



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
June 1, 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. Public Hearing**
 - a. Public Hearing on Proposed FY 2022 Tax Rates
- 5. Consent Agenda**
 - a. May 18, 2021 Meeting Minutes
- 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 Implement OCQ Cares Program Round II and to Appoint Members to the OCQ Cares Eligibility Panel
 - b. Request to Approve Revised Facility Use Guidelines
- 11. Discussion Items**
 - a. Town Hall Rental COVID-19 Policy
- 12. Closed Session**
- 13. 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.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Public Hearing	Meeting Date: June 1, 2021
4 A: Public Hearing on Proposed Fiscal Year 2022 Tax Rates	

Attachments: a. [FY 2022 Proposed Budget - via Website](#)
 b. Public Hearing Advertisement

Submitted by: Kirstyn Jovanovich
 Town Manager

Explanation and Summary:

This is a public hearing on the Proposed Fiscal Year (FY) 2022 Tax Rates in support of the Proposed FY 2022 Budget. The Town Council held budget work sessions on January 19, March 30, and May 4, 2021. The Proposed Budget is posted on the Town’s website at www.occoquanva.gov/government/town-budget-and-capital-improvement-program and available in Town Hall, 314 Mill Street, Monday – Friday, 9 a.m. to 4 p.m.

Budget Summary

		FY 2021 Adopted	FY 2022 Proposed	Difference	Increase/ (Decrease)
General Fund	Revenues	\$969,831	\$1,070,940	\$101,109	10.4%
	Expenditures	\$969,831	\$1,070,940	\$101,109	10.4%
Events Fund	Revenues	\$225,100	\$272,490	\$47,390	21.1%
	Expenditures	\$156,552	\$177,442	\$20,890	13.3%
Mamie Davis Fund	Revenues	\$1,200	\$500	(\$700)	(58.3%)
	Expenditures	\$0	\$2,000	\$2,000	100.0%
Capital Improvement Fund	Revenues	\$19,411	\$5,000	(\$14,411)	(74.2%)
	Expenditures	\$165,896	\$153,900	(\$11,996)	(7.2%)

The proposed tax rates in support of the FY 2022 Proposed Budget include maintaining the real estate tax rate of \$.12; maintaining the meals tax rate of 3%; and increasing the Transient Occupancy Tax Rate from 2% to 7%.

This public hearing is intended to provide the public with the opportunity to comment on the proposed tax rates in support of the FY 2022 Proposed Budget. This public hearing was advertised in InsideNOVA on May 6, and 13, 2021.

A public hearing was by Town Council on May 18, 2021 on the FY 2022 Proposed Budget. The Town Council will adopt the budget and tax rates on Tuesday, June 15, 2021. Fiscal Year 2022 will begin on July 1, 2021 and end on June 30, 2022.

Town Manager's Recommendation: Recommend closing the public hearing.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to close the public hearing."

OR

Other action Council deems appropriate.

Town of Occoquan PROPOSED FY 2022 BUDGET – MAY 18, 2021 TAX RATES IN SUPPORT OF THE BUDGET – JUNE 1, 2021

PUBLIC HEARINGS TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY 2022 Budget (see synopsis below.) A copy of the proposed budget is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town's website at www.occoquanva.gov; and
2. Maintain the current real estate tax rate of \$0.12 per \$100 of the assessed value; and
3. Maintain the current meals tax rate of 3%; and
4. Proposed increase of the current transient occupancy tax rate of 2% to 7%.

		FY 2021 Budget	FY 2022 Proposed
OPERATING FUND	Revenues	\$969,831	\$1,070,940
	Expenses	\$969,831	\$1,070,940
CIP FUND	Revenues	\$19,411	\$5,000
	Expenses	\$165,896	\$153,900
MAMIE DAVIS FUND	Revenues	\$1,200	\$500
	Expenses	\$0	\$2,000
EVENTS FUND	Revenues	\$225,100	\$272,490
	Expenses	\$156,552	\$177,442

KIRSTYN JOVANOVIICH, ICMA-CM
Town Manager

A public hearing on the proposed budget will be held on May 18, 2021 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

The Town Council may set the real estate tax rate at .12 cents per hundred dollars value or at a lower rate, but Virginia law does not allow a higher rate than appears in this advertisement. The Town Council may set other tax rates (such as meals tax or transient occupancy tax) either higher or lower than the advertised rates.

The required legal publication of this notice occurred on May 6, and an additional courtesy notice was published on May 13, 2021.

NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The Town of Occoquan proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to improvements to property, exceeds last year's total assessed value of real property by 4.2 percent.

2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.1152 per \$100 of assessed value. This rate will be known as the "lowered tax rate."

3. **Effective Rate Increase:** The Town of Occoquan proposes to adopt a tax rate of no more than \$0.12 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.0048 per \$100, or 4 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the Town of Occoquan will increase from last year's budget by 10.4%.

A public hearing on the proposed tax rate will be held on ~~June 31~~ June 1, 2021 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, May 18, 2021
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian, and Laurie Holloway

Absent: Councilmember Eliot Perkins

Staff: Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director; and Michele White, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m.

2. CITIZENS' TIME

No one spoke at Citizens Time.

3. DISCUSSION ITEMS

a. Face Covering Policy at Town Hall

Mayor Porta asked for unanimous consent to add to the agenda a discussion on the Town's current face covering policy in town facilities. There being no objection the item was added to the agenda.

In response to recent changes to CDC guidelines related to the COVID-19 pandemic and the Governor's lifting of the face covering requirement for vaccinated individuals on May 14, 2021, Town Council discussed the Town's face covering policy. Effective immediately, the Town Council updated the policy to (1) allow members of the public who are fully vaccinated to choose to wear or not wear a face covering when in public areas of town facilities; (2) Town staff must continue to wear a face covering at this time until the VA Department of Labor and Industry (DOLI) updates the Final Standard for COVID-19; and (3) all individuals entering staff-only areas are required to wear a face covering regardless of vaccination status.

4. CONSENT AGENDA

a. May 4, 2021 Meeting Minutes

Councilmember Holloway moved approval of the item on the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

5. PUBLIC HEARING

a. Public Hearing on Proposed Fiscal Year 2022 Budget

Mayor Porta called the public hearing to order at 7:17 p.m.

No comments were received.

Mayor Porta closed the public hearing at 7:18 p.m.

6. DISCUSSION ITEMS

a. May Artisan Walk Preliminary Report

Julie Little, Events and Community Development Director, provided an update on the May Artisan Walk. She reported that overall, the event was a success with 50 participating vendors and approximately 2,200 in attendance over the two days. In general, Ms. Little reported that the customer response was positive as it related to the location and vendor selection. Ms. Little stated that while there were challenges with the weather and vendor logistics, vendor feedback was also very positive. The twelve VIP packages sold out three weeks in advance of the event and the Occoquan tote bags sold out at the event. Ms. Little stated that a survey of the Merchant's Guild is underway, but preliminary responses were positive.

