



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, March 28, 2022

7:00 PM

Council Chambers

I. Call To Order and Roll Call

II. Pledge of Allegiance

III. Agenda Items

1. Economic Development Discussion - Miles Friedman and Michelle Coe
2. RFP Update
3. Informational Discussion on Metropolitan Washington Council of Governments
4. Monthly Financial Report
5. FY23 Budget Work Session
6. DMV Select Contract Discussion
7. BZA Appointment Recommendations
8. Streetscape Banner Program

IV. Adjournment

Communications Plan Development Outline for Haymarket, VA

Developed by Miles Friedman and Michelle Coe

Research/Analysis

- Set baseline of Town's mission/vision/core values and brand.
- Assess Town's current communications strategy.
- Analysis of effectiveness (town to community; community to town) and identification of opportunities for growth.

Target Audiences

- Identify target audiences for the purposes of this communications plan.

Timeline: 2 meetings in April

Requested attendees: Town Council members, staff, community members

Deliverable: A summary of findings developed in collaboration with all stakeholders to be delivered at conclusion of this phase.

Goals & Objectives

- Establish the Town Council's focus areas/priorities for this communication plan, with main goals for each

Timeline: 2 meetings in May

Requested attendees: Town Council members, staff. Recommended to include community members during second meeting to create consensus and ensure alignment.

Deliverable: Summary of focus areas/goals developed by stakeholders delivered at close of discussion

Key Messages

- Create key messaging plan for each focus area to support identified goals

Timeline: 2 meetings in June

Requested attendees: Town Council members, staff. Recommended to include community members during second meeting to create consensus and ensure alignment.

Deliverable: Summary of key messages for each focus area developed by stakeholders delivered at close of discussion

Strategy

- Create an overarching strategy that maps out the way the Town will reach the established goals and objectives, including determining the main channels necessary to reach your target audiences
- Determine who will be responsible for oversight and reporting

Implementation and Deployment

- Create an implementation plan, including specific platforms and frequency with which communications will go out and feedback will be received

Performance Measurement

- Create a plan for periodic assessments of program implementation, including specific ways the Town will measure for success

Timeline: 3-4 meetings in July/August

Requested attendees: Town Council Members, staff.

March 18, 2022

Communications Plan Development Outline for Haymarket, VA

Developed by Miles Friedman and Michelle Coe

Deliverable: Summary of strategy, implementation plan and reporting goals developed by stakeholders delivered at close of discussion.

Final Deliverable: A Communications Plan document that can be used as a reference point for Town Council and staff as they move forward in their communications with the Haymarket community. To be delivered no later than September 30, 2022.

	April	May	June	July	Aug	Sept
Research/Analysis						
Target Audiences						
Goals & Objectives						
Key Messages						
Strategy						
Implementation/Deployment Planning						
Performance Measurement						
Finalize Communications Plan						

Attachment: Haymarket Communications Plan Outline 1.1 (5464 : Economic Development Discussion - Miles Friedman and Michelle Coe)

March 18, 2022



Town of Haymarket VIRGINIA

ADMINISTRATION
15000 Washington Street,
Suite 100
Haymarket, VA 20169
Telephone: (703) 753-2600
Facsimile: (703) 753.2800

REQUEST FOR PROPOSAL

Issue Date: XXXXXX ##, 2021

RFP No: 2021-00#

FOR:
Haymarket Town Park Streetscape Project

PROPOSAL DUE: XXXXXX ##, 2021	
DATE DUE:	XXXXXX ##, 2021
TIME PRIOR TO:	3:00 PM – LOCAL VERIZON TIME

SUBMIT BID TO:

TOWN OF HAYMARKET, ADMINISTRATION
15000 Washington Street, Suite 100
Haymarket, VA 20169

Town Agent:

15000 Washington St. Suite 100

Haymarket, VA 20169

Attachment: Town Park Streetscape Improvements Draft RFP 220311 (5465 : RFP Update)

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I. Purpose and Intent

A. Project Background

Several years ago, the Town of Haymarket installed streetscape improvements, including brick sidewalks and light poles, along a portion of Washington Street, the Town's 'Main Street'. There are still several gaps between connections for these sidewalks. The Town of Haymarket owns a park located at 14710 Washington Street, Haymarket, VA 20169, which contains one of these gaps in the streetscape improvements. The park is near the eastern boundary of the Town and access to the park currently consists of two gravel driveways connected to Washington Street. This configuration is not currently encouraging of pedestrian traffic or pedestrian friendly, in keeping with the Town's character. The Town wishes to improve access to the park by extending the streetscape improvements to make it more pedestrian friendly.

B. Project Objectives, Description and Scope

The Town of Haymarket is soliciting Proposals for: The design, permitting, and construction administration of the approximately 550 linear feet of bike lane, curb and gutter, and concrete sidewalk at the Town Park located at 14170 Washington Street, Haymarket, VA 20169. The goal of this project is to connect and extend the streetscape improvements from where they currently stop at the east side of the Haymarket Baptist Church property to the curb ramp at the corner of Bleight Drive and Washington Street to encourage pedestrian access to the Town Park.

Offeror shall provide survey, design, permitting, bidding support, and construction administration services for the project. Work includes but is not limited to: a topographic and boundary survey, preparation of all permitting and construction drawings for grading and installation of approximately 550 linear feet of bike lane, curb and gutter, and concrete sidewalk that will be stamped and colored to match the existing brick. Other design elements include an erosion control plan, utility relocation coordination, maintenance of traffic, creation of two commercial entrances, storm drainage and stormwater management and BMP design. The plans and deliverables shall be developed in accordance with VDOT requirements for Smart Scale funding and improvements shall be designed to meet all minimum requirements set forth by the Town of Haymarket Zoning and Subdivision Ordinance and VDOT Road Design Manual and Road and Bridge Standards. The cross section should include a four-foot-wide bike lane, standard curb and gutter, a grass buffer matching the width of the current streetscape buffer, and a six-foot-wide concrete sidewalk that will be stamped to match the existing brick. Offeror shall include a proposed schedule and list of deliverables accounting for Owner reviews at 30%, 60%, 90% and 100% construction document design milestones.

This RFP may be downloaded from the Town's website at:

[<direct link to RFP>](#)

The Town of Haymarket reserves the right to reject any and all proposals, cancel this solicitation, and to waive any informalities or irregularities in procedure. Submission of a proposal indicates acceptance of these terms by the Offeror.

C. COMPETITION INTENDED

It is the Town's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Business Manager in writing if any language, requirements,

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specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in the RFP to a single source. Such notification must be received by the Business Manager or appointed designee not later than seven (7) days prior to the Bid due date.

D. TYPE OF CONTRACT

- The Town of Haymarket expects to award a firm fixed price Contract in the form of the Town Standard Contract.

E. ORDER OF PREFERENCE

Procurement by the Town is governed by the Town of Haymarket Town Policies, as amended, and the Virginia Public Procurement Act, Sections 2.2-4300 et seq. of the Code of Virginia, as amended. If an inconsistency exists between the Specifications of this RFP, the General Provisions, Contract, or other included document, or the Town Policies and State Procurement Law, the inconsistency shall be resolved by giving precedence to the following documents in the following order:

- Virginia Public Procurement Act, as amended,
- Town of Haymarket Town Policies, as amended,
- The Specifications of this Request for Proposal, except to the extent modified through negotiation permitted by VPPA when the low bid exceeds the available funds,
- The Contract,
- The General Provisions of this Request for Proposal

II. Specifications of Proposal

A. Pre-proposal Conference:

An optional preproposal conference will be held on XXXXX ##, 2021 at XXXX a/pm at Town of Haymarket Town Hall, 15000 Washington Street, Haymarket, VA 20169. **NOTE: Alternatively could provide a virtual option in lieu of or in addition to in person option worded here.** The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation. Any questions asked during the pre-proposal conference shall also be submitted in writing for an official response from the Town of Haymarket.

B. Offeror Qualifications

Offerors must demonstrate that they have the resources and capability to provide the services required in this RFP. Any offeror wishing to submit a proposal shall have five (5) years demonstrated experience related to the design of facilities similar to this project. Project manager shall have five (5) years' experience with a focus on similar projects. The offeror shall certify, through its submission and signature on the proposal, that the following statements are true and not misleading:

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1. That its Proposal is made without any kickbacks or inducements or any prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same Goods, Services, Insurance or Construction, and is in all respects fair and without collusion or fraud.
2. That it is not currently debarred by the Federal Government, Commonwealth of Virginia or the Town from submitting bids on contracts for the Goods, Services, Construction or Insurance that is the subject of this Bid, nor is the Bidder an agent of any person or entity that is currently so debarred.
3. That it has not offered or conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than Nominal Value or minimal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
4. That to the best of its knowledge no Town official or employee having official responsibility for this Proposal or member of his or her immediate family has received or will receive any financial benefit of more than Nominal Value or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or as soon thereafter as it appears that such a benefit will be received.
5. That it has submitted a single Proposal. For purposes of this provision, the term "Offeror" includes all departments and divisions of a Business and all its Affiliates.
6. That it is satisfied, from its own investigation of the conditions to be met, that it fully understands its obligations if the Town awards it a Contract, and that it will not have any claim or right to cancellation or relief from the Contract because of any misunderstanding or lack of information.
7. That it has read, understands, and agrees to the Terms and Conditions of the Town's Standard Contract for Goods, Services, Construction and Insurance herein.

