



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
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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:** November 3, 2021

**SUBJECT:** Administrative Report

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

## Administration

- **Coronavirus Updates:** Town staff is continuing to monitor the impacts of the COVID-19 pandemic, including the rise and impact of the Delta Variant. On July 27, the CDC updated their masking guidelines recommending that all individuals, including those fully vaccinated, wear a face covering in public indoor settings in areas of substantial or high transmission. Prince William County is classified as High Transmission. At this time, masking inside town facilities, regardless of vaccination status, is required. Staff will continue to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA Update:** The Town Council received a briefing on the Coronavirus State and Local Fiscal Recovery Fund (CLFRF) regarding the town's expected distribution and the Interim Final Rule's guidance on uses. The Town is entitled to receive \$949,560.76 under the Non-Entitlement Unit (NEU) distribution, having received the first half on June 30, 2021, and the second tranche expected around June 2022. Staff is continuing to review the Interim Final Rule and develop a list of potential projects for future Council consideration as we wait for the Final Rule to be issued by the Treasury Department. Updates will continue to be provided as more information is received.
- **Musselman Legacy Tree:** The Musselman family has sold their family home located at 312 Commerce Street and requested that the Town relocate a blue spruce tree that was planted in honor of their family members from the property to town-owned property. The tree has been successfully relocated to the Town annex property and a plaque will be installed in honor of the Musselman family. The costs for the tree planting and plaque will be paid for by the Musselman family.
- **Intersection Improvements Update:** The intersection improvements that will include installation of ADA ramps and crosswalks at the intersections of Mill/Washington Street and Mill/Ellicott Streets will occur after January 1, 2022.
- **River Mill Park Bench Replacement:** An Eagle Scout will replace the three wooden benches in River Mill Park on October 31, 2021 with benches made of recycled shopping bags. A replacement bench at the far end of the park and a new bench at the Kayak Launch will be placed by town staff at a future date. Town staff is coordinating with Patriot Scuba's recycled bench program to place benches.

- **Tanyard Hill Paving:** VDOT paving of Tanyard Hill Road is scheduled for October 27, through October 29, 2021; weather permitting.
- **Amplified Outdoor Sound Permit:** An Amplified Outdoor Sound Permit has been established as per Town Code § 92.10. Information on the process is available on the Town's website; however, the permit process will not be enacted until Spring 2022. Staff will provide information to the businesses over the next few months in preparation for launching the permit program in early 2022.
- **FY2021 Audit:** The FY2021 Audit process will begin in November with a draft audit presentation planned for February 2022.
- **FY2022 Budget:** The FY2022 Adopted Budget document is under development and will be posted on the Town's website.
- **CARES Funds:** The funds the Town received through the CARES Act have been designated and must be fully distributed by December 31, 2021. Town staff worked with consultants for Prince William County to conduct an audit on the Town's CARES funds uses through March 2021. Staff is currently working with Prince William County on an audit of the Town's CARES funds uses through September. Staff is working to close out all remaining CARES Funds by the end of October.
- **Mill at Occoquan Project:** Facilitated pre-application meeting regarding forthcoming Architectural Review Board (ARB) application for the Mill at Occoquan project. Application was reviewed by the ARB at their September 28, 2021 meeting. Additional information was requested, and the hearing continued; the application will be scheduled to be heard by the ARB at a future ARB meeting to be scheduled. Sample materials are available at Town Hall to be viewed.
- **VDOT TAP Grant Project:** Participated in a meeting with representatives from Prince William County and VDOT regarding the County's TAP projects, specifically the Union Street sidewalk project that would connect the proposed Occoquan Greenway Trail to the Town's existing sidewalk along Ellicott Street. The project is being proposed by Prince William County Parks and includes sidewalk improvements along Ellicott Street, including adding a missing sidewalk connection near the intersection Mill and Ellicott Streets. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting, which has been provided to County staff. The project is being submitted as part of the County's TAP project list. Notification of award status is not expected until Spring 2022.
- **Community Strategy & Comprehensive Plan Update:** Staff is working with the Planning Commission to update the Comprehensive Plan, as well as develop a Community Strategy Plan as an addendum to the Comprehensive Plan. A public hearing for the Planning Commission is scheduled for November 16, for the Comprehensive Plan. Completion of the Community Strategy Plan is currently planned for spring 2022.
- **Regional Hazard Mitigation Plan Update:** Town staff is participating in the update to the Northern Virginia Hazard Mitigation Plan, which is updated every five years.
- **Meeting/Event Support:** (1) participated remotely in the International City/County Managers Association (ICMA) Annual conference; (2) participated in staff Craft Show after action meeting; (3) coordinated eagle scout project to replace three wooden benches in River Mill Park; (4) participated as a panelist in Leadership Prince William's Government Day; and (5) coordinated building permit required for Movie Night in River Mill Park.

#### **Treasurer Report - Supplemental Information**

The September 2021 Financial Report is included in the Town Council agenda packet. Additional information regarding current delinquencies is included below.

<b>BPOL Tax Delinquencies</b>		
<b>Business Name</b>	<b>Years of Delinquency</b>	<b>Date of Last Notice</b>
Ballywhack Inc.	1	10/20/2021

<b>Transient Tax Delinquencies</b>		
<b>Business Owner</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice</b>
Ballywhack Inc.	8	10/20/2021

<b>Meals Tax Delinquencies</b>		
<b>Business Name</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice</b>
Riverside Coffee/Baba & Me	3	8/23/2021

<b>Real Estate Delinquencies</b>				
<b>Property Owner</b>	<b>Years of Delinquency</b>	<b>Delinquent Tax Amount</b>	<b>Date of Last Notice</b>	<b>Notes</b>
CRUISE CLAUDIA A	1	\$293.03	10/26/2021	2019 Tax Year - Non-compliant
FEINGOLD DAVID S	1	\$48.84	9/29/2021	
FUGATE JIM R & LINDA L SURV	1	\$164.52	10/26/2021	
GOLKAR BARDIA	1	\$339.96	10/26/2021	
GRANNY'S COTTAGE INC	5	\$336.00	8/15/2021	Enforcement Pending
HOUGHTON RONALD	3	\$52.31	10/26/2021	Enforcement Pending
JONES SALUKA HALLIE	1	\$298.60	10/26/2021	2019 Tax Year - Non-compliant
KASTENS DOUGLASS & MARTA SURV	1	\$6.84	10/26/2021	
KIELY CHRISTOPHER & JILLIAN	1	\$218.28	10/26/2021	
KIM HAN SOL & HYUNJEONG SHIN SURV	1	\$43.25	10/26/2021	
LIGHT MARK D & RINA KOCSANY J-T SURV	1	\$44.66	10/26/2021	
LUDWIG CATHERINE	1	\$434.40	9/29/2021	
RAINEY NICOLE & ZACHARY	1	\$342.12	10/26/2021	
TOLBERT DOLORES	1	\$35.10	10/26/2021	

## **Engineering**

### **ACTIVE ITEMS:**

- **Fee Schedule - no change from last report:** Reviewing fee schedule with Town Manager for possible update.
- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Minor changes suggested on stream names. Town website included notification of changes to FIRM. Expected adoption of new mapping winter 2021, spring 2022. May require update of ordinance.

