



OCCOQUAN TOWN COUNCIL
Work Session Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, January 16, 2018
7:00 p.m.

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

Absent: Councilmember Jim Drakes and Joe McGuire

Staff: Kirstyn Jovanovich, Town Manager; Bruce Reese, Town Engineer; Carla Rodriguez, Town Treasurer; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Julie Little, Events Director

1. Call to Order

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

2. Regular Items

A. Treasurer's Report - FY 2018 1st Quarter Report

Mayor Quist presented the FY 2018 1st quarter report and indicated the Town is running an overall net income of \$525. The balance sheet is trending similar to last year's budget, when factoring for funds the Town received for River Mill Park last year. Currently, the Town is \$37,000 over budget in gross net income. She indicated part of the increased income can be attributed to Meals tax performing higher than expected, and to increased public safety fines as a result of increased patrol hours. The CIP fund included final payments for Poplar Alley and River Mill Park paving projects and the remaining projects are scheduled for the 3rd quarter of FY 2018.

B. FY 2019 Budget Work Session

Ms. Jovanovich provided Town Council with a budget presentation. She stated that the information provided is preliminary. She indicated that this would be the time that Councilmembers should articulate if there is something they want to see or don't want to see in the proposed budget. Ms. Jovanovich stated that the six budget priorities were listed in alphabetical order as discussed during the November work session.

She presented Town projects that have been completed, focusing on the Town Council priorities and initiatives for those priorities in FY 2019. She stated that the Town will be recognized as a Tree City USA community by the Arbor Day Foundation in 2018. She also noted FY 2018 accomplishments that were not directly linked to specific priorities like receiving the GFOA Distinguished Budget Award for the FY2018 Approved Budget Document for the 3rd consecutive year, and the completed update to the Zoning and Subdivision ordinances.

Ms. Jovanovich presented the most recent demographics of the Town compared to Prince William County, the Town services and programs that are provided, and the increase of Town population from 241 in 1980 to 1,061 in 2016. She then provided information on the Town's revenue sources and the anticipated impacts for the FY 2019 budget, to include Police Department staffing structure and stormwater management. She also stated that the preliminary figures included in the presentation are based on maintaining tax rates, with the exception of potentially revising the Vehicle License Fee rates to match Prince William County. She reported that Business License, Meals tax, and Real Estate tax make up about 70 percent of the Town's revenue. She indicated that the remaining 30 percent of the Town's revenue were less controllable by the town through rates. . Examples of these revenues are Utility and Communications taxes and Sales tax, which is distributed to localities based on the percentage of school aged children, both of which are distributed by the State.

Ms. Jovanovich stated that the next steps for the budget include the next Budget Work Session on February 20, at which time refined revenue and expenditure estimates and the proposed Capital Improvement Program, Mamie Davis Fund, and Craft Show Fund will be presented to Council.

C. Stormwater Management Program

Ms. Jovanovich spoke with Prince William County about joining their Stormwater Management Program. Since its inception in 1994, the Town has not been a part of the County's Stormwater Management Program. Ms. Jovanovich stated that the Town Council should decide if they want to continue to maintain and manage its own stormwater program and develop such a program, or request to become a part of the County's program. The Town has not been collecting stormwater management fees from the residents and the residents have not been paying the County's Stormwater Management fee. If Town Council wants to maintain the stormwater management program, then the Town will need to develop a program that funds maintenance and oversight of the Town's stormwater facilities.

Ms. Jovanovich and Mr. Reese have spoken with Prince William County in regard to joining the County's Stormwater Management Program and the County stated that they would need an official request to be able to provide guidance on the process for the Town to join the Stormwater Management Program.

Councilmember Fithian inquired about the potential cost of receiving Prince William County's quote for the Town to join their Stormwater Management Program. Mr. Reese stated that the request should not cost the Town anything but staff time. Mr. Reese also stated that he and Ms. Jovanovich have searched for Prince William County's original request for the Town of Occoquan to join the Stormwater Management Program and indicated that no documentation or public discussion on this matter has been located at this time.

Mayor Quist inquired as to the uses of funds Prince William County generates from the Stormwater Management Program. Mr. Reese stated the County owns all of the Stormwater Management Facilities within the County and the funds pay for preventative maintenance, general maintenance, repairs, flood control, and everything that keeps the system functioning properly. Mr. Reese also stated that the benefit from being in the County's Program is that if something goes wrong with the Stormwater system in Town, the bill would spread out amongst all the residents of Prince William County not just those in Occoquan.

The Councilmembers present stated that by consensus they were in favor of staff making the formal request to identify what process is needed to allow the Town of Occoquan to be included in the County's Stormwater Management Program.

D. VFW Military Veteran Tribute Banner Program

Nick Roper and VFW Post 7916 requested approval to install Military Veteran Tribute Banners on Dominion Poles in Town annually from May through November. Mr. Roper stated that the Banner program would be funded completely by sponsor donations. Currently, the proposal is for 25 banners: ten on Mill Street, ten on Commerce Street, four on Poplar Alley, and one on Washington Street.

The VFW also requested the help of the Town with Dominion Power permits, advertising and banner recommendations for installation and removal. The Council agreed by consensus to allow Town Staff to contact Dominion Power about waiving the application and rental fees for the banners on the light poles. Ms. Jovanovich will also work with the Town Attorney to establish a Memorandum of Understanding between the Town and the VFW. The VFW will also work with the ARB on the final design of the Military Veteran Tribute Banners.

E. Arts and Crafts Show - Sponsorship Program/Service Vendors

Town staff inquired specifically about the future of sponsorships and service vendors in the Occoquan Arts and Craft Shows after receiving negative feedback from volunteers, patrons, and other vendors. Town Council discussed this topic and decided to no longer allow sponsorships and service vendors. They indicated that even if they may lose some revenue, the quality of the Arts and Craft Shows will increase. Town Council directed Ms. Little to remove the online application for sponsorships and refund any money from sponsorships or service vendors already paid to the Town.

3. Adjournment

The meeting was adjourned at 8:58 p.m.

Christopher Coon
Town Clerk