



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

Denise Andrews, Interim Clerk
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, April 17, 2017

6:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

A. FY2017/2018 Draft Budget Discussion

3. Adjournment



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

Kimberly L. Murray, CEcD, AICP
 TOWN MANAGER

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Kimberly L. Murray, Town Manager
 DATE: April 17, 2017
 SUBJECT: Draft FY2017-2018 Budget Presentation – Meeting #4

In preparation for the fourth budget work session on the FY2018 budget for the Town of Haymarket, you will find attached the final draft FY2018 budget and capital plan to present May 1, 2017 at the Public Hearing with all changes made from our budget meeting April 11, 2017.

I have also included a proposed revision to the building permit fee schedule based on the FY2018 price increases for our contracted building inspection services with Total Construction Solutions.

Please contact me with any questions.

	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
REVENUES						
3110 - GENERAL PROPERTY TAXES						
Real Estate - Current	299,660.74	287,862.44	292,000.00	\$ 54,048.00	\$ 346,048	18.5%
Public Service Corp RE Tax				\$ -	\$ -	0.0%
Public Service Corp RE Tax - Other	8,341.62	10,080.19	10,000.00	\$ -	\$ 10,000	0.0%
Total Public Service Corp RE Tax	8,341.62	10,080.19	10,000.00	\$ -	\$ 10,000	0.0%
Interest - All Property Taxes	190.48			\$ -	\$ -	0.0%
Penalties - All Property Taxes		304.79		\$ -	\$ -	0.0%
Penalties - All Property Taxes - Other		681.97		\$ -	\$ -	0.0%
Total Penalties - All Property Taxes		681.97		\$ -	\$ -	0.0%
Personal Property Tax	444.50			\$ -	\$ -	0.0%
Uncollected Tax Write Offs	(5,359.27)			\$ -	\$ -	
Total 3110 - GENERAL PROPERTY TAXES	303,278.07	298,929.39	302,000.00	\$ 54,048.00	\$ 356,048	17.9%
3120 - OTHER LOCAL TAXES				\$ -	\$ -	
Bank Stock Tax	57,547.00	39,338.75	50,000.00	\$ (22,000.00)	\$ 28,000	-44.0%
Business License Tax	174,497.42	175,320.47	175,000.00	\$ 34,200.00	\$ 209,200	19.5%
Cigarette Tax	250,634.54	213,739.50	220,000.00	\$ (30,000.00)	\$ 190,000	-13.6%
Consumer Utility Tax	128,330.44	140,467.36	130,000.00	\$ -	\$ 130,000	0.0%
Meals Tax - Current	476,319.69	457,125.14	550,000.00	\$ 50,000.00	\$ 600,000	9.1%
Sales Tax Receipts	149,903.94	152,690.60	150,000.00	\$ -	\$ 150,000	0.0%
Penalties (Non-Property)	298.01	5,854.33		\$ -	\$ -	
Interest (Non-Property)	21.52	37.31		\$ -	\$ -	
Total 3120 - OTHER LOCAL TAXES	1,237,552.56	1,184,573.46	1,275,000.00	\$ 32,200.00	\$ 1,307,200	2.5%
3130 - PERMITS,FEES & LICENSESES				\$ -	\$ -	
Application Fees	2,300.00	2,625.00	1,200.00	\$ 1,500.00	\$ 2,700	125.0%
Inspection Fees	12,630.00	13,380.00	15,000.00	\$ -	\$ 15,000	0.0%
Motor Vehicle Licenses	1,955.00	2,183.00	1,900.00	\$ -	\$ 1,900	0.0%
Occupancy Permits	200.00	550.00	600.00	\$ -	\$ 600	0.0%
Other Planning & Permits	42,778.16	25,964.70	30,000.00	\$ 40,000.00	\$ 70,000	133.3%
Total 3130 - PERMITS,FEES & LICENSESES	59,863.16	44,702.70	48,700.00	\$ 41,500.00	\$ 90,200	85.2%
3140 - FINES & FORFEITURES				\$ -	\$ -	
Fines	50,799.05	61,961.33	50,000.00	\$ -	\$ 50,000	0.0%
Total 3140 - FINES & FORFEITURES	50,799.05	61,961.33	50,000.00	\$ -	\$ 50,000	0.0%
3150 - REVENUE - USE OF MONEY				\$ -	\$ -	
Earnings on VACO/VML Investment	296.90	4,795.09		\$ -	\$ -	
Interest on Bank Deposit	38.81	863.02	10,000.00	\$ -	\$ 10,000	0.0%
Interest on Bank Deposits	3,122.31	13,088.44		\$ -	\$ -	
Total 3150 - REVENUE - USE OF MONEY	3,458.02	18,746.55	10,000.00	\$ -	\$ 10,000	0.0%
3151 - RENTAL (USE OF PROPERTY)				\$ -	\$ -	
Total 3151 - RENTAL (USE OF PROPERTY)	188,991.34	163,790.24	189,200.00	\$ (57,864.92)	\$ 131,335	-30.6%

