



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

Chris Coon, Town Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, July 26, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Town Park Sidewalk Project

1. Staff Presentation
2. Public Comment

IV. Agenda Items

1. Economic Development/ARPA Discussion
2. Monthly Financial Report

V. Closed Session

VI. Adjournment

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

	Actuals	Budget	% of Budget		Comments
Income					
3110 · GENERAL PROPERTY TAXES					
3110-01 · Real Estate - Current	1,206.62	371,903.00	0.3%		
3110-02 · Public Service Corp RE Tax	0.00	13,114.00	0.0%		
3110-03 · Interest - All Property Taxes	149.73	0.00	100.0%		
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%		
Total 3110 · GENERAL PROPERTY TAXES	1,356.35	386,017.00	0.4%		
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	1,684.08	200,000.00	0.8%		
3120-03 · Cigarette Tax	0.00	125,000.00	0.0%		
3120-04 · Consumer Utility Tax	0.00	158,000.00	0.0%		
3120-05 · Meals Tax - Current	0.00	800,000.00	0.0%		
3120-06 · Sales Tax Receipts	0.00	145,000.00	0.0%		
3120-07 · Penalties (Non-Property)	164.91	0.00	100.0%		
3120-08 · Interest (Non-Property)	27.55	0.00	100.0%		
Total 3120 · OTHER LOCAL TAXES	1,876.54	1,454,000.00	0.1%		
3130 · PERMITS, FEES & LICENSES					
3130-01 · Application Fees	200.00	2,500.00	8.0%		
3130-03 · Motor Vehicle Licenses	30.00	1,000.00	3.0%		
3130-05 · Other Planning & Permits	1,500.00	25,000.00	6.0%		
Total 3130 · PERMITS, FEES & LICENSES	1,730.00	28,500.00	6.1%		
3140 · FINES & FORFEITURES					
3140-01 · Fines	0.00	60,000.00	0.0%		
Total 3140 · FINES & FORFEITURES	0.00	60,000.00	0.0%		
3150 · REVENUE - USE OF MONEY					
3150-01 · Earnings on VACO/VML Investment	0.00	1,500.00	0.0%		
3150-03 · Interest on Bank Deposits	0.00	1,500.00	0.0%		
Total 3150 · REVENUE - USE OF MONEY	0.00	3,000.00	0.0%		
3151 · RENTAL (USE OF PROPERTY)					
3151-02 · 15026 Suite 210 Body Mind	1,169.67	7,132.00	16.4%		
3151-04 · Suite 210 LF Security	901.60	9,660.00	9.3%		
3151-06 · Suite 204 MAC-ISA	560.00	6,720.00	8.3%		
3151-07 · Haymarket Church Suite 206	2,881.40	34,577.00	8.3%		
3151-08 · 15020 Washington Realty	3,359.63	40,316.00	8.3%		
3151-09 · 15026 Copper Cricket	1,842.88	22,114.00	8.3%		
3151-11 · Cupcake Heaven and Cafe LLC	2,759.89	34,765.00	7.9%		
3151-12 · Haymarket Coffee Company LLC	1,500.00	5,460.00	27.5%		
Total 3151 · RENTAL (USE OF PROPERTY)	14,975.07	160,744.00	9.3%		
3165 · REVENUE - TOWN EVENTS					
3165-01 · Town Event	31,758.00	20,000.00	158.8%		
Total 3165 · REVENUE - TOWN EVENTS	31,758.00	20,000.00	158.8%		
3200 · REVENUE FROM COMMONWEALTH					
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%		
3200-05 · Communications Tax	0.00	103,165.00	0.0%		
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%		
3200-12 · Railroad Rolling Stock	0.00	1,500.00	0.0%		
3200-16 · DMV Select Commission	0.00	60,500.00	0.0%		
Total 3200 · REVENUE FROM COMMONWEALTH	0.00	215,340.00	0.0%		
	51,695.96	2,327,601.00	2.2%		
Total Income	51,695.96	2,327,601.00	2.2%		
Expense					
01 · ADMINISTRATION					
11100 · TOWN COUNCIL					
111001 · Convention & Education	0.00	2,500.00	0.0%		
111002 · FICA/Medicare	87.98	2,000.00	4.4%		
111003 · Meals and Lodging	0.00	1,000.00	0.0%		
111004 · Mileage Allowance	0.00	250.00	0.0%		

Attachment: FY2022 Current Actuals vs Budget 07.19.2021 (5105 : Monthly Financial Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

