



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, April 1, 2024

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation: Rizwan Jaka, All Dulles Area Muslim Society (ADAMS)

IV. Proclamation - Child Abuse Awareness Month

V. Public Hearing: Ordinance #2024-001 - Mobile Food Establishment

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

VI. Citizen's Time

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Closed Session - Feb 26, 2024 6:00 PM
2. Mayor and Council - Work Session - Feb 26, 2024 7:00 PM
3. Mayor and Council - Budget Work Session - Mar 4, 2024 6:00 PM
4. Mayor and Council - Regular Meeting - Mar 4, 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

VIII. Agenda Items

1. Ordinance # 2024-001: Mobile Food Establishment
2. Resolution #2024-002: Budget Amendment

IX. Closed Session

1. Closed Session Motion
2. Certification

X. Councilmember Time

1. Councilmember Schneider
2. Councilmember Ramirez
3. Councilmember Gallagher
4. Councilmember Beyene
5. Councilmember Pasanello

6. Vice Mayor Pater

7. Mayor Luersen

XI. Adjournment



NOTICE OF PUBLIC HEARING TOWN OF HAYMARKET

Notice is hereby given that the Town of Haymarket Town Council will hold a public hearing on Monday, April 1, 2024 at 7 PM or as soon thereafter as may be heard at the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket VA to receive public comment on proposed Ordinance #2024-001: An ordinance to consider amending the Town Code to add mobile food establishment and associated fees to the Haymarket Town Code Chapter 14, Section 14-1. A full copy of the proposed ordinance is available upon request or is available for review at the Office of the Town Clerk at 15000 Washington Street, Suite 100, Haymarket, VA 20169 between the hours of 9 AM – 4 PM. The public hearing will be held in a public facility accessible to persons with disabilities. Any person with questions on the accessibility of the facility or requesting special accommodations for a disability may contact the Town Clerk at 703-753-2600 x205.

If you wish to comment but cannot attend the public hearing, please send your comments to Deputy Clerk Alexandra Elswick, by April 1, 2024 at 4:00pm, via email aelswick@townofhaymarket.org or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.



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, February 26, 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

In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Pasanello attended the meeting remotely from his home through electronic communication means due to my ongoing medical condition preventing him from physically attending the meeting.

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

II. Closed Session

1. Motion

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

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

2. Certification

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

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

3. Directive from Closed Session

Councilmember Gallagher moved to implement the merit pay salary adjustments as discussed and agreed upon in the Closed Session. Mr. Gallagher also moved that the Finance Liaisons to direct the Treasurer to implement these changes and for the Mayor and Vice Mayor to discuss these changes with the Town Manager and the Chief of Police

Minutes Acceptance: Minutes of Feb 26, 2024 6:00 PM (Minute Approval)

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

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

III. Adjournment

With no other business discussed during the Closed Session, Vice Mayor Pater moved to adjourn seconded by Councilmember Gallagher. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Feb 26, 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, February 26, 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

In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Pasanello attended the meeting remotely from his home through electronic communication means due to my ongoing medical condition preventing him from physically attending the meeting.

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

II. Pledge of Allegiance

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

III. Agenda Items

1. Crossroads Arts Alliance Presentation and Discussion

Town Manager Emily Kyriazi shared that in the Council packet was a brief snapshot of the Crossroad Arts Alliance and what they have done for the community in a short period of time of them being in the Town Museum. She shared that after the presentation from the Arts Alliance, she would like to discuss the cost the Town has incurred over since they have occupied the building and the benefits of them being in the building. Mrs. Kyriazi asked that the Council extend the partnership with the Alliance until the end of the calendar year. Mrs. Kyriazi encouraged the Town Council to have a Q&A with the members. At this time, Mrs. Kyriazi invited Kerri Molina, President of Crossroads Arts Alliance, to the podium for their presentation. Mrs. Molina stated that the Crossroads Arts Alliance is an all volunteer whose mission is to cultivate historic Crossroads community by providing experiences in the arts to inspire, engage, educate and entertain. She stated that thanks to the Town Council, they have been able to use the historic Haymarket Museum since October 1, 2023, their very first gallery show. She shared that they displayed the arts of the seven board members, who were the only ones in the organization at that time. She continued to share that the board could not wait to hold events that would be in tandem with Haymarket Town events. She shared that their first event, Haymarket Day, did not disappoint. Mrs. Molina continued to share other events. She stated that every time the museum is open, they are not only connecting the arts and the community but they are promoting Haymarket. She also shared since their first opening with 7 board members, the board and members has grown and they have over 20 artists showing their crafts at events. She provided information about future gallery shows and classes throughout the spring and summer. She continued to share events for the fall and a special events in conjunction with Haymarket Day and the Christmas and Holiday Event. She shared that the Alliance plans to partner with more local businesses, participate in Arts/Council activities, improve their website, and more marketing in newspapers and magazines. She stated that there are cost sharing opportunities that would benefit the Town and Crossroads Arts Alliance and would like to discuss those options with the Town Manager and Vice Mayor. Mrs. Molina concluded that the Arts Alliance is grateful for the opportunities so far. At this time, she gave others from the Arts Alliance an opportunity to speak to Council thanking them for the use of the museum. There was a question and answer period from the Town Council.

Town Manager Emily Kyriazi provided the basic utility costs for the building. She also provided the commissions that the Town earned thus far from the Arts Alliance. She shared that if the

Minutes Acceptance: Minutes of Feb 26, 2024 7:00 PM (Minute Approval)

Town wanted to open the museum and staff it, there would be an additional cost of \$640 with staffing on a part time basis. She stated that the Town is gaining in a beneficial manner with having the Arts Alliance in the building because they are helping the Town draw people in that they would possibly spend more time and money in the Town. Mrs. Kyriazi shared that with the Arts Alliance in the building, they alert staff when of things that may need immediate attention that otherwise would go unnoticed. Mrs. Kyriazi stated that the Arts Alliance is a very responsible and good tenant and recommends a continued partnership with them. She opened the floor for additional questions or comments. The Council items such as upgrading the internet service in the building, getting a full one year comparison of costs, and the benefits of having the Arts Alliance in the building during the Farmer's Market season. Mrs. Kyriazi shared ideas of incorporating the Arts Alliance to showcase Haymarket's history even further. She proposed the next steps: 1. better advertising of the space availability to rent on the 2nd and 4th weekends except for Sunday; 2. The Arts Alliance operate the majority of the Farmer's Market Sundays; 3. A community engagement survey from the residents on additional services that they would like to see in the space; 4. work together with the Arts Alliance to set a community calendar so that the Town can better advertise their programs; 5. staff will complete a detailed report of incurred costs; 6. discuss other goals and objectives to bring to the Town Council in November 2024. A discussion followed on renting the museum with the Arts Alliance having their product in the building.

With no objections, the Town Council directed the Town Manager to move forward as discussed.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez presented the Monthly Financial Report. He reported that staff sent out supplemental real estate tax bills on the town houses being completed and occupied in Crossroads Village, which has increased that revenue line item. He also shared that meals tax revenue is still trending ahead of expected revenue for this budget year.

With no questions on the monthly report, Mr. Gonzalez shared that he has reviewed the two RFP's. The first RFP was for auditing services. He shared that staff will be awarding the bid to the existing auditor. The second RFP was for trash service. He shared that he and the Town Manager held a required pre bid zoom meeting. He shared that the Town will be receiving 3 bids and will decide during the budget season as to who they would award the bid to.

Lastly, Mr. Gonzalez presented the FY25 budget schedule for Council review.

3. Snow Removal Policy

Town Manager Emily Kyriazi presented a memo on the snow removal. She shared that she would like to bring back numbers so that everyone is aware what staff is proposing to do. She stated that because of the last snow events, there was a determination that the Town of Haymarket should be the responsible party for all streetscape sidewalks, including Washington Street within the Town limits and the shared use path on Jefferson Street. She gave approximate costs for spreading pre-treatment and post treatments options in house by the Town's Maintenance person versus the current rate of a contractor. Mrs. Kyriazi proposed a specified funded amount for snow removal and pre-treatments. She shared that if the Council is agreeable on the amount, she would continue working on the Ordinance which would include the portions that the Town of Haymarket would be responsible for, the triggers that would initiate the call to the contractor, the pre-treatment protocol. A discussion followed on the subject.

There was a suggestion to include a map with the Ordinance. Mrs. Kyriazi stated that she would include a detailed map to differentiate the service area that the Town would be responsible for and what company would be responsible for all subdivisions and communities within the Town limits. After the discussion, Mrs. Kyriazi shared that she will put this item on the next work session agenda for further discussion.

4. Mobile Food Establishment Ordinance Discussion

Town Manager Emily Kyriazi distributed the results of the survey to the Town Council. Mrs. Kyriazi stated that the packet contained the red line version and the clean version of the Ordinance since the last meeting. She stated that staff considered the recommended changes from the citizen and Council at their last meeting. Vice Mayor Pater shared that she visited some businesses and dropped off the survey for them to participate. A short discussion ensued on the subject of the Ordinance. Councilmember Beyene apologized for dragging the subject for so long. He stated that he is aware that the rest of Council is ready to act and that he would like to proceed in voting on the Ordinance at the next meeting. There was a question if the Town

Attorney reviewed and provided any suggestive language to the Ordinance. There was a discussion on enforcement and appeal hearing language in the Ordinance, along with a discussion on meals tax enforcement. Town Manager Emily Kyriazi stated that she will follow up with legal counsel on the questions and will have the Ordinance before them at the next meeting.

