



# 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

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## Occoquan Town Council

### Town Council Meeting

April 4, 2023 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Consent Agenda**
  - a. March 21, 2023 Meeting Minutes
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
  - a. Administrative Report
  - b. Town Treasurer's Report
  - c. Town Attorney
9. **Regular Business**
  - a. Request to Amend the Town Code to Change Due Dates for Real Estate Taxes and Business License Taxes and Fees
10. **Work Session Items**
  - a. FY 2024 Budget Work Session
    - i. Mamie Davis Park Fund
    - ii. eSummons Fund
    - iii. General Fund
      1. Proposed Tax Rates
    - iv. Events Fund
    - v. Capital Improvement Program Fund
  - b. Strategic Framework Discussion
11. **Closed Session**
12. **Adjournment**

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



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> April 4, 2023
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve March 21, 2023, Town Council Meeting Minutes

**Staff Recommendation:** Recommend approval as presented.

**Proposed/Suggested Motion:**

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, March 21, 2023**  
**7:00 p.m.**

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

**Absent:** None

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

**1. CALL TO ORDER**

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

**2. CONSENT AGENDA**

**a. March 7, 2023, Meeting Minutes**

The minutes of the meeting of March 7, 2023, were removed from the consent agenda to consider a modification related to the voting for the closed session.

**b. Request to Adopt PWC Solid Waste Management Plan**

**Councilmember Perkins moved approval of the Consent Agenda. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.**

**3. REGULAR BUSINESS**

**a. Request to Approve March 7, 2023 Meeting Minutes**

Councilmember Fithan requested that the minutes be changed to reflect that she did not vote on or attend the closed session since she had left earlier due to illness which was reflected in the Minutes.

**Councilmember Fithian moved approval of the minutes as amended. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.**

**b. Request to Appropriate Funds for Fiscal Year 2023 to Establish a Water Quality Testing Program with the Potomac RiverKeeper Network**

Vice Mayor Loges asked if the funds were coming from the current budget and if this is coming out of surplus funds. Mr. Linn replied that the funds are going to come from the current FY2023 budget and that it is going to be used from a projected surplus in the budget.

**Councilmember Perkins moved to adopt the attached draft ordinances as presented. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

Mayor Porta thanked Town Staff for the submission of the Community Project Funding application to

Congresswoman Spanberger's Office, as well as working over the weekend to get local letters of support from Town HOAs and Fairfax Water Authority.

#### **4. Work Session Items**

##### **a. Town Gateways Discussion**

Mr. Whitmoyer provided a presentation and briefed the Town Council on the updates and progress of the town gateway project. Town Council had several questions, suggestions, and comments to which Mr. Whitmoyer and Mr. Linn responded. Town Staff noted changes to the proposed Corporate Limits signs, a request to include hardscaping, and a request to review the current parking location signs for possible changes to make them more visible. Town Staff was further directed to provide Town Council with updated views of the softscape and hardscape of each entrance at a future Council Meeting.

##### **b. EV Charger Discussion**

Mr. Whitmoyer provided a presentation and briefed the Town Council on a grant project Town Staff had been working on involving the Mid-Atlantic Electrification Partnership (MAEP) to install EV chargers in Town. Town Council approved the idea of installing EV Chargers in Town. Staff was then directed to clarify some agreement terms and seek additional EV Charging companies for comparison and further consideration.

##### **c. Strategic Framework Discussion**

Mr. Whitmoyer provided a brief presentation to the Town Council on the status of the SLFRF Spending Plan and summary of the Town Council's last discussion relating to status of each plan.

Mr. Linn reviewed the Town Council Priorities as well as the Capital Improvement Tiers of the Strategic Framework prepared by Mayor Porta and discussed by the Town Council at the March 7<sup>th</sup> meeting.

The tier structure for the Strategic Framework included:

- Tier 1 - Priorities that are typically more complex, require a longer time frame, and are higher cost.
- Tier 2 - Priorities that are less complex, can be completed in a shorter time frame, and are generally lower in cost than Tier 1.
- Tier 3 - Continuation of priority items and those items that are deemed important but are not designated Tier 1 or Tier 2.

Mayor Porta then began a discussion regarding the purpose of the Capital Improvement Tiers as well as Operational Tiers within the Strategic Framework. Mayor Porta requested council member input on projects and/or tasks to be included into the Strategic Framework Tiers. Each Councilmember provided input.

After discussion, the Town Council directed staff to provide a summary of the Strategic Framework Tiers for both Capital Improvements and Operational Tiers for review during future Council Meetings.

##### **d. FY 2024 Budget Work Session**

Mr. Linn provided a presentation and responded to questions from the Town Council on the proposed FY2024 budget covering the Events Fund, Capital Improvements Program, and General Fund. Town Council advised that a 3<sup>rd</sup> Budget Work Session would occur on April 4, 2023. At that meeting the Town Council will determine the tax rates and budget that will be advertised for a subsequent public hearing and vote.

## 5. ADJOURNMENT

The meeting was adjourned at 9:54 p.m.

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Philip Auville, Town Clerk



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

**TOWN MANAGER**  
Adam C. Linn, J.D.

**TO:** The Honorable Mayor and Town Council

**FROM:** Adam C. Linn, Town Manager

**DATE:** March 31, 2023

**SUBJECT:** Administrative Report

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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

- **Coronavirus Updates:** As of the date of this report, Prince William County's COVID-19 community level is LOW. This is based on the revised guidance issued by CDC in February 2022 on how localities can assess COVID-19 related risk within their communities. The optional masking policy remains in place for town facilities: masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. Staff continues to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA (SLFRF) Update:** The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at [www.occoquanva.gov/american-rescue-plan-act](http://www.occoquanva.gov/american-rescue-plan-act). The Spending Plan identifies four funding groups: Infrastructure - Parks and Public Spaces; Infrastructure - Energy Efficiencies and Building Upgrades; Infrastructure - Stormwater; and Administrative. Each funding group includes a list of potential uses. Staff will bring the projects to the Town Council as they are refined for final approval and appropriation. An update and review of the Spending Plan will occur at the March 7, 2023, Town Council Meeting.
- **SLFRF Spending Plan Projects - UPDATED:**
  - **Community Flood Preparedness Fund Grant Request:** In April, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). The grant request is for \$127,353 to fund the development of a Resilient Stormwater and Flood Management and Implementation Plan. The plan will evaluate the Town's stormwater and flood resilience and ultimately result in an actionable plan that when implemented, increase the town's overall resiliency and response to the impacts of climate change within the community and region. Town staff received feedback on September 28, 2022, and supplied more information for the grant determination on October 14, 2022. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates). In January, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. Staff has received the grant

award documents and have set up a kickoff meeting to discuss the scope of work.

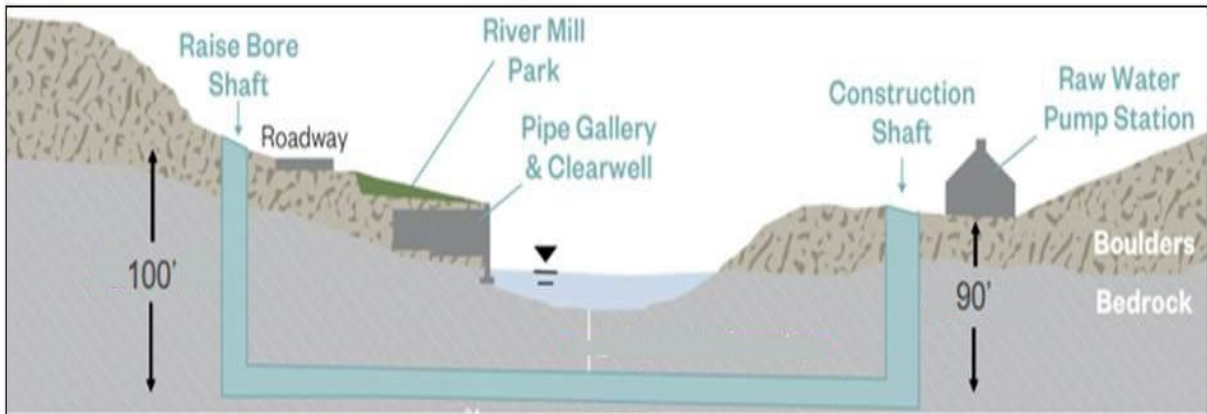
- Riverwalk Expansion Project: At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding to support the Planning Commission on its Riverwalk Visioning process. With the approval of Town Council, Town staff secured a contract with the Berkley Group. The kickoff meeting occurred on Thursday, October 27, 2022, a site tour and Riverwalk Visioning Workshop occurred on Monday, January 23<sup>rd</sup>, 2023. The Berkley Group provided a summary document to Town based off public input from the Workshop. The Group is currently drafting an existing conditions map and starting on the master plan process. A draft plan and further opportunities for public input are expected in April 2023.
- River Mill Playground and Picnic Area: Town staff is currently exploring equipment options that include soft play features with animals and nature-themed objects made out of sculpted and hardened foam. Staff will give updates as the search progresses.
- Town Signage Updates: Town staff is currently identifying and cataloging signs for repair and replacement and coordinating designs with a local vendor as they craft a signage update plan. Town staff has chosen a vendor for two welcome signs, a wayfinder at Mamie Davis Park, and an events kiosk at River Mil Park. Staff has reviewed the designs with the Architectural Review Board.
- Gaslight Conversion: As a result of the overwhelming cost of electrifying the gaslights and inconsistency in performance of solar replacement heads, staff is ordering direct gas flame heads to be installed on all gas lights in Town. Installation is expected to occur in April. Town staff is proposing to donate one of the test solar street light heads to address the light issue at West Locust Street. The new direct flames will lower maintenance costs and save staff time.
- Town Hall Energy and Ventilation Upgrades: Town staff has contracted with Window Nation to replace the windows and front door of Town Hall with more energy efficient models, such as Low E, double-paned windows, that will reduce energy consumption and increase security. Installation is expected in mid-April. Town staff is also working with a local contractor to replace the lights.
- Stormwater Improvements: On March 17<sup>th</sup> 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.
- Other Projects: Town staff is actively working on estimates for further SLFRF funded projects.
- **Development Project Updates - UPDATED:**
  - The Mill at Occoquan: The Mill at Occoquan project's site plan has been submitted and first round comments have been sent to the applicant. Approval of the floodplain study was provided by FEMA on November 4, 2022. The developer is currently starting the demolition permitting process. The Town has entered an Memorandum of Understanding with the applicant to place non-verbiage public art in front of the site to replace the old deteriorating public art banners. Signage on the property will be installed in April.
  - The Mill Street Beer Garden: The Mill Street Beer Garden project has received a revised site plan approval and the developer has initiated the bond release process. No opening date has been provided.
  - More information on both projects can be found in the Engineering Section.
- **Signage Education - UPDATED**: As part of zoning enforcement, staff has developed a handout highlighting the Town's sign ordinance, available to all businesses and property owners within the B-1 district. On December 21, 2022, Town staff sent business and property owners in the

business district notice of renewed sign enforcement starting February 2023 and asked all sign owners to review their signage and bring any noncomplying signs into compliance. As of February 1, 2023, staff has started reviewing cases and preparing violation notices. The first round of notices was sent out to non-complying sign owners in mid-March. To review your current signage and ask any questions please email [signpermits@occoquanva.gov](mailto:signpermits@occoquanva.gov). Staff will keep Town Council updated.

- **VDOT TAP Grant Project:** In early May, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff is waiting to receive start dates from the County. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **VDOT Road Paving Update:** Work concluded the week of July 31, 2022. During the week of February 6<sup>th</sup>, VDOT implemented a solution to the standing water at Mill Street and Washington Street that met with Prince William County approval. Town staff is waiting on VDOT and its contractor to resolve the remaining item of resurfacing curbs on Mill Street. Staff is still waiting for a response on the resurfacing from VDOT.
- **FY2023 Capital Projects:** Updates on FY2023 capital projects will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **Mill Street Water Issue:** Town staff reinstalled the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street inlet. Town staff is actively reviewing better temporary solutions as well as permanent solutions. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **Block the Box:** OPD is continuing its Don't Block the Box education and enforcement campaign during high traffic times at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.
- **DEQ ARPA Wastewater Funds 2022 Appropriation - UPDATED:** The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, based on comments and recommendations from DEQ, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. As part of the DEQ stormwater remediation, Town also obtained an environmental endangered animal study update for the applicable area. The first component, dredging, was completed on January 20, 2023. As of February 24, 2023, the dredging component is completed with the post-dredging bathymetric survey executed and referred to the proper authorities. Staff is now working with DEQ to fund other stormwater related projects with the remainder of the \$325,000 grant and is seeking quotes from potential contractors. Staff will provide updates as we move through this process.



- Fairfax Water Construction - UPDATED:** The boring project has begun, and the contractor has made improvements to the roadway and property to assist traffic flow. Completion of the project is expected by summer of 2024. Boring commenced outside the Fairfax Water pump station on the Fairfax side of the Occoquan River and work to prepare for rerouting of water during shut downs on the Prince William side is underway. Garney Construction has replaced pipe near the wash water site on the south side of the river and has switched over the 3 homes on Union/Tanyard Hill Rd. The contractor is expected to begin blasting on or about April 10<sup>th</sup>. Short periods (approximately 15-20 minutes) of closure of the access road to the raw water pump station, foot bridge, and River Mill Park are expected to occur during the period of blasting. The blasting is minimal, with minimal disruption to Town. Staff is working with Fairfax Water Authority's project manager to provide notice to residents and visitors. Below is a rendering of the project



- Property Maintenance Enforcement:** Town staff is working with the Prince William County Neighborhood Services Division, who handles the County's Property Maintenance Code Enforcement, on taking over the review and enforcement of the Town's property maintenance code. At the February 7<sup>th</sup> meeting, the Town Council passed a resolution requesting the County's takeover of enforcement. The Town is awaiting action by the Prince William Board of Supervisors.
- Zoning Map Amendments - UPDATED:** On February 7, 2023, Town Council held a public hearing on and approved zoning map amendments to rezone residential (R-1) properties between Commerce Street and Poplar Alley to business (B-1) uses. The Council tabled action on the properties at Myrtle Place and McKenzie Drive until the March 7<sup>th</sup> meeting. On March 7<sup>th</sup>, Town Council approved zoning map amendments to rezone the properties at Myrtle Place as R-3. A new zoning map is currently being developed for the Town website. The agenda and draft ordinances are available at: [www.occoquanva.gov/government/agendas-and-minutes/](http://www.occoquanva.gov/government/agendas-and-minutes/)
- Trowel Garden Club Project:** On February 9 2023, Town staff met with the Trowel Garden Club about landscaping projects at the corner of Commerce and Washington Streets. Town staff has accepted the club's proposal and will work with the landscaping contracting to install a new bed of flowers in mid-April.
- Mamie Davis Park Fence - NEW:** On March 27<sup>th</sup> a new wooden fence was installed at Mamie Davis Park. The new fence is 8 feet in height, doubling the height of the original fence.

## Treasurer Report - Supplemental Information

The February 2023 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies.

BPOL Tax Delinquencies		
Business Name	Years of Delinquency	Date of Last Notice/Status
GHR INVESTMENTS, LLC	1	11/23/2022

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
BANN THAI OLD TOWN	4*	01/26/2023
BABBANME LLC	6**	11/28/2022

\*Compliant with payment plan

\*\*Noncompliant. Required monthly reports not filed since Feb 2022. Paid town estimate for March - August 2022.

Town staff has started enforcement actions against delinquent meals tax accounts.

Real Estate Delinquencies*			
Property Owner	Years of Delinquency	Date of Last Notice	Notes
GRANNY'S COTTAGE INC	7	12/1/2022	
HOUGHTON RONALD W ETAL	5	12/1/2022	
INTERNATIONAL PEACE MISSION INC	1	3/24/2023	
STUVER DAVID R	1	3/24/2023	

\*Excludes penalties and interest

## Engineering

- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Multiple appeals by residents in Prince William County will delay adoption until spring 2024, assuming no additional appeals. Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Following resolution of any other comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.
- **Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/release.
- **Mill at Occoquan - no change from last report:** Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022.
- **Stormwater Management Grants - no change from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town. Grant request forwarded to Department of Conservation and Recreation (DCR) for Virginia Community Flood Preparedness Fund on April 8, 2022.
- **State Local Fiscal Recovery Funds (SLFRF)**
  - **Playground Structure in River Mill Park - no change from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.
- **FCWA River Crossing Construction - no change from last report:** Project underway.
- **Barrington Point Erosion & Sediment Control plan for retaining wall - no change from last report -** work complete and request for bond release processed and awaiting HOA to complete work and ask for final release.
- **200 Mill Street - Beer Garden - update from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed. Construction nearing completion and developer has requested bond release. Bond release being processed. Field revision submitted and approved to eliminate TruGrid, revise parking, revise landscaping.
- **127 Washington Street - landscape plan - no change from last report:** landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements. Updated plan submitted on November 28, 2022. Staff requested change to meet code required percentage of native vegetation
- **Rezoning recently approved by Town Council - update from last report:** will proceed with update of Town’s zoning and land use maps

- **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

## Zoning Administrator

A. The following is a list of **zoning reviews** from March 1 to March 27, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2023-006	312 Commerce Street	Change of use
2	TZP2023-007	107 East Locust Street	Install railing replacement
3	TZP2023-008	305 Mill Street	New business/occupancy permit
4	IAP2023-002	103 West Locust Street	Gas range replacement

B. The following is a list of **new violation letters** from March 1 to March 27, 2023:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-001	Signage	Notified via certified mail 3/22/23; Courtesy email 3/23/23
2	303 Commerce Street	OZV-2023-002	Signage	Notified via certified mail 3/22/23; Courtesy email 3/23/23

C. The following is a list of **active/previous violations** from March 1 to March 27, 2023:

	Property Address	Violation #	Violation	Town Action
1	127 Washington St.		Tree removal without permit	Letter sent on 6/10/22. On-site meeting held on 6/29 to discuss abatement and next steps. Plan to be submitted by 8/8/22. Comments sent on 8/26/22. Updated plan submitted on 11/28/22. Letter sent on 12/19/22. Follow up from Zoning Administrator on 2/28/23.

## **Building Official**

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

## **Public Safety**

### **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 roads and sidewalks in the Town of Occoquan.

### **Mission Statement**

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.

### **Current Initiatives**

Continued patrol and business coverage in town. Continued community policing and safe sidewalks. Continued speed enforcement on Route 123, Washington Street, and Union Street/Tanyard Hill Road. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety. Business check notification continued with officers leaving property check stickers on businesses checked after hours. Parking enforcement has increased with complaints of illegally parked vehicles. Level 2 Auxiliary Police Academy continues and is expected to finish in April 2023.

### **Community Relations**

Engaged in foot patrols throughout historic district and Town riverwalk. Under the new Business Property Check initiative, as of March 26<sup>th</sup>, officers made 128 businesses checks during the month. Officers spoke with business owners and residents throughout the month.

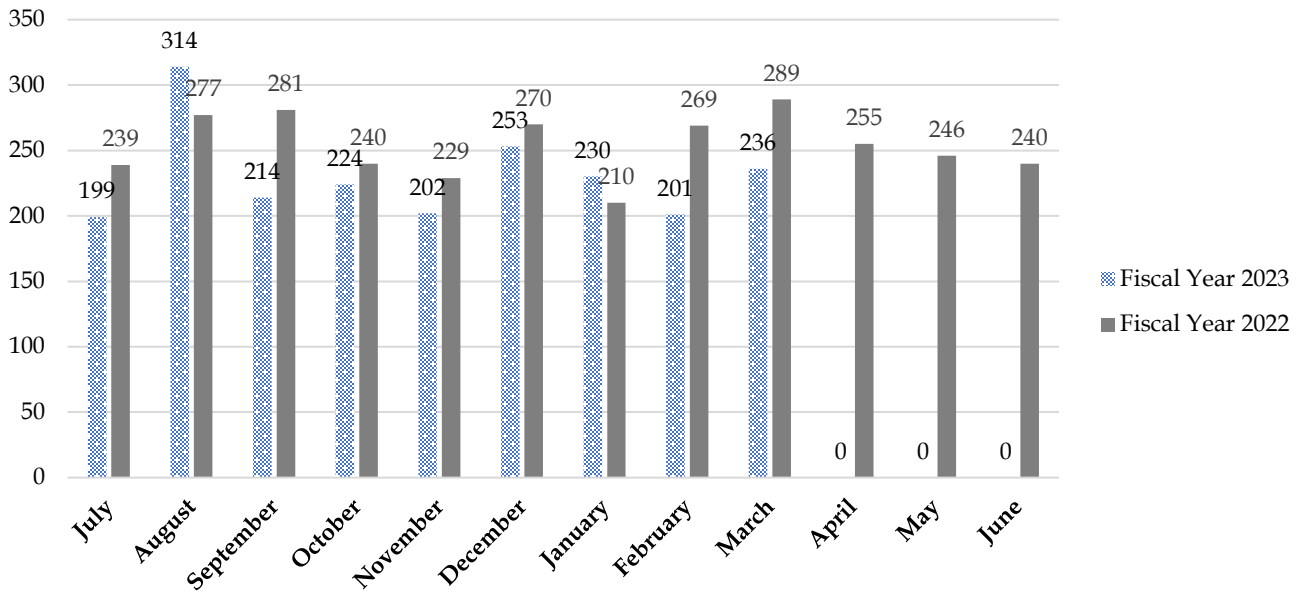
As part of a new initiative, the police department's Professional Standards Division is releasing monthly complaint reporting. For the month of March, there were no complaints received against officers.

Officers received legal update training through a mutual agreement with George Mason University Police Department.

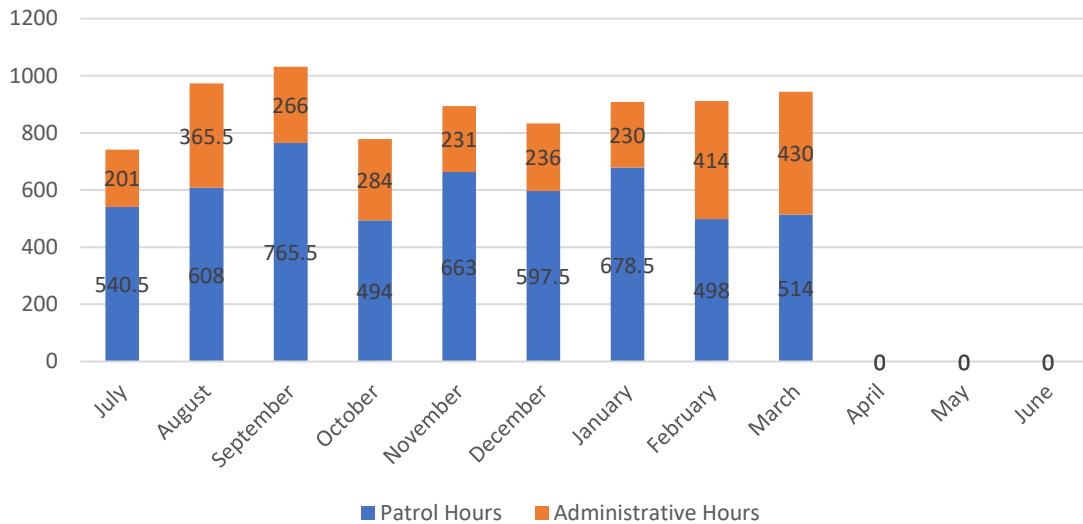
### **Patrol and Enforcement Activities**

As of March 26<sup>th</sup>, the Town Police made 128 business checks and 150 park checks. The Town Police also had 110 calls for service, with 19 suspicious person/vehicle/circumstance calls, 11 vehicle crashes, 10 disabled vehicles/motorist assist calls, 9 trespassing calls, 8 parking complaints/towing calls, 5 welfare check calls, 4 domestic in progress calls, 3 hit and run calls, 3 illegal fishing call, 3 theft calls, 2 roadway obstruction call, 2 medical/mental health calls, 1 assault & battery call, 1 lost/found property call, 1 burglary in progress call, 1 attempted suicide call, 1 traffic control call, 1 vandalism call, 1 illegal solicitation call, 1 drug complaint, multiple service/assist calls, and made 3 custodial arrests, issued 236 traffic summonses, 112 parking violations, and 31 warnings.

### Traffic Summonses FYTD (GRAPH)



### Patrol/Administrative Hours FYTD (GRAPH)

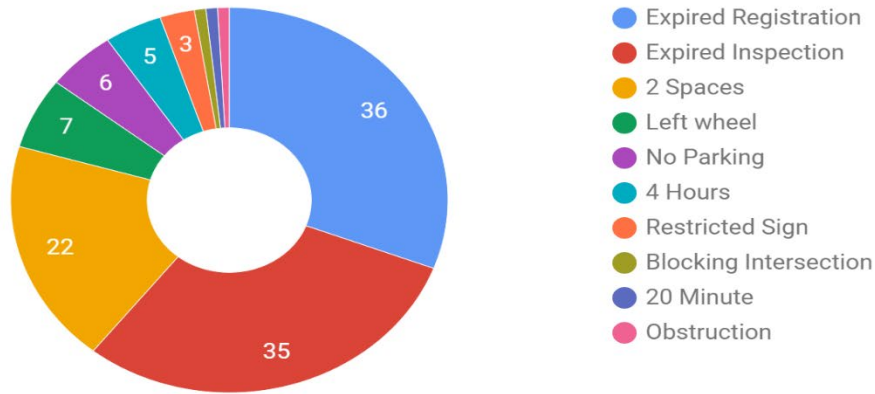


### Parking Enforcement (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	62	2
October	20	1
November	47	1

December	36	2
January	78	0
February	31	0
March	102	5

Occoquan VA - Tickets By Violation (Month To Date)



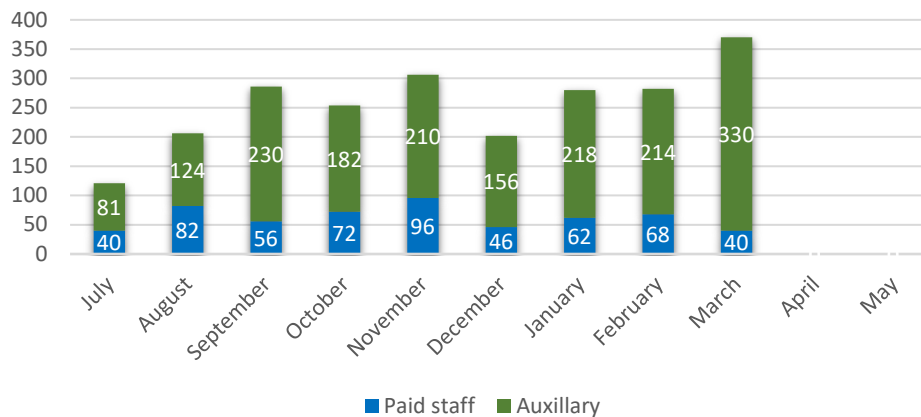
Data as of 3/27/2023, 12:00:00 AM



**Volunteer in Police Service**

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 2,307 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:

**Volunteered Hours**





## Public Works

### Routine Activities

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

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

### Maintenance Highlights (March 2023)

- Installed new fence at Mamie Davis Park
- Restriped town lot adjacent to the former Mom’s Apple Pie
- Supported preparation for Sponsorship Breakfast and Peep Week
- Assisted Barrington Pointe and Occoquan Pointe HOA’s in removing “Deaf Child” signs

### Special Maintenance Projects

Projects In-Progress: 21      Projects Completed: 17

Below is an updated list of maintenance activities with statuses updated as of March 27, 2023:

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
Create new mailboxes and keybox area for Town Hall front office	Not started		FY24
TH Window Cleaning 2023	Not started		Spring 2023
Repair Town Hall Eave	Not started		Spring 2023
Replace Town Hall Windows and Doors	In progress		April Install
Replace Town Hall upstairs lights	In progress		Coordinating with Contractor
Repair concrete steps at Town Hall	In progress		Surfacing in mid-April
Repair Town Hall Rain Barrel	Completed	03/16/2023	
Move storage container to Annex	Completed	03/20/2023	
Repair latch on Annex fence gate	Completed	03/20/2023	
<b>Craft Show and Events Support</b>			
Mark Booth Spaces	Not started		May 2023
Pull and Inventory Riverfest Banners	Not started		April 2023
Support Peep Week 2023	In progress		First week of April
Install Peep Week Banner	Completed	03/09/2023	
<b>Landscaping</b>			
Address garden area along Washington/Commerce St	In progress		April/May 2023
Cut back vegetation on River Rd	In progress		April 2023
Hardscaping RMP Bench Swing	In progress		Awaiting Eagle Scout Proposal
Hardscaping stairs at LOVE sign	In progress		April/May 2023

Project	Status	Completion Date	Notes
Install Riprap at River Mill Park	In progress		Awaiting Eagle Scout Proposal
Phlox in front of MDP	In progress		April/May 2023
Plant lirioppe along Mill St buffer in front of 402 Mill	In progress		April/May 2023
Replant flowerpots/boxes in Town ROW on Union	In progress		April/May 2023
Seed and aerate town parks	In progress		August 2023
<b>Park Maintenance</b>			
MPD Conversion	Not started		April 2023
Power wash Riverwalk and Town Dock	Not started		April/May 2023
RMP Bathroom Upgrades	Not started		Summer 2023
Add Outlets to RMP and Footbridge	In progress		April/May 2023
Mamie Davis Park Signage Update	In progress		June 2023
Reprogram RMP Door Locks	In progress		April 2023
Rewire and convert RMP lights to LED	In progress		April/May 2023
Install New Fence at MDP	Completed	3/27/2023	
Replace Locks at RMP Bathrooms	Completed	03/24/2023	
Repair Dock Fees Box at Town Dock	Completed	03/16/2023	
Repair Light Sensor in MDP	Completed	03/14/2023	
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused
May Brick Repair and Replacement	Not started		May 2023
Poplar Lot Reorganization	Not started		April 2023
Remove broken pylon from Town Dock area	Not started		April 2023
RMP Reorganization and Inventory	Not started		April 2023
Transfer box set up at Annex	Not started		Paused
Public Works Inventory	In progress		Creating log sheet and adding PW locations
Replace Mill at Occoquan Banner	In progress		Coordinating with developer

Project	Status	Completion Date	Notes
Town Gateway Updates	In progress		Revising designs with vendor
Install Gaslight Modification at Ellicott and Mill	Completed	03/08/2023	
Repair Mill at Occoquan Banner	Completed	03/22/2023	
Support Sponsorship Breakfast Setup	Completed	03/13/2023	
<b>Spring Clean Up</b>			
Clean public trash and recycling cans	Not started		April 2023
Touch up paint on gaslights	Not started		April 2023
Clean glass on gaslights	Not started		April 2023
<b>Streets, Sidewalks, and Parking</b>			
Paint flower pots at 123 Bridge lot	Not started		April 2023
Replace toppers on gaslights	Not started		April 2023
Town Hall Sidewalk Improvements	Not started		April 2023
Remove broken post on McKenzie	In progress		April 2023
Repair parking sign in Mom's lot	Completed	03/15/2023	
Repair stop sign at Washington and Poplar	Completed	03/01/2023	
Help HOA Remove Deaf Child Sign from Overlook Drive	Completed	03/23/2023	
Install No Outlet Sign on McKenzie	Completed	03/13/2023	
Remove Graffiti at 426 Mill Street Power Box	Completed	03/21/2023	
Restripe Town Poplar Lot	Completed	03/17/2023	

**Brick Installation and Maintenance Projects**

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

Location	Not Started	In Progress	Completed	Notes
Town Hall	X			April 2023 - repair bricks and restore logos and art
Minor Brick Repairs		X		Repairs and replacement ongoing; loose and missing brick repairs ongoing

## Events and Community Development

- **Community Partnership Breakfast:** The initiative on March 14, 2023 succeeded in bringing over 30 business owners from and around Occoquan to Town Hall to network. Mayor Porta outlined new strategies and opportunities available in partnership and event sponsorship. Staff is currently pursuing connections made at the event. As a result of the breakfast, staff also has met with the team at the Workhouse Arts Center and is working with their team to develop one or more events that will encompass the entire NOVA Arts & Cultural District.
- **Peep Week, April 4-8:** Visitors may stroll through historic Occoquan and vote for their favorite Peeps dioramas, made by and displayed at Occoquan businesses. For the 6<sup>th</sup> year, the community is invited to participate. Voters may enter to win \$100 in Occoquan gift cards. Community registrants may enter in one of four categories: Individual, Family/Team, Youth (ages 12-16), Kids (12 and under). Entries may be dropped off at Town Hall by April 3, 2023. Visitors will vote on these and the business-made dioramas throughout Peep Week, April 4-8. More information, including rules and registration for the community entries can be found at [visitoccoquanva.com/peeps](http://visitoccoquanva.com/peeps)
- **FOTO Clean Up:** This spring's Friends of the Occoquan River Clean Up is April 15 from 9 am to 12 noon. Volunteers will meet at Town Hall to collect supplies.
- **Visit Occoquan:** Town staff is working with current leadership of the Occoquan Business Partners to develop Visit Occoquan into a non-profit, Virginia Mainstreet affiliate to focus on tourism and economic development in the town. Planning for the non-profit is underway with a goal to be functional by the beginning of FY24.
- **RiverFest 2023:** Planning continues for an enhanced festival event on June 3 and 4, 2023. Initial plans include 200+ artist and creator booths; new food options; Conservation Alley with many conservancy focused vendors, our Junior Passport program and other family-friendly nature programs; a beer garden and concerts in River Mill Park; and the Whatever Floats Your Boat Parade on the river on Sunday. Other initiatives will depend on external funding or in-kind sponsorships.

**Town of Occoquan - Permit Report  
Mar-23**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00706	1521 COLONIAL DR	Replace Gas Furnace LIKE FOR LIKE	Gas	Pending	C - Alteration/Repair		
ELE2022-02941	1541 COLONIAL DR	//GDB REPLACE THE EXISTING 400 AMP MAIN BREAKER METER SECTION WITH 16 INDIVIDUAL METERS IN THE ELECTRICAL ROOM OF BUILDING (LIKE FOR LIKE)	Electrical	Issued	C - Alteration/Repair	02/24/2022	
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	
BLD2021-07195	459 FORTRESS WAY	Installation of a new timber retaining wall with 6 x 6 pressure treated lumber. Inclusive of backfill and compact excavated areas with finished grade sloped and the installation of a new foundation drainage system and new clean stone.	Building	Issued	C - Retaining Wall	11/05/2021	
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout		
BLD2022-03797	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN (KITCHEN & BATHROOM BUILDING) IN THE TOWN OF OCCOQUAN. □ OUTDOOR SEATING AREA PERMIT - BLD2022-06756	Building	Issued	C - Tenant Layout	05/05/2022	
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Finaled	C - Tenant Layout	10/10/2022	03/27/2023
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanica I	Finaled	C - Tenant Layout	09/28/2022	03/13/2023
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanica I	Finaled	C - Tenant Layout	01/24/2023	03/16/2023
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Finaled	C - Tenant Layout	05/13/2022	03/13/2023
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Issued	C - Alteration/Repair	03/24/2023	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2023-02366	402 MILL ST	***TOWN OF OCCOQUAN*** INTERIOR A/R - STRUCTURAL WORKS	Building	Pending	C - Alteration/Repair		
ELE2022-06383	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Electrical	Pending	C - Tenant Layout		
GAS2022-02325	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Gas	Pending	C - Tenant Layout		
MEC2022-02843	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Mechanica l	Pending	C - Tenant Layout		
PLB2022-02785	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Plumbing	Pending	C - Tenant Layout		
PLB2023-01144	404 MILL ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	11/30/2022	
BLD2022-01583	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Building	Issued	C - Tenant Layout	03/01/2022	
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanica l	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2023-03992	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Building	Issued	R - Swimming Pool	01/31/2023	
ELE2023-04139	103 POPLAR LN	Electric for inground pool and spa	Electrical	Issued	R - Swimming Pool	02/01/2023	
BLD2022-00079	109 POPLAR LN	}}SIP CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022	
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Issued	R - New Single Family Dwelling	12/16/2022	
BLD2023-04584	100 WASHINGTON ST	NON-STRUCTURAL MASTER BEDROOM RENOVATION	Building	Issued	R - Alteration/Repair	02/16/2023	
PLB2023-01827	100 WASHINGTON ST	NON-STRUCTURAL MASTER BEDROOM RENOVATION	Plumbing	Issued	R - Alteration/Repair	02/20/2023	



Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022	
ELE2023-02064	186 WASHINGTON ST	INSTALL (1) NEW 240V 50 AMP CIRCUIT FOR CAR CHARGER	Electrical	Pending	R - Alteration/Repair		
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Issued	C - Tenant Layout	06/17/2022	
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Issued	C - Tenant Layout	11/28/2022	
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanica l	Issued	C - Tenant Layout	11/28/2022	
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Issued	C - Tenant Layout	12/30/2022	
BLD2023-03670	90 WASHINGTON ST	DECK-10 X 22 NO STEPS. & 6'8" X 6' DOOR CUT-IN	Building	Finaled	R - Addition	01/06/2023	02/21/2023
ELE2023-04121	90 WASHINGTON ST	DECK-10 X 22 NO STEPS. & 6'8" X 6' DOOR CUT-IN	Electrical	Finaled	R - Addition	01/31/2023	02/21/2023
MEC2023-01487	90 WASHINGTON ST	DECK-10 X 22 NO STEPS. & 6'8" X 6' DOOR CUT-IN Relocate flue piping (P.V.C.) for new deck...	Mechanica l	Finaled	R - Addition	01/27/2023	02/21/2023
BLD2023-03631	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Building	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Pending	R - Alteration/Repair		

Development Project

END OF REPORT

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 2/28/2023**

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 2/28/2023
<b>Nonspendable:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000		\$ 100,000
<b>Prepaid Items</b>	\$ -	\$ -	\$ -
<b>Restricted:</b>			
<b>E-Summons Fund</b>	\$ 24,059	\$ 7,394	\$ 31,452
<b>Assigned:</b>			
<b>Operating Reserves</b>	\$ 187,861	\$ 12,139	\$ 200,000
<b>Events Fund</b>	\$ 25,000	\$ 79,178	\$ 104,178
<b>CIP Fund</b>	\$ 101,000	\$ (101,000)	\$ -
<b>Public Safety Grant Fund</b>	\$ 14,283	\$ 11,907	\$ 26,191
<b>Mamie Davis Park Fund</b>	\$ 11,492	\$ 130	\$ 11,622
<b>PEG Fund</b>	\$ 1,776	\$ -	\$ 1,776
<b>Subtotal Assigned:</b>	\$ 341,412	\$ 2,354	\$ 343,766
<b>Unassigned:</b>	\$ -	\$ (98,819)	\$ (98,819)
<b>Total Fund Balance:</b>	<b>\$ 465,470</b>	<b>\$ (89,071)</b>	<b>\$ 376,399</b>

**Additional Information:**

<b>SLFRF Balance:</b>	\$ 949,561	\$ (224,600)	\$ 724,961
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The Town of Occoquan  
Profit & Loss Budget Performance  
July 2022 through February 2023

