



TOWN COUNCIL – REGULAR MEETING

Tuesday, September 03, 2024 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION: Pastor Mark Olson, Haymarket Baptist Church

IV. COMMUNITY SPOTLIGHT: Jenni Green - Alex's Army

V. CITIZENS TIME

VI. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Public Hearing/Work Session: July 29, 2024
2. Mayor and Council – Regular Meeting: August 5, 2024

B. Department Reports

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

C. Liaison Reports

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

VII. AGENDA ITEMS

1. Town Center Project RFP and Funding: Councilmember Schneider
2. Park House Demolition RFP: Councilmember Schneider

VIII. COUNCILMEMBER TIME

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

6. Councilmember Gallagher
7. Mayor Luersen

IX. ADJOURNMENT



TOWN COUNCIL PUBLIC HEARING/WORK SESSION MEETING

Monday, July 29, 2024 at 6:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

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.

PRESENT

- Mayor Ken Luersen
- Vice Mayor Tracylynn Pater
- Councilmember Alexander Beyene arrived late
- Councilmember Matthew Gallagher
- Councilmember Joe Pasanello
- Councilmember Mary Ramirez
- Councilmember Marchant Schneider

II. PLEDGE OF ALLEGIANCE

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

III. PRESENTATION: STEVE MULROY - VML/VACO FINANCE

Town Manager Emily Kyriazi introduced Steve Mulroy from VML/VACO finance and invited him to the podium to discuss the Town's financial well being and suggestions for upcoming ideas and what the Town's debt capacity would be. Mr. Mulroy shared that one of VML/VACO services that they provide is to take a look at credit profiles. He stated that he has met with staff and that Haymarket's financial credit profile, the projects in the CIP and funding sources whether through cash or debt financing. Mr. Mulroy gave a brief presentation showing how Haymarket compares financially to its peers and how much funding is available for the CIP projects. Mr. Mulroy also showed Haymarket's population growth and economy prior to and after the pandemic. He showed that Haymarket's population has grown ever so slightly in 2022 and is showing a steady increase in population. He showed the Income per capita compared to neighboring jurisdictions with comparative population. He stated that Haymarket shows well comparatively. He also shared the increase of Haymarket's assessed value in real estate. He stated that the Town of Haymarket's economy is solid compared to local jurisdictions and the State. He also showed that Haymarket's revenue is strong and continues to trend upward. He showed the growth rate for Haymarket and stated that the growth and revenues are very positive over the past 3 years as compared to their peers. He showed the source of revenue for the Town is the meals tax. And that the Town's real estate tax revenue is on the low end and stated that real estate tax is the more stable source of revenue. He also showed that Haymarket is on the low end of expenditures on Capital projects. He showed an increase on the available fund balance for Haymarket and that the reserves are very healthy. Mr. Mulroy proceeded by showing a decrease in the Town's outstanding debt

obligation which gives a lot of flexibility in how the Town approaches new projects. After going over the credit profile of the Town, he continued onto the Town's Capital Projects grouping them into equipment projects such as Town Centre property, Police Department cameras and Security system at the park and capital projects such as Washington Street Beautification, Town Center property, Town Signage, the website and park. He grouped funding of both into 2 year increments. He presented two scenarios for funding the projects. Mr. Mulroy also provided the projected available fund balance. In summary, Mr. Mulroy stated the strengths the Town has with strong economic indicators, strong financial performance and strong position vs. leverage vs the areas of potential concerns with declining population, relatively small population and reliance on meals tax. He gave his recommendations using a mix of cash and debt to fund capital projects, prioritizing using cash for capital projects over equipment, using equipment lease purchase financing, or excess cash if available, for equipment purchases, and maintain strong credit profile, preserve healthy General Fund Balance relative to GF expenses and consider maintaining a ratio of 75%.

At this time, there was a question and answer period from the Town Council to Mr. Mulroy and staff on fund balance, taxes, availability for funding the projects and bonds versus loans. There was a question as to the next steps. Mayor Luersen stated that the Town Council should have a strategic planning meeting and make decisions on the CIP. Town Manager Emily Kyriazi stated that she would like to have a meeting with a strategic planning consultant. She stated that she just would need availability of the Council to proceed.

IV. PUBLIC HEARING

1. Public Notice

Town Clerk Kim Henry read the public notice for this evening's public hearings.

2. Public Hearing I - Snow Removal Policy

There were no citizens present wishing to comment on this public hearing item.

3. Public Hearing II - Comprehensive Plan Amendments

There were no citizens present wishing to comment on this public hearing item.

4. Public Hearing III - Zoning Text Amendment

There were no citizens present wishing to comment on this public hearing item.

5. Public Hearing IV - FY25 Budget Amendment

There were no citizens present wishing to comment on this public hearing item.

With no citizen comments on any of the public hearing items, Mayor Luersen closed the public hearing.

V. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly report. He stated that since this is the beginning of the fiscal year, the financials look like the Town is in the negative with expenses exceeding revenues. He shared that it will change once real estate taxes are sent out. He also shared that at the next meeting he will give an unaudited FY24 end of year report.

2. CIP Updates

Town Treasurer Roberto Gonzalez stated that this item is basically to inform the Town Council that the Police Department message board was not purchased in FY24. He shared that the department would like to purchase it now in FY25. There was a question to Chief Sibert about the potential offsets on the purchase of the trailer. Chief Sibert provided additional information on the purchase of the trailer and the benefits. He stated that he would offset the purchase of the smaller trailer by selling the large message board that is not advantageous to the Town. A short discussion followed on selling the large message board. The Council gave a directive for Chief Sibert to proceed with obtaining a quote on the new message board trailer and start to start the process in selling the large message board.

3. Resolution #2024-004: Amendment to definition of Historic Resources in the Haymarket Comprehensive Plan

Town Planner Thomas Britt shared that the resolution is an update to the Comprehensive Plan changing the date of historic resources from 50 years to 1950. A short discussion followed. This item will be on the regular monthly meeting agenda for adoption.

4. Ordinance #2024-002: Plat Notation requirements in the Town of Haymarket's Zoning Ordinance

Town Planner Thomas Britt shared that in order to be compliant with the Chesapeake Bay Preservation Act, he needed to make some adjustments to the Subdivision Section of the Zoning Ordinance by adding specific plat notation requirements. A short discussion followed. This item will be on the regular monthly meeting agenda for adoption.

5. Ordinance #2024-003: Snow Removal Policy

Town Manager Emily Kyriazi shared that she reached out to the citizens who had concerns during the past winter to follow up and provide them with the draft policy. She stated that she did not receive any comments back. A discussion followed on providing the map through the Go Gov app, the website and social media so that the citizens can reference. Mrs. Kyriazi stated that this item will be moved to the regular monthly meeting for adoption. She continued to state once adopted, the policy would be sent to Municode which would be added to the Town Code. Mrs. Kyriazi stated that internally the staff would develop a guideline to when the public would be notified, when staff would start the removal and when would the contractor be called out. A short discussion followed.

6. Resolution #2024-005: VDOT Project Additions to Secondary Route - Kapp Way

Town Manager Emily Kyriazi shared that this project was a hold over from VDOT from 2017. She stated that VDOT needs a resolution passed by the Town Council identifying Kapp Valley Way as a secondary route and will be accepted into the VDOT roadway network and serviced by VDOT. A discussion followed and this item will be on the regular monthly agenda for adoption.

7. Resolution #2024-006: Budget Amendment for FY25

Town Treasurer Roberto Gonzalez shared that the monies for the sidewalk was not spent in FY24. He stated that the budget amendment is to pay for the sidewalk construction using the ARPA funds. There was a discussion on the sidewalk construction and the safety measures that will be taken during Haymarket Day. This item will be on the regular monthly agenda for adoption.

8. Special Events Ordinance

Town Manager Emily Kyriazi shared that in recent weeks when the Haymarket Day application was sent, there were several businesses that did not like the fees the Town was charging and decided that they would like to do their own event the same day as Haymarket Day. She stated that staff referred to Outdoor Event Chapter 15 of the Town Code. She recited the Code where it states that an event cannot be held on the same day as a Town sponsored event. She said that during the review, she noticed that the Chapter needs to be cleaned up and some items added, such as public safety. She stated that the Ordinance was last passed in 2015 and a lot has changed over the years. She asked the Council review the Code section and come back with any edits that they may have. She continued to state that she would be working with staff and Chief Sibert on the concerns that they may have and provide an updated security plan. A discussion followed on the subject.

9. Go Gov App: Communication

Town Manager Emily Kyriazi gave an update on the GoGov. App. She shared that Event Coordinator Julia Crofford has been doing a great job with running the app. She also stated that Ms. Crofford reached out to the company on the request for the citizens to communicate on the app. She stated that there needs to be a central contact and how the messages would be delegating who would receive any particular topic. She provided the cost for this upgraded service. She shared that she will give the final numbers to the Finance Liaisons at the next meeting to determine where they could pull the funds from. There was further discussion on how the communication would be handled through the app. There was also a question on how many people are using the app. Mrs. Kyriazi stated that Ms. Crofford should have that number available at the next Town Council meeting. There was also a suggestion that staff make sure that the site is securely protected by a third party. A question was raised if this platform would replace or add to the other platforms that the Town uses. Mrs. Kyriazi stated that this would be in addition to the other platforms that the Town uses. Councilmember Gallagher stated that he feels this is just another option of the communication plan that the Town has been working for. He stated that he has been preparing a communication plan framework and will have it ready to present at the August Work Session.

10. Military Banner Program Information and Discussion

Deputy Town Clerk Alexandra Elswick shared that the Town has had a lot of interest in the program. She shared that she has not been able to find any details or application from the previous time the Town did this. She shared that she has checked other localities and their perimeters. She asked for direction from the Town Council on how they would like to proceed. A discussion followed on the application process and a rotation schedule, if needed. There was a suggestion to have everything ready to go live first thing in 2025. There was also a question about the material. Ms. Elswick shared that the company stated that they would be using premium vinyl. There was also a discussion on who would be responsible to replace if the banner was to be damaged. Councilmember Pasanello shared that this is a partnership with the family and everybody has a stake in it. He stated that we provide the service and the labor on displaying the banner, the family would need to replace the banner, if damaged by the elements. Mayor Luersen stated that he liked what has been gathered so far but felt that there is still a lot of details that need to be put in place prior to opening up the application process. Town Attorney Olaun Simmons provided his concerns on the project and the Town's responsibility – a product liability issue. There was a direction from the Town Council to come back with a sample application, a draft of the rules and responsibility, the approval process, and a tracking process on the orders.

11. Trash Service Update - Upgrading Trash Toters

Town Manager Emily Kyriazi shared that Republic Services have picked up their dumpsters at the back of the Town Hall building. However, she also stated that staff has been notified from several citizens that Republic did not pick up the toters at their property. Mrs. Kyriazi shared that Town Maintenance Supervisor Matt Burrows have gone to those properties and have picked up the toters and is storing them while staff tries to reach out to Republic Services on obtaining them. She also has shared that there has been a request from some citizens about receiving a larger trash toter from American Disposal, the new trash company. Mrs. Kyriazi shared that the larger bins are on back order. Mrs. Kyriazi asked for direction from the Town Council if the Town should offer the larger bins to all citizens or should those interested contact American and pay the fee for the larger can. There was a discussion on the timeline as to when this would be offered since the trash bins are on back order. Mrs. Kyriazi asked for the Town Council's feedback on the offering a larger tote. A discussion followed with the Town Council split on whether the Town bear the cost or should the customer bear the cost. The Town Council suggested that the staff research the next few weeks on how many residents would like a larger can before deciding on whether the Town should absorb the cost. The Town Council decided also to speak with their neighbors and at the Town events to get the feel on whether the residents would like a larger tote and address the subject at the August Work Session.

VI. CLOSED SESSION

1. Closed Session Motion

Councilmember Pasanello moved to go into Closed Session Pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Police Department. Vice Mayor Pater seconded the motion. The motion carried.

**Motion made by Councilmember Pasanello, Seconded by Vice Mayor Pater.
Voting Yea: Vice Mayor Pater, Councilmember Beyene, Councilmember Gallagher,
Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

2. Certification from Closed Session

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

**Motion made by Councilmember Pasanello, Seconded by Vice Mayor Pater.
Voting Yea: Mayor Luersen, Vice Mayor Pater, Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

VII. ADJOURNMENT

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

**Motion made by Councilmember Pasanello, Seconded by Councilmember Gallagher.
Voting Yea: Vice Mayor Pater, Councilmember Beyene, Councilmember Gallagher,
Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

Submitted:

Approved:

Kimberly Henry, Clerk of Council

Kenneth Luersen, Mayor

DRAFT



TOWN COUNCIL REGULAR MEETING

Monday, August 05, 2024 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

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

Vice Mayor TracyLynn Pater called the meeting to order.

PRESENT

Councilmember Matthew Gallagher
Councilmember Joe Pasanello
Vice Mayor Tracylynn Pater
Councilmember Mary Ramirez
Councilmember Marchant Schneider

ABSENT

Councilmember Alexander Beyene
Mayor Ken Luersen

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Pastor Don Meeks - Greenwich Presbyterian Church

Vice Mayor Pater invited Reverend Don Meeks from Greenwich Presbyterian Church to the podium to give the evening's invocation.

IV. HAYMARKET GAINESVILLE ROTARY CLUB - FLAGS FOR HEROES EVENT

Vice Mayor Pater invited the representatives from the Gainesville/Haymarket Rotary to the podium to speak about the upcoming Flags for Heroes event. President Rich Luttrell thanked the Mayor, Vice Mayor and the Town Council for allowing them to have the event at the Town Park. He shared that the date has been changed from June to September. He stated that the event would start the week of September 9th with the ceremony being held on September 14th at 5 pm. Mr. Luttrell invited the Council to attend and asked that the Mayor speak at the event as in years past. He shared that this is a big fundraiser for them and that the funds go back into the community. He asked President Elect Mark Cooke to join him and speak about the Creekside Veterans Club, which is in conjunction with the Flags for Heroes program. Mr. Cooke shared information on the Creekside Veterans Club. He shared that the Club helps support senior veterans within the community. He answered questions from the Town Council on how to donate, who qualifies to have a flag and the days ceremonies.

V. COLLIN GALLAGHER - EAGLE SCOUT AWARD PROJECT UPDATES

Collin Gallagher, a Scout from Troop #1882, was at the evening's meeting to bring updated plans for his Eagle Scout project. He provided some background information stating that he would like to do a reflection garden at the Town Park to the rear of the property. He shared his plans, location and design of the project to the Council. He shared that he would like to start the project in late August or early September. There was a brief discussion with the Town Manager on location and the overall project. Town Manager Emily Kyriazi stated that she walked the property with Mr. Gallagher and is in support of the location and of his project. There was a question about the maintenance of the garden. Mr. Gallagher shared that his troop is always looking for service projects and that helping maintain the garden annually or semi-annually would be one of the projects his troop could take on. He stated that they could replace plants, if needed. Mrs. Kyriazi stated that Mr. Gallagher is seeking a directive from the Town Council to proceed forward and that the Town is accepting the location of the garden and of the project as a benefactor. Vice Mayor Pater asked if there were any objections of Mr. Gallagher moving forward. With no objections, Vice Mayor Pater gave the directive to move forward.

