



# 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, August 1, 2022

7:00 PM

Council Chambers

### **I. Open Regular Meeting**

### **II. Pledge of Allegiance**

### **III. Invocation - Pastor Mark Brady, Park Valley Church**

### **IV. Community Spotlight: Sweet Julia Grace Foundation - Sara Knight**

### **V. FY21 Audit Presentation - Michael Lupton, RFC**

### **VI. Citizens Time**

### **VII. Consent Agenda**

#### **A. Minute Approval**

1. Mayor and Council - Special Meeting - Jun 21, 2022 7:00 PM
2. Mayor and Council - Joint Public Hearing- Planning Com./City Council - Jun 27, 2022 7:00 PM
3. Mayor and Council - Regular Meeting - Jul 5, 2022 7:00 PM

#### **B. Department Reports**

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

#### **C. Liaison Reports**

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

### **VIII. Agenda Items**

1. Town Charter Amendment Discussion and Authorization to Advertise for Public Hearing
2. Town Park Sidewalk RFP Update
3. FY22 Year End Budget Review

### **IX. Councilmember Time**

1. Vice Mayor Pater
2. Councilman Weir
3. Councilman Pasanello
4. Councilman Schneider
5. Councilwoman Ramirez
6. Councilman Morris
7. Mayor Luersen

### **X. 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

Tuesday, June 21, 2022

7:00 PM

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 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: Remote, Mayor Kenneth Luersen: Present.

## II. Pledge of Allegiance

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

## III. Citizens Time

There were no citizens were present at this meeting.

## IV. Agenda Items

### 1. Resolution #2022-007: Adoption of FY23 Budget/Tax Rate and Appropriation of Funds

Town Treasurer Roberto Gonzalez gave a short presentation on the FY23 proposed budget, the real estate tax rate of .117 per \$100 of the assessed value and fee schedule. After the presentation, Mr. Gonzalez asked for any questions from Council. There was a discussion about using ARPA funds to further enhance the Town green in front of Town Hall and the renovation of the Town Park building. Councilman Weir requested that the Council adopt each time item separately with the tax rate being Resolution 2022-7A, the fee schedule as Resolution 2022-7B and adopting the FY23 budget and appropriating the funds as Resolution 2022-7C.

### 2. Resolution 2022-007A

**Councilman Weir moved Resolution 2022-007A: to adopt the real property tax rate of .112 per \$100 which would make a difference in the budget of approximately \$17,350 but would be made up elsewhere in the budget which would deliver a slight tax cut to the residents not an equalized budget and I think that's the least we can do in view of the higher county taxes, rapid inflation, sky rocketing fuel costs, and what little relief that the state is giving us particularly in view that a commercial revenue streams and in other areas can pick up the slack and offset the \$17,350. Councilman Pasanello seconded the motion.** First, Mayor Luersen asked Town Treasurer Gonzalez how that would impact the budget and if he had any concerns. Mr. Gonzalez stated that it is doable and also stated that even though the Town received ARPA funds, there are still big projects that would need funding and advised the Council to not fall behind the 8 ball. A lengthy discussion followed on the proposed change from the advertised rate of .117. Town Treasurer Gonzalez provided and explained the most recent budget vs actual report.

After the discussion, Mayor Luersen shared that he was not as concerned since the expenditures were not affected only the revenues. He also asked that before the Council decided to vote, would anyone consider a compromise by adopting a rate of .115. The discussion followed on the compromised rate of .115.

**Councilman Weir amended his motion to .115. Councilman Pasanello seconded the amended the motion. After the roll call, the vote ended in a tie with Mayor Luersen breaking the tie with an aye vote. The motion carried.**

Minutes Acceptance: Minutes of Jun 21, 2022 7:00 PM (Minute Approval)

**RESULT:** ADOPTED [4 TO 3]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Joe Pasanello, Bob Weir, TracyLynn Pater, Kenneth Luersen  
**NAYS:** Marchant Schneider, Chris Morris, Mary Ramirez

### 3. Resolution 2022-007B

**Councilman Weir moved Resolution 2022-007B: to adopt the tax rate and fee schedule shown in the Resolution in support of the budget with the exception of the Transient Occupancy Tax. Councilman Pasanello seconded the motion.** A discussion followed on the excluding the TOT. Councilman Weir stated that he would like to handle the TOT separately. The motion carried by a roll call vote.

**RESULT:** ADOPTED [5 TO 1]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Morris, Pasanello, Weir, Pater, Ramirez  
**NAYS:** Marchant Schneider

### 4. Resolution 2022-007C

**Councilman Weir moved Resolution 2022-007C: to adopt the Transient Occupancy Tax at a rate of 2%. The motion failed for a lack of a second.**

**Councilman Morris moved Resolution 2022-007C: to adopt the rate of 7% for the TOT according to the proposed budget that we presented to our residents.**

**Councilman Schneider seconded the motion.** Councilman Weir gave his reasoning of his motion of dropping the tax rate to 2%. He stated that the Town is spending more money in legal fees with the 7% tax rate and how it is divided up. A discussion followed on the proposed 2% tax rate. Councilman Pasanello stated the TOT tax rate was adopted by Ordinance and asked for staff to contact the Town Attorney to see if the rate could be changed at this meeting. During the discussion, Acting Town Manager Emily Kyriazi spoke with the Town Attorney and came back with a reply stating that in order to change the TOT tax rate, the Town would need to give notice in order to change the ordinance. **The motion carried by a roll call vote.**

**RESULT:** ADOPTED [5 TO 1]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Marchant Schneider, Councilman  
**AYES:** Schneider, Morris, Pasanello, Pater, Ramirez  
**NAYS:** Bob Weir

### 5. Resolution 2022-007D

Councilman Weir stated that before adopting the FY23, he would like to make some budget amendments. Acting Town Manager Emily Kyriazi asked for a short recess so that the Town Treasurer can load the budget on the screen and make the changes concurrent with the discussion. When Council came out of recess, Town Treasurer Gonzalez adjusted the .115 tax rate that was approved earlier to reflect the current budget. Mr. Weir suggested the following adjustment to the budget: increase the BPOL tax, Cigarette tax, Meals Tax, Interest on the bank deposits, and show the Farmer's Market fees on the revenue side. On the expenditure side, Mr. Weir suggested to decrease the following line items: Salaries and wages for the Town Council, consultants and engineers for the Planning Commission, and putting the surplus into the capital improvement fund. There was a request for the Council to give comment on each line item adjustment. The Council also discussed the legal fees. They lowered the legal fees and moved the additional funds to the capital improvement plan.

**Councilman Weir moved Resolution 2022-007D: to adopt the annual operating budget and the capital improvement budget as amended on June 21, 2022 and appropriate the funds on an annual basis for the contemplated expenditures shown in the amended**

annual operating budget and capital improvement budget. 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

## V. Closed Session

### 1. Closed Session Motion

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager; and as permitted by Virginia Code § 2.2-3711 (A)(7), briefing by staff members pertaining to probable litigation involving 14600 Washington Street. Vice Mayor Pater seconded the motion. The motion carried.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** TracyLynn Pater, Vice Mayor  
**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

## VI. 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, Luersen

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

DRAFT

Minutes Acceptance: Minutes of Jun 21, 2022 7:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## JOINT PUBLIC HEARING- PLANNING COM./CITY COUNCIL

### ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 27, 2022

7:00 PM

Council Chambers

A Joint Public Hearing- Planning Com./City Council of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

## I. Call To Order

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

## II. Pledge of Allegiance

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

## III. Joint Public Hearing

### 1. Public Notice

Town Clerk Kim Henry read the public notice into the record. Town Planner Emily Kyriazi gave a brief report on the purpose of the public hearing to re-zone the property located at 6712 Jefferson Street from R-1 to Transitional Commercial for the purpose of a possible sale of the property to Carried to Full Term so that they could use both structures to provide transitional housing for at risk expectant mothers. Mrs. Kyriazi stated that the current property owners are requesting that the Planning Commission and Town Council consider defer consideration of and action on the rezoning by keeping the public hearing open until their respective August 2022 meetings.

### 2. Citizen Comment

At this time, Mayor Luersen and Commissioner Rob Hallet opened the floor for public comment. There were no citizens present wishing to address the Planning Commission or the Town Council on this subject. Town Planner Emily Kyriazi read an email from Lisa Aguirre, 6720 Jefferson Street, stating that they have a right of way easement at the back of the referenced property that they use frequently and stated that would not want cars parked in the area blocking their access.

### 3. Planning Commission Recommendation to Town Council

Commissioner Rob Hallet stated that with out any additional comments and upon the recommendation of the Town Planner, the Planning Commission moved to hold the public hearing open until its August 15, 2022 meeting. Councilman Weir amended the motion that the Planning Commission defer any consideration until the 8/15/22 meeting and the public hearing remain opened until that date. Commissioner Chrisman seconded the amended motion. The motion carried by a roll call vote.

### 4. Resolution #2022-010: 6712 Jefferson Street- Consideration to Change from R-1 to TC

After the Planning Commission action on the joint public hearing, at the recommendation of the Town Planner, Councilman Weir moved that the Town Council hold the public hearing open until the September Town Council Regular Monthly meeting. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Jun 27, 2022 7:00 PM (Minute Approval)

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

#### IV. Close Joint Public Hearing

The Public Hearing remained open until the August Planning Commission and September Town Council meetings.

#### V. Open Planning Commission Meeting

Vice Chairman Rob Hallet opened the Planning Commission meeting for the purpose of approving the minutes.

#### VI. Planning Commission Agenda items

Councilman Weir moved to accept the Planning Commission meeting minutes from May 16, 2022. Commissioner Chrisman seconded the motion. The motion carried.

##### 1. Minute Approval

#### VII. Adjourn Planning Commission Meeting

With no further business before the Planning Commission, Councilman Weir moved to adjourn with a second by Commissioner Chrisman. The motion carried.

#### VIII. Open Town Council Public Hearing

Mayor Ken Luersen opened the Town Council meeting with the first of two public hearings.

#### IX. Public Hearing I

##### 1. Public Notice I - ZTA

After the public notice was read into the record by Town Clerk Kim Henry, Town Planner Emily Kyriazi gave a brief report regarding the changes needed in the Zoning Text Amendment. She stated that there were 4 clean up items that were overlooked when the ZTA was recently passed. The items were: 1. Modify the retail use personal services definitions by adding day spas into the definition; 2. Modify the use table to include personal services to the I-1 zoning district; 3. Modify the use table to remove mobile food unit in the Conservation 1 district; 4. Modify Section 58-15.2 to include the necessary regulations to the Conservation District.

##### 2. Citizen Comment I - ZTA

There were no citizens wishing to address the Council on this public hearing topic.

##### 3. Close Public Hearing I

With no public comment, Mayor Luersen closed Public Hearing I.

#### X. Public Hearing II

##### 1. Public Notice II Budget Amendment

Mayor Luersen opened Public Hearing II with Town Clerk Kim Henry reading the public notice into the record. Town Treasurer Roberto Gonzalez gave a brief report on the budget amendment.

##### 2. Citizen Comment II Budget Amendment

There were no citizens present wishing to address the Council regarding this public hearing.

##### 3. Close Public Hearing II

With no public comment, Mayor Luersen closed this public hearing.

#### XI. Open Work Session Meeting

At this time, Mayor Luersen opened the Monthly Work Session meeting. Without objection, Mayor Luersen added Closed Session to the agenda after the agenda items.

#### XII. Agenda Items

##### 1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided and highlighted key items for Council review. After his report, Mr. Gonzalez asked for any questions.

**2. Resolution #2022-008: 4Th Quarter Budget Amendment**

**Councilman Weir moved with the adoption of the 4th quarter budget amendment as presented. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.**

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

**3. Resolution #2022-009: ZTA Changes, Definitions and Allowable Use**

**Councilman Morris moved that the Town Council approve the proposed amendments as presented in the zoning text amendment draft dated 5/11/22 to the Town Council. Councilwoman Ramirez seconded the motion.** A short discussion followed on height regulations on communication towers. **The motion carried by a roll call vote.**

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

**4. Resolution #2022-011: Order of Business**

**Councilman Weir moved the rules and procedures as amended. Councilman Morris seconded the motion.** A short discussion followed on amending the Town Charter. Councilman Weir stated he would work on the amendments to the Charter and bring it forth at the July work session. **The motion carried by a roll call vote.**

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

### XIII. Closed Session

**1. Closed Session Motion**

**Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code§ 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager/Zoning Administrator. Councilman Morris seconded the motion. The motion carried.**

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

**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.**

Without objection, Councilman Weir directed the Mayor to proceed as discussed immediately.

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

#### XIV. Adjournment

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

##### Motion to Adjourn

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

Minutes Acceptance: Minutes of Jun 27, 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

Tuesday, July 5, 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.

Vice Mayor TracyLynn Pater called the meeting to order.

### I. Call To Order

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

### II. Pledge of Allegiance

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

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

After the Pledge of Allegiance, Vice Mayor Pater invited Pastor Allen Smith from Haymarket Baptist Church to the podium to give the evening's invocation.

### IV. Community Spotlight - Haymarket Food Pantry

Vice Mayor Pater invited Eileen Smith from Haymarket Food Pantry to the podium to share about the organization and their needs during the Community Spotlight section of this evening's meeting. Ms. Smith shared that the organization runs on 100% volunteer participation. She gave a brief history about the organization and provided names of those on the Board. She shared that the Food Pantry provides food every week within the Haymarket area, which includes Gainesville and Bristow. She stated that their office is on Limestone Drive in Gainesville and has recently acquired the space beside the office and will be using it as their warehouse facility. She also shared that the organization fed approximately 40,000 in 2021. She continued to state that the organization gets 7-10 new families every week that needs food. She stated that she is happy to share that Haymarket Food Pantry is now partnering with Boxes of Basics to help provide clothing to families in need. After her presentation, she opened the floor for questions. There was a question about overhead. She stated that the organization spends about \$13,000 a month in overhead expenses but shared that they have never come up short through generous donations within the community.

### V. Citizens Time

Jim Payne, business owner at 6680 Fayette Street, addressed the Town Council on the subject of the DMV Select Office and further explained his comments from the last meeting he attended. He also addressed a comment made at the June 6th meeting on Citizens Time.

### VI. Consent Agenda

Councilman Weir moved to adopt the Consent Agenda as presented. Councilman Pasanello seconded the motion. The motion carried.

#### A. Minute Approval

1. Mayor and Council - Public Hearing/Work Session - May 31, 2022 7:00 PM

Minutes Acceptance: Minutes of Jul 5, 2022 7:00 PM (Minute Approval)

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

2. Mayor and Council - Public Hearing/Regular Meeting - Jun 6, 2022 7:00 PM

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

**B. Department Reports**

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

**C. Liaison Reports**

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

**VII. Agenda Items**

**1. 14600 Washington Street Ballfields Decision**

Vice Mayor Pater read into the record a public statement regarding the future of the ball fields located at 14600 Washington Street and the Town's decision to not further consider the leasing of them.