Attachment: Council Work session Budget packet 4-17-17 (3136 : FY2017/2018 Draft Budget Discussion)

	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
3160 - CHARGES FOR SERVICES				\$ -	\$ -	
FOIA Receipts	314.50	-	-	\$ -	\$ -	
Security	1,071.63	-	-	\$ -	\$ -	
Public Safety	-	500.00	-	\$ -	\$ -	
Donation/Grants	-	-	-	\$ -	\$ -	
Total Public Safety	1,071.63	500.00	-	\$ -	\$ -	
Total 3160 - CHARGES FOR SERVICES	1,386.13	-	-	\$ -	\$ -	
3165 - REVENUE - TOWN EVENTS				\$ -	\$ -	
Revenue - Town Events	6,925.00	28,033.17	40,000.00	\$ 25,000.00	\$ 65,000	62.5%
Total 3165 - REVENUE - TOWN EVENTS	6,925.00	28,033.17	40,000.00	\$ 25,000.00	\$ 65,000	62.5%
3180 - MISCELLANEOUS				\$ -	\$ -	
Citations & Accident Reports	2,185.00	2,610.00	1,900.00	\$ -	\$ 1,900	0.0%
Miscellaneous	1,703.64	233.48	-	\$ -	\$ -	
Recovered Costs- Private Events	-	-	-	\$ -	\$ -	
Recovered Costs- Private Events - Other	10,143.60	900.00	-	\$ -	\$ -	
Total Recovered Costs- Private Events	10,143.60	900.00	-	\$ -	\$ -	
Sale of Salvage & Surplus	650.00	5.00	-	\$ -	\$ -	
3180 - MISCELLANEOUS - Other	152.28	-	-	\$ -	\$ -	
Total 3180 - MISCELLANEOUS	14,834.52	3,748.48	1,900.00	\$ -	\$ 1,900	0.0%
32 - REVENUE FROM COMMONWEALTH				\$ -	\$ -	
599 Law Enforcement Grant	28,368.00	28,368.00	28,000.00	\$ -	\$ 28,000	0.0%
AG - Asset Forfeiture Grant	1,500.75	-	-	\$ -	\$ -	
Car Rental Reimbursement	4,728.15	4,988.55	5,500.00	\$ -	\$ 5,500	0.0%
Communications Tax	126,113.78	121,902.18	120,000.00	\$ -	\$ 120,000	0.0%
Department of Fire Programs	10,000.00	10,000.00	10,000.00	\$ -	\$ 10,000	0.0%
Other	-	549.23	-	\$ -	\$ -	
Personal Property Tax Reimburse	18,626.97	18,626.97	18,500.00	\$ -	\$ 18,500	0.0%
Railroad Rolling Stock	1,473.26	1,514.70	1,500.00	\$ -	\$ 1,500	0.0%
State Disaster Recovery Funds	2,958.12	-	-	\$ -	\$ -	
32 - REVENUE FROM COMMONWEALTH - Other	-	-	-	\$ -	\$ -	
Total 32 - REVENUE FROM COMMONWEALTH	193,769.03	185,949.63	183,500.00	\$ -	\$ 183,500	0.0%
33 - REVENUE FROM FEDERAL GOVERNMENT				\$ -	\$ -	
DMV Grant - Federal	968.43	2,160.21	-	\$ -	\$ -	
FEMA Emergency Response Funds	14,998.96	-	-	\$ -	\$ -	
CABOOSE ENHANCEMENT GRANT	-	18,346.90	-	\$ 9,359.00	\$ 9,359	100.0%
PEDESTRIAN IMPROVEMENT GRANT	62,300.00	58,270.00	-	\$ -	\$ -	
SAFETY LU/MAP 21 GRANT	615,075.22	-	-	\$ -	\$ -	
33 - REVENUE FROM FEDERAL GOVERNMENT - Oth	-	-	365,000.00	\$ (156,400.00)	\$ 208,600	-42.8%
Total 33 - REVENUE FROM FEDERAL GOVERNMENT	693,342.61	78,777.11	365,000.00	\$ (147,041.00)	\$ 217,959	-40.3%
35 - Reserves for Capital Improvement Project	-	-	273,360.00	\$ (118,360.00)	\$ 155,000	-43.3%
TOTAL REVENUE	2,754,199.49	2,069,712.06	2,738,660.00	\$ (170,517.92)	\$ 2,568,142	-6.2%
Gross Revenue	2,754,199.49	2,069,712.06	2,738,660.00	\$ (170,517.92)	\$ 2,568,142	-6.2%

Attachment: Council Work session Budget packet 4-17-17 (3136 : FY2017/2018 Draft Budget Discussion)