VI. PWC BOARD OF SUPERVISOR BOB WEIR - COUNTY UPDATES

Prince William County Board of Supervisor Bob Weir was present at this evening's meeting to give a quarterly update. Mr. Weir shared that a lot of the happenings involves the Town indirectly. He started off with the hot button County wide which was the subject of data centers. He shared that the trend is more density, higher elevations, bubble plans with no commitments. He asked for the Town to give a little more input on the land use cases affecting the area, particularly the ones on Catharpin. He shared that with each of the application, comes a number of impacts with respect to power. He gave a detailed explanation of the power going to these properties and the future of supplying power to new parcels. He stated that if the data center is approved, it will require a new transmission line from an unknown source and in an unknown direction. He continued to state that he has had several meetings with Dominion Power on this subject. He stated that there are several residential developments coming to the immediate Haymarket area. He stated that he is concerned with the County's build out numbers. He asked that the Town provide the information to the County's Planning Office so that they are aware of how many units have been added to the Town's number so that they can be added to the forecast. His next item he touched base on was pedestrian improvements. He shared that they have reached an agreement on the shared used path that will join Catharpin and Heathcoate. He touched on the subject of Transportation. He shared that, as a result of the County not funding the additional monies that they wanted, PRTC decided to change and cut routes on the western end. He stated that they have posted the route changes on their website and if anyone has any complaints to contact PRTC directly. Mr. Weir shared that Long Park should have their new lights installed and parking improvements made by November. Mr. Weir stated that he needed to raise a long standing issue with the Town, which is on the subject of permitting and inspecting records problem in the Town. He shared that there was in permitting problem years ago with the Town's previous inspector. Mr. Weir stated that, upon his retirement, the previous Town inspector did not turn his records over to the Town or the County which has now caused some permitting issues with some In Town businesses. He shared that as a result the Town has numerous buildings without appropriate certifications particularly those with elevators. He stated that Town Staff will need to get in contact with these businesses to assure they get proper certifications and help them find out what they need to do since there is no record provided by the previous Town building inspector. Mr. Weir addressed the subject of Public Safety. He stated that it has been an increasing concern in Western Prince William County. He shared that he has met with some business owners in the Sudley corridor. He stated that the Town is going to have to rely on the Haymarket Police Department to handle this end of the County. He shared that he wanted to bring this to the Council's attention and that he doesn't know how much he could help in regards to getting better coverage from the County Police Department.

Lastly, Mr. Weir shared that there have been several legislative changes that impact the Town. One is the notice requirement for public hearings. He provided information and suggested that staff reach

out to VML on the notice change. He also shared that there is an ongoing debate amongst attorneys on how to deal with the problem of pan handling. He also touched on the subject of FOIA exemptions and how they apply to and referenced the definition from the Virginia Circuit Court of Appeals. He also touched base on the subject of virtual participation in meetings. He shared that a quorum must be present in order to have the Councilmember attending virtually participate. At this time, Supervisor Weir opened the floor to questions from the Town Council. The Council asked questions on the traffic pattern on Rte. 55 and Catharpin. There was also a brief discussion on locating occupancy permits on some parcels in the Town but could be a paperwork nightmare for staff for businesses especially if there was a change in use and specifically with restaurants. Town Manager Emily Kyriazi provided information on permits. She stated that staff has been working with the businesses and suggesting that they consider the Joint Occupancy Evaluation program at the County to get the permits that are needed. She stated that she realizes that it is cumbersome on the business but may be the most effective way of receiving the needed permits. There was a question on widening the Jefferson Street/Old Carolina Road at the bridge so that fire and rescue personnel could get through. Mr. Weir stated that it was not a County regulation but a VDOT one. He stated that VDOT won't approve widening the bridge because the bridge being over protected wetlands. There was a continued discussion on the data centers and the committee Mr. Weir is on and his discussion with Dominion. At the end of Mr. Weir's presentation, Vice Mayor Pater asked him to provide information on how citizen's could get ahold of him. He gave the his business card to staff to share for those wanting to speak with him. Mr. Weir stated that his door is always open and no appointment is necessary.

VII. CITIZENS TIME

There was no one in the audience wishing to address the Town Council during Citizens Time.

VIII. CONSENT AGENDA

Vice Mayor Pater asked if anyone would like to pull anything off the Consent Agenda. Councilmember Gallagher asked to pull the Town Administration report and Councilmember Pasanello asked to pull the Police Department report.

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

**Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez.
Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez,
Councilmember Schneider**

**After the pulled reports were discussed, Councilmember Pasanello moved that the Haymarket Town Council adopt the remaining Consent Agenda items B:1 and 3.
Councilmember Gallagher seconded the motion. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Gallagher.
Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez,
Councilmember Schneider**

At this time, Vice Mayor Pater stated that she would like to close the loop on the Eagle Scout Agenda Item by stating without objection she would like to direct the Town Manager to proceed working with Collin Gallagher on his proposed Eagle Scout project to construct the Haymarket Town Park Reflection Garden at the proposed location in the northwestern corner of the Town Park property. She further directed the Town Manager to sign off on the project

on behalf of the Town as the beneficiary.

A. Minute Approval

1. Mayor and Council – Work Session: June 24 ,2024
2. Mayor and Council – Regular Meeting: July 1, 2024

B. Department Reports

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

Town Administration Report

Councilmember Gallagher shared that there are still a few properties in the Greenhill development that still has the old trash cans and that the old company hasn't been picked up. He asked what can these residents do to get in order to get the toters picked up. Town Manager Emily Kyriazi asked that the residents contact her directly so that she can coordinate the pick up. Councilmember Gallagher also shared that the new company has not been picking up yard waste on the scheduled days. He asked how this could be resolved. Mrs. Kyriazi stated that staff will get in touch with the new company.

Police Chief Report

Councilmember Pasanello stated that he wanted to give the Chief a chance to speak about his annual report but first had a question regarding his monthly report. Chief Sibert directed Councilmember Pasanello to the correct data in the agenda. Chief Sibert shared that speeding continues to be the biggest issue within the Town and that moving the traffic sign to better location for better visibility has helped since its recent installation. He stated that the goal of the department is to educate and charge accordingly when needed. He also shared that he has been working with VDOT on getting better visibility on the crosswalks to make Haymarket a pedestrian friendly town. Chief Sibert also stated that with the new message board, it gives the department the flexibility to set the sign in locations that will draw attention to the driver about speeding in the Town. Councilmember Pasanello inquired about the recent new full time officer. Chief Sibert shared that he brought Officer Taylor on from part time to full time. Chief Sibert stated that Officer Taylor brings with him 20 years of law enforcement experience. Councilmember Pasanello asked about the comfort station that the Chief and Town Manager has been working on. Chief Sibert shared that he has a meeting scheduled with Prince William County Fire and Rescue on the subject and will be bringing back information to the Town Manager to try and get a comfort station set up in the Town Hall. He shared that he is cautiously optimistic. Chief Sibert shared that he wanted to provide the annual report earlier in the year but he wanted to provide accurate data that was not available at the time. He shared that he had provided the report as soon as he had all the data compiled. Chief Sibert encouraged the Town Council to review the report and bring back any questions that they may have. Lastly, Chief Sibert shared that the department is ready for the National Night Out event scheduled for the next evening.

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

IX. AGENDA ITEMS

1. Resolution #2024-004: Amendment to define Historic Resources in the Haymarket Comprehensive Plan

Town Planner Thomas Britt shared that with being that the Planning Commission recommended approval and discussion at the Town Council Monthly Work Session, a draft motion was provided in the packet.

Councilmember Schneider moved that the Town Council adopt Resolution #2024-004: Comprehensive Plan amendment altering the definition of a historic resource. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

Motion made by Councilmember Schneider, Seconded by Councilmember Ramirez. Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider

2. Ordinance #2024-002: Plat Notation requirements in the Town of Haymarket's Zoning Ordinance

Town Planner Thomas Britt shared that this item has been thoroughly discussed by the Architectural Review Board and Planning Commission with staff recommendation to approve it. Mr. Britt provided the draft motion for the Town Council to consider.

Councilmember Ramirez moved that the Town Council to adopt Ordinance #2024-002: Zoning Text Amendment cross referencing plat requirements within the Zoning Ordinance. Councilmember Schneider seconded the motion. The motion carried by a roll call vote.

Motion made by Councilmember Ramirez, Seconded by Councilmember Schneider. Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider

3. Ordinance #2024-003: Snow Removal Policy

Town Manager Emily Kyriazi shared that there were no additions to the Ordinance and provided a draft resolution to be read into the record.

Councilmember Gallagher read Resolution #2024-007: A resolution to adopt Ordinance #2024-003. Councilmember Schneider seconded the motion. The motion carried by a roll call vote.

Motion made by Councilmember Gallagher, Seconded by Councilmember Schneider. Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider

4. Resolution #2024-005: VDOT Project Additions to Secondary Route - Kapp Way

Town Manager Emily Kyriazi shared that the draft Resolution is from VDOT adding Kapp Valley Way into the secondary route system within the Virginia's road network.

Councilmember Pasanello moved that the Haymarket Town Council adopt Resolution #2024-005, which relates to § 33.2-705 - VDOT Project Additions to Secondary Routes. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.

Motion made by Councilmember Pasanello, Seconded by Councilmember Gallagher. Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider

5. Resolution #2024-006: Budget Amendment for FY25

Town Treasurer Roberto Gonzalez shared that this amendment is for funding of the Town Park Sidewalk project that was in the FY24 budget had not started until this fiscal year. He stated that this would bring the funds from FY24 to FY25 so that the project can be completed.

Councilmember Pasanello moved that the Haymarket Town Council approve an appropriation to the Fiscal Year 2024-2025 budget as designated in Resolution #2024-0065. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez. Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider

6. Outdoor Events Ordinance

Town Manager Emily Kyriazi shared that there were no major updates. She asked if any Councilmembers had any feedback that they would like to add at this evening's meeting. She stated that she would like to have all comments on the Ordinance to be sent to her by the following week. Councilmember Ramirez provided her comments regarding Section 15-6 Ingress and Egress: Traffic Control and Parking. She asked if the Town had any definition of what adequate parking is. Town Manager Emily Kyriazi shared that this would be something that should be added. Councilmember Ramirez also addressed Section 15-9: Filing and General Contents of Application. She asked what happens when there are multiple tenants being affected by an event held in that location. Mrs. Kyriazi stated that this could also be modified but that the application states that all tenants must acknowledge. Councilmember Ramirez stated for the record that she feels that Section 15-17: Exceptions to permit requirement, Section B needs to be removed. She stated that she feels strongly that every business or applicant should be treated the same and should all follow the same requirements. Councilmember Gallagher also address Section 15-17B on the entrance from the public right of way which meets VDOT standards for a commercial entrance. Mr. Gallagher asked where Council could find the regulations set for by VDOT on commercial entrance. Mrs. Kyriazi shared that she would be able to obtain that information.

7. Military Banner Program Discussion

Deputy Clerk Alexandra Elswick provided answers to the questions raised at the Work Session. She shared the material used by the Military Tribute Banner program. She stated that the material is an 18 ounce ultra flex vinyl, which holds up in most weather conditions and has a life expectancy of 5 years. She also provided guarantee information on the banners. She shared that the company will take information on how the Town would like the program to be set up and they will create a program page for those to go to for ordering. She also shared that they would keep record of the purchases. She stated that she spoke with two jurisdictions that use this program. She provided the information she obtained from these jurisdictions. Ms. Elswick also provided information on the Hometown Heroes program and provided a comparison of the two programs. She shared that the Hometown Heroes program is somewhat cheaper but they don't

keep any records or files. This would be the responsibility of the Town. There was a discussion on replacement due to damage and who bears the cost. After the discussion, Town Manager Emily Kyriazi shared that Ms. Elswick will be providing additional information at the August Work Session on the application process and guidelines.

X. COUNCILMEMBER TIME

- 1. Councilmember Beyene
Councilmember Beyene did not have any written report in his absence.
- 2. Councilmember Pasanello
Councilmember Pasanello thanked the Scout that was present for the meeting. He also shared that it was a pleasure having Supervisor Weir present to give the quarterly updates. Lastly, he encouraged everyone to attend the National Night Out event scheduled for the following evening.
- 3. Councilmember Schneider
Councilmember Schneider did not have anything to report.
- 4. Councilmember Ramirez
Councilmember Ramirez thanked Chief Sibert for bringing the need of additional officers to their attention especially with hearing from Supervisor Weir that the County department is short staffed. She shared that the Crossroads Arts Alliance is having a call for art to have art displayed in the Town’s Museum. She also shared that the scavenger hunt has been a success this summer. Councilmember Ramirez stated that she is also looking forward to the walking tour brochure that is being designed by the Town’s intern. Lastly, she stated that school is starting back and for everyone to keep an extra eye out for the children as they head back to school.
- 5. Councilmember Gallagher
Councilmember Gallagher also thanked the Scout who attended this evening’s meeting. He shared that he would like to spot light a local business in Town that goes unnoticed. He shared that Comprehensive Chiropractic is currently treating some of the Olympians at the Summer Olympics in Paris.
- 6. Mayor Luersen
Mayor Luersen did not have a written report in his absence.
- 7. Vice Mayor Pater
Vice Mayor Pater shared that she is humble to serve with everyone. She stated that she is excited about the National Night Out event and encourages everyone to attend.

XI. ADJOURNMENT

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

Submitted:

Approved:

Kimberly Henry, Clerk of Council

TracyLynn Pater, Vice Mayor

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	Kim Henry, Alexandra					The transition to the new CivicPlus system is completed. The file transfer is currently in progress by the CivicPlus team. Working to upload historic video recordings of the meetings
RFP for Sidewalk	Emily K/Thomas B					Construction has started on the Park Sidewalk Project. Crews are out this week preparing the site for the Erosion and Sediment Control Measures, staging of materials and preparing appropriate signage throughout Town
Communications Plan	EK, Tracylynn, Matt Gallagher					Councilmember Gallagher is presenting a draft Communication Plan to the Town Council at the September 3rd meeting during the work session portion
GOGov App	Emily and Julia					Continuing to post information about the app through various media sites, at community events and in all informational print material. We will do another big app push at the Farmers Market on 9-15, Haymarket Day and all other Town events
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: Received email from County stating that the Grant Application has officially been submitted to the EPA. They had a delay on their end due to a form issue and County Attorney delay. They will reach out when the official approval has been given from the EPA. At that time we will hold a meeting to discuss next steps and timelines. UPDATE 8/28 County Awaiting approval of the application

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 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County 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 a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel.</p> <p>Updates 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--2/28/2024 Town Planner will present all resolution and council minutes to DEQ Coordinator to confirm all outstanding items are resolved. 3/26/2024-4/30/2024 Final ZTA for CBPA presented to Planning Commission, public hearing for ZTA in the May 20 PC meeting. 6/26/2024-7/30 public hearing held for ZTA, amendment to be voted on by TC in August 5th meeting UPDATE 8/27/2024 ZTA passed by TC, language sent to Municode and DEQ coordinator</p>
Comprehensive Zoning Inspection	Emily K/Thomas B					<p>Town Planner will work on next phase of comprehensive zoning inspection - inspecting landscaping/dead trees/overgrowth. Violations submitted to PWC Neighborhood Services as well as Zoning Violation Letters sent. PWC working on 3 building complaints, 2 on Washington St and 1 in Longstreet Commons</p>
Town Business Visits and Check-Ins	Emily K and Roberto					<p>Studio B Salon and Spa, Brusters, Parrandos, 1971 Coffee, Idezine, ChickFILA, Haymarket Baptist Church, Hidden Jules, Cupcake Heaven, Copper Cricket, Hotel</p>
Park Building	Emily					<p>Reviewing single RFP that was submitting, following up with the Contractor to clarify questions and receive more information on the package submitted. Will be discussing with the Finance Liaisons on 9-4 at regularly scheduled Finance Meeting.</p>
Staff Meetings	Staff					<p>Staff Meetings held weekly on Tuesday</p>
Strategic Planning Discussion	Emily					<p>Strategic Planning Kickoff Meeting scheduled for 9-11 at 7pm with Dr. Stephanie Davis</p>
Museum: Crossroads Arts Alliance	Emily/Tracylyn					<p>Met with Kerry Molina and Nancy Clark, discussed scheduling and upcoming events</p>
Security Door at Town Hall	Emily					<p>Security Door installed, awaiting security feature installs -- Signed contract with Force Security for the interior vestibule door security to be added</p>

