



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

Kimberly Henry, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, January 29, 2024

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Agenda Items

1. Monthly Financial Report
2. Resolution 2024-001: Budget Amendment
3. Board of Zoning Appeals Nomination
4. Strategic Planning Work Session: 2024 Priority List
5. Ordinance 2024-001: Mobile Food Establishment Ordinance Discussion

IV. Adjournment

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	439,250.92	455,783.00	96.4%	
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-03 · Interest - All Property Taxes	5.52	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,371.72	1,000.00	137.2%	
Total 3110 · GENERAL PROPERTY TAXES	454,288.08	469,383.00	96.8%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	132,510.84	175,000.00	75.7%	collections up to December 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
				collections of new businesses and delinquent businesses
3120-02 · Business License Tax	25,485.17	250,000.00	10.2%	
3120-03 · Cigarette Tax	73,781.23	140,000.00	52.7%	Collectionbns up to December 2023
3120-04 · Consumer Utility Tax	49,913.00	158,000.00	31.6%	collections up to November 2023
3120-05 · Meals Tax - Current	717,918.02	1,200,000.00	59.8%	Collections up to December 2023
3120-06 · Sales Tax Receipts	71,166.48	160,000.00	44.5%	collections up to November 2023
3120-07 · Penalties (Non-Property)	4,692.41	5,000.00	93.8%	
3120-08 · Interest (Non-Property)	306.99	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,075,774.14	2,112,000.00	50.9%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,900.00	4,500.00	42.2%	
3130-03 · Motor Vehicle Licenses	317.00	1,000.00	31.7%	
3130-05 · Other Planning & Permits	5,120.00	15,000.00	34.1%	
3130-06 · Pass Through Fees	11,142.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESES	18,479.50	20,500.00	90.1%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	10,532.45	20,000.00	52.7%	
Total 3140 · FINES & FORFEITURES	10,532.45	20,000.00	52.7%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	9,322.61	1,500.00	621.5%	Collections up to December 2023
3150-03 · Interest on Bank Deposits	59,506.62	10,000.00	595.1%	Collections up to December 2023
Total 3150 · REVENUE - USE OF MONEY	68,829.23	11,500.00	598.5%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	25,632.42	49,207.00	52.1%	
3151-08 · 15020 Washington Realty	33,116.93	56,772.00	58.3%	
3151-09 · 15026 Copper Cricket	14,197.54	24,338.00	58.3%	
3151-11 · Cupcake Heaven and Cafe LLC	20,759.31	35,838.00	57.9%	
3151-14 · Salman Home Realty Suite 204	3,920.00	5,600.00	70.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	
3151-16 · Stirrup For Delegate 21	3,315.00	3,315.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	108,039.87	182,169.00	59.3%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5,305.00	0.00	100.0%	Surplus sale of PD vehicle (Taurus)
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	28,100.00	10,000.00	281.0%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	58,481.49	80,000.00	73.1%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	9,218.30	8,000.00	115.2%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,283.26	5,000.00	225.7%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	474.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	107,680.50	103,000.00	104.5%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	128.49	0.00	100.0%	
3180-01 · Citations & Accidents Reports	20.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	

Attachment: FY2024 Actuals on 01.23.2024 (6455 : Monthly Financial Report)

\$45,518.56 for Stolen check reimbursed by VRSA

3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	46,477.05	0.00		
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	18,242.00	31,548.00	57.8%	Quarterly grant
3200-05 · Communications Tax	41,238.02	80,000.00	51.5%	collections up to December 2023
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1%	As of August 2023
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	94,512.14	145,868.00	64.8%	
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%	
Total Income	1,989,917.96	3,264,420.00	61.0%	
Gross Profit	1,989,917.96	3,264,420.00	61.0%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	647.00	2,500.00	25.9%
111002 · FICA/Medicare	711.82	2,000.00	35.6%
111003 · Meals and Lodging	125.79	1,000.00	12.6%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	10,375.00	25,000.00	41.5%
Total 11100 · TOWN COUNCIL	11,859.61	30,750.00	38.6%

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	229,202.41	407,469.00	56.3%
1211002 · Salaries/Wages - OverTime	1,428.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	27,816.00	66,560.00	41.8%
1211004 · FICA/Medicare	19,195.22	36,264.00	52.9%
1211005 · VRS	16,260.48	37,852.00	43.0%
1211006 · Health Insurance	30,427.60	63,963.00	47.6%
1211007 · Life Insurance	3,094.20	4,850.00	63.8%
1211008 · Disability Insurance	1,567.52	3,360.00	46.7%
1211009 · Unemployment Insurance	457.53	5,995.00	7.6%
1211010 · Worker's Compensation	279.75	435.00	64.3%
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%
1211012 · Accounting Services	896.50	8,000.00	11.2%
1211014 · Printing & Binding	3,589.22	8,298.00	43.3%
1211015 · Advertising	1,807.50	9,000.00	20.1%
1211016 · Computer, Internet & Website Svc	6,308.36	28,550.00	22.1%
1211017 · Postage	1,018.66	4,000.00	25.5%
1211018 · Telecommunications	4,082.60	7,500.00	54.4%
1211019 · Mileage Allowance	277.72	1,000.00	27.8%
1211020 · Meals & Lodging	1,296.76	2,000.00	64.8%
1211021 · Convention & Education	1,206.15	6,000.00	20.1%
1211022 · Miscellaneous	387.00	2,000.00	19.4%
1211024 · Books, Dues & Subscriptions	8,318.00	16,000.00	52.0%
1211025 · Office Supplies	3,278.28	6,500.00	50.4%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	381,325.91	753,999.00	50.6%

