



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, May 2, 2022

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Pastor Tim MacGowan, Living Hope Evangelical Presbyterian Church

IV. Community Spotlight - Jill McCutcheon, Crossroads Connections

V. Citizens Time

VI. Delegate Danica Roem

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Mar 28, 2022 6:00 PM
2. Mayor and Council - Work Session - Mar 28, 2022 7:00 PM
3. Mayor and Council - Regular Meeting - Apr 4, 2022 7:00 PM

B. Department Reports

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

C. Liaison Reports

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

VIII. Agenda Items

1. FY23 Budget - Authorize to Advertise for Public Hearings
2. DMV Select Annual Contract
3. Crosswalk Paving Option

IX. Councilmember Time

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

X. Closed Session - As Needed

XI. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 28, 2022

6:00 PM

Council Chambers

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

Vice Mayor TracyLynn Pater called the meeting to order.

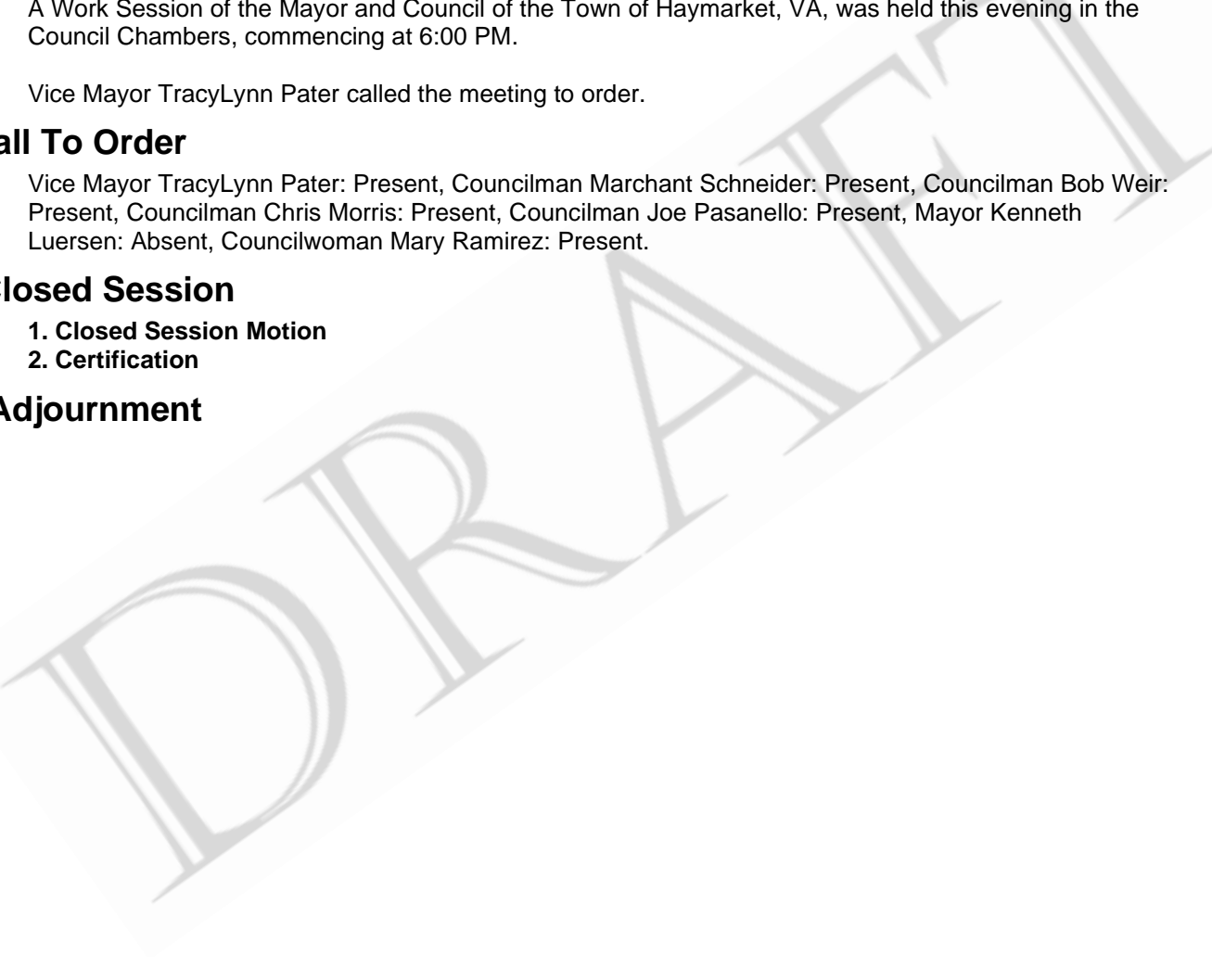
I. Call To Order

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

II. Closed Session

1. Closed Session Motion
2. Certification

III. Adjournment



Minutes Acceptance: Minutes of Mar 28, 2022 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 28, 2022

7:00 PM

Council Chambers

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

Vice Mayor TracyLynn Pater 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: Remote.

II. Pledge of Allegiance

Vice Mayor Pater invited everyone to stand for the Pledge of Allegiance.

III. Agenda Items

1. Economic Development Discussion - Miles Friedman and Michelle Coe

Vice Mayor Pater invited Michelle Coe and Miles Friedman to the podium to give the Town Council an update on the Economic Development status. Ms. Coe stated that in lieu of the original agreement, they would be providing Council with a communications plan. She gave a more detailed description of the plan and their role. She stated that there are several components to a communications plan and that their team would help facilitate the discussion. She shared that the components would be doing an analysis and figuring out who the target audiences are, establishing the Council's focus areas and priorities, creating some key messages. She said then they would move onto strategy implementation and deployment plan then creating some performance measurements. She stated that the expected finished date for this plan would be August 2022 with a final deliverable by the end of their contract. She shared the process of the strategic planning meetings that she would conduct. Ms. Coe also shared the size and how to target the stakeholders within the community. She stated that 10-12 people at the stakeholders table would be ideal and prefer feed back from each Council member. There was a discussion about creating a liaison, in sorts, and having 2 members of Council attend and represent the Town Council in that capacity. With no objection from the Town Council, Vice Mayor Pater and Councilwoman Ramirez were assigned as the liaisons to represent the Town Council at the stakeholders meeting.

There was a discussion on the original contract. Councilman Morris reviewed and discussed the original contract and asked for the deliverables the team brought to the Town since the initiation of the contract. A discussion followed. A discussion followed that the contract has been amended since the original agreement and that the team are working off the amended contract going forward. Acting Town Manager Emily Kyriazi stated that the reason the Economic Development Team was present to discuss the communication plan development that was in an effort to pull from one of the objectives of the contract so that they have a deliverable going forward for the remainder of their contract. There was a continued discussion on the details of the interviews that was conducted with the business to see the general feedback on the strengths, weaknesses and what the businesses would like to see or don't want to see so that the Town Council knows where they stand with the business community. The team stated that they provided that report. Mrs. Kyriazi stated that she would forward that information onto the Town Council.

There was also a discussion on future reports. Ms. Coe stated that the reports are milestone reports as the team achieves each goal. A short discussion followed on the dates of future meetings.

2. RFP Update

Minutes Acceptance: Minutes of Mar 28, 2022 7:00 PM (Minute Approval)

Katie McDaniel, the Town's engineer, was present at this evening's meeting to answer any questions on the RFP for the sidewalk project. There was a question as to when would the RFP go out. Acting Town Manager/Town Planner Emily Kyriazi stated that if Council gives the directive to fix the final items, the RFP will go out. There were a question on the difficulty to include the design of a crosswalk near Town Park. Mrs. McDaniel stated that a traffic consultant would need to be added to the request of the scope, which was not specifically identified. She stated it would probably be easier to have the conversation with VDOT while working on the overall design. There was also a short discussion on the landscaping and streetscape. Mrs. McDaniel stated that it would be inclusive in the scope of work. There was a short discussion on who would made the project. Mrs. McDaniel stated the day to day interaction would be taken care of by Mrs. Kyriazi and the more detailed interactions or problem solving would be taken care by herself. She stated that the respondent would be giving regular updates on the project. There was a question on advertising and award time line. Mrs. McDaniel shared that her best estimate would be advertise for 60 days and award within 30 days with a total of 90 days. The Town Council directed the staff to finish the RFP and advertise it for a minimum of 30 days up to a maximum of 60 days.

3. Informational Discussion on Metropolitan Washington Council of Governements

The representative was not able to attend this evening's meeting and the agenda item will be moved to the April 25th Work Session.

4. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions prior going over the monthly report. With no questions, Mr. Gonzalez gave a correction on a Police Department line item. Mr. Gonzalez stated that the tax revenues are coming in higher than expected and that generally speaking the current budget is looking healthy.

5. FY23 Budget Work Session

Town Treasurer Roberto Gonzalez presented the first draft of the FY23 budget. Mr. Gonzalez highlighted some line items. He stated that the budget is working on an equalized tax rate for real estate. He stated that the budget has a separate line items to track Transient and Occupancy Tax. He also shard that he will be tracking the ARPA funds separately and will be keeping it off the budget until Council uses it for CIP items. He stated that the budget work session is set for April 19th in which the Council will go over each line item. He asked that the Town Council review the budget and come back with any suggestions or edits at the budget work session meeting. There was a lengthy discussion on the TOT breakdown and percentages.

6. DMV Select Contract Discussion

Town Clerk and DMV Manager Kim Henry asked for any questions to her report that she presented to the Council. Town Treasurer Roberto Gonzalez drafted a graph showing the current revenue vs. operational costs. Ms. Henry shared of the 55 DMV Select Offices, 26 have opened up to walk ins. She stated that this office was not set up for walk ins because of the location of the service window being so close to the door in the vestibule which cause foot traffic issues for those wanting to do Town business. There was a discussion on lack of signage and advertising. Ms. Henry stated that word of mouth has been the only advertising. Mr. Gonzalez shared that the Town had to invest money to build the Select office and the training to open the office. He shared the trend from July when the office opened to October when the DMV full service offices started opening up. There was a discussion on the graph. A question was asked if the revenues would come back up at some point. Ms. Henry responded to the question stating that until there is new car inventory on car lots where used vehicles are being sold, she did not feel numbers would come up. She shared that the bulk of DMV Selects revenues comes from the commissions of titling vehicles. A discussion followed on the future of the Select office. There was a directive from the Council to open the DMV Select to walk in service and re-evaluate in month before making a decision as to the future of the Select office.

7. BZA Appointment Recommendations

Town Clerk Kim Henry gave a brief update on the BZA re-appointment recommendations. She stated that there was a directive to ask for an application from each member who wanted to be re-appointed. Ms. Henry shared that she received 2 applications back but had no heard from the other member, whose term had expired. There was a short discussion with a directive to have the police department hand deliver the letter and application to the member to see if there would be a response.

8. Streetscape Banner Program

Acting Town Manager Emily Kyriazi shared that she met with Councilman Pasanello and walked the streetscape and looked at the current condition of the banner brackets and banners. She gave the current timeline of when the banners are switched out and the estimated cost for switching the banners out. Mrs. Kyriazi gave several options for the banner program, including an option of having a yearly banner as opposed to the seasonal banners. She also gave recommendations on the placement of the banners. She also shared information regarding the military banners. She stated that she spoke with the family members about replacing their loved ones banner if it was damaged or worn. Mrs. Kyriazi provided information on replacing the damaged military banners. Lastly, Mrs. Kyriazi shared information on a pilot program to have hanging flower baskets on the poles. She stated that she would start with 12 baskets that would be hung in the core of Town on the north and south side of the streets from Fayette to Madison Street. There was also a discussion on replacing the Christmas wreaths. Mrs. Kyriazi stated that the wreaths needed to be replaced and suggested that if the Town purchased new wreaths, the purchase of an annual banner. She shared the cost of a high quality annual banner. She suggested to keep the seasonal banners this year, purchase new wreaths and save the purchase of an annual banner for next year. The Town Council asked her to work with the Town Treasurer to get comparative prices on the cost to have the seasonal banners exchange compared to the cost of an annual banner. Mrs. Kyriazi stated that she would update the report to include the Christmas wreaths and bring back to the April Work Session. There was a short discussion on the pilot program of the hanging baskets and the logistics of hanging them and getting them down in case of bad weather.

9. Administrative Assistant Job Description

Without objection, the Town Council added the administrative assistant job description on the agenda. Town Manager Emily Kyriazi distributed and explained the details of the job description for the new part time administrative assistant position. She stated that her goal would be to have the assistant in the office 4 days a week and that she would work with the Town Treasurer on rate of pay and hours per week to stay within the current budget. A short discussion followed. The Town Council also discussed getting a new tenant in the museum. After their discussion, the Town Council directed the Town Manager to work with the Town Treasurer on salary rate and hours then proceed to post the position.

IV. 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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Ramirez

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Mar 28, 2022 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 4, 2022

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Absent, 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 introduced Ms. Ebaadah Martinez Jaka from Girl Scout Troop 2019 to lead in the Pledge of Allegiance.

III. Invocation - Rizwan Jaka, The ADAMS Center

Mayor Luersen introduced Rizwan Jaka from The ADAMS Center who gave the evening's invocation

IV. Certificate of Achievement

Mayor Luersen gave a brief biography on Evan Nichols, who was recognized at this evening's meeting for his participation on the USA paralympic sled hockey team which took a gold medal that the Paralympics held in Beijing. Evan, a high school senior at Battlefield High School will be attending the University of New Hampshire in the fall of 2022. Mayor Luersen presented Evan with a certificate of achievement from the Haymarket Town Council for representing the United States, Battlefield High School and the Town of Haymarket. Mayor Luersen also recognized Evan's parents for their time and dedication so that he could achieve his goal.

V. Certificate of Recognition

VI. Proclamation - Child Abuse Awareness Month

Councilman Morris read into the record a proclamation observing April as Child Abuse Awareness Month. Mr. Morris presented the proclamation to the Dominion Women's Club, who is an active supporter of this cause. Mary Ellen Murphy from the Dominion Women's Club shared information about their involvement by "planting" pinwheels at the museum property to bring awareness of child abuse awareness month. Mrs. Murphy provided information on the outreach their club does.

VII. Citizens Time

There were no citizens present wishing to address the Town Council during citizens time.

VIII. Presentation - Carried To Full Term

Mayor Luersen invited the representative from Carried to Full Term to the podium to talk about their organizations and sponsored events. Ms. Kayla Diaz, the community liaison volunteer, shared information about their facility and programs that help their residents at the home. She stated that they are a long term residential facility for women in crisis due to pregnancy and homelessness. The goal is to provide a safe place for them to stay and to provide them with help to become self sufficient. Ms. Diaz also shared some of the needs so that they can efficiently provide for the residents, such as store gift cards, uber and lyft cards and office supplies. Lastly, Ms. Diaz shared some upcoming fund raisers. There was a short question and answer period about the facility.

Minutes Acceptance: Minutes of Apr 4, 2022 7:00 PM (Minute Approval)

IX. Danica Roem - General Assembly Updates

Delegate Danica Roem was not able to attend due to the General Assembly special session. Ms. Roem will attend a future meeting to update the Town Council on upcoming legislation.

