

FISCAL YEAR 2009-2010 FINAL BUDGET

PRESENTED TO

THE HONORABLE MAYOR AND TOWN COUNCIL

FROM

GENE SWEARINGEN, TOWN MANAGER

AND

JAMES NARADZAY, CHIEF FINANCIAL OFFICER

Attached to this cover memo are the Proposed 2009/2010 Operating Budget and Recommended Capital Budget. The information in the two budgets includes recommended changes made at the work sessions over the past three months and represents the best efforts of the Council and staff to produce a reasonable financial plan for the coming year. The Operating Budget assumes that the sale of the Town Center Property will not go through.

Operating Budget

Revenues

The Operating Budget is funded by the taxes, fees and fines collected by the Town during the fiscal year with the exception of the Meals Tax. The Operating Budget revenue total of \$1,202,723.00, is a 7% decrease from the 2008/09 Budget reflecting the impact of the down economy on most of our revenue sources. Most revenue categories have been held to 2008/09 levels or lower. The details of the revenue projections are attached.

The single most important source of revenue for the Operating Budget is the Property Tax. In order to “equalize” the revenue from the Property tax an increase in the tax rate of 28.125% is proposed. This increase will provide a tax rate of \$0.164 and will generate revenue of \$286, 461.00, the same revenue total as 2008/09. The impact on property owners will be a slight decrease in the average residential tax bill and a slight increase in the average commercial tax bill.

Expenses

After all reductions and changes recommended at the work sessions the total expenses for the 2009/10 budget were still \$134,742.00 higher than revenues.

The reasons for the imbalance are:

Increase in health insurance costs due to increased staff participation;

3.5% Cost of Living increase for employees:

Maintenance and renovation of the Town Center property:

Addition of a part-time Planner position:

Increase in the Trash removal cost:

The details of the recommended changes to the expense budget are attached.

In order to balance the budget the following items were moved from the Operating Budget to the Capital Improvement Budget:

Debt Service on the Harrover Property: \$126,500

Lease and outfit 2 Police Cruisers: \$17,000

Maintenance and Renovation of the Town Center Property: \$101,000

This strategy provides a balanced Operating Budget and allows for a reserve amount of \$18,758.00 to be used for unanticipated expenses.

The revenue and expense changes recommended above result in a balanced Operating Budget of **\$1,202,723.00**.

Capital Improvement Program (CIP)

The CIP is funded by the Meals Tax and grant funds and includes long-term projects and equipment purchases in excess of \$5,000.00. A CIP chart is attached with information on all projects considered for funding. The CIP project list was reviewed and edited by the Planning Commission

During 2008/09 the Town reached its goal of creating a Streetscape fund of \$500,000.00. By the end of the fiscal year an additional \$200,000.00 will be added to the Streetscape Fund to cover anticipated cost increases and any additional street/sidewalk improvements the Town decides to make.

Meals tax revenue for 2009/10 is projected to be \$323,000.00. Proposed use of that revenue for the 2009/10 CIP is:

Harrover Debt Service:	\$126,500.00
Lease and outfit 2 Police Cruisers:	\$ 17,000.00
Renovation of Town Center Property:	\$101,000.00
Advertising for Businesses/Restaurants:	\$ 10,000.00
Contribution to Streetscape Fund:	\$ 50,000.00
Computer Equipment Upgrade	\$ 10,000.00
Capital reserve for Unanticipated projects:	\$ 8,500.00
Total:	\$323,000.00

Inclusion in the CIP does not guarantee that the project or purchase will be funded. The Town Council will approve/disapprove each request for funding as it is presented.

Thank you to the Mayor and Town Council for its diligent work in developing the 2009/10 budget during the current particularly difficult economic conditions.

Gene Swearingen
Town Manager

James Naradzay
Town Financial Officer

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: Revenues

Description:

Revenue projections for 2009/10 are very conservative with most categories holding at 2008/09 levels or below. In order to hold revenues from the property tax at last year's level a 28.125% increase in the tax rate is recommended to "equalize" the 22% drop in real estate assessments by Prince William County. The new recommended real property tax rate will be 16.4% up from the current rate of 12.8%.

The income from the Gross Receipts Tax has also been reduced by 20% to reflect the uncertainty of collections from this income source.

Other specific notes on the attached Revenue Budget:

Cigarette Tax – Revenue from this tax has steadily declined during 2008/09. A drop of 7% or \$11,400.00 from the 2008/09 budget is projected.

Sales Tax Receipts – A continued decrease in this revenue of over \$7,000.00 is expected.

Personal Property Tax Relief – This year the expected \$18,600.00 from the State has been included in the budget.

The equalization of the property tax rate will hold the revenue at \$286,461.00.

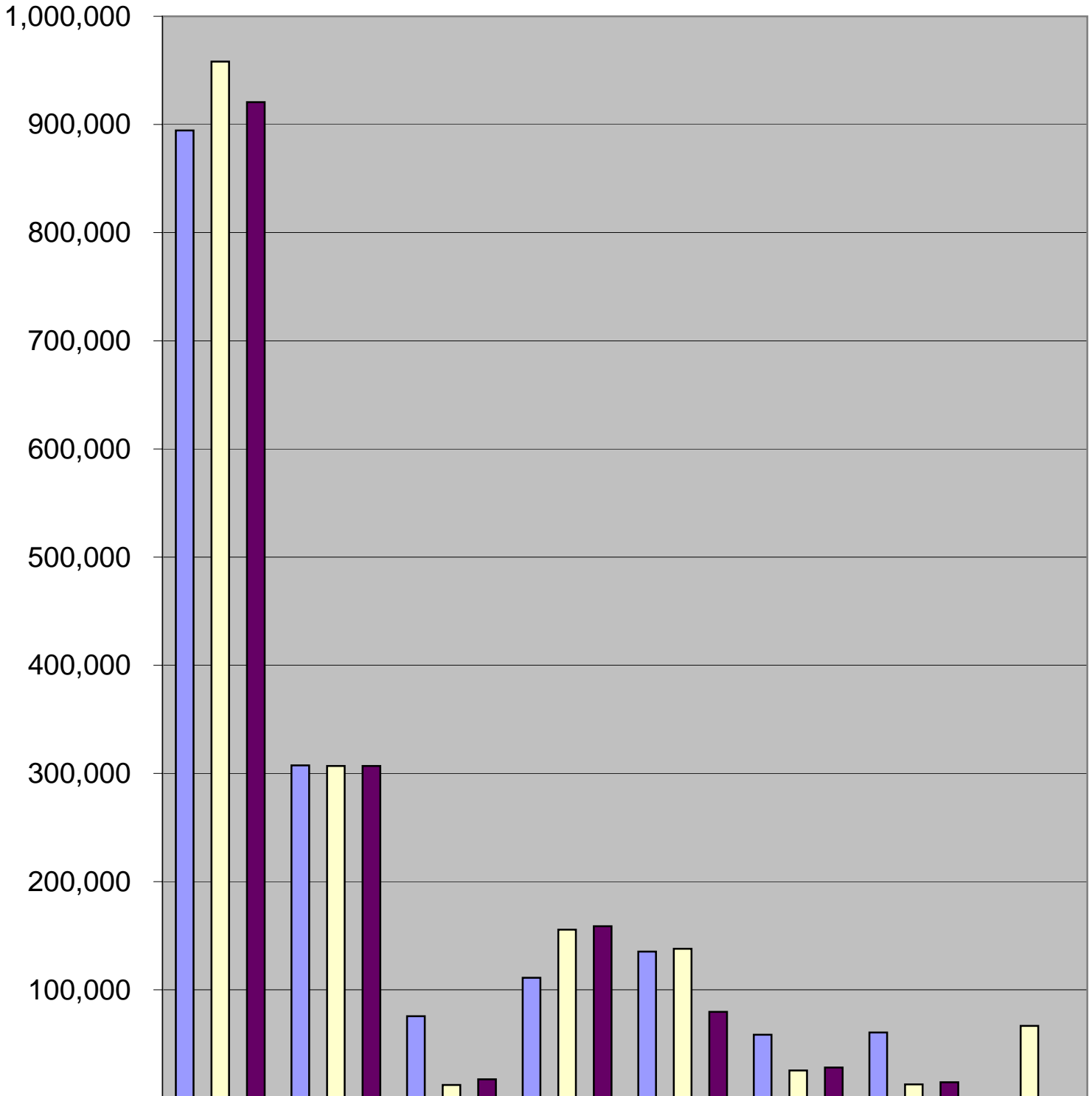
Meals Tax – The projected income from the meals tax of \$323,000 will be used exclusively to fund capital projects including additional funding for the Street Scape program, the Harrover property debt service, renovation of the Town Center property, new police vehicles, computer equipment replacement, advertising for the Town businesses and a small capital reserve.

Development revenue, \$17,197.00 reflects the continued development of the Quarles site and the proposed Oldtowne Centre development and the normal residential renovation activity.

Income from business sources other than the meals tax is projected to be flat for the coming year. Small gains in business related income from any new businesses in town will be offset by projected reductions in income from the cigarette tax, gross receipts and franchise tax.

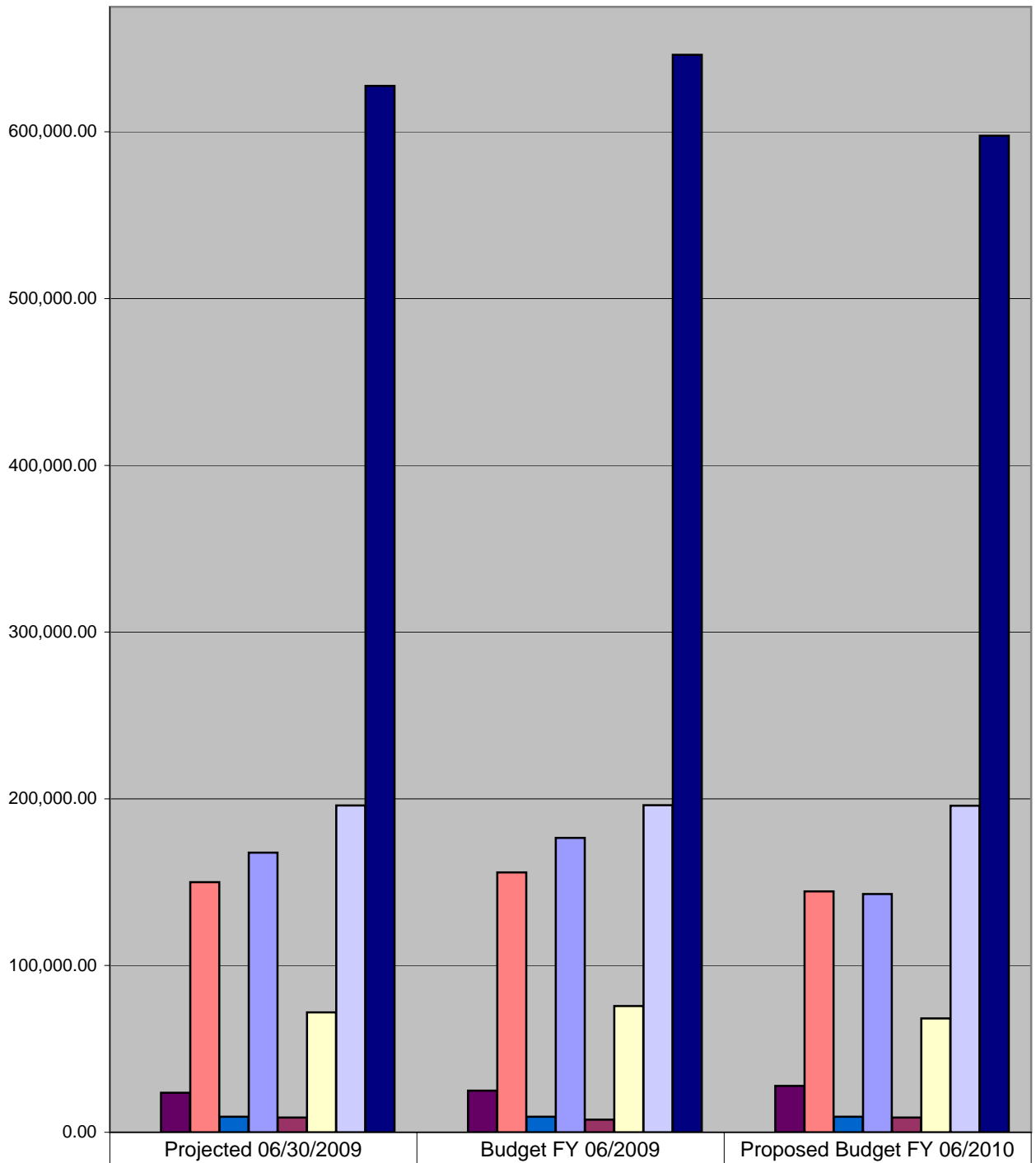
Revenue from Police Department activities, fines and citations are projected to decrease approximately \$3,000.00 to reflect the actual income received in 2008/09.

