



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, March 17, 2015**  
**7:00 p.m.**

**Present:** Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember J. Matthew Dawson; Councilmember Jim Drakes  
Councilmember Joe McGuire.

**Staff:** Kirstyn Barr Jovanovich, Town Manager; Matt Williams, Assistant Town Engineer/Zoning Administrator; Sheldon Levi, Chief of Police and Town Sergeant.

**Absent:** Greg Holcomb, Town Clerk

**1. Call to Order**

Mayor Quist called the meeting to order at 7:02 p.m.

**2. Regular Items**

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

Ms. Jovanovich presented the Capital Improvement Plan. The plan outlined schedules for maintenance, vehicles, equipment and infrastructure. She provided more detail related to FY 2016 public works projects. This includes storm water management, intersection improvements, sidewalks and the annex property retaining wall issue.

The Council discussed a need to improve sidewalks within the historic district and increased funding for improvements to sidewalks and streetscaping to \$150,000 for FY 2016. The Council then reduced funding for the Town Council dais chairs and conference room table item from \$8,000 to \$2,000 and removed the replacement of the dais chairs.

Mayor Quist held a discussion regarding Town cash reserves. She stated that it is advisable to have a 90 to 120 day reserve. This would require a transfer at the end of the year.

Next, the Council held a lengthy discussion regarding the cost and benefit of a full time Town Event and Marketing Coordinator.

**3. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code Section 2.2-3711(A)(1), a personnel matter

involving performance evaluation and salary and other compensation of all Town employees for the purpose of budgeting. Councilmember McGuire seconded. **The Motion Carried unanimously.**

The Council came out of closed session at 9:18 p.m. Vice Mayor Sivigny 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. Councilmember McGuire seconded. **Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

#### 4. Tax Rate Discussion

The Council discussed tax rates and the costs associated with increased services that the budget proposes. Mayor Quist clarified that the \$90,623 in Craft Show expenditures excludes the original expenditures of \$10,000 for "other park programming." She noted that instead, the \$15,000 from the Meal Tax rate increase would be used for this purpose.

It was moved to advertise the FY 2016 Operating account revenues be \$600,883 with a Meals Tax rate of 3% and a Real Estate Tax rate of \$.12/\$100. The proposed Operating Account expenses would be \$586,396. The CIP Account proposed expenses \$1,005,000. The Mamie Davis Account Revenue would be \$2,000 with expenses of \$2,000. The Craft Show Account proposed revenues would be \$220,825 with expenses of \$90,623. Also, including a Transient Tax rate of 2%.

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

#### 5. Adjournment

The meeting was adjourned at 9:30 p.m.

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Greg Holcomb, Town Clerk