



TOWN OF OCCOQUAN
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Occoquan Town Council
Work Session Meeting
October 20, 2015 | 7:00 p.m.

1. Call to Order
2. Regular Items
 - a. Visitor Center Status Update
 - b. Public Safety Priorities – Continued from September 15, 2015
3. Adjournment



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Work Session Regular Agenda	Meeting Date: October 20, 2015
2 A: Visitor Center Status Update	

Explanation and Summary:

The Visitor Center Task Force has met twice since the Convention and Visitors Bureau (CVB) board created it in July. During these two sessions, the members of the Task Force have discussed the events leading up to the Visitors Center's proposed closing, and recommendations for a new business model. The purpose of this agenda item is to update the Town Council on the discussion and solicit feedback for Task Force members to take back to the next Task Force meeting on October 27, 2015.

Background

At the end of May this year, the Town was approached by Discover Prince William and Manassas (CVB) and advised that funding for the Visitor Center located in Occoquan was cut from the FY 2016 budget and as a result, the Visitor Center was scheduled to close by June 30, 2015. After community and town input and the overwhelming request to maintain Visitor Center operations, the CVB identified funding to keep the Visitor Center open through February 2016. In addition, the board established a Task Force consisting of Town, County and CVB representatives to develop a plan regarding the future of the Visitor Center.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

2. Work Session Regular Agenda	Meeting Date: October 20, 2015
2 B: Public Safety Priorities – Continued from September 15, 2015 Work Session	

Explanation and Summary:

This is a continuation of the discussion started at the September 15, 2016 work session regarding Town public safety as it relates to police department procedures and priorities. This is an opportunity for Town Council to continue to discuss police priorities and provide direction to staff in terms of the department’s focus.

As requested during the September work session, below and attached is information regarding the Chief’s responsibilities and estimated time break out, and a comparison of jurisdictions as it relates to officer-resident ratios.

Chief of Police Duties – Average Time Breakout (ATTACHED)

The categories are based on an average month and typical responsibilities and tasks. This does not include special issues and tasks that may arise on occasion that would impact the time breakout. All percentages are estimates and based on an average month.

Based on these categories, please note that while patrol time accounts for 37.5% of the Chief’s time, other duties that are a direct result of patrol work account for approximately 18.9% of the Chief’s time. As a result, patrol and patrol related impacts account for approximately 56.4% of the Chief’s time.

Locality Comparison – Officer to Resident Ratios

Locality	Current Population Estimate*	Current FTE (Full-time Equivalent)	Authorized FTE Positions	Ratio (1 officer per # residents, based on Current FTE)
Quantico	531	1.5	1.5	354
Occoquan	1,013	1	1	1,013
Haymarket	1,973	6.5	6.5	304
Dumfries	5,192	9	11	577

*American FactFinder 2014 Population Estimate (As of July 1, 2014)

Of the four towns in Prince William County, Occoquan has the highest ratio of residents to officers, while Haymarket has the lowest. Prince William County Police Department (PWCPD) provides supplementary support to all towns within Prince William County.

Currently, PWCPD has 660 authorized positions, which equals approximately one officer per 657 residents.

In addition to police positions, Haymarket and Dumfries have administrative personnel supporting the police department. Also, Occoquan, Quantico and Haymarket utilize auxiliary officers; however, they are not included in the above calculations.

(Occoquan - 1; Quantico - 3; Haymarket - 2; Dumfries does not have an auxiliary program.)

Attachments: Chief of Police Duties - Average Time Breakout Table
September 15, 2015 Work Session Item 3C. Public Safety Priorities

Chief of Police Duties - Average Time Breakout

Tasks (Monthly)	% of Time	Notes
Patrol (Including Traffic Enforcement)	37.5%	Based on minimum 3 hours per day.
Entering Summonses (est. 15 minutes per summons)	3.1%	Based on 20 summonses per month.
Responding to/Addressing E-Mails	25.0%	Based on 2 hours per day.
Court Preparation	1.3%	Approximately same amount of prep time as time in Court.
Attending Court (every other month)	1.3%	Based on 4 hours every other month/2 hours per month.
Training (Required - minimum 40 hours per two year period)	1.1%	Based on 20 hours per year.
Off Site Meetings (2-3 scheduled quarterly)	1.3%	Based on 2 hours per month.
Staff Meetings (1 per month)	1.0%	Based on 1 hour per month.
Code Research (Town, State, US)	6.3%	Based on 10 hours per month.
Ordinance Writing/Reviewing	1.0%	Varies depending on issue; estimate.
Civil Matters (contacting violators for various code violations)	2.5%	Based on 4 hours per month.
Resident/Business Requests for Service (not received through PWC dispatch)	6.0%	Based on 10 hours per month.
Monthly Reports (Town Council, VSP)	1.0%	Based on 1.6 hours per month.
Special Projects Assigned by Town Manager	2.0%	Based on 3.2 hours per month.
Emergency Events (snow, rain, etc.)	2.0%	Varies on season; estimate.
Prepare and Send Parking Violation Delinquency Letters	2.0%	Varies on number written and number of delinquencies; estimate.
Prepare Criminal Complaints (parking delinquencies, Town civil violations)	2.0%	Varies; estimate.
Obtaining Summonses/Warrants from Magistrate	3.0%	Varies; estimate.
Updating General Orders (Annual Review)	1.0%	Updated/reviewed annually.
Total Time	100.3%	

Patrol and Patrol Impact	% of Time
Patrol Time	37.5%
Patrol Impact Time (Related Duties as a Result of Patrol)	18.9%
Patrol + Related Duties Time	56.4%
All Other Duties (Unrelated to Patrol, but related to Public Safety)	43.9%



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

3. Work Session Regular Agenda	Meeting Date: September 15, 2015
3 C: Public Safety Priorities	

Explanation and Summary:

This is a discussion regarding Town public safety as it relates to police department procedures and priorities. This is an opportunity for Town Council to discuss police priorities and provide direction to staff in terms of the department's focus.

Current Police Department Structure

The Town's police department consists of one full-time police officer who has been designated as the Town Sergeant and Chief, and one auxiliary police officer. The current auxiliary officer has limited availability and generally only works during the Craft Show and as requested throughout the year, when available. Staff has been seeking additional staff support by increasing the Town's auxiliary program; however, limited viable candidates are available to meet the Town's needs. As a result, the Town generally has one full-time officer (40 hours per week) to provide public safety services to the entire Town. In addition, Prince William County also has jurisdiction within the Town and provides police coverage as part of the Department's regular schedule.

Previous Police Department Structure

The following chart details the Town's previous police department structures from 1975 to present. The information below is derived from available files and documentation.

Status	Town Sergeant	Years	Deputy TS (FT)	PT/FT Patrol Officer	Auxiliary	Occoquan Total Population Est.
FT	Levi	2012 - Pres.	-	-	1	1,013 (2014)
PT	Levi	2010 - 2012	-	-	2	977 (2012)
FT	Brown	2009 - 2010	-	-	2	943 (2010)
FT	Racine	2007 - 2009	Yes	-	2	834 (2009)
FT	Janik	2004 - 2007	Yes	Yes*	-	820 (2007)
FT	Westen	2003 - 2004	Yes	Yes*	-	752 (2004)
FT	Chambers	1996 - 2003	Yes	Yes*	-	752 (2003)
FT	Bull	1975 - 1996	Yes	Yes*	-	515 (1996) 359 (1990)

**Between 1975 and 1999, the Town employed 9 officers at various times in addition to the positions listed above.*

Attachments: None.