



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ AGENDA ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

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Monday, May 16, 2016

5:00 PM

Council Chambers

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### **1. Call to Order**

### **2. Agenda Items**

A. Draft FY 2017 Budget

### **3. Adjournment**



TO: Town of Haymarket Town Council  
SUBJECT: Draft FY 2017 Budget  
DATE: 05/16/16

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Budget Matrix- Council Issues for Discussion

Issue	Considerations		Staff Proposal	Council Direction
<b>LEOS for PD</b>	<ul style="list-style-type: none"> <li>Enhanced hazardous duty benefits for Law Enforcement Officers in hazardous duty.</li> <li>Staff had VRS perform a study evaluating adding the benefits to PD.</li> <li>Creates a benefit currently not offered to law enforcement officers which will aid in retention and attraction of current and future personnel.</li> </ul>		<ul style="list-style-type: none"> <li>Added benefit is reflected in most recent draft of the proposed fiscal 2016-2017 budget.</li> <li>Recommends added benefit</li> <li>Police Chief and Town Clerk will be prepared to elaborate on the benefit</li> </ul>	<ul style="list-style-type: none"> <li>Council after a brief discussion in general approved the LEOS Benefit.</li> <li>Benefit is currently factored into proposed budget.</li> <li>Councilman Pasanello has raised some concerns and would like to discuss the added benefit in greater detail. Details of the benefit will be scheduled prior to next budget work session in a Finance Comm.</li> </ul>
<b>Creation of Capital Budget</b>	<ul style="list-style-type: none"> <li>For clarification of budget and transparency, it is recommended that we separate the general fund budget (Profit and Loss) and the capital budget.</li> <li>Capital Budget will be created from current capital improvements plan (CIP). Funds designated for this fiscal year will be carried through to next year's fiscal budget as restricted funds.</li> <li>Council will need to make determinations as to how to fund future Capital Projects which may or may not include debt service or other funding mechanisms</li> </ul>		<ul style="list-style-type: none"> <li>Staff recommends the separation of the general fund budget and the capital budget will lead to better accounting practices.</li> <li>Town Manager and Town Treasurer will be prepared to elaborate on proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Council agreed to separate out the General Fund and Capital Budgets</li> </ul>
<b>PC &amp; ARB Reduction</b>	<ul style="list-style-type: none"> <li>Council added additional members to the PC and ARB to increase citizen involvement and participation.</li> <li>However, we have yet to realize full membership in almost two years, but as the membership currently stands, the Town has to budget for the full body committees (7 members).</li> </ul>		<ul style="list-style-type: none"> <li>Staff recommends a return back to 5 member PC and ARB Boards to decrease the budget line item and the general requirement of training.</li> <li>Total savings would equate to: \$2,800 reduction annually, not including additional training expenses</li> </ul>	<ul style="list-style-type: none"> <li>Council agreed to keep the membership at each board at 7 members.</li> </ul>
<b>Future Employee Contributions to Benefits</b>	<ul style="list-style-type: none"> <li>Currently the Town covers all health insurance benefits for single plan coverage for Town Employees</li> <li>Excellent benefit for retention and attraction of current and future personnel.</li> <li>Many surrounding jurisdictions have had to move away</li> </ul>		<ul style="list-style-type: none"> <li>At this time, staff has not provided a detailed analysis on this subject, but believe the Personnel Committee will need to look into this issue in the coming fiscal years.</li> <li>As starting point, Council may consider having any new personnel contribute a small percentage to their health insurance benefits. This percentage to be determined through competitive analysis, upon Council's direction.</li> </ul>	<ul style="list-style-type: none"> <li>Council agreed in general to keep the benefits as they currently stand but start an investigative process into employee benefits contributions in the coming fiscal year.</li> <li>Council did discuss the possibility of having new employees begin contributing to health benefits, but will make a final determination from findings with regard to all employee contribution to benefits.</li> </ul>
<b>Raise or Bonus Program</b>	<ul style="list-style-type: none"> <li>Per the adopted CASA raise in fiscal 2015-2016, the next phase of the program would be to develop a merit based raise program or bonus program for personnel.</li> <li>The program has not been developed as of yet, but under the current proposed budget, the budget could not sustain a raise or bonus program.</li> <li>However, a program should be developed as the lack of continued merit or increases could lead to a significant increase for future personnel due to the lack of sustained increases.</li> </ul>		<ul style="list-style-type: none"> <li>Staff recommends that a program be developed and assess the ability to implement mid-budget year next fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>Council did not commit to anything formally but in general consensus agreed to revisit this issue mid-year in the budget cycle.</li> </ul>
<b>Alternative Council, PC, ARB Pay Structure</b>	<ul style="list-style-type: none"> <li>During a recent meeting an alternative pay structure was suggested for members of Council and appointed boards.</li> <li>The suggestion was that Council members receive a flat monthly fee for all meetings, regardless of the number of meetings attended.</li> <li>Any consideration to a change would require a Charter change for a change on pay structure.</li> <li>Proposal could produce budget savings, if the flat fee is lower than the current maximum amount a Council member can receive for meetings (\$300 per month =3 mtgs per month)</li> </ul>		<ul style="list-style-type: none"> <li>Under current format of the Council meeting this no longer seems to be an issue, if format is continued, savings will be accrued this upcoming fiscal year</li> <li>Fiscal 2017-2018 would be adjusted accordingly</li> </ul>	<ul style="list-style-type: none"> <li>Council agreed that they would not raise or change the current rate structure for Council or appointed bodies of the Town Government</li> </ul>
<b>Revenue - Tax Options</b>	<ul style="list-style-type: none"> <li>The following are some considerations to be made with regard to the current tax rates and potential considerations that may need to be addressed for additional revenue resources.</li> </ul>		<ul style="list-style-type: none"> <li>Town Treasurer will present her findings prior to discussion.</li> </ul>	<ul style="list-style-type: none"> <li>Council agreed to remain tax neutral in the upcoming fiscal year.</li> </ul>
<b>Tax</b>	<b>Current</b>	<b>Proposed</b>	<b>Staff Proposal</b>	
Real Estate	0.129	0.129	Utilize 2016 Real Estate Assessed Values	
Meals Tax	4%	4%	Town Clerk and Treasurer has presented what a 1% increase would provide to projected revenues.	
BPOL- Retail	0.1	0.15	Refer to Treasurer's presentation	
BPOL-Financial Service	0.3	0.3	Remain the same	
BPOL- Professional	0.3	0.3	Remain the same	
BPOL- Repair	0.1	0.15	Refer to Treasurer's presentation	
BPOL- Personal	0.1	0.15	Refer to Treasurer's presentation	
BPOL-Business	0.1	0.15	Refer to Treasurer's presentation	
BPOL-Restaurants	0.1	0.15	Refer to Treasurer's presentation	

