



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, October 24, 2022

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Presentation: Police Department Officer Recognition

IV. Agenda Items

1. Monthly Financial Report
2. Police Department Office Assistant Position Discussion
3. Snow Policy
4. Communication Plan Update - Vice Mayor Pater
5. Amendment to ZTA - Chesapeake Bay Preservation Act Public Notice Directive

V. Adjournment

	FY2023			
	Actuals	Budget	% of Budget	Comments
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	41,926.60	168,000.00	25.0%	Collections up to August 31, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	14,517.78	240,000.00	6.0%	
3120-03 · Cigarette Tax	41,205.18	130,000.00	31.7%	Collections up to September 30, 2022
3120-04 · Consumer Utility Tax	27,211.91	158,000.00	17.2%	Collections up to August 31, 2022
3120-05 · Meals Tax - Current	234,262.44	1,000,000.00	23.4%	In the process of collecting September 2022 taxes
3120-06 · Sales Tax Receipts	14,035.34	160,000.00	8.8%	Collections up to July 31, 2022
3120-07 · Penalties (Non-Property)	3,957.74	5,000.00	79.2%	
3120-08 · Interest (Non-Property)	938.79			
Total 3120 · OTHER LOCAL TAXES	378,055.78	1,885,000.00	20.1%	
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 & LICENESES				
3130-01 · Application Fees	600.00	4,500.00	13.3%	
3130-03 · Motor Vehicle Licenses	30.00	1,000.00	3.0%	
3130-05 · Other Planning & Permits	3,300.00	15,000.00	22.0%	
3130-06 · Pass Through Fees	7,226.58		100.0%	
Total 3130 · PERMITS,FEES & LICENESES	11,156.58	20,500.00	54.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	5,839.59	20,000.00	29.2%	
Total 3140 · FINES & FORFEITURES	5,839.59	20,000.00	29.2%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	1,716.08	1,500.00	114.4%	
3150-03 · Interest on Bank Deposits	2,796.64	6,000.00	46.6%	
Total 3150 · REVENUE - USE OF MONEY	4,512.72	7,500.00	60.2%	
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	1,336.60	4,010.00	33.3%	
3151-06 · Suite 204 MAC-ISA	2,352.00	3,528.00	66.7%	
3151-07 · Haymarket Church Suite 206	11,871.40	35,614.00	33.3%	
3151-08 · 15020 Washington Realty	18,413.88	55,241.00	33.3%	
3151-09 · 15026 Copper Cricket	7,876.60	23,629.00	33.3%	
3151-11 · Cupcake Heaven and Cafe LLC	11,370.76	34,793.00	32.7%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	53,221.24	171,056.00	31.1%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	54,355.00	70,000.00	77.7%	
3165-02 · Farmer's Market	2,527.50	1,500.00	168.5%	
3165-03 · Town Ornaments	0.00	4,350.00	0.0%	
Total 3165 · REVENUE - TOWN EVENTS	68,382.50	75,850.00	90.2%	
3180 · MISCELLANEOUS				
3180-01 · Convenience Fee	24.61		100.0%	
3180 · MISCELLANEOUS - Other	369.00		100.0%	
Total 3180 · MISCELLANEOUS	393.61		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	14,531.09	80,000.00	18.2%	
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 10.19.2022 (5823 : 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	3,067.00	3,094.00	99.1%	Collection up to October 14, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	61,396.36	205,069.00	29.9%	
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	994,290.14	3,257,740.00	30.5%	
Gross Profit	994,290.14	3,257,740.00	30.5%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	1,950.00	2,500.00	78.0%	
111002 · FICA/Medicare	438.34	2,000.00	21.9%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	5,750.00	25,000.00	23.0%	

