



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 6, 2015

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Dr. Charles Stewart

3. Pledge of Allegiance

4. Citizen's Time

5. Consent Agenda

A. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - Mar 2, 2015 7:00 PM
- ii. Committee - Public Facilities - Committee - Mar 16, 2015 4:00 PM
- iii. Committee - Finance - Committee - Mar 19, 2015 2:30 PM
- iv. Committee - Public Safety - Committee - Mar 20, 2015 8:30 AM

B. Budget

- i. Budget Amendment - Sherrie Wilson

C. Department Reports

- i. Building Official's Report - Joe Barbeau, Jr.
- ii. Town Engineer's Report - Holly Montague
- iii. Police Report - Greg Smith, Interim Chief of Police
- iv. Town Planner's Report - Marchant Schneider
- v. Main Street Coordinator's Report
- vi. Treasurer's Report - Sherrie Wilson
- vii. Town Manager's Report - Brian Henshaw

D. Treasurer Appointment

6. Appointments

- A. Board of Zoning Appeals - Appointments

7. Councilmember Time

- A. Kurt Woods
- B. Joe Pasanello
- C. Matt Caudle
- D. Chris Morris
- E. Steve Aitken
- F. Pam Swinford
- G. David Leake

8. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

9. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 2, 2015

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

1. Swearing In of Honorary Mayor Sarah Jagels

2. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

3. Invocation - Pastor Barry White, Park Valley Church

4. Pledge of Allegiance

5. Citizen's Time

6. Consent Agenda

Move to adopt the Consent Agenda, as presented

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

A. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - Jan 5, 2015 7:00 PM
- ii. Committee - Public Facilities - Committee - Jan 20, 2015 5:15 PM
- iii. Committee - Finance - Committee - Jan 20, 2015 2:00 PM
- iv. Mayor and Council - Special Meeting - Jan 22, 2015 7:00 PM
- v. Mayor and Council - Regular Meeting - Feb 2, 2015 7:00 PM

B. Fiscal Policy

C. Department Reports

- i. Building Official's Report - Joe Barbeau, Jr.
- ii. Town Engineer's Report - Holly Montague
- iii. Town Planner's Report
- iv. Treasurer's Report - Sherrie Wilson
- v. Main Street Coordinator's Report - Denise Hall
- vi. Town Manager's Report - Brian Henshaw

7. Public Hearing

- A. Public Hearing Zoning Administrator Zonning Text Amendments
Pasanello - Morris

Minutes Acceptance: Minutes of Mar 2, 2015 7:00 PM (Minutes Acceptance)

RESULT:	ADJOURNED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Morris, Caudle, Aitken, Pasanello, Woods

8. Agenda Items

A. Zoning Text Amendments - Marchant Schneider

Move that the Town Council adopt Ordinance ORD# 20150302 amending the Chapters 38 and 58 of The Haymarket Town Code as described in the March 2, 2015 Staff Memorandum to Council

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

B. Board of Zoning Appeals

Move to table discussions regarding two appointments to the April 6, 2015 Town Council meeting

RESULT:	TABLED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Matt Caudle, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

C. "If I Were Mayor" Essay Contest - Mayor David Leake

The Mayor reads aloud the six runners up of the Virginia Municipal League "If I were Mayor" essay contest. Those students are as follows: Katelyn Herr, Justin Hill, Maggie Keirnan, Brooke Harley, Madi Greene, Jamia Holland

D. Police Report - Interim Chief of Police Greg Smith

E. I-66/Route 15 Shared Use Path - Holly Montague

Move that the Haymarket Town Council does hereby support switching the I-66/Rte 15 shared use path from the east side of Route 15 to the west side of Route 15 as proposed by the Lane Construction-RDA design-build team for the I-66/Rte 15 Interchange project provided that the Virginia Department of Transportation and the Design-Build team continues to explore and implement pedestrian safety to the greatest feasible extent

Discussion: *Councilman Morris reminds that VDOT should get back to the Town Council regarding the safety precautions. Councilman Woods feels the west side of Route 15 is the safer option. Councilwoman Swinford agrees with the safety concerns, but understands VDOT will keep that in mind.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

F. I-66/Route 15 Diverging Diamond Interchange Concept - Holly Montague

Move that the Haymarket Town Council does hereby support the Diverging Diamond interchange concept as proposed by the Lane Construction-RDA design-build team for the I-66/Rte 15 Interchange project provided that VDOT and the Design-Build team continues to explore and implement pedestrian safety to the greatest feasible extent.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

9. Councilmember Time

A. Sarah Jagels

Miss Jagels reads aloud her "If I were Mayor" essay:

B. Pam Swinford

C. Kurt Woods

D. Joe Pasanello

- Councilman Pasanello announces that Willing Warrior holding casino night on Saturday, March 21, 2015

E. Steve Aitken

F. Chris Morris

- Councilman Morris reminds that the 5th Annual Haymarket Hoe Down is Saturday, March 7 at Giuseppe's Restaurant

G. Matt Caudle

- Councilman Caudle read an article recently about VRE in Haymarket. He understands that the Town has an official position from 2009, but he thinks the matter should be revisited. He thinks that exploring mass transit of any kind is worthy of discussion. He is disappointed that there hasn't been much support for this in the past. He reminds that we represent the people and need to make decisions on their behalf. He is in favor of exploring VRE in Haymarket.

H. David Leake

- The Mayor met with the Ruritans and they expressed interest in getting involved with Haymarket Day. He has passed their contact information on to Denise Hall.
- He went to Bull Run Middle School to give Sarah Jagels the announcement that she had won the essay contest.
- Dominion VA Power is reaching out to residents and property owners about installation of the double stacking distribution lines. He is concerned about road closures during the installation.

10. Closed Session

A. Enter into Closed Session

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

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically personnel matters of the police department, and

A(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically the Town Center Complex

Discussion: *Councilwoman Swinford declares she has a conflict of interest with regard to closed session discussions pertaining to the Town Center Properties, that she is able to participate in those discussions fairly, objectively, and in the best interest of the public.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

B. Certification of Closed Session

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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

C. Police Chief Committee

Move to create a Police Chief search committee consisting of six members. The committee will consist of the Town Manager, Personnel Committee Chairman, Public Safety Committee Chairman, Interim Police Chief, and two Town of Haymarket residents that are current law enforcement officers, which will be solicited. The Town Council will select and appoint those two residents in the near future.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

11. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Mar 2, 2015 7:00 PM (Minutes Acceptance)



PUBLIC FACILITIES COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Monday, March 16, 2015

4:00 PM

Council Chambers

A Committee of the Committee - Public Facilities of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 4:00 PM

Councilman Chris Morris called the meeting to order.

I. Call to Order

Councilwoman Pam Swinford: Present, Councilman Chris Morris: Present, Town Manager Brian Henshaw: Present.

II. Public Portion

Call to Order:

Having all members of the committee present, Chairman Morris called the meeting to order.

Briefing:

Before starting the agenda, the committee decided to push future meetings back to 4:30pm to better accommodate the committee members schedules. Committee agreed to the new time.

A. **Museum- Update (Water Break)**

- Mr. Henshaw briefed the committee on the water break at the Town's museum and where we are in the process of making the repair.
- Genesis is currently working on the repair and needed to remove the flooring in the restroom to access where the water line break occurred.
- In removing the flooring, they noticed some spots of potential mold and that the "subfloor" was wet or holding moisture.
- Town Manager called in Mr. Jon Given of MMTS Environmental to come out and perform a mold test on the Museum. He is scheduled for Tuesday, March 17th.
- Depending upon his findings, will determine our next steps. If there is nothing significant, we would need to dry out the "subfloor" and make the repair. If there is something significant, Mr. Given would write up a protocol for remediation.
- Chairman Morris, inquired if Joe Barbeau, the Town's Building Official has been in to see the work. Mr. Henshaw informed the committee that he has not, but that he would be in touch with him to bring in him.

B. **Harrover Property Master Plan:**

- Mr. Henshaw reminded the committee that the Public Stakeholder Input Forum for the Harrover Property is scheduled for Tuesday, March 24 at 6pm here at the Town Office and explained the process for the event.
- Mr. Henshaw also stated that we have the variable message board down at the Harrover Property and will be displaying a sandwich board at the Town Hall throughout the week. A flyer has also been sent out to the HOA's and posted on all of our media outlets for the Town.

C. **Town Center Property- Update:**

- Mr. Henshaw briefed the committee on the progress of the Town Center Engineering and Design. Currently the preliminary plans are being completed and will be submitted to the Town in March.
- Mr. Henshaw also informed the committee that he is meeting with the Engineering

Minutes Acceptance: Minutes of Mar 16, 2015 4:00 PM (Minutes Acceptance)

Consultant and Architect Thursday, March 19th to add onto the Engineering Contract for the architectural façade and building improvements.

- Mr. Henshaw has also reached out to the real estate appraiser to assess the value of the Old Post Office and Hullfish House.

D. Next Steps from Council Town Center Directives:

- Mr. Henshaw addressed the next steps within the update of the Town Center Property.

E. Food Pantry Work and Storage:

- Mr. Henshaw updated the committee on the work that the Food Pantry and Town is partnering on to finish the back two rooms of the Food Pantry that the Town had remediated.
- Mr. Henshaw also explained that the Food Pantry has been borrowing some space at the Old Police Department and in the Garage located on the property.
- Mr. Henshaw has explained that he is willing to help out when possible, but advised the committee that it is important to make sure the all Pantry activities are housed in the designated building at the Harrover Property.
- Committee agreed, but also asked if it would be possible to have the Pantry representatives come to the Council to present an update of their services offered and what they are currently doing.
- Mr. Henshaw suggested that it might make sense to ask them back on annual basis and that he would reach out to the President of the Food Pantry.

F. Tenant Concerns:

- Mr. Henshaw advised the committee of the steps he has taken with regard to a tenant in one of the town's properties that he has raised some concerns about with regard to rent payments.
- The committee seemed satisfied with the approach.



FINANCE COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Thursday, March 19, 2015

2:30 PM

Council Chambers

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:30 PM

Councilman Joe Pasanello called the meeting to order.

1. Call to Order

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present, Town Clerk Jennifer Preli: Present.

2. Public Portion

a. Agenda Items

The Town of Haymarket Finance Committee held their regular scheduled sub-committee meeting on Thursday, March 19, 2015 at 2:30 p.m.

Call to Order:

With the committee members present, Chairman Pasanello welcomed the committee to the meeting and called it to order.

Agenda Items:

A. '14-'15 Fiscal Budget Review:

- Acting Treasurer, Ms. Sherrie Wilson walked the committee through the budget and pointed out some areas of concern.
- The committee discussed that we may need to make some budget amendments towards the end of the fiscal year, however we also discussed if we would need to make budget amendments that were within the same Department.
- The committee decided that it would wait until the end of the fiscal year to determine if we would need to make budget amendments to cover any expenditure line items that is over in each department, but not specific line items.
- The budget report shows that our overall numbers are at 63.5% in revenues and 67.8% in expenditures, leaving us with a 4.3% delta between revenues and expenditures.

B. Salary Adjustment Proposal:

- Mr. Henshaw, Town Manager introduced the process by stating at the request of Mayor Leake, staff began looking comprehensively at salaries of staff and how competitive the Town is with compensation compared to surrounding jurisdictions. Mr. Henshaw enlisted the aid of Town Clerk, Jennifer Preli to formulate a proposal based upon research and findings of salary studies from other jurisdictions.
- Ms. Preli presented her findings and provided the committee with a history of salary adjustments here at the Town and informed the committee that the previous Manager had performed an in house salary study in 2010, but nothing was done with the findings.
- Ms. Preli utilized three different studies. The first study was performed by Springsted Inc. for the Town of Dumfries in 2007; the second survey was performed in house in 2010 by staff and contacting surrounding jurisdictions. The third survey was performed by Springsted Inc. for the City of Harrisonburg, VA in 2013. The survey provided a wide range of data, however it show in over a 6 year period that the Town has historically been low in our competitive salary ranges.
- The proposal also contained a recommendation as to how to address the Competitive Wage Salary gap. Mr. Henshaw put together a proposal based upon the methodology that Interim

Minutes Acceptance: Minutes of Mar 19, 2015 2:30 PM (Minutes Acceptance)

Chief Smith had proposed for the Police Department. Following methodology was applied across the board for all members of the full time staff.