IV. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Feb 26, 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, March 4, 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

In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Pasanello attended the meeting remotely from his home at 6895 Track Court through electronic communication means due to his ongoing medical condition preventing him from physically attending the meeting.

Also, In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Schneider attended the meeting remotely from his home at 6856 Jockey Club Lane through electronic communication means due to a recent illness preventing him from physically attending the meeting.

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

II. Agenda Item

1. Budget Work Session

Town Manager Emily Kyriazi began the work session with a presentation of the proposed budget and highlighted a few items. She stated that one of the biggest items for discussion that is affecting the budget is the trash service. She stated that the goal is for Council to review the first draft for any questions or to provided any requested edits to the Town Treasurer. She stated that the staff will then proceed with a line by line explanation at the March 25th Work Session. She shared that the Town had significant growth over the year with an additional 117 town houses, an additional 20 single family homes, and roughly 42,000 square feet of commercial development. With the new growth comes 11 new businesses already open with 7 of them being meals tax paying businesses. She continued to state that with all this growth in mind, the Town Council recently had a strategic planning work session at a meeting establishing the 3 top priorities as the town park, the public parking options and the Town Center. Mrs. Kyriazi shared that other areas of improvement that needs to be worked on and planning for in the CIP is the Washington Street streetscape repairs, the Town Park pavilion construction and the expansion of the Police Department. She stated that employee retention and continued education for staff and Council is also a priority. She shared that the budget is showing a maintained real tax rate at .111 per \$100 of assessed value. She stated that in the proposed budget this will help provide the funding needed for the above listed priorities.

After Mrs. Kyriazi highlighted items in the administrative portion of the budget both on the revenue and expenditure side, she handed the floor over to Chief Sibert for the Police Department section of the budget. Chief Sibert stated that he has requested an additional 2 FTE's and the extra expense associated with it has raised the budget overall. To accommodate this he reduced the overtime premium along with part time wages to allocate those resources accordingly. He also stated that the overtime select line was negated since the department has been able to be reestablished with the DMV grant program.

Mrs. Kyriazi continued to go over the rest of the budget line items, particularly the increase in trash services for the Town. She stated that an RFP went out in February because the current trash contract expires in June. She shared with the Town Council that estimated increase could be 79.7% over the current contract for trash services. She stated that she would be discussing with the Finance Liaisons an alternative schedule that could lower that number. A short

Minutes Acceptance: Minutes of Mar 4, 2024 6:00 PM (Minute Approval)

discussion followed. She continued with the line items to the Town Council including CIP projects.

The Town Council discussed some of the line items on the budget. The staff was tasked to bring back what an equalized tax rate would look like, the Gateway signs on each end of Town including a wayfinder sign on Interstate 66, a full impact and cost for each position requested in the Police Department portion of the budget and an org chart, the reasons for the increases in trash services, After the discussion, Mrs. Kyriazi invited the Council to speak with either herself, Mr. Gonzalez, or Chief Sibert if they had any questions or suggestions to the draft budget before the next work session at the March Work Session.

III. Recess

At this time, the Town Council took a brief recess to set up to give staff time to set up for the Regular Monthly Meeting.



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 4, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Pasanello attended the meeting remotely from his home at 6895 Track Court through electronic communication means due to his ongoing medical condition preventing him from physically attending the meeting.

Also, In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Schneider attended the meeting remotely from his home at 6856 Jockey Club Lane through electronic communication means due to a recent illness preventing him from physically attending the meeting.

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

II. Pledge of Allegiance - Girl Scout Troop #90054

Mayor Luersen invited everyone to stand for the Pledge of Allegiance since Girl Scout Troop #90054 was unable to attend the evening's meeting.

III. Invocation - Bishop Dan Ricks, The Church of Jesus Christ of Latter Day Saints Gainesville Campus

Mayor Luersen invited Bishop Ricks to the podium to give the evening's invocation.

IV. Community Spotlight- Frances Robin, Virginia Women and Family Support Center (Carried to Full Term)

Mayor Luersen invited Frances Robin to the podium for the Community Spotlight portion of the meeting. Mrs. Robin thanked the Town Council for the relationship that has been built over the past 8 years. She shared that when the organization first started out to create the vision that is now known as the Virginia Women and Family Support Center began at a Town Council meeting. She shared that she appreciated the trust the Council has placed in the organization since the vision was first discussed and now. She shared that since their opening in 2016, the organization has serviced so many families within the community with not only items but support. She stated that since the opening, there has never been a period that there were not families in the house. She also shared that the organization has been growing since its conception with 3 locations with the area. She shared that they started out as Carried To Full Term. But because of the needs now for not only pregnant and homeless women, the need for full family support system has evolved focusing on housing and homelessness, trauma care, education and maternal health. This now focuses on a more robust approach in providing support and resources for women who already have children as well as pregnant at risk women. Mrs. Robin shared information on their recent event on April 20th, the Breaking Cycles Womens Conference, to help women understand and build relationships and get resources.

V. PWC Board of Supervisor Bob Weir Quarterly Update

Gainesville District Board of Supervisor Bob Weir attended the evening's meeting to give the quarterly update on items affecting the Haymarket area. He shared that the County budget is going up significantly. He shared that the advertised real estate tax rate could increase real estate taxes as much as \$246 but

Minutes Acceptance: Minutes of Mar 4, 2024 7:00 PM (Minute Approval)

that the Board is also looking at a equalized rate which is more likely. He shared other budget line items that he will be focusing on. He encouraged anyone that has any questions on the County budget to reach out to his office or him directly. He shared that there is going to be a lot of development in the area. He gave a brief update on the Highpoint project that the Town is also involved in. He shared of the commercial development starting on the other side of the Home Depot on Route 55, mixed use development at Heathcote and Route 15 North, and a high density development off of Catharpin and an additional high density development on the south side of the Town. He stated that with the Town's increase in residential units and those in the surrounding area his concern that there isn't enough school capacity. He gave some transportation updates with the new traffic pattern construction at Catharpin and Route 55. He asked for any questions from the Town Council.

There was a question on school limitations and if the Board is actively addressing. Mr. Weir shared that he has been looking at the numbers from a few schools but will continue to follow up on the study. He shared that the County Board cannot do anything because of the revenue sharing and can't make the School Board do anything in any circumstance. A discussion continued on the subject. There was also a discussion on transportation and the traffic flow into Town with the new construction at Heathcote and Route 15. The question raised was to help relieve some of the bottlenecks in the Town. Mr. Weir stated that if there was plans to widen Old Carolina south of Town, he would seek County support in the traffic flow to alleviate the some of the congestion through the Town. He said that was taken out of the County Comp plan a couple years ago and now only showing half section turn lanes. He stated his concern is not only in Town but the impact that the development will have at Old Carolina and Route 29 outside of Gainesville. There was also a question on the shared use path on the north side of Jefferson Street toward Heathcote. Mr. Weir answered that the path will connect from the bridge to Heathcote on the east side but it could take up to 3 years. There was also question on the south side of Jefferson Street path. Mr. Weir stated that there is a chunk of federal funding available that could address the south side of Jefferson Street. A discussion followed on the subject of the quiet zone.

VI. Citizens Time

Marie Turner, Fayette Street, addressed the Town Council on two items. She first complimented the Town's Maintenance Supervisor, Matt Burrows, on the amount of work he does for the Town and stated that she hopes he is given the same opportunity for schooling and training as the rest of staff. The other item was on the subject of the website. She stated that she is disappointed in the lack of content on the website. She stated that she would like to see the website current. She gave examples on items the website that doesn't work. She also addressed the recent Youth in Government program and suggested that the focus group should have been on high school students. She suggested that the Town partner with a community college or university to obtain an intern that can rebuild the Town's website.

Town Manager Emily Kyriazi read a thank you letter from Wakefield School into the record. The letter thanked the Town for their contribution to latest fundraiser event and support.

VII. Consent Agenda

Mayor Luersen asked if Council would like to pull any reports or minutes from the Consent Agenda. Councilmember Schneider asked to have the Planning Commission liaison report pulled from the Consent Agenda.

Councilmember Pasanello moved to adopt Consent Agenda Items A:1-3; B:1-5; and C:1-3 and 5. Councilmember Gallagher seconded the motion. The motion carried.

After the discussion on the Planning Commission liaison report, Councilmember Pasanello moved to adopt Consent Agenda Item C:4. Councilmember Ramirez seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Work Session - Jan 29, 2024 7:00 PM

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

2. Mayor and Council - Closed Session - Feb 5, 2024 6:00 PM

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

3. Mayor and Council - Public Hearing/Regular Meeting - Feb 5, 2024 7:00 PM

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

B. Department Reports

- 1. Town Administration Report
- 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 Updates

Councilmember Schneider shared that there was mention of the Grayson Overlook project and the one mile review at the last ARB meeting. He asked Councilmember Beyene if there was an ability to look at the traffic impact study from that project. He asked for Mr. Beyene or staff to follow up on the subject. Mr. Beyene shared that he will take a look but didn't not think that they provided a study. A short discussion followed on the subject.