If the Offeror becomes aware of any information which makes any part of the Offeror Certifications no longer accurate or complete or reveals that any part of my previously submitted information is misleading, the Offeror will immediately bring that information to the attention of the Business Manager. The Town may declare an Offeror to be non-Responsible if the Town discovers that the Offeror's certification contains any materially false statement. The Town may also void any resulting Contract or reduce the payment under the terms of the Contract by the value of the benefit or potential benefit conferred on a Town official or employee contrary to these terms.

C. Questions

1. An Offeror may submit questions and comments regarding this Solicitation only to the Town Agent. To receive an answer, the Bidder must submit all questions and comments no later than seven (7) days before the due date. The Business Manager or Business Manager's designee may also issue clarifications or modifications of the terms of the Solicitation even if no Offeror requests it.
2. Only the Business Manager or Business Manager's designee may revise the terms of the Solicitation. If the Town revises the terms of the Solicitation, it will do so in the form of an addendum to the Request for Proposal posted on the Town of Haymarket website at

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- www.townofhaymarket.org. Each offeror has the responsibility to insure it has any addenda that have been issued in connection with this RFP. The Offeror will not rely on any information provided orally, or from anyone other than the Business Manager or Business Manager's designee.
3. Each Offeror bears responsibility for thoroughly examining this RFP in its entirety. If an Offeror has any questions or comments regarding the proper meaning or intent of any aspect of the RFP or finds discrepancies in the plans and/or specifications, then it shall submit all such questions and comments in writing to the Town Agent.
 4. By submitting a Proposal in response to this RFP, the Offeror represents that it has thoroughly examined this RFP and all its attachments and incorporated documents, and that it has submitted any and all questions and comments it may have regarding the meaning or interpretation of this RFP to the Town in the manner prescribed herein.

D. Due Date and Submittal Instructions

Sealed Proposals shall be delivered to the Town Clerk, Kimberly Henry, at the Town of Haymarket Town Hall and stamped as received no later than 3:00 pm on XXXXX ##, 2021, ("Proposal Closing"). The official time used in the receipt of proposals is local Verizon time. Offerors are responsible for ensuring its submission prior to Proposal Closing. Proposals must be delivered before the minute stated on the cover page of this Request for Proposal. For example, a due time of 3:00pm means that a bid delivered at 2:59 is timely and one delivered at 3:00pm is late.

Proposals sent via express delivery service should be sealed in an envelope inside the express container. The Offeror assumes the risk that an envelope not properly marked will be mistakenly opened, and thus rendered ineligible for consideration. The Town of Haymarket is not responsible for any premature opening of a proposal not properly addressed and identified as specified herein, or technical difficulties which may result in the Offerors response not being delivered in time, or any responses that are not properly submitted. The Town will not make any adjustments to the proposal based on additions or deletions on the outside of the envelope. Proposals received after the Proposal Closing date/time shall not be considered. Late proposals shall not be accepted. Faxed or emailed bids are not allowed.

Before the deadline passes or if the Town receives no proposals by the due date, the Town may extend the date and time for proposal closing if it believes it is necessary and in the best interest of the Town. If that happens, Offerors will be notified of the new date and time and Proposals already received will not be opened until the new date and time. If the Town of Haymarket Town Office is closed unexpectedly on a proposal due date, the proposals will be opened at the same time and place the next business day that the Town and Building are open, or else notice will be provided by addendum of a new bid opening date, time, and place.

E. Proposal Preparation

Proposals shall be as thorough and detailed as possible so that the Town may properly evaluate your capabilities to provide the required goods/services. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be

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numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. The proposal should contain a table of contents which cross-references the RFP requirements. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the Town requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Town. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Offerors are required to submit the following items as a complete proposal:

1. Return the proposal submission form
2. Technical proposal: a technical proposal outlining approach to the project, to include:
 - a) Project experience with similar designs. At least three project examples shall be included
 - b) Project Team Composition, including capability and skills of project team. Roles of key project staff shall be identified. Resumes of key staff shall be provided. Key staff must be committed to this contract for its duration unless excused by the Town of Haymarket in writing.
 - c) Approach and Methodology Narrative and Project Work Plan. The plan shall include a proposed project schedule and proposed list of project deliverables, including intermediate design submittals and construction specifications.
3. Cost Proposal: Include cost proposal in a separate tab or section of the response.

F. Evaluation and Award Criteria

1. Experience of firm 20%
 - a. Expertise and past experience in providing services on projects of similar size, scope and features as those required for this project.
 - b. Experience of all members of the project team working together on past projects.
 - c. Other supplemental information demonstrating applicable experience of the firm.
2. Project team credentials (including Project Manager) 20%
 - a. Qualifications and experience of the Project Manager to be assigned to the project.
 - b. Qualifications and experience of other key personnel to be assigned to the project.
 - c. Any other supplemental information demonstrating project team credentials.
3. Understanding of the project 25%
 - a. Current and projected workload, plan to complete the work and ability to complete the work in a timely manner.
 - b. Geographic location of the office where the work will be performed in relation to the Town of Haymarket.
 - c. Key roles and means for communicating throughout the project.
 - d. Any other supplemental information submitted to demonstrate project understanding.
4. References 10%
 - a. Minimum three (3) references per Section III.B. below.
5. Cost 25%

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The Town issued this Request for Proposal to initiate a competitive negotiations procurement process. Under the competitive negotiations process, contracts may be awarded to the responsible offeror, whose proposal is determined to be the most advantageous to the Town by taking into consideration all the evaluation factors set forth in this Request for Proposal, evaluation of the offeror proposal, and any changes made to the initial proposal during clarifications and negotiations.

G. ADDENDA:

Offerors are reminded that changes to the solicitation, in the form of addenda, are often issued between the issue date and within five (5) days before the due date. Notice of addenda will be posted on the Town's current solicitation webpage. It is the offeror's responsibility to monitor these sites for any changes. All addenda shall be acknowledged, signed and submitted to accompany the proposal.

H. Method of Payment

Payment will be made monthly based on schedule for deliverables. Unless otherwise specified in the RFP, the Town will not consider prompt payment discounts in evaluating a bid for award. However, even though not considered in the evaluation, the Town will take such discounts if it tenders payment within the discount period. If a Contract is awarded, the prices provided by the successful Offeror shall remain firm for the period of the Contract, unless otherwise specified.

The Town is exempt from state and federal taxes. The Town's tax identification number is 54-600-1411. The Town will not pay any tax charges assessed on Goods, Services, Construction or Insurance provided by the Offeror. The Town will not indemnify the Offeror against any tax charges. Any tax assessed against the Offeror as a result of the contract resulting from this RFP is the responsibility of the Contractor. However, when under established trade practice any Federal excise tax is included in the list price, the Offeror may quote the list price and show separately the amount of Federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the Town.

Unless otherwise stated, the Proposal must include the costs of paying all fees for inspection, connection, plan review, or other governmental permits or actions, even if those fees are due to the Town. The Town will not waive or apply for a waiver of any fees due for Town projects unless the Specifications so note.

III. Evaluation of Proposals

A. Method of Evaluating the Lowest Priced Proposal

Unless otherwise expressly stated in this RFP, the Town will determine the lowest priced Proposal on the following basis, depending on the type of Contract:

1. For Firm Fixed Price/Lump Sum Contracts, on the basis of the total cost of the base bid, without regard to any alternates. The Town may, in its discretion, make alternates part of the award to the lowest Responsive and Responsible bidder to the extent of available funds.
2. For Unit Price Contracts, on the basis of the total cost of all items measured by the Estimated Bid Quantities, without regard to any alternates. The Town may, in its discretion,

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- make alternates part of the award to the lowest Responsive and Responsible bidder to the extent of available funds.
3. For Hourly Rate Contracts, on the basis of the hourly rate. The Bidder may not mark-up the cost of materials, unless the Specifications provide for a mark up. The Bidder must obtain materials at the most economical price consistent with the needed quality, and the Town reserves the right to obtain the materials if it can do so at a better price. The Town will reimburse travel at the rate provided for by IRS regulation if the Specifications provide for travel reimbursement.
 4. The Town may reject any bid, that would be awarded on the basis of estimated bid quantities, that is unbalanced if it is in the best interest of the Town to do so. A bid will be considered unbalanced when, in the opinion of the Business Manager, the bid allocates a disproportionate share of cost to the price of one or more bid items and reduces the costs to the price of another bid item or items, and if there is a reasonable possibility that the bid will not result in the lowest overall cost to the Town.

In case of tie bids between Responsive and Responsible bidders, the Town shall give preference to goods, services or construction produced in the Town or provided by persons, firms or corporations having principal places of business in the Town, if such a choice is available. Otherwise, the Town shall give preference as provided by Virginia Code § 2.2-4324. If no such preference applies, award shall be by lot.

