



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, May 26, 2020

7:00 PM

Council Chambers

I. Call To Order

1. Zoom Invite

<https://us02web.zoom.us/j/82191678254?pwd=DVRqTzloV1V0Q3RlRm5XdzI2QzJjQT09>

II. Citizen's Time

III. Adoption FY21 Budget

1. Proposed FY2021 Budget

2. Resolution 2020-011 Adoption of FY21 Budget

IV. FY20 Budget Update

V. Closed Session - As Needed

VI. Adjournment

VII. Information Items

1. Zoom Invite

<https://us02web.zoom.us/j/82191678254?pwd=DVRqTzloV1V0Q3RlRm5XdzI2QzJjQT09>

Proposed DRAFT BUDGET - 05/22/2020 Revision		2018 Actuals	2019 Actuals	Actual as of 05/22/2020	2020 Budget	Difference	2021 Proposed Budget	% of proposed Budget change
REVENUES:								
3110-01 · Real Estate - Current		340,658.41	361,088.09	376,124.12	374,257.00	1,069.00	375,326	0.29%
3110-02 · Public Service Corp RE Tax		11,273.29	11,778.30	14,174.08	11,784.00	1,425.00	13,209	12.09%
3110-03 · Interest - All Property Taxes		115.03	81.54	337.72			0	0.0%
3110-04 · Penalties - All Property Taxes		726.20	600.51	1,038.03	1,000.00		1,000	0.0%
Total 3110 · GENERAL PROPERTY TAXES		352,772.93	373,548.44	391,673.95	387,041.00	2,494.00	389,535	0.64%
3120 · OTHER LOCAL TAXES								
3120-01 · Bank Stock Tax		24,239.00	26,989.00	36,141.00	22,000.00	-10,000.00	12,000	-83.33%
3120-02 · Business License Tax		184,705.45	200,166.48	207,837.01	195,000.00		195,000	0.0%
3120-03 · Cigarette Tax		124,931.80	153,299.25	124,537.50	160,000.00	-13,500.00	146,500	-9.22%
3120-04 · Consumer Utility Tax		165,987.08	160,299.60	129,053.62	150,000.00	8,000.00	158,000	5.06%
3120-05 · Meals Tax - Current		671,603.48	721,569.04	626,693.43	700,000.00	100,000.00	800,000	12.5%
3120-06 · Sales Tax Receipts		152,958.74	137,499.00	95,519.19	155,000.00	-15,000.00	140,000	-10.71%
3120-09 · Transient Occupancy Tax						17,000.00	17,000	100.0%
3120-07 · Penalties (Non-Property)		3,860.36	1,762.59	5,592.04				
3120-08 · Interest (Non-Property)		200.48	37.42	2,478.72				
Total 3120 · OTHER LOCAL TAXES		1,328,486.39	1,401,622.38	1,227,852.51	1,382,000.00	86,500.00	1,468,500	5.89%
3130 · PERMITS,FEES & LICENESES								
3130-01 · Application Fees		4,885.00	8,170.00	1,825.00	4,500.00		4,500	0.0%
3130-02 · Inspection Fees		8,442.97	13,440.00	4,118.75	15,000.00		15,000	0.0%
3130-03 · Motor Vehicle Licenses		1,128.00	2,285.00	714.00	1,900.00		1,900	0.0%
3130-04 · Occupancy Permits		500.00	0.00	0.00			0	0.0%
3130-05 · Other Planning & Permits		14,860.00	17,705.63	23,086.65	25,000.00		25,000	0.0%
Total 3130 · PERMITS,FEES & LICENESES		29,815.97	41,600.63	29,744.40	46,400.00		46,400	0.0%
3140 · FINES & FORFEITURES								
3140-01 · Fines		68,459.29	38,542.11	48,398.20	50,000.00		50,000	0.0%
3140-02 · Asset Forfeitures		0.00	-1,427.28	0.00				
Total 3140 · FINES & FORFEITURES		68,459.29	37,114.83	48,398.20	50,000.00	0.00	50,000	0.0%
3150 · REVENUE - USE OF MONEY								
3150-01 · Earnings on VACO/VML Investment		-22.92	11,688.69	11,922.50				
3150-02 · Interest on Bank Deposit		1,044.13	6,557.58	3,457.09				

Attachment: FY2020-2021 Budget_05.26.2020_Budget Adoption (4464 : Proposed FY2021 Budget)

