



TOWN OF OCCOQUAN

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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: February 3, 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:** 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. 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. In January, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project costs of 169,805 with a required match of 50% by the Town.

- 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 29th and was completed with the install of a railing on January 20th. Town staff has scheduled the final acceptance walk-through in the first week of February.
- Riverwalk Expansion Project: At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding to support the Planning Commission on its Riverwalk Visioning process. With the approval of Town Council, Town staff secured a contract with the Berkley Group. The kickoff meeting occurred on Thursday, October 27, 2022. 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. On Monday, January 23rd, 2023, Town staff and Berkley Group representatives toured the Riverwalk and potential expansion areas. A Riverwalk Visioning Workshop at Town Hall followed the tour from 5-7 PM, with over 30 community members in attendance. The Berkley Group is currently analyzing feedback from the workshop and crafting its initial assessment for Town staff. A draft plan and further opportunities for public input are expected in April 2023.
- River Mill Playground and Picnic Area: Town staff is currently exploring equipment options 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 a potential vendor as they craft a signage update plan. Town staff is also working with three potential vendors on fabrication and install of new signage, particularly at the main entryways into town.
- Solar Streetlight Pilot: In early January, Town staff installed the second light fixture for the solar streetlight pilot. There are now two solar streetlights, one at the intersection of Ellicott and Mill Streets and one in front of 404 Mill Street. At Ellicott and Mill is a smaller fixture with a similar light output to that of the current gaslights. At 404 Mill is a larger fixture with a greater light output. They will serve as potential replacements for the current gaslight fixtures. The current poles will remain intact with either option.
 - Data reporting to date shows that the lights have had issues staying on throughout the night. They generally stay on at least 4-5 hours after sundown, with the smaller fixture routinely lasting into the early morning. However, the larger model, purposefully located in the shade at 404 Mill Street is frequently off after 11 PM – 12 AM.
 - With limited responses, feedback from residents and visitors so far indicates that a supermajority (over 80%) prefers the larger option over the smaller option and a majority (58% and 53% respectively) believes that solar is the best option and that the fixtures add to the character of the town. However, several respondents have voiced concerns over the aesthetics and reliability of the fixtures.

Town staff will provide updates as the pilot progresses and a final recommendation is expected at the March Town Council Meeting. Share your feedback on the solar lights at: <https://www.occoquanva.gov/solar>
- Town Hall Energy and Ventilation Upgrades: Town staff has contracted with Walker HVAC to install a new high efficiency, heat pump-powered HVAC system for Town Hall. Install will occur over Presidents' Day weekend. Town staff has also contracted with Window Nation to replace the windows and front door of Town Hall with more energy efficient models, such as Low E, double-paned windows, that will reduce energy consumption and increase security.

- Other Projects: In addition, staff is actively working on scope and estimate refinement for further SLFRF funded projects.
- **Development Project Updates:**
 - 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.
- **Signage Education - UPDATED:** As part of zoning enforcement, staff has developed a handout highlighting the Town's sign ordinance, available to all businesses and property owners within the B-1 district. This is intended to serve as an educational outreach to first educate on the regulations and then follow up with enforcement procedures. 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) for such purposes. As of February 1, 2023, staff will start sending violation notices to non-complying sign owners. Staff will keep Town Council updated.
- **VDOT TAP Grant Project:** In early May, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff is waiting to receive start dates from the County. Updates will be available at www.occoquanva.gov/construction-updates.
- **VDOT Road Paving Update:** Work concluded the week of July 31, 2022. Town staff is waiting on VDOT and its contractor to resolve two remaining items including 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.
- **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. 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 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 form 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, Town also obtained an environmental endangered animal study update for the applicable area. Dredging was completed on January 20, 2023. The project manager is following up with permit requirements and the post-dredging bathymetric surveys. Town staff has sent DEQ updated budget numbers and additional information to receive the grant payment. Staff will provide more information as we move through this process.
- **New IT Support Services - UPDATED:** On January 4, 2023, Digicon took over the Town's IT support services. An initial inventory of Town IT assets has been completed and Digicon will brief Town staff on their initial assessment of Town IT systems in mid-February.
- **Fairfax Water Construction:** Fairfax Water officials approved 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. Completion 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 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. The Division Chief will present to Town Council on the matter at the February 7th meeting, where at the Council may pass a resolution requesting the County's takeover of enforcement.
- **Zoning Map Amendments - UPDATED:** On January 24, 2023, the Planning Commission recommended potential zoning map and comprehensive plan amendments to the Town Council, which will hold a public hearing on February 7, 2023. Amendments will include use changes at properties on Myrtle Place and McKenzie Drive as well as Commerce Street and Poplar Alley. The agenda and draft ordinances are available at: <https://www.occoquanva.gov/government/agendas-and-minutes/>
- **Interior Alteration Permit - NEW:** Town staff has updated the zoning permit process by adding an interior alteration approval. Currently, to get a building permit from Prince William County for any work done in the Town of Occoquan, applicants must receive a zoning approval from the Town Engineer. As of February 1, 2023, the interior alteration permit (IAP), approved by Town staff, will act as the zoning approval for applicants making interior alterations that require a building permit from the County but do not affect the use of the property nor require review or approval under Title XV (Land Usage) of the Town Code, shortening their approval time.
- **Board of Zoning Appeals Meeting and Training - NEW:** On January 25, 2023, the Board of Zoning Appeals held their annual organizational meeting, held elections for officers, and received a training from the Town Attorney. The Town Council will make a recommendation on Vice Chair Nick Roper's reappointment at its February 7th meeting.