B. References

All Offerors shall include a list of at least three (3) current references for whom the Offeror has done comparable work. This list shall include company name, person to contact, address, telephone number, fax number, e-mail address, and the nature of the work performed. Failure to include references may be cause for rejection of a Bid as non-Responsive.

C. Determining if an Offeror is Responsive

1. Award only to a "Responsible Offeror":
The Town will only award a Contract to an Offeror that, through evidence submitted or information available to the Town, has shown that it has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Prequalification by an entity other than the Town is not relevant to this determination.
2. Additional information:
If the Town requests it, the Offeror must present within two business days, evidence satisfactory to the Town of the Offeror's ability to perform the Contract and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of this RFP and any resulting Contract. The Town reserves the right to inspect the Offeror's physical facilities and conduct additional investigation prior to award to satisfy questions regarding the Offeror's capabilities.
3. Offeror in default:

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No Proposal will be accepted from or Contract awarded to any Offeror that is in arrears, or is in default to the Town upon any debt, or that is a defaulter as surety or otherwise upon any obligation to the Town, until all such debts are paid.

D. Proposal Acceptance Period

Unless the Offeror withdraws its proposal as allowed under the terms of this RFP or agrees to one or more extensions, the proposal is binding upon the Offeror for ninety (90) calendar days following the Proposal Closing. At the end of the acceptance period, the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled. Offeror further agrees and understands that (to indemnify the Town for costs incurred in protection of the Offeror's confidential information) there is no binding agreement, no contractual relationship, no understanding nor mutual assent until a Contract is executed and exchanged by and between the Offeror and the Town. The following Town agents have general authority to sign and execute a Contract on behalf of the Town, to the extent authorized by Town Council: the Mayor and the Business Manager. Unless authorized by a recorded affirmative vote of Town Council, no other Town officer or employee is authorized to execute Contracts, and no Contract executed by an unauthorized officer is binding on the Town.

E. AVAILABILITY OF FUNDS:

It is understood and agreed between the parties herein that the Town shall be bound hereunder only to the extent that the Town Council has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.

F. ANNOUNCEMENT OF AWARD:

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the Town will publicly post such notice on the Town website and on the bulletin board in the lobby of Town Hall, located at 15000 Washington Street, Haymarket, VA, for a minimum of 10 days.

IV. Form of Contract and Related Documents

A. Use of Town Standard Form Contract

Unless otherwise specified in this RFP, use of the Town Standard Form Contract attached hereto is mandatory.

B. SUBCONTRACTS:

All Offerors shall include a list of all subcontractors with their Proposal. No portion of the work shall be subcontracted without prior written consent of the Town of Haymarket. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the Town of Haymarket the names, qualifications, and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract. The Town reserves the right to reject the successful Offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the approval of the Town. Any

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such replacement shall be at no additional expense to the Town, nor shall it result in an extension of time without

V. Miscellaneous

A. Applicable Laws and Courts

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The contractor shall comply with all applicable federal, state, and local laws, rules, and regulations.

B. Anti-Discrimination

The Town does not discriminate against Bidders on the basis of race, religion, color, sex, national origin, age or disability, nor does it discriminate against faith-based organizations on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except as permitted or required by law, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such Goods, Services or disbursements. Any Offeror believing that it or another Offeror has been discriminated against on that basis should immediately make the Business Manager aware of the basis for that belief. If an award of Contract is made to a faith-based organization, and an individual who applies for or receives Goods, Services, or disbursements provided pursuant to that contract objects to the religious character of the faith-based organization from which the individual receives or would receive the Goods, Services, or disbursements, the Town shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent Goods or Services, or disbursement from an alternative provider.

By submitting their proposals, offerors certify to the Town of Haymarket that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to

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- employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Town may terminate the affected part of this contract for breach, or at its option, the whole contract.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

It is the policy of the Town to facilitate the participation of Small Businesses and Minority-Owned and Women-Owned Businesses in all aspects of procurement to the maximum extent feasible. If awarded a contract, the Bidder will use its best efforts to carry out this policy and insure that Small Businesses and businesses owned by women and minorities have the maximum practicable opportunity to compete for subcontract work, consistent with the efficient performance of this contract. If federal grant money is to be used to pay for this Procurement, then the specifications will indicate the extent of any specific participation required for Small Businesses and businesses owned by women and minorities.

C. ETHICS IN PUBLIC CONTRACTING:

By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

D. IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By entering into a written contract with the Town of Haymarket, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Town, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

E. DEBARMENT STATUS:

By participating in this procurement, the vendor certifies that they are not currently debarred by the Town of Haymarket from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Town of Haymarket. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

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F. ANTITRUST:

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Town of Haymarket ALL rights, title, and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Haymarket under said contract.

G. CLARIFICATION OF TERMS:

If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the Purchasing Agent no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Agent.

H. PRECEDENCE OF TERMS:

The following General Terms and Conditions APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

I. QUALIFICATIONS OF OFFERORS:

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.

J. ASSIGNMENT OF CONTRACT:

A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town of Haymarket.

K. CHANGES TO THE CONTRACT:

Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agent may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include,

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but are not limited to, things such as services to be performed, project schedule. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agent of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agent's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agent decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agent a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agent's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agent with all vouchers and records of expenses incurred and savings realized. The Purchasing Agent shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agent within thirty (30) days from the date of receipt of the written order from the Purchasing Agent. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes in the Virginia Public Procurement Act. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agent or with the performance of the contract generally.

L. DEFAULT:

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

M. INSURANCE:

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance

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coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Town of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Haymarket, Virginia shall be added as an additional insured to the policy by an endorsement.

N. DRUG-FREE WORKPLACE:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

O. NONDISCRIMINATION OF CONTRACTORS:

A offeror, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time

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after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

P. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:

Pursuant to Virginia Code §2.2-4311.2, an Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid a statement describing why the Offeror is not required to be so authorized. Any Offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Business Manager. The SCC may be reached at (804) 371-9733 or at <http://www.scc.virginia.gov>. Offerors should consult the Code of Virginia for more information.

Q. TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information that is submitted by an offeror or offeror in connection with a procurement transaction or prequalification application submitted pursuant to this RFP, may be exempted from public disclosure under the Virginia Public Procurement Act. However, the offeror or offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify in writing, on the submission, the data or other materials sought to be protected and state the reasons why protection is necessary and falls within the exceptions within the VPPA. It is the offeror or offeror’s sole responsibility to defend such exemptions if challenged in a court of law.

R. INTEREST IN MORE THAN ONE PROPOSAL:

Multiple proposals or offers in response to this solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Any or all proposals may be rejected if reasonable grounds exist for believing that collusion exists among any offerors or offerors.

S. METHOD OF ORDERING:

The Town will place orders with a Purchase Order. The purchase order indicates that sufficient funds have been obligated as required by Title 15.2-1238 of the Code of Virginia. Performance under this contract is not to begin until receipt of the purchase order or other notification to proceed by the Purchasing Agent and/or Town department.

T. PERIOD FOR PERFORMANCE OF PURCHASE ORDERS:

To be valid, a purchase order issued under this Contract must be issued during the term of the Contract. The period specified for performance of the purchase order may extend past the term of the Contract. If a notice terminating this Contract is issued, the notice shall be construed as applying only to the Contract and not to any existing purchase order, unless the notice expressly states the intent to terminate the purchase order.

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U. AUDIT:

The contractor shall retain all books, records, and other documents relative to this contract for five years after final payment, or until audited by the Town of Haymarket, whichever is sooner. The Town, its authorized agents, and/or Town auditors shall have full access to and the right to examine any of said materials during said period.

V. PROMPT PAYMENT DISCOUNT:

Prompt payment discounts will be considered in the evaluation and will be taken in payment is to be made within the discount period. Payment is deemed to be made as of the date of mailing of the Town check or completion of a credit card transaction.

W. DELAYS AND SUSPENSIONS:

The Town may direct the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time deemed appropriate for the convenience of the Town. The Town will extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The Town may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.

X. CANCELLATION OF CONTRACT:

The Town reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by the contractor, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

Y. COMPLIANCE WITH ALL LAWS:

Contractor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of scope of work set forth herein. Contractor represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. The Contractor further expressly represents that it is a corporation, partnership, or limited liability company that it is in good standing in the Town of Haymarket and will remain in good standing throughout the term of this contract.

Z. CONTRACTUAL DISPUTES:

In accordance with Code of Virginia § 2.2-4363, contractual claims, whether for money or other relief, shall be submitted in writing to the Authorized User no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim must be given to the Authorized User at the time of the occurrence or beginning of the work upon which the claim is based. Pendency of claims shall not delay payment of amounts agreed due in the

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final payment. The Authorized User shall render a final decision in writing within thirty (30) days after its receipt of the Contractor's written claim.

