



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

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 28, 2021

7:00 PM

Council Chambers

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**I. Call To Order**

**II. Pledge of Allegiance**

**III. Public Hearing Notice**

**IV. Citizen's Time**

**V. Close Public Hearing**

**VI. Agenda Items**

1. Resolution 2021-009: FY21 Budget Amendment
2. Resolution 2021-010: FY22 Budget Adoption and Appropriation
3. FY21 Monthly Financial Report
4. Vehicle Take Home Policy
5. Resolution 2021-011: Tax Rate Adoption

**VII. Closed Session - As Needed**

**VIII. Adjournment**



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

**ROBERTO GONZALEZ**  
TOWN TREASURER

**STAFF REPORT**  
**June 21, 2021**

**FISCAL YEAR 2020-21 BUDGET AMENDMENT**

**ISSUE**

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment exceeds that amount, a Public Hearing is required. The Council may adopt the amendment at this meeting.

**REQUESTED BUDGET AMENDMENT**

1. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to increase the Bank Tax, the Business License Tax, and the Meals Tax Revenue, and Interest/Penalties line items to recognize the additional revenue being collected this fiscal year and to decrease the Earnings on VACO/VML Investment and Interest on Bank Deposits revenue line items. On the expenditures the Legal Services expense, Administration Wages, Police Dept. Uniform/Supplies expense, Police Dept. W/C expense, and the CIP funds expense line item will be increased. This final amendment for our current FY2021 budget is due to an increase in expected revenues, which were reduced at the beginning of our current fiscal year due to COVID restrictions as the Town anticipated a reduction of revenues.

<b>Revenue Source Line Item</b>	<b>Adopted 2020-21 Budget</b>	<b>Amended Budget</b>	<b>Change</b>
Interest - All Property Taxes	\$ 0	\$ 300	\$ 300
Penalties - All Property Taxes	\$ 1,000	\$ 2,300	\$ 1,300
Bank Stock Tax	\$ 20,000	\$ 24,355	\$ 4,355
Business License Tax	\$ 154,376	\$ 211,000	\$ 56,624
Meals Tax - Current	\$ 746,876	\$ 840,000	\$ 93,124
Penalties (Non-Property)	\$ 0	\$ 5,600	\$ 5,600
Interest (Non-Property)	\$ 0	\$ 50	\$ 50
Earnings on VACO/VML Invest.	\$ 10,000	\$ 1,000	(\$ 9,000)
Interest on Bank Deposits	\$ 10,000	\$ 5,000	(\$ 5,000)
Haymarket Coffee Company LLC	\$ 0	\$ 11,300	\$ 11,300

<b>Expenditure Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<b>Administration:</b>			
Salaries & Wages – Regular	\$ 296,000	\$ 297,731	\$ 1,731
FICA/MEDICARE	\$ 28,197	\$ 28,329	\$ 132
VRS	\$ 39,657	\$ 39,902	\$ 245
Unemployment Insurance	\$ 2,800	\$ 4,750	\$ 1,950
Legal Services	\$ 70,000	\$ 130,643	\$ 60,643
<b>Police Department:</b>			
Salaries & Wages – Part Time	\$ 37,000	\$ 53,753	\$ 16,753
Computer, Internet & Website	\$ 11,000	\$ 16,000	\$ 5,000
Uniforms & Police Supplies	\$ 20,000	\$ 25,000	\$ 5,000
Worker’s Compensation Insurance	\$ 16,450	\$ 19,185	\$ 2,735
Legal Services	\$ 24,000	\$ 24,800	\$ 800
<b>CIP Funds Expense</b>	<b>\$ 76,894</b>	<b>\$ 140,558</b>	<b>\$ 63,664</b>

*Sample Motion*  
 I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2020-21 as designated on Resolution #2021-009.