Treasurer Report - Supplemental Information

The December 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.

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

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

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status
BANN THAI OLD TOWN	6	01/26/2023
BABBANME LLC	4*	11/28/2022

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

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

*Excludes penalties and interest

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

Engineering

- **FEMA Flood Insurance Rate Map (FIRM) - update from last report:** Multiple appeals by residents in Prince William County will delay adoption until spring 2024, assuming no additional appeals. Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Following resolution of any other comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.
- **Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/release.
- **Mill at Occoquan - no change from last report:** Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022. 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 but will conduct final inspection.
 - **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 - update from last report:** Project underway.
- **Barrington Point Erosion & Sediment Control plan for retaining wall - no change from last report -** work complete and request for bond release being processed.
- **Occoquan Heights landscape maintenance bond - no change 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 - no change from last report:** landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements. Updated plan submitted on November 28, 2022. Staff requested change to meet code required percentage of native vegetation
- **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 January 1 to January 31, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2023-001	208 West Locust	Replacing stove with new gas stove
2	TZP2023-002	1601 Sebring Court	Nonconforming use for new rear deck

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

	Property Address	Violation #	Violation	Town Action
1	N/A	N/A	N/A	N/A

C. The following is a list of **active/previous violations** from January 1 to January 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.

Building Official

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

Public Safety

Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

Mission Statement

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

Current Initiatives

Continued patrol and business coverage in town. Continued community policing and safe sidewalks. Continued speed enforcement on Route 123, Washington Street, and Union Street/Tanyard Hill Road. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety. 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

Engaged in foot patrols throughout historic district and Town riverwalk. Under the new Business Property Check initiative, officers checked approximately 100 businesses during the month. Officers spoke with business owners and residents throughout the month.

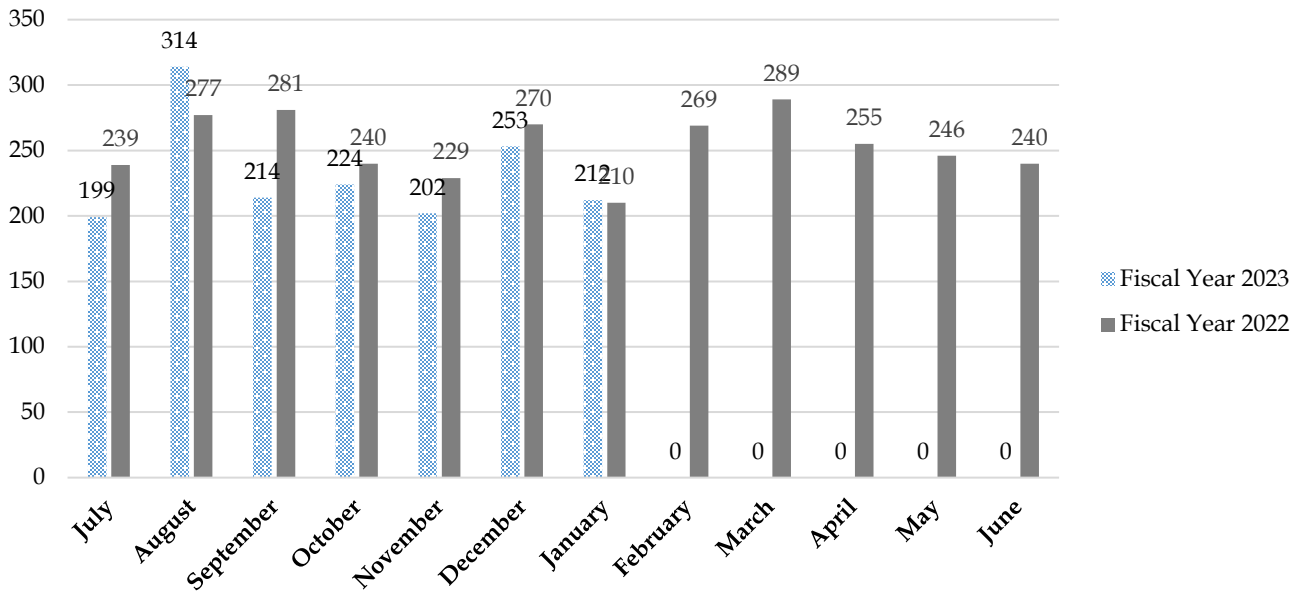
As part of a new initiative, the police department's Professional Standards Division is releasing monthly complaint reporting. For the month of January, there were no complaints received against officers.

