



# TOWN OF OCCOQUAN

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

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

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

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

**DATE:** May 2, 2023

**SUBJECT:** Administrative Report

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

## Administration

**Coronavirus Updates:** As of the date of this report, Prince William County's COVID-19 community level is LOW. This is based on the revised guidance issued by CDC in February 2022 on how localities can assess COVID-19 related risk within their communities. The optional masking policy remains in place for town facilities: masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. Staff continues to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.

**ARPA (SLFRF) Update:** The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at [www.occoquanva.gov/american-rescue-plan-act](http://www.occoquanva.gov/american-rescue-plan-act). An update and review of the Spending Plan occurred at the March 7, 2023, Town Council Meeting. The revised plan will be integrated into the FY24 Capital Improvements Program Budget, to be approved at the May 16, 2023 Town Council Meeting. As such, in FY24, Town staff will continue to update the Town Council on the SLFRF funded projects and solicit feedback but will no longer be seeking any approvals or appropriations of funds, unless changes are required.

### SLFRF Spending Plan Projects - UPDATED:

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

**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 Group has created an existing conditions map and started on the master vision plan process. Town staff will review a draft plan in May and hold a public input meeting on June 15<sup>th</sup> from 5-7 pm at Town Hall.

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 has chosen a vendor for two welcome signs, a wayfinder at Mamie Davis Park, and an events kiosk at River Mill Park. Staff has reviewed the designs with the Architectural Review Board and is currently finalizing costs and designs with the vendor. Town staff is also finalizing new welcome signs for the Town's corporate limits with VDOT. Part of the funding for these updates will also go towards a mural contest in May and June. For more information see the mural item at the end of this section

Gaslight Conversion: 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 May. 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. Over the long term, staff will continue to monitor advances in solar technology and advise Town Council of viable solutions. However, due to greater feasibility, gaslights in Mamie Davis Park will be fully electrified in May 2023.

Town Hall Energy and Ventilation Upgrades: On April 15, 2023, Window Nation replaced the windows and front door of Town Hall with more energy efficient models (Low E, double-paned windows) that will reduce energy consumption and increase security. Town staff is also working with a local contractor to replace the lights in Council Chambers with brighter, LED options.

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

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

Other Projects: Town staff is actively working on estimates for further SLFRF funded projects that will be incorporated in the FY24 CIP Budget.

#### **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 a 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 was installed in April.

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

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

**Signage Education - UPDATED:** As part of zoning enforcement, staff has developed a handout

highlighting the Town's sign ordinance, and mailed out a letter of renewed enforcement to all business and property owners in the business district.. As of April 28, 2023, staff is reviewing cases and preparing violation notices. The first round of notices was sent out to non-complying sign owners in mid-March. To review your current signage and ask any questions please email [signpermits@occoquanva.gov](mailto:signpermits@occoquanva.gov). Staff will keep Town Council updated.

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

**VDOT Road Paving Update:** Work concluded the week of July 31, 2022. During the week of February 6<sup>th</sup>, VDOT implemented a solution to the standing water at Mill Street and Washington Street that met with Prince William County approval. Town staff is waiting on VDOT and its contractor to resolve the remaining item of resurfacing curbs on Mill Street. Staff is still waiting for a response on the resurfacing from VDOT.

**FY2023 Capital Projects:** Updates on FY2023 capital projects will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

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

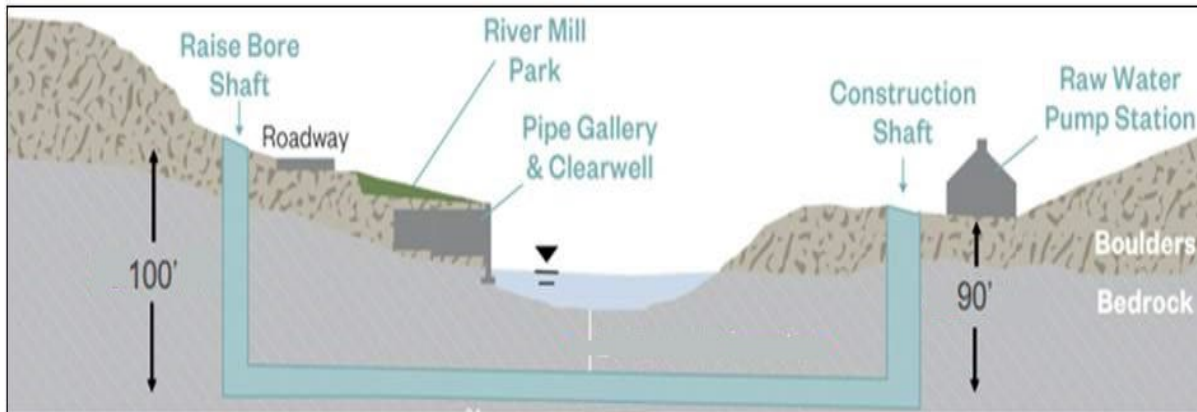
**Block the Box:** OPD is continuing its Don't Block the Box education and enforcement campaign during high traffic times at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.

**DEQ ARPA Wastewater Funds 2022 Appropriation - UPDATED:** The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. As part of the DEQ stormwater remediation, Town also obtained an environmental endangered animal study update for the applicable area. The first component, dredging, was completed as of February 24, 2023. Staff is now working with DEQ to fund other stormwater related projects with the remainder of the \$325,000 grant and is seeking quotes from potential contractors. Staff will meet with DEQ in May to finalize the reimbursement of the first component and 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. The contractor began blasting on April 26th and continued blasting events are expected over the next several months. Short periods (approximately 15-20 minutes) of closure of the access road to the raw water pump station, foot bridge, and River Mill Park are expected to occur during the period of blasting. The blasting is minimal, with minimal disruption to Town. Staff is working with Fairfax Water Authority's project manager to provide notice to residents and visitors. To stay up to date on blastings, please sign up for AlertOccoquan at: [www.occoquanva.gov/living-here/alertoccoquan/](http://www.occoquanva.gov/living-here/alertoccoquan/)

Below is a rendering of the project:



**Property Maintenance Enforcement:** Town staff is working with the Prince William County Neighborhood Services Division, who handles the County's Property Maintenance Code Enforcement, on taking over the review and enforcement of the Town's property maintenance code. At the February 7<sup>th</sup> meeting, the Town Council passed a resolution requesting the County's takeover of enforcement. The Town is awaiting action by the Prince William Board of Supervisors. Staff has been advised that the County Board of Supervisors will address the matter at a May meeting.

