



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Eliot Perkins  
Nancy Freeborne Brinton  
Theo Daubresse

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

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

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

**DATE:** January 13, 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.
- **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).
  - **McKenzie Sidewalk:** Town Council approved the McKenzie Drive Sidewalk project (Infrastructure - Parks and Public Spaces) at the August 2, 2022, meeting and authorized a not-to-exceed limit of \$158,000 on October 18, 2022. Staff has executed the quote,

prepared and received the Land Disturbance Permit, and authorized the purchase of the Nutrient (Phosphorus) Credits. Construction began on November 29<sup>th</sup> and as of January 6<sup>th</sup> the majority of construction is complete. A railing install and final acceptance walk through in mid-January are the only remaining items.

- Riverwalk Expansion Project: At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding for the Berkley Group 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. The process will involve multiple opportunities for community input and produces visioning documents, maps, and vignettes that will help the Town and potential partners visualize the future Riverwalk. A Riverwalk Visioning Workshop is scheduled from 5-7 pm on Monday, January 23<sup>rd</sup>, 2023, at Town Hall for all community members to attend. Staff will meet with the Berkley Group for a tour of the potential expansion area on the 23<sup>rd</sup> as well.
- River Mill Playground and Picnic Area: Town staff is currently exploring equipment options and will update Town Council as the search progresses.
- Town Signage Updates: Town staff is currently identifying and cataloging signs for repair and replacement and coordinating designs with potential vendors as they craft a signage update plan.
- Solar Streetlight Pilot: In late December, Town staff installed the first pilot of its solar streetlight conversion at the intersection of Ellicott and Mill Streets. The black solar light fixture runs from dusk to dawn with a similar light output to that of the current gaslights. It will serve as potential replacement for the current gaslight fixtures along with another fixture style set to be installed by mid-January. The current poles will remain intact with either option. Town staff will provide updates as the pilot progresses and a final recommendation on lighting is made to Town Council. Share your feedback on the solar lights at: <https://www.occoquanva.gov/solar>
- Other Projects: In addition, staff is actively working on scope and estimate refinement on the following SLFRF proposed projects: Energy Audit - Town Hall Energy and Ventilation Upgrades.
- **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 has advised that demolition is expected in March 2023. Signage on the property will be installed in the coming months.
  - The Mill Street Beer Garden: The Mill Street Beer Garden project is pending a revised site plan containing field changes approval. The applicants submitted a revised site plan which is under review. No opening date has been provided.
  - More information on both projects can be found in the Engineering Section of the Administrative Report.
- **Signage Education - UPDATED:** As part of zoning enforcement, staff has developed a handout highlighting the Town's sign ordinance and will be sent to all businesses and property owners within the B-1 district. This is intended to serve as an educational outreach to first educate on the regulations and then follow up with enforcement procedures. On September 27<sup>th</sup>, Town staff reviewed the guide with the Architectural Review Board. Town staff presented the guide at the OBP Quarterly Meeting on October 4, 2022. On December 21, 2022, Town staff sent business and property owners in the business district notice of renewed sign enforcement starting February 2023 and asks all sign owners to review their signage and bring any noncomplying signs into compliance. Staff is currently working with sign owners to address any questions about

compliance with the sign ordinance and has created an email ([signpermits@occoquanva.gov](mailto:signpermits@occoquanva.gov)) for such purposes. Staff will keep Town Council updated.

- **VDOT TAP Grant Project - UPDATED:** In early May, we 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. Staff will work with County staff in administering this project. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **VDOT Road Paving Update - UPDATED:** Work concluded the week of July 31, 2022. Town staff is waiting on VDOT and it's contractor to resolve two remaining items include resurfacing curbs on Mill Street and addressing standing water on Mill Street near Washington Street. Staff has been advised that resurfacing of the curbs will be completed in spring when weather is not expected to be an issue.
- **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 - UPDATED:** 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. During the winter holiday intense cold contributed to multiple breaks in the pipe and icing of the immediate section of Mill Street. Town staff had VDOT treat the area and has repaired the broken segments. 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 at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. VDOT has scheduled the installation of additional signage on the traffic light arm. Staff will continue to coordinate with VDOT and monitor this issue.
- **DEQ ARPA Wastewater Funds 2022 Appropriation - UPDATED:** The Town has 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 recommendation from DEQ, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. On November 1, 2022, through November 15, 2022, Town staff posted an RFP on the Town website and forwarded the RFP to three vendors who saw the initial posting on the eVa website on September 28, 2022. The Town received one proposal in response. As part of the DEQ stormwater remediation, staff is required to obtain an environmental endangered animal study update for the applicable area. Town Staff has provided further information to DEQ upon their request and is awaiting a response. The parking lot behind D'Rocco's has been posted with no parking and will be used Monday

through Friday 7am-5pm for loading the dredged material onto trucks for removal from town. Dredging is expected to take place from January 9<sup>th</sup>-20<sup>th</sup>. Staff will provide more information as we move through this process.