3150-03 · Interest on Bank Deposits	12,202.64	10,560.64	8,066.06	8,000.00	2,000.00	10,000	25.0%
Total 3150 · REVENUE - USE OF MONEY	13,223.85	28,806.91	23,445.65	8,000.00	2,000.00	10,000	25.0%
3151 · RENTAL (USE OF PROPERTY)							
3151-01 · Suite 200 Stronger Fitness LLC	0.00	0.00	8,283.30	7,183.65		7,184	0.0%
3151-02 · 15026 Suite 210 Body Mind	0.00	0.00	5,658.88	4,648.01	2,144.49	6,792.50	31.57%
3151-03 · Suite 208 Dent-ology Inc	0.00	0.00	3,024.00	3,168.00	-3,168.00	0.00	-100.0%
3151-04 · Suite 210 LF Security	0.00	0.00	8,968.93	7,460.25	2,973.09	10,433	28.5%
Suite 110 Rental Income	20,191.96	21,424.34	0.00			0.00	
315110 · Suite 200 Genesis Contracting	4,890.08	2,010.00	0.00			0.00	
3151-05 · Suite 202 Metis Group	-2,500.00	4,235.00	367.50	4,448.97	-4,448.97	0.00	-100.0%
3151-06 · Suite 204 MAC-ISA	4,790.00	5,040.00	5,740.00	5,512.50	1,207.50	6,720	17.97%
315130 · Suite 206 - Xcellent Technology	20,476.00	0.00	0.00			0.00	
3151-07 · Haymarket Church Suite 206	0.00	0.00	32,592.00	32,592.00	977.76	33,570	2.91%
3151-08 · 15020 Washington Realty	42,717.96	42,717.96	46,672.08	46,679.11	-13,741.61	32,937.50	-41.72%
3151-09 · 15026 Copper Cricket	19,656.00	19,944.00	19,113.71	20,851.32		20,851	0.0%
3151-10 · The Very Thing For Her	29,820.00	33,470.00	11,090.00	33,534.00	-33,534.00	0.00	-100.0%
3151-11 · Cupcake Heaven and Cafe LLC	0.00	0.00	18,756.50		32,797.08	32,797	100.0%
3151-90 · Town Hall Rental Income	800.00	0.00	300.00			0.00	
3151 · RENTAL (USE OF PROPERTY) - Other	3,834.15	365.85	0.00			0.00	0.0%
Total 3151 · RENTAL (USE OF PROPERTY)	144,676.15	129,207.15	160,566.90	166,077.81	-14,792.66	151,285	-8.91%
3160 · CHARGES FOR SERVICES							
FOIA Receipts	0.00	120.00	49.01				
3160-01 · Public Safety							
3160-02 · Donation/Grants	1,519.80	6,008.00	7,835.50	3,000.00	-3,000.00	0.00	-100.0%
3160-03 · VDOT Detail	0.00	0.00	3,008.75	3,008.75	-3,008.75	0.00	-100.0%
3160-04 · Sponsorships	0.00	0.00	6,500.00	7,000.00	-7,000.00	0.00	-100.0%
3160-05 · Laney Detail	0.00	0.00	36,550.00	0.00	0.00	0.00	0.0%
3160-01 · Public Safety - Other	18,402.00	125.00	0.00	0.00	0.00	0.00	0.0%
Total 3160-01 · Public Safety	19,921.80	6,133.00	53,894.25	13,008.75	-13,008.75	0.00	414.29%
Total 3160 · CHARGES FOR SERVICES	19,921.80	6,253.00	53,943.26	13,008.75	-13,008.75	0.00	414.67%
3165 · REVENUE - TOWN EVENTS							
3165-01 · Revenue - Town Events	83,084.00	73,658.82	87,683.20	87,683.20	-7,683.80	80,000	-9.6%
Total 3165 · REVENUE - TOWN EVENTS	83,084.00	73,658.82	87,683.20	87,683.20	-7,683.80	80,000	-9.6%

