



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, April 4, 2022

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Rizwan Jaka, The ADAMS Center

IV. Certificate of Achievement

V. Certificate of Recognition

VI. Proclamation - Child Abuse Awareness Month

VII. Citizens Time

VIII. Presentation - Carried To Full Term

IX. Danica Roem - General Assembly Updates

X. Consent Agenda

A. Minute Approval

1. Mayor and Council - Special Meeting - Feb 26, 2022 10:00 AM
2. Mayor and Council - Work Session - Feb 28, 2022 7:00 PM
3. Mayor and Council - Regular Meeting - Mar 7, 2022 7:00 PM

B. Department Reports

1. Town Administrative Report
2. Police Chief Report
3. Town Treasurer Report
4. Town Planner/Zoning Administrator Report
5. Town Engineer Report
6. Town Attorney Report

C. Liaison Reports

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

XI. Agenda Items

1. FY23 Budget Work Session
2. Recommendation to Appoint BZA Members

XII. Councilmember Time

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

7. Ken Luersen

XIII. Closed Session - As Needed

XIV. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Saturday, February 26, 2022

10:00 AM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 10:00 AM.

Mayor Kenneth Luersen called the meeting to order.

I. Call to Order

Councilman Marchant Schneider: Late (11:15 AM), Councilman Chris Morris: Absent, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Agenda Items

1. Task Prioritization for Remainder of Council's Term

The strategic planning meeting began with Acting Town Manager Emily Kyriazi giving the Town Council a report on the current projects and goals. She told the Council that she would like to task the economic development contractor with providing a recommendation on branding the Town. The Council discussed the contract and developing a trial period to see what the needs are. There was a discussion on the current logo and colors that are distinctive to the Town. The Council tasked Town Treasurer Roberto Gonzalez to establish an economic development line item so that they could re-evaluate the relationship with the contractor in the future.

Mrs. Kyriazi stated that Police Chief Sibert was not able to attend this meeting but will give an update on the pedestrian walkways through pedestrian safety grants.

Each member of Council provided their goals by the end of their term in December 2022.

Mayor Luersen stated that he would like to establish an outreach program with the County that would focus on the Town. He also stated that he would like to establish better business practices so that Town Hall can operate more efficiently and be more transparent by updating documentation practices for transparency purposes. There was a discussion on developing a desk book of procedures for each staff position in case of transition. Mrs. Kyriazi stated that she would work with staff in producing a desk book.

Councilwoman Ramirez stated that she would like to see more community outreach. She stated that she would like foster a better outreach program combining businesses and citizens groups such as the Ruritans Club and HOA's. She stated that she would like to volunteer as the Community Outreach liaison. There was a discussion and defining the roles of the liaison.

Councilman Pasanello stated that he would like to develop a transition plan that would help with a smooth transition of power from a current Council to a newly elected Council. A short discussion followed on developing the plan.

Councilman Schneider stated that he would like to see signage above the Town Hall and Police Department doors. He also asked that the Town Council address the out building on the property near Cupcake Heaven. He provided plans for the building by replacing the windows and possibly have this building as storage for the maintenance worker.

2. Staff and Council Project Goals and Objectives

The Town Council discussed possible projected goals that they would like to put in place by the end of their term. They discussed the ARPA funds and establish goals. Some of the ideas discussed were:

1. Pedestrian Crosswalks
2. Speed bumps on Jefferson Street and Washington Street
3. Use current funds and finish a project such as sidewalk in front of Town Park, paving the Town parking lot
4. Possibly getting outside contracting to help the office staff
5. Start street light maintenance standards
6. Looking at a online payment system
7. Crosswalks

Minutes Acceptance: Minutes of Feb 26, 2022 10:00 AM (Minute Approval)

- 8. Renovating the park building for use of a public meeting space
- 9. Providing a municipal parking lot

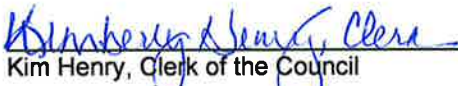
III. Adjournment

The strategic planning meeting adjourned at 1:30 pm

1. Motion to Adjourn

Submitted:

Approved:



 Kim Henry, Clerk of the Council



 Ken Luersen, Mayor

Minutes Acceptance: Minutes of Feb 26, 2022 10:00 AM (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, February 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.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Late (7:05 PM), 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 asked everyone to stand for the Pledge of Allegiance.

III. Agenda Items

Councilwoman Ramirez asked to have the Community Outreach Liaison added to the agenda. There were no objections to have the item added to the agenda.

1. Event Coordinator Presentation

Acting Town Manager Emily Kyriazi introduced Erin Mann, the Town's new Event Coordinator, to the Town Council. Mrs. Kyriazi gave Mrs. Mann the floor to share with the Town Council updates on the 2022 Town events and Farmer's Market information. Mrs. Mann stated that the Town's Farmer's Market season would start on April 24th. She also shared that March 29th would be the kick off for the newly structured Business Roundtable meetings. She continued with other event dates which are as follows: May 7th - community garden launch event; June 18th - Relay for Life event; August 2nd - National Night Out; August 20th - Summer Concert; October 15th - Haymarket Day; December 10th - Christmas and Holiday Event. Mrs. Mann also shared a new program that the Police Department is doing with local area pre-schools. She stated that an officer picks a book that they liked reading growing up or a book from local authors and reads that book to the children in the pre-school. She shared with the Town Council that there was such a positive response from the first visit that the Police Department decided to make this a monthly outreach program. She continued to share information regarding the Farmer's Market, since this is the current project. Mrs. Mann also shared information on the next Business Roundtable meeting. She concluded with that she had not started planning the bigger events and welcomed any comments or suggestions from the Council. There was a discussion on the Relay for Life event. There was also a discussion on the farmer's market and the area competing markets. There was a discussion on putting these events on the website calendar. Mrs. Kyriazi stated that she would work with Mrs. Mann to get the events on the website. There was also a discussion of the branding that would be used for the Farmer's Market.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions regarding his monthly report. Mr. Gonzalez stated that revenues are exceeding expenditures and that the Town is in the black. He also shared that meals tax has been trending higher than budgeted. Mr. Gonzalez shared that he is expecting to receive the draft of the annual audit and will invite the auditors from Robinson, Farmer and Cox to a future meeting for a presentation. Mr. Gonzalez shared that the final audit for the CARES Act funding should be completed by the end of the month. A short discussion followed the car rental tax income. Mr. Gonzalez stated that he would research it and bring back information at the next meeting. There was a discussion on FOIA receipts and putting a dollar amount in that line item for budget reasons. There was also a discussion on the line item reflecting street beautification under public works. Mr. Gonzalez stated that this money was received during a previous administration to replace any damaged or deteriorated benches, the plates on the benches or trees from another non-profit. There was a request for Mr.

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

Gonzalez to expend on what the Town is going to do with the ARPA funds from an accounting perspective. Mr. Gonzalez stated that there is a plan to take the one time allowance and put toward the operating expenses. He provided information about the projects that the Town would like to complete with these funds. He also stated that at the strategic planning meeting, the Town Council discussed a possibility of doing a one time refund to real estate tax payers. A discussion followed on the ARPA funds and the FY23 budget.

3. Recommendation to Re-Appoint Don Meeks to BZA

Acting Town Manager Emily Kyriazi shared that the Town Clerk has been updating the term expirations for boards and commissions. Mrs. Kyriazi stated that there were currently 2 BZA members whose terms have already expired and one BZA member whose term was going to expire in March 2022. She stated that one of the members whose term expired and the member whose term was to expire were interested in serving on the board for another 5 year term. Mrs. Kyriazi stated that, after speaking with the Town Attorney, each member would continue to serve until they are re-appointed or replaced. She stated that one member had not responded with an interest to serve. She continued state that the staff could have motions ready at the next meeting if the Town Council would like to proceed with recommendations of the two members that were interested. A short discussion followed on terms and providing the BZA members with town email addresses. The Town Council asked for those interested fill out an application before moving on forward with a recommendation.

4. TOT Discussion

There was a brief discussion on updating the definitions and the changes that took place in September 2021 to adopt by ordinance at the next meeting.

5. Military Banner Replacemt Discussion

Acting Town Manager Emily Kyriazi stated that the last time the military banners were put up, several were damaged and could not be put up. Mrs. Kyriazi stated that some of families noticed that there banners were not up and was inquiring about replacing them. She stated that when this program first was initiated, there was no replacement fee. She continued to state that she notified the families to see what it would cost to replace their loved ones banner. Mrs. Kyriazi shared the cost to replace the 11 damaged banners and shipping. She stated that the families would like to see that the Town incur the cost but would also be interested in taking on the cost because they see the importance of it. A discussion followed on a policy and enrollment standards. Mrs. Kyriazi shared that the Town needs to update and purchase more seasonal banners. She also shared that the seasonal banners only cover half the Town and provided an estimate to replace enough banners. There was a suggestion in taking a pause on replacing current banners and have a discussion on going forward in the future. Mrs. Kyriazi agreed stating that it should also include the street light beautification. Mrs. Kyriazi stated that she would have the maintenance worker evaluate each light pole and what the needs are for her to bring recommendations to the Town Council for the future. A discussion followed. Mrs. Kyriazi stated that she would come back with additional information on the banners and street light maintenance at the March Work Session.

6. RFP Sidewalk Update

Town Planner Emily Kyriazi shared that she and Town Engineer were still actively working on the RFP and will bring updates as soon as she gets them.

7. Community Outreach Liaison

Councilwoman Ramirez shared that at a previous meeting a community outreach position was on the Organizational flow chart. She stated that she would like to volunteer for the Community Outreach liaison position on the Council. She stated that she hopes to reach out to community groups and HOA's and work with the staff in order to keep the community in touch. There was a short discussion about working with the Business liaison. The Town Council asked Councilwoman Ramirez to work with the Business Liaison to develop roles and responsibilities for the Community Outreach liaison position to bring back at a future meeting for further consideration.