12210 · LEGAL SERVICES

1221001 · Legal Services	42,960.03	83,200.00	51.6%	payments up to December 2023 services
Total 12210 · LEGAL SERVICES	42,960.03	83,200.00	51.6%	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	18,400.00	17,120.00	107.5%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	17,120.00	107.5%

Total 01 · ADMINISTRATION

	454,545.55	885,069.00	51.4%
--	------------	------------	-------

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	285,158.37	516,406.00	55.2%
3110003 · Salaries & Wages - OT Premium	16,225.18	30,000.00	54.1%
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%
3110004 · Salaries & Wages - Holiday Pay	23,831.89	35,541.00	67.1%
3110005 · Salaries & Wages - Part Time	34,140.00	65,000.00	52.5%
3110007 · Salaries & Wages - DMV Grant	2,987.29	0.00	100.0%

Attachment: FY2024 Actuals on 01.23.2024 (6455 : Monthly Financial Report)

3110012 · Salaries & Wages - PT Admin.	7,745.00	39,000.00	19.9%
3110020 · FICA/MEDICARE	27,810.89	53,240.00	52.2%
3110021 · VRS	17,951.67	31,604.00	56.8%
3110022 · Health Insurance	49,042.00	72,272.00	67.9%
3110023 · Life Insurance	3,930.55	6,146.00	64.0%
3110024 · Disability Insurance	1,426.46	2,400.00	59.4%
3110025 · Unemployment Insurance	500.49	3,360.00	14.9%
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%
3110028 · Legal Services	15,636.30	28,392.00	55.1%
3110032 · Computer, Internet & Website	2,332.50	5,000.00	46.7%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	6,265.18	13,800.00	45.4%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	2,836.18	5,000.00	56.7%
3110038 · Convention & Edu. (Training)	2,182.00	10,000.00	21.8%
3110040 · Annual Dues & Subscriptions	10,744.09	17,200.00	62.5%
3110041 · Office Supplies	3,212.64	5,000.00	64.3%
3110042 · Vehicle Fuels	15,650.39	36,700.00	42.6%
3110043 · Vehicle Maintenance/Supplies	7,113.46	21,500.00	33.1%
3110045 · Uniforms & Police Supplies	26,743.21	36,000.00	74.3%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%
Total 31100 · POLICE DEPARTMENT	662,310.44	1,157,858.00	57.2%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
Total 03 · PUBLIC SAFETY	662,310.44	1,167,858.00	56.7%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	61,850.22	123,750.00	50.0%
Total 43200 · REFUSE COLLECTION	61,850.22	123,750.00	50.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	36,774.18	105,222.00	34.9%
4310002 · Maint Svc Contract-Pest Control	2,914.00	3,000.00	97.1%
4310003 · Maint Svc Contract-Landscaping	14,972.31	35,000.00	42.8%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	9,301.46	18,593.00	50.0%
4310008 · Electrical Services-Streetlight	2,576.62	5,500.00	46.8%
4310009 · Water & Sewer Services	1,974.16	3,850.00	51.3%
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%
4310011 · Real Estate Taxes	573.29	2,500.00	22.9%
4310015 · Maintenance - Vehicle Fuel	724.89	5,000.00	14.5%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	69,834.89	192,665.00	36.2%
Total 04 · PUBLIC WORKS	131,685.11	323,628.00	40.7%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	41,064.42	75,075.00	54.7%
60001 · Town Tourism	26,434.89	50,050.00	52.8%
60003 · Advertising	0.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	67,499.31	147,125.00	45.9%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	3,000.00	25,000.00	12.0%
Total 70000 · HAYMARKET COMMUNITY PARK	3,000.00	25,000.00	12.0%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%
7111003 · Contractural Services	39,128.44	50,000.00	78.3%
7111004 · Events - Other	29,569.00	30,850.00	95.8%
7111005 · Police Department Events	2,235.12	7,500.00	29.8%
7111006 · Farmer's Market	343.43	8,000.00	4.3%
Total 71110 · EVENTS	73,219.99	101,350.00	72.2%

