



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ AGENDA ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, June 14, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Swearing In Ceremony

A. 2016-2018 Town Council

3. Agenda Items

- A. Presentation VML/VACO
- B. Fiscal Year 2017 Budget & Tax Rates
- C. Capital Improvements Plan
- D. Town Facilities
- E. Payable, Receivables & Check Signing Policy
- F. Dominion VA Power 230 kV Transmission Line & Substation
- G. Town Manager Job Description
- H. Enter into Closed Session
- I. Certification of the Closed Session

4. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: 2016-2018 Town Council
DATE: 06/14/16

Mr. Bob FitzSimmonds, Deputy Clerk of Prince William County Circuit Court, is here this evening to swear in the 2016-2018 Mayor & Town Council:

David Leake - Mayor

Council Members:

Steve Aitken
John Cole
Susan Edwards
Connor Leake
Chris Morris
Joe Pasanello



TO: Town of Haymarket Town Council
SUBJECT: Presentation VML/VACO
DATE: 06/14/16

ATTACHMENTS:

- VML-VACO Financial Analysis 2016 (PDF)



Credit Benchmarks Report

**Presentation for
Haymarket Town Council**

**Prepared by VML/VACo Finance
MSRB-registered Municipal Advisor**

June 14, 2016

About VML/VACo Finance

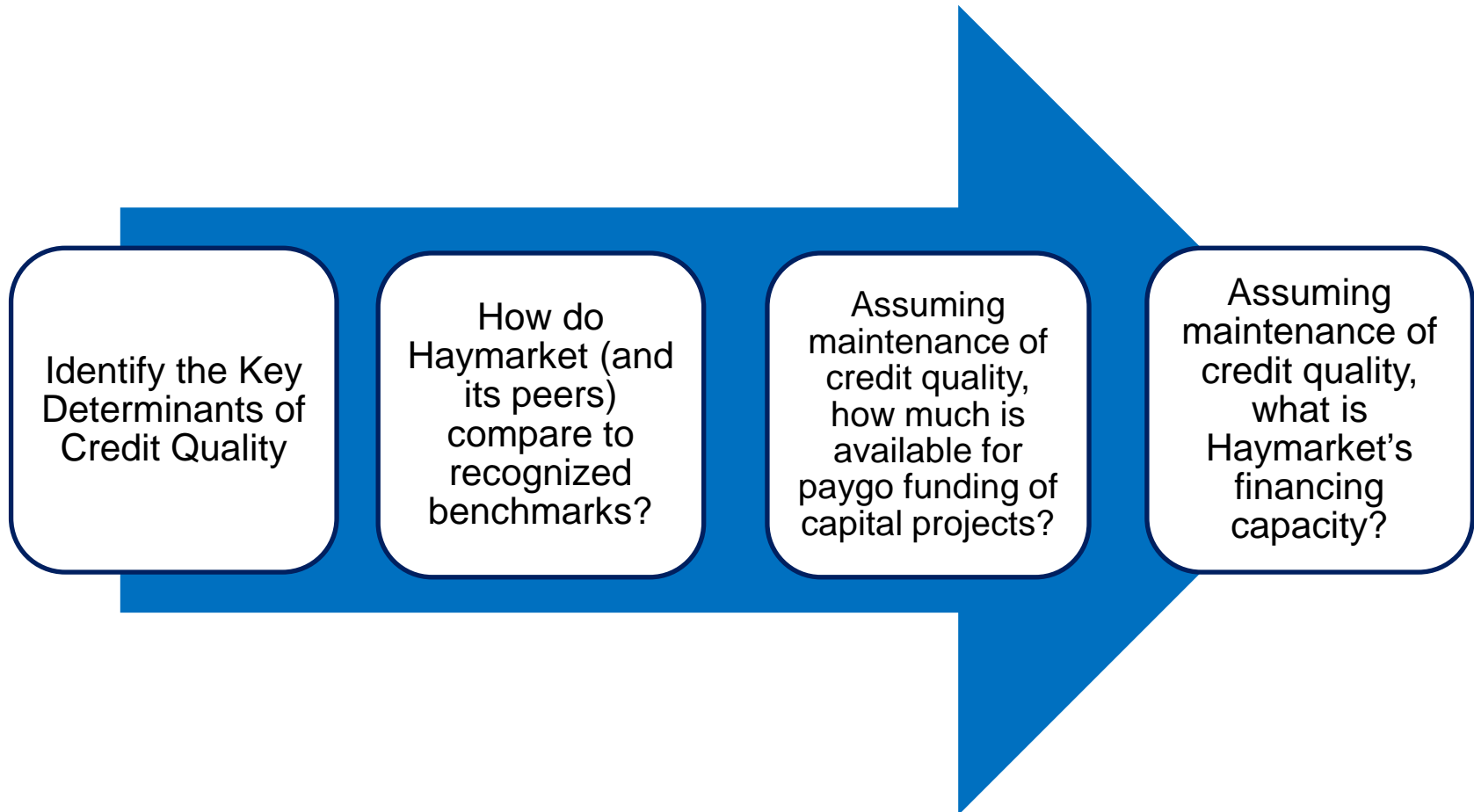
- Established by the Virginia Municipal League and Virginia Association of Counties in 2003.
- Organized as a 501(c)(4) corporation. (*Virginia Local Government Finance Corporation*). Board of Directors appointed by VML and VACo.
- *Administrator*, Virginia Government Finance Officers' Association
- Registered Municipal Advisor, Municipal Securities Rulemaking Board. Municipal Advisor Representatives assigned to this analysis are Series 50 qualified.

VML/VACo Finance is Virginia's Most Widely Used Financial Services Program

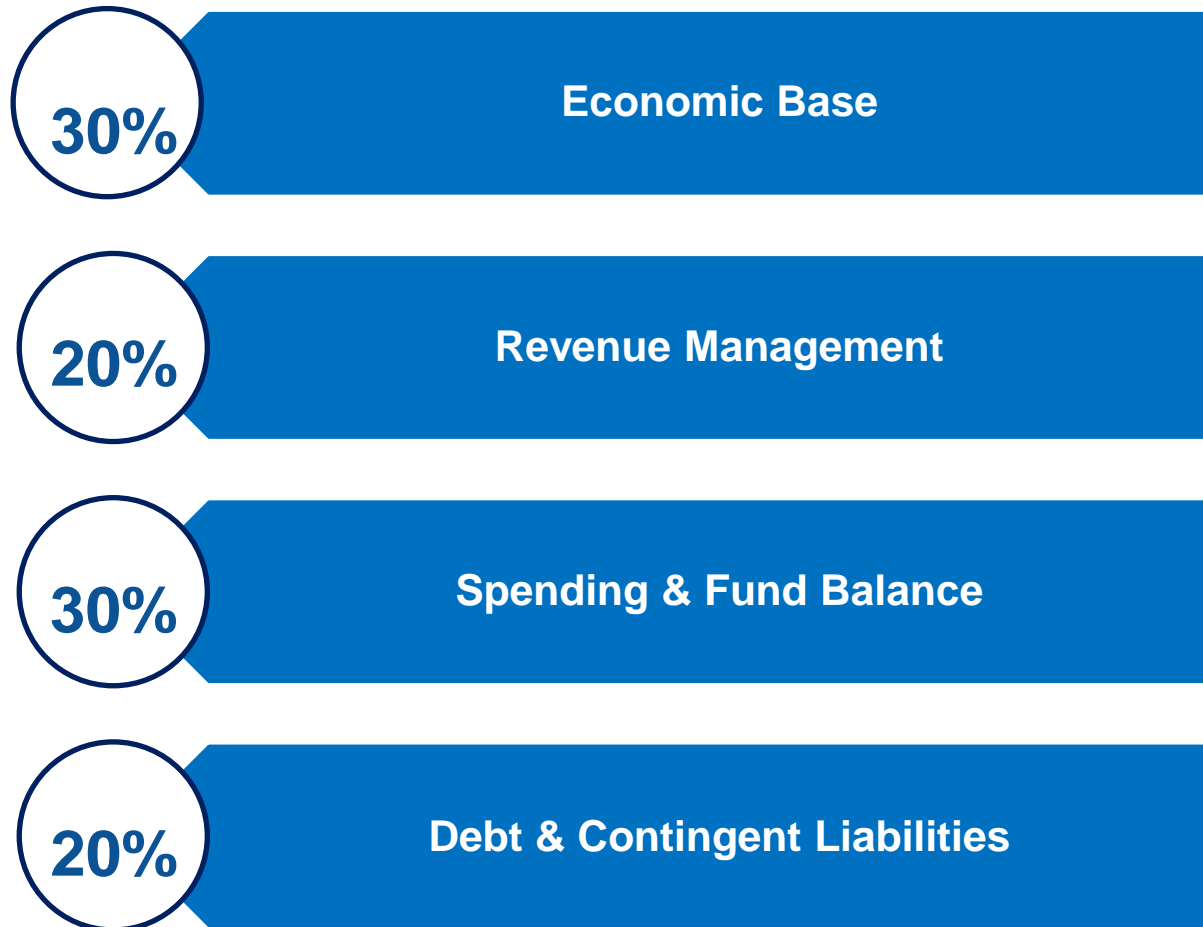
Abingdon	Craig County	Henry County	Nelson County Service Authority	Smithfield
Accomack County	Crater Criminal Justice Academy	Henry County Public Service Authority	New River Valley Community Services	South Boston
Albemarle County	Crewe	Henry County Schools	New River Valley Jail Authority	Southampton County
Alexandria	Culpeper	Henry County/Martinsville Social Services	Newport News Public Schools	Southeastern Cooperative Educ Progs
Alexandria City Public Schools	Cumberland County	Herndon	Newport News Redevelopment & Housing	Southeastern Public Service Authority
Alexandria Renew Enterprises	Danville-Pittsylvania Community Services	Highlands Community Services Board	Northumberland County	Southwest Virginia Regional Jail
Alleghany County Public Schools	Dickenson County Public Schools	Hillsville	Northumberland County Schools	Spotsylvania County
Amelia County	Dickenson County Social Services	Hopewell City & Public Schools	Northwestern Community Services Board	Spotsylvania County Public Schools
Amelia County Public Schools	Dinwiddie County	Horizons Behavioral Health	Norton	Stafford County
Amherst	Dinwiddie County Public Schools	Isle of Wight County	Occoquan	Stafford County Public Schools
Amherst County	Dumfries	Isle of Wight Public Schools	Orange	Staunton
Appalachia	Elkton	Kenbridge	Orange County	Suffolk
Arlington County	Emporia	King & Queen County & Schools	Patrick County	Suffolk City Public Schools
Ashland	Fairfax County	King George County Public Schools	Pearisburg	Surry County
Bath County	Fairfax County Public Schools	King William County	Pennington Gap	Tappahannock
Bedford	Falls Church	King William County Public Schools	Petersburg	Tazewell
Big Stone Gap RHA	Fauquier County	Lawrenceville	Pittsylvania County	Tazewell County
Blacksburg	Floyd County	Lee County	Poquoson	University of Mary Washington
Blackstone	Fluvanna County	Lee County Public Schools	Portsmouth	Urbanna
Bland County Public Schools	Franklin	Lee County Social Services	Powhatan County	Victoria
Bluefield	Franklin City Schools	Leesburg	Prince George County	Vienna
Bowling Green	Franklin County	Lexington	Prince William Co. Service Authority	Vinton
Bridgewater	Frederick County Sanitation Authority	Loudoun County	Pulaski County	Virginia Beach
Bristol	Fredericksburg	Loudoun Water	Purcellville	Virginia Beach City Schools
Brunswick County	Fredericksburg City Schools	Louisa	Radford City Public Schools	Virginia Tech
Brunswick County Public Schools	Front Royal	Louisa County	Rappahannock Area Community Services	Virginia's First Reg Indus Fac Auth
Campbell County	Galax	Lovettsville	Rappahannock Juvenile Detention Ctr	Warren County
Cape Charles	Giles County	Lunenburg County Public Schools	Rappahannock Rapidan CSB	Warrenton
Caroline County	Giles County Public Schools	Madison County	Rappahannock Regional Jail Authority	Warsaw
Caroline County Public Schools	Giles County Public Service Authority	Manassas	Region 2000	Washington County
Carroll County	Glasgow	Manassas Park	Remington	Waynesboro
Central Virginia Regional Jail	Goochland County	Mathews Co. IDA	Richmond Behavioral Health Authority	Western Tidewater Regional Jail
Central Virginia Waste Management Auth	Gordonsville	Mathews County	Richmond County	Westmoreland Co.
Charles City County	Greene County	Mathews County Public Schools	Richmond County Public Schools	Westmoreland County Public Schools
Charlotte County	Hampton Roads Criminal Justice Academy	Mecklenburg County	Richmond Metropolitan Transportation Auth	Winchester Parking Authority
Chatham	Hampton Roads PDC	Mecklenburg Public Schools	Roanoke	Wise
Chesapeake	Hampton Roads Regional Jail	Middleburg	Roanoke County	Wise County
Chesapeake Public Schools	Hampton Roads Sanitation District	Middlesex County Public Schools	Roanoke Regional Airport	Wythe County
Chesterfield County	Harrisonburg Electric Commission	Montgomery County	Rockbridge County	Wytheville
Chesterfield County Public Schools	Harrisonburg Rockingham Community Svcs	Montgomery County Public Schools	Rocky Mount	York County
Christiansburg	Harrisonburg Rockingham RSA	Montgomery Regional Solid Waste Auth	Salem	York County School Division
Colonial Beach	Haymarket	Mt. Rogers Community Services Board	Salem City Schools	
Colonial Community Services Board	Health Care Commiss of Chesterfield Co.	Nelson County	Scott County	
Covington	Henrico County	Nelson County Public Schools	Scottsville	

Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

The Credit Benchmarks Analysis

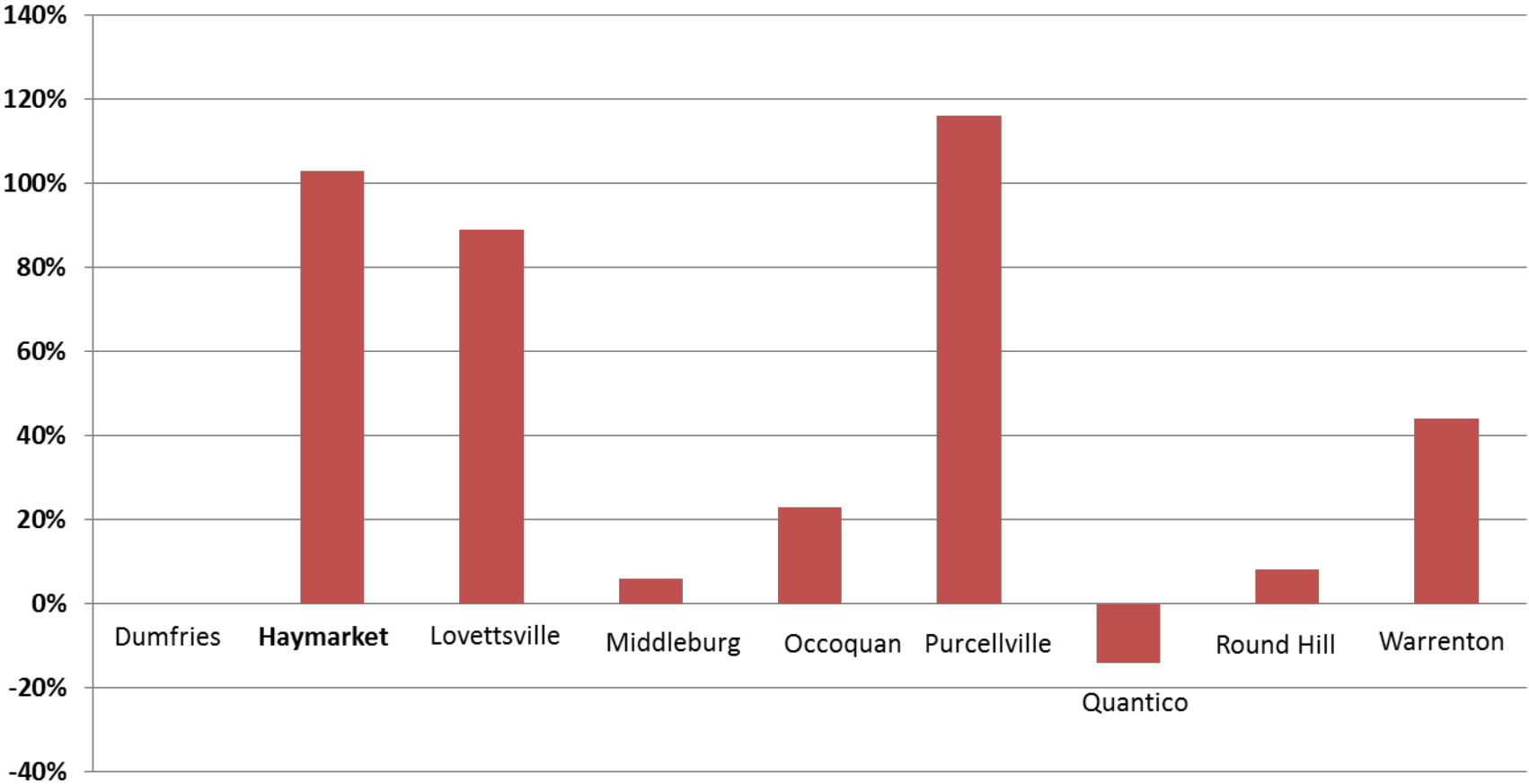


Key Determinants of Credit Quality



ECONOMIC BASE

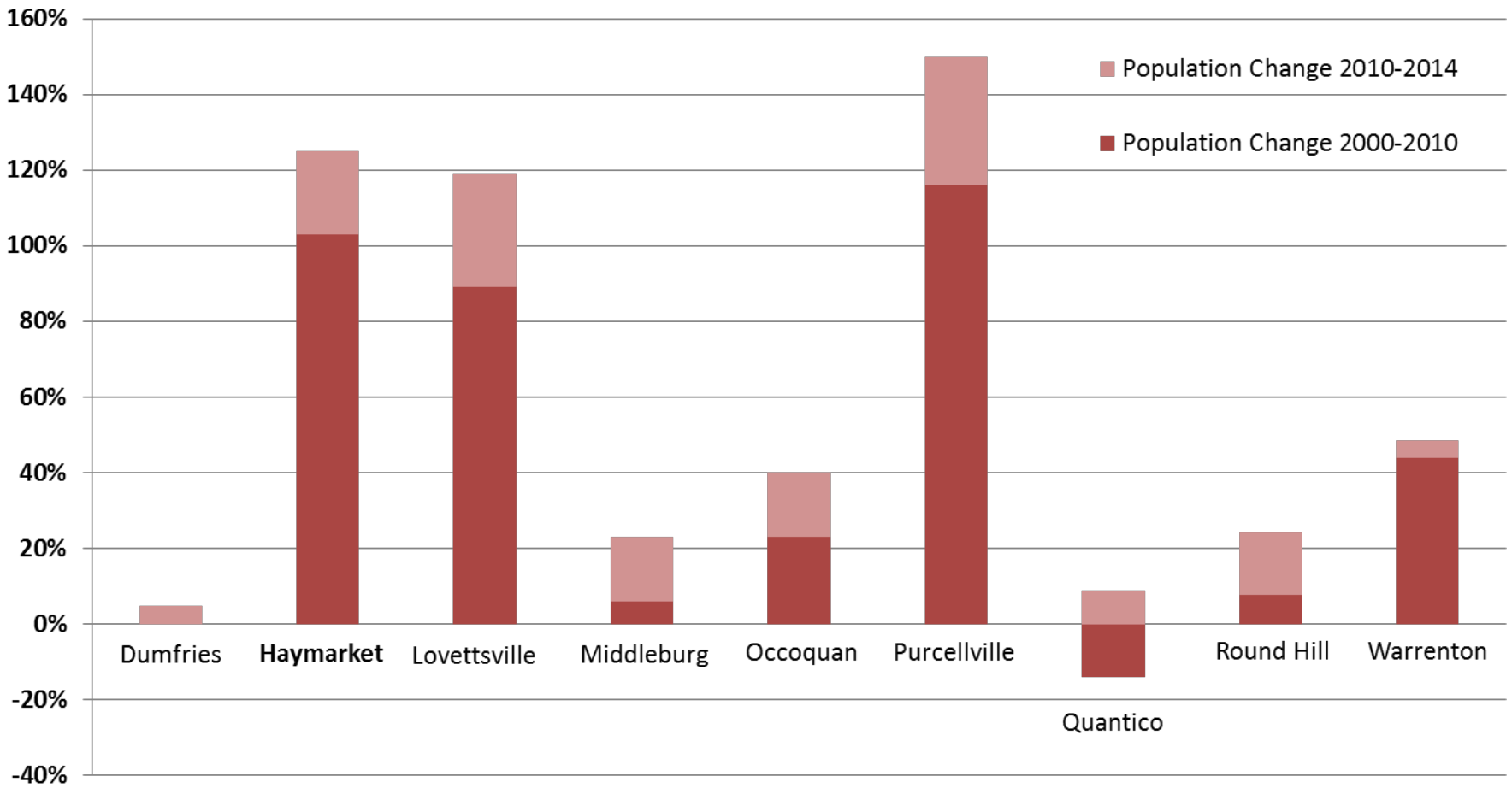
Population Growth (2000 - 2010)



