



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 March 5, 2024 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Public Hearing**
 - a. Public Hearing on Appeal of Denial of Certificate of Appropriateness for ARB2023-004
5. **Consent Agenda**
 - a. Request to Accept February 6, 2024, Town Council Meeting Minutes
 - b. Request to Adopt Resolution of Recognition and Endorsement of the Potomac Heritage National Scenic Trail
6. **Mayor's Report**
7. **Councilmember Reports**
8. **Boards and Commissions**
9. **Administrative Reports**
 - a. Administrative Report
 - b. Town Treasurer's Report
 - c. Town Attorney
10. **Regular Business**
 - a. Request to Vote on Appeal of Denial of Certificate of Appropriateness for ARB2023-004
11. **Discussion Items**
 - a. FY2025 Budget Work Session #1
 - i. eSummons Fund
 - ii. Mamie Davis Fund
 - iii. Events Fund
12. **Closed Session**
13. **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: March 5, 2024
4A: Public Hearing on Appeal of Denial of Certificate of Appropriateness for ARB2023-004	

Attachments: a. Denial of Application
b. Public Hearing Notice

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a public hearing on the denial of application ARB2023-004 for a certificate of appropriateness for the installation of a new handrailing on the front porch steps at 204 Ellicott Street.

Staff Recommendation: Recommend closing the public hearing.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
"I move to close the public hearing."

OR

Other action Council deems appropriate.



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

February 27, 2024

William Jennings
204 Ellicott Street
PO Box 206
Occoquan, VA 22125

Dear William Jennings:

This is a notice that **your application (ARB2023-004) for a certificate of appropriateness (COA) has been denied** by the Occoquan Architectural Review Board at their January 23rd, 2024 meeting. Attached is the denied application. A copy of this denial has also been emailed to you at the email provided in your application. The application has been denied on the basis that the vinyl material used does not comply with the following section of the ARB Design Guidelines:

13. Porches

Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. Historically porches were made of wood and/or masonry. Wood is still preferred in the Historic District but a realistic woodgrain look is acceptable.

New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District as to scale and aesthetics. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch's elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the structure.

Pursuant to § 157.181 of the Town Code, **you have the right to appeal the denial and be heard before the Town Council, provided you file your intention to appeal in writing with the Zoning Administrator (email Sara Fila at sara@legacy-eng.com or mail to 314 Mill Street, PO Box 195, Occoquan, VA 22125), on or before 14 days after the decision of the Board (February 6th, 2024).** Upon receipt of your appeal, the Zoning

Administrator will schedule a public hearing before the Town Council within 30 days of receipt of your written notice. The relevant code section is below.

§ 157.181 RIGHT OF APPEAL.

(A) Whenever the Board shall deny an application for a certificate of appropriateness, it shall be

done in writing.

(B) Any person shall have the right to appeal and be heard before the Town Council provided the

person files, with the Zoning Administrator, on or before 14 days after the decision of the Board, a

written notice of intention to appeal.

(C) Upon receipt of such notice, the Zoning Administrator shall schedule a public hearing before

the Town Council, at a time not more than 30 days after the receipt of such notice of appeal.

(D) Such hearing shall be advertised in accordance with VA Code § 15.2-2204.

(1998 Code, § 66-226) (Ord. passed 9-5-2017)

§ 157.182 APPEAL TO CIRCUIT COURT.

Any person, following the final decision of the Town Council on an appeal of a denial of an

application for a certificate of appropriateness, shall have the right to file a petition for appeal to the

Circuit Court. Such petition must be filed within 30 days after the final decision is rendered by the Town

Council and must otherwise comply with the requirements of VA Code § 15.2-2306.A.3.

(1998 Code, § 66-227) (Ord. passed 9-5-2017)

If you have any questions or concerns, please feel free to contact Town staff at any time via email at info@occoquanva.gov or by calling 703-491-1918.

Sincerely,

Philip Auville

Town Clerk

Cc: Adam Linn, Town Manager
Sara Fila, Zoning Administrator



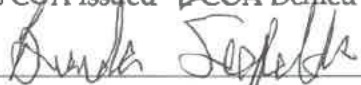
TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

All exterior changes and modifications to the exterior of structures located within the Old and Historic District must be reviewed by the Architectural Review Board (ARB) for issuance of a Certificate of Appropriateness (COA) prior to the work being performed. Applicants should review the Architectural Review Board Design Guidelines for guidance of appropriate colors, materials, designs, etc.

The ARB meets regularly on the fourth Tuesday of the month at 7:30 p.m. at Town Hall. Applications must be filed at Town Hall by close of business on the Tuesday of the week prior to the meeting. Applicants must submit supplemental materials at time of application. Additional paint and material samples, product brochures and spec sheets, renderings, architectural drawings, photographs of the structure or other supplemental materials may be requested by the ARB prior to the hearing. The applicant or a representative must be present at the meeting during which the ARB will review the application. All fees must be paid prior to scheduling for ARB consideration.

Section I: Applicant and Owner Information	
<p><u>WILLIAM JENNINGS</u> Applicant Name</p> <p>Business Name (if Applicable) _____</p> <p>Address (No., City, Address, Zip) + PO Box <u>204 ELLICOTT ST [REDACTED]</u></p> <p>Email <u>[REDACTED]</u></p> <p>Phone Number <u>[REDACTED]</u></p>	<p><u>William JENNINGS</u> Owner Name</p> <p>Address (No., City, Address, Zip) + PO Box _____</p> <p>Email _____</p> <p>Phone Number _____</p> <p><input checked="" type="checkbox"/> Same as Applicant Information</p>
Section II: Property Information	
<p>Project Address: _____</p> <p>Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____</p>	<p>Structure Style: _____</p> <p>Exterior Elevation Type (Select all that apply): <input checked="" type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____</p>
<p>Brief Description of Project: <u>REPLACED HAND RAILING TO ENTRANCE.</u> <u>(WOOD TO VINYL)</u></p>	
<p>Notice to Applicant/Property Owner: <i>Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.</i></p>	
<p><u>William Jennings</u> Applicant Signature</p>	<p><u>10/25/23</u> Date Submitted</p>

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (identify which Architectural feature samples are included) List:	<input type="checkbox"/> Material Samples (identify which Architectural feature samples are included) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List:	<input type="checkbox"/> Photo of existing structure(s) <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<p>Note to Applicants: Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under § 157.179 of the Town Code regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board:	<input type="checkbox"/> COA Issued <input checked="" type="checkbox"/> COA Denied <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  Signature (ARB Chair or Designee) </div> <div style="text-align: center;"> 1-23-24 Date </div> </div>
Section V: TOWN STAFF ONLY	
	ARB APPLICATION NO.:
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes:

CONTINUE TO NEXT SECTION



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

Section V: Supplemental Application For New Builds, Improvements to Existing Structures and Combination Projects - Commercial, Residential and Mixed-Use

Project Address: <u>204 ELLICOTT ST.</u>	ARB Application No.:
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Complete only the sections below that are applicable to the application. More information on each section is included in the ARB Design Guidelines available on the Town's website at www.occoquanva.gov. Note: Words included on any improvements constitute a sign and are not part of the Exterior Elevation review process; a separate sign application process is required.

1. Type of Improvement(s): <input type="checkbox"/> New Build <input checked="" type="checkbox"/> Improvements to Existing Structure(s) <input type="checkbox"/> Combination
2. Additions and New Builds <input type="checkbox"/> Accessory Structure: Size: _____ Location relative to Main Structure: _____ <input type="checkbox"/> New Build: Size: _____ Location on site: _____ General Description/Use of Structure: <u>REPLACED WOOD HAND RAILING WITH WHITE VINYL.</u> _____ _____ <input type="checkbox"/> Rendering required <input type="checkbox"/> Plan showing location on site required <input type="checkbox"/> Architectural Plans required <i>Complete applicable sections below.</i>
3. Awnings <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Design: _____ Proposed Material (canvas or similar material): <u>N/A</u> Color: _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
4. Exterior Walls on Structure <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____ Proposed Material: <input type="checkbox"/> Brick <input type="checkbox"/> Siding <input type="checkbox"/> Other: <u>N/A</u> <input type="checkbox"/> Paint <input type="checkbox"/> Material Replacement Material Type: _____ Color: _____ Pattern: _____ <input type="checkbox"/> Mortar: Color _____ Joint Pattern _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included

5. Windows New Repair/Replacement
Existing Material, Color and Pattern: _____

Proposed Material: N/A Grid Profile: _____

Grid Color: _____ Shutter Color: _____ Trim Color: _____

Location (identify location of windows and types - provide exhibit): _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

6. Doors New Repair/Replacement
Existing Material, Color and Pattern: _____

Proposed Material: N/A Style: _____ Window (Style): _____

Door Color: _____ Trim Color: _____ Window Color: _____

Location(s) (identify location of doors and types - provide exhibit): _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

7. Roofs and Gutters New Repair/Replacement
Existing Material, Color and Pattern: _____

Proposed Roof Material: N/A Roof Pitch _____

Proposed Roof Color and Style: N/A _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

8. Dormers New Repair/Replacement
Existing Material, Color and Pattern: _____

Proposed Material: N/A Existing Pitch _____ New Pitch _____

Proposed Color and Style: _____ Window Color and Style: _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

9. Fences, Retaining Walls, Foundations, Decks, Porches, Screenings, Patios, Enclosures etc.

New Repair/Replacement Proposed Structure Type: _____

Existing Material, Color and Design: _____ Type: _____

Proposed Material: _____ Color/Stain: _____

Proposed Pattern/Design: _____ Decorative Trim/Hardware: _____

Mortar Color: _____ Joint Pattern: _____

Porch/Deck Post(s) Size: _____ Spindle Design and Color: _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

10. Other Exterior Improvements New Repair/Replacement

Existing Material, Color and Design: _____ Type: _____

Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ Style _____ Placement _____ Spec Sheet Included

Ramps

ADA Ramps: Color _____ Style _____ Location _____ Spec Sheet Included

Chimneys

Brick Stone Color _____ Style _____ Location _____ Spec Sheet Included

Other

Material: _____ Color _____ Type _____ Location _____

Other

Material: _____ Color _____ Type _____ Location _____

Brief Description:

Spec Sheet Included Photo Included

Applicant Signature

Date

TOWN STAFF ONLY

Notes:

**Town of Occoquan, Virginia
Notice of Public Hearing on an
Appeal of Architectural Review Board
Denial of a Certificate of Appropriateness**

Notice is hereby given pursuant to Town Code § 157.181 that the Council of the Town of Occoquan, Virginia, a Municipal Corporation of the Commonwealth of Virginia, will hold a hearing on an appeal from the Town of Occoquan Architectural Review Board (ARB) regarding denial of a Certificate of Appropriateness (COA) on an Exterior Elevation Application (ARB2023-004) for 204 Ellicott Street in the Town of Occoquan, specifically for a handrailing on the front porch steps. The hearing before the Town Council will take place on Tuesday, March 5, 2024, at 7:00 p.m. at the Occoquan Town Hall, 413 Mill Street, Occoquan, VA, during the regularly scheduled council meeting. Copies of the application and ARB denial may be examined at that location.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

5. Consent Agenda	Meeting Date: March 5, 2024
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 February 6, 2024, Town Council Meeting Minutes
- b. Request to Adopt Resolution of Recognition and Endorsement of the Potomac Heritage National Scenic Trail

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, February 6, 2024
7:00 p.m.

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

Absent: None

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

The minutes of the meeting of January 16, 2024, were removed from the consent agenda to consider a modification to make two minor changes requested by the Town Attorney. The Request to Appoint Jason Forman as Coordinator of Emergency Management, was also removed from the consent agenda to consider a modification to the motion suggested by the Town Attorney.

4. CONSENT AGENDA

- a. **Request to Execute Mill House Museum Lease**
- b. **Request to Accept Department of Environment Quality 2022 American Rescue Plan Act Grant**
- c. **Request to Approve Contract for 2024 Town Festival Shuttle Services**

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

a. Request to Accept January 16, 2024, Town Council Meeting Minutes

The January 16, 2024, minutes were amended to modify the reference to Town Attorney on Pages 3 and 5 to refer to Pamala O'Berry as "Assistant Town Attorney."

Councilmember Perkins moved to approve the minutes as amended. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

a. Request to Appoint Jason Forman as Coordinator of Emergency Management

The proposed Motion to Request to Appoint Jason Forman as Coordinator of Emergency

Management was amended to "I move to appoint Mr. Jason Forman as the Coordinator of Emergency Management for the Town to serve at the pleasure of the Town Council."

Vice Mayor Loges moved to appoint Mr. Jason Forman as the Coordinator of Emergency Management for the Town to serve at the pleasure of the Town Council. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Mayor Porta asked for unanimous consent to add to the agenda a Request to Adopt Resolution of Support for 2024 TLC Grant Program Application. There being no objection, the item was added to the Regular Business section of the Agenda.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On January 17th, he attended the premier of the Travels with Darley episode that includes Occoquan. The episode will be released on PBS and Amazon.
- On January 29th, he attended the Riverwalk Expansion Special Committee Meeting.
- On January 30th, Councilmember Perkins and he met with representatives of the Potomac Heritage National Scenic Trail Association.
- On February 1st, he gave an Occoquan update at Westminster Retirement Community.
- On February 6th, he met with Dave Brickley regarding the Potomac Heritage National Scenic Trail.
- On February 6th, he attended the VFW's Annual Essay Contest.

Mayor Porta noted a voicemail that was left for Officer Wood, complimenting him on his work performance and the recording was played for Council. Mayor Porta commended Officer Wood as well as Chief Linn and Deputy Chief Forman for creating and leading a professional police department.

6. COUNCILMEMBER REPORTS

Councilmember Perkins noted that on January 25th he attended the Greater Prince William Trails Coalition Meeting. On January 30th he met with representatives of the Potomac Heritage National Scenic Trail Association along with Mayor Porta. On February 5th he attended the NOVA Parks and Trails Managers Meeting. On February 6th he met with Emily Frank from the Potomac Riverkeepers Network.

Councilmember Daubresse noted that he met with staff on February 1st to discuss sponsorship opportunities for the Craft Shows and that he attended the FOIA Training hosted by the Town of Haymarket.

Vice Mayor Loges noted that she worked with staff to wrap up the CROWDspring design process for the new town seal.

Mayor Porta thanked Vice Mayor Loges for her work on setting up and managing the relationship with CROWDspring and the resulting submissions, noting that using CROWDspring was helpful in providing an intermediary between council members and those submitting designs.

Councilmember Fithian noted that she participated in the Riverwalk Expansion Special Committee Meeting.

7. BOARDS AND COMMISSIONS

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on January 23rd and the board reviewed two exterior elevation applications. One application was approved and one application was denied. She also noted that Carol Bailey resigned from the ARB.

Councilmember Perkins reported that the Planning Commission met on January 23rd. He noted that the Planning Commission continued to work on their strategic planning.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

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

Mr. Linn introduced Tamika Martin to the Council as the new Event Coordinator to help the Event Director Ms. Little.

Mayor Porta asked on the Love sign mural update if the intention was for it to be redesigned every few years.

Mr. Linn replied that was the intention of the previous Town Manager to have the Love Sign redesigned every few years in River Mill Park.

Mayor Porta asked if the previous artist was commissioned to redesign the sign and if not had staff contacted the previous artist to advise that it was being redesigned.

Mr. Linn advised that it was a different artist, and that staff would follow up with the previous artist to make sure she understood and was aware of the redesign.

Mayor Porta asked if the jump in parking tickets is from the new hire of a Parking Enforcement Officer.

Mr. Linn replied that was correct.

Vice Mayor Loges asked to elaborate on the business recruitment under Visit Occoquan.

Mr. Linn asked Mr. Whitmoyer to address the question. Mr. Whitmoyer replied that Visit Occoquan will be looking into how they can promote business recruitment and are planning to work in line with the Planning Commission and their goals.

b. Treasurer's Report

Ms. Rupani provided a written report as part of the agenda packet.

Mayor Porta noted that if straight lining the budget through December, we should expect to see expenses at approximately 50% of budget, which he noted is largely the case except for some categories where the costs tend to be incurred early in the fiscal year.