	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
EXPENDITURES				\$ -	\$ -	
01 - ADMINISTRATION				\$ -	\$ -	
11100 - TOWN COUNCIL				\$ -	\$ -	
Convention & Education	4,681.89	3,924.40	4,000.00	\$ -	\$ 4,000	0.0%
FICA/Medicare	1,383.51	1,822.62	2,000.00	\$ -	\$ 2,000	0.0%
Meals and Lodging	2,368.66	2,912.29	2,500.00	\$ -	\$ 2,500	0.0%
Mileage Allowance	543.85	699.09	750.00	\$ -	\$ 750	0.0%
Salaries & Wages - Regular	27,100.00	22,725.00	32,100.00	\$ -	\$ 32,100	0.0%
Town Elections	-	989.15	1,200.00	\$ -	\$ 1,200	0.0%
Unemployment Insurance	173.71	207.36	-	\$ -	\$ -	
Total 11100 - TOWN COUNCIL	36,251.62	33,279.91	42,550.00	\$ -	\$ 42,550	0.0%
12110 - TOWN ADMINISTRATION				\$ -	\$ -	
Salaries/Wages-Regular	190,033.56	264,147.31	260,500.00	\$ 88,500.00	\$ 349,000	34.0%
Salaries/Wages - Overtime	8,461.37	8,300.38	10,000.00	\$ (10,000.00)	\$ -	
Salaries/Wages - Part Time			-	\$ -	\$ -	
Sa Salaries/Wages - Part Time - Other	87,237.75	65,791.25	65,000.00	\$ (60,000.00)	\$ 5,000	-92.3%
Total Salaries/Wages - Part Time	87,237.75	65,791.25	65,000.00	\$ (60,000.00)	\$ 5,000	-92.3%
FICA/Medicare	30,107.69	25,817.04	28,500.00	\$ -	\$ 28,500	0.0%
VRS	16,776.74	16,098.25	14,000.00	\$ 7,000.00	\$ 21,000	50.0%
Health Insurance	38,863.53	49,724.63	57,000.00	\$ 17,150.00	\$ 74,150	30.1%
Life Insurance	3,238.37	3,136.39	3,500.00	\$ -	\$ 3,500	0.0%
Disability Insurance	1,681.66	2,149.76	2,600.00	\$ -	\$ 2,600	0.0%
Unemployment Insurance	3,820.11	1,048.48	2,800.00	\$ -	\$ 2,800	0.0%
Worker's Compensation	360.68	543.55	400.00	\$ -	\$ 400	0.0%
Gen Property/Liability Ins.	8,478.00	10,689.00	16,000.00	\$ -	\$ 16,000	0.0%
Accounting Services				\$ -	\$ -	
Accounting Services - Other	10,884.87	10,217.65	8,000.00	\$ 3,000.00	\$ 11,000	37.5%
Total Accounting Services	10,884.87	10,217.65	8,000.00	\$ 3,000.00	\$ 11,000	37.5%
Cigarette Tax Administration	6,373.40	5,712.08	5,500.00	\$ -	\$ 5,500	0.0%
Printing & Binding	12,602.05	14,742.27	15,000.00	\$ -	\$ 15,000	0.0%
Advertising	10,262.20	10,649.00	12,000.00	\$ -	\$ 12,000	0.0%
Computer, Internet & Website Svc	20,951.02	18,819.88	15,000.00	\$ 15,000.00	\$ 30,000	100.0%
Postage	2,975.18	3,799.56	4,000.00	\$ -	\$ 4,000	0.0%
Telecommunications	7,341.39	6,179.54	6,000.00	\$ -	\$ 6,000	0.0%
Mileage Allowance	2,189.19	2,453.98	2,500.00	\$ -	\$ 2,500	0.0%
Meals & Lodging	4,209.81	3,432.94	4,000.00	\$ 2,000.00	\$ 6,000	50.0%
Convention & Education	2,854.00	12,797.30	10,000.00	\$ (2,000.00)	\$ 8,000	-20.0%
Miscellaneous	468.68	15.23		\$ -	\$ -	0.0%
Discretionary Fund		1,419.51	2,000.00	\$ 500.00	\$ 2,500	25.0%
Books, Dues & Subscriptions	4,014.56	6,030.45	15,000.00	\$ -	\$ 15,000	0.0%
Office Supplies	5,713.30	3,401.33	4,000.00	\$ -	\$ 4,000	0.0%
Capital Outlay-Machinery/Equip	18,888.51	9,997.00		\$ 7,000.00	\$ 7,000	
66900 - Reconciliation Discrepancies	317.75	0.03	-	\$ -	\$ -	

