



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

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

15000 Washington St
Haymarket, VA 20169

Monday, June 3, 2024

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation: Pastor Mark Brady, Park Valley Church

IV. Public Hearing

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

V. Citizens Time

VI. Consent Agenda

A. Minute Approval

1. Mayor and Council - Closed Session - Apr 29, 2024 6:00 PM
2. Mayor and Council - Work Session - Apr 29, 2024 7:00 PM
3. Mayor and Council - Budget Work Session - May 6, 2024 6:00 PM
4. Mayor and Council - Public Hearing/Regular Meeting - May 6, 2024 7:00 PM

B. Department Reports

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

C. Liaison Reports

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

VII. Agenda Items

1. FY25 Budget Presentation

VIII. Councilmember Time

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

IX. Adjournment



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

TOWN OF HAYMARKET

ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2024-2025

Notice is hereby given that the Mayor and Council of the Town of Haymarket will hold a Public Hearing on **Monday, June 03, 2024 at 7:00 P.M.** in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the Town of Haymarket’s Proposed Budget for Fiscal Year 2024-2025 (July 1, 2024-June 30, 2025) and proposed tax rates in support of budget pursuant to Virginia Code § 15.2-2506. The following is a synopsis of the proposed budget:

FY2024-2025

PROJECTED REVENUES

Other Locals Tax	\$ 2,662,000
General Property Tax	\$ 513,938
Carry-Over Surplus	\$ 283,000
Rental Revenue	\$ 181,887
Revenue from Commonwealth	\$ 170,464
Town Events	\$ 122,000
Interest (Bank, Investment Pool)	\$ 70,000
ARPA Funds	\$ 50,000
Permits, Fees & Licenses	\$ 20,500
Fines & Forfeitures	\$ 20,000
Miscellaneous	\$ 300

Total Revenue \$ 4,094,089

FY2024-2025

PROJECTED EXPENDITURES

Public Safety	\$ 1,581,180
Administration	\$ 1,051,784
Public Works	\$ 411,486
Parks, Rec & Cultural	\$ 211,550
Economic Development	\$ 182,715
Capital Improvement Exp.	\$ 173,387
Haymarket Park	\$ 75,000
Non-Departmental	\$ 73,163
Washington St. - Scape	\$ 55,000
Town Center Master	\$ 50,000
Sidewalk Repairs	\$ 50,000
Town Gateway Signs	\$ 50,000
Town Website	\$ 50,000
Blight Mitigation	\$ 40,000
Community Development	\$ 38,824

Total Expenditures \$ 4,094,089

Attachment: Budget Public Hearing Notice FY2024 - 2025_05.13.2024 (6626 : Public Notice)



FY2024 Proposed Tax Rates in Support of the Budget

Real Property Tax Rate	\$.111/\$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$.75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%
Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<u>Business Professional & Occupational License Tax:</u>	<u>Tax Rate Per \$100/Gross Receipt</u>
Contractors	\$0.15
Wholesale	\$0.05/Purchases
Retail	\$0.15
Repair Services	\$0.15
Personal Services	\$0.15
Hotel	\$0.15
Business Service	\$0.15
Restaurants	\$0.15
Public Service Corporation	\$0.10
Financial Services	\$0.30
Professional Services	\$0.30
Real Estate Services	\$0.30
Itinerant Merchant/Peddler	\$500 Annual Flat Fee
Outdoor Event	\$300 Per Event
Mobile Food Establishment	\$200 Annual Flat Fee
Percent of Revenue from Real Estate Tax	9.8%
2023 Estimated Assessed Value of Property-Town of Haymarket	\$458,228,700
Assessed Value of Property Exempt from Taxation (FY23)	\$7,473,900
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	1.63%

Attachment: Budget Public Hearing Notice FY2024 - 2025_05.13.2024 (6626 : Public Notice)

The Budget is available on the Town's website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday - Friday, phone 703-753-2600. All meetings are open to the public. Handicapped accommodation is available. This hearing will be open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

BY ORDER OF THE TOWN COUNCIL

Kimberly Henry

Clerk to the Town Council

Publish: no later than May 15, 2024

Posted at Town Hall: May 15, 2024



TOWN OF HAYMARKET TOWN COUNCIL

CLOSED SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 29, 2024

6:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

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

II. Closed Session

1. Closed Session Motion

Councilmember Pasanello moved that the Haymarket Town Council enter into a closed session as permitted by Virginia Code § 2.2-3711 (A)(29), Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body; and Pursuant to Virginia Code§ 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with Police Department. Vice Mayor Pater seconded the motion. The motion carried.

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

2. Certification

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

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

3. Directive or Motion from Closed Session

Councilmember Pasanello moved that the Haymarket Town Council direct the Haymarket Police Department Chief to proceed as discussed in closed session. Councilmember Gallagher seconded the motion. The motion carried.

Minutes Acceptance: Minutes of Apr 29, 2024 6:00 PM (Minute Approval)

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

4. Directive or Motion from Closed Session

Councilmember Pasanello moved that the Haymarket Town Council direct the Town Manager to proceed as discussed in Closed Session. Councilmember Gallagher seconded the motion. The motion carried.

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

III. Recess

With no other items coming out of the Closed Session, the Town Council took a brief recess prior to the Monthly Work Session.

Minutes Acceptance: Minutes of Apr 29, 2024 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 29, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

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

II. Agenda Items

1. Proposed Eagle Scout Project Presentation

Town Manager Emily Kyriazi introduced Colin Gallagher and invited him to the podium to give a presentation on a Eagle Scout project that he would like to do at the Town Park. Mr. Gallagher shared that he is a resident of Haymarket and his overall goal is to foster sense of community and well being by creating a lasting space for contemplation and reflection at the Town Park. He shared that he has had an interest in different religions and that he would like to give back to his community. He also shared that he came up with this idea from a school project. Mr. Gallagher showed the idea of his reflection garden. He provided ideas of flowers and greenery at the garden. He stated that the Scout Troop he belongs to would maintain the garden twice a year . He stated that he's looking for permission from the Town Council to proceed with the project so that he can present his idea to the Eagle Board.

Mrs. Kyriazi stated that if the Town Council is interested in envisioning this at the Town Park, they could give Mr. Gallagher the go ahead to further developing the plan and the steps he needs to take before the Eagle Scout Board for their permission on the project.

The Town Council asked several questions and also provided ideas for the garden. There was also a question to the Town Manager on how this would impact on the ideas of what the Council would like to do at the Park. Mrs. Kyriazi shared that when she and Mr. Gallagher met, she showed him the location of the future pavilion and provided suggestions on where the reflection garden could be located.

After the discussion, the Town Council directed Mr. Gallagher to proceed with his idea and to work with the Town Manager. They asked that he come back to the Town Council meetings with updates with the materials being used.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez highlighted some line items on the Monthly Financial Report. After he provided the updated information from the report, Mr. Gonzalez asked for any questions. There was a question on how the Capital Improvement funds expense line item is calculated. Mr. Gonzalez explained the line item.

3. Resolution 2024-002

Town Manager Emily Kyriazi shared that staff has been working on some improvements within Town Hall to enhance a professional image as well as utilizing a good work space. She stated that the goal is to make Town Hall a welcoming open space for the community and for meeting with clients and so forth. She shared that recently the building has been painted, a security door has been installed, and there has been a discussion on replacing the flooring throughout the building. Mrs. Kyriazi stated with the expansion of staff, there was a need for an additional work space. This brought a design change to one of the offices by removing an old service window and closing it in to give more space within that office for the additional work space needed for the Maintenance Coordinator and the need to provide him with a desk. Since a new desk and furniture was needed, Mrs. Kyriazi requested to purchase new furniture for the rest of staff so that everything looks professional and complete. She stated that she has been working with the

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Vice Mayor and would like to match the existing conference room table and chairs with the remainder of the offices that needs upgrading, to include the Treasurers office, the Town Manager's office and the Clerk's/Town Planner's office. She stated that although the cost for the furniture is under the spending limit allowed by Council, she wanted to bring this to them. Mrs. Kyriazi shared that she would like to use proffer funds to purchase these items. She also shared that the existing furniture will be moved over to the Police Department to be used in there. She continued to state that any furniture not used by the Police Department will be appropriately surplus. There was a short discussion on the subject of the furniture, the work space and how it would be funded. Councilmember Pasanello stated that the Finance Liaisons looked at the expense and felt it was properly funded through the proffers. The direction was to put this item on the regular monthly meeting agenda for approval.

4. Town Hall Flooring Directive

This item was struck from the agenda since it was discussed in Closed Session,

5. Trash Services Schedule

Town Manager Emily Kyriazi distributed the most recent residential trash service survey results. She shared how the survey was sent out. Mrs. Kyriazi gave the results from the survey, A short discussion followed. The Council decided to review the survey for further discussion at the next regular monthly meeting.

6. Snow Removal Policay

Town Manager Emily Kyraizi provided the first draft ordinance for the snow removal policy for the Town Council to start working on. There was a discussion on providing a map to accompany the policy to define the streets that the Town would be responsible for. There was also a discussion on compensation if a staff member had to come into the office to implement the policy. There was also a discussion on the cost to the Town to be reflected during each budget. After the discussion, Town Manager Kyriazi stated that she will send this draft onto the Town Attorney for review and once edited she will bring it back at a future meeting.

7. Budget Work Session

Town Treasurer Roberto Gonzalez provided an updated proposed FY25 budget for Council review. He shared that the actuals shown on the budget are current. He shared that business license fees surpassed the current budget and that meals tax is trending to surpass the current budgeted amount. He stated that the proposed budget is reflected with the suggested real estate tax rate and gave examples on how that would affect an individual tax bill. Mr. Gonzalez shared that Chief Sibert was present to answer questions regarding the police department budget. He also stated that the public hearing for the real estate tax rate is scheduled for May regular monthly meeting.

There was a continued discussion on the real estate tax rate and the Capital Improvement expenditure line item. Mr. Gonzalez shared that in the past years, the real estate tax rate dropped from 1.29 to 1.15 and that the ARPA funds have helped fund some of the projects that the Town is doing, such as the Town Park sidewalk. He stated that this Council has not executed any big projects. He shared that the Town Park sidewalk would cost the Town almost \$1,000,000. He stated that if the ARPA funds were not available, the Town would have had to expend those funds. Discussions followed on sustainability, assessments and building a budget for the next Council to work off of since this Council will only be on this budget for 6 months because of the elections.

Town Treasurer Gonzalez shared that the take away for this evening was to discuss in detail any line item that Council would like to discuss. He shared that the real estate tax public hearing is scheduled for the next Regular Monthly Meeting on May 6.

A discussion continued on the Police Department budget, in particular staffing and the hiring of 2 additional officers. A lengthy discussion followed on the law enforcement needs in the town to ensure a safe place for not only the citizens but the officers as well.

Town Manager Emily Kyriazi addressed the Capital Improvement Project 5 year plan with the Council. She went over each item and start of each project that would affect that years budget. A discussion followed on some of the items presented.

8. Strategic Planning Work Session

Town Manager Emily Kyriazi stated the top three priorities that were established from previous planning discussions. These items were Town Park, public parking and the Town Center Complex. The Council discussed the priorities and determined that the Town Park project was the top priority followed by public parking and then the Town Center Complex. There was a discussion regarding the turn lane on Jefferson Street that is incorporated in the Town Center

Complex plan. The Town Council also discussed steps in the public parking options. After the discussion, the Council directed the Town Manager to research identified parcels available and if they are attainable. The Town Council proceeded to discuss the town park project. Town Manager met with the Town Engineer to establish the trigger points and how it affects the Town. She read the memo from the Town Engineer that references the Chesapeake Bay Preservation Act and land disturbance. Mrs. Kyriazi stated that the Council will, at this point, need to affirm what is going in at the Town Park. She stated that the plan is to construct a pavilion after the demolition of the park building. She questioned if the Council would want to proceed with an RFP on design of the pavilion as well as the site engineering consultant that would put it in two phases. There was a discussion on the phases brought forth. Town Manager Kyriazi provided two options. The first was to do the design, storm water management and construction of the pavilion alone. The other option was to do a complete design study of the entire property, including the storm water management plan. She stated that although the second option could take up to two years, it would be most effective and recommended the second option. The Town Council asked what direction was she looking for. She said that she would like for Council to further discuss and provide direction when Councilmember Schneider was present since he is fully invested in this project.

III. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

 Kimberly Henry, Clerk of the Council

 Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Apr 29, 2024 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

BUDGET WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, May 6, 2024

6:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

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

II. Closed Session

1. Motion to Go into Closed Session

Councilmember Pasanello moved that the Haymarket Town Council go into closed session as permitted by Virginia Code § 2.2-3711 (A)(29), Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Vice Mayor Pater seconded the motion. The motion carried.

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

2. Certification

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

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

III. FY25 Budget Work Session

1. FY25 Proposed Budget

Town Treasurer Roberto Gonzalez stated that with the information coming out of the Closed Session regarding a contract for the next 5 years, he would be updating the budget that would reflect the trash service contract. He shared that the only other update that he has would be there may be an adjustment on the ARPA funds. He stated that there was an anticipation to start on the Park sidewalk this fiscal year. But due to some complications with VDOT, the project will not start until FY25. He stated that he will be needing to make those adjustments. He stated, however, that he would like a directive from the Town Council to proceed with the public

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notice for the June 3rd meeting for the FY25 budget public hearing. He also asked to have a special meeting on June 17th in order to adopt the real estate tax rate and the FY25 budget. He asked the Town Council if there was anything specific that they would like to address at this time regarding any line item on the budget. He addressed Councilmember Beyene's request on the budget summary a breakdown of percentages in revenues and expenditures. There was a short discussion on the real estate tax rate and the three options that was requested by the Town Council for Mr. Gonzalez to address.

2. Authorize to Advertise Public Notice

IV. Recess

With no further discussion, the Town Council took a brief recess prior to the Regular Monthly Meeting.

Minutes Acceptance: Minutes of May 6, 2024 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, May 6, 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: Absent, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Absent, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance - Girl Scout Cadet/Senior Troop #1812

Mayor Luersen introduced Girl Scout Troop 1812 and invited them to lead in the Pledge of Allegiance.

III. Invocation - Rev. Tim MacGowan, Living Hope Evangelical Presbyterian Church

Mayor Luersen invited Reverend MacGowan to the podium to give the evening's invocation.

IV. Community Spotlight - Nadia Stewart: Community Gardens

Mayor Luersen invited Nadia Stewart to the podium to give an update on the upcoming season at the Community Gardens. Mrs. Stewart shared some new ideas she has for the gardens this year. She stated that this year, the garden will only be open when it is attended which is unlike previous years. She said that she will have it open as much as possible and will promote those days. She shared that her mission is to provide education and nourishment and connection to our natural spaces for children and their families. After a brief question and answer time, Mrs. Stewart thanked the Town Council for their continued support of the gardens.

V. Go Gov Presentation

Town Manager Emily Kyriazi gave a brief update on the GoGov app and shared that the presentation on the app will be given at a future meeting.

VI. Public Hearing

1. Public Notice

Town Manager Emily Kyriazi read the public notice into the record.

2. Citizens Comment

There were no citizens present wishing to address the comment on the public hearing.

3. Close Public Hearing

With no citizen comment, Mayor Luersen closed the public hearing.

VII. Citizens Time

Marie Turner, Fayette Street, complimented Vice Mayor Pater on her presentation from the recently held senior summit. Mrs. Turner requested that the presentation be made available on the Town's website. She also addressed the shrubbery at the property on the corner of Payne and Jefferson Street. She shared that there is a huge site distance issue. Mrs. Turner also stated that she has not seen any bike racks in the Town. She suggested since the Town is a walk-able town with bike lanes, that some businesses get creative and install colorful bike racks. Lastly, Mrs. Turner suggested that the Town pursue having middle of the street rumble strips installed at the ark on lower Fayette Street.

