



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
Work Session Meeting
Tuesday, September 20, 2016 | 7:00 p.m.

1. Call to Order
2. Regular Items
 - a. Treasurer's Report - FY 2016 End of Year Report
 - b. Police Chief Hiring Process
3. Adjournment



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session Regular Agenda	Meeting Date: September 20, 2016
2 A: Treasurer's Report - FY 2016 End of Year Report	

Explanation and Summary:

The Town Treasurer will provide the financial report for the last quarter (April - June) and an end of year report for Fiscal Year (FY) 2016.

Attachments: (1) Treasurer's Financial Report

TOWN OF OCCOQUAN
FINANCIAL REPORT
AS OF 6/30/16

- * General Fund actual Net Income is \$26,800 above budget
- * General Fund actual Net Income is \$3,100 above General Fund Net Income for 6/30/15
 - * We've received \$5,100 in Brick Revenue as of 6/30/16
- * \$1,060,600 of the Services Expense/Revenue Engineering is attributed to River Mill Park

	As of 6/30/15	Income/Loss as of 6/30/16	As of 6/30/16
30000 - Restricted-Mamie Davis Fund	100,000	-	100,000
30010 - Operating Reserve	200,000	-	200,000
30020 - Unrestricted Retained Earnings	(30,660)	18,804	(11,856)
30030 - Temporarily Restricted - CS	221,407	106,398	327,805
30040 - Temporarily Restricted - CIP	226,500	(74,132)	152,368
30050 - Temporarily Restricted - MDP	4,072	(399)	3,673
30060 - Temporarily Restricted - PS Grant	14,206	9,217	23,424
30070 - Temporarily Restricted - PEG	-	209	209
	<u>735,526</u>	<u>60,097</u>	<u>795,623</u>

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of June 30, 2016

	6/30/2016	6/30/2015	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash	100	100	-
10020 · Operating Account - Payroll	16,318	17,234	(916)
10021 · Operating Account	60,185	105,743	(45,558)
10030 · Craft Show - Checking	8,636	29,703	(21,067)
10031 · Craft Show - MM/CD	200,000	200,000	-
10032 · Craft Show - MM	315,238	328,366	(13,128)
10033 · Craft Show - PayPal	-	-	-
10034 · Craft Show - Investment Pool	101,533	-	101,533
10080 · Mamie Davis - Checking	4,473	4,072	401
10081 · Mamie Davis - MM/CD	100,000	100,000	-
10090 · Bricks Account	4,537	-	4,537
Total Checking/Savings	811,020	785,218	25,802
Accounts Receivable			
10180 · Accounts Receivable	164,417	45,119	119,298
10190 · Real Estate Receivable	2,209	3,382	(1,173)
10200 · Sales Tax Receivable	4,081	4,086	(5)
10250 · Engineering Receivable	3,898	9,009	(5,111)
Total Accounts Receivable	174,605	61,596	113,009
Other Current Assets			
10230 · Inventory	1,868	2,136	(268)
11000 · Prepaid Expenses	13,208	8,304	4,904
Total Other Current Assets	15,076	10,440	4,636
Total Current Assets	1,000,701	857,254	143,447
TOTAL ASSETS	1,000,701	857,254	143,447

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of June 30, 2016

	6/30/2016	6/30/2015	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	136,106	59,124	76,982
Total Accounts Payable	136,106	59,124	76,982
Other Current Liabilities			
20930 · Security Deposit	2,200	1,000	1,200
20935 · Performance Bond	4,126	-	4,126
20940 · Unearned Craft Show Revenue	48,857	49,252	(395)
20950 · Unearned Other Revenue	2,670	400	2,270
20980 · Unearned R.E. Tax	127	3,531	(3,403)
21100 · Grant Pass-thru	200	200	-
21200 · Payroll Liabilities	10,792	8,222	2,571
Total Other Current Liabilities	68,973	62,605	6,368
Total Current Liabilities	205,078	121,729	83,350
Total Liabilities	205,078	121,729	83,350
Equity			
30000 · Restricted-Mamie Davis Fund	100,000	100,000	-
30010 · Operating Reserve	200,000	-	200,000
30020 · Unrestricted Retained Earnings	(30,660)	510,829	(541,489)
30030 · Temporarily Restricted - CS	221,407	331,721	(110,314)
30040 · Temporarily Restricted - CIP	226,500	7,610	218,890
30050 · Temporarily Restricted - MDP	4,072	-	4,072
30060 · Temporarily Restricted - PS Grant	14,206	-	14,206
Net Income	60,097	(214,634)	274,731
Total Equity	795,623	735,526	60,097
TOTAL LIABILITIES & EQUITY	1,000,701	857,254	143,447

