



TOWN OF OCCOQUAN

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

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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: March 31, 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. An update and review of the Spending Plan will occur at the March 7, 2023, Town Council Meeting.
- **SLFRF Spending Plan Projects - UPDATED:**
 - **Community Flood Preparedness Fund Grant Request:** In April, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). The grant request is for \$127,353 to fund the development of a Resilient Stormwater and Flood Management and Implementation Plan. The plan will evaluate the Town's stormwater and flood resilience and ultimately result in an actionable plan that when implemented, increase the town's overall resiliency and response to the impacts of climate change within the community and region. Town staff received feedback on September 28, 2022, and supplied more information for the grant determination on October 14, 2022. Updates will be available at www.occoquanva.gov/construction-updates. In January, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. Staff has received the grant

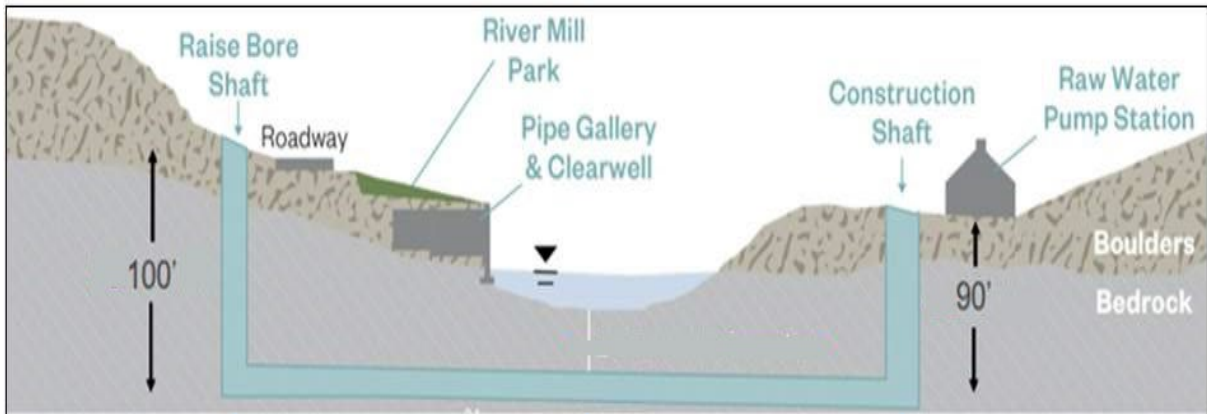
award documents and have set up a kickoff meeting to discuss the scope of work.

- Riverwalk Expansion Project: At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding to support the Planning Commission on its Riverwalk Visioning process. With the approval of Town Council, Town staff secured a contract with the Berkley Group. The kickoff meeting occurred on Thursday, October 27, 2022, a site tour and Riverwalk Visioning Workshop occurred on Monday, January 23rd, 2023. The Berkley Group provided a summary document to Town based off public input from the Workshop. The Group is currently drafting an existing conditions map and starting on the master plan process. A draft plan and further opportunities for public input are expected in April 2023.
- River Mill Playground and Picnic Area: Town staff is currently exploring equipment options that include soft play features with animals and nature-themed objects made out of sculpted and hardened foam. Staff will give updates as the search progresses.
- Town Signage Updates: Town staff is currently identifying and cataloging signs for repair and replacement and coordinating designs with a local vendor as they craft a signage update plan. Town staff has chosen a vendor for two welcome signs, a wayfinder at Mamie Davis Park, and an events kiosk at River Mil Park. Staff has reviewed the designs with the Architectural Review Board.
- Gaslight Conversion: As a result of the overwhelming cost of electrifying the gaslights and inconsistency in performance of solar replacement heads, staff is ordering direct gas flame heads to be installed on all gas lights in Town. Installation is expected to occur in April. Town staff is proposing to donate one of the test solar street light heads to address the light issue at West Locust Street. The new direct flames will lower maintenance costs and save staff time.
- Town Hall Energy and Ventilation Upgrades: Town staff has contracted with Window Nation to replace the windows and front door of Town Hall with more energy efficient models, such as Low E, double-paned windows, that will reduce energy consumption and increase security. Installation is expected in mid-April. Town staff is also working with a local contractor to replace the lights.
- Stormwater Improvements: On March 17th Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system.
- Other Projects: Town staff is actively working on estimates for further SLFRF funded projects.
- **Development Project Updates - UPDATED:**
 - The Mill at Occoquan: The Mill at Occoquan project's site plan has been submitted and first round comments have been sent to the applicant. Approval of the floodplain study was provided by FEMA on November 4, 2022. The developer is currently starting the demolition permitting process. The Town has entered an Memorandum of Understanding with the applicant to place non-verbiage public art in front of the site to replace the old deteriorating public art banners. Signage on the property will be installed in April.
 - The Mill Street Beer Garden: The Mill Street Beer Garden project has received a revised site plan approval and the developer has initiated the bond release process. No opening date has been provided.
 - More information on both projects can be found in the Engineering Section.
- **Signage Education - UPDATED**: As part of zoning enforcement, staff has developed a handout highlighting the Town's sign ordinance, available to all businesses and property owners within the B-1 district. On December 21, 2022, Town staff sent business and property owners in the

