



# TOWN COUNCIL REGULAR MONTHLY MEETING

Monday, July 01, 2024 at 7:00 PM

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

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

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## AGENDA

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### I. CALL TO ORDER

Roll Call

### II. PLEDGE OF ALLEGIANCE Troop #9525

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

### IV. CITIZENS TIME

### V. RECOGNITION OF OFFICER JOE COPPAGE

### VI. CONSENT AGENDA

#### A. Minute Approval

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

#### B. Department Reports

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

#### 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. Planning Commission Vacancies
2. Resolution #2024-004
3. Ordinance #2024-002

4. Snow Removal Policy

5. Veteran Banner Program Discussion

**VIII. COUNCILMEMBER TIME**

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

**IX. ADJOURNMENT**



# TOWN OF HAYMARKET TOWN COUNCIL

Section VI, Item A.

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, May 28, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

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

### II. Pledge of Allegiance

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

### III. Agenda Items

#### 1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly financial report for May. He shared that the Town is over what was projected in Business license tax for the year. He stated that the deadline for business license was May 1 and that staff was working on sending out delinquent notices. He also shared that the Meals tax collected so far is ahead of what was projected. Mr. Gonzalez concluded his report by sharing that the Town should be receiving the Bank Franchise Tax by the end of the month. There was a short discussion on some of the line items of the report.

#### 2. FY25 Proposed Budget

Town Treasurer Roberto Gonzalez shared that he met with County Board of Supervisor Bob Weir regarding the budget. He stated that Mr. Weir suggested that the CIP have it's on budget and not be part of the operational budget. He said it would be a budget within the budget. He stated that from an accounting perspective, it would be cleaner. Mr. Gonzalez stated that he would try and provide those updates at the June 3rd meeting. A discussion followed. There was also a short discussion on solidifying the trash costs and when the new contract would go into effect. There was also a discussion about the trash can exchange and making it seamless for the resident. Town Manager Emily Kyriazi stated that the staff is working with both companies in order that there is a smooth transition. There was a discussion on how the citizens will be notified.

There were no other questions regarding the budget.

### IV. Adjournment

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

#### 1. Motion to Adjourn

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

Submitted:

Approved:

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

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

DRAFT



# TOWN OF HAYMARKET TOWN COUNCIL

Section VI, Item A.

## PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 3, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

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

### II. Pledge of Allegiance

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

### III. Invocation: Pastor Mark Brady, Park Valley Church

Mayor Luersen invited Pastor Mark Brady from Park Valley Church to the podium to give the evening's invocation.

### IV. Public Hearing

#### 1. Public Notice

Town Clerk Kim Henry read the public notice into the record.

#### 2. Public Comment

Bob Weir, 6853 St. Paul Drive, addressed the Town Council on the FY25 proposed budget. He stated that the ARPA should be reflected differently as a revenue stream. He also addressed the proposed tax rate. He shared that, as a County Board of Supervisor, he worked hard at lowering the tax burden for the residents and is disappointed that the Town would consider the tax burden to the residents at this end.

#### 3. Close Public Hearing

With no other comments, Mayor Luersen closed the public hearing.

### V. Citizens Time

There were no other citizens wishing to address the Town Council at this time.

### VI. Presentation: Senator Danica Roem - State Legislative Updates

State Senator Danica Roem gave a short presentation on the legislative updates that will be in effect on July 1, 2024. Some of those items were interment rights on private property that has a family cemetery, photo speed enforcement devices at high-risk intersections; She also shared some bills that went before the General Assembly that did not pass but will be bringing back next year.

After her presentation, Senator Roem opened the floor for any questions from the Town Council.

### VII. Consent Agenda

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

After the discussion on the pulled items, Councilmember Pasanello moved to adopt Consent Agenda Items B:1,3 and C:1. Councilmember Ramirez seconded the motion. The motion carried.

#### A. Minute Approval

1. Mayor and Council - Closed Session - Apr 29, 2024 6:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Joe Pasanello, Council Member  
**SECONDER:** Matthew Gallagher, Councilman  
**AYES:** Schneider, Pasanello, Gallagher, Beyene, Ramirez  
**ABSENT:** TracyLynn Pater

2. Mayor and Council - Work Session - Apr 29, 2024 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Joe Pasanello, Council Member  
**SECONDER:** Matthew Gallagher, Councilman  
**AYES:** Schneider, Pasanello, Gallagher, Beyene, Ramirez  
**ABSENT:** TracyLynn Pater

3. Mayor and Council - Budget Work Session - May 6, 2024 6:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Joe Pasanello, Council Member  
**SECONDER:** Matthew Gallagher, Councilman  
**AYES:** Schneider, Pasanello, Gallagher, Beyene, Ramirez  
**ABSENT:** TracyLynn Pater

4. Mayor and Council - Public Hearing/Regular Meeting - May 6, 2024 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Joe Pasanello, Council Member  
**SECONDER:** Matthew Gallagher, Councilman  
**AYES:** Schneider, Pasanello, Gallagher, Beyene, Ramirez  
**ABSENT:** TracyLynn Pater

## B. Department Reports

### 1. Town Administration Report

Councilmember Schneider asked if the Comp Plan Amendments that were recommended by Planning Commission be brought forth to the Architectural Review Board for discussion before coming to the Town Council. Town Manager Emily Kyriazi stated that she would have the Town Planner bring that forth at the next ARB meeting. He also wanted to clarify the three strategic planning priorities being the Town Park, Town Centre and parking lot.

Councilmember Gallagher asked for updates on the Town Park sidewalk construction. Town Manager Emily Kyriazi gave a brief update on the project. Mrs. Kyriazi also gave the update on the street lights on Bleight Drive.

There was a question on the CivicPlus migration status. Town Clerk Kim Henry shared that the agenda and minutes segment is ready to go live. She stated, however, that staff is having difficulty getting the streaming portion moved over. There was a question about the GoGov app. Mrs. Kyriazi gave the updates and stated that she will be providing a demonstration at a future meeting.

### 2. Town Treasurer Report

### 3. Chief of Police Report

Councilmember Gallagher shared that he wanted to commend the Police Department and their community policing. He asked about the click it or ticket program. Lieutenant Davis shared that this was a state wide program and grants were provided to run the program. He stated because this was a state program, he would not have any particular statistics. There was a brief update on the upcoming blood drive on June 17.

### 4. Town Engineer Report

### 5. Town Attorney Report

## C. Liaison Reports

### 1. Finance Liaison Report

Councilmember Schneider questioned the involvement of Supervisor Weir at a recent liaison meeting. He asked if any of Mr. Weir's comments would change the proposed budget. He suggested that in the future the Council notify the public that these meetings are open to the public.

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

## VIII. Agenda Items

### 1. FY25 Budget Presentation

At this time, Town Manager Emily Kyriazi and Town Treasurer Roberto Gonzalez gave a presentation on the draft FY25 budget. They gave a snapshot of the current household median compared to Prince William County. They provided considerations for the budget to include: a real estate tax rate of .111/\$100, addressing the substantial increase in the trash and recycling services to the residents of the Town, the funding of 2 additional FTE Police officers, funding for the 5 year Capital Improvement Plan, a 3% COLA and merit salary increase, address the increase in the Town's liability insurance, address the increase in the health insurance premiums and provide professional services to the residents and businesses. They provided the services and programs currently offered by the Town. Mrs. Kyriazi shared that the budget process stated in December 2023 and continued working the Council through Budget Work Sessions. She also shared that goals for the FY25 budget is to fund the updated Capital Improvement Plan to invest in the community through projects such as: 1. Complete the park sidewalk; 2. continue discussion on community park project; 3. Increase the walkability throughout Town; 4. Complete beautification projects and 4. fund the necessary Police Department equipment. Also to continue to fund competitive wages for the Police Department and Town Staff.

Town Treasurer Roberto Gonzalez presented the proposed revenues for FY25. There was a discussion on the reserves and questions on the ARPA funds. Mr. Gonzalez defined what the reserve funds are and what the qualifications are based on Town policy. Councilmember Pasanello clarified how the Council handled the ARPA funds when they came in.

Town Manager Emily Kyriazi continued with the presentation by showing the FY25 expenditures. They also did a comparison of real estate tax rates of surrounding Towns. A discussion continued on the tax rate. Continuing with the presentation, Mrs. Kyriazi shared the assets of Town owned property. They concluded their presentation showing a balanced budget. They opened the floor for further discussion.

Councilmember Pasanello stated that he was prepared to make a motion to reduce the real estate tax rate to equalization of .101. He stated that he felt the Tow has significant revenue sources. Each Councilmember provided their opinion on the tax rate suggested by Councilmember Pasanello. There was also a discussion on the difference in the trash contracts. Mr. Gonzalez provided numbers with the company that was contracted versus if the Town kept with current company.

**At this time, Councilmember Pasanello moved to adopt a tax rate of .101 which is the equalized rate which would more than cover by the savings that was discussed. Councilmember Beyene seconded the motion.** Councilmember Schneider asked that the motion be withdrawn since the Council had not finished the discussion.

**Councilmember Pasanello withdrew his motion.**

The discussion continued on the subject. Councilmember Schneider asked questions on the CIP. He clarified that there would be a presentation and discussion of funding at the July meeting to discuss the Town's options. He also asked about the Gateway signs and the funding on that. Discussion followed on the Gateway sign line item of the CIP.

Councilmember Gallagher asked if there were any leads for leasing the upstairs. Town Manager Emily Kyriazi stated that she has been actively trying to get the entire upstairs leased. Mr. Gallagher also addressed the meals tax line item and the new food establishments coming to the Town that have yet opened. Staff clarified that the revenue from those establishments have not been considered in the budget. Town Treasurer Roberto Gonzalez shared that he does not consider the revenue of those establishments based on projections and trends. He stated that

he would prefer to remain conservative until he sees the actual numbers once they open.

Discussion followed on the subject of the meals tax and business license tax.

Councilmember Beyene addressed the real estate tax rate. He addressed the current budget and how the revenues are exceeding the approved budget. Mr. Beyene stated that the proposed budget shows a surplus. A lengthy discussion ensued on the surplus revenue of the proposed budget. Mr. Beyene suggested that the Town Council consider the equalized tax rate motioned by Councilmember Pasanello.

## 2. Motion to Adopt FY25 Tax Rate

After the lengthy discussion, **Councilmember Pasanello moved that the Haymarket Town Council adopt the equalized tax rate of .101. Councilmember Beyene seconded the motion.** Councilmember Ramirez asked for a friendly amendment to include inflation at 3.7 percent. **Councilmember Pasanello made the amendment to his motion of the equalized tax rate of .104 which would be the equalized tax rate with an inflation at 3.7%. Councilmember Beyene seconded the amendment. The motion carried with a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [3 TO 2]</b>
<b>MOVER:</b>	Joe Pasanello, Council Member
<b>SECONDER:</b>	Alexander Beyene, Council Member
<b>AYES:</b>	Joe Pasanello, Matthew Gallagher, Alexander Beyene
<b>NAYS:</b>	Marchant Schneider, Mary Ramirez
<b>ABSENT:</b>	TracyLynn Pater

## IX. Councilmember Time

### 1. Councilmember Beyene

Councilmember Beyene did not have anything to add.

### 2. Councilmember Pasanello

Councilmember Pasanello reminded everyone that June is National Cancer Survivor Month. He also shared that Rail Safety week is coming up in June. Lastly, he shared that June was National Pride Month. He shared an excerpt from the SPLC.

### 3. Vice Mayor Pater

Vice Mayor Pater did not provide a written report in her absence.

### 4. Councilmember Gallagher

Councilmember Gallagher shared about his fathers passion for public service. He stated that its poignant that he would speak about him at his 20 year anniversary of his passing. He shared memories of his father coming home from budget meetings and decisions that the his hometown Council would make. He shared that his dad would also preach about public service and hard conversations that needed to be had. He stated that with the hard conversation and decisions made at this evening's meeting, he is honored to be working with his fellow councilmembers and staff. At the end, he urged those listening to involve themselves with some kind of public service.

### 5. Councilmember Ramirez

Councilmember Ramirez shared that the last day of school was Friday, June 7 and shared information about the Longstreet Commons end of school year water balloon fight. She also shared that she would be attending the Small Towns Conference and hopes to bring back lots of information to share with her colleagues. She continued to share information on the Open House scheduled for June 14th for children K-5th grade. Lastly, she reminded those wishing to run for Town Council the deadline for filing paperwork is June 18th. She also stated that even though the conversations on the dais are difficult at times, she appreciates and respects each one of her colleagues on the dais.

### 6. Councilmember Schneider

Councilmember Schneider shared that he has worked with the Town Council in some capacity for the past 20 years. He shared that at some point you realize if you know your value and the contribution that you make. He shared that Council worked really hard in the 2015-2018 era to set the Town up for success. He continued to state that when he ran for office in 2020 that this Council was running on changing the culture. He stated that he feels those efforts have been side railed. He shared that he feels that the Council has failed in providing infrastructure needed. He stated he the culture needs to change if the Town is going to remain competitive



and provide a high quality of life for our residents by breaking the financial mindset that this Council continues to have. He stated that his challenges his colleagues to change that culture by the end of the year so that they can leave the next Council a solid foundation to work from.

**7. Mayor Luersen**

Mayor Luersen shared the date of his next monthly Mayor's walk.

**X. Adjournment**

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

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Alexander Beyene, Council Member
<b>SECONDER:</b>	Mary Ramirez, Council Member
<b>AYES:</b>	Schneider, Pasanello, Gallagher, Beyene, Ramirez
<b>ABSENT:</b>	TracyLynn Pater

Submitted:

Approved:

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

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



# TOWN OF HAYMARKET TOWN COUNCIL

Section VI, Item A.

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 17, 2024

6:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

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

### II. Agenda Items

#### 1. FY25 Budget

Town Roberto Gonzalez shared that the purpose of this evening's meeting was to review the FY25 final draft budget with the intention to approve the budget and appropriate the funds. He shared that the budget reflects the tax rate that was approved at a previous meeting and to itemized the CIP for specific projects. A discussion followed on the CIP line item to show particular project on the expense side. Mr. Gonzalez also shared that VML/VACO will be attending the July work session to discuss finance options and to answer any questions Council would have regarding the funding of the projects.

