



**TOWN OF HAYMARKET TOWN COUNCIL**  
**PUBLIC HEARING/WORK SESSION**  
**~ AGENDA ~**

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Tuesday, May 30, 2023

7:00 PM

Council Chambers

**I. Call To Order**

**II. Pledge of Allegiance**

**III. Delegate Danica Roem - Legislative Updates**

**IV. FY2023-2024 Budget Presentation**

**V. Public Hearing for Town FY2023-2024 Budget**

1. Public Notice
2. Citizen Comment
3. Close Public Hearing

**VI. Agenda Items**

1. Monthly Financial Report
2. Resolution 2023-008 - Budget Amendment PD Vehicle Purchase
3. Planning Commission and Architectural Review Board Vacancies
4. Town Park Building Questionnaire
5. Draft Communication Plan Discussion
6. Town Museum Rental Discussion

**VII. Adjournment**



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

# TOWN OF HAYMARKET

## ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

### FISCAL YEAR 2023-2024

Notice is hereby given that the Mayor and Council of the Town of Haymarket will hold a Public Hearing on **Tuesday, May 30, 2023 at 7:00 P.M.** in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the Town of Haymarket's Proposed Budget for Fiscal Year 2023-2024 (July 1, 2023-June 30, 2024) and proposed tax rates in support of budget pursuant to Virginia Code § 15.2-2506. The following is a synopsis of the proposed budget:

**FY2023-2024**

**PROJECTED REVENUES**

Meals Tax	\$ 1,200,000
Other Locals Tax	\$ 662,000
General Property Tax	\$ 469,383
BPOL Tax	\$ 250,000
Transfer from ARPA Funds	\$ 200,000
Revenue from Commonwealth	\$ 145,868
Rental Revenue	\$ 172,875
Town Event/Sponsorship	\$ 103,000
Fines & Forfeitures	\$ 20,000
Permits, Fees & Licenses	\$ 20,500
Interest (Bank, Investment Pool)	\$ 11,500

**FY2023-2024**

**PROJECTED EXPENDITURES**

Public Safety	\$ 1,169,858
Administration	\$ 885,069
Public Works	\$ 318,520
Debt Service	\$ 141,550
CIP Expenditure Funds	\$ 186,881
Park Sidewalk	\$ 150,000
Economic Development	\$ 147,125
Museum, Town Events	\$ 107,300
Town Center Master	\$ 50,000
Blight Mitigation	\$ 40,000
Community Development	\$ 33,823
Haymarket Park	\$ 25,000

<b>Total Revenue</b>	<b>\$ 3,255,126</b>	<b>Total Expenditures</b>	<b>\$ 3,255,126</b>
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**FY2024 Proposed Tax Rates in Support of the Budget**

Real Property Tax Rate	\$.111/\$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$.75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%

Attachment: Budget Public Hearing Notice FY2023 - 2024\_05.01.2023 (6127 : Public Notice)

Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<b>Business Professional &amp; Occupational License Tax:</b>	<b>Tax Rate Per \$100/Gross Receipt</b>
Contractors	
Wholesale	\$0.15
Retail	\$0.05/Purchases
Repair Services	\$0.15
Personal Services	\$0.15
Hotel	\$0.15
Business Service	\$0.15
Restaurants	\$0.15
Public Service Corporation	\$0.15
Financial Services	\$0.10
Professional Services	\$0.30
Real Estate Services	\$0.30
	\$0.30
Percent of Revenue from Real Estate Tax	13.6%
2023 Estimated Assessed Value of Property-Town of Haymarket	\$410,615,600
Assessed Value of Property Exempt from Taxation (FY23)	\$7,550,600
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	1.83%

The Budget is available on the Town’s website ([www.townofhaymarket.org](http://www.townofhaymarket.org)) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. Handicapped accommodation is available. This hearing will be open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

BY ORDER OF THE TOWN COUNCIL  
 Kimberly Henry  
 Clerk to the Town Council

Publish: no later than May 18, 2023  
 Posted at Town Hall: May 18, 2023

Attachment: Budget Public Hearing Notice FY2023 - 2024\_05.01.2023 (6127 : Public Notice)

