



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, November 28, 2022

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Swearing In Ceremony

IV. Agenda Items

1. Monthly Financial Report
2. Ordinance 2022-005: Meals Tax Free Weekend
3. Re-Appointment of Police Chief, Town Treasurer, Town Clerk
4. Public Notice - CBPA
5. Draft Personnel Policy

V. Adjournment

	FY2023			Comments
	Actuals	Budget	% of Budget	
Income				
3110 · GENERAL PROPERTY TAXES				
				RE invoices have been mailed out this week; there will be supplemental real estate assessments in coming months
3110-01 · Real Estate - Current	398,618.07	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	12,713.69	12,022.00	105.8%	invoices have been mailed our this week
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	411,331.76	413,165.00	99.6%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	93,579.22	168,000.00	55.7%	Collections up to October 31, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	18,935.03	240,000.00	7.9%	
3120-03 · Cigarette Tax	55,117.68	130,000.00	42.4%	Collections up to October 31, 2022
3120-04 · Consumer Utility Tax	48,538.97	158,000.00	30.7%	Collections up to September 30, 2022
3120-05 · Meals Tax - Current	381,952.80	1,000,000.00	38.2%	Collections up to October 31, 2022
3120-06 · Sales Tax Receipts	28,327.71	160,000.00	17.7%	Collections up to August 31, 2022
3120-07 · Penalties (Non-Property)	4,262.87	5,000.00	85.3%	
3120-08 · Interest (Non-Property)	1,020.26			
Total 3120 · OTHER LOCAL TAXES	631,734.54	1,885,000.00	33.5%	
Development Revenue				
				Moved to Escrow account to await all 38 proffers submissions
Proffers	0.00	0.00	0.0%	
Total Development Revenue	0.00	0.00	0.0%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	900.00	4,500.00	20.0%	
3130-03 · Motor Vehicle Licenses	45.00	1,000.00	4.5%	
3130-05 · Other Planning & Permits	5,075.00	15,000.00	33.8%	
3130-06 · Pass Through Fees	8,580.33		100.0%	
Total 3130 · PERMITS,FEES & LICENSESES	14,600.33	20,500.00	71.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	7,125.60	20,000.00	35.6%	
Total 3140 · FINES & FORFEITURES	7,125.60	20,000.00	35.6%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	2,565.46	1,500.00	171.0%	
3150-03 · Interest on Bank Deposits	2,832.74	6,000.00	47.2%	
Total 3150 · REVENUE - USE OF MONEY	5,398.20	7,500.00	72.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	1,670.75	4,010.00	41.7%	
3151-06 · Suite 204 MAC-ISA	2,940.00	3,528.00	83.3%	
3151-07 · Haymarket Church Suite 206	14,839.25	35,614.00	41.7%	
3151-08 · 15020 Washington Realty	23,017.35	55,241.00	41.7%	
3151-09 · 15026 Copper Cricket	9,845.75	23,629.00	41.7%	
3151-11 · Cupcake Heaven and Cafe LLC	17,056.14	34,793.00	49.0%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	69,369.24	171,056.00	40.6%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,580.00	70,000.00	79.4%	
3165-02 · Farmer's Market	2,727.50	1,500.00	181.8%	
3165-03 · Town Ornaments	1,548.96	4,350.00	35.6%	
3165 · REVENUE - TOWN EVENTS - Other	320.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	71,676.46	75,850.00	94.5%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	21.01		100.0%	
3180-01 · Citations & Accident Reports	20.00		100.0%	
3180 · MISCELLANEOUS - Other	388.17		100.0%	
Total 3180 · MISCELLANEOUS	429.18		100.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	8,672.00	31,548.00	27.5%	1st Qt collection
3200-04 · Car Rental Reimbursement	33.21	0.00	100.0%	
3200-05 · Communications Tax	29,195.26	80,000.00	36.5%	Collections up to October 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%	
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 October 14, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	77,359.53	205,069.00	37.7%	
4000 · Carry-Over Surplus	0.00	250,000.00	0.0%	
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%	
Total Income	1,289,024.84	3,257,740.00	39.6%	
Gross Profit	1,289,024.84	3,257,740.00	39.6%	

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	567.82	2,000.00	28.4%	
111003 · Meals and Lodging	77.22	1,000.00	7.7%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	7,600.00	25,000.00	30.4%	
Total 11100 · TOWN COUNCIL	8,495.04	30,750.00	27.6%	

