



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 25, 2022

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Closed Session

IV. Agenda Items

1. Informational Discussion on Metropolitan Washington Council of Governments
2. Monthly Financial Report
3. FY23 Budget Work Session
4. Banner Program
5. DMV Select Update
6. Job Description of Town Manager
7. Job Description of Part Time Office Assistant
8. Discussion on Change of Agenda Order

V. Adjournment

	Actuals	Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	366,302.04	371,903.00	98.5%	Real estate invoices have been mailed out for 2021
3110-02 · Public Service Corp RE Tax	13,493.59	13,114.00	102.9%	Real estate invoices have been mailed out for 2022
3110-03 · Interest - All Property Taxes	483.20	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	497.69	1,000.00	49.8%	
Total 3110 · GENERAL PROPERTY TAXES	380,776.52	386,017.00	98.6%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	0.00	1,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	25,000.00	0.0%	
3120-02 · Business License Tax	196,101.06	200,000.00	98.1%	
3120-03 · Cigarette Tax	102,650.95	125,000.00	82.1%	collection up to March 31, 2022
3120-04 · Consumer Utility Tax	108,567.09	158,000.00	68.7%	collection up to February 28, 2022
3120-05 · Meals Tax - Current	698,717.48	875,000.00	79.9%	in the process of collecting March 2020 taxes
3120-06 · Sales Tax Receipts	100,204.62	145,000.00	69.1%	collection up to January 31, 2022
3120-07 · Penalties (Non-Property)	5,412.45	0.00	100.0%	
3120-08 · Interest (Non-Property)	326.90	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,211,980.55	1,529,000.00	79.3%	
3130 · PERMITS,FEES & LICENSES				
3130-01 · Application Fees	5,370.00	2,500.00	214.8%	
3130-03 · Motor Vehicle Licenses	542.00	1,000.00	54.2%	
3130-05 · Other Planning & Permits	8,925.00	25,000.00	35.7%	
3130-06 · Pass Through Fees	17,773.75	0.00	100.0%	Cost are passed on to developer/contractor
Total 3130 · PERMITS,FEES & LICENSES	32,610.75	28,500.00	114.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	15,979.99	60,000.00	26.6%	collections up to January 31, 2022
Total 3140 · FINES & FORFEITURES	15,979.99	60,000.00	26.6%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	-9,447.82	1,500.00	-629.9%	
3150-03 · Interest on Bank Deposits	5,499.66	1,500.00	366.6%	
Total 3150 · REVENUE - USE OF MONEY	-3,948.16	3,000.00	-131.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-02 · 15026 Suite 210 Body Mind	4,764.27	4,736.00	100.6%	
3151-04 · Suite 210 B&B Security (LF Security)	5,792.15	9,660.00	60.0%	Revenue lessen due to moving to smaller space within building
3151-06 · Suite 204 MAC-ISA	5,768.00	6,720.00	85.8%	
3151-07 · Haymarket Church Suite 206	28,814.00	34,577.00	83.3%	
3151-08 · 15020 Washington Realty	38,076.46	40,316.00	94.4%	
3151-09 · 15026 Copper Cricket	18,428.80	22,114.00	83.3%	
3151-11 · Cupcake Heaven and Cafe LLC	28,095.70	34,765.00	80.8%	
3151-12 · Haymarket Coffee Company LLC	11,450.00	5,460.00	209.7%	
3151-13 · A1 Testing Solutions LLC	1,175.00	0.00	100.0%	New tenant as of March 1, 2022
Total 3151 · RENTAL (USE OF PROPERTY)	142,364.38	158,348.00	89.9%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	291.19			new FOIA charges
Total 3160 · CHARGES FOR SERVICES	291.19			
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	500.00	0.00	100.0%	
3165-01 · Town Event	65,423.00	50,000.00	130.8%	
3165-02 · Farmer's Market	785.00	0.00	100.0%	
3165-03 · Town Ornaments	6,877.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	73,585.00	50,000.00	147.2%	
3180 · MISCELLANEOUS				

3180-00 · Convenience Fee	55.57	0.00	100.0%	
3180-03 · Miscellaneous	180.00			PD security detail for in town business at the request of business
3180-04 · Reimbursement from Insurance	19,863.62	4,724.00	420.5%	Reimbursement from Insurance for PD vehicles
3180 · MISCELLANEOUS - Other	10.00	0.00	100.0%	Reimbursement from DMV for postage
Total 3180 · MISCELLANEOUS	20,109.19	4,724.00	425.7%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	23,664.00	31,548.00	75.0%	
3200-04 · Car Rental Reimbursement	71.85			
3200-05 · Communications Tax	60,370.07	103,165.00	58.5%	collections up to March 31, 2022
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,278.82	1,500.00	85.3%	
3200-16 · DMV Select Commission	45,332.18	60,500.00	74.9%	collections up to March 31, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	149,343.89	215,340.00	69.4%	
3500 · Reserve Funds	0.00	59,200.00	0.0%	
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%	
	2,023,093.30	2,740,129.00	73.8%	
Total Income	2,023,093.30	2,740,129.00	73.8%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	424.00	2,500.00	17.0%	
111002 · FICA/Medicare	1,251.88	2,000.00	62.6%	
111003 · Meals and Lodging	178.27	1,000.00	17.8%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	16,864.29	26,000.00	64.9%	
111006 · Town Elections	0.00	3,000.00	0.0%	
Total 11100 · TOWN COUNCIL	18,718.44	34,750.00	53.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	262,301.38	322,630.00	81.3%	
1211102 · Salaries & Wages - DMV Clerk	33,860.41	44,500.00	76.1%	
1211003 · Salaries/Wages - Part Time	25,699.93	43,800.00	58.7%	
1211004 · FICA/Medicare	24,194.98	30,381.00	79.6%	
1211005 · VRS	32,280.17	48,545.00	66.5%	
1211006 · Health Insurance	32,186.00	64,134.00	50.2%	
1211007 · Life Insurance	3,745.75	4,685.00	80.0%	
1211008 · Disability Insurance	1,913.48	2,631.00	72.7%	
1211009 · Unemployment Insurance	6,108.04	4,240.00	144.1%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	Front loaded cost to Town
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%	Front loaded cost to Town
1211012 · Accounting Services	5,280.19	8,000.00	66.0%	
1211014 · Printing & Binding	4,153.78	8,298.00	50.1%	
1211015 · Advertising	6,540.43	9,000.00	72.7%	
1211016 · Computer, Internet &Website Svc	10,400.78	23,650.00	44.0%	
1211017 · Postage	1,301.47	4,000.00	32.5%	
1211018 · Telecommunications	4,674.18	7,500.00	62.3%	
1211019 · Mileage Allowance	126.00	1,000.00	12.6%	
1211020 · Meals & Lodging	1,230.06	2,000.00	61.5%	
1211021 · Convention & Education	722.88	6,000.00	12.0%	
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%	
1211024 · Books, Dues & Subscriptions	13,486.33	16,000.00	84.3%	
1211025 · Office Supplies	4,142.34	6,500.00	63.7%	
1211026 · Equipment Rental	3,242.58	4,075.00	79.6%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	495,835.82	686,000.00	72.3%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	60,675.17	70,000.00	86.7%	services up to December 31, 2021
Total 12210 · LEGAL SERVICES	60,675.17	70,000.00	86.7%	
12240 · INDEPENDENT AUDITOR				

1224001 · Auditing Services	0.00	16,000.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%
Total 01 · ADMINISTRATION	575,229.43	806,750.00	71.3%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	316,002.67	425,000.00	74.4%
3110003 · Salaries & Wages - OT Premium	9,952.74	20,000.00	49.8%
3110013 · Salaries & Wages - OT Select En	8,115.28	10,000.00	81.2%
3110004 · Salaries & Wages - Holiday Pay	15,625.03	14,000.00	111.6%
3110005 · Salaries & Wages - Part Time	32,245.71	18,720.00	172.3%
3110011 · Salaries & Wages - Recruit. Bonus	642.86	1,000.00	64.3%
3110020 · FICA/MEDICARE	29,011.65	36,724.00	79.0%
3110021 · VRS	34,591.54	46,102.00	75.0%
3110022 · Health Insurance	46,638.84	80,752.00	57.8%
3110023 · Life Insurance	4,222.18	5,717.00	73.9%
3110024 · Disability Insurance	1,435.49	2,200.00	65.3%
3110025 · Unemployment Insurance	5,682.58	3,000.00	189.4%
3110026 · Workers' Compensation Insurance	23,809.00	22,942.00	103.8%
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%
3110028 · Legal Services	18,900.00	26,000.00	72.7%
3110032 · Computer, Internet & Website	2,906.16	11,000.00	26.4%
3110033 · Postage	8.55	100.00	8.6%
3110034 · Telecommunications	8,388.46	10,000.00	83.9%
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%
3110038 · Convention & Edu. (Training)	2,427.60	10,000.00	24.3%
3110040 · Annual Dues & Subscriptions	12,658.85	13,000.00	97.4%
3110041 · Office Supplies	3,610.36	5,000.00	72.2%
3110042 · Vehicle Fuels	18,839.88	16,000.00	117.7%
3110043 · Vehicle Maintenance/Supplies	9,748.65	11,000.00	88.6%
3110044 · Repair/Maintenance Supplies	14,874.58	0.00	100.0%
3110045 · Uniforms & Police Supplies	13,123.24	20,000.00	65.6%
3110056 · Capital Outlay-Machinery/Equip	31,618.85	31,592.00	100.1%
Total 31100 · POLICE DEPARTMENT	673,205.75	848,449.00	79.3%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	59,084.41	59,200.00	99.8%
	59,084.41	59,200.00	99.8%
Total 03 · PUBLIC SAFETY	732,290.16	907,649.00	80.7%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	75,267.36	90,090.00	83.5%
Total 43200 · REFUSE COLLECTION	75,267.36	90,090.00	83.5%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	61,682.25	97,672.00	63.2%
4310002 · Maint Svc Contract-Pest Control	1,975.00	3,000.00	65.8%
4310003 · Maint Svc Contract-Landscaping	27,905.35	35,000.00	79.7%
4310004 · Maint Svc Contract Snow Removal	8,018.00	7,000.00	114.5%
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%
4310007 · Electric/Gas Services	14,134.54	16,500.00	85.7%
4310008 · Electrical Services-Streetlight	3,127.22	5,500.00	56.9%
4310009 · Water & Sewer Services	2,265.10	3,000.00	75.5%
4310010 · Janitorial Supplies	32.13	2,000.00	1.6%
4310011 · Real Estate Taxes	674.62	2,500.00	27.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	121,094.21	174,172.00	69.5%
Total 04 · PUBLIC WORKS	196,361.57	271,475.00	72.3%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%
60003 · Advertising	7,479.06	22,000.00	34.0%
Total 06 · ECONOMIC DEVELOPMENT	7,479.06	22,430.00	33.3%
07 · PARKS, REC & CULTURAL			