Minutes Acceptance: Minutes of May 6, 2024 7:00 PM (Minute Approval)

VIII. Consent Agenda

Mayor Luersen asked if there were any reports Council would like to pull for discussion. Councilmember Ramirez asked to pull the Community Outreach liasion report. Councilmember Schneider asked to pull the Town Administration report and the Chief of Police Report

Councilmember Pasanello moved to approve Consent Agenda Items A:1-3, B:2,4 and 5, and C: 1,2,4 and 5. Vice Mayor Pater seconded the motion. The motion carried.

After the discussion on the reports, Councilmember Pasanello moved that the Haymarket Town Council approve Consent Agenda Items B:1 and 3 and C:3. Vice Mayor Pater seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Work Session - Mar 25, 2024 7:00 PM

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

2. Mayor and Council - Budget Work Session - Apr 1, 2024 6:00 PM

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

3. Mayor and Council - Public Hearing/Regular Meeting - Apr 1, 2024 7:00 PM

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

B. Department Reports

1. Town Administration Report

Prior to the Town Council asking questions on the Administration report, Town Manager Emily Kyriazi introduced the new event coordinator, Julia Crofford.

Councilmember Pasanello thanked the clerks for their report from the conference that they recently attended. He asked Deputy Clerk Alexandra Elswick to elaborate a little more on the conference. She shared that it was a community and leadership involved conference and gave updated FOIA pamphlets to the Council. There was a brief discussion on noticing committee or department liaison meetings.

There was a discussion on the property maintenance priority list. Mrs. Kyriazi shared that she and Maintenance Coordinator Matt Burrows is working on the list. There was a question on the progress of the Personnel manual. Mrs. Kyriazi stated that it is currently in review at the Town Attorney's office.

Mrs.Kyriazi shared that the Town has kicked off the farmer's market season on April 28th. She also shared that they had a nice turn out at the Mother's Day farmers market, despite the rain on May 5th. She also shared about recent ribbon cutting ceremonies.

Councilmember Schneider asked that the staff promote the Town elections to try and get more people to run for office. Mrs. Kyriazi stated that staff will start and heavily advertise how to run for office. A discussion followed. The Council asked for staff to design and mail out a post card

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with important information about the Boards, how to run of Council, election dates and the polling place.

Lastly, there was a discussion on the property of Jefferson and Payne that was addressed during citizens time. Mrs. Kyriazi stated that everything was released and that the owners were to go to settlement and that she would ask either the seller or buyer take care of the shrubs.

2. Town Treasurer Report

3. Chief of Police Report

There was a brief discussion the reports requested by the Town Council for the Chief to report. Chief Sibert updated the Council on the recent senior summit held at Park Valley Church. He shared it was very successful, very engaging and very well received. Chief Sibert shared some initiatives and events set forth in May.

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report

2. Business Liaison Report

3. Community Relations Liaison Report

Councilmember Ramirez gave a presentation on the upcoming Open House scheduled for June 14th. She also shared that she is working on a community connections summers series which would partner with a local business. She briefly touched on the two Youth in Government programs that she is working on for the Fall of 2024 and Spring of 2025. During her presentation, Mrs. Ramirez touched on why she is doing the open house, what will be offered, the demands on staff, the finances needed for the event, and the possibility of sponsorships. After her presentation, she opened the floor for questions. The Town Council asked what she was looking for at this meeting. She stated she is looking for a green light and support from Council to proceed and to discuss allocating the funds needed for the Open House. There was a discussion on updating the sponsorship package. There was also a discussion on required staff and police department time for this event. There was a consensus on Council for Mrs. Ramirez to proceed with the Open House.

Councilmember Ramirez also gave a presentation of the Community Connections Summer Series. She stated that the goal is to partner with a food business to entice community members to meet the Council at the park where there could be organic conversations about the Town. She shared the dates for the summer. She touched on the financial impacts. After this presentation, Councilmember Ramirez opened the floor for discussion and questions. A discussion followed on required staff hours and preparation of the park for this type of event.

4. Planning Commission Liaison Report

5. Architectural Review Board Liaison Report

IX. Agenda Items

1. Resolution #2024-003: Budget Amendment

Town Treasurer Roberto Gonzalez shared that he provided an updated budget amendment reflecting changes on the expenditure line items. A short discussion followed.

Councilmember Pasanello moved that the Haymarket Town Council approve an appropriation to FY2023-24 budget as designated under Resolution #2024-003.

Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

2. Trash Service Schedule

Town Manager Emily Kyriazi stated that she distributed the results from the trash service survey that was recently conducted at the last work session. She stated that the survey was for the residents to voice their preferences for future trash services. She shared that even though the residents were ok with one day a week trash service, the staff went through the data provided

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and she would like the Council to recognize the challenges that could arise. Mrs. Kyriazi recommended that the Town stay with the current 2 days a week for trash service. With no further discussion on the trash service, Mrs. Kyriazi stated that she has provided the Council the information on the three bids for the future trash service contract which would run from July 1, 2024 through June 30, 2029. She shared that after reviewing the contracts in great length, the staff recommends that the Town Council award the contract to American Disposal Services. She opened the floor for questions and discussion.

Vice Mayor Pater moved that the Town Council award the Town of Haymarket trash services contract to American Disposal Services for the term of July 1, 2024 through June 30, 2029 with the current level of service at twice a week pick up. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

At this time, Town Treasurer Roberto Gonzalez stated that he would adjust the budget accordingly and asked for directive from the Council to proceed with the FY25 budget public hearing for June 3, 2024. The Town Council gave Mr. Gonzalez a directive to proceed.

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

3. Planning Commission Vacancy

Councilmember Pasanello asked that the Planning Commission vacancy be moved up on the agenda since the strategic planning segment of the agenda could take some time to discuss. The Council agreed to move this item ahead of the strategic planning discussion. Town Manager Emily Kyriazi informed the Town Council that Member Rob Hallet wishes not to serve on the Planning Commission after his term expires on June 30,2024. She thanked Mr. Hallet for his many years of service on the Planning Commission and as the Planning Commission liaison to the Architectural Review Board. Mrs. Kyriazi stated that the vacancy will be filled for a 4 year term as of July 1, 2024. There was a short discussion on the subject.

4. Strategic Planning

Town Manager Emily Kyriazi shared that she has provided an updated work sheet as the Council works through the three priorities that they set at a previous meeting. She shared that she is tracking tasks and adding the next steps of action and clarifying timelines. She first started with the public parking priority. She shared that staff started to identify potential land options for a public parking space. She stated that they have started talking to a real estate agent to see what is doable. She asked if Council still wanted to proceed with a consultant on a parking study. The Council agreed for Mrs. Kyriazi to strike the parking study at this time. The Town Council moved to the Town Center Complex priority. She shared that staff has started working with VML/VACO to get a benchmark analysis to determine funding opportunities. She shared that staff will be providing a presentation regarding the benchmark analysis at a future meeting. She provided a time line on this priority by stating that the site plan was signed in October 2022 and will expire in October 2027 before having to expend engineering fees for an updated site plan. There was a discussion on the project and there was a suggestion that the Council walk the site plan to discuss the increased need to complete this project.

Mrs.Kyriazi moved on to some of the other priorities and touched on the Communication Plan. She shared that Councilmember Gallagher will be helping with that project. She addressed the Jefferson Street turn lanes and stated that she will be reaching out to Prince William County transportation and get the discussion going them again. A discussion ensued on this subject. Town Manager Kyriazi continued with the discussion on the Town Park priority. She provided a visual for the Town Council to envision at the park. She shared that there will be an RFP for demolition of the town park building that Council will need to review and award the bid. She stated that she would like the Council to determine the 4 top elements so the project in order to keep the project moving forward. This is so she can start and draft and RFP for design and engineering phase of the project which would be divided into two phases. Phase 1 would include the pavilion, restrooms, the storm water management needed on site. Phase II would

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include the other major elements such as parking lot expansion, the entry/exit point, and walking trail plan. Mrs. Kyriazi provided the preferred master plan from 2016 for a good visual. She asked the Town Council to consider the items of Phase II on the plan. She stated that this would leave ample green space to later come in with a gazebo, an amphitheater, and other passive areas for play. Discussion followed. Mrs. Kyriazi reiterated the 4 elements as 1. the pavilion at the location of the current Lewis Home, 1a. restrooms to be appropriately aligned with a clear sight line to the playground; 2. proper parking lot to adequately serve the playground and park use to include the small handicap parking lot at the top of the property by the pavilion and service road for the restrooms; 3. entry/exit point with a median and to include a service road to the parking lot; 4. to mimic the loop trails that go throughout the entirety of the park that would tie into the playground and the garden. She encouraged the Town Council to look into a new playground. She stated that she will look at the current playground to see what the maximum capacity is. She shared that with the expansion of the grounds, the Council may want to consider upgrading the existing equipment to accommodate the increase of activity at the playground. There was a discussion on the current playground. Councilmember Ramirez stated that even though the equipment is ADA compliant, the mulch flooring is not. She suggested that Council consider a rubber type flooring. The Town Council asked Mrs. Kyriazi get comparisons and pricing of different play surfaces for the playground. Mrs. Kyriazi added the play surfaces as a fifth element. There was also a discussion on moving the playground closer to the front of the property. Mrs. Kyriazi gave a brief history on why the playground was placed at the top of the hill. She gave suggestions on barrier or fencing the playground if Council decided to move the playground closer to the front of the property. There was a suggestion from Council to consider asphalt on the trails. The Town Council also discussed the storage shed on the property. Mrs. Kyriazi shared that this topic has been discussed internally with the Chief and the finance liaisons. She shared that the long term goal is to get the storage shed off of the park property and building a storage facility on the Town Center complex. After the discussion, Town Manager Emily Kyriazi stated that she will proceed with the RFP for design and engineering services.

X. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater thanked Councilmember Ramirez for her presentation earlier in the evening. She shared that the farmer's market is in full season and encouraged everyone to come out. She thanked Chief Sibert for allowing her to participate in the senior summit. She welcomed Julia, the new event coordinator, to the staff.

2. Councilmember Pasanello

Councilmember Pasanello thanked the Girl Scouts for leading in the evening's Pledge of Allegiance. He also thanked Mrs. Turner for her suggestions during citizens time. He also thanked Supervisor Bob Weir, his staff and Chair Jefferson from Prince William County for the beautification at the divergent diamond at Route 16 and I-66. He shared information about the ribbon cutting ceremony at the warrior retreat for Serve our Willing Warriors. He provided information about the early voting for the upcoming primary in June.

3. Councilmember Beyene

Councilmember Beyene did not provide a written report for Councilmember time.

4. Councilmember Gallagher

Councilmember Gallagher did not provide a written report for Councilmember time.

5. Councilmember Ramirez

Councilmember Ramirez shared updated information on the finance request for the Open House event. She also shared that the week of May 6 is teacher appreciation week and encouraged everyone to thank a teacher for the time they take to educate our children. She reminded everyone to pay tribute to those who gave the ultimate sacrifice later in May for Memorial Day. Lastly, she gave information on the annual Longstreet Commons end of school year water balloon fight.

6. Councilmember Schneider

Councilmember Schneider stated that as he is winding down his career of being on the Town Council, he brought to the Council's attention that a few years ago this Council set up the tools, the plans, the strategies needed to move forward but nothing has been done. He stated that at time, the Council recognize the growth was going to increase significantly and that has all played out. He stated that the Council is now in a pivotal role in answering the needs of the

Town. He shared that he feels that the Town is currently behind but is glad that they are finally making some key decisions in personnel, increase in the police department to answer the call but is behind in the infrastructure. He said he would like to challenge this Council to set up the new Council for success. He stated that what this Council does with this budget and how they finance these projects will have a long lasting impact and that they set it up so that it can be completed in a timely fashion. He stated that he looks forward in serving out his term to the end of the year.

7. Mayor Luersen

Mayor Luersen thanked the staff and the event planner for the mothers day farmer's market event and the beautiful flowers that were provided for the moms. He also shared the date for the monthly Mayors walk.

XI. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

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Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Civic Plus: Meetings and Agendas	Kim Henry, Alexandra					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. UPDATE 5-31 Expect full VDOT approval 6/2024, moving forward with Procurement
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 Tracylynn					App created and working on the final aesthetics to Launch 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.

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<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 on the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Update will be given as we continue to work through the remaining items 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA items 7/27/2023: All outstanding items to be resolved by August 21, 2023. 9/26/2023: Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled. 10/30/2023: Town Planner to present CBPA items to Town Council for work session. 11/27/2023 Public Hearing to be held for outstanding CBPA items in the December 4th TC meeting 12/22/2023 Resolutions presented to TC passed unanimously. UPDATE 2/1/2024--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</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</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Visited or met with the following businesses: Hidden Jullies, Evoke, Thrive, Copper Cricket, Haymarket Church, Parrandos, Studio B, Haymarket Hotel, Cupcake Heaven, Ash Salon, Dr. Moon</p>

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Park Building	Emily					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 3/26/2024-4/30/2024 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
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					Met with Kerry Molina and Nancy Clark, discussed scheduling and upcoming events
Town Hall Flooring Renovations	Emily					Flooring complete, finalizing the furniture setup and touch up painting
Security Door at Town Hall	Emily					Security Door installed, awaiting security feature installs -- Force Security unresponsive to request for quotes -- looking for new contractor
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. Planning to complete the project early summer and have brochure distributed to businesses, hotel and Museum
Youth In Government Preparations	Emily/Mary					Met with Councilmember Mary Ramirez to discuss the upcoming Youth In Government programming. Planning the Open House Day for June 14th for our K-5 Youth
Town Park/Playground	Emily K.					Playground in good condition
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Town Attorney working on Personnel Manual edits, Requested update

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Land Use Planning Department						
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--4/30/2024 Town Staff and Town Council discussing prioritization of and financing of project.
Highpointe at Haymarket	Emily K, Katie, Thomas					7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acre of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant 12/22/2023 Town Staff waiting on follow up from applicant. 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. UPDATE 4/30/2024 The county application has been put on hold, Town Staff following up with applicant to ensure the proper notice is given that the application is on hold.
Robinson's Paradise	Thomas					11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. 12/22/2023--2/1/2024 Lots 4 and 20 given zoning release for occupancy. 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. UPDATE 4/30/2024 No other homes have received zoning release for occupancy, construction continues

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<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 b Town Staff 11/27 Town Staff preparing first round of comments on As-Builts 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. UPDATE 4/30/2024 Van Metre to resolve a stormwater pooling issue at the righ turn lane into the development, then as-built approval will be granted</p>
<p>Crossroads Village Center</p>	<p>Emily K</p>					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued th 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 fo 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 o 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 t 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</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. UPDATE 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 pendin while outstanding permits are processed by the PWC Building Department</p>

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<p>Crossroads Village, Kiddie Academy</p>	<p>Thomas</p>					<p>4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. UPDATE 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</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 UPDATE 3/26/2024 Grading on site has begun. Routine E/S inspections are performed by our third party inspector</p>

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<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. UPDATE 2/1/2024 Town Staff expecting Pulte to request zoning inspection of next set of lots within the next six weeks. UPDATE 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.</p>
<p>Bleight Drive Townhomes</p>	<p>Thomas</p>					<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. UPDATE 4/30/2024 Villages of Haymarket HOA and Developer in discussion to create easement agreement</p>
<p>Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan</p>	<p>Thomas</p>					<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 4/30/2024 Town Staff are still waiting on applicant to submit bond agreement.</p>

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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 UPDATE 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.</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 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting.</p>
Town Clerk						
Board/Committee Updates	Kim/Alexandra					ARB Agenda prepared, meeting cancelled due to lack of quorum.
Agendas/Minutes	Kim					All minutes are currently uploaded on the website through February
Directives	Kim					We are aiming to go live with the new agenda and minutes software with CivicPlus. We are still working on getting our encoder linked to the site for live streaming. During my recovery from surgery, I plan on working remotely to build the new agendas and transcribing minutes for current meetings and providing any extra information needed from the CivicPlus team.
Maintenance						

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Tenant Buildings	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.
Museum	Ordered umbrellas for the back patio. Everything is clean & good. No other news to report right now.
Light Poles	Installed remaining flower baskets for a total of 17. Planted flowers etc. in baskets. Hung Veterans banners & flags for Memorial Day. New Globes have arrived. Will install summer banners soon.
Events: Holiday Cleanup/Farmers Market Prep	Farmers market going good. No other issues/comments to report at this time.
Other	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 (diaz, cord cleanups etc.)