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	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
Total 12110 - TOWN ADMINISTRATION	499,105.37	557,113.79	563,300.00	\$ 68,150.00	\$ 631,450	12.1%
12210 - LEGAL SERVICES				\$ -	\$ -	
Legal Services	140,027.35	138,384.23	90,000.00	\$ -	\$ 90,000	0.0%
Total 12210 - LEGAL SERVICES	140,027.35	138,384.23	90,000.00	\$ -	\$ 90,000	0.0%
12240 - INDEPENDENT AUDITOR				\$ -	\$ -	
Auditing Services	15,950.00	16,150.00	16,500.00	\$ -	\$ 16,500	0.0%
Total 12240 - INDEPENDENT AUDITOR	15,950.00	16,150.00	16,500.00	\$ -	\$ 16,500	0.0%
Total 01 - ADMINISTRATION		744,927.93	712,350.00	\$ 68,150.00	\$ 780,500	9.6%
03 - PUBLIC SAFETY				\$ -	\$ -	
31100 - POLICE DEPARTMENT				\$ -	\$ -	
Salaries & Wages - Regular	403,303.72	401,598.01	398,000.00	\$ (46,384.00)	\$ 351,616	-11.7%
Salaries & Wages - OT Regular	8,005.67	11,893.46	9,000.00	\$ -	\$ 9,000	0.0%
Salaries & Wages - OT Premium	-	-	4,100.00	\$ -	\$ 4,100	0.0%
Salaries & Wages - Holiday Pay	-	-	11,000.00	\$ -	\$ 11,000	0.0%
Salaries & Wages - Part Time	8,979.72	12,108.33	14,000.00	\$ 21,500.00	\$ 35,500	153.6%
FICA/MEDICARE	23,230.42	32,180.87	34,000.00	\$ (2,875.81)	\$ 31,124	-8.5%
VRS	11,782.31	21,338.74	41,000.00	\$ (2,810.87)	\$ 38,189	-6.9%
Health Insurance	74,305.04	72,305.05	74,000.00	\$ (11,900.00)	\$ 62,100	-16.1%
Life Insurance	2,239.58	4,459.23	5,200.00	\$ (551.97)	\$ 4,648	-10.6%
Disability Insurance	2,170.06	2,235.29	2,300.00	\$ (436.44)	\$ 1,864	-19.0%
Unemployment Insurance	1,870.36	540.77	2,000.00	\$ (363.20)	\$ 1,637	-18.2%
Workers' Compensation Insurance	7,088.32	9,937.45	12,000.00	\$ (50.00)	\$ 11,950	-0.4%
Line of Duty Act Insurance	1,521.00	1,554.00	1,600.00	\$ (217.29)	\$ 1,383	-13.6%
Legal Services	17,257.11	14,306.77	12,000.00	\$ 3,000.00	\$ 15,000	25.0%
Repairs & Maintenance	10,251.24	7,642.60	-	\$ -	\$ -	
Advertising	-	-	100.00	\$ -	\$ 100	0.0%
Electrical Services	3,838.32	3,317.26	-	\$ -	\$ -	
Computer, Internet & Website	4,598.72	2,568.42	4,700.00	\$ -	\$ 4,700	0.0%
Postage	292.80	318.49	300.00	\$ -	\$ 300	0.0%
Telecommunications	7,670.94	14,688.36	17,000.00	\$ (1,800.00)	\$ 15,200	-10.6%
General Prop Ins (Vehicles)	7,636.00	9,648.00	5,000.00	\$ -	\$ 5,000	0.0%
Mileage Allowance	320.05	98.33	200.00	\$ -	\$ 200	0.0%
Meals and Lodging	85.32	203.53	500.00	\$ -	\$ 500	0.0%
Convention & Education	375.00	2,537.00	3,500.00	\$ (1,400.00)	\$ 2,100	-40.0%
Misc - Discretionary Fund	2,635.62	881.82	500.00	\$ -	\$ 500	0.0%
Books Dues & Subscriptions	5,816.90	3,117.68	6,800.00	\$ -	\$ 6,800	0.0%
Office Supplies	3,833.23	2,650.03	3,100.00	\$ -	\$ 3,100	0.0%
Vehicle Fuels	14,755.99	14,377.44	16,000.00	\$ -	\$ 16,000	0.0%
Vehicle Maintenance/Supplies	24,701.66	19,235.33	15,000.00	\$ (7,000.00)	\$ 8,000	-46.7%
Uniforms & Police Supplies	11,993.68	7,824.82	12,000.00	\$ 1,400.00	\$ 13,400	11.7%
Community Events	-	-	1,000.00	\$ -	\$ 1,000	0.0%
Mobile Data Computer Netwk Svc	-	-	10,000.00	\$ -	\$ 10,000	0.0%
Capital Outlay-Machinery/Equip	13,793.88	58,076.00	-	\$ 31,520.00	\$ 31,520	
Total 31100 - POLICE DEPARTMENT	674,352.66	731,643.08	715,900.00	\$ (18,369.58)	\$ 697,530	-2.6%

Attachment: Council Work session Budget packet 4-17-17 (3136 : FY2017/2018 Draft Budget Discussion)

