



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
Laurie Holloway
Robert E. Love
Eliot Perkins

**INTERIM TOWN
MANAGER**
Adam C. Linn

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Interim Town Manager

DATE: November 1, 2022

SUBJECT: Administrative Report

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

Administration

- **Coronavirus Updates:** As of the date of this report, Prince William County's COVID-19 community level is LOW. This is based on the revised guidance issued by CDC in February 2022 on how localities can assess COVID-19 related risk within their communities. The optional masking policy remains in place for town facilities: masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. Staff continues to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA (SLFRF) Update:** The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at www.occoquanva.gov/american-rescue-plan-act. The Spending Plan identifies four funding groups: Infrastructure – Parks and Public Spaces; Infrastructure – Energy Efficiencies and Building Upgrades; Infrastructure – Stormwater; and Administrative. Each funding group includes a list of potential uses. Staff will bring the projects to the Town Council as they are refined for final approval and appropriation. .
- **SLFRF Spending Plan Projects:** Town Council approved the McKenzie Street Sidewalk project (Infrastructure – Parks and Public Spaces) at the August 2, 2022 meeting and authorized a new not-to-exceed limit of \$158,000 on October 18, 2022. Staff has executed the quote, prepared and received the Land Disturbance Permit, and authorized the purchase of the Nutrient (Phosphorus) Credits. Staff is working with the contractor to confirm the construction date. At the September 20, 2022 meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding for the Riverwalk Visioning process and a kick off meeting took place on October 28, 2022. More information can be found in its respective section. In addition, staff is actively working on scope and estimate refinement on the following SLFRF proposed projects: River Mill Park Playground and Picnic Area; Riverwalk Expansion Project/Mill House Overlook Expansion; Energy Audit – Town Hall energy and ventilation upgrades; Street Gaslight Conversion Project; process improvements. Stormwater System Plan progress is pending notice of award for potential grant funding.
- **Development Project Updates:** The Mill at Occoquan project's site plan has been submitted and first round comments have been sent to the applicant. Staff has been in regular contact with the

applicant and demolition is expected in Winter 2022. The Mill Street Beer Garden project is progressing through construction toward opening and underwent a secondary inspection. The applicants submitted a revised site plan which is under review. No opening date has been provided. More information on both projects can be found in the Engineering Section of the Administrative Report.

- **Signage Education:** As part of zoning enforcement, staff has developed a handout highlighting the Town's sign ordinance and will be sent to all businesses and property owners within the B-1 district. This is intended to serve as an educational outreach to first educate on the regulations and then follow up with enforcement procedures. On September 27th, Town staff reviewed the guide with the Architectural Review Board. Town staff presented the guide at the OBP Quarterly Meeting on October 4, 2022.
- **VDOT TAP Grant Project:** In early May, we received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff will work with County staff in administering this project. Updates will be available at www.occoquanva.gov/construction-updates.
- **Riverwalk Visioning Process:** With the approval of Town Council, Town staff secured a contract with the Berkley Group to support the Planning Commission on its Riverwalk Visioning process. The kickoff meeting occurred on Thursday, October 27, 2022. The process will involve multiple opportunities for community input and produces visioning documents, maps, and vignettes that will help the Town and potential partners visualize the future Riverwalk. In addition, staff is continuing to work with the Planning Commission to develop a Community Plan as an addendum to the Town's Comprehensive Plan. The 2021 update of the Comprehensive Plan was approved at the December 7, 2021 Town Council meeting.
- **VDOT Road Paving Update:** Work concluded the week of July 31, 2022. Town staff is currently working with VDOT to resolve a 'punch list' of various concerns related to the road paving. Remaining items include resurfacing curbs on Mill Street and addressing standing water on Mill Street near Washington Street.
- **FY2023 Capital Projects:** Hash marks and curbs were painted on Commerce Street to address areas left from VDOT paving. 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. Staff is reviewing permanent solutions and will continue to maintain the temporary pipe. Updates will be available at www.occoquanva.gov/construction-updates.
- **Block the Box:** OPD is continuing its Don't Block the Box education and enforcement campaign at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.
- **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.

- **River Mill Park Playground Grant:** In August, Town staff prepared and submitted a grant request for \$25,000 through the Get Outdoors (GO) grant program of the Virginia Outdoors Foundation (VOF) to assist in the construction of a concrete base for the future playground in River Mill Park. On October 11, 2022, the Town received notice that it was not awarded the grant. The River Mill Park Playground and picnic area project is included in the Town's SLFRF Spending Plan.
- **DEQ ARPA Wastewater Funds 2022 Appropriation:** The Town has received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). As of October 26, 2022, Town staff has prepared an RFP on which DEQ provided comments. The Town Attorney reviewed the RFP and DEQ comments and provided recommendations. On November 1, 2022, Staff plans to post the RFP on the eVA website with an expected award date by the end of November, 2022. Staff is also working on updating the environmental study that was completed for the kayak launch ramp for use with the sediment removal. Staff will provide more information as we move through this process.
- **Online Payment Options:** In mid-October Town staff launched new online payment options for multiple taxes and fees, including the Meal Tax, Vehicle License Fee, Real Estate Tax, and Riverfest Vendor applications. Information can be found at www.occoquanva.gov/make-a-payment/. Meals Tax and Vehicle License fee payers were notified directly. Town staff will continue to assess the success of the payment options, refine the forms, and add more payment options to the Town website.
- **Footbridge Repairs:** Repairs started on Monday, October 24, 2022, and has progressed faster than originally scheduled. Completion is expected before November 1, 2022.
- **Police Department Memorandum of Understanding (MOU) with PWCPD:** The Police Department was contacted by PWCPD regarding a plan to purge Town Police evidence that was being maintained at the County Police Evidence Section. The County Police and Town Police have an MOU since 2015 whereby the County Police would act as a local repository for evidence collected by the Town Police. Staff reviewed the situation with the Chief of Police for PWCPD and he agreed to keep the MOU in place.
- **Dept of State Elections:** Staff was made aware that the Department of State Elections mailed out incorrect polling information to several Town Residents. Staff notified Council and then posted on the Town website information provided by the County.

