



TOWN COUNCIL – REGULAR MEETING

Monday, October 07, 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 - Chief Al Sibert, Haymarket Police Department

IV. PRESENTATION OF OFFICERS: Chief of Police Al Sibert

1. Introduction of New Haymarket Police Department Officers
2. Promotion and Pinning Ceremony of Haymarket Police Department Sergeants

V. PRESENTATION: Senator Danica Roem

VI. CITIZENS TIME

VII. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Work Session – September 3, 2024 6:00 PM
2. Mayor and Council – Regular Monthly Meeting – September 3, 2024 7:00 PM
3. Mayor and Council - Special Meeting - September 11, 2024 7:00 PM

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

VIII. AGENDA ITEMS

1. Haymarket Day
2. Upcoming Holiday Schedule
3. Ordinance #2024-004: Tax Free Weekend

IX. CLOSED SESSION

1. Motion for Closed Session and Certification
2. Directive or Motion, If Needed

X. COUNCILMEMBER TIME

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

XI. ADJOURNMENT



TOWN COUNCIL – WORK SESSION MEETING

Tuesday, September 03, 2024 at 6:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

Vice Mayor TracyLynn Pater called the meeting to order.

In accordance with Virginia State Code Section 2.2-3708.3(B) and the Town of Haymarket's adopted remote participation policy, Mayor Luersen attended the meeting remotely from his home through electronic communication means due to an illness preventing him from physically attending the meeting.

PRESENT

- Mayor Ken Luersen – Remote Attendance
- Vice Mayor Tracylynn Pater
- Councilmember Alexander Beyene
- Councilmember Matthew Gallagher
- Councilmember Joe Pasanello
- Councilmember Mary Ramirez
- Councilmember Marchant Schneider

II. PLEDGE OF ALLEGIANCE

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

III. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions on the Monthly Financial Report. He stated that his report at the Regular Monthly Meeting would be more up to date. There were no questions on his report.

2. Outdoor Events Ordinance

Town Manager Emily Kyriazi shared that she received comments from the majority of the Councilmembers on the Ordinance. She shared that she is working on a draft Outdoor Events Ordinance update and will keep the Town Council informed as to the progress. She stated that she is hoping to have a draft document available for Council to review and discuss at the September Work Session. Mrs. Kyriazi gave a preliminary time line on when the ordinance would go to a public hearing and confirmed that all parties directly affected by the ordinance would be notified of the public hearing.

3. Military Banner Program Update

Deputy Town Clerk Alexandra Elswick presented additional information on the military banner program. She asked for a directive on the material of the flags. She shared that the company prepares the application. She asked for direction on the draft application she presented in the Council packet. The Council discussed the material and design options presented. A discussion also followed on the application process, payment and replacement of the banner if damaged after the one year warranty period. Ms. Elswick shared that the maintenance supervisor shared that he could hang 42 banners. The discussion continued on the Town bearing the replacement cost if a banner was damaged. A question was asked on the cycle of the banners being hung. Ms. Elswick stated that they would be hung a week before Memorial Day to July 4 and then a week for and after Veteran's Day for a two year period. A question was also asked on how many banners were damaged in a given time period. Town Manager Kyriazi shared that when a third party would hang the banners, they were not as careful as our maintenance supervisor. She stated that now that the Town is hanging the banners, they are hung with more care and less damage has been done. There was a general consensus that the replacement of a damaged banner is something that the Town should bear the cost on. However, the finance liaisons would like to meet and determine which line item would be reflected on the cost of the banner in order to absorb the costs. There was also a consensus of the Council to have the expectations set prior to proceeding with the application process so that every applicant is aware of the procedures and fees associated. There was also a discussion on how many a person could purchase if there is a long line of veterans within the family unit. After the discussion, Councilmember Schneider stated that with objection he directs the Deputy Town Clerk to proceed with the military banner program and the after one year warranty that the Town will bear the cost to replace a damage banner and the finance liaisons would direct staff as to where to pull the funds from.

4. Trash Bins Update

Vice Mayor Pater stated that the Town Council was asked to talk to their constituents on whether they would like a larger trash bin. Town Manager Emily Kyriazi stated that she had not heard from any Councilmember and asked if they had brought any updated information that they would like to share. Several Councilmembers gave input that they received from their neighbors. Mrs. Kyriazi asked that the Town Council send the feedback to staff so that they could properly evaluate the responses in order to determine if there is a need for bigger cans. She stated that staff would then contact the contractor to see what the Town's options are so that a final decision could be made by the end of the month.

5. GoGov App Updates

Event Coordinator Julia Crofford provided updates on the GoGov app and provide answers to some of the questions that were raised at a previous meeting. Ms. Crofford shared how the contact us option would work and the cost reflected with adding that feature to the app. She also shared the information she received about the apps security certification. Town Manager Emily Kyriazi recommended and asked for permission to proceed with the contact us feature on the app and launch it pre Haymarket Day so that staff could spread that information at the town booth. A discussion continued on the subject.

6. Communication Plan Framework: Councilmember Gallagher

Councilmember Gallagher presented the first draft of the Communication plan. He shared that this is a rough version of a framework of types of things the Council needs to be thinking about when establishing an overall communication plan. He shared that he looked at other jurisdictions in the area on their communication plans to come up with a basic draft for Council to build on. He asked Council and staff to review what he has come up with so far and bring

back any feedback so that he can start to formalize it. A short discussion followed on the subject. He stated that he would appreciate any feedback by September 25th so that he can put together another draft for review to be on the September Work Session agenda.

7. Town Center Project RFP and Funding: Councilmember Schneider

Councilmember Schneider stated that in the interest of time, he asked to defer this item to the Regular Monthly meeting following this Work Session. The Town Council deferred this item to the Regular meeting.

8. Park House Demolition RFP: Councilmember Schneider

Councilmember Schneider stated that in the interest of time, he asked to defer this item to the Regular Monthly meeting following this Work Session. The Town Council deferred this item to the Regular meeting.

IV. ADJOURNMENT

With no further discussion items at this meeting, Councilmember Ramirez moved to adjourn with a second by Councilmember Gallagher. The motion carried.

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

Submitted By:

Approved By:

Kimberly Henry, Clerk of Council

Kenneth Luersen, Mayor



TOWN COUNCIL – REGULAR MEETING

Tuesday, September 03, 2024 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

In accordance with Virginia State Code Section 2.2-3708.3(B) and the Town of Haymarket's adopted remote participation policy, Mayor Luersen attended the meeting remotely from his home through electronic communication means due to an illness preventing him from physically attending the meeting.

Vice Mayor TracyLynn Pater called the meeting to order.

PRESENT

- Councilmember Alexander Beyene**
- Councilmember Matthew Gallagher**
- Mayor Ken Luersen - Remote Attendance**
- Councilmember Joe Pasanello**
- Vice Mayor Tracylynn Pater**
- Councilmember Mary Ramirez**
- Councilmember Marchant Schneider**

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Pastor Mark Olson, Haymarket Baptist Church

Vice Mayor Pater introduced Pastor Mark Olson from Haymarket Baptist Church and invited him to the podium to give the evening's invocation.

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

Vice Mayor Pater invited Jenni Green from Alex's Army to the podium for the evening's Community Spotlight segment of the agenda. Mrs. Green thanked everyone for inviting their foundation back to a meeting. She shared that this is the foundation's 10th anniversary and to share their mission. She stated that the gold ribbons throughout the Town was provided by them in awareness of childhood cancer month. She stated that this shows families that they are not alone in their fight when it comes to childhood cancer. Mrs. Green introduced Kendall, a survivor of childhood cancer. She stated that Kendall's mom spoke at a meeting in 2022 about Kendall's diagnosis as she was entering high school and during the Covid pandemic. Kendall shared her story and how Alex's Army helped her during treatment and recovery. Lastly, Mrs. Green thanked the Town Council for recognizing childhood cancer month and for the support of helping the foundation to raise awareness. Mrs. Green opened the floor for questions. Councilmember Pasanello asked for an address in case

anyone in the audience would like to send donations. Mrs. Green provided several options on how to donate to the foundation through social media, their website and physical address. Councilmember Schneider asked if the foundation had any other fund raising events that they would like to share. Mrs. Green shared the various fund raisers that they do, such as the spring golf tournament. She also shared the Hearts of Gold gala scheduled in November.

V. CITIZENS TIME

There were no citizens wishing to address the Town Council during citizens time at this evening's meeting.

VI. CONSENT AGENDA

Vice Mayor Pater asked if Council wanted to pull any reports.

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

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

A. Minute Approval

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

B. Department Reports

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

C. Liaison Reports

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

VII. AGENDA ITEMS

1. Town Center Project RFP and Funding: Councilmember Schneider

Councilmember Schneider gave a Powerpoint presentation on this item for the purpose of discussion at the upcoming strategic planning kick off meeting scheduled for later in September. He stated that at the August meeting, the Council had a presentation on credit benchmarks and capacity report. He stated that it had a good accounting on how the Town manages its finances and planning for the future. He stated that last year, the Town Council came up with three priorities; the Town Park, the Town Center master plan and the potential of acquiring a parcel for public parking. Councilmember Schneider proceeded with his presentation. After his presentation, Councilmember Schneider opened the floor for discussion. Discussion followed on the topic of the strategic planning meeting, the town center site plan and timeline of expiration, staff input and managing resources. There was a question about how Mr. Schneider's points can be heard at the strategic planning kick off meeting since he is unable to attend. Town

Manager Emily Kyriazi distributed a pre-activity workbook from the consultant that the Town Council is to complete and return to the consultant.

2. Park House Demolition RFP: Councilmember Schneider

Councilmember Schneider proceeded with the presentation on the Park House demolition. He stated that currently there has only been one bid on the RFP. Councilmember Pasanello stated that, like the Town Center project, the time to move forward is now not to hold things back. Mr. Schneider stated that having more than one bid would be beneficial to the Town. He stated that he wanted to provide more information as the finance liaisons go into the consideration of the bid. Mr. Schneider continued on with his presentation. He thanked the Town Council for their time and asked that these elements be considered at the strategic planning kick off meeting. A discussion continued on management assets with the Town now having a maintenance supervisor and keeping track of a maintenance schedule. The discussion continued on the subject.

VIII. COUNCILMEMBER TIME

1. **Councilmember Beyene**

Councilmember Beyene did not have anything to report.

2. **Councilmember Pasanello**

Councilmember Pasanello thanked Jenni Green and Kendall from Alex's Army for attending the evening's meeting. Mr. Pasanello also stated that September is blood cancer awareness month. He shared that early voting for the elections starts on September 20th at the board of elections office. He also shared that early voting at the Gainesville/Haymarket library will start on October 13. He shared of the fall festival at Leopold's preserve. He also shared of a County town hall meeting hosted by Board of Supervisor Weir.

3. **Councilmember Schneider**

Councilmember Schneider encouraged the Town Council to take the strategic planning meeting and training seriously. He encouraged the candidates running for Town Council be invited to the meeting.

4. **Councilmember Ramirez**

Councilmember Ramirez thanked Kendall for coming to this evening's meeting and to Jenni Green from Alex's Army for all the work they do for childhood cancer. She also stated that September is suicide prevention awareness month. Councilmember Ramirez stated that the application for the next Youth in Government program is out and encouraged middle school students to apply. She stated that the deadline to apply is September 20th.

5. **Councilmember Gallagher**

Councilmember Gallagher thanked the local high school Government class for attending this evening's meeting. He stated that he is very passionate about the topic of a communications plan that was discussed at the evening's Work Session earlier that evening. He stated that he is proud of the efforts so far to get good communication out to the residents in various forms. He stated that he would love to hear from any resident on ideas for Council to consider on how to better communicate with them.

6. **Mayor Luersen**

Mayor Luersen gave a brief report on the Mayor's walk and other items such as the Flags for Heroes event at the Town Park on September 14th. Due to the sound issue with him attending via Zoom, he was not able to be heard during the recording of the meeting.

7. **Vice Mayor Pater**

Vice Mayor Pater also mentioned the Flags for Heroes event at the Town Park. Vice Mayor Pater also informed the Council that Senator Danica Roem will be attending the October regular monthly meeting to gather information from them that they feel would affect the Town that she could start addressing at the General Assembly Session in February. Vice Mayor

Pater also recognized the Haymarket Police Department on a compliment made by other law enforcement agencies that were in Town for a training on their visibility at the school bus stops. She also shared information on the Solheim cup event that will be at the Trent Jones golf course and the increase of traffic in the area.

IX. ADJOURNMENT

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

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

Submitted By:

Approved By:

Kimberly Henry, Clerk of Council

Kenneth Luersen, Mayor



TOWN COUNCIL SPECIAL MEETING

Wednesday, September 11, 2024 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

Town Manager Emily Kyriazi called the meeting to order. She stated that this evening was the kick off to the strategic planning meetings. She introduced Dr. Stephanie Davis to the podium, to help the Town Council navigate the process on strategic planning. She stated that Dr. Davis had a presentation on the importance of strategic planning and why Council needs to go through these steps for the Town. At this time, Mrs. Kyriazi handed the floor to Dr. Davis.

III. AGENDA ITEMS

1. Strategic Planning Work Session: Stephanie Davis: Virginia Tech Associate Professor, Center for Public Administration & Policy

Dr. Stephanie Davis gave a power point presentation on why it is important to do strategic planning, especially for small towns. She stated that she has worked in local government for almost 20 years. She shared that one of her interest is why do elected officials do what they do, why do they make the decisions that they do and how can we help and learn in how to build better communities. She stated that she has a real interest in small communities. She shared that she is familiar with communities having very little resources coming from a small town in southwest Virginia. She shared how does the Council find resources and build on capacity. She stated that it can be done administrative - having the staff support either internal or external, financial and the leadership capacity - which is the Council's role. by developing and implementing the vision for the community. She stated that her work is to develop a good strategic plan for the Town. Dr. Davis continued with her presentation on developing a strategic plan option for the Council to work off of. Dr. Davis asked for the Council to share why they ran for office. Each Councilmember provided various reasons as to why they ran for office. She asked if anyone of the Council has been through a strategic planning process before. She gave reasons why Council's do strategic planning. She stated that consultants like herself will come up with the Towns mission, vision, establish your values and goals and come up with some short term action items to achieve those goals. She continued to state that strategic planning document provides an accountability tool, a communication and prioritization tool. Dr. Davis explained each tool in detail. She stated that the accountability tool will help the Town Manager and future Council Members with an agreed upon plan that was set in place at the retreat. This is so there is a unified agreement and smooth transition. She stated that communication tool is to involve the public in giving input and so that staff and Council can communicate with the citizens the unified plan for transparency. She continued with prioritization tool will help with the budget and CIP process. She stated what the Council will be working on with the strategic planning. She stated that they will be working on a mission for the Town, come up with their vision for the Town, they will develop some values that guides the decision making of the Council, come up with some broad long range goals, and come up with some short term action items to achieve those goals. She discussed the strategic planning components with the Council. She stated that goals would be 3-5 years out and strategies would be 1-2 years which would items that will be funded the upcoming budgets. A short discussion followed on vision, goals and planning components. She continued with the value components. Dr, Davis stated

that the first steps is a consensus on the strategic plan development, which the Council already has. Then Council needs to do pre-retreat work, which she will walk Council through the pre-retreat activity packet. The next step would be to hold the retreat and then a draft report will be constructed for citizen input. Dr. Davis went over each item in detail that will be discussed at the retreat. There was a discussion on the date for the retreat. Dr. Davis stated that it looks like the best day for the retreat would be Saturday, October 26 from 9am-4pm in Town Hall.

After her presentation, Dr. Davis asked for any questions and encouraged conversations on the strategic planning amongst Council Members. There was a discussion on the timeline of meetings and draft plan options. The Council also discussed ways to inform the citizens of the strategic plan and how to get their input.

IV. ADJOURNMENT

With no further discussion, the Haymarket Town Council adjourned their meeting.