1. The Contractor may not invoke any available administrative procedure under Code of Virginia §2.2-4365 nor institute legal action prior to receipt of the Town's decision on the claim, unless the Town fails to render its decision within thirty (30) days. The decision of the Town shall be final and conclusive unless the Contractor, within six (6) months of the date of the final decision on the claim, invokes appropriate action under Code of Virginia § 2.2-4364 or the administrative procedure authorized by Code of Virginia § 2.2-4365.
2. The Town or any Authorized User, and their officers, agents and employees, including without limitation, the contracting and Ordering Officers, are executing this Agreement and any Orders issued hereunder, solely in its or their statutory and regulatory capacities as agent of the Town agency or Authorized User that is purchasing and receiving the goods or services in question and need not be joined as a party to any dispute that may arise there under.
3. In the event of any breach by the Town or any Authorized User, Contractor's remedies shall be limited to claims for damages and Prompt Payment Act interest and, if available and warranted, equitable relief, all such claims to be processed pursuant to this Section. In no event shall Contractor' remedies include the right to terminate any services hereunder.

AA.E-VERIFY PROGRAM:

Pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with the Town to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

BB.LOBBYING AND INTEGRITY:

Offerors are cautioned that communications with individuals other than the Town's Procurement Manager may result in incorrect and/or insufficient information being provided. In addition, the offeror shall not, in connection with this or any other agreement with the Town of Virginia, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any state officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give anyone any gratuity for the benefit of or at the direction or request of any state officer or employee. Upon request of the Town, the offeror shall provide any type of information deemed relevant to the offeror's integrity or responsibility to provide the services or goods, described herein.

CC. SUBCONTRACTS:

No portion of the work shall be subcontracted without prior written consent of the Town. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for

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the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

All Offerors shall include a list of all subcontractors with their proposal. The Town reserves the right to reject the successful offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the approval of the Town. Any such replacement shall be at no additional expense to the Town nor shall it result in an extension of time without the Town's approval.

DD. INVOICES:

All invoices shall be rendered promptly to the Town of Finance, Accounts Payable, 15000 Washington Street, Haymarket VA after all services covered by the invoice have been provided. No invoice may include any cost other than those identified in the Order referencing the Contract.

EE. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL IMMIGRATION LAW:

The contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

FF. COOPERATIVE CONTRACT:

Offerors are advised that the resultant contract may be extended with the authorization of the Contractor to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract.

GG. INDEMNIFICATION:

Contractor agrees to indemnify the Town of Haymarket, its officers, agents, and employees for any loss, liability, cost, or reasonable settlement cost incurred as a result of any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.

Contractor shall indemnify, keep and save harmless the Town, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, theft, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the Town in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any

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judgment shall be rendered against the Town in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Town as herein provided.

HH. TERMINATION OF CONTRACTS:

Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

1. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the Town for Convenience or Cause.
2. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
 - a. **TERMINATION FOR CONVENIENCE:** A contract may be terminated in whole or in part by the Town in accordance with this clause whenever the Purchasing Agent shall determine that such a termination is in the best interest of the Town. Any such termination shall be effected by delivery to the Contractor at least five (5) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.
 - b. **TERMINATION OF CONTRACT FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, in addition to the Town's remedies under the contract and all other rights available at law or in equity, the Town shall have the right to immediately terminate this contract. Such termination shall be effected by delivering a notice of termination to the Contractor at any time specifying the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the Town, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the Town from the Contractor is determined.

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ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

I certify that I received and reviewed the following Addenda to this Proposal and have included their provisions in this Proposal:

<u>Number</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Offeror’s Identification Number issued to it by the SCC is _____.

B. _____ Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror’s Identification Number issued to it by the SCC is _____.

C. _____ Offeror does not have an Identification Number issued to it by the SCC and such Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

Attachment: Town Park Streetscape Improvements Draft RFP 220311 (5465 : RFP Update)

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References for:

Offerors shall provide references on this form.

Firm Name _____

Contact _____

Title _____ E-mail _____

Mailing Address _____

Phone _____ Fax _____

Type of Services Provided: _____

2. Firm Name _____

Contact _____

Title _____ E-mail _____

Mailing Address _____

Phone _____ Fax _____

Type of Services Provided: _____

3. Firm Name _____

Contact _____

Title _____ E-mail _____

Mailing Address _____

Phone _____ Fax _____

Type of Services Provided: _____

4. Firm Name _____

Contact _____

Title _____ E-mail _____

Mailing Address _____

Phone _____ Fax _____

Type of Services Provided: _____

Attachment: Town Park Streetscape Improvements Draft RFP 220311 (5465 : RFP Update)

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Attachment: Town Park Streetscape Improvements Draft RFP 220311 (5465 : RFP Update)

	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	470.97	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	497.69	1,000.00	49.8%	
Total 3110 · GENERAL PROPERTY TAXES	380,764.29	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	87,455.20	200,000.00	43.7%	collection up to February 28, 2022; 7.4% ahead of budget
3120-03 · Cigarette Tax	92,570.80	125,000.00	74.1%	collection up to January 31, 2022
3120-04 · Consumer Utility Tax	93,216.83	158,000.00	59.0%	collection up to February 28, 2022
3120-05 · Meals Tax - Current	628,147.46	875,000.00	71.8%	collection up to January 31, 2022
3120-06 · Sales Tax Receipts	100,204.62	145,000.00	69.1%	
3120-07 · Penalties (Non-Property)	5,219.46	0.00	100.0%	
3120-08 · Interest (Non-Property)	326.90	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,007,141.27	1,529,000.00	65.9%	
3130 · PERMITS,FEES & LICENSES				
3130-01 · Application Fees	5,195.00	2,500.00	207.8%	
3130-03 · Motor Vehicle Licenses	512.00	1,000.00	51.2%	
3130-05 · Other Planning & Permits	8,925.00	25,000.00	35.7%	
3130-06 · Pass Through Fees	13,543.75	0.00	100.0%	Cost are passed on to developer/contractor
Total 3130 · PERMITS,FEES & LICENSES	28,175.75	28,500.00	98.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	14,288.41	60,000.00	23.8%	collections up to January 31, 2022
Total 3140 · FINES & FORFEITURES	14,288.41	60,000.00	23.8%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	-1,715.54	1,500.00	-114.4%	
3150-03 · Interest on Bank Deposits	4,575.16	1,500.00	305.0%	
Total 3150 · REVENUE - USE OF MONEY	2,859.62	3,000.00	95.3%	
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)	5,458.00	9,660.00	56.5%	Revenue lessen due to moving to smaller space within building
3151-06 · Suite 204 MAC-ISA	5,180.00	6,720.00	77.1%	
3151-07 · Haymarket Church Suite 206	25,932.60	34,577.00	75.0%	
3151-08 · 15020 Washington Realty	33,596.79	40,316.00	83.3%	
3151-09 · 15026 Copper Cricket	16,585.92	22,114.00	75.0%	
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)	132,238.28	158,348.00	83.5%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	291.19			new FOIA charges
Total 3160 · CHARGES FOR SERVICES	291.19			
3165 · REVENUE - TOWN EVENTS				
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	73,085.00	50,000.00	146.2%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	1.09	0.00	100.0%	

	Actuals	Budget	% of Budget	Comments
3180-03 · Miscellaneous	180.00			PD security detail for in town business at the request of business
3180-04 · Reimbursement from Insurance	18,498.52	4,724.00	391.6%	Reimbursement from Insurance for PD vehicles
3180 · MISCELLANEOUS - Other	10.00	0.00	100.0%	Reimbursement from DMV for postage
Total 3180 · MISCELLANEOUS	18,689.61	4,724.00	395.6%	
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	53,054.41	103,165.00	51.4%	collections up to February 28, 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	41,356.25	60,500.00	68.4%	collections up to February 28, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	138,052.30	215,340.00	64.1%	
3500 · Reserve Funds	0.00	59,200.00	0.0%	
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%	
	1,795,585.72	2,740,129.00	65.5%	
Total Income	1,795,585.72	2,740,129.00	65.5%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	424.00	2,500.00	17.0%	
111002 · FICA/Medicare	1,065.60	2,000.00	53.3%	
111003 · Meals and Lodging	74.67	1,000.00	7.5%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	14,389.29	26,000.00	55.3%	
111006 · Town Elections	0.00	3,000.00	0.0%	
Total 11100 · TOWN COUNCIL	15,953.56	34,750.00	45.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	232,088.50	322,630.00	71.9%	
1211002 · Salaries & Wages - DMV Clerk	28,520.41	44,500.00	64.1%	
1211003 · Salaries/Wages - Part Time	21,117.93	43,800.00	48.2%	
1211004 · FICA/Medicare	21,182.45	30,381.00	69.7%	
1211005 · VRS	28,056.20	48,545.00	57.8%	
1211006 · Health Insurance	27,797.00	64,134.00	43.3%	
1211007 · Life Insurance	3,251.11	4,685.00	69.4%	
1211008 · Disability Insurance	1,626.02	2,631.00	61.8%	
1211009 · Unemployment Insurance	5,653.31	4,240.00	133.3%	
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	5,099.21	8,000.00	63.7%	
1211014 · Printing & Binding	3,593.79	8,298.00	43.3%	
1211015 · Advertising	6,290.43	9,000.00	69.9%	
1211016 · Computer, Internet & Website Svc	10,277.32	23,650.00	43.5%	
1211017 · Postage	1,187.47	4,000.00	29.7%	
1211018 · Telecommunications	4,180.28	7,500.00	55.7%	
1211019 · Mileage Allowance	126.00	1,000.00	12.6%	
1211020 · Meals & Lodging	1,175.64	2,000.00	58.8%	
1211021 · Convention & Education	250.00	6,000.00	4.2%	
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%	
1211024 · Books, Dues & Subscriptions	12,736.62	16,000.00	79.6%	
1211025 · Office Supplies	3,807.20	6,500.00	58.6%	
1211026 · Equipment Rental	2,903.01	4,075.00	71.2%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	439,164.56	686,000.00	64.0%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	53,248.30	70,000.00	76.1%	services up to December 31, 2021
Total 12210 · LEGAL SERVICES	53,248.30	70,000.00	76.1%	
12240 · INDEPENDENT AUDITOR				