Attachment: Revised -Council Budget Matrix - Key Issues (May 11, 2016) (2798 : Draft FY 2017 Budget)

Other Options			
<i>Personal Property Tax</i>	<ul style="list-style-type: none"> <li>• Consideration could be given to reinstating the Personal Property Tax.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal property tax is highly problematic to collect as personal property is often very fluid.</li> <li>• At this time, staff would not recommend reinstatement</li> </ul>	<ul style="list-style-type: none"> <li>• Council did not discuss the following item, however, it would seem that the intent is to remain tax neutral.</li> </ul>
<i>Solid Waste Assessment Collection</i>	<ul style="list-style-type: none"> <li>• Through research, some surrounding jurisdictions currently charge a solid waste assessment collection fee.</li> <li>• Consideration could be given to assessing a \$50 per household annual charge for solid waste disposal annually. (Additional \$22,900 annually)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff recommends consideration. If not this fiscal year, this is an issue that should be considered in future fiscal years.</li> </ul>	<ul style="list-style-type: none"> <li>• Council did not discuss the following item, however, it would seem that the intent is to remain tax neutral.</li> </ul>
<i>Annual Motor Vehicle License Fee</i>	<ul style="list-style-type: none"> <li>• Currently the Town only charges a one time fee for a Town Motor Vehicle Permit (Decal).</li> <li>• Based upon surrounding jurisdictions Decal Fees, the could consider charging a \$24 annual fee for a permanent decal.(Estimated 695 registered vehicles, additional \$16,680 annually)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff recommends consideration. If not this fiscal year, this is an issue that should be considered in future fiscal years.</li> </ul>	<ul style="list-style-type: none"> <li>• Council did not discuss the following item, however, it would seem that the intent is to remain tax neutral.</li> </ul>
Other Discussion Issues			
<i>Town Sponsored Events</i>	<ul style="list-style-type: none"> <li>• Currently the Town sponsors events annually.</li> <li>• Town covers approximately 38% of the total cost not covered by private sponsors.</li> <li>• Events bring the community together, visitors and revenue to local businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will continue to work towards sponsorship for Town events.</li> <li>• Question for Council to consider, do you wish to continue to allocate resources to Town events?</li> </ul>	
<i>Public Works</i>	<ul style="list-style-type: none"> <li>• This coming fiscal year the contract with our Public Works Contractor will expire.</li> <li>• Ultimately, this will be the ideal place to expand personnel and begin formulating a Public Works Department, but the current budget cannot sustain this initiative for FY 2017 as it is currently proposed.</li> <li>• To start with a new contractor, it would require a new RFP process and the Town would lose a continuity of current services and would add additional initial costs for a new contractor to familiarize themselves with Town facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Town Manager will be prepared to elaborate on this discussion.</li> <li>• Question for Council to consider, do we wish to renegotiate with our current contractor in order to maintain continuity amongst our current services.</li> <li>• Renegotiation of certain areas of contract can be addressed, but will not be addressed unless we are moving forward with current contractor for continuity of services.</li> </ul>	
<i>Sale of Property</i>	<ul style="list-style-type: none"> <li>• Council has requested staff to assist in creating a divesting plan</li> </ul>	<ul style="list-style-type: none"> <li>• Town Manager will lead Council in a Strategic Discussion and Session at a future Council meeting.</li> </ul>	