Treasurer Report – Supplemental Information

The September 2022 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies.

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

GHR INVESTMENTS, LLC	1	8/25/2022
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Transient Tax Delinquencies		
Business Owner	Months of Delinquency	Date of Last Notice/Status
N/A	N/A	N/A

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status
BANN THAI OLD TOWN	2	9/29/2022
BABBANME LLC	6	9/29/2022

Real Estate Delinquencies*				
Property Owner	Years of Delinquency	Delinquent Tax Amount*	Date of Last Notice	Notes
GRANNY'S COTTAGE INC	6	\$403.20	5/24/2022	
HOUGHTON RONALD W ETAL	4	\$70.08	5/25/2022	
LIGHT MARK D & RINA KOCSANY J-T SUR	1	\$10.08	7/11/2022	

*Excludes penalties and interest

Engineering

- **FEMA Flood Insurance Rate Map (FIRM) – no change from last report:** Minor changes suggested on stream names. Town website included notification of changes to FIRM. Expected adoption of new mapping spring 2022 – FEMA will issue a “Revised Preliminary” map, after which there will be another 90-day appeal period. Following resolution of any comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.
- **Rivertown Overlook Project – no change from last report:** Land Disturbance Permit issued – construction proceeding. Erosion inspections reduced to monthly.
- **Mill at Occoquan – update from last report:** Floodplain study comments by FEMA issued and resubmitted by applicant September 2, 2022, with FEMA acknowledging receipt October 14, 2022. Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022. PWCSA review forwarded directly to project engineer July 8, 2022. PWC Fire Marshall’s office requesting plans be submitted directly to them through the County’s ePlan review system. Town staff is currently working on the relocation of an osprey nest on the property to another location nearby.
- **Stormwater Management Grants – no change from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town. Grant request forwarded to Department of Conservation and Recreation (DCR) for Virginia Community Flood Preparedness Fund on April 8, 2022.
- **State Local Fiscal Recovery Funds (SLFRF)**
 - **McKenzie Drive Sidewalks – update from last report:** Pre-construction meeting with Interim Town Manager and contractor on October 6, 2022. Land Disturbance Permit approved on 10/20/22.
 - **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.

- **Washington Street – no change from last report** – Legacy provided cost estimate for work (in excess of \$500K).
- **FCWA River Crossing Construction – no change from last report:** Project delayed, but expected to begin in the fall.
- **200 Mill Street – Beer Garden – no change from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed. Construction nearing completion and developer has requested bond release. Bond release being held to resolve site plan update.
- **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.
- **Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
McKenzie Drive Sidewalk	LDP2022-003	Add sidewalk	Submitted and approved on 10/20/22
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22
103 Poplar Lane	SKE2022-003	Add swimming pool	First submission 9/9/2022, comments provided 10/10/22
103 Poplar Lane	WQA2022-004	Add swimming pool	First submission 9/9/2022, comments provided 10/10/22

Zoning Administrator

A. The following is a list of **zoning reviews** from October 1 to October 28, 2022:

	Zoning Application #	Property Address	Activity
1	TZP2022-036	104 Washington Street	Add 240 VAC circuit for electric car charger
2	TZP2022-037	214 W. Locust Street	Replace Gas Water Heater
3	TZP2022-035	201 Union Street	Add concrete pad to rear

B. The following is a list of **new violation letters** from October 1 to October 28, 2022:

	Property Address	Violation #	Violation	Town Action

C. The following is a list of **active/previous violations** from October 1 to October 28, 2022:

	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.
2	201 Union Street	OZV-2022-13	Refuse overflowing; Presence of vermin	Letters sent by certified mail to tenants and property owners 9/15/22; Zoning application for concrete pad submitted 9/22/22; Zoning app approved conditional on encroachment license 9/28/22; Encroachment license signed by owner 10/25/22; Awaiting Town Council approval.

Building Official

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

Public Safety

Departmental Goals

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

Current Initiatives

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

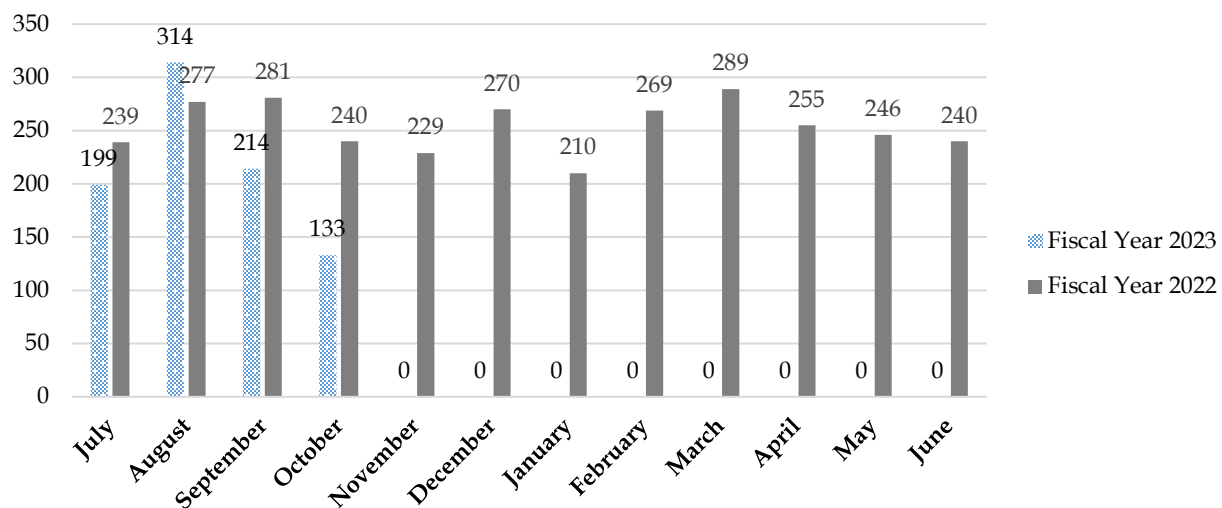
Community Relations

Provided public safety patrols during Town events (Movie Night, Trivia Night, Halloween Parade and Costume Contest, Spirits & Spirits). Engaged in foot patrols throughout historic district and Town boardwalk. Officers spoke with business owners and residents throughout the month.

