



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 26, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Agenda Items

1. FY2021 Current Budget Report
2. Crossroads Village
3. Police Dept Updates
4. DMV Select Office Updates
5. Discussion on Proposed Budget FY2022

IV. Closed Session

V. Adjournment

Town of Haymarket

Revenue Expenditures Actual To-Date vs Annual Budget
as of April 20, 2021

	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	369,849.10	375,326.00	98.5%	
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	
3110-03 · Interest - All Property Taxes	176.81			
3110-04 · Penalties - All Property Taxes	1,286.05	1,000.00	128.6%	
Total 3110 · GENERAL PROPERTY TAXES	385,146.97	389,535.00	98.9%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	20,000.00	0.0%	Tax will be collected around early to mid May 2021
3120-02 · Business License Tax	138,265.70	154,376.00	89.6%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	101,228.64	135,000.00	75.0%	Collections up to February 28, 2021
3120-04 · Consumer Utility Tax	103,453.15	158,000.00	65.5%	Collections up to February 28, 2021
3120-05 · Meals Tax - Current	594,266.47	746,876.00	79.6%	Collected 7 of 19 meals taxes for March 31, 2021 Revenues collect up to January 31, 2021; this is 10.5% more than what we should be budget wise
3120-06 · Sales Tax Receipts	88,698.92	129,376.00	68.6%	
3120-07 · Penalties (Non-Property)	4,278.89			
3120-08 · Interest (Non-Property)	45.15			
Total 3120 · OTHER LOCAL TAXES	1,030,236.92	1,343,628.00	76.7%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,475.00	4,500.00	32.8%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	721.50	1,900.00	38.0%	
3130-05 · Other Planning & Permits	17,387.55	25,000.00	69.6%	
3130-06 · Pass Through Fees	13,534.85			Pass through revenue
Total 3130 · PERMITS,FEES & LICENESES	33,118.90	46,400.00	71.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	27,665.67	50,000.00	55.3%	Collection up to January 31, 2021; this revenue is below expected budget revenues
Total 3140 · FINES & FORFEITURES	27,665.67	50,000.00	55.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	693.81	10,000.00	6.9%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates which have been low; we should be at 66.4% of budget as of February 28, 2021.
3150-03 · Interest on Bank Deposits	4,120.78	10,000.00	41.2%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates which have been low; we should be at 66.4% of budget as of February 28, 2021.
Total 3150 · REVENUE - USE OF MONEY	4,814.59	20,000.00	24.1%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	828.33	828.00	100.0%	Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	5,651.36	6,792.50	83.2%	
3151-04 · Suite 210 LF Security	8,930.14	10,433.00	85.6%	
3151-06 · Suite 204 MAC-ISA	5,600.00	6,720.00	83.3%	
3151-07 · Haymarket Church Suite 206	27,974.80	33,570.00	83.3%	
3151-08 · 15020 Washington Realty	26,350.00	32,937.50	80.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	17,892.00	20,851.00	85.8%	
3151-11 · Cupcake Heaven and Cafe LLC	27,277.34	32,797.00	83.2%	
3151-12 · Haymarket Coffee Company LLC	6,900.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	127,403.97	144,929.00	87.9%	
3160 · CHARGES FOR SERVICES				

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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
Total 3160-01 · Public Safety	124,353.75	129,215.00	96.2%	
Total 3160 · CHARGES FOR SERVICES	124,408.48	129,215.00	96.3%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	19,028.57	20,000.00	95.1%	
3165-02 · Farmer's Market	820.00			
3165-03 · Town Ornaments	4,613.00			Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	24,461.57	20,000.00	122.3%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	1.50	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%	
3180-04 · 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
Total 3180 · MISCELLANEOUS	5,372.84	4,783.00	112.3%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	24,371.00	31,548.00	77.3%	3 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%	
3200-05 · Communications Tax	62,781.35	117,000.00	53.7%	Collections up to February 28, 2021; Revenue source is lower than expected, should be closer to 66.4%
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	68,515.49	92,090.00	74.4%	
3200 · Revenue From Commonwealth - Other	3,362.00	3,362.00	100.0%	DCJS Additional Funds for PD (Retention/Recruitment/Criminal Justice reform)
Total 3200 · REVENUE FROM COMMONWEALTH	189,049.64	264,127.00	71.6%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	3,084.99	14,000.00	22.0%	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	167,435.00	0.0%	
	1,954,764.54	2,594,052.00	75.4%	
Gross Profit	1,954,764.54	2,594,052.00	75.4%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	1,347.55	2,000.00	67.4%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	17,925.00	26,000.00	68.9%	
Total 11100 · TOWN COUNCIL	19,272.55	31,750.00	60.7%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	225,109.96	296,000.00	76.1%	
1211003 · Salaries/Wages - Part Time	6,192.75	20,000.00	31.0%	
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%	
1211004 · FICA/Medicare	18,452.11	28,197.00	65.4%	
1211005 · VRS	26,716.74	39,657.00	67.4%	
1211006 · Health Insurance	25,521.93	49,195.00	51.9%	
1211007 · Life Insurance	3,103.28	3,967.00	78.2%	
1211008 · Disability Insurance	1,567.82	2,631.00	59.6%	

