



OCCOQUAN TOWN COUNCIL
Work Session Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, February 21, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire

Staff: Kirstyn Jovanovich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Interim Chief of Police

1. Call to Order

Mayor Quist called the meeting to order at 7:01 p.m.

2. Regular Items

A. Police Department Assessment Presentation

Ms. Dana Schrad, Virginia Association of Chiefs of Police (VACP) presented the Occoquan Police assessment. She stated she mainly searched for small towns in the Commonwealth, focusing on geographical foot print and population, and places with one person police departments, similar to the Town of Occoquan. Based on thorough research, Ms. Schrad stated that two towns that Occoquan could follow in terms of structure are Quantico and Remington. She stated that Remington was similar in population and Police budget of \$70,000 annually. Remington has three part-time officers that only work at times of typically high call volumes. She did state that Remington did not have a daily fluctuation of population like Occoquan. She stated that the Town of Quantico was similar in population and geographical footprint but, the Town of Quantico has an annual budget of \$165,000. She stated that Quantico had three part-time parking enforcement officers that help generate revenue and the police department had one full time Chief and two part-time officers. Ms. Schrad summarized that it depends on what direction that Town Council wanted to go but, following either police department's structure would be beneficial to Occoquan.

The Town Council requested that Ms. Schrad follow up by telephone with each Councilmember and provide a supplement to the final report.

Council held a discussion about what steps should be taken next. Council agreed to make an announcement for a Police Chief/Town Sergeant to begin the hiring process. They also agreed that important qualifications for the Police Chief/Town Sergeant are experience in patrol, grant writing, and community policing.

B. FY 2018 Budget Discussion #2

Ms. Jovanovich stated that the presentation would focus on updated figures for the General Fund, as well as provide detail for the CIP, Mamie Davis, and Craft Show funds. She presented a breakdown of General Fund revenues by percentages. Councilmember Dawson inquired about how we maintain accuracy with Meals Tax.

Ms. Jovanovich stated that the Town Treasurer is responsible for conducting audits on self-reported taxes, such as meals tax. A meals tax audit has never been performed by the Town and will be a priority of the incoming Treasurer.

Ms. Jovanovich stated that based on Prince William County's Real Estate assessment estimates, there will be a .34% increase over late year's assessment values. She also stated that the proposed FY2018 Meals Tax figure is a 23.7% increase over FY2017 budget and 3.1% over FY2017 projected. She stated this is because, overall, the businesses have been very successful over the past year. Ms. Jovanovich also stated that there is a very low commercial vacancy rate in Town. She then spoke to the services fees and indicated that the Building Official Services is nearing cost neutral because of limited town cost.

Ms. Jovanovich then presented a summary of expenditures for FY2018, and discussed the proposed Health Insurance option through The Local Choice to allow for discounted group rates. She then presented the proposed addition of a seasonal position, "dockmaster," to assist with maintenance, safety, and fee collection enforcement on the public dock. This will include a change to the fee schedule for boaters to use the public dock. Ms. Jovanovich stated that based on the proposed budget there is currently a surplus of \$6,400; however, the final proposed budget will have equal revenues to expenditures. Councilmember Drakes inquired about the possibility that the anticipated surplus of \$6,400 could be used to supplement the Parks and Recreation proposed budget.

Ms. Jovanovich presented the proposed CIP projects and budget which plans large capital projects over a five-year period. She concluded the presentation with the proposed Craft Show and Mamie Davis Park funds.

Ms. Jovanovich stated that the final budget work session is scheduled for March 7, 2017 after the Regular Meeting.

3. Adjournment

The meeting was adjourned at 9:46 p.m.

Christopher Coon
Town Clerk