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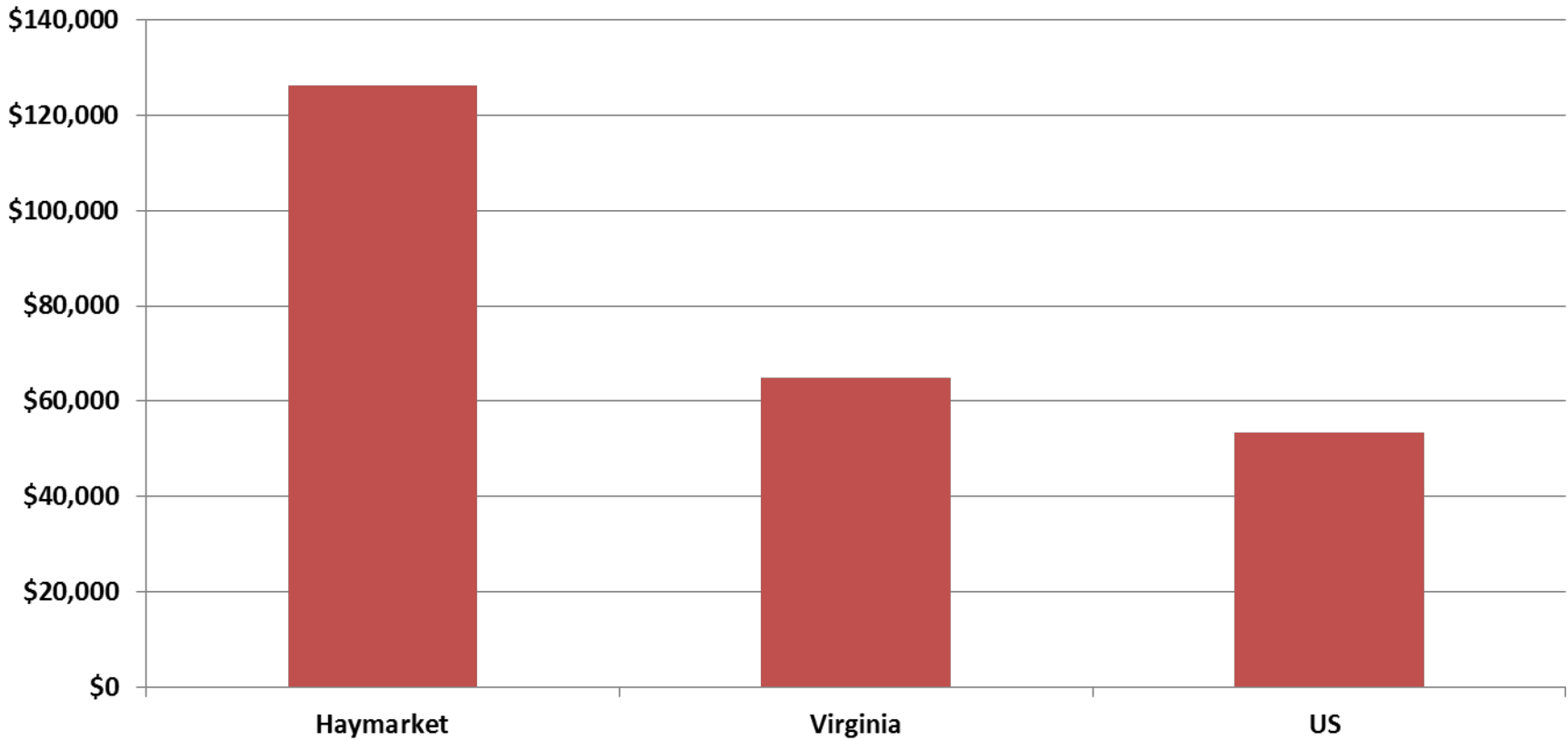
Population Growth (2000 - 2014)



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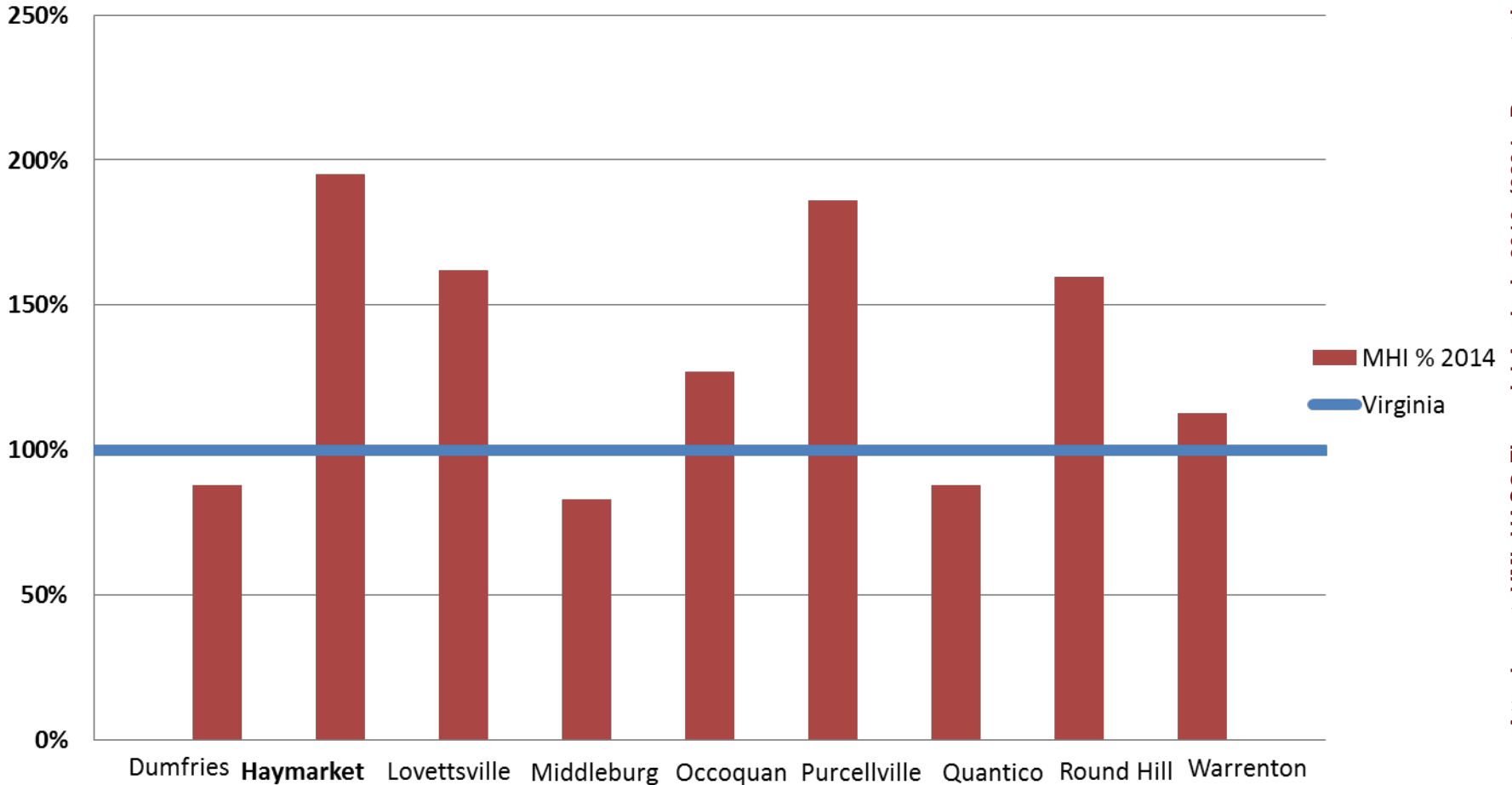
Median Household Income (2014)



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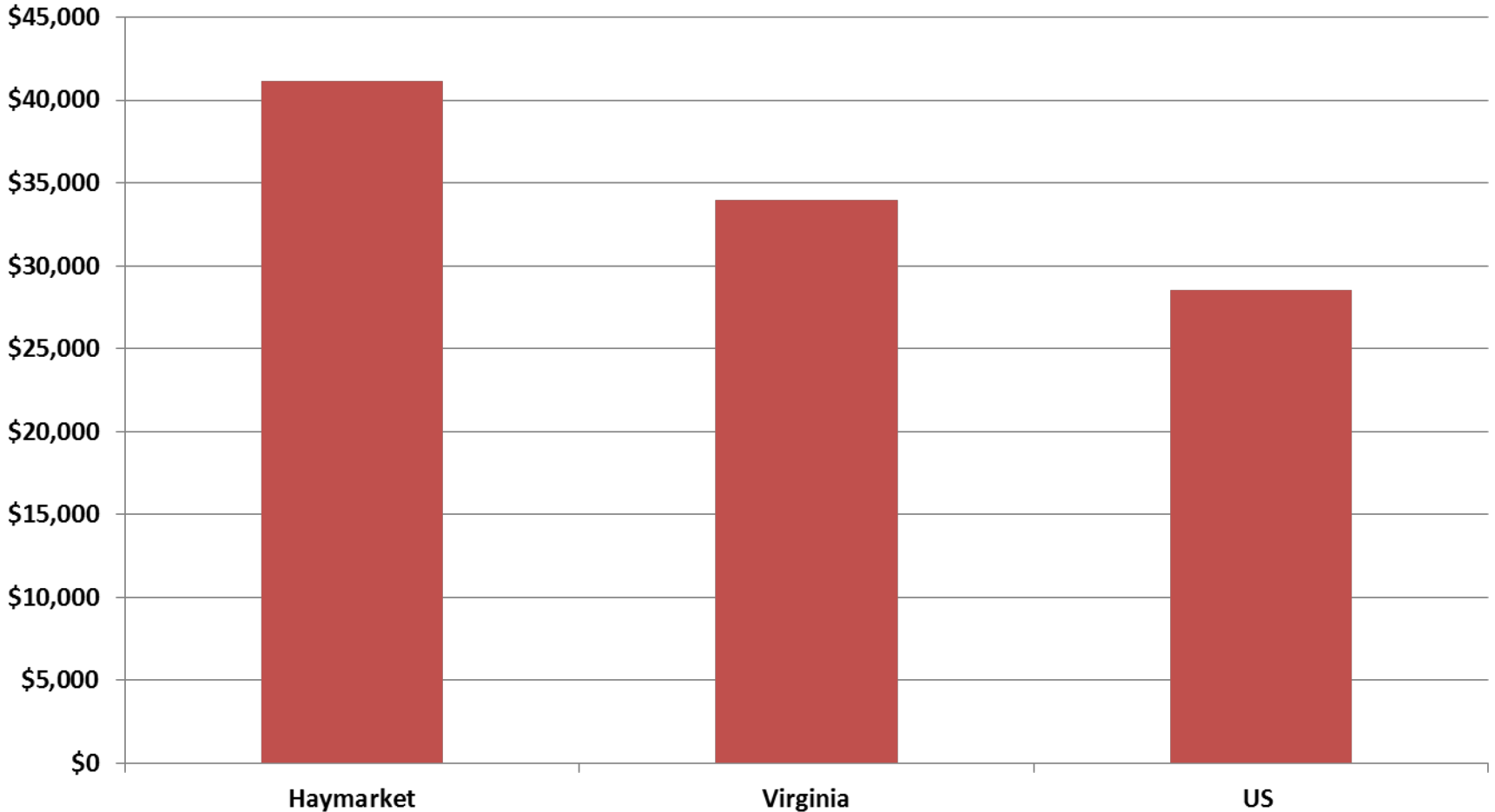
Median Household Income (2014)



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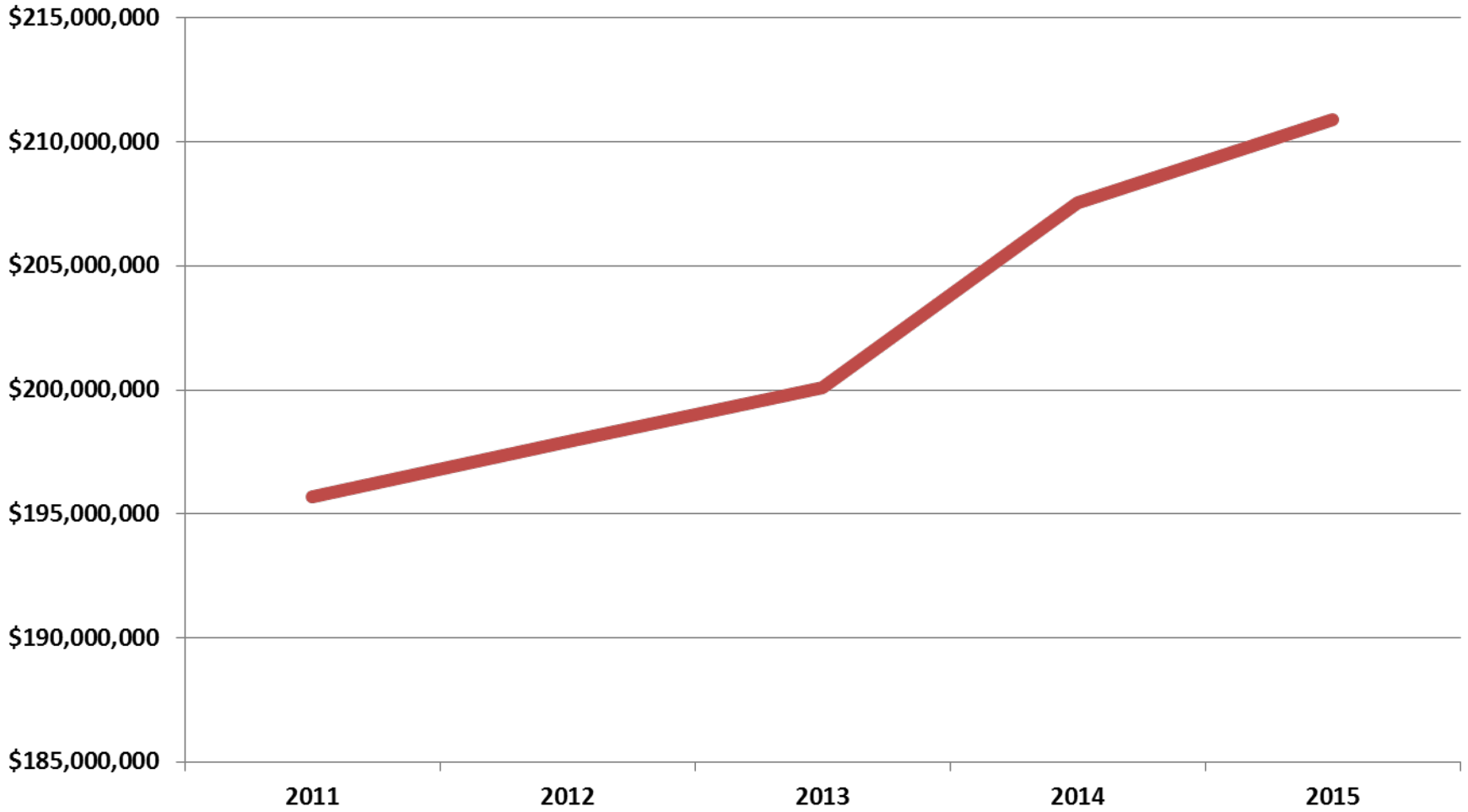
Per Capita Personal Income (2014)



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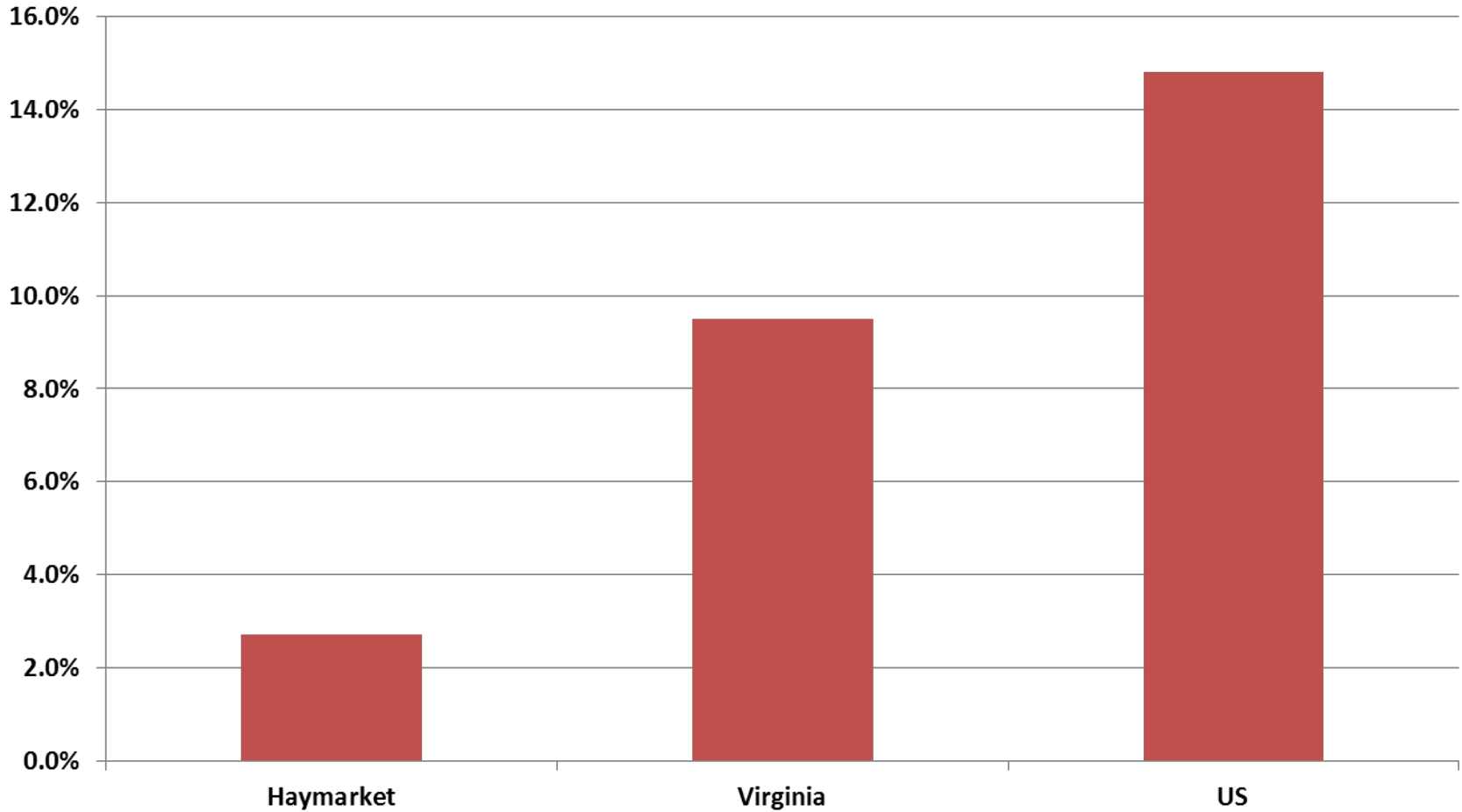
Taxable Assessed Value