- **New IT Support Services - UPDATED:** On August 22, 2022, the Town issued RFP No. 2023-01 seeking proposals from qualified contractors to provide information technology support services to the Town. Over 40 vendors responded to the solicitation and over 20 came to a site-visit. The Town received 16 proposals which were reviewed by a technical review and price review team. Town Council awarded the contract to Digicon, Inc. on December 6, 2022. Town staff has conducted an initial meeting with the contractor and, as of January 4<sup>th</sup>, 2023, Digicon has taken over the Town's IT support services.
- **Fairfax Water Construction - UPDATED:** Fairfax Water officials have given an approval to the contractor to begin work on boring under the river. The project has begun and the contractor has made improvements to the roadway and property to assist traffic flow. Completed of the project is expected by summer of 2024. Boring will commence outside the Fairfax Water pump station on the Fairfax side of the Occoquan River and terminate in the Fairfax Water property on the Prince William side, south of River Mill Park.
- **Property Maintenance Enforcement - UPDATED:** Town staff are working with the Prince William County Neighborhood Services Division who handles the County's Property Maintenance Code Enforcement on the conditions for them to take on the review and enforcement of the Town's property maintenance code.
- **Zoning Map Amendments - NEW:** As of January 6<sup>th</sup>, 2023, Town staff has notified affected property owners of the Planning Commission's public hearing, scheduled for 6:30 pm on January 24, 2023, on potential zoning map and comprehensive plan amendments. Amendments will include use changes at properties on Myrtle Place as well as Commerce Street and Poplar Alley. The agenda and draft ordinance for the public hearing will be available on January 20<sup>th</sup> at: [www.occoquanva.gov/government/boards-and-commissions/planning-commission/](http://www.occoquanva.gov/government/boards-and-commissions/planning-commission/)
- **Facility Use and Special Event Policy Updates - NEW:** Over the past several months, Town staff has been working to update the Facility Use and Special Event policies as well as their respective permits. A new fee schedule and updated definitions and guidelines for facility use requests and special event permits take effect and are published on the Town website on January 3<sup>rd</sup>, 2023. More info can be found at: [www.occoquanva.gov/government/town-parks-and-facilities/](http://www.occoquanva.gov/government/town-parks-and-facilities/)

## Treasurer Report - Supplemental Information

The November 2022 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.

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

<b>Transient Tax Delinquencies</b>		
<b>Business Owner</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice/Status</b>
BALLYWHACK INC.	1	
OCCOQUAN VIEWS LLC	2	
RIVER MILL INVESTMENTS LLC	2	

<b>Meals Tax Delinquencies</b>		
<b>Business Name</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice/ Status</b>
BANN THAI OLD TOWN	5	11/28/2022
BABBANME LLC	3*	11/28/2022

*\*Most recent report filed - Feb 2022. Paid town estimate for March - August 2022.*

<b>Real Estate Delinquencies*</b>				
<b>Property Owner</b>	<b>Years of Delinquency</b>	<b>Delinquent Tax Amount*</b>	<b>Date of Last Notice</b>	<b>Notes</b>
GRANNY'S COTTAGE INC	6	\$403.20	12/1/2022	
HOUGHTON RONALD W ETAL	4	\$70.08	12/1/2022	

*\*Excludes penalties and interest*

## Engineering

- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Minor changes suggested on stream names. FEMA will issue a “Revised Preliminary” map, after which there will be another 90-day appeal period. Following resolution of any 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. Town staff is currently working on the relocation of an osprey nest on the property to another location nearby.
- **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)**
  - **McKenzie Drive Sidewalks - update from last report:** Sidewalk substantially complete.
  - **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 delayed but expected to begin in the fall/winter.
- **Barrington Point Erosion & Sediment Control plan for retaining wall - no change from last report -** work complete and request for bond release being processed.
- **Occoquan Heights landscape maintenance bond - update from last report -** HOA has requested inspection of current plantings for release of maintenance bond. Inspection complete and maintenance bond release being processed
- **200 Mill Street - Beer Garden - no change 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 held to resolve site plan update. Field revision submitted and under review to eliminate TruGrid, revise parking, revise landscaping.
- **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
- **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 December 1 to December 31, 2023:

	<b>Zoning Application #</b>	<b>Property Address</b>	<b>Activity</b>
1	TZP2022-042	109 Vista Knoll Drive	Add deck to rear
2	TZP2022-043	125 Mill Street, Unit 4	New business zoning approval

B. The following is a list of **new violation letters** from December 1 to December 31, 2023:

	<b>Property Address</b>	<b>Violation #</b>	<b>Violation</b>	<b>Town Action</b>
1	N/A	N/A	N/A	N/A

C. The following is a list of **active/previous violations** from December 1 to December 31, 2023:

	<b>Property Address</b>	<b>Violation #</b>	<b>Violation</b>	<b>Town Action</b>
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.

## **Building Official**

The Building Official monthly report provided by Prince William County for the month of December 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.

### 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. Level 2 Auxiliary Police Academy continues and is expected to finish in April 2023. Business check notification continued with officers leaving property check stickers on businesses checked after hours.

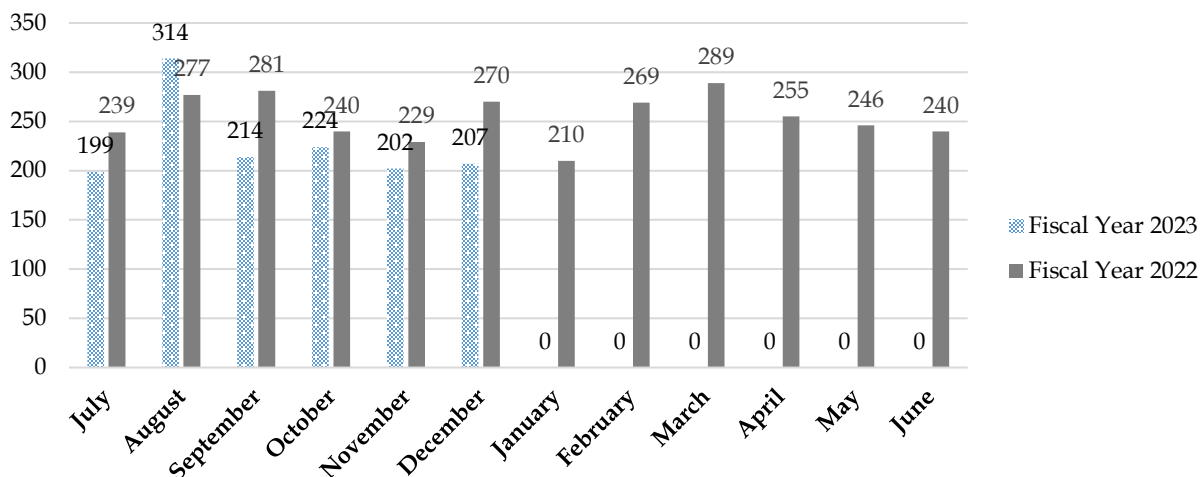
### Community Relations

Provided public safety patrols during Town events (Holidayfest/Artisan Market and Holiday weekends). Engaged in foot patrols throughout historic district and Town riverwalk. Officers spoke with business owners and residents throughout the month. Officers began placing property checks notices during patrols.