- **DEQ review of Town’s Chesapeake Bay Preservation Ordinances - update from last report:** DEQ report issued April 7, 2021 with Draft Corrective Action Plan issued for changes to Town code and Comprehensive Plan not later than March 31, 2022. Working with Town Manager and Town Attorney to craft appropriate language. Met to discuss schedule for public hearings in early 2022 and will coordinate draft with DEQ liaison. Planning Commission incorporating changes into Comprehensive Plan update.
- **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 - no change from last report:** Floodplain study comments by FEMA issued.
- **PWC Transportation Alternatives Program (TAP) grant projects - no change from last report:** Sidewalk extensions on Ellicott Street only, in conjunction with the PWC Park Authority.
- **PWC Transportation Mill Street pedestrian crosswalks - update from last report:** Crosswalks approved and ready for construction. Bid advertised and bid opening scheduled for first week of November 2021. Construction commencement after January 1, 2022.
- **Community Strategy - update from last report:** Working with Planning Commission on addendum to Comprehensive Plan to establish minimum standards for Town facilities. Preliminary outline presented to Planning Commission on August 26, 2021. Anticipated adoption in spring 2022.
- **Tree Replacements - update from last report:** Working with homeowners association for tree replacements on case-by-case basis.
- **Stormwater Management Grants - update from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town.
- **Site Plans Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
109 Poplar Lane	N/A	Dock extension	No submission to date

**INACTIVE ITEMS (no action/monitoring pending):**

- **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 September 30, to October 28 2021:

	Zoning Application #	Property Address	Activity
1	TZP2021-037	308 Poplar Alley Units C & D	Beauty Salon
2	TZP2021-038	301 Commerce Street, A	Church, under 25 seats

	Zoning Application #	Property Address	Activity
3	TZP2021-039	200 Mill Cross Lane	Replace hot water heater
4	TZP2021-040	Berrywood	Refuse Enclosure
5	TZP2021-041	301 Commerce Street, Unit C	New tenant for Hair Salon
6	TZP2021-042	204 Ellicott Street	New tenant for Permanent Makeup Shop
7	TZP2021-043	304 Mill Street, Suite 205	New Tenant real estate broker
8	TZP2021-044	266 Gaslight Landing Court	Replace gas furnace
9	TZP2021-045	1410 Occoquan Heights Ct.	Replace gas range
10	TZP2021-046	201 Union Street	Dumpster Enclosure
11	TZP2021-047	202 Mill Street	New fence
12	TZP2021-048	105 Washington Square Ct.	Home based e-commerce business

B. The following is a list of **new violation letters** from September 30, to October 28, 2021:

	Property Address	Violation	Town Action
1	201 Union Street – Riverside Coffee and Ice Cream (Baba & Me)	Unpermitted Signage	Final Violation Letter sent on 10/25/2021
2	201 Union Street – Zorbas	Unpermitted Signage	Numerous verbal warnings. Final Violation Letter sent on 10/25/2021

C. The following is a list of **active/previous violations** from September 30, to October 28, 2021:

	Property Address	Violation	Town Action
1	Berrywood	Refuse Enclosure Required	Met on-site with developer on 8/3 to discuss next steps and close out of project, including design of enclosure and location; Received ARB approval on enclosure design on 8/24; Zoning application approved. Awaiting construction.
2	201 Union St. – Riverside Coffee and Ice Cream (Baba & Me)	Unpermitted Signage	E-mail correspondence on 8/2/21 and 8/12/21 to work with owner on compliance; some signs removed – some violations remain; <i>Referred to enforcement for action- see above.</i>
3	307 Commerce St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Working with property owner to develop Action Plan</i>
4	204 Ellicott St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed – In Progress</i>
5	303 Commerce St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed – In Progress</i>
6	201 Union St.	Refuse Enclosure Required	Letter - 1 <sup>st</sup> Enforcement Action; Town Manager attempted to work with property owner to bring into compliance; property owner – last written communication requesting complete zoning application sent 8/25 – Zoning Application submitted 10/21/21. Meeting on-site with ZA 11/4 to discuss options for compliance.
7	199 Union St.	Sign exceeding count (3 <sup>rd</sup> instance of violation)	Violation noted on 9/29; Violation abated as of 10/28/21; <i>Resolved.</i>
8	440 Mill Street – 13 Magikal Moons	Use of yard sign for commercial use	Emailed business owner on 9/29; violation abated same day; <i>Resolved</i>
9	206 Mill Street	Internally lit sign	Emailed business owner. Violation abated; <i>Resolved</i>

## 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 August 31, 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.
PLB2020-00752	201 Mill Street	Plumbing	Issued	10/1/2019	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
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
BLD2018-02984 ELE2020-04159 GAS2021-00349 MEC2021-00002 PLB2021-00536	430 Mill Street - Kiely Court	Various	Issued	2019-2021	Kiely Court Project - in progress
Various	1551 - 1556 Rivertown Place	Various	Issued	Various	Rivertown Overlook Project - in progress

Staff will work 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 patrol and business coverage in town. Marine patrol on weekends continued. Continued community policing and safe sidewalks. Continued speed enforcement on Route 123, Washington

Street, and Union Street/Tanyard Hill Road. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety.

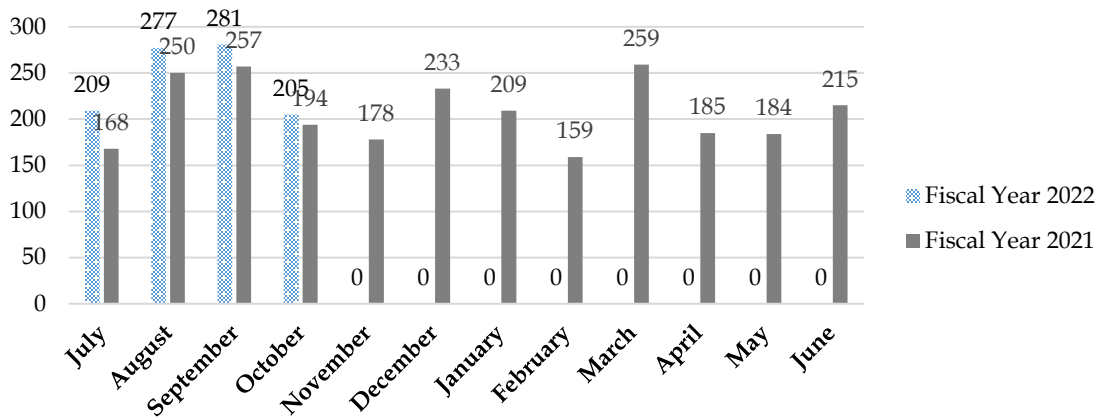
**Community Relations**

Engaged in foot and bike patrols during times of high pedestrian traffic in Town. Officers provided coverage for events in River Mill Park. Chief and officers spoke with business owners and residents throughout the month.