Total 11100 · TOWN COUNCIL	8,138.34	30,750.00	26.5%	
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	80,572.94	357,513.00	22.5%	
1211002 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%	
1211003 · Salaries/Wages - Part Time	16,342.27	56,615.00	28.9%	
1211004 · FICA/Medicare	7,249.76	35,389.00	20.5%	
1211005 · VRS	7,024.16	36,809.00	19.1%	
1211006 · Health Insurance	10,934.70	66,466.00	16.5%	
1211007 · Life Insurance	1,193.66	4,685.00	25.5%	
1211008 · Disability Insurance	594.80	2,640.00	22.5%	
1211009 · Unemployment Insurance	113.61	6,160.00	1.8%	
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	657.13	8,000.00	8.2%	
1211014 · Printing & Binding	1,996.60	8,298.00	24.1%	
1211015 · Advertising	512.50	9,000.00	5.7%	
1211016 · Computer, Internet & Website Svc	895.00	23,650.00	3.8%	
1211017 · Postage	1,182.02	4,000.00	29.6%	
1211018 · Telecommunications	1,433.58	7,500.00	19.1%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	450.00	2,000.00	22.5%	
1211021 · Convention & Education	123.90	6,000.00	2.1%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	4,403.51	16,000.00	27.5%	
1211025 · Office Supplies	1,094.35	6,500.00	16.8%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	

Total 12110 · TOWN ADMINISTRATION	154,898.49	736,138.00	21.0%	
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12210 · LEGAL SERVICES

1221001 · Legal Services	10,277.40	80,000.00	12.8%	Services up to September 30, 2022
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Total 12210 · LEGAL SERVICES	10,277.40	80,000.00	12.8%	
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12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%	
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Total 12240 · INDEPENDENT AUDITOR	0.00	17,120.00	0.0%	
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Total 01 · ADMINISTRATION	173,314.23	864,008.00	20.1%	
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	135,008.27	464,487.00	29.1%	
3110003 · Salaries & Wages - OT Premium	5,917.60	23,000.00	25.7%	
3110013 · Salaries & Wages - OT Select En	0.00	12,000.00	0.0%	
3110004 · Salaries & Wages - Holiday Pay	4,962.32	32,310.00	15.4%	
3110005 · Salaries & Wages - Part Time	14,977.30	36,000.00	41.6%	
3110020 · FICA/MEDICARE	11,890.76	43,437.00	27.4%	
3110021 · VRS	11,150.80	28,427.00	39.2%	
3110022 · Health Insurance	21,250.91	78,379.00	27.1%	
3110023 · Life Insurance	2,028.81	5,904.00	34.4%	
3110024 · Disability Insurance	799.12	2,400.00	33.3%	
3110025 · Unemployment Insurance	372.38	3,000.00	12.4%	

Attachment: FY2023 Actuals vs Budget as of 10.19.2022 (5823 : Monthly Financial Report)

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	6,615.00	27,300.00	24.2%	Services up to September 30, 2022
3110032 · Computer, Internet & Website	685.00	5,000.00	13.7%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	2,294.92	12,000.00	19.1%	
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)	0.00	10,000.00	0.0%	
3110040 · Annual Dues & Subscriptions	4,992.40	14,000.00	35.7%	
3110041 · Office Supplies	1,208.23	5,000.00	24.2%	
3110042 · Vehicle Fuels	7,882.39	43,200.00	18.2%	
3110043 · Vehicle Maintenance/Supplies	3,374.11	15,000.00	22.5%	
3110045 · Uniforms & Police Supplies	1,440.69	26,000.00	5.5%	
3110052 · Office Equipment Rental	188.50	3,094.00	6.1%	
Total 31100 · POLICE DEPARTMENT	265,920.89	926,313.00	28.7%	
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	265,920.89	936,313.00	28.4%	
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	29,707.15	110,820.00	26.8%	Services up to October 31, 2022
Total 43200 · REFUSE COLLECTION	29,707.15	110,820.00	26.8%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	22,286.21	97,672.00	22.8%	
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	6,620.00	35,000.00	18.9%	
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	5,814.49	16,500.00	35.2%	
4310008 · Electrical Services-Streetlight	686.03	5,500.00	12.5%	
4310009 · Water & Sewer Services	1,576.20	3,000.00	52.5%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	123.12	2,500.00	4.9%	
4310016 · Maint - Vehicle Maintenance	0.00	1,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	37,310.40	177,672.00	21.0%	
Total 04 · PUBLIC WORKS	67,017.55	295,705.00	22.7%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	72,000.00	0.0%	
60001 · Town Tourism	6,551.80	48,000.00	13.7%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	6,551.80	142,000.00	4.6%	
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	480.00	5,000.00	9.6%	
7111003 · Contractural Services	25,161.91	50,000.00	50.3%	
7111004 · Events - Other	839.95	19,350.00	4.3%	
Total 71110 · EVENTS	26,481.86	74,350.00	35.6%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	417.37	2,200.00	19.0%	
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	817.37	5,150.00	15.9%	
Total 07 · PARKS, REC & CULTURAL	28,968.53	99,500.00	29.1%	
08 · COMMUNITY DEVELOPMENT				