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1211009 · Unemployment Insurance	3,668.64	2,800.00	131.0%	
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	4,644.22	8,000.00	58.1%	
1211014 · Printing & Binding	4,762.40	8,298.00	57.4%	
1211015 · Advertising	5,764.44	9,000.00	64.0%	
1211016 · Computer, Internet &Website Svc	8,935.66	23,650.00	37.8%	
1211017 · Postage	2,995.78	4,000.00	74.9%	
1211018 · Telecommunications	4,603.81	7,500.00	61.4%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	315.99	2,000.00	15.8%	
1211021 · Convention & Education	1,590.00	6,000.00	26.5%	
1211022 · Miscellaneous	180.06	1,000.00	18.0%	
1211024 · Books, Dues & Subscriptions	12,116.02	16,000.00	75.7%	
1211025 · Office Supplies	2,872.52	6,500.00	44.2%	
1211026 · Equipment Rental	3,521.29	4,075.00	86.4%	
1211030 · Capital Outlay-Machinery/Equip	3,052.17	10,000.00	30.5%	
Total 12110 · TOWN ADMINISTRATION	384,066.59	568,870.00	67.5%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	66,554.78	70,000.00	95.1%	
1221002 · Legal - Pass Through Fees	2,608.60			
Total 12210 · LEGAL SERVICES	69,163.38	70,000.00	98.8%	Legal invoiced for Services up to March 31, 2021
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	14,850.00	16,000.00	92.8%	
Total 12240 · INDEPENDENT AUDITOR	14,850.00	16,000.00	92.8%	
Total 01 · ADMINISTRATION	487,352.52	686,620.00	71.0%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	275,491.85	398,405.00	69.1%	
3110003 · Salaries & Wages - OT Premium	7,710.33	20,000.00	38.6%	
3110004 · Salaries & Wages - Holiday Pay	11,055.45	14,000.00	79.0%	
3110005 · Salaries & Wages - Part Time	39,377.14	37,000.00	106.4%	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	0.00	3,000.00	0.0%	
3110020 · FICA/MEDICARE	32,999.32	45,011.00	73.3%	
3110021 · VRS	31,507.12	45,816.00	68.8%	
3110022 · Health Insurance	33,953.31	50,919.00	66.7%	
3110023 · Life Insurance	3,911.56	5,652.00	69.2%	
3110024 · Disability Insurance	1,384.38	2,000.00	69.2%	
3110025 · Unemployment Insurance	2,571.75	3,000.00	85.7%	
3110026 · Workers' Compensation Insurance	19,185.00	16,450.00	116.6%	Annual Audit completed and addtinal funds were needed for PD W/C
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	18,780.40	24,000.00	78.3%	
3110032 · Computer, Internet & Website	3,882.07	11,000.00	35.3%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	7,830.83	10,000.00	78.3%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,649.06	5,000.00	33.0%	
3110040 · Annual Dues & Subscriptions	12,739.33	13,000.00	98.0%	
3110041 · Office Supplies	3,778.30	5,000.00	75.6%	

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3110042 · Vehicle Fuels	11,133.16	16,000.00	69.6%	
3110043 · Vehicle Maintenance/Supplies	7,260.14	11,000.00	66.0%	
3110045 · Uniforms & Police Supplies	5,473.15	20,000.00	27.4%	
3110056 · Capitial Outlay-Machinery/Equip	31,592.38	31,592.00	100.0%	2 of 2 payments have been made
Total 31100 · POLICE DEPARTMENT	687,444.15	934,375.00	73.6%	
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	687,444.15	949,375.00	72.4%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	64,738.08	86,625.00	74.7%	Trash services up to April 2021
Total 43200 · REFUSE COLLECTION	64,738.08	86,625.00	74.7%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	61,813.42	119,783.00	51.6%	
4310002 · Maint Svc Contract-Pest Control	775.00	3,000.00	25.8%	
4310003 · Maint Svc Contract-Landscaping	22,187.42	35,000.00	63.4%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	5,730.00	6,500.00	88.2%	
4310007 · Electric/Gas Services	11,783.30	16,500.00	71.4%	
4310008 · Electrical Services-Streetlight	3,259.66	5,500.00	59.3%	
4310009 · Water & Sewer Services	2,241.15	3,000.00	74.7%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,255.75	2,500.00	50.2%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	114,374.07	200,783.00	57.0%	
Total 04 · PUBLIC WORKS	179,112.15	289,621.00	61.8%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,016.40	20,000.00	5.1%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,016.40	20,000.00	5.1%	
71110 · EVENTS				
7111001 · Advertising - Events	872.92	0.00	100.0%	
7111003 · Contractural Services	5,431.13	10,000.00	54.3%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	11,737.93	20,000.00	58.7%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,205.49	2,200.00	54.8%	
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	1,771.81	5,150.00	34.4%	
Total 07 · PARKS, REC & CULTURAL	14,526.14	45,150.00	32.2%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,265.00	5,670.00	39.9%	
8110002 · FICA/Medicare	178.62	500.00	35.7%	
8110003 · Consultants - Engineer	9,949.74	30,000.00	33.2%	
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	10,585.00	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	23,194.76	53,620.00	43.3%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,590.00	5,830.00	27.3%	
8111002 · FICA/Medicare	119.05	850.00	14.0%	

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8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,709.05	8,680.00	19.7%	
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	24,968.40	64,223.00	38.9%	
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	74,473.18	259,525.00	28.7%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.00			
Total EMPLOYEE BENEFITS	0.00			
Total 94105 · PERSONNEL	0.00			
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 Improvment Funds Expens	0.00	76,894.00	0.0%	
Total Expense	1,642,581.91	2,594,052.00	63.3%	
Net Ordinary Income	312,182.63	0.00	100.0%	
Other Income/Expense				
Other Income				
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%	
Other Expense				
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%	
Net Other Income	68,813.72	0.00	100.0%	Net income of CARES Act funds
Net Income	380,996.35	0.00	100.0%	Total net income/loss of both Operational Budget and CARES Act budget combined

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