



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

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers J. Matthew Dawson, Jim Drakes, and Joe McGuire  
Staff: Kirstyn Jovanovich, Town Manager; Abigail Breeding, Town Treasurer;  
Chief Sheldon Levi

**Others:** Andrew Grossnickle, Robinson, Farmer, Cox & Associates

**Absent:** Councilmember Tyler Brown; Chris Coon, Town Clerk

**1. Call to Order**

Vice Mayor Sivigny called the meeting to order at 6:34 p.m.

*Mayor Quist arrived during the closed session.*

**2. Closed Meeting**

Councilmember McGuire moved that the Council convene in closed session to discuss the following as permitted by Virginia Code Section 2.2-3711(A) (1), a personnel matter involving consideration or interviews of candidates for employment or appointment. Councilmember Drakes seconded. The motion carried unanimously.

The Council came out of closed session at 7:25 p.m. Councilmember McGuire moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Vice Mayor Sivigny seconded.

Motion passed, Ayes - Councilmember Drakes, Councilmember Dawson, and Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to offer the position of Events and Community Development Director to Donna Brown, contingent upon successful completion of background and reference checks.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.**

It was moved to award \$500 to Mr. Bucky Brill, Maintenance Supervisor, in recognition of his dedication to the Town and his efforts in coordinating the Town's response to the recent snow events..

**A motion was made by Councilmember McGuire, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.**

### **3. Work Session Items**

#### **A. FYE 2015 Financial Audit Presentation**

1. Mr. Grossnickle presented the results of the Financial Audit and stated that:
  - i. The Town's total debt position of \$2.4 million dollars as of June 30 2015 is an increase of \$230,000 from the previous year.
  - ii. The Town Fund Balance of \$735,673 as of June 30 2015 was a decrease of \$214,635 of the previous year's Fund Balance.

Mayor Quist inquired about any other major changes to what is required to report on or things that changed within the Town's system. Mr. Grossnickle stated that there were no major changes regarding either.

The acceptance of the FYE 2015 Financial Audit will be on the April 5, 2016 regular meeting agenda. Council was asked that once they have had the opportunity to review the document, to direct any questions to the Town Treasurer or Town Manager.

#### **B. FY 2017 Budget Work Session**

Ms. Jovanovich stated that this would be the last Budget Work Session before The Council has to advertise for the public hearings. She then reminded Council of important dates:

April 5, 2016 - Public Hearing on the Proposed FY 2017 Budget  
April 26, 2016 - Public Hearing on the Proposed FY 2017 Tax Rate  
May 4, 2016 - The adoption of the FY 2017 Budget

Ms. Jovanovich stated that The Council needed to determine what Real Estate Tax Rates to advertise. She stated that there was an increase of 1.8% in the real estate assessment values. She also stated that if Council increased the Real Estate Tax Rate by one cent, it would generate \$18,134 in additional revenue. If Council maintains the same Tax Rate, revenue will increase by \$3,300 over FY 2016.

Ms. Jovanovich stated that this proposed budget has activities that while they have been expended in past years, they have historically not been budgeted in either revenues or expenditures. These activities were included in this proposed budget in order to more accurately portray expected revenues and expenditures for the Town.

Ms. Jovanovich stated that if the Tax Rate was increased by one cent then the majority (79%) of Occoquan property owners would see less than a \$40 increase in annual Real Estate Taxes, or an approximately \$3.33 increase per month.

The Council directed the Town Manager to advertise a Real Estate Tax Rate of \$0.13, a two cent increase from the current rate \$0.11 per \$100 of assessed value. However, the proposed budget is based on a one cent increase of \$0.12 per \$100 of assessed value. Ms. Jovanovich stated that the updated Budget would be prepared and published on March 25, 2016.

It was moved to advertise a Proposed FY 2017 Real Estate Tax Rate of \$0.13 per \$100 of assessed value.

**A motion was made by Councilmember McGuire, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.**

### **C. Election Information Newsletter**

Vice Mayor Sivigny wanted to discuss the election newsletter the Town Manager proposed and if it was an appropriate use of Town funds. Mayor Quist stated that she believed that it was a good idea to help keep the citizens informed, especially with all of the newer residents to the Town.

Ms. Jovanovich stated that she has done a similar informational document in other localities with the intent to provide election information to the community. There are certain rules in the development of such a document to include no editing performed by staff, all candidates provided the same opportunity to contribute a column, and limitation on number of words the same for each candidate. This was done in an effort to help increase voter turn-out and keep citizens informed. She further noted that the cost to print and mail the special newsletter was approximately \$200.

Councilmember McGuire stated that providing information to the community is a government function. He further stated that the election newsletter was a way to help keep the citizens informed, and stipulated that as long as all candidates were treated the same, he approves of the newsletter.

The Council inquired about what the Town Attorney's position was on the legality of the newsletter. Ms. Jovanovich stated that she already consulted with Mr. Crim prior to establishing the newsletter and that he stated it was appropriate, so long as the previously mentioned parameters were set and followed by the Town.

Councilmember McGuire stated that government should go out of their way to help citizens vote. At the end of the discussion, Council decided to publish the Election

Newsletter and evaluate the citizens reaction and voter turn-out for future election year publications.

**4. Adjournment**

The meeting adjourned at 8:37 p.m.

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Christopher Coon  
Town Clerk