- o Mr. Henshaw went back to each employee's starting salary and multiplied their starting wage by 10%.
- o The adding up the cumulative raises since the employee's hiring date; he multiplied the new starting salary to cumulative percentage of raises since the hire date.
- o This produced a figure that showed the cumulative amount of raises since the employee's hire date based upon the 10% adjustment to the starting salary.
- o Adding these two figures together produced a proposed 2015 Adjusted Salary, which would result in making the employee's compensation more competitive to surrounding jurisdictions.
- o The 10% salary adjustment at the starting salary would make the employee more competitive to when they started in similar positions within other jurisdictions.
- o Ultimately, the proposal would result in an additional \$60,000 dollars in compensation to bring the Town's salaries up to a competitive level within the surrounding areas.
- In general the committee understood the concepts and the approach, but in an effort to better justify the raises the committee discussed various approaches.
- The committee ultimately decided that the best approach dealt with the Town Manager and the work that is being done currently on updating the job descriptions and creating a salary "pay scale" for each position.
- Once this is established, then a merit based component can be factored into the employee's review and by building what was fiscally possible into the upcoming budget, the Town Manager and Chief of Police could make salary adjustments to make our compensation package more competitive and bring current employees to a more competitive regional wage.
- These raises may or may not result in a 10% adjustment, but would most likely result in a significant salary adjustment.
- The Town Manager was tasked with seeing how much of the proposal could be fit within the budget as it was currently proposed. If the full funding of the proposal was not possible, this would create a phased approach to raising wages to a competitive level regionally.

C. Review and Presentation Schedule for '15-'16 Fiscal Budget:

- Committee quickly reviewed the changes made from the last budget work session.
- The committee also decided to have the Town Manager wait until May 4th regular Council meeting to present the budget.
- The Manager will hand out the draft budget at the work session scheduled for March 30th and at the meeting will schedule a budget work session with the Council in April to go over the draft budget.
- The Council will schedule the first public hearing for May 4th and the Town Manager will formally present the draft budget.

Having no additional business, Chairman Pasanello adjourned the meeting at 4:35pm.



PUBLIC SAFETY COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Friday, March 20, 2015

8:30 AM

Council Chambers

A Committee of the Committee - Public Safety of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 8:30 AM

called the meeting to order.

1. Call to Order

Councilman Chris Morris: Present, Town Manager Brian Henshaw: Present, Chief of Police Greg Smith: Present.

2. Public Portion

a. Public Safety Meeting

The Town of Haymarket Public Safety Committee held their quarterly sub-committee meeting on Friday, March 20th, 2015 at 8:30a.m.

Attendees:

Chairman, Christopher Morris
Vice-Mayor, Steve Aitken
Chief PWC Fire/Rescue, Calvin Smith

Absent:

Staff Present:

Interim Chief, Greg Smith
Brian Henshaw, Town Manager
Joe Barbeau, Building Official

Also Present:

Heather Ring, Resident

Call to Order:

With the committee members present, Chairman Morris welcomed the committee and guests to the meeting and called it to order.

Agenda Items:

A. PD Parking Ordinance Changes:

- Interim Chief Smith briefly presented the Draft Parking Ordinance for the PD. The proposed changes bring the ordinance up to date and create several new provisions not currently found in the existing ordinances.
- Chief Smith advised the committee that the Town Attorney is finalizing his review of the draft ordinance changes and once this was completed he would be bringing the changes to the Council to adopt.

B. PD General Update:

- Interim Chief Smith advised the committee on a couple general issues the Town's Police Department has been working on.
- Chief Smith presented the proposed new paint and decal scheme for the Patrol Cars and explained the process to make the changes. Chief Smith is proposing to move forward with the newest patrol car in the fleet with the new scheme and have the proposed new patrol car be set up in the same manner. The remaining patrol cars would wait until they roll out of the fleet and

Minutes Acceptance: Minutes of Mar 20, 2015 8:30 AM (Minutes Acceptance)

be schemed as new cars enter the fleet.

- Chief advised the committee that the Town participated in the Annual Tornado Drill which is held every March 17th. The Town's Building Official, Joe Barbeau also stated his interest in participating in the years to come as he is working on a Master's Degree in Emergency Management. Chief Smith stated that we moved quickly without much of an advanced notice, but recommended that Town follow up next year with a more substantial drill.
- Chief Smith also informed the group of Officer O'Neal's receipt of a Valor Award from the Prince William Chamber of Commerce. This was the first time in 29 years of the awards that a Haymarket Officer had received the award.
- Finally, Chief Smith thanked the Greenhill HOA for the donation of an exterior camera security system. The system is slated to be installed within the week. This donation provides the department and the Town a significant savings for this Capital Improvement.

C. Fire and Rescue General Update:

- Chief Calvin Smith admitted to the committee that he was filling in for his Chief who was called away, but he was pleased to see the formulation of this committee.
- He briefed the committee on the set up of the first responders and that essentially three stations cover the Town of Haymarket. This includes Stations #4 (Gainesville), #24 (Antioch), and #15 (Evergreen).
- Chief Smith also advised the committee that they are working Battalion Chief Curt Brodie with regard to the possible uses of the Town's Fire Grant Funds.
- The committee briefly discussed the various acceptable uses of the fire grant funds. Mr. Henshaw asked Ms. Jennifer Preli, Town Clerk to address the committee and talk about potential uses for the funds and what they have been used for in the past.
- Ms. Preli provided the committee with the guidelines. Mr. Henshaw advised the committee that he would continue work with Battalion Chief Brodie.

D. Building Official Update:

- The Building Official, Joe Barbeau briefed the committee on the various projects he has been working on for the Town since taking over the inspection responsibilities.
- Mr. Barbeau has completely revamped the building permit application and permit card process.
- He has worked closely and cooperatively with the PD and Fire Department on issues of safety and building integrity and looks to continue building these working relationships.

E. General Updates:

- Town Manager, Brian Henshaw briefed the committee on the following items:
- 2015 World Police and Fire Games:
 - o Fairfax City and County are hosting the 2015 World Police and Fire Games June 26-July 5.
 - o Events are spread throughout Northern Virginia and hosts are looking for volunteers of all backgrounds throughout the games.
 - o All events are free to the public.
- Hydrant Adoption Program:
 - o Mr. Henshaw briefed the committee that a recent CAO's meeting at the NVRC; the group was presented with a new hydrant adoption program that the NVRC worked in coordination with the Town of Purcellville.
 - o The program is GIS based and towns are encouraged to start a program within their jurisdictions.
 - o The cost to join the program is roughly \$500 a year and the NVRC staffs the program.
 - o Mr. Henshaw stated that he will be looking into the program in greater detail.
- Permanent PD Chief Search Update:
 - o Mr. Henshaw briefed the committee that the Council was going to begin its search for a Permanent replacement for Interim Chief Smith.
 - o Interim Chief Smith will be part of the search committee, which will also include the Public Safety Chair and Personnel Committee Chair and the Town Manager.

- o Furthermore, the Town Council is looking for two citizen representatives to serve on the search committee as well with a criminal justice background or current job experience. The Town will be advertising publicly for interest.

Hearing no additional comments, Chairman Morris adjourned the meeting at 9:40a.m.



TO: Town of Haymarket Town Council
 SUBJECT: Budget Amendment
 DATE: 04/06/15

The Town currently has a CD at The Fauquier Bank in the amount of \$7,615.91 from when the Historic Commission was in operation. These funds can be used to purchase additional copies of "A Town in Transition, A History of the Town of Haymarket, Virginia". The book inventory has become low and the staff has ordered 250 copies of the book. The cost for this print is \$4,375.00.

Recently, the Police Department disposed of 1) a forfeited pick-up truck; and 2) a rifle. The proceeds were deposited into the general fund under Sale of Salvage & Surplus. The Police Department is desirous of designating these funds for the purchase of ballistic vests. It is recommended that the Town Council amend the Fiscal Year 2015 Budget to reallocate the funds from the Revenue line item Sale of Salvage & Surplus, to the Expense line item in Public Safety: Police Dept to Police Supplies of \$2,000.

It is recommended that the Town Council adopt Resolution #2015-003 amending the Fiscal Year 2015 budget to transfer these funds as mentioned.

<u>Budget Line Item</u>	<u>Adopted Budget</u>	<u>Amended Budget</u>
Transfer of Cash Reserves	\$724,757	\$729,132
Sale of Salvage & Surplus	\$500	\$2,500
Total Revenue	\$3,359,264	\$3,365,639
Town Administration: Printing & Reproduction	\$5,700	\$10,075
Public Safety: Police Dept: Police Supplies	\$8,000	\$10,000
Total Expense	\$3,359,264	\$3,365,639

ATTACHMENTS:

- RES 2015-003 Budget Amendment #4 (PDF)



RESOLUTION 2015-003
BUDGET AMENDMENT #4

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2015 Budget on June 23, 2014, and

WHEREAS, The Haymarket Town Council has amended the Fiscal Year 2015 Budget on September 2, 2014, December 1, 2014 & January 5, 2015, respectively, and

WHEREAS, The Town has received funds in the amount of \$2,000 for the sale of surplus property, and

WHEREAS, it is the request of Interim Police Chief, Greg Smith to utilize those funds to purchase vests for the officers, and

WHEREAS, The Town has a Certificate of Deposit, #18098 containing funds designated for the purpose of reprinting the Town history book "A Town in Transition", and

WHEREAS, The Town has depleted its inventory of that history book and needs to purchase 500 copies to replenish the inventory;

NOWHEREFORE, BE IT RESOLVED that the Haymarket Town Council authorizes the withdraw funds in the amount of \$4,375 from Certificate of Deposit #18098, held with The Fauquier Bank; and

BE IT FURTHER RESOLVED that the Haymarket Town Council does amend the Fiscal Year 2015 budget, as follows:

<u>Budget Line Item</u>	<u>Adopted Budget</u>	<u>Amended Budget</u>
REVENUE: Transfer of Cash Reserves	\$724,757	\$729,132
REVENUE: Sale of Salvage & Surplus	\$500	\$2,500
Total Revenue	\$3,359,264	\$3,365,639
EXPENDITURES: Town Administration: Printing & Reproduction	\$5,700	\$10,075
EXPENDITURES: Public Safety: Police Dept: Police Supplies	\$8,000	\$10,000
Total Expense	\$3,359,264	\$3,365,639

Done this 6th Day of April 2015

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

Jennifer Preli, Town Clerk

Attachment: RES 2015-003 Budget Amendment #4 (2297 : Budget Amendment)



TO: Town of Haymarket Town Council
 SUBJECT: Building Official's Report
 DATE: 04/06/15

Permits Issued:

- March 19
 A permit was issued, but will be held in stasis until other preceding steps have been accomplished, for the construction of a deck located at 6660 Fayette Street. This Permit is being issued 'after the fact' to allow the homeowner to resolve the issue of building this deck without permit or review.

Certificates of Occupancy Issued:

- No Certificates of Occupancy have been issued this month.

Inspections:

- February 26
 Inspection of installed insulation for the Masonic lodge project, with this approval and previous approvals of the structural and sub-trade elements permission has been granted to close up the walls and finish this project for Final Inspections.
- March 4
 Inspection of needed repairs to replace drywall that had been removed due to moisture issues at the Food Pantry. Rough installations for the new wiring were approved, and the installation of insulation was to commence.
- March 18
 Inspected the installation of Egress Windows at 6796 Fayette Street. This is the property that had been cited for the lack of these Egress Windows after a response reported the condition. The installation of these units allows better firefighter egress and escape in an emergency, and the increased size now provides more than the code minimum for natural light and ventilation to these rooms. A letter will be sent to the owners thanking them for their prompt action to resolve this situation. It should be noted that this action represents a strong cooperative effort for all levels of the town's staff towards a resolution that provided excellent results.
 Inspected the opening made in the flooring at the Museum to repair broken pipes, it appears that no significant damage was incurred through this leak.
- March 27
 Meeting with Genesis Construction to determine how best to repair the damaged side porch roof at the food pantry.