8. Report on Meeting with Prince William County Chair

Acting Town Manager Emily Kyriazi shared that she and Mayor Luersen met with Prince William County Chairwoman Wheeler and staff earlier that day. Mrs. Kyriazi stated that the meeting that the purpose was to open up the communication with the County and that the meeting went very well. She stated that they talked about the County services available to the Town under their base taxes. She stated that the Mayor and herself highlighted items that they were more interested to learn about from the County to include stormwater tax and trash tax. She stated

that she asked if our residents were allowed to go to the County dump. She stated that she would be getting answers to continue questions. She stated that there was a discussion on IT services that the County could help with. They also discuss some of the grant opportunities for the ARPA funding that the County has available. Mrs. Kyriazi also stated that she asked for some assistance on the Town mapping by getting contacts that can get the Town map updated. She stated that all in all it was a very productive meeting and felt it was a start to a good relationship with the County. Mrs. Kyriazi stated that they plan on having quarterly meetings with the County. The Council discussed the County zoning permitting process and the quiet zone application that was submitted. Councilman Weir suggested that he and Councilman Schneider meet with the County building permit department to address the litany of complaints they receive from the citizens on the length to get permitting approved.

IV. Closed Session - As Needed

There was no need for a closed session at this meeting.

V. Adjournment

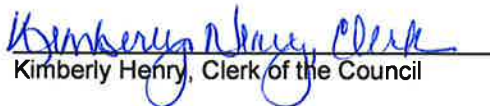
With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:


Kimberly Henry, Clerk of the Council


Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Feb 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, March 7, 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: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Invocation

After the Pledge of Allegiance, Mayor Luersen asked for a moment of silence for those affected by the conflict in Ukraine in place of the evening's invocation

IV. Recognition of Achievement

At this time, Mayor Luersen recognized Josh King for being awarded the Coach Wooden Citizenship Cup and presented a certificate of achievement to his parents since Josh was unable to attend. Mayor Luersen shared that this award is presented to college athletes that shows leadership outside the athletic program that they are associated with. Mrs. King, Josh's mother, shared that the award was based on his leadership and focused on diversity and his involvement as an advocate for sexual harassment.

V. Recognition of Service, Officer Gregory

Councilman Chris Morris recognized Sergeant John Gregory for his years of service to the Haymarket Police Department. Mr. Morris stated that Officer Gregory served with the department for over 4 years. Mr. Morris continued to share that Officer Gregory now serves with Warren County Sheriffs Department. Mr. Morris stated on behalf of Chief Sibert, Sergeant Davis and the rest of the Police Department, he would like to thank Officer Gregory for his years of service to the Town of Haymarket. Mr. Morris recognized the many duties Mr. Gregory had with the police department, mainly the training of the staff. Councilman Morris stated that he wanted to publicly thank Officer Gregory for his dedication to the Town.

VI. Citizen's Time

Marie Turner, Fayette Street, first congratulated the Town Council on a job well done. Mrs. Turner also addressed the Town Council with 2 two requests. The first request was to have a sidewalk from the new Haymarket Hilton Garden Inn on the south side of Fayette to the end of the street. She stated without a sidewalk, it is dangerous with the increase in traffic on that street. The second request Mrs. Turner brought to the Town Council was to have a library book drop box installed on the museum property. She presented a picture showing a drop at another location. She ask, in addition, to move the blue postal mailbox from the Town property to the museum property. Lastly, Mrs. Turner shared that she noticed that there are many vehicles in the Town without a Town decal. She voiced her concerns about the vehicles that do not display the Town decal. There was a short discussion on the request for the sidewalk. Councilman Weir asked that Town Treasurer Roberto Gonzalez add that to the budget work session discussion.

VII. Consent Agenda

Councilwoman Ramirez asked to have the Police Department report pulled. Councilman Pasanello asked to have the Town Attorney and Town Administration report pulled.

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

Councilman Weir moved to adopt Consent Agenda items A:1-2, B:2, 4, and 5; and C: 1-5. Councilman Pasanello seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Work Session - Jan 31, 2022 7:00 PM

| | |
|------------------|--|
| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Bob Weir, Councilman |
| SECONDER: | Joe Pasanello, Councilman |
| AYES: | Schneider, Morris, Pasanello, Weir, Pater, Ramirez |

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

| | |
|------------------|--|
| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Bob Weir, Councilman |
| SECONDER: | Joe Pasanello, Councilman |
| AYES: | Schneider, Morris, Pasanello, Weir, Pater, Ramirez |

B. Department Reports

1. Town Administration Report

Councilman Pasanello asked Acting Town Manager Emily Kyriazi to speak about the Quarles property that was in the report. Mrs. Kyriazi stated that the property is where the CVS, Virginia National Bank and Chick Fil-a are located. She stated that this property was recently purchased by the Meladon Group, who owns the Crossroads Village Center. She stated that she had a meeting with Mr. Wooden and his team about their intent for the newly acquired property. She stated that the team was looking at previous site plans that had 2 additional buildings and exploring different options. A short discussion followed.

2. Treasurer's Report

3. Police Department Report

Councilwoman Ramirez asked for clarification on the LOLE grant. Chief Sibert stated that it is a local law enforcement grant that has to do the amount of violent crimes that you see in your neighborhood. He stated that it can be used for anything police organized but not to replace funds. He stated that the grant was approved and the funds are ready to use. Mrs. Ramirez also thanked the department for participating in St. Baldrick's event sponsored by Studio B salon on March 26 at Farm Brewery. Lastly, she asked about the blood drive event on May 3. Chief Sibert stated that the blood drive will be held at the hospital. He shared that the department is partnering with Haymarket Baptist and that he has been trying to get a friendly competition with the fire department on who can donate the most blood.

Councilman Schneider asked Chief Sibert about the Yelp status. Chief Sibert stated that the department needs to create their own official Yelp page. He stated that the previous Yelp page was not created by the police department. He stated that he has started working with the administrative staff to create the departments official yelp page.

4. Town Planner Report

5. Town Engineer Report

6. Town Attorney Report

Councilman Weir asked Town Attorney Crim about the Town's grant eligibility status with DMV. Mr. Crim stated that there has not been any updates. There was a directive for Mr. Crim to research it for budget reasons.

C. Liaison Reports

1. Finance Liaison Report

2. Personnel Liaison Report

3. Business Liaison Report

4. Planning Commission Liaison Report

5. Architectural Review Board Liaison Report

VIII. Agenda Items

1. Transient Occupancy Tax Ordinance Update and Adoption

Town Attorney Martin Crim stated that statute changed in September 2021. He stated that the Town, with this ordinance, is updating the changes to follow state statute. A short discussion

followed on bed and breakfasts. There was a questions if the ordinance needed to be advertised. Mr. Crim stated that since it was not related to zoning, there were no advertising requirements.

Councilman Weir moved the adoption of the Ordinance to amend Article VI, Chapter 42 of the Town Code related to the Transient and Occupancy Taxes effective immediately. Councilman Schneider seconded the motion. The motion carried by a roll call vote.

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

2. BZA Appointment Recommendations

Acting Town Manager Emily Kyriazi stated that this item needed to be tabled until the next meeting because staff has not received any applications as requested by the Town Council. No other action was taken.

IX. Councilmember Time

A. Bob Weir

Councilman Weir shared that Prince William County received funding to finish two sidewalks, one being in the Town of Haymarket on the north side of Jefferson Street that would connect Heathcote to the Town.

B. Joe Pasanello

Councilman Pasanello shared that he and Councilwoman Ramirez toured the Haymarket Hotel. He also shared that the hotel did a fundraising event for the Sweet Julia Grace Foundation. Lastly, Mr. Pasanello shared that June 21st is the deadline to declare candidacy for Town Council for the November elections.

C. Tracylynn Pater

Vice Mayor Pater shared the date of March 29 and the new Haymarket Hotel for the location of the first Business Roundtable for 2022. She stated that Clarisse Grove from Prince William County Economic Development is the scheduled guest speaker talking about the restore retail grant program. Lastly, Vice Mayor Pater read into the record a statement stating that on Tuesday, February 15th she and her team lead was having lunch at Firebirds in Gainesville discussing business. She stated that one of the Town's applicant and business owner, Connor Leake, came into the restaurant. She stated at the end of her lunch, the bill was requested and was told by her server that the bill was taken care of. She continued that upon further questions, she realized that the bill was paid for by Mr. Leake. She stated that she wanted to be completely transparent and that she did not know her bill was being paid for by Mr. Leake nor did she have any conversation with Mr. Leake. She concluded that she has written Mr. Leake a check to cover for the lunch cost.

D. Marchant Schneider

Councilman Schneider stated with the warmer weather coming on for everyone to be aware of their surroundings with children playing and an increase in pedestrian traffic. Mr. Schneider asked Town Planner Emily Kyriazi about the time line on having the shade structure put back up over the playground equipment. Mrs. Kyriazi stated that she hopes to have it inspected soon and then inspected again once the shade goes back up.

Councilman Schneider commented on the productive strategic planning meeting that the Council had the previous weekend.

E. Mary Ramirez

Councilwoman Ramirez thanked Councilman Pasanello for the invitation to join in the tour of the Haymarket Hilton Garden Inn. She stated that she is excited for everyone to get a tour and to hear the vision of the owners. She also shared that Carry to Full Term is requesting a need for items to help with the mothers who are in transition. Lastly, Mrs. Ramirez shared that she would be attending the next Greenhill Crossing HOA meeting and will report back to Council at their next meeting.

F. Chris Morris

Councilman Morris shared and recognized Officers Chan and Burgoon for work that they did from an incident they were involved in earlier this year. Mr. Morris expressed his gratitude to Chief Sibert, on

behalf of the Town Council, for his group of officers. Mr. Morris thanked Supervisor Pete Candland for pushing the sidewalk project through that was just granted for completion.