#### 2. Resolution 2024-007 FY25 Budget Adoption

**Councilmember Ramirez moved to adopt Resolution 2024-007: A Resolution to adopt the annual operating budget and capital improvement budget, and to make an annual appropriation of the budgeted amount for the fiscal year beginning July 1, 2024 and ending June 30, 2025. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.**

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

### III. Adjournment

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

#### 1. Motion to Adjourn

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

Submitted:

Approved:

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

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

DRAFT

### Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager and Zoning Administrator</b>						
Civic Plus: Meetings and Agendas	Kim Henry, Alexandra					Kim and Alexandra have completed training for the new CivicPlus Agendas and Minutes software. We are finalizing the transfer of files from the old system to the new system, as well as connecting the encoder to the new system. Kim is continuing to work with CivicPlus to transfer our encoder to move the live recordings to the new channel. Determining next steps and need for IT assistance
RFP for Sidewalk	Emily K/Thomas B					RFP to be posted week of October 2nd for Bids to be submitted. RFP will remain open for 30 days. Site plan for sidewalk is under planning review 11-3-2023. The Town Engineer and Town Manager are in the review process and provide a recommendation to the Town Council. Working with the Engineering Groupe on a change order discussion/request regarding the Crosswalk Study, Landscape Plan and Lighting Plan. 5-31 Expect full VDOT approval 6/2024, moving forward with Procurement UPDATE 6/26 VDOT approval expected 7/2024
Communications Plan	EK, Tracylynn, Matt Gallagher					Will set meeting date with Vice Mayor and Councilmember Gallagher to discuss the Communications Plan and determine next steps
GOGov App	Emily and Julia					App is finalized and live for the community to download, will begin social media campaign to introduce the app to the community
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 6/27/2024 TM Emailed the County for a status update, awaiting a response

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA Items 7/27/2023: All outstanding items to be resolved by August 21, 2023. 9/26/2023: Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled. 10/30/2023: Town Planner to present CBPA items to Town Council for work session. 11/27/2023 Public Hearing to be held for outstanding CBPA items in the December 4th TC meeting 12/22/2023 Resolutions presented to TC passed unanimously. UPDATE 2/1/2024--2/28/2024 Town Planner will present all resolution and council minutes to DEQ Coordinator to confirm all outstanding items are resolved. 3/26/2024-4/30/2024 Final ZTA for CBPA presented to Planning Commission, public hearing for ZTA in the May 20 PC meeting. UPDATE 6/26/2024 Final ZTA to be brought to Town Council for review and recommendaiton for public hearing.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>Town Planner will work on next phase of comprehensive zoning inspection - inspecting landscaping/dead trees/overgrowth. Last Zoning Inspection 6/27/2024, letters and notices to go out week of 7/1/2024</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Visited or met with the following businesses: Cookies and Cream, Great Mane, Hidden Julles, Vitality Aesthetics, Studio B,</p>
<p>Park Building</p>	<p>Emily</p>					<p>Town Manager and Town Planner preparing Certificate of Appropriateness requesting demolition for the structure. Application to be submitted to the ARB for the October meeting 10/30/2023: Town Staff have presented application to the ARB in the October 18th meeting. 11/27/2023: Town Staff will present follow up on previous application in the December 6th ARB meeting UPDATE 12/22/2023 ARB denied application for COA for demolition of the building, TC has authorized for Town Staff to appeal the decision to Council 2/1/2024 Town Planner to report back to ARB on the Town Council approving the appeal of the denied COA for demolition of the park building. 2/28/2024 ARB to meet onsite for a March 6th work session to discuss salvageable materials and future pavilion design to present to Town Council for consideration of the pavilion design. UPDATE 3/26/2024-6/26/2024 TC Liaison to ARB presented design ideas for pavilion in March 25th TC work session, demolition RFP to continue forward, TC directive given that Architectural design RFP for pavilion to be drafted by Town Staff</p>

Staff Meetings	Staff					Staff Meetings held weekly on Tuesday
Strategic Planning Discussion	Emily					Discussed Strategic Planning with the Town Council at the January 29th Work Session. Outlined the top priorities that each Council had at this time, identified patterns in the priorities and selected the top three. The priorities identified are Town Park, Public Parking and Town Center Exterior. Expanding notes and timeline objectives for the top three identified priorities as well as other priorities, discussing Park Elements - working through notes and follow up on action items
Museum: Crossroads Arts Alliance	Emily/Tracylyn n					Met with Kerry Molina and Nancy Clark, discussed scheduling and upcoming events
Security Door at Town Hall	Emily					Security Door installed, awaiting security feature installs -- Force Security has responded after significant delays, determining the next steps on proceeding forward
Historic Walking Brochure	Emily/Morgan					Working with an unpaid intern to research the Town's historic buildings and local history to revamp our Town's Walking Tour Brochure. All written information is completed, contacting our graphic designer to meet and discuss formatting the information into a pamphlet
Youth In Government Preparations	Emily/Mary					Held the Youth in Government Open House, approximately 75 attendees, including parents - successful event
Town Park/Playground	Emily K.					Matt to contact an inspector for an annual playground inspection
Small Towns Conference	Emily K					Attended the Small Towns Conference June 10-11 in Abingdon, VA - Significant takeaways - Strategic Planning and the benefits, Financial wellbeing of a Town, Placemaking, Investing in the Community, Options for Blight
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Town Attorney working on Personnel Manual edits, Updated draft to be sent by attorney office by 6/30/2024 for staff review
<b>Land Use Planning Department</b>						
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--6/26/2024 Town Staff and Town Council discussing prioritization of and financing of project.

<p>Highpointe at Haymarket</p>	<p>Emily K, Katie, Thomas</p>					<p>7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acres of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant 12/22/2023 Town Staff waiting on follow up from applicant. 2/1/2024--3/26/2024 Town Staff continue to wait on response from applicant. Prince William County had issued the second round of comments for their section of the project for the applicant's response. Town Staff have reached out to the developer to check the status of the Haymarket section of the project. The county application has been put on hold, Town Staff following up with applicant to ensure the proper notice is given that the applicaiton is on hold. UPDATE 6/26/2024 Town Staff coordinating with applicant to ensure proper hold are placed on the applicaiton.</p>
<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 6/26/2024 Lots 1, 8, 9, 11, 12, 17, and 18 given zoning release for occupancy, construction of remaining lots continues.</p>
<p>Van Metre -- Robinson Village</p>	<p>Emily K, Thomas</p>					<p>7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. 2/1/2024--2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. 3/26/2024 Town Staff finalizing approval of the As Built submission for Robinson Village. 4/30/2024 Van Metre to resolve a stormwater pooling issue at the right turn lane into the development, then as-built approval will be granted UPDATE 6/26/2024 Town Staff and Van Metre coordinating with VDOT to ensure ponding issue will be properly mitigated.</p>

<p>Crossroads Village Center</p>	<p>Emily K</p>					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. UPDATE 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 9/26 As built and landscaping bond review continue. 10/30/2023: The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. UPDATE 12/22/2023--4/30/2024 none UPDATE 6/26/2024 Town Engineer performed landscaping inspection, Town Staff are coordinating 90% release of landscaping bond when requirements are successfully met by Meladon. As-builts currently under review</p>
<p>Taco Bell</p>	<p>Thomas</p>					<p>7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. 10/30/2023-3/26/2024 construction continues. 4/20/2024 Taco Bell has installed a sidewalk connecting to the existing Washington Street sidewalk and to the rest of Crossroads Village Center. Opening date still pending while outstanding permits are processed by the PWC Building Department UPDATE 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise</p>
<p>Crossroads Village, Kiddie Academy</p>	<p>Thomas</p>					<p>4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting. 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--4/30/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. Applicant discussed submitting application for signage in the near future UPDATE 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.</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 UPDATE 6/26/2024 Construction of shell near completion, E/S inspections continue</p>
<p>Pulte Townhomes at CVC</p>	<p>Thomas</p>					<p>4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots. 10/16 Town Planner has given construction release for 9 more lots. 11/27, Town Planner has given zoning release for occupancy for 10 more lots, and construction release for another 10 lots. 12/22/2023 Town Received the proffer checks for the latest 10 lots. 2/1/2024 Town Staff expecting Pulte to request zoning inspection of next set of lots within the next six weeks. 2/28/2024--4/30/2024 Town Planner has given zoning release for occupancy for 8 more lots, and proffers have been collected for those 8 lots. The final 10 lots should be ready for inspection in late May. UPDATE 6/26/2024 Town Planner has given all townhomes zoning release for occupancy, all proffers collected.</p>

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

14750 Jordan Lane	Thomas					<p>4/3/2023: The Town Engineer has sent comments on the 1st submission for the site plan. The Town Planner and Town Engineer are currently waiting for the 2nd submission to review. 6/1/2023: Applicant and Town will sign a stormwater management agreement, then sign off on the plan. 7/27/2023: SWM agreement included in final submission, Town Manager has signed the approved grading plan. 9/26 Grading to begin soon and E/S inspections will be performed. 10/16 Permitting still pending at County Level UPDATE 11/27/2023--2/1/2024 Applicant has begun grading, E/S inspections are being performed on lot. 2/28/2024--3/26/2024 E/S inspections continue for grading of lot UPDATE 4/30/2024-6/26/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting.</p>
<b>Town Clerk</b>						
Board/Committee Updates	Kim					<p>With the probable appointment of a BZA member to the Planning Commission at the July meeting, I am in search of someone to fill that vacancy. Planning Commission will be voting to change their meeting day at their July meeting. PC will be holding a public hearing on an SUP application at their July meeting. Look for this to come to Council at the September regular meeting. All candidacy papers are in and recorded at PWC Board of Elections</p>
Agendas/Minutes	Kim					<p>All recorded meetings and agendas have been saved to a file for the switch over. All minutes up to end of May have been signed and recorded on the website.</p>
Directives	Kim					<p>We are going live with CivicPlus on July 1. I am working on streaming through the Town's YouTube channel that will hopefully interface with the website. I am still in communication with Granicus on maintaining our historic files for awhile. I have backed up all meetings and agendas in a file for reference. With our new furniture in the office and alot of things sitll in boxes, I have also started cleaning up old files and recording them to the Library of Virginia according to the retention schedule</p>
<b>Maintenance</b>						
Tenant Buildings	<p>Cupcake Heaven: Tenant remarked that air conditioning on second level INOP (in progress). Copper Cricket: Squirrel has been removed. Side soffits have been rebuilt. Neighboring trees need to be trimmed off the building (in progress). Washington Street Realty: No issues.</p>					
Museum	<p>Ordered umbrellas for the back patio. Everything is clean &amp; good. No other news to report right now.</p>					
Light Poles	<p>Installed remaining flower baskets for a total of 17. Planted flowers etc. in baskets. Hung Veterans banners &amp; flags for Memorial Day. New Globes have arrived. Will install summer banners soon.</p>					
Events: Holiday Cleanup/Farmers Market Prep	<p>Farmers market going good. No other issues/comments to report at this time.</p>					
Other	<p>1)Contractor utilities cleanup is still in progress. Verizon is slowly fixing loose cables throughout town. Dominion is still replacing light bulbs on their utility poles. Still trying to get Comcast to come out and clean up after their subcontractors. 2)Property Maintenance Plan still in progress. 3)Break down and remove all furnishings in the Town Hall. Set up of new furniture for Town Hall and Police Department. Still working to get things set up running smoothly (dias, cord cleanups etc.)</p>					

Staff						
Farmers Market	Julia					We've had a successful 10 weekends of the market and have continued to receive positive feedback from vendors and town members. We have two new drop in vendors. Live music is booked for every Sunday.
Summer Concert 8/17	Julia					The theme is Boots, Brews, & BBQs. All bands/musical acts have been booked. Preferred food vendors have been contacted. Bruster's, Nothing Bundt Cakes, Flynn's Wood Fired Pizza, and Smokin' Shawn's BBQ have submitted their applications and payments. Currently working on a plan for alcohol vendors. Currently looking at decorations. Balloon arch is confirmed and will be a brown and tan theme. Potter's Potties, show mobile, and sound contract have been ordered and the contracts has been signed.
Holiday & Christmas Event 12/14	Julia					The contract for the show mobile and picnic tables has been signed. Potter's Potties has been ordered and contract has been signed. Sound contract has been signed.
Haymarket Day 10/19	Julia					Haymarket Day applications were sent out to previous vendors on May 20th and will be available to the public on June 3rd. We currently have 160 vendors and 20 parade participants signed up. Currently working on a plan for alcohol vendors. All bands have been booked.
Social Media/website/GoGov	Emily/Alexandra/Julia					Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Currently advertising the Community Outreach Summer Series events and Summer Concert. GoGov app will be launched this week, waiting to hear any suggestions or changes that need to be made before it is posted.
Newsletter	Emily/Alex					3rd Quarter Newsletter is finalized and getting ready to be mailed.
Real Estate Tax	Roberto/Alexandra					Continue to review outstanding invoices and mail; Respond to RE delinquency requests from financial institutions and land owners.
Administrative	Alexandra					Daily Mail Check; Enter all invoices into QB; Process & prepare payments for weekly finance meetings; Keep track of late invoices/fees, and payment processing for events & zoning applications. Process/track tenant payments & meals tax payments; Process purchase orders; Maintain business spreadsheets; File May invoices;
Office Misc.:	Alexandra					Continue processing incoming Event applications; Work on trash transition and flyers; Continue processing incoming BPOLs; Begin Audit prep; Participate in Gov. Day event; Attend local ribbon cuttings;
<b>New/Old Business Updates</b>						
New Businesses	<p style="text-align: center;"> <b>Ace Cabinet Granite Showroom</b>- Ribbon Cutting 6/27  <b>Five Guys</b>- Now Open  <b>Duck Donuts</b>- opening mid-August; date TBD  <b>Trouville &amp; Ghosted Concepts/Cookies &amp; Cream</b> celebrating 2 yrs in the Town  <b>1971 &amp; Crossroads Valley Barbershop</b> celebrating their 1 yr this month.                 </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: July 01, 2024  
Re: Treasurer's Report

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### Highlights:

- Actuals as of 06.27.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 06.27.2024.
- Proffer report update – Fully collected from developers
- Coordinating with Auditor for onsite visit and documentation requests to complete FY2023 Audit.
- Discussions for FY2024 yearly audit with accountant have begun as well.
- Adoption of FY2025 budget was done and a copy of the adopted FY2025 budget has been uploaded to the Town website.
- Assist Town Manager with Trash contract finalization.
- Working with the Event coordinator on Town Events funds.
- Working with VML/VACo on documentation requested for the benchmark report.
- Attended the annual Treasurer's Conference
- Met with Banking/Investment and payment vendors for future discussions in opportunities to work with the Town in the near future.
- Reviewed Administrators A/P entries and A/R entries.

