



TOWN OF OCCOQUAN

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

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
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 March 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	Finalized	03/19/2019	Finalized 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.

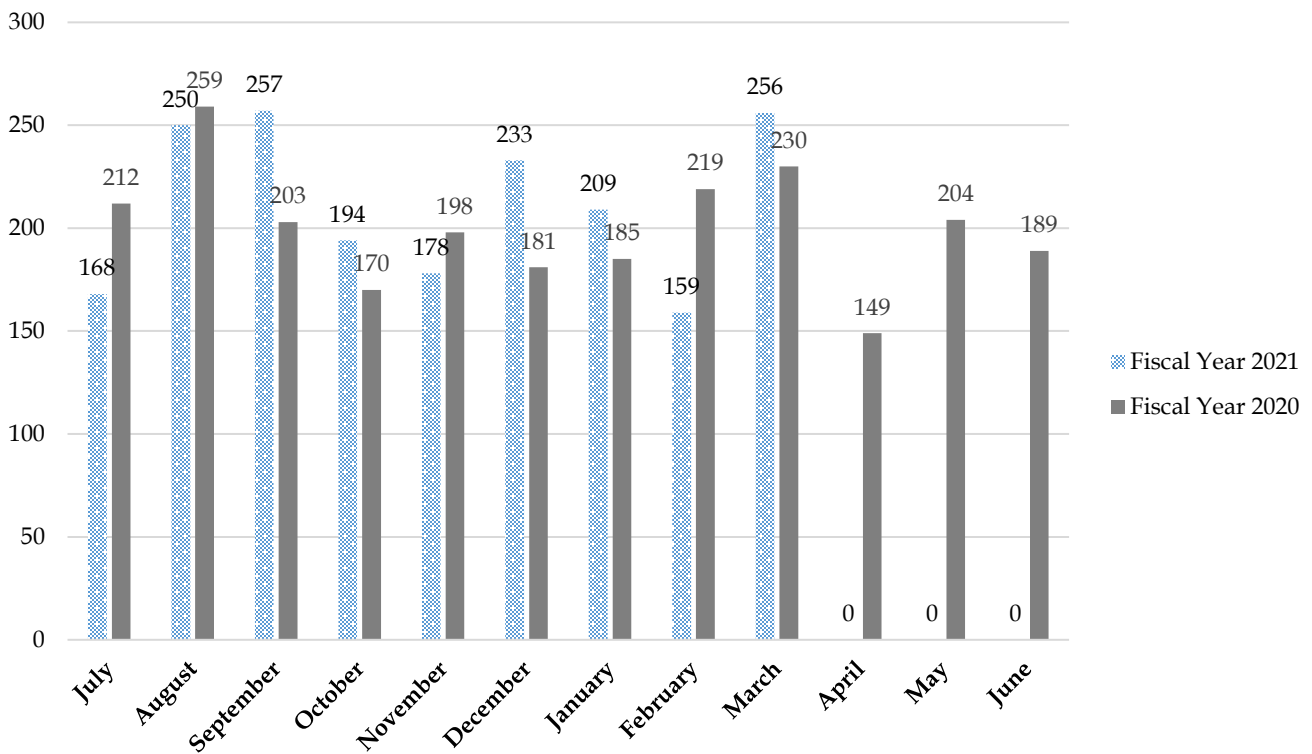
Community Relations

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

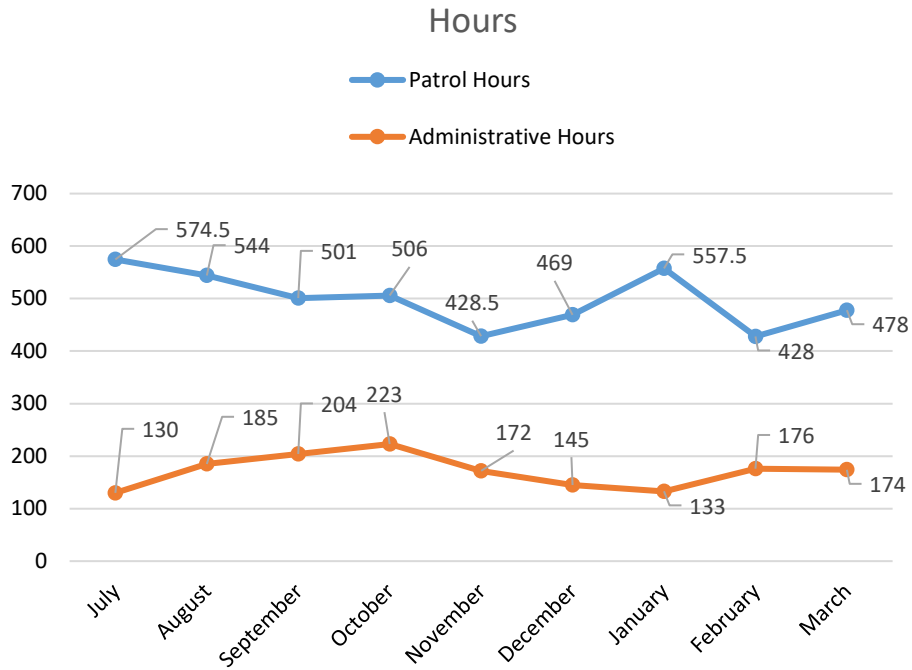
Patrol and Enforcement Activities

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)



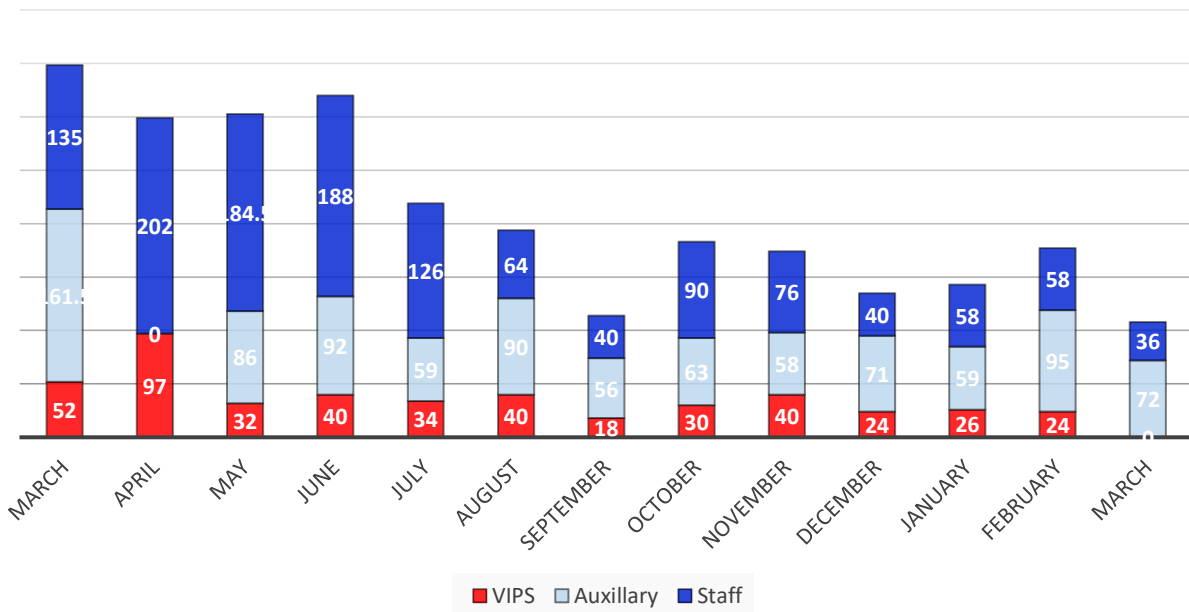
Patrol/Administrative Hours FYTD (GRAPH)



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:

Volunteered Hours



Public Works

Weekly Activities

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

WEEKLY MAINTENANCE ACTIVITIES								
Activity	Status							Notes
	Mon	Tue	Wed	Thur	Fri	Sat	Sun	
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				
Location	Status			Notes
	Not Started	In Progress	Completed	
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:

Project Title	Projects			Notes
	Not Started	In Progress	Completed	
Town Hall Bathroom Remodel		√		Planning Phase/Pushed to priority 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	Finalied	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	Finalied	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	Finalied	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)	<i>Unaudited Income/ (Loss) YTD FY20</i>	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)