TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Town Council Meeting
April 6, 2021 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Special Presentations**
    a. Paolo Belita, Prince William County Department of Transportation – Transportation Update
5. **Consent Agenda**
    a. March 16, 2021 Meeting Minutes
    b. March 30, 2021 Meeting Minutes
    c. Request to Adopt Arbor Day 2021 Proclamation
6. **Mayor's Report**
7. **Councilmember Reports**
8. **Boards and Commissions**
9. **Administrative Reports**
    a. Administrative Report
    b. Town Treasurer's Report
    c. Town Attorney
10. **Regular Business**
    a. Request to Approve SP-2021-02, 203 Union Street/208 Poplar Alley Site Plan
    b. FY2022 Proposed Budget Update – General Fund
11. **Closed Session**
12. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.

OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 16, 2021
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian (remotely), Laurie Holloway (remotely), and Eliot Perkins

Staff: Kirstyn Jovanovich, Town Manager/Interim Town Clerk; Julie Little, Events and Community Development Director (remotely); Martin Crim, Town Attorney (remotely)

1. **CALL TO ORDER**

   Mayor Porta called the meeting to order at 7:00 p.m. Due to illness Councilmember Fithian participated remotely from home and for personal reasons Councilmember Holloway participated remotely from Florida, both in accordance with Town ordinances. The Town Attorney participated remotely.

2. **CONSENT AGENDA – March 2, 2021 Meeting Minutes**

   There being a proposed change, the minutes of the meeting of March 2, 2021, were removed from the consent agenda.

   Vice Mayor Loges moved approval of the minutes with a correction to move the heading "Boards and Commissions" down one paragraph. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

3. **PUBLIC HEARING**

   Mayor Porta called to order the Public Hearing and Invitation to Bid on a Franchise for 200 Mill Street (formerly the Tourism Information Center). Five people spoke at the public hearing: Pam Konwin, Valerie Jones, Dwight Riley, Robert Hickman, and Brenda Seefeldt. Bids were received from OBG, LLC, Madigan's Waterfront, Inc., and Valerie Jones (VARD, LLC, pending).

   Councilmember Perkins moved to close the public hearing. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

4. **RECESS**

   Councilmember Fithian moved that the Council go into recess for 15 minutes, until 7:30 p.m. Krys Bienia seconded. The motion passed unanimously by voice vote and the Council stood in recess.

5. **REGULAR BUSINESS -- Request to Accept a Bid and Award a Franchise for the Use of 200 Mill Street (formerly the Tourism Information Center)**

   Mayor Porta called the meeting back to order at 7:30 p.m. and conducted a straw poll amongst Council members to determine if they wished to discuss all the bids immediately (without necessarily also making an award this evening), or defer discussion until another meeting in order to

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provide additional time to review bids. It was the consensus of the Council to move forward with discussion immediately.

Mayor Porta and Council members thanked all the parties who had submitted bids and in response to some comments and questions made during the public hearing noted that whoever received an award would have to comply with all relevant Town regulations regarding parking, setbacks, etc.

Councilmembers posed questions to each of the bidders and provided each bidder with an opportunity to speak before the Town Council as an advocate for their bid and to clarify any aspects of their bid. During discussion Councilmembers noted the particularly unique characteristics of the unsolicited bid from OBG, LLC, who had reached an agreement with the adjoining property owner to use the adjacent undeveloped area as part of their food and dining establishment. This arrangement provided an opportunity for use and revenue generation that the Town building being leased could not support on its own. In the opinion of Councilmembers the OBG, LLC bid thus maximized the potential return on investment to the Town while also reopening for public use the restrooms in the former Tourism Information Center.

At the conclusion of discussion and after hearing from all the bidders, Vice Mayor Loges moved to accept the bid from OBC, LLC and to adopt the ordinance as advertised, inserting the name of the accepted bidder. Councilmember Perkins seconded.

Ayes: Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Holloway, and Councilmember Perkins, by roll call vote.

Nays: None.

6. ADJOURNMENT

The meeting was adjourned at 8:17 p.m.

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Town Clerk

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OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 30, 2021
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian, Laurie Holloway (remotely), and Eliot Perkins

Staff: Kirstyn Jovanovich, Town Manager/Interim Town Clerk; Adam Linn, Chief of Police; Manuel Casillas, Town Treasurer; Julie Little, Events and Community Development Director

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:05 p.m. Due to illness Councilmember Holloway participated remotely from home in accordance with Town ordinances.

2. WORK SESSION ITEMS – FY 2022 Budget Work Session

Mayor Porta briefly reviewed with the Council the substance of an email he had sent them earlier regarding three planned area transportation projects coming up over the next 1 to 5 years that ultimately are expected to reduce the level of commuter traffic coming through the Town. These projects consist of: (a) the addition of a southbound lane on I-95 from Route 123 to the Prince William County Parkway, (b) the straightening of Old Bridge Road at the intersection with Occoquan Road, and (c) the "flyover" project at the intersection of Route 123 and Old Bridge Road. He encouraged Council members to familiarize themselves with the projects so that they can discuss them with constituents who express concerns about commuter traffic.

Mayor Porta updated the Council on the currently available information regarding allocations from the federal American Rescue Plan, as well as the most recent information from Congressman Connolly's staff regarding federal earmarks. He noted that given the uncertainty of these potential funding sources they should not be considered during the evening's budget discussions.

Town Manager Kirstyn Jovanovich made a budget presentation covering the General Fund, the Events Fund, and the Mamie Davis Fund. Council members asked questions of Ms. Jovanovich and Chief Linn at the end of the General Fund presentation, and of Ms. Jovanovich and Ms. Little at the end of the Events Fund presentation. There were no questions related to the Mamie Davis Fund.

The Mayor and Town Council complimented Ms. Jovanovich and staff on the quality, clarity, and comprehensiveness of the presentation and provided guidance on next steps. Ms. Jovanovich indicated that she expected to make some adjustments for presentation at the April 6 meeting.

3. CLOSED SESSION

Vice Mayor Loges moved that the Council convene in closed session to discuss as permitted by Virginia Code § 2.2-3711(A)(3) a matter involving acquisition of real property for public purposes specifically involving property within Town boundaries because discussion in an open meeting would adversely affect the Town's bargaining position. Seconded by Councilmember Perkins. Motion passed unanimously by voice vote.

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The Council went into closed session at 9:30 p.m.
The Council came out of closed session at 10:00 p.m.

Vice Mayor Loges moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Holloway.

Ayes: Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Holloway and Councilmember Perkins, by roll call vote.

Nays: None.

4. ADJOURNMENT

The meeting was adjourned at 10:01 p.m.

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Town Clerk

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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Krys Bienia
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kirstyn Jovanovich

TO: The Honorable Mayor and Town Council

FROM: Kirstyn Jovanovich, Town Manager

DATE: April 6, 2021

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:** Staff is continuing to monitor the impacts of the COVID-19 pandemic and adjusting events and services as appropriate and necessary to adhere to Health Department and CDC guidelines for the safety of our employees and community.
- **Timed Parking Program Status:** The free timed parking district went into effect March 1 and enforcement is underway. Prior to the effective date, staff developed informational cards and distributed door-to-door to Town businesses. All signage has been installed and to date, 18 vehicles have been included in the residential parking exception program. Staff is currently developing the guest parking program that will be available to residents who live within the timed parking district. Program information is on the Town's website at www.occoquanva.gov/timed-parking.
- **Kayak Ramp Ribbon Cutting – April 24:** A dedication ceremony for the Canoe and Kayak Ramp is scheduled for Saturday, April 24, at 10 a.m. Staff has closed out the project with the contractor and submitted the final reimbursement request to the State. Trash cans and recycling containers have been relocated to the ramp and signage has been ordered and will be installed prior to the event.
- **The Mill at Occoquan Project Update:** The previously scheduled Town Council public hearing was postponed to a future date. No new information has been received to date. Information on the project is available here: www.occoquanva.gov/development-projects.
- **Amplified Music Permit:** Development of the amplified music permit now required by the recently adopted Sound Ordinance is under development, including educational materials.
- **FY2022 Budget Process Update:** Town Council held a budget work session on March 30, on the General Fund, Events Fund and Mamie Davis Fund. A brief follow up discussion will be held during the April 6 meeting with the second work session scheduled for April 20, to discuss the Capital Improvement Program.
- **Temporary Outdoor Seating:** As part of the Temporary Outdoor Seating program the Town launched in response to COVID-19 in 2020, Bann Thai was approved for temporary outdoor seating at the rear of their building. It has been found by the Building Official that what was built was not temporary and no building permits were issued for the structure. Town staff is working with the business owner to bring the project into compliance.

- **Water Issue on Mill Street:** Staff is working on a temporary solution to redirect the water that is flowing on to Mill Street to reduce opportunities for icing in the street and parking spots. This would be a temporary solution to mitigate for the water flow impact while nearby construction of the homes is on-going.
- **Sign Enforcement:** Staff contacted four businesses in regards to illegal banners and signage placement, as well use of colored string lights outside of the allowable timeframe per Town Code. Three of the businesses have come into compliance. A formal violation letter was sent to the business owner at 201 Union Street regarding the illegal banner, with enforcement action pending.