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ECONOMIC BASE

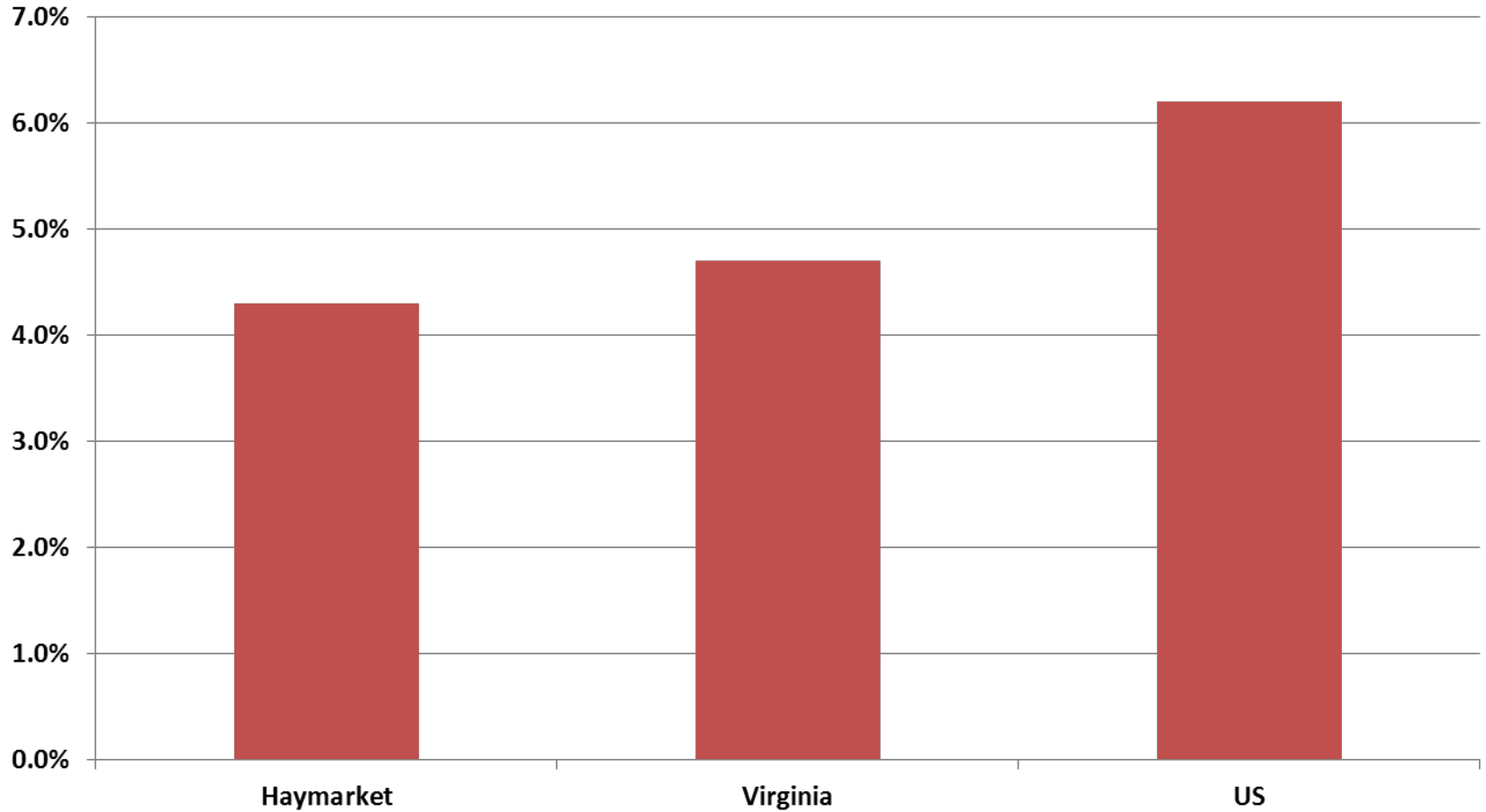
Poverty Rate (2014)



Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

ECONOMIC BASE

Unemployment (2014)

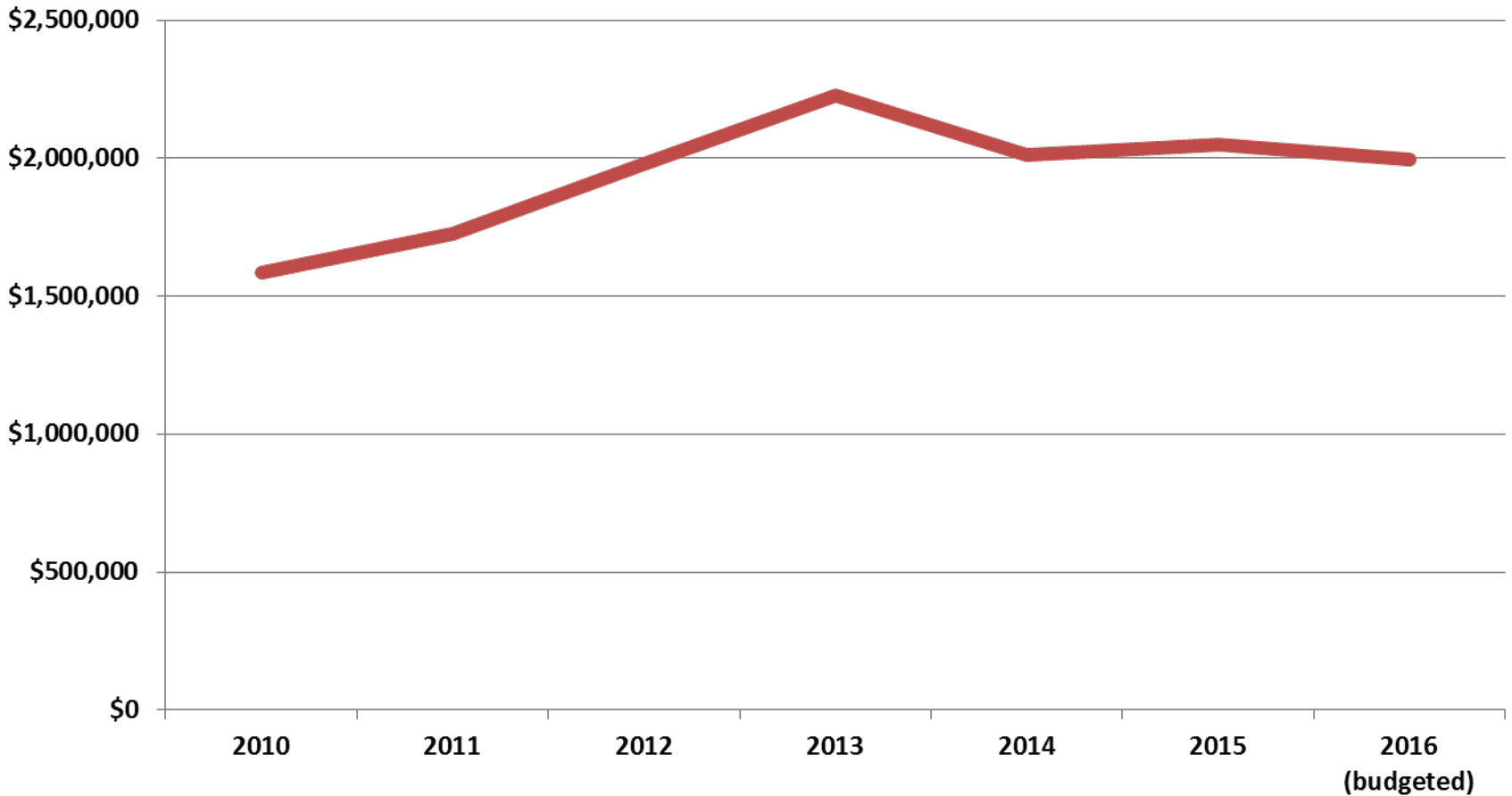


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REVENUE MANAGEMENT

General Fund Revenues

GF Revenues (Net of Federal Gov't.)

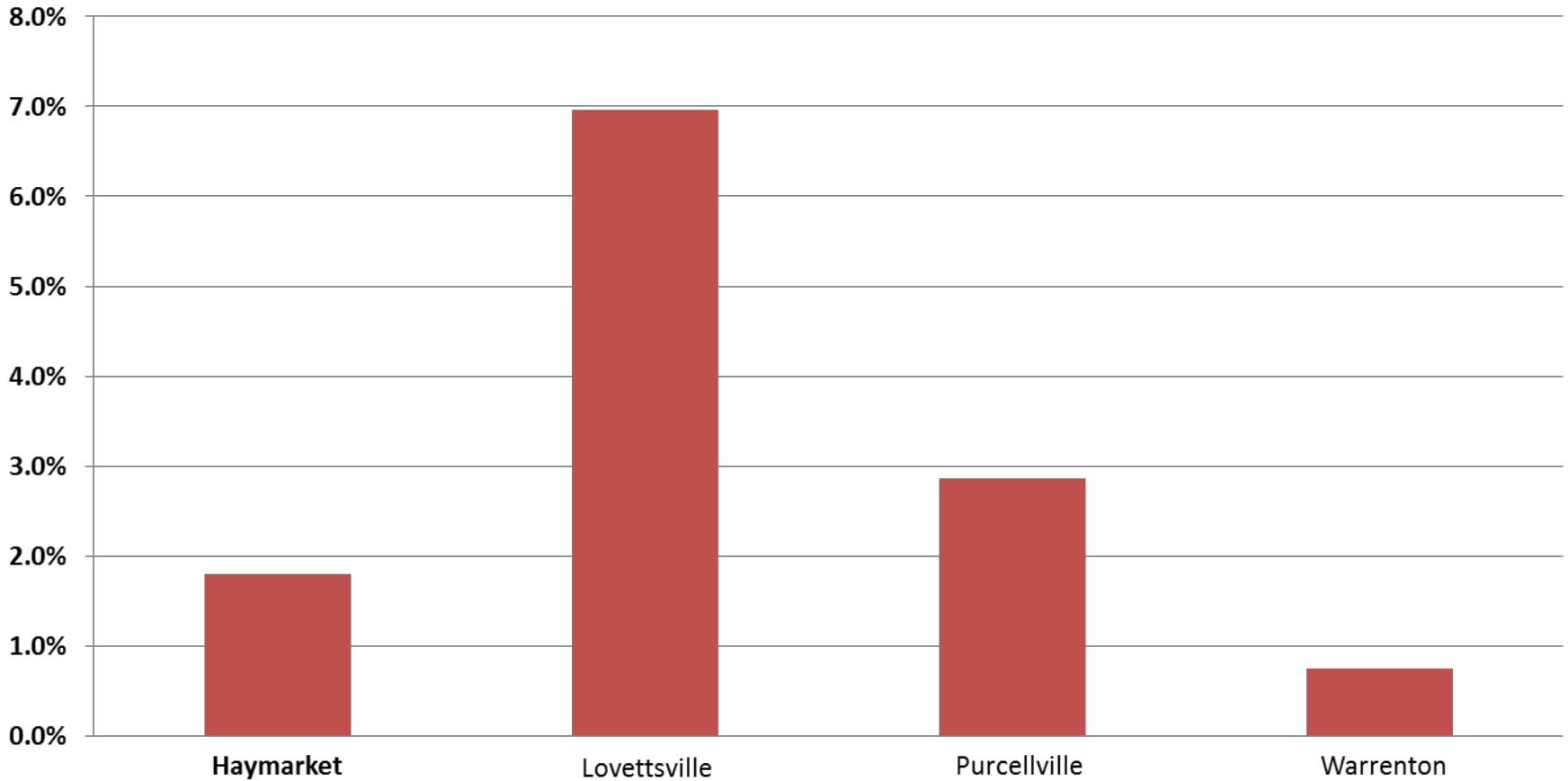


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REVENUE MANAGEMENT

General Fund Revenue Growth (2012 - 2015)

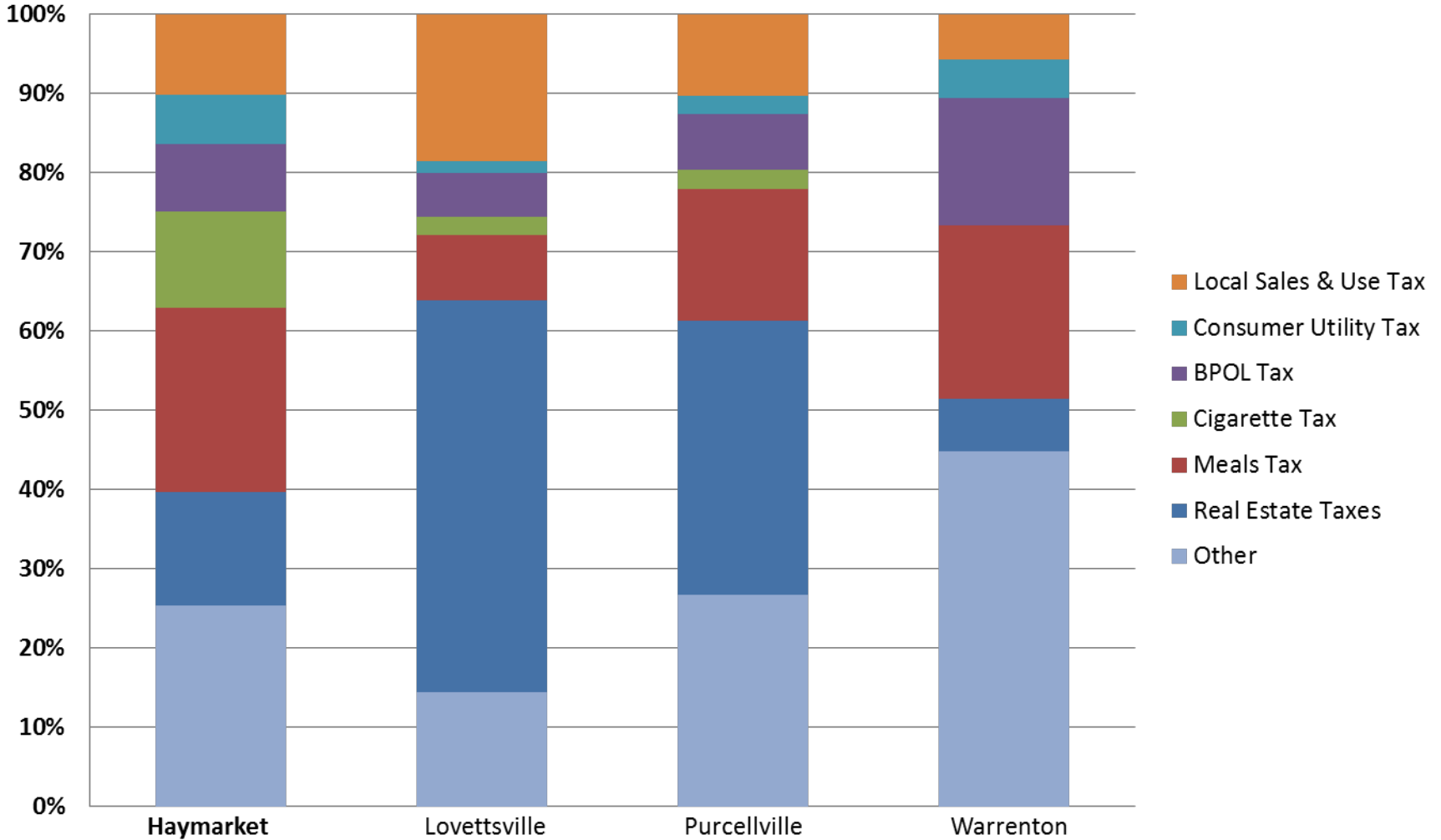
3-year Compound Annual Growth Rates



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REVENUE MANAGEMENT

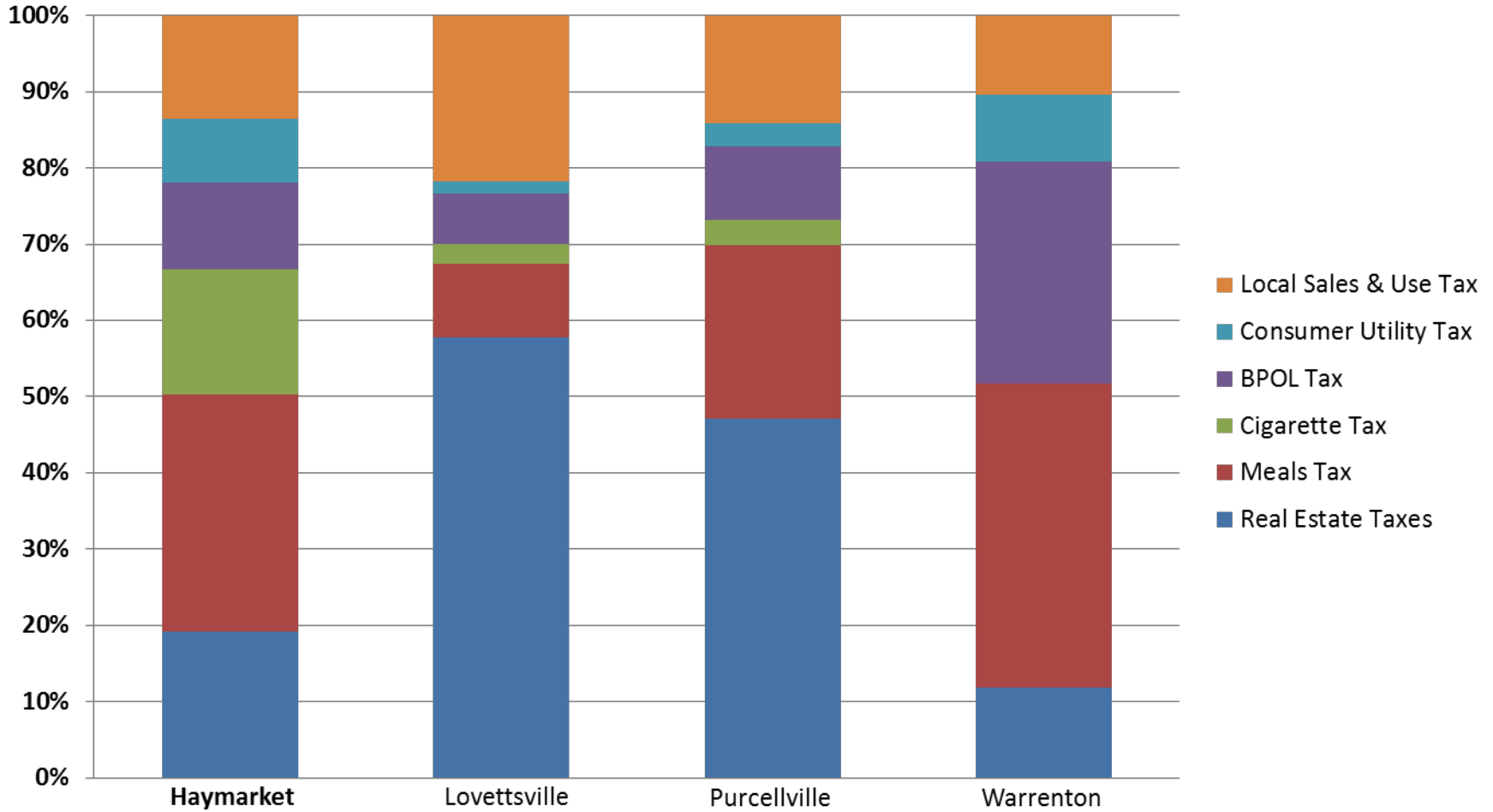
General Fund Revenue Sources (2015)



