



**TOWN OF HAYMARKET TOWN COUNCIL**  
**REGULAR MEETING**  
**~ AGENDA ~**

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, July 5, 2022

7:00 PM

Council Chambers

**I. Call To Order**

**II. Pledge of Allegiance**

**III. Invocation - Pastor Allan Smith, Haymarket Baptist Church**

**IV. Community Spotlight - Haymarket Food Pantry**

**V. Citizens Time**

**VI. Consent Agenda**

**A. Minute Approval**

1. Mayor and Council - Public Hearing/Work Session - May 31, 2022 7:00 PM
2. Mayor and Council - Public Hearing/Regular Meeting - Jun 6, 2022 7:00 PM

**B. Department Reports**

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

**C. Liaison Reports**

1. Finance Liaison Report
2. Police Liaison Report
3. Business/Community Liaison Report
4. Planning Commission Liaison Report
5. ARB Liaison Report

**VII. Agenda Items**

1. 14600 Washington Street Ballfields Decision

**VIII. Councilmember Time**

1. Bob Weir
2. Joe Pasanello
3. TracyLynn Pater
4. Marchant Schneider
5. Mary Ramirez
6. Chris Morris
7. Ken Luersen

**IX. Closed Session - As Needed**

**X. Adjournment**



# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING/WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, May 31, 2022

7:00 PM

Council Chambers

A Public Hearing/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

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Remote, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

### II. Pledge of Allegiance

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

### III. Public Hearing - Proposed FY23 Tax Rate

#### 1. Public Notice

After Acting Town Manager Emily Kyriazi read the Public Notice into record, Mayor Luersen opened the floor for public comment.

At this time, Roberto Gonzalez shared some information on the fee schedule for transparency.

#### 2. Citizen Comment

There were no citizen comments on the subject of the public hearing.

### IV. Close Public Hearing

With no citizens comments, Mayor Luersen closed the evening's public hearing.

### V. Agenda Items

#### 1. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions on the monthly financial report. Mr. Gonzalez gave a brief update from the time of print of the agenda. He shared the total of the bank franchise tax amount and stated that it came in over the budgeted amount.

#### 2. Special Meeting to Adopt FY23 Budget Discussion

Town Treasurer Gonzalez addressed the proposed meeting schedule for June 2022. He asked for Town Council availability to hold a special meeting in order to adopt the tax rate and FY23 budget and the 4th quarter amendments of the FY22 budget. There was short discussion on the schedule presented. Mr. Gonzalez presented and explained a graph showing the average tax amount using the advertised equalized tax rate. The Town Council scheduled a special meeting for June 21st for the purpose of adopting the FY23 tax rate and budget. They also scheduled a public hearing at the June 27th meeting for the 4th quarter budget amendment.

#### 3. Town Council Policy and Procedure Agenda Change

Mayor Luersen brought the change of order of business that would take effect on July 1, 2022 to the Town Council's attention. A discussion followed.

#### 4. Personnel Policy

Acting Town Manager Emily Kyriazi presented a draft of the personnel policy manual for Council review. She stated that she would like to bring this to the June work session for a full discussion and possible edits. A discussion followed.

#### 5. Building Assessment Report

Councilman Morris presented an estimate from a local company to have a building inspections done on each Town owned building. He stated that there are funds available to proceed with the estimate and wanted to bring this to the attention of the Council. A discussion on the assessment report that the company will provide to direct the Town on which building will need attention. The Town Council directed Mr. Morris to proceed with the company.

Minutes Acceptance: Minutes of May 31, 2022 7:00 PM (Minute Approval)

At this time, Town Clerk Henry informed the Council that Vice Mayor Pater left the meeting via Zoom.

**6. DMV Select Updates**

Town Treasurer Roberto Gonzalez provided the current up to date cost analysis of the DMV Select Office. The Town Council discussed in detail the future of the office. The Council asked to put the item on the next agenda for a vote from the full Council.

**7. Planning Commission and ARB Vacancies**

Zoning Administrator Emily Kyriazi shared of the one vacancy on Planning Commission and the two vacancies on the Architectural Review Board. She stated that staff wanted to make Council aware of the vacancies and that the vacancies would be posted on the website for anyone wishing to serve. A discussion followed.

**8. Authorization to Advertise 2 Public Hearing**

Town Zoning Administrator Emily Kyriazi shared that she is requesting authorization to advertise two public hearings. The first would be for ZTA changes and the second would be a joint public hearing with the Planning Commission for a rezoning for a property located at 6712 Jefferson Street. There was a directive to proceed with noticing both public hearings.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Ramirez
<b>ABSENT:</b>	TracyLynn Pater

**VI. Closed Session**

There was not a need for Closed Session for this meeting.

**VII. Adjournment**

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

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Mary Ramirez, Councilwoman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Ramirez
<b>ABSENT:</b>	TracyLynn Pater

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of May 31, 2022 7:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 6, 2022

7:00 PM

Council Chambers

A Public Hearing/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

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

### II. Pledge of Allegiance

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

### III. Invocation - Dr. Ruth Anne Sawyer, Prince William County Police Chaplin

Mayor Luersen introduced Dr. Sawyer and invited her to the podium to give the evening's invocation.

### IV. Community Spotlight - Boxes of Basics

Mayor Luersen introduced Sarah Tyndall with Boxes of Basics to the podium to share about her non profit organization during Community Spotlight. Mrs. Tyndall gave a brief history on how the organization was established. She stated that the organization works with school social workers, non profits, and churches that refer children who are in need of basic essentials such as gently used clothing and other items to them. She gave an example of items that are generally in the box. Mrs. Tyndall shared that her organization will help any child within Prince William County who is referred to them by a third party. She shared that the organization delivers to over 30 schools within Prince William County and has over 120 volunteers. Lastly, Mrs. Tyndall shared the organizations basic needs for the program to thrive. The Council asked questions such as how can one volunteer and how to be an ambassador. Mrs. Tyndall stated that one could sign up to be a volunteer through their website and facebook page.

### V. Public Hearing - FY23 Budget

#### 1. Public Notice

Town Clerk Kim Henry read the public notice for the public hearing into the record. Mayor Luersen opened the floor for citizen comment.

#### 2. Citizen Commnet

There were no citizens present wishing to comment on the proposed FY23 budget.

### VI. Close Public Hearing

With no citizen comment, Mayor Luersen closed the public hearing.

### VII. Citizens Time

Jim Payne, owner of a Pup's Place, spoke on the subject of the future of the DMV Select Office. Mr. Payne stated that he would be in support of the Council closing the DMV Select Office.

### VIII. Consent Agenda

There was a request to have the ARB Liaison Report, the Police Chief Report, and the Town Administration Report from the Consent Agenda.

**Councilman Weir moved to adopt Consent Agenda Items A;1-3,B:3-6 and C:1-4. Councilman Pasanello seconded the motion. The motion carried.**

Minutes Acceptance: Minutes of Jun 6, 2022 7:00 PM (Minute Approval)

**A. Minute Approval**

1. Mayor and Council - Work Session - Apr 19, 2022 7:00 PM

**Councilman Weir moved to adopt Consent Agenda Items A;1-3,B:3-6 and C:1-4. Councilman Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

2. Mayor and Council - Work Session - Apr 25, 2022 7:00 PM

**Councilman Weir moved to adopt Consent Agenda Items A;1-3,B:3-6 and C:1-4. Councilman Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

3. Mayor and Council - Regular Meeting - May 2, 2022 7:00 PM

**Councilman Weir moved to adopt Consent Agenda Items A;1-3,B:3-6 and C:1-4. Councilman Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

**B. Department Reports****1. Town Administration Report**

Councilman Morris asked Acting Town Manager Emily Kyriazi for an update on the shade structure inspection and installation. Mrs. Kyriazi shared that she is working with Councilman Weir to get a point of contact from Prince William County to get the inspection done in a timely manner. A discussion followed on the subject.

There were questions on the timeline status of the audio/visual upgrades. Mayor Luersen provided the updates. A discussion followed on the subject.

Councilman Morris also asked on the Haymarket Hotel bond release updates. Mrs. Kyriazi gave the updates.

**2. Police Chief Report**

Councilwoman Ramirez asked Police Chief Sibert about some events on the Police department calendar. She asked for more information on the bike safety camp. Chief Sibert stated that the department has partnered with a local church to have the camp. He provided more information on the event. Chief Sibert also shared that the department was hosting an ice cream social on the last day of school at the Town Park. Lastly, he shared the date and information about the blood drive at the Haymarket Hotel on July 12.

**3. Town Treasurer Report****4. Town Planner/Zoning Administrator Report****5. Town Engineer Report****6. Town Attorney Report****C. Liaison Reports****1. Finance Liaison Report****2. Police/Personnel Liaison Report****3. Business Liaison Report****4. Planning Commission Liaison Report****5. Architectural Review Board Liaison Report**

Councilman Schneider acknowledged Sheridan King and Rochelle Utz for serving on the Architectural Review Board. Mr. Schneider shared that Mrs. King resigned because of relocating out of town and Mrs. Utz was not going to renew her term. He thanked them for their

service and shared of the two vacancies and encouraged anyone interested in serving to contact either the Town Manager or the Town Clerk.