Officers received training briefings from the PWC Gang Intervention Coordinator and PWC Juvenile Intake Office to improve coordination with these offices and initiatives.

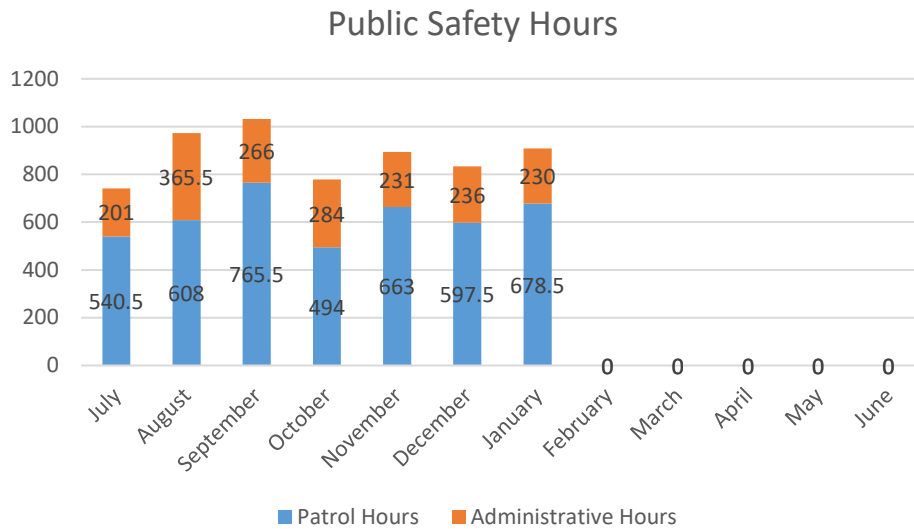
Patrol and Enforcement Activities

As of January 30th, during the month of January, the Town Police made 166 business checks and 187 park checks. The Town Police also had 101 calls for service, with 9 vehicle crashes, 8 disorderly in progress calls, 8 suspicious person/vehicle/circumstance calls, 7 disabled vehicles/motorist assist calls, 7 trespassing calls, 6 medical/mental health calls, 3 alarm calls, 3 domestic in progress calls, 3 DUI arrests, 3 larceny (theft) call, 2 illegal posting calls, 2 lost/found property calls, 2 impaired driving calls, 1 hit and run calls, 1 noise (gunshot) complaints, 1 drug complaint, 1 missing person calls, 1 drunk in public, 1 burglary in progress call, 1 attempted suicide call, 1 animal call, 1 missing person call, 1 traffic control call, 1 vandalism call, multiple service/assist calls, and made 3 custodial arrests, issued 212 traffic summonses, 81 parking violations, and 35 warnings.

Traffic Summonses FYTD (GRAPH)



Patrol/Administrative Hours FYTD (GRAPH)

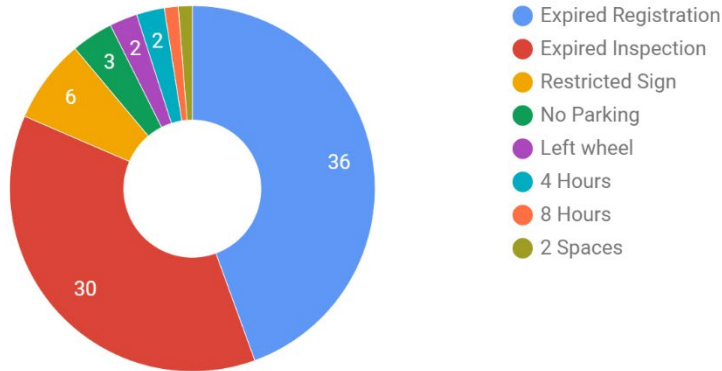


Parking Enforcement (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	62	2
October	20	1
November	47	1
December	36	2
January	78	

Total Parking Enforcement

Occoquan VA - Tickets By Violation (Jan. 2023)