X. Consent Agenda

Councilman Weir moved to adopt Consent Agenda Items A:1-3; B:1,4-6 and C:1-5. Vice Mayor Pater seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Special Meeting - Feb 26, 2022 10:00 AM

Councilman Weir moved to adopt Consent Agenda Items A:1-3; B:1,4-6 and C:1-5. Vice Mayor Pater seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

2. Mayor and Council - Work Session - Feb 28, 2022 7:00 PM

Councilman Weir moved to adopt Consent Agenda Items A:1-3; B:1,4-6 and C:1-5. Vice Mayor Pater seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

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

Councilman Weir moved to adopt Consent Agenda Items A:1-3; B:1,4-6 and C:1-5. Vice Mayor Pater seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

B. Department Reports

1. Town Administrative Report

2. Police Chief Report

Councilman Morris asked that the Police Chief report be pulled from the Consent Agenda so that the Chief Sibert could expand on the community outreach items and planned events over the next year. Chief Sibert shared that the department has several events scheduled and that there are a couple more that could be added to the list once the plans have been finalized. Chief Sibert also shared information on the drug take back day event scheduled in conjunction with Novant Health. Chief Sibert also shared information on literacy with law enforcement. He stated that an officer will go into local schools or daycare facilities and read to the students and assist the teacher with their needs while at the facility. Chief Sibert shared information on the flags for heroes event that is sponsored by the rotary. Lastly, Chief Sibert shared about the St. Baldrick's event where he had his head shaved to raise money and awareness for children's cancer.

3. Town Treasurer Report

Councilman Weir and Councilman Pasanello asked for the Town Treasurer's Report to be pulled from the Consent Agenda so that Town Treasurer Roberto Gonzalez could discuss the Transient and Occupancy Tax breakdown. Mr. Gonzalez stated that he distributed a graph to further explain the expenditure side of the tax. He stated that he reached out the hotel owners to

get a more accurate number on the room rentals. He further explained the graph. There was a short discussion on the portion that is going back to the hotel to promote tourism in Haymarket. Mr. Gonzalez suggested that a separate committee be established to review the reimbursement documentation with him for auditing purposes. After a short discussion, the Town Council appointed Vice Mayor Pater and Councilman Pasanello to review the documentation with the Town Treasurer. There was also a discussion on having the oversight liaison meeting be recorded. Town Attorney Martin Crim suggested that after the initial reporting from the hotel, the bill from the hotel would be an administrative function of the Town Manager and Town Treasurer. The discussion continued. The Town Council decided to have the finance liaison, the Vice Mayor and the Treasurer schedule an open public meeting with the representative from the hotel to discuss the expectations of the TOT reimbursement. Lastly, there was a discussion of plans on the Town's portion of the TOT that is to go toward tourism.

- 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. **Planning Commission Report**
- 4. **Architectural Review Board**
- 5. **Business Liaison Report**

XI. Agenda Items

1. FY23 Budget Work Session

Town Treasurer Roberto Gonzalez presented the updated time line for budget work session meetings. Mr. Gonzalez asked for any questions specific to the time line. Mr. Gonzalez stated that after the April 19th work session, he would like the Council to establish the tax rate and give authorization to advertise for a public hearing.

2. Recommendation to Appoint BZA Members

Vice Mayor Pater moved that the Town Council recommends the appointment of Matthew Gallagher to the Haymarket Board of Zoning Appeals with a term expiring January 31, 2025. Vice Mayor Pater also moved that the Town Council recommends the appointment of Donald Meeks to the Haymarket Board of Zoning Appeals with a term expiring March 5, 2027. In addition, Vice Mayor Pater moved that the Town Council recommends the appointment of Eric Mathews to the Haymarket Board of Zoning Appeals with a term expiring January 31, 2026. Councilman Morris seconded the motion. A discussion followed on providing training for these members. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	TracyLynn Pater, Vice Mayor
SECONDER:	Chris Morris, Councilman
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

XII. Councilmember Time

1. Chris Morris

Councilman Morris thanked the staff and the police department for the continuous hard work.

2. Mary Ramirez

Councilwoman Ramirez thanked the Greenhill Crossing HOA for the invitation to their last HOA meeting. She stated she heard their needs and concerns. Mrs. Ramirez encouraged the public to participate and give input to the proposed FY23 budget. She shared information on the upcoming Farmer's Market. Lastly, she shared information about the community gardens and work being done there.

3. Marchant Schneider

4. TracyLynn Pater

Minutes Acceptance: Minutes of Apr 4, 2022 7:00 PM (Minute Approval)

Vice Mayor Pater thanked Councilwoman Ramirez for bringing attention to the upcoming farmer's market and the community gardens. Ms. Pater stated that the last business roundtable meeting held at the Hilton Hotel was a huge success. She stated that she would like to highlight charities within the community at the regular monthly meetings to bring awareness of their needs and how the Town can get involved.

5. Joe Pasanello

Councilman Pasanello pointed out that April is also Autism Awareness Month. Mr. Pasanello gave his condolences to the family of Bruce Johnson, a local news anchor, who passed over the weekend. Mr. Pasanello stated that Mr. Johnson was a member and volunteer for the Lymphoma Research Foundation. Lastly, Mr. Pasanello recognized a local young adult, Megan Weir, daughter of Councilman Weir that was published in a local newspaper.

6. Bob Weir

Councilman Weir shared that the Town received a questionnaire from Prince William County on their comp plan. He stated that, without objection, he will work with Town Planner Emily Kyriazi on the responses and submit to the County before their deadline.

7. Ken Luersen

Mayor Luersen thanked everyone for coming to the evening's meeting so that the Council could recognize the individuals earlier in the evening.

XIII. Closed Session - As Needed

1. Closed Session Motion

Councilman Weir moved as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving the acquisition of real property for a public purpose, specifically involving 14600 Washington Street, where discussion in an open meeting would adversely affect the bargaining position; and as permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to the pending case of Bean vs. The Town of Haymarket where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town. Councilman Pasanello seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

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 Morris seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Morris, Pasanello, Weir, Pater, Ramirez, Luersen
ABSENT:	Marchant Schneider

3. Town Council Directive from Closed Session

Councilman Weir stated that without objection, the Town Attorney proceed as directed. Councilman Morris objected to direction. With the objection, there was a roll call vote on the directive.

Minutes Acceptance: Minutes of Apr 4, 2022 7:00 PM (Minute Approval)

RESULT:	ADOPTED [4 TO 1]
AYES:	Joe Pasanello, Bob Weir, TracyLynn Pater, Mary Ramirez
NAYS:	Chris Morris
ABSENT:	Marchant Schneider

4. Prince William County Information

Councilman Weir stated that it has come to his attention that the Town has received correspondence that may need some immediate action from the Town. Councilman Weir gave the floor to Acting Town Manager Emily Kyriazi. Mrs. Kyriazi shared an email from Prince William County on the subject of stormwater infrastructure assessment for the Town of Haymarket. She read the email that asked if the Town would have any objections for the County to submit an application to the Congressional Delegation for potential earmarks. The funding would be used to assess the current stormwater systems in the Town for preliminary cost estimates for improvements. Mrs. Kyriazi stated that she was looking for the Council's blessing to have the County move afford with the application. There was no objection from the Town Council to proceed.

XIV. 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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Apr 4, 2022 7:00 PM (Minute Approval)

Town of Haymarket Work Tracker (Updated 4/1/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
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Office of the Town Manager

Transition Updates	Staff					Status: Jerry attended work session on 3/28. Emily is working on Council directives following the meeting
CTSI Audio/Visual						Sent over the dimensions of the projector screen to CTSI
RFP for Sidewalk						Okayed by Council -- working with Engineer to finalize and send out for public notice
Economic Development Meeting	Staff					Michelle and Miles attended the work session on 3/28 to discuss the communications plan for the Town. Met again with VM TracyLynn and Mary on Wednesday, 3/30 to start next steps
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Working through the language update of the Personnel Policy

Land Use Planning Department

Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps
Site Plan Reviews	Emily K. and Katie					Awaiting resubmissions of Lidl and Taco Bell; have a meeting with Lidl to talk resubmission
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA
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. No update.
Crossroads Village Center	Emily K					Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project
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
Plat for Robinson Village	Emily K & M Crim					Approved and awaiting the signature set

Finance Department

Entering checks	Emily H.					Emily H. entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Emily H. and Roberto					52 Business License Applications have been received
Rooted in Haymarket Business Roundtable	Emily K, Erin, Roberto					Attended Business Roundtable
Annual Town Audit	Roberto					Received the draft of the annual audit for review
Finance Committee Meeting	Roberto/Emily K.					Met with the finance committee for weekly meeting, checking approvals and signing
FY2023 Budget	Roberto/ Chief Sibert/ Emily K.					Presented the First draft of the Proposed FY2023 Budget to Council

Attachment: Weekly Report 040122 (5528 : Town Administration Report)

Office of the Clerk						
Meeting Minutes	Kim					Started ARB minutes from March 23rd.
Agendas	Kim					Drafted and posted Town Council April 4th Regular meeting agenda. Started Planning Commission ARB and TC Budget Work Session Agendas
Directives	Kim					Prepared Certificates and ordered plaque for Evan Nichols. Hand delivered letter to Eric Matthew on BZA appointment. Received a response but have not received an application. Received a FOIA request from Dottie Leonard. Fulfilled the request

DMV Select						
Routine Services	Dolores/Kim					Opened the office to walk ins with no appointments. We are still accepting appointments which walk ins take priority. Took by appointment only sign down off the building. Did a Facebook post on now taking walk ins. Projected commission for March from collected sales is \$3931.64

Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, work tasks inside Town Hall.					

Staff						
Social Media Posting	Emily K. and Emily H.	Ongoing				Emily H. scheduled/ Reposted a total of 7 posts this week. 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 Emily H.			1/14/2022		Working on the updates to the January Newsletter -- Mayor is reviewing the newsletter
Business Roundtable	Emily K. Erin TL					Hosted our first Rooted in Haymarket Business Roundtable on 3/29 at the Haymarket Hilton Garden Inn, very successful first meeting, over 25 attendees
Event Coordinator, part time	Erin M and Emily K					Erin-Edited/Finalized and emailed out farmer's market packet which included: application & information sheet on required documentation. Announced on social media for application acceptance. Set events calendar for year with Emily K and Chief. Read with a Cop at St. Michael's Academy. Met with Pastor and D at Haymarket Baptist. Social media/town branding meetings with Emily K and Olivia H to assess needs and price for contract. Continued work: sponsorship package for town 2022

New/Old Business Updates

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

Dolores Goodall	Regular Schedule					
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Attachment: Weekly Report 040122 (5528 : Town Administration Report)

Kim Henry	Out of Office on April 5th
Roberto Gonzalez	Half day on April 5th
Emily Huffman	Regular T, Th days
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



Town of Haymarket Work Tracker (Updated 4/8/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
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Office of the Town Manager

Transition Updates	Staff					Status: Emily and Jerry held a meeting this week to work on the job descriptions. The job descriptions will be sent out to the Council by April 15th for review prior to the April 25th meeting
CTSI Audio/Visual						Sent over the dimensions of the projector screen to CTSI
RFP for Sidewalk						Okayed by Council -- working with Engineer to finalize and send out for public notice
Economic Development Meeting	Staff					Michelle and Miles attended the work session on 3/28 to discuss the communications plan for the Town. Met again with VM TracyLynn and Mary on Wednesday, 3/30 to start next steps. No updates since 3/30
County Contact RE: Stormwater Assessment Program						Received correspondence from the County requesting permission to include the Town's stormwater assessment application as a request for funding. The Town responded with a yes and will await further updates
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Working through the language update of the Personnel Policy

Land Use Planning Department

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
Site Plan Reviews	Emily K. and Katie					Awaiting resubmissions of Lidl and Taco Bell; spoke with Lidl regarding the resubmission and the comments from the Engineer
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA
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. No update.
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. Will send out the plat comments next week (4/15)
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. Sent the As Built comments to the Hotel Engineer for their review. Scheduled a meeting on Wednesday for a discussion of the comments
Plat for Robinson Village	Emily K & M Crim					Getting the signature set ready for pickup

Finance Department

Entering checks	Emily H.					Emily H. entered bills and checks in QuickBooks, reconciled Square Transactions
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Attachment: Weekly Report 040822 (5528 : Town Administration Report)

Business License Applications for 2022	Emily H. and Roberto					continued to collect BPOL renewals
Finance Committee Meeting	Roberto/Emily K.					Met with the finance committee for weekly meeting, checking approvals and signing
P/T Admin. Assist.	Roberto / Emily K.					reviewed P/T admin applicants with Emily Kyrizai. Emily K has scheduled 3 interviews for next week
Copper Cricket Lease	Roberto					Sent Lease to tenant for review and execution
FY2023 Budget	Roberto/ Chief Sibert/ Emily K.					Preparing for April 19th FY2023 Budget Work Session

Office of the Clerk

Meeting Minutes	Kim					Finished drafting ARB minutes and TC Work Session minutes. Started on TC Reg mtg minutes
Agendas	Kim					Drafted PC, ARB and Budget Work Session agendas for posting
Directives	Kim					BZA recommendations have been sent to Martin for preparation of court order.

DMV Select

Routine Services	Dolores/Kim					Dolores gave her resignation with April 21st her last day. Started communication with headquarters asking them not to send us any additional work since Kim will be the only one working. Also started communication with my poc at headquarters to get Dolores out of the system effective April 22nd. This will all be done remotely.
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Maintenance Department

Maintenance Department	Matt took care of standing trash duties, work tasks inside Town Hall.					
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Staff

Social Media Posting	Emily K. and Emily H.	Ongoing				Emily H. scheduled/ Reposted a total of 7 posts this week. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a
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 Emily H.			1/14/2022		Working on the updates to the January Newsletter -- Mayor is reviewing the newsletter
Business Roundtable	Emily K. Erin TL					Hosted our first Rooted in Haymarket Business Roundtable on 3/29 at the Haymarket Hilton Garden
Event Coordinator, part time	Erin M and Emily K					Erin-Edited/Finalized and emailed out farmer's market packet which included: application & information sheet on required documentation. Announced on social media for application acceptance. Set events calendar for year with Emily K and Chief. Read with a Cop at St. Michael's Academy. Met with Pastor and D at Haymarket Baptist. Social media/town branding meetings with Emily K and Olivia H to assess needs and price for contract. Continued work: sponsorship package for town 2022

New/Old Business Updates

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

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Attachment: Weekly Report 040822 (5528 : Town Administration Report)

Dolores Goodall	Regular Schedule
Kim Henry	Out of Office 4-11 through 4/15
Roberto Gonzalez	Regular Schedule
Emily Huffman	Regular T, Th days
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



Town of Haymarket Work Tracker (Updated 4/15/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager						
Transition Updates	Staff					Status: Emily and Jerry held a meeting this week to work on the job descriptions. The job descriptions will be sent out to the Council by April 15th for review prior to the April 25th meeting
CTSI Audio/Visual						Sent over the dimensions of the projector screen to CTSI
RFP for Sidewalk						Okayed by Council -- working with Engineer to finalize and send out for public notice
Economic Development Meeting	Staff					Michelle and Miles attended the work session on 3/28 to discuss the communications plan for the Town. Met again with VM TracyLynn and Mary on Wednesday, 3/30 to start next steps. Sent out the survey request from Michelle to Council, Boards, and Businesses
County Contact RE: Stormwater Assessment Program						Received correspondence from the County requesting permission to include the Town's stormwater assessment application as a request for funding. The Town responded with a yes and will await further updates
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Working through the language update of the Personnel Policy
Land Use Planning Department						
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
Site Plan Reviews	Emily K. and Katie					Awaiting resubmissions of Lidl and Taco Bell; spoke with Lidl regarding the resubmission and the comments from the Engineer. Received resubmission of the Taco Bell Plan
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA
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. No update.
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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. Sent the As Built comments to the Hotel Engineer for their review. Met with Engineer to discuss the as-built comments, will await a resubmission
Plat for Robinson Village	Emily K & M Crim					Getting the signature set ready for pickup

