



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

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Jim Drakes and Cindy Fithian

Staff: Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk; Adam Linn, Police Chief; Carla Rodriguez, Town Treasurer; Julie Little, Events and Community Development Director

Absent: Councilmembers Matthew Dawson and Joe McGuire

1. Call to Order

Mayor Quist called the meeting to order at 7:05 p.m.

2. Regular Items

A. Treasurer's Report - FY 2017 End of Year Final Report

Carla Rodriguez, Town Treasurer, provided the FY2017 End of Year report.

- General Fund actual net income is \$101,946 above budget.
- General Fund actual net income is \$75,146 above General Fund net income for June 30, 2016.
- General Fund FY2017 has pending payments totaling \$97,797 for Poplar Alley paving and the River Mill Park project.
- Meals Tax revenue as of June 30, 2017 is \$38,205 above budget, due to restaurants doing better than previous years.
- Public Safety Fines for FY2017 is \$21,573 above revenue budget.
- Legal Services for FY2017 is \$18,719 above the expense budget.
- Mamie Davis income and expenses are more than budgeted because of the Dump Truck accident.

B. Arts and Crafts Show Report - Spring and Fall 2017

Ms. Little reported that the Spring Craft Show had 236 vendors with 69 of those being new vendors. The total number of vendors was 14 less than the prior Spring Craft Show. The 2017 Spring Craft Show revenue was \$54,295. She also reported that that Fall Craft Show had 253 vendors with 62 of them being new vendors. The total number of vendors was 28 less than the prior Fall Craft Show. The 2017 Fall Craft Show revenue was \$58,604.

Councilmember Drakes inquired about how Ms. Little intends on increasing the number of vendors. Ms. Little stated that she is going to focus on advertising and promoting the show. Town Council discussed the direction they want to see the Craft Show to move. Town Council then discussed if higher quality vendors or the number of vendors were more important. It was suggested to create a committee of individuals in the community to provide guidance for the 2020 Craft Shows.

C. Legislative Priorities

Ms. Jovanovich provided Council with Virginia Municipal League's (VML) Legislative Agenda. She brought special attention to the Communications Tax and the Tax Reform for Historic tax credits. Both legislative items would impact the Town. Chief Linn presented his findings after researching the cost of implementing a "Block the Box" camera at the intersection of Route 123 and Commerce Street.

Chief Linn indicated that only one, (ATS), of the three companies he contacted would be willing to install cameras for the "Block the Box" offenses. All companies stated that they would not install the cameras unless the Virginia State Code explicitly allows the use of "Block the Box" camera enforcement. VDOT also indicated that they would not allow cameras to be installed on their poles or equipment unless the use was explicitly allowed by the Virginia State Code. ATS currently provides a pilot program for "Block the Box" camera enforcement service in Chicago and New York. The company stated that they estimate that the cost for the camera would be \$3,800 per month with a contract minimum of 48 months totaling \$182,400 over four years. Chief Linn indicated that it would require an estimated 20 hours staff time a week, depending on infractions, for a certified officer to review the videos/images to verify there was an infraction and run the vehicle information.

Council discussed if it would be more beneficial to have that officer at that intersection for compliance. After discussion and by consensus, Council decided to not direct the Town Attorney to begin working on the Town Charter change at this time.

Ms. Jovanovich also presented consolidated billing which would allow Prince William County to collect taxes for the Town of Occoquan. She stated that there is a proposal for Loudon County to collect taxes and delinquencies for the Town of Leesburg. This action would benefit the Town of Occoquan if Prince William County collected Vehicle Licensing fees and delinquent taxes.

Council discussed the benefits and disadvantages of having Prince William County collect some taxes for the Town. Ms. Jovanovich stated that this would help reduce staff work load and help with increase compliance. The Vehicle Licensing fee is also collected by the Town because if it was not then the County would collect and maintain that revenue. One disadvantage would be the Town would no longer issue stickers that many residents enjoy having. Ms. Jovanovich stated that the Town could create a decal or bumper sticker to give to residents. For delinquent taxes, the County has more resources to gain compliance.

