



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 5, 2024

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Rev Donald Meeks, Greenwich Presbyterian Church

IV. Public Hearing I- Mobile Food Establishment Ordinance

1. Public Notice
2. Citizen Comments
3. Close Public Hearing I

V. Public Hearing II - Budget Amendment

1. Public Notice II
2. Citizen Comment
3. Close Public Hearing II

VI. Citizens Time

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Jan 2, 2024 6:00 PM
2. Mayor and Council - Regular Meeting - Jan 2, 2024 7:00 PM

B. Department Reports

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

C. Liaison Reports

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

VIII. Agenda Items

1. Consideration of Ordinance 2024-001: Mobile Food Establishment
2. Resolution #2024-001: Budget Amendment
3. BZA Re-Appointment Nomination
4. Event Coordinator Position
5. Strategic Planning: Priorities

IX. Councilmember Time

1. Vice Mayor Pater
2. Councilmember Beyene
3. Councilmember Pasanello
4. Councilmember Schneider
5. Councilmember Ramirez

- 6. Councilmember Gallagher
- 7. Mayor Luersen

X. Adjournment



NOTICE OF PUBLIC HEARING TOWN OF HAYMARKET

Notice is hereby given that the Town of Haymarket Town Council will hold a public hearing on Monday, February 5, 2024 at 7 PM or as soon thereafter as may be heard at the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket VA to receive public comment on proposed Ordinance #2024-001: An ordinance to consider amending the Town Code to add mobile food establishment and associated fees to the Haymarket Town Code Chapter 14, Section 14-1. A full copy of the proposed ordinance is available upon request or are available for review at the Office of the Town Clerk at 15000 Washington Street, Suite 100, Haymarket, VA 20169 between the hours of 9 am -4 pm. The public hearing will be held in a public facility accessible to persons with disabilities. Any person with questions on the accessibility of the facility or requesting special accommodations for a disability may contact the Town Clerk at 703-753-2600 x205.

If you wish to comment but cannot attend the public hearing, please send your comments to the Clerk of the Council, Kim Henry, by February 5, 2024 at 4:00pm, via email Khenry@townofhaymarket.org or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.

**NOTICE OF PUBLIC HEARING
TOWN OF HAYMARKET
FISCAL YEAR 2023/2024 AMENDMENT TO THE ADOPTED BUDGET**

The Haymarket Town Council will hold a public hearing on Monday, February 05, 2024 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2023/2024 budget as summarized below. This amendment will now increase the adopted Operating budget for Fiscal Year 2023- 2024 by \$1,096,234. The new overall adopted budget with these increases will be \$ 4,406,173.

The proposed budget amendments are available for public review both online at www.townofhaymarket.org and in the Clerk's office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

Budget Amendment for FY2023-2024 Budget

Operational Budget

	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Transient Occupancy Tax	\$ 175,000	\$ 225,000	\$ 50,000
Meals Tax	\$ 1,200,000	\$ 1,375,000	\$ 175,000
VACO/VML Investment	\$ 1,500	\$ 13,500	\$ 12,000
Interest on Bank Deposits	\$ 10,000	\$ 89,500	\$ 79,500
Public Safety	\$ 0	\$ 5,305	\$ 5,305
Sponsorships	\$ 10,000	\$ 25,600	\$ 15,600
Farmer's Market	\$ 8,000	\$ 12,000	\$ 4,000
Town Ornaments	\$ 5,000	\$ 12,500	\$ 7,500
Convenience Fee	\$ 0	\$ 300	\$ 300
Reimburse. From Insurance	\$ 45,519	\$ 46,019	\$ 500
Recovered Costs- Private Events	\$ 0	\$ 300	\$ 300
599 Law Enforcement Grant	\$ 31,548	\$ 36,144	\$ 4,596
DMV Select Grant	\$ 0	\$ 12,656	\$ 12,656
Transfer from ARPA Funds	\$ 200,000	\$ 926,477	\$ 726,477
<u>EXPENDITURE:</u>			
Town Administration:			
Salaries/Wages- Regular	\$ 407,469	\$ 425,469	\$ 18,000
Salaries/Wages- Overtime	\$ 0	\$ 3,500	\$ 3,500
Salaries/Wages- Part Time	\$ 66,560	\$ 55,875	(\$ 10,685)
FICA/Medicare	\$ 36,264	\$ 36,755	\$ 491
VRS	\$ 37,852	\$ 39,480	\$ 1,628
Life Insurance	\$ 4,850	\$ 5,075	\$ 225
Worker's Compensation	\$ 435	\$ 481	\$ 46
Accounting Services	\$ 8,000	\$ 8,300	\$ 300
Meals & Lodging	\$ 2,000	\$ 3,500	\$ 1,500
Legal Services	\$ 83,200	\$ 96,702	\$ 13,502
Auditing Services	\$ 17,120	\$ 42,600	\$ 25,480
Police Department:			
Salaries & Wages – DMV Grant	\$ 0	\$ 11,856	\$ 11,856
FICA/MEDICARE	\$ 53,240	\$ 54,148	\$ 908
Convention & Edu. (Training)	\$ 10,000	\$ 10,800	\$ 800
Vehicle Maint./Supplies	\$ 21,500	\$ 22,000	\$ 500
Uniforms & Police Supplies	\$ 36,000	\$ 45,901	\$ 9,901
Economic Development:			

Tourism/Traveling Marketing	\$ 75,075	\$ 96,429	\$ 21,354
Town Tourism	\$ 50,050	\$ 64,286	\$ 14,236
Haymarket Community Park:			
Demolition	\$ 0	\$ 50,000	\$ 50,000
Events:			
Contractual Services	\$ 50,000	\$ 64,950	\$ 14,950
Events – Other	\$ 30,850	\$ 40,850	\$ 10,000
Police Depart. Events	\$ 7,500	\$ 7,800	\$ 300
Farmer's Market	\$ 8,000	\$ 12,000	\$ 4,000
Debt Service:			
General Obligation Bond – Princ.	\$ 136,600	\$ 137,800	\$ 1,200
Street Scape – Park Sidewalk:			
Architectural/Engineering Fees	\$ 150,000	\$ 39,891	(\$ 110,109)
Construction	\$ 0	\$ 836,586	\$ 836,586
Capital Improvement Funds Expense	\$ 193,067	\$ 326,332	\$ 133,265
Storm Water Grant Match	\$ 0	\$ 40,000	\$ 40,000

TOWN OF HAYMARKET



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, January 2, 2024

6:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Absent, Councilman Matthew Gallagher: Present, Vice Mayor TracyLynn Pater: Late, Council Member Alexander Beyene: Absent, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Agenda Items - All Documents are available in Regular Meeting Agenda

1. Town Park Building Demolition Permit Appeal

Town Manager Emily Kyriazi gave a brief description of the appeal filed by the Town Council on the denial from the Architectural Review Board to demolish the Town park building before handing off to the ARB liaison. Mrs. Kyriazi gave some background and a little more detail of the timeline. She stated that this started in the fall of 2020 when the Council was approached by someone who was interested in a public/private partnership by restoring the building and opening it as a community event center. She shared that in 2021, the Town Council declined in the opportunity in moving forward with this partnership because of the ability to offset the investment costs that was asked for by the private party. She also stated that the Council was concerned with general site limitations that might be there, including entrance/exit concerns. Mrs. Kyriazi stated that during the fall of 2021 into the summer of 2022, different options were discussed. She shared that during that time, it was decided that the structure needed to be evaluated more thoroughly to determine the structural issues. In the late summer of 2022, staff found someone to give an engineering report. Mrs. Kyriazi continued to state that in November 2022, a structural engineer did a site visit and provided a report to the Town in January 2023. She shared that at this point staff reached out to a contractor that the Town uses often to provide a cost estimate comparing the demolition of the property versus a rehab of the structure using the inspection report that was provided by the engineers. She stated that this was done for discussion purposes. She stated that in March 2023, a discussion of the analysis of the property and steps moving forward began for the decision of either maintaining the house or proceeding forth with the demolition. She continued to state in June 2023, the Town Council gave the directive to proceed with an online survey and in September 2023, the Town Council moved to demolish the structure and gave the Town Manager the directive to apply for the COA of demolition and obtain quotes to construct a pavilion. The application was presented to the Architectural Review Board, in which the ARB did a site visit and discuss the application at their October 2023 meeting. The ARB revisited the subject in December 2023 after asking the staff for additional information with a denial of the COA with their findings of denial. A special meeting of the Town Council was held in December to file an appeal giving the Town Manager authority to act on behalf of the Council. She stated that the staff has provided all the material presented to the ARB, the staff report and motion with the findings of denial. A question was asked on the cost comparison. Mrs. Kyriazi explained the cost comparison with the inflation cost from the numbers provided in 2015 when these numbers were provided by the consultant that did the master plan. There was a question about storm water management. A discussion followed on the subject of land disturbance and the requirement of storm water vs. re-using the existing building with interior rehabilitations. Mrs. Kyriazi shared that Katie, McDaniel, the Town's Engineer was brought in when discussing the cost estimates. She stated that Mrs. McDaniel shared information on what would be required on different scenarios. Mrs. Kyriazi stated if the house was to be reused, there would be some kind of storm water management to keep the water away from the basement. She also stated that there needs to be a discussion

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about parking and possibly paving the driveway, which would also trigger storm water management. Council Member Schneider stated that part of the Council decision was to incorporate some elements of the house into the pavilion which would drive up the cost of the pavilion that is not shown in the comparison costs.

Councilmember Schneider who is the ARB liaison, gave a brief report to the Town Council. He stated that the ARB is charged with administering the Town's Historic Overlay Ordinance which was updated in 2021 and also charged with administering the Town's Comprehensive Plan policies regarding historic structures and to adhere to the Architectural Review Board Guidelines. He stated that all these were reviewed and the ARB looked at the research on the background and history of the structure. He stated also that the ARB saw the park presentation and master plans from 2016. He shared that the ARB conducted a site visit and reviewed the survey results. Mr. Schneider gave the findings and the reason of denial of the application. He shared that the ARB felt it would lower expectations for future applications and that the ARB would like to work with the Town Council to come up with alternative uses to answer the needs of the community and still adhere to the Ordinances.

Mayor Luersen stated that the Council can get into a more in depth conversation during the regular meeting on this subject.

2. Mobile Food Establishment Ordinance

Town Manager Emily Kyriazi shared that she and Town Treasurer Roberto Gonzalez reviewed the draft and added a time limit to the draft. She shared that staff is planning on brining the draft to the next Business Roundtable meeting. She stated that staff is looking for an authorization to advertise for a public hearing at the February Regular Meeting. Mr. Gonzalez shared that he added a Wednesday - Sunday allowable time for a mobile food establishment to be at the locations. He stated that his goal is to keep it inviting yet have limitations so that they can make the associated payments when they are due. He also shared that the ordinance limits the hours from 10 am - 10 pm. Discussion followed on adding the particular days in the ordinance and the allowable time. There was also a question on the application period to file. Mr. Gonzalez shared that it would follow the time period of the Town's regular Business License renewal period. There was also questions to the Town Attorney regarding enforcement. Mr. Simmons, the Town Attorney, stated that the ordinance needed to be as detailed as possible and detailed explanation of the steps if the establishment is in violation of the ordinance.

3. Budget Amendment Discussion for First Half of FY24

Town Treasurer Roberto Gonzalez shared that this is a request to publicly notice the mid year budget amendment. He stated that the amendment is over the 1% threshold and that a public hearing would be required. He shared that the intent is to have the public hearing at the February regular monthly meeting. A short discussion followed. He stated that he plans on having the amendment prepared and ready for discussion at the January work session. Town Manager Emily Kyriazi also shared that she would like to have a priorities discussion at the January work session so that Council can have an idea on how to direct the CIP and how to allocate funding for the 3 top projects.

4. Notice to Award RFP Discussion

Town Manager Emily Kyriazi shared that she received the documents of the Notice to Award from the Town's Engineer. She distributed the RFP report provided by the Town's Engineer. She shared that the Town received 4 bids and would like to award the RFP to M & F Concrete. She shared the procedures for the Intent to Award. A short discussion followed.

III. Adjournment

With no further discussion on the agenda items, Councilmember Ramirez moved to adjourn seconded by Councilmember Gallagher. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Ramirez, Council Member
SECONDER:	Matthew Gallagher, Councilman
AYES:	Marchant Schneider, Matthew Gallagher, TracyLynn Pater, Mary Ramirez
ABSENT:	Joe Pasanello, Alexander Beyene

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jan 2, 2024 6:00 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, January 2, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Pasanello attended the meeting remotely from his home through electronic communication means due to my ongoing medical condition preventing him from physically attending the meeting.

In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Beyene attended the meeting remotely from his home through electronic communication means due to an illness.

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Remote (7:05 PM), Councilman Matthew Gallagher: Present, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Remote (7:55 PM), Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance - Girl Scout Troop #90064

Mayor Luersen introduced Girl Scout Troop #90064 and invited them to lead in the Pledge of Allegiance.

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

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

IV. Business Spotlight - Christine Asadourian, Breathe Joy Yoga and Massage Studio

Ms. Christine Asadourian was not in attendance at the evening's meeting for the Business Spotlight.

V. Legislative Time

Delegate Elect Josh Thomas and Senator Elect Danica Roem joined the meeting via Zoom. Mr. Thomas started the time by stating he and Senator Elect Roem prepared a brief presentation for the evening's meeting. Before handing the floor over to Ms. Roem, he shared that he is excited to represent Haymarket and the 21st District.

1. Senator Danica Roem

Senator Elect Danica Roem gave a short presentation of some of the bills her and Mr. Thomas will be bringing to the General Assembly for consideration. Some of these items include: Data Centers - stormwater management and noise ordinance; School Meal Debt- universal free school meal program, farm to table task force and food banks included in the WIC program; Guardianship Reform - training and form updates; Transportation Safety - continued effort to get a flyover at the railroad tracks on Route 15; FOIA - congratulated the Town of Haymarket on full transparency and compliant to FOIA regulations. She also provided information on other legislation such as the Joint Legislative Audit and Review Commission (JLARC) on data center development studies, VDOT study on implementing roadway and pedestrian improvements along Somerset Crossing and an exit sign on Interstate 66 for Manassas Park. There was a brief discussion period.

2. Delegate Josh Thomas

Delegate Elect Josh Thomas gave his legislative priorities. He addressed Housing Affordability and Security - tax credit increase and extended rental grace eviction period for seniors; Wage

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Theft; Benefits for Gig Workers - affordable benefits program for those working for DoorDash, UberEats and similar programs; Increasing Language Accessibility - expand language accessibility for contractor license exams; Voting Rights with Disability voters - would allow those with temporary disabilities to vote curbside; Teacher shortages - would grant a provisional teaching licenses to qualified individuals who have not yet passed the exam; Reducing Greenhouse Gas Emmissions - a bill to create a point of sale for e-bike rebate for low income or moderate income for local transportation. After his presentation, Mr. Thomas opened the floor for any questions from the Town Council. A short discussion followed on the law enforcement shortage.

VI. Citizens Time

Pam Swinford, Jockey Club Lane, addressed the Town Council on the subject of the Town Park Building. She stated that there is concern about the building. She referenced other buildings that the Town owns that have proven profitable, such as the Cupcake Heaven building and Washington Street Realty building. She stated with that thought in mind, why would the Council not consider keeping the Town Park building and be useful for the community. She stated when you take down a historic building, you are not only losing revenue but the history of the Town will also be gone.

Ben Barben, Longstreet Commons, also addressed the Town Council on the subject of the Town Park Building. He shared that his family moved to Haymarket because of the quaint small town feel. He shared that he is a licensed Architectural Engineer and he works for a firm that works on existing historic buildings in Washington DC, Maryland and Virginia. He also shared that he is the Vice Chairman with the Haymarket Architectural Review Board. He shared his views and reasoning on why he voted for the denial of demolition of the Town Park building. He shared one of the main reason was the Town's zoning ordinance 58-1611. He also referenced the engineers report stating the structure was in good condition. He shared that the cost estimate provided was not an accurate reflection of the property and that the plan was too costly but not fully evaluating the cost. He stated that the Town had the master plan developed in 2015. He stated that it hasn't been used since. He shared that the plan should be brought back up and reevaluate it as a whole. He shared that the Town should consider the home because it is historic and instead eradicating another historic piece of the Town. Lastly, he brought up that the last section of the ARB's motion was to have a dialogue with the Town Council to figure out different avenues and stated that he hopes the Council will consider that.

Prior to reading a comment sent via email into the record, Town Clerk Kim Henry noted that both Councilmember Pasanello and Councilmember Beyene was in attendance via Zoom from their respective homes.

Ms. Henry read a comment sent via email from James and Maureen Carroll, 6862 Track Court, stating that they were in favor of the demolition of the Town Park building. The email stated that the survey supported the demolition and that the Town Council should honor the results of the survey. They continued to state that the cost of the reconditioning and maintenance of the building cost far more than simply building and maintaining a pavilion. They stated that the pavilion is more suitable for the size of the Town Park. They stated that they were frustrated in participating in a survey only to have their views minimized or ignored by some members of the Town Council and the Architectural Review Board.

VII. Consent Agenda

Mayor Luersen asked if there were items that Council would like to have pulled from the Consent Agenda. Councilmember Schneider asked to have the Town Treasurer's Report pulled. Councilmember Ramirez asked to have the Town Administration Report pulled.

Vice Mayor Pater moved to adopt Consent Agenda Items A: 1-3, B: 3-5 and C:1-5. Councilmember Ramirez seconded the motion. The motion carried.

After the discussion of the pulled reports, Vice Mayor Pater moved to adopt Consent Agenda Items B: 1-2. Councilmember Gallagher seconded the motion The motion carried.