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3170 · HISTORICAL FUND								
3170-01 · Historical Fund	0.00	21,230.02	0.00	4,262.02	-4,262.02	0	0.0%	
Total 3170 · HISTORICAL FUND	0.00	21,230.02	0.00	4,262.02	-4,262.02	0	0.0%	
3180 · MISCELLANEOUS								
3180-01 · Citations & Accident Reports	545.00	620.00	125.00	1,000.00		1,000	0.0%	
3180-02 · Veteran Banners	0.00	475.00	-3.00			0.00		
3180-03 · Miscellaneous	108.62	4,678.67	2,048.80			0.00		
3180-05 · Recovered Costs- Private Events						0.00		
Donations						0.00		
3190 · SALE OF SALVAGE & SURPLUS						0.00		
3190-01 · Public Safety - Surplus Sales			4,776.95	4,776.95	-4,776.95	0.00	-100.0%	
Charitable Contributions	137.76	2.00	0.00			0.00		
Total Donations	137.76	2.00	4,776.95	4,776.95	-4,776.95	0.00		
Total 3180-05 · Recovered Costs- Private Events	137.76	2.00	4,776.95	4,776.95	-4,776.95	0.00	-100.0%	
3180 · MISCELLANEOUS - Other	2,559.87	0.00	174.98			0.00		
Total 3180 · MISCELLANEOUS	3,351.25	5,775.67	7,122.73	5,776.95	-4,776.95	1,000	-477.7%	
3200 · REVENUE FROM COMMONWEALTH								
3200-01 · VDOT Grant Revenue	1,406.08	0.00	0.00			0.00		
3200-02 · 599 Law Enforcement Grant	29,280.00	30,364.00	23,661.00	30,364.00	1,184.00	31,548	3.75%	
3200-04 · Car Rental Reimbursement	6,732.57	4,500.03	1,648.01	6,500.00		6,500	0.0%	
3200-05 · Communications Tax	115,006.54	98,516.63	86,859.35	117,000.00		117,000	0.0%	
3200-06 · Department of Fire Programs	0.00	0.00	10,000.00			0	0.0%	
3200-10 · Other	0.00	0.00	0.00			0	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%	
3200-12 · Railroad Rolling Stock	1,355.70	1,327.54	1,349.52	1,500.00		1,500	0.0%	
3200-14 · PEDESTRIAN IMPROVEMENT GRANT	0.00	0.00	0.00	0.00	89,571.00	89,571	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	172,407.86	153,335.17	142,144.85	173,991.00	90,755.00	264,746	34.28%	
3300 · REVENUE FROM FEDERAL GOVERNMENT								
3300-01 · DMV Transp Safety Grant	10,525.78	3,586.84	9,136.54	6,000.00		6,000	0.0%	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00			0		
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	6,157.24	0.00	0.00			0		
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	250,000.00	-250,000.00	0	0.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	16,683.02	3,586.84	9,136.54	256,000.00	-250,000.00	6,000	-4,167%	
3500 · Reserve Funds For CIP	0.00	0.00	0.00	300,000.00	-30,000.00	270,000	-11.1%	
4000 · Carry-Over Surplus	0.00	0.00	0.00	139,500.00	-139,500.00	0	-100.0%	
Total Income	2,232,882.51	2,275,739.86	2,181,712.19	3,019,740.73	-282,275.18	2,737,466	-10.31%	
Gross Profit	2,232,882.51	2,275,739.86	2,181,712.19	3,019,740.73		2,737,466	-10.31%	

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Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	1,067.64	3,287.46	662.80	5,000.00		5,000	0.0%
111002 · FICA/Medicare	1,460.00	1,363.98	1,109.26	2,000.00		2,000	0.0%
111003 · Meals and Lodging	257.30	1,160.78	0.00	2,000.00		2,000	0.0%
111004 · Mileage Allowance	163.93	0.00	237.80	250.00		250	0.0%
111005 · Salaries & Wages - Regular	18,825.00	20,057.65	14,500.00	32,100.00		32,100	0.0%
111006 · Town Elections	3,161.04	0.00	0.00	3,200.00	-3,200.00	0	-100.0%
Total 11100 · TOWN COUNCIL	24,934.91	25,869.87	16,509.86	44,550.00	-3,200.00	41,350	-7.74%

