



**OCCOQUAN TOWN COUNCIL**  
**Work Session Meeting**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, November 15, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Councilmembers Matthew Dawson, Cindy Fithian and Joe McGuire.

Staff: Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk; Abigail Breeding, Town Treasurer; Donna Brown, Events and Community Development Director

**Absent:** Vice Mayor Pat Sivigny and Councilmember Jim Drakes

### **1. Call to Order**

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

### **2. Regular Items**

#### **A. Treasurer's Report - FY16 Year to Date Report (First Quarter)**

Ms. Breeding stated that the General Fund actual Net Income is \$2,200 above budget. General Fund actual Net income is \$30,000 below last year's General Fund Net income. She stated that the Town has received \$990 in Brick Revenue as of September 2016. The Services Expense/Revenue Engineering for River Mill Park is \$172,000.

#### **B. Arts and Crafts Spring Show Update**

Ms. Brown stated that there were 20 more vendors in the Fall 2016 than the Fall 2015 show, most of which were crafters. She also stated that there were two additional sponsors for this show and they were "in-kind"; one providing a kids' painting station and the other providing photography services of the show. She stated that she saved money on advertising and believes that she can cut spending further. Her goal for next show is to better utilize River Mill Park. Ms. Brown stated that the net revenue was \$60,474.21. She also stated that the staff will be completing Standard Operating Procedures for the Craft Shows to help ensure all tasks are completed effectively and efficiently.

### **3. Adjournment**

Mayor Quist adjourned the meeting at 7:21 p.m.

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Christopher Coon  
Town Clerk