Engineering

ACTIVE ITEMS:

- **Kayak/Canoe Launch – no change from last report:** Work completed, and ramp useable. All project close-out information in hand and final payment to Delta forwarded.
- **FEMA Flood Insurance Rate Map (FIRM) – no change from last report:** Minor changes suggested on stream names. Will be working with PWC for community notification.
- **Historic District Parking Exhibit – update from last report:** Planimetric mapping exhibit completed. Final version with shift to angled parking and on-way traffic on Commerce Street forwarded to VDOT on Mach 19, 2021.
- **DEQ review of Town's Chesapeake Bay Preservation Ordinances – no change from last report:** Town Engineer working with DEQ to review current ordinances for possible changes to accommodate updates. Last review ten years ago. DEQ site visit held on January 14, 2021.
- **Kiely Court Project –no change from last report:** Land Disturbance Permit issued - construction commenced. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site.
- **Rivertown Overlook Project – no change from last report:** Land Disturbance Permit issued – construction proceeding.
- **Mill at Occoquan – update from last report:** Revised preliminary site plan and Special Use Permit applications re-submitted November 6, 2020, and deemed complete – staff report issued January 13, 2021, and included comments from VDOT and PWCSA. Planning Commission hearing held January 26, 2021. Council hearing postponed, awaiting revised plans, to date not yet submitted.
- **408 Mill Street – update from last report:** Activity in alley behind building brought to Town Manager's attention to address water runoff issues – work stopped until a site plan can be provided. Owner decided not to proceed and will remove any previous changes. Completed per owner
- **Site Plans Under Review or Being Discussed with Owner/Tenant:**
    - 200 Mill Street – Former Visitor's Center for restaurant use
    - 416 Mill Street – conversion of temporary seating in rear to permanent
    - 203 Union Street – retail use, alley seating area
    - 109 Poplar Lane – house construction

INACTIVE ITEMS (no action/monitoring pending):

- **Boundary Branch – no change from last report:** Meeting on site with VDOT to review options for Poplar Lane crossing of Boundary Branch - VDOT providing possible options, which may include George Mason University students. Also inspected erosion issues at Mill Cross Lane and provided possible costs to correct. Boundary Branch, Vantage Point BMP – various stormwater issues throughout Town.
- **Vantage Point BMP maintenance – no change from last report:** Bid received from Total Development Solutions ($38,730). Lynn property – re-inspected with calculations on channel

capacity and protective lining. Town Engineer evaluated runoff onto downstream property and prepared channel improvement plan for owner.

- **Tanyard Hill Park (Oaks III) – no change from last report**
  - Approved by PWC BOS 5/15/18 with revised proffers
  - Trails marked and blazed on site
  - Use as park and open space – trails and Stormwater Pond shown on GDP
  - Plat vacating lot line when site plan needed - NRA to review first
  - Access to potential parking lot for trail head allowed off Tanyard Hill
  - Reserve ROW along Tanyard Hill and Old Bridge Roads
  - Use LID as part of any development
  - Pay $75 per acre zoned (4.229 acres)

Zoning Administrator

A. The following is a list of **zoning reviews** from February 25, to March 31, 2021:

	Zoning Application #	Property Address	Activity
1	TZP2021-010	219 Mill Street	Replace Gas Furnace
2	TZP2021-011	203 Union Street	New tenant/use for retail
3	TZP2021-012	208 Poplar Alley	New tenant/use for retail
4	TZP2021-013	450 Mill Street	New use/restaurant
5	TZP2021-014	305 Mill Street A7 & A8	New tenant for office
6	TZP2021-015	102 Vista Knoll Drive	20'x12' deck
7	TZP2021-016	107 Poplar Lane	Replace furnace

B. The following is a list of **new violation letters** from February 25, to March 31, 2021:

	Property Address	Violation	Town Action
1	201 Union Street	Unpermitted Banner	TM spoke with business owner on 3/17 to remove banner; sent violation notice on 3/22; enforcement action pending

C. The following is a list of **active/previous violations** from February 25, to March 31, 2021:

	Property Address	Violation	Town Action
1	Berrywood	Trash Enclosure not present	A screening fence has been installed to block view from Union ROW; reviewing for Town Code compliance

D. The following is a list of **plan reviews** from January 28, to February 24, 2021:

	Plan Name	Plan Number	Plan Date	Plan Preparer
1	The Mill at Occoquan	PSP2018-01; SE2018-01 SE2018-02, SE2018-03	11/2020	J2 Engineers, Inc.
2	208 Poplar Alley	SP2021-02	3/26/2021	E.L. Baucom Engineering
3	109 Poplar Lane	SP2021-01	2/12/21	Ross-France

Building Official

Please see the attached monthly report provided by Prince William County providing information on permits within the Town of Occoquan. Below are status notes related to permits issued two or more years ago as of April 1, 2021:

Permit No.	Address	Type	Status	Issue Date	Note
BLD-2019-00547	402 Fortress Way	Building	Issued	07/30/2018	No inspections have been made.
GAS2019-00432	270 Gaslight Landing Ct	Gas	Issued	9/20/2018	No inspections have been made.
BLD2018-04471	313 Mill Street	Building	Issued	02/23/2018	No inspections have been made
BLD2014-05879	1441 Occoquan Heights Ct	Building	Issued	04/25/2014	Footing Inspection Approved 5/5/2014
BLD2018-04008	199 Union Street	Building	Issued	01/31/2018	No inspections have been made
PLB2018-01862	199 Union Street	Plumbing	Issued	01/31/2018	450 Final Inspection rejected on 4/12/2018
BLD2019-00218 ELE2019-00426 FPP2020-00671 GAS2019-00113 MEC2019-00933	201 Union Street	Building	Issued	10/25/2018 05/15/2019 03/19/2020 03/19/2019 03/19/2019	Active Tenant Fit-Out
PLB2019-00145	201 Union Street	Plumbing	Finaled	03/19/2019	Finaled on 3/17/2021
PLB2018-02373	411 Union Street	Plumbing	Issued	03/23/2018	404 Sewer Lateral Inspection approved on 3/29/2018
BLD2019-00785 ELE2019-00643 PLB2019-00381	131 Washington Street	Building Electrical Plumbing	Issued	08/13/2018	198 Combination concealment rejected on 9/18/2018
PLB2018-01956	103 West Locust Street	Plumbing	Issued	02/08/2018	No inspections have been made
Various	426 Mill Street 430 Mill Street	Various	Issued	Various	Kiely Court Project – in progress
Various	1551 – 1556 Rivertown Place	Various	Issued	Various	Rivertown Overlook Project – in progress

Staff is working with Prince William County Building Department staff to develop a letter template to notify property owners within the town of outstanding open permits.

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 the Calls for Service police coverage in Town. Working with town officials and police officers to increase patrols and visibility during peak calls for service times. Continued with COVID-19 protections. Directed patrols during business hours. Continued community policing and safe sidewalks. Continued speed enforcement on Gordon Blvd, Washington Street and Union St./Tanyard Hill. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety.

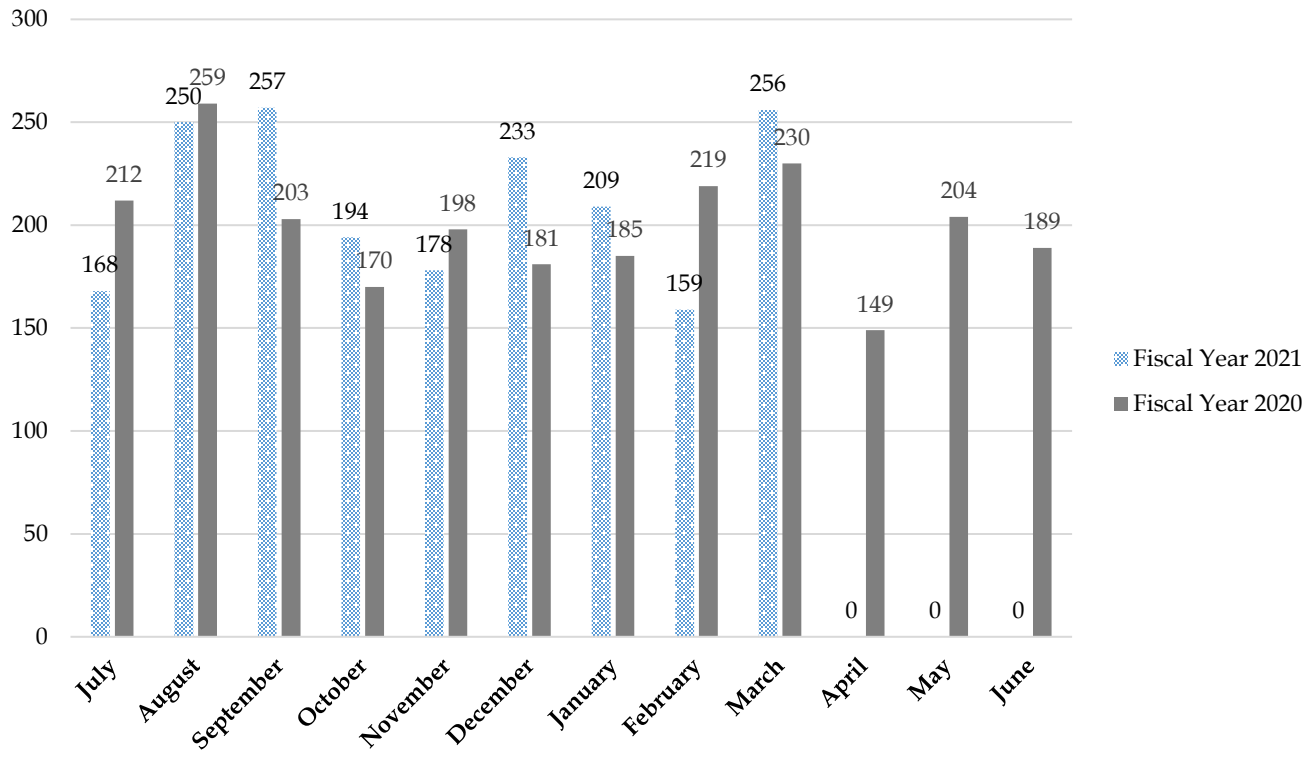
Community Relations

Engaged in foot and bike patrols during times of high pedestrian traffic in Town. Chief and officers spoke with business owners through the month.