business district notice of renewed sign enforcement starting February 2023 and asked all sign owners to review their signage and bring any noncomplying signs into compliance. As of February 1, 2023, staff has started reviewing cases and preparing violation notices. The first round of notices was sent out to non-complying sign owners in mid-March. To review your current signage and ask any questions please email signpermits@occoquanva.gov. 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. During the week of February 6th, VDOT implemented a solution to the standing water at Mill Street and Washington Street that met with Prince William County approval. Town staff is waiting on VDOT and its contractor to resolve the remaining item of resurfacing curbs on Mill Street. Staff is still waiting for a response on the resurfacing from VDOT.
- **FY2023 Capital Projects:** Updates on FY2023 capital projects will be available at www.occoquanva.gov/construction-updates.
- **Mill Street Water Issue:** Town staff reinstalled the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street inlet. Town staff is actively reviewing better temporary solutions as well as permanent solutions. Updates will be available at www.occoquanva.gov/construction-updates.
- **Block the Box:** OPD is continuing its Don't Block the Box education and enforcement campaign during high traffic times at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.
- **DEQ ARPA Wastewater Funds 2022 Appropriation - UPDATED:** The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, based on comments and recommendations from DEQ, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. As part of the DEQ stormwater remediation, Town also obtained an environmental endangered animal study update for the applicable area. The first component, dredging, was completed on January 20, 2023. As of February 24, 2023, the dredging component is completed with the post-dredging bathymetric survey executed and referred to the proper authorities. Staff is now working with DEQ to fund other stormwater related projects with the remainder of the \$325,000 grant and is seeking quotes from potential contractors. Staff will provide updates as we move through this process.

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



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

Treasurer Report - Supplemental Information

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

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

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

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

*Compliant with payment plan

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

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

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

*Excludes penalties and interest

Engineering

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

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

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

Zoning Administrator

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

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

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

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

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

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

Building Official

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

Public Safety

Departmental Goals

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

Mission Statement

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

Current Initiatives

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

Community Relations

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

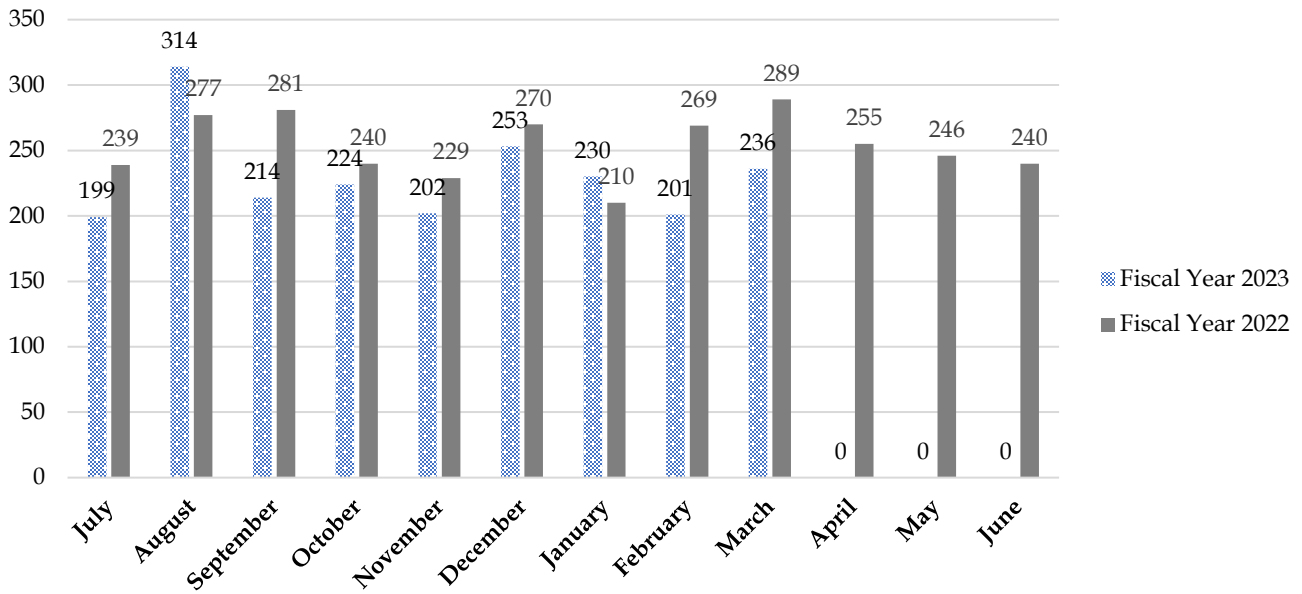
As part of a new initiative, the police department's Professional Standards Division is releasing monthly complaint reporting. For the month of March, there were no complaints received against officers.