Historic Walking Brochure	Emily/Morgan					Working with an unpaid intern to research the Town's historic buildings and local history to revamp our Town's Walking Tour Brochure. Ordered Brochures for print, Working with Julia to schedule a Historic Walking Tour to kickoff the new brochure!
Youth In Government Preparations	Emily/Mary					Started discussions with Mary and Staff for the fall Youth in Government program, Application goes live on Friday, August 30th
Town Park/Playground	Emily K.					Inspection completed, working with company to repair the large aeroglider - currently the glider is not moving as it should
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department						
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--8/27/2024 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 acres 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. 2/1/2024--3/26/2024 Town Staff continue to wait on response from applicant. Prince William County had issued the second round of comments for their section of the project for the applicant's response. Town Staff have reached out to the developer to check the status of the Haymarket section of the project. The county application has been put on hold, Town Staff following up with applicant to ensure the proper notice is given that the applicaiton is on hold. 6/26/2024 Town Staff coordinating with applicant to ensure proper hold are placed on the applicaiton. UPDATE 7/30/2024 Applicant has stated since April 8 2024 that the Haymarket portion of the application is on hold

<p>Robinson's Paradise</p>	<p>Thomas</p>					<p>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. 2/28/2024 Lots 7, 13, and 19 given zoning release for occupancy 3/26/2024 Lots 10 and 14 given zoning release for occupancy. 4/30/2024 No other homes have received zoning release for occupancy, construction continues UPDATE 6/26-8/27 Lots 1, 8, 9, 11, 12, 15, 16, 17, and 18 given zoning release for occupancy, construction of remaining lots continues.</p>
<p>Van Metre -- Robinson Village</p>	<p>Emily K, Thomas</p>					<p>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 Groupe 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. 2/1/2024--2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. 3/26/2024 Town Staff finalizing approval of the As Built submission for Robinson Village. 4/30/2024 Van Metre to resolve a stormwater pooling issue at the right turn lane into the development, then as-built approval will be granted UPDATE 6/26-8/27 Town Staff and Van Metre coordinating with VDOT to ensure ponding issue will be properly mitigated. Town Waiting for VDOT to provide written confirmation that the maintenance of the ponding will be handled by VDOT. Van Metre to reinforce erosion control measures prior to E/S bond release.</p>

<p>Crossroads Village Center</p>	<p>Emily K</p>					<p>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. 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 Builts 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. 12/22/2023--4/30/2024 none UPDATE 6/26-7/30 Town Engineer performed landscaping inspection, Town Staff are coordinating 90% release of landscaping bond when requirements are successfully met by Meladon. As-builts currently under review. UPDATE 8/27/2024 90% of the Landscaping Bond released to Meladon</p>
<p>Taco Bell</p>	<p>Thomas</p>					<p>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. 10/30/2023-3/26/2024 construction continues. 4/20/2024 Taco Bell has installed a sidewalk connecting to the existing Washington Street sidewalk and to the rest of Crossroads Village Center. Opening date still pending while outstanding permits are processed by the PWC Building Department 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise. UPDATE 7/30-8/27 Taco Bell given temporary zoning release for occupancy, the franchise has now opened, but the drive through is not operational yet. Full zoning release for occupancy will be issued when drive through features are installed.</p>

<p>Crossroads Village, Kiddie Academy</p>	<p>Thomas</p>					<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. 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. 11/27/2023--4/30/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. Applicant discussed submitting application for signage in the near future 6/26/2024 Town Engineer and Town Planner to meet with new site superintendent Thursday the 27th of June to prepare for groundbreaking, signage applicaiton still pending. UPDATE 7/30-8/27 Ground has been broken, site work continues, estimated completion date for site work is January 2025</p>
<p>Haymarket Lifetime Smiles</p>	<p>Thomas</p>					<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--4/30/2024 Construction Release given, all bonds collected by the Town, Construction team to start work in early March 3/26/2024 Grading on site has begun. Routine E/S inspections are performed by our third party inspector 6/26/2024 Construction of shell near completion, E/S inspections continue UPDATE 7/30-8/27 site work continues, estimated completion for site work is September 2024, with opening of facilities in November 2024. Town Planner to inspect site for zoning release for occupancy on 8/28</p>

Bleight Drive Townhomes	Thomas					<p>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 2/1/2024 Town Staff waiting on follow up from developer 3/26/2024 Town Staff discussed next steps with developer to ensure the sidewalk is included in the plan and the proper easement agreements are established to facilitate installation. 4/30/2024 Villages of Haymarket HOA and Developer in discussion to create easement agreement 6/26/2024-8/27/2024 Easement agreement has not been reached between HOA and Applicant, applicant will still build sidewalk up to the property line of development. Site plan approved by planning commission in June 17th PC meeting, Town Staff will continue to review the final submission before signing the site plan.</p>
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					<p>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--8/27/2024 Town Staff workign with applicant on landscaping bond agreement.</p>
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					<p>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. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. 3/26/2024 Site Plan Revision to be signed in the next week 4/30/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 Town Staff met with site superintendent at pre-constructon meeting, groundbreaking to begin in the next month. UPDATE 7/30-8/27 Site work continues, estimated completion date tbd</p>

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. 2/28/2024--3/26/2024 E/S inspections continue for grading of lot UPDATE 4/30/2024-8/27/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting.
Town Clerk						
Board/Committee Updates	Kim					Planning Commission is still reviewing the SUP application submitted by Chick Fil-a. They will be bringing a recommendation at their September meeting. This item should be before the Town Council at September work session
Agendas/Minutes	Kim					Civic Plus has informed me that all historic files have been uploaded to their software. I have been working on deleting duplicate meeting dates.
Directives	Kim					I have been working on a draft of a desktop file for retention of procedures and instructions on application processes and new agenda and minutes software. I have also started to build a file on Town Council policy and procedures for a smooth transition in January.
Maintenance						
Tenant Buildings	Cupcake Heaven outdoor A/C units were low on freon, Indoor unit was struggling to keep up with the heatwave. Both units are now working properly but HVAC Technician noted those units are residential and not commercial units designed to keep up with a restaurant environment. Town Hall A/C unit was down, technician replaced part on outside unit and is working properly. Attic unit and ducting at Town Hall installed incorrectly per technician. Ducting barely moves any cool air to offices on east side of building above police side entrance. Technicain working on plan to move ducting in attic this fall. Currently working on estimates to repair/replace deck on Copper Cricket, the deck was installed in 2010 when HPD moved in. Ramp boards are starting to rot out causing screws to rust and pop out.					
Museum	All loose boards on museum ramp have been secured, looking into replacing all boards on ramp and applying second coat of stain to deck floor only. Premier Landscaping was out to to clean up and trim flower beds.					
Light Poles	All yellowed light pole globes have been replaced except the one by McDonald's. There are multiple bulbs that are out or blinking, those will be addressed when swapping out banners as needed. Numbering system is still in progress (slowly). The light poles that are out by CVS will be addressed this next month.					
Events: Holiday Cleanup/Farmers Market Prep	Cleaning and organizing of event equipment has started. Currently working on event set up scheduling.					
Other	Still wating for Verizon to come back out and fix the mess their technician left at the museum, the cut wires left on the ground, the loose wires and box on the wall, and he drilled into the side of the museum to run another line in instead of using one of the current holes to run cable. I am in constant correspondance with Scott Tyler (damage control at Verizon) to make sure all these issues in town get resolved.					

Staff						
Farmers Market	Julia					We've had a successful 18 weekends of the market and have continued to receive positive feedback from vendors and town members. The market looks to be getting busier each weekend. Live music is booked for every Sunday. I have been posting 2-3 vendor spotlights on Instagram and Facebook each Sunday. Continuing to set up a booth on the first Sunday of each month to sell merchandise, advertise the app, and talk with the mayor. I have received a lot of emails with vendors who have heard great things about the market and hope to attend next year.
Summer Concert 8/17	Julia					Summer Concert went great and was well attended. I received positive feedback from the vendors that participated. At the town tent we passed out cowboy hats and bandanas. We were also selling our merch and passing out flyers for GoGov and our business brochures.
Holiday & Christmas Event 12/14	Julia					The contract for the show mobile and picnic tables has been signed. Potter's Potties has been ordered and contract has been signed. Sound contract has been signed. Nutcracker sponsorships were announced. El Vaquero and Washington Street Reality are our two new nutcracker sponsors. I am working on creating a nutcracker scavenger hunt to encourage people to stop by our nutcracker sponsors businesses. We are now discussing the lighting for candy cane lane and better signage for the vendor tents. Applications will be available at the beginning of October. I plan on reaching out to the musical acts this month and confirming their participation.
Haymarket Day 10/19	Julia					Haymarket Day applications were sent out to previous vendors on May 20th and became available to the public on June 3rd. Emily and I walked and measured the streets to see how many spaces we have available for Haymarket Day. We currently have 266 vendors and 33 parade participants signed up. We have had 3 breweries and 1 winery sign up. As of right now, Haymarket Day is full. I have contacted all participants to inform them that they are all confirmed to participate. I have also been updating vendors on our waitlist. We will access the park sidewalk construction in the middle of September to see if we can open up a few more spots. I plan on setting up a meeting with the in-town breweries to get their feedback on how we can best advertise for them. I am looking into signage for the beer gardens, town signs, and freebies to pass out at the town tent. All bands have been booked and contacted to confirm. I have started looking at decor for Haymarket Day and will have that ordered by the middle of September. We currently have 6 sponsors, Golden Rule Builders, Thrive Med Spa, School of Rock, Caring Senior Services, I-66, and Wakefield. I am waiting to hear back from Wegmans. I have also reached out to Home Depot to see if they are interested in being a sponsor and I am waiting to hear back from them as well. I have confirmed with Wakefield that they will be providing buses for shuttles.
Social Media/Website/GoGov	Emily/Alexandra/Julia					Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Park sidewalk construction notifications went out 4 times throughout the week on Facebook, GoGov, and on our website. Gogov app was launched at the beginning of July and I will continue to advertise it on our social media. Notifications for events, meetings, and public notices have been going out. 26 users have created a My Haymarket account and we have had 219 downloads. GoGov flyers were handed out at the Summer Concert and will continue to be passed out at the Farmers Market. Scavenger Hunt was advertised again on social media and received great feedback. Over 130 people have picked up a passport. I made a reorder of passports last week and we plan to continue this until we run out. I am working on a social media plan to include advertising for in-town businesses that are participating in Haymarket Day.

Newsletter	Emily/Alex					Begin drafting Q4 newsletter.
Real Estate Tax	Roberto/Alexandra					Respond to RE delinquency requests from financial institutions and land owners.
Administrative	Alexandra					Daily Mail Check; Enter all invoices into QB; Process & prepare payments for finance meetings; Keep track of late invoices/fees, and payment processing for events & zoning applications. Process/track tenant payments & meals tax payments; Process purchase orders; Maintain business spreadsheets; File invoices;
Office Misc.:	Alexandra					cont. trash communications; process incoming Haymarket Day applications; BPOL organization; follow up with late BPOLs; begin set up of Military Banner Program; Draft Youth in Gov. Application; Assist with Aug. event set up and break down; ARB minutes for July are complete and posted. Record square transactions.

New/Old Business Updates

New Businesses	<p>Duck Donuts- opening mid-September; date TBD. Skyline Financial Partners - Ribbon Cutting 9/19</p>					
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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: September 03, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 08.27.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 08.27.2024.
- Proffer report update – Fully collected from developers
- Continuing to work with Auditor for onsite visit and documentation requests to complete FY2023 Audit.
- Attended National Treasurer's Conference
- Working with the Event coordinator on Town Events funds.
- Met with Sidewalk contractor along with the Town Manager and Town Engineer for a site walk through
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of August 27, 2024

	Aug 27, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	8,251,111.23
11010 · Virginia Investment Pool	352,524.37
Total Checking/Savings	8,603,635.60
Accounts Receivable	
12000 · Accounts Receivable	82,040.22
12010 · A/R Permits	-2,122.17
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,271.99
Total Accounts Receivable	83,951.48
Other Current Assets	
11499 · Undeposited Funds	107,152.23
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	61,526.41
Total Current Assets	8,749,113.49
Fixed Assets	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	15,725,932.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	37,344.04
Total Accounts Payable	37,344.04
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	383.95
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	497.85

Town of Haymarket
Statement of Net Position
As of August 27, 2024

	Aug 27, 24
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20095 · Deferred Revenue - Events	2,500.00
20096 · Deferred Revenue - Other	2,248,634.41
20098 · Deferred Revenue - ARPA Funds	1,652,246.89
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	61,637.95
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	204,941.60
Total Other Current Liabilities	4,192,805.30
Total Current Liabilities	4,230,647.19
Long Term Liabilities	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deffered Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	5,343,941.17
Equity	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	4,603,310.15
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,917,972.07
33000 · Amt Long Term Obligations	-317,230.27
Net Income	-148,136.28
Total Equity	10,381,991.13
TOTAL LIABILITIES & EQUITY	15,725,932.30

Income	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	0.00	473,293.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	12,600.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	0.00	486,893.00	0.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	25,999.06	225,000.00	11.6%	Collection up to the month of July 2024
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	210.00	325,000.00	0.1%	
3120-03 · Cigarette Tax	11,376.56	140,000.00	8.1%	Collection up to the month of July 2024
3120-04 · Consumer Utility Tax	8,131.78	158,000.00	5.1%	
3120-05 · Meals Tax - Current	137,415.25	1,550,000.00	8.9%	Collection up to the month of July 2024
3120-06 · Sales Tax Receipts	0.00	160,000.00	0.0%	
3120-07 · Penalties (Non-Property)	1,204.46	5,000.00	24.1%	
Total 3120 · OTHER LOCAL TAXES	184,337.11	2,587,000.00	7.1%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	625.00	4,500.00	13.9%	
3130-03 · Motor Vehicle Fees	90.00	0.00	100.0%	
3130-05 · Other Planning & Permits	0.00	1,000.00	0.0%	
3130-06 · Pass Through Fees	1,297.88	15,000.00	8.7%	
Total 3130 · PERMITS,FEES & LICENESES	2,012.88	20,500.00	9.8%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	2,890.10	20,000.00	14.5%	
Total 3140 · FINES & FORFEITURES	2,890.10	20,000.00	14.5%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	1,614.30	13,500.00	12.0%	Reonciled July 2024 currently
3150-03 · Interest on Bank Deposits	19,390.57	89,500.00	21.7%	Reonciled July 2024 currently
Total 3150 · REVENUE - USE OF MONEY	21,004.87	103,000.00	20.4%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	7,525.18	49,207.00	15.3%	
3151-08 · 15020 Washington Realty	9,724.66	58,348.00	16.7%	
3151-09 · 15026 Copper Cricket	4,834.88	29,008.00	16.7%	
3151-11 · Cupcake Heaven and Cafe LLC	6,031.62	36,914.00	16.3%	
3151-15 · Revolution Mortgage	1,329.38	7,312.00	18.2%	
Total 3151 · RENTAL (USE OF PROPERTY)	29,445.72	180,789.00	16.3%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	9,385.00	20,000.00	46.9%	
3165-01 · Town Event	59,227.75	80,000.00	74.0%	
3165-02 · Farmer's Market	8,438.75	12,000.00	70.3%	
3165-03 · Town Ornaments	80.00	10,000.00	0.8%	
3165-06 · Town Hats	140.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	77,271.50	122,000.00	63.3%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-2.13	300.00	-0.7%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	82.87	300.00	27.6%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	36,144.00	0.0%	
3200-05 · Communications Tax	6,056.16	80,000.00	7.6%	Received July 2024 taxes
3200-06 · Department of Fire Programs	0.00	15,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	0.00	15,000.00	0.0%	
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	26,218.36	170,464.00	15.4%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	

