Frayer's Farm Court and is seeking reimbursement from the Town for the streetlight that will cover West Locust Street (WL 2 in the attached design sketch). The particular streetlight would illuminate the HOA-maintained section of West Locust Street and address public safety concerns about the lack of light in the area at night.

The request is for \$1,712.03. See attached invoice. The reimbursement would be funded with SLFRF funds via the Capital Improvements Program.

Background:

In Summer 2022, the Hollows Section Two HOA approached the Mayor and Town staff about installing a streetlight in the cul-de-sac at the intersection of Frayer's Farm Court and West Locust Street. After some discussion and a site visit between the Mayor, Town staff, the HOA Board, and the president of the Hollows Homeowners Association, the Town proposed that the HOA reach out to Dominion Energy about installing an electric streetlight at the location and then, if so desired, bring a request to Town Council to pay for the cost of the light installation. Town staff also offered the HOA use of a solar streetlight used in the Town's pilot on Mill Street as an alternative. Solar was not pursued over concerns of its reliability.

Town Staff Recommendation: Staff does not have a recommendation.

Cost and Financing: \$1,712.03

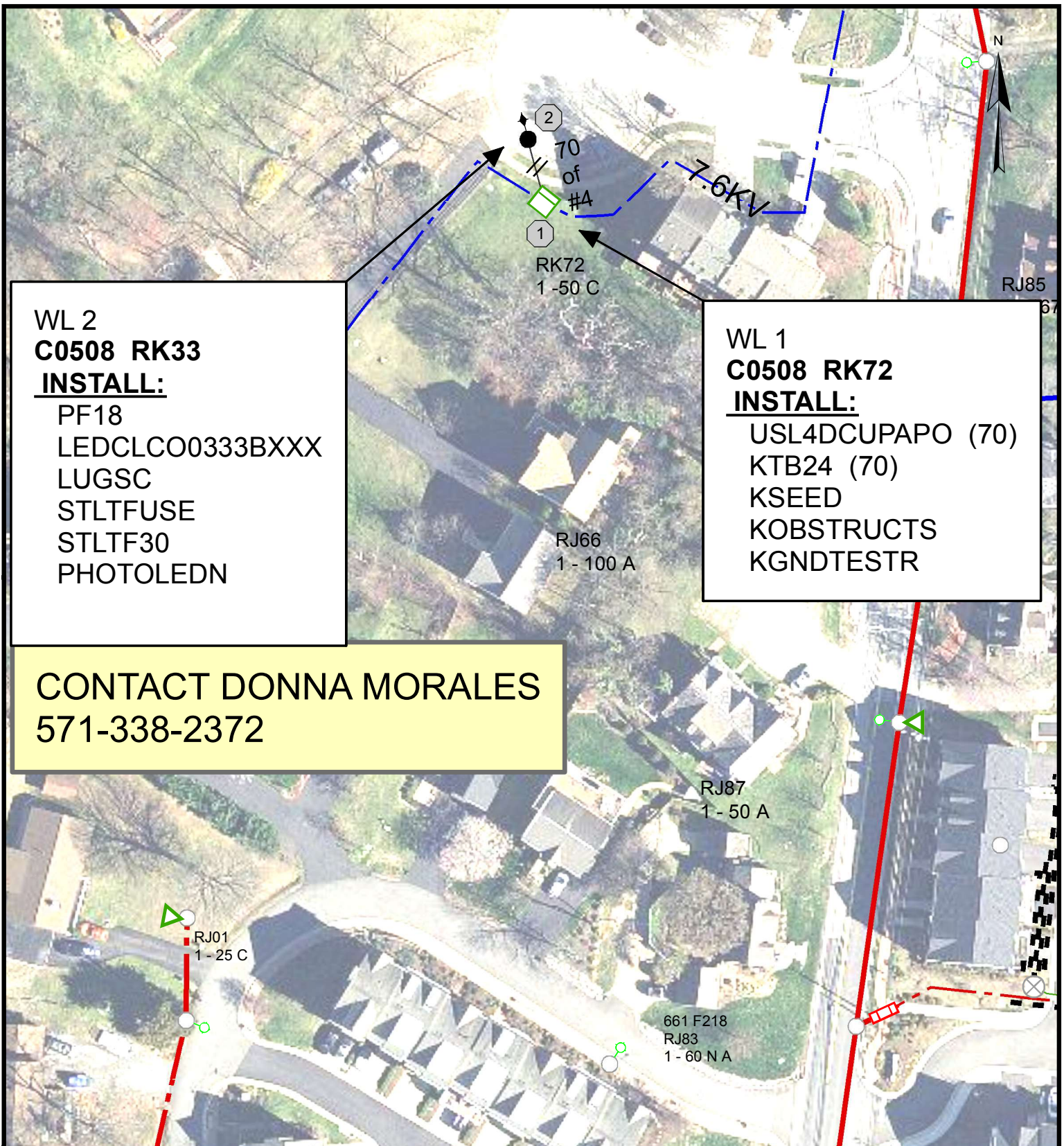
Account Number: 70001 - Streetscape

Proposed/Suggested Motion:

"I move to approve the reimbursement of up to \$1,712.03 from the Capital Improvement Program's Streetscape Budget to the Hollows Section Two HOA for the installation of a streetlight at the intersection of Frayer's Farm Court and West Locust Street."

OR

Other action Council deems appropriate.



**WL 2
C0508 RK33**

INSTALL:

- PF18
- LEDCLCO00333BXXX
- LUGSC
- STLTFUSE
- STLTF30
- PHOTOLEDN

**WL 1
C0508 RK72**

INSTALL:

- USL4DCUPAPO (70)
- KTB24 (70)
- KSEED
- KOBSTRUCTS
- KGNDTESTR

**CONTACT DONNA MORALES
571-338-2372**

Work Description: INSTALL (1) 100 WATT LED COLONIAL LIGHT

Location: 103 FRAYERS FARM CT OCCOQUAN VA

