



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 10, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Rizwan Jaka, All Dulles Area Muslim Society(ADAMS)

IV. Citizens Time

V. Town Council Vacancy Appointment

VI. Swearing In of New Town Council Member

VII. Proclamation - Child Abuse Awareness Month

VIII. 2023 Community Garden Season - Nadia Stewart

IX. Community Spotlight- Casa BruMar

X. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Feb 27, 2023 7:00 PM
2. Mayor and Council - Closed Session Meeting - Mar 6, 2023 6:00 PM
3. Mayor and Council - Regular Meeting - Mar 6, 2023 7:00 PM

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Chief of Police Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Outreach Liaison Report
4. Architectural Review Board Liaison Report
5. Planning Commission Liaison Report

XI. Agenda Items

1. Town Council Petition for November Special Election
2. Resolution #2023-004: Remote Meeting Policy
3. Purchase of Police Vehicle
4. Appointment of Planning Commission Vacancy
5. Liaison Appointments: Finance and Planning Commission
6. Town Maintenance Position
7. FY24 Budget Work Session
8. Authorize to Advertise Public Hearing on Real Estate Tax Rate

XII. Council Member Time

1. Vice Mayor Pater

2. Council Member Pasanello
3. Council Member Leake
4. Council Member Ramirez
5. Council Member Schneider
6. Mayor Luersen

XIII. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 27, 2023

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Present, Council Member Mary Ramirez: Present, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. Agenda Items

At this time, Mayor Luersen asked to add an agenda item. He stated that it was an endorsement letter and would like to add it to the top of the agenda. There was a consensus of the Town Council to have the item added.

1. Endorsement Letter

Mayor Luersen presented a request to sign letter of support for the UVA Community Health to apply for a federal grant to upgrade some of their mobile mammography units. There was a short discussion on the support letter stating that the Town and surrounding Haymarket residents would benefit from the upgrades and would support better health availability for the community. The Town Council gave the directive for the Mayor to sign the letter.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez presented a short report on the monthly financials. Mr. Gonzalez stated that he would be presenting an budget amendment request to address the DMV grant pay back at the next regular monthly meeting. He stated he would move the expense from the CIP funds. A discussion followed on the subject. There was also a short discussion on the start of the proffers of the townhomes at Crossroads Village Center. Mr. Gonzalez shared he would start tracking that and providing it with his Treasurer's Report for the regular monthly meeting agendas.

Mr. Gonzalez also shared that he will have a third quarter budget amendment in the future that will require a public hearing on the revenue side. He stated that the Town is spending within the budget and that because the budget was conservative on the revenue side, he will need to make some adjustments to the budget.

The Council also discussed the FY24 budget work session schedule. Mr. Gonzalez discussed the timing of the work sessions and the dates for the public hearings. A discussion followed on the suggestions of the draft budget.

3. DMV Grant Updates

Town Treasurer Gonzalez shared that the Town was contacted by the DMV Grant Manager regarding the future of participating in future grant options. Mr. Gonzalez stated that the Town is being re-considered for eligibility. He read into the record the email received by the DMV Grant Manager. The content of the email stated that the Town is currently suspended from participating due to findings in March 2021 based on the reporting files from the Police Department at that time. In order to be re-considered a number of requirements would need to be met. Those requirements include 1. reimbursement of funds to DMV, 2. introduce the current Town Manager and Police Chief to DMV and 3. adapt and implement a plan in writing to ensure proper over time policies and utilize for all grant activities. All activities must be properly documented, complete file documents must be obtained and the grant options must be offered to all eligible officers. Upon completion, DMV will re-evaluate the Town for eligibility. Mr.

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Gonzalez went on to state that he and Chief Sibert attended a mandatory administrative training class. Chief Sibert shared that he met with the Grant Manager and provided information on the policy he prepared for review and the Haymarket policy manual so that the Police Department could start moving forward. After the visit and communication, Chief Sibert stated that he submitted the grant application before the deadline and is now waiting for the decision from DMV.

Discussion followed on the subject. Mr. Gonzalez shared that he would not be including this in the FY24 budget because the Town will not know if they are re-instated until August 2023. He stated that if the Police Department is re-instated he would do a second quarter budget amendment.

4. Town Hall Building Use Discussion

Town Manager Emily Kyriazi shared lately staff has been approached about non profit and other organizations wanting to use the Town Hall building for their meetings. She stated that the staff has opened up the building on a very limited basis. She stated that when the building has been used, there was a requirement that either a Council Member or staff member was present at all time. She shared that she would like Council to establish guidelines and procedures for the staff to follow when there's a request to use the building. After a discussion on the subject, Mrs. Kyriazi stated that she would draft guidelines for both the Town Hall building and the Museum and present at a future Work Session meeting.

5. Town Park Building Discussion

Town Treasurer Roberto Gonzalez presented a report from a local contractor that gave a brief summary of options on the Park building with estimated costs on each option based on the structural engineer's report of the building. Mr. Gonzalez asked that the Town Council review the summary for discussion at the next regular monthly meeting. A short discussion followed on the summary.

6. Planning Commission Resignation

Town Manager Emily Kyriazi read into the record the resignation of Robert "Bob" Chrisman from the Planning Commission. There was a short discussion on posting the vacancy on all media platforms.

7. Town Council Resignation and Vacancy

Mayor Luersen read into the record the resignation of Robert "Bob" Weir from the Town Council effective Monday, February 27, 2023. Mr. Weir won the Prince William County Board of Supervisor vacancy seat through a special election. There was a short discussion on the filling the vacancy and when the Town would hold their special election for the vacancy seat. Mayor Luersen also stated that there would be liaison appointments after the vacancy is filled.

8. Staffing Updates

Council Member Joe Pasanello asked to have this item added to the agenda so that staff could update the Town Council on staffing and plans going forward. Town Manager Emily Kyriazi shared that there were currently 2 positions that would need to be filled: the FT office assistant position and the PT event coordinator position. She shared that the office assistant job was posted on several media platforms to include Indeed and the VML job listings along with a Facebook posting. She explained that she altered the job description and that the posting is for an administrative assistant/deputy clerk position. She also explained that the job description was altered some with clear definition of expectations for the farmer's market and the Town events. She stated that this position would be posted the next day. A short discussion followed on salaries. There was also a discussion on the date of Haymarket Day and special event Farmer's Market dates.

Vice Mayor Pater gave a brief update on the next Business Roundtable date for March. She shared that Skipper films will be attending to record 30 second slots for businesses to pitch their business for Skipper films to put together a short video to post on social media.

IV. Adjournment

With no further business before the Town Council, Vice Mayor Pater moved to adjourn with a second by Council Member Ramirez. The motion carried.

1. Motion to Adjourn

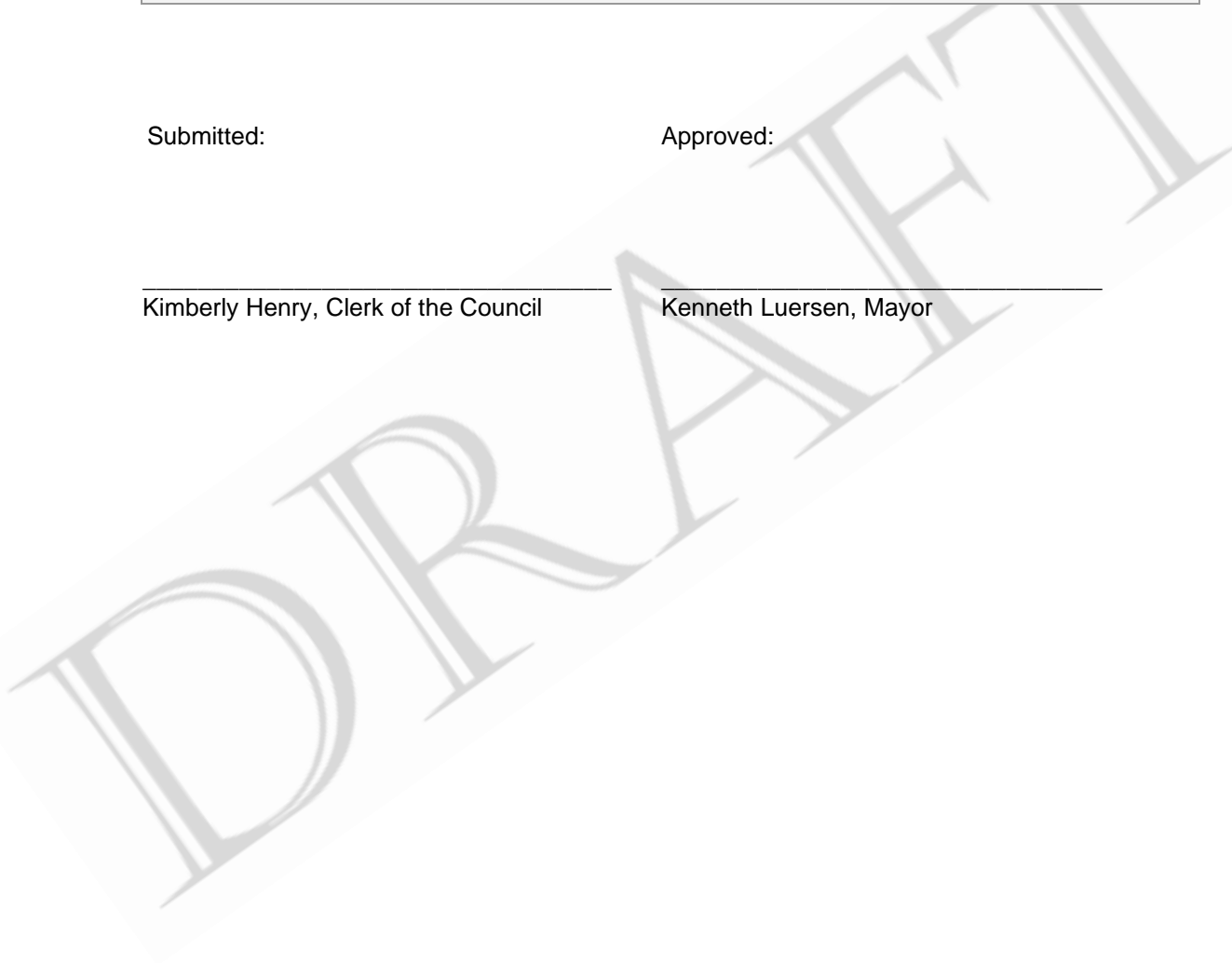
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	TracyLynn Pater, Vice Mayor
SECONDER:	Mary Ramirez, Council Member
AYES:	Schneider, Pasanello, Pater, Ramirez, Leake

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor



Minutes Acceptance: Minutes of Feb 27, 2023 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

CLOSED SESSION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 6, 2023

6:00 PM

Council Chambers

A Closed Session Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Absent, Council Member Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Present, Council Member Mary Ramirez: Present, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Closed Session

1. Closed Session Motion

Vice Mayor Pater moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with the Town Treasurer; and as permitted by Virginia Code § 2.2-3711 (A)(19), a matter involving a briefing on Town Hall security. Council Member Leake seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	TracyLynn Pater, Vice Mayor
SECONDER:	David M Leake, Council Member
AYES:	Joe Pasanello, TracyLynn Pater, Mary Ramirez, David M Leake
ABSENT:	Marchant Schneider

2. Certification

Vice Mayor Pater moved that the Council 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. Council Member Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	TracyLynn Pater, Vice Mayor
SECONDER:	Joe Pasanello, Council Member
AYES:	Pasanello, Pater, Ramirez, Leake, Luersen
ABSENT:	Marchant Schneider

3. Motion

Vice Mayor Pater moved to authorize a 5% merit increase effective January 10, 2023 for the Town Treasurer. Council Member Pasanello seconded the motion. The motion carried.

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	TracyLynn Pater, Vice Mayor
SECONDER:	Joe Pasanello, Council Member
AYES:	Joe Pasanello, TracyLynn Pater, Mary Ramirez, David M Leake
ABSENT:	Marchant Schneider

III. Recess

The Town Council took a brief recess before continuing on to the regular monthly meeting.



Minutes Acceptance: Minutes of Mar 6, 2023 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Kimberly Henry, Clerk of the Council
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15000 Washington St
Haymarket, VA 20169

Monday, March 6, 2023

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Late (7:20 PM), Council Member Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Present, Council Member Mary Ramirez: Present, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. Invocation: Bishop Troy Smith, The Church of Jesus Christ of Latter-day Saints

Mayor Luersen invited Bishop Troy Smith to the podium to give the evening's invocation. Prior to the invocation, Bishop Smith stated that he appreciates the service that the Town Council does for the community.

IV. Business Spotlight: Peace & Laughter Holistic Boutique

At this time, Mayor Luersen invited the owner of Peace and Laughter Boutique to the podium for the evening's Business Spotlight segment of the agenda. Cheryl Giannelli introduced herself as the owner of Peace and Laughter Holistic Boutique located at 14950 Washington Street, Suite 104. She shared a brief history about her business and stated that has been a delight to be a part of Haymarket. She stated that she started her business on Haymarket Day 2022 with a soft opening and did a hard opening in November. She explained her business concept and products that she sells. The Town Council thanked Mrs. Giannelli for coming to this evening's meeting.

At this time, Mayor Luersen asked to add a line item to the agenda after Citizen's Time. There was no objection from the Town Council to add the item to the agenda.

V. Citizens Time

County Supervisor Bob Weir, 6853 St Paul Drive, addressed the Town Council with County updates and what he is working on. He shared that the walking paths that connect the Town to Heathcote and the connection to Somerset Crossing are both fully funded. He also shared that the County tax assessments went up. Lastly, he shared that the Town is one of his constituents and that he will not forget where he came from. He encouraged the Council and citizens alike to reach out to him and he will do his best for Haymarket and surrounding communities.

At this time, Mayor Luersen stated that he would like to take this time to recognize Supervisor Weir for his service to the Town of Haymarket. Mayor Luersen read into the record a statement of recognition and thanked Mr. Weir for all this time and service to the Town of Haymarket and surrounding communities. After the statement, Mayor Luersen asked Supervisor Weir to the podium to accept a plaque of recognition and flowers for his wife.

VI. Consent Agenda

Council Member Ramirez asked to have the Chief's report, Business liaison report and Community Outreach liaison report from the Consent Agenda. Mayor Luersen asked to pull the Town Administration report from the Consent Agenda.

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Council Member Pasanello moved to adopt Consent Agenda Items 6: A 1-3, B 2, 4&5 and C 1, 4&5. Council Member Leake seconded the motion. The motion carried.

After the discussion on the pulled agenda items, Council Member Pasanello moved to adopt Consent Agenda items B 1 & 3 and C 2 & 3 be approved.. Vice Mayor Pater seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Work Session - Jan 30, 2023 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	David M Leake, Council Member
AYES:	Joe Pasanello, TracyLynn Pater, Mary Ramirez, David M Leake
ABSENT:	Marchant Schneider

2. Mayor and Council - Closed Session Meeting - Feb 6, 2023 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	David M Leake, Council Member
AYES:	Joe Pasanello, TracyLynn Pater, Mary Ramirez, David M Leake
ABSENT:	Marchant Schneider

3. Mayor and Council - Public Hearing/Regular Meeting - Feb 6, 2023 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	David M Leake, Council Member
AYES:	Joe Pasanello, TracyLynn Pater, Mary Ramirez, David M Leake
ABSENT:	Marchant Schneider

B. Department Reports

1. Town Administration Report

Mayor Luersen asked Town Manager Emily Kyriazi to give an update on the RFP meeting for the Town sidewalk that she, the Town Planner and the Town Engineer had with the company doing the engineering for the sidewalk. She stated that the company is at a 61% completion. She gave a brief update on the progress. A short discussion followed.

At this time, Council Member Schneider entered the meeting.

Mayor Luersen asked Mrs. Kyriazi if there were any updates on the quiet zone program. Mayor Luersen requested that the report from the recent incident that happened at the private crossing recently be filed with the County and the program.

Council Member Ramirez inquired as to the date that the park shade would be installed for the season. Mrs. Kyriazi stated that it is scheduled to be installed during the last week of March so that she doesn't have to close the park for installation during school system spring break.

Lastly, there was a question about the Farmer's Market vendor list. Mrs. Kyriazi shared that all returning vendors from last year have decided to return for another season and that the spots are currently filled to capacity.

2. Town Treasurer Report

3. Police Chief Report

Council Member Ramirez highlighted and thanked Chief Sibert for the training that he and Lieutenant Davis recently completed. She asked for the Chief to briefly explain the extended train the trainer to administer Naloxone for the treatment of a narcotic overdose.

Council Member Schneider thanked the Chief for his proactive response with informing the citizens the importance of cleaning up after their pets while walking them.

Council Member Pasanello thanked the Chief for all his personal time that he spent preparing reports that was needed to submit to DMV to possibly getting the grant program back for the

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Police Department. Mr. Pasanello wanted everyone to know the commitment the Chief has to the Town.

There was a question about the media relations training that Lieutenant Davis took. Chief Sibert gave a brief report about the training and the certification and accreditation process for the Police Department

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report

2. Business Communication Liaison Report

Council Member Ramirez asked Vice Mayor Pater about the Business Highlight section of her report and the process on who she determines would be a spotlight at future meetings. Vice Mayor Pater shared that she is focusing on brand new or newer businesses to the Town so that the citizens are informed of the business. Council Member Ramirez asked about the plans for Haymarket's restaurant week that was mentioned in the Vice Mayor's report. Vice Mayor Pater shared that she and staff have started preliminary discussions on having a restaurant week for Haymarket. She stated that she will be bringing more information when the plans are further developed.

3. Community Outreach Liaison Report

Council Member Ramirez shared that has been slowly collecting Town HOA's contact information. She also shared that the Town was contacted by Buckland Mills Elementary PTA asking for the Town donate toward their school's silent auction. Mrs. Ramirez provided information regarding the silent auction and asked for item ideas. Lastly, she shared that the Mayor was contacted by Casa BruMar Foundation which supports the LGBTQ community and has a scholarship opportunity available. Mrs. Ramirez shared that she would like to have this organization come to a Council meeting and speak during Community spotlight segment to share about their organization, their mission and scholarship opportunity. Council Member Ramirez asked for input from the Council on creating a Community Updates page on the website. A short discussion followed on the subject.

A discussion also followed on donating to the Buckland Mills silent auction.

4. Planning Commission Liaison Report

5. Architectural Review Board Liaison Report

VII. Agenda Items

1. Town Park Building

Council Member Schneider addressed revisiting the master plans for the Town Park building and property that was established in 2010. Mr. Schneider gave a brief presentation on the plan that was established. He shared that in late 2000's the Council declined the sale of the Town Center property and initiated restoration of the Post Office/Hullfish House, and moves the Haymarket PD to Town Hall. He continued to state that in 2012 the Town Hall Master plan was adopted and in 2016 the Harrover Property Master Plan was adopted. Mr. Schneider provided the master plan of the Harrover property. The key components were park services building, multi-use pavilion, amphitheater, playground, site access parking facilities, picnic areas and onsite trails. He stated that this would be done in a 3 phase/10 year plan and provided an estimated cost. He stated that this did not include the sidewalk but the conception of the playground at the property was accelerated. He provided information on estimates on renovating the house and options to demolishing and rebuilding a replica. He stated that there was a matrix provided to the Town Council and encouraged a discussion on renovating the building. A discussion followed on the Town will determine the use and how will it function. A discussion also followed on adequate parking. Town Manager Emily Kyriazi stated that she would like to get the first floor of the museum in place so that it could be a rentable space. There was a suggestion to put information in the newsletter and provide a questionnaire with the options listed to get public input. A discussion followed on suggestive ways to provide information to the citizens and get input, including attending HOA meetings, town hall meetings, or an event at the park. A lengthy discussion continued on the timeline of making a decision of what to do with the building, getting feed back from the citizens, and acting on the decision. No other action was taken at this time.

2. Resolution 2023-003: Budget Amendment

Due to the difficulty on connecting Town Treasurer Roberto Gonzalez through Zoom meeting, he did not have anything additional to report.

Council Member Pasanello moved that the Haymarket Town Council approve an appropriation to the Fiscal Year 2023 budget as designated and Resolution #2023-003. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Pater, Ramirez, Leake

3. Police Department Annual Report

Chief Sibert presented the Haymarket Police Department Annual Report. Chief Sibert stated that the report included reporting, community outreach, transparency in police process and the police budget, departmental and officer thought process, departmental vision and knowledge and the accomplishments. He gave the opportunity for the Town Council to ask questions and to give input for the department. A discussion followed on the report.

VIII. Council Member Time

1. Vice Mayor Pater

Vice Mayor Pater shared that March 21st is the date for the next Business Roundtable. She shared that Skipper films would be present to record a short video of each business present and will put the videos together for a new posting on the social media platforms. Vice Mayor Pater excitedly announced that Fox 5 DC will be visiting Haymarket on June 16th for their Friday morning Zip Trip segment.

2. Council Member Leake

Council Member Leake did not have anything to report.

3. Council Member Ramirez

Council Member Ramirez announced that there was a Community event on March 18 at Piney Branch Elementary. She stated that the school is hosting souper bingo which would benefit Haymarket Food Pantry. She asked that staff share the event on the Town's social media page.