Revenues



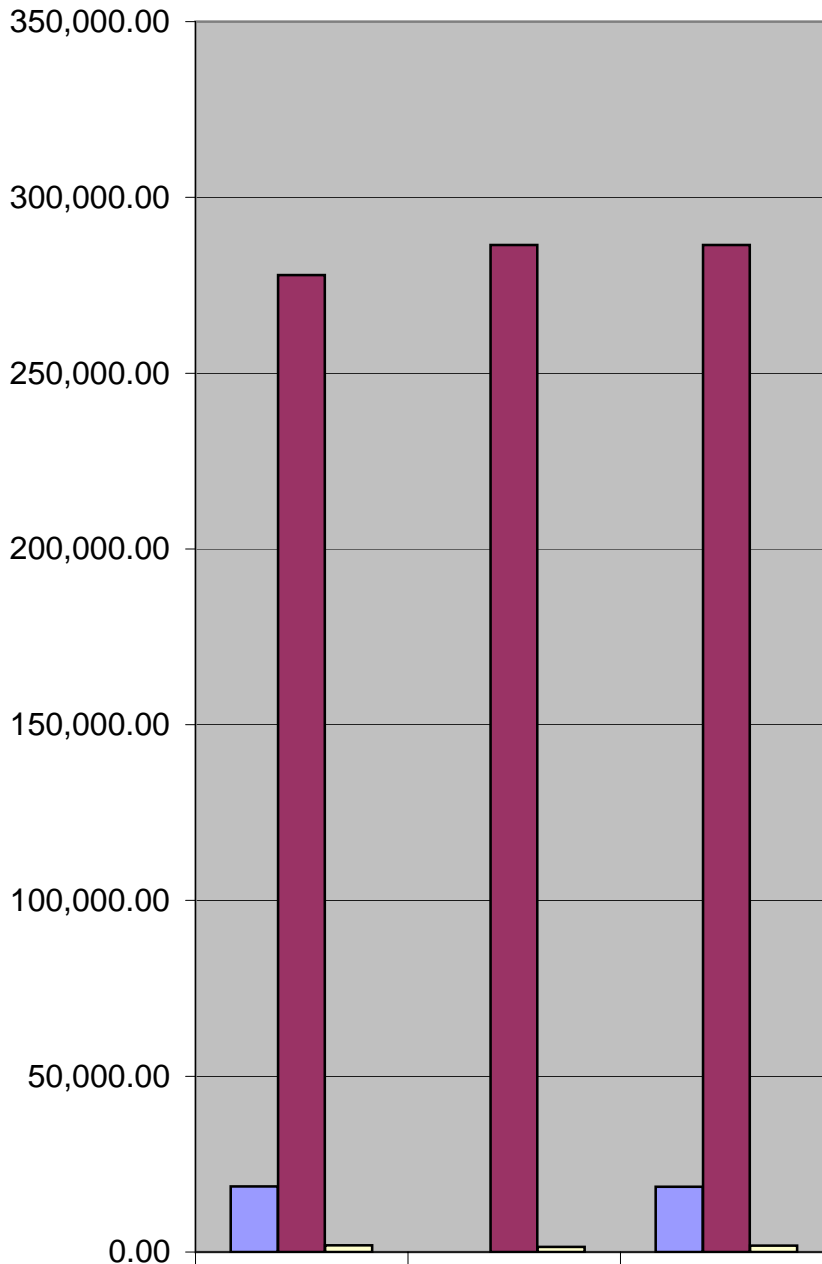
	Operating Revenue	Tax Income/Individuals	Development Revenue	Public Safety	Rental/Lease Revenue	Event Revenue	Other Revenue	Operating Transfers
(Est) 06/30/2009	894,430	307,479	75,567	111,124	135,289	58,445	60,502	-
(Bud) 06/2009	958,160	306,914	12,000	155,620	137,934	25,410	12,550	66,607
(ProBud) 06/30/2009	920,623	306,914	17,197	158,760	79,574	28,175	14,480	-

Operating Income



	Projected 06/30/2009	Budget FY 06/2009	Proposed Budget FY 06/2010
BPOL License Apps/Renewals			
Business PP Tax	23,750.00	25,000.00	27,792.00
Cigarette Tax	150,000.00	155,800.00	144,416.00
Franchise Tax	9,400.00	9,400.00	9,369.00
Gross Receipts Tax	167,675.00	176,500.00	142,965.00
Public Service Corporation Tax	8,881.00	7,641.00	8,881.00
Sales Tax Receipts	71,915.00	75,700.00	68,320.00
Utility Usage Tax	196,000.00	196,119.00	195,880.00
Total Operating Revenue	627,621.00	646,160.00	597,623.00

Real Estate & Business Tangible Property Tax



	Projected 06/30/2009	Budget FY 06/2009	Proposed Budget FY 06/2010
■ PP Tax Relief	18,626.97		18,600.00
■ Real Property Tax	277,867.17	286,461.00	286,461.00
■ Town Decal Receipts	1,950.00	1,500.00	1,853.00

Operating Revenues

	ACTUAL				Projected	Budget	Proposed Budget
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08	04/01/2009	06/30/2009	06/30/2009	06/30/2010
Operating Revenue							
BPOL License Apps/Renewals	1,616.85	870.00	190.00	0.00			
Business PP Tax	20,593.39	28,048.87	28,949.52	7,442.41	23,750.00	25,000.00	27,792.00
Cigarette Tax	165,889.85	160,737.86	137,192.00	117,267.33	150,000.00	155,800.00	144,416.00
Consumption Tax	63.80	0.00	0.00	0.00			
FOIA Receipts	406.65	17.86	198.00	26.50			
Franchise Tax	34,812.00	17,110.00	9,959.00	0.00	9,400.00	9,400.00	9,369.00
Gross Receipts Tax	185,466.28	167,708.79	122,873.19	13,056.49	167,675.00	176,500.00	142,965.00
Public Service Corporation Tax	5,954.90	3,821.47	11,539.29	8,881.00	8,881.00	7,641.00	8,881.00
Railroad Rolling Stock	1,073.63	1,048.67	1,154.88	1,231.51			
Sales Tax Receipts	35,287.87	75,507.50	74,974.28	66,295.63	71,915.00	75,700.00	68,320.00
Utility Useage Tax	205,101.41	197,339.49	237,616.76	174,012.64	196,000.00	196,119.00	195,880.00
Wine Liter & ABC Tax	1,055.44	1,055.44	1,055.44	0.00			
Total Operating Revenue	657,322.07	653,265.95	625,702.36	388,213.51	627,621.00	646,160.00	597,623.00
Tax Income/Individuals							
Personal Property Tax	18,132.55	1,388.37	4,042.39	0.00			
PP Tax Relief	17,839.00	18,626.97	18,626.97	18,626.97	18,626.97		18,600.00
Real Property Tax	198,351.40	291,322.76	278,199.81	283,328.19	277,867.17	286,461.00	286,461.00
Town Decal Receipts	13,184.94	10,370.00	4,294.50	1,950.00	1,950.00	1,500.00	1,853.00
Total Tax Income/Individuals	247,507.89	321,708.10	305,163.67	303,905.16	298,444.14	287,961.00	306,914.00
Development Revenue							
Pass Through Fees							
Reimbursements	0.00	28,357.50	-500.00	1,000.00	1,000.00		6,000.00
Plan Review	18,156.50	14,482.00	3,725.00	4,739.33	4,739.33		1,000.00
Total Pass Through Fees	18,156.50	42,839.50	3,225.00	5,739.33	5,739.33	0.00	7,000.00
Application Fees	1,900.00	800.00	44,910.00	37,300.00	37,300.00		
Proffers	28,854.00	0.00	25,000.00	0.00	0.00		
Inspections	59,494.41	24,830.01	17,990.00	10,950.19	10,920.19	12,000.00	8,930.00
Permits	18,119.51	8,799.60	9,530.00	3,294.23	3,294.23		1,000.00
VA Surcharge on Permits	1,371.53	728.84	492.20	316.38	315.85		267.00
Water District Contribution	1,488.00	0.00	0.00		0.00		
ISTEA/Safety LU	0.00	35,924.97	9,082.60	2,565.83	2,565.83		
Development Revenue - Other	0.00	0.00	0.00	5,950.00	5,950.00		
Total Development Revenue	129,383.95	113,922.92	110,229.80	66,115.96	66,085.43	12,000.00	17,197.00
Public Safety							
Classes	0.00	0.00	1,055.00	610.00	610.00	500.00	610.00
Accident Report	206.00	700.00	620.00	260.00	260.00		260.00
Courthouse Maintenance	2.68	0.00	2.68	0.00	0.00		0.00
Donation/Grants	30,510.00	38,775.47	41,728.00	37,965.08	37,965.08	31,920.00	37,965.00
Fines (PWC)	123,962.74	138,880.26	95,905.96	59,084.67	118,169.34	121,000.00	118,170.00
Parking Citations	4,897.00	1,125.00	2,380.00	1,755.00	1,755.00	2,200.00	1,755.00
Security	8,799.96	8,066.63	733.33	0.00			0.00
Total Public Safety	168,378.38	187,547.36	142,424.97	99,674.75	158,759.42	155,620.00	158,760.00
Rental/Lease Revenue	128,090.70	128,679.94	144,054.13	112,796.23	136,632.60	137,934.00	79,574.00
Event Revenue							
Haymarket Day Receipts							
Sponsor	0.00	0.00	7,350.00	9,525.00	9,525.00	11,350.00	9,525.00
Booth Fee	6,130.00	7,640.00	13,360.00	18,650.00	18,650.00	14,060.00	18,650.00
Total Haymarket Day Receipts	6,130.00	7,640.00	20,710.00	28,175.00	28,175.00	25,410.00	28,175.00
Harvest Bazaar	0.00	160.00	0.00	0.00	0.00		
Event Revenue - Other	0.00	60.00	0.00	0.00	0.00	300.00	
Total Event Revenue	6,130.00	7,860.00	20,710.00	28,175.00	28,175.00	25,710.00	28,175.00
Other Revenue							
Promotional Product Revenue							
2006 Calendar	190.00	0.00	0.00	0.00	0.00		
Book	94.00	34.00	94.00	36.00	36.00	25.00	

Operating Revenues

	ACTUAL			04/01/2009	Projected 06/30/2009	Budget 06/30/2009	Proposed
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08				Budget 06/30/2010
Operating Revenue							
Cards	10.00	0.00	0.00	2.00	2.00		
Prints	25.00	0.00	40.00	0.00	0.00	25.00	
T-Shirt	0.00	20.00	0.00	0.00	0.00		
Raffle	0.00	0.00	369.00	0.00	0.00		
Total Promotional Product Revenue	319.00	54.00	503.00	38.00	38.00	50.00	0.00
Grants							
Department of Fire Programs	0.00	14,000.00	8,000.00	8,000.00	8,000.00		8,000.00
Bluemont Grant	5,000.00	0.00	0.00	0.00	0.00		
Total Grants	5,000.00	14,000.00	8,000.00	8,000.00	8,000.00	0.00	8,000.00
Donations							
Bike Rodeo	1,120.00	0.00	150.00	250.00	250.00		
Bone Marrow Screening	10,446.00	0.00	0.00	0.00	0.00		
Total Donations	11,566.00	0.00	150.00	250.00	250.00	0.00	0.00
Interest Income	6,044.67	14,106.92	16,426.29	2,572.63	9,000.00	12,500.00	6,480.00
Miscellaneous Income	1,855.74	1,182.67	5,453.32	47,901.27	47,901.27		0.00
Total Other Revenue	24,785.41	29,343.59	30,532.61	58,761.90	65,189.27	12,550.00	14,480.00
Penalty Income							
Leases	0.00	0.00	516.20	0.00	0.00		
Business Penalty	120.78	0.00	0.00	0.00	0.00		
Personal Property Tax Penalty	218.71	84.18	352.92	13.77	13.77		
Real Estate Tax Penalty	651.16	1,049.48	1,809.49	305.16	305.16	200.00	
Penalty Income - Other	41.76	96.51	4.31	89.78	89.78		
Total Penalty Income	1,032.41	1,230.17	2,682.92	408.71	408.71	200.00	0.00
S/Total Operating Income	1,362,630.81	1,443,558.03	1,381,500.46	1,058,051.22	1,381,315.57	1,278,135.00	1,202,723.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: Operating Expenses

Description:

The Operating Expenses Budget includes the Town Hall budget, salaries of the non-Police full and part-time staff and benefits for all employees of the Town. Additionally this budget includes the administrative share of office expenses at the Police Department building and bond, liability and worker's compensation expenses.

The expenses related to the Town Building Official, Town Engineer (through a contract with the engineering firm of Burgess and Niple) and Storm Water and Erosion Control inspection (through a contract with the Prince William Soil and Water Conservation District) are also included in the Operating Expenses budget.

The Town Manager, working at the direction of the Mayor and Town Council carries out the policies of the Council and manages the daily operation of the Town.

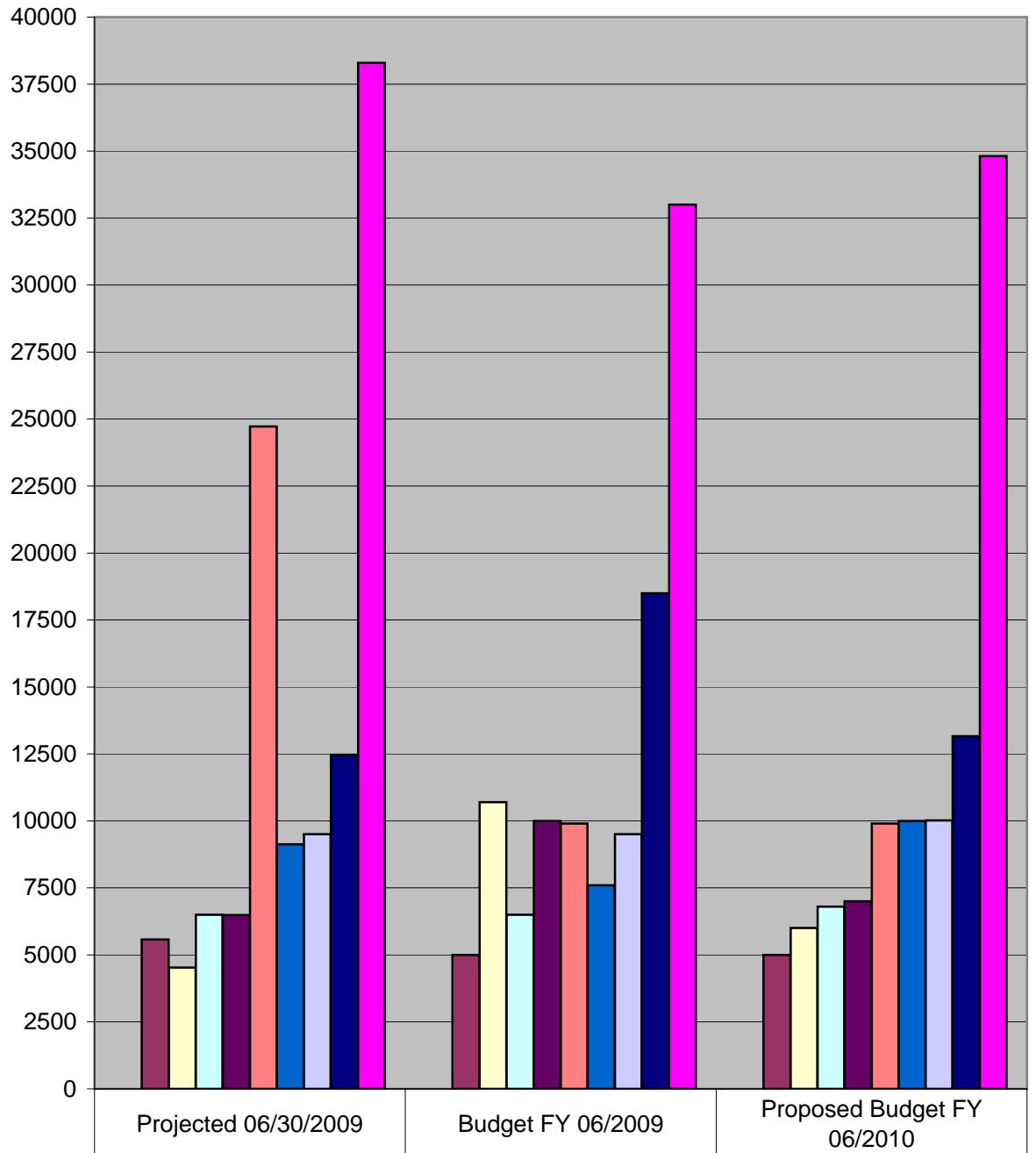
The Town Clerk provides administrative support to the Mayor and Council handles citizen inquiries, acts as the grants manager and assists the Town Manager as required.