A. Minutes

1. Mayor and Council - Work Session - Nov 27, 2023 7:00 PM

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RESULT: ACCEPTED [UNANIMOUS]
MOVER: TracyLynn Pater, Vice Mayor
SECONDER: Mary Ramirez, Council Member
AYES: Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

2. Mayor and Council - Public Hearing/Regular Meeting - Dec 4, 2023 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: TracyLynn Pater, Vice Mayor
SECONDER: Mary Ramirez, Council Member
AYES: Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

3. Mayor and Council - Special Meeting - Dec 12, 2023 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: TracyLynn Pater, Vice Mayor
SECONDER: Mary Ramirez, Council Member
AYES: Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

B. Department Reports

1. Town Administration Report

Councilmember Ramirez asked for Town Manager Emily Kyriazi to explain the new system with CivicPlus and the plans on how staff plans on notifying the public. Mrs. Kyriazi stated that Civic Plus currently houses the Town's website and in the future the Clerk staff will be using the Civic Plus software for agendas, minutes and live streaming. She stated that this change over will be more user friendly than what currently is being used. She shared that the migration should take place in the Spring 2024. Councilmember Ramirez suggested that staff do a how-to tutorial and post that on the Town's social media platforms. Councilmember Ramirez also recognized the opening of Kung Fu Tea and the upcoming opening of Planet Fitness in the Town.

Councilmember Gallagher asked for an update on the Communication Survey and Plan draft. Vice Mayor Pater shared that with the last season being so busy, the plan was pushed to the side. However, the plan will be revamped in the New Year. Mr. Gallagher stated that he would be willing to help wherever he can to get this plan going. Town Manager Kyriazi suggested that when talking with constituents, find out what source of communication would be best for them.

Councilmember Pasanello asked for an update on the Personnel manual. Town Manager Kyriazi shared that she has been working with the Town Attorney's firm on the manual. She shared that they still have a good portion of the manual to go through. But with the holidays, they have not met recently. She stated that the next meeting will involve the Town Treasurer and the Chief of Police to finalize the discussion. After that process, staff will be doing some research and follow up with the firm for them to put a final draft together for an updated manual. Councilmember Pasanello stated with the increase new businesses and new buildings coming to fruition, he noticed an up tick in truck traffic in the Town. He asked about the truck traffic coming through the Town and what can be done to mitigate the truck traffic going through the Town which could impact the walk-ability of the Town. Mrs. Kyriazi stated that she can follow up with Chief Sibert but to date there has not been significant truck traffic.

Councilmember Pasanello asked about the bond release for Crossroads Village. He asked since the sidewalk has not met the Town's standards, would the bond be released. Mrs. Kyriazi shared that the bond associated with the sidewalk is a performance bond not the landscaping bond referenced in the report. She continued to state that the owner was notified that the sidewalk did not meet the standards set by the ordinance and that it is currently being addressed.

Additionally, Councilmember Pasanello asked about an update on the Bleight Drive townhomes. Town Manager Kyriazi gave a brief update. Mr. Pasanello also addressed the maintenance of the light poles. He asked if there could be a stand alone line item in the budget to address the issues.

Mayor Luersen asked Mrs. Kyriazi to provide additional information in the strategic planning work session for the upcoming Work Session at the end of January. She shared that she will be putting it on as an agenda item at the Work Session for a discussion of the Council to list their priorities based on the CIP and be able to incorporate those priorities in the upcoming budget discussion. Mayor Luersen informed the Town Council that the Town Manager and Chief of Police evaluations are due. He asked that staff set up a closed session for the February Regular meeting and asked the Council to fill out the evaluation forms that will be sent to them.

2. Town Treasurer Report

Councilmember Schneider asked about the proffers coming in from the new developments at Crossroads Village and Robinson Village and the ARPA funds committed to the completion of the sidewalk. He confirmed with Mr. Gonzalez the proffer funds that have been collected on the Parks and Rec line item.

3. Chief of Police Report

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report

2. Business Liaison Report

3. Community Relations Liaison Report

4. Planning Commission Liaison Report

5. Architectural Review Board Liaison Report

VIII. Agenda Items

1. Mobile Food Establishment Ordinance: Authorize to Advertise for Public Hearing

Town Manager Emily Kyriazi gave a brief recap that came out of the Work Session from earlier that evening. She shared that the staff made 2 edits since the last discussion from the December meeting. She stated that staff would like to present the ordinance out to the public and to schedule a public hearing for the February regular meeting. She stated that staff will present the ordinance at the next Business Roundtable meeting in January for feedback from the businesses as well. A short discussion followed. A question was asked if there was changes made to the ordinance, would the Town need to hold another public hearing. Town Manager Emily Kyriazi stated that if substantial changes were made, then the Town would need to hold another public hearing. Mrs. Kyriazi also stated that she would provide the results from the survey that Councilmember Beyene and Vice Mayor Pater were working on and the feedback from the business roundtable meeting on the evening of the public hearing for Council to have available prior to consideration of the ordinance.

The Town Council gave the direction for staff to proceed in scheduling the public hearing for the February regular meeting. There was no other action at this time.

2. Demolition Permit of Town Park Building: Appeal to ARB Decision

Town Manager Emily Kyriazi gave a brief update that came from the Work Session earlier in the evening. She stated that the park building demolition COA was denied by the Architectural Review Board and that the Town Council has appealed that decision. She stated that the findings for denial from the Architectural Review Board was in the evening's agenda packet. She shared that at the Work Session that took place earlier in the evening, the Council went over the summary of the appeal package. She stated that some questions were answered at the Work Session and that Council heard from citizens during citizens time earlier.

Councilmember Schneider shared that during the Work Session, he went over the elements of the ARB's discussion. He stated that one of the items was the development plan budget. He shared that the ARB criteria was the cost comparison. He shared that taking into consideration of timeline and projection of cost, the cost of tearing down the house would be more than repairing and reusing the building as a meeting space. Mr. Schneider also addressed the survey and the results from it. He also stated that in previous years there was a concerted effort to get a plan in order. But the previous Council did not make it a priority and did not act on the plan and the cost went up substantially. He continued by providing the increase in population with the addition of the townhomes in Crossroads Village, Robinson Village and homes in Robinson Paradise, the new businesses coming into the Town and the potential of another hotel at the western border of the Town and his concerns on how the Town is going to meet the needs. He also addressed the budget, the potential of selling the Town owned buildings and the suggestion

of using the Town Park building for storage with an office for the Town Maintenance staff. He shared that the Council needs to be thinking outside of the box. An example is showcasing and advertising that the Town has one of the few Lewis homes left and market that using TOT money. He stated that the Council needs to respect the needs of the community and the ordinance trying to make sure that those with competing interests have something. He asked that the Town Council weigh in all the elements that went into the decision and support the ARB to keep and rehab the existing building.

Vice Mayor Pater shared that she watched the ARB meeting. She also shared that she and Mr. Schneider worked on the survey questions together and that she personally worked on getting the survey out to the public. She stated that this was a survey that was done to the best that could be done. She also shared that the Council needs to look at the return on investment and using it as a storage facility is not a good return on investment. She also shared that society suffered a pandemic in 2019 and that they view things differently as they did in 2015 when the master plan was established. Finally she stated that she wants to honor the historic nature of the Town and moving on with a pavilion is the best way to go.

Councilmember Gallagher shared that since he wasn't here for all the debates, he spent time getting familiar with the project. He shared that he read the minutes, listen to the meetings and talked with the citizens. He stated that he walked the property. He said that we could get a lot of estimates but there would be a lot of guesses too. He said everyone is very passionate about this subject and even though he would love to save the house, it comes down to reality and that the space isn't large enough for a meeting space and a pavilion would serve the community better.

Councilmember Ramirez shared that since she's being serving on Council, she has continually said that the Town needs a meeting space. She also shared that she felt the Council viewed the property as a community space and personally she really wished that the Council would keep the home. She stated that there is a need for community space. She also stated that for Council to vote down the opportunity to assess cost by an engineer coming in to evaluate the home and then using the topic of cost later to deter from saving the home is not a strong argument. She said however the Council wanted to move forward and she wants the space to be used by the community so she was in favor of moving forward with the pavilion. She stated that went the application went to the ARB, the standards were not met to proceed with the demolition. She questioned the next steps. Does Council go back and get an engineering report only to find that it is too expensive to rehab the building or how does the Council provide a space for the community. She shared that there is no clear line to either option.

Councilmember Pasanello shared this has been one of the better conversations the Council has had in a long time. He stated that there is passion on both sides. He asked a few questions to the staff regarding the procedural issues of the process. Both the Town Attorney and the Town Manager did not have any issues. Mr. Pasanello stated that times and conditions have changed since the original master plan to use the building and that he felt the pavilion would fit better. He stated that there is a lot of the unforeseen in the structure that scares him. He stated that the Council reached out to the public and that the Council understands that it has the authority to seek the approval for the demo and follow the process. Lastly he shared that it is within the Council's purview to overturn the denial.

Councilmember Beyene shared that he feels he needs to support the results of the survey, which is to build a pavilion. He also stated that he would support the pavilion because of the cost difference. He stated it's not just the short term cost but the long term cost in maintaining the building would be more. He also brought up the subject of the return on investment and that the pavilion would be a better use for the Town residents.

At this time, Councilmember Pasanello moved to overturn the Architectural Review Board's denial of COA ZP #2023-1001 to demolish the Sears House/Lewis Home, aka Town Park building, and to direct staff to procedure with the demolition of 14740 Washington Street. Vice Mayor Pater seconded the motion. A short discussion followed on incorporating architectural elements of the home in the pavilion design. Town Attorney Simmons suggested that Councilmember Pasanello withdraw his motion and make a new motion with the amendments just discussed added.

Councilmember Pasanello withdrew his original motion.

Minutes Acceptance: Minutes of Jan 2, 2024 7:00 PM (Minute Approval)

Councilmember Pasanello moved that the Haymarket Town Council overturn the Architectural Review Board's denial of COA ZP #2023-1001 to demolish the Sears House/Lewis Home, aka Town Park building, and proceed with the demolition of 14740 Washington Street to include harvesting of historic elements and design into a new pavilion, including bathrooms. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

Lastly, Mayor Luersen gave his comments by stating that he served on the ARB when there was a discussion with the citizens years ago about the houses on the property. He stated that he is passionate about trying to keep the history in Town. He stated that while on ARB, his sole purpose was make sure that everything integrated in Town and that the history was kept. He continued to state that being on the Council, there are several different elements that need to be considered prior to making a decision. He stated that a lot of things has changed since the original master plan was drawn up with the construction of a playground and a community garden on the property. So it's uses have changed to an open area asset as opposed to a community center option.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Joe Pasanello, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Joe Pasanello, Matthew Gallagher, TracyLynn Pater, Alexander Beyene
NAYS:	Marchant Schneider, Mary Ramirez

3. Budget Amendment for First Half FY2024: Authorize to Advertise for Public Hearing

Town Treasurer Roberto Gonzalez shared that the Council discussed the mid year budget amendment at the Work Session earlier that evening. Mr. Gonzalez shared that since the budget amendment is over the 1% threshold, a public hearing will be needed. Mr. Gonzalez is requesting to advertise the public hearing for the February 5, 2024 regular monthly meeting. A short discussion followed. Mr. Gonzalez shared that the biggest adjustments on the revenue side will be the Transient & Occupancy Tax and the Meals Tax income. One the expenditure side, Mr. Gonzalez shared that the biggest adjustment will be legal services. After a short discussion, the Town Council gave the directive to proceed with the public notice for a February public hearing.

At this time, Councilmember Beyene left the meeting.

4. Notice to Award for Park Sidewalk RFP

Town Manager Emily Kyriazi shared at the Work Session earlier in the evening, she provided a recommendation to award the contract to M&F Concrete in the amount of \$643,527.80. She stated that staff would like to proceed with the intent to award and post it publicly for 10 days prior to the official awarding of the contract. A short discussion followed on timeline to make sure the sidewalk would be complete by Haymarket Day. There was also a discussion on the impact on the Town Park and playground area during construction. There was also a discussion on engineering and unforeseen contingency on the budget.

With no further discussion, Councilmember Pasanello moved to direct the Town Manager to award the notice to award the Park sidewalk RFP to M & F Concrete in the amount of \$643,527.80. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Gallagher, Pater, Ramirez
ABSENT:	Alexander Beyene

IX. Councilmember Time

1. Councilmember Marchant Schneider

Councilmember Schneider recognized the staff on a successful Christmas and Holiday event. He also shared that he received positive feedback on how beautiful the Town looked during the holiday season and congratulated the staff on the time and the investments that were made to make it happen. He also recognized the Police Department on a job well done. Lastly, he stated that he was disappointed in the vote regarding the Town Park building. He stated that he joined the Council to be collaborative and thinks that they could do a better job. He stated that he thinks that can do a better job at thinking outside the box and make decisions more quickly. He stated he hopes that the Council moves more quickly on the house in the next three years than the lack thereof in the past three years. He stated that this year needs to be a reinvestment into the CIP and do it responsibly and quickly. He concluded with his looks forward to the discussions on the next fiscal year budget.

2. Councilmember Mary Ramirez

Councilmember Ramirez stated that she hoped everyone had a wonderful holiday filled with joy. She shared that she is looking forward to progress and working with everyone in making this town the best it can be.

3. Councilmember Matthew Gallagher

Councilmember Gallagher congratulated the staff on the success of the holiday event. He also congratulated Chief Sibert on the Operation Santa event. He also shared that with the increase in the population and the sidewalk infrastructure, the Town needs to concentrate on pedestrian safety.

4. Councilmember Alexander Beyene

Councilmember Beyene left the meeting before Councilmember Time.

5. Councilmember Joe Pasanello

Councilmember Pasanello echoed on Mr. Gallagher's comment on pedestrian safety. He commended Chief Sibert in keeping costs down by applying for grants to help offset some of the costs for portable units. Mr. Pasanello also addressed the proffers and the recurring costs that will probably increase which will affect the Town's budget. He stated that he feels the Council will be able to do something with the Town Park in the very near future.

6. Vice Mayor TracyLynn Pater

Vice Mayor Pater wished everyone a Happy 2024. She shared the date for the next quarterly Business Roundtable. She stated she knows the vote this evening didn't go as everybody had hoped for but thanked Councilmember Schneider for taking the time to meet with her and that she really enjoys working with everyone.

7. Mayor Ken Luersen

Mayor Luersen stated that he hoped everyone had a nice holiday break. He commented that it would be nice to salvage the house and asked if Council would want to entertain the idea of putting the house for sale prior to demolition. The Council did not entertain the idea.

X. Adjournment

With no further business before the Town Council, Councilmember Ramirez moved to adjourn with a second by Vice Mayor Pater. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Ramirez, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Gallagher, Pater, Ramirez
ABSENT:	Alexander Beyene

Submitted:

Approved:

Minutes Acceptance: Minutes of Jan 2, 2024 7:00 PM (Minute Approval)

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

DRAFT

Minutes Acceptance: Minutes of Jan 2, 2024 7:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Civic Plus: Meetings and Agendas	Emily K		Shipment of all equipment			Signed with Civic Plus to move our Agendas and Minutes Database/System from MinuteTraQ to CivicPlus. Working with the CivicPlus team to create the Meeting Agenda Templates and build framework on the back end of the site. Expected transition date/Go Live date March 2024
RFP for Sidewalk	Emily K/Thomas B					RFP to be posted week of October 2nd for Bids to be submitted. RFP will remain open for 30 days. Site plan for sidewalk is under planning review 11-3-2023. The Town Engineer and Town Manager are in the review process and provide a recommendation to the Town Council. Working with the Engineering Group on a change order discussion/request regarding the Crosswalk Study, Landscape Plan and Lighting Plan. UPDATE: February 2024 Met with the Engineering Group to discuss the next steps in the site plan phase. We are in discussions to hire a Traffic Consultant to advise on the Crosswalk Study required for VDOT approval. Denar will get back in touch with Emily RE: pricing and time delays. Traffic consultant would be utilized to advise on the in street flashing lights, the beacons on the crosswalk signs and other safety measurements needed.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater					Communications Strategy was presented to the Town Council on 7/31, Town Manager and the Vice Mayor will be working in the implementation of the Strategy over the next 8 months and provide feedback monthly
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, the County has reached out to determine if the Town is still able to meet the 20% match, TM is coordinating with the County. UPDATE: Following up with the County regarding the request for the \$40,000 grant match to proceed with the Stormwater Grant. Will discuss with the Town Council RE: submitting the grant match. Awaiting notice from the County on when and how to submit the match

Attachment: Monthly Report February 2024 (6469 : Town Administration Report)

DEQ: CBPA Audit and Follow-Up Requirements	Emily K/Thomas B					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 on 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 UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Update will be given as we continue to work through the remaining items 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA Items 7/27/2023: All outstanding items to be resolved by August 21, 2023. 9/26/2023: Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled. 10/30/2023: Town Planner to present CBPA items to Town Council for work session. 11/27/2023 Public Hearing to be held for outstanding CBPA items in the December 4th TC meeting 12/22/2023 Resolutions presented to TC passed unanimously. UPDATE 2/1/2024 Town Planner will present all resolution and council minutes to DEQ Coordinator to confirm all outstanding items are resolved.</p>
Comprehensive Zoning Inspection	Emily K/Thomas B					<p>Received a business complaint regarding a potential business operating outside of their approved zoning permit. Gathering facts and details on what was approved and stated to the Town during approval discussions prior to inspecting the business and writing violation letters as needed.</p>
Town Business Visits and Check-Ins	Emily K and Roberto					<p>Visited these businesses the month of January -- Hidden Jules, 1971 Coffee, Cupcake Heaven, Copper Cricket, Haymarket Church, Details, Ash Salon, Hotel, Chickfila, Bruster's, Luxe Nail, Popeye Crumbl Cookie, Evocative, CVS, VNB, as well as hosted Business Roundtable and had 15 -20 business attendees</p>
Park Building	Emily					<p>Town Manager and Town Planner preparing Certificate of Appropriateness requesting demolition for the structure. Application to be submitted to the ARB for the October meeting 10/30/2023: Town Staff have presented application to the ARB in the October 18th meeting. 11/27/2023: Town Staff will present follow up on previous application in the December 6th ARB meeting UPDATE 12/22/2023 ARB denied application for COA for demolition of the building, TC has authorized for Town Staff to appeal the decision to Council UPDATE 2/1/2024 Town Planner to report back to ARB on the Town Council approving the appeal of the denied COA for demolition of the park building.</p>
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays

Strategic Planning Discussion	Emily					Discussed Strategic Planning with the Town Council at the January 29th Work Session. Outlined the top priorities that each Council had at this time, identified patterns in the priorities and selected the top three. The priorities identified are Town Park, Public Parking and Town Center Exterior. Will bring back discussion points on the next steps and a timeline -- will be discussed 2-26 work session
Museum: Crossroads Arts Alliance	Emily/Tracylyn n					Met with Tracylynn, Kerry Molina, and Nancy Clark to discuss the upcoming schedule for the Crossroads Arts Alliance. I have asked the Arts Alliance to assist the Town with issuing out a survey to the public and class attendees to help us learn how the space is being used, what the community preference is and if there is Community interest in continuing the CAA use. Will bring a report back to the Town Council at the Feb 26th Work Session
Personnel Manual Meeting	Emily/Roberto/ Chief/Chris M					Town Attorney reviewing the Personnel Manual and will provide suggestions. Met with Town Attorney to begin the discussion of recommended edits, will follow up with Town Attorney in January for the follow up meeting to finish edit discussion.
Land Use Planning Department						
Playground Shade Structure	Emily K.					Shade removed from the park playground
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024 Town Staff and Town Council discussing prioritization of and financing of project.
Highpointe at Haymarket	Emily K, Katie, Thomas					7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acre of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant 12/22/2023 Town Staff waiting on follow up from applicant. UPDATE 2/1/2023 Town Staff continue to wait on response from applicant. Prince William County had issued the second round of comments for the section of the project for the applicant's response.