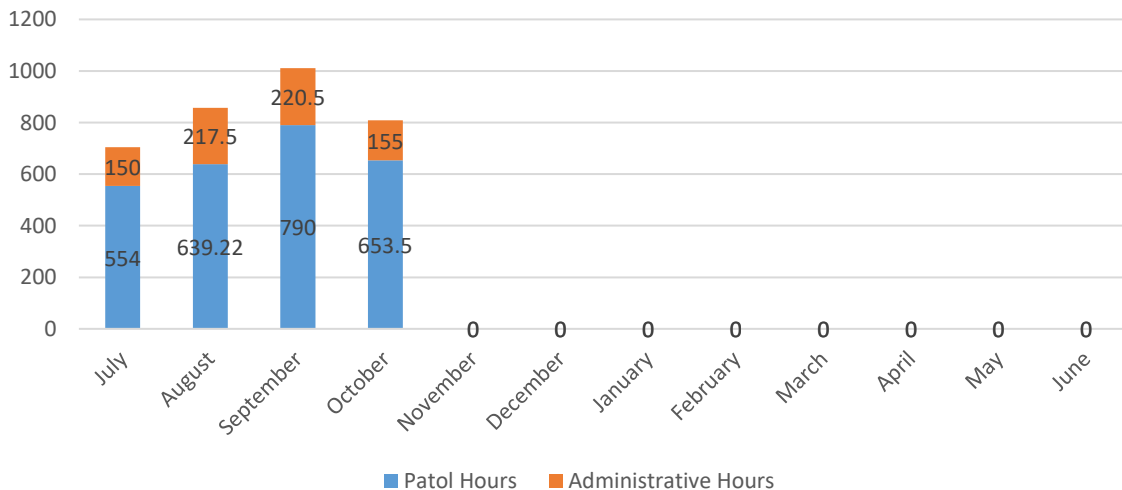
**Patrol and Enforcement Activities**

As of October 26<sup>th</sup>, in the month of October, the Town Police made 62 business checks and 113 park checks. The Town Police also had 98 non-traffic calls for service, with 13 disabled vehicles/motorist assist calls, 8 roadway obstruction calls, 7 suspicious persons/vehicle calls, 7 trespassing calls, 6 vehicle accidents, 4 disorderly/assault in progress calls, 4 medical/mental health calls, 3 boating safety violations (grouped together as part on Marine Patrol), 3 domestic in progress calls, 3 attempted suicide/missing person calls, 3 welfare checks, 2 alarm calls, 2 animal calls, 2 lost/found property calls, 2 hit & run calls, 2 fleeing and eluding calls, 2 intoxicated in public call, 2 civil marijuana charges, 1 impaired driving calls, 1 stolen vehicle call, 1 theft call, 1 neighbor dispute call, 1 landlord/tenant dispute, 1 felony arrest, 1 felony warrant service arrest, 1 drunk in public arrest, 2 DUI arrests, multiple service/assist calls, and issued 205 traffic summonses, 65 parking violations, and 27 warnings.

**Traffic Summonses FYTD (GRAPH)**



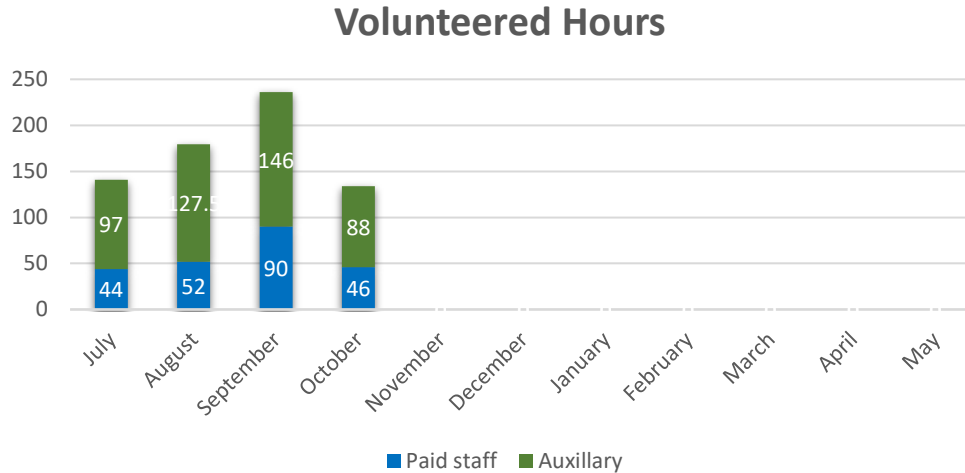
**Patrol/Administrative Hours FYTD (GRAPH)**





**Volunteer in Police Service**

For fiscal year 2022, our auxiliary police officers and paid police staff have donated a total of 690.5 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



**Public Works**

**Weekly Activities**

The Public Works Department engages in the following 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

**Maintenance Highlights**

- Eagle Scout to install replacement benches in River Mill Park on October 31; replacement of missing bench in park and new bench at Kayak Launch scheduled for later date
- Provided event support for Trivia Night, Movie in the Park, private wedding (set up, break down, cleanup)
- Provided preparations for weather events; responded as needed



- Weekly Maintenance activities include: gaslight mantle replacement, staff street sweeping, public trash removal, public bathroom checks, park and facility checks, graffiti check/removal, dog waste bag station check/refill, and litter removal.
- Preparing Scope of Work for paving projects for FY2022
- Seeking quotes for turf repair at River Mill Park – FY2023
- Obtaining quotes for HVAC unit replacements at Town Hall and 200 Mill Street

### Upkeep and Maintenance Projects

Below is an updated list of maintenance activities with statuses updated as of October 29, 2021:

Project	Not Started	In Progress	Completed	Notes
Town Hall Bathroom Remodel	X			
Town Hall Kitchen Remodel	X			
Paint Door and Repair Windows on Storage Building			X	
River Mill Bathroom Upgrades	X			Touchless faucet
Repair Town Hall Eve Damaged due to Tree	X			Need Quote
Repair/Replace Hazardous Boards on Riverwalk		X		Some boards replaced
Obtain Estimates for Gutter Guards on Town buildings	X			
Clean Lower Level Emergency Exit Stairs at Town Hall	X			
Install Custom Bricks at River Mill Park		X		Ongoing
Backup Generator Project		X		Paused
Paint cigarette Urns	X			
Install new fence at Mamie Davis Park	X			
Install replacement bench in River Mill Park		X		Scheduled - waiting for bench
Paint street sign poles black outside of historic district		X		
Paint Yellow curbs	X			Push to Spring 2022
Paint craft show booth numbers			X	
Address dirt area near LOVE sign steps	X			
Paint Town Hall front steps sides	X			
Replace Town Hall landscape lighting		X		
Repair concrete steps at Town Hall	X			
Repair Cart			X	
Clean/Maintain River Mill Park Light/Poles		X		
Remove oxidization on water fountains at RMP			X	
Clean off Kayak Ramp			X	Requires occasional debris removal
Repair broken light on Fairfax side of footbridge		X		Parts ordered
Replace hinges on River Mill Park bathroom doors		X		hinges received
Develop Art installation project for Agnes Commemoration		X		
Install curbstops along fence line in Town parking lot	X			

Project	Not Started	In Progress	Completed	Notes
Remove graffiti from under bridge (ongoing), town		X		Ongoing
Replace sensor at RMP for park lights		X		Quote Received
Repair broken spindles on MDP gazebo		X		Pickets Ordered; Repair pending
Winterize MDP (contractor)		X		Scheduled in November
Install Rain Barrel at Town Hall			X	
Relocated Musselman tree			X	
Support Halloween Event; Build Hayride - 10/30			X	
Obtain Quote for electrical along fence line in RMP		X		
Repair town portable generator		X		
Support Halloween movie event - 10/23			X	
Repair Holiday Wreaths		X		Scheduled for 11/15
Check Drains/Stormwater facilities pre-storm - 10/29			X	
Install Holiday Wreaths			X	Scheduled for 11/16 + 11/17
Eagle Scout Project - replace wooden benches in RMP		X		Scheduled for 10/31

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

Location	Not Started	In Progress	Completed	Notes
Corner by Post Office		X		Contractor Quote requested - concrete curb/rebuild needed
206 Mill Street		X		Contractor Quote requested - concrete curb/rebuild needed
Location	Not Started	In Progress	Completed	Notes
Town Hall	X			
203 Union Street		X		Contractor Quote requested - concrete curb/rebuild needed
Corner of Center/Washington		X		Contractor Quote requested - connect concrete into Brick, repair brick work
304 Mill Street (Ballywhack Shack)		X		Brick over dirt area - Contractor Quote requested

*\*Staff is identifying and marking loose/broken bricks to be replaced in-house.*

## Events and Community Development

- **Trivia Night, November 12:** Our popular Trivia Night series closes this month for the year with our final event scheduled for November 12. Contestants rent a picnic circle in the park for a trivia session of six rounds; tickets can be purchased online or at the door. Guests are asked to bring their own camp chairs or blankets. Mayor Porta will host and Councilmember Bienia will act as judge and score keeper. More information can be found at [occoquanva.gov/trivia](http://occoquanva.gov/trivia). Patriots for Disabled Divers will offer adult beverages and snacks at the DIVE Bar.
- **Un-Trim-A-Tree:** The Town is continuing the tradition of partnering with Volunteer Prince

William where members of the public can sponsor a child for the holidays by purchasing two new unwrapped gifts valued up to \$75 combined. The tree inside Town Hall over the holidays will have the tags hung on it that include the child's name, age, clothing size and toy interest. Collect tags, go shopping, and bring the unwrapped, new gifts to Town Hall (or Patriot Scuba or Hitchcock Paper) for drop off, along with the tag. Please bring unwrapped gifts along with the tag to Town Hall or other designated location **by November 30**.

- **HolidayFest:** With the town entirely decorated, the holidays are a special time in Occoquan. This year, the HolidayFest event kicks off with lighting the town tree and concludes with a festive staged reading of *A Christmas Carol* in River Mill Park.
    - Saturday, November 20: Tree Lighting
    - November 20 – December 12: Passport Event
    - December 3: Gingerbread Contest Entries Due
    - December 4, 5: Holiday Artisan Market
    - December 11, 12: A Christmas Carol in River Mill Park
  - **Annual Town Tree Lighting November 20:** Our annual tree lighting ceremony is on Saturday, November 20 at 8 pm at Town Hall. This event kicks off HolidayFest in Occoquan and many businesses will be open late.
  - **Shop, Dine, & Win Passport Event Nov 20 – Dec 12:** The Occoquan Business Partners invite patrons to shop and dine at favorite Occoquan businesses for a chance to win gift cards to use this holiday season. This event coincides with National Shop Small Weekend on November 26 through 28. More info can be found at [visitoccoquan.com/holiday](http://visitoccoquan.com/holiday).
  - **Third Annual Gingerbread House Contest:** Community members are invited to build a fun gingerbread creation by December 3, 2021, and enter to win OCQ gift cards. Categories include: Traditional Gingerbread, Authentic Reproduction of a Structure in Occoquan, and Youth Gingerbread Creations. Judging will take place online and winners announced on Saturday, December 11, at noon via Facebook Live. For more info and entry forms, see [occoquanva.gov/occoquan-events/gingerbread-contest/](http://occoquanva.gov/occoquan-events/gingerbread-contest/).
  - **Holiday Artisan Market December 4-5:** Based on the success of the spring Artisan Markets, staff has planned a Holiday Market in our beautifully decorated park. Included in the festivities will be opportunities for cocoa and caroling, smore kits and roasting marshmallows. Santa will arrive by boat at the town dock on December 4, at 10:30 am. Children are then invited to escort Santa to River Mill Park. He will be ready to visit with families from 11 am to 3 pm both market days. Caroling and roasting marshmallows will take place from 4 pm to 8 pm on December 4. Free shuttle service from the commuter lot at 123 and Old Bridge Road will be available during this event. Market dates and times: December 4, 11 am to 8 pm and December 5, 11am to 4pm. Volunteers to help load in vendors Saturday morning and to booth sit for vendors are welcome. Contact Julie Little a [jlittle@occoquanva.gov](mailto:jlittle@occoquanva.gov) to volunteer.
  - **A Christmas Carol December 11-12:** HolidayFest concludes with a festive stage reading of *A Christmas Carol* in River Mill Park, featuring Castaways Repertory Theatre. Seatings are at 3 pm and 5 pm on December 11 and 12.
- 
- **Fall Arts & Crafts Show Report**