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	289,887.00	218,051.91	220,994.01	284,000.00	-3,170.00	280,830	-1.13%
1211003 · Salaries/Wages - Part Time	48,967.00	63,009.00	24,384.00	50,000.00		50,000	0.0%
1211004 · FICA/Medicare	24,792.02	20,804.34	17,803.79	24,257.00		24,257	0.0%
1211005 · VRS	27,650.54	22,892.45	22,908.27	31,862.00	3,208.00	35,070	9.15%
1211006 · Health Insurance	49,932.10	43,426.04	27,222.82	59,195.00	-10,000.00	49,195	-20.33%
1211007 · Life Insurance	3,391.29	2,753.27	2,840.03	3,852.00		3,852	0.0%
1211008 · Disability Insurance	1,375.25	1,555.80	1,323.66	2,631.00		2,631	0.0%
1211009 · Unemployment Insurance	5,107.13	3,739.37	4,864.32	2,363.00	437.00	2,800	15.61%
1211010 · Worker's Compensation	402.64	660.02	200.00	553.00	-153.00	400	-38.25%
1211011 · Gen Property/Liability Ins.	14,827.00	14,700.00	13,802.00	14,665.00	335.00	15,000	2.23%
1211012 · Accounting Services	6,406.61	7,149.77	6,595.44	8,000.00		8,000	0.0%
1211013 · Cigarette Tax Administration	-317.80	5,145.49	4,252.98	5,500.00	-5,500.00	0	-100.0%
1211014 · Printing & Binding	12,136.39	10,513.36	8,143.45	8,925.00	3,075.00	12,000	25.63%
1211015 · Advertising	8,919.95	13,345.71	6,503.96	12,000.00		12,000	0.0%
1211016 · Computer, Internet &Website Svc	30,189.22	21,736.14	20,947.87	23,650.00		23,650	0.0%
1211017 · Postage	2,379.50	3,225.86	3,175.07	4,000.00		4,000	0.0%
1211018 · Telecommunications	2,743.58	391.62	5,456.71	6,000.00	1,500.00	7,500	20.0%
1211019 · Mileage Allowance	372.76	33.25	265.64	500.00	500.00	1,000	50.0%
1211020 · Meals & Lodging	2,104.71	2,480.54	2,368.55	6,000.00		6,000	0.0%
1211021 · Convention & Education	5,266.78	1,495.05	3,535.49	10,000.00		10,000	0.0%
1211022 · Miscellaneous	76.45	0.00	382.48	1,000.00		1,000	0.0%
1211023 · Discretionary Fund	154.70	585.25	0.00			0	
1211024 · Books, Dues & Subscriptions	15,491.10	14,557.20	12,106.64	16,000.00		16,000	0.0%
1211025 · Office Supplies	4,606.72	4,931.03	6,467.32	6,500.00		6,500	0.0%

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1211026 · Equipment Rental	0.00	0.00	3,928.59	4,075.00		4,075	0.0%
1211027 · Insurance Pass-Through	0.00	-2,692.38	0.00			0	
1211030 · Capital Outlay-Machinery/Equip	708.46	2,790.40	0.00			0	
1211031 · Advertising - Tourism					7,300.00	7,300	100.0%
66900 · Reconciliation Discrepancies	-0.01	0.00	0.00			0	
12110 · TOWN ADMINISTRATION - Other	15.00	0.00	0.00			0	
Total 12110 · TOWN ADMINISTRATION	557,586.09	477,280.49	420,473.09	585,528.00	-2,468.00	583,060	-0.42%
12210 · LEGAL SERVICES							
1221001 · Legal Services	48,969.22	59,114.48	59,621.06	73,000.00	-3,000.00	70,000	-4.29%
Total 12210 · LEGAL SERVICES	48,969.22	59,114.48	59,621.06	73,000.00	-3,000.00	70,000	-4.29%
12240 · INDEPENDENT AUDITOR							
1224001 · Auditing Services	14,350.00	14,550.00	14,550.00	16,000.00		16,000	0.0%
Total 12240 · INDEPENDENT AUDITOR	14,350.00	14,550.00	14,550.00	16,000.00	0.00	16,000	0.0%
Total 01 · ADMINISTRATION	645,840.22	576,814.84	511,154.01	719,078.00	-8,668.00	710,410	-1.22%
03 · PUBLIC SAFETY							
31100 · POLICE DEPARTMENT							
3110001 · Salaries & Wages - Regular	339,017.80	388,904.31	344,307.67	424,457.00	-5,052.00	419,405	-1.2%
3110002 · Salaries & Wages - OT Regular	7,434.92	0.00	0.00	0.00		0	
3110003 · Salaries & Wages - OT Premium	8,520.98	20,191.98	24,119.00	34,000.00		34,000	0.0%
3110004 · Salaries & Wages - Holiday Pay	13,378.56	17,001.08	16,714.40	14,000.00	3,000.00	17,000	17.65%
3110005 · Salaries & Wages - Part Time	7,742.18	17,404.94	37,185.00	20,000.00		20,000	0.0%
3110006 · Salaries & Wages - VDOT	7,993.92	0.00	2,900.94	3,008.75	-3,008.75	0	0.0%
3110007 · Salary & Wages - DMV Grant	0.00	4,796.57	6,831.95			0	0.0%
3110008 · Salary & Wages - Laney Detail	0.00	0.00	36,502.80	0.00	0.00	0	0.0%
3110020 · FICA/MEDICARE	28,828.27	33,078.45	35,414.19	32,471.00	3,926.00	36,397	10.79%
3110021 · VRS	35,474.34	39,907.77	35,823.91	45,884.00	-68.00	45,816	-0.15%
3110022 · Health Insurance	53,972.08	67,380.57	63,352.07	73,375.20	-17,318.20	56,057	-30.89%
3110023 · Life Insurance	4,294.90	5,219.73	4,767.60	5,560.00	92.00	5,652	1.63%
3110024 · Disability Insurance	2,055.13	2,227.32	2,084.97	2,500.00	-500.00	2,000	-25.0%
3110025 · Unemployment Insurance	0.00	2,624.24	2,750.89	2,180.00	820.00	3,000	27.33%
3110026 · Workers' Compensation Insurance	11,781.36	14,401.98	12,309.00	12,964.00	3,486.00	16,450	21.19%
3110027 · Line of Duty Act Insurance	1,662.00	1,740.00	4,969.00	5,000.00		5,000	0.0%
3110028 · Legal Services	11,231.10	21,988.82	16,893.60	24,000.00		24,000	0.0%
3110030 · Advertising	0.00	0.00	0.00			0	
3110032 · Computer, Internet & Website	9,649.43	13,113.70	10,397.78	14,000.00		14,000	0.0%
3110033 · Postage	139.78	22.10	5.19	300.00	200.00	500	40.0%
3110034 · Telecommunications	7,429.41	8,675.60	8,325.99	10,000.00		10,000	0.0%