4002 - Transfer from ARPA Funds	0.00	836,586.00	0.0%
Total Income	343,263.41	4,810,532	7.1%
Gross Profit	343,263.41	4,810,532	7.1%

Expense

01 - ADMINISTRATION

11100 - TOWN COUNCIL

111001 - Convention & Education	5,000.00	5,000.00	100.0%
111002 - FICA/Medicare	288.78	2,000.00	14.4%
111003 - Meals and Lodging	0.00	2,500.00	0.0%
111004 - Mileage Allowance	0.00	500.00	0.0%
111005 - Salaries & Wages - Regular	3,375.00	25,000.00	13.5%

Total 11100 - TOWN COUNCIL	8,663.78	35,000.00	24.8%
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12110 - TOWN ADMINISTRATION

1211001 - Salaries/Wages-Regular	72,874.84	486,558.00	15.0%
1211002 - Salaries/Wages - Overtime	0.00	4,500.00	0.0%
1211003 - Salaries/Wages - Part Time	8,191.50	39,420.00	20.8%
1211004 - FICA/Medicare	5,763.31	40,238.00	14.3%
1211005 - VRS	12,105.46	78,978.00	15.3%
1211006 - Health Insurance	9,516.80	78,213.00	12.2%
1211007 - Life Insurance	1,020.99	5,857.00	17.4%
1211008 - Disability Insurance	533.32	3,360.00	15.9%
1211009 - Unemployment Insurance	39.65	5,995.00	0.7%
1211010 - Worker's Compensation	242.00	481.00	50.3%
1211011 - Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%
1211012 - Accounting Services	3,915.50	12,000.00	32.6%
1211014 - Printing & Binding	833.31	8,298.00	10.0%
1211015 - Advertising	1,248.00	9,000.00	13.9%
1211016 - Computer, Internet & Website Svc	2,965.94	28,550.00	10.4%
1211017 - Postage	441.00	5,000.00	8.8%
1211018 - Telecommunications	1,155.38	7,500.00	15.4%
1211019 - Mileage Allowance	0.00	2,500.00	0.0%
1211020 - Meals & Lodging	980.70	7,000.00	14.0%
1211021 - Convention & Education	75.00	10,000.00	0.8%
1211022 - Miscellaneous	0.00	2,000.00	0.0%
1211024 - Books, Dues & Subscriptions	309.00	21,075.00	1.5%
1211025 - Office Supplies	497.78	8,500.00	5.9%
1211030 - Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

Total 12110 - TOWN ADMINISTRATION	140,325.48	891,284.00	15.7%
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12210 - LEGAL SERVICES

1221001 - Legal Services	0.00	100,000.00	0.0%
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Total 12210 - LEGAL SERVICES	0.00	100,000.00	0.0%
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12240 - INDEPENDENT AUDITOR

1224001 - Auditing Services	0.00	25,500.00	0.0%
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Total 12240 - INDEPENDENT AUDITOR	0.00	25,500.00	0.0%
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Total 01 - ADMINISTRATION	148,989.26	1,051,784.00	14.2%
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03 - PUBLIC SAFETY

31100 - POLICE DEPARTMENT

3110001 - Salaries & Wages - Regular	85,909.84	675,291.00	12.7%
3110003 - Salaries & Wages - OT Premium	4,400.10	24,000.00	18.3%
3110004 - Salaries & Wages - Holiday Pay	2,795.28	38,041.00	7.3%
3110005 - Salaries & Wages - Part Time	6,910.00	27,000.00	25.6%
3110007 - Salary & Wages - DMV Grant	521.91	15,000.00	3.5%
3110012 - Salaries & Wages - PT Admin.	1,712.50	39,000.00	4.4%
3110020 - FICA/MEDICARE	7,771.16	66,545.00	11.7%
3110021 - VRS	12,260.72	88,666.00	13.8%
3110022 - Health Insurance	14,918.40	140,430.00	10.6%
3110023 - Life Insurance	1,101.02	8,036.00	13.7%
3110024 - Disability Insurance	343.56	3,070.00	11.2%

3110025 - Unemployment Insurance	120.98	4,320.00	2.8%
3110026 - Workers' Compensation Insurance	22,668.00	29,581.00	76.6%
3110027 - Line of Duty Act Insurance	5,118.00	5,120.00	100.0%
3110028 - Legal Services	0.00	30,379.00	0.0%
3110032 - Computer, Internet & Website	2,727.00	10,000.00	27.3%
3110033 - Postage	0.00	100.00	0.0%
3110034 - Telecommunications	1,066.78	15,300.00	7.0%
3110035 - General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%
3110037 - Meals and Lodging	0.00	5,000.00	0.0%
3110038 - Convention & Edu. (Training)	0.00	10,800.00	0.0%
3110040 - Annual Dues & Subscriptions	0.00	24,795.00	0.0%
3110041 - Office Supplies	491.82	6,000.00	8.2%
3110042 - Vehicle Fuels	2,755.73	36,700.00	7.5%
3110043 - Vehicle Maintenance/Supplies	808.47	22,000.00	3.7%
3110045 - Uniforms & Police Supplies	9,164.30	45,901.00	20.0%
3110056 - Capital Outlay-Machinery/Equip	0.00	192,405.00	0.0%
Total 31100 - POLICE DEPARTMENT	189,745.57	1,569,430.00	12.1%
32100 - FIRE & RESCUE			
3210001 - Contributions to other Govt Ent	0.00	15,000.00	0.0%
Total 32100 - FIRE & RESCUE	0.00	15,000.00	0.0%
Total 03 - PUBLIC SAFETY	189,745.57	1,584,430.00	12.0%
04 - PUBLIC WORKS			
4110002 - Street Beautification - HF	7,265.00	2,213.00	328.3%
4110003 - E & S Inspections	0.00	5,000.00	0.0%
43200 - REFUSE COLLECTION			
4320001 - Trash Removal Contract	16,979.44	208,608.00	8.1% Paid up to July 2024 services
Total 43200 - REFUSE COLLECTION	16,979.44	208,608.00	8.1%
43100 - MAINT OF 15000 Wash St./Grounds			
4310001 - Repairs/Maintenance Services	2,457.60	111,892.00	2.2%
4310002 - Maint Svc Contract-Pest Control	0.00	5,000.00	0.0%
4310003 - Maint Svc Contract-Landscaping	4,250.00	35,000.00	12.1%
4310004 - Maint Svc Contract Snow Removal	0.00	10,000.00	0.0%
4310007 - Electric/Gas Services	3,208.77	18,593.00	17.3%
4310008 - Electrical Services-Streetlight	549.10	5,500.00	10.0%
4310009 - Water & Sewer Services	917.80	3,850.00	23.8%
4310011 - Real Estate Taxes	0.00	2,500.00	0.0%
4310015 - Maintenance - Vehicle Fuel	0.00	5,000.00	0.0%
4310016 - Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
Total 43100 - MAINT OF 15000 Wash St./Grounds	11,383.27	200,335.00	5.7%
Total 04 - PUBLIC WORKS	35,627.71	416,156.00	8.6%
06 - ECONOMIC DEVELOPMENT			
60000 - Tourism/Traveling Marketing	0.00	96,429.00	0.0%
60001 - Town Tourism	5,602.90	64,286.00	8.7%
60003 - Advertising	0.00	22,000.00	0.0%
Total 06 - ECONOMIC DEVELOPMENT	5,602.90	182,715.00	3.1%
07 - PARKS, REC & CULTURAL			
70000 - HAYMARKET COMMUNITY PARK			
7000001 - Grounds Maintenance/Repairs	5,080.00	25,000.00	20.3%
7000003 - Demolition	0.00	50,000.00	0.0%
Total 70000 - HAYMARKET COMMUNITY PARK	5,080.00	75,000.00	6.8%
71110 - EVENTS			
7111001 - Advertising - Events	1,800.00	5,000.00	36.0%
7111003 - Contractural Services	12,741.48	64,950.00	19.6%
7111004 - Events - Other	8,090.44	40,850.00	19.8%
7111005 - Police Department Events	1,950.80	7,800.00	25.0%
7111006 - Farmer's Market	600.00	12,000.00	5.0%
Total 71110 - EVENTS	25,182.72	130,600.00	19.3%
72200 - MUSEUM			

7220009 - Advertising	0.00	1,000.00	0.0%
7220012 - Telecommunications	160.68	2,200.00	7.3%
7200015 - Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 - Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 - MUSEUM	560.68	5,950.00	9.4%
Total 07 - PARKS, REC & CULTURAL	30,823.40	211,550.00	14.6%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
8110001 - Salaries & Wages - Regular	315.00	5,670.00	5.6%
8110002 - FICA/Medicare	26.97	500.00	5.4%
8110003 - Consultants - Engineer	653.16	15,000.00	4.4%
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 - Engineering - Pass Through	3,917.50	0.00	100.0%
Total 81100 - PLANNING COMMISSION	4,912.63	28,120.00	17.5%
81110 - ARCHITECTURAL REVIEW BOARD			
8111001 - Salaries & Wages - Regular	195.00	5,830.00	3.3%
8111002 - FICA/Medicare	12.05	446.00	2.7%
8111005 - Convention & Education	0.00	1,500.00	0.0%
Total 81110 - ARCHITECTURAL REVIEW BOARD	207.05	7,776.00	2.7%
81111 - Board Of Zoning Appeals			
8111101 - Convention & Education	0.00	1,500.00	0.0%
8111102 - FICA / Medicare	0.00	103.00	0.0%
8111103 - Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 - Board Of Zoning Appeals	0.00	2,928.00	0.0%
Total 08 - COMMUNITY DEVELOPMENT	5,119.68	38,824.00	13.2%
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
9510002 - General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
			upfront cost for the year; next payment will be in February 2025
9510003 - General Obligation Bond - Int	1,646.18	2,463.00	66.8%
			upfront cost for the year; next payment will be in February 2025
Total 95100 - DEBT SERVICE	72,346.18	73,163.00	98.9%
Total 09 - NON-DEPARTMENTAL	72,346.18	73,163.00	98.9%
94104 - Street Scape - Park Sidewalk			
9410402 - Construction	0.00	836,586.00	0.0%
Total 94104 - Street Scape - Park Sidewalk	0.00	836,586.00	0.0%
EMPLOYEE BENEFITS			
6560 - Payroll Processing Fees	-0.01		
Total EMPLOYEE BENEFITS	-0.01		
Total 94105 - PERSONNEL	-0.01		
94106 - TOWN CENTER MASTER PLAN			
9410601 - Architectural/Engineering Fees	0.00	50,000.00	0.0%
Total 94106 - TOWN CENTER MASTER PLAN	0.00	50,000.00	0.0%
94107 - BLIGHT MITIGATION			
94107 - Blight Mitigation	0.00	40,000.00	0.0%
94108 - Capital Improvement Funds Expens			
9410801 - Washington St - Streetscape	0.00	55,000.00	0.0%
9410802 - Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 - Town Gateway Signs	0.00	50,000.00	0.0%
9410804 - VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 - Town Hall / Museum Security Sys	3,145.00	100,324.00	3.1%
9410806 - Message Board Trailer	0.00	20,000.00	0.0%
Total 94108 - Capital Improvement Funds Expens	3,145.00	325,324.00	1.0%
Total Expense	491,399.69	4,810,532	10.2%
Net Ordinary Income	-148,136.28	0	100.0%

Other Income			
50001 - American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 - Development Funds	0.00	75,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Other Expense			
98000 - Development Expenditures			
98000-1 - Parks & Recreation	0.00	75,000.00	0.0%
Total 98000 - Development Expenditures	0.00	75,000.00	0.0%
97001 - American Rescue Plan Expenses			
97001-2 - Town Website	0.00	50,000.00	0.0%
Total 97001 - American Rescue Plan Expenses	0.00	50,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Net Other Income	0.00	0.00	0.0%
Total Net Income Operational / Other Budget	-148,136.28	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through August 27, 2024

	Jul 1 - Aug 27,...	Jul 1 - Aug 27,...	% Change
Ordinary Income/Expense			
Income			
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	25,999.06	18,773.50	38.5%
3120-02 · Business License Tax	210.00	19,499.52	-98.9%
3120-03 · Cigarette Tax	11,376.56	14,650.08	-22.3%
3120-04 · Consumer Utility Tax	8,131.78	2,628.72	209.3%
3120-05 · Meals Tax - Current	137,415.25	122,091.65	12.6%
3120-06 · Sales Tax Receipts	0.00	0.00	0.0%
3120-07 · Penalties (Non-Property)	1,204.46	662.37	81.8%
3120-08 · Interest (Non-Property)	0.00	85.74	-100.0%
Development Revenue			
Proffers	0.00	0.00	0.0%
Total Development Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 3120 · OTHER LOCAL TAXES	184,337.11	178,391.58	3.3%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	625.00	450.00	38.9%
3130-03 · Motor Vehicle Licenses	90.00	151.00	-40.4%
3130-06 · Pass Through Fees	1,297.88	3,912.00	-66.8%
Total 3130 · PERMITS,FEES & LICENESES	<u>2,012.88</u>	<u>4,513.00</u>	<u>-55.4%</u>
3140 · FINES & FORFEITURES			
3140-01 · Fines	2,890.10	985.69	193.2%
Total 3140 · FINES & FORFEITURES	<u>2,890.10</u>	<u>985.69</u>	<u>193.2%</u>
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	1,614.30	1,505.60	7.2%
3150-03 · Interest on Bank Deposits	19,390.57	8,736.05	122.0%
Total 3150 · REVENUE - USE OF MONEY	<u>21,004.87</u>	<u>10,241.65</u>	<u>105.1%</u>
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	7,525.18	10,582.06	-28.9%
3151-08 · 15020 Washington Realty	9,724.66	9,461.98	2.8%
3151-09 · 15026 Copper Cricket	4,834.88	4,056.44	19.2%
3151-11 · Cupcake Heaven and Cafe LLC	6,031.62	5,855.94	3.0%
3151-14 · Salman Home Realty Suite 204	0.00	1,120.00	-100.0%
3151-15 · Revolution Mortgage	1,329.38	3,226.67	-58.8%
3151-16 · Stirrup For Delegate 21	0.00	1,326.00	-100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	<u>29,445.72</u>	<u>35,629.09</u>	<u>-17.4%</u>
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	9,385.00	8,500.00	10.4%
3165-01 · Town Event	59,227.75	50,455.25	17.4%
3165-02 · Farmer's Market	8,438.75	8,233.30	2.5%
3165-03 · Town Ornaments	80.00	840.00	-90.5%
3165-06 · Town Hats	140.00	0.00	100.0%
Total 3165 · REVENUE - TOWN EVENTS	<u>77,271.50</u>	<u>68,028.55</u>	<u>13.6%</u>
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	-2.13	84.38	-102.5%
3180-01 · Citations & Accident Reports	35.00	20.00	75.0%
3180-03 · Miscellaneous	50.00	0.00	100.0%
3180-04 · Reimbursement from Insurance	0.00	500.00	-100.0%
3180-05 · Recovered Costs- Private Events	0.00	300.00	-100.0%
Total 3180 · MISCELLANEOUS	<u>82.87</u>	<u>904.38</u>	<u>-90.8%</u>