Document Review:

- Nothing is currently under review by this department at this time.

Actions:

- Released the property owners of 6796 Fayette Street from violation as actions taken by them have mitigated the specific violations cited.

Recommendations:

- The twin instances of the sub-standard housing issue on Fayette Street and the continued Commercial use of the structure on the corner of Washington and Jefferson Streets act to make a case for the consideration of an eventual adoption by the Town of the Property Maintenance Code. As our population density expands, this provides powerful tools to the Town to maintain strong standards for the good of its citizens. Both the adoption process and the enforcement and administration requirements should be well studied in anticipation of this step.

Other:

- This department has been working closely with Marchant on numerous items concerning current and developing projects to ensure a smooth flow, and assurance that these projects meet the criteria set by the Town. A joint walk-thru was recently conducted (3/11/15) for some of the structures located in the parcel at the corner of Jefferson and Washington Streets. This raised some concerns in that the white house immediately on that corner appears to be currently in use housing what appear to be commercial tenancies. I have come to understand that this has been a continuing and current use. The overall appear and condition of this structure is poor, and I understand there is no water supply for this structure and the adjacent small accounting office. I am currently engaged in researching the best method to correct this however, this use is limited in nature, and current development schemes may act to resolve this matter for us.



TO: Town of Haymarket Town Council
SUBJECT: Town Engineer's Report
DATE: 04/06/15

Enhancement Project

- All outstanding work orders for material and labor have been received and approved. I am coordinating with the VDOT Inspectors, Town Attorney and the Contractor to close out the project.
- While the final invoice has not been prepared at this time due to some outstanding coordination with the Contractor, it appears that the project will come in approximately \$140,000 +/- under the original bid amount. This amount includes all approved work orders but does not include budgeted contingency that was not used and does not include any Liquidated Damages.
- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion. At the writing of this report, there are no agreed upon claims for Request for Time Extension.
- I have communicated with the Contractor that until the Liquidated Damages are fully determined, the Town will not pay any outstanding invoices to insure that there is enough money to cover the Liquidated Damages.

VDOT Projects

- A "Pardon Our Dust" meeting for the I-66/Rte 15 Interchange has been tentatively scheduled on April 22nd from 6:30 pm to 7:30 pm at Town Hall. Once VDOT has let us know that this meeting will definitely occur, we will post the information on the Town's website and Facebook page.

Pedestrian Improvement Project (Connelly Money)

- A Utility Field Inspection was held on Feb. 26. At this meeting, due to the development of design, potential conflicts with utilities were discussed and the need for test holes identified.
- Since we needed to reach this point in the design to determine if and how many test holes were needed, test holes were not accounted for in the original contract. We have now identified 11 utility test holes and 7 pavement borings for pavement/soil testing. Town Staff has approved an addendum for \$14,979 to cover this work.



TO: Town of Haymarket Town Council
 SUBJECT: Police Report
 DATE: 04/06/15

Activity	February	December	January
Mileage	4573	3760	4394
Parking Tickets	1	4	3
Uniform Traffic Summons	31	58	70
Criminal Felony	1	1	1
Criminal Misdemeanor	6	3	4
Reports	21	19	20
Complaints/Incidents	88	178	188
Crashes	4	2	1
Hours Worked	1130	1142.5	1125.75

Incident or Complaint Types:

Suspicious Persons	1	Suspicious Vehicles	6
Trespassing	0	Hit and Run	2
Assist other Agency	18	Crashes	4
Domestic Disputes	1	Motorist Assist	15
Assault	0	Welfare Check	1
Citizen Assist	1	Traffic Obstruction	6
Alarms	3	Parking Violation	4
Disorderly	2	BOL	0
Vandalism	1	Shoplifting	0
Business Check	13	Larceny	0
Foot Patrol	27	Burglary	0
Open Door	0	Missing Person	0
Emerg. Cust. Order	0	Runaway	1
Medical Emergency	0	Fire	0
Drugs	1	DUI	1
DUID	0	Solicitor	0
Public Intoxication	0	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	0	Forced Entry	0
Property Check	1	Disabled Vehicle	0
RR Crossing Problem	2	Panhandling	1
Annoy/Threat Calls	1	Identity Theft/Fraud	2
Contributing to minor	1		

Notable:

- Officer Jason Davis spent an afternoon with Gainesville Elementary Students.
- Street staffing continues to be impacted due to injury/illness.
- Event Planning Committee meeting.
- Officer Randy Anderson attended HGBA meeting for Community Policing.
- Donna provided fingerprinting services for members of Evergreen Fire and Rescue during their monthly meeting.

ATTACHMENTS:

- Commendation JM Davis(PDF)
- Commendation JT Davis (PDF)
- Mt. Pleasant - '(PDF)

HAYMARKET POLICE DEPT.
15026 Washington Street
Haymarket, Virginia 20169



703-753-2700
Fax 703-753-1954
www.townofhaymarket.org
Facebook: Haymarket Police Dept

March 3, 2015

TO: Officer Jason M. Davis
FROM: Interim Chief G. P. Smith *GIS*
RE: Commendation

I wanted to commend you for again agreeing to speak to the several classes at Gainesville Middle School. I received the attached comments from Ms Lindsay Sprague, the 7th Grade Career Investigations Coordinator. It is quite evident your enthusiasm and representation of our profession was well-received. What an opportunity to spark interest in law enforcement as a career, as well as to make inroads with impressionable teenagers who at that age might not recognize the fact a human being is underneath the uniform. It is so critical in these times for us to make those "connections" to our youth.

It is clear you represented the high standards we have set for ourselves as members of this Department. Thank you for such an outstanding job.

Attachments

CC: Mayor and Town Council ✓

Greg Smith

Subject: FW: Ofc Davis' Presentation

From: Lindsay Sprague [mailto:SpraguL@pwcs.edu]
Sent: Tuesday, March 03, 2015 11:29 AM
To: Greg Smith
Subject: Re: Ofc Davis' Presentation

That's so great! They'll love hearing that!

We LOVED having Officer Davis in here! My students had heard all about it from the previous group and didn't even want a snow day because they were afraid they'd miss it when he came to talk to them. He did a great job with the short amount of time we had and I think we were all a bit disappointed that he didn't have longer with them.

I hoping you can spare him *one last time* for my final group of students--any time before June 19th. The career class is going away next year, so I would love for my final group of students to get to hear from him while they can. He's been a real asset for our classroom :)

Lindsay Sprague
7th Grade Career Investigations
Gainesville Middle School
for the Arts and Sciences

From: Greg Smith <gsmith@townofhaymarket.org>
Sent: Tuesday, March 3, 2015 11:25 AM
To: Lindsay Sprague
Subject: Ofc Davis' Presentation

Hi Lindsay – I had spoken to Officer Davis and it sounded like the day went well. I hope that is the case.

He did show me the poster the previous students made; I posted it in Town Hall for others to see.

Take care,
Greg Smith

Greg P. Smith
Interim Chief of Police
Town of Haymarket P. D.
15026 Washington St.
Haymarket, VA 20169

HAYMARKET POLICE DEPT.
5026 Washington Street
Haymarket, Virginia 20169



703-753-2700
Fax 703-753-1954
www.townofhaymarket.org
Facebook: Haymarket Police Dept

March 9, 2015

TO: Officer Jacob T. Davis
FROM: Interim Chief G. P. Smith *GPS*
RE: Commendation

I recently received the attached letter from Mr. Matt Pottenburgh, the Cubmaster of Pack 1833. Mr. Pottenburgh expresses his appreciation for your visit with the Bear Den this past October. He says that your visit was very successful and well-received.

Thank you for your participation and for reflecting the high standards we have set for ourselves as members of this Department. As you know, children of that age are very impressionable, and it is vital that we take such opportunities to show them the police officer behind the badge is someone they can respect as they grow older.

Keep up the good work!

Attachments

Cc: Mayor and Town Council



BOY SCOUTS OF AMERICA

Matt Pottenburgh
6608 Cheney Way
Gainesville, VA 20155
808.352.2339

March 7th, 2014

Chief of Police Greg Smith
Town of Haymarket, Virginia
15026 Washington Street
Haymarket, Virginia 21069

Dear Chief Smith,

I wanted to personally thank you for the continued support for the Boy Scouts of America and specifically Cub Scout Pack 1833 in Haymarket, Virginia. I apologize for the belated nature of this long overdue thank you.

Officer Jake Davis spent an hour with our Bear Den on October 8th at QBE Inc. – not only was he very entertaining and educational, he was able to hold their attention! For a group of seven 3rd graders, this is no small feat!

We greatly appreciate the men and women who serve our Haymarket community as policemen. Officer Jake Davis is the best of the best. This was a visit the boys will not soon forget!

Sincerely and Yours in Scouting,

Matt Pottenburgh
Cubmaster Pack 1833



Mount Pleasant Baptist Church
Gainesville, Virginia

Rev. George D. Carlisle, Pastor

He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15 (NIV)

Pastor
Rev. George D. Carlisle
(301) 356-2644

Church Clerk
Sister Delia Yates
(571) 220-6772

**Chairman of
Deacons Ministry**
Deacon Melvin Robinson
(703) 753-7914

**Chairman of
Trustee Ministry**
Deacon Henry Peterson
(703) 361-1229

February 22, 2015

Chief Gregory Smith,

On Behalf of Mount Pleasant Baptist Church and the Gainesville community, I want to thank you for taking time out of your busy schedule to attend what I hope to be an annual event. Your contribution to the panel discussion was invaluable and the interaction with those in attendance was well received and engaging.

Our primary goal was to connect local law enforcement, city and county officials with the community in a positive and welcoming environment and I think we all accomplished that. There were many topics covered during the discussion and the presenters did an outstanding job of sharing their expertise. The information was well received by those in attendance and the feedback has been overwhelmingly positive.

Again, we thank you for your time and effort to share your experiences, answer questions, and share your thoughts with those in our community.

Sincerely,

Reverend George D. Carlisle, Pastor
Mount Pleasant Baptist Church

CC: Mayor & Council - FYI ONLY

Attachment: Mt. Pleasant - (2290 : Police Report)



TO: Town of Haymarket Town Council
 SUBJECT: Town Planner's Report
 DATE: 04/06/15

Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the Plan is on hold during discussion of Dominion power line extensions to the area.

Development Plan Review Status. Please see below.

PROJECT NAME	DESCRIPTION	STATUS
HAYMARKET INDUSTRIAL PARK / PARCEL A-1 / SIGNATURE COMPANIES FINAL SITE PLAN AMENDMENT	Site plan upgrades associated with enclosure of loading bays	3 rd submission review by Staff complete. Awaiting applicant response.
ROBINSON'S PARADISE REZONING	Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes	2 nd submission under review by Staff. Engineer review complete.
HAYMARKET SELF STORAGE SPECIAL USE PERMIT / PRELIMINARY SITE PLAN	Outdoor storage of vehicles and equipment	3 rd submission under review by Staff.
SHEETZ SPECIAL USE PERMIT/ SITE PLAN / ZONING TEXT AMENDMENT	Rebuild of convenience store and pump islands. Propose new sign standards	2 nd submission under review by Staff.
CHICK-FIL-A SPECIAL USE PERMIT / FINAL SITE PLAN AMENDMENT / ZONING TEXT AMENDMENT	Fast food restaurant with drive thru. Propose new sign standards	Awaiting applicant response to SUP and ZTA. Review of site plan suspended.
HAYMARKET ICE RINK FINAL SITE PLAN	Proposal for second ice rink	2 nd submission review by staff complete. Awaiting applicant response.
HAYMARKET VILLAGE SQUARE PRELIMINARY SITE PLAN	Redevelopment plan for 31,396 square feet of mixed-use retail.	1 st submission review complete. Awaiting applicant response.
FAIRGROUNDS AT HAYMARKET REZONING	Residential rezoning of 15 acres from R-1 to R-2 to permit up to 120 single-family attached units.	Traffic Impact Analysis received and distributed for review.



