



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, February 19, 2019
7:00 p.m.

Present: Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Eliot Perkins.

Absent: Councilmember Laurie Holloway

Staff: Kathleen Leidich, Town Manager, Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Carla Rodriguez Town Treasurer; Julie Little, Community and Events Director.

1. Call to Order

Mayor Porta called the meeting to order at 7:04 p.m.

2. Mayor Porta asked for unanimous consent to move item 2C up on the agenda; no Council objection.

2C. Request to Approve Annex Roof Repair Contract

Councilmember Perkins moved to contract with Ebenezer Roofing for partial roof repair and installation of new shingles at the Town Annex Building for a cost of \$4,060.00 and authorize the Mayor to sign.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

2A. Base Budget

Ms. Leidich indicated that tonight no action will need to be taken by Town Council. She would like to receive feedback and guidance from Town Council on a couple of proposed items.

Ms. Leidich stated that based on staff request and necessary items the Base Budget Operating expenditures would equal \$829,891. She also reported that the Base Budget Operating revenues with no increases to tax rates would be \$805,571. She indicated that Town Staff would like Town Council's direction to either cut \$24,320 in expenditures or dictate how they would like to increase revenue.

Ms. Leidich also reported that within the Base Budget there would be some Organizational changes. She stated that Mr. Coon is now the Deputy Town Manager/Town Clerk and along with his Town Clerk duties he will serve as the operational lead for the Public Works Department to include creating and maintaining the department budget. Also, there will be an additional part-time position in public works that would be funded by moving funds out of overtime hours and hourly labor hours to fund the position with no increase in expenses. Ms. Leidich also stated that the Events and Community Development Director is working at least 30 hours per week rather than the budgeted 20 hours per week. After ample discussion it was decided that funding for the difference in hours should be funded out of the Craft Show account.

2B. Town Council Priorities

Ms. Leidich reported that the Town Council Priorities Budget focused on items that Council has articulated they wanted. She also stated that there are items that Town Staff felt were important but that there were several items that were left off of the list and provided independently for Town Council's guidance.

Ms. Leidich stated the Town Council Priorities Operating Budget expenditures currently equal \$842,391. She used the Base Budget Operating revenues with no increase to tax rates of \$805,571. She stated that she did not increase any tax rates to increase revenue because she wanted Town Council's guidance on covering the shortfall by cutting expenses or increasing revenues. She provided a report that illustrated that if the Town Council increases the Real Estate Tax rate from .12 to .14 per \$100 of assessment value, it would generate an estimated \$39,301. Also, if the Town Council increased the Meals Tax Rate from 3% to 4%, it would generate an estimated \$71,188. She noted that along with the \$842,391 she believed that there should be additional funding in the amount of \$19,301 for the Facility and Park Maintenance fund for repair and maintenance of public facilities. She also reported that the Town should begin to enhance the Capital Improvement Project Fund by \$35,594 .

Town Council requested that Town Staff prepare another Town Council Priorities Budget that includes all expenses Town Staff feels are appropriate. They also noted that any budgets submitted should be balanced, with revenues and expenses being equal. Last, they requested that the next budget presentation include a summary sheet of revenues and expenses for each fiscal year shown (including prior fiscal years) and the percentages changes from year to year.

3. Adjournment

The meeting was adjourned at 10:28 p.m.



Christopher Coon
Town Clerk