	Actuals	FY2023 Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	398,736.41	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	13,066.89	12,022.00	108.7%	
3110-03 · Interest - All Property Taxes	346.08	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	492.51	1,000.00	49.3%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>412,641.89</b>	<b>413,165.00</b>	<b>99.9%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	167,814.90	168,000.00	99.9%	Collections up to April 30, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	Renewals were due on April 30, 2023; wil lbe working on sending out Delinquent notices in coming weeks.
3120-02 · Business License Tax	376,584.70	240,000.00	156.9%	
3120-03 · Cigarette Tax	129,506.05	140,000.00	92.5%	Collections up to April 30, 2023
3120-04 · Consumer Utility Tax	120,104.69	158,000.00	76.0%	Collections up to March 31, 2023
3120-05 · Meals Tax - Current	1,026,050.71	1,100,000.00	93.3%	Collections up to April 30, 2023
3120-06 · Sales Tax Receipts	108,364.94	160,000.00	67.7%	Collections up to February 28, 2023
3120-07 · Penalties (Non-Property)	8,195.59	5,000.00	163.9%	
3120-08 · Interest (Non-Property)	1,292.28			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,937,913.86</b>	<b>1,995,000.00</b>	<b>97.1%</b>	
<b>Development Revenue</b>				
Proffers	10,640.00	10,640.00	100.0%	Public Safety portion from Van Metre proffers
<b>Total Development Revenue</b>	<b>10,640.00</b>	<b>10,640.00</b>	<b>100.0%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	3,125.00	4,500.00	69.4%	
3130-03 · Motor Vehicle Licenses	285.00	1,000.00	28.5%	
3130-05 · Other Planning & Permits	23,675.00	15,000.00	157.8%	
3130-06 · Pass Through Fees	25,637.83		100.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>52,722.83</b>	<b>20,500.00</b>	<b>257.2%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	10,651.30	20,000.00	53.3%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>10,651.30</b>	<b>20,000.00</b>	<b>53.3%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	9,854.16	1,500.00	656.9%	
3150-03 · Interest on Bank Deposits	33,472.31	6,000.00	557.9%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>43,326.47</b>	<b>7,500.00</b>	<b>577.7%</b>	Reconciliations up to April 30, 2023
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-04 · Suite 208 B&B Security	3,341.50	4,010.00	83.3%	
3151-06 · Suite 204 MAC-ISA	5,880.00	3,528.00	166.7%	
3151-07 · Haymarket Church Suite 206	32,646.35	35,614.00	91.7%	
3151-08 · 15020 Washington Realty	50,638.17	55,241.00	91.7%	
3151-09 · 15026 Copper Cricket	21,660.65	23,629.00	91.7%	
3151-11 · Cupcake Heaven and Cafe LLC	31,866.55	34,793.00	91.6%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
3151-14 · Salman Home Realty Suite 204	560.00	0.00	100.0%	new tenant
3151-90 · Town Hall Rental Income	50.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>146,643.22</b>	<b>171,056.00</b>	<b>85.7%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-01 · Public Safety				
3160-02 · Donation/Grants	10.00	0.00	100.0%	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>10.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,955.00	80,000.00	69.9%	
3165-02 · Farmer's Market	4,419.20	1,500.00	294.6%	
3165-03 · Town Ornaments	7,683.96	4,350.00	176.6%	
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>79,916.16</b>	<b>85,850.00</b>	<b>93.1%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-298.31		100.0%	
3180-01 · Citations & Accident Reports	40.00		100.0%	
3180 · MISCELLANEOUS - Other	493.17		100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>234.86</b>		<b>100.0%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	26,016.00	31,548.00	82.5%	3 of 4 collected
3200-04 · Car Rental Reimbursement	201.74	0.00	100.0%	

3200-05 - Communications Tax	66,230.24	80,000.00	82.8%	Collections up to March 31, 2023
3200-06 - Department of Fire Programs	15,000.00	10,000.00	150.0%	
3200-11 - Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 - Railroad Rolling Stock	1,285.76	1,300.00	98.9%	
3200-16 - DMV Select Commission	180.33	0.00	100.0%	
3200-17 - LOLE Grant	4,366.00	4,393.00	99.4%	Collection up to Novmeber 30, 2022
<b>Total 3200 - REVENUE FROM COMMONWEALTH</b>	<b>131,907.04</b>	<b>145,868.00</b>	<b>90.4%</b>	
4000 - Carry-Over Surplus	0.00	273,850.00	0.0%	
4002 - Transfer from ARPA Funds	0.00	209,600.00	0.0%	
<b>Total Income</b>	<b>2,826,607.63</b>	<b>3,353,029.00</b>	<b>84.3%</b>	
<b>Gross Profit</b>	<b>2,826,607.63</b>	<b>3,353,029.00</b>	<b>84.3%</b>	

