



**TOWN OF HAYMARKET TOWN COUNCIL**  
**PUBLIC HEARING/CONTINUATION MEETING**  
**~ AGENDA ~**

Shelley M. Kozlowski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Wednesday, July 24, 2019

6:00 PM

Council Chambers

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**I. Call to Order**

**II. Public Hearing**

1. Public Notice
2. Proposed Budget Amendment #2

**III. Action Items**

1. DWI Ordinance

**IV. Updates**

1. Memorandum of Understanding - PWC Building Maintenance Code
2. VDOT Washington Street Paving

**V. House Resolution No. 4042 - Giuseppa Russo**

**VI. Adjournment**

**NOTICE OF PUBLIC HEARING  
TOWN OF HAYMARKET  
FISCAL YEAR 2019/2020 AMENDMENT TO THE ADOPTED BUDGET**

The Haymarket Town Council will hold a public hearing on Wednesday, July 24, 2019 beginning at 6:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2019/2020 budget as summarized below. This amendment will increase the adopted budget for Fiscal Year 2019-2020 in the amounts shown below. The new total budget amount will be \$2,987,271.83.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

**Budget Amendment for FY2019-2020 Budget**

|                                | <u>Adopted 2019-20 Budget</u> | <u>Amended Budget</u> | <u>Change</u> |
|--------------------------------|-------------------------------|-----------------------|---------------|
| <b><u>REVENUE:</u></b>         |                               |                       |               |
| Meals Tax                      | \$685,000                     | \$700,000             | \$ 15,000     |
| Business License Tax           | \$185,000                     | \$195,000             | \$ 10,000     |
| Fines                          | \$ 30,000                     | \$ 50,000             | \$ 20,000     |
| Contribution from Fund Balance |                               |                       |               |
| Prior Year- FY2019 Carryover   | \$ -0-                        | \$139,500             | \$139,500     |
| <b><u>EXPENDITURE:</u></b>     |                               |                       |               |
| Debt Service                   |                               |                       |               |
| General Obligation             | \$238,253.65                  | \$184,925.65          | (\$53,328)    |
| Town Administration            |                               |                       |               |
| Salaries & Wages - Regular     | \$219,000                     | \$315,500             | \$65,000      |
| FICA/Medicare                  | \$ 19,284                     | \$ 24,257             | \$ 4,973      |
| VRS                            | \$ 24,836                     | \$ 31,862             | \$ 7,026      |
| Health Insurance               | \$ 41,877                     | \$ 59,195             | \$17,318      |
| Life Insurance                 | \$ 3,000                      | \$ 3,852              | \$ 852        |
| Disability Insurance           | \$ 1,973                      | \$ 2,631              | \$ 658        |
| Unemployment Ins.              | \$ 2,000                      | \$ 363                | \$ 2,363      |
| Worker's Comp                  | \$ 415                        | \$ 553                | \$ 138        |
| Town Center Renovation         |                               |                       |               |
| FY2019 Town Center Carryover   | \$ -0-                        | \$139,500             | \$139,500     |

TOWN OF HAYMARKET

Attachment: Public Notice for Budget Amendment for 07.24.2019 (4109 : Public Notice)



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

**Roberto Gonzalez**  
TOWN TREASURER

**STAFF REPORT**  
**July 24, 2019**  
**FISCAL YEAR 2019-20 BUDGET AMENDMENT #2**

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising and holding a public hearing prior to acting on the amendment. The expenditure increase covered by the proposed budget amendment exceeds the one percent threshold, so a public hearing is required. The notice must be provided 7 days prior to the meeting. The Council may adopt the amendment at the advertised meeting.

REQUESTED BUDGET AMENDMENT

- The proposed budget amendment in Resolution #2019-006 is to carry over funds from FY 2018-2019 that were not used to complete the Town Center renovations in fiscal year 2018-2019. The request budget amendment will allow those unexpended funds to be used in Fiscal Year 2019-2020 to complete the project.

| <b>Revenue Source Line Item</b> |                               |                       |                  |
|---------------------------------|-------------------------------|-----------------------|------------------|
| <u>Line Item</u>                | <u>Adopted 2019-20 Budget</u> | <u>Amended Budget</u> | <u>Change</u>    |
| Carry-Over fund balance         | \$ 0                          | \$139,500             | <b>\$139,500</b> |
| <b>Expenditure Line Item</b>    |                               |                       |                  |
| <u>Line Item</u>                | <u>Adopted 2019-20 Budget</u> | <u>Amended Budget</u> | <u>Change</u>    |
| Town Center Renovations         | \$ 0                          | \$139,500             | <b>\$139,500</b> |

- The proposed budget amendment Resolution #2019-007 will modify the adopted budget for Fiscal Year 2019-2020 by amending the adopted Revenue line items, in order to fund the Town Administration for a potential new hire, a deputy manager. Due to the continued revenue trend the Town received as FY 2018-2019 came to an end, the Town anticipates additional revenue. The proposed budget amendment reflects a more accurate revenue projection for the current adopted budget. The revenue line items that would be amended are the following: Meals Tax, Business Tax, and Fines to total \$45,000 of additional revenue funds.