The Deputy Clerk serves as back-up to the Town Clerk as well as providing assistance to the Town Treasurer by handling the daily accounting duties associated with collection of receivables and payment of bills.

The Administrative Assistant provides assistance and administrative support to the Mayor, Town Manager and other town staff.

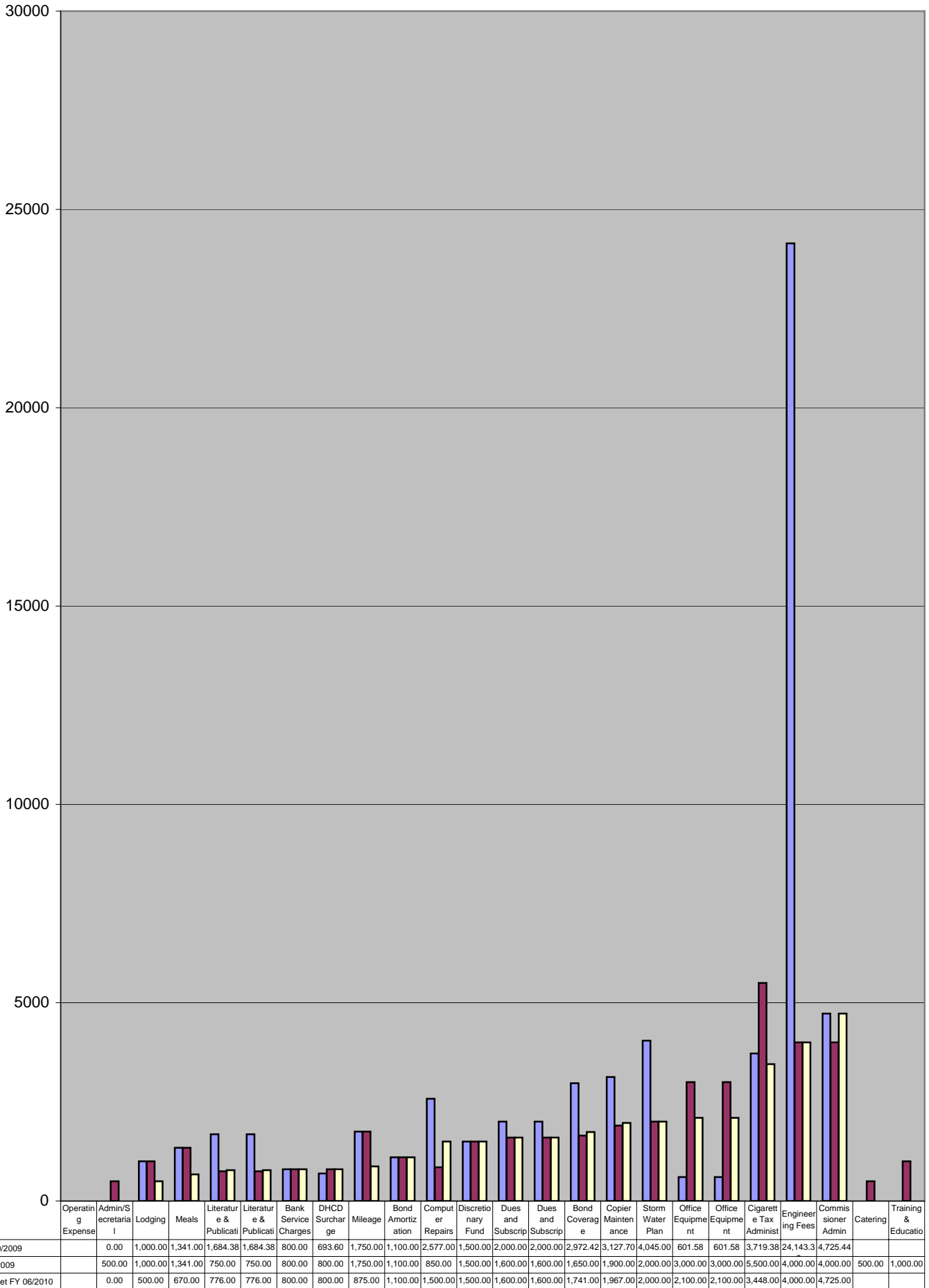
The total Operating Expenses budget \$132,798.00, is a reduction of \$5,500.00 from the 2008/09 budget due mainly to holding most items to the previous year levels. the increase in health insurance costs.

Operating Expenses - Greater Than \$5,000



	Projected 06/30/2009	Budget FY 06/2009	Proposed Budget FY 06/2010
Operating Expenses Greater Than \$5,000			
Leased Equipment	5,570.24	5,000.00	5,000.00
Postage and Delivery	4,522.72	10,700.00	6,000.00
Advertising	6,500.00	6,500.00	6,800.00
Printing and Reproduction	6,486.60	10,000.00	7,000.00
Building Official	24,718.11	9,900.00	9,900.00
Office Supplies	9,124.28	7,600.00	10,000.00
Disability/Life Insurance	9,500.00	9,500.00	10,023.00
Worker's Compensation	12,472.00	18,500.00	13,158.00
Liability Insurance	38,296.00	33,000.00	34,815.00

Operating Expenses Under \$5,000



Operating Expenses

	ACTUAL			04/01/2009	Projected 06/30/2009	Budget 06/30/2009	Proposed
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08				Budget 06/30/2010
OPERATING EXPENSE							
Expense							
Admin/Secretarial	8,692.81	273.00	318.72	0.00	0.00	500.00	0.00
Advertising	6,605.88	7,769.90	6,811.02	6,306.41	6,500.00	6,500.00	6,800.00
Bad Debts Expense	0.00	0.00	0.00	0.00	0.00		0.00
Bank Service Charges	322.08	285.18	648.85	565.26	800.00	800.00	800.00
Bond Amortization Expense	885.39	1,025.52	1,025.52	598.22	1,100.00	1,100.00	1,100.00
Catering	447.51	127.09	234.64	0.00		500.00	
Cigarette Tax Administration	7,025.69	6,946.91	5,922.32	1,859.69	3,719.38	5,500.00	3,448.00
Commissioner Admin Fee	6,137.40	6,742.07	4,797.81	2,362.72	4,725.44	4,000.00	4,725.00
Decorations	1,237.64	0.00	0.00	0.00	0.00		0.00
DHCD Surcharge	2,330.76	671.33	481.32	346.80	693.60	800.00	800.00
Disability/Life Insurance	5,195.12	5,983.50	9,704.44	7,121.26	9,500.00	9,500.00	10,023.00
Discretionary Fund	3,800.56	1,639.39	535.37	514.50	1,500.00	1,500.00	1,500.00
Insurance							
Bond Coverage	1,486.21	1,486.21	1,486.21	1,486.21	2,972.42	1,650.00	1,741.00
Liability	20,894.00	23,883.00	29,584.00	30,996.00	38,296.00	33,000.00	34,815.00
Worker's Compensation	6,724.00	4,176.00	5,200.00	6,236.00	12,472.00	18,500.00	13,158.00
Total Insurance	29,104.21	29,545.21	36,270.21	38,718.21	53,740.42	53,150.00	49,714.00
Office Expenses							
Dues and Subscriptions	2,179.95	2,414.10	2,507.15	1,959.31	2,000.00	1,600.00	1,600.00
Leased Equipment	2,954.55	6,013.67	3,538.15	2,785.12	5,570.24	5,000.00	5,000.00
Literature & Publications	4,037.57	3,158.46	2,707.16	842.19	1,684.38	750.00	776.00
Office Equipment	1,369.76	1,359.14	1,020.91	300.79	601.58	3,000.00	2,100.00
Office Supplies	7,441.55	7,843.44	6,380.77	4,562.14	9,124.28	7,600.00	10,000.00
Postage and Delivery	5,321.59	6,566.45	5,006.70	2,261.36	4,522.72	10,700.00	6,000.00
Printing and Reproduction	4,017.45	3,792.79	8,062.33	3,243.30	6,486.60	10,000.00	7,000.00
Repairs/Maintenance							
Copier Maintenance	2,080.00	0.00	2,340.02	1,563.85	3,127.70	1,900.00	1,967.00
Computer Repairs	6,107.20	1,455.00	560.00	2,577.00	2,577.00	850.00	1,500.00
Yard/Bldg. Maintenance	360.70	0.00	4,570.00	0.00	0.00		
Total Repairs/Maintenance	8,547.90	1,455.00	7,470.02	4,140.85	5,704.70	2,750.00	3,467.00
Total Office Expenses	35,870.32	32,603.05	36,693.19	20,095.06	35,694.50	41,400.00	35,943.00
Professional Services							
Building Official	35,290.00	27,980.00	20,369.47	14,418.90	24,718.11	9,900.00	9,900.00
Engineering Fees	5,145.74	5,281.00	13,564.50	24,143.39	24,143.39	4,000.00	4,000.00
Storm Water Plan Review/Inspect	4,680.00	5,639.00	4,030.00	4,045.00	4,045.00	2,000.00	2,000.00
Total Professional Services	45,115.74	38,900.00	37,963.97	42,607.29	52,906.50	15,900.00	15,900.00
Training & Education	821.85	2,342.23	1,374.20	1,794.20		1,000.00	
Travel & Ent							
Entertainment	0.00	0.00	870.17	0.00			0.00
Lodging	383.55	355.30	383.55	451.35	1,000.00	1,000.00	500.00
Meals	113.26	0.00	100.00	100.00	1,341.00	1,341.00	670.00
Mileage	424.84	355.54	1,640.12	1,631.92	1,750.00	1,750.00	875.00
Total Travel & Ent	921.65	710.84	2,993.84	2,183.27	4,091.00	4,091.00	2,045.00
Total Operating Expenses	154,514.61	135,565.22	145,775.42	125,072.89	174,970.84	146,241.00	132,798.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: **Town Council, Boards and Commissions**

Description:

The Town of Haymarket operates under the Mayor-Council form of government. The elected Mayor and six Council members exercise all legislative responsibility including determining policy by adopting ordinances and resolutions, appropriating money and making budgetary and other financial decisions and generally providing for the health, safety and welfare of the citizens of Haymarket.

Under the Charter of the Town of Haymarket, the Mayor has the responsibility of presiding over all Council meetings and acting as the acknowledged head of the town government. The Mayor votes on Council decisions only in case of a tie. However the Mayor does have veto authority over votes taken by Council.

Meetings of the Town Council are held on the first Monday of each month at 7:00 PM.

The Town Council appoints members of other Boards and Commissions which advise the Council on issues affecting the town. Those Boards and Commissions include:

Planning Commission – meets on the second Monday of each month

Architectural Review Board – meets on the third Wednesday of each month

Historical Commission – meets as required

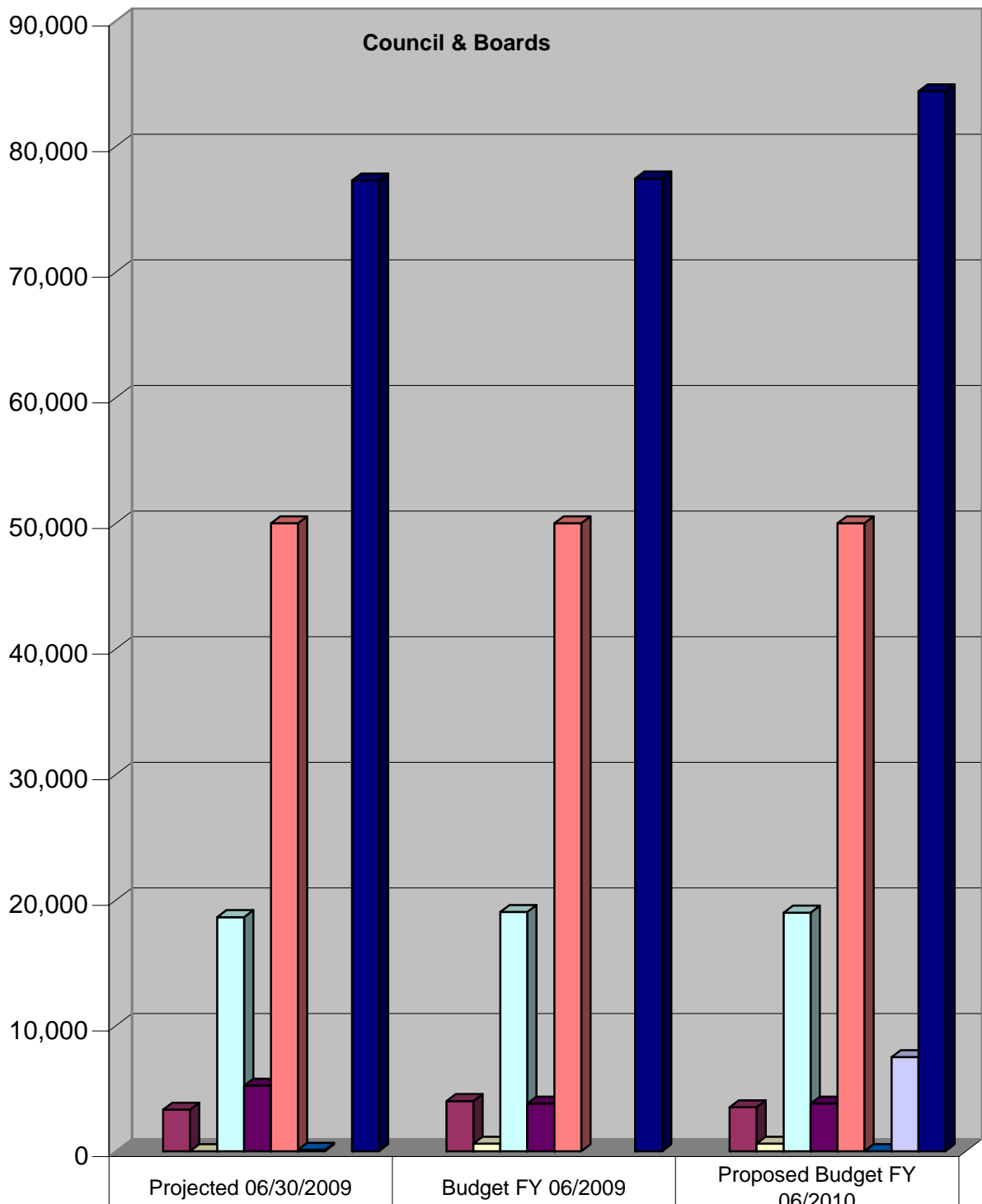
Board of Zoning Appeals – meets as required

The Council, Boards and Commissions Budget increased by \$25,708.00 over the 2008/09 budget due to:

The cost for a new part-time position, Town Planner, is included in the amount of \$7,500.00.