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through August 27, 2024

	Jul 1 - Aug 27,...	Jul 1 - Aug 27,...	% Change
3200 · REVENUE FROM COMMONWEALTH			
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	6,056.16	0.00	100.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,535.23	1,405.15	9.3%
3200-16 · DMV Select Grant	0.00	0.00	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	26,218.36	20,032.12	30.9%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.0%
Total Income	343,263.41	318,726.06	7.7%
Gross Profit	343,263.41	318,726.06	7.7%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	5,000.00	0.00	100.0%
111002 · FICA/Medicare	288.78	154.91	86.4%
111003 · Meals and Lodging	0.00	15.00	-100.0%
111005 · Salaries & Wages - Regular	3,375.00	2,575.00	31.1%
Total 11100 · TOWN COUNCIL	8,663.78	2,744.91	215.6%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	72,874.84	60,137.62	21.2%
1211002 · Salaries/Wages - Overtime	0.00	0.00	0.0%
1211003 · Salaries/Wages - Part Time	8,191.50	7,605.00	7.7%
1211004 · FICA/Medicare	5,763.31	5,008.57	15.1%
1211005 · VRS	12,105.46	4,643.40	160.7%
1211006 · Health Insurance	9,516.80	8,693.60	9.5%
1211007 · Life Insurance	1,020.99	883.52	15.6%
1211008 · Disability Insurance	533.32	444.52	20.0%
1211009 · Unemployment Insurance	39.65	56.70	-30.1%
1211010 · Worker's Compensation	242.00	279.75	-13.5%
1211011 · Gen Property/Liability Ins.	17,616.00	19,130.00	-7.9%
1211012 · Accounting Services	3,915.50	438.00	794.0%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	833.31	1,029.72	-19.1%
1211015 · Advertising	1,248.00	0.00	100.0%
1211016 · Computer, Internet & Website Svc	2,965.94	3,271.88	-9.4%
1211017 · Postage	441.00	231.23	90.7%
1211018 · Telecommunications	1,155.38	1,209.63	-4.5%
1211020 · Meals & Lodging	980.70	1,098.46	-10.7%
1211021 · Convention & Education	75.00	0.00	100.0%
1211022 · Miscellaneous	0.00	0.00	0.0%
1211024 · Books, Dues & Subscriptions	309.00	2,313.08	-86.6%
1211025 · Office Supplies	497.78	454.05	9.6%
Total 12110 · TOWN ADMINISTRATION	140,325.48	116,928.73	20.0%
12210 · LEGAL SERVICES			
1221001 · Legal Services	0.00	4,285.88	-100.0%
Total 12210 · LEGAL SERVICES	0.00	4,285.88	-100.0%
Total 01 · ADMINISTRATION	148,989.26	123,959.52	20.2%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through August 27, 2024

	Jul 1 - Aug 27,...	Jul 1 - Aug 27,...	% Change
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	85,909.84	75,830.42	13.3%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	4,400.10	7,026.74	-37.4%
3110013 · Salaries & Wages - OT Select En	0.00	1,532.14	-100.0%
3110004 · Salaries & Wages - Holiday Pay	2,795.28	2,339.07	19.5%
3110005 · Salaries & Wages - Part Time	6,910.00	5,720.00	20.8%
3110007 · Salary & Wages - DMV Grant	521.91	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	1,712.50	2,330.00	-26.5%
3110020 · FICA/MEDICARE	7,771.16	7,063.34	10.0%
3110021 · VRS	12,260.72	5,030.07	143.8%
3110022 · Health Insurance	14,918.40	14,012.00	6.5%
3110023 · Life Insurance	1,101.02	1,101.35	0.0%
3110024 · Disability Insurance	343.56	399.56	-14.0%
3110025 · Unemployment Insurance	120.98	6.12	1,876.8%
3110026 · Workers' Compensation Insurance	22,668.00	21,692.25	4.5%
3110027 · Line of Duty Act Insurance	5,118.00	4,705.00	8.8%
3110028 · Legal Services	0.00	2,315.00	-100.0%
3110032 · Computer, Internet & Website	2,727.00	1,330.00	105.0%
3110034 · Telecommunications	1,066.78	1,921.97	-44.5%
3110035 · General Prop Ins (Vehicles)	6,180.00	4,871.00	26.9%
3110037 · Meals and Lodging	0.00	1,073.70	-100.0%
3110038 · Convention & Edu. (Training)	0.00	1,430.00	-100.0%
3110040 · Annual Dues & Subscriptions	0.00	4,499.45	-100.0%
3110041 · Office Supplies	491.82	666.83	-26.3%
3110042 · Vehicle Fuels	2,755.73	2,556.40	7.8%
3110043 · Vehicle Maintenance/Supplies	808.47	2,753.99	-70.6%
3110045 · Uniforms & Police Supplies	9,164.30	1,597.22	473.8%
3110056 · Capital Outlay-Machinery/Equip	0.00	43,695.20	-100.0%
Total 31100 · POLICE DEPARTMENT	189,745.57	217,498.82	-12.8%
Total 03 · PUBLIC SAFETY	189,745.57	217,498.82	-12.8%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	7,265.00	0.00	100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	16,979.44	16,524.18	2.8%
Total 43200 · REFUSE COLLECTION	16,979.44	16,524.18	2.8%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	2,457.60	4,833.75	-49.2%
4310003 · Maint Svc Contract-Landscaping	4,250.00	5,191.51	-18.1%
4310007 · Electric/Gas Services	3,208.77	2,846.01	12.8%
4310008 · Electrical Services-Streetlight	549.10	632.31	-13.2%
4310009 · Water & Sewer Services	917.80	615.35	49.2%
4310015 · Maintenance - Vehicle Fuel	0.00	324.98	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	11,383.27	14,443.91	-21.2%
Total 04 · PUBLIC WORKS	35,627.71	30,968.09	15.1%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	0.00	0.00	0.0%
60001 · Town Tourism	5,602.90	2,855.17	96.2%
Total 06 · ECONOMIC DEVELOPMENT	5,602.90	2,855.17	96.2%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	5,080.00	680.00	647.1%
Total 70000 · HAYMARKET COMMUNITY PARK	5,080.00	680.00	647.1%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through August 27, 2024

	Jul 1 - Aug 27,...	Jul 1 - Aug 27,...	% Change
71110 · EVENTS			
7111001 · Advertising - Events	1,800.00	0.00	100.0%
7111003 · Contractual Services	12,741.48	13,217.90	-3.6%
7111004 · Events - Other	8,090.44	1,019.68	693.4%
7111005 · Police Department Events	1,950.80	2,235.12	-12.7%
7111006 · Farmer's Market	600.00	0.00	100.0%
Total 71110 · EVENTS	25,182.72	16,472.70	52.9%
72200 · MUSEUM			
7220012 · Telecommunications	160.68	234.70	-31.5%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	560.68	634.70	-11.7%
Total 07 · PARKS, REC & CULTURAL	30,823.40	17,787.40	73.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	315.00	510.00	-38.2%
8110002 · FICA/Medicare	26.97	52.79	-48.9%
8110003 · Consultants - Engineer	653.16	0.00	100.0%
8110009 · Engineer - Pass Through	3,917.50	4,512.00	-13.2%
Total 81100 · PLANNING COMMISSION	4,912.63	5,074.79	-3.2%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	195.00	255.00	-23.5%
8111002 · FICA/Medicare	12.05	0.00	100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	207.05	255.00	-18.8%
Total 08 · COMMUNITY DEVELOPMENT	5,119.68	5,329.79	-3.9%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	137,800.00	-48.7%
9510003 · General Obligation Bond - Int	1,646.18	3,298.73	-50.1%
Total 95100 · DEBT SERVICE	72,346.18	141,098.73	-48.7%
Total 09 · NON-DEPARTMENTAL	72,346.18	141,098.73	-48.7%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	0.00	885.00	-100.0%
Total 94104 · Street Scape - Park Sidewalk	0.00	885.00	-100.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01	-0.01	0.0%
Total EMPLOYEE BENEFITS	-0.01	-0.01	0.0%
Total 94105 · PERSONNEL	-0.01	-0.01	0.0%
94108 · Capital Improvment Funds Expens			
9410805 · Town Hall / Museum Security Sys	3,145.00	0.00	100.0%
Total 94108 · Capital Improvment Funds Expens	3,145.00	0.00	100.0%
Total Expense	491,399.69	540,382.51	-9.1%
Net Ordinary Income	-148,136.28	-221,656.45	33.2%
Net Income	-148,136.28	-221,656.45	33.2%



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: September 03, 2024
Re: Proffer - Update

Below are the proffer amounts that have not been fully collected. The funds are being held separately from the operational account, until Council approves usage of the funds for the intent in what they are collected for in the future.

The following is the total collected of the two developments within Town.

	Total Amount Collected	Total Amount Used	Total Amount Available
Parks & Recreation	\$ 443,664.00	\$ -	\$ 443,664.00
Public Safety	\$ 32,760.00	\$ 29,960.00	\$ 2,800.00
Transportation	\$ 444,483.00	\$ -	\$ 444,483.00
Fire and Rescue	\$ 113,958.00	\$ -	\$ 113,958.00
Town Administration	\$ 20,007.00	\$ 12,051.00	\$ 7,956.00
Schools	\$ 1,205,100.00	\$ -	\$ 1,205,100.00
	\$ 2,259,972.00	\$ 42,011.00	\$ 2,217,961.00

The following breaks down how each line item was collected per development for reference on the above total sums.

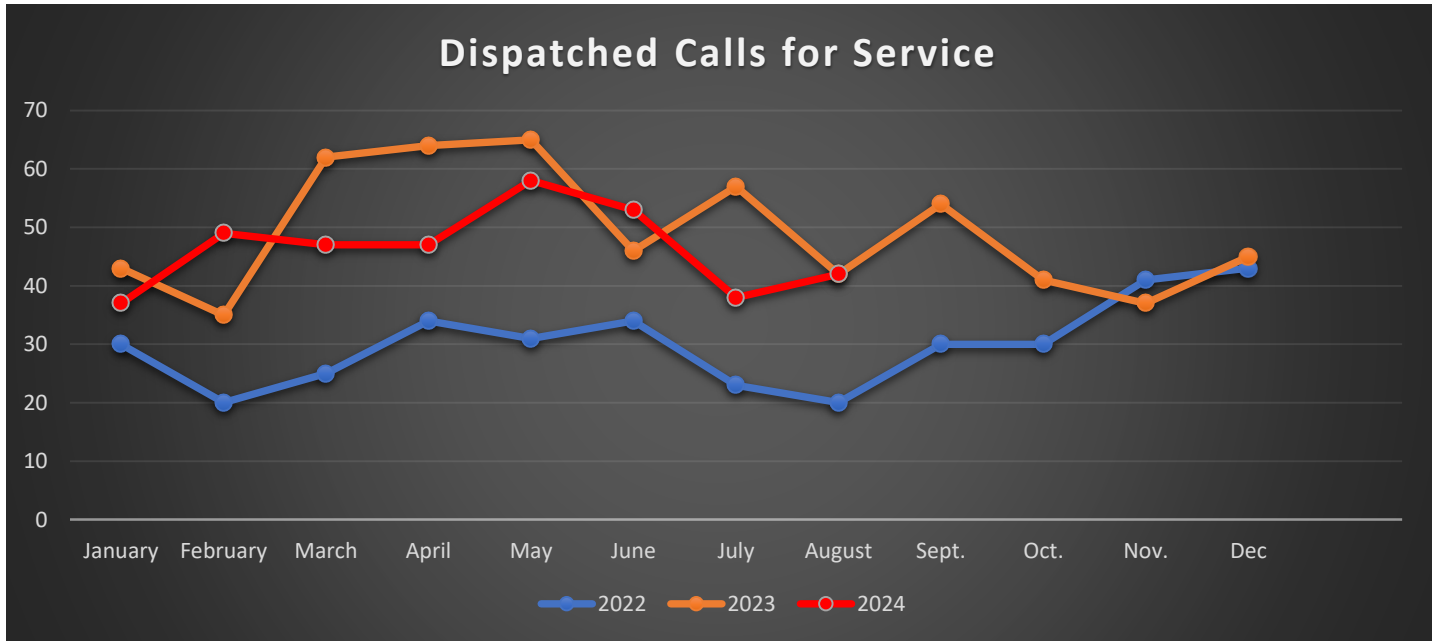
Robinson Village (Van Metre)		Proffers received as of 03.01.2023				
	Per Unit	Units	Actuals	Total for 38 Townhomes	Used	Balance
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00	\$ -	\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ 10,640.00	\$ -
Transportation	\$ 3,799.00	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 04.22.2024				
	Per Unit	Units	Actuals	Total for 79 Townhomes	USED	Balance
Parks & Recreation	\$ 3,792.00	69	\$ 261,648.00	\$ 299,568.00	\$ -	\$ 261,648.00
Public Safety	\$ 280.00	69	\$ 19,320.00	\$ 22,120.00	\$ 19,320.00	\$ -
Transportation	\$ 3,799.00	69	\$ 262,131.00	\$ 300,121.00	\$ -	\$ 262,131.00
Fire and Rescue	\$ 974.00	69	\$ 67,206.00	\$ 76,946.00	\$ -	\$ 67,206.00
Town Administration	\$ 171.00	69	\$ 11,799.00	\$ 13,509.00	\$ 9,500.00	\$ 2,299.00
Schools	\$10,300.00	69	\$ 710,700.00	\$ 813,700.00	\$ -	\$ 710,700.00
	\$19,316.00		\$ 1,332,804.00	\$ 1,525,964.00		\$ 1,303,984.00

Police Department Report to Council

Activity Period July 15, 2023 to August 14, 2024

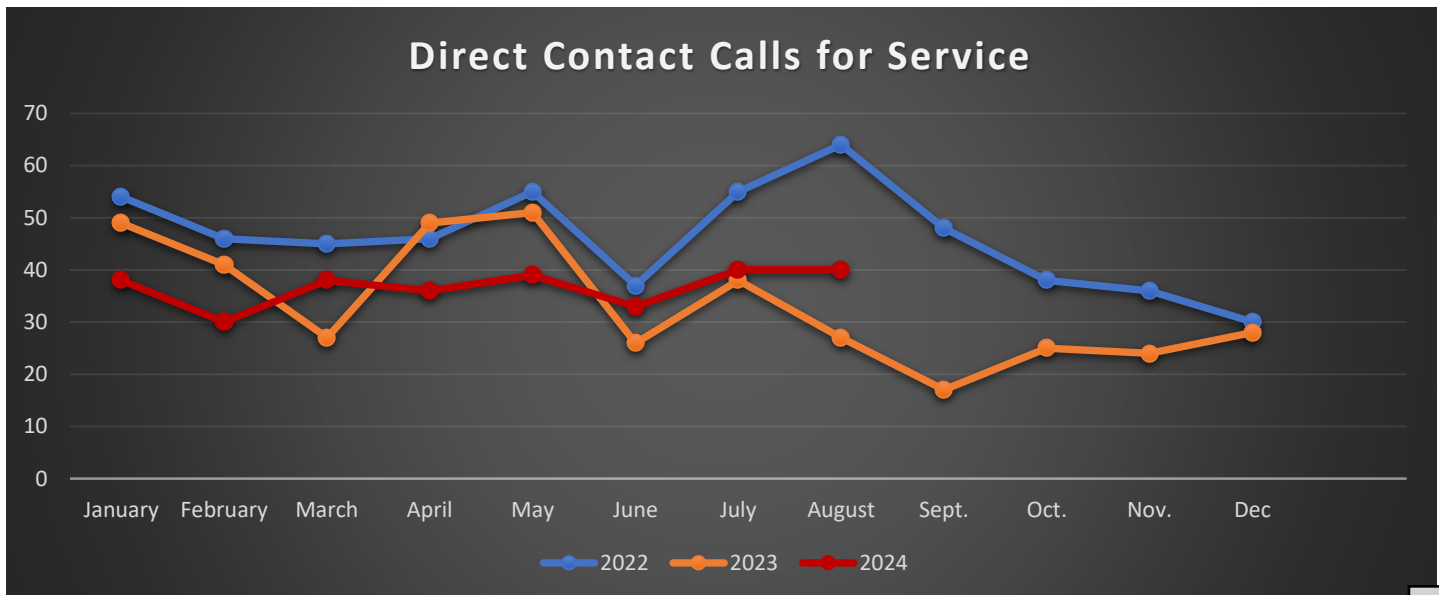
Dispatched Calls: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch.