vehicle will be picked up this coming week

For services up to January 2024

72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	710.25	2,200.00	32.3%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
Total 72200 · MUSEUM	1,110.25	5,950.00	18.7%	
Total 07 · PARKS, REC & CULTURAL	77,330.24	132,300.00	58.5%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,435.00	5,670.00	25.3%	
8110002 · FICA/Medicare	130.63	500.00	26.1%	
8110003 · Consultants - Engineer	3,645.50	10,000.00	36.5%	
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 · Engineer - Pass Through	18,946.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	24,157.13	23,120.00	104.5%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	945.00	5,830.00	16.2%	
8111002 · FICA/Medicare	33.84	446.00	7.6%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	978.84	7,776.00	12.6%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	25,135.97	33,823.00	74.3%	
09 · NON-DEPARTMENTAL				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	137,800.00	136,600.00	100.9%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	3,298.73	4,950.00	66.6%	Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	141,098.73	141,550.00	99.7%	
Total 09 · NON-DEPARTMENTAL	186,617.29	187,069.00	99.8%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	7,991.23	150,000.00	5.3%	
Total 94104 · Street Scape - Park Sidewalk	7,991.23	150,000.00	5.3%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.02	0.00	100.0%	
Total EMPLOYEE BENEFITS	-0.02	0.00	100.0%	
Total 94105 · PERSONNEL	-0.02	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	924.50	50,000.00	1.8%	
Total 94106 · TOWN CENTER MASTER PLAN	924.50	50,000.00	1.8%	
94107 · BLIGHT MITIGATION				
94107 · Blight Mitigation	0.00	40,000.00	0.0%	
94108 · Capital Improvement Funds Expens				
94108 · Capital Improvement Funds Expens	7,730.00	147,548.00	5.2%	
Total Expense	1,621,769.62	3,264,420.00	49.7%	
Net Ordinary Income	368,148.34	0.00	100.0%	
Net Income	368,148.34	0.00	100.0%	

Attachment: FY2024 Actuals on 01.23.2024 (6455 : Monthly Financial Report)



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

Staff Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: February 05, 2024
Re: Fiscal Year 2023-2024 Mid-Year Budget Amendment

BACKGROUND

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does exceed that amount, a Public Hearing is required. The Council may adopt the amendment at the February 05, 2024 meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 4002-Transfer from ARPA Funds line item to begin the construction phase of the Park sidewalk, which includes a 30% contingency for the project. This project should begin in the Spring and completed by the end of the fiscal year. We are adjusting on expenditure side by moving over left over funds from the engineering/architectural line item into the construction line item for this project and continuing to leave the \$50,000 to complete the Town Center Master Plan.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
4002				
Transfer from ARPA Funds	\$	200,000	\$ 926,477	\$ 726,477
<u>Expenditure:</u>				
Town Center Master Plan:				
9410601				
Architectural/Engineering	\$	50,000	\$ 50,000	\$ 0

“Everyone’s Home Town”
www.townofhaymarket.org

Park Sidewalk:				
9410401				
Architectural/Engineering	\$	150,000	\$	39,891 (\$ 110,109)
9410402				
Construction	\$	0	\$	836,586 \$ 836,586

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3120-05 - Meals Tax line item is to adjust for the expected increase due to the new in Town restaurants that are now online.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
3120-05				
Meals Tax	\$	1,200,000	\$	1,375,000 \$ 175,000

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3120-00 - Transient Occupancy Tax line item is to adjust for the expected increase due to trending similar to last year.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
3120-00				
Transient Occupancy Tax	\$	175,000	\$	225,000 \$ 50,000

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3150-01 - VACO/VML Investment line item and 3150-03 Interest on Bank Deposits line item is to adjust for the expected increase due to high interest rates. This proposed amendment does consider a potential reduction in the coming months due to a potential reduction in interest rates.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
3150-01				
VACO/VML Investment	\$	1,500	\$	13,500 \$ 12,000
3150-03				
Interest on Bank Deposits	\$	10,000	\$	89,500 \$ 79,500

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3160-01 – Public Safety line item is to amend for the sale of the old police cruiser. 3200-02 - 599 Law Enforcement Grant line item to recognize the additional grant funds the Police Dept. will be receiving this fiscal year. These two additional funds will amend 3110045 – Uniform & Supplies line item on the expenditures.

Source Line Item			
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Revenue:</u>			
3160-01			
Public Safety	\$ 0	\$ 5,305	\$ 5,305
32002-02			
599 Law Enforce. Grant	\$ 31,548	\$ 36,144	\$ 4,596
<u>Expenditure:</u>			
3110045			
Uniform & Supplies	\$ 36,000	\$ 45,901	\$ 9,901

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3165-00 – Sponsorship line item, 3165-02 Farmer’s Market line item, and 3165-03 Town Ornaments line item. This current fiscal year the Town has been able to increase these revenues due to being able to have a dedicated part-time staff member to increase funds for Town Events.