Town of Haymarket Town Manager Report and Tracking Log

| Task | Assigned to | Date Task Started | Work Items Required | Anticipated End Date: | Actual End Date: | Comments: |
|--|-------------------------------|-------------------|---------------------|-----------------------|------------------|---|
| Office of the Town Manager and Zoning Administrator | | | | | | |
| Civic Plus: Meetings and Agendas | Kim Henry, Alexandra | | | | | The transition to the new CivicPlus system is completed. The file transfer is currently in progress by the CivicPlus team. Working to upload historic video recordings of the meetings |
| RFP for Sidewalk | Emily K/Thomas B | | | | | Construction continues at the Park Sidewalk project. Rain caused some schedule shifts, however no major delays were experienced. Pouring concrete for the sidewalks should occur week of October 7th. |
| Communications Plan | EK, Tracylynn, Matt Gallagher | | | | | Councilmember Gallagher is working on the Communications Draft and will meet with Staff for the next steps |
| GOGov App | Emily and Julia | | | | | Continuing to post information about the app through various media sites, at community events and in all informational print material. Working on a discount opportunity for Haymarket Day merchandise at the Town tent when users download the app -- Julia will plan a program to advertise downloading the app to receive the discount |
| 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 10/3 Expecting the final approval by the end of the month. |
| Comprehensive Zoning Inspection | Emily K/Thomas B | | | | | Town Planner will work on next phase of comprehensive zoning inspection - inspecting landscaping/dead trees/overgrowth. Violations submitted to PWC Neighborhood Services as well as Zoning Violation Letters sent. PWC working on 3 building complaints, 2 on Washington St and 1 in Longstreet Commons |
| Town Business Visits and Check-Ins | Emily K and Roberto | | | | | Skyline Financial, Studio B Salon and Spa, Brusters, Parrandos, 1971 Coffee, Idezine, ChickFILA, Haymarket Baptist Church, Hidden Julles, Cupcake Heaven, Copper Cricket, Hotel |
| Park Building | Emily | | | | | Reviewing single RFP that was submitting, following up with the Contractor to clarify questions and receive more information on the package submitted. RFP will be presented and discussed at the 10-07 Council Meeting. |
| Staff Meetings | Staff | | | | | Staff Meetings held weekly on Tuesday |
| Strategic Planning Discussion | Emily | | | | | Strategic Planning Retreat scheduled for October 26th from 9am to 4pm. |
| Museum: Crossroads Arts Alliance | Emily/Tracylynn | | | | | CAA is planning their Everyone's Hometown Show to open soon. |
| Security Door at Town Hall | Emily | | | | | Security door is fully functioning |

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| Historic Walking Brochure | Emily/Morgan | | | | | Historic Walking Tour was completed and we had a small gathering of participants. Will continue posting the Walking Tour information and share the guides with businesses. |
| Youth In Government Preparations | Emily/Mary | | | | | Applications have closed and 9 students have applied to participate. Councilmember Ramirez can provide additional progress updates on her program during her Community Liaison Report |
| Town Park/Playground | Emily K. | | | | | Inspection completed, working with company to repair the large aeroglider - currently the glider is not moving as it should |
| Personnel Manual Meeting | Emily/Roberto/Chief/Chris M | | | | | Revised draft in review by Town Manager and Chief of Police |
| Land Use Planning Department | | | | | | |
| Town Center Site Plan | Emily K and Katie | | | | | Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--8/27/2024 Town Staff and Town Council discussing prioritization of and financing of project. |
| Highpointe at Haymarket | Emily K, Katie, Thomas | | | | | 7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acres of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant 12/22/2023 Town Staff waiting on follow up from applicant. 2/1/2024--3/26/2024 Town Staff continue to wait on response from applicant. Prince William County had issued the second round of comments for their section of the project for the applicant's response. Town Staff have reached out to the developer to check the status of the Haymarket section of the project. The county application has been put on hold, Town Staff following up with applicant to ensure the proper notice is given that the applicaiton is on hold. 6/26/2024 Town Staff coordinating with applicant to ensure proper hold are placed on the applicaiton. UPDATE 7/30/2024-10/1/2024 Applicant has stated since April 8 2024 that the Haymarket portion of the application is on hold |

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| <p>Robinson's Paradise</p> | <p>Thomas</p> | | | | | <p>11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. 12/22/2023--2/1/2024 Lots 4 and 20 given zoning release for occupancy. 2/28/2024 Lots 7, 13, and 19 given zoning release for occupancy 3/26/2024 Lots 10 and 14 given zoning release for occupancy. 4/30/2024 No other homes have received zoning release for occupancy, construction continues UPDATE 6/26-10/1 Lots 1, 8, 9, 11, 12, 15, 16, 17, and 18 given zoning release for occupancy, construction of remaining lots continues.</p> |
| <p>Van Metre -- Robinson Village</p> | <p>Emily K, Thomas</p> | | | | | <p>7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. 2/1/2024--2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. 3/26/2024 Town Staff finalizing approval of the As Built submission for Robinson Village. 4/30/2024 Van Metre to resolve a stormwater pooling issue at the right turn lane into the development, then as-built approval will be granted 6/26-8/27 Town Staff and Van Metre coordinating with VDOT to ensure ponding issue will be properly mitigated. Town Waiting for VDOT to provide written confirmation that the maintenance of the ponding will be handled by VDOT. Van Metre to reinforce erosion control measures prior to E/S bond release. UPDATE 10/1/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release</p> |

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| <p>Crossroads Village Center</p> | <p>Emily K</p> | | | | | <p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 9/26 As built and landscaping bond review continue. 10/30/2023: The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. 12/22/2023--4/30/2024 none UPDATE 6/26-7/30 Town Engineer performed landscaping inspection, Town Staff are coordinating 90% release of landscaping bond when requirements are successfully met by Meladon. As-builts currently under review. UPDATE 8/27/2024-10/1/2024 90% of the Landscaping Bond released to Meladon</p> |
| <p>Taco Bell</p> | <p>Thomas</p> | | | | | <p>7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. 10/30/2023-3/26/2024 construction continues. 4/20/2024 Taco Bell has installed a sidewalk connecting to the existing Washington Street sidewalk and to the rest of Crossroads Village Center. Opening date still pending while outstanding permits are processed by the PWC Building Department 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise. UPDATE 7/30-10/1 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> |

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|---|---------------|--|--|--|--|---|
| <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 7/30-10/1 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 7/30-8/27 site work continues, estimated completion for site work is September 2024, with opening of facilities in November 2024. Town Planner to inspect site for zoning release for occupancy on 8/28 UPDATE 10/1/2024 Town Planner has inspected lot, zoning release will not be given until interior buildout completed.</p> |

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|---|--------|--|--|--|--|---|
| Bleight Drive Townhomes | Thomas | | | | | <p>4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant to submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon. 12/22/2023 Town Staff have denied waiver for excluding sidewalk from site plan 2/1/2024 Town Staff waiting on follow up from developer 3/26/2024 Town Staff discussed next steps with developer to ensure the sidewalk is included in the plan and the proper easement agreements are established to facilitate installation. 4/30/2024 Villages of Haymarket HOA and Developer in discussion to create easement agreement 6/26/2024-8/27/2024 Easement agreement has not been reached between HOA and Applicant, applicant will still build sidewalk up to the property line of development. Site plan approved by planning commission in June 17th PC meeting, Town Staff will continue to review the final submission before signing the site plan. UPDATE 10/1/2024 Applicant to submit architectural and demolition COA application in October ARB meeting</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--10/1/2024 Town Staff working with applicant on landscaping bond agreement.</p> |
| Jefferson/Fayette St Site Plan (6804 Fayette St) | Thomas | | | | | <p>4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. 3/26/2024 Site Plan Revision to be signed in the next week 4/30/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 Town Staff met with site superintendent at pre-constructon meeting, groundbreaking to begin in the next month. UPDATE 7/30-10/1 Site work continues, estimated completion date tbd</p> |

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|---|--|--|--|--|--|--|
| 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 4/30/2024-10/1/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting.</p> |
| Town Clerk | | | | | | |
| Board/Committee Updates | Kim | | | | | <p>Planning Commission will be commenting on a one mile review for Heathcote Blvd SUP site plan at their next meeting. ARB will have several items on their upcoming agenda - exterior elevation application, sign applicatioin and continue working on the guidelines.</p> |
| Agendas/Minutes | Kim | | | | | <p>I am still cleaning up historic files on the meetings portion of the website. All current minutes for all boards are on the website.</p> |
| Directives | Kim | | | | | <p>We have signed a contract for a new phone system with Comcast. This will greatly improve communication with staff. I am still working on a draft of a desktop file for retention of procedures and instructions on application processes and new agenda and minutes software.</p> |
| Maintenance | | | | | | |
| Tenant Buildings | <p>Washington Street Realty: Upstairs lights not working and found exterior side door handle rusting up, replaced two bad light switches and installed new door handle. Town Hall: Found water entering through top of concrete foundation at rear electrical room and entering into PD offices. Sealed both leaks temporarily, will have to evaluate further repairs later. Sewer odors: sewage odors were coming into Town Hall, Copper Cricket, and Washington Street Realty, called PWC water and they flushed the clogged sewer out along Jefferson st.</p> | | | | | |
| Museum | <p>Concrete path and museum grout repair have been approved, Covis Stone may have it completed by the end of the week depending on the rain.</p> | | | | | |
| Benches | <p>Twelve benches are completed, nine benches left. I will install the two musuem benches after concrete path is done.</p> | | | | | |
| Events: Events Set Up/Farmers Market Prep | <p>Cleaning and organizing of event equipment has started. Currently working on event set up scheduling.</p> | | | | | |
| Other | <p>Nothing further at this time</p> | | | | | |
| Staff | | | | | | |

| | | | | | | |
|---------------------------------|-------|--|--|--|--|--|
| Farmers Market | Julia | | | | | <p>The market has continued to be successful and we continue to receive positive feedback from vendors and town members. The market looks to be getting busier each weekend. Live music is booked for every Sunday. I have been posting 2-3 vendor spotlights on Instagram and Facebook each Sunday. Continuing to set up a booth on the first Sunday of each month to sell merchandise, advertise the app, and talk with the mayor. I have received a lot of emails with vendors who have heard great things about the market and hope to attend next year. In hopes to save our new grassy area I have rearranged the farmers market layout which has more vendors on pavement only leaving 6 vendors still on the grass. Our Halloween market will take place on October 26. Vendors who want to participate will have a sign at their booth inviting kids to come trick or treat at their booth. Kids who stop by the Town Hall tent and have a costume on will be entered into the raffle to win a town youth shirt!</p> |
| Summer Concert 8/17 | Julia | | | | | <p>Summer Concert went great and was well attended. I received positive feedback from the vendors that participated. At the town tent we passed out cowboy hats and bandanas. We were also selling our merch and passing out flyers for GoGov and our business brochures.</p> |
| Holiday & Christmas Event 12/14 | Julia | | | | | <p>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. We now have three new nutcracker sponsors including El Vaquero, Washington Street Realty, and tabacology. I am working on creating a nutcracker scavenger hunt to encourage people to stop by our nutcracker sponsors businesses and we plan to have this available in December. We are now discussing the lighting for candy cane lane and better signage for the vendor tents. Applications will be available at the beginning of October. I have started reaching out to the musical acts and confirming their participation in the Holiday event. I have also reached out to the Old Towne Carolers and signed the contract to have them at the event. Currently looking into ordering a Santa costume.</p> |
| Haymarket Day 10/19 | Julia | | | | | <p>We currently have 273 vendors and 33 parade participants signed up. We have had 3 breweries and 1 winery sign up. The progress in the park sidewalk construction has allowed us to accept 8 more vendors off of the waitlist. Haymarket Day is now full. I have contacted all participants to inform them that they are all confirmed to participate. I have also been updating vendors on our waitlist. I have advertised the participation of our in-town breweries and will continue highlighting our vendors. I am looking into signage for the beer gardens, town signs, and freebies to pass out at the town tent. All bands have been booked and contacted to confirm. I have started looking at decor for Haymarket Day and plan on using haybales, pumpkins, and corn stalks to decorate the stages and beer gardens. We currently have 9 sponsors, Golden Rule Builders, Thrive Med Spa, School of Rock, Caring Senior Services, I-66, Wakefield, Wegmans and Park Valley Church. I have also reached out to Home Depot to see if they are interested in being a sponsor and I am waiting to hear back from them as well. I have confirmed with Wakefield that they will be providing two buses for shuttles. We have also confirmed that the parade will start in the QBE parking lot this year. I am reaching out to the businesses at QBE to make them aware of this. I will be ordering Potter's Potties for the parking lot so parade participants aren't using the businesses restrooms. I will inform the parade participants about the changes and rules. I am working on finalizing booth assignments and will have them sent to all vendors by the end of the first week of October. New volunteer shirts have been ordered and I am working on a sweatshirt design to sell at our booth.</p> |

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|---------------------------------|--|--|--|--|--|--|
| Social Media/Website/GoGov | Emily/Alexandra/Julia | | | | | Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Park sidewalk construction notifications have continued to go out on Facebook and GoGov with park closures. Gogov app was launched at the beginning of July and I will continue to advertise it on our social media. We are working on creating a discount at Haymarket Day for those who doqndload the GoGov app. Notifications for events, meetings, and public notices have been going out. As of September 1st we have 290 app downloads. GoGov flyers were handed out at the Summer Concert and will continued to be passed out at the Farmers Market and other future events. I will be sending out Haymarket Day infromation through the app. I will be posting Haymarket Day vendor hightlights to include our in-twon businesses, beer gardens, live music, etc. |
| Newsletter | Emily/Alex | | | | | Q4 Newsletter was finalized and mailed September 27; uploaded to website; will post on social |
| Real Estate Tax | Roberto/Alexandra | | | | | Real Estate taxes were inputted, reviewed, printed and will be mailed on 10/4. |
| Administrative | Alexandra | | | | | Daily Mail Check; Enter all invoices into QB; Process & prepare payments for finance meetings; Keep track of late invoices/fees, and payment processing for events & zoning applications. Process/track tenant & meals tax payments; Process purchase orders; Maintain business spreadsheets; File invoices; Pull FY 2020-2021 for shredding; organize file cabinet; organize office supply closet |
| Office Misc.: | Alexandra | | | | | cont. trash communications; follow up with late BPOLs; continue paperwork for Military Banner Program; Post/share Youth in Gov Program; Assist with Solheim welcome bags; ARB minutes for Aug are complete and posted. Record square transactions; Assist Dementia seminar for Senior Care Living; |
| New/Old Business Updates | | | | | | |
| New Businesses | <p style="text-align: center;">Himalayan Grill- expected to open early/mid Nov. Primo Coffee- for in-home office (mobile coffee cart) available to book for parties, events etc. Skyline Financial Partners - Ribbon Cutting 9/19</p> | | | | | |



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: October 07, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 10.04.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 10.04.2024.
- Proffer report update – Fully collected from developers
- Continuing to work on FY2023 Audit – we have been informed that due to some personnel changes in the firm there is a delay on this audit being completed.
- Working with the Event coordinator on Town Events funds.
- Met with Sidewalk contractor along with the Town Manager and Town Engineer for project updates.
- Attended the Fall District Treasurer conference (Virtually)
- Processed and mailed Real Estate taxes that are due on December 5th 2024.
- Reviewed Administrators A/P entries and A/R entries.



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: October 07, 2024
Re: Proffer - Update

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

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

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

Town of Haymarket Statement of Net Position As of October 7, 2024

| | <u>Oct 7, 24</u> |
|---|-----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10000 · Cash & Cash Equivalents | 8,006,327.31 |
| 11010 · Virginia Investment Pool | 354,144.08 |
| Total Checking/Savings | 8,360,471.39 |
| Accounts Receivable | |
| 12000 · Accounts Receivable | 569,512.65 |
| 12010 · A/R Permits | -2,059.99 |
| 12020 · Delinquent Real Estate | 2,761.44 |
| 12021 · Taxes Receivable - RE 2016 | 1,271.99 |
| Total Accounts Receivable | 571,486.09 |
| Other Current Assets | |
| 11499 · Undeposited Funds | 22,906.06 |
| 12099 · Allowance for Doubtful Accounts | -63,284.67 |
| 12200 · Prepaid Expenses | 17,658.85 |
| Total Other Current Assets | -22,719.76 |
| Total Current Assets | 8,909,237.72 |
| Fixed Assets | |
| 12500 · General Property | 4,787,203.47 |
| 12600 · Rental Property | 1,130,768.59 |
| Total Fixed Assets | 5,917,972.06 |
| Other Assets | |
| 14003 · Accum Amort - SBITA Asset | -4,755.96 |
| 14002 · SBITA Asset | 20,609.33 |
| 14001 · Accum Amort - ROU Asset | -1,799.90 |
| 14000 · Right of Use Lease Assets | 10,799.18 |
| 12300 · Lease Receivable CP | 155,821.13 |
| 12301 · Accrued Int Rec - G87 | 892.53 |
| 12350 · Lease Receivable - LT G87 | 204,611.44 |
| 19110 · Deferred Outflows - OPI | 93,878.00 |
| 19000 · Net Pension Asset | 172,687.00 |
| 19100 · Deferred Outflow - Pension Cont | 393,548.00 |
| 19200 · Deferred Outflow - GLI OPEB | 12,556.00 |
| Total Other Assets | 1,058,846.75 |
| TOTAL ASSETS | <u>15,886,056.53</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 48,144.59 |
| Total Accounts Payable | 48,144.59 |
| Credit Cards | |
| 20041 · ToH Credit Card - SONA 1424/269 | 224.95 |
| 20042 · PD Credit Card - SONA 0277 | 113.90 |
| Total Credit Cards | 338.85 |