**Town of Haymarket**  
**Statement of Net Position**  
As of June 27, 2024

	Jun 27, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	8,240,378.21
11010 · Virginia Investment Pool	349,354.44
<b>Total Checking/Savings</b>	8,589,732.65
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	96,388.82
12010 · A/R Permits	-2,122.17
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,271.99
<b>Total Accounts Receivable</b>	98,300.08
<b>Other Current Assets</b>	
11499 · Undeposited Funds	379,952.54
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
<b>Total Other Current Assets</b>	334,326.72
<b>Total Current Assets</b>	9,022,359.45
<b>Fixed Assets</b>	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
<b>Total Fixed Assets</b>	5,917,972.06
<b>Other Assets</b>	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
<b>Total Other Assets</b>	1,058,846.75
<b>TOTAL ASSETS</b>	<b>15,999,178.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	82,636.18
<b>Total Accounts Payable</b>	82,636.18
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	2,402.21
20042 · PD Credit Card - SONA 0277	113.90
<b>Total Credit Cards</b>	2,516.11

**Town of Haymarket**  
**Statement of Net Position**  
As of June 27, 2024

	Jun 27, 24
<b>Other Current Liabilities</b>	
20099 · Prepaid Rent	8,812.70
20095 · Deferred Revenue - Events	2,500.00
20096 · Deferred Revenue - Other	2,248,634.41
20098 · Deferred Revenue - ARPA Funds	1,652,246.89
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	33,419.51
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	392,571.20
<b>Total Other Current Liabilities</b>	4,352,216.46
<b>Total Current Liabilities</b>	4,437,368.75
<b>Long Term Liabilities</b>	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deffered Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
<b>Total Long Term Liabilities</b>	1,113,293.98
<b>Total Liabilities</b>	5,550,662.73
<b>Equity</b>	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	3,517,154.58
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	1,004,543.69
<b>Total Equity</b>	10,448,515.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,999,178.26</b>

	Actuals	FY2024 Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	447,701.64	455,783.00	98.2%	additional supplemental bills included
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-03 · Interest - All Property Taxes	673.56	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,876.45	1,000.00	187.6%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>463,911.57</b>	<b>469,383.00</b>	<b>98.8%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	230,414.46	225,000.00	102.4%	collections up to May 2024
3120-01 · Bank Stock Tax	69,294.00	24,000.00	288.7%	Collected for FY2024 Collections for FY2024; delinquent collections in progress
3120-02 · Business License Tax	378,855.51	250,000.00	151.5%	
3120-03 · Cigarette Tax	150,684.50	140,000.00	107.6%	Collections up to June 2024
3120-04 · Consumer Utility Tax	113,481.29	158,000.00	71.8%	Collections up to April 2024
3120-05 · Meals Tax - Current	1,354,199.23	1,375,000.00	98.5%	collections up to May 2024
3120-06 · Sales Tax Receipts	138,586.07	160,000.00	86.6%	collections up to April 2024
3120-07 · Penalties (Non-Property)	8,188.15	5,000.00	163.8%	
3120-08 · Interest (Non-Property)	1,431.31	0.00	100.0%	
<b>Development Revenue</b>				
Proffers	0.00	28,820.00		
<b>Total Development Revenue</b>	<b>0.00</b>	<b>28,820.00</b>		
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,445,134.52</b>	<b>2,365,820.00</b>	<b>103.4%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	2,700.00	4,500.00	60.0%	
3130-03 · Motor Vehicle Licenses	573.00	1,000.00	57.3%	
3130-05 · Other Planning & Permits	10,065.00	15,000.00	67.1%	
3130-06 · Pass Through Fees	20,407.50	0.00	100.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>33,745.50</b>	<b>20,500.00</b>	<b>164.6%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	22,847.75	20,000.00	114.2%	Collections up to May2024
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>22,847.75</b>	<b>20,000.00</b>	<b>114.2%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	17,183.19	13,500.00	127.3%	Collections up to May 2024
3150-03 · Interest on Bank Deposits	170,856.45	89,500.00	190.9%	Collections up to May 2024
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>188,039.64</b>	<b>103,000.00</b>	<b>182.6%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	44,445.37	49,207.00	90.3%	
3151-08 · 15020 Washington Realty	56,771.88	56,772.00	100.0%	
3151-09 · 15026 Copper Cricket	24,338.64	24,338.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	35,838.36	35,838.00	100.0%	
3151-14 · Salman Home Realty Suite 204	6,160.00	5,600.00	110.0%	
3151-15 · Revolution Mortgage	7,744.00	7,099.00	109.1%	
3151-16 · Stirrup For Delegate 20	3,315.00	3,315.00	100.0%	
3151-90 · Town Hall Rental Income	50.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>178,663.25</b>	<b>182,169.00</b>	<b>98.1%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-06 · DCJS Grant	12,000.00	12,000.00	100.0%	DCJS Grant
3160-01 · Public Safety	5,305.00	5,305.00	100.0%	Surplus sale of PD vehicle (Taurus)
<b>Total 3160-01 · Public Safety</b>	<b>17,305.00</b>	<b>17,305.00</b>	<b>100.0%</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>17,305.00</b>	<b>17,305.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	29,100.00	25,600.00	113.7%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	92,983.49	80,000.00	116.2%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	22,843.30	12,000.00	190.4%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,793.26	12,500.00	94.3%	
3165-04 · Town Shirts	911.00	0.00	100.0%	



3165-05 · Museum Revenue - Art	869.30	0.00	100.0%	Art Alliance
3165-06 · Town Hats	534.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>159,034.35</b>	<b>130,100.00</b>	<b>122.2%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	116.57	300.00	38.9%	
3180-01 · Citations & Accidents Reports	90.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	46,018.56	46,019.00	100.0%	\$45,518.56 for Stolen check reimbursed by VRSA
3180-05 · Recovered Costs - Private Events	600.00	300.00	200.0%	
3180 · MISCELLANEOUS - Other	45,562.13	0.00	100.0%	Fraudulent funds recovery from Bank
<b>Total 3180 · MISCELLANEOUS</b>	<b>92,397.26</b>	<b>46,619.00</b>	<b>198.2%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	36,484.00	36,144.00	100.9%	Quarterly grant
3200-04 · Car Rental Reimbursement	948.98	0.00	100.0%	state collected tax; based off an app
3200-05 · Communications Tax	69,115.24	80,000.00	86.4%	collections up to February 2024
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1%	As of August 2023
3200-16 · DMV Grant	5,717.84	12,656.00	45.2%	DMV select reimbursement
3200-17 · LOLE Grant	579.00	4,393.00	13.2%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>147,877.18</b>	<b>163,120.00</b>	<b>90.7%</b>	
4002 · Transfer from ARPA Funds	0.00	926,477.00	0.0%	
<b>Total Income</b>	<b>3,748,956.02</b>	<b>4,444,493.00</b>	<b>84.4%</b>	
<b>Gross Profit</b>	<b>3,748,956.02</b>	<b>4,444,493.00</b>	<b>84.4%</b>	
<b>Expense</b>				
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	1,440.55	2,500.00	57.6%	
111002 · FICA/Medicare	1,292.47	2,000.00	64.6%	
111003 · Meals and Lodging	360.95	1,000.00	36.1%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	18,200.00	25,000.00	72.8%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>21,293.97</b>	<b>30,750.00</b>	<b>69.2%</b>	
<b>12110 · TOWN ADMINISTRATION</b>				
1211001 · Salaries/Wages-Regular	411,649.58	425,469.00	96.8%	
1211002 · Salaries/Wages - OverTime	2,268.45	3,500.00	64.8%	
1211003 · Salaries/Wages - Part Time	49,384.00	55,875.00	88.4%	
1211004 · FICA/Medicare	34,281.73	36,755.00	93.3%	
1211005 · VRS	28,701.56	39,480.00	72.7%	
1211006 · Health Insurance	52,950.80	63,963.00	82.8%	
1211007 · Life Insurance	5,447.62	5,075.00	107.3%	
1211008 · Disability Insurance	2,808.24	3,360.00	83.6%	
1211009 · Unemployment Insurance	884.05	5,995.00	14.7%	
1211010 · Worker's Compensation	279.75	481.00	58.2%	
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%	
1211012 · Accounting Services	5,263.00	8,300.00	63.4%	
1211014 · Printing & Binding	6,488.34	8,298.00	78.2%	
1211015 · Advertising	5,971.91	9,000.00	66.4%	
1211016 · Computer, Internet & Website Svc	24,451.13	28,550.00	85.6%	
1211017 · Postage	2,347.74	4,000.00	58.7%	
1211018 · Telecommunications	7,529.73	7,500.00	100.4%	
1211019 · Mileage Allowance	1,141.82	1,000.00	114.2%	
1211020 · Meals & Lodging	3,763.01	3,500.00	107.5%	
1211021 · Convention & Education	4,170.90	6,000.00	69.5%	
1211022 · Miscellaneous	387.00	2,000.00	19.4%	
1211024 · Books, Dues & Subscriptions	17,398.55	16,000.00	108.7%	
1211025 · Office Supplies	5,146.71	6,500.00	79.2%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	14,063.60	14,500.00	97.0%	
1211031 · Capital Outlay-Improvements	34,214.60	0.00	100.0%	CIP - Floor installation
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>740,123.82</b>	<b>778,504.00</b>	<b>95.1%</b>	
<b>12210 · LEGAL SERVICES</b>				
1221001 · Legal Services	69,140.79	96,702.00	71.5%	Services up to April 2024

Total 12210 · LEGAL SERVICES	69,140.79	96,702.00	71.5%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	18,400.00	42,600.00	43.2%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	42,600.00	43.2%
Total 01 · ADMINISTRATION	848,958.58	948,556.00	89.5%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	490,418.46	516,406.00	95.0%
3110003 · Salaries & Wages - OT Premium	24,249.35	30,000.00	80.8%
3110013 · Salaries & Wages - OT Select En	4,281.05	10,000.00	42.8%
3110004 · Salaries & Wages - Holiday Pay	28,306.77	35,541.00	79.6%
3110005 · Salaries & Wages - Part Time	75,860.00	65,000.00	116.7%
3110007 · Salaries & Wages - DMV Grant	8,780.24	11,856.00	74.1%
3110012 · Salaries & Wages - PT Admin.	12,332.50	39,000.00	31.6%
3110020 · FICA/MEDICARE	48,089.06	54,148.00	88.8%
3110021 · VRS	30,277.41	31,604.00	95.8%
3110022 · Health Insurance	81,424.60	72,272.00	112.7%
3110023 · Life Insurance	6,620.46	6,146.00	107.7%
3110024 · Disability Insurance	2,352.56	2,400.00	98.0%
3110025 · Unemployment Insurance	732.44	3,360.00	21.8%
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%
3110028 · Legal Services	48,637.90	28,392.00	171.3%
3110032 · Computer, Internet & Website	3,625.00	5,000.00	72.5%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	11,791.56	13,800.00	85.4%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	2,957.09	5,000.00	59.1%
3110038 · Convention & Edu. (Training)	3,889.95	10,800.00	36.0%
3110040 · Annual Dues & Subscriptions	12,627.17	17,200.00	73.4%
3110041 · Office Supplies	5,824.11	5,000.00	116.5%
3110042 · Vehicle Fuels	32,044.61	36,700.00	87.3%
3110043 · Vehicle Maintenance/Supplies	10,466.95	22,000.00	47.6%
3110045 · Uniforms & Police Supplies	42,844.38	57,901.00	74.0%
3110056 · Capital Outlay-Machinery/Equip	90,481.20	91,000.00	99.4%
3110057 · Capital Outlay-Furniture/Fixture	0.00	14,000.00	0.0%
3110060 · Capital Outlay-Improvements	11,856.60	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	1,122,080.87	1,220,823.00	91.9%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
Total 03 · PUBLIC SAFETY	1,122,080.87	1,230,823.00	91.2%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	1,994.94	2,213.00	90.1%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	105,465.15	123,750.00	85.2%
Total 43200 · REFUSE COLLECTION	105,465.15	123,750.00	85.2%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	95,860.27	105,222.00	91.1%
4310002 · Maint Svc Contract-Pest Control	3,349.00	3,000.00	111.6%
4310003 · Maint Svc Contract-Landscaping	24,989.85	35,000.00	71.4%
4310004 · Maint Svc Contract Snow Removal	5,252.00	7,000.00	75.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	16,934.24	18,593.00	91.1%
4310008 · Electrical Services-Streetlight	3,977.36	5,500.00	72.3%
4310009 · Water & Sewer Services	4,542.19	3,850.00	118.0%
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%
4310011 · Real Estate Taxes	880.09	2,500.00	35.2%
4310015 · Maintenance - Vehicle Fuel	1,323.68	5,000.00	26.5%
4310016 · Maint - Vehicle Maintenance	1,013.30	3,000.00	33.8%
Total 43100 · MAINT OF 15000 Wash St./Grounds	158,145.96	192,665.00	82.1%
Total 04 · PUBLIC WORKS	265,606.05	323,628.00	82.1%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	88,180.56	96,429.00	91.4%
60001 · Town Tourism	39,285.24	64,286.00	61.1%

60003 · Advertising	0.00	22,000.00	0.0%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>127,465.80</b>	<b>182,715.00</b>	<b>69.8%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	11,324.22	25,000.00	45.3%	
7000003 · Demolition	0.00	50,000.00	0.0%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>11,324.22</b>	<b>75,000.00</b>	<b>15.1%</b>	
<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%	
7111003 · Contractual Services	54,118.56	64,950.00	83.3%	
7111004 · Events - Other	32,099.00	40,850.00	78.6%	
7111005 · Police Department Events	2,235.12	7,800.00	28.7%	
7111006 · Farmer's Market	1,728.43	12,000.00	14.4%	
<b>Total 71110 · EVENTS</b>	<b>92,125.11</b>	<b>130,600.00</b>	<b>70.5%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,309.85	2,200.00	59.5%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
<b>Total 72200 · MUSEUM</b>	<b>1,709.85</b>	<b>5,950.00</b>	<b>28.7%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>105,159.18</b>	<b>211,550.00</b>	<b>49.7%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	2,005.00	5,670.00	35.4%	
8110002 · FICA/Medicare	183.60	500.00	36.7%	
8110003 · Consultants - Engineer	7,472.31	10,000.00	74.7%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	33,285.76	0.00	100.0%	
<b>Total 81100 · PLANNING COMMISSION</b>	<b>42,946.67</b>	<b>23,120.00</b>	<b>185.8%</b>	
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>				
8111001 · Salaries & Wages - Regular	2,430.00	5,830.00	41.7%	
8111002 · FICA/Medicare	148.39	446.00	33.3%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,578.39</b>	<b>7,776.00</b>	<b>33.2%</b>	
<b>81111 · Board Of Zoning Appeals</b>				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>45,525.06</b>	<b>33,823.00</b>	<b>134.6%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment Refund VRSA fraudulent funds that have been recovered
90003 · VRSA Refund	45,518.56			
<b>95100 · DEBT SERVICE</b>				
9510002 · General Obligation Bond - Prin	137,800.00	137,800.00	100.0%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	4,944.91	4,950.00	99.9%	Paid off 2 o 3 loans off
<b>Total 95100 · DEBT SERVICE</b>	<b>142,744.91</b>	<b>142,750.00</b>	<b>100.0%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>233,782.03</b>	<b>188,269.00</b>	<b>124.2%</b>	
<b>94104 · Street Scape - Park Sidewalk</b>				
9410401 · Architectural/Engineering Fees	16,488.49	39,891.00	41.3%	
9410402 · Construction	0.00	836,586.00	0.0%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>16,488.49</b>	<b>876,477.00</b>	<b>1.9%</b>	
<b>94105 · PERSONNEL</b>				
<b>EMPLOYEE BENEFITS</b>				
6560 · Payroll Processing Fees	187.52	0.00	100.0%	
<b>Total EMPLOYEE BENEFITS</b>	<b>187.52</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Total 94105 · PERSONNEL</b>	<b>187.52</b>	<b>0.00</b>	<b>100.0%</b>	
<b>94106 · TOWN CENTER MASTER PLAN</b>				
9410601 · Architectural/Engineering Fees	2,046.78	50,000.00	4.1%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>2,046.78</b>	<b>50,000.00</b>	<b>4.1%</b>	
<b>94107 · BLIGHT MITIGATION</b>				
9410701 · Blight Mitigation	0.00	40,000.00	0.0%	