The inclusion of a budget reserve amount of \$18,758.00 for emergencies and other items not budgeted for in the 2009/10 budget.

Other costs related to this budget were held at the 2008/09 levels or below including ARB expenses which were reduced by \$500.00 to reflect the actual expenses for 2008/09.



■ Council & Boards			
■ Architectural Review Board	3,317.14	4,000.00	3,500.00
■ Historical Commission	0.00	600.00	600.00
■ Mayor and Council	18,642.86	19,050.00	19,000.00
■ Planning Commission	5,220.00	3,800.00	3,800.00
■ Legal Fees	50,000.00	50,000.00	50,000.00
■ National Trust	115.00	0.00	0.00
■ Planning Position			7,500.00
■ Totals	77,295.00	77,450.00	84,400.00

Council and Boards

	ACTUAL				Projected	Budget	Proposed Budget
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08	04/01/2009	06/30/2009	06/30/2009	06/30/2010
Council & Boards							
Architectural Review Board	4,565.00	1,335.00	3,660.00	1,935.00	3,317.14	4,000.00	3,500.00
Historical Commission	1,305.00	540.00	0.00	0.00	0.00	600.00	600.00
Mayor and Council	23,348.00	18,977.35	21,775.00	10,875.00	18,642.86	19,050.00	19,000.00
Planning Commission	4,510.00	4,125.00	5,415.00	3,045.00	5,220.00	3,800.00	3,800.00
Legal Fees	56,097.20	39,641.77	36,718.63	25,782.50	50,000.00	50,000.00	50,000.00
Council & Consultants (1099s)							
Budget Worksession	1,450.00	0.00	0.00	0.00	0.00		0.00
Temporary Office Help	715.33	0.00	0.00	0.00	0.00		0.00
Historical Commission					0.00		0.00
Dues & Subscriptions	26.00	0.00	0.00	0.00	0.00		0.00
National Trust	25.00	115.00	115.00	115.00	115.00		0.00
Office Supplies	71.96	411.58	0.00	0.00	0.00		0.00
Projects	7,277.25	0.00	0.00	0.00	0.00		0.00
Training/Travel/Conference	0.00	0.00	0.00	8.00	8.00		0.00
Historical Commission - Other	135.00	0.00	0.00	0.00			
Total Historical Commission	7,535.21	526.58	115.00	123.00	123.00	0.00	0.00
Planning Position							7,500.00
Total Council & Consultants (1099s)	9,700.54	526.58	115.00	123.00	123.00	0.00	0.00
Reserve							18,758.00
Total Council & Boards	99,525.74	65,145.70	67,683.63	41,760.50	77,303.00	77,450.00	103,158.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: **Town Hall**

Description:

Town Hall expenses include those costs associated with the part of the Town Hall building that housed the staff, staff costs including pay and benefits and charges for the Chief Financial Officer and the Audit expense.

Significant changes to this budget include:

Expenses that are ongoing even though the staff has moved such as cleaning have been held at the 2008/09 levels or below.

PWC Board of Elections – to cover the cost of elections in 2010.

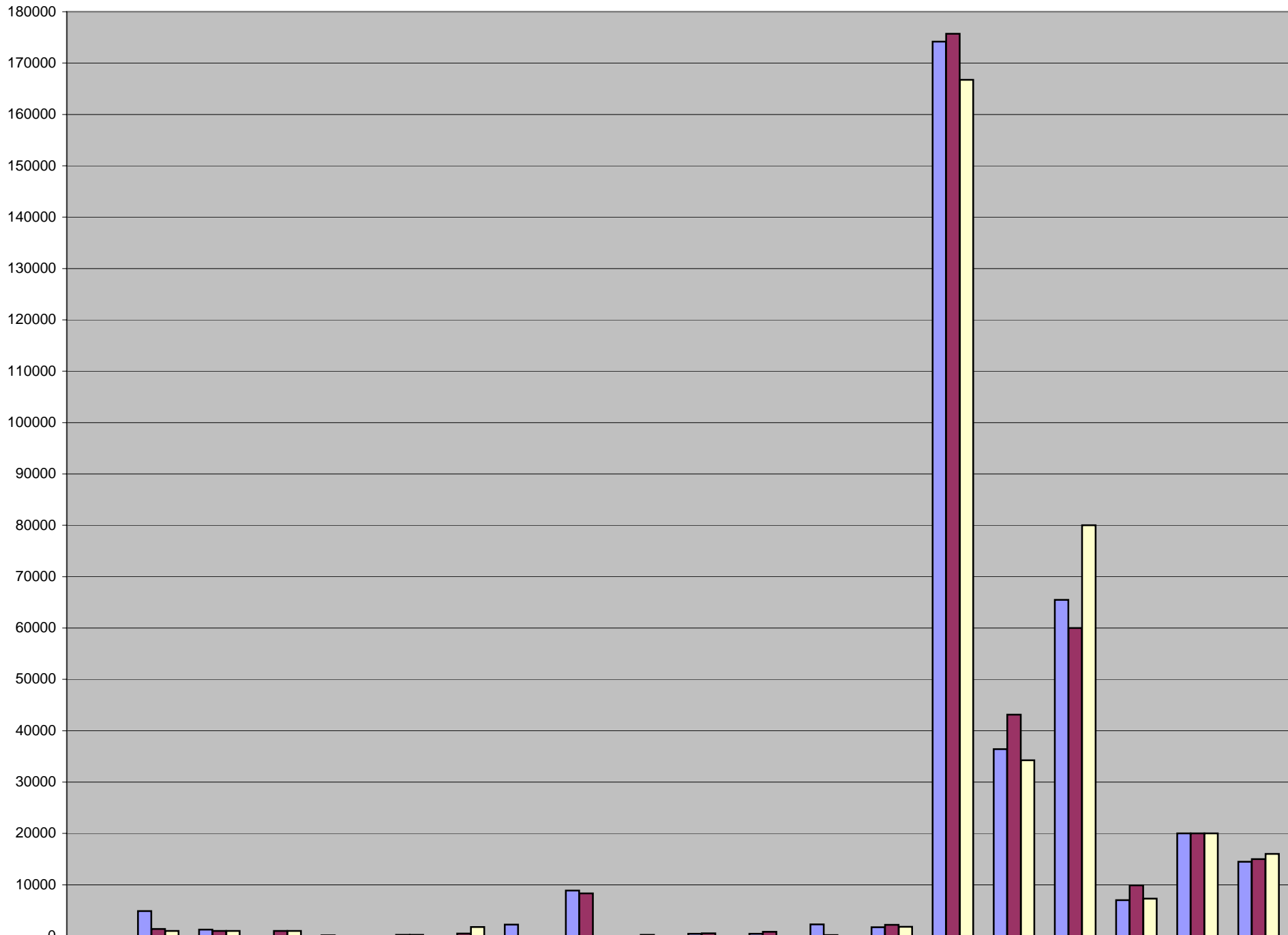
All utilities have been removed from the budget, a reduction of \$10,189.00.

Payroll costs reflect a recommended 3.5% cost of living increase for the Town Hall staff.

Health insurance costs which are paid for both Town Hall and Police staff from this budget have increased \$20,000 for 2009/10.

Costs for the Chief Financial Officer and the Audit are being held at 2008/09 levels.

Town Hall



■ Projected 06/30/2009		4,868.57	1,284.51	0.00	150.86	0.00	0.00	2,268.00	8,863.14	0.00	472.11	474.38	2,307.02	1,748.62	174,194.55	36,409.67	65,488.58	7,013.31	20,000.00	14,500.00
■ Budget FY 06/2009		1,400.00	1,000.00	1,000.00		250.00	500.00		8,329.00	250.00	560.00	850.00	200.00	2,200.00	175,710.00	43,116.00	60,000.00	9,900.00	20,000.00	15,000.00
■ Proposed Budget FY 06/2010		1,000.00	1,000.00	1,000.00	0.00	250.00	1,800.00							1,810.00	166,728.00	34,262.00	80,000.00	7,300.00	20,000.00	16,000.00

Town Hall

	ACTUAL			04/01/2009	Projected 06/30/2009	Budget 06/30/2009	Proposed Budget
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08				06/30/2010
Town Hall							
Alarm Monitoring	272.83	0.00	0.00	0.00	0.00		0.00
Cleaning	2,935.00	2,608.18	2,330.00	2,840.00	4,868.57	1,400.00	1,000.00
Internet & Website	7,255.19	0.00	664.05	749.30	1,284.51	1,000.00	1,000.00
Improvements	736.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Maintenance	2,459.93	2,056.90	88.00	88.00	150.86		0.00
Materials	565.98	0.00	0.00	0.00	0.00		0.00
Pest Control	0.00	73.11	0.00	0.00	0.00	250.00	250.00
PWC BOE	0.00	2,291.44	1,767.76	0.00	0.00	500.00	1,800.00
Storage	2,280.00	715.67	0.00	0.00	2,268.00		
Town Tags	2,238.65	858.19	0.00	0.00	0.00		0.00
Utilities							
Electric	5,663.22	1,985.33	2,794.25	7,878.35	8,863.14	8,329.00	
Gas	53.75	0.00	0.00	0.00	0.00	250.00	
Internet Server	0.00	653.23	299.75	419.65	472.11	560.00	
Long Distance	574.10	664.44	624.89	421.67	474.38	850.00	
Telephone	2,715.62	465.97	1,586.81	2,050.68	2,307.02	200.00	
Water	9.42	160.00	0.00	0.00			
Total Utilities	9,016.11	3,928.97	5,305.70	10,770.35	12,116.64	10,189.00	0.00
Total Town Hall	27,759.69	12,532.46	10,155.51	14,447.65	20,688.59	14,339.00	5,050.00
Administration							
Payroll Burden (Town Hall)							
Payroll Processing Fees	25,661.49	31,252.10	36,737.11	1,100.00	1,748.62	2,200.00	1,810.00
Salaries & Wages	335,881.94	378,630.58	177,048.27	135,386.55	174,194.55	175,710.00	166,728.00
Employer Payroll Taxes	1,277.24	622.19	1,075.74	20,926.57	36,409.67	43,116.00	34,262.00
Health Insurance	37,459.61	43,552.20	75,970.45	49,788.58	65,488.58	60,000.00	80,000.00
Retirement Contributions	8,264.98	6,700.18	7,411.75	4,025.27	7,013.31	9,900.00	7,300.00
Total Payroll Burden (Town Hall)	408,545.26	460,757.25	298,243.32	211,226.97	284,854.73	290,926.00	290,100.00
Chief Financial Officer	16,802.50	19,789.00	17,463.25	11,655.00	20,000.00	20,000.00	20,000.00
Audit	11,900.00	14,700.00	15,000.00	14,500.00	14,500.00	15,000.00	16,000.00
Total Town Hall	465,007.45	507,778.71	340,862.08	251,829.62	340,043.32	340,265.00	331,150.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: Museum

Description:

The Town Museum features items of historic significance to the Town and presents them in displays and other activities for patrons. With the sale of the Town Hall property, the Town has begun to use the Museum for Town Council, Planning Commission and Architectural Review Board meetings. Beginning in January 2009, the Museum was closed to the public in order to accommodate the meeting requirements.

During the period of closure the Museum is using the Internet to continue to provide information about the Town and its history. A web site, www.haymarketmuseum.org has been developed which provides a virtual tour of the museum as well as information about the history of the Town.

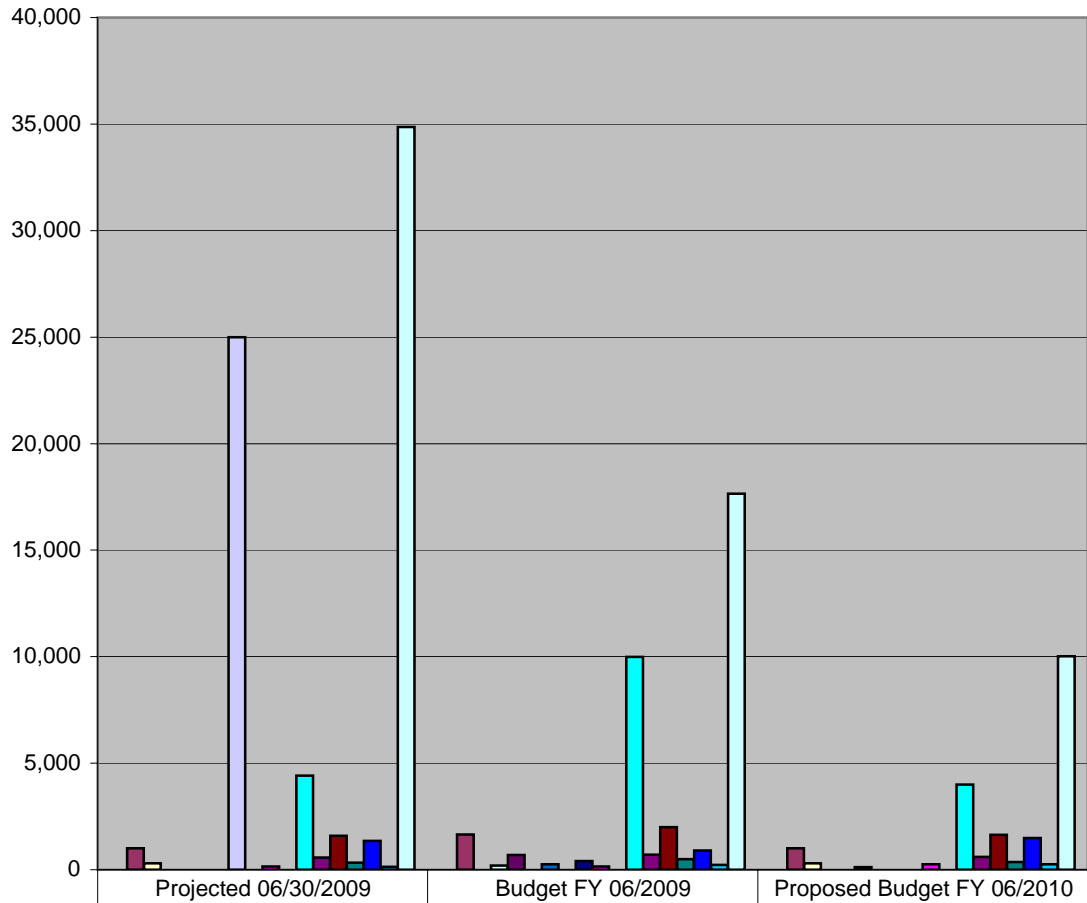
In February 2009, the Museum experienced flooding damage as the result of burst sprinkler system pipes. The resulting insurance reimbursement was used to repair the building and to establish a small reserve fund for future repairs and maintenance on the building.