Attachment: Weekly Report 041522 (5528 : Town Administration Report)

Finance Department						
Entering checks	Emily H.					Emily H. entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Emily H. and Roberto					continued to collect BPOL renewals
Finance Committee Meeting	Roberto/Emily K.					Met with the finance committee for weekly meeting, checking approvals and signing
P/T Admin. Assist.	Roberto / Emily K.					participated in P/T admin. position interviews
Copper Cricket Lease	Roberto					Sent Lease to tenant for review and execution
Hilton Hotel	Roberto/ Chief Sibert/ Emily K.					Met with Hotel to discuss first month of tax submittals and reimbursement
FY2023 Budget	Roberto/ Chief Sibert/ Emily K.					Preparing for April 19th FY2023 Budget Work Session
Office of the Clerk						
Meeting Minutes	Kim					Finished drafting ARB minutes and TC Work Session minutes. Started on TC Reg mtg minutes
Agendas	Kim					Drafted PC, ARB and Budget Work Session agendas for posting
Directives	Kim					BZA recommendations have been sent to Martin for preparation of court order.
DMV Select						
Routine Services	Dolores/Kim					Dolores gave her resignation with April 21st her last day. Started communication with headquarters asking them not to send us any additional work since Kim will be the only one working. Also started communication with my poc at headquarters to get Dolores out of the system effective April 22nd. This will all be done remotely.
Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, work tasks inside Town Hall.					
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Social Media Posting	Emily K. and Emily H.	Ongoing				Emily H. scheduled/ Reposted a total of 7 posts this week. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a
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 Emily H.			1/14/2022		Working on the updates to the January Newsletter -- Mayor is reviewing the newsletter
Business Roundtable	Emily K. Erin TL					Hosted our first Rooted in Haymarket Business Roundtable on 3/29 at the Haymarket Hilton Garden
Event Coordinator, part time	Erin M and Emily K					Erin-Edited/Finalized and emailed out farmer's market packet which included: application & information sheet on required documentation. Announced on social media for application acceptance. Set events calendar for year with Emily K and Chief. Read with a Cop at St. Michael's Academy. Met with Pastor and D at Haymarket Baptist. Social media/town branding meetings with Emily K and Olivia H to assess needs and price for contract. Continued work: sponsorship package for town 2022

Attachment: Weekly Report 041522 (5528 : Town Administration Report)

New/Old Business Updates	
Upcoming Schedules -- Leave/Vacation/Time Out of Office	
Dolores Goodall	Last day will be 4/21
Kim Henry	Regular Schedule
Roberto Gonzalez	Regular Schedule
Emily Huffman	Last day will be 4/19
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 041522 (5528 : Town Administration Report)

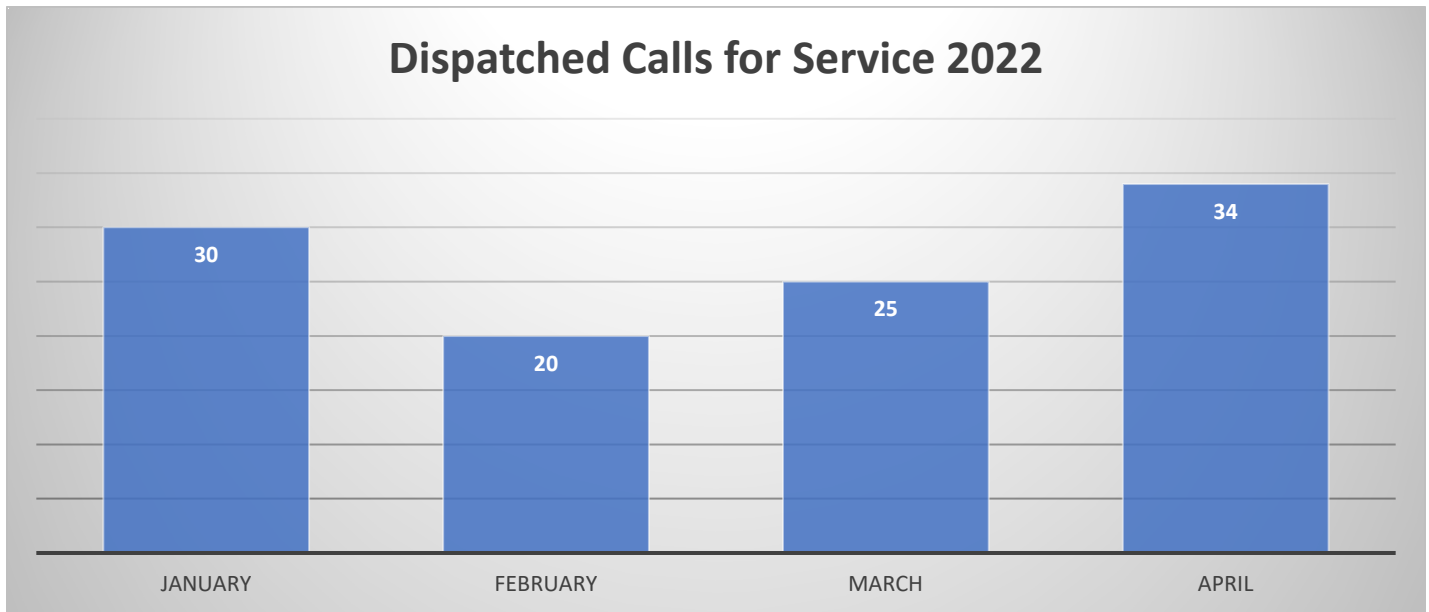
Police Department Report to Council

Police Department Activity from March 15 to April 14

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

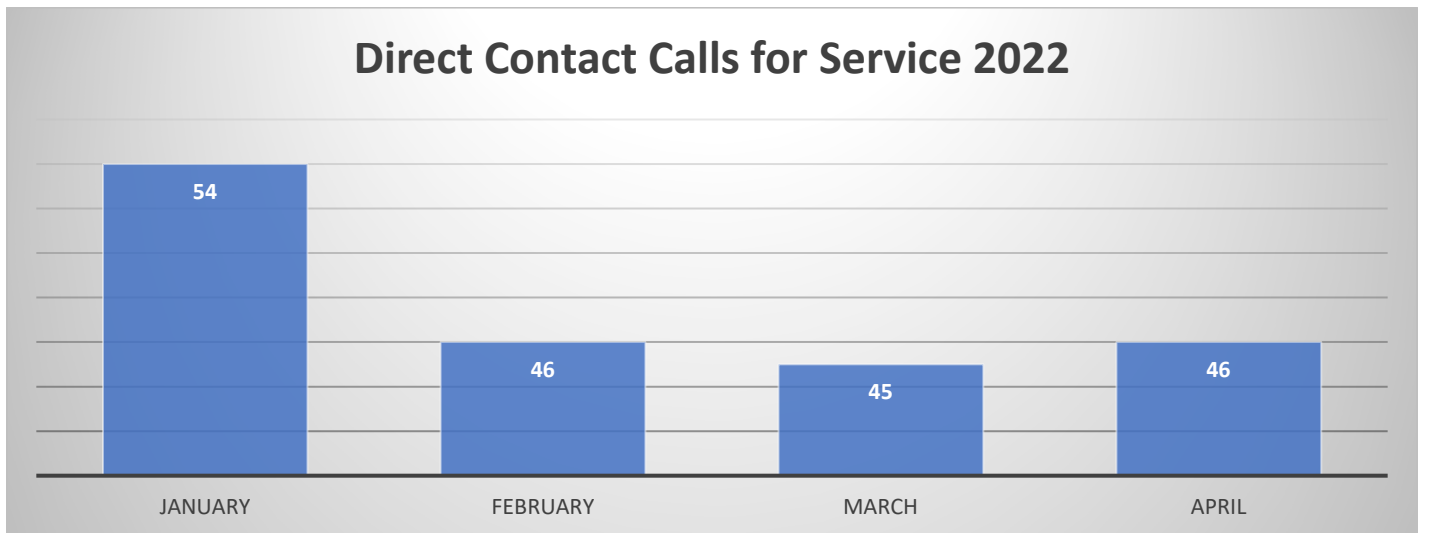
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 9 (One of which resulted in a Felony and Misdemeanor Arrest)
- Non-Reportable Calls: 25



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.

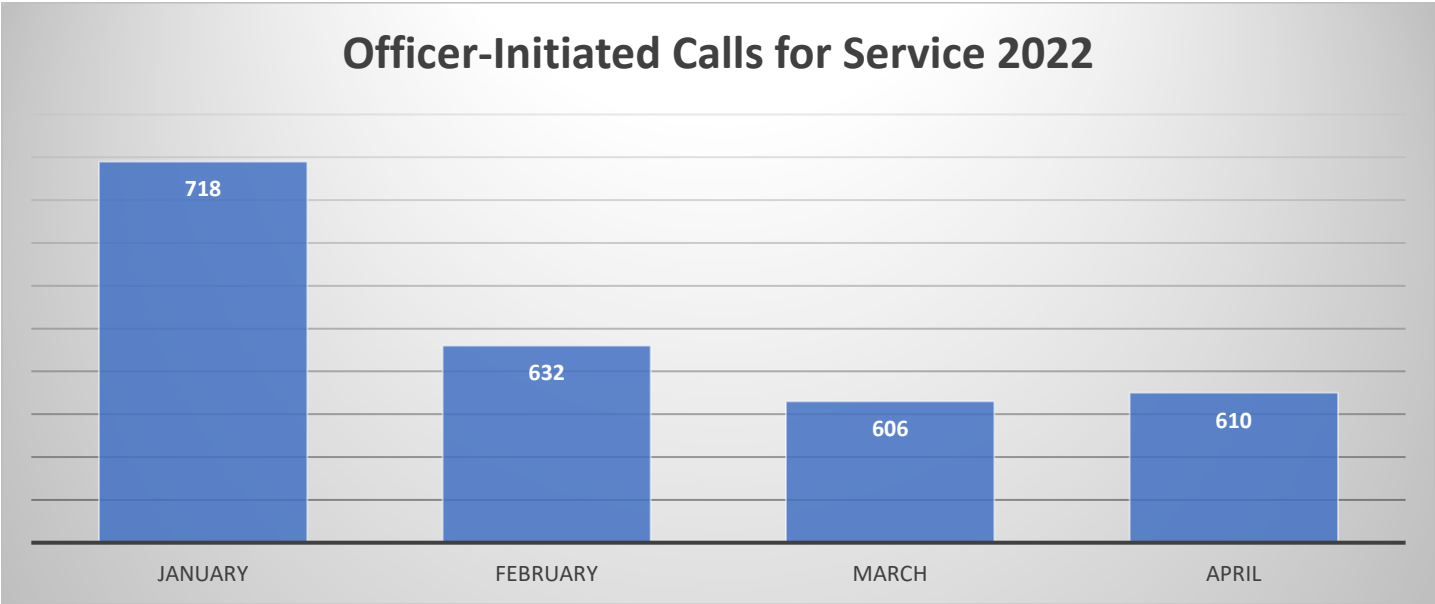
- Reportable Calls: 1 (Which resulted in a Felony Warrant Obtained)
- Non-Reportable Calls: 45
- Referred to County/State: 1



Attachment: Report to council March 2022 to April 2022 (002) (5529 : Police Chief Report)

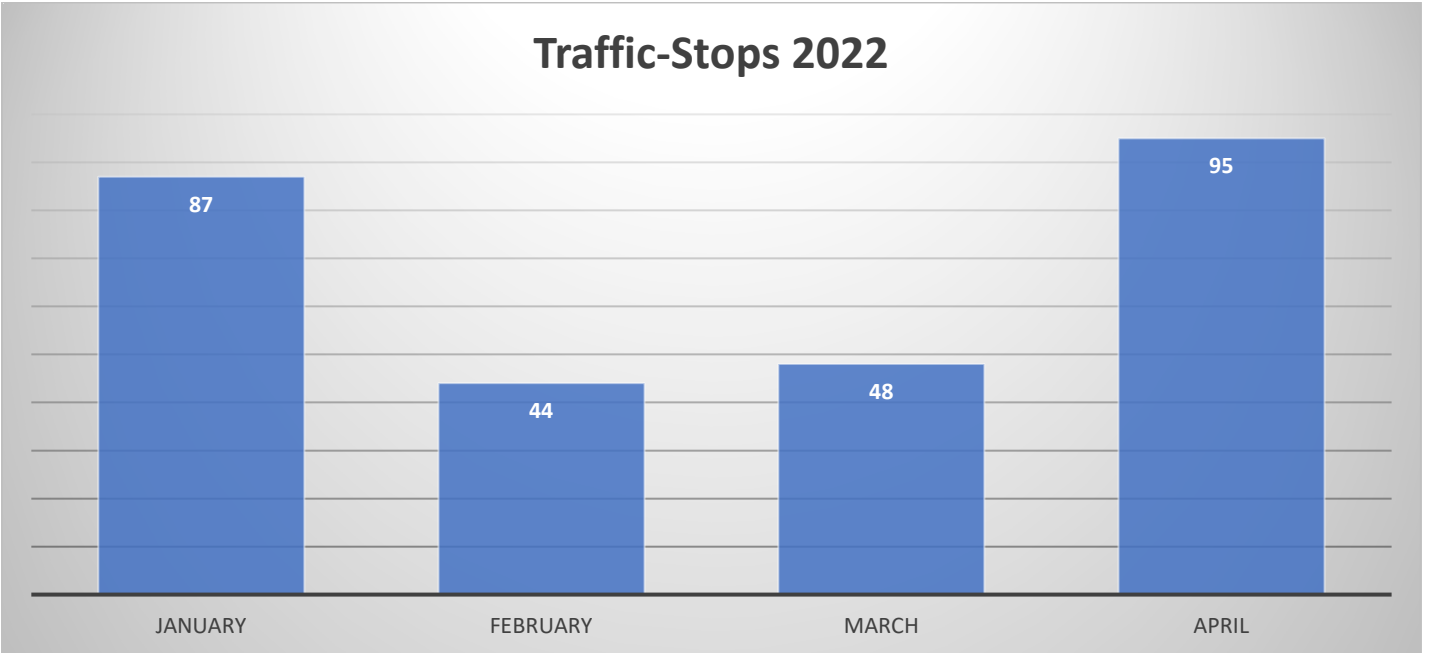
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 441
- Foot Patrols: 169



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.