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator's Report
 DATE: 04/06/15

Prince William Chamber of Commerce's 29th Valor Awards

On Wednesday, March 18th the Hylton Performing Arts Center hosted the 29th annual Valor Awards. For the first time this prestigious award for Police, Fire and 1st Responders was open to the public. This year our very own Officer Coire 'Neal was selected and receive a Merit Award for his life saving efforts of a child in early 2014.

Girl Scout/Brownie Troop 1428

On Friday, March 20th the Museum hosted thirteen girls from the Girl Scout/Brownie 1428. The tour included; learning about our Town founder, the history of the old Post Office/Pharmacy building, Jordan & Jordan General store, and ringing the schoolhouse bell. The afternoon ended when the girls toured our Red Caboose! Each girl received a certificate of participating in the "Haymarket Museum Experience."

Earth Day 2015

This year the Town will celebrate Earth Day on Saturday, April 11th. The event will be held from 8 am until 12 noon on the green space in front of town hall. Sponsors for this event are: Wegmans, QBE and Dominion Virginia Power.

The planned events for that day are as follows:

- Town cleanup along Washington Street (time permitting also along Jefferson Street)
- Learning Centers (PWC Service Authority, & City of Winchester, Linton Hall School, True Farms, Fortiline Water Works, Wegmans, Keep PWC Beautiful and Tom Baughn)
- Children's Craft Tables
- Scavenger Hunt
- Paper Document Shredding at QBE from 8 am until 12 noon.
- Food & Farming Exhibit at the museum
- Earth Day t-shirts will be given out to cleanup volunteers and as prize giveaways.

Outside Vendor Limits and/or Restrictions

It has been a topic of discussion in several of our Events Committee meetings on how; if at all the Town should precede with outside vendors that are in direct competition with Town businesses. In prior years this has been one of the biggest grievances by our Town businesses.



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer's Report
 DATE: 04/06/15

- The current Year-to-Date Profit & Loss report is attached. As we are approaching the end of March, we are 75% thru the Budget year. Total Revenue collected is at 65.4%. Business License Tax revenue is due by April 30th, and that revenue is starting to come in. 2014 Real Estate Tax collection is now at approximately 98% received. Cigarette Tax revenue is slowly inclining monthly. Sales Tax has increased in Revenue as a result in a rate change from Prince William County. Sales Tax in the County trends up modestly from year to year. We expect to see a surplus in that line item of Revenue of approximately \$45,000,
- There are Expense line items we continue to observe in some categories. Town Administration is over in Printing & Binding. This cost is due to now preparing and sending out Quarterly News Letters to the Town. This also will affect the Postage line item as well. We are accounting for this additional cost in the next Fiscal Year's Budget. The Telecommunications line item is over budget at this time due to additional phones and phone lines to accommodate for new positions in the Staff office. Phone lines were also run to the 2nd floor of the building for the Mayor's office use. The Meals & Lodging and Mileage accounts are over budget as a result of in part, the new Town Council orientation and continued training, and the new Acting Treasurer position with continued training. Office supplies are also over to accommodate again for the new positions in the staff office, moving offices, needing new supplies, etc.
- Police Department Repairs & Maintenance line item is over budget due to items in the building needed upgraded and repaired. There are also other line items that are being closely monitored due to overage such as Telecommunications, Convention & Education, Books Dues & Subscriptions (due to a onetime fee annually from Rappahannock Regional Criminal Justice Academy of \$3,267), Office Supplies, and Uniforms & Police Supplies (new Uniform and supplies needed for the Interim Police Chief).
- Public Works Expenses/Repairs & Maintenance overages are due to the Town Hall building needing extensive Repair work done due to continue flooding from heavy rains. Also from repairing and painting of 2nd floor newly acquired office space and Conference room. There was also regrading done up at the Harrover Property at the Food Pantry location.
- The Finance Committee had met on February 18, 2015. We discussed again about further investment into the Virginia Investment Pool (VIP). Currently the town has invested \$100,000.00. The Finance Committee is requesting to the Town Council to invest an additional \$200,000. Making the total investment amount \$300,000.

ATTACHMENTS:

- (2)Treasurer - Profit and Loss Statement 3-26-2015 (PDF)

12:15 PM
03/26/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through March 26, 2015

	Jul '14 - Jun 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	289,224.70	292,415.00	98.9%
Real Estate - Delinquent	0.00	0.00	0.0%
Public Service Corp RE Tax	8,341.62	9,000.00	92.7%
Personal Property Tax	444.50	0.00	100.0%
Penalties - All Property Taxes	0.00	500.00	0.0%
Interest - All Property Taxes	169.80	1,000.00	17.0%
Total GENERAL PROPERTY TAXES	298,180.62	302,915.00	98.4%
OTHER LOCAL TAXES			
Sales Tax Receipts	94,976.70	85,000.00	111.7%
Meals Tax - Current	352,224.13	500,000.00	70.4%
Consumer Utility Tax	93,669.78	100,000.00	93.7%
Bank Stock Tax	0.00	22,000.00	0.0%
Business License Tax	41,680.96	140,000.00	29.8%
Cigarette Tax	167,805.50	250,000.00	67.1%
Total OTHER LOCAL TAXES	750,357.07	1,097,000.00	68.4%
PERMITS,FEES & LICENESES			
Occupancy Permits	100.00	600.00	16.7%
Inspection Fees	11,295.00	10,000.00	113.0%
Other Planning & Permits	38,950.00	25,000.00	155.8%
Application Fees	1,525.00	2,500.00	61.0%
Motor Vehicle Licenses	888.00	1,000.00	88.8%
Total PERMITS,FEES & LICENESES	52,758.00	39,100.00	134.9%
FINES & FORFEITURES			
Fines	35,082.23	75,000.00	46.8%
Total FINES & FORFEITURES	35,082.23	75,000.00	46.8%
CHARGES FOR SERVICES			
Public Safety			
Security	36.54		
Total Public Safety	36.54		
Total CHARGES FOR SERVICES	36.54		
REVENUE FROM COMMONWEALTH			
Communications Tax	94,506.92	120,000.00	78.8%
Department of Fire Programs	1,000.00	8,000.00	12.5%
599 Law Enforcement Grant	21,276.00	28,368.00	75.0%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,630.00	100.0%
Car Rental Reimbursement	3,742.73	4,500.00	83.2%
DMV Grant	968.43	8,500.00	11.4%
Railroad Rolling Stock	1,473.26	1,500.00	98.2%
Total REVENUE FROM COMMONWEALTH	141,594.31	190,498.00	74.3%
REVENUE FROM LOCAL GOVERNMENT			
Categoric Aid			
Grants			
Other	17,957.08		
Total Grants	17,957.08		
Total Categoric Aid	17,957.08		
Total REVENUE FROM LOCAL GOVERNMENT	17,957.08		
MISCELLANEOUS REVENUE			
Miscellaneous	462.48		
Total MISCELLANEOUS REVENUE	462.48		

Attachment: (2)Treasurer - Profit and Loss Statement 3-26-2015 (2292 : Treasurer's Report)

12:15 PM
03/26/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through March 26, 2015

	Jul '14 - Jun 15	Budget	% of Budget
MISCELLANEOUS			
Earnings on VACO/VML Investment	311.54		
Sale of Salvage & Surplus	2,050.75	500.00	410.2%
Recovered Costs - Events	9,892.60	10,000.00	98.9%
Interest on Bank Deposits	26.20		
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Citations & Accident Reports	1,305.00	1,000.00	130.5%
Total MISCELLANEOUS	13,905.62	11,500.00	120.9%
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	13,826.70	45,260.00	30.5%
Suite 200 Rental Income	52,444.14	80,155.00	65.4%
Suite 204 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	30,515.67	40,700.00	75.0%
6630 Jefferson St Rental Income	31,975.18	39,100.00	81.8%
Town Hall Rental Income	2,550.00	2,000.00	127.5%
Total RENTAL (USE OF PROPERTY)	131,311.69	207,215.00	63.4%
INTEREST ON BANK DEPOSITS	1,888.33		
TRANSFER OF CASH RESERVES	0.00	724,757.00	0.0%
SAFETY LU/MAP 21 GRANT	705,048.29	590,479.00	119.4%
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	50,014.00	90,000.00	55.6%
Total Income	2,198,596.26	3,359,264.00	65.4%
Gross Profit	2,198,596.26	3,359,264.00	65.4%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	20,725.00	21,750.00	95.3%
FICA/Medicare	1,273.73	1,600.00	79.6%
Unemployment Insurance	186.24	1,000.00	18.6%
Mileage Allowance	347.20	1,500.00	23.1%
Meals and Lodging	2,368.66	2,500.00	94.7%
Convention & Education	4,681.89	3,000.00	156.1%
Town Elections	0.00	0.00	0.0%
Total 11100 - TOWN COUNCIL	29,582.72	31,350.00	94.4%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	134,944.03	206,730.00	65.3%
Salaries/Wages - Overtime	5,644.18	8,000.00	70.6%
Salaries/Wages - Part Time	62,340.84	72,350.00	86.2%
FICA/Medicare	17,367.98	18,788.00	92.4%
VRS	9,766.63	12,000.00	81.4%
Health Insurance	30,034.01	30,550.00	98.3%
Life Insurance	1,121.30	1,000.00	112.1%
Disability Insurance	1,192.50	1,600.00	74.5%
Unemployment Insurance	3,445.68	1,975.00	174.5%
Worker's Compensation	360.68	300.00	120.2%
Liability Insurance	8,478.00	9,000.00	94.2%
Accounting Services	6,420.46	15,000.00	42.8%
Cigarette Tax Administration	4,160.98	6,000.00	69.3%
Printing & Binding	4,863.94	5,700.00	85.3%
Advertising	8,468.94	10,000.00	84.7%
Computer, Internet & Website Svc	18,210.54	19,400.00	93.9%
Postage	1,298.34	2,500.00	51.9%
Telecommunications	5,295.80	3,700.00	143.1%
Mileage Allowance	1,581.53	1,500.00	105.4%
Meals & Lodging	3,657.22	3,000.00	121.9%
Convention & Education	2,722.42	4,000.00	68.1%
Books, Dues & Subscriptions	1,727.56	3,500.00	49.4%
Office Supplies	4,437.96	4,400.00	100.9%
Capital Outlay-Machinery/Equip	17,688.51	21,000.00	84.2%
66900 - Reconciliation Discrepancies	317.75		

Attachment: (2) Treasurer - Profit and Loss Statement 3-26-2015 (2292 : Treasurer's Report)

12:15 PM
03/26/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through March 26, 2015