The 2009/10 Museum Budget has been reduced by \$7,000.00 from 2008/09 to reflect the limited use of the building. The continued salary expenses are for the development and continued update of the new Museum Web Site.

The Museum budget has been reduced due to the reduction in the use of the facility while ongoing repairs are being made and the usage plan for the facility is being developed.

A significant change to this budget is the reduction in hours and pay for the Museum Curator in the amount of \$5,996.00 to reflect the lowered usage of the facility.

Museum



	Projected 06/30/2009	Budget FY 06/2009	Proposed Budget FY 06/2010
■ Museum			
■ Advertising/Marketing	1,000.00	1,650.00	1,000.00
□ Website	300.00		300.00
□ Dues & Subscriptions		200.00	
■ Inventory/Furn/Oper Exp		685.00	0.00
■ National Trust			115.00
■ Office Supplies		250.00	0.00
□ Repairs	25,000.00		
■ Repairs/Painting Exterior		400.00	0.00
■ Security System	150.00	150.00	260.00
■ Site Recovery			
■ Staff - Museum	4,410.36	9,996.00	4,000.00
■ DSL	575.88	700.00	600.00
■ Communications	1,592.42	2,000.00	1,640.00
■ Electric	331.99	500.00	364.00
■ Gas	1,358.14	900.00	1,494.00

Museum

	ACTUAL			04/01/2009	Projected 06/30/2009	Budget 06/30/2009	Proposed
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08				Budget 06/30/2010
Museum							
Advertising/Marketing	13.00	207.00	0.00	0.00	1,000.00	1,650.00	1,000.00
Website					300.00		300.00
Dues & Subscriptions	0.00	162.97	100.00	40.00		200.00	
Inventory/Furn/Oper Exp	571.98	0.00	145.36	0.00		685.00	0.00
National Trust							115.00
Office Supplies	0.00	375.30	403.68	2.86		250.00	0.00
Repairs	0.00	1,088.43	0.00	88.11	25,000.00		
Repairs/Painting Exterior	0.00	75.00	0.00	0.00		400.00	0.00
Security System	445.00	0.00	1,176.00	0.00	150.00	150.00	260.00
Site Recovery	600.00	0.00	0.00	0.00			
Staff - Museum	0.00	0.00	6,493.85	2,572.71	4,410.36	9,996.00	4,000.00
Utilities							
DSL	0.00	440.48	527.89	335.93	575.88	700.00	600.00
Communications	2,051.53	3,829.61	1,605.32	928.91	1,592.42	2,000.00	1,640.00
Electric	98.10	0.00	300.58	193.66	331.99	500.00	364.00
Gas	664.53	1,203.25	897.89	792.25	1,358.14	900.00	1,494.00
Water/Sewer	94.00	29.80	111.52	68.79	137.58	225.00	248.00
Total Utilities	2,908.16	5,503.14	3,443.20	2,319.54	3,996.01	4,325.00	4,346.00
Total Museum	4,538.14	7,411.84	11,762.09	5,023.22	34,856.37	17,656.00	10,021.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: Public Safety

Description:

The 2009/10 Police Department budget of \$352,243.00 is a decrease from the 2008/09 Budget due to reductions in expense items including vehicle related costs, training and other administrative items. With the purchase of new police vehicles in 2008/09 a nearly 50% reduction in the maintenance and fuel costs is expected.

The Haymarket Police Department consists of the Chief, a Sergeant, three Officers and an Administrative Assistant. To complement these full-time positions the force also has five auxiliary officers who serve as back-up to the full-time force. The Police Department provides seven day, sixteen hour coverage and relies on the Prince William County Police Department to cover the remaining 56 hours per week. The Haymarket Police force also assists the Prince William County Police Department with calls outside of the Haymarket corporate limits and are tied to the County Dispatcher

The lease/purchase of a new Police vehicle originally recommended for 2008/09 is recommended through the Capital Improvement Program and the use of Meals Tax revenue. The vehicles will be leased for three years. At the end of that lease period the Town can either purchase the vehicles or replace them with a new leased vehicle. By replacing vehicles on a regular schedule through the CIP, the Town improves the reliability of its fleet while reducing the cost for maintenance and upkeep.

The Budget includes \$31,920.00 from the State “599” grant program.

The final staff review of the Police Budget resulted in additional reductions which reduced the overall budget by \$20,300.00 from the 2008/09 budget.

Significant changes to this budget include:

10% to 15% reductions in the Equipment, Legal, Office Supplies, Travel, Uniforms and Uniform Maintenance line items.

The Equipment line item reduction reflects the move of the cost of outfitting two new vehicles, \$5,000.00, to the CIP.

Vehicle Maintenance was reduced to reflect the use of newer cars and the elimination of the older, high-maintenance vehicles.

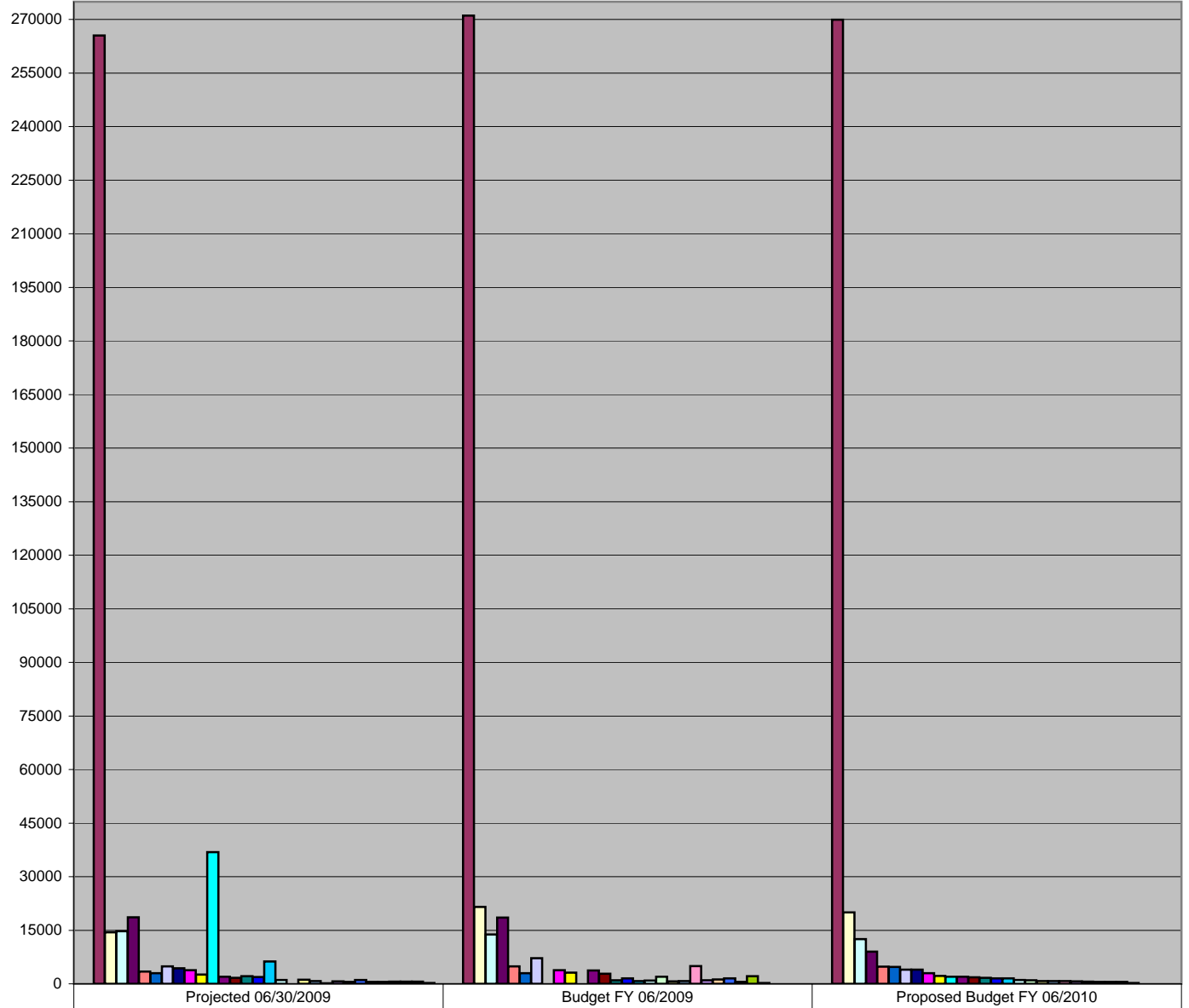
During the 2008/09 year the Police Department posted the following work-load numbers:

**Haymarket Town Police Statistics
From
July 2008 to April 2009**

Activity	July 08	August 08	September 08	October 08	November 08	December 08	January 09	February 09	March 09	April 09	Total
Mileage	5495.5	4755	4373	3829	3436	4093	4396	4886	4892.5	4494	44650
Gas	415.4	428.5	441.3	311.6	213	342.9	389	412	477.7	383.8	3815.2
Warning Tickets	72	143	33	38	39	42	34	52	19	30	502
Parking Tickets	2	81	0	9	5	28	23	7	6	15	176
Uniform Traffic Summons	220	181	172	100	89	129	87	114	149	122	1363
Criminal Felony	0	0	0	0	0	1	1	0	3	2	7
Criminal Misdemeanor	10	11	0	1	1	3	3	1	6	3	39
Reports	7	9	7	6	3	5	8	13	12	9	79
Complaints	212	202	445	247	235	210	243	311	335	353	2793
Accidents	10	4	3	1	1	3	6	0	7	6	41
Hours Worked	755.5	975.5	1123	705	749.5	838.5	853	890	1002.5	932.5	8825

- | | | |
|---------------------------|-----------------------------|------------------------------|
| 1. Lost Children = 3 | 13. Shoplifting = 1 | 25. Car Fire = 1 |
| 2. Found Children = 3 | 14. Trespass = 2 | 26. Firearms Violation = 3 |
| 3. Disorderly Conduct = 7 | 15. B & E = 1 | 27. Traffic Obstruction = 4 |
| 4. Burglary = 1 | 16. Loud Party = 1 | 28. Dog at Large = 2 |
| 5. Noise Violation = 4 | 17. Alarm = 5 | 29. House Fire = 1 |
| 6. Suspicious Person = 14 | 18. Larceny = 5 | 30. Parking Complaint = 2 |
| 7. Accidents = 23 | 19. Funeral = 1 | 31. Vandalism = 2 |
| 8. Assist PWC = 45 | 20. Missing Juvenile = 3 | 32. Domestic = 7 |
| 9. Assist VSP = 21 | 21. Possession of Drugs = 2 | 33. Police Pursuit = 1 |
| 10. DIP = 1 | 22. Suspicious Vehicle = 7 | 34. 911 Hang Up = 1 |
| 11. Assault & Battery = 1 | 23. Warrant Service = 1 | 35. Juvenile Delinquency = 1 |
| 12. Hit & Run = 1 | 24. Medical Emergency = 2 | 36. Traffic Control = 3 |

Public Safety



	Projected 06/30/2009	Budget FY 06/2009	Proposed Budget FY 06/2010
Public Safety.			
Payroll Only (Public Safety)	265,559	271,089	269,983
Vehicle/Fuel	14,415	21,500	20,000
Legal	14,721	13,800	12,500
Vehicle/Maintenance	18,630	18,519	9,000
Verizon	3,400	4,900	4,800
Dues & Subscriptions	3,000	3,000	4,750
Office Supplies.	4,903	7,200	4,000
Electric	4,354		4,000
Uniforms	3,800	3,800	3,000
Uniform Maintenance	2,575	3,100	2,250
Grant Passthrough	36,873		2,000
Equipment Rental	1,980	3,725	1,980
Public Defender	1,646	2,800	1,800
Gas	2,124	1,000	1,700
Building Maintenance	1,900	1,500	1,500
Equipment	6,234	750	1,500
Advertising	1,100	900	1,100
Travel/Meals/Mileage	0	2,000	1,000
Cable	1,163	675	800
Discretionary Fund	750	750	750
Office Equipment	120	4,940	750
Promotional	683	1,000	700
Postage & Delivery	536	1,200	600
Water/Sewer	1,080	1,500	520

