



TOWN OF OCCOQUAN

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

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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: June 6, 2023

SUBJECT: Administrative Report

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

Administration

Coronavirus Updates - UPDATED: As of May 11, 2023 the Federal COVID-19 Public Health Emergency Declaration has ended. As of the date of this report, Prince William County's COVID-19 community level is LOW and the County COVID-19 Dashboard will soon be retired. Masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals are highly encouraged to wear masks in public indoor spaces. All individuals are advised to keep up to date on vaccines and to follow CDC guidelines if sick from or exposed to the virus.

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

SLFRF Spending Plan Projects:

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

Riverwalk Expansion Project - UPDATED: At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding to support the Planning Commission on its Riverwalk

Visioning process. With the approval of Town Council, Town staff secured a contract with the Berkley Group. The Group has created an existing conditions map and created a first draft of a master vision plan. Town staff and Berkley Group representatives will hold a public input meeting on June 15th from 5-7 pm at Town Hall.

River Mill Playground and Picnic Area - UPDATED: Town staff is currently exploring equipment options that include soft play features with animals and nature-themed objects made out of sculpted and hardened foam. Staff is currently awaiting a proposal in the next two weeks from a potential vendor. Staff will give updates as the search progresses.

Town Signage Updates - UPDATED: Town staff has chosen a vendor for two welcome signs, a wayfinder at Mamie Davis Park, and an events kiosk at River Mill Park. Staff has reviewed the designs with the Architectural Review Board, received VDOT approval for a sign at Rt. 123 and Commerce Street, and is currently finalizing costs and designs with the vendor. Town staff has also received approval from VDOT to install new welcome signs for the Town's corporate limits. Install will occur in June. Part of the funding for these updates will also go towards a mural contest in May and June. For more information see the mural item at the end of this section

Gaslight Conversion - UPDATED: As a result of the cost of electrifying the gaslights and inconsistency in performance of solar replacement heads, staff is ordering direct gas flame heads to be installed on all gas lights in Town. Installation is expected to occur in June. The new direct flames will lower maintenance costs and save staff time. Over the long term, staff will continue to monitor advances in solar technology and advise Town Council of viable solutions. However, due to greater feasibility, gaslights in Mamie Davis Park will be fully electrified by early June 2023.

Town Hall Energy and Ventilation Upgrades - UPDATED: On April 15, 2023, Window Nation replaced the windows and front door of Town Hall with more energy efficient models (Low E, double-paned windows) that will reduce energy consumption and increase security. During the week of May 29th, Town staff also replaced the lights in Council Chambers with brighter, LED options.

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

Route 123 and Commerce Street Mural - UPDATED: Using funds for town signage and beautification, Town staff will be holding a mural design contest for a mural to be painted on the retaining wall at the intersection of Route 123 (Gordon Boulevard) and Commerce Street. The Town encourages local artists to apply until June 16th. For more information, please visit www.occoquanva.gov/public-art.

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

Development Project Updates:

The Mill at Occoquan - UPDATED: The Mill at Occoquan project's 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 and has submitted a revised site plan to the Town Engineer. The Town Engineer is currently reviewing the second submission and has referred it out to other relevant agencies with a 30 day deadline for comments.

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

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

Signage Education and Code Updates - UPDATED: As part of zoning enforcement, staff has developed a handout highlighting the Town's sign ordinance, and mailed out a letter of renewed enforcement to all business and property owners in the business district. In light of feedback from town businesses, staff, and boards, Town Council is also considering amendments to the sign code at its June 6, 2023 meeting. Any changes will be updated on signage education literature. To review your current signage and ask any questions please email signpermits@occoquanva.gov. Staff will keep Town Council updated.

VDOT TAP Grant Project: In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff is waiting to receive start dates from the County. Updates will be available at www.occoquanva.gov/construction-updates.

VDOT Road Paving Update - UPDATED: Work concluded the week of July 31, 2022. During the week of February 6th, VDOT implemented a solution to the standing water at Mill Street and Washington Street that met with Prince William County approval. Town staff was advised that VDOT will not resurface the affected curb on Mill Street.

FY2023 Capital Projects: Updates on FY2023 capital projects will be available at www.occoquanva.gov/construction-updates.

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

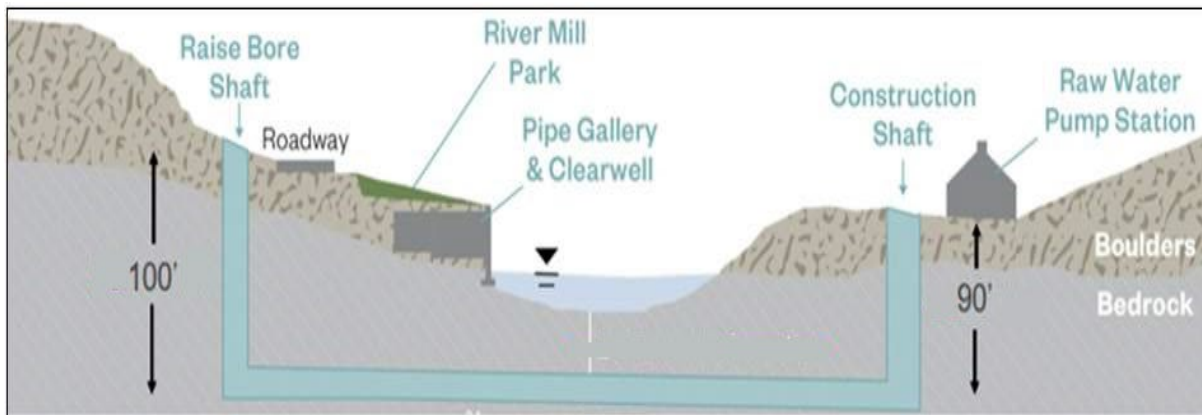
Block the Box: OPD is continuing its Don't Block the Box education and enforcement campaign during high traffic times at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.