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3110035 · General Prop Ins (Vehicles)	7,330.00	4,089.00	3,072.00	3,075.00	725.00	3,800	19.08%
3110036 · Mileage Allowance	0.00	0.00	0.00			0	
3110037 · Meals and Lodging	323.30	-35.80	38.35			0	
3110038 · Convention & Edu. (Training)	479.58	3,781.82	3,592.88	4,500.00	500.00	5,000	10.0%
3110039 · Miscellaneous	0.00	428.81	1,353.92	1,000.00	500.00	1,500	33.33%
3110040 · Annual Dues & Subscriptions	6,073.90	10,111.90	12,945.09	12,138.00	862.00	13,000	6.63%
3110041 · Office Supplies	5,118.28	4,538.12	5,749.32	6,000.00	-1,000.00	5,000	-20.0%
3110042 · Vehicle Fuels	18,810.59	18,573.31	14,789.30	16,000.00	3,000.00	19,000	15.79%
3110043 · Vehicle Maintenance/Supplies	10,842.18	10,369.48	8,851.53	11,000.00		11,000	0.0%
3110044 · Repairs/Maintenance Supplies	8,736.42	165.05	0.00			0	
3110045 · Uniforms & Police Supplies	46,947.15	31,154.67	37,990.37	41,638.95	-9,638.95	32,000	-30.12%
3110046 · Community Events	2,209.60	4,509.98	12,338.89	12,000.00	-10,000.00	2,000	-500.0%
3110047 · Donation Expenditure	0.00	0.00	6,835.50	3,000.00	-3,000.00	0	
3110049 · Grant Expenditures	0.00	1,837.05	2,006.30	6,000.00	-6,000.00	0	
3110050 · Insurance Pass-Through	-8,421.97	1,775.01	67.13			0	
3110051 · Mobile Data Computer Netwk Svc	25,897.00	0.00	0.00	0.00		0	
3110056 · Capital Outlay-Machinery/Equip	0.00	5,517.00	0.00			0	
310057 · Capital Outlay-Furniture/Fixture	2,675.90	0.00	0.00			0	
Total 31100 · POLICE DEPARTMENT	672,509.81	750,956.44	775,286.53	840,051.90	-38,474.90	801,577	-4.8%
32100 · FIRE & RESCUE							
3210001 · Contributions to other Govt Ent	0.00	0.00	0.00				
Total 32100 · FIRE & RESCUE	0.00	0.00	0.00				
34100 · BUILDING OFFICIAL							
3410001 · Erosion & Sedimentation Ins.	0.00	13,350.00	3,900.00	30,000.00	-15,000.00	15,000	-100.0%
34100 · BUILDING OFFICIAL - Other	28,555.00	0.00	0.00				
Total 34100 · BUILDING OFFICIAL	28,555.00	13,350.00	3,900.00	30,000.00	-15,000.00	15,000	-100.0%
Total 03 · PUBLIC SAFETY	701,064.81	764,306.44	779,186.53	870,051.90	-53,474.90	816,577	-6.55%
04 · PUBLIC WORKS							
4110001 · Town Public Works	45,460.75	70,445.10	16,193.99	50,680.20	-680.20	50,000	-1.36%
4110002 · Street Beautification - HF	0.00	19,017.19	0.00	4,262.02	-2,049.19	2,213	-92.6%
43200 · REFUSE COLLECTION							
4320001 · Trash Removal Contract	73,656.59	76,027.02	70,993.36	78,789.80	7,835.20	86,625	9.04%
Total 43200 · REFUSE COLLECTION	73,656.59	76,027.02	70,993.36	78,789.80	7,835.20	86,625	9.04%
43100 · MAINT OF 15000 Wash St./Grounds							
4310001 · Repairs/Maintenance Services	54,046.29	57,616.82	58,205.42	55,000.00	10,000.00	65,000	15.38%
4310002 · Main Svc Contract-Pest Control	1,420.00	2,709.00	1,135.00	2,000.00	1,000.00	3,000	33.33%
4310003 · Maint Svc Contract-Landscaping	24,900.00	29,177.01	29,060.98	35,000.00		35,000	0.0%