**Expense**

**01 - ADMINISTRATION**

**11100 - TOWN COUNCIL**

111001 - Convention & Education	250.00	2,500.00	10.0%	Town has received its refunds pertaining to VML Conference
111002 - FICA/Medicare	1,128.97	2,000.00	56.4%	
111003 - Meals and Lodging	77.22	1,000.00	7.7%	
111004 - Mileage Allowance	0.00	250.00	0.0%	
111005 - Salaries & Wages - Regular	15,567.86	25,000.00	62.3%	
<b>Total 11100 - TOWN COUNCIL</b>	<b>17,024.05</b>	<b>30,750.00</b>	<b>55.4%</b>	

**12110 - TOWN ADMINISTRATION**

1211001 - Salaries/Wages-Regular	264,459.35	330,500.00	80.0%	
1211003 - Salaries/Wages - Part Time	49,356.22	79,960.00	61.7%	
1211004 - FICA/Medicare	23,400.48	35,389.00	66.1%	
1211005 - VRS	19,450.94	36,809.00	52.8%	
1211006 - Health Insurance	32,674.11	66,466.00	49.2%	
1211007 - Life Insurance	3,631.10	4,685.00	77.5%	
1211008 - Disability Insurance	1,827.65	2,640.00	69.2%	
1211009 - Unemployment Insurance	3,211.32	6,160.00	52.1%	
1211010 - Worker's Compensation	322.00	335.00	96.1%	
1211011 - Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%	Front loaded costs
1211012 - Accounting Services	8,151.06	8,000.00	101.9%	
1211014 - Printing & Binding	5,457.56	8,298.00	65.8%	
1211015 - Advertising	2,512.00	9,000.00	27.9%	
1211016 - Computer, Internet &Website Svc	19,241.19	28,550.00	67.4%	
1211017 - Postage	2,145.29	4,000.00	53.6%	
1211018 - Telecommunications	5,986.13	7,500.00	79.8%	
1211019 - Mileage Allowance	231.25	1,000.00	23.1%	
1211020 - Meals & Lodging	1,096.61	2,000.00	54.8%	
1211021 - Convention & Education	373.90	6,000.00	6.2%	
1211022 - Miscellaneous	0.00	2,000.00	0.0%	
1211024 - Books, Dues & Subscriptions	12,558.71	16,000.00	78.5%	
1211025 - Office Supplies	5,128.75	6,500.00	78.9%	
1211026 - Equipment Rental	2,563.38	4,075.00	62.9%	
1211030 - Capital Outlay-Machinery/Equip	7,550.65	5,000.00	151.0%	
<b>Total 12110 - TOWN ADMINISTRATION</b>	<b>489,131.65</b>	<b>688,892.00</b>	<b>71.0%</b>	

**12210 - LEGAL SERVICES**

1221001 - Legal Services	32,805.69	80,000.00	41.0%	Services up to March 31, 2023
<b>Total 12210 - LEGAL SERVICES</b>	<b>32,805.69</b>	<b>80,000.00</b>	<b>41.0%</b>	

**12240 - INDEPENDENT AUDITOR**

1224001 - Auditing Services	0.00	17,120.00	0.0%	
<b>Total 12240 - INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>17,120.00</b>	<b>0.0%</b>	