	Jul '22 - Feb 23	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · TAXES</b>				
40010 · Real Estate	\$ 275,126	\$ 275,492	\$ (366)	100%
40020 · Meals Tax	\$ 176,891	\$ 282,499	\$ (105,608)	63%
40030 · Sales Tax	\$ 27,677	\$ 36,000	\$ (8,323)	77%
40040 · Utility Tax	\$ 22,040	\$ 30,000	\$ (7,960)	73%
40050 · Communications Tax	\$ 21,484	\$ 33,000	\$ (11,516)	65%
40060 · Transient Occupancy Tax	\$ 20,199	\$ 14,500	\$ 5,699	139%
<b>Total 40000 · TAXES</b>	<b>\$ 543,423</b>	<b>\$ 671,491</b>	<b>\$ (128,068)</b>	<b>81%</b>
<b>41000 · FEES/LICENSES</b>				
41010 · Vehicle License	\$ 9,838	\$ 11,000	\$ (1,163)	89%
41020 · Business Licenses	\$ 1,976	\$ 68,800	\$ (66,824)	3%
41030 · Late Fees	\$ 1,386	\$ 2,500	\$ (1,114)	55%
41040 · FINES (PUBLIC SAFETY)	\$ 211,869	\$ 345,000	\$ (133,131)	61%
41100 · Administrative Fees	\$ 4,035	\$ 10,000	\$ (5,965)	40%
41120 · Service Revenue - Eng	\$ 9,856	\$ 10,000	\$ (144)	99%
41130 · Service Revenue - Legal	\$ -	\$ 10,000	\$ (10,000)	0%
41140 · Service Revenue - Other	\$ -	\$ 500	\$ (500)	0%
41000 · FEES/LICENSES - Other	\$ -	\$ 1,500	\$ (1,500)	0%
<b>Total 41000 · FEES/LICENSES</b>	<b>\$ 239,739</b>	<b>\$ 459,300</b>	<b>\$ (219,561)</b>	<b>52%</b>
<b>42000 · GRANTS</b>				
42010 · LITTER	\$ 3,025	\$ 1,329	\$ 1,696	228%
42020 · HB 599	\$ 13,020	\$ 35,688	\$ (22,668)	36%
42021 · NHSTA (DMV)				
<b>Total 42021 · NHSTA (DMV)</b>	<b>\$ 7,246</b>	<b>\$ 15,000</b>	<b>\$ (7,754)</b>	<b>48%</b>
42030 · SLFRF	\$ 30,226	\$ 30,225	\$ 1	100%
<b>Total 42000 · GRANTS</b>	<b>\$ 53,517</b>	<b>\$ 82,242</b>	<b>\$ (28,725)</b>	<b>65%</b>
<b>43000 · RENTALS</b>				
43020 · River Mill Park	\$ 500	\$ 3,000	\$ (2,500)	17%
43030 · Mamie Davis Park Rental	\$ 550	\$ 2,000	\$ (1,450)	28%
43040 · 200 Mill Street Lease	\$ -	\$ 7,613	\$ (7,613)	0%
<b>Total 43000 · RENTALS</b>	<b>\$ 1,050</b>	<b>\$ 12,613</b>	<b>\$ (11,563)</b>	<b>8%</b>
<b>44000 · OTHER</b>				
44010 · General Fund Interest	\$ 19,561	\$ 900	\$ 18,661	2173%
44060 · Other	\$ 76	\$ 1,000	\$ (924)	8%
<b>Total 44000 · OTHER</b>	<b>\$ 19,637</b>	<b>\$ 1,900</b>	<b>\$ 17,737</b>	<b>1034%</b>
<b>Total Income</b>	<b>\$ 857,366</b>	<b>\$ 1,227,546</b>	<b>\$ (370,180)</b>	<b>70%</b>
<b>Gross Profit</b>	<b>\$ 857,366</b>	<b>\$ 1,227,546</b>	<b>\$ (370,180)</b>	<b>70%</b>
<b>Expense</b>				
<b>Total 60000 · PERSONNEL SERVICES</b>	<b>\$ 433,429</b>	<b>\$ 708,934</b>	<b>\$ (275,504)</b>	<b>61%</b>
<b>Total 60400 · PROFESSIONAL SERVICES</b>	<b>\$ 92,328</b>	<b>\$ 169,321</b>	<b>\$ (76,993)</b>	<b>55%</b>
<b>Total 60800 · INFORMATION TECH SERV</b>	<b>\$ 20,912</b>	<b>\$ 31,100</b>	<b>\$ (10,189)</b>	<b>67%</b>
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	<b>\$ 22,115</b>	<b>\$ 27,230</b>	<b>\$ (5,115)</b>	<b>81%</b>
<b>Total 61600 · OPERATIONAL SERVICES</b>	<b>\$ 6,598</b>	<b>\$ 9,000</b>	<b>\$ (2,402)</b>	<b>73%</b>
<b>Total 62000 · CONTRACTS</b>	<b>\$ 66,744</b>	<b>\$ 112,382</b>	<b>\$ (45,638)</b>	<b>59%</b>
<b>Total 62400 · INSURANCE</b>	<b>\$ 28,631</b>	<b>\$ 33,690</b>	<b>\$ (5,059)</b>	<b>85%</b>
<b>Total 62800 · PUBLIC INFORMATION</b>	<b>\$ 2,042</b>	<b>\$ 5,020</b>	<b>\$ (2,978)</b>	<b>41%</b>
<b>Total 63200 · ADVERTISING</b>	<b>\$ 2,713</b>	<b>\$ 2,000</b>	<b>\$ 713</b>	<b>136%</b>
<b>Total 63600 · TRAINING AND TRAVEL</b>	<b>\$ 9,299</b>	<b>\$ 18,210</b>	<b>\$ (8,911)</b>	<b>51%</b>
<b>Total 64000 · VEHICLES AND EQUIPMENT</b>	<b>\$ 28,628</b>	<b>\$ 27,210</b>	<b>\$ 1,418</b>	<b>105%</b>

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

	Jul '22 - Feb 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 64400 · SEASONAL	\$ 8,002	\$ 10,500	\$ (2,498)	76%
<b>64700 · FACILITIES EXPENSE</b>				
Total 64800 · TOWN HALL	\$ 7,972	\$ 11,890	\$ (3,918)	67%
Total 65200 · MILL HOUSE MUSEUM	\$ 300	\$ 6,500	\$ (6,200)	5%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 2,306	\$ 5,910	\$ (3,604)	39%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 10,574	\$ 16,200	\$ (5,626)	65%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 1,168	\$ 3,600	\$ (2,432)	32%
Total 67600 · TANYARD HILL ROAD PARK	\$ -	\$ 250	\$ (250)	0%
Total 68000 · FURNACE BRANCH PARK	\$ -	\$ 250	\$ (250)	0%
Total 68400* · STREETS AND SIDEWALKS	\$ 2,727	\$ 3,000	\$ (273)	91%
Total 68800 · HISTORIC DISTRICT	\$ 12,579	\$ 24,600	\$ (12,021)	51%
<b>Total 64700 · FACILITIES EXPENSE</b>	<b>\$ 37,625</b>	<b>\$ 72,950</b>	<b>\$ (35,325)</b>	<b>52%</b>
<b>Total Expense</b>	<b>\$ 759,065</b>	<b>\$ 1,227,546</b>	<b>\$ (468,481)</b>	<b>62%</b>
<b>Net Ordinary Income</b>	<b>\$ 98,301</b>	<b>\$ (0)</b>	<b>\$ 98,301</b>	
<b>Net Income</b>	<b>\$ 98,301</b>	<b>\$ (0)</b>	<b>\$ 98,301</b>	

**CIP FUND**

<b>Ordinary Income/Expense</b>				
<b>Income</b>				
42000 · GRANTS				
42030 · SLFRF	194,374.15	467,954.00	-273,579.85	42%
42000 · GRANTS - Other	0.00	463,750.00	-463,750.00	0%
<b>Total 42000 · GRANTS</b>	<b>194,374.15</b>	<b>931,704.00</b>	<b>-737,329.85</b>	<b>21%</b>
<b>Total Income</b>	<b>194,374.15</b>	<b>931,704.00</b>	<b>-737,329.85</b>	<b>21%</b>
<b>Gross Profit</b>	<b>194,374.15</b>	<b>931,704.00</b>	<b>-737,329.85</b>	<b>21%</b>
<b>Net Ordinary Income</b>	<b>194,374.15</b>	<b>931,704.00</b>	<b>-737,329.85</b>	<b>21%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
70000 · CIP EXPENSE				
70001 · Streetscape	0.00	50,000.00	-50,000.00	0%
70003 · Street Improvements	738.20	0.00		
70004 · Sidewalk Improvements	164,532.00	175,000.00	-10,468.00	94%
70005 · Building Improvements	45,867.97	99,500.00	-53,632.03	46%
70006 · Stormwater Management	240,567.25	495,000.00	-254,432.75	49%
70012 · Street Lights	788.86	75,000.00	-74,211.14	1%
70013 · Parking Management Plan	0.00	2,000.00	-2,000.00	0%
70014 · Timed Parking Equipment	5,500.00	5,500.00	0.00	100%
72006 · Riverwalk Improvements	9,748.55	49,704.00	-39,955.45	20%
72008 · River Mill Park Improvements	225.00	50,000.00	-49,775.00	0%
74001 · Vehicles & Equipment	0.00	16,000.00	-16,000.00	0%
76001 · Computer Upgrades	0.00	5,000.00	-5,000.00	0%
76003 · Process Improvements	479.74	10,000.00	-9,520.26	5%
<b>Total 70000 · CIP EXPENSE</b>	<b>468,447.57</b>	<b>1,032,704.00</b>	<b>-564,256.43</b>	<b>45%</b>
<b>Total Other Expense</b>	<b>468,447.57</b>	<b>1,032,704.00</b>	<b>-564,256.43</b>	<b>45%</b>
<b>Net Other Income</b>	<b>-468,447.57</b>	<b>-1,032,704.00</b>	<b>564,256.43</b>	<b>45%</b>
<b>Net Income</b>	<b>-274,073.42</b>	<b>-101,000.00</b>	<b>-173,073.42</b>	<b>271%</b>

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

	Jul '22 - Feb 23	Annual Budget	Over/(Under) Budget	% of Budget
<b>E-Summons Fund</b>				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	8,372.39	12,000.00	-3,627.61	70%
Total 41040 · FINES (PUBLIC SAFETY)	8,372.39	12,000.00	-3,627.61	70%
Total 41000 · FEES/LICENSES	8,372.39	12,000.00	-3,627.61	70%
Total Income	8,372.39	12,000.00	-3,627.61	70%
Gross Profit	8,372.39	12,000.00	-3,627.61	70%
Expense				
60800 · INFORMATION TECH SERV				
60860 · Hardware/Software & Maintenance	793.80	1,750.00	-956.20	45%
Total 60800 · INFORMATION TECH SERV	793.80	1,750.00	-956.20	45%
61200 · MATERIALS AND SUPPLIES				
61220 · Operational supplies	185.06	1,400.00	-1,214.94	13%
Total 61200 · MATERIALS AND SUPPLIES	185.06	1,400.00	-1,214.94	13%
Total Expense	978.86	3,150.00	-2,171.14	31%
Net Ordinary Income	7,393.53	8,850.00	-1,456.47	84%
Net Income	7,393.53	8,850.00	-1,456.47	84%

<b>EVENTS FUND</b>				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	2,596.59	5,500.00	-2,903.41	47%
Total 41000 · FEES/LICENSES	2,596.59	5,500.00	-2,903.41	47%
42000 · GRANTS	10,000.00	10,000.00	0.00	100%
44000 · OTHER				
44020 · Events Fund Interest	88.30	1,200.00	-1,111.70	7%
44035 · Bricks Interest	28.79			
44040 · Bricks Revenue	724.36	1,800.00	-1,075.64	40%
Total 44000 · OTHER	841.45	3,000.00	-2,158.55	28%
47000 · EVENTS REVENUE				
47010 · Sponsorships	8,331.33	13,000.00	-4,668.67	64%
47020 · Booth Rentals	135,970.02	138,195.00	-2,224.98	98%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	6,260.51	11,100.00	-4,839.49	56%
47030 · Shuttle Fees	32,255.85	66,600.00	-34,344.15	48%
47040 · Parking Space Sales	9,600.00	7,725.00	1,875.00	124%
47060 · Merchandise	600.00	1,750.00	-1,150.00	34%
47100 · Cost Share Reimbursement	1,300.50			
Total 47000 · EVENTS REVENUE	194,318.21	238,370.00	-44,051.79	82%
Total Income	207,756.25	256,870.00	-49,113.75	81%
Gross Profit	207,756.25	256,870.00	-49,113.75	81%
Expense				
Total 60000 · PERSONNEL SERVICES	40,365.82	71,547.60	-31,181.78	56%
Total 60400 · PROFESSIONAL SERVICES	8,598.34	10,000.00	-1,401.66	86%
Total 60800 · INFORMATION TECH SERV	633.55			
Total 61200 · MATERIALS AND SUPPLIES	11,008.17	9,400.00	1,608.17	117%

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

	Jul '22 - Feb 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 61600 · OPERATIONAL SERVICES	12.65			
Total 62000 · CONTRACTS	34,864.01	64,875.00	-30,010.99	54%
Total 63200 · ADVERTISING	14,799.75	25,500.00	-10,700.25	58%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	205.49	650.00	-444.51	32%
Total 64700 · FACILITIES EXPENSE	205.49	650.00	-444.51	32%
69200 · SPECIAL EVENTS				
69210 · HolidayFest	4,470.24	2,750.00	1,720.24	163%
69220 · Volunteer TY / Town Party	1,564.74	2,500.00	-935.26	63%
69250 · River Mill Park Events	8,477.26	6,425.00	2,052.26	132%
69290 · Other Special Events	3,578.37	2,575.00	1,003.37	139%
Total 69200 · SPECIAL EVENTS	18,090.61	14,250.00	3,840.61	127%
Total Expense	128,578.39	196,222.60	-67,644.21	66%
Net Ordinary Income	79,177.86	60,647.40	18,530.46	131%
Net Income	79,177.86	60,647.40	18,530.46	131%