WC audit has been completed; will address in next amendment

Front loaded cost to Town

Front loaded cost to Town

2 of 2 - Final Payment on total loan

services up to January 31, 2022

70000 · HAYMARKET COMMUNITY PARK	11,276.93	20,000.00	56.4%	
7000001 · Grounds Maintenance/Repairs				
Total 71110 · EVENTS				
71110 · EVENTS				
7111001 · Advertising - Events	6,090.87	5,000.00	121.8%	
7111003 · Contractural Services	42,295.59	30,000.00	141.0%	
7111004 · Events - Other	7,250.02	19,350.00	37.5%	
Total 71110 · EVENTS	55,636.48	54,350.00	102.4%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,242.48	2,200.00	56.5%	
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%	
Total 72200 · MUSEUM	1,642.48	5,150.00	31.9%	
Total 07 · PARKS, REC & CULTURAL	68,555.89	79,500.00	86.2%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,010.00	5,670.00	35.5%	
8110002 · FICA/Medicare	156.82	500.00	31.4%	
8110003 · Consultants - Engineer	5,004.71	15,000.00	33.4%	
8110004 · Consultants - Comp Plan	0.00	15,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	2,000.00	0.0%	
8110009 · Engineer - Pass Through	22,360.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	29,531.53	39,120.00	75.5%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,785.00	5,830.00	30.6%	
8111002 · FICA/Medicare	131.96	446.00	29.6%	
8111005 · Convention & Education	0.00	500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,916.96	6,776.00	28.3%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	31,448.49	48,823.00	64.4%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	12,383.17	12,425.00	99.7%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	170,383.17	171,925.00	99.1%	
Total 09 · NON-DEPARTMENTAL	170,383.17	171,925.00	99.1%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	5,960.00	150,000.00	4.0%	RFP intial cost of engineering
Total 94104 · Street Scape - Park Sidewalk	5,960.00	150,000.00	4.0%	
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.02			
Total EMPLOYEE BENEFITS	0.02			
Total 94105 · PERSONNEL	0.02			
94106 · TOWN CENTER MASTER PLAN				
9416701 · Architectural/Engineering Fees	28,958.63	95,000.00	30.5%	Town Center Final Site Plan
Total 94106 · TOWN CENTER MASTER PLAN	28,958.63	95,000.00	30.5%	
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%	
94108 · Capital Improvment Funds Expens	20,800.00	146,577.00	14.2%	
Total Expense	1,837,466.42	2,740,129.00	67.1%	
Net Ordinary Income	185,626.88	0.00	100.0%	

Attachment: FY2022 Current Actuals vs Budget 04.20.2022 (5518 : Monthly Financial Report)

Other Income/Expense			
Other Income			
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%
50001 · American Rescue Plan Funds	869,439.00	1,738,878.00	
Total Other Income	937,897.12	1,807,692.00	51.9%
Other Expense			
97000 · CARES Act Expenses	68,814.00	68,814.00	100.0%
	0.00	1,738,878.00	0.0%
Total Other Expense	68,814.00	1,807,692.00	3.8%
Net Other Income	869,083.12	0.00	100.0%
Net Income	1,054,710.00	0.00	100.0%

Funds will be tracks separately from operational budget, will be appropriated in 1st Qt amendment

The Town has exhausted the CARES Act funds

Attachment: FY2022 Current Actuals vs Budget 04.20.2022 (5518 : Monthly Financial Report)

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
Income										
MISCELLANEOUS REVENUE	5.00	0.00	0.00	0.00	0.00	0.00				
3110 · GENERAL PROPERTY TAXES										
3110-01 · Real Estate - Current	285,702.84	340,658.41	361,088.09	376,124.12	368,969.64	366,302.04	371,903.00	35,152.00	407,055	9.45%
3110-02 · Public Service Corp RE Tax	9,810.12	11,273.29	11,778.30	14,174.08	13,835.01	13,493.59	13,114.00	-151.00	12,963	-1.15%
3110-03 · Interest - All Property Taxes	224.49	115.03	81.54	337.72	387.17	483.20	0.00		0	0.0%
3110-04 · Penalties - All Property Taxes	1,366.09	726.20	600.51	1,038.03	1,291.41	497.69	1,000.00		1,000	0.0%
Uncollected Tax Write Offs	113.91	0.00	0.00	0.00	0.00	0.00			0	
Total 3110 · GENERAL PROPERTY TAXES	297,217.45	352,772.93	373,548.44	391,673.95	384,483.23	380,776.52	386,017.00		421,018.00	9.07%
3120 · OTHER LOCAL TAXES										
3120-00 · Transient Occupancy Tax	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	167,000.00	168,000	16,700.0%
3120-01 · Bank Stock Tax	44,584.00	24,239.00	26,989.00	36,141.00	24,355.00	0.00	25,000.00	-1,000.00	24,000	-4.0%
3120-02 · Business License Tax	155,990.85	184,705.45	200,166.48	233,161.18	217,042.12	171,007.24	200,000.00	20,000.00	220,000	10.0%
3120-03 · Cigarette Tax	168,838.56	124,931.80	153,299.25	147,645.00	134,995.60	102,650.95	125,000.00		125,000	0.0%
3120-04 · Consumer Utility Tax	154,507.14	165,987.08	160,299.60	154,839.67	153,614.80	108,567.09	158,000.00		158,000	0.0%
3120-05 · Meals Tax - Current	607,326.53	671,603.48	721,569.04	778,012.80	887,341.25	687,064.63	875,000.00	100,000.00	975,000	11.43%
3120-06 · Sales Tax Receipts	155,343.72	152,958.74	137,499.00	142,990.57	153,950.37	100,204.62	145,000.00	15,000.00	160,000	10.34%
3120-07 · Penalties (Non-Property)	2,276.33	3,860.36	1,762.59	6,173.91	8,308.48	5,412.45	0.00	5,000.00	5,000	100.0%
3120-08 · Interest (Non-Property)	526.71	200.48	37.42	2,564.29	69.46	326.90	0.00		0	0.0%
Total 3120 · OTHER LOCAL TAXES	1,289,393.84	1,328,486.39	1,401,622.38	1,501,528.42	1,579,677.08	1,175,233.88	1,529,000.00		1,835,000	20.01%
3130 · PERMITS, FEES & LICENSES										
3130-01 · Application Fees	6,051.00	4,885.00	8,170.00	4,450.50	1,850.00	5,370.00	2,500.00	2,000.00	4,500	80.0%
3130-02 · Inspection Fees	9,719.60	8,442.97	13,440.00	4,165.00	405.00	0.00			0	0.0%
3130-03 · Motor Vehicle Licenses	1,380.00	1,128.00	2,285.00	865.00	826.50	542.00	1,000.00		1,000	0.0%
3130-04 · Occupancy Permits	200.00	500.00	0.00	0.00	0.00	0.00			0	0.0%
3130-05 · Other Planning & Permits	22,504.80	14,860.00	17,705.63	33,263.05	18,537.55	8,925.00	25,000.00	-10,000.00	15,000	-40.0%
3130-06 · Pass Through Fees	0.00	0.00	0.00	0.00	18,542.35	17,773.75			0	0.0%
Total 3130 · PERMITS, FEES & LICENSES	39,855.40	29,815.97	41,600.63	42,743.55	40,161.40	32,610.75	28,500.00		20,500	-28.07%
3140 · FINES & FORFEITURES										
3140-01 · Fines	69,773.34	68,459.29	38,542.11	52,194.17	32,615.20	15,979.99	60,000.00	-40,000.00	20,000	-66.67%
3140-02 · Asset Forfeitures	0.00	0.00	-1,427.28	0.00	0.00	0.00				
Total 3140 · FINES & FORFEITURES	69,773.34	68,459.29	37,114.83	52,194.17	32,615.20	15,979.99	60,000.00		20,000	-66.67%
3150 · REVENUE - USE OF MONEY										
3150-01 · Earnings on VACO/VML Investment	25.79	-22.92	11,688.69	12,726.17	488.03	-9,447.82	1,500.00		1,500	0.0%
3150-02 · Interest on Bank Deposit	1,420.92	1,044.13	6,557.58	4,098.49	0.00	0.00				
3150-03 · Interest on Bank Deposits	8,465.63	12,202.64	10,560.64	9,032.04	5,039.84	5,499.66	1,500.00	1,500.00	3,000	100.0%
Total 3150 · REVENUE - USE OF MONEY	9,912.34	13,223.85	28,806.91	25,856.70	5,527.87	-3,948.16	3,000.00		4,500.00	50.0%
3151 · RENTAL (USE OF PROPERTY)										
3151-01 · Suite 200 Stronger Fitness LLC	0.00	0.00	0.00	9,111.63	828.33	0.00			0	0.0%
3151-02 · 15026 Suite 210 Body Mind	0.00	0.00	0.00	6,202.28	6,792.50	4,764.27	4,736.00	-4,736.00	0	-100.0%
3151-03 · Suite 208 Dent-ology Inc	0.00	0.00	0.00	3,024.00	0.00	0.00			0	0.0%
3151-04 · Suite 208 B&B Security	0.00	0.00	0.00	9,827.60	10,733.34	5,792.15	9,660.00	-5,650.00	4,010	-58.49%
Suite 110 Rental Income	10,868.49	20,191.96	21,424.34	0.00	0.00	0.00			0	0.0%
315110 · Suite 200 Genesis Contracting	5,663.23	4,890.08	2,010.00	0.00	0.00	0.00			0	0.0%
3151-05 · Suite 202 Metis Group	3,176.25	-2,500.00	4,235.00	367.50	0.00	0.00			0	0.0%
3151-06 · Suite 204 MAC-ISA	4,000.00	4,790.00	5,040.00	6,300.00	6,720.00	5,768.00	6,720.00	-3,192.00	3,528	-47.5%
315130 · Suite 206 · Xcellent Technology	37,471.24	20,476.00	0.00	0.00	0.00	0.00			0	0.0%
3151-07 · Haymarket Church Suite 206	0.00	0.00	0.00	32,592.00	33,569.76	28,814.00	34,577.00	1,037.00	35,614	3.0%
3151-08 · 15020 Washington Realty	42,717.96	42,717.96	42,717.96	50,562.00	32,937.50	38,076.46	40,316.00	14,925.00	55,241	37.02%
3151-09 · 15026 Copper Cricket	19,078.34	19,656.00	19,944.00	20,851.32	21,470.40	18,428.80	22,114.00	1,515.00	23,629	6.85%
3151-10 · The Very Thing For Her	25,920.00	29,820.00	33,470.00	11,090.00	0.00	0.00			0	0.0%
3151-11 · Cupcake Heaven and Cafe LLC	0.00	0.00	0.00	21,436.00	32,797.12	28,095.70	34,765.00	28.00	34,793	0.08%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.00	0.00	11,350.00	11,450.00	5,460.00	-5,460.00	0	-100.0%
3151-15 · A1 Test Solutions LLC						1,175.00		14,241.00	14,241	100.0%
3151-90 · Town Hall Rental Income	200.00	800.00	0.00	300.00	0.00	0.00			0	0.0%
3151 · RENTAL (USE OF PROPERTY) - Other	4,002.00	3,834.15	365.85	0.00	0.00	0.00			0	0.0%
Total 3151 · RENTAL (USE OF PROPERTY)	153,097.51	144,676.15	129,207.15	171,664.33	157,198.95	142,364.38	158,348.00		171,056.00	8.03%
3160 · CHARGES FOR SERVICES										