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual
July 2015 through June 2016

Ordinary Income/Expense	Jul '15 - Jun '16	Budget	\$ Over Budget	% Over Budget
Income				
40000 · TAXES				
40010 · Real Estate Tax	200,752	196,273	4,479	2%
40020 · Meals Tax	185,724	165,218	20,506	12%
* 40030 · Sales Tax	24,444	26,200	(1,756)	-7%
40040 · Utility Tax	31,641	31,000	641	2%
40050 · Communications Tax	44,931	46,600	(1,669)	-4%
Total 40000 · TAXES	487,491	465,291	22,200	5%
41000 · FEES/LICENSES				
41010 · Auto Decals	11,620	11,200	420	4%
41020 · Business Licenses	78,370	60,000	18,370	31%
41030 · Late Fees	5,542	2,000	3,542	177%
41040 · Fines - Public Safety	9,541	12,000	(2,459)	-20%
41050 · Architectural Review Board Fees	310	500	(190)	-38%
41060 · Precious Metal License	600	600	-	0%
41070 · ATM Fees	3,000	3,000	-	0%
41080 · Dock Fees	433	350	83	24%
41090 · Engineering Fees	1,575	2,000	(425)	-21%
41100 · Administrative Fees	2,494	2,000	494	25%
41110 · Services Revenue- Bldg Official	12,888	-	12,888	100%
41120 · Services Revenue - Engineering	1,057,829	-	1,057,829	100%
41130 · Services Revenue - Legal	1,792	-	1,792	100%
41140 · Services Revenue - Other	2,392	-	2,392	100%
Total 41000 · FEES/LICENSES	1,188,385	93,650	1,094,735	1169%
42000 · GRANTS				
42010 · Litter Grant	1,071	1,000	71	7%
42020 · Public Safety (HB 599)	21,296	21,297	(1)	0%
42030 · Safety	1,000	1,000	-	0%
42040 · Grant - Other	4,500	-	4,500	100%
Total 42000 · GRANTS	27,867	23,297	4,570	20%
43000 · RENTALS				
43010 · Town Hall	300	500	(200)	-40%
43030 · Mamie Davis Park Rental	2,250	1,400	850	61%
Total 43000 · RENTALS	2,550	1,900	650	34%
44000 · OTHER				
44010 · General Fund Interest	91	100	(9)	-9%
44040 · Bricks Revenue	5,113	-	5,113	100%
44050 · Other	13,669	-	13,669	100%
Total 44000 · OTHER	18,873	100	18,773	18773%
Total Income	1,725,166	584,238	1,140,928	195%

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual
July 2015 through June 2016