	Jul '14 - Jun 15	Budget	% of Budget
Miscellaneous	1,846.64		
12110 · TOWN ADMINISTRATION - Other	-16.94		
Total 12110 · TOWN ADMINISTRATION	357,377.48	461,993.00	77.4%
12210 · LEGAL SERVICES			
Legal Services	75,140.64	110,000.00	68.3%
Total 12210 · LEGAL SERVICES	75,140.64	110,000.00	68.3%
12240 · INDEPENDENT AUDITOR			
Auditing Services	15,950.00	15,000.00	106.3%
Total 12240 · INDEPENDENT AUDITOR	15,950.00	15,000.00	106.3%
Total 01 · ADMINISTRATION	478,050.84	618,343.00	77.3%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	303,963.33	352,444.00	86.2%
Salaries & Wages - Overtime	4,377.31	15,000.00	29.2%
Salaries & Wages - Part Time	4,320.87	10,500.00	41.2%
FICA/MEDICARE	20,991.99	28,154.00	74.6%
VRS	10,312.19	21,500.00	48.0%
Health Insurance	61,535.23	55,000.00	111.9%
Life Insurance	1,477.04	5,000.00	29.5%
Disability Insurance	1,531.27	3,200.00	47.9%
Unemployment Insurance	1,616.33	2,800.00	57.7%
Workers' Compensation Insurance	7,088.32	8,000.00	88.6%
Line of Duty Act Insurance	1,521.00	2,000.00	76.1%
Legal Services	12,077.11	15,500.00	77.9%
Repairs & Maintenance	7,799.84	2,000.00	390.0%
Maintenance Service Contracts	0.00	0.00	0.0%
Advertising	0.00	250.00	0.0%
Electrical Services	2,521.40	5,500.00	45.8%
Heating Services	0.00	0.00	0.0%
Computer, Internet & Website	3,307.48	5,000.00	66.1%
Postage	243.80	300.00	81.3%
Telecommunications	5,493.60	5,900.00	93.1%
General Prop Ins (Veh. & Bldg)	7,636.00	8,000.00	95.5%
Mileage Allowance	269.09	250.00	107.6%
Meals and Lodging	85.32	500.00	17.1%
Convention & Education	350.00	500.00	70.0%
Misc - Discretionary Fund	1,066.20	1,000.00	106.6%
Books Dues & Subscriptions	5,635.40	5,000.00	112.7%
Office Supplies	3,078.94	3,500.00	88.0%
Vehicle Fuels	9,799.21	20,000.00	49.0%
Vehicle/Powered Equip Supplies	9,266.86	27,000.00	34.3%
Uniforms & Police Supplies	6,972.86	8,000.00	87.2%
Grant Expenditures	0.00	8,500.00	0.0%
Capital Outlay-Machinery/Equip	0.00	10,000.00	0.0%
Total 31100 · POLICE DEPARTMENT	494,337.99	630,298.00	78.4%
34100 · BUILDING OFFICIAL	32,410.00	65,000.00	49.9%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	8,000.00	0.0%
Total 03 · PUBLIC SAFETY	526,747.99	703,298.00	74.9%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
Trash Removal Contract	56,331.42	71,000.00	79.3%
Total 43200 · REFUSE COLLECTION	56,331.42	71,000.00	79.3%

Attachment: (2) Treasurer - Profit and Loss Statement 3-26-2015 (2292 : Treasurer's Report)

12:15 PM
03/26/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through March 26, 2015

	Jul '14 - Jun 15	Budget	% of Budget
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	32,917.09	35,500.00	92.7%
Maint Svc Contract-Pest Control	1,415.00	2,000.00	70.8%
Maint Svc Contract - Public Wks	21,869.27	19,000.00	115.1%
Maint Svc Contract-Landscaping	24,856.00	15,000.00	165.7%
Maint Svc Contract Snow Removal	3,210.50	4,000.00	80.3%
Maint Svc Cont- Street Cleaning	7,129.25	10,500.00	67.9%
Electric Services	2,043.18	3,500.00	58.4%
Electrical Services-Streetlight	2,003.96	2,600.00	77.1%
Water & Sewer Services	168.34	400.00	42.1%
General Property Insurance	2,800.00	2,800.00	100.0%
Janitorial Supplies	664.25	1,000.00	66.4%
Total 43100 - MAINT OF 15000 Wash St./Grounds	99,076.84	96,300.00	102.9%
43201 - RENTAL PROPERTY - SUITE 110			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	2,043.12	3,000.00	68.1%
Water and Sewer Services	168.33	400.00	42.1%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	314.80	500.00	63.0%
Repair/Maintenance Supplies	0.00	750.00	0.0%
Total 43201 - RENTAL PROPERTY - SUITE 110	2,662.25	7,150.00	37.2%
43202 - RENTAL PROPERTY - SUITE 200			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	2,043.14	3,000.00	68.1%
Water and Sewer Services	168.32	400.00	42.1%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	1,000.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
Total 43202 - RENTAL PROPERTY - SUITE 200	2,211.46	6,400.00	34.6%
43203 - RENTAL PROPERTY - SUITE 204			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	2,043.09	3,000.00	68.1%
Water and Sewer Services	168.26	400.00	42.1%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	150.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
Total 43203 - RENTAL PROPERTY - SUITE 204	2,211.35	5,550.00	39.8%
43204 - RENTAL PROPERTY - 15020 WASH ST			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	111.13	1,000.00	11.1%
Repair/Maintenance Supplies	0.00	500.00	0.0%
Total 43204 - RENTAL PROPERTY - 15020 WASH ST	111.13	3,000.00	3.7%
43205 - RENTAL PROPERTY-HULFISH HOUSE			
Repairs/Maintenance Services	1,086.50	1,000.00	108.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	452.73	400.00	113.2%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
Utilities	164.70		
Total 43205 - RENTAL PROPERTY-HULFISH HOUSE	1,703.93	2,400.00	71.0%
43206 - 14710 WASHINGTON STREET			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	258.99	1,000.00	25.9%
Gas Services	1,045.70	1,000.00	104.6%
General Property Insurance	0.00	500.00	0.0%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Total 43206 - 14710 WASHINGTON STREET	1,426.94	4,000.00	35.7%

Attachment: (2)Treasurer - Profit and Loss Statement 3-26-2015 (2292 : Treasurer's Report)

12:15 PM
03/26/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through March 26, 2015

	Jul '14 - Jun 15	Budget	% of Budget
RENTAL PROPERTY - 14740 Wash St			
Repairs/Maintenance Services	280.00	500.00	56.0%
General Property Insurance	0.00	500.00	0.0%
Repairs/Maintenance Supplies	0.00	1,000.00	0.0%
Total RENTAL PROPERTY - 14740 Wash St	280.00	2,000.00	14.0%
Total 04 · PUBLIC WORKS	166,015.32	197,800.00	83.9%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractual Services	8,482.06	7,500.00	113.1%
Total 71110 · EVENTS	8,482.06	7,500.00	113.1%
72200 · MUSEUM			
Salaries & Wages - Part Time	12,650.42	20,300.00	62.3%
FICA/Medicare	902.06	1,500.00	60.1%
VRS	646.80	1,300.00	49.8%
Health Insurance	2,097.21	3,450.00	60.8%
Life Insurance	72.60	120.00	60.5%
Disability Insurance	152.46	225.00	67.8%
Unemployment Insurance	141.12	200.00	70.6%
Workers' Comp Insurance	0.00	25.00	0.0%
Repairs & Maintenance Services	6,282.25	6,500.00	96.7%
Advertising	2,194.50	1,500.00	146.3%
Electrical Services	434.47	900.00	48.3%
Heating Services	780.00	1,200.00	65.0%
Water & Sewer Services	151.63	300.00	50.5%
Postage	0.00	100.00	0.0%
Telecommunications	1,358.07	2,200.00	61.7%
General Property Insurance	0.00	500.00	0.0%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	63.31	100.00	63.3%
Books, Dues & Subscriptions	100.00	500.00	20.0%
Office Supplies	676.80	500.00	135.4%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Exhibits & Programs	1,524.05	2,000.00	76.2%
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	83.0%
Dues & Subscriptions	0.00	0.00	0.0%
72200 · MUSEUM - Other	295.46		
Total 72200 · MUSEUM	40,478.21	56,420.00	71.7%
Total 07 · PARKS, REC & CULTURAL	48,960.27	63,920.00	76.6%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	4,310.30	5,000.00	86.2%
FICA/Medicare	302.07	300.00	100.7%
Consultants	29,302.00	60,000.00	48.8%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,500.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Books/Dues/Subscriptions	0.00	750.00	0.0%
Total 81100 · PLANNING COMMISSION	33,914.37	70,550.00	48.1%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	1,890.00	3,750.00	50.4%
FICA/Medicare	109.01	300.00	36.3%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,999.01	7,550.00	26.5%
Total 08 · COMMUNITY DEVELOPMENT	35,913.38	78,100.00	46.0%

Attachment: (2)Treasurer - Profit and Loss Statement 3-26-2015 (2292 : Treasurer's Report)

12:15 PM

03/26/15

Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
 July 2014 through March 26, 2015

	Jul '14 - Jun 15	Budget	% of Budget
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
General Obligation Bond	192,119.63	196,818.00	97.6%
Total 95100 - DEBT SERVICE	<u>192,119.63</u>	<u>196,818.00</u>	<u>97.6%</u>
Total 09 - NON-DEPARTMENTAL	192,119.63	196,818.00	97.6%
94100 - WASH ST. ENHANCEMENT PROJECT			
Beautification	0.00	12,000.00	0.0%
Maintenance	600.00	18,000.00	3.3%
Street Scape Construction	761,375.51	752,410.00	101.2%
Total 94100 - WASH ST. ENHANCEMENT PROJECT	<u>761,975.51</u>	<u>782,410.00</u>	<u>97.4%</u>
94101 - CABOOSE ENHANCEMENT PROJECT			
Construction	2,920.48	38,500.00	7.6%
Total 94101 - CABOOSE ENHANCEMENT PROJECT	<u>2,920.48</u>	<u>38,500.00</u>	<u>7.6%</u>
TOWN CENTER MASTER PLAN			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	19,902.84	100,000.00	19.9%
Total TOWN CENTER MASTER PLAN	<u>19,902.84</u>	<u>500,000.00</u>	<u>4.0%</u>
HARROVER MASTER PLAN			
Drafting of Plan	5,225.00	20,000.00	26.1%
Total HARROVER MASTER PLAN	<u>5,225.00</u>	<u>20,000.00</u>	<u>26.1%</u>
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	52,885.00	90,000.00	58.8%
Total PEDESTRIAN IMPROVEMENT PROJECT	<u>52,885.00</u>	<u>90,000.00</u>	<u>58.8%</u>
General Reserve	0.00	70,075.00	0.0%
Total Expense	<u>2,290,716.26</u>	<u>3,359,264.00</u>	<u>68.2%</u>
Net Ordinary Income	<u>-92,120.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>-92,120.00</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Attachment: (2)Treasurer - Profit and Loss Statement 3-26-2015 (2292 : Treasurer's Report)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 04/06/15

Appoint Town Treasurer:

- Report and Recommendation included in your packet.

Fiscal Budget 2015-2016:

- It will be distributing the Draft Fiscal 2015-2016 Budget for the Council's review.
- We will need to schedule a Budget Work Session for mid-April.

Updates:

Dominion Power:

- The project team for the "Double-Stacking" project through town will be at the work session to discuss the project and answer any questions or concerns.

Supervisor Candland:

- Supervisor Candland will be at this month's work session.
- We have asked Mr. Candland to be prepared to comment on DVP, County's Budget Progress and general issues that affect the Haymarket surrounding area and his district as well as allowing the Council to update Supervisor Candland on issues or projects that we are currently working.

Harrover Master Plan- Next Steps:

- Now that we have had the Public Input Forum, Barry Carpenter of Sympoetica will be compiling the findings from the Input Forum to create a Preliminary Master Plan to be presented to PC and Council.
- We would like to schedule a joint PC and Council meeting for April 13th (the night of the regularly scheduled PC meeting), or sometime that week. It would also be suggested to invite the ARB to this preliminary Master Plan presentation.
- At that point, both the ARB and PC would compile recommendations or comments on the Preliminary Master Plan and forwarded them to the Council.
- Council would finalize comments and/or recommendations and return back to the consultant to complete the Final Master Plan.

Planning Project Updates:

- EPR, Inc. has wrapped up the signage study and staff is scheduled to meet with them on April 1st.
- The Berkley Group has completed their draft diagnostic on the Comprehensive Plan, Subdivision and Zoning Ordinance. They have also completed their draft Proffer Guidelines as well. Staff is reviewing the documents at this time.
- RDA is moving forward with the Design Engineering for the Town Center Project. I have had a preliminary meeting with the Architect that RDA is working with to add onto their contract. Their Architect is currently putting together proposal for the work associated with the project. At some point in the near future, we will need to update the general public about the direction of the Town Center.