Staff

Farmers Market	Julia					We've had a successful six weekends of the market and have received positive feedback from vendors and town members. Live music is booked for every Sunday. Axe Addicts will be attending the Father's Day market on June 9th.
Summer Concert 8/17	Julia					Theme will be Boots, Brews, & BBQs. All bands/musical acts have been booked. Preferred food vendors have been contacted. Bruster's and Nothing Bundt Cakes have submitted their applications and payments. Alcohol vendors will be contacted once the fee is definite. Currently looking at decorations. Balloon arch is confirmed and will be a brown and tan theme. Potter's Potties and show mobile has been ordered and the contract has been signed. Sound contract 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 55 vendors and 4 parade participants signed up. We will be having a meeting on 5/30 to discuss the feedback from the in-town breweries and distillers. 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. Facebook events has been created for the Father's Day Market. Currently working on creating a post for the Open House. GoGov app preps
Newsletter	Emily/Alex					Begin draft of 3rd Quarter Newsletter
Real Estate Tax	Roberto/Alexandra					Review delinquent accounts; print/mail supplemental invoices; 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; Maintain business spreadsheets; File all Mar/April invoices;

Attachment: Monthly Report June Mtg 2024 (6621 : Town Administration Report)

Office Misc.:	Alexandra				Continue processing incoming Business License Applications; Final GoGov training (app); Continue monitoring of past due fees; Attend Rooted in Education plantings; Begin processing incoming HD applications/payments; Clean out supply closets. Assit with break down & clean up for new floors.
New/Old Business Updates					
New Businesses	Planet Fitness Ribbon Cutting was 5/16 Five Guys - Zoning Approvals and BPOL issued. Opening date exp. 6/10 Studio B hosting a ribbon cutting on 6/21 for their new expansion				



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: June 03, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 05.30.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 05.30.2024.
- Proffer report update
- Coordinating with Auditor for onsite visit and documentation requests to complete FY2023 Audit.
- Continue to work with the Town Manager and Council on the proposed FY2025 budget.
- Assist Town Manager with Trash contract.
- Working with the Event coordinator on Town Events funds.
- Working with VML/VACo on documentation requested for the bench mark report.
- Worked with the Town Manager on the FY2025 budget presentation.
- Reviewed Administrators A/P entries and A/R entries.



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: June 03, 2024
Re: Proffer - Update

Below is the Proffer update after the use of funds in last month's budget amendment.

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

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

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

Town of Haymarket
Statement of Net Position
As of May 29, 2024

	May 29, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	8,089,389.60
11010 · Virginia Investment Pool	347,749.89
Total Checking/Savings	8,437,139.49
Accounts Receivable	
12000 · Accounts Receivable	106,131.64
12010 · A/R Permits	-2,122.17
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,271.99
Total Accounts Receivable	108,042.90
Other Current Assets	
11499 · Undeposited Funds	226,768.25
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	181,142.43
Total Current Assets	8,726,324.82
Fixed Assets	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	15,703,143.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	89,467.53
Total Accounts Payable	89,467.53
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-4,455.32
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	-4,341.42

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of May 29, 2024

	May 29, 24
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20095 · Deferred Revenue - Events	2,500.00
20096 · Deferred Revenue - Other	2,055,474.41
20098 · Deferred Revenue - ARPA Funds	1,652,246.89
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	44,223.51
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	392,571.20
Total Other Current Liabilities	4,169,860.46
Total Current Liabilities	4,254,986.57
Long Term Liabilities	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deffered Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	5,368,280.55
Equity	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	3,517,154.43
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	890,891.39
Total Equity	10,334,863.08
TOTAL LIABILITIES & EQUITY	15,703,143.63

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
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	655.57	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,876.45	1,000.00	187.6%	
Total 3110 · GENERAL PROPERTY TAXES	463,893.58	469,383.00	98.8%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	197,424.97	225,000.00	87.7%	collections up to April 2024
3120-01 · Bank Stock Tax	69,294.00	24,000.00	288.7%	Collected for FY2024
3120-02 · Business License Tax	376,437.48	250,000.00	150.6%	Collections for FY2024
3120-03 · Cigarette Tax	137,294.91	140,000.00	98.1%	Collections up to May 2024
3120-04 · Consumer Utility Tax	102,790.20	158,000.00	65.1%	Collections up to March 2024
3120-05 · Meals Tax - Current	1,208,770.06	1,375,000.00	87.9%	Collections up to April 2024
3120-06 · Sales Tax Receipts	111,737.34	160,000.00	69.8%	collections up to February 2024
3120-07 · Penalties (Non-Property)	7,723.20	5,000.00	154.5%	
3120-08 · Interest (Non-Property)	1,379.39	0.00	100.0%	
Development Revenue				
Proffers	0.00	28,820.00		
Total Development Revenue	0.00	28,820.00		
Total 3120 · OTHER LOCAL TAXES	2,212,851.55	2,365,820.00	93.5%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	2,400.00	4,500.00	53.3%	
3130-03 · Motor Vehicle Licenses	513.00	1,000.00	51.3%	
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%	
Total 3130 · PERMITS,FEES & LICENESES	33,385.50	20,500.00	162.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	18,025.92	20,000.00	90.1%	Collections up to March 2024
Total 3140 · FINES & FORFEITURES	18,025.92	20,000.00	90.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	15,578.64	13,500.00	115.4%	Collections up to April 2024
3150-03 · Interest on Bank Deposits	147,115.40	89,500.00	164.4%	Collections up to April 2024
Total 3150 · REVENUE - USE OF MONEY	162,694.04	103,000.00	158.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	40,682.78	49,207.00	82.7%	
3151-08 · 15020 Washington Realty	52,040.89	56,772.00	91.7%	
3151-09 · 15026 Copper Cricket	24,338.64	24,338.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	32,822.55	35,838.00	91.6%	
3151-14 · Salman Home Realty Suite 204	6,160.00	5,600.00	110.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	
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%	
Total 3151 · RENTAL (USE OF PROPERTY)	166,508.53	182,169.00	91.4%	
3160 · CHARGES FOR SERVICES				
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)
Total 3160-01 · Public Safety	17,305.00	17,305.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	17,305.00	17,305.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	29,100.00	25,600.00	113.7%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	63,883.49	80,000.00	79.9%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	22,643.30	12,000.00	188.7%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,713.26	12,500.00	93.7%	
3165-04 · Town Shirts	911.00	0.00	100.0%	

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

3165-05 · Museum Revenue - Art	869.30	0.00	100.0%	Art Alliance
3165-06 · Town Hats	514.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	129,634.35	130,100.00	99.6%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	108.93	300.00	36.3%	
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
Total 3180 · MISCELLANEOUS	92,389.62	46,619.00	198.2%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	27,363.00	36,144.00	75.7%	Quarterly grant
3200-04 · Car Rental Reimbursement	889.52	0.00	100.0%	state collected tax; based off an app
3200-05 · Communications Tax	62,133.33	80,000.00	77.7%	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	2,987.29	12,656.00	23.6%	DMV select reimbursement
3200-17 · LOLE Grant	579.00	4,393.00	13.2%	
Total 3200 · REVENUE FROM COMMONWEALTH	128,984.26	163,120.00	79.1%	
4002 · Transfer from ARPA Funds	0.00	926,477.00	0.0%	
Total Income	3,425,672.35	4,444,493.00	77.1%	
Gross Profit	3,425,672.35	4,444,493.00	77.1%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	907.00	2,500.00	36.3%	
111002 · FICA/Medicare	1,137.55	2,000.00	56.9%	
111003 · Meals and Lodging	156.41	1,000.00	15.6%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	16,125.00	25,000.00	64.5%	
Total 11100 · TOWN COUNCIL	18,325.96	30,750.00	59.6%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	371,843.45	425,469.00	87.4%	
1211002 · Salaries/Wages - OverTime	2,268.45	3,500.00	64.8%	
1211003 · Salaries/Wages - Part Time	46,980.00	55,875.00	84.1%	
1211004 · FICA/Medicare	31,144.06	36,755.00	84.7%	
1211005 · VRS	25,993.48	39,480.00	65.8%	
1211006 · Health Insurance	48,604.00	63,963.00	76.0%	
1211007 · Life Insurance	4,939.94	5,075.00	97.3%	
1211008 · Disability Insurance	2,541.58	3,360.00	75.6%	
1211009 · Unemployment Insurance	805.38	5,995.00	13.4%	
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	5,101.00	8,300.00	61.5%	
1211014 · Printing & Binding	6,385.18	8,298.00	76.9%	
1211015 · Advertising	3,894.00	9,000.00	43.3%	
1211016 · Computer, Internet &Website Svc	21,123.36	28,550.00	74.0%	
1211017 · Postage	1,939.18	4,000.00	48.5%	
1211018 · Telecommunications	6,834.96	7,500.00	91.1%	
1211019 · Mileage Allowance	703.84	1,000.00	70.4%	
1211020 · Meals & Lodging	2,168.57	3,500.00	62.0%	
1211021 · Convention & Education	2,221.15	6,000.00	37.0%	
1211022 · Miscellaneous	387.00	2,000.00	19.4%	
1211024 · Books, Dues & Subscriptions	15,885.50	16,000.00	99.3%	
1211025 · Office Supplies	4,513.31	6,500.00	69.4%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	11,923.82	14,500.00	82.2%	
1211031 · Capital Outlay-Improvements	34,214.60	0.00	100.0%	CIP - Floor installation
Total 12110 · TOWN ADMINISTRATION	671,825.56	778,504.00	86.3%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	63,943.93	96,702.00	66.1%	Services up to March 2024

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Total 12210 · LEGAL SERVICES	63,943.93	96,702.00	66.1%
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	772,495.45	948,556.00	81.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	451,802.08	516,406.00	87.5%
3110003 · Salaries & Wages - OT Premium	21,750.67	30,000.00	72.5%
3110013 · Salaries & Wages - OT Select En	4,281.05	10,000.00	42.8%
3110004 · Salaries & Wages - Holiday Pay	25,004.93	35,541.00	70.4%
3110005 · Salaries & Wages - Part Time	72,910.00	65,000.00	112.2%
3110007 · Salaries & Wages - DMV Grant	7,992.04	11,856.00	67.4%
3110012 · Salaries & Wages - PT Admin.	11,457.50	39,000.00	29.4%
3110020 · FICA/MEDICARE	44,446.92	54,148.00	82.1%
3110021 · VRS	27,703.61	31,604.00	87.7%
3110022 · Health Insurance	74,904.40	72,272.00	103.6%
3110023 · Life Insurance	6,065.76	6,146.00	98.7%
3110024 · Disability Insurance	2,180.78	2,400.00	90.9%
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	41,763.30	28,392.00	147.1%
3110032 · Computer, Internet & Website	3,335.00	5,000.00	66.7%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	11,137.27	13,800.00	80.7%
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)	2,491.95	10,800.00	23.1%
3110040 · Annual Dues & Subscriptions	11,917.44	17,200.00	69.3%
3110041 · Office Supplies	5,116.34	5,000.00	102.3%
3110042 · Vehicle Fuels	29,482.70	36,700.00	80.3%
3110043 · Vehicle Maintenance/Supplies	9,905.59	22,000.00	45.0%
3110045 · Uniforms & Police Supplies	38,859.06	57,901.00	67.1%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	91,000.00	70.0%
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	1,015,018.17	1,220,823.00	83.1%
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	1,015,018.17	1,230,823.00	82.5%
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	96,557.37	123,750.00	78.0%
Total 43200 · REFUSE COLLECTION	96,557.37	123,750.00	78.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	93,074.12	105,222.00	88.5%
4310002 · Maint Svc Contract-Pest Control	3,349.00	3,000.00	111.6%
4310003 · Maint Svc Contract-Landscaping	24,624.69	35,000.00	70.4%
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	15,974.71	18,593.00	85.9%
4310008 · Electrical Services-Streetlight	3,970.77	5,500.00	72.2%
4310009 · Water & Sewer Services	4,282.70	3,850.00	111.2%
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%
4310011 · Real Estate Taxes	573.29	2,500.00	22.9%
4310015 · Maintenance - Vehicle Fuel	1,067.90	5,000.00	21.4%
4310016 · Maint - Vehicle Maintenance	1,013.30	3,000.00	33.8%
Total 43100 · MAINT OF 15000 Wash St./Grounds	153,206.46	192,665.00	79.5%
Total 04 · PUBLIC WORKS	251,758.77	323,628.00	77.8%
06 · ECONOMIC DEVELOPMENT			

Services up to March 2024

vehicle will be picked up this coming week

CIP - Floor installation

For services up to May 2024

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

60000 · Tourism/Traveling Marketing	88,180.56	96,429.00	91.4%	
60001 · Town Tourism	37,785.24	64,286.00	58.8%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	125,965.80	182,715.00	68.9%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	10,694.00	25,000.00	42.8%	
7000003 · Demolition	0.00	50,000.00	0.0%	
Total 70000 · HAYMARKET COMMUNITY PARK	10,694.00	75,000.00	14.3%	
71110 · EVENTS				
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%	
7111003 · Contractual Services	54,076.90	64,950.00	83.3%	
7111004 · Events - Other	30,693.57	40,850.00	75.1%	
7111005 · Police Department Events	2,235.12	7,800.00	28.7%	
7111006 · Farmer's Market	1,328.43	12,000.00	11.1%	
Total 71110 · EVENTS	90,278.02	130,600.00	69.1%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,189.27	2,200.00	54.1%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
Total 72200 · MUSEUM	1,589.27	5,950.00	26.7%	
Total 07 · PARKS, REC & CULTURAL	102,561.29	211,550.00	48.5%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,005.00	5,670.00	35.4%	
8110002 · FICA/Medicare	179.01	500.00	35.8%	
8110003 · Consultants - Engineer	5,284.85	10,000.00	52.8%	
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	31,549.50	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	39,018.36	23,120.00	168.8%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	2,250.00	5,830.00	38.6%	
8111002 · FICA/Medicare	135.39	446.00	30.4%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,385.39	7,776.00	30.7%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	41,403.75	33,823.00	122.4%	
09 · NON-DEPARTMENTAL				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
90003 · VRSA Refund	45,518.56			Refund VRSA fraudulent funds that have been recovered
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	137,800.00	137,800.00	100.0%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	4,944.91	4,950.00	99.9%	Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	142,744.91	142,750.00	100.0%	
Total 09 · NON-DEPARTMENTAL	233,782.03	188,269.00	124.2%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	16,422.88	39,891.00	41.2%	
9410402 · Construction	0.00	836,586.00	0.0%	
Total 94104 · Street Scape - Park Sidewalk	16,422.88	876,477.00	1.9%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	187.49	0.00	100.0%	
Total EMPLOYEE BENEFITS	187.49	0.00	100.0%	
Total 94105 · PERSONNEL	187.49	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	2,046.78	50,000.00	4.1%	

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Total 94106 · TOWN CENTER MASTER PLAN	2,046.78	50,000.00	4.1%
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expense	15,387.78	318,652.00	4.8%
94109 · Storm Water Grant Match	0.00	40,000.00	0.0%
Total Expense	2,577,030.19	4,444,493.00	58.0%
Net Ordinary Income	848,642.16	0.00	100.0%
Net Income	848,642.16	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through May 29, 2024