G. Ken Luersen

Mayor Luersen shared that his monthly Mayors walk was scheduled for that coming Saturday. Mayor Luersen also congratulated that Haymarket Police Department on a job well done.

X. Closed Session - As Needed

1. Motion to go into Closed Session

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with Town Administrative staff and consultants under contract; and 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 Town's bargaining position. Councilman Pasanello seconded the motion. The motion carried.

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

2. Certification

Councilman Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

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

3. Motion to adopt proposed salaries

Councilman Pasanello moved to adopt proposed salaries for administrative staff retroactive to their service anniversary dates. Councilman Weir seconded the motion. The motion carried by a roll call vote.

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

XI. Adjournment


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


1. Motion to Adjourn

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

Submitted:

Approved:


Kimberly Henry, Clerk of the Council


Ken Luersen, Mayor

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

Town of Haymarket Work Tracker (Updated 3/04/2022)

| 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: Good, Jerry Schiro is working on assisting with the Personnel Policy Updates and the Compensation Study |
| CTSI Audio/Visual | | | | | | Sent over the dimensions of the projector screen to CTSI |
| RFP for Sidewalk | | | | | | Katie McDaniel working on updates to RFP documents |
| Economic Development Meeting | Staff | | | | | Met with Miles and Michelle to discuss updates on the Economic Development Contract. A plan for the next 8 months of work to include the Communications Plan. Follow up meeting with Miles and Michelle will occur March 10th. Miles has sent over a few more interview summaries |
| Meeting with Mayor and Joe RE: County Mtg with Chair Wheeler | Emily K | | | | | Met with the Mayor and Joe to prepare for the County Meeting with Chairwoman Wheeler on Monday 2-28 |
| Personnel Manual Meeting | Emily/Roberto/Chief/Chris M | | | | | Held first meeting with the Personnel Manual Committee, to include Emily K, Roberto, Chief, and Councilman Morris -- discussed the manual overall, areas to research, and will reconvene on 3/3. Finalized a Vacation/Leave Form. The form will be issued out to all staff at the 3-1 Staff Meeting and sent via an email with instructions and the new protocol. |
| Land Use Planning Department | | | | | | |
| Playground Shade Structure | Emily K. | | | | | Resubmitted documents to the PWC Building Department |
| Site Plan Reviews | Emily K. and Katie | | | | | Returned comments for Taco Bell, Lidl. Approval granted for Robinson Paradise, awaiting PC review of Robinson Paradise UPDATE: PC approved the Robinson Paradise site plan |
| Quarles Property | Emily K | | | | | Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. |
| Crossroads Village Center | Emily K | | | | | Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project |
| Planning Commission Meeting | Emily K | | | | | Held a PC meeting to discuss the Comprehensive Plan survey and the Robinson Paradise site plan |

Attachment: Weekly Report 030422 (5468 : Town Administrative Report)

| | | | | | | |
|--|----------------------|--|--|--|--|---|
| 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 opening date estimated 3-10 |
| 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 |
| CARES Act Audit | Roberto | | | | | Completing final CARES Act audit items |
| Business License Applications for 2022 | Emily H. and Roberto | | | | | 38 Business License Applications have been received this week. |
| Lease | Roberto/Emily K. | | | | | Business is still interested; no timeline as to when they would come back with decision |
| Lease | Roberto/Emily K. | | | | | set up meeting with current tenant for discussion on lease renewal |
| ARPA Guidelines | Roberto/Emily K. | | | | | Informed Council about the final ARPA Guidelines |
| Finance Committee Meeting | Roberto/Emily K. | | | | | Met with the finance committee for weekly meeting, checking approvals and signing |
| FY2023 Budget | Roberto | | | | | Continue to work on creation of new budget for FY2023 |
| Office of the Clerk | | | | | | |
| Meeting Minutes | Kim | | | | | Finished Town Council Work Session and Reg Mtg minutes |
| Agendas | Kim | | | | | Drafted and posted 2/28 TC Work Session Agenda; drafted 3/7 regular meeting agenda Contacted Sheridan King about attending 3/7 regular meeting |
| Directives | Kim | | | | | Spoke with Bob from Acai Software about cancelling our push to text contract. There is no penalty to end the contract. He wanted to do a survey to see if this is a service that the citizens still look forward to and come back with a different plan if needed. I will have those numbers and options available soon |
| DMV Select | | | | | | |
| Routine Services | Dolores/Kim | | | | | Drafted and ready to prepare a 6 months in review report to Finance liaisons. |

Attachment: Weekly Report 030422 (5468 : Town Administrative Report)

Maintenance Department

| | |
|------------------------|---|
| Maintenance Department | Matt took care of standing trash duties, work tasks inside Town Hall. Located an issue with squirrels in the attic of the Copper Cricket building, assisted Acting Tvr with meeting contractor to get quotes for tree maintenance at the Town Hall Property. Squirrel Contractor will do work Monday 2/28 to fix issues and remove wildlife from Copper Cricket Attic |
|------------------------|---|

Staff

| | | | | | | |
|------------------------------|-----------------------|---------|--|-----------|--|--|
| Social Media Posting | Emily K. and Emily H. | Ongoing | | | | Emily H. scheduled one Facebook post to post everyday this week totaling 7 posts this week. Facebook stories have been active this week. Emily K has been sharing stories on Facebook |
| 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 | | | | | Met with Clarice Grove via phone call to discuss our upcoming March Business Roundtable Meeting. We have pushed the date to March 29th so that we can still host the meeting at the Hotel. |
| 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 |

New/Old Business Updates

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

| | |
|------------------|--|
| Dolores Goodall | Regular Schedule |
| Kim Henry | Kim is out of office 2/28 through 3/4 |
| Roberto Gonzalez | Regular Schedule |
| Emily Huffman | Regular T, Th days |
| Emily Lockhart | Regular Schedule |
| Erin Mann | In office 2/2 from 9:30 to 4:00pm, Teleworking all other hours |
| Matt Burrows | M, W, F days |

Attachment: Weekly Report 030422 (5468 : Town Administrative Report)

Town of Haymarket Work Tracker (Updated 3/11/2022)

| 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: Good, Jerry Schiro is working on assisting with the Personnel Policy Updates and the Compensation Study. Jerry Call on 3/11 to discuss updates and request attendance at the 3/28 Work Session |
| CTSI Audio/Visual | | | | | | Sent over the dimensions of the projector screen to CTSI |
| RFP for Sidewalk | | | | | | RFP Received for review, feedback will be delivered early week of 3/21 |
| Economic Development Meeting | Staff | | | | | Met with Michelle 3/10. She will attend the work session and we will be discussing the outline for the communications plan. |
| Personnel Manual Meeting | Emily/Roberto/Chief/Chris M | | | | | Working through the language update of the Personnel Policy, will reconvene with the week of March 21st |
| Land Use Planning Department | | | | | | |
| Playground Shade Structure | Emily K. | | | | | Passed the quality control portion, awaiting further feedback |
| Site Plan Reviews | Emily K. and Katie | | | | | Awaiting resubmissions of Lidl and Taco Bell |
| 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 opening date estimated 3-18 |
| 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 |
| CARES Act Audit | Roberto | | | | | Completing final CARES Act audit items |

Attachment: Weekly Report 031122 (5468 : Town Administrative Report)

| | | | | | | |
|--|--|---------|--|--|--|--|
| Business License Applications for 2022 | Emily H. and Roberto | | | | | 17 Business License have been issued this week |
| Lease | Roberto/Emily K. | | | | | met with tenant will be creating a new lease and send over to Town Attorney for review; lease will be extended for another 2 years |
| ARPA Guidelines | Roberto/Emily K. | | | | | Informed Council about the final ARPA Guidelines |
| Annual Town Audit | Roberto | | | | | Received the draft of the annual audit for review |
| Finance Committee | Roberto/Emily K. | | | | | Met with the finance committee for weekly meeting, checking approvals and signing |
| FY2023 Budget | Roberto/ Chief Sibert/ Emily K. | | | | | Met with Chief Sibert and Town Manager to go over his budget and update Town's overall operational budget with the Police Dept.'s proposed budget for FY2023 |
| FY2023 Budget | Roberto | | | | | Continue to work on creation of new budget for FY2023 |
| Office of the Clerk | | | | | | |
| Meeting Minutes | Kim | | | | | Finished Planning Commission minutes |
| Agendas | Kim | | | | | Drafted Planning Commission and ARB agenda for 3/21 and 3/23 meetings. |
| Directives | Kim | | | | | Bob from Acai Software conducted the push to text survey and provided answers from the citizens. Will continue discussion with him about cancelling our service. Met with Dan from Republic Services regarding their customer service and provided suggestions for better service for our citizens |
| DMV Select | | | | | | |
| Routine Services | Dolores/Kim | | | | | DMV extremely slow this week. We average approximately 8-10 appointments per day with our busy day being Monday with our sales at \$6244. Met with finance liaisons to discuss revenue source and made suggestions |
| Maintenance Department | | | | | | |
| Maintenance Department | Matt took care of standing trash duties, work tasks inside Town Hall. Located an issue with squirrels in the attic of the Copper Cricket building, assisted Acting TM with meeting contractor to get quotes for tree maintenance at the Town Hall Property. Squirrel Contractor will do work Monday 2-28 to fix issues and remove wildlife from Copper Cricket Attic | | | | | |
| Staff | | | | | | |
| Social Media Posting | Emily K. and Emily H. | Ongoing | | | | Emily H. scheduled a total of 6 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 |

