



# TOWN COUNCIL – WORK SESSION MEETING

Monday, October 28, 2024 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

---

## AGENDA

---

### I. CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

### III. AGENDA ITEMS

1. Monthly Financial Report
2. Strategic Planning Discussion

### IV. CLOSED SESSION

1. Closed Session Motion and Certification
2. Motion or Directive from Closed Session

### V. ADJOURNMENT

Income	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	462,453.68	473,293.00	97.7%	
				a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	487,882.17	486,893.00	100.2%	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	57,468.30	225,000.00	25.5%	Collection up to the month of August 2024
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	37,765.53	325,000.00	11.6%	
3120-03 · Cigarette Tax	36,578.85	140,000.00	26.1%	Collection up to the month of September 2024
3120-04 · Consumer Utility Tax	22,186.20	158,000.00	14.0%	
3120-05 · Meals Tax - Current	385,159.42	1,550,000.00	24.8%	Collection up to the month of September 2024
3120-06 · Sales Tax Receipts	15,303.28	160,000.00	9.6%	Collection up to the month of July 2024
3120-07 · Penalties (Non-Property)	2,043.16	5,000.00	40.9%	
3120-08 · Interest (Non-Property)	36.52	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	556,541.26	2,587,000.00	21.5%	
<b>3130 · PERMITS, FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	875.00	4,500.00	19.4%	
3130-03 · Motor Vehicle Fees	136.00	0.00	100.0%	
3130-05 · Other Planning & Permits	0.00	1,000.00	0.0%	
3130-06 · Pass Through Fees	2,364.76	15,000.00	15.8%	
<b>Total 3130 · PERMITS, FEES &amp; LICENSESES</b>	3,375.76	20,500.00	16.5%	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	7,666.36	20,000.00	38.3%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	7,666.36	20,000.00	38.3%	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	4,771.29	13,500.00	35.3%	Reconciled September 2024 currently
3150-03 · Interest on Bank Deposits	58,332.47	89,500.00	65.2%	Reconciled September 2024 currently
<b>Total 3150 · REVENUE - USE OF MONEY</b>	63,103.76	103,000.00	61.3%	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	15,050.36	49,207.00	30.6%	
3151-08 · 15020 Washington Realty	19,449.32	58,348.00	33.3%	
3151-09 · 15026 Copper Cricket	9,669.54	29,008.00	33.3%	
3151-11 · Cupcake Heaven and Cafe LLC	12,063.24	36,914.00	32.7%	
3151-15 · Revolution Mortgage	2,658.76	7,312.00	36.4%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	58,891.22	180,789.00	32.6%	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	5.00	0.00	100.0%	
<b>Total 3160 · CHARGES FOR SERVICES</b>	5.00	0.00	100.0%	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	15,185.00	20,000.00	75.9%	
3165-01 · Town Event	61,152.13	80,000.00	76.4%	
3165-02 · Farmer's Market	8,538.75	12,000.00	71.2%	
3165-03 · Town Ornaments	400.00	10,000.00	4.0%	
3165-06 · Town Hats	160.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	85,435.88	122,000.00	70.0%	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	3.31	300.00	1.1%	
3180-01 · Citations & Accident Reports	55.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	108.31	300.00	36.1%	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	9,447.00	36,144.00	26.1%	1 of 4 Collection for FY2025
3200-05 · Communications Tax	20,005.05	80,000.00	25.0%	Collection up to August 2024 taxes
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	

3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%
3200-16 · DMV Select Grant	0.00	15,000.00	0.0%
3200-17 · LOLE Grant	0.00	4,393.00	0.0%
3200-18 · Educational Reimbursement	796.02	0.00	100.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>65,410.27</b>	<b>170,464.00</b>	<b>38.4%</b>
3500 · Reserve Funds	0.00	283,000.00	0.0%

4002 · Transfer from ARPA Funds 231,747.00    836,586.00    27.7% Funds transferred to make 1st payment on project

<b>Total Income</b>	<b>1,560,166.99</b>	<b>4,810,532.00</b>	<b>32.4%</b>
<b>Gross Profit</b>	<b>1,560,166.99</b>	<b>4,810,532.00</b>	<b>32.4%</b>

## Expense

**01 · ADMINISTRATION**

**11100 · TOWN COUNCIL**

111001 · Convention & Education	8,047.30	7,050.00	114.1%
111002 · FICA/Medicare	453.26	2,000.00	22.7%
111003 · Meals and Lodging	699.99	6,300.00	11.1%
111004 · Mileage Allowance	277.38	1,050.00	26.4%
111005 · Salaries & Wages - Regular	5,525.00	25,000.00	22.1%