	Actuals	Budget	% of Budget	Comments
1224001 · Auditing Services	0.00	16,000.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%	
Total 01 · ADMINISTRATION	508,366.42	806,750.00	63.0%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	268,506.72	425,000.00	63.2%	
3110003 · Salaries & Wages - OT Premium	9,670.34	20,000.00	48.4%	
3110013 · Salaries & Wages - OT Select En	6,186.72	10,000.00	61.9%	
3110004 · Salaries & Wages - Holiday Pay	15,625.03	14,000.00	111.6%	
3110005 · Salaries & Wages - Part Time	27,915.71	18,720.00	149.1%	
3110011 · Salaries & Wages - Recruit. Bonus	642.86	1,000.00	64.3%	
3110020 · FICA/MEDICARE	24,944.30	36,724.00	67.9%	
3110021 · VRS	29,034.59	46,102.00	63.0%	
3110022 · Health Insurance	40,481.69	80,752.00	50.1%	
3110023 · Life Insurance	9,632.52	5,717.00	168.5%	
3110024 · Disability Insurance	1,149.82	2,200.00	52.3%	
3110025 · Unemployment Insurance	5,404.15	3,000.00	180.1%	
3110026 · Workers' Compensation Insurance	23,809.00	22,942.00	103.8%	WC audit has been completed; will address in next amendment
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%	Front loaded cost to Town
3110028 · Legal Services	14,700.00	26,000.00	56.5%	
3110032 · Computer, Internet & Website	2,331.19	11,000.00	21.2%	
3110033 · Postage	8.55	100.00	8.6%	
3110034 · Telecommunications	7,467.78	10,000.00	74.7%	
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	2,328.60	10,000.00	23.3%	
3110040 · Annual Dues & Subscriptions	12,623.85	13,000.00	97.1%	
3110041 · Office Supplies	2,914.41	5,000.00	58.3%	
3110042 · Vehicle Fuels	16,292.65	16,000.00	101.8%	
3110043 · Vehicle Maintenance/Supplies	9,461.64	11,000.00	86.0%	
3110044 · Repair/Maintenance Supplies	7,217.43	0.00	100.0%	
3110045 · Uniforms & Police Supplies	12,280.89	20,000.00	61.4%	
3110056 · Capital Outlay-Machinery/Equip	31,618.85	31,592.00	100.1%	2 of 2 - Final Payment on total loan
Total 31100 · POLICE DEPARTMENT	590,374.29	848,449.00	69.6%	
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	649,458.70	907,649.00	71.6%	
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	67,962.42	90,090.00	75.4%	services up to January 31, 2022
Total 43200 · REFUSE COLLECTION	67,962.42	90,090.00	75.4%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	49,567.93	97,672.00	50.7%	
4310002 · Maint Svc Contract-Pest Control	1,820.00	3,000.00	60.7%	
4310003 · Maint Svc Contract-Landscaping	25,830.35	35,000.00	73.8%	
4310004 · Maint Svc Contract Snow Removal	7,768.00	7,000.00	111.0%	
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%	
4310007 · Electric/Gas Services	11,998.52	16,500.00	72.7%	
4310008 · Electrical Services-Streetlight	2,801.55	5,500.00	50.9%	
4310009 · Water & Sewer Services	1,988.35	3,000.00	66.3%	
4310010 · Janitorial Supplies	20.44	2,000.00	1.0%	
4310011 · Real Estate Taxes	674.62	2,500.00	27.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	103,749.76	174,172.00	59.6%	
Total 04 · PUBLIC WORKS	171,712.18	271,475.00	63.3%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%	
60003 · Advertising	4,729.27	22,000.00	21.5%	
Total 06 · ECONOMIC DEVELOPMENT	4,729.27	22,430.00	21.1%	

Attachment: FY2022 Current Actuals vs Budget 03.21.2022 (5458 : Monthly Financial Report)

	Actuals	Budget	% of Budget	Comments
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK	10,686.07	20,000.00	53.4%	
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	1,105.87	2,200.00	50.3%	
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%	
Total 72200 · MUSEUM	1,505.87	5,150.00	29.2%	
Total 07 · PARKS, REC & CULTURAL	67,828.42	79,500.00	85.3%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,950.00	5,670.00	34.4%	
8110002 · FICA/Medicare	156.82	500.00	31.4%	
8110003 · Consultants - Engineer	4,549.57	15,000.00	30.3%	
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	18,260.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	24,916.39	39,120.00	63.7%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,530.00	5,830.00	26.2%	
8111002 · FICA/Medicare	112.46	446.00	25.2%	
8111005 · Convention & Education	0.00	500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,642.46	6,776.00	24.2%	
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	26,558.85	48,823.00	54.4%	
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	-0.01			
Total EMPLOYEE BENEFITS	-0.01			
Total 94105 · PERSONNEL	-0.01			
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 Improvement Funds Expens	20,800.00	146,577.00	14.2%	

Attachment: FY2022 Current Actuals vs Budget 03.21.2022 (5458 : Monthly Financial Report)

	Actuals	Budget	% of Budget	Comments
Total Expense	1,654,755.63	2,740,129.00	60.4%	
Net Ordinary Income	140,830.09	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%	Funds will be tracks separately from operational budget, will be appropriated in 1st Qt amendment
50001 · Amerian 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%	The Town has exhausted the CARES Act funds
	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	1,009,913.21	0.00	100.0%	

Attachment: FY2022 Current Actuals vs Budget 03.21.2022 (5458 : 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 03.17.2022	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	470.97	0.00	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	0.00	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	380,764.29	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	209,000.00	210,000	20,900.0%
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	87,455.20	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	92,570.80	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	93,216.83	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	607,787.22	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	5,219.46	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	0.00	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	986,781.03	1,529,000.00		1,877,000	22.76%
3130 · PERMITS, FEES & LICENSESES										
3130-01 · Application Fees	6,051.00	4,885.00	8,170.00	4,450.50	1,850.00	5,195.00	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	512.00	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	13,543.75			0	0.0%
Total 3130 · PERMITS, FEES & LICENSESES	39,855.40	29,815.97	41,600.63	42,743.55	40,161.40	28,175.75	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	14,288.41	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			0	
Total 3140 · FINES & FORFEITURES	69,773.34	68,459.29	37,114.83	52,194.17	32,615.20	14,288.41	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	-1,715.54	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			0	
3150-03 · Interest on Bank Deposits	8,465.63	12,202.64	10,560.64	9,032.04	5,039.84	4,575.16	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	2,859.62	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 Suite 110 Rental Income	0.00	0.00	0.00	9,827.60	10,733.34	5,458.00	9,660.00	-5,650.00	4,010	-58.49%
3151-10 · Suite 200 Genesis Contracting	10,868.49	20,191.96	21,424.34	0.00	0.00	0.00			0	0.0%
3151-05 · Suite 202 Metis Group	5,663.23	4,890.08	2,010.00	0.00	0.00	0.00			0	0.0%
3151-06 · Suite 204 MAC-ISA	3,176.25	-2,500.00	4,235.00	367.50	0.00	0.00			0	0.0%
3151-07 · Suite 206 - Xcellent Technology	4,000.00	4,790.00	5,040.00	6,300.00	6,720.00	5,180.00	6,720.00	-3,192.00	3,528	-47.5%
3151-08 · Haymarket Church Suite 206	37,471.24	20,476.00	0.00	0.00	0.00	0.00			0	0.0%
3151-09 · 15020 Washington Realty	0.00	0.00	0.00	32,592.00	33,569.76	25,932.60	34,577.00	1,037.00	35,614	3.0%
3151-10 · 15020 Washington Realty	42,717.96	42,717.96	42,717.96	50,562.00	32,937.50	33,596.79	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	16,585.92	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	25,253.01	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	129,395.59	158,348.00		171,056.00	8.03%
3160 · CHARGES FOR SERVICES										
FOIA Receipts	0.00	0.00	120.00	49.01	54.73	291.19			0	0.0%

Attachment: FY2022-2023 Proposed DRAFT Budget 03.28.2022 2 final (5459 : FY23 Budget Work Session)