Town of Haymarket
Statement of Net Position
As of October 7, 2024

| | <u>Oct 7, 24</u> |
|---|-----------------------------|
| Other Current Liabilities | |
| 20099 · Prepaid Rent | 8,812.70 |
| 20095 · Deferred Revenue - Events | 2,500.00 |
| 20096 · Deferred Revenue - Other | 2,248,634.41 |
| 20098 · Deferred Revenue - ARPA Funds | 1,420,499.89 |
| 20500 · Sales Tax Payable | 91.10 |
| 21000 · Payroll Liabilities | 61,717.87 |
| 22000 · Security Deposits | 13,940.65 |
| 22010 · Escrow Deposits | 204,941.60 |
| Total Other Current Liabilities | <u>3,961,138.22</u> |
| Total Current Liabilities | <u>4,009,621.66</u> |
| Long Term Liabilities | |
| 28006 · SBITA Liability - Non Current | 10,400.10 |
| 28005 · SBITA Liability - CP | 4,978.83 |
| 28004 · Accrued Int - G96 | 299.32 |
| 28002 · Lease Liability - LT | 7,025.69 |
| 28001 · Lease Liability - CP | 2,070.16 |
| 28003 · Accrued Int Exp - G87 | 25.09 |
| 28000 · Deffered Inflow G87 | 344,417.53 |
| 20080 · Accrued Interest Payable | 2,748.94 |
| 23000 · Accrued Leave | 36,581.32 |
| 25000 · General Obligation Bonds | 277,900.00 |
| 29100 · Deferred Inflow - Pension Msmnt | 378,349.00 |
| 29500 · Net OPEB Liability | 39,254.00 |
| 29600 · Deferred Inflow - OPEB | 9,244.00 |
| Total Long Term Liabilities | <u>1,113,293.98</u> |
| Total Liabilities | <u>5,122,915.64</u> |
| Equity | |
| 34121 · GASB 96 Activity Offset | 175.12 |
| 34120 · GASB 87 Activity Offset | -121.66 |
| 34110 · Net OPEB Activity Offset | -35,942.00 |
| 34000 · Net Pension Activity Offset | 281,764.00 |
| 30000 · Unrestricted Net Assets | 4,608,524.30 |
| 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 | 227,799.33 |
| Total Equity | <u>10,763,140.89</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>15,886,056.53</u></u> |

| Income | Actuals | Budget | % of Budget | Comments |
|--|-------------------|---------------------|---------------|---|
| 3110 · GENERAL PROPERTY TAXES | | | | |
| 3110-01 · Real Estate - Current | 463,009.34 | 473,293.00 | 97.8% | |
| | | | | a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices |
| 3110-02 · Public Service Corp RE Tax | 25,428.49 | 12,600.00 | 201.8% | |
| 3110-04 · Penalties - All Property Taxes | 0.00 | 1,000.00 | 0.0% | |
| Total 3110 · GENERAL PROPERTY TAXES | 488,437.83 | 486,893.00 | 100.3% | |
| 3120 · OTHER LOCAL TAXES | | | | |
| 3120-00 · Transient Occupancy Tax | 56,178.85 | 225,000.00 | 25.0% | Collection up to the month of August 2024 |
| 3120-01 · Bank Stock Tax | 0.00 | 24,000.00 | 0.0% | |
| 3120-02 · Business License Tax | 35,336.45 | 325,000.00 | 10.9% | |
| 3120-03 · Cigarette Tax | 36,578.85 | 140,000.00 | 26.1% | Collection up to the month of September 2024 |
| 3120-04 · Consumer Utility Tax | 22,164.06 | 158,000.00 | 14.0% | |
| 3120-05 · Meals Tax - Current | 285,225.01 | 1,550,000.00 | 18.4% | Collection up to the month of August 2024 |
| 3120-06 · Sales Tax Receipts | 15,303.28 | 160,000.00 | 9.6% | Collection up to the month of July 2024 |
| 3120-07 · Penalties (Non-Property) | 1,701.29 | 5,000.00 | 34.0% | |
| 3120-08 · Interest (Non-Property) | 30.64 | 0.00 | 100.0% | |
| Total 3120 · OTHER LOCAL TAXES | 452,518.43 | 2,587,000.00 | 17.5% | |
| 3130 · PERMITS,FEES & LICENESES | | | | |
| 3130-01 · Application Fees | 725.00 | 4,500.00 | 16.1% | |
| 3130-03 · Motor Vehicle Fees | 90.00 | 0.00 | 100.0% | |
| 3130-05 · Other Planning & Permits | 0.00 | 1,000.00 | 0.0% | |
| 3130-06 · Pass Through Fees | 2,364.76 | 15,000.00 | 15.8% | |
| Total 3130 · PERMITS,FEES & LICENESES | 3,179.76 | 20,500.00 | 15.5% | |
| 3140 · FINES & FORFEITURES | | | | |
| 3140-01 · Fines | 4,952.67 | 20,000.00 | 24.8% | |
| Total 3140 · FINES & FORFEITURES | 4,952.67 | 20,000.00 | 24.8% | |
| 3150 · REVENUE - USE OF MONEY | | | | |
| 3150-01 · Earnings on VACO/VML Investment | 3,234.01 | 13,500.00 | 24.0% | Reconciled August 2024 currently |
| 3150-03 · Interest on Bank Deposits | 39,116.04 | 89,500.00 | 43.7% | Reconciled August 2024 currently |
| Total 3150 · REVENUE - USE OF MONEY | 42,350.05 | 103,000.00 | 41.1% | |
| 3151 · RENTAL (USE OF PROPERTY) | | | | |
| 3151-07 · Haymarket Church Suite 206 | 15,050.36 | 49,207.00 | 30.6% | |
| 3151-08 · 15020 Washington Realty | 14,586.99 | 58,348.00 | 25.0% | |
| 3151-09 · 15026 Copper Cricket | 7,252.21 | 29,008.00 | 25.0% | |
| 3151-11 · Cupcake Heaven and Cafe LLC | 9,047.43 | 36,914.00 | 24.5% | |
| 3151-15 · Revolution Mortgage | 1,994.07 | 7,312.00 | 27.3% | |
| Total 3151 · RENTAL (USE OF PROPERTY) | 47,931.06 | 180,789.00 | 26.5% | |
| 3160 · CHARGES FOR SERVICES | | | | |
| FOIA Receipts | 5.00 | 0.00 | 100.0% | |
| Total 3160 · CHARGES FOR SERVICES | 5.00 | 0.00 | 100.0% | |
| 3165 · REVENUE - TOWN EVENTS | | | | |
| 3165-00 · Sponsorships | 15,185.00 | 20,000.00 | 75.9% | |
| 3165-01 · Town Event | 60,602.13 | 80,000.00 | 75.8% | |
| 3165-02 · Farmer's Market | 8,538.75 | 12,000.00 | 71.2% | |
| 3165-03 · Town Ornaments | 260.00 | 10,000.00 | 2.6% | |
| 3165-06 · Town Hats | 140.00 | 0.00 | 100.0% | |
| Total 3165 · REVENUE - TOWN EVENTS | 84,725.88 | 122,000.00 | 69.4% | |
| 3180 · MISCELLANEOUS | | | | |
| 3180-00 · Convenience Fee | 15.75 | 300.00 | 5.3% | |
| 3180-01 · Citations & Accident Reports | 35.00 | 0.00 | 100.0% | |
| 3180-03 · Miscellaneous | 50.00 | 0.00 | 100.0% | |
| Total 3180 · MISCELLANEOUS | 100.75 | 300.00 | 33.6% | |
| 3200 · REVENUE FROM COMMONWEALTH | | | | |
| 3200-02 · 599 Law Enforcement Grant | 9,447.00 | 36,144.00 | 26.1% | 1 of 4 Collection for FY2025 |
| 3200-05 · Communications Tax | 13,122.50 | 80,000.00 | 16.4% | Collection up to August 2024 taxes |
| 3200-06 · Department of Fire Programs | 15,000.00 | 15,000.00 | 100.0% | |

| | | | |
|---|------------------|-------------------|--------------|
| 3200-11 · Personal Property Tax Reimburse | 18,626.97 | 18,627.00 | 100.0% |
| 3200-12 · Railroad Rolling Stock | 1,535.23 | 1,300.00 | 118.1% |
| 3200-16 · DMV Select Grant | 0.00 | 15,000.00 | 0.0% |
| 3200-17 · LOLE Grant | 0.00 | 4,393.00 | 0.0% |
| Total 3200 · REVENUE FROM COMMONWEALTH | 57,731.70 | 170,464.00 | 33.9% |
| 3500 · Reserve Funds | 0.00 | 283,000.00 | 0.0% |

4002 · Transfer from ARPA Funds 231,747.00 836,586.00 27.7% Funds transferred to make 1st payment on project

| | | | |
|---------------------|---------------------|---------------------|--------------|
| Total Income | 1,413,680.13 | 4,810,532.00 | 29.4% |
| Gross Profit | 1,413,680.13 | 4,810,532.00 | 29.4% |

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

| | | | |
|-------------------------------------|----------|-----------|--------|
| 111001 · Convention & Education | 7,564.20 | 7,050.00 | 107.3% |
| 111002 · FICA/Medicare | 405.45 | 2,000.00 | 20.3% |
| 111003 · Meals and Lodging | 0.00 | 6,300.00 | 0.0% |
| 111004 · Mileage Allowance | 0.00 | 1,050.00 | 0.0% |
| 111005 · Salaries & Wages - Regular | 4,900.00 | 25,000.00 | 19.6% |

Total 11100 · TOWN COUNCIL **12,869.65 41,400.00 31.1%**

12110 · TOWN ADMINISTRATION

| | | | |
|--|------------|------------|-------|
| 1211001 · Salaries/Wages-Regular | 127,795.01 | 486,558.00 | 26.3% |
| 1211002 · Salaries/Wages - Overtime | 0.00 | 4,500.00 | 0.0% |
| 1211003 · Salaries/Wages - Part Time | 11,814.00 | 39,420.00 | 30.0% |
| 1211004 · FICA/Medicare | 10,089.03 | 40,238.00 | 25.1% |
| 1211005 · VRS | 21,078.71 | 78,978.00 | 26.7% |
| 1211006 · Health Insurance | 16,654.40 | 78,213.00 | 21.3% |
| 1211007 · Life Insurance | 1,716.06 | 5,857.00 | 29.3% |
| 1211008 · Disability Insurance | 933.31 | 3,360.00 | 27.8% |
| 1211009 · Unemployment Insurance | 84.51 | 5,995.00 | 1.4% |
| 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 | 4,014.50 | 12,000.00 | 33.5% |
| 1211014 · Printing & Binding | 2,664.15 | 8,298.00 | 32.1% |
| 1211015 · Advertising | 1,248.00 | 9,000.00 | 13.9% |
| 1211016 · Computer, Internet & Website Svc | 4,521.89 | 28,550.00 | 15.8% |
| 1211017 · Postage | 795.92 | 5,000.00 | 15.9% |
| 1211018 · Telecommunications | 1,976.23 | 7,500.00 | 26.4% |
| 1211019 · Mileage Allowance | 0.00 | 2,500.00 | 0.0% |
| 1211020 · Meals & Lodging | 1,927.54 | 7,000.00 | 27.5% |
| 1211021 · Convention & Education | 515.00 | 10,000.00 | 5.2% |
| 1211022 · Miscellaneous | 0.00 | 2,000.00 | 0.0% |
| 1211024 · Books, Dues & Subscriptions | 1,354.03 | 21,075.00 | 6.4% |
| 1211025 · Office Supplies | 1,312.27 | 8,500.00 | 15.4% |
| 1211030 · Capital Outlay-Machinery/Equip | 0.00 | 5,000.00 | 0.0% |

Total 12110 · TOWN ADMINISTRATION **228,352.56 891,284.00 25.6%**

12210 · LEGAL SERVICES

| | | | |
|--------------------------|-----------|------------|-------|
| 1221001 · Legal Services | 24,048.80 | 100,000.00 | 24.0% |
|--------------------------|-----------|------------|-------|

Total 12210 · LEGAL SERVICES **24,048.80 100,000.00 24.0%** Services up to August 2024

12240 · INDEPENDENT AUDITOR

| | | | |
|-----------------------------|------|-----------|------|
| 1224001 · Auditing Services | 0.00 | 25,500.00 | 0.0% |
|-----------------------------|------|-----------|------|

Total 12240 · INDEPENDENT AUDITOR **0.00 25,500.00 0.0%**

Total 01 · ADMINISTRATION **265,271.01 1,058,184.00 25.1%**

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

| | | | |
|--|------------|------------|-------|
| 3110001 · Salaries & Wages - Regular | 148,894.92 | 675,291.00 | 22.0% |
| 3110003 · Salaries & Wages - OT Premium | 9,084.16 | 24,000.00 | 37.9% |
| 3110004 · Salaries & Wages - Holiday Pay | 4,650.32 | 38,041.00 | 12.2% |
| 3110005 · Salaries & Wages - Part Time | 12,880.00 | 27,000.00 | 47.7% |
| 3110007 · Salary & Wages - DMV Grant | 2,667.54 | 15,000.00 | 17.8% |

| | | | |
|--|-------------------|---------------------|--------------|
| 3110012 · Salaries & Wages - PT Admin. | 2,962.50 | 39,000.00 | 7.6% |
| 3110020 · FICA/MEDICARE | 13,613.46 | 66,545.00 | 20.5% |
| 3110021 · VRS | 21,259.31 | 88,666.00 | 24.0% |
| 3110022 · Health Insurance | 26,268.00 | 140,430.00 | 18.7% |
| 3110023 · Life Insurance | 1,874.36 | 8,036.00 | 23.3% |
| 3110024 · Disability Insurance | 601.23 | 3,070.00 | 19.6% |
| 3110025 · Unemployment Insurance | 120.98 | 4,320.00 | 2.8% |
| 3110026 · Workers' Compensation Insurance | 22,668.00 | 29,581.00 | 76.6% |
| 3110027 · Line of Duty Act Insurance | 5,118.00 | 5,120.00 | 100.0% |
| 3110028 · Legal Services | 4,630.00 | 30,379.00 | 15.2% |
| 3110030 · Advertising | 45.00 | 0.00 | 100.0% |
| 3110032 · Computer, Internet & Website | 3,078.09 | 10,000.00 | 30.8% |
| 3110033 · Postage | 0.00 | 100.00 | 0.0% |
| 3110034 · Telecommunications | 2,818.35 | 15,300.00 | 18.4% |
| 3110035 · General Prop Ins (Vehicles) | 6,180.00 | 5,950.00 | 103.9% |
| 3110037 · Meals and Lodging | 505.24 | 5,000.00 | 10.1% |
| 3110038 · Convention & Edu. (Training) | 400.00 | 10,800.00 | 3.7% |
| 3110040 · Annual Dues & Subscriptions | 269.85 | 24,795.00 | 1.1% |
| 3110041 · Office Supplies | 976.81 | 6,000.00 | 16.3% |
| 3110042 · Vehicle Fuels | 8,158.87 | 36,700.00 | 22.2% |
| 3110043 · Vehicle Maintenance/Supplies | 1,289.34 | 22,000.00 | 5.9% |
| 3110045 · Uniforms & Police Supplies | 15,242.35 | 45,901.00 | 33.2% |
| 3110056 · Capital Outlay-Machinery/Equip | 93,140.96 | 192,405.00 | 48.4% |
| Total 31100 · POLICE DEPARTMENT | 409,397.64 | 1,569,430.00 | 26.1% |
| 32100 · FIRE & RESCUE | | | |
| 3210001 · Contributions to other Govt Ent | 0.00 | 15,000.00 | 0.0% |
| Total 32100 · FIRE & RESCUE | 0.00 | 15,000.00 | 0.0% |
| Total 03 · PUBLIC SAFETY | 409,397.64 | 1,584,430.00 | 25.8% |
| 04 · PUBLIC WORKS | | | |
| 4110002 · Street Beautification - HF | 2,213.00 | 2,213.00 | 100.0% |
| 4110003 · E & S Inspections | 0.00 | 5,000.00 | 0.0% |
| 43200 · REFUSE COLLECTION | | | |
| 4320001 · Trash Removal Contract | 50,696.88 | 208,608.00 | 24.3% |
| Total 43200 · REFUSE COLLECTION | 50,696.88 | 208,608.00 | 24.3% |
| 43100 · MAINT OF 15000 Wash St./Grounds | | | |
| 4310001 · Repairs/Maintenance Services | 23,860.51 | 111,892.00 | 21.3% |
| 4310002 · Maint Svc Contract-Pest Control | 155.00 | 5,000.00 | 3.1% |
| 4310003 · Maint Svc Contract-Landscaping | 6,325.00 | 35,000.00 | 18.1% |
| 4310004 · Maint Svc Contract Snow Removal | 0.00 | 10,000.00 | 0.0% |
| 4310007 · Electric/Gas Services | 4,504.15 | 18,593.00 | 24.2% |
| 4310008 · Electrical Services-Streetlight | 877.03 | 5,500.00 | 15.9% |
| 4310009 · Water & Sewer Services | 1,561.46 | 3,850.00 | 40.6% |
| 4310011 · Real Estate Taxes | 0.00 | 2,500.00 | 0.0% |
| 4310015 · Maintenance - Vehicle Fuel | 387.53 | 5,000.00 | 7.8% |
| 4310016 · Maint - Vehicle Maintenance | 55.60 | 3,000.00 | 1.9% |
| Total 43100 · MAINT OF 15000 Wash St./Grounds | 37,726.28 | 200,335.00 | 18.8% |
| Total 04 · PUBLIC WORKS | 90,636.16 | 416,156.00 | 21.8% |
| 06 · ECONOMIC DEVELOPMENT | | | |
| 60000 · Tourism/Traveling Marketing | 24,076.66 | 96,429.00 | 25.0% |
| 60001 · Town Tourism | 6,102.90 | 64,286.00 | 9.5% |
| 60003 · Advertising | 0.00 | 22,000.00 | 0.0% |
| Total 06 · ECONOMIC DEVELOPMENT | 30,179.56 | 182,715.00 | 16.5% |
| 07 · PARKS, REC & CULTURAL | | | |
| 70000 · HAYMARKET COMMUNITY PARK | | | |
| 7000001 · Grounds Maintenance/Repairs | 5,760.00 | 25,000.00 | 23.0% |
| 7000003 · Demolition | 0.00 | 50,000.00 | 0.0% |
| Total 70000 · HAYMARKET COMMUNITY PARK | 5,760.00 | 75,000.00 | 7.7% |
| 71110 · EVENTS | | | |
| 7111001 · Advertising - Events | 1,800.00 | 5,000.00 | 36.0% |