Public Safety

	ACTUAL				Projected 06/30/2009	Budget 06/30/2009	Proposed
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08	04/01/2009			Budget 06/30/2010
PUBLIC SAFETY							
Advertising	664.41	536.40	600.76	1,041.77	1,100.00	900.00	1,100.00
Payroll Only (Public Safety)	0.00	0.00	248,368.11	202,091.20	265,559.20	271,089.00	269,983.00
Building Maintenance	2,325.65	2,962.61	2,245.00	2,013.09	1,900.00	1,500.00	1,500.00
Communications							
Verizon Wireless	0.00	0.00	596.61	712.89	500.00	500.00	500.00
Verizon	0.00	0.00	4,180.39	3,780.76	3,400.00	4,900.00	4,800.00
Total Communications	0.00	0.00	4,777.00	4,493.65	3,900.00	5,400.00	5,300.00
Contractor/Temporary Help	209.68	1,470.70	0.00	0.00			
Discretionary Fund	364.59	371.86	1,455.49	56.52	750.00	750.00	750.00
Dues & Subscriptions	4,972.90	4,344.49	2,709.00	1,184.99	3,000.00	3,000.00	4,750.00
Equipment Rental	0.00	0.00	743.97	1,975.13	1,980.00	3,725.00	1,980.00
Equipment Maintenance	1,392.71	1,886.40	589.90	0.00	500.00	2,100.00	500.00
Equipment	3,985.00	3,935.54	2,566.39	1,233.80	6,233.80	750.00	1,500.00
Finance Charge	145.13	0.00	88.17	0.00	0.00		
K9 Expenses	2,098.52	1,365.02	0.00	0.00	0.00		
Legal	13,002.50	16,852.50	15,868.75	8,587.50	14,721.43	13,800.00	12,500.00
Office Supplies.	5,948.48	10,519.78	6,667.38	2,859.87	4,902.63	7,200.00	4,000.00
Office Equipment	1,351.24	1,590.23	3,207.56	69.85	119.74	4,940.00	750.00
Postage & Delivery	0.00	0.00	1,158.44	312.53	535.77	1,200.00	600.00
Promotional	3,111.60	1,025.88	921.11	398.63	683.37	1,000.00	700.00
Public Defender	0.00	2,212.00	1,080.00	960.00	1,645.71	2,800.00	1,800.00
Recruitment	0.00	0.00	0.00	600.00	600.00		0.00
Rent (Police Dept.)	8,799.96	8,066.63	0.00	0.00	0.00		0.00
Security System	0.00	0.00	241.45	263.40	600.00	260.00	260.00
Travel/Meals/Mileage	0.00	326.24	200.63	0.00	0.00	2,000.00	1,000.00
Trng/Trvl/Dues	0.00	0.00	3,020.54	898.70	648.70		0.00
Uniforms	5,757.96	3,357.67	2,801.47	4,738.27	3,800.00	3,800.00	3,000.00
Uniform Maintenance	1,125.57	1,918.82	1,668.95	1,502.00	2,574.86	3,100.00	2,250.00
Utilities							
Cable	0.00	0.00	918.14	678.30	1,162.80	675.00	800.00
Electric	0.00	0.00	2,041.21	2,539.92	4,354.15		4,000.00
Gas	0.00	0.00	1,706.76	1,239.29	2,124.50	1,000.00	1,700.00
Water/Sewer	0.00	0.00	609.72	629.85	1,079.74	1,500.00	520.00
Utilities - Other	5,909.93	5,110.72	0.00	0.00			
Total Utilities	5,909.93	5,110.72	5,275.83	5,087.36	8,721.19	3,175.00	7,020.00
Vehicle/Fuel	11,836.21	14,930.46	17,349.07	8,408.57	14,414.69	21,500.00	20,000.00
Vehicle/Maintenance	5,153.32	10,532.68	25,144.82	10,867.30	18,629.66	18,519.00	9,000.00
Grant Passthrough	795.00	113.50	12,822.07	6,873.00	36,873.00		2,000.00
Insurance Pass-Through	0.00	0.00	0.00	258.20	258.20		
Total Public Safety.	78,950.36	93,430.13	361,571.86	266,775.33	394,651.95	372,508.00	352,243.00

**Town of Haymarket
FY 2008/2009 Approved Budget**

Departmental Budget: Public Works

Description:

The Public Works budget includes the costs of trash removal, street cleaning, snow removal, building and grounds maintenance, electricity for street lights and other town maintenance activities. The budget for trash removal is expected to remain steady for the upcoming year while other public works areas have been reduced.

The trash removal contract was renegotiated with the current contractor, American Disposal Services in 2008. The negotiated annual escalation of the contract will mean a \$5,000.00 increase in the service

The total Public Works Budget increase of \$6,000.00 includes slight increases in snow removal and landscaping as well as a reduction in the cost of electric power for the town street lights.

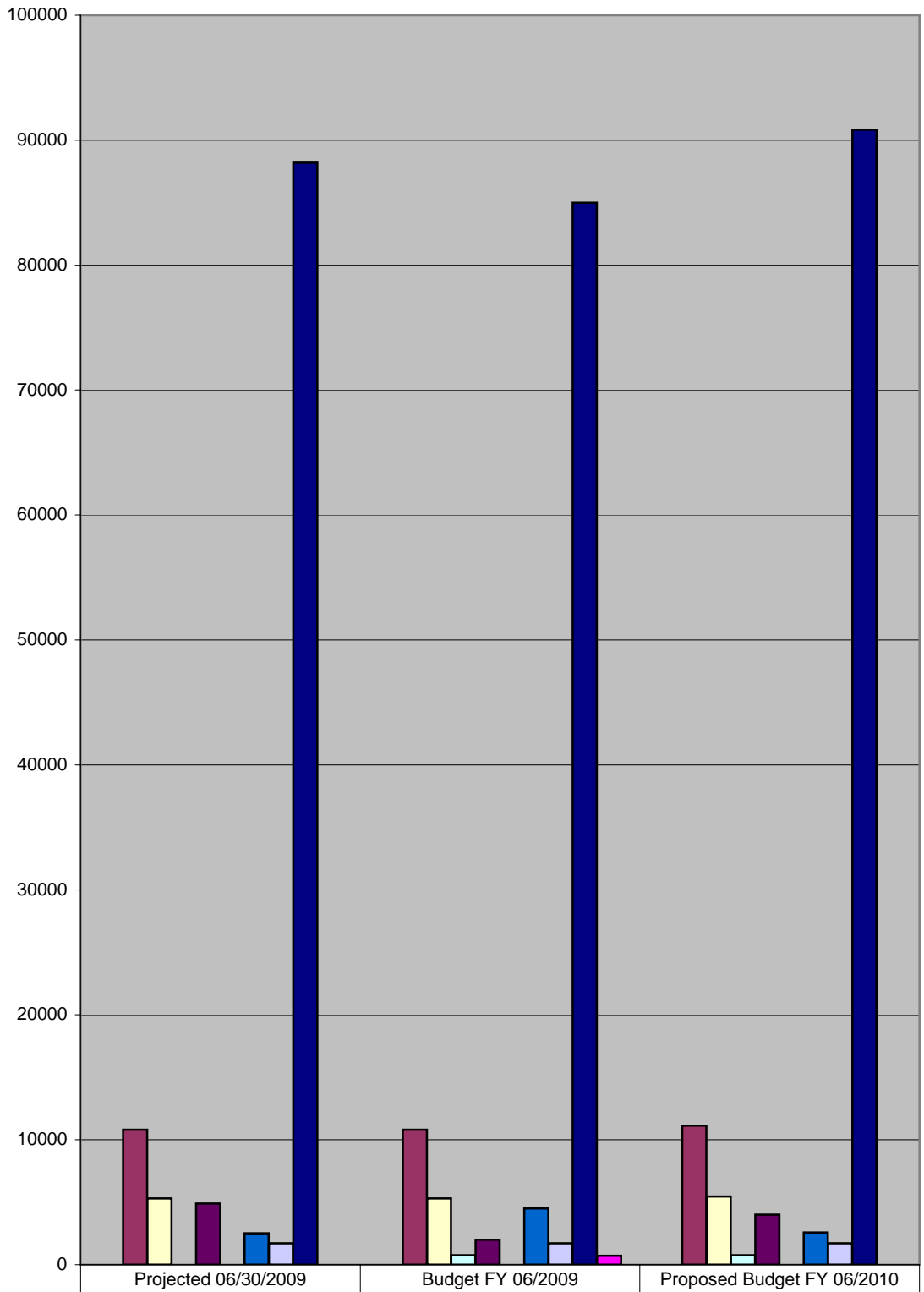
Significant changes to this budget include:

Slight increases to the landscaping, and snow removal expenses.

A \$5,850 increase in the trash removal contract based on the established annual increase built into the contract.

A \$2,000.00 increase in the snow removal budget.

Public Works



	Projected 06/30/2009	Budget FY 06/2009	Proposed Budget FY 06/2010
Public Works			
Landscaping	10,800.00	10,800.00	11,125.00
Maintenance Contract/Street	5,300.00	5,300.00	5,459.00
Outside Equipment		750.00	750.00
Snow Removal	4,887.50	2,000.00	4,000.00
Street Cleaning			
Street Light Electricity	2,511.34	4,500.00	2,587.00
Town Decorations	1,700.00	1,700.00	1,700.00
Trash Removal	88,201.87	85,000.00	90,850.00
Water Main Payment		704.00	

Public Works

	ACTUAL			04/01/2009	Projected 06/30/2009	Budget 06/30/2009	Proposed
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08				Budget 06/30/2010
Public Works							
Landscaping	9,066.99	9,968.00	10,953.00	8,420.00	10,800.00	10,800.00	11,125.00
Maintenance Contract/Street	6,390.30	8,495.25	5,058.28	3,925.00	5,300.00	5,300.00	5,459.00
Outside Equipment	1,592.88	0.00	0.00	0.00		750.00	750.00
Snow Removal	1,888.08	2,928.75	474.00	4,887.50	4,887.50	2,000.00	4,000.00
Street Cleaning	0.00	768.50	0.00	0.00			
Street Light Electricity	3,606.89	1,637.38	1,381.63	1,255.67	2,511.34	4,500.00	2,587.00
Town Decorations	279.60	6,629.05	0.00	0.00	1,700.00	1,700.00	1,700.00
Trash Removal	71,329.14	71,577.44	73,275.57	66,151.40	88,201.87	85,000.00	90,850.00
Water Main Payment	703.00	703.00	704.00	0.00		704.00	
Total Public Works	94,856.88	102,707.37	91,846.48	84,639.57	113,400.71	110,754.00	116,471.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

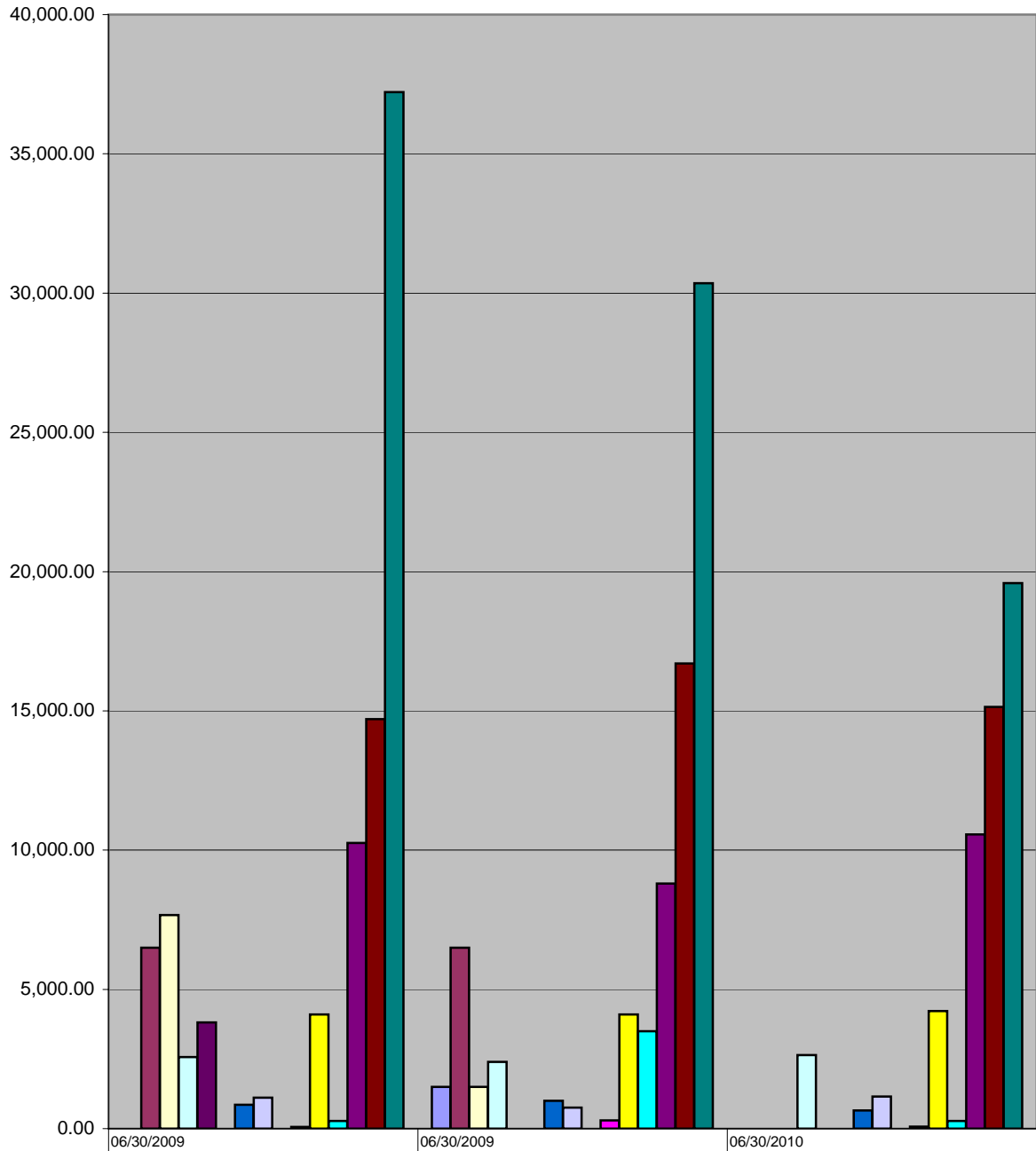
Departmental Budget: Town Center Property

Description:

This Town Center Property budget includes all costs related to the buildings and grounds at the Town Center. Costs include maintenance, pest control and utilities. These expenses items are required to keep the property and buildings in good operating condition for the renters. This budget assumes that the Town Center property will not be sold in 2009/10 and will require extensive maintenance and renovation. The budget for repairs and building improvements has been reduced by \$10,000.00 by moving those line items to the CIP. All other line items were held at or below actual 2008/09 levels.

The total Town Center Property Budget was reduced by approximately \$11,000.00 for 2009/10.