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REVENUE MANAGEMENT

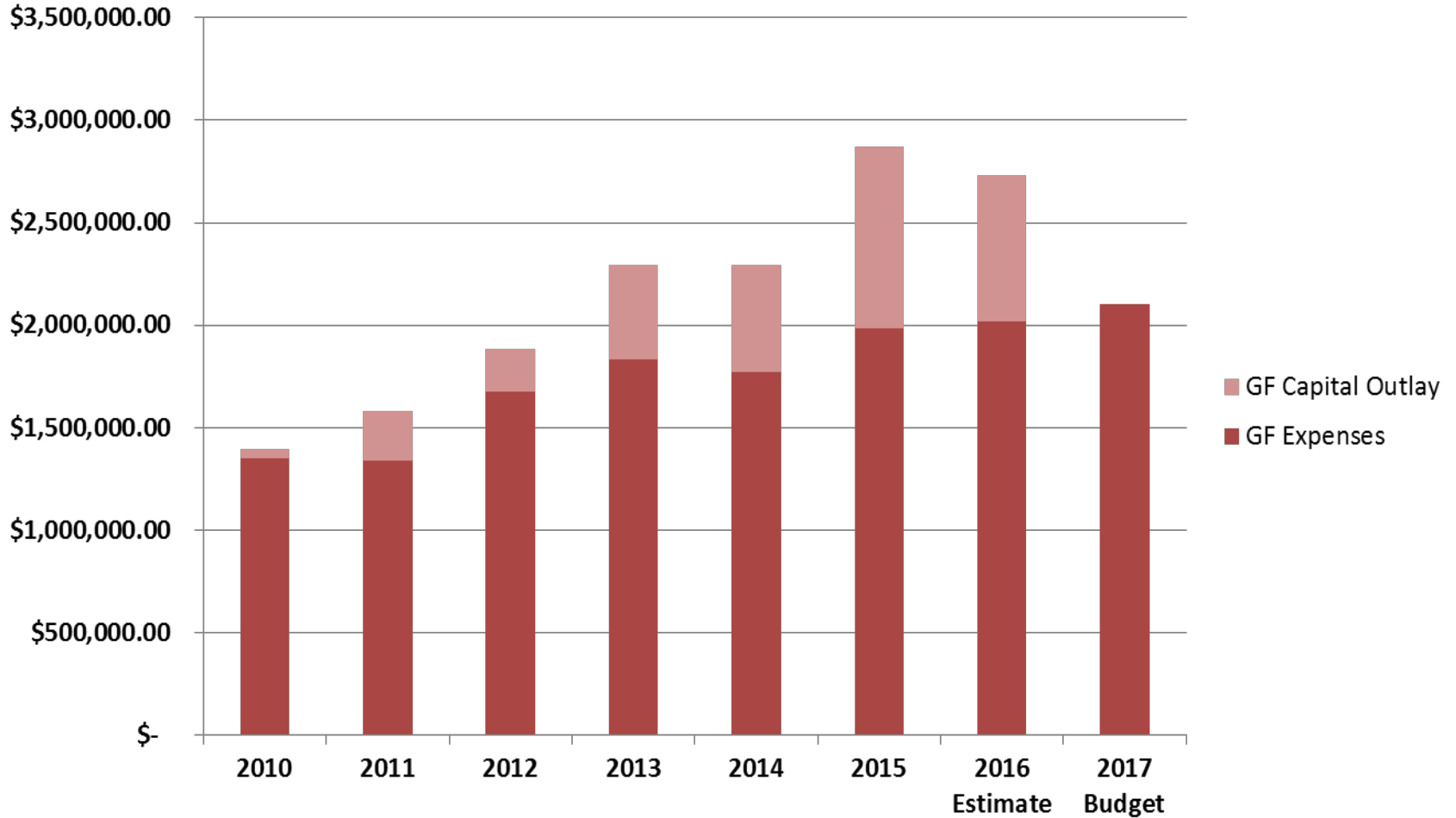
Major General Fund Tax Revenue Sources (2015)



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SPENDING & FUND BALANCE

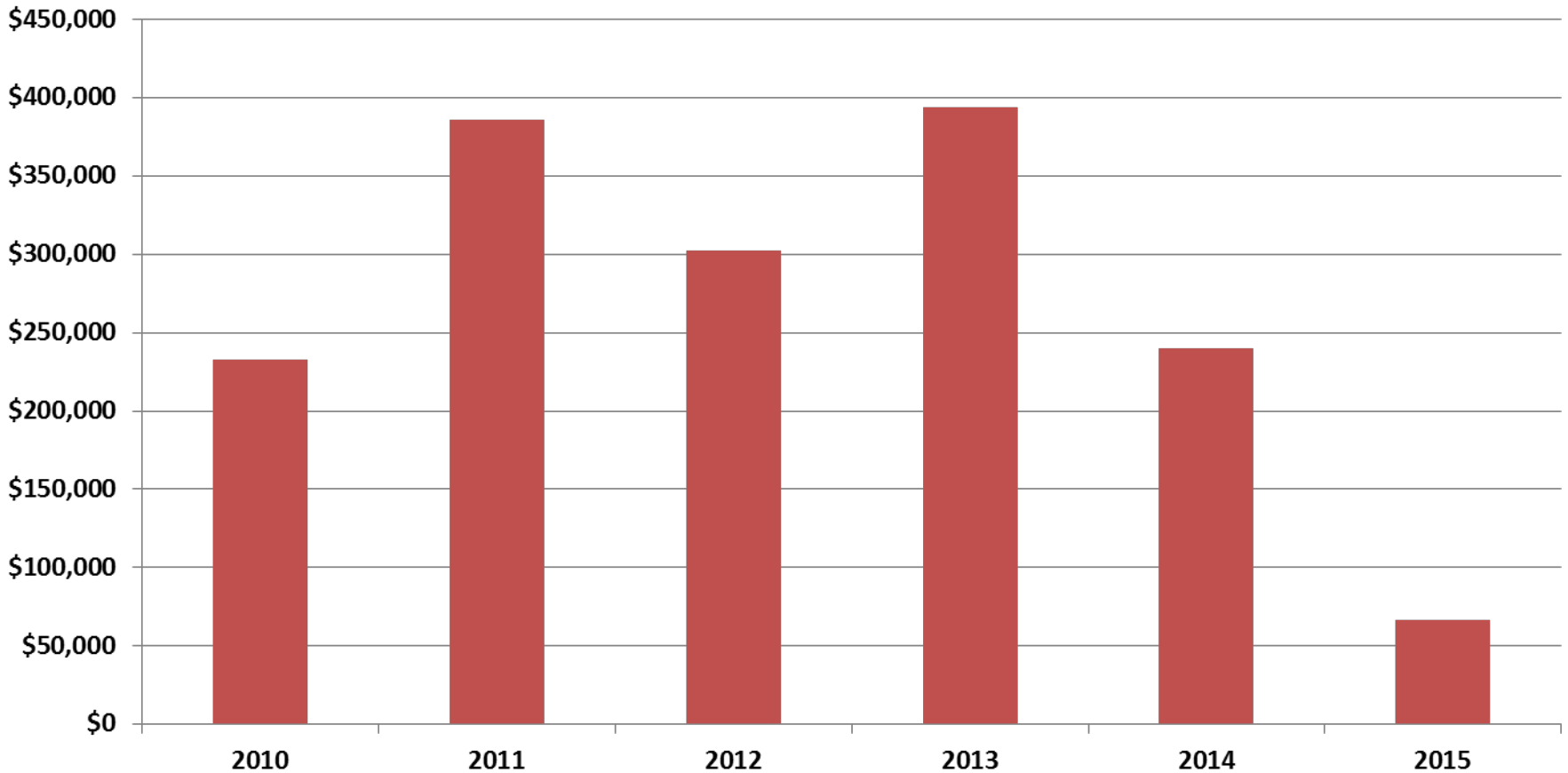
General Fund Expenditures



SPENDING & FUND BALANCE

Operating Surplus

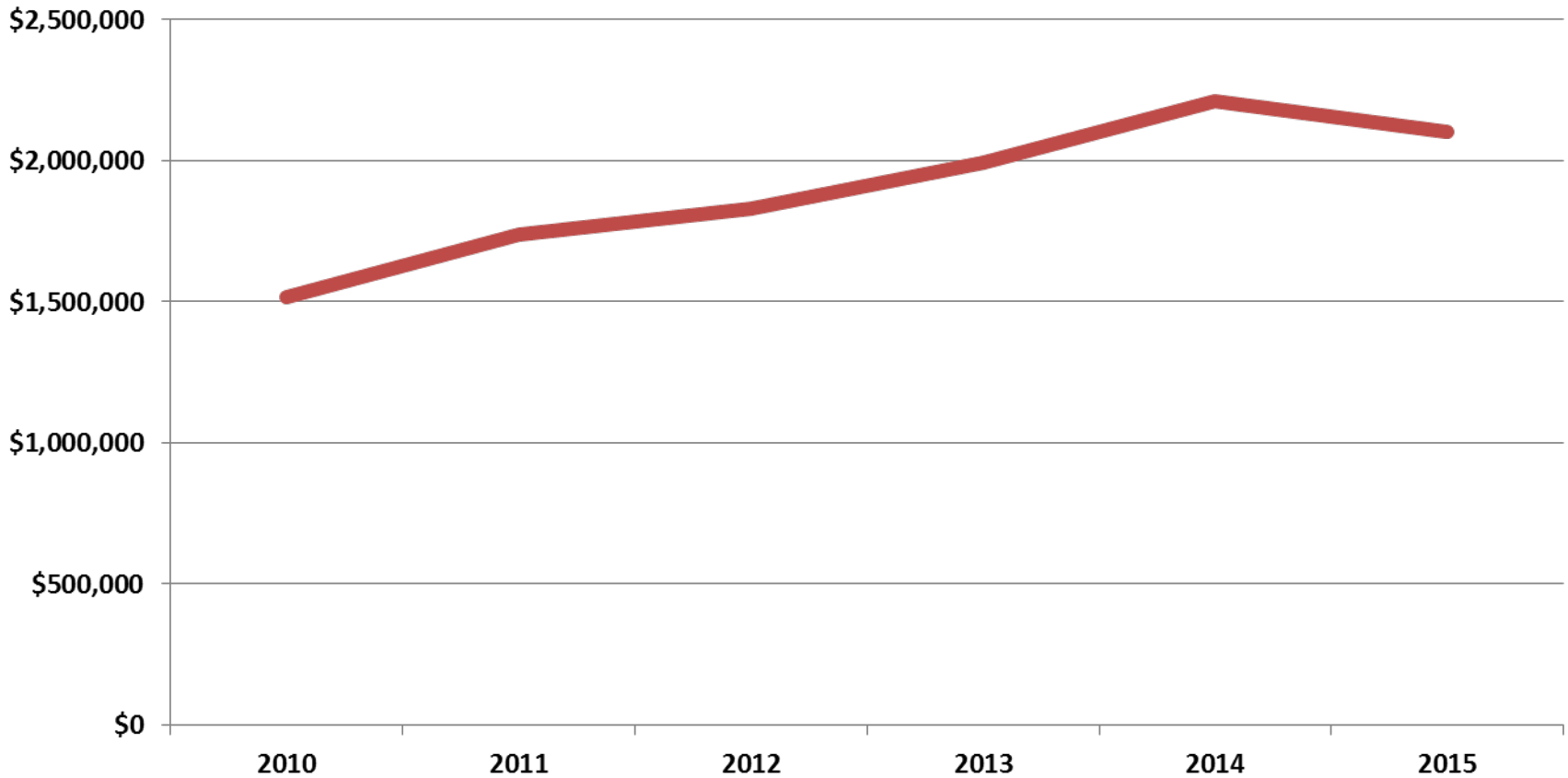
Excludes One-Time Capital Projects



Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

SPENDING & FUND BALANCE

Non-restricted General Fund Balance



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SPENDING & FUND BALANCE

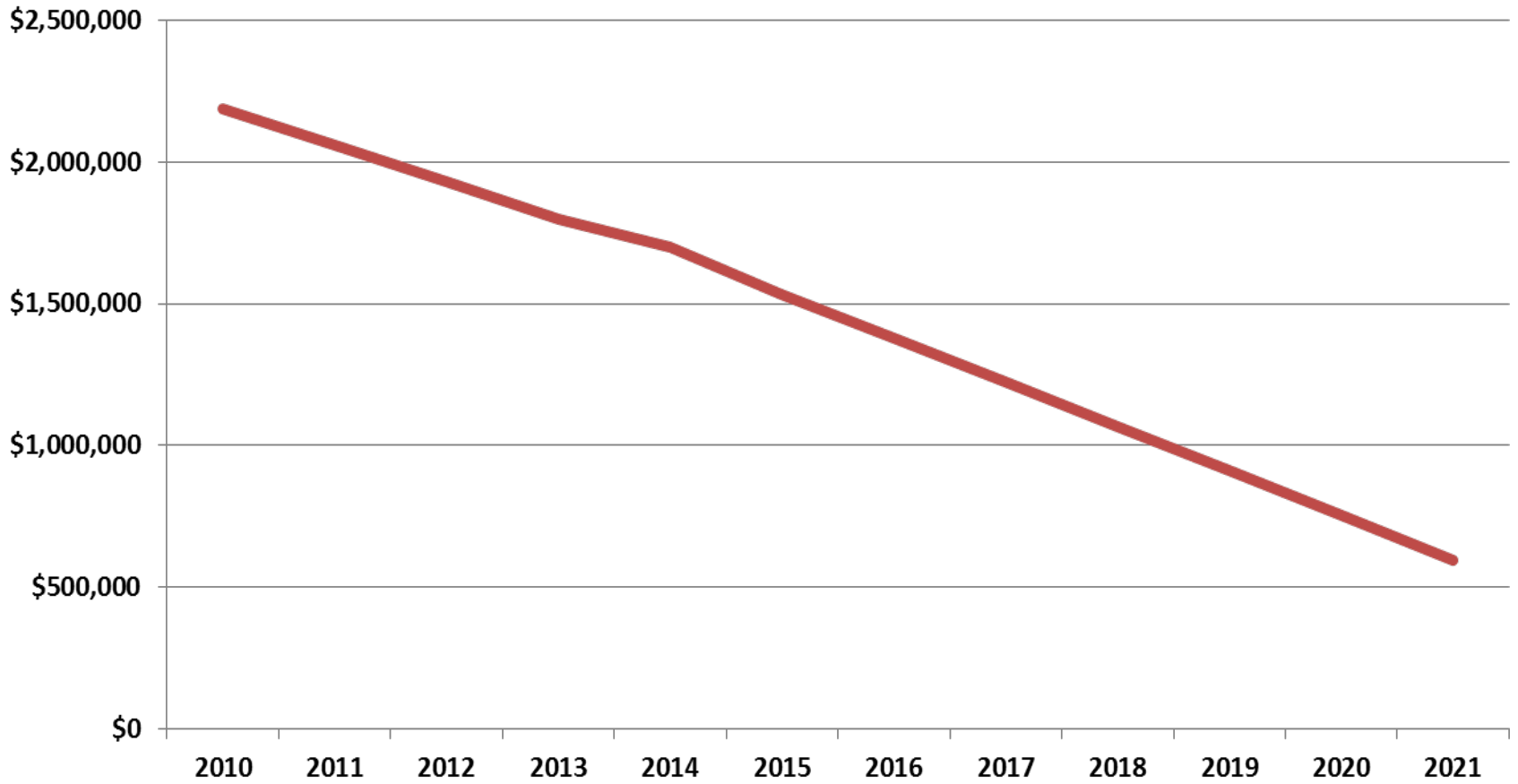
Non-restricted GF Balance as % of GF Revenues



Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

DEBT MEASURES

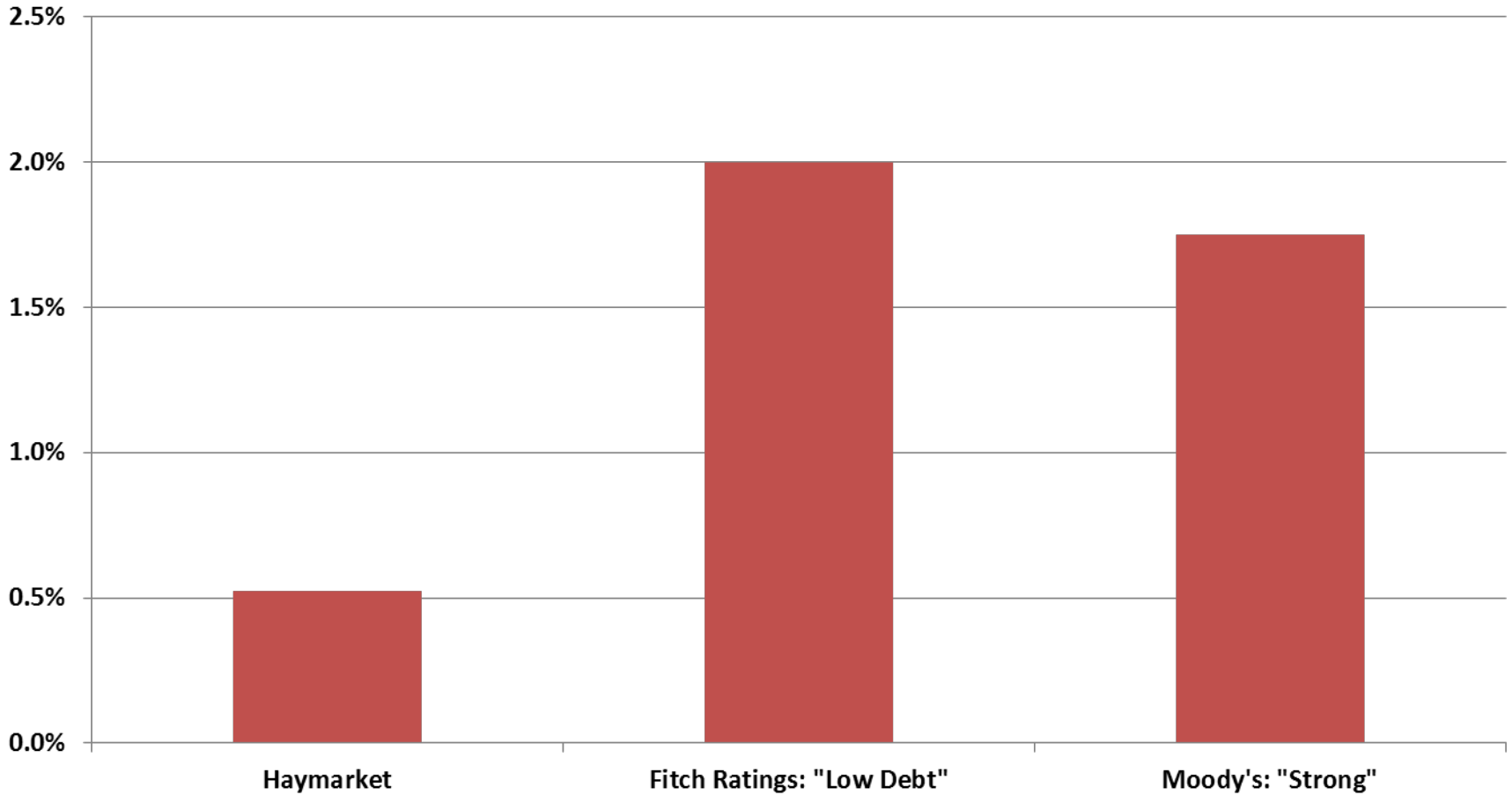
Net Bonded Debt Outstanding



Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

DEBT MEASURES

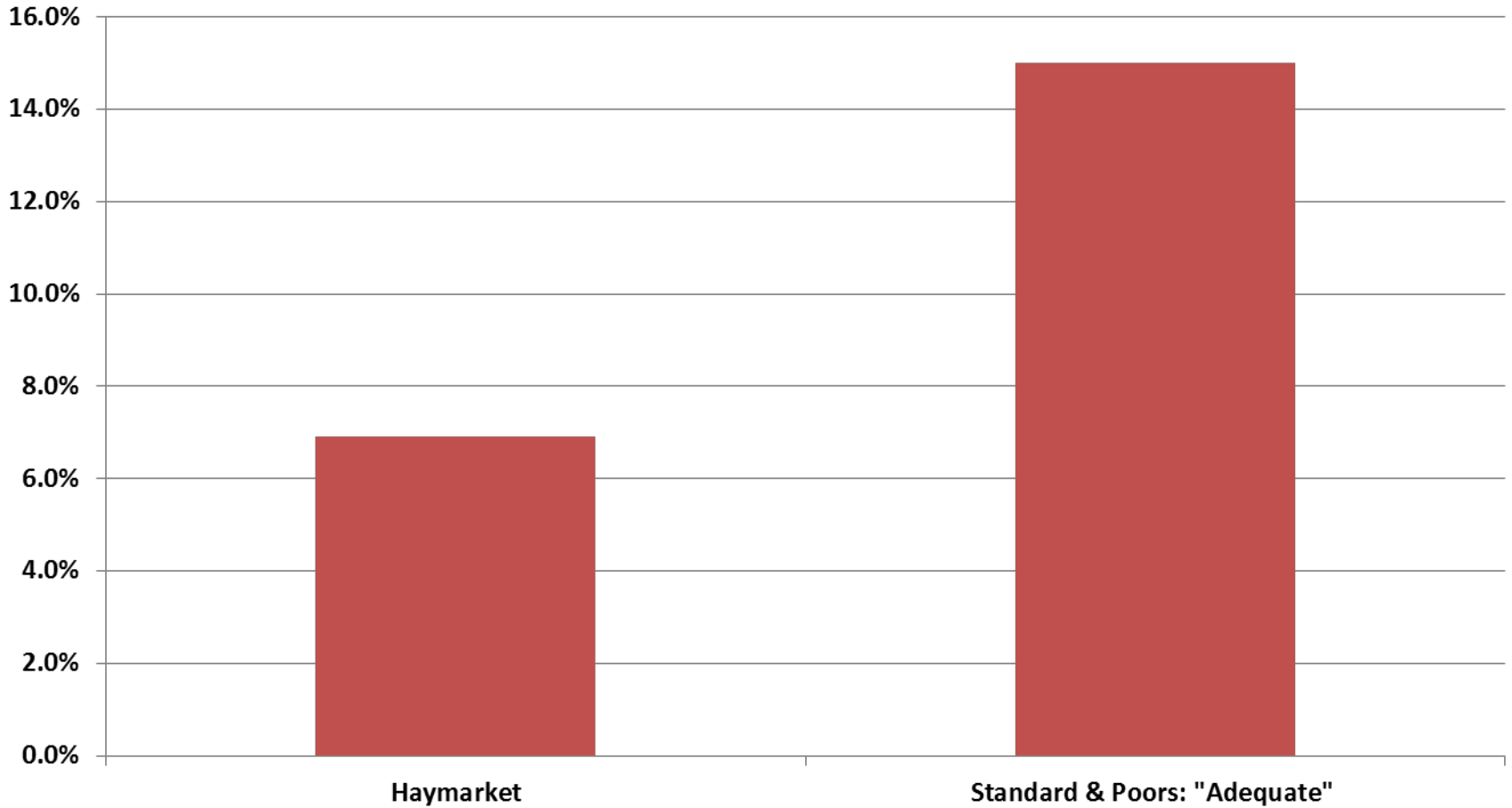
Net Bonded Debt as % of TAV (2017)



Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

DEBT MEASURES

Debt Service as % of Total Expenses (2016)



Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

Haymarket – Current Assessment

Key Strengths

- Population growth
- Household incomes
- General Fund balance
- Declining outstanding debt
- Manageable debt service

Possible concern

- Declining operating surplus

Recommendation to Fund CIP – Fund Balance

Current status: Fund Balance = 100% of Revenue

Exceeds recommended Fund Balance to Revenues of 50-60%

Recommendation: \$1M of Fund Balance could be used for capital projects

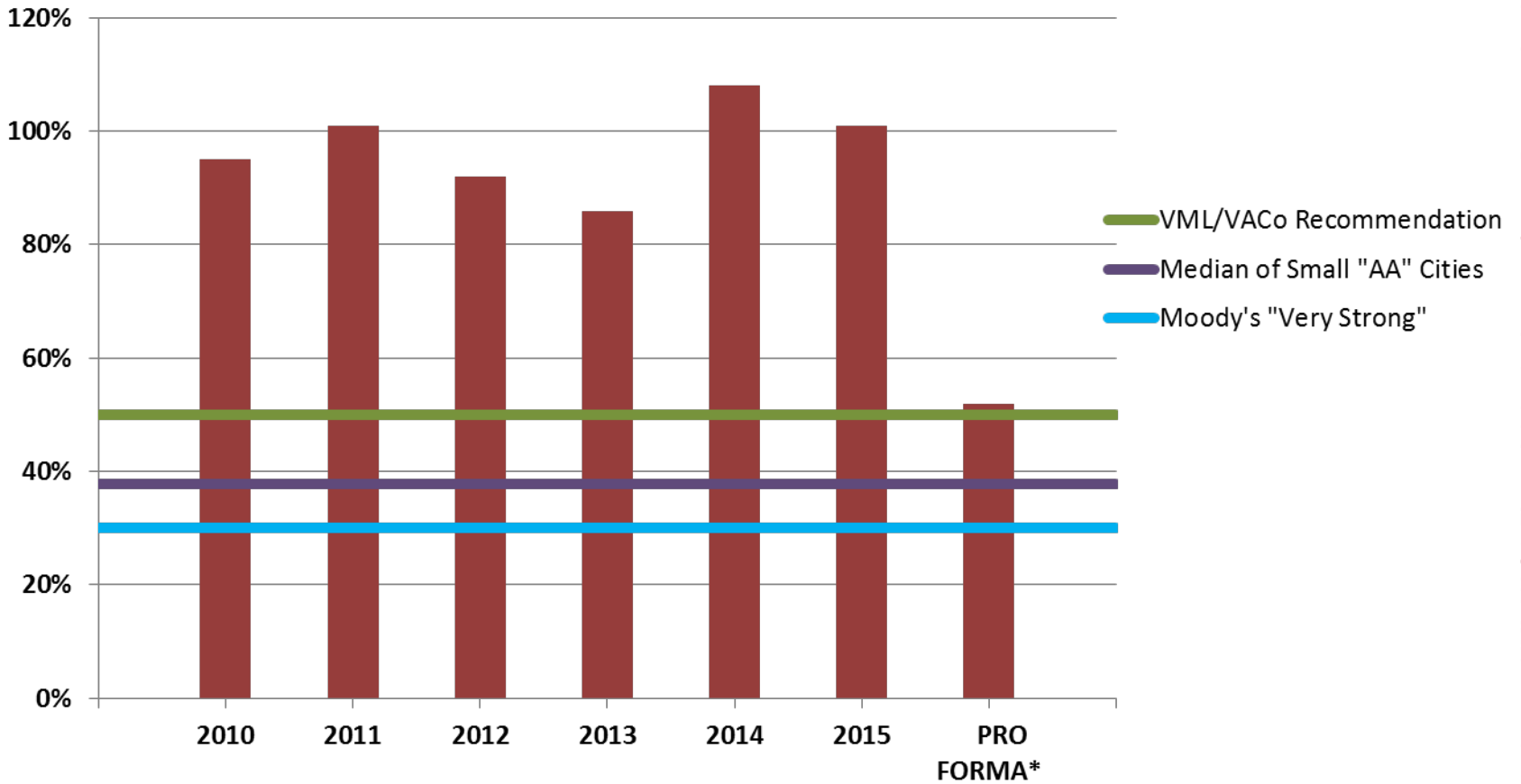
Leaves approximately \$1M of non-restricted Fund Balance

Analysis: Localities with more diverse revenue stream and larger economic base could prudently drop below 50% threshold

Haymarket's size gives it less flexibility and makes it prudent to maintain a larger fund balance

SPENDING & FUND BALANCE

Non-restricted GF Balance as % of GF Revenues



*Pro Forma: Assumes \$1M of GF Balance spent on capital projects.

Recommendation to Fund CIP - Debt

Recommendation: Town could borrow up to \$2M for capital projects

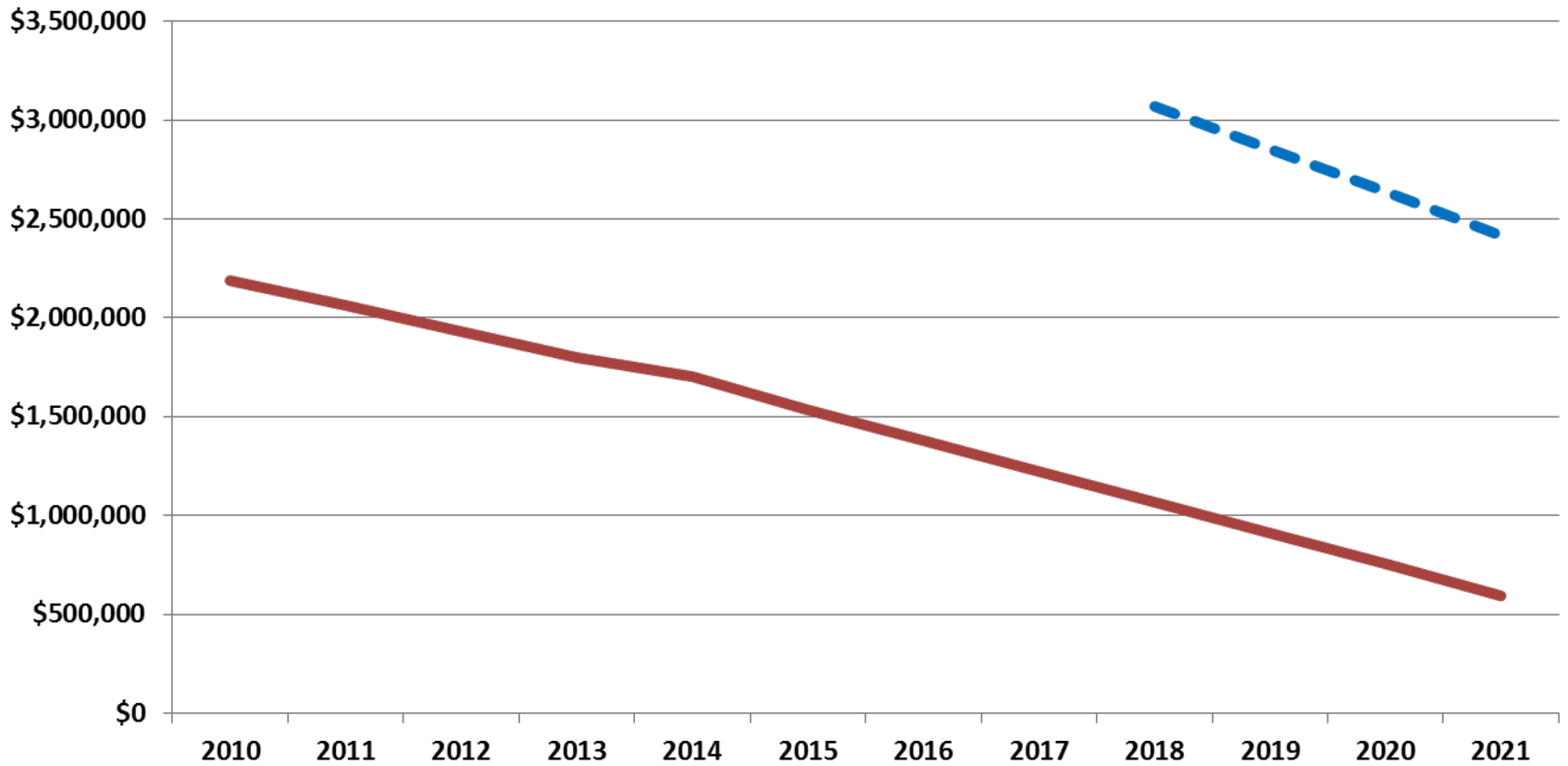
Analysis: This will allow Town to maintain financially sound position:

Net Bonded Debt as % of TAV: < 2.0%

Debt Service as % of Total Expenses: < 15%

DEBT MEASURES

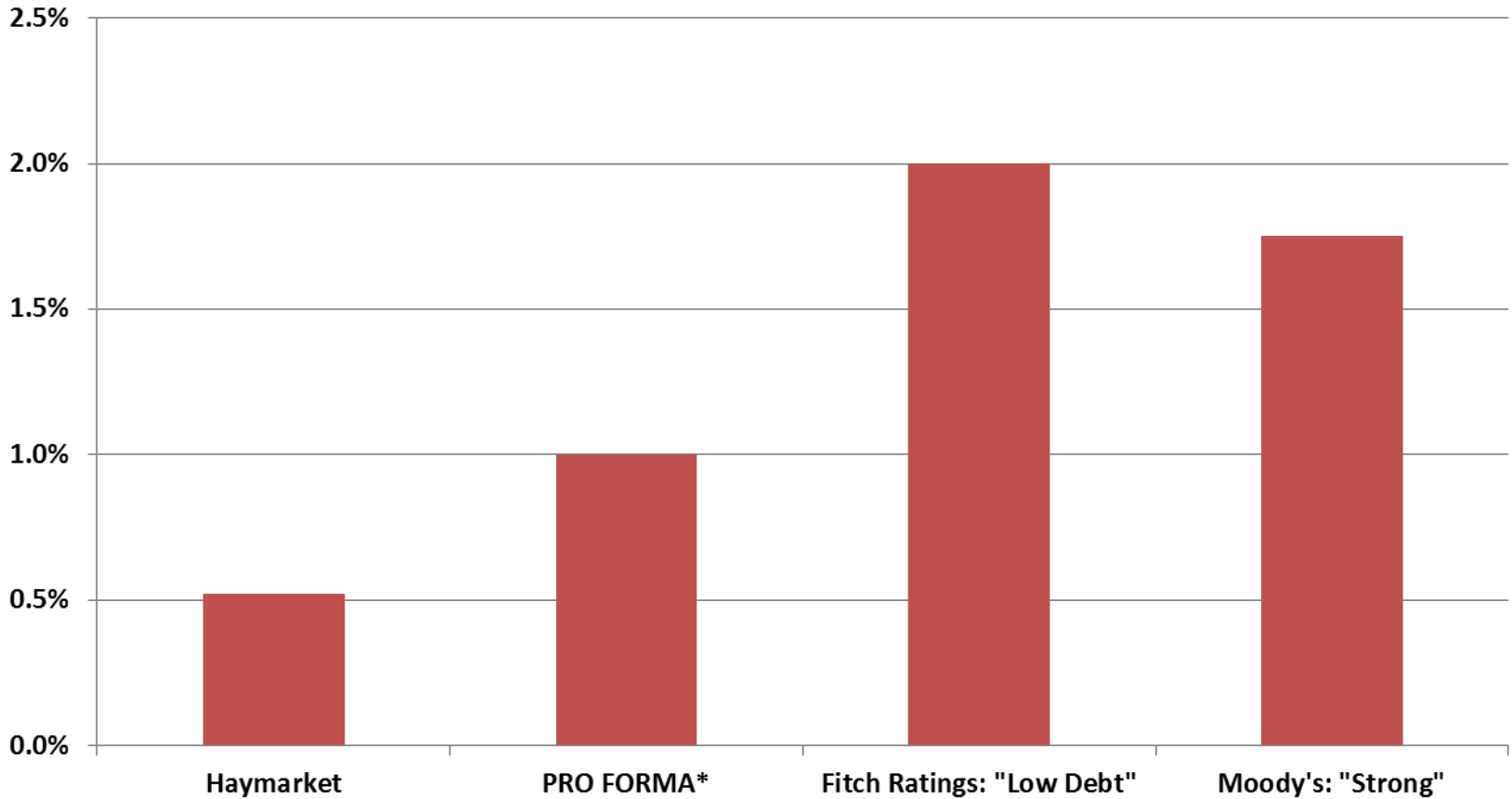
Net Bonded Debt Outstanding



*Assumes \$2M of capital projects financed in FY 2018 with 20 year GO loan.