4. Council Member Schneider

Council Member Schneider shared his reasoning for the sense of urgency in making decisions and proceeding with the plans for the Town Park building.

5. Council Member Pasanello

Council Member Pasanello took the time to welcome back Town Manager Emily Kyriazi from her leave. He also thanked the owner from Peace & Laughter for coming to the evening's meeting and sharing about her new business. Council Member Pasanello announced the meet and greet event on March 11 for the democratic candidate running for the chair of the PWC Board of Supervisors. Lastly, he thanked the Mayor and staff for recognizing Supervisor Bob Weir for her dedication and service to the Town.

6. Mayor Luersen

Mayor Luersen announced that he would be holding his monthly Mayor's walk on Saturday, March 11th. Lastly, he recognized the news of the connector sidewalk between the County and the Town along with other projects that Supervisor Weir could help get vetted through the County. He encouraged everyone to come up with ideas that the Town can use Mr. Weir for to get things done on the western portion of Prince William County.

IX. Adjournment

With no further business before the Town Council, Council Member Ramirez moved to adjourn with a second by Council Member Pasanello. The motion carried.

1. Motion to Adjourn

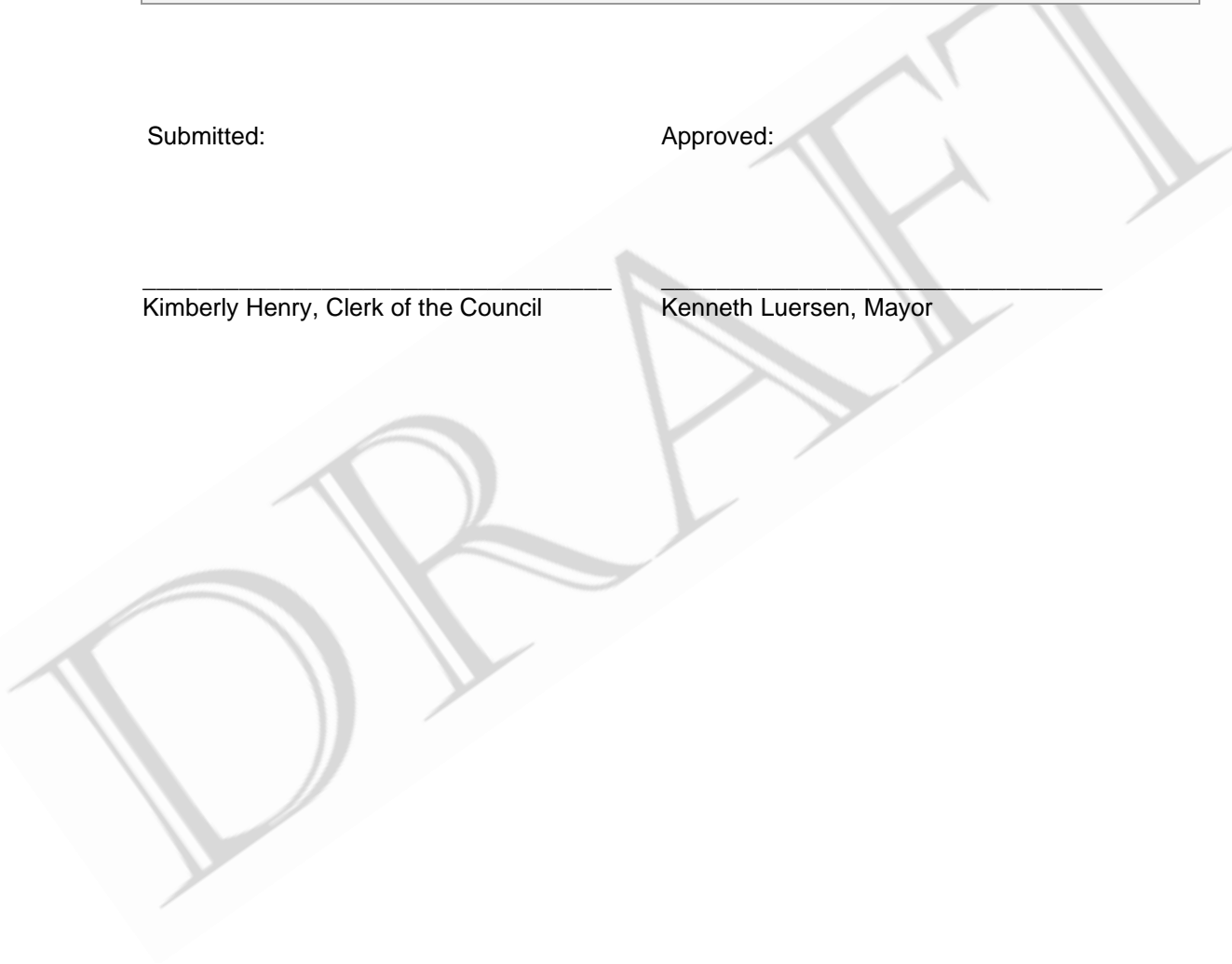
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Ramirez, Council Member
SECONDER:	Joe Pasanello, Council Member
AYES:	Schneider, Pasanello, Pater, Ramirez, Leake

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor



Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log (Updated 4/03/2023)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
CTSI Audio/Visual	Emily K		Shipment of all equipment			The new equipment has been installed. However, since installation Kim has had issues with our system consistently working prior to meetings. Kim is working with the provider of our meeting software to determine the root cause of the connectivity issues and our recording system being offline. We will circle back to CTSI as necessary for assistance should we narrow it down to a CTSI product installation issue. In addition, the projector screen once mounted has become unlegible for presentations. Working with Roberto to determine if a projector upgrade is necessary
RFP for Sidewalk	Thomas B/Katie M.					Pre design meeting was held with Mr. Denar Antelo, the Project Manager in charge of the Town Project for the Engineering Groupe, Inc. They are setting a target date to begin surveying the site on December 5th 2022. Targeting December 31, 2022 as a date they will provide report to Town Engineer and Acting Town Manager. UPDATE 1/20/2023: Design phase is 30% complete, the project team has provided diagrams showing no issue with sidewalk placement and power lines. Next steps are determining the size of the curb (25' recommended), stormwater drainage surveys, testing out the depth of the gas line along easements on Washington St, and potential for crosswalk and tapered left turn lane into Town Park. Timeline for 30% completion was two months, estimated time for 60% completion tbd. UPDATE: Reviewing the change order submitted by TEG for the utility location test pits.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater		Consultants sent deliverable			Following the review of the Communications Document sent by the consultants, the Town Council opted to complete a second communications survey with the residents during the month of October. The survey was created by Vice Mayor and the Town Manager and disseminated through the Town Council and website. To date - 25 responses have been collected. As of 11/1/2022, the survey is still open to the public for response collection. Following the analysis of the survey results Vice Mayor and the Town Manager will develop a draft communications plan for the Council's review with a goal to submit the DRAFT to Council at the April 24th work session
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, No additional updates at this time 11/1/2022
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Town Manager scheduled a meeting with Richard Weinmann, PWC Traffic Safety Engineering Branch Manager, to discuss the Quiet Zone program and its current status. Meeting is set for Tuesday, April 4th

Attachment: Monthly Report 04032023 (6018 : Town Administration Report)

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 on the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission UPDATE: 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items UPDATE: 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. UPDATE 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. UPDATE: Properties to be reinspected November for compliance. Thomas Britt, Town Planner will complete zoning inspections during my maternity leave and work with the Acting Town Manager on any necessary violation letters and correspondence UPDATE: 11/30/2022 Zoning inspections yet to be completed</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>During Zoning Inspection visits noted above, the Town Manager and Treasurer visited all open businesses along the north side of Washington Street from Jefferson St west and all businesses on the south side from Sheetz (and including industrial zone) to Fayette Street. On the business check we introduced ourselves, made contact with owner/manager or employee and offered to answer any questions they had and verified the proper business license was on display. Weekly random business checks will continue in order to stay in direct contact with the owners/managers and build connections with our business community.</p>
<p>Charter Amendment</p>	<p>Kim and Emily</p>					<p>The Charter Amendment passed through all State floors. We will work at getting all language moved over</p>
<p>Park Building</p>	<p>Emily</p>					<p>UPDATE 2/2/2023: Engineers have released structural report for the Town Park Building. Staff are discussing cost estimates for repair/refurbishing with a contractor, and are waiting for the results of that estimate before further discussion on plans for the Town Park structure. UPDATE 3/28/2023 Based on the February Work Session meeting, the Town Manager will bring back additional information as requested by Council, this will be discussed at the April work session.</p>

Attachment: Monthly Report 04032023 (6018 : Town Administration Report)

Comprehensive Plan Survey	Emily K/PC					The Planning Commission's survey for the Comprehensive Plan is live on the Town's website and an article in the Town's October Newsletter covers the survey goals and objectives. The survey will remain live until December 31, 2022. The Town will continue to share information and postings to encourage participants. UPDATE 1/20/2023: Thomas Britt has reported to the Planning Commission that he is working on the Comprehensive Plan updates and will coordinate with Emily on the process. UPDATE 4/5/2023: The Town Planner will present updates and submit a community survey to aid in updating the information in the comprehensive plan.
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					No additional updates since approval of the Personnel Manual
Land Use Planning Department						
Playground Shade Structure	Emily K.					Scheduled for installation on April 14th
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. UPDATE 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. UPDATE 4/5/2023: The Planning Commission reviewed and approved the Town Center site plan in the March 20 PC meeting.
Quarles Property	Emily K					The stormwater pond was cleaned up and the CVC trailer moved to the rear of the property behind CVS. The owners have not submitted any amendments to the site plan. UPDATE 4/5/2023: A site plan has been submitted for a dentist office on this property. The Town Planner and Town Engineer are currently reviewing the first preliminary submission.
Van Metre -- Robinson Village	Emily K					UPDATE 2/27/2023 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as builts for the development
Crossroads Village Center	Emily K					Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates.
Crossroads Village, Kiddie Academy						4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer.

Attachment: Monthly Report 04032023 (6018 : Town Administration Report)

Pulte Townhomes at CVC						4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County
Bleight Drive Townhomes						4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer.
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan						4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week.
14750 Jordan Lane						4/3/2023: The Town Engineer has sent comments on the 1st submission for the site plan. The Town Planner and Town Engineer are currently waiting for the 2nd submission to review.
Jefferson/Fayette St Site Plan						4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023.
Finance Department						
BPOL Invoices	Roberto /Alexandra					Accepting and processing BPOL applications. Sent licenses via email or mail once finalized. Applications & fees due by April 30.
Real Estate Tax Refund	Roberto/Emily K.					The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issued the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website
Finance Liaisons Meeting	Roberto/Emily K.					Met with the Finance Liaisons weekly for the month of March; topics of interest included potential purchasing of a Police Vehicle, the proposed Draft FY24 Budget, quotes for building maintenance, proposed maintenance FTE, and other general finance matters.
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for VDOT
FY2024	Roberto					Preparing the Draft budget for the Town Council's review -- first budget meeting was held on March 27th
FY2023	Roberto					FY2023 Budget is on the Town Website
FY2022	Roberto					Collecting data for FY2022 audit
Office of the Clerk						
Meeting Minutes	Kim					March Minutes are complete for all Boards. Working with Thomas on upcoming Planning Commission and ARB agendas. Starting to show Alexandra agenda building on Minute Traq.
Agendas	Kim					Base line item agendas for 2023 are completed

Attachment: Monthly Report 04032023 (6018 : Town Administration Report)

Directives	Kim					Continually working with Minute Traq on the recording and live streaming of meetings. The connection seems to get lost and minute traq has to be called in order to get the recording back online.
Maintenance Department						
Maintenance Department	Working on general ongoing maintainence throughout the Town. Contacting contractors per Town Manager direction, for replacing the front door at Copper Cricket, removing dead tree limbs at the Town Park, installing the park shade cover at the playground and adding additional gravel/maintenance of gravel in the back lot at Town Hall.					
Staff						
Farmers Market	Emily/ Alexandra					Sending invoices and processing Farmers Market Applications -- we are full and not accepting new applicants.
Social Media						Keeping up with any messages on Facebook. Posted the Town Video on Facebook and Instagram. Been posting when Town Hall is closing and re-opening.
Filing	Alexandra					Have been working on pulling 2019 and older files for shredding. Filing late '22/early'23 invoices. Alphabetizing and reorganizing etc.
Newsletter	Emily					Newsletter will be mailed out the middle of April
Real Estate Tax	Roberto/Alexandra					Following up with account holders on outstanding invoices
Invoices	Kim/ Alexandra					Checking Mail daily, entering all invoices for Farmers market, BPOL and bills into Quickbooks; give to Roberto once entered.
Spreadsheets	Alexandra					Updating BPOL contact list and comprehensive database. Update Farmers market vendor information. Begi to update mailing list labels.
New/Old Business Updates						

Attachment: Monthly Report 04032023 (6018 : Town Administration Report)

TOWN OF HAYMARKET
15000 Washington Street, Suite 100
Haymarket, Virginia 20169
Instagram: @townofhaymarketVA



703-753-2600
Fax 703-753-2800
www.townofhaymarket.org
Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: April 10, 2023
SUBJECT: Treasurer’s Report

Highlights:

- Actuals as of 04.03.2023 are included in this agenda.
- Participated in candidate interviews.
- Presented Proposed FY2024 Budget to Council at work session.
- Met with Chief to discuss options for potential PD Vehicle purchase.
- Assisted on onboarding new Town employee.
- Reviewed Administrators A/P entries and A/R entries.

Attachment: Treasurer Report 04.10.2023 (6019 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of April 3, 2023

	Apr 3, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	5,665,099.94
11010 · Virginia Investment Pool	326,599.97
Total Checking/Savings	5,991,699.91
Accounts Receivable	
12000 · Accounts Receivable	86,412.99
12010 · A/R Permits	-2,672.55
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	87,746.33
Other Current Assets	
11499 · Undeposited Funds	75,614.18
Total Other Current Assets	75,614.18
Total Current Assets	6,155,060.42
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	12,357,438.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	9,842.97
Total Accounts Payable	9,842.97
Credit Cards	551.57
Other Current Liabilities	2,981,303.48
Total Current Liabilities	2,991,698.02
Long Term Liabilities	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
Total Long Term Liabilities	681,007.47
Total Liabilities	3,672,705.49

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Town of Haymarket
Statement of Net Position
As of April 3, 2023

	Apr 3, 23
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,743,375.88
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,946,464.33
33000 · Amt Long Term Obligations	-479,331.67
Net Income	339,786.52
Total Equity	8,684,733.06
TOTAL LIABILITIES & EQUITY	12,357,438.55

Attachment: Treasurer Report 04.10.2023 (6019 : Town Treasurer Report)

Income	Actuals	FY2023 Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	398,736.41	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	13,066.89	12,022.00	108.7%	
3110-04 · Penalties - All Property Taxes	26.71	1,000.00	2.7%	
Total 3110 · GENERAL PROPERTY TAXES	411,830.01	413,165.00	99.7%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	152,012.46	168,000.00	90.5%	Collections up to February 28, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	197,060.42	240,000.00	82.1%	Renewals are beginning to come in for 2023
3120-03 · Cigarette Tax	116,059.01	140,000.00	82.9%	Collections up to March 31, 2023
3120-04 · Consumer Utility Tax	101,921.92	158,000.00	64.5%	Collections up to January 31, 2023
3120-05 · Meals Tax - Current	815,214.55	1,100,000.00	74.1%	Collections up to February 28, 2023
3120-06 · Sales Tax Receipts	96,595.38	160,000.00	60.4%	Collections up to January 31, 2023
3120-07 · Penalties (Non-Property)	6,543.22	5,000.00	130.9%	
3120-08 · Interest (Non-Property)	1,148.61			
Total 3120 · OTHER LOCAL TAXES	1,486,555.57	1,995,000.00	74.5%	
Development Revenue				
Proffers	0.00	0.00	0.0%	
Total Development Revenue	0.00	0.00	0.0%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	1,550.00	4,500.00	34.4%	
3130-03 · Motor Vehicle Licenses	210.00	1,000.00	21.0%	
3130-05 · Other Planning & Permits	12,815.00	15,000.00	85.4%	
3130-06 · Pass Through Fees	13,379.08		100.0%	
Total 3130 · PERMITS,FEES & LICENSESES	27,954.08	20,500.00	136.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	10,011.23	20,000.00	50.1%	
Total 3140 · FINES & FORFEITURES	10,011.23	20,000.00	50.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	7,157.74	1,500.00	477.2%	
3150-03 · Interest on Bank Deposits	18,763.25	6,000.00	312.7%	
Total 3150 · REVENUE - USE OF MONEY	25,920.99	7,500.00	345.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	2,339.05	4,010.00	58.3%	
3151-06 · Suite 204 MAC-ISA	5,292.00	3,528.00	150.0%	
3151-07 · Haymarket Church Suite 206	29,678.50	35,614.00	83.3%	
3151-08 · 15020 Washington Realty	41,431.23	55,241.00	75.0%	
3151-09 · 15026 Copper Cricket	17,722.35	23,629.00	75.0%	
3151-11 · Cupcake Heaven and Cafe LLC	26,010.61	34,793.00	74.8%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
3151-90 · Town Hall Rental Income	50.00	0.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	122,523.74	171,056.00	71.6%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety				
3160-02 · Donation/Grants	10.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	10.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,830.00	80,000.00	69.8%	
3165-02 · Farmer's Market	9,047.50	1,500.00	603.2%	
3165-03 · Town Ornaments	7,683.96	4,350.00	176.6%	
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	84,419.46	85,850.00	98.3%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-325.69		100.0%	
3180-01 · Citations & Accident Reports	40.00		100.0%	
3180 · MISCELLANEOUS - Other	493.17		100.0%	
Total 3180 · MISCELLANEOUS	207.48		100.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	26,016.00	31,548.00	82.5%	3 of 4 collected
3200-04 · Car Rental Reimbursement	186.90	0.00	100.0%	
3200-05 · Communications Tax	51,098.34	80,000.00	63.9%	Collections up to March 31, 2023
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	

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3200-12 - Railroad Rolling Stock	1,285.76	1,300.00	98.9%	
3200-16 - DMV Select Commission	180.33	0.00	100.0%	
3200-17 - LOLE Grant	4,366.00	4,393.00	99.4%	Collection up to Novmber 30, 2022
Total 3200 - REVENUE FROM COMMONWEALTH	116,760.30	145,868.00	80.0%	
4000 - Carry-Over Surplus	0.00	273,850.00	0.0%	
4002 - Transfer from ARPA Funds	0.00	209,600.00	0.0%	
Total Income	2,286,192.86	3,342,389.00	68.4%	
Gross Profit	2,286,192.86	3,342,389.00	68.4%	

Expense

01 - ADMINISTRATION

11100 - TOWN COUNCIL

111001 - Convention & Education	250.00	2,500.00	10.0%	Town has received its refunds pertaining to VML Conference
111002 - FICA/Medicare	885.13	2,000.00	44.3%	
111003 - Meals and Lodging	77.22	1,000.00	7.7%	
111004 - Mileage Allowance	0.00	250.00	0.0%	
111005 - Salaries & Wages - Regular	12,367.86	25,000.00	49.5%	
Total 11100 - TOWN COUNCIL	13,580.21	30,750.00	44.2%	

12110 - TOWN ADMINISTRATION

1211001 - Salaries/Wages-Regular	214,589.20	330,500.00	64.9%	
1211003 - Salaries/Wages - Part Time	41,373.22	79,960.00	51.7%	
1211004 - FICA/Medicare	19,064.88	35,389.00	53.9%	
1211005 - VRS	15,608.45	36,809.00	42.4%	
1211006 - Health Insurance	27,800.95	66,466.00	41.8%	
1211007 - Life Insurance	2,896.50	4,685.00	61.8%	
1211008 - Disability Insurance	1,530.25	2,640.00	58.0%	
1211009 - Unemployment Insurance	2,992.50	6,160.00	48.6%	
1211010 - Worker's Compensation	322.00	335.00	96.1%	
1211011 - Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%	Front loaded costs
1211012 - Accounting Services	7,866.59	8,000.00	98.3%	
1211014 - Printing & Binding	4,993.42	8,298.00	60.2%	
1211015 - Advertising	2,116.50	9,000.00	23.5%	
1211016 - Computer, Internet & Website Svc	14,410.51	28,550.00	50.5%	
1211017 - Postage	1,971.79	4,000.00	49.3%	
1211018 - Telecommunications	4,707.62	7,500.00	62.8%	
1211019 - Mileage Allowance	231.25	1,000.00	23.1%	
1211020 - Meals & Lodging	1,096.61	2,000.00	54.8%	
1211021 - Convention & Education	123.90	6,000.00	2.1%	
1211022 - Miscellaneous	0.00	2,000.00	0.0%	
1211024 - Books, Dues & Subscriptions	12,068.95	16,000.00	75.4%	
1211025 - Office Supplies	4,232.97	6,500.00	65.1%	
1211026 - Equipment Rental	1,731.49	4,075.00	42.5%	
1211030 - Capital Outlay-Machinery/Equip	7,550.65	5,000.00	151.0%	
Total 12110 - TOWN ADMINISTRATION	407,082.20	688,892.00	59.1%	

12210 - LEGAL SERVICES

1221001 - Legal Services	26,673.29	80,000.00	33.3%	Services up to February 28, 2023
Total 12210 - LEGAL SERVICES	26,673.29	80,000.00	33.3%	