Mayor Porta noted that this time last year the balance sheet showed \$919,000 in cash while this year there is only \$418,000. He confirmed with staff that this reflects outstanding receivables of approximately \$350,000 were from the DEQ Grant funds as was reported last Council Meeting.

Councilmember Fithian asked that when businesses are years delinquent in taxes what steps are

taken to notify them.

Mr. Linn replied that of the two businesses listed one had gone out of business and the other one had gone out of business and then started again. Mr. Linn further indicated that with the new Treasurer we are now moving forward with ways to track down delinquent businesses efficiently. He noted that some of the amounts owed are small and that it would cost more to go through the legal process than would be collected.

Ms. Rupani replied that we are now streamlining the collection process and creating new standard operating procedures.

Councilmember Fithian asked if we can't pursue the business if they will eventually come off the list.

Mr. Linn replied that there are some items by code that can't be written off but business license taxes may be written off as a loss if it costs more to go through the legal process and there is little hope of collecting.

Vice Mayor Loges asked if this process is the same for real estate taxes.

Mr. Linn replied that there will be a tax lien against the property for delinquent real estate taxes. Mr. Crim advised that Mr. Linn was correct and further added that usually delinquent real estate taxes also do not pay County real estate taxes so that the County will begin the collection process and the Town taxes would be included.

Councilmember Freeborne Brinton asked about the numbers under the CIP for income grants.

Mr. Linn replied that revenue items in the CIP are for grants expected to be received; therefore, they are budgeted. However, if the grant isn't approved or the money received then the project is not completed and removed from the current budget.

Councilmember Perkins asked for an update to the landscaping for the entrances to town.

Mr. Linn asked Mr. Whitmoyer to update Council on the entrance ways to Town. Mr. Whitmoyer replied that he is meeting with the landscaper later that week to go over plans for the landscaping of the entrances to town.

c. Town Attorney Report

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

Mr. Crim noted two VML updates on two bills going before the General Assembly which could negatively affect the Town. Specifically, one was regarding the ability to restrict accessory dwelling units and the other on short term rentals (ie Air BNB).

Mayor Porta noted that during a recent conversation it was suggested to him that the Town consider selling or trading the Tanyard Hill Park property to the County. Mayor Porta advised that even after such a transaction, the existing conservation easement would prevent development of the property. The advantages of such a transaction would be that the County would be more likely to have the resources to improve the park, including by building a connection to the proposed Occoquan Greenway Trail, while the sale or transfer would also generate revenue or services for the town.

The Council discussed the matter and asked Mr. Crim some questions. After discussion staff was

directed to investigate what potential services could be sought from the county in lieu of cash transaction.

Mayor Porta asked for unanimous consent to move up on the agenda item 10a, Discussion on County Response to False Alarms within the Town and item 10b, Discussion on River Mill Park Drainage. There being no objection, the items were moved up on the agenda.

9. DISCUSSION ITEMS

a. Discussion on County Response to False Alarms within the Town

Mr. Linn noted that a business in Town has had multiple false alarms in the past 12 months, with six false alarms to date this year. After discussion with the County, the County Police advised that they did not think they had the authority to enforce the County Ordinance for false alarms, but after discussion it was determined that they do have the authority but don't plan on enforcing the County Ordinance in the Town.

Mr. Crim noted that the County requires all businesses, including in the Town, to have their alarms registered in accordance with county code; however, they are not addressing the additional enforcement part of the same code within the Town.

Mayor Porta noted that as Town residents also pay county taxes it would seem appropriate for the county to address this issue directly and suggested that the matter be discussed further with relevant county staff and elected officials.

b. Discussion on River Mill Park Drainage

Mr. Reese discussed the drainage issues at River Mill Park. It was noted that the soil in the park has settled which means that water is not draining out of the scuppers on the eastern wall. He discussed two possible solutions that are 1) add additional soil to raise the low points in the park and 2) to create a new drainage system to redirect the runoff.

Mayor Porta directed staff to reach out to Fairfax Water to help with a solution and to provide cost estimates for both solutions.

10. REGULAR BUSINESS

Mayor Porta asked for unanimous consent to move up on the agenda item 9c, Request to Set a Date to hear Appeal of Architectural Review Board Denial of Certificate of Appropriateness ARB2023-004 and item 9b, Request to Refer Zoning Review to the Planning Commission. There being no objection, the items were moved up on the agenda.

a. Request to Set a Date to Hear Appeal of Architectural Review Board Denial of Certificate of Appropriateness ARB2023-004

Council discussed setting a date for the appeal of the denial of the Certificate of Appropriateness for the vinyl porch stair railing installed by Mr. Jennings at 204 Ellicott Street. Council was advised that per code, they needed to address the appeal within 30 days of the denial; however, Mr. Jennings had requested the hearing be continued since he was out of state.

Councilmember Perkins moved to set a public hearing for March 5, 2024, on the appeal of the denial of ARB2023-004. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

b. Request to Refer Zoning Review to the Planning Commission

Mayor Porta noted that he believes that in the future some individuals on or near Washington Street are likely to request that their properties be rezoned for higher density in anticipation of sale. He believes it would be best if the Planning Commission begin such an evaluation now of areas potentially suitable for higher density, rather than wait for such requests from individual property owners.

Mayor Porta also addressed the issue of Kudzu growing on the hill along Commerce Street, where a property owner has expressed an interest in using goats to manage the invasive species. Currently farm animals are not allowed by Town Code. Mr. Crim, the town attorney, noted that upon application the Zoning Administrator may determine such a use is not an agricultural use and therefore may be permitted on a temporary basis under the existing Town Code. Mayor Porta suggested that staff and the Planning Commission look into the matter.

Vice Mayor Loges moved to refer a zoning review of the Town's current zoning map to the Planning Commission to (1) evaluate the extent to which it believes it appropriate to alter the Town's comprehensive plan and zoning to allow increased density in specific areas, (2) consider whether the parcel immediately east of the Route 123 bridge currently zoned R-1, should be considered for business zoning, and (3) to review the restrictions on accessory dwellings and determine whether or not adjustments are warranted. Councilmember Freeborne Brinton seconded. The motion passed unanimously by roll call vote.

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

Nays: None

c. Request to Use SLFRF Funds to Pay for FY2024 Government Operations

Vice Mayor Loges moved that the Coronavirus State Local Fiscal Recover Funds (SLFRF) spending plan adopted on July 19, 2022 be amended to permit the remaining SLFRF funding to be used as revenue loss to pay for the Town's government operations for Fiscal Year 2024. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

d. Request to Adopt Resolution of Support for 2024 TLC Grant Program Application

Councilmember Freeborne Brinton moved to adopt the resolution of support for the Town of Occoquan's application to the FY 2025 Transportation Land-Use Connections (TLC) Technical Assistance Program. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

11. DISCUSSION ITEMS**a. Strategic Framework and FY2025 Budget Process Overview**

Mr. Linn provided a presentation on the FY25 Budget Schedule and reviewed the status of the Strategic Framework.

12. ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

5. Consent Agenda	Meeting Date: March 5, 2024
5B: Request to Adopt Resolution of Recognition and Endorsement of the Potomac Heritage National Scenic Trail	

Attachments: a. Draft Resolution

Submitted by: Earnest Porta, Jr.
Mayor

Explanation and Summary:

This is a request to adopt a resolution recognizing and endorsing a new alignment and expansion of the Potomac Heritage National Scenic Trail (PHNST) that will run through the Town of Occoquan.

This resolution endorses the route of the Potomac Heritage National Scenic Trail, running from the Nathaniel Ellicott pedestrian bridge across the Occoquan River, along Mill Street and the town's proposed and existing riverwalk along the Occoquan River, and from Popular Lane to the I-95/Route 123 VDOT right-of-way. From there it will take advantage of the I-95/Route 123 VDOT right of way going north to, and then under, the I-95 bridge and then continue along the shoreline of the Occoquan River under the Route One and railroad bridges.

The resolution further encourages the Prince William Board of County Supervisors and its Parks and Transportation departments, and the Virginia Department of Transportation to ensure that the design for the Potomac Heritage National Scenic Trail reflects this enhanced route.

Staff Recommendation: Adopt as presented.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt the resolution recognizing and endorsing a new enhanced route for the Potomac Heritage National Scenic Trail (PHNST) as presented."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2024-02**

**RESOLUTION OF RECOGNITION AND ENDORSEMENT OF THE
POTOMAC HERITAGE NATIONAL SCENIC TRAIL**

WHEREAS, the Town of Occoquan is at the crossroads of national trails and greenways, which enhances its livability; and

WHEREAS, the Potomac Heritage National Scenic Trail extends along the Potomac River from Pittsburgh, Pennsylvania to Virginia's Chesapeake Bay; and

WHEREAS, the opportunity exists for the Potomac Heritage National Scenic Trail to closely follow the Occoquan River shoreline from the Fairfax County crossing at Occoquan to Woodbridge rather than along traffic-congested roads; and

WHEREAS, the Potomac Heritage National Scenic Trail can traverse the Town of Occoquan from the Nathaniel Ellicott pedestrian bridge across the Occoquan River, along Mill Street and the town's proposed and existing riverwalk along the Occoquan River, and from Popular Lane to the I-95/Route 123 VDOT right-of-way; and

WHEREAS, the Potomac Heritage National Scenic Trail can follow the VDOT right of way on the west side of the I-95/Route 123 intersection and continue to the Occoquan River by going under the I-95 bridge and then continuing under the Route One and railroad bridges, thus avoiding traffic-congested roads; and

WHEREAS, this trail route will enhance the scenic and recreational values of the Town of Occoquan and the Potomac Heritage National Scenic Trail.

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby endorses the route of the Potomac Heritage National Scenic Trail as it takes advantage of the I-95/Route 123 VDOT right of way going north to, and then under, the I-95 bridge and then continuing along the shoreline of the Occoquan River under the Route One and railroad bridges; and

BE IT FURTHER RESOLVED, the Town of Occoquan encourages the Prince William Board of County Supervisors and its Parks and Transportation departments, and the Virginia Department of Transportation to ensure that the design for the Potomac Heritage National Scenic Trail reflects this enhanced route for the benefit of its citizens.

Adopted by the Town Council of the Town of Occoquan, Virginia this 5th Day of March, 2024.

MOTION:

**DATE: March 5, 2024
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

DRAFT



TOWN OF OCCOQUAN

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

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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: March 5, 2024

SUBJECT: Administrative Report

This is a monthly report to the Town Council that provides general information on departmental activities including administration, public safety, engineering, zoning and building, public works and events.

Administration

Strategic Framework Updates:

These special updates cover all projects, programs and initiatives currently underway that further the priorities of the Town Council as laid out in their FY24-25 Strategic Framework adopted at the April 18, 2023 Town Council Meeting. The updates are divided into each priority. As items are removed from the Updates, they will be presented quarterly in the administrative report.

Capital Tiers

➤ **Constructing a Parking Facility:**

- Staff investigated options for constructing parking facilities within Town limits. No available options are fiscally appropriate at the current time.

➤ **Upgrading Stormwater Infrastructure:**

- 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 contractor met with Town staff in December to review the modeling and

in January to review initial results and recommendations. Town staff received a draft final report in mid-February and is currently reviewing it. A presentation to Town Council will follow in April.

- 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 Spring 2024.
- 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. The first component, dredging, was completed as of February 24, 2023. The second component will use the remainder of the \$325,000 grant to address a stormwater issue on Commerce Street. After multiple rounds of information submissions, on January 30, 2024, DEQ provided the grant agreement to staff, components 1 and 2. On February 6th, 2024, Town Council accepted the grant. Town staff is awaiting reimbursement for the dredging project and planning Component 2 of the grant.

➤ **Completing Riverwalk:**

- Riverwalk Planning Project - UPDATED: After completion of the Riverwalk Vision Plan process and review by the Planning Commission, at the November 8th, 2023 meeting, the Town Council authorized the Mayor to create and appoint members to a committee, the Riverwalk Expansion Special Committee (RESC), that will evaluate and report on the next steps for the project. The committee met twice in 2023 and so far twice in 2024 and will continue to hold public meetings until its report is due to Town Council in May 2024. Additionally, Town staff submitted an application to the MWCOG's Transportation Land-Use Connections (TLC) program on March 1st, 2024. If awarded, the project would provide technical assistance to cover preliminary engineering for a riverwalk expansion.

➤ **Developing/Promoting Town as a Trail Junction:**

- Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: On May 31, 2023, Town staff met 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. Town staff are waiting to receive notice from PWCDOT on the Dominion Electric cost quote to place a new streetlight at the crosswalk.

- Occoquan Greenway (VDOT TAP Grant Project) - UPDATED: In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff again met with the contractor in early February to discuss modifications and is working on further updates ahead of submittal of the conceptual designs to VDOT. Staff were advised that construction start dates will begin sometime in 2026. Updates will be available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Town Signage Updates: In mid-December, the welcome signs on Commerce Street and Tanyard Hill Road and the wayfinder at Mamie Davis Park were installed. The remaining sign at River Mill Park is in permitting and install is expected in Spring 2024. Landscaping improvements for the signage are scheduled for Spring 2024.



➤ **Pursuing Energy Efficiency/Sustainability Enhancements:**

- 170 Mill Street EV Charging - UPDATED: At the December 5th, 2023, Town Council meeting, Greenspot JC, LLC was granted a franchise to install two (2) Level 2 electric vehicle (EV) charging stations at the Town parking lot at 170 Mill Street on the corner of Mill and Washington Streets. Installation will occur within the next year. Greenspot is currently coordinating with Dominion and the installer. Town staff will provide updates as installation progresses and as more EV charging options are explored.
- CFI Grant: Town staff are working with a contractor to identify new areas for EV charging in town and submit a grant proposal to the FHWA's Charging and Fueling Infrastructure Grant Program, created by the Bipartisan Infrastructure Law.

➤ **Continuing Analysis and Refinement of 3-Pronged Parking Program:**

- Town staff will continue to monitor opportunities for increasing the amount of parking in town via the creation of new facilities and access to existing, underused facilities.

➤ **Implementing Public Safety Projects (BWC Program, Energy Efficient Fleet Vehicles):**

- The Occoquan Police Department has placed into service two (2) Ford Intercept Hybrid SUVs and all patrol officers are equipped with Body Worn Cameras (BWC), having received training on their proper use.

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

- River Mill Park Upgrades - UPDATED: In January 2024, a new water heater was installed in the RMP bathhouse. Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Town staff is set to meet with FCWA in March to discuss park drainage options.
- River Road Storage - UPDATED: In December, staff started storing Public Works equipment on the Town property at River Road after installing a fence along Rt. 123.. Staff are currently planning further improvements to the property that will better secure it, improve refuse storage for residents, and allow limited access to the VDOT easement by River Road residents. A gate was installed in February and further fencing upgrades are planned for this year.
- LOVE Sign Mural Update: The Town is currently working with a local artist to create a new mural on the River Mill Park LOVE sign. This project is being made possible through a grant from the Virginia Tourism Corporation. Installation is expected in April 2024.

Operating Tiers

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

- Events Personnel Planning: Town staff are currently engaging in a months-long planning process to assess and reorganize the Town's Events Office in order to best meet the Town's present and future events needs and goals.

➤ **Tourism-led Economic Development Programming**

- Visit Occoquan Partnership: At the December 5th, 2023 Town Council meeting, the Town Council approved an agreement with Visit Occoquan, the marketing and tourism non-profit that is succeeding the Occoquan Business Partners as the hub for Occoquan's business community. The agreement is the foundation of future events, marketing, and business support coordination between the Town and Visit Occoquan.
- Firelight Night - NEW: On February 16th, Visit Occoquan produced a winter event for the town, Firelight Night, with assistance from Town staff.