### IX. Agenda Items

#### 1. DMV Select Contract

There was a discussion on the future of the DMV Select Office. The discussion was that the Council was held to an annual contract and that they felt it was properly managed and vetted. They agreed that the climate was so that it was not profitable for the Town and that they would possibly consider a reopening in the future.

**Councilman Weir moved to not renew the contract for the DMV Select office. Councilman Morris seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Ramirez
<b>NAYS:</b>	TracyLynn Pater

#### 2. Ordinance 2022-002 Meeting Time Change

**Councilman Weir moved to adopt Ordinance 2022-002. Councilman Pasanello seconded the motion.** There was a discussion regarding the date change of the Organizational meeting. There was also a discussion regarding citizen conduct at meetings and the Mayor's responsibility. **After the discussion, the motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

### X. Councilmember Time

#### 1. Vice Mayor TracyLynn Pater

Vice Mayor Pater stated that she would like to recognize June as Pride Month. She also thanked all who participate and have visited the Farmer's Market. She stated that it has been a huge success. She also encouraged everyone to visit the Community Garden that just opened. Lastly, she provided information on the Flags for Heroes event that was scheduled for Saturday, June 11th.

#### 2. Councilman Chris Morris

Councilman Morris also reminded everyone about the Flags for Heroes event. He also provided the deadline date for filing candidacy papers for those interested in running for Town Council.

#### 3. Councilwoman Mary Ramirez

Councilwoman Ramirez also recognized June as Pride Month. In addition, she recognized and congratulated for a job well done to Erin Mann, the Farmer's Market coordinator. Lastly, she recognized and thanked Sarah Tyndall from Boxes of Basics for her presentation and her organization for their generous contributions to the community.

#### 4. Councilman Marchant Schneider

Councilman Schneider reminded everyone of the end of school year water balloon fight in Longstreet Commons to celebrate the beginning of summer for the children. He also asked that everyone be more aware of children at play in the area with the school year coming to a close. Lastly, he brought attention of the vacancies on Planning Commission and Architectural Review Board.

#### 5. Councilman Joe Pasanello

Councilman Pasanello brought attention that the bike rodeo that the Police Department is organizing and asked the Chief for fliers that can be distributed. He also brought attention to the 78th anniversary of "D" Day.

#### 6. Councilman Bob Weir

Councilman Weir also recognized "D" Day.

#### 7. Mayor Ken Luersen

Minutes Acceptance: Minutes of Jun 6, 2022 7:00 PM (Minute Approval)

Mayor Luersen reminded everyone of his monthly Mayors walk scheduled for Saturday, June 11th.

### XI. Closed Session

#### 1. Closed Session Motion

Councilman Weir 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 Manager; and as permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to probable litigation involving 14600 Washington Street and the pending case of Town of Haymarket vs. Bean, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town; and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to local taxes and Town contracts. Councilman Pasanello seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

#### 2. Certification

Councilman Weir 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. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

There was a directive for the Mayor offer Emily Kyriazi the position of Town Manager and Zoning Administrator.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

### XII. Adjournment

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

#### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

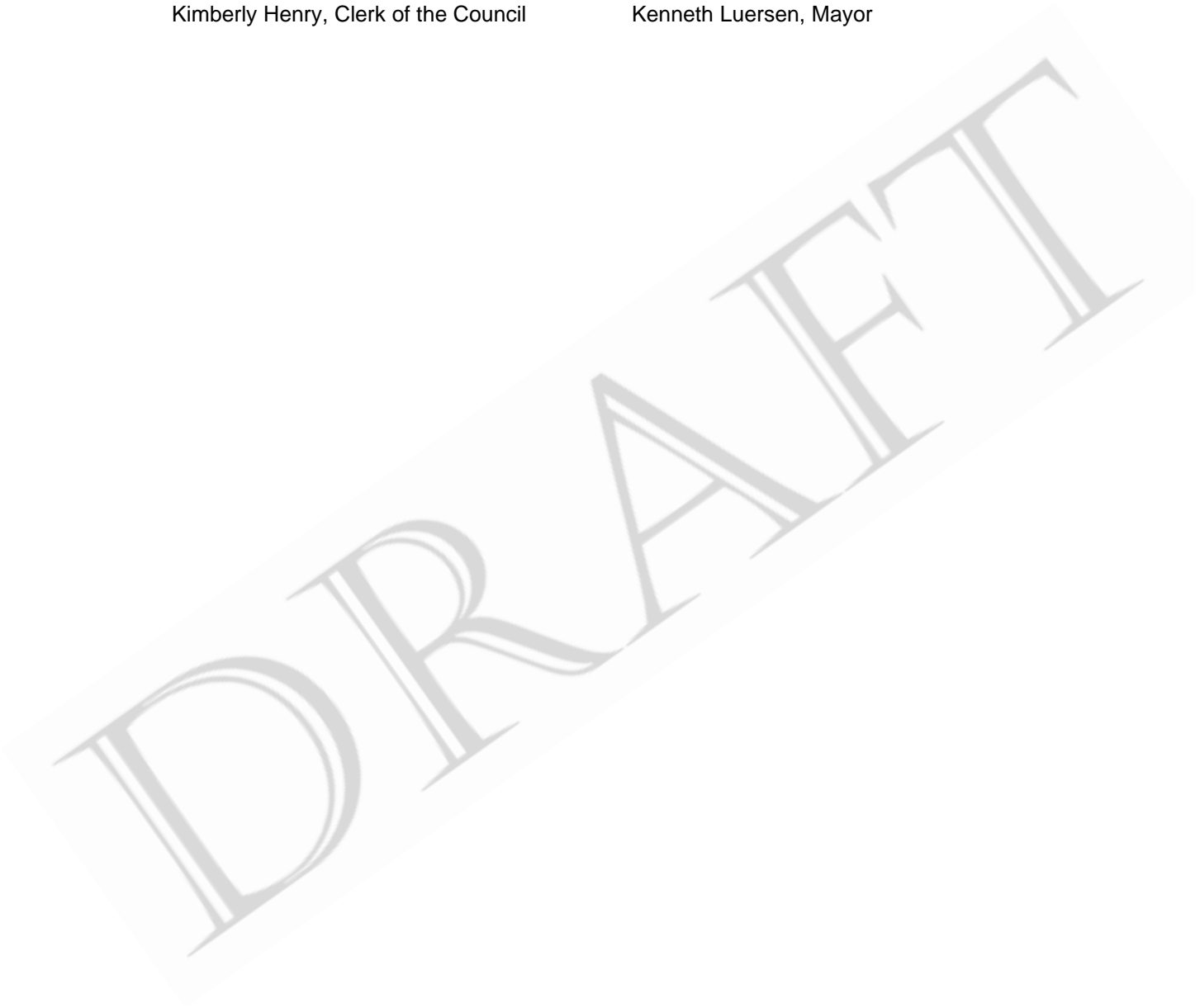
Submitted:

Approved:

Minutes Acceptance: Minutes of Jun 6, 2022 7:00 PM (Minute Approval)

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor



Minutes Acceptance: Minutes of Jun 6, 2022 7:00 PM (Minute Approval)



Town of Haymarket Work Tracker (Updated 6/17/2022)						
Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager</b>						
Transition Updates	Staff					Status: Working on posting the Town Planner Assistant job
CTSI Audio/Visual						Awaiting product shipments in order for work to move forward; two items remain on backorder. UPDATE: Contacted CTSI, they are not able to move forward with the install of the IT products, the two items remaining are critical to the installation.
IT Work	Emily/Ralph					Ralph has activated the two factor authentication service for all Town issued emails. Should anyone have issues, please contact Emily.
RFP for Sidewalk						The Town has received one response and is in the process of reviewing the response and preparing a report to Council
Economic Development Meeting	Staff					Met with Michelle and Tracylynn on 6/16 to discuss the Communications Plan. Tracylynn will be reaching out to the Council to ask a series of questions for data collection. We are working to host meeting on July 12th for a stakeholder group to provide feedback on the communications plan
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application
Aroma II	Emily K					Working on a resolution to a complaint regarding the buffer zone at the Morais Vineyard. The business has proposed installation of a 6 ft fence to aid in buffering the lights and noise from the rear of the building. Also working with the Town Treasurer on a complaint regarding a nonpermitted food truck on site. Contact has been made with the business regarding the food truck complaint and the Town is discussing the steps for proper permitting. The Town was notified by the business that the truck was parked, not running and the food was served inside of the facility to ticketed customers for a pre arranged wine pairing event (in which tickets were sold). UPDATE: Roberto and I will be scheduling a meeting with Morais the week of June 6th to follow up .
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Emily and Joe have met with Prince William County Transportation to discuss the Quiet Zone Application. The County has stated that the Town shall be taking the lead on the application and they will assist with the background work. Joe is working to reach out to the FRA. Updates to follow
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					IT section and Appendix being modified for release to the Town Council
<b>Land Use Planning Department</b>						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County. Working with Bob Weir on assistance in discussing permit issues with the County. UPDATE: The Shade has been reinstalled.