Attachment: FY2020-2021 Budget_05.26.2020_Budget Adoption (4464 : Proposed FY2021 Budget)

4310004 · Maint Svc Contract Snow Removal	345.00	2,100.90	35.88	7,000.00		7,000	0.0%
4310005 · Maint Svc Cont.- Street Cleaning	6,375.00	5,915.00	4,400.00	3,000.00	3,500.00	6,500	53.85%
4310007 · Electric/Gas Services	16,763.30	16,201.27	13,962.57	15,000.00	1,500.00	16,500	9.09%
4310008 · Electrical Services-Streetlight	4,557.99	5,158.42	3,907.67	5,500.00		5,500	0.0%
4310009 · Water & Sewer Services	2,228.98	2,009.52	1,566.60	2,000.00	1,000.00	3,000	33.33%
4310010 · Janitorial Supplies	109.11	795.07	110.10	1,000.00	1,000.00	2,000	50.0%
4310011 · Real Estate Taxes	1,625.17	1,932.75	816.84	4,000.00		4,000	0.0%
43100 · MAINT OF 15000 Wash St./Grounds - Other	0.00	-196.62	0.00				
Total 43100 · MAINT OF 15000 Wash St./Grounds	112,370.84	123,419.14	113,201.06	129,500.00	18,000.00	147,500	12.2%
Total 04 · PUBLIC WORKS	231,488.18	288,908.45	200,388.41	263,232.02	23,105.81	286,338	8.07%
07 · PARKS, REC & CULTURAL							
70000 · HAYMARKET COMMUNITY PARK							
7000001 · Grounds Maintenance/Repairs	0.00	65,731.36	44,815.60	58,504.96	-504.96	58,000	-0.87%
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	65,731.36	44,815.60	58,504.96	-504.96	58,000	-0.87%
71110 · EVENTS							
7111001 · Advertising - Events	4,786.35	10,203.67	13,087.60			0	
7111003 · Contractual Services	57,888.31	60,721.15	58,067.03	87,683.20	-7,683.20	80,000	-9.6%
71110 · EVENTS - Other	285.67	987.27	0.00			0	
Total 71110 · EVENTS	62,960.33	71,912.09	71,154.63	87,683.20	-7,683.20	80,000	-9.6%
72200 · MUSEUM							
7220008 · Unemployment Insurance	0.00	0.00	0.00			0	
7220009 · Advertising	0.00	1,008.00	0.00	750.00		750	0.0%
7220012 · Telecommunications	2,314.40	2,028.02	1,363.70	2,200.00		2,200	0.0%
7220014 · Mileage Allowance	0.00	0.00	0.00			0	
7200015 · Books, Dues & Subscriptions	0.00	30.00	0.00	250.00		250	0.0%
7200016 · Office Supplies	0.00	19.99	0.00	250.00		250	0.0%
7220018 · Exhibits & Programs	1,141.40	700.27	400.00	1,700.00		1,700	0.0%
Total 72200 · MUSEUM	3,455.80	3,786.28	1,763.70	5,150.00	0.00	5,150	0.0%
Total 07 · PARKS, REC & CULTURAL	66,416.13	141,429.73	117,733.93	151,338.16	-8,188.16	143,150	-5.72%
08 · COMMUNITY DEVELOPMENT							
81100 · PLANNING COMMISSION							
8110001 · Salaries & Wages - Regular	3,420.00	4,095.00	1,365.00	5,670.00		5,670	0.0%
8110002 · FICA/Medicare	247.86	360.04	100.98	500.00		500	0.0%
8110003 · Consultants - Engineer	59,908.46	25,947.22	21,132.78	50,000.00		50,000	0.0%
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	40,000.00		40,000	0.0%
8110005 · Mileage Allowance	230.05	0.00	0.00		250.00	250	100.0%
8110006 · Meals & Lodging	22.62	0.00	0.00		700.00	700	100.0%
8110007 · Convention/Education	69.99	0.00	0.00	1,000.00	500.00	1,500	33.33%