12240 - INDEPENDENT AUDITOR

1224001 - Auditing Services	0.00	17,120.00	0.0%	
Total 12240 - INDEPENDENT AUDITOR	0.00	17,120.00	0.0%	

Total 01 - ADMINISTRATION

Total 01 - ADMINISTRATION	447,335.70	816,762.00	54.8%	
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03 - PUBLIC SAFETY

31100 - POLICE DEPARTMENT

3110001 - Salaries & Wages - Regular	328,617.35	464,487.00	70.7%	
3110003 - Salaries & Wages - OT Premium	16,384.54	23,000.00	71.2%	
3110013 - Salaries & Wages - OT Select En	5,671.18	12,000.00	47.3%	
3110004 - Salaries & Wages - Holiday Pay	21,423.00	32,310.00	66.3%	
3110005 - Salaries & Wages - Part Time	31,880.00	36,000.00	88.6%	
3110012 - Salaries & Wages - PT Admin.	3,500.00	19,500.00	17.9%	
3110020 - FICA/MEDICARE	30,368.86	44,937.00	67.6%	
3110021 - VRS	23,087.63	28,427.00	81.2%	
3110022 - Health Insurance	54,411.62	78,379.00	69.4%	
3110023 - Life Insurance	4,642.54	5,904.00	78.6%	
3110024 - Disability Insurance	1,897.91	2,400.00	79.1%	
3110025 - Unemployment Insurance	3,235.03	3,360.00	96.3%	
3110026 - Workers' Compensation Insurance	20,067.00	23,305.00	86.1%	Front loaded costs
3110027 - Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 - Legal Services	17,858.11	27,300.00	65.4%	Services up to February 28, 2023
3110032 - Computer, Internet & Website	2,924.99	5,000.00	58.5%	
3110033 - Postage	109.44	100.00	109.4%	
3110034 - Telecommunications	7,594.66	12,000.00	63.3%	

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3110035 - General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 - Meals and Lodging	464.70	5,000.00	9.3%	
3110038 - Convention & Edu. (Training)	1,732.96	10,000.00	17.3%	
3110040 - Annual Dues & Subscriptions	12,080.09	14,000.00	86.3%	
3110041 - Office Supplies	3,230.21	5,000.00	64.6%	
3110042 - Vehicle Fuels	19,127.26	43,200.00	44.3%	
3110043 - Vehicle Maintenance/Supplies	14,020.38	15,000.00	93.5%	
3110045 - Uniforms & Police Supplies	13,152.54	26,000.00	50.6%	
3110052 - Office Equipment Rental	4,549.64	4,393.00	103.6%	
3110058 - DMV Grant - Payback Reimbursement	4,974.47	4,975.00	100.0%	DMV Grant payback
Total 31100 - POLICE DEPARTMENT	655,602.11	954,427.00	68.7%	
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	655,602.11	964,427.00	68.0%	
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	70,835.43	110,820.00	63.9%	Services up to March 31, 2023
Total 43200 - REFUSE COLLECTION	70,835.43	110,820.00	63.9%	
43100 - MAINT OF 15000 Wash St./Grounds				
4310001 - Repairs/Maintenance Services	44,714.66	97,672.00	45.8%	
4310002 - Maint Svc Contract-Pest Control	544.80	3,000.00	18.2%	
4310003 - Maint Svc Contract-Landscaping	19,685.00	35,000.00	56.2%	
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	13,992.43	16,500.00	84.8%	
4310008 - Electrical Services-Streetlight	3,572.34	5,500.00	65.0%	
4310009 - Water & Sewer Services	3,030.25	3,000.00	101.0%	
4310010 - Janitorial Supplies	240.34	2,000.00	12.0%	
4310011 - Real Estate Taxes	915.51	2,500.00	36.6%	
4310015 - Maintenance - Vehicle Fuel	486.12	2,500.00	19.4%	
4310016 - Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
Total 43100 - MAINT OF 15000 Wash St./Grounds	88,056.61	177,672.00	49.6%	
Total 04 - PUBLIC WORKS	158,892.04	295,705.00	53.7%	
06 - ECONOMIC DEVELOPMENT				
60000 - Tourism/Traveling Marketing	76,938.66	95,850.00	80.3%	
60001 - Town Tourism	21,818.80	48,000.00	45.5%	
60003 - Advertising	0.00	22,000.00	0.0%	
Total 06 - ECONOMIC DEVELOPMENT	98,757.46	165,850.00	59.5%	
07 - PARKS, REC & CULTURAL				
70000 - HAYMARKET COMMUNITY PARK				
7000001 - Grounds Maintenance/Repairs	10,434.30	20,000.00	52.2%	
Total 70000 - HAYMARKET COMMUNITY PARK	10,434.30	20,000.00	52.2%	
71110 - EVENTS				
7111001 - Advertising - Events	2,094.14	5,000.00	41.9%	
7111003 - Contractual Services	51,535.50	50,000.00	103.1%	
7111004 - Events - Other	12,236.80	30,850.00	39.7%	
Total 71110 - EVENTS	65,866.44	85,850.00	76.7%	
72200 - MUSEUM				
7220009 - Advertising	0.00	750.00	0.0%	
7220012 - Telecommunications	1,251.71	2,200.00	56.9%	
7200015 - Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 - Office Supplies	0.00	250.00	0.0%	
7220018 - Exhibits & Programs	400.00	1,700.00	23.5%	
Total 72200 - MUSEUM	1,651.71	5,150.00	32.1%	
Total 07 - PARKS, REC & CULTURAL	77,952.45	111,000.00	70.2%	
08 - COMMUNITY DEVELOPMENT				
81100 - PLANNING COMMISSION				
8110001 - Salaries & Wages - Regular	1,635.00	5,670.00	28.8%	
8110002 - FICA/Medicare	160.47	500.00	32.1%	
8110003 - Consultants - Engineer	6,119.80	10,000.00	61.2%	
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	820.45	1,000.00	82.0%	
8110009 - Engineer - Pass Through	19,913.75			
Total 81100 - PLANNING COMMISSION	28,649.47	23,120.00	123.9%	
81110 - ARCHITECTURAL REVIEW BOARD				
8111001 - Salaries & Wages - Regular	1,080.00	5,830.00	18.5%	

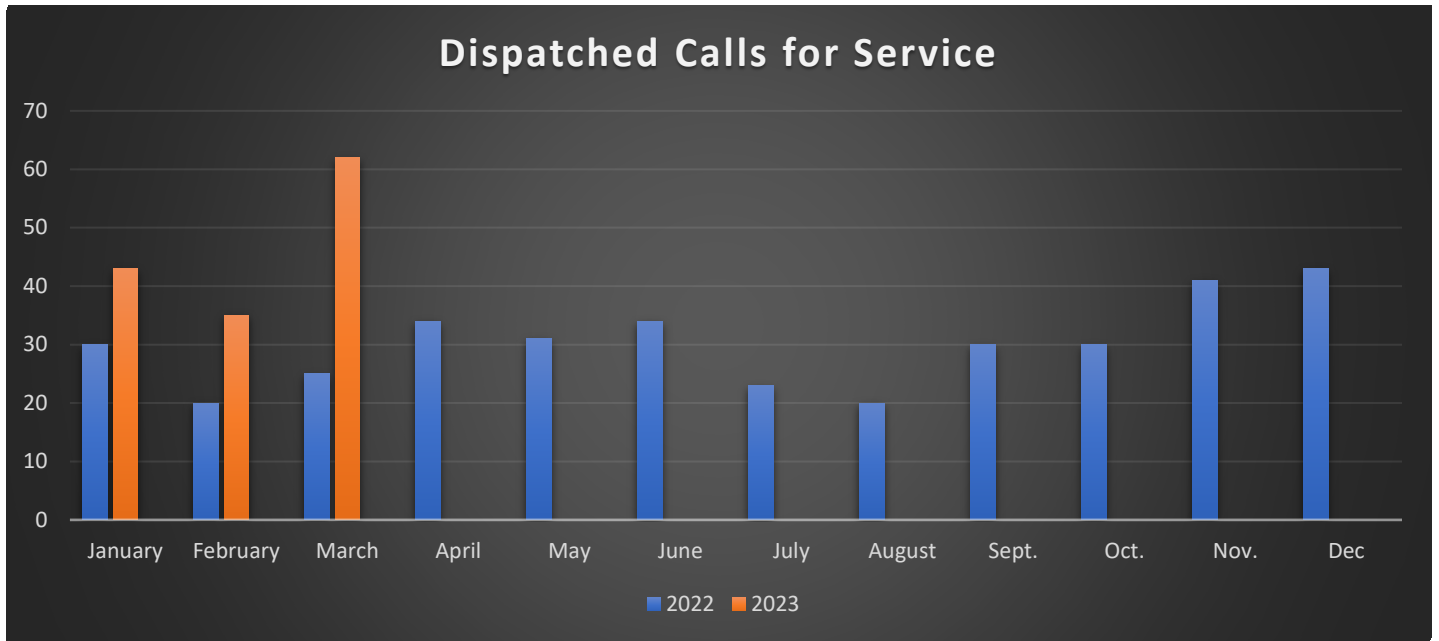
8111002 - FICA/Medicare	62.93	446.00	14.1%
8111005 - Convention & Education	820.45	1,500.00	54.7%
Total 81110 - ARCHITECTURAL REVIEW BOARD	1,963.38	7,776.00	25.2%
81111 - Board Of Zoning Appeals			
8111101 - Convention & Education	833.90	1,500.00	55.6%
8111102 - FICA / Medicare	0.00	102.00	0.0%
8111103 - Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 - Board Of Zoning Appeals	833.90	2,927.00	28.5%
Total 08 - COMMUNITY DEVELOPMENT	31,446.75	33,823.00	93.0%
09 - NON-DEPARTMENTAL			
90001 - Return of Surplus RE Tax Rev	249,323.53	250,000.00	99.7% Surplus Refund of FY2022 RE Taxes
95100 - DEBT SERVICE			
9510002 - General Obligation Bond - Prin	160,100.00	160,200.00	99.9% Front loaded costs
9510003 - General Obligation Bond - Int	8,556.89	8,545.00	100.1% Front loaded costs
Total 95100 - DEBT SERVICE	168,656.89	168,745.00	99.9%
Total 09 - NON-DEPARTMENTAL	417,980.42	418,745.00	99.8%
94102 - Haymarket Community Park			
Architectural/Engineering Fees	5,000.00	0.00	100.0% Structural Report
Total 94102 - Haymarket Community Park	5,000.00	0.00	100.0%
94104 - Street Scape - Park Sidewalk			
9410401 - Architectural/Engineering Fees	32,541.25	144,318.00	22.5%
Total 94104 - Street Scape - Park Sidewalk	32,541.25	144,318.00	22.5%
94105 - PERSONNEL			
EMPLOYEE BENEFITS			
6560 - Payroll Processing Fees	222.06		
Total EMPLOYEE BENEFITS	222.06		
Total 94105 - PERSONNEL	222.06		
94106 - TOWN CENTER MASTER PLAN			
9410601 - Architectural/Engineering Fees	20,605.08	65,057.00	31.7%
Total 94106 - TOWN CENTER MASTER PLAN	20,605.08	65,057.00	31.7%
94107 - BLIGHT MITIGATION			
9410701 - Building Official/Engr.	0.00	40,000.00	0.0%
Total 94107 - BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 - Capital Improvement Funds Expens	0.00	286,702.00	0.0%
Total Expense	1,946,335.32	3,342,389.00	58.2%
Net Ordinary Income	339,857.54	0.00	100.0%
Net Income	339,857.54	0.00	100.0%

Police Department Report to Council

Police Department Activity from February 15, 2023, to March 14, 2023

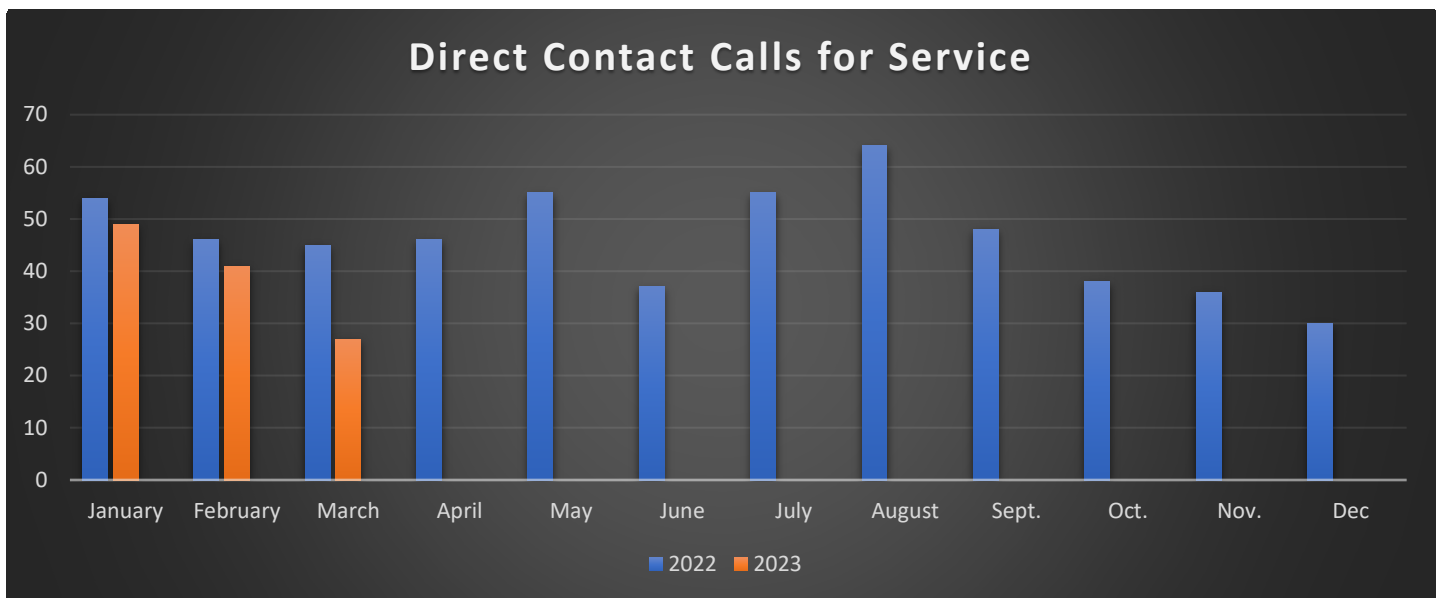
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 18 (5 Misdemeanor and 1 Felony arrest on 3 suspects, 1 still not served)
- Deferments: 2
- Non-Reportable Calls: 27



Flag Downs/Phone Calls: Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

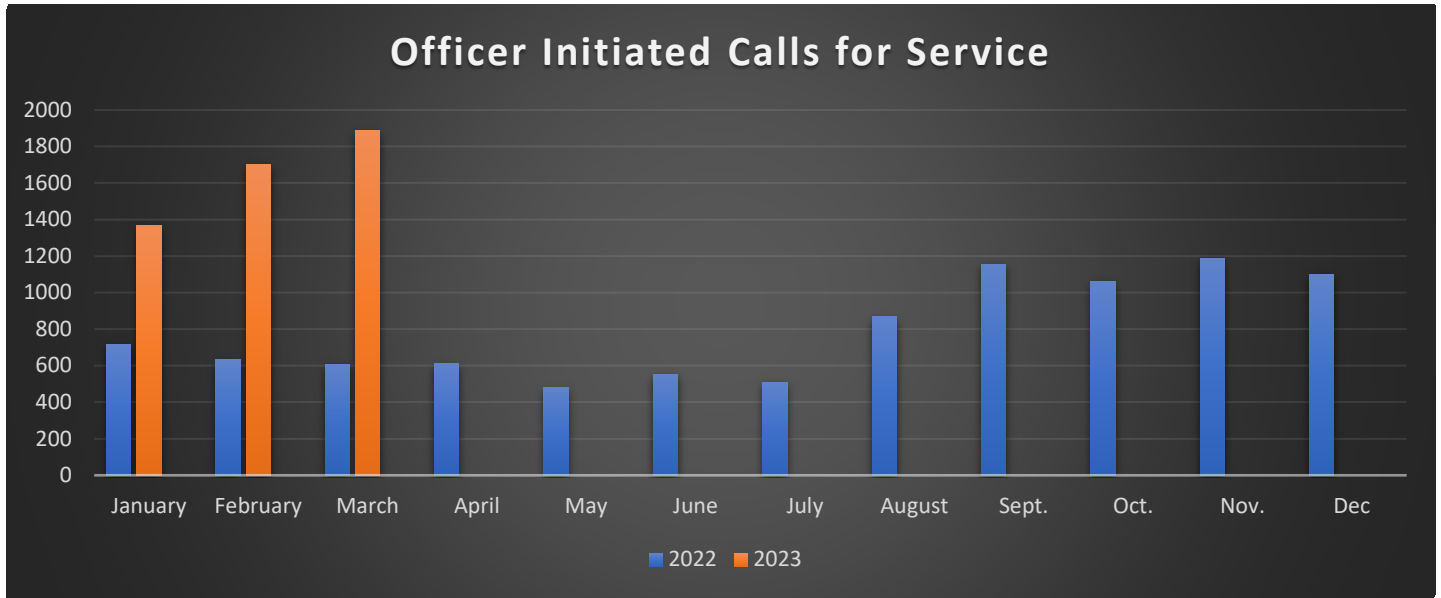
- Reportable Calls: 3
- Non-Reportable Calls: 24



Attachment: Report to council February 15 2023 to March 14 2023 (6072 : Chief of Police Report)

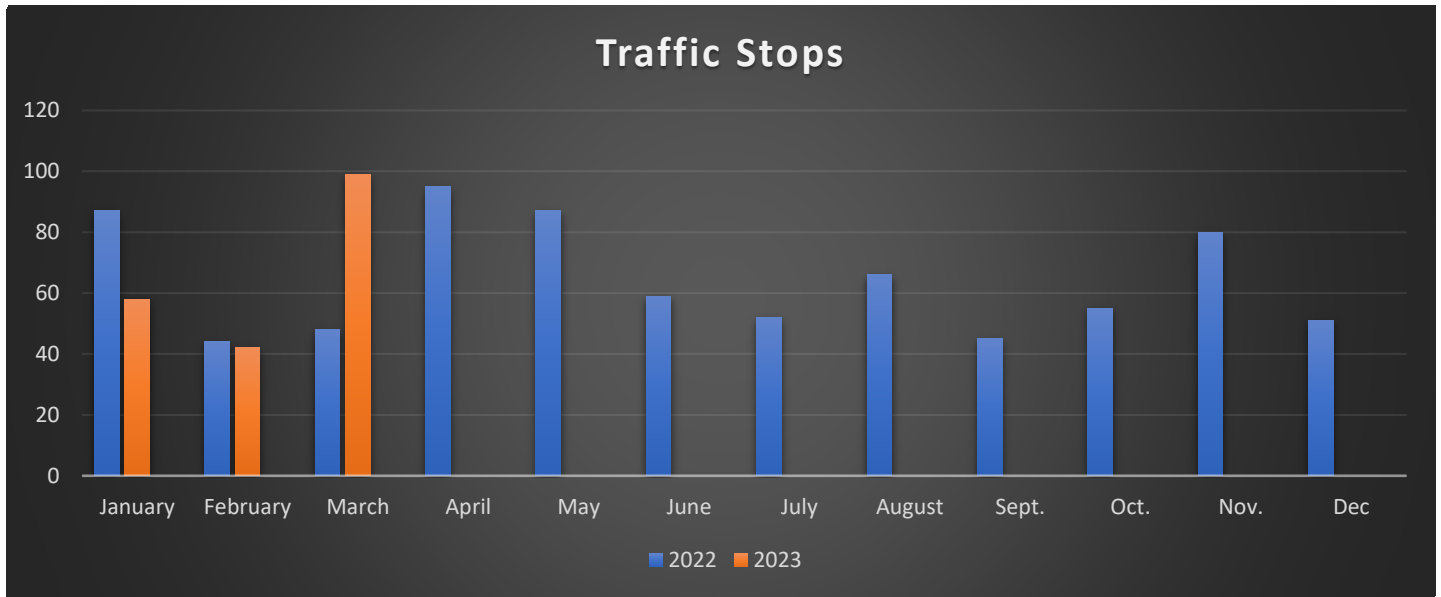
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1 (1 Misdemeanor Arrest)
- Non-Reportable Calls: 1,823
- Foot Patrols: 62



Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 99
 - Summonses: 44
 - Warnings: 71



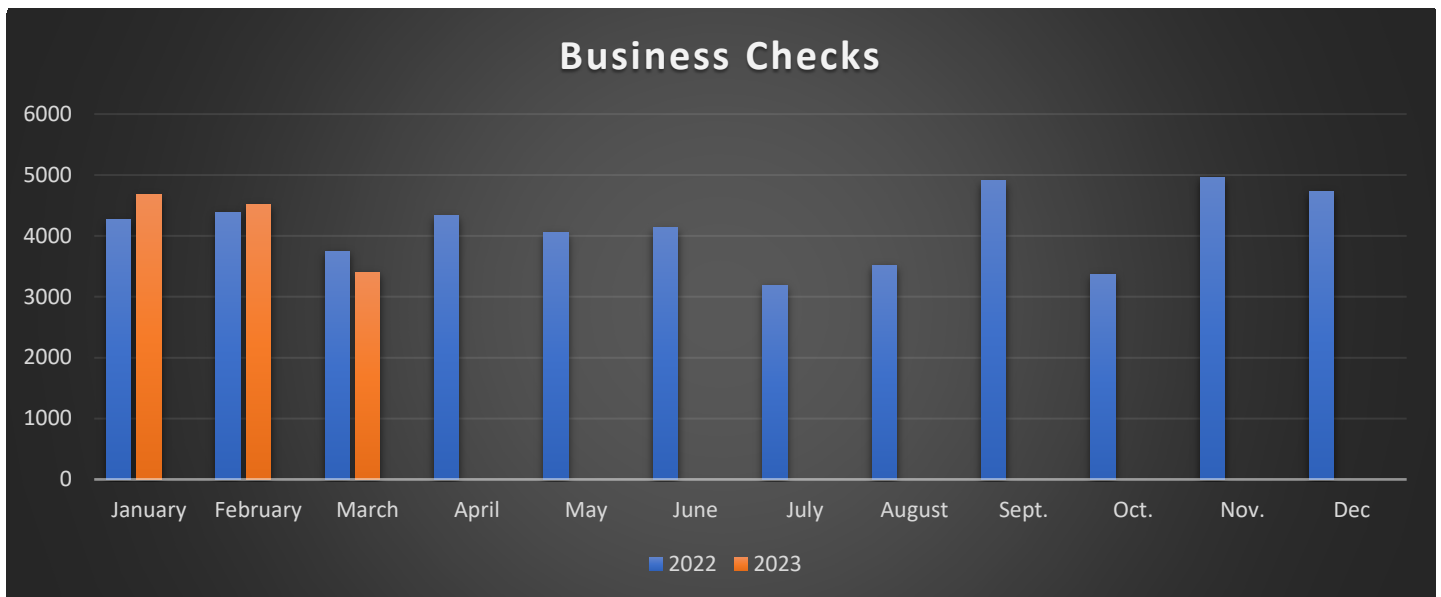
Attachment: Report to council February 15 2023 to March 14 2023 (6072 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations.