Councilmember Holloway gave kudos to Ms. Little for conducting the Merchant survey quickly. Councilmember Bienia stated that the success of the Artisan Walk is a testament to Ms. Little's dedication.

Councilmember Loges echoed that she likes the new model and believes it encourages people to shop in town.

Ms. Jovanovich stated that staff is planning on hosting the Fall Craft Show in September as it has traditionally been set up, with some adjustments due to the ongoing pandemic.

b. Other Discussion Items

Mayor Porta stated he spoke briefly with representatives of Ebenezer Baptist Church at 209 Washington Street, who have given him permission to speak with the broker in regards to the pending sale. Mayor Porta mentioned that the Prince William Times will be running a story on the future of Rockledge Mansion.

The meeting was adjourned at 7:53 p.m.

Michele L. White, 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: June 1, 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:** Since the May 18, 2021 meeting, the Town's face covering guidelines have been updated to allow Town staff who are fully vaccinated to choose to not wear a face covering within Town facilities. Individuals who are fully vaccinated are permitted to enter Town facilities without a face covering. Unvaccinated individuals must continue to wear a face covering. Staff is continuing to monitor changes to CDC Guidelines.
- **Proposed TAP Projects:** The Town Manager and the Mayor met with Supervisor Boddye and staff regarding the Town's request to include two sidewalk projects (Ellicott Street sidewalk connection and Mill Street sidewalk and ADA Crosswalk) on the County's Transportation Alternatives Program (TAP) application with VDOT. TAP projects are an 80/20 match, requiring a 20% match from the locality. In discussions with Supervisor Boddye and Mayor Porta, the Ellicott Street sidewalk project will be included on the County's TAP submission. Staff will research other future funding opportunities for the Mill Street sidewalk and ADA Crosswalk. Further discussions will occur in regards to the 20% match requirement for the Ellicott Street sidewalk connection.
- **ARPA Update:** The Town Manager attended several virtual briefings from ICMA, National League of Cities/VML, and the Governor's Office during the week of June 17, to obtain additional information on ARPA. Town staff will provide a verbal report to Town Council at the June 1 meeting.
- **Refuse Collection Contract:** A Request for Proposals (RFP) was issued to obtain proposals for refuse and recycling collection within the Town of Occoquan for FY 2022. RFPs are due by June 4, with award request expected at the June 15 Town Council meeting.
- **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 is on schedule to occur late summer or early fall.
- **The Mill at Occoquan Project Update:** The applicant for the Mill at Occoquan project has submitted revised special exception applications and preliminary site plan. A Town Council public hearing on the applications is scheduled for June 15, 2021 at 7:00 p.m. Information on the project and meeting information is available at 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:** The public hearing on the budget was held on May 18, and the public hearing on the Tax Rates will be held during the June 1 meeting. Adoption for the budget and tax rates is scheduled for June 15. The fiscal year runs from July 1 to June 30. More information on the proposed budget is available on the Town’s website at occoquanva.gov/government/town-budget-and-capital-improvement-program.

Engineering

ACTIVE ITEMS:

- **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.
- **DEQ review of Town’s Chesapeake Bay Preservation Ordinances - no change 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.
- **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. Revised special exceptions and preliminary site plan submitted and staff report completed May 28, 2021. Floodplain study submitted with MT-2 form for Town Floodplain Administrator signature - form signed and returned to Applicant. Town Council public hearing scheduled for June 15, 2021.
- **Working with Town Manager on two PWC Transportation Alternatives Program (TAP) grant projects -update from last report:** Sidewalk extensions on Mill Street and Ellicott Street.
- **Site Plans Under Review or Being Discussed with Owner/Tenant:**
 - 200 Mill Street - Former Visitor’s Center for restaurant use

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 April 29, to May 26, 2021:

	Zoning Application #	Property Address	Activity
1	TZP2021-023	1603 Mount High Street	2nd floor addition over ex. Garage
2	TZP2021-024	146 Washington Street	Replace AC and gas furnace
3	TZP2021-025	201 Union Street	New Retail Tenant

B. The following is a list of **new violation letters** from April 29, to May 26, 2021:

	Property Address	Violation	Town Action
1	201 Union St.	Unpermitted Signage	Letter, 2 nd Enforcement Action
2	307 Commerce St.	Residential use in B-1	Letter, 1 st Enforcement Action; <i>Working with property owner to develop Action Plan</i>
3	204 Ellicott St.	Residential use in B-1	Letter, 1 st Enforcement Action; <i>Action Plan Developed – In Progress</i>
4	303 Commerce St.	Residential use in B-1	Letter, 1 st Enforcement Action; <i>Action Plan Developed – In Progress</i>
5	406 Mill St.	Non-res. refuse must be enclosed	E-mail, 1 st Enforcement Action; <i>Resolved</i>

C. The following is a list of **active/previous violations** from April 29, to May 26, 2021:

	Property Address	Violation	Town Action
1	Berrywood	Trash Enclosure not present	A screening fence has been installed to block view from Union ROW; enforcement action pending

D. The following is a list of **plan reviews** from April 29, to May 26, 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.

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 30, 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

Permit No.	Address	Type	Status	Issue Date	Note
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	201 Union Street	Building	Finalized	10/25/2018	Finalized - 4/29/2021
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