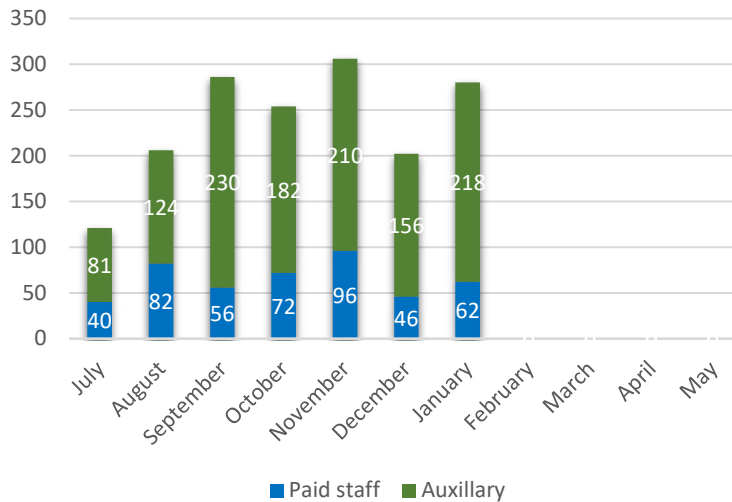
Data as of 2/1/2023, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 1,655 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:

Volunteered Hours



Public Works

Routine Activities

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

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

Maintenance Highlights (January 2023)

- Started Solar Streetlight Pilot
- Started Public Works Inventory and Organization
- Removed Holiday Decorations
- Completed modifications and repairs to Town Hall and River Mill Park facilities

Special Maintenance Projects

Projects In-Progress: 18 Projects Completed: 12

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

Project	Status	Completion Date	Notes
Building Maintenance			
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		Contract signed
Replace Town Hall HVAC	In progress		Install on 2/20/2023
Repair concrete steps at Town Hall	In progress		
Buy and install door sweep and weatherstripping for Town Hall basement door	Completed	01/30/2023	
Fix Leaking Pipe at TH	Completed	01/17/2023	
Craft Show and Events Support			
Support Peep Week 2023	Not started		Spring 2023
Support Wedding Shower at RMP	Completed	01/24/2023	January 2023
Landscaping			
Hardscaping RMP Bench Swing	Not started		Spring 2023
Install Riprap at River Mill Park	Not started		Spring 2023
Hardscaping stairs at LOVE sign	Not started		Spring 2023
Phlox in front of MDP	In progress		Coordinating with landscaper
Cut back vegetation on River Rd	In progress		Coordinating with landscaper

Project	Status	Completion Date	Notes
Plant liriopie 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
Park Maintenance			
MPD Conversion	Not started		Spring 2023
Install New Fence at MDP	Not started		Spring/Summer 2023
Replace signs at Town dock	Not started		Spring 2023
Power wash Riverwalk/dock	Not started		Spring 2023
RMP Bathroom Upgrades	Not started		Spring 2023
Add Outlets to RMP and Footbridge	In progress		
Rewire and convert RMP lights to LED	In progress		
Mamie Davis Park Signage Update	In progress		
Repair Dock Fees Box at Town Dock	In progress		
Install Shelf for Fridge	Completed	01/24/2023	
Remove wood plank and debris from MDP rocks	Completed	01/30/2023	
Special Projects			
Transfer box set up at Annex	Not started		
Backup Generator Project	Not started		
Public Works Inventory	In progress		Completion by end of February
Remove Holiday Decorations	Completed	01/18/2023	
Annex Reorganization	Completed	01/27/2023	
Setup and Remove Parking Signs for Dredging Staging Area	Completed	01/20/2023	
Install Solar Pilot on Gaslights	Completed	01/18/2023	

Project	Status	Completion Date	Notes
Service and Replace Tire for Public Works Truck	Completed	01/04/2023	
Spring Clean Up			
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
Streets, Sidewalks, and Parking			
Paint Street Sign Poles Black Outside Historic District	Not started		Spring 2023
Cut bolts on Parking Signs	Not started		Spring 2023
Install Curb Stops Along Fence Line in Town Poplar Lot	In progress		
Paint curb at Ellicott onto Center Lane	Completed	01/27/2023	
Convert old 123 trash cans to flower holders	Completed	01/11/2023	

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

Events and Community Development

- **Planning for 2023:** Staff's primary focus for the new year will be planning for this year's RiverFest, scheduled for June 3 and 4, 2023. The Occoquan Business Partners and Town staff will continue to partner on major tourism events for 2023.
- **Peep Week, April 4-8:** In collaboration with the Occoquan Business Partners' annual Peep Show where businesses showcase Peep dioramas for the public to vote and enter to win an Easter basket, the Town will host for the 6th year the popular annual Community Peep Contest. Entrants will deliver family-friendly peep dioramas to Town Hall by April 3rd.
- **FOTO Clean Up:** This spring's Friends of the Occoquan River Clean Up is April 15 from 9 AM to 12 PM. Volunteers will meet at Town Hall to collect supplies.