| | | | |
|---|-------------------|-------------------|--|
| 7111003 · Contractual Services | 17,063.52 | 64,950.00 | 26.3% |
| 7111004 · Events - Other | 15,493.96 | 40,850.00 | 37.9% |
| 7111005 · Police Department Events | 3,700.11 | 7,800.00 | 47.4% |
| 7111006 · Farmer's Market | 1,600.00 | 12,000.00 | 13.3% |
| Total 71110 · EVENTS | 39,657.59 | 130,600.00 | 30.4% |
| 72200 · MUSEUM | | | |
| 7220009 · Advertising | 0.00 | 1,000.00 | 0.0% |
| 7220012 · Telecommunications | 402.42 | 2,200.00 | 18.3% |
| 7200015 · Books, Dues & Subscriptions | 0.00 | 250.00 | 0.0% |
| 7220018 · Exhibits & Programs | 400.00 | 2,500.00 | 16.0% |
| Total 72200 · MUSEUM | 802.42 | 5,950.00 | 13.5% |
| Total 07 · PARKS, REC & CULTURAL | 46,220.01 | 211,550.00 | 21.8% |
| 08 · COMMUNITY DEVELOPMENT | | | |
| 81100 · PLANNING COMMISSION | | | |
| 8110001 · Salaries & Wages - Regular | 375.00 | 5,670.00 | 6.6% |
| 8110002 · FICA/Medicare | 26.97 | 500.00 | 5.4% |
| 8110003 · Consultants - Engineer | 1,524.78 | 15,000.00 | 10.2% |
| 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 | 6,498.26 | 0.00 | 100.0% |
| Total 81100 · PLANNING COMMISSION | 8,425.01 | 28,120.00 | 30.0% |
| 81110 · ARCHITECTURAL REVIEW BOARD | | | |
| 8111001 · Salaries & Wages - Regular | 630.00 | 5,830.00 | 10.8% |
| 8111002 · FICA/Medicare | 45.33 | 446.00 | 10.2% |
| 8111005 · Convention & Education | 0.00 | 1,500.00 | 0.0% |
| Total 81110 · ARCHITECTURAL REVIEW BOARD | 675.33 | 7,776.00 | 8.7% |
| 81111 · Board Of Zoning Appeals | | | |
| 8111101 · Convention & Education | 0.00 | 1,500.00 | 0.0% |
| 8111102 · FICA / Medicare | 0.00 | 103.00 | 0.0% |
| 8111103 · Salaries & Wages - Regular | 0.00 | 1,325.00 | 0.0% |
| Total 81111 · Board Of Zoning Appeals | 0.00 | 2,928.00 | 0.0% |
| Total 08 · COMMUNITY DEVELOPMENT | 9,100.34 | 38,824.00 | 23.4% |
| 09 · NON-DEPARTMENTAL | | | |
| 95100 · DEBT SERVICE | | | |
| 9510002 · General Obligation Bond - Prin | 70,700.00 | 70,700.00 | 100.0% |
| | | | upfront cost for the year; next payment will be in February 2025 |
| 9510003 · General Obligation Bond - Int | 1,646.18 | 2,463.00 | 66.8% |
| | | | upfront cost for the year; next payment will be in February 2025 |
| Total 95100 · DEBT SERVICE | 72,346.18 | 73,163.00 | 98.9% |
| Total 09 · NON-DEPARTMENTAL | 72,346.18 | 73,163.00 | 98.9% |
| 94104 · Street Scape - Park Sidewalk | | | |
| 9410402 · Construction | 231,746.04 | 836,586.00 | 27.7% |
| | | | 1st payment of the park sidewalk project |
| Total 94104 · Street Scape - Park Sidewalk | 231,746.04 | 836,586.00 | 27.7% |
| EMPLOYEE BENEFITS | | | |
| 6560 · Payroll Processing Fees | -0.03 | | |
| Total EMPLOYEE BENEFITS | -0.03 | | |
| Total 94105 · PERSONNEL | -0.03 | | |
| 94106 · TOWN CENTER MASTER PLAN | | | |
| 9410601 · Architectural/Engineering Fees | 0.00 | 50,000.00 | 0.0% |
| Total 94106 · TOWN CENTER MASTER PLAN | 0.00 | 50,000.00 | 0.0% |
| 94107 · BLIGHT MITIGATION | 0.00 | 40,000.00 | 0.0% |
| 94108 · Capital Improvement Funds Expens | | | |
| 9410801 · Washington St - Streetscape | 5,052.00 | 55,000.00 | 9.2% |
| 9410802 · Sidewalk Repairs | 0.00 | 50,000.00 | 0.0% |
| 9410803 · Town Gateway Signs | 0.00 | 50,000.00 | 0.0% |
| 9410804 · VDOT Historic District Signage | 0.00 | 50,000.00 | 0.0% |

| | | | |
|---|---------------------|-------------------|---------------|
| 9410804 · Town Hall / Museum Security Sys | 3,020.00 | 93,924.00 | 3.2% |
| 9410806 · Message Board Trailer | 19,507.02 | 20,000.00 | 97.5% |
| Total 94108 · Capital Improvement Funds Expens | 27,579.02 | 318,924.00 | 8.6% |
| Total Expense | 1,182,475.93 | 4,810,532 | 24.6% |
| Net Ordinary Income | 231,204.20 | 0 | 100.0% |
| Other Income | | | |
| 50001 · American Rescue Plan Funds | 0.00 | 50,000.00 | 0.0% |
| 50002 · Development Funds | 0.00 | 75,000.00 | 0.0% |
| Total Other Expense | 0.00 | 125,000 | 0.0% |
| Other Expense | | | |
| 98000 · Development Expenditures | | | |
| 98000-1 · Parks & Recreation | 0.00 | 75,000.00 | 0.0% |
| Total 98000 · Development Expenditures | 0.00 | 75,000.00 | 0.0% |
| 97001 · American Rescue Plan Expenses | | | |
| 97001-2 · Town Website | 0.00 | 50,000.00 | 0.0% |
| Total 97001 · American Rescue Plan Expenses | 0.00 | 50,000.00 | 0.0% |
| Total Other Expense | 0.00 | 125,000 | 0.0% |
| Net Other Income | 0.00 | 0.00 | 0.0% |
| Total Net Income Operational / Other Budget | 231,204.20 | 0.00 | 100.0% |

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through October 7, 2024

| | Jul 1 - Oct 7, 24 | Jul 1 - Oct 7, 23 | % Change |
|--|-------------------|-------------------|----------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 3110 · GENERAL PROPERTY TAXES | | | |
| 3110-01 · Real Estate - Current | 463,009.34 | 438,601.89 | 5.6% |
| 3110-02 · Public Service Corp RE Tax | 25,428.49 | 13,659.92 | 86.2% |
| 3110-03 · Interest - All Property Taxes | 0.00 | 973.05 | -100.0% |
| 3110-04 · Penalties - All Property Taxes | 0.00 | 1,776.38 | -100.0% |
| Total 3110 · GENERAL PROPERTY TAXES | 488,437.83 | 455,011.24 | 7.4% |
| 3120 · OTHER LOCAL TAXES | | | |
| 3120-00 · Transient Occupancy Tax | 57,468.30 | 44,894.58 | 28.0% |
| 3120-02 · Business License Tax | 35,336.45 | 23,475.10 | 50.5% |
| 3120-03 · Cigarette Tax | 36,578.85 | 42,111.04 | -13.1% |
| 3120-04 · Consumer Utility Tax | 22,164.06 | 20,296.84 | 9.2% |
| 3120-05 · Meals Tax - Current | 285,225.01 | 263,130.87 | 8.4% |
| 3120-06 · Sales Tax Receipts | 15,303.28 | 15,029.27 | 1.8% |
| 3120-07 · Penalties (Non-Property) | 1,701.29 | 2,209.61 | -23.0% |
| 3120-08 · Interest (Non-Property) | 30.64 | 223.73 | -86.3% |
| Development Revenue Proffers | 0.00 | 0.00 | 0.0% |
| Total Development Revenue | 0.00 | 0.00 | 0.0% |
| Total 3120 · OTHER LOCAL TAXES | 453,807.88 | 411,371.04 | 10.3% |
| 3130 · PERMITS, FEES & LICENSES | | | |
| 3130-01 · Application Fees | 775.00 | 975.00 | -20.5% |
| 3130-03 · Motor Vehicle Licenses | 90.00 | 211.00 | -57.4% |
| 3130-05 · Other Planning & Permits | 0.00 | 2,895.00 | -100.0% |
| 3130-06 · Pass Through Fees | 2,364.76 | 3,912.00 | -39.6% |
| Total 3130 · PERMITS, FEES & LICENSES | 3,229.76 | 7,993.00 | -59.6% |
| 3140 · FINES & FORFEITURES | | | |
| 3140-01 · Fines | 4,952.67 | 4,466.03 | 10.9% |
| Total 3140 · FINES & FORFEITURES | 4,952.67 | 4,466.03 | 10.9% |
| 3150 · REVENUE - USE OF MONEY | | | |
| 3150-01 · Earnings on VACO/VML Investment | 3,234.01 | 4,581.48 | -29.4% |
| 3150-03 · Interest on Bank Deposits | 39,116.04 | 28,029.71 | 39.6% |
| Total 3150 · REVENUE - USE OF MONEY | 42,350.05 | 32,611.19 | 29.9% |
| 3151 · RENTAL (USE OF PROPERTY) | | | |
| 3151-07 · Haymarket Church Suite 206 | 15,050.36 | 14,344.65 | 4.9% |
| 3151-08 · 15020 Washington Realty | 14,586.99 | 18,923.96 | -22.9% |
| 3151-09 · 15026 Copper Cricket | 7,252.21 | 8,112.88 | -10.6% |
| 3151-11 · Cupcake Heaven and Cafe LLC | 9,047.43 | 11,711.88 | -22.8% |
| 3151-14 · Salman Home Realty Suite 204 | 0.00 | 2,240.00 | -100.0% |
| 3151-15 · Revolution Mortgage | 1,994.07 | 3,226.67 | -38.2% |
| 3151-16 · Stirrup For Delegate 21 | 0.00 | 1,989.00 | -100.0% |
| Total 3151 · RENTAL (USE OF PROPERTY) | 47,931.06 | 60,549.04 | -20.8% |
| 3160 · CHARGES FOR SERVICES | | | |
| FOIA Receipts | 5.00 | 0.00 | 100.0% |
| 3160-01 · Public Safety | 0.00 | 5,305.00 | -100.0% |
| Total 3160 · CHARGES FOR SERVICES | 5.00 | 5,305.00 | -99.9% |

Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1 through October 7, 2024

| | Jul 1 - Oct 7, 24 | Jul 1 - Oct 7, 23 | % Change |
|---|-------------------|-------------------|----------|
| 3165 · REVENUE - TOWN EVENTS | | | |
| 3165-00 · Sponsorships | 15,185.00 | 25,100.00 | -39.5% |
| 3165-01 · Town Event | 60,602.13 | 55,055.25 | 10.1% |
| 3165-02 · Farmer's Market | 8,538.75 | 8,958.30 | -4.7% |
| 3165-03 · Town Ornaments | 260.00 | 840.00 | -69.1% |
| 3165-05 · Museum Revenue - Art | 0.00 | 123.45 | -100.0% |
| 3165-06 · Town Hats | 140.00 | 0.00 | 100.0% |
| Total 3165 · REVENUE - TOWN EVENTS | 84,725.88 | 90,077.00 | -5.9% |
| 3180 · MISCELLANEOUS | | | |
| 3180-00 · Convenience Fee | -1.67 | 100.52 | -101.7% |
| 3180-01 · Citations & Accident Reports | 35.00 | 20.00 | 75.0% |
| 3180-03 · Miscellaneous | 50.00 | 0.00 | 100.0% |
| 3180-04 · Reimbursement from Insurance | 0.00 | 500.00 | -100.0% |
| 3180-05 · Recovered Costs- Private Events | 0.00 | 300.00 | -100.0% |
| 3180 · MISCELLANEOUS - Other | 0.00 | 0.00 | 0.0% |
| Total 3180 · MISCELLANEOUS | 83.33 | 920.52 | -91.0% |
| 3200 · REVENUE FROM COMMONWEALTH | | | |
| 3200-02 · 599 Law Enforcement Grant | 9,447.00 | 0.00 | 100.0% |
| 3200-04 · Car Rental Reimbursement | 0.00 | 0.00 | 0.0% |
| 3200-05 · Communications Tax | 13,122.50 | 6,404.23 | 104.9% |
| 3200-06 · Department of Fire Programs | 15,000.00 | 15,000.00 | 0.0% |
| 3200-11 · Personal Property Tax Reimburse | 18,626.97 | 18,626.97 | 0.0% |
| 3200-12 · Railroad Rolling Stock | 1,535.23 | 1,405.15 | 9.3% |
| 3200-16 · DMV Select Grant | 0.00 | 0.00 | 0.0% |
| Total 3200 · REVENUE FROM COMMONWEALTH | 57,731.70 | 41,436.35 | 39.3% |
| 3300 · REVENUE FROM FEDERAL GOVERNMENT | | | |
| 3300-01 · DMV Transp Safety Grant | 0.00 | 0.00 | 0.0% |
| Total 3300 · REVENUE FROM FEDERAL GOVERNMENT | 0.00 | 0.00 | 0.0% |
| 4002 · Transfer from ARPA Funds | 231,747.00 | 0.00 | 100.0% |
| Total Income | 1,415,002.16 | 1,109,740.41 | 27.5% |
| Gross Profit | 1,415,002.16 | 1,109,740.41 | 27.5% |
| Expense | | | |
| 01 · ADMINISTRATION | | | |
| 11100 · TOWN COUNCIL | | | |
| 111001 · Convention & Education | 7,564.20 | 0.00 | 100.0% |
| 111002 · FICA/Medicare | 405.45 | 373.31 | 8.6% |
| 111003 · Meals and Lodging | 0.00 | 15.00 | -100.0% |
| 111005 · Salaries & Wages - Regular | 4,900.00 | 5,450.00 | -10.1% |
| Total 11100 · TOWN COUNCIL | 12,869.65 | 5,838.31 | 120.4% |
| 12110 · TOWN ADMINISTRATION | | | |
| 1211001 · Salaries/Wages-Regular | 127,795.01 | 105,798.04 | 20.8% |
| 1211002 · Salaries/Wages - Overtime | 0.00 | 0.00 | 0.0% |
| 1211003 · Salaries/Wages - Part Time | 11,814.00 | 12,570.00 | -6.0% |
| 1211004 · FICA/Medicare | 10,089.03 | 8,741.18 | 15.4% |
| 1211005 · VRS | 21,078.71 | 8,125.95 | 159.4% |
| 1211006 · Health Insurance | 16,654.40 | 15,213.80 | 9.5% |
| 1211007 · Life Insurance | 1,716.06 | 1,546.16 | 11.0% |
| 1211008 · Disability Insurance | 933.31 | 781.42 | 19.4% |
| 1211009 · Unemployment Insurance | 84.51 | 91.71 | -7.9% |
| 1211010 · Worker's Compensation | 242.00 | 279.75 | -13.5% |
| 1211011 · Gen Property/Liability Ins. | 17,616.00 | 19,130.00 | -7.9% |
| 1211012 · Accounting Services | 4,476.05 | 636.50 | 603.2% |