Due to the Town Council decision not to fund Town Hall renovations from new debt, the adopted budget has \$55,013.65 of budgeted expenditure in the Debt Service line item that the Town will not incur. If Council approves this proposed budget amendment, \$53,328 of that reduction in debt service will move into the Town Administration department. The remainder will remain allocated to Debt Service – General Obligation. The proposed adjustment would maintain \$184,925.65 budgeted for Debt Service, which will cover the Debt Service payments the Town is required to make this fiscal year.

| <b>Revenue Source Line Item</b> |                               |                       |                   |
|---------------------------------|-------------------------------|-----------------------|-------------------|
| <u>Line Item</u>                | <u>Adopted 2019-20 Budget</u> | <u>Amended Budget</u> | <u>Change</u>     |
| Meals Tax                       | \$685,000                     | \$700,000             | <b>\$15,000</b>   |
| Business License Tax            | \$185,000                     | \$195,000             | <b>\$10,000</b>   |
| Fines Revenue                   | \$ 30,000                     | \$ 50,000             | <b>\$20,000</b>   |
| <b>Expenditure Line Item</b>    |                               |                       |                   |
| <u>Line Item</u>                | <u>Adopted 2019-20 Budget</u> | <u>Amended Budget</u> | <u>Change</u>     |
| Debt Service                    |                               |                       |                   |
| General Obligation              | \$238,253.65                  | \$184,925.65          | <b>(\$53,328)</b> |
| Town Administration             |                               |                       |                   |
| Salaries & Wages - Regular      | \$219,000                     | \$315,500             | <b>\$65,000</b>   |
| FICA/Medicare                   | \$ 19,284                     | \$ 24,257             | <b>\$ 4,973</b>   |
| VRS                             | \$ 24,836                     | \$ 31,862             | <b>\$ 7,026</b>   |
| Health Insurance                | \$ 41,877                     | \$ 59,195             | <b>\$17,318</b>   |
| Life Insurance                  | \$ 3,000                      | \$ 3,852              | <b>\$ 852</b>     |
| Disability Insurance            | \$ 1,973                      | \$ 2,631              | <b>\$ 658</b>     |
| Unemployment Ins.               | \$ 2,000                      | \$ 363                | <b>\$ 2,363</b>   |
| Worker’s Comp                   | \$ 415                        | \$ 553                | <b>\$ 138</b>     |

*Sample Motions*

1. *I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 budget as shown in Resolution #2019-006, for Town Center renovations, and*
2. *I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 budget as shown in Resolution #2019-007, to amend the Meals tax, Business License tax, and Fines Revenue line items, and Debt Service – General Obligation to fund the Deputy Manager position salary and benefits.*

*Or  
Alternative Motion*

Attachment: 07.24.2019 FY2020 Budget Amendment#2 with Resolutions 06 & 07 (4108 : Proposed Budget Amendment #2)



## RESOLUTION 2019-006

## FISCAL YEAR 2019-2020 BUDGET AMENDMENT

WHEREAS, The Council appropriated funds in Fiscal Year 2018-2019 for Town Center Renovation, not all of which was expended in Fiscal Year 2018-2019, and

WHEREAS, This proposed budget amendment will carry-over the funds from Fiscal Year 2018-2019 that were not spent on the Town Center Master plan; and

WHEREAS, the Town has advertised and held a public hearing, as required by Virginia §15.2-2507, regarding this amendment to the Fiscal Year 2019-2020 Budget;

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2019-2020 Budget as reflected below:

| <b>Revenue Source Line Item</b> |                               |                       |                  |
|---------------------------------|-------------------------------|-----------------------|------------------|
| <u>Line Item</u>                | <u>Adopted 2019-20 Budget</u> | <u>Amended Budget</u> | <u>Change</u>    |
| Carry Over Fund                 | \$ 0                          | \$139,500             | <b>\$139,500</b> |
| <b>Expenditure Line Item</b>    |                               |                       |                  |
| <u>Line Item</u>                | <u>Adopted 2019-20 Budget</u> | <u>Amended Budget</u> | <u>Change</u>    |
| Town Center Renovations         | \$ 0                          | \$139,500             | <b>\$139,500</b> |

Done this 24th Day of July 2019

Motion By:  
 Seconded By:  
 Ayes:  
 Nays:  
 Absent:

ATTEST:

\_\_\_\_\_  
 Shelley Kozlowski, Clerk of Council



## RESOLUTION 2019-007

## FISCAL YEAR 2019-2020 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2019-2020 Budget on June 03, 2019, and

WHEREAS, The Town anticipates that Fiscal Year 2019-2020 revenue from Meals Tax, Business License Tax, and Fines Revenue will increase an additional \$45,000 over what was shown in the adopted budget for FY2019-2020, and

WHEREAS, The Fiscal Year 2019-2020 Budget funded Debt Service – General Obligations in the amount of \$238,253.65, but Council will not incur some of the anticipated debt service, leading to a reduction in that expense in the amount of \$53,328, and

WHEREAS, The proposed 2019-2020 budget amendment will increase expenditures for staff by \$98,328, with that figure being divided among the line items Salaries & Wages – Regular \$65,000, FICA/Medicare \$4,973, VRS \$7,026, Health Insurance \$17,318, Life Insurance \$852, Disability \$658, Unemployment Ins. \$2,363, Worker's Compensation \$138; and

WHEREAS, the Town has advertised and held a public hearing, as required by Virginia §15.2-2507;

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2019-2020 Budget as reflected below:

**Revenue Source Line Item**

| Line Item            | Adopted 2019-20 Budget | Amended Budget | Change   |
|----------------------|------------------------|----------------|----------|
| Meals Tax            | \$685,000              | \$700,000      | \$15,000 |
| Business License Tax | \$185,000              | \$195,000      | \$10,000 |
| Fines Revenue        | \$ 30,000              | \$ 50,000      | \$20,000 |

**Expenditure Line Item**

| Line Item                  | Adopted 2019-20 Budget | Amended Budget | Change     |
|----------------------------|------------------------|----------------|------------|
| Debt Service               |                        |                |            |
| General Obligation         | \$238,253.65           | \$184,925.65   | (\$53,328) |
| Town Administration        |                        |                |            |
| Salaries & Wages - Regular | \$219,000              | \$315,500      | \$65,000   |
| FICA/Medicare              | \$ 19,284              | \$ 24,257      | \$ 4,973   |
| VRS                        | \$ 24,836              | \$ 31,862      | \$ 7,026   |
| Health Insurance           | \$ 41,877              | \$ 59,195      | \$17,318   |
| Life Insurance             | \$ 3,000               | \$ 3,852       | \$ 852     |
| Disability Insurance       | \$ 1,973               | \$ 2,631       | \$ 658     |
| Unemployment Ins.          | \$ 2,000               | \$ 363         | \$ 2,363   |
| Worker's Comp              | \$ 415                 | \$ 553         | \$ 138     |

Done this 24th Day of July 2019

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST: \_\_\_\_\_  
Shelley Kozlowski, Clerk of Council

Attachment: 07.24.2019 FY2020 Budget Amendment#2 with Resolutions 06 & 07 (4108 : Proposed Budget Amendment #2)

ORDINANCE TO ADD SECTION 46-8 TO THE TOWN CODE RELATING TO DRIVING  
WHILE INTOXICATED

WHEREAS, The Town is authorized to adopt ordinances incorporating state law and to charge offenders under town ordinance in such cases, and

WHEREAS, The Town wishes to have a town ordinance specifically incorporating state law regarding driving while intoxicated,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 24<sup>th</sup> day of July, 2019, in adjourned session, that the Town Council hereby amends the Town Code by adding Section 46-8 as follows:

**Sec. 46-8.** ADOPTION OF ARTICLE 2 (SEC. 18.2-266 ET SEQ.) OF CHAPTER 7 OF TITLE 18.2 (DRIVING WHILE INTOXICATED) OF CODE OF VIRGINIA OF 1950, AS AMENDED.

Pursuant to Section 46.2-1313 of the Code of Virginia of 1950, as amended, all of the provisions and requirements of Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, and all future amendments thereto (except those provisions and requirements the violation of which constitutes a felony, and except those provisions and requirements which by their very nature can have no application to or within the Town) are hereby adopted and incorporated as part of this chapter of the Codified Ordinances of the Town of Haymarket by reference and made applicable within the Town. References to "highways of the Commonwealth" contained in such provisions and requirements, and all future amendments thereto, hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements, and all future amendment thereto, are hereby adopted, mutatis mutandis, and made part of this chapter of the Codified Ordinances the Town of Haymarket as fully as though set forth at length herein, and no person within the Town shall violate or fail, neglect or refuse to comply with any of the provisions of Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, and all future amendments thereto, which are adopted by this section. Any person violating any provision of Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, and all future amendments thereto, hereby adopted by this section, shall be subject to the same penalties as are provided for said offense by Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this \_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

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Shelley Kozlowski, Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay:

Absent:

Abstaining: