



# 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/>

---

## AGENDA

---

### I. CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

### III. INVOCATION: Pastor Don Meeks - Greenwich Presbyterian Church

### IV. HAYMARKET GAINESVILLE ROTARY CLUB - FLAGS FOR HEROES EVENT

### V. COLLIN GALLAGHER - EAGLE SCOUT AWARD PROJECT UPDATES

### VI. PWC BOARD OF SUPERVISOR BOB WEIR - COUNTY UPDATES

### VII. CITIZENS TIME

### VIII. CONSENT AGENDA

#### 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

#### 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
2. Ordinance #2024-002: Plat Notation requirements in the Town of Haymarket's Zoning Ordinance
3. Ordinance #2024-003: Snow Removal Policy

4. Resolution #2024-005: VDOT Project Additions to Secondary Route - Kapp Way
5. Resolution #2024-006: Budget Amendment for FY25
6. Outdoor Events Ordinance
7. Military Banner Program Discussion

**X. COUNCILMEMBER TIME**

1. Councilmember Beyene
2. Councilmember Pasanello
3. Councilmember Schneider
4. Councilmember Ramirez
5. Councilmember Gallagher
6. Mayor Luersen
7. Vice Mayor Pater

**XI. ADJOURNMENT**



# TOWN OF HAYMARKET TOWN COUNCIL

Section VIII, Item A.

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 24, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

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

### II. Pledge of Allegiance

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

### III. Agenda Items

#### 1. GoGov App Presentation

Event Coordinator Julia Crofford gave a presentation on the Town's GoGov App. She shared that in the App Store to search and download My Haymarket. She also shared that there is a QR Code as well to download the app. She said that once in the app, one will need to create an account. Once the account is create, one will start to receive notifications, access information, stay connected, and view latest updates. She stated that staff created 5 subscription groups. They are Farmer's Market, Public Safety Announcements, Town Council and Board Meetings, Town Events, Traffic Alerts and Road Closures. She stated that the citizen can uncheck any subscription they would not want to receive and that they will adjust the subscriptions based on the type of information the citizens would like to receive. She showed the image of what the app will look like when it is downloaded. At the end of the presentation, Ms. Crofford opened the floor for questions and suggestions. Town Manager Emily Kyriazi went into a little further detail on how the app will work. Mrs. Kyriazi shared that the company has given Ms. Crofford marketing literature that can help her market the App to the public. There was a question if there is a capability of the citizens doing transactions on the App, such as zoning permit applications and payments. Mrs. Kyriazi shared that it is possible once the online payment system is linked in the App to create an applet. There was also a question if the citizens could communicate with individual councilmember. Mrs. Kyriazi shared that this is an informational app not a means of communications. She said it links to the Town's website where a citizen can obtain a councilmembers email for communication. Discussion followed on additional groups that should go on the App. There was a discussion on the cost of the App. Mrs. Kyriazi shared that the cost was reasonable and that it would increase with each additional feature and service provided.

#### 2. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave a quick report on the monthly financials. Mr. Gonzalez started his report by sharing that the CD that the Town opened in October 2023 has matured and he renewed the CD for 6 months. He shared that this provided the best rate and that it would mature in December in time for when the new Town Council takes over. Mr. Gonzalez also shared that the Town is still collecting funds in the current budget and will be ending in the black. There were no questions for Mr. Gonzalez on his monthly report.

#### 3. Planning Commission Vacancy

Town Clerk Kim Henry shared that as June 30, 2024, there will be two vacancies on the Planning Commission. She stated that the one member of the Planning Commission would like to serve an another 4 year term and the other would not. She provided letters from each Commissioner. Ms. Henry also provided an application of interest to fill the vacancy. A short discussion followed on certification training for the Planning Commission members. There was

also a discussion on if a Planning Commission member could also serve on the BZA. Town Attorney Simmons stated that he would check State Code and Haymarket's Town Code.

**4. Planning Commission Meeting Day Change**

Town Clerk Kim Henry shared that there is currently someone who is serving on the Planning Commission who may not be able to serve after September. She stated that this person enjoys being on the Planning Commission and still has an interest in staying on. However, he has taken a teaching position and that his class time is Monday and Wednesday evenings. Ms. Henry shared that there was a short discussion after the meeting with another Planning Commission member about the possibility of changing the meeting day so that the Commissioner could continue to serve. Ms. Henry stated that she research Town Code and the Planning Commission By-laws and the only condition was that the Planning Commission must have a meeting every month. She continued to state that she polled the rest of the Planning Commission on the day change and that all were amendable to changing the day. Ms. Henry stated for organization purposes the meeting would be changed to the second Tuesday of the month. There was a short discussion on the subject and the Council gave their blessing for the Planning Commission to move their meeting day.

**5. Draft Snow Removal Policy**

Town Manager Emily Kyriazi provided a recent draft on the Town's Snow Removal Policy for Council review. Mrs. Kyriazi stated that she brought forth an initial draft at a previous meeting. She shared that there will be a map that will accompany the policy showing the area of the sidewalks the Town would be responsible for. She stated that she would provided a clean version of the ordinance and the map at the next meeting. She stated that she would ask that the Council give authorization to proceed with a public hearing at the next meeting. There were questions about the language of penalties to the Town Attorney. There was also a discussion on how the citizens would be notified of the public hearing. Mrs. Kyriazi shared that the Town could do a mailer once the public hearing date is set and also it would be put on the new My Haymarket App. A short discussion followed on the time line and setting a standard at the end of inclement weather. There was a consensus of the Town Council to bring this item with a map and public hearing dates to the next regular monthly meeting.

**IV. Adjournment**

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

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matthew Gallagher, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Joe Pasanello, Matthew Gallagher, TracyLynn Pater, Alexander Beyene
<b>ABSENT:</b>	Marchant Schneider, Mary Ramirez

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor



# TOWN COUNCIL REGULAR MONTHLY MEETING

Monday, July 01, 2024 at 7:00 PM

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

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

## 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.

Mayor Kenneth Luersen called the meeting to order.

#### PRESENT

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

#### ABSENT

- Councilmember Matthew Gallagher

Roll Call

### II. PLEDGE OF ALLEGIANCE Troop #9525

Mayor Luersen invited Girl Scout Troop #9525 to the dais to lead in the Pledge of Allegiance.

### III. INVOCATION: Brian Johnson, Haymarket Church

Mayor Luersen invited Pastor Brian Johnson from Haymarket Church to the podium to give the evening's invocation.

### IV. CITIZENS TIME

There were no citizen's present at this meeting.

### V. RECOGNITION OF OFFICER JOE COPPAGE

Town Manager Emily Kyriazi read into the record 2 letters from Chief of Police Al Sibert, who was not physically present at this evening's meeting, recognizing Officer Coppage and Officer Watson commending them on a job well done regarding an incident that took place on June 11th. Chief Sibert's first letter of commendation explained the incident and how Officer Coppage stepped up to de-escalate the problem. On behalf of the Town Council, the Town Manager and the entire Police Department, Chief Sibert congratulated Officer Coppage's dedication and commitment to the Haymarket Community. Town Manager Kyriazi proceeded with reading the letter of commendation

for Officer Matt Watson. The letter also referred to the same incident on June 11th and how Officer Watson handled the situation in the most professional manner and helping Officer Coppage calm the individual down. On behalf of the Town Council, the Town Manager and the entire Police Department, Chief Sibert congratulated Officer Watson for his dedication and commitment to the community. Town Manager Kyriazi handed the floor over to Chief Sibert who was in attendance via Zoom.

Chief Sibert thanked both Officer Coppage and Officer Watson apologized that he was not able to attend in person. He thanked them for the job that they do everyday and their exceptional performance. He stated that he appreciate the time and effort that both officers put into this call in order to get the proper help for the individual involved.

**VII. CONSENT AGENDA**

Mayor Luersen asked if Council would like to pull any reports from the Consent Agenda.

After the requested reports pulled, **Councilmember Pasanello moved to adopt Consent Agenda Items A: 1-3, B: 3-5 and C: 2-5. Vice Mayor Pater seconded the motion. The motion carried.**

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

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

**A. Minute Approval**

- 1. Mayor and Council – Work Session – 052824
- 2. Mayor and Council – Regular Meeting – 060324
- 3. Mayor and Council - Special Meeting - 061724

**B. Department Reports**

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

**Department Reports**

- 1. Town Administration Report

Councilmember Ramirez asked questions on the Town's GoGov App that is rolling out. She stated that she saw there was no direct way for the citizens to contact the staff through the App. Town Manager Kyriazi stated that in order to have the capability for the public to communicate with Town staff, it would require adding an additional applet. Mrs. Kyriazi stated that staff could check in to see what the additional cost would be to add that feature to the App. Councilmember Ramirez also asked about the Communication Plan and suggested that the Town provide more advance notice on items such as the recent new trash service and the exchanging of the trash cans by using different formats. She also shared information about the Small Towns Conference

that she recently attended and shared that she would like to utilize two of the speakers from the Conference for a Town's strategic planning and organizational meeting. She thanked the Town Council for giving her the opportunity to attend. Councilmember Ramirez also asked for an update on the Verizon lines that were down and a time line on when they will have it resolved. Town Manager Kyriazi stated that Town Maintenance Matt Burrows has been staying on top with Verizon to get the matter resolved. There was a question on how updates were communicated to the community during that time. Mrs. Kyriazi stated that Chief Sibert took the lead and posting regular updates through social media platforms.

Councilmember Pasanello asked Town Manager Kyriazi to share the most recent updates on the Town Park sidewalk. Mrs. Kyriazi stated that she was notified by VDOT that sidewalk was approved, all the site plans are complete, the turn lane and crosswalk was approved. She shared that she will be working with the Town Engineer to post a notice to proceed to send to the contractor so that staff can sign the contract. She continued to state that staff will get the deed and plat recorded at the County and construction should start soon. She stated that the Council will need to do a budget amendment at their next regular meeting in order to fund the project. She stated that Town Treasurer Roberto Gonzalez can speak on the subject.

Town Manager Kyriazi addressed the admin report on the storm water assessment report with Prince William County. She gave a brief update on the subject. There was a question on the proffers being completed at Crossroads Village Center with education funding for the schools and fire safety. Mrs. Kyriazi stated that she has a meeting scheduled with Prince William County Fire Chief on the possibility of having the Town Hall as a comfort station. She said she will also reach out to the School Board to start the appropriate conversations. Mrs. Kyriazi gave a brief description on a comfort station. There was a brief discussion on having one member from the Planning Commission serve on the Board of Zoning Appeals. Mrs. Kyriazi stated that the Town Attorney confirmed that to be true. Short discussion followed on the SUP that will be coming before the Town Council at a future meeting, the banner program and Haymarket Day Vendor wait list. There was a brief discussion on the transferring to the new trash company and requests for larger bins. Mrs. Kyriazi stated that she would look into that and bring back more information at the July work session as staff works with American.

Councilmember Beyene asked for any updates on the Town Park building. Mrs. Kyriazi shared that staff met with a company interested in the demolition project. She announced that at the end of July would be a bid meeting for anyone interested in submitting a bid. She shared that August 12th is the deadline for the bid packets to be submitted. She also shared that she is working on the architectural RFP and will have updates at a future meeting. There was a question on the strategic planning priorities. Mrs. Kyriazi stated that a financial advisor will be at the next Town Council work session to discuss financial options.

Mayor Luersen asked if Councilmember Ramirez and Town Manager Kyriazi provide a written summary on the Small Town Conference with information they received and would like to implement in the Town.

## 2. Town Treasurer

Councilmember Schneider asked if the Town Council could schedule some meetings in September to put a plan together once they have the meeting with the financial advisor at the July work session. He asked staff to propose some tentative dates at the work session. A discussion followed on the subject of the financial options that will be presented to the Town at the July work session. Town Treasurer Roberto Gonzalez stated that since the sidewalk project is now going forward, he will need to amend the budget. He shared that since it is over the 1% threshold, the Town Council will need to hold a public hearing. Mr. Gonzalez asked if he could

advertise for public hearing at the July work session. A short discussion followed with a consensus to proceed with the public notice.

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

**VIII. AGENDA ITEMS**

1. Planning Commission Vacancies

Town Clerk Kim Henry stated that the first appointment is for the re-appoint of Pankaj Singla to the Planning Commission to a four year term beginning July 1, 2024 and expiring June 30, 2028.

**Councilmember Beyene moved to re-appoint Pankaj Singla to the Haymarket Planning Commission to a four year term beginning July 1, 2024 and expiring June 30, 2028. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

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

Town Clerk Kim Henry stated that next appointment was to fill the vacant seat once held by Rob Hallet who's term expired on June 30, 2024. She stated there is one applicant.

**Councilmember Beyene moved that the Haymarket Town Council appoint Justin Baker to the Haymarket Planning Commission for a four year term beginning July 1, 2024 and expiring June 30, 2028. The motion carried by a roll call vote.**

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

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

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

2. Resolution #2024-004



Town Planner Thomas Britt shared that while working with some developers that the Town's historic resource in the Comprehensive Plan was not current. He shared that he has brought the update to the Planning Commission and at their last meeting recommended approval to the Town Council. Mr. Britt stated that a public hearing will be needed and asked for a directive to hold the public hearing at the August Town Council meeting. The Council gave the directive to proceed.

3. Ordinance #2024-002

Town Planner Thomas Britt shared that the Ordinance is on outstanding requirements by DEQ on the Chesapeake Bay Preservation Act showing plat requirements in the Zoning Ordinance. He stated that the Planning Commission held their public hearing and recommended approval to the Town Council. Mr. Britt asked to hold a public hearing at the August meeting on this item. The Council directed Mr. Britt to proceed.

Town Clerk Kim Henry asked since the Town Council directed Mr. Gonzalez to proceed with the Budget Amendment public hearing at the July work session, if they would like the public hearing on this item and the previous item also at the July Work Session. A short discussion followed with the Town Council directing staff to schedule the public hearings for the July Work Session. Town Manager Emily Kyriazi asked if Council would like to have a 6 pm start time to give the financial advisor time to speak. There was a consensus to have a 6 pm start time.

4. Snow Removal Policy

Town Manager Emily Kyriazi shared that after the discussion at the previous meeting with the Town Attorney on the draft policy, she would like to hold the public hearing at the July Work Session along with the other public hearing items. She provided a clean version of the policy with an attached map. A discussion followed on the map and being in communication with the contractor to let them know what the Town is taking responsibility for. There was also a discussion on how the staff would communicate the modification or extension of the time period. Mrs. Kyriazi stated that staff would use the established means of communication through social media, the website and the GoGov app and also implement the police department to notify the citizens while on patrol.

5. Veteran Banner Program Discussion

Town Manager Emily Kyriazi shared that recently staff has received a lot of feedback from the community regarding the veterans banner program. She stated that there has been some interested parties wanting to purchase a banner or parties that have purchased a banner but has been damaged. She stated that the Town has not establish a replacement program. She proposed that staff hang up all the banners that are in good working order for Veteran's Day. In the meantime, staff will work on developing a new program to start in 2025 with a full outline of criteria, schedules and replacement program for damaged banners going forward. She shared that staff would like to make these modifications in order to run a better program. Mrs. Kyriazi also shared that she would like to have the information available for Haymarket Day. A discussion followed. Mrs. Kyriazi stated that staff will work on a draft and present it at a future meeting.

**IX. COUNCILMEMBER TIME**

1. Mayor Luersen

Mayor Luersen shared he attended the Ribbon Cutting for a new business, Ace Granite located in Leaberry Way. He thanked them for their hospitality. He also shared that his monthly Mayor's walk is scheduled for July 13th.

2. Vice Mayor Pater

Vice Mayor Pater thanked the police officers that were recognized earlier in the meeting for their dedication and actions to our community. She shared the dates for the Blood Drive and Womens Self Defense Class. She also shared that the next Business Roundtable is scheduled for July 23rd.

3. Councilmember Beyene

Councilmember Beyene did not have anything to report.

4. Councilmember Pasanello

Councilmember Pasanello complimented the police officers that were recognized earlier in the evening. He also thanked the members of the audience who attended the evening's meeting.

5. Councilmember Schneider

Councilmember Schneider shared that his daughter finished her Eagle Scout Project at Haymarket Baptist Church. He shared that she installed a free food pantry and invited everyone to visit it and take advantage of the opportunity, if needed.

6. Councilmember Ramirez

Councilmember Ramirez thanked the officers that were recognized earlier in the evening.

7. Councilmember Gallagher

Councilmember Gallagher was not present and did not have a written report to submit.

**X. ADJOURNMENT**

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

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

Submitted by:

Approved by:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council

\_\_\_\_\_  
Kenneth Luersen, 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:
<b>Office of the Town Manager and Zoning Administrator</b>						
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.
RFP for Sidewalk	Emily K/Thomas B					Pre Construction Meeting to be held August 19th, Construction to begin August 26th
Communications Plan	EK, Tracylynn, Matt Gallagher					Will set meeting date with Vice Mayor and Councilmember Gallagher to discuss the Communications Plan and determine next steps
GOGov App	Emily and Julia					App is finalized and live for the community to download, will begin social media campaign to introduce the app to the community, 219 downloads of the app so far since launch
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 8/1 County Awaiting approval of the application

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<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. 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 Final ZTA to be brought to Town Council for review and recommendaiton for public hearing. UPDATE 7/30 public hearing held for ZTA, amendment to be voted on by TC in August 5th meeting</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<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</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Business Roundtable, 18 businesses in attendance</p>
<p>Park Building</p>	<p>Emily</p>					<p>August 12th Demolition RFP is due to the Town. Will update Council on the number of bids received and next steps</p>
<p>Staff Meetings</p>	<p>Staff</p>					<p>Staff Meetings held weekly on Tuesday</p>
<p>Strategic Planning Discussion</p>	<p>Emily</p>					<p>Discussed Strategic Planning with the Town Council at the January 29th Work Session. Outlined the top priorities that each Council had at this time, identified patterns in the priorities and selected the top three. The priorities identified are Town Park, Public Parking and Town Center Exterior. Expanding notes and timeline objectives for the top three identified priorities as well as other priorities, discussing Park Elements - working through notes and follow up on action items. Interviewing two consultants to discuss options for assisting the Town in developing a full Strategic Plan</p>

Museum: Crossroads Arts Alliance	Emily/Tracylyn n					Met with Kerry Molina and Nancy Clark, discussed scheduling and upcoming events
Security Door at Town Hall	Emily					Security Door installed, awaiting security feature installs -- Signed contract with Force Security for the interior vestibule door security to be added
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. Draft brochure to be submitted to the Town in August with print occurring in September
Youth In Government Preparations	Emily/Mary					Started discussions with Mary and Staff for the fall Youth in Government program
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					Received the draft for review the week of 7-29, will be reviewing draft and following up with Attorney mid August
<b>Land Use Planning Department</b>						
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--7/30/2024 Town Staff and Town Council discussing prioritization of and financing of project.