Charter Discussion:

- Our Town Attorney would like to have an open discussion about the direction of the Charter review and potential desired changes.
- This discussion will guide our Attorney as to rather it will be more desirable to edit the current

charter or address the deficiencies in a more comprehensive approach.

Code of Performance/ Code of Ethics:

- I have prepared for the Council a Draft "Code of Performance" that is included in your packet.
- I would also like direction on the Code of Ethics, rather the Council wishes to review and edit the current Code of Ethics or remain with the Code of Ethics as adopted?

Sub-committee meetings:

- The minutes from the Finance, Public Facilities and Public Safety Committee from last month are in the agenda packet for the work session.

ATTACHMENTS:

- (2)Town Council 2015 Code of Performance (PDF)
- 15-16 Draft Fiscal Budget (March 26, 2015) (PDF)



**Town of Haymarket
Town Council Code of Performance**

Recognizing that persons holding a position of public trust are under constant observation, and recognizing that maintaining the integrity and dignity of the public office is essential for securing a high level of public confidence in our institutions of government, each member of the Haymarket Town Council pledges to adhere to the following performance standards:

1. Attend all regularly scheduled and called meetings as well as committee meetings relevant to your office.
2. Make a conscientious effort to be prepared for each meeting relevant to your office.
3. Maintain an attitude of courtesy toward colleagues, town staff and citizens during meetings, discussions and deliberations.
4. Be tolerant. Allow colleagues, town staff, as well as citizens, sufficient opportunity to present their views and perspectives.
5. Be respectful and attentive. Avoid comments, body language or distracting behavior that conveys a message of disrespect or lack of interest.
6. Avoid the use of abusive, intimidating or threatening language or gestures directed at your colleagues, the town staff or citizens.
7. Create a positive atmosphere during public meetings wherein citizens and town staff feel welcome and comfortable as participants and/or observers.
8. Respect, honor and adhere to all local, state and federal laws affecting your elected office.
9. Respect the principles inherent with closed sessions by not discussing or sharing what was discussed in such sessions with anyone.
10. Council Members should respect the position and authority of the town administration and limit requests for information to department heads directly responsible for such information.
11. Discharge the duties and responsibilities of your office in an impartial manner without fear or prejudice toward any person or group.
12. The witnessed behavior of the Haymarket Town Council in honoring this Code of Performance will be evaluated on an annual basis.

The commitment of the Haymarket Town Council to honor the principles witnessed in the Code of Performance is affirmed by the Council's adoption of the Code on __, 2015 in public session and the signatures affixed to this document:

Mayor, David M. Leake	Vice- Mayor, Steven Aitken
Christopher Morris	Pam Swinford
Kurt Woods	Matt Caudle
Joe Pasanello	

Attachment: (2)Town Council 2015 Code of Performance (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	289,224.70	292,415.00	\$292,000.00
Real Estate - Delinquent	0.00	0.00	\$0.00
Public Service Corp RE Tax	8,341.62	9,000.00	\$9,000.00
Personal Property Tax	444.50	0.00	\$0.00
Penalties - All Property Taxes	0.00	500.00	\$0.00
Interest - All Property Taxes	169.80	1,000.00	\$0.00
Total GENERAL PROPERTY TAXES	298,180.62	302,915.00	\$301,000.00
OTHER LOCAL TAXES			
Sales Tax Receipts	94,976.70	85,000.00	\$130,000.00
Meals Tax - Current	352,224.13	500,000.00	\$450,000.00
Consumer Utility Tax	93,669.78	100,000.00	\$120,000.00
Bank Stock Tax	0.00	22,000.00	\$25,000.00
Business License Tax	41,680.96	140,000.00	\$176,000.00
Cigarette Tax	167,805.50	250,000.00	\$220,000.00
Total OTHER LOCAL TAXES	750,357.07	1,097,000.00	\$1,121,000.00
PERMITS,FEES & LICENESES			
Occupancy Permits	100.00	600.00	\$500.00
Inspection Fees	11,295.00	10,000.00	\$7,000.00
Other Planning & Permits	38,950.00	25,000.00	\$30,000.00
Application Fees	1,525.00	2,500.00	\$2,000.00
Motor Vehicle Licenses	888.00	1,000.00	\$1,000.00
Total PERMITS,FEES & LICENESES	52,758.00	39,100.00	\$40,500.00
FINES & FORFEITURES			
Fines	35,082.23	75,000.00	\$48,000.00
Total FINES & FORFEITURES	35,082.23	75,000.00	\$48,000.00
CHARGES FOR SERVICES			
Public Safety			

Figure based upon remaining tax neutral, rate .129 per \$100; increase based on assessments, \$315,500

Continued Moratorium on Business Personal Property Tax

Based on decending revenues

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Security	36.54		
Total Public Safety	36.54		
Total CHARGES FOR SERVICES	36.54		
REVENUE FROM SPONSORSHIPS FOR TOWN EVENTS			
Sponsorships	0.00	0.00	\$65,000.00
Total Sponsorship for Town Events			\$65,000.00
REVENUE FROM COMMONWEALTH			
Communications Tax	94,506.92	120,000.00	\$120,000.00
Department of Fire Programs	1,000.00	8,000.00	\$1,000.00
599 Law Enforcement Grant	21,276.00	28,368.00	\$28,334.00
DEQ Grant	0.00	1,000.00	\$0.00
Personal Property Tax Reimburse	18,626.97	18,630.00	\$18,600.00
Car Rental Reimbursement	3,742.73	4,500.00	\$4,500.00
DMV Grant	968.43	8,500.00	\$0.00
Railroad Rolling Stock	1,473.26	1,500.00	\$1,400.00
Total REVENUE FROM COMMONWEALTH	141,594.31	190,498.00	\$173,834.00
REVENUE FROM LOCAL GOVERNMENT			
Categoric Aid			
Grants			
Other	17,957.08		
Total Grants	17,957.08		
Total Categoric Aid	17,957.08		
Total REVENUE FROM LOCAL GOVERNMENT	17,957.08		
MISCELLANEOUS REVENUE			
Miscellaneous	462.48		
Total MISCELLANEOUS REVENUE	462.48		
MISCELLANEOUS			
Earnings on VACO/VML Investment	311.54		
Sale of Salvage & Surplus	2,050.75	500.00	\$0.00
Recovered Costs - Events	9,892.60	10,000.00	\$5,000.00
Interest on Bank Deposits	26.20		\$100.00
Penalties (Non-Property)	298.01		\$0.00
Interest (Non-Property)	21.52		\$0.00
Citations & Accident Reports	1,305.00	1,000.00	\$1,000.00
Total MISCELLANEOUS	13,905.62	11,500.00	\$6,100.00

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET
 July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	13,826.70	45,260.00	\$26,850.00
Suite 200 Rental Income	52,444.14	80,155.00	\$84,100.00
Suite 204 Rental Income	0.00	0.00	\$4,830.00
15020 Wash St Rental Income	30,515.67	40,700.00	\$42,735.00
6630 Jefferson St Rental Income	31,975.18	39,100.00	\$41,055.00
Town Hall Rental Income	2,550.00	2,000.00	\$1,200.00
Total RENTAL (USE OF PROPERTY)	131,311.69	207,215.00	\$200,770.00
INTEREST ON BANK DEPOSITS	1,888.33		
TRANSFER OF CASH RESERVES	0.00	724,757.00	\$963,000.00
SAFETY LU/MAP 21 GRANT	705,048.29	590,479.00	
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	
PEDESTRIAN IMPROVEMENT GRANT	50,014.00	90,000.00	
Total Income	2,198,596.26	3,359,264.00	\$963,000.00
Total Gross Profit	2,198,596.26	3,359,264.00	\$2,919,204.00
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	20,725.00	21,750.00	\$32,100.00
FICA/Medicare	1,273.73	1,600.00	\$2,000.00
Unemployment Insurance	186.24	1,000.00	\$1,350.00
Mileage Allowance	347.20	1,500.00	\$750.00
Meals and Lodging	2,368.66	2,500.00	\$2,500.00
Convention & Education	4,681.89	3,000.00	\$5,000.00
Town Elections	0.00	0.00	\$0.00
Total 11100 - TOWN COUNCIL	29,582.72	31,350.00	\$43,700.00
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	134,944.03	206,730.00	\$264,725.00
Salaries/Wages - Overtime	5,644.18	8,000.00	\$8,000.00
Salaries/Wages - Part Time	62,340.84	72,350.00	\$92,700.00
FICA/Medicare	17,367.98	18,788.00	\$22,165.00
VRS	9,766.63	12,000.00	\$15,660.00
Health Insurance	30,034.01	30,550.00	\$46,772.00
Life Insurance	1,121.30	1,000.00	\$3,151.00
Disability Insurance	1,192.50	1,600.00	\$2,600.00
Unemployment Insurance	3,445.68	1,975.00	\$2,550.00

Maximum amount earned

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET
 July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Worker's Compensation	360.68	300.00	\$350.00
Liability Insurance	8,478.00	9,000.00	\$9,000.00
Accounting Services	6,420.46	15,000.00	\$8,000.00
Cigarette Tax Administration	4,160.98	6,000.00	\$4,000.00
Printing & Binding	4,863.94	5,700.00	\$8,000.00
Advertising	8,468.94	10,000.00	\$10,000.00
Computer, Internet &Website Svc	18,210.54	19,400.00	\$30,000.00
Postage	1,298.34	2,500.00	\$4,500.00
Telecommunications	5,295.80	3,700.00	\$4,500.00
Mileage Allowance	1,581.53	1,500.00	\$2,500.00
Meals & Lodging	3,657.22	3,000.00	\$5,000.00
Convention & Education	2,722.42	4,000.00	\$15,000.00
Misc - Discretionary Fund	0.00	0.00	\$2,000.00
Books, Dues & Subscriptions	1,727.56	3,500.00	\$2,000.00
Office Supplies	4,437.96	4,400.00	\$4,500.00
Capital Outlay-Machinery/Equip	17,688.51	21,000.00	\$0.00
66900 - Reconciliation Discrepancies	317.75		
Miscellaneous	1,846.64		
12110 - TOWN ADMINISTRATION - Other	-16.94		
Total 12110 - TOWN ADMINISTRATION	357,377.48	461,993.00	\$567,673.00
12210 - LEGAL SERVICES			
Legal Services	75,140.64	110,000.00	\$90,000.00
Total 12210 - LEGAL SERVICES	75,140.64	110,000.00	\$90,000.00
12240 - INDEPENDENT AUDITOR			
Auditing Services	15,950.00	15,000.00	\$16,000.00
Total 12240 - INDEPENDENT AUDITOR	15,950.00	15,000.00	\$16,000.00
Total 01 - ADMINISTRATION	478,050.84	618,343.00	\$717,373.00
03 - PUBLIC SAFETY			
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	303,963.33	352,444.00	\$369,376.00
Salaries & Wages - Overtime	4,377.31	15,000.00	\$12,000.00
Salaries & Wages - Part Time	4,320.87	10,500.00	\$10,500.00
FICA/MEDICARE	20,991.99	28,154.00	\$23,000.00
VRS	10,312.19	21,500.00	\$22,385.00
Health Insurance	61,535.23	55,000.00	\$81,700.00

(Covers Website Update and E-mail Back-up capabilities)