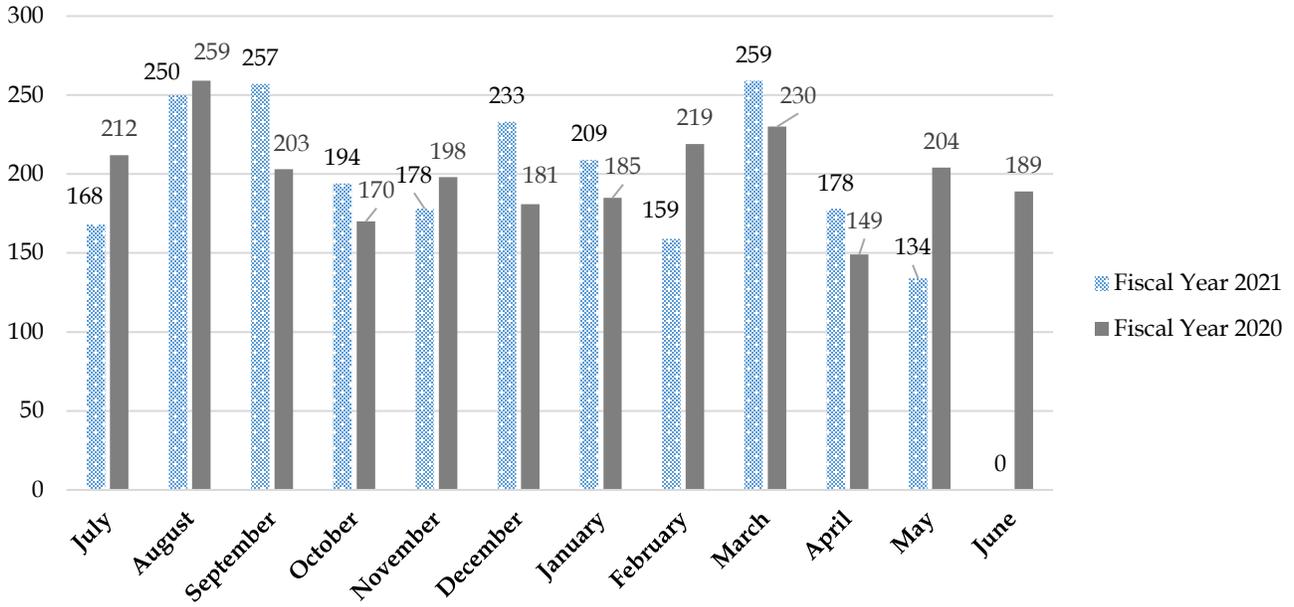
Engaged in foot and bike patrols during times of high pedestrian traffic in Town. Officers provided coverage for concert and trivia events in River Mill Park. Officers provided patrol and security coverage for Artisan Walk weekend. Chief and officers spoke with business owners and residents throughout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

Patrol and Enforcement Activities

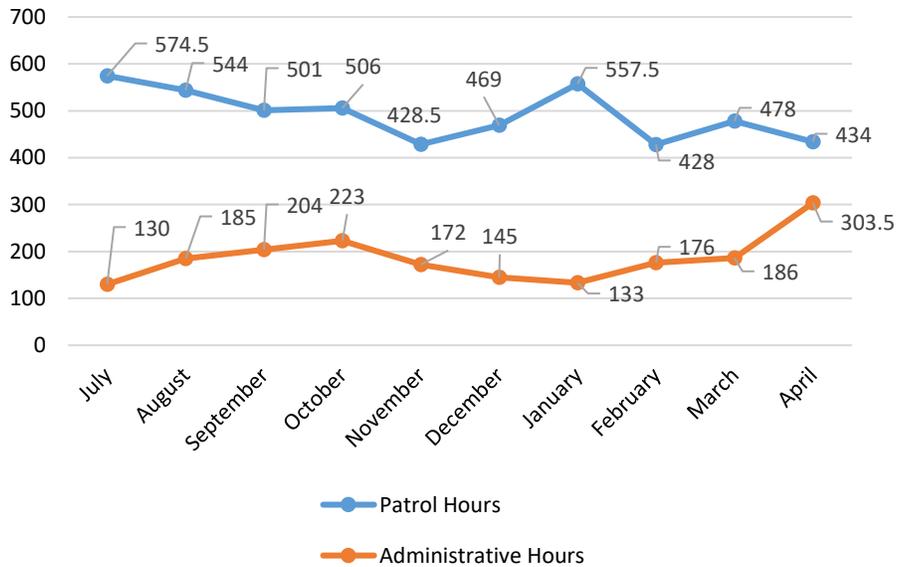
As of May 26, 2021, in the month of May, the Town Police had 95 non-traffic calls for service, with 26 suspicious persons/vehicle calls, 11 vehicle accident/disabled calls, 11 trespassing calls, 4 destruction of property calls, 4 disorderly/assault in progress calls, 3 illegal fishing complaints, 3 medical/mental health calls, 3 larceny calls, 3 blocking the roadway, 2 missing person calls, 2 DUI/DUID investigations,

2 alarm calls, 1 domestic in progress call, 1 drug arrest, 1 Suicide DOA, 1 drug related DOA, 1 intoxicated in public call, multiple service/assist calls, issued 171 traffic summonses, 61 parking violations, and 40 warnings.

Traffic Summonses FYTD (GRAPH)

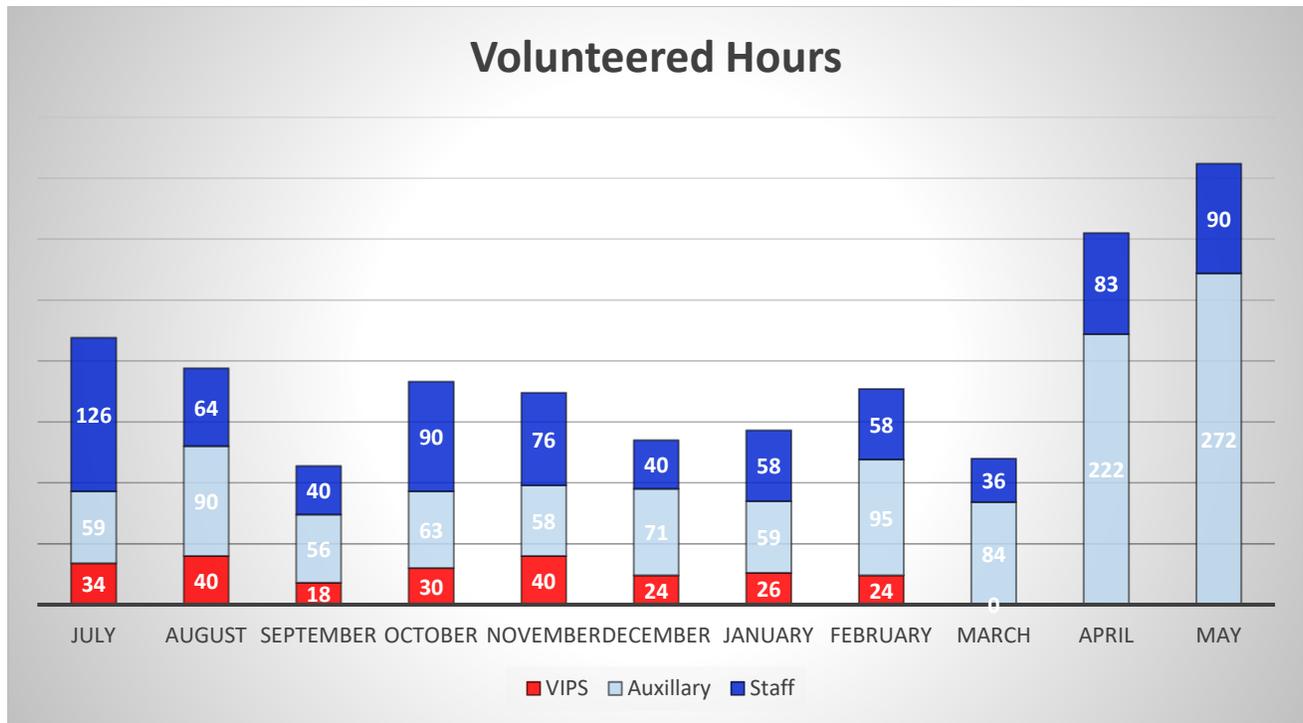


Patrol/Administrative Hours FYTD (GRAPH)