- Summons Issued 2023: 101
 - Summons Issues this reporting period: 44
- 101 total:
- 46.2-300 – No license -3
- 46.2-301 – No license – 1
- 46.2-646 – Expired registration – 2
- 46.2-707 – No insurance – 1
- 46.2-816- Following to closely – 1
- 46.2-821 -Disregard stop sign – 1
- 46.2-825 – Failure to yield making a left turn - 1
- 46.2-830 – Failure to obey Hwy sign – 55
- 46.2-833 – Disregard red light – 5
- 46.2-852 -Reckless driving – 1
- 46.2-859 – Passing a stopped school bus – 3
- 46.2-861 – Driving too fast for conditions – 1
- 46.2-874 – Speeding – 21
- 46.2-1158 – Expired state inspection – 5

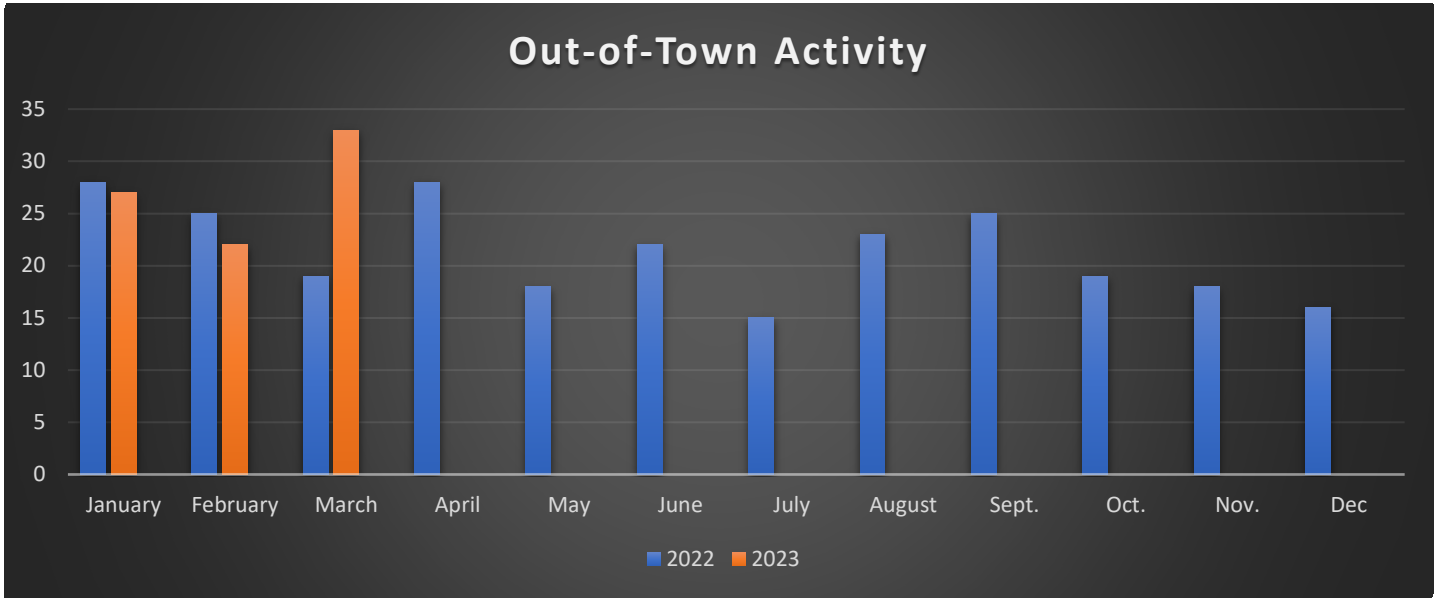
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to assure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 362
- Physical Check: 344
- Drive By: 2,700



Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 18
- Other: 15



Attachment: Report to council February 15 2023 to March 14 2023 (6072 : Chief of Police Report)

Status of Current Projects/Events:

- Reminder to Please subscribe for the Town of Haymarket’s Emergency Management notification system. Text the word “Haymarket” to 888777 to subscribe.
- Implemented General Orders in reference to Employee Compensation and The Career Development Program.
- Held departmental training for all Officers in regards to Defensive Tactics, Use of Force, Photo Line-ups, General Orders, and departmental paperwork process.
- Applied and approved for Northern Virginia Emergency Response System grant. Grant was specific to Handheld Thermal Imaging Devices. It appears that we will receive 4 units.
- Chief Sibert attended training for the upcoming DCJS ARPA Grant application process. We Applied for DCJS ARPA Grant on March 23, 2023 in the amount of \$12,000.
- Held “Coffee with a Cop” event at the Hiton Inn. Thank you Vice-Mayor Pater for your attendance.
- Officer Chan attended and completed Outlaw Motorcycle Gang Training.
- Officer Burgoon attended and completed Drone First Responder Training.
- Chief Sibert Attended the Local Emergency Planning Committee meeting via Webex. This committee prepares and plans for emergency responses to incidents involving hazardous materials.
- Lt. Davis attended Northern Virginia Emergency Response System Meeting held in Fairfax Virginia. Topics included Marcus ALERTS, School Safety, and Mental Health Issues.
- On March 23, 2023, the Chief applied for the 2023 LOLE grant in the amount of \$579.
- Chief Sibert attended Forensic Statement Analysis training.
- HPD phones and Hotspots have been upgraded.
- Lt. Davis completed Firearms Instructor Recertification.
- Chief Sibert and Lt. Davis attended the local Business Roundtable and spoke about crime prevention efforts.

Respectfully Submitted,

Allen Sibert

Chief of Police

Events on Following page

Haymarket Police Department 2023 Event Listing

#	Name of Event	Date of Event	Status
1	Haymarket PD Blood Drive	January 11, 2023	Completed
2	Polar Plunge	February 18, 2023	Completed
3	Coffee with a Cop	March 2, 2023, 8-10am	Completed
4	Farmers Market	April 23, 2023 – Nov. 19, 2023	Upcoming
5	Drug Take Back	April 22, 2023	Upcoming
6	Torch Run for Special Olympics	June 7, 2023	Upcoming
7	Relay for Life	June 10, 2023	Upcoming
8	Flags for Hero's	TBA	Upcoming
9	Ice Cream Social	June 15, 2023	Upcoming
10	Water Balloon Fight	June 15, 2023	Upcoming
11	ZIP Trip Fox News	June 16, 2023	Upcoming
12	National Night Out	August 1, 2023	Upcoming
13	Dominion Valley Regency Grand-Kids Day	TBA	Upcoming
14	Cookies & Cream with a Cop	TBA	Upcoming
15	Coffee with a Cop	TBA	Upcoming
16	Summer Concert	August 19, 2023	Upcoming
17	Rail Safety Week	September 18, 2023	Upcoming
18	Cupcakes with a Cop	TBA	Upcoming
19	Woman's Self Defense Class 1	TBA	Upcoming
20	Cookies and Cream and Cops	TBA	Upcoming
21	Coffee with a Cop	October 4, 2023	Upcoming
22	Haymarket Day	October 21, 2023	Upcoming
23	Halloween Candy Handout	October 31, 2023	Upcoming
24	Cupcakes with a Cop	TBA	Upcoming
25	Prince William Co. Truck or Treat	TBA	Upcoming
26	Drug Take Back	TBA	Upcoming
27	Woman's Self Defense Class 2	TBA	Upcoming
28	Christmas in Haymarket	December 9, 2023	Upcoming
29	Santa Cops (East)	TBA	Upcoming
30	Operation Santa Claus	December 16, 2023	Upcoming
31	Santa Cops (West)	TBA	Upcoming

Attachment: Report to council February 15 2023 to March 14 2023 (6072 : Chief of Police Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans/Projects						
Crossroads Village	Katie/Thomas	10/18/2018	3/29/2023	Applicant/Katie		-Construction and Town E&S inspections ongoing -Revision 3 submitted 10/20. Comments provided 12/5 -Quarles property zoning question meeting 1/6 -Revision 3 resubmitted end of January. Comments due asap
Robinson's Paradise	Katie/Thomas	1/4/2021	3/29/2023	Applicant/Katie		-Construction and Town E&S inspections ongoing -Pavement design revision submitted 3/17 -Propane tank plan revision coord -SWM Inspection coord
Robinson Village	Katie/Thomas	8/13/2020	3/29/2023	Applicant		-Construction and Town E&S inspections ongoing -Pavement design submission expected
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	3/28/2023	Applicant		-Site plan submission received 2/6 -First submission comments provided 3/28
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	3/24/2023	Applicant		-Landscape inspection conducted 2/21 -Report sent 3/24
CBPA Annual Report	Katie/Emily	2/1/2022	3/15/2023	DEQ		-Reviewed annual report and provided feedback to Thomas to submit to DEQ
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	3/14/2023	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Town provided input on streetlight requirements. Applicant to provide updated inserts -Approval letter drafted for receipt of inserts
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	3/7/2023	Applicant		-Preliminary plan approved 11/29/22 -Final SP first submission comments sent 3/7
Bleight Residential Plan	Katie/Thomas	8/5/2022	3/6/2023	Katie		-Conditional engineering approval provided 11/23 -Hard copy of final site plan submitted 3/1. Comments due 4/12

Attachment: 2023-03 Mar Engineer's Reports_KMM (6021 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans						
Park Sidewalk	Katie/Thomas	4/27/2021	2/27/2023	TEG/Town		-Town provided adjacent project plans of record. Researching plans for Haymarket Station, Villages of Haymarket Phase II and previous Streetscape project -60% plans due end of Feb -Update meeting 3/1
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	2/22/2023	RDA/Town		-Test pit change order approved -2nd Submission comments provided 12/6 and E&S approval letter provided for DEQ. Approved by DEQ -RDA final submission received 2/1 -PWCSA approval 2/15. RDA providing final required docs -VDOT provided comments 2/22 -Town comments/approval due 3/15 -DEQ requested VSMP registration statement. RDA to provide to Town
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant		-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required


Attachment: 2023-03 Mar Engineer's Reports_KMM (6021 : Town Engineer Report)

Low Activity Plans						
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant		-Minor Site plan revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
Crossroads Village - Lidl	Katie/Thomas	1/6/2022	11/22/2022	Applicant		-Issued conditional approval and accepted inserts -Signature sets provided to applicant 11/22
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant		-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20

Attachment: 2023-03 Mar Engineer's Reports_KMM (6021 : Town Engineer Report)

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney 

Re: April 2023 Town Attorney Report

Date: March 28, 2023

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my last report, March 1, 2023:

1. Continued to push for the Beans to file an application to the ARB for a Certificate of Appropriateness.
2. Prepared draft documents for court to order a special election to fill the vacancy on council.
3. Advised staff with regard to *Berry v. Board of Supervisors of Fairfax County*, in which the Supreme Court of Virginia invalidated the Fairfax County zoning ordinance because the Board of Supervisors adopted it at an all-virtual meeting.

Attachment: April 2023 Town Attorney Report (6022 : Town Attorney Report)



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

Kimberly Henry
TOWN CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Finance Liaisons
DATE: March 29, 2023
SUBJECT: Monthly Report for March 2023

The finance liaisons continued their oversight during March and welcomed Vice Mayor Pater to the discussion on the following:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2023 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFP for sidewalk at town park
 - Status of Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted for consideration
- Chief Sibert shared that a new PD vehicle is available for immediate purchase, effectively moving up the beginning of the CIP replacement program by three months. The liaisons recommended Chief bring the information to the monthly work session for council consideration, feedback and direction
- The Town Manager is developing a proposal for a phased approach to inventory town owned assets and establishing a building/asset maintenance program
- Staff continued to develop a draft FY 2024 budget to present to council on March 27, 2023 at the monthly work session. Some proposals include, among other things, expanding the PT maintenance position to FT, introducing a career development program for the PD officers, funding a pilot program to aid in the assessment of the need for an additional PD FTE, and funding the construction of the park sidewalk
- The Treasurer and Town Attorney continue their efforts regarding updates to the Virginia Code with respect to the TOT and collection from accommodation intermediaries
- Ongoing, the current fiscal year shows solid growth in revenue and strong financial management of expenses. We will continue to keep you informed of any changes/challenges and how to mitigate them as they arise

Joe Pasanello and TracyLynn Pater



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

Emily L. Kyriazi
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Vice Mayor Tracylynn Pater
DATE: April 3, 2023
SUBJECT: Business Liaison Report

Monthly Updates for March 2023

- * Met weekly with Staff to discuss upcoming events and current happenings
- * Met with and interviewed several candidates for the Town Administration Assistant position. Position was offered to and accepted by Alexandra ~ I am confident that Alexandra will be a wonderful asset to the town....Welcome Alexandra!
- * Attended Rotary meetings - Flags for Heroes update June 2023
- * Attended Haymarket Gainesville Business Association Event - Sweet Julia Grace speaker on upcoming Adult Field Day at Farm Brew and nonprofit mission
- * Attended and participated in the first annual Women's Conference by Carried To Full Term ~ wonderful event supporting and nurturing women in healing and growth
- * Attended and spoke at the PWAR Economic Summit ~ Update on Virginia trends and happenings in real estate and surrounding communities. Also presenting and in attendance The Town of Manassas, Manassas and Occoquan
- * First 2023 Business Round Table - Held at the Hilton Garden Inn we updated the community on current construction and happenings. Bob Weir, Gainesville County Supervisor, highlighted current changes and development within the area and took questions from the audience. Skipper Films was present to video the meeting and 30 second "business pitches" for all businesses that attended. The footage will be put into videos for social media and promoting Haymarket businesses
- *Participated in wishing Ms. Doris from Melanie's Florists a Happy 90th Birthday along with our Police Department and Local First Responders

*Businesses Visited:

Copper Cricket

Vitality Aesthetics Face + Skin

Fosters



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

To: Haymarket Town Council
From: Mary Ramirez
RE: Community Outreach Liaison
Date: April 3, 2023

MEMORANDUM

- Supported community elementary school, BMES, by donating experiences to their silent auction.
Experiences include:

- Lighting Christmas Tree at Town Christmas Event
- HPD Escort to school
- Day in the Life of a HPD Officer
- Participated alongside Vice Mayor at Carried to Full Term's Cycle Breakers Women's Conference on 3/25
- Actively compiling Town HOA information, I invite our residents to forward their HOA contact information to mramirez@townofhaymarket.org
- April 21st, Vice Mayor and myself will be attending a luncheon and meeting with the Auxiliary Board of UVA Health Prince William Medical Center to discuss Town news

Best,

Mary Ramirez

Attachment: Memo to Council CO liaison report 040323 (6025 : Community Outreach Liaison Report)



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

To: Haymarket Town Council

From: Marchant Schneider

RE: ARB Liaison Report

Date: April 3, 2023

MEMORANDUM

ARB Liaison Report / March 2023

At its March meeting, the ARB reviewed and approved rooftop solar panel installations on two residential structures.

The ARB also reviewed and approved parking lot light fixtures to be installed at Tobaccology.

Respectfully Submitted
Marchant Schneider
ARB Liaison

Attachment: Memo to Council ARB Liaison Report 040323 (6067 : Architectural Review Board Liaison Report)



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

Kimberly Henry
 TOWN CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Kimberly Henry, Clerk of Council
 DATE: April 3, 2023
 SUBJECT: Petition for Special Election

Background: The Town of Haymarket will need to hold a Special Election for the Town Council vacancy seat. The Council can appoint someone to the vacant seat until the next general election. At the next general election, the citizens will elect someone to fill the remainder of the term. Attached is the Petition that the Town Attorney would submit stating requesting that the Special Election would be held in November during the General Election. This will save the Town election costs if the Special Election is held at the same time as the General Election. Also, I have attached information on the deadline for filing for candidacy for the November election.

Draft: *I move that the Town Attorney file the Petition for Haymarket to hold a special election in November to fill the Council vacancy seat.*

Attachment: Memo Special Election (6048 : Town Council Petition for November Special Election)

VIRGINIA:

IN THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY

_____)
 IN RE:)
 Petition for Special Election to)
 Fill a Vacancy on the Town Council)
 of the Town of Haymarket)
)
 TOWN OF HAYMARKET, VIRGINIA,)
)
 Petitioner.)
)
 _____) Case No. _____

PETITION FOR A WRIT OF ELECTION

COMES NOW the Petitioner, the TOWN OF HAYMARKET, VIRGINIA (the "Town"), by and through counsel, and petitions this Court to issue a Writ of Election and in support thereof states the following:

FACTS

1. Haymarket Council Member Robert Weir was elected to a two-year term starting January 1, 2023.
2. Mr. Weir resigned from the Town Council due to his election to serve on the Board of Supervisors for Prince William County effective February 27, 2023.
3. Virginia Code § 24.2-226 provides for issuance of a writ of election to fill the vacancy as set forth in Article 5 (§ 24.2-681 *et seq.*) of Chapter 6, Title 24.2.
4. The Town Council requests that the date of November 7, 2023, which is the date of the next scheduled general election, be the date of the special election to fill the vacancy in the office of Town Council Member of the Town of Haymarket, Virginia, pursuant to Virginia Code

Attachment: Draft Petition for a Writ of Election and Writ of Special Election (6048 : Town Council Petition for November Special Election)

§ 24.2-682, filling the remainder of the term of office of Robert Weir, which expires on December 31, 2024.

WHEREFORE, the Petitioner, the TOWN OF HAYMARKET, VIRGINIA, respectfully requests that the Circuit Court of Prince William County issue a writ of election for the Town to hold a special election November 7, 2023 to fill the unexpired term of Mr. Weir as a Town Council Member.

TOWN OF HAYMARKET
By Counsel

Martin R. Crim, Esquire (VSB #33385)
VANDERPOOL, FROSTICK & NISHANIAN, P.C.
9200 Church Street, Suite 400
Manassas, Virginia 20110
Telephone: (703) 369-4738/Fax: (703) 369-3653
Town Attorney
mcrim@vfnlaw.com

VIRGINIA:

IN THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY

_____)
 IN RE:)
 Petition for Special Election to)
 Fill a Vacancy on the Town Council)
 of the Town of Haymarket)
)
)
 TOWN OF HAYMARKET, VIRGINIA,)
)
 Petitioner.)
)
)
 _____) Case No. _____

WRIT OF SPECIAL ELECTION

IT APPEARING to the Court by a Petition filed by the Town Attorney on behalf of the Town Council of the Town of Haymarket, Virginia, that a vacancy has been created by the resignation of council member Robert Weir,

AND IT FURTHER APPEARING that the Town’s petition for a writ of special election is found to be in proper order,

AND IT FURTHER APPEARING that the special election to fill the vacancy pursuant to Virginia Code § 24.2-226 should be held on November 7, 2023.

NOW, THEREFORE, it is hereby ORDERED that pursuant to Virginia Code Section 24.2-226 this Writ of Special Election is issued and the Electoral Board of Prince William County, Virginia, is directed to take steps and prepare such means as may be necessary to hold the Special Election to fill the Town Council vacancy on the same day and at the same time as the next general election, to-wit: Tuesday, November 7, 2023, in the manner and at the places as would be executed for a general election. This Court further ORDERS the Electoral Board and

Attachment: Draft Petition for a Writ of Election and Writ of Special Election (6048 : Town Council Petition for November Special Election)

Registrar to observe the directives set forth in § 24.2-681 *et seq.* of the Code of Virginia when conducting this Special Election. This Court further ORDERS that the Secretary of the Electoral Board shall post a copy of this Writ on the official website for the County and have notice of the election published once in a newspaper of general circulation in this jurisdiction at least 10 days before the special election.