MAMIE DAVIS PARK

Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	130.11	500.00	-369.89	26%
Total 44000 · OTHER	130.11	500.00	-369.89	26%
Total Income	130.11	500.00	-369.89	26%
Gross Profit	130.11	500.00	-369.89	26%
Net Ordinary Income	130.11	500.00	-369.89	26%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	0.00	5,000.00	-5,000.00	0%
Total 70000 · CIP EXPENSE	0.00	5,000.00	-5,000.00	0%
Total Other Expense	0.00	5,000.00	-5,000.00	0%
Net Other Income	0.00	-5,000.00	5,000.00	0%
Net Income	130.11	-4,500.00	4,630.11	-3%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (89,071)	\$ (36,003)	\$ (53,069)	247%


The Town of Occoquan  
Balance Sheet Prev Year Comparison  
As of February 28, 2023

	Feb 28, 23	Feb 28, 22	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 100	\$ 100	\$ -
10022 · Checking Account 0058	\$ 172,339	\$ 191,978	\$ (19,639)
10024 · Money Market 4220	\$ 200,688	\$ 200,083	\$ 605
10029 · Checking Account 3126	\$ 45,429	\$ 77,712	\$ (32,283)
10033 · Events Fund - Paypal	\$ 5,255	\$ 11,335	\$ (6,080)
10034 · VIP - Investment Pool	\$ 583,824	\$ 475,220	\$ 108,604
10082 · Mamie Davis Savings 4201	\$ 7,236	\$ 6,979	\$ 257
10083 · Mamie Davis CD	\$ 100,000	\$ 100,000	\$ -
10091 · Bricks - PayPal	\$ 656	\$ 751	\$ (95)
10094 · Money Market 5997	\$ 35,617	\$ 15,557	\$ 20,059
10095 · Bricks MM 2125	\$ 12,331	\$ 11,300	\$ 1,031
Total Checking/Savings	\$ 1,163,476	\$ 1,091,017	\$ 72,459
Accounts Receivable			
10180 · Accounts Receivable	\$ 68,945	\$ 125,169	\$ (56,224)
Total Accounts Receivable	\$ 68,945	\$ 125,169	\$ (56,224)
Other Current Assets			
14990 · Undeposited Funds	\$ 820	\$ 17,727	\$ (16,907)
Total Other Current Assets	\$ 820	\$ 17,727	\$ (16,907)
Total Current Assets	\$ 1,233,241	\$ 1,233,913	\$ (672)
<b>TOTAL ASSETS</b>	<b>\$ 1,233,241</b>	<b>\$ 1,233,913</b>	<b>\$ (672)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 81,306	\$ 41,424	\$ 39,881
Total Accounts Payable	\$ 81,306	\$ 41,424	\$ 39,881
Credit Cards			
22000 · Credit Cards	\$ 4,188	\$ 5,092	\$ (903)
Total Credit Cards	\$ 4,188	\$ 5,092	\$ (903)
Other Current Liabilities			
20935 · Performance Bond	\$ 35,989	\$ 4,368	\$ 31,621
20940 · Unearned Craft Show Rev	\$ 8,525	\$ -	\$ 8,525
20960 · Unearned Other Revenue			
20970 · Rental	\$ 1,200	\$ 1,300	\$ (100)
20973 · Unearned SLFRF Revenue	\$ 724,961	\$ 474,780	\$ 250,180
Total 20960 · Unearned Other Revenue	\$ 726,161	\$ 476,080	\$ 250,080
20980 · Unearned R.E. Tax	\$ 771	\$ 8,760	\$ (7,989)
21200 · Payroll Liabilities	\$ (97)	\$ 5	\$ (102)
Total Other Current Liabilities	\$ 771,348	\$ 489,213	\$ 282,135
Total Current Liabilities	\$ 856,842	\$ 535,729	\$ 321,113
Total Liabilities	\$ 856,842	\$ 535,729	\$ 321,113
Equity	\$ 376,399	\$ 698,184	\$ (321,785)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,233,241</b>	<b>\$ 1,233,913</b>	<b>\$ (672)</b>

# Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney 

Re: April 2023 Town Attorney Report

Date: March 30, 2023

## **NOT CONFIDENTIAL**

This is a report on non-confidential matters that my office has been working on for the Town since my previous report dated March 3, 2023:

1. Advised staff with regard to Mill at Occoquan development process.
2. Approved a contract for elevator/lift inspection.
3. Worked with the Town Manager to update the budget and tax rate adoption calendar.
4. Advised as to possible location of Electric Vehicle charging stations.
5. Reviewed and revised Notices of Violations for sign code violations.
6. Advised staff with regard to the impact of *Berry v. Board of Supervisors*, the Virginia Supreme Court case that struck down the Fairfax zoning code due to a FOIA violation.
7. Reviewed and approved a Memorandum of Understanding for public art on Mill St.
8. Reviewed and revised a draft ordinance to change the due date for local taxes.





**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> April 4, 2023
<b>9 A: Request to Amend the Town Code to Change Payment Due Dates for Real Estate Taxes and Business License Taxes and Fees</b>	

**Attachments:** a. Draft Ordinance

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to adopt an ordinance to amend § 35.001 and § 111.04 of the Town Code relating to the payment due dates of (1) real estate tax, and (2) business license taxes and fees, respectively. The ordinance seeks to change the payment due date of real estate taxes from February 15<sup>th</sup> to December 5<sup>th</sup> of each year. This change would make the Town real estate taxes due at the same time as the second County real estate payment. The ordinance also seeks to change the payment due date of business license taxes and fee from May 31<sup>st</sup> to March 1<sup>st</sup> each year. This change would make the business license taxes and fees due at the same time as the business license application.

**Staff Recommendation** Recommend approval.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

“I move to recommend approval of the attached draft ordinances as presented.”

OR

“I move to recommend approval of the attached draft ordinances with the following changes:\_\_\_\_\_.”

OR

“I move to recommend disapproval of the attached draft ordinances because \_\_\_\_\_.”

OR

Other action the Town Council deems appropriate.

## ORDINANCE # O-2023-05

### AN ORDINANCE TO AMEND THE TOWN CODE BY AMENDING TOWN CODE §§ 35.001 AND 111.04 TO CHANGE DUE DATES FOR REAL ESTATE TAXES AND BUSINESS LICENSE TAXES AND FEES

**WHEREAS**, the Town is authorized to levy taxes and set due dates for such taxes pursuant to Virginia Code § §§ 58.1-3000 et seq.; and

**WHEREAS**, for efficiency and consistency the Town Council desires to change the due dates for real estate and business license taxes.

**NOW THEREFORE BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in Regular session this 4<sup>th</sup> day of April, 2023:

1. That the Town Council hereby amends Town Code §§ 35.001 and 111.04 as follows:

#### **§ 35.001 AMOUNT OF REAL ESTATE TAX; DUE DATE OF REAL ESTATE TAXES; WHEN SAME DEEMED DELINQUENT.**

(A) There shall be and is hereby levied a tax at a rate to be set by the Town Council per each \$100 of the assessed value, as established by the county, of real property located in the town January 1 of each year.

~~(B) All taxes assessed on real estate in the town shall be due and payable to the Town Treasurer on or before February 15 of the following year. All taxes assessed on real estate in the Town shall be due and payable to the Town Treasurer on or before December 5 of each year.~~

#### **§ 111.04 LICENSE REQUIREMENT.**

(A) Every person in the town engaging in any business, trade, profession, occupation, or calling, unless otherwise exempted by law, shall apply for a license for each such business, trade, profession, occupation, or calling if such person maintains a definite place of business in the town; such person does not maintain a definite place of business anywhere but the person resides in the town, which residence for the purposes of this chapter shall be deemed a definite place of business; or there is no definite place of business in the town but such person operates amusement machines, is engaged as a peddler or itinerant merchant, carnival, or circus as specified in VA Code §§ 58.1-3717, 58.1-3718, or 58.1-3728, respectively, or is a contractor subject to VA Code § 58.1-3715, or is a public service corporation subject to VA Code § 58.1-3731. A separate license shall be required for each definite place of business and for each business. A person engaged in two or more businesses or professions carried on at the same place of business may elect to obtain one license for all such businesses and professions if all of the following criteria are satisfied:

(1) Each business or profession is subject to licensure at the location and has satisfied any requirements imposed by state law or other provisions of the ordinances of the town;

(2) All of the businesses or professions are subject to the same tax rate, or, if subject to different tax rates, the licensee agrees to be taxed on all businesses and professions at the highest rate; and

(3) The taxpayer agrees to supply such information as the Assessor may require concerning the nature of the several businesses and their gross receipts.

(B) Each person subject to a license tax shall apply for a license prior to beginning business if he or she was not subject to licensing in the town on or before January 1 of the license year, or no later than March 1 of the current license year if he or she had been issued a license for the preceding license year. The application shall be on forms prescribed by the Town Treasurer.

(C) The tax shall be paid with the application in the case of any new business or license not based on gross receipts. If the tax is measured by the gross receipts of the business, the tax shall be paid on or before March 1 each year. ~~May 31.~~

(D) The Town Treasurer may grant an extension of time, not to exceed 90 days, in which to file an application for a license, for reasonable cause. The extension shall be conditioned upon the timely payment of a reasonable estimate of the appropriate tax, subject to adjustment to the correct tax at the end of the extension, together with interest from the due date until the date paid and, if the estimate submitted with the extension is found to be unreasonable under the circumstances, with a penalty of 10% of the portion paid after the due date.

(E) A penalty of 10% of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the ~~appropriate~~ due date. Only the late filing penalty shall be imposed by the Assessing Official if both the application and payment are late; however, both penalties may be assessed if the Town Treasurer determines that the taxpayer has a history of noncompliance. In the case of an assessment of additional tax made by the Town Treasurer, if the application and, if applicable, the return were made in good faith and the understatement of the tax was not due to any fraud, reckless, or intentional disregard of the law by the taxpayer, there shall be no late payment penalty assessed with the additional tax. If any assessment of tax by the Town Treasurer is not paid within 30 days, the Town Treasurer may impose a 10% late payment penalty. The penalties shall not be imposed, or if imposed, shall be abated by the Town Treasurer, if the failure to file or pay was not the fault of the taxpayer. In order to demonstrate lack of fault, the taxpayer must show that he or she acted responsibly and that the failure was due to events beyond his or her control. The terms “acted responsibly” and “events beyond the taxpayer’s control” are defined in VA Code § 58.1-3703.1.

(F) Interest shall be charged on the late payment of the tax from the due date until the date paid without regard to fault or other reason for the late payment. Whenever an assessment of additional or omitted tax by the Assessing Official is found to be erroneous, all interest and any penalties charged and collected on the amount of the assessment found to be erroneous shall be refunded together with interest on the refund from the date of payment or the due date,

whichever is later. Interest shall be paid on the refund of any BPOL tax from the date of payment or due date, whichever is later, whether attributable to an amended return or other reason. Interest on any refund shall be paid at the same rate charged under VA Code § 58.1-3916. No interest shall accrue on an adjustment of estimated tax liability to actual liability at the conclusion of a base year. No interest shall be paid on a refund or charged on a late payment, provided the refund or the late payment is made not more than 30 days from the date of the payment that created the refund or the due date of the tax, whichever is later.

2. That this ordinance is effective July 1, 2023.

**BY ORDER OF THE TOWN COUNCIL**

**MEETING DATE: April 4, 2023**  
**Town Council Meeting**  
**Ord. No. O-2023-05**

**RE: An Ordinance to Amend the Town Code by Amending Town Code §§ 35.001 and 111.04 to Change Due Dates for Real Estate Taxes and Business License Taxes and Fees**

**MOTION:**  
**SECOND:**  
**ACTION:**

**VOTES:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_  
**Town Clerk**



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> April 4, 2023
<b>10 A: FY 2024 Budget Work Session</b>	

**Attachments:**  
a. FY 2024 Budget Calendar  
b. FY 2024 Budget Worksheets

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a discussion item to review and finalize for public advertising the FY 2024 proposed budgets for: (1) Mamie Davis Park Fund, (2) eSummons Fund, (3) General Fund, (4) Events Fund, and (5) Capital Improvement Plan Fund.

As part of the discussion, Town Staff is also seeking finalization of the proposed tax rates for: (1) real estate taxes, (2) meals taxes, and (3) transient taxes.