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through October 7, 2024

| | Jul 1 - Oct 7, 24 | Jul 1 - Oct 7, 23 | % Change |
|--|-------------------|-------------------|--------------|
| 1211013 · Cigarette Tax Administration | 0.00 | 0.00 | 0.0% |
| 1211014 · Printing & Binding | 2,664.15 | 1,458.76 | 82.6% |
| 1211015 · Advertising | 1,248.00 | 1,456.50 | -14.3% |
| 1211016 · Computer, Internet & Website Svc | 3,524.39 | 9,679.38 | -63.6% |
| 1211017 · Postage | 1,072.56 | 813.15 | 31.9% |
| 1211018 · Telecommunications | 1,976.23 | 1,774.67 | 11.4% |
| 1211020 · Meals & Lodging | 1,927.54 | 1,215.10 | 58.6% |
| 1211021 · Convention & Education | 515.00 | 685.00 | -24.8% |
| 1211022 · Miscellaneous | 0.00 | 0.00 | 0.0% |
| 1211024 · Books, Dues & Subscriptions | 1,354.03 | 6,300.54 | -78.5% |
| 1211025 · Office Supplies | 1,312.27 | 944.77 | 38.9% |
| Total 12110 · TOWN ADMINISTRATION | 228,093.25 | 197,242.38 | 15.6% |
| 12210 · LEGAL SERVICES | | | |
| 1221001 · Legal Services | 24,048.80 | 13,039.48 | 84.4% |
| Total 12210 · LEGAL SERVICES | 24,048.80 | 13,039.48 | 84.4% |
| Total 01 · ADMINISTRATION | 265,011.70 | 216,120.17 | 22.6% |
| 03 · PUBLIC SAFETY | | | |
| 31100 · POLICE DEPARTMENT | | | |
| 3110001 · Salaries & Wages - Regular | 148,894.92 | 133,959.04 | 11.2% |
| 3110002 · Salaries & Wages - OT Regular | 0.00 | 0.00 | 0.0% |
| 3110003 · Salaries & Wages - OT Premium | 9,084.16 | 8,232.45 | 10.4% |
| 3110013 · Salaries & Wages - OT Select En | 0.00 | 2,473.55 | -100.0% |
| 3110004 · Salaries & Wages - Holiday Pay | 4,650.32 | 4,248.41 | 9.5% |
| 3110005 · Salaries & Wages - Part Time | 12,880.00 | 12,560.00 | 2.6% |
| 3110007 · Salary & Wages - DMV Grant | 2,667.54 | 0.00 | 100.0% |
| 3110012 · Salaries & Wages - PT Admin. | 2,962.50 | 3,830.00 | -22.7% |
| 3110020 · FICA/MEDICARE | 13,613.46 | 12,284.02 | 10.8% |
| 3110021 · VRS | 21,259.31 | 8,906.55 | 138.7% |
| 3110022 · Health Insurance | 26,268.00 | 24,521.00 | 7.1% |
| 3110023 · Life Insurance | 1,874.36 | 1,950.11 | -3.9% |
| 3110024 · Disability Insurance | 601.23 | 707.63 | -15.0% |
| 3110025 · Unemployment Insurance | 120.98 | 10.44 | 1,058.8% |
| 3110026 · Workers' Compensation Insurance | 22,668.00 | 21,692.25 | 4.5% |
| 3110027 · Line of Duty Act Insurance | 5,118.00 | 4,705.00 | 8.8% |
| 3110028 · Legal Services | 4,630.00 | 4,930.70 | -6.1% |
| 3110030 · Advertising | 45.00 | 0.00 | 100.0% |
| 3110032 · Computer, Internet & Website | 3,078.09 | 1,857.50 | 65.7% |
| 3110033 · Postage | 0.00 | 41.20 | -100.0% |
| 3110034 · Telecommunications | 2,818.35 | 2,994.89 | -5.9% |
| 3110035 · General Prop Ins (Vehicles) | 6,180.00 | 4,871.00 | 26.9% |
| 3110037 · Meals and Lodging | 505.24 | 1,779.84 | -71.6% |
| 3110038 · Convention & Edu. (Training) | 400.00 | 1,732.00 | -76.9% |
| 3110040 · Annual Dues & Subscriptions | 269.85 | 4,864.30 | -94.5% |
| 3110041 · Office Supplies | 976.81 | 1,411.59 | -30.8% |
| 3110042 · Vehicle Fuels | 7,697.32 | 8,248.70 | -6.7% |
| 3110043 · Vehicle Maintenance/Supplies | 1,289.34 | 3,818.40 | -66.2% |
| 3110045 · Uniforms & Police Supplies | 15,242.35 | 4,965.92 | 206.9% |
| 3110056 · Capital Outlay-Machinery/Equip | 93,140.96 | 63,654.20 | 46.3% |
| Total 31100 · POLICE DEPARTMENT | 408,936.09 | 345,250.69 | 18.5% |
| Total 03 · PUBLIC SAFETY | 408,936.09 | 345,250.69 | 18.5% |
| 04 · PUBLIC WORKS | | | |
| 4110002 · Street Beautification - HF | 2,213.00 | 0.00 | 100.0% |
| 43200 · REFUSE COLLECTION | | | |
| 4320001 · Trash Removal Contract | 50,696.88 | 33,958.92 | 49.3% |
| Total 43200 · REFUSE COLLECTION | 50,696.88 | 33,958.92 | 49.3% |

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through October 7, 2024

| | Jul 1 - Oct 7, 24 | Jul 1 - Oct 7, 23 | % Change |
|--|-------------------|-------------------|---------------|
| 43100 · MAINT OF 15000 Wash St./Grounds | | | |
| 4310001 · Repairs/Maintenance Services | 23,860.51 | 28,606.12 | -16.6% |
| 4310002 · Maint Svc Contract-Pest Control | 155.00 | 155.00 | 0.0% |
| 4310003 · Maint Svc Contract-Landscaping | 6,325.00 | 7,366.51 | -14.1% |
| 4310007 · Electric/Gas Services | 4,504.15 | 3,773.55 | 19.4% |
| 4310008 · Electrical Services-Streetlight | 877.03 | 1,001.60 | -12.4% |
| 4310009 · Water & Sewer Services | 1,561.46 | 880.53 | 77.3% |
| 4310010 · Janitorial Supplies | 0.00 | 23.98 | -100.0% |
| 4310015 · Maintenance - Vehicle Fuel | 387.53 | 508.44 | -23.8% |
| 4310016 · Maint - Vehicle Maintenance | 55.60 | 0.00 | 100.0% |
| Total 43100 · MAINT OF 15000 Wash St./Grounds | 37,726.28 | 42,315.73 | -10.9% |
| Total 04 · PUBLIC WORKS | 90,636.16 | 76,274.65 | 18.8% |
| 06 · ECONOMIC DEVELOPMENT | | | |
| 60000 · Tourism/Traveling Marketing | 24,076.66 | 8,045.79 | 199.3% |
| 60001 · Town Tourism | 6,102.90 | 3,282.17 | 85.9% |
| Total 06 · ECONOMIC DEVELOPMENT | 30,179.56 | 11,327.96 | 166.4% |
| 07 · PARKS, REC & CULTURAL | | | |
| 70000 · HAYMARKET COMMUNITY PARK | | | |
| 7000001 · Grounds Maintenance/Repairs | 5,760.00 | 1,020.00 | 464.7% |
| Total 70000 · HAYMARKET COMMUNITY PARK | 5,760.00 | 1,020.00 | 464.7% |
| 71110 · EVENTS | | | |
| 7111001 · Advertising - Events | 1,800.00 | 0.00 | 100.0% |
| 7111003 · Contractural Services | 17,063.52 | 13,259.51 | 28.7% |
| 7111004 · Events - Other | 15,493.96 | 27,654.88 | -44.0% |
| 7111005 · Police Department Events | 3,700.11 | 2,235.12 | 65.5% |
| 7111006 · Farmer's Market | 6,235.00 | 343.43 | 1,715.5% |
| Total 71110 · EVENTS | 44,292.59 | 43,492.94 | 1.8% |
| 72200 · MUSEUM | | | |
| 7220012 · Telecommunications | 402.42 | 352.05 | 14.3% |
| 7220018 · Exhibits & Programs | 400.00 | 400.00 | 0.0% |
| Total 72200 · MUSEUM | 802.42 | 752.05 | 6.7% |
| Total 07 · PARKS, REC & CULTURAL | 50,855.01 | 45,264.99 | 12.4% |
| 08 · COMMUNITY DEVELOPMENT | | | |
| 81100 · PLANNING COMMISSION | | | |
| 8110001 · Salaries & Wages - Regular | 375.00 | 885.00 | -57.6% |
| 8110002 · FICA/Medicare | 26.97 | 96.78 | -72.1% |
| 8110003 · Consultants - Engineer | 1,524.78 | 2,724.38 | -44.0% |
| 8110009 · Engineer - Pass Through | 6,498.26 | 13,521.00 | -51.9% |
| Total 81100 · PLANNING COMMISSION | 8,425.01 | 17,227.16 | -51.1% |
| 81110 · ARCHITECTURAL REVIEW BOARD | | | |
| 8111001 · Salaries & Wages - Regular | 630.00 | 435.00 | 44.8% |
| 8111002 · FICA/Medicare | 45.33 | 0.00 | 100.0% |
| Total 81110 · ARCHITECTURAL REVIEW BOARD | 675.33 | 435.00 | 55.3% |
| Total 08 · COMMUNITY DEVELOPMENT | 9,100.34 | 17,662.16 | -48.5% |
| 09 · NON-DEPARTMENTAL | | | |
| 95100 · DEBT SERVICE | | | |
| 9510002 · General Obligation Bond - Prin | 70,700.00 | 137,800.00 | -48.7% |
| 9510003 · General Obligation Bond - Int | 1,646.18 | 3,298.73 | -50.1% |
| Total 95100 · DEBT SERVICE | 72,346.18 | 141,098.73 | -48.7% |
| Total 09 · NON-DEPARTMENTAL | 72,346.18 | 141,098.73 | -48.7% |

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through October 7, 2024

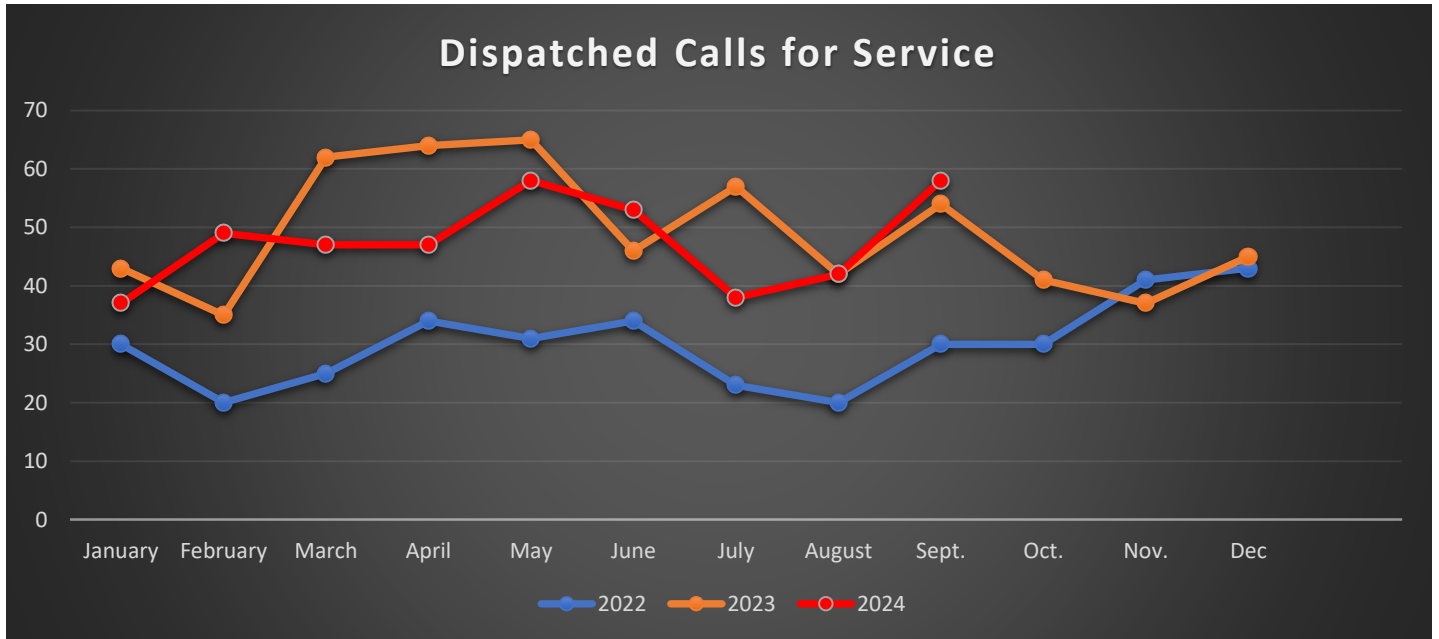
| | Jul 1 - Oct 7, 24 | Jul 1 - Oct 7, 23 | % Change |
|---|---------------------|-------------------|-----------------|
| 94104 · Street Scape - Park Sidewalk | | | |
| 9410401 · Architectural/Engineering Fees | 0.00 | 4,291.73 | -100.0% |
| 9410402 · Construction | 232,558.80 | 0.00 | 100.0% |
| Total 94104 · Street Scape - Park Sidewalk | 232,558.80 | 4,291.73 | 5,318.8% |
| 94105 · PERSONNEL | | | |
| EMPLOYEE BENEFITS | | | |
| 6560 · Payroll Processing Fees | -0.03 | 0.01 | -400.0% |
| Total EMPLOYEE BENEFITS | -0.03 | 0.01 | -400.0% |
| Total 94105 · PERSONNEL | -0.03 | 0.01 | -400.0% |
| 94106 · TOWN CENTER MASTER PLAN | | | |
| 9410601 · Architectural/Engineering Fees | 0.00 | 924.50 | -100.0% |
| Total 94106 · TOWN CENTER MASTER PLAN | 0.00 | 924.50 | -100.0% |
| 94108 · Capital Improvement Funds Expens | | | |
| 9410801 · Washington St - Streetscape | 5,052.00 | 0.00 | 100.0% |
| 9410805 · Town Hall / Museum Security Sys | 3,020.00 | 0.00 | 100.0% |
| 9410806 · Message Board Trailer | 19,507.02 | 0.00 | 100.0% |
| Total 94108 · Capital Improvement Funds Expens | 27,579.02 | 0.00 | 100.0% |
| Total Expense | 1,187,202.83 | 858,215.59 | 38.3% |
| Net Ordinary Income | 227,799.33 | 251,524.82 | -9.4% |
| Net Income | 227,799.33 | 251,524.82 | -9.4% |

Police Department Report to Council

Activity Period August 15, 2023 to September 14, 2024

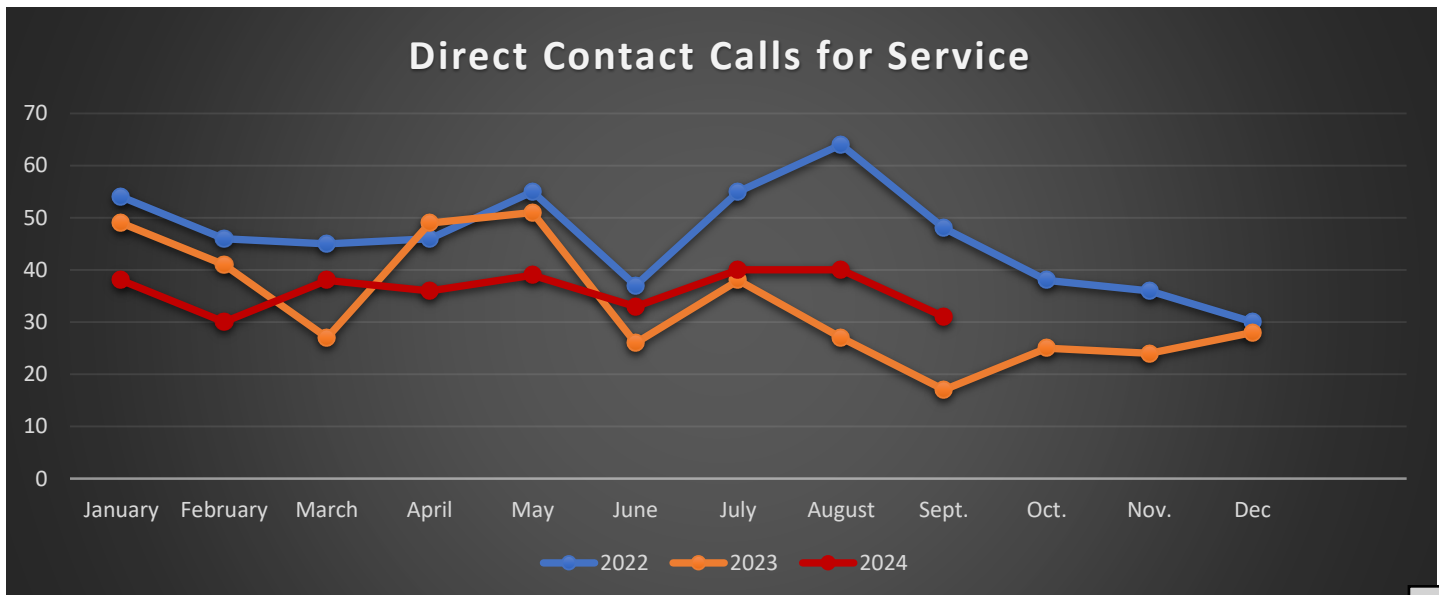
Dispatched Calls: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch.