*Or*  
 Alternative Motion



## RESOLUTION 2021-009

## FISCAL YEAR 2020-2021 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2021 Budget on May 26, 2020, and

WHEREAS, The proposed budget amendment will increase Interest – All Property Taxes revenue line item by \$300; and

WHEREAS, The proposed budget amendment will increase Penalties – All Property Taxes revenue line item by \$1,300; and

WHEREAS, The proposed budget amendment will increase Bank Stock Tax revenue line item by \$4,355; and

WHEREAS, The proposed budget amendment will increase Business License Tax revenue line item by \$56,624; and

WHEREAS, The proposed budget amendment will increase the Meals Tax – Current revenue line item by \$93,124; and

WHEREAS, The proposed budget amendment will increase the Penalties (Non Property) revenue line item by \$5,600; and

WHEREAS, The proposed budget amendment will increase the Interest (Non Property) revenue line item by \$50; and

WHEREAS, The proposed budget amendment will decrease the Earnings on VACO/VML Investment revenue line item by \$9,000; and

WHEREAS, The proposed budget amendment will decrease the Interest on Bank Deposits revenue line item by \$5,000; and

WHEREAS, The proposed budget amendment will increase Haymarket Coffee Company revenue line item by \$11,300; and

WHEREAS, The proposed budget amendment will increase Administration – Salaries & Wages – Regular expenditure line item by \$1,731; and

WHEREAS, The proposed budget amendment will increase Administration – FICA/MEDICARE expenditure line item by \$132; and

WHEREAS, The proposed budget amendment will increase Administration – VRS expenditure line item by \$245; and

WHEREAS, The proposed budget amendment will increase Administration – Unemployment Insurance expenditure line item by \$1,950; and

WHEREAS, The proposed budget amendment will increase Administration - Legal Services expenditure line item by \$60,643; and

WHEREAS, The proposed budget amendment will increase Police Dept. – Salaries & Wages – Part Time expenditure line item by \$16,753; and

WHEREAS, The proposed budget amendment will increase Police Dept. – Computer, Internet & Website expenditure line item by \$5,000; and

WHEREAS, The proposed budget amendment will increase Police Dept. – Uniforms & Police Supplies expenditure line item by \$5,000; and

WHEREAS, The proposed budget amendment will increase Police Dept. – Worker's Compensation Insurance expenditure line item by \$2,735; and

WHEREAS, The proposed budget amendment will increase Police Dept. – Legal Services expenditure line item by \$800; and

Attachment: RES 2021-009 FY2021 Budget Amendment\_06.28.2021 (5073 : Resolution 2021-009: FY21 Budget Amendment)

WHEREAS, The proposed budget amendment will increase the CIP Funds Expense expenditure line item by \$63,664; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2020-2021 Budget as reflected below:

<b>Revenue Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Interest – All Property Taxes	\$ 0	\$ 300	\$ 300
Penalties – All Property Taxes	\$ 1,000	\$ 2,300	\$ 1,300
Bank Stock Tax	\$ 20,000	\$ 24,355	\$ 4,355
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Penalties (Non-Property)	\$ 0	\$ 5,600	\$ 5,600
Interest (Non-Property)	\$ 0	\$ 50	\$ 50
Earnings on VACO/VML Invest.	\$ 10,000	\$ 1,000	(\$ 9,000)
Interest on Bank Deposits	\$ 10,000	\$ 5,000	(\$ 5,000)
Haymarket Coffee Company LLC	\$ 0	\$ 11,300	\$ 11,300
<b>Expenditure Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<b>Administration:</b>			
Salaries & Wages – Regular	\$ 296,000	\$ 297,731	\$ 1,731
FICA/MEDICARE	\$ 28,197	\$ 28,329	\$ 132
VRS	\$ 39,657	\$ 39,902	\$ 245
Unemployment Insurance	\$ 2,800	\$ 4,750	\$ 1,950
Legal Services	\$ 70,000	\$ 130,643	\$ 60,643
<b>Police Department:</b>			
Salaries & Wages – Part Time	\$ 37,000	\$ 53,753	\$ 16,753
Computer, Internet & Website	\$ 11,000	\$ 16,000	\$ 5,000
Uniforms & Police Supplies	\$ 20,000	\$ 25,000	\$ 5,000
Worker’s Compensation Insurance	\$ 16,450	\$ 19,185	\$ 2,735
Legal Services	\$ 24,000	\$ 24,800	\$ 800
<b>CIP Funds Expense</b>	<b>\$ 76,894</b>	<b>\$ 140,558</b>	<b>\$ 63,664</b>

