



OCCOQUAN TOWN COUNCIL
Council Work Session Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, March 3, 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; Greg Holcomb, Town Clerk

Absent: None

1. Call to Order

Mayor Quist called the meeting to order at 8:43 p.m.

2. Regular Items

A. Proposed Fiscal Year 2016 Budget and Capital Improvement Plan Work Session #2

Ms. Jovanovich presented updated revenues and expense estimates from the last meeting of February 23, 2015. She answered two questions from the last Budget Work Session regarding calculations of an increased Meals Tax and a comparison of other communities' Meal Tax rates. The Council discussed using a portion of a Meal Tax increase towards promoting the Town and assisting the business community.

Ms. Jovanovich then presented calculations of an increase Real Estate Tax collection based on an additional \$.01/\$100 and the 6.3% increased assessment from the County.

Ms. Jovanovich then explained the detailed Budget document broken out by the funds for Administration, Finance, Parks and Events, Public Works, Public Safety and Governing Body.

The Council discussed Town staffing including the Events and Marketing Coordinator position, Police staffing and a cost of living increase. The Council discussed contracting out the Marketing and Event Programming position, however there was consensus that the position remain a Town staff member at this time. The Council requested recommendations from Town staff regarding Police staffing and the associated costs for the next meeting.

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), the performance evaluation and job assignments of the Town Manager. Councilmember McGuire seconded. **The Motion Carried unanimously.**

The Council came out of closed session at 9:48 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 Drakes seconded. **Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

4. Adjournment

The work session was closed at 9:48 p.m.

Greg Holcomb, Town Clerk