Ordinary Income/Expense	Jul 1, '23 - May 2...	Jul 1, '22 - May 2...	% Change
Income			
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	447,701.64	398,610.89	12.3%
3110-02 · Public Service Corp RE Tax	13,659.92	13,066.89	4.5%
3110-03 · Interest - All Property Taxes	655.57	1,853.02	-64.6%
3110-04 · Penalties - All Property Taxes	1,876.45	1,630.99	15.1%
Total 3110 · GENERAL PROPERTY TAXES	463,893.58	415,161.79	11.7%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	197,424.97	168,957.38	16.9%
3120-01 · Bank Stock Tax	69,294.00	0.00	100.0%
3120-02 · Business License Tax	376,437.48	378,536.56	-0.6%
3120-03 · Cigarette Tax	125,186.19	129,506.05	-3.3%
3120-04 · Consumer Utility Tax	102,790.20	123,435.46	-16.7%
3120-05 · Meals Tax - Current	1,208,770.06	1,034,400.01	16.9%
3120-06 · Sales Tax Receipts	111,737.34	108,364.94	3.1%
3120-07 · Penalties (Non-Property)	7,723.20	10,319.13	-25.2%
3120-08 · Interest (Non-Property)	1,379.39	1,292.28	6.7%
Development Revenue			
Proffers	0.00	10,640.00	-100.0%
Total Development Revenue	0.00	10,640.00	-100.0%
Total 3120 · OTHER LOCAL TAXES	2,200,742.83	1,965,451.81	12.0%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	2,400.00	3,225.00	-25.6%
3130-03 · Motor Vehicle Licenses	513.00	256.00	100.4%
3130-05 · Other Planning & Permits	10,065.00	23,675.00	-57.5%
3130-06 · Pass Through Fees	20,407.50	25,637.83	-20.4%
Total 3130 · PERMITS,FEES & LICENESES	33,385.50	52,793.83	-36.8%
3140 · FINES & FORFEITURES			
3140-01 · Fines	18,025.92	13,035.31	38.3%
Total 3140 · FINES & FORFEITURES	18,025.92	13,035.31	38.3%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	15,578.64	9,854.16	58.1%
3150-03 · Interest on Bank Deposits	147,115.40	36,452.12	303.6%
Total 3150 · REVENUE - USE OF MONEY	162,694.04	46,306.28	251.3%
3151 · RENTAL (USE OF PROPERTY)			
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	40,682.78	35,614.20	14.2%
3151-08 · 15020 Washington Realty	52,040.89	50,638.17	2.8%
3151-09 · 15026 Copper Cricket	24,338.64	21,660.65	12.4%
3151-11 · Cupcake Heaven and Cafe LLC	32,822.55	31,866.55	3.0%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	6,160.00	560.00	1,000.0%
3151-15 · Revolution Mortgage	7,098.67	0.00	100.0%
3151-16 · Stirrup For Delegate 21	3,315.00	0.00	100.0%
3151-90 · Town Hall Rental Income	50.00	50.00	0.0%
Total 3151 · RENTAL (USE OF PROPERTY)	166,508.53	149,611.07	11.3%

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1, 2023 through May 29, 2024

	Jul 1, '23 - May 2...	Jul 1, '22 - May 2...	% Change
3160 · CHARGES FOR SERVICES			
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%
Total 3160-01 · Public Safety	17,305.00	10.00	172,950.0%
Total 3160 · CHARGES FOR SERVICES	17,305.00	10.00	172,950.0%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	29,100.00	11,500.00	153.0%
3165-01 · Town Event	63,883.49	55,955.00	14.2%
3165-02 · Farmer's Market	22,643.30	12,287.50	84.3%
3165-03 · Town Ornaments	11,713.26	7,563.96	54.9%
3165-04 · Town Shirts	911.00	0.00	100.0%
3165-05 · Museum Revenue - Art	869.30	0.00	100.0%
3165-06 · Town Hats	514.00	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	358.00	-100.0%
Total 3165 · REVENUE - TOWN EVENTS	129,634.35	87,664.46	47.9%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	108.93	-322.49	133.8%
3180-01 · Citations & Accident Reports	90.00	40.00	125.0%
3180-03 · Miscellaneous	10.00	0.00	100.0%
3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%
3180-05 · Recovered Costs- Private Events	600.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	45,562.13	493.17	9,138.6%
Total 3180 · MISCELLANEOUS	92,389.62	210.68	43,753.1%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	27,363.00	26,016.00	5.2%
3200-04 · Car Rental Reimbursement	889.52	201.74	340.9%
3200-05 · Communications Tax	62,133.33	66,230.24	-6.2%
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	2,987.29	180.33	1,556.6%
3200-17 · LOLE Grant	579.00	4,366.00	-86.7%
Total 3200 · REVENUE FROM COMMONWEALTH	128,984.26	131,907.04	-2.2%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.0%
Total Income	3,413,563.63	2,862,152.27	19.3%
Gross Profit	3,413,563.63	2,862,152.27	19.3%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	907.00	250.00	262.8%
111002 · FICA/Medicare	1,137.55	1,128.97	0.8%
111003 · Meals and Lodging	156.41	77.22	102.6%
111005 · Salaries & Wages - Regular	16,125.00	15,567.86	3.6%
Total 11100 · TOWN COUNCIL	18,325.96	17,024.05	7.7%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	358,868.91	264,459.35	35.7%
1211002 · Salaries/Wages - Overtime	2,268.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	45,244.50	49,356.22	-8.3%

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Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1, 2023 through May 29, 2024

	Jul 1, '23 - May 2...	Jul 1, '22 - May 2...	% Change
1211004 · FICA/Medicare	30,008.34	23,400.48	28.2%
1211005 · VRS	25,820.79	19,450.94	32.8%
1211006 · Health Insurance	47,814.80	32,674.11	46.3%
1211007 · Life Insurance	4,910.91	3,631.10	35.3%
1211008 · Disability Insurance	2,507.98	1,827.65	37.2%
1211009 · Unemployment Insurance	766.46	2,772.04	-72.4%
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	5,101.00	8,414.47	-39.4%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	6,385.18	6,429.78	-0.7%
1211015 · Advertising	3,894.00	2,512.00	55.0%
1211016 · Computer, Internet & Website Svc	20,898.36	19,588.13	6.7%
1211017 · Postage	1,939.18	2,152.28	-9.9%
1211018 · Telecommunications	6,834.96	6,063.80	12.7%
1211019 · Mileage Allowance	703.84	231.25	204.4%
1211020 · Meals & Lodging	2,168.57	1,120.07	93.6%
1211021 · Convention & Education	2,221.15	373.90	494.1%
1211022 · Miscellaneous	387.00	0.00	100.0%
1211024 · Books, Dues & Subscriptions	15,043.23	13,753.77	9.4%
1211025 · Office Supplies	4,513.31	5,317.74	-15.1%
1211026 · Equipment Rental	0.00	2,588.38	-100.0%
1211030 · Capital Outlay-Machinery/Equip	11,923.82	7,550.65	57.9%
1211031 · Capital Outlay - Improvements	34,214.60	0.00	100.0%
Total 12110 · TOWN ADMINISTRATION	653,849.09	491,792.11	33.0%
12210 · LEGAL SERVICES			
1221001 · Legal Services	63,943.93	32,805.69	94.9%
Total 12210 · LEGAL SERVICES	63,943.93	32,805.69	94.9%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	18,400.00	0.00	100.0%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	0.00	100.0%
Total 01 · ADMINISTRATION	754,518.98	541,621.85	39.3%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	432,225.01	400,828.50	7.8%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	21,307.27	22,809.53	-6.6%
3110013 · Salaries & Wages - OT Select En	4,281.05	9,431.98	-54.6%
3110004 · Salaries & Wages - Holiday Pay	25,004.93	21,423.00	16.7%
3110005 · Salaries & Wages - Part Time	70,720.00	39,230.00	80.3%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	7,091.24	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	11,082.50	6,210.00	78.5%
3110020 · FICA/MEDICARE	42,650.21	37,245.34	14.5%
3110021 · VRS	27,523.27	27,878.19	-1.3%
3110022 · Health Insurance	74,904.40	66,470.06	12.7%
3110023 · Life Insurance	6,026.27	5,691.50	5.9%
3110024 · Disability Insurance	2,180.78	2,297.47	-5.1%
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	41,763.30	22,268.11	87.6%
3110032 · Computer, Internet & Website	3,335.00	3,504.99	-4.9%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	11,137.27	11,651.43	-4.4%
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%

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through May 29, 2024

	Jul 1, '23 - May 2...	Jul 1, '22 - May 2...	% Change
3110038 · Convention & Edu. (Training)	2,491.95	3,726.41	-33.1%
3110040 · Annual Dues & Subscriptions	11,917.44	12,080.09	-1.4%
3110041 · Office Supplies	5,116.34	3,923.93	30.4%
3110042 · Vehicle Fuels	29,482.70	24,022.70	22.7%
3110043 · Vehicle Maintenance/Supplies	9,905.59	16,924.70	-41.5%
3110045 · Uniforms & Police Supplies	38,859.06	21,924.37	77.2%
3110052 · Office Equipment Rental	0.00	5,041.96	-100.0%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	45,518.56	39.8%
3110058 · DMV Grant - Payback of Reimburs	0.00	4,974.47	-100.0%
3110060 · Capital Outlay - Improvements	11,856.60	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	989,515.36	849,599.77	16.5%
Total 03 · PUBLIC SAFETY	989,515.36	849,599.77	16.5%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	1,994.94	0.00	100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	96,557.37	93,963.51	2.8%
Total 43200 · REFUSE COLLECTION	96,557.37	93,963.51	2.8%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	93,074.12	59,640.74	56.1%
4310002 · Maint Svc Contract-Pest Control	3,349.00	699.80	378.6%
4310003 · Maint Svc Contract-Landscaping	24,624.69	24,035.00	2.5%
4310004 · Maint Svc Contract Snow Removal	5,252.00	0.00	100.0%
4310007 · Electric/Gas Services	16,052.68	15,996.85	0.4%
4310008 · Electrical Services-Streetlight	3,970.77	4,317.92	-8.0%
4310009 · Water & Sewer Services	4,282.70	3,752.20	14.1%
4310010 · Janitorial Supplies	23.98	257.85	-90.7%
4310011 · Real Estate Taxes	573.29	1,429.71	-59.9%
4310015 · Maintenance - Vehicle Fuel	1,067.90	658.88	62.1%
4310016 · Maint - Vehicle Maintenance	1,013.30	965.63	4.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	153,284.43	111,754.58	37.2%
Total 04 · PUBLIC WORKS	251,836.74	205,718.09	22.4%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	77,621.34	87,551.76	-11.3%
60001 · Town Tourism	37,785.24	21,818.80	73.2%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	115,406.58	109,370.56	5.5%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	10,694.00	12,874.30	-16.9%
Total 70000 · HAYMARKET COMMUNITY PARK	10,694.00	12,874.30	-16.9%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	2,094.14	-7.2%
7111003 · Contractual Services	54,076.90	57,961.18	-6.7%
7111004 · Events - Other	30,693.57	12,986.80	136.3%
7111005 · Police Department Events	2,235.12	0.00	100.0%
7111006 · Farmer's Market	1,328.43	722.14	84.0%
Total 71110 · EVENTS	90,278.02	73,764.26	22.4%

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1, 2023 through May 29, 2024

	Jul 1, '23 - May 2...	Jul 1, '22 - May 2...	% Change
72200 · MUSEUM			
7220012 · Telecommunications	1,189.27	1,535.17	-22.5%
7200015 · Books, Dues & Subscriptions	0.00	30.00	-100.0%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	<u>1,589.27</u>	<u>1,965.17</u>	<u>-19.1%</u>
Total 07 · PARKS, REC & CULTURAL	102,561.29	88,603.73	15.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,870.00	1,770.00	5.7%
8110002 · FICA/Medicare	164.09	176.34	-7.0%
8110003 · Consultants - Engineer	5,284.85	6,952.22	-24.0%
8110007 · Convention/Education	0.00	820.45	-100.0%
8110009 · Engineer - Pass Through	31,549.50	28,457.50	10.9%
Total 81100 · PLANNING COMMISSION	<u>38,868.44</u>	<u>38,176.51</u>	<u>1.8%</u>
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	2,190.00	1,140.00	92.1%
8111002 · FICA/Medicare	135.39	62.93	115.1%
8111005 · Convention & Education	0.00	820.45	-100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	<u>2,325.39</u>	<u>2,023.38</u>	<u>14.9%</u>
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	833.90	-100.0%
8111102 · FICA / Medicare	0.00	0.00	0.0%
Total 81111 · Board Of Zoning Appeals	<u>0.00</u>	<u>833.90</u>	<u>-100.0%</u>
Total 08 · COMMUNITY DEVELOPMENT	41,193.83	41,033.79	0.4%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	0.00	249,323.53	-100.0%
90002 · Payment for Stolen Check	45,518.56	0.00	100.0%
90003 · VRSA Refund	45,518.56	0.00	100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	160,100.00	-13.9%
9510003 · General Obligation Bond - Int	4,944.91	8,556.89	-42.2%
Total 95100 · DEBT SERVICE	<u>142,744.91</u>	<u>168,656.89</u>	<u>-15.4%</u>
Total 09 · NON-DEPARTMENTAL	233,782.03	417,980.42	-44.1%
94102 · HAYMARKET COMMUNITY PARK			
Architecture/Engineering Fees	0.00	6,252.50	-100.0%
Total 94102 · HAYMARKET COMMUNITY PARK	0.00	6,252.50	-100.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	16,422.88	57,723.75	-71.6%
Total 94104 · Street Scape - Park Sidewalk	16,422.88	57,723.75	-71.6%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01	-0.05	80.0%
Total EMPLOYEE BENEFITS	<u>-0.01</u>	<u>-0.05</u>	<u>80.0%</u>
Total 94105 · PERSONNEL	-0.01	-0.05	80.0%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	2,046.78	22,795.11	-91.0%
Total 94106 · TOWN CENTER MASTER PLAN	2,046.78	22,795.11	-91.0%

Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2023 through May 29, 2024

	Jul 1, '23 - May 2...	Jul 1, '22 - May 2...	% Change
94108 · Capital Improvment Funds Expens	15,387.78	0.00	100.0%
Total Expense	2,522,672.24	2,340,699.52	7.8%
Net Ordinary Income	890,891.39	521,452.75	70.9%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	890,891.39	521,452.75	70.9%

