



OCCOQUAN TOWN COUNCIL
Work Session Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, February 16, 2016
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Tyler Brown, Jim Drakes and Joe McGuire

Staff: Kirstyn Jovanovich, Town Manager; Abigail Breeding, Town Treasurer; Chief Sheldon Levi.

Others: Mike Chandler, Virginia Tech Land Use Education Program, Town Comprehensive Plan consultant; and Ramsey Baerga, Daniel Braswell, David Irwin, Planning Commission Members.

Absent: Councilmember J. Matthew Dawson

1. Call to Order

Mayor Quist called the meeting to order at 7:00 p.m.

2. Regular Items

A. Occoquan Comprehensive Plan: A Diagnostic Review – Report and Presentation

Mr. Mike Chandler, Virginia Tech Land Use Education Program, presented the final report on the diagnostic review of the Town's 2003/2013 Comprehensive Plan. He discussed the upcoming Planning Commission revision process that will include a 120-day process, with the final draft of the revised 2016 Comprehensive Plan going to Town Council for approval prior to June 30, 2016. The process will include a public input process, and utilizing readers/reviewers to provide input on drafted sections of the plan.

The diagnostic included a suggested structure and outline, draft chapter titles and planning themes, and a draft vision for Planning Commission consideration. In addition, Mr. Chandler recommended reformatting the plan to 'front load' the plan with the essential information, include existing land use plan and future land use maps, and setting a ten year planning horizon (2016-2025) for the document.

Mr. Chandler suggested holding several Planning Commission work sessions beginning in March through the adoption of the revised plan and offered to assist the Planning Commission pro-bono throughout the remainder of the process.

Ms. Jovanovich stated that the Town received a grant for \$5,000 to update the Comprehensive Plan as it relates to the Chesapeake Bay Preservation Act. The contractor who assisted the town in applying for the grant is proposed to assist the town through this process, with the update being required by June 30, 2016.

Mr. Chandler will be providing proposed strategies and policies, as well as updated demographic information once the planning process commences.

The Planning Commission will schedule work session dates during their March 8, 2016 regular meeting, with the intention of having a draft plan discussion with Town Council at the April Town Council work session.

B. Treasurer's Report - FY2016 Year to Date Report (Second Quarter)

Abigail Breeding, Town Treasurer, provided the FY2016 Second Quarter report.

- General Fund actual net income is \$6,700 below budget.
- General Fund actual net income is \$12,000 below General Fund net income for December 31, 2014.
- Received \$4,300 in brick revenue as of December 31, 2015.
- Of Services Expense/Revenue-Engineering, \$361,400 is attributed to River Mill Park.

Ms. Jovanovich stated that the Town is currently working with the Building Official to work toward achieving cost-neutral revenues and expenditures within the building official service category. She further stated that either the contractor's fee schedule needs to be adjusted or the Town's fee schedule needs to be changed in order to recover actual costs to the town.

C. Public Safety Discussion

Ms. Jovanovich provided a summary of previous public safety discussions since March 3, 2015 and reviewed Council's established public safety goals:

- Protection of private property;
- Improvement of pedestrian safety;
- Increased patrol hours including nights and weekends;
- Prioritizing community meetings outside of town; and
- Updating department policies.

Ms. Jovanovich discussed steps taken by staff to achieve the goals including onboarding two new auxiliaries, developing an internal affairs function, revised general orders for the department, working on body camera policy for FY2017, adjusted Chief's schedule to include nights and weekends, and limited out-of-town meetings. She further stated she met with Captain Vago who is the town's liaison with the County and discussed the agencies' roles and cooperation between the organizations.

Vice Mayor Sivigny stated he believed that the consensus was that our police department should focus on daytime work and that if coverage is needed on nights and weekends, the County should respond to those issues. He further stated that he did not see the need to have Occoquan PD coverage on nights and weekends.

and wanted the police department to focus on traffic enforcement and cut through traffic.

Councilmember Drakes stated that he would like to have the Town's police available during more active times, in addition to the traffic enforcement and rush hour coverage; he stated he does see a need to have the Occoquan police available during nights and weekends.

Vice Mayor Sivigny was concerned that if we require nights and weekends, that it will cut into Chief's ability to handle daytime traffic enforcement. He stated he would like to see the data to show that there is an issue during weekends and nights before we require nights and weekends of our police department.

Mayor Quist stated that when this was discussed previously, there was a split amongst Council, and that was when the suggestion of an auxiliary position was introduced to allow Chief to focus on daytime work to include traffic enforcement and cut through traffic, and utilize the auxiliary to provide coverage on nights and weekends.

Councilmember Drakes has concerns about security at the new park and to take steps to prevent crime.

Ms. Jovanovich stated that the concern about nights and weekends was the response time; if we have an Occoquan officer in town they are able to respond much faster than a Prince William County officer is able.

The auxiliaries are expected to work 20 hours per month, per auxiliary.

Staff will continue to work toward the goals established by Town Council and as we move through the process utilizing auxiliaries, staff will update Council on its public safety strategy.

Councilmember Sivigny inquired about compensatory time accrual for staff. Ms. Jovanovich stated that each employee receives benefits based on their individual contract. The personnel manual is currently under review and a draft policy will be provided to Council.

D. FY 2017 Budget Work Session – Review and Priority Setting

Ms. Jovanovich provided an overview of current year achievements and FY 2017 proposed initiatives and discussed staffing needs and proposed staffing adjustments including changing the Treasurer position from 20 hours, flexible schedule to 30 hours, in-office core hours; Maintenance Supervisor position from 35 hours part time to 40 hours full time; and the addition of a part time administrative position at 20 hours per week.

She stated that the FY 2017 budget was developed based on the six priorities that were set by Town Council during the FY 2016 budget process including: Parking Issues, Pedestrian Safety and Access, Historic Preservation and Town Appearance, Riverwalk Project, Community Development and Programming, Stormwater Management.

Ms. Jovanovich presented information on revenue generated from the current \$.11 real estate tax rate and a one-cent increase from \$.11 to \$.12 per \$100 of assessed value.

The Council discussed upcoming programming needs and capital programming for FY 2017 and beyond.

Ms. Jovanovich stated that there would be another opportunity for Council discussion on the proposed budget in order to provide guidance and set priorities for FY 2017 budget. The proposed budget will be available to the public after the March 1, 2016 meeting.

3. Adjournment

The meeting adjourned at 9:50 p.m.

Kirstyn Jovanovich
Town Manager/ Acting Town Clerk