	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
32100 · FIRE & RESCUE				\$ -	\$ -	
Contributions to other Govt Ent	-	38,801.46	10,000.00	\$ -	\$ 10,000	0.0%
Total 32100 · FIRE & RESCUE	-	38,801.46	10,000.00	\$ -	\$ 10,000	0.0%
34100 · BUILDING OFFICIAL	68,507.50	64,577.50	50,000.00	\$ 15,000.00	\$ 65,000	30.0%
Total 03 · PUBLIC SAFETY	742,860.16	835,022.04	775,900.00	\$ (3,369.58)	\$ 772,530	-0.4%
04 · PUBLIC WORKS				\$ -	\$ -	
43200 · REFUSE COLLECTION				\$ -	\$ -	
Trash Removal Contract	75,443.76	78,144.68	85,000.00	\$ (7,000.00)	\$ 78,000	-8.2%
Total 43200 · REFUSE COLLECTION	75,443.76	78,144.68	85,000.00	\$ (7,000.00)	\$ 78,000	-8.2%
RENTAL PROPERTY - 14740 Wash St				\$ -	\$ -	
Repairs/Maintenance Services	3,145.00	-	-	\$ -	\$ -	
Total RENTAL PROPERTY - 14740 Wash St	3,145.00	-	-	\$ -	\$ -	
43100 · MAINT OF 15000 Wash St./Grounds				\$ -	\$ -	
Repairs/Maintenance Services	55,593.83	54,544.94	55,000.00	\$ -	\$ 55,000	0.0%
Maint Svc Contract-Pest Control	1,790.00	2,100.00	2,000.00	\$ -	\$ 2,000	0.0%
Maint Svc Contract-Landscaping	33,070.75	32,841.48	30,000.00	\$ 5,000.00	\$ 35,000	16.7%
Maint Svc Contract Snow Removal	9,340.50	23,917.50	4,000.00	\$ 3,000.00	\$ 7,000	75.0%
Maint Svc Cont- Street Cleaning	16,217.21	11,161.50	10,000.00	\$ (2,000.00)	\$ 8,000	-20.0%
Maint Svc Contract - Public Wks	19,836.44	-	-	\$ 22,748.66	\$ 22,749	100.0%
Electric/Gas Services	3,042.52	12,784.17	15,000.00	\$ -	\$ 15,000	0.0%
Electrical Services-Streetlight	3,489.36	5,424.48	5,500.00	\$ -	\$ 5,500	0.0%
Water & Sewer Services	232.24	1,191.55	2,000.00	\$ -	\$ 2,000	0.0%
Janitorial Supplies	850.35	963.41	1,000.00	\$ -	\$ 1,000	0.0%
Real Estate Taxes	-	2,274.40	2,500.00	\$ -	\$ 2,500	0.0%
General Property Insurance	2,800.00	-	-	\$ -	\$ -	
Capital Outlay-Machinery/Equip	-	28,854.00	-	\$ -	\$ -	
Total 43100 · MAINT OF 15000 Wash St./Grounds	146,263.20	176,057.43	127,000.00	\$ 28,748.66	\$ 155,749	22.6%
43201 · RENTAL PROPERTY - SUITE 110				\$ -	\$ -	
Electrical Services	3,042.44	-	-	\$ -	\$ -	
Real Property Taxes	314.80	-	-	\$ -	\$ -	
Repairs/Maintenance Services	136.00	-	-	\$ -	\$ -	
Water and Sewer Services	232.22	-	-	\$ -	\$ -	
Total 43201 · RENTAL PROPERTY - SUITE 110	3,725.46	-	-	\$ -	\$ -	
43202 · RENTAL PROPERTY - SUITE 200				\$ -	\$ -	
Electrical Services	3,042.46	-	-	\$ -	\$ -	
Water and Sewer Services	232.19	-	-	\$ -	\$ -	
Total 43202 · RENTAL PROPERTY - SUITE 200	3,274.65	-	-	\$ -	\$ -	
43203 · RENTAL PROPERTY - SUITE 204				\$ -	\$ -	
Electrical Services	3,042.39	-	-	\$ -	\$ -	
Water and Sewer Services	232.15	-	-	\$ -	\$ -	
Total 43203 · RENTAL PROPERTY - SUITE 204	3,274.54	-	-	\$ -	\$ -	
43204 · RENTAL PROPERTY - 15020 WASH ST				\$ -	\$ -	
Real Property Taxes	111.13	-	-	\$ -	\$ -	
Total 43204 · RENTAL PROPERTY - 15020 WASH ST	111.13	-	-	\$ -	\$ -	
43205 · RENTAL PROPERTY-HULFISH HOUSE				\$ -	\$ -	
Real Property Taxes	452.73	-	-	\$ -	\$ -	
Repairs/Maintenance Services	1,086.50	-	-	\$ -	\$ -	
Utilities	164.70	-	-	\$ -	\$ -	
Total 43205 · RENTAL PROPERTY-HULFISH HOUSE	1,703.93	-	-	\$ -	\$ -	
43206 · 14710 WASHINGTON STREET				\$ -	\$ -	