Town of Haymarket  
2016-2017

**DRAFT BUDGET**

**REVENUE**

GENERAL PROPERTY TAXES

	Actual FY 2016 (As of 3/09/16)	(As End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black	Recommendations	Notes/ Reasons
Real Estate - Current	\$287,863.21		\$292,000.00	298,000.00	2%	Discussion	Remains at .129 per \$100 assessed value
Public Service Corp RE Tax	\$10,080.19		\$9,000.00	10,000.00	11%		
<b>Total GENERAL PROPERTY TAXES</b>	<b>\$297,943.40</b>		<b>\$301,000.00</b>	<b>308,000.00</b>	<b>2%</b>		

OTHER LOCAL TAXES

Sales Tax Receipts	\$104,801.87	\$150,421.51	\$130,000.00	150,000.00	15%		Town receives 1.02% (split with the other Towns) of total sales taxes received by county/Based on current trends
Meals Tax - Current	\$311,747.82	\$447,449.81	\$450,000.00	550,000.00	22%		.04 on a \$1 /Chick-fil-A - Based on Town Averages of similar restaurants (September opening)
Consumer Utility Tax	\$91,579.01	\$131,442.81	\$120,000.00	130,000.00	8%		Based on current trends
Bank Stock Tax	\$0.00	\$0.00	\$25,000.00	50,000.00	100%		Does not come in until end of fiscal year
Business License Tax			\$176,000.00	175,000.00	-1%	Recommended Increases	.10 on a \$100 /Based on current trends
Cigarette Tax	\$151,785.75	\$217,857.19	\$220,000.00	220,000.00	0%		.75 per pack/Based on current trends
<b>Total OTHER LOCAL TAXES</b>	<b>\$659,914.45</b>	<b>\$947,171.33</b>	<b>\$1,121,000.00</b>	<b>1,275,000.00</b>	<b>14%</b>		

PERMITS,FEES & LICENESES

Occupancy Permits	\$400.00	\$574.12	\$500.00	600.00	20%		Based on current annual projection
Inspection Fees	\$9,795.00	\$14,058.71	\$7,000.00	15,000.00	114%		Based on current annual projection
Other Planning & Permits	\$20,200.00	\$28,992.94	\$30,000.00	30,000.00	0%		Based on current annual projection
Application Fees	\$825.00	\$1,184.12	\$2,000.00	1,200.00	-40%		Based on current annual projection
Motor Vehicle Licenses	\$1,357.00	\$1,947.69	\$1,000.00	1,900.00	90%		Based on current annual projection
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>\$32,577.00</b>		<b>\$40,500.00</b>	<b>48,700.00</b>	<b>20%</b>		

FINES & FORFEITURES

Fines	\$36,146.11	\$51,880.30	\$48,000.00	50,000.00	4%		Based on current annual projection
<b>Total FINES &amp; FORFEITURES</b>	<b>\$36,146.11</b>		<b>\$48,000.00</b>	<b>50,000.00</b>	<b>4%</b>		

REVENUE FROM SPONSORSHIPS FOR TOWN EVENTS

Sponsorships	\$44,303.17		\$65,000.00	40,000.00	-38%		Based on commentments to date
<b>Total Sponsorship for Town Events</b>	<b>\$44,303.17</b>		<b>\$65,000.00</b>	<b>40,000.00</b>	<b>-38%</b>		

REVENUE FROM COMMONWEALTH

Communications Tax	\$81,630.10	\$117,163.20	\$120,000.00	120,000.00	0%		Based on current annual projection
Department of Fire Programs	\$29,200.00		\$41,200.00	10,000.00	-76%		Based on annual program amount
599 Law Enforcement Grant	\$14,184.00		\$28,334.00	28,000.00	-1%		Based on annual commitment
Personal Property Tax Reimburse	\$18,626.97		\$18,600.00	18,500.00	-1%		Based on annual commitment
Car Rental Reimbursement	\$3,938.44	\$5,652.82	\$4,500.00	5,500.00	22%		Based on current annual projection
Railroad Rolling Stock	\$1,514.70	\$2,174.04	\$1,400.00	1,500.00	7%		Based on current annual projection
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>\$149,094.21</b>		<b>\$214,034.00</b>	<b>183,500.00</b>	<b>-14%</b>		