**Staff Request:** Approval from Town Council of proposed FY 2024 Budgets and Tax Rates for Public Advertising.

Account	FY2024 Proposed Budget Mamie Davis Fund - Revenues	FY2022	FY2022	FY2023	FY2023	FY2024	% to	% to	\$ to Budget
		Budget	Actual	Budget	Projected	Proposed	Projected	Budget	
44030	Mamie Davis Fund Interest	500	500	500	500	500	0.0%	0.0%	-
43030	Rentals	-	-	-	-	-			-
<b>Totals</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>

Account	FY2024 Proposed Budget Mamie Davis Fund - Expenses	FY2022	FY2022	FY2023	FY2023	FY2024	% to	% to	\$ to Budget
		Budget	Actual	Budget	Projected	Proposed	Projected	Budget	
7000	Capital Projects	2,000	-	5,000	5,000	-	-100.0%	-100.0%	(5,000)
<b>Totals</b>		<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>-100.0%</b>	<b>-100.0%</b>	<b>\$ (5,000)</b>

<b>Fund Balance (6/30/2022)</b>	<b>\$ 11,492</b>
Capital Expense FY23	(5,000)
Revenue FY23	500
<b>Fund Balance Estimate 6/30/2023</b>	<b>\$ 6,992</b>
Capital Expenses FY2024	-
Revenue FY24	500
<b>Fund Balance Estimate 6/30/2024</b>	<b>\$ 7,492</b>

Account	FY2024 Proposed Budget E-Summons Fund - Revenues	FY2022 Budget	FY2022 Actual	FY2023 Adopted	FY2023 Projected	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
41170	E-Summons Revenue	-	11,215	12,000	11,605	11,500	-0.9%	-4.2%	(500)
	E-Summons Fund Interest	-	-	-	-	-			-
	<b>Totals</b>	<b>\$ -</b>	<b>\$ 11,215</b>	<b>\$ 12,000</b>	<b>\$ 11,605</b>	<b>\$ 11,500</b>			<b>\$ (500)</b>

Account	FY2024 Proposed Budget E- Summons Fund - Expenses	FY2022 Budget	FY2022 Actual	FY2023 Adopted	FY2023 Projected	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
60860	Hardware/Software Maintenance	-	-	1,750	1,100	4,300	290.9%	145.7%	2,550
61220	Operational Supplies	-	-	1,400	800	1,200	50.0%	-14.3%	(200)
	<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,150</b>	<b>\$ 1,900</b>	<b>\$ 5,500</b>			<b>\$ 2,350</b>

<b>Fund Balance (6/30/2022)</b>	<b>\$ 24,059</b>
Expense FY23	1,900
Revenue FY23	11,605
<b>Fund Balance Estimate 6/30/2023</b>	<b>\$ 33,764</b>
Expenses FY2024	5,500
Revenue FY24	11,500
<b>Fund Balance Estimate 6/30/2024</b>	<b>\$ 39,764</b>

Account	FY2024 Proposed Budget General Fund - Revenues	FY2022 Budget	FY2022 Actual	FY2023 Adopted	FY2023 Projected (2/2023)	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Taxes</b>									
40010	Real Estate Tax	\$ 249,189	\$ 253,256	\$ 275,492	\$ 275,126	\$ 300,210	9.1%	9.0%	24,718
40020	Meals Tax	\$ 228,000	\$ 269,502	\$ 282,499	\$ 282,296	\$ 306,549	8.6%	8.5%	24,050
40030	Sales Tax	\$ 30,000	\$ 35,047	\$ 36,000	\$ 42,532	\$ 40,000	-6.0%	11.1%	4,000
40040	Utility Tax	\$ 28,800	\$ 31,403	\$ 30,000	\$ 33,060	\$ 31,000	-6.2%	3.3%	1,000
40050	Communications Tax	\$ 35,000	\$ 33,130	\$ 33,000	\$ 32,421	\$ 33,000	1.8%	0.0%	-
40060	Transient Occupancy Tax	\$ 11,200	\$ 14,589	\$ 14,500	\$ 23,341	\$ 21,000	-10.0%	44.8%	6,500
<b>Fees</b>									
41010	Vehicle License Fee	\$ 12,000	\$ 10,500	\$ 11,000	\$ 10,338	\$ 11,000	6.4%	0.0%	-
41020	Business Licenses	\$ 68,800	\$ 63,821	\$ 68,800	\$ 66,500	\$ 75,000	12.8%	9.0%	6,200
41025	Business License Fee					\$ 4,140			4,140
41030	Late Fees	\$ 2,500	\$ 1,500	\$ 2,500	\$ 2,079	\$ 1,500	-27.8%	-40.0%	(1,000)
41040	Fines - Public Safety	\$ 297,580	\$ 334,516	\$ 345,000	\$ 319,683	\$ 349,830	9.4%	1.4%	4,830
41100	Administrative Fees	\$ 5,000	\$ 6,800	\$ 10,000	\$ 6,053	\$ 8,500	40.4%	-15.0%	(1,500)
41120	Service Revenue - Engineering	\$ 10,000	\$ 12,000	\$ 10,000	\$ 14,784	\$ 14,000	-5.3%	40.0%	4,000
41130	Service Revenue - Legal	\$ 10,000	\$ 6,500	\$ 10,000	\$ 3,000	\$ 10,000	233.3%	0.0%	-
41140	Service Revenue - Other	\$ 1,000	\$ 500	\$ 500	\$ 400	\$ 500	25.0%	0.0%	-
41000	Fees - Other	\$ 2,500	\$ 1,420	\$ 1,500	\$ 1,178	\$ 3,000	154.7%	100.0%	1,500
<b>Grants</b>									
42010	Litter Grant	\$ 1,050	\$ 1,329	\$ 1,329	\$ 3,025	\$ 1,329	-56.1%	0.0%	-
42020	Public Safety (HB599)	\$ 23,686	\$ 23,686	\$ 35,688	\$ 26,040	\$ 26,821	3.0%	-24.8%	(8,867)
42021	NHSTA (DMV)	\$ 14,594	\$ 10,000	\$ 15,000	\$ 14,493	\$ 15,375	6.1%	2.5%	375
42040	PEG	\$ -	\$ -	\$ -	\$ -	\$ -			-
	Other Grants	\$ -	\$ 8,599	\$ -	\$ 30,226	\$ -	-100.0%		-
<b>Public Property Leases and Rentals</b>									
43010	Town Hall Rentals	\$ 500	\$ -	\$ -	\$ -	\$ -			-
43020	River Mill Park Rentals	\$ 2,000	\$ 3,900	\$ 3,000	\$ 1,700	\$ 3,000	76.5%	0.0%	-
43030	Mamie Davis Park Rentals	\$ 2,000	\$ 1,500	\$ 2,000	\$ 1,750	\$ 1,500	-14.3%	-25.0%	(500)
	200 Mill Street Lease	\$ 7,500	\$ -	\$ 7,613	\$ 7,613	\$ 7,613	0.0%	0.0%	1
<b>Other</b>									
44010	General Fund Interest	\$ 120	\$ 900	\$ 900	\$ 26,897	\$ 10,200	-62.1%	1033.3%	9,300
44040	Brick Program	\$ -	\$ -	\$ -	\$ -	\$ 300			300
44060	Other Revenues	\$ 1,000	\$ 1,600	\$ 1,000	\$ 576	\$ 1,000	73.6%	0.0%	-
	Fund Transfers	\$ 19,921	\$ -	\$ 30,225	\$ -	\$ -			(30,225)
	<b>GENERAL FUND REVENUE TOTALS</b>	<b>\$ 1,063,940</b>	<b>\$ 1,125,998</b>	<b>\$ 1,227,546</b>	<b>\$ 1,225,109</b>	<b>\$ 1,276,367</b>	<b>4.2%</b>	<b>4.0%</b>	<b>48,821</b>



Account	FY2024 Proposed Expenditures - General Fund	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected (2/2023)	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
60010	Salaries	430,428	439,099	488,581	478,886	514,788	7.5%	5.4%	26,207
60020	Overtime	8,542	8,998	8,656	12,956	10,721	-17.3%	23.9%	2,065
60030	On-call Labor	79,915	65,596	82,794	55,551	72,420	30.4%	-12.5%	-10,374
60040	Other Benefits	250	581	250	243	250	2.8%	0.0%	0
60050	Payroll Taxes	39,689	38,365	44,520	42,764	45,736	7.0%	2.7%	1,216
60060	Life Insurance	6,105	4,329	6,105	4,329	5,212	20.4%	-14.6%	-893
60070	Health Insurance	32,030	26,221	41,140	35,333	43,347	22.7%	5.4%	2,207
60090	ICMA-457	-	-	-	-	-			0
60095	VRS	36,958	35,375	36,888	32,232	42,199	30.9%	14.4%	5,311
<b>60000</b>	<b>Total Personnel Services</b>	<b>\$ 633,917</b>	<b>\$ 618,565</b>	<b>\$ 708,934</b>	<b>\$ 662,295</b>	<b>\$ 734,672</b>	<b>10.9%</b>	<b>3.6%</b>	<b>\$ 25,738</b>
60420	Consulting Services	5,000	2,322	5,000	0	5,000	#####	0.0%	0
60430	Zoning and Engineering Services	40,000	44,627	40,000	48,652	42,400	-12.9%	6.0%	2,400
60444	Legal Services - Admin	58,720	54,997	61,156	58,649	60,000	2.3%	-1.9%	-1,156
60443	Legal Services - Prosecution	36,000	34,711	37,080	33,267	37,000	11.2%	-0.2%	-80
60450	Audit Services	10,750	16,685	17,185	17,185	17,185	0.0%	0.0%	0
60460	Payroll	3,800	6,103	3,800	6,390	6,000	-6.1%	57.9%	2,200
60465	Financial System Maintenance	-	-	2,600	2,700	2,900	7.4%	11.5%	300
60470	Processing Fees	2,500	2,189	2,500	3,984	3,840	-3.6%	53.6%	1,340
<b>60400</b>	<b>Total Professional Services</b>	<b>\$ 156,770</b>	<b>\$ 161,634</b>	<b>\$ 169,321</b>	<b>\$ 170,827</b>	<b>\$ 174,325</b>	<b>2.0%</b>	<b>3.0%</b>	<b>\$ 5,004</b>
60810	Website Support and Maintenance	2,630	3,133	2,800	2,766	3,400	22.9%	21.4%	600
60840	Phone Service	6,995	9,206	10,800	7,920	9,400	18.7%	-13.0%	-1,400
60850	Internet Service	5,880	6,616	6,500	7,571	7,782	2.8%	19.7%	1,282
60860	Hardware/Software Maintenance	3,700	5,929	3,000	4,935	10,810	119.1%	260.3%	7,810
60870	IT Support Services	8,000	4,996	8,000	9,138	8,700	-4.8%	8.8%	700
<b>60800</b>	<b>Total Information Technology Services</b>	<b>\$ 27,205</b>	<b>\$ 29,880</b>	<b>\$ 31,100</b>	<b>\$ 32,330</b>	<b>\$ 40,092</b>	<b>24.0%</b>	<b>28.9%</b>	<b>\$ 8,992</b>
61210	Office Supplies	4,000	5,137	5,000	7,513	5,150	-31.5%	3.0%	150
61220	Operational Supplies	9,848	21,220	15,350	18,501	18,595	0.5%	21.1%	3,245
61230	Books/Periodicals	-	-	-	-	-			0
61240	Janitorial Supplies	2,500	881	1,000	714	1,300	82.1%	30.0%	300
61250	Uniforms	3,660	4,862	5,880	5,893	6,080	3.2%	3.4%	200
<b>61200</b>	<b>Total Materials and Supplies</b>	<b>\$ 20,008</b>	<b>\$ 32,100</b>	<b>\$ 27,230</b>	<b>\$ 32,621</b>	<b>\$ 31,125</b>	<b>-4.6%</b>	<b>14.3%</b>	<b>\$ 3,895</b>
61610	Elections	-	-	-	-	-			0
61620	Copier Supplies, Service and Lease	5,000	6,272	6,500	7,609	7,472	-1.8%	15.0%	972
61630	Postal Services	2,500	1,711	2,500	2,091	2,700	29.1%	8.0%	200
61650	Reproduction Services	-	-	-	-	-			0
<b>61600</b>	<b>Total Operational Services</b>	<b>\$ 7,500</b>	<b>\$ 7,983</b>	<b>9,000</b>	<b>\$ 9,699</b>	<b>\$ 10,172</b>	<b>4.9%</b>	<b>13.0%</b>	<b>\$ 1,172</b>
62010	Refuse Collection Contract	\$ 50,000	79,852	81,382	87,724	90,920	3.6%	11.7%	9,538
62020	Equipment Rental	\$ 2,000	-	1,000	600	-	-100.0%	-100.0%	-1,000
62030	Snow Removal	\$ 5,000	4,156	5,000	500	5,000	900.0%	0.0%	0
62040	Landscaping	\$ 25,000	24,362	25,000	25,326	26,215	3.5%	4.9%	1,215
62050	Entertainment	\$ -	-	-	-	-			0
<b>62000</b>	<b>Total Contracts</b>	<b>\$ 82,000</b>	<b>\$ 108,371</b>	<b>\$ 112,382</b>	<b>\$ 114,150</b>	<b>\$ 122,135</b>	<b>7.0%</b>	<b>8.7%</b>	<b>\$ 9,753</b>
62410	Insurance	\$ 28,000	34,257	\$ 33,690	37,918	40,300	6.3%	19.6%	6,610
<b>62400</b>	<b>Total Insurance</b>	<b>\$ 28,000</b>	<b>\$ 34,257</b>	<b>\$ 33,690</b>	<b>\$ 37,918</b>	<b>\$ 40,300</b>	<b>6.3%</b>	<b>19.6%</b>	<b>\$ 6,610</b>
62820	Design/Print Auto Decals	\$ 500	509	\$ 520	529	536	1.3%	3.0%	16
62830	Design/Print Newsletter	\$ -	230	\$ -	-	-			0
62840	Newsletter - Postage	\$ 2,000	2,185	\$ 2,500	2,270	2,500	10.1%	0.0%	0