94108 · Capital Improvement Funds Expense	19,611.61	318,652.00	6.2%
94109 · Storm Water Grant Match	0.00	40,000.00	0.0%
<b>Total Expense</b>	<b>2,786,911.97</b>	<b>4,444,493.00</b>	<b>62.7%</b>
<b>Net Ordinary Income</b>	<b>962,044.05</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>962,044.05</b>	<b>0.00</b>	<b>100.0%</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
**July 2023 through June 2024**

Ordinary Income/Expense	Jul '23 - Jun 24	Jul '22 - Jun 23	% Change
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
3110-01 · Real Estate - Current	447,701.64	371,142.74	20.6%
3110-02 · Public Service Corp RE Tax	13,659.92	10,940.97	24.9%
3110-03 · Interest - All Property Taxes	673.56	1,853.02	-63.7%
3110-04 · Penalties - All Property Taxes	1,876.45	1,630.99	15.1%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>463,911.57</b>	<b>385,567.72</b>	<b>20.3%</b>
<b>3120 · OTHER LOCAL TAXES</b>			
3120-00 · Transient Occupancy Tax	230,414.46	225,474.54	2.2%
3120-01 · Bank Stock Tax	69,294.00	31,323.76	121.2%
3120-02 · Business License Tax	378,855.51	364,622.68	3.9%
3120-03 · Cigarette Tax	150,684.50	156,776.46	-3.9%
3120-04 · Consumer Utility Tax	113,481.29	148,706.83	-23.7%
3120-05 · Meals Tax - Current	1,354,199.23	1,268,130.09	6.8%
3120-06 · Sales Tax Receipts	138,586.07	161,886.05	-14.4%
3120-07 · Penalties (Non-Property)	8,188.15	10,649.02	-23.1%
3120-08 · Interest (Non-Property)	1,431.31	1,252.48	14.3%
<b>Development Revenue Proffers</b>	<b>0.00</b>	<b>13,191.00</b>	<b>-100.0%</b>
<b>Total Development Revenue</b>	<b>0.00</b>	<b>13,191.00</b>	<b>-100.0%</b>
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,445,134.52</b>	<b>2,382,012.91</b>	<b>2.7%</b>
<b>3130 · PERMITS,FEES &amp; LICENESES</b>			
3130-01 · Application Fees	2,700.00	3,850.00	-29.9%
3130-03 · Motor Vehicle Licenses	573.00	377.00	52.0%
3130-05 · Other Planning & Permits	10,065.00	23,975.00	-58.0%
3130-06 · Pass Through Fees	20,407.50	28,663.58	-28.8%
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>33,745.50</b>	<b>56,865.58</b>	<b>-40.7%</b>
<b>3140 · FINES &amp; FORFEITURES</b>			
3140-01 · Fines	22,847.75	16,429.68	39.1%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>22,847.75</b>	<b>16,429.68</b>	<b>39.1%</b>
<b>3150 · REVENUE - USE OF MONEY</b>			
3150-01 · Earnings on VACO/VML Investment	17,183.19	12,729.02	35.0%
3150-03 · Interest on Bank Deposits	170,856.45	53,310.67	220.5%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>188,039.64</b>	<b>66,039.69</b>	<b>184.7%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
3151-04 · Suite 208 B&B Security	0.00	3,341.50	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	5,880.00	-100.0%
3151-07 · Haymarket Church Suite 206	44,445.37	35,614.20	24.8%
3151-08 · 15020 Washington Realty	56,771.88	55,241.64	2.8%
3151-09 · 15026 Copper Cricket	24,338.64	23,629.80	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	35,838.36	34,794.52	3.0%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	6,160.00	1,120.00	450.0%
3151-15 · Revolution Mortgage	7,744.00	645.33	1,100.0%
3151-16 · Stirrup For Delegate 21	3,315.00	464.10	614.3%
3151-90 · Town Hall Rental Income	50.00	-3,800.53	101.3%
3151-91 · Interest Revenue - G87	0.00	11,602.37	-100.0%
3151-92 · Lease Revenue Offset - G87	0.00	-159,592.04	100.0%
3151-93 · Lease Revenue - G87	0.00	149,094.83	-100.0%
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>178,663.25</b>	<b>158,035.72</b>	<b>13.1%</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Jul '22 - Jun 23	% Change
<b>3160 · CHARGES FOR SERVICES</b>			
3160-01 · Public Safety			
3160-02 · Donation/Grants	0.00	10.00	-100.0%
3160-06 · DCJS Grant	12,000.00	0.00	100.0%
3160-01 · Public Safety - Other	5,305.00	0.00	100.0%
<b>Total 3160-01 · Public Safety</b>	<b>17,305.00</b>	<b>10.00</b>	<b>172,950.0%</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>17,305.00</b>	<b>10.00</b>	<b>172,950.0%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			
3165-00 · Sponsorships	29,100.00	9,300.00	212.9%
3165-01 · Town Event	92,983.49	58,955.00	57.7%
3165-02 · Farmer's Market	22,843.30	4,859.20	370.1%
3165-03 · Town Ornaments	11,793.26	7,563.96	55.9%
3165-04 · Town Shirts	911.00	1,625.00	-43.9%
3165-05 · Museum Revenue - Art	869.30	0.00	100.0%
3165-06 · Town Hats	534.00	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	358.00	-100.0%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>159,034.35</b>	<b>82,661.16</b>	<b>92.4%</b>
<b>3180 · MISCELLANEOUS</b>			
3180-00 · Convenience Fee	116.57	-233.31	150.0%
3180-01 · Citations & Accident Reports	90.00	40.00	125.0%
3180-03 · Miscellaneous	10.00	-1,528.72	100.7%
3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%
3180-05 · Recovered Costs- Private Events	600.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	45,562.13	770.27	5,815.1%
<b>Total 3180 · MISCELLANEOUS</b>	<b>92,397.26</b>	<b>-951.76</b>	<b>9,808.0%</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	36,484.00	34,687.00	5.2%
3200-04 · Car Rental Reimbursement	948.98	201.74	370.4%
3200-05 · Communications Tax	69,115.24	87,275.21	-20.8%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,285.76	9.3%
3200-16 · DMV Select Grant	5,717.84	180.33	3,070.8%
3200-17 · LOLE Grant	579.00	0.00	100.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>147,877.18</b>	<b>157,257.01</b>	<b>-6.0%</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
3300-07 · Edward Byrne Mem JAG Grant	0.00	4,366.00	-100.0%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>0.00</b>	<b>4,366.00</b>	<b>-100.0%</b>
<b>Total Income</b>	<b>3,748,956.02</b>	<b>3,308,293.71</b>	<b>13.3%</b>
<b>Gross Profit</b>	<b>3,748,956.02</b>	<b>3,308,293.71</b>	<b>13.3%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	1,440.55	250.00	476.2%
111002 · FICA/Medicare	1,292.47	1,317.36	-1.9%
111003 · Meals and Lodging	360.95	77.22	367.4%
111005 · Salaries & Wages - Regular	18,200.00	17,955.36	1.4%
<b>Total 11100 · TOWN COUNCIL</b>	<b>21,293.97</b>	<b>19,599.94</b>	<b>8.6%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	411,649.58	313,358.75	31.4%
1211002 · Salaries/Wages - Overtime	2,268.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	49,384.00	56,331.22	-12.3%

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
**July 2023 through June 2024**

	Jul '23 - Jun 24	Jul '22 - Jun 23	% Change
1211004 · FICA/Medicare	34,281.73	27,606.06	24.2%
1211005 · VRS	28,701.56	19,978.27	43.7%
1211006 · Health Insurance	52,950.80	37,272.65	42.1%
1211007 · Life Insurance	5,447.62	4,049.50	34.5%
1211008 · Disability Insurance	2,808.24	2,026.75	38.6%
1211009 · Unemployment Insurance	884.05	-2,034.33	143.5%
1211010 · Worker's Compensation	279.75	322.00	-13.1%
1211011 · Gen Property/Liability Ins.	19,130.00	17,802.00	7.5%
1211012 · Accounting Services	5,263.00	8,610.73	-38.9%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	6,488.34	6,797.49	-4.6%
1211015 · Advertising	5,971.91	7,773.40	-23.2%
1211016 · Computer, Internet & Website Svc	24,451.13	21,924.79	11.5%
1211017 · Postage	2,347.74	2,266.28	3.6%
1211018 · Telecommunications	7,529.73	6,626.56	13.6%
1211019 · Mileage Allowance	1,141.82	531.94	114.7%
1211020 · Meals & Lodging	3,763.01	1,622.63	131.9%
1211021 · Convention & Education	4,170.90	768.90	442.5%
1211022 · Miscellaneous	387.00	280.00	38.2%
1211024 · Books, Dues & Subscriptions	17,398.55	14,540.91	19.7%
1211025 · Office Supplies	5,146.71	5,637.56	-8.7%
1211026 · Equipment Rental	0.00	2,588.38	-100.0%
1211030 · Capital Outlay-Machinery/Equip	14,063.60	7,550.65	86.3%
1211031 · Capital Outlay - Improvements	34,214.60	0.00	100.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>740,123.82</b>	<b>564,233.09</b>	<b>31.2%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	69,140.79	37,337.19	85.2%
<b>Total 12210 · LEGAL SERVICES</b>	<b>69,140.79</b>	<b>37,337.19</b>	<b>85.2%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	18,400.00	0.00	100.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>18,400.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>848,958.58</b>	<b>621,170.22</b>	<b>36.7%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	490,418.46	463,483.04	5.8%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	24,249.35	25,062.93	-3.3%
3110013 · Salaries & Wages - OT Select En	4,281.05	11,257.22	-62.0%
3110004 · Salaries & Wages - Holiday Pay	28,306.77	26,255.98	7.8%
3110005 · Salaries & Wages - Part Time	75,860.00	45,930.00	65.2%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	8,780.24	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	12,332.50	8,450.00	46.0%
3110020 · FICA/MEDICARE	48,089.06	43,269.40	11.1%
3110021 · VRS	30,277.41	27,914.54	8.5%
3110022 · Health Insurance	81,424.60	74,844.84	8.8%
3110023 · Life Insurance	6,620.46	6,215.98	6.5%
3110024 · Disability Insurance	2,352.56	2,597.14	-9.4%
3110025 · Unemployment Insurance	732.44	3,235.03	-77.4%
3110026 · Workers' Compensation Insurance	21,692.25	20,067.00	8.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,705.00	0.0%
3110028 · Legal Services	48,637.90	26,678.11	82.3%
3110032 · Computer, Internet & Website	3,625.00	4,354.99	-16.8%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	11,791.56	12,608.69	-6.5%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	2,957.09	2,515.01	17.6%

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
**July 2023 through June 2024**

	Jul '23 - Jun 24	Jul '22 - Jun 23	% Change
3110038 · Convention & Edu. (Training)	3,889.95	3,926.41	-0.9%
3110040 · Annual Dues & Subscriptions	12,627.17	12,085.09	4.5%
3110041 · Office Supplies	5,824.11	4,624.36	25.9%
3110042 · Vehicle Fuels	32,044.61	29,201.80	9.7%
3110043 · Vehicle Maintenance/Supplies	10,466.95	18,933.70	-44.7%
3110045 · Uniforms & Police Supplies	42,844.38	28,069.06	52.6%
3110052 · Office Equipment Rental	0.00	5,459.28	-100.0%
3110056 · Capital Outlay-Machinery/Equip	90,481.20	45,518.56	98.8%
3110058 · DMV Grant - Payback of Reimburs	0.00	4,974.47	-100.0%
3110060 · Capital Outlay - Improvements	11,856.60	0.00	100.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>1,122,080.87</b>	<b>966,238.07</b>	<b>16.1%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>1,122,080.87</b>	<b>966,238.07</b>	<b>16.1%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	1,994.94	0.00	100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	105,465.15	94,296.33	11.8%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>105,465.15</b>	<b>94,296.33</b>	<b>11.8%</b>
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	95,860.27	98,742.20	-2.9%
4310002 · Maint Svc Contract-Pest Control	3,349.00	854.80	291.8%
4310003 · Maint Svc Contract-Landscaping	24,989.85	26,110.00	-4.3%
4310004 · Maint Svc Contract Snow Removal	5,252.00	0.00	100.0%
4310007 · Electric/Gas Services	16,934.24	16,904.55	0.2%
4310008 · Electrical Services-Streetlight	3,977.36	4,604.73	-13.6%
4310009 · Water & Sewer Services	4,542.19	4,186.80	8.5%
4310010 · Janitorial Supplies	23.98	257.85	-90.7%
4310011 · Real Estate Taxes	880.09	1,429.71	-38.4%
4310015 · Maintenance - Vehicle Fuel	1,323.68	755.00	75.3%
4310016 · Maint - Vehicle Maintenance	1,013.30	965.63	4.9%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>158,145.96</b>	<b>154,811.27</b>	<b>2.2%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>265,606.05</b>	<b>249,107.60</b>	<b>6.6%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	88,180.56	122,505.02	-28.0%
60001 · Town Tourism	39,285.24	31,903.56	23.1%
60003 · Advertising	0.00	0.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>127,465.80</b>	<b>154,408.58</b>	<b>-17.5%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	11,324.22	13,214.30	-14.3%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>11,324.22</b>	<b>13,214.30</b>	<b>-14.3%</b>
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	2,094.14	-7.2%
7111003 · Contractural Services	54,118.56	58,002.80	-6.7%
7111004 · Events - Other	32,099.00	12,986.80	147.2%
7111005 · Police Department Events	2,235.12	0.00	100.0%
7111006 · Farmer's Market	1,728.43	722.14	139.4%
<b>Total 71110 · EVENTS</b>	<b>92,125.11</b>	<b>73,805.88</b>	<b>24.8%</b>