	Actuals	Budget	% of Budget	Comments
111005 · Salaries & Wages - Regular	1,150.00	26,000.00	4.4%	
Total 11100 · TOWN COUNCIL	1,237.98	31,750.00	3.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	12,595.39	337,464.00	3.7%	
1211102 · Salaries & Wages - DMV Clerk	1,198.08	29,666.00	4.0%	
1211003 · Salaries/Wages - Part Time	1,471.25	30,000.00	4.9%	
1211004 · FICA/Medicare	1,147.95	30,381.00	3.8%	
1211005 · VRS	3,443.68	48,545.00	7.1%	
1211006 · Health Insurance	2,926.00	64,134.00	4.6%	
1211007 · Life Insurance	430.29	4,685.00	9.2%	
1211008 · Disability Insurance	188.29	2,631.00	7.2%	
1211009 · Unemployment Insurance	1,184.97	4,240.00	27.9%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%	
1211012 · Accounting Services	0.00	8,000.00	0.0%	
1211014 · Printing & Binding	0.00	8,298.00	0.0%	
1211015 · Advertising	0.00	9,000.00	0.0%	
1211016 · Computer, Internet &Website Svc	0.00	23,650.00	0.0%	
1211017 · Postage	242.10	4,000.00	6.1%	
1211018 · Telecommunications	0.00	7,500.00	0.0%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	0.00	2,000.00	0.0%	
1211021 · Convention & Education	0.00	6,000.00	0.0%	
1211022 · Miscellaneous	0.00	1,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	3,009.71	16,000.00	18.8%	
1211025 · Office Supplies	0.00	6,500.00	0.0%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	44,337.71	671,200.00	6.6%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	0.00	70,000.00	0.0%	
Total 12210 · LEGAL SERVICES	0.00	70,000.00	0.0%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%	
Total 01 · ADMINISTRATION	45,575.69	788,950.00	5.8%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	11,883.28	425,000.00	2.8%	
3110003 · Salaries & Wages - OT Premium	1,362.04	20,000.00	6.8%	
3110013 · Salaries & Wages - OT Select En	0.00	10,000.00	0.0%	
3110004 · Salaries & Wages - Holiday Pay	1,025.04	14,000.00	7.3%	
3110005 · Salaries & Wages - Part Time	3,540.00	18,720.00	18.9%	
3110011 · Salaries & Wages - Recruit. Bonus	1,000.00	0.00	100.0%	
3110020 · FICA/MEDICARE	1,418.96	36,724.00	3.9%	
3110021 · VRS	2,672.85	46,102.00	5.8%	
3110022 · Health Insurance	3,342.48	80,752.00	4.1%	
3110023 · Life Insurance	261.94	5,717.00	4.6%	
3110024 · Disability Insurance	56.98	2,200.00	2.6%	
3110025 · Unemployment Insurance	0.00	3,000.00	0.0%	
3110026 · Workers' Compensation Insurance	19,806.00	22,942.00	86.3%	
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%	
3110028 · Legal Services	0.00	26,000.00	0.0%	
3110032 · Computer, Internet & Website	0.00	11,000.00	0.0%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	0.00	10,000.00	0.0%	
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	
3110038 · Convention & Edu. (Training)	0.00	10,000.00	0.0%	
3110040 · Annual Dues & Subscriptions	3,483.00	13,000.00	26.8%	
3110041 · Office Supplies	0.00	5,000.00	0.0%	

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3110042 · Vehicle Fuels	0.00	16,000.00	0.0%	
3110043 · Vehicle Maintenance/Supplies	241.11	11,000.00	2.2%	
3110045 · Uniforms & Police Supplies	0.00	20,000.00	0.0%	
3110056 · Capital Outlay-Machinery/Equip	0.00	31,592.00	0.0%	
Total 31100 · POLICE DEPARTMENT	58,218.68	847,449.00	6.9%	
Total 03 · PUBLIC SAFETY	58,218.68	847,449.00	6.9%	
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	0.00	90,090.00	0.0%	
Total 43200 · REFUSE COLLECTION	0.00	90,090.00	0.0%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	12,235.83	102,248.00	12.0%	
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	6,700.00	35,000.00	19.1%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	6,500.00	0.0%	
4310007 · Electric/Gas Services	0.00	16,500.00	0.0%	
4310008 · Electrical Services-Streetlight	0.00	5,500.00	0.0%	
4310009 · Water & Sewer Services	151.55	3,000.00	5.1%	
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%	
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	19,087.38	183,248.00	10.4%	
Total 04 · PUBLIC WORKS	19,087.38	280,551.00	6.8%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	0.00	22,430.00	0.0%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK	1,550.00	20,000.00	7.8%	
71110 · EVENTS				
7111001 · Advertising - Events	0.00	5,000.00	0.0%	
7111003 · Contractual Services	0.00	10,000.00	0.0%	
7111004 · Events - Other	0.00	5,000.00	0.0%	
Total 71110 · EVENTS	0.00	20,000.00	0.0%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	0.00	2,200.00	0.0%	
7220015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	0.00	1,700.00	0.0%	
Total 72200 · MUSEUM	0.00	5,150.00	0.0%	
Total 07 · PARKS, REC & CULTURAL	1,550.00	45,150.00	3.4%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	0.00	5,670.00	0.0%	
8110002 · FICA/Medicare	0.00	500.00	0.0%	
8110003 · Consultants - Engineer	0.00	15,000.00	0.0%	
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%	
Total 81100 · PLANNING COMMISSION	0.00	39,120.00	0.0%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	0.00	5,830.00	0.0%	
8111002 · FICA/Medicare	0.00	446.00	0.0%	
8111005 · Convention & Education	0.00	500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	0.00	6,776.00	0.0%	

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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	0.00	48,823.00	0.0%	
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	7,178.36	12,425.00	57.8%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	165,178.36	171,925.00	96.1%	
Total 09 · NON-DEPARTMENTAL	165,178.36	171,925.00	96.1%	
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	0.00	82,323.00	0.0%	
Total Expense	289,610.11	2,327,601.00	12.4%	
Net Ordinary Income	-237,914.15	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%	
50001 · Amerian Rescue Plan Funds	869,439.00			Funds will be tracks seperately from operational budget, will be appropriated in 1st Qt amendment
Total Other Income	937,897.12	68,814.00	1,362.9%	
Other Expense				
97000 · CARES Act Expenses	0.00	68,814.00	0.0%	
Total Other Expense	0.00	68,814.00	0.0%	
Net Other Income	937,897.12	0.00	100.0%	
Net Income	699,982.97	0.00	100.0%	

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