MISCELLANEOUS

Earnings on VACO/VML Investment	\$1,928.55		\$0.00	0.00	0%		Dependent upon return on investment
Recovered Costs - Events	\$0.00		\$5,000.00	0.00	-100%		No expected revenues
Interest on Bank Deposits	\$503.88		\$100.00	0.00	-100%		Dependent upon deposits
Citations & Accident Reports	\$1,370.00	\$1,966.35	\$1,000.00	1,900.00	90%		Based on current annual projection
<b>Total MISCELLANEOUS</b>	<b>\$3,802.43</b>		<b>\$6,100.00</b>	<b>1,900.00</b>	<b>-69%</b>		

RENTAL (USE OF PROPERTY)

Suite 110 Rental Income	\$0.00		\$26,850.00	0.00	-100%		New PD Location
Suite 206 Rental Income	\$56,141.88		\$84,100.00	88,000.00	5%		Based upon current lease escalation clause
Suite 200 Rental Income	\$3,280.39		\$4,830.00	5,200.00	5%		Based upon current lease escalation clause
15020 Wash St Rental Income	\$28,478.64		\$42,735.00	45,000.00	5%		Based upon current lease escalation clause

Town of Haymarket  
2016-2017

**DRAFT BUDGET**

	Actual FY 2016 (As of 3/09/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black	Recommendations	Notes/ Reasons
15026 Washington Street	\$0.00		\$0.00	22,000.00	100%		Based on new lease terms
6630 Jefferson St Rental Income	\$21,830.00		\$41,055.00	27,000.00	-34%		Based on renewed lease terms
Suite 202 - Metis	\$0.00		\$0.00	4,000.00	100%		Based on renewal and escalation rate
Town Hall Rental Income	\$675.00		\$1,200.00	0.00	-100%		Dependent upon potential construction limitations
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>\$110,405.91</b>		<b>\$200,770.00</b>	<b>191,200.00</b>	<b>-5%</b>		
INTEREST ON BANK DEPOSITS	\$8,299.62		\$0.00	10,000.00			Dependent upon deposits
<b>Total INTEREST ON BANK DEPOSITS</b>	<b>\$8,299.62</b>		<b>\$0.00</b>	<b>10,000.00</b>			
Transfer of Cash Reserves	\$0.00		\$1,178,499.00	0.00			Will not be factored in this annual budget
	\$0.00			0.00			
<b>Total Revenue</b>	<b>\$1,342,486.30</b>		<b>\$3,174,903.00</b>	<b>2,108,300.00</b>	<b>-34%</b>		<b>Transfer of Cash Reserves are not factored in total reserves, demonstrating at loss.</b>

Attachment: Draft FY 2017 (May 12, 2016) Budget (2798 : Draft FY 2017 Budget)