**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Jul '22 - Jun 23	% Change
<b>72200 · MUSEUM</b>			
7220012 · Telecommunications	1,309.85	1,650.11	-20.6%
7200015 · Books, Dues & Subscriptions	0.00	30.00	-100.0%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
<b>Total 72200 · MUSEUM</b>	<b>1,709.85</b>	<b>2,080.11</b>	<b>-17.8%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>105,159.18</b>	<b>89,100.29</b>	<b>18.0%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	2,005.00	2,325.00	-13.8%
8110002 · FICA/Medicare	183.60	213.06	-13.8%
8110003 · Consultants - Engineer	7,472.31	7,549.64	-1.0%
8110007 · Convention/Education	0.00	820.45	-100.0%
8110009 · Engineer - Pass Through	33,285.76	32,252.50	3.2%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>42,946.67</b>	<b>43,160.65</b>	<b>-0.5%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	2,430.00	2,340.00	3.9%
8111002 · FICA/Medicare	148.39	154.73	-4.1%
8111005 · Convention & Education	0.00	820.45	-100.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,578.39</b>	<b>3,315.18</b>	<b>-22.2%</b>
<b>81111 · Board Of Zoning Appeals</b>			
8111101 · Convention & Education	0.00	833.90	-100.0%
8111102 · FICA / Medicare	0.00	0.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>833.90</b>	<b>-100.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>45,525.06</b>	<b>47,309.73</b>	<b>-3.8%</b>
<b>09 · NON-DEPARTMENTAL</b>			
90001 · Return of Surplus RE Tax Rev	0.00	249,323.53	-100.0%
90002 · Payment for Stolen Check	45,518.56	0.00	100.0%
90003 · VRSA Refund	45,518.56	0.00	100.0%
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	137,800.00	160,100.00	-13.9%
9510003 · General Obligation Bond - Int	4,944.91	8,556.89	-42.2%
<b>Total 95100 · DEBT SERVICE</b>	<b>142,744.91</b>	<b>168,656.89</b>	<b>-15.4%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>233,782.03</b>	<b>417,980.42</b>	<b>-44.1%</b>
<b>94102 · HAYMARKET COMMUNITY PARK</b>			
Architecture/Engineering Fees	0.00	6,252.50	-100.0%
<b>Total 94102 · HAYMARKET COMMUNITY PARK</b>	<b>0.00</b>	<b>6,252.50</b>	<b>-100.0%</b>
<b>94104 · Street Scape - Park Sidewalk</b>			
9410401 · Architectural/Engineering Fees	16,488.49	63,836.00	-74.2%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>16,488.49</b>	<b>63,836.00</b>	<b>-74.2%</b>
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	187.52	-0.04	468,900.0%
<b>Total EMPLOYEE BENEFITS</b>	<b>187.52</b>	<b>-0.04</b>	<b>468,900.0%</b>
<b>Total 94105 · PERSONNEL</b>	<b>187.52</b>	<b>-0.04</b>	<b>468,900.0%</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
 July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Jul '22 - Jun 23</u>	<u>% Change</u>
<b>94106 · TOWN CENTER MASTER PLAN</b>			
<b>9410601 · Architectural/Engineering Fees</b>	2,046.78	22,795.11	-91.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	2,046.78	22,795.11	-91.0%
<b>94108 · Capital Improvement Funds Expens</b>	19,611.61	0.00	100.0%
<b>Total Expense</b>	2,786,911.97	2,638,198.48	5.6%
<b>Net Ordinary Income</b>	962,044.05	670,095.23	43.6%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>50001 · Amerian Rescue Plan Funds</b>	0.00	86,631.11	-100.0%
<b>Total Other Income</b>	0.00	86,631.11	-100.0%
<b>Net Other Income</b>	0.00	86,631.11	-100.0%
<b>Net Income</b>	<b>962,044.05</b>	<b>756,726.34</b>	<b>27.1%</b>



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:** July 01, 2024  
**Re:** Proffer - Update

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

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

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

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

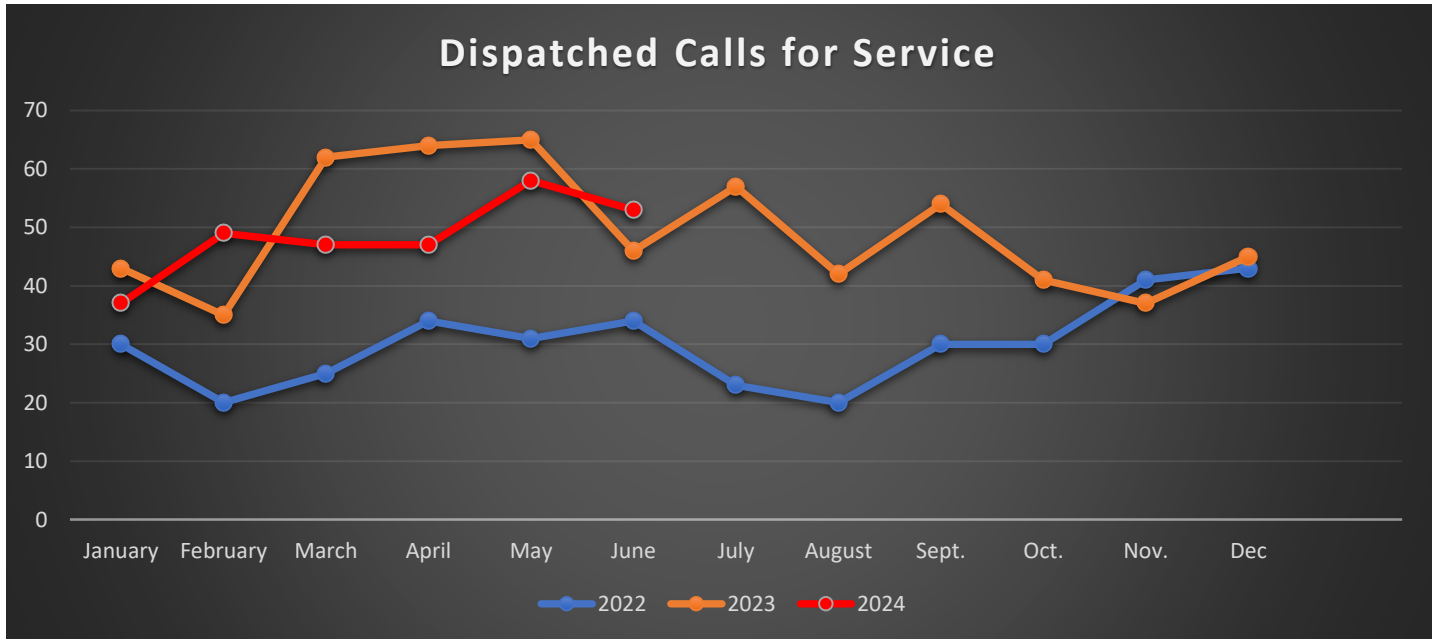
<b>Robinson Village (Van Metre)</b>		<b>Proffers received as of 03.01.2023</b>				
	<b>Per Unit</b>	<b>Units</b>	<b>Actuals</b>	<b>Total for 38 Townhomes</b>	<b>Used</b>	<b>Balance</b>
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00	\$ -	\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ 10,640.00	\$ -
Transportation	\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00	\$ -	\$ 144,362.00
Fire and Rescue	\$ 974.00	38	\$ 37,012.00	\$ 37,012.00	\$ -	\$ 37,012.00
Town Administration	\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$ 2,551.00	\$ 3,947.00
Schools	\$10,300.00	38	\$ 391,400.00	\$ 391,400.00	\$ -	\$ 391,400.00
	<b>\$19,316.00</b>		<b>\$ 734,008.00</b>	<b>\$ 734,008.00</b>		<b>\$ 720,817.00</b>
<b>Pulte (Crossroads)</b>		<b>Proffers received as of 04.22.2024</b>				
	<b>Per Unit</b>	<b>Units</b>	<b>Actuals</b>	<b>Total for 79 Townhomes</b>	<b>USED</b>	<b>Balance</b>
Parks & Recreation	\$ 3,792.00	69	\$ 261,648.00	\$ 299,568.00	\$ -	\$ 261,648.00
Public Safety	\$ 280.00	69	\$ 19,320.00	\$ 22,120.00	\$ 19,320.00	\$ -
Transportation	\$ 3,799.00	69	\$ 262,131.00	\$ 300,121.00	\$ -	\$ 262,131.00
Fire and Rescue	\$ 974.00	69	\$ 67,206.00	\$ 76,946.00	\$ -	\$ 67,206.00
Town Administration	\$ 171.00	69	\$ 11,799.00	\$ 13,509.00	\$ 9,500.00	\$ 2,299.00
Schools	\$10,300.00	69	\$ 710,700.00	\$ 813,700.00	\$ -	\$ 710,700.00
	<b>\$19,316.00</b>		<b>\$1,332,804.00</b>	<b>\$ 1,525,964.00</b>		<b>\$ 1,303,984.00</b>

# Police Department Report to Council

Activity Period May 15, 2023 to June 14, 2024

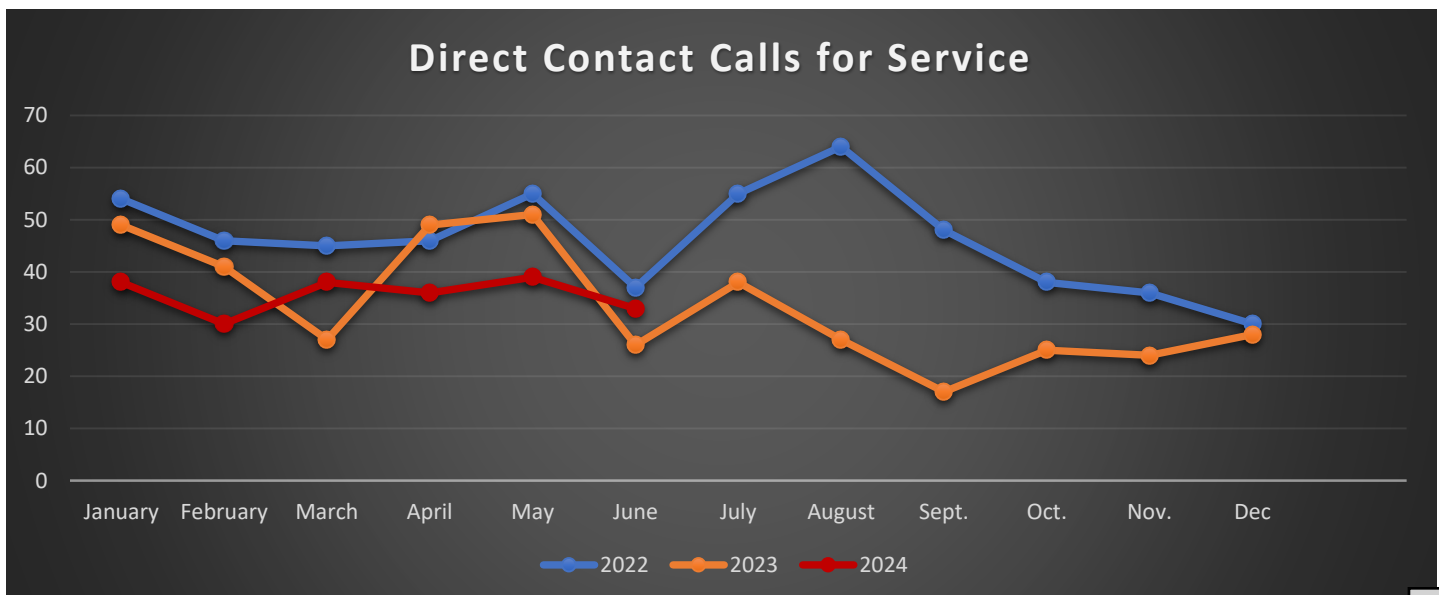
**Dispatched Calls:** Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch.

- Reportable Calls: 5
- Deferments: 5
- Non-Reportable Calls: 43



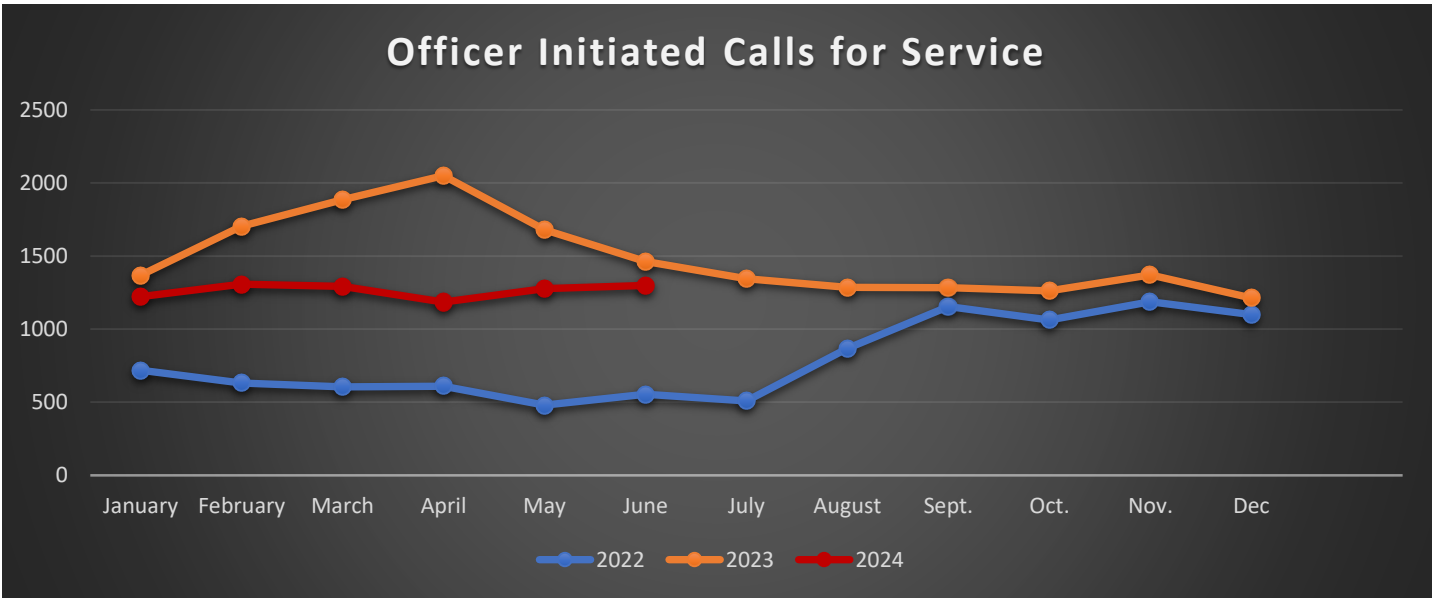
**Flag Downs/Phone Calls:** Reportable and non-reportable calls for service that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person.