Highpointe at Haymarket	Emily K, Katie, Thomas					<p>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	Thomas					<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 6/26-7/30 Lots 1, 8, 9, 11, 12, 17, and 18 given zoning release for occupancy, construction of remaining lots continues.</p>
Van Metre -- Robinson Village	Emily K, Thomas					<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 6/26-7/30 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</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. UPDATE 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As 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. UPDATE 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</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 7/30/2024 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 7/30/2024 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 7/30/2024 site work continues, estimated completion for site work is September 2024, with opening of facilities in November 2024</p>
<p>Pulte Townhomes at CVC</p>	<p>Thomas</p>					<p>4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots. 10/16 Town Planner has given construction release for 9 more lots. 11/27, Town Planner has given zoning release for occupancy for 10 more lots, and construction release for another 10 lots. 12/22/2023 Town Received the proffer checks for the latest 10 lots. 2/1/2024 Town Staff expecting Pulte to request zoning inspection of next set of lots within the next six weeks. 2/28/2024--4/30/2024 Town Planner has given zoning release for occupancy for 8 more lots, and proffers have been collected for those 8 lots. The final 10 lots should be ready for inspection in late May. UPDATE 6/26/2024-7/30/2024 Town Planner has given all townhomes zoning release for occupancy, all proffers collected.</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 6/26/2024-7/30/2024 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--7/30/2024 Town Staff are still waiting on applicant to submit 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 7/30/2024 Site work continues, estimated completion date tbd</p>

14750 Jordan Lane	Thomas					<p>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 4/30/2024-7/30/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting.</p>
<b>Town Clerk</b>						
Board/Committee Updates	Kim					Justin Baker was sworn in to the Planning Commission at their July meeting. The PC changed their meeting day to the second Tuesday of the month effective August 13.
Agendas/Minutes	Kim					All recorded meetings and agendas have been saved to a file for the switch over. All minutes up to end of June have been signed and recorded on the website. I am working with Civic Plus converting historic files from Granicus to their site, including agendas and minutes.
Directives	Kim					I hope everyone has had a chance to look at our new platform on live streaming. We are live streaming on YouTube. We are still working on some minor hiccups with Civic Plus on making it as user friendly as possible. I will be attending the Virginia Association of Government Archives and Records Administrators Conference in October. I look forward to updated record retentions, FOIA and collecting ideas moving from paper to digital in storing records.
<b>Maintenance</b>						
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. Technician 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 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 waiting 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 correspondence 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 12 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. We have two new drop in vendors and a few new applications have been submitted. Live music is booked for every Sunday. I have been posting 2-3 vendor spotlights on Instagram and Facebook each Sunday.
Summer Concert 8/17	Julia					The theme is Boots, Brews, & BBQs. All bands/musical acts have been confirmed. Vendors including Bruster's, Nothing Bundt Cakes, Flynn's Wood Fired Pizza, Smokin' Shawn's BBQ, and Sweet Cups have submitted their applications and payments. Barking Rose will be the brewery serving alcohol at the concert. Decorations and party favors have been ordered and delivered. Balloon arch is confirmed and will be a brown and tan theme. Potter's Potties, show mobile, and sound contract have been ordered and confirmed. Vendor maps will be sent to all vendors by the end of this week.
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 at the Business Round Table and applications were given out. We are now discussing the lighting for candy cane lane.
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. We currently have 238 vendors and 29 parade participants signed up. Updated alcohol applications were sent out and we have 1 brewery that has signed up. We are expecting 2 other breweriest to sign up shortly. All bands have been booked and contacted to confirm. We are finalizing numbers for Haymarket Day to see how many spaces are still available.
Social Media/Website/GoGov	Emily/Alexandra/Julia					Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Currently advertising for the Summer Concert. A facebook event has been created for the Summer Concert. Gogov app was launched and notifications for events, meetings, and public notices have been going out. 21 users have created a MyHaymarket account, I have contacted GoGov for the total download count, we are currently at 219 downloads. I attended a Social Media and multi-channel communications training hosted by VRSA on zoom. Scavenger Hunt was advertised on social media and recieved great feedback. We have handed out over 135 scavenger hunt passports.
Newsletter	Emily/Alex					3rd Quarter Newsletter was mailed to all residents 7/1. Posted newsletter on Town Boards and to website. Begin preparing Q4 newsletter.
Real Estate Tax	Roberto/Alexandra					Continue to review outstanding invoices and mail; 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 weekly 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 June & July invoices;
Office Misc.:	Alexandra					Cont. trash transitions/concerns-update website with new information; Continue processing incoming event applications; Update In-Town Businesses brochure; BPOL organization; Research Military Banner Program, prepare options; Youth in Gov. Meeting; Prepare Business Roundtable Agenda and communications;
<b>New/Old Business Updates</b>						

New Businesses	<p><b>Skyline Financial</b>- New Business at 6611 Jefferson St. <b>Duck Donuts</b>- opening mid-August; date TBD. Several new counselor/therapists at 6611 Jefferson St. currently being processed</p>
----------------	--



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:** August 05, 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.

	<b>Total Amount Collected</b>	<b>Total Amount Used</b>	<b>Total Amount Available</b>
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	<b>\$ 2,217,961.00</b>

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

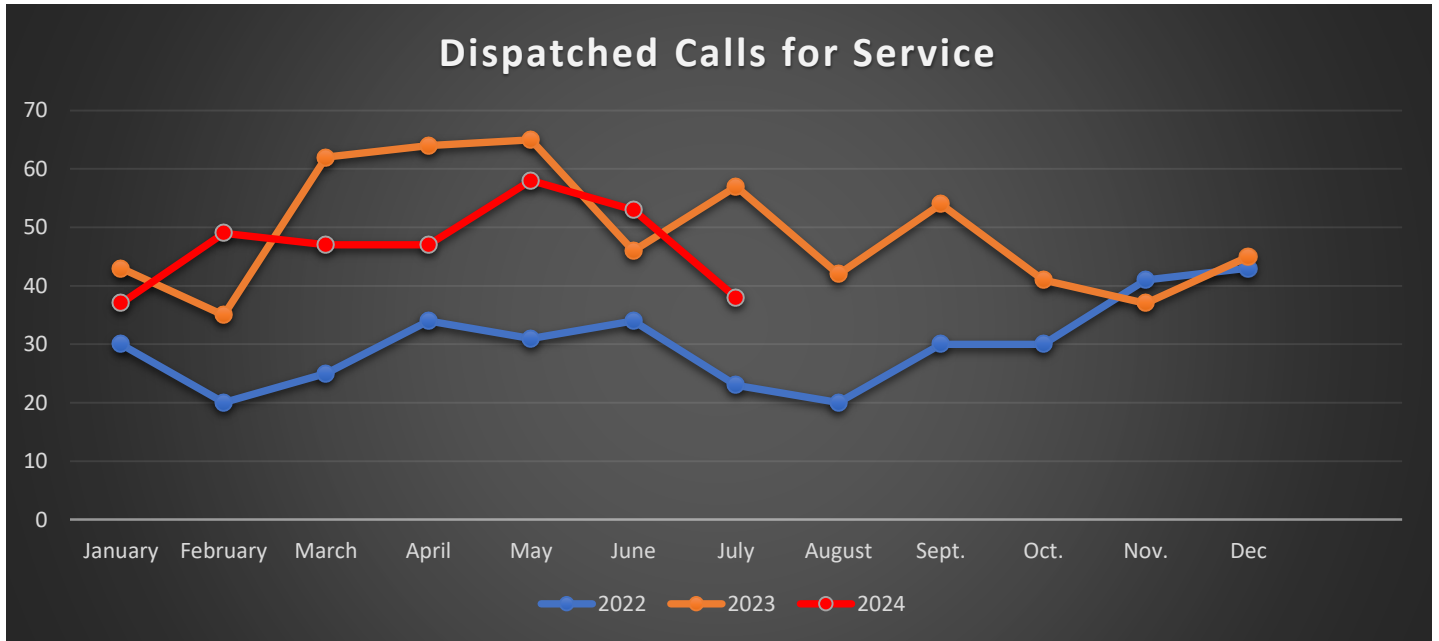
<b>Robinson Village (Van Metre)</b>		<b>Proffers received as of 03.01.2023</b>				
	<b>Per Unit</b>	<b>Units</b>	<b>Actuals</b>	<b>Total for 38 Townhomes</b>	<b>Used</b>	<b>Balance</b>
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00	\$ -	\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 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
	<b>\$19,316.00</b>		<b>\$ 734,008.00</b>	<b>\$ 734,008.00</b>		<b>\$ 720,817.00</b>
<b>Pulte (Crossroads)</b>		<b>Proffers received as of 04.22.2024</b>				
	<b>Per Unit</b>	<b>Units</b>	<b>Actuals</b>	<b>Total for 79 Townhomes</b>	<b>USED</b>	<b>Balance</b>
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
	<b>\$19,316.00</b>		<b>\$ 1,332,804.00</b>	<b>\$ 1,525,964.00</b>		<b>\$ 1,303,984.00</b>

# Police Department Report to Council

Activity Period June 15, 2023 to July 14, 2024

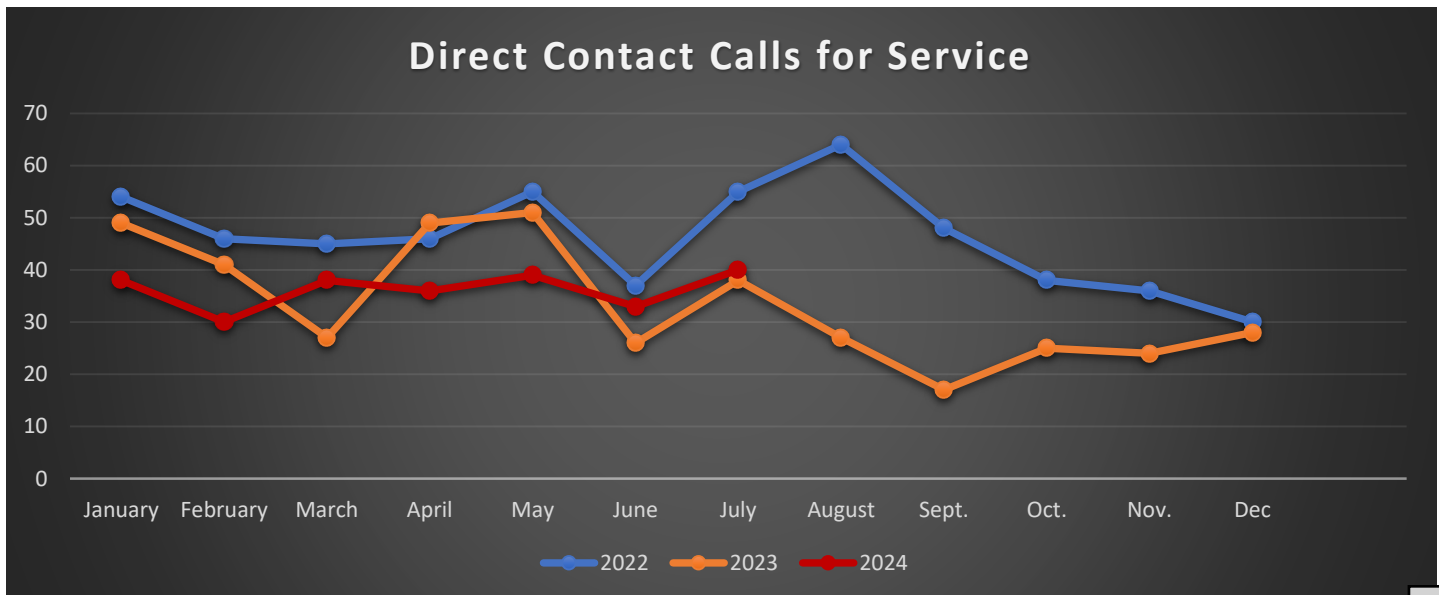
**Dispatched Calls:** Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch.

- Reportable Calls: 5
- Deferments: 4
- Non-Reportable Calls: 29



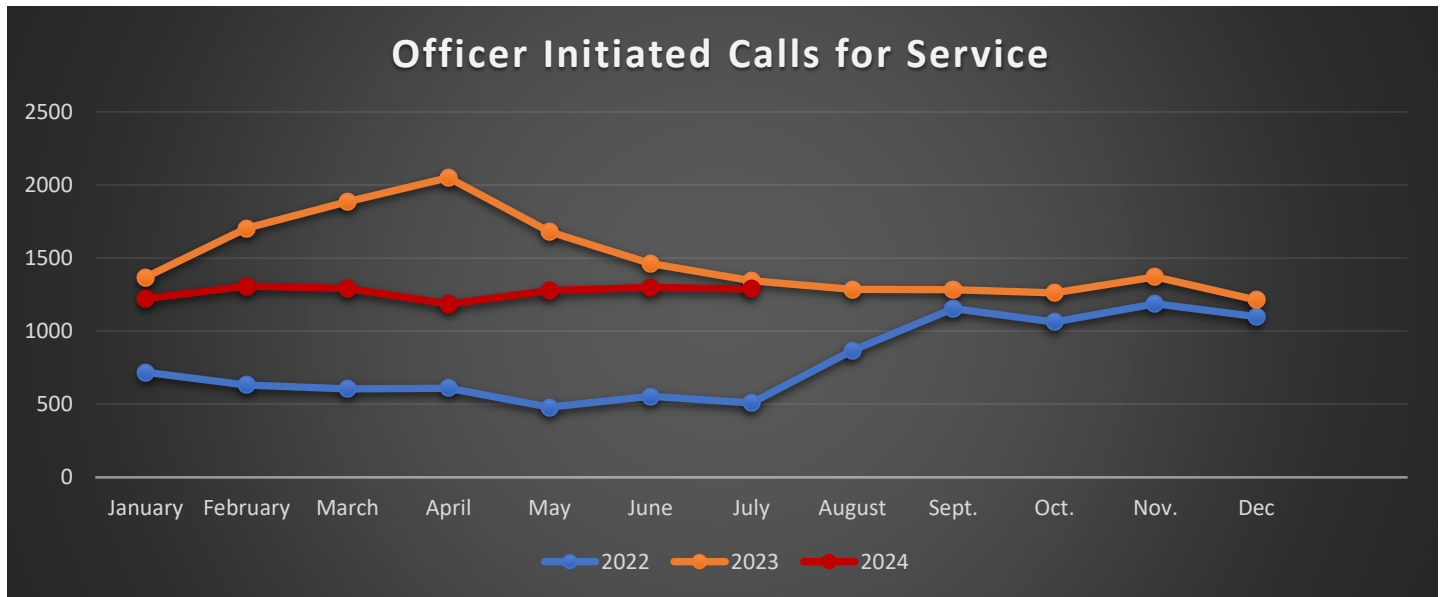
**Flag Downs/Phone Calls:** Reportable and non-reportable calls for service that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person.

- Reportable Calls: 1
- Non-Reportable Calls: 39



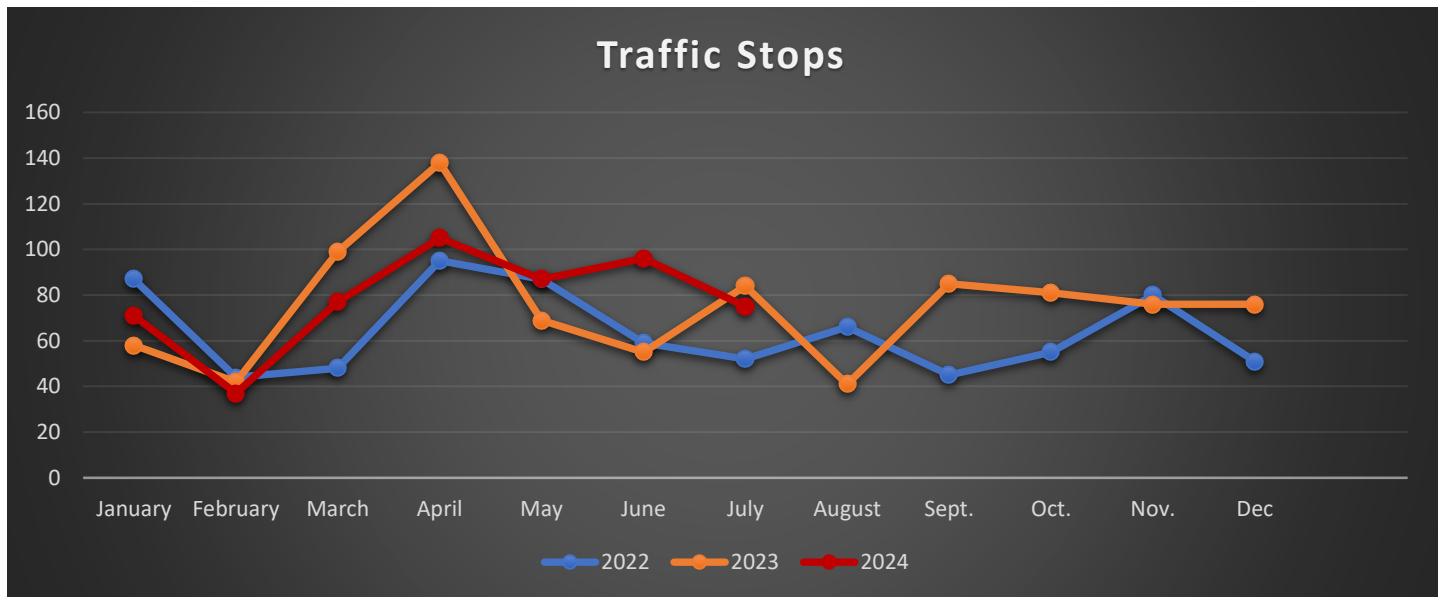
**Self-Initiated Calls:** Calls that are based on the officer’s own observations. Reportable, Non-Reportable, and Traffic Stops.