Robinson's Paradise	Thomas					11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. 12/22/2023--2/1/2024 Lots 4 and 20 given zoning release for occupancy.
Van Metre -- Robinson Village	Emily K, Thomas					7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Group on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. UPDATE 2/1/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff
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. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. UPDATE 7/27/2023 Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Built for property. 9/26 As built and landscaping bond review continue. 10/30/2023 The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. UPDATE 12/22/2023--2/1/2024 none
Taco Bell	Thomas					7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. UPDATE 10/30/2023-2/1/2024 construction continues

Crossroads Village, Kiddie Academy	Thomas					<p>4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting</p> <p>7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. UPDATE 11/27/2023--2/1/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence mid-December to early January</p>
Haymarket Lifetime Smiles	Thomas					<p>6/1/2023: Preliminary Site Plan for dentist office submitted to Town. Second preliminary submission currently under review by Town Planner and Town Engineer. Location of the Lifetime Smiles dentist office is behind Chick Fil A and The Fauquier Bank by the Quarles Property. 9/26 Preliminary Plan to be signed soon once the conditions in the Town Engineer's approval letter are met. 10/16 Preliminary Site Plan approved, Final Site Plan received first submission comments from Town Staff 10/30: The Town Planner and Engineer have met with J2 Engineers to review the second submission of the final site plan. Town Staff to place the final site plan on the November PC Agenda. 11/27 Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--2/1/2024 Construction Release given, all bonds collected by the Town, Construction team to start work in late December</p>
Pulte Townhomes at CVC	Thomas					<p>4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots. 10/16 Town Planner has given construction release for 9 more lots. 11/27, Town Planner has given zoning release for occupancy for 10 more lots, and construction release for another 10 lots. 12/22/2023 Town Received the proffer checks for the latest 10 lots. UPDATE 2/1/2024 Town Staff expecting Pulte to request zoning inspection of next set of lots within the next six weeks</p>

Bleight Drive Townhomes	Thomas					4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant to submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon. 12/22/2023 Town Staff have denied waiver for excluding sidewalk from site plan UPDATE 2/1/2024 Town Staff waiting on follow up from developer
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26/2023 2/1/2024 Town Staff are still waiting on applicant to submit bond agreement.
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. UPDATE 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff
14750 Jordan Lane	Thomas					4/3/2023: The Town Engineer has sent comments on the 1st submission for the site plan. The Town Planner and Town Engineer are currently waiting for the 2nd submission to review. 6/1/2023: Applicant and Town will sign a stormwater management agreement, then sign off on the plan. 7/27/2023: SWM agreement included in final submission, Town Manager has signed the approved grading plan. 9/26 Grading to begin soon and E/S inspections will be performed. 10/16 Permitting still pending at County Level UPDATE 11/27/2023--2/1/2024 Applicant has begun grading, E/S inspections are being performed on lot.
Town Clerk						
Board/Committee Updates	Kim					The Planning Commission and ARB meetings were canceled due to inclement weather. I am the final planning stages for a BZA training session. Attorney Simmons has given us someone who is interested in leading the training. We are looking at a March time frame for the training.
Agendas/Minutes	Kim					2024 meeting schedule for all Boards is posted on the website. Minutes will be uploaded as soon as we get signatures from the Chairs

Directives	Kim					Town Manager Emily Kyriazi and I have our first migration meeting with Civic Plus to view and edit the agenda template. Thomas and I will be working on the Land File Room this month until its completely organized. Alexandra and I will be signing up for the VMCA annual conference in April The conference will be held in Charlottesville.
Maintenance						
Tenant Buildings	Repaired broken water line in crawlspace of Copper Cricket. No water damage inside of building, only wet insulation and standing water found. Broken flood light and outdoor wall sconce at Copper Cricket and one on west side of Town Hall may be replaced soon (still in progress).					
Museum	No issues this month, stored all Christmas items. Left bathroom cold faucet drip during cold snap as a precaution.					
Light Poles	Not all of the upper power outlets on the light poles work. Found most outlets and covers cracked or broken due to age and GFCI outlets on newer poles in the same condition. Complete outlet assessment is in progress, will require disassembling and testing of all outlets. Light pole outage repair on Bleight drive still in progress. Replaced light bulb assembly at Museum.					
Events: Haymarket Day Christmas/Holiday	All holiday decorations are down. Built wall storage frame for Christmas tree branches. Had to move all shelving from back room to the front. Still need to build another wall storage rack for planter basket wreaths.					
Other:	Notified of large water leak inside Police Station during heavy rains at base of window at side entrance. Found water infiltration from outside where sidewalk meets brick. Sealed and caulked crack, cleaned flooded carpet.					
Staff						
Farmers Market	Rachel					Market application has been adjusted and sent out to previous vendors, those who emailed they were interested, and posted on Town website.
Holiday & Christmas Event	Rachel					Event was a great success! We have gotten nothing but positive feedback from vendors, citizens, and businesses. Christmas decor cleanup and storage has concluded
Haymarket Day 10/21	Rachel/Alex					Haymarket Day application has been adjusted for 2024 and the parade theme is under consideration. Search for bands will begin in a week
Social Media/website	Emily/Rachel/Alexandra					Respond to messages and comments on Facebook. Post/Re-share business end events posts on social. Create "events" on Facebook for upcoming events in town. Share local town business highlights
Newsletter	Emily/Alex					Finalize/Mail 1st Quarter Newsletter 1/4; Prepare "bones" of 2nd quarter

Real Estate Tax	Roberto/Alexandra					Record late payments. Review 2023 unpaid RE invoices-add late fees
Administrative	Alexandra					Checking Mail daily, enter all invoices into QuickBooks; process payments. Keep track of late invoices, and payment processing for events and zoning applications. Maintain spreadsheets; File all Dec/Jan invoices
Office Misc.:	Alexandra					Prepare agenda for Business Roundtable; Attend 2-day IIMC clerk conference in DE; Attend online & in person FOIA training
New/Old Business Updates						
New Businesses	Kung Fu Tea grand opening (and ribbon cutting) was 1/20! Kai Salon open-6601 Jefferson St, Evocative Atelier Ribbon Cutting being rescheduled. Good Fellas Pizza soft opening within next 1-2 wks. Degrasse Dance Studio closed its doors 1/31					



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

Treasurer's Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: February 05, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 01.30.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 01.30.2024.
- Proffer report update
- Meeting with Trash RFP bidders to go over the proposal and answer any questions the contractors may have on RFP.
- Working on FY2023 audit
- Working on Mobile Food Establishment ordinance
- Working on the proposed FY2025 budget
- Reviewing Auditor RFP submission with Town Manager
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of January 30, 2024

	Jan 30, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	7,230,805.67
11010 · Virginia Investment Pool	341,493.86
Total Checking/Savings	7,572,299.53
Accounts Receivable	
12000 · Accounts Receivable	118,320.92
12010 · A/R Permits	-2,798.07
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	119,528.74
Other Current Assets	
11499 · Undeposited Funds	139,124.27
Total Other Current Assets	139,124.27
Total Current Assets	7,830,952.54
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
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
TOTAL ASSETS	14,033,330.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	30,849.16
Total Accounts Payable	30,849.16
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	338.85
Other Current Liabilities	
20096 · Deferred Revenue - Other	1,696,617.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	8,919.14
22000 · Security Deposits	14,067.98
22010 · Escrow Deposits	381,471.20
Total Other Current Liabilities	3,840,044.42
Total Current Liabilities	3,871,232.43

Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of January 30, 2024

	Jan 30, 24
Long Term Liabilities	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
Total Long Term Liabilities	681,007.47
Total Liabilities	4,552,239.90
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,473,662.22
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,946,464.33
33000 · Amt Long Term Obligations	-479,331.67
Net Income	405,857.89
Total Equity	9,481,090.77
TOTAL LIABILITIES & EQUITY	14,033,330.67

Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	439,250.92	455,783.00	96.4%	
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-03 · Interest - All Property Taxes	0.98	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,866.96	1,000.00	186.7%	
Total 3110 · GENERAL PROPERTY TAXES	454,778.78	469,383.00	96.9%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	132,510.84	175,000.00	75.7%	collections up to December 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	Collection Mid- May 2024
3120-02 · Business License Tax	25,485.17	250,000.00	10.2%	Due date May 01, 2024
3120-03 · Cigarette Tax	91,748.16	140,000.00	65.5%	Collectionbns up to January 2024
3120-04 · Consumer Utility Tax	54,339.37	158,000.00	34.4%	collections up to December 2023
3120-05 · Meals Tax - Current	729,656.62	1,200,000.00	60.8%	Collections up to December 2023
3120-06 · Sales Tax Receipts	71,166.48	160,000.00	44.5%	collections up to November 2023
3120-07 · Penalties (Non-Property)	4,937.58	5,000.00	98.8%	
3120-08 · Interest (Non-Property)	306.99	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,110,151.21	2,112,000.00	52.6%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	1,900.00	4,500.00	42.2%	
3130-03 · Motor Vehicle Licenses	317.00	1,000.00	31.7%	
3130-05 · Other Planning & Permits	6,620.00	15,000.00	44.1%	
3130-06 · Pass Through Fees	11,142.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENSESES	19,979.50	20,500.00	97.5%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	10,532.45	20,000.00	52.7%	
Total 3140 · FINES & FORFEITURES	10,532.45	20,000.00	52.7%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	9,322.61	1,500.00	621.5%	Collections up to December 2023
3150-03 · Interest on Bank Deposits	63,330.76	10,000.00	633.3%	Collections up to December 2023
Total 3150 · REVENUE - USE OF MONEY	72,653.37	11,500.00	631.8%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	29,395.01	49,207.00	59.7%	
3151-08 · 15020 Washington Realty	33,116.93	56,772.00	58.3%	
3151-09 · 15026 Copper Cricket	14,197.54	24,338.00	58.3%	
3151-11 · Cupcake Heaven and Cafe LLC	20,759.31	35,838.00	57.9%	
3151-14 · Salman Home Realty Suite 204	3,920.00	5,600.00	70.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	
3151-16 · Stirrup For Delegate 21	3,315.00	3,315.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	111,802.46	182,169.00	61.4%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5,305.00	0.00	100.0%	Surplus sale of PD vehicle (Taurus)
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	28,100.00	10,000.00	281.0%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	58,481.49	80,000.00	73.1%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	9,218.30	8,000.00	115.2%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,283.26	5,000.00	225.7%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	474.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	107,680.50	103,000.00	104.5%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	127.80	0.00	100.0%	
3180-01 · Citations & Accidents Reports	20.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	

\$45,518.56 for Stolen check reimbursed
by VRSA

3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	46,476.36	0.00	
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	18,242.00	31,548.00	57.8% Quarterly grant
3200-05 · Communications Tax	41,238.02	80,000.00	51.5% collections up to December 2023
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0% collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1% As of August 2023
3200-17 · LOLE Grant	0.00	4,393.00	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	94,512.14	145,868.00	64.8%
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%
Total Income	2,033,871.77	3,264,420.00	62.3%
Gross Profit	2,033,871.77	3,264,420.00	62.3%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	647.00	2,500.00	25.9%
111002 · FICA/Medicare	711.82	2,000.00	35.6%
111003 · Meals and Lodging	125.79	1,000.00	12.6%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	10,375.00	25,000.00	41.5%
Total 11100 · TOWN COUNCIL	11,859.61	30,750.00	38.6%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	229,202.41	407,469.00	56.3%
1211002 · Salaries/Wages - OverTime	1,428.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	27,816.00	66,560.00	41.8%
1211004 · FICA/Medicare	19,195.22	36,264.00	52.9%
1211005 · VRS	16,260.48	37,852.00	43.0%
1211006 · Health Insurance	30,427.60	63,963.00	47.6%
1211007 · Life Insurance	3,094.20	4,850.00	63.8%
1211008 · Disability Insurance	1,567.52	3,360.00	46.7%
1211009 · Unemployment Insurance	457.53	5,995.00	7.6%
1211010 · Worker's Compensation	279.75	435.00	64.3%
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%
1211012 · Accounting Services	896.50	8,000.00	11.2%
1211014 · Printing & Binding	3,589.22	8,298.00	43.3%
1211015 · Advertising	1,807.50	9,000.00	20.1%
1211016 · Computer, Internet &Website Svc	6,308.36	28,550.00	22.1%
1211017 · Postage	1,018.66	4,000.00	25.5%
1211018 · Telecommunications	4,082.60	7,500.00	54.4%
1211019 · Mileage Allowance	277.72	1,000.00	27.8%
1211020 · Meals & Lodging	1,296.76	2,000.00	64.8%
1211021 · Convention & Education	1,206.15	6,000.00	20.1%
1211022 · Miscellaneous	387.00	2,000.00	19.4%
1211024 · Books, Dues & Subscriptions	8,528.00	16,000.00	53.3%
1211025 · Office Supplies	3,333.07	6,500.00	51.3%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	381,590.70	753,999.00	50.6%
12210 · LEGAL SERVICES			
1221001 · Legal Services	42,960.03	83,200.00	51.6% payments up to December 2023 services
Total 12210 · LEGAL SERVICES	42,960.03	83,200.00	51.6%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	18,400.00	17,120.00	107.5%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	17,120.00	107.5%
Total 01 · ADMINISTRATION	454,810.34	885,069.00	51.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	285,158.37	516,406.00	55.2%
3110003 · Salaries & Wages - OT Premium	16,225.18	30,000.00	54.1%
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%
3110004 · Salaries & Wages - Holiday Pay	23,831.89	35,541.00	67.1%
3110005 · Salaries & Wages - Part Time	34,140.00	65,000.00	52.5%
3110007 · Salaries & Wages - DMV Grant	2,987.29	0.00	100.0%

Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)

3110012 · Salaries & Wages - PT Admin.	7,745.00	39,000.00	19.9%
3110020 · FICA/MEDICARE	27,810.89	53,240.00	52.2%
3110021 · VRS	17,951.67	31,604.00	56.8%
3110022 · Health Insurance	49,042.00	72,272.00	67.9%
3110023 · Life Insurance	3,930.55	6,146.00	64.0%
3110024 · Disability Insurance	1,426.46	2,400.00	59.4%
3110025 · Unemployment Insurance	500.49	3,360.00	14.9%
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%
3110028 · Legal Services	15,636.30	28,392.00	55.1%
3110032 · Computer, Internet & Website	2,332.50	5,000.00	46.7%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	6,265.18	13,800.00	45.4%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	2,836.18	5,000.00	56.7%
3110038 · Convention & Edu. (Training)	2,182.00	10,000.00	21.8%
3110040 · Annual Dues & Subscriptions	10,744.09	17,200.00	62.5%
3110041 · Office Supplies	3,278.99	5,000.00	65.6%
3110042 · Vehicle Fuels	15,650.39	36,700.00	42.6%
3110043 · Vehicle Maintenance/Supplies	7,113.46	21,500.00	33.1%
3110045 · Uniforms & Police Supplies	26,743.21	36,000.00	74.3%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%
Total 31100 · POLICE DEPARTMENT	662,376.79	1,157,858.00	57.2%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
Total 03 · PUBLIC SAFETY	662,376.79	1,167,858.00	56.7%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	61,850.22	123,750.00	50.0%
Total 43200 · REFUSE COLLECTION	61,850.22	123,750.00	50.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	39,117.87	105,222.00	37.2%
4310002 · Maint Svc Contract-Pest Control	2,914.00	3,000.00	97.1%
4310003 · Maint Svc Contract-Landscaping	14,054.31	35,000.00	40.2%
4310004 · Maint Svc Contract Snow Removal	3,512.00	7,000.00	50.2%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	9,301.46	18,593.00	50.0%
4310008 · Electrical Services-Streetlight	2,576.62	5,500.00	46.8%
4310009 · Water & Sewer Services	1,974.16	3,850.00	51.3%
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%
4310011 · Real Estate Taxes	573.29	2,500.00	22.9%
4310015 · Maintenance - Vehicle Fuel	724.89	5,000.00	14.5%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	74,772.58	192,665.00	38.8%
Total 04 · PUBLIC WORKS	136,622.80	323,628.00	42.2%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	41,064.42	75,075.00	54.7%
60001 · Town Tourism	26,434.89	50,050.00	52.8%
60003 · Advertising	0.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	67,499.31	147,125.00	45.9%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	3,700.00	25,000.00	14.8%
Total 70000 · HAYMARKET COMMUNITY PARK	3,700.00	25,000.00	14.8%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%
7111003 · Contractural Services	39,128.44	50,000.00	78.3%
7111004 · Events - Other	29,844.43	30,850.00	96.7%
7111005 · Police Department Events	2,235.12	7,500.00	29.8%
7111006 · Farmer's Market	343.43	8,000.00	4.3%
Total 71110 · EVENTS	73,495.42	101,350.00	72.5%

vehicle will be picked up this coming week

For services up to January 2024

72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	710.25	2,200.00	32.3%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 · MUSEUM	1,110.25	5,950.00	18.7%
Total 07 · PARKS, REC & CULTURAL	78,305.67	132,300.00	59.2%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,435.00	5,670.00	25.3%
8110002 · FICA/Medicare	130.63	500.00	26.1%
8110003 · Consultants - Engineer	3,645.50	10,000.00	36.5%
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	1,000.00	0.0%
8110009 · Engineer - Pass Through	18,946.00	0.00	100.0%
Total 81100 · PLANNING COMMISSION	24,157.13	23,120.00	104.5%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	945.00	5,830.00	16.2%
8111002 · FICA/Medicare	33.84	446.00	7.6%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	978.84	7,776.00	12.6%
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	25,135.97	33,823.00	74.3%
09 · NON-DEPARTMENTAL			
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0% reissue of PD vehicle payment
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	136,600.00	100.9% Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	3,298.73	4,950.00	66.6% Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	141,098.73	141,550.00	99.7%
Total 09 · NON-DEPARTMENTAL	186,617.29	187,069.00	99.8%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	7,991.23	150,000.00	5.3%
Total 94104 · Street Scape - Park Sidewalk	7,991.23	150,000.00	5.3%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.02	0.00	100.0%
Total EMPLOYEE BENEFITS	-0.02	0.00	100.0%
Total 94105 · PERSONNEL	-0.02	0.00	100.0%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	924.50	50,000.00	1.8%
Total 94106 · TOWN CENTER MASTER PLAN	924.50	50,000.00	1.8%
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens	7,730.00	147,548.00	5.2%
Total Expense	1,628,013.88	3,264,420.00	49.9%
Net Ordinary Income	405,857.89	0.00	100.0%
Net Income	405,857.89	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through January 30, 2024