\*\*\*\*The full public statement is attached to the end of these minutes.\*\*\*

**VIII. Councilmember Time**

**1. Bob Weir**

Councilman Weir stated that he will be presenting some initial proposals at the next Work Session on what to do with surplus funds that the Town will have.

**2. Joe Pasanello**

Councilman Pasanello hoped that everyone had a Happy Fourth of July.

**3. TracyLynn Pater**

Vice Mayor Pater also hoped that everyone had a Happy Fourth of July. She also reiterated Councilwoman Ramirez remarks on the Farmer's Market. Vice Mayor Pater invited businesses and citizens of Haymarket to join her to discuss the Town communication plan on Tuesday, July 12th at 6:30 pm.

**4. Marchant Schneider**

Councilman Schneider was not present at this meeting.

**5. Mary Ramirez**

Councilwoman Ramirez stated that there is a need for some help at the community gardens. She stated that the garden manager was planning on laying pavers at the gardens later that week. She also encouraged the public come out to the Farmer's Market on Sundays.

**6. Chris Morris**

Councilman Morris stated that he felt it was ashame that the owners of the ball fields, Haymarket Properties Group, failed to keep their commitment to the residents of the Town.

**7. Ken Luersen**

Mayor Luersen was not present at this meeting.

## IX. Closed Session - As Needed

### 1. Closed Session Motion

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

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

### 2. Certification

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

Without objection from the Town Council, Councilman Weir authorized that the Vice Mayor execute the proposed contract with the Town Manager/Zoning Administrator as drafted.

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

## X. Adjournment

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

### 1. Motion to Adjourn

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

Submitted:

Approved:

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 Kimberly Henry, Clerk of the Council

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 Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jul 5, 2022 7:00 PM (Minute Approval)

### Town of Haymarket Work Tracker (Updated 7/8/2022)

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

Quarles Property	Emily K					Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. Igor contacted the Town to do cleanup work at the stormwater pond on site.
Crossroads Village Center	Emily K					Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project. UPDATE: Comments sent to Igor re: the deeds and bonds. Received final documents, should have all documents recorded in system and Zoning Approval released for CVC by end of next week.
Hotel Zoning Release	Emily K					Released a zoning approval for the conditional release of the hotel site work to allow the a Temporary Occupancy to be issued. Hotel has opened. Still working through the Hotel as-builts, have submitted a letter requesting the TLO extension for a 45-day time period to allow the Town time to finalize the site approval documents with the applicant. UPDATE: the Town issued the final conditional approval for the as-builts
Finance Department						
Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					Continued to collect BPOL renewals, sent out late fees
Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for Vdot
FY2022	Roberto					working on closing out FY2022 entries
FY2023	Roberto					new FY2023 budget is online
FY2022	Roberto					Collecting data for FY2022 audit
Office of the Clerk						
Meeting Minutes	Kim					Finished PC portion of 6/27 Joint Public Hearing and started TC portion of that meeting
Agendas	Kim					Started both PC and ARB agendas for July
Directives	Kim					
DMV Select						
Routine Services	Kim					Headquarters came and picked up all inventory and related dmv items on July 6. This will be the last entry
Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, working on identifying any building repairs required at the Town Museum					
Staff						
Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Made list for post for the next 2 weeks. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly

Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Katie			4/2022/5/20 22		Updated the newsletter for May-July.
Business Roundtable	Emily K. Erin TL					June 28th Roundtable is scheduled, the Office of Tourism will come to speak to our businesses.
Event Coordinator, part time	Erin M and Emily K					Held our first Farmers Market on 4/24. The market was very successful and will continue each Sunday from 9:30am to 1:30 pm until November 20, 2022
New/Old Business Updates						
Upcoming Schedules -- Leave/Vacation/Time Out of Office						
Kim Henry	MTW, out of office Th and F					
Roberto Gonzalez	Regular Schedule					
Katie Frame	Tuesday through Friday Regular Schedule 9am to 3pm					
Emily Lockhart	Regular Schedule					
Erin Mann	In office W. from 9:30 to 4:00pm, Teleworking all other hours					
Matt Burrows	M, W, F days					

### Town of Haymarket Work Tracker (Updated 7/27/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager						
CTSI Audio/Visual						Awaiting product shipments in order for work to move forward; two items remain on backorder. UPDATE: Contacted CTSI, they are not able to move forward with the install of the IT products, the two items remaining are critical to the installation.
RFP for Sidewalk						The Town has received one response and is in the process of reviewing the response and preparing a report to Council. Report will be ready for the August 29th Work Session
Economic Development Meeting	Staff					Met with Michelle and Miles on July 12th at the Community Meeting - 3 community members present. We had a very beneficial discussion in regards to the ways the Town communicates, areas to grow and new opportunities to explore. Looking ahead to schedule a meeting in August with more community members
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application
Aroma II	Emily K					Working on a resolution to a complaint regarding the buffer zone at the Morais Vineyard. The business has proposed installation of a 6 ft fence to aid in buffering the lights and noise from the rear of the building. Also working with the Town Treasurer on a complaint regarding a nonpermitted food truck on site. Contact has been made with the business regarding the food truck complaint and the Town is discussing the steps for proper permitting. The Town was notified by the business that the truck was parked, not running and the food was served inside of the facility to ticketed customers for a pre arranged wine pairing event (in which tickets were sold). UPDATE: ARB approved the fence application for Aroma II, awaiting installation by property owner
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Emily and Joe have met with Prince William County Transportation to discuss the Quiet Zone Application. The County has stated that the Town shall be taking the lead on the application and they will assist with the background work. Joe is working to reach out to the FRA. Updates to follow. Attending meeting on July 28th at Town Hall with the FRA member and the County
DEQ: CBPA Audit and Follow-Up Requirements	Emily K					Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County
Force Security/Front Door	Emily K/Chief					The Town Hall front door malfunctioned this month. We have proceeded with a replacement of the lock system. Force Security has installed the new lock system and we are in coordination on the proper scheduling/training for operating the system effectively
Staff Review	Emily K					Completed a Staff Review with one of our part time employees for their annual review.
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					IT section and Appendix being modified for release to the Town Council

Attachment: Weekly Report 07/27/2022 (5665 : Town Administration Report)

Land Use Planning Department						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County. Working with Bob Weir on assistance in discussing permit issues with the County. UPDATE: The Shade has been reinstalled.
Site Plan Reviews	Emily K. and Katie					Taco Bell and CVC comments returned to the applicants
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA. UPDATE: Comments returned to RDA for the Town Center Site Plan
Quarles Property	Emily K					Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. Igor contacted the Town to do cleanup work at the stormwater pond on site.
Crossroads Village Center	Emily K					Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance
Hotel Zoning Release	Emily K					Released a zoning approval for the conditional release of the hotel site work to allow the a Temporary Occupancy to be issued. Hotel has opened. Still working through the Hotel as-builts, have submitted a letter requesting the TLO extension for a 45-day time period to allow the Town time to finalize the site approval documents with the applicant. UPDATE: the Town issued the final conditional approval for the as-builts
Finance Department						
Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					Continued to collect BPOL renewals, sent out late fees
Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
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FY2022	Roberto					working on closing out FY2022 entries
FY2023	Roberto					new FY2023 budget is online
FY2022	Roberto					Collecting data for FY2022 audit
Office of the Clerk						
Meeting Minutes	Kim					Finished PC portion of 6/27 Joint Public Hearing and started TC portion of that meeting
Agendas	Kim					Started both PC and ARB agendas for July
Directives	Kim					
Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, working on identifying any building repairs required at the Town Museum. Met with new HVAC Contractor to look at ac system on second floor of Town Hall that is malfunctioning.					
Staff						

Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Made list for post for the next 2 weeks. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Katie			4/2022/5/2022		Updated the newsletter for May-July.
Business Roundtable	Emily K. Erin TL					June 28th Roundtable is scheduled, the Office of Tourism will come to speak to our businesses.
Event Coordinator, part time	Erin M and Emily K					Finalizing details for the August 20th Summer Concert
New/Old Business Updates						
	Trouvaille Brewery is officially open -- the Grand Opening will be August 13th					



TO: Honorable Mayor and Town Council  
FROM: Roberto Gonzalez, Town Treasurer  
DATE: August 01, 2022  
SUBJECT: Treasurer's Report

Highlights:

- Actuals as of 07.25.2022 are included in this agenda
- Review and discuss FY2022 year-end; pre audit actuals
- Continued to work on year end adjustments
- Continued to collect data for Accountant preparing for FY2022 audit
- Meet with Town Manager to discuss current financials and forecasting coming months
- Sent out delinquencies notices to Town Businesses who have not filed for 2022 license renewal
- Sent out notices for delinquent Real Estate payments

**Town of Haymarket**  
**Statement of Net Position**  
As of July 25, 2022

	Jul 25, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	4,398,229.61
11010 · Virginia Investment Pool	319,442.23
Total Checking/Savings	4,717,671.84
Accounts Receivable	
12000 · Accounts Receivable	43,705.39
12010 · A/R Permits	-4,195.30
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	43,515.98
Other Current Assets	
11499 · Undeposited Funds	9,998.63
Total Other Current Assets	9,998.63
Total Current Assets	4,771,186.45
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	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
<b>TOTAL ASSETS</b>	<b>11,120,830.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	14,941.21
Total Accounts Payable	14,941.21
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-1,963.77
20042 · PD Credit Card - SONA 0277	826.75
Total Credit Cards	-1,137.02
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	5,310.82
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	430,774.50
Total Other Current Liabilities	2,197,891.57
Total Current Liabilities	2,211,695.76

Attachment: Treasurer Report Financials 08.01.2022 (5667 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Net Position**  
As of July 25, 2022

	Jul 25, 22
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22
25000 · General Obligation Bonds	596,000.00
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
<b>Total Long Term Liabilities</b>	<b>865,436.15</b>
<b>Total Liabilities</b>	<b>3,077,131.91</b>
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,711,296.38
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	6,093,729.90
33000 · Amt Long Term Obligations	-663,760.35
Net Income	-232,005.69
<b>Total Equity</b>	<b>8,043,698.24</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,120,830.15</b>

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual**  
**Budget**  
As of July 25, 2022

7.B.2.a

	FY2023			
	Actuals	Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	0.00	400,143.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	12,022.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>0.00</b>	<b>413,165.00</b>	<b>0.0%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	0.00	168,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	1,733.95	240,000.00	0.72%	
3120-03 · Cigarette Tax	0.00	130,000.00	0.0%	
3120-04 · Consumer Utility Tax	0.00	158,000.00	0.0%	
3120-05 · Meals Tax - Current	0.00	1,000,000.00	0.0%	
3120-06 · Sales Tax Receipts	0.00	160,000.00	0.0%	
3120-07 · Penalties (Non-Property)	978.30	5,000.00	19.57%	
3120-08 · Interest (Non-Property)	283.02			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,995.27</b>	<b>1,885,000.00</b>	<b>0.16%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	75.00	4,500.00	1.67%	
3130-03 · Motor Vehicle Licenses	15.00	1,000.00	1.5%	
3130-05 · Other Planning & Permits	300.00	15,000.00	2.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>390.00</b>	<b>20,500.00</b>	<b>1.9%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	0.00	20,000.00	0.0%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.0%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	0.00	1,500.00	0.0%	
3150-03 · Interest on Bank Deposits	0.00	6,000.00	0.0%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.0%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-04 · Suite 208 B&B Security	334.15	4,010.00	8.33%	
3151-06 · Suite 204 MAC-ISA	588.00	3,528.00	16.67%	
3151-07 · Haymarket Church Suite 206	2,967.85	35,614.00	8.33%	
3151-08 · 15020 Washington Realty	4,603.47	55,241.00	8.33%	
3151-09 · 15026 Copper Cricket	1,969.15	23,629.00	8.33%	
3151-11 · Cupcake Heaven and Cafe LLC	2,842.69	34,793.00	8.17%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>13,305.31</b>	<b>171,056.00</b>	<b>7.78%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Town Event	20,145.00	70,000.00	28.78%	Funds collected in FY2022 for FY2023 events
3165-02 · Farmer's Market	957.50	1,500.00	63.83%	Full season vendors funds for second half of event
3165-03 · Town Ornaments	0.00	4,350.00	0.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>21,102.50</b>	<b>75,850.00</b>	<b>27.82%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-01 · Convenience Fee	15.40		100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>15.40</b>		<b>100.0%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%	
3200-05 · Communications Tax	0.00	80,000.00	0.0%	
3200-06 · Department of Fire Programs	0.00	10,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%	
3200-12 · Railroad Rolling Stock	0.00	1,300.00	0.0%	
3200-16 · DMV Select Commission	0.00	60,500.00	0.0%	
3200-17 · LOLE Grant	0.00	3,094.00	0.0%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>0.00</b>	<b>205,069.00</b>	<b>0.0%</b>	
<b>4002 · Transfer from ARPA Funds</b>	<b>0.00</b>	<b>209,600.00</b>	<b>0.0%</b>	
<b>Total Income</b>	<b>37,808.48</b>	<b>3,007,740.00</b>	<b>1.26%</b>	
<b>Gross Profit</b>	<b>37,808.48</b>	<b>3,007,740.00</b>	<b>1.26%</b>	
<b>Expense</b>				
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	0.00	2,500.00	0.0%	

Attachment: Treasurer Report Financials 08.01.2022 (5667 : Town Treasurer Report)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2022 through June 2023