Account	FY2024 Proposed Expenditures - General Fund	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected (2/2023)	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
	Design Services General	\$ -	140	\$ 2,000	1,000	1,000	0.0%	-50.0%	-1,000
<b>62800</b>	<b>Total Public Information</b>	<b>\$ 2,500</b>	<b>\$ 3,064</b>	<b>\$ 5,020</b>	<b>\$ 3,799</b>	<b>\$ 4,036</b>	<b>6.2%</b>	<b>-19.6%</b>	<b>\$ (984)</b>
63210	Advertising - Legal	\$ 2,000	4,708	2,000	4,929	3,500	-29.0%	75.0%	1,500
63220	Advertising - Marketing	\$ -	-	-	-	-			0
63230	Community/Business Support	\$ -	-	-	-	4,140			4,140
63240	Other Promotional	\$ -	-	-	-	-			0
63650	Boards and Commission, Town Council Training	\$ -	-	-	-	-			0
<b>63200</b>	<b>Total Advertising</b>	<b>\$ 2,000</b>	<b>\$ 4,708</b>	<b>\$ 2,000</b>	<b>\$ 4,929</b>	<b>\$ 7,640</b>	<b>55.0%</b>	<b>282.0%</b>	<b>\$ 5,640</b>
63610	Conferences	\$ 2,700	568	2,700	2,062	2,500	21.2%	-7.4%	-200
63620	Membership and Dues	\$ 2,700	2,088	2,750	3,050	2,750	-9.8%	0.0%	0
63630	Travel Reimbursement	\$ 1,200	-	1,200	1,343	1,200	-10.6%	0.0%	0
63640	Employee Training	\$ 8,850	4,370	10,560	8,455	9,060	7.2%	-14.2%	-1,500
63650	Boards and Commission, Town Council Training	\$ 1,000	-	1,000	1,550	1,000	-35.5%	0.0%	0
<b>63600</b>	<b>Total Training and Travel</b>	<b>\$ 16,450</b>	<b>\$ 7,026</b>	<b>\$ 18,210</b>	<b>\$ 16,460</b>	<b>\$ 16,510</b>	<b>0.3%</b>	<b>-9.3%</b>	<b>\$ (1,700)</b>
64010	Town Vehicles - M&R	\$ 1,360	4,615	4,060	10,732	1,000	-90.7%		-3,060
64020	Street Sweeper - M&R	\$ 500	-	500	-	-	#DIV/0!	-100.0%	-500
64030	Equipment M&R	\$ 5,140	2,353	3,200	2,500	5,700	128.0%	78.1%	2,500
64040	Fuel	\$ 8,900	16,572	12,550	18,220	19,320	6.0%	53.9%	6,770
64050	Equipment & Tools	\$ 7,630	2,197	6,900	8,211	4,030	-50.9%	-41.6%	-2,870
<b>64000</b>	<b>Total Vehicles and Equipment</b>	<b>\$ 23,530</b>	<b>\$ 25,736</b>	<b>\$ 27,210</b>	<b>\$ 39,663</b>	<b>\$ 30,050</b>	<b>-24.2%</b>	<b>10.4%</b>	<b>\$ 2,840</b>
64430	Parks/Town Hall Decorations	\$ 1,000	5,209	7,000	8,002	8,700	8.7%	24.3%	1,700
64440	Wreath Installation and Maintenance	\$ 2,000	3,027	3,500	2,550	3,000	17.6%	-14.3%	-500
64450	Utilities - Electricity	\$ -	-	-	-	-			0
<b>64400</b>	<b>Total Seasonal</b>	<b>\$ 3,000</b>	<b>\$ 8,236</b>	<b>\$ 10,500</b>	<b>\$ 10,552</b>	<b>\$ 11,700</b>	<b>10.9%</b>	<b>11.4%</b>	<b>\$ 1,200</b>
64810	Security - M&R	\$ -	-	-	-	-			0
64820	Elevator Inspection/Maintenance	\$ 350	377	350	382	400	4.8%	14.3%	50
64830	Janitorial Services	\$ 2,900	3,048	2,900	3,318	4,654	40.3%	60.5%	1,754
64840	Window Washing	\$ 300	330	350	393	350		0.0%	0
64850	Repairs and Maintenance	\$ 1,500	5,775	1,500	1,361	1,000	-26.5%	-33.3%	-500
64860	Equipment Maintenance Contracts	\$ 350	-	1,500	-	300	#DIV/0!	-80.0%	-1,200
64870	Exterminating Services	\$ 90	90	90	720	720	0.0%	700.0%	630
64880	Utilities - Gas/Water/Elec	\$ 5,200	5,023	5,200	5,591	5,200	-7.0%	0.0%	0
<b>64800</b>	<b>Total Town Hall</b>	<b>\$ 10,690</b>	<b>\$ 14,643</b>	<b>\$ 11,890</b>	<b>\$ 11,764</b>	<b>\$ 12,624</b>	<b>7.3%</b>	<b>6.2%</b>	<b>\$ 734</b>
65210	OHS Subsidy	\$ 6,000	-	6,000	6,000	6,000		0.0%	0
65220	Equipment Maintenance Contract	\$ 90	-	-	-	-			0
65230	Exterminating Services	\$ -	-	-	-	-			0
65240	Repairs and Maintenance	\$ -	275	500	300	500		0.0%	0
<b>65200</b>	<b>Total Mill House Museum</b>	<b>\$ 6,090</b>	<b>\$ 275</b>	<b>\$ 6,500</b>	<b>\$ 6,300</b>	<b>\$ 6,500</b>	<b>3.2%</b>	<b>0.0%</b>	<b>\$ -</b>
65610	Equipment Maintenance Contract	\$ -	-	-	-	-			0
65620	Exterminating Services	\$ -	90	-	-	-			0
65630	Repairs and Maintenance	\$ -	283	500	-	-		-100.0%	-500
65640	Utilities - Water/Elec	\$ -	124	-	-	-			0
<b>65600</b>	<b>Total 200 Mill Street (LEASE TO BEERGARDEN)</b>	<b>\$ -</b>	<b>\$ 497</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.0%</b>	<b>-100.0%</b>	<b>\$ (500)</b>
66010	Exterminating Services	\$ 90	340	90	491	90	-81.7%	0.0%	0
66020	Equipment Maintenance Contract	\$ 120	-	120	-	-		-100.0%	-120
66030	Utilities - Water/Elec	\$ 2,300	1,979	2,300	2,428	2,450	0.9%	6.5%	150

Account	FY2024 Proposed Expenditures - General Fund	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected (2/2023)	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
66050	Janitorial Services	2,900	2,106	2,900	-	-		-100.0%	-2,900
66040	Repairs and Maintenance	500	10	500	1,021	650	-36.3%	30.0%	150
<b>66000</b>	<b>Total Police/PW Annex</b>	<b>\$ 5,910</b>	<b>\$ 4,434</b>	<b>\$ 5,910</b>	<b>\$ 3,939</b>	<b>\$ 3,190</b>	<b>-19.0%</b>	<b>-46.0%</b>	<b>\$ (2,720)</b>
66420	Repairs and Maintenance	\$ 250	-	250	250	-	-100.0%	-100.0%	-250
<b>66400</b>	<b>Total Mill Street Storage</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>-100.0%</b>	<b>-100.0%</b>	<b>\$ (250)</b>
66810	Brick Paver Program	\$ -	-	-	-	-			0
66820	Janitorial Services - Restrooms	\$ 7,100	6,053	7,100	7,023	9,308	32.5%	31.1%	2,208
66830	Winterization	\$ -	345	200	360	360	0.0%	80.0%	160
66840	Maintenance and Repair	\$ 2,500	4,266	3,500	4,473	4,150	-7.2%	18.6%	650
66850	Utilities	\$ 5,100	4,949	5,100	5,116	5,200	1.6%	2.0%	100
66860	Exterminator Services	\$ 180	270	300	270	300	11.1%	0.0%	0
66870	Equipment Maintenance Contracts	\$ 90	-	-	-	-			0
<b>66800</b>	<b>Total River Mill Park and Facility</b>	<b>\$ 14,970</b>	<b>\$ 15,883</b>	<b>\$ 16,200</b>	<b>\$ 17,241</b>	<b>\$ 19,318</b>	<b>12.0%</b>	<b>19.2%</b>	<b>\$ 3,118</b>
67220	Riverwalk Maintenance and Repairs	\$ 500	1,207	500	500	500	0.0%	0.0%	0
67230	Winterization	\$ 250	350	250	200	250	25.0%	0.0%	0
67240	Maintenance and Repairs	\$ -	324	250	250	250	0.0%	0.0%	0
67260	Kayak Ramp Maintenance and Repairs	\$ 500	-	500	336	350			-150
67250	Utilities	\$ 1,400	1,285	2,100	1,210	2,000	65.3%	-4.8%	-100
<b>67200</b>	<b>Total Mamie Davis Park and Riverwalk</b>	<b>\$ 2,650</b>	<b>\$ 3,166</b>	<b>\$ 3,600</b>	<b>\$ 2,496</b>	<b>\$ 3,350</b>	<b>34.2%</b>	<b>-6.9%</b>	<b>\$ (250)</b>
67620/68010	Maintenance and Repairs (River Water Testing)	-	15	500	2,000	2,500	25.0%	400.0%	2,000
<b>67600/68000</b>	<b>Other Parks</b>	<b>\$ -</b>	<b>\$ 15</b>	<b>\$ 500</b>	<b>\$ 2,000</b>	<b>\$ 2,500</b>			<b>\$ 2,000</b>
68410	Street Painting	-	53	1,500	2,710	1,500	-44.6%	0.0%	0
68420	Brick Sidewalks M&R	500	301	1,000	750	1,000	33.3%	0.0%	0
68430	Asphalt Repairs	200	150	500	300	300	0.0%	-40.0%	-200
<b>68400</b>	<b>Total Streets and Sidewalks</b>	<b>\$ 700</b>	<b>\$ 503</b>	<b>\$ 3,000</b>	<b>\$ 3,760</b>	<b>\$ 2,800</b>	<b>-25.5%</b>	<b>-6.7%</b>	<b>\$ (200)</b>
68810	Gas Lights M&R	2,500	1,882	\$ 2,500	2,633	2,500	-5.1%	0.0%	0
68820	Gas Light Utilities	7,500	11,522	\$ 13,000	12,283	12,000	-2.3%	-7.7%	-1,000
68830	Signage M&R	500	764	\$ 5,000	5,423	2,000	-63.1%	-60.0%	-3,000
68840	Public Gardens	-	-	\$ -	-	-			0
68850	Street Tree M&R	2,000	1,860	\$ 2,500	1,800	2,500	38.9%	0.0%	0
68860	Public Trash Containers	1,600	-	\$ 1,600	1,600	1,600	0.0%	0.0%	0
<b>68800</b>	<b>Total Historic District</b>	<b>\$ 14,100</b>	<b>\$ 16,028</b>	<b>\$ 24,600</b>	<b>\$ 23,739</b>	<b>\$ 20,600</b>	<b>-13.2%</b>	<b>-16.3%</b>	<b>\$ (4,000)</b>
69200	Special Events	-	-	-	-	-			\$ -
	Fund Transfer - to Events Fund	12,700		-			#DIV/0!		0
	Fund Transfer - to CIP	-		-					
<b>TBD</b>	<b>Total Fund Transfer</b>	<b>\$ 5,700</b>		<b>-</b>					<b>\$ -</b>
<b>GENERAL FUND EXPENSE TOTALS</b>		<b>\$ 1,063,940</b>	<b>\$ 1,097,005</b>	<b>\$ 1,227,546</b>	<b>\$ 1,206,732</b>	<b>\$ 1,293,638</b>	<b>7.2%</b>	<b>5.4%</b>	<b>\$ 66,093</b>
<b>NET REVENUE</b>		<b>-</b>	<b>\$ 28,993</b>	<b>\$ -</b>	<b>\$ 18,377</b>	<b>\$ (17,272)</b>		<b>5.4%</b>	<b>(17,272)</b>

Account	FY2024 Proposed Budget Events Fund - Revenues SUMMARY ALL ACTIVITIES	FY2022 Budget	FY2022 Actuals (unaudited)	FY2023 Budget	FY2023 Projected	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Event Revenues</b>									
47010	Sponsorships	5,000	14,138	13,000	15,606	42,500	172.3%	226.9%	29,500
47020	Booth Rentals	160,800	142,898	138,195	157,640	160,375	1.7%	16.0%	22,180
47030	Shuttle Fees	50,760	50,023	66,600	59,574	60,500	1.6%	-9.2%	(6,100)
47040	Parking Space Sales	5,650	7,500	7,725	9,525	8,900	-6.6%	15.2%	1,175
47060	Merchandise	8,950	1,185	1,750	1,810	3,000	65.7%	71.4%	1,250
47021	Ticket Sales	-	12,234	11,100	8,913	11,600	30.1%	4.5%	500
<b>Other Revenues</b>									
44040	Bricks Program	3,000	-	1,800	1,130	1,275	12.9%	-29.2%	(525)
41160	Convenience Fees	-	5,606	5,500	5,257	5,875	11.8%	6.8%	375
44020	Events Fund Interest	3,000	2,138	1,200	1,200	1,200	0.0%	0.0%	-
47000	Other Revenue	-	3,027	10,000	12,290	10,000	-18.6%	0.0%	-
<b>Total Events Fund Revenues</b>		<b>237,160</b>	<b>238,750</b>	<b>256,870</b>	<b>272,946</b>	<b>305,225</b>	<b>11.8%</b>	<b>18.8%</b>	<b>48,355</b>