Source Line Item			
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Revenue:</u>			
3165-00			
Sponsorship	\$ 10,000	\$ 25,600	\$ 15,600
3165-02			
Farmer’s Market	\$ 8,000	\$ 12,000	\$ 4,000
3165-03			
Town Ornaments	\$ 5,000	\$ 12,500	\$ 7,500

- 7. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3180-00 – Convenience Fee line item and 1211012 – Accounting Services line item to recognize the fees collected to provide the online payment services.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Revenue:</u>				
3180-00				
Convenience Fee	\$ 0	\$ 300	\$	300
<u>Expenditure:</u>				
1211012				
Accounting Services	\$ 8,000	\$ 8,300	\$	300

- 8. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3180-04 – Reimbursement from Insurance line item and 3110043 – Vehicle Maintenance/Supplies line item to recognize the reimbursed funds for PD vehicle.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Revenue:</u>				
3180-04				
Reimbursement from Ins.	\$ 45,519	\$ 46,019	\$	500
<u>Expenditure:</u>				
3110043				
Vehicle Maint/Supplies	\$ 21,500	\$ 22,000	\$	500

9. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3180-05 – Recovered Cost – Private Events line item and 7111005 – Police Depart. Events line item to recognize the law enforcement event within Town boundaries.

Source Line Item			
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Revenue:</u>			
3180-05			
Recov. Cost – Private Events	\$ 0	\$ 300	\$ 300
<u>Expenditure:</u>			
7111005			
Police Dept. Events	\$ 7,500	\$ 7,800	\$ 300

10. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3200-16 – DMV Select Grant line item as the Town has been reinstated for FY2024 as our current Chief of Police had been working on getting reinstated for participation. The grant funds will be used in line items 3110007 – Salaries & Wages – DMV Grant and 3110038 – Convention & Edu. (Training) on the expenditures of this budget. This amendment will also updated he taxes for due to this grant.

Source Line Item			
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Revenue:</u>			
3200-16			
DMV Select Grant	\$ 0	\$ 12,656	\$ 12,656
<u>Expenditure:</u>			
3110007			
Salaries/Wages – DMV	\$ 0	\$ 11,856	\$ 11,856
3110020			
FICA/Medicare	\$ 53,240	\$ 39,480	\$ 908
3110038			
Convention & Edu.	\$ 10,000	\$ 10,800	\$ 800

11. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1211001 – Salaries/Wages – Regular, 1211002 – Salaries/Wages – Over Time, and Salaries/Wages – Part Time. These amendments are to address the additional work that the Town is accruing due to the success of Town events and need for additional hours that these events create on Town staff. Town is proposing to move funds from the part-time hours into the regular hours to off set cost. The FTE proposal will also need to adjust some of the taxes and benefit line items to be updated.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Expenditure:</u>				
1211001				
Salaries/Wages - Regular	\$ 407,469	\$ 425,469	\$	18,000
1211002				
Salaries/Wages – Overtime	\$ 0	\$ 3,500	\$	3,500
1211003				
Salaries/Wages – Part-Time	\$ 66,560	\$ 55,875	(\$	10,685)
1211004				
FICA/Medicare	\$ 36,264	\$ 36,755	\$	491
1211005				
VRS	\$ 37,852	\$ 39,480	\$	1,628
1211007				
Life Insurance	\$ 4,850	\$ 5,075	\$	225
1211010				
Worker’s Comp	\$ 435	\$ 481	\$	46

12. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1211020 – Meals & Lodging line item. This increase is due to having staff be able to attend more conferences and educational events this fiscal year.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Expenditure:</u>				
1211020				
Meals & Lodging	\$ 2,000	\$ 3,500	\$	1,500

13. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1221001 - Legal Services line item. This increase is due to project driven expenses as this fiscal year many Town projects have continued or started that would require legal review on items.

Source Line Item			
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>			
1221001			
Legal Services	\$ 83,200	\$ 96,702	\$ 13,502

14. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1224001 - Auditing Services line item. This increase is due to FY2022 and FY2023 audits being conducted in this current fiscal year. We did not expend the funds for last year as it was never completed, so it will need to be done in this current year.

Source Line Item			
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>			
1224001			
Auditing Services	\$ 17,120	\$ 42,600	\$ 25,480

15. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 60000 - Tourism/Traveling Marketing line item and 60001 - Town Tourism line item. This increase is due to the increase in Transient Occupancy Tax revenue existing MOU.

Source Line Item			
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>			
60000			
Tourism/Travel Marketing	\$ 75,075	\$ 96,429	\$ 21,354
60001			
Town Tourism	\$ 50,050	\$ 64,286	\$ 14,236

16. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 7000003 - Demolition line item. The proposed amendment is to fund the demolition project of the Park

house. This project will begin incurring costs as the need for legal to work on RFP for demolition. The budget will move funds from the CIP funds expenditure line items to accomplish this amendment per the 5 year CIP plan.

Source Line Item					
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>		<u>Amended Budget</u>		<u>Change</u>
<u>Expenditure:</u>					
7000003					
Demolition	\$	0	\$	50,000	\$ 50,000

17. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 7111003 - Contractual Services line item, 7111004 - Events - Other line item, and 7111006 Farmer's Market line item. These line items are to adjust for the additional revenue Events has produced this fiscal year.