81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	435.00	5,670.00	7.7%
8110002 · FICA/Medicare	45.14	500.00	9.0%
8110003 · Consultants - Engineer	1,563.40	10,000.00	15.6%
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	7,396.25		
Total 81100 · PLANNING COMMISSION	9,439.79	24,120.00	39.1%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	135.00	5,830.00	2.3%
8111002 · FICA/Medicare	0.00	446.00	0.0%
8111005 · Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	135.00	6,776.00	2.0%
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	9,574.79	33,823.00	28.3%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	248,447.50	250,000.00	99.4% 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	165,358.16	418,745.00	39.5%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	1,528.75	144,318.00	1.1%
Total 94104 · Street Scape - Park Sidewalk	1,528.75	144,318.00	1.1%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.02		
Total EMPLOYEE BENEFITS	-0.02		
Total 94105 · PERSONNEL	-0.02		
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	971,436.25	3,257,740.00	29.8%
Net Ordinary Income	22,853.89	0.00	100.0%
Net Income	22,853.89	0.00	100.0%

Attachment: FY2023 Actuals vs Budget as of 10.19.2022 (5823 : Monthly Financial Report)



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

To: Haymarket Town Council

From: Emily Kyriazi, Town Manager

RE: Draft Snow Removal Policy

Date: October 24, 2022

MEMORANDUM

Background: At the beginning of 2022, after the winter snow season, a directive was made for staff to draft a snow policy prior to this snow season. Please see the attached policy that the staff has drafted for a possible action at the November 7, 2022 meeting.

Attachment: Memo to Council Snow Policy ELK (5827 : Snow Policy)

Town of Haymarket Snow Removal Policy

Duty of property owners or occupants to remove snow and ice from sidewalks.

- A. The owner or any person responsible for the care of any building or lot of land abutting on any curbed or paved sidewalk within the corporate limits of the Town of Haymarket shall remove the snow, sleet event has ceased to fall when the snow accumulation is six (6) inches or less and within 48 hours after the snow or sleet has ceased to fall when the snow accumulation is greater than six (6) inches. In cases of sleet or ice that cannot be removed without injury or damage to the pavement or the sidewalk, the sidewalk shall be covered within 24 hours after the ice or sleet has ceased to fall with sawdust, ashes or some other material which will render the sidewalk safe for travel.

- B. Where conditions set forth in subsection (A) above are not complied with, the Zoning Administrator or designees shall immediately notify the owner or person responsible for the care of the building or lot of land abutting the curbed or paved sidewalk. Such notification shall be served by a member of staff of the Town of Haymarket.

- C. If the conditions set forth in subsection (A) are not complied with within 24 hours from the time of service of the notice provided in subsection (B), the Town of Haymarket may cause the conditions to be complied with by hiring a contractor or the hiring of the Town's maintenance staff to remove the snow, sleet or ice from the sidewalk. The cost thereof shall be charged to and collect from the owner of the property. Such collection may be affected in any manner provided by law including but not limited to the collection through an additional invoice imposed on the annual real estate taxes. Every charge authorized by this section in excess of \$200.00 which has been assessed against the owner of any such property and which remains unpaid shall constitute a lien against the property. Such liens shall have the same property as other unpaid local taxes and shall be enforceable in the same manner as provided in Code of Virginia § 58.1-3940 et seq. and §58.1-3965 et seq. The Town of Haymarket may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.



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

To: Mayor and Haymarket Town Council
From: Thomas Britt, Town Planner
Date: October 18, 2022
Re: Directive

Background: During the October 17 Planning Commission meeting, the commission passed a motion recommending adopting the updates to the language of the DEQ Chesapeake Bay Preservation Act to be added to our zoning text amendment. At the November 7th Town Council meeting, we will need a directive to publish a public notice for the December 5th Town Council meeting.