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 03.17.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
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		0.0%
Total 3160 · CHARGES FOR SERVICES	5,570.01	19,921.80	6,253.00	70,743.26	124,408.48	291.19		0.00		
3165 · REVENUE - TOWN EVENTS										
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	73,085.00	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	1.09			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	18,498.52	4,724.00	-4,724.00	0	-100.0%
3180-05 · Recovered Costs- Private Events									0	0.0%
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				
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				
Total 3180 · MISCELLANEOUS	5,657.06	3,271.25	5,775.67	7,207.73	5,391.27	18,689.61	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	53,054.41	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	41,356.25	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	138,052.30	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	1,772,382.79	2,740,129.00		2,993,093.00	9.23%
Gross Profit	2,220,141.39	2,232,882.51	2,285,148.74	2,794,107.47	2,596,855.41	1,772,382.79	2,740,129.00		2,993,093.00	9.23%
Expense										
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	934.78	2,000.00		2,000	0.0%

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 03.17.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
111003 · Meals and Lodging	2,004.14	257.30	1,160.78	0.00	0.00	74.67	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	12,539.29	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	13,972.74	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	215,988.92	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	0.0%
1211102 · Salaries & Wages - DMV Clerk	0.00	0.00	0.00	0.00	427.89	26,329.65	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	19,257.30	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	0.0%
1211101 · Salaries & Wages - Bonus	0.00	0.00	0.00	0.00	4,000.00	0.00			0	0.0%
1211004 · FICA/Medicare	24,476.31	24,792.02	20,804.34	21,264.14	24,879.52	19,668.99	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	26,648.21	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	26,334.00	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	3,086.23	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	1,530.20	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	5,294.32	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	4,441.67	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	0.0%
1211014 · Printing & Binding	6,960.57	12,136.39	10,513.36	8,464.87	6,384.93	3,593.79	8,298.00		8,298	0.0%
1211015 · Advertising	9,719.19	8,919.95	13,345.71	8,050.96	9,355.31	6,290.43	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	10,277.32	23,650.00		23,650	0.0%
1211017 · Postage	1,932.76	2,379.50	3,225.86	3,424.37	3,238.78	680.47	4,000.00		4,000	0.0%
1211018 · Telecommunications	4,973.66	2,743.58	391.62	5,959.64	5,570.20	4,138.70	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	1,050.64	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	0.00	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	0.0%
1211024 · Books, Dues & Subscriptions	24,470.17	15,491.10	14,557.20	16,376.23	17,721.55	12,532.74	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	3,735.78	6,500.00		6,500	0.0%
1211026 · Equipment Rental	100.00	0.00	0.00	4,377.69	4,540.00	2,563.44	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	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	0.0%
12110 · TOWN ADMINISTRATION - Other	125.24	15.00	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	411,813.46	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	53,248.30	70,000.00	10,000.00	80,000	14.29%
1221002 · Legal - Pass Through Fees	0.00	0.00	0.00	0.00	3,088.60	0.00			0	0.0%
12210 · LEGAL SERVICES - Other	0.00	0.00	0.00	0.00	576.57	0.00			0	0.0%
Total 12210 · LEGAL SERVICES	82,717.55	48,969.22	59,114.48	72,610.96	123,970.89	53,248.30	70,000.00		80,000.00	14.29%
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	479,034.50	806,750.00		868,008	7.59%
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	252,192.55	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	0.0%
3110003 · Salaries & Wages - OT Premium	8,571.25	8,520.98	20,191.98	27,735.11	20,094.56	9,116.26	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	5,468.56	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	14,320.55	14,000.00	6,132.00	20,132	43.8%
3110005 · Salaries & Wages - Part Time	15,145.48	7,742.18	17,404.94	41,157.86	56,136.43	27,275.71	18,720.00	12,280.00	31,000	65.6%
3110006 · Salaries & Wages - VDOT	15,809.04	7,993.92	0.00	2,900.94	2,430.00	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	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	0.0%
3110010 · Salaries & Wages - Bonus	0.00	0.00	0.00	0.00	5,500.00	0.00	0.00		0	0.0%
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	23,478.63	36,724.00	5,418.00	42,142	14.75%
3110021 · VRS	37,668.02	35,474.34	39,907.77	37,302.28	36,971.15	27,080.78	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	38,216.26	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	8,170.16	5,717.00	187.00	5,904	3.27%

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 03.17.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
3110024 · Disability Insurance	3,536.58	2,055.13	2,227.32	2,303.13	1,526.83	1,049.93	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	5,363.00	3,000.00		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	14,700.00	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	0.0%
3110030 · Advertising	40.00	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	0.0%
3110032 · Computer, Internet & Website	2,103.50	9,649.43	13,113.70	11,133.57	14,699.89	2,331.19	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		100	0.0%
3110034 · Telecommunications	9,884.64	7,429.41	8,675.60	10,054.10	10,542.69	6,527.89	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	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	2,328.60	10,000.00	-5,000.00	5,000	-50.0%
3110039 · Miscellaneous	58.62	0.00	428.81	1,353.92	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	12,623.85	13,000.00	1,000.00	14,000	7.69%
3110041 · Office Supplies							0.00	5,000.00	5,000	100.0%
Printing & Binding	638.20	675.72	0.00	0.00	0.00	0.00			0	0.0%
3110041 · Office Supplies - Other	2,628.19	4,442.56	4,538.12	6,370.90	4,276.25	2,010.57	5,000.00	-5,000.00	0	-100.0%
Total 3110041 · Office Supplies	3,266.39	5,118.28	4,538.12	6,370.90	4,276.25	2,010.57	5,000.00	-5,000.00	0.00	-100.0%
3110042 · Vehicle Fuels	15,821.91	18,810.59	18,573.31	17,791.40	13,868.33	16,292.65	16,000.00	14,000.00	30,000	87.5%
3110043 · Vehicle Maintenance/Supplies	13,162.10	10,842.18	10,369.48	11,691.48	10,369.07	7,390.12	11,000.00	4,000.00	15,000	36.36%
3110044 · Repairs/Maintenance Supplies	0.00	8,736.42	165.05	0.00	0.00	0.00	0.00		0	0.0%
3110045 · Uniforms & Police Supplies	24,751.67	46,947.15	31,154.67	41,664.26	11,873.97	11,824.27	20,000.00	6,000.00	26,000	30.0%
3110046 · Community Events	1,459.42	2,209.60	4,509.98	12,338.89	0.00	0.00	0.00		0	0.0%
3110047 · Donation Expenditure	0.00	0.00	0.00	9,457.50	0.00	0.00	0.00		0	0.0%
3110048 · Equipment Maintenance	81.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
3110049 · Grant Expenditures	224.00	0.00	1,837.05	2,006.30	0.00	0.00	0.00		0	0.0%
3110050 · Insurance Pass-Through	0.00	-8,421.97	1,775.01	67.13	0.00	0.00	0.00		0	0.0%
3110051 · Mobile Data Computer Netwk Svc	0.00	25,897.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
3110052 · Office Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00		3,094.00	3,094	100.0%
Police Supplies	306.20	0.00	0.00	0.00	0.00	0.00			0	0.0%
3110056 · Capital Outlay-Machinery/Equip	199,835.93	0.00	5,517.00	0.00	31,592.38	15,796.19	31,592.00	-31,592.00	0	-100.0%
310057 · Capital Outlay-Furniture/Fixtur	0.00	2,675.90	0.00	0.00	0.00	0.00			0	0.0%
31100 · POLICE DEPARTMENT - Other	300.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
Total 31100 · POLICE DEPARTMENT	915,215.23	677,628.09	755,494.56	907,786.12	870,753.41	536,143.13	848,449.00		888,840	4.76%
32100 · FIRE & RESCUE										
3210001 · Contributions to other Govt Ent	0.00	0.00	0.00	0.00	0.00	59,084.41	59,200.00	-59,200.00	0	-100.0%
Total 32100 · FIRE & RESCUE	0.00	0.00	0.00	0.00	0.00	59,084.41	59,200.00		0.00	-100.0%
34100 · BUILDING OFFICIAL										
3410001 · Erosion & Sedimentation Ins.	0.00	0.00	13,350.00	4,654.20	0.00	0.00			0.00	0.0%
34100 · BUILDING OFFICIAL - Other	42,155.00	28,555.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
Total 34100 · BUILDING OFFICIAL	42,155.00	28,555.00	13,350.00	4,654.20	0.00	0.00	0.00		0.00	
Total 03 · PUBLIC SAFETY	957,370.23	706,183.09	768,844.56	912,440.32	870,753.41	595,227.54	907,649.00		888,840	-0.95%
04 · PUBLIC WORKS										
4110001 · Town Public Works	0.00	45,460.75	70,445.10	17,083.64	0.00	0.00			0	
4110002 · Street Beautification - HF	0.00	0.00	19,017.19	0.00	0.00	0.00	2,213.00		2,213	
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00		5,000	
43200 · REFUSE COLLECTION									0	
4320001 · Trash Removal Contract	73,830.28	73,656.59	76,027.02	86,226.38	79,235.26	60,324.66	90,090.00	20,730.00	110,820	
Total 43200 · REFUSE COLLECTION	73,830.28	73,656.59	76,027.02	86,226.38	79,235.26	60,324.66	90,090.00		110,820	
RENTAL PROPERTY - 14740 Wash St										
Repairs/Maintenance Services	2,643.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
Total RENTAL PROPERTY - 14740 Wash St	2,643.00	0.00	0.00	0.00	0.00	0.00				
Town Decorations	2,759.00	0.00	0.00	0.00	0.00	0.00				
43100 · MAINT OF 15000 Wash St./Grounds										
4310001 · Repairs/Maintenance Services	52,320.07	54,046.29	57,616.82	72,396.70	80,706.57	44,610.62	97,672.00		97,672	0.0%
4310002 · Maint Svc Contract-Pest Control	1,550.00	1,420.00	2,709.00	1,290.00	1,290.00	620.00	3,000.00		3,000	0.0%
4310003 · Maint Svc Contract-Landscaping	34,490.00	24,900.00	29,177.01	32,332.74	26,612.42	23,755.35	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	7,768.00	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	9,864.25	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	2,445.81	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	1,730.19	3,000.00		3,000	0.0%