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

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

Below is a rendering of the project:



Property Maintenance Enforcement - UPDATED: Town staff is working with the Prince William County Neighborhood Services Division, who handles the County's Property Maintenance Code Enforcement, on taking over the review and enforcement of the Town's property maintenance code. At the February 7th meeting, the Town Council passed a resolution requesting the County's takeover of enforcement. At the May 7th meeting, the Prince William Board of Supervisors approved the request. County and Town staff are currently working to finalize an agreement ahead of a July 1st, 2023 start date for enforcement.

FY24 Annual Budget and Tax Rates Adopted - UPDATED: A hearing on the FY24 Annual Budget took place on May 2, 2023, at the Occoquan Town Hall. Subsequently, a hearing on the tax rates in support of the FY24 Annual Budget took place on May 16, 2023, at the Occoquan Town Hall. Following the May 16th hearing, the Town Council approved and adopted the budget and tax rates, effective July 1, 2023. More information on the FY24 Annual Budget can be found at www.occoquanva.gov/government/budget.

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

Parking Facility RFI - UPDATED: On April 12, 2023, Town staff closed the RFI for a multilevel parking facility. Town staff received and reviewed a number of responses and is working with Town Council and respondents as it plans next steps. Town Council also directed Town staff to explore and estimate costs for alternative parking and shuttle options.

VDOT ADA Ramp Improvements - NEW: On May 16, 2023, Town staff met with VDOT representatives to discuss the install of ADA accessible ramps at the intersections of Washington and Commerce, Ellicott and Commerce, and the Mill Street Cul-de-sac. After review by staff, it was decided to address the ADA ramp installs in VDOT's next contract in the 12-24 months.

Crosswalk Safety Project - NEW: On May 31, 2023, Town staff meet with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the

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

Eagle Scout Project in River Mill Park - NEW: Throughout the month of May, Town staff has been coordinating with an Eagle Scout to install two new sets of concrete pads and benches (donated by a local non-profit) in River Mill Park. The project is underway and expected to be done in early June.

Town Hall Brick Sidewalk Improvements - NEW: During the week of May 22nd, contractors remortared the main entrance sidewalk to Town Hall. A local artist restored the bicentennial logo and other art installed on the bricks ahead of Riverfest.

Treasurer Report - Supplemental Information

The April 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

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

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status
BABBANME LLC	8*	5/16/2023
BANN THAI OLD TOWN	6**	5/26/2023

*Last payment: 10/3/2022. Number of unpaid months: 8.

**Last payment: 3/20/2023. Number of unpaid months: 6.

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	4/26/2023	

*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 - update from last report: Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022. Revised site plan submitted on May 25, 2023 and is currently under review with referrals out to other relevant agencies.

State Local Fiscal Recovery Funds (SLFRF)

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

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

Barrington Point stormwater and retaining wall - update from last report - Unit Owners Association undertaking wall repair and stormwater erosion issues. Land disturbance will be under the threshold for land disturbance permit, but wall repairs to be reviewed by PWC Building Department.

200 Mill Street - Beer Garden - no change from last report: Land Disturbance Permit issued. Bonds and agreements posted and executed and now released. Construction for site plan completed, with minor building modifications proceeding.

127 Washington Street - landscape plan - update from last report: landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements. Updated plan submitted on November 28, 2022. Staff requested change to meet code required percentage of native vegetation on 3/15/23. New notice of violation sent 5/16/23 with 60 day compliance requirement.

119 Poplar - Parking Options - update from last report: parking layout prepared for review of options for expansion of Route 123 Bridge parking area.

VDOT meeting to review ADA accessibility sidewalk ramps and crossings - update from last report: met VDOT officials at multiple street corners in Town to review options for replacing existing curb ramps to add visual contrast and appropriate slope at street crossings. The current VDOT plan does not include replacement of new ramps with brick sidewalk.

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

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

Zoning Administrator

A. The following is a list of **zoning reviews** from April 28 to May 31, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2023-014	202 Mill Street	Repair damaged exterior wall
2	TZP2023-015	101 East Colonial Drive	Repavement and alteration
3	TZP2023-016	302 Mill Street	Change of use/Occupancy
4	TZP2023-017	332 Overlook Drive	Retaining wall and drainage

B. The following is a list of **new violation letters** from April 28 to May 31, 2023:

	Property Address	Violation #	Violation	Town Action
1	127 Washington St.	N/A	Tree removal without permit	New NOV sent on 5/16/23 due to no response to Zoning Administrator communications.

C. The following is a list of **active/previous violations** from April 28 to May 31, 2023:

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

Building Official

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

Public Safety

Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain a professional staff who through education, mentoring, and community policing will maintain a supportive partnership between our community and this Department. We will respect the rights and dignity of all people and always remain approachable and professional.

Monthly Departmental Goals:

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

OPD Division Reports:

Professional Standards Division

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

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

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

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

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

All Town Staff, including OPD Officers, were required to complete cybersecurity awareness training this month. This aids with the development and implementation of the Town's cybersecurity strategy.

The OPD graduated 5 new officers from its DCJS Level II Auxiliary academy. These officers will immediately begin their FTO phase with other OPD Officers.



Field Operations Division

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

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk. Officers supported the monthly trivia night and Memorial Day - holiday weekend

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

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

Special Operations Division

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

The HSEM Unit completed its yearly review of the Town's Traffic Incident Management Plan, Evacuation Plan and Severe Weather Plans.

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

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

Final planning efforts for the Town's Riverfest event were completed and drilling on those plans will occur leading up to the event itself.

