



OCCOQUAN TOWN COUNCIL
Council Work Session Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Monday, February 23, 2015
7:00 p.m.

Present: Mayor Elizabeth A.C. Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember Jim Drakes; Councilmember Joe McGuire.
Staff: Kirstyn Barr Jovanovich, Town Manager; Abigail Breeding, Town Treasurer; Sheldon Levi, Town Sergeant/Chief of Police; Greg Holcomb, Town Clerk.
Absent: Councilmember J. Matthew Dawson

1. Call to Order

Mayor Quist called the meeting to order at 7:00 pm.

2. Regular Items

A. Fiscal Year End June 30, 2013 Audited Financial Report

Ms. Breeding presented the Auditor's findings for the Fiscal Year End June 30, 2013 Audited Report. She discussed the unqualified opinion on the second page of the document. She noted that the net income increased by \$83,000. She advised that the budgeted expenses to actual expenses show a difference of \$552,000, which was due to capital improvement projects that did not materialize. She finished by stating that there were no material findings.

B. Treasurer's Report - FY 2015 Year to Date Report (Second Quarter)

Ms. Breeding presented the Treasurer's report. She noted that the accounts receivable were \$22,000 and this is due to the construction of River Mill Park and is all reimbursable. Total income was \$68,000 above budget with \$51,000 coming from service revenue accounts that were not budgeted. She noted that Business License and Meals Tax were above budget. The increases in Business Licenses was attributed to increased enforcement of delinquencies and the taxes developers pay on new home sales.

C. Proposed Fiscal Year 2016 Budget and 2016-2025 Capital Improvement Plan

Ms. Jovanovich presented the FY 2016 Budget and 2016-2025 Capital Improvement Plan. She noted that the budget has been reformatted to more clearly illustrate what we are paying for programs and services the Town provides. The budget includes four funds: General Fund, Craft Show Fund, Mamie Davis Fund and Capital Improvement Fund. She further discussed the

changes in the General Fund which are now clearly subdivided into categories which are Administration, Finance, Parks/Events, Public Safety, Public Works and Governing Body. She discussed major changes in the budget compared to last year's budget. These changes include a full time Town Clerk, transitioning the Craft Show Director position into a Marketing and Events Coordinator, which would encompass the Craft Show, business liaison and Town communications.

The Council held a discussion on River Mill Park programming. The budget for the park includes a half year projected impact of \$8,500 in maintenance and \$10,000 in programming expenses.

Mayor Quist began a discussion regarding the tax rate history. She noted that the Town's rate was once twenty five cents per \$100 in assessed value. The Council dropped that to five cents per \$100 and from 1994 until 2005 that rate was kept the same. She noted that Craft Show funds were used to supplement the operating budgets during those years. She also presented a chart showing Real Estate Tax revenues for the last twenty years, noting a steep decline in 2008. It took until 2014 for the Town to recover from that drop. She noted that the Town needs to balance its finances so that it does not have high reserves, but also making sure it does not run into a deficit.

The Council held a discussion regarding the estimated revenues. The Council discussed the possibility of increasing the Meals Tax rate. Vice Mayor Sivigny suggested advertising increases in both Meals Tax and Real Estate Tax so the Council would have options during the final stages of the budget process. He requested seeing information on increases of a half cent and a one cent increase on real estate. It was noted that the Council could designate a portion of the increased Meals Tax revenue for a specific purpose.

3. Adjournment

The work session was closed at 8:45 p.m.

Greg Holcomb, Town Clerk