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2023-00907	240 BRAUNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00907	240 BRAUNERS 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	Finaled	R - Alteration/Repair	08/26/2022	01/18/2023
ELE2023-01253	205 COMMERCE ST	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Electrical	Finaled	R - Alteration/Repair	08/31/2022	01/18/2023
MEC2023-00620	205 COMMERCE ST	Replace Dryer Vent	Mechanical	Finaled	R - Alteration/Repair	09/29/2022	01/18/2023
PLB2023-00516	205 COMMERCE ST	Renovate Master bathroom as well as second floor hall bathroom	Plumbing	Finaled	R - Alteration/Repair	09/11/2022	01/18/2023
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	
BLD2022-06847	312 COMMERCE ST	FLOOR AND ROOF REPAIR AFTER CHIMNEY REMOVAL.	Building	Finaled	R - Alteration/Repair	07/26/2022	01/13/2023
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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
MEC2023-00021	312 COMMERCE ST	Ductless Hvac for building	Mechanical	Finaled	R - Alteration/Repair	08/12/2022	12/22/2022
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	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	
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
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	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	Issued	C - Tenant Layout	01/24/2023	
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		
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	
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		
BLD2023-03992	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Building	Pending	R - Swimming Pool		
BLD2022-00079	109 POPLAR LN	}}SIP CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	
BLD2023-03916	109 VISTA KNOLL DR	DECK 12' X 20' - PER PLANS	Building	Pending	R - Addition		
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022	
ELE2023-02064	186 WASHINGTON ST	INSTALL (1) NEW 240V 50 AMP CIRCUIT FOR CAR CHARGER	Electrical	Pending	R - Alteration/Repair		
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Issued	C - Tenant Layout	06/17/2022	
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Issued	C - Tenant Layout	11/28/2022	
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	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	
BLD2023-03670	90 WASHINGTON ST	DECK-10 X 22 NO STEPS. & 6'8" X 6' DOOR CUT-IN	Building	Issued	R - Addition	01/06/2023	
GAS2023-01021	208 WEST LOCUST ST	stovetop install	Gas	Finalized	R - Alteration/Repair	01/10/2023	01/17/2023

Development Project

END OF REPORT

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 12/31/2022

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 12/31/2022
Nonspendable:			
Mamie Davis Fund	\$ 100,000		\$ 100,000
Restricted:			
E-Summons Fund	\$ 22,945	\$ 5,223	\$ 28,168
Assigned:			
Operating Reserves	\$ 188,258		\$ 188,258
Events Fund	\$ 25,000	\$ 58,997	\$ 83,997
CIP Fund	\$ 101,000	\$ (93,081)	\$ 7,919
Public Safety Grant Fund	\$ 14,283	\$ 10,193	\$ 24,476
Mamie Davis Park Fund	\$ 11,492	\$ 66	\$ 11,558
PEG Fund	\$ 1,776	\$ -	\$ 1,776
Subtotal Assigned:	\$ 341,809	\$ (23,826)	\$ 317,983
Unassigned:	\$ -	\$ (99,225)	\$ (99,225)
Total Fund Balance:	\$ 464,754	\$ (117,828)	\$ 346,926

Additional Information:

SLFRF Balance:	\$ 949,561	\$ (165,044)	\$ 784,517
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The Town of Occoquan
Profit & Loss Budget Performance
July through December 2022