Town of Haymarket

2016-2017

DRAFT BUDGET

EXPENDITURES

01 - ADMINISTRATION

11100 - TOWN COUNCIL

Salaries & Wages - Regular

FICA/Medicare

Unemployment Insurance

Mileage Allowance

Meals and Lodging

Convention & Education

Elections

Total 11100 - TOWN COUNCIL

12110 - TOWN ADMINISTRATION

Salaries/Wages-Regular

Salaries/Wages - Overtime

Salaries/Wages - Part Time

FICA/Medicare

VRS

Health Insurance

Life Insurance

Disability Insurance

Unemployment Insurance

Worker's Compensation

General Property/Liability Insurance

Accounting Services

Cigarette Tax Administration

Printing & Binding

Advertising

Computer, Internet & Website Svc

Postage

Telecommunications

Mileage Allowance

Meals & Lodging

Convention & Education

Misc - Discretionary Fund

Books, Dues & Subscriptions

Office Supplies

Total 12110 - TOWN ADMINISTRATION

12210 - LEGAL SERVICES

Legal Services

Total 12210 - LEGAL SERVICES

12240 - INDEPENDENT AUDITOR

Auditing Services

Total 12240 - INDEPENDENT AUDITOR

**Total 01 - ADMINISTRATION**

Actual FY 2016 of 3/09/16)	(As End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black	Recommendations	Notes/ Reasons
\$14,400.00	\$20,668.24	\$32,100.00	\$32,100.00	0%	Alternate Pay Plan Proposed	Avg.3 mtgs per Council member per month at \$100 (\$125 for Mayor)/ Mayor's stipend ( \$6,000 annually)
\$1,132.60	\$1,625.61	\$2,000.00	\$2,000.00	0%		Based upon salary
\$203.88	\$292.63	\$1,350.00	\$1,200.00	-11%		Based upon salary
\$496.10	\$712.05	\$750.00	\$750.00	0%		Based on closer proximity training
\$2,719.98	\$3,903.97	\$3,500.00	\$2,500.00	-29%		Based upon anticipated lower attendance to VML/more onsite training
\$3,380.00	\$4,851.29	\$4,000.00	\$4,000.00	0%		Based upon anticipated lower attendance to VML/ Anticipated training
\$0.00	\$0.00	\$0.00	\$0.00	0%		No election this fiscal year
\$22,332.56	\$32,053.79	\$43,700.00	\$42,550.00	-3%		
\$171,260.65	\$261,928.05	\$243,600.00	\$260,500.00	7%	Raise plan can be developed	Based on current salaries with no raise
\$5,043.44	\$7,238.82	\$8,000.00	\$10,000.00	25%		Based on current annual proj./ current fiscal OT suspended (3mos)
\$43,332.10	\$62,194.31	\$92,700.00	\$65,000.00	-30%		Based current annual projections
\$16,924.41	\$24,291.51	\$22,165.00	\$28,500.00	29%		Based upon wages and salaries/Change in rate
\$10,442.76	\$14,988.43	\$15,660.00	\$31,000.00	98%		Based upon wages and salaries/ Change in rate
\$33,773.77	\$48,475.29	\$46,772.00	\$57,000.00	22%	Proposed future employee contr.	Based upon salaried employees/ Change in rate
\$1,721.31	\$2,470.59	\$3,151.00	\$3,500.00	11%		Based upon salaried employees/ Change in rate
\$1,362.43	\$1,955.49	\$2,600.00	\$2,600.00	0%		Based upon salaried employees/ Change in rate
\$1,905.82	\$2,735.41	\$2,550.00	\$2,800.00	10%		Based upon salaried employees/ Change in rate
\$543.55	\$780.15	\$350.00	\$400.00	14%		Annual/ Based upon salaried employees/ Change in rate
\$10,689.00	\$15,341.86	\$9,000.00	\$16,000.00	78%		Annual/ Based upon projected rate
\$5,352.84	\$7,682.90	\$8,000.00	\$8,000.00	0%		Based upon current annual projection
\$3,938.44	\$5,652.82	\$4,000.00	\$5,500.00	38%		Based upon current annual projection
\$10,071.59	\$14,455.69	\$13,000.00	\$15,000.00	15%		Based upon current annual projection
\$8,705.00	\$12,494.24	\$10,000.00	\$12,000.00	20%		Based upon current annual projection
\$13,207.45	\$18,956.58	\$24,000.00	\$15,000.00	-38%		Removes Webcast service/ provides for Website Overhaul
\$2,140.80	\$3,072.68	\$4,500.00	\$4,000.00	-11%		Based upon current annual projection/ plus addtl mailouts
\$3,945.50	\$5,662.95	\$4,500.00	\$6,000.00	33%		Based upon current annual projection
\$1,682.99	\$2,415.59	\$2,500.00	\$2,500.00	0%		Based upon current annual projection
\$2,690.61	\$3,861.82	\$5,000.00	\$4,000.00	-20%		Based upon current annual projection
\$11,019.00	\$15,815.51	\$15,000.00	\$10,000.00	-33%		Based upon less anticipated travel.
\$2,094.00	\$3,005.51	\$2,000.00	\$2,000.00	0%		Based upon less anticipated misc. expenditures
\$2,801.40	\$4,020.83	\$3,000.00	\$15,000.00	400%		Additon of Webcast service/ professional memberships
\$2,567.07	\$3,684.50	\$4,500.00	\$4,000.00	-11%		Based upon current annual expenditures
\$367,215.93	\$527,062.86	\$546,548.00	\$580,300.00	6%		
\$76,099.98	\$109,225.85	\$120,000.00	\$120,000.00	0%		Based upon current annual projections/ current case load
\$76,099.98		\$120,000.00	\$120,000.00	0%		
\$16,150.00	\$16,150.00	\$16,000.00	\$16,500.00	3%		Based upon previous year's invoice.
\$16,150.00	\$16,150.00	\$16,000.00	\$16,500.00	3%		
\$481,798.47	\$684,492.51	\$726,248.00	\$759,350.00	5%		