- Reportable Calls: 0
- Non-Reportable Calls: 33



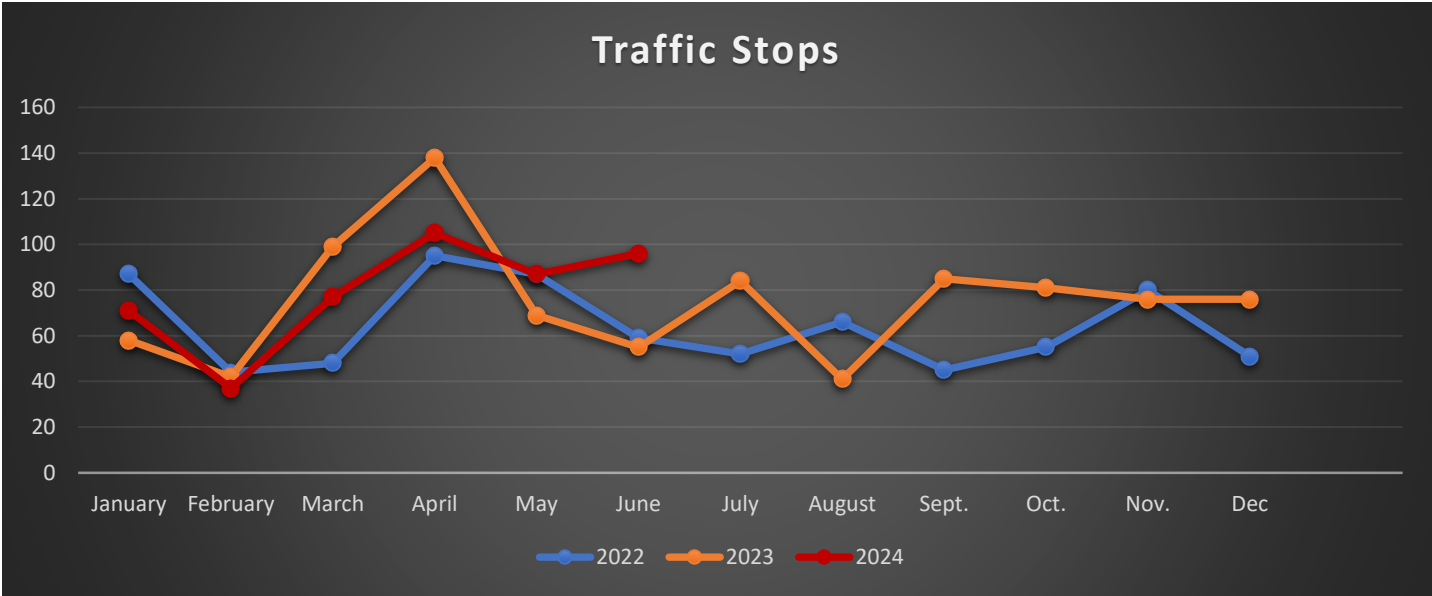
**Self-Initiated Calls:** Calls that are based on the officer’s own observations. Reportable, Non-Reportable, and Traffic Stops.

- Reportable Calls: 5
- Non-Reportable Calls: 1,185
- Foot Patrols: 110



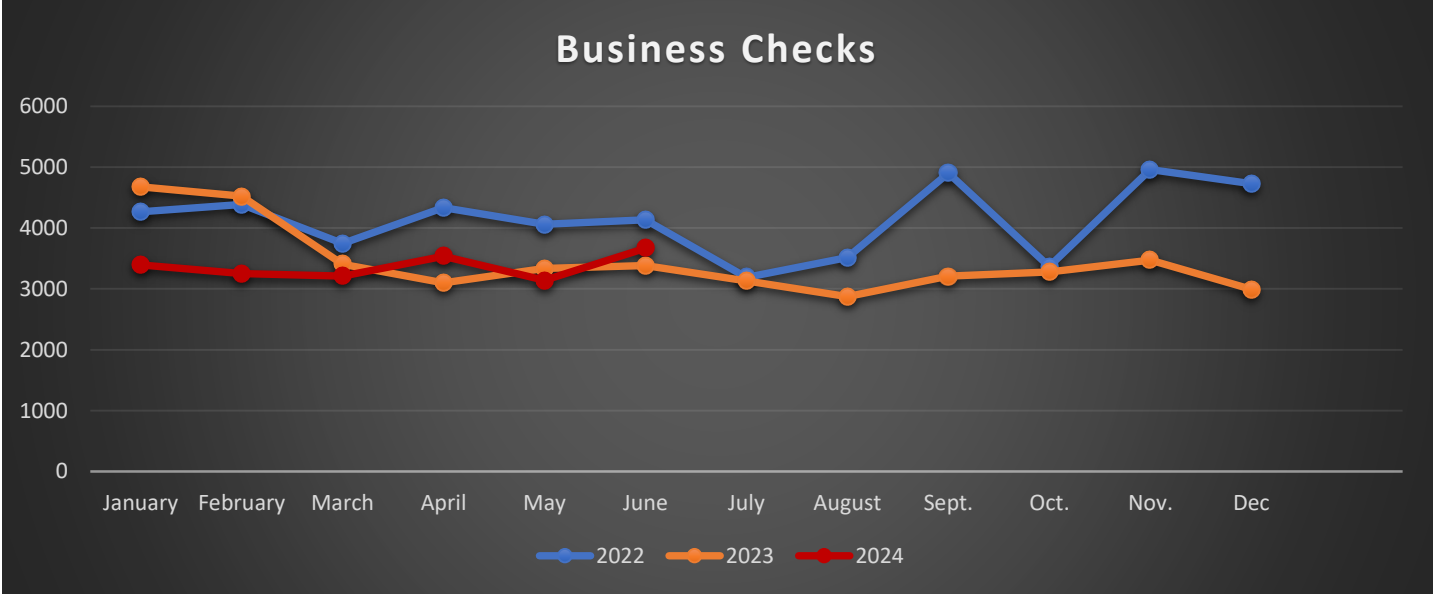
**Traffic Stops:** Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 96
  - Summonses: 50
  - Warnings: 51



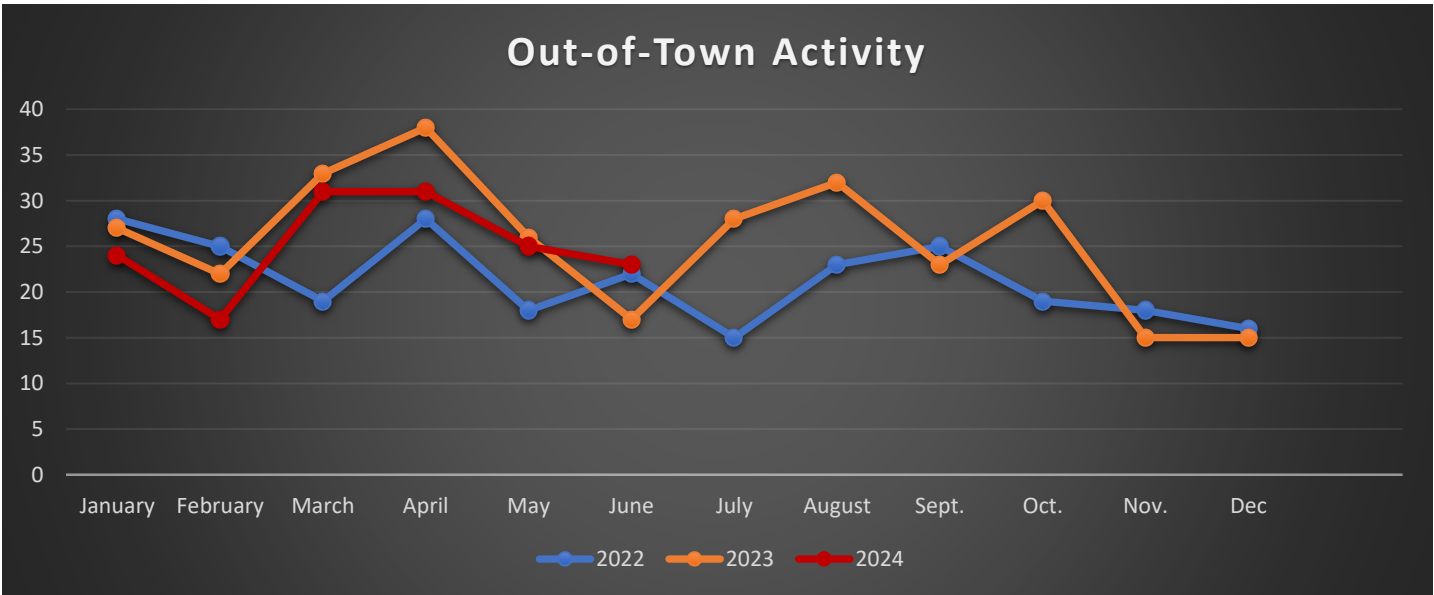
**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business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

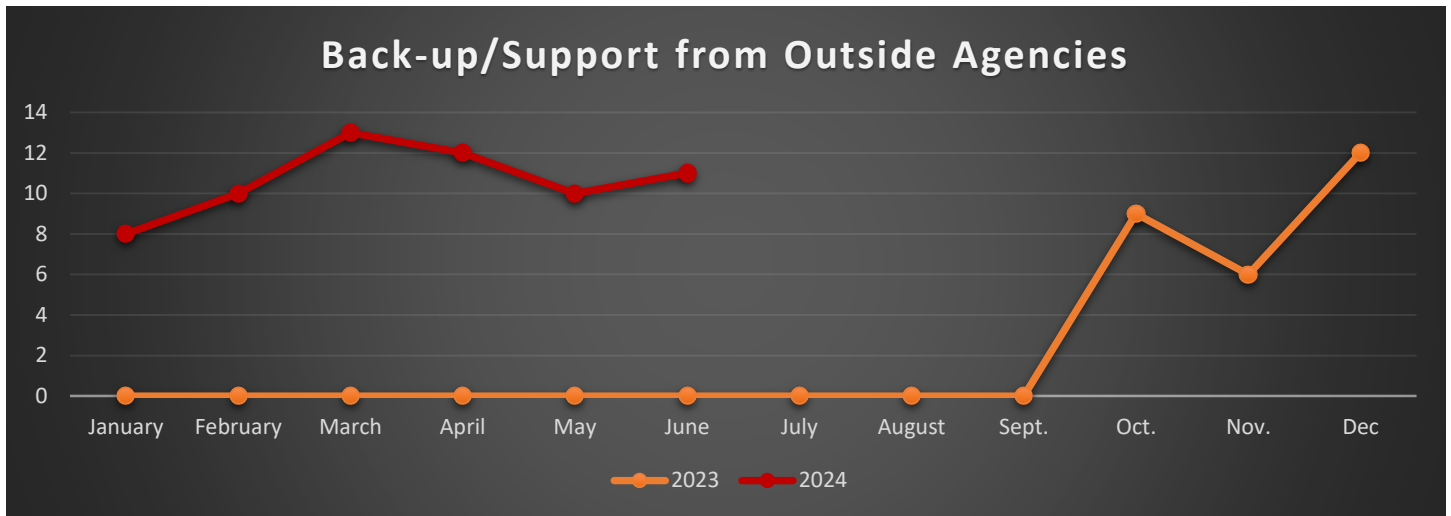
- Personal Contact: 293
- Physical Check: 601
- Drive By: 2,776



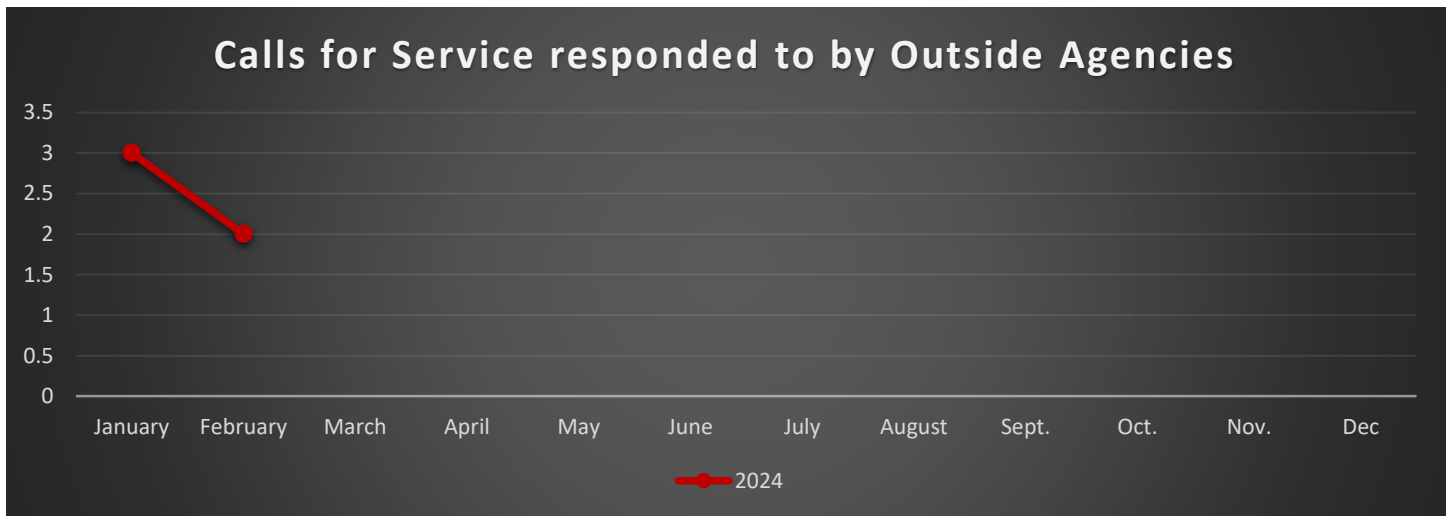
**Out of Town Activity:** On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 11
- Other: 12

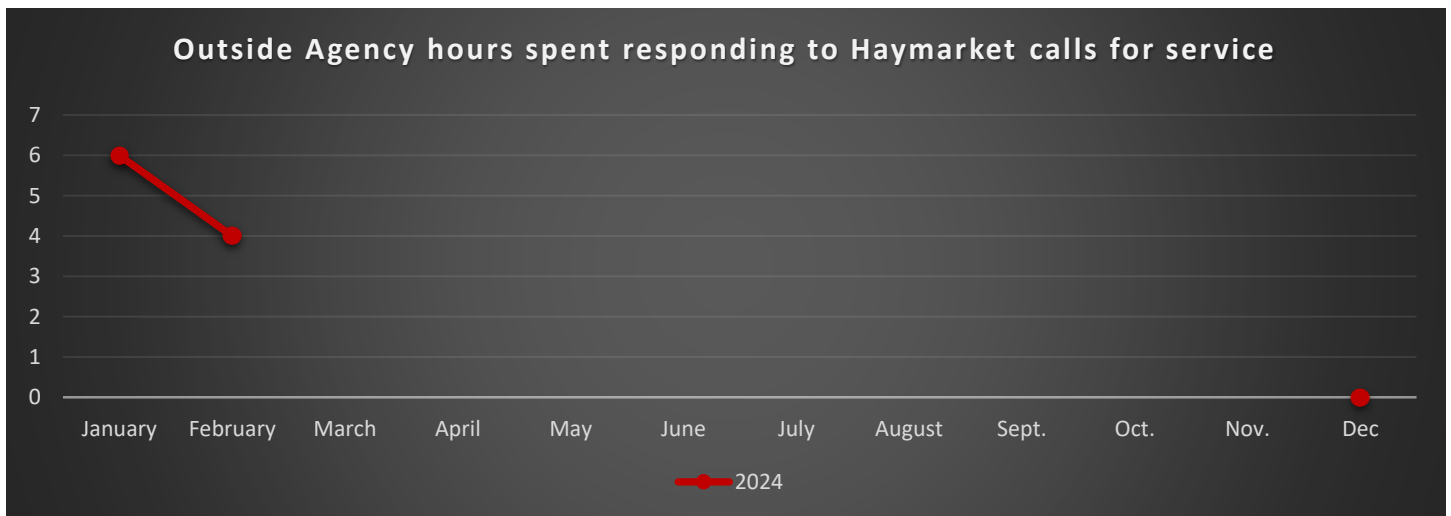




Calls for service answered by outside agencies: 2



Time spent by outside agencies on calls for service as primary responder: Approximately 4 hours.