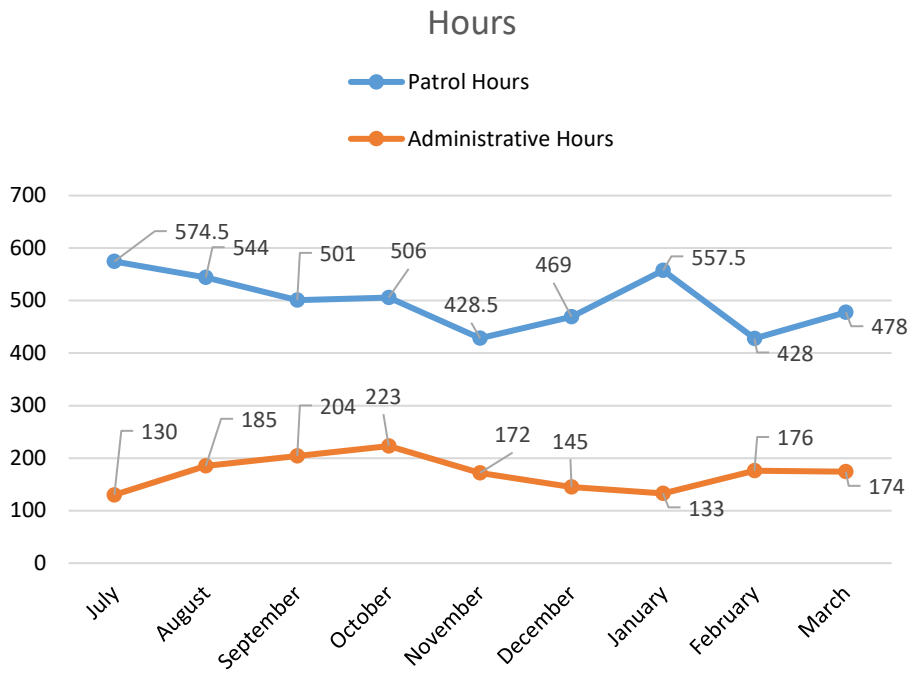
Patrol and Enforcement Activities

As of March 30, in the month of March, the Town Police had 112 non-traffic calls for service, with 25 suspicious persons/vehicle calls, 16 vehicle accident/disabled calls, 6 trespassing calls, 4 alarm calls, 4 medical/mental health calls, 4 roadway obstruction calls, 3 domestics in progress calls, 3 disorderly/assault in progress calls, 2 DUI/DUID arrests, 2 public intoxication calls, 2 animal complaints, 1 larceny complaint, 1 destruction of property call, multiple service/assist calls, made 2 custodial arrests (2 felony warrants and 3 misdemeanor warrants), 2 found property calls, 1 stolen vehicle call, 1 noise complaint, issued 256 traffic summonses, 51 parking violations, and 79 warnings.

Traffic Summonses FYTD (GRAPH)

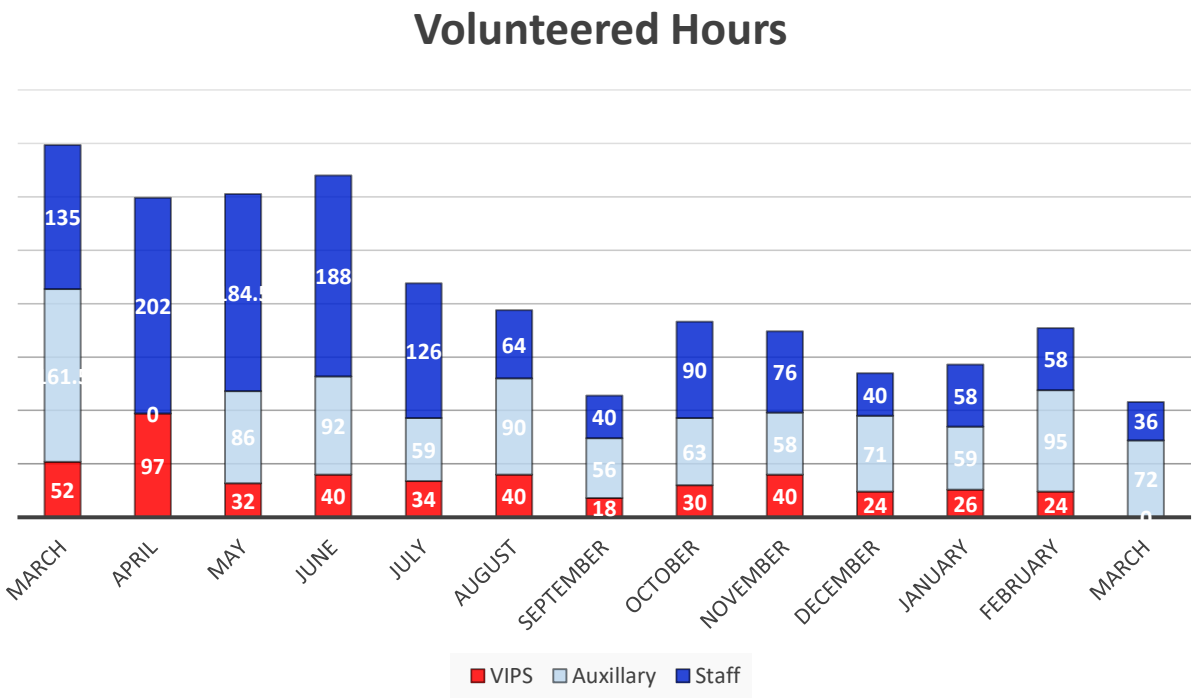


Patrol/Administrative Hours FYTD (GRAPH)



Volunteer in Police Service

Since March 2020, our volunteer in police service (VIPS) members, auxiliary police officers, and paid police staff have donated a total of 2,717 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our VIPS members, auxiliary police officers, and paid police staff:



Public Works

Weekly Activities

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

WEEKLY MAINTENANCE ACTIVITES								
	Status							
Activity	Mon	Tue	Wed	Thur	Fri	Sat	Sun	**Notes**
Trash Collection	√	√	√	√	√	√	√	Done Daily
Street Sweeping	√		√		√			Done Mon/Wed/Fri
Check/Repair Gaslights			√		√			Due Wed/Fri
Check/Repair Street Banners	√		√		√			Due Mon/Wed/Fri
Clean Trashcan Lids					√			Due Friday
Check/Replace Doggie Bags					√			Due Friday
Check Storm Water Drains					√			Due Friday
Clean River Mill Park Restrooms		√	√		√	√	√	Due Mon/Wed/Fri (COVID- daily)
Clean RMP Restrooms/Contractor	√			√				Due Mon/Thur
Check Tanyard Hill Park		√		√				Due Tue/Thur
Brick Sidewalk Review/Repair								See Brick Replacement Schedule
Check/Replace Flags					√			Due Friday
Annex Cleanup	√	√	√	√	√	√	√	Due Daily
Review/Clean Dumpster Area	√				√			Due Mon/Fri
Confirm Trash Contractor	√				√			Due Mon/Fri
Water Flowers	√		√		√			Due Mon/Wed/Fri
Open Bathrooms	√	√	√	√	√	√	√	Done Daily

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

Sidewalk Brick Replacement/Maintenance				
	Status			
Location	Not Started	In Progress	Completed	**Notes**
Corner by Post Office (Mill & Washington)		√		7/1: Area surveyed
206 Mill St. (Details)		√		06/01: Property owner to repair bricks
Town Hall		√		06/29: Evaluating remainder of bricks needing replacement
Loft Gallery/Elements			√	
Bottle Stop			√	
Mamie Davis Park (in front - Mill St.)		√		06/29: Evaluating remainder of bricks needing replacement 07/13: Scheduling Work for this week
Mamie Davis Park (in park)		√		06/29: Evaluating remainder of bricks needing replacement
Museum Area			√	

Upkeep and Maintenance Projects

Since March 2020, the Public Works Department has a total of 135 projects within its work portfolio. Of those projects, all have been completed except twelve projects that are still in progress and six projects that have not yet started. The below chart outlines the status of the remaining projects and projects completed since the last report:

	Projects			
	Status			
Project Title	Not Started	In Progress	Completed	**Notes**
Town Hall Bathroom Remodel		√		Planning Phase/Pushed to prioirty due to recent bathroom flooding and issues found
Town Hall Kitchen Remodel	√			Project on hold pending funding
Trim Trees on Mill St			√	
Paint Door and Repair Windows on ATM Storage Building		√		
River Mill Bathroom Upgrades		√		Automatic Sink/Dryer
Replace Exterior Lights on River Mill Bathroom		√		**TO BE COMPLETED DURING SPRING CLEANUP OPS**
Repair Town Hall Eve Damage due to Tree that was Removed		√		06/15:Reviewed damage and requesting repair quotes 06/22: Attempting to find contractor to complete work 11/23: Still looking for contractors to complete work
Stain Town Hall Dais and Accessories			√	
Cut and Paint LOVE sign for River Mill Park (For artist to paint)			√	
Repair/Replace hazardous boards on Boardwalk		√		Boards behind Gaslight Landing repaired. Replacement needs to be discussed.
Get estimates for gutter covers for town buildings	√			06/29: Contacting vendors for quotes 07/06: Only one quote received 07/13: Completing work in-house. 08/03: Moving to "Not Started" category-Pending funding
Remove old benches on boardwalk		√		**TO BE COMPLETED DURING SPRING CLEANUP OPS**
Clean Lower Level Emergency Exit Stairs at Town Hall	√			08/03: Stairwell cleaned out. Need electrician to fix pump in the stairwell 08/10: Need to replace well pump cap
Remove OQC signs at Tanyard and Old Bridge		√		
Footbridge Repair and Inspection		√		VDOT contacted and has been placed on schedule
Organize River Mill Park lower building - storage	√			**TO BE COMPLETED DURING SPRING CLEANUP OPS**
Renovate Town Manager Office	√			
Reorganize Annex Garage for use during winter weather			√	
Clear overgrowth near River behind Mill House Museum		√		**TO BE COMPLETED DURING SPRING CLEANUP OPS**
Fix Fence Murial at Mill at Occoquan			√	
Order and install Parking Signs			√	
Install Custom Bricks	√			
Install hardware for Stop Sign on Alley		√		**TO BE COMPLETED DURING SPRING CLEANUP OPS**
Backup Generator Project		√		

Events and Community Development

- **Friends of the Occoquan Clean Up April 10:** Friends of the Occoquan (FOTO) will host the Spring River Cleanup on Saturday, April 10, from 9 a.m. to 12 p.m. Volunteers may contact FOTO at foto@friendsoftheoccoquan.org to sign up for a slot. Time Slots available every 30 minutes starting at 9 a.m. with a total of 10 spots available for each slot. Refreshments will be provided in grab and go style and will include packaged snacks and bottled drinks. Rain or shine. More information: friendsoftheoccoquan.org/home.html

- **Trivia Night: April 23:** Our popular **Trivia Night** series restarts this month on April 23 in River Mill Park, 6:30PM start. Contestants rent a picnic circle in the park for a trivia session of 6 rounds; tickets can be found on Eventbrite. The Mayor will host and Councilmember Bienia will act as judge and score keeper. Three members of the Merchants Guild will volunteer to help that evening. More information can be found at www.occoquanva.gov/trivia.
- **Canoe and Kayak Ramp and Launch Ribbon Cutting, April 24:**The official ribbon cutting of our free public Canoe and Kayak hand-carry launch is on Saturday, April 24, at 10:00 a.m. While the ADA ramp has been open since September 2020, the official ribbon cutting event was planned for the start of the 2021 boating season. Read more: **occoquanva.gov/kayak-launch-ramp**
- **Occoquan Artisan Markets: May 8 & 9 | June 5 & 6 | July 10 & 11:** Staff continues to plan for the Artisan Markets for this spring and summer. The Artisan Markets will be hosted in River Mill Park and will occur on three separate weekends. An admission fee of $5 will provide patrons an opportunity to enter raffle giveaways over the course of the weekend. The Town will offer an exclusive VIP package to patrons that will include an Occoquan market tote, dedicated parking space, free drink, guest passes, in addition to free entry.