Attachment: Weekly Report 061722 (5626 : Town Administration Report)

Site Plan Reviews	Emily K. and Katie					Taco Bell and CVC comments returned to the applicants
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA. UPDATE: Comments returned to RDA for the Town Center Site Plan
Quarles Property	Emily K					Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. Igor contacted the Town to do cleanup work at the stormwater pond on site.
Crossroads Village Center	Emily K					Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project. UPDATE: Comments sent to Igor re: the deeds and bonds. Received final documents, should have all documents recorded in system and Zoning Approval released for CVC by end of next week.
Hotel Zoning Release	Emily K					Released a zoning approval for the conditional release of the hotel site work to allow the a Temporary Occupancy to be issued. Hotel has opened. Still working through the Hotel as-builts, have submitted a letter requesting the TLO extension for a 45-day time period to allow the Town time to finalize the site approval documents with the applicant. UPDATE: the Town issued the final conditional approval for the as-builts
<b>Finance Department</b>						
Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					Continued to collect BPOL renewals, sent out late fees
Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
Treasurer's Conference	Roberto					Attended annual Treasurer's Conference
FY2022 Audit	Roberto					Begin FY2022 Audit internal preparations
FY2023 Budget	Roberto					Prepared resolution for adoption of FY2023 budget and tax rates
<b>Office of the Clerk</b>						
Meeting Minutes	Kim					Finished 5/31 TC work session minutes; posted ARB agenda and attended meeting
Agendas	Kim					Finished and posted TC 6/21 sp mtg agenda; drafted 6/27 joint public hearing agenda
Directives	Kim					Working on resolution for order of business changes in policies and procedures
<b>DMV Select</b>						
Routine Services	Kim					Getting ready to close office by eliminating inventory and packing boxes
<b>Maintenance Department</b>						
Maintenance Department						Matt took care of standing trash duties, working on identifying any building repairs required at the Town Museum
<b>Staff</b>						

Attachment: Weekly Report 061722 (5626 : Town Administration Report)

Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Made list for post for the next 2 weeks. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Katie			4/2022/5/2022		Updated the newsletter for May-July.
Business Roundtable	Emily K. Erin TL					June 28th Roundtable is scheduled, the Office of Tourism will come to speak to our businesses.
Event Coordinator, part time	Erin M and Emily K					Held our first Farmers Market on 4/24. The market was very successful and will continue each Sunday from 9:30am to 1:30 pm until November 20, 2022

**New/Old Business Updates**

**Upcoming Schedules -- Leave/Vacation/Time Out of Office**

Kim Henry	Regular Schedule
Roberto Gonzalez	Regular Schedule
Katie Frame	Tuesday through Friday Regular Schedule 9am to 3pm
Emily Lockhart	Regular Schedule
Erin Mann	In office W. from 9:30 to 4:00pm, Teleworking all other hours
Matt Burrows	M, W, F days

Attachment: Weekly Report 061722 (5626 : Town Administration Report)

**Town of Haymarket Work Tracker (Updated 6/24/2022)**

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager</b>						
Transition Updates	Staff					Status: Working on posting the Town Planner Assistant job
CTSI Audio/Visual						Awaiting product shipments in order for work to move forward; two items remain on backorder. UPDATE: Contacted CTSI, they are not able to move forward with the install of the IT products, the two items remaining are critical to the installation.
IT Work	Emily/Ralph					Ralph has activated the two factor authentication service for all Town issued emails. Should anyone have issues, please contact Emily.
RFP for Sidewalk						The Town has received one response and is in the process of reviewing the response and preparing a report to Council
Economic Development Meeting	Staff					Met with Michelle and Tracylynn on 6/16 to discuss the Communications Plan. Tracylynn will be reaching out to the Council to ask a series of questions for data collection. We are working to host a meeting on July 12th for a stakeholder group to provide feedback on the communications plan.
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application
Aroma II	Emily K					Working on a resolution to a complaint regarding the buffer zone at the Morais Vineyard. The business has proposed installation of a 6 ft fence to aid in buffering the lights and noise from the rear of the building. Also working with the Town Treasurer on a complaint regarding a nonpermitted food truck on site. Contact has been made with the business regarding the food truck complaint and the Town is discussing the steps for proper permitting. The Town was notified by the business that the truck was parked, not running and the food was served inside of the facility to ticketed customers for a pre arranged wine pairing event (in which tickets were sold). UPDATE: ARB approved the fence application for Aroma II
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Emily and Joe have met with Prince William County Transportation to discuss the Quiet Zone Application. The County has stated that the Town shall be taking the lead on the application and they will assist with the background work. Joe is working to reach out to the FRA. Updates to follow.
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<b>Land Use Planning Department</b>						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County. Working with Bob Weir on assistance in discussing permit issues with the County. UPDATE: The Shade has been reinstalled.

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Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
Treasurer's Conference	Roberto					Attended annual Treasurer's Conference
FY2021 Audit	Roberto					coordinating with auditor for a August 1st presentation via zoom
FY2022 Audit	Roberto					began to review FY2022 financials for audit preparations
FY2022 Amendment	Roberto					Prepared for FY2022 amendment discussion on June 27th
<b>Office of the Clerk</b>						
Meeting Minutes	Kim					Started TC June 6 regular meeting minutes
Agendas	Kim					Finished and posted TC 7/5 agenda
Directives	Kim					Finished Policy on Order of Business to be considered at meeting
<b>DMV Select</b>						
Routine Services	Kim					Transferred a bulk of the inventory to other DMV Select offices. Continue packing
<b>Maintenance Department</b>						
Maintenance Department	Matt took care of standing trash duties, working on identifying any building repairs required at the Town Museum					
<b>Staff</b>						

Attachment: Weekly Report 062422 (5626 : Town Administration Report)

Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Made list for post for the next 2 weeks. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Katie			4/2022/5/2022		Updated the newsletter for May-July.
Business Roundtable	Emily K. Erin TL					June 28th Roundtable is scheduled, the Office of Tourism will come to speak to our businesses.
Event Coordinator, part time	Erin M and Emily K					Held our first Farmers Market on 4/24. The market was very successful and will continue each Sunday from 9:30am to 1:30 pm until November 20, 2022

**New/Old Business Updates**

**Upcoming Schedules -- Leave/Vacation/Time Out of Office**

Kim Henry	MTW, out of office Th and F
Roberto Gonzalez	Regular Schedule
Katie Frame	Tuesday through Friday Regular Schedule 9am to 3pm
Emily Lockhart	Regular Schedule
Erin Mann	In office W. from 9:30 to 4:00pm, Teleworking all other hours
Matt Burrows	M, W, F days

Attachment: Weekly Report 062422 (5626 : 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: July 05, 2022  
SUBJECT: Treasurer's Report

### Highlights:

- The financials attached are as of June 28, 2022
- Met with Finance Committee and discussed current budget.
- Council adopted FY2023 Tax Rates and FY2023 Town Budget
- Continue training new Administrative Assistant
- Began to collect data/paperwork for Accounting Firm to begin preparations for FY2022 annual audit
- Coordinated with Annual Auditor for Zoom presentation during August 01, 2022 Council meeting.
- Attended Annual Treasurer's Conference
- Presented 4<sup>th</sup> Quarter amendments to FY2022 budget
- Assisted with tenant renewal lease
- Uploaded adopted FY2023 Budget to Town website

Attachment: Treasurer Financial Reports 07.05.2022 (5627 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Net Position**  
As of June 28, 2022

	Jun 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	3,653,838.55
11010 · Virginia Investment Pool	319,146.19
<b>Total Checking/Savings</b>	3,972,984.74
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	51,168.70
12010 · A/R Permits	-4,195.30
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	50,979.29
<b>Other Current Assets</b>	
11499 · Undeposited Funds	66,958.30
<b>Total Other Current Assets</b>	66,958.30
<b>Total Current Assets</b>	4,090,922.33
<b>Fixed Assets</b>	
12500 · General Property	4,667,548.67
12600 · Rental Property	1,424,914.03
<b>Total Fixed Assets</b>	6,092,462.70
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	257,181.00
<b>TOTAL ASSETS</b>	<b>10,440,566.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	509.78
<b>Total Accounts Payable</b>	509.78
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	967.13
20042 · PD Credit Card - SONA 0277	730.34
<b>Total Credit Cards</b>	1,697.47
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	9,745.15
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	16,187.74
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	430,774.50
<b>Total Other Current Liabilities</b>	469,635.64
<b>Total Current Liabilities</b>	471,842.89
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22
25000 · General Obligation Bonds	596,000.00



