

TOWN OF HAYMARKET, VA.
Chartered in 1799
County of Prince William

BUDGET WORK SESSION
JUNE 14, 2001

MAYOR
John R. Kapp

COUNCIL
James Shepard, Vice Mayor (absent)
Nancy Bailey, PC Liaison (absent)
Tom Utz
Mary Lou Scarbrough, ARB Liaison
Doug Mohr, PD Liaison
Pam Stutz, Historical Comm. Liaison

Mayor Kapp opened the work session at 8:45 p.m.

Historical Commission

Michelle Heard says their budget looks fine.

Building Maintenance

Lawn maintenance contract includes right of way sidewalk grass

Capital Improvements

Museum exterior renovation only.

Street lights - Longstreet Commons two street light installations - \$4400

Personnel

Liaisons are to get \$50 per meeting, up from \$45. [The Historical Commission liaison has been paid \$80 per meeting since the inception of the HC liaison.] All liaisons will receive \$50 per meeting.

Police Dept budget - Councilman Mohr presented

COI grant - can not get grant on officers we have now. The PD proposed two new officers.

Personnel increases: 12% increase

Officer Breeden currently \$32,775 increase to \$36,708 (12%)

Officer Nicholson currently \$31,800 (to be increased to \$32,899 at ninety days-August 27)
increase to \$35,424 (8%)

Chief Roop currently \$41,044 increase to \$45,982 (12%)

two new officers increase at \$31,800 each

Overtime Grant (DUI) - \$1500

Councilman Mohr submitted additional budget requests (see attached.)

Continuation

At 10:55 p.m Council continued the budget work session to Monday June 18, 6:30 p.m.

**TOWN OF HAYMARKET, VA.
Chartered in 1799
County of Prince William**

**BUDGET WORK SESSION
JUNE 18, 2001**

MAYOR
John R. Kapp

COUNCIL
James Shepard, Vice Mayor
Nancy Bailey, PC Liaison
Tom Utz
Mary Lou Scarbrough, ARB Liaison
Doug Mohr, PD Liaison
Pam Stutz, Historical Comm. Liaison

Mayor Kapp opened the work session at 6:45 p.m.

Police Department facility at Shoppes at Haymarket

Mayor Kapp states Mr. Leaberry says we need three interior doors, paint, carpet, sewer rejection pump (\$163).

Police Dept budget

Aid to local PD is the 599 grant \$24,000

Councilman Utz says he does not want to be the only "stick in the mud" but in good conscience he can not vote for increases, and this is not a personal attack against anyone. Councilman Utz further states, Number 1, the town center, we are trying to prepare to rent the grocery store, which will be out of business soon, and will have to renovate for leasing to a new tenant and number 2 anything that costs the town more money and would raise us to such a lofty state, I will not vote for. Councilman Utz states any money the Police Dept can make should be put toward other needs of the town. He does not feel it is in the best interest of the town to upgrade the police department to this extent.

Councilman Mohr states the police dept money (fines from the court and grants) should to the PD to cover the needs of the department and not fund other needs first.

Councilman Utz states with three police officers there is no reason we can't have a Friday, Saturday and Sunday presence. We can also have PWC back us up.

Vice Mayor Shepard states Councilman Mohr did a thorough job presenting the budget. He asks if all the additional expenses will be covered by grants or additional income. Councilman Mohr agrees they can't draw money from the budget until it becomes available. Vice Mayor Shepard is concerned we jump ahead of things and we will be in debt.

Councilwoman Stutz asks how we can allocate the money now since we don't have the money in. She asks about Councilman Mohr's request that all police dept ticket money goes directly to the police dept. Councilwoman Stutz states if she voted on this the grants would be in place prior to any expenditure.

Councilman Utz states his information was the attorney said the court money can not go directly to the police dept. Councilman Mohr checked further and fines can go to the police dept.

Mayor Kapp says officers are not free on Cops grant [there is expense to the town]. The grant will cover up to 75% of the cost. Mayor Kapp offers an alternative - instead of two police officers take one on now, and, instead of two vehicles put on one now since it takes a while to get the grants on board.