- Reportable Calls: 7
- Deferments: 0
- Non-Reportable Calls: 35



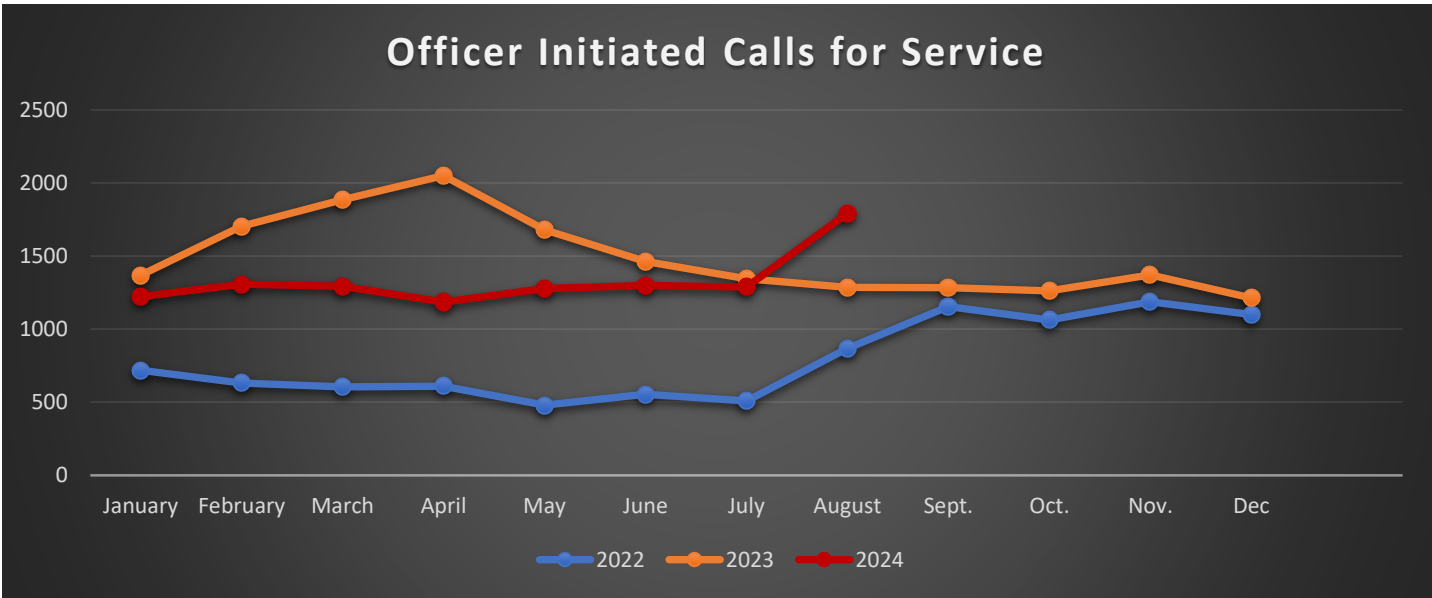
Flag Downs/Phone Calls: Reportable and non-reportable calls for service that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person.

- Reportable Calls: 4
- Non-Reportable Calls: 36



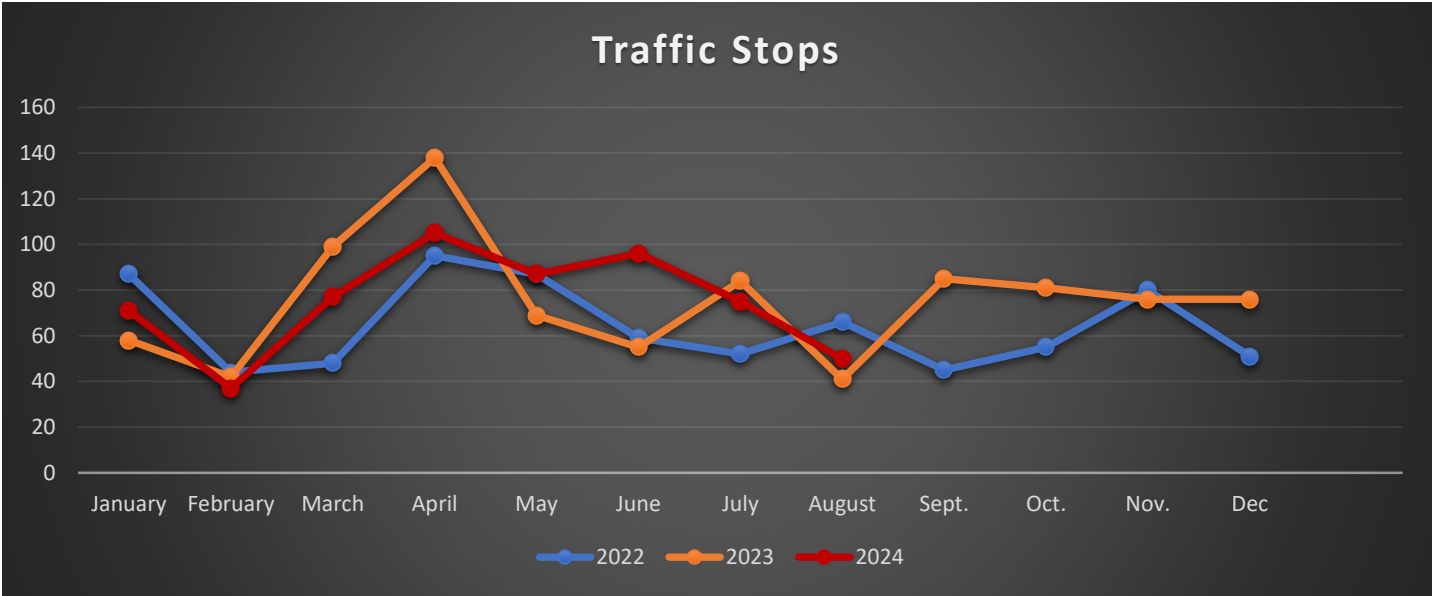
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 1,635
- Foot Patrols: 156



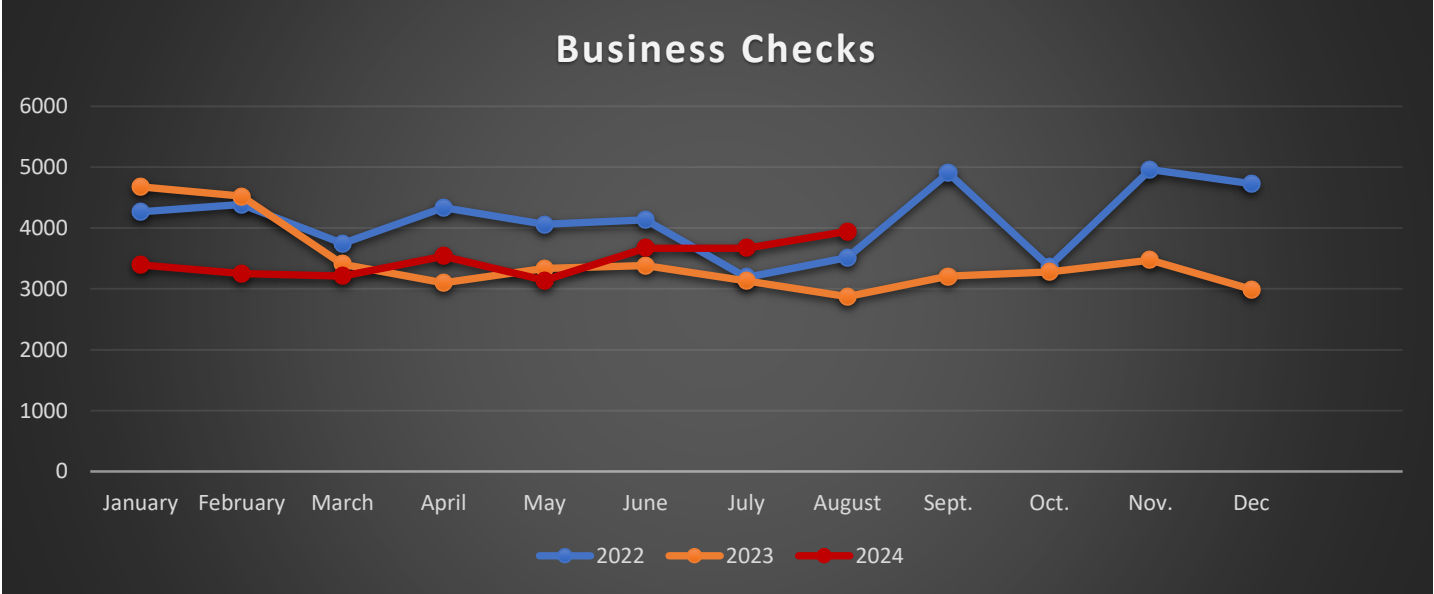
Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 88
 - Summonses: 50
 - Warnings: 63



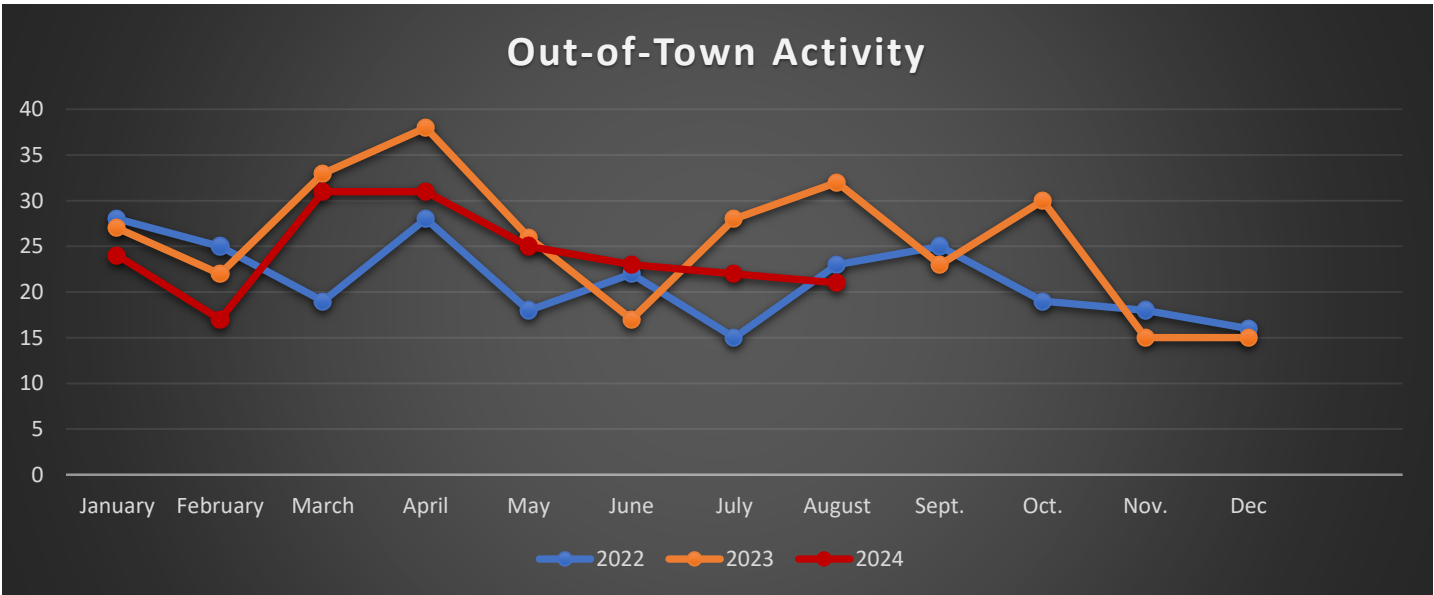
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is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

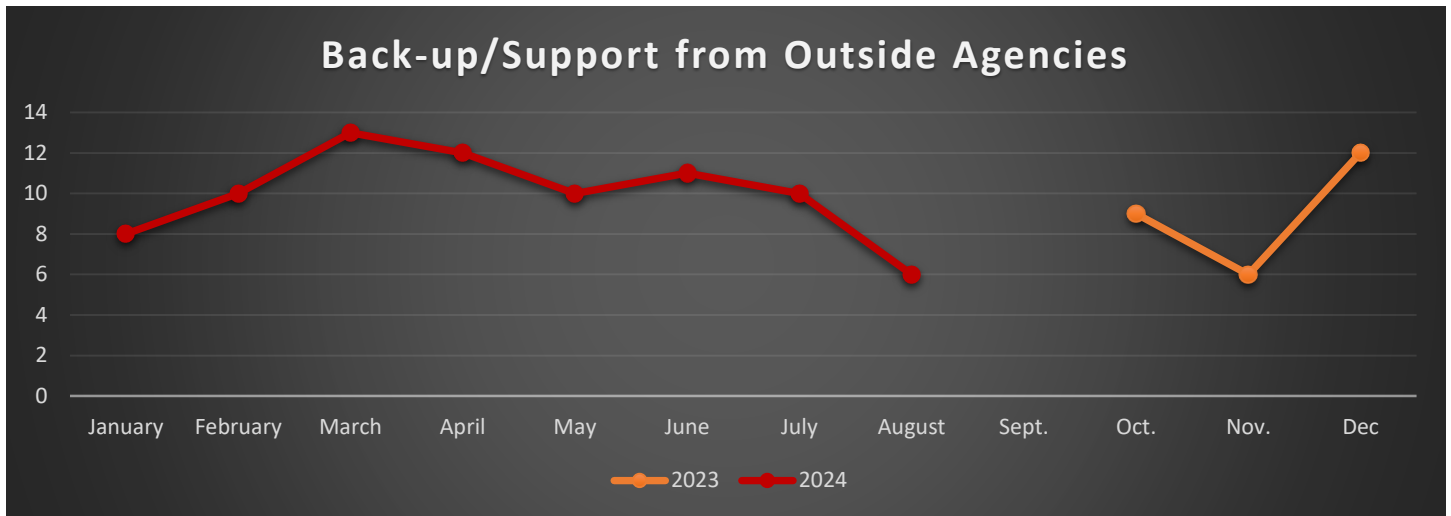
- Personal Contact: 461
- Physical Check: 535
- Drive By: 2,949



