



OCCOQUAN TOWN COUNCIL
Work Session Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 20, 2016
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Matthew Dawson, and Cindy Fithian

Staff: Kirstyn Jovanovich, Town Manager; Abigail Breeding, Town Treasurer; Christopher Coon, Town Clerk.

Absent: Councilmembers Joe McGuire and Jim Drakes

1. Call to Order

Mayor Quist called the meeting to order at 7:03 p.m.

2. Regular Items

A. Treasurer's Report - FY2016 End of Year Report

Abigail Breeding, Town Treasurer, provided the FY2016 End of Year report.

- General Fund actual net income is \$26,800 above budget.
- General Fund actual net income is \$3,100 above General Fund net income for June 30, 2015.
- Received \$5,100 in brick revenue as of June 30, 2016.
- Of Services Expense/Revenue-Engineering, \$1,060,600 is attributed to River Mill Park.

Vice Mayor Sivigny inquired about the amount of meals tax received over budget and to what the increase is attributed. Mrs. Breeding stated that the businesses were doing well. Mrs. Jovanovich also stated that Bar-J restaurant opened in February and was not taken into consideration when developing the FY2016 Budget.

Mayor Quist inquired about the amount of business license fees received over budget. Mrs. Jovanovich stated that the contractors working on the construction of River Mill Park were required to obtain a business license in Occoquan.

B. Police Chief Hiring Process

Mrs. Jovanovich stated that Ms. Dana Schrad, Virginia Association of Chiefs of Police, VACP, Executive Director, would attend the October 4, 2016 Town Council meeting to provide background and information on police department structures, as well as expectations regarding one-person police departments. During the October 4, 2016 meeting, Council will also be voting on having an expert panel of members of the (VACP) help with the hiring process of the next Police Department lead officer.

Mayor Quist stated that a similar process was used for filling the Town Manager position and it was very informative and helpful for the Council to make their final decision.

Mrs. Jovanovich presented information regarding Council requested coverage compared to actual available police coverage. She showed that based on police department goals set by Council, as well as special events, day coverage, and administrative work, the total expected hours for coverage is roughly 416 hours. Using the current police department structure, one full-time and three part-time auxiliary officers, the Town has approximately 216 available hours of police coverage. She stated that with the Town being short 200 hours of coverage, this is a time to reanalyze the department goals and expectations, as well as the appropriate department structure to meet those needs. Mrs. Jovanovich stated that she found that many police departments are either going to a 24-hour police department or are using strategic scheduling to ensure officers are in Town when calls for service are at their peak. She stated that Ms. Schrad would be able to give more insight as to the benefits and downfalls to both on October 4.

Councilmember Dawson inquired about the structure of a police department without a Chief and only having a Town Sergeant. There was some discussion amongst Council regarding what they believed the Town Attorney stated at the previous meeting. They stated that the Town Charter required a Town Sergeant. Mrs. Jovanovich stated that she would get information from the Town Attorney on the requirements of having a Police Chief and/or Town Sergeant.

Mrs. Jovanovich stated that Mrs. Schrad is assisting with providing sample position descriptions in an effort to develop an announcement that Council would be able to review, discuss and edit on October 4. Mrs. Jovanovich also stated that if the Council agreed on the job description, she would like to advertise for the position starting on October 7, 2016. She stated this would allow for a month of collecting applications and interviews could be conducted during the month of November. She also stated that if Council could not come to an agreement on the job description on October 4, or wanted more time, then there would be a high probability they would need to appoint an interim Chief of Police/Town Sergeant until the position could be permanently filled.

Mayor Quist stated that the most important thing to take away from this meeting was to come prepared to have a productive discussion about what they want for the future of the police department, while an expert is there to answer questions on October 4.

3. Other Items

A. Haymarket Council Remarks

Haymarket Mayor David Leake and Haymarket Vice Mayor Joe Pasanello thanked the Mayor and Town Council for the Proclamation that designated September 15, 2016 as Lymphoma Awareness Day and September 2016 as Blood Cancer Awareness Month. They also challenged the Town to participate in lighting something symbolic in red to help spread awareness.

B. Councilmember Fithian Report

Council member Fithian reported on the Occoquan River Communities meeting on September 19, 2016. She stated that the date of the Parade and Winterfest is December 10, 2016, and the tentative times for Occoquan's participation will be 4 p.m. to 7 p.m. The State of the Occoquan Cruise has a tentative date of October 20, 2016, and the Occoquan Regional Park development project should be completed in 2018.

4. Adjournment

The meeting was adjourned at 7:46 p.m.

Christopher Coon
Town Clerk