Councilman Mohr states the '93 vehicle would be kept for the reserve officer. Councilman Mohr states we haven't spent a lot of money on the police dept and their equipment has run down. The PD will be self sufficient when they get their equipment up to a good standard.

Councilman Mohr states the attorney recommended we don't allow our PD to patrol outside the area which we would be paid for.

Councilman Utz asks why the fine money is illegal if it goes to general fund. Councilman Mohr states it is illegal not to use the PD funds for the PD. Councilman Utz states whatever our town police get in money there is nothing wrong with these funds helping the town budget outside of the PD needs.

Councilman Mohr states the vehicle maintenance is taken care of (in the contract) except service (oil change, etc.) Vice Mayor Shepard asks who does the maintenance? Councilman Mohr says they are delivered to us and he assumes it would be a local Ford dealer.

Councilwoman Stutz asks about the COI (cops) grant for \$65,000. Mayor Kapp says the first year the grant covers 90% of officer cost, second year 75%, third year 60% - overall 75% is covered. Councilman Mohr says up to \$32,800 per officer. Councilwoman Stutz is concerned about the fine money and that in the past we have used fine money for general fund expenses.

Mayor Kapp says he thinks we are very optimistic looking for \$140,000 in fines when we have year to date \$52,380. Councilman Mohr says the chief pulled in \$10,000 last month and we'll probably get \$2,000 from it through the court.

Councilman Mohr says the kids are cruising through town. Councilman Utz says have the police dept patrol Friday, Saturday and Sunday.

Councilwoman Stutz suggests to go to \$70,000 in fines for the budget and in six months you see how the money is coming in and reallocate funds at the end of the six months. She says she does not see officers on Saturday or Sunday. She is across the street from the town hall and never sees them. She doesn't know where they are.

Councilwoman Stutz feels we should give the fines to the PD but is only willing to go to \$70,000. Councilman Mohr says he doesn't know where he can cut.

Councilwoman Stutz suggests take out one new officer, which will also cut back on employee taxes, education cost decreases, etc.

PD build out - It is estimated to be 289 square feet in area at about \$3000.

Councilwoman Stutz says she will go along with five officers but she will not go along with \$140,000 in fine money. She asks how they will make up any shortage of fines coming in.

Councilwoman Stutz states when we told the PD they could have the PD fines sent directly to them they were going to spend the money on receipt without even knowing what the line items were. That is why she only would approve appropriations up to the maximum of the line items.

Councilman Utz states year to date we spend \$150,000 for PD and we brought in \$82,700. Vice Mayor Shepard says what if we go with one officer and a secretary and in six months see how it goes with the fines. He also asks for a better format to show the difference of having four officers versus five officers.

Mayor Kapp says we can make minor modifications after we approve this. Advertise for two police officers and we will take a look at three months and get another officer on board if the fines come in. Vice Mayor Shepard asks what is the time for grant application and submission. Councilman Mohr says it is the "intent" to hire more officers. Councilman Mohr's intent was to hire one within three months and another one in six months.

Councilwoman Stutz still has concerns about the \$140,000 in fines.

Councilwoman Bailey asks if Councilman Mohr will consider getting the part time secretary and get her up to speed on tracing and tracking money we aren't getting and to start the IBR.

Mayor Kapp asks Councilman Mohr to get numbers for expenses for one officer for nine months and one officer for six months including employee tax and benefits and costs. Councilwoman Bailey asks Councilman Mohr if he can cut out any money like for vests. Councilman Mohr states no they don't have any leeway.

Councilwoman Stutz suggests they cut down on supplies and equipment since they won't be in there [the new office] until August. Councilman Utz says we should supply the vehicles and equipment they need on us and the fines should go to the general fund.

The Clerk asked for the Police Dept accounting from the inception (February 2001) of the PD taking responsibility for their finances. It must come in for the final figures for the budget/actual for FY 2001. Clerk also needs officer search and vehicle insurance figures for the budget.

Councilman Mohr to get figures to the Clerk by Thursday June 18 for the continuation meeting. Figures are to be e-mailed to everyone.

The build out expense will come out of the PD budget and go into the capital improvement line item.

Other income

Mayor Kapp asks what changed on other income. Clerk says the auditor directed her to remove the Historical Foundation money from the general fund accounting since it is not the town's money.