Attachment: Weekly Report 031122 (5468 : Town Administrative Report)

| | | | | | | |
|------------------------------|-----------------------|--|--|-----------|--|--|
| 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 | | | | | Met with Clarice Grove via phone call to discuss our upcoming March Business Roundtable Meeting. We have pushed the date to March 29th so that we can still host the meeting at the Hotel. |
| 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 |
| Kim Henry | Regular Schedule |
| Roberto Gonzalez | Regular Schedule |
| Emily Huffman | Regular T, Th days |
| Emily Lockhart | Out of Office 3-17 and 3-18 |
| 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 3/18/2022) | | | | | | |
|--|-----------------------------|-------------------|---------------------|-----------------------|------------------|---|
| 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: Good, Jerry Schiro is working on assisting with the Personnel Policy Updates and the Compensation Study. Jerry Call on 3/11 to discuss updates and request attendance at the 3/28 Work Session |
| CTSI Audio/Visual | | | | | | Sent over the dimensions of the projector screen to CTSI |
| RFP for Sidewalk | | | | | | RFP Received for review, feedback will be delivered early week of 3/21 |
| Economic Development Meeting | Staff | | | | | Met with Michelle 3/10. She will attend the work session and we will be discussing the outline for the communications plan. |
| Personnel Manual Meeting | Emily/Roberto/Chief/Chris M | | | | | Working through the language update of the Personnel Policy, will reconvene with the week of March 21st |
| Land Use Planning Department | | | | | | |
| Playground Shade Structure | Emily K. | | | | | Passed the quality control portion, awaiting further feedback |
| Site Plan Reviews | Emily K. and Katie | | | | | Awaiting resubmissions of Lidl and Taco Bell |
| 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 opening date estimated 3-18 |
| 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 |
| CARES Act Audit | Roberto | | | | | Completing final CARES Act audit items |

Attachment: Weekly Report 031822 (5468 : Town Administrative Report)

| | | | | | | |
|--|--|---------|--|--|--|--|
| Business License Applications for 2022 | Emily H. and Roberto | | | | | 52 Business License Applications have been received |
| Lease | Roberto/Emily K. | | | | | met with tenant will be creating a new lease and send over to Town Attorney for review; lease will be extended for another 2 years |
| ARPA Guidelines | Roberto/Emily K. | | | | | Informed Council about the final ARPA Guidelines |
| 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. | | | | | Met with Chief Sibert and Town Manager to go over his budget and update Town's overall operational budget with the Police Dept.'s proposed budget for FY2023 |
| FY2023 Budget | Roberto | | | | | Continue to work on creation of new budget for FY2023 |
| Office of the Clerk | | | | | | |
| Meeting Minutes | Kim | | | | | Finished Town Council Strategic Planning Meeting and Work Session minutes. Started on ARB minutes. Finished Planning Commission minutes |
| Agendas | Kim | | | | | Drafted and posted Planning Commission and ARB Agendas Town Council Work Session Agenda |
| Directives | Kim | | | | | Started draft on Certificate of Achievement for April 4 meeting |
| DMV Select | | | | | | |
| Routine Services | Dolores/Kim | | | | | DMV extremely slow this week. We average approximately 7 appointments a day. Had several walk ins. Received monthly commission from February |
| Maintenance Department | | | | | | |
| Maintenance Department | Matt took care of standing trash duties, work tasks inside Town Hall. Located an issue with squirrels in the attic of the Copper Cricket building, assisted Acting TM with meeting contractor to get quotes for tree maintenance at the Town Hall Property. Squirrel Contractor will do work Monday 2-28 to fix issues and remove wildlife from Copper Cricket Attic | | | | | |
| 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 |

Attachment: Weekly Report 031822 (5468 : Town Administrative Report)

| | | | | | | |
|------------------------------|-----------------------|---------|--|-----------|--|--|
| 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 | | | | | Met with Clarice Grove via phone call to discuss our upcoming March Business Roundtable Meeting. We have pushed the date to March 29th so that we can still host the meeting at the Hotel. |
| 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 |
| Kim Henry | Regular Schedule |
| Roberto Gonzalez | Regular Schedule |
| Emily Huffman | Regular T, Th days |
| Emily Lockhart | Out of Office 3-17 and 3-18 |
| Erin Mann | In office W. from 9:30 to 4:00pm, Teleworking all other hours |
| Matt Burrows | M, W, F days |

Attachment: Weekly Report 031822 (5468 : Town Administrative Report)

Town of Haymarket Work Tracker (Updated 3/25/2022)

| 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: Good, Jerry Schiro is working on assisting with the Personnel Policy Updates and the Compensation Study. Jerry Call on 3/23 to discuss updates upcoming meeting on 3/28, Work Session |
| CTSI Audio/Visual | | | | | | Sent over the dimensions of the projector screen to CTSI |
| RFP for Sidewalk | | | | | | RFP on Agenda for Final Ok from Council |
| Economic Development Meeting | Staff | | | | | Met with Michelle 3/10. She will attend the work session and we will be discussing the outline for the communications plan. |
| 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 |
| 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 |
| CARES Act Audit | Roberto | | | | | CARES Act audit completed at of 03.24.2022 |

Attachment: Weekly Report 032522 (5468 : Town Administrative Report)

| | | | | | | |
|--|--|--|--|--|--|---|
| Business License Applications for 2022 | Emily H. and Roberto | | | | | 52 Business License Applications have been received |
| Fire Funds | Roberto/Emily K. | | | | | Received 43 ballistic vests on 3.24.2022 and they were picked up by Fire Dept. on 03.25.2022 |
| Lease | Roberto/Emily K. | | | | | Attorney reviewed and will begin to create final draft to send over to tenant |
| ARPA Guidelines | Roberto/Emily K. | | | | | attended Webinar on 03.21.2022 concerning new Treasury Portal |
| 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. | | | | | Finalized first version of Proposed FY2023 budget and included for Work Session on 03.28.2022 |
| Office of the Clerk | | | | | | |
| Meeting Minutes | Kim | | | | | Finished Town Council Strategic Planning Meeting, Work Session and Regular Meeting minutes. Started ARB 3/23 minutes |
| Agendas | Kim | | | | | Drafted and posted Planning Commission, ARB and Town Council Work Session Agendas Started Town Council Regular Meeting Agenda Planning Commission meeting cancelled |
| Directives | Kim | | | | | Drafted Proclamation for Child Abuse Awareness Month and Certificate of Achievement |
| DMV Select | | | | | | |
| Routine Services | Dolores/Kim | | | | | DMV extremely slow this week. We average approximately 7 appointments a day. Had several walk ins. Did a Facebook post push in welcoming walk ins on Friday 3/25 |
| Maintenance Department | | | | | | |
| Maintenance Department | Matt took care of standing trash duties, work tasks inside Town Hall. Located an issue with squirrels in the attic of the Copper Cricket building, assisted Acting TM with meeting contractor to get quotes for tree maintenance at the Town Hall Property. Squirrel Contractor will do work Monday 2-28 to fix issues and remove wildlife from Copper Cricket Attic | | | | | |
| Staff | | | | | | |

Attachment: Weekly Report 032522 (5468 : Town Administrative Report)

| | | | | | | |
|------------------------------|-----------------------|---------|--|-----------|--|--|
| 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 | | | | | Met with Clarice Grove via phone call to discuss our upcoming March Business Roundtable Meeting. We have pushed the date to March 29th so that we can still host the meeting at the Hotel. |
| 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 |
| Kim Henry | Regular Schedule |
| 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 |

Attachment: Weekly Report 032522 (5468 : Town Administrative Report)

Police Department Report to Council

Police Department Activity from February 15 to March 14

This report allows you to see the actual coverage and reporting of calls done by the Police Department.

Dispatched Calls: Calls received from Prince William County Dispatch. These calls are broken down into two categories Reportable and Non-Reportable.

- Reportable Calls: 4
- Non-Reportable Calls: 21

Flag Downs/Phone Calls: Calls that are generated by a citizen (waving us down or calling the station). These calls are broken down into three categories Reportable, Non-Reportable, and Referred to County/State.

- Reportable Calls: 3 (one of which resulted in a misdemeanor arrest)
- Non-Reportable Calls: 42
- Referred to County/State: 5 (phone calls in to the office are no longer counted)

Self-Initiated Calls: Calls that are based on the officer's own observations. There are 4 categories: Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 3
- Non-Reportable Calls: 507
- Foot Patrols: 96
- Traffic Stops: 48
 - Summonses 17
 - Warnings 37
 - Please Note: Warnings and summonses may not equal the amount of traffic stops, because officers can give multiple warnings or summonses on one stop.

Business Checks: These calls are accounted for in three different categories. Those categories are personal contact (where the officer speaks to customers/employees), physical door and window checks (usually at night when the officer gets out of their vehicle and checks the building, and drive by business checks (when the officer takes approximately 5-10 seconds and slowly drives by the building and visually inspects the building).

- Personal Contact: 290
- Physical Check: 280
- Drive By: 3,177

Out of Town Activity: Calls that occur when the officer leaves the Town. There are two categories here: Backing up county (provide a back-up unit for Prince William County or State Police) and other (court, magistrate office, training, etc).

- Back Up: 14 (all calls averaged on scene between 10-15 minutes)
- Other: 5 (Court, Paperwork Delivery to Court House and follow ups to cases)

Status of Current Projects:

- The Chief is still working on the department's "YELP" status.
- Chief Sibert is still coordinating with Brian Misner, the Emergency Management Coordinator for Prince William County on an improved mass notification system for the citizens of Haymarket.
- Chief Sibert has received information on the 2020 LOLE grant. He will be applying for the grant which totals \$1520. The finance committee has been briefed along with the treasurer.
- Chief Sibert continues to work with Town Staff and Council Morris on updating the Haymarket Personnel Manuel.
- The chief has prepared the 2022-2023 budget proposals and submitted to the Finance Committee, Town Manager and Treasurer.
- The office continues to work towards VLEPSC Accreditation.
- Sgt. Davis continues to work with CSB on community issues with special needs.