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PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
FOIA Receipts	0.00	0.00	120.00	49.01	54.73	291.19			0	0.0%
3160-01 · Public Safety									0	0.0%
3160-02 · Donation/Grants	3,762.51	1,519.80	6,008.00	12,835.50	0.00	0.00			0	0.0%
3160-03 · VDOT Detail	0.00	0.00	0.00	3,008.75	2,700.00	0.00			0	0.0%
3160-04 · Sponsorships	0.00	0.00	0.00	6,500.00	0.00	0.00			0	0.0%
3160-05 · Laney Detail	0.00	0.00	0.00	48,350.00	121,653.75	0.00	0.00	0.00	0	0.0%
3160-01 · Public Safety - Other	1,807.50	18,402.00	125.00	0.00	0.00	0.00			0	0.0%
Total 3160-01 · Public Safety	5,570.01	19,921.80	6,133.00	70,694.25	124,353.75	0.00	0.00	0.00	0.00	0.0%
Total 3160 · CHARGES FOR SERVICES	5,570.01	19,921.80	6,253.00	70,743.26	124,408.48	291.19	0.00	0.00		
3165 · REVENUE - TOWN EVENTS										
3165-00 · Sponsorships						500.00				
3165-01 · Town Event	79,165.82	83,084.00	70,081.64	64,124.43	7,050.57	65,423.00	50,000.00	20,000.00	70,000	40.0%
3165-02 · Farmer's Market	0.00	0.00	0.00	0.00	1,205.00	785.00			0	0.0%
3165-03 · Town Ornaments	40.00	80.00	3,577.18	7,030.20	4,773.00	6,877.00		4,350.00	4,350	0.0%
Total 3165 · REVENUE - TOWN EVENTS	79,205.82	83,164.00	73,658.82	71,154.63	13,028.57	73,585.00	50,000.00		74,350.00	48.7%
3170 · HISTORICAL FUND										
3170-01 · Historical Fund	0.00	0.00	21,230.02	0.00	0.00	0.00				
Total 3170 · HISTORICAL FUND	0.00	0.00	21,230.02	0.00	0.00	0.00				
3180 · MISCELLANEOUS										
3180-00 · Convenience Fee	0.00	0.00	0.00	0.00	16.92	55.57			0	0.0%
3180-01 · Citations & Accident Reports	1,320.00	545.00	620.00	135.00	10.00	0.00			0	0.0%
3180-02 · Vetern Banners	0.00	0.00	475.00	72.00	75.00	0.00			0	0.0%
3180-03 · Miscellaneous	486.81	28.62	4,678.67	2,048.80	0.01	180.00			0	0.0%
3180-04 · Reimbursement from Insurance	0.00	0.00	0.00	0.00	4,782.74	19,863.62	4,724.00	-4,724.00	0	-100.0%
3180-05 · Recovered Costs- Private Events Donations									0	0.0%
Charitable Contributions	0.00	137.76	2.00	0.00	0.00	0.00			0	0.0%
Total Donations	0.00	137.76	2.00	0.00	0.00	0.00			0	0.0%
3180-05 · Recovered Costs- Private Events - Other	916.96	0.00	0.00	0.00	300.00	0.00			0	0.0%
Total 3180-05 · Recovered Costs- Private Events	916.96	137.76	2.00	0.00	300.00	0.00				
3190 · Sale of Salvage & Surplus										
3190-01 · Public Safety - Surplus Sales	0.00	0.00	0.00	4,776.95	0.00	0.00			0	0.0%
3190 · Sale of Salvage & Surplus - Other	0.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
Total 3190 · Sale of Salvage & Surplus	0.00	0.00	0.00	4,776.95	0.00	0.00				
3180 · MISCELLANEOUS - Other	2,933.29	2,559.87	0.00	174.98	206.60	10.00				0.0%
Total 3180 · MISCELLANEOUS	5,657.06	3,271.25	5,775.67	7,207.73	5,391.27	20,109.19	4,724.00		0.00	0.0%
3200 · REVENUE FROM COMMONWEALTH										
3200-01 · VDOT Grant Revenue	19,954.90	1,406.08	0.00	0.00	0.00	0.00			0	0.0%
3200-02 · 599 Law Enforcement Grant	29,280.00	29,280.00	30,364.00	31,548.00	31,548.00	23,664.00	31,548.00		31,548	0.0%
3200-04 · Car Rental Reimbursement	6,488.68	6,732.57	5,733.46	414.58	92.62	71.85			0	0.0%
3200-05 · Communications Tax	118,717.89	115,006.54	106,692.08	104,259.34	92,605.84	60,370.07	103,165.00	-23,165.00	80,000	-22.45%
3200-06 · Department of Fire Programs	0.00	0.00	0.00	10,000.00	10,000.00	0.00			0	0.0%
3200-08 · State Litter Prevention Grant	1,031.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
3200-10 · Other	500.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%
3200-12 · Railroad Rolling Stock	1,352.04	1,355.70	1,327.54	1,349.52	1,300.21	1,278.82	1,500.00	-200.00	1,300	-13.33%
3200-14 · Pedestrian Improvement Grant	0.00	0.00	0.00	0.00	93,742.73	0.00	0.00		0	0.0%
3200-15 · 599 Recruitment/Retention Funds	0.00	0.00	0.00	0.00	3,362.00	0.00	0.00		0	0.0%
3200-16 · DMV Select Commission	0.00	0.00	0.00	0.00	0.00	45,332.18	60,500.00		60,500	0.0%
3200-17 · LOLE Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,094.00	3,094	100.0%
3200 · REVENUE FROM COMMONWEALTH - Other	4,050.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	200,001.48	172,407.86	162,744.05	166,198.41	251,278.37	149,343.89	215,340.00		195,069.00	-9.41%
3300 · REVENUE FROM FEDERAL GOVERNMENT										
3300-01 · DMV Transp Safety Grant	8,643.96	10,525.78	3,586.84	5,506.82	3,084.99	0.00			0	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00			0	
DMV Grant - Federal	1,892.43	0.00	0.00	0.00	0.00	0.00			0	
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	59,580.00	6,157.24	0.00	287,635.50	0.00	0.00			0	
3300-05 · SAFETY LU/MAP 21 GRANT	335.75	0.00	0.00	0.00	0.00	0.00			0	
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	0.00	0.00	0.00			0	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	70,452.14	16,683.02	3,586.84	293,142.32	3,084.99	0.00	0.00		0.00	
3500 · Reserve Funds	0.00	0.00	0.00	0.00	0.00	0.00	59,200.00	-59,200.00	0	-100.0%
4000 · Carry-Over Surplus	0.00	0.00	0.00	0.00	0.00	0.00	246,000.00	-246,000.00	0	-100.0%
4002 · Transfer from ARPA Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209,600.00	209,600	100.0%
Total Income	2,220,141.39	2,232,882.51	2,285,148.74	2,794,107.47	2,596,855.41	1,986,346.63	2,740,129.00		2,951,093.00	7.7%
Gross Profit	2,220,141.39	2,232,882.51	2,285,148.74	2,794,107.47	2,596,855.41	1,986,346.63	2,740,129.00		2,951,093.00	7.7%
Expense										