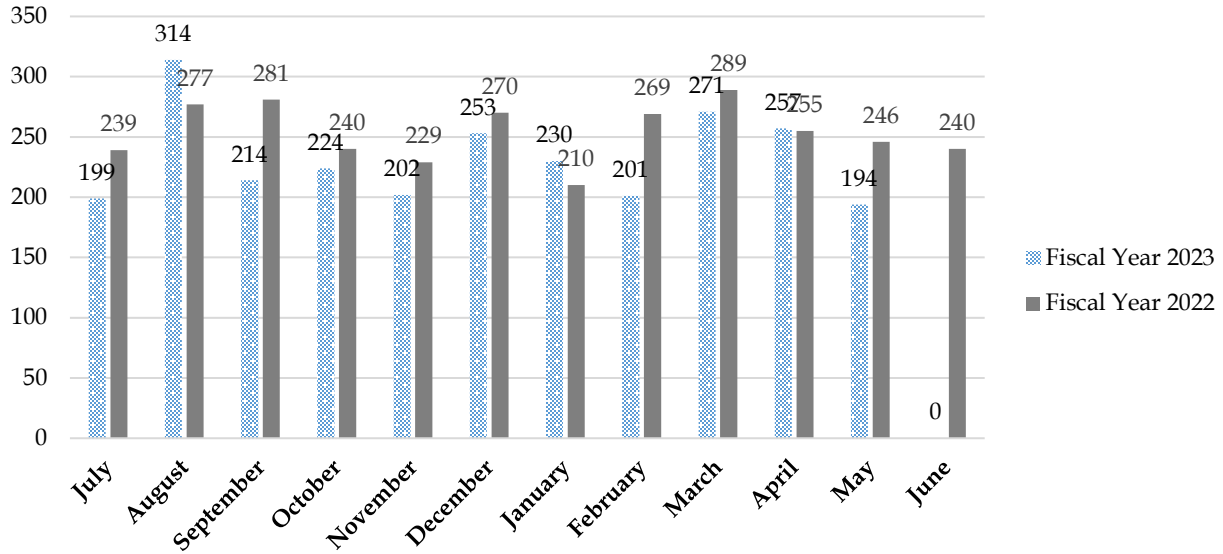
The OPD deployed two camera trailers in high pedestrian areas to help Officers see potential crime and hazards in those areas and address them before they become issues. These trailers will be moved around the Town and deployed as needed in the future.



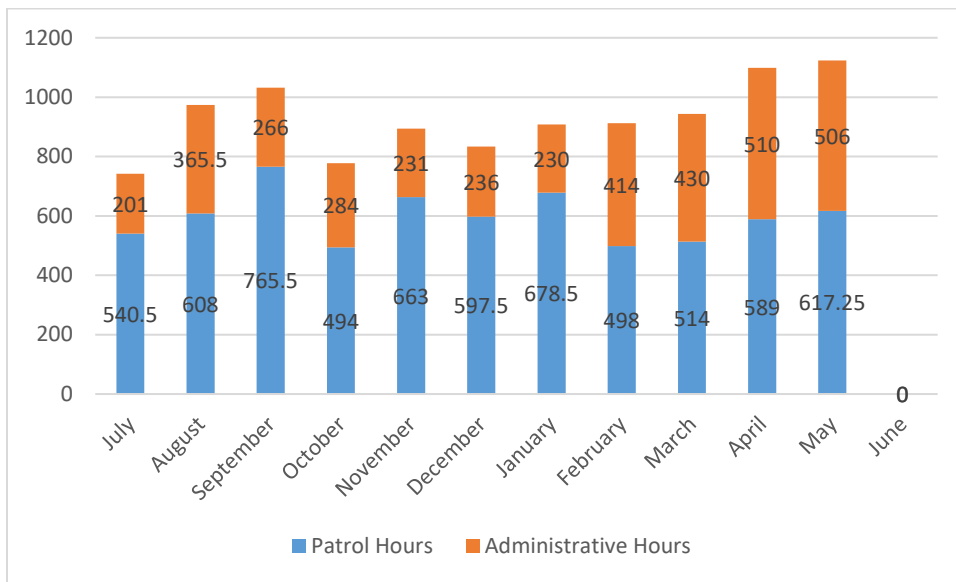
Patrol and Enforcement Activities:

As of May 29th, the Town Police made 104 business checks and 165 park checks. The Town Police also had 125 calls for service, with 16 trespassing calls, 13 disabled vehicles/motorist assist calls, 11 illegal fishing call, 9 suspicious person/vehicle/circumstance calls, 9 medical/mental health calls, 8 vehicle crashes, 3 disorderly calls, 3 larceny/theft calls, 2 parking complaints/towing calls, 2 gun/brandishing calls, 2 attempted suicide calls, 2 fire calls, 2 lost/found property call, 2 traffic control calls, 2 alarm calls, 1 DUI arrests, 1 stalking call, 1 roadway obstruction call, 1 animal calls, 1 domestic in progress call, 1 drug complaint call, 1 burglary call, 1 noise complaint call, 1 warrant service, 1 vandalism call, multiple service/assist calls, and made 2 custodial arrests, issued 194 traffic summonses, 43 parking violations, and 37 warnings.