Community Outreach:

- Chief Sibert took part in the Special Olympics Polar Plunge on February 19, 2022.
- Chief Sibert, Lonnie Milstead, and Officer Chan took part in the Child Cancer St. Baldricks event on March 26, 2022.
- Officers of the Haymarket Police Department continues it "literacy with Law Enforcement" initiative.
- The Haymarket Police Department is partnering with the Red Cross, Haymarket Baptist Church and UVA Community Health to sponsor a blood drive on May 31, 2022. Due to location issues, the event date has been changed from its original date of May 3, 2022.
- The Department has identified 37 events that it will take part in during 2022. (Planned events are listed below.)

Haymarket Police Department Planned Events

| # | 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 | Upcoming |
| 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 |

Attachment: PD Report to council Feb. 15 2022 to March 14 2022 (5469 : Police Chief Report)

TOWN OF HAYMARKET
15000 Washington Street, Suite 100
Haymarket, Virginia 20169
Instagram: @townofhaymarketVA



703-753-2600
Fax 703-753-2800
www.townofhaymarket.org
Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: April 04, 2022
SUBJECT: Treasurer's Report

Highlights:

- The financials attached are as of March 29, 2022.
- Met with Finance Committee and discussed current budget.
- Participated in Coronavirus State & Local Fiscal Recovery Funds NEU Webinar
- Closed out CARES Act audit
- Continue to work on FY2023 Draft budget
- Working with Town Manager, Chief of Police, and Personnel Liaison on Town employee manual update
- Attended Business Roundtable
- Continue to collect Business Licenses that are due on April 30th 2022

Town of Haymarket
Statement of Net Position
As of March 29, 2022

| | Mar 29, 22 |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10000 · Cash & Cash Equivalents | 3,047,002.93 |
| 11010 · Virginia Investment Pool | 324,832.99 |
| Total Checking/Savings | 3,371,835.92 |
| Accounts Receivable | |
| 12000 · Accounts Receivable | 159,178.37 |
| 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 | 155,297.82 |
| Other Current Assets | |
| 11499 · Undeposited Funds | 23,882.87 |
| 12099 · Allowance for Doubtful Accounts | -103,775.64 |
| Total Other Current Assets | -79,892.77 |
| Total Current Assets | 3,447,240.97 |
| 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 | 9,832,022.67 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 11,734.51 |
| Total Accounts Payable | 11,734.51 |
| Credit Cards | |
| 20041 · ToH Credit Card - SONA 1424/269 | -39.81 |
| 20042 · PD Credit Card - SONA 0277 | 185.78 |
| Total Credit Cards | 145.97 |
| Other Current Liabilities | |
| 20096 · Deferred Revenue - Other | 10,000.00 |
| 20500 · Sales Tax Payable | 65.60 |
| 21000 · Payroll Liabilities | 22,068.89 |
| 22000 · Security Deposits | 13,211.07 |
| 22010 · Escrow Deposits | 118,058.50 |
| Total Other Current Liabilities | 163,404.06 |
| Total Current Liabilities | 175,284.54 |
| Long Term Liabilities | |
| 20080 · Accrued Interest Payable | 6,135.28 |
| 23000 · Accrued Leave | 29,226.22 |

Town of Haymarket
Statement of Net Position
As of March 29, 2022

| | Mar 29, 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 | 1,093,990.69 |
| Equity | |
| 34110 · Net OPEB Activity Offset | -44,767.00 |
| 34000 · Net Pension Activity Offset | 80,873.00 |
| 30000 · Unrestricted Net Assets | 2,227,695.53 |
| 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 | 979,060.90 |
| Total Equity | 8,738,031.98 |
| TOTAL LIABILITIES & EQUITY | 9,832,022.67 |

Attachment: Treasurer & Financials Report 04.04.2022 (5470 : 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 | 470.97 | 0.00 | 100.0% | |
| 3110-04 · Penalties - All Property Taxes | 497.69 | 1,000.00 | 49.8% | |
| Total 3110 · GENERAL PROPERTY TAXES | 380,764.29 | 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 | 88,761.46 | 200,000.00 | 44.4% | collection up to February 28, 2022; 7.4% ahead of budget |
| 3120-03 · Cigarette Tax | 92,570.80 | 125,000.00 | 74.1% | collection up to January 31, 2022 |
| 3120-04 · Consumer Utility Tax | 100,204.62 | 158,000.00 | 63.4% | collection up to February 28, 2022 |
| 3120-05 · Meals Tax - Current | 638,819.67 | 875,000.00 | 73.0% | collection up to January 31, 2022 |
| 3120-06 · Sales Tax Receipts | 100,204.62 | 145,000.00 | 69.1% | |
| 3120-07 · Penalties (Non-Property) | 5,381.67 | 0.00 | 100.0% | |
| 3120-08 · Interest (Non-Property) | 326.90 | 0.00 | 100.0% | |
| Total 3120 · OTHER LOCAL TAXES | 1,026,269.74 | 1,529,000.00 | 67.1% | |
| 3130 · PERMITS,FEES & LICENSES | | | | |
| 3130-01 · Application Fees | 5,195.00 | 2,500.00 | 207.8% | |
| 3130-03 · Motor Vehicle Licenses | 512.00 | 1,000.00 | 51.2% | |
| 3130-05 · Other Planning & Permits | 8,925.00 | 25,000.00 | 35.7% | |
| 3130-06 · Pass Through Fees | 13,543.75 | 0.00 | 100.0% | Cost are passed on to developer/contractor |
| Total 3130 · PERMITS,FEES & LICENSES | 28,175.75 | 28,500.00 | 98.9% | |
| 3140 · FINES & FORFEITURES | | | | |
| 3140-01 · Fines | 14,288.41 | 60,000.00 | 23.8% | collections up to January 31, 2022 |
| Total 3140 · FINES & FORFEITURES | 14,288.41 | 60,000.00 | 23.8% | |
| 3150 · REVENUE - USE OF MONEY | | | | |
| 3150-01 · Earnings on VACO/VML Investment | -5,164.76 | 1,500.00 | -344.3% | |
| 3150-03 · Interest on Bank Deposits | 5,138.44 | 1,500.00 | 342.6% | |
| Total 3150 · REVENUE - USE OF MONEY | -26.32 | 3,000.00 | -0.9% | |
| 3151 · RENTAL (USE OF PROPERTY) | | | | |
| 3151-02 · 15026 Suite 210 Body Mind | 4,764.27 | 4,736.00 | 100.6% | |
| 3151-04 · Suite 210 B&B Security (LF Security) | 5,458.00 | 9,660.00 | 56.5% | Revenue lessen due to moving to smaller space within building |
| 3151-06 · Suite 204 MAC-ISA | 5,180.00 | 6,720.00 | 77.1% | |
| 3151-07 · Haymarket Church Suite 206 | 28,814.00 | 34,577.00 | 83.3% | |
| 3151-08 · 15020 Washington Realty | 33,596.79 | 40,316.00 | 83.3% | |
| 3151-09 · 15026 Copper Cricket | 16,585.92 | 22,114.00 | 75.0% | |
| 3151-11 · Cupcake Heaven and Cafe LLC | 28,095.70 | 34,765.00 | 80.8% | |
| 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) | 135,119.68 | 158,348.00 | 85.3% | |
| 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 | 500.00 | 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 | 73,085.00 | 50,000.00 | 146.2% | |
| 3180 · MISCELLANEOUS | | | | |

| | | | | |
|---|---------------------|---------------------|---------------|--|
| 3180-00 · Convenience Fee | 1.09 | 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 | 18,498.52 | 4,724.00 | 391.6% | Reimbursement from Insurance for PD vehicles |
| 3180 · MISCELLANEOUS - Other | 10.00 | 0.00 | 100.0% | Reimbursement from DMV for postage |
| Total 3180 · MISCELLANEOUS | 18,689.61 | 4,724.00 | 395.6% | |
| 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 | 53,054.41 | 103,165.00 | 51.4% | collections up to February 28, 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 | 41,356.25 | 60,500.00 | 68.4% | collections up to February 28, 2022 |
| Total 3200 · REVENUE FROM COMMONWEALTH | 138,052.30 | 215,340.00 | 64.1% | |
| 3500 · Reserve Funds | 0.00 | 59,200.00 | 0.0% | |
| 4000 · Carry-Over Surplus | 0.00 | 246,000.00 | 0.0% | |
| | 1,814,709.65 | 2,740,129.00 | 66.2% | |
| Total Income | 1,814,709.65 | 2,740,129.00 | 66.2% | |
| Expense | | | | |
| 01 · ADMINISTRATION | | | | |
| 11100 · TOWN COUNCIL | | | | |
| 111001 · Convention & Education | 424.00 | 2,500.00 | 17.0% | |
| 111002 · FICA/Medicare | 1,113.41 | 2,000.00 | 55.7% | |
| 111003 · Meals and Lodging | 178.27 | 1,000.00 | 17.8% | |
| 111004 · Mileage Allowance | 0.00 | 250.00 | 0.0% | |
| 111005 · Salaries & Wages - Regular | 15,114.29 | 26,000.00 | 58.1% | |
| 111006 · Town Elections | 0.00 | 3,000.00 | 0.0% | |
| Total 11100 · TOWN COUNCIL | 16,829.97 | 34,750.00 | 48.4% | |
| 12110 · TOWN ADMINISTRATION | | | | |
| 1211001 · Salaries/Wages-Regular | 242,141.46 | 322,630.00 | 75.1% | |
| 1211002 · Salaries & Wages - DMV Clerk | 30,300.41 | 44,500.00 | 68.1% | |
| 1211003 · Salaries/Wages - Part Time | 22,769.93 | 43,800.00 | 52.0% | |
| 1211004 · FICA/Medicare | 22,196.18 | 30,381.00 | 73.1% | |
| 1211005 · VRS | 29,464.19 | 48,545.00 | 60.7% | |
| 1211006 · Health Insurance | 29,260.00 | 64,134.00 | 45.6% | |
| 1211007 · Life Insurance | 3,415.99 | 4,685.00 | 72.9% | |
| 1211008 · Disability Insurance | 1,721.84 | 2,631.00 | 65.4% | |
| 1211009 · Unemployment Insurance | 5,799.72 | 4,240.00 | 136.8% | |
| 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 | 5,226.68 | 8,000.00 | 65.3% | |
| 1211014 · Printing & Binding | 3,702.48 | 8,298.00 | 44.6% | |
| 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 | 4,189.19 | 7,500.00 | 55.9% | |
| 1211019 · Mileage Allowance | 126.00 | 1,000.00 | 12.6% | |
| 1211020 · Meals & Lodging | 1,230.06 | 2,000.00 | 61.5% | |
| 1211021 · Convention & Education | 472.88 | 6,000.00 | 7.9% | |
| 1211022 · Miscellaneous | 1,744.66 | 2,000.00 | 87.2% | |
| 1211024 · Books, Dues & Subscriptions | 12,736.62 | 16,000.00 | 79.6% | |
| 1211025 · Office Supplies | 4,107.89 | 6,500.00 | 63.2% | |
| 1211026 · Equipment Rental | 2,903.01 | 4,075.00 | 71.2% | |
| 1211030 · Capital Outlay-Machinery/Equip | 0.00 | 5,000.00 | 0.0% | |
| Total 12110 · TOWN ADMINISTRATION | 458,251.87 | 686,000.00 | 66.8% | |
| 12210 · LEGAL SERVICES | | | | |
| 1221001 · Legal Services | 56,682.26 | 70,000.00 | 81.0% | services up to December 31, 2021 |
| Total 12210 · LEGAL SERVICES | 56,682.26 | 70,000.00 | 81.0% | |
| 12240 · INDEPENDENT AUDITOR | | | | |