Volunteer in Police Service

For this fiscal year, our volunteer in police service (VIPS) members, auxiliary police officers, and paid police staff have donated a total of 2,126 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:

Activity	WEEKLY MAINTENANCE ACTIVITIES							Notes
	Status							
	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

- Vulcan Materials graciously donated street sweeping services for the Town at no charge and is sweeping in the District on most Wednesday mornings
- An Eagle Scout candidate installed new bird houses in Mamie Davis Park on 5/1/2021
- Working with an Eagle Scout candidate to replace bench in River Mill Park; identifying other potential bench locations
- Issued RFP for new Refuse Collection Contract for FY2022; deadline for proposals is June 4
- Revising Landscaping Contract for FY2022
- Provided event support for Trivia Night, Artisan Walk and Music on Mill
- Irrigation contractor scheduled for Mamie Davis Park
- Continuing to work with Landscaping Contractor on flower and landscaping maintenance
- 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.

Upkeep and Maintenance Projects

Below is an updated list of maintenance activities with statuses updated as of May 28, 2021:

Project Title	Not Started	In Progress	Completed	Notes
Town Hall Bathroom Remodel	X			Delayed to FY22
Town Hall Kitchen Remodel	X			Delayed to FY23
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			
Repair/Replace Hazardous Boards on Riverwalk		X		Boards behind Gaslight Landing repaired
Obtain Estimates for Gutter Guards on Town buildings	X			
Clean Lower-Level Emergency Exit Stairs at Town Hall		X		Need to replace pump cap
Footbridge Repair and Inspection		X		4/2021 - VDOT put on schedule to repair boards at the end of May; Debris removal scheduled
Clear overgrowth behind Mill House Museum			X	4/2021 - Landscaper removed debris from footbridge to Mill House Museum; Volunteers cleaned behind museum on 5/1
Install Custom Bricks at River Mill Park			X	
Install hardware for Stop Sign on Alley			X	
Backup Generator Project		X		Delayed to FY22
Lights out under RT Bridge - Parking lot			X	Repair completed by VDOT
Clean trash cans			X	
Paint cigarette Urns	X			
Purchase and Install curb stops		X		Union Street to protect signage
Repaint/clean RMP Bathroom doors and interior			X	

Project Title	Not Started	In Progress	Completed	Notes
Repaint historic sign markers poles			X	
Install new Signage			X	
Replace Town Hall landscape lighting			X	
Paint Town Hall steps and railings		X		
Install new fence at Mamie Davis Park	X			FY2022
Sweep/remove debris at Visitor Center and cul-de-sac behind curb stops			X	
Install replacement bench in River Mill Park		X		Eagle Scout project
Move Timed Parking sign from in front of historic marker in Mill Street Lot			X	
Remove Signs from Visitor Center building			X	
Replace Broken Gaslight on Mill Street		X		Working through insurance - light was damaged by vehicle
Remove debris build up on debris catch on stormwater pipe entrance at Washington St./Center Ln. in Furnace Branch Park		X		Work scheduled
Install custom bricks at Town Hall			X	
Remove broken aggregate trash can under Rt 123 Bridge			X	
Repair plaque on MDP flagpole			X	
Paint street sign poles black outside of historic district	X			
Build ramp for Town Hall dais		X		
Remove debris from Footbridge			X	
Repair electric at Town Dock			X	
Repair water fountains at RMP		X		Pending receipt of parts
Replace Broken Gaslight on Washington Street		X		Light damaged by vehicle - working with vehicle owner to replace
Cut back vegetation overhanging on Poplar Alley		X		Work scheduled

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
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

Occoquan Artisan Markets: June 5 & 6 | July 10 & 11

Staff continues to plan and prepare for the two remaining Artisan Markets this summer. An admission fee of \$5 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 close for outside use during 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: occoquanva.gov/town-festivals/arts-craft-show/

Volunteers may sign up to help for the June Market at [Sign Up Genius](#).

Music on Mill: June 19

The Music on Mill free concert series continues in June with Monallo on June 19. Concerts begin at 7pm. Locals are invited to grab a to-go in town and bring their chairs or a blanket to River Mill Park and enjoy a relaxing evening by the water.

Trivia Night: June 25

Our popular Trivia Night series continues this month on June 25 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. More information can be found at www.occoquanva.gov/trivia.

**Town of Occoquan - Permit Report
May 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		
ELE2021-01247	116 EDGEHILL DR	MASTER BATH REMODEL - NO BLD	Electrical	Finald	R - Alteration/Repair	09/16/2020	04/01/2021
PLB2021-00707	116 EDGEHILL DR	MASTER BATH REMODEL - NO BLD	Plumbing	Finald	R - Alteration/Repair	09/16/2020	04/01/2021
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	
BLD2021-07195	459 FORTRESS WAY	Installation of a new timber retaining wall with 6 x 6 pressure treated lumber. Inclusive of backfill and compact excavated areas with finished grade sloped and the installation of a new foundation drainage system and new clean stone.	Building	Pending	C - Retaining Wall		
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	
ELE2021-01246	93 HERON LN	MASTER BATH REMODEL - NO BLD	Electrical	Issued	R - Alteration/Repair	09/16/2020	
PLB2021-00706	93 HERON LN	MASTER BATH REMODEL - NO BLD	Plumbing	Issued	R - Alteration/Repair	09/16/2020	
ELE2021-04354	201 MILL ST	replacement of 3 radiant heaters - 1 circuit (See GAS2021-01740) - UTILIZING SPARE CIRCUIT FOR FLY FAN	Electrical	Finald	C - Alteration/Repair	03/30/2021	04/15/2021
GAS2021-01740	201 MILL ST	replacement of 3 radiant heaters (See ELE2021-04354)	Gas	Finald	C - Alteration/Repair	03/30/2021	04/16/2021
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	
ELE2021-05240	314 MILL ST	**TEMPLATE PERMIT FOR GAS AND ELECTRICAL TRADES**	Electrical	Pending	C - Accessory Structure		
GAS2021-02144	314 MILL ST	**TEMPLATE PERMIT FOR GAS AND ELECTRICAL TRADES**	Gas	Pending	C - Accessory Structure		
BLD2021-06635	415 MILL ST	TLO FOR POPPS	Building	Pending	C - Tenant Layout		
MEC2021-02381	415 MILL ST	TLO FOR POPPS	Mechanical	Pending	C - Tenant Layout		
BLD2018-02969	426 MILL ST	}}RTS *SEE NOTE* LOT SPECIFIC SFD - KIELY RESIDENCE - 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 Dwell	10/22/2019	
ELE2021-02568	426 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwell	12/04/2020	
GAS2021-00350	426 MILL ST	1 gas fireplace, 1 gas furnace, 1 gas range ,1 water heater	Gas	Issued	R - New Single Family Dwell	08/31/2020	
MEC2021-00780	426 MILL ST	hvac and ductwork install **05/14/2021** added prefab fireplace	Mechanical	Issued	R - New Single Family Dwell	10/08/2020	
PLB2021-00537	426 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwell	08/31/2020	
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT SPECIFIC SFD - PRIOR	Building	Issued	R - New Single Family Dwell	04/15/2019	
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwell	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 Dwell	08/31/2020	
MEC2021-00002	430 MILL ST	DUCTWORK AND HVAC INSTALL **05/14/2021** added prefab	Mechanical	Issued	R - New Single Family Dwell	08/26/2020	
PLB2021-00536	430 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwell	08/31/2020	
BLD2021-06428	440 MILL ST	SEE BCE2021-00264 - Add sub floor reinforcing pier and cross beam support to supplement existing floor joists. No demolition or alteration of existing structures.	Building	Pending	C - Alteration/Repair		
BLD2021-07405	1603 MOUNT HIGH ST	20'x23'-6" Second floor addition over existing garage	Building	Pending	R - Addition		
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	
GAS2021-00956	12524 POPLAR LN	run less than 10ft gas piping inside home for new boiler	Gas	Issued	R - Alteration/Repair	12/29/2020	
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN	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	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018	
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018	
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Building of 34	Issued	R - New Townhouse	03/22/2018	