**Total 01 - ADMINISTRATION** 538,961.39 816,762.00 66.0%

**03 - PUBLIC SAFETY**

**31100 - POLICE DEPARTMENT**

3110001 - Salaries & Wages - Regular	399,951.79	464,487.00	86.1%	
3110003 - Salaries & Wages - OT Premium	22,809.53	23,000.00	99.2%	
3110013 - Salaries & Wages - OT Select En	9,431.98	12,000.00	78.6%	
3110004 - Salaries & Wages - Holiday Pay	21,423.00	32,310.00	66.3%	
3110005 - Salaries & Wages - Part Time	39,230.00	36,000.00	109.0%	
3110012 - Salaries & Wages - PT Admin.	6,210.00	19,500.00	31.8%	
3110020 - FICA/MEDICARE	37,245.34	44,937.00	82.9%	
3110021 - VRS	27,878.19	28,427.00	98.1%	
3110022 - Health Insurance	66,470.06	78,379.00	84.8%	
3110023 - Life Insurance	5,691.50	5,904.00	96.4%	
3110024 - Disability Insurance	2,297.47	2,400.00	95.7%	
3110025 - Unemployment Insurance	3,235.03	3,360.00	96.3%	
3110026 - Workers' Compensation Insurance	20,067.00	23,305.00	86.1%	Front loaded costs
3110027 - Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 - Legal Services	22,268.11	27,300.00	81.6%	Services up to March 31, 2023

Attachment: FY2023 Actuals vs Budget as of 05.24.2023 (6149 : Monthly Financial Report)

3110032 - Computer, Internet & Website	3,162.49	5,000.00	63.3%	
3110033 - Postage	109.44	100.00	109.4%	
3110034 - Telecommunications	10,709.07	12,000.00	89.2%	
3110035 - General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 - Meals and Lodging	583.32	5,000.00	11.7%	
3110038 - Convention & Edu. (Training)	1,557.96	10,000.00	15.6%	
3110040 - Annual Dues & Subscriptions	12,080.09	14,000.00	86.3%	
3110041 - Office Supplies	3,606.89	5,000.00	72.1%	
3110042 - Vehicle Fuels	23,981.87	43,200.00	55.5%	
3110043 - Vehicle Maintenance/Supplies	16,431.97	15,000.00	109.5%	
3110045 - Uniforms & Police Supplies	21,179.68	26,000.00	81.5%	
3110052 - Office Equipment Rental	4,820.80	4,393.00	109.7%	
3110056 - Captial Outlay - Machinery/Equipment	0.00	43,000.00	0.0%	
3110058 - DMV Grant - Payback Reimbursement	4,974.47	4,975.00	100.0%	DMV Grant payback
<b>Total 31100 - POLICE DEPARTMENT</b>	<b>796,003.05</b>	<b>997,427.00</b>	<b>79.8%</b>	
<b>32100 - FIRE &amp; RESCUE</b>				
3210001 - Contributions to other Govt Ent	0.00	10,000.00	0.0%	
<b>Total 32100 - FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>	
<b>Total 03 - PUBLIC SAFETY</b>	<b>796,003.05</b>	<b>1,007,427.00</b>	<b>79.0%</b>	
<b>04 - PUBLIC WORKS</b>				
4110002 - Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 - E & S Inspections	0.00	5,000.00	0.0%	
<b>43200 - REFUSE COLLECTION</b>				
4320001 - Trash Removal Contract	86,365.09	110,820.00	77.9%	Services up to April 30, 2023
<b>Total 43200 - REFUSE COLLECTION</b>	<b>86,365.09</b>	<b>110,820.00</b>	<b>77.9%</b>	
<b>43100 - MAINT OF 15000 Wash St./Grounds</b>				
4310001 - Repairs/Maintenance Services	55,960.46	97,672.00	57.3%	
4310002 - Maint Svc Contract-Pest Control	699.80	3,000.00	23.3%	
4310003 - Maint Svc Contract-Landscaping	24,035.00	35,000.00	68.7%	
4310004 - Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 - Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 - Electric/Gas Services	15,851.78	16,500.00	96.1%	
4310008 - Electrical Services-Streetlight	3,993.78	5,500.00	72.6%	
4310009 - Water & Sewer Services	3,752.20	3,000.00	125.1%	
4310010 - Janitorial Supplies	240.34	2,000.00	12.0%	
4310011 - Real Estate Taxes	915.51	2,500.00	36.6%	
4310015 - Maintenance - Vehicle Fuel	537.40	2,500.00	21.5%	
4310016 - Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
<b>Total 43100 - MAINT OF 15000 Wash St./Grounds</b>	<b>106,861.43</b>	<b>177,672.00</b>	<b>60.1%</b>	
<b>Total 04 - PUBLIC WORKS</b>	<b>193,226.52</b>	<b>295,705.00</b>	<b>65.3%</b>	
<b>06 - ECONOMIC DEVELOPMENT</b>				
60000 - Tourism/Traveling Marketing	87,551.76	95,850.00	91.3%	
60001 - Town Tourism	21,818.80	48,000.00	45.5%	
60003 - Advertising	0.00	22,000.00	0.0%	
<b>Total 06 - ECONOMIC DEVELOPMENT</b>	<b>109,370.56</b>	<b>165,850.00</b>	<b>65.9%</b>	
<b>07 - PARKS, REC &amp; CULTURAL</b>				
<b>70000 - HAYMARKET COMMUNITY PARK</b>				
7000001 - Grounds Maintenance/Repairs	12,024.30	20,000.00	60.1%	
<b>Total 70000 - HAYMARKET COMMUNITY PARK</b>	<b>12,024.30</b>	<b>20,000.00</b>	<b>60.1%</b>	
<b>71110 - EVENTS</b>				
7111001 - Advertising - Events	2,094.14	5,000.00	41.9%	
7111003 - Contractural Services	52,244.56	50,000.00	104.5%	
7111004 - Events - Other	12,986.80	30,850.00	42.1%	
7111006 - Farmer's Market	212.14	0.00	100.0%	
<b>Total 71110 - EVENTS</b>	<b>67,537.64</b>	<b>85,850.00</b>	<b>78.7%</b>	
<b>72200 - MUSEUM</b>				
7220009 - Advertising	0.00	750.00	0.0%	
7220012 - Telecommunications	1,393.44	2,200.00	63.3%	
7200015 - Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 - Office Supplies	0.00	250.00	0.0%	
7220018 - Exhibits & Programs	400.00	1,700.00	23.5%	
<b>Total 72200 - MUSEUM</b>	<b>1,793.44</b>	<b>5,150.00</b>	<b>34.8%</b>	
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>81,355.38</b>	<b>111,000.00</b>	<b>73.3%</b>	
<b>08 - COMMUNITY DEVELOPMENT</b>				
<b>81100 - PLANNING COMMISSION</b>				
8110001 - Salaries & Wages - Regular	1,770.00	5,670.00	31.2%	
8110002 - FICA/Medicare	176.34	500.00	35.3%	
8110003 - Consultants - Engineer	6,422.64	10,000.00	64.2%	
8110004 - Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 - Mileage Allowance	0.00	250.00	0.0%	
8110006 - Meals & Lodging	0.00	700.00	0.0%	