➤ **Enhancing Revenue from Town Events Programming**

- Town staff are currently evaluating the past events season and assessing possible opportunities for revenue enhancement as the FY2025 Annual Budget and CY2025 Events Calendar are finalized.
- 2024 Event Sponsorship Drive - NEW: In mid-February the Town Events Office started an inaugural events sponsorship drive. The new initiative builds off last year's sponsorship breakfast to expand to new potential partners by creating a robust engagement schedule. Town staff has already reached out to dozens of local vendors and staff and councilmembers will continue to engage with them ahead of the Community Partnership Breakfast on March 26, 2024, at 9:30 a.m. at Town Hall. If interested in becoming a sponsor, you can find more information at occoquanfestivals.com/sponsor

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- New Town Intranet: Town staff are currently in the planning phase for creating an

intranet for Town staff that will replace the existing shared physical drive system with a cloud-based, collaborative intranet, utilizing existing Microsoft 365 products. Implementation of a new SharePoint-based system is anticipated by Spring 2024.

➤ **Business Support and Development Programming**

- Continuance of Quarterly Business Meetings – UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next meeting will be on April 9th at 5:30 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.

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

- Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority.

➤ **Development of a Business Recruitment Program**

- Staff are currently in the research and planning phase for this priority. The Planning Commission has completed preliminary strategic planning related to Economic Development and Business Recruitment and is expected to report to Town Council on the matter.

Capital and Maintenance Project Updates:

These are updates on existing and planned capital projects that are part of the Town's Capital Improvements Program (CIP) and additional to the Town Council's Strategic Framework priorities. More project updates are 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 currently reviewing a major repair or replacement of the pipe by the end of FY2024. Updates will be available at www.occoquanva.gov/construction-updates.

Development Project Updates:

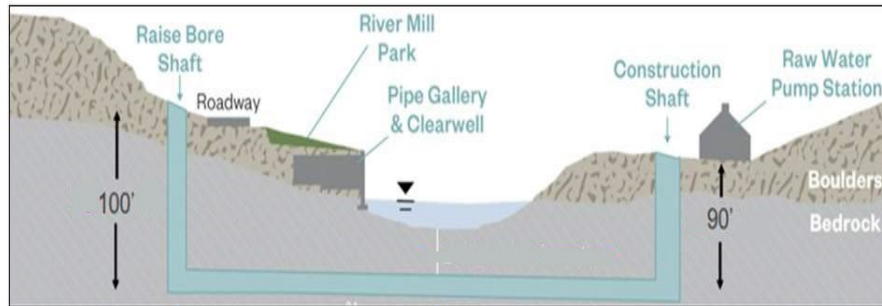
These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan – UPDATE: 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. Town approved a zoning application for demolition of the boat storage structure and the developer is completely preliminary work as they await a demolition permit from Prince William County. .
- 406 McKenzie Drive Subdivision: Owners of 406 Mackenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners.

Other News and Updates:

These are updates on any other noteworthy projects, programs, or initiatives being carried out in and around the town, including updates on deadlines and administrative projects.

- Fairfax Water Construction: The boring project under the Occoquan River has been completed. The installation of new pipes and connections have started. Completion of the project is expected by summer of 2024. 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:



- Auto Decal Enforcement - NEW: All vehicles regularly garaged in the Town of Occoquan are subject to the vehicle license fee. The auto decal is used as proof of payment of that fee and a new one is required to be placed on car windshields each year in mid-November. In order to ensure compliance with the tax, the Occoquan Police Department has begun an enforcement campaign and will be ensuring all regularly garaged vehicles have the proper and current auto decal. **If you have paid the fee but not received an auto decal for 2024, please contact Town staff immediately at info@occoquanva.gov. If you have not paid the fee for 2024, please submit an application with payment to Town Hall or apply online at www.occoquanva.gov/living-here/tax-information/.**

Treasurer Report - Supplemental Information

The January 2024 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies (as of February 29, 2024).

BPOL Tax Delinquencies		
Business Name	Years of Delinquency	Date of Last Notice/Status
HAVANA BOUTIQUE*	2	1/31/2024
PIN CURLS HAIR SALON	2	1/8/2024

*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	8	1/29/24
BLACK MAGIC	7	1/29/24
BANN THAI	3	1/29/24

Real Estate Delinquencies			
Property Owner	Years of Delinquency	Date of Last Notice	Address
GRANNY'S COTTAGE INC	8	1/30/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	6	1/30/2024	103 WASHINGTON ST
ADKINS STEPHANIE	1	1/30/2024	1521 COLONIAL DR #T3
BEAUTIFUL FUTURE PROPERTIES LLC	1	1/30/2024	308 MILL ST
BYDUME ARACELIS L	1	1/30/2024	1415 OCCOQUAN HTS CT
CAO VINCENT MARTIN	1	1/30/2024	1437 OCCOQUAN HTS CT
CRAIG THOMAS M & MARY J CRAIG TRS	1	1/30/2024	252 GASLIGHT LNDG CT
DABABNEH JARIR	1	1/30/2024	204 MILL CROSS LN
GOLDEN TIMOTHY JAMES	1	1/30/2024	104 W LOCUST ST
HASSAN YOSRA & KAREEM YOUSRY BASSIONY SALAHEDIN SURV	1	1/30/2024	101 W LOCUST ST
HOUGHTON LANCE R TR	1	1/30/2024	440 MILL ST
HUGHEY SCOTT P & DANIELLE J QUARANTA SURV	1	1/30/2024	430 FORTRESS WY
INTERNATIONAL PEACE MISSION INC	1	1/30/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	1	1/30/2024	209 WASHINGTON ST
KISLING RICHARD D JR & ANNE E SURV	1	1/30/2024	180 WASHINGTON ST
LUDWIG CATHERINE L	1	1/30/2024	154 WASHINGTON ST
MASON MONICA L	1	1/30/2024	410 FORTRESS WY
MIDATLANTIC REAL ESTATE INVESTMENTS INC	1	1/30/2024	401 MILL ST
MIDATLANTIC REAL ESTATE INVESTMENTS INC	1	1/30/2024	403 MILL ST

MIDATLANTIC REAL ESTATE INVESTMENTS INC	1	1/30/2024	405 MILL ST
MIDATLANTIC REAL ESTATE INVESTMENTS INC	1	1/30/2024	407 MILL ST
MIDATLANTIC REAL ESTATE INVESTMENTS INC	1	1/30/2024	411 MILL ST
MONTE CARLO FINANCIAL LLC	1	1/30/2024	120 E COLONIAL DR
MONTULL CHRISTIAN	1	1/30/2024	470 OVERLOOK DR
MOSHER JEFFREY K & ELLEN O MOSHER SURV	1	1/30/2024	1435 OCCOQUAN HTS CT
OWENS SHANA M & DANIEL RONSHOLDT SURV	1	1/30/2024	111 EDGEHILL DR
RYBA MICHAEL L & DOURRIA F SURV	1	1/30/2024	1606 SEBRING CT
SABATA ANDREW T & MARGARETANE HUFFMAN	1	1/30/2024	146 WASHINGTON ST
SALES JR FREDERICK	1	1/30/2024	1521 COLONIAL DR #203

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	26,989
October	24,952	24,180	24,819
November	17,803	19,372	21,381
December	17,838	18,277	16,922
January	11,337	16,646	17,293

Engineering

FEMA Flood Insurance Rate Map (FIRM) – update from last report: Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Letter of Final Determination (LFD) is scheduled for 3/26/24. That will start the 6-month adoption period and the map is slated to be effective on 9/26/24. Meeting with FEMA scheduled for 3/7/24 to review final steps in process. Code revisions still likely.

River Mill Park drainage – update from last report: staff to set meeting with Fairfax County Water Authority to review options to modify park surface – awaiting response from FCWA.

Electrical Vehicle (EV) charging station grant – update from last report: staff reviewing options.

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

Mill at Occoquan – update from last report: Site plan submitted 6/4/22, with Town and VDOT comments provided to Applicant’s engineer on 7/19/22. Revised site plan submitted on 5/25/23. All agency and Town comments returned to Applicant’s engineer by 6/26/23. Approval not recommended at this time. Application for demolition of boat storage structure approved 2/27/24.

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 continuing.

Ellicott Sidewalk Extension Project – update from last report – Meeting on 2/5/24 with revisions to accommodate requests from previous meeting (truck traffic turning movements at Mill Street, avoidance of fence removal on Union Street, accommodation of storm conveyance along Union). Targeted 2/11/24 for letters to property owners for survey work. Project construction now tentatively scheduled for FY2026.

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	Comment letter sent to applicant on Nov. 27, 2023. Met Applicant on 12/21/23 with future meeting attended by engineer to be scheduled. Applicant contemplating subdivision into more than 2 lots.
109 Poplar Lane	Not Assigned	Driveway reduction	No submission to date – questions posed by owner

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 February 1 to February 29, 2024:

	Zoning Application #	Property Address	Activity
1	TZP2024-002	201 Union St	New Business
2	TZP2024-003	102 Edgehill Dr	Replace AC and Furnace
3	TZP2024-004	440 Mill St	Replace/Repair: Windows, Trimming, Roofing, Stonework, and Gutters
4	IAP2024-001	104 W Locust St	Replace Furnace and Hot Water Heater
5	TZP2024-005	308 Poplar Alley, Unit A	New Business
6	IAP2024-002	96 Washington St	Replace Furnace
7	TZP2024-006	405, 407, 411 Mill St	Demolition of Steel Structures
8	TZP2024-007	119 Washington St	Add Patio Cover and Shed

B. The following is a list of **zoning modification requests** from February 1 to February 29, 2024:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from February 1 to February 29, 2024:

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from February 1 to February 29, 2024:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	Signage	New NOV sent on 8/22/23; Meeting with Zoning Administrator on 9/28/23; owner given 45 days, until 11/13/23 to respond to Town and abate violations; no abatement or response by 11/13/23; email and call giving final opportunity sent on 11/20/23; no response as of 11/30/23; Referred to Town Attorney on 12/4/23

Building and Property Maintenance

Building: The Building Official monthly permit report as well as the building code violation reports provided by Prince William County 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 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, 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 February.

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 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, the Homeland Security and Emergency Management (HSEM) Unit, Marine Patrol Unit, Bicycle Patrol Unit and UTV Patrol Unit.

SOD Officers assigned to the HSEM Unit continued to complete its annual review of the Town's emergency plans.

SOD Officers began education of the Town Vehicle License registration (Town Decal) for all vehicles regularly garaged or kept in Town. The mobile display sign has been placed in sections of Town reminding residents of the requirements and upcoming enforcement. Enforcement shift have been scheduled and will begin in March.

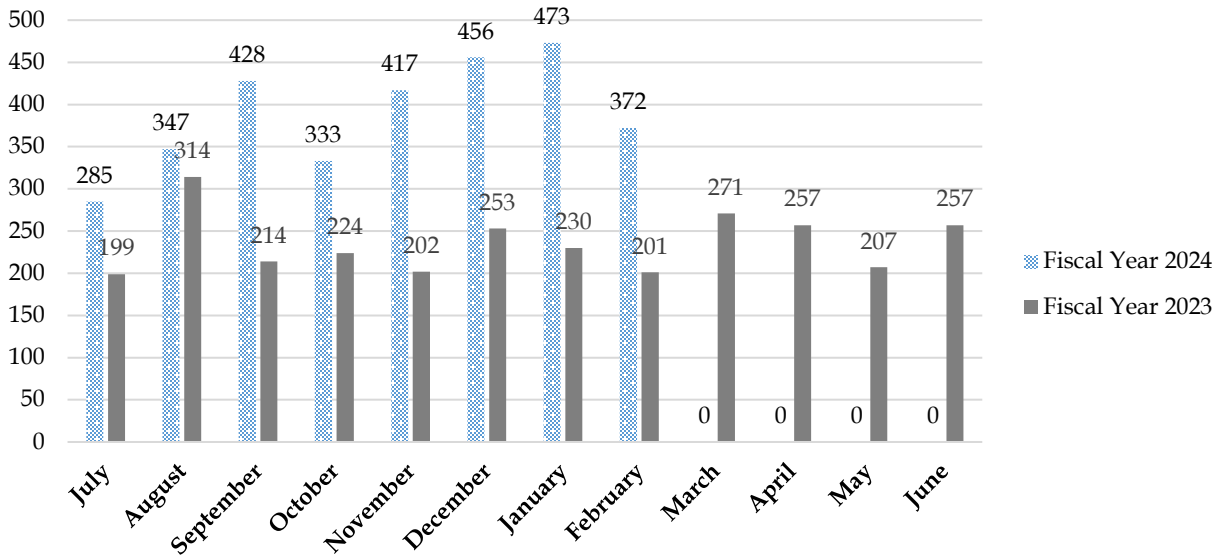
The OPD participates monthly in the Northern Virginia Emergency Response (NVERS) UAS, High Threat Response, and Emergency Managers committees to include the Northern Virginia Regional Intelligence Center monthly briefing.

Patrol and Enforcement Activities:

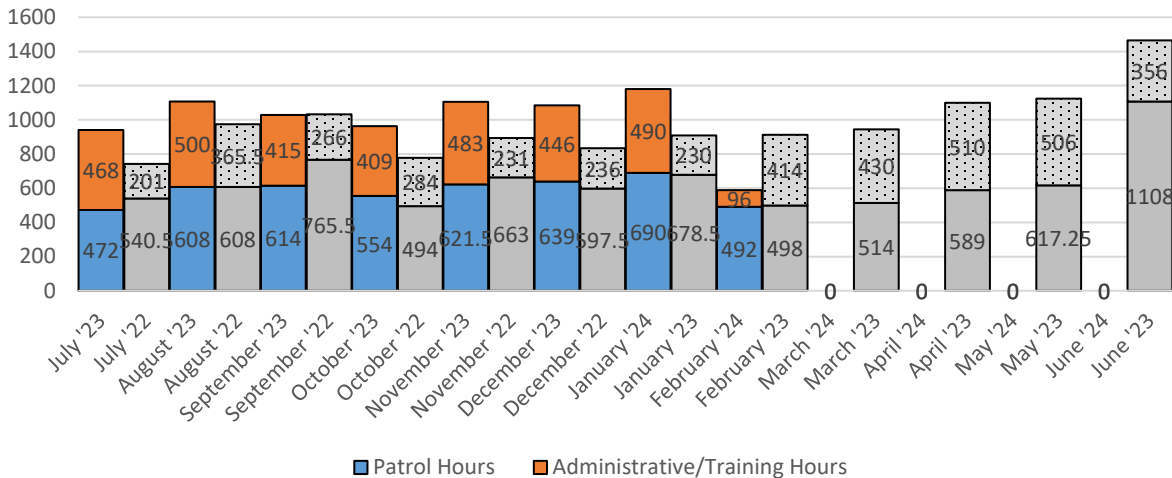
As of February 27th, for the month of February, Police had 94 calls for service, with 15 suspicious person/vehicle/circumstance calls, 12 vehicle crash calls, 6 disabled vehicles/motorist assist calls, 6 alarm calls, 5 medical/mental health calls, 3 disorderly calls, 3 trespassing calls, 2 traffic control calls, 2 domestic calls, 2 found property calls, 2 fugitive warrant arrests, 1 hit and run call, 1 recovered stolen vehicles, 1 larceny call, 1 destruction of property/vandalism call, 1 house fire, 1 drunk in public call, 1 domestic violence arrest, 1 driving impaired arrest, 1 embezzlement arrest, multiple service/assist calls, and made 5 custodial arrests, issued 368 traffic summonses, 76 parking violations, and 58 warnings.

Officers also engaged in 86 business checks and 109 park checks during the month of January.