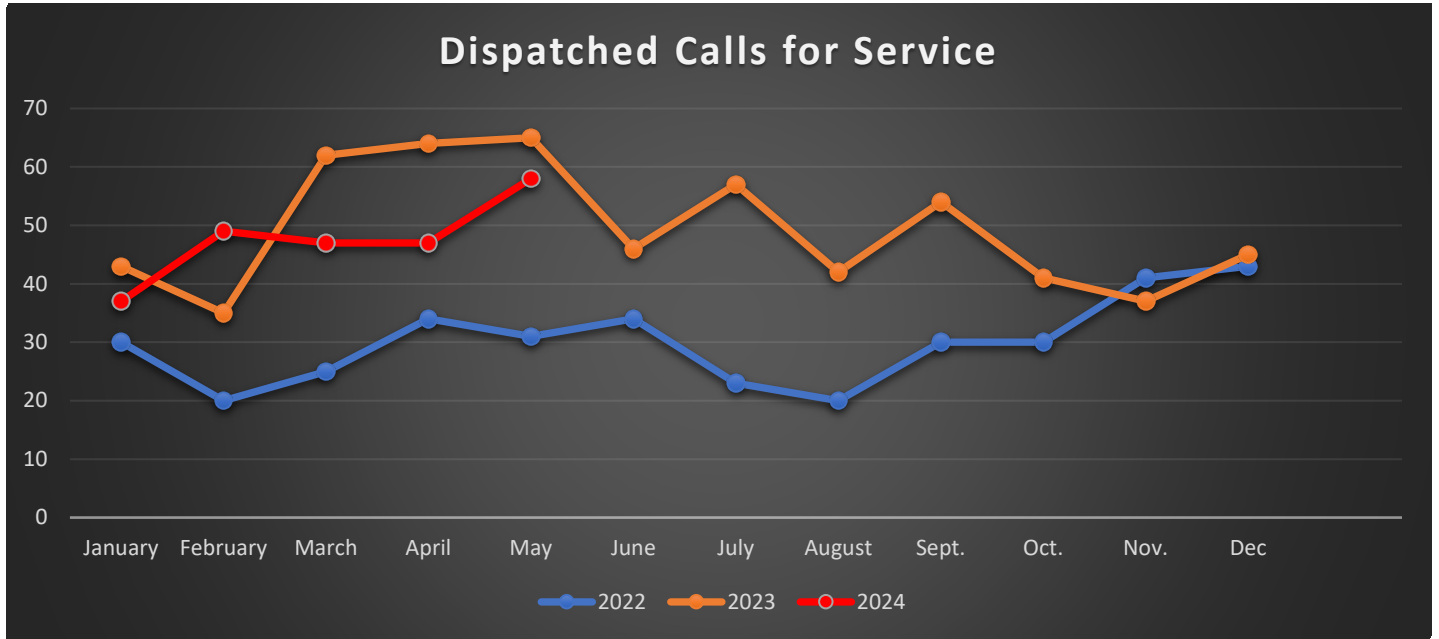
Attachment: Treasurer Financial Reports for 06.03.2024 (6622 : Town Treasurer Report)

Police Department Report to Council

Activity Period April 15, 2023 to May 14, 2024

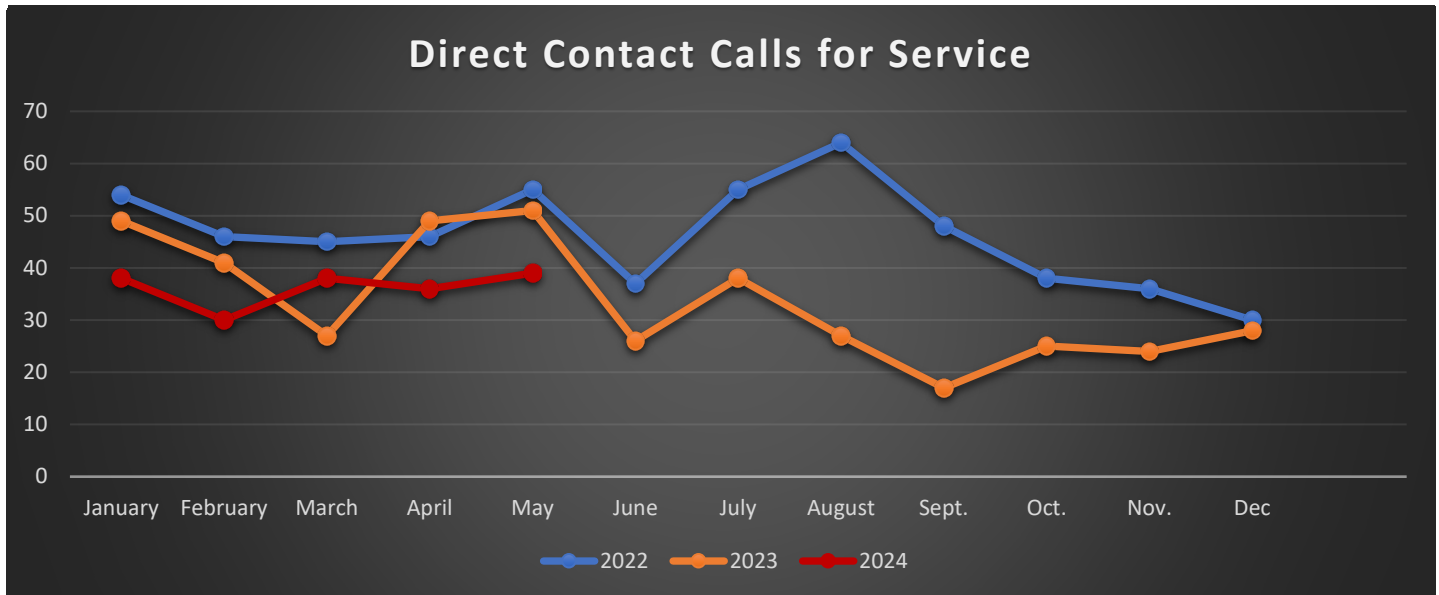
Dispatched Calls: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch.

- Reportable Calls: 10
- Deferments: 2
- Non-Reportable Calls: 46



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

- Reportable Calls: 3
- Non-Reportable Calls: 35



Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

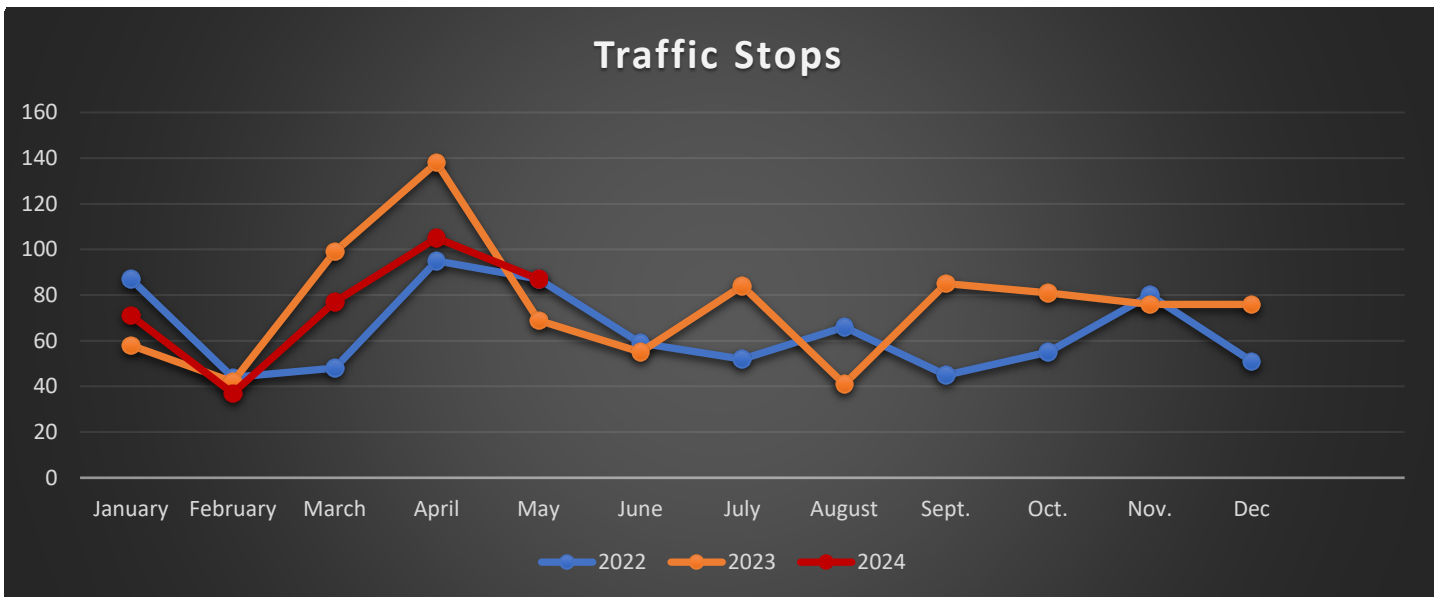
Self-Initiated Calls: Calls that are based on the officer's own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1
- Non-Reportable Calls: 1,211
- Foot Patrols: 66



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.

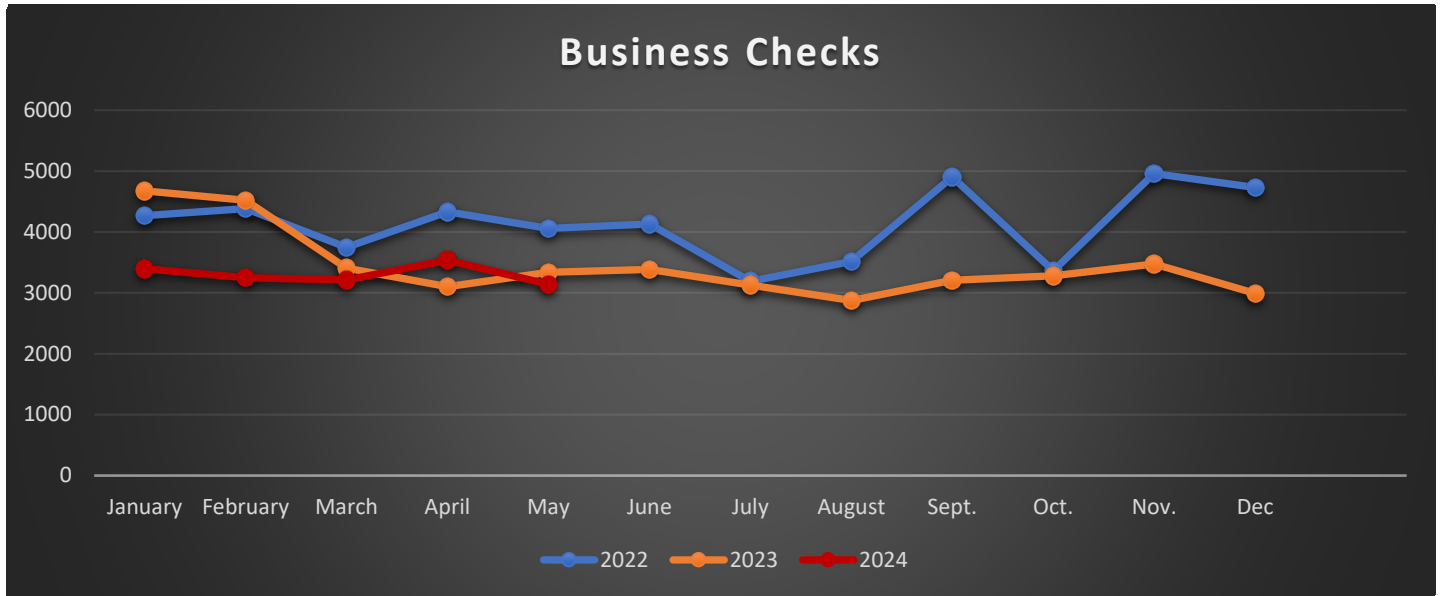
- Traffic Stops: 87
 - Summonses: 43
 - Warnings: 49



Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

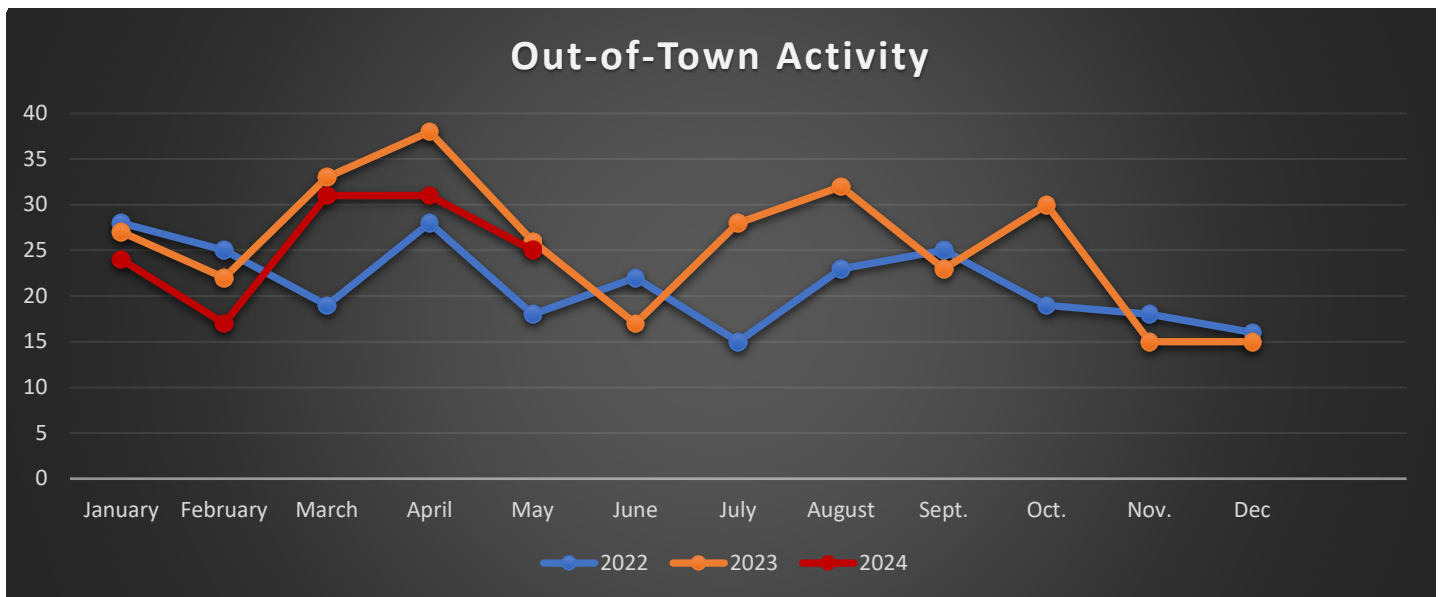
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is 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: 263
- Physical Check: 237
- Drive By: 2,641



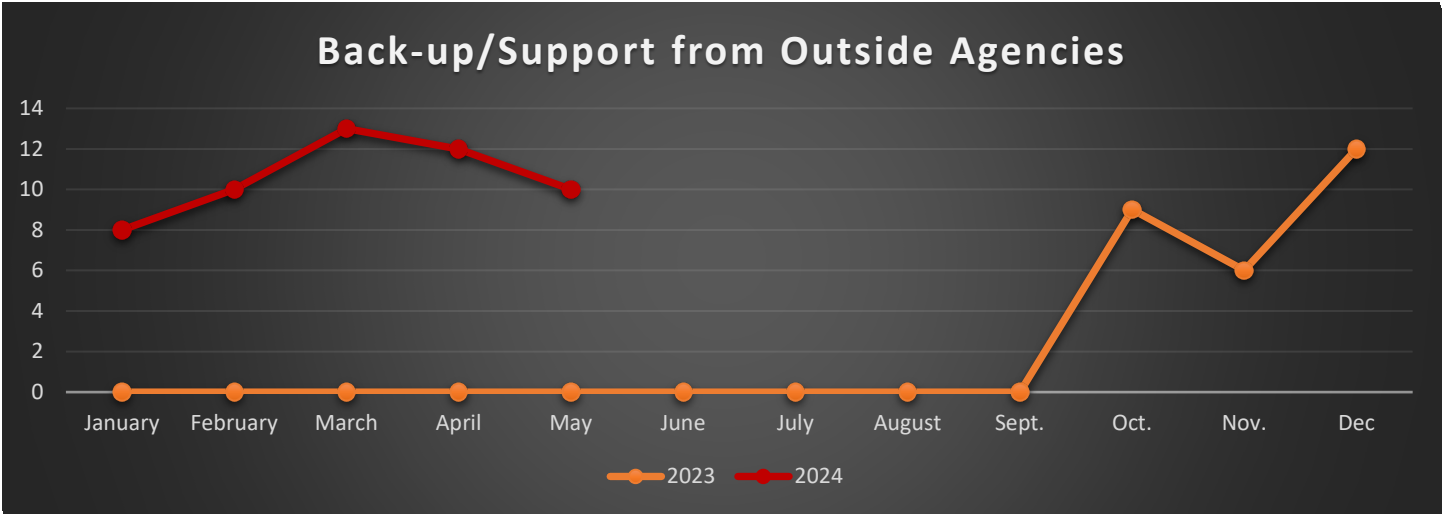
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 18
- Other: 7

