



FINANCE COMMITTEE
COMMITTEE
~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Tuesday, February 19, 2019

5:00 PM

Council Chambers

I. Call to Order

II. Discussion Items

A. Review and discuss current budget actuals vs. budget

1. Review and Discuss Current Budget Actuals Vs. Budget

B. Update Committee on status regarding Draft Budget for Fiscal Year 2020

III. Adjournment

02/15/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through January 2019

Attachment: Revenue & Expenditures Actual To-Date vs Annual Budget - January 2019 (3930 : Review and Discuss Current Budget Actuals Vs.

	Jul '18 - Jan 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	363,030.77	367,666.00	98.7%
Public Service Corp RE Tax	11,778.30	11,274.00	104.5%
Interest - All Property Taxes	81.54	0.00	100.0%
Penalties - All Property Taxes	600.51	1,000.00	60.1%
Total 3110 · GENERAL PROPERTY TAXES	375,491.12	379,940.00	98.8%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,937.03	180,000.00	2.2%
Cigarette Tax	93,937.50	135,000.00	69.6%
Consumer Utility Tax	91,842.98	150,000.00	61.2%
Meals Tax - Current	425,966.15	650,000.00	65.5%
Sales Tax Receipts	87,024.80	155,000.00	56.1%
Penalties (Non-Property)	703.42	0.00	100.0%
Interest (Non-Property)	18.43	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	703,430.31	1,288,000.00	54.6%
3130 · PERMITS,FEES & LICENESES			
Application Fees	4,820.00	2,700.00	178.5%
Inspection Fees	6,690.00	10,000.00	66.9%
Motor Vehicle Licenses	468.00	1,900.00	24.6%
Other Planning & Permits	11,390.63	25,000.00	45.6%
Total 3130 · PERMITS,FEES & LICENESES	23,368.63	39,600.00	59.0%
3140 · FINES & FORFEITURES			
Fines	20,353.94	65,000.00	31.3%
Total 3140 · FINES & FORFEITURES	20,353.94	65,000.00	31.3%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	5,322.24	0.00	100.0%
Interest on Bank Deposit	3,188.60	8,000.00	39.9%
Interest on Bank Deposits	6,190.97	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	14,701.81	8,000.00	183.8%
3151 · RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	13,396.36		
315110 · Suite 200 Genesis Contracting	2,010.00		
315120 · Suite 202 Metis Group	3,500.00		
315125 · Suite 204 MAC-ISA	2,520.00		
315150 · 15020 Washington Realty	24,918.81		
315155 · 15026 Copper Cricket	13,196.00		
315160 · The Very Thing For Her	19,670.00		
3151 · RENTAL (USE OF PROPERTY) - Other	365.85	136,957.00	0.3%
Total 3151 · RENTAL (USE OF PROPERTY)	79,577.02	136,957.00	58.1%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	120.00		
Public Safety			
Donation/Grants	5,002.00	5,000.00	100.0%
Public Safety - Other	125.00	0.00	100.0%
Total Public Safety	5,127.00	5,000.00	102.5%
Total 3160 · CHARGES FOR SERVICES	5,247.00	5,000.00	104.9%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	73,108.82	70,000.00	104.4%
Total 3165 · REVENUE - TOWN EVENTS	73,108.82	70,000.00	104.4%

