



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, February 27, 2023

7:00 PM

Council Chambers

## I. Call To Order

## II. Pledge of Allegiance

## III. Agenda Items

1. Monthly Financial Report
2. DMV Grant Updates
3. Town Hall Building Use Discussion
4. Planning Commission Resignation
5. Town Council Resignation and Vacancy

## IV. Adjournment

Income	FY2023			Comments
	Actuals	Budget	% of Budget	
<b>3110 · GENERAL PROPERTY TAXES</b>				
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	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>411,803.30</b>	<b>413,165.00</b>	<b>99.7%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	130,883.70	168,000.00	77.9%	Collections up to December 31, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	46,893.52	240,000.00	19.5%	Renewals are beginning to come in for 2023
3120-03 · Cigarette Tax	93,075.30	130,000.00	71.6%	Collections up to January 31, 2023
3120-04 · Consumer Utility Tax	82,195.16	158,000.00	52.0%	Collections up to December 31, 2022
3120-05 · Meals Tax - Current	717,374.17	1,000,000.00	71.7%	Collections up to January 31, 2023
3120-06 · Sales Tax Receipts	84,967.86	160,000.00	53.1%	Collections up to December 31, 2022
3120-07 · Penalties (Non-Property)	6,543.22	5,000.00	130.9%	
3120-08 · Interest (Non-Property)	1,148.61			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,163,081.54</b>	<b>1,885,000.00</b>	<b>61.7%</b>	
<b>Development Revenue</b>				
Proffers	0.00	0.00	0.0%	
<b>Total Development Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>3130 · PERMITS, FEES &amp; LICENSES</b>				
3130-01 · Application Fees	1,450.00	4,500.00	32.2%	
3130-03 · Motor Vehicle Licenses	165.00	1,000.00	16.5%	
3130-05 · Other Planning & Permits	11,315.00	15,000.00	75.4%	
3130-06 · Pass Through Fees	13,379.08		100.0%	
<b>Total 3130 · PERMITS, FEES &amp; LICENSES</b>	<b>26,309.08</b>	<b>20,500.00</b>	<b>128.3%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	10,011.23	20,000.00	50.1%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>10,011.23</b>	<b>20,000.00</b>	<b>50.1%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	5,975.24	1,500.00	398.3%	
3150-03 · Interest on Bank Deposits	5,095.62	6,000.00	84.9%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>11,070.86</b>	<b>7,500.00</b>	<b>147.6%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-04 · Suite 208 B&B Security	2,339.05	4,010.00	58.3%	
3151-06 · Suite 204 MAC-ISA	4,704.00	3,528.00	133.3%	
3151-07 · Haymarket Church Suite 206	23,742.80	35,614.00	66.7%	
3151-08 · 15020 Washington Realty	36,827.76	55,241.00	66.7%	
3151-09 · 15026 Copper Cricket	15,753.20	23,629.00	66.7%	
3151-11 · Cupcake Heaven and Cafe LLC	23,082.64	34,793.00	66.3%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>106,449.45</b>	<b>171,056.00</b>	<b>62.2%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,780.00	70,000.00	79.7%	
3165-02 · Farmer's Market	2,752.50	1,500.00	183.5%	
3165-03 · Town Ornaments	7,358.96	4,350.00	169.2%	
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>77,749.46</b>	<b>75,850.00</b>	<b>102.5%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-335.07		100.0%	
3180-01 · Citations & Accident Reports	40.00		100.0%	
3180 · MISCELLANEOUS - Other	388.17		100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>93.10</b>		<b>100.0%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	17,344.00	31,548.00	55.0%	2 of 4 collected
3200-04 · Car Rental Reimbursement	167.55	0.00	100.0%	
3200-05 · Communications Tax	43,990.33	80,000.00	55.0%	Collections up to December 31, 2022
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%	

Attachment: FY2023 Actuals vs Budget as of 02.22.2023 (5981 : Monthly Financial Report)

3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.9%	
3200-16 · DMV Select Commission	180.33	60,500.00	0.3%	
3200-17 · LOLE Grant	4,366.00	3,094.00	141.1%	Collection up to Novmeber 30, 2022
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>100,960.94</b>	<b>205,069.00</b>	<b>49.2%</b>	
4000 · Carry-Over Surplus	0.00	250,000.00	0.0%	
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%	
<b>Total Income</b>	<b>1,907,528.96</b>	<b>3,257,740.00</b>	<b>58.6%</b>	
<b>Gross Profit</b>	<b>1,907,528.96</b>	<b>3,257,740.00</b>	<b>58.6%</b>	