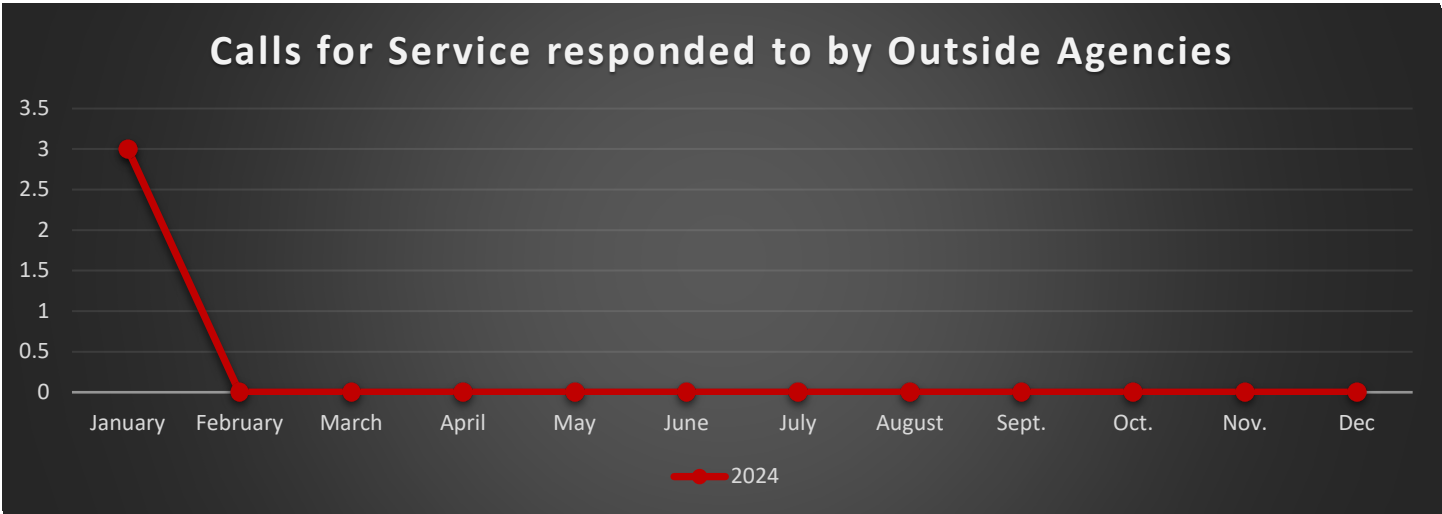


Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

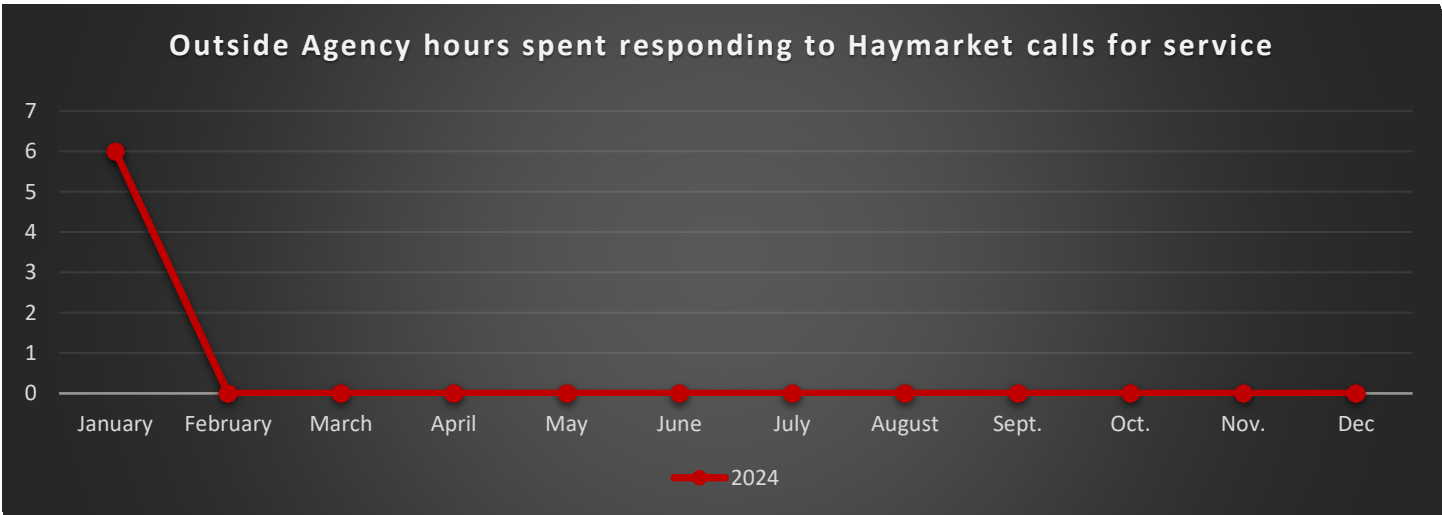
Request for Outside Agencies to Assist the Haymarket Police Department in cooperate limits: 10



Calls for service answered by outside agencies: 3

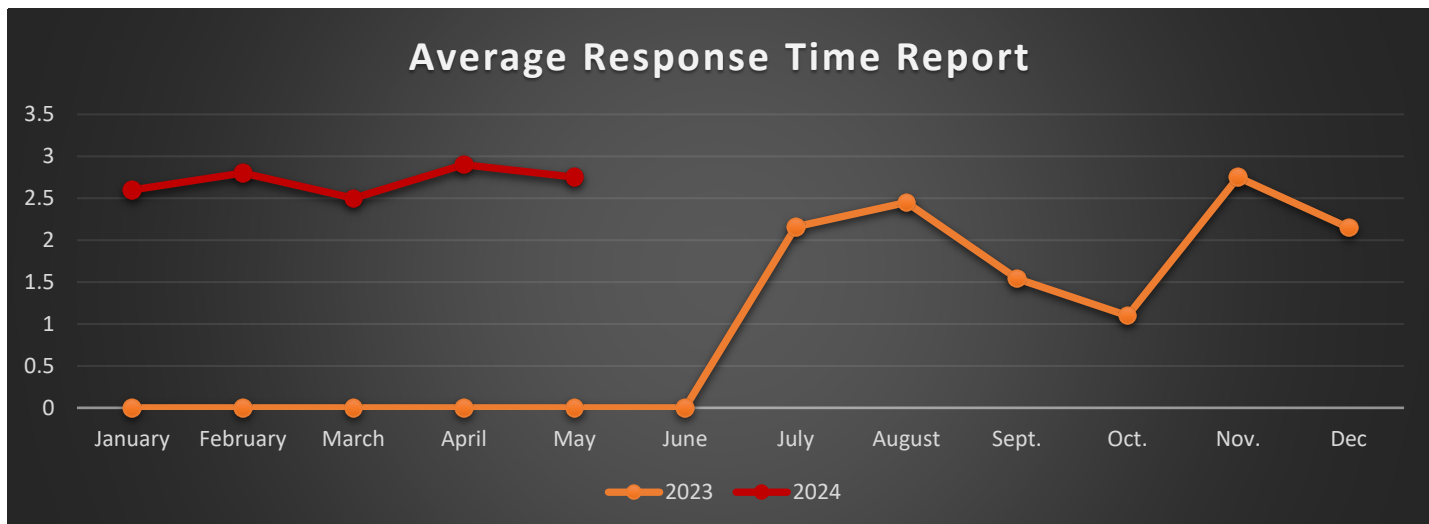


Time spent by outside agencies on calls for service as primary responder: Approximately 6 hours.

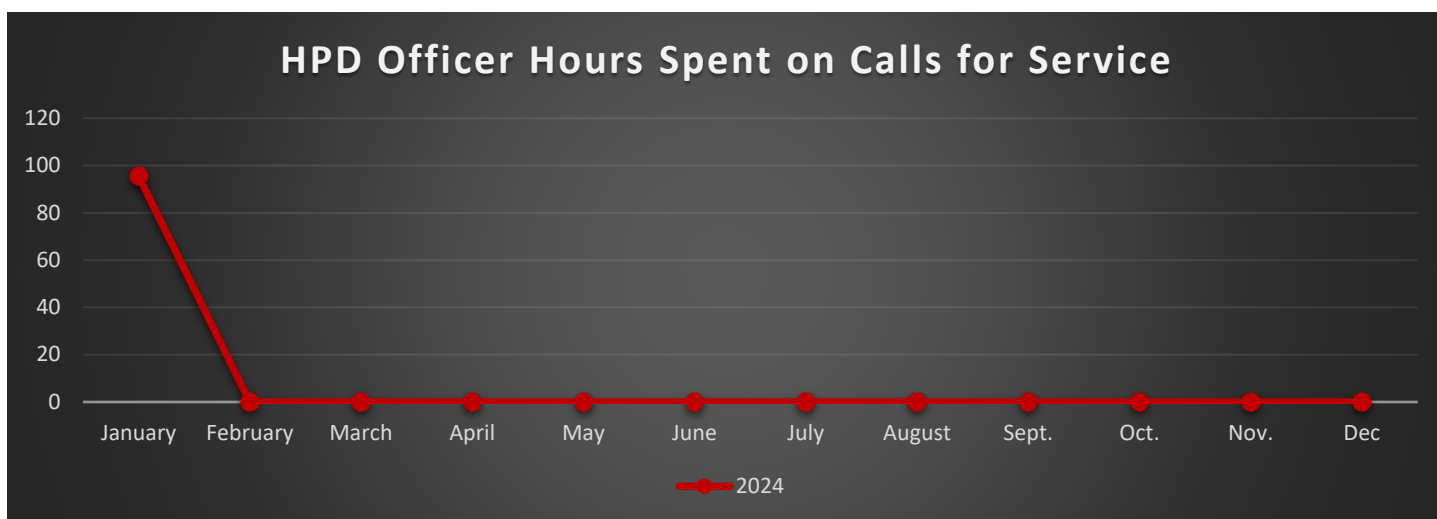


Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

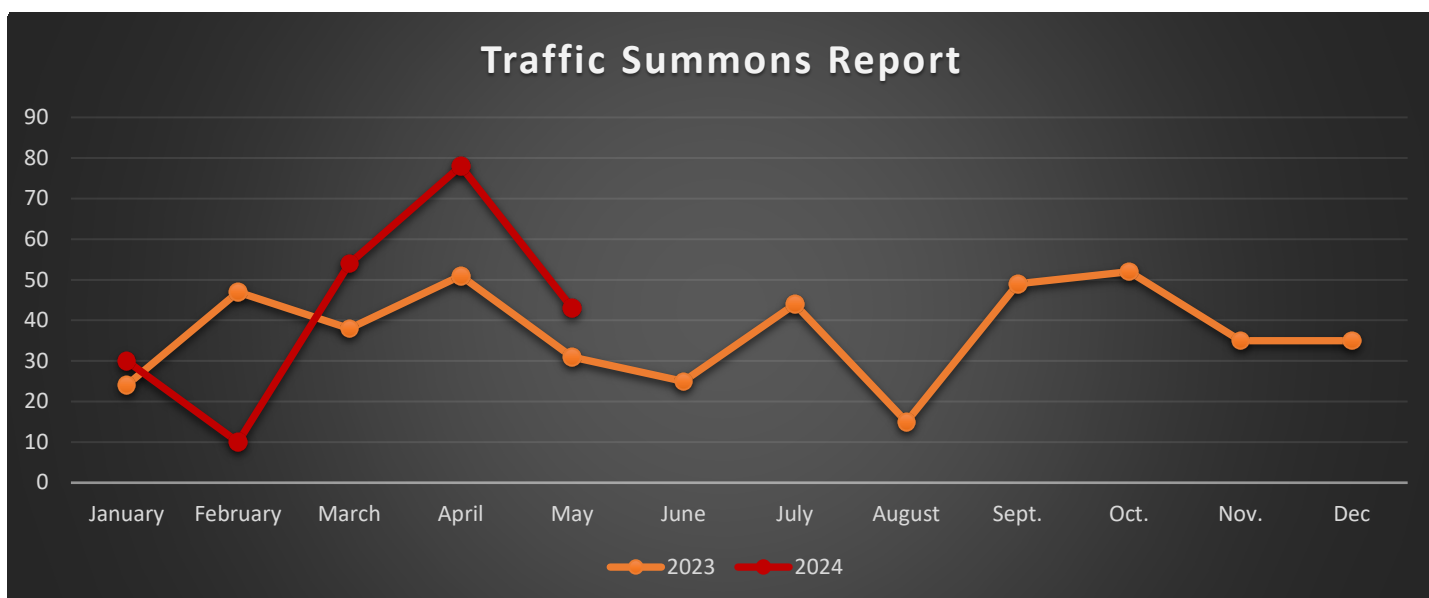
Average Officer Response times to all calls for Service: 2 minutes 45 seconds.



Hours spent by Haymarket Police Department Officers on Calls for Service: 95.5, (follow-up investigation not included)