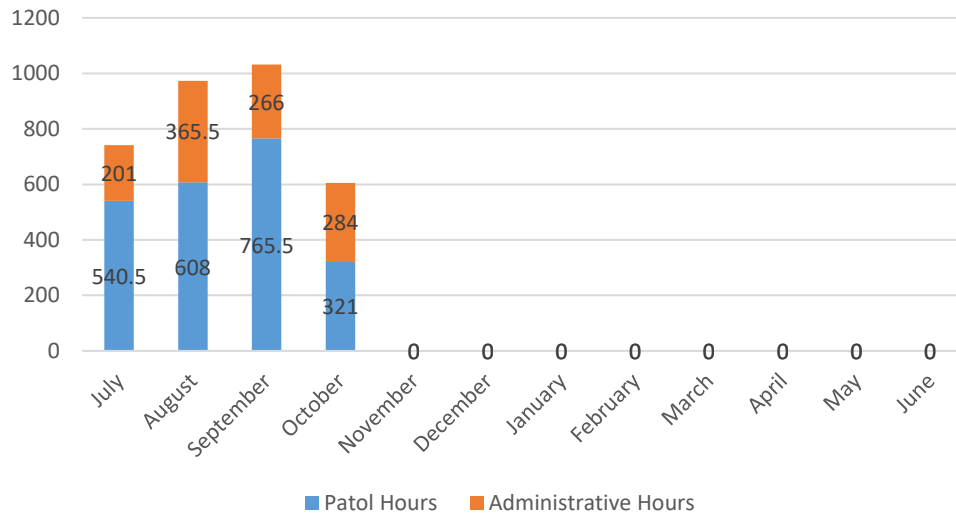
Patrol and Enforcement Activities

As of October 25th, during the month of October, the Town Police made 52 business checks and 112 park checks. The Town Police also had 93 calls for service, with 16 suspicious person/vehicle/circumstance calls, 8 vehicle crashes, 6 medical/mental health calls, 6 trespassing calls, 6 disabled vehicles/motorist assist calls, 4 impaired driving calls, 4 disorderly in progress calls, 2 animal calls, 2 domestic in progress calls, 2 found property calls, 2 burglary in progress calls, 2 noise complaints, 2 traffic control calls, 1 roadway obstruction call, 1 drug complaint/overdose call, 1 vandalism call, 1 stolen vehicle call, 1 warrant service, 1 DUI arrests, multiple service/assist calls, and made 2 custodial arrests, issued 133 traffic summonses, 16 parking violations, and 47 warnings.

eTraffic Summonses FYTD (GRAPH)



Patrol/Administrative Hours FYTD (GRAPH)

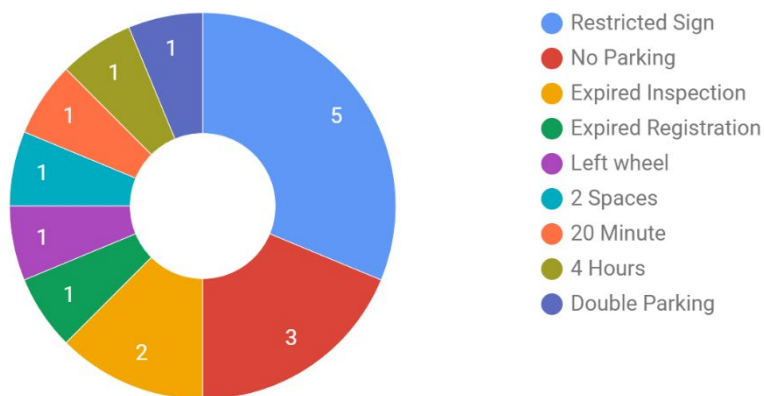


Parking Enforcement (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	62	2
October	16	

Total Parking Enforcement

Occoquan VA - Tickets By Violation (Month To Date)

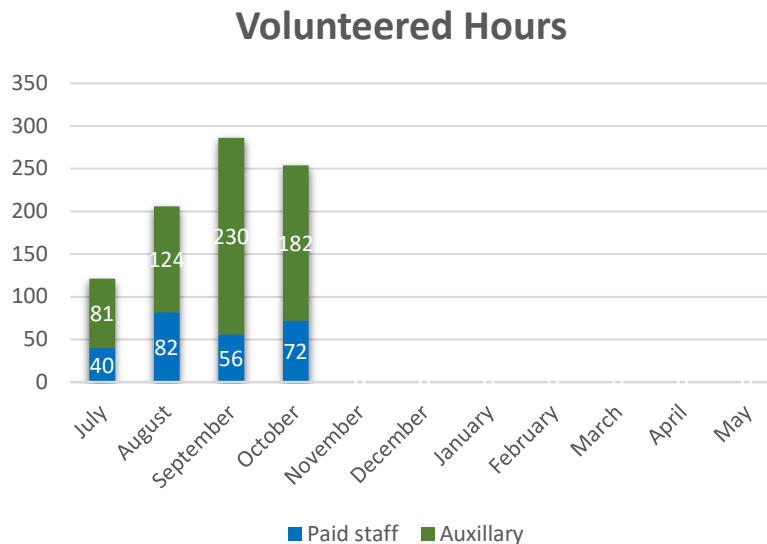


Data as of 10/25/2022, 12:00:00 AM

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Volunteer in Police Service

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 867 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

Weekly Activities

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

Activity	Daily, M-F	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/Clean Trash/Recycling Cans			X		Clean as needed
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 (October 2022)

- Supported Friends of the Occoquan Fall Clean Up Event.
- Planted new tree in River Mill Park as part of Town's Tree City USA program and relocated mill stone to new location by footbridge.
- Completed various repairs to Town Hall, including painting the lower level.
- Began preparation for holiday decoration installation.
- VDOT started repairs on Nathaniel Ellicott Footbridge.