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3170 · HISTORICAL FUND			
Historical Fund	21,230.02	21,230.02	100.0%
Total 3170 · HISTORICAL FUND	21,230.02	21,230.02	100.0%
3180 · MISCELLANEOUS			
Citations & Accident Reports	515.00	1,000.00	51.5%
Vetern Banners	354.00		
Miscellaneous	60.00	0.00	100.0%
Recovered Costs- Private Events			
Donations			
Charitable Contributions	2.00		
Total Donations	2.00		
Total Recovered Costs- Private Events	2.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	931.00	1,000.00	93.1%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	15,182.00	28,000.00	54.2%
Car Rental Reimbursement	4,382.20	5,500.00	79.7%
Communications Tax	63,790.45	117,000.00	54.5%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
Railroad Rolling Stock	1,333.31	1,500.00	88.9%
Total 32 · REVENUE FROM COMMONWEALTH	103,314.93	171,627.00	60.2%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	4,555.75	13,000.00	35.0%
CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	4,555.75	228,700.00	2.0%
35 · Reserve Funds For CIP	0.00	250,000.00	0.0%
Total Income	1,425,310.35	2,665,054.02	53.5%
Gross Profit	1,425,310.35	2,665,054.02	53.5%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	2,352.46	5,000.00	47.0%
FICA/Medicare	730.57	2,000.00	36.5%
Meals and Lodging	1,015.37	1,500.00	67.7%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	11,150.00	32,100.00	34.7%
Total 11100 · TOWN COUNCIL	15,248.40	41,350.00	36.9%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	127,612.48	209,697.00	60.9%
Salaries/Wages - Part Time	42,541.00	70,200.00	60.6%
FICA/Medicare	12,428.49	22,044.00	56.4%
VRS	10,567.47	30,236.00	34.9%
Health Insurance	25,351.24	38,677.00	65.5%
Life Insurance	1,481.66	4,000.00	37.0%
Disability Insurance	923.65	2,900.00	31.9%
Unemployment Insurance	3,883.43	2,000.00	194.2%
Worker's Compensation	300.00	300.00	100.0%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	4,439.12	8,000.00	55.5%

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02/15/19

Town of Haymarket
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 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	% of Budget
Cigarette Tax Administration	2,984.84	5,500.00	54.3%
Printing & Binding	4,491.73	13,000.00	34.6%
Advertising	3,854.41	12,000.00	32.1%
Computer, Internet & Website Svc	12,718.45	23,650.00	53.8%
Postage	1,801.88	4,000.00	45.0%
Telecommunications	222.03	6,000.00	3.7%
Mileage Allowance	33.25	2,500.00	1.3%
Meals & Lodging	1,429.18	6,000.00	23.8%
Convention & Education	1,160.05	8,000.00	14.5%
Discretionary Fund	0.00	1,000.00	0.0%
Books, Dues & Subscriptions	8,931.72	15,000.00	59.5%
Office Supplies	3,430.39	4,000.00	85.8%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	285,286.47	511,704.00	55.8%
12210 · LEGAL SERVICES			
Legal Services	31,423.84	73,000.00	43.0%
Total 12210 · LEGAL SERVICES	31,423.84	73,000.00	43.0%
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	331,958.71	642,554.00	51.7%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	210,709.13	380,741.00	55.3%
Salaries & Wages - OT Regular	0.00	14,000.00	0.0%
Salaries & Wages - OT Premium	13,984.46	20,000.00	69.9%
Salaries & Wages - Holiday Pay	11,547.96	10,000.00	115.5%
Salaries & Wages - Part Time	10,534.94	14,000.00	75.2%
Salary & Wages - DMV Grant	3,968.70		
FICA/MEDICARE	18,729.19	29,879.00	62.7%
VRS	19,761.14	42,221.00	46.8%
Health Insurance	36,337.14	67,380.00	53.9%
Life Insurance	2,721.08	4,648.00	58.5%
Disability Insurance	1,269.65	1,313.00	96.7%
Unemployment Insurance	0.00	2,178.00	0.0%
Workers' Compensation Insurance	8,641.00	12,964.00	66.7%
Line of Duty Act Insurance	1,305.00	1,440.00	90.6%
Legal Services	10,842.05	12,000.00	90.4%
Advertising	27.40		
Computer, Internet & Website	11,467.20	14,000.00	81.9%
Postage	22.10	300.00	7.4%
Telecommunications	4,869.41	10,350.00	47.0%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-32.74		
Convention & Edu. (Training)	2,804.66	3,500.00	80.1%
Misc - Discretionary Fund	428.81	500.00	85.8%
Annual Dues & Subscriptions	10,111.90	7,524.00	134.4%
Office Supplies	3,755.06	3,500.00	107.3%
Vehicle Fuels	9,876.46	16,000.00	61.7%
Vehicle Maintenance/Supplies	6,940.09	8,000.00	86.8%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	28,761.62	22,300.00	129.0%
Community Events	4,509.98	5,000.00	90.2%
Grant Expenditures	0.00	13,000.00	0.0%
Insurance Pass-Through	-2,110.68	0.00	100.0%
Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%
Capital Outlay-Machinery/Equip	21,313.19	31,592.00	67.5%
Total 31100 · POLICE DEPARTMENT	457,349.95	768,330.00	59.5%