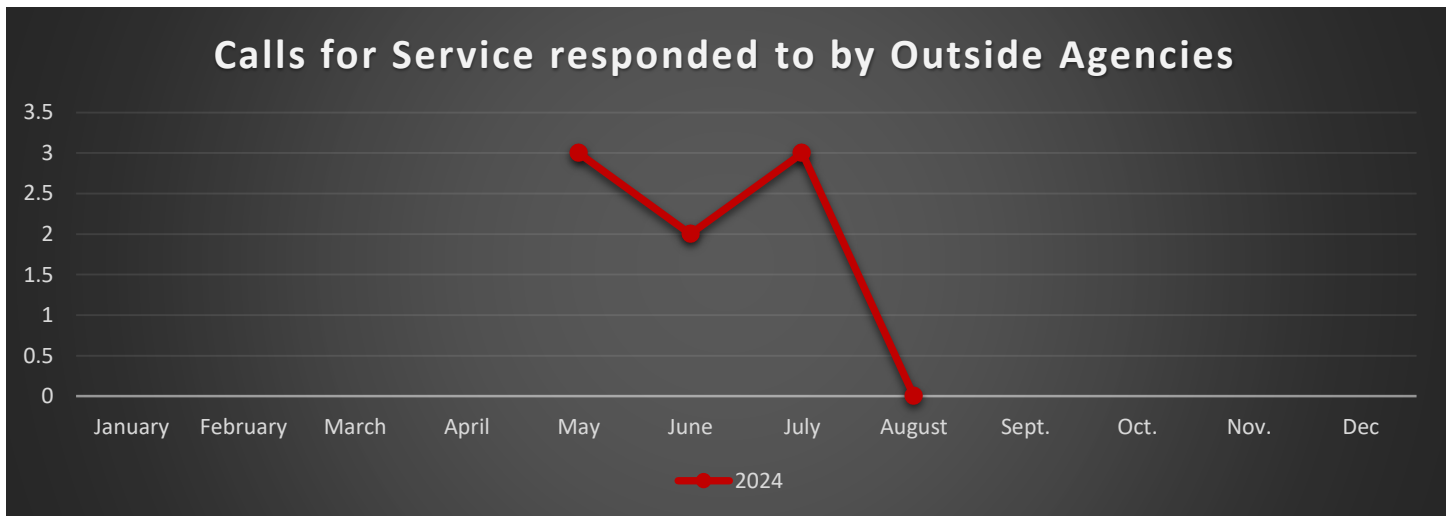
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 18
- Other: 3

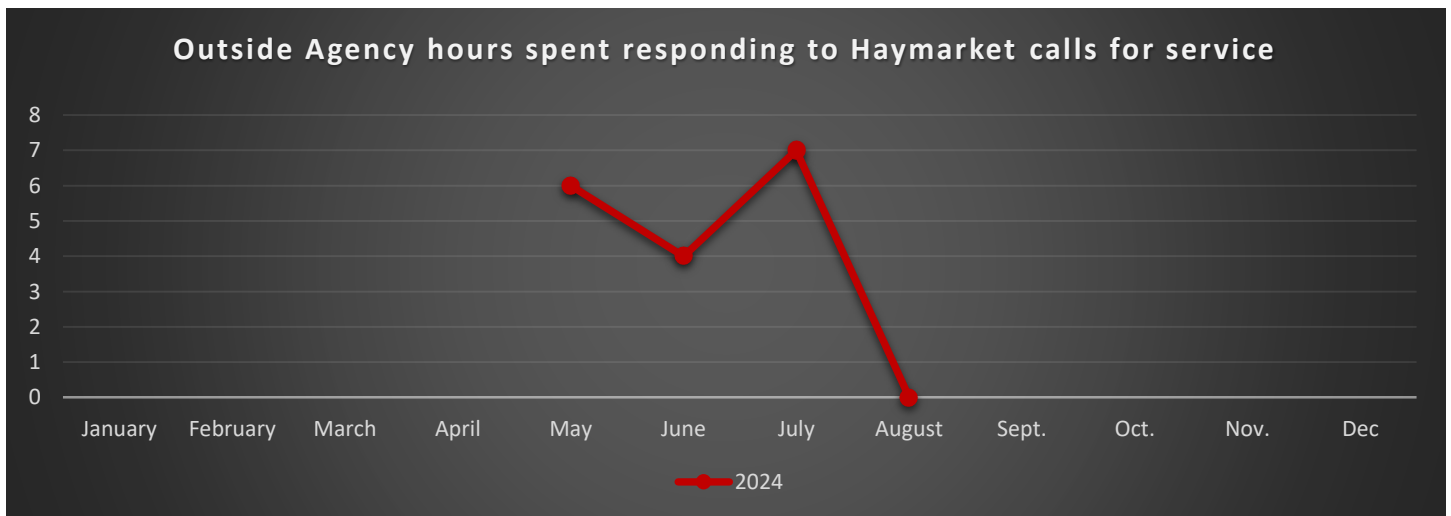




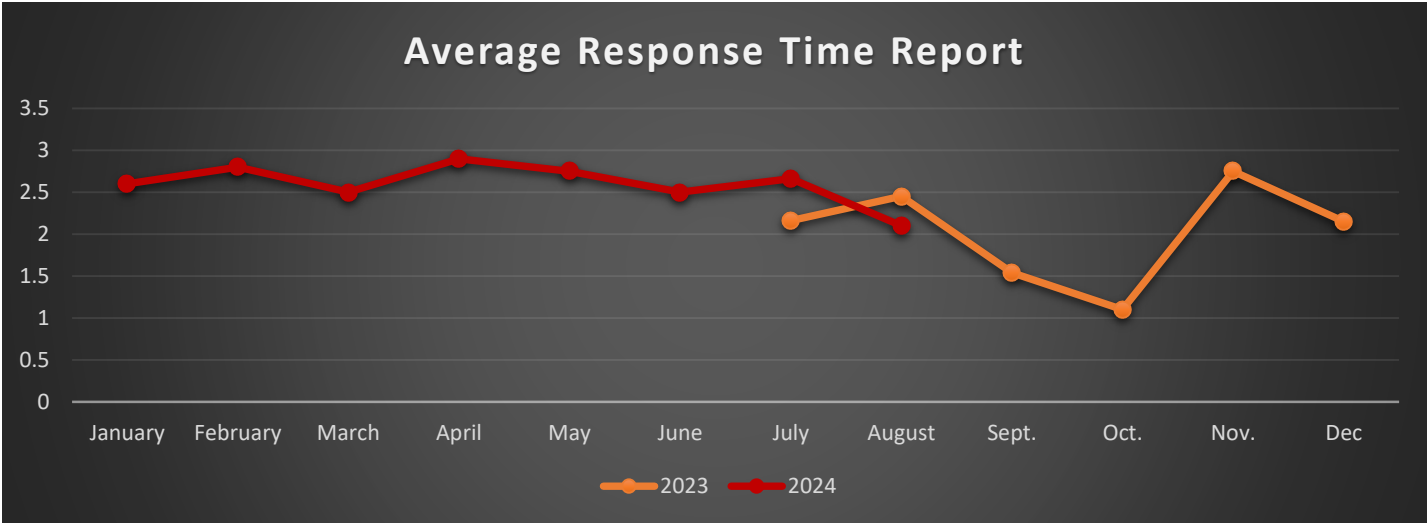
Calls for service answered by outside agencies: 0



Time spent by outside agencies on calls for service as primary responder: Approximately 0 hours.



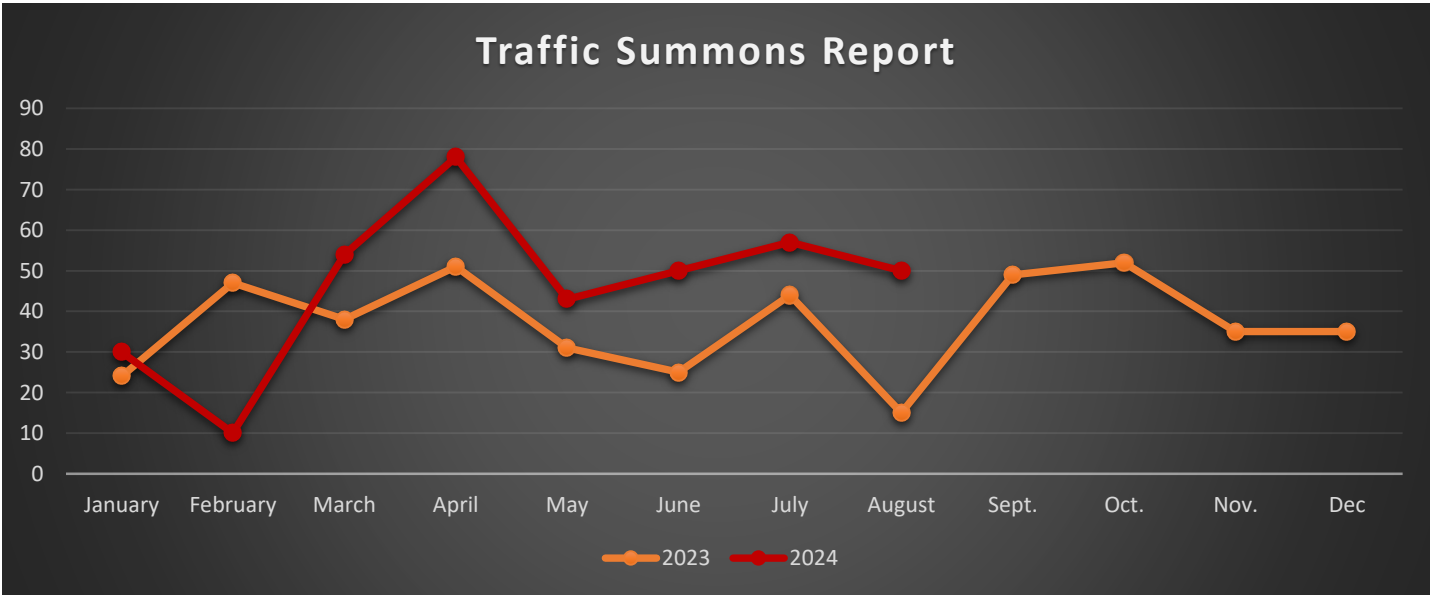
Average Officer Response times to all calls for Service: 2 minutes 6 seconds.



Hours spent by Haymarket Police Department Officers on Calls for Service: 201 (follow-up investigation not included)

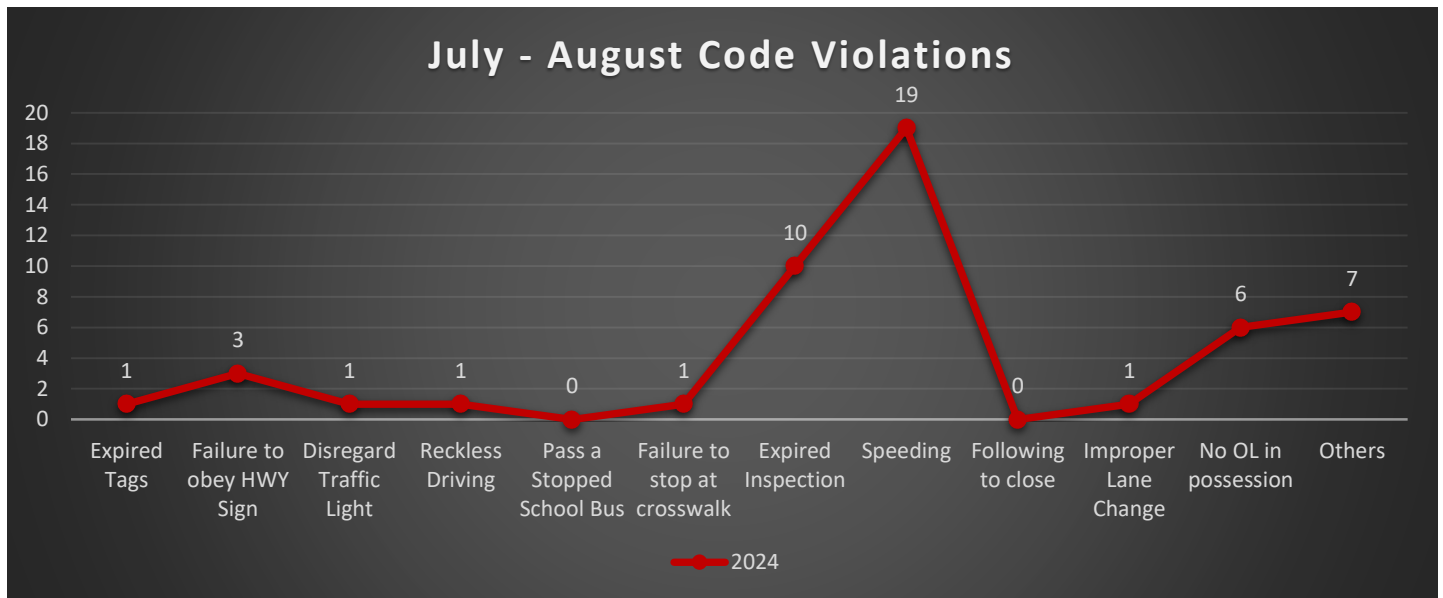


Total Summons Issued: 50

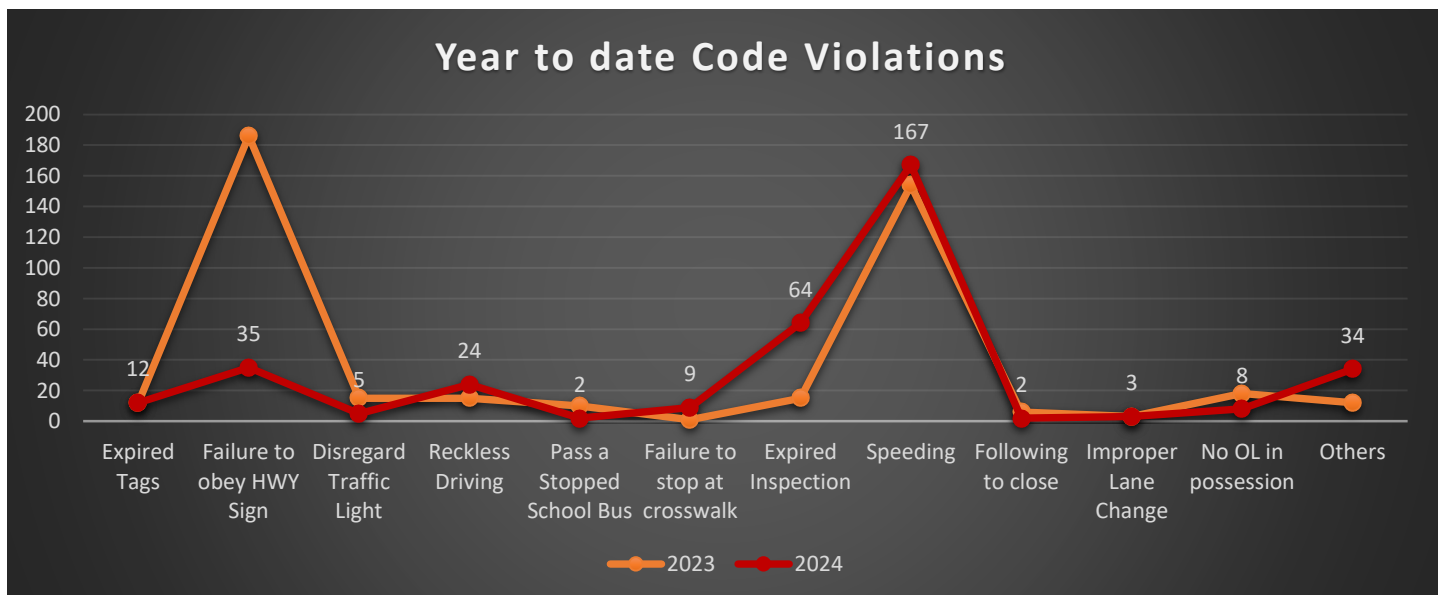


Traffic Summons Issued: Summons issued for traffic violations. 50

- 46.2-646 – Expired Registration – 1
- 46.2-830 – Failure to obey a highway sign – 3
- 46.2-833.1 – Disregard a traffic light – 1
- 46.2-852 – Reckless Driving – 1
- 46.2-859 – Pass a stopped school bus – 0
- 46.2-924 – Failure to stop at crosswalk – 1
- 46.2-1158 – Expired inspection – 10
- 46.2-874 – Speeding – 19
- 46.2-816 – Follow to close – 0
- 46.2-804 – Improper lane change – 1
- 46.2-300 – No operator’s license – 6
- Others – 7