The park will be closed to outside use during the market weekends. The roads in the historic district will remain open and patrons will be invited to use the free shuttle service from the VDOT lot at Old Bridge and 123. More information: www.occoquanva.gov/town-festivals/arts-craft-show/.

Town of Occoquan - Building Official - Permit Report
March 2021

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN OF OCCOQUAN.	Building	Pending	C - Alteration/Repair			0.00	$16,000.00
ELE2021-02602	303 COMMERCE ST	**BCE2021-00158** ALTERATION/REPAIRS FOR ELECTRICAL WORK	Electrical	**Finaled**	C - Alteration/Repair	01/25/2021	01/28/2021	0.00	$1,500.00
ELE2021-01247	116 EDGEHILL DR	MASTER BATH REMODEL - NO BLD	Electrical	Issued	R - Alteration/Repair	09/16/2020		0.00	$500.00
PLB2021-00707	116 EDGEHILL DR	MASTER BATH REMODEL - NO BLD	Plumbing	Issued	R - Alteration/Repair	09/16/2020		0.00	$500.00
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN CABINETS, CUTTING INTO THE CEILING TO INSTALL LIGHTS	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	$16,000.00
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	$4,751.00
ELE2021-01246	93 HERON LN	MASTER BATH REMODEL - NO BLD	Electrical	Issued	R - Alteration/Repair	09/16/2020		0.00	$500.00
PLB2021-00706	93 HERON LN	MASTER BATH REMODEL - NO BLD	Plumbing	Issued	R - Alteration/Repair	09/16/2020		0.00	$500.00
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	$300.00
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	$10,000.00
BLD2018-02969	426 MILL ST	}}RTS *SEE NOTE* LOT SPECIFIC SFD - KIELY RESIDENCE -	Building	Issued	R - New Single Family Dwelling	10/22/2019		3,056.00	$100,000.00
ELE2021-02568	426 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwelling	12/04/2020		3,056.00	$16,000.00
GAS2021-00350	426 MILL ST	1 gas fireplace, 1 gas furnace, 1 gas range ,1 water heater	Gas	Issued	R - New Single Family Dwelling	08/31/2020		2,750.00	$3,000.00
MEC2021-00780	426 MILL ST	hvac and ductwork install	Mechanical	Issued	R - New Single Family Dwelling	10/08/2020		1,200.00	$5,500.00
PLB2021-00537	426 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwelling	08/31/2020		2,750.00	$4,500.00
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT SPECIFIC SFD - PRIOR	Building	Issued	R - New Single Family Dwelling	04/15/2019		3,468.00	$100,000.00
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwelling	04/07/2020		3,468.00	$15,000.00
GAS2021-00349	430 MILL ST	1 gas fireplace , 1 gas range , 1 gas stove , 1 gas water heater	Gas	Issued	R - New Single Family Dwelling	08/31/2020		2,750.00	$3,000.00
MEC2021-00002	430 MILL ST	DUCTWORK AND HVAC INSTALL	Mechanical	Issued	R - New Single Family Dwelling	08/26/2020		3,468.00	$1,200.00
PLB2021-00536	430 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwelling	08/31/2020		3,468.00	$4,500.00
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W 2 X 4 STAIRS BUILT TO	Building	Issued	R - Addition	11/26/2019		480.00	$3,500.00
BLD2014-05879	1441 OCCOQUAN HEIGHTS CT	DECK	Building	Issued	R - Addition	04/25/2014		288.00	$6,700.00
BLD2021-04711	109 RIVER RD	10' X 16' OPEN DECK WITH NO STAIRS, PER PLAN	Building	**Finaled**	R - Addition	01/11/2021	03/17/2021	160.00	$13,709.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	$45,000.00
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	$1,000.00
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	$5,500.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	$45,000.00
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	$1,000.00
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	$10,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	$45,000.00
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Electrical	Issued	R - New Townhouse	04/29/2019		2,790.00	$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	$1,000.00
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	$5,500.00
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	$45,000.00
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	$1,000.00
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	$10,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	$45,000.00
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	$1,000.00
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	$5,500.00
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	$45,000.00
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	$1,000.00
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	$10,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	$75,000.00
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD,	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	$75,000.00
FPP2020-00671	201 UNION ST	FPP FOR RANGE HOOD	Fire Protection Permit	Issued	Hood System	03/19/2020		1,242.00	$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	$12,000.00
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	$75,000.00
PLB2019-00145	201 UNION ST	{{ KJJ{{ RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD,	Plumbing	**Finaled**	C - Tenant Layout	03/19/2019	03/17/2021	1,242.00	$2,000.00
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPACE FOR FUTURE	Building	Issued	Demolition	02/12/2020		0.00	$2,200.00
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO	Building	Pending	C - Tenant Layout			217.00	$14,000.00
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO	Mechanical	Pending	C - Tenant Layout			217.00	$14,000.00
PLB2021-00690	202 UNION ST	SALAD SALOON - TLO	Plumbing	Pending	C - Tenant Layout			217.00	$14,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	$15,000.00
BLD2021-03527	112 WASHINGTON ST	KITCHEN REMODEL, NON-STRUCTURAL WORK	Building	Issued	R - Alteration/Repair	11/16/2020		200.00	$8,500.00

Town of Occoquan - Building Official - Permit Report
March 2021

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
ELE2021-02600	112 WASHINGTON ST	kitchen remodel	Electrical	Issued	R - Alteration/Repair	12/07/2020		0.00	$4,000.00
GAS2021-01326	112 WASHINGTON ST	run less than 50-ft inside gas line to new gas logs, run less than 30-	Gas	Issued	R - Alteration/Repair	02/04/2021		2,112.00	$1,200.00
PLB2021-01327	112 WASHINGTON ST	plumb for kitchen remodel	Plumbing	Issued	R - Alteration/Repair	12/08/2020		50.00	$750.00
UGS2021-00143	112 WASHINGTON ST	Install 120-gallon above ground propane tank, run less than 20-ft	Storage Tanks	Issued	R - Alteration/Repair	02/04/2021		2,112.00	$375.00
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Issued	R - Alteration/Repair	11/09/2020		600.00	$50,000.00
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Issued	R - Alteration/Repair	11/15/2020		2,000.00	$4,000.00
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Issued	R - Alteration/Repair	11/20/2020		4,000.00	$12,000.00
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE	Building	Issued	R - Alteration/Repair	08/13/2018		215.00	$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE	Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE	Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	$750.00
PLB2021-00738	142 WASHINGTON ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	09/23/2020		1.00	$5,000.00
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	$1,400.00

END OF REPORT

TOWN OF OCCOQUAN

FINANCIAL STATEMENTS

AS OF 02/28/2021

	As of 7/1/20 (unaudited)	*Unaudited Income/ (Loss) YTD FY20*	As of 01/31/2021
Nonspendable:			
Inventory		*$ -*	$ -
Restricted:			
Mamie Davis Fund	$ 100,000		$ 100,000
Assigned:			
Operating Reserves	$ 200,000	*$ -*	$ 200,000
Craft Show & Events	$ 153,238	*$ (37,014)*	$ 116,224
CIP Funds	$ 126,262	*$ (103,276)*	$ 22,986
Financing Proceeds	$ 25,271	*$ -*	$ 25,271
Public Safety Grant Fund	$ 39,672	*$ 14,528*	$ 54,201
CARES Act fund	$ 83,508	*$ (47,519)*	$ 35,990
Mamie Davis Park Fund	$ 9,368	*$ 335*	$ 9,703
PEG Fund	$ 1,313	*$ -*	$ 1,313
Public Art Fund	$ 500	$ -	$ 500
Subtotal Assigned:	$ 639,134	*$ (172,946)*	$ 466,188
Unassigned	$ 70,775	*$ (132,291)*	$ (61,516)
Total Available Fund Balance:	**$ 809,909**	***$ (305,237)***	**$ 504,672**

*$15,000 CIP counted in CARES

The Town of Occoquan
Profit & Loss Budget Performance
July 2020 through February 2021