**Town of Haymarket**  
**Statement of Net Position**  
As of June 28, 2022

	Jun 28, 22
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
<b>Total Long Term Liabilities</b>	<b>865,436.15</b>
<b>Total Liabilities</b>	<b>1,337,279.04</b>
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,227,697.90
31000 · Restricted Net Assets	65,200.00
32000 · Investment in Capital Assets	6,093,729.90
33000 · Amt Long Term Obligations	-663,760.35
Net Income	1,326,181.54
<b>Total Equity</b>	<b>9,103,286.99</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,440,566.03</b>

Attachment: Treasurer Financial Reports 07.05.2022 (5627 : Town Treasurer Report)

	Actuals	Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	366,123.33	371,903.00	98.4%	Real estate invoices have been mailed out for 2021
3110-02 · Public Service Corp RE Tax	13,493.59	13,114.00	102.9%	Real estate invoices have been mailed out for 2022
3110-03 · Interest - All Property Taxes	960.02	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,154.52	1,000.00	115.5%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>381,731.46</b>	<b>386,017.00</b>	<b>98.9%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	30,831.43	1,000.00	3,083.1%	
3120-01 · Bank Stock Tax	24,163.00	25,000.00	96.7%	
3120-02 · Business License Tax	270,531.98	255,000.00	106.1%	over budgeted revenue; working on delinquent accounts
3120-03 · Cigarette Tax	139,446.86	125,000.00	111.6%	collection up to June 30, 2022
3120-04 · Consumer Utility Tax	148,462.36	158,000.00	94.0%	collection up to May 31, 2022
3120-05 · Meals Tax - Current	920,980.65	875,000.00	105.3%	collection up to May 31, 2022
3120-06 · Sales Tax Receipts	141,533.16	145,000.00	97.6%	collection up to April 30, 2022
3120-07 · Penalties (Non-Property)	7,797.66	0.00	100.0%	
3120-08 · Interest (Non-Property)	343.17	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,684,090.27</b>	<b>1,584,000.00</b>	<b>106.3%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSES</b>				
3130-01 · Application Fees	5,495.00	2,500.00	219.8%	
3130-03 · Motor Vehicle Licenses	722.00	1,000.00	72.2%	
3130-05 · Other Planning & Permits	9,925.00	25,000.00	39.7%	
3130-06 · Pass Through Fees	21,811.25	0.00	100.0%	Cost are passed on to developer/contractor
<b>Total 3130 · PERMITS,FEES &amp; LICENSES</b>	<b>37,953.25</b>	<b>28,500.00</b>	<b>133.2%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	20,990.80	60,000.00	35.0%	collections up to May 31, 2022
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>20,990.80</b>	<b>60,000.00</b>	<b>35.0%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	-10,851.56	1,500.00	-723.4%	
3150-03 · Interest on Bank Deposits	7,766.28	1,500.00	517.8%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>-3,085.28</b>	<b>3,000.00</b>	<b>-102.8%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-02 · 15026 Suite 210 Body Mind	4,764.27	4,736.00	100.6%	
3151-04 · Suite 210 B&B Security (LF Security)	6,460.45	6,280.00	102.9%	Revenue lessen due to moving to smaller space within building
3151-06 · Suite 204 MAC-ISA	6,944.00	6,720.00	103.3%	
3151-07 · Haymarket Church Suite 206	37,544.65	34,577.00	108.6%	
3151-08 · 15020 Washington Realty	47,035.80	40,316.00	116.7%	overage due to lease correction
3151-09 · 15026 Copper Cricket	22,114.56	22,114.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	33,781.08	33,781.00	100.0%	
3151-12 · Haymarket Coffee Company LLC	11,450.00	11,450.00	100.0%	
3151-13 · A1 Testing Solutions LLC	2,350.00	4,700.00	50.0%	New tenant as of March 1, 2022
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>172,444.81</b>	<b>164,674.00</b>	<b>104.7%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	291.19			new FOIA charges
3160-01 · Public Safety				
3160-03 · VDOT Details	5,880.00			VDOT Detail for Crosswalks
<b>Total 3160-01 · Public Safety</b>	<b>5,880.00</b>			
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>6,171.19</b>			
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	1,000.00	0.00	100.0%	
3165-01 · Town Event	78,038.00	80,000.00	97.5%	
3165-02 · Farmer's Market	2,180.00	0.00	100.0%	

3165-03 · Town Ornaments	6,897.00	0.00	100.0%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>88,115.00</b>	<b>80,000.00</b>	<b>110.1%</b>
<b>3180 · MISCELLANEOUS</b>			
3180-00 · Convenience Fee	63.55	0.00	100.0%
3180-03 · Miscellaneous	180.00		
3180-04 · Reimbursement from Insurance	26,817.73	20,900.00	128.3%
3180 · MISCELLANEOUS - Other	10.00	0.00	100.0%
<b>Total 3180 · MISCELLANEOUS</b>	<b>27,071.28</b>	<b>20,900.00</b>	<b>129.5%</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	31,552.00	31,548.00	100.0%
3200-04 · Car Rental Reimbursement	147.42		
3200-05 · Communications Tax	75,505.97	103,165.00	73.2%
3200-06 · Department of Fire Programs	15,000.00		
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,278.82	1,500.00	85.3%
3200-16 · DMV Select Commission	52,042.91	60,500.00	86.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>194,154.09</b>	<b>215,340.00</b>	<b>90.2%</b>
3500 · Reserve Funds	0.00	59,200.00	0.0%
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%
	2,609,636.87	2,847,631.00	91.6%
<b>Total Income</b>	<b>2,609,636.87</b>	<b>2,847,631.00</b>	<b>91.6%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	424.00	2,500.00	17.0%
111002 · FICA/Medicare	1,487.12	2,000.00	74.4%
111003 · Meals and Lodging	178.27	1,000.00	17.8%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	19,939.29	26,000.00	76.7%
111006 · Town Elections	0.00	0.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>22,028.68</b>	<b>31,750.00</b>	<b>69.4%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	302,637.72	322,630.00	93.8%
1211102 · Salaries & Wages - DMV Clerk	34,805.30	44,500.00	78.2%
1211003 · Salaries/Wages - Part Time	35,069.93	43,800.00	80.1%
1211004 · FICA/Medicare	28,190.81	30,381.00	92.8%
1211005 · VRS	37,204.25	48,545.00	76.6%
1211006 · Health Insurance	37,214.14	64,134.00	58.0%
1211007 · Life Insurance	4,327.75	4,685.00	92.4%
1211008 · Disability Insurance	2,232.35	2,631.00	84.8%
1211009 · Unemployment Insurance	2,831.25	4,240.00	66.8%
1211010 · Worker's Compensation	263.00	300.00	87.7%
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%
1211012 · Accounting Services	5,660.22	8,000.00	70.8%
1211014 · Printing & Binding	4,880.06	8,298.00	58.8%
1211015 · Advertising	8,299.43	9,000.00	92.2%
1211016 · Computer, Internet &Website Svc	16,460.51	28,800.00	57.2%
1211017 · Postage	1,722.47	4,000.00	43.1%
1211018 · Telecommunications	5,666.69	7,500.00	75.6%
1211019 · Mileage Allowance	550.71	1,000.00	55.1%
1211020 · Meals & Lodging	1,315.05	2,000.00	65.8%
1211021 · Convention & Education	1,520.85	6,000.00	25.3%
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%
1211024 · Books, Dues & Subscriptions	16,453.39	16,000.00	102.8%
1211025 · Office Supplies	5,241.87	6,500.00	80.6%
1211026 · Equipment Rental	3,981.72	4,075.00	97.7%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

Reimbursement from Insurance for PD vehicles  
 Reimbursement from DMV for postage  
 collections up to April 30, 2022 received FY2022 funds  
 collections up to May 31, 2022

Attachment: Treasurer Financial Reports 07.05.2022 (5627 : Town Treasurer Report)

