



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 25, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Closed Session

IV. Agenda Items

1. Town Park Building
2. 2020-21 Finance Budget Report
3. Take Home Vehicle Policy
4. Budget Amendment Discussion
5. CARES Act Presentation
6. Proposed DMV Select Presentation

V. Adjournment

	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	181.95			
3110-04 · Penalties - All Property Taxes	1,325.02	1,000.00	132.5%	
Total 3110 · GENERAL PROPERTY TAXES	385,191.08	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	6,858.96	154,376.00	4.4%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	72,442.61	134,000.00	54.1%	Collections up to November 30, 2020
3120-04 · Consumer Utility Tax	61,747.65	158,000.00	39.1%	Collections up to November 30, 2020
3120-05 · Meals Tax - Current	362,624.37	743,876.00	48.7%	We are still missing reports; we have received 16 of the 19 businesses's taxes as of today 12.29.2020
3120-06 · Sales Tax Receipts	36,945.70	129,376.00	28.6%	Revenue collected up to September 30, 2020; we have collected 2.6% more than the expected 25%
3120-07 · Penalties (Non-Property)	3,251.85			
3120-08 · Interest (Non-Property)	34.69			
Total 3120 · OTHER LOCAL TAXES	543,905.83	1,339,628.00	40.6%	
3130 · PERMITS, FEES & LICENSES				
3130-01 · Application Fees	1,125.00	4,500.00	25.0%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	511.50	1,900.00	26.9%	
3130-05 · Other Planning & Permits	11,539.30	25,000.00	46.2%	
3130-06 · Pass Through Fees	6,848.60			Pass through revenue
Total 3130 · PERMITS, FEES & LICENSES	20,024.40	46,400.00	43.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	20,479.40	50,000.00	41.0%	Collection up to November 30, 2020; this revenue is lower than the expected 41.7% at this time per what was budgeted.
Total 3140 · FINES & FORFEITURES	20,479.40	50,000.00	41.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	878.32	10,000.00	8.8%	
3150-03 · Interest on Bank Deposits	2,651.86	10,000.00	26.5%	
Total 3150 · REVENUE - USE OF MONEY	3,530.18	20,000.00	17.7%	
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	3,939.65	6,792.50	58.0%	
3151-04 · Suite 210 LF Security	6,225.34	10,433.00	59.7%	
3151-06 · Suite 204 MAC-ISA	3,920.00	6,720.00	58.3%	
3151-07 · Haymarket Church Suite 206	19,582.36	33,570.00	58.3%	
3151-08 · 15020 Washington Realty	16,468.75	32,937.50	50.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	12,524.40	20,851.00	60.1%	
3151-11 · Cupcake Heaven and Cafe LLC	18,997.67	32,797.00	57.9%	
3151-12 · Haymarket Coffee Company LLC	4,050.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	86,536.50	144,929.00	59.7%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	54.73			
3160-01 · Public Safety				
3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%	
3160-05 · Laney Detail	88,425.00	71,650.00	123.4%	
Total 3160-01 · Public Safety	91,125.00	74,215.00	122.8%	
Total 3160 · CHARGES FOR SERVICES	91,179.73	74,215.00	122.9%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	19,028.57	20,000.00	95.1%	