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	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
Electrical Services	376.89	-	-	\$ -	\$ -	
Gas Services	1,253.68	-	-	\$ -	\$ -	
Repairs/Maintenance Services	122.25	-	-	\$ -	\$ -	
Total 43206 · 14710 WASHINGTON STREET	1,752.82	-	-	\$ -	\$ -	
Total 04 · PUBLIC WORKS	238,694.49	254,202.11	212,000.00	\$ 21,748.66	\$ 233,749	10.3%
05 · HEALTH AND WELFARE				\$ -	\$ -	
Tax Relief for the Elderly	10,163.96	-	-	\$ -	\$ -	
Total 05 · HEALTH AND WELFARE	10,163.96	-	-	\$ -	\$ -	
07 · PARKS, REC & CULTURAL				\$ -	\$ -	
71110 · EVENTS				\$ -	\$ -	
Salaries & Wages				\$ -	\$ -	
Contractual Services	13,760.07	50,548.50	65,000.00	\$ -	\$ 65,000	0.0%
71110 · EVENTS - Other				\$ -	\$ -	
Total 71110 · EVENTS	13,760.07	50,548.50	65,000.00	\$ -	\$ 65,000	0.0%
72200 · MUSEUM				\$ -	\$ -	
Salaries & Wages - Part Time	18,730.58	-	-	\$ -	\$ -	
FICA/Medicare	1,028.75	-	-	\$ -	\$ -	
VRS	739.20	-	-	\$ -	\$ -	
Health Insurance	2,359.36	-	-	\$ -	\$ -	
Life Insurance	90.75	-	-	\$ -	\$ -	
Disability Insurance	169.40	-	-	\$ -	\$ -	
Unemployment Insurance	175.60	781.00	750.00	\$ -	\$ 750	0.0%
Advertising	2,194.50	-	-	\$ -	\$ -	
Repairs & Maintenance Services	6,442.25	-	-	\$ -	\$ -	
Telecommunications	2,026.66	2,097.20	2,200.00	\$ -	\$ 2,200	0.0%
Convention & Education	131.23	-	500.00	\$ (500.00)	\$ -	-100.0%
Mileage Allowance	221.24	169.65	200.00	\$ -	\$ 200	0.0%
Books, Dues & Subscriptions	691.66	-	250.00	\$ -	\$ 250	0.0%
Office Supplies	676.80	271.79	250.00	\$ -	\$ 250	0.0%
Electrical Services	591.52	-	-	\$ -	\$ -	
Heating Services	1,234.00	-	-	\$ -	\$ -	
Water & Sewer Services	679.83	-	-	\$ -	\$ -	
Exhibits & Programs	1,666.00	1,502.97	1,500.00	\$ -	\$ 1,500	0.0%
Capital Outlay-Furn/Fixtures	9,955.00	-	-	\$ -	\$ -	
72200 · MUSEUM - Other	295.46	-	-	\$ -	\$ -	
Total 72200 · MUSEUM	50,099.79	4,822.61	5,650.00	\$ (500.00)	\$ 5,150	-8.8%
Total 07 · PARKS, REC & CULTURAL	63,859.86	55,371.11	70,650.00	\$ (500.00)	\$ 70,150	-0.7%

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	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
08 - COMMUNITY DEVELOPMENT				\$ -	\$ -	
81100 - PLANNING COMMISSION				\$ -	\$ -	
Salaries & Wages - Regular	5,750.30	4,838.20	5,000.00	\$ -	\$ 5,000	0.0%
FICA/Medicare	326.17	224.91	500.00	\$ -	\$ 500	0.0%
Planning & Eng. Consultants	43,052.00	51,093.00	50,000.00	\$ 60,000.00	\$ 110,000	120.0%
Mileage Allowance	436.69	486.45	500.00	\$ -	\$ 500	0.0%
Meals & Lodging	804.83	258.31	750.00	\$ -	\$ 750	0.0%
Convention/Education	1,500.00	1,692.48	2,000.00	\$ -	\$ 2,000	0.0%
Total 81100 - PLANNING COMMISSION	51,869.99	58,593.35	58,750.00	\$ 60,000.00	\$ 118,750	102.1%
81110 - ARCHITECTURAL REVIEW BOARD				\$ -	\$ -	
Salaries & Wages - Regular	3,090.00	3,445.00	4,000.00	\$ -	\$ 4,000	0.0%
FICA/Medicare	109.01	150.32	850.00	\$ -	\$ 850	0.0%
Mileage Allowance	-	-	200.00	\$ -	\$ 200	0.0%
Meals & Lodging	-	-	300.00	\$ -	\$ 300	0.0%
Convention & Education	60.00	-	500.00	\$ -	\$ 500	0.0%
Total 81110 - ARCHITECTURAL REVIEW BOARD	3,259.01	3,595.32	5,850.00	\$ -	\$ 5,850	0.0%
81120 - BOARD OF ZONING APPEALS				\$ -	\$ -	
Salaries & Wages - Regular	-	-	-	\$ 1,575.00	\$ 1,575	100.0%
FICA/Medicare	-	-	-	\$ 98.00	\$ 98	100.0%
Mileage Allowance	-	-	-	\$ -	\$ -	
Meals & Lodging	-	-	-	\$ -	\$ -	
Convention & Education	-	-	-	\$ 500.00	\$ 500	100.0%
Total 81120 - BOARD OF ZONING APPEALS	-	-	-	\$ 2,173.00	\$ 2,173	100.0%
Total 08 - COMMUNITY DEVELOPMENT	55,129.00	62,188.67	64,600.00	\$ 62,173.00	\$ 126,773	96.2%
				\$ -		