7.B.2.a

111002 · FICA/Medicare	45.90	2,000.00	2.3%
111003 · Meals and Lodging	0.00	1,000.00	0.0%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	600.00	25,000.00	2.4%
<b>Total 11100 · TOWN COUNCIL</b>	<b>645.90</b>	<b>30,750.00</b>	<b>2.1%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	5,936.38	357,513.00	1.66%
1211002 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%
1211003 · Salaries/Wages - Part Time	926.64	56,615.00	1.64%
1211004 · FICA/Medicare	527.78	35,389.00	1.49%
1211005 · VRS	2,409.26	36,809.00	6.55%
1211006 · Health Insurance	2,406.67	66,466.00	3.62%
1211007 · Life Insurance	275.00	4,685.00	5.87%
1211008 · Disability Insurance	148.70	2,640.00	5.63%
1211009 · Unemployment Insurance	332.62	6,160.00	5.4%
1211010 · Worker's Compensation	322.00	335.00	96.12%
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.76%
1211012 · Accounting Services	0.00	8,000.00	0.0%
1211014 · Printing & Binding	0.00	8,298.00	0.0%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet & Website Svc	0.00	23,650.00	0.0%
1211017 · Postage	0.00	4,000.00	0.0%
1211018 · Telecommunications	464.86	7,500.00	6.2%
1211019 · Mileage Allowance	0.00	1,000.00	0.0%
1211020 · Meals & Lodging	0.00	2,000.00	0.0%
1211021 · Convention & Education	0.00	6,000.00	0.0%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	2,362.19	16,000.00	14.76%
1211025 · Office Supplies	0.00	6,500.00	0.0%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>33,914.10</b>	<b>736,138.00</b>	<b>4.61%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	0.00	80,000.00	0.0%
<b>Total 12210 · LEGAL SERVICES</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.0%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	0.00	17,120.00	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>17,120.00</b>	<b>0.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>34,560.00</b>	<b>864,008.00</b>	<b>4.0%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	8,880.41	464,487.00	1.91%
3110003 · Salaries & Wages - OT Premium	529.38	23,000.00	2.3%
3110013 · Salaries & Wages - OT Select En	0.00	12,000.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	3,043.96	32,310.00	9.42%
3110005 · Salaries & Wages - Part Time	1,227.30	36,000.00	3.41%
3110020 · FICA/MEDICARE	902.36	43,437.00	2.08%
3110021 · VRS	4,044.10	28,427.00	14.23%
3110022 · Health Insurance	4,610.99	78,379.00	5.88%
3110023 · Life Insurance	472.71	5,904.00	8.01%
3110024 · Disability Insurance	199.78	2,400.00	8.32%
3110025 · Unemployment Insurance	121.37	3,000.00	4.05%
3110026 · Workers' Compensation Insurance	20,067.00	22,825.00	87.92%
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.05%
3110028 · Legal Services	0.00	27,300.00	0.0%
3110032 · Computer, Internet & Website	0.00	5,000.00	0.0%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	0.00	12,000.00	0.0%
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.16%
3110037 · Meals and Lodging	0.00	5,000.00	0.0%
3110038 · Convention & Edu. (Training)	0.00	10,000.00	0.0%
3110040 · Annual Dues & Subscriptions	3,970.05	14,000.00	28.36%
3110041 · Office Supplies	0.00	5,000.00	0.0%
3110042 · Vehicle Fuels	0.00	43,200.00	0.0%

Front loaded costs

Front loaded costs

Front loaded costs

Attachment: Treasurer Report Financials 08.01.2022 (5667 : Town Treasurer Report)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2022 through June 2023

7.B.2.a

Attachment: Treasurer Report Financials 08.01.2022 (5667 : Town Treasurer Report)

3110043 · Vehicle Maintenance/Supplies	122.90	15,000.00	0.82%
3110045 · Uniforms & Police Supplies	0.00	26,000.00	0.0%
3110052 · Office Equipment Rental	0.00	3,094.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>56,788.31</b>	<b>926,313.00</b>	<b>6.13%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>56,788.31</b>	<b>936,313.00</b>	<b>6.07%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	7,304.94	110,820.00	6.59%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>7,304.94</b>	<b>110,820.00</b>	<b>6.59%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	846.82	97,672.00	0.87%
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%
4310003 · Maint Svc Contract-Landscaping	2,470.00	35,000.00	7.06%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	1,222.66	16,500.00	7.41%
4310008 · Electrical Services-Streetlight	0.00	5,500.00	0.0%
4310009 · Water & Sewer Services	273.35	3,000.00	9.11%
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	0.00	2,500.00	0.0%
4310016 · Maint - Vehicle Maintenance	0.00	1,000.00	0.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>4,812.83</b>	<b>177,672.00</b>	<b>2.71%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>12,117.77</b>	<b>295,705.00</b>	<b>4.1%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	0.00	72,000.00	0.0%
60001 · General	0.00	48,000.00	0.0%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>0.00</b>	<b>142,000.00</b>	<b>0.0%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	0.00	20,000.00	0.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.0%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	0.00	5,000.00	0.0%
7111003 · Contractural Services	0.00	50,000.00	0.0%
7111004 · Events - Other	589.95	19,350.00	3.05%
<b>Total 71110 · EVENTS</b>	<b>589.95</b>	<b>74,350.00</b>	<b>0.79%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	0.00	2,200.00	0.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.53%
<b>Total 72200 · MUSEUM</b>	<b>400.00</b>	<b>5,150.00</b>	<b>7.77%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>989.95</b>	<b>99,500.00</b>	<b>1.0%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	0.00	5,670.00	0.0%
8110002 · FICA/Medicare	0.00	500.00	0.0%
8110003 · Consultants - Engineer	0.00	10,000.00	0.0%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	2,000.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>0.00</b>	<b>24,120.00</b>	<b>0.0%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	0.00	5,830.00	0.0%
8111002 · FICA/Medicare	0.00	446.00	0.0%

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2022 through June 2023

7.B.2.a

8111005 · Convention & Education	0.00	500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>0.00</b>	<b>6,776.00</b>	<b>0.0%</b>	
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%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>0.00</b>	<b>33,823.00</b>	<b>0.0%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.94%	Front loaded costs
9510003 · General Obligation Bond - Int	5,258.16	8,545.00	61.54%	Front loaded costs
<b>Total 95100 · DEBT SERVICE</b>	<b>165,358.16</b>	<b>168,745.00</b>	<b>97.99%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>165,358.16</b>	<b>168,745.00</b>	<b>97.99%</b>	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	0.00	144,318.00	0.0%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>0.00</b>	<b>144,318.00</b>	<b>0.0%</b>	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.02			
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.02</b>			
<b>Total 94105 · PERSONNEL</b>	<b>-0.02</b>			
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	0.00	65,057.00	0.0%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>65,057.00</b>	<b>0.0%</b>	
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>	
94108 · Capital Improvment Funds Expens	0.00	218,271.00	0.0%	
<b>Total Expense</b>	<b>269,814.17</b>	<b>3,007,740.00</b>	<b>8.97%</b>	
<b>Net Ordinary Income</b>	<b>-232,005.69</b>	<b>0.00</b>	<b>-0.08</b>	
<b>Net Income</b>	<b>-232,005.69</b>	<b>0.00</b>	<b>100.0%</b>	

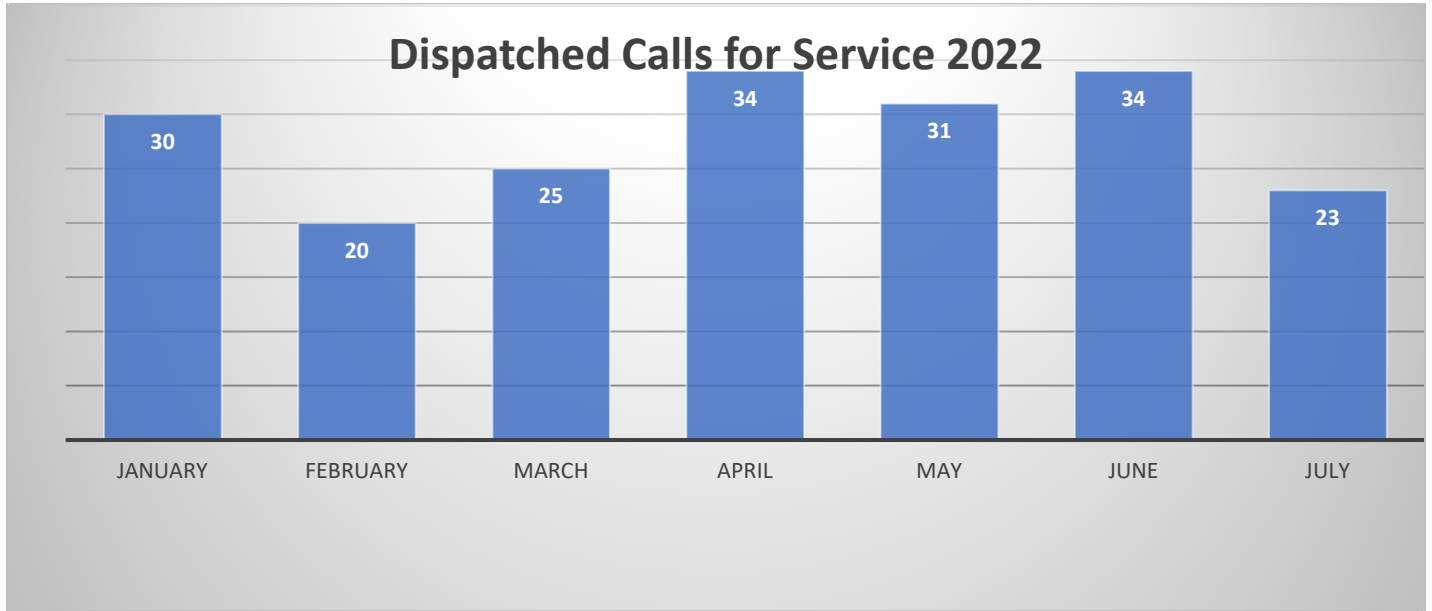
Attachment: Treasurer Report Financials 08.01.2022 (5667 : Town Treasurer Report)

## Police Department Report to Council

Police Department Activity from June 15 to July 14, 2022

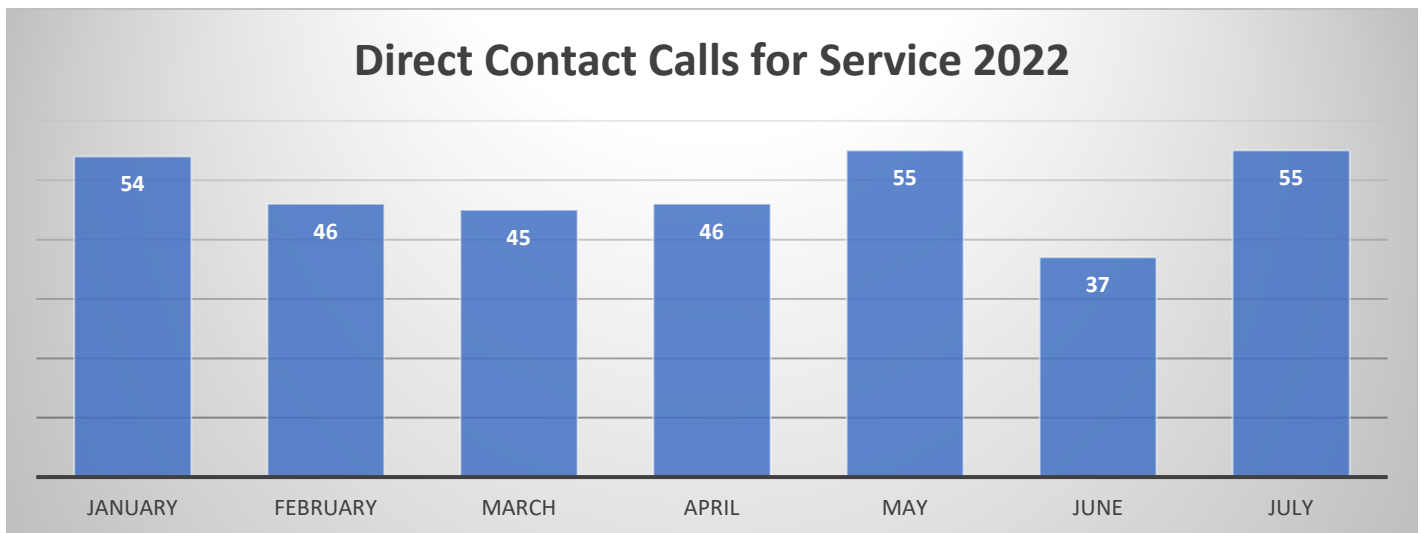
**Dispatched Calls:** Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 2
- Non-Reportable Calls: 21



**Flag Downs/Phone Calls:** Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

- Reportable Calls: 3
- Non-Reportable Calls: 51
- Referred to County/State: 1

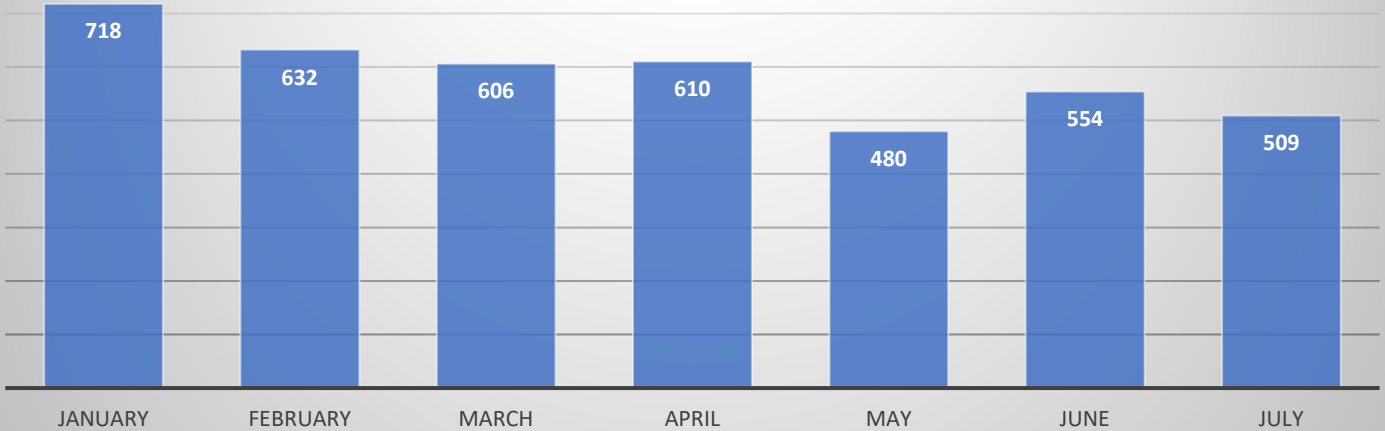


**Self-Initiated Calls:** Calls that are based on the officer's own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

Attachment: Report to council June 2022 to July 2022 (5666 : Police Chief Report)

- Reportable Calls: 3 (2 Felony Arrests and 1 Misdemeanor Arrest were made)
- Non-Reportable Calls: 416
- Foot Patrols: 90

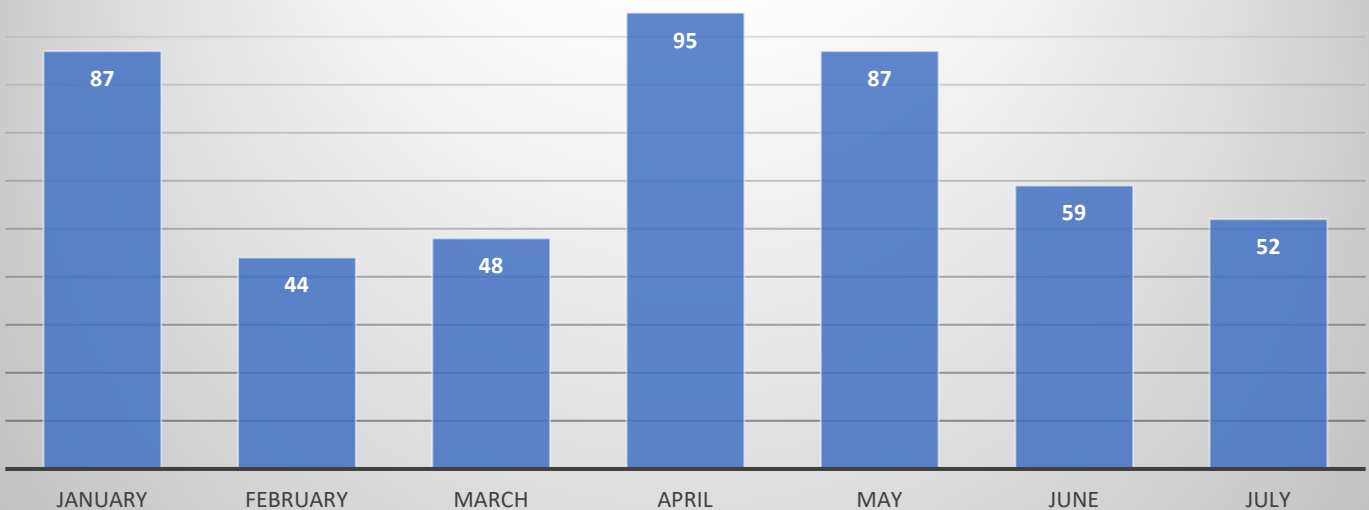
## Officer-Initiated Calls for Service 2022