Attachment: Draft FY 2017 (May 12, 2016) Budget (2798) : Draft FY 2017 Budget

Town of Haymarket  
2016-2017

**DRAFT BUDGET**

	Actual FY 2016 of 3/09/16)	(As End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black	Recommendations	Notes/ Reasons
03 · PUBLIC SAFETY							
31100 · POLICE DEPARTMENT							
Salaries & Wages - Regular	\$265,641.67	\$381,273.93	\$359,000.00	\$398,000.00	11%	Raise plan can be developed	Based on current salaries with no raise/ Based on 2184 hrs annually /promotion factored
Salary/ Wages- Holiday Pay		\$0.00		\$11,000.00			Proposed break out by Chief
Salaries & Wages - OT Regular	\$7,977.26	\$11,449.71	\$12,000.00	\$9,000.00	-25%		Recommended reduction by Chief
Salaries & Wages - OT Premium		\$0.00		\$4,100.00			Recommended by Chief
Salaries & Wages - Part Time	\$9,427.34	\$13,531.01	\$10,500.00	\$14,000.00	33%		Based upon current annual proejction
FICA/MEDICARE	\$21,016.02	\$30,164.17	\$23,000.00	\$34,000.00	48%		Based upon wages and salaries/Change in rate
VRS	\$13,891.06	\$19,937.76	\$22,385.00	\$45,000.00	101%		Based upon wages and salaries/Change in rate/ Factors Enrollment in LEOS Program
Health Insurance	\$49,238.66	\$70,671.96	\$81,700.00	\$74,000.00	-9%		Based upon wages and salaries/Change in rate
Life Insurance	\$2,710.52	\$3,890.39	\$3,505.00	\$5,200.00	48%		Based upon wages and salaries/Change in rate
Disability Insurance	\$1,687.40	\$2,421.92	\$2,250.00	\$2,300.00	2%		Based upon wages and salaries/Change in rate
Unemployment Insurance	\$1,710.41	\$2,454.94	\$2,600.00	\$2,000.00	-23%		Based upon wages and salaries/Change in rate
Workers' Compensation Insurance	\$9,937.45	\$14,263.16	\$6,900.00	\$12,000.00	74%		Based upon wages and salaries/Change in rate
Line of Duty Act Insurance	\$1,554.00	\$2,230.45	\$1,550.00	\$1,600.00	3%		Based upon wages and salaries/Change in rate
Legal Services	\$8,324.94	\$11,948.74	\$15,500.00	\$12,000.00	-23%		Based upon current annual projection
Advertising	\$0.00	\$0.00	\$150.00	\$100.00	-33%		Based upon general need
Electrical Services	\$2,280.13	\$3,272.66	\$5,500.00	\$0.00	-100%		Removed
Computer, Internet & Website	\$2,133.87	\$3,062.73	\$5,000.00	\$4,700.00	-6%		Based upon current annual projection/ + Body Worn Cameras purchase
Postage	\$157.28	\$225.74	\$300.00	\$300.00	0%		Based upon current annual projection
Telecommunications	\$8,968.90	\$12,873.01	\$12,000.00	\$17,000.00	42%		Based upon current annual projection
General Prop Ins (Vehicles )	\$9,648.00	\$13,847.72	\$10,450.00	\$5,000.00	-52%		Based upon current annual projection
Mileage Allowance	\$98.33	\$141.13	\$300.00	\$200.00	-33%		Based upon current annual projection
Meals and Lodging	\$125.43	\$180.03	\$500.00	\$500.00	0%		Anticipated additional training and travel
Convention & Education	\$1,479.00	\$2,122.80	\$1,000.00	\$3,500.00	250%		Anticipated additional training and travel
Misc - Discretionary Fund	\$334.82	\$480.57	\$1,500.00	\$500.00	-67%		Based upon current annual projection
Community Events		\$0.00		\$1,000.00			Recommneded change by Chief
Books Dues & Subscriptions	\$3,117.68	\$4,474.79	\$6,000.00	\$6,800.00	13%		Based upon current annual projection
Office Supplies	\$2,040.23	\$2,928.33	\$4,000.00	\$3,100.00	-23%		Based upon current annual projection
Vehicle Fuels	\$8,694.15	\$12,478.66	\$17,000.00	\$16,000.00	-6%		Based upon current annual projection/ fluctuation in fuel costs/ PD averages 652 gals per mo.
Vehicle Maintenance/ Supplies	\$8,958.46	\$12,858.02	\$23,500.00	\$15,000.00	-36%		Based upon current annual projection/ age of vehicles
Uniforms & Police Supplies	\$5,602.70	\$8,041.52	\$8,000.00	\$12,000.00	50%		Based upon current annual projection/ replacement
Grant Expenditures		\$0.00		\$0.00			
Mobile Data Computer Netwk Svc.	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0%		Awaiting this year's bill
Total 31100 · POLICE DEPARTMENT	\$446,755.71	\$641,225.84	\$646,090.00	\$719,900.00	11%		
34100 · BUILDING OFFICIAL	\$27,392.50	\$39,316.29	\$50,000.00	\$50,000.00	0%		Anticipated increase in inspections
32100 · FIRE & RESCUE							
Contributions to other Govt Ent	\$38,801.46		\$40,200.00	\$10,000.00	-75%		Fixed annual distribution
Total 32100 · FIRE & RESCUE	\$38,801.46		\$40,200.00	\$10,000.00	-75%		
<b>Total 03 · PUBLIC SAFETY</b>	<b>\$512,949.67</b>		<b>\$736,290.00</b>	<b>\$779,900.00</b>	<b>6%</b>		