DEBT MEASURES

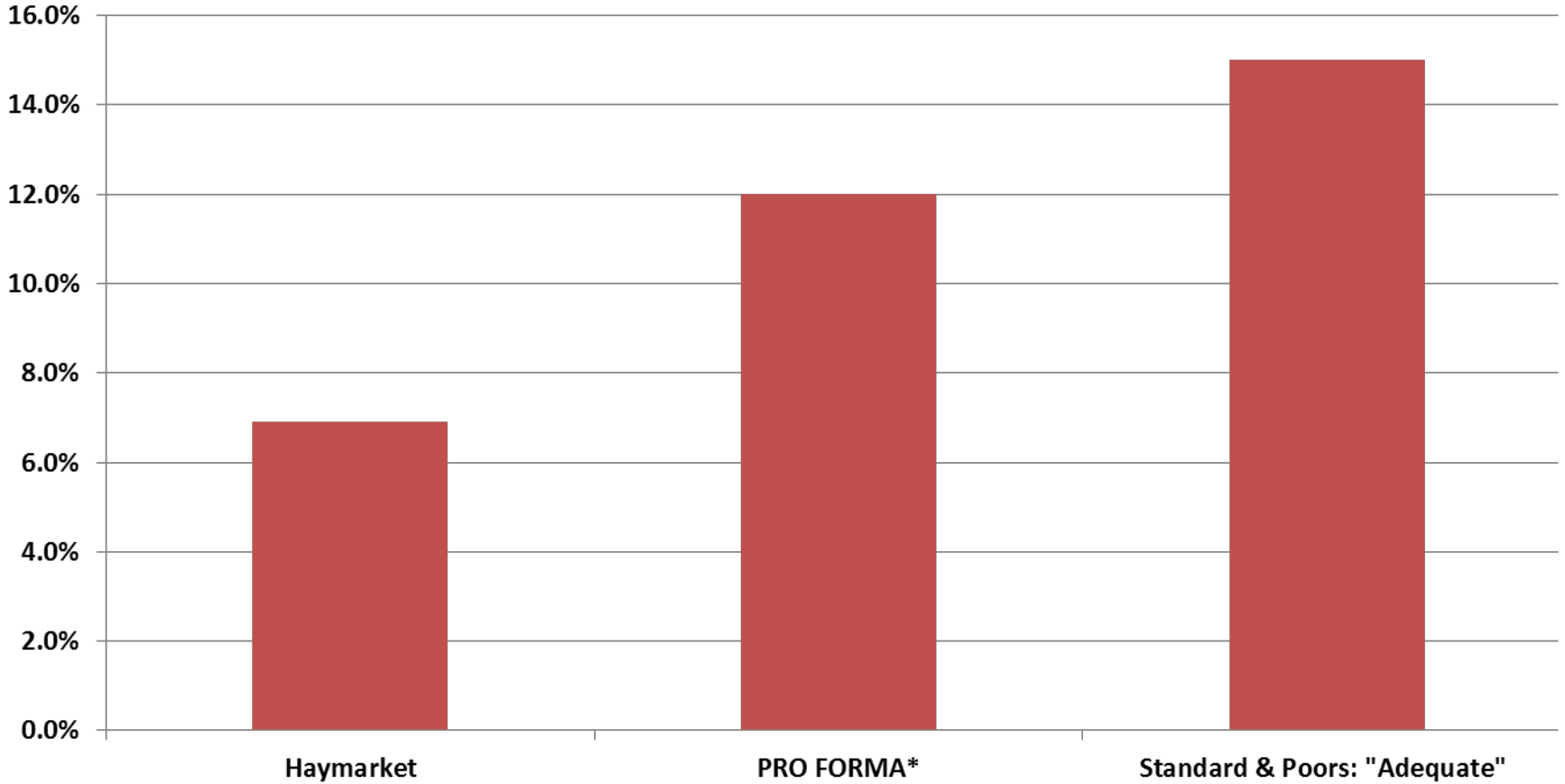
Net Bonded Debt Outstanding



*Assumes \$2M of capital projects financed in FY 2018 with 20 year GO loan.

DEBT MEASURES

Debt Service as % of Total Expenses (2016)



*Assumes \$2M loan amortized over 20 years at an indicative rate of 3.5%.

Attachment: VML-VACO Financial Analysis 2016 (2834 : Presentation VML/VACO)

Summary of Recommendations

1. Apply up to \$1M of Fund Balance for Capital Projects.

\$425,000 in FY 2018

2. Finance up to \$2M in GO Debt for FY 2018 CIP Projects.

Level annual debt service of approximately \$140,000 assuming
20 year term

VML/VACo Finance
valocalfinance.org
804-648-0635

Robert Lauterberg, Managing Director
rlauterberg@valocalfinance.org

Steve Mulroy, Deputy Director
smulroy@valocalfinance.org



TO: Town of Haymarket Town Council
 SUBJECT: Fiscal Year 2017 Budget & Tax Rates
 DATE: 06/14/16

BACKGROUND:

- The Town Staff, Finance Committee and Council have worked on the proposed budget since December of 2015.
- The Council held a work sessions on Monday, April 18th and Monday, May 16th where the Council reviewed the work of the staff and Finance Committee's draft budget.
- The proposed budget was presented at the June 6th Town Council Meeting and a public hearing held.

DISCUSSION:

- Tax rates have all remained the same and there were no substantial changes to the budget.
- This budget is represented as a separate General Fund Budget and Capital Fund Budget. The General Fund Budget is designed to be a transition to a program based budget.
- The Council is continuing to invest into the community through capital projects, such as the Town Center and Harrover Property investments.
- Staff has presented the budget in a complete new Budget Packet document that outlines the process, how revenues are projected and the program details of each department with regard to expenditures. In return this makes budgeting in the Town of Haymarket more accessible and transparent as ever.

TOWN MANAGER'S COMMENTS: (June 8, 2016)

- It is my recommendation that Town adopt the proposed budget per the resolution included in your agenda packet.

POTENTIAL QUESTIONS:

- Will the budget packet be available on the Town's website and in hard copy form at the Town Office?
- Does the proposed budget account for the expected expenditures on the Town's major capital improvement projects?

FISCAL IMPACT:

- The Town is required to have an adopted budget in order to operate.

RECOMMENDATION:

I would recommend that we adopt the draft budget as presented.

MOTION:

Motion of Approval:

I move to adopt the Resolution 2016-008, which is a **RESOLUTION TO ADOPT THE ANNUAL GENERAL FUND BUDGET, CAPITAL FUND BUDGET, AND ADOPT THE TAX RATES IN SUPPORT OF THE**

BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017**Motion of Denial:**

I move to deny Resolution 2016-008, because...

ATTACHMENTS:

- Resolution 2016-008 - Adoption of FY 2017 Budget & Tax Rates.pdf (PDF)
- Budget Advertisement with numbers (PDF)
- Draft FY 2017 (May 26, 2016) No Notes Budget (PDF)

RESOLUTION 2016-008

**RESOLUTION TO ADOPT THE ANNUAL GENERAL FUND BUDGET, CAPITAL FUND BUDGET, AND
ADOPT THE TAX RATES IN SUPPORT OF THE BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2016 AND ENDING JUNE 30, 2017**

WHEREAS, the Council of the Town of Haymarket held several Finance Committee meetings since December, 2015 and two (2) work sessions with the Council, all open to the public, to consider the proposed FY 2017 budget; and

WHEREAS, the budget was advertised on May 25, 2016, and a public hearing was held on June 6, 2016, in accordance with Section 15.1-162 of the Code of Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, Virginia met on this 14th day of June, 2016, that:

The budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 is hereby adopted as follows:

General Fund Revenue:	\$2,100,300
Capital Fund Revenue:	\$390,000
General Fund Expenditures:	\$2,100,300
Capital Fund Expenditures:	\$868,116

FY 2016 Proposed Tax Rates in Support of the Budget	
Real Property Tax Rate	\$.126/\$100 Valued Assessment
Personal Property Tax Rate	\$.60/\$100 Valued Assessment (Continued Moratorium on Assessment)
Cigarette Tax	\$.75/Pack
Transient Occupancy Tax	7%
Prepared Food & Beverage Tax (Meals Tax)	4%
Utility Tax for the Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
Business Professional & Occupational License Tax	Contractors: \$.15/\$100 GR; Wholesale: \$.05/purchases; Retail Merchant, Repair Services, Personal Services, Business Service, Restaurants, Public Service Corporations: \$.10/\$100 GR; Professional, Real Estate, & Financial Services \$.30/\$100 GR
Percent of Revenue from Real Estate Tax	13.89%
2014 Assessed Value of Property – Town of Haymarket	\$237,936,941
Assessed Value of Property Exempt from Taxation	\$6,323,300
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	2.65%

BY ORDER OF THE COUNCIL

Done this 14th Day of June 2016

Motioned By:
Seconded By:

Ayes:
Nays:
Abstain:
Absent:

ATTEST:

Jennifer Preli, Town Clerk

[SEAL]

NOTICE OF PUBLIC HEARING

KINDLY TAKE NOTICE, that the Town Council of the Town of Haymarket will hold public hearing on June 6, 2016 beginning at 7:00 pm at the Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169 regarding the Fiscal Year 2017 Proposed Budget.

FY 2015	FY 2016		FY 2017 Proposed July 1, 2016 – June 30, 2017
Prior Year Actual July 1, 2014 - June 30, 2015	Current Budget July 1, 2015 – June 30, 2016	Fiscal 2016 Year-to-Date Actual	

OPERATING REVENUE				
General Property Taxes	303,278	301,000	298,909	302,000
Other Local Taxes	1,237,531	1,121,000	1,036,638	1,275,000
Permits, Fees, Licenses & Proffers	59,878	40,500	42,518	48,700
Fines & Forfeitures	50,799	48,000	53,757	50,000
Miscellaneous	16,577	6,100	18,548	11,900
Revenue from the Commonwealth	193,769	214,034	198,453	183,500
Sponsorships	6,925	65,000	47,473	40,000
Rental (Use of Property)	195,192	200,770	153,710	189,200
TOTAL OPERATING REVENUE	2,063,949	\$1,996,404	1,850,006	2,100,300
CAPITAL FUND REVENUE				
Inter-Governmental (Capital Grants)	693,342	288,500	84,609	390,000
Transfer in Cash Reserves	170,961	1,178,499	567,043	00
TOTAL CAPITAL REVENUE	864,303	1,466,999	651,652	390,000
OPERATING EXPENDITURES				
Administration	691,334	751,248	659,229	712,350
Police & Public Safety	742,860	797,290	736,938	775,900
Public Works (Includes buildings & grounds)	238,694	248,400	209,355	212,000
Community Development	55,129	80,300	45,347	64,600
Museum/Parks, Rec & Cultural	63,859	83,600	49,368	70,650
Debt Service	192,119	189,065	189,065	186,440
Miscellaneous Expenditures	00	00	00	00
General Reserve	00	22,202	00	30,000
Transfer Excess Funds to Capital				48,360
TOTAL OPERATING EXPENDITURES	1,983,995	2,172,105	1,889,302	2,100,300
CAPITAL EXPENDITURES				
Washington St. Enhancement (Construction)	767,079	257,797	211,980	00
Town Center Master Plan	24,362	435,000	307,645	113,116
Harrover Master Plan	10,462	310,000	35,176	275,000
Pedestrian Improvement Project	62,400	250,000	58,351	375,000
Caboose Enhancement	00	24,634	38,500	15,000
Police Cruiser, IT Upgrades, Gateway Signs	00	00	00	90,000
TOTAL CAPITAL EXPENDITURES	864,303	1,277,431	651,652	868,116

Proposed Tax Rates in Support of the Budget

Real Property Tax Rate	\$.126/\$100 Assessed Value
Personal Property Tax Rate	\$.60/\$100 Assessed Value (Continued Moratorium on Assessment)
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Assessed Value of Property Exempt from Taxation	6,323,300
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	2.65%

"The tax rates and expenditures shown in this budget are for informative and fiscal planning purposes only, and the council may alter them after the public hearing. The real estate tax rate will not be increased over the amount advertised, but other tax rates are subject to being increased or decreased from the advertised rates."

Town of Haymarket
2016-2017
DRAFT BUDGET

REVENUE

Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
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GENERAL PROPERTY TAXES

Real Estate - Current	\$287,863.21		\$292,000.00	292,000.00	
Public Service Corp RE Tax	\$10,080.19		\$9,000.00	10,000.00	1
Total GENERAL PROPERTY TAXES	\$297,943.40		\$301,000.00	302,000.00	

OTHER LOCAL TAXES

Sales Tax Receipts	\$126,343.00	\$140,125.87	\$130,000.00	150,000.00	1
Meals Tax - Current	\$401,139.00	\$444,899.62	\$450,000.00	550,000.00	2
Consumer Utility Tax	\$128,303.00	\$142,299.69	\$120,000.00	130,000.00	
Bank Stock Tax	\$32,121.00	\$35,625.11	\$25,000.00	50,000.00	10
Business License Tax	\$161,036.00	\$178,603.56	\$176,000.00	175,000.00	
Cigarette Tax	\$183,962.00	\$204,030.58	\$220,000.00	220,000.00	
Total OTHER LOCAL TAXES	\$1,032,904.00	\$1,482,521.04	\$1,121,000.00	1,275,000.00	1

PERMITS,FEES & LICENESES

Occupancy Permits	\$400.00	\$443.64	\$500.00	600.00	2
Inspection Fees	\$18,800.00	\$20,850.91	\$7,000.00	15,000.00	11
Other Planning & Permits	\$20,200.00	\$22,403.64	\$30,000.00	30,000.00	
Application Fees	\$1,475.00	\$1,635.91	\$2,000.00	1,200.00	-4
Motor Vehicle Licenses	\$1,643.00	\$1,822.24	\$1,000.00	1,900.00	9
Total PERMITS,FEES & LICENESES	\$42,518.00		\$40,500.00	48,700.00	2

FINES & FORFEITURES

Fines	\$53,757.00	\$59,621.40	\$48,000.00	50,000.00	
Total FINES & FORFEITURES	\$53,757.00	\$59,621.40	\$48,000.00	50,000.00	

REVENUE FROM SPONSORSHIPS FOR TOWN EVENTS

Sponsorships	\$47,473.00	\$52,651.87	\$65,000.00	40,000.00	-3
Total Sponsorship for Town Events	\$47,473.00	\$52,651.87	\$65,000.00	40,000.00	-3

REVENUE FROM COMMONWEALTH

Communications Tax	\$112,384.00	\$124,644.07	\$120,000.00	120,000.00	
Department of Fire Programs	\$38,200.00	\$42,367.27	\$41,200.00	10,000.00	-7
599 Law Enforcement Grant	\$21,276.00	\$23,597.02	\$28,334.00	28,000.00	
Personal Property Tax Reimburse	\$18,626.00	\$20,657.93	\$18,600.00	18,500.00	
Car Rental Reimbursement	\$4,297.00	\$4,765.76	\$4,500.00	5,500.00	2
Railroad Rolling Stock	\$1,514.00	\$1,679.16	\$1,400.00	1,500.00	
Total REVENUE FROM COMMONWEALTH	\$196,297.00	\$217,711.22	\$214,034.00	183,500.00	-1

MISCELLANEOUS

Earnings on VACO/VML Investment	\$3,250.00	\$3,604.55	\$0.00	0.00	
Recovered Costs - Events	\$0.00	\$0.00	\$5,000.00	0.00	-10
Interest on Bank Deposits	\$663.00	\$735.33	\$100.00	0.00	-10
Citations & Accident Reports	\$2,355.00	\$2,611.91	\$1,000.00	1,900.00	9
Total MISCELLANEOUS	\$6,268.00	\$6,951.78	\$6,100.00	1,900.00	-6

RENTAL (USE OF PROPERTY)

Suite 110 Rental Income	\$0.00	\$0.00	\$26,850.00	0.00	-10
Suite 200 Rental Income	\$4,548.00	\$5,044.15	\$4,830.00	5,200.00	
Suite 202 - Metis	\$3,811.00	\$4,226.75	\$0.00	4,000.00	10
Suite 206 Rental Income	\$77,182.00	\$85,601.85	\$84,100.00	88,000.00	
15020 Wash St Rental Income	\$39,158.00	\$43,429.78	\$42,735.00	45,000.00	
15026 Washington Street	\$0.00	\$0.00	\$0.00	20,000.00	10
6630 Jefferson St Rental Income	\$28,310.00	\$31,398.36	\$41,055.00	27,000.00	-3
Town Hall Rental Income	\$700.00	\$776.36	\$1,200.00	0.00	-10
Total RENTAL (USE OF PROPERTY)	\$153,709.00	\$170,477.25	\$200,770.00	189,200.00	-

INTEREST ON BANK DEPOSITS

	\$11,405.00	\$12,649.18	\$0.00	10,000.00	
Total INTEREST ON BANK DEPOSITS	\$11,405.00	\$12,649.18	\$0.00	10,000.00	

Transfer of Cash Reserves

	\$0.00	\$0.00	\$1,178,499.00	0.00	
	\$0.00	\$0.00		0.00	

Total Revenue	\$1,842,274.40	\$2,043,249.79	\$3,174,903.00	2,100,300.00	-3
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Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2831 : Fiscal Year 2017 Budget & Tax Rates)

Town of Haymarket
2016-2017
DRAFT BUDGET

EXPENDITURES

01 · ADMINISTRATION

11100 · TOWN COUNCIL

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
Salaries & Wages - Regular	\$18,700.00	\$20,740.00	\$32,100.00	\$32,100.00	
FICA/Medicare	\$1,443.00	\$1,600.42	\$2,000.00	\$2,000.00	
Unemployment Insurance	\$203.00	\$225.15	\$1,350.00	\$1,200.00	-1
Mileage Allowance	\$699.00	\$775.25	\$750.00	\$750.00	
Meals and Lodging	\$2,912.00	\$3,229.67	\$3,500.00	\$2,500.00	-2
Convention & Education	\$3,730.00	\$4,136.91	\$4,000.00	\$4,000.00	
Elections	\$989.00	\$1,096.89	\$0.00	\$0.00	
Total 11100 · TOWN COUNCIL	\$28,676.00	\$31,804.29	\$43,700.00	\$42,550.00	-

12110 · TOWN ADMINISTRATION

Salaries/Wages-Regular	\$231,551.00	\$256,811.11	\$243,600.00	\$260,500.00	
Salaries/Wages - Overtime	\$6,803.00	\$7,545.15	\$8,000.00	\$10,000.00	2
Salaries/Wages - Part Time	\$58,097.00	\$64,434.85	\$92,700.00	\$65,000.00	-3
FICA/Medicare	\$23,984.00	\$26,600.44	\$22,165.00	\$28,500.00	2
VRS	\$15,504.00	\$17,195.35	\$15,660.00	\$14,000.00	-1
Health Insurance	\$45,718.00	\$50,705.42	\$46,772.00	\$57,000.00	2
Life Insurance	\$2,492.00	\$2,763.85	\$3,151.00	\$3,500.00	1
Disability Insurance	\$1,839.00	\$2,039.62	\$2,600.00	\$2,600.00	
Unemployment Insurance	\$1,905.00	\$2,112.82	\$2,550.00	\$2,800.00	1
Worker's Compensation	\$543.00	\$602.24	\$350.00	\$400.00	1
General Property/Liability Insurance	\$10,689.00	\$11,855.07	\$9,000.00	\$16,000.00	7
Accounting Services	\$6,250.00	\$6,931.82	\$8,000.00	\$8,000.00	
Cigarette Tax Administration	\$4,863.00	\$5,393.51	\$4,000.00	\$5,500.00	3
Printing & Binding	\$10,292.00	\$11,414.76	\$13,000.00	\$15,000.00	1
Advertising	\$8,936.00	\$9,910.84	\$10,000.00	\$12,000.00	2
Computer, Internet & Website Svc	\$17,331.00	\$19,221.65	\$24,000.00	\$15,000.00	-3
Postage	\$3,220.00	\$3,571.27	\$4,500.00	\$4,000.00	-1
Telecommunications	\$5,476.00	\$6,073.38	\$4,500.00	\$6,000.00	3
Mileage Allowance	\$2,403.00	\$2,665.15	\$2,500.00	\$2,500.00	
Meals & Lodging	\$3,339.00	\$3,703.25	\$5,000.00	\$4,000.00	-2
Convention & Education	\$12,797.00	\$14,193.04	\$15,000.00	\$10,000.00	-3
Misc - Discretionary Fund	\$2,319.00	\$2,571.98	\$2,000.00	\$2,000.00	
Books, Dues & Subscriptions	\$6,937.00	\$7,693.76	\$3,000.00	\$15,000.00	40
Office Supplies	\$2,928.00	\$3,247.42	\$4,500.00	\$4,000.00	-1
Total 12110 · TOWN ADMINISTRATION	\$486,216.00	\$539,257.75	\$546,548.00	\$563,300.00	-

12210 · LEGAL SERVICES

Legal Services	\$121,216.00	\$134,439.56	\$120,000.00	\$90,000.00	-2
Total 12210 · LEGAL SERVICES	\$121,216.00	\$134,439.56	\$120,000.00	\$90,000.00	-2