**Traffic Stops:** Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 52
  - Summonses 04
  - Warnings 50

## Traffic-Stops 2022

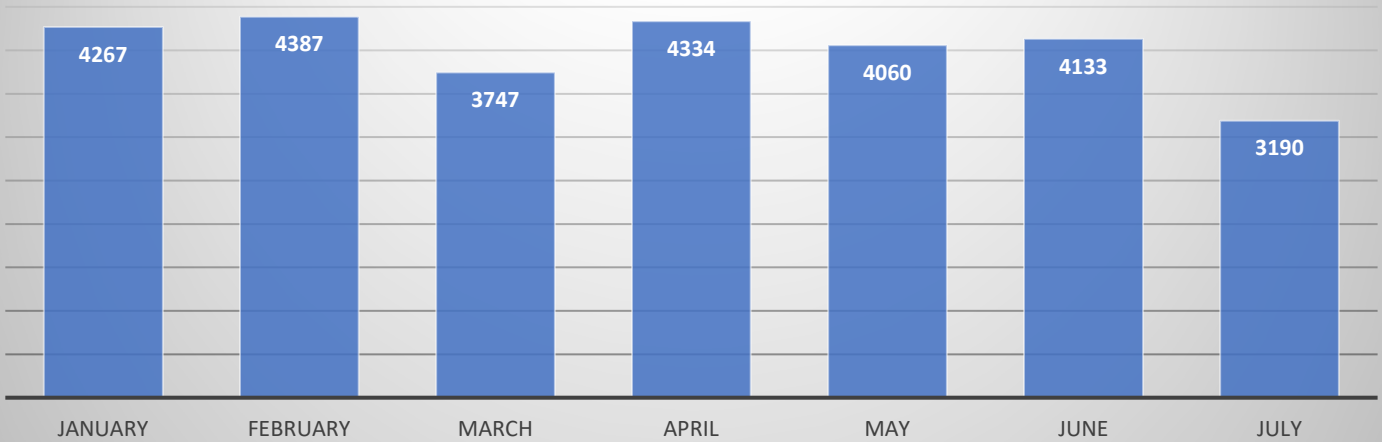


**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have.

Officers will conduct a physical check when the business is closed to assure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 635
- Physical Check: 620
- Drive By: 3,190

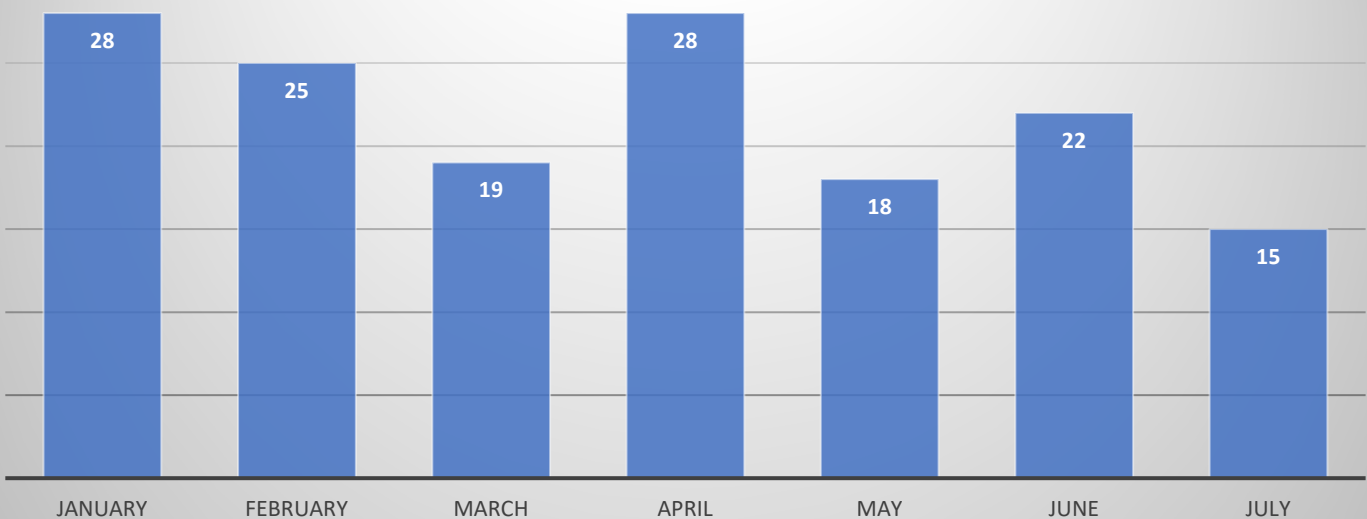
### Business Checks 2022



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

- Back Up: 8
- Other: 7

### Out-of-Town Activity 2022



**Status of Current Projects/Events:**

- Officers have been assisting with the Town's weekly Farmers Market.
- We have been working with Prince William Emergency Management to move forward with the mass communication platform. The Town Manager and I now have login information and will be working together on the buildout.
- The Haymarket Police Department Blood Drive was a huge success. We partnered with UVA Health, Hilton Garden Inn, and Haymarket Baptist Church. 38 pints of blood were donated that can save up to 114 lives. We are in the process of planning our next drive.
- Our first "Coffee with a Cop" Event was held on June 21, 2022 at the Crossroad Café. Officers met with the public for 90 minutes socializing and answering questions. The event was attended by 30-35 community members. Our next "Coffee with a Cop" event will be held on August 16, 2022 at the Crossroads Café.
- Officers took part in 2 end of school year water balloon battles. One in Longstreet Commons and the other in Greenhill Crossing. Both were well attended and wonderful events.
- Officers attended an end of school year Ice Cream Social at the Haymarket Park. The event was attended by 200+ community members.
- 2020 LOLE Grant was written, applied for, and approved as of May 20, 2022. This is the second LOLE grant in which the Haymarket Police Department has applied. The first Grant, (2019 LOLE) was awarded in the amount of \$1,547. Reimbursement documentation has been submitted. The 2020 LOLE grant was awarded in the amount of \$1,520. After discussion with the finance liaisons, this money will be spent on first aid kits that will be installed in the cruisers.
- We currently have 41 events planned for this year.
- We are continuing to work with the Attorney General's Office to co-sponsor an educational event for the elderly.
- National Night out will be held at the Haymarket Park. We have partnered with several local businesses to have a wonderful evening with the community from 5pm-8pm on August 2, 2022.
- We will be attending Dominion Valley's annual Grand-kids day on August 8, 2022.
- The chief has coordinated with the Town Manager on the summer concert event.
- Planning and preparation have begun for Haymarket Day.

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

19	National Night Out	August 2, 2022	Upcoming
20	Literacy with Law Enforcement	August 3, 2022	Upcoming
21	Grand Kids Day	August 8, 2022	Upcoming
22	Coffee with a Cop	August 16, 2022	Upcoming
23	Summer Concert	August 20, 2022	Upcoming
24	Literacy with Law Enforcement	September 7, 2022	Upcoming
25	Police Officer Day	September 22 and 23, 2022	Upcoming
26	Literacy with Law Enforcement	October 5, 2022	Upcoming
27	Coffee with a Cop	October 5, 2022	Upcoming
28	Haymarket Day	October 15, 2022	Upcoming
29	Halloween Candy Handout	October 31, 2022	Upcoming
30	Literacy with Law Enforcement	November 2, 2022	Upcoming
31	Literacy with Law Enforcement	December 7, 2022	Upcoming
32	Christmas in Haymarket	December 10, 2000	Upcoming
33	Operation Santa Claus	December 17, 2022	Upcoming
34	Blood Drive	TBA	Upcoming
35	Woman's Self Defense Class 1	TBA	Upcoming
36	Woman's Self Defense Class 2	TBA	Upcoming
37	Drug Take Back	TBA	Upcoming
38	Cupcakes with a Cop	TBA	Upcoming
39	Cupcakes with a Cop	TBA	Upcoming
40	Cookies with a Cop	TBA	Upcoming
41	Cookies with a Cop	TBA	Upcoming

*Respectfully Submitted,*

*Allen Sibert*

*Chief of Police*

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans/Projects</b>						
Park Sidewalk	Katie/Emily	4/27/2021	7/26/2022	Katie/Emily		-RFP advertised for 45 days 4/28/22 -Preproposal meeting held 5/13/22 -Answered RFP questions 6/7/22 -One proposal received for project
Parrando's Patio	Katie/Emily	4/7/2022	7/19/2022	Applicant		-Minor site plan comments provided 6/6 -Comment coordination
Robinson Village	Katie/Emily	8/13/2020	7/15/2022	Applicant		-Construction and Town E&S inspections ongoing -Bond reduction approval sent 2/10 -Occupancy permit inspection for lots 35-38 7/13 -Pavement design submission expected
Robinson's Paradise	Katie/Emily	1/4/2021	7/13/2022	Applicant/Katie		-Insert review/plan approval 2/11. Bonds to be posted prior to construction -Reviewed/approved updated bond estimate -Applicant coordinating VDOT approval. Changes to be reviewed for conformance with Town Ordinance
Crossroads Village - Lidl	Katie/Emily	1/6/2022	7/5/2022	Applicant		-Engineering plan review comments provided 2/1 -Second submission comments provided 7/5
Crossroads Village	Katie/Emily	10/18/2018	6/29/2022	Katie		-Construction and Town E&S inspections ongoing -Revised pavement design conditionally approved 6/29 -Revision second submission comments due 8/9
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	6/6/2022	Applicant		-Temporary certificate of occupancy issued by County -As-built inserts conditional approval provided 6/6
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	6/1/2022	Applicant		-Engineering plan review comments provided 2/17 -2nd submission comments provided 6/1

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans</b>						
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/31/2022	Applicant		-Met with RDA to review changes to plan. -First submission comments provided 5/31
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
QBE	Katie/Emily	1/20/2017	10/8/2021	Applicant		-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant		-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23
<b>Low Activity Plans</b>						
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20
Jefferson/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



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

To: Haymarket Town Council

From: Finance Liaisons

Date: 7/26/22

Re: Monthly Report for 08/01/22 Council Mtg.

## MEMORANDUM

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The finance liaisons continued financial oversight during the month of July focused on the following:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
  - Review FY 2022 actuals vs. budget and discuss key areas of interest/concern
  - Discuss options for use of American Rescue Plan Act (ARPA) funds; as needed
  - Discuss council ideas and recommendations raised during work sessions or submitted for consideration; as needed
  - Discuss on an as needed basis
- o Status of RFP for sidewalk at town park
  - o Status of Town Center site plan
  - o Engineering/consultant support costs
  - o Contracts, leases, agreements

Attachment: Memo to Council finance liaison report 080122 (5670 : Finance Liaison Report)

Additional items:

Staff briefed liaisons on proffer projections for Robinson Village and Crossroads Village. Will brief Council in August

Staff researching the town engineering contract in anticipation of firm recent acquisition. Will report back to council

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

Respectfully submitted,

Joe Pasanello and Bob Weir

Attachment: Memo to Council finance liaison report 080122 (5670 : Finance Liaison Report)



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

To: Haymarket Town Council  
From: Vice Mayor TracyLynn Pater  
RE: Business Liaison Report  
Date: August 1, 2022

## MEMORANDUM

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I scheduled and attended the Economic Development meeting with Miles Friedman and Michelle Coe on July 12<sup>th</sup> at 7 pm. Town Stakeholders and Residents were invited to attend. Ash Salon and the Mason Family attended the meeting. We are working with the consultants to continue collecting data for a communication plan.

I attended the Gainesville/Haymarket Rotary Club meeting on July 27<sup>th</sup>. Mrs. MacDonald and Dr. Matheson from Pace West School were the feature speakers sharing the schools program and their needs.

I attended the weekly staff meeting on July 27<sup>th</sup> where we discussed the upcoming Town Events to include the summer concert and Haymarket Day. The Summer Concert is scheduled for Saturday, August 20<sup>th</sup> from 4-8 pm. Staff has food vendors and entertainment scheduled. They are still working on the stage options. There was also a discussion of seating options with the moving of the picnic tables to the Town park and straw bales for seating.

Attachment: Memo to Council Business Liaison Report 080122 (5672 : Business/Community Liaison Report)



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

To: Haymarket Town Council  
From: Robert (Bob) Weir, Planning Commission Liaison  
CC: Emily Kyriazi  
Date: July 19, 2022  
Re: Planning Commission Liaison Monthly Report

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

Respectfully submitted,

Bob Weir

Attachment: Memo to Council PC Liaison report 080122 (5673 : Planning Commission Liaison Report)



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

To: Haymarket Town Council

From: Marchant Schneider

RE: ARB Liaison Report

Date: August 1, 2022

## MEMORANDUM

---

ARB Liaison Report / July 2022

The ARB did not meet in July for a lack of quorum and no items to be considered.