TRAFFIC SUMMONSES FYTD (GRAPH)



PATROL/ADMINISTRATIVE HOURS FYTD (GRAPH)

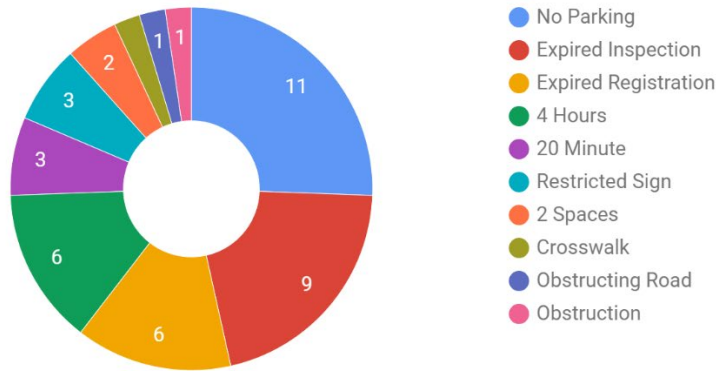


PARKING ENFORCEMENT (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	62	2
October	20	1
November	47	1
December	36	2

January	78	0
February	31	0
March	115	10
April	134	8
May	43	0

Occoquan VA - Tickets By Violation (Month To Date)

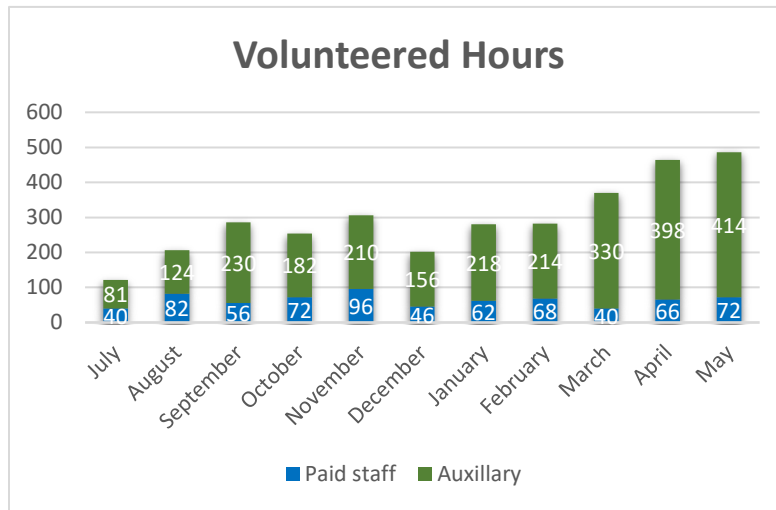


Data as of 5/29/2023, 12:00:00 AM



Volunteer in Police Service:

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 3,257 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



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 (May 2023)

- Added three new benches to River Mill Park
- Repaired Town Hall entrance pathway
- Added new landscaping (flowers, phlox, mulch beds and bushes) to Town parks
- Converted River Mill Park lights to LED

Special Maintenance Projects

Projects In-Progress: 12 Projects Completed: 14

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

Project	Status	Completion Date	Notes
Building Maintenance			
Create new mailboxes and keybox area for Town Hall front office	Not started		FY24
TH Window Cleaning 2023	Not started		Fall 2023
Repair Town Hall Eave	Not started		FY24
Repair Concrete Steps at Town Hall	In progress		Summer 2023
Replace Town Hall Upstairs Lights	In progress		June 2023
Craft Show and Events Support			
Pre-Riverfest Staging	In progress		
Mark Booth Spaces	Completed	05/25/2023	
Landscaping			
Hardscaping stairs at LOVE sign	Not started		June 2023
Plant lirioppe along Mill St buffer in front of 402 Mill	Not started		June 2023
Replant flower pots/boxes in Town ROW on Union	Not started		June 2023
Seed and aerate town parks	Not started		Summer 2023
Hardscaping RMP Bench Swing	In progress		June 2023
Add Measures to Reduce RMP Flooding	Completed	4/27/2023	
Address garden area along Washington/Commerce St	Completed	4/27/2023	
Phlox in front of MDP	Completed	4/27/2023	
Cut back vegetation on River Rd	Completed	5/30/2023	
Park Maintenance			
Inspect and Repair Town Dock	Not started		June 2023

Project	Status	Completion Date	Notes
Install new light at RMP Bathrooms	Not started		June 2023
RMP Bathroom Upgrades	Not started		Summer 2023
Add Outlets to RMP and Footbridge	In progress		June 2023
Mamie Davis Park Signage Update	In progress		Summer 2023
MPD Conversion	In progress		June 2023
Rewire and convert RMP lights to LED	Completed	4/27/2023	
Remove Graffiti from RMP Bathrooms	Completed	5/8/2023	
Special Projects			
Backup Generator Project	Not started		Paused
Brick Repair and Replacement	Not started		Summer 2023
Poplar Lot Reorganization	Not started		Summer 2023
Remove broken pylon from Town Dock area	Not started		June 2023
Retrofit gaslights with new burners	Not started		June 2023
Transfer box set up at Annex	Not started		Paused
Public Works Inventory	In progress		Creating log sheet and adding PW locations
Town Gateway Updates	In progress		Permits obtained; proofing with vendor
Install Dedicated Bench in RMP	Completed	5/3/2023	
Install historical marker at Peace House	Completed	5/8/2023	
Install New Pad and Bench at RMP	Completed	5/16/2023	
Support Eagle Scout Project of Two Benches and Pads in RMP	Completed	5/31/2023	
Spring Clean Up			
Clean gaslights	Not started		June 2023
Touch up paint on gaslights	Not started		June 2023
Touch up town planters	Not started		June 2023

Project	Status	Completion Date	Notes
Power wash Riverwalk/ dock	In progress		June 2023
Remove stickers from town signs	In progress		June 2023
Powerwash MDP Gazebo	Completed	5/3/2023	
Streets, Sidewalks, and Parking			
Install Memorial Bricks at RMP	Not started		May 2023
Replace toppers on gaslights	Not started		May 2023
Town Hall Sidewalk Improvements	In progress		June 2023
Remove graffiti from 123 Bridge	Completed	5/26/2023	
Install Signage at Post Office	Completed	5/30/2023	

Brick Installation and Maintenance Projects

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

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

Events and Community Development

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

- 2023 Music on Mill Schedule
 - Saturday, May 20: Mystery Machine (Rock) – rescheduled to 9/2/23 due to rain
 - Saturday, June 17: Maggie Shot Burns (Covers)
 - Saturday, July 15: Hand Painted Swinger (Rock)
 - Saturday, August 12: The 257th Army Band (Traditional)

Trivia Night: The Trivia Night season began May 26 with 27 teams and a lot of laughs. With up-to-eight person teams, players answer six rounds of brain busters for their chance to win the grand prize of \$100. More information is at www.visitoccoquanva.com/trivia.