Volts: 120	Amps: N/A	Phase: C	Voltage Drop: N/A	Flicker: N/A	Fault Current: N/A	Est. Demand: N/A
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Facility ID: C0508RK7200	TRS #: 45 661 N180	Circuit #: 661	Substation: OCCOQUAN
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Easement #: N/A	Tax District: 57595	Premise ID: 518550598	Scale: 1 inch = 67 feet
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Work Request # 10653458	Designer: Kai A Starr	Phone #: 703-987-8644	Date: 8/30/2023
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August 30, 2023

Construction Payment Invoice



HOLLOWS, SECTION TWO HOA INC
202 BRAWNERS FARM PL
OCCOQUAN, VA 22125

Dominion Energy Information
Work Request No. 10653458
Point of Contact: Kai A Starr

Total Amount Due: \$1,712.03
Account No : 250000514621

To avoid delay in the start of your project please pay upon receipt.

Payment Options

U.S. Mail

Include "Account No." on your check and mail payment to: Dominion Energy Virginia
P.O. Box 27206
Richmond, VA 23261

Authorized Payment Centers

For an Authorized Payment Center near you visit DominionEnergy.com and search "Payment Centers," or call 1-866-366-4357.
Convenience fee of \$1.50 will be charged by a third party service provider.
All Authorized Payment locations accept cash and money order.
Some locations may accept personal or business checks at their discretion.
Obtain a paper receipt for your records.

Credit Card, Debit Card, Purchasing Card or eCheck*

Pay online at DominionEnergy.com, search "Credit Card," or call 1-833-281-1507.

Convenience fee and transaction limits.

- \$1.65 per transaction for residential customers (up to \$1,000 per transaction)
- \$14.95 per transaction for non-residential customers (up to \$15,000 per transaction)
- Fee charged by Paymentus Corporation, a third party vendor

Retain your payment confirmation number for your records.

*eCheck Option only available over the phone

Please detach and return this payment coupon with your check made payable to Dominion Energy Virginia.