	Jul '20 - Feb 21	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · TAXES				
40010 · Real Estate	$ 239,827	$ 245,000	$ (5,173)	98%
40020 · Meals Tax	$ 123,711	$ 208,533	$ (84,822)	59%
Total 40000 · TAXES	$ 423,042	$ 555,096	$ (132,054)	76%
Total 41000 · FEES/LICENSES	$ 159,066	$ 279,590	$ (120,524)	57%
Total 42000 · GRANTS	$ 116,165	$ 25,630	$ 90,535	453%
Total 44000 · OTHER	$ 1,798	$ 105,015	$ (103,217)	2%
Total Income	$ 703,332	$ 969,831	$ (266,499)	73%
Gross Profit	$ 703,332	$ 969,831	$ (266,499)	73%
Expense				
Total 60000 · PERSONNEL SERVICES	$ 405,591	$ 531,849	$ (126,258)	76%
Total 60400 · PROFESSIONAL SERVICES	$ 134,435	$ 163,400	$ (28,965)	82%
Total 60800 · INFORMATION TECH SERV	$ 57,544	$ 17,300	$ 40,244	333%
Total 61200 · MATERIALS AND SUPPLIES	$ 35,170	$ 14,634	$ 20,536	240%
Total 61600 · OPERATIONAL SERVICES	$ 6,105	$ 8,550	$ (2,445)	71%
Total 62000 · CONTRACTS	$ 50,264	$ 82,000	$ (31,736)	61%
Total 62400 · INSURANCE	$ 23,908	$ 20,120	$ 3,788	119%
Total 62800 · PUBLIC INFORMATION	$ 2,479	$ 3,300	$ (821)	75%
Total 63200 · ADVERTISING	$ 4,487	$ 9,000	$ (4,513)	50%
Total 63600 · TRAINING AND TRAVEL	$ 7,606	$ 13,237	$ (5,631)	57%
Total 64000 · VEHICLES AND EQUIPMENT	$ 30,407	$ 21,000	$ 9,407	145%
Total 64400 · SEASONAL	$ 1,229	$ 5,000	$ (3,771)	25%
Total 64700 · FACILITIES EXPENSE	$ 31,129	$ 48,491	$ (17,362)	64%
Total 69200 · SPECIAL EVENTS	$ 7,131	$ 15,050	$ (7,919)	47%
69300 · OTHER EXPENSES				
69310 · Grant recipients	$ 55,425			
Total 69300 · OTHER EXPENSES	$ 55,425			
Total Expense	$ 853,787	$ 952,931	$ (99,144)	90%
Net Ordinary Income	$ (150,455)	$ 16,900	$ (167,355)	-890%
Net Income	**$ (150,282)**	**$ -**		
CIP FUND				
70000 · CIP EXPENSE				
70002 · Intersection Improvements	$ -	$ 10,000	$ (10,000)	0%
70005 · Building Maintenance	$ -	$ 10,000	$ (10,000)	0%
70006 · Stormwater Management	$ -	$ 50,341	$ (50,341)	0%
70008 · Trash/Recycling Container	$ -	$ 2,000	$ (2,000)	0%
70010 · Annex Property Improv.	$ -	$ -		
70012 · Gas Light Replacement	$ -	$ 7,500	$ (7,500)	0%
70013 · Parking Management Plan	$ 5,715	$ 10,000	$ (4,285)	57%
70018 · Snow Blower Replacement	$ -	$ 2,500	$ (2,500)	0%
70020 · Street/Curb Striping Prog	$ -	$ 5,000	$ (5,000)	0%
72004 · Canoe/Kayak Ramp	$ 85,423	$ -		
72005 · Mamie Davis Park Renovations	$ -	$ 7,500	$ (7,500)	0%
72008 · River Mill Park Maint	$ -	$ 5,000	$ (5,000)	0%
74001 · Police Vehicle	$ -	$ 16,900	$ (16,900)	0%
74003 · Body Armor	$ -	$ 4,800	$ (4,800)	0%
74005 · Police Radios	$ 4,783	$ 4,200	$ 583	114%
74007 · LIDAR Speed Equipment	$ -	$ 5,500	$ (5,500)	0%
74009 · Pedestrian and Bicyclist	$ -	$ 2,500	$ (2,500)	0%
74010 · Alcohol-Related Safety	$ -	$ 4,400	$ (4,400)	0%
74011 · Firearm Transition	$ 3,967			
76001 · Computer Upgrades	$ 10,040	$ 9,944	$ 96	101%
76002 · Server Room Relocation	$ 3,388	$ 2,811	$ 577	121%
76004 · Website Redesign	$ -	$ -		
76005 · A/V Equipment - Town Hall	$ 4,960	$ 2,000	$ 2,960	248%

The Town of Occoquan
Profit & Loss Budget Performance
July 2020 through February 2021

	Jul '20 - Feb 21	Annual Budget	Over/(Under) Budget	% of Budget
76006 · Document Management Syst	$ -	$ 3,000	$ (3,000)	0%
Total 70000 · CIP EXPENSE	$ 118,276	$ 165,896	$ (47,620)	71%
Net Income	$ (118,276)	$ (146,485)	$ 28,209	81%
EVENT FUND				
Total Income	$ 1,999	$ 225,110	$ (223,111)	1%
Total Expense	$ 39,013	$ 156,552	$ (117,539)	25%
Net Income	**$ (37,014)**	**$ 68,558**	**$ (105,572)**	**-54%**
MAMIE DAVIS PARK				
Income	$ 335	$ 1,200	$ (865)	28%
Expense	$ -			
Net Income	$ 335	$ 1,200	$ (865)	28%
Total Net Income/Loss(All Funds)	$ (305,238)	$ (76,727)	$ (228,511)	398%

The Town of Occoquan
Balance Sheet
As of February 28, 2021

	Feb 28, 21	Feb 29, 20	$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash	$ 100	$ 100	$ -
10020 · Sun Trust Operating Payroll	$ 4,718	$ 71,076	$ (66,358)
10022 · Operating Account 0058	$ 184,378	$ 47,627	$ 136,751
10030 · Craft Show - Checking	$ 6,376	$ 97,424	$ (91,048)
10031 · Events Fund - MM/CD	$ 200,000	$ 200,000	$ -
10033 · Events Fund - Paypal	$ 9,472	$ 6,782	$ 2,690
10080 · Mamie Davis - Checking	$ 6,560	$ 6,017	$ 542
10081 · Mamie Davis - MM/CD	$ 100,000	$ 100,000	$ -
10091 · Bricks - PayPal	$ 1,519	$ 110	$ 1,409
10094 · Event Fund - MM 5997	$ 2,522	$ 83,901	$ (81,379)
10095 · Bricks MM 2125	$ 9,210	$ 9,206	$ 5
25-5001 · VIP NAV Liquidity Pool 5001	$ 21,519	$ 108,028	$ (86,509)
Total Checking/Savings	$ 546,374	$ 730,041	$ (183,668)
Accounts Receivable			
10180 · Accounts Receivable	$ 37,370	$ 56,574	$ (19,204)
Total Accounts Receivable	$ 37,370	$ 56,574	$ (19,204)
Other Current Assets			
14990 · Undeposited Funds	$ 12,414	$ 4,425	$ 7,989
Total Other Current Assets	$ 12,414	$ 5,431	$ 6,983
Total Current Assets	$ 596,159	$ 792,047	$ (195,888)
TOTAL ASSETS	**$ 596,159**	**$ 792,047**	**$ (195,888)**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	$ 71,218	$ 7,016	$ 64,202
Total Accounts Payable	$ 71,218	$ 7,016	$ 64,202
Credit Cards			
22000 · Credit Cards			
Total Credit Cards	$ 3,683	$ 2,454	$ 1,229
Other Current Liabilities			
20935 · Performance Bond	$ 4,568	$ 9,542	$ (4,975)
20960 · Unearned Other Revenue			
20970 · Rental	$ 1,000	$ 1,050	$ (50)
Total 20960 · Unearned Other Revenue	$ 1,000	$ 1,050	$ (50)
20980 · Unearned R.E. Tax	$ 2,039	$ 2,711	$ (672)
21200 · Payroll Liabilities			
Total 21200 · Payroll Liabilities	$ 952	$ 2,103	$ (1,152)
Total Other Current Liabilities	$ 8,558	$ 15,406	$ (6,848)
Total Current Liabilities	$ 83,459	$ 24,876	$ 58,583
Total Liabilities	$ 83,459	$ 24,876	$ 58,583
Equity			
Net Income	$ (305,584)	$ 42,960	$ (348,544)
Total Equity	$ 512,699	$ 767,170	$ (254,471)
TOTAL LIABILITIES & EQUITY	**$ 596,159**	**$ 792,047**	**$ (195,888)**

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Kirstyn Jovanovich, Town Manager

From: Martin Crim, Town Attorney

Re: April 2021 Town Attorney Report

Date: March 31, 2021

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my previous report dated February 23, 2021:

1. Worked with Town Manager on budgeting for legal services.
2. Followed up on franchise/lease for 200 Mill Street.
3. Discussed American Rescue Plan Act with Town Manager.
4. Advised Town Manager on various enforcement activities.
5. Advised Town Manager as to encroachment issues.

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

5. Consent Agenda	**Meeting Date:** April 6, 2021
5 C: Request to Adopt Arbor Day 2021 Proclamation	

Attachments: a. Proclamation

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:
This is a request to proclaim Friday, April 30, 2021 as Arbor Day in the Town of Occoquan. A short tree planting ceremony is planned for the fall later this year.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
"I move to approve the 2021 Arbor Day proclamation."

OR

Other action Council deems appropriate.

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed that a special day be set aside for the planting of trees, and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, conservation of our natural resources and beautification of the Occoquan community are both very important to the quality of life enjoyed by residents, and

WHEREAS, trees enhance the beauty of Occoquan, increase property values, enhance the economic vitality of business areas, improve our environment, and provide important educational experiences, and

WHEREAS, the planting of new trees will be the expressions of our commitment to future generations, and

NOW, THEREFORE, I, Earnest W. Porta, Jr., Mayor of the Town of Occoquan, and on behalf of the Occoquan Town Council hereby proclaim Friday, April 30, 2021 as

ARBOR DAY

in the Town of Occoquan and urge all individuals, groups, and businesses to celebrate and enjoy Occoquan's outdoors and the richness of our town through the planting and preservation of trees.

Adopted this 6th day of April 2021.

_____

Earnest W. Porta, Jr. MAYOR
On behalf of the Town Council of
Occoquan, Virginia

ATTEST:

_____

Kirstyn Jovanovich, Interim Town Clerk

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Regular Business	**Meeting Date:** April 6, 2021
10 A: Request to Approve SP-2021-02, 203 Union Street/208 Poplar Alley Site Plan	

Attachments: a. Site Plan SP-2021-02

Submitted by: Sara Fila
Zoning Administrator/Assistant Town Engineer

Explanation and Summary:
This is a request for the Town Council to approve a site plan for 203 Union Street/208 Poplar Alley. The site plan is for improvements to the property located between the existing buildings at 203 Union Street and 208 Poplar Alley. A staff report will be provided prior to the Town Council meeting.