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	102,603.85	357,513.00	28.7%	
1211102 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%	
1211003 · Salaries/Wages - Part Time	24,489.15	56,615.00	43.3%	
1211004 · FICA/Medicare	9,509.04	35,389.00	26.9%	
1211005 · VRS	8,660.59	36,809.00	23.5%	
1211006 · Health Insurance	13,371.28	66,466.00	20.1%	
1211007 · Life Insurance	1,520.20	4,685.00	32.4%	
1211008 · Disability Insurance	760.30	2,640.00	28.8%	
1211009 · Unemployment Insurance	356.66	6,160.00	5.8%	
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	662.13	8,000.00	8.3%	
1211014 · Printing & Binding	2,814.99	8,298.00	33.9%	
1211015 · Advertising	1,077.50	9,000.00	12.0%	
1211016 · Computer, Internet & Website Svc	2,475.00	23,650.00	10.5%	
1211017 · Postage	1,367.79	4,000.00	34.2%	
1211018 · Telecommunications	1,917.37	7,500.00	25.6%	
1211019 · Mileage Allowance	231.25	1,000.00	23.1%	
1211020 · Meals & Lodging	550.90	2,000.00	27.5%	
1211021 · Convention & Education	123.90	6,000.00	2.1%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	5,594.58	16,000.00	35.0%	
1211025 · Office Supplies	1,605.61	6,500.00	24.7%	
1211026 · Equipment Rental	339.57	4,075.00	8.3%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	198,155.66	736,138.00	26.9%	

12210 · LEGAL SERVICES

1221001 · Legal Services	13,310.80	80,000.00	16.6%	Services up to September 30, 2022
Total 12210 · LEGAL SERVICES	13,310.80	80,000.00	16.6%	

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

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	170,422.00	464,487.00	36.7%	
3110003 · Salaries & Wages - OT Premium	7,168.57	23,000.00	31.2%	
3110013 · Salaries & Wages - OT Select En	956.42	12,000.00	8.0%	
3110004 · Salaries & Wages - Holiday Pay	8,038.32	32,310.00	24.9%	
3110005 · Salaries & Wages - Part Time	21,082.30	36,000.00	58.6%	
3110020 · FICA/MEDICARE	15,390.94	43,437.00	35.4%	
3110021 · VRS	13,519.70	28,427.00	47.6%	
3110022 · Health Insurance	27,280.13	78,379.00	34.8%	
3110023 · Life Insurance	2,547.51	5,904.00	43.1%	
3110024 · Disability Insurance	998.90	2,400.00	41.6%	

Attachment: FY2023 Actuals vs Budget as of 11.22.2022 (5887 : Monthly Financial Report)

3110025 · Unemployment Insurance	509.34	3,000.00	17.0%	
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	8,820.00	27,300.00	32.3%	Services up to September 30, 2022
3110032 · Computer, Internet & Website	1,475.00	5,000.00	29.5%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	3,237.89	12,000.00	27.0%	
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 · Meals and Lodging	108.94	5,000.00	2.2%	
3110038 · Convention & Edu. (Training)	124.00	10,000.00	1.2%	
3110040 · Annual Dues & Subscriptions	10,422.35	14,000.00	74.4%	
3110041 · Office Supplies	2,165.44	5,000.00	43.3%	
3110042 · Vehicle Fuels	10,225.19	43,200.00	23.7%	
3110043 · Vehicle Maintenance/Supplies	4,482.89	15,000.00	29.9%	
3110045 · Uniforms & Police Supplies	3,819.97	26,000.00	14.7%	
3110052 · Office Equipment Rental	2,013.20	3,094.00	65.1%	
Total 31100 · POLICE DEPARTMENT	343,581.44	926,313.00	37.1%	
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	343,581.44	936,313.00	36.7%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	38,641.53	110,820.00	34.9%	Services up to October 31, 2022
Total 43200 · REFUSE COLLECTION	38,641.53	110,820.00	34.9%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	24,852.81	97,672.00	25.4%	
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	8,695.00	35,000.00	24.8%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 · Electric/Gas Services	6,959.20	16,500.00	42.2%	
4310008 · Electrical Services-Streetlight	1,314.13	5,500.00	23.9%	
4310009 · Water & Sewer Services	2,051.85	3,000.00	68.4%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	665.33	2,500.00	26.6%	
4310015 · Maintenance - Vehicle Fuel	274.50	2,500.00	11.0%	
4310016 · Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	45,892.33	177,672.00	25.8%	
Total 04 · PUBLIC WORKS	84,533.86	295,705.00	28.6%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	72,000.00	0.0%	
60001 · Town Tourism	15,241.80	48,000.00	31.8%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	15,241.80	142,000.00	10.7%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,669.30	20,000.00	8.3%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,669.30	20,000.00	8.3%	
71110 · EVENTS				
7111001 · Advertising - Events	1,305.00	5,000.00	26.1%	
7111003 · Contractural Services	42,676.49	50,000.00	85.4%	
7111004 · Events - Other	839.95	19,350.00	4.3%	
Total 71110 · EVENTS	44,821.44	74,350.00	60.3%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	554.96	2,200.00	25.2%	
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	954.96	5,150.00	18.5%	
Total 07 · PARKS, REC & CULTURAL	47,445.70	99,500.00	47.7%	
08 · COMMUNITY DEVELOPMENT				