	Jul - Dec 22	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · TAXES				
40010 · Real Estate	\$ 63,840	\$ 275,492	\$ (211,652)	23%
40020 · Meals Tax	\$ 139,404	\$ 282,499	\$ (143,095)	49%
40030 · Sales Tax	\$ 20,463	\$ 36,000	\$ (15,537)	57%
40040 · Utility Tax	\$ 15,687	\$ 30,000	\$ (14,313)	52%
40050 · Communications Tax	\$ 16,257	\$ 33,000	\$ (16,743)	49%
40060 · Transient Occupancy Tax	\$ 10,820	\$ 14,500	\$ (3,680)	75%
40000 · TAXES - Other	\$ 6			
Total 40000 · TAXES	\$ 266,479	\$ 671,491	\$ (405,012)	40%
41000 · FEES/LICENSES				
41010 · Vehicle License	\$ 9,286	\$ 11,000	\$ (1,715)	84%
41020 · Business Licenses	\$ 1,964	\$ 68,800	\$ (66,836)	3%
41030 · Late Fees	\$ 434	\$ 2,500	\$ (2,066)	17%
41040 · FINES (PUBLIC SAFETY)				
Total 41040 · FINES (PUBLIC SAFETY)	\$ 152,345	\$ 345,000	\$ (192,655)	44%
41100 · Administrative Fees	\$ 3,540	\$ 10,000	\$ (6,460)	35%
41120 · Service Revenue - Eng	\$ 9,541	\$ 10,000	\$ (459)	95%
41130 · Service Revenue - Legal	\$ -	\$ 10,000	\$ (10,000)	0%
41140 · Service Revenue - Other	\$ -	\$ 500	\$ (500)	0%
41160 · Convenience Fees	\$ 211	\$ -	\$ -	
41000 · FEES/LICENSES - Other	\$ -	\$ 1,500	\$ (1,500)	0%
Total 41000 · FEES/LICENSES	\$ 177,762	\$ 459,300	\$ (281,538)	39%
42000 · GRANTS				
42010 · LITTER	\$ 3,025	\$ 1,329	\$ 1,696	228%
42020 · HB 599	\$ 13,020	\$ 35,688	\$ (22,668)	36%
42021 · NHSTA (DMV)				
Total 42021 · NHSTA (DMV)	\$ 4,190	\$ 15,000	\$ (10,810)	28%
42030 · SLFRF	\$ 23,077	\$ 30,225	\$ (7,148)	76%
Total 42000 · GRANTS	\$ 43,311	\$ 82,242	\$ (38,931)	53%
43000 · RENTALS				
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%
Total 43000 · RENTALS	\$ 1,050	\$ 12,613	\$ (11,563)	8%
44000 · OTHER				
44010 · General Fund Interest	\$ 10,194	\$ 900	\$ 9,294	1133%
44060 · Other	\$ 1,140	\$ 1,000	\$ 140	114%
Total 44000 · OTHER	\$ 11,334	\$ 1,900	\$ 9,434	597%
Total Income	\$ 499,935	\$ 1,227,546	\$ (727,611)	41%
Gross Profit	\$ 499,935	\$ 1,227,546	\$ (727,611)	41%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 322,537	\$ 708,934	\$ (386,397)	45%
Total 60400 · PROFESSIONAL SERVICES	\$ 71,228	\$ 169,321	\$ (98,093)	42%
Total 60800 · INFORMATION TECH SERV	\$ 17,084	\$ 31,100	\$ (14,016)	55%
Total 61200 · MATERIALS AND SUPPLIES	\$ 14,551	\$ 27,230	\$ (12,679)	53%
Total 61600 · OPERATIONAL SERVICES	\$ 6,075	\$ 9,000	\$ (2,925)	68%
Total 62000 · CONTRACTS	\$ 56,267	\$ 112,382	\$ (56,115)	50%
Total 62400 · INSURANCE	\$ 28,631	\$ 33,690	\$ (5,059)	85%
Total 62800 · PUBLIC INFORMATION	\$ 1,662	\$ 5,020	\$ (3,358)	33%

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

	Jul - Dec 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 63200 · ADVERTISING	\$ 2,070	\$ 2,000	\$ 70	104%
Total 63600 · TRAINING AND TRAVEL	\$ 9,299	\$ 18,210	\$ (8,911)	51%
Total 64000 · VEHICLES AND EQUIPMENT	\$ 21,228	\$ 27,210	\$ (5,982)	78%
Total 64400 · SEASONAL	\$ 8,002	\$ 10,500	\$ (2,498)	76%
64700 · FACILITIES EXPENSE				
Total 64800 · TOWN HALL	\$ 6,134	\$ 11,890	\$ (5,756)	52%
Total 65200 · MILL HOUSE MUSEUM	\$ 300	\$ 6,500	\$ (6,200)	5%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 1,453	\$ 5,910	\$ (4,457)	25%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 8,578	\$ 16,200	\$ (7,622)	53%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 1,155	\$ 3,600	\$ (2,445)	32%
Total 67600 · TANYARD HILL ROAD PARK	\$ -	\$ 250	\$ (250)	0%
Total 68000 · FURNACE BRANCH PARK	\$ -	\$ 250	\$ (250)	0%
Total 68400* · STREETS AND SIDEWALKS	\$ 2,727	\$ 3,000	\$ (273)	91%
Total 68800 · HISTORIC DISTRICT	\$ 9,986	\$ 24,600	\$ (14,614)	41%
Total 64700 · FACILITIES EXPENSE	\$ 30,334	\$ 72,950	\$ (42,616)	42%
Total Expense	\$ 588,967	\$ 1,227,546	\$ (638,579)	48%
Net Ordinary Income	\$ (89,032)	\$ (0)	\$ (89,032)	
Net Income	\$ (89,032)	\$ (0)	\$ (89,032)	