12240 · INDEPENDENT AUDITOR

Auditing Services	\$16,150.00	\$17,911.82	\$16,000.00	\$16,500.00	
Total 12240 · INDEPENDENT AUDITOR	\$16,150.00	\$17,911.82	\$16,000.00	\$16,500.00	-

Total 01 · ADMINISTRATION

Total 01 · ADMINISTRATION	\$652,258.00	\$723,413.42	\$726,248.00	\$712,350.00	-
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Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2831 : Fiscal Year 2017 Budget & Tax Rates)

**Town of Haymarket
2016-2017
DRAFT BUDGET**

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
03 · PUBLIC SAFETY		\$0.00			
31100 · POLICE DEPARTMENT		\$0.00			
Salaries & Wages - Regular	\$356,175.00	\$395,030.45	\$359,000.00	\$398,000.00	1
Salary/ Wages- Holiday Pay		\$0.00		\$11,000.00	
Salaries & Wages - OT Regular	\$10,371.00	\$11,502.38	\$12,000.00	\$9,000.00	-2
Salaries & Wages - OT Premium		\$0.00		\$4,100.00	
Salaries & Wages - Part Time	\$12,122.00	\$13,444.40	\$10,500.00	\$14,000.00	3
FICA/MEDICARE	\$27,371.00	\$30,356.93	\$23,000.00	\$34,000.00	4
VRS	\$18,477.00	\$20,492.67	\$22,385.00	\$41,000.00	8
Health Insurance	\$65,900.00	\$73,089.09	\$81,700.00	\$74,000.00	-
Life Insurance	\$3,833.00	\$4,251.15	\$3,505.00	\$5,200.00	4
Disability Insurance	\$2,245.00	\$2,489.91	\$2,250.00	\$2,300.00	
Unemployment Insurance	\$1,763.00	\$1,955.33	\$2,600.00	\$2,000.00	-2
Workers' Compensation Insurance	\$9,937.00	\$11,021.04	\$6,900.00	\$12,000.00	7
Line of Duty Act Insurance	\$1,554.00	\$1,723.53	\$1,550.00	\$1,600.00	
Legal Services	\$11,764.00	\$13,047.35	\$15,500.00	\$12,000.00	-2
Advertising	\$0.00	\$0.00	\$150.00	\$100.00	-3
Electrical Services	\$3,091.00	\$3,428.20	\$5,500.00	\$0.00	-10
Computer, Internet & Website	\$2,568.00	\$2,848.15	\$5,000.00	\$4,700.00	-
Postage	\$271.00	\$300.56	\$300.00	\$300.00	
Telecommunications	\$12,402.00	\$13,754.95	\$12,000.00	\$17,000.00	4
General Prop Ins (Vehicles)	\$9,648.00	\$10,700.51	\$10,450.00	\$5,000.00	-5
Mileage Allowance	\$98.00	\$108.69	\$300.00	\$200.00	-3
Meals and Lodging	\$125.00	\$138.64	\$500.00	\$500.00	
Convention & Education	\$1,722.00	\$1,909.85	\$1,000.00	\$3,500.00	25
Misc - Discretionary Fund	\$6,678.00	\$7,406.51	\$1,500.00	\$500.00	-6
Community Events		\$0.00		\$1,000.00	
Books Dues & Subscriptions	\$3,117.00	\$3,457.04	\$6,000.00	\$6,800.00	1
Office Supplies	\$2,358.00	\$2,615.24	\$4,000.00	\$3,100.00	-2
Vehicle Fuels	\$11,919.00	\$13,219.25	\$17,000.00	\$16,000.00	-
Vehicle Maintenance/ Supplies	\$18,452.00	\$20,464.95	\$23,500.00	\$15,000.00	-3
Uniforms & Police Supplies	\$7,173.00	\$7,955.51	\$8,000.00	\$12,000.00	5
Grant Expenditures		\$0.00		\$0.00	
Mobile Data Computer Netwk Svc.	\$0.00	\$0.00	\$10,000.00	\$10,000.00	
Total 31100 · POLICE DEPARTMENT	\$601,134.00	\$666,712.25	\$646,090.00	\$715,900.00	1
34100 · BUILDING OFFICIAL	\$51,590.00	\$57,218.00	\$50,000.00	\$50,000.00	
32100 · FIRE & RESCUE		\$0.00			
Contributions to other Govt Ent	\$38,801.00	\$43,033.84	\$40,200.00	\$10,000.00	-7
Total 32100 · FIRE & RESCUE	\$38,801.00	\$43,033.84	\$40,200.00	\$10,000.00	-7
Total 03 · PUBLIC SAFETY	\$691,525.00	\$766,964.09	\$736,290.00	\$775,900.00	

Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2831 : Fiscal Year 2017 Budget & Tax Rates)

Town of Haymarket
2016-2017
DRAFT BUDGET

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
04 · PUBLIC WORKS		\$0.00			
43200 · REFUSE COLLECTION		\$0.00			
Trash Removal Contract	\$71,409.00	\$79,199.07	\$80,000.00	\$85,000.00	
Total 43200 · REFUSE COLLECTION	\$71,409.00	\$79,199.07	\$80,000.00	\$85,000.00	
43100 · MAINT OF 15000 Wash St./Grounds		\$0.00			
Repairs/Maintenance Services	\$49,740.00	\$55,166.18	\$65,200.00	\$55,000.00	-1
Maint Svc Contract-Pest Control	\$1,880.00	\$2,085.09	\$2,000.00	\$2,000.00	
Maint Svc Contract-Landscaping	\$32,180.00	\$35,690.55	\$30,000.00	\$30,000.00	
Maint Svc Contract Snow Removal	\$22,502.00	\$24,956.76	\$4,000.00	\$4,000.00	
Maint Svc Cont- Street Cleaning	\$10,361.00	\$11,491.29	\$10,000.00	\$10,000.00	
Electric Services	\$11,844.00	\$13,136.07	\$10,000.00	\$15,000.00	5
Electrical Services-Streetlight	\$5,064.00	\$5,616.44	\$5,200.00	\$5,500.00	
Water & Sewer Services	\$1,134.00	\$1,257.71	\$1,500.00	\$2,000.00	3
Janitorial Supplies	\$879.00	\$974.89	\$1,000.00	\$1,000.00	
Real Estate Taxes	\$2,274.00	\$2,522.07	\$2,500.00	\$2,500.00	
Total 43100 · MAINT OF 15000 Wash St./Grounds	\$137,858.00	\$152,897.05	\$131,400.00	\$127,000.00	
Total 04 · PUBLIC WORKS	\$209,267.00	\$232,096.13	\$211,400.00	\$212,000.00	
07 · PARKS, REC & CULTURAL		\$0.00			
71110 · EVENTS		\$0.00			
Contractual Services	\$45,877.00	\$50,881.76	\$65,000.00	\$65,000.00	
Total 71110 · EVENTS	\$45,877.00	\$50,881.76	\$65,000.00	\$65,000.00	
72200 · MUSEUM		\$0.00			
Advertising	\$454.00	\$503.53	\$2,000.00	\$750.00	-6
Postage	\$0.00	\$0.00	\$100.00	\$0.00	-10
Telecommunications	\$1,743.00	\$1,933.15	\$1,500.00	\$2,200.00	4
Convention & Education	\$0.00	\$0.00	\$500.00	\$500.00	
Mileage Allowance	\$169.00	\$187.44	\$200.00	\$200.00	
Books, Dues & Subscriptions	\$0.00	\$0.00	\$500.00	\$250.00	-5
Office Supplies	\$91.00	\$100.93	\$800.00	\$250.00	-6
Exhibits & Programs	\$1,032.00	\$1,144.58	\$3,000.00	\$1,500.00	-5
Total 72200 · MUSEUM	\$3,489.00	\$3,869.62	\$8,600.00	\$5,650.00	-3
Total 07 · PARKS, REC & CULTURAL	\$49,366.00	\$54,751.38	\$73,600.00	\$70,650.00	
08 · COMMUNITY DEVELOPMENT		\$0.00			
81100 · PLANNING COMMISSION		\$0.00			
Salaries & Wages - Regular	\$4,198.00	\$4,655.96	\$6,000.00	\$5,000.00	-1
FICA/Medicare/ Unemployment Ins.	\$151.00	\$167.47	\$850.00	\$500.00	-4
Consultants	\$35,573.00	\$39,453.69	\$60,000.00	\$50,000.00	-1
Mileage Allowance	\$486.00	\$539.02	\$500.00	\$500.00	
Meals & Lodging	\$258.00	\$286.15	\$1,000.00	\$750.00	-2
Convention/Education	\$1,692.00	\$1,876.58	\$2,500.00	\$2,000.00	-2
Books/Dues/Subscriptions	\$0.00	\$0.00	\$300.00	\$0.00	-10
Total 81100 · PLANNING COMMISSION	\$42,358.00	\$46,978.87	\$71,150.00	\$58,750.00	-1
81110 · ARCHITECTURAL REVIEW BOARD		\$0.00			
Salaries & Wages - Regular	\$2,875.00	\$3,188.64	\$5,500.00	\$4,000.00	-2
FICA/Medicare/ Unemployment Ins.	\$112.00	\$124.22	\$850.00	\$850.00	
Mileage Allowance	\$0.00	\$0.00	\$500.00	\$200.00	-6
Meals & Lodging	\$0.00	\$0.00	\$1,000.00	\$300.00	-7
Convention & Education	\$0.00	\$0.00	\$1,000.00	\$500.00	-5
Books/Dues/Subscriptions	\$0.00	\$0.00	\$300.00	\$0.00	-10
Total 81110 · ARCHITECTURAL REVIEW BOARD	\$2,987.00	\$3,312.85	\$9,150.00	\$5,850.00	-3
Total 08 · COMMUNITY DEVELOPMENT	\$45,345.00	\$50,291.73	\$80,300.00	\$64,600.00	-2

Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2831 : Fiscal Year 2017 Budget & Tax Rates)

**Town of Haymarket
2016-2017
DRAFT BUDGET**

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
09 · NON-DEPARTMENTAL					
95100 · DEBT SERVICE					
General Obligation Bond	\$189,065.00	\$189,065.00	\$189,065.00	\$186,440.00	-
Total 95100 · DEBT SERVICE	\$189,065.00	\$189,065.00	\$189,065.00	\$186,440.00	-
Total 09 · NON-DEPARTMENTAL	\$189,065.00	\$189,065.00	\$189,065.00	\$186,440.00	-
10- General Reserve					
General Reserve				\$30,000.00	
Total General Reserve				\$30,000.00	
2016-2017 Capital Budget:					
Transferred excess funds to Capital Budget			\$1,382,000.00	\$48,360.00	
Total Expenditures	\$1,882,703.00		\$2,016,903.00	\$2,100,300.00	
Revenues	\$1,842,274.40		\$3,174,903.00	\$2,100,300.00	-3
Expenditures	\$1,882,703.00		\$2,016,903.00	\$2,100,300.00	
	-\$40,428.60		\$1,158,000.00	\$0.00	-10

Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2831 : Fiscal Year 2017 Budget & Tax Rates)



TO: Town of Haymarket Town Council
 SUBJECT: Capital Improvements Plan
 DATE: 06/14/16

BACKGROUND:

- Staff prepared and presented the 2016-2021 CIP to the Planning Commission.
- The PC reviewed and made some editorial recommendations to update some of the language with regard to the Town Center Plan and the Harrover Master Plan.
- The PC recommended the adoption of the 2016-2021 Capital Improvements Plan per their suggested revisions on Wednesday, June 1st at their regular 7pm meeting.
- Staff presented the revised PC version to the Council at their regular meeting on June 6th.
- Council directed staff to include the proposed CIP on the Tuesday, June 14th Special Council meeting.

DISCUSSION:

- This CIP truly has not changed much from the previous year.
- The Council has accomplished some of the projects identified in the previous year's CIP, but anything that was not addressed was pushed out another year.
- Per the PC's recommendation editorial changes were made to the Town Center Plan and Harrover Master Plan.

TOWN MANAGER'S COMMENTS: (June 8, 2016)

- No additional comments at this time.

POTENTIAL QUESTIONS:

- How does the Credit Benchmark Report by VML/VACO Finance affect the CIP?
- Will the Council need to identify future funding sources for the project identified within the CIP?

Budget Impact:

The proposed CIP projects for the coming fiscal year is funded and accounted for through the FY'17 Capital Fund Budget.

Planning Commission Recommendation:

Planning Commission recommended adoption of the 2016-2021 Capital Improvements Plans per the suggested revisions. (Revisions were made and are incorporated in the draft the Council has been presented)

RECOMMENDATION:

Staff recommends the approval of the 2016-2021 Capital Improvements Plan.

MOTION:

Motion of Approval:

I move to adopt the 2016-2021 Capital Improvements Plan as recommended by the Haymarket Planning Commission.

Motion of Denial:

I move to ...

ATTACHMENTS:

- (2) 2016-2021 Capital Improvements Plan (PDF)
- PC Mtg 06-01-2016 - DRAFT CIP 2016-17 (5 Year Plan-Working File Updated) (PDF)



Capital Improvements Plan

Fiscal Years 2016-2021

Attachment: (2) 2016-2021 Capital Improvements Plan (2832 : Capital Improvements Plan)

Table of Contents

Introduction Page 3

The Capital Improvement Plan Page 3

Planned Projects for 2016-2017 Page 5

General Government: Page 6

- I. Streetscape
- II. Washington Street Beautification
- III. Streets, Sidewalks, and Parking
- IV. Town Center Property
- V. Harrover Property
- VI. Town Administration
- VII. Town Signage

Police Department: Page 8

Museum: Page 9

2016-17 CIP Budget Page 10

Attachment: (2) 2016-2021 Capital Improvements Plan (2832 : Capital Improvements Plan)

INTRODUCTION

The initial Capital Improvements Plan (CIP) for Haymarket was adopted in the early 1980s.

Haymarket initiated the CIP in the early 1980s by including projects into the annual fiscal budget and conducting periodic reviews and recommendations by the Planning Commission, which are accepted and approved by the Town Council.

The Town has been successful in completing many projects over the years and has done well in meeting impending needs while still working towards completion of more long range projects.

Haymarket's 2010 Census showed that the Town's population had significantly increased from 879 individuals in 2000 to 1,782 within ten years later. It was anticipated that the Town would grow between the 2000 and 2010 Census, but it makes the importance of the Capital Improvement Plan even more apparent.

The Town strives to keep the Capital Improvements Plan up to date and current by an annual review and update by the Town's Planning Commission and Town Council. The Town is committed to continually make recommendations for new projects and to making every effort to provide funding for crucial future projects for the betterment and sustainability of the Town.

THE CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan, or CIP, is an optional component of the Comprehensive Plan. A CIP is a management tool that deals with the construction, purchase or acquisition of major public facilities such as public buildings or improvements, land, parks, streets and sidewalks, technology advancements and major equipment. These items, due to their high cost and long-life expectancy, are not easily included in the annual operating budget.

A CIP covers a five-year period and is updated annually. The CIP process involves identifying projects needed over the ensuing five years and ranking them by priority. The projects are tentatively scheduled during this five-year period and a program for financing them is established. The first year of the adopted CIP becomes the basis for the capital budget; the remaining four years is the longer-term capital program. Annually, another year of projects is added and integrated into the CIP so that it always covers a five-year span.

Adoption of a Capital Improvement Plan can benefit the Town of Haymarket in important ways such as:

- Anticipating future capital facility needs;
- Correlating projects to meet community goals, financial capabilities and anticipated growth;
- Eliminating duplication and poorly planned expenditures;
- Encouraging cooperation with other governmental units;
- Establishing work schedules and cost estimates, thereby aiding local officials in projecting future expenditures;

- Providing an opportunity for early selection and acquisition of needed land before it increases in value or is lost to other uses;
- Helping the town get ready to apply for state and federal assistance;
- Enabling developers and public utility companies to plan improvements in anticipation of future capital facilities; and
- Getting town residents interested and involved in capital planning.

Capital improvements are generally costs of equipment, machinery, tools and software exceeding \$5000.00 or cost of infrastructure, building and property acquisition.

Capital Improvements costs do not include personnel, operations and management (O&M), debt service or other overhead costs.

SUMMARY OF PROPOSED PROJECTS for 2016-2017

The Town is planning on starting and/or completing the following projects within 2016-2017 fiscal years. The following projects are not within in particular priority or order. Some proposed projects have been carried from previous years within the CIP and is indicated by the year it was proposed and acknowledged by stating that the project has been “carried” from year to year until funding became available or the priority is needed. Not all of the following projects will necessarily be completed, but is included as they are being initiated this fiscal year.

Category	Project Description	Estimated Cost	Year Proposed
General Government	Shared Use Path	\$250,000*	2013-2014 (Carried)
General Government	Town Center Master Plan Construction	\$100,000	2014-2015 (Carried)
General Government	Harrover Architectural / Engineering	\$310,000	2015-2016 (Carried)
Police Department	Patrol Car	\$35,000	2016-2017
Museum	Caboose Renovations	\$15,500**	2013-2014 (Carried)

Total Estimated Cost for 2016-2017: \$700,500

NOTES:

***Federally funded through the Connolly funds.**

****Funded through a VDOT Enhancement Grant**

The following narrative of CIP projects is not based on priorities of the projects, which are categorized in the CIP spread sheet on page.

GENERAL GOVERNMENT

I. Streetscape:

This Streetscape Project was started in the late 90’s that constructed brick sidewalks to both sides of Washington Street. Construction also included crosswalks, decorative street lights, street

trees, landscaping and dedicated bicycle lanes on Washington Street. Phase 1b would be the conclusion of the Town portion of the Streetscape project and would include the design, engineering and construction across the Harrover property to Bleight Drive.

II. Washington Street Beautification:

The Washington Street Beautification initiative is a continuation of the Streetscape project. By creating funding for additional aesthetic treatments to Washington Street these improvements help to add to the creation of a community by adding amenities such as benches, trashcans and bike racks. This contributes to the overall goal of creating a walkable community. Furthermore, funds within this category are also budgeted to make crosswalk repairs and replacement where necessary.

III. Streets, Sidewalks, Parking:

In an effort to increase the use of multi-modal transportation the Town has secured ear marked funding through a federal grant source for pedestrian improvements along Jefferson Street in coordination with the Old Carolina bridge replacement project. These improvements will provide a shared use path from the reconstructed Old Carolina Bridge to the Washington Street intersection.

The Town will also look to improve the aesthetic treatment of the Town's streets by exploring a street striping project that would create a street striping plan for the majority of the streets. A Street striping plan would create traffic calming affect by creating "edge" lines, and on some streets create a defined center line. Aesthetically, having a striping plan on the Town's streets leads to the having a more defined and finished look.

IV. Town Center Property:

In 2010 the Town Council decided that it was going to make the property at 15000 Washington Street the Town Center and Administrative Offices. As a Town progressing to move forward with initiatives against blight of aging structures the Town sees that it is important for the integrity of the Town as well as the economic well being of the center of the Town for the Town to invest in the community by renovating the Town Center property. This process began with a

Conceptual Master Plan that was completed in May of 2013. This conceptual plan is now being engineered and construction is slated to begin in the spring of 2017, which will address the storm water drainage issues on the site, the aesthetic features to the buildings, and create a community focal point with a Town “green” application. In May of 2016 the Town completed the renovation and movement of the Town’s Police Department over to the Town Center main building, creating a permanent location of the Police Department. The Town intends to move forward with future façade improvements and site improvements within the coming years. As these improvements are made the Town will need to invest into installing a security surveillance system for the site in general.