Attachment: Treasurer & Financials Report 04.04.2022 (5470 : Town Treasurer Report)

| | | | |
|--|-------------------|-------------------|--------------|
| 1224001 · Auditing Services | 0.00 | 16,000.00 | 0.0% |
| Total 12240 · INDEPENDENT AUDITOR | 0.00 | 16,000.00 | 0.0% |
| Total 01 · ADMINISTRATION | 531,764.10 | 806,750.00 | 65.9% |
| 03 · PUBLIC SAFETY | | | |
| 31100 · POLICE DEPARTMENT | | | |
| 3110001 · Salaries & Wages - Regular | 285,205.37 | 425,000.00 | 67.1% |
| 3110003 · Salaries & Wages - OT Premium | 9,718.34 | 20,000.00 | 48.6% |
| 3110013 · Salaries & Wages - OT Select En | 6,822.84 | 10,000.00 | 68.2% |
| 3110004 · Salaries & Wages - Holiday Pay | 15,625.03 | 14,000.00 | 111.6% |
| 3110005 · Salaries & Wages - Part Time | 29,835.71 | 18,720.00 | 159.4% |
| 3110011 · Salaries & Wages - Recruit. Bonus | 642.86 | 1,000.00 | 64.3% |
| 3110020 · FICA/MEDICARE | 26,400.18 | 36,724.00 | 71.9% |
| 3110021 · VRS | 30,988.40 | 46,102.00 | 67.2% |
| 3110022 · Health Insurance | 42,747.12 | 80,752.00 | 52.9% |
| 3110023 · Life Insurance | 3,775.12 | 5,717.00 | 66.0% |
| 3110024 · Disability Insurance | 1,249.71 | 2,200.00 | 56.8% |
| 3110025 · Unemployment Insurance | 5,527.61 | 3,000.00 | 184.3% |
| 3110026 · Workers' Compensation Insurance | 23,809.00 | 22,942.00 | 103.8% |
| 3110027 · Line of Duty Act Insurance | 4,705.00 | 4,800.00 | 98.0% |
| 3110028 · Legal Services | 16,800.00 | 26,000.00 | 64.6% |
| 3110032 · Computer, Internet & Website | 2,906.16 | 11,000.00 | 26.4% |
| 3110033 · Postage | 8.55 | 100.00 | 8.6% |
| 3110034 · Telecommunications | 7,467.78 | 10,000.00 | 74.7% |
| 3110035 · General Prop Ins (Vehicles) | 3,420.00 | 3,800.00 | 90.0% |
| 3110038 · Convention & Edu. (Training) | 2,328.60 | 10,000.00 | 23.3% |
| 3110040 · Annual Dues & Subscriptions | 12,658.85 | 13,000.00 | 97.4% |
| 3110041 · Office Supplies | 3,610.36 | 5,000.00 | 72.2% |
| 3110042 · Vehicle Fuels | 16,292.65 | 16,000.00 | 101.8% |
| 3110043 · Vehicle Maintenance/Supplies | 9,400.54 | 11,000.00 | 85.5% |
| 3110044 · Repair/Maintenance Supplies | 14,874.58 | 0.00 | 100.0% |
| 3110045 · Uniforms & Police Supplies | 12,558.66 | 20,000.00 | 62.8% |
| 3110056 · Capital Outlay-Machinery/Equip | 31,618.85 | 31,592.00 | 100.1% |
| Total 31100 · POLICE DEPARTMENT | 620,997.87 | 848,449.00 | 73.2% |
| 32100 · FIRE & RESCUE | | | |
| 3210001 · Contributions to other Govt Ent | 59,084.41 | 59,200.00 | 99.8% |
| | 59,084.41 | 59,200.00 | 99.8% |
| Total 03 · PUBLIC SAFETY | 680,082.28 | 907,649.00 | 74.9% |
| 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 | 67,962.42 | 90,090.00 | 75.4% |
| Total 43200 · REFUSE COLLECTION | 67,962.42 | 90,090.00 | 75.4% |
| 43100 · MAINT OF 15000 Wash St./Grounds | | | |
| 4310001 · Repairs/Maintenance Services | 50,425.18 | 97,672.00 | 51.6% |
| 4310002 · Maint Svc Contract-Pest Control | 1,975.00 | 3,000.00 | 65.8% |
| 4310003 · Maint Svc Contract-Landscaping | 25,830.35 | 35,000.00 | 73.8% |
| 4310004 · Maint Svc Contract Snow Removal | 7,768.00 | 7,000.00 | 111.0% |
| 4310005 · Maint Svc Cont- Street Cleaning | 1,280.00 | 2,000.00 | 64.0% |
| 4310007 · Electric/Gas Services | 13,140.58 | 16,500.00 | 79.6% |
| 4310008 · Electrical Services-Streetlight | 3,127.22 | 5,500.00 | 56.9% |
| 4310009 · Water & Sewer Services | 2,047.00 | 3,000.00 | 68.2% |
| 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 | 106,300.08 | 174,172.00 | 61.0% |
| Total 04 · PUBLIC WORKS | 174,262.50 | 271,475.00 | 64.2% |
| 06 · ECONOMIC DEVELOPMENT | | | |
| 60000 · Tourism/Traveling Marketing | 0.00 | 430.00 | 0.0% |
| 60003 · Advertising | 4,901.57 | 22,000.00 | 22.3% |
| Total 06 · ECONOMIC DEVELOPMENT | 4,901.57 | 22,430.00 | 21.9% |
| 07 · PARKS, REC & CULTURAL | | | |

WC audit has been completed; will address in next amendment

Front loaded cost to Town

Front loaded cost to Town

2 of 2 - Final Payment on total loan

services up to January 31, 2022

Attachment: Treasurer & Financials Report 04.04.2022 (5470 : Town Treasurer Report)

| | | | | |
|--|---------------------|---------------------|---------------|--------------------------------|
| 70000 · HAYMARKET COMMUNITY PARK | 11,178.23 | 20,000.00 | 55.9% | |
| 7000001 · Grounds Maintenance/Repairs | | | | |
| Total 71110 · EVENTS | | | | |
| 71110 · EVENTS | | | | |
| 7111001 · Advertising - Events | 6,090.87 | 5,000.00 | 121.8% | |
| 7111003 · Contractural 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 | 1,105.87 | 2,200.00 | 50.3% | |
| 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 | 1,505.87 | 5,150.00 | 29.2% | |
| Total 07 · PARKS, REC & CULTURAL | 68,320.58 | 79,500.00 | 85.9% | |
| 08 · COMMUNITY DEVELOPMENT | | | | |
| 81100 · PLANNING COMMISSION | | | | |
| 8110001 · Salaries & Wages - Regular | 1,950.00 | 5,670.00 | 34.4% | |
| 8110002 · FICA/Medicare | 156.82 | 500.00 | 31.4% | |
| 8110003 · Consultants - Engineer | 5,004.71 | 15,000.00 | 33.4% | |
| 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 | 22,360.00 | 0.00 | 100.0% | |
| Total 81100 · PLANNING COMMISSION | 29,471.53 | 39,120.00 | 75.3% | |
| 81110 · ARCHITECTURAL REVIEW BOARD | | | | |
| 8111001 · Salaries & Wages - Regular | 1,530.00 | 5,830.00 | 26.2% | |
| 8111002 · FICA/Medicare | 112.46 | 446.00 | 25.2% | |
| 8111005 · Convention & Education | 0.00 | 500.00 | 0.0% | |
| Total 81110 · ARCHITECTURAL REVIEW BOARD | 1,642.46 | 6,776.00 | 24.2% | |
| 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 | 31,113.99 | 48,823.00 | 63.7% | |
| 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 | 5,960.00 | 150,000.00 | 4.0% | RFP intial cost of engineering |
| Total 94104 · Street Scape - Park Sidewalk | 5,960.00 | 150,000.00 | 4.0% | |
| 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 | 1,716,546.84 | 2,740,129.00 | 62.6% | |
| Net Ordinary Income | 98,162.81 | 0.00 | 100.0% | |