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34100 · BUILDING OFFICIAL			
Erosion & Sedimentation Ins.	6,150.00	40,000.00	15.4%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
Total 34100 · BUILDING OFFICIAL	<u>6,150.00</u>	<u>50,000.00</u>	<u>12.3%</u>
Total 03 · PUBLIC SAFETY	463,499.95	818,330.00	56.6%
04 · PUBLIC WORKS			
Town Public Works	18,097.11	70,426.00	25.7%
Street Beautification - HF	0.00	21,230.02	0.0%
43200 · REFUSE COLLECTION			
Trash Removal Contract	50,304.96	78,000.00	64.5%
Total 43200 · REFUSE COLLECTION	<u>50,304.96</u>	<u>78,000.00</u>	<u>64.5%</u>
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	23,832.73	55,000.00	43.3%
Maint Svc Contract-Pest Control	815.00	2,000.00	40.8%
Maint Svc Contract-Landscaping	14,525.00	35,000.00	41.5%
Maint Svc Contract Snow Removal	1,640.90	7,000.00	23.4%
Maint Svc Cont- Street Cleaning	2,815.00	2,000.00	140.8%
Electric/Gas Services	9,266.03	15,000.00	61.8%
Electrical Services-Streetlight	3,056.51	5,500.00	55.6%
Water & Sewer Services	1,162.57	2,000.00	58.1%
Janitorial Supplies	766.06	1,000.00	76.6%
Real Estate Taxes	1,115.91	4,000.00	27.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	<u>58,995.71</u>	<u>128,500.00</u>	<u>45.9%</u>
Total 04 · PUBLIC WORKS	127,397.78	298,156.02	42.7%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
Grounds Maintenance/Repairs	9,251.78	68,000.00	13.6%
Total 70000 · HAYMARKET COMMUNITY PARK	<u>9,251.78</u>	<u>68,000.00</u>	<u>13.6%</u>
71110 · EVENTS			
Advertising - Events	9,496.08	0.00	100.0%
Contractual Services	55,385.54	70,000.00	79.1%
71110 · EVENTS - Other	427.27	0.00	100.0%
Total 71110 · EVENTS	<u>65,308.89</u>	<u>70,000.00</u>	<u>93.3%</u>
72200 · MUSEUM			
Advertising	0.00	750.00	0.0%
Telecommunications	1,074.01	2,200.00	48.8%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	0.00	1,700.00	0.0%
Total 72200 · MUSEUM	<u>1,074.01</u>	<u>5,150.00</u>	<u>20.9%</u>
Total 07 · PARKS, REC & CULTURAL	75,634.68	143,150.00	52.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	2,925.00	5,000.00	58.5%
FICA/Medicare	243.00	500.00	48.6%
Consultants - Engineer	18,817.34	50,000.00	37.6%
Consultants - Comp Plan	0.00	40,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Total 81100 · PLANNING COMMISSION	<u>21,985.34</u>	<u>98,750.00</u>	<u>22.3%</u>

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81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	2,850.00	4,000.00	71.3%
FICA/Medicare	277.70	850.00	32.7%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	3,127.70	5,850.00	53.5%
81111 · Board Of Zoning Appeals			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
Salaries & Wages - Regular	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	25,113.04	106,773.00	23.5%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond - Prin	169,499.91	186,440.00	90.9%
Total 95100 · DEBT SERVICE	169,499.91	186,440.00	90.9%
Total 09 · NON-DEPARTMENTAL	169,499.91	186,440.00	90.9%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	7,100.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	10,040.00		
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	0.00	208,600.00	0.0%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	10,040.00	208,600.00	4.8%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	28,485.69	203,951.00	14.0%
Total 94106 · TOWN CENTER MASTER PLAN	28,485.69	203,951.00	14.0%
94107 · BLIGHT MITIGATION			
Building Official/Engr.	0.00	50,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	50,000.00	0.0%
Total Expense	1,231,629.76	2,665,054.02	46.2%
Net Ordinary Income	193,680.59	0.00	100.0%
Net Income	193,680.59	0.00	100.0%

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