Section VI, Item B.

Average Officer Response times to all calls for Service: 2 minutes 30 seconds.

### Average Response Time Report

Month	2023	2024
January	0.0	2.6
February	0.0	2.8
March	0.0	2.5
April	0.0	2.9
May	0.0	2.8
June	0.0	2.5
July	2.2	
August	2.5	
Sept.	1.5	
Oct.	1.1	
Nov.	2.8	
Dec	2.2	

Hours spent by Haymarket Police Department Officers on Calls for Service: 122.5 (follow-up investigation not included)

### HPD Officer Hours Spent on Calls for Service

Month	2024
January	95
February	125
March	
April	
May	
June	
July	
August	
Sept.	
Oct.	
Nov.	
Dec	

Total Summons Issued: 50

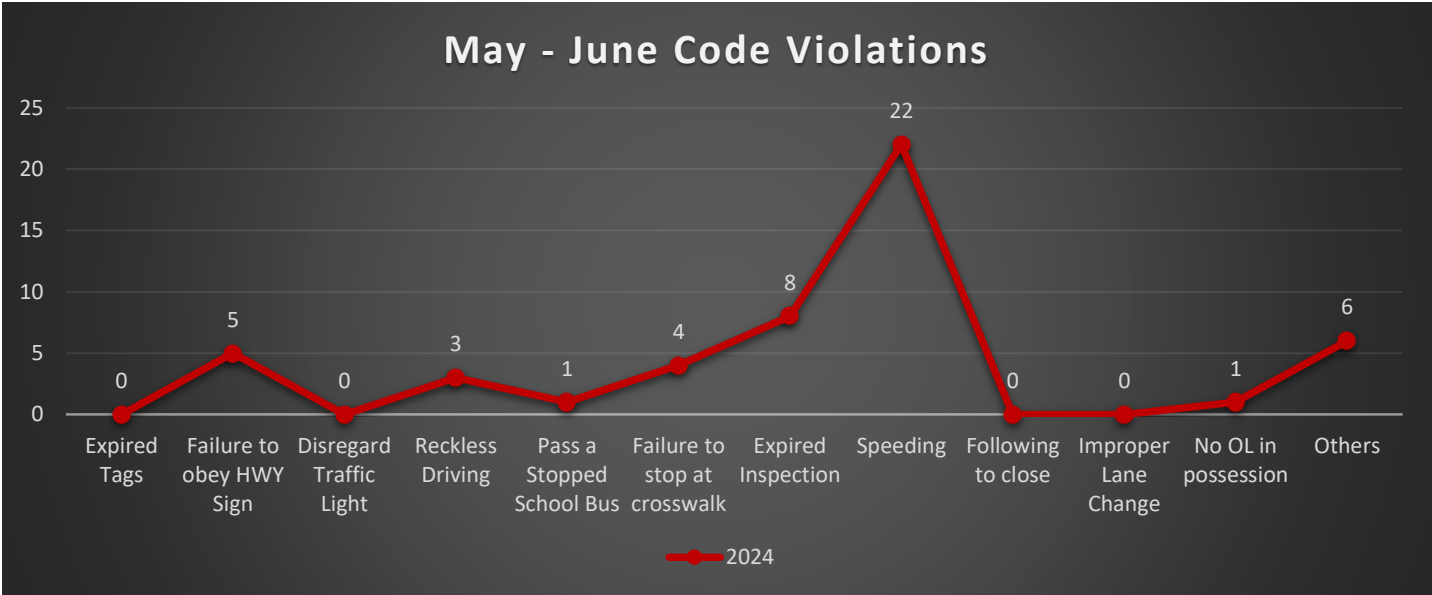
### Traffic Summons Report

Month	2023	2024
January	25	30
February	48	10
March	38	55
April	52	78
May	32	43
June	25	50
July	45	
August	15	
Sept.	50	
Oct.	52	
Nov.	35	
Dec	35	

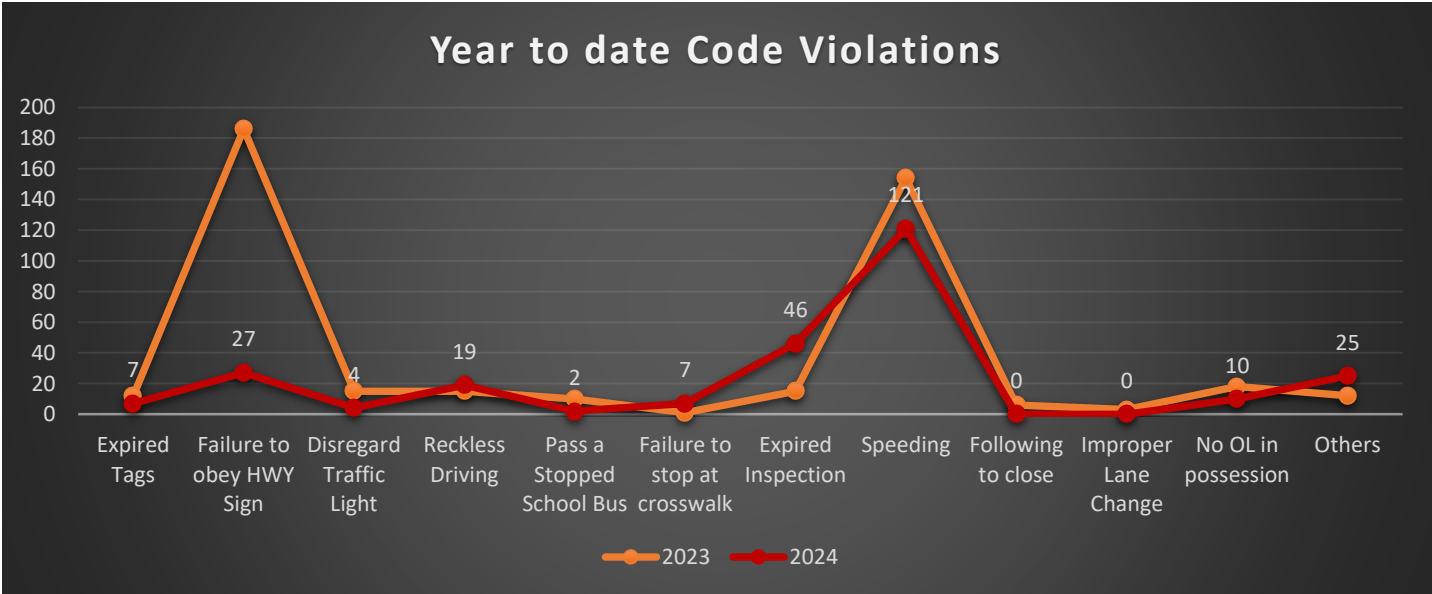
41

**Traffic Summons Issued:** Summons issued for traffic violations. 50

- 46.2-646 – Expired Registration – 0
- 46.2-830 – Failure to obey a highway sign – 5
- 46.2-833.1 – Disregard a traffic light - 0
- 46.2-852 – Reckless Driving – 3
- 46.2-859 – Pass a stopped school bus - 1
- 46.2-924 – Failure to stop at crosswalk - 4
- 46.2-1158 – Expired inspection – 8
- 46.2-874 – Speeding – 22
- 46.2-816 – Follow to close - 0
- 46.2-804 – Improper lane change - 0
- 46.2-300 – No operator’s license – 1
- Others – 6

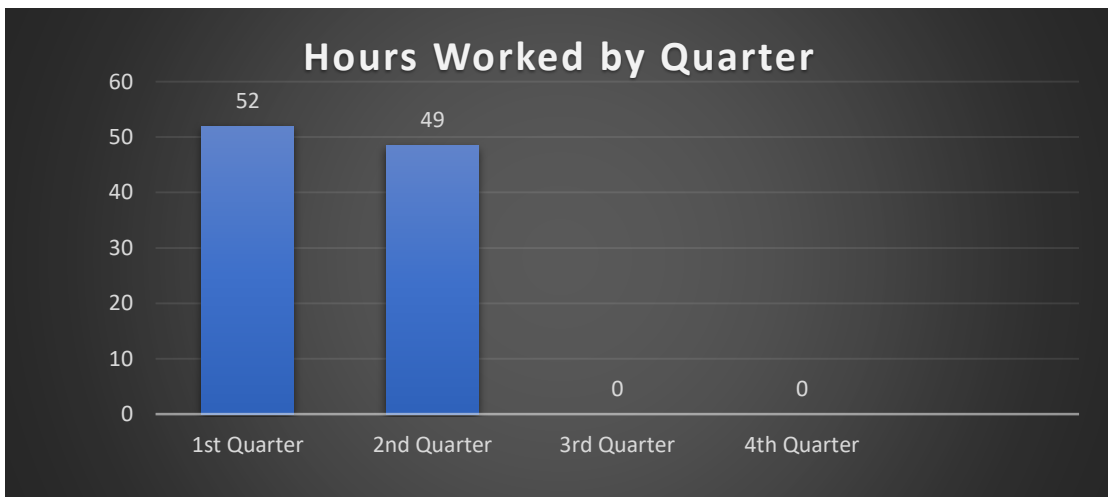
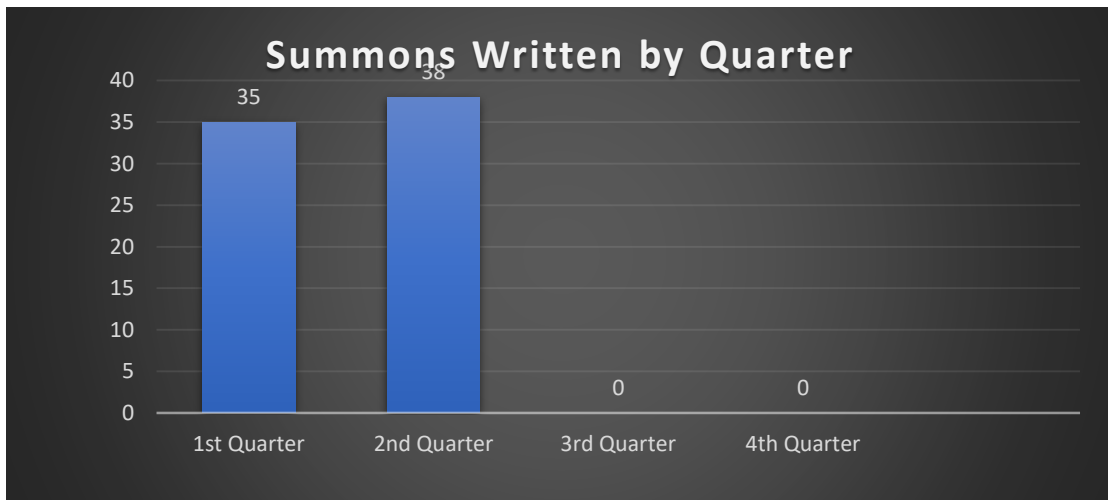
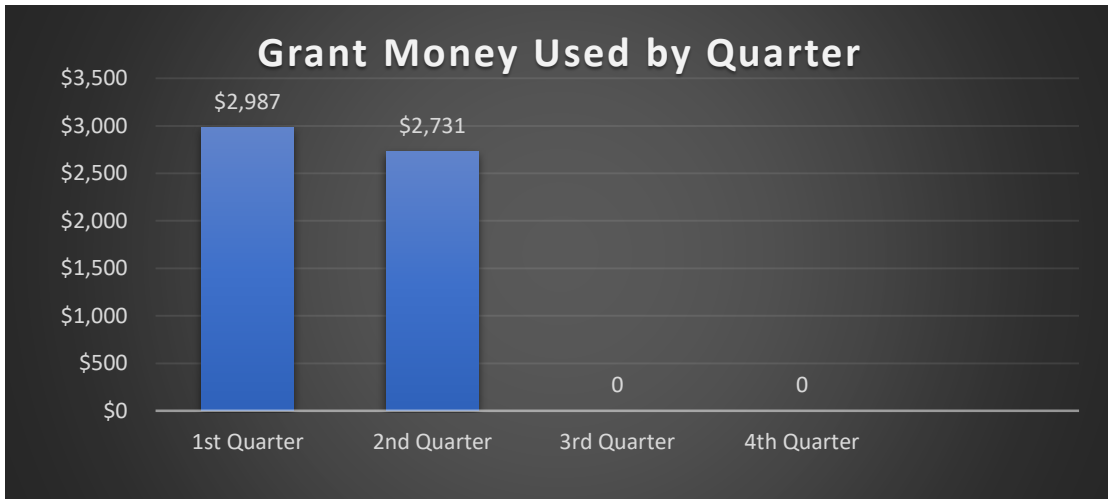


**Total Summons Issued 2024: 265**



DMV Grant: 1<sup>st</sup> and 2<sup>nd</sup> Quarter Reporting October 1, 2023 through March 31, 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.
- Planning for Haymarket Day is continuing.
- The 2025 application for 599 funds was submitted on May 24, 2024 in the amount of \$37,790. We received notice of approval on May 29, 2024.
- Chief Sibert submitted the reimbursement request for the 2023 LOLE grant funds of \$622 on June 10, 2024. The reimbursement was approved on June 12, 2024.
- The Haymarket Police Department took part in the annual end of school ballon fight at both Longstreet Commons and Greenhill Crossing. The events were followed by a free ice cream social at the park provided by Swirlies Ice Cream.
- The semi-annual Haymarket Police Department Blood Drive was held on June 17, 2024 at the Hilton Garden Inn Haymarket. The HPD again partnered with UVA Health and The Hilton Garden Inn. The blood drive was very successful and we appreciate everyone who participated.
- Chief Sibert submitted Click it or ticket data to DMV on June 13, 2024. Seatbelt usage prior to the Click it or ticket campaign was at 91%. The post survey indicated that seatbelt usage went up to 94% after the campaign. 42 traffic summonses were written during the campaign along with a felony DUI arrest. This was a very successful campaign for the Town.
- The Haymarket Police Department took part in the Town Hall’s open house on June 14, 2024. The event was very successful and well received. Several groups of children and parents were given tours of the police department, provided departmental stickers, and educated on police equipment. The event was well planned.
- Chief Sibert updated emergency contact information with Dominion Power in case of a mass outage and discussed planning.
- Chief Sibert entered into a contract with Motorola Solutions for the departments new P1 Records Management System. The project has begun and is moving forward.
- All Officers attended a virtual training class provided by VRSA on workplace behavior.
- Lt. Davis has scheduled his 1<sup>st</sup> Woman’s Self Defense Class for 2024 to take place on July 9.
- The Haymarket Police Department will be taking part in NHTSA’s 4<sup>th</sup> of July week “Drive Sober or Get Pulled Over Campaign” beginning on June 30<sup>th</sup>, 2024 and ending on July 4<sup>th</sup>, 2024.