Total 12110 · TOWN ADMINISTRATION	574,511.13	691,150.00	83.1%
12210 · LEGAL SERVICES			
1221001 · Legal Services	70,250.35	70,000.00	100.4%
Total 12210 · LEGAL SERVICES	70,250.35	70,000.00	100.4%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	16,000.00	16,000.00	100.0%
Total 12240 · INDEPENDENT AUDITOR	16,000.00	16,000.00	100.0%
Total 01 · ADMINISTRATION	682,790.16	808,900.00	84.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	384,861.81	425,000.00	90.6%
3110003 · Salaries & Wages - OT Premium	10,979.37	20,000.00	54.9%
3110013 · Salaries & Wages - OT Select En	10,035.36	10,000.00	100.4%
3110004 · Salaries & Wages - Holiday Pay	16,679.51	14,000.00	119.1%
3110005 · Salaries & Wages - Part Time	36,805.71	50,000.00	73.6%
3110011 · Salaries & Wages - Recruit. Bonus	642.86	1,000.00	64.3%
3110020 · FICA/MEDICARE	34,592.78	36,724.00	94.2%
3110021 · VRS	42,711.26	46,102.00	92.6%
3110022 · Health Insurance	56,339.70	80,752.00	69.8%
3110023 · Life Insurance	5,229.52	5,717.00	91.5%
3110024 · Disability Insurance	1,849.05	2,200.00	84.0%
3110025 · Unemployment Insurance	5,682.58	3,000.00	189.4%
3110026 · Workers' Compensation Insurance	23,809.00	22,942.00	103.8%
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%
3110028 · Legal Services	23,551.80	26,000.00	90.6%
3110032 · Computer, Internet & Website	29,551.88	32,340.00	91.4%
3110033 · Postage	8.55	100.00	8.6%
3110034 · Telecommunications	10,635.47	10,000.00	106.4%
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%
3110038 · Convention & Edu. (Training)	2,427.60	10,000.00	24.3%
3110040 · Annual Dues & Subscriptions	13,009.58	13,000.00	100.1%
3110041 · Office Supplies	4,707.15	5,000.00	94.1%
3110042 · Vehicle Fuels	24,423.16	27,250.00	89.6%
3110043 · Vehicle Maintenance/Supplies	13,483.08	11,000.00	122.6%
3110044 · Repair/Maintenance Supplies	20,255.63	17,583.00	115.2%
3110045 · Uniforms & Police Supplies	13,298.41	20,000.00	66.5%
3110056 · Capital Outlay-Machinery/Equip	31,618.85	31,592.00	100.1%
Total 31100 · POLICE DEPARTMENT	825,314.67	929,902.00	88.8%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	59,084.41	59,200.00	99.8%
Total 32100 · FIRE & RESCUE	59,084.41	59,200.00	99.8%
Total 03 · PUBLIC SAFETY	884,399.08	989,102.00	89.4%
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	90,210.06	90,090.00	100.1%
Total 43200 · REFUSE COLLECTION	90,210.06	90,090.00	100.1%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	66,616.42	96,654.00	68.9%
4310002 · Maint Svc Contract-Pest Control	2,259.80	3,000.00	75.3%
4310003 · Maint Svc Contract-Landscaping	32,355.35	35,000.00	92.4%
4310004 · Maint Svc Contract Snow Removal	8,018.00	8,018.00	100.0%
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%
4310007 · Electric/Gas Services	17,596.38	16,500.00	106.6%
4310008 · Electrical Services-Streetlight	4,052.24	5,500.00	73.7%
4310009 · Water & Sewer Services	2,662.28	3,000.00	88.7%
4310010 · Janitorial Supplies	44.35	2,000.00	2.2%

services up to May 31, 2022

WC audit has been completed; will address in next amendment

Front loaded cost to Town

This line item will be addressed during final budget amendment

Front loaded cost to Town

2 of 2 - Final Payment on total loan

Attachment: Treasurer Financial Reports 07.05.2022 (5627 : Town Treasurer Report)

4310011 · Real Estate Taxes	674.62	2,500.00	27.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>135,559.44</b>	<b>174,172.00</b>	<b>77.8%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>225,769.50</b>	<b>271,475.00</b>	<b>83.2%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%
60003 · Advertising	8,979.06	22,000.00	40.8%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>8,979.06</b>	<b>22,430.00</b>	<b>40.0%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
70000 · HAYMARKET COMMUNITY PARK	12,807.43	20,000.00	64.0%
7000001 · Grounds Maintenance/Repairs			
<b>Total 71110 · EVENTS</b>			
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	7,083.89	7,500.00	94.5%
7111003 · Contractual Services	42,795.59	53,150.00	80.5%
7111004 · Events - Other	7,650.02	19,350.00	39.5%
<b>Total 71110 · EVENTS</b>	<b>57,529.50</b>	<b>80,000.00</b>	<b>71.9%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	1,650.42	2,200.00	75.0%
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%
<b>Total 72200 · MUSEUM</b>	<b>2,050.42</b>	<b>5,150.00</b>	<b>39.8%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>72,387.35</b>	<b>105,150.00</b>	<b>68.8%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	2,325.00	5,670.00	41.0%
8110002 · FICA/Medicare	180.91	500.00	36.2%
8110003 · Consultants - Engineer	8,690.71	15,000.00	57.9%
8110004 · Consultants - Comp Plan	0.00	15,000.00	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	27,893.75	0.00	100.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>39,090.37</b>	<b>39,120.00</b>	<b>99.9%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	1,785.00	5,830.00	30.6%
8111002 · FICA/Medicare	131.96	446.00	29.6%
8111005 · Convention & Education	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,916.96</b>	<b>6,776.00</b>	<b>28.3%</b>
<b>81111 · Board Of Zoning Appeals</b>			
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>41,007.33</b>	<b>48,823.00</b>	<b>84.0%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%
9510003 · General Obligation Bond - Int	12,383.17	12,425.00	99.7%
<b>Total 95100 · DEBT SERVICE</b>	<b>170,383.17</b>	<b>171,925.00</b>	<b>99.1%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>170,383.17</b>	<b>171,925.00</b>	<b>99.1%</b>
<b>94104 · Street Scape - Park Sidewalk</b>			
9410401 · Architectural/Engineering Fees	7,301.25	150,000.00	4.9%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>7,301.25</b>	<b>150,000.00</b>	<b>4.9%</b>
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	0.05		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.05</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.05</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			

Front loaded cost to Town  
 Front loaded cost to Town  
 RFP intial cost of engineering

Attachment: Treasurer Financial Reports 07.05.2022 (5627 : Town Treasurer Report)

9416701 · Architectural/Engineering Fees	40,771.50	75,000.00	54.4%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>40,771.50</b>	<b>75,000.00</b>	<b>54.4%</b>
<b>94107 · BLIGHT MITIGATION</b>			
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	20,800.00	164,826.00	12.6%
<b>Total Expense</b>	<b>2,154,588.45</b>	<b>2,847,631.00</b>	<b>75.7%</b>
<b>Net Ordinary Income</b>	<b>455,048.42</b>	<b>0.00</b>	<b>100.0%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%
50001 · Amerian Rescue Plan Funds	869,439.00	1,738,878.00	
<b>Total Other Income</b>	<b>937,897.12</b>	<b>1,807,692.00</b>	<b>51.9%</b>
<b>Other Expense</b>			
97000 · CARES Act Expenses	68,814.00	68,814.00	100.0%
	0.00	1,738,878.00	0.0%
<b>Total Other Expense</b>	<b>68,814.00</b>	<b>1,807,692.00</b>	<b>3.8%</b>
<b>Net Other Income</b>	<b>869,083.12</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,324,131.54</b>	<b>0.00</b>	<b>100.0%</b>

Town Center Final Site Plan

Funds will be tracks separately from operational budget, will be appropriated in 1st Qt amendment

The Town has exhausted the CARES Act funds

Attachment: Treasurer Financial Reports 07.05.2022 (5627 : Town Treasurer Report)

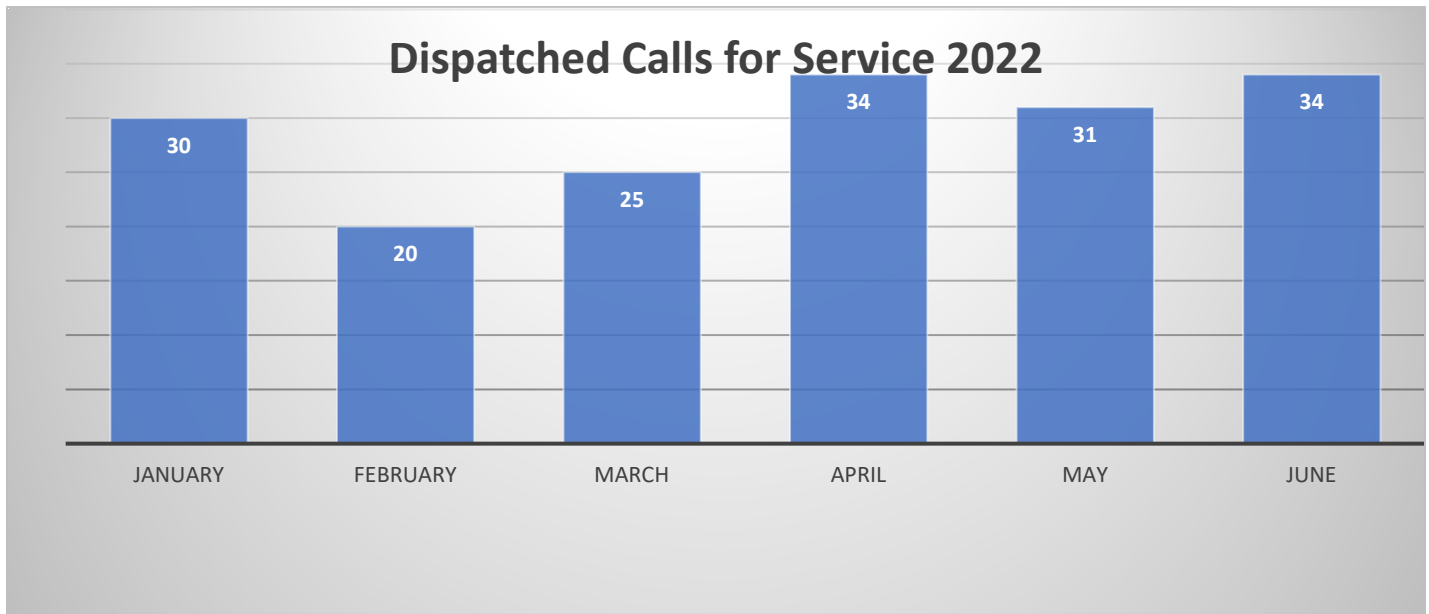
# Police Department Report to Council

Police Department Activity from May 15 to June 14

This report allows you to see coverage and reporting of calls for service by the Officer of the Haymarket Police Department.