**Trowel Garden Club Project - UPDATED:** 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 accepted the club's proposal and the new plantings were installed at the corner of Washington and Commerce Streets on April 26<sup>th</sup>.

**FY24 Annual Budget and Tax Rates Public Hearings - NEW:** At their April 4<sup>th</sup> meeting, the Town Council set public hearing dates for the Proposed FY24 Annual Budget and the proposed tax rates to support the FY24 Annual Budget. The budget hearing will take place at 7 pm on May 2, 2023, at the Occoquan Town Hall. The tax rate hearing will take place at 7 pm on May 16, 2023, at the Occoquan Town Hall. Immediately following the May 16<sup>th</sup> hearing, the Town Council may take action to approve the budget and tax rates.

**Post Office Structural Damage - NEW:** On April 14, 2023, the Occoquan Post Office sustained structural damage due to a vehicle crash. Town staff has provided assistance to the Post Office and set up temporary barricades around the accident site. Staff will continue to coordinate with the County Building Official, USPS, and the property owner as necessary and provide Town Council updates as the situation progresses.

**Parking Facility RFI:** On April 12, 2023, Town staff closed the RFI for a multilevel parking facility. Town staff received and reviewed a number of responses and is working with Town Council and respondents as it plans next steps.

## Treasurer Report - Supplemental Information

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

BPOL Tax Delinquencies		
Business Name	Years of Delinquency	Date of Last Notice/Status

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

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status
BABBANME LLC	7 & 13	4/12/2023
BANN THAI OLD TOWN	5**	4/26/2023
THE SPOT ON MILL STREET	2	4/14/2023

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

\*\*Noncompliant with payment plan.

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	4/26/2023	

\*Excludes penalties and interest

## Engineering

**FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Multiple appeals by residents in Prince William County will delay adoption until spring 2024, assuming no additional appeals. Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Following resolution of any other comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.

**Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/release.

**Mill at Occoquan - 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 - update from last report:** Project underway. Blasting occurred on April 26, 2023.

**Barrington Point Erosion & Sediment Control plan for retaining wall - update from last report -** work complete and will close out project.

**200 Mill Street - Beer Garden - update from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed and now released. Construction for site plan completed, with minor building modifications proceeding.

**127 Washington Street - landscape plan - 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 on 3/15/23.

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

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

## Zoning Administrator

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

	Zoning Application #	Property Address	Activity
1	TZP2023-009	126B Commerce Street	Certificate of Occupancy
2	TZP2023-010	1427 Occoquan Heights	Install solar panels
3	TZP2023-011	435 Fortress Way	Replacement of electrical panel
4	TZP2023-012	217 Mill Street	Replace A/C and gas furnace
5	TZP2023-013	126 Commerce Street	Cap and remove gas line
6	IAP2023-003	126B Commerce Street	Install sinks and outlet

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

	Property Address	Violation #	Violation	Town Action

C. The following is a list of **active/previous violations** from April 1 to April 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 and on 3/15/23.
2	302 Poplar Alley	OZV-2023-001	Signage	Notified via certified mail 3/22/23; Courtesy email 3/23/23; Receipt of mail 4/4/23; Violation not resolved by deadline 4/22/23.
3	303 Commerce Street	OZV-2023-002	Signage	Notified via certified mail 3/22/23; Courtesy email 3/23/23; Violating signs removed within 30 days, violation resolved 4/22/23.

## **Building Official**

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



## Public Safety

### Mission:

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

### Monthly Departmental Goals:

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

### OPD Division Reports:

#### Professional Standards Division

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

The OPD did not receive any complaints against officers within the Department. This is a new statistic begin tracked and a monthly breakdown will begin to be reported as additional information is gathered.

The OPD continued to participate in George Mason University's (GMU) monthly legal training for Law Enforcement Officers within the Northern Virginia Region. This month Officers participated in the GMU monthly Unmanned Aerial System (UAS) training improving skillsets of OPD UAS pilots.

The OPD is beginning to wrap up our Level II Auxiliary Police Academy for 5 recruits. Graduation from the academy will take place Wednesday May 24<sup>th</sup>.



### Field Operations Division

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

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk. Under the new Business Property Check initiative, as of April 24th, officers made 115 businesses checks during the month. Officers were available during two events at the Occoquan Peace Center (Mosque) providing a security presence.

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

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



### Special Operations Division

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

The OPD participated in the quarterly PWC Hazard Mitigation planning session. Additionally, the OPD participated in the Northern Virginia Emergency Response (NVERS) UAS, Intelligence, and High Threat Response committees.

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

This month the OPD Marine Unit began staffing busy weekends on the river. Additional statistics are being captured to show types and volume of calls for service on the river.