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS				
42030 · SLFRF	\$ 141,967	\$ 467,954	\$ (325,987)	30%
42000 · GRANTS - Other	\$ -	\$ 463,750	\$ (463,750)	0%
Total 42000 · GRANTS	\$ 141,967	\$ 931,704	\$ (789,737)	15%
Total Income	\$ 141,967	\$ 931,704	\$ (789,737)	15%
Gross Profit	\$ 141,967	\$ 931,704	\$ (789,737)	15%
Net Ordinary Income	\$ 141,967	\$ 931,704	\$ (789,737)	15%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ -	\$ 50,000	\$ (50,000)	0%
70004 · Sidewalk Improvements	\$ 146,807	\$ 175,000	\$ (28,193)	84%
70005 · Building Improvements	\$ 7,073	\$ 99,500	\$ (92,427)	7%
70006 · Stormwater Management	\$ 74,109	\$ 495,000	\$ (420,892)	15%
70012 · Street Lights	\$ 330	\$ 75,000	\$ (74,670)	0%
70013 · Parking Management Plan	\$ -	\$ 2,000	\$ (2,000)	0%
70014 · Timed Parking Equipment	\$ 5,500	\$ 5,500	\$ -	100%
72006 · Riverwalk Improvements	\$ 525	\$ 49,704	\$ (49,179)	1%
72008 · River Mill Park Improvements	\$ 225	\$ 50,000	\$ (49,775)	0%
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	\$ 235,048	\$ 1,032,704	\$ (797,656)	23%
Total Other Expense	\$ 235,048	\$ 1,032,704	\$ (797,656)	23%
Net Other Income	\$ (235,048)	\$ (1,032,704)	\$ 797,656	23%
Net Income	\$ (93,081)	\$ (101,000)	\$ 7,919	92%

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

	Jul - Dec 22	Annual Budget	Over/(Under) Budget	% of Budget
E-Summons Fund				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 6,201	\$ 12,000	\$ (5,799)	52%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 6,201	\$ 12,000	\$ (5,799)	52%
Total 41000 · FEES/LICENSES	\$ 6,201	\$ 12,000	\$ (5,799)	52%
Total Income	\$ 6,201	\$ 12,000	\$ (5,799)	52%
Gross Profit	\$ 6,201	\$ 12,000	\$ (5,799)	52%
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	\$ 5,223	\$ 8,850	\$ (3,627)	59%
Net Income	\$ 5,223	\$ 8,850	\$ (3,627)	59%

EVENTS FUND				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	\$ 1,904	\$ 5,500	\$ (3,596)	35%
Total 41000 · FEES/LICENSES	\$ 1,904	\$ 5,500	\$ (3,596)	35%
42000 · GRANTS	\$ 10,000	\$ 10,000	\$ -	100%
44000 · OTHER				
44020 · Events Fund Interest	\$ 43	\$ 1,200	\$ (1,157)	4%
44035 · Bricks Interest	\$ 9			
44040 · Bricks Revenue	\$ 114	\$ 1,800	\$ (1,686)	6%
Total 44000 · OTHER	\$ 166	\$ 3,000	\$ (2,834)	6%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 7,781	\$ 13,000	\$ (5,219)	60%
47020 · Booth Rentals	\$ 106,975	\$ 138,195	\$ (31,220)	77%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 5,736	\$ 11,100	\$ (5,364)	52%
47030 · Shuttle Fees	\$ 31,306	\$ 66,600	\$ (35,294)	47%
47040 · Parking Space Sales	\$ 6,975	\$ 7,725	\$ (750)	90%
47060 · Merchandise	\$ 600	\$ 1,750	\$ (1,150)	34%
47100 · Cost Share Reimbursement	\$ 1,301			
Total 47000 · EVENTS REVENUE	\$ 160,674	\$ 238,370	\$ (77,696)	67%
Total Income	\$ 172,744	\$ 256,870	\$ (84,126)	67%
Gross Profit	\$ 172,744	\$ 256,870	\$ (84,126)	67%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 32,039	\$ 71,548	\$ (39,509)	45%
Total 60400 · PROFESSIONAL SERVICES	\$ 5,480	\$ 10,000	\$ (4,520)	55%
Total 60800 · INFORMATION TECH SERV	\$ 575			
Total 61200 · MATERIALS AND SUPPLIES	\$ 10,974	\$ 9,400	\$ 1,574	117%

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

	Jul - Dec 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 61600 · OPERATIONAL SERVICES	\$ 13			
Total 62000 · CONTRACTS	\$ 34,864	\$ 64,875	\$ (30,011)	54%
Total 63200 · ADVERTISING	\$ 13,845	\$ 25,500	\$ (11,655)	54%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	\$ 110	\$ 650	\$ (540)	17%
Total 64700 · FACILITIES EXPENSE	\$ 110	\$ 650	\$ (540)	17%
69200 · SPECIAL EVENTS				
69210 · HolidayFest	\$ 4,296	\$ 2,750	\$ 1,546	156%
69220 · Volunteer TY / Town Party	\$ 1,565	\$ 2,500	\$ (935)	63%
69250 · River Mill Park Events	\$ 7,496	\$ 6,425	\$ 1,071	117%
69290 · Other Special Events	\$ 2,492	\$ 2,575	\$ (83)	97%
Total 69200 · SPECIAL EVENTS	\$ 15,848	\$ 14,250	\$ 1,598	111%
Total Expense	\$ 113,747	\$ 196,223	\$ (82,475)	58%
Net Ordinary Income	\$ 58,997	\$ 60,647	\$ (1,651)	97%
Net Income	\$ 58,997	\$ 60,647	\$ (1,651)	97%
MAMIE DAVIS PARK				
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%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (117,828)	\$ (36,003)	\$ (81,825)	327%