Construction Payment Coupon

Notification Date: August 30, 2023

Please Pay Upon Receipt
\$1,712.03

Amount Enclosed

[Empty box for amount enclosed]

Account No. 250000514621

HOLLOWS, SECTION TWO HOA INC
202 BRAWNERS FARM PL
OCCOQUAN, VA 22125

Send Payment to:

Dominion Energy Virginia
P.O. BOX 27206
RICHMOND, VA 23261



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: November 8, 2023
9D: Request to Approve Services Funding Agreement with Visit Occoquan	

Attachments: a. Draft Agreement

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve a services funding agreement with Visit Occoquan for tourism and marketing services. Given the uniqueness of the agreement, involving potential option periods and potential for a Town staff member to be appointed to the board of this non-profit organization, staff is seeking Town Council approval for this agreement.

The agreement would cover a detailed scope of work with Visit Occoquan providing deliverables such as social media and digital design and marketing for all Town events and festivals as well as the Town's Visitor's Guide. The initial agreement would be for \$10,000 for six (6) months from January 2024 through June 2024 with the option for an annual renewal of up to \$20,000, following the Town's fiscal year. Funding will be drawn from existing line items in the Annual Budget.

Over the past six (6) months, Town staff have been working with representatives of Visit Occoquan to create an agreement through which Visit Occoquan will provide design and marketing services to the Town and promote Occoquan's tourism and economic development. The goals of the agreement and ongoing relationship with Visit are to (1) boost tourism and economic development, (2) streamline marketing efforts, and (3) empower a 501(c)(3) to become Occoquan's Mainstreet affiliate, creating further resources for improving the Town's business and historic districts.

Background:

Visit Occoquan is a 501(c)(3) that is currently being developed by the Occoquan Business Partners (OBP), using the name of the marketing efforts and website that the OBP and Town have been collaborating on for several years.

On May 16, 2023, Town Council adopted a new business license fee, revenues of which will contribute in part to the tourism and economic development efforts outlined in this agreement.

Town Staff Recommendation: Staff recommends approving the agreement.

Cost and Financing: \$10,000

Account Number: 63230 – General Fund - Community/Business Support
60420 – Events Fund - Consulting Services

Proposed/Suggested Motion:

“I move to approve the Town Manager to engage and contract with Visit Occoquan to provide tourism and marketing services to the Town as detailed in the Agreement’s Scope of Work.”

OR

Other action Council deems appropriate.

SERVICES FUNDING

AGREEMENT

THIS AGREEMENT is made and entered into this ___ day of _____, 2023, by and between the **TOWN OF OCCOQUAN, VIRGINIA**, a body politic and corporate of the Commonwealth of Virginia (hereinafter "Town"), and **VISIT OCCOQUAN, INC.**, a Virginia nonprofit corporation (hereinafter "VISIT").

WHEREAS, the Town is authorized by Virginia Code §15.2-953 to appropriate public funds to any charitable association located within the Town; and

WHEREAS, Virginia Code§15.2-940 provides that the Town may expend funds from local revenues for the purpose of promoting the resources and advantages of the Town; and

WHEREAS, the Town is seeking tourism and marketing services to support the Town’s mission; and

WHEREAS, VISIT is a Virginia charitable non-profit corporation located in the Town of Occoquan, and is exempt from federal taxation under section 501 (c) (3) of the Internal Revenue Code; and

WHEREAS, VISIT can provide marketing, tourism promotion, education, and economic development services to the Town; and

WHEREAS, the Town wishes to provide funding to support VISIT's continuing efforts to improve the Town, including the business community in Occoquan, through marketing, promotion, education and economic development, and to engage VISIT to perform tourism and marketing services on behalf of the Town.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. Term

The term of this Funding Agreement shall be six months, beginning January 1, 2024 and ending June 30, 2024. The Agreement may be renewed to correspond with future Town fiscal years if (i) renewal is requested by VISIT as provided herein, and (ii) the Occoquan Town Council approves funding for VISIT as part of the Town's annual operating budget.