3165-02 · Farmer's Market	175.00				
3165-03 · Town Ornaments	4,553.00				Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	23,756.57	20,000.00	118.8%		
3180 · MISCELLANEOUS					
3180-00 · Convenience Fee	-2.13	0.00	100.0%		
3180-01 · Citations & Accident Reports		0.00	0.0%		
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%		Reimbursement for damaged Light pole
3180 · Miscellaneous - OTHER	167.60	0.00	0.0%		Refund from Sheehy of Warrenton
Total 3180 · MISCELLANEOUS	4,948.21	4,783.00	103.5%		
3200 · REVENUE FROM COMMONWEALTH					
3200-02 · 599 Law Enforcement Grant	15,774.00	31,548.00	50.0%		2 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%		
					Collections up to November 30, 2020; Revenue source is lower than expected at the 5 month mark
3200-05 · Communications Tax	32,050.20	117,000.00	27.4%		
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	43,090.34	68,945.00	62.5%		
3200 · Revenue From Commonwealth - Other	3,362.00	0.00	100.0%		DCJS Additional Funds for PD (Retention/Recruitment/Criminal Justice reform)
Total 3200 · REVENUE FROM COMMONWEALTH	124,296.34	237,620.00	52.3%		
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	139,555.00	0.0%		
	1,306,933.23	2,480,665.00	52.7%		
Gross Profit	1,306,933.23	2,480,665.00	52.7%		
01 · ADMINISTRATION					
11100 · TOWN COUNCIL					
111001 · Convention & Education	0.00	2,500.00	0.0%		
111002 · FICA/Medicare	941.34	2,000.00	47.1%		
111003 · Meals and Lodging	0.00	1,000.00	0.0%		
111004 · Mileage Allowance	0.00	250.00	0.0%		
111005 · Salaries & Wages - Regular	12,375.00	26,000.00	47.6%		
Total 11100 · TOWN COUNCIL	13,316.34	31,750.00	41.9%		
12110 · TOWN ADMINISTRATION					
1211001 · Salaries/Wages-Regular	156,114.95	290,000.00	53.8%		
1211003 · Salaries/Wages - Part Time	4,500.00	25,000.00	18.0%		
1211004 · FICA/Medicare	12,857.21	28,197.00	45.6%		
1211005 · VRS	19,507.89	35,070.00	55.6%		
1211006 · Health Insurance	18,229.95	49,195.00	37.1%		
1211007 · Life Insurance	2,276.93	3,852.00	59.1%		
1211008 · Disability Insurance	1,147.09	2,631.00	43.6%		
1211009 · Unemployment Insurance	1,557.22	2,800.00	55.6%		
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	4,042.27	8,000.00	50.5%		
1211014 · Printing & Binding	3,537.38	10,000.00	35.4%		
1211015 · Advertising	1,980.22	12,000.00	16.5%		
1211016 · Computer, Internet &Website Svc	7,800.76	23,650.00	33.0%		
1211017 · Postage	2,276.13	4,000.00	56.9%		
1211018 · Telecommunications	2,339.10	7,500.00	31.2%		
1211019 · Mileage Allowance	0.00	1,000.00	0.0%		
1211020 · Meals & Lodging	173.30	3,000.00	5.8%		
1211021 · Convention & Education	1,590.00	6,000.00	26.5%		
1211022 · Miscellaneous	0.00	1,000.00	0.0%		
1211024 · Books, Dues & Subscriptions	5,083.13	16,000.00	31.8%		

1211025 · Office Supplies	1,776.03	6,500.00	27.3%
1211026 · Equipment Rental	2,376.99	4,075.00	58.3%
1211030 · Capital Outlay-Machinery/Equip	1,637.50	10,000.00	16.4%
Total 12110 · TOWN ADMINISTRATION	265,183.05	564,870.00	46.9%
12210 · LEGAL SERVICES			
1221001 · Legal Services	34,846.16	70,000.00	49.8%
1221002 · Legal - Pass Through Fees	2,608.60		
Total 12210 · LEGAL SERVICES	37,454.76	70,000.00	53.5%
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	315,954.15	682,620.00	46.3%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	205,308.84	398,405.00	51.5%
3110003 · Salaries & Wages - OT Premium	4,755.78	20,000.00	23.8%
3110004 · Salaries & Wages - Holiday Pay	9,513.53	14,000.00	68.0%
3110005 · Salaries & Wages - Part Time	17,402.14	37,000.00	47.0%
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	73,068.21	64,485.00	113.3%
3110020 · FICA/MEDICARE	23,091.91	41,591.00	55.5%
3110021 · VRS	24,705.68	45,816.00	53.9%
3110022 · Health Insurance	28,344.06	56,057.00	50.6%
3110023 · Life Insurance	3,067.22	5,652.00	54.3%
3110024 · Disability Insurance	1,079.23	2,000.00	54.0%
3110025 · Unemployment Insurance	1,291.92	3,000.00	43.1%
3110026 · Workers' Compensation Insurance	19,185.00	16,450.00	116.6%
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%
3110028 · Legal Services	12,780.40	24,000.00	53.3%
3110032 · Computer, Internet & Website	3,169.57	11,000.00	28.8%
3110033 · Postage	57.40	500.00	11.5%
3110034 · Telecommunications	5,241.46	10,000.00	52.4%
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%
3110038 · Convention & Edu. (Training)	812.14	5,000.00	16.2%
3110040 · Annual Dues & Subscriptions	12,559.33	13,000.00	96.6%
3110041 · Office Supplies	2,525.17	5,000.00	50.5%
3110042 · Vehicle Fuels	7,668.18	16,000.00	47.9%
3110043 · Vehicle Maintenance/Supplies	5,180.57	11,000.00	47.1%
3110045 · Uniforms & Police Supplies	4,021.36	20,000.00	20.1%
3110056 · Captial Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%
Total 31100 · POLICE DEPARTMENT	498,165.30	876,013.00	56.9%
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	498,165.30	891,013.00	55.9%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	43,158.72	86,625.00	49.8%
Total 43200 · REFUSE COLLECTION	43,158.72	86,625.00	49.8%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	23,966.91	119,783.00	20.0%
4310002 · Maint Svc Contract-Pest Control	465.00	3,000.00	15.5%
4310003 · Maint Svc Contract-Landscaping	15,862.42	35,000.00	45.3%