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 03.17.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
4310010 · Janitorial Supplies	281.57	109.11	795.07	410.41	167.07	0.00	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	92,748.84	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	153,073.50	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	90,000.00	90,430	20,930.23%
60001 · Town Tourism							0.00	60,000.00	60,000	100.0%
60003 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00		22,000	0.0%
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	22,430.00		172,430	668.75%
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	10,686.07	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	10,686.07	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	5,574.87	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	42,100.05	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	54,924.94	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	969.26	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%
7220015 · Books, Dues & Subscriptions	268.40	0.00	30.00	0.00	0.00	0.00	250.00		250	0.0%
7220016 · 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	1,369.26	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	66,980.27	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	1,635.00	5,670.00		5,670	0.0%
8110002 · FICA/Medicare	336.22	247.86	360.04	100.98	236.00	117.43	500.00		500	0.0%
8110003 · Consultants - Engineer	87,073.38	59,908.46	25,947.22	30,779.31	29,877.65	4,225.82	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		15,000	0.0%
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	15,718.75	0.00		0	0.0%
Total 81100 · PLANNING COMMISSION	95,038.75	63,898.98	30,402.26	32,245.29	53,398.23	21,697.00	39,120.00		39,120.00	0.0%
81110 · ARCHITECTURAL REVIEW BOARD										
8111001 · Salaries & Wages - Regular	3,060.00	2,220.00	4,065.00	1,605.00	2,670.00	1,335.00	5,830.00		5,830	0.0%
8111002 · FICA/Medicare	159.78	148.42	366.07	98.67	198.61	102.13	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	1,437.13	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%
81111 · Board Of Zoning Appeals - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
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	23,134.13	48,823.00		48,823.00	
09 · NON-DEPARTMENTAL										
90000 · BB&T Tax Overpayment Refund	0.00	0.00	0.00	32,594.00	0.00	0.00	0.00		0	0.0%
95100 · DEBT SERVICE										
9510001 · Issuance of Capital Lease	-149,730.95	0.00	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%

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 03.17.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
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	0.00
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	5,682.50	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	5,682.50	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	0.00	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	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	0.00	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	47,385.00	193,962	32.33%
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	1,514,315.63	2,740,129.00		2,993,093.00	9.23%
Net Ordinary Income	37,893.02	198,511.00	202,883.16	211,968.19	288,058.52	258,067.16	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	
	0.00	0.00	0.00	0.00	0.00	0.00				
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	0.00	0.00	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%
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	1,127,150.28	0.00	0.00	0.00	



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

Kimberly Henry
Town Clerk

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly Henry, Town Clerk
DATE: March 28, 2022
SUBJECT: DMV Select Contract

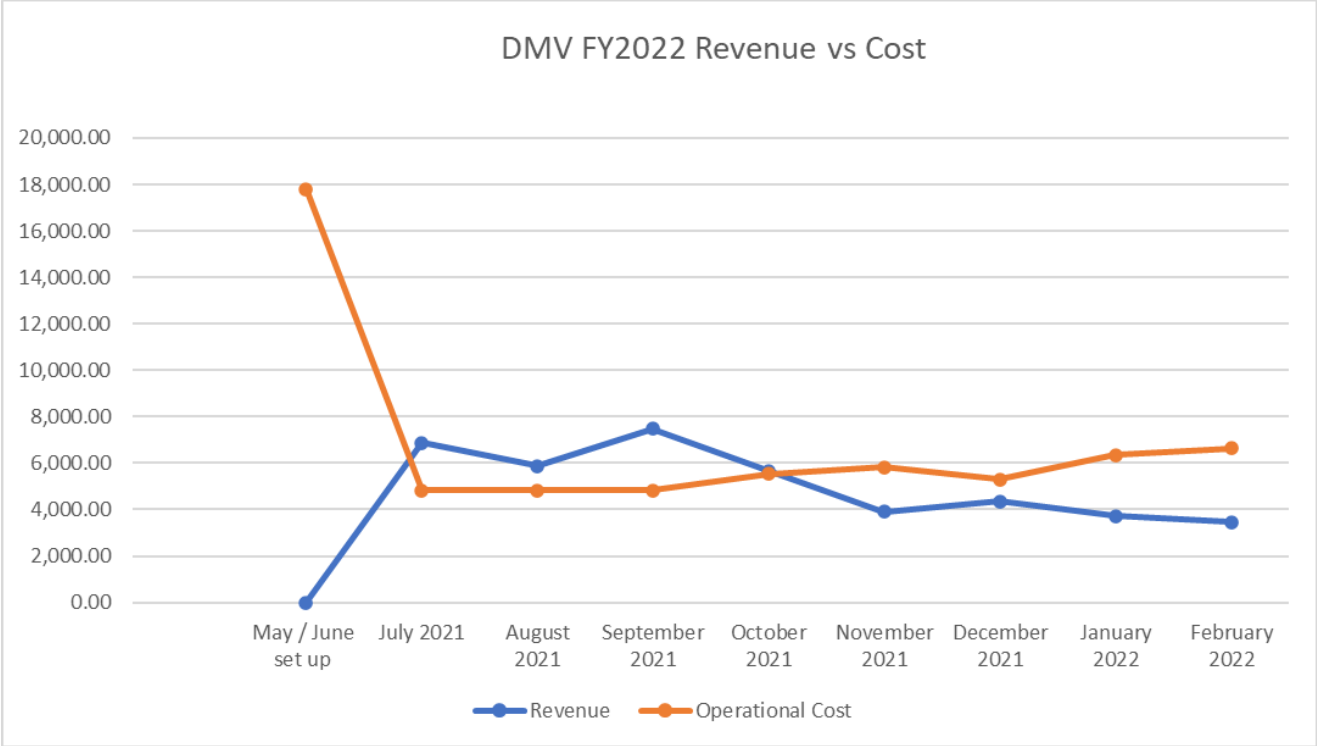
Background:

Every year, DMV and the Town of Haymarket enters into a contract for the Town to have a DMV Select Office in the Town Hall Building. The contract runs fiscally from July 1 to June 30. The contract must be signed and returned by June 1 to headquarters in order for it to take effect July 1, 2022.

I have attached the Treasurer's Report from the January 10th regular meeting that showed that the DMV Select revenues were trending slightly higher above the budget. Since that meeting, the Select office has seen a rapid decline in sales. I feel this is due to lack of used vehicle inventory for private sales, the lack of marketing/signage and that the full service offices and some Select offices have opened up to walk in status.

Attached is a recent graph from Town Treasurer Roberto Gonzalez showing that the operating expenses are now coming in higher than the revenue. I have also attached a draft of 4 scenarios regarding the future of the DMV Select office with my recommendations.

Month	Revenue	Operational Cost	Comments
May / June set up	\$ -	\$ 17,794.25	Start up cost to build space for the Select Services, the DMV Clerk.
July 2021	\$ 6,885.94	\$ 4,824.68	Unfortunately, we were not tracking Town Clerks time at the beginning of this fiscal year.
August 2021	\$ 5,872.12	\$ 4,824.68	DMV Clerk
September 2021	\$ 7,477.29	\$ 4,824.68	DMV Clerk
October 2021	\$ 5,677.34	\$ 5,536.41	DMV Clerk & Town Clerk time
November 2021	\$ 3,907.71	\$ 5,836.53	DMV Clerk & Town Clerk time
December 2021	\$ 4,359.55	\$ 5,304.88	DMV Clerk & Town Clerk time
January 2022	\$ 3,728.13	\$ 6,351.03	DMV Clerk & Town Clerk time
February 2022	\$ 3,448.17	\$ 6,625.43	DMV Clerk & Town Clerk time
	\$ 41,356.25	\$ 61,922.57	



Attachment: Memo to Council DMV updates 032822RG (5493 : DMV Select Contract Discussion)



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

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Roberto Gonzalez, Town Treasurer
 DATE: December 30, 2021
 SUBJECT: DMV Select

BACKGROUND:

Since starting the new DMV Select office on July 1st 2021, there has been positive feedback from Town residents and neighboring residents on the convenience. The information below is to get a snapshot of how the program is tracking financially. Currently, it is performing well on track to make the budgeted revenue amount. You can see that there were some set up costs that will not be recurring in the next year.