- Reportable Calls: 12
- Deferments: 0
- Non-Reportable Calls: 46



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: 0
- Non-Reportable Calls: 31



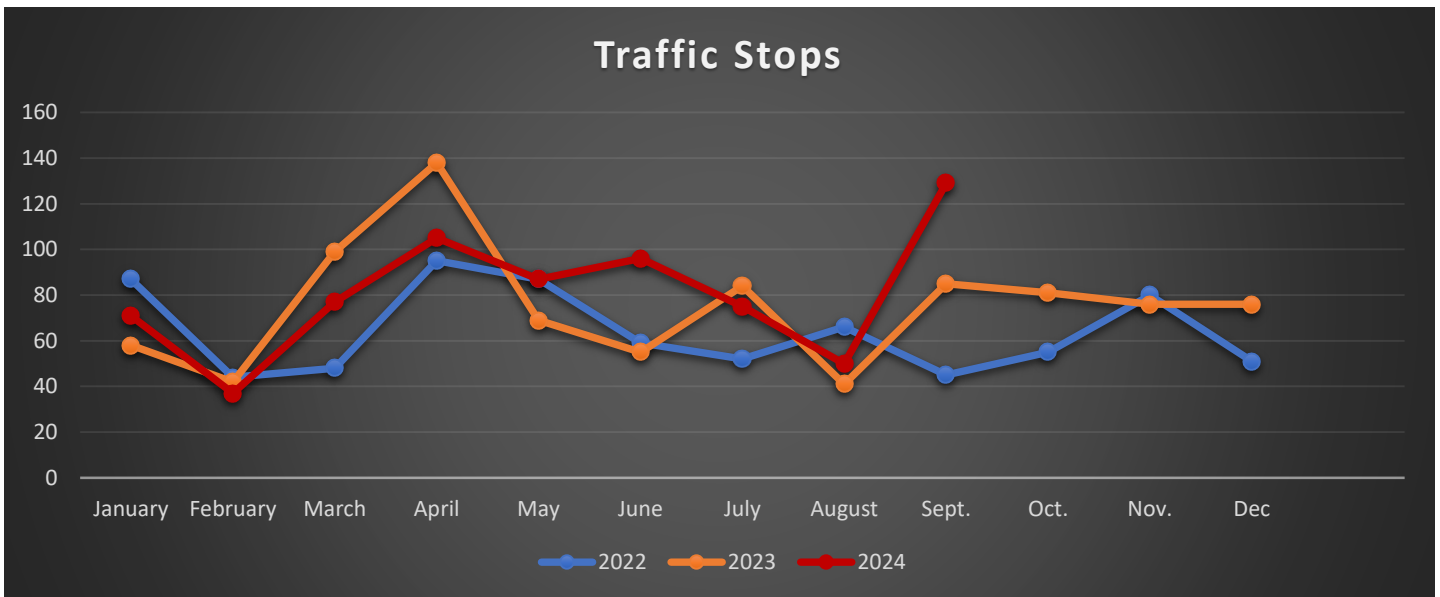
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, and Traffic Stops.

- Reportable Calls: 2
- Non-Reportable Calls: 1,607
- Foot Patrols: 72



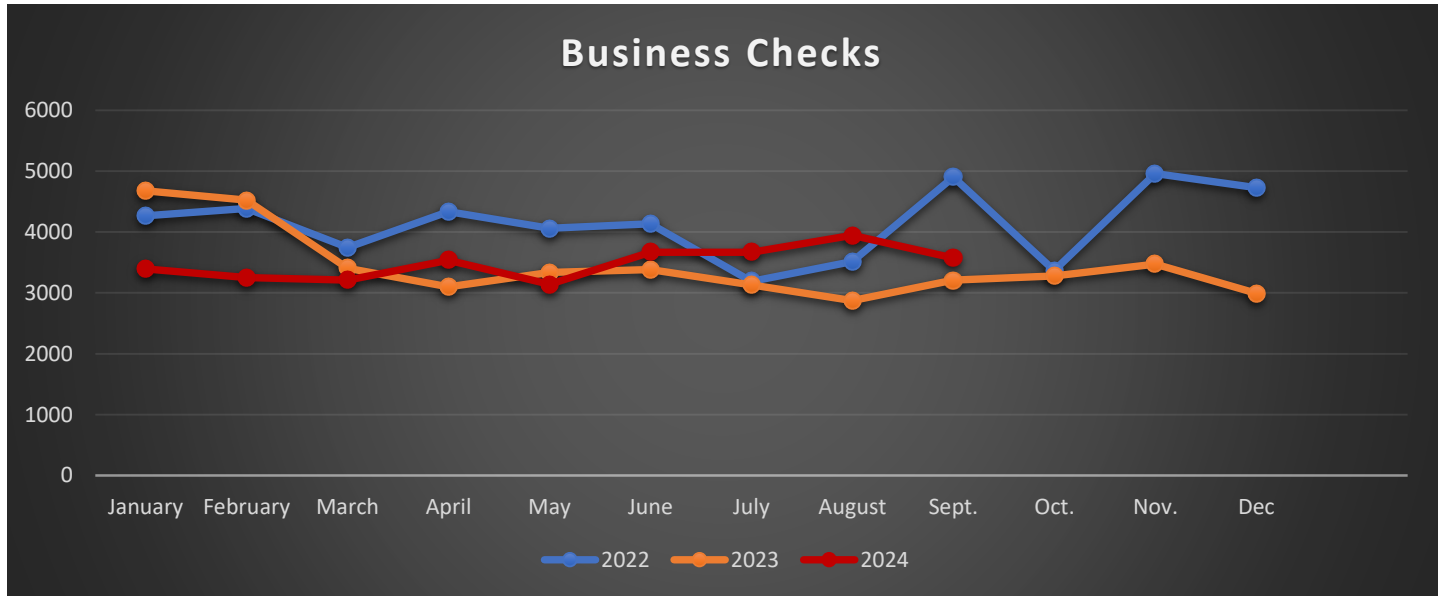
Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 129
 - Summonses: 64
 - Warnings: 65



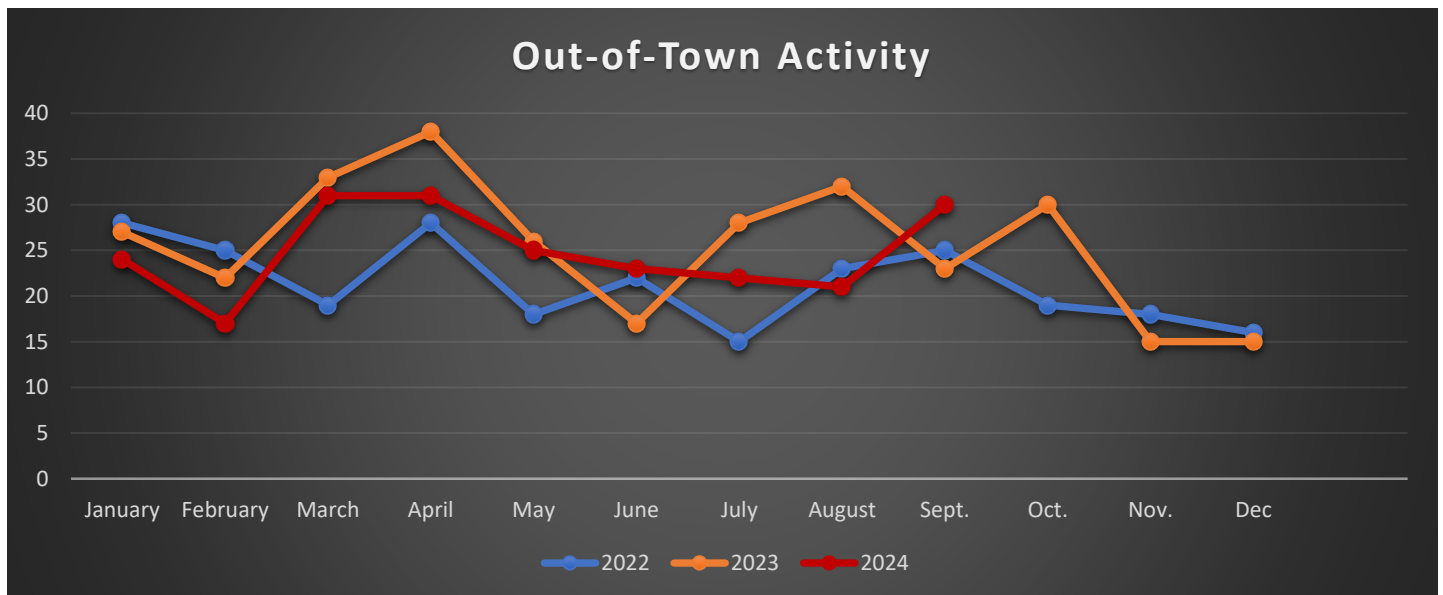
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to ensure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

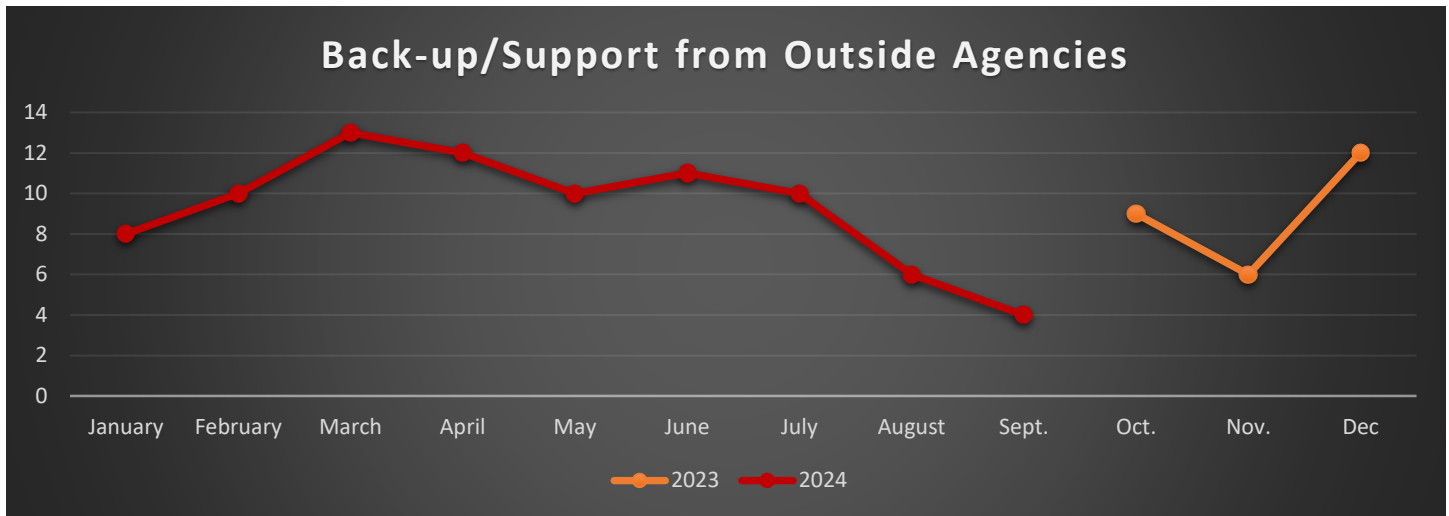
- Personal Contact: 28
- Physical Check: 368
- Drive By: 3,175



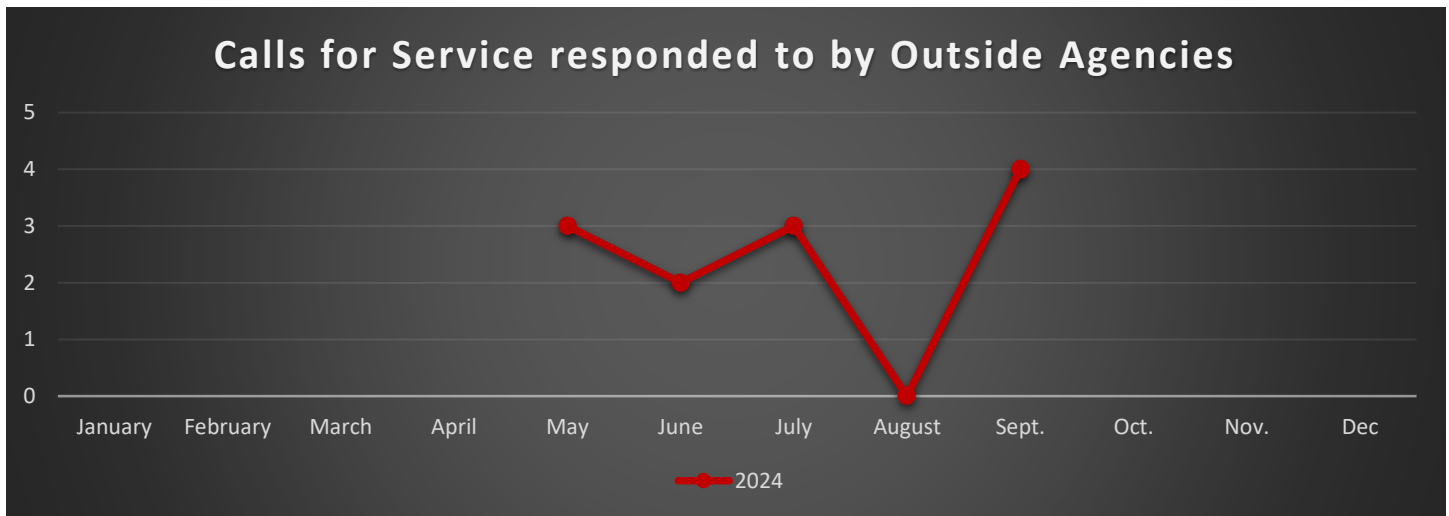
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 20
- Other: 10

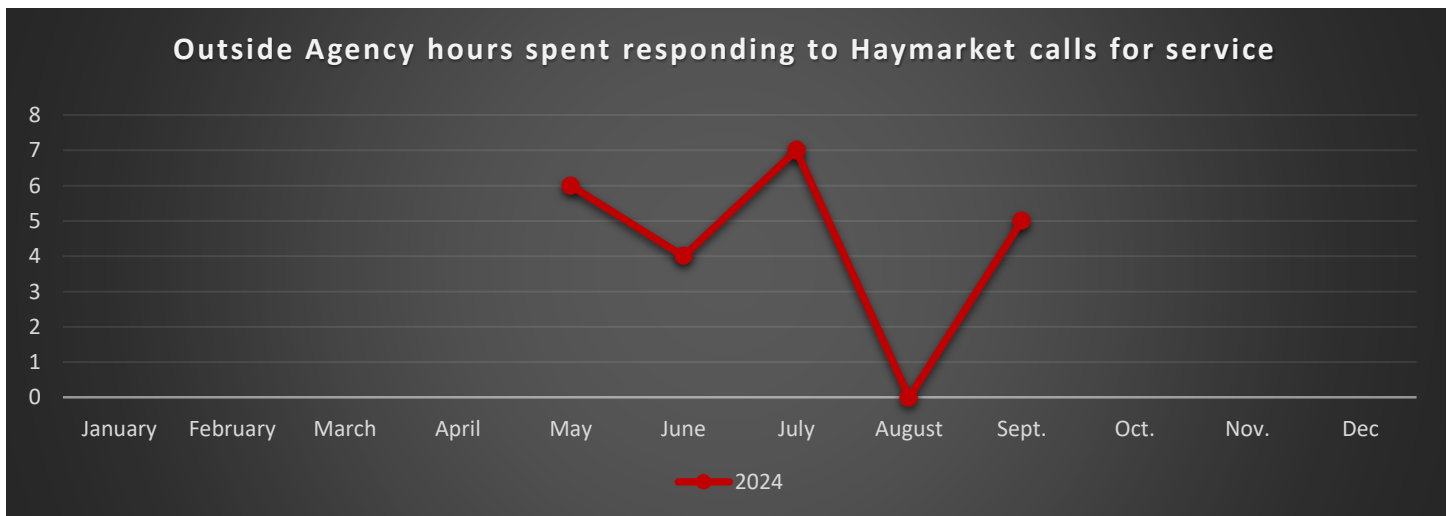




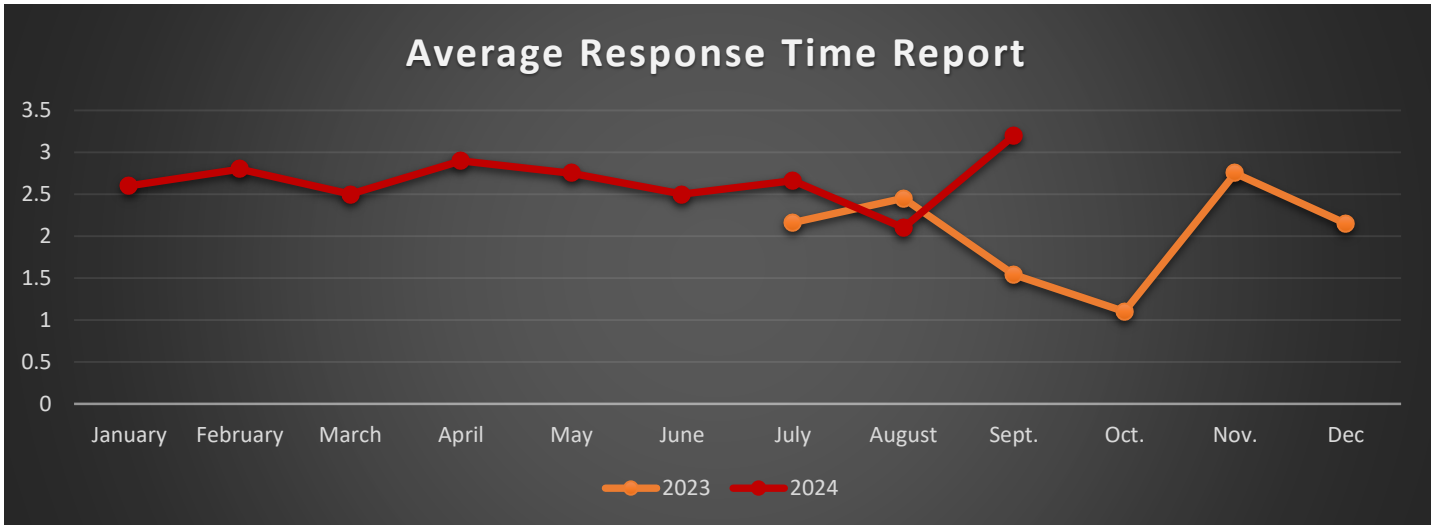
Calls for service answered by outside agencies: 4