Marchant

Attachment: Memo to Council ARB Liaison Report 080122 (5677 : ARB Liaison Report)

## ~~• PART I - CHARTER<sup>(1)</sup>~~

~~[On January 11, 1799, the General Assembly of Virginia provided "that the land of William Skinker, lying at the place known as the Red House..... As the same is already laid off in lots with concrement streets, shall be established a town by the name of Hay-Market."~~

~~In 1803, the district court convened at Hay-Market "for holding a court for the district composed of the counties of Prince William, Fairfax, Loudoun and Fauquier. The Courthouse, clerk's office, and prison at Haymarket shall be exclusively the courthouse, clerk's office and prison for the said district, and the courts of the said district shall be held there from thenceforth." As a court town the history ended in 1807 with the abolishing of the district courts. On January 30, 1812, the General Assembly instructed the counties to sell "for the best price that can be obtained" the land conveyed by William Skinker for such district court property.~~

~~Hygeia Academy was incorporated in 1814 and closed in 1816 and during this period used the remodeled buildings of the district court.~~

~~During the storm-gathering period of 1860-61 the Prince William Rifles were organized at Haymarket. On June 10, 1861, this organization was inducted with other militia regiments to form the Seventeenth Virginia Infantry.~~

~~On November 4 and 5, 1862, General H. Von Steinwehr's division set fire to the town, from which only two buildings remained. During the last two years of the war, Haymarket was held by the Union army and saw few Confederate soldiers, except for Mosby's Rangers, who operated in northern Virginia.~~

~~After the war, Haymarket continued to grow and in 1882 became an incorporated town. Many changes to its Charter have occurred since 1799. The Charter of March 31, 1948 was repealed by the new Charter for the Town of Haymarket approved by the General Assembly of the commonwealth on April 7, 1950. A small part of the Charter was amended and reenacted by the General Assembly on December 16, 1952. See additional amendments following ch. 540 of 1950.]~~

### CHAPTER 540

~~An act to provide a new charter for the Town of Haymarket and to repeal chapter 373 of the Acts of Assembly of 1948, approved March 31, 1948.~~

~~[H-702]~~

Approved April 7, 1950

Be it enacted by the General Assembly of Virginia:

#### **Footnotes:**

~~---(1)---~~

**Editor's note**—Printed herein is Acts of Assembly of 1950, chapter 540, as amended. Obvious misspellings have been corrected without notation. For stylistic purposes, a uniform system of headings, catchlines and citations to state statutes has been used. Additions

*made-for clarity are indicated by brackets. The act adopting the Charter has given one or more numerical subsections to the sections of the Charter. Acts amending the Charter have been included after the end of the Charter.*

*State Law reference—Charter powers not affected by title, Code of Virginia, §§ 15.2-100, 15.2-1103; local government charters, Code of Virginia, § 15.2-200 et seq.*

- **ARTICLE I. - THE TOWN CORPORATE**
- **Sec. 1. - General corporate powers.**

The inhabitants of the territory comprised within the limits of the Town of Haymarket, as such limits are hereinafter set out or as the same may be hereafter altered and established by law, shall constitute and continue a body, politic and corporate, to be known and designated as the Town of Haymarket, and as such shall have and may exercise all powers which are now or hereafter may be conferred upon or delegated to towns under the Constitution and laws of the Commonwealth of Virginia, as fully and completely as though such powers were specifically enumerated herein, and no enumeration of particular powers by this Charter shall be held to be exclusive, and shall have, exercise and enjoy all the rights, immunities, powers and privileges and be subject to all the duties and obligations now appertaining to and incumbent on said town as a municipal corporation, and shall have perpetual succession, may sue and be sued, implead and be impleaded, contract and be contracted with, and may have a corporate seal which it may alter, renew or amend at its pleasure by proper ordinance.

- **ARTICLE II. - CORPORATE LIMITS**
- **Sec. 1. - Described.**

The boundaries of the Town, until altered, shall be as shown in Chapter 540 of the Acts of the General Assembly of 1950 as modified by a boundary line adjustment entered into between the Town of Haymarket and the County of Prince William, approved by Circuit Court order recorded in the Prince William County land records as Instrument number 201402260012836.

The limits of said town shall be as follows: Beginning in the center of John Marshall Highway (Virginia State Route 55) a distance of 2,241.57 feet northwesterly from a pipe driven into the said highway where it intersects Carolina Road (State Route 625); thence north 35 degrees 21 minutes 25 seconds east, with Peters, 1,800 feet (passing through a concrete marker at 40.07 feet) to a concrete marker; thence, with Peters, Robinson (or Robertson), Thomas, King, and Jordan, south 57 degrees 31 minutes 39 seconds east, 4,474.04 feet crossing Carolina Road (Virginia State Route 625) and passing through concrete markers at 1,855.82 feet and 1,892.42 feet respectively, to a concrete marker; thence, with Jordan, Prince William County School Board and Stanton, south 35 degrees 21 minutes 25 seconds west, a distance of 3,500 feet crossing John Marshall Highway (Virginia State Route 55) and passing through concrete markers at 1,599.78 feet and 1,680.22 feet respectively to a concrete marker just southwesterly from the Southern Railway Company's right of way; thence, with Stanton, Bleight, Tyler, and Rust, south 58 degrees 09 minutes 59 seconds west, 4,476.84 feet crossing Carolina Road (Virginia State Route 625) just northeasterly from a bridge and passing through concrete markers at 1,671.11 feet and 1,711.61 feet, respectively to a concrete marker, and thence with Rust and Fletcher (following the old Clarkson line) north 35 degrees 21 minutes 25 seconds east, a distance of 1,750 feet crossing the

Southern Railway Company's right-of-way at about 800 feet and passing through a concrete marker at 1,709.93 feet to the place of beginning, containing 361.59288 acres, more or less, according to a survey based on true bearings made by R. J. Ratcliffe, surveyor of Prince William County, Virginia.

**Editor's note**—Boundaries are to be incorporated by reference to the act of the General Assembly by which they are defined, etc., pursuant to Code of Virginia, § 15.2-207.

**State Law reference**—Boundary changes, Code of Virginia, § 15.2-3200 et seq.

- **ARTICLE III. - ADMINISTRATION AND GOVERNMENT**
- **Sec. 1. - Town council; elections; salary; meetings; officers.**

*Initial council.* The present mayor and councilmen of the Town of Haymarket shall continue in office and exercise all the powers conferred by this Charter and the general laws of this state until September 1st, 1951, or until their successors are duly elected and qualified.

*Council election; term; oath.* On the second Tuesday in ~~June~~ November, ~~nineteen hundred and fifty-one~~ two thousand and twenty-two, and every two (2) years thereafter, there shall be elected by the qualified voters of the town, one (1) elector of the town, who shall be denominated mayor, and six (6) other electors, who shall be denominated councilmen, and the mayor and councilmen shall constitute the town council. They shall enter upon the duties of their offices on the first day of ~~September~~ January next succeeding their election, and shall continue in office until their successors are duly elected and qualified. Every person so elected shall take an oath faithfully to execute and discharge the duties of his office to the best of his judgment, and the mayor shall take the oath prescribed by law for state officers. The failure of any person elected or appointed under the provisions of this Charter to qualify or to take the oath required, within the time prescribed for entering upon the discharge of the duties of the office to which he is elected or appointed, shall vacate the said office and the council shall proceed and is hereby vested with power to fill such vacancy in the manner herein prescribed.

**State Constitution reference**—Oath of state officers, art. II, § 7.

*Officers of election.* There shall be appointed for the town a registrar and officers of election in the manner provided for by general law of Virginia, and all elections held in said town shall be conducted in accordance with said general law; the electorate shall be that prescribed by general law.

**State Law reference**—Registrars, Code of Virginia, § 24.2-110 et seq.; officers of election, Code of Virginia, § 24.2-115 et seq.

*Qualification of council members; vacancies.* The council shall judge of the election, qualification, and returns of its members; may fine them for disorderly conduct, and, with the concurrence of two-thirds, expel a member. ~~If any person returned be adjudged, disqualified, or be expelled, a new election to fill the vacancy shall be held on such day as the council may prescribe. Any vacancy occurring otherwise during the term for which such person was elected shall be filled by the council by the appointment of any one eligible to such office.~~ A vacancy in the office of mayor shall be filled by the council from the electors of the town, and any member of the council may be eligible to fill such vacancy.

*Quorum of council.* A majority of the members of the council shall constitute a quorum for the transaction of business.

*Salary of council members.* Each member of the council may receive a salary to be fixed by the council, payable at such times and in such manner as the council may ~~direct.~~~~direct, but the salary paid to any one (1) member during any year shall not exceed the sum of one hundred dollars (\$100.00) per annum. The mayor may receive a salary to be fixed by the council, payable in such manner and at such times as the council may direct, not to exceed the sum of five hundred dollars (\$500.00) per annum; and such salary shall be in lieu of any fees he is entitled to enter up as part of the costs and receive in the trial of cases of violation of the ordinances of the town as hereinafter provided for.~~

**Editor's note**— Code of Virginia, § 15.2-1414.7, authorizes the council to establish the compensation to be paid to council members and the mayor, notwithstanding the provisions of the Charter. The above reference to the mayor's fees is obsolete. See Code of Virginia, § 16.1-123.1.

*Mayor.* The mayor shall preside at the meetings of the council and perform such other duties as are prescribed by this Charter and by general law, and such as may be imposed by the council consistent with his office. The mayor shall have no right to vote in the council, except in case of a tie he shall have the right to break the same by his vote; but he shall have the right to veto. He shall take care and see that the bylaws, ordinances, acts and resolutions of the council are faithfully executed and obeyed,~~and shall have and exercise all power and authority conferred by general law on mayors of towns not inconsistent with this Charter. He shall be ex-officio a conservator of the peace within the town and within one (1) mile of its corporate limits; and shall have jurisdiction to issue process for and try all cases for the violation of the town ordinances, subject to an appeal to the Circuit Court of Prince William County, Virginia, and impose such punishment and/or fines as may be prescribed for violation of the same, and he shall have power to issue executions for all fines and costs imposed by him, or he may require an immediate payment thereof, and in default of such payment he may commit the defaulting party to the Prince William County Jail until such fine and costs shall be paid, such commitment, however, not to be for more than twelve (12) months. He may release persons accused or convicted of the violation of a town ordinance upon the giving of sufficient bail to be fixed by him.~~ He shall see that peace and good order are preserved and that persons and property within the town are protected. He shall authenticate by his signature such documents and instruments as the council, this Charter, or the laws of this commonwealth require. He shall from time to time recommend to the council such measures as he may deem needful for the welfare of the town.

**Editor's note**— The general district court has exclusive original jurisdiction for the trial of offenses against the town ordinances. (Code of Virginia, § 16.1-123.1)

**State Law reference**— Conservators of the peace, Code of Virginia, § 19.2-12 et seq.

*Ordinances.* Every ordinance, or resolution having the effect of an ordinance, shall, before it becomes operative be presented to the mayor. If he approves, he shall sign it, but if not, he may return it, with his objections in writing, to the town clerk who shall enter the mayor's objections at length on the minute books of the council. The council shall thereupon proceed to reconsider such ordinance or resolution. If, after such consideration, two-thirds of all the members elected to the council shall agree to pass the ordinance or resolution, it shall become operative notwithstanding the objection of the mayor. In all such cases the votes of members of the council upon such reconsideration and the names of the members voting for and against the ordinance or resolution shall be entered on the minute book of the council. If any ordinance or resolution shall not be returned by the mayor within five (5) days (Sunday excepted) after it shall have been presented to him, it shall become operative in like manner as if he had signed it, unless his term of office or that of the council, shall expire within said five (5) days.

*Vice-mayor.* The council shall, as soon as practicable after qualification, and biennially thereafter following the regular municipal election, appoint one (1) of its members as vice-mayor. The vice-

mayor, during the absence or disability of the mayor, shall perform the duties and be vested with all the powers, authority, and jurisdiction, of the mayor; and in the event of a vacancy for any reason in the office of mayor, he shall act as mayor until a mayor is duly appointed by the town council or is elected. The member of the council who shall be chosen vice-mayor shall continue to have all of the rights, privileges, powers, duties and obligations of councilman even when performing the duties of mayor during the absence or disability of the mayor of the town.

*Regular and special meetings of council.* The council shall, by ordinance, fix the time for their regular meetings, which shall be held at least once a month. Special meetings may be called by the clerk at the instance of the mayor or any two (2) members of the council in writing; and no other business shall be transacted at a special meeting except that stated in the call, unless all members be present and consent to the transaction of such other business. The meetings of the council shall be open to the public except when in the judgment of the council the public welfare shall require executive meetings ~~as established under § 2-1-344 of the Code of Virginia consistent with the terms of the Virginia Freedom of Information Act as then in effect.~~

**Editor's note—**~~The authorized purposes for executive or closed meetings are established in Code of Virginia, § 2-1-344.~~

*Minute book.* The council shall keep a minute book, in which the clerk shall note the proceedings of the council, and shall record proceedings at large on the minute book and keep the same properly indexed.

*Council rules.* The council may adopt rules for regulating its proceedings, but no tax shall be levied, corporate debt contracted, or appropriation of money exceeding the sum of one hundred dollars (\$100.00) be made, except by a recorded affirmative vote of a majority of all the members elected to the council.

*Treasurer—Generally.* There shall be appointed by the council at its first meeting in ~~September~~ **March**, or as soon as practicable thereafter, a treasurer, who shall hold office for a term of two (2) years. The council may provide a salary for the treasurer. He shall give such bond, with surety and in such penalty as the council prescribes. He shall receive all money belonging to the town, and keep correct accounts of all receipts from all sources and of all expenditures of all departments. He shall be responsible for the collection of all taxes, license fees, levies and charges due to the town, and shall disburse the moneys of the town in the manner prescribed by the council as it may by ordinance direct.

*Same—Reports; audit.* The treasurer shall make such reports and at such time as the council may prescribe. The books and accounts of the treasurer shall be examined and audited at least once during the term for which he is elected by a competent accountant selected by the council, such examination and audit to be reported to the council.

**State Law reference—**~~Audit of local government records, Code of Virginia, § 15.2-2511.~~

*Depository.* The council may in its discretion designate the place of deposit of all town funds, which shall be kept by the treasurer separate and apart from his personal funds.

**State Law reference—**~~Virginia Security for Public Deposits Act, Code of Virginia, § 2-1-359 et seq.~~

*Clerk.* There shall be appointed by the council, at its first regular meeting in ~~September~~ **March** after its election, a clerk of the council, who shall hold office at the pleasure of the council. He shall attend the meetings of the council and keep its minutes and records and have charge of the corporate seal and shall attest the same. He shall keep all papers required to be kept by the council, shall publish such reports and ordinances as are required to be published, and shall

perform such other duties as the council may from time to time require. His compensation shall be fixed by the council. Any vacancy in this office shall be filled by the council.

*Chief of police.* There shall be appointed by the council at its first regular meeting in ~~September~~ **March** or as soon as practicable thereafter, a town sergeant, who shall also be chief of police; and shall hold office at the pleasure of the council. His duties shall be such as the council prescribes. He shall be vested with the powers of a conservator of the peace. His compensation shall be fixed by the council.