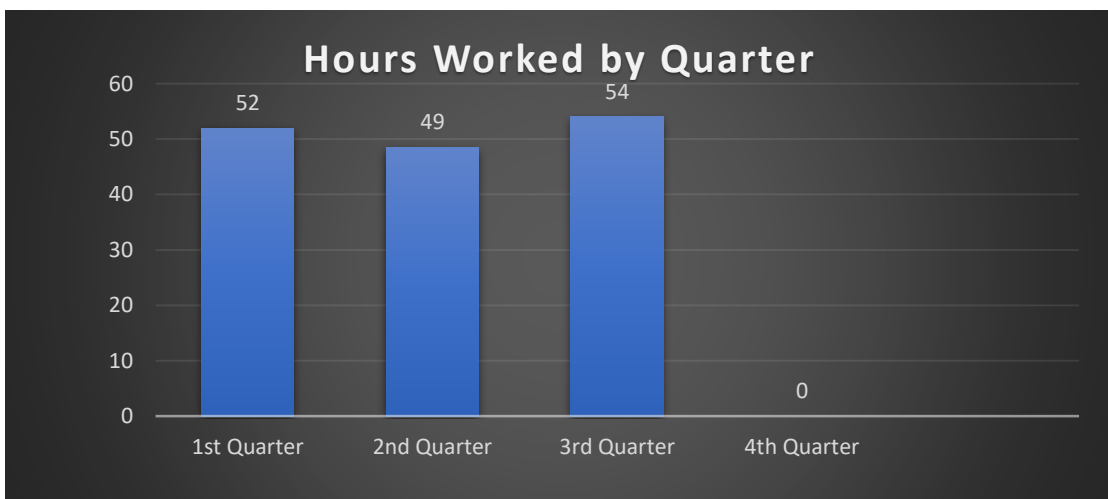
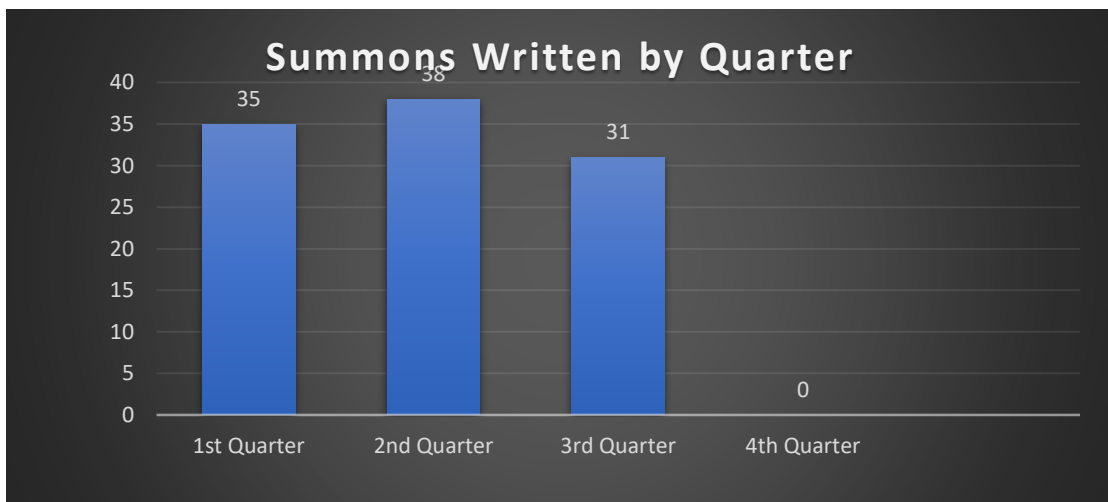
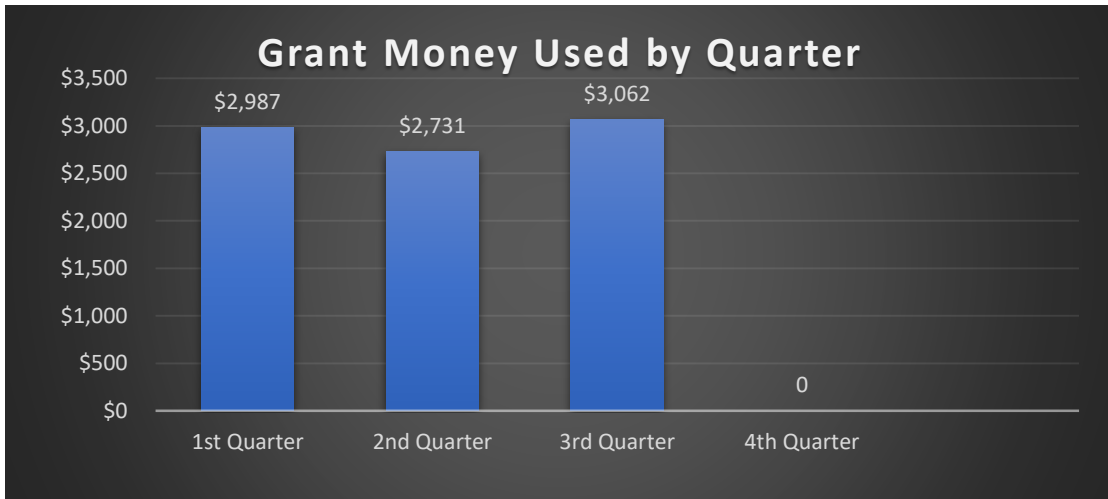


Total Summons Issued 2024: 365



DMV Grant: 1st, 2nd, and 3rd Quarter Reporting October 1, 2023 through June 30, 2024

Grant Award Amount: \$12,656.00



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.
- Chief Sibert, Lt. Davis, and Officer Galbreath Continue to work with Motorola Solutions and the Prince William County Police Department to move forward on the department’s new RMS system.
- Officer Finley attended Distracted Driving training in Richmond, VA August 8th and 9th .
- An LUP has been submitted to VDOT for the Christmas in Haymarket event. We are awaiting approval.
- Preparations have been made for the Solheim Cup that will be held during the second week in September. The major impact on our area will be the associated traffic.
- No major issues were experienced during Hurricane Debby.
- Chief Sibert met with Prince William Fire Asst. Chief Kurt Heindrichs on August 8, 2024 to discuss the proposed comfort station at Town Hall.
- Officer Charles Burgoon completed Advanced DUID training on July 25, 2024.
- The procurement of a new message / speed board is complete. The new trailer was delivered on August 27, 2024. We will have the board in service soon.
- One of the new cruisers has arrived at Sheehy Ford in Richmond. Arrangements to retrieve both cruisers will be made once the second cruiser arrives at the dealership.
- The Town’s Summer Concert was held on August 17, 2024. The event was well planned by townhall staff and well attended. There were no issues nor traffic problems.
- Town Manger Kyriazi conducted a pre-construction meeting with the company performing the sidewalk installation at the park. The TM and I spoke with them about construction material storage and potential traffic impact. We concluded that when the westbound travel lane is shut down, the turn-lanes will be utilized to keep traffic moving in both directions. Message boards, social media, Everbridge, and the My Haymarket App will be utilized to keep the public aware of park closures and traffic issues.
- Extra patrols were implemented for the beginning of the 2024-2025 Prince William County School Session. There were no issues.
- The 2024-2025 DMV grant has been tentatively approved. Lt. Davis and Chief Sibert attended mandatory grant training on August 27, 2024. The budget worksheet was completed in February 2024. The implementation portion of the grant will be completed by Chief Sibert next week and submitted for final approval. The Grant includes the following requested amounts:
 - *\$15,960 for employee hours worked on saturation patrols.*
 - *\$684 for employee hours worked on community collaboration events.*
 - *\$800 for employee training.*
 - *\$10,729 for equipment.*

Respectfully Submitted,

Allen Sibert

Chief of Police

Haymarket Police Department 2024 Event Listing

Section VI, Item B.

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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Park Sidewalk	Katie/Thomas	4/27/2021	8/26/2024	Town/Contractor	-100% Plans approved by PC -Plan approved. Precon 8/19. Construction NTP 8/26 -Submittal and scope coord ongoing -Deed needed ASAP for recordation of plat
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	8/26/2024	Applicant	-PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11 -Construction and Town E&S inspections ongoing
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	8/26/2024	Applicant	-Revision submitted 1/24. Approved 2/22 -Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	8/26/2024	Applicant	-Construction and Town E&S inspections ongoing -Lot 1 yard requirement coordination 4/16
Robinson Village	Katie/Thomas	8/13/2020	8/26/2024	Applicant	-As-Built inserts provided 3/4/24. Conditional approval 4/11. Coordinating turn/bike lane ponding issue. Onsite meeting 6/13 -E&S Bond release inspection 8/23, report 8/26
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	8/22/2024	Applicant	-Construction and Town E&S inspections ongoing
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	8/22/2024	Applicant	-Construction and Town E&S inspections ongoing -Sidewalk addition coordination
Crossroads Village	Katie/Thomas	10/18/2018	8/21/2024	Katie	-Construction and Town E&S inspections ongoing -As-builts 2nd submission 6/10. Comments due 7/22. Katie to provide ASAP -Landscape inspection and bond coordination -Stockpile permit coordination

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Chick-fil-A	Katie/Emily	11/16/2021	8/19/2024	Katie	-Town to confirm bond status for release coordination -2nd submission SP received 7/29. Comments due 9/12 -2nd submission SUP comments sent 5/23 -As-built comments provided 5/24 -SWM Agreement provided
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	6/27/2024	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination
Bleight Residential Plan	Katie/Thomas	8/5/2022	6/20/2024	Katie/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 -Resubmission Review comments due 8/2
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 -Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate

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
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



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: August 28, 2024

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

1. Performed research and provided legal counsel regarding procedures for Council meetings, to include a review of Robert's Rules and Council's Rules of Procedure.
2. Provided legal advice, counsel and representation regarding the placement of liens and the collection of land development fees.
3. Provided legal advice and counsel regarding the collection of rental payments from lessees of Town-owned property.
4. Prosecuted criminal matters and traffic matters in the Prince William County courts.



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Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: August 2024 Monthly Report

The finance liaison oversight during the month of August focused on the following:

- Comply with internal control process to review and approve invoices/expenditures and check signing
- Review FY 2025 actuals vs. budget and discuss key areas of interest/concern
- Discussed FY 2024 unaudited actual vs. budget
- Discuss on an as needed basis:
 - **Credit Benchmarks and Debt Capacity Analysis**
 - 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 that impact finances:

- **Both Finance Liaisons (FL) met only once in early August due to scheduling conflicts and vacations.**
- **Vice Mayor met with staff at scheduled and posted meeting on 8/21/24 and discussed the following:**
 - Staff to consider including in reports bank accounts, e.g., CDs and other savings accounts
 - Discussed projections on legal services
 - PD message trailer being shipped from Fairfax PD

Additional items in discussion between your FLs:

- **Park sidewalk construction underway and will be part of ongoing FL discussions related to progress and impact to budget**
- **In response to agenda item request from Councilmember Schneider we can report that the FLs have not had the opportunity to discuss w/staff the current status and implications of the RFP on demolition of park building, as well as related meetings with potential contractors. We will discuss status and options at next week's meeting on September 4**

Respectfully,

TracyLynn Pater, Vice Mayor and Joe Pasanello, Council Member

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Memorandum

To: Honorable Mayor and Town Council
From: TracyLynn Pater
Re: August Business Liaison Report

- * Attended National Night Out
- * Weekly Meetings with Staff discussing upcoming Events and final preparation for Summer Concert featuring Joe's Dad, ChippBurg, The Feehan Brothers and Dunlap and Mabe
- * Meeting with Town Manager and potential in town business person and their representative
- * Farmer's Market Visits
- * Meeting with Town Manager and Julia in regards to Solheim Cup preparation
- * Meeting with Clarice Prince William County Economic and Tourism Development
 - Discussed additional resources for town businesses
 - Counseling
 - Education
 - Grant Programs and Access
 - Target Industry Programs
- * Historic Walking Tour - Late September (Date to be announced)

New Businesses:

Skyline Financial ~ Ribbon Cutting September 19th

Duck Donuts Mid September Opening

Pho Restaurant Crossroads Village Coming Soon

Shah A La Crossroads Village Coming Soo

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Memorandum

To: Honorable Mayor and Town Council
From: Mary Ramirez
Re: August Community Relations Liaison Report

Met with staff and PWC Supervisor Weir in preparation for Youth in Government Program starting October 28th. Application will go live Friday August 30th and will be due Friday September 20th.

Registered for VML Conference on October 13th.

Connected with residents regarding trash bin preferences.

Respectfully submitted

Mary Ramirez



Town of Haymarket
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Memorandum

To: Council
From: Alexander Beyene, Planning Commission Liaison
Re: Planning Commission Liaison Monthly Report

The Planning Commission meeting on August 13, 2024 included and addressed the following:

- SUP #2024-001: Chick-Fil-A Drive Thru Expansion
 - The expansion of the drive through (extending the two-lane drive through to the payment/serving window) is intended to expedite mobile order pickup for customers and provide a more efficient service through the drive through lanes. The applicant has stated that in the short term the expanded lane will function as a bypass, but in the long term it will serve as a pick-up point for mobile orders, termed “mobile-through” by the applicant.
 - Town Staff recommend denial of the SUP based on the following:
 - The proposed drive through may have the following negative effects on the site and the surrounding area: increase of traffic, decrease in driver access to the site and to adjacent businesses, inconsistent safety hazards associated with the drive through design, potential detrimental effects to the operations of adjacent businesses, and inconsistency with the standards set for the section of Town in the Haymarket Comprehensive Plan.
 - Similarly, the Commissioners also raised concerns regarding increase in traffic and safety.
 - The Planning Commission chose to postpone making a final decision on whether to approve or deny the Special Use Permit until their next monthly meeting. In the meantime, commissioners provided comments/questions that are intended to be addressed by the applicant prior to or at the next meeting.
- Zoning Text Amendment Discussion - Historic District Overlay
 - The Town Planner is preparing to amend the Zoning Ordinance to better reflect the current needs of the Town of Haymarket and to preserve any remaining historic character in the main road corridors of the Town, and a selection of historic and other structures on the East side of the Town. As part of the drafting process for a zoning text amendment of the Historic District Overlay, the Town Planner also presented an amended historic district overlay map to the ARB for their comment in the May 10th ARB meeting.

- The Town Planner also provided draft ZTA and Historic District Overlay Map for the Planning Commission's comment. Previous drafts of the Historic District Overlay Map were also provided to the Planning Commission's as a reference.

Respectfully Submitted,

Alexander Beyene



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Memorandum

To: Honorable Mayor and Town Council
From: Marchant Schneider
Re: August Architectural Review Board Liaison Report

The Architectural Review Board met on Wednesday, August 21st. We only had one item on the agenda which was the ARB Guidelines. We have started reviewing the guidelines and making appropriate edits for consideration.

Respectfully submitted

Marchant Schneider