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

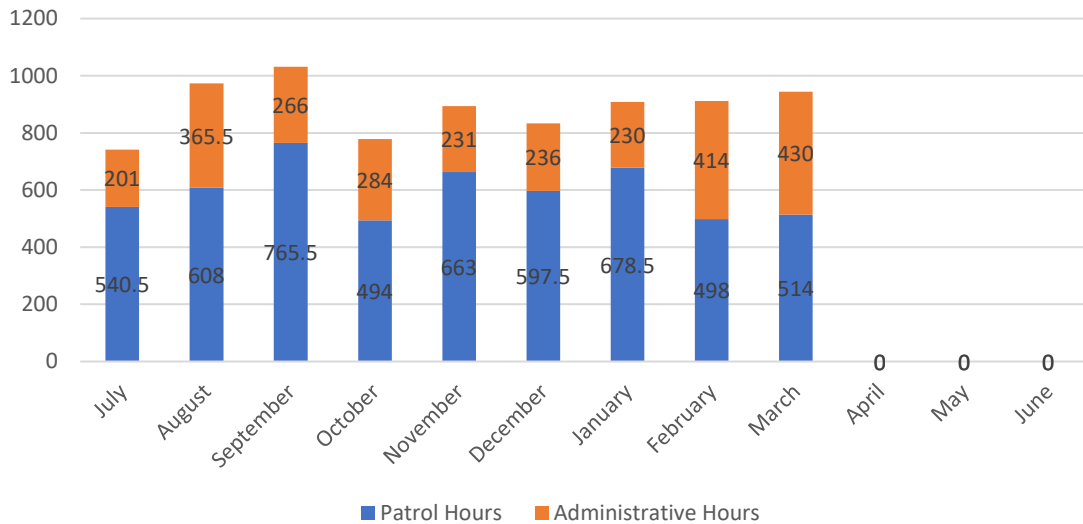
Patrol and Enforcement Activities

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

Traffic Summonses FYTD (GRAPH)



Patrol/Administrative Hours FYTD (GRAPH)

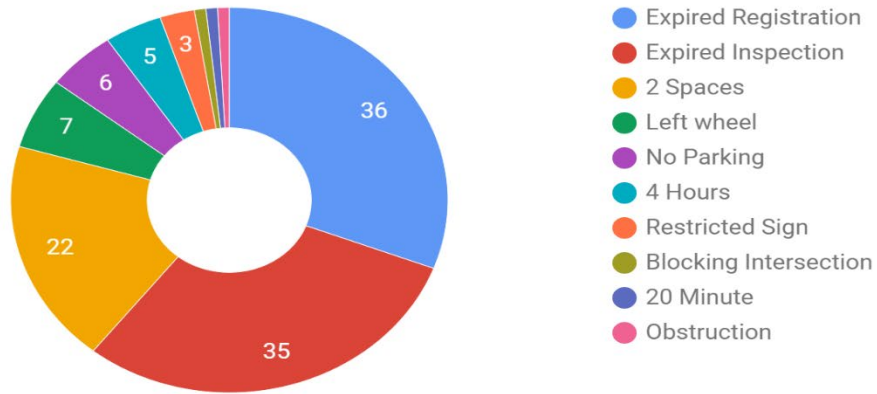


Parking Enforcement (CHART/GRAPH)

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

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

Occoquan VA - Tickets By Violation (Month To Date)