DMV Revenue: Budgeted	\$ 60,500.00	
DMV Revenue: Actual	\$ 29,820.40	5 months at 49.3% of Budget
DMV Costs:		
Jecson	\$ 14,770.00	one time cost for office set up
Office supplies	\$ 750.25	
Wiring for DMV	\$ 675.00	one time cost for office set up
DMV Printer	\$ 1,599.00	one time cost for office set up
DMV Clerk	\$ 66,906.37	wages/benefits/taxes (Fiscal Year)
Total Cost	\$ 84,700.62	
Net	\$(54,880.22)	Currently as of 12.30.2021

Attachment: Memo to Council - DMV Select (5493 : DMV Select Contract Discussion)



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

To: Haymarket Town Council

From: Kim Henry, Town Clerk

RE: DMV Select Report and Recommendation

Date: March 28, 2022

MEMORANDUM

Background: The Town of Haymarket opened the DMV Select Office on July 1, 2021, with a DMV Manager (Chris, Town Manager), a FT DMV employee, and a backup DMV Employee (Kim, Clerk). After opening, the DMV Manager position was appointed to the back up DMV Employee. Six months into the operations and the following takeaways have been observed;

- **Current Budget** – currently trending as expected revenue but declining in numbers since November. Roberto will discuss numbers in detail at the Finance Meeting
- **Appointment System** –
 - We are still operating on an appointment system through the website bookings page
 - However, there are times we can accommodate walk in customers
 - We can DO an average of up to 40 appointments a day
 - Confirmed appointments are sporadic and inconsistent; we average between 12-15 appointments a day with days as little as 5 appointments
- **Staffing** –
 - We have one full time DMV Select clerk working 40 hours a week in the DMV Office
 - DMV Manager is the back up and works an average 7-10 hours a week doing DMV work (relieving FT for lunch break and providing service to the third party runners)
- **Full Service DMV Offices Statewide Opening – effective March 3, 2022**
 - Open now 6 days a week and options for appointments
- **DMV Selects in the Area Opening – 57 Offices Statewide**
 - 36 DMV Selects operating with appointments
 - 21 DMV Selects now open no appointment required
 - Closest Fully Open DMV Selects – Fairfax City, Luray, Town of Orange, Springfield and Stafford
 - Many DMV Selects are relaxing the appointment requirement, by “welcoming walk ins”

Based on the last 8 months the following options are presented below:

Scenario 1: Proceed with Current Operational Status

Keep the one full time employee and remain at appointments only. Kim would be the back up for lunches and in case the employee needs a day off or vacation. This option limits the Town Clerk responsibilities especially if time off is needed for vacation, sick leave or extended leave. The concern

here is if one of us is out on vacation and the other would get sick or need time off for personal reasons, that leaves no one to operate the window, and DMV Select would need to close.

Scenario 2: Opening Up Operations

Open the doors for walk ins, no appointments required. Depending on the foot traffic this may require coverage at both windows on a daily if not hourly basis. Again, dependent on foot traffic, the walk ins may exceed the current DMV Select layout potential. The vestibule is limited in spacing options and with walk ins, the lines may limit accessibility for Town related business. Other areas of concern include but are not limited to; parking issues on site, outdoor lines, difficulty conducting Town Business at Town window, controlling entry/exit traffic, etc. To best accommodate this scenario the Town would need to hire additional part time employees to fulfill DMV Select duties, and the FT position could transition into the DMV Manager position for optimum efficiency and coverage.

Scenario 3: Hybrid Operations

Keep appointments with a hybrid walk in plan. This could be as simple as using our meeting sandwich board with “Walk Ins Welcome today” when the appointment schedule is light or developing specific days and times that the office would take walk-ins. This could require an additional employee. The full time employee would stay as solely a DMV employee with an advancement to DMV manager and would be responsible for the flow of the business, advertisement and marketing of the Select. The part time hours would be up to 20 hours a week. We recently conducted a short survey for the customers to fill out while we processed their transactions. Typically, if the customer was a walk in they would like the office to be open to walk ins and with no appointments option. If the customer had an appointment, they preferred the appointment basis because of the ease of setting up the appointment and the fact that they didn’t have to stand in line. They liked having their transaction done quickly at the appointed time.

Scenario 4: Closure of DMV Select

When first researching the option for a DMV Select Office at Haymarket Town Hall, we were given the impression by DMV headquarters that they would never open back up to the general public without the appointment requirement. If we knew that appointment requirements would be removed, we would have reevaluated the DMV Select potential in this office location due to the limited operational space for the Town Hall administration and general Town Hall business operations. If the Town chooses not to renew the contract, the office space would be repurposed into the main Town Hall Service Desk, staffed during all hours opened to the public. The Town Treasurer’s assistant would relocate to the front desk, the Clerk would remain at current desk. The investment of the upfront costs for construction would not be at a loss, it would be utilized for its utmost potential.

Recommendation:

I would not recommend continuing with our Current Operational Status Scenario based on the information presented and the current budget trends for the DMV Select Office. In order to reach our maximum potential, we would need to open up the DMV Select Office with no appointment, however, there are costs involved, such as additional employees, signage, advertising, spacing, parking restrictions, layout limitations, etc. At this time, I do not find that the budget could afford a full time and 2 part time employees for optimum coverage of the DMV Select; filling and obtaining consistent part time help for the long term could be difficult.

If we follow the Hybrid Scenario, I would be able to concentrate solely on my position and responsibilities as the Clerk. I would move to the other office where I could properly represent the Town as the Clerk. The DMV office would be its own separate office. The full time employee would take over the responsibilities of the DMV and its success with marketing strategies and advertising to make the Select profitable. I would also recommend the hiring of a part time employee for up to 20 hours per week at a recommended salary of \$15/hour. I recommend the hybrid plan of opening by making the office open to the public from 9 am – noon daily and appointments from 1-4 pm or by using the sandwich board stating walk ins are welcomed when appointment schedule is light.

In conclusion, the route that the Town Council takes would depend on how you see the DMV Select in 3 years. I don't believe that the Town will see any substantial profit for at least that long. Being the climate in car sales as it is right now with no inventory, all DMV offices are slow but are picking up. My top recommendation is to not renew the DMV Select contract because of the lack of space to operate efficiently by doing walk ins. If the committee decided to renew the contract, I would recommend the hybrid plan with an additional part time employee and suggest that the full time employee take on the role as DMV manager so that they can focus their time on the success of the Select office. Also, if the committee decides to recommend keeping the Select office, the Town would need to make an investment on directional signage and marketing. The cost to install 4 directional signs could cost approximately \$1000. Advertising and Marketing costs could vary.

Attachment: Memo DMV Final 032122 (5493 : DMV Select Contract Discussion)



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

To: Haymarket Town Council

From: Kim Henry, Clerk

RE: BZA Re-appointment

Date: March 28, 2022

MEMORANDUM

Background:

Board of Zoning Appeals members are appointed to 5 year terms. The seat is appointed by Prince William County Circuit Court Judge. Once their term expires, they have the option to be re-appointed. The Town Council, through a motion, recommends to re-appoint or appoint members. We have 3 members whose terms have expired and have the interest in serving for another term.

- Matthew Gallagher, term expired January 31, 2020; Mr. Gallagher is interested in serving again. His term will expire January 31, 2025. Attached is his application to serve again on the BZA
- Donald Meeks, term expires March 5, 2022; Mr. Meeks is interested in serving again. His term will expire March 5, 2027. Attached is his application.
- Eric Mathews, term expired January 31, 2021; I have not heard from Mr. Mathews as to whether he would like to serve again. Code of Virginia states that he would continue to serve until he resigns or has been replaced.

Recommendation:

A recommendation by motion from the Town Council will need to be made for the appointment of Mr. Gallagher and Mr. Meeks to serve on the Board of Zoning Appeals.

Motion:

I move that the Town Council recommends the appointment of Matthew Gallagher to the Haymarket Board of Zoning Appeals with a term expiring January 31, 2025. I also move that the Town Council recommends the appointment of Donald Meeks to the Haymarket Board of Zoning Appeals with a term expiring March 5, 2027.

Ken Luersen, Mayor
TracyLynn Pater, Vice Mayor
Council Members:
Chris Morris
Robert Weir
Joseph Pasanello
Marchant Schneider
Mary Ramirez



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Matthew J. Gallagher

Address: 6930 Jockey Club Lane, Haymarket, VA 20169

Cell Phone: (703) 622-0922

Email Address: mgallagher.048@gmail.com

Please Circle One Below;

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600.

Attachment: BZaA App Gallagher (5488 : BZA Appointment Recommendations)

Ken Luersen, Mayor
TracyLynn Pater, Vice Mayor
Council Members:
Steve Shannon
Chris Morris
Robert Weir
Joseph Pasanello
Marchant Schneider



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Donald "Don" M. Meeks

Address: 14896 Greenhill Crossing Dr. 20169

Cell Phone: 703-402-7724

Email Address: dmeeks@greenwichpres.org

Please Circle One Below;

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600.

Available to serve another term and offering this application to that end.

Don M. Meeks
3/7/2022

Attachment: BZA app Meeks (5488 : BZA Appointment Recommendations)



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.