Done this 28th Day of June 2021

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

ATTEST:

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



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

**ROBERTO GONZALEZ**  
TOWN TREASURER

## STAFF REPORT

### APPROVAL OF THE FISCAL YEAR 2021-2022 BUDGET AND TAX RATE

#### BACKGROUND

Staff presented the first balanced draft budget to the Town Council's work session on March 29, 2021. At that time, the budget was reviewed by line item, receiving Council input on each line item. Staff made the requested adjustments and presented an updated proposed balanced budget to Council on April 12 and May 10, 2021.

A Public Hearing on the proposed real property tax rate was properly advertised and held on May 3, 2021.

A Public Hearing on the proposed FY2021-2022 budget was properly advertised and held on June 7, 2021.

#### COUNCIL ACTION REQUIRED

Council is required to adopt a budget and tax rates prior to July 1, 2021. Council is also required to approve an annual appropriation in the amount of the budget. These actions are included in the enclosed Council Resolution #2021-010.

#### SAMPLE MOTION

- I move the Council approve Resolution #2021-010 adopting the budget for Fiscal Year 2021-2022 in amount of \$2,396,415, thereby adopting the operating and capital budget, the tax rate and fee schedules to support the budget and make an annual appropriation of the budgeted amounts for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

or

Alternative Motion



**RESOLUTION #2021-010**

**RESOLUTION TO ADOPT THE ANNUAL OPERATING BUDGET AND CAPITAL IMPROVEMENT BUDGET, AND TO MAKE AN ANNUAL APPROPRIATION OF THE BUDGETED AMOUNT FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.**

WHEREAS, The Council of the Town of Haymarket held work sessions on March 29, April 12, and May 10, 2021 all open to the public, to consider the proposed FY 2021-22 budget; and

WHEREAS, the budget was advertised on May 20, 2021 and a public hearing was held on June 7, 2021, in accordance with Section 15.1-162 of the Code of Virginia; and

WHEREAS, the Tax Rates for FY 2021-22 were advertised on April 22, 2021 and public hearing was held on May 3, 2021, in accordance with Section 58.1-3321 of the Code of Virginia; and

WHEREAS, the budget is accompanied by a statement of contemplated revenue and disbursements.

NOW, THEREFORE, BE IT RESOLVED by the Town Council for the Town of Haymarket, Virginia, meeting in work session this 28<sup>th</sup> day of June 2021, adopts the annual operating budget and capital improvement budget as presented, adopts the tax rates and fee schedule shown below in this Resolution in support of the budget, and appropriates the funds on an annual basis for the contemplated expenditures shown in the annual operating budget and capital improvement budget.

The budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022 is as follows:

TOWN OF HAYMARKET  
ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET  
FISCAL YEAR 2021-2022

FY2021-2022  
PROJECTED REVENUES

General Property Taxes	\$ 386,017
Meals Tax	\$ 800,000
BPOL Tax	\$ 200,000
Other Local Taxes	\$ 454,000
Permits, Fees & Licenses	\$ 28,500
Fines & Forfeitures	\$ 60,000
Rental Revenue	\$ 160,744
Interest (Bank, Investment Pool)	\$ 3,000
Town Event Sponsorship	\$ 20,000
Revenue from Commonwealth	\$ 215,340
CARES Act Funds	<u>\$ 68,814</u>