Upkeep and Maintenance Projects

Below is an updated list of maintenance activities with statuses updated as of October 28, 2022:

Project	Status	Completion Date	Notes
Building Maintenance			
Create new mailboxes and keybox area for Town Hall front office	Not started		
TH Window Cleaning 2023	Not started		Spring 2023
Repair Town Hall Eave	Not started		
Kitchen Updates	Not started		
Replace Town Hall upstairs lights	In progress		
Address crack in Town Hall basement	In progress		

Project	Status	Completion Date	Notes
Replace Town Hall HVAC	In progress		Site visits with potential contractors
Repair concrete steps at Town Hall	In progress		Resurfacing
Paint lower level outside of Town Hall	Completed	10/18/2022	
Fix broken thermostat in TH basement	Completed	10/26/2022	
Fix network cables in Annex	Completed	10/23/2022	
Contract Plumber to reroute spicket at Mill House	Completed	10/15/2022	
Craft Show and Events Preparation			
Support Peep Week 2023	Not started		Spring 2023
Remove and store holiday decorations	Not started		January 2023
Support HolidayFest events	Not started		December 2022
Support TH Tree Lighting 2022	Not started		November 2022
Install Bows, Wreaths, and Select Lights for Holidays 2022	Not started		November 2022
Support Spirits & Spirits Event	In progress		
Repair Holiday Wreaths	In progress		
Inspect wreath mounts on utility poles	Completed	10/20/2022	
Support FOTO Clean Up event	Completed	10/15/2022	
Prepare Holiday Lights for Pickup by Precision	Completed	10/15/2022	
Landscaping			
Phlox in front of MDP - checking to see if this was a hold over - only available in Spring	Not started		Meeting with landscaper
Cut back vegetation on River Rd	Not started		Meeting with landscaper
Plant liriopie along Mill St buffer in front of 402 Mill	Not started		Meeting with landscaper
Address garden area along Washington/Commerce St	Not started		Meeting with landscaper
Replant flower pots/boxes in Town ROW on Union	Not started		Meeting with landscaper
Coordinate spring flower planting with landscaper	Not started		Meeting with landscaper
Create Brace for Mill Stone	Not started		Meeting with landscaper
Plant Groundcover plants at River Mill Park	Not started		Meeting with landscaper
Follow up on hardscaping plan for stairs at LOVE sign	Not started		Meeting with landscaper
Follow up on seeding and aerating RMP and MDP - schedule	Not started		Meeting with landscaper
Plant Tree in RMP for Tree City ceremony	Completed	10/07/2022	
Follow up on relocating Mill Stone from RMP to fenced/mulched area near RMP path	Completed	10/07/2022	

Project	Status	Completion Date	Notes
Ongoing/Seasonal Projects			
Support Winter Weather events	Not started		Winter 2022-2023
PW Annex Reorganization	Not started		Winter 2023
Leaf Cleaning at TH	Not started		Fall 2022
Support RMP Events	In progress		
Install Custom Bricks at RMP	In progress		
Maintain planters	In progress		
Park Maintenance			
Install Shelf for Fridge at RMP	Not started		
Replace signs at dock	Not started		
Power wash Riverwalk/ dock	Not started		Spring 2023
RMP Bathroom Upgrades	Not started		
Update Mamie Davis Park signage	Not started		Winter 2023
General Repairs to RMP Bathroom	Not started		
Repair Dock Fees Box at Town Dock	Not started		
Grass Maintenance - Landscaper to seed RMP and MDP	Not started		
Rewire and convert RMP lights to LED	In progress		
Winterize MDP 2022	In progress		
Footbridge Walkway Repairs - Coordinate with VDOT	In progress		
Place new bird house in Furnace Branch Park	Completed	10/26/2022	
Print and Place Signs for VDOT Footbridge Repair	Completed	10/20/2022	
Repairs to Riverwalk/Dock	Completed	10/07/2022	
Replace sensor for RMP lights	Completed	10/07/2022	
Public Art/Historic Markers			
Remove public art banner; coordinating with property owner to install replacement banner	Not started		
Special Projects			
Transfer box set up at Annex	Not started		
Backup Generator Project	Not started		
Service Gator and Trailer	Completed	10/25/2022	
Spring Clean Up			
Clean public trash and recycling cans	Not started		Spring 2023
Touch up paint on gaslights	Not started		Spring 2023
Clean glass on gaslights	Not started		Spring 2023
Streets, Sidewalks, and Parking			
Install Curb Stops Along Fence Line in Town Poplar Lot	Not started		
Paint Street Sign Poles Black Outside Historic District	Not started		
Cut bolts on Parking Signs	Not started		

Project	Status	Completion Date	Notes
Reorganize New Trash Cans	In progress		New placements on Mill Street
Paint curb at Ellicott onto Center Lane	In progress		
Fix Parking Sign in Front of Madigan's	Completed	10/25/2022	
Paint white hash marks and yellow curb next to apron of 302 Commerce	Completed	10/20/2022	
Remove old/unused bird houses	Completed	10/19/2022	

Brick Installation and Maintenance Projects - Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Not Started	In Progress	Completed	Notes
Town Hall	X			FY2023
Minor Brick Repairs		X		Repairs and replacement ongoing; loose and missing brick repairs ongoing
Union/Mill Street Intersection	X			Obtaining estimates to install ramp at Union/Mill Street (currently a step down curb) Not budgeted; only obtaining estimates at this time.

Events and Community Development

Damn Siren Test

Fairfax Water tests the Dam Siren on November 16 at 10am.

Untrim a Tree

Town staff will be coordinating Untrim a Tree again this year. Starting in early November, residents will be able to sign up to donate gift to families-in-need in our local community. Gift drop off at Town Hall will end on December 5, 2022.

HolidayFest November 19-December 4

Shop, Dine, & Win! Contest

Historic District, Nov 19 - Dec 4

Visitors are encouraged to shop and dine at their favorite Occoquan businesses for a chance to win Occoquan business gift cards.

Annual Town Tree Lighting

Town Hall, Saturday, November 19 at 6:00pm

At 6:00pm in front of Town Hall, the Town will host our annual holiday tree lighting. Mayor Porta will officiate this time-honored tradition, as Occoquan residents and visitors gather to kick off the holiday season.