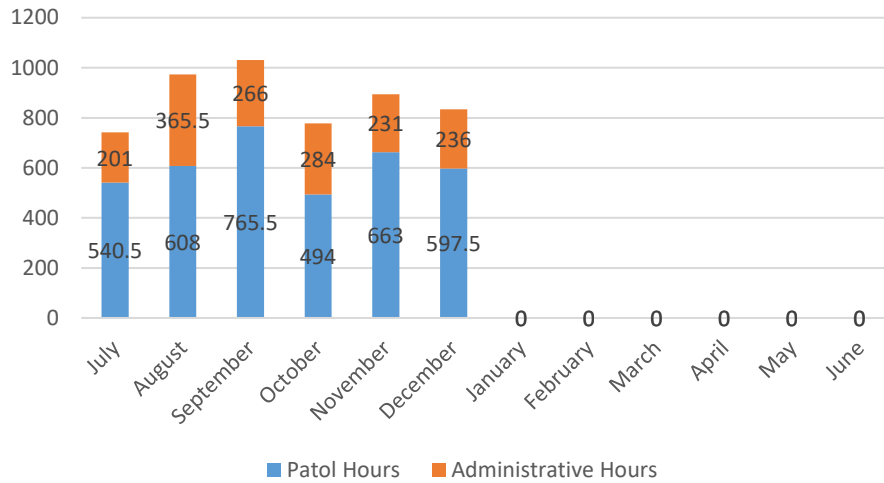
### Patrol and Enforcement Activities

As of December 29<sup>th</sup>, during the month of December, the Town Police made 84 business checks and 158 park checks. The Town Police also had 103 calls for service, with 11 vehicle crashes, 9 disorderly in progress calls, 6 disabled vehicles/motorist assist calls, 5 alarm calls, 5 medical/mental health calls, 5 trespassing calls, 5 suspicious person/vehicle/circumstance calls, 4 welfare checks, 4 domestic in progress calls, 4 hit and run calls, 2 roadway obstruction calls, 1 noise complaints, 1 missing person calls, 1 lost property call, 1 harassment call, 1 robbery in progress call, 1 suicide in progress call, 1 larceny (theft) call, 1 roadway obstruction call, multiple service/assist calls, and issued 241 traffic summonses, 36 parking violations, and 52 warnings.

### Traffic Summonses FYTD (GRAPH)



## Patrol/Administrative Hours FYTD (GRAPH)

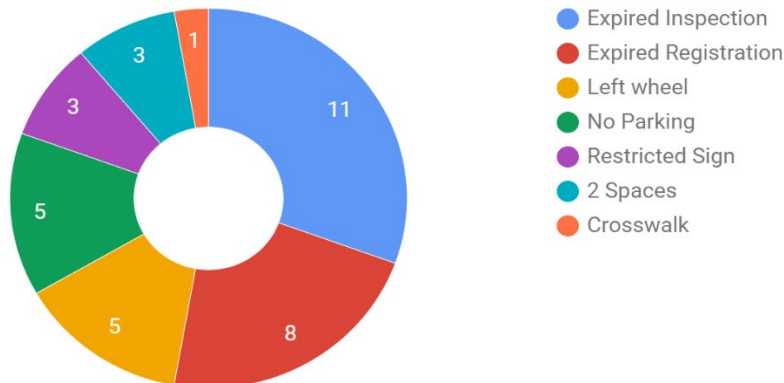


## Parking Enforcement (CHART/GRAPH)

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

### Total Parking Enforcement

Occoquan VA - Tickets By Violation (Month To Date)

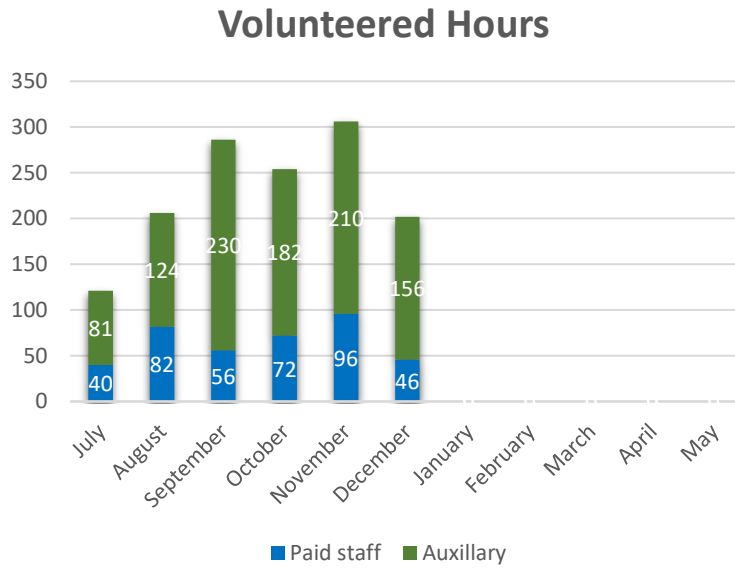


Data as of 12/30/2022, 12:00:00 AM



**Volunteer in Police Service**

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 1,375 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 (December 2022)