5. Architectural Review Board Updates

VIII. Agenda Items

1. Ordinance 2024-001: Mobile Food Establishment

Town Manager Emily Kyriazi shared that the survey for mobile food establishment ordinance had closed and provided the most recent results to the Town Council. She said that since the last meeting, staff made substantial modifications to the ordinance and would like to hold another public hearing for transparency. She asked for a directive to proceed with a public notice to hold a public hearing at the April regular monthly meeting. A short discussion followed on the subject of a hearing within the ordinance.

With no objections, the Town Council directed to proceed with a public notice. No other action was taken at this time.

IX. Councilmember Time

1. Councilmember Gallagher

Councilmember Gallagher reminded everyone of the primary elections being held the next day. He also shared that with Spring around the corner, he is looking forward in getting out to visit the community and listening to what's important to the constituents.

2. Councilmember Ramirez

Minutes Acceptance: Minutes of Mar 4, 2024 7:00 PM (Minute Approval)

Councilmember Ramirez thanked Frances Robin for attending the evening's meeting and sharing the new concept of her organization to the Town Council. She also shared an event that Bruster's ice cream was doing that weekend. She addressed some of comments regarding the Youth in Government program. She stated that she was impressed with age group that she worked with. She stated that they were focused, mature and showed exemplary work. She also stated that she has been looking at engaging with an older group in the near future.

3. Councilmember Schneider

Councilmember Schneider stated that he noticed the new pedestrian crosswalk sign and wanted to thank whomever got it installed. He also shared that there is a Town Council election in the fall and encouraged those interested in serving to fill out the appropriate forms. He stated that the deadline to file is June.

4. Councilmember Beyene

Councilmember Beyene did not have anything to report.

5. Councilmember Pasanello

Councilmember Pasanello also shared that the filing season to run for Council is now open and that the deadline is June 18th. He also shared a concern about the intersection of Washington Street and the side street near Parrando's. He asked if a stop sign could be installed at the side street. He asked staff to follow up with VDOT. Town Manager Kyriazi shared that she would look back at her notes from a meeting she recently had with VDOT on that subject.

6. Vice Mayor Pater

Vice Mayor Pater did not provide a written report since she was absent.

7. Mayor Luersen

Mayor Luersen shared that he would be holding his monthly Walk with the Mayor on Saturday at 9 am.

X. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Mar 4, 2024 7:00 PM (Minute Approval)

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	Emily K		Shipment of all equipment			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. We should be able to go live in April with the CivicPlus software.
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 Group on a change order discussion/request regarding the Crosswalk Study, Landscape Plan and Lighting Plan. UPDATE: Crosswalk Study submitted to VDOT -- awaiting approval.
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					Worked with GOGov App to complete a Demo and learn more about GOGov App products. Received pricing for the GOGov App, \$3,600/yr. Checked references with the Town of Dumfries on their service and enjoyment of the app. Will proceed with signing a contract with GOGov to launch Town of Haymarket App to better connect with residents and 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.

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA Items 7/27/2023: All outstanding items to be resolved by August 21, 2023. 9/26/2023: Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled. 10/30/2023: Town Planner to present CBPA items to Town Council for work session. 11/27/2023 Public Hearing to be held for outstanding CBPA items in the December 4th TC meeting 12/22/2023 Resolutions presented to TC passed unanimously. UPDATE 2/1/2024--2/28/2024 Town Planner will present all resolution and council minutes to DEQ Coordinator to confirm all outstanding items are resolved. 3/26/2024 Final ZTA for CBPA presented to Planning Commission, public hearing for ZTA in the April 15 PC meeting</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>Currently working with the Town Planner on the use of temporary banner signs. Friendly letters have been sent to the offending businesses. Awaiting the 15 day window to act on the next steps of the zoning violation process</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Visited or met with the following businesses: Battlefield Jujitsu, A Pup's Valley, Hidden Jules, Details, Cupcake Heaven, 1971 Coffee, Parrando's, Chickfila</p>

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

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 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					Held weekly Staff Meetings on Tuesdays
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, will bring back for April WS
Museum: Crossroads Arts Alliance	Emily/Tracylyn					Met with Kerry Molina and Nancy Clark, discussed scheduling and upcoming events
Town Hall Flooring Renovations	Emily					Developed a scope of work to renovate the flooring in the Town Hall, Common Public Space/Back Hall, and the Police Department -- Currently accepting bids and reviewing them. Will present bids to the Finance Liaisons with a recommendation to bring to the Town Council April WS.
Town Hall Property Cleanup	Emily/Matt					Working with contractors on the cleanup up the gravel lot behind Town Hall and the Town Park. Additionally, working with painter to paint Cupcake Heaven and the Washington Street Realty buildings. All improvements are being tracked in logs and documented for maintenance budgeting.
Security Door at Town Hall	Emily					Hired contractor to install a security door at Town Hall within the main vestibule area. Improving the entry way to Town Hall for the safety of the Town Hall Staff and public.
Event Coordinator (FTE) Position	Emily					Posted the Event Coordinator position for 2.5 weeks on Indeed, Website and advertised via our standard channels of communication. Received 37 applications, reviewed and narrowed down the applicant pool. Conducted interviews with the Vice Mayor, Treasurer and current Event Coordinator. A candidate was selected and offered the position, candidate has accepted the offer and will work with TM on schedules and start dates.

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

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 (Will assign the event to our new Event Coordinator) 3/5 and 3/26
Town Park/Playground	Emily K.					Shade reinstalled at the Town Park, mulch/woodcarpeting refreshed and additional material added. swing mats added to the playground 3/15
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Town Attorney reviewing the Personnel Manual and will provide suggestions. Finalized review of Personnel Manual with the Town Attorneys need to develop plan and next steps for editing

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--3/26/2024 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. UPDATE 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.

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

Robinson's Paradise	Thomas					<p>11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. 12/22/2023--2/1/2024 Lots 4 and 20 given zoning release for occupancy. 2/28/2024 Lots 7, 13, and 19 given zoning release for occupancy UPDATE 3/26/2024 Lots 10 and 14 given zoning release for occupancy</p>
Van Metre -- Robinson Village	Emily K, Thomas					<p>7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Group on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. 2/1/2024--2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. UPDATE 3/26/2024 Town Staff finalizing approval of the As Built submission for Robinson Village.</p>
Crossroads Village Center	Emily K					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. UPDATE 7/27/2023 Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Built 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--3/26/2024 none</p>
Taco Bell	Thomas					<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. UPDATE 10/30/2023-3/26/2024 construction continues</p>

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

<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--3/26/2024 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--2/28/2024 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>
<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--3/26/2024 Town Planner has given zoning release for occupancy for 8 more lots, and proffers have been collected for those 8 lots.</p>

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

Bleight Drive Townhomes	Thomas					<p>4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant 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 UPDATE 3/26/2024 Town Staff discussed next step with developer to ensure the sidewalk is included in the plan and the proper easement agreements are established to facilitate installation.</p>
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					<p>4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26/2023 3/26/2024 Town Staff are still waiting on applicant to submit bond agreement.</p>
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					<p>4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. UPDATE 3/26/2024 Site Plan Revision to be signed in the next week</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. UPDATE 2/28/2024--3/26/2024 Applicant is considering an addition to the existing structure, is coordinating with Town Planner</p>

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

Town Clerk

Board/Committee Updates	Kim					The BZA training is scheduled for Wednesday, March 27th at 6 pm. Three of five members confirmed attendance. ARB meeting for April was rescheduled to Wednesday, April 10 so that Alexandra and I can attend the VMCA Annual Conference in Charlottesville on April 17.
Agendas/Minutes	Kim					All minutes are currently uploaded on the website
Directives	Kim					All previous Town Council and Planning Commission agendas have been downloaded and ready to send to CivicPlus for migration. Still working with them on linking the live stream. Once we get that resolved, we will be ready to do the migration.

Maintenance

Tenant Buildings	Cupcake Heaven: Sump pump failed during heavy rains and snowmelt. Pumped out almost three feet of water, power washed, and treated with mold killer and disinfectant. Removed rotted insulation that fell. Replaced and disinfected air filter and assembly. Found utility light fixture broken and junction box for utility light not secured and missing cover (corrected) and foam filled all holes in wall leftover from old plumbing/electrical lines. Replaced old 1/3 horsepower pump with new 1/2 horsepower pump to keep up with heavy rainfall. Installed 6" white drip edge on siding above cellar door to stop rain water entering stair well.					
Museum	No issues/changes at this time.					
Light Poles	Bleight Drive lights are back on. Working with Sublett Services we found that Verizon subcontractor (Lambert Line Splicing) had cut our power lines to the light poles and also removed all the power lines to the light pole across the street while installing fiber cable to house located at 6720 Bleight Drive (This issue is still in progress). Noticed that light poles located in Alexandra's Keep are in disrepair (missing light fixture and loose globes), Town Manager has been advised. Light pole numbering system is done, labeling type is still in progress.					
Events: Holiday Cleanup/Farmers Market Prep	Only a few remaining holiday items need to be stored. All signage from Farmers Market is ready.					
Other	<u>Contractor/Utility Cleanup:</u> Contacting and opening multiple work orders for all utility companies to come out and fix all loose cables, drooping overhead lines, holes, broken utility boxes, sink holes in sidewalks, and any type of exposed equipment that poses a safety issue (trip hazards). Found almost all utility poles throughout town have either extra cable spools or lines that are not properly secured to utility poles. Overhead cable lines on Madison street, Bleight drive, Washington St at Fayette, and one line touching the top of Washington Street Realty are hanging down too low to safely perform maintenance on street light poles or building. Officer Galbreath obtained a direct contact for Dominion Power to replace all utility pole light bulbs that are out, almost all of which have been replaced. This will be an ongoing operation to fix the majority of issues.					