2. Agreement Type/Compensation

(A) This Agreement is a Firm Fixed Price Agreement. VISIT shall be paid the sum of Ten Thousand Dollars (\$10,000.00) for full performance of the services requested herein. That amount shall be paid to VISIT by the Town in two installments, by mutually agreeable means at an agreed date upon approval by the Town Manager.

(B) To receive payment for services, VISIT shall invoice the Town the fixed price amount in accordance with the amounts and dates set forth in (A) above.

(C) VISIT covenants and agrees that the funding provided pursuant to this Agreement will be used to benefit the Town of Occoquan and its residents, businesses and visitors, through the performance of the Scope of Work described herein.

(D) Nothing in this Agreement precludes VISIT from seeking additional funding and services from other public and private entities, to be used in conjunction with or independently of Town funding.

3. Administration and Coordination

(A) For the purposes of this Agreement, the Town shall be represented by the Town Manager or their designee(s). VISIT shall be represented by its President or the Chairperson of its Board of Directors or their designee(s).

(B) When providing services funded through this Agreement, including but not limited

to special events and festivals, VISIT shall coordinate directly with all Town departments and agencies including, but not limited to, Public Works, Community Development, and Public Safety, for all Town services including traffic control, trash collection and removal, security and other public safety needs.

(C) VISIT shall have the opportunity to participate (i) in any studies or analysis conducted by the Town that involve the business community in the Town, and (ii) on any boards or commissions that may impact the continued vitality of the Town's Business Districts. VISIT shall appoint one Town representative as a voting member on its Board of Directors. The representative shall be determined by the Town Mayor in agreement with the VISIT Board of Directors.

4. Scope of Work

During the term of this Agreement VISIT shall use the Town funding to perform the scope of work as set forth in Exhibit 1. Acceptance of each deliverable set forth in the scope of work shall be subject to the Town Manager or designee's written approval. If a deliverable is not accepted by the Town Manager or designee, the Town Manager shall notify VISIT and allow it to cure in accordance with this agreement.

5. Town Support

(A) The Town shall have access to the VisitOccoquanVA.com website to provide regular maintenance and updates as deemed necessary by Town's Director of Events and Community Development or the Town Manager's designee.

6. Independent Contractor

(A) Nothing herein contained shall be construed or be held to make the Town a

partner, joint venture, or associate of VISIT in the conduct of its business, except only in those instances where it specifically and expressly provides therein that VISIT shall be and act as an agent for the Town.

(B) In expending funds provided pursuant to this Agreement VISIT shall have the authority to hire, train, supervise, direct the work of, and discharge all necessary personnel. Salaries, wages, and other compensation of VISIT's employees, who work full or part-time, including social security, taxes, workers compensation insurance, and the like shall be an operating expense of VISIT and paid by and the sole responsibility of VISIT.

7. Reports

(A) VISIT shall provide an annual report summarizing its efforts related to the Scope of Work and other activities related to the funding provided pursuant to this agreement. The report should be submitted to the Town Manager by June 5th of each contract year.

(B) Audits may be required at the request and expense of the Town. VISIT shall keep and maintain all financial records pertaining to the Scope of Work, which records shall be available for inspection by the Town at all reasonable times.

(C) VISIT shall have the right to address Town Council whenever the business of VISIT is under consideration, and VISIT hereby agrees that a representative of VISIT will attend any Town Council meetings when requested by the Council.

8. Subcontracting

The parties agree that VISIT shall have the ability to subcontract the services to be performed under the scope of work. The parties further agree that any subcontractor shall be

required to comply with all applicable terms and conditions of this agreement, and that VISIT shall remain liable for the performance of the scope of work.

9. Indemnification

VISIT shall indemnify and hold harmless the Town and its officers, officials, and employees from and against all claims, losses, demands, actions, payments, suits, recoveries, judgments or settlements of any kind brought against or recovered from the Town in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence whether active or passive of VISIT or of anyone acting under its direction or control or on its behalf in connection with or incident to carrying out any activity supported by Town funding or related to the Scope of Work herein.