Traffic Summonses FYTD (GRAPH)



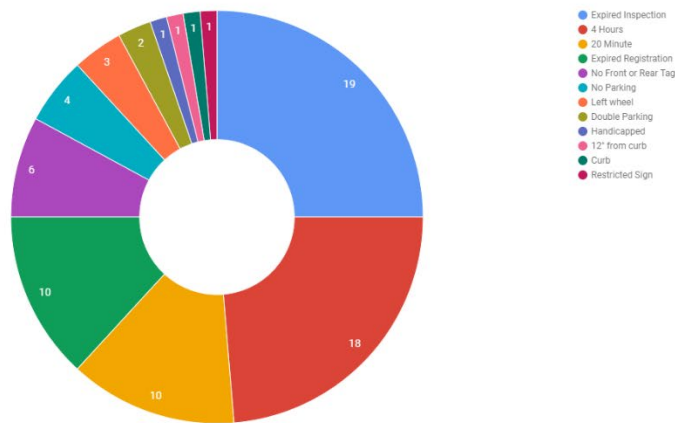
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	32	2
August	87	2
September	113	6
October	20	3
November	40	1
December	57	8
January	109	6
February	73	4

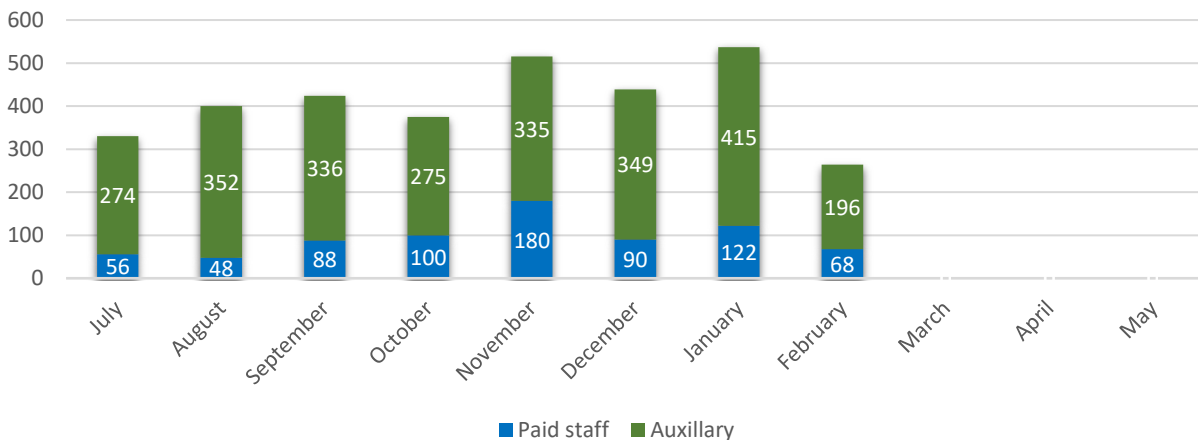
Occoquan VA - Tickets By Violation (Month To Date)



Data as of 2/28/2024, 12:00:00 AM

Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 3,284 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
November	2	0	0	0	0
December	1	0	0	0	2
January	0	0	0	0	0
February	0	0	0	0	0
FY Total	41	32	7	41	8
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
November	0	0		0	0
December	0	0		0	0
January	0	16		0	0
February	0	4		0	0
FY Total	13	108		1	4
UTV Operations					
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	4	0
November	32	0	0	6	1
December	42	0	0	1	1
January	16	0	0	0	0
February	16	2	0	0	2
FY Total	114	20	0	10	4

Public Works

Routine Activities

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

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Riverwalk	X				Review and schedule repairs as needed
Check/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and Internal clean up and organization
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street			X		Until no longer needed

Public Works Highlights (February 2024)

- Refurbished former Town Treasurer’s office in Town Hall to a multi-use office
- Supported Visit Occoquan’s Firelight Night
- Completed letter surfacing for the LOVE sign mural
- Gate was installed at River Road to provide residents or their contractors access upon request to the back ends of their properties

Special Public Works Projects

Projects In-Progress: 9 Projects Completed: 11

Below is an updated list of maintenance activities with statuses updated as of February 29, 2024:

Project	Status	Completion Date	Notes
Building Maintenance			
Repair and Paint Town Hall Eaves	In progress		Getting quotes from vendors; may move to FY25
Refurbish Town Hall Basement Office	Completed	2/19/2024	
Craft Show and Events Support			
Firelight Night Support	Completed	2/16/2024	
Firelight Night Prep	Completed	2/16/2024	
Landscaping			
Plant liriope along Mill St buffer in front of 402 Mill	Cancelled		Not suitable for median; exploring other options
Spring Mulching and Planting	Not started		Spring 2024
Seed and aerate town parks	Not started		Summer 2024
Plant boxwoods at Union St	Not started		Spring 2024; alternative to mulch or stone
Improvements at Tanyard Hill and Old Bridge	Not started		Spring 2024; confirmed with contractor
Improvements at 123 and Commerce	In progress		Currently planning elevated boxes, plantings and traffic box improvements
Hardscaping stairs at LOVE sign	In progress		Spring 2024; materials shortage
Park Maintenance			
Create Brace for Mill Stone	Cancelled		Town Engineer recommendation to keep as is
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning

Project	Status	Completion Date	Notes
River Mill Park Signage Update	In progress		In PWC permitting
Install LED Lighting on Footbridge	Completed	2/29/2024	Further improvements as lights expire
Public Art/Historic Markers			
Install New Mural Surfacing	Not started		May 2024
Fabricate New Surfacing for LOVEsign Mural	Completed	2/23/2024	
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road Improvements	In progress		Summer 2024; addressing resident concerns and planning fencing and refuse storage – OPD Joint Project
Poplar Lot Reorganization	Completed	2/20/2024	
Install Gate at River Road Property	Completed	2/26/2024	
Streets, Sidewalks, and Parking			
Repair/Replace Mill Street Pipe	Not started		Spring 2024
Repair and Readjust Wheel Stops Under 123 Bridge	In progress		Referred to VDOT
Seasonal Brick Repair and Replacement	In progress		March 2024; marking completed
Remove debris from RMP manhole	In progress		Spring 2024
Install benches in front of Mill House Museum	Completed	2/01/2024	
Repair broken sign at 201 Mill Street	Completed	2/27/2024	
Spring Cleaning			
Repair Dogwoods on TH Bricks	Not started		Spring 2024
Powerwash Town Hall	Not started		Spring 2024
Paint and Clean Town Hall Basement Door	Not started		Spring 2024
Repair/Paint Town Hall Basement Steps	Not started		Spring 2024
Powerwash Gaslight Landing Riverwalk	Not started		Spring 2024

Project	Status	Completion Date	Notes
Clean and Paint Gaslights	Not started		Spring 2024
Replace toppers on gaslights	Completed	2/28/2024	
Remove stickers from town signs	Completed	2/23/2024	

Brick Installation and Maintenance Projects

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

Location	Status	Notes
Brick Repairs	In progress	Marking of loose and broken bricks is complete on Mill Street and has moved on to Commerce. Repairs in March.

Events and Community Development

Peep Show

The Occoquan Peep Show is March 26-30 and there are two ways for the public to participate.

- Be a Voter: Patrons stroll through historic Occoquan and vote for their favorite PEEPS® dioramas, made by and displayed at Occoquan businesses for a chance to win \$100 in Occoquan gift cards. Forms will be available at participating business locations and Town Hall.
- Be a Creator: The community is once again invited to participate in the Occoquan Peep Show by entering their own dioramas in one of four categories:
 - Individual, Family/Team, Youth (ages 12-16), Kids (12 and under). Winners in each category receive \$50 gift cards.

Ballots are cast at Town Hall. Voting ends and winners are announced on Saturday March 30 at 4pm. [More information.](#)

2024 Sponsorship Drive and Breakfast

With tremendous support from individual Councilmembers, staff is again organizing an expanded sponsorship drive with a focus on obtaining financial resources for the specific purpose of underwriting our major events where we have experienced rising costs in recent years. In addition, a Community Partnership Breakfast is scheduled on March 26, 2024 at 9:30 a.m. at Town Hall. Along with breakfast, there will be introductory remarks by the mayor, opportunities to network, and an informational presentation on Clear's *Atomic Habits* with tips on transforming a new habit into a routine. Our goal for fundraising is \$30,000 for 2024. [More information.](#)

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 1/31/2024

	As of 7/1/23 Unaudited	Unaudited Income/ (Loss) YTD FY24	As of 01/31/2024 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 37,354	\$ 4,560	\$ 41,913
Assigned:			
Events Fund	\$ 88,024	\$ 9,763	\$ 97,786
CIP Fund	\$ 26,843	\$ (7,841)	\$ 19,002
Public Safety Grant Fund	\$ 15,455	\$ 5,314	\$ 20,770
Mamie Davis Park Fund	\$ 6,498	\$ 147	\$ 6,645
PEG Fund	\$ 1,955	\$ -	\$ 1,955
Subtotal Assigned:	\$ 138,775	\$ 7,384	\$ 146,159
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 43,326	\$ 162,867	\$ 206,194
Subtotal Unassigned:	\$ 243,326	\$ 162,867	\$ 406,194
Total Fund Balance:	\$ 519,455	\$ 174,810	\$ 694,265

Additional Information:

SLFRF Balance:	\$ 658,340	\$ (139,056)	\$ 519,284
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Town of Occoquan

Budget vs. Actuals

July 2023 - January 2024

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	267,421	288,769	(21,348)	92.61%
40020 Meals Tax	169,355	357,641	(188,286)	47.35%
40030 Sales Tax	27,389	40,000	(12,611)	68.47%
40040 Utility Tax	23,435	31,000	(7,565)	75.60%
40050 Communications Tax	17,741	33,000	(15,259)	53.76%
40060 Transient Occupancy Tax	19,375	21,000	(1,625)	92.26%
40070 Peer-to-Peer Vehicle Tax	557		557	
Total 40000 TAXES	525,272	771,410	(246,138)	68.09%
41000 FEES/LICENSES				
41010 Vehicle License	8,275	11,000	(2,725)	75.23%
41020 Business Licenses	19,798	79,140	(59,342)	25.02%
41030 Late Fees	1,673	1,500	173	111.56%
41040 FINES (PUBLIC SAFETY)	234,978	349,830	(114,852)	67.17%
41100 Administrative Fees	3,971	8,500	(4,529)	46.72%
41120 Service Revenue - Eng	2,235	14,000	(11,765)	15.96%
41130 Service Revenue - Legal		10,000	(10,000)	0.00%
41140 Service Revenue - Other		500	(500)	0.00%
41160 Convenience Fees	469	-	469	
Total 41000 FEES/LICENSES	271,784	477,470	(205,686)	56.92%
42000 GRANTS				
42010 LITTER	2,085	1,329	756	156.88%
42020 HB 599	13,694	26,821	(13,127)	51.06%
42021 NHSTA (DMV)		15,375	(15,375)	0.00%
Total 42021 NHSTA (DMV)	7,364	15,375	(8,011)	47.89%
42030 SLFRF	-	-	-	
42040 PEG	-	-	-	
42103 Virginia Dept of Fire Programs	730	-	730	
Total 42000 GRANTS	23,873	43,525	(19,652)	54.85%
43000 RENTALS				
43020 River Mill Park	1,750	3,000	(1,250)	58.33%
43030 Mamie Davis Park Rental	1,500	1,500	-	100.00%
43040 200 Mill Street Lease	(417)	7,613	(8,030)	-5.48%
Total 43000 RENTALS	2,833	12,113	(9,280)	23.39%
44000 OTHER				
44005 Insurance Proceeds	2,000			
44010 General Fund Interest	16,856	10,200	6,656	165.26%
44020 Events Fund Interest	-		-	
44030 Mamie Davis Park Interest	-		-	

44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	7,369	1,000	6,369	736.90%
Total 44000 OTHER	26,225	11,500	14,725	228.05%
Total Income	849,988	1,316,018	(466,030)	64.59%
Gross Profit	849,988	1,316,018	(466,030)	64.59%
Expenses				
Total 60000 PERSONNEL SERVICES	374,526	734,673	(360,147)	50.98%
Total 60400 PROFESSIONAL SERVICES	76,864	174,325	(97,461)	44.09%
Total 60800 INFORMATION TECH SERV	24,788	40,092	(15,304)	61.83%
Total 61200 MATERIALS AND SUPPLIES	19,619	31,125	(11,506)	63.03%
Total 61600 OPERATIONAL SERVICES	4,353	10,172	(5,819)	42.79%
Total 62000 CONTRACTS	64,072	122,135	(58,063)	52.46%
Total 62400 INSURANCE	29,269	40,300	(11,031)	72.63%
Total 62800 PUBLIC INFORMATION	2,099	4,036	(1,937)	52.00%
Total 63200 ADVERTISING	546	7,640	(7,094)	7.14%
Total 63600 TRAINING AND TRAVEL	10,031	16,510	(6,479)	60.76%
Total 64000 VEHICLES AND EQUIPMENT	32,498	30,050	2,448	108.15%
Total 64400 SEASONAL	10,984	11,700	(716)	93.88%
64700 FACILITIES EXPENSE				
Total 64800 TOWN HALL	4,984	12,624	(7,640)	39.48%
Total 65200 MILL HOUSE MUSEUM	66	6,500	(6,434)	1.01%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	4,200	3,190	1,010	131.68%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	8,667	19,318	(10,651)	44.86%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	986	3,350	(2,364)	29.44%
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	4,535	20,600	(16,065)	22.01%
Total 64700 FACILITIES EXPENSE	23,439	70,882	(47,443)	33.07%
Total Expenses	673,087	1,293,640	(620,553)	52.03%
Net Operating Income	176,901	22,378	154,523	
Net Income	176,901	22,378	154,523	

CIP FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
42000 GRANTS	67,369	1,455,060	(1,387,691)	4.63%
42030 SLFRF	139,056	538,079	(399,023)	25.84%
42103 Virginia Dept of Fire Programs	7,613			
Total 42000 GRANTS	214,037	1,993,139	(1,779,102)	10.74%
44000 OTHER				
44060 Other	22,726	9,000	13,726	252.51%
Total 44000 OTHER	22,726	9,000	13,726	252.51%

Total Income	236,763	2,002,139	(1,765,376)	11.83%
Gross Profit	236,763	2,002,139	(1,765,376)	11.83%
Net Operating Income	236,763	2,002,139	(1,765,376)	11.83%
Expenses				
64000 VEHICLES AND EQUIPMENT				
64050 Equipment and Tools	-			
Total 64000 VEHICLES AND EQUIPMENT	-			
Other Expenses				
70000 CIP EXPENSE				
70001 Streetscape	34,930	45,000	(10,070)	77.62%
70003 Street Improvements	-	10,000	(10,000)	0.00%
70004 Sidewalk Improvements	-	-	-	
70005 Building Improvements	18,366	68,000	(49,634)	27.01%
70006 Stormwater Management	145,790	1,806,073	(1,660,283)	8.07%
70014 Timed Parking Equipment	3,588	5,500	(1,912)	65.24%
72006 Riverwalk Improvements	-	26,204	(26,204)	0.00%
74001 Vehicles & Equipment	49,520	49,000	520	101.06%
74003 Body Armor	936	4,725	(3,789)	19.81%
74005 Police Radios	193	15,000	(14,807)	1.29%
Total 70000 CIP EXPENSE	253,323	2,029,502	(1,776,179)	12.48%
Total Other Expenses	253,323	2,029,502	(1,776,179)	12.48%
Net Other Income	(253,323)	(2,029,502)	1,776,179	12.48%
Net Income	(16,560)	(27,363)	10,803	60.52%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41040 FINES (PUBLIC SAFETY)				
41170 E-Summons	8,954	11,500	(2,546)	77.86%
Total 41040 FINES (PUBLIC SAFETY)	8,954	11,500	(2,546)	77.86%
Total 41000 FEES/LICENSES	8,954	11,500	(2,546)	77.86%
Total Income	8,954	11,500	(2,546)	77.86%
Gross Profit	8,954	11,500	(2,546)	77.86%
Expenses				
60800 INFORMATION TECH SERV				
60860 Hardware/Software & Maintenance	4,395	4,300	95	102.21%
Total 60800 INFORMATION TECH SERV	4,395	4,300	95	102.21%
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	4,395	5,500	(1,105)	79.91%
Net Operating Income	4,560	6,000	(1,440)	75.99%
Net Income	4,560	6,000	(1,440)	75.99%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41160 Convenience Fees	3,968	5,875	(1,907)	67.54%
Total 41000 FEES/LICENSES	3,968	5,875	(1,907)	67.54%
42000 GRANTS	5,872	6,000	(128)	97.87%
44000 OTHER				
44020 Events Fund Interest	14	1,200	(1,186)	1.17%
44035 Bricks Interest		-	-	
44040 Bricks Revenue	1,087	1,275	(188)	85.28%
Total 44000 OTHER	1,101	2,475	(1,374)	44.50%
47000 EVENTS REVENUE				
47010 Sponsorships	10,233	42,500	(32,267)	24.08%
47020 Booth Rentals	81,910	160,375	(78,465)	51.07%
47021 Ticket Sales	8,937			
47022 HolidayFest		600	(600)	0.00%
47023 River Mill Park	2,820	11,000	(8,180)	25.64%
Total 47021 Ticket Sales	11,757	11,600	157	101.35%
47030 Shuttle Fees	45	60,500	(60,455)	0.07%
47040 Parking Space Sales	4,550	8,900	(4,350)	51.12%
47060 Merchandise	353	3,000	(2,647)	11.78%
47100 Cost Share Reimbursement	1,066	-	1,066	
Total 47000 EVENTS REVENUE	109,914	286,875	(176,961)	38.31%
Total Income	120,856	301,225	(180,369)	40.12%
Gross Profit	120,856	301,225	(180,369)	40.12%
Expenses				
Total 60000 PERSONNEL SERVICES	31,597	84,531	(52,934)	37.38%
Total 60400 PROFESSIONAL SERVICES	10,620	17,600	(6,980)	60.34%
Total 60800 INFORMATION TECH SERV	924	1,200	(276)	76.98%
Total 61200 MATERIALS AND SUPPLIES	7,993	18,025	(10,032)	44.34%
61630 Postal Services	292	-	292	
Total 62000 CONTRACTS	26,137	75,125	(48,988)	34.79%
Total 63200 ADVERTISING	14,655	24,875	(10,220)	58.92%
Total 64400 SEASONAL	144			
64700 FACILITIES EXPENSE				
Total 66800 RIVER MILL PARK & FACIL	449	600	(151)	74.83%
Total 64700 FACILITIES EXPENSE	449	600	(151)	74.83%
69200 SPECIAL EVENTS				
69210 HolidayFest	8,064	2,675	5,389	301.47%
69240 Annual Tree Lighting	182			
69220 Volunteer TY / Town Party	1,617	1,575	42	102.67%
69250 River Mill Park Events	2,332	4,850	(2,518)	48.09%
69290 Other Special Events	6,086	3,225	2,861	188.70%
Total 69200 SPECIAL EVENTS	18,282	12,325	5,957	148.33%
Total Expenses	111,093	234,281	(123,188)	47.42%
Net Operating Income	9,763	66,944	(57,181)	14.58%