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	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
09 - NON-DEPARTMENTAL				\$ -	\$ -	
95100 - DEBT SERVICE				\$ -	\$ -	
General Obligation Bond	192,119.63	189,065.02	186,440.00	\$ 45,000.00	\$ 231,440	24.1%
Total 95100 - DEBT SERVICE	192,119.63	189,065.02	186,440.00	\$ 45,000.00	\$ 231,440	24.1%
Total 09 - NON-DEPARTMENTAL	192,119.63	189,065.02	186,440.00	\$ 45,000.00	\$ 231,440	24.1%
94100 - WASH ST. ENHANCEMENT PROJECT				\$ -	\$ -	
Maintenance/Beautification				\$ -	\$ -	
Street Scape Construction				\$ -	\$ -	
Total 94100 - WASH ST. ENHANCEMENT PROJECT				\$ -	\$ -	
Maintenance/Beautification	1,545.00	4,057.64	-	\$ -	\$ -	
Street Scape Construction	765,534.51	207,922.84	-	\$ -	\$ -	
Total 94100 - WASH ST. ENHANCEMENT PROJECT	767,079.51	211,980.48	-	\$ -	\$ -	
94101 - CABOOSE ENHANCEMENT PROJECT				\$ -	\$ -	
Construction	2,920.48	24,684.50	-	\$ -	\$ -	
94101 - CABOOSE ENHANCEMENT PROJECT - Other	-	-	15,000.00	\$ (4,000.00)	\$ 11,000	-26.7%
Total 94101 - CABOOSE ENHANCEMENT PROJECT	2,920.48	24,684.50	15,000.00	\$ (4,000.00)	\$ 11,000	-26.7%
94102 - HARROVER MASTER PLAN				\$ -	\$ -	
Drafting of Plan	10,462.50			\$ -	\$ -	
Architecture/Engineering Fees	-	7,912.50	-	\$ -	\$ -	
Construction	-	30,080.51	-	\$ -	\$ -	
94102 - HARROVER MASTER PLAN - Other	-	-	150,000.00	\$ (75,000.00)	\$ 75,000	-50.0%
Total 94102 - HARROVER MASTER PLAN	10,462.50	37,993.01	150,000.00	\$ (75,000.00)	\$ 75,000	-50.0%
94103 - PEDESTRIAN IMPROVEMENT PROJECT				\$ -	\$ -	
Architectural/Engineering Fees	47,527.00	58,270.00	-	\$ -	\$ -	
94103 - PEDESTRIAN IMPROVEMENT PROJECT - Other	14,873.00	-	350,000.00	\$ (83,000.00)	\$ 267,000	-23.7%
Total 94103 - PEDESTRIAN IMPROVEMENT PROJECT	62,400.00	58,270.00	350,000.00	\$ (83,000.00)	\$ 267,000	-23.7%
94105 - PERSONNEL				\$ -	\$ -	
EMPLOYEE BENEFITS				\$ -	\$ -	
6560 - Payroll Processing Fees	-	-	-	\$ -	\$ -	
Total EMPLOYEE BENEFITS	-	-	-	\$ -	\$ -	
Total 94105 - PERSONNEL	-	-	-	\$ -	\$ -	
94106 - TOWN CENTER MASTER PLAN				\$ -	\$ -	
Architectural/Engineering Fees	24,362.51	94,970.90		\$ -	\$ -	
Construction		284,388.86		\$ -	\$ -	
94106 - TOWN CENTER MASTER PLAN - Other	-	-	123,360.00	\$ (123,360.00)	\$ -	
Total 94106 - TOWN CENTER MASTER PLAN	24,362.51	379,359.76	123,360.00	\$ (123,360.00)	\$ -	
9610 - General Reserve				\$ -	\$ -	
-	-	-	30,000.00	\$ (30,000.00)	\$ -	
94201 - Transfer to Capital Imp. Proj.	-	-	273,360.00	\$ (273,360.00)	\$ -	
Total 09 NON-DEPARTMENTAL					\$ 598,440	
TOTAL EXPENSES	2,861,386.44	2,853,064.63	2,963,660.00	(395,517.92)	\$ 2,568,142	-13.3%