10. Contractor Covenants

VISIT covenants, warrants and represents the following:

(A) VISIT does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, discipline and discharge of employees, selection of volunteers and vendors, and the provision of services.

(B) Where applicable VISIT shall comply with the requirements of the Americans with Disabilities Act.

(C) VISIT shall provide a drug-free workplace for its employees.

(D) VISIT acknowledges and covenants that as a charitable nonprofit organization that is tax exempt pursuant to section 501(c)(3) it is absolutely prohibited from

directly or indirectly participating in, or intervening in, any political campaign on behalf of, or in opposition to, any candidate for elective office. Prohibited activities include, but are not limited to, contributions to a political campaign fund and the publication or distribution of written or printed statements, or the making of oral statements, on behalf of or in opposition to a candidate.

(E) VISIT shall be solely responsible for complying with all applicable federal, state and municipal laws, codes and regulations when performing activities funded pursuant to this Agreement. VISIT agrees that it shall not, during any activity funded pursuant to this Agreement, knowingly employ unauthorized alien or aliens as defined in the Federal Immigration Reform and Control Act of 1986.

(F) VISIT agrees that it shall use its best efforts to secure the services of multiple vendors in providing services under this agreement.

11. Termination

(A) This Agreement may be terminated by either party with a minimum of 120 days' notice to the other Party. In the event of such termination VISIT shall return any unexpended and uncommitted funds to the Town.

(B) The Town may terminate this Agreement immediately if (i) VISIT ceases to exist or function as a charitable non-profit organization, or (ii) defaults in the performance of any of its obligations under this Agreement after being given a reasonable opportunity to remedy the default. In the event of such termination VISIT shall return any unexpended and uncommitted funds to the Town.

12. Renewal

(A) If VISIT desires to renew this Agreement beyond the Town's FY 24 fiscal year, it shall submit a written request to the Town Manager on or before February 16, 2024. Thereafter, for any future fiscal year, VISIT shall submit a written request to the Town Manager no later than January 5th of each year.

(B) The written request shall include a proposed line-item budget for the services VISIT proposes to provide if Town funding is approved by Town Council.

13. Notices

(A) Any notice, desired or necessary hereunder, shall be given in writing and either hand- delivered, electronically mailed, facsimile transmitted, telexed or made with proper postage prepaid, certified, return- receipt requested. If hand-delivered, facsimile transmitted or telexed, any such notice shall be effective upon delivery. If mailed, such notice shall be effective on the second business day following mailing. Notices to parties hereto shall be to the address stated below or such successor address as may be specified by notice hereunder. The addresses are as follows:

If to Town of Occoquan: Town Manager
 Town of Occoquan
 314 Mill Street
 PO Box 195
 Occoquan, Virginia 22125
 Email: townmanager@occoquanva.gov

With a copy to: Town Attorney
 Town of Occoquan
 Sands Anderson PC
 10432 Balls Ford Road
 Suite 300

Manassas, VA 20109

Email: mcrim@sandsanderson.com

If to VISIT:

Visit Occoquan, Inc.

305 Mill Street

PO Box 661

Occoquan, VA 22125

President or Chairperson, Board of
Directors

Email: info@visitoccoquanva.com

14. Partial Invalidity

If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to person or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby, and each term shall be valid and enforceable to the fullest extent permitted by law.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by Adam Linn, Town Manager, pursuant to authority heretofore duly granted by the Town Council of the Town of Occoquan; and

VISIT has caused its name to be hereunto subscribed by [Insert Chairperson name], and (if a corporation) has caused its corporate seal to be duly affixed and attested by the chairperson authorized to do so, signifying that it intends to be bound by this Contract.