Many businesses will be open until 8:00pm or later this evening and The New Dominion Choraliers will create a festive ambience throughout town. Before and after the Tree Lighting, residents can enjoy s'mores and roasting marshmallows at River Mill Park. Shuttle service available.

Shop Small Weekend

Historic District, November 25-27

Town staff and OBP will be supporting a shop local event after the Thanksgiving holiday.

Holiday Artisan Market

River Mill Park, December 3-4

The Town will host a Holiday Artisan Market on December 3 & 4 where artisans and makers will offer original, handmade work in a full range of media.

Saturday, December 4 from 11am-5pm

Sunday, December 5 from 11am-4pm

Shuttle service available.

Visit with Santa

River Mill Park, December 3-4

Santa will arrive by boat at the town dock at Mamie Davis Park on 12/3 at 10:30am. His greeters will escort him to River Mill Park. Santa will be ready to visit with families from 11am to 1:00pm both market days.

Concerts in the Park

River Mill Park, December 3-4

Concerts are scheduled both days at the market: Saturday brings Lake Ridge Chorale to River Mill Park and we're pleased to host The Hot Lanes, a 16-piece big band on Sunday. Both concerts are at 2pm.

Gingerbread Contest

River Mill Park, December 3-4

Vote for your favorite gingerbread creation in each of these categories: Traditional Gingerbread, Authentic Reproduction, Gingerbread Creations (Youth). Winners will be announced December 4 at 3:30pm.

Letters to Santa

Nov 19 - Dec 4

Town staff will host a letter drop off for Santa in our special North Pole mailboxes at Town Hall (314 Mill St, Occoquan, VA) or Hitchcock Paper Co. (125 Mill St, Occoquan, VA). Letters in by December 4 that include a return address, will receive a personalized letter back.

Shop Late

Historic District, December 10

Many businesses will be open until 8:00pm or later this evening.

Shuttle service available.

Shuttle Service for Holiday Shopping

Free Shuttle Service into town from the VDOT lot at Rt 123 and Old Bridge Road will be available the following dates and times:

- October 29, 5pm-11pm
- November 19, 12pm -9pm
- November 26, 12pm -9pm
- December 3, 11am-6pm
- December 4, 11am-6pm
- December 10, 12pm -9pm
- December 17, 12pm-9pm

Volunteers Needed

We are in need a few good volunteers to help with the Holiday Artisan Market (December 3 & 4). If you can dedicate an hour or two, please contact Julie Little at jlittle@occoquanva.gov.

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2016-04490	204 BRAWNERS FARM PL	200 Amp Panel Change	Electrical	Finaled	R - Alteration/Repair	04/28/2016	10/21/2022
ELE2023-01004	1521 COLONIAL DR	Replace existing electrical outlet for Washer machine with a new 20 PSTD2023-00020 amp TR GFCI. Check existing dedicated 20 amp 120v circuit and replace it if necessary	Electrical	Finaled	C - Alteration/Repair	09/01/2022	09/08/2022
ELE2023-01065	1521 COLONIAL DR	PSTD2023-00021 - Water Damage to Unit T3 (Lower Level) Replace the Cutler Hammer tan handle breakers due to water intrusion - (2) 2 pole 30 amp breakers - (6) single pole 20 amp breakers - (4) single pole 15 amp breakers - (1) white 20 amp GFI receptacle located in wall of the kitchen	Electrical	Finaled	C - Alteration/Repair	08/26/2022	08/30/2022
BLD2023-01042	205 COMMERCE ST	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Building	Issued	R - Alteration/Repair	08/26/2022	
ELE2023-01253	205 COMMERCE ST	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Electrical	Issued	R - Alteration/Repair	08/31/2022	
MEC2023-00620	205 COMMERCE ST	Replace Dryer Vent	Mechanical	Issued	R - Alteration/Repair	09/29/2022	
PLB2023-00516	205 COMMERCE ST	Renovate Master bathroom as well as second floor hall bathroom	Plumbing	Issued	R - Alteration/Repair	09/11/2022	
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
BLD2022-06847	312 COMMERCE ST	FLOOR AND ROOF REPAIR AFTER CHIMNEY REMOVAL.	Building	Issued	R - Alteration/Repair	07/26/2022	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-07449	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTAIRS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ADD SMALL GALLEY KITCHEN TO UPSTAIRS SPACE. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Building	Issued	R - Alteration/Repair	06/02/2022	
ELE2022-04507	312 COMMERCE ST	REPLACING 200 AMP PANEL - DID NOT RUN ANY NEW CIRCUITS, NEW CIRCUITS RUN BY HOMEOWNER AFTER THE FACT	Electrical	Finalized	R - Alteration/Repair	03/24/2022	10/12/2022
ELE2023-01050	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTAIRS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Electrical	Issued	R - Alteration/Repair	08/25/2022	
MEC2023-00021	312 COMMERCE ST	Ductless Hvac for building	Mechanical	Issued	R - Alteration/Repair	08/12/2022	

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2021-07195	459 FORTRESS WAY	Installation of a new timber retaining wall with 6 x 6 pressure treated lumber. Inclusive of backfill and compact excavated areas with finished grade sloped and the installation of a new foundation drainage system and new clean stone.	Building	Issued	C - Retaining Wall	11/05/2021	
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout		
BLD2022-03797	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN (KITCHEN & BATHROOM BUILDING) IN THE TOWN OF OCCOQUAN. □ OUTDOOR SEATING AREA PERMIT - BLD2022-06756	Building	Issued	C - Tenant Layout	05/05/2022	
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Issued	C - Tenant Layout	10/10/2022	
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Issued	C - Tenant Layout	09/28/2022	
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout		
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Issued	C - Tenant Layout	05/13/2022	
PLB2022-02374	314 MILL ST	water pipe replacement of bathroom (not fixtures), interior building drain/groundworks replacement	Plumbing	Issued	C - Alteration/Repair	04/12/2022	
BLD2023-02366	402 MILL ST	***TOWN OF OCCOQUAN*** INTERIOR A/R - STRUCTURAL WORKS	Building	Pending	C - Alteration/Repair		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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		
BLD2022-04172	406 MILL ST	Pergola encompassing back patio. with removeable vinyl sides and top for inclement weather.	Building	Finaled	C - Accessory Structure	04/21/2022	09/16/2022
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 POPPS	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2022-02422	458 MILL ST	TEMPORARY INFLATABLE MOVIE SCREEN - EVENT ON 10/23/2021	Building	Finaled	C - Temporary Activity	10/22/2021	09/23/2022
BLD2023-02148	458 MILL ST	TEMPORARY MOVIE SCREEN EVENT: 10/21/2022	Building	Finaled	C - Temporary Activity	10/18/2022	10/21/2022