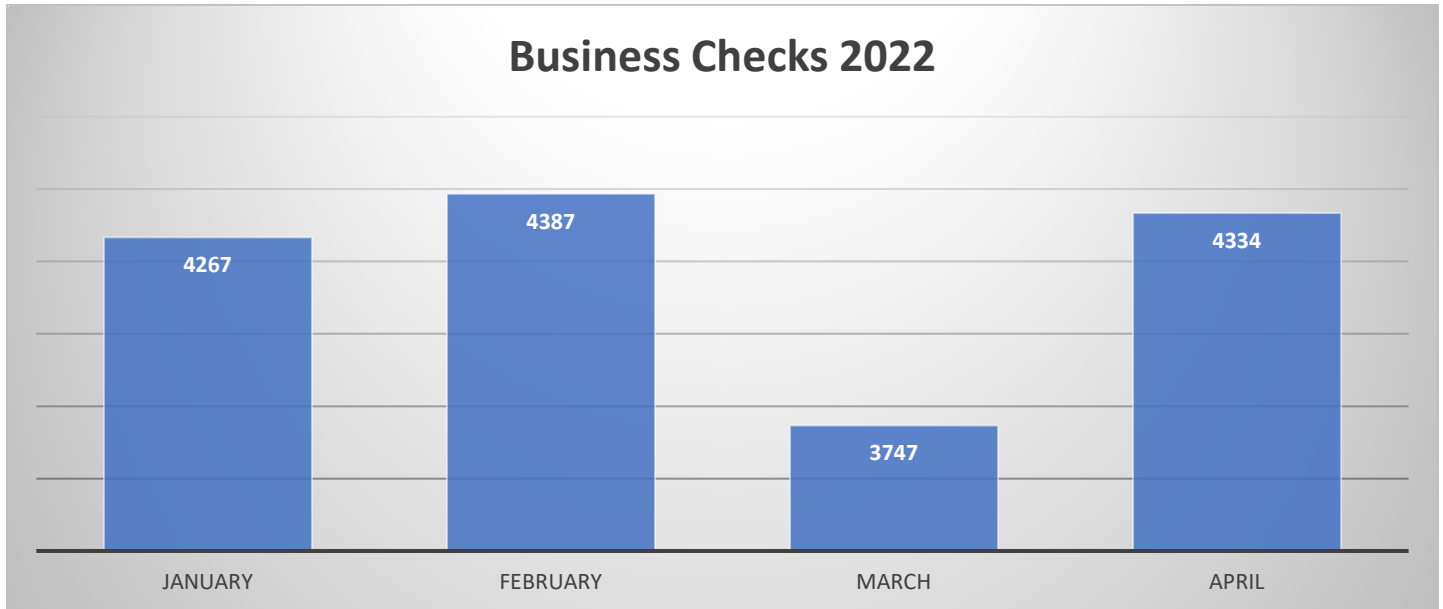
- Traffic Stops: 95
 - Summonses 49
 - Warnings 46



Attachment: Report to council March 2022 to April 2022 (002) (5529 : Police Chief Report)

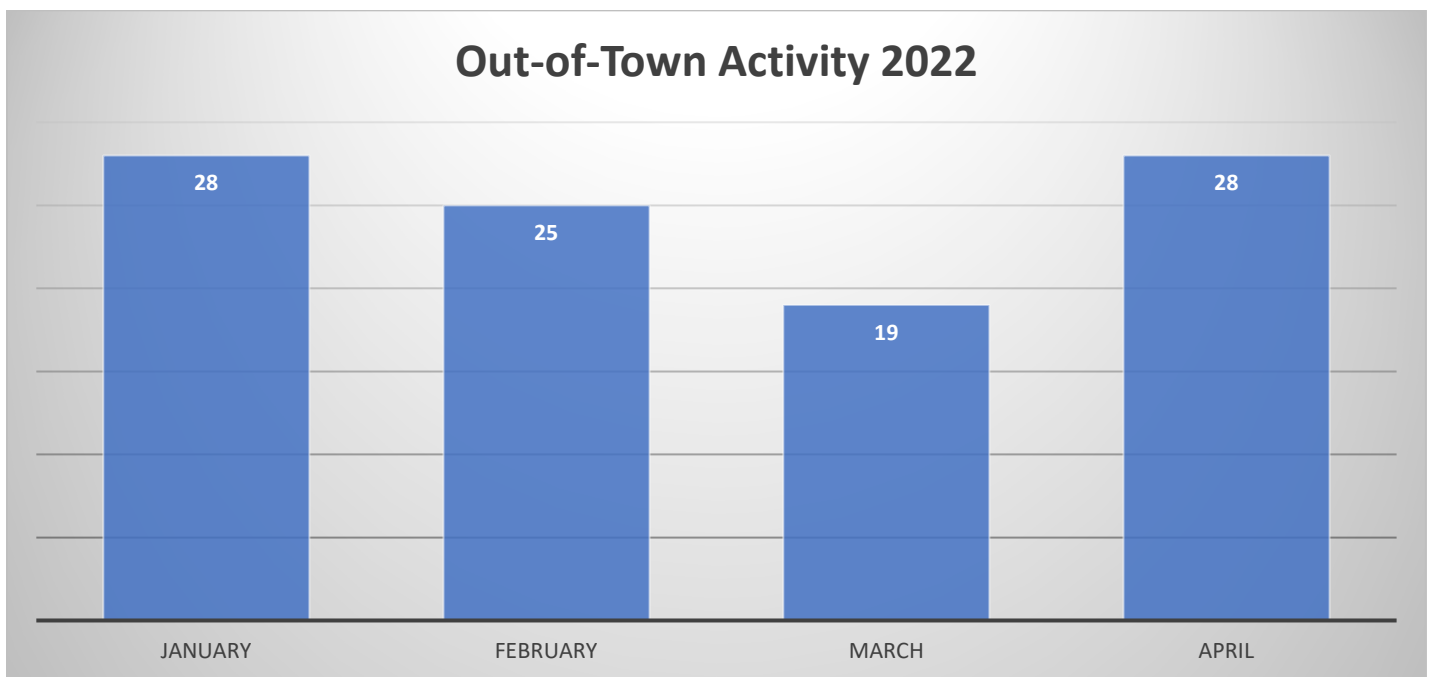
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is 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: 519
- Physical Check: 567
- Drive By: 3,248



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

- Back Up: 16
- Other: 12



Attachment: Report to council March 2022 to April 2022 (002) (5529 : Police Chief Report)

Status of Current Projects:

- Officer King Chan, Chief Allen Sibert and Volunteer Lonnie Milstead took part in the St. Baldricks event to assist in raising money for Children's Cancer Research.
- Sgt. Davis, Chief Sibert and Volunteer Milstead Took cupcakes and other sweets to the Prince William County Dispatch for National Telecommunications week.
- The Office has been pushing awareness of the month of April for Autism, Distracted driving, and Child Abuse.
- Our first upcoming National Drug Take Back Day is set for April 30, 2022, from 10:00am to 2:00pm.
- We currently have 39 events planned for this year.

• #	Name of Event	Date of Event	Status
1	St. Baldricks	March 26, 2022	Completed
2	Polar Plunge	February 19, 2022	Completed
3	National Night Out	August 2, 2022	Upcoming
4	Operation Santa Claus	December 17, 2022	Upcoming
5	Haymarket Day	October 15, 2022	Upcoming
6	Christmas in Haymarket	December 10, 2000	Upcoming
7	Relay for Life	June 18, 2022	Upcoming
8	Ice Cream Social	June 15, 2022	Upcoming
9	Coffee with a Cop	TBA	Upcoming
10	Coffee with a Cop	TBA	Upcoming
11	Coffee with a Cop	October 5, 2022	Upcoming
12	Cupcakes with a Cop	TBA	Upcoming
13	Cupcakes with a Cop	TBA	Upcoming
14	Cookies with a Cop	TBA	Upcoming
15	Cookies with a Cop	TBA	Upcoming
16	Halloween Candy Handout	October 31, 2022	Upcoming
17	Blood Drive	May 31, 2022	Upcoming
18	Blood Drive	TBA	Upcoming
19	Farmers Market	April 24 thru Nov. 20, 2022	Upcoming
20	Summer Concert	August 20, 2022	Upcoming
21	Woman's Self Defense Class 1	TBA	Upcoming
22	Woman's Self Defense Class 2	TBA	Upcoming
23	Woman's Self Defense Class 3	TBA	Upcoming
24	Drug Take Back	April 30, 2022	Upcoming
25	Drug Take Back	TBA	Upcoming
26	Literacy with Law Enforcement	February 22, 2022	Completed
27	Literacy with Law Enforcement	March 2, 2022	Completed
28	Literacy with Law Enforcement	April 6, 2022	Completed
29	Literacy with Law Enforcement	May 4, 2022	Upcoming
30	Literacy with Law Enforcement	June 1, 2022	Upcoming
31	Literacy with Law Enforcement	July 6, 2022	Upcoming
32	Literacy with Law Enforcement	August 3, 2022	Upcoming
33	Literacy with Law Enforcement	September 7, 2022	Upcoming
34	Literacy with Law Enforcement	October 5, 2022	Upcoming
35	Literacy with Law Enforcement	November 2, 2022	Upcoming
36	Literacy with Law Enforcement	December 7, 2022	Upcoming
37	Flags for Hero's	June 11, 2022	Upcoming
38	Police Officer Day	September 22 and 23, 2022	Upcoming
39	Bike Safety Camp	June 29, 2022	Upcoming

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: May 02, 2022
SUBJECT: Treasurer's Report

Highlights:

- The financials attached are as of April 27, 2022.
- Met with Finance Committee and discussed current budget.
- Participated in Coronavirus State & Local Fiscal Recovery Funds NEU Webinar
 - The Treasury Portal has been updated and The Town needed to resubmit the declaration of one-time allowance.
- Revised the Proposed FY2023 Draft budget
- Onboarded the new Part-Time Administrative Assistant
- Met via Zoom with VML/VACO representatives to discuss the Town's current investment account.
- Continue to collect Business Licenses that are due on April 30th 2022; currently we have collected 72% of the applications.

Town of Haymarket
Statement of Net Position
As of April 27, 2022

	Apr 27, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	3,236,014.55
11010 · Virginia Investment Pool	320,549.93
Total Checking/Savings	3,556,564.48
Accounts Receivable	
12000 · Accounts Receivable	149,815.34
12010 · A/R Permits	-7,886.44
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	145,934.79
Other Current Assets	
11499 · Undeposited Funds	3,705.86
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-100,069.78
Total Current Assets	3,602,429.49
Fixed Assets	
12500 · General Property	4,667,548.67
12600 · Rental Property	1,424,914.03
Total Fixed Assets	6,092,462.70
Other Assets	
19110 · Deferred Outflows - OPI	37,926.00
19000 · Net Pension Asset	183,796.00
19100 · Deferred Outflow - Pension Cont	59,298.00
19200 · Deferred Outflow - GLI OPEB	11,299.00
Total Other Assets	292,319.00
TOTAL ASSETS	9,987,211.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	29,604.36
Total Accounts Payable	29,604.36
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-7,845.20
20042 · PD Credit Card - SONA 0277	2,511.61
Total Credit Cards	-5,333.59
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	32,925.56
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	118,058.50
Total Other Current Liabilities	173,912.31
Total Current Liabilities	198,183.08
Long Term Liabilities	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22

Attachment: Treasurer Financial Reports 05.02.2022 (5530 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of April 27, 2022

	Apr 27, 22
25000 · General Obligation Bonds	596,000.00
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	200,147.00
29500 · Net OPEB Liability	49,794.00
29600 · Deferred Inflow - OPEB	6,272.00
Total Long Term Liabilities	918,706.15
Total Liabilities	1,116,889.23
Equity	
34110 · Net OPEB Activity Offset	-44,767.00
34000 · Net Pension Activity Offset	80,873.00
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	1,111,348.51
Total Equity	8,870,321.96
TOTAL LIABILITIES & EQUITY	9,987,211.19

Attachment: Treasurer Financial Reports 05.02.2022 (5530 : Town Treasurer Report)

	Actuals	Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	366,302.04	371,903.00	98.5%	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	483.20	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	497.69	1,000.00	49.8%	
Total 3110 · GENERAL PROPERTY TAXES	380,776.52	386,017.00	98.6%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	0.00	1,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	25,000.00	0.0%	
3120-02 · Business License Tax	227,791.78	200,000.00	113.9%	over budgeted revenue
3120-03 · Cigarette Tax	102,650.95	125,000.00	82.1%	collection up to March 31, 2022
3120-04 · Consumer Utility Tax	112,185.81	158,000.00	71.0%	collection up to March 31, 2022
3120-05 · Meals Tax - Current	728,325.13	875,000.00	83.2%	collection up to March 31, 2022; 8.2% over expected at this time
3120-06 · Sales Tax Receipts	100,204.62	145,000.00	69.1%	collection up to January 31, 2022
3120-07 · Penalties (Non-Property)	5,412.45	0.00	100.0%	
3120-08 · Interest (Non-Property)	326.90	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,276,897.64	1,529,000.00	83.5%	
3130 · PERMITS, FEES & LICENSES				
3130-01 · Application Fees	5,370.00	2,500.00	214.8%	
3130-03 · Motor Vehicle Licenses	557.00	1,000.00	55.7%	
3130-05 · Other Planning & Permits	8,925.00	25,000.00	35.7%	
3130-06 · Pass Through Fees	17,773.75	0.00	100.0%	Cost are passed on to developer/contractor
Total 3130 · PERMITS, FEES & LICENSES	32,625.75	28,500.00	114.5%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	15,979.99	60,000.00	26.6%	collections up to January 31, 2022
Total 3140 · FINES & FORFEITURES	15,979.99	60,000.00	26.6%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	-9,447.82	1,500.00	-629.9%	
3150-03 · Interest on Bank Deposits	5,499.66	1,500.00	366.6%	
Total 3150 · REVENUE - USE OF MONEY	-3,948.16	3,000.00	-131.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-02 · 15026 Suite 210 Body Mind	4,764.27	4,736.00	100.6%	Revenue lessen due to moving to smaller space within building
3151-04 · Suite 210 B&B Security (LF Security)	5,792.15	9,660.00	60.0%	
3151-06 · Suite 204 MAC-ISA	5,768.00	6,720.00	85.8%	
3151-07 · Haymarket Church Suite 206	31,695.40	34,577.00	91.7%	
3151-08 · 15020 Washington Realty	38,076.46	40,316.00	94.4%	
3151-09 · 15026 Copper Cricket	18,428.80	22,114.00	83.3%	
3151-11 · Cupcake Heaven and Cafe LLC	30,938.39	34,765.00	89.0%	
3151-12 · Haymarket Coffee Company LLC	11,450.00	5,460.00	209.7%	
3151-13 · A1 Testing Solutions LLC	1,175.00	0.00	100.0%	New tenant as of March 1, 2022
Total 3151 · RENTAL (USE OF PROPERTY)	148,088.47	158,348.00	93.5%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	291.19			new FOIA charges
Total 3160 · CHARGES FOR SERVICES	291.19			
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	1,000.00	0.00	100.0%	
3165-01 · Town Event	65,423.00	50,000.00	130.8%	
3165-02 · Farmer's Market	285.00	0.00	100.0%	
3165-03 · Town Ornaments	6,877.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	73,585.00	50,000.00	147.2%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	55.59	0.00	100.0%	