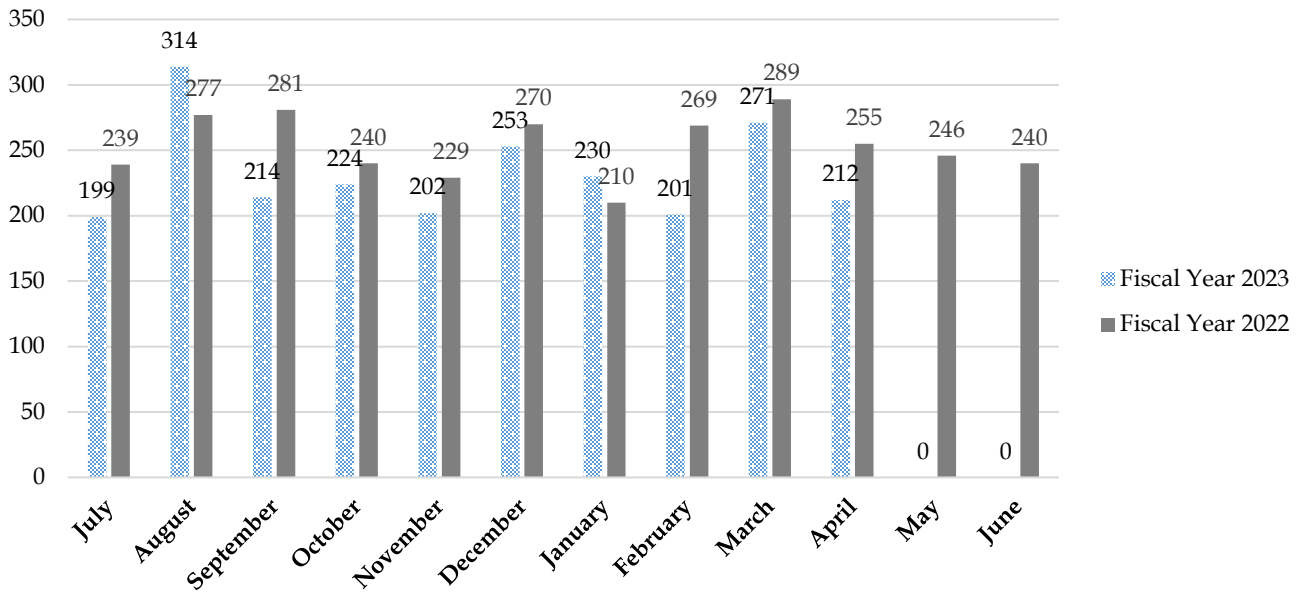


The OPD has begun working with new technologies to aid in safety and security measures during the Towns special events.

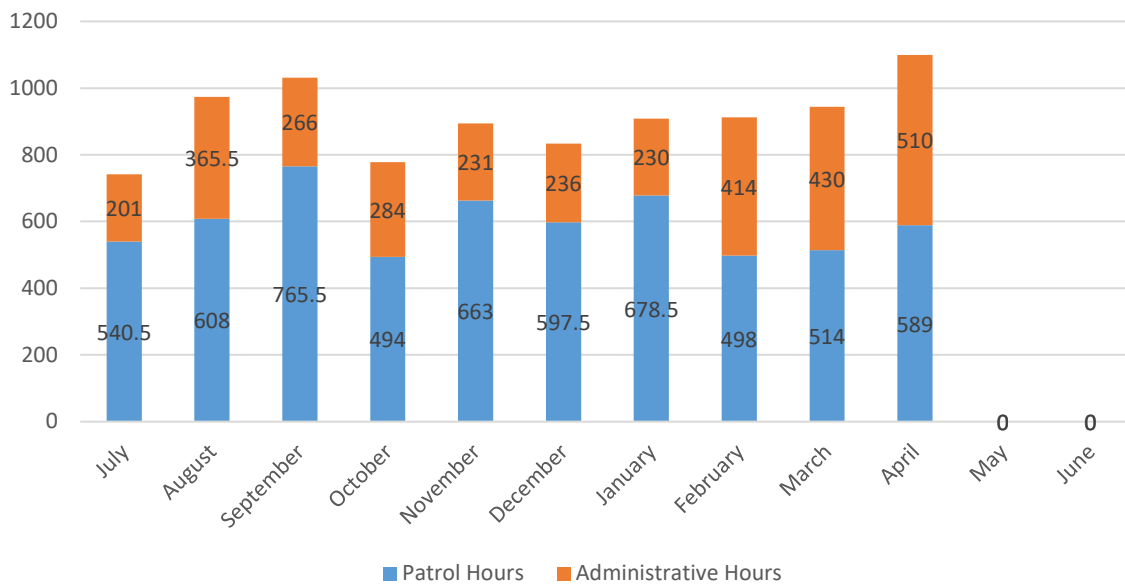
### **Patrol and Enforcement Activities:**

As of April 24th, the Town Police made 115 business checks and 146 park checks. The Town Police also had 119 calls for service, with 25 trespassing calls, 17 illegal fishing call, 14 suspicious person/vehicle/circumstance calls, 10 disabled vehicles/motorist assist calls, 8 medical/mental health calls, 6 vehicle crashes, 5 disorderly calls, 3 DUI arrests, 2 parking complaints/towing calls, 2 welfare check calls, 2 theft calls, 2 roadway obstruction call, 2 animal calls, 1 urinating in public call, 1 domestic in progress call, 1 lost/found property call, 1 traffic control call, 1 drug complaint call, 1 drunk in public call, 1 alarm call, 1 down line call, 1 noise complaint call, 1 warrant service, multiple service/assist calls, and made 3 custodial arrests, issued 212 traffic summonses, 127 parking violations, and 22 warnings.

### Traffic Summonses FYTD (GRAPH)



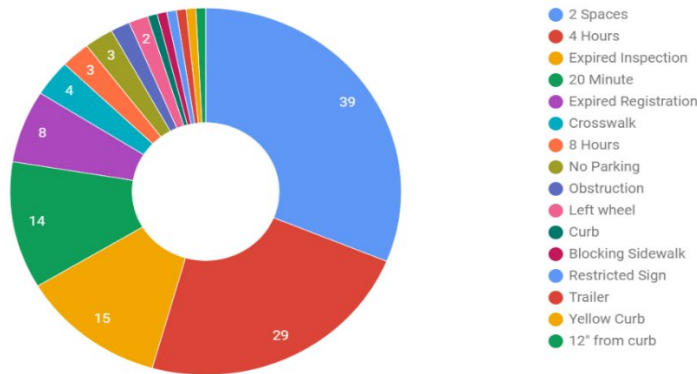
### Patrol/Administrative Hours FYTD (GRAPH)



## Parking Enforcement (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	62	2
October	20	1
November	47	1
December	36	2
January	78	0
February	31	0
March	115	10
April	127	8

Occoquan VA - Tickets By Violation (Month To Date)

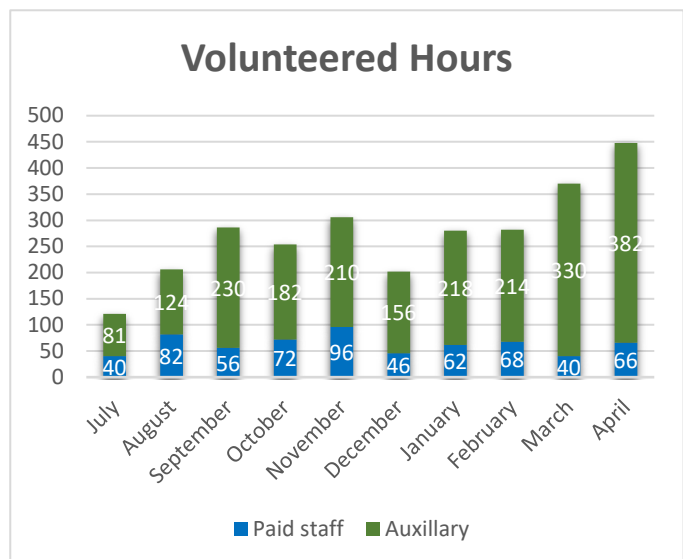


Data as of 4/24/2023, 12:00:00 AM



### Volunteer in Police Service:

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 2,755 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



## Public Works

### Routine Activities

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

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

### Maintenance Highlights (April 2023)

- New Town Hall Windows and Doors
- Park Improvements: Riprap at RMP and Mill House Museum and Rewiring RMP Lights
- Spring Landscaping Started
- Riverfest Preparation Started

### Special Maintenance Projects

Projects In-Progress: 12      Projects Completed: 27

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

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
Create new mailboxes and keybox area for Town Hall front office	Not started		FY24
TH Window Cleaning 2023	Not started		Fall 2023
Repair Town Hall Eave	Not started		FY24
Repair Concrete Steps at Town Hall	In progress		Summer 2023
Replace Town Hall Upstairs Lights	In progress		Obtaining Quotes from Contractors
Replace Town Hall Windows and Doors	Completed	04/17/2023	
<b>Craft Show and Events Support</b>			
Mark Booth Spaces	In progress		May 2023
Install Riverfest Banners	Completed	04/18/2023	
Pull and Inventory Riverfest Banners	Completed	04/07/2023	
Remove Peeps Banner	Completed	04/10/2023	
Support Peep Week 2023	Completed	04/04/2023	
<b>Landscaping</b>			
Cut back vegetation on River Rd	Not started		April/May 2023
Hardscaping stairs at LOVE sign	Not started		May 2023
Plant lirioppe along Mill St buffer in front of 402 Mill	Not started		May 2023
Replant flower pots/boxes in Town ROW on Union	Not started		May 2023
Seed and Aerate Town Parks	Not started		Summer 2023
Hardscape front of RMP tiered flower boxes	In progress		May 2023
Hardscaping RMP Bench Swing	In progress		June 2023

Project	Status	Completion Date	Notes
Add Measures to Reduce RMP Flooding	Completed	04/27/2023	
Address garden area along Washington/Commerce St	Completed	04/27/2023	
Install Riprap at River Mill Park	Completed	04/21/2023	
Phlox in front of MDP	Completed	04/27/2023	
Spring Mulching	Completed	04/19/2023	
Trim Town Hall Tree	Completed	04/19/2023	
<b>Park Maintenance</b>			
Inspect and Repair Town Dock	Not started		April 2023
Install new light at RMP Bathrooms	Not started		April/May 2023
MPD Conversion	Not started		Summer 2023
RMP Bathroom Upgrades	Not started		April/May 2023
Add Outlets to RMP and Footbridge	In progress		June 2023
Mamie Davis Park Signage Update	In progress		April 2023
Power wash Riverwalk/dock	In progress		April/May 2023
Install New Fence at MDP	Completed	04/04/2023	
Repair RMP Door Lock	Completed	04/19/2023	
Rewire and convert RMP lights to LED	Completed	04/27/2023	
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused
Install Dedicated Bench in RMP	Not started		May 2023
May Brick Repair and Replacement	Not started		May 2023
Poplar Lot Reorganization	Not started		May 2023
Remove broken pylon from Town Dock area	Not started		May 2023
Remove Graffiti from RMP Bathrooms and 123 Bridge	Not started		April 2023
Transfer box set up at Annex	Not started		Paused

Project	Status	Completion Date	Notes
Public Works Inventory	In progress		Creating log sheet and adding PW locations
Retrofit gaslights with new burners	In progress		Parts shipping
Town Gateway Updates	In progress		Revising costs and designs with vendor and VDOT
Add Riprap at Mill House Clifftop	Completed	04/24/2023	
Support Closing Off Post Office and Installing Barriers	Completed	04/17/2023	
Remove Welcome Sign at Washington and Commerce	Completed	04/24/2023	
RMP Reorganization and Inventory	Completed	04/07/2023	
<b>Spring Clean Up</b>			
Clean gaslights	Not started		May 2023
Powerwash MDP Gazebo	Not started		May 2023
Touch up paint on gaslights	Not started		May 2023
Touch up town planters	Not started		May 2023
Remove stickers from town signs	In progress		May 2023
Clean footbridge lights	Completed	04/12/2023	
Clean public trash and recycling cans	Completed	04/05/2023	
Clean RMP bathhouse exterior	Completed	04/24/2023	
Clean RMP lights	Completed	04/14/2023	
Paint RMP Doors	Completed	04/24/2023	
<b>Streets, Sidewalks, and Parking</b>			
Replace toppers on gaslights	Not started		May 2023
Town Hall Sidewalk Improvements	Not started		May 2023
Paint flower pots at 123 Bridge lot	Completed	03/28/2023	
Paint planters in Mom's lot	Completed	04/12/2023	
Remove posts on McKenzie	Completed	04/10/2023	



Project	Status	Completion Date	Notes
Remove solar lights from Mill Street	Completed	04/12/2023	

**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			May 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

**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. Staff is currently working on submitting a grant through VMS.

**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 conservation-focused vendors, our Junior Passport program and other family-friendly nature programs; a beer and wine 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.