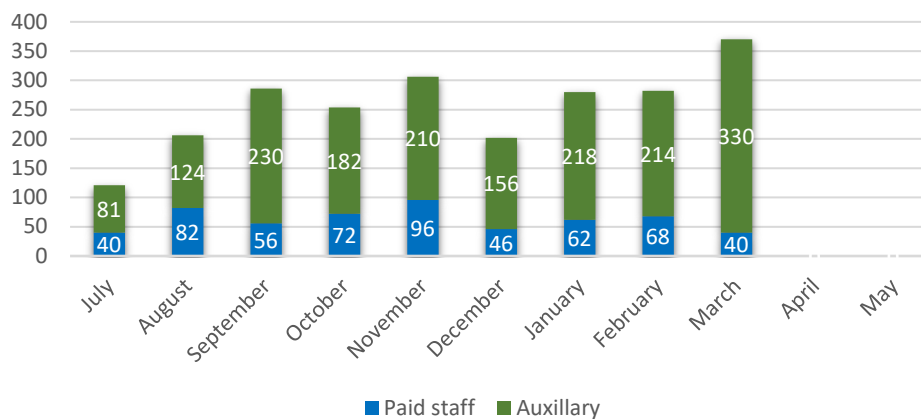
Data as of 3/27/2023, 12:00:00 AM



Volunteer in Police Service

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

Volunteered Hours



Public Works

Routine Activities

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

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

Maintenance Highlights (March 2023)

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

Special Maintenance Projects

Projects In-Progress: 21 Projects Completed: 17

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

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

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

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

Brick Installation and Maintenance Projects

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

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

Events and Community Development

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

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00706	1521 COLONIAL DR	Replace Gas Furnace LIKE FOR LIKE	Gas	Pending	C - Alteration/Repair		
ELE2022-02941	1541 COLONIAL DR	//GDB REPLACE THE EXISTING 400 AMP MAIN BREAKER METER SECTION WITH 16 INDIVIDUAL METERS IN THE ELECTRICAL ROOM OF BUILDING (LIKE FOR LIKE)	Electrical	Issued	C - Alteration/Repair	02/24/2022	
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
BLD2021-07195	459 FORTRESS WAY	Installation of a new timber retaining wall with 6 x 6 pressure treated lumber. Inclusive of backfill and compact excavated areas with finished grade sloped and the installation of a new foundation drainage system and new clean stone.	Building	Issued	C - Retaining Wall	11/05/2021	
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout		
BLD2022-03797	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN (KITCHEN & BATHROOM BUILDING) IN THE TOWN OF OCCOQUAN. □ OUTDOOR SEATING AREA PERMIT - BLD2022-06756	Building	Issued	C - Tenant Layout	05/05/2022	
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Finald	C - Tenant Layout	10/10/2022	03/27/2023
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanica I	Finald	C - Tenant Layout	09/28/2022	03/13/2023
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanica I	Finald	C - Tenant Layout	01/24/2023	03/16/2023
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Finald	C - Tenant Layout	05/13/2022	03/13/2023
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Issued	C - Alteration/Repair	03/24/2023	

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

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

Development Project

END OF REPORT

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

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

Additional Information:

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

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

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

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

CIP FUND

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

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

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

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

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

	Jul '22 - Feb 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 61600 · OPERATIONAL SERVICES	12.65			
Total 62000 · CONTRACTS	34,864.01	64,875.00	-30,010.99	54%
Total 63200 · ADVERTISING	14,799.75	25,500.00	-10,700.25	58%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	205.49	650.00	-444.51	32%
Total 64700 · FACILITIES EXPENSE	205.49	650.00	-444.51	32%
69200 · SPECIAL EVENTS				
69210 · HolidayFest	4,470.24	2,750.00	1,720.24	163%
69220 · Volunteer TY / Town Party	1,564.74	2,500.00	-935.26	63%
69250 · River Mill Park Events	8,477.26	6,425.00	2,052.26	132%
69290 · Other Special Events	3,578.37	2,575.00	1,003.37	139%
Total 69200 · SPECIAL EVENTS	18,090.61	14,250.00	3,840.61	127%
Total Expense	128,578.39	196,222.60	-67,644.21	66%
Net Ordinary Income	79,177.86	60,647.40	18,530.46	131%
Net Income	79,177.86	60,647.40	18,530.46	131%
MAMIE DAVIS PARK				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	130.11	500.00	-369.89	26%
Total 44000 · OTHER	130.11	500.00	-369.89	26%
Total Income	130.11	500.00	-369.89	26%
Gross Profit	130.11	500.00	-369.89	26%
Net Ordinary Income	130.11	500.00	-369.89	26%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	0.00	5,000.00	-5,000.00	0%
Total 70000 · CIP EXPENSE	0.00	5,000.00	-5,000.00	0%
Total Other Expense	0.00	5,000.00	-5,000.00	0%
Net Other Income	0.00	-5,000.00	5,000.00	0%
Net Income	130.11	-4,500.00	4,630.11	-3%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (89,071)	\$ (36,003)	\$ (53,069)	247%


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

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

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney 

Re: April 2023 Town Attorney Report

Date: March 30, 2023

NOT CONFIDENTIAL

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

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