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PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
01 - ADMINISTRATION										
11100 - TOWN COUNCIL										
111001 - Convention & Education	3,440.00	1,067.64	3,287.46	662.80	0.00	424.00	2,500.00		2,500	0.0%
111002 - FICA/Medicare	2,045.84	1,460.00	1,363.98	1,136.04	1,807.75	1,251.88	2,000.00		2,000	0.0%
111003 - Meals and Lodging	2,004.14	257.30	1,160.78	0.00	0.00	178.27	1,000.00		1,000	0.0%
111004 - Mileage Allowance	757.70	163.93	0.00	237.80	0.00	0.00	250.00		250	0.0%
111005 - Salaries & Wages - Regular	26,235.00	18,825.00	20,057.65	14,850.00	23,960.71	16,864.29	26,000.00		26,000	0.0%
111006 - Town Elections	0.00	3,161.04	0.00	5,534.68	0.00	0.00	3,000.00		3,000	0.0%
111007 - Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
Total 11100 - TOWN COUNCIL	34,482.68	24,934.91	25,869.87	22,421.32	25,768.46	18,718.44	34,750.00		34,750	0.0%
12110 - TOWN ADMINISTRATION										
1211001 - Salaries/Wages-Regular	256,630.13	289,887.00	218,051.91	261,613.95	301,638.15	262,301.38	322,630.00	34,883.00	357,513	10.81%
1211002 - Salaries/Wages - Overtime	6,571.10	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
1211102 - Salaries & Wages - DMV Clerk	0.00	0.00	0.00	0.00	427.89	33,860.41	44,500.00	3,978.00	48,478	8.94%
1211003 - Salaries/Wages - Part Time	51,892.50	48,967.00	63,009.00	24,384.00	12,319.87	25,699.93	43,800.00	12,815.00	56,615	29.26%
1211100 - Salary & Wages - Hazard Pay	0.00	0.00	0.00	5,680.00	0.00	0.00	0.00		0	0.0%
1211101 - Salaries & Wages - Bonus	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00		0	0.0%
1211004 - FICA/Medicare	24,476.31	24,792.02	20,804.34	21,264.14	24,879.52	24,194.98	30,381.00	5,008.00	35,389	16.48%
1211005 - VRS	21,192.50	27,650.54	22,892.45	26,050.98	35,776.56	32,280.17	48,545.00	-11,736.00	36,809	-24.18%
1211006 - Health Insurance	41,511.23	49,932.10	43,426.04	35,695.12	31,598.58	32,186.00	64,134.00	2,332.00	66,466	3.64%
1211007 - Life Insurance	2,379.50	3,391.29	2,753.27	3,256.98	4,018.27	3,745.75	4,685.00		4,685	0.0%
1211008 - Disability Insurance	1,299.57	1,375.25	1,555.80	1,491.95	1,988.54	1,913.48	2,631.00	9.00	2,640	0.34%
1211009 - Unemployment Insurance	1,641.00	5,107.13	3,739.37	3,649.07	5,628.74	6,108.04	4,240.00	1,920.00	6,160	45.28%
1211010 - Worker's Compensation	400.00	402.64	660.02	200.00	256.00	263.00	300.00	35.00	335	11.67%
1211011 - Gen Property/Liability Ins.	15,491.00	14,827.00	14,700.00	13,802.00	14,123.00	16,237.00	17,131.00	894.00	18,025	5.22%
1211012 - Accounting Services	19,251.63	6,406.61	7,149.77	7,536.63	6,503.92	5,280.19	8,000.00		8,000	0.0%
1211013 - Cigarette Tax Administration	771.42	-317.80	5,145.49	5,274.74	0.00	0.00	0.00		0	0.0%
1211014 - Printing & Binding	6,960.57	12,136.39	10,513.36	8,464.87	6,384.93	4,153.78	8,298.00		8,298	0.0%
1211015 - Advertising	9,719.19	8,919.95	13,345.71	8,050.96	9,355.31	6,540.43	9,000.00		9,000	0.0%
1211016 - Computer, Internet & Website Svc	48,666.68	30,189.22	21,736.14	22,465.91	16,469.11	10,400.78	23,650.00		23,650	0.0%
1211017 - Postage	1,932.76	2,379.50	3,225.86	3,424.37	3,238.78	1,301.47	4,000.00		4,000	0.0%
1211018 - Telecommunications	4,973.66	2,743.58	391.62	5,959.64	5,570.20	4,674.18	7,500.00		7,500	0.0%
1211019 - Mileage Allowance	1,050.67	372.76	33.25	265.64	0.00	126.00	1,000.00		1,000	0.0%
1211020 - Meals & Lodging	1,111.16	2,104.71	2,480.54	2,587.07	1,168.72	1,230.06	2,000.00		2,000	0.0%
1211021 - Convention & Education	2,062.02	5,266.78	1,495.05	3,220.49	1,885.00	722.88	6,000.00		6,000	0.0%
1211022 - Miscellaneous	325.32	76.45	0.00	734.57	180.06	1,744.66	2,000.00		2,000	0.0%
1211023 - Discretionary Fund	1,701.76	154.70	585.25	0.00	0.00	0.00	0.00		0	0.0%
1211024 - Books, Dues & Subscriptions	24,470.17	15,491.10	14,557.20	16,376.23	17,721.55	13,486.33	16,000.00		16,000	0.0%
1211025 - Office Supplies	5,873.96	4,606.72	4,931.03	6,562.79	6,123.16	4,142.34	6,500.00		6,500	0.0%
1211026 - Equipment Rental	100.00	0.00	0.00	4,377.69	4,540.00	3,242.58	4,075.00		4,075	0.0%
1211027 - Insurance Pass-Through	0.00	0.00	-2,692.38	0.00	0.00	0.00	0.00		0	0.0%
1211030 - Capital Outlay-Machinery/Equip	10,425.19	708.46	2,790.40	0.00	4,651.17	0.00	5,000.00		5,000	0.0%
66900 - Reconciliation Discrepancies	0.00	-0.01	0.00	0.00	0.00	0.00	0.00		0	0.0%
12110 - TOWN ADMINISTRATION - Other	125.24	15.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
Total 12110 - TOWN ADMINISTRATION	563,006.24	557,586.09	477,280.49	492,389.79	520,447.03	495,835.82	686,000.00		736,138	7.31%
12210 - LEGAL SERVICES										
1221001 - Legal Services	82,717.55	48,969.22	59,114.48	72,610.96	120,305.72	60,675.17	70,000.00	20,000.00	90,000	28.57%
1221002 - Legal - Pass Through Fees	0.00	0.00	0.00	0.00	3,088.60	0.00	0.00		0	0.0%
12210 - LEGAL SERVICES - Other	0.00	0.00	0.00	0.00	576.57	0.00	0.00		0	0.0%
Total 12210 - LEGAL SERVICES	82,717.55	48,969.22	59,114.48	72,610.96	123,970.89	60,675.17	70,000.00		90,000.00	28.57%
12240 - INDEPENDENT AUDITOR										
1224001 - Auditing Services	14,350.00	14,350.00	14,550.00	14,550.00	14,850.00	0.00	16,000.00	1,120.00	17,120	7.0%
Total 12240 - INDEPENDENT AUDITOR	14,350.00	14,350.00	14,550.00	14,550.00	14,850.00	0.00	16,000.00		17,120	7.0%
Total 01 - ADMINISTRATION	694,556.47	645,840.22	576,814.84	601,972.07	685,036.38	575,229.43	806,750.00		878,008	8.83%
03 - PUBLIC SAFETY										
31100 - POLICE DEPARTMENT										
3110001 - Salaries & Wages - Regular	392,200.97	339,017.80	388,904.31	395,197.22	371,171.79	316,002.67	425,000.00	39,487.00	464,487	9.29%
3110002 - Salaries & Wages - OT Regular	6,185.42	7,434.92	0.00	0.00	0.00	0.00	0.00		0	0.0%
3110003 - Salaries & Wages - OT Premium	8,571.25	8,520.98	20,191.98	27,735.11	20,094.56	9,952.74	20,000.00	3,000.00	23,000	15.0%
3110013 - Salaries & Wages - OT Select En	0.00	0.00	0.00	0.00	0.00	8,115.28	10,000.00	2,000.00	12,000	20.0%
3110004 - Salaries & Wages - Holiday Pay	13,367.68	13,378.56	17,001.08	19,217.95	13,442.02	15,625.03	14,000.00	10,139.00	24,139	72.42%
3110005 - Salaries & Wages - Part Time	15,145.48	7,742.18	17,404.94	41,157.86	56,136.43	32,245.71	18,720.00	17,280.00	36,000	92.31%
3110006 - Salaries & Wages - VDOT	15,809.04	7,993.92	0.00	2,900.94	2,430.00	0.00	0.00		0	0.0%
3110007 - Salary & Wages - DMV Grant	0.00	0.00	4,796.57	9,242.82	6,532.01	0.00	0.00		0	0.0%
3110008 - Salaries & Wages - Laney Detail	0.00	0.00	0.00	56,017.09	101,080.71	0.00	0.00		0	0.0%
3110009 - Salary & Wages - Hazard Pay	0.00	0.00	0.00	16,193.00	0.00	0.00	0.00		0	0.0%
3110010 - Salaries & Wages - Bonus	0.00	0.00	0.00	0.00	5,500.00	0.00	0.00		0	0.0%