The Fall Arts & Crafts Show made its highly anticipated return in the streets of the historic district on September 25 and 26, 2021. Weather was a lovely mid 70s both days. Patrons seemed quite pleased to attend and were ready to shop. The beer garden in River Mill Park was a welcome addition as evidenced by the numbers of patrons consistently in the park over the weekend. In an after-action survey, vendors reported overwhelmingly that their sales from the weekend were above expectations or significantly higher than expectations. A total of 217

vendors supported the event, a decrease from 256 in Fall 2019, though a higher percentage of new vendors were welcomed to participate this year: 54% of the vendors in the crafter/artist category were new to the show. Bus revenues were the second highest in recent record for a fall show. Post-COVID expenditures increased as expected. In particular, shuttle expenses increased by 67% over Fall 2019. *The numbers provided below are unaudited, preliminary figures.*

**By the Numbers  
Vendor Participation**

Category	Number of Vendors <sup>1</sup>	
	Fall 2021	Fall 2019
Crafter/ Artist	136 <sup>2</sup>	150
Commercial	16	33
Food	11	15
Town Businesses	35	41
Sponsors	3	1
Non-Profit	16	17
<b>Total</b>	<b>217</b>	<b>257</b>

**By the Numbers  
Expenses vs. Revenues - 2021 Fall Show**

Expense Category	Actual Expense
Shuttles	26,953
Rentals (Tables/ Chairs, Porta Johns)	4,061
Day of Show Support	1,180
Security/Traffic Control	4,860
Advertising	4,255
Materials and Supplies	2,833
Entertainment	1,100
Bank Fees	645
<b>Total Expenses</b>	<b>\$45,887</b>
Revenue Category	Actual Revenue
Booth Rentals	62,475
Shuttles	28,268
Vendor Parking	2,775
Merchandise	223
Sponsors	3,325
<b>Total Revenue</b>	<b>\$97,066</b>
<b>Net Revenues</b>	<b>\$51,179</b>

**By the Numbers - Budget vs. Actual**

Year		Budget	Actual	% to Budget
Fall 2021	Revenue	122,600	97,066	(20.8%)
	Expense <sup>3</sup>	45,560	45,887	0.7%
	Net	77,040	51,179	(33.6%)
Fall 2019	Revenue	101,975	106,857	4.8%
	Expense	50,977	46,002	(9.8%)
	Net	50,998	61,000	19.6%

**Historical Information - Net Revenues Fall Arts and Craft Shows  
Including indirect costs<sup>4</sup>**

2019	2018	2017	2016	2015	2014	2013
\$48,802	\$69,433	\$58,604	\$60,474	\$49,136	\$63,114	\$55,964

<sup>1</sup> Indicates number of individual vendors, not number of booths sold

<sup>2</sup> Seventy-three vendors in this category were new to the Fall Arts and Crafts Show this year

<sup>3</sup> Director salary and payroll taxes not included

<sup>4</sup> Indirect costs include estimated Director salary and payroll taxes for half a year

**Town of Occoquan - Permit Report  
October 2021**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2021-04934	124 COMMERCE ST	INSTALLATION OF GENERATOR	Electrical	Pending	C - Accessory Structure		
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN OF OCCOQUAN.	Building	Pending	C - Alteration/Repair		
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	
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FURNACE LIKE FOR LIKE	Gas	Issued	C - Alteration/Repair	09/20/2018	
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019	
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018-00224	Building	Issued	C - Alteration/Repair	02/23/2018	
BLD2021-06635	415 MILL ST	TLO FOR POPPS	Building	Pending	C - Tenant Layout		
ELE2022-00482	415 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	415 MILL ST	TLO FOR POPPS	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	415 MILL ST	TLO FOR POPPS	Plumbing	Pending	C - Tenant Layout		
BLD2022-01583	416 MILL ST	Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Building	Pending	C - Tenant Layout		
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT SPECIFIC SFD - PRIOR TO BEGINNING CONSTRUCTION ON NEW SFD, BLD2019-04458 (SHEETING & SHORING) MUST HAVE AN APPROVED FINAL INSPECTION/BE COMPLETED.	Building	Issued	R - New Single Family Dwelling	04/15/2019	
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwelling	04/07/2020	
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	
MEC2021-00002	430 MILL ST	DUCTWORK AND HVAC INSTALL **05/14/2021** added prefab fireplace to permit	Mechanical	Issued	R - New Single Family Dwelling	08/26/2020	
PLB2021-00536	430 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwelling	08/31/2020	
ELE2022-00668	440 MILL ST	correct crawl space wiring	Electrical	Issued	R - Alteration/Repair	08/09/2021	
BLD2022-02422	458 MILL ST	TEMPORARY INFLATABLE MOVIE SCREEN - EVENT ON 10/23/2021	Building	Issued	C - Temporary Activity	10/22/2021	
GAS2022-00649	200 MILL CROSS LN	Replace 50 gal gas hot water heater	Gas	Finald	R - Alteration/Repair	10/11/2021	10/21/2021
BLD2021-07405	1603 MOUNT HIGH ST	20'x23'-6" Second floor addition over existing garage	Building	Finald	R - Addition	07/06/2021	10/13/2021
ELE2022-00477	1603 MOUNT HIGH ST	electrical for 20'x23'-6" Second floor addition over existing garage	Electrical	Finald	R - Addition	07/28/2021	10/13/2021
MEC2022-00214	1603 MOUNT HIGH ST	ADD 15000 BTU MINI SPLIT SYSTEM	Mechanical	Finald	R - Addition	07/26/2021	10/13/2021
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W 2 X 4 STAIRS BUILT TO GRADE	Building	Issued	R - Addition	11/26/2019	
BLD2014-05879	1441 OCCOQUAN HEIGHTS CT	DECK	Building	Issued	R - Addition	04/25/2014	
BLD2022-01366	101 POPLAR LN	Create opening in existing wall in basement.	Building	Issued	R - Alteration/Repair	09/30/2021	
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Pending	R - New Single Family Dwelling		
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018	
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	

**Town of Occoquan - Permit Report  
October 2021**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2022-01737	1552 RIVERTOWN PL	INSTALL 200 AMPS SERVICE / LTS/SW/SM/ OUTLETS	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00768	1552 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00972	1552 RIVERTOWN PL	Installation of A/C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00888	1552 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018	
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2022-01736	1554 RIVERTOWN PL	INSTALL 200 AMPS SERVICE SW/ SM / OUTLETS / LTS	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00767	1554 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00971	1554 RIVERTOWN PL	Installation of new A/C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00887	1554 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018	
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2022-01735	1556 RIVERTOWN PL	Install 200 amps service / outlet's / SW/ SM/ LTS by code	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00766	1556 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00973	1556 RIVERTOWN PL	Installation of A.C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00886	1556 RIVERTOWN PL	rough in plumbing for new construction	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PAY BCE ADMIN FEE***	Building	Issued	C - Alteration/Repair	01/31/2018	
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN RESIDENCE ON THE SECOND FLOOR. 1 BATH, 1 DRAIN.	Plumbing	Issued	C - Alteration/Repair	01/31/2018	
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPACE FOR FUTURE TENANT	Building	Issued	Demolition	02/12/2020	
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO	Building	Pending	C - Tenant Layout		
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2021-00690	202 UNION ST	SALAD SALOON - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Pending	C - Tenant Layout		
ELE2022-01996	206 UNION ST	Converting existing retails space to new Nail Salon.	Electrical	Pending	C - Tenant Layout		
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018	
BLD2022-01979	105 VISTA KNOLL DR	12' X 20' OPEN DECK NO STAIRS - PER PLANS	Building	Issued	R - Addition	09/29/2021	
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Issued	R - Alteration/Repair	11/09/2020	
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Issued	R - Alteration/Repair	11/15/2020	
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Issued	R - Alteration/Repair	11/20/2020	
PLB2021-02432	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Plumbing	Issued	R - Alteration/Repair	04/01/2021	