	Jul 1, '23 - Jan 30, 24	Jul 1, '22 - Jan 30, 23	% Change
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	439,250.92	398,492.55	10.2%
3110-02 · Public Service Corp RE Tax	13,659.92	13,066.89	4.5%
3110-03 · Interest - All Property Taxes	0.98	1,229.03	-99.9%
3110-04 · Penalties - All Property Taxes	1,866.96	1,115.42	67.4%
Total 3110 · GENERAL PROPERTY TAXES	454,778.78	413,903.89	9.9%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	132,510.84	128,318.76	3.3%
3120-02 · Business License Tax	25,485.17	19,913.00	28.0%
3120-03 · Cigarette Tax	91,748.16	93,075.30	-1.4%
3120-04 · Consumer Utility Tax	54,339.37	82,195.16	-33.9%
3120-05 · Meals Tax - Current	729,656.62	621,994.04	17.3%
3120-06 · Sales Tax Receipts	71,166.48	68,292.51	4.2%
3120-07 · Penalties (Non-Property)	4,937.58	5,635.99	-12.4%
3120-08 · Interest (Non-Property)	306.99	1,080.55	-71.6%
Development Revenue			
Proffers	0.00	57,948.00	-100.0%
Total Development Revenue	0.00	57,948.00	-100.0%
Total 3120 · OTHER LOCAL TAXES	1,110,151.21	1,078,453.31	2.9%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	1,900.00	1,100.00	72.7%
3130-03 · Motor Vehicle Licenses	317.00	165.00	92.1%
3130-05 · Other Planning & Permits	6,620.00	8,720.00	-24.1%
3130-06 · Pass Through Fees	11,142.50	8,580.33	29.9%
Total 3130 · PERMITS,FEES & LICENESES	19,979.50	18,565.33	7.6%
3140 · FINES & FORFEITURES			
3140-01 · Fines	10,532.45	8,299.33	26.9%
Total 3140 · FINES & FORFEITURES	10,532.45	8,299.33	26.9%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investm...	9,322.61	4,723.46	97.4%
3150-03 · Interest on Bank Deposits	63,330.76	8,795.63	620.0%
Total 3150 · REVENUE - USE OF MONEY	72,653.37	13,519.09	437.4%
3151 · RENTAL (USE OF PROPERTY)			
3151-04 · Suite 208 B&B Security	0.00	2,004.90	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	4,704.00	-100.0%
3151-07 · Haymarket Church Suite 206	29,395.01	23,742.80	23.8%
3151-08 · 15020 Washington Realty	33,116.93	32,224.29	2.8%
3151-09 · 15026 Copper Cricket	14,197.54	13,784.05	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	20,759.31	23,082.64	-10.1%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	3,920.00	0.00	100.0%
3151-15 · Revolution Mortgage	7,098.67	0.00	100.0%
3151-16 · Stirrup For Delegate 21	3,315.00	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	111,802.46	99,542.68	12.3%
3160 · CHARGES FOR SERVICES			
3160-01 · Public Safety			
3160-02 · Donation/Grants	0.00	10.00	-100.0%
3160-01 · Public Safety - Other	5,305.00	0.00	100.0%
Total 3160-01 · Public Safety	5,305.00	10.00	52,950.0%
Total 3160 · CHARGES FOR SERVICES	5,305.00	10.00	52,950.0%

Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through January 30, 2024

	Jul 1, '23 - Jan 30, 24	Jul 1, '22 - Jan 30, 23	% Change
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	28,100.00	11,500.00	144.4%
3165-01 · Town Event	58,481.49	55,780.00	4.8%
3165-02 · Farmer's Market	9,218.30	2,652.50	247.5%
3165-03 · Town Ornaments	11,283.26	7,458.96	51.3%
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%
3165-06 · Town Hats	474.00	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	358.00	-100.0%
Total 3165 · REVENUE - TOWN EVENTS	107,680.50	77,749.46	38.5%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	127.80	-352.01	136.3%
3180-01 · Citations & Accident Reports	20.00	20.00	0.0%
3180-03 · Miscellaneous	10.00	0.00	100.0%
3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%
3180-05 · Recovered Costs- Private Events	300.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	0.00	388.17	-100.0%
Total 3180 · MISCELLANEOUS	46,476.36	56.16	82,657.1%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	18,242.00	17,344.00	5.2%
3200-04 · Car Rental Reimbursement	0.00	167.55	-100.0%
3200-05 · Communications Tax	41,238.02	36,781.22	12.1%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,285.76	9.3%
3200-16 · DMV Select Grant	0.00	180.33	-100.0%
3200-17 · LOLE Grant	0.00	4,366.00	-100.0%
Total 3200 · REVENUE FROM COMMONWEA...	94,512.14	93,751.83	0.8%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOV...	0.00	0.00	0.0%
Total Income	2,033,871.77	1,803,851.08	12.8%
Gross Profit	2,033,871.77	1,803,851.08	12.8%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	647.00	250.00	158.8%
111002 · FICA/Medicare	711.82	680.49	4.6%
111003 · Meals and Lodging	125.79	77.22	62.9%
111005 · Salaries & Wages - Regular	10,375.00	9,692.86	7.0%
Total 11100 · TOWN COUNCIL	11,859.61	10,700.57	10.8%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	229,202.41	166,666.26	37.5%
1211002 · Salaries/Wages - Overtime	1,428.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	27,816.00	34,308.22	-18.9%
1211004 · FICA/Medicare	19,195.22	14,965.37	28.3%
1211005 · VRS	16,260.48	12,219.46	33.1%
1211006 · Health Insurance	30,427.60	21,864.31	39.2%
1211007 · Life Insurance	3,094.20	2,224.24	39.1%
1211008 · Disability Insurance	1,567.52	1,199.25	30.7%
1211009 · Unemployment Insurance	457.53	2,698.83	-83.1%
1211010 · Worker's Compensation	279.75	322.00	-13.1%
1211011 · Gen Property/Liability Ins.	19,130.00	17,802.00	7.5%
1211012 · Accounting Services	896.50	7,754.59	-88.4%

Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2023 through January 30, 2024

	Jul 1, '23 - Jan 30, 24	Jul 1, '22 - Jan 30, 23	% Change
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	3,589.22	4,228.00	-15.1%
1211015 · Advertising	1,807.50	1,414.50	27.8%
1211016 · Computer, Internet & Website ...	6,308.36	13,813.70	-54.3%
1211017 · Postage	1,018.66	1,672.65	-39.1%
1211018 · Telecommunications	4,082.60	3,443.04	18.6%
1211019 · Mileage Allowance	277.72	231.25	20.1%
1211020 · Meals & Lodging	1,296.76	1,058.00	22.6%
1211021 · Convention & Education	1,206.15	123.90	873.5%
1211022 · Miscellaneous	387.00	0.00	100.0%
1211024 · Books, Dues & Subscriptions	8,528.00	9,364.59	-8.9%
1211025 · Office Supplies	3,333.07	3,803.78	-12.4%
1211026 · Equipment Rental	0.00	1,264.87	-100.0%
Total 12110 · TOWN ADMINISTRATION	381,590.70	322,442.81	18.3%
12210 · LEGAL SERVICES			
1221001 · Legal Services	42,960.03	19,009.10	126.0%
Total 12210 · LEGAL SERVICES	42,960.03	19,009.10	126.0%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	18,400.00	0.00	100.0%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	0.00	100.0%
Total 01 · ADMINISTRATION	454,810.34	352,152.48	29.2%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	285,158.37	257,098.22	10.9%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premi...	16,225.18	12,572.18	29.1%
3110013 · Salaries & Wages - OT Select ...	3,881.05	2,845.64	36.4%
3110004 · Salaries & Wages - Holiday Pay	23,831.89	19,607.56	21.5%
3110005 · Salaries & Wages - Part Time	34,140.00	27,395.00	24.6%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	2,987.29	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	7,745.00	900.00	760.6%
3110020 · FICA/MEDICARE	27,810.89	23,871.47	16.5%
3110021 · VRS	17,951.67	18,297.07	-1.9%
3110022 · Health Insurance	49,042.00	42,353.18	15.8%
3110023 · Life Insurance	3,930.55	3,593.58	9.4%
3110024 · Disability Insurance	1,426.46	1,498.35	-4.8%
3110025 · Unemployment Insurance	500.49	2,677.74	-81.3%
3110026 · Workers' Compensation Insur...	21,692.25	20,067.00	8.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,705.00	0.0%
3110028 · Legal Services	15,636.30	13,259.81	17.9%
3110032 · Computer, Internet & Website	2,332.50	2,317.50	0.7%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	6,265.18	7,038.65	-11.0%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	2,836.18	428.45	562.0%
3110038 · Convention & Edu. (Training)	2,182.00	861.50	153.3%
3110040 · Annual Dues & Subscriptions	10,744.09	11,420.20	-5.9%
3110041 · Office Supplies	3,278.99	3,230.21	1.5%
3110042 · Vehicle Fuels	15,650.39	14,509.33	7.9%
3110043 · Vehicle Maintenance/Supplies	7,113.46	9,510.37	-25.2%
3110045 · Uniforms & Police Supplies	26,743.21	11,824.75	126.2%
3110052 · Office Equipment Rental	0.00	2,480.52	-100.0%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	662,376.79	518,363.72	27.8%
Total 03 · PUBLIC SAFETY	662,376.79	518,363.72	27.8%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through January 30, 2024

	Jul 1, '23 - Jan 30, 24	Jul 1, '22 - Jan 30, 23	% Change
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	61,850.22	60,889.17	1.6%
Total 43200 · REFUSE COLLECTION	61,850.22	60,889.17	1.6%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	39,117.87	41,491.99	-5.7%
4310002 · Maint Svc Contract-Pest Cont...	2,914.00	105.00	2,675.2%
4310003 · Maint Svc Contract-Landscap...	14,054.31	15,635.00	-10.1%
4310004 · Maint Svc Contract Snow Re...	3,512.00	0.00	100.0%
4310007 · Electric/Gas Services	9,301.46	11,137.98	-16.5%
4310008 · Electrical Services-Streetlight	2,576.62	2,703.56	-4.7%
4310009 · Water & Sewer Services	1,974.16	2,525.06	-21.8%
4310010 · Janitorial Supplies	23.98	240.34	-90.0%
4310011 · Real Estate Taxes	573.29	915.51	-37.4%
4310015 · Maintenance - Vehicle Fuel	724.89	435.12	66.6%
4310016 · Maint - Vehicle Maintenance	0.00	875.16	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Gr...	74,772.58	76,064.72	-1.7%
Total 04 · PUBLIC WORKS	136,622.80	136,953.89	-0.2%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	41,064.42	73,228.93	-43.9%
60001 · Town Tourism	26,434.89	21,391.80	23.6%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	67,499.31	94,620.73	-28.7%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	3,700.00	9,714.30	-61.9%
Total 70000 · HAYMARKET COMMUNITY P...	3,700.00	9,714.30	-61.9%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	2,094.14	-7.2%
7111003 · Contractural Services	39,128.44	51,535.50	-24.1%
7111004 · Events - Other	29,844.43	11,952.38	149.7%
7111005 · Police Department Events	2,235.12	0.00	100.0%
7111006 · Farmer's Market	343.43	0.00	100.0%
Total 71110 · EVENTS	73,495.42	65,582.02	12.1%
72200 · MUSEUM			
7220012 · Telecommunications	710.25	969.33	-26.7%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	1,110.25	1,369.33	-18.9%
Total 07 · PARKS, REC & CULTURAL	78,305.67	76,665.65	2.1%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,435.00	1,380.00	4.0%
8110002 · FICA/Medicare	130.63	140.96	-7.3%
8110003 · Consultants - Engineer	3,645.50	5,827.30	-37.4%
8110007 · Convention/Education	0.00	820.45	-100.0%
8110009 · Engineer - Pass Through	18,946.00	16,901.25	12.1%
Total 81100 · PLANNING COMMISSION	24,157.13	25,069.96	-3.6%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	945.00	1,080.00	-12.5%
8111002 · FICA/Medicare	33.84	62.93	-46.2%
8111005 · Convention & Education	0.00	820.45	-100.0%
Total 81110 · ARCHITECTURAL REVIEW B...	978.84	1,963.38	-50.2%

Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through January 30, 2024

	Jul 1, '23 - Jan 30, 24	Jul 1, '22 - Jan 30, 23	% Change
81111 · Board Of Zoning Appeals			
8111102 · FICA / Medicare	0.00	0.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	25,135.97	27,033.34	-7.0%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	0.00	249,323.53	-100.0%
90002 · Payment for Stolen Check	45,518.56	0.00	100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	160,100.00	-13.9%
9510003 · General Obligation Bond - Int	3,298.73	8,556.89	-61.5%
Total 95100 · DEBT SERVICE	141,098.73	168,656.89	-16.3%
Total 09 · NON-DEPARTMENTAL	186,617.29	417,980.42	-55.4%
94102 · HAYMARKET COMMUNITY PARK			
Architecture/Engineering Fees	0.00	5,000.00	-100.0%
Total 94102 · HAYMARKET COMMUNITY PARK	0.00	5,000.00	-100.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	7,991.23	16,046.25	-50.2%
Total 94104 · Street Scape - Park Sidewalk	7,991.23	16,046.25	-50.2%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.02	-0.06	66.7%
Total EMPLOYEE BENEFITS	-0.02	-0.06	66.7%
Total 94105 · PERSONNEL	-0.02	-0.06	66.7%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	924.50	9,033.52	-89.8%
Total 94106 · TOWN CENTER MASTER PLAN	924.50	9,033.52	-89.8%
94108 · Capital Improvment Funds Expens	7,730.00	0.00	100.0%
Total Expense	1,628,013.88	1,653,849.94	-1.6%
Net Ordinary Income	405,857.89	150,001.14	170.6%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	405,857.89	150,001.14	170.6%

Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: January 30, 2024
Re: Proffers Update

An update on proffers concerning Robinson Village (Van Metre) and Crossroads (Pulte) as of January 30, 2024. Below is the current proffers status from both projects and balances.

Robinson Village (Van Metre)		Proffers received as of 03.01.2023				
	Per Unit	Units	Actuals	Total for 38 Townhomes	Used	Balance Left
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00		\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ (10,640.00)	\$ -
Transportation	\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00		\$ 144,362.00
Fire and Rescue	\$ 974.00	38	\$ 37,012.00	\$ 37,012.00		\$ 37,012.00
Town Administration	\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$ (2,551.00)	\$ 3,947.00
Schools	\$ 10,300.00	38	\$ 391,400.00	\$ 391,400.00		\$ 391,400.00
	\$ 19,316.00		\$ 734,008.00	\$ 734,008.00		\$ 720,817.00
Pulte (Crossroads)		Proffers received as of 01.30.2024				
	Per Unit	Units	Actuals	Total for 79 Townhomes	USED	Balance Left
Parks & Recreation	\$ 3,792.00	50	\$ 189,600.00	\$ 299,568.00	\$ -	\$ 189,600.00
Public Safety	\$ 280.00	50	\$ 14,000.00	\$ 22,120.00	\$ -	\$ 14,000.00
Transportation	\$ 3,799.00	50	\$ 189,950.00	\$ 300,121.00	\$ -	\$ 189,950.00
Fire and Rescue	\$ 974.00	50	\$ 48,700.00	\$ 76,946.00	\$ -	\$ 48,700.00
Town Administration	\$ 171.00	50	\$ 8,550.00	\$ 13,509.00	\$ -	\$ 8,550.00
Schools	\$ 10,300.00	50	\$ 515,000.00	\$ 813,700.00	\$ -	\$ 515,000.00
	\$ 19,316.00		\$ 965,800.00	\$ 1,525,964.00		\$ 965,800.00