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	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	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018	
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018	
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	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	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018	
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018	
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL	Building	Issued	C - Alteration/Repair	01/31/2018	
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN	Plumbing	Issued	C - Alteration/Repair	01/31/2018	
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC. NEW ADA TOLIET ROOMS.	Building	Finald	C - Tenant Layout	10/25/2018	04/29/2021
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		
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018	
BLD2021-06359	102 VISTA KNOLL DR	12' X 20' OPEN DECK NO STAIRS - PER PLANS	Building	Finald	R - Addition	03/26/2021	04/09/2021
BLD2021-03527	112 WASHINGTON ST	KITCHEN REMODEL, NON-STRUCTURAL WORK	Building	Finald	R - Alteration/Repair	11/16/2020	03/25/2021
ELE2021-02600	112 WASHINGTON ST	kitchen remodel	Electrical	Finald	R - Alteration/Repair	12/07/2020	03/25/2021
GAS2021-01326	112 WASHINGTON ST	run less than 50-ft inside gas line to new gas logs, run less than 30-ft inside gas line to new range	Gas	Issued	R - Alteration/Repair	02/04/2021	
PLB2021-01327	112 WASHINGTON ST	plumb for kitchen remodel	Plumbing	Finald	R - Alteration/Repair	12/08/2020	03/25/2021
UGS2021-00143	112 WASHINGTON ST	Install 120-gallon above ground propane tank, run less than 20-ft outside gasline to stub out	Storage Tanks	Issued	R - Alteration/Repair	02/04/2021	
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	
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	

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
PLB2021-00738	142 WASHINGTON ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	09/23/2020	
BLD2021-06519	206 WASHINGTON ST	TENANT LAYOUT FOR VILLAGE AMERICANA FURNITURE -	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

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 04/30/2021

	As of 7/1/20 (unaudited)	Unaudited Income/ (Loss) YTD FY21	As of 04/30/2021
Nonspendable:			
Inventory		\$ -	\$ -
Restricted:			
Mamie Davis Fund	\$ 100,000		\$ 100,000
Assigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Events Fund	\$ 153,238	\$ (16,968)	\$ 136,270
CIP Fund	\$ 126,262	\$ (113,169)	\$ 13,093
Financing Proceeds	\$ 25,271		\$ 25,271
Public Safety Grant Fund	\$ 39,672	\$ 17,402	\$ 57,074
CARES Act fund	\$ 83,508	\$ (56,025)	\$ 27,483
Mamie Davis Park Fund	\$ 9,368	\$ 416	\$ 9,784
PEG Fund	\$ 1,313	\$ 249	\$ 1,562
Public Art Fund	\$ 500	\$ -	\$ 500
Subtotal Assigned:	\$ 639,134	\$ (168,096)	\$ 471,038
Unassigned	\$ 70,775	\$ (91,437)	\$ (20,662)
Total Available Fund Balance:	\$ 809,909	\$ (259,533)	\$ 550,376

*CIP paid by CARES is counted in CARES only

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

	Jul '20 - Apr 21	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - TAXES				
40010 - Real Estate	\$ 240,076	\$ 245,000	\$ (4,924)	98%
40020 - Meals Tax	\$ 167,294	\$ 208,533	\$ (41,239)	80%
Total 40000 - TAXES	\$ 484,666	\$ 555,096	\$ (70,430)	87%
Total 41000 - FEES/LICENSES	\$ 277,147	\$ 279,590	\$ (2,443)	99%
Total 42000 - GRANTS	\$ 122,867	\$ 25,630	\$ 97,237	479%
Total 43000 - RENTALS	\$ -	\$ 4,500	\$ (4,500)	0%
Total 44000 - OTHER	\$ 5,030	\$ 1,000	\$ 4,030	503%
Total Income	\$ 893,421	\$ 865,816	\$ 27,605	103%
Gross Profit	\$ 893,421	\$ 865,816	\$ 27,605	103%
Expense				
Total 60000 - PERSONNEL SERVICES	\$ 484,462	\$ 531,849	\$ (47,387)	91%
Total 60400 - PROFESSIONAL SERVICES	\$ 166,473	\$ 163,400	\$ 3,073	102%
Total 60800 - INFORMATION TECH SERV	\$ 37,180	\$ 17,300	\$ 19,880	215%
Total 61200 - MATERIALS AND SUPPLIES	\$ 41,613	\$ 14,634	\$ 26,979	284%
Total 61600 - OPERATIONAL SERVICES	\$ 7,109	\$ 8,550	\$ (1,441)	83%
Total 62000 - CONTRACTS	\$ 62,529	\$ 82,000	\$ (19,471)	76%
Total 62400 - INSURANCE	\$ 26,996	\$ 20,120	\$ 6,876	134%
Total 62800 - PUBLIC INFORMATION	\$ 2,641	\$ 3,300	\$ (659)	80%
Total 63200 - ADVERTISING	\$ 5,232	\$ 9,000	\$ (3,768)	58%
Total 63600 - TRAINING AND TRAVEL	\$ 8,521	\$ 13,237	\$ (4,716)	64%
Total 64000 - VEHICLES AND EQUIPMENT	\$ 35,191	\$ 21,000	\$ 14,191	168%
Total 64400 - SEASONAL	\$ 1,255	\$ 5,000	\$ (3,745)	25%
Total 64700 - FACILITIES EXPENSE	\$ 35,703	\$ 48,491	\$ (12,788)	74%
Total 69200 - SPECIAL EVENTS	\$ 7,819	\$ 15,050	\$ (7,231)	52%
69300 - OTHER EXPENSES				
69310 - Grant recipients	\$ 55,425			
Total 69300 - OTHER EXPENSES	\$ 55,425			
Total Expense	\$ 979,025	\$ 952,931	\$ 26,094	103%
Net Ordinary Income	\$ (85,603)	\$ (87,115)	\$ 1,512	98%
General Fund Net Income	\$ (85,770)	\$ (87,115)	\$ 1,345	98%
CIP FUND				
Total Income	\$ -	\$ 19,411	\$ (19,411)	0%
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%
70012 - Gas Light Replacement	\$ -	\$ 7,500	\$ (7,500)	0%
70013 - Parking Management Plan	\$ 13,831	\$ 10,000	\$ 3,831	138%
70018 - Snow Blower Replacement	\$ -	\$ 2,500	\$ (2,500)	0%
70020 - Street/Curb Striping Prog	\$ -	\$ 5,000	\$ (5,000)	0%
72004 - Canoe/Kayak Ramp	\$ 91,983	\$ -	\$ 91,983	
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%
CARES Funds:				
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	\$ -	\$ 3,967	