TOWN OF OCCOQUAN

VISIT OCCOQUAN

By:

By:

Signature

Signature

Adam C. Linn, Town Manager

Print Name and Title

Date

Date

Exhibit 1

Scope of Work

During the term of this Agreement, VISIT shall use the Town funding, as provided herein, on the following initiatives and Schedule of Deliverables:

1. Tourism:

VISIT will directly assist the Town's Director of Events in their efforts to support tourism and act as liaison between PWC Tourism and the Town of Occoquan.

2. Marketing:

VISIT will actively promote the Town of Occoquan and the NOVA Arts and Cultural District as a desirable place to live, work and visit. Specifically, VISIT will use its best efforts to encourage visitors and residents to shop, dine and utilize the services available from the businesses and property owners in the Business District.

The parties agree that VISIT shall complete the following list of activities under the supervision of the Town's Director of Events or the Town Manager's designee:

- i. The creation, marketing, management, and operation of at least two Visitor's Guides per year, including the administration of advertising for the magazine, photo and article generation, and event coverage;
- ii. The development, scheduling, and management of weekly social media including the Visit Occoquan Facebook page posts and FB event creation, Visit Occoquan Instagram posts, highlights, and stories for all festivals, events, and community series managed by the Town;
- iii. The development, maintenance, and promotion of the VisitOccoquanVA.com website, which includes an up-to-date business directory, information and/or links to information on all town events, community series, and festivals and a web-based up-to-date annual community calendar of events that is easily usable by any Occoquan business or organization that wants to list an event;
- iv. Design updates to the Town's OccoquanFestivals.com;
- iv. The development, marketing, and promotion of an e-list notification system of events available by subscription to area residents to be produced at least monthly;
- v. The design and coordination of printing* of other promotional materials per event as appropriate, such as rack cards, posters, and banners that coincide with the branding determined for each event; and
- vi. The marketing, advertising, management, and operation of any other activities agreed to by both parties during this agreement's term. Additions/changes to regularly scheduled events or proposed additional events will be addressed case-by-case.

*The Town will set print quantities of materials designed under this Agreement and pay their printing costs separate from this Agreement.

3. Schedule of Deliverables:

The Schedule of Deliverables beyond June 30th, 2024 will only apply if the Agreement is renewed.

January/February

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (minimum of 20 posts each FB and IG)
 - Winter tourism, Valentines
- Design of Peeps rack card, banner
- One marketing email per month
- Website updates as needed

March /April

- Design of trivia and concert series rack card, posters for park board
- Design of RiverFest rack card, banners
- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (minimum of 20 posts each FB and IG)
 - Spring tourism and Peep Week
 - Begin RiverFest 6-week social media publicity program at least one post per week on each platform
- One marketing email per month
- Visitors Guide, (if 3x a year)
- Website updates as needed

May/June

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 30 posts each FB and IG)
 - Continue RiverFest 6-week social media publicity program, with addition of multiple posts, stories, and reels; weekend and post-show coverage, increasing quantity final two weeks
 - Trivia and concert series
- At least one marketing email a month
- Website updates as needed

July/August

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 30 posts each FB and IG)
 - Begin Fall Craft Show 6-week social media publicity program at least one post per week on each platform

- Trivia and concert series
- Discover Occoquan
- Summer tourism
- Design of Fall Craft Show rack card, banners
- Design of Fall event rack card, posters for park board
- At least one marketing email a month
- Visitors Guide, (if 3x a year)
- Website updates as needed

September/October

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 40 posts each FB and IG)
 - Continue Fall Craft Show 6-week social media publicity program with addition of multiple posts, stories, and reels; weekend and post-show coverage, increasing quantity final two weeks
 - Spirits & Spirits
 - Fall Tourism
- Design of HolidayFest rack card, banner
- At least one marketing email a month
- Website updates as needed

November/December

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 40 posts each FB and IG)
 - Holiday tourism
 - HolidayFest
- HolidayFest marketing campaign
- At least one marketing email a month
- Visitors Guide, (if 3x a year)
- Website updates as needed



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: November 8, 2023
9E: Request to Execute Agreement with Axon Enterprise for New Body-Worn Cameras System	

Attachments: a. Proposal to be Provided

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to authorize the Town Manager to enter into a multi-year agreement with Axon Enterprise, Inc. (Axon) to provide a body-worn camera (BWC) system known as the Officer Safety Plan for the Occoquan Police Department (OPD).