**Total 11100 · TOWN COUNCIL** 15,002.93    41,400.00    36.2%

**12110 · TOWN ADMINISTRATION**

1211001 · Salaries/Wages-Regular	146,026.40	486,558.00	30.0%
1211002 · Salaries/Wages - Overtime	0.00	4,500.00	0.0%
1211003 · Salaries/Wages - Part Time	13,189.50	39,420.00	33.5%
1211004 · FICA/Medicare	11,543.77	40,238.00	28.7%
1211005 · VRS	24,101.39	78,978.00	30.5%
1211006 · Health Insurance	19,033.60	78,213.00	24.3%
1211007 · Life Insurance	1,947.75	5,857.00	33.3%
1211008 · Disability Insurance	1,066.64	3,360.00	31.7%
1211009 · Unemployment Insurance	117.65	5,995.00	2.0%
1211010 · Worker's Compensation	242.00	481.00	50.3%
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%
1211012 · Accounting Services	4,575.55	12,000.00	38.1%
1211014 · Printing & Binding	3,422.04	8,298.00	41.2%
1211015 · Advertising	1,248.00	9,000.00	13.9%
1211016 · Computer, Internet &Website Svc	6,151.39	28,550.00	21.5%
1211017 · Postage	1,088.85	5,000.00	21.8%
1211018 · Telecommunications	1,976.23	7,500.00	26.4%
1211019 · Mileage Allowance	145.39	2,500.00	5.8%
1211020 · Meals & Lodging	2,088.26	7,000.00	29.8%
1211021 · Convention & Education	1,265.00	10,000.00	12.7%
1211022 · Miscellaneous	537.68	2,000.00	26.9%
1211024 · Books, Dues & Subscriptions	1,989.96	21,075.00	9.4%
1211025 · Office Supplies	2,458.24	8,500.00	28.9%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

**Total 12110 · TOWN ADMINISTRATION** 261,831.29    891,284.00    29.4%

**12210 · LEGAL SERVICES**

1221001 · Legal Services	26,607.65	100,000.00	26.6%
--------------------------	-----------	------------	-------

**Total 12210 · LEGAL SERVICES** 26,607.65    100,000.00    26.6%

**12240 · INDEPENDENT AUDITOR**

1224001 · Auditing Services	0.00	25,500.00	0.0%
-----------------------------	------	-----------	------

**Total 12240 · INDEPENDENT AUDITOR** 0.00    25,500.00    0.0%

**Total 01 · ADMINISTRATION** 303,441.87    1,058,184.00    28.7%

**03 · PUBLIC SAFETY**

**31100 · POLICE DEPARTMENT**

3110001 · Salaries & Wages - Regular	170,631.73	675,291.00	25.3%
3110003 · Salaries & Wages - OT Premium	10,199.59	24,000.00	42.5%
3110004 · Salaries & Wages - Holiday Pay	4,650.32	38,041.00	12.2%
3110005 · Salaries & Wages - Part Time	16,350.00	27,000.00	60.6%

3110007 · Salary & Wages - DMV Grant	3,197.28	15,000.00	21.3%	
3110012 · Salaries & Wages - PT Admin.	3,462.50	39,000.00	8.9%	
3110020 · FICA/MEDICARE	15,644.22	66,545.00	23.5%	
3110021 · VRS	24,543.32	88,666.00	27.7%	
3110022 · Health Insurance	29,836.80	140,430.00	21.2%	
3110023 · Life Insurance	2,169.51	8,036.00	27.0%	
3110024 · Disability Insurance	687.12	3,070.00	22.4%	
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%	
3110026 · Workers' Compensation Insurance	22,668.00	29,581.00	76.6%	
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%	
3110028 · Legal Services	6,945.00	30,379.00	22.9%	
3110030 · Advertising	45.00	0.00	100.0%	
3110032 · Computer, Internet & Website	3,315.59	10,000.00	33.2%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	2,818.35	15,300.00	18.4%	
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%	
3110037 · Meals and Lodging	505.24	5,000.00	10.1%	
3110038 · Convention & Edu. (Training)	400.00	10,800.00	3.7%	
3110040 · Annual Dues & Subscriptions	269.85	24,795.00	1.1%	
3110041 · Office Supplies	1,165.67	6,000.00	19.4%	
3110042 · Vehicle Fuels	7,697.32	36,700.00	21.0%	
3110043 · Vehicle Maintenance/Supplies	12,427.33	22,000.00	56.5%	
3110045 · Uniforms & Police Supplies	16,882.30	45,901.00	36.8%	
3110056 · Capital Outlay-Machinery/Equip	127,478.96	192,405.00	66.3%	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>495,409.98</b>	<b>1,569,430.00</b>	<b>31.6%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>495,409.98</b>	<b>1,584,430.00</b>	<b>31.3%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	50,696.88	208,608.00	24.3%	Paid up to September 2024 services
<b>Total 43200 · REFUSE COLLECTION</b>	<b>50,696.88</b>	<b>208,608.00</b>	<b>24.3%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	24,367.53	111,892.00	21.8%	
4310002 · Maint Svc Contract-Pest Control	155.00	5,000.00	3.1%	
4310003 · Maint Svc Contract-Landscaping	8,875.00	35,000.00	25.4%	
4310004 · Maint Svc Contract Snow Removal	0.00	10,000.00	0.0%	
4310007 · Electric/Gas Services	4,504.15	18,593.00	24.2%	
4310008 · Electrical Services-Streetlight	877.03	5,500.00	15.9%	
4310009 · Water & Sewer Services	1,768.06	3,850.00	45.9%	
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	547.04	5,000.00	10.9%	
4310016 · Maint - Vehicle Maintenance	55.60	3,000.00	1.9%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>41,149.41</b>	<b>200,335.00</b>	<b>20.5%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>94,059.29</b>	<b>416,156.00</b>	<b>22.6%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
60000 · Tourism/Traveling Marketing	24,076.66	96,429.00	25.0%	
60001 · Town Tourism	6,102.90	64,286.00	9.5%	
60003 · Advertising	0.00	22,000.00	0.0%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>30,179.56</b>	<b>182,715.00</b>	<b>16.5%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	5,794.99	25,000.00	23.2%	
7000003 · Demolition	0.00	50,000.00	0.0%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>5,794.99</b>	<b>75,000.00</b>	<b>7.7%</b>	
<b>71110 · EVENTS</b>				