- 2023 Trivia Night Dates
 - Friday, June 23 - Homage to Hollywood
 - Friday, July 21 - Time Machine
 - Friday, August 18 - Favorite Things
 - Friday, September 15 - Wanderlust
 - Friday, October 20 - Earth Escape

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00706	1521 COLONIAL DR	Replace Gas Furnace LIKE FOR LIKE	Gas	Pending	C - Alteration/Repair		
ELE2023-05425	126 COMMERCE ST	Alteration/repairs for some lighting and equipment in bakery/commercial space (tenant change)	Electrical	Pending	C - Alteration/Repair		
GAS2023-01575	126 COMMERCE ST	capping the gas line and removing	Gas	Issued	C - Alteration/Repair	05/16/2023	
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
ELE2023-05366	435 FORTRESS WAY	Remove (2) 200 amp single phase outdoor rated electrical panels in the pump room and replace (2) panels as a one for one direct replacement. New circuit breakers to match the existing ones on site, label panel and ensure grounding code compliant	Electrical	Finalized	C - Alteration/Repair	04/11/2023	05/01/2023
ELE2023-05366	435 FORTRESS WAY	Remove (2) 200 amp single phase outdoor rated electrical panels in the pump room and replace (2) panels as a one for one direct replacement. New circuit breakers to match the existing ones on site, label panel and ensure grounding code compliant	Electrical	Finalized	C - Alteration/Repair	04/11/2023	05/01/2023
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	Finalied	C - Tenant Layout	05/05/2022	03/31/2023
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Finalied	C - Tenant Layout	10/10/2022	03/27/2023
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Issued	C - Alteration/Repair	03/24/2023	
BLD2023-06806	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident.	Building	Pending	C - Alteration/Repair		
ELE2023-06135	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident. ** INSPECT REPAIR TO ELECTRICAL RECEPTACLE AND BOX LISTED IN THE PDR DESCRIPTION **	Electrical	Pending	C - Alteration/Repair		
ELE2023-06135	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident. ** INSPECT REPAIR TO ELECTRICAL RECEPTACLE AND BOX LISTED IN THE PDR DESCRIPTION **	Electrical	Pending	C - Alteration/Repair		
BLD2023-02366	402 MILL ST	***TOWN OF OCCOQUAN*** INTERIOR A/R - STRUCTURAL WORKS	Building	Pending	C - Alteration/Repair		
ELE2022-06383	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Electrical	Pending	C - Tenant Layout		
GAS2022-02325	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Gas	Pending	C - Tenant Layout		
MEC2022-02843	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Mechanical	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	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2023-05025	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Building	Issued	R - Alteration/Repair	05/10/2023	
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	05/10/2023	
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	05/10/2023	
BLD2023-03992	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Building	Issued	R - Swimming Pool	01/31/2023	
ELE2023-04139	103 POPLAR LN	Electric for inground pool and spa	Electrical	Issued	R - Swimming Pool	02/01/2023	
ELE2023-05482	103 POPLAR LN	Install 60amp disconnect and two pole circuit breaker 60amp. Run wire associate	Electrical	Issued	R - Swimming Pool	04/14/2023	
GAS2023-01724	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Gas	Issued	R - Swimming Pool	05/10/2023	
BLD2022-00079	109 POPLAR LN	}}SIP CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	
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	
BLD2023-05749	1601 SEBRING CT	OPEN DECK-8' X 18' NO STAIRS - PER PLANS	Building	Finalized	R - Addition	04/03/2023	04/17/2023
BLD2023-03916	109 VISTA KNOLL DR	DECK 12' X 20' - PER PLANS	Building	Finalized	R - Addition	01/26/2023	04/10/2023
BLD2023-04584	100 WASHINGTON ST	NON-STRUCTURAL MASTER BEDROOM RENOVATION	Building	Finalized	R - Alteration/Repair	02/16/2023	04/24/2023
PLB2023-01827	100 WASHINGTON ST	NON-STRUCTURAL MASTER BEDROOM RENOVATION	Plumbing	Finalized	R - Alteration/Repair	02/20/2023	04/24/2023
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		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Issued	C - Tenant Layout	06/17/2022	
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Issued	C - Tenant Layout	11/28/2022	
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Issued	C - Tenant Layout	11/28/2022	
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Issued	C - Tenant Layout	12/30/2022	
BLD2023-03631	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Building	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Pending	R - Alteration/Repair		

Development Project

END OF REPORT

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 4/30/2023

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 4/30/2023
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Restricted:			
E-Summons Fund	\$ 24,059	\$ 10,690	\$ 34,748
Assigned:			
Events Fund	\$ 25,000	\$ 67,574	\$ 92,574
CIP Fund	\$ 101,000	\$ (101,000)	\$ -
Public Safety Grant Fund	\$ 14,283	\$ 18,976	\$ 33,260
Mamie Davis Park Fund	\$ 11,492	\$ (5,057)	\$ 6,435
PEG Fund	\$ 1,776	\$ 180	\$ 1,955
Subtotal Assigned:	\$ 153,551	\$ (19,327)	\$ 134,224
Unassigned:			
Operating Reserves	\$ 187,861	\$ 12,139	\$ 200,000
Other Unassigned	\$ -	\$ (110,545)	\$ (110,545)
Subtotal Unassigned:	\$ 187,861	\$ (98,405)	\$ 89,455
Total Fund Balance:	\$ 465,470	\$ (107,043)	\$ 358,427

Additional Information:

SLFRF Balance:	\$ 949,561	\$ (240,981)	\$ 708,580
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The Town of Occoquan
Profit & Loss Budget Performance
July 2022 through April 2023