"Everyone's Home Town"
www.townofhaymarket.org

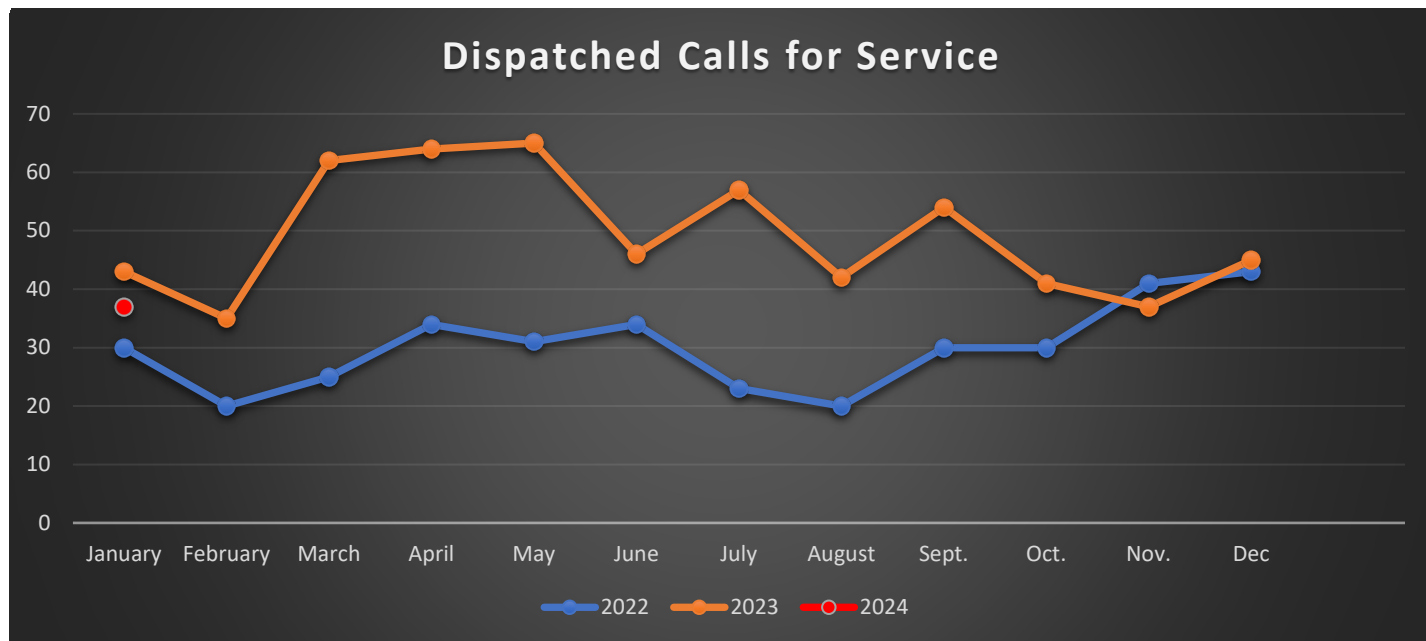
Attachment: Treasurer Financial Reports 02.05.2024 (6473 : Town Treasurer Report)

Police Department Report to Council

Activity Period December 15, 2023 to January 14, 2024

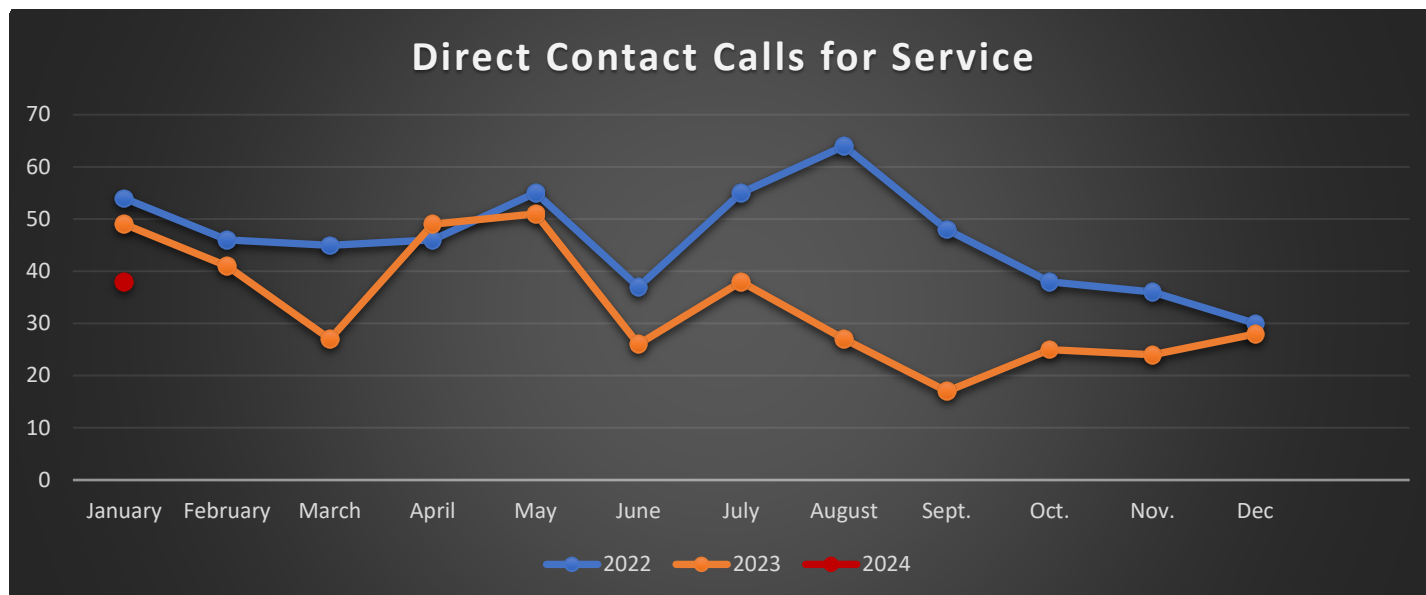
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 7
- Deferments: 4
- Non-Reportable Calls: 26



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.

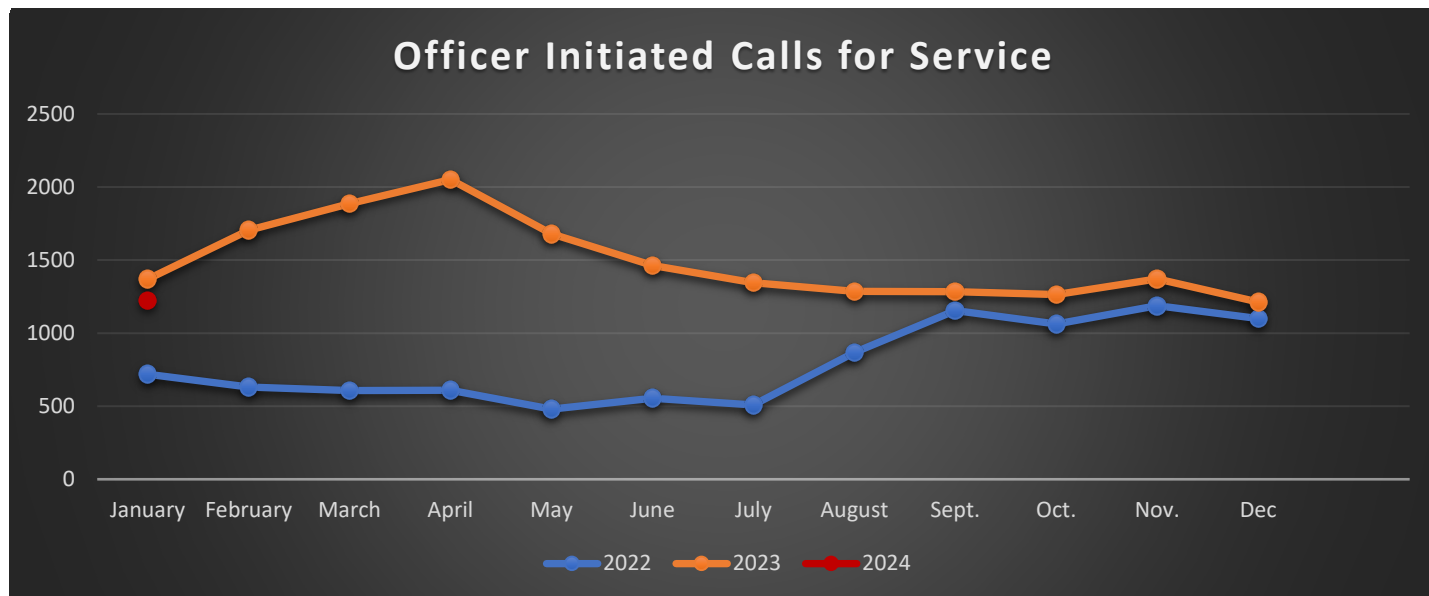
- Reportable Calls: 0
- Non-Reportable Calls: 38



Attachment: Report to council December 15 2023 to January 14 2024 (6474 : Chief of Police Report)

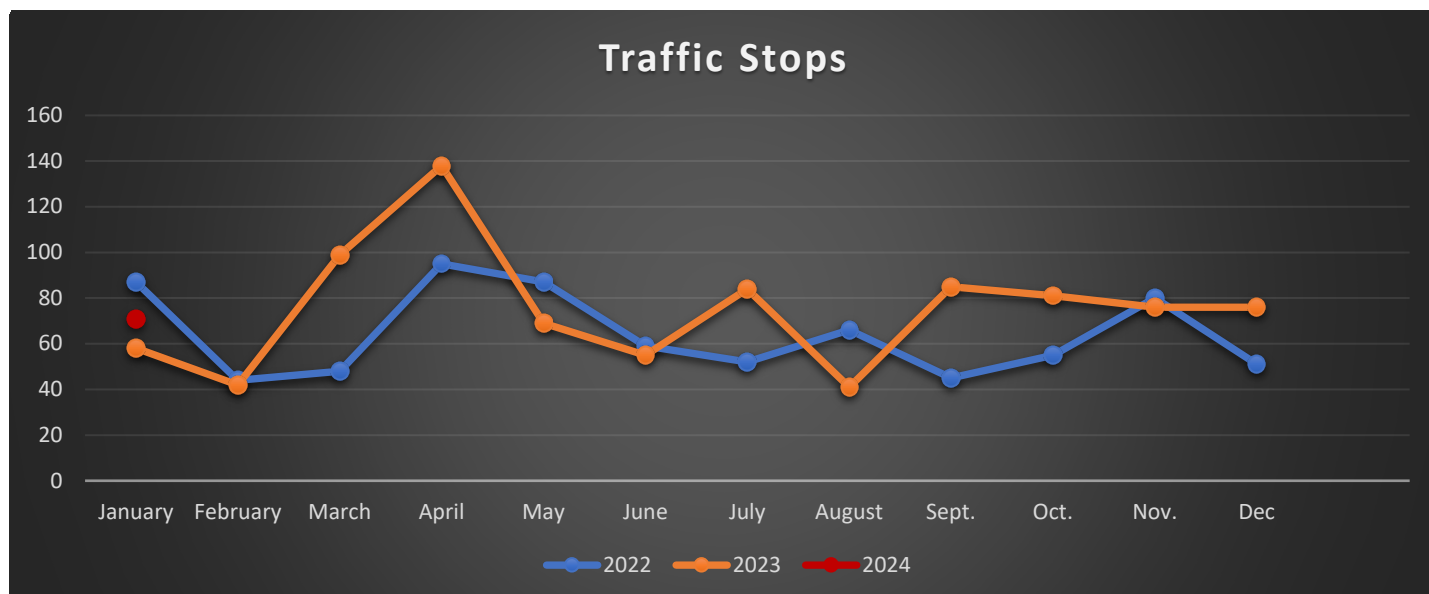
Self-Initiated Calls: Calls that are based on the officer's own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1
- Non-Reportable Calls: 1,171
- Foot Patrols: 50



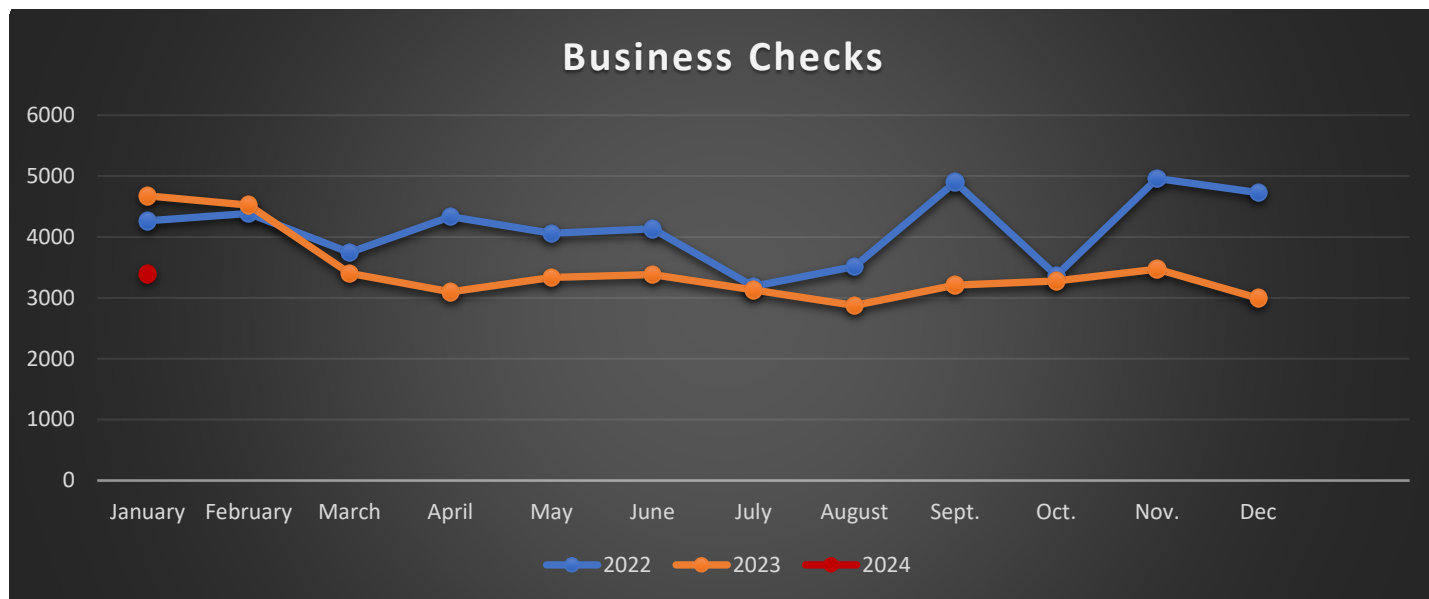
Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 71
 - Summonses: 30
 - Warnings: 43



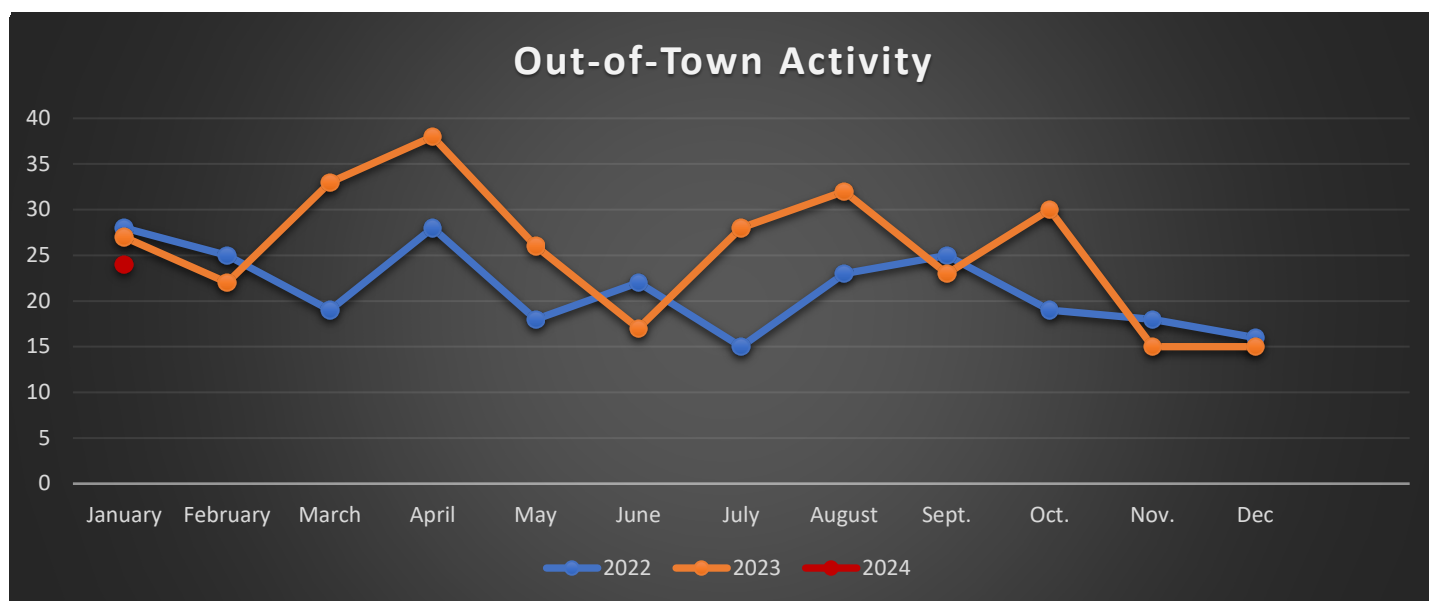
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to ensure 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: 308
- Physical Check: 291
- Drive By: 2,797