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3110011 · Salaries & Wages - Recruit. Bon	0.00	0.00	0.00	0.00	2,357.14	642.86	1,000.00	-1,000.00	0	-100.0%
3110020 · FICA/MEDICARE	32,338.89	28,828.27	33,078.45	42,977.04	42,682.13	29,011.65	36,724.00	5,418.00	42,142	14.75%
3110021 · VRS	37,668.02	35,474.34	39,907.77	36,971.15	37,302.28	34,591.54	46,102.00	-17,675.00	28,427	-38.34%
3110022 · Health Insurance	71,851.58	53,972.08	67,380.57	67,664.15	38,395.19	46,638.84	80,752.00	-2,373.00	78,379	-2.94%
3110023 · Life Insurance	4,465.59	4,294.90	5,219.73	5,222.73	4,354.90	4,222.18	5,717.00	187.00	5,904	3.27%
3110024 · Disability Insurance	3,536.58	2,055.13	2,227.32	2,303.13	1,526.83	1,435.49	2,200.00	200.00	2,400	9.09%
3110025 · Unemployment Insurance	0.00	0.00	2,624.24	4,082.00	2,571.75	5,682.58	3,000.00	0.00	3,000	0.0%
3110026 · Workers' Compensation Insurance	8,984.00	11,781.36	14,401.98	12,309.00	19,185.00	23,809.00	22,942.00	-917.00	22,025	-4.0%
3110027 · Line of Duty Act Insurance	1,590.00	1,662.00	1,740.00	4,969.00	4,969.00	4,705.00	4,800.00	-50.00	4,750	-1.04%
3110028 · Legal Services	15,847.82	11,231.10	21,988.82	18,945.80	24,780.40	18,900.00	26,000.00	1,300.00	27,300	5.0%
3110029 · Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110030 · Advertising	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110031 · Electrical Services	341.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110032 · Computer, Internet & Website	2,103.50	9,649.43	13,113.70	11,133.57	14,699.89	2,906.16	11,000.00	-6,000.00	5,000	-54.55%
3110033 · Postage	420.68	139.78	22.10	5.19	57.40	8.55	100.00	0.00	100	0.0%
3110034 · Telecommunications	9,884.64	7,429.41	8,675.60	10,054.10	10,542.69	8,388.46	10,000.00	2,000.00	12,000	20.0%
3110035 · General Prop Ins (Vehicles)	4,648.00	7,330.00	4,089.00	3,072.00	3,609.00	3,420.00	3,800.00	-100.00	3,700	-2.63%
3110036 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110037 · Meals and Lodging	1,801.68	323.30	-35.80	0.00	0.00	0.00	0.00	5,000.00	5,000	100.0%
3110038 · Convention & Edu. (Training)	1,185.00	479.58	3,781.82	4,728.40	2,443.06	2,427.60	10,000.00	0.00	10,000	0.0%
3110039 · Miscellaneous	58.62	0.00	428.81	1,353.92	0.00	0.00	0.00	0.00	0	0.0%
3110040 · Annual Dues & Subscriptions	7,960.88	6,073.90	10,111.90	12,945.09	12,909.23	12,658.85	13,000.00	1,000.00	14,000	7.69%
3110041 · Office Supplies	638.20	675.72	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000	100.0%
Printing & Binding	2,628.19	4,442.56	4,538.12	6,370.90	4,276.25	3,610.36	5,000.00	-5,000.00	0	-100.0%
3110041 · Office Supplies - Other	3,266.39	5,118.28	4,538.12	6,370.90	4,276.25	3,610.36	5,000.00	-5,000.00	0.00	-100.0%
Total 3110041 · Office Supplies	15,821.91	18,810.59	18,573.31	17,791.40	13,868.33	18,839.88	16,000.00	27,200.00	43,200	170.0%
3110042 · Vehicle Fuels	13,162.10	10,842.18	10,369.48	11,691.48	10,369.07	9,748.65	11,000.00	4,000.00	15,000	36.36%
3110043 · Vehicle Maintenance/Supplies	0.00	8,736.42	165.05	0.00	0.00	14,874.58	0.00	0.00	0	0.0%
3110044 · Repairs/Maintenance Supplies	24,751.67	46,947.15	31,154.67	41,664.26	11,873.97	13,123.24	20,000.00	6,000.00	26,000	30.0%
3110045 · Uniforms & Police Supplies	1,459.42	2,209.60	4,509.98	12,338.89	0.00	0.00	0.00	0.00	0	0.0%
3110046 · Community Events	0.00	0.00	0.00	9,457.50	0.00	0.00	0.00	0.00	0	0.0%
3110047 · Donation Expenditure	81.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110048 · Equipment Maintenance	224.00	0.00	1,837.05	2,006.30	0.00	0.00	0.00	0.00	0	0.0%
3110049 · Grant Expenditures	0.00	-8,421.97	1,775.01	67.13	0.00	0.00	0.00	0.00	0	0.0%
3110050 · Insurance Pass-Through	0.00	25,897.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110051 · Mobile Data Computer Netwk Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110052 · Office Equipment Rental	306.20	0.00	0.00	0.00	0.00	0.00	0.00	3,094.00	3,094	100.0%
Police Supplies	199,835.93	0.00	5,517.00	0.00	31,592.38	31,618.85	31,592.00	-31,592.00	0	-100.0%
3110056 · Capital Outlay-Machinery/Equip	0.00	2,675.90	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
310057 · Capital Outlay-Furniture/Fixtur	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
31100 · POLICE DEPARTMENT - Other	915,215.23	677,628.09	755,494.56	907,786.12	870,753.41	673,205.75	848,449.00	0.00	916,047	7.97%
Total 31100 · POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	59,084.41	59,200.00	-59,200.00	0	-100.0%
32100 · FIRE & RESCUE	0.00	0.00	0.00	0.00	0.00	59,084.41	59,200.00	0.00	0.00	-100.0%
3210001 · Contributions to other Govt Ent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 32100 · FIRE & RESCUE	42,155.00	28,555.00	13,350.00	4,654.20	0.00	0.00	0.00	0.00	0.00	0.0%
34100 · BUILDING OFFICIAL	42,155.00	28,555.00	13,350.00	4,654.20	0.00	0.00	0.00	0.00	0.00	0.0%
3410001 · Erosion & Sedimentation Ins.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
34100 · BUILDING OFFICIAL - Other	42,155.00	28,555.00	13,350.00	4,654.20	0.00	0.00	0.00	0.00	0.00	0.0%
Total 34100 · BUILDING OFFICIAL	957,370.23	706,183.09	768,844.56	912,440.32	870,753.41	732,290.16	907,649.00	0.00	916,047	-0.92
Total 03 · PUBLIC SAFETY	0.00	45,460.75	70,445.10	17,083.64	0.00	0.00	0.00	0.00	0	0.0%
04 · PUBLIC WORKS	0.00	0.00	19,017.19	0.00	0.00	0.00	2,213.00	0.00	2,213	0.0%
4110001 · Town Public Works	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000	0.0%
4110002 · Street Beautification - HF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
43200 · REFUSE COLLECTION	73,830.28	73,656.59	76,027.02	86,226.38	79,235.26	75,267.36	90,090.00	20,730.00	110,820	0.0%
4320001 · Trash Removal Contract	73,830.28	73,656.59	76,027.02	86,226.38	79,235.26	75,267.36	90,090.00	20,730.00	110,820	0.0%
Total 43200 · REFUSE COLLECTION	2,643.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
RENTAL PROPERTY - 14740 Wash St	2,643.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Repairs/Maintenance Services	2,759.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total RENTAL PROPERTY - 14740 Wash St	43100 · MAINT OF 15000 Wash St./Grounds	52,320.07	54,046.29	57,616.82	72,396.70	80,706.57	61,682.25	97,672.00	97,672	0.0%
Town Decorations	4310001 · Repairs/Maintenance Services	1,550.00	1,420.00	2,709.00	1,290.00	1,290.00	1,975.00	3,000.00	3,000	0.0%
4310002 · Maint Svc Contract-Pest Control										

