



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 28, 2020

7:00 PM

Council Chambers

## I. Call To Order

## II. Pledge of Allegiance

## III. Agenda Items

1. DMV Select Office
2. 2020 Finance/Budget Report
3. Bond Release -6655, 6665, 6675 Fayette Street
4. Special Use Permit Application - 14600 Washington Street
5. Police Department Goals and Priorities

## IV. Closed Session - As Needed

## V. Adjournment

Town of Haymarket

Actuals as of  
December 22, 2020

	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	369,178.62	375,326.00	98.4%	
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	
3110-03 · Interest - All Property Taxes	26.07			
3110-04 · Penalties - All Property Taxes	39.67	1,000.00	4.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>383,079.37</b>	<b>389,535.00</b>	<b>98.3%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
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	6,823.96	154,376.00	4.4%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	62,522.76	134,000.00	46.7%	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	312,240.46	743,876.00	42.0%	We are still missing reports; we have received only 11 of the 19 businesses's taxes as of today 12.22.2020; mail has been slower than usual so there may be some in transient still.
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)	2,842.09			
3120-08 · Interest (Non-Property)	34.69			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>483,157.31</b>	<b>1,339,628.00</b>	<b>36.1%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	725.00	4,500.00	16.1%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	481.50	1,900.00	25.3%	
3130-05 · Other Planning & Permits	8,319.30	25,000.00	33.3%	
3130-06 · Pass Through Fees	5,508.60			Pass through revenue
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>15,034.40</b>	<b>46,400.00</b>	<b>32.4%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	17,931.30	50,000.00	35.9%	Collection up to November 30, 2020; this revenue is lower than the expected 41.7% at this time per what was budgeted.
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>17,931.30</b>	<b>50,000.00</b>	<b>35.9%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	668.43	10,000.00	6.7%	
3150-03 · Interest on Bank Deposits	2,651.86	10,000.00	26.5%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>3,320.29</b>	<b>20,000.00</b>	<b>16.6%</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	3,939.65	6,792.50	58.0%	
3151-04 · Suite 210 LF Security	5,323.74	10,433.00	51.0%	
3151-06 · Suite 204 MAC-ISA	3,360.00	6,720.00	50.0%	
3151-07 · Haymarket Church Suite 206	16,784.88	33,570.00	50.0%	
3151-08 · 15020 Washington Realty	13,175.00	32,937.50	40.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	10,735.20	20,851.00	51.5%	
3151-11 · Cupcake Heaven and Cafe LLC	16,237.78	32,797.00	49.5%	
3151-12 · Haymarket Coffee Company LLC	2,550.00			new tenant
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>72,934.58</b>	<b>144,929.00</b>	<b>50.3%</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	77,600.00	71,650.00	108.3%	