The Clerk of this Court is further ORDERED to transmit a certified copy of this Writ to the Secretary of the Electoral Board, the Town Attorney for the Town of Haymarket, and the Virginia State Board of Elections, and to strike this matter from the docket.

JUDGE

I ASK FOR THIS:

Martin R. Crim, Esquire (VSB #33385)
VANDERPOOL, FROSTICK & NISHANIAN, P.C.
9200 Church Street, Suite 400
Manassas, Virginia 20110
Telephone: (703) 369-4738/Fax: (703) 369-3653
Town Attorney
mcrim@vfnlaw.com

COVER SHEET FOR FILING CIVIL ACTIONS
COMMONWEALTH OF VIRGINIA

Case No. _____
(CLERK'S OFFICE USE ONLY)

Prince William County

Circuit Court

Town of Haymarket
PLAINTIFF(S)

v./In re: Petition for Special Election to Fill a Vacancy on the
DEFENDANT(S)

Town Council of the Town of Haymarket

I, the undersigned [] plaintiff [] defendant [X] attorney for [X] plaintiff [] defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

GENERAL CIVIL

Subsequent Actions

- Claim Impleading Third Party Defendant
- Monetary Damages
- No Monetary Damages
- Counterclaim
- Monetary Damages
- No Monetary Damages
- Cross Claim
- Interpleader
- Reinstatement (other than divorce or driving privileges)
- Removal of Case to Federal Court

Business & Contract

- Attachment
- Confessed Judgment
- Contract Action
- Contract Specific Performance
- Detinue
- Garnishment

Property

- Annexation
- Condemnation
- Ejectment
- Encumber/Sell Real Estate
- Enforce Vendor's Lien
- Escheatment
- Establish Boundaries
- Landlord/Tenant
- Unlawful Detainer
- Mechanics Lien
- Partition
- Quiet Title
- Termination of Mineral Rights

Tort

- Asbestos Litigation
- Compromise Settlement
- Intentional Tort
- Medical Malpractice
- Motor Vehicle Tort
- Product Liability
- Wrongful Death
- Other General Tort Liability

ADMINISTRATIVE LAW

- Appeal/Judicial Review of Decision of (select one)
- ABC Board
- Board of Zoning
- Compensation Board
- DMV License Suspension
- Employee Grievance Decision
- Employment Commission
- Local Government
- Marine Resources Commission
- School Board
- Voter Registration
- Other Administrative Appeal

DOMESTIC/FAMILY

- Adoption
- Adoption – Foreign
- Adult Protection
- Annulment
- Annulment – Counterclaim/Responsive Pleading
- Child Abuse and Neglect – Unfounded Complaint
- Civil Contempt
- Divorce (select one)
- Complaint – Contested*
- Complaint – Uncontested*
- Counterclaim/Responsive Pleading
- Reinstatement – Custody/Visitation/Support/Equitable Distribution
- Separate Maintenance
- Separate Maintenance Counterclaim

WRITS

- Certiorari
- Habeas Corpus
- Mandamus
- Prohibition
- Quo Warranto

PROBATE/WILLS AND TRUSTS

- Accounting
- Aid and Guidance
- Appointment (select one)
- Guardian/Conservator
- Standby Guardian/Conservator
- Custodian/Successor Custodian (UT)
- Trust (select one)
- Impress/Declare
- Reformation
- Will (select one)
- Construe
- Contested

MISCELLANEOUS

- Appointment (select one)
- Church Trustee
- Conservator of Peace
- Marriage Celebrant
- Bond Forfeiture Appeal
- Declaratory Judgment
- Declare Death
- Driving Privileges (select one)
- Reinstatement pursuant to § 46.2-427
- Restoration – Habitual Offender or 3 Offense
- Expungement
- Firearms Rights – Restoration
- Forfeiture of U.S. Currency
- Freedom of Information
- Injunction
- Interdiction
- Interrogatory
- Judgment Lien-Bill to Enforce
- Law Enforcement/Public Official Petition
- Name Change
- Referendum Elections
- Sever Order
- Taxes (select one)
- Correct Erroneous State/Local
- Delinquent
- Vehicle Confiscation
- Voting Rights – Restoration
- Other (please specify)

Petition for Writ of Election

[] Damages in the amount of \$ _____ are claimed.

DATE _____ [] PLAINTIFF [] DEFENDANT [X] ATTORNEY FOR [X] PLAINTIFF [] DEFENDANT

Martin R. Crim
PRINT NAME

9200 Church Street, Suite 400
ADDRESS/TELEPHONE NUMBER OF SIGNATOR

Manassas, Virginia 20110 (703) 369-4738

mcrim@vfnlaw.com
EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

Attachment: Draft Petition for a Writ of Election and Writ of Special Election (6048 : Town Council Petition for November Special Election)

**Civil Action Type Codes
(Clerk’s Office Use Only)**

Attachment: Draft Petition for a Writ of Election and Writ of Special Election (6048 : Town Council Petition for November Special Election)

Accounting	ACCT	Ejectment	EJET
Adoption	ADOP	Encumber/Sell Real Estate	RE
Adoption – Foreign	FORA	Enforce Vendor’s Lien	VEND
Adult Protection	PROT	Escheatment	ESC
Aid and Guidance	AID	Establish Boundaries	ESTB
Annexation	ANEX	Expungement	XPUN
Annulment	ANUL	Forfeiture of U.S. Currency	FORF
Annulment – Counterclaim/Responsive Pleading..	ACRP	Freedom of Information	FOI
Appeal/Judicial Review		Garnishment	GARN
ABC Board	ABC	Injunction	INJ
Board of Zoning	ZONE	Intentional Tort	ITOR
Compensation Board	ACOM	Interdiction	INTD
DMV License Suspension	JR	Interpleader	INTP
Employment Commission	EMP	Interrogatory	INTR
Employment Grievance Decision	GRV	Judgment Lien – Bill to Enforce	LIEN
Local Government	GOVT	Landlord/Tenant	LT
Marine Resources	MAR	Law Enforcement/Public Official Petition	LEP
School Board	JR	Mechanics Lien	MECH
Voter Registration	AVOT	Medical Malpractice	MED
Other Administrative Appeal	AAPL	Motor Vehicle Tort	MV
Appointment		Name Change	NC
Conservator of Peace	COP	Other General Tort Liability	GTOR
Church Trustee	AOCT	Partition	PART
Custodian/Successor Custodian (UTMA)	UTMA	Permit, Unconstitutional Grant/Denial by Locality	LUC
Guardian/Conservator	APPT	Petition – (Miscellaneous)	PET
Marriage Celebrant	ROMC	Product Liability	PROD
Standby Guardian/Conservator	STND	Quiet Title	QT
Asbestos Litigation	AL	Referendum Elections	ELEC
Attachment	ATT	Reinstatement (Other than divorce or driving	
Bond Forfeiture Appeal	BFA	privileges)	REIN
Child Abuse and Neglect – Unfounded Complaint ..	CAN	Removal of Case to Federal Court	REM
Civil Contempt	CCON	Restore Firearms Rights – Felony	RFRF
Claim Impleading Third Party Defendant –		Restore Firearms Rights – Review	RFRR
Monetary Damages/No Monetary Damages	CTP	Separate Maintenance	SEP
Complaint – (Miscellaneous)	COM	Separate Maintenance – Counterclaim/Responsive	
Compromise Settlement	COMP	Pleading	SCRP
Condemnation	COND	Sever Order	SEVR
Confessed Judgment	CJ	Taxes	
Contract Action	CNTR	Correct Erroneous State/Local	CTAX
Contract Specific Performance	PERF	Delinquent	DTAX
Counterclaim – Monetary Damages/No Monetary		Termination of Mineral Rights	MIN
Damages	CC	Trust – Impress/Declare	TRST
Cross Claim	CROS	Trust – Reformation	REFT
Declaratory Judgment	DECL	Uniform Foreign Country Money Judgments	RFCJ
Declare Death	DDTH	Unlawful Detainer	UD
Detinue	DET	Vehicle Confiscation	VEH
Divorce		Voting Rights – Restoration	VOTE
Complaint – Contested/Uncontested	DIV	Will Construction	CNST
Counterclaim/Responsive Pleading	DCRP	Will Contested	WILL
Reinstatement – Custody/Visitation/Support/		Writs	
Equitable Distribution	CVS	Certiorari	WC
Driving Privileges		Habeas Corpus	WHC
Reinstatement pursuant to § 46.2-427	DRIV	Mandamus	WM
Restoration – Habitual Offender or		Prohibition	WP
3 rd Offense	REST	Quo Warranto	WQW
		Wrongful Death	WD



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

How to Run for Local Office

Ballot Access Requirements for
the **June 20, 2023 Primary** and
the **November 7, 2023 Special Elections**

Definitions and Key Icons

Political party – an organization that, at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election (currently only Democratic and Republican)

Primary candidate – an individual who is seeking the nomination of a political party by running in a primary

Non-primary party candidate – an individual who is seeking the nomination of a political party by a means other than a primary; speak with the party

Independent – an individual who is seeking to run in a General Election without the nomination from the Republican or Democratic party (may include a recognized party or no party)

Incumbent – an officeholder who wants to run for reelection to the same office

Qualified voter – a person who is entitled to vote under the Virginia Constitution and is properly registered to vote (see [definition here](#))

Va. Code – Virginia Code

VAC – Virginia Administrative Code

Writ of election – a legal document issued by a judge ordering an election

COMET – Database for candidates to file, and the Department of Elections to track, campaign finance



Notes where to find information in the Code of Virginia or Virginia Administrative Code.



Indicates beginning and/or ending deadlines for filing documents.



Indicates information on where to file documents.



Indicates additional information that may be helpful.

How candidates get on the ballot in Virginia

Follow these instructions to get on the ballot for:

- a Primary Election on Tuesday, June 20, 2023.
- a Special Election on Tuesday, November 7, 2023.

Follow these instructions if you are running for one of the special elections occurring during the November, 2023 general election.

2023 June Primary and November General Election Calendar

Type of Election	Candidates: Last Day to File
Primary Tuesday, June 20, 2023 <small>Find in Code: Va. Code §§ 24.2-503, 24.2-522 and 24.2-524</small>	Thursday, April 6, 2023 at 5:00 p.m.
Special Tuesday, November 7, 2023 <small>Find in Code: Va. Code §§ 24.2-503 and 24.2-507</small>	1st general since vacancy: Friday, August 18, 2023 at 5:00 pm 2nd general since vacancy: Tuesday, June 20, 2023 at 7:00 pm

Do you fulfill the basic qualifications to be a candidate?

- You have been a resident of Virginia for one year immediately preceding the election.
- You are a resident of the county, city, or town in which you are trying to run for office.
- You are registered to vote in the county, city, or town in which you are trying to run for office.

Attachment: 2023-11-07_Sp_Bulletin_Local_Offices (002) (6048 : Town Council Petition for November Special Election)

What, when, and where do I file?

[This table is a summary. Find more information below.](#)

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
1	Certificate of Candidate Qualification – Local Office		Your General Registrar Postmarked by deadline if sent registered or certified USPS mail.	Primary candidates: When the writ of election is issued but not before January 3, 2023.	Thursday, April 6, 2023 at 5:00 p.m.
				Non-primary party and independent candidates: When the writ of election is issued but not before January 3, 2023.	1st November vacancy: Friday, August 18, 2023 at 5:00 p.m. 2nd November vacancy: Tuesday, June 20, 2023 at 7:00 p.m.
2	Statement of Economic Interest – Local Office	Only applies to certain candidates (review page 8).	Your General Registrar Postmarked by deadline if sent registered or certified USPS mail.	Primary candidates: When the writ of election is issued but not before January 3, 2023.	Thursday, April 6, 2023 at 5:00 p.m.
				Non-primary party and independent candidates: When the writ of election is issued but not before January 3, 2023.	1st November vacancy: Friday, August 18, 2023 at 5:00 p.m. 2nd November vacancy: Tuesday, June 20, 2023 at 7:00 p.m.
3	Primary Filing Fee	Contact your local Treasurer or Director of Finance for fee amount.	With the Treasurer or Director of Finance in the locality where you live.	Primary candidates: Tuesday, January 3, 2023.	Thursday, April 6, 2023 at 5:00 p.m.
4a	Declaration of Candidacy	Submit with the Petitions of Qualified Voters (4c) and, if applicable, the receipt for your primary filing fee (4b).	Primary candidates: With the Chairman of your local political party. All other candidates: With the General Registrar of your locality.	Primary candidates: Monday, March 20, 2023 at 12:00 p.m.	Thursday, April 6, 2023 at 5:00 p.m.
				Non-primary party and independent candidates: Independent candidates: When the writ of election is issued but not before January 3, 2023.	You do not need to file. 1st November vacancy: Friday, August 18, 2023 at 5:00 p.m. 2nd November vacancy: Tuesday, June 20, 2023 at 7:00 p.m.

§§ [24.2-501](#) or [24.2-503](#)

§§ [24.2-502](#) and [24.2-503](#)

§§ [24.2-523](#) and [24.2-524](#)

§§ [24.2-505](#), [24.2-507](#), [24.2-520](#), and [24.2-522](#)

11/22/2022

Packet Pg. 50

Follow these steps to file your candidacy:

1 Fill out and submit the [Certificate of Candidate Qualification Form – Local Offices](#) (SBE-501).



Find in Virginia Code §§ [24.2-501](#) or [24.2-503](#).



Primary candidates

File starting **when the writ of election is issued but not before January 3, 2023.**
File ending **April 6, 2023 at 5 pm.**

Non-primary party and independent candidates

File starting **when the writ of election is issued but not before January 3, 2023.**
File ending

- 1st November vacancy: **Friday, August 18, 2023 at 5:00 pm.**
- 2nd November vacancy: **Tuesday, June 20, 2023 at 7:00 pm.**

All candidates can mail this form by the deadline and the general registrar will accept it. You must:

- Pay the postage and send by registered or certified mail.
- Keep the receipt in case the general registrar asks for proof that you mailed this form before the deadline.



Submit this form to your [General Registrar](#).



After you submit this form:

- The general registrar puts your information into the Virginia Election and Registration Information System (VERIS).
- The Department of Elections posts your contact information on the Department website.

2 Fill out and submit the [Statement of Economic Interests](#) (if required).



Find in Virginia Code §§ [24.2-501](#) or [24.2-503](#).

Required of a candidate running for constitutional office OR a candidate running for a seat on a governing body or elected school board of any county, city, or town with a population in excess of 3,500 persons.



Primary candidates

File starting **when the writ of election is issued but not before January 3, 2023.**

File ending **April 6, 2023 at 5 pm.**

Non-primary party and independent candidates

File starting **when the writ of election is issued but not before January 3, 2023.**

File ending

- 1st November vacancy: **Friday, August 18, 2023 at 5:00 pm.**
- 2nd November vacancy: **Tuesday, June 20, 2023 at 7:00 pm.**

All candidates can mail this form by the deadline and we will accept it. You must:

- Pay the postage and send by registered or certified mail.
- Keep the receipt in case we ask for proof that you mailed this form before the deadline.



Submit this form to your [General Registrar](#).



An incumbent seeking re-election who filed the Statement of Economic Interest pursuant to Va. Code § [2.2-3115](#), i.e. annual filing, is not required to file another Statement of Economic Interest as a candidate. This also applies to an interim appointee who is seeking election to his/her appointed office.

4a; Fill out and submit a [Declaration of Candidacy](#) form (SBE-505/520).
4b



Find in Virginia Code §§ [24.2-505](#), [24.2-507](#), [24.2-520](#), and [24.2-522](#).



Primary candidates

File starting **when the writ of election is issued but not before March 20, 2023 at 12 pm.**

File ending **April 6, 2023 at 5 pm.**

Independent candidates

File starting **when the writ of election is issued but not before January 3, 2023.**

File ending

- 1st November vacancy: **Friday, August 18, 2023 at 5:00 pm.**
- 2nd November vacancy: **Tuesday, June 20, 2023 at 7:00 pm.**

Your general registrar must **receive** this form by the deadline listed above. A postmark or other mailing service timestamp does not qualify.



Submit this form along with:

- the Petitions of Qualified Voters **AND**
- the Primary filing receipt (if required) to
- Primary candidates: Chairman of your local political party
- All other candidates: your [General Registrar](#).



If you are a party candidate nominated by a method other than a primary then you do not need to submit a Declaration of Candidacy unless required by your party.



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

Kimberly Henry
TOWN

CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly Henry, Clerk of Council
DATE: April 10, 2023
SUBJECT: Remote Meeting Policy

Background: During the Covid pandemic, the Town Council adopted Resolution #2020-006 on March 26, 2020 and Ordinance 2020-001 Continuity of Government in April 2020 with an expiration date of 6 months. They were both renewed in November 2020 with an expiration until the pandemic is over. Since then the CDC has declared that the pandemic is over. In order for Council and Board Members to be able to participate remotely, a new policy needs to be put into place.

Attached is draft Resolution #2023-004 from the Town Attorney on the remote meeting policy.

Draft Motion: *I move that the Haymarket Town Council adopt Resolution #2023-004: Remote meeting policy effective immediately.*

Or Alternate Motion

Attachment: Memo Resolution 2023-004 remote meeting policy (6073 : Resolution #2023-004: Remote Meeting Policy)

RESOLUTION #2023-__**A RESOLUTION TO ADOPT A NEW POLICY GOVERNING PARTICIPATION IN MEETINGS
BY MEMBERS OF THE TOWN COUNCIL THROUGH ELECTRONIC COMMUNICATION**

WHEREAS, The Town Council adopted a policy on March 26, 2020, under Code of Virginia § 2.2-3708.2, the then-applicable statute governing meetings through electronic communications of the Town Council and its appointed boards; and

WHEREAS, Virginia Code § 2.2-3708.3 (the “Statute”) superseded former § 2.2-3708.2 effective September 1, 2022, and provides for members of public bodies to participate in a meeting through electronic or telephonic communication means from a remote location that is not open to the public, provided that the public body first adopts a policy consistent with the Statute; and

WHEREAS, the members of the Town Council wish to adopt a policy to allow for remote participation in Council and committee meetings; and

WHEREAS, the Town Council believes that providing for such participation by adoption of a policy complying with the Statute will promote the interests of the Town and its citizens;

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council adopts the following policy applicable to the Town Council and all its committees, subcommittees, or other entities however designated to perform delegated functions of the Town Council or to advise the Town Council, as set forth below:

1. This policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
2. Remote participation shall be subject to the approval of the presiding officer of the applicable public body, appealable to the body as a whole in accordance with Robert’s Rules of Order.
3. On or before the day of a meeting, a member of the public body wishing to participate remotely shall notify the presiding officer that such member is unable to attend the meeting due to:
 - a. a temporary or permanent disability or other medical condition that prevents physical attendance,
 - b. a medical condition of a member of the member's family requiring the member to provide care that prevents the member's physical attendance;
 - c. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - d. the member being unable to attend the meeting due to personal reasons, in which case the member shall identify with specificity the nature of the personal reason.

4. A member’s participation from a remote location will only be approved if the member’s voice is clearly audible to council members and citizens at Town Hall (or such other location as specified in the notice of the meeting) and if the member can hear persons speaking into the microphones at the Town Hall (or other specified location).
5. If a member's participation from a remote location is disapproved because such participation would violate the policy set out in this resolution, such disapproval shall be recorded in the minutes with specificity.
6. Each member’s remote participation due to personal reasons shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
7. Members participating in person must be physically assembled at the meeting location that was announced in the notice of the meeting or, if no location was specified, at Town Hall.
8. The public body shall record in its minutes all instances of remote participation, and the remote location from which a member participates. The remote location need not be open to the public and may be identified in the minutes by a general description.
9. If participation is approved pursuant to subdivision 3.a. or 3.b. of this policy, the public body shall include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3.c., the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 3.d., the public body shall also include in its minutes the specific nature of the personal matter cited by the member.
10. Instances of remote participation shall be included in the total of meetings attended for the purpose of calculating the monthly compensation of the Town's elected and appointed officials.

BE IT FURTHER RESOLVED THAT this policy supersedes the policy adopted by Resolution 2020-006.

By the Order of the Council
 Done this ____ day of _____, 2023.
 Motion by:
 Seconded by:

Vote:

Attachment: Resolution to adopt remote meeting policy 2023 v2 (6073 : Resolution #2023-004: Remote Meeting Policy)

OFFICE OF THE CHIEF
ALLEN SIBERT
ASIBERT@TOWNOFHAYMARKET.ORG
OFFICE: (703) 753-2700



HAYMARKET POLICE DEPARTMENT
15000 WASHINGTON STREET
HAYMARKET, VIRGINIA 20169
FAX: (703) 753-1950

11.3.a

ISAIAH 6:8

April 4, 2023

To: Council

From: Allen Sibert

Re: Memo / Discussion of Vehicle Purchase

Good afternoon!