Attachment: FY2020-2021 Budget_05.26.2020_Budget Adoption (4464 : Proposed FY2021 Budget)

Total 81100 · PLANNING COMMISSION	63,898.98	30,402.26	22,598.76	97,170.00	1,450.00	98,620	1.47%
81110 · ARCHITECTURAL REVIEW BOARD							
8111001 · Salaries & Wages - Regular	2,220.00	4,065.00	1,605.00	7,830.00		7,830	0.0%
8111002 · FICA/Medicare	148.42	366.07	98.67	850.00		850	0.0%
8111003 · Mileage Allowance	0.00	0.00	0.00			0	0.0%
8111004 · Meals & Lodging	0.00	0.00	0.00			0	0.0%
8111005 · Convention & Education	0.00	0.00	0.00		2,000.00	2,000	100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,368.42	4,431.07	1,703.67	8,680.00	2,000.00	10,680	18.73%
81111 · Board Of Zoning Appeals							
8111101 · Convention & Education	0.00	0.00	0.00	500.00		500	0.0%
8111102 · FICA / Medicare	0.00	0.00	0.00	98.00		98	0.0%
8111103 · Salaries & Wages - Regular	0.00	0.00	0.00	1,575.00	-250.00	1,325	-18.87%
81111 · Board Of Zoning Appeals - Other	0.00	0.00	0.00				
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.00	2,173.00	-250.00	1,923	-13.0%
Total 08 · COMMUNITY DEVELOPMENT	66,267.40	34,833.33	24,302.43	108,023.00	3,200.00	111,223	2.88%
09 · NON-DEPARTMENTAL							
95100 · DEBT SERVICE							
9510002 · General Obligation Bond - Prin	155,700.00	156,600.00	177,402.92	186,925.65	-20,781.65	166,144	-12.51%
9510003 · General Obligation Bond - Int	27,682.10	23,904.47	0.00		16,500.00	16,500	100.0%
9510005 · Capital Lease Pmt - Principal	28,783.74	29,353.57	31,592.38	31,592.00		31,592	0.0%
9510006 · Capital Lease - Interest Payment	2,808.64	2,238.81	0.00			0	
Total 95100 · DEBT SERVICE	214,974.48	212,096.85	208,995.30	218,517.65	-4,281.65	214,236	95.64%
Total 09 · NON-DEPARTMENTAL	214,974.48	212,096.85	208,995.30	218,517.65	-4,281.65	214,236	95.64%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00				
94102 · HAYMARKET COMMUNITY PARK	0.00	0.00	0.00				
94103 · PEDESTRIAN IMPROVEMENT PROJECT							
9410301 · Architectural/Engineering Fees	6,790.00	13,367.00	0.00			0	
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	33,964.24	0.00	8,416.55	500,000.00	-160,429.00	339,571	-47.24%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	40,754.24	13,367.00	8,416.55	500,000.00	-160,429.00	339,571	1.68%
94105 · PERSONNEL							
EMPLOYEE BENEFITS							
6560 · Payroll Processing Fees	0.00	-0.02	0.05				
Total EMPLOYEE BENEFITS	0.00	-0.02	0.05				
Total 94105 · PERSONNEL	0.00	-0.02	0.05				
94106 · TOWN CENTER MASTER PLAN							
9410601 · Architectural/Engineering Fees	62,447.77	45,970.84	0.00			0	
9410602 · Construction (Renovations)	0.00	0.00	138,273.52	139,500.00	-139,500.00	0	-100.0%

Attachment: FY2020-2021 Budget_05.26.2020_Budget Adoption (4464 : Proposed FY2021 Budget)