- Supported HolidayFest events
- Initiated solar streetlight conversion pilot
- Started rewiring of post lights in River Mill Park
- Repaired broken pipe on Mill Street

## Special Maintenance Projects

Projects In-Progress: 18      Projects Completed: 13

Below is an updated list of maintenance activities with statuses updated as of January 6, 2023:

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
Create new mailboxes and keybox area for Town Hall front office	Not started		Spring 2023
Replace Town Hall upstairs lights	Not started		Spring 2023
TH Window Cleaning 2023	Not started		Spring 2023
Repair Town Hall Eave	Not started		
Kitchen Updates	Not started		
Retrofit rain spout to barrel to water TH garden	In progress		
Replace Town Hall Windows and Doors	In progress		
Replace Town Hall HVAC	In progress		
Repair concrete steps at Town Hall	In progress		
Check and Fix Town Hall Tree Outlet	Completed	01/03/2023	
Plant flowers in garden behind Town Hall	Completed	01/04/2023	
Fix Town Hall Thermostat/Heating	Completed	12/16/2022	
<b>Craft Show and Events Preparation</b>			
Support Peep Week 2023	Not started		Spring 2023
Remove and store holiday decorations	In progress		January 2023
Take Down HolidayFest Banners	Completed	12/09/2022	
Reinstall Welcome to Occoquan Banner at Tanyard Entrance	Completed	12/09/2022	
Support HolidayFest events	Completed	12/01/2022	
<b>Landscaping</b>			
Hardscaping RMP Bench Swing	Not started		

Project	Status	Completion Date	Notes
Install Riprap at River Mill Park	Not started		
Hardscaping stairs at LOVE sign	Not started		
Phlox in front of MDP	In progress		Coordinating with landscaper
Cut back vegetation on River Rd	In progress		Coordinating with landscaper
Plant lirioppe along Mill St buffer in front of 402 Mill	In progress		Coordinating with landscaper
Address garden area along Washington/Commerce St	In progress		Coordinating with landscaper
Replant flower pots/boxes in Town ROW on Union	In progress		Coordinating with landscaper
Coordinate spring flower planting with landscaper	In progress		Coordinating with landscaper
Seed and aerate town parks	In progress		Coordinating with landscaper
Coordinate Snow Treatment of Ellicott with VDOT	In progress		Coordinating with landscaper
Fall Mulching	Completed	01/04/2023	
Procure Ice Melt for Winter Weather	Completed	12/06/2022	
<b>Park Maintenance</b>			
Install Shelf for Fridge	Not started		
Replace signs at dock	Not started		
Power wash Riverwalk/dock	Not started		Spring 2023
RMP Bathroom Upgrades	Not started		
Repair Dock Fees Box at Town Dock	Not started		
Add Outlets to RMP and Footbridge	In progress		
Mamie Davis Park Signage Update	In progress		
Rewire and convert RMP lights to LED	In progress		
Buy LED Lights for RMP Light Poles	Completed	12/02/2022	
<b>Special Projects</b>			
Public Works Inventory	Not started		
Transfer box set up at Annex	Not started		
Backup Generator Project	Not started		

Project	Status	Completion Date	Notes
Install Solar Pilot on Gaslights	In progress		
Remove banner for damn siren test	Completed	12/01/2022	
<b>Spring Clean Up</b>			
Clean public trash and recycling cans	Not started		Spring 2023
Touch up paint on gaslights	Not started		Spring 2023
Clean glass on gaslights	Not started		Spring 2023
<b>Streets, Sidewalks, and Parking</b>			
Paint Street Sign Poles Black Outside Historic District	Not started		
Cut bolts on parking signs	Not started		
Convert old 123 trash cans to flower holders	In progress		
Check and repair directional sign at MDP	In progress		
Paint curb at Ellicott onto Center Lane	In progress		
Put out new trash cans	Completed	1/4/2023	New Placement on Mill Street and Rt. 123 Bridge
Install Custom Bricks at RMP	Completed	12/14/2022	
Replace new head for broken gaslight	Completed	12/08/2022	

### 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			FY2023
Minor Brick Repairs		X		Repairs and replacement ongoing; loose and missing brick repairs ongoing

## Events and Community Development

### HolidayFest, November 19 – December 4, 2022 Recap

HolidayFest celebrates the unique character of the town as the best part of living, dining, and shopping in Occoquan and embraces our general small-town experience during the holidays.

HolidayFest this year was 3-week event that was kicked off with the annual Tree Lighting, with firepits and marshmallow roasting combined with a business Shop Late night. The change to a 6pm start for this activity proved popular with visitors as the crowd was estimated to be the largest in recent memory. The Occoquan Business Partners offered a passport shopping experience and giveaway for patrons during this period. The Town produced the Holiday Artisan Market the first weekend of December, supported by 45 vendors. Activities included the arrival of and visits with Santa, a community gingerbread contest, caroling, and two live concerts over the weekend with Lake Ridge Chorale and the Hot Lanes Band. This year the Town and Occoquan Business Partners offered free Saturday shuttles into town to help alleviate parking concerns during the busy holiday shopping season.

### Planning for 2023

Staff's primary event focus for the new year will be on RiverFest, scheduled for June 3 & 4, 2023. The Occoquan Business Partners and Town staff will continue to partner on major tourism events for 2023.