Source Line Item					
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>		<u>Amended Budget</u>		<u>Change</u>
<u>Expenditure:</u>					
7111003					
Contractual Services	\$	50,000	\$	64,950	\$ 14,950
7111004					
Events - Other	\$	30,850	\$	40,850	\$ 10,000
7111006					
Farmer's Market	\$	8,000	\$	12,000	\$ 4,000

18. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 94109 - Storm Water Grant Match line item. The Town will submit to the County to begin the County

initiated study. This is being accomplished by moving funds from the CIP Funds expenditure line item.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Expenditure:</u>				
94109				
Storm Water Grant Match	\$ 0	\$ 40,000	\$ 40,000	

19. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 9510002 – General Obligation Bond line item. This was to adjust for the final payment of 2 of the 3 bonds the Town had paid off this fiscal year. The funds were moved from the CIP Funds expenditure line item.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Expenditure:</u>				
9510002				
General Obligation Bond	\$ 136,600	\$ 137,800	\$ 1,200	

20. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 94108 – CIP Funds Expenditures line item. This amendment is due to the increase in revenues that were created with the additional increases and after adjusting some of the expenditures in this amendment to create a balance budget. The unused funds are placed into the CIP to continue to build funds for CIP projects.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Expenditure:</u>				
94108				
CIP Funds Expense	\$ 193,067	\$ 326,332	\$ 133,265	

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2023 - 2024 budget as designated by Resolution #2024-001.

Or

Alternative Motion



RESOLUTION 2024-001

FISCAL YEAR 2023-2024 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2024 Budget on June 22, 2023, and

WHEREAS, The proposed budget amendment will increase revenue line item 3120-00 – Transient Occupancy Tax by \$50,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3150-05 – Meals Tax by \$175,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3150-01 – VACO/VML Investment by \$12,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3150-03 – Interest on Bank Deposits by \$79,500; and

WHEREAS, The proposed budget amendment will increase revenue line item 3160-01 – Public Safety by \$5,305; and

WHEREAS, The proposed budget amendment will increase revenue line item 3165-00 – Sponsorship by \$15,600; and

WHEREAS, The proposed budget amendment will increase revenue line item 3165-02 – Farmer's Market by \$4,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3165-03 – Town Ornaments by \$7,500; and

WHEREAS, The proposed budget amendment will increase revenue line item 3180-00 – Convenience Fee by \$300; and

WHEREAS, The proposed budget amendment will increase revenue line item 3180-04 – Reimbursement from Insurance by \$500; and

WHEREAS, The proposed budget amendment will increase revenue line item 3180-05 – Private Events by \$300; and

WHEREAS, The proposed budget amendment will increase revenue line item 3200-02 – 599 Law Enforcement Grant by \$4,596; and

WHEREAS, The proposed budget amendment will increase revenue line item 3200-16 – DMV Select Grant by \$12,656; and

WHEREAS, The proposed budget amendment will increase revenue line item 4002 – Transfer from ARPA Funds by \$726,477; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211001 – Salaries/Wages - Regular by \$18,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211002 – Salaries/Wages – Over Time by \$3,500; and

WHEREAS, The proposed budget amendment will decrease expenditure line item 1211003 – Salaries/Wages – Part Time by \$10,685; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211004 – FICA/Medicare by \$491; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211005 – VRS by \$1,628; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211007 – Life Insurance by \$225; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211010 – Worker's Compensation by \$46; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211012 – Accounting Services by \$300; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211020 – Meals & Lodging by \$1,500; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1221001 – Legal Services by \$13,502; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1224001 – Auditing Services by \$25,480; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110007 – Wages/Salaries – DMV Grant by \$11,856; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110020 – FICA/Medicare by \$908; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110038 – Convention & Edu. (Training) by \$800; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110043 – Vehicle Maintenance/Supplies by \$500; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110045 – Uniforms & Police Supplies by \$9,901; and

WHEREAS, The proposed budget amendment will increase expenditure line item 60000 – Tourism/Travel Marketing by \$21,354; and

WHEREAS, The proposed budget amendment will increase expenditure line item 60001 – Town Tourism by \$14,236; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7000003 – Demolition by \$50,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111003 – Contractual Services by \$14,950; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111004 – Events Other by \$10,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111005 – Police Dept. Events by \$300; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111006 – Farmer’s Market by \$4,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 9510002 – General Debt Obligation by \$1,200; and

WHEREAS, The proposed budget amendment will decrease expenditure line item 9410401 – Architectural/Engineering Fees by \$110,109; and

WHEREAS, The proposed budget amendment will increase expenditure line item 9410402 – Construction by \$836,586; and

WHEREAS, The proposed budget amendment will increase expenditure line item 94108 – CIP Funds Expense by \$133,265; and