**Town of Occoquan - Permit Report  
October 2021**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Building	Issued	R - Alteration/Repair	08/13/2018	
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Electrical	Issued	R - Alteration/Repair	08/16/2018	
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Plumbing	Issued	R - Alteration/Repair	08/15/2018	
PLB2021-00738	142 WASHINGTON ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	09/23/2020	
BLD2022-01142	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Building	Issued	C - Tenant Layout	09/28/2021	
ELE2022-01465	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Electrical	Pending	C - Tenant Layout		
MEC2022-00655	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Mechanical	Pending	C - Tenant Layout		
PLB2022-00561	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Plumbing	Pending	C - Tenant Layout		
BLD2021-06519	206 WASHINGTON ST	TENANT LAYOUT FOR VILLAGE AMERICANA FURNITURE - CONVERTING FIRST FLOOR OF FORMER SFD	Building	Pending	C - Tenant Layout		
MEC2021-02457	206 WASHINGTON ST	TENANT LAYOUT FOR VILLAGE AMERICANA FURNITURE - CONVERTING FIRST FLOOR OF FORMER SFD	Mechanical	Pending	C - Tenant Layout		
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018	

**END OF REPORT**

Permit Issued Over 2 Years Old  
Development Project



**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 09/30/2021**

	As of 7/1/21 (unaudited)	<i>Unaudited</i> <i>Income/ (Loss)</i> <i>YTD FY22</i>	As of 9/30/2021
<b>Nonspendable:</b>			
<b>Inventory</b>	-	\$ -	\$ -
<b>Restricted:</b>			
<b>Mamie Davis Fund</b>	100,000	\$ -	\$ 100,000
<b>Assigned:</b>			
<b>Operating Reserves</b>	103,636	\$ -	\$ 103,636
<b>Events Fund</b>	25,000	\$ 23,807	\$ 48,807
<b>CIP Fund *</b>	148,900	\$ -	\$ 148,900
<b>Financing Proceeds</b>	25,271	\$ -	\$ 25,271
<b>Public Safety Grant Fund</b>	58,849	\$ 4,554	\$ 63,403
<b>CARES Act fund</b>	7,933	\$ (4,857)	\$ 3,076
<b>ARPA Fund</b>	474,780	\$ -	\$ 474,780
<b>Mamie Davis Park Fund</b>	9,510	\$ 169	\$ 9,678
<b>PEG Fund</b>	1,313	\$ -	\$ 1,313
<b>Public Art Fund</b>	\$ 500	\$ -	\$ 500
<b>Subtotal Assigned:</b>	\$ 855,693	\$ 23,672	\$ 879,365
<b>Unassigned</b>	-	\$ (46,561)	\$ (46,561)
<b>Total Available Fund Balance:</b>	<b>\$ 955,693</b>	<b>\$ (22,889)</b>	<b>\$ 932,804</b>

\*CIP paid by CARES is counted in CARES only

The Town of Occoquan  
Balance Sheet Prev Year Comparison  
As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 49	\$ 100	\$ (51)
10020 · Sun Trust Operating 0438	\$ -	\$ 40,421	\$ (40,421)
10022 · Operating Account 0058	\$ 53,690	\$ 189,659	\$ (135,970)
10029 · Events Fund - Checking 3126	\$ 62,750	\$ -	\$ 62,750
10030 · Events Fund - Checking B&H	\$ 18,416	\$ 6,828	\$ 11,588
10031 · Events Fund - MM/CD	\$ 200,000	\$ 200,000	\$ -
10033 · Events Fund - Paypal	\$ 6,010	\$ 2,612	\$ 3,398
10034 · VIP - Investment Pool			
25-0001 · VIP 1-3 Year Bond Fund 0001	\$ 225	\$ -	\$ 225
25-5001 · VIP NAV Liquidity Pool 5001	\$ 474,807	\$ 9,509	\$ 465,298
Total 10034 · VIP - Investment Pool	\$ 475,033	\$ 9,509	\$ 465,523
10080 · Mamie Davis - Checking	\$ 6,893	\$ 6,351	\$ 542
10081 · Mamie Davis - MM/CD	\$ 100,000	\$ 100,000	\$ -
10091 · Bricks - PayPal	\$ 257	\$ 298	\$ (41)
10094 · Event Fund - MM 5997	\$ 15,551	\$ 2,571	\$ 12,980
10095 · Bricks MM 2125	\$ 11,298	\$ 9,208	\$ 2,090
Total Checking/Savings	\$ 949,945	\$ 567,557	\$ 382,388
Accounts Receivable			
10180 · Accounts Receivable	\$ 44,139	\$ 18,566	\$ 25,573
Total Accounts Receivable	\$ 44,139	\$ 18,566	\$ 25,573
Other Current Assets			
10190 · Real Estate Receivable	\$ 2,039	\$ 2,039	\$ -
14990 · Undeposited Funds	\$ 4,661	\$ 395	\$ 4,266
Total Other Current Assets	\$ 6,700	\$ 2,434	\$ 4,266
Total Current Assets	\$ 1,000,784	\$ 588,558	\$ 412,226
<b>TOTAL ASSETS</b>	<b>\$ 1,000,784</b>	<b>\$ 588,558</b>	<b>\$ 412,226</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 31,683	\$ 4,423	\$ 27,260
Total Accounts Payable	\$ 31,683	\$ 4,423	\$ 27,260
Credit Cards			
22000 · Credit Cards			
22020 Home Depot	\$ 307	\$ 129	\$ 178
22010 · ExxonMobil	\$ 1,211	\$ 874	\$ 338
22030 · Lowe's Proservices	\$ 500	\$ (63)	\$ 563
22040 · United Bank Credit Cards	\$ 4,686	\$ 6,596	\$ (1,910)
Total 22000 · Credit Cards	\$ 6,704	\$ 7,536	\$ (831)
Total Credit Cards	\$ 6,704	\$ 7,536	\$ (831)
Other Current Liabilities			
20935 · Performance Bond	\$ 4,568	\$ 4,568	\$ -
20960 · Unearned Other Revenue			
20970 · Rental	\$ 1,538	\$ 500	\$ 1,038
20972 · Unearned CARES Act Revenue	\$ 7,933	\$ 87,599	\$ (79,666)
20973 · Unearned ARPA Revenue	\$ 474,780	\$ -	\$ 474,780
Total 20960 · Unearned Other Revenue	\$ 484,252	\$ 88,099	\$ 396,153
20980 · Unearned R.E. Tax	\$ 8,760	\$ 2,039	\$ 6,721
21100 · Fire Dept Grant Pass-thru	\$ 15,000	\$ -	\$ 15,000
21200 · Payroll Liabilities			
21230 · VRS Employee Contributions	\$ (929)	\$ (594)	\$ (335)
Total 21200 · Payroll Liabilities	\$ (929)	\$ (594)	\$ (335)
Total Other Current Liabilities	\$ 511,650	\$ 94,111	\$ 417,539
Total Current Liabilities	\$ 550,038	\$ 106,071	\$ 443,967
Total Liabilities	\$ 550,038	\$ 106,071	\$ 443,967
Equity			
Total Equity	\$ 456,217	\$ 482,487	\$ (26,270)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,006,255</b>	<b>\$ 588,558</b>	<b>\$ 417,697</b>