Expense	Jul '15 - Jun '16	Budget	\$ Over Budget	% Over Budget
Total 60000 · PERSONNEL SERVICES	277,115	273,578	3,537	1%
60400 · PROFESSIONAL SERVICES				
60410 · Building Official Services				
60415 · Services Expense - Bldg Official	24,991	-	24,991	100%
60410 · Building Official Services - Other	14,305	5,000	9,305	186%
Total 60410 · Building Official Services	39,296	5,000	34,296	686%
60420 · Consulting	185	1,500	(1,315)	-88%
60430 · Zoning and Engineering Services				
60435 · Services Expenses - Zoning/Engineering	1,058,009	-	1,058,009	100%
60430 · Zoning and Engineering Services - Other	42,036	25,000	17,036	68%
Total 60430 · Zoning and Engineering Services	1,100,045	25,000	1,075,045	4300%
60440 · Legal Services				
60445 · Services Expense - Legal	2,616	-	2,616	100%
60440 · Legal Services - Other	49,438	35,000	14,438	41%
Total 60440 · Legal Services	52,054	35,000	17,054	49%
60450 · Audit Services	7,750	7,500	250	3%
60460 · Payroll Processing	716	600	116	19%
60470 · Bank Charges	108	-	108	100%
Total 60400 · PROFESSIONAL SERVICES	1,200,154	74,600	1,125,554	1509%
Total 60800 · INFORMATION TECHNOLOGY SERVICES	12,175	14,150	(1,975)	-14%
Total 61200 · MATERIALS AND SUPPLIES	14,665	8,370	6,295	75%
Total 61600 · OPERATIONAL SERVICES	8,528	8,100	428	5%
Total 62000 · CONTRACTS	88,622	81,500	7,122	9%
Total 62400 · INSURANCE	17,168	16,270	898	6%
Total 62800 · PUBLIC INFORMATION	3,509	4,100	(591)	-14%
Total 63200 · ADVERTISING	5,685	20,000	(14,315)	-72%
Total 63600 · TRAINING AND TRAVEL	6,274	11,250	(4,976)	-44%
Total 64000 · VEHICLES AND EQUIPMENT	16,329	19,600	(3,271)	-17%
Total 64400 · SEASONAL	3,729	7,500	(3,772)	-50%
Total 64800 · TOWN HALL	10,016	8,770	1,246	14%
Total 65200 · MILL HOUSE MUSEUM	6,319	6,620	(301)	-5%
Total 65600 · VISITORS CENTER	60	620	(560)	-90%
Total 66000 · MAINTENANCE YARD (Commerce)	1,640	1,720	(80)	-5%
Total 66400 · MILL STREET STORAGE FACILITY	-	370	(370)	-100%
Total 66800 · RIVER MILL PARK & FACILITY	1,923	7,070	834	12%
Total 67200 · MAMIE DAVIS PARK	9,103	3,800	5,303	140%
Total 68400 · STREETS AND SIDEWALKS	585	2,250	(1,665)	-74%
Total 68800 · HISTORIC DISTRICT	13,548	12,800	748	6%
Total Expense	1,697,145	583,038	1,114,107	191%
Net Income	28,021	1,200	26,821	2235%

Craft show Fund

	Jul '15- Jun '16	Budget	\$ Over Budget	% Over Budget
Income	209,167	223,025	(13,858)	-6%
Expense	102,769	104,182	(1,413)	-1%
	106,398	118,843	(12,445)	-10%

Mamie Davis Park Fund

	Jul '15- Jun '16	Budget	\$ Over Budget	% of Budget
Income	1,586	600	986	164%
Expense	1,985	-	1,985	100%
	(399)	600	(999)	-167%

PEG Fund

	Jul '15- Jun '16	Budget	\$ Over Budget	% of Budget
Income	209	-	209	100%

CIP Fund

	Actual Jul '15- Jun '16	Annual Budget	Remaining Budget
70001 - Mill St. Revitalization Project	23,636	150,000	126,364
70005 - Building Maintenance	25,487	15,000	(10,487)
70006 - Stormwater Management	-	5,000	5,000
70010 - Annex Property Improvements	-	-	-
72001 - Tanyard Hill Parcel - Site Research	-	5,000	5,000
72003 - River Park Project	5,817	-	(5,817)
72004 - Canoe/Kayak Ramp	2,290	36,000	33,710
76005 - A/V Equipment - Town Hall	-	5,000	5,000
78001 - Document Management System	5,000	20,000	15,000
78002 - Town Code Recodification/Legal Review	-	12,000	12,000
78003 - Conference Room - Town Hall	1,227	2,000	773
78004 - Comprehensive Plan Review/Update	10,675	5,000	(5,675)
Total 70000 - CIP EXPENSE	74,132	255,000	180,868

70001 - Mill St. Revitalization Project is comprised of a permit, concrete replacement due to tree removal, banners, curb painting and property acquisition



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Work Session Regular Agenda	Meeting Date: September 20, 2016
2 B: Police Chief Hiring Process	

Explanation and Summary:

The current Chief of Police will retire effective December 3, 2016. The Town Council must determine the process to perform the search for a replacement. A proposal from the Virginia Association of Chiefs of Police (VACP) that outlines a search process with professional assistance from the organization will be provided during the meeting for review and discussion. This is an opportunity for the Town Council to discuss that process and direct the Town Manager on how to proceed in developing the position announcement and directing the search process.

Ms. Dana Schrad, VACP Executive Director, will attend the October 4, 2016 Town Council meeting to provide background and information on police department structures, as well as expectations regarding one-person police departments.

Attachments: None.