**Total Revenue** \$ 2,396,415

FY2021-2022  
PROJECTED EXPENDITURES

Administration	\$ 788,950
Police Department	\$ 847,449
Public Works	\$ 280,551
Community Development	\$ 48,823
Economic Development	\$ 22,430
Haymarket Park	\$ 20,000
Museum, Town Events	\$ 25,150
Debt Service	\$ 171,925
CARES Act Expenses	\$ 68,814
<b>Capital Improvement Projects</b>	
Blight Mitigation	\$ 40,000
CIP Expenditure Funds	<u>\$ 82,323</u>

**Total Expenditures** \$ 2,396,415

Haymarket Town Council  
Budget Adoption Resolution #2021-010

BY ORDER OF THE HAYMARKET TOWN COUNCIL  
Done this 28th day of June 2021

- Motioned by:
- Seconded by:
- Ayes:
- Nays:
- Abstain:
- Absent:

\_\_\_\_\_  
Kenneth Luersen, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Henry  
Clerk of the Council

Attachment: Resolution 2021-010\_Budget Adoption FY2021-2022\_06.28.2021 (5074 : Resolution 2021-010: FY22 Budget Adoption and



	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	368,969.64	375,326.00	98.3%	
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	
3110-03 · Interest - All Property Taxes	387.17			
3110-04 · Penalties - All Property Taxes	1,291.41	1,000.00	129.1%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>384,483.23</b>	<b>389,535.00</b>	<b>98.7%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-01 · Bank Stock Tax	24,355.00	20,000.00	121.8%	Town should be recievning another payment for SONA(PRMIS Bank); part of 4th QT amendment
3120-02 · Business License Tax	214,624.53	154,376.00	139.0%	Taxes were due on April 30, 2021
3120-03 · Cigarette Tax	122,966.36	135,000.00	91.1%	Collections up to May 31, 2021
3120-04 · Consumer Utility Tax	131,506.43	158,000.00	83.2%	Collections up to April 30, 2021
3120-05 · Meals Tax - Current	760,463.77	746,876.00	101.8%	Collected 06 of 19 meals taxes for May 31, 2021 as today 06.21.2021
3120-06 · Sales Tax Receipts	112,924.96	129,376.00	87.3%	Revenues collect up to March 31, 2021; this is 12.3% more than what we should be budget wise
3120-07 · Penalties (Non-Property)	7,319.78			
3120-08 · Interest (Non-Property)	54.03			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,374,214.86</b>	<b>1,343,628.00</b>	<b>102.3%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	1,725.00	4,500.00	38.3%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	796.50	1,900.00	41.9%	
3130-05 · Other Planning & Permits	18,537.55	25,000.00	74.2%	
3130-06 · Pass Through Fees	18,218.60			Pass through revenue
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>39,277.65</b>	<b>46,400.00</b>	<b>84.7%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	29,373.90	50,000.00	58.7%	Collection up to January 31, 2021; this revenue is below expected budget revenues
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>29,373.90</b>	<b>50,000.00</b>	<b>58.7%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	797.76	10,000.00	8.0%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
3150-03 · Interest on Bank Deposits	4,699.04	10,000.00	47.0%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>5,496.80</b>	<b>20,000.00</b>	<b>27.5%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-01 · Suite 200 Stronger Fitness LLC	828.33	828.00	100.0%	Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	6,792.50	6,792.50	100.0%	
3151-04 · Suite 210 LF Security	10,733.34	10,433.00	102.9%	
3151-06 · Suite 204 MAC-ISA	6,720.00	6,720.00	100.0%	
3151-07 · Haymarket Church Suite 206	33,569.76	33,570.00	100.0%	
3151-08 · 15020 Washington Realty	32,937.50	32,937.50	100.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	21,470.40	20,851.00	103.0%	
3151-11 · Cupcake Heaven and Cafe LLC	32,797.12	32,797.00	100.0%	
3151-12 · Haymarket Coffee Company LLC	9,900.00			new tenant; part of 4th QT amendment
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>155,748.95</b>	<b>144,929.00</b>	<b>107.5%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	54.73			
3160-01 · Public Safety				