Current Chief not factored
 Current Chief not factored

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET
 July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16	
Life Insurance	1,477.04	5,000.00	\$3,505.00	Current Chief not factored
Disability Insurance	1,531.27	3,200.00	\$2,250.00	Current Chief not factored
Unemployment Insurance	1,616.33	2,800.00	\$2,600.00	
Workers' Compensation Insurance	7,088.32	8,000.00	\$6,900.00	
Line of Duty Act Insurance	1,521.00	2,000.00	\$1,550.00	
Legal Services	12,077.11	15,500.00	\$15,500.00	
Repairs & Maintenance	7,799.84	2,000.00	\$8,000.00	
Maintenance Service Contracts	0.00	0.00	\$0.00	
Advertising	0.00	250.00	\$150.00	
Electrical Services	2,521.40	5,500.00	\$5,500.00	
Heating Services	0.00	0.00	\$0.00	
Computer, Internet & Website	3,307.48	5,000.00	\$5,000.00	
Postage	243.80	300.00	\$300.00	
Telecommunications	5,493.60	5,900.00	\$9,000.00	(Outfits PD with Town Issued Cell Phones)
General Prop Ins (Veh. & Bldg)	7,636.00	8,000.00	\$10,450.00	
Mileage Allowance	269.09	250.00	\$300.00	
Meals and Lodging	85.32	500.00	\$500.00	
Convention & Education	350.00	500.00	\$500.00	
Misc - Discretionary Fund	1,066.20	1,000.00	\$1,500.00	
Books Dues & Subscriptions	5,635.40	5,000.00	\$6,000.00	
Office Supplies	3,078.94	3,500.00	\$4,000.00	
Vehicle Fuels	9,799.21	20,000.00	\$17,000.00	
Vehicle Maintenance/ Supplies	9,266.86	27,000.00	\$27,000.00	
Uniforms & Police Supplies	6,972.86	8,000.00	\$8,000.00	
Grant Expenditures	0.00	8,500.00	\$0.00	
Capital Outlay-Machinery/Equip	0.00	10,000.00	\$38,000.00	Includes the purchase of a new patrol car and outfitting
Total 31100 · POLICE DEPARTMENT	494,337.99	630,298.00	\$692,466.00	
34100 · BUILDING OFFICIAL	32,410.00	65,000.00	\$50,000.00	
32100 · FIRE & RESCUE				
Contributions to other Govt Ent	0.00	8,000.00	\$0.00	
Total 32100 · FIRE & RESCUE	0.00	8,000.00	\$0.00	
Total 03 · PUBLIC SAFETY	526,747.99	703,298.00	\$742,466.00	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16	
Trash Removal Contract	56,331.42	71,000.00	\$80,000.00	
Total 43200 · REFUSE COLLECTION	56,331.42	71,000.00	\$80,000.00	
43100 · MAINT OF 15000 Wash St./Grounds				
Repairs/Maintenance Services	32,917.09	35,500.00	\$65,200.00	Includes all facilities
Maint Svc Contract-Pest Control	1,415.00	2,000.00	\$1,500.00	
Maint Svc Contract - Public Wks	21,869.27	19,000.00	\$0.00	
Maint Svc Contract-Landscaping	24,856.00	15,000.00	\$30,000.00	
Maint Svc Contract Snow Removal	3,210.50	4,000.00	\$4,000.00	
Maint Svc Cont- Street Cleaning	7,129.25	10,500.00	\$11,000.00	
Electric Services	2,043.18	3,500.00	\$10,000.00	
Electrical Services-Streetlight	2,003.96	2,600.00	\$5,200.00	
Water & Sewer Services	168.34	400.00	\$1,000.00	
General Property Insurance	2,800.00	2,800.00	\$0.00	
Janitorial Supplies	664.25	1,000.00	\$1,000.00	
Real Estate Taxes			\$2,500.00	
Total 43100 · MAINT OF 15000 Wash St./Grounds	99,076.84	96,300.00	\$131,400.00	Includes all facilities
43201 · RENTAL PROPERTY - SUITE 110				
Repairs/Maintenance Services	136.00	2,000.00	\$0.00	
Electrical Services	2,043.12	3,000.00	\$0.00	
Water and Sewer Services	168.33	400.00	\$0.00	
General Property Insurance	0.00	500.00	\$0.00	
Real Property Taxes	314.80	500.00	\$0.00	
Repair/Maintenance Supplies	0.00	750.00	\$0.00	
Total 43201 · RENTAL PROPERTY - SUITE 110	2,662.25	7,150.00	\$0.00	Included in Maint of all facilities
43202 · RENTAL PROPERTY - SUITE 200				
Repairs/Maintenance Services	0.00	1,000.00	\$0.00	
Electrical Services	2,043.14	3,000.00	\$0.00	
Water and Sewer Services	168.32	400.00	\$0.00	
General Property Insurance	0.00	500.00	\$0.00	
Real Property Taxes	0.00	1,000.00	\$0.00	
Repair/Maintenance Supplies	0.00	500.00	\$0.00	
Total 43202 · RENTAL PROPERTY - SUITE 200	2,211.46	6,400.00	\$0.00	Included in Maint of all facilities
43203 · RENTAL PROPERTY - SUITE 204				
Repairs/Maintenance Services	0.00	1,000.00	\$0.00	

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16	
Electrical Services	2,043.09	3,000.00	\$0.00	
Water and Sewer Services	168.26	400.00	\$0.00	
General Property Insurance	0.00	500.00	\$0.00	
Real Property Taxes	0.00	150.00	\$0.00	
Repair/Maintenance Supplies	0.00	500.00	\$0.00	
Total 43203 · RENTAL PROPERTY - SUITE 204	2,211.35	5,550.00	\$0.00	Included in Maint of all facilities
43204 · RENTAL PROPERTY - 15020 WASH ST				
Repairs/Maintenance Services	0.00	1,000.00	\$0.00	
General Property Insurance	0.00	500.00	\$0.00	
Real Property Taxes	111.13	1,000.00	\$0.00	
Repair/Maintenance Supplies	0.00	500.00	\$0.00	
Total 43204 · RENTAL PROPERTY - 15020 WASH ST	111.13	3,000.00	\$0.00	Included in Maint of all facilities
43205 · RENTAL PROPERTY-HULFISH HOUSE				
Repairs/Maintenance Services	1,086.50	1,000.00	\$0.00	
General Property Insurance	0.00	500.00	\$0.00	
Real Property Taxes	452.73	400.00	\$0.00	
Repairs/Maintenance Supplies	0.00	500.00	\$0.00	
Utilities	164.70		\$0.00	
Total 43205 · RENTAL PROPERTY-HULFISH HOUSE	1,703.93	2,400.00	\$0.00	Included in Maint of all facilities
43206 · 14710 WASHINGTON STREET				
Repairs/Maintenance Services	122.25	1,000.00	\$0.00	
Electrical Services	258.99	1,000.00	\$0.00	
Gas Services	1,045.70	1,000.00	\$0.00	
General Property Insurance	0.00	500.00	\$0.00	
Repair & Maintenance Supplies	0.00	500.00	\$0.00	
Total 43206 · 14710 WASHINGTON STREET	1,426.94	4,000.00	\$0.00	Included in Maint of all facilities
RENTAL PROPERTY - 14740 Wash St				
Repairs/Maintenance Services	280.00	500.00	\$0.00	
General Property Insurance	0.00	500.00	\$0.00	
Repairs/Maintenance Supplies	0.00	1,000.00	\$0.00	
Total RENTAL PROPERTY - 14740 Wash St	280.00	2,000.00	\$0.00	Included in Maint of all facilities

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET
 July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16	
Total 04 · PUBLIC WORKS	166,015.32	197,800.00	\$211,400.00	
07 · PARKS, REC & CULTURAL				
71110 · EVENTS				
Contractual Services	8,482.06	7,500.00	\$65,000.00	To be countered by sponsorships
Total 71110 · EVENTS	8,482.06	7,500.00	\$65,000.00	
72200 · MUSEUM				
Salaries & Wages - Part Time	12,650.42	20,300.00	\$0.00	Being moved to Administration
FICA/Medicare	902.06	1,500.00	\$0.00	
VRS	646.80	1,300.00	\$0.00	
Health Insurance	2,097.21	3,450.00	\$0.00	
Life Insurance	72.60	120.00	\$0.00	
Disability Insurance	152.46	225.00	\$0.00	
Unemployment Insurance	141.12	200.00	\$0.00	
Workers' Comp Insurance	0.00	25.00	\$0.00	
Repairs & Maintenance Services	6,282.25	6,500.00	\$0.00	Being moved to General Maintenance and Repairs
Advertising	2,194.50	1,500.00	\$2,000.00	
Electrical Services	434.47	900.00	\$0.00	Being moved to General Maintenance and Repairs
Heating Services	780.00	1,200.00	\$0.00	Being moved to General Maintenance and Repairs
Water & Sewer Services	151.63	300.00	\$0.00	Being moved to General Maintenance and Repairs
Postage	0.00	100.00	\$100.00	
Telecommunications	1,358.07	2,200.00	\$1,500.00	
General Property Insurance	0.00	500.00	\$0.00	Being moved to General Maintenance and Repairs
Convention & Education	0.00	500.00	\$500.00	
Mileage Allowance	63.31	100.00	\$200.00	
Books, Dues & Subscriptions	100.00	500.00	\$500.00	
Office Supplies	676.80	500.00	\$800.00	
Repair & Maintenance Supplies	0.00	500.00	\$0.00	Being moved to General Maintenance and Repairs
Exhibits & Programs	1,524.05	2,000.00	\$3,000.00	

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET
 July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	\$10,000.00
Dues & Subscriptions	0.00	0.00	\$0.00
72200 - MUSEUM - Other	295.46		\$0.00
Total 72200 - MUSEUM	40,478.21	56,420.00	\$18,600.00
Total 07 - PARKS, REC & CULTURAL	48,960.27	63,920.00	\$83,600.00
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	4,310.30	5,000.00	\$6,000.00
FICA/Medicare	302.07	300.00	\$850.00
Consultants	29,302.00	60,000.00	\$30,000.00
Mileage Allowance	0.00	1,000.00	\$500.00
Meals & Lodging	0.00	1,500.00	\$1,500.00
Convention/Education	0.00	2,000.00	\$2,000.00
Books/Dues/Subscriptions	0.00	750.00	\$300.00
Total 81100 - PLANNING COMMISSION	33,914.37	70,550.00	\$41,150.00
81110 - ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	1,890.00	3,750.00	\$5,500.00
FICA/Medicare	109.01	300.00	\$850.00
Mileage Allowance	0.00	1,000.00	\$500.00
Meals & Lodging	0.00	1,000.00	\$1,000.00
Convention & Education	0.00	1,000.00	\$1,000.00
Books/Dues/Subscriptions	0.00	500.00	\$300.00
Total 81110 - ARCHITECTURAL REVIEW BOARD	1,999.01	7,550.00	\$9,150.00
Total 08 - COMMUNITY DEVELOPMENT	35,913.38	78,100.00	\$50,300.00
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
General Obligation Bond	192,119.63	196,818.00	\$189,065.00
Total 95100 - DEBT SERVICE	192,119.63	196,818.00	\$189,065.00
Total 09 - NON-DEPARTMENTAL	192,119.63	196,818.00	\$189,065.00
94100 - WASH ST. ENHANCEMENT PROJECT			
Beautification	0.00	12,000.00	
Maintenance	600.00	18,000.00	
Street Scape Construction	761,375.51	752,410.00	
Total 94100 - WASH ST. ENHANCEMENT PROJECT	761,975.51	782,410.00	
94101 - CABOOSE ENHANCEMENT PROJECT			
Construction	2,920.48	38,500.00	

Maximum amount earned

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)

Town of Haymarket
DRAFT BUDGET
 July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Total 94101 - CABOOSE ENHANCEMENT PROJECT	2,920.48	38,500.00	
TOWN CENTER MASTER PLAN			
Construction	0.00	400,000.00	\$500,000.00
Architectural/Engineering Fees	19,902.84	100,000.00	\$50,000.00
Total TOWN CENTER MASTER PLAN	19,902.84	500,000.00	\$550,000.00
HARROVER MASTER PLAN			
Drafting of Plan	5,225.00	20,000.00	\$0.00
Architecture/ Engineering Fees	0.00	0.00	\$75,000.00
Construction			\$300,000.00
Total HARROVER Design/ Construction	5,225.00	20,000.00	\$375,000.00
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	52,885.00	90,000.00	
Total PEDESTRIAN IMPROVEMENT PROJECT	52,885.00	90,000.00	
General Reserve	0.00	70,075.00	
Total Expense	2,290,716.26	3,359,264.00	
Net Ordinary Income	-92,120.00	0.00	
Net Income	-92,120.00	0.00	\$2,919,204.00
			\$2,919,204.00
Gross Revenues			\$2,919,204.00
Net Expenditures			\$2,919,204.00
			\$0.00

Attachment: 15-16 Draft Fiscal Budget (March 26, 2015) (2291 : Town Manager's Report)



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer Appointment
 DATE: 04/06/15

ISSUE: Council to appointment of Sherrie Wilson as the Treasurer.