I hope that everyone is doing great!

As proposed and discussed in last weeks work session, discussion and decision will be on the agenda for the April 10, 2023, council meeting.

My apologies for not being able to attend this meeting as I will be out of town.

During the work session presentation, 2 questions were raised that needed further research before answering.

- 1) Will the truck be equipped with a trailer hitch at no further cost to the Town?

Answer: Yes, the truck will have all towing capabilities when purchased at No extra expense.

- 2) How long will the upfit take before delivery?

Answer: 8 to 12 weeks for upfitting.

At the end of further discussion, I would like a directive from Council as to proceed or decline the purchase of this vehicle.

If approved, Treasurer Gonzalez would also need a directive/resolution to use \$10,640 of Public Safety Proffer revenue, and \$43,000 of CIP funds to procure this vehicle. Implementation of this directive will reduce the 2023-2024 budget line item 3110056 Capital Outlay by \$53,000.

Please let me know if you have further questions. I will be glad to assist.

Sincerely,

Allen Sibert

Attachment: 2023 Proposed Vehicle Purchase v2 (6065 : Purchase of Police Vehicle)

CONTRACT MODIFICATION AGREEMENT

Date: AUGUST 5, 2023
 Contract No.: 19-19079-WHC
 Commodity: Ford Specialty Vehicles with Options
 Issued By: City of Chesapeake Purchasing Division
 306 Cedar Road, 5th Floor
 Chesapeake, Virginia 23322
 Buyer: Ryan J. Hendricks, Procurement Specialist I
 Contractor: Sheehy Ford of Richmond, Inc.
 10601 Midlothian Turnpike
 Richmond, Virginia 23235
 Phone: 804-419-1364
 Email: leaharnold@sheehy.com

Modification No. 8

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract

Description of Modification: The subject Contract is being modified to update models, model year and pricing as follows: Pursuant to Section 19 of the Special Terms and conditions the pricing is being updated for, 2023 F150, F150 SSV, 2023 Ford F150 Police Responder All updates and pricing will be effective upon the full execution of modification number eight (8).

END OF MODIFICATION NO. 8

Except for the changes provided here in all other items and conditions of this contract remain unchanged and in full force and effect.

SHEEHY FORD OF RICHMOND, INC.

CUSTOMER:	Town of Haymarket NT236372	COLOR:	Agate Black (UM)
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**C. 2023 F-150 POLICE RESONDER SUPERCREW
 NOT ALL OPTIONS ARE COMPATIBLE**

	ITEM #	ORDER CODE	DESCRIPTION	UNIT PRICE	
	BASE				
1	1	W1P	F150 4x4 Crew Cab Police Responder - 145 in. Wheelbase, XL 4x4 5.5 Box (150A) 3.5L EcoBoost Engine Electronic 10 speed	\$42,598.76	42,598.76
	FREE STANDING OPTIONS				
1	2	64H	18 INCH Silver Aluminum Wheels	STD	
1	3	67P	Remote Keyless- Entry Key Fob	\$340.00	340.00

Attachment: Copy of 2023 Proposed Truck Purchase Town of Haymarket NT236372 (6065 : Purchase of

	4	53A	Trailer Tow Package -Incl. Pro Trailer Backup Assist (47E) NOTE: Ordering the Trailer Tow Package does not include Trailer Tow Mirrors. Trailer Tow Mirrors are a standalone option and must be ordered separately (Option Code: 54Y/59S) NOTE: Ordering the Trailer Tow Package does not include Integrated Brake Controller (67T). Integrated Brake Controller (67T) is a standalone option and must be ordered separately.	\$1,325.00	-
	5	54Y/59S/57Q/9 24	REQ 53A - Manual-folding, Manually Telescoping, Power Glass Trailer Tow Mirrors with Heat, Turn Signal, High- Intensity LED Security Approach Lamps, LED Sideview mirror lights and Black Skull Caps (Req. 53A Trailer Tow Pkg. and Rear-Window, Fixed Privacy Glass with Defroster 924/57Q) NOTE: LED sideview mirror lights are not directional police spot lamps	\$835.00	-
FREE STANDING OPTIONS					
	6	54R/59S/91B	REQ 53A- Manual-folding, Power Glass Sideview Mirrors with Heat, Turn Signal, Auto-Dimming Feature (Driver's Side), High-Intensity LED Security Approach Lamps, LED Sideview mirror lights and Black Skull Caps (incl. interior auto-dimming rearview mirror)(req. Rear- Window, Fixed Privacy Glass with Defroster 942/57Q/59S/91B) NOTE: LED sideview mirror lights are not directional police spot lamps	\$1,070.00	-
		91B	Blind Spot Information System (BLIS)	\$590.00	-
	8	85H	Backup Alarm System	\$145.00	-
1	9	18B	Black Platform Running Boards	\$250.00	250.00
	10	A9PAB	Foldable Pick Up Box Bed Extender	\$385.00	-
	11	55B	BoxLink (Includes four (4) premium locking cleats)	\$80.00	-
1	12	17C	Chrome front and rear bumpers (requires 595 Fog Lamps)	\$175.00	175.00
	13	942	Daytime Running Lamps (DRL) NOTE: The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL)(On/Off Cluster Controllable)	\$45.00	-
	14	41H	Engine Block Heater	\$90.00	-
1	15	595	Fog Lamps	\$140.00	140.00
1	16	153	Front License Plate Bracket	STD	
1	17	67T	Integrated Trailer Brake Controller	\$275.00	275.00
	18	61P	Power Passenger Seat 10-way	\$295.00	-
1	19	924/57Q	Rear-Window, Fixed Privacy Glass with Defroster	\$320.00	320.00

	20	435	Power-Sliding Rear-Window (requires 924/57Q)	\$350.00	-
	21	76R	Reverse Sensing System - STD	STD	
1	22	63T	Tailgate Step (with Tailgate Lift Assist)	\$430.00	430.00
	23	47P	Police Engine Idle Feature	\$260.00	-
	24	96X	Tonneau Pickup Bed Cover - Hard (NA with 90R Stowable Loading Ramps) NOTE: Tonneau cover does not provide a permanent seal from dust and moisture intrusion	\$995.00	-
	25	96T	Tonneau Pickup Bed Cover - Soft Folding (NA with 90R Stowable Loading Ramps) NOTE: Tonneau cover does not provide a permanent sseal from dust and moisture intrusion	\$525.00	-
FREE STANDING OPTIONS					
	26	96J	Tonneau Pickup Box Cover - Retractable	\$1,695.00	-
	27	96P	Drop-in Bedliner	\$350.00	-
	28	96L	Rear Wheel Arch Liner	\$180.00	-
	29	94R	Red/Blue LED Warning Strobes - custom accessory, pre-installed; includes two (2) LED warning lights visable on either side of stop light bar and two (2) LED lights visible between lower windshield and hood (Driver side - Red/Passenger side - Blue) Not available with Amber LED Warning Strobes 94S	\$650.00	-
	30	94S	Amber LED Warning Strobes - custom accessory, pre-installed; includes two (2) LED Amber warning lights visable on either side of stop light bar and two (2) LED Amber lights visible between lower windshield and hood NOTE: Not available with Red/Blue LED Warning Strobes 94R	\$600.00	-
	31	94W	Amber/White LED Warning Strobes - custom accessory, pre-installed; includes two (2) LED Amber warning lights visable on either side of stop light bar and two (2) LED Amber lights visible between lower windshield and hood NOTE: Not available with Red/Blue LED Warning Strobes 94R	\$600.00	-
	32	96W	Spray -in Bedliner	\$595.00	-
	33	90R	Stowable Loading Ramps (req. 55B BoxLink; NA with 90D Bed Divider, 96X Tonneau Pickup Box Cover - Hard or 96T Tonneau Pickup Box - Soft Folding)	\$595.00	-
	34	90B	Aluminum Crossbed Toolbox by Weather Guard	\$625.00	-
	35	90P	Premium Aluminum Crossbed Storage Toolbox by Weather	\$795.00	-
Keyed-Alike Options (Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility)					
	36	62B	Keyed Alike - 1284X	\$50.00	-

	37	62C	Keyed Alike - 1294X	\$50.00	-
	38	62E	Keyed Alike - 1435X	\$50.00	-
	39	62J	Keyed Alike - 1111X	\$50.00	-
	40	62D	Keyed Alike - 0135X	\$50.00	-
	42	62F	Keyed Alike - 0576X	\$50.00	-
	43	62G	Keyed Alike - 0151X	\$50.00	-
UPGRADE / UNMARKED OPTIONS					
1	44	41A	Badge Delete	N/C	
1	45	19A	Interior Upgrade Package <ul style="list-style-type: none"> • Floor Console without shifter Note: Maintains Column Shifter • Color-coordinated Carpet w/Carpeted Matching Floor Mats • Cloth Seats – Police-Grade, Heavy-Duty Cloth – Front and Rear 	\$595.00	595.00
	46	168	Color-Coordinated Carpet with Carpeted Matching Floor Mats	\$145.00	-
	47	47R	Floor Liner - Tray Style (requires 19A or 168)	\$200.00	-
1	48	50M	Interior Work Surface (requires 19A)	\$195.00	195.00
	49	17C/595	Front/Rear Chrome Bumper (REQ 595)	\$315.00	-
UPGRADE / UNMARKED OPTIONS					
	50	524 /582	SYNC4 with Sirius XM Radio	\$325.00	-
	51	60C	Pre-Collision Assist with Pedestrian Detection	STD	
	52	942	Daytime Running Lamps	\$45.00	-
	53	595	Fog Lamps	\$140.00	-
EXTERIOR COLOR OPTIONS					
	54	E4	Vermillion Red	N/C	
1	55	UM	Agate Black (Metallic Paint)	N/C	
	56	M7	Carbonized Gray (Metallic Paint)	N/C	
	57	HX	Antimatter Blue (Metallic Paint)	N/C	
	58	PQ	Race Red	N/C	
	59	B3	Atlas Blue (Metallic Paint)	N/C	
	60	JS	Iconic Silver (Metallic Paint)	N/C	
	61	YZ	Oxford White	N/C	
INCLUDED OPTIONS					
	62		Standard City of Chesapeake truck to be oxford white exterior, gray interior. Other colors for exterior/interior may be substituted at no		-
	63		Keys and manuals: Vehicles shall be delivered with four keys or		-
DELIVERY OTHER THAN THE CITY OF CHESAPEAKE					

Attachment: Copy of 2023 Proposed Truck Purchase Town of Haymarket NT236372 (6065 : Purchase of

111	64	DELIVERY	Delivery price per mile to locations other than the City of Chesapeake	\$1.80	199.80	
	65	Please Call For Individual Quote	EQUIPMENT: Dealer Installed Equipment not listed priced as a discount off Manufacturer List. Whelen - 35% Weatherguard - 15% - ARE - 5%		-	
	66		INSTALLATION: Labor Per Hour for Dealer Installed Equipment not listed.	\$84.00	-	
TOTAL PRICING						45,518.56



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

Kimberly Henry
 TOWN CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Kimberly Henry, Clerk of Council
 DATE: April 3, 2023
 SUBJECT: Planning Commission Appointment

Background: The Planning Commission consists of 5 members. Commissioner Bob Chrisman served on the Planning Commission from August 21, 2021 until he moved out of the Town in February 2023. His term would expire June 30, 2025.

The Town received an application from Jerome Gonzalez with his interest in serving on the Planning Commission. His application is attached.

Draft Motion: *I move that the Haymarket Town Council appoint Jerome Gonzalez to the Planning Commission to fill the vacancy seat of Bob Chrisman effectively immediately with his term expiring on June 30, 2025.*

Or Alternate Motion

Attachment: Memo Planning Commission vacancy appointment 041023 (6075 : Appointment of Planning Commission Vacancy)

Ken Luersen, Mayor
TracyLynn Pater, Vice Mayor
Council Members:
Mary Ramirez
Robert Weir
Joseph Pasanello
Marchant Schneider
David Leake



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

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Jerome L. Gonzalez

Address: 6643 Hunting Path Road, Haymarket VA 20169

Cell Phone:

Email Address: jeromelg@gmail.com

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 khenry@townofhaymarket.org or by phone at 703-753-2600x205.

Please see below (next page)

Attachment: Appointed Boards Committees and Commission Application - JeromeLGonzalez (6075 : Appointment of Planning Commission

Gonzalez Planning Commission Application - 2 of 2

I write in interest to serve on the Planning Commission in the Town of Haymarket, Virginia, and submit my application for appointment consideration. I have lived in the Town of Haymarket with my family since July 2019, and in that time we have enjoyed the walkability and amenities of the Town community. Being part of the Town's governmental process is one way to give back to Haymarket in a form of public service. I am also fascinated at the process of municipal government, in particular the Town of Haymarket, wherein residents have their elected officials to pass a Comprehensive Plan stating broad goals and desires of and on behalf of the community, and pass a zoning ordinance and associated laws related to how development and the amenities of the Town should appear, also on behalf of the community. These items related to municipal government fit into the laws and requirements of both the County (Prince William) and the Commonwealth of Virginia to reflect the needs and desires of its citizenry, and are to be upheld and work to the best of their intent.

I am professionally trained as an urban and regional planner, having received my Master's in City and Regional Planning from Rutgers University in the Spring of 2019. I am also currently a certified planner with the American Institute of Certified Planners (AICP), the nationally accepted professional certification in the field. With my background in planning, I can read and understand site plans and other related elements, and have a clear understanding related to comprehensive plan amendment, rezoning, and special use permit applications, and other land use matters, especially as they pertain to the Town Charter and Town laws and ordinances. In addition, I have worked the past near four years in the greater Haymarket area, serving as a transportation planning consultant, understanding the laws and requirements of both the Virginia Department of Transportation (VDOT) and Prince William County Department of Transportation (PWCDOT), while also balancing that understanding with consideration of the needs of the community residents and requirements of the governing body, in this case, of the Town where I reside. Currently, I work as a land planning consultant serving the northern Virginia area. Therefore, with my professional experiences and certifications, I believe I would be a great fit as a professional planner and Town resident serving on the Planning Commission, to recognize the needs of residents and Town government, and overall Town community, and address relevant issues as they arise.

It should also be noted that, though the Town Engineer and myself are employed by the same firm, we do not work on the same team, nor are frequently even in the same office location. Moreover, it is my understanding that the role of a Town Engineer differs from the role of a Commissioner on the Town Planning Commission in addressing the needs and desires of the Town, and there is not often any direct interaction between the two in the respective roles. Therefore, no situations should arise that would prevent me from performing duties as a Planning Commissioner, if so appointed, and should any situation arise, even generally, I will remove myself from the project team at my firm, or recuse myself from involvement on the specific topic, consulting the Town Attorney as appropriate.



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

Kimberly Henry
TOWN CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly Henry, Clerk of Council
DATE: April 3, 2023
SUBJECT: Liaison Appointments

Background: With the resignation of Bob Weir from the Town Council, two liaisons have vacancies: Planning Commission liaison and Finance liaison. The Town Council will need to make new appointments for both by nominating another Council Member for each.

Attachment: Memo - nominations for liaisons 040323 (6070 : Liaison Appointments: Finance and Planning Commission)



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

Emily L. Kyriazi
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily L. Kyriazi
DATE: April 3, 2023
SUBJECT: Maintenance Position

Background:

The Town of Haymarket currently staffs a part time maintenance employee who works approximately 15 hours a week. After reviewing the position for a year and evaluating the tasks/job duties assigned to this employee it has become apparent that the position would be most beneficial to the Town in a full-time capacity. Over the past year, the Staff has had to prioritize maintenance tasks and other job assignments due to workload capacity for the part time employee. The Staff has found that month after month, the minimal work hours has inhibited productivity and timely completion of maintenance requests.

With the expansion of the position from part time to full-time, additional duties would include ongoing preventative maintenance for Town owned structures and properties, improved upkeep of the Town's Streetscape, proactive preparation for inclement weather on Town properties, facility preparations for all Town events, oversight of Town maintenance contractors, creation of thorough maintenance logs and improved reporting of Town maintenance needs. The expansion of the position provides the Town with preventative and proactive care of government owned properties rather than the continued reactive status we have operated under for numerous years. The position also allows for the ability to better assess the Town's assets and provide thorough documentation to track work orders, lifetime of services, continuous maintenance needs, and create a general maintenance cycle for the assets. Lastly, this position would allow for the Town to achieve optimal care and oversight for our Town's general upkeep while allowing for new projects to occur.

The full-time position is included in the proposed FY24 Budget, to include the costs for the benefits package. While the proposal is to start the position effective July 1, 2023, I would ask Council to consider funding the position effective May 1, 2023. Allowing the position to start two months earlier will give Staff the opportunity to work through the current maintenance projects and identify additional projects for the late spring, summer and fall. These additional projects include, repainting/replacing the wood slats on the Town benches, streetlight

inventory and repairs, Farmers Market weekly preparations, and assistance preparing the Museum for rentals.

Please find attached the Maintenance Position Job Description.

Attachment: Maintenance Position Job Memo (6069 : Town Maintenance Position)



Position: Maintenance Coordinator	Work Schedule: 40 Hours per week
Department: Administration	Monday-Friday 8:00 am to 4:30 pm
Position Type: Full Time, FT	Some Evenings and Weekends*
Salary: \$41,600, plus Benefits	

Work Schedule: (Hours may vary)

- Evening Hours and Weekend Hours on occasion for special events, inclement weather preparations or emergency maintenance work

The purpose of this position within the organization is to perform general janitorial and maintenance work in the care for all Town buildings and surrounding property and setting up the facilities for programs and special events. This position reports directly to the Town Manager.

Responsibilities:

The duties described below are indicative of what the duties the Maintenance Worker may be asked to perform; other duties may be assigned.

- Operates light equipment to include mowers, leaf blowers, weed whackers and similar equipment and hand tools.
- Performs routine preventative maintenance on Town owned structures to include: duties to maintain cleanliness and professional appearance, touchup painting, changing lightbulbs, cleaning windows, replace HVAC filters, floor maintenance, and minor repair work on structures
- Performs trash removal duties in and around Town owned structures and property, as well as the Town streetscape
- Performs duties to proactively prepare for inclement weather throughout the year; such as spreading salt on Town parking lots or removing flags well in advance of forecasted storms
- Assists with snow and ice removal from Town owned property and sidewalks
- Assists with facility preparations for all Town sponsored events
- Coordinates with contractors for quotes and management of all maintenance contracts
- Facilitates the Town streetscape maintenance plan to include rotating seasonal banners
- Develops preventive maintenance plan for all Town owned structures and properties
- Performs tasks necessary to ensure long term maintenance of Town structures and grounds, as outlined in the appropriate maintenance plan
- May assist with vehicle and equipment maintenance.
- Prepares monthly report to Town Manager documenting ongoing building and property maintenance
- Reports maintenance issues directly to Town Manager in a timely manner
- Subject to after-hours response to emergency situations



Skills and Qualifications:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily and have high attention to detail. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for the continuation of employment.

Required:

- Knowledge of and ability to safely use the tools, materials and equipment used in general construction and maintenance work
- Knowledge of safety precautions applicable to the essential functions of this position
- High School Diploma or GED
- Three to Five years of experience in a public works position or equivalent
- Ability to perform manual labor for extended periods, occasionally often unfavorable weather conditions
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain an effective working relationship with the public and associates

Physical Requirements:

- Performs light to medium work that involves walking or standing virtually all the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness, and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy
- Work requires climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, and repetitive motions
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly, or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities
- The worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions
- The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Americans with Disabilities Act Compliance

The Town of Haymarket is an Equal Opportunity Employer. ADA requires the Town of Haymarket to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



Employer Overview:

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

Supervision:

This position reports directly to the Town Manager.

DRAFT

TOWN OF HAYMARKET
 15000 Washington Street, Suite 100
 Haymarket, Virginia 20169
 Instagram: @townofhaymarketVA



703-753-2600
 Fax 703-753-2800
 www.townofhaymarket.org
 Facebook: Haymarket Town Hall

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Roberto Gonzalez, Town Treasurer
 DATE: April 3, 2023
 SUBJECT: FY2024 Proposed Budget – Revisions

Attached you will find the revised proposed budget for FY2024 from our work session on March 27, 2023. There were two updates from the last budget:

- The Police Department's increase in Holiday pay to address the proposed increase for FY2024; along with the FICA/Medicare increases it would create.
- An increase on the interest revenues due to the Town accounts trending to revenues closer to prior pandemic fiscal years.