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

	Jul '20 - Apr 21	Annual Budget	Over/(Under) Budget	% of Budget
76001 · Computer Upgrades	\$ 3,388	\$ 9,944	\$ (6,556)	34%
CARES Funds: 76001 · Computer Upgrades	\$ 10,040	\$ -		
76002 · Server Room Relocation	\$ -	\$ 2,811	\$ (2,811)	0%
CARES Funds: 76005 · A/V Equipment - Town Hall	\$ 29,219	\$ 2,000	\$ 27,219	1461%
76006 · Document Management Syst	\$ -	\$ 3,000	\$ (3,000)	0%
Total 70000 · CIP EXPENSE	\$ 157,211	\$ 165,896	\$ (8,685)	95%
Net Income	\$ (157,211)	\$ (146,485)	\$ (10,726)	107%

EVENT FUND

Total Income	\$ 24,506	\$ 225,110	\$ (200,604)	11%
Total Expense	\$ 41,474	\$ 156,552	\$ (115,078)	26%
Net Ordinary Income	\$ (16,968)	\$ 68,558	\$ (85,526)	-25%
Net Income	\$ (16,968)	\$ 68,558	\$ (85,526)	-25%

MAMIE DAVIS PARK

Total Income	\$ 416	\$ 1,200	\$ (784)	35%
Total Expense	\$ -			
Net Income	\$ 416	\$ 1,200	\$ (784)	35%

Total Net Income/Loss (All Funds)	\$ (259,533)	\$ (163,842)	\$ (95,691)	158%
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The Town of Occoquan
Balance Sheet Prev Year Comparison
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash	100.00	100.00	0.00
10020 · Sun Trust Operating Payroll	14,870.64	41,144.64	-26,274.00
10022 · Operating Account 0058	123,541.82	15,594.88	107,946.94
10030 · Craft Show - Checking	13,898.90	98,958.94	-85,060.04
10031 · Events Fund - MM/CD	200,000.00	200,000.00	0.00
10033 · Events Fund - Paypal	21,285.63	6,134.61	15,151.02
10034 · VIP - Investment Pool			
25-5001 · VIP NAV Liquidity Pool 5001	21,525.55	0.00	21,525.55
10034 · VIP - Investment Pool - Other	0.00	109,391.10	-109,391.10
Total 10034 · VIP - Investment Pool	<u>21,525.55</u>	<u>109,391.10</u>	<u>-87,865.55</u>
10035 · TSYS-Credit Card	0.00	-110.00	110.00
10080 · Mamie Davis - Checking	6,640.58	6,141.59	498.99
10081 · Mamie Davis - MM/CD	100,000.00	100,000.00	0.00
10091 · Bricks - PayPal	1,988.10	297.68	1,690.42
10094 · Event Fund - MM 5997	2,502.04	83,929.03	-81,426.99
10095 · Bricks MM 2125	9,210.91	9,206.32	4.59
Total Checking/Savings	<u>515,564.17</u>	<u>670,788.79</u>	<u>-155,224.62</u>
Accounts Receivable			
10180 · Accounts Receivable	64,345.99	84,473.06	-20,127.07
Total Accounts Receivable	<u>64,345.99</u>	<u>84,473.06</u>	<u>-20,127.07</u>
Other Current Assets			
10290 · Inventory	0.00	1,005.78	-1,005.78
14990 · Undeposited Funds	3,875.43	2,164.78	1,710.65
Total Other Current Assets	<u>3,875.43</u>	<u>3,170.56</u>	<u>704.87</u>
Total Current Assets	<u>583,785.59</u>	<u>758,432.41</u>	<u>-174,646.82</u>
TOTAL ASSETS	<u><u>583,785.59</u></u>	<u><u>758,432.41</u></u>	<u><u>-174,646.82</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	9,118.89	28,962.07	-19,843.18
Total Accounts Payable	<u>9,118.89</u>	<u>28,962.07</u>	<u>-19,843.18</u>
Credit Cards			
22000 · Credit Cards			
22020 Home Depot	760.58	0.00	760.58
22010 · ExxonMobil	907.43	0.00	907.43
22030 · Lowe's Proservices	0.00	-50.00	50.00
22040 · United Bank Credit Cards	2,699.86	3,650.54	-950.68
Total 22000 · Credit Cards	<u>4,367.87</u>	<u>3,600.54</u>	<u>767.33</u>
Total Credit Cards	<u>4,367.87</u>	<u>3,600.54</u>	<u>767.33</u>
Other Current Liabilities			