3180-03 · Miscellaneous	180.00			PD security detail for in town business at the request of business
3180-04 · Reimbursement from Insurance	20,899.26	4,724.00	442.4%	Reimbursement from Insurance for PD vehicles
3180 · MISCELLANEOUS - Other	10.00	0.00	100.0%	Reimbursement from DMV for postage
Total 3180 · MISCELLANEOUS	21,144.85	4,724.00	447.6%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	23,664.00	31,548.00	75.0%	
3200-04 · Car Rental Reimbursement	71.85			
3200-05 · Communications Tax	60,370.07	103,165.00	58.5%	collections up to March 31, 2022
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	45,332.18	60,500.00	74.9%	collections up to March 31, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	149,343.89	215,340.00	69.4%	
3500 · Reserve Funds	0.00	59,200.00	0.0%	
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%	
	2,094,785.14	2,740,129.00	76.4%	
Total Income	2,094,785.14	2,740,129.00	76.4%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	424.00	2,500.00	17.0%	
111002 · FICA/Medicare	1,251.88	2,000.00	62.6%	
111003 · Meals and Lodging	178.27	1,000.00	17.8%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	16,864.29	26,000.00	64.9%	
111006 · Town Elections	0.00	3,000.00	0.0%	
Total 11100 · TOWN COUNCIL	18,718.44	34,750.00	53.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	262,369.63	322,630.00	81.3%	
1211102 · Salaries & Wages - DMV Clerk	33,860.41	44,500.00	76.1%	
1211003 · Salaries/Wages - Part Time	26,289.93	43,800.00	60.0%	
1211004 · FICA/Medicare	24,450.25	30,381.00	80.5%	
1211005 · VRS	32,280.17	48,545.00	66.5%	
1211006 · Health Insurance	32,186.00	64,134.00	50.2%	
1211007 · Life Insurance	3,745.75	4,685.00	80.0%	
1211008 · Disability Insurance	1,913.48	2,631.00	72.7%	
1211009 · Unemployment Insurance	6,145.97	4,240.00	145.0%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	Front loaded cost to Town
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%	Front loaded cost to Town
1211012 · Accounting Services	5,280.19	8,000.00	66.0%	
1211014 · Printing & Binding	4,153.78	8,298.00	50.1%	
1211015 · Advertising	6,540.43	9,000.00	72.7%	
1211016 · Computer, Internet &Website Svc	10,400.78	23,650.00	44.0%	
1211017 · Postage	1,301.47	4,000.00	32.5%	
1211018 · Telecommunications	4,674.18	7,500.00	62.3%	
1211019 · Mileage Allowance	126.00	1,000.00	12.6%	
1211020 · Meals & Lodging	1,230.06	2,000.00	61.5%	
1211021 · Convention & Education	722.88	6,000.00	12.0%	
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%	
1211024 · Books, Dues & Subscriptions	14,236.04	16,000.00	89.0%	
1211025 · Office Supplies	4,142.34	6,500.00	63.7%	
1211026 · Equipment Rental	3,242.58	4,075.00	79.6%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	497,536.98	686,000.00	72.5%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	60,675.17	70,000.00	86.7%	services up to December 31, 2021
Total 12210 · LEGAL SERVICES	60,675.17	70,000.00	86.7%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	

Attachment: Treasurer Financial Reports 05.02.2022 (5530 : Town Treasurer Report)

Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%	
Total 01 · ADMINISTRATION	576,930.59	806,750.00	71.5%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	318,602.67	425,000.00	75.0%	
3110003 · Salaries & Wages - OT Premium	9,952.74	20,000.00	49.8%	
3110013 · Salaries & Wages - OT Select En	8,407.78	10,000.00	84.1%	
3110004 · Salaries & Wages - Holiday Pay	15,625.03	14,000.00	111.6%	
3110005 · Salaries & Wages - Part Time	32,245.71	18,720.00	172.3%	
3110011 · Salaries & Wages - Recruit. Bonus	642.86	1,000.00	64.3%	
3110020 · FICA/MEDICARE	29,011.65	36,724.00	79.0%	
3110021 · VRS	34,896.02	46,102.00	75.7%	
3110022 · Health Insurance	47,277.98	80,752.00	58.5%	
3110023 · Life Insurance	4,259.92	5,717.00	74.5%	
3110024 · Disability Insurance	1,449.49	2,200.00	65.9%	
3110025 · Unemployment Insurance	5,682.58	3,000.00	189.4%	
3110026 · Workers' Compensation Insurance	23,809.00	22,942.00	103.8%	WC audit has been completed; will address in next amendment
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%	Front loaded cost to Town
3110028 · Legal Services	18,900.00	26,000.00	72.7%	
3110032 · Computer, Internet & Website	2,906.16	11,000.00	26.4%	
3110033 · Postage	8.55	100.00	8.6%	
3110034 · Telecommunications	8,388.46	10,000.00	83.9%	
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	2,427.60	10,000.00	24.3%	
3110040 · Annual Dues & Subscriptions	12,658.85	13,000.00	97.4%	
3110041 · Office Supplies	3,983.08	5,000.00	79.7%	
3110042 · Vehicle Fuels	18,839.88	16,000.00	117.7%	
3110043 · Vehicle Maintenance/Supplies	11,973.63	11,000.00	108.9%	
3110044 · Repair/Maintenance Supplies	17,582.80	0.00	100.0%	
3110045 · Uniforms & Police Supplies	13,123.24	20,000.00	65.6%	
3110056 · Capital Outlay-Machinery/Equip	31,618.85	31,592.00	100.1%	2 of 2 - Final Payment on total loan
Total 31100 · POLICE DEPARTMENT	682,399.53	848,449.00	80.4%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	59,084.41	59,200.00	99.8%	
Total 03 · PUBLIC SAFETY	741,483.94	907,649.00	81.7%	
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	75,267.36	90,090.00	83.5%	services up to January 31, 2022
Total 43200 · REFUSE COLLECTION	75,267.36	90,090.00	83.5%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	61,720.00	97,672.00	63.2%	
4310002 · Maint Svc Contract-Pest Control	1,975.00	3,000.00	65.8%	
4310003 · Maint Svc Contract-Landscaping	27,905.35	35,000.00	79.7%	
4310004 · Maint Svc Contract Snow Removal	8,018.00	7,000.00	114.5%	
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%	
4310007 · Electric/Gas Services	14,258.50	16,500.00	86.4%	
4310008 · Electrical Services-Streetlight	3,442.62	5,500.00	62.6%	
4310009 · Water & Sewer Services	2,265.10	3,000.00	75.5%	
4310010 · Janitorial Supplies	32.13	2,000.00	1.6%	
4310011 · Real Estate Taxes	674.62	2,500.00	27.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	121,571.32	174,172.00	69.8%	
Total 04 · PUBLIC WORKS	196,838.68	271,475.00	72.5%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%	
60003 · Advertising	7,479.06	22,000.00	34.0%	
Total 06 · ECONOMIC DEVELOPMENT	7,479.06	22,430.00	33.3%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK	11,276.93	20,000.00	56.4%	

Attachment: Treasurer Financial Reports 05.02.2022 (5530 : Town Treasurer Report)

700001 · Grounds Maintenance/Repairs				
Total 71110 · EVENTS				
71110 · EVENTS				
7111001 · Advertising - Events	6,090.87	5,000.00	121.8%	
7111003 · Contractual Services	42,295.59	30,000.00	141.0%	
7111004 · Events - Other	7,250.02	19,350.00	37.5%	
Total 71110 · EVENTS	55,636.48	54,350.00	102.4%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,242.48	2,200.00	56.5%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%	
Total 72200 · MUSEUM	1,642.48	5,150.00	31.9%	
Total 07 · PARKS, REC & CULTURAL	68,555.89	79,500.00	86.2%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,010.00	5,670.00	35.5%	
8110002 · FICA/Medicare	156.82	500.00	31.4%	
8110003 · Consultants - Engineer	6,010.70	15,000.00	40.1%	
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	25,137.50	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	33,315.02	39,120.00	85.2%	
81110 · ARCHITECTURAL REVIEW BOARD				
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%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,916.96	6,776.00	28.3%	
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	35,231.98	48,823.00	72.2%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	12,383.17	12,425.00	99.7%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	170,383.17	171,925.00	99.1%	
Total 09 · NON-DEPARTMENTAL	170,383.17	171,925.00	99.1%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	6,607.50	150,000.00	4.4%	RFP intial cost of engineering
Total 94104 · Street Scape - Park Sidewalk	6,607.50	150,000.00	4.4%	
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.02			
Total EMPLOYEE BENEFITS	0.02			
Total 94105 · PERSONNEL	0.02			
94106 · TOWN CENTER MASTER PLAN				
9416701 · Architectural/Engineering Fees	28,958.63	95,000.00	30.5%	Town Center Final Site Plan
Total 94106 · TOWN CENTER MASTER PLAN	28,958.63	95,000.00	30.5%	
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	20,800.00	146,577.00	14.2%	
Total Expense	1,853,269.46	2,740,129.00	67.6%	
Net Ordinary Income	241,515.68	0.00	100.0%	
Other Income/Expense				

Attachment: Treasurer Financial Reports 05.02.2022 (5530 : Town Treasurer Report)

Other Income			
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%
50001 · American Rescue Plan Funds	869,439.00	1,738,878.00	
Total Other Income	937,897.12	1,807,692.00	51.9%
Other Expense			
97000 · CARES Act Expenses	68,814.00	68,814.00	100.0%
	0.00	1,738,878.00	0.0%
Total Other Expense	68,814.00	1,807,692.00	3.8%
Net Other Income	869,083.12	0.00	100.0%
Net Income	1,110,598.80	0.00	100.0%

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

The Town has exhausted the CARES Act funds

Town Planner Task List April 2022

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Demolition Request	Z Properties, Firehouse and the Bungalow Structure	Emily	16-Feb-22	Decision by the ARB	16-Mar-22	16-Mar-22	Connor Leake, representative for the Z Properties, presented to the ARB regarding the demolition permit for the firehouse structure and the bungalow structure (14941 Washington St & 6707 Jefferson St) The Board and the applicant, Connor Leake and Emily Kyriazi visited the property for a site visit at 6pm, 3/23. The ARB meet at 7 pm for a regular meeting to discuss the application. UPDATE: The Bungalow property was approved for demolition. The firehouse property was deferred to the May ARB meeting per the request of the applicant, Connor Leake. The applicant is working with a contracted engineer to have a survey of the property completed and submitted to the ARB.
Saddlery Liquidators Sign Permit	6612 James Madison Highway	Emily		Decision by the ARB			Saddlery Liquidators has applied for a sign permit for their business in the industrial area. The sign meets the ARB guidelines and was approved at the April Meeting.
Robinson Paradise	Future Walter Robinson Ln	Emily					Upcoming Application for April -- DR Horton has applied for a new construction COA for the Robinson Paradise Neighborhood. The applicant did not show up to the meeting, thus the application was deferred until May
Town Hall and Police Dept Signs	15000 Washington St	Emily					The Town Staff and ARB discussed several ideas and options for the signs above the Town Hall door and the Police Department door. A sign company has been contacted to supply a design and quote for further consideration and discussion.
ARB Guidelines		Emily					The ARB is reviewing the guidelines this next month and will hold a work session on May 18th to begin the discussion of updating the guidelines.
Board of Zoning Appeals							
No appeal applications for the month of April							
Planning Commission							
Crossroads Village Center Subdivision Plat	15150 Washington Street	Emily/Katie	2/1/2022		3/1/2022		Plat has been reviewed and approved.
Lidl @ Crossroads Village Center	15150 Washington Street	Emily/Katie					Applicant submitted the site plan for the Lidl at Crossroads Village Center. Comments were returned to the applicant on 2/1/2022. Awaiting a resubmission
Taco Bell Site Plan @ Crossroads Village Center	15150 Washington Street	Emily/Katie					Applicant submitted the site plan for the Taco Bell at Crossroads Village Center, comments returned to the applicant.
Haymarket Hotel	15001 Washington Street	Emily					Haymarket Hotel has opened under a temporary occupancy. The Town has reviewed the as-builts and submitted comments to the Hotel's engineer. The Town is awaiting the resubmission of the As-Builts

Attachment: Town Planner Report April 2022 (5531 : Town Planner Report)

Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie				Applicant submitted bonds and agreements to the Town, Grading permit and letter issued. UPDATE: Var Metre is constructing the first sets of townhouses
Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie				Still awaiting a resubmission of the site plan
Robinson Paradise		Emily/Katie	Mar-21			Robinson Paradise Site Plan -- working with Engineer on the VDOT comments for the Robinson Paradise site plan
McDonald's	6740 Lea Berry Way	Emily/Katie				Work is complete on the McDonald's. Awaiting an as built submission from the applicant
Karter School Site Plan	14850 Washington Street	Emily/Katie				Karter School Site Plan has been approved. NO UPDATE
Zoning Text Amendment	Submitted 4 Zoning Text Amendment updates to the Planning Commission for review, initiation and to set a public hearing. The public hearing will be set for May 16, 2022 at 7:00pm					
Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in 2022, following the Zoning Text Amendment.					
Prince William County (1 Mile Review)						
Town currently reviewing the Land Use and Mobility Chapters of the County Comprehensive Plan, will submit comments soon						
Staff						
Pardo House, 14881 Washington St	All work has ceased, Town Planner will draft a plan for action to take to Council					
Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment upload					
Events	Event Coordinator posted the schedule on the website -- will work with Coordinator to add more website information					
Newsletter	Next Newsletter will be sent out for April 2022.					
Museum	Museum will become vacant in May 2022. Town Planner will work with the Council to develop a plan for the next steps.					
Farmers' Market	Farmers Market had a very successful reopening on April 24th					
New/Old Business Updates						
	Trouville Brewery has received zoning approval for the interior and exterior modifications at QBE, estimated opening early May					
Zoning Violations and Property Maintenance Cases						
Property Maintenance Code Concern	Following an analysis of properties in Town, several concerns will be sent to the County Inspector for Property Maintenance Code issues. UPDATE: County inspected properties					

Attachment: Town Planner Report April 2022 (5531 : Town Planner Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans/Projects						
Park Sidewalk	Katie/Emily	4/27/2021	4/26/2022	Katie/Emily		-RFP revised for Design Bid Build procurement -To be advertised for 45 days 4/28/22
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	4/26/2022	Katie		-Town E&S inspections ongoing (reduced to monthly) -Temporary certificate of occupancy issued by County -As-built coordination - resubmitted 4/25
Parrando's Patio	Katie/Emily	4/7/2022	4/25/2022	Katie		-Minor site plan submitted for review
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Crossroads Village	Katie/Emily	10/18/2018	4/22/2022	Applicant/Katie		-Construction and Town E&S inspections ongoing -Pavement design submitted for review
Robinson Village	Katie/Emily	8/13/2020	4/20/2022	Applicant		-Construction and Town E&S inspections ongoing -Bond reduction approval sent 2/10 -Pavement design submission expected
Robinson's Paradise	Katie/Emily	1/4/2021	4/14/2022	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	4/13/2022	Katie/Emily		-Met with RDA to review changes to plan. -First submission received
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	4/13/2022	Katie		-Engineering plan review comments provided 2/17 -Received 2nd submission for review
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination

Attachment: 2022-04 April Engineer's Reports_KMM (5532 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans						
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
Crossroads Village - Lidl	Katie/Emily	1/6/2022	2/1/2022	Applicant		-Engineering plan review comments provided 2/1
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
Low Activity Plans						
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: 2022-04 April Engineer's Reports_KMM (5532 : Town Engineer Report)



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

To: Haymarket Town Council
 From: Joe Pasanello, Bob Weir
 Date: April 26, 2022
 Re: Finance Liaison Report

The finance liaisons continued financial oversight 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; discuss aligning budget line items with projections and future amendments
- Discuss options for use of American Rescue Plan Act (ARPA) funds; recommend to council to declare a standard allowance with respect to how funds are accepted and expended in compliance with the law
- Discuss status/development of FY2023 budget; discussed at the 4/19/22 budget meeting
- Discuss council ideas and recommendations raised during work sessions or submitted for consideration
- Discuss on an as needed basis
 - o Status of RFP for sidewalk at town park
 - o Status of Town Center site plan
 - o Engineering/consultant support costs
 - o Contracts, leases, agreements

Additional discussion

- Inspected Cupcake Heaven property due to complaints of insufficient cooling on the second floor. Staff instructed on-call A/C vendor to inspect and report back. Recommendation is for one or a combination of the following: 1) Install a split-pack A/C unit, 2) Insulate the attic roof area, and 3) Repair and unfreeze the second-floor windows to allow for better air circulation
- Discussed the operation and budget impacts of the Tourism and Travel Promotion MOU and TOT revenue projection for FY 2023.
- Review and discussed latest DMV select data and performance

Staff and finance liaisons convene a weekly meeting every Thursday @ 2 PM. The liaisons and/or the Treasurer and staff are available to discuss any 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: Robert (Bob) Weir, Planning Commission Liaison
Date: April 26, 2022
Re: Planning Commission Liaison Monthly Report

The Planning Commission meeting of April 18, 2022 addressed the following issues:

1. Comprehensive Plan Survey – Completed, authorized for mailing.
2. Zoning Ordinance Amendment – Clean up amendments initiated.