The Planning Commission will review this site plan at a special meeting on Tuesday, April 6, 2021 at 6:30 p.m. The Planning Commission's recommendation will be provided at the Town Council meeting.

Staff Recommendation: After staff review, staff is recommending approval of the site plan. In addition, staff has included two advisory comments to the applicant:

1. Recommend a topographic survey at the corner of the 208 Poplar Alley building prior to starting construction to ensure water will not pond at this location.
2. Ensure that the existing drainpipe that the perforated drainpipe along the retaining wall will outfall to has the capacity for added flow.

Proposed/Suggested Motion(s):

Motion for Approval:
"I move to approve Site Plan SP-2021-02 dated March 31, 2021."

Motion for Denial:
"I move to deny Site Plan SP-2021-02 dated March 31, 2021."

Motion for Deferment:
"I move to defer action on this item to MEETING DATE."

OR

Other action Council deems appropriate.

TOWN OF OCCOQUAN

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

TOWN COUNCIL
Earnie W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Krys Bienia
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kirstyn Jovanovich

STAFF REPORT

TOWN OF OCCOQUAN

Applicant: Josh and Kathy Anderson

Prepared by: Bruce Reese, Sara Fila

Case Number: SP2021-02

Date: April 3, 2021

PART I

A. EXECUTIVE SUMMARY

The applicant proposes to level the yard between the main structure at 203 Union Street and the accessory structure on the same parcel, addressed at 208 Poplar Lane. Leveling the yard will be accomplished by spreading soil, capped with pervious stone, which will then be covered by a pervious "Astroturf" material for surface consistency. The gazebo on the property will be removed, but the accessory shed at the rear of 203 Union Street will remain. A short timber retaining wall will be constructed along the property line to maintain the proposed ground elevation. In addition, the applicant proposes to construct a concrete walkway along Poplar Lane to facilitate patrons traversing between the two buildings on the lot.

B. DESCRIPTION OF PETITION

The applicant requests approval of the Site Plan for "New Site Plan – 208 Poplar Alley." The plan is dated 3/24/21, last sealed 3/31/21.

C. APPLICABLE REGULATIONS

1. Chapter 152 – Erosion and Sediment Control
2. Chapter 153 – State Stormwater Management Program
3. Chapter 155 – Site Plan
4. Chapter 157 – Zoning (which includes Chesapeake Bay Preservation)

PART II

A. ANALYSIS OF EXISTING CONDITIONS

1. Site Area: 4,240 square feet in parcel (±0.0975 acres)
   Area Disturbed: 2,065 square feet (±0.0474 acres)

2. Use: Retail (change of tenant approved by Zoning Administrator 3/1/21)

3. Zone: B-1

4. Location: The referenced property is located at 208 Poplar Lane (Prince William County GPIN 8393-64-7140).

5. Buildings/Structures: Two existing structures on parcel, with accessory shed to remain and a gazebo to be removed.

6. Access: Access is from Poplar Lane.

7. Chesapeake Bay Preservation: This site is within the Chesapeake Bay Preservation Area Resource Management Area (RMA). The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations. It should be noted the new proposed ground cover will not significantly change the rainfall runoff characteristics from those in place with the current ground cover.

8. Stormwater Management and Virginia Stormwater Management Program (VSMP):
   The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations. Neither a VSMP permit, nor a Stormwater Pollution Prevention Plan (SWPPP) will be required. The proposed change to the site will also incorporate a small drainage pipe, tied directly to the stormwater facilities nearby, reducing the runoff from the site onto Poplar Lane.

9. Erosion and Sediment Control: The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations.

B. ANALYSIS OF PROPOSED DEVELOPMENT

The applicant has submitted a site plan showing how the proposed improvement will be constructed, then covered with a pervious, all-weather material. The existing vegetative cover will be removed as part of this site plan. Beneath the surface covering, a layer of gravel

will be placed to level the site and allow rain runoff to infiltrate to the soils below. Any excess runoff will be collected in a drainage pipe along the proposed retaining wall, with that drainage pipe tied directly to the storm system in Union Street. A walkway will be constructed between the two main buildings on the parcel within the Poplar Lane right of way, requiring a license agreement for the private use of public land.

If not for the provision in § 155.003 Development of land use requiring site plan, which states "A site plan is required and shall be submitted for approval of any use or development in the B-1 District," the proposed development would not need a site plan due to the disturbance being less than 2,500 square feet. Below that threshold, Chesapeake Bay Preservation, Erosion & Sediment Control, and VSMP are deemed to have been met.

PART III

STAFF CONCLUSIONS

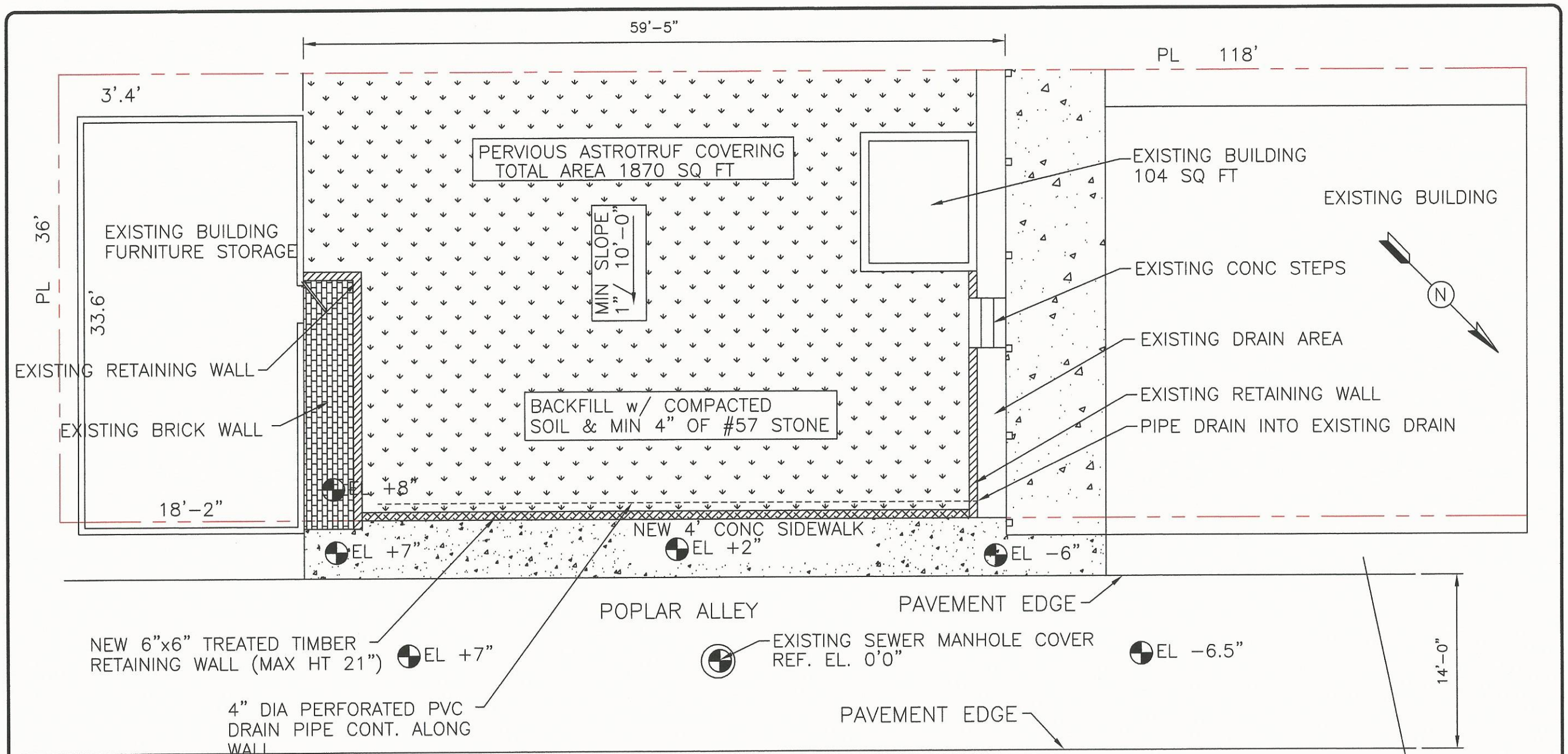
The proposed site plan, having been duly reviewed by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. It is, therefore, Staff's recommendation to grant approval to the site plan, subject to a license agreement for the proposed walkway along Poplar Lane.

It is also noted that both buildings on this lot encroach onto Town property on Union Street and Poplar Lane. Staff recommends a licensing agreement for those encroachments should also be executed, but this recommendation for approval is only contingent on the currently proposed encroachment.

It is suggested the Mayor's signature on the site plan be withheld until the sidewalk licensing agreement is executed and confirmed by the Town Attorney or Town Manager.