	Jul '22 - Apr 23	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · TAXES				
40010 · Real Estate	\$ 275,166	\$ 275,492	\$ (326)	100%
40020 · Meals Tax	\$ 222,477	\$ 282,499	\$ (60,022)	79%
40030 · Sales Tax	\$ 34,015	\$ 36,000	\$ (1,985)	94%
40040 · Utility Tax	\$ 28,537	\$ 30,000	\$ (1,463)	95%
40050 · Communications Tax	\$ 27,111	\$ 33,000	\$ (5,889)	82%
40060 · Transient Occupancy Tax	\$ 27,920	\$ 14,500	\$ 13,420	193%
Total 40000 · TAXES	\$ 615,233	\$ 671,491	\$ (56,258)	92%
41000 · FEES/LICENSES				
41010 · Vehicle License	\$ 10,180	\$ 11,000	\$ (821)	93%
41020 · Business Licenses	\$ 62,824	\$ 68,800	\$ (5,976)	91%
41030 · Late Fees	\$ 1,826	\$ 2,500	\$ (674)	73%
41040 · FINES (PUBLIC SAFETY)	\$ 268,230	\$ 345,000	\$ (76,770)	78%
41100 · Administrative Fees	\$ 5,215	\$ 10,000	\$ (4,785)	52%
41120 · Service Revenue - Eng	\$ 10,171	\$ 10,000	\$ 171	102%
41130 · Service Revenue - Legal	\$ -	\$ 10,000	\$ (10,000)	0%
41140 · Service Revenue - Other	\$ -	\$ 500	\$ (500)	0%
41000 · FEES/LICENSES - Other	\$ -	\$ 1,500	\$ (1,500)	0%
Total 41000 · FEES/LICENSES	\$ 359,582	\$ 459,300	\$ (99,718)	78%
42000 · GRANTS				
42010 · LITTER	\$ 3,025	\$ 1,329	\$ 1,696	228%
42020 · HB 599	\$ 19,530	\$ 35,688	\$ (16,158)	55%
42021 · NHSTA (DMV)				
Total 42021 · NHSTA (DMV)	\$ 8,570	\$ 15,000	\$ (6,430)	57%
42030 · SLFRF	\$ 30,226	\$ 30,225	\$ 1	100%
42040 · PEG	\$ 180			
Total 42000 · GRANTS	\$ 61,531	\$ 82,242	\$ (20,711)	75%
43000 · RENTALS				
43020 · River Mill Park	\$ 1,000	\$ 3,000	\$ (2,000)	33%
43030 · Mamie Davis Park Rental	\$ 550	\$ 2,000	\$ (1,450)	28%
43040 · 200 Mill Street Lease	\$ -	\$ 7,613	\$ (7,613)	0%
Total 43000 · RENTALS	\$ 1,550	\$ 12,613	\$ (11,063)	12%
44000 · OTHER				
44010 · General Fund Interest	\$ 24,782	\$ 900	\$ 23,882	2754%
44060 · Other	\$ 48	\$ 1,000	\$ (952)	5%
Total 44000 · OTHER	\$ 24,830	\$ 1,900	\$ 22,930	1307%
Total Income	\$ 1,062,725	\$ 1,227,546	\$ (164,821)	87%
Gross Profit	\$ 1,062,725	\$ 1,227,546	\$ (164,821)	87%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 534,999	\$ 708,934	\$ (173,934)	75%
Total 60400 · PROFESSIONAL SERVICES	\$ 118,409	\$ 169,321	\$ (50,912)	70%
Total 60800 · INFORMATION TECH SERV	\$ 30,734	\$ 31,100	\$ (366)	99%
Total 61200 · MATERIALS AND SUPPLIES	\$ 25,119	\$ 27,230	\$ (2,111)	92%
Total 61600 · OPERATIONAL SERVICES	\$ 7,914	\$ 9,000	\$ (1,086)	88%
Total 62000 · CONTRACTS	\$ 90,908	\$ 112,382	\$ (21,474)	81%
Total 62400 · INSURANCE	\$ 37,918	\$ 33,690	\$ 4,228	113%
Total 62800 · PUBLIC INFORMATION	\$ 2,425	\$ 5,020	\$ (2,595)	48%
Total 63200 · ADVERTISING	\$ 3,612	\$ 2,000	\$ 1,612	181%
Total 63600 · TRAINING AND TRAVEL	\$ 10,054	\$ 18,210	\$ (8,156)	55%

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

	Jul '22 - Apr 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 64000 · VEHICLES AND EQUIPMENT	\$ 35,992	\$ 27,210	\$ 8,782	132%
Total 64400 · SEASONAL	\$ 10,623	\$ 10,500	\$ 123	101%
64700 · FACILITIES EXPENSE				
Total 64800 · TOWN HALL	\$ 9,202	\$ 11,890	\$ (2,688)	77%
Total 65200 · MILL HOUSE MUSEUM	\$ 300	\$ 6,500	\$ (6,200)	5%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 2,943	\$ 5,910	\$ (2,967)	50%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 13,896	\$ 16,200	\$ (2,304)	86%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 1,711	\$ 3,600	\$ (1,889)	48%
Total 67600 · TANYARD HILL ROAD PARK	\$ -	\$ 250	\$ (250)	0%
Total 67800 · OCCOQUAN RIVER	\$ -	\$ 2,000	\$ (2,000)	0%
Total 68000 · FURNACE BRANCH PARK	\$ -	\$ 250	\$ (250)	0%
Total 68400* · STREETS AND SIDEWALKS	\$ 2,727	\$ 3,000	\$ (273)	91%
Total 68800 · HISTORIC DISTRICT	\$ 14,297	\$ 22,600	\$ (8,303)	63%
Total 64700 · FACILITIES EXPENSE	\$ 45,075	\$ 72,950	\$ (27,875)	62%
Total Expense	\$ 953,782	\$ 1,227,546	\$ (273,765)	78%
Net Ordinary Income	\$ 108,944	\$ (0)	\$ 108,944	
Net Income	\$ 108,944	\$ (0)	\$ 108,944	