Respectfully submitted,

Bob Weir

Attachment: Memo to Council pc liaison report 050222 (5537 : Planning Commission Report)



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

To: Haymarket Town Council
 From: Marchant Schneider
 Date: April 26, 2022
 Re: ARB Liaison Report

At its April Meeting, the ARB approved new wall mounted signage at Saddlery Liquidators. Review of Robinson's Paradise subdivision building elevations / materials was deferred.

The ARB continued the review of applications to demolish the Firehouse and Fayette Street Bungalow, conditionally approving demolition of the Bungalow. The applicant requested deferral of an ARB decision regarding the Firehouse in order to complete requested supplemental analyses of the building.

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 take up amending the ARB Guidelines in the next few months.

PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
Income										
MISCELLANEOUS REVENUE	5.00	0.00	0.00	0.00	0.00	0.00				
3110 · GENERAL PROPERTY TAXES										
3110-01 · Real Estate - Current	285,702.84	340,658.41	361,088.09	376,124.12	368,969.64	366,302.04	371,903.00	35,152.00	407,055	9.45%
3110-02 · Public Service Corp RE Tax	9,810.12	11,273.29	11,778.30	14,174.08	13,835.01	13,493.59	13,114.00	-151.00	12,963	-1.15%
3110-03 · Interest - All Property Taxes	224.49	115.03	81.54	337.72	387.17	483.20	0.00		0	0.0%
3110-04 · Penalties - All Property Taxes	1,366.09	726.20	600.51	1,038.03	1,291.41	497.69	1,000.00		1,000	0.0%
Uncollected Tax Write Offs	113.91	0.00	0.00	0.00	0.00	0.00			0	
Total 3110 · GENERAL PROPERTY TAXES	297,217.45	352,772.93	373,548.44	391,673.95	384,483.23	380,776.52	386,017.00		421,018.00	9.07%
3120 · OTHER LOCAL TAXES										
3120-00 · Transient Occupancy Tax	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	167,000.00	168,000	16,700.0%
3120-01 · Bank Stock Tax	44,584.00	24,239.00	26,989.00	36,141.00	24,355.00	0.00	25,000.00	-1,000.00	24,000	-4.0%
3120-02 · Business License Tax	155,990.85	184,705.45	200,166.48	233,161.18	217,042.12	171,007.24	200,000.00	20,000.00	220,000	10.0%
3120-03 · Cigarette Tax	168,838.56	124,931.80	153,299.25	147,645.00	134,995.60	102,650.95	125,000.00		125,000	0.0%
3120-04 · Consumer Utility Tax	154,507.14	165,987.08	160,299.60	154,839.67	153,614.80	108,567.09	158,000.00		158,000	0.0%
3120-05 · Meals Tax - Current	607,326.53	671,603.48	721,569.04	778,012.80	887,341.25	687,064.63	875,000.00	100,000.00	975,000	11.43%
3120-06 · Sales Tax Receipts	155,343.72	152,958.74	137,499.00	142,990.57	153,950.37	100,204.62	145,000.00	15,000.00	160,000	10.34%
3120-07 · Penalties (Non-Property)	2,276.33	3,860.36	1,762.59	6,173.91	8,308.48	5,412.45	0.00	5,000.00	5,000	100.0%
3120-08 · Interest (Non-Property)	526.71	200.48	37.42	2,564.29	69.46	326.90	0.00		0	0.0%
Total 3120 · OTHER LOCAL TAXES	1,289,393.84	1,328,486.39	1,401,622.38	1,501,528.42	1,579,677.08	1,175,233.88	1,529,000.00		1,835,000	20.01%
3130 · PERMITS, FEES & LICENSES										
3130-01 · Application Fees	6,051.00	4,885.00	8,170.00	4,450.50	1,850.00	5,370.00	2,500.00	2,000.00	4,500	80.0%
3130-02 · Inspection Fees	9,719.60	8,442.97	13,440.00	4,165.00	405.00	0.00			0	0.0%
3130-03 · Motor Vehicle Licenses	1,380.00	1,128.00	2,285.00	865.00	826.50	542.00	1,000.00		1,000	0.0%
3130-04 · Occupancy Permits	200.00	500.00	0.00	0.00	0.00	0.00			0	0.0%
3130-05 · Other Planning & Permits	22,504.80	14,860.00	17,705.63	33,263.05	18,537.55	8,925.00	25,000.00	-10,000.00	15,000	-40.0%
3130-06 · Pass Through Fees	0.00	0.00	0.00	0.00	18,542.35	17,773.75			0	0.0%
Total 3130 · PERMITS, FEES & LICENSES	39,855.40	29,815.97	41,600.63	42,743.55	40,161.40	32,610.75	28,500.00		20,500	-28.07%
3140 · FINES & FORFEITURES										
3140-01 · Fines	69,773.34	68,459.29	38,542.11	52,194.17	32,615.20	15,979.99	60,000.00	-40,000.00	20,000	-66.67%
3140-02 · Asset Forfeitures	0.00	0.00	-1,427.28	0.00	0.00	0.00				
Total 3140 · FINES & FORFEITURES	69,773.34	68,459.29	37,114.83	52,194.17	32,615.20	15,979.99	60,000.00		20,000	-66.67%
3150 · REVENUE - USE OF MONEY										
3150-01 · Earnings on VACO/VML Investment	25.79	-22.92	11,688.69	12,726.17	488.03	-9,447.82	1,500.00		1,500	0.0%
3150-02 · Interest on Bank Deposit	1,420.92	1,044.13	6,557.58	4,098.49	0.00	0.00				
3150-03 · Interest on Bank Deposits	8,465.63	12,202.64	10,560.64	9,032.04	5,039.84	5,499.66	1,500.00	1,500.00	3,000	100.0%
Total 3150 · REVENUE - USE OF MONEY	9,912.34	13,223.85	28,806.91	25,856.70	5,527.87	-3,948.16	3,000.00		4,500.00	50.0%
3151 · RENTAL (USE OF PROPERTY)										
3151-01 · Suite 200 Stronger Fitness LLC	0.00	0.00	0.00	9,111.63	828.33	0.00			0	0.0%
3151-02 · 15026 Suite 210 Body Mind	0.00	0.00	0.00	6,202.28	6,792.50	4,764.27	4,736.00	-4,736.00	0	-100.0%
3151-03 · Suite 208 Dent-ology Inc	0.00	0.00	0.00	3,024.00	0.00	0.00			0	0.0%
3151-04 · Suite 208 B&B Security	0.00	0.00	0.00	9,827.60	10,733.34	5,792.15	9,660.00	-5,650.00	4,010	-58.49%
Suite 110 Rental Income	10,868.49	20,191.96	21,424.34	0.00	0.00	0.00			0	0.0%
315110 · Suite 200 Genesis Contracting	5,663.23	4,890.08	2,010.00	0.00	0.00	0.00			0	0.0%
3151-05 · Suite 202 Metis Group	3,176.25	-2,500.00	4,235.00	367.50	0.00	0.00			0	0.0%
3151-06 · Suite 204 MAC-ISA	4,000.00	4,790.00	5,040.00	6,300.00	6,720.00	5,768.00	6,720.00	-3,192.00	3,528	-47.5%
315130 · Suite 206 · Xcellent Technology	37,471.24	20,476.00	0.00	0.00	0.00	0.00			0	0.0%
3151-07 · Haymarket Church Suite 206	0.00	0.00	0.00	32,592.00	33,569.76	28,814.00	34,577.00	1,037.00	35,614	3.0%
3151-08 · 15020 Washington Realty	42,717.96	42,717.96	42,717.96	50,562.00	32,937.50	38,076.46	40,316.00	14,925.00	55,241	37.02%
3151-09 · 15026 Copper Cricket	19,078.34	19,656.00	19,944.00	20,851.32	21,470.40	18,428.80	22,114.00	1,515.00	23,629	6.85%
3151-10 · The Very Thing For Her	25,920.00	29,820.00	33,470.00	11,090.00	0.00	0.00			0	0.0%
3151-11 · Cupcake Heaven and Cafe LLC	0.00	0.00	0.00	21,436.00	32,797.12	28,095.70	34,765.00	28.00	34,793	0.08%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.00	0.00	11,350.00	11,450.00	5,460.00	-5,460.00	0	-100.0%
3151-15 · A1 Test Solutions LLC						1,175.00		14,241.00	14,241	100.0%
3151-90 · Town Hall Rental Income	200.00	800.00	0.00	300.00	0.00	0.00			0	0.0%
3151 · RENTAL (USE OF PROPERTY) - Other	4,002.00	3,834.15	365.85	0.00	0.00	0.00			0	0.0%
Total 3151 · RENTAL (USE OF PROPERTY)	153,097.51	144,676.15	129,207.15	171,664.33	157,198.95	142,364.38	158,348.00		171,056.00	8.03%
3160 · CHARGES FOR SERVICES										

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PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
FOIA Receipts	0.00	0.00	120.00	49.01	54.73	291.19			0	0.0%
3160-01 · Public Safety									0	0.0%
3160-02 · Donation/Grants	3,762.51	1,519.80	6,008.00	12,835.50	0.00	0.00			0	0.0%
3160-03 · VDOT Detail	0.00	0.00	0.00	3,008.75	2,700.00	0.00			0	0.0%
3160-04 · Sponsorships	0.00	0.00	0.00	6,500.00	0.00	0.00			0	0.0%
3160-05 · Laney Detail	0.00	0.00	0.00	48,350.00	121,653.75	0.00	0.00	0.00	0	0.0%
3160-01 · Public Safety - Other	1,807.50	18,402.00	125.00	0.00	0.00	0.00			0	0.0%
Total 3160-01 · Public Safety	5,570.01	19,921.80	6,133.00	70,694.25	124,353.75	0.00	0.00	0.00	0.00	0.0%
Total 3160 · CHARGES FOR SERVICES	5,570.01	19,921.80	6,253.00	70,743.26	124,408.48	291.19	0.00	0.00		
3165 · REVENUE - TOWN EVENTS										
3165-00 · Sponsorships						500.00				
3165-01 · Town Event	79,165.82	83,084.00	70,081.64	64,124.43	7,050.57	65,423.00	50,000.00	20,000.00	70,000	40.0%
3165-02 · Farmer's Market	0.00	0.00	0.00	0.00	1,205.00	785.00			0	0.0%
3165-03 · Town Ornaments	40.00	80.00	3,577.18	7,030.20	4,773.00	6,877.00		4,350.00	4,350	0.0%
Total 3165 · REVENUE - TOWN EVENTS	79,205.82	83,164.00	73,658.82	71,154.63	13,028.57	73,585.00	50,000.00		74,350.00	48.7%
3170 · HISTORICAL FUND										
3170-01 · Historical Fund	0.00	0.00	21,230.02	0.00	0.00	0.00				
Total 3170 · HISTORICAL FUND	0.00	0.00	21,230.02	0.00	0.00	0.00				
3180 · MISCELLANEOUS										
3180-00 · Convenience Fee	0.00	0.00	0.00	0.00	16.92	55.57			0	0.0%
3180-01 · Citations & Accident Reports	1,320.00	545.00	620.00	135.00	10.00	0.00			0	0.0%
3180-02 · Vetern Banners	0.00	0.00	475.00	72.00	75.00	0.00			0	0.0%
3180-03 · Miscellaneous	486.81	28.62	4,678.67	2,048.80	0.01	180.00			0	0.0%
3180-04 · Reimbursement from Insurance	0.00	0.00	0.00	0.00	4,782.74	19,863.62	4,724.00	-4,724.00	0	-100.0%
3180-05 · Recovered Costs- Private Events Donations									0	0.0%
Charitable Contributions	0.00	137.76	2.00	0.00	0.00	0.00			0	0.0%
Total Donations	0.00	137.76	2.00	0.00	0.00	0.00			0	0.0%
3180-05 · Recovered Costs- Private Events - Other	916.96	0.00	0.00	0.00	300.00	0.00			0	0.0%
Total 3180-05 · Recovered Costs- Private Events	916.96	137.76	2.00	0.00	300.00	0.00				
3190 · Sale of Salvage & Surplus										
3190-01 · Public Safety - Surplus Sales	0.00	0.00	0.00	4,776.95	0.00	0.00			0	0.0%
3190 · Sale of Salvage & Surplus - Other	0.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
Total 3190 · Sale of Salvage & Surplus	0.00	0.00	0.00	4,776.95	0.00	0.00				
3180 · MISCELLANEOUS - Other	2,933.29	2,559.87	0.00	174.98	206.60	10.00				0.0%
Total 3180 · MISCELLANEOUS	5,657.06	3,271.25	5,775.67	7,207.73	5,391.27	20,109.19	4,724.00		0.00	0.0%
3200 · REVENUE FROM COMMONWEALTH										
3200-01 · VDOT Grant Revenue	19,954.90	1,406.08	0.00	0.00	0.00	0.00			0	0.0%
3200-02 · 599 Law Enforcement Grant	29,280.00	29,280.00	30,364.00	31,548.00	31,548.00	23,664.00	31,548.00		31,548	0.0%
3200-04 · Car Rental Reimbursement	6,488.68	6,732.57	5,733.46	414.58	92.62	71.85			0	0.0%
3200-05 · Communications Tax	118,717.89	115,006.54	106,692.08	104,259.34	92,605.84	60,370.07	103,165.00	-23,165.00	80,000	-22.45%
3200-06 · Department of Fire Programs	0.00	0.00	0.00	10,000.00	10,000.00	0.00			0	0.0%
3200-08 · State Litter Prevention Grant	1,031.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
3200-10 · Other	500.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%
3200-12 · Railroad Rolling Stock	1,352.04	1,355.70	1,327.54	1,349.52	1,300.21	1,278.82	1,500.00	-200.00	1,300	-13.33%
3200-14 · Pedestrian Improvement Grant	0.00	0.00	0.00	0.00	93,742.73	0.00	0.00		0	0.0%
3200-15 · 599 Recruitment/Retention Funds	0.00	0.00	0.00	0.00	3,362.00	0.00	0.00		0	0.0%
3200-16 · DMV Select Commission	0.00	0.00	0.00	0.00	0.00	45,332.18	60,500.00		60,500	0.0%
3200-17 · LOLE Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,094.00	3,094	100.0%
3200 · REVENUE FROM COMMONWEALTH - Other	4,050.00	0.00	0.00	0.00	0.00	0.00			0	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	200,001.48	172,407.86	162,744.05	166,198.41	251,278.37	149,343.89	215,340.00		195,069.00	-9.41%
3300 · REVENUE FROM FEDERAL GOVERNMENT										
3300-01 · DMV Transp Safety Grant	8,643.96	10,525.78	3,586.84	5,506.82	3,084.99	0.00			0	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00			0	
DMV Grant - Federal	1,892.43	0.00	0.00	0.00	0.00	0.00			0	
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	59,580.00	6,157.24	0.00	287,635.50	0.00	0.00			0	
3300-05 · SAFETY LU/MAP 21 GRANT	335.75	0.00	0.00	0.00	0.00	0.00			0	
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	0.00	0.00	0.00			0	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	70,452.14	16,683.02	3,586.84	293,142.32	3,084.99	0.00	0.00		0.00	
3500 · Reserve Funds	0.00	0.00	0.00	0.00	0.00	0.00	59,200.00	-59,200.00	0	-100.0%
4000 · Carry-Over Surplus	0.00	0.00	0.00	0.00	0.00	0.00	246,000.00	-246,000.00	0	-100.0%
4002 · Transfer from ARPA Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209,600.00	209,600	100.0%
Total Income	2,220,141.39	2,232,882.51	2,285,148.74	2,794,107.47	2,596,855.41	1,986,346.63	2,740,129.00		2,951,093.00	7.7%
Gross Profit	2,220,141.39	2,232,882.51	2,285,148.74	2,794,107.47	2,596,855.41	1,986,346.63	2,740,129.00		2,951,093.00	7.7%
Expense										