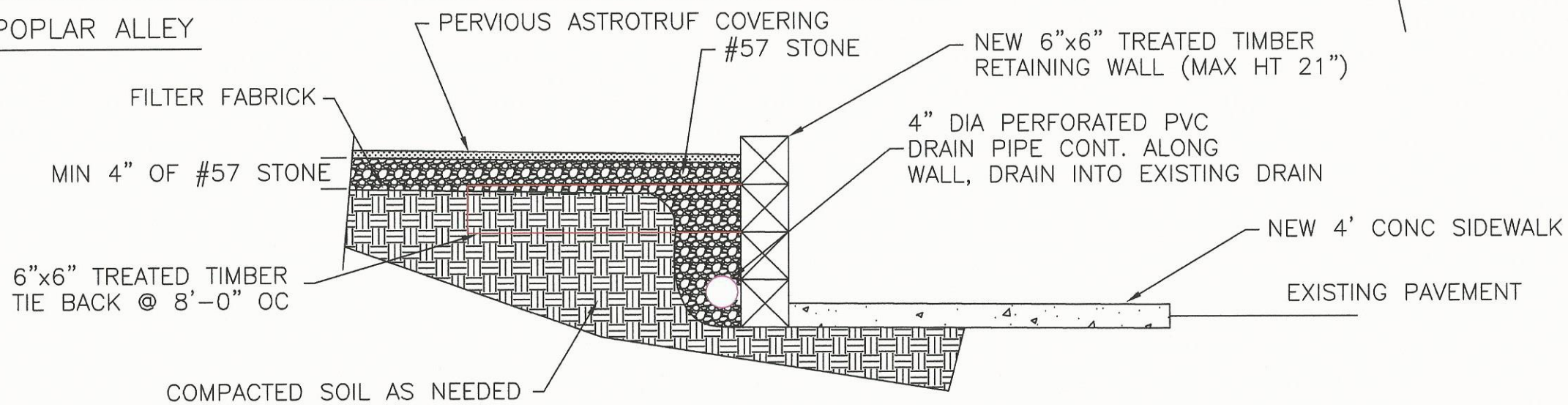
PREPARED BY: Bruce A. Reese, PE, LS, Town Engineer
Sara R. Fila, PE, Zoning Administrator

cc: File
Kirstyn Jovanovich, Town Manager, Town of Occoquan



NEW SITE PLAN 208 POPLAR ALLEY

NTS



TYP SECTION THRU RETAINING WALL

E. L. Baucom Engineering, LLC
STRUCTURAL ENGINEERING
14702 FEATHERSTONE RD., WOODBRIDGE, VA
PH. 202-415-2668

NEW SITE PLAN
208 POPLAR ALLEY

REVISIONS

DRAWN BY: ELB	CHECKED BY: ELB
DATE ISSUED: 03/24/21	
COMM. NUMBER:	
CAD FILE NUMBER:	
SHEET TITLE: SITE PLAN	
SHEET 1 OF 1	
SHEET NUMBER: C1	

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Regular Business	**Meeting Date:** April 6, 2021
10 B: FY2022 Proposed Budget Update – General Fund	

Attachments: a. FY22 Proposed Budget General Fund Update (REV2)

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:
In follow up to the March 30 budget work session, attached to this agenda item are updated revenues and expenses for the FY2022 Proposed Budget General Fund. Staff will provide a brief update at the meeting.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
None.

Account	FY2022 Proposed Revenues - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	$ to Budget
	Taxes								
40010	Real Estate Tax	240,890	236,465	245,000	240,675	249,189	3.5%	1.7%	4,189
40020	Meals Tax	227,320	210,113	208,533	217,000	228,000	5.1%	9.3%	19,467
40030	Sales Tax	25,500	27,777	30,063	30,642	30,000	-2.1%	-0.2%	(63)
40040	Utility Tax	32,500	31,299	31,000	27,302	28,800	5.5%	-7.1%	(2,200)
40050	Communications Tax	41,310	38,316	38,000	35,509	35,000	-1.4%	-7.9%	(3,000)
40060	Transient Occupancy Tax	4,000	2,676	2,500	3,200	11,200	250.0%	348.0%	8,700
	Fees								
41010	Vehicle License Fee	11,500	10,814	10,000	10,595	12,000	13.3%	20.0%	2,000
41020	Business Licenses	70,060	68,965	51,100	62,000	68,800	11.0%	34.6%	17,700
41030	Late Fees	4,000	2,940	-	3,000	2,500	-16.7%		2,500
41040	Fines - Public Safety	162,360	226,745	196,000	258,091	297,580	15.3%	51.8%	101,580
41170	E-Summons	-	7,854	-	7,000	7,000	0.0%		7,000
41070	ATM Fees	3,000	2,880		480	-	-100.0%		
41100	Administrative Fees	3,000	4,211		4,500	5,000	11.1%		5,000
41120	Service Revenue - Engineering	5,000			8,000	10,000	25.0%		10,000
41130	Service Revenue - Legal	-	4,146		15,000	10,000	-33.3%		10,000
41140	Service Revenue - Other	360	450	10,000	1,000	1,000	0.0%	-90.0%	(9,000)
41000	Fees - Other	990	1,098	12,490	1,500	2,500	66.7%	-80.0%	(9,990)
	Grants								
42010	Litter Grant	1,050	814	1,946	935	1,050	12.3%	-46.0%	(896)
42020	Public Safety (HB599)	22,793	23,684	23,684	23,684	23,686	0.0%	0.0%	2
42021	NHSTA (DMV)	-	8,348	-	7,468	14,594	95.4%		14,594
42040	PEG	280	269	-	-	-			-
42080	Other Grants	2,000	94,380	-	97,622		-100.0%		-
	Public Property Leases and Rentals								
43010	Town Hall Rentals	500	800	1,000	-	500		-50.0%	(500)
43020	River Mill Park Rentals	2,000	888	3,500	-	2,000		-42.9%	(1,500)
43030	Mamie Davis Park Rentals	2,000	1,600	-	-	2,000			2,000
	200 Mill Street Lease	-	-	-	-	7,500			7,500
	Other								
44010	General Fund Interest	500	626	1,000	350	120	-65.7%	-88.0%	(880)
44060	Other Revenues	39,699	23,166	-	800	1,000	25.0%		1,000
	Fund Transfers	-	-	104,015	16,900	12,385		-88.1%	(91,630)
	TOTALS	**902,612**	**1,031,324**	**969,831**	**1,073,253**	**1,063,404**	**-0.9%**	**9.6%**	**$ 93,573**
	Net Revenue/(Loss)	**$ -**	**$ 145,117**	**$ -**	**$ (9,801)**	**$ (0)**			

Account	FY2022 Proposed Expenditures - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	$ to Budget
60010	Salaries	291,662	288,918	364,069	379,681	423,928	11.7%	16.4%	59,859
60020	Overtime	500	1,817	500	3,500	8,542	144.1%	1608.4%	8,042
60030	On-call Labor	100,741	115,255	70,148	87,822	79,915	-9.0%	13.9%	9,767
60040	Other Benefits	790	483	790	250	250	0.0%	-68.4%	-540
60050	Payroll Taxes	29,255	29,380	31,501	31,012	39,192	26.4%	24.4%	7,691
6006/80	Life/Disability	5,989	4,971	5,989	5,324	6,105	14.7%	1.9%	116
60070	Health Insurance	19,574	16,054	31,098	19,550	32,030	63.8%	3.0%	932
60090	ICMA-457	3,715	6,923	524	-	-		-100.0%	-524
60095	VRS	-	2,083	27,230	28,189	36,420	29.2%	33.7%	9,190
60000	**Total Personnel Services**	**$ 452,226**	**$ 465,884**	**$ 531,849**	**$ 555,327**	**$ 626,381**	**12.8%**	**17.8%**	**$ 94,532**
60420	Consulting Services	12,000	12,903	10,000	8,000	5,000	-37.5%	-50.0%	-5,000
60430	Zoning and Engineering Services	40,000	32,493	50,000	42,000	40,000	-4.8%	-20.0%	-10,000
60440	Legal Services - Admin	50,000	41,431	60,000	57,952	58,720	1.3%	-2.1%	-1,280
	Legal Services - Prosecution	25,000	28,986	25,000	55,323	36,000	-34.9%	44.0%	11,000
60450	Audit Services	10,500	10,750	10,500	10,750	10,750	0.0%	2.4%	250
60460	Payroll	600	625	600	1,455	3,800	161.2%	533.3%	3,200
60465	Financial System Maintenance	1,000	-	6,500	-	-			-6,500
60470	Processing Fees	150	2,075	800	2,000	2,500	25.0%	212.5%	1,700
60400	**Total Professional Services**	**$ 139,250**	**$ 129,263**	**$ 163,400**	**$ 177,480**	**$ 156,770**	**-11.7%**	**-4.1%**	**$ (6,630)**
60810	Website Support and Maintenance	1,800	936	4,800	2,595	2,630	1.3%	-45.2%	-2,170
60840	Phone Service and Equipment	2,000	3,800	2,000	7,389	6,995	-5.3%	249.8%	4,995
60850	Internet Service and Equipment	2,500	2,677	1,800	5,650	5,880	4.1%	226.7%	4,080
60860	Hardware/Software Upgrade and Support	2,200	1,864	2,200	36,000	3,700	-89.7%	68.2%	1,500
60870	IT Support Services	5,000	10,962	6,500	8,000	8,000	0.0%	23.1%	1,500
60800	**Total Information Technology Services**	**$ 13,500**	**$ 20,239**	**$ 17,300**	**$ 59,634**	**$ 27,205**	**-54.4%**	**57.3%**	**$ 9,905**
61210	Office Supplies	4,150	6,278	4,150	6,325	4,000	-36.8%	-3.6%	-150
61220	Operational Supplies	6,564	11,386	5,684	26,000	9,848	-62.1%	73.3%	4,164
61230	Books/Periodicals	200	1,074	300	-	-		-100.0%	-300
61240	Janitorial Supplies	1,000	998	1,000	1,450	2,500	72.4%	150.0%	1,500
61250	Uniforms	3,500	2,978	3,500	2,800	3,660	30.7%	4.6%	160
61200	**Total Materials and Supplies**	**$ 15,414**	**$ 22,714**	**$ 14,634**	**$ 36,575**	**$ 20,008**	**-45.3%**	**36.7%**	**$ 5,374**

Account	FY2022 Proposed Expenditures - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	$ to Budget
61610	Elections	2,500	5,139	-	-	-			0
61620	Copier Supplies, Service and Lease	4,500	7,531	4,500	4,668	5,000	7.1%	11.1%	500
61630	Postal Services	2,550	2,650	2,550	2,285	2,500	9.4%	-2.0%	-50
61650	Reproduction Services	1,500	-	1,500	-	-		-100.0%	-1,500
61600	**Total Operational Services**	**$ 11,050**	**$ 15,319**	**$ 8,550**	**$ 6,953**	**$ 7,500**	**7.9%**	**-12.3%**	**$ (1,050)**
62010	Refuse Collection Contract	50,000	51,875	50,000	49,800	50,000	0.4%	0.0%	0
62020	Equipment Rental	2,000	-	2,000	-	2,000		0.0%	0
62030	Snow Removal	5,000	-	5,000	4,000	5,000	25.0%	0.0%	0
62040	Landscaping	25,000	23,523	25,000	24,000	25,000	4.2%	0.0%	0
62050	Entertainment	-	-	-	-	-			0
62000	**Total Contracts**	**$ 82,000**	**$ 75,398**	**$ 82,000**	**$ 77,800**	**$ 82,000**	**5.4%**	**0.0%**	**$ -**
62410	Insurance	20,120	24,534	20,120	27,126	28,000	3.2%	39.2%	7,880
62400	**Total Insurance**	**$ 20,120**	**$ 24,534**	**$ 20,120**	**$ 27,126**	**$ 28,000**	**3.2%**	**39.2%**	**$ 7,880**
62820	Design/Print Auto Decals	700	496	700	496	500	0.8%	-28.6%	-200
62830	Design/Print Newsletter	2,600	-	-	-	-			0
62840	Newsletter - Postage	-	1,505	2,600	1,943	2,000			-600
	Design Services General	-	-	-	-	-			0
62800	**Total Public Information**	**$ 3,300**	**$ 2,001**	**$ 3,300**	**$ 2,439**	**$ 2,500**	**2.5%**	**-24.2%**	**$ (800)**
63210	Advertising - Legal	2,000	2,331	2,000	2,577	2,000	-22.4%	0.0%	0
63220	Advertising - Marketing	2,000	-	2,000	-	-		-100.0%	-2,000
63230	Community/Business Support	5,000	-	5,000	-	-		-100.0%	-5,000
63240	Other Promotional	-	-	-	-	-			0
63650	Boards and Commission, Town Council Training	-	-	-	-	-			0
63200	**Total Advertising**	**$ 9,000**	**$ 2,331**	**$ 9,000**	**$ 2,577**	**$ 2,000**	**-22.4%**	**-77.8%**	**$ (7,000)**
63610	Conferences	2,200	650	1,700	350	2,700	671.4%	58.8%	1,000
63620	Membership and Dues	2,900	4,012	1,937	1,395	2,700	93.5%	39.4%	763
63630	Travel Reimbursement	700	483	1,700	-	1,200		-29.4%	-500
63640	Employee Training	6,000	3,754	6,900	5,970	8,850	48.2%	28.3%	1,950
63650	Boards and Commission, Town Council Training	1,000	-	1,000	-	1,000		0.0%	0
63600	**Total Training and Travel**	**$ 12,800**	**$ 8,899**	**$ 13,237**	**$ 7,715**	**$ 16,450**	**113.2%**	**24.3%**	**$ 3,213**

Account	FY2022 Proposed Expenditures - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	$ to Budget
64010	Town Vehicles - M&R	-	432	-	450	1,360	202.2%		1,360
64020	Street Sweeper - M&R	1,000	82	1,000	500	500	0.0%	-50.0%	-500
64030	M&R - General	4,500	5,880	4,300	2,000	5,140	157.0%	19.5%	840
64040	Fuel	6,500	10,232	8,500	8,200	8,900	8.5%	4.7%	400
64050	Equipment & Tools	9,000	21,148	7,200	20,658	7,630	-63.1%	6.0%	430
64000	**Total Vehicles and Equipment**	**$ 21,000**	**$ 37,775**	**$ 21,000**	**$ 31,808**	**$ 23,530**	**-26.0%**	**12.0%**	**$ 2,530**
64430	Parks/Town Hall Decorations	1,000	245	1,000	975	1,000	2.6%	0.0%	0
64440	Wreath Installation and Maintenance	2,000	5,543	2,500	1,125	2,000	77.8%	-20.0%	-500
64450	Utilities - Electricity	1,500	-	1,500	-	-		-100.0%	-1,500
64400	**Total Seasonal**	**$ 4,500**	**$ 5,788**	**$ 5,000**	**$ 2,100**	**$ 3,000**	**42.9%**	**-40.0%**	**$ (2,000)**
64810	Security - M&R	1,000	1,019	1,000	-	-		-100.0%	-1,000
64820	Elevator Inspection/Maintenance	140	343	300	350	350	0.0%	16.7%	50
64830	Janitorial Services	2,500	2,106	2,500	1,960	2,900	48.0%	16.0%	400
64840	Window Washing	300	-	330	-	300		-9.1%	-30
64850	Repairs and Maintenance	6,000	1,258	1,500	10,500	1,500	-85.7%	0.0%	0
64860	Equipment Maintenance Contracts	350	267	350	350	350	0.0%	0.0%	0
64870	Exterminating Services	120	90	120	90	90	0.0%	-25.0%	-30
64880	Utilities - Gas/Water/Elec	4,500	5,162	4,500	4,000	5,200	30.0%	15.6%	700
64800	**Total Town Hall**	**$ 14,910**	**$ 10,245**	**$ 10,600**	**$ 17,250**	**$ 10,690**	**-38.0%**	**0.8%**	**$ 90**
65210	OHS Subsidy	6,000	6,000	6,000	-	6,000		0.0%	0
65220	Equipment Maintenance Contract	120	-	120	-	90		-25.0%	-30
65230	Exterminating Services	-	-	-	-	-			0
65240	Repairs and Maintenance	1,500	-	500	-	-		-100.0%	-500
65200	**Total Mill House Museum**	**$ 7,620**	**$ 6,000**	**$ 6,620**	**$ -**	**$ 6,090**		**-8.0%**	**$ (530)**
65610	Equipment Maintenance Contract	120	-	120	250	-	-100.0%	-100.0%	-120
65620	Exterminating Services	-	90	-	-	-			0
65630	Repairs and Maintenance	1,500	-	500	200	-	-100.0%	-100.0%	-500
65600	**Total 200 Mill Street**	**$ 1,620**	**$ 90**	**$ 620**	**$ 450**	**$ -**	**-100.0%**	**-100.0%**	**$ (620)**

Account	FY2022 Proposed Expenditures - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	$ to Budget
66010	Exterminating Services	120	90	120	90	90	0.0%	-25.0%	-30
66020	Equipment Maintenance Contract	120	133	120	120	120	0.0%	0.0%	0
66030	Utilities	1,000	1,525	1,000	2,258	2,300	1.8%	130.0%	1,300
TBD	Janitorial Services	-	-	-	660	2,900	339.4%		2,900
66040	Repairs and Maintenance	3,000	5,229	500	11,700	500	-95.7%	0.0%	0
66000	**Total Police/PW Annex**	**$ 4,240**	**$ 6,977**	**$ 1,740**	**$ 14,828**	**$ 5,910**	**-60.1%**	**239.7%**	**$ 4,170**
66420	Repairs and Maintenance	1,051	85	250	100	250	150.0%	0.0%	0
66400	**Total Mill Street Storage**	**$ 1,051**	**$ 85**	**$ 250**	**$ 100**	**$ 250**	**150.0%**	**0.0%**	**$ -**
66810	Brick Paver Program	1,000	-	-	-	-			0
66820	Janitorial Services - Restrooms	15,200	7,920	5,221	13,644	7,100	-48.0%	36.0%	1,879
66830	Winterization	250	-	250	-	-		-100.0%	-250
66840	Maintenance and Repair	7,500	2,880	2,500	1,000	2,500	150.0%	0.0%	0
66850	Utilities	6,000	3,606	4,000	4,917	5,100	3.7%	27.5%	1,100
66860	Exterminator Services	120	90	120	180	180	0.0%	50.0%	60
66870	Equipment Maintenance Contracts	120	-	120	-	90		-25.0%	-30
66800	**Total River Mill Park and Facility**	**$ 30,190**	**$ 14,496**	**$ 12,211**	**$ 19,741**	**$ 14,970**	**-24.2%**	**22.6%**	**$ 2,759**
67220	Riverwalk Maintenance and Repairs	2,500	8,510	1,000	1,000	500	-50.0%	-50.0%	-500
67230	Winterization	250	175	250	325	250	-23.1%	0.0%	0
67240	Maintenance and Repairs - General	3,500	-	1,500	1,000	-	-100.0%	-100.0%	-1,500
TBD	Kayak Ramp Maintenance and Repairs	-	-	-	-	500			500
67250	Utilities	1,400	706	1,000	1,343	1,400	4.2%	40.0%	400
67200	**Total Mamie Davis Park and Riverwalk**	**$ 7,650**	**$ 9,391**	**$ 3,750**	**$ 3,668**	**$ 2,650**	**-27.8%**	**-29.3%**	**$ (1,100)**
67620/68010	Maintenance and Repairs	421	715	-	-	-			0
67600/68000	**Other Parks**	**$ 421**	**$ 715**	**$ -**	**$ -**	**$ -**			**$ -**
68410	Street Painting	-	-	-	-	-			0
68420	Brick Sidewalks M&R	1,000	-	800	-	500		-37.5%	-300
68430	Asphalt Repairs	400	-	400	-	200		-50.0%	-200
68400	**Total Streets and Sidewalks**	**$ 1,400**	**$ -**	**$ 1,200**	**$ -**	**$ 700**		**-41.7%**	**$ (500)**

Account	FY2022 Proposed Expenditures - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	$ to Budget
68810	Gas Lights M&R	5,000	6,828	2,500	1,000	2,500	150.0%	0.0%	0
68820	Gas Light Utilities	8,200	7,538	8,000	7,200	7,500	4.2%	-6.3%	-500
68830	Signage M&R	1,250	22	500	3,000	500	-83.3%	0.0%	0
68840	Public Gardens	1,000	-	-	-	-			0
68850	Street Tree M&R	-	2,200	-	1,500	2,000	33.3%		2,000
68860	Public Trash Containers	1,000	-	500	1,600	1,600	0.0%	220.0%	1,100
68800	**Total Historic District**	**$ 16,450**	**$ 16,588**	**$ 11,500**	**$ 14,300**	**$ 14,100**	**-1.4%**	**22.6%**	**$ 2,600**
69200	**Special Events**	**$ 16,000**	**$ 11,477**	**$ 15,050**	**$ 8,282**	**$ -**	**-100.0%**	**-100.0%**	**$ (15,050)**
	Fund Transfer - to Events Fund	-	-	-	-	12,700			12,700
	Fund Transfer - to CIP	16,900		16,900		-			
TBD	**Total Fund Transfer**	**$ 16,900**		**$ 16,900**	**$ 16,900**	**$ 12,700**		**-24.9%**	**$ (4,200)**
	TOTALS	**$ 902,612**	**$ 886,207**	**$ 969,831**	**$ 1,083,055**	**$ 1,063,404**	**-1.8%**	**9.6%**	**$ 93,573**