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS				
42030 · SLFRF	\$ 210,755	\$ 467,954	\$ (257,199)	45%
42000 · GRANTS - Other	\$ -	\$ 463,750	\$ (463,750)	0%
Total 42000 · GRANTS	\$ 210,755	\$ 931,704	\$ (720,949)	23%
Total Income	\$ 210,755	\$ 931,704	\$ (720,949)	23%
Gross Profit	\$ 210,755	\$ 931,704	\$ (720,949)	23%
Net Ordinary Income	\$ 210,755	\$ 931,704	\$ (720,949)	23%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ -	\$ 50,000	\$ (50,000)	0%
70003 · Street Improvements	\$ 738	\$ -	\$ 738	
70004 · Sidewalk Improvements	\$ 164,532	\$ 175,000	\$ (10,468)	94%
70005 · Building Improvements	\$ 57,398	\$ 99,500	\$ (42,102)	58%
70006 · Stormwater Management	\$ 241,017	\$ 495,000	\$ (253,983)	49%
70012 · Street Lights	\$ 6,295	\$ 75,000	\$ (68,705)	8%
70013 · Parking Management Plan	\$ -	\$ 2,000	\$ (2,000)	0%
70014 · Timed Parking Equipment	\$ 5,500	\$ 5,500	\$ -	100%
72006 · Riverwalk Improvements	\$ 20,623	\$ 49,704	\$ (29,081)	41%
72008 · River Mill Park Improvements	\$ 3,365	\$ 50,000	\$ (46,635)	7%
74001 · Vehicles & Equipment	\$ -	\$ 16,000	\$ (16,000)	0%
76001 · Computer Upgrades	\$ -	\$ 5,000	\$ (5,000)	0%
76003 · Process Improvements	\$ 480	\$ 10,000	\$ (9,520)	5%
Total 70000 · CIP EXPENSE	\$ 499,948	\$ 1,032,704	\$ (532,756)	48%
Total Other Expense	\$ 499,948	\$ 1,032,704	\$ (532,756)	48%
Net Other Income	\$ (499,948)	\$ (1,032,704)	\$ 532,756	48%
Net Income	\$ (289,193)	\$ (101,000)	\$ (188,193)	286%

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

	Jul '22 - Apr 23	Annual Budget	Over/(Under) Budget	% of Budget
E-Summons Fund				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 11,669	\$ 12,000	\$ (331)	97%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 11,669	\$ 12,000	\$ (331)	97%
Total 41000 · FEES/LICENSES	\$ 11,669	\$ 12,000	\$ (331)	97%
Total Income	\$ 11,669	\$ 12,000	\$ (331)	97%
Gross Profit	\$ 11,669	\$ 12,000	\$ (331)	97%
Expense				
60800 · INFORMATION TECH SERV				
60860 · Hardware/Software & Maintenance	\$ 794	\$ 1,750	\$ (956)	45%
Total 60800 · INFORMATION TECH SERV	\$ 794	\$ 1,750	\$ (956)	45%
61200 · MATERIALS AND SUPPLIES				
61220 · Operational supplies	\$ 185	\$ 1,400	\$ (1,215)	13%
Total 61200 · MATERIALS AND SUPPLIES	\$ 185	\$ 1,400	\$ (1,215)	13%
Total Expense	\$ 979	\$ 3,150	\$ (2,171)	31%
Net Ordinary Income	\$ 10,690	\$ 8,850	\$ 1,840	121%
Net Income	\$ 10,690	\$ 8,850	\$ 1,840	121%

EVENTS FUND				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	\$ 3,473	\$ 5,500	\$ (2,027)	63%
Total 41000 · FEES/LICENSES	\$ 3,473	\$ 5,500	\$ (2,027)	63%
42000 · GRANTS	\$ 10,000	\$ 10,000	\$ -	100%
44000 · OTHER				
44020 · Events Fund Interest	\$ 93	\$ 1,200	\$ (1,107)	8%
44040 · Bricks Revenue	\$ 1,208	\$ 1,800	\$ (592)	67%
Total 44000 · OTHER	\$ 1,330	\$ 3,000	\$ (1,670)	44%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 11,230	\$ 13,000	\$ (1,770)	86%
47020 · Booth Rentals	\$ 161,475	\$ 138,195	\$ 23,280	117%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 6,131	\$ 11,100	\$ (4,969)	55%
47030 · Shuttle Fees	\$ 32,256	\$ 66,600	\$ (34,344)	48%
47040 · Parking Space Sales	\$ 10,575	\$ 7,725	\$ 2,850	137%
47060 · Merchandise	\$ 600	\$ 1,750	\$ (1,150)	34%
47100 · Cost Share Reimbursement	\$ 1,630			
Total 47000 · EVENTS REVENUE	\$ 223,896	\$ 238,370	\$ (14,474)	94%
Total Income	\$ 238,699	\$ 256,870	\$ (18,171)	93%
Gross Profit	\$ 238,699	\$ 256,870	\$ (18,171)	93%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 48,707	\$ 71,548	\$ (22,841)	68%
Total 60400 · PROFESSIONAL SERVICES	\$ 8,666	\$ 10,000	\$ (1,334)	87%
Total 60800 · INFORMATION TECH SERV	\$ 991			
Total 61200 · MATERIALS AND SUPPLIES	\$ 11,753	\$ 9,400	\$ 2,353	125%
Total 62000 · CONTRACTS	\$ 64,943	\$ 64,875	\$ 68	100%