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Town of Haymarket

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Total 3160-01 · Public Safety	80,300.00	74,215.00	108.2%	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>80,354.73</b>	<b>74,215.00</b>	<b>108.3%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Revenue - Town Events	19,028.57	20,000.00	95.1%	
3165-02 · Farmer's Market	175.00			
3165-03 · Town Ornaments	2,332.00			Separate tracking to better view how the ornaments are selling
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>21,535.57</b>	<b>20,000.00</b>	<b>107.7%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-5.39	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
<b>Total 3180 · MISCELLANEOUS</b>	<b>4,777.35</b>	<b>4,783.00</b>	<b>99.9%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
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	87.22	0.00	100.0%	
3200-05 · Communications Tax	32,050.20	117,000.00	27.4%	Collections up to November 30, 2020; Revenue source is lower than expected at the 5 month mark
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%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>120,928.94</b>	<b>237,620.00</b>	<b>50.9%</b>	
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>				
3300-01 · DMV Transp Safety Grant	1,514.52	14,000.00	10.8%	
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>1,514.52</b>	<b>14,000.00</b>	<b>10.8%</b>	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	139,555.00	0.0%	
	1,204,568.36	2,480,665.00	48.6%	
<b>Gross Profit</b>	<b>1,204,568.36</b>	<b>2,480,665.00</b>	<b>48.6%</b>	
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	792.16	2,000.00	39.6%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	10,425.00	26,000.00	40.1%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>11,217.16</b>	<b>31,750.00</b>	<b>35.3%</b>	
<b>12110 · TOWN ADMINISTRATION</b>				
1211001 · Salaries/Wages-Regular	132,886.96	290,000.00	45.8%	
1211003 · Salaries/Wages - Part Time	3,102.00	25,000.00	12.4%	
1211004 · FICA/Medicare	11,039.23	28,197.00	39.2%	
1211005 · VRS	16,687.26	35,070.00	47.6%	
1211006 · Health Insurance	15,799.29	49,195.00	32.1%	
1211007 · Life Insurance	1,946.39	3,852.00	50.5%	
1211008 · Disability Insurance	1,036.34	2,631.00	39.4%	
1211009 · Unemployment Insurance	861.15	2,800.00	30.8%	
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	3,317.70	10,000.00	33.2%	
1211015 · Advertising	1,980.22	12,000.00	16.5%	
1211016 · Computer, Internet & Website Svc	6,628.28	23,650.00	28.0%	
1211017 · Postage	2,044.67	4,000.00	51.1%	
1211018 · Telecommunications	2,292.45	7,500.00	30.6%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	173.30	3,000.00	5.8%	

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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	1,607.94	6,500.00	24.7%	
1211026 · Equipment Rental	2,037.42	4,075.00	50.0%	
1211030 · Capital Outlay-Machinery/Equip	1,637.50	10,000.00	16.4%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>230,172.50</b>	<b>564,870.00</b>	<b>40.7%</b>	
12210 · LEGAL SERVICES				
1221001 · Legal Services	28,836.60	70,000.00	41.2%	
1221002 · Legal - Pass Through Fees	1,268.60			
<b>Total 12210 · LEGAL SERVICES</b>	<b>30,105.20</b>	<b>70,000.00</b>	<b>43.0%</b>	Legal invoiced for Services up to November 30, 2020
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.0%</b>	
<b>Total 01 · ADMINISTRATION</b>	<b>271,494.86</b>	<b>682,620.00</b>	<b>39.8%</b>	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	178,443.04	398,405.00	44.8%	Budget amended as voted on 12.07.2020 Council meeting to move 21k from here to part-time line item <b>3110005</b>
3110003 · Salaries & Wages - OT Premium	3,873.78	20,000.00	19.4%	
3110004 · Salaries & Wages - Holiday Pay	6,770.25	14,000.00	48.4%	Budget amended as voted on 12.07.2020 Council meeting to move 21k to this line item from regular wages line item <b>3110001</b>
3110005 · Salaries & Wages - Part Time	12,602.14	37,000.00	34.1%	
3110006 · Salaries & Wages - VDOT	2,430.00	2,365.00	102.7%	
3110007 · Salary & Wages - DMV Grant	5,233.85	13,300.00	39.4%	
3110008 · Salaries & Wages - Laney Detail	63,325.71	64,485.00	98.2%	
3110020 · FICA/MEDICARE	19,587.31	41,591.00	47.1%	
3110021 · VRS	21,499.92	45,816.00	46.9%	
3110022 · Health Insurance	25,364.16	56,057.00	45.2%	
3110023 · Life Insurance	2,669.24	5,652.00	47.2%	
3110024 · Disability Insurance	994.04	2,000.00	49.7%	
3110025 · Unemployment Insurance	138.55	3,000.00	4.6%	
3110026 · Workers' Compensation Insurance	15,605.00	16,450.00	94.9%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	10,780.40	24,000.00	44.9%	
3110032 · Computer, Internet & Website	2,932.07	11,000.00	26.7%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	4,367.44	10,000.00	43.7%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	562.12	5,000.00	11.2%	
3110040 · Annual Dues & Subscriptions	12,559.33	13,000.00	96.6%	
3110041 · Office Supplies	1,788.29	5,000.00	35.8%	
3110042 · Vehicle Fuels	6,538.19	16,000.00	40.9%	
3110043 · Vehicle Maintenance/Supplies	4,909.45	11,000.00	44.6%	
3110045 · Uniforms & Police Supplies	3,312.07	20,000.00	16.6%	
3110056 · Captial Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%	1st payment of 2; next lease payemnt will be made in Spring 2021
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>430,717.94</b>	<b>876,013.00</b>	<b>49.2%</b>	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>430,717.94</b>	<b>891,013.00</b>	<b>48.3%</b>	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	36,076.54	86,625.00	41.6%	Trash services up to December 31, 2020
<b>Total 43200 · REFUSE COLLECTION</b>	<b>36,076.54</b>	<b>86,625.00</b>	<b>41.6%</b>	