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

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>
20935 · Performance Bond	4,567.50	9,542.00	-4,974.50
20960 · Unearned Other Revenue			
20970 · Rental	2,250.00	1,300.00	950.00
20960 · Unearned Other Revenue - Other	1,350.00	0.00	1,350.00
Total 20960 · Unearned Other Revenue	<u>3,600.00</u>	<u>1,300.00</u>	<u>2,300.00</u>
20980 · Unearned R.E. Tax	2,038.83	2,710.94	-672.11
21200 · Payroll Liabilities			
21210 · Simple IRA	0.00	3,298.15	-3,298.15
21230 · VRS Employee Contributions	1,837.22	0.00	1,837.22
Total 21200 · Payroll Liabilities	<u>1,837.22</u>	<u>3,298.15</u>	<u>-1,460.93</u>
Total Other Current Liabilities	<u>12,043.55</u>	<u>16,851.09</u>	<u>-4,807.54</u>
Total Current Liabilities	<u>25,530.31</u>	<u>49,413.70</u>	<u>-23,883.39</u>
Total Liabilities	<u>25,530.31</u>	<u>49,413.70</u>	<u>-23,883.39</u>
Equity			
Total Equity	<u>558,255.28</u>	<u>709,018.71</u>	<u>-150,763.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>583,785.59</u></u>	<u><u>758,432.41</u></u>	<u><u>-174,646.82</u></u>

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Kirstyn Jovanovich, Town Manager

From: Martin Crim, Town Attorney 

Re: June 2021 Town Attorney Report

Date: May 26, 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 April 26, 2021:

1. Worked with staff on the timing and substance of consideration of the Mill at Occoquan Special Exceptions.
2. Advised the Town Manager on the shifting guidance from Governor Northam, the Centers for Disease Control and Prevention, and the Virginia Department of Labor and Industry.
3. Discussed process for rewriting the Town Charter.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Regular Business	Meeting Date: June 1, 2021
10A: Request to Implement OCQ Cares Program Round II and to Appoint Members to the OCQ Eligibility Panel	

Attachments: a. None

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:

Town staff is recommending using the Town’s remaining funds from the CARES Act disbursement for a second round of the OCQ Cares Program. The initial program was launched in November/December 2020 with Occoquan households receiving four \$25 vouchers to be used at qualifying Occoquan businesses. The program resulted in more than \$25,000 in vouchers being redeemed at town businesses. The program supports business resiliency and those in our community who have been negatively impacted by the COVID-19 pandemic.

While CARES Act funds are not required to be spent until December 31, 2021, town staff is recommending implementing this program for a second time through the month of June utilizing the remaining funds to be disbursed by the end of FY 2021 on June 30, 2021.

OCQ Cares Round II will be implemented in the same manner as the initial program with each household receiving four \$25 vouchers to be spent at qualifying businesses. To qualify, town businesses will complete a short application and must be in good standing. The program will be administered by the Occoquan Business Guild and the panel will review applications from businesses wishing to be a participating business in the OCQ Cares Program.

This is a request to appropriate the Town’s remaining CARES Act funds for this program. In addition, this is a request to appoint members to the Town’s OCQ Cares Eligibility Panel. Staff recommends appointment of Kirstyn Jovanovich, Julie Little, and Liz Quist to serve on the panel.

OCQ Cares Round II Proposed Schedule

June 1	Town Council Approval/ Appropriation
June 2	Call for Applications from Town Businesses to be considered as a Participating Business
June 6	Deadline for Applications from Town Businesses
June 7	Review Panel Meets to Review/ Approve Applications
June 8	Vouchers Mailed to Town Households
June 27	Last Day to Redeem Voucher
June 28	Submit Voucher Redemption Requests to Town/Guild
June 29	Fund Disbursement Completed

Town Manager’s Recommendation: Recommend approval.

Cost and Financing: TBD
Account Number: CARES Act Funding

Proposed/Suggested Motion:

“I move to direct staff to implement Round II of the OCQ Cares Program and appropriate the remaining CARES Act funds for this program. I further move to appoint Kirstyn Jovanovich, Julie Little, and Liz Quist as members of the OCQ Cares Eligibility Panel.”

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Regular Business	Meeting Date: June 1, 2021
10B: Request to Approve Revised Facility Use Guidelines	

Attachments: a. Revised Facility Use Guidelines - Redlined

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:

Town staff is recommending minor revisions to the Facility Use Guidelines for the Town's parks and facilities, including River Mill Park, Mamie Davis Park and Town Hall. A more comprehensive update of the Guidelines, as well as the Special Event Application process, will be completed by staff and presented to Council at a future date.

A summary of the proposed minor changes included in this revision are:

- 3A(2) ~~Collection of fees or monetary contributions is prohibited.~~ The collection of fees or monetary contributions is prohibited when not in conjunction with an approved special event.
- 3A(13) ADD: Any non-biodegradable materials, including but not limited to confetti or fake flower petals, are not permitted.
- 3B(1)(e) ADD: This includes the use of signage or other materials that penetrate the ground.
- 3B(1)(k) ADD: All decorations used on the Town's "LOVE SIGN" must be removed promptly. Do not use glue, nails, tacks, screws, staples or other fasteners that may scratch or damage the sign.

Town Manager's Recommendation: Recommend approval.

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

Proposed/Suggested Motion:

"I move to approve the revised Facility Use Guidelines as presented."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN

FACILITY USE GUIDELINES

Effective July 12, 2016
Updates: February 19, 2020
DRAFT - June 1, 2021

Occoquan Town Hall
314 Mill Street | PO Box 195
Occoquan, VA 22125

www.occoquanva.gov
info@occoquanva.gov | (703) 491-1918

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TOWN OF OCCOQUAN

FACILITY USE GUIDELINES

1. FEES AND INFORMATION

Facility	Capacity	Public Restrooms	Electric	Base Fee: PWC Resident	Base Fee: Non-PWC Resident	Dates
Mamie Davis Park Gazebo	50	No	Yes	\$250	\$300	Friday-Sunday, Holidays
				\$200	\$250	Monday - Thursday
Town Hall ¹	110	No	Yes	\$250	\$300	Friday - Sunday, Holidays
				\$200	\$250	Monday - Thursday
River Mill Park		Yes	Yes	\$500	\$550	Friday-Sunday, Holidays
				\$400	\$450	Monday - Thursday

¹ Town Hall fees are waived for Town residents, businesses, HOAs and community organizations.

- A. The base fee is for a four hour (consecutive) period. Additional hours will be charged at \$50 per hour in addition to the base fee, and must be reserved in advance.
- B. The Facility Request Form, which includes a Hold Harmless Agreement, must be signed and returned along with the required fee(s) to Town Hall or mailed to P.O. Box 195, Occoquan, VA 22125.
- C. The Occoquan Town government will operate Monday through Friday, 9:00 a.m. to 4:00 p.m. (except on holidays) regardless of any meetings or events scheduled in Town Hall.

2. GENERAL RULES

- A. Park facilities will **not be closed** to the general public for exclusive use.
- B. Town of Occoquan scheduled events will take precedence over non-Town events. Other events may be scheduled on a first come, first served basis.
- C. Facility use hours are consecutive and must include time for delivery of supplies, set-up, take-down and clean-up.