WHEREAS, The proposed budget amendment will increase expenditure line item 94109 – Storm Water Grant Match by \$40,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2023-2024 Budget as reflected below:

Budget Amendment for FY2023-2024 Budget

Operational Budget

	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
REVENUE:			
Transient Occupancy Tax	\$ 175,000	\$ 225,000	\$ 50,000
Meals Tax	\$ 1,200,000	\$ 1,375,000	\$ 175,000
VACO/VML Investment	\$ 1,500	\$ 13,500	\$ 12,000
Interest on Bank Deposits	\$ 10,000	\$ 89,500	\$ 79,500
Public Safety	\$ 0	\$ 5,305	\$ 5,305
Sponsorships	\$ 10,000	\$ 25,600	\$ 15,600
Farmer’s Market	\$ 8,000	\$ 12,000	\$ 4,000
Town Ornaments	\$ 5,000	\$ 12,500	\$ 7,500
Convenience Fee	\$ 0	\$ 300	\$ 300
Reimburse. From Insurance	\$ 45,519	\$ 46,019	\$ 500
Recovered Costs- Private Events	\$ 0	\$ 300	\$ 300
599 Law Enforcement Grant	\$ 31,548	\$ 36,144	\$ 4,596
DMV Select Grant	\$ 0	\$ 12,656	\$ 12,656
Transfer from ARPA Funds	\$ 200,000	\$ 926,477	\$ 726,477
EXPENDITURE:			
Town Administration:			
Salaries/Wages- Regular	\$ 407,469	\$ 425,469	\$ 18,000

Salaries/Wages- Overtime	\$ 0	\$ 3,500	\$ 3,500
Salaries/Wages- Part Time	\$ 66,560	\$ 55,875	(\$ 10,685)
FICA/Medicare	\$ 36,264	\$ 36,755	\$ 491
VRS	\$ 37,852	\$ 39,480	\$ 1,628
Life Insurance	\$ 4,850	\$ 5,075	\$ 225
Worker’s Compensation	\$ 435	\$ 481	\$ 46
Accounting Services	\$ 8,000	\$ 8,300	\$ 300
Meals & Lodging	\$ 2,000	\$ 3,500	\$ 1,500
Legal Services	\$ 83,200	\$ 96,702	\$ 13,502
Auditing Services	\$ 17,120	\$ 42,600	\$ 25,480
Police Department:			
Salaries & Wages – DMV Grant	\$ 0	\$ 11,856	\$ 11,856
FICA/MEDICARE	\$ 53,240	\$ 54,148	\$ 908
Convention & Edu. (Training)	\$ 10,000	\$ 10,800	\$ 800
Vehicle Maint./Supplies	\$ 21,500	\$ 22,000	\$ 500
Uniforms & Police Supplies	\$ 36,000	\$ 45,901	\$ 9,901
Economic Development:			
Tourism/Traveling Marketing	\$ 75,075	\$ 96,429	\$ 21,354
Town Tourism	\$ 50,050	\$ 64,286	\$ 14,236
Haymarket Community Park:			
Demolition	\$ 0	\$ 50,000	\$ 50,000
Events:			
Contractual Services	\$ 50,000	\$ 64,950	\$ 14,950
Events – Other	\$ 30,850	\$ 40,850	\$ 10,000
Police Depart. Events	\$ 7,500	\$ 7,800	\$ 300
Farmer’s Market	\$ 8,000	\$ 12,000	\$ 4,000
Debt Service:			
General Obligation Bond – Princ.	\$ 136,600	\$ 137,800	\$ 1,200
Street Scape – Park Sidewalk:			
Architectural/Engineering Fees	\$ 150,000	\$ 39,891	(\$ 110,109)
Construction	\$ 0	\$ 836,586	\$ 836,586
Capital Improvement Funds Expense	\$ 193,067	\$ 326,332	\$ 133,265
Storm Water Grant Match	\$ 0	\$ 40,000	\$ 40,000

Done this 05th Day of February 2024

Motion By:
 Seconded By:
 Ayes:
 Nays:
 Absent:

ATTEST:

 Kimberly Henry, Clerk of Council



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 the Council
Re: Recommendation for BZA Re-appointment

Background: Board of Zoning Appeals members serve a 5 year term. The Town Council recommends a citizen from the Town of Haymarket to the Board of Zoning Appeals, which then is appointed by the Prince William County Circuit Court Judges. Dan Magill has served on the Board of Zoning Appeals in 2019. His term expires on January 31, 2024. Mr. Magill is willing to serve on the BZA for another term. His term would expire on January 31, 2029. Attached is Mr. Magill's application.