- Reportable Calls: 12
- Non-Reportable Calls: 1,151
- Foot Patrols: 102



**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.

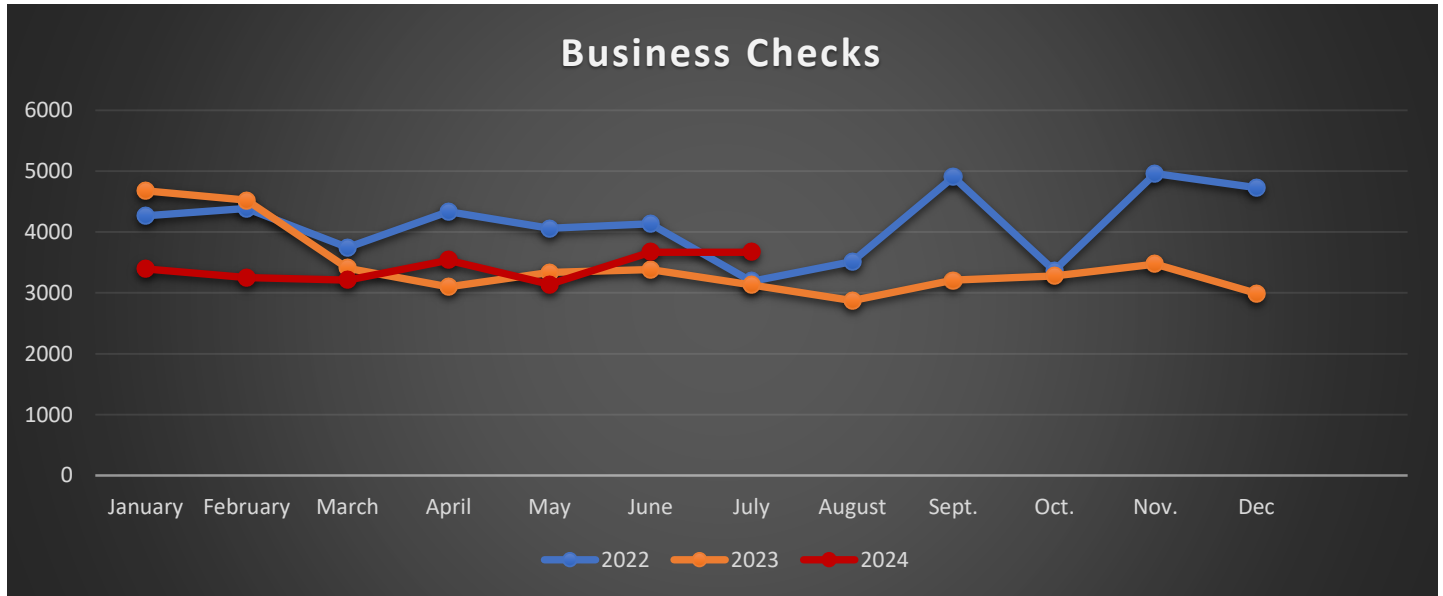
- Traffic Stops: 75
  - Summonses: 50
  - Warnings: 51





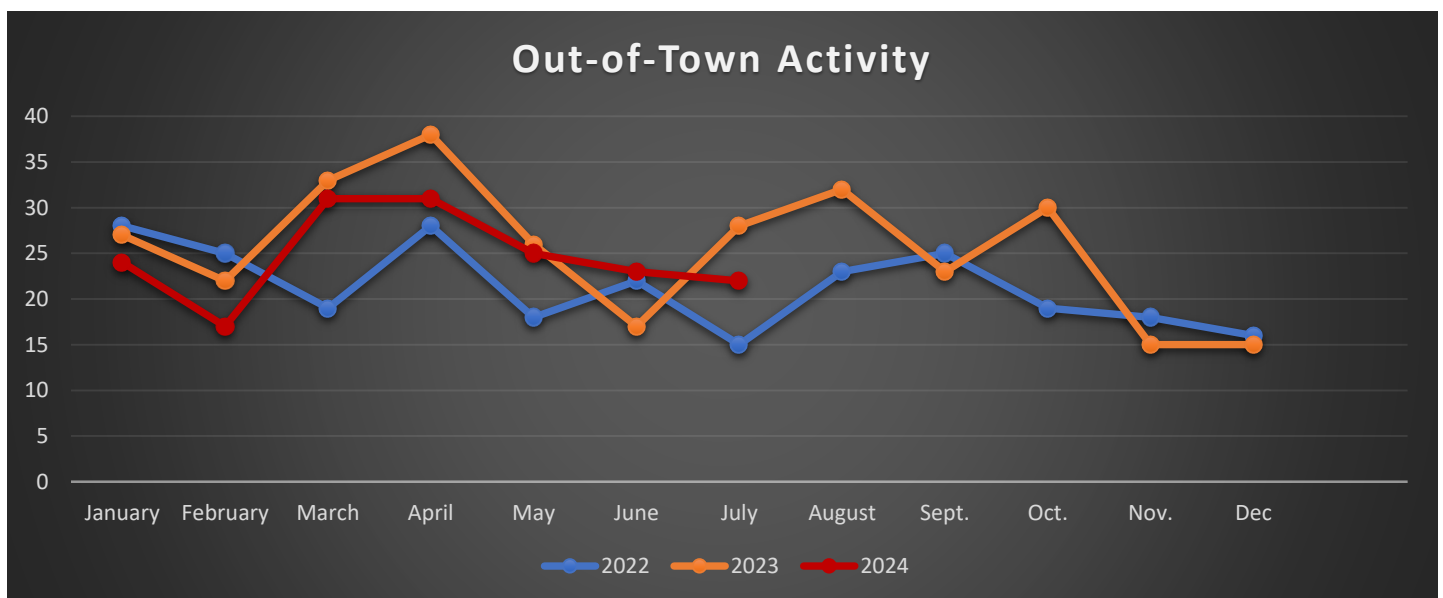
**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is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

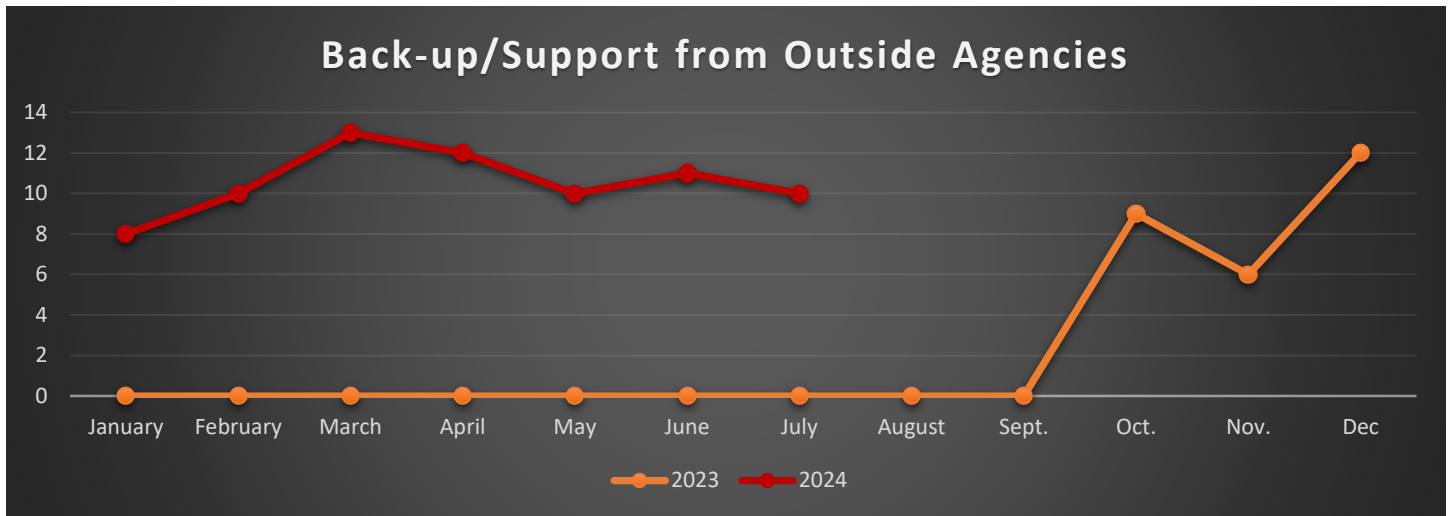
- Personal Contact: 348
- Physical Check: 462
- Drive By: 2,858



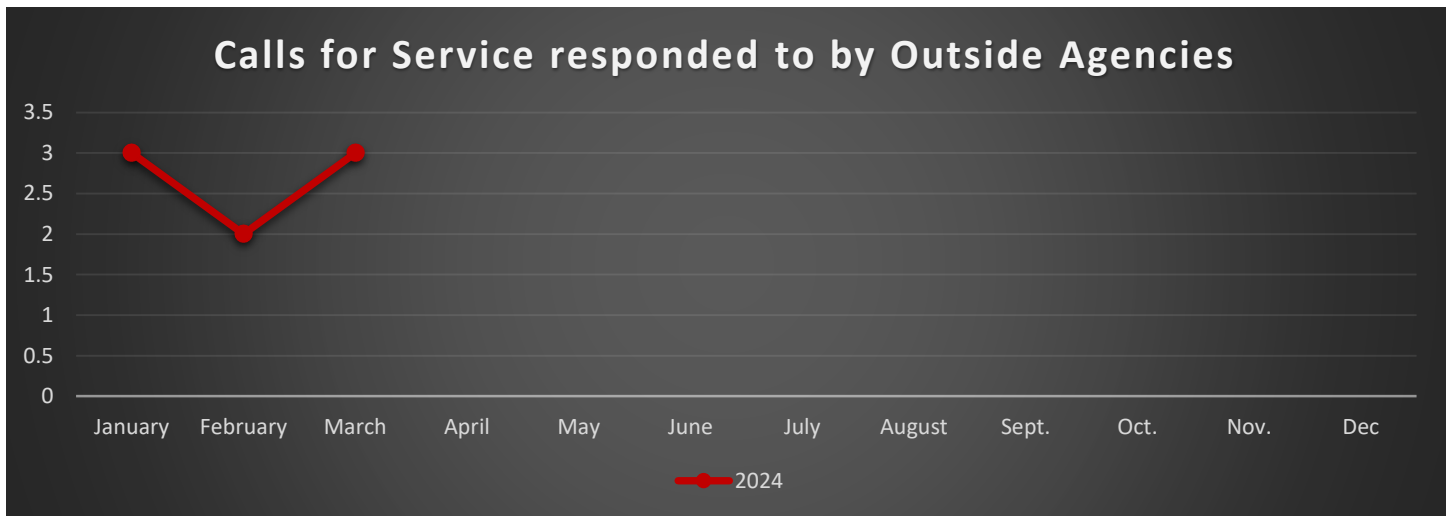
**Out of Town Activity:** On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 14
- Other: 8

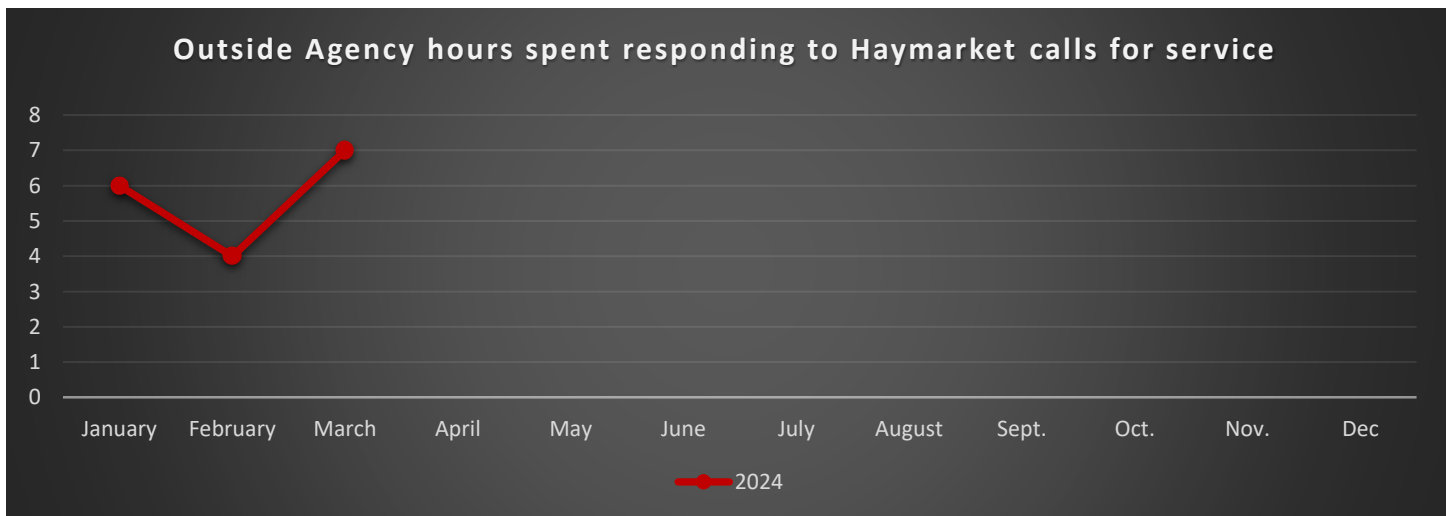




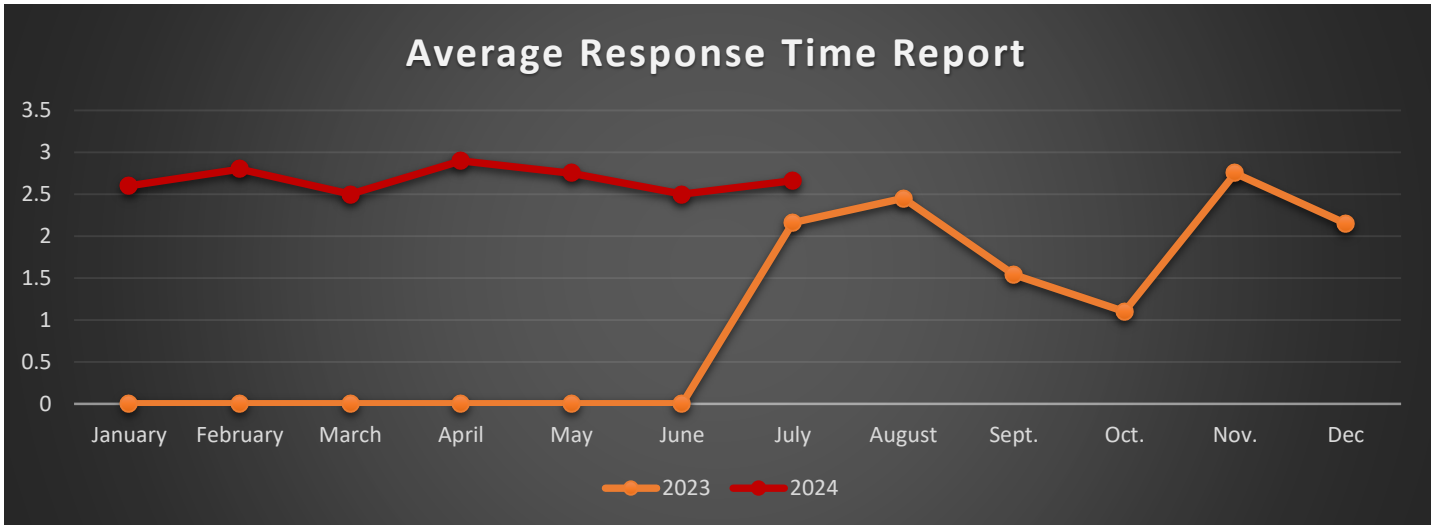
Calls for service answered by outside agencies: 3



Time spent by outside agencies on calls for service as primary responder: Approximately 7 hours.



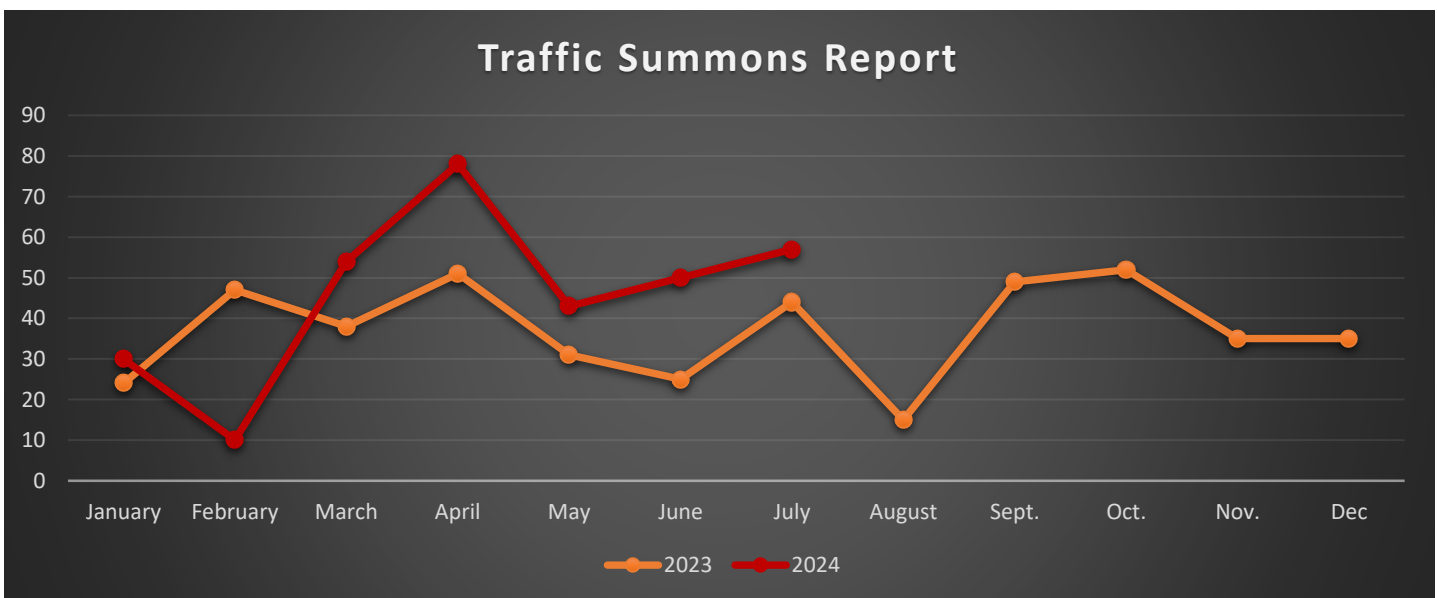
Average Officer Response times to all calls for Service: 2 minutes 40 seconds.



