



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, April 11, 2017

4:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 4:00 PM.

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Late (6:00 PM), Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Aitken: Excused, Mayor David Leake: Present, Town Manager Kimberly Murray: Present, Town Assistant Danielle Kijewski: Present, Town Treasurer Roberto Gonzalez: Present.

2. Agenda Items

A. FY2017/2018 Draft Budget Discussion

Town Manager Kimberly Murray explains that no final changes have been made since the Council Members' last budget meeting - she and the Town Treasurer will enact changes discussed today ahead of the Council's public hearing on the budget on May 1st.

The Council decides to go through the draft budget line by line.

Administration

Town Council: no changes in TC activities, and spending is on track.

TC Pay Structure: policy clarification for those members who serve on multiple boards - pay for meetings should be determined by what board is holding that particular meeting. Town Staff will revise and clarify this policy for Council approval.

Town Staff: the Town Staff's salary structure has been changed in order to make it more reliable; all staff will be salaried, and the budget reflects planned staffing changes, which are still ongoing.

Of particular note are the general elimination of overtime and the overall savings in health insurance because employees will assume a greater contribution of the 9.22% increase in premiums.

Further discussion on health insurance: Councilwoman Edwards asks why all employees are not expected to pick up the same percentage of their health insurance contributions. The Town Manager explains that, since the Town had previously covered the contribution of employees taking the single option, she believed it would be better to raise their level of contribution incrementally.

Accountant and IT/Infrastructure: these items have been revised to more accurately reflect the needs of the Town, and upcoming necessary IT updates to improve security and efficiency.

Legal Services: this line item remains unchanged.

Public Safety

Staffing: this item more accurately reflects the part-time / full-time staffing structure. Other items include reductions in range certification and academy travel.

Capital Projects: the Police Department's new vehicles mean that maintenance will be reduced in the next few years, even while buying brake rotors and tires to be ready for emergency repairs.

Vice-Mayor Pasanello suggests revisiting the policy of allowing officers to drive their vehicles home. Chief Lands clarifies that at present, the Police Department's two supervisors always take their vehicles home because they are always on call; after that, it is a hybrid program depending on the officers' schedules.

The Vice-Mayor suggests looking at forecasts for gasoline prices, and enacting a possible perimeter of a certain distance as a policy change. Councilman Leake brings up the idea of use in properly maintaining the vehicle; in some cases, the vehicles suffer more harm than good by spending long periods of time parked at the Police Station.

The Town Manager suggests a later policy discussion on the matter. Councilwoman Edwards would like to see a concrete policy in place by the time the Department's new vehicles arrive.

Mayor Leake suggests that Chief Lands discuss this matter (cost savings for full, hybrid, and no drive-home programs) in his report for the May Town Council Meeting.

Vice-Mayor Pasanello adds that he would like the Council to revisit the Town's cost-benefit relationship with Prince William County, as regards public safety, after the budget is passed.

Public Services

Building Official: the draft budget reflects an increase in the rates of the Town's contracted company to supply the roles of Building Official and Inspector, as well as forecasted future needs for projects in the Town.

Waste Disposal: the Town Manager is in the process of re-negotiating the Town's contract with its provider.

Winter Weather: the Town Manager would like to revisit the Town's budgeting policy for winter weather contingencies; the Council Members agree to discuss it further at the next Budget Work Session.

Street Cleaning: Vice-Mayor Pasanello suggests that it be budgeted as part of events, since the Town tends to clean the street after Haymarket Day.
The Council decides to leave item, but to reduce it by \$2,000.

Events

The Town Manager and Director of Business & Community Development believe that events can largely pay for themselves over the course of the year.

Museum

The Museum's staff time is now included in the salaried rate for Town Staff, so that has been steadied.

Community Development.

Mayor Leake raises the idea of bringing boards back down to five members, but it is tabled until some future discussion.

Planning / Engineering Consultant

This line item includes placeholder funds for special projects, and the Town's contracted Engineer for 32 hours per month. The Town Manager believes that a full-time Town Planner will

be able to take on a greater share of this special project work, such as updating the Comprehensive Plan.

Caboose Project: the Town Manager confirms that this grant money cannot be used to repair the steps of the Town's caboose or to erect an interpretive panel.

Haymarket Community Park

At this point, no funds have been budgeted for the park for FY2017-18; the Town Manager reminds Council that funds were borrowed from the Town's reserves for the FY2016-17 line item and then the project was put on hold. If they would like to make the park a priority for FY2017-18, they should inform the public and then allocate funds to move in that direction.

Councilman Cole states that he would not be comfortable pulling money from the reserve capital funds without a concrete use in mind, since it perpetuates the erroneous perception that the Town's budget is only balanced by pulling from these reserves. The other Council Members agree to revisit the matter at the next Budget Work Session.

Revenues

The Town Manager explains that she and the Town Treasurer were conservative in their estimations of the Business License Taxes (BPOLs), and that the Meals Taxes are on track. Rental Revenue is volatile due to the small number of tenants on Town properties, so this draft budget has been conservative in its estimate of that line item.

Councilman Morris asks whether the revenue generated under events is dependent on the weather; the Town Manager confirms that it is not, since it is made up of sponsorships and vendor fees, neither of which is refundable.

Vice-Mayor Pasanello reminds fellow Council Members that the Council must keep a long-lens perspective in view of Town spending.

Councilman Cole makes the point that the Town has taken on a great deal of infrastructure, and the Town Manager reminds Council that the Town Staff is so small that it is necessary to contract out all the repair work, and we have no funds budgeted for those repairs.

The Council Members agree to meet for another Budget Work Session on Monday, April 17, at 6:00 PM. The Town Manager will edit the draft budget in accordance with the feedback received today, and will gather comments in order to share with the public ahead of the Public Hearing on this matter in May.

3. Adjournment