### 2023 Events

Below is the general calendar of events for 2023:

2023 Town of Occoquan Events	
Apr 4-8, 2023	Peep Week
5/20/23	Concert
5/26/23	Trivia Night
<b>Jun 3-4, 2023</b>	<b>RiverFest &amp; Craft Show</b>
	w/Sip & Stroll
6/17/23	Concert
6/23/23	Trivia Night
7/15/23	Concert
7/21/23	Trivia Night
8/1/23	National Night Out
<b>Aug 12-13, 2023</b>	<b>Discover Occoquan</b>



	w/Sip & Stroll
8/12/23	257th Army Band Concert
8/13/23	Duck Splash TBD
8/18/23	Trivia Night
9/15/23	Trivia Night
<b>Sep 23 &amp; 24, 2023</b>	<b>Fall Arts &amp; Crafts Show</b>
	w/Sip & Stroll
10/20/23	Trivia Night
<b>Oct 27-29, 2023</b>	<b>Spirits &amp; Spirits</b>
10/27/23	Movie in the Park
10/28/23	Costume Parade
10/28/23	Haunted Maze and Beer Garden
<b>Nov 18-Dec 3, 2023</b>	<b>HolidayFest</b>
11/18/23	Tree Lighting & Caroling/Firepits
	w/Shop Late/Sip & Stroll
Dec 2-3, 2023	Holiday Artisan Market

## Marquee Events

**Town of Occoquan - Permit Report  
December 2022**

<b>Permit Number</b>	<b>Main Address</b>	<b>Description</b>	<b>Permit Type</b>	<b>Permit Status</b>	<b>Permit Workclass</b>	<b>Issue Date</b>	<b>Finalize Date</b>
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		
BLD2023-01042	205 COMMERCE ST	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Building	Issued	R - Alteration/Repair	08/26/2022	
ELE2023-01253	205 COMMERCE ST	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Electrical	Issued	R - Alteration/Repair	08/31/2022	
MEC2023-00620	205 COMMERCE	Replace Dryer Vent	Mechanical	Issued	R - Alteration/Repair	09/29/2022	
PLB2023-00516	205 COMMERCE ST	Renovate Master bathroom as well as second floor hall bathroom	Plumbing	Issued	R - Alteration/Repair	09/11/2022	
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	
BLD2022-06847	312 COMMERCE ST	FLOOR AND ROOF REPAIR AFTER CHIMNEY REMOVAL.	Building	Issued	R - Alteration/Repair	07/26/2022	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-07449	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTAIRS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ADD SMALL GALLEY KITCHEN TO UPSTAIRS SPACE. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Building	Finaled	R - Alteration/Repair	06/02/2022	12/22/2022
ELE2023-01050	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Electrical	Finaled	R - Alteration/Repair	08/25/2022	12/22/2022
MEC2023-00021	312 COMMERCE	Ductless Hvac for building	Mechanical	Finaled	R - Alteration/Repair	08/12/2022	12/22/2022

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
MEC2023-00394	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Mechanical	Finaled	R - Alteration/Repair	08/25/2022	12/22/2022
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair		
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair		
PLB2023-00432	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Plumbing	Finaled	R - Alteration/Repair	08/25/2022	12/22/2022

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	Issued	C - Tenant Layout	10/10/2022	
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Issued	C - Tenant Layout	09/28/2022	
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout		
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Issued	C - Tenant Layout	05/13/2022	
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Pending	C - Alteration/Repair		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
PLB2022-02374	314 MILL ST	water pipe replacement of bathroom (not fixtures), interior building drain/groundworks replacement	Plumbing	Issued	C - Alteration/Repair	04/12/2022	
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		
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022	
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Issued	R - New Single Family Dwelling	12/16/2022	
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Finald	C - Tenant Layout	11/15/2021	11/01/2022
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	
ELE2023-01713	104	outlet for a EVcharger	Electrical	Finald	R - Alteration/Repair	10/12/2022	11/03/2022
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	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Issued	C - Tenant Layout	11/28/2022	
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Pending	C - Tenant Layout		
BLD2023-03670	90 WASHINGTON ST	DECK-10 X 22 NO STEPS. & 6'8" X 6' DOOR CUT-IN	Building	Pending	R - Addition		

Development Project

**END OF REPORT**



**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 11/30/2022**

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 10/31/2022
<b>Nonspendable:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000		\$ 100,000
<b>Prepaid Items</b>	\$ -	\$ -	\$ -
<b>Restricted:</b>			
<b>E-Summons Fund</b>	\$ 22,085	\$ 3,670	\$ 25,755
<b>Assigned:</b>			
<b>Operating Reserves</b>	\$ 183,618		\$ 183,618
<b>Events Fund</b>	\$ 25,000	\$ 40,528	\$ 65,528
<b>CIP Fund</b>	\$ 101,000	\$ (12,336)	\$ 88,664
<b>Public Safety Grant Fund</b>	\$ 19,783	\$ (621)	\$ 19,163
<b>Mamie Davis Park Fund</b>	\$ 11,492	\$ 66	\$ 11,558
<b>PEG Fund</b>	\$ 1,776	\$ -	\$ 1,776
<b>Subtotal Assigned:</b>	\$ 342,669	\$ 27,638	\$ 370,307
<b>Unassigned:</b>	\$ -	\$ (95,821)	\$ (95,821)
<b>Total Fund Balance:</b>	<b>\$ 464,754</b>	<b>\$ (64,514)</b>	<b>\$ 400,240</b>

**Additional Information:**

<b>SLFRF Balance:</b>	\$ 949,561	\$ (31,117)	\$ 918,444
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The Town of Occoquan  
Profit & Loss Budget Performance  
July through November 2022