81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	750.00	5,670.00	13.2%
8110002 · FICA/Medicare	75.36	500.00	15.1%
8110003 · Consultants - Engineer	2,776.79	10,000.00	27.8%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	2,000.00	0.0%
8110009 · Engineer - Pass Through	11,686.25		
Total 81100 · PLANNING COMMISSION	15,288.40	24,120.00	63.4%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	450.00	5,830.00	7.7%
8111002 · FICA/Medicare	20.47	446.00	4.6%
8111005 · Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	470.47	6,776.00	6.9%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	102.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	15,758.87	33,823.00	46.6%
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	5,258.16	8,545.00	61.5% Front loaded costs
Total 95100 · DEBT SERVICE	165,358.16	168,745.00	98.0%
Total 09 · NON-DEPARTMENTAL	414,681.69	418,745.00	99.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	1,667.50	144,318.00	1.2%
Total 94104 · Street Scape - Park Sidewalk	1,667.50	144,318.00	1.2%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04		
Total EMPLOYEE BENEFITS	-0.04		
Total 94105 · PERSONNEL	-0.04		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	4,754.07	65,057.00	7.3%
Total 94106 · TOWN CENTER MASTER PLAN	4,754.07	65,057.00	7.3%
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 Improvment Funds Expens	0.00	218,271.00	0.0%
Total Expense	1,147,626.39	3,257,740.00	35.2%
Net Ordinary Income	141,398.45	0.00	100.0%
Net Income	141,398.45	0.00	100.0%

Attachment: FY2023 Actuals vs Budget as of 11.22.2022 (5887 : Monthly Financial 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

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Roberto Gonzalez, Town Treasurer
 DATE: November 22, 2022
 SUBJECT: Proffer Funds - Update for Robinson Village

Below is the monthly report of the proffer's collected from Robinson Village (Van Metre) for November 22, 2022:

Robinson Village (Van Metre) Proffers received as of 11.22.2022

	Per Unit	Units	Actuals
Parks & Recreation	\$ 3,792.00	28	\$ 106,176.00
Public Safety	\$ 280.00	28	\$ 7,840.00
Transportation	\$ 3,799.00	28	\$ 106,372.00
Fire and Rescue	\$ 974.00	28	\$ 27,272.00
Town Administration	\$ 171.00	28	\$ 4,788.00
Schools	\$ 10,300.00	28	\$ 288,400.00
	\$ 19,316.00		\$ 540,848.00

Attachment: Proffers Collection as of 11.22.2022 (5887 : Monthly Financial Report)



**AN ORDINANCE TO WAIVE MEALS TAX
ON October December 10, through 11, 2022 SET BY
SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2019), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2022-005

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Holiday and Christmas Event on December 10, 2022 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate the holiday season, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated at the Holiday and Christmas Event will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on December 10, 2022 through December 11, 2022;

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 5th day of December 2022, that the Meals Tax is waived solely for the 10th and 11th day of December, 2022.

By Order of Council:

Kenneth M. Luersen, Mayor

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: Draft Meals Tax Waiver Ordinance 2022-005 (5873 : Ordinance 2022-005: Meals Tax Free Weekend)

TOWN OF HAYMARKET NOTICE OF PUBLIC HEARING

Notice is hereby given that the Town of Haymarket Town Council will hold a Public Hearing on Monday, December 5, 2022 at 7:00 P.M. in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, to consider the adoption of general and comprehensive amendments to the Zoning and Subdivision Ordinance, Chapter 58 of the Town Code. The proposed amendments include updating Subdivision Section to reflect the appropriate Chesapeake Bay Preservation Act requirements for plat notations provided by the Department of Environmental Quality.

The text additions are available on the Town's website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. The Town of Haymarket does not discriminate on the basis of disability in admission or access to its programs and activities. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk at the above address or by telephone at the above number.

If you wish to comment but cannot attend the public hearing, please send your comments to the Clerk of the Council, Kim Henry, by December 5, 2022 at 4:30pm, via email khenry@townofhaymarket.org or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.