V. Harrover Property:

Similar to the initiative at the Town Center property, the Town has completed the creation of a Master Plan for the identified public use property. The Town has designated the Harrover property for the development of a municipal park. Much like the Town Center property project, the Town will fund architecture and engineering this coming fiscal year and potentially some construction in this fiscal year or in subsequent years as funding allows for significant construction projects. The Town will also construct smaller fiscally feasible projects that are part of the Master Plan in the coming years.

VI. Town Administration:

One of the many areas that the Town prides itself on is the ability to keep up with modern technologies with regard to informing the public about the Town and offering the residents and public in general the ability to access their local government. In continuing these efforts it has been determined that as we have made significant upgrades to our audio system in the Council Chambers, there is still a need to enhance the visual equipment. As technologies continue to advance, it is the desire of the Town to become less dependent upon paper and will explore going to handheld devices for meetings. As technology of the facility improves, the need for additional security and reorientation of the administrative offices will also need to be addressed. As part of the Town Center Property project, the administrative offices are planned to be renovated and re-orientated to function more efficiently as a municipal government building. It is the goal to utilize the main building on the Town Center site as a “regional government center” and has begun the process by relocating the Town’s Police Department on the eastern side of the main

floor. The Town intends to continue the process of updating and renovating the Town Hall with façade and grounds improvements.

VII. Town Signage:

One of the more important characteristics within any community is its gateways. Gateway signage is the first impression any community has upon visitors. Understanding this, the Town will be creating gateway signage that is symbolic of the Town's values while at the same time honoring the Town's history. Town is also working with the Journey Through Hallowed Ground through the ARB to also compliment their endeavors as the Town is part of the Journey. Furthermore, the Town will also work with the Department of Historic Resources and the Department of Conservation and Recreation to place within the Town a National Historic Marker and to construct signage along Interstate 66 acknowledging our Historic District and museum.

POLICE DEPARTMENT

The Police Department within a Town provides its own unique needs, set of capital improvements and capital assets. The nature of the Town's Police Department provides a wide range of services and therefore requires additional equipment for the delivery of their services.

The Town will plan on purchasing another police cruiser that will replace the oldest current patrol car in the fleet. This improvement is considered a capital asset. With public safety in mind, the Police Department purchased and installed two RADAR speed indicator signs along Washington Street. The Police Department will explore purchasing two additional signs for the installation of RADAR Speed Indicator signs along Jefferson Street in both the north and south directions upon entering the Town. Finally, in addition the Town will explore the possibilities of purchasing an additional variable message board. In 2013, the Police Department was successful in obtaining a grant that covered the cost of purchasing one variable message board. Through this CIP the Town will look to provide additional message boards.

MUSEUM

The Town’s museum is one of the oldest buildings in the Town. The museum is open from the spring through the fall and only closed during the winter, although does open by appointment. As a matter of maintaining the building as a destination location and stop for out of town visitors, the Town will look into making landscaping improvements around the facility. In the upcoming fiscal year the Town will finalize a VDOT Enhancement Grant to construct a deck structure that will go from the rear museum exit to the Caboose and will feature two interpretive signs about the history of rail and transportation within the Town.

Adopted this ___day of June, 2016

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Jennifer Preli, Town Clerk

Motion to approve:
Second:
Voting Aye:
Voting Nay: 0
Absent: 0
Abstaining: 0

Attachment: (2) 2016-2021 Capital Improvements Plan (2832 : Capital Improvements Plan)



Town of Haymarket
2016-2021 Capital Improvements Plan

	Town Contributions					Total Project Costs
	Current Year	Future Years				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
GENERAL GOVERNMENT						
Streetscape						
Phase 1b		\$100,000	\$800,000			\$900,000
Washington Street Beautification						
Painting of Light Posts		\$20,000				\$20,000
Benches, Pads, Trashcans, Bike Racks		\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Crosswalk repair		\$50,000			\$20,000	\$70,000
Streets, Sidewalks, Parking						
Shared Use Path	\$250,000					\$250,000
Street Striping (Traffic Calming)			\$7,500		\$7,500	\$15,000
Sidewalk extension (Jefferson St./ Town Side Streets)			\$50,000	\$100,000		\$150,000
Town Center Property						
Master Plan construction	\$100,000	\$0				\$100,000
Security Surveillance System				\$10,000		\$10,000
Harrover Property						
Master Plan Engineering	\$75,000					\$75,000
Construction	\$235,000	\$2,000,000	\$2,000,000	\$2,000,000		\$6,235,000
Town Administration						
Information Technology Upgrades		\$25,000		\$25,000		\$50,000
Town Signage						
4 Gate Way Signs		\$25,000	\$25,000			\$50,000
National Historic Registry Marker				\$5,000		\$5,000
Historic Highway Markers				\$5,000		\$5,000
Quiet Zone						
Quiet Zone Implementation		\$150,000	\$150,000	\$250,000		\$550,000
POLICE DEPARTMENT						
Police Cruiser	\$35,000	\$35,000		\$35,500		\$105,500
RADAR Speed Indicator Signs		\$15,000				\$15,000
Scene/Event Lights						\$0
6x12 enclosed Trailer						\$0
Variable Message Boards			\$20,000			\$20,000
MUSEUM						
Caboose Renovations	\$15,500					\$15,500
Totals	\$710,500	\$2,425,000	\$3,057,500	\$2,435,500	\$32,500	\$7,761,000

Attachment: PC Mtg 06-01-2016 - DRAFT CIP 2016-17 (5 Year Plan-Working File Updated) (2832 : Capital



TO: Town of Haymarket Town Council
SUBJECT: Town Facilities
DATE: 06/14/16



TO: Town of Haymarket Town Council
SUBJECT: Payable, Receivables & Check Signing Policy
DATE: 06/14/16

The previous Payables/Receivable/Check Signing Policy included the Deputy Clerk and the Town Manager. Since the current Town Manager is resigning, and the Deputy Clerk was promoted to the Town Treasurer, the Policy has been revised to reflect these changes. This change will be effective immediately upon Town Council's approval.

MOTION: I motion to approve Resolution # 2016-009 for the Payables/Receivables/Check Signing Policy as presented,

Or: I motion to approve Resolution # 2016-009 for the Payables/Receivables/Check Signing Policy with the following amendments,

ATTACHMENTS:

- RES 2016-009 Payables, Receivables and Check Siging Policy (PDF)



RESOLUTION #2016-009: ADOPT Payables, Receivables, & Check Signing Policy

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Payables, Receivables, & Check Signing Policy with an effective date of July 1, 2016, as set forth hereafter:

PAYABLES, RECEIVABLES, & CHECK SIGNING POLICY

The Town's Treasurer or designee in the case of absence shall be responsible for all payables processed by the Town. The Treasurer or designee will process all invoices or requests for payment for the Town and will work to ensure that all invoices or payments requested are processed in a timely and efficient manner to the benefit of the Town's fiscal responsibilities and due dates. The Treasurer will ensure the proper categorization of all payments with regard to budget management.

The Treasurer or designee will process payments for the Town on a weekly basis, unless determined mutually with the Town Treasurer and/or the Town Manager that there is not a needed run of payments or holidays interfere with the weekly schedule to process such payments.

All payables for a local Government shall be put through a checks and balances system that allows various departments or key Town officials to review the outgoing payments of the Town with regard to the day to day operations. Following is the process in which the Town will conduct checks and balances system:

- The Administrative Assistant receives an invoice or payment request and stamps it received.
- Treasurer will only process the invoices or requests received prior to the scheduled check run on Friday morning. Any request received after that time will be processed the following week.
- Treasurer will process the checks by Friday.
- Treasurer will submit all payments and supporting documentation to the Town Manager or Town Council designee for review and approval.
- The Town Manager or the Town Council designee will review all payments and supporting documentation. The Town Manager or the Town Council designee will review payments to ensure that the payments fit within the approved fiscal budget and that the payment is justified. The Town Manager or the Town Council designee will initial on the check "stub" and invoice approval of payment.
- The Town Manager or the Town Council designee will submit all payments and supporting documentation to the Town Treasurer who will review payments to ensure that the payments fit within the adopted fiscal budget and that the payment is justified.
- Town Mayor or Town Manager is allowed to be the sole signature on the check providing the check total amount is not greater than \$3,000.

- On amounts greater than \$3,000, the check is required to have two signatures. One signature will be the Town Manager. A second signature could be one of three identified appointees by the Town Council.
- In essence, checks and balances are created by having an appointed official of the Town being one signature and an elected official being the other signatory for any amount over \$3,000.
- Once the checks have been reviewed and signed, the Town Treasurer will prepare the checks for mail or otherwise delivered to payee.

Receivables:

The Administrative Assistant receives and stamps all payments to the Town. The Treasurer allocates the revenues of the adopted fiscal budget.

On average, the Treasurer will prepare and make a deposit on a weekly basis. All deposits are verified during the account reconciliation by the Town Clerk. The Town Clerk reconciles the accounts as the Town Treasurer will be a signatory on the checking account.

Adopted this 14th Day of June 2016

Motion by:

Seconded by:

Ayes:

Nays:

Absent:

ATTEST:

Jennifer Preli, Town Clerk



TO: Town of Haymarket Town Council
SUBJECT: Dominion VA Power 230 kV Transmission Line & Substation
DATE: 06/14/16

ATTACHMENTS:

- RESOLUTION 2016-010 re cost for line extension_KCrev1clean (PDF)

RESOLUTION #2016-xxx

**A RESOLUTION IN SUPPORT OF THE ENVIRONMENTAL ASSESSEMENT PERFORMED
BY THE INDEPENDENT CONSULTANT AND STAFF REPORT ON BEHALF OF THE
VIRGINIA STATE CORPORATION COMMISSION**

WHEREAS, Virginia Electric and Power Company d/b/a Dominion Virginia Power (“DVP”), filed an application with the Virginia State Corporation Commission (“SCC”), case no. PUE-2015-00107 (“Application”), for approval and issuance of a certificate of public convenience and necessity to construct and operate electric facilities for a 115 kV transmission line conversion, a new Haymarket 230 kV Double Circuit Transmission Line, and a new 230-34.5kV Haymarket Substation (“Haymarket Project”); and

WHEREAS, the Town of Haymarket (“Town”) previously expressed concern that the Haymarket Project does not serve a public need, but instead serves the need of a single customer, and accordingly, the Town requested the SCC to obtain an independent assessment of the Application;

WHEREAS, the SCC retained the services of Mid Atlantic Environmental LLC (“MAE”), an environmental engineering firm, to review and evaluate the DVP proposed routes and alternatives in the Application; and

WHEREAS, both MAE’s independent report and the Commission’s own Staff Report find that the Haymarket Project does not serve a public need, and instead is needed to provide service to a single customer;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in special session this 14th day of June, 2016, that the council hereby supports the findings and conclusions of the independent consultant and the Commission Staff that the Haymarket Project does not serve a public need and instead is needed to provide service to a single customer; that in such a case, the cost allocation rules would require such a customer to have sole responsibility for the costs associated with a line extension to service its needs; and further that the I-66 Hybrid Alternative Route has the least negative impact and is the preferred route, all more specifically as follows:

1. Supports the findings and conclusions in the prefiled testimony of June 2, 2016 on behalf of the SCC staff, by Neil Joshipura, Utilities Engineer in the Division of Energy Regulation (employed by the SCC), sponsoring the Commission Staff Report on the Application, which states that, “[T]he Project is needed to provide service to a new customer, rather than to enhance overall system reliability, and the Staff notes that without the request for service to the Haymarket Campus, the project would not be needed.” (Page 22, lines 19-21.)
2. Supports the further finding and conclusion in the Commission Staff Report that, “If the Commission determines that the Project is essentially a line extension to service the

Customer and subject to Section XXII, then cost allocation and recovery for the Project would follow in accordance with Section XXII” whereby the new customer would have sole responsibility for the costs associated with the line extension to the Haymarket campus.

3. Supports the finding and conclusion in the testimony of Wayne D. McCoy, President of MAE, prefiled on June 2, 2016, summarizing MAE’s findings and conclusions in its report entitled, “Report to the Virginia State Corporation Commission on the Environmental Aspects of the Proposed Dominion Virginia Power Haymarket 230 kV Double Circuit Transmission Line and 230-34.5 kV Haymarket Substation,” which states, “We find that the I-66 Hybrid Alternative Route offers the least impact to the project area,” and, further, that it is consistent with testimony provided to the SCC by concerned residents and elected officials during local hearings.
4. Supports the further finding and conclusion in the independent assessment by MAE that states, “Based upon MAE’s analysis, in order to mitigate the visual and natural resource impact of the transmission line, recommend the I-66 Hybrid Alternative as the preferred route.”

Done this 14th day of June, 2016



TO: Town of Haymarket Town Council
SUBJECT: Town Manager Job Description
DATE: 06/14/16

ATTACHMENTS:

- Town Manager Job Description 06-2016 (PDF)

**Town of Haymarket, Virginia
Town Manager**



The Town Manager is responsible for the efficient management and operation of the town's affairs in accordance with all applicable state laws, town ordinances, and such directives, regulations, and policies as the Town Council may, from time-to-time, adopt. Specifically, the Town Manager shall have the powers and duties enumerated by the Town Council. The Town Manager shall be appointed by the Town Council and shall be subject to its direction and supervision in all matters. Additionally, the Town Manager shall serve at the will of the Town Council.

As the lead administrative officer, the Town Manager is responsible for overseeing day-to-day operations, supervising all town administrative and contract employees, communicating with residents and businesses, and working closely with the Mayor and Town Council to implement its vision for the town.

Key Responsibilities:

- Manages day-to-day operations of the town under the direction of the Council and performs all duties assigned to the office of the Town Manager. Holds regular staff meetings and records action items. Develops work plans to manage and track action items, daily operations, and project progress. Oversees the preparation and dissemination of all administrative reports and correspondence - correspondence by mail, telephone, email and text, as well as performs other duties, as assigned. Makes certain that files and records are maintained and updated on a timely basis. Manages time wisely and efficiently ensuring an optimum level of performance;
- Attends and participates in all regular and special meetings of the Town Council and committees. Directs the preparation of council and committee meeting agendas, including all relevant analyses, reports, and informational items. Ensures the timely and accurate preparation of minutes and distributes copies to committee participants and councilmembers;
- Reports to and communicates with the Mayor on a weekly basis, at a minimum, or more frequently as conditions and situations warrant via phone, text, email, or any means available to ensure timely communication and notification;
- Advises and recommends to the Town Council on town needs, policies, programs, and related tactical and strategic actions;
- Develops a long-term strategic plan to implement the Vision, Mission, and Values of the Town Council to assist town government to meet the challenges imposed by the impact of the region's rapid growth, as well as to leverage and maximize opportunities as a result of that growth;
- Prepares an annual budget with the treasurer, police chief, staff, and the Finance Committee. Submits the budget to the Town Council for review, edit, and approval. Implements, manages, and maintains the town's finances, with the town treasurer. Assesses budget performance on a monthly basis and reports to the Town Council, as needed;
- Hires administrative personnel and other employees. Develops measurable employee goals and objectives and conducts employee performance reviews semi-annually. Ensures the clear delineation of employee roles and responsibilities. Takes the lead in evaluating, promoting, and disciplining of employees;
- Directs the work of the administrative personnel, as well as several third party contractors that perform town services and programs. Evaluates the effectiveness of units reporting to the Town Manager and takes actions necessary to achieve optimum performance levels. Develops, distributes, and posts employee work schedules a minimum two weeks in advance;

- Acts as purchasing agent for all departments. Solicit bids from contractors and selects or recommends, with staff, the appropriate individuals or organizations to perform the work. Oversees the bid process on major purchases;
- Ensures that proper internal controls and processes are developed and in place to guarantee the integrity and transparency of government;
- Investigates citizen complaints and problems in the Town of Haymarket and makes recommendations for action(s) to the Town Council. Conducts any investigations deemed necessary and performs other such duties as directed by the Town Council consistent with the office of Town Manager;
- Develops a communications plan that connects and interacts with internal and external stakeholders. Maintains a sound public relations posture between the town and its citizens and businesses, the press, and other state and local governmental agencies;
- Walks the town on a regular basis to speak with businesses, residents, and visitors to assess customer service effectiveness and to ascertain the status and condition of public and private assets;
- Prepares an Annual Report of the previous calendar year's activities for presentation to the Town Council, citizens, and businesses of the Town of Haymarket.

Combined Skills and Qualifications:

Required:

- Graduation from an accredited four-year college or university with major course work in Business, or Public Administration, or related field;
- Practice of at least 3 years of progressively responsible management experience in local government;
- Broad and diversified managerial experience in planning or directing major programs of local public services; or any equivalent combination of education and experience;
- Excellent work history and attendance record;
- Valid Virginia Driver's License.

Preferred:

- Master's Degree in Public Administration or closely-related management field, more than 3 years of experience in a managerial position within Public Administration;
- Membership in ICMA;
- Strong experience in managing municipal services in a growing environment;
- Managing financial resources and long-term capital improvement projects;

Knowledge:

- Principles and practices of modern public administration and local government methods;
- Thorough knowledge of federal, state, and local laws, regulations, and policies applicable to structure, functions, programs, and practices in conducting public services through town government;
- Thorough knowledge of modern principles, practices, methods, and techniques in evaluating program and facility needs of a small-sized town.

Skills and Abilities:

- Ability to manage a budget and day-to day activities;
- Ability to evaluate socioeconomic and physical problems of smaller town populations;

- Ability to plan, organize, coordinate, prioritize, assign, and evaluate work of staff;
- Ability to supervise, coach, mentor, and motivate others;
- Ability to devise cost effective approaches for satisfying community needs and aspirations;
- Ability to deal courteously and effectively with the public, public officials, and representatives of other faculties including businesses, vendors, contractors, and other state, regional, and local jurisdictions;
- Ability to effectively articulate and communicate goals, vision, and strategy; communicate complex ideas effectively, both orally and in writing; actively listen to residents and staff to ensure their point of view is included in deliberations;
- Ability to be creative, think outside the box, and apply a solution-oriented approach to decision-making;
- Ability to collaborate and coordinate with internal and external stakeholders;
- Ability to make sound decisions and exercise good judgment;
- Ability to develop and promote up-to-date and effective electronic communication between the Town Council and townspeople.

Physical Requirements:

- Tasks involve the ability to exert very light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight;
- Subject to working hours significantly beyond regularly scheduled hours.

Employer Overview:

Located in Prince William County at the Crossroads of Routes 15 and 55, the Town of Haymarket is a historic town of approximately 1,900 residents and possessing a deep history that is part of the national *Journey Through the Hallowed Ground* regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. There are many opportunities and a range of choices in recreation, education, business, and community development opportunities. It is also a commercial corridor that prides itself on citizen service and maintaining a small-town feel amongst a rapidly growing suburban environment. We value our historic elements and recognize the need to balance growth while maintaining and rehabilitating those historic elements.

The town is governed by a Council that is a seven-member elected body composed of a Mayor and six members elected at large to serve a two year term. The administrative staff is small yet efficient. There is a six-member police department managed by a Chief of Police, including an administrative assistant.

Supervision:

Policy direction is provided by the Town Council to the Town Manager. The Town Manager in turn provides administrative policy and managerial direction to all department heads, appointed officials, and through them all town employees.

Furthermore, the position requires significant contact with elected officials, community agencies and organizations, county officials, the media, local, state, and other town staff.



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 06/14/16

Move to enter into closed session pursuant to 2.2-3711 A

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 06/14/16

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.