3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%	
3160-05 · Laney Detail	121,653.75	126,650.00	96.1%	Completed PO order
<b>Total 3160-01 · Public Safety</b>	<b>124,353.75</b>	<b>129,215.00</b>	<b>96.2%</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>124,408.48</b>	<b>129,215.00</b>	<b>96.3%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Revenue - Town Events	34,908.57	20,000.00	174.5%	
3165-02 · Farmer's Market	1,205.00			
3165-03 · Town Ornaments	4,773.00			Separate tracking to better view how the ornaments are selling
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>40,886.57</b>	<b>20,000.00</b>	<b>204.4%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	9.78	0.00	100.0%	
3180-01 · Citations & Accident Reports	10.00	0.00	100.0%	
3180-02 · Veteran Banners	75.00	0.00	0.0%	
3180-03 · Miscellaneous	0.01	0.00	0.0%	
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%	Reimbursement for damaged Light pole
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
3180 · Miscellaneous - OTHER	203.60	0.00	0.0%	Refund from Sheehy of Warrenton
<b>Total 3180 · MISCELLANEOUS</b>	<b>5,381.13</b>	<b>4,783.00</b>	<b>112.5%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	31,548.00	31,548.00	100.0%	3 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%	
3200-05 · Communications Tax	78,161.85	117,000.00	66.8%	Collections up to April 30, 2021; Revenue source is lower than expected, should be closer to 83%
3200-06 · Department of Fire Programs	10,000.00	0.00	100.0%	Additional revenue funds not budgeted
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,300.21	1,500.00	86.7%	
3200-14 · Pedestrian Improvement Grant	87,726.28	92,090.00	95.3%	
3200 · Revenue From Commonwealth - Other	3,362.00	3,362.00	100.0%	DCJS Additional Funds for PD (Retention/Recruitment/Criminal Justice reform)
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>230,817.93</b>	<b>264,127.00</b>	<b>87.4%</b>	
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>				
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%	
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>3,084.99</b>	<b>14,000.00</b>	<b>22.0%</b>	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	167,435.00	0.0%	
	<b>2,393,174.49</b>	<b>2,594,052.00</b>	<b>92.3%</b>	
<b>Gross Profit</b>	<b>2,393,174.49</b>	<b>2,594,052.00</b>	<b>92.3%</b>	
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	1,738.08	2,000.00	86.9%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	23,050.00	26,000.00	88.7%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>24,788.08</b>	<b>31,750.00</b>	<b>78.1%</b>	
<b>12110 · TOWN ADMINISTRATION</b>				
1211001 · Salaries/Wages-Regular	283,642.38	296,000.00	95.8%	
1211003 · Salaries/Wages - Part Time	9,939.00	20,000.00	49.7%	
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%	
1211004 · FICA/Medicare	23,287.97	28,197.00	82.6%	
1211005 · VRS	34,115.94	39,657.00	86.0%	
1211006 · Health Insurance	31,598.58	49,195.00	64.2%	
1211007 · Life Insurance	4,018.27	3,967.00	101.3%	
1211008 · Disability Insurance	1,988.54	2,631.00	75.6%	
1211009 · Unemployment Insurance	5,628.74	2,800.00	201.0%	
1211010 · Worker's Compensation	256.00	400.00	64.0%	