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PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
01 - ADMINISTRATION										
11100 - TOWN COUNCIL										
111001 - Convention & Education	3,440.00	1,067.64	3,287.46	662.80	0.00	424.00	2,500.00		2,500	0.0%
111002 - FICA/Medicare	2,045.84	1,460.00	1,363.98	1,136.04	1,807.75	1,251.88	2,000.00		2,000	0.0%
111003 - Meals and Lodging	2,004.14	257.30	1,160.78	0.00	0.00	178.27	1,000.00		1,000	0.0%
111004 - Mileage Allowance	757.70	163.93	0.00	237.80	0.00	0.00	250.00		250	0.0%
111005 - Salaries & Wages - Regular	26,235.00	18,825.00	20,057.65	14,850.00	23,960.71	16,864.29	26,000.00		26,000	0.0%
111006 - Town Elections	0.00	3,161.04	0.00	5,534.68	0.00	0.00	3,000.00	-3,000.00	0	-100.0%
111007 - Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
Total 11100 - TOWN COUNCIL	34,482.68	24,934.91	25,869.87	22,421.32	25,768.46	18,718.44	34,750.00		31,750	-8.63%
12110 - TOWN ADMINISTRATION										
1211001 - Salaries/Wages-Regular	256,630.13	289,887.00	218,051.91	261,613.95	301,638.15	262,301.38	322,630.00	34,883.00	357,513	10.81%
1211002 - Salaries/Wages - Overtime	6,571.10	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
1211102 - Salaries & Wages - DMV Clerk	0.00	0.00	0.00	0.00	427.89	33,860.41	44,500.00	3,978.00	48,478	8.94%
1211003 - Salaries/Wages - Part Time	51,892.50	48,967.00	63,009.00	24,384.00	12,319.87	25,699.93	43,800.00	12,815.00	56,615	29.26%
1211100 - Salary & Wages - Hazard Pay	0.00	0.00	0.00	5,680.00	0.00	0.00	0.00		0	0.0%
1211101 - Salaries & Wages - Bonus	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00		0	0.0%
1211004 - FICA/Medicare	24,476.31	24,792.02	20,804.34	21,264.14	24,879.52	24,194.98	30,381.00	5,008.00	35,389	16.48%
1211005 - VRS	21,192.50	27,650.54	22,892.45	26,050.98	35,776.56	32,280.17	48,545.00	-11,736.00	36,809	-24.18%
1211006 - Health Insurance	41,511.23	49,932.10	43,426.04	35,695.12	31,598.58	32,186.00	64,134.00	2,332.00	66,466	3.64%
1211007 - Life Insurance	2,379.50	3,391.29	2,753.27	3,256.98	4,018.27	3,745.75	4,685.00		4,685	0.0%
1211008 - Disability Insurance	1,299.57	1,375.25	1,555.80	1,491.95	1,988.54	1,913.48	2,631.00	9.00	2,640	0.34%
1211009 - Unemployment Insurance	1,641.00	5,107.13	3,739.37	3,649.07	5,628.74	6,108.04	4,240.00	1,920.00	6,160	45.28%
1211010 - Worker's Compensation	400.00	402.64	660.02	200.00	256.00	263.00	300.00	35.00	335	11.67%
1211011 - Gen Property/Liability Ins.	15,491.00	14,827.00	14,700.00	13,802.00	14,123.00	16,237.00	17,131.00	894.00	18,025	5.22%
1211012 - Accounting Services	19,251.63	6,406.61	7,149.77	7,536.63	6,503.92	5,280.19	8,000.00		8,000	0.0%
1211013 - Cigarette Tax Administration	771.42	-317.80	5,145.49	5,274.74	0.00	0.00	0.00		0	0.0%
1211014 - Printing & Binding	6,960.57	12,136.39	10,513.36	8,464.87	6,384.93	4,153.78	8,298.00		8,298	0.0%
1211015 - Advertising	9,719.19	8,919.95	13,345.71	8,050.96	9,355.31	6,540.43	9,000.00		9,000	0.0%
1211016 - Computer, Internet & Website Svc	48,666.68	30,189.22	21,736.14	22,465.91	16,469.11	10,400.78	23,650.00		23,650	0.0%
1211017 - Postage	1,932.76	2,379.50	3,225.86	3,424.37	3,238.78	1,301.47	4,000.00		4,000	0.0%
1211018 - Telecommunications	4,973.66	2,743.58	391.62	5,959.64	5,570.20	4,674.18	7,500.00		7,500	0.0%
1211019 - Mileage Allowance	1,050.67	372.76	33.25	265.64	0.00	126.00	1,000.00		1,000	0.0%
1211020 - Meals & Lodging	1,111.16	2,104.71	2,480.54	2,587.07	1,168.72	1,230.06	2,000.00		2,000	0.0%
1211021 - Convention & Education	2,062.02	5,266.78	1,495.05	3,220.49	1,885.00	722.88	6,000.00		6,000	0.0%
1211022 - Miscellaneous	325.32	76.45	0.00	734.57	180.06	1,744.66	2,000.00		2,000	0.0%
1211023 - Discretionary Fund	1,701.76	154.70	585.25	0.00	0.00	0.00	0.00		0	0.0%
1211024 - Books, Dues & Subscriptions	24,470.17	15,491.10	14,557.20	16,376.23	17,721.55	13,486.33	16,000.00		16,000	0.0%
1211025 - Office Supplies	5,873.96	4,606.72	4,931.03	6,562.79	6,123.16	4,142.34	6,500.00		6,500	0.0%
1211026 - Equipment Rental	100.00	0.00	0.00	4,377.69	4,540.00	3,242.58	4,075.00		4,075	0.0%
1211027 - Insurance Pass-Through	0.00	0.00	-2,692.38	0.00	0.00	0.00	0.00		0	0.0%
1211030 - Capital Outlay-Machinery/Equip	10,425.19	708.46	2,790.40	0.00	4,651.17	0.00	5,000.00		5,000	0.0%
66900 - Reconciliation Discrepancies	0.00	-0.01	0.00	0.00	0.00	0.00	0.00		0	0.0%
12110 - TOWN ADMINISTRATION - Other	125.24	15.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
Total 12110 - TOWN ADMINISTRATION	563,006.24	557,586.09	477,280.49	492,389.79	520,447.03	495,835.82	686,000.00		736,138	7.31%
12210 - LEGAL SERVICES										
1221001 - Legal Services	82,717.55	48,969.22	59,114.48	72,610.96	120,305.72	60,675.17	70,000.00	20,000.00	90,000	28.57%
1221002 - Legal - Pass Through Fees	0.00	0.00	0.00	0.00	3,088.60	0.00	0.00		0	0.0%
12210 - LEGAL SERVICES - Other	0.00	0.00	0.00	0.00	576.57	0.00	0.00		0	0.0%
Total 12210 - LEGAL SERVICES	82,717.55	48,969.22	59,114.48	72,610.96	123,970.89	60,675.17	70,000.00		90,000.00	28.57%
12240 - INDEPENDENT AUDITOR										
1224001 - Auditing Services	14,350.00	14,350.00	14,550.00	14,550.00	14,850.00	0.00	16,000.00	1,120.00	17,120	7.0%
Total 12240 - INDEPENDENT AUDITOR	14,350.00	14,350.00	14,550.00	14,550.00	14,850.00	0.00	16,000.00		17,120	7.0%
Total 01 - ADMINISTRATION	694,556.47	645,840.22	576,814.84	601,972.07	685,036.38	575,229.43	806,750.00		875,008	8.46%
03 - PUBLIC SAFETY										
31100 - POLICE DEPARTMENT										
3110001 - Salaries & Wages - Regular	392,200.97	339,017.80	388,904.31	395,197.22	371,171.79	316,002.67	425,000.00	39,487.00	464,487	9.29%
3110002 - Salaries & Wages - OT Regular	6,185.42	7,434.92	0.00	0.00	0.00	0.00	0.00		0	0.0%
3110003 - Salaries & Wages - OT Premium	8,571.25	8,520.98	20,191.98	27,735.11	20,094.56	9,952.74	20,000.00	3,000.00	23,000	15.0%
3110013 - Salaries & Wages - OT Select En	0.00	0.00	0.00	0.00	0.00	8,115.28	10,000.00	2,000.00	12,000	20.0%
3110004 - Salaries & Wages - Holiday Pay	13,367.68	13,378.56	17,001.08	19,217.95	13,442.02	15,625.03	14,000.00	18,310.00	32,310	130.79%
3110005 - Salaries & Wages - Part Time	15,145.48	7,742.18	17,404.94	41,157.86	56,136.43	32,245.71	18,720.00	17,280.00	36,000	92.31%
3110006 - Salaries & Wages - VDOT	15,809.04	7,993.92	0.00	2,900.94	2,430.00	0.00	0.00		0	0.0%
3110007 - Salary & Wages - DMV Grant	0.00	0.00	4,796.57	9,242.82	6,532.01	0.00	0.00		0	0.0%
3110008 - Salaries & Wages - Laney Detail	0.00	0.00	0.00	56,017.09	101,080.71	0.00	0.00		0	0.0%
3110009 - Salary & Wages - Hazard Pay	0.00	0.00	0.00	16,193.00	0.00	0.00	0.00		0	0.0%
3110010 - Salaries & Wages - Bonus	0.00	0.00	0.00	0.00	5,500.00	0.00	0.00		0	0.0%

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PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
3110011 · Salaries & Wages - Recruit. Bon	0.00	0.00	0.00	0.00	2,357.14	642.86	1,000.00	-1,000.00	0	-100.0%
3110020 · FICA/MEDICARE	32,338.89	28,828.27	33,078.45	42,977.04	42,682.13	29,011.65	36,724.00	6,713.00	43,437	18.28%
3110021 · VRS	37,668.02	35,474.34	39,907.77	36,971.15	37,302.28	34,591.54	46,102.00	-17,675.00	28,427	-38.34%
3110022 · Health Insurance	71,851.58	53,972.08	67,380.57	67,664.15	38,395.19	46,638.84	80,752.00	-2,373.00	78,379	-2.94%
3110023 · Life Insurance	4,465.59	4,294.90	5,219.73	5,222.73	4,354.90	4,222.18	5,717.00	187.00	5,904	3.27%
3110024 · Disability Insurance	3,536.58	2,055.13	2,227.32	2,303.13	1,526.83	1,435.49	2,200.00	200.00	2,400	9.09%
3110025 · Unemployment Insurance	0.00	0.00	2,624.24	4,082.00	2,571.75	5,682.58	3,000.00	0.00	3,000	0.0%
3110026 · Workers' Compensation Insurance	8,984.00	11,781.36	14,401.98	12,309.00	19,185.00	23,809.00	22,942.00	-117.00	22,825	-0.51%
3110027 · Line of Duty Act Insurance	1,590.00	1,662.00	1,740.00	4,969.00	4,969.00	4,705.00	4,800.00	-50.00	4,750	-1.04%
3110028 · Legal Services	15,847.82	11,231.10	21,988.82	18,945.80	24,780.40	18,900.00	26,000.00	1,300.00	27,300	5.0%
3110029 · Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110030 · Advertising	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110031 · Electrical Services	341.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110032 · Computer, Internet & Website	2,103.50	9,649.43	13,113.70	11,133.57	14,699.89	2,906.16	11,000.00	-6,000.00	5,000	-54.55%
3110033 · Postage	420.68	139.78	22.10	5.19	57.40	8.55	100.00	0.00	100	0.0%
3110034 · Telecommunications	9,884.64	7,429.41	8,675.60	10,054.10	10,542.69	8,388.46	10,000.00	2,000.00	12,000	20.0%
3110035 · General Prop Ins (Vehicles)	4,648.00	7,330.00	4,089.00	3,072.00	3,609.00	3,420.00	3,800.00	-100.00	3,700	-2.63%
3110036 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110037 · Meals and Lodging	1,801.68	323.30	-35.80	0.00	0.00	0.00	0.00	5,000.00	5,000	100.0%
3110038 · Convention & Edu. (Training)	1,185.00	479.58	3,781.82	4,728.40	2,443.06	2,427.60	10,000.00	0.00	10,000	0.0%
3110039 · Miscellaneous	58.62	0.00	428.81	1,353.92	0.00	0.00	0.00	0.00	0	0.0%
3110040 · Annual Dues & Subscriptions	7,960.88	6,073.90	10,111.90	12,945.09	12,909.23	12,658.85	13,000.00	1,000.00	14,000	7.69%
3110041 · Office Supplies							0.00	5,000.00	5,000	100.0%
Printing & Binding	638.20	675.72	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110041 · Office Supplies - Other	2,628.19	4,442.56	4,538.12	6,370.90	4,276.25	3,610.36	5,000.00	-5,000.00	0	-100.0%
Total 3110041 · Office Supplies	3,266.39	5,118.28	4,538.12	6,370.90	4,276.25	3,610.36	5,000.00	-5,000.00	0.00	-100.0%
3110042 · Vehicle Fuels	15,821.91	18,810.59	18,573.31	17,791.40	13,868.33	18,839.88	16,000.00	27,200.00	43,200	170.0%
3110043 · Vehicle Maintenance/Supplies	13,162.10	10,842.18	10,369.48	11,691.48	10,369.07	9,748.65	11,000.00	4,000.00	15,000	36.36%
3110044 · Repairs/Maintenance Supplies	0.00	8,736.42	165.05	0.00	0.00	14,874.58	0.00	0.00	0	0.0%
3110045 · Uniforms & Police Supplies	24,751.67	46,947.15	31,154.67	41,664.26	11,873.97	13,123.24	20,000.00	6,000.00	26,000	30.0%
3110046 · Community Events	1,459.42	2,209.60	4,509.98	12,338.89	0.00	0.00	0.00	0.00	0	0.0%
3110047 · Donation Expenditure	0.00	0.00	0.00	9,457.50	0.00	0.00	0.00	0.00	0	0.0%
3110048 · Equipment Maintenance	81.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110049 · Grant Expenditures	224.00	0.00	1,837.05	2,006.30	0.00	0.00	0.00	0.00	0	0.0%
3110050 · Insurance Pass-Through	0.00	-8,421.97	1,775.01	67.13	0.00	0.00	0.00	0.00	0	0.0%
3110051 · Mobile Data Computer Netwk Svc	0.00	25,897.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110052 · Office Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,094.00	3,094	100.0%
Police Supplies	306.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
3110056 · Capital Outlay-Machinery/Equip	199,835.93	0.00	5,517.00	0.00	31,592.38	31,618.85	31,592.00	-31,592.00	0	-100.0%
310057 · Capital Outlay-Furniture/Fixtur	0.00	2,675.90	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
31100 · POLICE DEPARTMENT - Other	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0%
Total 31100 · POLICE DEPARTMENT	915,215.23	677,628.09	755,494.56	907,786.12	870,753.41	673,205.75	848,449.00		926,313	9.18%
32100 · FIRE & RESCUE										
3210001 · Contributions to other Govt Ent	0.00	0.00	0.00	0.00	0.00	59,084.41	59,200.00	-59,200.00	0	-100.0%
Total 32100 · FIRE & RESCUE	0.00	0.00	0.00	0.00	0.00	59,084.41	59,200.00		0.00	-100.0%
34100 · BUILDING OFFICIAL										
3410001 · Erosion & Sedimentation Ins.	0.00	0.00	13,350.00	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00
34100 · BUILDING OFFICIAL - Other	42,155.00	28,555.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 34100 · BUILDING OFFICIAL	42,155.00	28,555.00	13,350.00	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00
Total 03 · PUBLIC SAFETY	957,370.23	706,183.09	768,844.56	912,440.32	870,753.41	732,290.16	907,649.00		926,313	-0.91
04 · PUBLIC WORKS										
4110001 · Town Public Works	0.00	45,460.75	70,445.10	17,083.64	0.00	0.00	0.00	0.00	0	0.0%
4110002 · Street Beautification - HF	0.00	0.00	19,017.19	0.00	0.00	0.00	2,213.00	0.00	2,213	0.0%
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000	0.0%
43200 · REFUSE COLLECTION										
4320001 · Trash Removal Contract	73,830.28	73,656.59	76,027.02	86,226.38	79,235.26	75,267.36	90,090.00	20,730.00	110,820	0.0%
Total 43200 · REFUSE COLLECTION	73,830.28	73,656.59	76,027.02	86,226.38	79,235.26	75,267.36	90,090.00		110,820	0.0%
RENTAL PROPERTY - 14740 Wash St										
Repairs/Maintenance Services	2,643.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total RENTAL PROPERTY - 14740 Wash St	2,643.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Town Decorations	2,759.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43100 · MAINT OF 15000 Wash St./Grounds										
4310001 · Repairs/Maintenance Services	52,320.07	54,046.29	57,616.82	72,396.70	80,706.57	61,682.25	97,672.00	0.00	97,672	0.0%
4310002 · Maint Svc Contract-Pest Control	1,550.00	1,420.00	2,709.00	1,290.00	1,290.00	1,975.00	3,000.00	0.00	3,000	0.0%