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4310003 · Maint Svc Contract-Landscaping	34,490.00	24,900.00	29,177.01	32,332.74	26,612.42	27,905.35	35,000.00		35,000	0.0%
4310004 · Maint Svc Contract Snow Removal	5,562.10	345.00	2,100.90	35.88	5,205.25	8,018.00	7,000.00		7,000	0.0%
4310005 · Maint Svc Cont- Street Cleaning	3,000.00	6,375.00	5,915.00	5,940.00	6,630.00	1,280.00	2,000.00		2,000	0.0%
4310007 · Electric/Gas Services	13,228.49	16,763.30	16,201.27	15,139.92	15,364.58	14,134.54	16,500.00		16,500	0.0%
4310008 · Electrical Services-Streetlight	4,820.92	4,557.99	5,158.42	4,534.08	4,170.50	3,127.22	5,500.00		5,500	0.0%
4310009 · Water & Sewer Services	1,045.86	2,228.98	2,009.52	1,696.30	2,644.20	2,265.10	3,000.00		3,000	0.0%
4310010 · Janitorial Supplies	281.57	109.11	795.07	410.41	167.07	32.13	2,000.00		2,000	0.0%
4310011 · Real Estate Taxes	3,337.39	1,625.17	1,932.75	816.84	2,097.41	674.62	2,500.00		2,500	0.0%
4310014 · Capital Outlay-Machinery/Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
4310015 · Maint - Vehicle Fuel							0.00	2,500.00	2,500	100.0%
4310016 · Maint - Vehicle Maintenance							1,000.00	1,000.00	1,000	100.0%
43100 · MAINT OF 15000 Wash St./Grounds - Other	715.99	0.00	-196.62	0.00	0.00	0.00	0.00		0	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	120,352.39	112,370.84	123,419.14	134,592.87	144,888.00	121,094.21	174,172.00		177,672.00	2.01%
Total 04 · PUBLIC WORKS	199,584.67	231,488.18	288,908.45	237,902.89	224,123.26	196,361.57	271,475.00		295,705.00	8.93%
06 · ECONOMIC DEVELOPMENT										
60000 · Tourism/Traveling Marketing	0.00	0.00	0.00	0.00	0.00	0.00	430.00	71,570.00	72,000	16,644.19%
60001 · Town Tourism							0.00	48,000.00	48,000	100.0%
60003 · Advertising	0.00	0.00	0.00	0.00	0.00	7,479.06	22,000.00		22,000	0.0%
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	7,479.06	22,430.00		142,000	533.08%
07 · PARKS, REC & CULTURAL										
70000 · HAYMARKET COMMUNITY PARK										
7000001 · Grounds Maintenance/Repairs	0.00	0.00	65,731.36	45,060.25	18,654.08	11,276.93	20,000.00		20,000	0.0%
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	0.00	65,731.36	45,060.25	18,654.08	11,276.93	20,000.00		20,000.00	0.0%
71110 · EVENTS										
7111001 · Advertising - Events	532.34	4,786.35	10,203.67	13,087.60	1,412.92	6,090.87	5,000.00		5,000	0.0%
7111002 · Salaries & Wages	468.30	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7111003 · Contractual Services	39,749.80	57,888.31	60,721.15	58,183.61	5,931.13	42,295.59	30,000.00	20,000.00	50,000	66.67%
7111004 · Events - Other	0.00	0.00	0.00	0.00	0.00	7,250.02	19,350.00		19,350	0.0%
71110 · EVENTS - Other	2,121.72	285.67	987.27	0.00	5,433.88	0.00	0.00		0	0.0%
Total 71110 · EVENTS	42,872.16	62,960.33	71,912.09	71,271.21	12,777.93	55,636.48	54,350.00		74,350.00	36.8%
72200 · MUSEUM										
7220008 · Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220009 · Advertising	326.50	0.00	1,008.00	0.00	0.00	0.00	750.00		750	0.0%
7220010 · Repairs & Maintenance Services	426.20	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220012 · Telecommunications	2,162.84	2,314.40	2,028.02	1,624.12	1,616.83	1,242.48	2,200.00		2,200	0.0%
7220013 · Convention & Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220014 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7200015 · Books, Dues & Subscriptions	268.40	0.00	30.00	0.00	0.00	0.00	250.00		250	0.0%
7200016 · Office Supplies	261.03	0.00	19.99	0.00	0.00	0.00	250.00		250	0.0%
7220017 · Electrical Services	92.53	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220018 · Exhibits & Programs	1,371.79	1,141.40	700.27	400.00	566.32	400.00	1,700.00		1,700	0.0%
Total 72200 · MUSEUM	4,909.29	3,455.80	3,786.28	2,024.12	2,183.15	1,642.48	5,150.00		5,150.00	0.0%
Total 07 · PARKS, REC & CULTURAL	47,781.45	66,416.13	141,429.73	118,355.58	33,615.16	68,555.89	79,500.00		99,500.00	25.16%
08 · COMMUNITY DEVELOPMENT										
81100 · PLANNING COMMISSION										
8110001 · Salaries & Wages - Regular	5,925.00	3,420.00	4,095.00	1,365.00	2,955.00	2,010.00	5,670.00		5,670	0.0%
8110002 · FICA/Medicare	336.22	247.86	360.04	100.98	236.00	156.82	500.00		500	0.0%
8110003 · Consultants - Engineer	87,073.38	59,908.46	25,947.22	30,779.31	29,877.65	5,004.71	15,000.00		15,000	0.0%
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-10,000.00	5,000	-66.67%
8110005 · Mileage Allowance	241.92	230.05	0.00	0.00	0.00	0.00	250.00		250	0.0%
8110006 · Meals & Lodging	203.94	22.62	0.00	0.00	0.00	0.00	700.00		700	0.0%
8110007 · Convention/Education	1,157.49	69.99	0.00	0.00	216.40	0.00	2,000.00		2,000	0.0%
8110008 · Books/Dues/Subscriptions	100.80	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
8110009 · Engineer - Pass Through	0.00	0.00	0.00	0.00	20,113.18	22,360.00	0.00		0	0.0%
Total 81100 · PLANNING COMMISSION	95,038.75	63,898.98	30,402.26	32,245.29	53,398.23	29,531.53	39,120.00		29,120.00	-25.56%
81110 · ARCHITECTURAL REVIEW BOARD										
8111001 · Salaries & Wages - Regular	3,060.00	2,220.00	4,065.00	1,605.00	2,670.00	1,785.00	5,830.00		5,830	0.0%
8111002 · FICA/Medicare	159.78	148.42	366.07	98.67	198.61	131.96	446.00		446	0.0%
8111003 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
8111004 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
8111005 · Convention & Education	0.00	0.00	0.00	0.00	0.00	0.00	500.00		500	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	3,219.78	2,368.42	4,431.07	1,703.67	2,868.61	1,916.96	6,776.00		6,776.00	0.0%
81111 · Board Of Zoning Appeals										
8111101 · Convention & Education	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00		1,500	0.0%
8111102 · FICA / Medicare	0.00	0.00	0.00	0.00	4.59	0.00	102.00		102	0.0%
8111103 · Salaries & Wages - Regular	0.00	0.00	0.00	0.00	60.00	0.00	1,325.00		1,325	0.0%