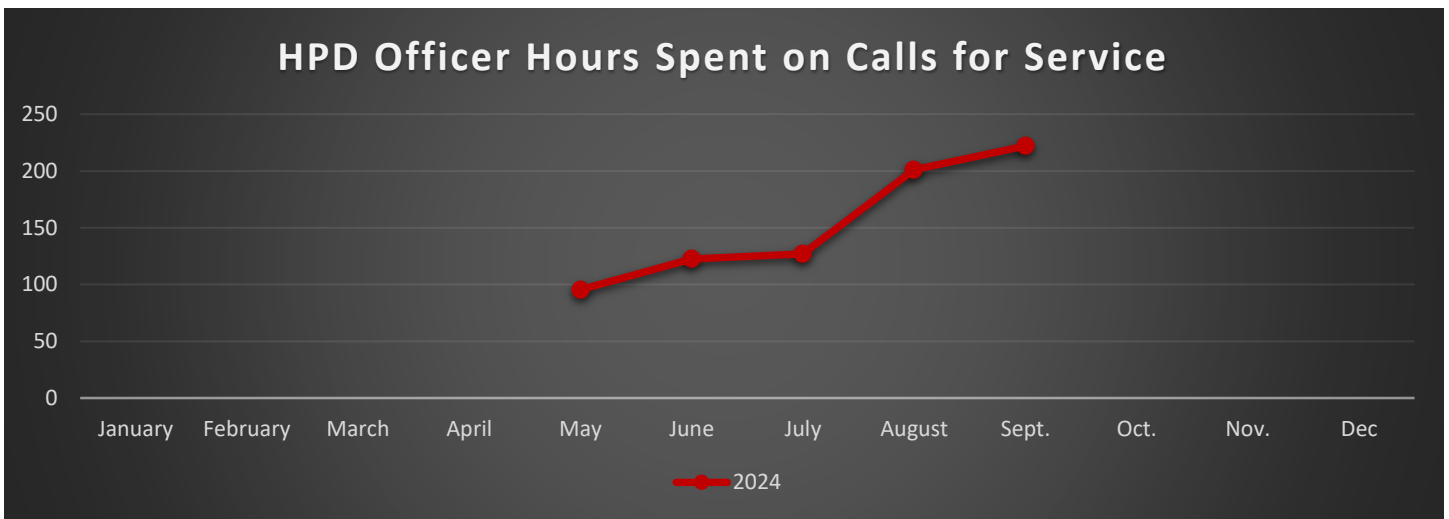
Time spent by outside agencies on calls for service as primary responder: Approximately 5 hours.



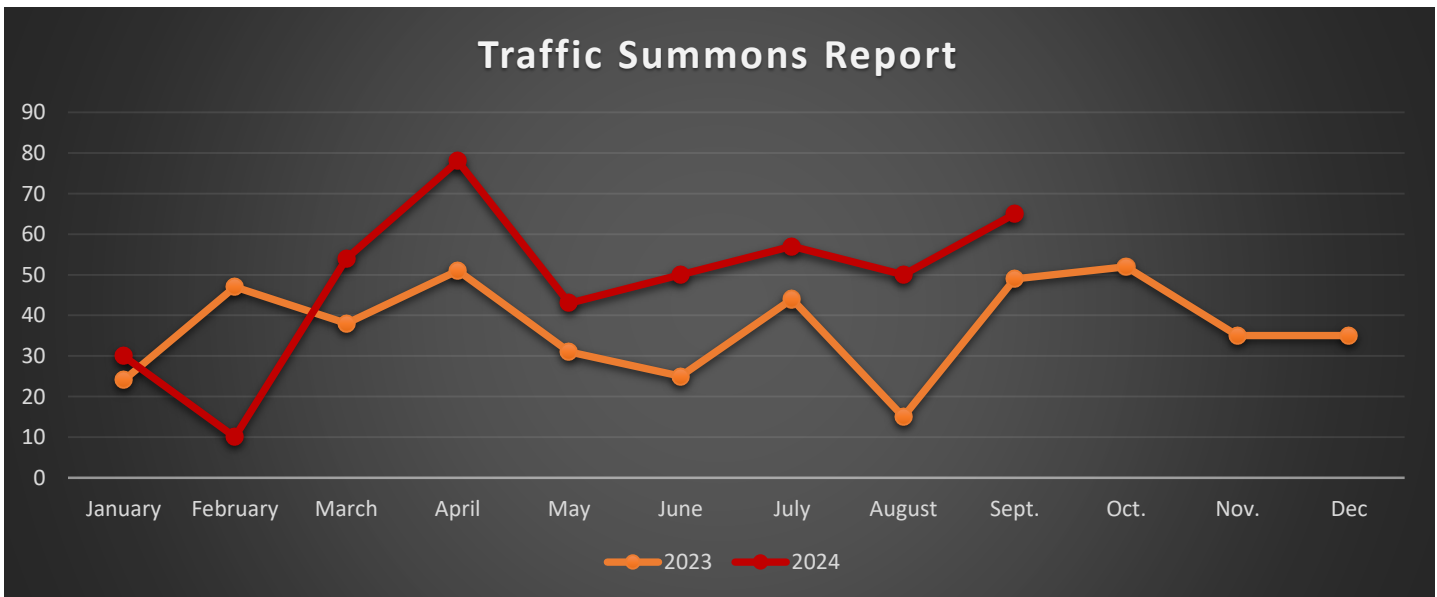
Average Officer Response times to all calls for Service: 3 minutes 12 seconds.



Hours spent by Haymarket Police Department Officers on Calls for Service: 222 (follow-up investigation not included)

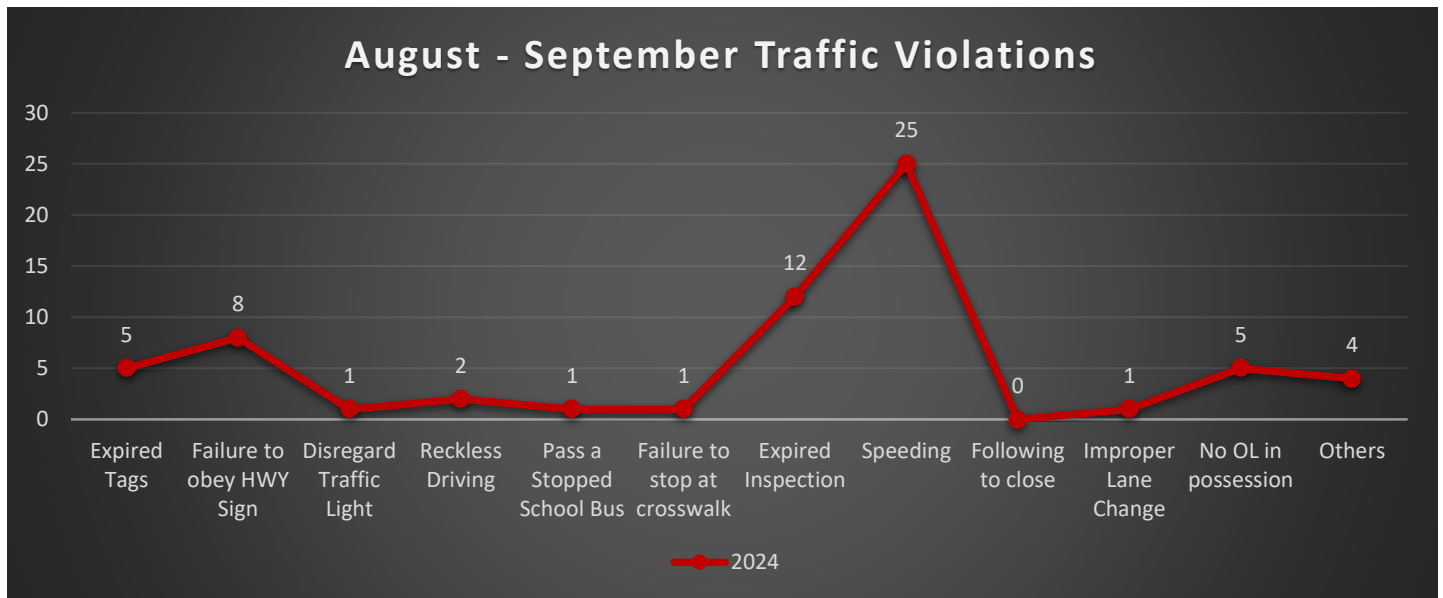


Total Summons Issued: 65

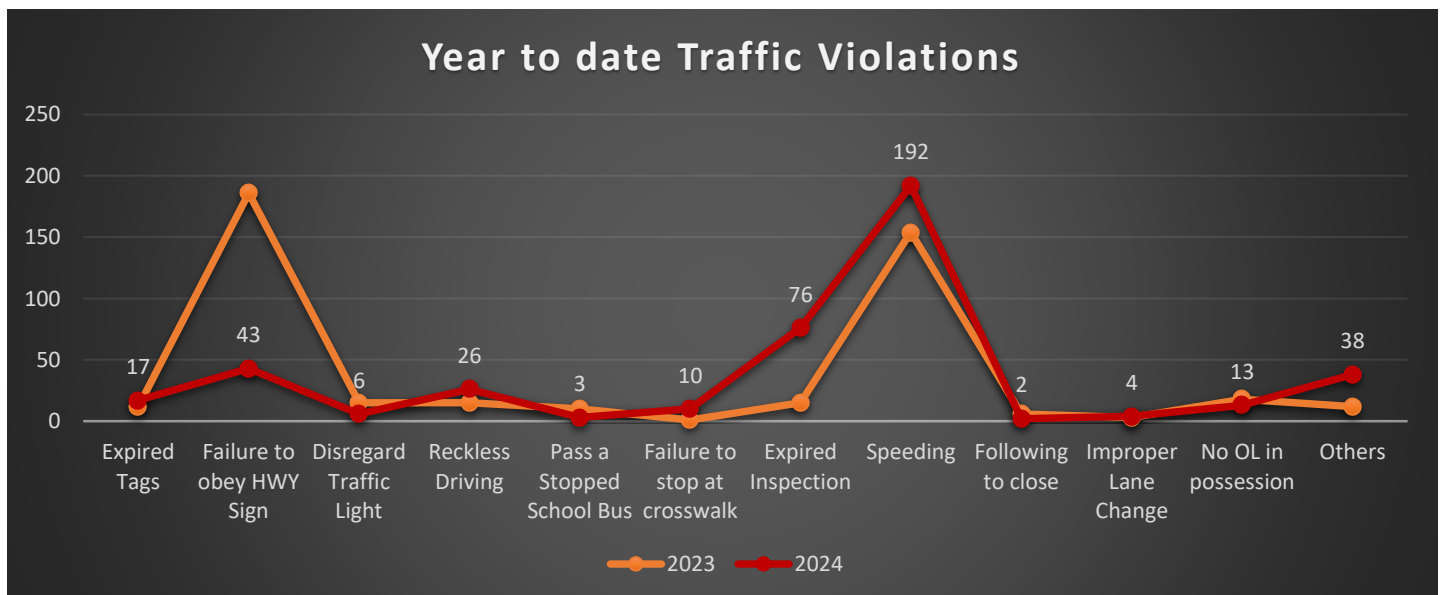


Traffic Summons Issued: Summons issued for traffic violations. 65

- 46.2-646 – Expired Registration – 5
- 46.2-830 – Failure to obey a highway sign – 8
- 46.2-833.1 – Disregard a traffic light – 1
- 46.2-852 – Reckless Driving – 2
- 46.2-859 – Pass a stopped school bus – 1
- 46.2-924 – Failure to stop at crosswalk – 1
- 46.2-1158 – Expired inspection – 12
- 46.2-874 – Speeding – 25
- 46.2-816 – Follow to close – 0
- 46.2-804 – Improper lane change – 1
- 46.2-300 – No operator’s license – 5
- Others – 4



Total Summons Issued 2024: 430

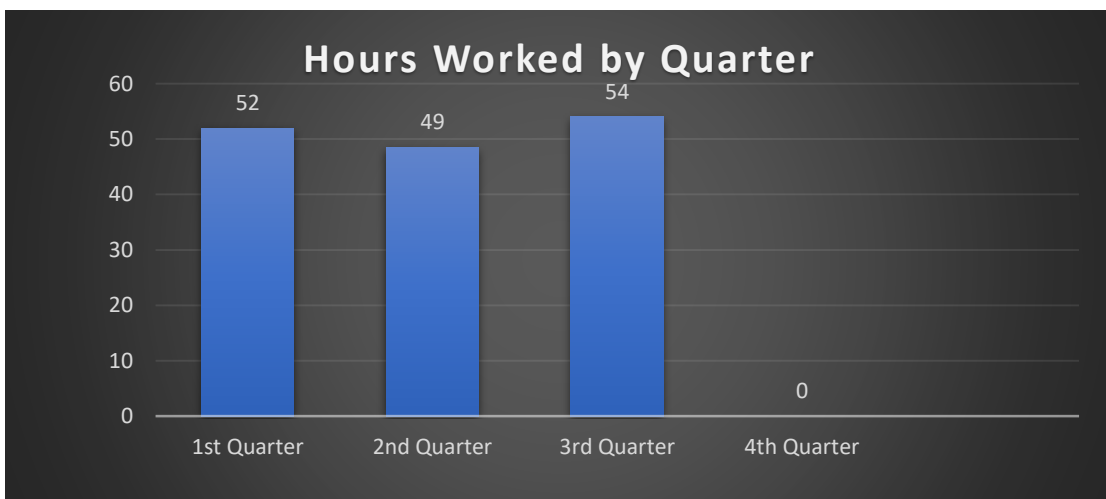
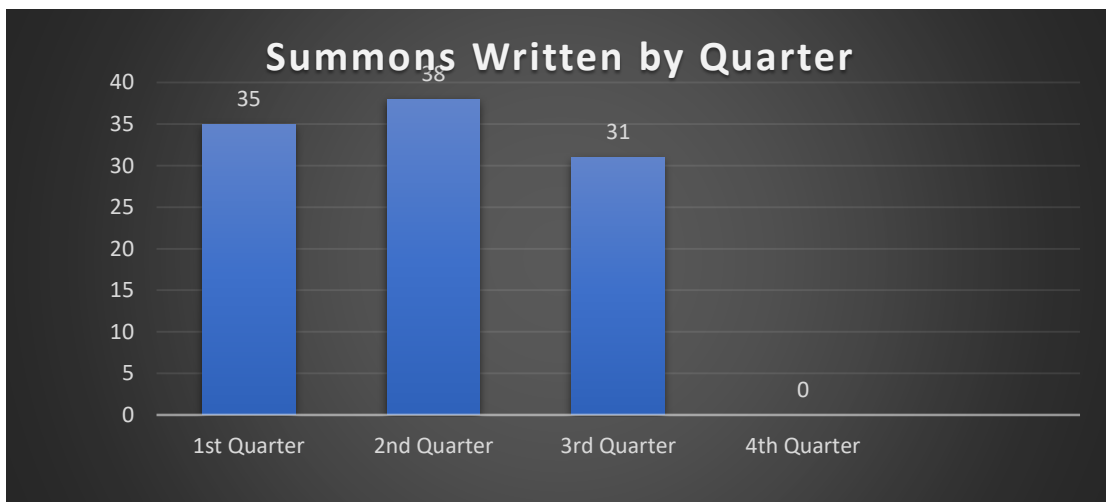
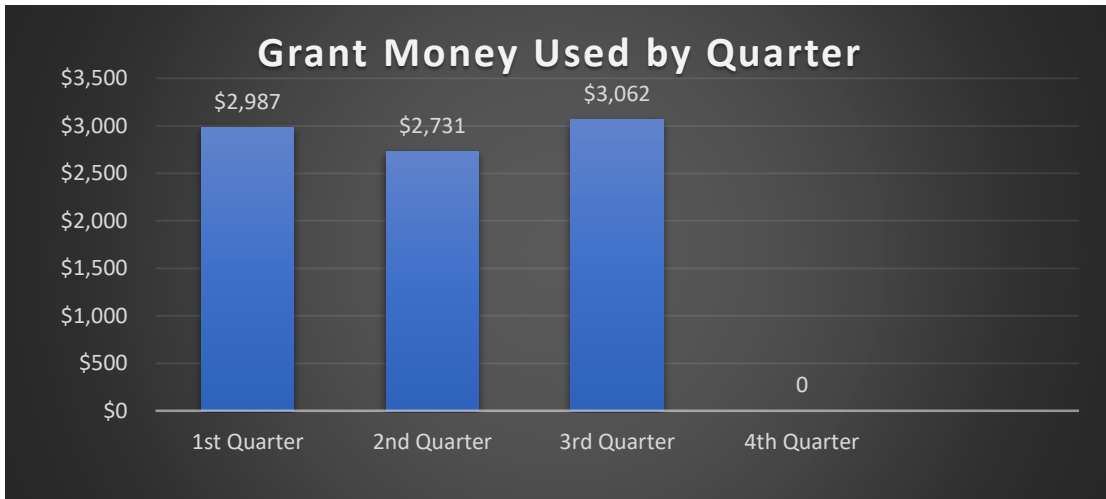