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8110007 · Convention/Education	820.45	1,000.00	82.0%	
8110009 · Engineer - Pass Through	24,723.75			
<b>Total 81100 · PLANNING COMMISSION</b>	<b>33,913.18</b>	<b>23,120.00</b>	<b>146.7%</b>	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,140.00	5,830.00	19.6%	
8111002 · FICA/Medicare	62.93	446.00	14.1%	
8111005 · Convention & Education	820.45	1,500.00	54.7%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,023.38</b>	<b>7,776.00</b>	<b>26.0%</b>	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	833.90	1,500.00	55.6%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>833.90</b>	<b>2,927.00</b>	<b>28.5%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>36,770.46</b>	<b>33,823.00</b>	<b>108.7%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
90001 · Return of Surplus RE Tax Rev	249,323.53	250,000.00	99.7%	Surplus Refund of FY2022 RE Taxes
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.9%	Front loaded costs
9510003 · General Obligation Bond - Int	8,556.89	8,545.00	100.1%	Front loaded costs
<b>Total 95100 · DEBT SERVICE</b>	<b>168,656.89</b>	<b>168,745.00</b>	<b>99.9%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>417,980.42</b>	<b>418,745.00</b>	<b>99.8%</b>	
94102 · Haymarket Community Park				
· Architectural/Engineering Fees	6,252.50	0.00	100.0%	Structural Report
<b>Total 94102 · Haymarket Community Park</b>	<b>6,252.50</b>	<b>0.00</b>	<b>100.0%</b>	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	57,723.75	144,318.00	40.0%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>57,723.75</b>	<b>144,318.00</b>	<b>40.0%</b>	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	876.66			
<b>Total EMPLOYEE BENEFITS</b>	<b>876.66</b>			
<b>Total 94105 · PERSONNEL</b>	<b>876.66</b>			
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	22,656.36	65,057.00	34.8%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>22,656.36</b>	<b>65,057.00</b>	<b>34.8%</b>	
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>	
94108 · Capital Improvement Funds Expens	0.00	254,342.00	0.0%	
<b>Total Expense</b>	<b>2,261,177.05</b>	<b>3,353,029.00</b>	<b>67.4%</b>	
<b>Net Ordinary Income</b>	<b>565,430.58</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Net Income</b>	<b>565,430.58</b>	<b>0.00</b>	<b>100.0%</b>	