Volunteers are still needed for these areas: Shuttle Stop Team, Conservation Alley Support, Vendor Assistance, and Set Up and Breakdown. Volunteers will receive training for their duties, a RiverFest t-shirt, and a lunch voucher as a thank you.

Volunteers can read about job specifics and sign up online at this link:  
[form.jotform.com/230796337295063](https://form.jotform.com/230796337295063).

**Music on Mill:** Our summer concert series begins May 20. Bands perform once monthly from 7-9 pm in River Mill Park. More information is at [www.visitoccoquanva.com/music](http://www.visitoccoquanva.com/music).

- 2023 Music on Mill Schedule
  - Saturday, May 20: Mystery Machine (Rock)
  - Saturday, June 17: Maggie Shot Burns (Covers)
  - Saturday, July 15: Hand Painted Swinger (Rock)
  - Saturday, August 12: The 257th Army Band (Traditional)

**Trivia Night:** The Trivia Night season begins May 26. With up-to-eight person teams, players are asked to answer six rounds of brain busters for their chance to win the grand prize of \$100. More information is at [www.visitoccoquanva.com/trivia](http://www.visitoccoquanva.com/trivia).

- 2023 Trivia Night Dates
  - Friday, May 26 - Know It All
  - Friday, June 23 - Homage to Hollywood
  - Friday, July 21 - Time Machine
  - Friday, August 18 - Favorite Things
  - Friday, September 15 - Wanderlust
  - Friday, October 20 - Earth Escape

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00706	1521 COLONIAL DR	Replace Gas Furnace LIKE FOR LIKE	Gas	Pending	C - Alteration/Repair		
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
ELE2023-05366	435 FORTRESS WAY	Remove (2) 200 amp single phase outdoor rated electrical panels in the pump room and replace (2) panels as a one for one direct replacement. New circuit breakers to match the existing ones on site, label panel and ensure grounding code compliant	Electrical	Issued	C - Alteration/Repair	04/11/2023	
ELE2023-05366	435 FORTRESS WAY	Remove (2) 200 amp single phase outdoor rated electrical panels in the pump room and replace (2) panels as a one for one direct replacement. New circuit breakers to match the existing ones on site, label panel and ensure grounding code compliant	Electrical	Issued	C - Alteration/Repair	04/11/2023	
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		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-03797	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN (KITCHEN & BATHROOM BUILDING) IN THE TOWN OF OCCOQUAN. □ OUTDOOR SEATING AREA PERMIT - BLD2022-06756	Building	Finalied	C - Tenant Layout	05/05/2022	03/31/2023
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Finalied	C - Tenant Layout	10/10/2022	03/27/2023
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Finalied	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.	Mechanical	Finalied	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	Finalied	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	
BLD2023-02366	402 MILL ST	***TOWN OF OCCOQUAN*** INTERIOR A/R - STRUCTURAL WORKS	Building	Pending	C - Alteration/Repair		
ELE2022-06383	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Electrical	Pending	C - Tenant Layout		
GAS2022-02325	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Gas	Pending	C - Tenant Layout		
MEC2022-02843	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Mechanical	Pending	C - Tenant Layout		
PLB2022-02785	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Plumbing	Pending	C - Tenant Layout		
PLB2023-01144	404 MILL ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	11/30/2022	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-01583	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Building	Issued	C - Tenant Layout	03/01/2022	
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2023-05025	1427 OCCOQUAN HEIGHTS	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Building	Pending	R - Alteration/Repair		
BLD2023-03992	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Building	Issued	R - Swimming Pool	01/31/2023	
ELE2023-04139	103 POPLAR LN	Electric for inground pool and spa	Electrical	Issued	R - Swimming Pool	02/01/2023	
ELE2023-05482	103 POPLAR LN	Install 60amp disconnect and two pole circuit breaker 60amp. Run wire associate	Electrical	Issued	R - Swimming Pool	04/14/2023	
BLD2022-00079	109 POPLAR LN	}}SIP CUSTOM SFD	Building	Issued	R - New Single Famil	03/01/2022	
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Famil	08/18/2022	
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Issued	R - New Single Famil	12/16/2022	
BLD2023-05749	1601 SEBRING CT	OPEN DECK-8' X 18' NO STAIRS - PER PLANS	Building	Finald	R - Addition	04/03/2023	04/17/2023
BLD2023-03916	109 VISTA KNOLL DR	DECK 12' X 20' - PER PLANS	Building	Finald	R - Addition	01/26/2023	04/10/2023
BLD2023-04584	100 WASHINGTON ST	NON-STRUCTURAL MASTER BEDROOM RENOVATION	Building	Finald	R - Alteration/Repair	02/16/2023	04/24/2023
PLB2023-01827	100 WASHINGTON ST	NON-STRUCTURAL MASTER BEDROOM RENOVATION	Plumbing	Finald	R - Alteration/Repair	02/20/2023	04/24/2023
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022	
ELE2023-02064	186 WASHINGTON ST	INSTALL (1) NEW 240V 50 AMP CIRCUIT FOR CAR CHARGER	Electrical	Pending	R - Alteration/Repair		
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Issued	C - Tenant Layout	06/17/2022	
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Issued	C - Tenant Layout	11/28/2022	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Issued	C - Tenant Layout	11/28/2022	
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Issued	C - Tenant Layout	12/30/2022	
BLD2023-03631	109 WASHINGTON SQUAR	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Building	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUAR	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Pending	R - Alteration/Repair		
ELE2023-04914	109 WASHINGTON SQUAR	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 3/31/2023**

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 3/31/2023
<b>Nonspendable:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000		\$ 100,000
<b>Restricted:</b>			
<b>E-Summons Fund</b>	\$ 24,059	\$ 8,492	\$ 32,551
<b>Assigned:</b>			
<b>Operating Reserves</b>	\$ 187,861	\$ 12,139	\$ 200,000
<b>Events Fund</b>	\$ 25,000	\$ 78,746	\$ 103,746
<b>CIP Fund</b>	\$ 101,000	\$ (101,000)	\$ -
<b>Public Safety Grant Fund</b>	\$ 14,283	\$ 19,282	\$ 33,565
<b>Mamie Davis Park Fund</b>	\$ 11,492	\$ 192	\$ 11,684
<b>PEG Fund</b>	\$ 1,776	\$ 180	\$ 1,955
<b>Subtotal Assigned:</b>	\$ 341,412	\$ 9,538	\$ 350,950
<b>Unassigned:</b>	\$ -	\$ (92,320)	\$ (92,320)
<b>Total Fund Balance:</b>	<b>\$ 465,470</b>	<b>\$ (74,290)</b>	<b>\$ 391,180</b>