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

	Jul '22 - Apr 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 63200 · ADVERTISING	\$ 16,766	\$ 25,500	\$ (8,734)	66%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	\$ 375	\$ 650	\$ (275)	58%
Total 64700 · FACILITIES EXPENSE	\$ 375	\$ 650	\$ (275)	58%
69200 · SPECIAL EVENTS				
69210 · HolidayFest	\$ 4,470	\$ 2,750	\$ 1,720	163%
69220 · Volunteer TY / Town Party	\$ 1,565	\$ 2,500	\$ (935)	63%
69250 · River Mill Park Events	\$ 8,500	\$ 6,425	\$ 2,075	132%
69290 · Other Special Events	\$ 4,389	\$ 2,575	\$ 1,814	170%
Total 69200 · SPECIAL EVENTS	\$ 18,924	\$ 14,250	\$ 4,674	133%
Total Expense	\$ 171,125	\$ 196,223	\$ (25,098)	87%
Net Ordinary Income	\$ 67,574	\$ 60,647	\$ 6,927	111%
Net Income	\$ 67,574	\$ 60,647	\$ 6,927	111%
MAMIE DAVIS PARK				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	\$ 193	\$ 500	\$ (307)	39%
Total 44000 · OTHER	\$ 193	\$ 500	\$ (307)	39%
Total Income	\$ 193	\$ 500	\$ (307)	39%
Gross Profit	\$ 193	\$ 500	\$ (307)	39%
Net Ordinary Income	\$ 193	\$ 500	\$ (307)	39%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	\$ 5,250	\$ 5,000	\$ 250	105%
Total 70000 · CIP EXPENSE	\$ 5,250	\$ 5,000	\$ 250	105%
Total Other Expense	\$ 5,250	\$ 5,000	\$ 250	105%
Net Other Income	\$ (5,250)	\$ (5,000)	\$ (250)	105%
Net Income	\$ (5,057)	\$ (4,500)	\$ (557)	112%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (107,043)	\$ (36,003)	\$ (71,040)	297%


The Town of Occoquan
Balance Sheet Prev Year Comparison
As of April 30, 2023

	Apr 30, 23	Apr 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 100	\$ 100	\$ -
10022 · Checking Account 0058	\$ 74,557	\$ 130,656	\$ (56,099)
10024 · Money Market 4220	\$ 236,543	\$ 200,150	\$ 36,393
10029 · Checking Account 3126	\$ 55,840	\$ 100,243	\$ (44,403)
10033 · Events Fund - Paypal	\$ -	\$ 25,677	\$ (25,677)
10034 · VIP - Investment Pool	\$ 605,893	\$ 475,254	\$ 130,639
10082 · Mamie Davis Savings 4201	\$ 2,049	\$ 7,042	\$ (4,993)
10083 · Mamie Davis CD	\$ 100,000	\$ 100,000	\$ -
10091 · Bricks - PayPal	\$ 109	\$ 751	\$ (642)
10094 · Money Market 5997	\$ -	\$ 15,560	\$ (15,560)
10095 · Bricks MM 2125	\$ -	\$ 11,301	\$ (11,301)
Total Checking/Savings	\$ 1,075,091	\$ 1,066,734	\$ 8,357
Accounts Receivable			
10180 · Accounts Receivable	\$ 109,048	\$ 125,845	\$ (16,797)
Total Accounts Receivable	\$ 109,048	\$ 125,845	\$ (16,797)
Other Current Assets			
14990 · Undeposited Funds	\$ 4,497	\$ 1,897	\$ 2,600
Total Other Current Assets	\$ 4,497	\$ 1,897	\$ 2,600
Total Current Assets	\$ 1,188,636	\$ 1,194,477	\$ (5,840)
TOTAL ASSETS	\$ 1,188,636	\$ 1,194,477	\$ (5,840)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 92,621	\$ 89,676	\$ 2,945
Total Accounts Payable	\$ 92,621	\$ 89,676	\$ 2,945
Credit Cards			
22000 · Credit Cards	\$ 6,445	\$ 9,234	\$ (2,789)
Total Credit Cards	\$ 6,445	\$ 9,234	\$ (2,789)
Other Current Liabilities			
20935 · Performance Bond	\$ 1,188	\$ 4,368	\$ (3,180)
20940 · Unearned Craft Show Rev	\$ 20,275	\$ 15,550	\$ 4,725
20960 · Unearned Other Revenue			
20970 · Rental	\$ 1,200	\$ 1,950	\$ (750)
20973 · Unearned SLFRF Revenue	\$ 708,580	\$ 474,780	\$ 233,799
Total 20960 · Unearned Other Revenue	\$ 709,780	\$ 476,730	\$ 233,049
20980 · Unearned R.E. Tax	\$ 771	\$ 8,760	\$ (7,989)
21200 · Payroll Liabilities	\$ (870)	\$ 5	\$ (875)
Total Other Current Liabilities	\$ 731,143	\$ 505,413	\$ 225,729
Total Current Liabilities	\$ 830,209	\$ 604,323	\$ 225,886
Total Liabilities	\$ 830,209	\$ 604,323	\$ 225,886
Equity	\$ 358,427	\$ 590,153	\$ (231,726)
TOTAL LIABILITIES & EQUITY	\$ 1,188,636	\$ 1,194,477	\$ (5,840)

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney 

Re: June 2023 Town Attorney Report

Date: May 26, 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 April 27, 2023:

1. Assisted with drafting zoning amendments and advised the Town Planning Commission regarding them.
2. Advised staff regarding issue of parking spaces at Townes of Occoquan.
3. Advised staff as to police boat lease.
4. Reached out to County Attorney regarding property maintenance code enforcement.
5. Advised as to state code changes governing virtual meetings by elected bodies.
6. Consulted with the mayor regarding possible noise ordinance amendments.
7. Worked with staff for continuity of prosecution during my transition to Sands Anderson.