~~*Trial justice.* The council may appoint a trial justice for the town who shall serve at the pleasure of the council and until his successor is appointed by the council and qualifies. The mayor, or any other qualified voter of the Town of Haymarket whom the council deems qualified, may be appointed by it as such trial justice. If the mayor is appointed as trial justice he shall discharge such duties as the trial justice of the town under this Charter and not as the mayor of the town, in addition to the execution of the duties of the mayor imposed upon him by this Charter; and his powers, duties, authority and jurisdiction as such trial justice shall be as hereinafter provided for the trial justice, he shall receive the salary of mayor provided by the council for the discharge of his duties as mayor as well as such salary of trial justice as may be provided by the council, if any.~~

~~The trial justice is hereby vested with all the power, authority and jurisdiction and charged with all the duties within and for the Town of Haymarket, and in criminal matters for one (1) mile beyond the corporate limits thereof, which are or may hereafter be, conferred upon the trial justice by the laws of the State of Virginia, so far as the same may be applicable, and not in conflict with the provisions of this Charter; and any amendments of the trial justice laws of this state shall be considered as amendments also of this section of this Charter if the same are applicable hereto.~~

~~Fees and costs shall be assessed by the trial justice and shall be collected as provided by the laws of the State of Virginia relating to trial justices as the same shall now be or as hereby amended. All fees and costs collected by the said trial justice and all fines collected for violations of all laws and ordinances of the town shall be paid into the town treasury for the use and benefit of the town.~~

~~Removals may be taken, and appeals from the decisions of the trial justice may be taken, to the Circuit Court of Prince William County in the same manner, upon the same terms and shall be tried in the same way as removals or as appeals from the decision of trial justices, as the case may be, are provided to be taken and tried by the laws of the State of Virginia, relating to trial justices as the same shall now be or as hereafter amended.~~

~~The council may also appoint such clerk or clerks as may in their discretion be necessary, provide for just compensation therefor and provide necessary records.~~

~~The council of said town shall provide a salary to compensate such trial justice in such amount and payable at such times as the council shall deem proper, and the council may provide also for a vacation period, either with or without pay, and for such duration, as in the judgment of the council may be proper.~~

~~Like provisions may be made for a substitute justice, and when such substitute acts, he shall receive the compensation which would have been paid him had the principal acted, and which compensation shall be deducted from salary or allowance made to the principal.~~

~~The Town of Haymarket may combine with the County of Prince William for the use of one (1) trial justice and one (1) substitute trial justice for such combined town and county, in such manner as~~

~~may be provided by the laws of the State of Virginia relating to trial justices; and if the Town of Haymarket and the County of Prince William shall at any time combine for the use of one (1) trial justice and one (1) substitute trial justice for the said town and the said county, the laws of the State of Virginia relating to trial justices, so far as applicable, shall control and not this section of this Charter.~~

~~**Editor's note**—The provisions on the trial justice are superseded by Code of Virginia, § 16.1-123.1.~~

*Other officers.* The council may appoint or select such other officers as may be necessary, including a business manager for the town, and fix their salaries and define their duties.

*Effective date of ordinances, etc.* All ordinances, resolutions and bylaws passed by the council shall take effect at the time indicated in such ordinances, resolutions or bylaws, but in event no effective date shall be set forth in any such ordinances, resolutions or bylaws passed by the council, the same shall become effective thirty (30) days from its [their] passage.

## • **ARTICLE IV. - TAXATION AND FINANCES**

### • **Sec. 1. - Powers of council.**

The town council shall have control of taxation and finances for its municipal purposes. It shall have the following powers:

To prepare, or cause to be prepared, annually a budget showing the estimated receipts and proposed expenditures for town purposes as required by state law, and to publish the same.

To raise annually by levy and collection of taxes and assessments in the said town on all such property, real and personal, as is now or may hereafter be subject to taxation by towns by the laws of the commonwealth, such sums of money as the council thereof may deem necessary for the purposes of the said town in such manner as the said council shall deem expedient in accordance with this Charter, the constitution and laws of this state and the United States; provided, however, that it shall impose no taxes on the bonds of the said town.

To impose special or local assessments for local improvements and enforce the payment thereof, subject to such limitations as may be prescribed by the constitution and laws of this state, as may be in force at the time of the imposition of such special or local assessments.

To contract debts in the name of and for the use of the town and make and issue, or cause to be made and issued, as evidence thereof, bonds, notes or other obligations, within the limitations prescribed by the constitution and laws of this state concerning bonds issued by towns, upon credit of the town, or solely upon the credit of specific property owned by the town or solely upon the credit of income derived from property used in connection with any public utility owned and operated by the town.

To borrow money temporarily, pending the issuance and sale of any bonds, notes or other obligations authorized by this Charter, or in anticipation of the receipt of taxes and revenue of the current fiscal year, and to issue notes or other evidences of indebtedness therefor, and from time to time to renew such temporary loans or to use current funds to be ultimately repaid from the proceeds of said bonds, notes or other obligations, or from the town taxes and revenues, as the case may be.

To expend the money of the town for all lawful purposes.

To levy a tax or a license on any slot machine or similar device of any kind, whether a license may be required therefor by the state or not, and may, if permitted by general law, exceed the state license, if any be required, and may provide penalties for any violation thereof.

To license and regulate the holding and location of shows, circuses, public exhibitions, carnivals, and other similar shows or fairs, or prohibit the holding of the same, or any of them within the limits of the town or within one (1) mile thereof; provided that the license fee for holding any of the foregoing within one (1) mile of the town shall only be sufficient to provide regulation and protection.

To impose licenses by ordinance upon businesses, trades, professions or callings, and upon persons, firms, associations or corporations engaged therein or offering to do business within the boundaries of the town, whose principal office is or is not located in the town, except when prohibited by general law, whether or not a license may be required therefor by the state. The fee for such license may exceed the state license fee if any be required.

Licenses may also be imposed upon and a fee therefor collected from persons, firms, or corporations selling and delivering at the same time at other than a definite place of business, goods, wares or merchandise, to licensed dealers or retailers in the town.

For every license issued or transferred under this Charter, there may be prescribed by ordinance a reasonable charge or fee, for issuing or transferring the same. Such charges or fees shall be paid into the town treasury.

A lien shall exist on all real estate within the corporate limits for taxes, levies, penalties or assessments in favor of the town, levied or assessed thereon from the commencement of the year for which the same was levied or assessed, and the penalties and procedure for collecting such taxes and for selling real estate for town taxes shall be the same as provided by the general laws of this commonwealth. The council shall have the benefit of all other remedies for the collection of town taxes which are now, or may hereafter be permitted under the general law of the state, including the power to distrain goods and chattels for failure to pay taxes levied thereon.

**State Constitution reference**—Municipal debt, art. VII, ~~§ 10.~~

**State Law reference**—~~Taxes or assessments for local improvements, Code of Virginia, § 15.2-2404 et seq.; budgets, audits and reports, Code of Virginia, § 15.2-2500 et seq.; limitation on amount of outstanding bonds, Code of Virginia, § 15.2-2634; local taxes, Code of Virginia, § 58.1-3000 et seq.; taxable real estate, Code of Virginia, § 58.1-3200 et seq.; real property tax to constitute lien, Code of Virginia, § 58.1-3340 et seq.; local license taxes, Code of Virginia, § 58.1-3700 et seq.; limitation of local authority to impose license taxes, Code of Virginia, § 58.1-3703; local license tax on coin-operated amusement machines, Code of Virginia, § 58.1-3720 et seq.; enforcement, collection, refunds, remedies and review of local taxes, Code of Virginia, § 58.1-3900 et seq.~~

- **ARTICLE V. - PROPERTY**
- **Sec. 1. - Powers of town council.**

The town council shall have within the provisions of general law and the constitution of this state the following powers:

To acquire by purchase, gift, devise, condemnation, or otherwise, as provided by general law and the constitution of this state, property, real or personal, or any estate therein within or without the

town, for any purpose of the town, and to hold, improve, sell, lease, mortgage, or pledge, or otherwise dispose of the same or any part thereof, including any property now owned by the town.

To acquire by gift, purchase, exchange or by the exercise of the power of eminent domain within this state, lands, or any interest or estate in lands, rock quarries, gravel pits, sandpits, water and water rights, and the necessary roadways thereto, either within or without the town, and to acquire and install machinery and equipment and build the necessary roads or trainways thereto, and to operate the same for producing material required for any and all purposes of the town.

To acquire and operate parks, playgrounds, and public grounds within or without the corporate limits of the town, and to place on the same either within or without the town, stadia, swimming pools, recreation and amusement buildings, structures or enclosures of every character, and charge admission thereto, and to rent out or lease the privileges of the same.

To acquire by condemnation, purchase or otherwise, provide for, maintain, operate and protect aircraft landing fields either within or without the corporate limits of the town.

To acquire in any lawful manner, for the purpose of encouraging commerce and manufacture, lands within or without the town, not exceeding at any one (1) time five hundred (500) acres in the aggregate, and from time to time sell or lease the same or any part thereof for industrial or commercial use and purposes, irrespective of the consideration paid for such lease or sale.

To construct, purchase, maintain, regulate and operate public improvements of all kinds, including municipal and other buildings, armories, sewage disposal plants, jails, comfort stations, markets and all buildings and structures necessary or appropriate for the use and proper operation of various departments of the town and to acquire by condemnation or otherwise all lands, riparian and other rights and easements necessary for such improvements, or any of them, and, either within or without the town to construct, maintain, or aid therein, roads and bridges to any property owned by the said town, and situated beyond the corporate limits thereof, and to acquire land necessary for the aforesaid uses by condemnation or otherwise.

To provide in or near the town land to be used as burial places for the dead, to improve and care for the same and the approaches thereto, and to charge for and regulate the use of the ground therein, to cooperate with any nonprofit corporation or association in the improvements and care of burial places and approaches thereto; and to provide for the perpetual upkeep and care of any plot or burial lot therein, the town is authorized to take and receive sums of money by gift, bequest, or otherwise, to be kept and invested, and the income thereof used in and about the perpetual upkeep and care of the said lot or plot for which the said donation, gift, or bequest has been made. And all acts of the said town in accepting from any cemetery company, society or corporation such land to be used as a burial place for the dead, whether the land has been heretofore used or not, as well as all contracts and agreements made with any person or persons for perpetual care and maintenance, are hereby declared valid.

**Editor's note**— Pursuant to Code of Virginia, § 15.2-1802, town governing bodies have the authority to acquire, lease or sell land for the development of business and industry. However, subsection (5) of the above section of the Charter appears to take precedence pursuant to Code of Virginia, § 15.2-100.

- **ARTICLE VI. - UTILITIES**
- **Sec. 1. - Powers of town council.**

The town council shall have the following powers:

To own, operate and maintain electric light and gas works, either within or without the corporate limits of the town and to supply electricity and gas, whether the same be generated or purchased by said town, to its customers and consumers both within and without the corporate limits of the said town, at such price and upon such terms as it may prescribe, and to that end it may contract for and purchase electricity and gas from the owners thereof upon such terms as it may deem expedient.

To own, operate and maintain waterworks and to acquire in any lawful manner in any county of the state, such water, lands, property rights and riparian rights as the council of the town may deem necessary for the purpose of providing an adequate water supply to the town and piping and conducting the same; to lay, erect and maintain all necessary mains and sewer lines, either within or without the corporate limits of the town, and to require abutting property owners within such corporate limits to connect therewith, for the distribution of water to its customers and consumers, both within or without the corporate limits of the town, and to charge and collect water rents therefor; to erect and maintain all necessary dams, pumping stations and other works in connection therewith; to make reasonable rules and regulations promoting the purity of its water supply and for protecting the same from pollution; and for this purpose to exercise full police powers and sanitary patrol over all land comprised within the limits of the watershed, tributary to any such water supply wherever such lands may be located in this state; to impose and enforce adequate penalties for the violation of any such rules and regulations; and to prevent by injunction any pollution or threatened pollution of such water supply, and any and all acts likely to impair the purity thereof; and to carry out the powers herein granted, the town may exercise within the state all powers of eminent domain provided by the laws of this state.

To establish, construct, and maintain sanitary sewers, sewer lines and systems, and to require abutting property owners to connect therewith; to establish, construct, maintain, and operate sewage disposal plants, and to acquire by condemnation or otherwise, within or without the town limits, all land, rights-of-way, riparian and other rights and easements necessary for said purposes, and to charge and assess and collect reasonable fees, rentals, assessments or costs of service for connecting with and using the same.

To charge and collect fees for permits to use public facilities and for public services and privileges; and to have the right and power to charge for any service rendered or convenience furnished to those residing without the corporate limits different from the rates charged for similar services or conveniences to those residing within the corporate limits.

To collect and dispose of sewage, offal, ashes, garbage, carcasses of dead animals, and other refuse, and make reasonable charges therefor; to acquire and operate reduction or any other plants for utilization and disposal of such material; to contract for or regulate the collection and disposal thereof; and to require the collection and disposal thereof, and to acquire land within or without the town for said purpose.

To establish, impose and enforce the collection of water and sewage rates, and rates and charges for public utilities, or other services, products, or conveniences, operated, rented, or furnished by the town; and to assess, or cause to be assessed, after reasonable notice to the owner or owners, water and sewage rates and charge directly against the owner or owners of the building, or against the proper tenant or tenants; and may by ordinance require a deposit of such reasonable amount as it may prescribe before furnishing such service either to [the] owner or tenant.

To grant franchises for public utilities in accordance with the provisions of the constitution and general laws; provided, however, the town shall at any time have the power to construct, own, operate, manage, sell, encumber, or otherwise dispose of, either within or without the town, any and all public utilities for the town, and to sell the services thereof[,] any existing franchises to the contrary notwithstanding.

To regulate, permit or prohibit poles and wires for electric, telephone, and telegraph purposes erected or to be erected and gas pipes to be laid in the streets and alleys of the town, to require the owner or lessee of an electric light, telephone, or telegraph pole, or poles, or wires, now in use or hereafter erected, to change the location of or move the same.

~~State Law reference—Eminent domain, Code of Virginia, tit. 25.~~

## • **ARTICLE VII. - STREETS**

### • **Sec. 1. - Powers of town council.**

The town council shall have the following powers:

The town shall have the power to acquire, establish, enter, open, widen, extend, grade, improve, construct, maintain, and clear public highways, streets, sidewalks, boulevards, parkways, alleys, and to alter, vacate, or close the same; to establish and maintain parks, golf courses, playgrounds and public grounds and to keep them lighted and in good order; to construct, maintain and operate bridges, viaducts, subways, tunnels, sewers and drains, and to regulate the use of all such highways, parks, public grounds and works; to plant and maintain or remove shade trees along the streets and upon such public grounds; to prevent the obstruction of such streets, alleys and highways, to regulate the operation and speed of cars and vehicles within the streets and highways within the town; and to do all other things whatsoever adapted to make the streets and highways safe, convenient and attractive.

To give names to or alter the names of the streets.