Account	FY2024 Proposed Budget Events Fund - Expenses SUMMARY ALL ACTIVITIES	FY2022 Budget	FY2022 Actuals (unaudited)	FY2023 Budget	FY2023 Projected	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	62,892	65,395	71,548	67,036	84,530	26.1%	18.1%	12,983
60400	Total Professional Services	10,000	16,263	10,000	16,334	17,600	7.7%	76.0%	7,600
60800	Total Information Tech Services	-	1,171	-	1,208	1,200	-0.6%		1,200
61200	Total Material and Supplies	5,150	8,236	9,400	15,930	18,025	13.2%	91.8%	8,625
62000	Total Contracts	66,700	59,577	64,875	68,714	75,125	9.3%	15.8%	10,250
63200	Total Advertising	19,000	22,824	25,500	22,618	24,875	10.0%	-2.5%	(625)
64000	Vehicles and Equipment	-	59	-	-	-			-
66800	River Mill Park and Facility	1,000	594	650	440	600	36.4%	-7.7%	(50)
69210	HolidayFest	2,000	3,697	2,750	3,580	2,675	-25.3%	-2.7%	(75)
69220	Volunteer Thank You Event	1,750	-	2,500	1,565	1,575	0.7%	-37.0%	(925)
69230	Town Blessing and Holiday Party	1,000	-	-	-	-			-
69250	River Mill Park Special Events	4,600	11,232	6,425	9,367	4,850	-48.2%	-24.5%	(1,575)
69290	Other Special Events	3,350	3,203	2,575	4,893	3,225	-34.1%	25.2%	650
69200	Total Special Events	12,700	18,133	14,250	19,405	12,325	-36.5%	-13.5%	(1,925)
<b>Total Events Fund Expenses</b>		<b>177,442</b>	<b>192,252</b>	<b>196,223</b>	<b>211,684</b>	<b>234,280</b>	<b>10.7%</b>	<b>19.4%</b>	<b>38,058</b>

<b>Total Events Fund Net Revenue</b>		<b>59,718</b>	<b>46,498</b>	<b>60,647</b>	<b>61,262</b>	<b>70,945</b>	<b>15.8%</b>	<b>17.0%</b>	<b>10,297</b>
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<b>FY2024 Proposed Budget Events Fund - Expenses SUMMARY ALL ACTIVITIES</b>		<b>FY2022 Budget</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Projected (2/2022)</b>	<b>FY2024 Proposed</b>	<b>% to Projected</b>	<b>% to Budget</b>	<b>\$ to Budget</b>
60010	Salaries	42,004	42,743	44,818	45,227	46,838	3.6%	4.5%	2,020
60020	Overtime	-	2,797	-	806	-			-
60030	On-call Labor	13,200	11,379	17,550	11,716	26,550	126.6%	51.3%	9,000
60040	Other Benefits	-	-	-	-	-			-
60050	Payroll Taxes	4,210	3,171	3,857	4,418	5,614	27.1%	45.6%	1,757
6006/80	Life/Disability	-	1,612	1,612	1,611	1,650	2.4%	2.4%	38
60070	Health Insurance	-	-	-	-	-	#DIV/0!	#DIV/0!	-
60090	ICMA-457	-	-	-	-	-		#DIV/0!	-
60095	VRS	3,478	3,693	3,711	3,256	3,878	19.1%	4.5%	167
<b>60000</b>	<b>Total Personnel Services</b>	<b>62,892</b>	<b>65,395</b>	<b>71,548</b>	<b>67,036</b>	<b>84,530</b>	<b>26.1%</b>	<b>18.1%</b>	<b>12,983</b>
60420	Consulting Services	10,000	10,000	10,000	12,000	12,500	4.2%	25.0%	2,500
60470	Bank Charges	-	6,263	-	4,334	5,100	17.7%	#DIV/0!	5,100
<b>60400</b>	<b>Total Professional Services</b>	<b>10,000</b>	<b>16,263</b>	<b>10,000</b>	<b>16,334</b>	<b>17,600</b>	<b>7.7%</b>	<b>76.0%</b>	<b>7,600</b>
60840	Phone Services	-	1,171	-	1,208	1,200			
<b>60800</b>	<b>Total Information Tech Services</b>	<b>-</b>	<b>1,171</b>	<b>-</b>	<b>1,208</b>	<b>1,200</b>	<b>-0.6%</b>	<b>#DIV/0!</b>	<b>1,200</b>
61210	Office Supplies	1,000	144	150	250	200	-20.0%	33.3%	50
61220	Operational Supplies	4,150	7,940	9,250	15,680	17,825	13.7%	92.7%	8,575
61240	Janitorial Services	-	152	-	-	-		#DIV/0!	-
<b>61200</b>	<b>Total Material and Supplies</b>	<b>5,150</b>	<b>8,236</b>	<b>9,400</b>	<b>15,930</b>	<b>18,025</b>	<b>13.2%</b>	<b>91.8%</b>	<b>8,625</b>
62020	Equipment Rental	64,200	56,877	61,875	65,214	69,625	6.8%	12.5%	7,750
62050	Entertainment	2,500	2,700	3,000	3,500	5,500		83.3%	2,500
<b>62000</b>	<b>Total Contracts</b>	<b>66,700</b>	<b>59,577</b>	<b>64,875</b>	<b>68,714</b>	<b>75,125</b>	<b>9.3%</b>	<b>15.8%</b>	<b>10,250</b>
63220	Advertising - Marketing	14,000	21,753	20,500	18,658	19,875	6.5%	-3.0%	(625)
63230	Community/Business Support	5,000	1,071	5,000	3,960	5,000	26.3%	0.0%	-
<b>63200</b>	<b>Total Advertising</b>	<b>19,000</b>	<b>22,824</b>	<b>25,500</b>	<b>22,618</b>	<b>24,875</b>	<b>10.0%</b>	<b>-2.5%</b>	<b>(625)</b>
64030	Equipment M&R	-	59	-	-	-			-
<b>64000</b>	<b>Vehicles and Equipment</b>	<b>-</b>	<b>59</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>-</b>
66810	Brick Paver Program	1,000	594	650	440	600			(50)
<b>66800</b>	<b>River Mill Park and Facility</b>	<b>1,000</b>	<b>594</b>	<b>650</b>	<b>440</b>	<b>600</b>	<b>36.4%</b>	<b>-7.7%</b>	<b>(50)</b>
69210	HolidayFest	2,000	3,697	2,750	3,580	2,675	-25.3%	-2.7%	(75)
69220	Volunteer Thank You Event	1,750	-	2,500	1,565	1,575		-37.0%	(925)
69230	Town Blessing and Holiday Party	1,000	-	-	-	-		#DIV/0!	-
69250	River Mill Park Special Events	4,600	11,232	6,425	9,367	4,850	-48.2%	-24.5%	(1,575)
69290	Other Special Events	3,350	3,203	2,575	4,893	3,225	-34.1%	25.2%	650
<b>69200</b>	<b>Total Special Events</b>	<b>12,700</b>	<b>18,133</b>	<b>14,250</b>	<b>19,405</b>	<b>12,325</b>	<b>-36.5%</b>	<b>-13.5%</b>	<b>(1,925)</b>
<b>Total Events Fund Expenses</b>		<b>\$ 177,442</b>	<b>\$ 192,252</b>	<b>\$ 196,223</b>	<b>\$ 211,684</b>	<b>\$ 234,280</b>	<b>10.7%</b>	<b>19.4%</b>	<b>\$ 38,058</b>

FY2024 Proposed Budget Capital Improvement Program	Activity	Funding Source	FY24	FY25	FY26	FY27	FY28	Project Total
<b>Street and Parking Improvements</b>	<b>Public Works</b>	<b>SLFRF/CIP</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>
FY24 - Parking facility plan	Public Works	SLFRF	10,000					\$ 10,000
FY26 - Poplar Alley repaving	Public Works	CIP			25,000			\$ 25,000
<b>Sidewalk Improvements</b>	<b>Public Works</b>	<b>CIP</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
FY28 - Sidewalk Improvements	Public Works	CIP					\$ 40,000	\$ 40,000
<b>Riverwalk Improvements</b>	<b>Public Works</b>	<b>SLFRF</b>	<b>\$ 26,204</b>	<b>\$ 127,507</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 153,711</b>
FY25 - Riverwalk Extensions	Public Works	SLFRF		\$ 127,507				\$ 127,507
FY24 - RW Planning - Fairfax Side	Public Works	SLFRF	\$ 12,000					\$ 12,000
FY24 - Riverwalk Overlook Extension Project	Public Works	SLFRF	\$ 7,704					\$ 7,704
FY24 - Million Mussel Cage	Public Works	SLFRF/Donations	\$ 6,500					\$ 6,500
<b>Building and Parks Improvements</b>	<b>Public Works</b>	<b>SLFRF/CIP</b>	<b>\$ 62,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>
FY24 -Playground/Seating Area	Public Works	SLFRF	\$ 50,000					\$ 50,000
FY24 - RMP Electrical and Plumbing Updates	Public Works	SLFRF	\$ 12,000					\$ 12,000
FY27 - Mill House Museum - New Roof	Public Works	CIP				\$ 8,000		\$ 8,000
<b>Vehicles and Equipment Improvements</b>	<b>Public Safety</b>	<b>CIP/Grants</b>	<b>\$ 65,725</b>	<b>\$ 34,350</b>	<b>\$ 39,350</b>	<b>\$ 20,000</b>	<b>\$ 13,000</b>	<b>\$ 172,425</b>
Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000			\$ 27,000
Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000			\$ 27,000
Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP			\$ 13,000	\$ 13,000	\$ 13,000	\$ 39,000
FY25 - Utility Cart	Public Works	SLFRF		\$ 8,000				\$ 8,000
Body Armor Replacement	Public Safety	CIP/Grant	\$ 4,725	\$ 1,350	\$ 1,350			\$ 7,425
FY24 - Police Radios upgrade	Public Safety	SLFRF	\$ 36,000					\$ 36,000
Body Worn Camera System	Public Safety	CIP	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000		\$ 28,000
<b>Stormwater Improvements</b>	<b>Public Works</b>	<b>SLFRF/Grant</b>	<b>\$ 1,639,140</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,639,140</b>
FY24 - Stormwater - Flood Engineering Study	Public Works	SLFRF/Grant	\$ 87,305					\$ 87,305
FY24 - Stormwater Implementation - Match	Public Works	SLFRF/Grant	\$ 1,538,085					\$ 1,538,085
FY24 -Stormwater Safety Projects	Public Works	SLFRF	\$ 13,750					\$ 13,750
<b>Streetscape and Infrastructure Improvements</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Information Technology Improvements</b>	<b>Administration</b>	<b>SLFRF / CIP</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 20,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,500</b>
FY26 - Staff Laptop Replacement	Administration	CIP			\$ 15,000			\$ 15,000
Timed Parking Equipment	Administration	SLFRF / CIP	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ 16,500
<b>Other Projects</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>			<b>\$ 1,808,569</b>	<b>\$ 167,357</b>	<b>\$ 84,850</b>	<b>\$ 28,000</b>	<b>\$ 53,000</b>	<b>\$ 2,141,776</b>

**FY2024 Proposed Budget  
Capital Improvement Program**

Fund Source Summary	FY24	FY25	FY26	FY27	FY28	Project Total
<b>CIP Funds</b>	\$ 18,363	\$ 16,675	\$ 75,175	\$ 21,500	\$ 46,500	\$ 178,213
<b>SLFRF Spending Plan Funds</b>	\$ 495,482	\$ 141,007				\$ 636,489
<b>599 Funding (Capital)</b>	\$ 9,000	\$ 9,000	\$ 9,000	\$ 6,500	\$ 6,500	\$ 40,000
<b>Other Grants</b>	\$ 1,285,725	\$ 675	\$ 675			\$ 1,287,075
<b>Total</b>	\$ 1,808,569	\$ 167,357	\$ 84,850	\$ 28,000	\$ 53,000	\$ 2,141,776

Proposed Budget by Activity	FY24	FY25	FY26	FY27	FY28	Project Total
<b>Administration</b>	\$ 5,500	\$ 5,500	\$ 20,500	\$ -	\$ -	\$ 31,500
<b>Public Safety</b>	\$ 65,725	\$ 26,350	\$ 39,350	\$ 20,000	\$ 13,000	\$ 164,425
<b>Public Works</b>	\$ 1,737,344	\$ 135,507	\$ 25,000	\$ 8,000	\$ 40,000	\$ 1,937,851
<b>Total</b>	\$ 1,808,569	\$ 167,357	\$ 84,850	\$ 28,000	\$ 53,000	\$ 2,141,776



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> April 4, 2023
<b>10 B: Strategic Framework Discussion</b>	

**Attachments:** a. Draft Strategic Framework Tiers Summary

**Submitted by:** Earnest W. Porta, Jr.  
Mayor

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**Explanation and Summary:**

This is a continuing discussion of the Town Council's strategic framework.

**Staff Request:** Not Applicable



# Council Strategic Framework Tiers

March 2023 Draft

## Capital Strategic Framework

Tier 1 – Priorities that are typically more complex, require longer timeframe, and are a higher cost.

- Constructing a Parking Facility
- Upgrading Stormwater Infrastructure
- Completing the Riverwalk

Tier 2 – Priorities that are less complex, can be completed in a shorter time frame, and are generally lower in cost than Tier 1.

- Developing/Promoting the Town as a Trail junction
- Promoting Connection with Regional Partners (ORP, Workhouse, AlpineX, etc.)
- Improving Town Gateways
- Pursuing Energy Efficiency/Sustainability Enhancements

Tier 3 – Continuation of priority items and other items that are deemed of particular importance.

- Continue Analysis and Refinement of 3-Pronged Parking Program: new facility, access to underused facilities, efficient use of existing facilities (timed parking plan)
- Public Safety Projects: Body Worn Camera (BWC) program, conversion to energy efficient fleet
- Town Properties Improvement Projects: Mill House Museum roof replacement, River Mill Park energy efficiency upgrade and plumbing upgrade, Furnace Branch Park improvements, Occoquan Park (Tanyard Hill Road property) trail and parking improvements

## Operational Strategic Framework

Tier 1 – Priorities that are typically more complex, require longer timeframe, and are a higher cost.

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

Tier 2 – Priorities that are less complex, can be completed in a shorter time frame, and are generally lower in cost than Tier 1.

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