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	
BLD2023-01907	109 POPLAR LN	Demolition of existing single family structure in preparation for the building of new single family house. Zoning and grading plan which shows demolition details have been approved by the Town of Occoquan and were submitted with the building plan to PWC. The approved building plan for the new single family house and permits have been issued by PWC (Building permit # BLD 2022-00079).	Building	Finaled	Demolition	09/27/2022	10/17/2022
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022	
BLD2022-06898	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Building	Finaled	C - Tenant Layout	07/29/2022	10/06/2022
ELE2022-06643	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Electrical	Finaled	C - Tenant Layout	08/04/2022	10/05/2022
MEC2022-02770	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Mechanical	Finaled	C - Tenant Layout	08/04/2022	10/04/2022

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
PLB2022-03056	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Plumbing	Finaled	C - Tenant Layout	08/04/2022	10/04/2022
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Issued	C - Tenant Layout	11/15/2021	
ELE2022-04601	206 UNION ST	Converting existing retails space to new Nail Salon. TAKE-OVER PERMIT FROM ELE2022-01996	Electrical	Finaled	C - Tenant Layout	03/23/2022	10/17/2022
MEC2022-01112	206 UNION ST	Converting existing retails space to new Nail Salon.	Mechanical	Finaled	C - Tenant Layout	01/14/2022	10/13/2022
PLB2022-01118	206 UNION ST	Converting existing retails space to new Nail Salon.	Plumbing	Finaled	C - Tenant Layout	03/01/2022	10/17/2022
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022	
ELE2023-01713	104 WASHINGTON ST	outlet for a EVcharger	Electrical	Issued	R - Alteration/Repair	10/12/2022	
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Finaled	R - Alteration/Repair	11/09/2020	10/18/2022
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Finaled	R - Alteration/Repair	11/15/2020	10/18/2022
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Finaled	R - Alteration/Repair	11/20/2020	10/18/2022
PLB2021-02432	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Plumbing	Finaled	R - Alteration/Repair	04/01/2021	10/18/2022
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	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	Pending	C - Tenant Layout		
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	Pending	C - Tenant Layout		
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Pending	C - Tenant Layout		

Development Project

END OF REPORT

TOWN OF OCCOQUAN

FINANCIAL STATEMENTS

AS OF 9/30/2022

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 9/30/2022
Nonspendable:			
Mamie Davis Fund	\$ 100,000		\$ 100,000
Restricted:			
E-Summons Fund	\$ 22,085	\$ 1,572	\$ 23,658
Assigned:			
Operating Reserves	\$ 190,346		\$ 190,346
Events Fund	\$ 25,000	\$ 58,029	\$ 83,029
CIP Fund	\$ 101,000	\$ (13,855)	\$ 87,146
Public Safety Grant Fund	\$ 13,206	\$ 2,022	\$ 15,228
Mamie Davis Park Fund	\$ 11,492	\$ 65	\$ 11,556
PEG Fund	\$ 1,776	\$ -	\$ 1,776
Subtotal Assigned:	\$ 342,819	\$ 46,261	\$ 389,080
Unassigned:	\$ -	\$ (100,604)	\$ (100,604)
Total Available Fund Balance:	\$ 471,525	\$ (59,392)	\$ 412,133

Additional Information:

SLFRF Balance:	\$ 949,561	\$ (26,595)	\$ 922,966
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The Town of Occoquan
Profit & Loss Budget Performance
July through September 2022