	Jul - Nov 22	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · TAXES</b>				
40010 · Real Estate	\$ 11,265	\$ 275,492	\$ (264,227)	4%
40020 · Meals Tax	\$ 126,678	\$ 282,499	\$ (155,821)	45%
40030 · Sales Tax	\$ 17,556	\$ 36,000	\$ (18,444)	49%
40040 · Utility Tax	\$ 12,153	\$ 30,000	\$ (17,847)	41%
40050 · Communications Tax	\$ 13,367	\$ 33,000	\$ (19,633)	41%
40060 · Transient Occupancy Tax	\$ 6,466	\$ 14,500	\$ (8,034)	45%
<b>Total 40000 · TAXES</b>	<b>\$ 187,490</b>	<b>\$ 671,491</b>	<b>\$ (484,001)</b>	<b>28%</b>
<b>41000 · FEES/LICENSES</b>				
41010 · Vehicle License	\$ 8,898	\$ 11,000	\$ (2,103)	81%
41020 · Business Licenses	\$ 1,964	\$ 68,800	\$ (66,836)	3%
41030 · Late Fees	\$ 434	\$ 2,500	\$ (2,066)	17%
41040 · FINES (PUBLIC SAFETY)	\$ 121,468	\$ 345,000	\$ (223,532)	35%
41100 · Administrative Fees	\$ 3,315	\$ 10,000	\$ (6,685)	33%
41120 · Service Revenue - Eng	\$ 5,865	\$ 10,000	\$ (4,135)	59%
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>\$ 142,514</b>	<b>\$ 459,300</b>	<b>\$ (316,786)</b>	<b>31%</b>
<b>42000 · GRANTS</b>				
42010 · LITTER	\$ -	\$ 1,329	\$ (1,329)	0%
42020 · HB 599	\$ 13,020	\$ 35,688	\$ (22,668)	36%
42021 · NHSTA (DMV)				
<b>Total 42021 · NHSTA (DMV)</b>	<b>\$ 4,190</b>	<b>\$ 15,000</b>	<b>\$ (10,810)</b>	<b>28%</b>
42030 · SLFRF	\$ 30,592	\$ 30,225	\$ 367	101%
<b>Total 42000 · GRANTS</b>	<b>\$ 47,802</b>	<b>\$ 82,242</b>	<b>\$ (34,440)</b>	<b>58%</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	\$ 10,194	\$ 900	\$ 9,294	1133%
44060 · Other	\$ 0	\$ 1,000	\$ (1,000)	0%
<b>Total 44000 · OTHER</b>	<b>\$ 10,194</b>	<b>\$ 1,900</b>	<b>\$ 8,294</b>	<b>537%</b>
<b>Total Income</b>	<b>\$ 389,050</b>	<b>\$ 1,227,546</b>	<b>\$ (838,496)</b>	<b>32%</b>
<b>Gross Profit</b>	<b>\$ 389,050</b>	<b>\$ 1,227,546</b>	<b>\$ (838,496)</b>	<b>32%</b>
<b>Expense</b>				
<b>Total 60000 · PERSONNEL SERVICES</b>	<b>\$ 254,268</b>	<b>\$ 708,934</b>	<b>\$ (454,665)</b>	<b>36%</b>
<b>Total 60400 · PROFESSIONAL SERVICES</b>	<b>\$ 62,444</b>	<b>\$ 169,321</b>	<b>\$ (106,877)</b>	<b>37%</b>
<b>Total 60800 · INFORMATION TECH SERV</b>	<b>\$ 15,837</b>	<b>\$ 31,100</b>	<b>\$ (15,263)</b>	<b>51%</b>
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	<b>\$ 13,136</b>	<b>\$ 27,230</b>	<b>\$ (14,094)</b>	<b>48%</b>
<b>Total 61600 · OPERATIONAL SERVICES</b>	<b>\$ 5,830</b>	<b>\$ 9,000</b>	<b>\$ (3,170)</b>	<b>65%</b>
<b>Total 62000 · CONTRACTS</b>	<b>\$ 47,447</b>	<b>\$ 112,382</b>	<b>\$ (64,935)</b>	<b>42%</b>
<b>Total 62400 · INSURANCE</b>	<b>\$ 19,344</b>	<b>\$ 33,690</b>	<b>\$ (14,346)</b>	<b>57%</b>
<b>Total 62800 · PUBLIC INFORMATION</b>	<b>\$ 1,473</b>	<b>\$ 5,020</b>	<b>\$ (3,547)</b>	<b>29%</b>
<b>Total 63200 · ADVERTISING</b>	<b>\$ 2,070</b>	<b>\$ 2,000</b>	<b>\$ 70</b>	<b>104%</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>\$ 19,246</b>	<b>\$ 27,210</b>	<b>\$ (7,964)</b>	<b>71%</b>
<b>Total 64400 · SEASONAL</b>	<b>\$ 7,942</b>	<b>\$ 10,500</b>	<b>\$ (2,558)</b>	<b>76%</b>
<b>64700 · FACILITIES EXPENSE</b>				
<b>Total 64800 · TOWN HALL</b>	<b>\$ 6,230</b>	<b>\$ 11,890</b>	<b>\$ (5,660)</b>	<b>52%</b>