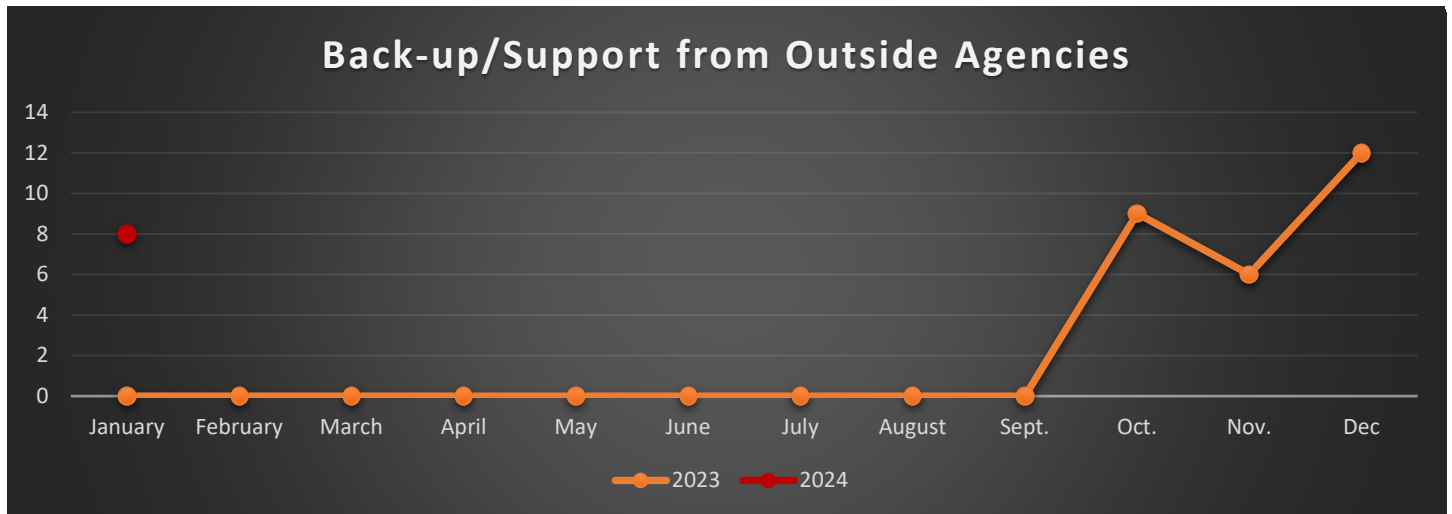


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

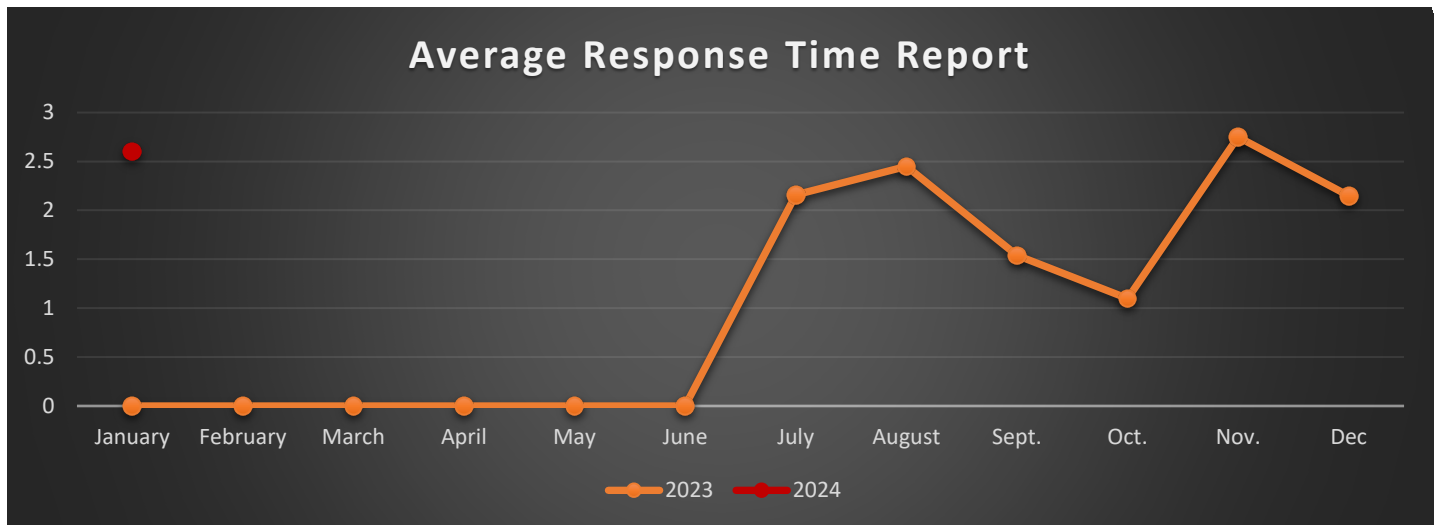
- Back Up: 19
- Other: 5



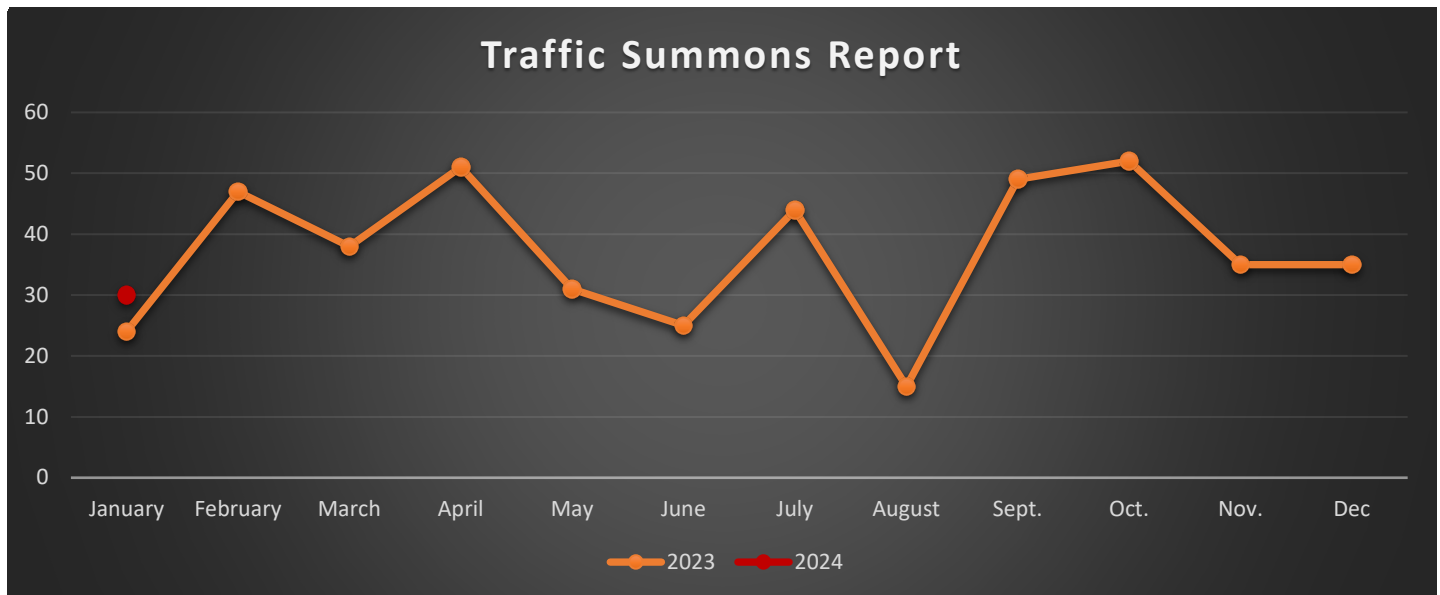
Request for Outside Agencies to Assist the Haymarket Police Department in cooperate limits: 8



Average Officer Response times to all calls for Service: 2 minutes 36 seconds.



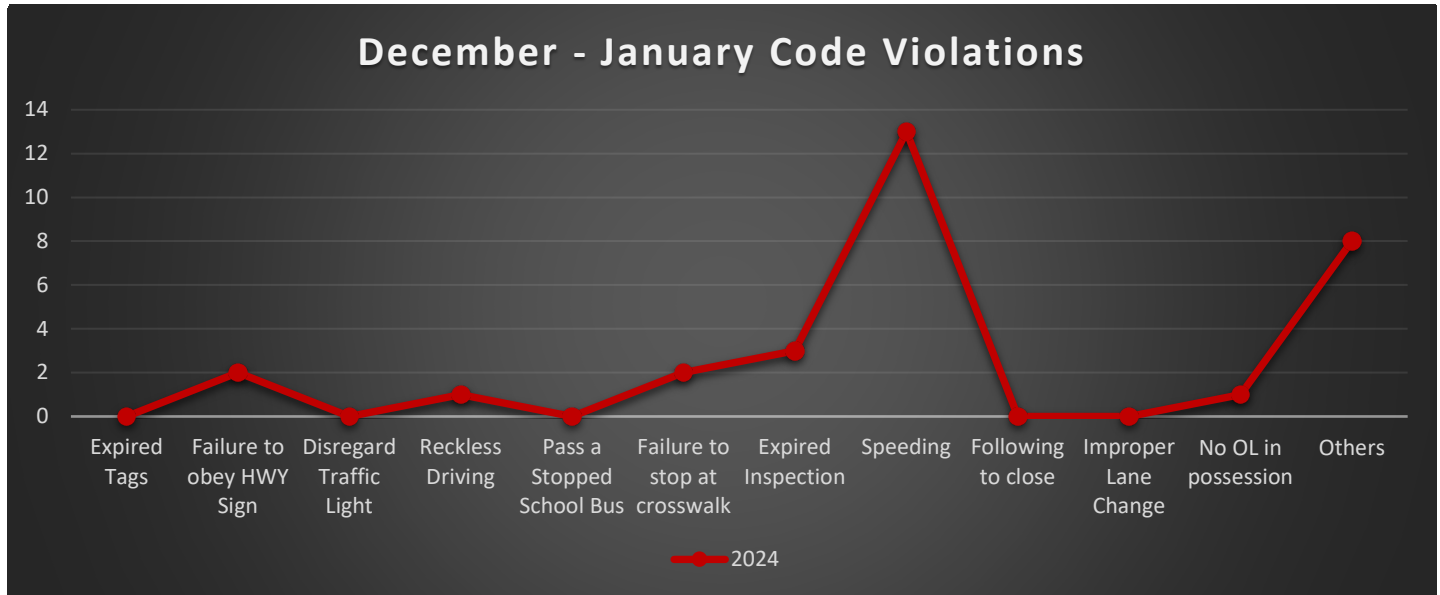
Total Summons Issued: 30



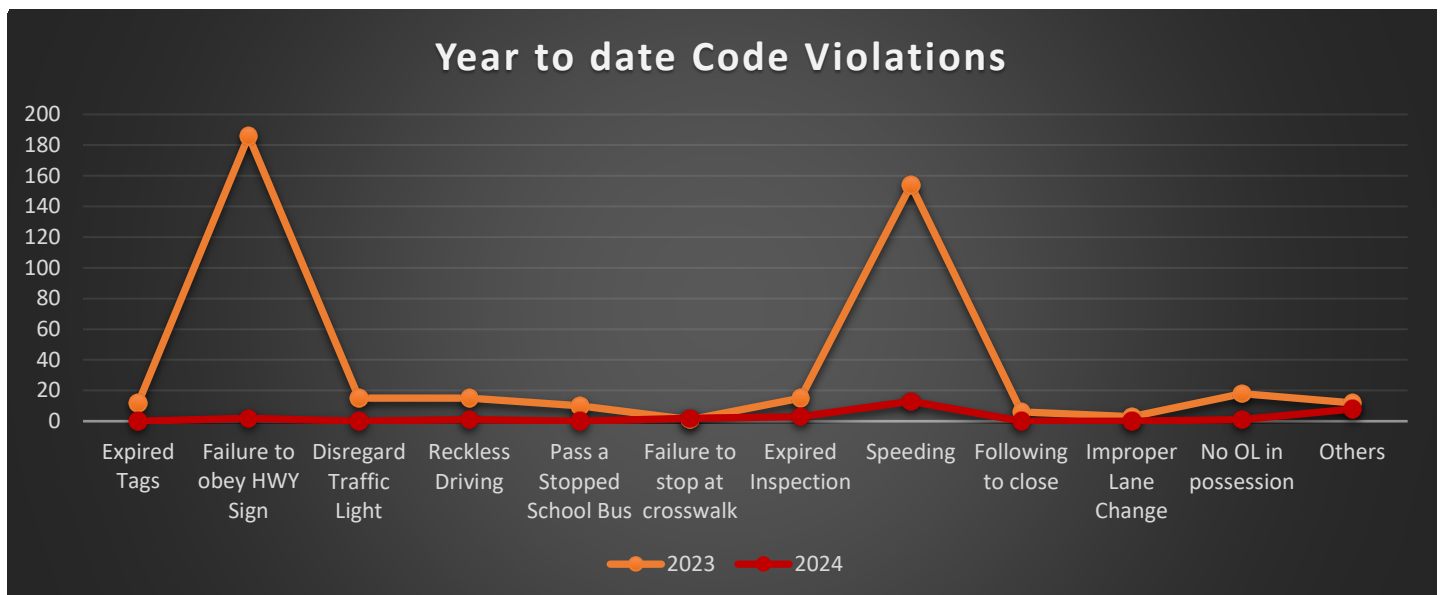
Attachment: Report to council December 15 2023 to January 14 2024 (6474 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations. 30

104.9 – Excessive loud exhaust – 1
 46.2-1158 – Expired inspection – 3
 46.2-1553 -Operate w/o license plate – 1
 46.2-300 – No operator license – 1
 46.2-301 -Driving Suspended – 1
 46.2-608 – Driving unregistered vehicle – 1
 46.2-715 – No front tag – 2
 46.2-824 – Fail to yield right of way at intersection – 1
 46.2-833 – Fail to stop at red light – 2
 46.2-845 – Illegal U Turn – 1
 46.2-862 – Reckless Driving Speed – 1
 46.2-874 – Speeding – 13
 46.2-924 – Fail to yield to pedestrian in crosswalk – 2



Total Summons Issued 2024: 30



Arrest: Misdemeanor: 0 Felony: 7

Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- Haymarket Police Departments' 1st annual seniors' educational summit is scheduled for April 25, 2024 from 10am to 2pm. This event will educate seniors on current scams along with provided information and services that seniors often need. We currently have 43 Vendors confirmed and will be opening registration to the public soon.
- We are preparing the 2024-2025 budget.
- The Chief has submitted the reimbursement request for the 2022 LOLE grant funds and the 2022 DCJS ARPA funds. The monies received from these two grants will be used to offset the purchase of 2 new departmental portables. (Total amount of reimbursement is \$12,522)
- The Chief is currently reviewing an MOU with the Prince William County Police Department for the use of the firearms training facility the County recently purchased.
- First quarter DMV Grant reimbursement request has been submitted to DMV.
- Chief Sibert and Lt. Davis attended 2024-2025 DMV pre-grant application training on January 17, 2024. The application process opens on February 1, 2024.
- We have increased our patrol duties at the pedestrian crosswalks.
- On January 24, 2024, The Town Manager and Chief of Police met with VDOT engineers to discuss signage options to make the town crosswalks more visible.
- The Haymarket Police Department engaged in the January 1, 2024 "Drive Sober or Get Pulled Over" program.
- Officer Galbreath completed his Master of Science Criminal Justice: Law Enforcement Leadership
- Due to conflicts, the Haymarket Police Department's Semi-annual Blood Drive on January 10, 2024 was canceled. We are working to reschedule the event soon.

Respectfully Submitted,

Allen Sibert

Chief of Police

Events listed on the next page.

Attachment: Report to council December 15 2023 to January 14 2024 (6474 : Chief of Police Report)

Haymarket Police Department 2024 Event Listing

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2024	Completed
2	Haymarket PD Blood Drive	January 25, 2024	Canceled
3	Drive Sober or get pulled over Initiative	February 11, 2024	Upcoming
4	Polar Plunge	February 17, 2024	Upcoming
5	Coffee with a Cop	February 14, 2024	Upcoming
6	Drive Sober or get pulled over Initiative	March 14 th -17 th , 2024	Upcoming
7	St. Baldricks Event	March 16, 2024	Upcoming
8	U Drive, U Text, U Pay Initiative	April 1 st – 8 th , 2024	Upcoming
9	Impaired Driving Enforcement Initiative	April 20, 2024	Upcoming
10	Drug Take Back	TBA	Upcoming
11	Farmers Market	April 21 st -November 10 th , 2024	Upcoming
12	HPD Senior Summit	April 25, 2024	Upcoming
13	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2024	Upcoming
14	Relay for Life	May 11, 2024	Upcoming
15	Click it or Ticket Initiative	May 13 th – June 2 nd , 2024	Upcoming
16	Torch Run for Special Olympics	TBA	Upcoming
17	Flags for Hero's	TBA	Upcoming
18	Ice Cream Social	June 7, 2024	Upcoming
19	Water Balloon Fight	June 7, 2024	Upcoming
20	Rail Safety Week	June 24 th – 30 th , 2024	Upcoming
21	Drive Sober or get pulled over Initiative	June 30 th – July 4 th , 2024	Upcoming
22	Blood Drive	TBA	Upcoming
23	National Night Out	August 6, 2024	Upcoming
24	Woman's Self Defense Class 1	TBA	Upcoming
25	Drive Sober or get pulled over Initiative	August 14 th – Sept. 2 nd , 2024	Upcoming
26	Summer Concert	August 17, 2023	Upcoming
27	Child Passenger Safety Week	September 15 th – 21 st , 2024	Upcoming
28	Coffee with a Cop	October 4, 2024	Upcoming
29	Woman's Self Defense Class 2	TBA	Upcoming
30	Haymarket Day	October 19, 2024	Upcoming
31	Prince William County Truck or Treat	TBA	Upcoming
32	Tyler Elementary Truck or Treat	TBA	Upcoming
33	Drug Take Back	TBA	Upcoming
34	Halloween Candy Handout	October 31, 2024	Upcoming
35	Christmas in Haymarket	December 14, 2024	Upcoming
36	Santa Cops (East)	TBA	Upcoming
37	Operation Santa Claus	December 7, 2024	Upcoming
38	Santa Cops (West)	TBA	Upcoming

Attachment: Report to council December 15 2023 to January 14 2024 (6474 : Chief of Police Report)



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

Memorandum

To: Council
From: Emily Kyriazi, Town Manager
Re: Town Engineer Monthly Report

Please find the summary table of open Town Engineer tasks and their status below for your review. The report covers the period from December 23, 2023 through January 31, 2024. Please do not hesitate to let me know if there are questions or comments.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	1/30/2024	Applicant/Katie	-First submission received 11/17. Comments sent 1/17 -Responded to applicant questions 1/30. Owe response on buffer/esmt overlap
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	1/26/2024	Katie	-Revision submitted 1/24 -Comments due 3/6
Robinson's Paradise	Katie/Thomas	1/4/2021	1/26/2024	Applicant	-Construction and Town E&S inspections ongoing -Photometric update and areaway coord -Approval of minor lot grading field revisions 1/18 -Winter weather waiver coord

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Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	1/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Crossroads Village	Katie/Thomas	10/18/2018	1/25/2024	Applicant	-Construction and Town E&S inspections ongoing -As-builts submitted 6/8. Comments provided 10/31
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	1/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Robinson Village	Katie/Thomas	8/13/2020	1/25/2024	Katie	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built 2nd submission review comments due 2/1
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	1/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Park Sidewalk	Katie/Thomas	4/27/2021	1/3/2024	Town	-100% Plans approved by PC -Bids opened 11/3. Bid tab provided 12/4. Evaluation and recommendation for notice of intent to award provided 12/29/23 -Contingency coordination
Bleight Residential Plan	Katie/Thomas	8/5/2022	12/5/2023	Applicant	-Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town -Review of sidewalk waiver request sent 12/5

Attachment: 2024-01 Jan Engineer's Reports_KMM.pdf (6475 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Chick-fil-A	Katie/Emily	11/16/2021	10/31/2023	Applicant	-As-built submission comments provided 10/31 -Town to confirm bond status for release coordination
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	10/11/2023	Applicant	-Preliminary plan approved 11/29/22 -PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -E&S approval letter provided for DEQ. Approved by DEQ -PWCSA approval 2/15/23. RDA providing final required docs -VDOT approval 4/17/23 -Town approval 4/18/23 -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate

Attachment: 2024-01 Jan Engineer's Reports_KMM.pdf (6475 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
QBE	Katie/Emily	1/20/2017	12/14/2022	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 - Potential development discussion conference call w/ The Land Lawyers
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant	-Received inserts and recommend for approval 11/3. Bonds to be posted

Attachment: 2024-01 Jan Engineer's Reports_KMM.pdf (6475 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
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 8/23/22
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

Attachment: 2024-01 Jan Engineer's Reports_KMM.pdf (6475 : Town Engineer Report)



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: January 31, 2024

This is a non-confidential report on the matters that I have been working on for the Town since the date of my last report:

1. Developed a Request for Proposal for demolition services related to the Town Park Building.
2. Researched and provided a legal opinion regarding a personnel matter.
3. Reviewed and revised the draft mobile food truck ordinance, considering the applicable law.
4. Reviewed and revised the Request for Proposal for waste disposal services.
5. Edited and finalized the sublease agreement involving Washington Street Realty and Madison Mortgage Services.