BACKGROUND:

From Initial Report:

- In July of 2014 our part-time Treasurer resigned from the position leaving the position open here at the Town.
- Town Manager felt that in the immediate future we would be okay with handling the day to day operations, while he took some time to figure a longer term solution.
- The Personnel and Finance Committee also discussed the issue with the Manager and with Ms. Wilson.
- Ms. Wilson felt confident that she could serve the Town in this capacity.
- The Town Manager has crafted a Job Description that describes the positions role and responsibilities for the Town.
- The job description has been included for the Council's reference.

Updated March 24, 2015:

- Ms. Wilson has effectively filled the position with the Town flawlessly.
- In here time since being appointed as the Acting Treasurer she has kept the Town's records in a sound financial state.
- She has pursued discrepancies in tax collections, as well as other town owed delinquencies.
- She has taken initiative to associate with other Treasurers and Directors of Finance and has already begun taking and looking for opportunities to further her education in the field of finance and public accounting.

DISCUSSION:

From Initial Report:

- Both the Personnel and Finance Committee have discussed this appointment and feel certain that this is an appropriate action.
- At this time, Council is being asked to appoint the position as Acting Treasurer, for a period of 6 months, followed by a review and permanent appointment upon a satisfactory review.
- The committees have also recommended a 5% increase in salary as a matter of compensation for the additional responsibilities.

Updated March 24, 2015:

- Both the Personnel and Finance Committee have been advised of Ms. Wilson's progress and are seemingly pleased with the direction.
- At this time, Council is being asked to appoint Ms. Wilson to the position of Town Treasurer.
- The committees have also recommended a 5% increase in salary as a matter of compensation for the additional responsibilities and to make the compensation more competitive for the position she will be filling for the Town.

TOWN MANAGER'S COMMENTS: (September 23, 2014)

From Initial Report:

- This position have seen many iterations over the years prior to my time with the Town, however it is my recommendation that we approach the position from the standpoint of handling the day to day operations, which consist of approximately 90% of the job.
- This approach is also consistent with other jurisdictions of similar size or what larger jurisdictions refer to as their "Director of Finance" or some variation thereof.
- I have been working with Ms. Wilson and have encouraged her to reach out to other Treasurers within the area to meet and greet, join the Virginia Treasurers Association and look into strategic classes that could benefit her and the Town in performing these job responsibilities.
- Ms. Wilson has proven her dedication to the Town and has had success in performing tasks that treasurers often perform with regard to the day to day transactions as well as collections for the Town.
- I feel confident in her abilities to perform at a high level within this position. Furthermore, we have set this appointment to be a trial for 6 months and have stressed to Ms. Wilson that if she does not discover the job satisfaction in the position that she believe that she will, to let me know.

Updated March 24, 2015:

- In continuing updates and conversations with Ms. Wilson, I cannot be more pleased with her progress in performing additional responsibilities and taking the initiative to surround herself with opportunities to learn more about the field and network.
- I recommend her appointment to the position of Treasurer for the Town and look forward to watching this position continue to evolve as well as her progress in the field of finance and public accounting.
- I will continue to encourage Ms. Wilson to take advantage of opportunities for continual learning and to join professional organizations in the field of public finance.
- I have completed a review of Ms. Wilson's performance and have included this review in her personnel file.

POTENTIAL QUESTIONS:

- What classes might Ms. Wilson look into taking?
- Does the Town have tuition reimbursement policy?

BUDGET IMPACT:*From Initial Report:*

- At this time there does not appear to be a budget impact as the Town had budgeted for the part time Treasurer position throughout the year and Ms. Wilson's current salary was also funded for the full year, therefore even with the increase, there should not be a negative budget impact.

Updated March 24, 2015:

- The raise for this fiscal year will be added and accounted for in the proposed Fiscal 2016 budget.

RECOMMENDATION:

Personnel and Finance Committee Chairs recommend the appointment of Sherrie Wilson as the Town Treasurer with a 5% increase to her current salary.

MOTION:**Motion of Approval:**

I move to appoint Ms. Sherrie Wilson as the Town Treasurer for the Town of Haymarket and authorize a

Agenda Item (ID # 2288)

Meeting of April 6, 2015

5% increase to her current salary.

Motion of Denial:

I move to deny the appointment because...

ATTACHMENTS:

- (2) Town Treasurer Job Description (Sept. 2014) (PDF)



**Town of Haymarket, Virginia
Town Treasurer**

Job Summary:

The Town Treasurer is responsible for the administration of the Town of Haymarket's finances. In this capacity, the Treasurer is responsible for the collection, disbursement, and investment of all Town funds. The Treasurer prepares monthly financial reports, assists the Town Manager in the preparation of the annual operating and capital budget and coordinates the annual audit. The Treasurer has the overall responsibility for the management of the overall accounting management software. Work includes performing difficult account keeping, maintaining records, and preparing financial reports. The incumbent is responsible for the preparation of and implementation of financial policies of the position and Town Council as set forth in Article III Section 1 (13) of the Town Charter.

In addition, the Treasurer will perform a wide range of clerical and administrative support functions which include but are not limited to maintaining accurate files and records, permitting as associated with the Building and Zoning operations of the Town and other duties as assigned.

Responsibilities:

An employee in this position may be called upon to do any or all of the following essential responsibilities. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily.

- Plans, directs and supervises the finances of the Town of Haymarket;
- Maintains public records and makes them available to the public in accordance with state law governing records retention and public access;
- Maintains the highest possible ethical standards with regard to collection, investment, disbursement, and record-keeping for public funds;
- Initiate and update fiscal policies.
- Ensures all fiscal activities of the Town are carried out in accurate, efficient and timely manner including but limited to:
 - General ledger
 - Tax billings, collections and settlement.
 - Cash receipts
 - All fiscal reports
- Maintain custody of securities of Town and trust funds. Accounts for income from investments and fund portfolios. Receives deposits from all sources having to do with Town business. Reconciles statements and makes deposits. Transfers funds.

- Oversees the development of annual budget and monitors expenditures and revenues to assure conformance to approved budgetary limitations.
- Oversees the preparation of necessary governmental reports as required and on a timely basis.
- Work closely with auditing firm in preparation of the Comprehensive Financial Annual Report and acts on recommendations stated in the management letter.
- Advises the Town Manager on budget-related matters. Provides advice on request from other Town officials.
- Assists in arranging and preparing meeting agendas and meeting materials for various Town meetings. Attends meetings as required and records and prepares minutes as needed. Prepares and processes paperwork and correspondence related to action taken at the meetings.
- Provides front-desk service and assistance, receipting payments and providing general assistance to citizens including handling citizen complaints. Prepares and processes correspondence, record, documents, reports, and information requests. Types, performs data entry and financial tasks, maintains a complex filing system and completes clerical projects as assigned. Screens and directs telephone calls and visitors to Town Offices.
- Assists Zoning Administrator in administering the zoning and code enforcement function. Investigates complaint locations, prepares notices, maintains records and explains code requirements.
- Provides computer support. Helps maintain and update Town website as well as follow up on any internet correspondence.
- Performs similar or related work as required, directed or as situation dictates.

Skills and Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Required:

- Educational background or Associates Degree in accounting, finance, business administration or public administration desired;
- Three or more years of experience on accounting, banking, and/or general finance or equivalent of education and experience;
- Strong desire to continuing to further training or education to remain current with trade practices;
- Knowledge of Town Charter, related ordinances, and the policies, procedures and regulations governing municipal government.
- Ability to record and transcribe meeting minutes and type with accuracy;
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations;
- Ability to critically assess situations, problem solve and work effectively under stress, within deadlines and changes in work priorities

- Minimum of two years of experience in working with government or non-profit fund accounting practices.

Knowledge, Ability and Skill:

Knowledge: Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Thorough knowledge of computer applications for accounting and financial management.

Ability: Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, members of the banking community, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex financial record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare and administer budgets and to prepare financial reports.

Skill: Skill in operating computers and utilizing appropriate software applications. Aptitude for numbers and details. Excellent organizational skills.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly in a business office setting where he or she is regularly to sit and occasionally required to exercise limited mobility. The employee is regularly required to talk, hear, read and interpret documents and correspondence and view and produce written and electronic documents. The employee is also required to use manual dexterity to type or write, and communicate with others in person and on the telephone and to use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move light weight to moderately-heavy items. The noise level in the work environment is usually quiet to moderate.

Employer Overview:

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has 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. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.



TO: Town of Haymarket Town Council
SUBJECT: Board of Zoning Appeals - Appointments
DATE: 04/06/15

The Town currently has two positions available on the Board of Zoning Appeals.

Present - January 31, 2020

Present - January 31, 2019

Attached please find interest from Matt Gallagher, Ralph Ring, & Lora Laconti.

Recommended Motion:

Move that the Town Attorney be authorized to recommend to the Circuit Court of Prince William County, the names of _____, _____ and _____ for appointment to the Board of Zoning Appeals for [an unexpired OR a five-year] term ending _____.

ATTACHMENTS:

- Gallagher BZA interest (PDF)
- Ring request for re-appointment to BZA (PDF)
- Laconti BZA interest (PDF)

From: [David Leake](#)
To: [Jennifer Preli](#)
Cc: [Brian Henshaw](#)
Subject: Fwd: BZA
Date: Monday, March 02, 2015 11:22:14 AM

Hi Jenn

If you could reach out to Matt and see if he is available to come tonight ?
Also include his name / email to the council for consideration.

Regards

----- Forwarded message -----

From: **Matt Gallagher** <mjg91369@gmail.com>
Date: Mon, Mar 2, 2015 at 11:12 AM
Subject: Re: BZA
To: Greéhill <dleake@greenhillcrossing.com>

You can put my name in for the slot. Happy to help.

From: Greéhill <dleake@greenhillcrossing.com>
Date: Sunday, March 1, 2015 at 10:15 PM
To: David Leake <dleake@greenhillcrossing.com>
Cc: Matt Gallagher <mjg91369@gmail.com>
Subject: Re: BZA

Hi Matt

Just following up to see if you had a chance to speak to Brian or call into town hall?

Regards

Sent from my iPhone

Attachment: Gallagher BZA interest (2295 : Board of Zoning Appeals - Appointments)

From: [Ralph Ring](#)
To: [Jennifer Preli](#)
Subject: Expiring BZA appointment
Date: Sunday, January 18, 2015 8:31:41 PM

Jen, can you submit my name for re-appointment to the BZA?

Thank you

Ralph

From: [Paul and Lora Loconti](#)
To: [Jennifer Preli](#)
Cc: [David Leake](#)
Subject: RE: BZA
Date: Wednesday, February 11, 2015 3:59:59 PM

Yes, Jennifer, thank you. I was informed by Susie Edwards that there is a vacancy on the Town's Board of Zoning Appeals. Not only am I town resident but I also work within the Town limits. Is there information on the vacant seat you could forward to me? Or I could stop by the office. I'm off work most days by 1pm.

Thank you,
Lora Loconti
6939 Little John Ct.
Haymarket, VA 20169
571-334-9921 – cell

From: Jennifer Preli [mailto:jpreli@townofhaymarket.org]
Sent: Wednesday, February 11, 2015 8:10 AM
To: plloconti@comcast.net
Cc: David Leake
Subject: BZA

Hi Lora.....

Its my understanding that you have interest in serving on the Town's Board of Zoning Appeals. If this is still the case, could you please just send me an email indicating your interest?

Jennifer Preli, CMC
Town Clerk
15000 Washington Street, #100
Haymarket, Virginia 20169
703-753-2600
703-753-2800 Fax





TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 04/06/15

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose(s):

A7. 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

A3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 04/06/15

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: 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.