Legal invoiced for Services up to December 31, 2020

Budget amended as voted on 12.07.2020 Council meeting to move 21k from here to part-time line item **3110005**

Budget amended as voted on 12.07.2020 Council meeting to move 21k to this line item from regular wages line item **3110001**

Annual Audit completed and addtinal funds were needed for PD W/C

Front loaded cost to Town

Front loaded cost to Town

1st payment of 2; next lease payemnt will be made in Spring 2021

Trash services up to December 31, 2020

4310004 · Maint Svc Contract Snow Removal	220.00	7,000.00	3.1%	
4310005 · Maint Svc Cont- Street Cleaning	2,700.00	6,500.00	41.5%	
4310007 · Electric/Gas Services	6,705.84	16,500.00	40.6%	
4310008 · Electrical Services-Streetlight	2,175.85	5,500.00	39.6%	
4310009 · Water & Sewer Services	1,143.15	3,000.00	38.1%	
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	54,618.04	200,783.00	27.2%	
Total 04 · PUBLIC WORKS	97,776.76	289,621.00	33.8%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	490.80	20,000.00	2.5%	
Total 70000 · HAYMARKET COMMUNITY PARK	490.80	20,000.00	2.5%	
71110 · EVENTS				
7111003 · Contractual Services	3,243.75	10,000.00	32.4%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	8,677.63	20,000.00	43.4%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	799.44	2,200.00	36.3%	
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	1,365.76	5,150.00	26.5%	
Total 07 · PARKS, REC & CULTURAL	10,534.19	45,150.00	23.3%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,380.00	5,670.00	24.3%	
8110002 · FICA/Medicare	110.92	500.00	22.2%	
8110003 · Consultants - Engineer	5,647.91	30,000.00	18.8%	
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	5,748.75	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	13,103.98	53,620.00	24.4%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,080.00	5,830.00	18.5%	
8111002 · FICA/Medicare	82.62	850.00	9.7%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,162.62	8,680.00	13.4%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	0.00	98.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	1,923.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	14,266.60	64,223.00	22.2%	
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	46,223.01	229,500.00	20.1%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.03			
Total EMPLOYEE BENEFITS	-0.03			
Total 94105 · PERSONNEL	-0.03			
94107 · BLIGHT MITIGATION				

9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
94107 · BLIGHT MITIGATION - Other	171.24		
Total 94107 · BLIGHT MITIGATION	171.24	40,000.00	0.4%
94108 · Capital Improvement Funds Expens	0.00	55,894.00	0.0%
Total Expense	1,157,625.35	2,480,665.00	46.7%
Net Ordinary Income	149,307.88	0.00	100.0%
Other Income/Expense			
Other Income			
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%
Total Other Income	295,452.00	295,452.00	100.0%
Other Expense			
97000 · CARES Act Expenses	228,573.28	295,452.00	77.4%
Total Other Expense	228,573.28	295,452.00	77.4%
Net Other Income	66,878.72	0.00	100.0%
Net Income	216,186.60	0.00	100.0%

for Public Notice

2nd Cares Act funds have been received by Town from the County

Vouchers and Grants have been turned into the IDA and will be disbursed to businesses

Net income of CARES Act funds

Total net income/loss of both Operational Budget and CARES Act budget combined