Net Income	9,763	66,944	(57,181)	14.58%
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MAMIE DAVIS PARK				
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	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER				
44030 Mamie Davis Park Interest	147	500	(353)	0
Total 44000 OTHER	147	500	(353)	0
Total Income	147	500	(353)	0
Gross Profit	147	500	(353)	0
Net Operating Income	147	500	(353)	0
Other Expenses				
70000 CIP EXPENSE				
72005 Mamie Davis Park Renovations		-	-	
Total 70000 CIP EXPENSE	-	-	-	
Total Other Expenses	-	-	-	
Net Other Income	-	-	-	
Net Income	147	500	(353)	0
TOTAL NET INCOME (LOSS) ALL FUNDS	174,810	68,459	106,351	3

Town of Occoquan
Balance Sheet Comparison
As of January 31, 2024

	Total		
	As of Jan 31, 2024	As of Jan 31, 2023 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	99	1
10010 Petty Cash - Events	0	0	0
10022 Checking Account 0058	115,975	46,668	69,307
10024 Money Market 4220	200,482	200,588	-106
10029 Checking Account 3126	53,383	35,786	17,597
10033 Events Fund - Paypal (deleted)	0	5,255	-5,255
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	420,694	803,125	-382,432
Total 10034 VIP - Investment Pool	420,694	803,125	(382,432)
10082 Mamie Davis Savings 4201	2,260	7,236	-4,976
10083 Mamie Davis CD	100,000	100,000	0
10091 Bricks - PayPal	109	323	-213
10094 Money Market 5997 (deleted)	0	35,599	-35,599
10095 Bricks MM 2125 (deleted)	0	12,325	-12,325
Total Bank Accounts	893,003	1,247,004	(354,001)
Accounts Receivable			
10180 Accounts Receivable	406,761	-107,940	514,701
Total Accounts Receivable	406,761	(107,940)	514,701
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	4,163	5,983	-1,820
Total Other Current Assets	4,163	5,983	(1,820)
Total Current Assets	1,303,927	1,145,047	158,879
TOTAL ASSETS	1,303,927	1,145,047	158,879
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	53,760	227,181	-173,421
Total Accounts Payable	53,760	227,181	(173,421)
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	1,445	1,204	241

22020 Home Depot	382	0	382
22030 Lowe's Proservices	280	204	77
22040 United Bank Credit Cards	7,989	9,321	-1,332
Total 22000 Credit Cards	10,097	10,728	(632)
Total Credit Cards	10,097	10,728	(632)
Other Current Liabilities			
20935 Performance Bond	1,188	35,989	-34,801
20940 Unearned Craft Show Rev	16,275		16,275
20941 Show (deleted)	0	7,625	-7,625
20942 Parking Fee (deleted)	0	900	-900
Total 20940 Unearned Craft Show Rev	16,275	8,525	7,750
20960 Unearned Other Revenue			0
20970 Unearned Rental	250	300	-50
20973 Unearned SLFRF Revenue	519,284	753,488	-234,205
Total 20960 Unearned Other Revenue	519,534	753,788	(234,255)
20980 Unearned R.E. Tax	558	771	-212
21100 Unearned Fire Dept Grant	8,024	0	8,024
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	0	-96	96
Total 21200 Payroll Liabilities	0	-96	96
Total Other Current Liabilities	545,579	798,977	(253,398)
Total Current Liabilities	609,435	1,036,886	(427,451)
Total Liabilities	609,435	1,036,886	(427,451)
Equity			
30000 Nonspendable			0
30001 Inventory	0	0	0
30005 PrePaid Items	0	0	0
Total 30000 Nonspendable	0	0	0
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	37,354	24,059	13,295
Total 31000 Restricted	137,354	124,059	13,295
31400 Assigned			0
30030 Events Fund	88,024	25,000	63,024
30040 CIP Fund	26,843	101,000	-74,157
31045 Financing Proceeds	0	0	0
31050 Public Safety Grant Fund	15,455	14,283	1,172
31060 Mamie Davis Park Fund	6,498	11,492	-4,994
31070 Public Education Grant Fund	1,955	1,776	180
31080 Public Art Fund	0	0	0
Total 31400 Assigned	138,775	153,551	(14,776)
31500 Unassigned			0
30010 Operating Reserve	200,000	187,861	12,139
30020 Unrestricted Net Assets	43,553	0	43,553
Total 31500 Unassigned	243,553	187,861	55,692
32000 Retained Earnings	0	0	0
Net Income	174,810	-357,308	532,119

Total Equity	694,492	108,162	586,331
TOTAL LIABILITIES AND EQUITY	1,303,927	1,145,047	158,879

Friday, Feb 23, 2024 09:12:52 AM GMT-8 - Accrual Basis

**Town of Occoquan - Permit Report
February 2024**

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	Finalized	C - Tenant Layout	09/26/2023	02/08/2024
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	
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Issued	C - Alteration/Repair	03/24/2023	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
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	Issued	C - Tenant Layout	12/22/2023	
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023	
BLD2024-03071	458 MILL ST	Install Freestanding Post & Panel Sign	Building	Pending	C - Sign		
BLD2024-02864	1402 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 5.46 kW. Addition of 1 0-30A circuit.	Building	Finalized	R - Alteration/Repair	12/18/2023	01/30/2024
ELE2024-02971	1402 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 5.46 kW. Addition of 1 0-30A circuit.	Electrical	Issued	R - Alteration/Repair	12/18/2023	
BLD2024-00407	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Building	Pending	R - Alteration/Repair		

ELE2024-00664	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Electrical	Pending	R - Alteration/Repair		
ELE2023-05482	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	
BLD2024-02988	109 POPLAR LN	This project is for the construction of a 58'X6' open pile residential dock with 14'X10' "L" head platform, and 4 mooring piles.	Building	Finald	R - Accessory Structure	01/08/2024	02/08/2024
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	
BLD2024-03230	113 POPLAR LN	STRUCTURAL - INTERIOR A/R TO BASEMENT & 1FL: ADDING ROOMS & DOORS, ADJUSTING CEILING HEIGHT, REPLACE EXISTING BEAM WITH STEEL, REPLACING WINDOWS. WET BAR IN BASMENT.	Building	Issued	R - Alteration/Repair	02/01/2024	
GAS2024-00297	1608 SEBRING CT	DIRECT REPLACEMENT GAS FURNACE	Gas	Finald	R - Alteration/Repair	09/20/2023	01/08/2024
BLD2024-00930	104 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6 kW. Addition of [2] 0-30A circuits.	Building	Issued	R - Alteration/Repair	12/05/2023	
ELE2024-01160	104 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6 kW. Addition of [2] 0-30A circuits.	Electrical	Finald	R - Alteration/Repair	12/05/2023	01/24/2024
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	Finald	C - Tenant Layout	11/28/2022	02/22/2024

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	Finaled	C - Tenant Layout	11/28/2022	02/22/2024
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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 02/05/2024

**Counts business days only.*

Town of Occoquan

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
407 MILL ST	BDM2024-00296 Violation Issued	01/24/2024		18	Keaveny, Christopher	Parts of this building are falling apart. Pieces of insulation and aluminum siding have fallen or are very close to falling onto the street and sidewalk	General (Exterior Structure) Stairways, Decks, Porches and Balconies Windows, Skylights, and Doors Exterior Structure-Protective Treatment	01/27/2024 01/27/2024 01/27/2024 01/27/2024	01/30/2024		
440 MILL ST	BDM2024-00275 Violation Issued	01/12/2024		25	Keaveny, Christopher	Possible property maintenance issues for breaches on the exterior of the building. I was in Town this week reviewing some flooding issues in the Town's River Mill Park. In the course of walking the park, I happened to notice what appears to be a significant breach in the northwestern wall of the historic Rockledge building upper floor windows, as well as apparent exterior wall breaches in the same northwestern wall near the roof line. I have attached a picture of the area in question.	General (Exterior Structure) Windows, Skylights, and Doors GLAZING Exterior Structure-Protective Treatment Exterior Walls	01/17/2024 01/17/2024 01/17/2024 01/17/2024	01/17/2024		
116 WASHINGTON ST 1	UNS2024-00063 Violation Issued	01/22/2024		20	Lopez, Raleigh	PDR for fire damage	General (Unsafe/Unfit)	01/23/2024	01/23/2024		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 02/05/2024

*Counts business days only.

Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
116 WASHINGTON ST 2	UNS2024-00065 Violation Issued	01/22/2024		20	Lopez, Raleigh	Fire Damage attributed to contents within structure. Exact cause TBD. This is an old building that looks like apartments but are actually condo's. The configuration is as follows, units 1 and 2 are two stories side by side. the back wall to unit 1 and 2 is the separation wall to the back four units. On the 1st floor are units 3 and 5 on the second level are units 4 and 6. The origin of fire was in unit 1, this unit was a complete burn out and destroyed wall to units in back and to unit two to the side. C is the owner of unit 2 directly to the side of unit one that is the complete burn out . There is no 1 hour separation and there was extreme damage to this wall between units 1 and 2. In the roof system trusses will need repair and / or replacement. This unit has fire, water, and smoke damage, unit posted unsafe . Meter was pulled and water shut down, This unit will require building, electrical, repair details for rated separation wall and truss repair.	General (Unsafe/Unfit)	01/23/2024	01/23/2024		
	UNS2024-00066 Violation Issued	01/22/2024		20	Lopez, Raleigh	PDR for fire damage	General (Unsafe/Unfit)	01/23/2024	01/23/2024		
116 WASHINGTON ST 3	UNS2024-00069 Violation Issued	01/23/2024		19	Lopez, Raleigh	PDR for fire damage	General (Unsafe/Unfit)	01/23/2024	01/23/2024		
	UNS2024-00070 Violation Issued	01/23/2024		19	Lopez, Raleigh	PDR for fire damage	General (Unsafe/Unfit)	01/23/2024	01/23/2024		
	UNS2024-00071 Violation Issued	01/23/2024		19	Lopez, Raleigh	PDR for fire damage	General (Unsafe/Unfit)	01/23/2024	01/23/2024		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 02/05/2024

*Counts business days only.

Town of Occoquan

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
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Total Number of Cases for Town of Occoquan: 8

Total Number of Addresses Affected: 4

Total Number of Violations Issued: 8

Total Number of Cases Closed : 0

Total Number Cases Closed with No Violation: 0

Total Number of Cases Still Open: 8

Total Number of Open Cases with Violations: 8

Average Number of Business Days Cases are Open This Town: 20.00

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 20.50

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

Total Business Days of Pending Activities for this Town: 0

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 02/05/2024

**Counts business days only.*

Total Number of Cases for All Towns Selected: 8

Summary by Case Status:

Violation Issued	<u>8</u>
	8

END OF REPORT

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney

Re: Report for March 2024 Council Meeting

Date: February 29, 2024

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 January 30, 2024:

1. Approved second amendment to Beer Garden lease.
2. Worked with staff regarding the budget calendar.
3. Prepared a checklist for review of EV charging station agreements.
4. Consulted regarding options for Tanyard Hill Park.
5. Advised as to methods of collecting past-due meals tax.

March 2024 TAR 4893-5659-6906 v.1



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Regular Business	Meeting Date: March 5, 2024
10A: Public Hearing on Appeal of Denial of Certificate of Appropriateness for ARB2023-004	

- Attachments:**
- a. ARB Application ARB2023-004
 - b. Denial of Application Letter
 - c. ARB Minutes January 23, 2024
 - d. Written Request for Appeal

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to vote on the denial of application ARB2023-004 for a certificate of appropriateness for the installation of a new handrailing on the front porch steps at 204 Ellicott Street.

On October 25, 2023, the owner of 204 Ellicott Street submitted an application to the ARB for a Certificate of Appropriateness for a replaced handrailing on the front porch steps of the property. The application then came before the ARB at its next scheduled meeting on December 12, 2023, but the ARB did not render a decision out of courtesy as the applicant was not present in person. At its meeting on January 23, 2023, the ARB reviewed the tabled item and denied the issuance of a Certificate of Appropriateness by a unanimous vote.

In accordance with Town Code §157.181, the property owner has appealed the decision to the Town Council. The advertisements for the required public hearing ran February 20th and 27th.

Staff Recommendation: No recommendation.

Cost and Financing: N/A

Account Number: N/A

Proposed Motion:

"I move to approve the issuance of a Certificate of Appropriateness for the handrailing at 204 Ellicott Street as requested by the applicant."

OR

“I move to deny a Certificate of Appropriateness to the applicant.”

OR

“I move to approve the issuance of a Certificate of Appropriateness for the handrailing at 204 Ellicott Street provided the applicant agrees to the following conditions:

_____.”

OR

Other action Council deems appropriate.



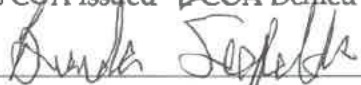
TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

All exterior changes and modifications to the exterior of structures located within the Old and Historic District must be reviewed by the Architectural Review Board (ARB) for issuance of a Certificate of Appropriateness (COA) prior to the work being performed. Applicants should review the Architectural Review Board Design Guidelines for guidance of appropriate colors, materials, designs, etc.

The ARB meets regularly on the fourth Tuesday of the month at 7:30 p.m. at Town Hall. Applications must be filed at Town Hall by close of business on the Tuesday of the week prior to the meeting. Applicants must submit supplemental materials at time of application. Additional paint and material samples, product brochures and spec sheets, renderings, architectural drawings, photographs of the structure or other supplemental materials may be requested by the ARB prior to the hearing. The applicant or a representative must be present at the meeting during which the ARB will review the application. All fees must be paid prior to scheduling for ARB consideration.