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

	Jul - Sep 21	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · TAXES</b>				
40010 · Real Estate	\$ -	\$ 249,189	\$ (249,189)	0%
40020 · Meals Tax	\$ 75,867	\$ 228,000	\$ (152,133)	33%
40030 · Sales Tax	\$ 5,608	\$ 30,000	\$ (24,392)	19%
40040 · Utility Tax	\$ 5,543	\$ 28,800	\$ (23,257)	19%
40050 · Communications Tax	\$ 8,186	\$ 35,000	\$ (26,814)	23%
40060 · Transient Occupancy Tax	\$ 3,313	\$ 11,200	\$ (7,887)	30%
<b>Total 40000 · TAXES</b>	<b>\$ 98,517</b>	<b>\$ 582,189</b>	<b>\$ (483,672)</b>	<b>17%</b>
<b>41000 · FEES/LICENSES</b>				
41010 · Vehicle License	\$ 380	\$ 12,000	\$ (11,620)	3%
41020 · Business Licenses	\$ 8,835	\$ 68,800	\$ (59,965)	13%
41030 · Late Fees	\$ 108	\$ 2,500	\$ (2,392)	4%
41040 · FINES (PUBLIC SAFETY)	\$ 67,463	\$ 297,580	\$ (230,117)	23%
41100 · Administrative Fees	\$ 1,710	\$ 5,000	\$ (3,290)	34%
41120 · Service Revenue - Eng	\$ 5,295	\$ 10,000	\$ (4,705)	53%
41130 · Service Revenue - Legal	\$ 2,761	\$ 10,000	\$ (7,239)	28%
41140 · Service Revenue - Other	\$ -	\$ 1,000	\$ (1,000)	0%
41170 · E-Summons	\$ 742	\$ 7,000	\$ (6,258)	11%
41000 · FEES/LICENSES - Other	\$ -	\$ 2,500	\$ (2,500)	0%
<b>Total 41000 · FEES/LICENSES</b>	<b>\$ 87,764</b>	<b>\$ 416,380</b>	<b>\$ (328,616)</b>	<b>21%</b>
<b>42000 · GRANTS</b>				
42010 · LITTER	\$ -	\$ 1,050	\$ (1,050)	0%
42020 · HB 599	\$ 5,922	\$ 23,686	\$ (17,764)	25%
42021 · NHSTA (DMV)	\$ -	\$ 14,594	\$ (14,594)	0%
<b>Total 42000 · GRANTS</b>	<b>\$ 5,922</b>	<b>\$ 39,330</b>	<b>\$ (33,408)</b>	<b>15%</b>
<b>43000 · RENTALS</b>				
43010 · Town Hall	\$ -	\$ 500	\$ (500)	0%
43020 · River Mill Park	\$ 700	\$ 2,000	\$ (1,300)	35%
43030 · Mamie Davis Park Rental	\$ 550	\$ 2,000	\$ (1,450)	28%
43040 · 200 Mill St	\$ -	\$ 7,500	\$ (7,500)	0%
<b>Total 43000 · RENTALS</b>	<b>\$ 1,250</b>	<b>\$ 12,000</b>	<b>\$ (10,750)</b>	<b>10%</b>
<b>44000 · OTHER</b>				
44010 · General Fund Interest	\$ 308	\$ 120	\$ 188	256%
44060 · Other	\$ 52	\$ 1,000	\$ (948)	5%
<b>Total 44000 · OTHER</b>	<b>\$ 361</b>	<b>\$ 1,120</b>	<b>\$ (759)</b>	<b>32%</b>
<b>Total Income</b>	<b>\$ 193,834</b>	<b>\$ 1,051,019</b>	<b>\$ (857,185)</b>	<b>18%</b>
<b>Gross Profit</b>	<b>\$ 193,834</b>	<b>\$ 1,051,019</b>	<b>\$ (857,185)</b>	<b>18%</b>
<b>Expense</b>				
<b>Total 60000 · PERSONNEL SERVICES</b>	<b>\$ 126,565</b>	<b>\$ 633,918</b>	<b>\$ (507,353)</b>	<b>20%</b>
<b>Total 60400 · PROFESSIONAL SERVICES</b>	<b>\$ 28,939</b>	<b>\$ 156,770</b>	<b>\$ (127,831)</b>	<b>18%</b>
<b>Total 60800 · INFORMATION TECH SERV</b>	<b>\$ 7,274</b>	<b>\$ 27,205</b>	<b>\$ (19,931)</b>	<b>27%</b>
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	<b>\$ 8,303</b>	<b>\$ 20,008</b>	<b>\$ (11,705)</b>	<b>41%</b>
<b>Total 61600 · OPERATIONAL SERVICES</b>	<b>\$ 1,962</b>	<b>\$ 7,500</b>	<b>\$ (5,538)</b>	<b>26%</b>
<b>Total 62000 · CONTRACTS</b>	<b>\$ 26,913</b>	<b>\$ 82,000</b>	<b>\$ (55,087)</b>	<b>33%</b>
<b>Total 62400 · INSURANCE</b>	<b>\$ 8,608</b>	<b>\$ 28,000</b>	<b>\$ (19,392)</b>	<b>31%</b>
<b>Total 62800 · PUBLIC INFORMATION</b>	<b>\$ 1,002</b>	<b>\$ 2,500</b>	<b>\$ (1,498)</b>	<b>40%</b>
<b>Total 63200 · ADVERTISING</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ (2,000)</b>	<b>0%</b>
<b>Total 63600 · TRAINING AND TRAVEL</b>	<b>\$ 5,622</b>	<b>\$ 16,450</b>	<b>\$ (10,828)</b>	<b>34%</b>
<b>Total 64000 · VEHICLES AND EQUIPMENT</b>	<b>\$ 6,925</b>	<b>\$ 23,530</b>	<b>\$ (16,605)</b>	<b>29%</b>
<b>Total 64400 · SEASONAL</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ (3,000)</b>	<b>0%</b>
<b>64700 · FACILITIES EXPENSE</b>				
<b>Total 64800 · TOWN HALL</b>	<b>\$ 4,118</b>	<b>\$ 10,690</b>	<b>\$ (6,572)</b>	<b>39%</b>