Attachment: FY2023 Actuals vs Budget as of 05.24.2023 (6149 : Monthly Financial Report)



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

**ROBERTO GONZALEZ**  
TOWN TREASURER

**STAFF REPORT**  
**June 05, 2023**

FISCAL YEAR 2022-23 BUDGET AMENDMENT

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 a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at this meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Police Department – Capital Outlay – Motor Vehicles expenditure line items by increasing funding of the PD truck purchase by \$2,519, by moving funds from the Capital Improvement Funds. On May 1, 2023, the Council approved the purchase of a Police Department Truck in the amount of \$43,000. Due to the truck having some modifications, the total price of the vehicle is \$45,519. This amendment will update the approved budget for the vehicle purchase.

<b>Expenditure Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Police Department:				
Capital Outlay				
Motor Vehicles	\$ 43,000	\$ 45,519	\$ 2,519	
Capital Improvement Funds	\$ 254,342	\$ 251,823	(\$ 2,519)	

*Sample Motion*

*I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2022-2023 budget as designated by Resolution #2023-008.*

*Or*

*Alternative Motion*





## RESOLUTION 2023-008

## FISCAL YEAR 2022-2023 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopted the Fiscal Year 2023 Budget on June 21, 2022, and

WHEREAS, The proposed budget amendment will increase Police Dept. – Capital Outlay – Machinery / Equip expenditure line item by \$2,519; and

WHEREAS, The proposed budget amendment will decrease Capital Improvement Funds expenditure line item by \$2,519; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2022-2023 Budget as reflected below:

**Budget Amendment for FY2022-2023 Budget**

**Operational Budget**

	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>EXPENDITURE:</u>			
Police Department:			
Capital Outlay-Machinery/ Equip	\$ 43,000	\$ 45,519	\$ 2,519
Capital Improvement Funds	\$ 254,342	\$ 251,823	(\$ 2,519)

Done this 05th Day of June 2023

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

ATTEST:

\_\_\_\_\_  
 Kimberly Henry, Clerk of Council



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Kim Henry, Town Clerk  
**Re:** Planning Commission and ARB vacancies

The Planning Commission still has one vacancy. Council Member Alexander Beyene has taken the Town Council liaison to the Planning Commission filling that vacancy when Bob Weir was elected as the Gainesville District Board of Supervisors. This leaves Mr. Beyene's seat vacant with the term expiring June 30, 2024. The Planning Commission has been in search of someone to fill that vacancy, in which they may have found someone that is interested. I will be bringing that application before you in June.

The Architectural Review Board will have 2 vacancies as of June 30, 2023. Attached are the resignation letters from Board Members Suzi Luersen and Stacy Curran. Mrs. Luersen has served since 2020 filling the vacant seat of an elected official. Mrs. Curran finished the term once held by Sheridan King. Council Member Schneider has reached out to a citizen that is showing interest in serving. I hope to be bringing that application before the Council in June. That still leaves a vacancy.

"Everyone's Home Town"  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

May 17, 2023

Dear ARB Committee,

Please accept this letter as formal notification that I am resigning from my position as a member of the Town of Haymarket Architectural Review Board. This will be effective as of June 30, 2023.

Thank you so much for the opportunity to work as a board member, I've greatly enjoyed and appreciated getting to know everyone and being able to help out in this small way.

Sincerely,

Stacy Curran

**From:** [Suzi Luersen](#)  
**To:** [Kimberly Henry](#)  
**Subject:** Arb  
**Date:** Monday, May 1, 2023 6:21:00 PM

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Just wanted to let you know my term is up July 1st and I do not plan to serve a new term.  
Please find someone to replace me.

Thanks

Suzi Luersen