**Additional Information:**

<b>SLFRF Balance:</b>	\$ 949,561	\$ (230,949)	\$ 718,612
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The Town of Occoquan  
Profit & Loss Budget Performance  
July 2022 through March 2023

	Jul '22 - Mar 23	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · TAXES</b>				
40010 · Real Estate	\$ 275,129	\$ 275,492	\$ (363)	100%
40020 · Meals Tax	\$ 197,744	\$ 282,499	\$ (84,756)	70%
40030 · Sales Tax	\$ 30,635	\$ 36,000	\$ (5,365)	85%
40040 · Utility Tax	\$ 19,711	\$ 30,000	\$ (10,289)	66%
40050 · Communications Tax	\$ 24,104	\$ 33,000	\$ (8,896)	73%
40060 · Transient Occupancy Tax	\$ 25,057	\$ 14,500	\$ 10,557	173%
<b>Total 40000 · TAXES</b>	<b>\$ 572,386</b>	<b>\$ 671,491</b>	<b>\$ (99,105)</b>	<b>85%</b>
<b>41000 · FEES/LICENSES</b>				
41010 · Vehicle License	\$ 10,058	\$ 11,000	\$ (943)	91%
41020 · Business Licenses	\$ 60,917	\$ 68,800	\$ (7,883)	89%
41030 · Late Fees	\$ 1,668	\$ 2,500	\$ (832)	67%
41040 · FINES (PUBLIC SAFETY)	\$ 235,674	\$ 345,000	\$ (109,326)	68%
41100 · Administrative Fees	\$ 4,720	\$ 10,000	\$ (5,280)	47%
41120 · Service Revenue - Eng	\$ 10,171	\$ 10,000	\$ 171	102%
41130 · Service Revenue - Legal	\$ -	\$ 10,000	\$ (10,000)	0%
41140 · Service Revenue - Other	\$ -	\$ 500	\$ (500)	0%
41000 · FEES/LICENSES - Other	\$ -	\$ 1,500	\$ (1,500)	0%
<b>Total 41000 · FEES/LICENSES</b>	<b>\$ 324,087</b>	<b>\$ 459,300</b>	<b>\$ (135,213)</b>	<b>71%</b>
<b>42000 · GRANTS</b>				
42010 · LITTER	\$ 3,025	\$ 1,329	\$ 1,696	228%
42020 · HB 599	\$ 19,530	\$ 35,688	\$ (16,158)	55%
42021 · NHSTA (DMV)				
<b>Total 42021 · NHSTA (DMV)</b>	<b>\$ 8,570</b>	<b>\$ 15,000</b>	<b>\$ (6,430)</b>	<b>57%</b>
42030 · SLFRF	\$ 30,226	\$ 30,225	\$ 1	100%
42040 · PEG	\$ 180			
<b>Total 42000 · GRANTS</b>	<b>\$ 61,531</b>	<b>\$ 82,242</b>	<b>\$ (20,711)</b>	<b>75%</b>
<b>43000 · RENTALS</b>				
43020 · River Mill Park	\$ 500	\$ 3,000	\$ (2,500)	17%
43030 · Mamie Davis Park Rental	\$ 550	\$ 2,000	\$ (1,450)	28%
43040 · 200 Mill Street Lease	\$ -	\$ 7,613	\$ (7,613)	0%
<b>Total 43000 · RENTALS</b>	<b>\$ 1,050</b>	<b>\$ 12,613</b>	<b>\$ (11,563)</b>	<b>8%</b>
<b>44000 · OTHER</b>				
44010 · General Fund Interest	\$ 22,131	\$ 900	\$ 21,231	2459%
44060 · Other	\$ 48	\$ 1,000	\$ (952)	5%
<b>Total 44000 · OTHER</b>	<b>\$ 22,179</b>	<b>\$ 1,900</b>	<b>\$ 20,279</b>	<b>1167%</b>
<b>Total Income</b>	<b>\$ 981,232</b>	<b>\$ 1,227,546</b>	<b>\$ (246,314)</b>	<b>80%</b>
<b>Gross Profit</b>	<b>\$ 981,232</b>	<b>\$ 1,227,546</b>	<b>\$ (246,314)</b>	<b>80%</b>
<b>Expense</b>				
<b>Total 60000 · PERSONNEL SERVICES</b>	<b>\$ 483,602</b>	<b>\$ 708,934</b>	<b>\$ (225,331)</b>	<b>68%</b>
<b>Total 60400 · PROFESSIONAL SERVICES</b>	<b>\$ 106,173</b>	<b>\$ 169,321</b>	<b>\$ (63,148)</b>	<b>63%</b>
<b>Total 60800 · INFORMATION TECH SERV</b>	<b>\$ 27,463</b>	<b>\$ 31,100</b>	<b>\$ (3,637)</b>	<b>88%</b>
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	<b>\$ 28,087</b>	<b>\$ 27,230</b>	<b>\$ 857</b>	<b>103%</b>
<b>Total 61600 · OPERATIONAL SERVICES</b>	<b>\$ 7,346</b>	<b>\$ 9,000</b>	<b>\$ (1,654)</b>	<b>82%</b>
<b>Total 62000 · CONTRACTS</b>	<b>\$ 82,326</b>	<b>\$ 112,382</b>	<b>\$ (30,056)</b>	<b>73%</b>
<b>Total 62400 · INSURANCE</b>	<b>\$ 37,918</b>	<b>\$ 33,690</b>	<b>\$ 4,228</b>	<b>113%</b>
<b>Total 62800 · PUBLIC INFORMATION</b>	<b>\$ 2,234</b>	<b>\$ 5,020</b>	<b>\$ (2,786)</b>	<b>44%</b>
<b>Total 63200 · ADVERTISING</b>	<b>\$ 2,713</b>	<b>\$ 2,000</b>	<b>\$ 713</b>	<b>136%</b>
<b>Total 63600 · TRAINING AND TRAVEL</b>	<b>\$ 10,054</b>	<b>\$ 18,210</b>	<b>\$ (8,156)</b>	<b>55%</b>