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

	Jul - Sep 21	Annual Budget	Over/(Under) Budget	% of Budget
Total 65200 · MILL HOUSE MUSEUM	\$ -	\$ 6,090	\$ (6,090)	0%
Total 65600 · 200 Mill Street	\$ 437			
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 1,147	\$ 5,910	\$ (4,763)	19%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 4,336	\$ 14,970	\$ (10,634)	29%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 589	\$ 2,650	\$ (2,061)	22%
Total 68400* · STREETS AND SIDEWALKS	\$ 53	\$ 700	\$ (647)	8%
Total 68800 · HISTORIC DISTRICT	\$ 3,868	\$ 14,100	\$ (10,232)	27%
Total 64700 · FACILITIES EXPENSE	\$ 14,549	\$ 55,360	\$ (40,811)	26%
Total Expense	\$ 236,663	\$ 1,058,241	\$ (821,578)	22%
Net Ordinary Income	\$ (42,829)	\$ (7,222)	\$ (35,607)	593%
General Fund Net Income	\$ (42,670)	\$ (7,222)	\$ (35,448)	591%

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS	\$ -	\$ 5,000	\$ (5,000)	0%
Net Ordinary Income	\$ -	\$ 5,000	\$ (5,000)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ -	\$ 10,000	\$ (10,000)	0%
70002 · Intersection Improvements	\$ -	\$ 3,400	\$ (3,400)	0%
70003 · Street Maintenance	\$ -	\$ 83,000	\$ (83,000)	0%
70004 · Sidewalk Maintenance	\$ -	\$ 12,000	\$ (12,000)	0%
70005 · Building Maintenance	\$ -	\$ 5,000	\$ (5,000)	0%
70006 · Stormwater Management	\$ -	\$ 10,000	\$ (10,000)	0%
70014 · Timed Parking Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
70015 · Gaslight Banner Replacement	\$ -	\$ 5,000	\$ (5,000)	0%
72006 · Riverwalk	\$ -	\$ 10,000	\$ (10,000)	0%
74001 · Vehicles & Equipment	\$ -	\$ 5,000	\$ (5,000)	0%
74002 · In-Vehicle Laptop Replace	\$ -	\$ 4,000	\$ (4,000)	0%
74003 · Body Armor	\$ -	\$ 1,000	\$ (1,000)	0%
CARES Funds: 76005 · A/V Equipment - Town Hall	\$ 4,194			
Total 70000 · CIP EXPENSE	\$ 4,194	\$ 153,900	\$ (149,706)	3%
Total Other Expense	\$ 4,194	\$ 153,900	\$ (149,706)	3%
Net Other Income	\$ (4,194)	\$ (153,900)	\$ 149,706	3%
Net Income	\$ (4,194)	\$ (148,900)	\$ 144,706	3%

EVENT FUND

Ordinary Income/Expense				
Income				
44000 · OTHER				
44020 · Events Fund Interest	\$ 274	\$ 3,000	\$ (2,726)	9%
44040 · Bricks Revenue	\$ 467	\$ 3,000	\$ (2,533)	16%
Total 44000 · OTHER	\$ 742	\$ 6,000	\$ (5,258)	12%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 3,728	\$ 10,000	\$ (6,272)	37%
47020 · Booth Rentals	\$ 52,093	\$ 170,600	\$ (118,507)	31%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 6,720	\$ 9,590	\$ (2,870)	70%
47030 · Shuttle Fees	\$ 28,268	\$ 53,000	\$ (24,732)	53%
47040 · Parking Space Sales	\$ 2,925	\$ 6,000	\$ (3,075)	49%
47060 · Merchandise	\$ 785	\$ 1,000	\$ (215)	79%

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

	Jul - Sep 21	Annual Budget	Over/(Under) Budget	% of Budget
47081 - Alcohol	\$ -	\$ 3,600	\$ (3,600)	0%
Total 47000 - EVENTS REVENUE	\$ 94,518	\$ 253,790	\$ (159,272)	37%
Total Income	\$ 96,939	\$ 259,790	\$ (162,851)	37%
Gross Profit	\$ 96,939	\$ 259,790	\$ (162,851)	37%
Expense				
Total 60000 - PERSONNEL SERVICES	\$ 17,298	\$ 62,892	\$ (45,594)	28%
Total 60800 - INFORMATION TECH SERV	\$ 344			
Total 61200 - MATERIALS AND SUPPLIES	\$ 4,978	\$ 5,150	\$ (172)	97%
Total 62000 - CONTRACTS	\$ 33,339	\$ 66,700	\$ (33,361)	50%
Total 63200 - ADVERTISING	\$ 5,062	\$ 19,000	\$ (13,938)	27%
Total 64000 - VEHICLES AND EQUIPMENT	\$ 51			
64700 - FACILITIES EXPENSE				
Total 66800 - RIVER MILL PARK & FACIL	\$ 220	\$ 1,000	\$ (781)	22%
Total 64700 - FACILITIES EXPENSE	\$ 220	\$ 1,000	\$ (781)	22%
Total 69200 - SPECIAL EVENTS	\$ 7,620	\$ 12,700	\$ (5,080)	60%
Total Expense	\$ 73,132	\$ 177,442	\$ (104,310)	41%
Net Ordinary Income	\$ 23,807	\$ 82,348	\$ (58,541)	29%
Net Income	\$ 23,807	\$ 82,348	\$ (58,541)	29%
<b>MAMIE DAVIS PARK</b>				
Ordinary Income/Expense				
Income				
44000 - OTHER				
44030 - Mamie Davis Park Interest	\$ 169	\$ 500	\$ (332)	34%
Total 44000 - OTHER	\$ 169	\$ 500	\$ (332)	34%
Total Income	\$ 169	\$ 500	\$ (332)	34%
70000 - CIP EXPENSE				
72005 - Mamie Davis Park Renovations	\$ -	\$ 2,000	\$ (2,000)	0%
Net Income	\$ 169	\$ (1,500)	\$ 1,669	-11%
Total Net Income/Loss (All Funds)	\$ (22,889)	\$ (75,274)	\$ 52,385	30%