Respectfully Submitted,

Allen Sibert

Chief of Police

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

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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans/Projects</b>					
Robinson Village	Katie/Thomas	8/13/2020	6/26/2024	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built inserts provided 3/4/24. Conditional approval 4/11. Coordinating turn/bike lane ponding issue. Onsite meeting 6/13
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	6/26/2024	Applicant	-Construction and Town E&S inspections ongoing -Sidewalk addition coordination
Park Sidewalk	Katie/Thomas	4/27/2021	6/25/2024	Town/Consultant	-100% Plans approved by PC -Notice of Award letter drafted 4/17 -Park design memo sent 4/24 -Town engineering approval sent 5/17 -Ongoing VDOT coordination. Meeting 5/23
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	6/25/2024	Applicant	-PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11 -Preconstruction/inspection kickoff meeting 6/27
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	6/25/2024	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination
Crossroads Village	Katie/Thomas	10/18/2018	6/25/2024	Katie/Thomas	-Construction and Town E&S inspections ongoing -As-builts 2nd submission 6/10. Comments due 7/22 -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
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	6/20/2024	Applicant/Katie	-Revision submitted 1/24 -Approved 2/22 -Bond coordination 4/30 -Preconstruction meeting held 5/10

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans</b>					
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	6/20/2024	Applicant	-Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	6/20/2024	Applicant	-Construction and Town E&S inspections ongoing -Lot 1 yard requirement coordination 4/16
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	6/11/2024	Applicant	-Insert submission received 6/11. Response due ASAP
Chick-fil-A	Katie/Emily	11/16/2021	5/24/2024	Applicant	-Town to confirm bond status for release coordination -1st submission SP comments sent 5/7 -2nd submission SUP comments sent 5/23 -As-built comments provided 5/24
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -E&S approval letter provided for DEQ. Approved by DEQ -PWCSA approval 2/15/23. RDA providing final required docs -VDOT approval 4/17/23 -Town approval 4/18/23 -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Low Activity Open Plans</b>					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-Minor Site plan revision 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: Council  
From: Finance Liaisons  
Re: June 2024 Monthly Report

---

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

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

Other items/comments:

- June 30<sup>th</sup> ends FY 2024. The year's **operating revenue will significantly exceed operating expenses** by approximately \$930,000 (unaudited), and perhaps even more
- **Two Law Enforcement positions posted for hire and will close the w/o July 1<sup>st</sup>.** Interviews to begin soon thereafter; may be some savings related to hiring depending when new officers come on board
- **Park sidewalk construction – waiting on VDOT comments re: 1) turn lane waiver and 2) crosswalk study**
- **Demolition of Park Building – out for bid and awaiting responses**
- **Trash and recycling contractor American begins service July 1<sup>st</sup>** - staff notifying all residences via postcard re: the logistical arrangements to remove Republic garbage/recycle totes and replace with American garbage/recycle bins

Respectfully,

TracyLynn Pater, Vice Mayor and Joe Pasanello, Council Member



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

## Memorandum

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

---

Met with staff regarding upcoming Community Programming.

**K-5 Open House event:** June 14th, 2024 - **Huge success.** Goal was to have 10 children and their families per each of the eight read aloud sessions - we totaled around 75 students throughout the day!

Thank you to Julia, Emily, Chief, the PD, and all of the Read Aloud participants:

- Vice Mayor TracyLynn Pater
- Councilman Matt Gallagher
- Councilman Joe Pasanello
- Councilman Marchant Schneider
- County Supervisor Bob Weir
- County Supervisor Tom Gordy
- School Board Member Erica Tredinnick

**Community Connections Summer Series:**

6/26\* @ 4-6 pm at Cookies & Cream \*please note the date change

7/20 @ 9-11 am

8/5 @ 9-11 am

**Other Upcoming events:**

October 28th- November 4th, 2024: Fall Youth in Government (Middle School Program)

Spring 2025: High School Youth in Government Program

June 26th 6:30-8:30 PM I will be participating in the PWC Strategic Plan Gainesville District Focus Group being hosted by County Supervisor Weir.

Best,  
*Councilwoman Mary Ramirez*





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

## Memorandum

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

---

The Planning Commission met on Monday, June 17<sup>th</sup> with 3 agenda items. We moved to recommend Resolution 2024-004 and Ordinance 2024-002 move to the Council level. Resolution #2024-004 addresses an amendment to the Comprehensive Plan. The Ordinance addresses a zoning text amendment that resolves an outstanding CBPA requirement. We also reviewed the site plans for 11 townhomes for Bleight Drive. We gave approval on the site plan with conditions that all outside agency comments will be addressed and the COA for demolition of the existing house. This was our Chairman's, Rob Halletts, last meeting. The Commission will be appointing a new Chairman at their July Meeting. We will have a public hearing at our July meeting on an SUP application.

Respectfully Submitted:

Alexander Beyene  
Planning Commission Liaison



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

## Memorandum

**To:** Council

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

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

---

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

The ARB reviewed proposed amendments to the Historic Overlay District Boundary, Historic Building Inventory, and Old and Historic Overlay Ordinance text.

Respectfully submitted,

Marchant Schneider  
ARB Chair



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Tracylynn Pater  
Re: June Business Liaison Report

---

- Met with staff and Councilman Matt Gallagher in regards to sponsorship program. We have had multiple meetings
- Staff meetings in regards to Events and Planning
- Visited businesses in preparation and promotion of the Open House on June 14<sup>th</sup> and for Youth in Government program
- Attended the Open House on June 14<sup>th</sup> in supporting the Community Outreach Liaison
- Attended the Ice Cream Social on June 26<sup>th</sup> at Cookies and Cream promoting and bringing awareness to our My Haymarket App
- Attended the ribbon cutting at Studio B expansion
- Attended Farmers Market Meetings with staff and got updates

### Upcoming Events

- Business Roundtable at Hilton Garden Inn – July 23, 2024



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Kim Henry, Clerk of Council  
Re: Planning Commission Appointments

---

The Planning Commission has two seats with terms expire on June 30, 2024. The first letter is from Pankaj Singla. He is stating that his would like to serve on the Planning Commission for another 4 year term. The second letter is from Rob Hallet who has decided not to serve on the Planning Commission for another term. Attached is an application from Justin Baker expressing his interest to serve on the Planning Commission replacing Mr. Hallet.

**Motions:**

***I move that the Haymarket Town Council re-appoint Pankaj Singla to the Haymarket Planning Commission for a 4 year term beginning July 1, 2024 and expiring June 30, 2028.***

***I move that the Haymarket Town Council appoint Justin Baker to the Haymarket Planning Commission for a 4 year term beginning July 1, 2024 and expiring June 30, 2028.***

Of Alternate Motions

To: Town of Haymarket Mayor and Town Council

From: Pankaj Singla

Re: Planning Commission

I am writing to express my interest in serving another 4-year term beginning July 1, 2024 ending June 30, 2024. on the Planning Commission for the Town of Haymarket.

I have been honored to serve on the Planning Commission for almost a year, and I have thoroughly enjoyed contributing to the development and growth of our community. During my time on the commission, I have gained valuable experience in urban planning, zoning regulations, and community development.

As I reflect on my service, I am excited at the prospect of continuing to work with the commission and the town to address the evolving needs of Haymarket.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,  
Pankaj Singla



To: Town of Haymarket Mayor and Town Council

From: Rob Hallet

RE: Planning Commission Term

Hello everyone,

I hope all is well. I wanted to give everyone plenty of notice. I will not be renewing my term in July.

My last meetings for both PC & ARB will be the June meetings. Thank You.

Best Regards,

Rob

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



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

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: Justin Baker

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Address: 14812 Gap Way, Haymarket, VA 20169

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Cell Phone:

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Email Address: Justin.Baker03@yahoo.com

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Please Circle One Below;

Town Council

Architectural Review Board

**Planning Commission**

Board of Zoning Appeals

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

For additional information, please contact the Clerk of Council, Kim Henry, at [khenny@townofhaymarket.org](mailto:khenny@townofhaymarket.org) or by phone at 703-753-2600x205.



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

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

## MEMORANDUM

TO: Planning Commission  
FROM: Thomas Britt, Town Planner  
DATE: June 26, 2024  
SUBJECT: Comprehensive Plan Amendment: Definition of Historic Resource

---

### Background:

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

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

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

### Items for the Planning Commission’s Consideration:

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

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



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

**RESOLUTION #2024-004**

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

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

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

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

Done this 17<sup>th</sup> day of June 2024

ATTEST:

---

Kimberly Henry, Town Clerk

Ayes:  
Nays:  
Absent:  
Abstain:

DRAFT



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

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

## MEMORANDUM

TO: Planning Commission  
FROM: Thomas Britt, Town Planner  
DATE: June 26th, 2024  
SUBJECT: Zoning Text Amendment: Cross Referencing Plat Requirements

---

Background:

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

Items for the Planning Commission’s Consideration:

Sec. 58-22.23 – Preliminary plat requirements.

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

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

number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, and the names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 58-22.24 – Final plat requirements.

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

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



on-site sewage treatment systems;

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

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

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

Sec. 58-3.7.b – Preliminary Site Plan Requirements

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

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

- c) RPA boundary or a note indicating there are no mapped RPAs on the site;
  - d) the approximate 100-year flood area boundary and the source of the information;
  - e) the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
- 7) Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
  - 8) Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.
  - 9) Location of all existing and proposed easements, their widths and uses.
  - 10) Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, streetlights, fencing and screening.
  - 11) For residential site plans, a Lot Tabulation including:
    - 12) Individual lots and open spaces;
    - 13) Lot/open space area;
    - 14) Lot coverage;
    - 15) Frontage length at the setback line.
  - 16) Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
  - 17) Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
  - 18) Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives and points of access to adjacent properties. Street widths and VDOT classification noted.
  - 19) Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.
  - 20) Typical roadway pavement and design section for all proposed public streets.
  - 21) Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
  - 22) Location and general character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel (2) and within 50' of the property lines.

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

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

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

contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.

5. A Zoning Tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.

6. Approximate plan view location of all existing structures and improvements, including

- a. existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
- b. streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;
- c. RPA boundary or a note indicating there are no mapped RPAs on the site;
- d. the approximate 100-year flood area boundary, the source of the information; the hydrologic, hydraulic, input and output summaries, cross sections and profiles must be added to the plan;
- e. the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.

7. Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.

8. Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.

9. Location of all existing and proposed easements, their widths and uses.

10. For residential site plans, a lot of tabulation including:

- a. Individual lots and open spaces;
- b. Lot/open space area;
- c. Lot coverage;
- d. Frontage length at the setback line.

11. Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.

12. Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.

13. Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, handicap access curb ramps, guardrail, streetlights, fencing and screening. Sizes and widths annotated.

14. Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives, driveways, and points of access to adjacent properties. Street widths, VDOT classification, rates of superelevation, vertical curves with sight distance noted. Horizontal and vertical sight distances verified at all intersections. All entrances labeled to

proper standards and percent of grades noted at all commercial entrances.

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

area located along other water bodies with perennial flow

37. If development is to occur near North Fork Creek, a 100-foot-wide buffer area of undisturbed vegetation is required

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

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

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

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

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



**ORDINANCE #2024-002**

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

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

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

NOW, THEREFORE, BE IT ORDAINED the Town of Haymarket Planning Commission, in the regular meeting this 17<sup>th</sup> of June 2024, recommend approval of the appropriate requirements for plat notation of the Town of Haymarket Zoning Ordinance: Subdivision Sections 58-22.23 and 58-22.24

Done this 17<sup>th</sup> Day of June 2024

ATTEST:

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

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



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

## Memorandum

**To:** Mayor and Town Council  
**From:** Emily L. Kyriazi, Town Manager  
**Re:** Sidewalk Snow Removal Policy Public Hearing Dates

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Background: In response to the Town residents, the Town Council has developed a snow removal policy for the Town owned sidewalks and sidewalks generally, located within the Town. The draft of the Sidewalk Snow Removal Policy is attached to this memo along with a map, specifically highlighting the sidewalks along Washington Street and northside of Jefferson Street that the Town will maintain.

The proposed date for the Public Hearing will be August 5, 2024 at 7:00 pm.

Town Staff will post on the website, social media, newsletter and mobile app several times prior to the public hearing. Once adopted the information will be widely shared prior to the winter season and first snow fall. Reminders will be sent accordingly right before, during and after the first winter weather event.

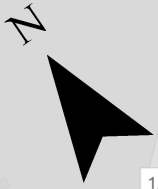
Directive: Town Staff shall proceed with publishing the public notice in the newspaper for the August 5, 2024 public hearing and share the information appropriately with the community.



Draft Snow Removal Ordinance Language

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

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



# Sidewalks Requiring Snow Removal

The Town of Haymarket, per the Snow Removal Policy, will be responsible for the clearing of snow and ice off of the following sidewalks: those that run along Washington Street, and the sidewalk/pedestrian trail that runs along the west side of Jefferson Street.

Note: The only sidewalk that runs along Jefferson Street is located on the west side of Jefferson.