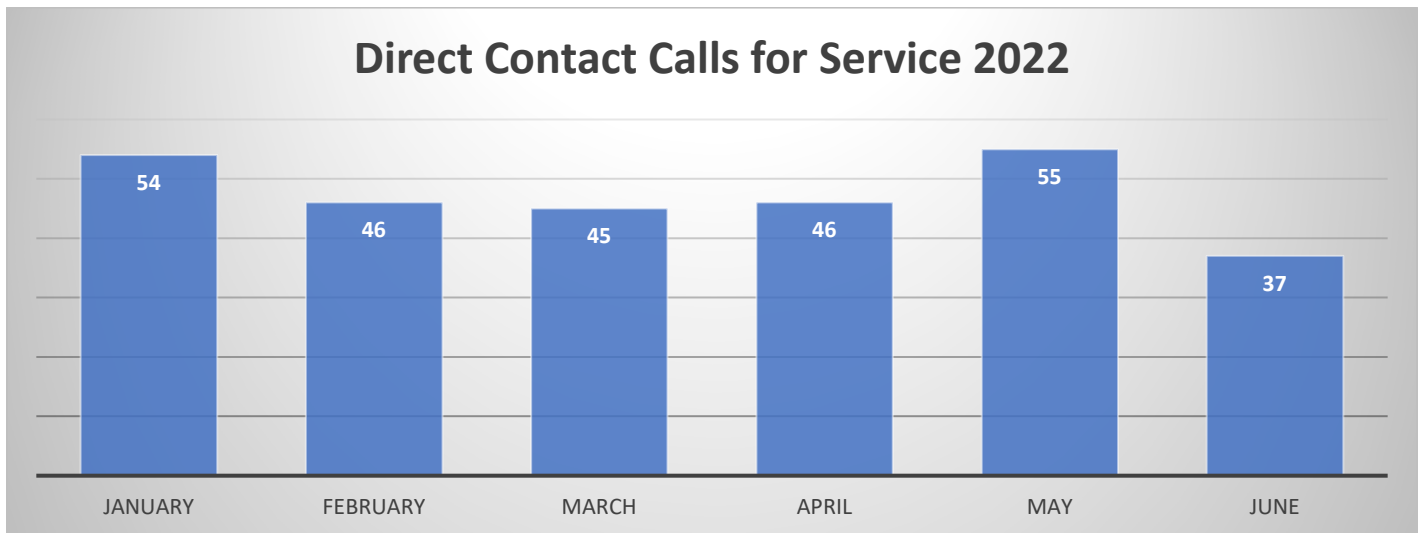
**Dispatched Calls:** Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 5 (Both ended in Felony arrest)
- Non-Reportable Calls: 29



**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.

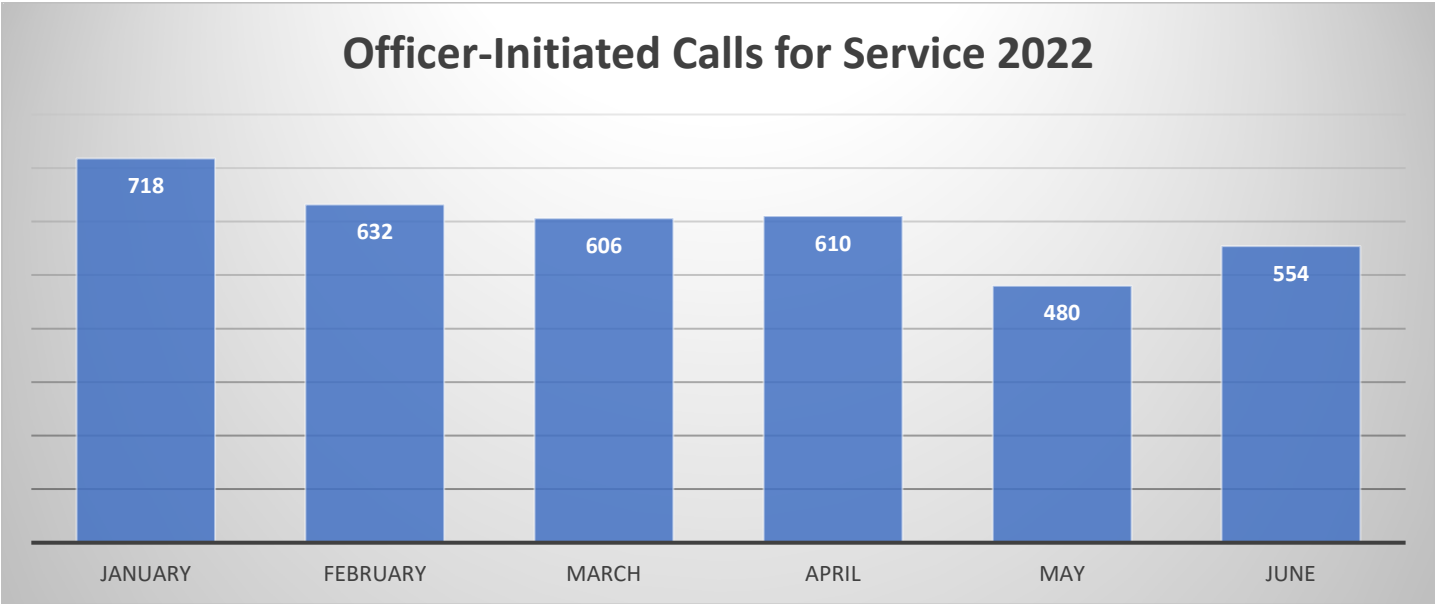
- Reportable Calls: 3 (Which resulted in a Felony Warrant being Obtained)
- Non-Reportable Calls: 32
- Referred to County/State: 2



Attachment: Report to council May 2022 to June 2022 (5628 : Police Chief Report)

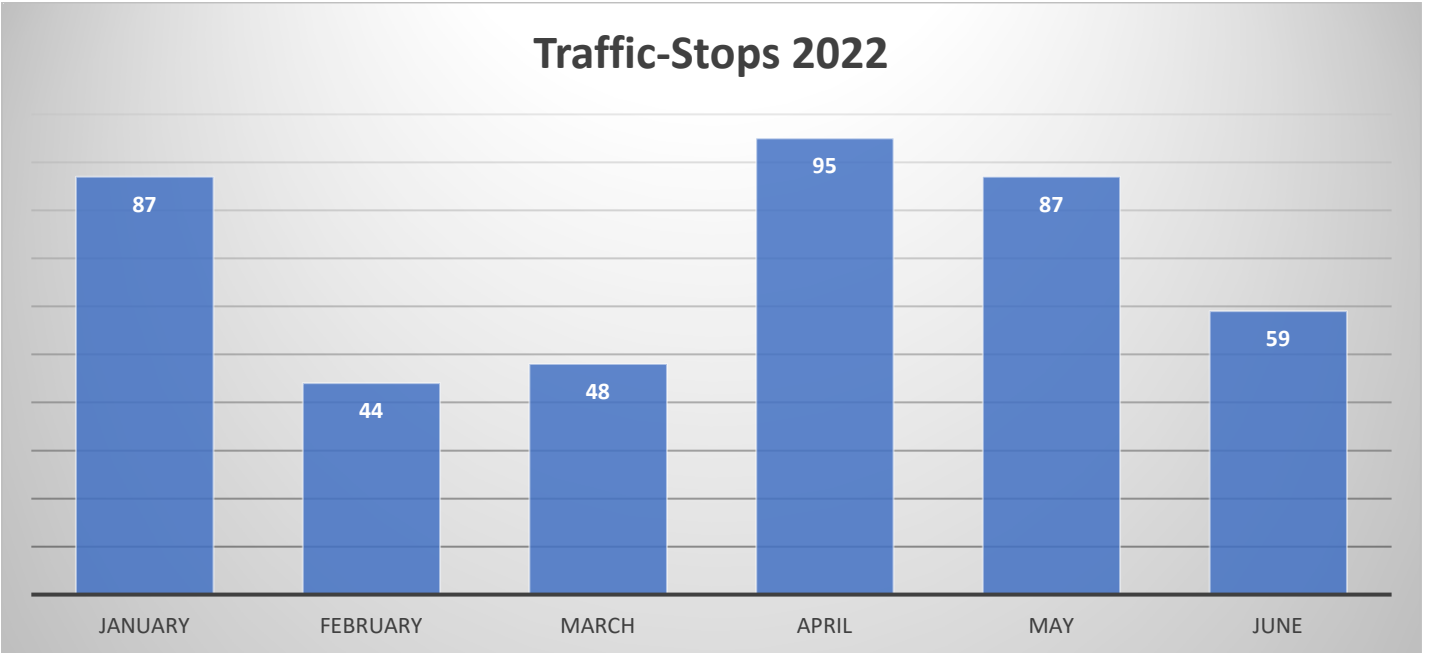
**Self-Initiated Calls:** Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 469
- Foot Patrols: 85