Attachment: Draft FY 2017 (May 12, 2016) Budget (2798 : Draft FY 2017 Budget)



Town of Haymarket

2016-2017

DRAFT BUDGET

	Actual FY 2016 (As of 3/09/16)	(As End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black	Recommendations	Notes/ Reasons
<b>04 · PUBLIC WORKS</b>							
43200 · REFUSE COLLECTION							
Trash Removal Contract	\$51,964.70	\$74,584.63	\$80,000.00	\$85,000.00	6%		Increase per contract terms
<b>Total 43200 · REFUSE COLLECTION</b>	<b>\$51,964.70</b>		<b>\$80,000.00</b>	<b>\$85,000.00</b>	<b>6%</b>		
43100 · MAINT OF 15000 Wash St./Grounds							
Repairs/Maintenance Services	\$37,845.69	\$54,319.70	\$65,200.00	\$55,000.00	-16%	Discussion	Based upon current annual projection
Maint Svc Contract-Pest Control	\$1,300.00	\$1,865.88	\$2,000.00	\$2,000.00	0%		Based upon current annual projection
Maint Svc Contract-Landscaping	\$27,669.75	\$39,714.23	\$30,000.00	\$30,000.00	0%		Based upon current annual projection/less special calls
Maint Svc Contract Snow Removal	\$21,497.50	\$30,855.24	\$4,000.00	\$4,000.00	0%		General Base/ does not account for major storms
Maint Svc Cont- Street Cleaning	\$4,910.00	\$7,047.29	\$10,000.00	\$10,000.00	0%		Based upon current annual projection
Electric Services	\$9,074.11	\$13,024.02	\$10,000.00	\$15,000.00	50%		Based upon current annual projection/ Includes PD
Electrical Services-Streetlight	\$3,812.87	\$5,472.59	\$5,200.00	\$5,500.00	6%		Based upon current annual projection
Water & Sewer Services	\$973.00	\$1,396.54	\$1,500.00	\$2,000.00	33%		Based upon current annual projection
Janitorial Supplies	\$666.23	\$956.24	\$1,000.00	\$1,000.00	0%		Based upon current annual projection
Real Estate Taxes	\$2,274.40	\$3,264.43	\$2,500.00	\$2,500.00	0%		Based upon assessments received
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>\$110,023.55</b>	<b>\$157,916.15</b>	<b>\$131,400.00</b>	<b>\$127,000.00</b>	<b>-3%</b>		
<b>Total 04 · PUBLIC WORKS</b>	<b>\$161,988.25</b>	<b>\$232,500.78</b>	<b>\$211,400.00</b>	<b>\$212,000.00</b>	<b>0%</b>		
<b>07 · PARKS, REC &amp; CULTURAL</b>							
71110 · EVENTS							
Contractual Services	\$44,956.02		\$65,000.00	\$65,000.00	0%		Town covers approx. 38% of the costs
<b>Total 71110 · EVENTS</b>	<b>\$44,956.02</b>		<b>\$65,000.00</b>	<b>\$65,000.00</b>	<b>0%</b>		
72200 · MUSEUM							
Advertising	\$454.50	\$652.34	\$2,000.00	\$750.00	-63%		Based upon current annual projection
Postage	\$0.00	\$0.00	\$100.00	\$0.00	-100%		Utilizes Town Postage
Telecommunications	\$1,213.04	\$1,741.07	\$1,500.00	\$2,200.00	47%		Based upon monthly avg bill
Convention & Education	\$0.00	\$0.00	\$500.00	\$500.00	0%		Anticipate increase in use
Mileage Allowance	\$169.65	\$243.50	\$200.00	\$200.00	0%		Based upon current annual projection
Books, Dues & Subscriptions	\$0.00	\$0.00	\$500.00	\$250.00	-50%		Anticipated use
Office Supplies	-\$90.02	-\$129.21	\$800.00	\$250.00	-69%		General base need
Exhibits & Programs	\$852.50	\$1,223.59	\$3,000.00	\$1,500.00	-50%		Based upon current annual projection
<b>Total 72200 · MUSEUM</b>	<b>\$2,599.67</b>	<b>\$3,731.29</b>	<b>\$8,600.00</b>	<b>\$5,650.00</b>	<b>-34%</b>		
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>\$47,555.69</b>		<b>\$73,600.00</b>	<b>\$70,650.00</b>	<b>-4%</b>		
<b>08 · COMMUNITY DEVELOPMENT</b>							
81100 · PLANNING COMMISSION							
Salaries & Wages - Regular	\$2,923.20	\$4,195.65	\$6,000.00	\$5,000.00	-17%	Recommended Reduction	Based base maximum salary
FICA/Medicare/ Unemployment Ins.	\$110.16	\$158.11	\$850.00	\$500.00	-41%		Based upon salaries
Consultants	\$19,118.00	\$27,439.95	\$60,000.00	\$50,000.00	-17%		Anticipated Comp Plan Re-write
Mileage Allowance	\$486.45	\$698.20	\$500.00	\$500.00	0%		Based upon current annual projection
Meals & Lodging	\$258.31	\$370.75	\$1,000.00	\$750.00	-25%		Based upon current annual projection
Convention/Education	\$1,692.48	\$2,429.21	\$2,500.00	\$2,000.00	-20%		Based upon current annual projection
Books/Dues/Subscriptions	\$0.00	\$0.00	\$300.00	\$0.00	-100%		Removed
<b>Total 81100 · PLANNING COMMISSION</b>	<b>\$24,588.60</b>	<b>\$35,291.87</b>	<b>\$71,150.00</b>	<b>\$58,750.00</b>	<b>-17%</b>		
81110 · ARCHITECTURAL REVIEW BOARD							
Salaries & Wages - Regular	\$1,710.00	\$2,454.35	\$5,500.00	\$4,000.00	-27%	Recommended Reduction	Based base maximum salary
FICA/Medicare/ Unemployment Ins.	\$53.93	\$77.41	\$850.00	\$850.00	0%		Based upon salaries
Mileage Allowance	\$0.00	\$0.00	\$500.00	\$200.00	-60%		Under utilized
Meals & Lodging	\$0.00	\$0.00	\$1,000.00	\$300.00	-70%		Under utilized
Convention & Education	\$0.00	\$0.00	\$1,000.00	\$500.00	-50%		Under utilized
Books/Dues/Subscriptions	\$0.00	\$0.00	\$300.00	\$0.00	-100%		Removed
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>\$1,763.93</b>	<b>\$2,531.76</b>	<b>\$9,150.00</b>	<b>\$5,850.00</b>	<b>-36%</b>		
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>\$26,352.53</b>	<b>\$37,823.63</b>	<b>\$80,300.00</b>	<b>\$64,600.00</b>	<b>-20%</b>		