Staff

Farmers Market	Rachel					Market applications have been closed and vendors sent payment. So far, there are 45 vendors who have paid and we are waiting on 8 more to confirm. Once all applicants have paid, we will release a list to the public and begin advertising. Scheduling for Live music for every Sunday is almost complete. Vendor orientation meeting is scheduled for April 11th at 6pm at Town Hall and a Zoom meeting has been created.
Summer Concert 8/17	Rachel					Theme will be Boots, Brews, & BBQs. All bands/musical acts have been booked except for 1, we are waiting on confirmation currently. List of preferred food and drink vendors has been compiled and vendors will be emailed by April 12th

Attachment: Current Monthly Report April Mtg 2024 (6553 : Town Administration Report)

Holiday & Christmas Event 12/14	Rachel					Rentals such as showmobile & picnic tables will be ordered by April 19th
Haymarket Day 10/19	Rachel/Alex					Haymarket Day application has been adjusted for 2024 and the parade theme is under consideration. All bands have been booked except for 1, we are waiting for confirmation currently.
Social Media/website	Emily/Rachel/Alexandra					Respond to messages and comments on Facebook. Post/Re-share business end events posts on social. Create "events" on Facebook for upcoming events in town. Share local town business highlights
Newsletter	Emily/Alex					Working on 2nd Quarter Newsletter. Will go out first week of April.
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 all payments; Keep track of late invoices/fees, and payment processing for events & zoning applications. Maintain spreadsheets; File all Feb. invoices;
Office Misc.:	Alexandra					Process incoming Business License Applications; Attend Youth in Gov Mtng & begin timeline; Prepare & attend Business Roundtable meeting;
New/Old Business Updates						
New Businesses	Kai Salon Ribbon cutting will be on April 20th at 1pm and Planet Fitness hoping to open 4/16					



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: April 01, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 03.26.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 03.26.2024.
- Proffer report update
- Continue to work with accountant and auditor on FY2023 audit
- Worked on Mobile Food Establishment ordinance updates for the Public Hearing with Town Manager and Town Attorney
- Presented the proposed FY2025 budget to Town Council and worked on updates Council requested from the meeting on March 25, 2024.
- Assist Town Manager with reviews of Trash proposals
- Assist Town Businesses with License renewal questions
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of March 26, 2024

	Mar 26, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	7,625,900.09
11010 · Virginia Investment Pool	344,598.24
Total Checking/Savings	7,970,498.33
Accounts Receivable	
12000 · Accounts Receivable	110,027.92
12010 · A/R Permits	-2,122.17
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	111,911.64
Other Current Assets	
11499 · Undeposited Funds	50,827.74
Total Other Current Assets	50,827.74
Total Current Assets	8,133,237.71
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	14,335,615.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	11,036.88
Total Accounts Payable	11,036.88
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	338.85
Other Current Liabilities	
20096 · Deferred Revenue - Other	1,870,461.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	17,723.53
22000 · Security Deposits	14,067.98
22010 · Escrow Deposits	381,471.20
Total Other Current Liabilities	4,022,692.81
Total Current Liabilities	4,034,068.54

Town of Haymarket
Statement of Net Position
As of March 26, 2024

	Mar 26, 24
Long Term Liabilities	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
	681,007.47
Total Long Term Liabilities	
Total Liabilities	4,715,076.01
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,474,564.36
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,946,464.33
33000 · Amt Long Term Obligations	-479,331.67
Net Income	544,404.81
	9,620,539.83
Total Equity	
TOTAL LIABILITIES & EQUITY	14,335,615.84

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : 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	130.45	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,883.95	1,000.00	188.4%	
Total 3110 · GENERAL PROPERTY TAXES	463,375.96	469,383.00	98.7%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	145,261.20	225,000.00	64.6%	collections up to January 2024
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	Collection Mid- May 2024
3120-02 · Business License Tax	109,339.89	250,000.00	43.7%	Due date May 01, 2024
3120-03 · Cigarette Tax	102,987.37	140,000.00	73.6%	Collections up to February 2024
3120-04 · Consumer Utility Tax	85,034.78	158,000.00	53.8%	Collections up to February 2024
3120-05 · Meals Tax - Current	948,704.01	1,375,000.00	69.0%	Collections up to February 2024
3120-06 · Sales Tax Receipts	98,727.43	160,000.00	61.7%	collections up to January 2024
3120-07 · Penalties (Non-Property)	6,065.50	5,000.00	121.3%	
3120-08 · Interest (Non-Property)	306.99	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,496,427.17	2,337,000.00	64.0%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	2,150.00	4,500.00	47.8%	
3130-03 · Motor Vehicle Licenses	468.00	1,000.00	46.8%	
3130-05 · Other Planning & Permits	9,715.00	15,000.00	64.8%	
3130-06 · Pass Through Fees	17,266.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENSESES	29,599.50	20,500.00	144.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	13,027.30	20,000.00	65.1%	
Total 3140 · FINES & FORFEITURES	13,027.30	20,000.00	65.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	12,426.99	13,500.00	92.1%	Collections up to February 2024
3150-03 · Interest on Bank Deposits	108,677.43	89,500.00	121.4%	Collections up to February 2024
Total 3150 · REVENUE - USE OF MONEY	121,104.42	103,000.00	117.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	33,157.60	49,207.00	67.4%	
3151-08 · 15020 Washington Realty	42,578.91	56,772.00	75.0%	
3151-09 · 15026 Copper Cricket	18,253.98	24,338.00	75.0%	
3151-11 · Cupcake Heaven and Cafe LLC	26,790.93	35,838.00	74.8%	
3151-14 · Salman Home Realty Suite 204	5,040.00	5,600.00	90.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	
3151-16 · Stirrup For Delegation 21	3,315.00	3,315.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	136,235.09	182,169.00	74.8%	
3160 · CHARGES FOR SERVICES				
3160-06 · DCJS Grant	12,000.00	0.00	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	5,305.00	326.2%	
Total 3160 · CHARGES FOR SERVICES	17,305.00	5,305.00	326.2%	
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	58,906.49	80,000.00	73.6%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	19,305.54	12,000.00	160.9%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,533.26	12,500.00	92.3%	
3165-05 · Museum Revenue - Art	869.30	0.00	100.0%	Art Alliance
3165-06 · Town Hats	474.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	120,188.59	130,100.00	92.4%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	127.42	300.00	42.5%	
3180-01 · Citations & Accidents Reports	55.00	0.00	100.0%	

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

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	300.00	300.00	100.0%	
3180 · MISCELLANEOUS - Other	32.57	0.00	100.0%	
Total 3180 · MISCELLANEOUS	46,543.55	46,619.00	99.8%	
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	801.09	0.00	100.0%	state collected tax; based off an app
3200-05 · Communications Tax	55,145.64	80,000.00	68.9%	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	121,908.14	163,120.00	74.7%	
4002 · Transfer from ARPA Funds	0.00	926,477.00	0.0%	
Total Income	2,565,714.72	4,403,673.00	58.3%	
Gross Profit	2,565,714.72	4,403,673.00	58.3%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	732.00	2,500.00	29.3%	
111002 · FICA/Medicare	920.10	2,000.00	46.0%	
111003 · Meals and Lodging	125.79	1,000.00	12.6%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	13,150.00	25,000.00	52.6%	
Total 11100 · TOWN COUNCIL	14,927.89	30,750.00	48.5%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	293,487.47	425,469.00	69.0%	
1211002 · Salaries/Wages - OverTime	1,428.45	3,500.00	40.8%	
1211003 · Salaries/Wages - Part Time	35,058.75	55,875.00	62.7%	
1211004 · FICA/Medicare	24,411.24	36,755.00	66.4%	
1211005 · VRS	20,921.04	39,480.00	53.0%	
1211006 · Health Insurance	39,121.20	63,963.00	61.2%	
1211007 · Life Insurance	3,981.48	5,075.00	78.5%	
1211008 · Disability Insurance	2,016.72	3,360.00	60.0%	
1211009 · Unemployment Insurance	674.77	5,995.00	11.3%	
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	1,218.00	8,300.00	14.7%	
1211014 · Printing & Binding	5,280.94	8,298.00	63.6%	
1211015 · Advertising	3,016.50	9,000.00	33.5%	
1211016 · Computer, Internet & Website Svc	11,216.86	28,550.00	39.3%	
1211017 · Postage	1,535.78	4,000.00	38.4%	
1211018 · Telecommunications	4,892.55	7,500.00	65.2%	
1211019 · Mileage Allowance	277.72	1,000.00	27.8%	
1211020 · Meals & Lodging	2,098.82	3,500.00	60.0%	
1211021 · Convention & Education	1,291.15	6,000.00	21.5%	
1211022 · Miscellaneous	387.00	2,000.00	19.4%	
1211024 · Books, Dues & Subscriptions	11,756.14	16,000.00	73.5%	
1211025 · Office Supplies	3,814.05	6,500.00	58.7%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	487,296.38	769,004.00	63.4%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	60,779.83	96,702.00	62.9%	payments up to February 2024 services
Total 12210 · LEGAL SERVICES	60,779.83	96,702.00	62.9%	
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	581,404.10	939,056.00	61.9%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	365,465.53	516,406.00	70.8%	