Town Center Property



	06/30/2009 Projected	06/30/2009 Budget	06/30/2010 Budget
■ Building Materials	0.00	1,500.00	
■ Building Improvements	6,500.00	6,500.00	
■ Building Repairs	7,664.19	1,500.00	
■ Cleaning	2,566.67	2,400.00	2,644.00
■ Electrical Services	3,809.33		
■ Inspections	0.00		
■ Leasehold Real Estate Tax	858.19	1,000.00	650.00
■ Pest Control	1,115.11	750.00	1,149.00
■ Utilities	0.00		
■ Old Post Office Utilities	66.00	300.00	68.00
■ Electric	4,101.44	4,100.00	4,225.00
■ Gas	272.68	3,500.00	280.00
■ Water/Sewage	10,259.85	8,800.00	10,568.00
■ Total Utilities	14,699.97	16,700.00	15,141.00
■ Total Town Center Property	37,213.45	30,350.00	19,584.00

Town Center Property

	ACTUAL			04/01/2009	Projected 06/30/2009	Budget 06/30/2009	Proposed
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08				Budget 06/30/2010
Town Center Property							
Building Materials	122.92	1,015.28	601.60		0.00	1,500.00	
Building Improvements	1,101.31	2,150.93	3,062.01	950.04	6,500.00	6,500.00	
Building Repairs	7,777.91	25,666.42	6,581.48	5,748.14	7,664.19	1,500.00	
Cleaning	3,005.00	3,563.09	2,700.00	1,925.00	2,566.67	2,400.00	2,644.00
Electrical Services	0.00	0.00	0.00	2,857.00	3,809.33		
Inspections	0.00	1,575.00	0.00		0.00		
Leasehold Real Estate Tax	753.50	255.62	965.21	643.64	858.19	1,000.00	650.00
Pest Control	774.78	808.16	763.22	836.33	1,115.11	750.00	1,149.00
Utilities					0.00		
Old Post Office Utilities	282.06	66.08	66.00	49.50	66.00	300.00	68.00
Electric	7,327.53	10,891.01	10,834.54	3,076.08	4,101.44	4,100.00	4,225.00
Gas	3,552.32	484.13	597.00	204.51	272.68	3,500.00	280.00
Water/Sewage	4,647.11	7,634.02	8,985.62	7,694.89	10,259.85	8,800.00	10,568.00
Total Utilities	15,809.02	19,075.24	20,483.16	11,024.98	14,699.97	16,700.00	15,141.00
Total Town Center Property	29,344.44	54,109.74	35,156.68	23,985.13	37,213.45	30,350.00	19,584.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: Events

Description:

The Events Budget includes all expenses related to the various planned activities the Town of Haymarket provides. Over the past two years greater emphasis has been placed on the major events: Haymarket Day, Earth Day, the Town Christmas Party and the Summer Concert Series. The result was increased attendance, increased sponsorship, and increased revenue. The largest annual event, Haymarket Day, is expected to generate nearly 10,000 visitors to the Town.

The Town Council, in approving the meals tax in 2007/08, required that funding be added to the budget to pay for advertising and other marketing programs that bring people to the stores and restaurants in town. For 2009/10 that marketing amount, \$10,000.00, will be funded by meals tax revenues and is included in the Capital Improvement Program.

During 2009/10 the Town and the Haymarket business community will continue to collaborate on these and other events aimed at attracting more people to the community more often.

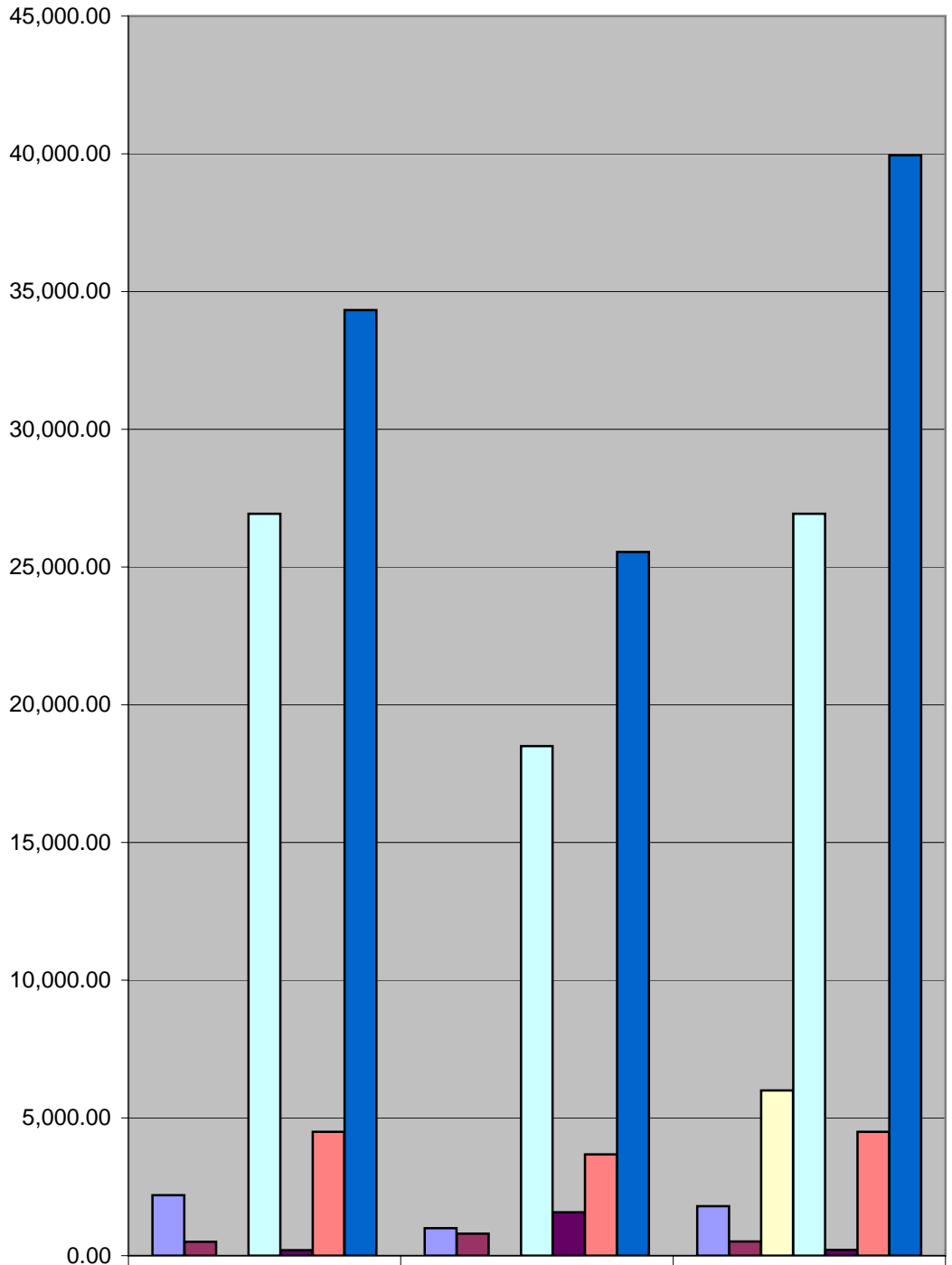
Other significant changes to the Events Budget include:

Expenses related to Haymarket Day have increased to the level of the actual cost of the 2008/09 event. That increase is \$8,430.00 higher than was budgeted in 2008/09 and is offset by revenues in the amount of \$28,175.00.

The National Night Out was held to last year's level of \$205.00

The cost of the summer Concert Series was increased by approximately \$800.00 to reflect the actual cost of those events.

Events



	Projected 06/30/2009	Budget FY 06/2009	Proposed Budget FY 06/2010
Christmas Party	2,193.58	1,000.00	1,800.00
Haymarket Beautification Day	505.33	800.00	510.00
Major Event Celebrations			6,000.00
Haymarket Day	26,930.04	18,500.00	26,930.00
National Night Out	203.50	1,575.00	205.00
Summer Concert	4,500.00	3,675.00	4,500.00
Total Events	34,332.45	25,550.00	39,945.00

Events

	ACTUAL			04/01/2009	Projected 06/30/2009	Budget 06/30/2009	Proposed
	Jul '05 - Jun 06	Jul '06 - Jun 07	Jul '07 - Jun 08				Budget 06/30/2010
Events							
Coats for Kids	0.00	0.00	0.00	0.00	0.00		
Bike Rodeo	966.95	1,188.20	296.92	0.00	0.00		
Bluemont Concert Series	10,000.00	0.00	0.00	0.00	0.00		
Bone Marrow Drive Screening	4,464.30	4,450.30	0.00	0.00	0.00		
Charrette	28,311.67	0.00	0.00	0.00	0.00		
Christmas Party	1,361.41	0.00	1,194.89	2,193.58	2,193.58	1,000.00	1,800.00
Equipment Rental	0.00	320.00	0.00	0.00	0.00		
Harvest Day	0.00	160.00	0.00	0.00	0.00		
Haymarket Beautification Day	0.00	1,155.61	2,136.09	505.33	505.33	800.00	510.00
Major Event Celebrations							6,000.00
Haymarket Day	3,487.72	18,621.74	19,031.66	26,930.04	26,930.04	18,500.00	26,930.00
National Night Out	0.00	6.12	2,456.01	203.50	203.50	1,575.00	205.00
Summer Concert	1,437.15	5,301.77	4,563.90	3,051.55	4,500.00	3,675.00	4,500.00
Total Events	50,029.20	31,203.74	29,679.47	32,884.00	34,332.45	25,550.00	39,945.00

**Town of Haymarket
FY 2009/2010 Approved Budget**

Departmental Budget: Debt Service

Description:

This budget includes all costs related to the debt on the Town Center Property and the Harrover Property. General Obligation Bonds related to the Town Center Property are contained in the operating budget. The General Obligation Bonds related to the Harrover property are contained in this year's Capital Improvement Program Budget.

Total Bonded Indebtedness

	June 30, 2009	June 30, 2010
Sun Trust Bonds (Town Center)	\$1,038,732.00	\$ 988,301.00
Sun Trust Bonds (Harrover Property)	\$1,350,000.00	\$1,275,000.00
Total Debt:	\$2,388,732.00	\$2,263,301.00

Town Center Debt

The principal balances on the current Town Center Debt are:

Sun Trust Bank Loans	June 30, 2009	June 30, 2010
Series 2004A	\$211,611.00	\$200,701.00
Series 2004B	\$313,453.00	\$299,923.00
Series 2004C	\$513,668.00	\$487,679.00
Total:	\$1,038,732.00	\$988,301.00

Under the current payment schedule, these bonds will be paid off in March, 2024.

The payment schedule is:

	Monthly	Total for 2009/10
Interest	\$3,910.16	\$46,922.00
Principal	\$4,202.58	\$50,431.00
Totals	\$8,112.74	\$97,353.00

Harrover Debt:

The principal balance on the Harrover debt at June 30, 2009 is \$1,275,000.00.

The Town makes a principal payment of \$75,000.00 in September of each year and makes interest payments of approximately \$4,300.00 each month. Under the current repayment schedule the bond will be paid off in September, 2025.

**Town of Haymarket
FY 2009/2010 Approved Budget**

**Proposed Five Year Capital Improvement Program
2009/10 Through 2013/2014**

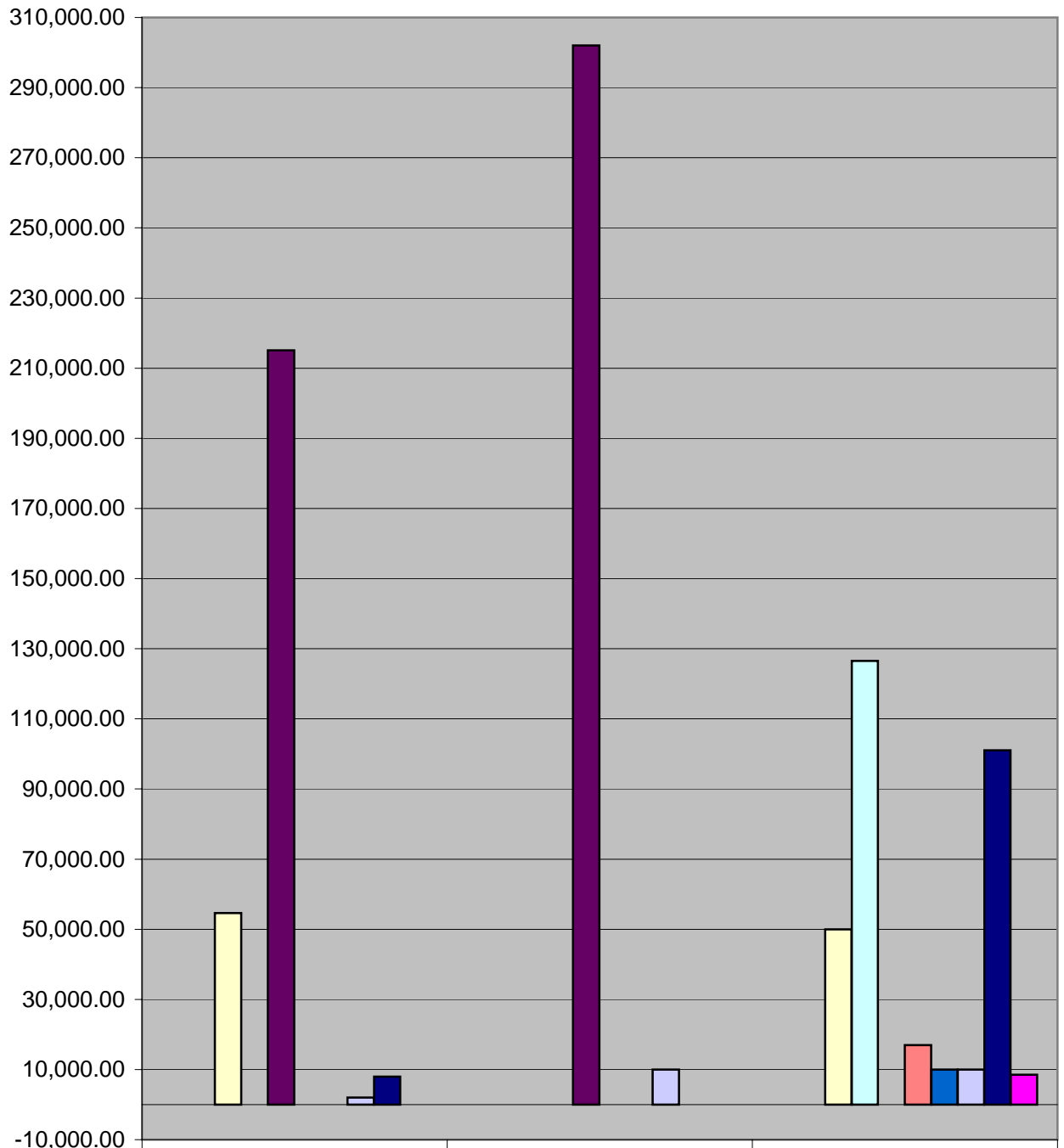
The Capital Improvement Program for 2009/10 includes items identified as long-term priorities for the Town but which are too costly to fund from the Town's General Fund. Those items have been defined as having a useful life of more than three years and a cost greater than \$5,000.00.