**Expense**

01 · ADMINISTRATION

11100 · TOWN COUNCIL

Town has received its refunds pertaining to VML

111001 · Convention & Education	250.00	2,500.00	10.0%	Conference
111002 · FICA/Medicare	751.26	2,000.00	37.6%	
111003 · Meals and Lodging	77.22	1,000.00	7.7%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	10,617.86	25,000.00	42.5%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>11,696.34</b>	<b>30,750.00</b>	<b>38.0%</b>	

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	191,806.85	357,513.00	53.7%	
1211102 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%	
1211003 · Salaries/Wages - Part Time	38,103.22	56,615.00	67.3%	
1211004 · FICA/Medicare	17,114.70	35,389.00	48.4%	
1211005 · VRS	13,987.64	36,809.00	38.0%	
1211006 · Health Insurance	25,638.99	66,466.00	38.6%	
1211007 · Life Insurance	2,577.98	4,685.00	55.0%	
1211008 · Disability Insurance	1,381.55	2,640.00	52.3%	
1211009 · Unemployment Insurance	3,390.36	6,160.00	55.0%	
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	7,035.87	8,000.00	87.9%	
1211014 · Printing & Binding	4,004.54	8,298.00	48.3%	
1211015 · Advertising	2,116.50	9,000.00	23.5%	
1211016 · Computer, Internet &Website Svc	12,883.00	23,650.00	54.5%	
1211017 · Postage	1,829.04	4,000.00	45.7%	
1211018 · Telecommunications	3,443.04	7,500.00	45.9%	
1211019 · Mileage Allowance	231.25	1,000.00	23.1%	
1211020 · Meals & Lodging	950.10	2,000.00	47.5%	
1211021 · Convention & Education	123.90	6,000.00	2.1%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	8,417.03	16,000.00	52.6%	
1211025 · Office Supplies	3,803.78	6,500.00	58.5%	
1211026 · Equipment Rental	1,391.92	4,075.00	34.2%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>358,355.26</b>	<b>736,138.00</b>	<b>48.7%</b>	

12210 · LEGAL SERVICES

1221001 · Legal Services	22,525.69	80,000.00	28.2%	Services up to December 31, 2022
<b>Total 12210 · LEGAL SERVICES</b>	<b>22,525.69</b>	<b>80,000.00</b>	<b>28.2%</b>	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>17,120.00</b>	<b>0.0%</b>	

Total 01 · ADMINISTRATION

392,577.29	864,008.00	45.4%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	293,001.60	464,487.00	63.1%	
3110003 · Salaries & Wages - OT Premium	13,211.11	23,000.00	57.4%	
3110013 · Salaries & Wages - OT Select En	4,208.58	12,000.00	35.1%	
3110004 · Salaries & Wages - Holiday Pay	19,607.56	32,310.00	60.7%	
3110005 · Salaries & Wages - Part Time	29,240.00	36,000.00	81.2%	
3110012 · Salaries & Wages - PT Admin.	2,300.00	0.00	100.0%	
3110020 · FICA/MEDICARE	26,946.70	43,437.00	62.0%	
3110021 · VRS	20,692.35	28,427.00	72.8%	
3110022 · Health Insurance	48,382.40	78,379.00	61.7%	
3110023 · Life Insurance	4,118.06	5,904.00	69.8%	
3110024 · Disability Insurance	1,698.13	2,400.00	70.8%	
3110025 · Unemployment Insurance	3,112.86	3,000.00	103.8%	