1211011 · Gen Property/Liability Ins.	14,123.00	15,000.00	94.2%	Front loaded cost to Town
1211012 · Accounting Services	4,838.10	8,000.00	60.5%	
1211014 · Printing & Binding	6,136.01	8,298.00	73.9%	
1211015 · Advertising	8,599.19	9,000.00	95.5%	
1211016 · Computer, Internet & Website Svc	12,824.11	23,650.00	54.2%	
1211017 · Postage	3,124.78	4,000.00	78.1%	
1211018 · Telecommunications	5,110.36	7,500.00	68.1%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	629.30	2,000.00	31.5%	
1211021 · Convention & Education	1,840.00	6,000.00	30.7%	
1211022 · Miscellaneous	180.06	1,000.00	18.0%	
1211024 · Books, Dues & Subscriptions	16,824.90	16,000.00	105.2%	
1211025 · Office Supplies	4,029.59	6,500.00	62.0%	
1211026 · Equipment Rental	4,200.43	4,075.00	103.1%	
1211030 · Capital Outlay-Machinery/Equip	4,651.17	10,000.00	46.5%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>485,586.42</b>	<b>568,870.00</b>	<b>85.4%</b>	
<b>12210 · LEGAL SERVICES</b>				
1221001 · Legal Services	113,395.82	70,000.00	162.0%	
1221002 · Legal - Pass Through Fees	2,608.60			
<b>Total 12210 · LEGAL SERVICES</b>	<b>116,004.42</b>	<b>70,000.00</b>	<b>165.7%</b>	will need to amend this line item in June 2021
<b>12240 · INDEPENDENT AUDITOR</b>				
1224001 · Auditing Services	14,850.00	16,000.00	92.8%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,850.00</b>	<b>16,000.00</b>	<b>92.8%</b>	
<b>Total 01 · ADMINISTRATION</b>	<b>641,228.92</b>	<b>686,620.00</b>	<b>93.4%</b>	
<b>03 · PUBLIC SAFETY</b>				
<b>31100 · POLICE DEPARTMENT</b>				
3110001 · Salaries & Wages - Regular	356,336.53	398,405.00	89.4%	Severence amount was paid as agreed
3110003 · Salaries & Wages - OT Premium	18,827.72	20,000.00	94.1%	
3110004 · Salaries & Wages - Holiday Pay	12,065.69	14,000.00	86.2%	
3110005 · Salaries & Wages - Part Time	52,262.14	37,000.00	141.2%	Amendment will need to be made for the a coverage Part-Time officers are working
3110006 · Salaries & Wages - VDOT	2,430.00	2,365.00	102.7%	
3110007 · Salary & Wages - DMV Grant	6,532.01	13,300.00	49.1%	
3110008 · Salaries & Wages - Laney Detail	101,080.71	116,065.00	87.1%	
31100010 · Salaries & Wages - Bonus	5,500.00	5,500.00	100.0%	
31100011 · Salaries & Wages - Recruit. Bonus	2,000.00	3,000.00	66.7%	
3110020 · FICA/MEDICARE	39,108.83	45,011.00	86.9%	
3110021 · VRS	35,641.66	45,816.00	77.8%	
3110022 · Health Insurance	38,395.19	50,919.00	75.4%	
3110023 · Life Insurance	4,354.90	5,652.00	77.1%	
3110024 · Disability Insurance	1,526.83	2,000.00	76.3%	
3110025 · Unemployment Insurance	2,571.75	3,000.00	85.7%	Annual Audit completed and addtinal funds were needed for PD W/C
3110026 · Workers' Compensation Insurance	19,185.00	16,450.00	116.6%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	
3110028 · Legal Services	22,780.40	24,000.00	94.9%	
3110032 · Computer, Internet & Website	14,619.89	11,000.00	132.9%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	9,609.33	10,000.00	96.1%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,849.06	5,000.00	37.0%	
3110040 · Annual Dues & Subscriptions	12,739.33	13,000.00	98.0%	
3110041 · Office Supplies	3,817.36	5,000.00	76.3%	
3110042 · Vehicle Fuels	12,661.51	16,000.00	79.1%	
3110043 · Vehicle Maintenance/Supplies	8,762.46	11,000.00	79.7%	
3110045 · Uniforms & Police Supplies	9,604.15	20,000.00	48.0%	
3110056 · Captial Outlay-Machinery/Equip	31,592.38	31,592.00	100.0%	2 of 2 payments have been made