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

	Jul - Nov 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 65200 · MILL HOUSE MUSEUM	\$ 300	\$ 6,500	\$ (6,200)	5%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 1,159	\$ 5,910	\$ (4,751)	20%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 7,236	\$ 16,200	\$ (8,964)	45%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 1,099	\$ 3,600	\$ (2,501)	31%
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	\$ 8,406	\$ 24,600	\$ (16,194)	34%
Total 64700 · FACILITIES EXPENSE	\$ 27,157	\$ 72,950	\$ (45,793)	37%
Total Expense	\$ 485,492	\$ 1,227,546	\$ (742,054)	40%
Net Ordinary Income	\$ (96,442)	\$ (0)	\$ (96,442)	
Net Income	\$ (96,442)	\$ (0)	\$ (96,442)	
<b>CIP FUND</b>				
Ordinary Income/Expense				
Income				
42000 · GRANTS				
42030 · SLFRF	\$ 525			
42000 · GRANTS - Other	\$ -	\$ 165,000	\$ (165,000)	0%
Total 42000 · GRANTS	\$ 525	\$ 165,000	\$ (164,475)	0%
Total Income	\$ 525	\$ 165,000	\$ (164,475)	0%
Gross Profit	\$ 525	\$ 165,000	\$ (164,475)	0%
Net Ordinary Income	\$ 525	\$ 165,000	\$ (164,475)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70004 · Sidewalk Maintenance	\$ 6,400	\$ 10,000	\$ (3,600)	64%
70005 · Building Maintenance	\$ 5,936	\$ 74,500	\$ (68,564)	8%
70006 · Stormwater Management	\$ -	\$ 155,000	\$ (155,000)	0%
70014 · Timed Parking Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
72006 · Riverwalk	\$ 525	\$ -	\$ 525	
74001 · Vehicles & Equipment	\$ -	\$ 16,000	\$ (16,000)	0%
76001 · Computer Upgrades	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ 12,861	\$ 266,000	\$ (253,139)	5%
Total Other Expense	\$ 12,861	\$ 266,000	\$ (253,139)	5%
Net Other Income	\$ (12,861)	\$ (266,000)	\$ 253,139	5%
Net Income	\$ (12,336)	\$ (101,000)	\$ 88,664	12%
<b>E-Summons Fund</b>				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 3,868	\$ 12,000	\$ (8,132)	32%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 3,868	\$ 12,000	\$ (8,132)	32%
Total 41000 · FEES/LICENSES	\$ 3,868	\$ 12,000	\$ (8,132)	32%
Total Income	\$ 3,868	\$ 12,000	\$ (8,132)	32%
Gross Profit	\$ 3,868	\$ 12,000	\$ (8,132)	32%
Expense				
60400 · PROFESSIONAL SERVICES				
60470 · Bank Charges	\$ 14			
Total 60400 · PROFESSIONAL SERVICES	\$ 14			

The Town of Occoquan  
**Profit & Loss Budget Performance**  
 July through November 2022

	Jul - Nov 22	Annual Budget	Over/(Under) Budget	% of Budget
<b>60800 · INFORMATION TECH SERV</b>				
60860 · Hardware/Software & Maintenance	\$ -	\$ 1,750	\$ (1,750)	0%
<b>Total 60800 · INFORMATION TECH SERV</b>	\$ -	\$ 1,750	\$ (1,750)	0%
<b>61200 · MATERIALS AND SUPPLIES</b>				
61220 · Operational supplies	\$ 185	\$ 1,400	\$ (1,215)	13%
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	\$ 185	\$ 1,400	\$ (1,215)	13%
<b>Total Expense</b>	\$ 199	\$ 3,150	\$ (2,951)	6%
<b>Net Ordinary Income</b>	\$ 3,670	\$ 8,850	\$ (5,180)	41%
<b>Net Income</b>	\$ 3,670	\$ 8,850	\$ (5,180)	41%
<hr/>				
<b>EVENTS FUND</b>				
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · FEES/LICENSES</b>				
41160 · Convenience Fees	\$ 1,555	\$ 5,500	\$ (3,945)	28%
<b>Total 41000 · FEES/LICENSES</b>	\$ 1,555	\$ 5,500	\$ (3,945)	28%
<b>42000 · GRANTS</b>	\$ -	\$ 10,000	\$ (10,000)	0%
<b>44000 · OTHER</b>				
44020 · Events Fund Interest	\$ 40	\$ 1,200	\$ (1,160)	3%
44040 · Bricks Revenue	\$ 114	\$ 1,800	\$ (1,686)	6%
<b>Total 44000 · OTHER</b>	\$ 163	\$ 3,000	\$ (2,837)	5%
<b>47000 · EVENTS REVENUE</b>				
47010 · Sponsorships	\$ 6,701	\$ 13,000	\$ (6,299)	52%
47020 · Booth Rentals	\$ 87,825	\$ 138,195	\$ (50,370)	64%
47021 · Ticket Sales				
<b>Total 47021 · Ticket Sales</b>	\$ 5,591	\$ 11,100	\$ (5,509)	50%
47030 · Shuttle Fees	\$ 31,306	\$ 66,600	\$ (35,294)	47%
47040 · Parking Space Sales	\$ 5,625	\$ 7,725	\$ (2,100)	73%
47060 · Merchandise	\$ 580	\$ 1,750	\$ (1,170)	33%
<b>Total 47000 · EVENTS REVENUE</b>	\$ 137,775	\$ 238,370	\$ (100,595)	58%
<b>Total Income</b>	\$ 139,492	\$ 256,870	\$ (117,378)	54%
<b>Gross Profit</b>	\$ 139,492	\$ 256,870	\$ (117,378)	54%
<b>Expense</b>				
<b>Total 60000 · PERSONNEL SERVICES</b>	\$ 25,147	\$ 71,548	\$ (46,401)	35%
<b>Total 60400 · PROFESSIONAL SERVICES</b>	\$ 5,465	\$ 10,000	\$ (4,535)	55%
<b>Total 60800 · INFORMATION TECH SERV</b>	\$ 403			
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	\$ 10,901	\$ 9,400	\$ 1,501	116%
<b>Total 61600 · OPERATIONAL SERVICES</b>	\$ 13			
<b>Total 62000 · CONTRACTS</b>	\$ 34,864	\$ 64,875	\$ (30,011)	54%
<b>Total 63200 · ADVERTISING</b>	\$ 11,949	\$ 25,500	\$ (13,551)	47%
<b>64700 · FACILITIES EXPENSE</b>				
<b>Total 66800 · RIVER MILL PARK &amp; FACIL</b>	\$ 110	\$ 650	\$ (540)	17%
<b>Total 64700 · FACILITIES EXPENSE</b>	\$ 110	\$ 650	\$ (540)	17%
<b>69200 · SPECIAL EVENTS</b>				
69210 · HolidayFest	\$ 125	\$ 2,750	\$ (2,625)	5%
69220 · Volunteer TY / Town Party	\$ -	\$ 2,500	\$ (2,500)	0%
69250 · River Mill Park Events	\$ 7,496	\$ 6,425	\$ 1,071	117%
69290 · Other Special Events	\$ 2,492	\$ 2,575	\$ (83)	97%
<b>Total 69200 · SPECIAL EVENTS</b>	\$ 10,113	\$ 14,250	\$ (4,137)	71%
<b>Total Expense</b>	\$ 98,964	\$ 196,223	\$ (97,258)	50%
<b>Net Ordinary Income</b>	\$ 40,528	\$ 60,647	\$ (20,119)	67%
<b>Net Income</b>	\$ 40,528	\$ 60,647	\$ (20,119)	67%