	Jul - Sep 22	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · TAXES				
40010 · Real Estate	\$ 1,618	\$ 275,492	\$ (273,874)	1%
40020 · Meals Tax	\$ 75,813	\$ 282,499	\$ (206,686)	27%
40030 · Sales Tax	\$ 9,527	\$ 36,000	\$ (26,473)	26%
40040 · Utility Tax	\$ 7,192	\$ 30,000	\$ (22,808)	24%
40050 · Communications Tax	\$ 7,940	\$ 33,000	\$ (25,060)	24%
40060 · Transient Occupancy Tax	\$ 3,737	\$ 14,500	\$ (10,763)	26%
Total 40000 · TAXES	\$ 105,834	\$ 671,491	\$ (565,657)	16%
41000 · FEES/LICENSES				
41010 · Vehicle License	\$ 490	\$ 11,000	\$ (10,511)	4%
41020 · Business Licenses	\$ 1,526	\$ 68,800	\$ (67,274)	2%
41030 · Late Fees	\$ 434	\$ 2,500	\$ (2,066)	17%
41040 · FINES (PUBLIC SAFETY)	\$ 49,937	\$ 345,000	\$ (295,063)	14%
41100 · Administrative Fees	\$ 2,920	\$ 10,000	\$ (7,080)	29%
41120 · Service Revenue - Eng	\$ 4,245	\$ 10,000	\$ (5,755)	42%
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	\$ 59,966	\$ 459,300	\$ (399,334)	13%
42000 · GRANTS				
42010 · LITTER	\$ -	\$ 1,329	\$ (1,329)	0%
42020 · HB 599	\$ 6,510	\$ 35,688	\$ (29,178)	18%
42021 · NHSTA (DMV)				
Total 42021 · NHSTA (DMV)	\$ 4,190	\$ 15,000	\$ (10,810)	28%
42030 · SLFRF	\$ 26,595	\$ 30,225	\$ (3,630)	88%
Total 42000 · GRANTS	\$ 37,295	\$ 82,242	\$ (44,947)	45%
43000 · RENTALS				
43020 · River Mill Park	\$ 500	\$ 3,000	\$ (2,500)	17%
43030 · Mamie Davis Park Rental	\$ 300	\$ 2,000	\$ (1,700)	15%
43040 · 200 Mill Street Lease	\$ -	\$ 7,613	\$ (7,613)	0%
Total 43000 · RENTALS	\$ 800	\$ 12,613	\$ (11,813)	6%
44000 · OTHER				
44010 · General Fund Interest	\$ 4,725	\$ 900	\$ 3,825	525%
44060 · Other	\$ 0	\$ 1,000	\$ (1,000)	0%
Total 44000 · OTHER	\$ 4,725	\$ 1,900	\$ 2,825	249%
Total Income	\$ 208,620	\$ 1,227,546	\$ (1,018,926)	17%
Gross Profit	\$ 208,620	\$ 1,227,546	\$ (1,018,926)	17%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 159,502	\$ 708,934	\$ (549,432)	22%
Total 60400 · PROFESSIONAL SERVICES	\$ 49,529	\$ 169,321	\$ (119,792)	29%
Total 60800 · INFORMATION TECH SERV	\$ 8,159	\$ 31,100	\$ (22,941)	26%
Total 61200 · MATERIALS AND SUPPLIES	\$ 7,683	\$ 27,230	\$ (19,547)	28%
Total 61600 · OPERATIONAL SERVICES	\$ 3,969	\$ 9,000	\$ (5,031)	44%
Total 62000 · CONTRACTS	\$ 28,975	\$ 112,382	\$ (83,407)	26%
Total 62400 · INSURANCE	\$ 10,057	\$ 33,690	\$ (23,633)	30%
Total 62800 · PUBLIC INFORMATION	\$ 1,096	\$ 5,020	\$ (3,924)	22%
Total 63200 · ADVERTISING	\$ 1,260	\$ 2,000	\$ (740)	63%
Total 63600 · TRAINING AND TRAVEL	\$ 7,862	\$ 18,210	\$ (10,348)	43%
Total 64000 · VEHICLES AND EQUIPMENT	\$ 10,918	\$ 27,210	\$ (16,292)	40%
Total 64400 · SEASONAL	\$ 7,100	\$ 10,500	\$ (3,400)	68%
64700 · FACILITIES EXPENSE				
Total 64800 · TOWN HALL	\$ 4,597	\$ 11,890	\$ (7,293)	39%
Total 65200 · MILL HOUSE MUSEUM	\$ -	\$ 6,500	\$ (6,500)	0%

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

	Jul - Sep 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 830	\$ 5,910	\$ (5,080)	14%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 4,524	\$ 16,200	\$ (11,676)	28%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 695	\$ 3,600	\$ (2,905)	19%
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	\$ 4,341	\$ 24,600	\$ (20,259)	18%
Total 64700 · FACILITIES EXPENSE	\$ 17,714	\$ 72,950	\$ (55,236)	24%
Total Expense	\$ 313,823	\$ 1,227,546	\$ (913,723)	26%
Net Income	\$ (105,203)	\$ (0)	\$ (105,203)	

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS	\$ -	\$ 165,000	\$ (165,000)	0%
44000 · OTHER				
Total 44000 · OTHER	\$ 1,280			
Total Income	\$ 1,280	\$ 165,000	\$ (163,720)	1%
Net Ordinary Income	\$ 1,280	\$ 165,000	\$ (163,720)	1%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ 2,799	\$ -		
70004 · Sidewalk Maintenance	\$ 6,400	\$ 10,000	\$ (3,600)	64%
70005 · Building Maintenance	\$ 5,936	\$ 74,500	\$ (68,564)	8%
70006 · Stormwater Management	\$ -	\$ 155,000	\$ (155,000)	0%
70014 · Timed Parking Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
74001 · Vehicles & Equipment	\$ -	\$ 16,000	\$ (16,000)	0%
76001 · Computer Upgrades	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ 15,135	\$ 266,000	\$ (250,866)	6%
Total Other Expense	\$ 15,135	\$ 266,000	\$ (250,866)	6%
Net Other Income	\$ (15,135)	\$ (266,000)	\$ 250,866	6%
Net Income	\$ (13,855)	\$ (101,000)	\$ 87,146	14%

E-Summons Fund

Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 1,757	\$ 12,000	\$ (10,243)	15%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 1,757	\$ 12,000	\$ (10,243)	15%
Total 41000 · FEES/LICENSES	\$ 1,757	\$ 12,000	\$ (10,243)	15%
Total Income	\$ 1,757	\$ 12,000	\$ (10,243)	15%
Expense				
60800 · INFORMATION TECH SERV				
60860 · Hardware/Software & Maintenance	\$ -	\$ 1,750	\$ (1,750)	0%
Total 60800 · INFORMATION TECH SERV	\$ -	\$ 1,750	\$ (1,750)	0%
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	\$ 185	\$ 3,150	\$ (2,965)	6%
Net Ordinary Income	\$ 1,572	\$ 8,850	\$ (7,278)	18%
Net Income	\$ 1,572	\$ 8,850	\$ (7,278)	18%