**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: 59
  - Summonses 18
  - Warnings 54

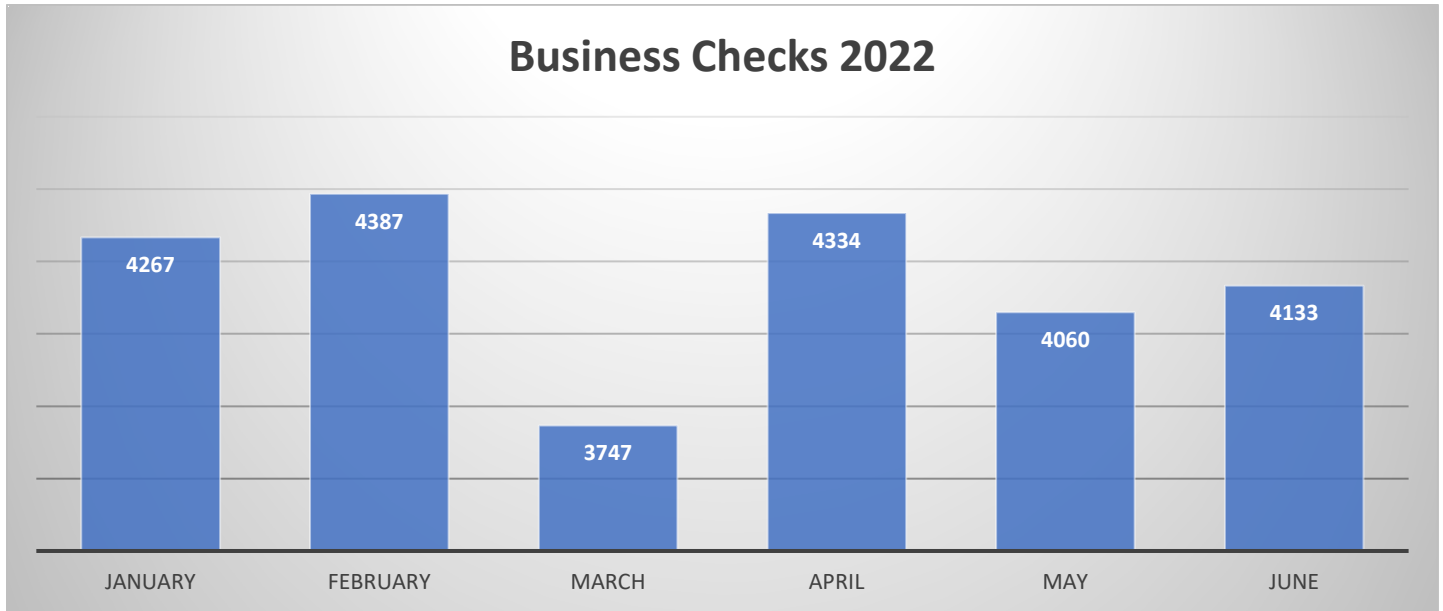


Attachment: Report to council May 2022 to June 2022 (5628 : Police Chief Report)



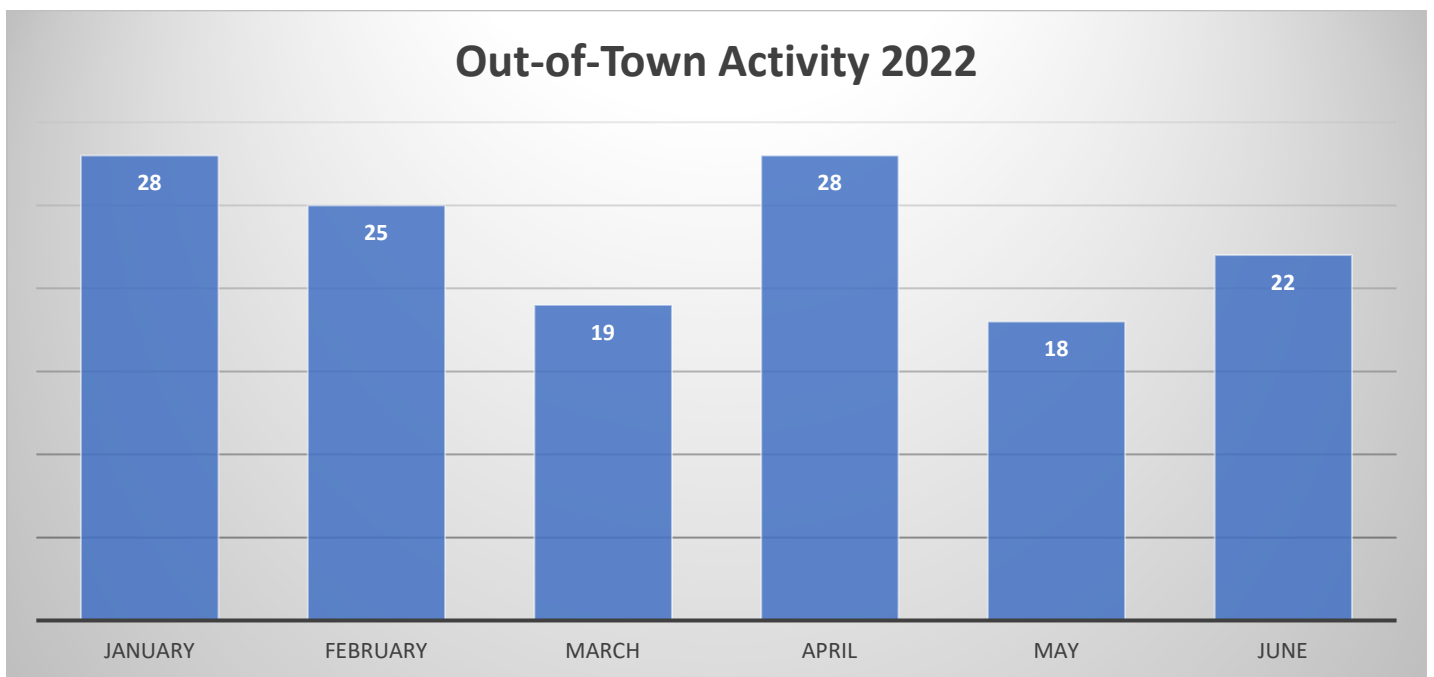
**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business 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: 470
- Physical Check: 407
- Drive By: 3,256



**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: 4



Attachment: Report to council May 2022 to June 2022 (5628 : Police Chief Report)

**Status of Current Projects/Events:**

- Sgt. Davis took part in the Special Olympics torch run.
- Chief Sibert read to children at a local school for Literacy with Law Enforcement.
- Officers have been assisting with the Town's weekly Farmers Market.
- We are working with Prince William Emergency Management to move forward with the mass communication platform.
- The Haymarket Police Department Blood Drive is planned for July 12, 2022. We are partnering with UVA Health, Hilton Garden Inn, and Haymarket Baptist Church. At the time of this report, 43 of 54 donations times have been scheduled.
- 2020 LOLE Grant was written, applied for, and approved as of May 20, 2022. This the second LOLE grant in which the Haymarket Police Department has applied. The first Grant, (2019 LOLE) was awarded in the amount of \$1,547. Reimbursement documentation has been submitted. The 2020 LOLE grant was awarded in the amount of \$1,520. These funds have not yet been expended.
- Crosswalk work has been completed. Officer assisted with various traffic issues during the milling and paving, along with the actual crosswalk installation process. The public was kept informed through message boards and social media.
- We currently have 40 events planned for this year.
- We are continuing to work with the Attorney General's Office to co-sponsor an educational event for the elderly.
- Officers took part in the annual end of school year water balloon battles in Longstreet Commons and Greenhill Crossing. After the Balloon Battles, Officers, Town Employees, and Town Council took part in an Ice Cream Social at the Park. Ice Cream was donated by local business Swirlies. The Ice Cream Social was attended by approximately 150 residents.
- The Haymarket Police Department partnered with Crossroad Café to hold a "Coffee with a Cop" event. The event was well attended and received by the public.
- Town treasurer reported to me that he had received notification that 599 Funds were now available. Chief Sibert submitted the request on June 27, 2022, for \$34,687. Finance Liaisons along with the Town Manager and Treasurer will be kept up to date moving forward.