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PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
4310003 · Maint Svc Contract-Landscaping	34,490.00	24,900.00	29,177.01	32,332.74	26,612.42	27,905.35	35,000.00		35,000	0.0%
4310004 · Maint Svc Contract Snow Removal	5,562.10	345.00	2,100.90	35.88	5,205.25	8,018.00	7,000.00		7,000	0.0%
4310005 · Maint Svc Cont- Street Cleaning	3,000.00	6,375.00	5,915.00	5,940.00	6,630.00	1,280.00	2,000.00		2,000	0.0%
4310007 · Electric/Gas Services	13,228.49	16,763.30	16,201.27	15,139.92	15,364.58	14,134.54	16,500.00		16,500	0.0%
4310008 · Electrical Services-Streetlight	4,820.92	4,557.99	5,158.42	4,534.08	4,170.50	3,127.22	5,500.00		5,500	0.0%
4310009 · Water & Sewer Services	1,045.86	2,228.98	2,009.52	1,696.30	2,644.20	2,265.10	3,000.00		3,000	0.0%
4310010 · Janitorial Supplies	281.57	109.11	795.07	410.41	167.07	32.13	2,000.00		2,000	0.0%
4310011 · Real Estate Taxes	3,337.39	1,625.17	1,932.75	816.84	2,097.41	674.62	2,500.00		2,500	0.0%
4310014 · Capital Outlay-Machinery/Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
4310015 · Maint - Vehicle Fuel							0.00	2,500.00	2,500	100.0%
4310016 · Maint - Vehicle Maintenance							1,000.00	1,000.00	1,000	100.0%
43100 · MAINT OF 15000 Wash St./Grounds - Other	715.99	0.00	-196.62	0.00	0.00	0.00	0.00		0	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	120,352.39	112,370.84	123,419.14	134,592.87	144,888.00	121,094.21	174,172.00		177,672.00	2.01%
Total 04 · PUBLIC WORKS	199,584.67	231,488.18	288,908.45	237,902.89	224,123.26	196,361.57	271,475.00		295,705.00	8.93%
06 · ECONOMIC DEVELOPMENT										
60000 · Tourism/Traveling Marketing	0.00	0.00	0.00	0.00	0.00	0.00	430.00	71,570.00	72,000	16,644.19%
60001 · Town Tourism							0.00	48,000.00	48,000	100.0%
60003 · Advertising	0.00	0.00	0.00	0.00	0.00	7,479.06	22,000.00		22,000	0.0%
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	7,479.06	22,430.00		142,000	533.08%
07 · PARKS, REC & CULTURAL										
70000 · HAYMARKET COMMUNITY PARK										
7000001 · Grounds Maintenance/Repairs	0.00	0.00	65,731.36	45,060.25	18,654.08	11,276.93	20,000.00		20,000	0.0%
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	0.00	65,731.36	45,060.25	18,654.08	11,276.93	20,000.00		20,000.00	0.0%
71110 · EVENTS										
7111001 · Advertising - Events	532.34	4,786.35	10,203.67	13,087.60	1,412.92	6,090.87	5,000.00		5,000	0.0%
7111002 · Salaries & Wages	468.30	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7111003 · Contractual Services	39,749.80	57,888.31	60,721.15	58,183.61	5,931.13	42,295.59	30,000.00	20,000.00	50,000	66.67%
7111004 · Events - Other	0.00	0.00	0.00	0.00	0.00	7,250.02	19,350.00		19,350	0.0%
71110 · EVENTS - Other	2,121.72	285.67	987.27	0.00	5,433.88	0.00	0.00		0	0.0%
Total 71110 · EVENTS	42,872.16	62,960.33	71,912.09	71,271.21	12,777.93	55,636.48	54,350.00		74,350.00	36.8%
72200 · MUSEUM										
7220008 · Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220009 · Advertising	326.50	0.00	1,008.00	0.00	0.00	0.00	750.00		750	0.0%
7220010 · Repairs & Maintenance Services	426.20	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220012 · Telecommunications	2,162.84	2,314.40	2,028.02	1,624.12	1,616.83	1,242.48	2,200.00		2,200	0.0%
7220013 · Convention & Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220014 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7200015 · Books, Dues & Subscriptions	268.40	0.00	30.00	0.00	0.00	0.00	250.00		250	0.0%
7200016 · Office Supplies	261.03	0.00	19.99	0.00	0.00	0.00	250.00		250	0.0%
7220017 · Electrical Services	92.53	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
7220018 · Exhibits & Programs	1,371.79	1,141.40	700.27	400.00	566.32	400.00	1,700.00		1,700	0.0%
Total 72200 · MUSEUM	4,909.29	3,455.80	3,786.28	2,024.12	2,183.15	1,642.48	5,150.00		5,150.00	0.0%
Total 07 · PARKS, REC & CULTURAL	47,781.45	66,416.13	141,429.73	118,355.58	33,615.16	68,555.89	79,500.00		99,500.00	25.16%
08 · COMMUNITY DEVELOPMENT										
81100 · PLANNING COMMISSION										
8110001 · Salaries & Wages - Regular	5,925.00	3,420.00	4,095.00	1,365.00	2,955.00	2,010.00	5,670.00		5,670	0.0%
8110002 · FICA/Medicare	336.22	247.86	360.04	100.98	236.00	156.82	500.00		500	0.0%
8110003 · Consultants - Engineer	87,073.38	59,908.46	25,947.22	30,779.31	29,877.65	5,004.71	15,000.00		15,000	0.0%
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-10,000.00	5,000	-66.67%
8110005 · Mileage Allowance	241.92	230.05	0.00	0.00	0.00	0.00	250.00		250	0.0%
8110006 · Meals & Lodging	203.94	22.62	0.00	0.00	0.00	0.00	700.00		700	0.0%
8110007 · Convention/Education	1,157.49	69.99	0.00	0.00	216.40	0.00	2,000.00		2,000	0.0%
8110008 · Books/Dues/Subscriptions	100.80	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
8110009 · Engineer - Pass Through	0.00	0.00	0.00	0.00	20,113.18	22,360.00	0.00		0	0.0%
Total 81100 · PLANNING COMMISSION	95,038.75	63,898.98	30,402.26	32,245.29	53,398.23	29,531.53	39,120.00		29,120.00	-25.56%
81110 · ARCHITECTURAL REVIEW BOARD										
8111001 · Salaries & Wages - Regular	3,060.00	2,220.00	4,065.00	1,605.00	2,670.00	1,785.00	5,830.00		5,830	0.0%
8111002 · FICA/Medicare	159.78	148.42	366.07	98.67	198.61	131.96	446.00		446	0.0%
8111003 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
8111004 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%
8111005 · Convention & Education	0.00	0.00	0.00	0.00	0.00	0.00	500.00		500	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	3,219.78	2,368.42	4,431.07	1,703.67	2,868.61	1,916.96	6,776.00		6,776.00	0.0%
81111 · Board Of Zoning Appeals										
8111101 · Convention & Education	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00		1,500	0.0%
8111102 · FICA / Medicare	0.00	0.00	0.00	0.00	4.59	0.00	102.00		102	0.0%
8111103 · Salaries & Wages - Regular	0.00	0.00	0.00	0.00	60.00	0.00	1,325.00		1,325	0.0%

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PROPOSED BUDGET FOR FY2022 - 2023	Actuals for FY2017	Actuals for FY2018	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals as of 04.18.2022	FY2022 Budget	Change	Proposed FY2023 Budget	% of Budget
81111 · Board Of Zoning Appeals - Other	0.00	0.00	0.00	0.00	0.00	0.00				
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.00	0.00	64.59	0.00	2,927.00	0.00	2,927.00	
Total 08 · COMMUNITY DEVELOPMENT	98,258.53	66,267.40	34,833.33	33,948.96	56,331.43	31,448.49	48,823.00		38,823.00	
09 · NON-DEPARTMENTAL										
90000 · BB&T Tax Overpayment Refund	0.00	0.00	0.00	32,594.00	0.00	0.00			0	0.0%
95100 · DEBT SERVICE									0	0.0%
9510001 · Issuance of Capital Lease	-149,730.95	0.00	0.00	0.00	0.00	0.00			0	0.0%
9510002 · General Obligation Bond - Prin	189,936.36	155,700.00	156,600.00	157,300.00	158,300.00	158,000.00	159,500.00	700.00	160,200	0.44%
9510003 · General Obligation Bond - Int	0.00	27,682.10	23,904.47	20,102.92	16,234.13	12,383.17	12,425.00	3,825.00	16,250	30.78%
9510005 · Capital Lease Pmt - Principal	0.00	28,783.74	29,353.57	29,934.69	-1,065.08	0.00			0	0.0%
9510006 · Capital Lease - Interest Paymen	0.00	2,808.64	2,238.81	1,657.69	1,065.08	0.00				
Total 95100 · DEBT SERVICE	40,205.41	214,974.48	212,096.85	208,995.30	174,534.13	170,383.17	171,925.00		176,450.00	2.63%
Total 09 · NON-DEPARTMENTAL	40,205.41	214,974.48	212,096.85	241,589.30	174,534.13	170,383.17	171,925.00		176,450.00	2.63%
94100 · WASH ST. ENHANCEMENT PROJECT										
Maintenance/Beautification	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Street Scape Construction	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94100 · WASH ST. ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94101 · CABOOSE ENHANCEMENT PROJECT										
Construction	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94101 · CABOOSE ENHANCEMENT PROJECT - Other	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94102 · HAYMARKET COMMUNITY PARK										
Architecture/Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Construction	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
94102 · HAYMARKET COMMUNITY PARK - Other	3,104.66	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94102 · HAYMARKET COMMUNITY PARK	3,104.66	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT										
9410301 · Architectural/Engineering Fees	5,600.00	6,790.00	13,367.00	0.00	0.00	0.00				0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	63,882.00	33,964.24	0.00	295,061.61	236,614.90	0.00	0.00			0.0%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	69,482.00	40,754.24	13,367.00	295,061.61	236,614.90	0.00	0.00		0.00	0.0%
94104 · Street Scape - Park Sidewalk										
9410401 · Architectural/Engineering Fees	0.00	0.00	0.00	0.00	0.00	5,960.00	150,000.00	-5,682.00	144,318	-3.79%
Total 94104 · Street Scape - Park Sidewalk	0.00	0.00	0.00	0.00	0.00	5,960.00	150,000.00		144,318	-3.79%
94105 · PERSONNEL										
EMPLOYEE BENEFITS										
6560 · Payroll Processing Fees	2,588.37	0.00	-0.02	0.03	-0.02	0.02				0.0%
Total EMPLOYEE BENEFITS	2,588.37	0.00	-0.02	0.03	-0.02	0.02				0.0%
94105 · PERSONNEL - Other	-60.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94105 · PERSONNEL	2,528.37	0.00	-0.02	0.03	-0.02	0.02				0.0%
94106 · TOWN CENTER MASTER PLAN										
9410601 · Architectural/Engineering Fees	69,376.58	62,447.77	45,970.84	0.00	0.00	28,958.63	95,000.00	-29,943.00	65,057	-31.52%
9410602 · Construction (Renovations)	0.00	0.00	0.00	138,273.52	0.00	0.00	0.00		0	0.0%
94106 · TOWN CENTER MASTER PLAN - Other	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total 94106 · TOWN CENTER MASTER PLAN	69,376.58	62,447.77	45,970.84	138,273.52	0.00	28,958.63	95,000.00		65,057.00	-31.52%
94107 · BLIGHT MITIGATION										
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00		40,000	0.0%
94107 · BLIGHT MITIGATION - Other	0.00	0.00	0.00	2,595.00	171.24	0.00				0.0%
Total 94107 · BLIGHT MITIGATION	0.00	0.00	0.00	2,595.00	171.24	0.00	40,000.00		40,000.00	0.0%
94108 · Capital Improvement Funds Expens	0.00	0.00	0.00	0.00	27,617.00	20,800.00	146,577.00	1,342.00	147,919	0.92%
9610 · General Reserve	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
Total Expense	2,182,248.37	2,034,371.51	2,082,265.58	2,582,139.28	2,308,796.89	1,837,466.42	2,740,129.00		2,951,093.00	7.7%
Net Ordinary Income	37,893.02	198,511.00	202,883.16	211,968.19	288,058.52	148,880.21	0.00		0.00	
Other Income/Expense										
Other Income										
50000 · CARES Act Funds	0.00	0.00	0.00	0.00	226,993.88	68,458.12	68,814.00	-68,814.00	0	-100.0%
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.00	0.00	0.00	869,439.00	1,738,878.00	-1,529,278.00	209,600	-87.95%
94201 · Transfer to Capital Imp. Proj.	-196,360.00	0.00	0.00	0.00	0.00	0.00			0	
41050 · Transfer from General Fund	196,360.00	0.00	0.00	0.00	0.00	0.00			0	
Total Other Income	0.00	0.00	0.00	0.00	226,993.88	937,897.12	1,807,692.00		209,600.00	
Other Expense										
97000 · CARES Act Funds	0.00	0.00	0.00	0.00	226,993.88	68,814.00	68,814.00	-68,814.00	0	-100.0%
97001 · Amerian Rescue Plan Funds	0.00	0.00	0.00	0.00	0.00	0.00	1,738,878.00	-1,738,878.00	0	-100.0%
97002 · Transfer to General Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209,600.00	209,600	100.0%

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Total Other Expense	0.00	0.00	0.00	0.00	226,993.88	68,814.00	1,807,692.00	0.00	209,600.00	
Net Other Income	37,893.02	0.00	0.00	0.00	0.00	869,083.12	0.00	0.00	0.00	
Net Income	75,786.04	198,511.00	202,883.16	211,968.19	288,058.52	1,017,963.33	0.00	0.00	0.00	

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