Total 94106 · TOWN CENTER MASTER PLAN	62,447.77	45,970.84	138,273.52	139,500.00	-139,500.00	0	-100.0%
94107 · BLIGHT MITIGATION							
9410701 · Building Official/Engr.	0.00	0.00	0.00				
94107 · BLIGHT MITIGATION - Other	0.00	0.00	2,595.00	50,000.00	-30,000.00	20,000	-150.0%
Total 94107 · BLIGHT MITIGATION	0.00	0.00	2,595.00	50,000.00	-30,000.00	20,000	-150.0%
94108 · CIP FUNDS EXPENSE							
94108-01 · CIP Funds Expense	0.00	0.00	0.00	0.00	95,961.32	95,961	100.0%
Total 94108 · CAPTIAL IMPROVEMENT PROJECT				0.00	95,961.32	95,961	100.0%
Total Expense	2,029,253.23	2,077,727.46	1,991,045.73	3,019,740.73	-282,274.58	2,737,466	-10.31%
Net Ordinary Income	203,629.28	198,012.40	190,666.46	0.00		0.00	100.0%
Net Income	203,629.28	198,012.40	190,666.46	0.00		0.00	100.0%

Attachment: FY2020-2021 Budget_05.26.2020_Budget Adoption (4464 : Proposed FY2021 Budget)



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

Christopher S. Coon
Town Business Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Business Manager
DATE: May 21, 2020
SUBJECT: FY 20-21 Budget Adoption

Background:

Staff presented the first balanced draft budget to the Town Council's work session on March 2, 2020. At that time, the budget had been reviewed by the Finance Committee and was recommended for approval. The Town Council had discussed amending this budget due to COVID-19. Town Staff recommended that Council adopt the budget as presented and then make amendments as Council deems necessary when additional information is available. This item is for Council to adopt the budget for the fiscal year 2020-21 with the intent to have an amendment to address COVID-19 concerns.

A Public Hearing on the proposed real property tax rate was properly advertised and held on April 14, 2020 and the tax rates and fee schedule was adopted on April 21, 2020.

A Public Hearing on the draft budget was properly advertised and held on May 4, 2020.

Council Action Required:

Council is required to adopt a budget prior to July 1, 2020. Council is also required to approve an annual appropriation in the amount of the budget. These actions are included in the enclosed Council Resolution #2020-011.

Staff Recommendation:

Staff recommends approval

Draft Motion:

"I move the Council approve Resolution #2020-011 adopting the budget for Fiscal Year 2020-2021 in amount of \$2,737,466, thereby adopting the operating and capital budget, utilizing 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, 2020 and ending June 30, 2021."

Or,

Alternate Motion



RESOLUTION #2020-011

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, 2020 AND ENDING JUNE 30, 2021.

WHEREAS, The Council of the Town of Haymarket held work sessions on March 2, 26, and April 6, 14, 2020 all open to the public, to consider the proposed FY 2020-21 budget Exhibit A; and

WHEREAS, the budget was advertised on April 22, 2020 and a public hearing was held on May 4, 2020, in accordance with Section 15.1-162 of the Code of Virginia; and

WHEREAS, the Tax Rates for FY 2020-21 were adopted on April 21, 2020, 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 regular session this 26th day of May 2020, adopts the annual operating budget and capital improvement budget as presented, utilizing the tax rates and fee schedule adopted on April 21, 2020 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, 2020 and ending June 30, 2021 is as follows:

TOWN OF HAYMARKET
ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET
FISCAL YEAR 2020-2021

FY2020-2021		FY2020-2021	
PROJECTED REVENUES		PROJECTED EXPENDITURES	
General Property Taxes	\$ 389,535	Administration	\$ 710,410
Meals Tax	\$ 800,000	Police Department	\$ 801,577
BPOL Tax	\$ 195,000	Public Works	\$ 286,338
Other Local Taxes	\$ 473,500	Community Development	\$ 111,223
Permits, Fees & Licenses	\$ 46,400	Building Official	\$ 15,000
Fines & Forfeitures	\$ 50,000	Museum, Town Events	\$ 85,150
Rental Revenue	\$ 151,285	Haymarket Park	\$ 58,000
Interest (Bank, Investment Pool)	\$ 10,000	Debt Service	\$ 182,644
Miscellaneous	\$ 1,000	Capital Lease	\$ 31,592
Revenue from Commonwealth	\$ 264,746	Capital Improvement Projects	
		Pedestrian Improvement	
		Project	\$ 339,571
Revenue from Government	\$ 6,000	Blight Mitigation	\$ 20,000
From Reserves for CIP	\$ 270,000	CIP Expenditure Funds	\$ <u>95,961</u>
Town Event Sponsorship	\$ <u>80,000</u>		
Total Revenue	\$2,737,466	Total Expenditures	\$2,737,466

By Order of Council:

David Leake, Mayor

ATTEST:

Kimberly Henry,
Clerk of Council

Attachment: DRAFT Resolution 2020-011 (3) (4458 : Resolution 2020-011 Adoption of FY21 Budget)