Total 31100 · POLICE DEPARTMENT	834,490.23	934,375.00	89.3%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	834,490.23	949,375.00	87.9%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	79,235.26	86,625.00	91.5%	Trash services up to May 2021
Total 43200 · REFUSE COLLECTION	79,235.26	86,625.00	91.5%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	77,325.31	119,783.00	64.6%	
4310002 · Maint Svc Contract-Pest Control	1,290.00	3,000.00	43.0%	
4310003 · Maint Svc Contract-Landscaping	26,512.42	35,000.00	75.8%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	6,630.00	6,500.00	102.0%	
4310007 · Electric/Gas Services	14,102.73	16,500.00	85.5%	
4310008 · Electrical Services-Streetlight	3,896.97	5,500.00	70.9%	
4310009 · Water & Sewer Services	2,585.55	3,000.00	86.2%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,468.14	2,500.00	58.7%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	139,139.49	200,783.00	69.3%	
Total 04 · PUBLIC WORKS	218,374.75	289,621.00	75.4%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	13,073.33	20,000.00	65.4%	
Total 70000 · HAYMARKET COMMUNITY PARK	13,073.33	20,000.00	65.4%	
71110 · EVENTS				
7111001 · Advertising - Events	1,412.92	0.00	100.0%	
7111003 · Contractural Services	5,931.13	10,000.00	59.3%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	12,777.93	20,000.00	63.9%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,477.55	2,200.00	67.2%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	566.32	1,700.00	33.3%	Civil War Trails Plaque
Total 72200 · MUSEUM	2,043.87	5,150.00	39.7%	
Total 07 · PARKS, REC & CULTURAL	27,895.13	45,150.00	61.8%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,715.00	5,670.00	47.9%	
8110002 · FICA/Medicare	217.64	500.00	43.5%	
8110003 · Consultants - Engineer	18,108.65	30,000.00	60.4%	
8110004 · Consultants - Comp Plan	0.00	15,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	216.40	1,500.00	14.4%	
8110009 · Engineer - Pass Through	17,641.93	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	38,899.62	53,620.00	72.5%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	2,415.00	5,830.00	41.4%	
8111002 · FICA/Medicare	179.10	850.00	21.1%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,594.10	8,680.00	29.9%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	4.59	98.00	4.7%	
8111103 · Salaries & Wages - Regular	60.00	1,325.00	4.5%	

Total 81111 · Board Of Zoning Appeals	64.59	1,923.00	3.4%	
Total 08 · COMMUNITY DEVELOPMENT	41,558.31	64,223.00	64.7%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.3%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	16,234.13	16,500.00	98.4%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	174,534.13	182,644.00	95.6%	
Total 09 · NON-DEPARTMENTAL	174,534.13	182,644.00	95.6%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	235,008.98	259,525.00	90.6%	In Final stages of closing project
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.02			
Total EMPLOYEE BENEFITS	-0.02			
Total 94105 · PERSONNEL	-0.02			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
94107 · BLIGHT MITIGATION - Other	171.24			for Public Notice
Total 94107 · BLIGHT MITIGATION	171.24	40,000.00	0.4%	
94108 · Capital Improvement Funds Expens	27,617.00	76,894.00	35.9%	
<b>Total Expense</b>	<b>2,200,878.67</b>	<b>2,594,052.00</b>	<b>84.8%</b>	
<b>Net Ordinary Income</b>	<b>192,295.82</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Other Income/Expense</b>				
<b>Other Income</b>				
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%	2nd Cares Act funds have been received by Town from the County
Total Other Income	295,452.00	295,452.00	100.0%	
<b>Other Expense</b>				
97000 · CARES Act Expenses	226,638.28	295,452.00	76.7%	Vouchers and Grants have been turned into the IDA and will be disbursed to businesses
Total Other Expense	226,638.28	295,452.00	76.7%	
<b>Net Other Income</b>	<b>68,813.72</b>	<b>0.00</b>	<b>100.0%</b>	Net income of CARES Act funds
<b>Net Income</b>	<b>261,109.54</b>	<b>0.00</b>	<b>100.0%</b>	<b>Total net income/loss of both Operational Budget and CARES Act budget combined</b>