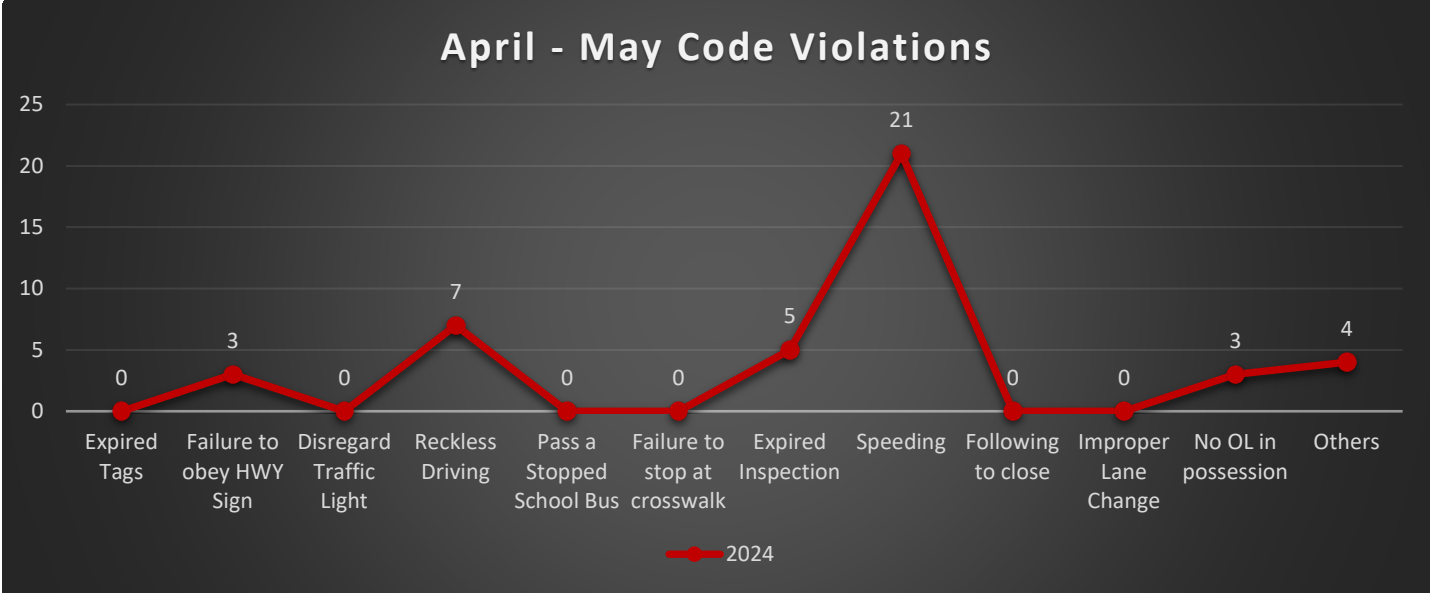
Total Summons Issued: 43



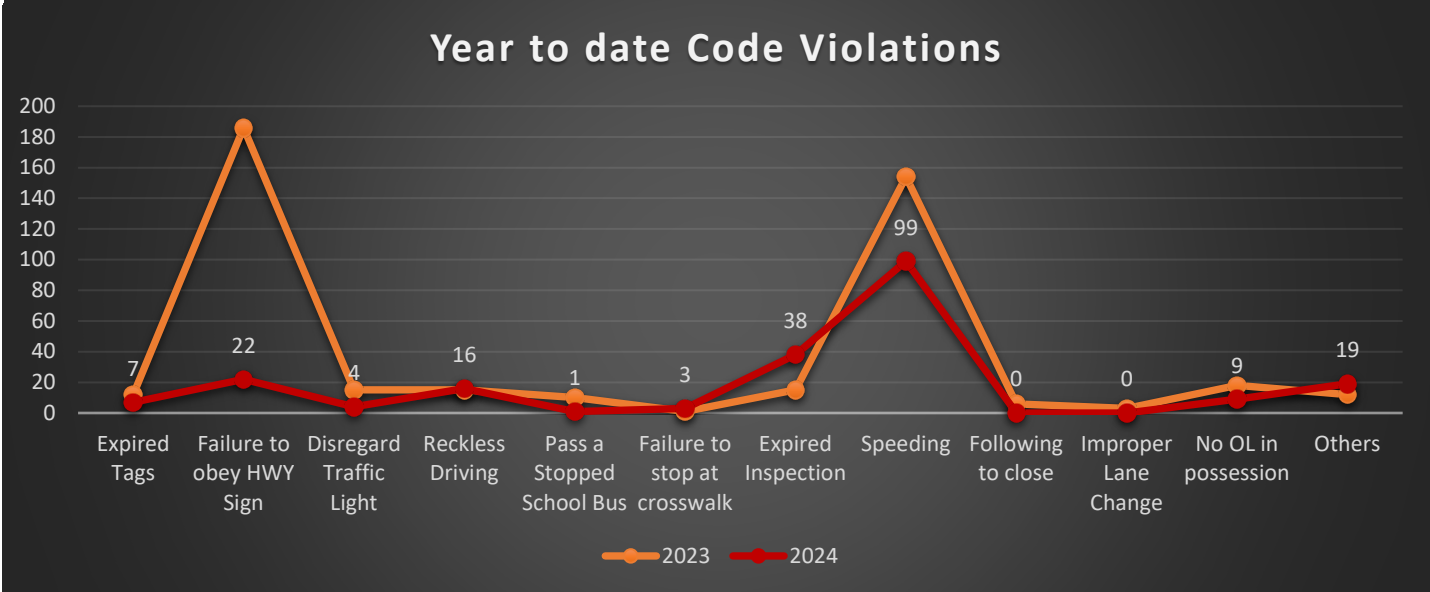
Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations. 43

- 46.2-1158 – Expired inspection – 5
- 46.2-300 – No operator license – 3
- 46.2-830 - Failure to obey a highway sign – 2
- 46.2-874 – Speeding – 21
- 46.2-833 – Disregard Traffic Light – 1
- 46.2-852 – Reckless Driving – 7
- 46.2-301 – Driving suspended – 2
- Others - 2



Total Summons Issued 2024: 215

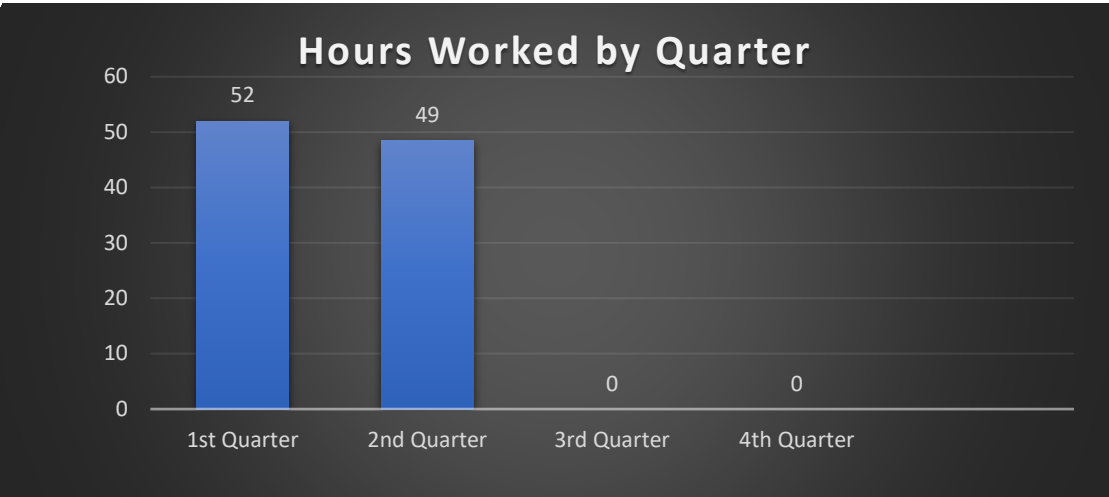
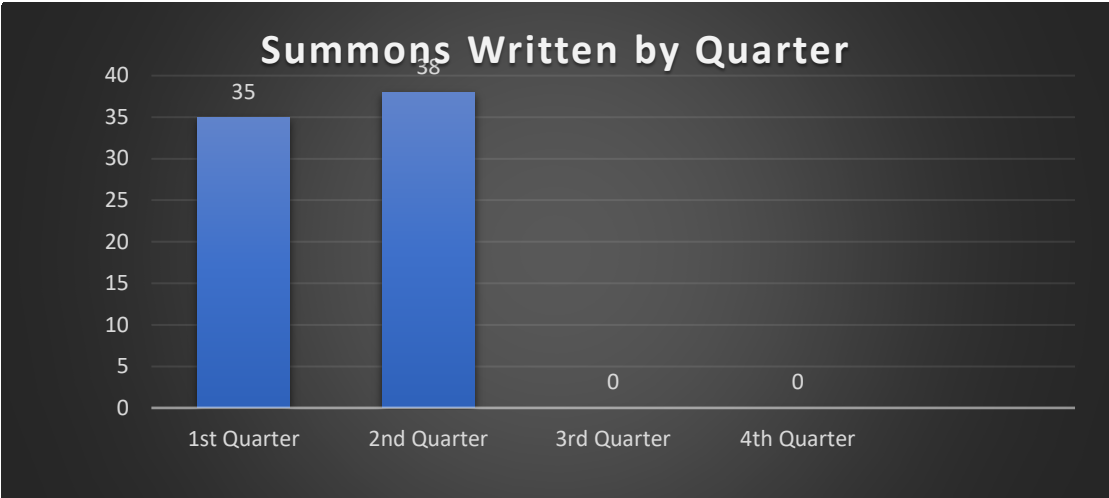
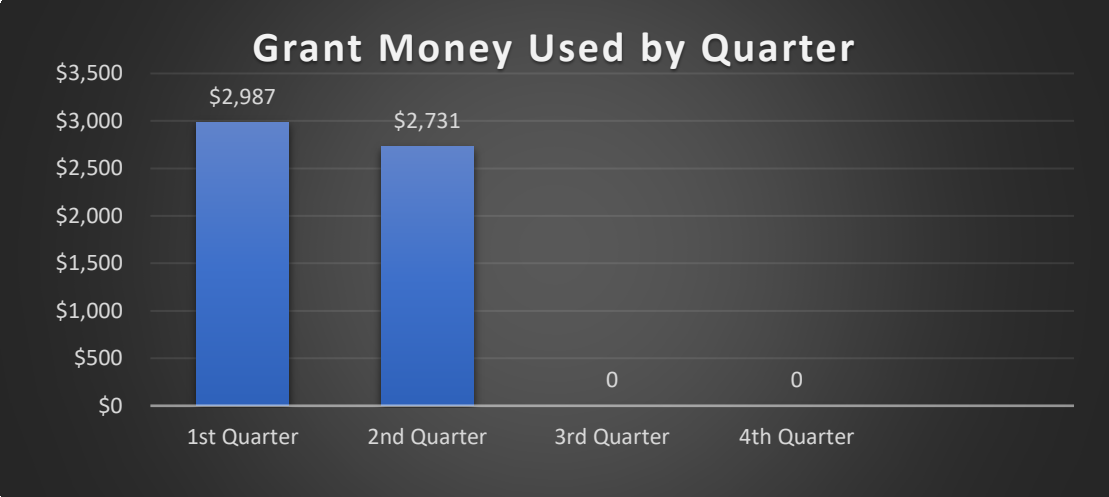


Arrest: Misdemeanor: 1 Felony: 1

Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

DMV Grant: 1st and 2nd Quarter Reporting October 1, 2023 through March 31, 2024

Grant Award Amount: \$12,656.00



Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

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.
- The Haymarket Police Department took part in the National Click-it-or-Ticket Campaign which began on May 13, 2024 and ended on June 2, 2024.
- All Officers have completed Car Seat Basics Training.
- An agreement with Motorola Solutions for the Police Department’s Records Management System has been ratified.
- Planning for Haymarket Day is continuing.
- The Haymarket Police Department Vehicle Pursuit Policy has been updated and implemented to align with good police practices.
- Officer James Galbreath has been hired as a full-time police officer from his part time status. Officer Galbreath brings over 20 years of Law Enforcement Experience to the community and is considered a subject matter expert in criminal investigations, crimes against children, and patrol techniques.
- Chief Sibert attended a DATA Center security summit in April.
- On April 18, 2024, a motorist accidentally drove into Dr. Moon’s Office. No patients or staff were injured. The driver was transported to UVA Medical Center for treatment. Office repairs began almost immediately. Officers have been checking the area frequently.
- Two police cruisers were ordered from Sheehy Ford in Richmond VA using the VSA Contract. Delivery of the vehicles is expected in late July 2024.
- The department’s expiring Naloxone supply has been replaced and deployed to the officers.
- A replacement vehicle matrix has been developed to use during CIP planning.
- An MOU with the Prince William County Police Department’s Firearms Training Facility has been ratified.
- On April 30th, 2024, Officers responded to an assault in progress / strong arm robbery on the west side of town. The investigation continues and charges are forth coming.
- On May 8, 2024, Officers responded to the west side of town for a medical emergency. Two male subjects were unconscious in their vehicle. Prince Willam Fire and Rescue responded as well. Both subjects were medically cleared. After a search by officers, one subject was arrested for possession of a schedule II substance. The second male was released.
- A new overnight evidence holding locker has been installed in the police department.
- Chief Sibert attended a social event at the Chabad Center for Jewish Life on May 11, 2024.
- The 2023 Haymarket Police Department Annual Report has been completed.
- The 2025 application for 599 funds was submitted on May 24, 2024 in the amount of \$37,790.

Respectfully Submitted,

Allen Sibert

Chief of Police

Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

Haymarket Police Department 2024 Event Listing

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2024	Completed
2	Haymarket PD Blood Drive	January 25, 2024	Canceled
3	Drive Sober or get pulled over Initiative	February 11, 2024	Completed
4	Coffee with a Cop	February 14, 2024	Completed
5	Polar Plunge	February 17, 2024	Completed
6	Drive Sober or get pulled over Initiative	March 14 th -17 th , 2024	Completed
7	St. Baldricks Event	March 16, 2024	Completed
8	U Drive, U Text, U Pay Initiative	April 1 st – 8 th , 2024	Completed
9	Impaired Driving Enforcement Initiative	April 20, 2024	Completed
10	Drug Take Back	April 27, 2024	Completed
11	Farmers Market	April 21 st - November 10 th , 2024	On-going
12	HPD Senior Summit	April 25, 2024	Completed
13	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2024	Completed
14	Relay for Life	May 11, 2024	Completed
15	Click it or Ticket Initiative	May 13 th – June 2 nd , 2024	Completed
16	Torch Run for Special Olympics	June 5, 2024	Upcoming
17	Flags for Hero's	TBA	Upcoming
18	Ice Cream Social	June 7, 2024	Upcoming
19	Water Balloon Fight	June 7, 2024	Upcoming
20	Blood Drive	June 17, 2024	Upcoming
21	Rail Safety Week	June 24 th – 30 th , 2024	Upcoming
23	Drive Sober or get pulled over Initiative	June 30 th – July 4 th , 2024	Upcoming
24	National Night Out	August 6, 2024	Upcoming
25	Woman's Self Defense Class 1	TBA	Upcoming
26	Drive Sober or get pulled over Initiative	August 14 th – Sept. 2 nd , 2024	Upcoming
27	Summer Concert	August 17, 2023	Upcoming
28	Child Passenger Safety Week	September 15 th – 21 st , 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

Attachment: Report to council April 15 2023 to May 14 2024 (6623 : Chief of Police Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Chick-fil-A	Katie/Emily	11/16/2021	5/24/2024	Applicant	-As-built resubmission received. Comments due 5/24 -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
Park Sidewalk	Katie/Thomas	4/27/2021	5/23/2024	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 - Taco Bell	Katie/Thomas	1/6/2022	5/23/2024	Applicant	-Construction and Town E&S inspections ongoing
Crossroads Village	Katie/Thomas	10/18/2018	5/23/2024	Applicant	-Construction and Town E&S inspections ongoing -As-builts submitted 6/8. Comments provided 10/31
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	5/23/2024	Applicant	-Construction and Town E&S inspections ongoing
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	5/23/2024	Applicant	-Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	5/23/2024	Applicant	-Construction and Town E&S inspections ongoing -Lot 1 yard requirement coordination 4/16
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	5/10/2024	Applicant	-Revision submitted 1/24 -Approved 2/22 -Bond coordination 4/30 -Preconstruction meeting held 5/10

Attachment: 2024-05 May Engineer's Reports_KMM (6624 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Robinson Village	Katie/Thomas	8/13/2020	4/11/2024	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built 2nd subission review comments sent 2/22 -Bond reduction coordination 4/12/24 -As-Built inserts provided 3/4/24. Conditional approval 4/11
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	4/11/2024	Applicant	-First submission received 11/17. Comments sent 1/17 -Second Submission Comments sent 4/11
Bleight Residential Plan	Katie/Thomas	8/5/2022	12/5/2023	Applicant	-Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town -Review of sidewalk waiver request sent 12/5
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	10/11/2023	Applicant	-Preliminary plan approved 11/29/22 -PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -E&S approval letter provided for DEQ. Approved by DEQ -PWCSA approval 2/15/23. RDA providing final required docs -VDOT approval 4/17/23 -Town approval 4/18/23 -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1

Attachment: 2024-05 May Engineer's Reports_KMM (6624 : Town Engineer Report)

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

Attachment: 2024-05 May Engineer's Reports_KMM (6624 : Town Engineer Report)



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: May 30, 2024

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

1. Prepared and recorded the Certificate of Release of Memorandum of Lis Pendens, and prepared the final order for the Bean matter pursuant to the settlement agreement.
2. Reviewed and revised the proposed contract for the collection and disposal of refuse and recyclables in the Town.
3. Advised the Town Manager regarding the validity of a subdivision survey plat.