Hours spent by Haymarket Police Department Officers on Calls for Service: 127 (follow-up investigation not included)

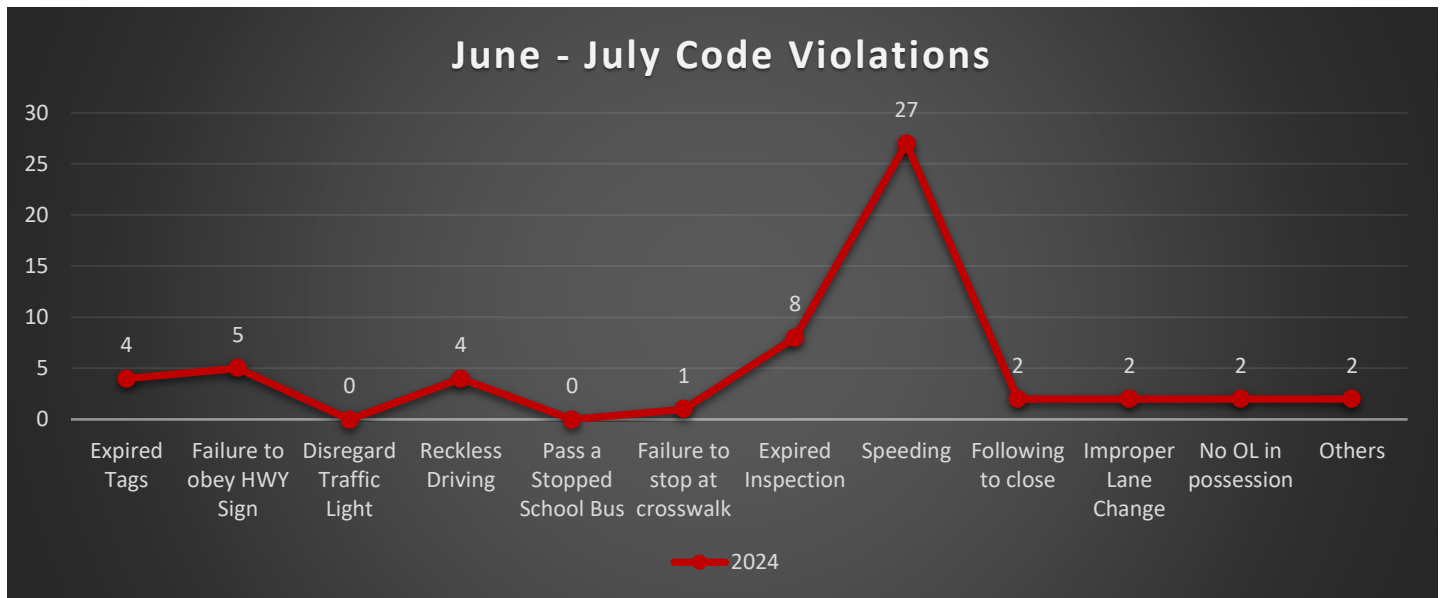


Total Summons Issued: 57

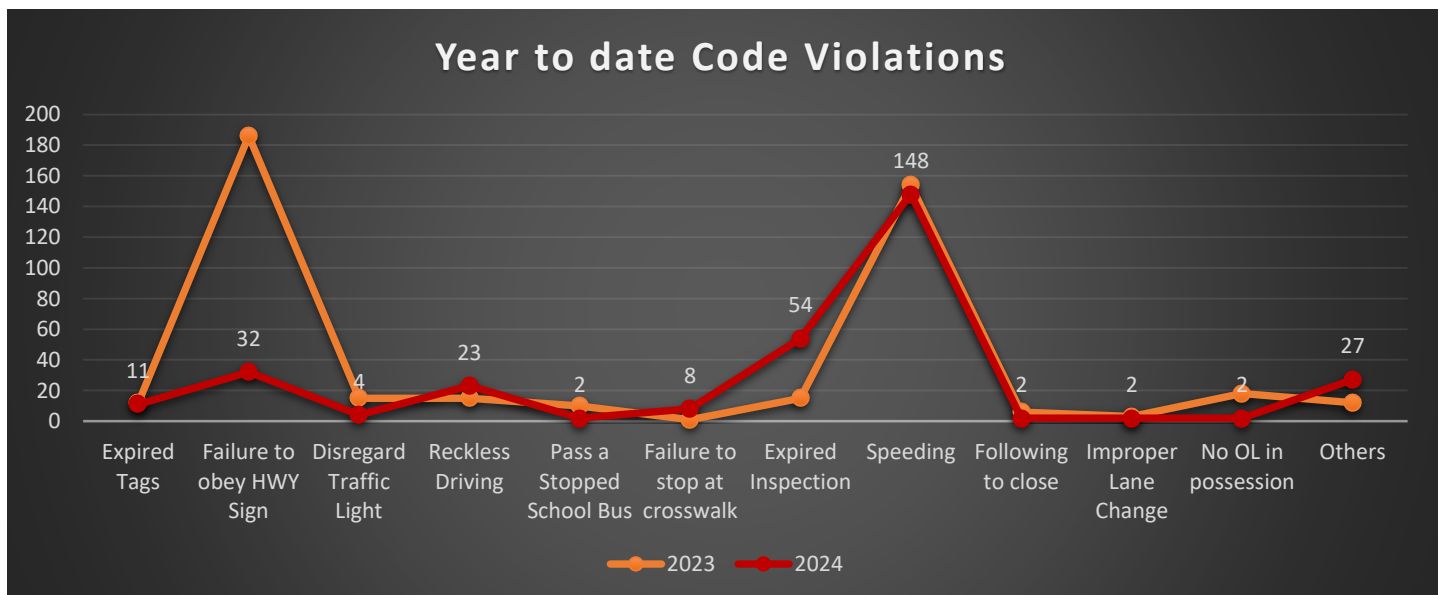


**Traffic Summons Issued:** Summons issued for traffic violations. 57

- 46.2-646 – Expired Registration – 4
- 46.2-830 – Failure to obey a highway sign – 5
- 46.2-833.1 – Disregard a traffic light – 0
- 46.2-852 – Reckless Driving – 4
- 46.2-859 – Pass a stopped school bus – 0
- 46.2-924 – Failure to stop at crosswalk – 1
- 46.2-1158 – Expired inspection – 8
- 46.2-874 – Speeding – 27
- 46.2-816 – Follow to close – 2
- 46.2-804 – Improper lane change – 2
- 46.2-300 – No operator’s license – 2
- Others – 2

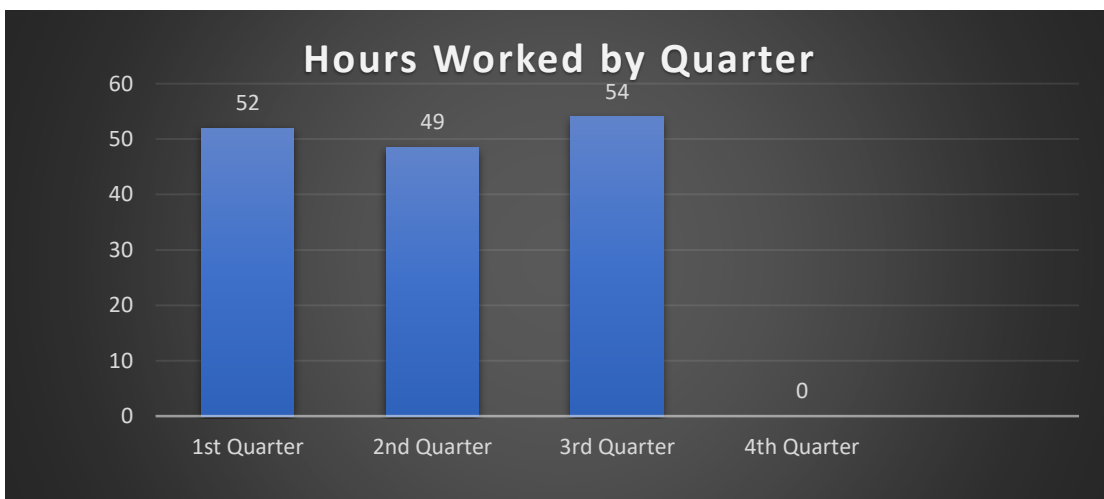
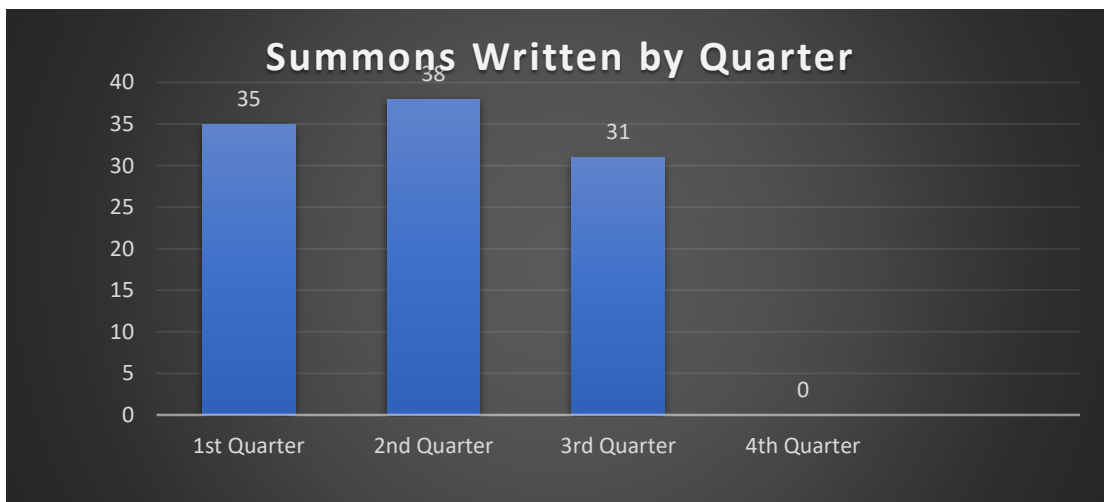
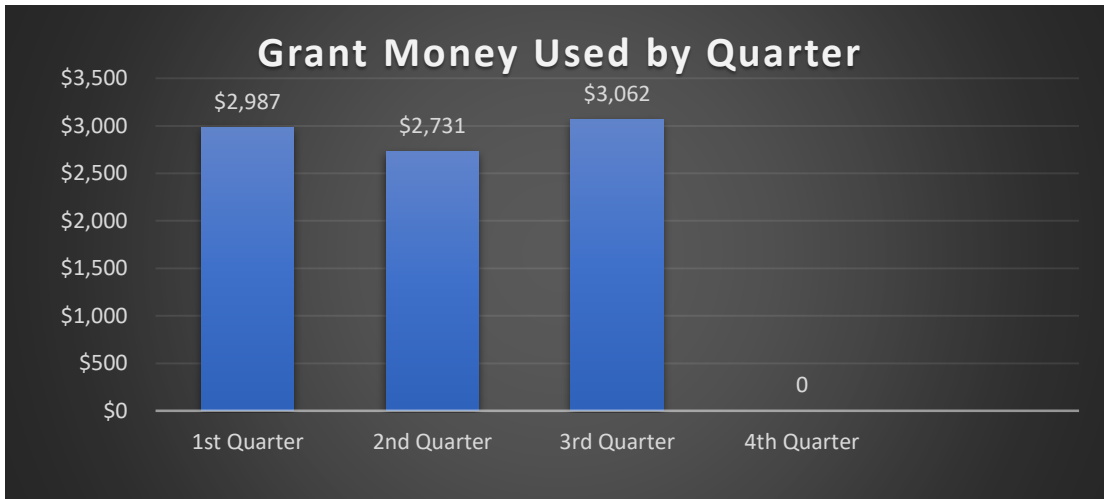


**Total Summons Issued 2024: 315**



DMV Grant: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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 have been working with Motorola Solutions and the Prince William County Police Department to move forward on the department's new RMS system.
- Lt. Davis held the department's 1<sup>st</sup> Woman's Self Defense Class for 2024. The event was well attended and received.
- DMV grant reimbursement for the 3<sup>rd</sup> quarter has been submitted in the amount of \$3,062.40.
- Federal and State asset forfeiture certification reports have both been submitted and approved.
- Part time officer Les Taylor has been appointed to full time beginning July 15, 2024. Officer Taylor brings 20 years of Law Enforcement experience to the community.
- LUP has been submitted to VDOT for Haymarket Day. We are awaiting approval.
- Request for supplementary equipment from Prince William County EOC has been submitted for Haymarket Day and Christmas in Haymarket.
- Town Manager Emily Kyriazi, Treasurer Roberto Gonzalez, and Chief Sibert met with Prince William Fire Chief Matt Smolsky on July 18, 2024 to discuss the Town Comfort Center project. Another meeting will be held with Asst. Chief Kurt Heindrichs the last week of July or the first week in August.
- Request for supplementary equipment from Prince William County Police Department has been submitted for Haymarket Day.
- Request for supplementary Law Enforcement Officers for Haymarket Day has been submitted.
- National Night Out will be held at Haymarket Park on August 6, 2024 from 5pm to 8pm.
- Officer Charles Burgoon completed Drone Ops Training the week of July 15, 2024.
- Officer Charles Burgoon completed advanced DUID Training the week of July 22, 2024.
- On July 23, 2024, Matt Burrows installed the new speed sign on the west side of town. The sign is working extremely well, and we have seen a remarkable reduction in speeds further into town.
- Discussion has begun on the purchase of a new message board with the Finance Committee.
- The Haymarket Police Department's 2023 Annual Report has been posted to social media and the paper copy is available in the PD lobby.

Respectfully Submitted,

Allen Sibert

Chief of Police

***2024 Event Listing on next page***

## **Haymarket Police Department 2024 Event Listing**

<b>#</b>	<b>Name of Event</b>	<b>Date of Event</b>	<b>Status</b>
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 <sup>th</sup> -17 <sup>th</sup> , 2024	Completed
7	St. Baldricks Event	March 16, 2024	Completed
8	U Drive, U Text, U Pay Initiative	April 1 <sup>st</sup> – 8 <sup>th</sup> , 2024	Completed
9	Impaired Driving Enforcement Initiative	April 20, 2024	Completed
10	Drug Take Back	April 27, 2024	Completed
11	Farmers Market	April 21 <sup>st</sup> - November 10 <sup>th</sup> , 2024	On-going
12	HPD Senior Summit	April 25, 2024	Completed
13	Impaired Driving Enforcement Initiative	May 1 <sup>st</sup> – May 6 <sup>th</sup> , 2024	Completed
14	Relay for Life	May 11, 2024	Completed
15	Click it or Ticket Initiative	May 13 <sup>th</sup> – June 2 <sup>nd</sup> , 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 <sup>th</sup> – July 4 <sup>th</sup> , 2024	Completed
22	Woman’s Self Defense Class 1	July 9, 2024	Completed
23	National Night Out	August 6, 2024	Upcoming
24	Drive Sober or get pulled over Initiative	August 14 <sup>th</sup> – Sept. 2 <sup>nd</sup> , 2024	Upcoming
25	Summer Concert	August 17, 2023	Upcoming
26	Flags for Hero’s	September 14, 2024	Upcoming
27	Child Passenger Safety Week	September 15 <sup>th</sup> – 21 <sup>st</sup> , 2024	Upcoming
28	See Tracks, think Train Week	Sept. 23 <sup>rd</sup> – 29 <sup>th</sup> , 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	TBA	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
<b>Active Plans/Projects</b>					
Crossroads Village	Katie/Thomas	10/18/2018	7/30/2024	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
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	7/25/2024	Applicant	-PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11 -Preconstruction/inspection kickoff meeting 6/27 -Construction and Town E&S inspections ongoing
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	7/25/2024	Applicant	-Revision submitted 1/24 -Approved 2/22 -Bond coordination 4/30 -Preconstruction meeting held 5/10 -Construction and Town E&S inspections ongoing
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	7/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	7/25/2024	Applicant	-Construction and Town E&S inspections ongoing -Lot 1 yard requirement coordination 4/16
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	7/25/2024	Applicant	-Construction and Town E&S inspections ongoing -Sidewalk addition coordination
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Chick-fil-A	Katie/Emily	11/16/2021	7/11/2024	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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans</b>					
Park Sidewalk	Katie/Thomas	4/27/2021	7/18/2024	Town/Contractor	-100% Plans approved by PC -Notice of Award letter drafted 4/17 -Park design memo sent 4/24 -Plan approved. Construction NTP 8/26 -Deed needed ASAP for recordation of plat
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
Robinson Village	Katie/Thomas	8/13/2020	6/26/2024	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built inserts provided 3/4/24. Conditional approval 4/11. Coordinating turn/bike lane ponding issue. Onsite meeting 6/13
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
<b>Low Activity Open Plans</b>					
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:** July 30, 2024

---

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

1. Reviewed title report and survey plat to determine the accuracy of boundary lines on residential property.
2. Researched and advised Town Manager regarding procedures for tax rate vote.
3. Reviewed proposed trash disposal contract and provided comments and revisions.
4. Researched and provided a legal opinion regarding a lease agreement for Town-owned property.
5. Reviewed and revised snow removal ordinance.
6. Researched and provided legal opinion regarding dual membership requirements for the Town's Board of Zoning Appeals and Planning Commission.
7. Researched and provided legal opinion regarding license requirements for mobile food units.
8. Researched and provided legal opinion regarding Haymarket Day and the outdoor events ordinance.
9. Researched and provided legal opinion regarding developer's engineering fees and request for partial release of cash bonds.
10. Reviewed notices of violation and advised Town Manager.



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: August 05, 2024  
Re: Treasurer's Report

---

### Highlights:

- Actuals as of 07.31.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 07.31.2024.
- Proffer report update – Fully collected from developers
- Continuing to work with Auditor for onsite visit and documentation requests to complete FY2023 Audit.
- Included the unaudited FY2024 Actuals for Council to review.
- Prepared and presented FY2025 Budget amendment for the Park Sidewalk project.
- Working with the Event coordinator on Town Events funds.
- VML/VACo representative presented Benchmark report to Council during July 29<sup>th</sup> 2024 work session.
- Attended VRSA Virtual HR Overview meeting
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket  
Statement of Net Position  
As of July 31, 2024

	<u>Jul 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	8,462,908.58
11010 · Virginia Investment Pool	350,910.07
<b>Total Checking/Savings</b>	8,813,818.65
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	108,948.77
12010 · A/R Permits	-2,122.17
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,271.99
<b>Total Accounts Receivable</b>	110,860.03
<b>Other Current Assets</b>	
11499 · Undeposited Funds	6,070.49
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
<b>Total Other Current Assets</b>	-39,555.33
<b>Total Current Assets</b>	8,885,123.35
<b>Fixed Assets</b>	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
<b>Total Fixed Assets</b>	5,917,972.06
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	1,058,846.75
<b>TOTAL ASSETS</b>	<b><u>15,861,942.16</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	54,520.89
<b>Total Accounts Payable</b>	54,520.89
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	113.90
<b>Total Credit Cards</b>	338.85

Town of Haymarket  
Statement of Net Position  
As of July 31, 2024

	<u>Jul 31, 24</u>
<b>Other Current Liabilities</b>	
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	53,896.82
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	392,571.20
<b>Total Other Current Liabilities</b>	<u>4,372,693.77</u>
<b>Total Current Liabilities</b>	4,427,553.51
<b>Long Term Liabilities</b>	
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
<b>Total Long Term Liabilities</b>	<u>1,113,293.98</u>
<b>Total Liabilities</b>	5,540,847.49
<b>Equity</b>	
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	4,611,478.83
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	-217,201.42
<b>Total Equity</b>	<u>10,321,094.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>15,861,942.16</u></u>