Attachment: Draft FY 2017 (May 12, 2016) Budget (2798 : Draft FY 2017 Budget)

Town of Haymarket  
2016-2017

**DRAFT BUDGET**

	Actual FY 2016 (As of 3/09/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black	Recommendations	Notes/ Reasons
09 · NON-DEPARTMENTAL							
95100 · DEBT SERVICE							
General Obligation Bond	\$189,065.02		\$189,065.00	\$186,440.00	-1%		Fixed Amount
Total 95100 · DEBT SERVICE	\$189,065.02		\$189,065.00	\$186,440.00	-1%		
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>\$189,065.02</b>		<b>\$189,065.00</b>	<b>\$186,440.00</b>	<b>-1%</b>		
10- General Reserve							
General Reserve				\$0.00			Need to identify ability to fund General Reserve in the Budget. The General Reserve does not reflect the Reserve, which is 30% of the total General Fund obligation
Total General Reserve				\$0.00			
2016-2017 Capital Budget:							
Transferred funds to Capital Budget			\$1,382,000.00	\$35,360.00			The majority of funds for capital improvements was funded through a combination of grant funds and cash on hand. Anything not used this fiscal year will be moved over as restricted funds for Fiscal Year 2016-2017. The Capital Budget will be a represented in a separate budget.
Total Expenditures	\$1,464,665.65		\$2,016,903.00	\$2,072,940.00	3%		
<b>Revenues</b>	\$1,342,486.30		\$3,174,903.00	\$2,108,300.00	-34%		
<b>Expenditures</b>	\$1,464,665.65		\$2,016,903.00	\$2,072,940.00	3%		
	-\$122,179.35		\$1,158,000.00	\$35,360.00	-97%		Difference should factor in the Transfer of Cash Reserves and the fact that last year the Capital Budget was included in the General Fund Budget.

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