Attachment: May 2024 Town Attorney Report (6625 : Town Attorney Report)



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

Memorandum

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

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

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

Other items/comments:

- With one month remaining in the FY 2024 budget, **operating revenue continues to significantly exceed operating expenses**
 - Staff continues catch up on deferred maintenance items and invest in other town improvements
- **Park sidewalk construction** continues in a holding pattern, Notice to Proceed (NTP) not expected until beginning of FY2025
 - **Town Manager considering options on how to fund** long lead items such as lighting to lessen construction timeline
- **Trash and recycle RFP selection complete**
 - **NTP to American, with staff discussing logistics on tote replacement for residents**
- **Received comments from** constituent Gainesville Supervisor Bob Weir on proposed budget. Liaisons and staff to meet with Mr. Weir to discuss

Respectfully,

TracyLynn Pater, Vice Mayor and Joe Pasanello, Council Member

“Everyone’s Home Town”
www.townofhaymarket.org

Attachment: Town Memo for Finance May (6629 : Finance Liaison Report)



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 10 am - 3pm

Read Aloud sign up is full. Current participants include:

- Mayor Ken Leursen
- 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:

6/18 @ 4-6 pm - Confirmed Cookies & Cream participation

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)**

“Everyone’s Home Town”
www.townofhaymarket.org

Spring 2025: High School Youth in Government Program

Best,

Mary

Mary Ramirez

Councilwoman

Attachment: Community liaison report (6631 : Community Relations Liaison Report)



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

Memorandum

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

The Planning Commission meeting on May 20, 2024 included and addressed the following:

- Public Hearing for Comprehensive Plan Amendment (Resolution #2024-04)
 - Update to the Town’s Comprehensive Plan to align with current zoning ordinance when it comes to the definition of a historic resource. Instead of defining historic buildings as those that are 50+ years old, the definition is being updated to “... all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources...”
- Public Hearing for Zoning Text Amendment (Resolution #2024-05)
 - The Town 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 must now be amended to be fully compliant with DEQ requirements.

Respectfully Submitted,

Alexander Beyene
Councilmember

“Everyone’s Home Town”
www.townofhaymarket.org



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 / May 2024

The May 2024 ARB meeting was cancelled.

At its June meeting, the ARB will again take up review of the ARB Design Guidelines and Old and Historic Overlay District Boundary.

Respectfully submitted,

Marchant Schneider
ARB Chair

Attachment: ARB Liaison Report May 2024 (6634 : Architectural Review Board Liaison Report)

Town of Haymarket

Proposed FY2025 Budget

Proposed FY2025 Budget	Actuals for FY2019	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	05.29.2024	Budget for FY2024	Proposed Changes	Proposed FY2025 Draft Budget	Percentage	Comments
Income											
3110 · GENERAL PROPERTY TAXES											
3110-01 · Real Estate - Current	361,088.09	376,124.12	368,969.64	366,123.33	398,736.41	447,701.64	455,783.00	44,555	500,338	9.8%	Est. \$450,754,800 for real estate assessments for 2024; keeping flat tax rate of .111 per \$100 ; subtracted the exempt properties as they will not be taxed (\$7,473,900) Advised by County will probably not change much; assessments won't be done until October 2024
3110-02 · Public Service Corp RE Tax	11,778.30	14,174.08	13,835.01	13,493.59	13,066.89	13,659.92	12,600.00		12,600	0.0%	
3110-03 · Interest - All Property Taxes	90.50	470.06	499.42	935.90	958.17	655.57			0	0.0%	
3110-04 · Penalties - All Property Taxes	600.51	1,087.29	1,331.41	1,346.10	1,230.59	1,876.46	1,000.00		1,000	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	373,557.40	391,855.55	384,635.48	381,898.92	413,992.06	463,893.59	469,383.00	44,555	513,938	9.5%	
3120 · OTHER LOCAL TAXES											
3120-00 · Transient Occupancy Tax	0.00	0.00	0.00	55,651.04	225,474.54	197,424.97	225,000.00		225,000	0.0%	this is only considering the existing restaurants in Town
3120-01 · Bank Stock Tax	26,989.00	36,141.00	24,355.00	24,163.00	31,323.76	69,294.00	24,000.00		24,000	0.0%	
3120-02 · Business License Tax	200,166.48	233,161.18	217,042.12	272,150.08	382,069.09	376,361.48	250,000.00	75,000	325,000	30.0%	
3120-03 · Cigarette Tax	153,299.25	147,645.00	134,995.60	139,446.86	156,776.46	125,186.19	140,000.00		140,000	0.0%	
3120-04 · Consumer Utility Tax	160,299.60	154,839.67	153,614.80	161,880.25	148,706.83	102,790.20	158,000.00		158,000	0.0%	
3120-05 · Meals Tax - Current	721,569.04	778,012.80	887,341.25	1,039,274.04	1,277,381.09	1,208,770.06	1,375,000.00	175,000	1,550,000	12.7%	
3120-06 · Sales Tax Receipts	137,499.00	142,990.57	153,950.37	171,198.74	161,886.05	111,737.34	160,000.00		160,000	0.0%	
3120-07 · Penalties (Non-Property)	1,762.59	6,173.91	8,308.48	7,989.34	10,649.02	7,723.20	5,000.00		5,000	0.0%	
3120-08 · Interest (Non-Property)	37.42	2,564.29	69.46	374.99	1,252.48	1,379.39			0	0.0%	
Proffers	0.00	0.00	0.00	0.00	13,191.00	0.00	0.00	75,000	75,000	100.0%	Proffers from Robinson Village project for Park project
Total Development Revenue	0.00	0.00	0.00	0.00	13,191.00	0.00	0.00	75,000	75,000	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,401,622.38	1,501,528.42	1,579,677.08	1,872,128.34	2,408,710.32	2,200,666.83	2,337,000.00	325,000	2,662,000	13.9%	
3130 · PERMITS,FEES & LICENESES											
3130-01 · Application Fees	8,170.00	4,450.50	1,850.00	5,495.00	3,850.00	2,350.00	4,500.00		4,500	0.0%	Based off the federal report on January 31, 2024; maintain rates between 5.25% to 5.50% but will be reduced if there is a continue in inflation reduction. We will revisit this line item through out the fiscal year.
3130-02 · Inspection Fees	13,440.00	4,165.00	405.00	0.00	0.00	0.00			0	0.0%	
3130-03 · Motor Vehicle Licenses	2,285.00	865.00	826.50	678.00	377.00	513.00	1,000.00		1,000	0.0%	
3130-05 · Other Planning & Permits	17,705.63	33,263.05	18,537.55	9,925.00	23,975.00	10,065.00	15,000.00		15,000	0.0%	
3130-06 · Pass Through Fees	0.00	0.00	18,542.35	27,451.25	28,663.58	20,407.50			0	0.0%	
Total 3130 · PERMITS,FEES & LICENESES	41,600.63	42,743.55	40,161.40	43,549.25	56,865.58	33,335.50	20,500.00	0.00	20,500	0.0%	
3140 · FINES & FORFEITURES											
3140-01 · Fines	38,542.11	52,194.17	32,615.20	23,736.84	16,429.68	18,025.92	20,000.00		20,000	0.0%	Based off the federal report on January 31, 2024; maintain rates between 5.25% to 5.50% but will be reduced if there is a continue in inflation reduction. We will revisit this line item through out the fiscal year.
3140-02 · Asset Forfeitures	-1,427.28	0.00	0.00	0.00	0.00	0.00			0	0.0%	
Total 3140 · FINES & FORFEITURES	37,114.83	52,194.17	32,615.20	23,736.84	16,429.68	18,025.92	20,000.00	0.00	20,000	0.0%	
3150 · REVENUE - USE OF MONEY											
3150-01 · Earnings on VACO/VML Investment	11,688.69	12,726.17	488.03	-10,555.52	12,729.02	15,578.64	13,500.00	-3,500	10,000	-25.9%	Based off the federal report on January 31, 2024; maintain rates between 5.25% to 5.50% but will be reduced if there is a continue in inflation reduction. We will revisit this line item through out the fiscal year.
3150-02 · Interest on Bank Deposit	6,557.58	4,098.49	0.00	0.00	0.00	0.00			0	0.0%	
3150-03 · Interest on Bank Deposits	10,560.64	9,032.04	5,039.84	8,520.31	53,310.67	147,115.40	89,500.00	-29,500	60,000	-33.0%	
Total 3150 · REVENUE - USE OF MONEY	28,806.91	25,856.70	5,527.87	-2,035.21	66,039.69	162,694.04	103,000.00	-33,000	70,000	-32.0%	
3151 · RENTAL (USE OF PROPERTY)											
3151-01 · Suite 200 Stronger Fitness LLC	0.00	9,111.63	828.33	0.00	0.00	0.00			0	0.0%	
3151-02 · 15026 Suite 210 Body Mind	0.00	6,202.28	6,792.50	4,764.27	0.00	0.00			0	0.0%	
3151-03 · Suite 208 Dent-ology Inc	0.00	3,024.00	0.00	0.00	0.00	0.00			0	0.0%	
3151-04 · Suite 208 B&B Security	0.00	9,827.60	10,733.34	6,460.45	3,341.50	0.00			0	0.0%	
Suite 110 Rental Income	21,424.34	0.00	0.00	0.00	0.00	0.00			0	0.0%	
315110 · Suite 200 Genesis Contracting	2,010.00	0.00	0.00	0.00	0.00	0.00			0	0.0%	
3151-05 · Suite 202 Metis Group	4,235.00	367.50	0.00	0.00	0.00	0.00			0	0.0%	
3151-06 · Suite 204 MAC-ISA	5,040.00	6,300.00	6,720.00	6,944.00	5,880.00	0.00			0	0.0%	
3151-07 · Haymarket Church Suite 206	0.00	32,592.00	33,569.76	34,576.80	35,614.20	40,682.78	49,207.00		49,207	0.0%	

Attachment: Proposed Draft FY2025 Budget_05.06.2024_v11 with CIP_05.30.2024 (6642 : FY25 Budget Presentation)

Town of Haymarket

Proposed FY2025 Budget

Proposed FY2025 Budget	Actuals for	Actuals for	Actuals for	Actuals for	Actuals for	Budget for	Proposed	Proposed	Percentage	Comments	
	FY2019	FY2020	FY2021	FY2022	FY2023	05.29.2024	FY2024	Changes			FY2025 Draft Budget
6560 · Payroll Processing Fees	-0.02	0.03	-0.02	0.05	-0.04	-0.01					
Total EMPLOYEE BENEFITS	-0.02	0.03	-0.02	0.05	-0.04	-0.01					
Total 94105 · PERSONNEL	-0.02	0.03	-0.02	0.05	-0.04	-0.01					
94106 · TOWN CENTER MASTER PLAN											
9410601 · Architectural/Engineering Fees	45,970.84	0.00	0.00	51,237.68	22,795.11	2,046.78	50,000.00		50,000	0.0%	
9410602 · Construction (Renovations)	0.00	138,273.52	0.00	0.00	0.00	0.00					
Total 94106 · TOWN CENTER MASTER PLAN	45,970.84	138,273.52	0.00	51,237.68	22,795.11	2,046.78	50,000.00	0.00	50,000	0.0%	
94107 · BLIGHT MITIGATION											
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	0.00	0.00					
94107 · BLIGHT MITIGATION - Other	0.00	2,595.00	171.24	0.00	0.00	0.00	40,000.00		40,000	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	2,595.00	171.24	0.00	0.00	0.00	40,000.00	0.00	40,000	0.0%	
94108 · Capital Improvement Funds Expense			27,617.00	20,800.00	0.00	9,870.00	326,332.00	-152,945	173,387	-46.9%	
9410801 · Washington Street - Streetscape								55,000	55,000	100.0%	to fund Pole purchases; baskets; etc.; 55k of the 155K carryover surplus
9410802 · Sidewalk Repairs								50,000	50,000	100.0%	to fund sidewalk replacement work; 50k of the 155K carryover surplus
9410803 · Town Gateway Signs								50,000	50,000	100.0%	to fund entering Town signs; 50k of the 155K carryover surplus
9410804 · Town Website								50,000	50,000	100.0%	Website upgrade (ARPA Funds)
94109 · Storm Water Grant Match	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	-40,000	0	-100.0%	to remove a one time FY2024 expense
Total Expense	2,082,265.58	2,582,139.28	2,308,796.89	2,279,480.41	2,629,773.79	2,418,573.75	4,415,673.00	-321,584	4,094,089	-7.3%	
Net Ordinary Income	202,892.12	212,149.79	288,210.77	531,044.16	729,414.46	994,188.89	0.00		0	0.00%	
Other Income/Expense											
Other Income											
50000 · CARES Act Funds	0.00	0.00	226,993.88	68,458.12	0.00	0.00					
50001 · American Rescue Plan Funds	0.00	0.00	0.00	0.00	0.00	0.00					
Total Other Income	0.00	0.00	226,993.88	68,458.12	0.00	0.00					
Other Expense											
97000 · CARES Act Expenses	0.00	0.00	226,993.88	68,814.00	0.00	0.00					
97001 · American Rescue Plan Expenses	0.00	0.00	0.00	0.00	0.00	0.00					
Total Other Expense	0.00	0.00	226,993.88	68,814.00	0.00	0.00					
Net Other Income	0.00	0.00	0.00	-355.88	0.00	0.00					
Net Income	202,892.12	212,149.79	288,210.77	530,688.28	729,414.46	994,188.89	0.00		0		

Attachment: Proposed Draft FY2025 Budget_05.06.2024_v11 with CIP_05.30.2024 (6642 : FY25 Budget Presentation)



Town of Haymarket
2024 Through 2029 Capital Improvements Plan

	Town Contributions						Total Project Costs	
	Current	Future Years						
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029		
GENERAL GOVERNMENT								
Washington Street Beautification								
Streetlights (Repairs)	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$275,000	Purchase 5 new poles each year to replace original poles (total needing replacement 33)
Street Trees, Planters, Street Beautification Projects	\$5,000		\$5,000		\$5,000		\$15,000	
Town Sidewalk (repairs)		\$100,000	\$100,000	\$100,000			\$300,000	Approximately 7500 linear feet to convert to stamped concrete, estimated \$40/linear foot
Crosswalk Improvements (Signage/Markings)	\$25,000	\$50,000		\$50,000			\$125,000	Discussion of additional measures vs. VDOT recommendation
Crosswalk Repair (Maintenance)			\$50,000		\$50,000		\$100,000	Identify areas in need of repairs
Streets, Sidewalks, Parking								
Haymarket Park Sidewalk to Bleight Drive		\$926,477					\$926,477	Move forward to FY25
Town Center Property								
Site Plan Construction		\$50,000	\$250,000	\$250,000	\$1,000,000		\$1,550,000	Discuss the actuality of funding
Security/Camera System Including Museum		\$225,000					\$225,000	Prioritize the need
Haymarket Community Park								
Demolition of Park House		\$50,000					\$50,000	Discuss the long term actions and appropriate funding
Town Park Site Plan (Engineering Design Phase)		\$100,000					\$100,000	
Construction of Site Plan (including parking improvements)			TBD	TBD	TBD			
Security/Camera System			\$50,000				\$50,000	
Town Signage								
Signage Above TH and PD Doors	\$20,000						\$20,000	Completed
Gateway Sign Program (Design, Engineering, Construction)		\$20,000	\$75,000				\$95,000	
Post & Panel Gateway Signs (Qty 2)		\$25,000					\$25,000	
Electronic Message Boards at Town Hall and Park			\$50,000					
Town Administration								
Town Website		\$50,000					\$50,000	
POLICE DEPARTMENT								
Police Cruiser	\$64,000	\$128,000	\$128,000	\$64,000		\$128,000	\$512,000	
PD Awning	\$14,000						\$14,000	
Administrative Office Modifications		\$15,000					\$15,000	Move forward to FY25
PD Cruiser Dash Mountd Cameras		\$17,225	\$17,225	\$17,225	\$17,225	\$17,225	\$86,125	
New Message Board Trailer		\$20,000					\$20,000	
PUBLIC PARKING								
Land Acquisition								Discuss
Site Plan								
Construction of Public Parking								
Totals	\$153,000	\$1,826,702	\$775,225	\$531,225	\$1,122,225	\$195,225	\$4,553,602	

Future Projects for Consideration

- Caboose Renovations/Conversion to Museum Structure
- Jefferson Street/Washington Street Intersection Improvements
- Quiet Zone Implementation