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

3110003 · Salaries & Wages - OT Premium	17,618.87	30,000.00	58.7%	
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%	
3110004 · Salaries & Wages - Holiday Pay	25,004.93	35,541.00	70.4%	
3110005 · Salaries & Wages - Part Time	51,230.00	65,000.00	78.8%	
3110007 · Salaries & Wages - DMV Grant	4,394.79	11,856.00	37.1%	
3110012 · Salaries & Wages - PT Admin.	9,495.00	39,000.00	24.3%	
3110020 · FICA/MEDICARE	35,543.83	54,148.00	65.6%	
3110021 · VRS	23,120.31	31,604.00	73.2%	
3110022 · Health Insurance	63,054.00	72,272.00	87.2%	
3110023 · Life Insurance	5,062.23	6,146.00	82.4%	
3110024 · Disability Insurance	1,837.22	2,400.00	76.6%	
3110025 · Unemployment Insurance	642.65	3,360.00	19.1%	
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	20,405.30	28,392.00	71.9%	
3110032 · Computer, Internet & Website	2,860.00	5,000.00	57.2%	
3110033 · Postage	41.20	100.00	41.2%	
3110034 · Telecommunications	8,419.68	13,800.00	61.0%	
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%	
3110037 · Meals and Lodging	2,836.18	5,000.00	56.7%	
3110038 · Convention & Edu. (Training)	2,432.00	10,800.00	22.5%	
3110040 · Annual Dues & Subscriptions	11,592.44	17,200.00	67.4%	
3110041 · Office Supplies	4,401.36	5,000.00	88.0%	
3110042 · Vehicle Fuels	22,260.53	36,700.00	60.7%	
3110043 · Vehicle Maintenance/Supplies	10,236.63	22,000.00	46.5%	
3110045 · Uniforms & Police Supplies	29,383.10	45,901.00	64.0%	
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%	vehicle will be picked up this coming week
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%	
Total 31100 · POLICE DEPARTMENT	816,141.28	1,181,823.00	69.1%	
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	816,141.28	1,191,823.00	68.5%	
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	79,332.96	123,750.00	64.1%	For services up to March 2024
Total 43200 · REFUSE COLLECTION	79,332.96	123,750.00	64.1%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	66,095.36	105,222.00	62.8%	
4310002 · Maint Svc Contract-Pest Control	3,194.00	3,000.00	106.5%	
4310003 · Maint Svc Contract-Landscaping	20,379.31	35,000.00	58.2%	
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	13,241.52	18,593.00	71.2%	
4310008 · Electrical Services-Streetlight	2,999.82	5,500.00	54.5%	
4310009 · Water & Sewer Services	2,972.80	3,850.00	77.2%	
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	874.76	5,000.00	17.5%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	115,606.84	192,665.00	60.0%	
Total 04 · PUBLIC WORKS	196,934.74	323,628.00	60.9%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	62,489.70	96,429.00	64.8%	
60001 · Town Tourism	26,938.89	64,286.00	41.9%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	89,428.59	182,715.00	48.9%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	9,674.00	25,000.00	38.7%	
7000003 · Demolition	0.00	50,000.00	0.0%	
Total 70000 · HAYMARKET COMMUNITY PARK	9,674.00	75,000.00	12.9%	
71110 · EVENTS				

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

7111001 · Advertising - Events	1,944.00	5,000.00	38.9%	
7111003 · Contractual Services	41,064.35	64,950.00	63.2%	
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	343.43	12,000.00	2.9%	
Total 71110 · EVENTS	76,280.47	130,600.00	58.4%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	949.21	2,200.00	43.1%	
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	1,349.21	5,950.00	22.7%	
Total 07 · PARKS, REC & CULTURAL	87,303.68	211,550.00	41.3%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,675.00	5,670.00	29.5%	
8110002 · FICA/Medicare	130.63	500.00	26.1%	
8110003 · Consultants - Engineer	5,067.51	10,000.00	50.7%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	28,260.50	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	35,133.64	23,120.00	152.0%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,575.00	5,830.00	27.0%	
8111002 · FICA/Medicare	96.76	446.00	21.7%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,671.76	7,776.00	21.5%	
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	36,805.40	33,823.00	108.8%	
09 · NON-DEPARTMENTAL				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
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	188,263.47	188,269.00	100.0%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	15,251.88	39,891.00	38.2%	
9410402 · Construction	0.00	836,586.00	0.0%	
Total 94104 · Street Scape - Park Sidewalk	15,251.88	876,477.00	1.7%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01	0.00	100.0%	
Total EMPLOYEE BENEFITS	-0.01	0.00	100.0%	
Total 94105 · PERSONNEL	-0.01	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	2,046.78	50,000.00	4.1%	
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 Exps	7,730.00	326,332.00	2.4%	
94109 · Storm Water Grant Match	0.00	40,000.00	0.0%	
Total Expense	2,021,309.91	4,403,673.00	45.9%	
Net Ordinary Income	544,404.81	0.00	100.0%	
Net Income	544,404.81	0.00	100.0%	

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through March 26, 2024

Ordinary Income/Expense	Jul 1, '23 - Mar 2...	Jul 1, '22 - Mar 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	130.45	1,333.10	-90.2%
3110-04 · Penalties - All Property Taxes	1,883.95	1,165.19	61.7%
Total 3110 · GENERAL PROPERTY TAXES	463,375.96	414,176.07	11.9%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	145,261.20	152,012.46	-4.4%
3120-02 · Business License Tax	109,339.89	171,309.09	-36.2%
3120-03 · Cigarette Tax	102,987.37	105,261.13	-2.2%
3120-04 · Consumer Utility Tax	85,034.78	101,921.92	-16.6%
3120-05 · Meals Tax - Current	948,704.01	818,186.93	16.0%
3120-06 · Sales Tax Receipts	98,727.43	96,595.38	2.2%
3120-07 · Penalties (Non-Property)	6,065.50	8,364.00	-27.5%
3120-08 · Interest (Non-Property)	306.99	1,148.61	-73.3%
Development Revenue Proffers	0.00	0.00	0.0%
Total Development Revenue	0.00	0.00	0.0%
Total 3120 · OTHER LOCAL TAXES	1,496,427.17	1,454,799.52	2.9%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	2,150.00	1,525.00	41.0%
3130-03 · Motor Vehicle Licenses	468.00	180.00	160.0%
3130-05 · Other Planning & Permits	9,715.00	12,815.00	-24.2%
3130-06 · Pass Through Fees	17,266.50	13,379.08	29.1%
Total 3130 · PERMITS,FEES & LICENESES	29,599.50	27,899.08	6.1%
3140 · FINES & FORFEITURES			
3140-01 · Fines	13,027.30	10,651.30	22.3%
Total 3140 · FINES & FORFEITURES	13,027.30	10,651.30	22.3%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	12,426.99	7,157.74	73.6%
3150-03 · Interest on Bank Deposits	108,677.43	21,607.99	403.0%
Total 3150 · REVENUE - USE OF MONEY	121,104.42	28,765.73	321.0%
3151 · RENTAL (USE OF PROPERTY)			
3151-04 · Suite 208 B&B Security	0.00	2,339.05	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	5,292.00	-100.0%
3151-07 · Haymarket Church Suite 206	33,157.60	29,678.50	11.7%
3151-08 · 15020 Washington Realty	42,578.91	41,431.23	2.8%
3151-09 · 15026 Copper Cricket	18,253.98	17,722.35	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	26,790.93	28,938.58	-7.4%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	5,040.00	0.00	100.0%
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	0.00	50.00	-100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	136,235.09	125,451.71	8.6%

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through March 26, 2024

	Jul 1, '23 - Mar 2...	Jul 1, '22 - Mar 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	58,906.49	55,955.00	5.3%
3165-02 · Farmer's Market	19,305.54	9,487.50	103.5%
3165-03 · Town Ornaments	11,533.26	7,458.96	54.6%
3165-05 · Museum Revenue - Art	869.30	0.00	100.0%
3165-06 · Town Hats	474.00	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	358.00	-100.0%
Total 3165 · REVENUE - TOWN EVENTS	120,188.59	84,759.46	41.8%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	127.42	-321.68	139.6%
3180-01 · Citations & Accident Reports	55.00	40.00	37.5%
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	300.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	32.57	493.17	-93.4%
Total 3180 · MISCELLANEOUS	46,543.55	211.49	21,907.5%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	27,363.00	26,016.00	5.2%
3200-04 · Car Rental Reimbursement	801.09	186.90	328.6%
3200-05 · Communications Tax	55,145.64	51,098.34	7.9%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,405.15	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	121,908.14	116,760.30	4.4%
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	2,565,714.72	2,263,484.66	13.4%
Gross Profit	2,565,714.72	2,263,484.66	13.4%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	732.00	250.00	192.8%
111002 · FICA/Medicare	920.10	885.13	4.0%
111003 · Meals and Lodging	125.79	77.22	62.9%
111005 · Salaries & Wages - Regular	13,150.00	12,367.86	6.3%
Total 11100 · TOWN COUNCIL	14,927.89	13,580.21	9.9%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	293,487.47	214,589.20	36.8%
1211002 · Salaries/Wages - Overtime	1,428.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	35,058.75	41,373.22	-15.3%