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81111 · Board Of Zoning Appeals - Other	0.00	0.00	0.00	0.00	0.00	0.00				
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.00	0.00	64.59	0.00	2,927.00	0.00	2,927.00	
Total 08 · COMMUNITY DEVELOPMENT	98,258.53	66,267.40	34,833.33	33,948.96	56,331.43	31,448.49	48,823.00		38,823.00	
09 · NON-DEPARTMENTAL										
90000 · BB&T Tax Overpayment Refund	0.00	0.00	0.00	32,594.00	0.00	0.00			0	0.0%
95100 · DEBT SERVICE									0	0.0%
9510001 · Issuance of Capital Lease	-149,730.95	0.00	0.00	0.00	0.00	0.00			0	0.0%
9510002 · General Obligation Bond - Prin	189,936.36	155,700.00	156,600.00	157,300.00	158,300.00	158,000.00	159,500.00	700.00	160,200	0.44%
9510003 · General Obligation Bond - Int	0.00	27,682.10	23,904.47	20,102.92	16,234.13	12,383.17	12,425.00	3,825.00	16,250	30.78%
9510005 · Capital Lease Pmt - Principal	0.00	28,783.74	29,353.57	29,934.69	-1,065.08	0.00			0	0.0%
9510006 · Capital Lease - Interest Paymen	0.00	2,808.64	2,238.81	1,657.69	1,065.08	0.00				
Total 95100 · DEBT SERVICE	40,205.41	214,974.48	212,096.85	208,995.30	174,534.13	170,383.17	171,925.00		176,450.00	2.63%
Total 09 · NON-DEPARTMENTAL	40,205.41	214,974.48	212,096.85	241,589.30	174,534.13	170,383.17	171,925.00		176,450.00	2.63%
94100 · WASH ST. ENHANCEMENT PROJECT										
Maintenance/Beautification	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Street Scope Construction	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94100 · WASH ST. ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94101 · CABOOSE ENHANCEMENT PROJECT										
Construction	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94101 · CABOOSE ENHANCEMENT PROJECT - Other	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94102 · HAYMARKET COMMUNITY PARK										
Architecture/Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Construction	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94102 · HAYMARKET COMMUNITY PARK - Other	3,104.66	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94102 · HAYMARKET COMMUNITY PARK	3,104.66	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT										
9410301 · Architectural/Engineering Fees	5,600.00	6,790.00	13,367.00	0.00	0.00	0.00				0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	63,882.00	33,964.24	0.00	295,061.61	236,614.90	0.00	0.00			0.0%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	69,482.00	40,754.24	13,367.00	295,061.61	236,614.90	0.00	0.00		0.00	0.0%
94104 · Street Scope - Park Sidewalk										
9410401 · Architectural/Engineering Fees	0.00	0.00	0.00	0.00	0.00	5,960.00	150,000.00	-5,682.00	144,318	-3.79%
Total 94104 · Street Scope - Park Sidewalk	0.00	0.00	0.00	0.00	0.00	5,960.00	150,000.00		144,318	-3.79%
94105 · PERSONNEL										
EMPLOYEE BENEFITS										
6560 · Payroll Processing Fees	2,588.37	0.00	-0.02	0.03	-0.02	0.02				0.0%
Total EMPLOYEE BENEFITS	2,588.37	0.00	-0.02	0.03	-0.02	0.02				0.0%
94105 · PERSONNEL - Other	-60.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94105 · PERSONNEL	2,528.37	0.00	-0.02	0.03	-0.02	0.02				0.0%
94106 · TOWN CENTER MASTER PLAN										
9410601 · Architectural/Engineering Fees	69,376.58	62,447.77	45,970.84	0.00	0.00	28,958.63	95,000.00	-29,943.00	65,057	-31.52%
9410602 · Construction (Renovations)	0.00	0.00	0.00	138,273.52	0.00	0.00	0.00		0	0.0%
94106 · TOWN CENTER MASTER PLAN - Other	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94106 · TOWN CENTER MASTER PLAN	69,376.58	62,447.77	45,970.84	138,273.52	0.00	28,958.63	95,000.00		65,057.00	-31.52%
94107 · BLIGHT MITIGATION										
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00		40,000	0.0%
94107 · BLIGHT MITIGATION - Other	0.00	0.00	0.00	2,595.00	171.24	0.00				0.0%
Total 94107 · BLIGHT MITIGATION	0.00	0.00	0.00	2,595.00	171.24	0.00	40,000.00		40,000.00	0.0%
94108 · Capital Improvement Funds Expens	0.00	0.00	0.00	0.00	27,617.00	20,800.00	146,577.00	8,608.00	155,185	5.87%
9610 · General Reserve	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total Expense	2,182,248.37	2,034,371.51	2,082,265.58	2,582,139.28	2,308,796.89	1,837,466.42	2,740,129.00		2,951,093.00	7.7%
Net Ordinary Income	37,893.02	198,511.00	202,883.16	211,968.19	288,058.52	148,880.21	0.00		0.00	
Other Income/Expense										
Other Income										
50000 · CARES Act Funds	0.00	0.00	0.00	0.00	226,993.88	68,458.12	68,814.00	-68,814.00	0	-100.0%
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.00	0.00	0.00	869,439.00	1,738,878.00	-1,529,278.00	209,600	-87.95%
94201 · Transfer to Capital Imp. Proj.	-196,360.00	0.00	0.00	0.00	0.00	0.00			0	
41050 · Transfer from General Fund	196,360.00	0.00	0.00	0.00	0.00	0.00			0	
Total Other Income	0.00	0.00	0.00	0.00	226,993.88	937,897.12	1,807,692.00		209,600.00	
Other Expense										
97000 · CARES Act Funds	0.00	0.00	0.00	0.00	226,993.88	68,814.00	68,814.00	-68,814.00	0	-100.0%
97001 · Amerian Rescue Plan Funds					0.00	0.00	1,738,878.00	-1,738,878.00	0	-100.0%
97002 · Transfer to General Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209,600.00	209,600	100.0%

Attachment: FY2022-2023 Proposed DRAFT Budget 04.20.2022- Revision after WorkSession 1 2 final

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
Total Other Expense	0.00	0.00	0.00	0.00	226,993.88	68,814.00	1,807,692.00	0.00	209,600.00	
Net Other Income	37,893.02	0.00	0.00	0.00	0.00	869,083.12	0.00	0.00	0.00	
Net Income	75,786.04	198,511.00	202,883.16	211,968.19	288,058.52	1,017,963.33	0.00	0.00	0.00	

Attachment: FY2022-2023 Proposed DRAFT Budget 04.20.2022- Revision after WorkSession 1 2 final



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

Emily L. Kyriazi
TOWN PLANNER
ACTING TOWN MANAGER

MEMORANDUM

TO: Mayor and Town Council
FROM: Emily L. Kyriazi, Acting Town Manager
DATE: March 22, 2022
SUBJECT: Banner Program

Banner Program to Date:

The Town currently has 5 different banners that are displayed on seasonal rotation along the streetscape. Those banners include spring, summer, fall, winter and the military tribute banners. Additionally, the Town displays Christmas Wreaths for the month of December. The rotation schedule is as follows; Jan - remove wreaths, March - swap winter banners with spring banners, May - swap spring banners with military tribute banners and hang flags, July - swap military banners with summer banners and remove flags, October - swap summer banners with fall banners, November - swap fall banners with military banners and hang flags, December - remove military banners and flags, replace with winter banners and wreaths.

The removal and replacement costs are impacted by the time it takes the contracted team to install, this can vary depending on the season and the items being installed. The average cost is between \$850 and \$1,450 each time, for a total of approximately 7 times a year.

In seasons past, we have started to install the banners on every other pole because we do not currently have enough banners for all poles. I recommend that we decommission the banner arms on the poles that we do not hang banners from and store all parts. This would allow us the opportunity to fix banner arms that are damaged and provide a more aesthetically pleasing streetscape. With empty banner arms, one may think that banners are missing, and it does not appear aesthetically pleasing.

There has also been a request to explore the option of a year-round banner that will stay up all of the days/months that the military banners or wreaths are not in place. We can explore this option and work with the ARB to design the year-round banner if it is of interest to the Council. It will cut our costs for installation to approximately half, as we would only need to install on a cycle of four times a year. The longevity of the banners may be shortened based on the continuous sun and weather

exposure; however, we would explore warranty options and present the best product on the market as an option for longevity. One option will be the screen-printed canvas banner, as those have held up the longest to date.

For the military banners, I recommend the Council direct Staff to reach out to the families of the damaged banners to discuss the replacement option, leaving the decision to the family if they wish to replace the banner. We would work on the Military banner application to layout the schedule for installation, the warranty, the replacement costs, and the process for applying. Prior to reopening the program, we will determine the number of empty spaces available for banners and work to provide our residents with the first opportunity for purchasing banners and then open spaces to the greater community as they become available. At this time, I recommend the military banners go up the week prior to Memorial Day with the American Flags and they would be removed the week after July 4th, and then would go back up for the majority of the month of November (wreaths are usually installed the very last week of November, depending how the dates fall).

Lastly, I would like to test a pilot program in the core of the Town; the core being strictly defined as Washington Street, from Fayette to Madison/Hunting Path, in this context. For the pilot program I would like to install appropriate brackets for hanging flower baskets on every other pole, approximately 12 in total, 6 on the north side and 6 on the south side. We have received many requests in the time that I have been here for hanging flower baskets. I find that with the resources available and the part time maintenance employee, we have the opportunity to try it for a season as a pilot. The addition will bring an aesthetically pleasing component to our existing streetscape and further the small town charm feeling our community desires.

Requested Directive:

Council provide a directive for Staff to explore the options for an annual banner, a directive for decommissioning banner arms on every other pole and to fix necessary banner arms, a directive for proceeding with the Military Banner Program revamp, and lastly a directive on the pilot program for the flowering baskets.

Costs Breakdown:

Banner Repurchase – 55 banners, double sided, weatherguard fabric \$195/each = \$3544.32 (2019)
 estimated 2022 price for 55 banners \$4500.00

Flag Poles – 6’ spinning aluminum 100 poles = \$1325.00 (2018)

Flags – 3 by 5 Nylon US Flag, 100 flags = \$1595.00 (2018)

Military Tribute Banners – Replacement fee, \$45.00/banner

Wreaths – Purchasing of 60 new wreaths, double sided lit = estimated at \$30,000 for commercial grade product, can modify the product to a commercial grade product not top of the line for \$15,000 estimated

Premier Services for April 2021 – March 2022 –

Remove & Replace Seasonal Banners - \$750

Remove & Replace Banners, hang Flags - \$750

Remove & Replace Seasonal Banners - \$950

Remove & Replace Seasonal Banners - \$750

Install Military Banners - \$395

Remove & Replace Banners, Hang Wreaths - \$850

Remove Wreaths - \$450

Total for 1 year = \$4895.00



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

To: Haymarket Finance Liaisons, Emily Kyriazi, Roberto Gonzalez

From: Kim Henry, Town Clerk

RE: DMV Select Report

Date: April 25, 2022

MEMORANDUM

Background:

At the March 28th Work Session, the directive was that I provide you with a monthly update on the revenues and changes to the Select so that a discussion can continue on whether to renew the DMV Select Contract for an additional year.

Report:

Since the March meeting, we gradually opened the office up for walk ins. We took down the "By Appointment Only" sign. We saw a slight increase in foot traffic and transactions with the walk in option. We gave priority to those who made appointments over walk ins. I anticipate the commission for March to be \$3931.65, based on our daily reports. As of April 15th, based on our daily reports, our commissions for April will be about the same if not a little higher.

On April 7, 2022, our DMV employee gave two weeks notice with her last day being April 21st. This now leaves myself doing DMV transactions until the end of our contract in June. We will go back to appointment only so that I can have time to get agendas prepared and posted and minutes done. I will lengthen the appointment time per transaction. If Council decides to renew the contract for an additional year, I would hire 2 part time people and construct a schedule that would give us the flexibility for walk ins and open up both service windows. I would be happy to discuss this option if that is the desire of Council. I would look for a local training class held by DMV or ask for a virtual training class. Again, I need to emphasize that this office would probably be a service to the community rather than a money maker unless the Town bears the cost of advertising and signage. As much as I would like to see this Select office be successful, I don't believe it could recover within a reasonable time for it to stay open and renew the contract.