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

Memorandum

To: Council
From: Finance Liaisons
Re: January 2024 Monthly Report

The finance liaisons continued their oversight during the month on the following:

- Comply with internal control process to review and approve invoices/expenditures and check signing
- Review FY 2024 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFPs
 - Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted to staff

Other items/comments with staff, with financial implications:

- **In the interest of efficiency and better time management, your finance liaisons and staff agreed to expand the interval of check review/signing process and oversight discussions to every two weeks. All agreed to ad hoc discussions should conditions require more frequent oversight**
- **Award process for construction of the park streetscape improvements underway; TM and Town Engineer anticipate substantial completion of work by end of this fiscal year, June 30, 2024**
- **Legal billing continued to moderate due to strong oversight by TM and staff. Anticipate further reduction due to anticipated case settlement; however, TM does anticipate additional costs due to the necessary review and update of the Personnel Manual**
- **Staff continues work on a plan to realign the administrative offices and centralize town hall entryway, as previously designed, while incorporating enhanced security needs – to be presented to council for consideration when ready**

Respectfully,

Joe Pasanello and TracyLynn Pater



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

Memorandum

To: Honorable Mayor and Town Council
From: Tracylynn Pater, Vice Mayor
Re: January Business Liaison Report

January Business Liaison Report:

*Met with Emily and Staff discussing current town business and Farmers Market ~ finalized Farmers Market 2024 Application (Farmers Market April 21st - November 10th)

*Crossroads Art Alliance Meeting ~ Discussed how the Holiday season classes and events went as well as mapped out future schedule, marketing and collaboration with The Town of Haymarket

*Business Round Table Meeting ~ Held quarterly Business Round Table at the Hilton Garden Inn (Agenda attached)

Updates on town, construction and new businesses
Discussed Food Truck ordinance and park building decision
Success of Nutcracker Sponsorship

*Carry To Full Term Women's Conference Meeting for Event to be held April 20th at GMU Verizon Auditorium "A Season of Rest & Healing" ~ Carry to Full Term has changed its organizational name to Virginia Women and Family Support Center

*New Business Meeting ~ Met with potential business to discuss next steps and zoning

*Carters Mill HOA Meeting and Presentation along with Supervisor Weir

*Food Truck Questionnaire/Survey ~ Worked with staff and Councilperson Beneye on questions and distributing for community and business input

*New Businesses:

Kung Fu Tea Ribbon Cutting
Haymarket Implant and Cosmetic Dentistry
Evocative Atelier
Crumble Cookie

*Coming Soon:

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Attachment: Memo January Business liaison report (6478 : Business Liaison Report)

Five Guys
Indian Restaurant
Planet Fitness (Opening February 3rd)
Taco Bell



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

Memorandum

To: Honorable Mayor and Town Council
From: Mary Ramirez, Councilwoman
Re: January Community Outreach Liaison Report

The Community Outreach Committee met and discussed the following:

- Fall 2023 Youth in Government feedback
- Summer 2024 Youth in Government program
- Potential for local government day events geared towards different age range and families
- Discussed pricing and location for a memorial plaque in honor of our late life-long resident, Nicole Harris

Respectfully submitted

Mary Ramirez



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

Memorandum

To: Honorable Mayor and Town Council
From: Alexander Beyene, Planning Commission Liaison
Re: January Planning Commission Liaison Report

Due to Inclement weather, the January Planning Commission meeting was cancelled.

Respectfully submitted

Alexander Beyene



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

Memorandum

To: Honorable Mayor and Town Council
From: Marchant Schneider, ARB Liaison
Re: January ARB Liaison Report

Due to inclement weather, the January ARB meeting was cancelled.

Respectfully submitted

Marchant Schneider

Article V. Mobile Food Establishment

The intent of this article is to establish operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property.

Sec. 14-170. - General requirements.

For the purposes of this article, a Mobile Food Establishment shall mean an itinerant mobile food licensee, permittee, owner or vendor who is not permanently affixed to a specific property or location including, but not limited to, mobile food units.

- (1) A Mobile Food Establishment must obtain an approved business license and zoning permit from the Town of Haymarket prior to the operation of a Mobile Food Establishment within the Town.
 - a. The cost of the Mobile Food Establishment business license application shall be \$200.00.
 - b. A Mobile Food Establishment business license is valid from May 1st of the year of issuance until April 30th of the following year. The Mobile Food Establishment business license must be renewed by April 30th of every year.
 - c. The cost of the zoning permit application shall be \$50.00.
- (2) Mobile Food Establishments that have obtained the required business license and zoning permit shall only operate at breweries, wineries, and distilleries, referred to herein as the “Host Business”, located within the Town limits.
- (3) Mobile Food Establishments are responsible for paying the Town’s Meals Tax and shall comply with the Meals Tax Ordinance in Sec. 42-186 of the Town Code.
- (4) No Mobile Food Establishment business license or zoning permit authorized and issued by the Town of Haymarket shall authorize a Mobile Food Establishment to operate on or from a public street or public park.

Sec. 14-171. - Suspension or revocation.

- (1) A Mobile Food Establishment’s business license and zoning permit may be suspended or revoked by the Zoning Administrator or Town Manager at any time due to the Mobile Food Establishment’s failure to comply with all requirements of this article and any other applicable federal, state, and local laws. Notice of revocation shall be made in writing to the Mobile Food Establishment’s business licensee and zoning permit holder.
 - a. The Town Manager may suspend or revoke a Mobile Food Establishment’s business license and zoning permit issued under this article if the Town Manager finds a violation of any section of this article on three or more occasions within a 12-month period.
 - b. Prior to ordering the suspension or revocation of a Mobile Food Establishment’s business license and zoning permit, the Town Manager shall notify the business licensee and zoning

permit holder in writing providing the reasons for the suspension or revocation. This notice shall be mailed postage prepaid to the business licensee and zoning permit holder at the business address appearing on the permit application, or if there is none, to the residential address appearing thereon. The notice shall state that the business license and zoning permit shall be suspended or revoked unless a written request for hearing is filed with the Town Manager by the business licensee or zoning permit holder within 10 business days of the date the notice is mailed. If no request for a hearing is filed within this 10 business day period, the business license and the zoning permit shall be suspended or revoked by order of the Town Manager, and the suspension or revocation shall be final.

- c. If the business licensee and zoning permit holder files a request for a hearing in accordance with this section the Town Manager shall give written notice of the hearing to the requestor and the hearing shall be held at a time and place designated by the Town Manager. The requestor may be represented by counsel, may cross-examine witnesses, and may present evidence in his or her favor.
- d. Within 10 business days of the conclusion of the hearing, the Town Manager shall issue a determination in writing withdrawing or upholding the suspension or revocation and shall mail a copy of the determination to the requestor of the hearing.

Sec. 14-172. - Mobile Food Establishments may be operated from an approved location, subject to the following procedures.

- (1) Each year, the owner or operator of any Mobile Food Establishment doing business in the Town must submit a Mobile Food Establishment business license application and zoning permit application with the Zoning Administrator and Town Treasurer. Each Mobile Food Establishment business license and zoning permit shall only be valid from May 1st until April 30th of the following year. The Mobile Food Establishment's business license application must be accompanied by a copy of the approved zoning permit obtained by the owner of the Mobile Food Establishment for the operation of Mobile Food Establishments within the Town. The zoning permit application shall list every address and location of operation of the Mobile Food Establishment. A Mobile Food Establishment shall only operate on the approved location or locations listed in the zoning permit. If a Mobile Food Establishment intends to operate on more than one site, then only one Mobile Food Establishment business license application is required, provided the Mobile Food Establishment owner has obtained a zoning permit for each additional site. The operation of any Mobile Food Establishment is subject to all requirements of Chapter 22 of the Town Code and all Virginia Department of Health regulations.
- (2) Mobile Food Establishments are only allowed to operate at the designated location from Wednesday through Sunday of each week; Mobile Food Establishments will not be allowed to conduct business within Town limits on Monday or Tuesday of any given week. If there is a special event, the Mobile Food Establishment and Host Business shall complete a separate permit request and pay a separate fee for the one-time event.
- (3) A maximum of two Mobile Food Establishments are permitted at any one location at the same time, provided that additional Mobile Food Establishments may be permitted in conjunction with

administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit.

- (4) A Mobile Food Establishment's mobile food unit shall not be parked in any fire lane, travel lane, entrance/exit, or any required parking space. Mobile Food Establishment's mobile food unit shall not block any drive aisles, ingress and egress from the property, turn lanes or designated fire lanes. In no situation shall a Mobile Food Establishment's mobile food unit be permitted to operate on grass, dirt, or other non-improved parking surfaces.
- (5) A Mobile Food Establishment's mobile food unit must be located on a level, paved, or gravel surface with safe pedestrian access.
- (6) All generators and Mobile Food Establishments shall be located no less than 100 feet from any residential properties.
- (7) The Mobile Food Establishment shall comply with any request of a police officer or other public safety personnel to move and cease vending in the case of an emergency.

Sec. 14-173. - Operational requirements.

- (1) No Mobile Food Establishment shall remain on site at one property for more than 12 consecutive hours. Operational hours are from 10:00 am to 10:00 pm. Mobile Food Establishments are expected to cease all operations and be off property by 10:00 pm, with no exceptions.
- (2) Mobile Food Establishments shall comply with Chapter 18 of the Town Code pertaining to noise control.
- (3) Only food and non-alcoholic beverages incidental to the permitted Mobile Food Establishment shall be sold from the Mobile Food Establishment. The retail sales of merchandise of the Mobile Food Establishment are permitted as an accessory use to the primary use of food sales.
- (4) Portable trash receptacles for the disposal of waste materials or other litter shall be provided by the Mobile Food Establishment. All waste shall be removed and disposed of daily by the Mobile Food Establishment. Public trash receptacles shall not be used for compliance with this section. The vicinity around the Mobile Food Establishment must be kept clean and free of debris.
- (5) No liquid or solid waste may be discharged from the Mobile Food Establishment.
- (6) Signage.
 - a. Signage may be imprinted on the exterior body of a licensed and permitted Mobile Food Establishment and may include the use of an attached or detached menu board.
 - b. Advertisements for businesses other than the Mobile Food Establishment may not be utilized.

- c. All signage for Mobile Food Establishments shall be temporary and must comply with the Town's sign ordinance.
- (7) No tables or chairs may be set up in association with the Mobile Food Establishment.
- (8) The Mobile Food Establishment must conspicuously display the approved zoning permit and business license for public inspection.
- (9) All required taxes must be paid by the Mobile Food Establishment in conformance with Chapter 42 of the Town Code.
- (10) A three-foot wide clearance area must be maintained around the Mobile Food Establishment.

Sec. 14-174. - Location requirements.

- (1) Mobile Food Establishments shall only be permitted in zoning districts that permit Mobile Food Units by-right.
- (2) No parking space that is needed to satisfy a Zoning Ordinance parking requirement shall be converted into a parking space or vending area to accommodate a Mobile Food Establishment.

Sec. 14-175. - Enforcement and Penalties.

- (1) Host Businesses are responsible for ensuring all Mobile Food Establishments operating on site have obtained the necessary Mobile Food Establishment business license and zoning permit from the Town of Haymarket prior to operating from the Host Business's site. Any Host Business that allows unlicensed or unpermitted Mobile Food Establishments to operate on its site shall be fined in accordance with this section for hosting a non-compliant Mobile Food Establishment.
- (2) Mobile Food Establishments shall be removed from Hosting Business's premises if they are non-compliant with this article or the applicable law and regulations.
- (3) If the Town Manager determines that a violation has occurred then the Town Manager may give written notice thereof to any and all persons committing or permitting such a violation prior to imposing the civil penalties provided in this section. Any person or entity who commits, permits, assists in, or attempts, whether by act or omission, a violation of any section of this article shall be liable and the violation shall be enforced. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation, and \$500 for any third or subsequent violation. Enforcement under this article shall not preclude the enforcement of any other articles of the Town Code that may be applicable.



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

Staff Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: February 05, 2024
Re: Fiscal Year 2023-2024 Mid-Year Budget Amendment

BACKGROUND

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does exceed that amount, a Public Hearing is required. The Council may adopt the amendment at the February 05, 2024 meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 4002-Transfer from ARPA Funds line item to begin the construction phase of the Park sidewalk, which includes a 30% contingency for the project. This project should begin in the Spring and completed by the end of the fiscal year. We are adjusting on expenditure side by moving over left over funds from the engineering/architectural line item into the construction line item for this project and continuing to leave the \$50,000 to complete the Town Center Master Plan.

Source Line Item

Line Item	Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>			
4002			
Transfer from ARPA Funds	\$ 200,000	\$ 926,477	\$ 726,477
<u>Expenditure:</u>			
Town Center Master Plan:			
9410601			
Architectural/Engineering	\$ 50,000	\$ 50,000	\$ 0

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Park Sidewalk:

9410401

Architectural/Engineering \$ 150,000 \$ 39,891 (\$ 110,109)

9410402

Construction \$ 0 \$ 836,586 \$ 836,586

2. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3120-05 – Meals Tax line item is to adjust for the expected increase due to the new in Town restaurants that are now online.

Source Line Item

Line Item	Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>			
3120-05			
Meals Tax	\$ 1,200,000	\$ 1,375,000	\$ 175,000

3. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3120-00 – Transient Occupancy Tax line item is to adjust for the expected increase due to trending similar to last year.

Source Line Item

Line Item	Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>			
3120-00			
Transient Occupancy Tax	\$ 175,000	\$ 225,000	\$ 50,000

4. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3150-01 – VACO/VML Investment line item and 3150-03 Interest on Bank Deposits line item is to adjust for the expected increase due to high interest rates. This proposed amendment does consider a potential reduction in the coming months due to a potential reduction in interest rates.

Source Line Item

Line Item	Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>			
3150-01			
VACO/VML Investment	\$ 1,500	\$ 13,500	\$ 12,000
3150-03			
Interest on Bank Deposits	\$ 10,000	\$ 89,500	\$ 79,500

5. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3160-01 – Public Safety line item is to amend for the sale of the old police cruiser. 3200-02 - 599 Law Enforcement Grant line item to recognize the additional grant funds the Police Dept. will be receiving this fiscal year. These two additional funds will amend 3110045 – Uniform & Supplies line item on the expenditures.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
3160-01				
Public Safety	\$	0	\$ 5,305	\$ 5,305
32002-02				
599 Law Enforce. Grant	\$	31,548	\$ 36,144	\$ 4,596
<u>Expenditure:</u>				
3110045				
Uniform & Supplies	\$	36,000	\$ 45,901	\$ 9,901

6. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3165-00 – Sponsorship line item, 3165-02 Farmer’s Market line item, and 3165-03 Town Ornaments line item. This current fiscal year the Town has been able to increase these revenues due to being able to have a dedicated part-time staff member to increase funds for Town Events.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
3165-00				
Sponsorship	\$	10,000	\$ 25,600	\$ 15,600
3165-02				
Farmer’s Market	\$	8,000	\$ 12,000	\$ 4,000
3165-03				
Town Ornaments	\$	5,000	\$ 12,500	\$ 7,500

7. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3180-00 – Convenience Fee line item and 1211012 – Accounting Services line item to recognize the fees collected to provide the online payment services.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
3180-00				
Convenience Fee	\$	0	\$ 300	\$ 300
<u>Expenditure:</u>				
1211012				
Accounting Services	\$	8,000	\$ 8,300	\$ 300

8. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3180-04 – Reimbursement from Insurance line item and 3110043 – Vehicle Maintenance/Supplies line item to recognize the reimbursed funds for PD vehicle.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>				
3180-04				
Reimbursement from Ins.	\$	45,519	\$ 46,019	\$ 500
<u>Expenditure:</u>				
3110043				
Vehicle Maint/Supplies	\$	21,500	\$ 22,000	\$ 500

9. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3180-05 – Recovered Cost – Private Events line item and 7111005 – Police Depart. Events line item to recognize the law enforcement event within Town boundaries.

Source Line Item				
<u>Line Item</u>		<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Revenue:</u>				
3180-05				
Recov. Cost – Private Events	\$	0	\$ 300	\$ 300
<u>Expenditure:</u>				
7111005				
Police Dept. Events	\$	7,500	\$ 7,800	\$ 300

10. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3200-16 – DMV Select Grant line item as the Town has been reinstated for FY2024 as our current Chief of Police had been working on getting reinstated for participation. The grant funds will be used in line items 3110007 – Salaries & Wages – DMV Grant and 3110038 – Convention & Edu. (Training) on the expenditures of this budget. This amendment will also updated he taxes for due to this grant.