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43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	21,378.58	119,783.00	17.8%	
4310002 · Maint Svc Contract-Pest Control	465.00	3,000.00	15.5%	
4310003 · Maint Svc Contract-Landscaping	13,687.42	35,000.00	39.1%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	2,200.00	6,500.00	33.8%	
4310007 · Electric/Gas Services	4,968.35	16,500.00	30.1%	
4310008 · Electrical Services-Streetlight	1,672.71	5,500.00	30.4%	
4310009 · Water & Sewer Services	936.10	3,000.00	31.2%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,255.75	2,500.00	50.2%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>46,687.03</b>	<b>200,783.00</b>	<b>23.3%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>82,763.57</b>	<b>289,621.00</b>	<b>28.6%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	396.06	20,000.00	2.0%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>396.06</b>	<b>20,000.00</b>	<b>2.0%</b>	
71110 · EVENTS				
7111003 · Contractural 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
<b>Total 71110 · EVENTS</b>	<b>8,677.63</b>	<b>20,000.00</b>	<b>43.4%</b>	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	666.04	2,200.00	30.3%	
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
<b>Total 72200 · MUSEUM</b>	<b>1,232.36</b>	<b>5,150.00</b>	<b>23.9%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>10,306.05</b>	<b>45,150.00</b>	<b>22.8%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
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
<b>Total 81100 · PLANNING COMMISSION</b>	<b>13,103.98</b>	<b>53,620.00</b>	<b>24.4%</b>	
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%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,162.62</b>	<b>8,680.00</b>	<b>13.4%</b>	
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%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>1,923.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>14,266.60</b>	<b>64,223.00</b>	<b>22.2%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
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	9,098.45	16,500.00	55.1%	Front loaded cost to Town
<b>Total 95100 · DEBT SERVICE</b>	<b>167,398.45</b>	<b>182,644.00</b>	<b>91.7%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>167,398.45</b>	<b>182,644.00</b>	<b>91.7%</b>	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	46,223.01	229,500.00	20.1%	
94105 · PERSONNEL				

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<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	0.02		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.02</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.02</b>		
<b>94107 · BLIGHT MITIGATION</b>			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
94107 · BLIGHT MITIGATION - Other	171.24		
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>171.24</b>	<b>40,000.00</b>	<b>0.4%</b>
94108 · Capital Improvement Funds Expens	0.00	55,894.00	0.0%
<b>Total Expense</b>	<b>1,023,341.74</b>	<b>2,480,665.00</b>	<b>41.3%</b>
<b>Net Ordinary Income</b>	<b>181,226.62</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%
<b>Total Other Income</b>	<b>295,452.00</b>	<b>295,452.00</b>	<b>100.0%</b>
<b>Other Expense</b>			
97000 · CARES Act Expenses	215,160.48	295,452.00	72.8%
<b>Total Other Expense</b>	<b>215,160.48</b>	<b>295,452.00</b>	<b>72.8%</b>
<b>Net Other Income</b>	<b>80,291.52</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>261,518.14</b>	<b>0.00</b>	<b>100.0%</b>

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 disburst to businesses

Net income of CARES Act funds

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