Arrest: Misdemeanor: 10

Felony: 1

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

Grant Award Amount: \$12,656.00



Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- Chief Sibert, Lt. Davis, and Officer Galbreath Continue to work with Motorola Solutions and the Prince William County Police Department to move forward on the department's new RMS system.
- VDOT permit has been issued for Haymarket Day on September 20, 2024. We are still awaiting approval for the Christmas in Haymarket event.
- Chief Sibert met with Captain Pavol of the Prince William County Police Department to discuss final plans for the Solheim cup.
- Solheim Cup had very little impact on our area.
- Officer Charles Burgoon and Officer Donald Finely have been promoted to Sergeant and began their new duties on September 28, 2024.
- New cruisers from Sheehy Ford in Richmond arrived at the Office on September 13, 2024. Outfitting will begin on October 1, 2024.
- Chief Sibert attended the quarterly local law enforcement meeting held at Prince William County Central District on September 9, 2024.
- The Flags for Hero's Event was held on September 14, 2024. Mayor Ken Luersen attended as a guest speaker and Chief Sibert recited names.
- The Labor Day Drive Sober or Get Pulled Over Campaign was a success. Three impaired drivers were removed from the streets during the 2 week campaign.
- We responded to complaints involving solicitors over the last 30 days. The companies that the solicitors were employed by had not obtained the proper permit to solicit. Both companies were contacted about this issue.
- Firearms training was held on September 12, 2024 and September 18, 2024 for HPD officers.
- Legal Update training was held on August 28, 2024 along with photographic identification class.
- Mobile barrier training was held for members of the Haymarket Police Department on August 28, 2024. Most of our officers are certified and the barriers will be deployed for Haymarket Day.
- Lt. Davis and Chief Sibert attended mandatory DMV Grant training on August 27, 2024.
- Chief Sibert attended All Traffic Solutions training on September 5, 2024.
- Officer Galbreath completed General Instructor Development Class on September 13, 2024.
- A stand-alone camera system has been deployed at the park construction site to deter theft, vandalism, and illegal dumping.
- Officer Burgoon represented the Haymarket Police Department by singing the National Anthem at the Mission BBQ 9/11 Memorial Event.
- The Town has hired Officer Wayne Monse and his K9 partner "Edo". They will begin FTO training on October 7, 2024.

Respectfully Submitted,

Allen Sibert

Chief of Police

Haymarket Police Department 2024 Event Listing

Section VII, Item B.

| # | Name of Event | Date of Event | Status |
|----|---|--|-----------|
| 1 | Drive Sober or get pulled over Initiative | January 1, 2024 | Completed |
| 2 | Haymarket PD Blood Drive | January 25, 2024 | Canceled |
| 3 | Drive Sober or get pulled over Initiative | February 11, 2024 | Completed |
| 4 | Coffee with a Cop | February 14, 2024 | Completed |
| 5 | Polar Plunge | February 17, 2024 | Completed |
| 6 | Drive Sober or get pulled over Initiative | March 14 th -17 th , 2024 | Completed |
| 7 | St. Baldricks Event | March 16, 2024 | Completed |
| 8 | U Drive, U Text, U Pay Initiative | April 1 st – 8 th , 2024 | Completed |
| 9 | Impaired Driving Enforcement Initiative | April 20, 2024 | Completed |
| 10 | Drug Take Back | April 27, 2024 | Completed |
| 11 | Farmers Market | April 21 st -November 10 th , 2024 | On-going |
| 12 | HPD Senior Summit | April 25, 2024 | Completed |
| 13 | Impaired Driving Enforcement Initiative | May 1 st – May 6 th , 2024 | Completed |
| 14 | Relay for Life | May 11, 2024 | Completed |
| 15 | Click it or Ticket Initiative | May 13 th – June 2 nd , 2024 | Completed |
| 16 | Torch Run for Special Olympics | June 5, 2024 | Completed |
| 17 | Ice Cream Social | June 7, 2024 | Completed |
| 18 | Water Balloon Fight | June 7, 2024 | Completed |
| 19 | Townhall Open House | June 14, 2024 | Completed |
| 20 | Blood Drive | June 17, 2024 | Completed |
| 21 | Drive Sober or get pulled over Initiative | June 30 th – July 4 th , 2024 | Completed |
| 22 | Woman’s Self Defense Class 1 | July 9, 2024 | Completed |
| 23 | National Night Out | August 6, 2024 | Completed |
| 24 | Drive Sober or get pulled over Initiative | August 14 th – Sept. 2 nd , 2024 | On-Going |
| 25 | Summer Concert | August 17, 2023 | Completed |
| 26 | Flags for Hero’s | September 14, 2024 | Completed |
| 27 | Child Passenger Safety Week | September 15 th – 21 st , 2024 | Completed |
| 28 | See Tracks, think Train Week | Sept. 23 rd – 29 th , 2024 | Completed |
| 29 | Coffee with a Cop | October 2, 2024 | Completed |
| 30 | Prince William County Public Safety Expo | October 12, 2024 | Upcoming |
| 31 | Haymarket Day | October 19, 2024 | Upcoming |
| 32 | Prince William County Truck or Treat | October 29, 2024 | Upcoming |
| 33 | Tyler Elementary Truck or Treat | TBA | Upcoming |
| 34 | Drug Take Back | October 26, 2024 | Upcoming |
| 35 | Halloween Candy Handout | October 31, 2024 | Upcoming |
| 36 | Coffee with a Cop | November 13, 2024 | Upcoming |
| 37 | Christmas in Haymarket | December 14, 2024 | Upcoming |
| 38 | Santa Cops (East) | TBA | Upcoming |
| 39 | Operation Santa Claus | December 7, 2024 | Upcoming |
| 40 | Santa Cops (West) | TBA | Upcoming |

| Task | Assigned To | Date Task Started | Last worked on | Action Needed By | Comments |
|-------------------------------------|--------------|-------------------|----------------|------------------|--|
| Active Plans/Projects | | | | | |
| Park Sidewalk | Katie/Thomas | 4/27/2021 | 9/30/2024 | Town/Contractor | -Construction and Town E&S Inspections ongoing -VDOT Permit coordination -Change order for sanitary cleanout relocation to be approved -Change order for changes in material costs in negotiation -Next progress meeting 10/9 -Deed needed ASAP for recordation of plat |
| Crossroads Village - Kiddie Academy | Katie/Thomas | 7/27/2022 | 9/30/2024 | Applicant | -Construction and Town E&S inspections ongoing |
| Jeffreson/Fayette Street Site Plan | Katie/Thomas | 10/5/2018 | 9/30/2024 | Applicant | -Construction and Town E&S inspections ongoing |
| Robinson Village | Katie/Thomas | 8/13/2020 | 9/27/2024 | Applicant | -Performance Bond released -E&S Bond release inspection 8/23, report 8/26. Coordination of release |
| Robinson's Paradise | Katie/Thomas | 1/4/2021 | 9/26/2024 | Applicant | -Construction and Town E&S inspections ongoing -Lot 1 yard requirement coordination 4/16 |
| 14750 Jordan Lane Site Plan | Katie/Thomas | 2/6/2023 | 9/26/2024 | Applicant | -Construction and Town E&S inspections ongoing |
| Lifetime Smiles Site Plan | Katie/Thomas | 4/10/2023 | 8/22/2024 | Applicant | -Construction and Town E&S inspections ongoing -Sidewalk addition coordination |
| Crossroads Village | Katie/Thomas | 10/18/2018 | 8/21/2024 | Katie | -Construction and Town E&S inspections ongoing -As-builts 2nd submission 6/10. Comments due 7/22. Katie to provide ASAP -Landscape inspection and bond coordination -Stockpile permit coordination |

| Task | Assigned To | Date Task Started | Last worked on | Action Needed By | Comments |
|---------------------------------------|--------------------|-------------------|----------------|------------------|---|
| Active Plans | | | | | |
| Chick-fil-A | Katie/Emily | 11/16/2021 | 8/19/2024 | Katie | -On hold -2nd submission SP received 7/29. Comments due 9/12 -2nd submission SUP comments sent 5/23 -As-built comments provided 5/24 -SWM Agreement provided |
| Nova Haymarket Hotel | Katie/Thomas | 11/17/2023 | 7/11/2024 | Applicant | -Insert submission received 6/11. Approved 7/11 |
| Crossroads Village - Taco Bell | Katie/Thomas | 1/6/2022 | 6/27/2024 | Applicant | -Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination |
| Bleight Residential Plan | Katie/Thomas | 8/5/2022 | 6/20/2024 | Katie/Applicant | -Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town -Review of sidewalk waiver request sent 12/5 -Resubmission Review comments due 8/2 |
| Highpointe at Haymarket | Emily/Thomas/Katie | 6/29/2023 | 9/26/2023 | Applicant/Katie | -Provide review comments of plan -Meeting with Applicant |
| Haymarket Town Center Final Site Plan | Katie/Thomas | 9/8/2016 | 8/23/2023 | Town/Katie | -Test pit change order approved -Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate |

| Task | Assigned To | Date Task Started | Last worked on | Action Needed By | Comments |
|--|--------------|-------------------|----------------|------------------|--|
| Low Activity Open Plans | | | | | |
| Haymarket Hotel Venture, LLC Preliminary Site Plan | Katie/Emily | 9/6/2019 | 5/1/2023 | Applicant | -Landscape reinspection conducted 4/25/23. Report issued 5/1 |
| Masonic Lodge/Tobaccology Parking Lot | Katie/Thomas | 10/18/2022 | 2/17/2023 | Applicant | -Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required |
| QBE | Katie/Emily | 1/20/2017 | 12/14/2022 | Applicant | -Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers |
| MWCoG | Katie | 2/14/2022 | 4/22/2022 | Katie | -Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses |
| Karter School | Katie/Emily | 8/20/2020 | 11/3/2021 | Applicant | -Received inserts and recommend for approval 11/3. Bonds to be posted |
| Transform Power Yoga Site Plan | Katie/Emily | 1/28/2021 | 8/23/2021 | Applicant | -Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23/22 |
| Morais - Aroma II | Katie/Emily | 1/15/2019 | 9/25/2020 | Applicant | -Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28 |
| Zupan Property Preliminary Site Plan | Katie/Emily | 2/25/2020 | 3/4/2020 | Applicant | -Engineering review comments provided 3/4/20 |



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: October 3, 2024

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

1. Reviewed and provided comments and legal counsel regarding zoning interpretation/determination.
2. Reviewed and provided comments and legal counsel regarding notice of violation.
3. Prepared and recorded certificate of release of delinquent real estate tax lien.
4. Researched and provided legal counsel regarding real estate license requirements.
5. Prosecuted criminal matters and traffic matters in the Prince William County courts.



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

Memorandum

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

The finance liaison oversight during the month of September 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
- Discuss 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:

- The 1st Quarter milestone of the FY 2025 budget reached on September 30, 2024. While the P&L shows a net negative income, this is typical at this point for the town budget
 - Staff is preparing real estate tax invoices for mailing, with the revenue to increase line item #3110-01 in October, based on our accrual method of accounting. This will result in a net positive income for the budget going forward
- Park sidewalk construction is underway and progressing well (before the recent inclement weather). Finance liaisons, with staff, are reviewing progress and expenses to ensure expectations are being met
- Staff developing their presentation and recommended path forward re: town park demo RFP. The results of the RFP process will be on the agenda for council review and deliberation at the regular meeting on Oct. 7
- Discussed the need to increase funding for council line item # 111001 for convention & education.
 - Staff is recommending a policy for council review and adoption that sets up a formal process for council members to follow, setting realistic expectations about funding levels and availability to members

Respectfully,

TracyLynn Pater, Vice Mayor and Joe Pasanello, Council Member



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Memorandum

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

*Weekly meetings with Staff covering current happenings and upcoming Events

*Solheim Cup preparation to include conversations with Chief and Hilton Garden Inn

*Worked with Julia to put together Welcome Bags for guests at Hilton Garden Inn during week of Solheim Cup - Marketing local businesses and Farmers Market vendors as well as offering a memory of the Town of Haymarket

*Attended Garrison Brothers Dinner (Hilton Garden Inn and Red House Tavern) - Speaking to Town businesses, Events and Happenings

* Attended Solheim Cup Events and Networking

*Haymarket Gainesville Business Association Networking Event

*Attended Historic Walking Tour

Upcoming:

Skyline Financial Services - Charity Golf Event October 29th

New Business:

Opening Soon in Crossroads Village Center – Pho66, Himalayan Grill, Duck Donuts



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Memorandum

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

Met with staff to discuss:

1. **Hosted Community Outreach Tent at Town of Haymarket Farmer's Market on 9/15**

- Hosted alongside Talk with the Mayor
- Hope to host multiple times a year next Farmer's Market Season

2. **Youth in Government Middle School Program**

- We have received 10 applications
- Participants will be notified and welcome packets mailed on 10/7
- Dates of Program:
 - 10/28 @ 5:30-6:30 pm
 - 10/30 @ 5:30 - 6:30 pm
 - 11/1 @ 9 am - 1 pm
 - 11/4 @ 5:30 -6:30 pm
- Participants will be invited to walk in the Haymarket Day Parade
- **Council is invited and encouraged to join the program on any day(s) that fit their schedule - volunteers for Council mentors on 10/28 are needed**

3. **Youth in Government High School Program**

- Looking to invite Battlefield High School Government Teacher Kurt Pauly to join in planning efforts for Spring 2025

Looking forward to attending the 2024 VML Annual Conference & Mayors Institute on October 12th-15th.

Thank you,

Mary Ramirez
Councilwoman

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



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Memorandum

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

The Planning Commission meeting on September 10, 2024 included and addressed the following:

- SUP #2024-001: Chick-Fil-A Drive Thru Expansion
 - The expansion of the drive through (extending the two-lane drive through to the payment/serving window) is intended to expedite mobile order pickup for customers and provide a more efficient service through the drive through lanes. The applicant has stated that in the short term the expanded lane will function as a bypass, but in the long term it will serve as a pick-up point for mobile orders, termed “mobile-through” by the applicant.
 - The Planning Commission unanimously voted to recommend denial of the SUP.

Respectfully Submitted,

Alexander Beyene



Town of Haymarket
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Memorandum

To: Council

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

Re: ARB Liaison Report / September 2024

At its September meeting, the ARB reviewed proposed amendments to the Historic Buildings Inventory and ARB Guidelines.

There were no action items.

Respectfully submitted,

Marchant Schneider
ARB Chair



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Memorandum

To: Mayor and Town Council
From: Emily L. Kyriazi, Town Manager
Date: October 3, 2024
Re: Upcoming Holiday Meeting Schedule and Town Hall Holiday Week Operating Hours

Background: In review of the upcoming holiday season, Staff is proposing the following adjustments to the meeting schedule:

November Work Session has previously been rescheduled to November 18th at 6pm. The Planning Commission is no longer meeting that night, thus Staff recommends moving the work session to 7pm.

December Work Session is currently scheduled for December 30th, Staff recommends moving the work session to December 16th at 7pm.

Additionally, Town Staff will discuss a proposal for closing Town Hall to the public the week of Christmas for all employees to have the opportunity to take vacation that week or they may choose to telework, or work in office. Town Staff will also discuss the possibility of giving additional holiday time for New Year's Eve on December 31st.

Directive to proceed as discussed at the Town Council Meeting.



**AN ORDINANCE TO WAIVE MEALS TAX
ON October 19th through October 20th 2024, SET BY
SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2024-004

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 19, 2024 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and are hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 19th and 20th, 2024.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 7th day of October, 2024, that the Meals Tax is waived solely for the 19th and 20th day of October, 2024.

By Order of Council:

Ken Luersen, Mayor

ATTEST:

Kimberly Henry, Clerk of Council



Town of Haymarket
15000 Washington Street, #100
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Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of Council
Re: Closed Session and Certification

The Haymarket Town Council will go into closed session Pursuant to Virginia Code § 2.2-3711(A)(29): ***Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.***

After coming out of Closed Session, the Haymarket Town Council will ***certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.***