The Town of Occoquan  
**Profit & Loss Budget Performance**  
 July through November 2022

	Jul - Nov 22	Annual Budget	Over/(Under) Budget	% of Budget
<b>MAMIE DAVIS PARK</b>				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	\$ 66	\$ 500	\$ (434)	13%
Total 44000 · OTHER	\$ 66	\$ 500	\$ (434)	13%
Total Income	\$ 66	\$ 500	\$ (434)	13%
Gross Profit	\$ 66	\$ 500	\$ (434)	13%
Net Ordinary Income	\$ 66	\$ 500	\$ (434)	13%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ -	\$ 5,000	\$ (5,000)	0%
Total Other Expense	\$ -	\$ 5,000	\$ (5,000)	0%
Net Other Income	\$ -	\$ (5,000)	\$ 5,000	0%
Net Income	\$ 66	\$ (4,500)	\$ 4,566	-1%
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>\$ (64,514)</b>	<b>\$ (36,003)</b>	<b>\$ (28,511)</b>	<b>179%</b>

The Town of Occoquan  
Balance Sheet Prev Year Comparison  
As of November 30, 2022

	Nov 30, 22	Nov 30, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 100	\$ 100	\$ -
10022 · Operating Account 0058	\$ 65,552	\$ 52,404	\$ 13,148
10024 · Reserves MM 4220	\$ 135,410	\$ -	\$ 135,410
10029 · Events Fund - Checking 3126	\$ 32,392	\$ 50,645	\$ (18,253)
10030 · Events Fund - Checking B&H	\$ -	\$ 2,206	\$ (2,206)
10031 · Events Fund CD - B&H	\$ -	\$ 200,000	\$ (200,000)
10033 · Events Fund - Paypal	\$ 10,255	\$ 5,931	\$ 4,325
10034 · VIP - Investment Pool			
Total 10034 · VIP - Investment Pool	\$ 931,598	\$ 475,089	\$ 456,509
10080 · Mamie Davis Checking - B&H	\$ -	\$ 6,934	\$ (6,934)
10081 · Mamie Davis CD - B&H	\$ -	\$ 100,000	\$ (100,000)
10082 · Mamie Davis Savings 4201	\$ 7,172	\$ -	\$ 7,172
10083 · Mamie Davis CD	\$ 100,000	\$ -	\$ 100,000
10091 · Bricks - PayPal	\$ 194	\$ 494	\$ (300)
10094 · Event Fund - MM 5997	\$ 15,575	\$ 15,553	\$ 22
10095 · Bricks MM 2125	\$ 12,311	\$ 11,299	\$ 1,012
Total Checking/Savings	\$ 1,310,560	\$ 920,655	\$ 389,905
Accounts Receivable			
10180 · Accounts Receivable	\$ 64,704	\$ 111,362	\$ (46,659)
Total Accounts Receivable	\$ 64,704	\$ 111,362	\$ (46,659)
Other Current Assets			
14990 · Undeposited Funds	\$ 2,717	\$ 8,269	\$ (5,552)
Total Other Current Assets	\$ 2,717	\$ 8,269	\$ (5,552)
Total Current Assets	\$ 1,377,981	\$ 1,040,287	\$ 337,694
<b>TOTAL ASSETS</b>	<b>\$ 1,377,981</b>	<b>\$ 1,040,287</b>	<b>\$ 337,694</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 12,114	\$ 34,030	\$ (21,917)
Total Accounts Payable	\$ 12,114	\$ 34,030	\$ (21,917)
Credit Cards			
22000 · Credit Cards			
Total 22000 · Credit Cards	\$ 9,726	\$ 8,033	\$ 1,693
Total Credit Cards	\$ 9,726	\$ 8,033	\$ 1,693
Other Current Liabilities			
20935 · Performance Bond	\$ 35,989	\$ 4,368	\$ 31,621
20960 · Unearned Other Revenue			
20970 · Rental	\$ 300	\$ 1,550	\$ (1,250)
20972 · Unearned CARES Act Revenue	\$ -	\$ 8,807	\$ (8,807)
20973 · Unearned SLFRF Revenue	\$ 918,444	\$ 474,780	\$ 443,663
Total 20960 · Unearned Other Revenue	\$ 918,744	\$ 485,138	\$ 433,606
20980 · Unearned R.E. Tax	\$ 1,742	\$ 8,760	\$ (7,018)
21200 · Payroll Liabilities			
Total 21200 · Payroll Liabilities	\$ (572)	\$ (826)	\$ 254
Total Other Current Liabilities	\$ 955,902	\$ 497,439	\$ 458,463
Total Current Liabilities	\$ 977,741	\$ 539,502	\$ 438,239
Total Liabilities	\$ 977,741	\$ 539,502	\$ 438,239
Equity	\$ 400,240	\$ 500,785	\$ (100,545)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,377,981</b>	<b>\$ 1,040,287</b>	<b>\$ 337,694</b>