Attachment: Copy of FY2021 Actuals vs Budget Report with Comments\_CURRENT\_06.21.2021v3 (5075 : FY21 Monthly Financial Report)



## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Sgt. Jake Davis, Acting Chief of Police  
DATE: June 22, 2021  
SUBJECT: Addressing general Order 2-10 Vehicle Operations

### Background:

In September of 2020 Council voted to adopt the "No Vehicle Take Home Policy". After this was made effective the officers only drove their department vehicle while working and leaving their police vehicle parked at the police department when the officer was off. The lack of long-distance driving on the vehicles has affected the gas mileage and caused issues the vehicles' parts longevity: such as rotors and brake pads rusting prematurely.

### Attached General Order:

Two copies of General Order 2-10 Vehicle Operations are attached. One addresses the use of a hybrid take home program and the other is a full take home program.

### Attached Study:

A full study was conducted and attached to this memorandum. The study looks at the price to have a partial (hybrid) take home program and a full take home program. It addresses fuel price, tire cost, and maintenance cost, to include oil changes. To answer any questions pertaining to the trade in value of the vehicle, the depreciation of the vehicle for the additional miles driven in a year is included in the study as well.

The study also compares departments in the surrounding area, and what those jurisdictions are doing pertaining to take home vehicles. This is broken down to departments roughly the same size as Haymarket and departments that are considered "competition", meaning departments that applicants would considering working at instead of Haymarket.

### Staff Recommendation:

We are very fortunate to have the qualified and dedicated officers currently on staff. Their dedication to the Town has allowed the Haymarket Police Department to offer excellent community policing events, additional patrols, increased presence in our Town neighborhoods through foot patrols and community outreach. Thus, based on the service and commitment of our Police Officers, I would recommend implementing one of the take home policies in front of you.

Attachment: Take Home Memo (5076 : Vehicle Take Home Policy)

Haymarket Police Department  
15000 Washington Street  
Suite 110  
Haymarket, Virginia 20169



6.4.a

703-753-2700  
Fax 703-753-2800

Draft

[www.townofhaymarket.org](http://www.townofhaymarket.org)

Facebook: Haymarket Police Department

Motion:

*"I move the Town of Haymarket reinstate the Police Department's General Order 2-10."*

OR

Other action deemed appropriate by Council.

Attachment: Take Home Memo (5076 : Vehicle Take Home Policy)



**Adopted Tax Rates Fiscal 2021 – 2022**

Real Property Tax Rate	\$ .129/\$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$.75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%
Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<b><u>Business Professional &amp; Occupational License Tax:</u></b>	<b><u>Tax Rate Per \$100/Gross Receipt</u></b>
	\$0.15
Contractors	\$0.05/Purchases
Wholesale	\$0.15
Retail	\$0.30
Financial Services	\$0.15
Repair Services	\$0.15
Personal Services	\$0.15
Business Service	\$0.10
Restaurants	\$0.10
Public Service Corporation	\$0.30
Professional Services	\$0.30
Real Estate Services	\$0.30
Percent of Revenue from Real Estate Tax	16.62%
2017 Estimated Assessed Value of Property-Town of Haymarket	\$288,296,500
Assessed Value of Property Exempt from Taxation (FY21)	\$6,520,400
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	2.21%

"The tax rates and expenditures shown in this budget are for informative and fiscal planning purposes only, and the council may alter them after the public hearing. The real estate tax rate will not be increased over the amount advertised, but other tax rates are subject to being increased or decreased from the advertised rates."

Attachment: Tax Rates Fiscal 2022 (5077 : Resolution 2021-011: Tax Rate Adoption)