#	Name of Event	Date of Event	Status
1	Literacy with Law Enforcement	March 2, 2022	Completed
2	Polar Plunge	February 19, 2022	Completed
3	Literacy with Law Enforcement	February 22, 2022	Completed
4	St. Baldricks	March 26, 2022	Completed
5	Literacy with Law Enforcement	April 6, 2022	Completed
6	Farmers Market	April 24 thru Nov. 20, 2022	On-going
7	Drug Take Back	April 30, 2022	Completed
8	Literacy with Law Enforcement	May 11, 2022	Completed
9	Relay for Life	May 21, 2022	Completed
10	Literacy with Law Enforcement	June 6, 2022	Completed
11	Torch Run for Special Olympics	June 9, 2022	Completed
12	Flags for Hero's	June 11, 2022	Completed
13	Ice Cream Social	June 15, 2022	Completed
14	Water Balloon Fight	June 15, 2022	Completed
15	Coffee with a Cop	June 21, 2022	Completed
16	Bike Safety Camp	June 29, 2022	Upcoming
17	Literacy with Law Enforcement	July 6, 2022	Upcoming
18	Blood Drive	July 12, 2022	Upcoming

19	National Night Out	August 2, 2022	Upcoming
20	Literacy with Law Enforcement	August 3, 2022	Upcoming
21	Coffee with a Cop	August 16, 2022	Upcoming
22	Summer Concert	August 20, 2022	Upcoming
23	Literacy with Law Enforcement	September 7, 2022	Upcoming
24	Police Officer Day	September 22 and 23, 2022	Upcoming
25	Literacy with Law Enforcement	October 5, 2022	Upcoming
26	Coffee with a Cop	October 5, 2022	Upcoming
27	Haymarket Day	October 15, 2022	Upcoming
28	Halloween Candy Handout	October 31, 2022	Upcoming
29	Literacy with Law Enforcement	November 2, 2022	Upcoming
30	Literacy with Law Enforcement	December 7, 2022	Upcoming
31	Christmas in Haymarket	December 10, 2000	Upcoming
32	Operation Santa Claus	December 17, 2022	Upcoming
33	Blood Drive	TBA	Upcoming
34	Woman's Self Defense Class 1	TBA	Upcoming
35	Woman's Self Defense Class 2	TBA	Upcoming
36	Drug Take Back	TBA	Upcoming
37	Cupcakes with a Cop	TBA	Upcoming
38	Cupcakes with a Cop	TBA	Upcoming
39	Cookies with a Cop	TBA	Upcoming
40	Cookies with a Cop	TBA	Upcoming

*Respectfully Submitted,*

*Allen Sibert*

*Chief of Police*

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans/Projects</b>						
Crossroads Village - Lidl	Katie/Emily	1/6/2022	6/28/2022	Katie		-Engineering plan review comments provided 2/1 -Second submission received. Comments due 6/30
Robinson Village	Katie/Emily	8/13/2020	6/22/2022	Applicant		-Construction and Town E&S inspections ongoing -Bond reduction approval sent 2/10 -Pavement design submission expected
Crossroads Village	Katie/Emily	10/18/2018	6/22/2022	Applicant		-Construction and Town E&S inspections ongoing -Revised pavement design submitted for review 5/25 -Plan revision comments provided 6/15
Pedestrian Improvements Project	Katie	7/14/2014	6/15/2022	VDOT		-Project Complete -VDOT Compliance Assessment info provided to VDOT
Park Sidewalk	Katie/Emily	4/27/2021	6/13/2022	Katie/Emily		-RFP advertised for 45 days 4/28/22 -Preproposal meeting held 5/13/22 -Answered RFP questions 6/7/22 -One proposal received for project
Parrando's Patio	Katie/Emily	4/7/2022	6/6/2022	Applicant		-Minor site plan submitted for review -Comments provided 6/6
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	6/6/2022	Applicant		-Temporary certificate of occupancy issued by County -As-built inserts conditional approval provided 6/6
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	6/1/2022	Applicant		-Engineering plan review comments provided 2/17 -2nd submission comments provided 6/1
Robinson's Paradise	Katie/Emily	1/4/2021	5/31/2022	Applicant		-Insert review/plan approval 2/11. Bonds to be posted prior to construction -Reviewed/approved updated bond estimate -Applicant coordinating VDOT approval
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/31/2022	Applicant		-Met with RDA to review changes to plan. -First submission comments provided 5/31

Attachment: 2022-06 June Engineer's Reports\_KMM (5629 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans</b>						
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
CBPA Annual Report	Katie/Emily	2/1/2022	3/15/2022	DEQ		-Filled out annual report and provided to Emily to submit to DEQ -Submitted to DEQ 3/15
McDonalds	Katie/Emily	2/12/2019	12/22/2021	Applicant		-Plan approval letter issued 6/29 -Construction complete
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
QBE	Katie/Emily	1/20/2017	10/8/2021	Applicant		-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8
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
<b>Low Activity Plans</b>						
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
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval

Attachment: 2022-06 June Engineer's Reports\_KMM (5629 : Town Engineer Report)

# Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney

Re: July 2022 Town Attorney Report

Date: June 27, 2022

## **NOT CONFIDENTIAL**

This is a non-confidential report on matters that my office has been working on for the Town since my last report, May 25, 2022:

1. Worked with staff to finalize deeds and plats for the Crossroads Village Center Phase 2 subdivision.
2. Continued the Bean BZA appeal case in Prince William Circuit Court to March 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> in order to accommodate settlement discussions.
3. Advised staff as to lease issues in Town-owned properties.

Attachment: July 2022 Town Attorney Report (5631 : Town Attorney Report)



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

To: Haymarket Town Council

From: Finance Liaisons

Date: 6/28/22

Re: Monthly Report for 07/05/22 Council Mtg

## MEMORANDUM

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The finance liaisons continued financial oversight during the month of June focusing on the following items:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check endorsement
- Review FY 2022 actuals vs. budget and discuss key areas of interest/concern; **will review and seek to adopt Fourth Qtr. amendments at June 27, 2022 Finance Committee portion of work session**
- Discuss options for use of American Rescue Plan Act (ARPA) funds; as needed
- Discuss council ideas and recommendations raised during work sessions or submitted for consideration; as needed
- Discuss on an as needed basis
  - o Status of RFP for sidewalk at town park; **one bid received and currently under review by town engineer**
  - o Status of Town Center site plan
  - o Engineering/consultant support costs
  - o Contracts, leases, agreements; **invoices submitted by HHV LLC remain under review by town attorney to ensure compliance with Tourism and Travel Promotion MOU agreed by previous Mayor and council**

Attachment: Memo to Council finance liaison report 070522 (5633 : Finance Liaison Report)

Additional discussion

- ***Chief Al Sibert discovered and reported outstanding invoices related to SOMA Global Inc. that were not processed or paid since 2019; Chief directed to brief council on status, cause and corrective action(s), as well as inquire as to the total amount owed in order to process payment for the Incident Based Reporting software***

The liaisons and/or the Treasurer and staff are available to discuss any questions, comments, concerns, or suggestions you may have.

Respectfully submitted,

Joe Pasanello and Bob Weir





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

To: Haymarket Town Council  
From: Bob Weir  
RE: Planning Commission Liaison Report  
Date: June 27, 2022

## MEMORANDUM

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Planning Commission Report for Town Council –

The Planning Commission did not have a meeting in the month of June.

Respectfully submitted,

Bob Weir

Attachment: Memo to Council PC Liaison report 070522 (5644 : Planning Commission 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: July 5, 2022

## MEMORANDUM

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ARB Liaison Report / June 2022

At its June Meeting, the ARB, Mayor, and Staff recognized Chair King and Rochelle Utz for their service on the ARB. The June meeting was their last meeting serving on the Board.

The ARB approved building elevations submitted for Robinson's Paradise.

A new fence was approved along the rear property boundary for the Aroma II Tasting Room.

ARB considered supplemental analyses of the condition of the Firehouse building. The ARB conditionally approved demolition of the structure. Findings for their decision were included with the motion to approve. The approval is valid for one year.

Sign options for the Town Center building continue to be developed. Staff and the ARB Liaison will brief the Council once a sign option is selected.

The ARB will continue its comprehensive review of the ARB Guidelines through the fall.

Marchant

Attachment: Memo to Council ARB Liaison Report 070522 (5646 : ARB Liaison Report)