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3110026 · Workers' Compensation Insurance	20,067.00	22,825.00	87.9%	Front loaded costs
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	15,464.81	27,300.00	56.6%	Services up to December 31, 2022
3110032 · Computer, Internet & Website	2,607.50	5,000.00	52.2%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	7,038.65	12,000.00	58.7%	
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 · Meals and Lodging	327.87	5,000.00	6.6%	
3110038 · Convention & Edu. (Training)	299.00	10,000.00	3.0%	
3110040 · Annual Dues & Subscriptions	11,040.24	14,000.00	78.9%	
3110041 · Office Supplies	2,467.02	5,000.00	49.3%	
3110042 · Vehicle Fuels	16,938.38	43,200.00	39.2%	
3110043 · Vehicle Maintenance/Supplies	9,456.49	15,000.00	63.0%	
3110045 · Uniforms & Police Supplies	8,257.53	26,000.00	31.8%	
3110052 · Office Equipment Rental	4,303.48	3,094.00	139.1%	
3110058 · DMV Grant - Payback Reimbursement	4,974.47	0.00	100.0%	DMV Grant payback
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>578,467.23</b>	<b>926,313.00</b>	<b>62.4%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%	
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>578,467.23</b>	<b>936,313.00</b>	<b>61.8%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	60,889.17	110,820.00	54.9%	Services up to January 31, 2023
<b>Total 43200 · REFUSE COLLECTION</b>	<b>60,889.17</b>	<b>110,820.00</b>	<b>54.9%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	39,926.06	97,672.00	40.9%	
4310002 · Maint Svc Contract-Pest Control	105.00	3,000.00	3.5%	
4310003 · Maint Svc Contract-Landscaping	17,610.00	35,000.00	50.3%	
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	12,570.89	16,500.00	76.2%	
4310008 · Electrical Services-Streetlight	3,178.73	5,500.00	57.8%	
4310009 · Water & Sewer Services	2,756.11	3,000.00	91.9%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	915.51	2,500.00	36.6%	
4310015 · Maintenance - Vehicle Fuel	394.39	2,500.00	15.8%	
4310016 · Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>78,536.20</b>	<b>177,672.00</b>	<b>44.2%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>139,425.37</b>	<b>295,705.00</b>	<b>47.2%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
60000 · Tourism/Traveling Marketing	73,228.93	72,000.00	101.7%	
60001 · Town Tourism	21,391.80	48,000.00	44.6%	
60003 · Advertising	0.00	22,000.00	0.0%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>94,620.73</b>	<b>142,000.00</b>	<b>66.6%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	9,714.30	20,000.00	48.6%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>9,714.30</b>	<b>20,000.00</b>	<b>48.6%</b>	
<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	2,094.14	5,000.00	41.9%	
7111003 · Contractual Services	51,312.78	50,000.00	102.6%	
7111004 · Events - Other	12,236.80	19,350.00	63.2%	
<b>Total 71110 · EVENTS</b>	<b>65,643.72</b>	<b>74,350.00</b>	<b>88.3%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	969.33	2,200.00	44.1%	
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%	
<b>Total 72200 · MUSEUM</b>	<b>1,369.33</b>	<b>5,150.00</b>	<b>26.6%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>76,727.35</b>	<b>99,500.00</b>	<b>77.1%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				

8110001 · Salaries & Wages - Regular	1,380.00	5,670.00	24.3%	
8110002 · FICA/Medicare	140.96	500.00	28.2%	
8110003 · Consultants - Engineer	5,827.30	10,000.00	58.3%	
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	2,000.00	41.0%	
8110009 · Engineer - Pass Through	16,901.25			
<b>Total 81100 · PLANNING COMMISSION</b>	<b>25,069.96</b>	<b>24,120.00</b>	<b>103.9%</b>	
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	500.00	164.1%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,963.38</b>	<b>6,776.00</b>	<b>29.0%</b>	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>27,033.34</b>	<b>33,823.00</b>	<b>79.9%</b>	
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
<b>Total 95100 · DEBT SERVICE</b>	<b>168,656.89</b>	<b>168,745.00</b>	<b>99.9%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>417,980.42</b>	<b>418,745.00</b>	<b>99.8%</b>	
94102 · Haymarket Community Park				
· Architectural/Engineering Fees	5,000.00	0.00	100.0%	Structural Report
<b>Total 94102 · Haymarket Community Park</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.0%</b>	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	21,896.25	144,318.00	15.2%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>21,896.25</b>	<b>144,318.00</b>	<b>15.2%</b>	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	222.05			
<b>Total EMPLOYEE BENEFITS</b>	<b>222.05</b>			
<b>Total 94105 · PERSONNEL</b>	<b>222.05</b>			
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	18,080.63	65,057.00	27.8%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>18,080.63</b>	<b>65,057.00</b>	<b>27.8%</b>	
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>	
94108 · Capital Improvement Funds Expens	0.00	218,271.00	0.0%	
<b>Total Expense</b>	<b>1,772,030.66</b>	<b>3,257,740.00</b>	<b>54.4%</b>	
<b>Net Ordinary Income</b>	<b>135,498.30</b>	<b>0.00</b>	<b>100.0%</b>	
Net Income	135,498.30	0.00	100.0%	

Attachment: FY2023 Actuals vs Budget as of 02.22.2023 (5981 : Monthly Financial Report)

February 2, 2023

Mayor and Town Council,  
Haymarket, VA  
15000 Washington Street,  
Suite 100,  
Haymarket, VA 20169  
ATTN: Kimberly Henry

Robert H. Chrisman  
6855 Track Court,  
Haymarket, VA. 20169

SUBJECT: Letter of Resignation from Planning Commission

Dear Mayor, Members of the Town Council, and Kimberly Henry:

Please accept this letter as my resignation from my position on the Haymarket Planning Commission. My resignation is pursuant to my wife and I selling our home on February 21, 2023, and then moving outside of the town limits of Haymarket. I will be available to serve as a member of the Planning Commission until February 20, 2023 should you need my services.

I sincerely appreciated the opportunity to serve the Town of Haymarket.

Best regards,

Bob.