Notes 1: The Jan 17, 2023 Budget Amendment is used for all budget amounts shown.


The Town of Occoquan
Balance Sheet Prev Year Comparison
As of December 31, 2022

	Dec 31, 22	Dec 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 100	\$ 100	\$ -
10022 · Operating Account 0058	\$ 34,581	\$ 48,118	\$ (13,537)
10024 · Reserves MM 4220	\$ 150,410	\$ 200,019	\$ (49,608)
10034 · VIP - Investment Pool			
Total 10034 · VIP - Investment Pool	\$ 931,598	\$ 475,126	\$ 456,473
10082 · Mamie Davis Savings 4201	\$ 7,172	\$ 6,978	\$ 194
10083 · Mamie Davis CD	\$ 100,000	\$ 100,000	\$ -
10091 · Bricks - PayPal	\$ 194	\$ 494	\$ (300)
10095 · Bricks MM 2125	\$ 12,311	\$ 11,299	\$ 1,012
E10029 · Events Fund - Checking 3126	\$ 44,168	\$ 58,239	\$ (14,071)
E10033 · Events Fund - Paypal	\$ 10,255	\$ 7,250	\$ 3,005
E10094 · Event Fund - MM 5997	\$ 15,575	\$ 15,555	\$ 20
Total Checking/Savings	\$ 1,306,365	\$ 923,178	\$ 383,187
Accounts Receivable			
10180 · Accounts Receivable	\$ 101,351	\$ 66,494	\$ 34,857
Total Accounts Receivable	\$ 101,351	\$ 66,494	\$ 34,857
Other Current Assets			
14990 · Undeposited Funds	\$ 1,130	\$ 9,430	\$ (8,300)
Total Other Current Assets	\$ 1,130	\$ 9,430	\$ (8,300)
Total Current Assets	\$ 1,408,846	\$ 999,103	\$ 409,744
TOTAL ASSETS	\$ 1,408,846	\$ 999,103	\$ 409,744
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 233,010	\$ 29,745	\$ 203,265
Total Accounts Payable	\$ 233,010	\$ 29,745	\$ 203,265
Credit Cards			
22000 · Credit Cards			
Total 22000 · Credit Cards	\$ 6,338	\$ 5,255	\$ 1,083
Total Credit Cards	\$ 6,338	\$ 5,255	\$ 1,083
Other Current Liabilities			
20935 · Performance Bond	\$ 35,989	\$ 4,368	\$ 31,621
20960 · Unearned Other Revenue			
20970 · Rental	\$ 300	\$ 300	\$ -
20973 · Unearned SLFRF Revenue	\$ 784,517	\$ 474,780	\$ 309,737
Total 20960 · Unearned Other Revenue	\$ 784,817	\$ 475,080	\$ 309,737
20980 · Unearned R.E. Tax	\$ 1,742	\$ 8,760	\$ (7,018)
21200 · Payroll Liabilities			
Total 21200 · Payroll Liabilities	\$ 26	\$ 5	\$ 21
Total Other Current Liabilities	\$ 822,573	\$ 488,213	\$ 334,360
Total Current Liabilities	\$ 1,061,921	\$ 523,213	\$ 538,707
Total Liabilities	\$ 1,061,921	\$ 523,213	\$ 538,707
Equity			
Total Equity	\$ 346,926	\$ 475,889	\$ (128,964)
TOTAL LIABILITIES & EQUITY	\$ 1,408,846	\$ 999,103	\$ 409,744

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney 

Re: February 2023 Town Attorney Report

Date: February 1, 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 November 30, 2022:

1. Assisted staff with drafting of Town Code updates.
2. Advised staff as to dangerous structure and Property Maintenance Code issues.
3. Advised staff as to budget adoption, amendment, and schedule.
4. Drafted amendment to lease agreement with Occoquan Beer Garden.
5. Attended the Town Planning Commission meeting.
6. Trained the Town Board of Zoning Appeals and two members of the Town Planning Commission on applicable zoning laws and principles.
7. Advised as to the process for aligning the Town real estate tax due date with the County's.