The OPD currently uses the Axon Officer Safety Plan BWC via a previous, five (5)-year-old agreement with Axon that is set to expire in November. The new agreement would cover both equipment, software, and services over the next five (5) year period, equaling approximately \$10,000 per year. This represents a more than two-fold increase in costs over the former plan.

This item is over the \$25,000 limit set by the newly amended § 32.03(E) of the Town Code and as such is coming before Town Council for approval and authorization. Funding will come from existing funding in the CIP's Vehicle and Equipment Improvements.

Town Staff Recommendation: Staff recommends approving the agreement.

Cost and Financing: \$47,302.80

Account Number: 74001 - Vehicle and Equipment Improvements

Proposed/Suggested Motion:

"I move to authorize the Town Manager to execute an agreement with Axon Enterprise to provide a body-worn camera system for the Occoquan Police Department for an amount not to exceed \$50,000.00."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: November 8, 2023
10A: Discussion on Limiting Sales of Certain Products in Town	

Attachments: a. N/A

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

Staff received a request from a Council Member about the feasibility and options for limiting the sale of certain products in the Town of Occoquan.

The Town Attorney will brief Council on the item.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: November 8, 2023
10B: Discussion on EV Charger Agreement	

Attachments: a. N/A

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review outstanding concerns with the EV charging agreement that require business decisions by Town Council.

Town staff has reached a tentative agreement with a potential EV charging station vendor and identified outstanding concerns with the agreement that require business decisions by the Town Council ahead of notice and bidding for a franchise agreement. The Town Attorney will brief Council on the concerns.

Background:

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

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

Due to the nature and term of the potential agreement, the Town will need to grant a franchise and follow the notice and bid solicitation processes required by Virginia law. The granting of a franchise is scheduled for the December 5th Council meeting.

The recommended location for the charging station is 170 Mill Street. The project would involve the installation of 2 charging stations, providing 4 ports for charging on the western side of the existing parking lot. The stations would have Level 2 chargers available to the public for a small hourly charging fee.

Staff Request: Staff is requesting that Town Council provide its feedback on the business decisions related to the EV charging agreement.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: November 8, 2023
10C: Discussion on Tree Lighting	

Attachments: a. Cost Proposal

Submitted by: Eliot Perkins
Town Councilmember

Explanation and Summary:

This is a discussion item on the annual tree lighting and related events occurring on Saturday, November 18th, 2023.

Councilmember Perkins will brief the Town Council.

2023 Occoquan Tree Lighting Event Funds Needed Breakdown

To provide some context:

Over the past number of years Occoquan as part of the Town Tree Lighting festivities has provided fire pits and marshmallows roasting. In 2022 the offerings were expanded in that there were substantial decorations, hay bales, blankets, roasting of chestnuts, additional volunteer staff, and music. The cost to the Town for the additional items was \$500 with the remaining \$700 being paid by residents. For the 2023 event we would like to take yet another step forward to make it an even more memorable occasion that continues to be a tradition not to be missed. In order to do that there are additional costs associated with some of the items. Those additional costs will be indicated below:

Hay bales = \$0

Music = \$0

Pans to roast nuts = \$0

Holiday trees = \$0

Extension cords not presently owned by Town = \$0

Fire pits in addition to newly purchased (3) = \$0

Food related items (almonds, chestnuts, cinnamon, sugar, serving containers, napkins etc) = \$250

Decorations for six holiday trees, additional table and space = \$300

Luminary bags with tea lights for lining Mill St and cul-de-sac = \$100

Fire pits (wood burning) (2) = \$240

Total = \$890 not including tax

Total w/ Tax and 5% overage = \$1000

Note that the purchased fire pits, the decorations, and trees would be utilized again in subsequent years. Incremental purchases can be made in order to have the most robust offering possible for years to come.