Income	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
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%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	0.00	486,893.00	0.0%	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	0.00	225,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	105.00	325,000.00	0.0%	
3120-03 · Cigarette Tax	11,376.56	140,000.00	8.1%	Collection for the month of July 2024
3120-04 · Consumer Utility Tax	0.00	158,000.00	0.0%	
3120-05 · Meals Tax - Current	0.00	1,550,000.00	0.0%	
3120-06 · Sales Tax Receipts	0.00	160,000.00	0.0%	
3120-07 · Penalties (Non-Property)	791.06	5,000.00	15.8%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	12,272.62	2,587,000.00	0.5%	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	450.00	4,500.00	10.0%	
3130-03 · Motor Vehicle Fees	60.00	0.00	100.0%	
3130-05 · Other Planning & Permits	0.00	1,000.00	0.0%	
3130-06 · Pass Through Fees	0.00	15,000.00	0.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	510.00	20,500.00	2.5%	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	0.00	20,000.00	0.0%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	0.00	20,000.00	0.0%	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	0.00	13,500.00	0.0%	
3150-03 · Interest on Bank Deposits	0.00	89,500.00	0.0%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	0.00	103,000.00	0.0%	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	7,525.18	49,207.00	15.3%	
3151-08 · 15020 Washington Realty	4,862.33	58,348.00	8.3%	
3151-09 · 15026 Copper Cricket	2,417.33	29,008.00	8.3%	
3151-11 · Cupcake Heaven and Cafe LLC	3,015.81	36,914.00	8.2%	
3151-15 · Revolution Mortgage	664.69	7,312.00	9.1%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	18,485.34	180,789.00	10.2%	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	7,785.00	20,000.00	38.9%	
3165-01 · Town Event	51,157.00	80,000.00	63.9%	
3165-02 · Farmer's Market	8,088.75	12,000.00	67.4%	
3165-03 · Town Ornaments	0.00	10,000.00	0.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	67,030.75	122,000.00	54.9%	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	34.77	300.00	11.6%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	94.77	300.00	31.6%	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	0.00	36,144.00	0.0%	
3200-05 · Communications Tax	0.00	80,000.00	0.0%	
3200-06 · Department of Fire Programs	0.00	15,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%	
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%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	1,535.23	170,464.00	0.9%	
<b>3500 · Reserve Funds</b>	0.00	283,000.00	0.0%	



<b>Total Income</b>	<b>99,928.71</b>	<b>3,973,946.00</b>	<b>2.5%</b>
<b>Gross Profit</b>	<b>99,928.71</b>	<b>3,973,946.00</b>	<b>2.5%</b>

## Expense

<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	0.00	5,000.00	0.0%
111002 · FICA/Medicare	156.82	2,000.00	7.8%
111003 · Meals and Lodging	0.00	2,500.00	0.0%
111004 · Mileage Allowance	0.00	500.00	0.0%
111005 · Salaries & Wages - Regular	1,650.00	25,000.00	6.6%
<b>Total 11100 · TOWN COUNCIL</b>	<b>1,806.82</b>	<b>35,000.00</b>	<b>5.2%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	36,084.05	486,558.00	7.4%
1211002 · Salaries/Wages - Overtime	0.00	4,500.00	0.0%
1211003 · Salaries/Wages - Part Time	5,776.50	39,420.00	14.7%
1211004 · FICA/Medicare	2,864.98	40,238.00	7.1%
1211005 · VRS	6,249.68	78,978.00	7.9%
1211006 · Health Insurance	4,758.40	78,213.00	6.1%
1211007 · Life Insurance	526.20	5,857.00	9.0%
1211008 · Disability Insurance	266.66	3,360.00	7.9%
1211009 · Unemployment Insurance	17.14	5,995.00	0.3%
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	0.00	12,000.00	0.0%
1211014 · Printing & Binding	833.31	8,298.00	10.0%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet &Website Svc	633.44	28,550.00	2.2%
1211017 · Postage	441.00	5,000.00	8.8%
1211018 · Telecommunications	577.69	7,500.00	7.7%
1211019 · Mileage Allowance	0.00	2,500.00	0.0%
1211020 · Meals & Lodging	782.83	7,000.00	11.2%
1211021 · Convention & Education	0.00	10,000.00	0.0%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	150.00	21,075.00	0.7%
1211025 · Office Supplies	49.50	8,500.00	0.6%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>77,869.38</b>	<b>891,284.00</b>	<b>8.7%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	0.00	100,000.00	0.0%
<b>Total 12210 · LEGAL SERVICES</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.0%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	0.00	25,500.00	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>25,500.00</b>	<b>0.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>79,676.20</b>	<b>1,051,784.00</b>	<b>7.6%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	40,042.36	675,291.00	5.9%
3110003 · Salaries & Wages - OT Premium	1,527.48	24,000.00	6.4%
3110004 · Salaries & Wages - Holiday Pay	2,795.28	38,041.00	7.3%
3110005 · Salaries & Wages - Part Time	3,140.00	27,000.00	11.6%
3110007 · Salary & Wages - DMV Grant	521.91	15,000.00	3.5%
3110012 · Salaries & Wages - PT Admin.	837.50	39,000.00	2.1%
3110020 · FICA/MEDICARE	3,822.87	66,545.00	5.7%
3110021 · VRS	5,736.46	88,666.00	6.5%
3110022 · Health Insurance	7,137.60	140,430.00	5.1%
3110023 · Life Insurance	585.46	8,036.00	7.3%
3110024 · Disability Insurance	171.78	3,070.00	5.6%
3110025 · Unemployment Insurance	70.46	4,320.00	1.6%
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	2,227.00	10,000.00	22.3%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	405.69	15,300.00	2.7%
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	270.66	6,000.00	4.5%
3110042 · Vehicle Fuels	0.00	36,700.00	0.0%
3110043 · Vehicle Maintenance/Supplies	0.00	22,000.00	0.0%
3110045 · Uniforms & Police Supplies	31.70	45,901.00	0.1%
3110056 · Capital Outlay-Machinery/Equip	0.00	192,405.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>103,290.21</b>	<b>1,569,430.00</b>	<b>6.6%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>103,290.21</b>	<b>1,584,430.00</b>	<b>6.5%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	0.00	208,608.00	0.0%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>0.00</b>	<b>208,608.00</b>	<b>0.0%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	2,111.30	111,892.00	1.9%
4310002 · Maint Svc Contract-Pest Control	0.00	5,000.00	0.0%
4310003 · Maint Svc Contract-Landscaping	2,175.00	35,000.00	6.2%
4310004 · Maint Svc Contract Snow Removal	0.00	10,000.00	0.0%
4310007 · Electric/Gas Services	1,630.15	18,593.00	8.8%
4310008 · Electrical Services-Streetlight	271.27	5,500.00	4.9%
4310009 · Water & Sewer Services	411.50	3,850.00	10.7%
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%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>6,599.22</b>	<b>200,335.00</b>	<b>3.3%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>6,599.22</b>	<b>416,156.00</b>	<b>1.6%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	29,827.73	96,429.00	30.9%
60001 · Town Tourism	1,187.50	64,286.00	1.8%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>31,015.23</b>	<b>182,715.00</b>	<b>17.0%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	5,080.00	25,000.00	20.3%
7000003 · Demolition	0.00	50,000.00	0.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>5,080.00</b>	<b>75,000.00</b>	<b>6.8%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	675.00	5,000.00	13.5%
7111003 · Contractural Services	12,742.28	64,950.00	19.6%
7111004 · Events - Other	0.00	40,850.00	0.0%
7111005 · Police Department Events	0.00	7,800.00	0.0%
7111006 · Farmer's Market	300.00	12,000.00	2.5%
<b>Total 71110 · EVENTS</b>	<b>13,717.28</b>	<b>130,600.00</b>	<b>10.5%</b>
<b>72200 · MUSEUM</b>			
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%
<b>Total 72200 · MUSEUM</b>	<b>560.68</b>	<b>5,950.00</b>	<b>9.4%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>19,357.96</b>	<b>211,550.00</b>	<b>9.2%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	60.00	5,670.00	1.1%
8110002 · FICA/Medicare	7.46	500.00	1.5%
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	1,000.00	391.8%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>4,638.12</b>	<b>29,120.00</b>	<b>15.9%</b>
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%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>207.05</b>	<b>7,776.00</b>	<b>2.7%</b>
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%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,928.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>4,845.17</b>	<b>39,824.00</b>	<b>12.2%</b>
<b>09 · NON-DEPARTMENTAL</b>			
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
<b>Total 95100 · DEBT SERVICE</b>	<b>72,346.18</b>	<b>73,163.00</b>	<b>98.9%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>72,346.18</b>	<b>73,163.00</b>	<b>98.9%</b>
<b>94105 · PERSONNEL</b>			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04		
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.04</b>		
<b>Total 94105 · PERSONNEL</b>	<b>-0.04</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>
<b>94108 · Capital Improvement Funds Expens</b>			
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	0.00	100,324.00	0.0%
9410806 · Message Board Trailer	0.00	20,000.00	0.0%
<b>Total 94108 · Capital Improvement Funds Expens</b>	<b>0.00</b>	<b>325,324.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>317,130.13</b>	<b>3,974,946.00</b>	<b>8.0%</b>
<b>Net Ordinary Income</b>	<b>-217,201.42</b>	<b>-1,000.00</b>	<b>21,720.1%</b>
<b>Other Income</b>			
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 · Development Funds	0.00	75,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000.00</b>	<b>0.0%</b>
<b>Other Expense</b>			

<b>98000 · Development Expenditures</b>			
98000-1 · Parks & Recreation	0.00	75,000.00	0.0%
<b>Total 98000 · Development Expenditures</b>	<b>0.00</b>	<b>75,000.00</b>	<b>0.0%</b>
<b>97001 · American Rescue Plan Expenses</b>			
97001-2 · Town Website	0.00	50,000.00	0.0%
<b>Total 97001 · American Rescue Plan Expenses</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Net Income Operational / Other Budget</b>	<b>-217,201.42</b>	<b>-1,000.00</b>	<b>21,720.1%</b>



**Town of Haymarket**  
**2024 Through 2029 Capital Improvements Plan**

	Town Contributions						Total Project Costs
	Current	Future Years					
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
<b>GENERAL GOVERNMENT</b>							
<b>Washington Street Beautification</b>							
Streetlights (Repairs)	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$275,000
Street Trees, Planters, Street Beautification Projects	\$5,000		\$5,000		\$5,000		\$15,000
Town Sidewalk (repairs)		\$100,000	\$100,000	\$100,000			\$300,000
Crosswalk Improvements (Signage/Markings)	\$25,000	\$50,000		\$50,000			\$125,000
Crosswalk Repair (Maintenance)			\$50,000		\$50,000		\$100,000
<b>Streets, Sidewalks, Parking</b>							
Haymarket Park Sidewalk to Bleight Drive	\$89,891	\$836,586					\$926,477
<b>Town Center Property</b>							
Site Plan Construction		\$50,000	\$250,000	\$250,000	\$1,000,000		\$1,550,000
Security/Camera System Including Museum		\$225,000					\$225,000
<b>Haymarket Community Park</b>							
Demolition of Park House		\$50,000					\$50,000
Town Park Site Plan (Engineering Design Phase)		\$100,000					\$100,000
Construction of Site Plan (including parking improvements)			TBD	TBD	TBD		
Security/Camera System			\$50,000				\$50,000
<b>Town Signage</b>							
Signage Above TH and PD Doors	\$20,000						\$20,000
Gateway Sign Program (Design, Engineering, Construction)		\$20,000	\$75,000				\$95,000
Post & Panel Gateway Signs (Qty 2)		\$25,000					\$25,000
VDOT Historic District Signage		\$50,000					
Electronic Message Boards at Town Hall and Park			\$50,000				
<b>Town Administration</b>							
Town Website		\$50,000					\$50,000
<b>POLICE DEPARTMENT</b>							
Police Cruiser	\$64,000	\$128,000	\$128,000	\$64,000		\$128,000	\$512,000
PD Awning	\$14,000						\$14,000
Administrative Office Modifications		\$15,000					\$15,000
PD Cruiser Dash Mountd Cameras		\$17,225	\$17,225	\$17,225	\$17,225	\$17,225	\$86,125
Body Worn Cameras		\$7,155	\$10,400	\$10,400	\$10,400	\$10,400	
New Message Board Trailer		\$20,000					\$20,000
<b>PUBLIC PARKING</b>							
Land Acquisition							
Site Plan							
Construction of Public Parking							
<b>Totals</b>	<b>\$242,891</b>	<b>\$1,793,966</b>	<b>\$785,625</b>	<b>\$541,625</b>	<b>\$1,132,625</b>	<b>\$205,625</b>	<b>\$4,553,602</b>
<b>Future Projects for Consideration</b>							

## Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 2024

	Jul 24	Jul 23	% Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>3120 · OTHER LOCAL TAXES</b>			
3120-00 · Transient Occupancy Tax	0.00	0.00	0.0%
3120-02 · Business License Tax	105.00	17,381.19	-99.4%
3120-03 · Cigarette Tax	11,376.56	14,650.08	-22.3%
3120-04 · Consumer Utility Tax	0.00	0.00	0.0%
3120-05 · Meals Tax - Current	0.00	-2,082.96	100.0%
3120-06 · Sales Tax Receipts	0.00	-14,123.86	100.0%
3120-07 · Penalties (Non-Property)	791.06	424.39	86.4%
3120-08 · Interest (Non-Property)	0.00	84.64	-100.0%
Development Revenue			
Proffers	0.00	0.00	0.0%
<b>Total Development Revenue</b>	0.00	0.00	0.0%
<b>Total 3120 · OTHER LOCAL TAXES</b>	12,272.62	16,333.48	-24.9%
<b>3130 · PERMITS,FEES &amp; LICENESES</b>			
3130-01 · Application Fees	450.00	175.00	157.1%
3130-03 · Motor Vehicle Licenses	60.00	106.00	-43.4%
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	510.00	281.00	81.5%
<b>3140 · FINES &amp; FORFEITURES</b>			
3140-01 · Fines	0.00	10.00	-100.0%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	0.00	10.00	-100.0%
<b>3150 · REVENUE - USE OF MONEY</b>			
3150-01 · Earnings on VACO/VML Investment	0.00	1,505.60	-100.0%
3150-03 · Interest on Bank Deposits	0.00	8,736.05	-100.0%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	0.00	10,241.65	-100.0%
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
3151-07 · Haymarket Church Suite 206	7,525.18	6,819.47	10.4%
3151-08 · 15020 Washington Realty	4,862.33	4,603.47	5.6%
3151-09 · 15026 Copper Cricket	2,417.33	3,938.30	-38.6%
3151-11 · Cupcake Heaven and Cafe LLC	3,015.81	2,927.97	3.0%
3151-14 · Salman Home Realty Suite 204	0.00	1,120.00	-100.0%
3151-15 · Revolution Mortgage	664.69	3,226.67	-79.4%
3151-16 · Stirrup For Delegate 21	0.00	663.00	-100.0%
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	18,485.34	23,298.88	-20.7%
<b>3165 · REVENUE - TOWN EVENTS</b>			
3165-00 · Sponsorships	7,785.00	7,500.00	3.8%
3165-01 · Town Event	51,157.00	40,705.25	25.7%
3165-02 · Farmer's Market	8,088.75	8,233.30	-1.8%
3165-03 · Town Ornaments	0.00	480.00	-100.0%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	67,030.75	56,918.55	17.8%
<b>3180 · MISCELLANEOUS</b>			
3180-00 · Convenience Fee	34.77	47.90	-27.4%
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%
3180-03 · Miscellaneous	25.00	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%
<b>Total 3180 · MISCELLANEOUS</b>	94.77	847.90	-88.8%

## Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 2024

	Jul 24	Jul 23	% Change
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	0.00	-6,876.30	100.0%
3200-12 · Railroad Rolling Stock	1,535.23	3.47	44,142.9%
3200-16 · DMV Select Grant	0.00	0.00	0.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	1,535.23	-6,872.83	122.3%
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	0.00	0.00	0.0%
<b>Total Income</b>	99,928.71	101,058.63	-1.1%
<b>Gross Profit</b>	99,928.71	101,058.63	-1.1%
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111002 · FICA/Medicare	156.82	118.57	32.3%
111003 · Meals and Lodging	0.00	15.00	-100.0%
111005 · Salaries & Wages - Regular	1,650.00	1,550.00	6.5%
<b>Total 11100 · TOWN COUNCIL</b>	1,806.82	1,683.57	7.3%
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	36,084.05	29,934.34	20.5%
1211002 · Salaries/Wages - Overtime	0.00	0.00	0.0%
1211003 · Salaries/Wages - Part Time	5,776.50	3,190.00	81.1%
1211004 · FICA/Medicare	2,864.98	2,448.46	17.0%
1211005 · VRS	6,249.68	2,321.70	169.2%
1211006 · Health Insurance	4,758.40	4,346.80	9.5%
1211007 · Life Insurance	526.20	441.76	19.1%
1211008 · Disability Insurance	266.66	222.26	20.0%
1211009 · Unemployment Insurance	17.14	23.49	-27.0%
1211010 · Worker's Compensation	242.00	261.75	-7.6%
1211011 · Gen Property/Liability Ins.	17,616.00	19,130.00	-7.9%
1211012 · Accounting Services	0.00	374.50	-100.0%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	833.31	728.04	14.5%
1211016 · Computer, Internet & Website Svc	633.44	1,614.59	-60.8%
1211017 · Postage	441.00	231.23	90.7%
1211018 · Telecommunications	577.69	603.97	-4.4%
1211020 · Meals & Lodging	782.83	1,055.96	-25.9%
1211022 · Miscellaneous	0.00	0.00	0.0%
1211024 · Books, Dues & Subscriptions	150.00	1,913.08	-92.2%
1211025 · Office Supplies	49.50	310.77	-84.1%
<b>Total 12110 · TOWN ADMINISTRATION</b>	77,869.38	69,152.70	12.6%
<b>Total 01 · ADMINISTRATION</b>	79,676.20	70,836.27	12.5%
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	40,042.36	37,175.02	7.7%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	1,527.48	1,619.37	-5.7%
3110013 · Salaries & Wages - OT Select En	0.00	1,424.88	-100.0%
3110004 · Salaries & Wages - Holiday Pay	2,795.28	2,339.07	19.5%
3110005 · Salaries & Wages - Part Time	3,140.00	1,720.00	82.6%
3110007 · Salary & Wages - DMV Grant	521.91	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	837.50	1,100.00	-23.9%
3110020 · FICA/MEDICARE	3,822.87	3,353.18	14.0%
3110021 · VRS	5,736.46	2,515.03	128.1%
3110022 · Health Insurance	7,137.60	7,006.00	1.9%
3110023 · Life Insurance	585.46	550.67	6.3%

## Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 2024

	Jul 24	Jul 23	% Change
3110024 · Disability Insurance	171.78	199.78	-14.0%
3110025 · Unemployment Insurance	70.46	2.52	2,696.0%
3110026 · Workers' Compensation Insurance	22,668.00	19,873.25	14.1%
3110027 · Line of Duty Act Insurance	5,118.00	4,705.00	8.8%
3110032 · Computer, Internet & Website	2,227.00	1,250.00	78.2%
3110034 · Telecommunications	405.69	960.82	-57.8%
3110035 · General Prop Ins (Vehicles)	6,180.00	4,871.00	26.9%
3110037 · Meals and Lodging	0.00	142.76	-100.0%
3110038 · Convention & Edu. (Training)	0.00	1,430.00	-100.0%
3110040 · Annual Dues & Subscriptions	0.00	4,449.45	-100.0%
3110041 · Office Supplies	270.66	192.48	40.6%
3110042 · Vehicle Fuels	0.00	2,546.40	-100.0%
3110043 · Vehicle Maintenance/Supplies	0.00	1,446.33	-100.0%
3110045 · Uniforms & Police Supplies	31.70	1,049.74	-97.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>103,290.21</b>	<b>101,922.75</b>	<b>1.3%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>103,290.21</b>	<b>101,922.75</b>	<b>1.3%</b>
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	0.00	7,227.48	-100.0%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>0.00</b>	<b>7,227.48</b>	<b>-100.0%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	2,111.30	2,706.77	-22.0%
4310003 · Maint Svc Contract-Landscaping	2,175.00	2,870.00	-24.2%
4310007 · Electric/Gas Services	1,630.15	1,339.55	21.7%
4310008 · Electrical Services-Streetlight	271.27	303.78	-10.7%
4310009 · Water & Sewer Services	411.50	389.60	5.6%
4310015 · Maintenance - Vehicle Fuel	0.00	156.29	-100.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>6,599.22</b>	<b>7,765.99</b>	<b>-15.0%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>6,599.22</b>	<b>14,993.47</b>	<b>-56.0%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	29,827.73	0.00	100.0%
60001 · Town Tourism	1,187.50	1,000.00	18.8%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>31,015.23</b>	<b>1,000.00</b>	<b>3,001.5%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	5,080.00	340.00	1,394.1%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>5,080.00</b>	<b>340.00</b>	<b>1,394.1%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	675.00	0.00	100.0%
7111003 · Contractual Services	12,742.28	9,868.01	29.1%
7111004 · Events - Other	0.00	909.68	-100.0%
7111005 · Police Department Events	0.00	1,855.08	-100.0%
7111006 · Farmer's Market	300.00	0.00	100.0%
<b>Total 71110 · EVENTS</b>	<b>13,717.28</b>	<b>12,632.77</b>	<b>8.6%</b>
<b>72200 · MUSEUM</b>			
7220012 · Telecommunications	160.68	117.35	36.9%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
<b>Total 72200 · MUSEUM</b>	<b>560.68</b>	<b>517.35</b>	<b>8.4%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>19,357.96</b>	<b>13,490.12</b>	<b>43.5%</b>



## Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 2024

	Jul 24	Jul 23	% Change
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	60.00	0.00	100.0%
8110002 · FICA/Medicare	7.46	0.00	100.0%
8110003 · Consultants - Engineer	653.16	0.00	100.0%
8110009 · Engineer - Pass Through	3,917.50	3,949.50	-0.8%
<b>Total 81100 · PLANNING COMMISSION</b>	4,638.12	3,949.50	17.4%
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	195.00	0.00	100.0%
8111002 · FICA/Medicare	12.05	0.00	100.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	207.05	0.00	100.0%
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	4,845.17	3,949.50	22.7%
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
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%
<b>Total 95100 · DEBT SERVICE</b>	72,346.18	141,098.73	-48.7%
<b>Total 09 · NON-DEPARTMENTAL</b>	72,346.18	141,098.73	-48.7%
<b>94104 · Street Scape - Park Sidewalk</b>			
9410401 · Architectural/Engineering Fees	0.00	0.00	0.0%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	0.00	0.00	0.0%
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.04	0.00	-100.0%
<b>Total EMPLOYEE BENEFITS</b>	-0.04	0.00	-100.0%
<b>Total 94105 · PERSONNEL</b>	-0.04	0.00	-100.0%
<b>Total Expense</b>	317,130.13	347,290.84	-8.7%
<b>Net Ordinary Income</b>	-217,201.42	-246,232.21	11.8%
<b>Net Income</b>	-217,201.42	-246,232.21	11.8%

	Actuals	FY2024 Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	447,701.64	455,783.00	98.2%	additional supplemental bills included
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-03 · Interest - All Property Taxes	673.56	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,876.45	1,000.00	187.6%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>463,911.57</b>	<b>469,383.00</b>	<b>98.8%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	264,891.74	225,000.00	117.7%	Collections up to June 2024
3120-01 · Bank Stock Tax	69,294.00	24,000.00	288.7%	Collected for FY2024
				Collections for FY2024; delinquent collections in progress
3120-02 · Business License Tax	378,890.51	250,000.00	151.6%	
3120-03 · Cigarette Tax	150,684.50	140,000.00	107.6%	Collections up to June 2024
3120-04 · Consumer Utility Tax	126,956.86	158,000.00	80.4%	Collections up to June 2024
3120-05 · Meals Tax - Current	1,500,038.44	1,375,000.00	109.1%	Collections up to June 2024
3120-06 · Sales Tax Receipts	153,416.29	160,000.00	95.9%	collections up to May 2024
3120-07 · Penalties (Non-Property)	8,188.15	5,000.00	163.8%	
3120-08 · Interest (Non-Property)	1,431.31	0.00	100.0%	
<b>Development Revenue</b>				
Proffers	0.00	28,820.00		
<b>Total Development Revenue</b>	<b>0.00</b>	<b>28,820.00</b>		
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,653,791.80</b>	<b>2,365,820.00</b>	<b>112.2%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	2,775.00	4,500.00	61.7%	
3130-03 · Motor Vehicle Licenses	603.00	1,000.00	60.3%	
3130-05 · Other Planning & Permits	10,065.00	15,000.00	67.1%	
3130-06 · Pass Through Fees	26,004.38	0.00	100.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>39,447.38</b>	<b>20,500.00</b>	<b>192.4%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	22,847.75	20,000.00	114.2%	Collections up to May2024
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>22,847.75</b>	<b>20,000.00</b>	<b>114.2%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	18,738.82	13,500.00	138.8%	Collections up to June 2024
3150-03 · Interest on Bank Deposits	195,619.84	89,500.00	218.6%	Collections up to June 2024
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>214,358.66</b>	<b>103,000.00</b>	<b>208.1%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	44,445.37	49,207.00	90.3%	
3151-08 · 15020 Washington Realty	56,771.88	56,772.00	100.0%	
3151-09 · 15026 Copper Cricket	24,338.64	24,338.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	35,838.36	35,838.00	100.0%	
3151-14 · Salman Home Realty Suite 204	6,160.00	5,600.00	110.0%	
3151-15 · Revolution Mortgage	7,744.00	7,099.00	109.1%	
3151-16 · Stirrup For Delegate 20	3,315.00	3,315.00	100.0%	
3151-90 · Town Hall Rental Income	50.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>178,663.25</b>	<b>182,169.00</b>	<b>98.1%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-06 · DCJS Grant	12,000.00	12,000.00	100.0%	DCJS Grant
3160-01 · Public Safety	5,305.00	5,305.00	100.0%	Surplus sale of PD vehicle (Taurus)
<b>Total 3160-01 · Public Safety</b>	<b>17,305.00</b>	<b>17,305.00</b>	<b>100.0%</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>17,305.00</b>	<b>17,305.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	27,350.00	25,600.00	106.8%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	59,976.49	80,000.00	75.0%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	14,904.55	12,000.00	124.2%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,813.28	12,500.00	94.5%	
3165-04 · Town Shirts	911.00	0.00	100.0%	

3165-05 · Museum Revenue - Art	1,014.65	0.00	100.0%	Art Alliance
3165-06 · Town Hats	574.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>116,543.97</b>	<b>130,100.00</b>	<b>89.6%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	119.07	300.00	39.7%	
3180-01 · Citations & Accidents Reports	90.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	46,018.56	46,019.00	100.0%	\$45,518.56 for Stolen check reimbursed by VRSA
3180-05 · Recovered Costs - Private Events	600.00	300.00	200.0%	
3180 · MISCELLANEOUS - Other	45,562.13	0.00	100.0%	Fraudulent funds recovery from Bank
<b>Total 3180 · MISCELLANEOUS</b>	<b>92,399.76</b>	<b>46,619.00</b>	<b>198.2%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	36,484.00	36,144.00	100.9%	Quarterly grant
3200-04 · Car Rental Reimbursement	948.98	0.00	100.0%	state collected tax; based off an app
3200-05 · Communications Tax	75,959.88	80,000.00	95.0%	collections up to February 2024
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1%	As of August 2023
3200-16 · DMV Grant	5,717.84	12,656.00	45.2%	DMV select reimbursement
3200-17 · LOLE Grant	1,201.00	4,393.00	27.3%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>155,343.82</b>	<b>163,120.00</b>	<b>95.2%</b>	
4002 · Transfer from ARPA Funds	0.00	926,477.00	0.0%	
<b>Total Income</b>	<b>3,954,612.96</b>	<b>4,444,493.00</b>	<b>89.0%</b>	
<b>Gross Profit</b>	<b>3,954,612.96</b>	<b>4,444,493.00</b>	<b>89.0%</b>	
<b>Expense</b>				
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	1,945.75	2,500.00	77.8%	
111002 · FICA/Medicare	1,292.47	2,000.00	64.6%	
111003 · Meals and Lodging	360.95	1,000.00	36.1%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	18,200.00	25,000.00	72.8%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>21,799.17</b>	<b>30,750.00</b>	<b>70.9%</b>	
<b>12110 · TOWN ADMINISTRATION</b>				
1211001 · Salaries/Wages-Regular	411,649.58	425,469.00	96.8%	
1211002 · Salaries/Wages - OverTime	2,268.45	3,500.00	64.8%	
1211003 · Salaries/Wages - Part Time	49,384.00	55,875.00	88.4%	
1211004 · FICA/Medicare	34,281.73	36,755.00	93.3%	
1211005 · VRS	28,701.56	39,480.00	72.7%	
1211006 · Health Insurance	52,950.80	63,963.00	82.8%	
1211007 · Life Insurance	5,447.62	5,075.00	107.3%	
1211008 · Disability Insurance	2,808.24	3,360.00	83.6%	
1211009 · Unemployment Insurance	846.25	5,995.00	14.1%	
1211010 · Worker's Compensation	279.75	481.00	58.2%	
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%	
1211012 · Accounting Services	17,819.70	8,300.00	214.7%	
1211014 · Printing & Binding	7,534.00	8,298.00	90.8%	
1211015 · Advertising	5,971.91	9,000.00	66.4%	
1211016 · Computer, Internet & Website Svc	29,244.03	28,550.00	102.4%	
1211017 · Postage	2,492.47	4,000.00	62.3%	
1211018 · Telecommunications	7,651.29	7,500.00	102.0%	
1211019 · Mileage Allowance	1,188.74	1,000.00	118.9%	
1211020 · Meals & Lodging	3,881.96	3,500.00	110.9%	
1211021 · Convention & Education	5,250.00	6,000.00	87.5%	
1211022 · Miscellaneous	387.00	2,000.00	19.4%	
1211024 · Books, Dues & Subscriptions	17,566.48	16,000.00	109.8%	
1211025 · Office Supplies	5,528.88	6,500.00	85.1%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	14,063.60	14,500.00	97.0%	
1211031 · Capital Outlay-Improvements	34,214.60	0.00	100.0%	CIP - Floor installation
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>760,542.64</b>	<b>778,504.00</b>	<b>97.7%</b>	
<b>12210 · LEGAL SERVICES</b>				
1221001 · Legal Services	83,646.27	96,702.00	86.5%	Services up to April 2024

Total 12210 · LEGAL SERVICES	83,646.27	96,702.00	86.5%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	18,400.00	42,600.00	43.2%	
Total 12240 · INDEPENDENT AUDITOR	18,400.00	42,600.00	43.2%	
Total 01 · ADMINISTRATION	884,388.08	948,556.00	93.2%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	490,418.46	516,406.00	95.0%	
3110003 · Salaries & Wages - OT Premium	24,249.35	30,000.00	80.8%	
3110013 · Salaries & Wages - OT Select En	4,281.05	10,000.00	42.8%	
3110004 · Salaries & Wages - Holiday Pay	28,306.77	35,541.00	79.6%	
3110005 · Salaries & Wages - Part Time	75,860.00	65,000.00	116.7%	
3110007 · Salaries & Wages - DMV Grant	8,780.24	11,856.00	74.1%	
3110012 · Salaries & Wages - PT Admin.	12,332.50	39,000.00	31.6%	
3110020 · FICA/MEDICARE	48,089.06	54,148.00	88.8%	
3110021 · VRS	30,277.41	31,604.00	95.8%	
3110022 · Health Insurance	81,424.60	72,272.00	112.7%	
3110023 · Life Insurance	6,620.46	6,146.00	107.7%	
3110024 · Disability Insurance	2,352.56	2,400.00	98.0%	
3110025 · Unemployment Insurance	770.24	3,360.00	22.9%	
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%	
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	53,267.90	28,392.00	187.6%	Services up to April 2024
3110032 · Computer, Internet & Website	3,625.00	5,000.00	72.5%	
3110033 · Postage	41.20	100.00	41.2%	
3110034 · Telecommunications	12,866.68	13,800.00	93.2%	
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%	
3110037 · Meals and Lodging	2,957.09	5,000.00	59.1%	
3110038 · Convention & Edu. (Training)	4,189.95	10,800.00	38.8%	
3110040 · Annual Dues & Subscriptions	12,917.17	17,200.00	75.1%	
3110041 · Office Supplies	6,220.33	5,000.00	124.4%	
3110042 · Vehicle Fuels	33,942.50	36,700.00	92.5%	
3110043 · Vehicle Maintenance/Supplies	12,386.85	22,000.00	56.3%	
3110045 · Uniforms & Police Supplies	48,251.27	57,901.00	83.3%	
3110056 · Capital Outlay-Machinery/Equip	90,481.20	91,000.00	99.4%	
3110057 · Capital Outlay-Furniture/Fixture	7,482.00	14,000.00	53.4%	
3110060 · Capital Outlay-Improvements	11,856.60	0.00	100.0%	CIP - Floor installation
Total 31100 · POLICE DEPARTMENT	1,145,516.69	1,220,823.00	93.8%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%	
Total 03 · PUBLIC SAFETY	1,145,516.69	1,230,823.00	93.1%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	1,994.94	2,213.00	90.1%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	105,465.15	123,750.00	85.2%	For services up to June 2024
Total 43200 · REFUSE COLLECTION	105,465.15	123,750.00	85.2%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	99,209.83	105,222.00	94.3%	
4310002 · Maint Svc Contract-Pest Control	3,504.00	3,000.00	116.8%	
4310003 · Maint Svc Contract-Landscaping	27,064.85	35,000.00	77.3%	
4310004 · Maint Svc Contract Snow Removal	5,252.00	7,000.00	75.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 · Electric/Gas Services	17,148.12	18,593.00	92.2%	
4310008 · Electrical Services-Streetlight	4,250.01	5,500.00	77.3%	
4310009 · Water & Sewer Services	4,542.19	3,850.00	118.0%	
4310010 · Janitorial Supplies	169.15	2,000.00	8.5%	
4310011 · Real Estate Taxes	1,135.16	2,500.00	45.4%	
4310015 · Maintenance - Vehicle Fuel	1,451.81	5,000.00	29.0%	
4310016 · Maint - Vehicle Maintenance	1,013.30	3,000.00	33.8%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	164,740.42	192,665.00	85.5%	
Total 04 · PUBLIC WORKS	272,200.51	323,628.00	84.1%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	88,180.56	96,429.00	91.4%	
60001 · Town Tourism	39,449.69	64,286.00	61.4%	

60003 · Advertising	1,125.72	22,000.00	5.1%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>128,755.97</b>	<b>182,715.00</b>	<b>70.5%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	11,324.22	25,000.00	45.3%	
7000003 · Demolition	0.00	50,000.00	0.0%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>11,324.22</b>	<b>75,000.00</b>	<b>15.1%</b>	
71110 · EVENTS				
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%	
7111003 · Contractual Services	54,160.22	64,950.00	83.4%	
7111004 · Events - Other	34,089.97	40,850.00	83.5%	
7111005 · Police Department Events	2,315.28	7,800.00	29.7%	
7111006 · Farmer's Market	1,828.43	12,000.00	15.2%	
<b>Total 71110 · EVENTS</b>	<b>94,337.90</b>	<b>130,600.00</b>	<b>72.2%</b>	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,430.43	2,200.00	65.0%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
<b>Total 72200 · MUSEUM</b>	<b>1,830.43</b>	<b>5,950.00</b>	<b>30.8%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>107,492.55</b>	<b>211,550.00</b>	<b>50.8%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,005.00	5,670.00	35.4%	
8110002 · FICA/Medicare	183.60	500.00	36.7%	
8110003 · Consultants - Engineer	9,101.85	10,000.00	91.0%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	35,724.64	0.00	100.0%	
<b>Total 81100 · PLANNING COMMISSION</b>	<b>47,015.09</b>	<b>23,120.00</b>	<b>203.4%</b>	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	2,430.00	5,830.00	41.7%	
8111002 · FICA/Medicare	148.39	446.00	33.3%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,578.39</b>	<b>7,776.00</b>	<b>33.2%</b>	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>49,593.48</b>	<b>33,823.00</b>	<b>146.6%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
90003 · VRSA Refund	45,518.56			Refund VRSA fraudulent funds that have been recovered
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	137,800.00	137,800.00	100.0%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	4,944.91	4,950.00	99.9%	Paid off 2 o 3 loans off
<b>Total 95100 · DEBT SERVICE</b>	<b>142,744.91</b>	<b>142,750.00</b>	<b>100.0%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>233,782.03</b>	<b>188,269.00</b>	<b>124.2%</b>	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	16,713.49	39,891.00	41.9%	
9410402 · Construction	0.00	836,586.00	0.0%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>16,713.49</b>	<b>876,477.00</b>	<b>1.9%</b>	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	187.52	0.00	100.0%	
<b>Total EMPLOYEE BENEFITS</b>	<b>187.52</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Total 94105 · PERSONNEL</b>	<b>187.52</b>	<b>0.00</b>	<b>100.0%</b>	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	2,046.78	50,000.00	4.1%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>2,046.78</b>	<b>50,000.00</b>	<b>4.1%</b>	
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%	

94108 · Capital Improvement Funds Expense	19,611.61	318,652.00	6.2%
94109 · Storm Water Grant Match	0.00	40,000.00	0.0%
<b>Total Expense</b>	<b>2,860,288.71</b>	<b>4,444,493.00</b>	<b>64.4%</b>
<b>Net Ordinary Income</b>	<b>1,094,324.25</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,094,324.25</b>	<b>0.00</b>	<b>100.0%</b>



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

## Memorandum

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

---

The finance liaison oversight during the month of July 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:

- Fiscal Year 2024 **operating revenue exceeded operating expenses** by \$1,095,655.32 (unaudited) as of the July 24, 2024
- **One law enforcement position was filled. The second remains in process**
- **Park sidewalk construction Notice to Proceed (NTP) complete. A work schedule was provided to council.**
  - **Mobilization and construction to commence Aug. 26, 2024**
  - **Target end date is January 7, 2025**
  - **Funding to be added to FY 2025 budget by amendment after a public hearing**
  - **TM in discussion w/contractor to secure the project area for safety in time for Haymarket Day**
- **RFP for demolition of Park Building is ongoing, with a public meeting for interested bidders to be held**
- **Trash and recycling contractor American Disposal underway. Staff to evaluate requests for larger capacity trash totes per request of some residents. Cost of larger tote is \$75.**