By consensus, Council directed Ms. Jovanovich to contact Prince William County Treasurer and receive more information in regards to the County collecting taxes for the Town.

D. Public Safety Assessment Presentation

Chief Linn presented the Public Safety Assessment for the Town. Chief Linn provided the results of the community survey and indicated that the majority of the surveys were completed by Town residents. The survey showed that 77.5% of respondents believe that that Town needs more police coverage. The top priorities for the respondents were pedestrian safety, protection of private property, and traffic enforcement. Chief Linn then presented the days and times that had the greatest calls for service.

Chief Linn then presented his opinion of the police services required to address the Town's needs. He stated that the national average for police departments is 2.4 officers per thousand population. When localities have less than 10,000 inhabitants, it is 3.5 officers per thousand population. Chief Linn provided information on several jurisdictions in Virginia that were similar in geographical size and population. Of the 16 localities referenced, Occoquan had the least amount of police coverage. Of those other localities, Occoquan also had the most daily traffic at 7,219. The closest locality to vehicle traffic was Haymarket with 6,250 and they employ seven full-time and one part-time officer. When compared to the other towns located in Prince William County, Occoquan has the most ABC Licensed establishments, second highest daily vehicular traffic and the least police coverage.

Chief Linn proposed four options to Town Council. He recommended either leaving the Police Department at 40 hour per week coverage or moving to "Calls for Service" police coverage, which would increase patrol hours and would include hiring additional part-time staff. Council asked Chief Linn to work on budget documents first draft to show how the "Calls for Service" option would affect the FY2019 budget.

Vice Mayor Sivigny inquired about how the part-time staff would be handled. Chief Linn stated that there would be a certain number of hours for part-time police coverage that would be budgeted and he would work with one to three officers to fulfill those hours throughout the year without going over the approved amount.

Mayor Quist inquired how the schedule would be addressed and if there would be one set schedule for the police. Chief Linn stated that he would want to have officers in town during high traffic times and scheduling would change if those trends begin to change.

Vice Mayor Sivigny inquired if funding is used to support additional police coverage, what services or equipment would be cut. Chief Linn and Ms. Jovanovich indicated that currently nothing would need to be cut due to a surplus in certain public safety funds. This is something they are aware of and keeping an eye on in case that changes.

By consensus, the Town Council moved Item F, Budget Work Session, up on the agenda.

F. Budget Work Session – FY2019 Goal Setting

Ms. Jovanovich stated that the Town received the GFOA Award for the FY2018 adopted budget. She inquired if Town Council would like to update their goals and priorities or remove priorities previously used. Council decided to provide staff with a prioritized list of the goals individually. If the Council does not agree on the prioritized list of goals, they will be organized in alphabetical order in the budget document. Councilmember Drakes and Council suggested updating 'parking issues' to 'parking management.'

E. Parking and Traffic Study Final Report

Ms. Jovanovich indicated that the final draft includes the addition of the implementation plan. She stated that this document will be used during the budget process to see how to incorporate the information provided to best serve the Town.

Councilmember Drakes inquired who would be making the decisions on what parts of the document would be implemented. Ms. Jovanovich stated that the budget committee would use this document as a planning document. Mayor Quist also pointed out that some of the suggestions in the study are items that have been established in the CIP plan. Councilmember Drakes inquired if the budget document could have notations that indicate where certain items from studies are incorporated into the budget.

Council discussed that strategic plans, studies, and comprehensive plans will be important documents in the future when the Town reviews historical actions and Council decisions. They directed staff to articulate what document or plan each budget item is associated with. Council also discussed creating a new strategic plan in the near future.

3. Adjournment

The meeting was adjourned at 9:39 p.m.

Christopher Coon, Town Clerk