Historical Foundation/town

Mayor Kapp states the insurance coverage needs to be clarified. Mayor Kapp wants the income for events shown on the general fund. He states the verbiage on the town event publications needs to be changed to say "sponsored by the town."

Marketing budget

Councilwoman Scarbrough suggests we have a marketing budget to market the town.

Youth Center

Councilman Mohr wants operating budget to fund one person part time to manage the center. Councilwoman Stutz asks when we will be in there. Councilman Mohr doesn't know, maybe six months.

Street reserve

Councilwoman Stutz asks if the town can have a street fund to replace the street enhancements, an annual fund for future replacements.

Councilwoman Bailey asks when we will have an ordinance that new construction must bore under the sidewalks not remove the bricks. Mayor Kapp states someone sprayed blue paint on the curb and sidewalk in front of the Old Bank Building. Mayor Kapp states we have seven pallets of brick left over.

Mayor Kapp states we need new flags (3'x5') for the street. All the poles are rusted on the flags. He says they are \$10 each, \$300. Mayor Kapp states banners are \$30 each for 27 banners \$1500.

Discretionary Fund

Mayor states Mayor's dinner is every three months he would like to have \$300-\$400 and \$100 in discretionary funds.

Town events

Councilman Mohr says every town event we have the Sheriff's office come out and help. We should have money to buy them lunch. Chief Roop paid \$70 for the county sheriffs to have lunch at PW's on Spring Festival day. Councilman Mohr will bring this up Thursday for payment.

Retreat

Councilwoman Stutz brought up the retreat. Mayor Kapp doesn't think we should spend the money. It will be about \$2000. Councilman Mohr states Shenandoah Crossing is \$250 for the three days with kitchen facility available. Councilwoman Stutz states St. Paul's has a retreat place with a kitchen facility.

Capital Improvements

\$100,000 (includes \$4400 for Longstreet Commons street lights), balance is for town center property. Mayor Kapp says we should do the facade on at least the town hall part from the \$112,000 loan. Mayor Kapp to ask attorney whether that would be legal (from a tax exempt loan funds).

Town Clerks

Events coordinator [line item] comes out. Councilman Mohr to check on state insurance

Town Council, budget work sessions, June 14 & 18 2001

Events coordinator [line item] comes out. Councilman Mohr to check on state insurance program. He is to give the Mayor the contact to call.

Councilman Mohr says if we give the Clerk authority to work forty hours a week it is \$35,880. He states her average weekly hours over the last several years was 37 and 1/2. Councilman Utz states this is a big swing and jump but he doesn't think it is too much for what the Clerk does.

Vice Mayor Shepard says it is better for the town if the clerk is on salary but better on hourly basis for flex time. Vice Mayor Shepard says PD salaries came from PD income, the Clerk's office salary comes from the general fund.

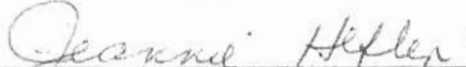
Councilwoman Bailey says with benefits package additions that should be offered to all employees when it comes to clerks should be separate than police dept. Councilman Mohr says the police would not like 15% or 18% raise for clerks with 8% raise for one of the PD officers. Councilwomen Scarbrough, Bailey and Stutz said they thought the proposed PD salary raises brought them up to the county standard. Mayor Kapp thinks it is too much an increase for the clerks, it would be \$31,200 now if she worked forty hours a week.

Councilwoman Scarbrough suggests \$33,600 salary for Clerk and \$25,480 for Deputy Clerk. Mayor Kapp expressed concerns the clerk raise is too much.

Councilman Mohr wants PD to have additional funds for equipment. Councilwoman Scarbrough suggests give PD a salary increase and get some of the equipment and look at six months to get more equipment later.

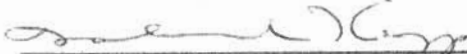
Councilman Utz states he doesn't think the mayor makes enough money (\$10,200) for the hours he puts in. Councilwoman Scarbrough and Councilman Mohr say they don't get enough money either.

RESPECTFULLY SUBMITTED:



Jeannie Heflin, Town Clerk

APPROVED:



John R. Kapp, Mayor