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

	Jul - Sep 22	Annual Budget	Over/(Under) Budget	% of Budget
EVENTS FUND				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	\$ 1,351	\$ 5,500	\$ (4,149)	25%
Total 41000 · FEES/LICENSES	\$ 1,351	\$ 5,500	\$ (4,149)	25%
42000 · GRANTS	\$ -	\$ 10,000	\$ (10,000)	0%
44000 · OTHER				
44020 · Events Fund Interest	\$ 27	\$ 1,200	\$ (1,173)	2%
44040 · Bricks Revenue	\$ 114	\$ 1,800	\$ (1,686)	6%
Total 44000 · OTHER	\$ 142	\$ 3,000	\$ (2,858)	5%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 6,285	\$ 13,000	\$ (6,715)	48%
47020 · Booth Rentals	\$ 82,100	\$ 138,195	\$ (56,095)	59%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 4,656	\$ 11,100	\$ (6,444)	42%
47030 · Shuttle Fees	\$ 35,309	\$ 66,600	\$ (31,291)	53%
47040 · Parking Space Sales	\$ 5,325	\$ 7,725	\$ (2,400)	69%
47060 · Merchandise	\$ 580	\$ 1,750	\$ (1,170)	33%
Total 47000 · EVENTS REVENUE	\$ 134,254	\$ 238,370	\$ (104,116)	56%
Total Income	\$ 135,747	\$ 256,870	\$ (121,123)	53%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 12,733	\$ 71,548	\$ (58,815)	18%
Total 60400 · PROFESSIONAL SERVICES	\$ 3,273	\$ 10,000	\$ (6,727)	33%
Total 60800 · INFORMATION TECH SERV	\$ 317			
Total 61200 · MATERIALS AND SUPPLIES	\$ 8,166	\$ 9,400	\$ (1,234)	87%
Total 61600 · OPERATIONAL SERVICES	\$ 263			
Total 62000 · CONTRACTS	\$ 34,916	\$ 64,875	\$ (29,959)	54%
Total 63200 · ADVERTISING	\$ 11,179	\$ 25,500	\$ (14,321)	44%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	\$ 35	\$ 650	\$ (615)	5%
Total 64700 · FACILITIES EXPENSE	\$ 35	\$ 650	\$ (615)	5%
Total 69200 · SPECIAL EVENTS	\$ 6,837	\$ 14,250	\$ (7,413)	48%
Total Expense	\$ 77,719	\$ 196,223	\$ (118,504)	40%
Net Income	\$ 58,029	\$ 60,647	\$ (2,619)	96%
MAMIE DAVIS PARK				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	\$ 65	\$ 500	\$ (435)	13%
Total 44000 · OTHER	\$ 65	\$ 500	\$ (435)	13%
Total Income	\$ 65	\$ 500	\$ (435)	13%
Net Ordinary Income	\$ 65	\$ 500	\$ (435)	13%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ -	\$ 5,000	\$ (5,000)	0%
Total Other Expense	\$ -	\$ 5,000	\$ (5,000)	0%
Net Income	\$ 65	\$ (4,500)	\$ 4,565	-1%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (59,392)	\$ (36,003)	\$ (23,389)	165%


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

	Sep 30, 22	Sep 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	100.00	49.00	51.00
10022 · Operating Account 0058	1,068.49	54,357.72	-53,289.23
10024 · Reserves MM	200,318.04	0.00	200,318.04
10029 · Events Fund - Checking 3126	59,328.18	63,950.11	-4,621.93
10030 · Events Fund - Checking B&H	0.00	19,038.66	-19,038.66
10031 · Events Fund CD - B&H	0.00	200,000.00	-200,000.00
10033 · Events Fund - Paypal	6,969.35	6,009.99	959.36
10034 · VIP - Investment Pool			
25-0001 · VIP 1-3 Year Bond Fund 0001	0.00	225.27	-225.27
25-5001 · VIP NAV Liquidity Pool 5001	955,334.82	474,807.33	480,527.49
Total 10034 · VIP - Investment Pool	955,334.82	475,032.60	480,302.22
10080 · Mamie Davis Checking - B&H	0.00	6,850.17	-6,850.17
10081 · Mamie Davis CD - B&H	0.00	100,000.00	-100,000.00
10082 · Mamie Davis Savings 4201	7,170.98	0.00	7,170.98
10083 · Mamie Davis CD	100,000.00	0.00	100,000.00
10091 · Bricks - PayPal	194.08	256.88	-62.80
10094 · Event Fund - MM 5997	15,566.36	15,550.81	15.55
10095 · Bricks MM 2125	12,303.65	11,297.85	1,005.80
Total Checking/Savings	1,358,353.95	952,393.79	405,960.16
Accounts Receivable			
10180 · Accounts Receivable	65,692.72	152,740.01	-87,047.29
Total Accounts Receivable	65,692.72	152,740.01	-87,047.29
Other Current Assets			
14990 · Undeposited Funds	22,920.51	4,661.06	18,259.45
Total Other Current Assets	22,920.51	4,661.06	18,259.45
Total Current Assets	1,446,967.18	1,109,794.86	337,172.32
TOTAL ASSETS	1,446,967.18	1,109,794.86	337,172.32
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	71,832.37	64,102.94	7,729.43
Total Accounts Payable	71,832.37	64,102.94	7,729.43
Credit Cards			
Total 22000 · Credit Cards	7,314.86	6,885.93	428.93
Total Credit Cards	7,314.86	6,885.93	428.93
Other Current Liabilities			
20935 · Performance Bond	35,988.55	4,367.50	31,621.05
20960 · Unearned Other Revenue			
20970 · Rental	250.00	1,550.00	-1,300.00
20972 · Unearned CARES Act Revenue	0.00	8,807.24	-8,807.24
20973 · Unearned SLFRF Revenue	922,965.62	474,780.38	448,185.24
Total 20960 · Unearned Other Revenue	923,215.62	485,137.62	438,078.00
20980 · Unearned R.E. Tax	1,741.56	8,760.01	-7,018.45
21200 · Payroll Liabilities			
21230 · VRS Employee Contributions	-15.53	5.26	-20.79
Total 21200 · Payroll Liabilities	-15.53	5.26	-20.79
Total Other Current Liabilities	960,930.20	498,270.39	462,659.81
Total Current Liabilities	1,040,077.43	569,259.26	470,818.17
Total Liabilities	1,040,077.43	569,259.26	470,818.17
Equity			
Total Equity	406,889.75	540,535.60	-133,645.85
TOTAL LIABILITIES & EQUITY	1,446,967.18	1,109,794.86	337,172.32

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney 

Re: November 2022 Town Attorney Report

Date: October 24, 2022

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 August 26, 2022:

1. Worked with staff on a process for refunding development bonds.
2. Reviewed and commented on a draft encroachment license for 201 Union Street.
3. Prepared draft revisions to the Architectural Review Board guidelines.
4. Advised staff as to contract for receiving online payments.
5. Consulted with staff about destruction of files in accordance with the Virginia Public Records Act.