- D. User/Applicant and all facility users shall comply with the terms and conditions of the use form, all facility policies and procedures, and Town, State and Federal codes and ordinances.
- E. Users are responsible for all set-up and clean-up associated with the events.
- F. To reserve parks and/or facilities for special events and uses, a Facility Use Request Form must be completed and submitted to the Town of Occoquan. Fees are due at time of application.
- G. The Town of Occoquan reserves the right to cancel an event in the case of damage or disrepair of facilities or similar circumstances affecting the safety of the facility or safety of the public.

3. USE GUIDELINES

A. Prohibited Uses and Activities

1. The sale of food, beverages or other goods is prohibited without approval from the Town of Occoquan or in conjunction with an approved special event.
2. The collection of fees or monetary contributions is prohibited when not in conjunction with an approved special event. ~~Collection of fees or monetary contributions is prohibited.~~
3. The use of glue, nails, tacks, screws, staples or other fasteners that may scratch or damage surfaces of Town facilities and equipment is prohibited.
4. Possession or consumption of alcoholic beverages is prohibited, except in designated areas when administered by the Town of Occoquan or in conjunction with an approved special event, and with the appropriate Virginia ABC license/permit as required.
5. All dogs must be kept on leash and pet waste must be picked up immediately and disposed of properly.
6. Except for leashed dogs or as may be required by law, animals are not permitted in Town parks or on government facility grounds.
7. No grilling or fires are permitted within Town parks or facilities.
8. No motorized vehicles or devices are permitted within Town parks or facilities, with the exception of mobility assistance devices, such as motorized wheel chairs.
9. Biking, skateboards, rollerblades or any type of rolling vehicles or devices (except wheelchairs) are prohibited within Town parks and facilities.
10. Do not alter, remove, rearrange or destroy plantings on Town property.
11. Littering is prohibited; please use proper receptacles to dispose of trash and debris while in Town.
12. The throwing, discharging, releasing or placing any material or substance into the river is strictly prohibited by law.
13. Do not throw rice; bird seed is permitted. Any non-biodegradable materials, including but not limited to confetti or fake flower petals, are not permitted.

B. River Mill Park

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to River Mill Park.

1. General Rules

- a. Park is open daily from dawn to dusk.
- b. Fishing is prohibited from anywhere inside the park.
- c. Standing and climbing on railings and fencing is strictly prohibited.
- d. Trespassing onto Fairfax Water property beyond the bounds of the park is strictly prohibited.
- e. Equipment must be secured through the use of weights; the use of stakes or other in-ground measures is prohibited. This includes the use of signage or other materials that penetrate the ground.
- f. Glass containers are not permitted in the park.
- g. No person is allowed to bathe, swim, wade, or boat in any body of water in or adjacent to the park, including the Occoquan River.
- h. No motorized vehicles are permitted except as required by law.
- i. No non-motorized or wheeled vehicles are allowed except for mobility assistance devices for the disabled. This prohibition applies to skateboards, rollerblades, roller skates, and bicycles.
- j. No loud sounds such as from concerts or fireworks are permitted without an approved Special Event Application.
- j.k. All decorations used on the Town's "LOVE SIGN" must be removed promptly. Do not use glue, nails, tacks, screws, staples or other fasteners that may scratch or damage the sign.

2. Event Regulations

- a. Requests to utilize River Mill Park must be submitted to Town Hall at least 30 days in advance of the event.
- b. Users are responsible for all set-up and clean-up associated with the event.
- c. An approved Special Event Application is required for any group activity involving more than 25 persons, any activity outside the normally posted hours, any loud sounds such as from concerts or fireworks, or any sale or consumption of alcohol. The Special Event Policy will outline special conditions for use, including facility areas, liability insurance requirements, security or staff support, fees and/or other protective measures that may be required.

C. Mamie Davis Park

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to Mamie Davis Park.

1. General Rules

- a. Dogs are not permitted within the park, except service animals.
- b. Fishing is not permitted from the Town dock or boardwalk.

2. Event Regulations

- a. The use of nails, tacks, push pins, glue, etc. is strictly prohibited on the gazebo; tape may be used to affix decorations to the gazebo.
- b. Tents are not permitted.

- c. Chairs are prohibited, except for use by the elderly or disabled.

D. Town Hall

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to Town Hall.

1. General Rules

- a. Dogs are not permitted within the building, except service animals. Dogs are permitted on the grounds; however, all dogs must be kept on leash and pet waste must be picked up immediately and properly disposed.

2. Event Regulations

- a. The entire facility, including the main floor, building exterior, restroom and kitchen must be cleaned up following the event.
- b. Any decorations must be affixed with tape. The use of nails, staples, tacks, push pins, glue, etc. is strictly prohibited.
- c. Any items rearranged within the building for the event must be placed back in its original position. All tape, decorations, trash and materials generated by the event must be removed and properly disposed following the event.

4. INCLEMENT WEATHER AND CANCELATIONS

- A. Twenty-five percent (25%) of the application fee will be retained in the event of a cancellation with a minimum of 14 days advance notice.
- B. No refunds will be issued for cancellations with less than 14 days advance notice.
- C. No refunds or changes will be granted in the event of inclement weather.

5. IMPORTANT PHONE NUMBERS

To check availability, contact Town Hall at (703) 491-1918, e-mail info@occoquanva.gov or stop by Town Hall, 314 Mill Street, Occoquan, VA 22125, Monday – Friday, 9 a.m. – 4 p.m.

Town Police Phone: (703) 491-1918 Ext. 5

In an Emergency: Dial 9-1-1

The Police Department is located in Town Hall, 314 Mill Street. The office is not staffed 24/7; in case of an emergency, dial 9-1-1.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

11. Discussion Items	Meeting Date: June 1, 2021
11A: Town Hall Rental COVID-19 Policy	

Attachments: a. None.

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:

At the May 18, 2021 meeting, Town Council updated the face covering policy to allow vaccinated individuals the choice of wearing or not wearing a face covering in public spaces inside town facilities. This was based on the Governor's lifting of the face covering requirement (in certain circumstances) effective May 14, 2021. Unvaccinated individuals are still required to wear a face covering.

Rentals of Town Hall for events and community meetings was suspended due to the pandemic early in 2020. This is a request to discuss the current rental policy and determine if rentals of Town Hall should now be allowed and under what adjusted operating guidelines, if any.

Town Manager's Recommendation: Staff recommends resuming rentals of Town Hall for events and community meetings with (1) face coverings required for unvaccinated individuals; (2) reasonable capacity limits in place; and (3) a post-event cleaning and disinfecting plan.

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

Proposed/Suggested Motion:

"I move to resume Town Hall rentals with reasonable conditions developed by staff regarding face coverings, capacity, and post-event disinfecting plan."

OR

Other action Council deems appropriate.