Respectfully,

TracyLynn Pater, Vice Mayor and Joe Pasanello, Council Member

“Everyone’s Home Town”  
[www.townofhaymarket.org](http://www.townofhaymarket.org)



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

## Memorandum

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

---

1. We held our quarterly Business Roundtable meeting on July 23, 2024 at the Hilton Garden Inn. We were excited to see some new businesses join us. Attached is the agenda from that meeting.
2. I had several meetings with staff on planning the Summer Concert and other events.
3. I attended the Crossroads Art Alliance Meet the Artist event on July 26<sup>th</sup>. Attached is their schedule for the upcoming events.
4. Don't forget to support our Police Department on Tuesday, August 6<sup>th</sup> from 5-8pm for their National Night Out event at Town Park





## Agenda

**Tuesday, July 23<sup>rd</sup> at 9:00 am**

**Location: Haymarket Hilton Garden Inn,  
15001 Washington St, Haymarket VA 20169**

### Agenda Items:

- 1) [Welcome and Introductions](#)
- 2) [Guest Speaker](#): Small Business Development Manager from Prince William County, Clarice Grove, and teammate Kevin Costello from the Department of Economic Development and Tourism will speak about tourism opportunities and answer any questions.
- 3) [Events](#): Meet our new Town Events Coordinator, Julia Crofford!
  - a. Farmers Market Sundays with live music from 9am to 1pm until November 10th.
  - b. National Night Out, August 6<sup>th</sup> 5-8pm
  - c. Summer Concert, August 17<sup>th</sup> 4-8pm
  - d. Haymarket Day & Parade, October 19<sup>th</sup> 10-4
  - e. Christmas Celebration & Craft Bazaar, December 14<sup>th</sup>
- 4) [Nutcracker Sponsorship](#): Time to reserve your Nutcracker for the holiday season! Grab a Nutcracker Sponsorship flyer or email Julia Crofford for more information.
- 5) [New Town Businesses](#): Now Open-Planet Fitness, Five Guys, Taco Bell and Ace Cabinet. Coming Soon-Duck Donuts, Himalayan Grill and Shah Halal.
- 6) [Updates from the Chief of Police, Al Sibert](#)
- 7) [Questions/Concerns from Businesses](#)

### **Town Hall: 703-753-2600**

Ext	Name	Email
<b>204</b>	Emily Kyriazi, Town Manager & Zoning Administrator	ekyriazi@townofhaymarket.org
<b>201</b>	Roberto Gonzalez, Town Treasurer	rgonzalez@townofhaymarket.org
<b>205</b>	Kim Henry, Town Clerk	khenry@townofhaymarket.org
<b>208</b>	Thomas Britt, Town Planner	tbritt@townofhaymarket.org
<b>203</b>	Alexandra Elswick, Admin Assistant & Deputy Clerk	aelswick@townofhaymarket.org
	Julia Crofford, Events Coordinator	jcrofford@townofhaymarket.org
	Matt Burrows, Town Maintenance	mburrows@townofhaymarket.org

## Highlights and Events with Crossroads Arts Alliance- Summer/Fall 2024

### Summer fun with CAA

- Free kids' arts and crafts in the Museum twice a month on Sundays 10-1pm to coincide with the Farmers Market
- Business Support from Hidden Jules- Watercolor Collage Class hosted here in July

### Fall Classes/ Events

- Plein Air Painting at a Haymarket location on 9/8/2024
- Preschool Music Series (ages toddler – 5 year olds) -8 sessions starts 9/10/2024
- Preschool Art Classes (3-5 year olds) – 4 sessions starts 9/18/2024
- Multimedia Painting Class, hosted by Hidden Jules 9/10/2024
- Vendor Booth at Arts Alive, Prince William Arts Festival
  
- Gallery Show #6- "Everyone's Hometown" 10/5-11/15/2024
  - Jurors: Brenda Solomon owner of Copper Cricket, Susan Miller, CAA VP and Paul Bollinger, professional woodcarver artist and Haymarket resident
  
- Multimedia Collage Painting Class hosted by Hidden Jules 10/22/2024
  
- "Holiday with heART" Art and artisan craft show and market: 11/30-12/29- weekends



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Mary Ramirez  
**Re:** July Community Relations Report

---

Met with staff regarding upcoming Community Programming.

Reached out to PWC Office of Elections to inquire about election information materials. The PWC Office of Election's media packet will be ready around August 20th, one month prior to the opening of early voting (September 20th). The intention is to have these materials available at the entrance of Town Hall and posted to our social media in an effort to raise awareness.

### Community Connections Summer Series

The Ice Cream Social we hosted at Cookies & Cream on 6/26 from 4-6 pm was well received by the business and the 10 citizens who visited. Mayor, Vice Mayor, and myself were in attendance along with Town Manager, Lt. Davis, and Officer Galbreath. At this time, the remaining summer connection events are on hold - will be revisiting with staff to plan for next summer.

### Other Upcoming events:

- **Farmer's Market Outreach:** Sunday September 15th - in addition to the Town of Haymarket tent, a second Town-marked tent will be open for Council to greet and meet with citizens.
- **Fall Youth in Government (Middle School) Program: October 28th- November 4th, 2024:**
  - Applications will be opening mid August with the submission deadline of September 20th.
  - Tentative schedule:
    - **Monday October 28th: 5:30-6:30 pm** - Meet and Greet: Introduction to position/program
    - **Wednesday October 30th: 5:30-6:30 pm** - How to Run a Meeting
    - **Friday November 1st: 9 am - 1 pm\*** - Youth Work Session + Research with support
    - **Monday November 4th: 5:30-6:30 pm** - Youth Council Meeting

- \*Friday, November 1st PWCS has no school, this will allow for staff to be present in Town Hall to assist participants in any research efforts during regular business hours. Participants will be asked to bring their own lunch unless Council wishes to provide lunch for staff and participants.
- **Spring 2025: High School Youth in Government Program**

Per last Town Council meeting, I have attached my "cliff notes" of the Small Towns Conference held in June.

Please let me know if you have any questions.

Best,

Mary

# Small Towns Conference “Cliff Notes”

By: Councilwoman Mary Ramirez

The two-day Small Towns Conference had presentations on the following topics:

- **Placemaking for Community Change**  
Melody Warnick, Writer and Editor, Virginia Tech
- **The Foundations of Good Governance**  
Kimball Payne, Executive Manager, The Berkley Group
- **Legislative Updates/Town Specific Information from VML**  
Mitchell Smiley, Policy Manager, VML  
Josette Bulova, Policy Communications, VML
- **Legal Issues in Towns**  
Larry Spencer, Town Attorney, Town of Blacksburg  
Mike Lockaby, Attorney, Spillman, Thomas & Battle, PLLC
- **Housing in Small and Rural Places**  
Mel Jones, Research Scientist and Associate Director, Virginia Tech Center for Housing
- **Strategic Planning in Small Communities**  
Stephanie Davis, Collegiate Associate Professor, Virginia Tech
- **Values-Based Leadership is Transformational Leadership**  
Michael Gallagher, President, MK Leadership
- **Financial Strategies for Small Towns**  
Stephanie Davis, Collegiate Associate Professor, Virginia Tech  
Kyle Laux, Senior Vice President, Davenport & Company, LLC  
LeAnna Surratt, Town Manager, Town of Hillsville
- **Regional and State Economic Analysis**  
Sheryl Baley, Visiting Professor of Practice, Virginia Tech
- **Economic Development Panel – Expert Advice and Best Practices**  
David Manley, Executive Director, Wythe County, Joint Industrial Development Authority  
Dana Cronkhite, Director of Economic Development, Dickenson County  
John Kilgore, Director of Economic Development, Scott County  
Nichole Hair, Executive Director, Mount Rogers Regional Partnership

The Small Towns Conference provided me with the following takeaways:

### **Areas of great success for the Town of Haymarket:**

In listening to the financial status of various small and rural towns in the Commonwealth, it is apparent that the Town of Haymarket has done exceptionally well during and after the pandemic. By and large, townships were hit the hardest from the pandemic due to loss of tourism, meals taxes, and lodging taxes. The financial capacity of a town is reflected in the government’s ability to utilize financial resources, and thanks to our Treasurer we have financial policies that ensure we do just that.<sup>1</sup> For example, our Town Treasurer ensure that a balanced budget is adopted every year (as required by state code), and he enforces the following with bi-weekly monitoring with the finance committee\*:

- Fund Balance Policies (“rainy day fund” of at least 2 months’ worth of expenses – we have more)

<sup>1</sup> Defining Local Government Financial Capacity PowerPoint, Stephanie Dean Davis, Collegiate Associate Professor

- Debt Management
- Investment Policies
- Operating Budget Policies
- Revenue Policies
- Capital Budget

\*Please note that most towns self-reported that they monitor their financial policies adherence on an annual basis.

In addition to our financial wellbeing, another strength highlighted by the conference, is our Town Manager's push for Strategic Planning. Strategic Planning provides a vision and roadmap for the "Budget Prioritization Process."<sup>2</sup> It is in the Town's best interest to support the Town Manager's efforts to vitalize our Strategic Plan and use it for the following purposes:

- Accountability Tool (for both Council and Staff)
- Communication Tool (both internal and community-wide)
- Prioritization Tool (to ensure efficacy during our tenure)

Another strength the Town of Haymarket has exhibited would be our community's place attachment. Place attachment was defined as a feeling of being deeply at home in a place, a sense of belonging.<sup>3</sup> People with high levels of place attachment have reported having higher levels of well-being, social capital, self-esteem, physical health, and life expectancy. It is also noted that along with the above, increased place attachment of community members has shown an increase in local GDP. The presenter mentioned 10 behaviors that increase place attachment, which the Town of Haymarket has done exceptionally well with most of the following:

1. Walk and bike
2. Buy local
3. Build relationships
4. Enjoy local assets
5. Experience nature
6. Volunteer
7. Eat local food
8. Be civically engaged
9. Create something
10. Build resilience

---

<sup>2</sup> Strategic Planning PowerPoint, Dr. Stephanie Davis, Collegiate Associate Professor, Center for Public Administration Policy, Virginia Tech

<sup>3</sup> Placemaking for Community Change, Melody Warnick

## Areas of improvement for the Town of Haymarket:

As mentioned above, our Strategic Plan should be prioritized. This effort will provide to be most beneficial to the newly elected Council that will start their terms in January 2025.

Another place for improvement that goes along with strategic planning, is ensuring good governance practices<sup>4</sup> are adhered to. An interesting highlight of the discussion was the differentiation between “who has authority vs. who has responsibility.” Setting boundaries and framework that ensures all of staff and Council know the rules, and ensure all parties adhere to the rules. It was stated that “Any question that a member of Council asks staff, the answer should go to all members of Council.”

A suggestion offered by the Kim Payne was for Council to establish their own rules of order as opposed to Robert’s Rules of Order. Further suggestions to improve the function of government include:

- A workable Town Charter
- An up-to-date Town Code – consistent with charter
- Human resources policies and procedures<sup>^</sup>
- Financial management policies- reserves, debt management, etc<sup>^</sup>
- An informative budget
- Comprehensive Plan
- Strategic Plan
- Rules of procedure – readopt every 2 years
- An informative website
- An onboarding process for newly elected officials
- Council/Manager Principles

<sup>^</sup>these items are currently in progress and assigned to Town of Haymarket staff

Some stretch goals, with a five-year start-to-completion timeline would include:

- Citizens Engagement and Communication Plan
- Asset Management Plan
- IT Master Plan
- Public Safety Master Plan
- Utilities Master Plan
- Parks & Rec Master Plan
- Streets and Sidewalks Plan
- Emergency Management Plan
- Organizational Staffing Plan

---

<sup>4</sup> The Foundations of Good Governance PowerPoint, Kimball Payne

2024 Small Towns Conference: Councilwoman Ramirez “Cliff Notes”

**Possible Future Actions for the Town of Haymarket:**

It is my suggestion that Council consider the following actions to aid in supporting and improving the town we love and live in:

- Host a retreat with Kim Payne for Council and staff in the new year of 2025 to aid in the onboarding of any new members of Council.
- Host an Organizational and Strategic Planning Meeting with consultation from Stephanie Davis in the new year of 2025 to aid in the success of the new Council.
- Create and adopt Town of Haymarket Town Council rules of order
- Continue to build on the successes the Town of Haymarket has experienced to include more community-driven and oriented efforts like:
  - “Porch Fest” – citizens play instruments on porches, can include businesses hosting artists.
  - Improving sidewalk and bike lane conditions through construction or improvement efforts.
  - Facilitate more volunteer efforts within the town limits and with town charities.
  - Engage community with more civically-minded programming

**I wish to thank Council and staff for ensuring my ability to attend this conference. I look forward to implementing the knowledge gained for the betterment of our beautiful town. Please see the last page to include any references, PowerPoints, and contact information I acquired.**

**Best,**

**Mary Ramirez**

Councilwoman, Town of Haymarket



**You are welcome to reference most of the presentations and documents provided during the conference here:**

<https://www.vml.org/Opportunities/Small-Town-Conference#present>

**Other Resources of interest:**

Virginia Finance Network hosted by VT Professor, Dr. Sheryl Bailey:

<https://virginiatech.zoom.us/meeting/register/tZUqc-2sqjMqHt0xksJV73kWDy-wXH3-zPNv#/registration>

Strategic Planning in Small Communities: A Manager's Manual

<https://icma.org/page/strategic-planning-small-communities-managers-manual>

**Kimball (Kim) Payne**

Senior Advisor, ICMA

434-384-9602

434-444-3662 (cell)

[Kimpayne53@gmail.com](mailto:Kimpayne53@gmail.com)

**Stephanie Dean Davis, Ph.D.**

College Associate Director and Program Director, Graduate Certificate in Local Government Management

804-980-5549 (cell)

[sddavis@vt.edu](mailto:sddavis@vt.edu)



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

## Memorandum

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

---

The Planning Commission held a public hearing at their last meeting on July 15, 2024 on a Special Use Permit Application from Chick Fil-a to add a second drive thru lane. The Commission asked for additional information for the August meeting before making a recommendation to the Town Council.. They also provided comments on a one mile review to Prince William County on an SUP for the relocation and expansion of the pick up area at Walmart at Trading Square. They made their yearly appointments of Chairman, Vice Chairman, and the liaison the Architectural Review Board. They appointed myself as the Charman, Jerome Gonzalez as the Vice Chairman and Justin Baker as the liaison to the ARB. Lastly, the Planning Commission changed their meeting day from the third Monday of the month to the second Tuesday of the month effective August 13<sup>th</sup>. They asked staff to notify the citizens in various formats.



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

## Memorandum

**To:** Council

**From:** Marchant Schneider, Architectural Review Board (ARB) Liaison

**Re:** ARB Liaison Report / July 2024

---

At its July meeting, ARB conditionally approved additional exterior improvements to a residential structure at 6660 Fayette Street.

The ARB also approved demolition of two non-contributing accessory structures at 6794 and 6796 Fayette Street.

The ARB reviewed proposed amendments to the Architectural Review Board Design Guidelines.

Respectfully submitted,

Marchant Schneider  
ARB Chair



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

**Thomas Britt**  
**Town Planner**

## MEMORANDUM

TO: Town Council  
FROM: Thomas Britt, Town Planner  
DATE: July 23, 2024  
SUBJECT: Comprehensive Plan Amendment: Definition of Historic Resource

---

### Background:

The Town of Haymarket Comprehensive Plan has previously defined a historic resource per Section 58-554 (a) of the now amended Town Code, which stated: “all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings.”

The Town Planner has provided an updated definition of a historic resource for the Planning Commission’s consideration to add to the Historic Buildings inventory, which matched the current Zoning Ordinance.

During the June 17<sup>th</sup> Planning Commission meeting, Planning Commission recommended this Comprehensive Plan amendment to go before Town Council.

### Items for the Town Council’s Consideration:

#### **1.5.3 Historic Buildings Inventory**

Based on a survey conducted by the Virginia Department of Historic Resources (VDHR) in 1996 as well as Section ~~58-554 (a)~~ **58-16.3** of the Town Code which states: “~~all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings~~ **all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources,**” the following structures are designated historic and worthy of protection in the Town of Haymarket.

Staff Recommendation: Town Staff recommend the following motion:

“I move the Town Council adopt RES #2024-004, Comprehensive Plan amendment altering the definition of a historic resource.”

Or an alternate motion.



**CONSIDERATION OF AN AMENDMENT TO THE TOWN OF HAYMARKET, VIRGINIA, COMPREHENSIVE PLAN**

**RESOLUTION #2024-004**

WHEREAS, in furtherance of the purposes of the Comprehensive Plan as set out in §15.2-2229 of the Code of Virginia, the Town Council directed that, from time to time, the Planning Commission review and amend the Town of Haymarket Comprehensive Plan; and

WHEREAS, the Planning Commission held a public hearing on Monday, May 20, 2024 to hear citizens comments on the amended definition of historic resources in the Comprehensive Plan; and

WHEREAS, the Planning Commission has reviewed the updated definition of historic resources for consideration to adopt as part of the Town of Haymarket Comprehensive Plan; and

WHEREAS, the Haymarket Planning Commission at their meeting held on June 17, 2024 moved that this item be approved to the Haymarket Town Council; and

WHEREAS, the Haymarket Town Council held a public hearing at the monthly Work Session on July 29, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket Town Council adopt the amended update of the definition of historic resources to the Town of Haymarket Comprehensive Plan.

Done this 5<sup>th</sup> Day of August, 2024

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Town Clerk

- Ayes:
- Nays:
- Absent:
- Abstain:



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

**Thomas Britt**  
**Town Planner**

## MEMORANDUM

TO: Town Council  
FROM: Thomas Britt, Town Planner  
DATE: July 23, 2024  
SUBJECT: Zoning Text Amendment: Cross Referencing Plat Requirements

---

### Background:

The Town of Haymarket has previously updated the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance now must be amended as shown in the highlighted text below to be fully compliant with DEQ requirements. The highlighted text additions are a cross reference of plat requirements between the Zoning Ordinance and the Subdivision Ordinance. During the June 17<sup>th</sup> Planning Commission meeting, Planning Commission recommended this ZTA to go before Town Council.

### Items for the Town Council's Consideration:

Sec. 58-22.23 – Preliminary plat requirements.

The subdivider shall present to the administrator six prints of a preliminary layout at a scale of 100 feet to the inch as a preliminary plat. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point, and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an inset map at a scale of not less than two inches equal to one mile showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and, where appropriate, the existing zoning of the land and adjoining property.
- (3) The boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than 1:2,500, with reference to a known, permanent monument, total acreage, acreage of subdivided area, number and approximate area and frontage of all

building sites, existing buildings within the boundaries of the tract, and the names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.

(4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas and parking spaces; culverts, drains and watercourses and their names; flood profile and other pertinent data.

(5) The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.

(6) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location, type, profile, percentage of slope, pipe size, and location of manholes for all sewers shall be shown. The distance between manholes shall not exceed 300 feet. The location, type and sizes of all water lines shall be shown as well as the location of necessary control valves and fire hydrants.