Draft Motion: *I move that the Haymarket Town Council nominate Mr. Dan Magill to the Board of Zoning Appeals to a term beginning February 5, 2024 and expiring January 31, 2029.*

Or Alternate Motion

Attachment: Memorandum BZA Magill (6461 : Board of Zoning Appeals Nomination)

Ken Luersen, Mayor
TracyLynn Pater, Vice Mayor
Council Members:
Mary Ramirez
Joseph Pasanello
Marchant Schneider
Alexander Beyene
Matthew Gallagher



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Daniel J, Magill

Address: 14888 Greenhill Crossing Dr, Haymarket, VA 20169

Cell Phone: 703 944-2157

Email Address: DanMagill@comcast.net

Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenny@townofhaymarket.org or by phone at 703-753-2600x205.



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

Memorandum

To: Mayor and Council
From: Emily L. Kyriazi, Town Manager
Re: Strategic Planning Discussion

Per our discussion at the January Town Council meeting the Council will be evaluating goals for Strategic Planning. I have included an outline below of previous projects and topics that have been discussed for completion during this Council's term of office. This outline is to get us started on the Strategic Planning Discussion. Please review the attached Capital Improvements Plan prior to the Strategic Planning meeting. As we outline our planning, we will need to appropriate funding in the CIP for future years.

Town Park Sidewalk

- Implement the construction of the Park Sidewalk and Crosswalk to Coach Way

Town Park

- Demolish the existing park house structure
- Design an open air pavilion in place of the park house
- Design restroom facilities
- Outline a plan for highest most efficient use of the community park
- Outline a timeframe for the implementation of the plan
- Identify funding sources for the construction

Town Center Complex

- Set timeline for the implementation of the construction phase for the Town Center Site Plan
- Identify financing for the construction of the stie work
- Restart conversations with the design team for the redesign of the interior of Town Hall

Public Parking

- Identify parking needs throughout the community by hiring a Consultant to complete a parking study
- Determine the need for a public parking lot
- Outline a plan to meet parking needs within a set timeframe

"Everyone's Home Town"
www.townofhaymarket.org



Town of Haymarket
2023 Through 2028 Capital Improvements Plan

	Town Contributions						Total Project Costs
	Current	Future Years					
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
GENERAL GOVERNMENT							
Washington Street Beautification							
Streetlights (Repairs)		\$25,000	\$5,000	\$5,000	\$5,000	\$25,000	\$65,000
Streetlight (Painting)			\$50,000				\$50,000
Street Trees, Planters, Street Beautification Projects		\$5,000		\$5,000		\$5,000	\$15,000
Town Sidewalk (repairs)		\$50,000		\$50,000		\$50,000	\$150,000
Crosswalk Improvements (Signage/Markings)		\$25,000	\$50,000		\$50,000		\$125,000
Crosswalk Repair (Maintenance)						\$50,000	\$50,000
Streets, Sidewalks, Parking							
Haymarket Park Sidewalk to Bleight Drive	\$150,000	\$500,000					\$650,000
Jefferson Street Turn Lane (Southbound Rte 625)		\$50,000	\$1,500,000				\$1,550,000
Jefferson Street Turn Lane (Northbound Rte 625)				\$1,500,000	\$2,000,000		\$3,500,000
Town Center Property							
Master Plan Construction	\$250,000	\$50,000	\$250,000	\$250,000	\$1,000,000		\$1,800,000
Haymarket Community Park							
Renovations on the Community Center at Park	\$75,000	\$50,000					\$125,000
Master Plan							\$0
Parking Improvements							\$0
Town Signage							
Signage Above TH and PD Doors	\$20,000						\$20,000
Gateway Sign Program (Design, Engineering, Construction)		\$15,000	\$35,000	\$35,000			\$85,000
Post & Panel Gateway Signs (Qty 2)		\$16,000					\$16,000
Quiet Zone							
Quiet Zone Implementation		\$150,000		\$150,000	\$250,000		\$550,000
POLICE DEPARTMENT							
Police Cruiser	\$43,000	\$66,000	\$109,000	\$109,000			\$327,000
PD Awning		\$6,000					\$6,000
Admin Window		\$8,000					\$8,000
MUSEUM							
Caboose Renovations	\$40,000						\$40,000
Totals	\$578,000	\$1,016,000	\$1,999,000	\$2,104,000	\$3,305,000		

Attachment: FY2024 Draft Budget_Revision 7 with CIP FINAL (6453 : Strategic Planning Work Session:

Mobile Food Establishment:

The intent of this section is to establish basic operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property. Mobile food establishments are itinerant and not permanent fixtures to a specific property.

General requirements.

For the purposes of this Section, the terms permittee, operator, and vendor all shall mean a licensed mobile food establishment.