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

	Jul '22 - Mar 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 64000 · VEHICLES AND EQUIPMENT	\$ 32,338	\$ 27,210	\$ 5,128	119%
Total 64400 · SEASONAL	\$ 8,073	\$ 10,500	\$ (2,427)	77%
<b>64700 · FACILITIES EXPENSE</b>				
Total 64800 · TOWN HALL	\$ 8,577	\$ 11,890	\$ (3,313)	72%
Total 65200 · MILL HOUSE MUSEUM	\$ 300	\$ 6,500	\$ (6,200)	5%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 2,706	\$ 5,910	\$ (3,204)	46%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 11,867	\$ 16,200	\$ (4,333)	73%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 1,175	\$ 3,600	\$ (2,425)	33%
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	\$ 13,248	\$ 24,600	\$ (11,352)	54%
<b>Total 64700 · FACILITIES EXPENSE</b>	<b>\$ 40,600</b>	<b>\$ 72,950</b>	<b>\$ (32,350)</b>	<b>56%</b>
<b>Total Expense</b>	<b>\$ 868,928</b>	<b>\$ 1,227,546</b>	<b>\$ (358,618)</b>	<b>71%</b>
Net Ordinary Income	\$ 112,304	\$ (0)	\$ 112,304	
Net Income	<b>\$ 112,304</b>	<b>\$ (0)</b>	<b>\$ 112,304</b>	

**CIP FUND**

Ordinary Income/Expense				
Income				
42000 · GRANTS				
42030 · SLFRF	\$ 200,723	\$ 467,954	\$ (267,231)	43%
42000 · GRANTS - Other	\$ -	\$ 463,750	\$ (463,750)	0%
<b>Total 42000 · GRANTS</b>	<b>\$ 200,723</b>	<b>\$ 931,704</b>	<b>\$ (730,981)</b>	<b>22%</b>
<b>Total Income</b>	<b>\$ 200,723</b>	<b>\$ 931,704</b>	<b>\$ (730,981)</b>	<b>22%</b>
Gross Profit	\$ 200,723	\$ 931,704	\$ (730,981)	22%
Net Ordinary Income	\$ 200,723	\$ 931,704	\$ (730,981)	22%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ -	\$ 50,000	\$ (50,000)	0%
70003 · Street Improvements	\$ 738	\$ -	\$ 738	
70004 · Sidewalk Improvements	\$ 164,532	\$ 175,000	\$ (10,468)	94%
70005 · Building Improvements	\$ 45,819	\$ 99,500	\$ (53,681)	46%
70006 · Stormwater Management	\$ 240,567	\$ 495,000	\$ (254,433)	49%
70012 · Street Lights	\$ 966	\$ 75,000	\$ (74,034)	1%
70013 · Parking Management Plan	\$ -	\$ 2,000	\$ (2,000)	0%
70014 · Timed Parking Equipment	\$ 5,500	\$ 5,500	\$ -	100%
72006 · Riverwalk Improvements	\$ 15,920	\$ 49,704	\$ (33,784)	32%
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%
<b>Total 70000 · CIP EXPENSE</b>	<b>\$ 474,747</b>	<b>\$ 1,032,704</b>	<b>\$ (557,957)</b>	<b>46%</b>
<b>Total Other Expense</b>	<b>\$ 474,747</b>	<b>\$ 1,032,704</b>	<b>\$ (557,957)</b>	<b>46%</b>
Net Other Income	\$ (474,747)	\$ (1,032,704)	\$ 557,957	46%
Net Income	<b>\$ (274,024)</b>	<b>\$ (101,000)</b>	<b>\$ (173,024)</b>	<b>271%</b>

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

	Jul '22 - Mar 23	Annual Budget	Over/(Under) Budget	% of Budget
<b>E-Summons Fund</b>				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 9,471	\$ 12,000	\$ (2,529)	79%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 9,471	\$ 12,000	\$ (2,529)	79%
Total 41000 · FEES/LICENSES	\$ 9,471	\$ 12,000	\$ (2,529)	79%
Total Income	\$ 9,471	\$ 12,000	\$ (2,529)	79%
Gross Profit	\$ 9,471	\$ 12,000	\$ (2,529)	79%
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	\$ 8,492	\$ 8,850	\$ (358)	96%
Net Income	\$ 8,492	\$ 8,850	\$ (358)	96%

<b>EVENTS FUND</b>				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	\$ 2,989	\$ 5,500	\$ (2,512)	54%
Total 41000 · FEES/LICENSES	\$ 2,989	\$ 5,500	\$ (2,512)	54%
42000 · GRANTS	\$ 10,000	\$ 10,000	\$ -	100%
44000 · OTHER				
44020 · Events Fund Interest	\$ 119	\$ 1,200	\$ (1,081)	10%
44040 · Bricks Revenue	\$ 1,094	\$ 1,800	\$ (706)	61%
Total 44000 · OTHER	\$ 1,214	\$ 3,000	\$ (1,786)	40%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 9,245	\$ 13,000	\$ (3,755)	71%
47020 · Booth Rentals	\$ 140,270	\$ 138,195	\$ 2,075	102%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 6,086	\$ 11,100	\$ (5,014)	55%
47030 · Shuttle Fees	\$ 32,256	\$ 66,600	\$ (34,344)	48%
47040 · Parking Space Sales	\$ 9,750	\$ 7,725	\$ 2,025	126%
47060 · Merchandise	\$ 600	\$ 1,750	\$ (1,150)	34%
47100 · Cost Share Reimbursement	\$ 1,630			
Total 47000 · EVENTS REVENUE	\$ 199,836	\$ 238,370	\$ (38,534)	84%
Total Income	\$ 214,038	\$ 256,870	\$ (42,832)	83%
Gross Profit	\$ 214,038	\$ 256,870	\$ (42,832)	83%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 44,529	\$ 71,548	\$ (27,018)	62%
Total 60400 · PROFESSIONAL SERVICES	\$ 8,660	\$ 10,000	\$ (1,340)	87%
Total 60800 · INFORMATION TECH SERV	\$ 872			
Total 61200 · MATERIALS AND SUPPLIES	\$ 11,267	\$ 9,400	\$ 1,867	120%
Total 62000 · CONTRACTS	\$ 34,972	\$ 64,875	\$ (29,903)	54%