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1, 2023 through March 26, 2024

	Jul 1, '23 - Mar 2...	Jul 1, '22 - Mar 2...	% Change
1211004 · FICA/Medicare	24,411.24	19,064.88	28.0%
1211005 · VRS	20,921.04	15,608.45	34.0%
1211006 · Health Insurance	39,121.20	27,800.95	40.7%
1211007 · Life Insurance	3,981.48	2,896.50	37.5%
1211008 · Disability Insurance	2,016.72	1,530.25	31.8%
1211009 · Unemployment Insurance	674.77	2,992.50	-77.5%
1211010 · Worker's Compensation	279.75	322.00	-13.1%
1211011 · Gen Property/Liability Ins.	19,130.00	17,802.00	7.5%
1211012 · Accounting Services	1,218.00	8,021.99	-84.8%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	5,280.94	4,690.04	12.6%
1211015 · Advertising	3,016.50	2,116.50	42.5%
1211016 · Computer, Internet & Website Svc	11,216.86	16,129.12	-30.5%
1211017 · Postage	1,535.78	1,978.78	-22.4%
1211018 · Telecommunications	4,892.55	4,978.71	-1.7%
1211019 · Mileage Allowance	277.72	231.25	20.1%
1211020 · Meals & Lodging	2,098.82	1,096.61	91.4%
1211021 · Convention & Education	1,291.15	373.90	245.3%
1211022 · Miscellaneous	387.00	0.00	100.0%
1211024 · Books, Dues & Subscriptions	11,756.14	11,627.58	1.1%
1211025 · Office Supplies	3,814.05	4,256.73	-10.4%
1211026 · Equipment Rental	0.00	1,977.65	-100.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	7,550.65	-100.0%
Total 12110 · TOWN ADMINISTRATION	487,296.38	409,009.46	19.1%
12210 · LEGAL SERVICES			
1221001 · Legal Services	60,779.83	26,673.29	127.9%
Total 12210 · LEGAL SERVICES	60,779.83	26,673.29	127.9%
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	581,404.10	449,262.96	29.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	365,465.53	328,839.46	11.1%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	17,618.87	16,384.54	7.5%
3110013 · Salaries & Wages - OT Select En	3,881.05	5,671.18	-31.6%
3110004 · Salaries & Wages - Holiday Pay	25,004.93	21,423.00	16.7%
3110005 · Salaries & Wages - Part Time	51,230.00	31,880.00	60.7%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	4,394.79	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	9,495.00	3,500.00	171.3%
3110020 · FICA/MEDICARE	35,543.83	30,368.86	17.0%
3110021 · VRS	23,120.31	23,087.63	0.1%
3110022 · Health Insurance	63,054.00	54,411.62	15.9%
3110023 · Life Insurance	5,062.23	4,642.54	9.0%
3110024 · Disability Insurance	1,837.22	1,897.91	-3.2%
3110025 · Unemployment Insurance	642.65	3,235.03	-80.1%
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	20,405.30	17,858.11	14.3%
3110032 · Computer, Internet & Website	2,860.00	2,924.99	-2.2%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	8,419.68	8,778.84	-4.1%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	2,836.18	801.86	253.7%
3110038 · Convention & Edu. (Training)	2,432.00	2,930.96	-17.0%
3110040 · Annual Dues & Subscriptions	11,592.44	12,080.09	-4.0%
3110041 · Office Supplies	4,401.36	3,462.46	27.1%

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1, 2023 through March 26, 2024

	Jul 1, '23 - Mar 2...	Jul 1, '22 - Mar 2...	% Change
3110042 · Vehicle Fuels	22,260.53	19,127.26	16.4%
3110043 · Vehicle Maintenance/Supplies	10,236.63	15,666.11	-34.7%
3110045 · Uniforms & Police Supplies	29,383.10	15,026.07	95.6%
3110052 · Office Equipment Rental	0.00	4,770.80	-100.0%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	0.00	100.0%
3110058 · DMV Grant - Payback of Reimburs	0.00	4,974.47	-100.0%
Total 31100 · POLICE DEPARTMENT	816,141.28	662,516.23	23.2%
Total 03 · PUBLIC SAFETY	816,141.28	662,516.23	23.2%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	1,994.94	0.00	100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	79,332.96	70,835.43	12.0%
Total 43200 · REFUSE COLLECTION	79,332.96	70,835.43	12.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	66,095.36	44,682.13	47.9%
4310002 · Maint Svc Contract-Pest Control	3,194.00	544.80	486.3%
4310003 · Maint Svc Contract-Landscaping	20,379.31	19,785.00	3.0%
4310004 · Maint Svc Contract Snow Removal	5,252.00	0.00	100.0%
4310007 · Electric/Gas Services	13,241.52	13,793.40	-4.0%
4310008 · Electrical Services-Streetlight	2,999.82	3,572.34	-16.0%
4310009 · Water & Sewer Services	2,972.80	3,030.25	-1.9%
4310010 · Janitorial Supplies	23.98	240.34	-90.0%
4310011 · Real Estate Taxes	573.29	915.51	-37.4%
4310015 · Maintenance - Vehicle Fuel	874.76	537.40	62.8%
4310016 · Maint - Vehicle Maintenance	0.00	875.16	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	115,606.84	87,976.33	31.4%
Total 04 · PUBLIC WORKS	196,934.74	158,811.76	24.0%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	62,489.70	76,938.66	-18.8%
60001 · Town Tourism	26,938.89	21,818.80	23.5%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	89,428.59	98,757.46	-9.5%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	9,674.00	10,434.30	-7.3%
Total 70000 · HAYMARKET COMMUNITY PARK	9,674.00	10,434.30	-7.3%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	2,094.14	-7.2%
7111003 · Contractural Services	41,064.35	51,535.50	-20.3%
7111004 · Events - Other	30,693.57	12,236.80	150.8%
7111005 · Police Department Events	2,235.12	0.00	100.0%
7111006 · Farmer's Market	343.43	0.00	100.0%
Total 71110 · EVENTS	76,280.47	65,866.44	15.8%
72200 · MUSEUM			
7220012 · Telecommunications	949.21	1,251.71	-24.2%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	1,349.21	1,651.71	-18.3%
Total 07 · PARKS, REC & CULTURAL	87,303.68	77,952.45	12.0%

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Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1, 2023 through March 26, 2024

	Jul 1, '23 - Mar 2...	Jul 1, '22 - Mar 2...	% Change
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,675.00	1,635.00	2.5%
8110002 · FICA/Medicare	130.63	160.47	-18.6%
8110003 · Consultants - Engineer	5,067.51	6,119.80	-17.2%
8110007 · Convention/Education	0.00	820.45	-100.0%
8110009 · Engineer - Pass Through	28,260.50	19,913.75	41.9%
Total 81100 · PLANNING COMMISSION	35,133.64	28,649.47	22.6%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,575.00	1,080.00	45.8%
8111002 · FICA/Medicare	96.76	62.93	53.8%
8111005 · Convention & Education	0.00	820.45	-100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,671.76	1,963.38	-14.9%
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	0.00	833.90	-100.0%
Total 08 · COMMUNITY DEVELOPMENT	36,805.40	31,446.75	17.0%
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%
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	142,744.91	168,656.89	-15.4%
Total 09 · NON-DEPARTMENTAL	188,263.47	417,980.42	-55.0%
94102 · HAYMARKET COMMUNITY PARK			
Architecture/Engineering Fees	0.00	5,000.00	-100.0%
Total 94102 · HAYMARKET COMMUNITY PARK	0.00	5,000.00	-100.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	15,251.88	25,963.75	-41.3%
Total 94104 · Street Scape - Park Sidewalk	15,251.88	25,963.75	-41.3%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01	-0.05	80.0%
Total EMPLOYEE BENEFITS	-0.01	-0.05	80.0%
Total 94105 · PERSONNEL	-0.01	-0.05	80.0%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	2,046.78	20,605.08	-90.1%
Total 94106 · TOWN CENTER MASTER PLAN	2,046.78	20,605.08	-90.1%
94108 · Capital Improvement Funds Expens	7,730.00	0.00	100.0%
Total Expense	2,021,309.91	1,948,296.81	3.8%
Net Ordinary Income	544,404.81	315,187.85	72.7%

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Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2023 through March 26, 2024

	<u>Jul 1, '23 - Mar 2...</u>	<u>Jul 1, '22 - Mar 2...</u>	<u>% Change</u>
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	<u>544,404.81</u>	<u>315,187.85</u>	<u>72.7%</u>

Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)



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: April 01, 2024
Re: Proffers Update

An update on proffers concerning Robinson Village (Van Metre) and Crossroads (Pulte) as of March 27, 2024. Below is the current proffers status from both projects and balances.