- A. A mobile food establishment Business License and permit authorized by the Zoning Administrator and Town Treasurer shall be required prior to the operation of a mobile food establishment on a privately owned parcel.
- B. A mobile food establishment Business License and Zoning permit allows the Business to operate at any of the 3 different allowable locations. (Brewery, Winery, and Distillery), Also known as Host Business.
- C. A Zoning Permit authorized by the Zoning Administrator shall be required by the mobile food establishments owner prior to the operation of mobile food establishments on site, specifically stating the location of the mobile food establishment on site; cost is \$50.00.
- D. Mobile food establishments may operate only at in Town wineries, breweries, or distilleries.
- E. Mobile food establishments are responsible for the Town Meal's Tax and shall comply with the Meals Tax Ordinance Sec. 42-186.
- F. A mobile food establishment Business License is valid from May 1st of the current year until April 30th of the following year upon which the permit was issued. The Town business license will need to be renewed by May 1st of every year.
- G. A mobile food establishment Business License and permit may be revoked by the Zoning Administrator or Town Treasurer at any time due to the failure of the License holder to comply with all requirements of this Article and other applicable federal, state, and local laws. Notice of revocation shall be made in writing to the Business license holder.
- H. No Business License or permit authorized and issued by the Zoning Administrator and Town Treasurer shall authorize a mobile food establishment to operate on or from a public street or park.
- I. A business application will need to be submitted to Town Treasurer for approval; fee for Mobile Food Establishment license \$200.00. License will need to renewed every April 30th.

Mobile food establishments may be operated from an approved location, subject to the following procedures:

- A. Each year, the owner or operator of any mobile food establishment doing business in the Town must file a mobile food establishment business license and permit application with the Zoning Administrator and Town Treasurer. The permit application must be accompanied by a copy of the approved zoning permit, obtained by the property owner for the operation of mobile food establishments on the property. If a mobile food establishment operates on more than one site, only one mobile food establishment business license application is required, provided that the property owner on any additional sites has obtained a mobile food establishment location permit. The operation of any mobile food establishment is subject to all Virginia Health Department permits/licenses; and
- B. Mobile Food Establishments are only allowed to work on the designated location from Wednesday through Sunday of each week; Mobile Food Establishments will not be allowed to conduct business within Town limits on Monday or Tuesday of the any given week. If there is a special event the mobile unit and host business would need to complete a separate permit request and pay a separate fee for the one-time event.
- C. A maximum of two mobile food establishments are permitted at any one location at the same time, provided that additional mobile food establishments may be permitted in conjunction with administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit:
- D. Mobile food establishments may not be in any fire lane, travel lane, entrance/exit, or any required parking space;
- E. Mobile food establishments must be located on a level, paved, or gravel surface with safe pedestrian access.
- F. All generators and mobile food establishments shall be located no less than 100 feet from any residential properties; The vicinity around the mobile food establishment must be kept clean and free of debris; Trash receptacles must be provided; and
- G. The mobile food vendor shall comply with any request of a police officer or other public safety personnel to move or cease vending in the case of an emergency.

Operational requirements.

- A. No vendor shall remain on site at one property for more than 12 consecutive hours. Operational hours are from 10am to 10pm. Vendors are expected to be off property by 10pm, no exceptions.
- B. Vendors shall comply with Chapter 18 of Town Code pertaining to noise control.

- C. Only food and non-alcoholic beverages incidental to the permitted vendor shall be sold from the mobile unit. Retail sales of merchandise are permitted as an accessory use to the primary use of food sales.
- D. Portable receptacles for the disposal of waste materials or other litter shall be provided. All waste shall be removed and disposed of daily by the mobile food establishment operator. Public trash receptacles shall not be used for compliance with this section.
- E. No liquid or solid waste may be discharged from the mobile unit.
- F. Signage:
 - 1) Signage may be imprinted on the exterior body of a licensed mobile food establishment and include the use of an attached or detached menu board.
 - 2) Advertisements for businesses other than the mobile food establishment may not be utilized.
- G. No tables or chairs for patron's use may be set up in association with the mobile food establishment.
- H. The operator of a permitted mobile food establishment must conspicuously display the approved permit for public inspection.
- I. All required taxes must be paid and in conformance with Chapter 42 of Town Code.
- J. A three-foot wide clearance area must be maintained around the mobile food establishment.

Location requirements.

Mobile food establishments shall only be permitted in zoning districts that permit a mobile food establishment by-right.

Mobile units shall not block any drive aisles, ingress and egress from the property, or designated fire lanes. In no situation shall vendors be permitted to operate on grass, dirt, or other non-improved parking surfaces.

No parking space that satisfies a Zoning Ordinance parking requirement shall be converted into a parking space or vending area to accommodate a mobile food establishment.

Enforcement and Penalties.

Hosting businesses are responsible for ensuring all necessary business application/permit applications have been filed with the Town of Haymarket by each mobile food establishment on site, if not the hosting business will be fined for hosting a non-compliant mobile food establishment.

Mobile units will be removed from hosting premises if they are non-compliant with Town requirements.

Any person who commits, permits, assists in, or attempts, whether by act or omission, a violation of any provision of this ordinance shall be liable and the violation will be enforced. Hosting businesses will be fined for hosting non-compliant mobile food establishments. The penalty for each individual violation shall be

\$100 for the first violation, \$250 for the second violation of the same regulation or requirement arising from the same set of operative facts, and \$500 for each additional violation of the same regulation or requirement arising from the same set of operative facts.