Proposed Budget for FY2023 - 2024	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals as of 03.21.2023	FY2023 Budget	Change	Proposed Budget FY2024	% of Budget
Income										
3110 · GENERAL PROPERTY TAXES										
3110-01 · Real Estate - Current	340,658.41	361,088.09	376,124.12	368,969.64	366,123.33	398,736.41	400,143.00	55,640.00	455,783.00	13.9%
3110-02 · Public Service Corp RE Tax	11,273.29	11,778.30	14,174.08	13,835.01	13,493.59	13,066.89	12,022.00	578.00	12,600.00	4.8%
3110-03 · Interest - All Property Taxes	115.03	81.54	337.72	430.17	971.79	0.00			0.00	0.0%
3110-04 · Penalties - All Property Taxes	726.20	600.51	1,038.03	1,331.41	1,154.52	26.71	1,000.00		1,000.00	0.0%
Total 3110 · GENERAL PROPERTY TAXES	352,772.93	373,548.44	391,673.95	384,566.23	381,743.23	411,830.01	413,165.00		469,383.00	13.6%
3120 · OTHER LOCAL TAXES										
3120-00 · Transient Occupancy Tax	0.00	0.00	0.00	0.00	55,651.04	152,012.46	168,000.00	7,000.00	175,000.00	4.2%
3120-01 · Bank Stock Tax	24,239.00	26,989.00	36,141.00	24,355.00	24,163.00	0.00	24,000.00		24,000.00	0.0%
3120-02 · Business License Tax	184,705.45	200,166.48	233,161.18	217,042.12	272,185.08	163,400.36	240,000.00	10,000.00	250,000.00	4.2%
3120-03 · Cigarette Tax	124,931.80	153,299.25	147,645.00	134,995.60	139,446.86	105,261.13	140,000.00		140,000.00	0.0%
3120-04 · Consumer Utility Tax	165,987.08	160,299.60	154,839.67	153,614.80	161,880.25	97,109.97	158,000.00		158,000.00	0.0%
3120-05 · Meals Tax - Current	671,603.48	721,569.04	778,012.80	887,341.25	1,039,274.04	806,804.84	1,100,000.00	100,000.00	1,200,000.00	9.1%
3120-06 · Sales Tax Receipts	152,958.74	137,499.00	142,990.57	153,950.37	171,198.74	96,595.38	160,000.00		160,000.00	0.0%
3120-07 · Penalties (Non-Property)	3,860.36	1,762.59	6,173.91	8,308.48	7,989.34	6,543.22	5,000.00		5,000.00	0.0%
3120-08 · Interest (Non-Property)	200.48	37.42	2,564.29	69.46	374.99	1,148.61			0.00	0.0%
Total 3120 · OTHER LOCAL TAXES	1,328,486.39	1,401,622.38	1,501,528.42	1,579,677.08	1,872,163.34	1,428,875.97	1,995,000.00		2,112,000.00	5.9%
3130 · PERMITS,FEES & LICENESSES										
3130-01 · Application Fees	4,885.00	8,170.00	4,450.50	1,850.00	5,495.00	1,500.00	4,500.00		4,500.00	0.0%
3130-02 · Inspection Fees	8,442.97	13,440.00	4,165.00	405.00	0.00				0.00	0.0%
3130-03 · Motor Vehicle Licenses	1,128.00	2,285.00	865.00	826.50	738.00	180.00	1,000.00		1,000.00	0.0%
3130-04 · Occupancy Permits	500.00	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
3130-05 · Other Planning & Permits	14,860.00	17,705.63	33,263.05	18,537.55	9,925.00	12,815.00	15,000.00		15,000.00	0.0%
3130-06 · Pass Through Fees	0.00	0.00	0.00	18,542.35	27,451.25	13,379.08			0.00	0.0%
Total 3130 · PERMITS,FEES & LICENESSES	29,815.97	41,600.63	42,743.55	40,161.40	43,609.25	27,874.08	20,500.00		20,500.00	0.0%
3140 · FINES & FORFEITURES										
3140-01 · Fines	68,459.29	38,542.11	52,194.17	32,615.20	23,736.84	10,011.23	20,000.00		20,000.00	0.0%
3140-02 · Asset Forfeitures	0.00	-1,427.28	0.00	0.00	0.00	0.00			0.00	0.0%
Total 3140 · FINES & FORFEITURES	68,459.29	37,114.83	52,194.17	32,615.20	23,736.84	10,011.23	20,000.00		20,000.00	0.0%
3150 · REVENUE - USE OF MONEY										
3150-01 · Earnings on VACO/VML Investment	-22.92	11,688.69	12,726.17	488.03	-10,555.52	7,157.74	1,500.00		1,500.00	0.0%
3150-02 · Interest on Bank Deposit	1,044.13	6,557.58	4,098.49	0.00	0.00	0.00			0.00	0.0%
3150-03 · Interest on Bank Deposits	12,202.64	10,560.64	9,032.04	5,039.84	8,520.31	18,763.25	6,000.00	4,000.00	10,000.00	66.7%
Total 3150 · REVENUE - USE OF MONEY	13,223.85	28,806.91	25,856.70	5,527.87	-2,035.21	25,920.99	7,500.00		11,500.00	53.3%
3151 · RENTAL (USE OF PROPERTY)										
3151-01 · Suite 200 Stronger Fitness LLC	0.00	0.00	9,111.63	828.33	0.00	0.00			0.00	0.0%
3151-02 · 15026 Suite 210 Body Mind	0.00	0.00	6,202.28	6,792.50	4,764.27	0.00			0.00	0.0%

Attachment: Memo to Council - Proposed FY2024 Budget Revision 01 (6028 : FY24 Budget Work Session)

3151-03 · Suite 208 Dent-ology Inc	0.00	0.00	3,024.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3151-04 · Suite 208 B&B Security	0.00	0.00	9,827.60	10,733.34	6,460.45	2,339.05	4,010.00	4,010.00	4,010.00	0.0%
Suite 110 Rental Income	20,191.96	21,424.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
315110 · Suite 200 Genesis Contracting	4,890.08	2,010.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3151-05 · Suite 202 Metis Group	-2,500.00	4,235.00	367.50	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3151-06 · Suite 204 MAC-ISA	4,790.00	5,040.00	6,300.00	6,720.00	6,944.00	5,292.00	3,528.00	(3,528.00)	0.00	-100.0%
315130 · Suite 206 - Xcellent Technology	20,476.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3151-07 · Haymarket Church Suite 206	0.00	0.00	32,592.00	33,569.76	34,576.80	26,710.65	35,614.00	1,069.00	36,683.00	3.0%
3151-08 · 15020 Washington Realty	42,717.96	42,717.96	50,562.00	32,937.50	47,035.80	41,431.23	55,241.00	1,531.00	56,772.00	2.8%
3151-09 · 15026 Copper Cricket	19,656.00	19,944.00	20,851.32	21,470.40	22,114.56	17,722.35	23,629.00	709.00	24,338.00	3.0%
3151-10 · The Very Thing For Her	29,820.00	33,470.00	11,090.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3151-11 · Cupcake Heaven and Cafe LLC	0.00	0.00	21,436.00	32,797.12	33,781.08	26,010.61	34,793.00	1,045.00	35,838.00	3.0%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.00	11,350.00	12,850.00	0.00	0.00	0.00	0.00	0.0%
3151-13 · A1 Testing Solutions LLC	0.00	0.00	0.00	0.00	2,350.00	0.00	14,241.00	(14,241.00)	0.00	-100.0%
3151-90 · Town Hall Rental Income	800.00	0.00	300.00	0.00	0.00	50.00	0.00	0.00	0.00	0.0%
3151 · RENTAL (USE OF PROPERTY) - Other	3,834.15	365.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 3151 · RENTAL (USE OF PROPERTY)	144,676.15	129,207.15	171,664.33	157,198.95	170,876.96	119,555.89	171,056.00		157,641.00	-7.8%
3160 · CHARGES FOR SERVICES										
FOIA Receipts	0.00	120.00	49.01	54.73	291.19	0.00	0.00	0.00	0.00	0.0%
3160-01 · Public Safety									0.00	0.0%
3160-02 · Donation/Grants	1,519.80	6,008.00	12,835.50	0.00	0.00	10.00	0.00	0.00	0.00	0.0%
3160-03 · VDOT Detail	0.00	0.00	3,008.75	2,700.00	5,880.00	0.00	0.00	0.00	0.00	0.0%
3160-04 · Sponsorships	0.00	0.00	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3160-05 · Laney Detail	0.00	0.00	48,350.00	121,653.75	0.00	0.00	0.00	0.00	0.00	0.0%
3160-01 · Public Safety - Other	18,402.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 3160-01 · Public Safety	19,921.80	6,133.00	70,694.25	124,353.75	5,880.00	10.00	0.00		0.00	0.0%
Total 3160 · CHARGES FOR SERVICES	19,921.80	6,253.00	70,743.26	124,408.48	6,171.19	10.00	0.00		0.00	0.0%
3165 · REVENUE - TOWN EVENTS										
3165-00 · Sponsorships	0.00	0.00	0.00	0.00	1,000.00	11,500.00	10,000.00	10,000.00	10,000.00	0.0%
3165-01 · Town Event	83,084.00	70,081.64	64,124.43	7,050.57	66,193.00	55,830.00	80,000.00	80,000.00	80,000.00	0.0%
3165-02 · Farmer's Market	0.00	0.00	0.00	1,205.00	2,002.50	9,047.50	1,500.00	1,500.00	3,000.00	100.0%
3165-03 · Town Ornaments	80.00	3,577.18	7,030.20	4,773.00	6,897.00	7,558.96	4,350.00	650.00	5,000.00	14.9%
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.00	0.00	0.00	358.00	0.00	0.00	0.00	0.0%
Total 3165 · REVENUE - TOWN EVENTS	83,164.00	73,658.82	71,154.63	13,028.57	76,092.50	84,294.46	85,850.00		98,000.00	14.2%
3170 · HISTORICAL FUND										
3170-01 · Historical Fund	0.00	21,230.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 3170 · HISTORICAL FUND	0.00	21,230.02	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
3180 · MISCELLANEOUS										
3180-00 · Convenience Fee	0.00	0.00	0.00	16.92	64.81	-326.86	0.00	0.00	0.00	0.0%
3180-01 · Citations & Accident Reports	545.00	620.00	135.00	10.00	0.00	40.00	0.00	0.00	0.00	0.0%
3180-02 · Vetern Banners	0.00	475.00	72.00	75.00	0.00	0.00	0.00	0.00	0.00	0.0%
3180-03 · Miscellaneous	28.62	4,678.67	2,048.80	0.01	255.90	0.00	0.00	0.00	0.00	0.0%
3180-04 · Reimbursement from Insurance	0.00	0.00	0.00	4,782.74	26,817.73	0.00	0.00	0.00	0.00	0.0%

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3180-05 · Recovered Costs- Private Events									0.00	0.0%
Donations									0.00	0.0%
Charitable Contributions	137.76	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Donations	137.76	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3180-05 · Recovered Costs- Private Events - Other	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0	0.0%
Total 3180-05 · Recovered Costs- Private Events	137.76	2.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.0%
3190 · Sale of Salvage & Surplus										0.0%
3190-01 · Public Safety - Surplus Sales	0.00	0.00	4,776.95	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 3190 · Sale of Salvage & Surplus	0.00	0.00	4,776.95	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3180 · MISCELLANEOUS - Other	2,559.87	0.00	174.98	206.60	10.00	388.17			0.00	0.0%
Total 3180 · MISCELLANEOUS	3,271.25	5,775.67	7,207.73	5,391.27	27,148.44	101.31	0.00	0.00	0.00	0.0%
3200 · REVENUE FROM COMMONWEALTH										
3200-01 · VDOT Grant Revenue	1,406.08	0.00	0.00	0.00	0.00	0.00				0.0%
3200-02 · 599 Law Enforcement Grant	29,280.00	30,364.00	31,548.00	31,548.00	31,552.00	26,016.00	31,548.00	31,548.00	31,548.00	0.0%
3200-04 · Car Rental Reimbursement	6,732.57	5,733.46	414.58	92.62	224.76	167.55		0.00	0.00	0.0%
3200-05 · Communications Tax	115,006.54	106,692.08	104,259.34	92,605.84	89,883.89	51,098.34	80,000.00	80,000.00	80,000.00	0.0%
3200-06 · Department of Fire Programs	0.00	0.00	10,000.00	10,000.00	15,000.00	15,000.00	10,000.00	10,000.00	10,000.00	0.0%
3200-10 · Other	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,627.00	18,627.00	18,627.00	0.0%
3200-12 · Railroad Rolling Stock	1,355.70	1,327.54	1,349.52	1,300.21	1,278.82	1,285.76	1,300.00	1,300.00	1,300.00	0.0%
3200-14 · Pedestrian Improvement Grant	0.00	0.00	0.00	93,742.73	0.00	0.00		0.00	0.00	0.0%
3200-15 · 599 Recruitment/Retention Funds	0.00	0.00	0.00	3,362.00	0.00	0.00		0.00	0.00	0.0%
3200-16 · DMV Select Commission	0.00	0.00	0.00	0.00	54,517.19	180.33	0.00	0.00	0.00	0.0%
3200-17 · LOLE Grant	0.00	0.00	0.00	0.00	0.00	4,366.00	4,393.00	4,393.00	4,393.00	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	172,407.86	162,744.05	166,198.41	251,278.37	211,083.63	116,740.95	145,868.00	145,868.00	145,868.00	0.0%
3300 · REVENUE FROM FEDERAL GOVERNMENT										
3300-01 · DMV Transp Safety Grant	10,525.78	3,586.84	5,506.82	3,084.99	0.00	0.00		0.00	0.00	0.0%
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.0%
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	6,157.24	0.00	287,635.50	0.00	0.00	0.00		0.00	0.00	0.0%
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	16,683.02	3,586.84	293,142.32	3,084.99	0.00	0.00		0.00	0.00	
3500 · Reserve Funds	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.0%
4000 · Carry-Over Surplus	0.00	0.00	0.00	0.00	0.00	0.00	273,850.00	(273,850.00)	0.00	-100.0%
4002 · Transfer from ARPA Funds	0.00	0.00	0.00	0.00	0.00	0.00	209,600.00	(9,600.00)	200,000.00	-4.6%
Total Income	2,232,882.51	2,285,148.74	2,794,107.47	2,596,938.41	2,810,590.17	2,225,214.89	3,342,389.00	3,234,892.00	3,234,892.00	-3.2%
Gross Profit	2,232,882.51	2,285,148.74	2,794,107.47	2,596,938.41	2,810,590.17	2,225,214.89	3,342,389.00	3,234,892.00	3,234,892.00	-3.2%

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	1,067.64	3,287.46	662.80	0.00	424.00	250.00	2,500.00	2,500.00	2,500.00	0.0%
111002 · FICA/Medicare	1,460.00	1,363.98	1,136.04	1,807.75	1,600.50	837.32	2,000.00	2,000.00	2,000.00	0.0%
111003 · Meals and Lodging	257.30	1,160.78	0.00	0.00	178.27	77.22	1,000.00	1,000.00	1,000.00	0.0%
111004 · Mileage Allowance	163.93	0.00	237.80	0.00	0.00	0.00	250.00	250.00	250.00	0.0%
111005 · Salaries & Wages - Regular	18,825.00	20,057.65	14,850.00	23,960.71	21,421.43	12,367.86	25,000.00	25,000.00	25,000.00	0.0%
111006 · Town Elections	3,161.04	0.00	5,534.68	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 11100 · TOWN COUNCIL	24,934.91	25,869.87	22,421.32	25,768.46	23,624.20	13,532.40	30,750.00	30,750.00	30,750.00	0.0%

12110 · TOWN ADMINISTRATION

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1211001 · Salaries/Wages-Regular	289,887.00	218,051.91	261,613.95	301,638.15	317,035.91	214,589.20	330,500.00	76,969.00	407,469.00	23.3%
1211102 · Salaries & Wages - DMV Clerk	0.00	0.00	0.00	427.89	34,805.30	0.00	0.00		0.00	0.0%
1211003 · Salaries/Wages - Part Time	48,967.00	63,009.00	24,384.00	12,319.87	37,879.22	41,373.22	79,960.00	(13,400.00)	66,560.00	-16.8%
1211100 · Salary & Wages - Hazard Pay	0.00	0.00	5,680.00	0.00	0.00	0.00			0.00	0.0%
1211101 · Salaries & Wages - Bonus	0.00	0.00	0.00	4,000.00	0.00	0.00			0.00	0.0%
1211004 · FICA/Medicare	24,792.02	20,804.34	21,264.14	24,879.52	29,507.18	20,837.97	35,389.00	875.00	36,264.00	2.5%
1211005 · VRS	27,650.54	22,892.45	26,050.98	35,776.56	35,732.21	15,608.45	36,809.00	1,043.00	37,852.00	2.8%
1211006 · Health Insurance	49,932.10	43,426.04	35,695.12	31,598.58	37,214.14	27,800.95	66,466.00	(2,503.00)	63,963.00	-3.8%
1211007 · Life Insurance	3,391.29	2,753.27	3,256.98	4,018.27	4,327.75	2,896.50	4,685.00		4,685.00	0.0%
1211008 · Disability Insurance	1,375.25	1,555.80	1,491.95	1,988.54	2,232.35	1,530.25	2,640.00	720.00	3,360.00	27.3%
1211009 · Unemployment Insurance	5,107.13	3,739.37	3,649.07	5,628.74	2,831.25	2,992.50	6,160.00		6,160.00	0.0%
1211010 · Worker's Compensation	402.64	660.02	200.00	256.00	263.00	322.00	335.00	100.00	435.00	29.9%
1211011 · Gen Property/Liability Ins.	14,827.00	14,700.00	13,802.00	14,123.00	16,237.00	17,802.00	18,025.00	1,303.00	19,328.00	7.2%
1211012 · Accounting Services	6,406.61	7,149.77	7,536.63	6,503.92	6,763.06	7,866.59	8,000.00		8,000.00	0.0%
1211013 · Cigarette Tax Administration	-317.80	5,145.49	5,274.74	0.00	0.00	0.00			0.00	0.0%
1211014 · Printing & Binding	12,136.39	10,513.36	8,464.87	6,384.93	5,115.06	4,690.04	8,298.00		8,298.00	0.0%
1211015 · Advertising	8,919.95	13,345.71	8,050.96	9,355.31	10,031.93	2,116.50	9,000.00		9,000.00	0.0%
1211016 · Computer, Internet &Website Svc	30,189.22	21,736.14	22,465.91	16,469.11	23,589.54	13,529.55	28,550.00		28,550.00	0.0%
1211017 · Postage	2,379.50	3,225.86	3,424.37	3,238.78	1,748.45	1,857.79	4,000.00		4,000.00	0.0%
1211018 · Telecommunications	2,743.58	391.62	5,959.64	5,570.20	5,708.23	4,707.62	7,500.00		7,500.00	0.0%
1211019 · Mileage Allowance	372.76	33.25	265.64	0.00	550.71	231.25	1,000.00		1,000.00	0.0%
1211020 · Meals & Lodging	2,104.71	2,480.54	2,587.07	1,168.72	1,327.05	1,096.61	2,000.00		2,000.00	0.0%
1211021 · Convention & Education	5,266.78	1,495.05	3,220.49	1,885.00	1,520.85	123.90	6,000.00		6,000.00	0.0%
1211022 · Miscellaneous	76.45	0.00	734.57	180.06	1,802.66	0.00	2,000.00		2,000.00	0.0%
1211023 · Discretionary Fund	154.70	585.25	0.00	0.00	0.00	0.00			0.00	0.0%
1211024 · Books, Dues & Subscriptions	15,491.10	14,557.20	16,376.23	17,721.55	15,698.33	11,066.77	16,000.00		16,000.00	0.0%
1211025 · Office Supplies	4,606.72	4,931.03	6,562.79	6,123.16	5,415.79	3,967.79	6,500.00		6,500.00	0.0%
1211026 · Equipment Rental	0.00	0.00	4,377.69	4,540.00	3,981.72	1,731.49	4,075.00		4,075.00	0.0%
1211027 · Insurance Pass-Through	0.00	-2,692.38	0.00	0.00	0.00	0.00			0.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	708.46	2,790.40	0.00	4,651.17	0.00	7,550.65	5,000.00		5,000.00	0.0%
66900 · Reconciliation Discrepancies	-0.01	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
12110 · TOWN ADMINISTRATION - Other	15.00	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
Total 12110 · TOWN ADMINISTRATION	557,586.09	477,280.49	492,389.79	520,447.03	601,318.69	406,289.59	688,892.00		753,999.00	9.5%
12210 · LEGAL SERVICES										
1221001 · Legal Services	48,969.22	59,114.48	72,610.96	120,305.72	75,900.25	27,507.19	80,000.00	3,200.00	83,200.00	4.0%
1221002 · Legal - Pass Through Fees	0.00	0.00	0.00	3,088.60	0.00	0.00			0.00	0.0%
12210 · LEGAL SERVICES - Other	0.00	0.00	0.00	576.57	0.00	0.00			0.00	0.0%
Total 12210 · LEGAL SERVICES	48,969.22	59,114.48	72,610.96	123,970.89	75,900.25	27,507.19	80,000.00		83,200.00	4.0%
12240 · INDEPENDENT AUDITOR										
1224001 · Auditing Services	14,350.00	14,550.00	14,550.00	14,850.00	16,000.00	0.00	17,120.00		17,120.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	14,350.00	14,550.00	14,550.00	14,850.00	16,000.00	0.00	17,120.00		17,120.00	0.0%
Total 01 · ADMINISTRATION	645,840.22	576,814.84	601,972.07	685,036.38	716,843.14	447,329.18	816,762.00		885,069.00	8.4%
03 · PUBLIC SAFETY										
31100 · POLICE DEPARTMENT										
3110001 · Salaries & Wages - Regular	339,017.80	388,904.31	395,197.22	371,171.79	408,433.77	328,617.35	464,487.00	51,919.00	516,406.00	11.2%
3110002 · Salaries & Wages - OT Regular	7,434.92	0.00	0.00	0.00	0.00	0.00			0.00	0.0%