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	2015 Actual	2016 Actual	2017 Budget	Difference	2018 Budget	Percentage Change
Net Ordinary Income	(107,186.95)	(783,352.57)	(225,000.00)	\$ (303,360.00)	\$ (528,360)	134.8%
Other Income/Expense					\$ -	
Other Income					\$ -	
99000 - Use of Carry-over surplus		-	225,000.00	\$ (225,000.00)	\$ -	
Total Other Income		-	225,000.00	\$ (225,000.00)	\$ -	
Net Other Income		-	225,000.00	\$ (225,000.00)	\$ -	
NET REVENUE/DEFICIT	(107,186.95)	(783,352.57)	-	(528,360.00)	0	

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15000 Washington St.
Haymarket, Virginia
703-753-2600



Building Official:
Joe Barbeau
Total Construction Solutions, LLC

Effective July 1, 2017
PROPOSED BUILDING FEE SCHEDULE

Construction Permit Application:	Fees:	Notes:
Non Refundable permit administration fee	\$25.00	Per permit
Residential:		
Residential Plan Review (New Construction)	\$300.00 <u>0.35 per gross square foot</u> Minimum Charge	
Residential Permit (New Construction)	\$50 <u>610.00</u>	Includes Permit and six (6) inspections Additional inspections \$90 <u>100.00</u> each
Residential Plan Review (Additions, Remodeling, Alterations)	\$400 <u>150.00</u>	Minimum Charge
Residential (Additions, Remodeling, Alterations)	\$400 <u>500.00</u>	Includes Permit and four (4) inspections Additional inspections: \$90 <u>100.00</u> each
Residential (Decks)	\$200 <u>220.00</u>	Includes permit and two (2) inspections Additional inspections: \$90 <u>100.00</u> each
Residential (Plumbing)	\$100 <u>90.00</u>	Per inspection
Residential (H/V/AC)	\$100 <u>90.00</u>	Per inspection
Residential (Electrical)	\$90 <u>100.00</u>	Per inspection
Residential (Fire)	\$90 <u>100.00</u>	Per inspection
Residential (Occupancy Permit)	\$100.00	
Commercial:		
Commercial Plan Review (new/additions)	\$350.00 <u>0.50 per gross square foot</u> Minimum Charge	
Commercial (new/additions)	\$1,050 <u>1,150.00</u>	Includes Permit and ten (10) inspections Additional Inspections: \$90 <u>110.00</u> each
Commercial Plan Review (tenant layout/alterations)	\$150.00	Minimum Charge
Commercial (tenant layout/alterations)	\$890 <u>970.00</u>	Includes Permit and eight (8) inspections Additional inspections: \$90 <u>110.00</u> each
Commercial (Plumbing)	\$1100 <u>0.00</u>	Per inspection
Commercial (H/V/AC)	\$400 <u>110.00</u>	Per inspection
Commercial (Electrical)	\$400 <u>110.00</u>	Per inspection
Commercial (Fire)	\$400 <u>110.00</u>	Per inspection
Commercial (Occupancy Permit)	\$150.00	

NOTE: All commercial projects at or above \$200,000.00 in total construction budget viable to standard industry sources, will be charged 1% of total construction cost for all permitting and inspections fees. Plan review fees will not be included and will be charged according to the schedule above.

Amusement Devices:

Small Mechanical ride or Inflatable amusement device	\$35.00	Per permit
Circular ride or flat-ride less than 20 feet in height	\$55.00	Per permit
Spectacular ride	\$75.00	Per permit
Coaster Ride	\$200.00	Per permit

NOTE: If a private inspector is used for amusement devices inspections fee reductions of 75% will be implemented.

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Other Permits and Fees:

Fire Marshal inspections (sprinklers, fire alarms)	\$150.00	Per inspection
Site inspection (storm sewer, water, sewer lines)	\$150.00	Per inspection
Code compliance inspection (requested by customer)	\$200.00	Per inspection
VA Department of Professional Services		2% of total permit fee (insp. & plan review)
Plan Review	\$150.00	Per hour
Code Modification Review (per structure/tenant space)	\$100.00	
Sign Permit (requires building & electrical permits)	\$100.00	
Pre-designed Meetings	\$90.00	Per hour
Reinstatement of Rescinded/Suspended Construction Permit	\$100.00	
Reassignment of Responsible Parties for Construction Permits	\$100.00	Per charge

NOTE: Any work commenced prior to obtaining proper permits, the applicant will be responsible for acquiring the necessary permits, and all fees associated with those permits will be doubled.

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