## • **ARTICLE VIII. — [RESERVED] BUILDING REGULATIONS**

### • **Sec. 1. - Powers of town council.**

~~The town council shall have the following powers:~~

~~To regulate the size, height, materials and construction of buildings, fences, walls, retaining walls and other structures hereafter erected in such manner as the public safety and convenience may require; to remove or require to be removed or reconstructed any building, structure or addition thereto which by reason of dilapidation, defect of structure, or other causes may become dangerous to life or property, or which may be erected contrary to law.~~

~~To provide for regular and safe construction of houses in the town for the future and to provide a building code for the town; to provide setback lines on the streets beyond which no buildings may be constructed if permitted by general law; to require the standard of all dwelling houses to be maintained in residential sections in keeping with the majority of residences therein, and if permitted by general law to require the standard of all business houses to be maintained in business sections in keeping with the majority of the business houses therein.~~

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~~—To make and adopt a comprehensive plan for the town and to that end all plats and replats hereafter made subdividing any land within the town, or within one (1) mile thereof, into streets, alleys, roads and lots or tracts, shall be submitted to and approved by the council before such plats, or replats are filed for record, or recorded, in the office of the clerk of Prince William County, Virginia.~~

~~—To issue, or refuse (in case of noncompliance with the building requirements of the town) to issue, permits for the construction of buildings, fences, walls and other structures in the said town; and any person, firm or corporation failing to secure such permit prior to the beginning of said construction or other work shall be deemed guilty of a misdemeanor and punished as hereinbefore provided.~~

- ~~• **State Law reference**— Virginia Uniform Statewide Building Code, Code of Virginia, § 36-97 et seq.~~

## • **ARTICLE IX. - ADDITIONAL POWERS**

### • **Sec. 1. - Enumerated.**

In addition to powers elsewhere mentioned in this Charter and the powers conferred by general law and the constitution, the town shall have the following powers:

*General welfare.* To compel the abatement and removal of all nuisances within the town or upon property owned by the town without its limits at the expense of the person or persons causing the same or of the owner or occupant of the ground or premises wherein the same may be, and to collect said expense by suit or motion or by distress and sale; to require all lands, lots and other premises within the town to be kept clean and sanitary and free from stagnant water, weeds, filth, and unsightly deposits, or to make them so at the expense of the owners or occupants thereof, and to collect said expense by suit or motion or by distress and sale; to regulate or prevent noisome or offensive business within the said town, or the exercise of any dangerous or unwholesome business, trade, or employment therein; to regulate the transportation of all articles through the streets of the town; to compel the abatement of smoke and dust, and prevent unnecessary noise; to regulate the location of stables and the manner in which the same shall be constructed and kept; to regulate the location, construction, operation, and maintenance of billboards and signs; and generally to define, prohibit, abate, suppress, and prevent all things detrimental to the health, morals, aesthetics, safety, convenience and welfare of the inhabitants of the town; and to require all owners or occupants of property having public sidewalks adjacent thereto to keep the same clean and sanitary, free from weeds, filth, unsightly deposits, ice and snow, and any obstruction.

*Fire prevention and protection—Generally.* To extinguish and prevent fires, and to establish, regulate and control a fire department or division; ~~to establish and designate from time to time fire limits, within which limits wooden buildings shall not be constructed, added to, enlarged or repaired, and to direct that any or all future buildings within such limits shall be constructed of stone, natural or artificial, concrete, brick, iron or other fireproof materials; to enact stringent and~~

~~efficient laws for securing the safety of persons from fires in halls and buildings used for public assemblages, entertainments or amusements.~~

~~Same—*Dangerous substances; firearms; bonfires.* To direct the location and construction of all buildings for storing explosives or combustible substances; to regulate the sale and use of gunpowder, nitroglycerin, fireworks, kerosene, gasoline, and other like material; to regulate or prevent the exhibition of fireworks, the discharge of firearms, and the making of bonfires within the corporate limits of said town.~~

~~*Health.* To provide for the preservation of the general health of the inhabitants of said town, make regulations to secure the same, inspect all foodstuffs, and prevent the introduction and sale in said town of any articles or thing intended for human consumption which is adulterated, impure, or otherwise dangerous to health, and to condemn, seize, and destroy or otherwise dispose of any such article or thing without liability to the owner thereof; to prevent the introduction or spread of contagious or infectious diseases, and prevent and suppress disease generally; to provide and regulate hospitals within or without the town limits, and if necessary to the suppression of disease, to enforce the removal of persons affected with contagious or infectious diseases to hospitals provided for them; to provide for the organization of a department or bureau of health, to have the powers of a board of health for the town, with authority necessary for the prompt and efficient performance of its duties, with the power to invest any or all of the officials or employees of such department of health with such powers as the police officers of the town have, to establish quarantine ground [sic] within or without the town, and establish and enforce such quarantine regulations against contagious and infectious diseases as the council may see fit, subject to the laws of the state and the United States.~~

~~*Social services.* To provide for the care, support and maintenance of children and of sick, aged, insane, or poor persons and paupers.~~

*Public institutions.* To provide and maintain, either within or without the town, charitable, recreative, curative, corrective, detention or penal institutions.

*Animals.* To regulate poultry or other fowl, hogs, dogs or other animals being kept in or running at large in the town, or any thickly populated portion thereof, and to subject the same to such taxes, regulations and penalties as the council may think proper.

~~*Dangerous or annoying acts.* To prevent the riding or driving of horses or other animals at an improper speed; to prevent the flying of kites, throwing of stones, the setting off of fireworks or engaging in any sort of employment in the public streets which is dangerous or annoying to passersby, and to prohibit and punish the abuse of animals.~~

*Markets; sales.* To establish markets in the town and regulate the same and to enforce such regulations in regard to the keeping and sale of fresh meats, vegetables, eggs, and other green groceries, and the trade of hucksters and junk dealers as may be deemed advisable.

~~*Vagrants.* To prevent any person having no visible means of support, paupers, and persons who may be dangerous to the peace and safety of the town from coming to town from without the same; and to expel therefrom any such person who has been in the town less than twelve (12) months.~~

~~**Editor's note**—Generally, vagrancy regulations as authorized above are deemed to be offenses of status, which are not enforceable. This note applies to subsections (10) and (12).~~

*Police.* To exercise full police powers and establish and maintain a department or division of police.

~~*Offenses.* To restrain and punish drunkards, vagrants, and street beggars; to prevent and quell riots, disturbances, and disorderly assemblages; to suppress houses of ill fame and gambling houses and punish operators and inmates of the same; to prohibit and punish the carrying of concealed weapons within the town; to prevent and punish lewd, indecent, and disorderly exhibitions in the town. To prohibit and punish gambling and betting[,] disturbances of the peace, disorderly conduct, and public swearing and cursing, within the town.~~

~~*Property damage.* To prohibit and punish mischievous, wanton, or malicious damage to school, church, and public property, as well as to private property.~~

~~*Minors.* To prohibit minors from and punish them for frequenting, playing or loitering in any public poolroom, billiard parlor, or bowling alley, and to punish any proprietor or agent thereof for permitting same.~~

~~*Prisoners.* To compel persons sentenced to confinement in jail for any violation of the laws or ordinances of the town to work on the public streets, parks, or other public works of the town; and on the requisition of the mayor it shall be the duty of the sergeant of the town or the sheriff of Prince-William County to deliver such persons to the duly authorized agent of the town for such purposes from day to day as they may be required. For the purpose of carrying into effect the police regulations of the town, the town shall have the use of the county jail of Prince-William County for the safekeeping and confinement of all persons who shall be sentenced to imprisonment under the ordinances of the town.~~

**State Law reference**— When jail of county to be jail for town, Code of Virginia, § 53.1-73.

*Injunction.* To enjoin and restrain the violation of any town ordinance or ordinances, although a penalty is provided upon the conviction of such violation.

*Legislation.* To pass and enforce all bylaws, rules, regulations, and ordinances which it may deem necessary for the good order and government of the town, the management of its property, the conduct of its affairs, the peace, comfort, convenience, order, morals, health, and protection of the citizens and their property, and to do such other things and pass such other laws as may be necessary or proper to carry into full effect all powers, authority, capacity or jurisdiction, which is or shall be granted to or vested in said town, or in the council, court of [sic] officers, thereof or which may be a necessary incident to a municipal corporation.

*Miscellaneous acts authorized.* To do all things whatsoever necessary or expedient and lawful to be done for promoting or maintaining the general welfare, comfort, education, morals, government, peace, health, trade, commerce, or industries of the town, or its inhabitants.

*Rewards.* To offer and pay rewards for the apprehension of criminals.

~~*Meat and milk regulation.* To provide by ordinance a system of meat and milk inspection, and appoint milk and meat inspectors, agents, or officers to carry the same into effect; to prevent, license, regulate, control, and locate slaughterhouses within or without the corporate limits of the town; and for such services of inspection to make reasonable charges; and to provide reasonable penalties for the violation of such ordinances.~~

~~*Schools; libraries.* To establish, organize, administer, or contribute to the support of public schools and libraries, subject to the general laws establishing a standard of education for the state.~~

**State Law reference**— Education, Code of Virginia, tit. 22.1.

*Inspections; weights, etc.* To inspect, test, measure and weigh any commodity or commodities or articles of consumption for use within the town; and to establish, regulate, license and inspect weights, meters, measures, and scales.

*Alcoholic beverages.* To make and enforce ordinances, insofar as not prohibited by the general laws of this state, to regulate, control, license and/or tax the manufacture, bottling, sale, distribution, transportation, handling, advertising, possession, dispensing, drinking and use of alcohol, brandy, rum, whiskey, gin, wine, beer, lager beer, ale, porter, stout, and all liquors, beverages and articles containing alcohol by distillation, fermentation or otherwise.

**State Law reference**— Local ordinances or resolutions regulating alcoholic beverages, Code of Virginia, § 4.1-128.

*Registration of motor vehicles.* To require every owner or operator of motor vehicles residing in the town, on a date to be designated by the council, to annually register such motor vehicles and to obtain a license to operate the same by making application to the treasurer of the town, or such other person as may be designated by the council; to issue such license, and to require the owner to pay the annual license fee therefor to be fixed by the council, provided that the license fee shall not exceed the amount charged by the state on such machines. The council shall have the right to require the operator of the motor vehicle to attach a proper license plate on a conspicuous part of the motor vehicle and to keep same thereon in plain view for common observation. The council may prorate such license fee over periods of not less than three (3) months.

**State Law reference**— Local vehicle taxes and license fees, Code of Virginia, § 46.2-752 et seq.; decals and stickers on windshields, Code of Virginia, § 46.2-1052.

*Motor vehicles.* Insofar as not prohibited by general law, to control, regulate, limit and restrict the operation of motor vehicles carrying passengers for hire upon the streets or alleys of the town; to regulate the use of automobiles and other automotive vehicles upon the streets; to regulate the routes in and through the town to be used by motor vehicle carriers operating in and through the town and to prescribe different routes for different carriers; to prohibit the use of certain streets by motor trucks; and generally to prescribe such regulations respecting motor traffic therein as may be necessary for the general welfare and safety.

**State Law reference**— Local regulation of taxicab service, Code of Virginia, § 46.2-2016 et seq.

*State laws.* To make and enforce and effect by ordinances any and all the laws of this state.

*Ordinances; violations.* To put into force and effect by ordinances any and all the foregoing powers, and any other powers and authority of the council given by this Charter, or any state law, or any amendments thereto; and to prescribe punishment for the violation of any town ordinance, rule or regulation, or of any provision of this Charter, the penalty not to exceed five hundred dollars (\$500.00) fine or twelve (12) months' imprisonment in jail, or both.

**State Law reference**— Penalties for violation of ordinances, Code of Virginia, § 15.2-1429.

*Additional powers.* The enumeration of particular powers by this Charter shall not be deemed to be exclusive, and in addition to the powers enumerated herein or implied hereby, or appropriate to the exercise of such powers, it is intended that the town council shall have and may exercise all powers which, under the constitution and laws of this state, it would be competent for this Charter specifically to enumerate.

## • **ARTICLE X. — [RESERVED] ACTIONS AGAINST TOWN**

~~• **Sec. 1. - Statement to be filed.**~~

~~—No actions shall be maintained against the town for damages for any injury to any person or property alleged to have been sustained by reason of the negligence of the town or any officer, agent, or employee thereof, unless a written statement of the claimant, his agent, or attorney, or the personal representative of any decedent whose death is a result of the alleged negligence of the town, its officers, agents or employees, of the nature of the claim and the time and place at which the injury is alleged to have occurred or to have been received, shall have been filed with the mayor or any attorney appointed by the council for the purpose within sixty (60) days after such cause of action shall have occurred, except where the claimant is an infant or non compos mentis, or the injured party dies within such sixty (60) days such statement may be filed within one hundred and twenty (120) days. And no officers, agents, or employees of the town shall have authority to waive such conditions precedent or any of them.~~

~~• **Editor's note**— Code of Virginia, § 8.01-222 takes precedence over the above section.~~

**• ARTICLE XI. - MISCELLANEOUS**

**• Sec. 1. - Severability; title.**

If any clause, sentence, paragraph, or part of this act shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of the act, but shall be confined in its operation to the part of the act directly involved in the controversy in which the judgment shall have been rendered.

This act may be referred to or cited as the Haymarket charter of 2022. ~~nineteen hundred and fifty.~~

~~2. That chapter 373 of the Acts of Assembly of 1948, approved March 31, 1948, is repealed.~~

~~3. An emergency exists and this act is in force from its passage.~~

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07/25/22

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3110 · GENERAL PROPERTY TAXES	381,743.23	386,017.00	-4,273.77	98.9%
3120 · OTHER LOCAL TAXES	1,843,937.41	1,584,000.00	259,937.41	116.4%
3130 · PERMITS, FEES & LICENSES	37,969.25	28,500.00	9,469.25	133.2%
3140 · FINES & FORFEITURES	23,736.84	60,000.00	-36,263.16	39.6%
3150 · REVENUE - USE OF MONEY	-2,035.21	3,000.00	-5,035.21	-67.8%
3151 · RENTAL (USE OF PROPERTY)	170,876.96	164,674.00	6,202.96	103.8%
3160 · CHARGES FOR SERVICES	6,171.19	0.00	6,171.19	100.0%
3165 · REVENUE - TOWN EVENTS	76,092.50	80,000.00	-3,907.50	95.1%
3180 · MISCELLANEOUS	27,072.54	20,900.00	6,172.54	129.5%
3200 · REVENUE FROM COMMONWEALTH	188,967.83	215,340.00	-26,372.17	87.8%
3500 · Reserve Funds	0.00	59,200.00	-59,200.00	0.0%
4000 · Carry-Over Surplus	0.00	246,000.00	-246,000.00	0.0%
<b>Total Income</b>	<b>2,754,532.54</b>	<b>2,847,631.00</b>	<b>-93,098.46</b>	<b>96.7%</b>
<b>Gross Profit</b>	<b>2,754,532.54</b>	<b>2,847,631.00</b>	<b>-93,098.46</b>	<b>96.7%</b>
<b>Expense</b>				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL	23,347.39	31,750.00	-8,402.61	73.5%
12110 · TOWN ADMINISTRATION	601,547.62	691,150.00	-89,602.38	87.0%
12210 · LEGAL SERVICES	75,900.25	70,000.00	5,900.25	108.4%
12240 · INDEPENDENT AUDITOR	16,000.00	16,000.00	0.00	100.0%
<b>Total 01 · ADMINISTRATION</b>	<b>716,795.26</b>	<b>808,900.00</b>	<b>-92,104.74</b>	<b>88.6%</b>
03 · PUBLIC SAFETY	944,105.08	989,102.00	-44,996.92	95.5%
04 · PUBLIC WORKS	232,450.22	271,475.00	-39,024.78	85.6%
06 · ECONOMIC DEVELOPMENT	12,794.06	22,430.00	-9,635.94	57.0%
07 · PARKS, REC & CULTURAL	73,429.57	105,150.00	-31,720.43	69.8%
08 · COMMUNITY DEVELOPMENT	41,281.84	48,823.00	-7,541.16	84.6%
09 · NON-DEPARTMENTAL	170,383.17	171,925.00	-1,541.83	99.1%
94104 · Street Scape - Park Sidewalk	7,301.25	150,000.00	-142,698.75	4.9%
94105 · PERSONNEL	0.05			
94106 · TOWN CENTER MASTER PLAN	51,237.68	75,000.00	-23,762.32	68.3%
94107 · BLIGHT MITIGATION	0.00	40,000.00	-40,000.00	0.0%
94108 · Capital Improvement Funds Expens	20,800.00	164,826.00	-144,026.00	12.6%
<b>Total Expense</b>	<b>2,270,578.18</b>	<b>2,847,631.00</b>	<b>-577,052.82</b>	<b>79.7%</b>
<b>Net Ordinary Income</b>	<b>483,954.36</b>	<b>0.00</b>	<b>483,954.36</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
Other Income	68,458.12	1,807,692.00	-1,739,233.88	3.8%
Other Expense	68,814.00	1,807,692.00	-1,738,878.00	3.8%
<b>Net Other Income</b>	<b>-355.88</b>	<b>0.00</b>	<b>-355.88</b>	<b>100.0%</b>
<b>Net Income</b>	<b>483,598.48</b>	<b>0.00</b>	<b>483,598.48</b>	<b>100.0%</b>

Attachment: FY2022 Current Actuals vs Budget 06.30.2022 (5679 : FY22 Year End Budget Review)

	Actuals	Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	366,123.33	371,903.00	98.4%	Real estate invoices have been mailed out for 2021
3110-02 · Public Service Corp RE Tax	13,493.59	13,114.00	102.9%	Real estate invoices have been mailed out for 2022
3110-03 · Interest - All Property Taxes	971.79	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,154.52	1,000.00	115.5%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>381,743.23</b>	<b>386,017.00</b>	<b>98.9%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	55,651.04	1,000.00	5,565.1%	
3120-01 · Bank Stock Tax	24,163.00	25,000.00	96.7%	
3120-02 · Business License Tax	272,483.77	255,000.00	106.9%	over budgeted revenue; working on delinquent accounts
3120-03 · Cigarette Tax	139,446.86	125,000.00	111.6%	collection up to June 30, 2022
3120-04 · Consumer Utility Tax	150,983.02	158,000.00	95.6%	collection up to June 30, 2022
3120-05 · Meals Tax - Current	1,036,483.82	875,000.00	118.5%	collection up to June 30, 2022
3120-06 · Sales Tax Receipts	156,339.79	145,000.00	107.8%	collection up to May 31, 2022
3120-07 · Penalties (Non-Property)	7,989.34	0.00	100.0%	
3120-08 · Interest (Non-Property)	374.99	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,843,915.63</b>	<b>1,584,000.00</b>	<b>116.4%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSES</b>				
3130-01 · Application Fees	5,495.00	2,500.00	219.8%	
3130-03 · Motor Vehicle Licenses	738.00	1,000.00	73.8%	
3130-05 · Other Planning & Permits	9,925.00	25,000.00	39.7%	
3130-06 · Pass Through Fees	21,811.25	0.00	100.0%	Cost are passed on to developer/contractor
<b>Total 3130 · PERMITS,FEES &amp; LICENSES</b>	<b>37,969.25</b>	<b>28,500.00</b>	<b>133.2%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	23,736.84	60,000.00	39.6%	collections up to April 30, 2022
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>23,736.84</b>	<b>60,000.00</b>	<b>39.6%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	-10,555.52	1,500.00	-703.7%	
3150-03 · Interest on Bank Deposits	8,520.31	1,500.00	568.0%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>-2,035.21</b>	<b>3,000.00</b>	<b>-67.8%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-02 · 15026 Suite 210 Body Mind	4,764.27	4,736.00	100.6%	Revenue lessen due to moving to smaller space within building
3151-04 · Suite 210 B&B Security (LF Security)	6,460.45	6,280.00	102.9%	
3151-06 · Suite 204 MAC-ISA	6,944.00	6,720.00	103.3%	
3151-07 · Haymarket Church Suite 206	34,576.80	34,577.00	100.0%	
3151-08 · 15020 Washington Realty	47,035.80	40,316.00	116.7%	overage due to lease correction
3151-09 · 15026 Copper Cricket	22,114.56	22,114.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	33,781.08	33,781.00	100.0%	
3151-12 · Haymarket Coffee Company LLC	12,850.00	11,450.00	112.2%	
3151-13 · A1 Testing Solutions LLC	2,350.00	4,700.00	50.0%	New tenant as of March 1, 2022
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>170,876.96</b>	<b>164,674.00</b>	<b>103.8%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	291.19			new FOIA charges
3160-01 · Public Safety				
3160-03 · VDOT Details	5,880.00			VDOT Detail for Crosswalks
<b>Total 3160-01 · Public Safety</b>	<b>5,880.00</b>			
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>6,171.19</b>			
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	1,000.00	0.00	100.0%	
3165-01 · Town Event	66,193.00	80,000.00	82.7%	
3165-02 · Farmer's Market	2,002.50	0.00	100.0%	
3165-03 · Town Ornaments	6,897.00	0.00	100.0%	

Total 3165 · REVENUE - TOWN EVENTS	76,092.50	80,000.00	95.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	64.81	0.00	100.0%	
3180-03 · Miscellaneous	180.00			
3180-04 · Reimbursement from Insurance	26,817.73	20,900.00	128.3%	Reimbursement from Insurance for PD vehicles
3180 · MISCELLANEOUS - Other	10.00	0.00	100.0%	Reimbursement from DMV for postage
Total 3180 · MISCELLANEOUS	27,072.54	20,900.00	129.5%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	31,552.00	31,548.00	100.0%	
3200-04 · Car Rental Reimbursement	147.42			
3200-05 · Communications Tax	82,845.43	103,165.00	80.3%	collections up to April 30, 2022 received \$15,000 for FY2022 funds; Deffered the funds as it is restricted
3200-06 · Department of Fire Programs	0.00			
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,278.82	1,500.00	85.3%	
3200-16 · DMV Select Commission	54,517.19	60,500.00	90.1%	collections up to May 31, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	188,967.83	215,340.00	87.8%	
3500 · Reserve Funds	0.00	59,200.00	0.0%	
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%	
	2,754,510.76	2,847,631.00	96.7%	
<b>Total Income</b>	<b>2,754,510.76</b>	<b>2,847,631.00</b>	<b>96.7%</b>	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	424.00	2,500.00	17.0%	
111002 · FICA/Medicare	1,580.83	2,000.00	79.0%	
111003 · Meals and Lodging	178.27	1,000.00	17.8%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	21,164.29	26,000.00	81.4%	
111006 · Town Elections	0.00	0.00	0.0%	
Total 11100 · TOWN COUNCIL	23,347.39	31,750.00	73.5%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	317,258.09	322,630.00	98.3%	
1211002 · Salaries & Wages - DMV Clerk	34,805.30	44,500.00	78.2%	
1211003 · Salaries/Wages - Part Time	37,878.29	43,800.00	86.5%	
1211004 · FICA/Medicare	29,475.30	30,381.00	97.0%	
1211005 · VRS	37,204.25	48,545.00	76.6%	
1211006 · Health Insurance	37,214.14	64,134.00	58.0%	
1211007 · Life Insurance	4,327.75	4,685.00	92.4%	
1211008 · Disability Insurance	2,232.35	2,631.00	84.8%	
1211009 · Unemployment Insurance	2,831.25	4,240.00	66.8%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	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	6,763.06	8,000.00	84.5%	
1211014 · Printing & Binding	4,880.06	8,298.00	58.8%	
1211015 · Advertising	10,031.93	9,000.00	111.5%	
1211016 · Computer, Internet &Website Svc	22,957.04	28,800.00	79.7%	
1211017 · Postage	1,748.45	4,000.00	43.7%	
1211018 · Telecommunications	5,708.23	7,500.00	76.1%	
1211019 · Mileage Allowance	550.71	1,000.00	55.1%	
1211020 · Meals & Lodging	1,327.05	2,000.00	66.4%	
1211021 · Convention & Education	1,520.85	6,000.00	25.3%	
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%	
1211024 · Books, Dues & Subscriptions	15,305.33	16,000.00	95.7%	
1211025 · Office Supplies	5,301.81	6,500.00	81.6%	
1211026 · Equipment Rental	3,981.72	4,075.00	97.7%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	601,547.62	691,150.00	87.0%	

12210 · LEGAL SERVICES				services up to May 31, 2022
1221001 · Legal Services	75,900.25	70,000.00	108.4%	
Total 12210 · LEGAL SERVICES	75,900.25	70,000.00	108.4%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	16,000.00	16,000.00	100.0%	
Total 12240 · INDEPENDENT AUDITOR	16,000.00	16,000.00	100.0%	
Total 01 · ADMINISTRATION	716,795.26	808,900.00	88.6%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	407,826.77	425,000.00	96.0%	
3110003 · Salaries & Wages - OT Premium	11,906.12	20,000.00	59.5%	
3110013 · Salaries & Wages - OT Select En	10,035.36	10,000.00	100.4%	
3110004 · Salaries & Wages - Holiday Pay	17,983.99	14,000.00	128.5%	
3110005 · Salaries & Wages - Part Time	38,485.91	50,000.00	77.0%	
3110006 · Salaries & Wages - VDOT	4,815.00			
3110011 · Salaries & Wages - Recruit. Bonus	642.86	1,000.00	64.3%	
3110020 · FICA/MEDICARE	37,096.62	36,724.00	101.0%	
3110021 · VRS	42,711.26	46,102.00	92.6%	
3110022 · Health Insurance	56,339.70	80,752.00	69.8%	
3110023 · Life Insurance	5,229.52	5,717.00	91.5%	
3110024 · Disability Insurance	1,849.05	2,200.00	84.0%	
3110025 · Unemployment Insurance	5,682.58	3,000.00	189.4%	WC audit has been completed; will address in next amendment
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	25,730.40	26,000.00	99.0%	Front loaded cost to Town
3110032 · Computer, Internet & Website	36,125.32	32,340.00	111.7%	
3110033 · Postage	15.93	100.00	15.9%	
3110034 · Telecommunications	11,190.78	10,000.00	111.9%	This line item will be addressed during final budget amendment
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	
3110038 · Convention & Edu. (Training)	2,427.60	10,000.00	24.3%	
3110040 · Annual Dues & Subscriptions	13,009.58	13,000.00	100.1%	Front loaded cost to Town
3110041 · Office Supplies	5,329.31	5,000.00	106.6%	
3110042 · Vehicle Fuels	28,182.45	27,250.00	103.4%	
3110043 · Vehicle Maintenance/Supplies	14,996.05	11,000.00	136.3%	
3110044 · Repair/Maintenance Supplies	26,636.78	17,583.00	151.5%	
3110045 · Uniforms & Police Supplies	17,218.88	20,000.00	86.1%	
3110056 · Capital Outlay-Machinery/Equip	31,618.85	31,592.00	100.1%	2 of 2 - Final Payment on total loan
Total 31100 · POLICE DEPARTMENT	885,020.67	929,902.00	95.2%	
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	944,105.08	989,102.00	95.5%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	90,210.06	90,090.00	100.1%	services up to June 30, 2022
Total 43200 · REFUSE COLLECTION	90,210.06	90,090.00	100.1%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	72,117.75	96,654.00	74.6%	
4310002 · Maint Svc Contract-Pest Control	2,774.80	3,000.00	92.5%	
4310003 · Maint Svc Contract-Landscaping	32,355.35	35,000.00	92.4%	
4310004 · Maint Svc Contract Snow Removal	8,018.00	8,018.00	100.0%	
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%	
4310007 · Electric/Gas Services	17,763.38	16,500.00	107.7%	
4310008 · Electrical Services-Streetlight	4,052.24	5,500.00	73.7%	
4310009 · Water & Sewer Services	2,662.28	3,000.00	88.7%	
4310010 · Janitorial Supplies	94.34	2,000.00	4.7%	
4310011 · Real Estate Taxes	1,122.02	2,500.00	44.9%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	142,240.16	174,172.00	81.7%	

Total 04 · PUBLIC WORKS	232,450.22	271,475.00	85.6%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	5,315.00	430.00	1,236.0%
60003 · Advertising	7,479.06	22,000.00	34.0%
Total 06 · ECONOMIC DEVELOPMENT	12,794.06	22,430.00	57.0%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK	13,978.93	20,000.00	69.9%
7000001 · Grounds Maintenance/Repairs			
Total 71110 · EVENTS			
71110 · EVENTS			
7111001 · Advertising - Events	6,893.89	7,500.00	91.9%
7111003 · Contractural Services	42,795.59	53,150.00	80.5%
7111004 · Events - Other	7,710.74	19,350.00	39.8%
Total 71110 · EVENTS	57,400.22	80,000.00	71.8%
72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	1,650.42	2,200.00	75.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%
Total 72200 · MUSEUM	2,050.42	5,150.00	39.8%
Total 07 · PARKS, REC & CULTURAL	73,429.57	105,150.00	69.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	2,385.00	5,670.00	42.1%
8110002 · FICA/Medicare	180.91	500.00	36.2%
8110003 · Consultants - Engineer	8,690.71	15,000.00	57.9%
8110004 · Consultants - Comp Plan	0.00	15,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	2,000.00	0.0%
8110009 · Engineer - Pass Through	27,893.75	0.00	100.0%
Total 81100 · PLANNING COMMISSION	39,150.37	39,120.00	100.1%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,980.00	5,830.00	34.0%
8111002 · FICA/Medicare	151.47	446.00	34.0%
8111005 · Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,131.47	6,776.00	31.5%
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	41,281.84	48,823.00	84.6%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%
9510003 · General Obligation Bond - Int	12,383.17	12,425.00	99.7%
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	7,301.25	150,000.00	4.9%
Total 94104 · Street Scape - Park Sidewalk	7,301.25	150,000.00	4.9%
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.05		
Total EMPLOYEE BENEFITS	0.05		
Total 94105 · PERSONNEL	0.05		
94106 · TOWN CENTER MASTER PLAN			
9416701 · Architectural/Engineering Fees	51,237.68	75,000.00	68.3%
Total 94106 · TOWN CENTER MASTER PLAN	51,237.68	75,000.00	68.3%
94107 · BLIGHT MITIGATION			

Front loaded cost to Town

Front loaded cost to Town

RFP intial cost of engineering

Town Center Final Site Plan

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	164,826.00	12.6%	
Total Expense	2,270,578.18	2,847,631.00	79.7%	
Net Ordinary Income	483,932.58	0.00	100.0%	Pre-Audit Sur-Surplus
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%	
50001 · Amerian Rescue Plan Funds	0.00	1,738,878.00		
Total Other Income	68,458.12	1,807,692.00	3.8%	Funds have been restricted for future infacstructue use
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%	The Town has exhausted the CARES Act funds
Net Other Income	-355.88	0.00	100.0%	
Net Income	483,576.70	0.00	100.0%	