Robinson Village (Van Metre)		Proffers received as of 03.01.2023				
	Per Unit	Units	Actuals	Total for 38 Townhomes	Used	Balance Left
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 02.28.2024				
	Per Unit	Units	Actuals	Total for 79 Townhomes	USED	Balance Left
Parks & Recreation	\$ 3,792.00	59	\$ 223,728.00	\$ 299,568.00	\$ -	\$ 223,728.00
Public Safety	\$ 280.00	59	\$ 16,520.00	\$ 22,120.00	\$ -	\$ 16,520.00
Transportation	\$ 3,799.00	59	\$ 224,141.00	\$ 300,121.00	\$ -	\$ 224,141.00
Fire and Rescue	\$ 974.00	59	\$ 57,466.00	\$ 76,946.00	\$ -	\$ 57,466.00
Town Administration	\$ 171.00	59	\$ 10,089.00	\$ 13,509.00	\$ -	\$ 10,089.00
Schools	\$ 10,300.00	59	\$ 607,700.00	\$ 813,700.00	\$ -	\$ 607,700.00
	\$ 19,316.00		\$ 1,139,644.00	\$ 1,525,964.00		\$ 1,139,644.00

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

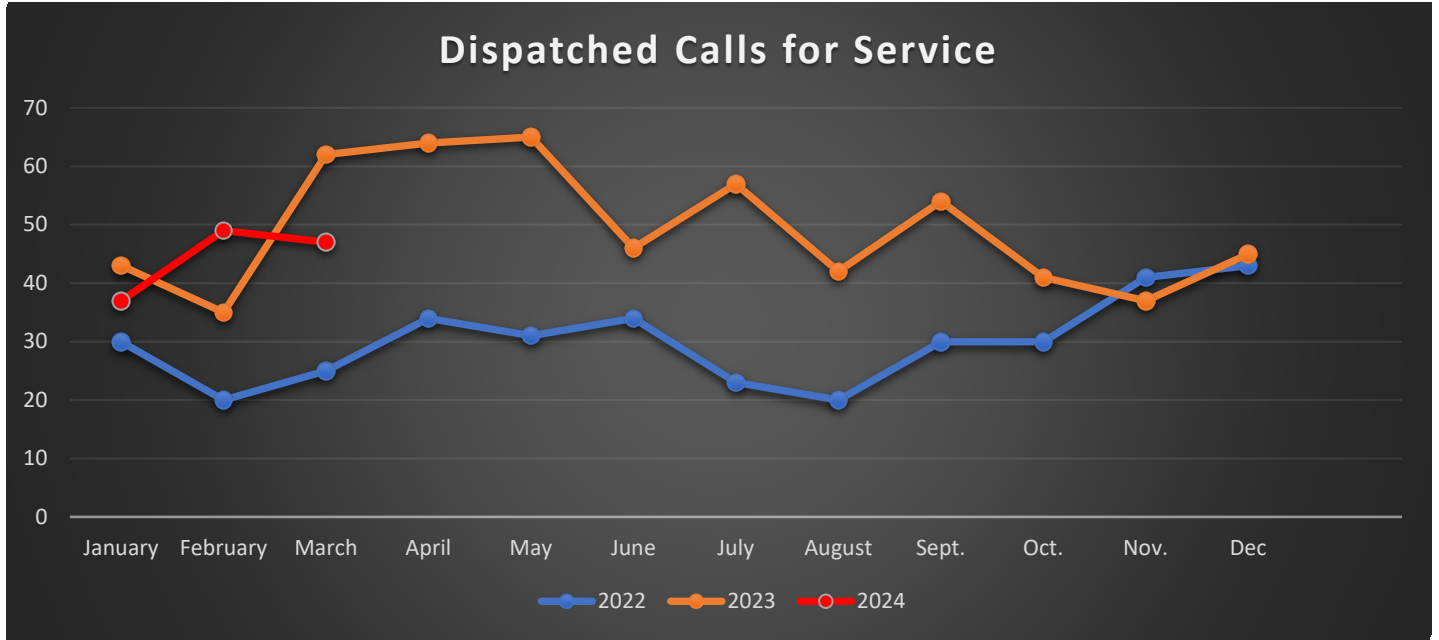
Attachment: Treasurer Monthly Report Financials 04.012024 (6554 : Town Treasurer Report)

Police Department Report to Council

Activity Period February 15, 2023 to March 14, 2024

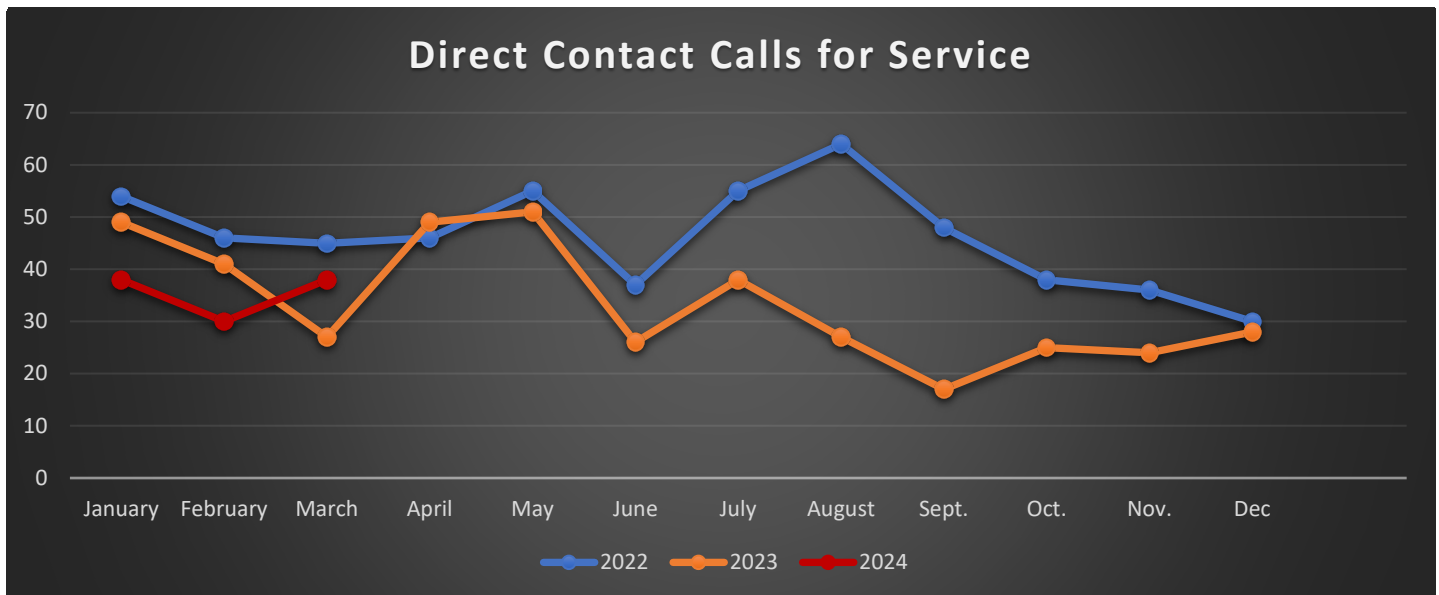
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 8
- Deferments: 3
- Non-Reportable Calls: 36



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

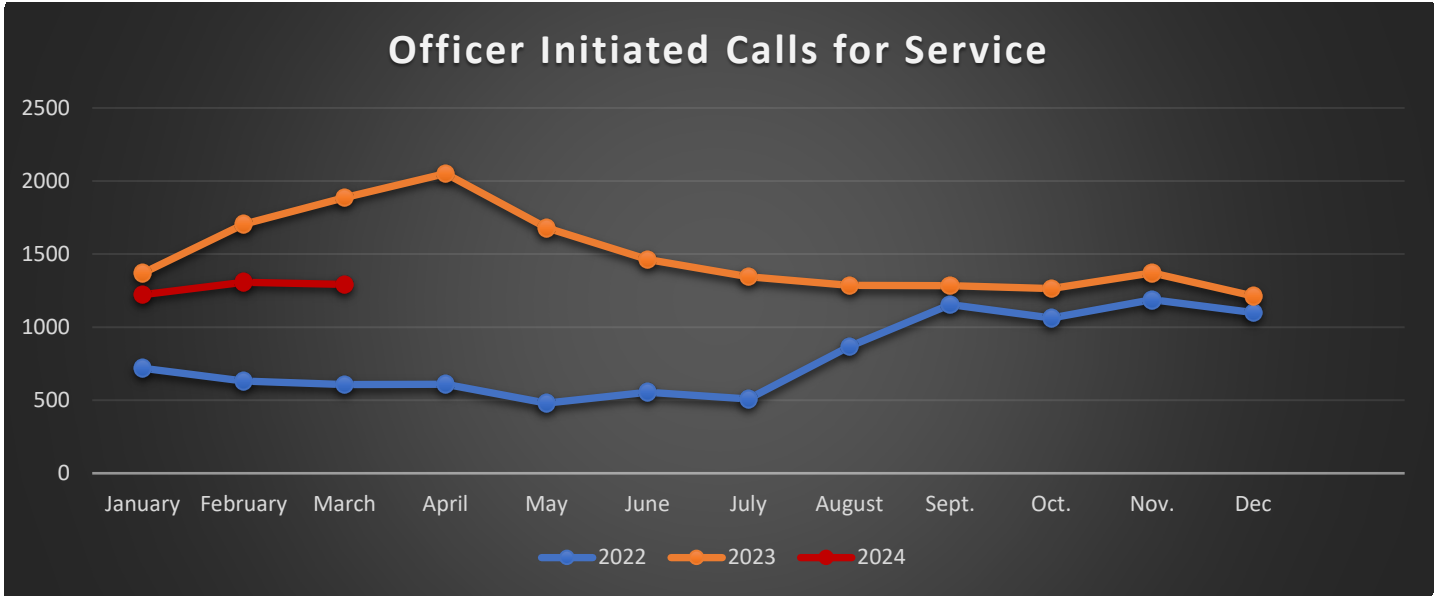
- Reportable Calls: 0
- Non-Reportable Calls: 38