For the first time in the past two years the Town will have the ability to fund the CIP beyond the Streetscape and Washington Street beautification programs. That funding became available as the result of Budget Planning sessions for 2009/10. One decision in that planning process was to continue the meals tax at its current rate and to target the revenue derived from the plan for specific, defined expenses appropriated by the Town Council. The Capital Improvement Program is one area specifically identified for funding.

The attached 2009/10 CIP will be funded by the continuation of the meals tax. The identification of a funding source requires that we identify and prioritize the projects to be included, projects included but not funded and projects included but with a delayed start.

The attached CIP includes a list of all projects including those funded for 2009/10 and a more detailed description of all capital projects identified as important to the Town. All projects are listed although some are not funded for the current year. All projects and any additional projects identified during the coming months will be considered again as the 2010/11 budget is developed.

Capital Improvement Programs



	(Est) 06/2009	(Bud) 06/2009	(Pro) 06/2010
VDOT (EN) Funding	0.00		
SAFETEA-LU Funding	0.00		
Street Scape Construction	54,593.52		50,000.00
Harrover Debt			126,500.00
Unused Meals Tax Collections	215,117.52	302,000.00	
Police Cruisers			17,000.00
Computer Equipment			10,000.00
Advertising - Meals Tax	2,000.00	10,000.00	10,000.00
Development of Harrover	7,999.56		101,000.00
Capital Reserve			8,500.00

2009/10 Capital Improvement Program

Project or Capital Item	2009/10 Contribution	Justification	PC Ranking	Funding Source	PC Funding Recom'nd	Estimated Total Cost
New Town Hall		Replace Temporary Quarters	1	Proceeds from Sale of Town Hall, Bonds, Meals Tax, Stimulus Money	Yes	\$1,500,000
Sidewalks and Crosswalks (Street-Scape Program)	\$50,000	Walkable Town Requirement	2	Federal/State - 80% Meals Tax - 20%	Yes	\$2,500,000
Harrover Debt Service	\$126,500	Remove from Operating Budget	N/A	Meals Tax	Yes	\$126,500
Renovation of Town Center Property	\$101,000	Remove from Operating Budget	N/A	Meals Tax		\$100,000
Advertising for Town Businesses	\$10,000	Remove from Operating Budget	N/A	Meals Tax		\$50,000
Reserve Study		Provide Information for the Reserve Account	3	General Fund/Meals Tax	Yes	\$15,000
Police Vehicles	\$17,000	Reduce the cost of Maintenance and repair	5	Meals Tax	Yes	\$48,000
Trolley System		Need for Transportation alternatives	6	Meals Tax, Transportation Grant	Yes	\$91,000
Washington Street Beautification		Walkable Town Requirement	7	Meals Tax	Yes	\$10,000

Police Building Repair		Provide major repairs when needed	8	General Fund or Meals Tax	Yes	\$50,000
Computer Equipment	\$10,000	Assess and purchase hardware and software	9	Meals Tax	Yes	\$10,000
Reserves for Museum Maintenance		Provide major repairs as needed	10	Insurance Proceeds	Yes	\$15,000
Usage Design for Harrover Property		Develop a Town or Regional Recreation Area	11	Meals Tax	Yes	\$50,000
Capital Reserve Account	\$8,500	For Unplanned Expenses	N/A	Meals Tax	Yes	\$100,000
In-Car Computers		Improved Communication	12	Meals Tax	Yes	\$15,000
Tazers		Protection for Officers	13	Meals Tax	Yes	\$6,500
In-Car Cameras for Police Vehicles		Protection for Officers	14	Meals Tax	No	\$25,000
Ladar		Accurate detection of speeders	15	Meals Tax	No	\$5,000
Town Entrance Signs		Better delineation of Town limits	16	Meals Tax/Grants	Yes	\$15,000
Identification Sign on I-66		Information on Historic Haymarket	17	Meals Tax	Yes	\$15,000
2009/10 TOTAL	\$323,000			TOTAL - ALL PROJECTS:		\$4,747,000

requires a 20% match from the Town. That match will be funded using the earmarked revenue from the Meals Tax.

The Town also has available an additional \$480,000 in funds obtained with the help of Congressman Tom Davis. That money is also earmarked for Washington Street improvements and can be used to repair the damaged crosswalks as described in the Sidewalk and Crosswalk Repair priority below.

The Town Council has directed that most of the revenue derived from the meals tax be used for improvements to Washington street including our 20% match for any grant funds. The continuation of the sidewalk construction project was started in 2006/07 with the required Environmental Study and the Utility Field Inspection. Both of those steps are expected to be completed in early FY 2007/08 which will allow us to move ahead with construction later in the fiscal year.

Completion of the Streetscape project will likely take two to three years and may require additional grant funds. A new round of grant applications will be requested in November, 2007. We are currently assessing the best strategy for making application for that money.

The Town is responsible for the maintenance of all sidewalks and crosswalks once they are installed. Several of the crosswalks are over five years old and will need to be repaired in the Fall of 2007. The estimated cost of these initial repairs is \$75,000. Beyond those initial repairs we will plan to build a maintenance fund which will allow us to replace the remaining brick crosswalks as the need arises. The repairs will include replacing all existing brick crosswalks with "Stamped Asphalt" crosswalks. The Stamped Asphalt has the appearance of real brick but has a longer life and lower maintenance costs.

3. Harrover Property Debt Service

Priority: Essential Useful Life of the Project: Ten Years
Project Manager: Town Manager Source of Funding: Capital Fund – 100%
FY 09/10 Cost: \$126,500 FY 10/11 Cost: -0- FY 11/12 Cost: -0-
FY 12/13 Cost : -0- FY 13/14 Cost: -0-

Description: In order to balance the 2009/10 operating budget the Harrover Debt service was moved to the CIP. This change freed up funds for the operating budget and allowed the debt to be paid by the meals tax. The intent of the Town Council is to review this means of paying the debt service in 2010/11. At that time it may be moved back to the operating budget.

4. Renovation of Town Center Property

Priority: Essential Useful Life of the Project: Twenty Years
Project Manager: Town Manager Source of Funding: Capital Fund – 100%
FY 09/10 Cost: \$101,000 FY 10/11 Cost: \$30,000 FY 11/12 Cost: \$20,000
FY 12/13 Cost : \$10,000 FY 13/14 Cost: \$10,000

Description: The 2009/10 CIP was developed under the assumption that the sale of the Town Center property, which is under contract, will not occur. The property will continue to be listed for sale however, the town will be required to manage the property and generate income through lease of the office and other rental spaces. In order to prepare the property for long-term use a number of repair and renovation items will need to be addressed:

Repair/Replace heating and air conditioning systems
Replacement of water and sewer utilities

Stabilization of the Red Rooster building

Renovation of the Teaching the Basics building

General repair and maintenance of the Town Hall building

Stabilization of drainage around the Town Hall building.

5. Advertising Program for Town Businesses

Priority: Essential Useful Life of the Project: Ten Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$10,000 FY 10/11 Cost: \$10,000 FY 11/12 Cost: \$15,000
FY 12/13 Cost : \$15,000 FY 13/14 Cost: \$15,000

The Town Council has committed the use of meals tax proceeds for a long-term advertising campaign for the businesses in town. The program includes newspaper advertising throughout the year as well as special promotional programs such as the “Haymarket Passport” begun in 2009.

6. Reserve Study

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: \$20,000 FY 11/12 Cost: -0-
FY 12/13 Cost : -0- FY 13/14 Cost: -0-

The Planning Commission has recommended that a study of all assets of the town be conducted to determine the requirements for reserves to fund the maintenance of those assets. This recommendation was not funded for 2009/10.

7. Police Vehicles

Priority: Essential Useful Life of the Project: Four years
Project Manager: Police Chief Source of Funding: Meals Tax
FY 09/10 Cost: \$17,000 FY 10/11 Cost: \$10,000 FY 11/12 Cost: \$10,000
FY 12/13 Cost: \$ -0- FY 13/14 Cost: \$10,000

Description: In order to keep a reliable and low-maintenance fleet of police vehicles we will put all vehicles on a replacement schedule which will balance the maximum usage of the vehicles against the increasing cost of annual maintenance. That replacement schedule will require that we replace certain vehicles annually beginning with the 2009/10 capital budget. The two new replacement vehicles will be leased at an estimated cost of \$12,000 plus an additional \$5,000 for the outfitting of the vehicles. The CIP anticipates replacing one police vehicle in each of the next two years, then begin a replacement program which will insure that funding is available when maintenance costs indicate that replacement is due.

8. Trolley System

Priority: Essential Useful Life of the Project: Thirty Years
Project Manager: Town Manager Source of Funding: Grant Funds 70%,
Meals Tax 30%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: \$91,000 FY 11/12 Cost: \$100,000
FY 12/13 Cost: \$103,000 FY 13/14 Cost: \$107,000

Description: The Town and the State Department of Rail and Public Transportation (DRPT) have identified a need for public transportation in the Haymarket area an western Prince William County. The projected cost of a trolley system utilizing one vehicle is approximately \$270,000 which includes the cost of the vehicle and all annual operating costs. Under the terms of grant money available through DRPT the Town will be responsible for approximately 30% of the total cost or \$91,000. During budget deliberations for the 2009/10 budget it was decided that the maintenance and repair of the Town Hall property was a higher priority than the trolley system. As a result, funding for the trolley system was transferred to the Town Center Property program. The Council will consider the funding of the Trolley system with the 2010/11 Budget.

9. Washington Street Beautification

Priority: Essential Useful Life of the Project: Ten years
Project Manager: Town Manager Source of Funding: Meals Tax
FY 09/10 Cost: \$43,303 FY 10/11 Cost: \$25,000 FY 11/12 Cost: \$25,000
FY 12/13 Cost: \$15,000 FY 13/14 Cost: \$15,000

Description: While the Streetscape Program will cover most of the work to be done along Washington Street, additional projects on side streets and on Town-owned property will need to be funded. Projects may include extending the brick sidewalks along other downtown streets, installing street lights along those streets, and planting trees and flowers throughout the Town to match the plantings on Washington Street.

10. Continued Renovation and Repair of the Harrover Houses

Priority: Essential Useful Life of the Project: Ten years
Project Manager: Police Chief Source of Funding: Meals Tax
FY 09/10 Cost: \$ -0- FY 2010/11 Cost: \$30,000 FY 2011/12 Cost: \$10,000
FY 2012/13 Cost: \$5,000 FY 2013/14 Cost: \$5,000

Description: The renovation of the two homes on the Harrover property will need to continue annually. Although there will be need for roof repair of the vacant house, as well as improvements to the parking areas, landscaping, structural repairs and maintenance of both buildings the funding for that work will not be available until the 2010/11 budget year.

11. Computer Equipment

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$10,000 FY 10/11 Cost: \$10,000 FY 11/12 Cost: \$10,000
FY 12/13 Cost : \$10,000 FY 13/14 Cost: \$10,000

12. Reserves for Museum Maintenance

Priority: Essential Useful Life of the Project: Twenty Years
Project Manager: Town Manager Source of Funding: Insurance Proceeds – 100%
FY 09/10 Cost: -0- FY 10/11 Cost: \$2,500 FY 11/12 Cost: \$2,500
FY 12/13 Cost : \$2,500 FY 13/14 Cost: \$5,000

The Town Museum is an important historical building which preserves and presents the history of the Town. During 2009 a broken water pipe caused damage to the building which necessitated closing it while repairs were completed. Once the repairs are completed a decision will be made as to the usage of the building. If the Town Center property is sold, the Museum will need to be used as

13. Usage Design for the Harrover Property

Priority: Essential Useful Life of the Project: Twenty Years
Project Manager: Town Council Source of Funding: Capital Fund – 100%
FY 09/10 Cost: -0- FY 2010/11 Cost: -0- FY 2011/12 Cost: -0-
FY 2012/13 Cost: -0- FY 2013/14 Cost: -0-

The Harrover property presents an opportunity to develop a recreational area within the town limits to provide a variety of active and passive uses. The first step in the process of development for the property is to obtain a comprehensive design. The design will be prepared by an architectural or design firm experienced with town common areas. It is estimated that such a design will cost approximately \$50,000.

The need to move forward with this design will be determined by the sale of the Town Center property now on the market.

14. Capital Reserve Account

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$8,500 FY 10/11 Cost: \$25,000 FY 11/12 Cost: \$25,000
FY 12/13 Cost : \$50,000 FY 13/14 Cost: \$50,000

The Reserve account contains capital funds not earmarked for a project or purchase. It may be used during the year as specific capital needs and their accompanying costs are identified.

15. In-Car Computers - Police

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: \$10,000 FY 11/12 Cost: 10,000
FY 12/13 Cost : \$10,000 FY 13/14 Cost: \$10,000

In-car Police computers were identified as a capital need but were not funded for 2009/10.

16. Tazers

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: \$6,500 FY 11/12 Cost: -0-
FY 12/13 Cost : -0- FY 13/14 Cost: \$6,500

Tazers for the Police Department were identified as a capital need but were not funded for 2009/10.

17. In-Car Cameras - Police

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: \$25,000 FY 11/12 Cost: -0-
FY 12/13 Cost : -0- FY 13/14 Cost: \$25,000

In-car cameras for Police cars were identified as a capital need but were not funded for 2009/10.

18. Ladar Devices

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: \$5,000 FY 11/12 Cost: -0-
FY 12/13 Cost : \$5,000 FY 13/14 Cost: -0-

Ladar devices for Police vehicles were identified as a capital need but were not funded for 2009/10.

19. Town Entrance Signs

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: -0- FY 11/12 Cost: -0-
FY 12/13 Cost : -0- FY 13/14 Cost: -0-

Town entrance signs were identified as a capital need but were not recommended for funding.

20. Identification Signs on I-66

Priority: Essential Useful Life of the Project: Five Years
Project Manager: Town Manager Source of Funding: Meals Tax – 100%
FY 09/10 Cost: \$ -0- FY 10/11 Cost: \$20,000 FY 11/12 Cost: -0-
FY 12/13 Cost : -0- FY 13/14 Cost: -0-

Town Identification signs were identified as a capital need but were not recommended for funding.