Attachment: Treasurer & Financials Report 04.04.2022 (5470 : Town Treasurer Report)

| Other Income/Expense | | | |
|------------------------------------|-------------------|---------------------|---------------|
| 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 | 967,245.93 | 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 March 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. A straw vote was cast for approval of the demolition of the bungalow, so that Emily can draft conditions and a motion. A motion and conditions will also be drafted for the firehouse. |
| Fence Application | 6856 Jockey Club Lane | Emily | | | | | Applicant addressed the ARB regarding a residential fence application, the fence was conditionally approved, awaiting the HOA approval. |
| Haymarket Baptist Church | 14800 Washington St | Emily | | Decision by the ARB | 16-Feb | 16-Feb | HBC has applied for an accessible ramp at the front of the Church. The ramp was approved by the ARB. |
| 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 ARB will review the housing architectural at the next meeting in April |
| Board of Zoning Appeals | | | | | | | |
| No appeal applications for the month of March | | | | | | | |
| Planning Commission | | | | | | | |
| Crossroads Village Center Subdivision Plat | 15150 Washington Street | Emily/Katie | 2/1/2022 | | 3/1/2022 | | Applicant submitted subdivision plats for review. Working with the engineer and town attorney for review |
| 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 Ball 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 will be returning the comments to the applicant. Once the as-builts are approved the Town will release a letter for final occupancy to the County Building Department |
| 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: Van Metre is constructing the first few 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 DR Horton on the bonds and agreements for the 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 |

Attachment: Town Planner Report March 2022 (5471 : Town Planner/Zoning Administrator Report)

| | | | | | | | |
|---|--|-------------|--|--|--|--|--|
| Karter School Site Plan | 14850 Washington Street | Emily/Katie | | | | | Karter School Site Plan has been approved. NO UPDATE |
| Zoning Text Amendment | Working to upload the ZTA to Municode | | | | | | |
| 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) | | | | | | | |
| No plans for March 2022 | | | | | | | |
| 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 Closed for the season, will reopen on April 24th | | | | | | |
| New/Old Business Updates | | | | | | | |
| | Trouville Brewery has received zoning approval for the interior and exterior modifications at QBE, estimated opening April 23rd | | | | | | |
| 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 March 2022 (5471 : Town Planner/Zoning Administrator 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 | 3/28/2022 | Katie/Emily | | -RFP revised for Design Bid Build procurement -To be advertised for 30-60 days by 4/5/22 |
| MWCoG | Katie | 2/14/2022 | 3/28/2022 | Katie | | -Stacey Juran from christopher to come present more information about MWCoG and contract riders to Council at meeting 4/25 |
| Crossroads Village | Katie/Emily | 10/18/2018 | 3/23/2022 | Applicant | | -Construction and Town E&S inspections ongoing -Reviewed proposed change to sediment traps being combined to confirm no plan revision necessary |
| Haymarket Hotel Venture, LLC Preliminary Site Plan | Katie/Emily | 9/6/2019 | 3/23/2022 | Applicant | | -Town E&S inspections ongoing (reduced to monthly) -As-built review comments provided -Temporary certificate of occupancy issued by County |
| Haymarket Town Center Final Site Plan | Katie/Emily | 9/8/2016 | 3/22/2022 | RDA | | -Met with RDA to review changes to plan. First submission expected for review |
| CBPA Annual Report | Katie/Emily | 2/1/2022 | 3/15/2022 | DEQ | | -Filled out annual report and provided to Emily to submit to DEQ |
| Crossroads Village - Taco Bell | Katie/Emily | 1/6/2022 | 2/17/2022 | Applicant | | -Engineering plan review comments provided 2/17 |
| Robinson Village | Katie/Emily | 8/13/2020 | 2/16/2022 | Applicant | | -Construction and Town E&S inspections ongoing -Bond reduction approval sent 2/10 -Pavement design submission expected |


Attachment: 2022-03 Mar Engineer's Reports_KMM (5472 : Town Engineer Report)

| Task | Assigned To | Date Task Started | Last worked on | Action Needed By | Actual End Date | Comments |
|--------------------------------------|-------------|-------------------|----------------|------------------|-----------------|---|
| Active Plans | | | | | | |
| Robinson's Paradise | Katie/Emily | 1/4/2021 | 2/11/2022 | Applicant | | - Second Submission comments provided 12/9 -Insert coordination 2/3 -Insert review/plan approval 2/11. Bonds to be posted prior to construction |
| 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 nearly complete at E&S inspection 12/22 |
| 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: 2022-03 Mar Engineer's Reports_KMM (5472 : Town Engineer Report)

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney 

Re: April 2022 Town Attorney Report

Date: March 29, 2022

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my last report, March 2, 2022:

1. Advised the Town Manager regarding a number of zoning matters.
2. Advised the Town Manager regarding landscape bonds for the Fairgrounds/Crossroads Village property development.
3. Prepared a renewal lease for Copper Cricket and advised staff with regard to potential Town leases.

Attachment: April 2022 Town Attorney Report (5473 : Town Attorney Report)



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

To: Haymarket Town Council
 From: Finance Liaisons
 RE: Monthly Report for 4/04/22 Council Mtg.
 Date: March 30, 2022

MEMORANDUM

The finance liaisons continue to provide 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; the Liaisons and Treasurer encourage council to review the preliminary draft presented at the 3/28/22 work session and prepare for 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
 - Status of RFP for sidewalk at town park
 - Status of Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements

- Review and discuss status of DMV Select performance analysis and reports in preparation for council discussion on 3/28/22

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: Bob Weir
RE: Planning Commission Liaison Report
Date: April 4, 2022

MEMORANDUM

The Planning Commission meeting of March 21, 2022 was cancelled due to lack of a quorum.

Respectfully submitted,

Bob Weir

Attachment: Memo to Council PC Liaison report 040422 (5476 : Planning Commission Report)



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

To: Haymarket Town Council

From: ARB Liaison Report

RE: March 2022

Date: March 30, 2022

MEMORANDUM

At its March Meeting, the ARB approved installation of an ADA accessible ramp at a side entrance at Haymarket Baptist Church as well as a residential fence addition (Greenhill Crossing).

The ARB continued their review of applications to demolish the Firehouse and Bungalow structure on Fayette Street, conducting a site visit prior the March regular meeting. Both structures are designated contributing resources within the Old and Historic Overlay District. Staff and the applicant are compiling additional information and draft motions / conditions for consideration at the April ARB meeting.

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.

Attachment: Memo to Council ARB Liaison 040422 (5477 : Architectural Review Board)

Business Liaison Report March 2022

March 9th

~Regular Town Meeting with Emily and Erin

March 10th

~Economic Development Meeting with Michelle and Miles, Emily and Roberto

*Discussion of communication plan, layout, delivery of plan and speaking at 28th work session

~Hotel Meeting and Tour

*Tour with Roberto and Emily of facilities and plan for soft opening

March 15th

~HGBA Meeting

*Network with several businesses and members

March 16th

~Rotary Meeting Hosted at Town Hall – spoke with several members individually

~Regular Town Meeting with Emily and Erin

March 23rd

~Rotary Meeting – Fauquier Hospital guest speaker

~Regular Town Meeting with Emily, Erin and Mary

*Update on HOA Greenhill Meeting (Mary)

March 25th

~Chamber Event

*Networking and promoting town events

March 29th

~Business Round Table at The Hilton Garden

*Prince William County Retail Grant and Assistance Presentation

*Wonderful attendance (approximately 15 businesses) and great feedback

March 30th

~Economic Development Meeting with Michelle and Miles, Emily and Mary

*Mapping out of April and May meetings

*Discussion on Stake Holder selection/interest

*Town Council Individual questions

~Regular Town Meeting with Emily and Mary

*Highlighting Charities on a monthly basis – discussion on Food Pantry, Crossroads

Connections, Boxes to Basics, Sweet Julia Grace and Alex's Army
*Farmers Market Opening Day discussion

TOWN OF HAYMARKET
 15000 Washington Street, Suite 100
 Haymarket, Virginia 20169
 Instagram: @townofhaymarketVA



703-753-2600
 Fax 703-753-2800
 www.townofhaymarket.org
 Facebook: Haymarket Town Hall

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Roberto Gonzalez, Town Treasurer
 DATE: March 29, 2022
 SUBJECT: FY2023 Budget Work Session schedule - UPDATED

I would like to put forth the following schedule for our budget work session. Please review and so that we can get through the FY23 budget season efficiently.

- Monday, March 28: Monthly Work Session – I will submit the first draft of the budget
- Monday, April 4: Regular Monthly Meeting – 2nd draft of budget with edits (If Any)
- Monday, April 19: Budget Work Session – Review budget with Council by line item. Authorize advertising of the tax rate public hearing and FY23 budget public hearing. Tax Rate public hearing will be Monday, May 31st Work Session. FY23 Budget Public Hearing will be Monday, June 6th Regular Monthly Meeting with adoption and appropriation of the tax rate and budget at June 29th Work Session.
- Monday, April 25: Monthly Work Session – Present FY2023 Proposed Budget after April 19th work session changes/revisions.
- Monday, May 9 ****Possible meeting*** for final work session on the budget
- Tuesday, May 31: Work Session/Public Hearing on Tax Rate
- Monday, June 6: Regular Meeting/Public Hearing on FY23 Budget
- Monday, June 27: Work Session – Adoption of FY23 Tax Rate and Adoption and Appropriation of FY23 Budget.