In conclusion, I don't recommend renewing the Select contract for the following reasons:

1. It would be difficult to recover our current budget losses without opening to walk in status.
2. This office is not set up to adequately serve walk in clientele.
3. We would have to bear additional costs for training of new employees that's not budgeted.

4. The vehicle market is slow and unpredictable as to when that will recover. Vehicle sales and titling is a big portion of our revenue and commissions.

TOWN OF HAYMARKET JOB DESCRIPTION

Position: Town Manager/Zoning Administrator	Salary Range: Contract
Department: Administration	Monday-Friday, Some Evenings for Work Meetings, Some Weekend for Events or Other work duties
Position Type: Full Time, Contract Position, FLSA Status: Exempt	

JOB SUMMARY

This position Serves as the Town Manager and Zoning Administrator for the Town of Haymarket. This is an appointed position by the Haymarket Town Council pursuant to Virginia Code § 15.2-1540 and § 15.2-2286. Work is performed under the general guidance of the Mayor and Town Council. The Town Manager serves as the Town's Chief Administrative Officer. As such, manages, directs, and coordinates day-to-day administrative operations of the Town government as outlined in the Town Charter, Town Code, and as directed by the Mayor and Town Council. The Zoning Administrator performs technical and administrative work focusing on the review, interpretation, and enforcement of zoning ordinances and related land use and development ordinances for the Town; establishing procedures to administer and enforce the Town zoning ordinance.

ESSENTIAL JOB RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates, monitors, and controls staff functions to complete necessary work.
- Conducts regular staff meetings to review Council directives, review current workload, hear progress on specific projects, assign specific tasks and receive staff input.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Holds regular communication with the Town Attorney allowing the most efficient use of the time to cover multiple issues.
- Responds to Citizen inquiries and complaints regarding Town operations in a timely fashion. Informs Mayor and Council of complaints and response.
- Works with the Town Clerk to assist the Mayor with meeting agenda preparation. Attends all regular Council meetings, work sessions and necessary Council Committee meetings.
- Maintains open communications with the Mayor and Council. Provides timely updates on activities, current or anticipated issues to come before the Town and Staff work.
- Reviews and approves land development applications. Works with the Planning Assistant to coordinate with Prince William County's Building Development Division regarding in-town building permits.
- Works with the Planning Assistant and Town Clerk to coordinate agenda preparation for Planning Commission review of development applications and zoning-related public hearings for the Planning Commission, Architectural Review Board and Board of Zoning Appeals.
- Administers and enforces zoning ordinance and proffers, including maintenance of the official zoning ordinance and map; the review and approval of zoning permits; the issuance of zoning determinations and interpretations; and zoning complaint investigation and enforcement actions as necessary.
- Administers and enforces land development regulations, including subdivision and site plan ordinances.
- Staffs the Town's Board of Zoning Appeals and provides thorough information on appeals and other matters to come before the body.
- Works with the Town Treasurer in the preparation and submittal of the annual budget to Town Council and its oversight after adoption.
- Along with the Treasurer, reviews and approves the procurement of Town goods and services in accordance with the Town's Procurement Policies and budgetary limits.

- Reviews and approves all invoices prior to the Treasurer issuing checks for payment.
- Reviews all checks with the corresponding invoices prior to submitting to the authorized signatories.
- Reviews and approves administrative employees' time sheets. Reviews the Police Chief's time sheet prior to forwarding to the Treasurer for payroll.
- Prepares and issues Requests for Proposals, conducts bid openings and negotiates with bidders for service and capital improvement contracts. Prepares recommendations to Council for contract award. Manages all Town contracts once approved.
- Responsible for the maintenance of all real property, easements, and rights-of-way owned by or leased to the Town.
- Manages the Town's rental properties, oversees leasing and tenant compliance. Works with the Treasurer to ensure rents are properly collected on time.
- Serves as the Town's Personnel Officer to include administration of the Town's Employee Manual. Provides annual Staff performance evaluations.
- With concurrence of the Town Council, appoints or removes Town employees with the exception of the Town Treasurer, Town Clerk, Police Chief and Town Attorney.
- Interviews potential candidates for employment and makes hiring recommendations to Town Council.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Establishes operating policies, procedures, goals, and objectives.
- Maintains a good working relationship with Prince William County Government, relevant State and Federal Agencies and surrounding Municipalities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Town Charter, Town Code, Employee Manual, Zoning Ordinance Comprehensive Plan, and pertinent rules and regulations of the Commonwealth of Virginia.
- Thorough knowledge of the principals and practices of public administration and local government administration, Land Use regulations and Comprehensive Planning.
- Working knowledge of municipal finance practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town government.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree (master's degree preferred), supplemented by progressively responsible experience in public administration.

WORKING CONDITIONS

Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.



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

Position: Town Planner Assistant	Work Schedule: 25 hours per week Monday-Friday, Some Evenings for Work Meetings
Department: Administration	
Position Type: Part-time, PT	

This is a professional position responsible for the administration of the Town’s zoning and land development regulations, performing a variety of tasks related to permitting, plan and application review, customer service, records management, research and analysis. The Town Planner Assistant is the primary staff support to the Planning Commission, and Architectural Review Board and provides support to the Town Council and other Town committees as needed.

Responsibilities:

The duties described below are indicative of what the duties the Administrative Assistant may be asked to perform; others may be assigned

- Assists the Zoning Administrator to review and approve zoning permits and development plans
- Coordinates review of zoning and land development applications among outside local, State and Federal agencies and works on the Town’s behalf with outside agencies on planning-related studies and inquiries
- Assists the Town Clerk with Agenda preparation for Planning Commission and Architectural Review Board review of development applications
- Provides regular staff support to the Planning Commission, Architectural Review Board, Board of Zoning Appeals, as well as to the Town Council and other committees as needed or assigned, including preparation and dissemination of agendas and supporting materials
- Assists with establishing operating policies, procedure, goals, and objectives
- Assists with maintaining currency of Town’s Comprehensive Plan, Zoning Ordinance, and other planning and zoning regulations and policies
- Assists with preparing the Planning Commission’s Annual Report
- Assists with interpretation and administration of Town’s planning and zoning regulations
- Assists with presentation material for Planning Commission and Town Council on planning and zoning issues
- Responds to public inquiries related to Town planning and zoning regulations and policies
- Assists with maintaining currency of the Town’s Planning and Zoning pages on the website
- Maintains planning and zoning records and files as required by and in conformance with State Code
- Ensures that all zoning applications are properly logged, tracked, filed, and updated;
- Other duties as may be assigned.

Attachment: Town Planner Assistant Job Description (5516 : Job Description of Part Time Office Assistant)



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

Skills and Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Required:

- Bachelor’s degree in planning or related field;
- Strong desire to continuing to further training or education to remain current with trade practices
- Knowledge of Town Charter, related ordinances, and the policies, procedures and regulations governing municipal government
- Demonstrated ability to work collaboratively with elected and appointed officials, citizens, and staff
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations
- Ability to critically assess situations, problem solve and work effectively under stress, within deadlines and changes in work priorities

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles, practices, techniques and law of contemporary zoning administration and urban planning, includes a working knowledge of applicable Federal and Virginia enabling legislation and laws.

Ability: Ability to plan, organize, and complete research, including statistical analysis. Demonstrate an ability to communicate effectively and accurately in oral, written, and graphic form. Strong organizational skills should also be demonstrated.

Skill: Good customer service skills and ability to establish and maintain good working relationships with the public, staff, and Town Officials. Demonstrate an ability to read, comprehend and review site plans, subdivision plats, construction plans, architectural plans and maps. Demonstrate working knowledge of computers, keyboarding, word processing and database management software.

Physical Demands and Work Environment: tasks typically require sedentary work with occasional lifting of up ten (10) pounds in an office environment.

Supervision: This position reports directly to the Town Manager or his/her designee

Employer Overview:

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the



Town of Haymarket
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Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.



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

To: Haymarket Town Council
From: Kim Henry, Town Clerk
RE: changing of agenda discussion
Date: April 25, 2022

MEMORANDUM

Attached is the section in the Policy and Procedures on the agenda. The purpose of discussing the change in the agenda is to consider moving any closed session items to a different time or to the first item on the regular meeting agenda in order to reduce the costs of attorney fees.

Attachment: Memo to Council (5520 : Discussion on Change of Agenda Order)

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

First Monday of the month, 7:00 p.m. – Regular meeting

Last Monday of the month, 7:00 p.m. – Work Session

Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Special and Emergency Meetings

- A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.
- B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

A. At regular meetings of the Council on the 1st Monday of the month, the order of business shall generally be as follows:

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Public Hearings (if any)*
4. *Approval of the meeting minutes*
5. *Citizens' Time*
6. *Updates*
7. *Consent Agenda*
8. *Agenda Items*
9. *Appropriations*
10. *Department Reports*
11. *Closed Session*
12. *Councilmember Time*
13. *Adjournment*

B. The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.

C. Council work sessions are less formal meetings and the agenda may be as prepared by the Town Manager and Town Clerk to best facilitate the business of the Council.

D. Council elected to begin adopting a "consent agenda" based upon recommendation of the Mayor, Clerk and Town Manager for issues that do not need any additional discussion or deliberation by the Council. Please note, that any member of Council can request of the Mayor to remove an agenda item from the consent agenda prior to the adoption of the consent agenda.

Section 5-3. Citizen Participation

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Thursday prior to the regular meeting date.

2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.

3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.

4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.

5. The presiding officer shall open the Public Comments.

6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.