Source Line Item				
<u>Line Item</u>		<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Revenue:</u>				
3200-16				
DMV Select Grant	\$	0	\$ 12,656	\$ 12,656
<u>Expenditure:</u>				
3110007				
Salaries/Wages – DMV	\$	0	\$ 11,856	\$ 11,856
3110020				
FICA/Medicare	\$	53,240	\$ 39,480	\$ 908
3110038				
Convention & Edu.	\$	10,000	\$ 10,800	\$ 800

11. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1211001 – Salaries/Wages – Regular, 1211002 – Salaries/Wages – Over Time, and Salaries/Wages – Part Time. These amendments are to address the additional work that the Town is accruing due to the success of Town events and need for additional hours that these events create on Town staff. Town is proposing to move funds from the part-time hours into the regular hours to off set cost. The FTE proposal will also need to adjust some of the taxes and benefit line items to be updated.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Expenditure:</u>				
1211001				
Salaries/Wages - Regular	\$ 407,469	\$ 425,469	\$ 18,000	
1211002				
Salaries/Wages – Overtime	\$ 0	\$ 3,500	\$ 3,500	
1211003				
Salaries/Wages – Part-Time	\$ 66,560	\$ 55,875	(\$ 10,685)	
1211004				
FICA/Medicare	\$ 36,264	\$ 36,755	\$ 491	
1211005				
VRS	\$ 37,852	\$ 39,480	\$ 1,628	
1211007				
Life Insurance	\$ 4,850	\$ 5,075	\$ 225	
1211010				
Worker's Comp	\$ 435	\$ 481	\$ 46	

12. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1211020 – Meals & Lodging line item. This increase is due to having staff be able to attend more conferences and educational events this fiscal year.

Source Line Item				
<u>Line Item</u>	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
<u>Expenditure:</u>				
1211020				
Meals & Lodging	\$ 2,000	\$ 3,500	\$ 1,500	

13. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1221001 – Legal Services line item. This increase is due to project driven expenses as this fiscal year many Town projects have continued or started that would require legal review on items.

Source Line Item				
<u>Line Item</u>		<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>				
1221001				
Legal Services	\$	83,200	\$ 96,702	\$ 13,502

14. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 1224001 – Auditing Services line item. This increase is due to FY2022 and FY2023 audits being conducted in this current fiscal year. We did not expend the funds for last year as it was never completed, so it will need to be done in this current year.

Source Line Item				
<u>Line Item</u>		<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>				
1224001				
Auditing Services	\$	17,120	\$ 42,600	\$ 25,480

15. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 60000 – Tourism/Traveling Marketing line item and 60001 – Town Tourism line item. This increase is due to the increase in Transient Occupancy Tax revenue existing MOU.

Source Line Item				
<u>Line Item</u>		<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>				
60000				
Tourism/Travel Marketing	\$	75,075	\$ 96,429	\$ 21,354
60001				
Town Tourism	\$	50,050	\$ 64,286	\$ 14,236

16. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 7000003 – Demolition line item. The proposed amendment is to fund the demolition project of the Park

house. This project will begin incurring costs as the need for legal to work on RFP for demolition. The budget will move funds from the CIP funds expenditure line items to accomplish this amendment per the 5 year CIP plan.

Source Line Item				
<u>Line Item</u>		<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>				
7000003				
Demolition	\$	0	\$ 50,000	\$ 50,000

17. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 7111003 – Contractual Services line item, 7111004 – Events – Other line item, and 7111006 Farmer’s Market line item. These line items are to adjust for the additional revenue Events has produced this fiscal year.

Source Line Item				
<u>Line Item</u>		<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>Expenditure:</u>				
7111003				
Contractual Services	\$	50,000	\$ 64,950	\$ 14,950
7111004				
Events – Other	\$	30,850	\$ 40,850	\$ 10,000
7111006				
Farmer’s Market	\$	8,000	\$ 12,000	\$ 4,000

18. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 94109 – Storm Water Grant Match line item. The Town will submit to the County to begin the County

initiated study. This is being accomplished by moving funds from the CIP Funds expenditure line item.

Source Line Item				
Line Item	Adopted 2023-24 Budget		Amended Budget	Change
<u>Expenditure:</u>				
94109				
Storm Water Grant Match	\$	0	\$ 40,000	\$ 40,000

19. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 9510002 – General Obligation Bond line item. This was to adjust for the final payment of 2 of the 3 bonds the Town had paid off this fiscal year. The funds were moved from the CIP Funds expenditure line item.

Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
<u>Expenditure:</u>				
9510002				
General Obligation Bond	\$	136,600	\$ 137,800	\$ 1,200

20. The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 94108 – CIP Funds Expenditures line item. This amendment is due to the increase in revenues that were created with the additional increases and after adjusting some of the expenditures in this amendment to create a balance budget. The unused funds are placed into the CIP to continue to build funds for CIP projects.

Source Line Item				
Line Item	Adopted 2023-24 Budget		Amended Budget	Change
<u>Expenditure:</u>				
94108				
CIP Funds Expense	\$	193,067	\$ 326,332	\$ 133,265

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2023 - 2024 budget as designated by Resolution #2024-001.

Or

Alternative Motion



RESOLUTION 2024-001

FISCAL YEAR 2023-2024 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2024 Budget on June 22, 2023, and

WHEREAS, The proposed budget amendment will increase revenue line item 3120-00 – Transient Occupancy Tax by \$50,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3150-05 – Meals Tax by \$175,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3150-01 – VACO/VML Investment by \$12,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3150-03 – Interest on Bank Deposits by \$79,500; and

WHEREAS, The proposed budget amendment will increase revenue line item 3160-01 – Public Safety by \$5,305; and

WHEREAS, The proposed budget amendment will increase revenue line item 3165-00 – Sponsorship by \$15,600; and

WHEREAS, The proposed budget amendment will increase revenue line item 3165-02 – Farmer's Market by \$4,000; and

WHEREAS, The proposed budget amendment will increase revenue line item 3165-03 – Town Ornaments by \$7,500; and

WHEREAS, The proposed budget amendment will increase revenue line item 3180-00 – Convenience Fee by \$300; and

WHEREAS, The proposed budget amendment will increase revenue line item 3180-04 – Reimbursement from Insurance by \$500; and

WHEREAS, The proposed budget amendment will increase revenue line item 3180-05 – Private Events by \$300; and

WHEREAS, The proposed budget amendment will increase revenue line item 3200-02 – 599 Law Enforcement Grant by \$4,596; and

WHEREAS, The proposed budget amendment will increase revenue line item 3200-16 – DMV Select Grant by \$12,656; and

WHEREAS, The proposed budget amendment will increase revenue line item 4002 – Transfer from ARPA Funds by \$726,477; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211001 – Salaries/Wages - Regular by \$18,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211002 – Salaries/Wages – Over Time by \$3,500; and

WHEREAS, The proposed budget amendment will decrease expenditure line item 1211003 – Salaries/Wages – Part Time by \$10,685; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211004 – FICA/Medicare by \$491; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211005 – VRS by \$1,628; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211007 – Life Insurance by \$225; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211010 – Worker's Compensation by \$46; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211012 – Accounting Services by \$300; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1211020 – Meals & Lodging by \$1,500; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1221001 – Legal Services by \$13,502; and

WHEREAS, The proposed budget amendment will increase expenditure line item 1224001 – Auditing Services by \$25,480; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110007 – Wages/Salaries – DMV Grant by \$11,856; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110020 – FICA/Medicare by \$908; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110038 – Convention & Edu. (Training) by \$800; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110043 – Vehicle Maintenance/Supplies by \$500; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110045 – Uniforms & Police Supplies by \$9,901; and

WHEREAS, The proposed budget amendment will increase expenditure line item 60000 – Tourism/Travel Marketing by \$21,354; and

WHEREAS, The proposed budget amendment will increase expenditure line item 60001 – Town Tourism by \$14,236; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7000003 – Demolition by \$50,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111003 – Contractual Services by \$14,950; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111004 – Events Other by \$10,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111005 – Police Dept. Events by \$300; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7111006 – Farmer's Market by \$4,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 9510002 – General Debt Obligation by \$1,200; and

WHEREAS, The proposed budget amendment will decrease expenditure line item 9410401 – Architectural/Engineering Fees by \$110,109; and

WHEREAS, The proposed budget amendment will increase expenditure line item 9410402 – Construction by \$836,586; and

WHEREAS, The proposed budget amendment will increase expenditure line item 94108 – CIP Funds Expense by \$133,265; and

WHEREAS, The proposed budget amendment will increase expenditure line item 94109 – Storm Water Grant Match by \$40,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2023-2024 Budget as reflected below:

Budget Amendment for FY2023-2024 Budget

Operational Budget

	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Transient Occupancy Tax	\$ 175,000	\$ 225,000	\$ 50,000
Meals Tax	\$ 1,200,000	\$ 1,375,000	\$ 175,000
VACO/VML Investment	\$ 1,500	\$ 13,500	\$ 12,000
Interest on Bank Deposits	\$ 10,000	\$ 89,500	\$ 79,500
Public Safety	\$ 0	\$ 5,305	\$ 5,305
Sponsorships	\$ 10,000	\$ 25,600	\$ 15,600
Farmer's Market	\$ 8,000	\$ 12,000	\$ 4,000
Town Ornaments	\$ 5,000	\$ 12,500	\$ 7,500
Convenience Fee	\$ 0	\$ 300	\$ 300
Reimburse. From Insurance	\$ 45,519	\$ 46,019	\$ 500
Recovered Costs- Private Events	\$ 0	\$ 300	\$ 300
599 Law Enforcement Grant	\$ 31,548	\$ 36,144	\$ 4,596
DMV Select Grant	\$ 0	\$ 12,656	\$ 12,656
Transfer from ARPA Funds	\$ 200,000	\$ 926,477	\$ 726,477
<u>EXPENDITURE:</u>			
Town Administration:			
Salaries/Wages- Regular	\$ 407,469	\$ 425,469	\$ 18,000

Salaries/Wages- Overtime	\$ 0	\$ 3,500	\$ 3,500
Salaries/Wages- Part Time	\$ 66,560	\$ 55,875	(\$ 10,685)
FICA/Medicare	\$ 36,264	\$ 36,755	\$ 491
VRS	\$ 37,852	\$ 39,480	\$ 1,628
Life Insurance	\$ 4,850	\$ 5,075	\$ 225
Worker's Compensation	\$ 435	\$ 481	\$ 46
Accounting Services	\$ 8,000	\$ 8,300	\$ 300
Meals & Lodging	\$ 2,000	\$ 3,500	\$ 1,500
Legal Services	\$ 83,200	\$ 96,702	\$ 13,502
Auditing Services	\$ 17,120	\$ 42,600	\$ 25,480
Police Department:			
Salaries & Wages – DMV Grant	\$ 0	\$ 11,856	\$ 11,856
FICA/MEDICARE	\$ 53,240	\$ 54,148	\$ 908
Convention & Edu. (Training)	\$ 10,000	\$ 10,800	\$ 800
Vehicle Maint./Supplies	\$ 21,500	\$ 22,000	\$ 500
Uniforms & Police Supplies	\$ 36,000	\$ 45,901	\$ 9,901
Economic Development:			
Tourism/Traveling Marketing	\$ 75,075	\$ 96,429	\$ 21,354
Town Tourism	\$ 50,050	\$ 64,286	\$ 14,236
Haymarket Community Park:			
Demolition	\$ 0	\$ 50,000	\$ 50,000
Events:			
Contractual Services	\$ 50,000	\$ 64,950	\$ 14,950
Events – Other	\$ 30,850	\$ 40,850	\$ 10,000
Police Depart. Events	\$ 7,500	\$ 7,800	\$ 300
Farmer's Market	\$ 8,000	\$ 12,000	\$ 4,000
Debt Service:			
General Obligation Bond – Princ.	\$ 136,600	\$ 137,800	\$ 1,200
Street Scape – Park Sidewalk:			
Architectural/Engineering Fees	\$ 150,000	\$ 39,891	(\$ 110,109)
Construction	\$ 0	\$ 836,586	\$ 836,586
Capital Improvement Funds Expense	\$ 193,067	\$ 326,332	\$ 133,265
Storm Water Grant Match	\$ 0	\$ 40,000	\$ 40,000

Done this 05th Day of February 2024

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

Kimberly Henry, Clerk of Council



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of the Council
Re: Recommendation for BZA Re-appointment

Background: Board of Zoning Appeals members serve a 5 year term. The Town Council recommends a citizen from the Town of Haymarket to the Board of Zoning Appeals, which then is appointed by the Prince William County Circuit Court Judges. Dan Magill has served on the Board of Zoning Appeals in 2019. His term expires on January 31, 2024. Mr. Magill is willing to serve on the BZA for another term. His term would expire on January 31, 2029. Attached is Mr. Magill's application.

Draft Motion: *I move that the Haymarket Town Council nominate Mr. Dan Magill to the Board of Zoning Appeals to a term beginning February 5, 2024 and expiring January 31, 2029.*

Or Alternate Motion

Attachment: Memorandum BZA Magill (6491 : BZA Re-Appointment Nomination)

Ken Luersen, Mayor
 TracyLynn Pater, Vice Mayor
Council Members:
 Mary Ramirez
 Joseph Pasanello
 Marchant Schneider
 Alexander Beyene
 Matthew Gallagher



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

Appointed Boards, Committees & Commission:
 Application for Appointment Consideration

Full Name: Daniel J, Magill

Address: 14888 Greenhill Crossing Dr, Haymarket, VA 20169

Cell Phone: 703 944-2157

Email Address: DanMagill@comcast.net

Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

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

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600x205.



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

Emily L. Kyriazi
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily L. Kyriazi
DATE: February 1, 2024
SUBJECT: Events Position

Background:

The Town of Haymarket currently staffs a part-time Event Coordinator who works approximately 21 hours a week. After reviewing the position for a year and evaluating the tasks/job duties assigned to this employee it has become apparent that the position would be most beneficial to the Town in a full-time capacity. Over the past year, the Event Coordinator has needed to prioritize tasks and other job assignments due to workload capacity and thus not all assignments are achievable with the limitation of hours. The Staff has found that month after month, the minimal work hours has inhibited productivity and opportunities to further the community connections and engagement with businesses.

With the expansion of the position from part time to full-time, additional duties would include; *Plan, coordinate and execute Haymarket Police Department Events in conjunction with the Haymarket Police Chief or his/her designee, Manage advertising and promoting events on the Town Website, Town Newsletter, Facebook, Twitter and other social media, Serve as a point of contact and Town Representative for community businesses and sponsors, Maintain a Community Events calendar to assist with cross community correspondence and advertising, Coordinate and host quarterly Business Roundtable meetings in conjunction with the Town Manager, Facilitate and Attend Grand Openings and Ribbon Cuttings for businesses, Working with the Town Treasurer and Town Manager, prepare and manage a budget for the job function, Coordinate the Town Museum exhibits and rotate materials quarterly, Work with the tenant in the Museum space to facilitate events and cross involvement with the Town events.* The expansion of the position provides the Town with an increase in Community Engagement opportunities, additional time dedicated to communications, potential for expanding the event network and more involvement with the business community.

The full-time position is included in the proposed FY25 Budget, to include the costs for the benefits package. While the proposal is to start the position effective July 1, 2024, I would ask Council to consider funding the position effective March 1, 2023. Allowing the position to start four months earlier will give Staff the opportunity to get ahead on the 2024 Event Season, seek

Attachment: Event Coordinator Memo (6494 : Event Coordinator Position)

out FY25 Sponsors, work on programming for the Farmers Market with the flexibility of additional work hours, and provide better communication with the community. The proposed annual salary amount starting FY25 is \$53,560, the all-in benefits package brings the total amount to \$86,608.16.

The offsets of the full-time Events Coordinator are highly qualitative when considering the potential gains. Transitioning the position will give the Administration team an opportunity to focus on community growth in terms of communications, business events, business spotlights, expanded event offerings for the residents and an increase in Sponsors and Business Partners.

Please find attached the Event Coordinator Position Job Description.



Position: Events Coordinator	Work Schedule: Full Time, Core Hours M – F 8 am to 4:30 pm, Farmers Market Season will have “Seasonal Schedule” to offset Sunday Hours
Department: Administration	Monday-Friday, Some Evenings and Weekends, Some Sundays for Farmers’ Market
Position Type: Full Time	

Establishes and promotes the relationships necessary for the growth and success of the Town of Haymarket. The Events Coordinator organizes and facilitates the Town Community Events and Farmers’ Market. Establishes and maintains professional community relations with Town Businesses, sponsors, vendors and community partners.

Responsibilities:

The duties described below are indicative of what the duties the Events Coordinator may be asked to perform; other duties may be assigned

- Plan, coordinate and execute all Town Community Events to include but not limited to, Haymarket Day, the Christmas and Holiday Event, a summer concert and the farmers’ market
- Plan, coordinate and execute Haymarket Police Department Events in conjunction with the Haymarket Police Chief or his/her designee
- Haymarket Day and Farmers’ Market Specific Responsibilities
 - Pre-Season Duties – Create Application, Process Applications, Communicate directly with applicants, plan and coordinate market logistics and layout
 - During Season Duties – Ensure attendance, attend Farmers Market Opening Day , ensure all vendors are complying with agreement/requirements, address and document all vendor/customer concerns, provide monthly report on the market status, maintain and promote market via social media, create and foster friendly community between vendors, maintain weekly correspondence with vendors via emails and social media, foster special market events for the community, and continuously monitor opportunities to bring additional vendors to the market (seasonally or full time)
 - Post-Season Duties – Complete market vendor surveys, provide detailed report of the events
- Manage advertising and promoting events on the Town Website, Town Newsletter, Facebook, Twitter and other social media
- Serve as a point of contact and Town Representative for community businesses and sponsors
- Maintain a Community Events calendar to assist with cross community correspondence and advertising
- Coordinate and host quarterly Business Roundtable meetings in conjunction with the Town Manager
- Facilitate and Attend Grand Openings and Ribbon Cuttings for businesses



- Respond to vendors/residents emails on a timely manner concerning events, logistics, and questions
- Working with the Town Treasurer and Town Manager, prepare and manage a budget for the job function
- Hold a weekly meeting to with staff to discuss status on items concerning events; this will assist Town staff to answer any question that may arise if and when coordinator is not in the office
- Provide weekly report to the Town Manager with regard to activities, accomplishments and data from community event programming
- Coordinate the Town Museum exhibits and rotate materials quarterly
- Work with the tenant in the Museum space to facilitate events and cross involvement with the Town events

Skills and Qualifications:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

Required:

- Extensive background working with the public and business community
- Experience working with vendors
- Experience with Event Planning
- Demonstration of administrative skills background
- Demonstration of high level of organizational skills, customer service and professional etiquette
- High School Diploma or GED

Preferred:

- Bachelor's degree or equivalent experience in Event Planning, Public Relations, Communications, or similar field
- Experience with Website and Social Media management.
- Some personnel management experience.

Employer Overview:

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.



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

8.4.b

Supervision: This position reports directly to the Town Manager or his/her designee

Attachment: Events Coordinator Job Description ELK 1-29-2024 (6494 : Event Coordinator Position)