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3110003 · Salaries & Wages - OT Premium	8,520.98	20,191.98	27,735.11	20,094.56	12,133.00	16,384.54	23,000.00	7,000.00	30,000.00	30.4%
3110013 · Salaries & Wages - OT Select En	0.00	0.00	0.00	0.00	10,035.36	5,671.18	12,000.00	(2,000.00)	10,000.00	-16.7%
3110004 · Salaries & Wages - Holiday Pay	13,378.56	17,001.08	19,217.95	13,442.02	18,690.41	21,423.00	32,310.00	3,231.00	35,541.00	10.0%
3110005 · Salaries & Wages - Part Time	7,742.18	17,404.94	41,157.86	56,136.43	38,583.21	31,880.00	36,000.00	29,000.00	65,000.00	80.6%
3110006 · Salaries & Wages - VDOT	7,993.92	0.00	2,900.94	2,430.00	4,815.00	0.00			0.00	0.0%
3110007 · Salary & Wages - DMV Grant	0.00	4,796.57	9,242.82	6,532.01	0.00	0.00			0.00	0.0%
3110008 · Salaries & Wages - Laney Detail	0.00	0.00	56,017.09	101,080.71	0.00	0.00			0.00	0.0%
3110009 · Salary & Wages - Hazard Pay	0.00	0.00	16,193.00	0.00	0.00	0.00			0.00	0.0%
3110010 · Salaries & Wages - Bonus	0.00	0.00	0.00	5,500.00	0.00	0.00			0.00	0.0%
3110011 · Salaries & Wages - Recruit. Bon	0.00	0.00	0.00	2,357.14	642.86	0.00			0.00	0.0%
3110012 · Salaries & Wages - P/T Admin	0.00	0.00	0.00	0.00	0.00	3,500.00	19,500.00	19,500.00	39,000.00	0.0%
3110020 · FICA/MEDICARE	28,828.27	33,078.45	42,977.04	42,682.13	37,087.87	28,643.58	44,937.00	8,303.00	53,240.00	18.5%
3110021 · VRS	35,474.34	39,907.77	36,971.15	37,302.28	41,239.22	23,087.63	28,427.00	3,177.00	31,604.00	11.2%
3110022 · Health Insurance	53,972.08	67,380.57	67,664.15	38,395.19	56,339.70	54,411.62	78,379.00	(6,107.00)	72,272.00	-7.8%
3110023 · Life Insurance	4,294.90	5,219.73	5,222.73	4,354.90	5,229.52	4,642.54	5,904.00	242.00	6,146.00	4.1%
3110024 · Disability Insurance	2,055.13	2,227.32	2,303.13	1,526.83	1,849.05	1,897.91	2,400.00		2,400.00	0.0%
3110025 · Unemployment Insurance	0.00	2,624.24	4,082.00	2,571.75	5,682.58	3,235.03	3,360.00		3,360.00	0.0%
3110026 · Workers' Compensation Insurance	11,781.36	14,401.98	12,309.00	19,185.00	23,809.00	20,067.00	23,305.00	3,128.00	26,433.00	13.4%
3110027 · Line of Duty Act Insurance	1,662.00	1,740.00	4,969.00	4,969.00	4,705.00	4,705.00	4,750.00		4,750.00	0.0%
3110028 · Legal Services	11,231.10	21,988.82	18,945.80	24,780.40	25,730.40	17,858.11	27,300.00	1,092.00	28,392.00	4.0%
3110030 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
3110032 · Computer, Internet & Website	9,649.43	13,113.70	11,133.57	14,699.89	36,705.32	2,845.00	5,000.00		5,000.00	0.0%
3110033 · Postage	139.78	22.10	5.19	57.40	15.93	109.44	100.00		100.00	0.0%
3110034 · Telecommunications	7,429.41	8,675.60	10,054.10	10,542.69	11,190.78	7,594.66	12,000.00	1,800.00	13,800.00	15.0%
3110035 · General Prop Ins (Vehicles)	7,330.00	4,089.00	3,072.00	3,609.00	3,420.00	3,891.00	3,700.00	1,314.00	5,014.00	35.5%
3110036 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
3110037 · Meals and Lodging	323.30	-35.80	0.00	0.00	0.00	428.45	5,000.00		5,000.00	0.0%
3110038 · Convention & Edu. (Training)	479.58	3,781.82	4,728.40	2,443.06	2,427.60	1,059.50	10,000.00		10,000.00	0.0%
3110039 · Miscellaneous	0.00	428.81	1,353.92	0.00	0.00	0.00			0.00	0.0%
3110040 · Annual Dues & Subscriptions	6,073.90	10,111.90	12,945.09	12,909.23	13,009.58	12,080.09	14,000.00	3,200.00	17,200.00	22.9%
3110041 · Office Supplies								5,000.00	5,000.00	0.0%
Printing & Binding	675.72	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
3110041 · Office Supplies - Other	4,442.56	4,538.12	6,370.90	4,276.25	5,329.31	3,230.21	5,000.00	(5,000.00)	0.00	-100.0%
Total 3110041 · Office Supplies	5,118.28	4,538.12	6,370.90	4,276.25	5,329.31	3,230.21	5,000.00	0.00	0.00	-100.0%
3110042 · Vehicle Fuels	18,810.59	18,573.31	17,791.40	13,868.33	28,182.45	19,127.26	43,200.00	(6,500.00)	36,700.00	-15.0%
3110043 · Vehicle Maintenance/Supplies	10,842.18	10,369.48	11,691.48	10,369.07	14,996.05	13,460.36	15,000.00	6,500.00	21,500.00	43.3%
3110044 · Repairs/Maintenance Supplies	8,736.42	165.05	0.00	0.00	24,134.58	0.00	0.00		0.00	0.0%
3110045 · Uniforms & Police Supplies	46,947.15	31,154.67	41,664.26	11,873.97	17,218.88	12,409.22	26,000.00	10,000.00	36,000.00	38.5%
3110046 · Community Events	2,209.60	4,509.98	12,338.89	0.00	0.00	0.00			0.00	100.0%
3110047 · Donation Expenditure	0.00	0.00	9,457.50	0.00	0.00	0.00			0.00	0.0%
3110049 · Grant Expenditures	0.00	1,837.05	2,006.30	0.00	0.00	0.00			0.00	0.0%
3110050 · Insurance Pass-Through	-8,421.97	1,775.01	67.13	0.00	0.00	0.00			0.00	0.0%
3110051 · Mobile Data Computer Netwk Svc	25,897.00	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
3110052 · Office Equipment Rental	0.00	0.00	0.00	0.00	0.00	4,549.64	4,393.00	(4,393.00)	0.00	-100.0%
3110056 · Capital Outlay-Machinery/Equip	0.00	5,517.00	0.00	31,592.38	0.00	0.00		109,000.00	109,000.00	0.0%
310057 · Capital Outlay-Furniture/Fixtur	2,675.90	0.00	0.00	0.00	0.00	0.00		14,000.00	14,000.00	0.0%
310058 · DMV Grant Payback of Reimburs						4,974.47			0.00	0.0%
Total 31100 · POLICE DEPARTMENT	677,628.09	755,494.56	907,786.12	870,753.41	851,636.43	651,783.79	949,452.00	1,202,858.00	1,202,858.00	26.7%
32100 · FIRE & RESCUE										

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3210001 · Contributions to other Govt Ent	0.00	0.00	0.00	0.00	59,084.41	0.00	10,000.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	0.00	0.00	0.00	59,084.41	0.00	10,000.00	10,000.00	0.0%
34100 · BUILDING OFFICIAL									0.0%
3410001 · Erosion & Sedimentation Ins.	0.00	13,350.00	4,654.20	0.00	0.00	0.00			0.0%
34100 · BUILDING OFFICIAL - Other	28,555.00	0.00	0.00	0.00	0.00	0.00			0.0%
Total 34100 · BUILDING OFFICIAL	28,555.00	13,350.00	4,654.20	0.00	0.00	0.00	0.00	0.00	0.0%
Total 03 · PUBLIC SAFETY	706,183.09	768,844.56	912,440.32	870,753.41	910,720.84	651,783.79	959,452.00	1,212,858.00	26.4%
04 · PUBLIC WORKS									
4110001 · Town Public Works	45,460.75	70,445.10	17,083.64	0.00	0.00	0.00			
4110002 · Street Beautification - HF	0.00	19,017.19	0.00	0.00	0.00	0.00	2,213.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	0.0%
43200 · REFUSE COLLECTION								0.00	0.0%
4320001 · Trash Removal Contract	73,656.59	76,027.02	86,226.38	79,235.26	90,210.06	70,835.43	110,820.00	110,820.00	0.0%
Total 43200 · REFUSE COLLECTION	73,656.59	76,027.02	86,226.38	79,235.26	90,210.06	70,835.43	110,820.00	110,820.00	0.0%
43100 · MAINT OF 15000 Wash St./Grounds									
4310001 · Repairs/Maintenance Services	54,046.29	57,616.82	72,396.70	80,706.57	72,249.03	41,784.02	97,672.00	97,672.00	0.0%
4310002 · Maint Svc Contract-Pest Control	1,420.00	2,709.00	1,290.00	1,290.00	2,774.80	544.80	3,000.00	3,000.00	0.0%
4310003 · Maint Svc Contract-Landscaping	24,900.00	29,177.01	32,332.74	26,612.42	32,355.35	19,685.00	35,000.00	35,000.00	0.0%
4310004 · Maint Svc Contract Snow Removal	345.00	2,100.90	35.88	5,205.25	8,018.00	0.00	7,000.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	6,375.00	5,915.00	5,940.00	6,630.00	1,280.00	0.00	2,000.00	2,000.00	0.0%
4310007 · Electric/Gas Services	16,763.30	16,201.27	15,139.92	15,364.58	17,763.38	13,680.28	16,500.00	16,500.00	0.0%
4310008 · Electrical Services-Streetlight	4,557.99	5,158.42	4,534.08	4,170.50	4,052.24	3,178.73	5,500.00	5,500.00	0.0%
4310009 · Water & Sewer Services	2,228.98	2,009.52	1,696.30	2,644.20	2,662.28	3,030.25	3,000.00	3,000.00	0.0%
4310010 · Janitorial Supplies	109.11	795.07	410.41	167.07	94.34	240.34	2,000.00	2,000.00	0.0%
4310011 · Real Estate Taxes	1,625.17	1,932.75	816.84	2,097.41	1,122.02	915.51	2,500.00	2,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	0.00	0.00	0.00	0.00	0.00	486.12	2,500.00	2,500.00	100.0%
4310016 · Maint - Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	875.16	1,000.00	2,000.00	200.0%
43100 · MAINT OF 15000 Wash St./Grounds - Other	0.00	-196.62	0.00	0.00	0.00	0.00		0.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	112,370.84	123,419.14	134,592.87	144,888.00	142,371.44	84,420.21	177,672.00	182,172.00	2.5%
Total 04 · PUBLIC WORKS	231,488.18	288,908.45	237,902.89	224,123.26	232,581.50	155,255.64	295,705.00	300,205.00	1.5%
06 · ECONOMIC DEVELOPMENT									
60000 · Tourism/Traveling Marketing	0.00	0.00	0.00	0.00	5,315.00	76,938.66	95,850.00	(20,775.00)	-21.7%
60001 · Town Tourism	0.00	0.00	0.00	0.00	0.00	21,391.80	48,000.00	2,050.00	4.3%
60003 · Advertising	0.00	0.00	0.00	0.00	7,575.06	0.00	22,000.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	12,890.06	98,330.46	165,850.00	147,125.00	-11.3%
07 · PARKS, REC & CULTURAL									
70000 · HAYMARKET COMMUNITY PARK									
7000001 · Grounds Maintenance/Repairs	0.00	65,731.36	45,060.25	18,654.08	13,978.93	10,434.30	20,000.00	5,000.00	25.0%
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	65,731.36	45,060.25	18,654.08	13,978.93	10,434.30	20,000.00	25,000.00	25.0%
71110 · EVENTS									
7111001 · Advertising - Events	4,786.35	10,203.67	13,087.60	1,412.92	6,893.89	2,094.14	5,000.00	5,000.00	0.0%
7111003 · Contractural Services	57,888.31	60,721.15	58,183.61	5,931.13	43,045.59	51,535.50	50,000.00	50,000.00	0.0%
7111004 · Events - Other	0.00	0.00	0.00	0.00	7,710.74	12,236.80	30,850.00	30,850.00	0.0%
7111005 · Police Department Events							7,500.00	7,500.00	100.0%
71110 · EVENTS - Other	285.67	987.27	0.00	5,433.88	0.00	0.00		0.00	0.0%
Total 71110 · EVENTS	62,960.33	71,912.09	71,271.21	12,777.93	57,650.22	65,866.44	85,850.00	93,350.00	8.7%
72200 · MUSEUM									

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7220008 · Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7220009 · Advertising	0.00	1,008.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00	0.0%
7220012 · Telecommunications	2,314.40	2,028.02	1,624.12	1,616.83	1,650.42	1,108.52	2,200.00	2,200.00	2,200.00	0.0%
7220014 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7200015 · Books, Dues & Subscriptions	0.00	30.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00	0.0%
7200016 · Office Supplies	0.00	19.99	0.00	0.00	0.00	0.00	0.00	250.00	250.00	0.0%
7220018 · Exhibits & Programs	1,141.40	700.27	400.00	566.32	400.00	400.00	1,700.00	800.00	2,500.00	47.1%
Total 72200 · MUSEUM	3,455.80	3,786.28	2,024.12	2,183.15	2,050.42	1,508.52	5,150.00		5,950.00	15.5%
Total 07 · PARKS, REC & CULTURAL	66,416.13	141,429.73	118,355.58	33,615.16	73,679.57	77,809.26	111,000.00		124,300.00	12.0%
08 · COMMUNITY DEVELOPMENT										
81100 · PLANNING COMMISSION										
8110001 · Salaries & Wages - Regular	3,420.00	4,095.00	1,365.00	2,955.00	2,385.00	1,635.00	5,670.00	5,670.00	5,670.00	0.0%
8110002 · FICA/Medicare	247.86	360.04	100.98	236.00	185.50	160.47	500.00	500.00	500.00	0.0%
8110003 · Consultants - Engineer	59,908.46	25,947.22	30,779.31	29,877.65	10,682.90	6,119.80	10,000.00	10,000.00	10,000.00	0.0%
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.0%
8110005 · Mileage Allowance	230.05	0.00	0.00	0.00	0.00	0.00	250.00	250.00	250.00	0.0%
8110006 · Meals & Lodging	22.62	0.00	0.00	0.00	0.00	0.00	700.00	700.00	700.00	0.0%
8110007 · Convention/Education	69.99	0.00	0.00	216.40	0.00	820.45	1,000.00	1,000.00	1,000.00	0.0%
8110009 · Engineer - Pass Through	0.00	0.00	0.00	20,113.18	33,103.75	19,913.75			0.00	0.0%
Total 81100 · PLANNING COMMISSION	63,898.98	30,402.26	32,245.29	53,398.23	46,357.15	28,649.47	23,120.00		23,120.00	0.0%
81110 · ARCHITECTURAL REVIEW BOARD										
8111001 · Salaries & Wages - Regular	2,220.00	4,065.00	1,605.00	2,670.00	1,980.00	1,080.00	5,830.00	5,830.00	5,830.00	0.0%
8111002 · FICA/Medicare	148.42	366.07	98.67	198.61	146.88	62.93	446.00	446.00	446.00	0.0%
8111003 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8111004 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8111005 · Convention & Education	0.00	0.00	0.00	0.00	0.00	820.45	1,500.00	1,500.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,368.42	4,431.07	1,703.67	2,868.61	2,126.88	1,963.38	7,776.00		7,776.00	0.0%
81111 · Board Of Zoning Appeals										
8111101 · Convention & Education	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	0.00	0.00	4.59	0.00	0.00	102.00	102.00	102.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	0.00	0.00	60.00	0.00	0.00	1,325.00	1,325.00	1,325.00	0.0%
81111 · Board Of Zoning Appeals - Other	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.00	64.59	0.00	0.00	2,927.00		2,927.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	66,267.40	34,833.33	33,948.96	56,331.43	48,484.03	30,612.85	33,823.00		33,823.00	0.0%
09 · NON-DEPARTMENTAL										
90000 · BB&T Tax Overpayment Refund	0.00	0.00	32,594.00	0.00	0.00	0.00				
90001 · Return of Surplus RE Tax Rev	0.00	0.00	0.00	0.00	0.00	249,323.53	250,000.00	(250,000.00)	0.00	-100.0%
95100 · DEBT SERVICE										
9510002 · General Obligation Bond - Prin	155,700.00	156,600.00	157,300.00	158,300.00	158,000.00	160,100.00	160,200.00	(23,600.00)	136,600.00	-14.7%
9510003 · General Obligation Bond - Int	27,682.10	23,904.47	20,102.92	16,234.13	12,383.17	8,556.89	8,545.00	(3,595.00)	4,950.00	-42.1%
9510005 · Capital Lease Pmt - Principal	28,783.74	29,353.57	29,934.69	-1,065.08	30,670.92	0.00			0.00	0.0%
9510006 · Capital Lease - Interest Paymen	2,808.64	2,238.81	1,657.69	1,065.08	947.93	0.00			0.00	0.0%
Total 95100 · DEBT SERVICE	214,974.48	212,096.85	208,995.30	174,534.13	202,002.02	168,656.89	168,745.00		141,550.00	-16.1%
Total 09 · NON-DEPARTMENTAL	214,974.48	212,096.85	241,589.30	174,534.13	202,002.02	417,980.42	418,745.00		141,550.00	-66.2%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94102 · HAYMARKET COMMUNITY PARK	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Architectural/Engineering Fees						5,000.00				0.0%
Total 94102 · HAYMARKET COMMUNITY PARK						5,000.00				0.0%

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94103 · PEDESTRIAN IMPROVEMENT PROJECT										0.0%
9410301 · Architectural/Engineering Fees	6,790.00	13,367.00	0.00	0.00	0.00	0.00				0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	33,964.24	0.00	295,061.61	236,614.90	2,339.02	0.00				0.0%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	40,754.24	13,367.00	295,061.61	236,614.90	2,339.02	0.00				0.0%
94104 · Street Scape - Park Sidewalk										0.0%
9410401 · Architectural/Engineering Fees	0.00	0.00	0.00	0.00	7,902.50	25,963.75	144,318.00	5,682.00	150,000.00	3.9%
Total 94104 · Street Scape - Park Sidewalk	0.00	0.00	0.00	0.00	7,902.50	25,963.75	144,318.00		150,000.00	3.9%
94105 · PERSONNEL										
EMPLOYEE BENEFITS										
6560 · Payroll Processing Fees	0.00	-0.02	0.03	-0.02	0.05	222.06				0.0%
Total EMPLOYEE BENEFITS	0.00	-0.02	0.03	-0.02	0.05	222.06				0.0%
Total 94105 · PERSONNEL	0.00	-0.02	0.03	-0.02	0.05	222.06				0.0%
94106 · TOWN CENTER MASTER PLAN										
9410601 · Architectural/Engineering Fees	62,447.77	45,970.84	0.00	0.00	51,237.68	20,605.08	65,057.00	(15,057.00)	50,000.00	-23.1%
9410602 · Construction (Renovations)	0.00	0.00	138,273.52	0.00	0.00	0.00				
Total 94106 · TOWN CENTER MASTER PLAN	62,447.77	45,970.84	138,273.52	0.00	51,237.68	20,605.08	65,057.00		50,000.00	-23.1%
94107 · BLIGHT MITIGATION										
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00		40,000.00	0.0%
94107 · BLIGHT MITIGATION - Other	0.00	0.00	2,595.00	171.24	0.00	0.00				
Total 94107 · BLIGHT MITIGATION	0.00	0.00	2,595.00	171.24	0.00	0.00	40,000.00	-	40,000.00	0.0%
94108 · Capital Improvement Funds Expens	0.00	0.00	0.00	27,617.00	20,800.00	0.00	291,677.00	(141,715.00)	149,962.00	-48.6%
Total Expense	2,034,371.51	2,082,265.58	2,582,139.28	2,308,796.89	2,279,480.41	1,930,892.49	3,342,389.00		3,234,892.00	-3.2%
Net Ordinary Income	198,511.00	202,883.16	211,968.19	288,141.52	531,109.76	294,322.40	0.00		0.00	
Other Income/Expense										
Other Income										
50000 · CARES Act Funds	0.00	0.00	0.00	226,993.88	68,458.12	0.00	0.00	-	0.00	
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	
Total Other Income	0.00	0.00	0.00	226,993.88	68,458.12	0.00	0.00	-	0.00	
Other Expense										
97000 · CARES Act Expenses	0.00	0.00	0.00	226,993.88	68,814.00	0.00	0.00	-	0.00	
97001 · American Rescue Plan Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	
Total Other Expense	0.00	0.00	0.00	226,993.88	68,814.00	0.00	0.00	-	0.00	
Net Other Income	0.00	0.00	0.00	0.00	-355.88	0.00	0.00	-	0.00	
Net Income	198,511.00	202,883.16	211,968.19	288,141.52	530,753.88	294,322.40	0.00	-	0.00	