Attachment: Memo to Council - FY2023 Budget Time line 03.29.2022 (5487 : FY23 Budget Work Session)

| PROPOSED BUDGET FOR FY2022 - 2023 | Actuals for FY2017 | Actuals for FY2018 | Actuals for FY2019 | Actuals for FY2020 | Actuals for FY2021 | Actuals as of 03.17.2022 | FY2022 Budget | Change | Proposed FY2023 Budget | % of Budget |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------------|---------------------|-------------|------------------------|--------------|
| 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 | 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 | | 0.0% |
| Total 3160 · CHARGES FOR SERVICES | 5,570.01 | 19,921.80 | 6,253.00 | 70,743.26 | 124,408.48 | 291.19 | | 0.00 | | |
| 3165 · REVENUE - TOWN EVENTS | | | | | | | | | | |
| 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 | 73,085.00 | 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 | 1.09 | | | 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 | 18,498.52 | 4,724.00 | -4,724.00 | 0 | -100.0% |
| 3180-05 · Recovered Costs- Private Events | | | | | | | | | 0 | 0.0% |
| 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 | | | | |
| 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 | | | | 0.0% |
| 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 | 18,689.61 | 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 | 53,054.41 | 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 | 41,356.25 | 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 | 138,052.30 | 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 | 1,772,382.79 | 2,740,129.00 | | 2,993,093.00 | 9.23% |
| Gross Profit | 2,220,141.39 | 2,232,882.51 | 2,285,148.74 | 2,794,107.47 | 2,596,855.41 | 1,772,382.79 | 2,740,129.00 | | 2,993,093.00 | 9.23% |
| Expense | | | | | | | | | | |
| 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 | 934.78 | 2,000.00 | | 2,000 | 0.0% |

| PROPOSED BUDGET FOR FY2022 - 2023 | Actuals for FY2017 | Actuals for FY2018 | Actuals for FY2019 | Actuals for FY2020 | Actuals for FY2021 | Actuals as of 03.17.2022 | FY2022 Budget | Change | Proposed FY2023 Budget | % of Budget |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|---------------|------------|------------------------|-------------|
| 3110024 · Disability Insurance | 3,536.58 | 2,055.13 | 2,227.32 | 2,303.13 | 1,526.83 | 1,049.93 | 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 | 5,363.00 | 3,000.00 | | 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 | -917.00 | 22,025 | -4.0% |
| 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 | 14,700.00 | 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 | 0.0% |
| 3110030 · Advertising | 40.00 | 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 | 0.0% |
| 3110032 · Computer, Internet & Website | 2,103.50 | 9,649.43 | 13,113.70 | 11,133.57 | 14,699.89 | 2,331.19 | 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 | | 100 | 0.0% |
| 3110034 · Telecommunications | 9,884.64 | 7,429.41 | 8,675.60 | 10,054.10 | 10,542.69 | 6,527.89 | 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 | 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 | 2,328.60 | 10,000.00 | -5,000.00 | 5,000 | -50.0% |
| 3110039 · Miscellaneous | 58.62 | 0.00 | 428.81 | 1,353.92 | 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 | 12,623.85 | 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 | 0.0% |
| 3110041 · Office Supplies - Other | 2,628.19 | 4,442.56 | 4,538.12 | 6,370.90 | 4,276.25 | 2,010.57 | 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 | 2,010.57 | 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 | 16,292.65 | 16,000.00 | 14,000.00 | 30,000 | 87.5% |
| 3110043 · Vehicle Maintenance/Supplies | 13,162.10 | 10,842.18 | 10,369.48 | 11,691.48 | 10,369.07 | 7,390.12 | 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 | 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 | 11,824.27 | 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 | 0.0% |
| 3110047 · Donation Expenditure | 0.00 | 0.00 | 0.00 | 9,457.50 | 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 | 0.0% |
| 3110049 · Grant Expenditures | 224.00 | 0.00 | 1,837.05 | 2,006.30 | 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 | 0.0% |
| 3110051 · Mobile Data Computer Netwk Svc | 0.00 | 25,897.00 | 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 | | 3,094.00 | 3,094 | 100.0% |
| Police Supplies | 306.20 | 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 | 15,796.19 | 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 | 0.0% |
| 31100 · POLICE DEPARTMENT - Other | 300.00 | 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 | 536,143.13 | 848,449.00 | | 888,840 | 4.76% |
| 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 | 0.0% |
| 34100 · BUILDING OFFICIAL - Other | 42,155.00 | 28,555.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.0% |
| Total 34100 · BUILDING OFFICIAL | 42,155.00 | 28,555.00 | 13,350.00 | 4,654.20 | 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 | 595,227.54 | 907,649.00 | | 888,840 | -0.95% |
| 04 · PUBLIC WORKS | | | | | | | | | | |
| 4110001 · Town Public Works | 0.00 | 45,460.75 | 70,445.10 | 17,083.64 | 0.00 | 0.00 | | | 0 | |
| 4110002 · Street Beautification - HF | 0.00 | 0.00 | 19,017.19 | 0.00 | 0.00 | 0.00 | 2,213.00 | | 2,213 | |
| 4110003 · E & S Inspections | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | | 5,000 | |
| 43200 · REFUSE COLLECTION | | | | | | | | | 0 | |
| 4320001 · Trash Removal Contract | 73,830.28 | 73,656.59 | 76,027.02 | 86,226.38 | 79,235.26 | 60,324.66 | 90,090.00 | 20,730.00 | 110,820 | |
| Total 43200 · REFUSE COLLECTION | 73,830.28 | 73,656.59 | 76,027.02 | 86,226.38 | 79,235.26 | 60,324.66 | 90,090.00 | | 110,820 | |
| 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 | |
| Total RENTAL PROPERTY - 14740 Wash St | 2,643.00 | 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 | | | | |
| 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 | 44,610.62 | 97,672.00 | | 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 | 620.00 | 3,000.00 | | 3,000 | 0.0% |
| 4310003 · Maint Svc Contract-Landscaping | 34,490.00 | 24,900.00 | 29,177.01 | 32,332.74 | 26,612.42 | 23,755.35 | 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 | 7,768.00 | 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 | 9,864.25 | 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 | 2,445.81 | 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 | 1,730.19 | 3,000.00 | | 3,000 | 0.0% |

| PROPOSED BUDGET FOR FY2022 - 2023 | Actuals for FY2017 | Actuals for FY2018 | Actuals for FY2019 | Actuals for FY2020 | Actuals for FY2021 | Actuals as of 03.17.2022 | FY2022 Budget | Change | Proposed FY2023 Budget | % of Budget |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------------|---------------------|-------------------|------------------------|----------------|
| 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 Scope 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 | 0.00 | 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 | 0.00 | 0.0% |
| 94104 · Street Scope - Park Sidewalk | | | | | | | | | | |
| 9410401 · Architectural/Engineering Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,682.50 | 150,000.00 | -5,682.00 | 144,318 | -3.79% |
| Total 94104 · Street Scope - Park Sidewalk | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,682.50 | 150,000.00 | -5,682.00 | 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 | 0.00 | 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 | 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 | 0.00 | 95,000.00 | -29,943.00 | 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 | 47,385.00 | 193,962 | 32.33% |
| 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 | 1,514,315.63 | 2,740,129.00 | | 2,993,093.00 | 9.23% |
| Net Ordinary Income | 37,893.02 | 198,511.00 | 202,883.16 | 211,968.19 | 288,058.52 | 258,067.16 | 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 | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 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% |
| 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 | 1,127,150.28 | 0.00 | 0.00 | 0.00 | |



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

To: Haymarket Town Council

From: Kim Henry, Clerk

RE: BZA Re-appointment

Date: March 28, 2022

MEMORANDUM

Background:

Board of Zoning Appeals members are appointed to 5 year terms. The seat is appointed by Prince William County Circuit Court Judge. Once their term expires, they have the option to be re-appointed. The Town Council, through a motion, recommends to re-appoint or appoint members. We have 3 members whose terms have expired and have the interest in serving for another term.

- Matthew Gallagher, term expired January 31, 2020; Mr. Gallagher is interested in serving again. His term will expire January 31, 2025. Attached is his application to serve again on the BZA
- Donald Meeks, term expires March 5, 2022; Mr. Meeks is interested in serving again. His term will expire March 5, 2027. Attached is his application.
- Eric Mathews, term expired January 31, 2021; I have not heard from Mr. Mathews as to whether he would like to serve again. Code of Virginia states that he would continue to serve until he resigns or has been replaced.

Recommendation:

A recommendation by motion from the Town Council will need to be made for the appointment of Mr. Gallagher and Mr. Meeks to serve on the Board of Zoning Appeals.

Motion:

I move that the Town Council recommends the appointment of Matthew Gallagher to the Haymarket Board of Zoning Appeals with a term expiring January 31, 2025. I also move that the Town Council recommends the appointment of Donald Meeks to the Haymarket Board of Zoning Appeals with a term expiring March 5, 2027.

Ken Luersen, Mayor
TracyLynn Pater, Vice Mayor
Council Members:
Chris Morris
Robert Weir
Joseph Pasanello
Marchant Schneider
Mary Ramirez



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Matthew J. Gallagher

Address: 6930 Jockey Club Lane, Haymarket, VA 20169

Cell Phone: (703) 622-0922

Email Address: mgallagher.048@gmail.com

Please Circle One Below;

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600.

Attachment: BZaA App Gallagher (AGI-2022-16 : BZA Appointments)

Ken Luersen, Mayor
TracyLynn Pater, Vice Mayor
Council Members:
Steve Shannon
Chris Morris
Robert Weir
Joseph Pasanello
Marchant Schneider



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Donald "Don" M. Meeks

Address: 14896 Greenhill Crossing Dr. 20169

Cell Phone: 703-402-7724

Email Address: dmeeks@greenwichpres.org

Please Circle One Below;

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600.

Available to serve another term and offering this application to that end.

Don M. Meeks
3/7/2022

Attachment: BZA app Meeks (AGI-2022-16 : BZA Appointments)