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

	Jul '22 - Mar 23	Annual Budget	Over/(Under) Budget	% of Budget
Total 63200 · ADVERTISING	\$ 15,841	\$ 25,500	\$ (9,659)	62%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	\$ 375	\$ 650	\$ (275)	58%
Total 64700 · FACILITIES EXPENSE	\$ 375	\$ 650	\$ (275)	58%
69200 · SPECIAL EVENTS				
69210 · HolidayFest	\$ 4,470	\$ 2,750	\$ 1,720	163%
69220 · Volunteer TY / Town Party	\$ 1,565	\$ 2,500	\$ (935)	63%
69250 · River Mill Park Events	\$ 8,477	\$ 6,425	\$ 2,052	132%
69290 · Other Special Events	\$ 4,264	\$ 2,575	\$ 1,689	166%
Total 69200 · SPECIAL EVENTS	\$ 18,777	\$ 14,250	\$ 4,527	132%
Total Expense	\$ 135,292	\$ 196,223	\$ (60,930)	69%
Net Ordinary Income	\$ 78,746	\$ 60,647	\$ 18,098	130%
Net Income	\$ 78,746	\$ 60,647	\$ 18,098	130%
<b>MAMIE DAVIS PARK</b>				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	\$ 192	\$ 500	\$ (308)	38%
Total 44000 · OTHER	\$ 192	\$ 500	\$ (308)	38%
Total Income	\$ 192	\$ 500	\$ (308)	38%
Gross Profit	\$ 192	\$ 500	\$ (308)	38%
Net Ordinary Income	\$ 192	\$ 500	\$ (308)	38%
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	\$ 192	\$ (4,500)	\$ 4,692	-4%
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	\$ (74,290)	\$ (36,003)	\$ (38,288)	206%


The Town of Occoquan  
Balance Sheet Prev Year Comparison  
As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 100	\$ 100	\$ -
10022 · Checking Account 0058	\$ 97,832	\$ 178,554	\$ (80,722)
10024 · Money Market 4220	\$ 236,417	\$ 200,117	\$ 36,299
10029 · Checking Account 3126	\$ 65,032	\$ 85,980	\$ (20,948)
10033 · Events Fund - Paypal	\$ -	\$ 23,773	\$ (23,773)
10034 · VIP - Investment Pool			
25-5001 · VIP NAV Liquidity Pool 5001	\$ 611,337	\$ 475,098	\$ 136,240
Total 10034 · VIP - Investment Pool	\$ 611,337	\$ 475,098	\$ 136,240
10082 · Mamie Davis Savings 4201	\$ 7,299	\$ 7,041	\$ 257
10083 · Mamie Davis CD	\$ 100,000	\$ 100,000	\$ -
10091 · Bricks - PayPal	\$ -	\$ 751	\$ (751)
10094 · Money Market 5997	\$ -	\$ 15,559	\$ (15,559)
10095 · Bricks MM 2125	\$ -	\$ 11,301	\$ (11,301)
Total Checking/Savings	\$ 1,118,016	\$ 1,098,273	\$ 19,743
Accounts Receivable			
10180 · Accounts Receivable	\$ 96,393	\$ 111,238	\$ (14,845)
Total Accounts Receivable	\$ 96,393	\$ 111,238	\$ (14,845)
Other Current Assets			
14990 · Undeposited Funds	\$ 3,162	\$ 23,335	\$ (20,173)
Total Other Current Assets	\$ 3,162	\$ 23,335	\$ (20,173)
Total Current Assets	\$ 1,217,571	\$ 1,232,847	\$ (15,275)
<b>TOTAL ASSETS</b>	<b>\$ 1,217,571</b>	<b>\$ 1,232,847</b>	<b>\$ (15,275)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 45,298	\$ 34,800	\$ 10,498
Total Accounts Payable	\$ 45,298	\$ 34,800	\$ 10,498
Credit Cards			
22000 · Credit Cards	\$ 7,774	\$ 7,235	\$ 538
Total Credit Cards	\$ 7,774	\$ 7,235	\$ 538
Other Current Liabilities			
20935 · Performance Bond	\$ 32,309	\$ 4,368	\$ 27,941
20940 · Unearned Craft Show Rev	\$ 20,275	\$ 10,875	\$ 9,400
20960 · Unearned Other Revenue			
20970 · Rental	\$ 1,450	\$ 1,650	\$ (200)
20973 · Unearned SLFRF Revenue	\$ 718,612	\$ 474,780	\$ 243,831
Total 20960 · Unearned Other Revenue	\$ 720,062	\$ 476,430	\$ 243,631
20980 · Unearned R.E. Tax	\$ 771	\$ 8,760	\$ (7,989)
21200 · Payroll Liabilities	\$ (96)	\$ 146	\$ (241)
Total Other Current Liabilities	\$ 773,320	\$ 500,579	\$ 272,741
Total Current Liabilities	\$ 826,392	\$ 542,614	\$ 283,778
Total Liabilities	\$ 826,392	\$ 542,614	\$ 283,778
Equity			
	\$ 391,180	\$ 690,233	\$ (299,053)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,217,571</b>	<b>\$ 1,232,847</b>	<b>\$ (15,275)</b>

# Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney 

Re: May 2023 Town Attorney Report

Date: April 27, 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 30, 2023:

1. Advised staff as to various proposals for ordinance amendments (noise, business license tax, zoning).
2. Advised staff as to the notice requirements for budgeting and appropriating funds.
3. Advised staff regarding the process for judging the mural contest.
4. Researched and advised staff regarding the staircase at Barrington Point.