(7) A cross section showing the proposed street construction, depth and type of base, type of surface, etc.

(8) A profile or contour map showing the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets, together with the proposed connecting grade lines.

(9) A location map tying the subdivision into the present road system, by using either aerial photographs or topographic maps of the United States Geological Survey.

(10) All parcels of land to be dedicated for public use and the condition of dedication.

(11) Plat notation of the requirement to show RPA and RMA boundaries,

(12) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;

(13) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;

(14) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;

(15) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;

(16) The requirement that the delineation of the buildable area be shown on all submitted site plans.

**Note: Plat notation requirements 11-16 are also noted as required in Section 58-3.7b of the Zoning Ordinance.**

Sec. 58-22.24 – Final plat requirements.

The subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not smaller than 100 feet to the inch on sheets having a size of not more than 24 inches by 36 inches. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- (1) A blank space three inches by five inches, reserved for the use of the approving authority.
- (2) Certificates signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (3) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds.
- (4) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes, and the identification of the respective tracts shall be placed on the plat.
- (5) The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements; parks; school sites; all existing public and private streets, their names, numbers and widths; existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (6) Distances and bearings must balance and close with an accuracy of not less than 1:10,000.
- (7) The data of all curves along the street frontage shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearings.
- (8) Plat notation of the requirement to show RPA and RMA boundaries,
- (9) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
- (10) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
- (11) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;



- (12) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
- (13) The requirement that the delineation of the buildable area be shown on all submitted site plans.

*Note:* Plat notation requirements 8-13 are also noted as required in Section 58-3.7 of the Zoning Ordinance.

#### Sec. 58-3.7.b—Preliminary Site Plan Requirements

b. Unless otherwise waived, the preliminary site plan shall include the following information, at a minimum:

- 1) Name and address of development, owner and applicant and date of plan.
- 2) Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
- 3) Depiction of the following elements:
  - a) Existing topography with a maximum five-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;
  - b) north point;
  - c) scale (not to exceed one-inch equals 100 feet);
  - d) boundary of the entire tract by courses and distances;
  - e) vicinity map no smaller than 1" =3000';
  - f) total project site acreage.
- 4) Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.
- 5) A zoning tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.
- 6) Approximate plan view location of all existing structures and improvements, including:
  - a) existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
  - b) streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;
  - c) RPA boundary or a note indicating there are no mapped RPAs on the site;

- d) the approximate 100-year flood area boundary and the source of the information;
  - e) the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
- 7) Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
  - 8) Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.
  - 9) Location of all existing and proposed easements, their widths and uses.
  - 10) Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, streetlights, fencing and screening.
  - 11) For residential site plans, a Lot Tabulation including:
    - 12) Individual lots and open spaces;
    - 13) Lot/open space area;
    - 14) Lot coverage;
    - 15) Frontage length at the setback line.
  - 16) Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
  - 17) Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
  - 18) Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives and points of access to adjacent properties. Street widths and VDOT classification noted.
  - 19) Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.
  - 20) Typical roadway pavement and design section for all proposed public streets.
  - 21) Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
  - 22) Location and general character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel (2) and within 50' of the property lines.
  - 23) Estimate of anticipated sewage flows in gallons per day.

- 24) Preliminary stormwater management and BMP locations identified, and type noted.
- 25) Preliminary storm drainage layout.
- 26) General limits of proposed clearing and grading.
- 27) Preliminary landscape plan.
- 28) Plan for the phasing of development, if any.
- 29) Revisions shall have a completed revision block on each sheet identifying the revisions. A revision to an approved plan shall include a detailed narrative outlining the proposed revisions.
- 30) A plat notation to show RPA and RMA boundaries
- 31) a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer area located along other water bodies with perennial flow
- 32) If development is to occur near North Fork Creek, a 100-foot-wide buffer area of undisturbed vegetation is required
- 33) a plat notation regarding on-site septic systems to be pumped out every five (5) years
- 34) Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems
- 35) development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer
- 36) delineation of the buildable area be shown on all submitted site plans

A final site plan shall be prepared and certified by an engineer and/or surveyor and shall include the following minimum information:

1. Name and address of development, owner and applicant and date of plan.
2. Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
3. Depiction of the following items:
  - a. Existing topography with a maximum two-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;
  - b. north point;
  - c. scale (not to exceed one-inch equals 30 feet);
  - d. boundary of record for the entire tract by courses and distances and with 1/10,000 closure ratio;
  - e. vicinity map no smaller than 1" = 3000';
  - f. total project site acreage;
4. Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.

5. A Zoning Tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.
6. Approximate plan view location of all existing structures and improvements, including
  - a. existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
  - b. streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;
  - c. RPA boundary or a note indicating there are no mapped RPAs on the site;
  - d. the approximate 100-year flood area boundary, the source of the information; the hydrologic, hydraulic, input and output summaries, cross sections and profiles must be added to the plan;
  - e. the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
7. Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
8. Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.
9. Location of all existing and proposed easements, their widths and uses.
10. For residential site plans, a lot of tabulation including:
  - a. Individual lots and open spaces;
  - b. Lot/open space area;
  - c. Lot coverage;
  - d. Frontage length at the setback line.
11. Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
12. Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
13. Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, handicap access curb ramps, guardrail, streetlights, fencing and screening. Sizes and widths annotated.
14. Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives, driveways, and points of access to adjacent properties. Street widths, VDOT classification, rates of superelevation, vertical curves with sight distance noted. Horizontal and vertical sight distances verified at all intersections. All entrances labeled to proper standards and percent of grades noted at all commercial entrances.
15. Estimate of existing, if applicable, and proposed daily vehicular trips

generated by the site.

16. Typical roadway pavement and design section for all proposed public streets.
17. Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
18. Location and character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel and within 50' of the property lines with sizes and types labeled. Profiles for proposed water, sewer and gas included in the plans. Fire flow calculations shall be submitted separately to the Town Clerk.
19. Current Prince William County Service Authority Information Sheet included, filled out and signed.
20. Floodplain study, if applicable.
21. Storm drainage system including, all required computations, on the project parcel(s) and within 50' of the property line with sizes, type of pipe, gradients, invert elevations, profiles, direction of flow, drainage divides and areas for each structure.
22. Stormwater Management and BMP facilities, including 10- and 100-year water surface elevations, and all required computations, BMP map, and access and maintenance easements.
23. Final Grading Plan.
24. Limits of proposed clearing and grading.
25. Erosion and Sediment Control Plans including devices, locations, notes, and narratives. Erosion and Sediment Control Checklist per the Virginia Erosion and Sediment Control Handbook included in plans.
26. Documentation and analysis for adequate outfall.
27. Final Landscape Plan.
28. Final Lighting/Photometric Plan.
29. Comprehensive Sign Plan, if applicable.
30. Unit Price List for Bonds and Escrows completed using the current Prince William County Unit Price List.
31. Any approved waivers, variances or proffers included in the plan set.
32. Plan for the phasing of development, if any.
33. Names of streets. Prior to being placed on any agendas, each proposed building shall be annotated with a premise address assigned by the County Mapping Office.
34. Plat, draft deed(s), and draft stormwater management agreement shall be submitted with the first submittal.
35. A plat notation to show RPA and RMA boundaries
36. a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer area located along other water bodies with perennial flow
37. If development is to occur near North Fork Creek, a 100-foot-wide buffer area

of undisturbed vegetation is required

38. a plat notation regarding on-site septic systems to be pumped out every five (5) years

39. Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems

40. development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer

41. delineation of the buildable area be shown on all submitted site plans

*See Also:* Plat requirements shown in this section are also noted as required in Section 58-22.23 and 58-22.24 of the Subdivision Ordinance.

Staff Recommendation: Town Staff recommend the following motion:

“I move the Town Council adopt ORD #2024-002, Zoning Text Amendment cross referencing plat requirements within the Zoning Ordinance.”

Or an alternate motion.



**ORDINANCE #2024-002**

**AN ORDINANCE TO AMEND THE TOWN OF HAYMARKET ZONING ORDINANCE SECTION**

WHEREAS, the Chesapeake Bay Preservation Act required the Town of Haymarket to update the subdivision section of the Town’s Zoning Ordinance for appropriate plat notation requirements set forth by Virginia Department of Environmental Quality, and

WHEREAS, The Town of Haymarket Planning Commission held a public hearing on May 20, 2024, and

WHEREAS, the Town of Haymarket Planning Commission moved to recommend this item to the Town of Haymarket Town Council for approval at their June 17, 2024 meeting, and;

WHEREAS, the Town of Haymarket Town Council held a public hearing at their monthly Work Session on July 29, 2024,

NOW, THEREFORE, BE IT ORDAINED the Town of Haymarket Town Council, at the Regular Monthly Meeting held on August 5, 2024, approved the appropriate requirements for plat notation of the Town of Haymarket Zoning Ordinance: Section 58-3.7b and Subdivision Sections 58-22.23 and 58-22.24

Done this 5<sup>th</sup> Day of August 2024

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Town Clerk

- Ayes:
- Nays:
- Absent:
- Abstain:

## Draft Snow Removal Ordinance Language

## Sec. 34-6. - Removal of snow and ice from sidewalks.

- (a) It shall be the duty of the Town of Haymarket to remove all snow accumulations of six inches or less from the Washington Street (Route 55) sidewalks and all other town owned properties within 24 hours after the snow has ceased falling, or within 48 hours after the snow has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for snow removal required by this subsection when there is a continuous snow fall, a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions. The same requirements shall exist with respect to ice or sleet on sidewalks, except that if the ice or sleet cannot be removed without injury to the sidewalk, then the town shall apply sand or another proper substance which will render the sidewalk safe for public travel within the time required in this section.
- (b) It shall be the duty of the owner, tenant and occupant of any property which has a sidewalk abutting on such property to remove all snow accumulations of six inches or less from such sidewalk within 24 hours after the snow has ceased falling, or within 48 hours after the snow has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for snow removal required by this subsection when there is a continuous snow fall, a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions. The same requirements shall exist with respect to ice or sleet on sidewalks, except that if the ice or sleet cannot be removed without injury to the sidewalk, then the owner, tenant or occupant shall apply sand or another proper substance which will render the sidewalk safe for public travel within the time required by this subsection. The owner, tenant or occupant shall not plow, shovel or blow any snow or ice from private property onto a public street, crosswalk, sidewalk or any public property. If, after such reasonable notice as the town may prescribe, the owner, tenant or occupant of the property affected by this section shall fail to abate or otherwise comply with this section, the town manager or their authorized agent may perform the necessary snow, ice and sleet removal and shall collect the cost thereof from the owner, tenant or occupant of the affected property in any manner provided by law.
- (c) The Town may impose a civil penalty of \$100.00 for violations of this section. Each day on which a violation of this section exists shall constitute a separate offense.





**Town of Haymarket**

**Resolution #2024-007**

**Resolution to Adopt Ordinance #2024-003**

Whereas, the Town of Haymarket Council and staff have received several resident complaints regarding the lack of snow and ice removal along the Washington Street corridor during snow events in early 2024; and

Whereas, the Town of Haymarket did not have an ordinance in place for snow removal enforcement; and

Whereas, the Town of Haymarket Town Council held several public meetings to draft a snow removal policy and ordinance for the Town of Haymarket; and

Whereas, the Haymarket Town Council held a Public Hearing on July 29, 2024 for citizen comment on Ordinance #2024-003 adding Section 34-6: Removal of snow and ice from sidewalks to the Town of Haymarket Town Code;

Now, Therefore, Be It Resolved by the Council of the Town of Haymarket, meeting in regular session this 5<sup>th</sup> day of August 2024, adopt Ordinance #2024-003 to amend the Town of Haymarket Town Code, adding Section 34-6: Removal of Snow and Ice from sidewalks

Motion:

Second:

Aye:

Nay:

Absent:

Attest:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council

Form AM 4.3  
(Rev 06/25/2024)

ICR ID: 38313759  
NONE



**COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**Form AM 4.3**

**In Prince William County**

by Resolution of the governing body adopted

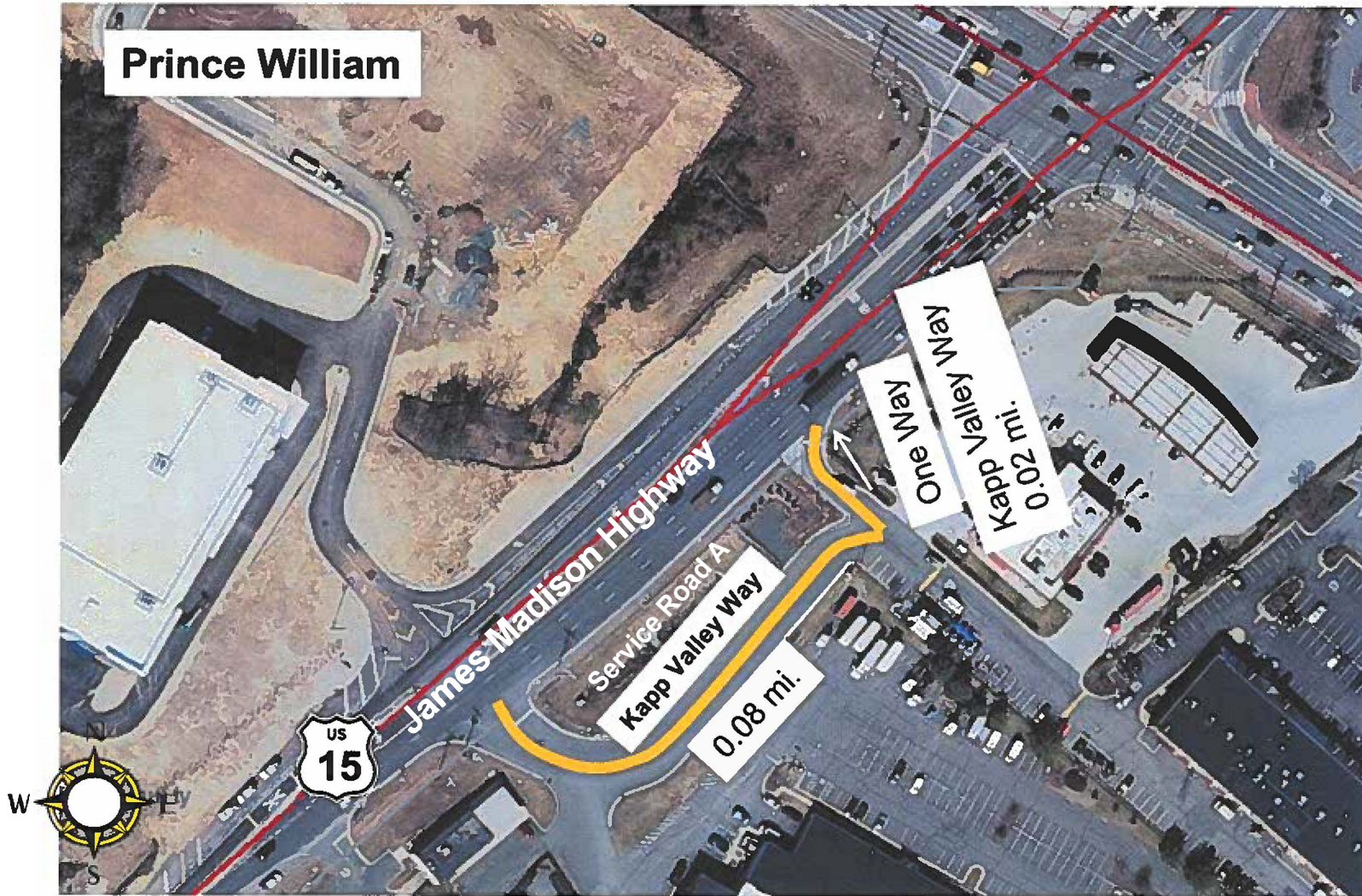
The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): \_\_\_\_\_

**Report of Changes in the Secondary System of State Highways**

Project/Subdivision: **0066-076-074,C501**

CHANGE TYPE	RTE NUM & STREET NAME	CHANGE DESCRIPTION	FROM TERMINI	TO TERMINI	LENGTH	NUMBER OF LANES	RECORDATION REFERENCE	ROW WIDTH
Addition	Rt. 4222 - Kapp Valley Way (One Way)	VDOT Project §33.2 -705	Kapp Valley Way (Service Road A)	Rte 15, James Madison Highway	0.02			260
Addition	Rt. 4222 - Kapp Valley Way (Service Road A)	VDOT Project §33.2 -705	Rte 15, James Madison Highway	Kapp Valley Way (One Way)	0.08	2		325



## Prince William County Project: 0066-076-074



Segments of new location to be added to the Secondary System

**§33.2-705 – VDOT Project Additions to Secondary Route**

**RESOLUTION #2025-005**

**WHEREAS**, the Virginia Department of Transportation has completed Project 0066-076-074,C501 and

**WHEREAS**, the project sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction, and

**NOW THEREFORE, BE IT RESOLVED**, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways, and

**BE IT FURTHER RESOLVED**, this Board requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

**BE IT FINALLY RESOLVED**, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

Adopted this 5th day of August 2024

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Attest:

---

Kimberly Henry, Clerk of Council



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

### Staff Report

**To:** Honorable Mayor and Town Council  
**From:** Roberto Gonzalez, Town Treasurer  
**Date:** August 05, 2024  
**Re:** Fiscal Year 2024-2025 Budget Amendment

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

#### REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2024-2025 is to amend the Other Income - 50001 - American Rescue Plan Funds revenue line item by increasing funding by \$836,586 for the purpose to budget the construction portion of the Park sidewalk. Originally this project was budgeted for FY2024 completion, but due to some delays in VDOT approval due to crosswalk walk in this project it will not be completed in FY2025.

<b>Revenue Source Line Item</b>			
Line Item	Adopted 2024-25 Budget	Amended Budget	Change
Other Income:			
American Rescue Plan	\$ 50,000	\$ 886,568	\$ 836,586
<b>Expenditure Source Line Item</b>			
Line Item	Adopted 2024-25 Budget	Amended Budget	Change
Other Expenditure:			
Park Sidewalk	\$ 0	\$ 836,586	\$ 836,586

*Sample Motion*

*I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2024 - 2025 budget as designated by Resolution #2024-006.*

*Or*

*Alternative Motion*



RESOLUTION 2024-006

FISCAL YEAR 2024-2025 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2025 Budget on June 17, 2024, and

WHEREAS, The proposed budget amendment will increase American Rescue Plan revenue line item by \$836,586; and

WHEREAS, The proposed budget amendment will increase expenditure line item 97001-1 Park Sidewalk by \$836,586; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2024-2025 Budget as reflected below:

Budget Amendment for FY2024-2025 Budget

Operational Budget	<u>Adopted 2024-25 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
50001 American Rescue Plan	\$ 50,000	\$ 886,586	\$ 836,586
<u>EXPENDITURE:</u>			
97001-1 Park Sidewalk	\$ 0	\$ 836,586	\$ 836,586

Done this 05th Day of August 2024

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council