Section I: Applicant and Owner Information	
<p><u>WILLIAM JENNINGS</u> Applicant Name</p> <p>Business Name (if Applicable) _____</p> <p>Address (No., City, Address, Zip) + PO Box <u>204 ELLICOTT ST</u> [REDACTED]</p> <p>Email [REDACTED]</p> <p>Phone Number [REDACTED]</p>	<p><u>William JENNINGS</u> Owner Name</p> <p>Address (No., City, Address, Zip) + PO Box _____</p> <p>Email _____</p> <p>Phone Number _____</p> <p><input checked="" type="checkbox"/> Same as Applicant Information</p>
Section II: Property Information	
<p>Project Address: _____</p> <p>Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____</p>	<p>Structure Style: _____</p> <p>Exterior Elevation Type (Select all that apply): <input checked="" type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____</p>
<p>Brief Description of Project: <u>REPLACED HAND RAILING TO ENTRANCE.</u> <u>(WOOD TO VINYL)</u></p>	
<p>Notice to Applicant/Property Owner: <i>Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.</i></p>	
<p><u>William Jennings</u> Applicant Signature</p>	<p><u>10/25/23</u> Date Submitted</p>

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List:	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input type="checkbox"/> Photo of existing structure(s) <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<p>Note to Applicants: Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under § 157.179 of the Town Code regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board:	<input type="checkbox"/> COA Issued <input checked="" type="checkbox"/> COA Denied <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  Signature (ARB Chair or Designee) </div> <div style="text-align: center;"> 1-23-24 Date </div> </div>
Section V: TOWN STAFF ONLY	
	ARB APPLICATION NO.:
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes:

CONTINUE TO NEXT SECTION



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

Section V: Supplemental Application For New Builds, Improvements to Existing Structures and Combination Projects - Commercial, Residential and Mixed-Use

Project Address: <u>204 ELLICOTT ST.</u>	ARB Application No.:
--	----------------------

Complete only the sections below that are applicable to the application. More information on each section is included in the ARB Design Guidelines available on the Town's website at www.occoquanva.gov. Note: Words included on any improvements constitute a sign and are not part of the Exterior Elevation review process; a separate sign application process is required.

1. Type of Improvement(s): <input type="checkbox"/> New Build <input checked="" type="checkbox"/> Improvements to Existing Structure(s) <input type="checkbox"/> Combination
2. Additions and New Builds <input type="checkbox"/> Accessory Structure: Size: _____ Location relative to Main Structure: _____ <input type="checkbox"/> New Build: Size: _____ Location on site: _____ General Description/Use of Structure: <u>REPLACED WOOD HAND RAILING WITH WHITE VINYL.</u> _____ _____ <input type="checkbox"/> Rendering required <input type="checkbox"/> Plan showing location on site required <input type="checkbox"/> Architectural Plans required <i>Complete applicable sections below.</i>
3. Awnings <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Design: _____ Proposed Material (canvas or similar material): <u>N/A</u> Color: _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
4. Exterior Walls on Structure <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____ Proposed Material: <input type="checkbox"/> Brick <input type="checkbox"/> Siding <input type="checkbox"/> Other: <u>N/A</u> <input type="checkbox"/> Paint <input type="checkbox"/> Material Replacement Material Type: _____ Color: _____ Pattern: _____ <input type="checkbox"/> Mortar: Color _____ Joint Pattern _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included

5. Windows New Repair/Replacement
 Existing Material, Color and Pattern: _____

Proposed Material: N/A Grid Profile: _____

Grid Color: _____ Shutter Color: _____ Trim Color: _____

Location (identify location of windows and types - provide exhibit): _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

6. Doors New Repair/Replacement
 Existing Material, Color and Pattern: _____

Proposed Material: N/A Style: _____ Window (Style): _____

Door Color: _____ Trim Color: _____ Window Color: _____

Location(s) (identify location of doors and types - provide exhibit): _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

7. Roofs and Gutters New Repair/Replacement
 Existing Material, Color and Pattern: _____

Proposed Roof Material: N/A Roof Pitch _____

Proposed Roof Color and Style: N/A _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

8. Dormers New Repair/Replacement
 Existing Material, Color and Pattern: _____

Proposed Material: N/A Existing Pitch _____ New Pitch _____

Proposed Color and Style: _____ Window Color and Style: _____

Sample Included (Type): _____
 Spec Sheet Included Photo Included

9. Fences, Retaining Walls, Foundations, Decks, Porches, Screenings, Patios, Enclosures etc.

New Repair/Replacement Proposed Structure Type: _____

Existing Material, Color and Design: _____ Type: _____

Proposed Material: _____ Color/Stain: _____

Proposed Pattern/Design: _____ Decorative Trim/Hardware: _____

Mortar Color: _____ Joint Pattern: _____

Porch/Deck Post(s) Size: _____ Spindle Design and Color: _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

10. Other Exterior Improvements New Repair/Replacement

Existing Material, Color and Design: _____ Type: _____

Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ Style _____ Placement _____ Spec Sheet Included

Ramps

ADA Ramps: Color _____ Style _____ Location _____ Spec Sheet Included

Chimneys

Brick Stone Color _____ Style _____ Location _____ Spec Sheet Included

Other

Material: _____ Color _____ Type _____ Location _____

Other

Material: _____ Color _____ Type _____ Location _____

Brief Description:

Spec Sheet Included Photo Included

Applicant Signature

Date

TOWN STAFF ONLY

Notes:



TOWN OF OCCOQUAN

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

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

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

February 27, 2024

William Jennings
204 Ellicott Street
PO Box 206
Occoquan, VA 22125

Dear William Jennings:

This is a notice that **your application (ARB2023-004) for a certificate of appropriateness (COA) has been denied** by the Occoquan Architectural Review Board at their January 23rd, 2024 meeting. Attached is the denied application. A copy of this denial has also been emailed to you at the email provided in your application. The application has been denied on the basis that the vinyl material used does not comply with the following section of the ARB Design Guidelines:

13. Porches

Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. Historically porches were made of wood and/or masonry. Wood is still preferred in the Historic District but a realistic woodgrain look is acceptable.

New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District as to scale and aesthetics. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch's elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the structure.

Pursuant to § 157.181 of the Town Code, **you have the right to appeal the denial and be heard before the Town Council, provided you file your intention to appeal in writing with the Zoning Administrator (email Sara Fila at sara@legacy-eng.com or mail to 314 Mill Street, PO Box 195, Occoquan, VA 22125), on or before 14 days after the decision of the Board (February 6th, 2024).** Upon receipt of your appeal, the Zoning

Administrator will schedule a public hearing before the Town Council within 30 days of receipt of your written notice. The relevant code section is below.

§ 157.181 RIGHT OF APPEAL.

(A) Whenever the Board shall deny an application for a certificate of appropriateness, it shall be

done in writing.

(B) Any person shall have the right to appeal and be heard before the Town Council provided the

person files, with the Zoning Administrator, on or before 14 days after the decision of the Board, a

written notice of intention to appeal.

(C) Upon receipt of such notice, the Zoning Administrator shall schedule a public hearing before

the Town Council, at a time not more than 30 days after the receipt of such notice of appeal.

(D) Such hearing shall be advertised in accordance with VA Code § 15.2-2204.

(1998 Code, § 66-226) (Ord. passed 9-5-2017)

§ 157.182 APPEAL TO CIRCUIT COURT.

Any person, following the final decision of the Town Council on an appeal of a denial of an

application for a certificate of appropriateness, shall have the right to file a petition for appeal to the

Circuit Court. Such petition must be filed within 30 days after the final decision is rendered by the Town

Council and must otherwise comply with the requirements of VA Code § 15.2-2306.A.3.

(1998 Code, § 66-227) (Ord. passed 9-5-2017)

If you have any questions or concerns, please feel free to contact Town staff at any time via email at info@occoquanva.gov or by calling 703-491-1918.

Sincerely,

Philip Auville

Town Clerk

Cc: Adam Linn, Town Manager
Sara Fila, Zoning Administrator



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

January 23, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Teo Daubresse, and Lisa Terry; Alternates: Mary Craig and Rick Fitzgerald

Excused Absences: Carol Bailey

Unexcused Absences: Jennifer Shown

Call to Order- Brenda called the meeting to order at 7:35 pm

1. Citizen's Comments – None

2. Election of Officers

a. Nomination and the Election of Officers for Calendar Year 2024

- Chairperson – Brenda Seefeldt

Brenda made a motion to be Chairperson and Rick 2nd, Approved unanimously.

- Vice – Chairperson – Darryl Hawkins

Brenda made a motion to appoint Darryl as Vice-Chairperson, Rick 2nd, Approved unanimously.

- Secretary – Merial Curren

Brenda made a motion to appoint Merial as Secretary, Rick 2nd, Approved unanimously.

3. Approval of Minutes

1. December 12, 2023 Meeting minutes

Lisa made a motion to Approve the Minutes of December 12, 2023 and Mary 2nd, Approved.

4. Exterior Elevation Applications

1. **ARB2023-004** – 204 Ellicott Street – Porch Railings - Brenda moved to deny the application because the wood rail was changed to vinyl and vinyl is not accepted within town limits in accordance with ARB Guidelines Section 13. Lisa 2nd. Motion Approved Unanimously.

2. **ARB2024-001** – 209 Washington Street – Paint Exterior Siding – Lisa moved to Approve the application as is. Merial 2nd. Motion Approved Unanimously.

5. Reports

1. Town Council Report – Theo noted the continuing of the River Walk Committee and that the Town approved and updated the Seal for official documentation.
2. Town Manager's Report – The Town Seal will change on all documents over the next month. New signage was installed at the entry ways into Town and the new sign at River Mill Park is going through the County permitting process. Mr. Whitmoyer provided a sign violation report.
3. Planning Commission Report – Darryl reported that the Planning Commission had the Green Infrastructure Report and that the Mill at Occoquan wants to demolish the steel but doesn't have the required permits yet.
4. Chair Report – Brenda noted that Carol Bailey has resigned from the ARB. Rick Fitzgerald has moved to the permanent spot from the alternative position.

6. Adjournment – 8:12 pm



NO ONE DOES MORE FOR VETERANS.

1/25/24

William C. Jennings

TO: MATT WHITMOYER

NOTICE TO APPEAL

ARB decision to

deny replacement of

railing at 204

Elliestt St.

William C. Jennings



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Discussion Items	Meeting Date: March 5, 2024
11A: FY2025 Budget Work Session #1	

- Attachments:**
- a. Power Point
 - b. FY2025 Proposed eSummons Fund Budget
 - c. FY2025 Proposed Mamie Davis Fund Budget
 - d. FY2025 Proposed Events Fund Budget

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the proposed FY2025 budgets for the eSummons, Mamie Davis, and Events funds.

Attached are the draft budgets and a slide deck that will be used to guide the discussion.

Background

Prior to approving and publishing the Adopted Budget by June 30th of each year, Town Council has the opportunity to review the proposed budgets and make any updates or alterations that the Town Council discerns meet the strategic framework, comprehensive plan, and/or the needs of the Town.

Staff Request: Staff is requesting feedback on the proposed budgets and direction on any changes ahead of budget adoption in May.

Any requested changes will be addressed at later work sessions and/or prior to adoption of the budget.



FY2025 Budget

eSummons / Mamie Davis/ Event

TOWN OF OCCOQUAN

MARCH 5, 2024

FY2025 Budget Schedule

- ❑ March 5, 2024 – Budget Work Session #1
- ❑ April 2, 2024 – Budget Work Session #2
- ❑ April 16, 2024 – Budget Work Session #3
- ❑ May 7, 2024 – Public Hearing on Proposed FY2025 Budget
- ❑ May 21, 2024 – Public Hearing on Proposed FY2025 Tax Rates
- ❑ May 21, 2024 – Adoption of FY2025 Tax Rates and Budget



FY24-25 Strategic Framework

Capital Tiers

Tier 1

- Parking Facility
- Upgrading Stormwater Infrastructure
- Completing Riverwalk

Tier 2

- Developing/Promoting Town as a Trail Junction
- Promoting Connections with Regional Partners
- Improving Town Gateways
- Pursuing Energy Efficiency/Sustainability Enhancements

Tier 3

- Continue Analysis and Refinement of 3-Pronged Parking Program
- Public Safety Projects
- Town Properties Improvements

Operating Tiers

Tier 1

- Personnel Recruitment, Retention, and Succession Planning
- Tourism-led Economic Development Programming
- Enhancing Revenue from Town Events Programming

Tier 2

- Monitor Technology Improvements for Productivity Enhancement
- Business Support and Development Programming
- Development of Capital Asset Maintenance Program
- Development of a Business Recruitment Program



Work Session #1

- eSummons Fund
- Mamie Davis Fund
- Event Fund



E-SUMMONS FUND

PROPOSED FY2025 BUDGET



eSummons Fund

- In 2019, the Town adopted Ordinance O-2019-02 to assess a \$5 fee per traffic or criminal case (authorized by VA Code § 17.1-279-1)
- Purpose is to increase overall efficiency to the Judicial System by reducing backlog of data entry of summons and facilitating faster and more accurate resolutions to cases
- Assessments are a special fund that can only be used for the purchase, implementation, and maintenance of the eSummons Program



eSummons Fund

	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
E-Summons Revenue	12,000	14,027	11,500	14,652	15,250	33%	\$ 3,750
Total Proposed Revenue	12,000	14,027	11,500	14,652	15,250	33%	\$ 3,750
Hardware/Software Maintenance	1,750.00	\$ -	\$ 4,300	\$ 4,900	\$ 5,600	30%	\$ 1,300
Operational Supplies	1,400.00	\$ -	\$ 1,200	\$ 1,200	\$ 1,600	33%	\$ 400
Total Proposed Expenditures			\$ 5,500	\$ 6,100	\$ 7,200	31%	\$ 1,700

e-Summons Fund Balance Estimate	
Fund Balance (6/30/2023)	\$ 37,354
Expense FY24	6,100
Revenue FY24	14,652
Fund Balance Estimate 6/30/2024	\$ 45,906
Expenses FY2025	7,200
Revenue FY2025	15,250
Fund Balance Estimate 6/30/2025	\$ 53,956



MAMIE DAVIS PARK FUND

PROPOSED FY2025 BUDGET



Mamie Davis Park Fund

- Revenues generated from interest on a \$100,000 endowment to the town
 - Estimated at approximately \$250 annually
- Rental revenues and utility expenses are included in the General Fund
- Approximately \$6,498 (as of 6/30/2023) was available in the account for use on expenses for Town Hall and Mamie Davis Park improvements



Mamie Davis Park Fund

	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
Fund Interest Revenue	\$ 500	\$ 256	\$ 500	\$ 252	\$ 256	1.7%	-48.8%	(244)
Total Proposed Revenue	\$ 500	\$ 256	\$ 500	\$ 252	\$ 256	1.7%	-48.8%	(244)
Capital Projects	\$ 5,000	\$ 5,250	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -
Total Proposed Expenses	\$ 5,000	\$ 5,250	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -

Fund Balance Estimate Mamie Davis Park Fund	
Fund Balance (6/30/2023)	\$ 6,498
Capital Expense FY24	-
Revenue FY24	252
Fund Balance Estimate 6/30/2024	\$ 6,750
Capital Expenses FY2025	-
Revenue FY25	256
Fund Balance Estimate 6/30/2024	\$ 7,006



Questions on eSummons or Mamie Davis Fund

????