7111001 · Advertising - Events	2,560.00	5,000.00	51.2%
7111003 · Contractural Services	35,913.27	64,950.00	55.3%
7111004 · Events - Other	20,241.73	40,850.00	49.6%
7111005 · Police Department Events	4,317.90	7,800.00	55.4%
7111006 · Farmer's Market	6,235.00	12,000.00	52.0%
<b>Total 71110 · EVENTS</b>	<b>69,267.90</b>	<b>130,600.00</b>	<b>53.0%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	402.42	2,200.00	18.3%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
<b>Total 72200 · MUSEUM</b>	<b>802.42</b>	<b>5,950.00</b>	<b>13.5%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>75,865.31</b>	<b>211,550.00</b>	<b>35.9%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	375.00	5,670.00	6.6%
8110002 · FICA/Medicare	26.97	500.00	5.4%
8110003 · Consultants - Engineer	1,554.06	15,000.00	10.4%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineering - Pass Through	7,135.76	0.00	100.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>9,091.79</b>	<b>28,120.00</b>	<b>32.3%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	630.00	5,830.00	10.8%
8111002 · FICA/Medicare	45.33	446.00	10.2%
8111005 · Convention & Education	0.00	1,500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>675.33</b>	<b>7,776.00</b>	<b>8.7%</b>
<b>81111 · Board Of Zoning Appeals</b>			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	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>2,928.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>9,767.12</b>	<b>38,824.00</b>	<b>25.2%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
9510003 · General Obligation Bond - Int	1,646.18	2,463.00	66.8%
<b>Total 95100 · DEBT SERVICE</b>	<b>72,346.18</b>	<b>73,163.00</b>	<b>98.9%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>72,346.18</b>	<b>73,163.00</b>	<b>98.9%</b>
<b>94104 · Street Scape - Park Sidewalk</b>			
9410402 · Construction	232,558.80	836,586.00	27.8%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>232,558.80</b>	<b>836,586.00</b>	<b>27.8%</b>
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.06		
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.06</b>		
<b>Total 94105 · PERSONNEL</b>	<b>-0.06</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>94107 · BLIGHT MITIGATION</b>			
9410701 · Blight Mitigation	0.00	40,000.00	0.0%
<b>94108 · Capital Improvement Funds Expens</b>			
9410801 · Washington St - Streetscape	5,052.00	55,000.00	9.2%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%

upfront cost for the year; next payment will be in February 2025

upfront cost for the year; next payment will be in February 2025

1st payment of the park sidewalk project

9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	93,924.00	3.2%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
<b>Total 94108 · Capital Improvement Funds Expenditures</b>	<b>27,579.02</b>	<b>318,924.00</b>	<b>8.6%</b>
<b>Total Expense</b>	<b>1,341,207.07</b>	<b>4,810,532</b>	<b>27.9%</b>
<b>Net Ordinary Income</b>	<b>218,959.92</b>	<b>0</b>	<b>100.0%</b>
<b>Other Income</b>			
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 · Development Funds	0.00	75,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000</b>	<b>0.0%</b>
<b>Other Expense</b>			
<b>98000 · Development Expenditures</b>			
98000-1 · Parks & Recreation	0.00	75,000.00	0.0%
<b>Total 98000 · Development Expenditures</b>	<b>0.00</b>	<b>75,000.00</b>	<b>0.0%</b>
<b>97001 · American Rescue Plan Expenses</b>			
97001-2 · Town Website	0.00	50,000.00	0.0%
<b>Total 97001 · American Rescue Plan Expenses</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Net Income Operational / Other Budget</b>	<b>218,959.92</b>	<b>0.00</b>	<b>100.0%</b>



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Kim Henry, Clerk of Council  
Re: Closed Session and Certification

---

The Haymarket Town Council will go into closed session Pursuant to Virginia Code § 2.2-3711(A)(29): ***Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.***

After coming out of Closed Session, the Haymarket Town Council will ***certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.***