EVENTS FUND

PROPOSED FY2025 BUDGET

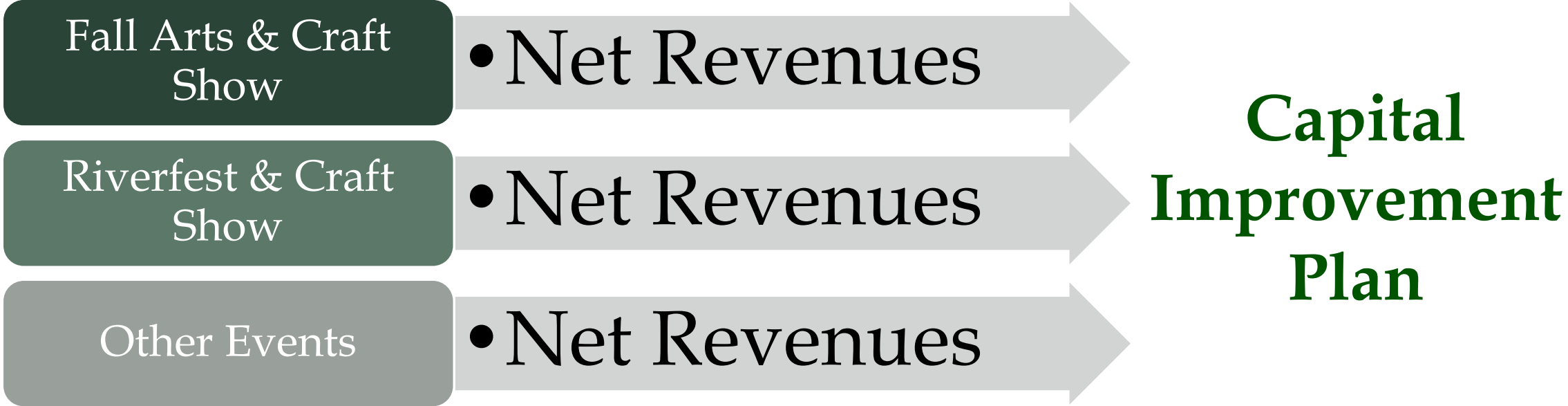


Events Fund

- Includes all Town Sponsored Community Events – revenues and expenditures
- Majority of Revenue is generated from the annual (1) Riverfest & Craft Show and (2) the Fall Arts & Crafts Show
- The remainder of revenues includes those generated from other community events
- Expenses are for the costs associated with implementing events
- Net revenues from the Fund are used to support the Town's Capital Improvement Program



Events Fund = Capital Improvement



Preliminary Capital Improvement Program

FY2024 Proposed Budget Capital Improvement Program	Activity	Funding Source	FY25	FY26	FY27	FY28	FY29	Totals
Street and Parking Improvements	Public Works	CIP	\$ -	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 75,000
Sidewalk Improvements	Public Works	CIP	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
Riverwalk Improvements	Public Works	CIP® / Grant	\$ 85,000	\$ 1,800,000	\$ -	\$ -	\$ -	\$ 1,885,000
Building and Parks Improvements	Public Works	CIP	\$ 13,000	\$ 10,000	\$ 15,000	\$ -	\$ -	\$ 38,000
Vehicles and Equipment Improvements	PS/PW/ADM	CIP / Grants	\$ 74,800	\$ 29,500	\$ 38,000	\$ 20,000	\$ 10,000	\$ 172,300
Stormwater Improvements	Public Works	CIP® / CIP / Grant	\$ 1,538,085	\$ -	\$ -	\$ -	\$ -	\$ 1,538,085
Streetscape and Infrastructure Improvements		CIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology Improvements	Administration	CIP / CIP®	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ -	\$ 21,000
Total			\$ 1,721,385	\$ 1,875,000	\$ 53,000	\$ 60,000	\$ 60,000	\$ 3,769,385

Fund Source Summary	FY25	FY26	FY27	FY28	FY29	5-Year Total
CIP Funds	\$ 50,800	\$ 49,750	\$ 24,000	\$ 45,000	\$ 55,000	\$ 224,550
CIP®	\$ 403,117	\$ 55,500	\$ 10,000	\$ 10,000	\$ -	\$ 478,617
599 Funding (Capital)	\$ 9,000	\$ 9,000	\$ 14,000	\$ 5,000	\$ 5,000	\$ 42,000
DOJ BVP Grant	\$ 3,000	\$ 750	\$ -	\$ -	\$ -	\$ 3,750
Other Grants	\$ 1,255,468	\$ 1,760,000	\$ -	\$ -	\$ -	\$ 3,015,468
Total	\$ 1,721,385	\$ 1,875,000	\$ 48,000	\$ 60,000	\$ 60,000	\$ 3,704,385



Preliminary CIP

Projects

FY2024 Proposed Budget Capital Improvement Program	Activity	Funding Source	FY25
Street and Parking Improvements	Public Works	CIP	\$ -
Sidewalk Improvements	Public Works	CIP	\$ -
Riverwalk Improvements	Public Works	CIP[®] / Grant	\$ 85,000
FY25 - Riverwalk Extension (Designs & tests)	Public Works	CIP [®]	\$ 80,000
Mussel Cages	Public Works	CIP	\$ 5,000
Building and Parks Improvements	Public Works	CIP	\$ 13,000
FY26 - Annex Building Painted	Public Works	CIP	\$ 5,000
FY26 - Water Remediation Mill Street	Public Works	CIP	\$ 2,000
FY25 - Annex ADA Project (1st floor reception)	Public Works	CIP	\$ 1,500
FY25 - Mill Street Storage - door replacement	Public Works	CIP	\$ 1,500
FY25 - Mamie Davis Gazebo - New Roof	Public Works	CIP	\$ 3,000
Vehicles and Equipment Improvements	PS/PW/ADM	CIP / Grants	\$ 74,800
Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000
Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000
Trailer - Fire Suppression / Command	Public Safety	Grant	\$ 15,000
Snow Plow & Spreader	Public Works	CIP	\$ 7,300
Thermal Drone (UAS)	Public Safety	CIP	\$ 6,000
AED	Administration	CIP	\$ 2,500
Body Armor Replacement	Public Safety	CIP/Grant	\$ 6,000
Police Computer-Aided Devise (CAD)	Public Safety	Grant	\$ 10,000
AXON Body Worn Camera System	Public Safety	CIP [®]	\$ 10,000
Stormwater Improvements	Public Works	CIP[®] / CIP / Grant	\$ 1,538,085
FY25 - Stormwater - Green Solutions	Public Works	Grant	
FY25 - Stormwater Implementation and Match	Public Works	SLFRF/Grant	\$ 1,538,085
Streetscape and Infrastructure Improvements		CIP	\$ -
Information Technology Improvements	Administration	CIP / CIP[®]	\$ 10,500
Staff Laptop Replacement	Administration	CIP	\$ 5,000
Timed Parking Equipment	Administration	CIP [®]	\$ 5,500
Total			\$ 1,721,385



Events Supported by Events Fund

Revenue Generating

- Fall Arts & Craft Show
- Holidayfest
- Riverfest

Community - Amenity

- Costume Parade
- Discover Occoquan
- Movie Night
- Murder Mystery
- Peep Show
- Spirits & Spirits
- Theatre in the Park
- Tree lighting & Fire Pits
- Trivia Nights
- Volunteer Dinner

Community - Non-events

- Ribbon Cuttings
- Dedications (Art & Island Naming)
- Fox5 ZIP Trip
- Sponsorship events



Event Calendar – FY2025

July 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	Trivia	13	14
15	16	17	18	19	Music	21
22	23	24	25	26	27	28
29	30	31				

August 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
				8	Trivia	11
				15	16	Music
				22	23	24
				29	30	31

September 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
						8
						15
						22
						29
						30

October 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
						12
						19
						26
						31

November 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
						8
						15
						22
						29
						30

December 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
						8
						15
						22
						29
						30



Event Calendar – FY2025 (cont.)

January 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	Firelight	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
						13
The Peep Show (4/13 - 4/17)				18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	Trivia	10	11
12	13	14	15	16	17	18
19	20	21	22	23	Music	25
26	27	28	29	30	31	

June 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	Riverfest (7th - 8th)	
9	10	11	12	Trivia	14	15
16	17	18	19	20	Music	22
23	24	25	26	27	28	29
30						



Proposed Budget Highlights

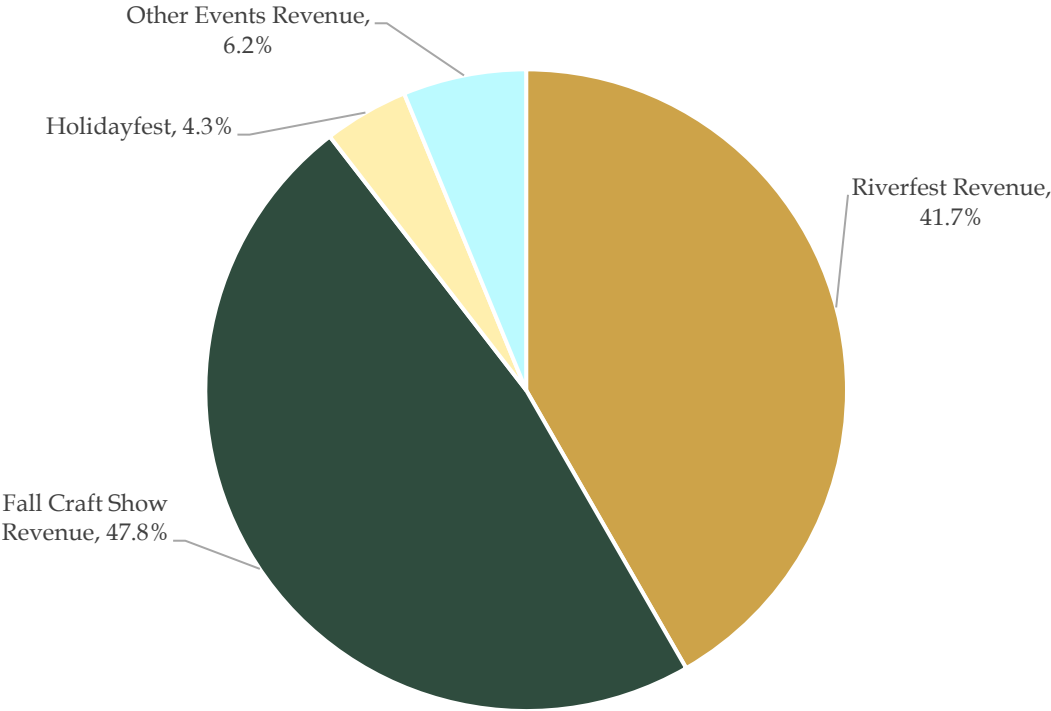
- Total Revenue increase of \$8,290 or 2.8%
- Total Expenditure increase of \$28,873 or 12.9%
- Projected FY2025 Net Revenue for CIP - \$ 56,792



Events Fund = Revenue by Event

FY2025 Proposed Revenues

Riverfest Revenue	128,775
Fall Craft Show Revenue	147,750
Holidayfest	13,200
Other Events Revenue	19,190
Total	308,915



Events Fund = Major Revenues

Revenue Category	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Sponsorships</i>	\$42,500	\$15,515	\$27,500	77.2%	-35.3%
<i>Booth Rentals</i>	\$160,375	\$94,250	\$172,875	83.4%	7.8%
<i>Shuttle Fees</i>	\$60,500	\$28,500	\$60,500	112.3%	0.0%
<i>Parking Space Sales</i>	\$8,900	\$5,250	\$10,500	100.0%	18.0%
<i>Merchandise</i>	\$3,000	\$1,778	\$3,150	77.2%	5.0%
<i>Ticket Sales</i>	\$11,000	\$14,007	\$14,200	1.4%	29.1%
Subtotal	\$286,275	\$159,300	\$288,725	81.2%	0.9%



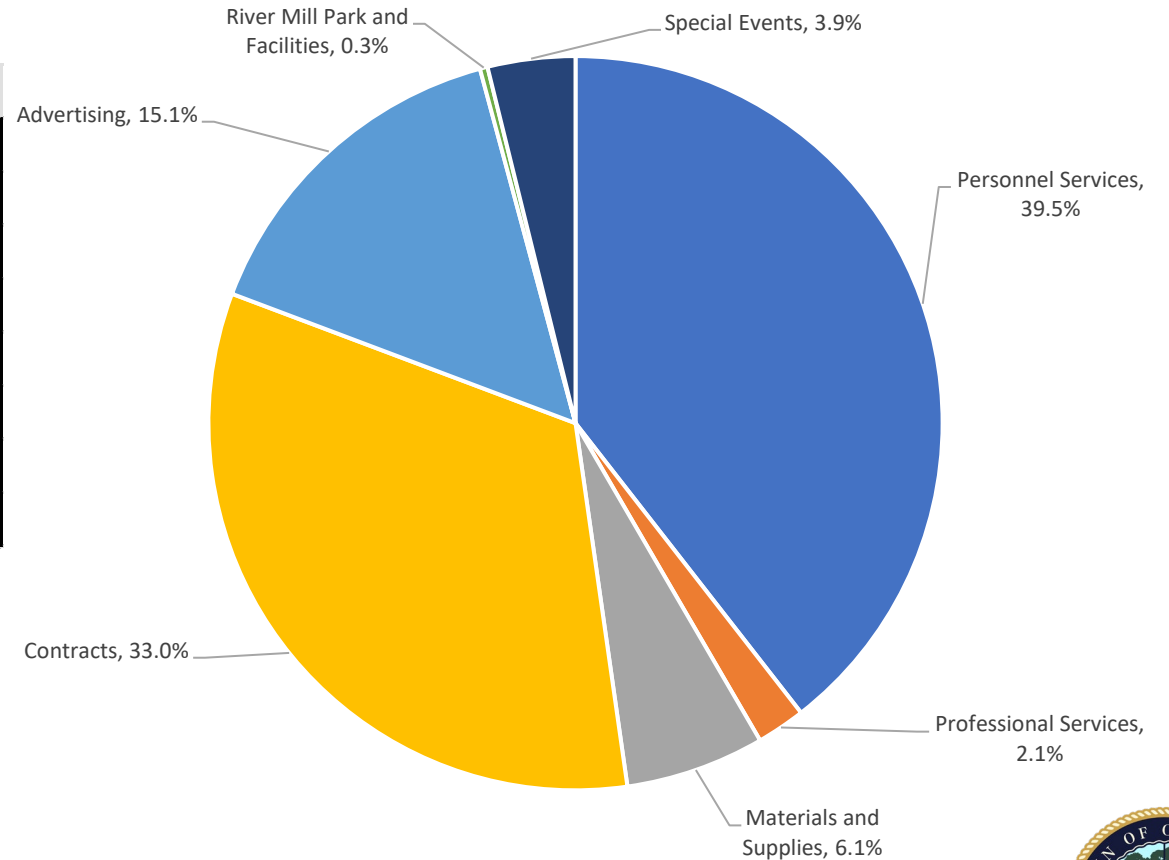
Events Fund = Minor Revenues

Revenue Category	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Bricks Program</i>	\$1,275	\$1,500	\$1,500	0.0%	17.6%
<i>Convenience Fees</i>	\$5,875	\$4,378	\$4,550	2.9%	-22.6%
<i>Events Fund Interest</i>	\$1,200	\$0	\$0	0.0%	-100.0%
<i>Other Revenue/Grant</i>	\$6,000	\$10,012	\$14,140	68.8%	135.7%
Subtotal	\$14,350	\$15,890	\$20,190	27.1%	40.7%
TOTAL REVENUES	\$300,625	\$175,190	\$308,915	76.3%	2.8%



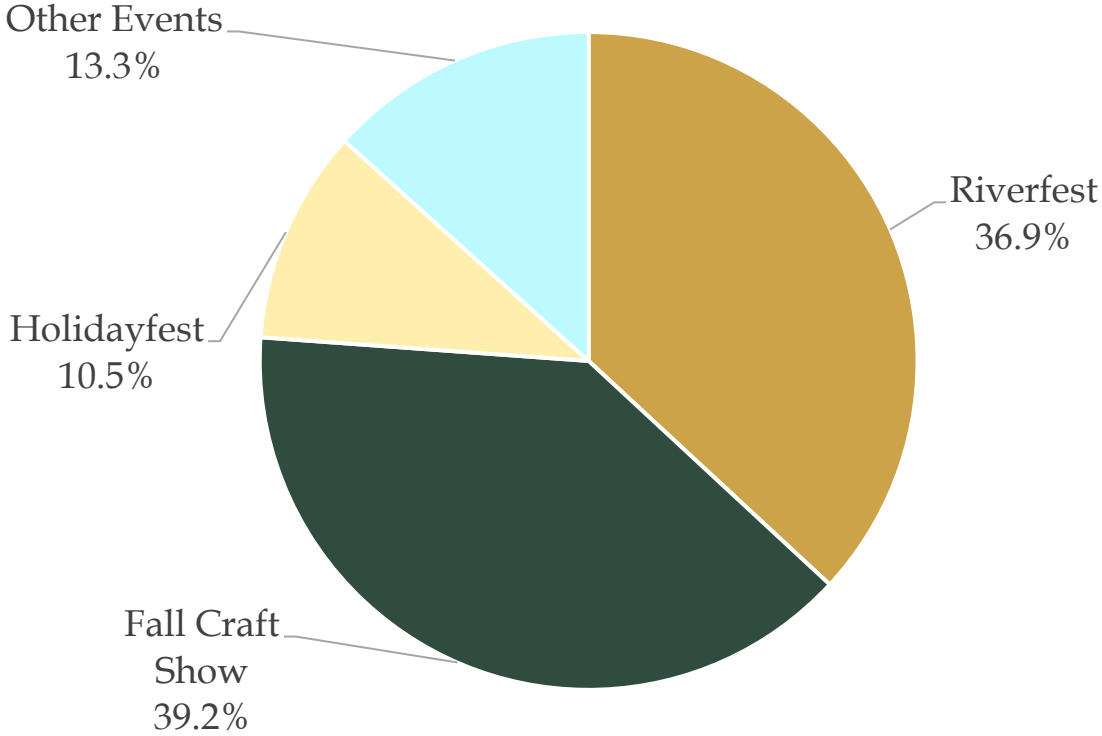
Events Fund = Expenses

FY2025 Expenses	
Personnel Services	99,493
Professional Services	5,440
Materials and Supplies	15,445
Contracts	83,175
Advertising	38,000
River Mill Park and Facilities	850
Special Events	9,720
Total	252,123



Events Fund = Expenses by Event

FY2025 Expenses	
Riverfest	93,031
Fall Craft Show	98,956
Holidayfest	26,546
Other Events	33,590
Total	252,123



Fall & Arts Craft Show

Expenses

Expense Category	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$21,099	\$27,179	\$18,475	\$34,261	85.4%	26.1%
<i>Professional Services</i>	\$4,746	\$6,800	\$7,284	\$1,250	-82.8%	-81.6%
<i>Information Tech Services</i>	\$0	\$120	\$300	\$120	-60.0%	1199900%
<i>Material and Supplies</i>	\$9,077	\$9,050	\$6,069	\$6,300	3.8%	-30.4%
<i>Contracts</i>	\$34,864	\$37,025	\$18,235	\$38,025	108.5%	2.7%
<i>Advertising</i>	\$10,048	\$12,000	\$10,604	\$19,000	79.2%	58.3%
<i>River Mill Park and Facility</i>	\$0	\$0	\$0	\$0	0.0%	0.0%
<i>Special Events</i>	\$0	\$0	\$0	\$0	0.0%	0.0%
Total Expenses	\$79,834	\$92,174	\$60,967	\$98,956	62.3%	7.4%

****Falls Craft Show was cancelled for FY24 – so change to projected is not an adequate representation.****



Riverfest & Craft Show

Expenses

Expense Category	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$21,168	\$27,235	\$24,966	\$34,261	37.2%	25.8%
<i>Professional Services</i>	\$7,455	\$9,000	\$2,000	\$2,000	0.0%	-77.8%
<i>Information Tech Services</i>	\$0	\$120	\$300	\$120	-60.0%	1199900%
<i>Material and Supplies</i>	\$8,661	\$6,850	\$5,900	\$5,850	-0.8%	-14.6%
<i>Contracts</i>	\$39,720	\$30,350	\$36,125	\$37,800	4.6%	24.5%
<i>Advertising</i>	\$7,714	\$7,000	\$13,000	\$13,000	0.0%	85.7%
<i>River Mill Park and Facility</i>	\$0	\$0	\$0	\$0	0.0%	0.0%
<i>Special Events</i>	\$0	\$0	\$0	\$0	0.0%	0.0%
Total Expenses	\$84,719	\$80,555	\$82,291	\$93,031	13.1%	15.5%



Holidayfest

Expenses

Expense Category	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$11,235	\$9,325	\$9,337	\$14,366	53.9%	54.1%
<i>Professional Services</i>	\$0	\$0	\$0	\$0	0.0%	#DIV/0!
<i>Information Tech Services</i>	\$0	\$0	\$0	\$30	0.0%	299900%
<i>Material and Supplies</i>	\$4,470	\$2,675	\$4,735	\$1,800	-62.0%	-32.7%
<i>Contracts</i>	\$0	\$0	\$13,173	\$7,350	-44.2%	#DIV/0!
<i>Advertising</i>	\$1,798	\$875	\$0	\$3,000	#DIV/0!	242.9%
<i>River Mill Park and Facility</i>	N/A	N/A	\$0	\$0	0.0%	0.0%
<i>Special Events</i>	N/A	N/A	\$0	\$0	0.0%	0.0%
Total Expenses	\$17,503	\$12,875	\$27,245	\$26,546	-2.6%	106.2%



Community Events

Expenses

Expense Category	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$11,810	\$20,736	\$18,218	\$16,605	-8.9%	-19.9%
<i>Professional Services</i>	\$1,603	\$1,800	\$1,770	\$1,800	0.0%	0.0%
<i>Information Tech Services</i>	\$1,230	\$960	\$300	\$120	0.0%	1199900%
<i>Material and Supplies</i>	\$2,324	\$2,125	\$1,481	\$1,495	0.9%	-29.6%
<i>Contracts</i>	\$108	\$0	\$409	\$0	-100.0%	0.0%
<i>Advertising</i>	\$3,610	\$5,000	\$6,890	\$3,000	-56.5%	-40.0%
<i>River Mill Park and Facility</i>	\$375	\$600	\$750	\$850	0.0%	0.0%
<i>Special Events</i>	\$16,314	\$6,425	\$9,487	\$9,720	0.0%	0.0%
Total Expenses	\$37,373	\$37,646	\$39,305	\$33,590	-14.5%	-10.8%

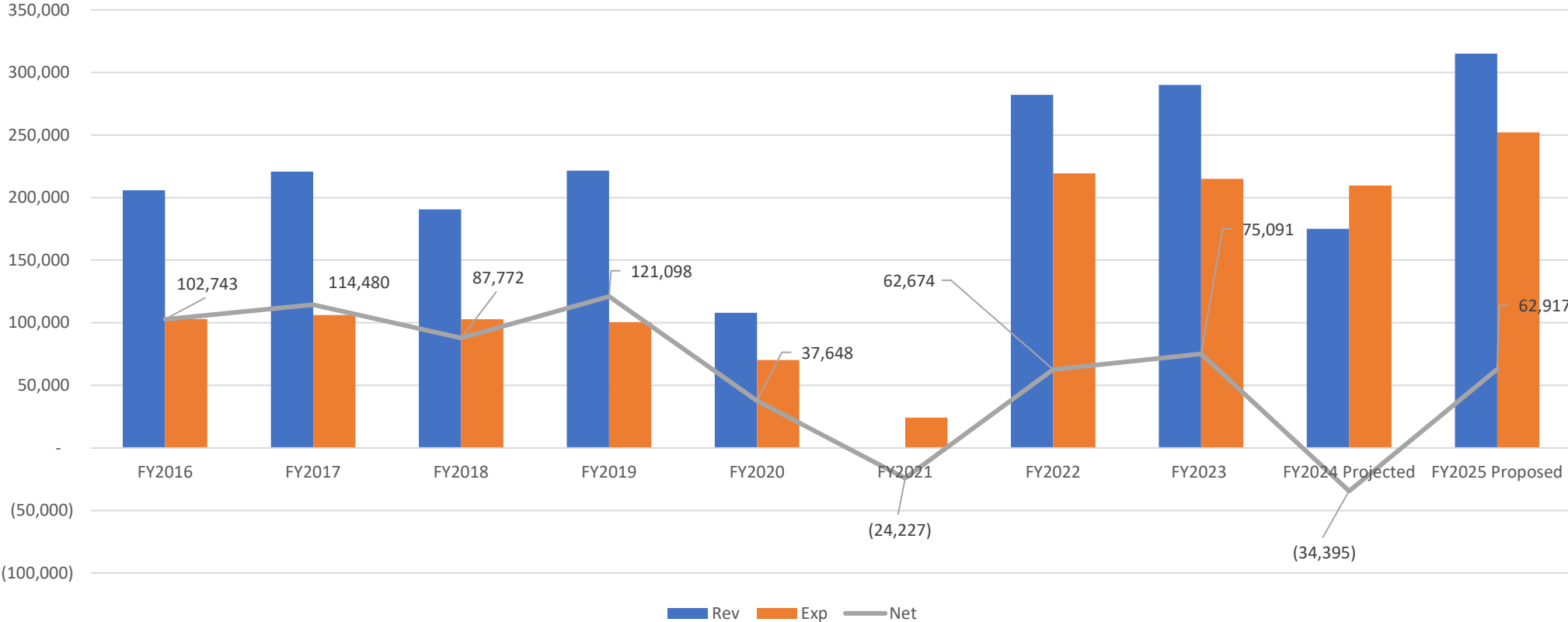


Net Revenue

Expense Category	FY2023 Actuals	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Revenues</i>	\$290,049	\$308,500	\$175,190	\$315,040	79.8%	2.1%
<i>Expenses</i>	\$214,958	\$220,575	\$209,585	\$252,123	20.3%	14.3%
Net Revenue - Fund Level	\$75,091	\$87,925	-\$34,395	\$62,917	-282.9%	-28.4%



Net Revenue - Historical



Community Amenity Events Expenses vs. Revenue

Community Amenity Events	FY2022			FY2023			FY2024 Projected		
	Revenue	Expenses	Net	Revenue	Expenses	Net	Revenue	Expenses	Net
Costume Parade	-	270	(270)	-	250	(250)	-	250	(250)
Discover Occoquan	400	1,666	(1,266)	-	210	(210)	-	-	-
Movie Night	3,602	1,786	1,816	864	1,786	(922)	N/A	N/A	-
Murder Mystery	-	-	-	-	-	-	8,566	4,528	4,038
Music on Mill	-	3,921	(3,921)	-	3,811	(3,811)	-	3,299	(3,299)
Peep Show	325	1,066	(741)	-	637	(637)	-	500	(500)
Spirits & Spirits	547	1,642	(1,095)	950	1,186	(236)	-	350	(350)
Theatre in the Park	3,677	1,597	2,080	3,138	1,535	1,603	N/A	N/A	-
Tree Lighting & Fire pits	-	425	(425)	475	505	(30)	2,700	2,092	608
Trivia Night	3,870	650	3,220	3,471	750	2,721	4,500	952	3,548
Volunteer Dinner	-	1,750	(1,750)	-	1,565	(1,565)	-	1,625	(1,625)

Expenses do not include salaries – only “other direct costs”



Questions or Direction on Events Fund

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NEXT STEPS

- Work Session #2: April 2, 2024
 - Discuss General Fund and Capital Improvement Program
 - Discuss Updates to Funds reviewed at First Work Session
 - Discuss Reserves
- Work Session #3: April 16, 2024
 - Discuss Updates to Funds reviewed at prior Work Session.
- Budget Available to Council/Public: May 3, 2024
- Public Hearing on Budget: May 7, 2024
- Public Hearing on Tax Rates: May 21, 2024
- Adoption of Budget and Tax Rates: May 21, 2024



FY2025 PROPOSED BUDGET - e-SUMMONS FUND (Restricted)

Revenue Sources	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
E-Summons Revenue	\$ 12,000	\$ 14,027	\$ 11,500	\$ 14,652	\$ 15,250	33%	\$ 3,750
Total Proposed Revenue	\$ 12,000	\$ 14,027	\$ 11,500	\$ 14,652	\$ 15,250	33%	\$ 3,750
Expenses	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
Hardware/Software Maintenance	\$ 1,750	\$ 793	\$ 4,300	\$ 4,900	\$ 5,600	30%	\$ 1,300
Operational Supplies	\$ 1,400	\$ 185	\$ 1,200	\$ 1,200	\$ 1,600	33%	\$ 400
Total Proposed Expenditures	\$ 3,150	\$ 978	\$ 5,500	\$ 6,100	\$ 7,200	31%	\$ 1,700
Total Fund Net	\$ 8,850	\$ 13,048	\$ 6,000	\$ 8,552	\$ 8,050	34%	\$ 2,050

e-Summons Fund Balance Estimate	
Fund Balance (6/30/2023)	\$ 37,354
Expense FY24	6,100
Revenue FY24	14,652
Fund Balance Estimate 6/30/2024	\$ 45,906
Expenses FY2025	7,200
Revenue FY2025	15,250
Fund Balance Estimate 6/30/2025	\$ 53,956

FY2025 PROPOSED BUDGET - MAMIE DAVIS FUND (Restricted)

	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
Fund Interest Revenue	\$ 500	\$ 256	\$ 500	\$ 252	\$ 256	1.7%	-48.8%	(244)
Total Proposed Revenue	\$ 500	\$ 256	\$ 500	\$ 252	\$ 256	1.7%	-48.8%	(244)
Capital Projects	\$ 5,000	\$ 5,250	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -
Total Proposed Expenses	\$ 5,000	\$ 5,250	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -
Total Fund Net								
	\$ (4,500)	\$ (4,994)	\$ 500	\$ 252	\$ 256	1.7%	-48.8%	\$ (244)

Fund Balance Estimate Mamie Davis Fund	
Fund Balance (6/30/2023)	\$ 6,498
Capital Expense FY24	-
Revenue FY24	252
Fund Balance Estimate 6/30/2024	\$ 6,750
Capital Expenses FY2025	-
Revenue FY25	256
Fund Balance Estimate 6/30/2024	\$ 7,006

FY2025 PROPOSED BUDGET - EVENT FUND

Account	Revenue Sources	FY2023 Actual (unaudited)	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
Event Revenues								
47010	Sponsorships	17,658	42,500	15,515	27,500	77.2%	-35.3%	(15,000)
47020	Booth Rentals	164,250	160,375	94,250	172,875	83.4%	7.8%	12,500
47030	Shuttle Fees	60,270	60,500	28,500	60,500	112.3%	0.0%	-
47040	Parking Space Sales	9,900	8,900	5,250	10,500	100.0%	18.0%	1,600
47060	Merchandise	1,070	3,000	1,778	3,150	77.2%	5.0%	150
47021	Ticket Sales	9,376	11,000	14,007	14,200	1.4%	29.1%	3,200
Other Revenues								
44040	Bricks Program	1,814	1,275	1,500	1,500	0.0%	17.6%	225
41160	Convenience Fees	5,023	5,875	4,378	4,550	3.9%	-22.6%	(1,325)
44020	Events Fund Interest	99	1,200	-	-		-100.0%	(1,200)
47000	Other Revenue	12,642	6,000	10,012	14,140	41.2%	135.7%	8,140
Total Events Fund Revenues		282,102	300,625	175,190	308,915	76.3%	2.8%	8,290
Expenses								
Account	Expenses	FY2023 Actual (unaudited)	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	65,311	84,475	70,995	99,493	40.1%	17.8%	15,018
60400	Total Professional Services	13,804	17,600	11,055	5,050	-54.3%	-71.3%	(12,550)
60800	Total Information Tech Services	1,230	1,200	900	390	-56.7%	-67.5%	(810)
61200	Total Material and Supplies	24,532	20,700	18,185	15,445	-15.1%	-25.4%	(5,255)
62000	Total Contracts	74,692	67,375	67,942	83,175	22.4%	23.5%	15,800
63200	Total Advertising	23,171	24,875	30,494	38,000	24.6%	52.8%	13,125
64000	Vehicles and Equipment	-	-	-	-			-
66800	River Mill Park and Facility	375	600	750	850	13.3%	41.7%	250
69220	Volunteer Thank You Event	1,565	1,575	1,617	1,595	-1.4%	1.3%	20
69250	River Mill Park Special Events	10,599	4,850	1,592	2,750	72.7%	-43.3%	(2,100)
69290	Other Special Events	4,150	-	6,278	5,375	-14.4%		5,375
69200	Total Special Events	16,314	6,425	9,487	9,720	2.5%	51.3%	3,295
Total Events Fund Expenses		219,428	223,250	209,808	252,123	20.2%	12.9%	28,873
Total Events Fund Net Revenue								
		62,674	77,375	(34,618)	56,792	-264.1%	-26.6%	(20,583)