Attachment: Report to council February 15 2023 to March 14 2024 (6555 : Chief of Police Report)

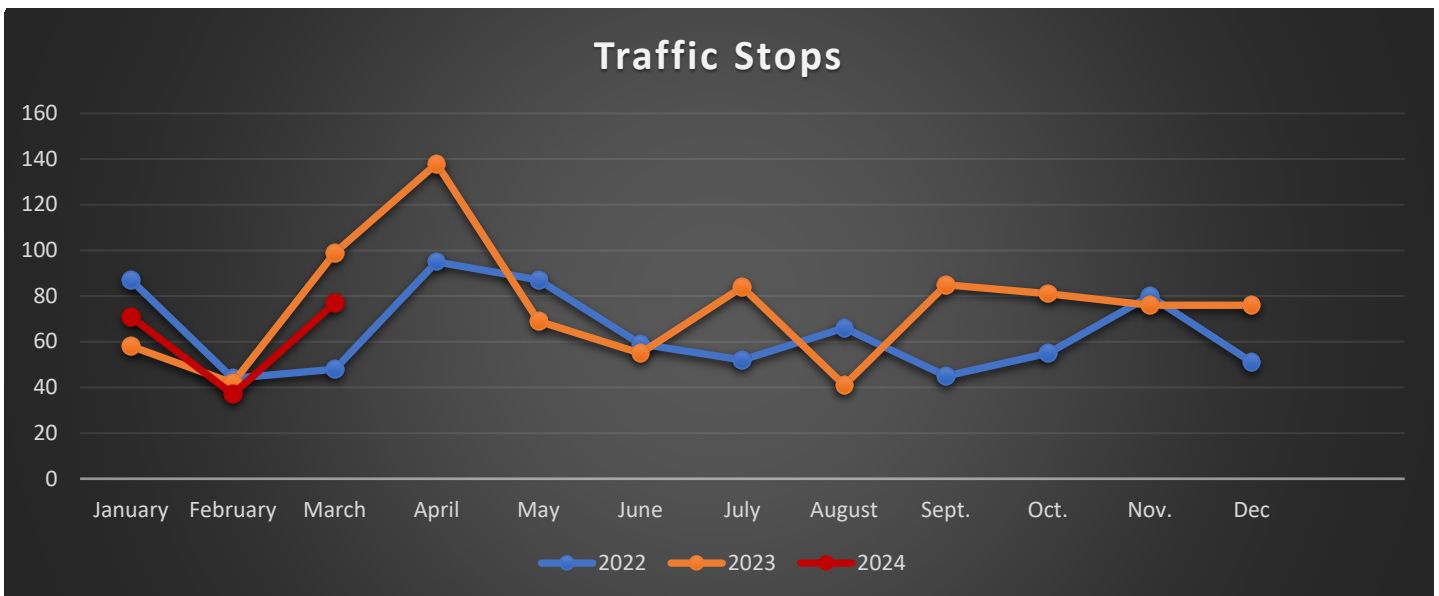
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1
- Non-Reportable Calls: 1,259
- Foot Patrols: 32



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.

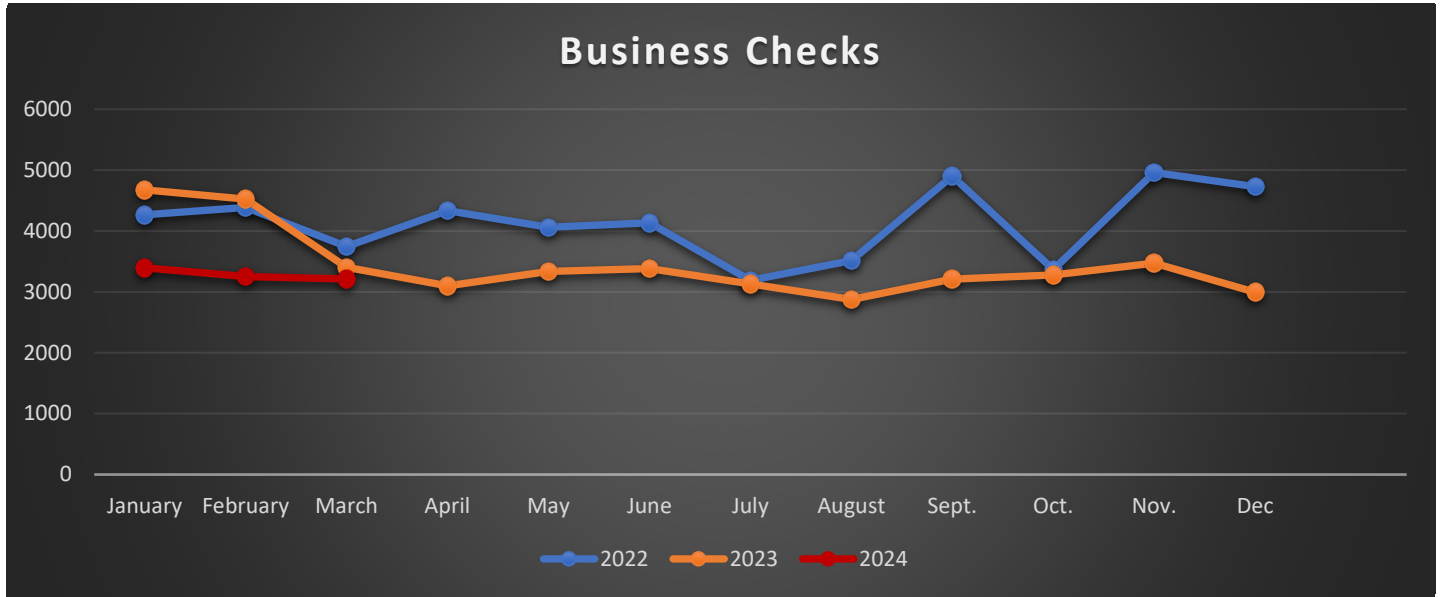
- Traffic Stops: 77
 - Summonses: 54
 - Warnings: 48



Attachment: Report to council February 15 2023 to March 14 2024 (6555 : Chief of Police Report)

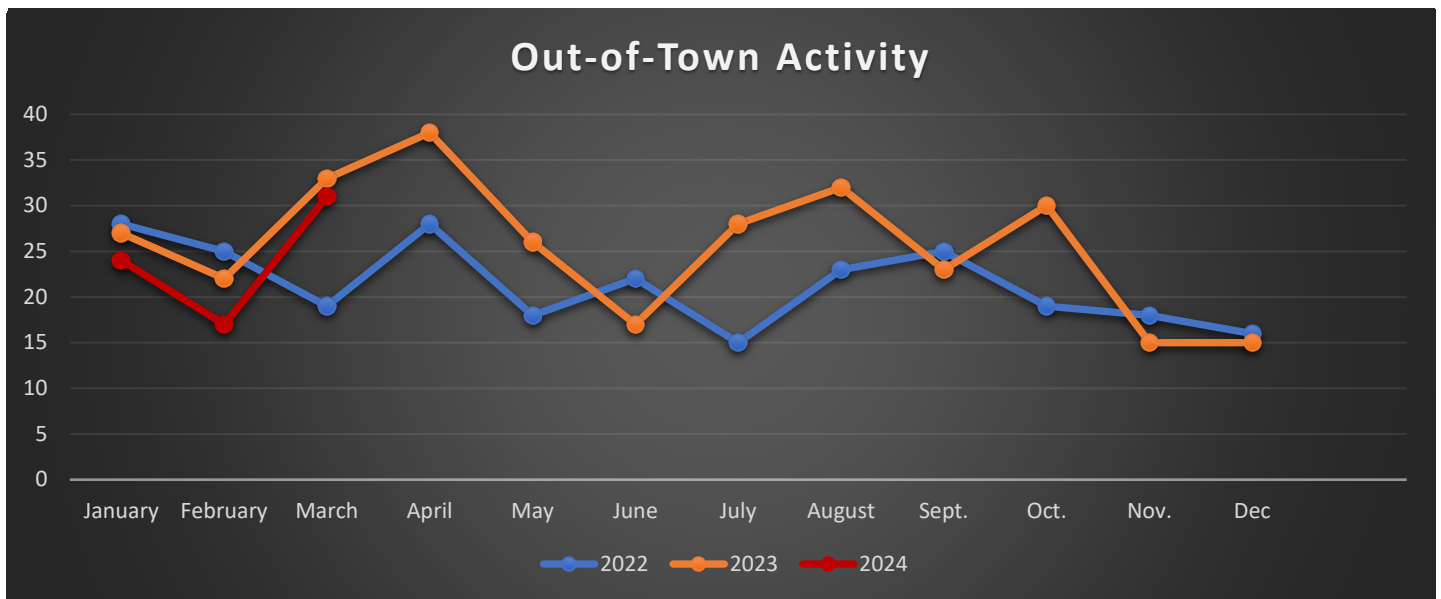
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is 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: 450
- Physical Check: 536
- Drive By: 2,226



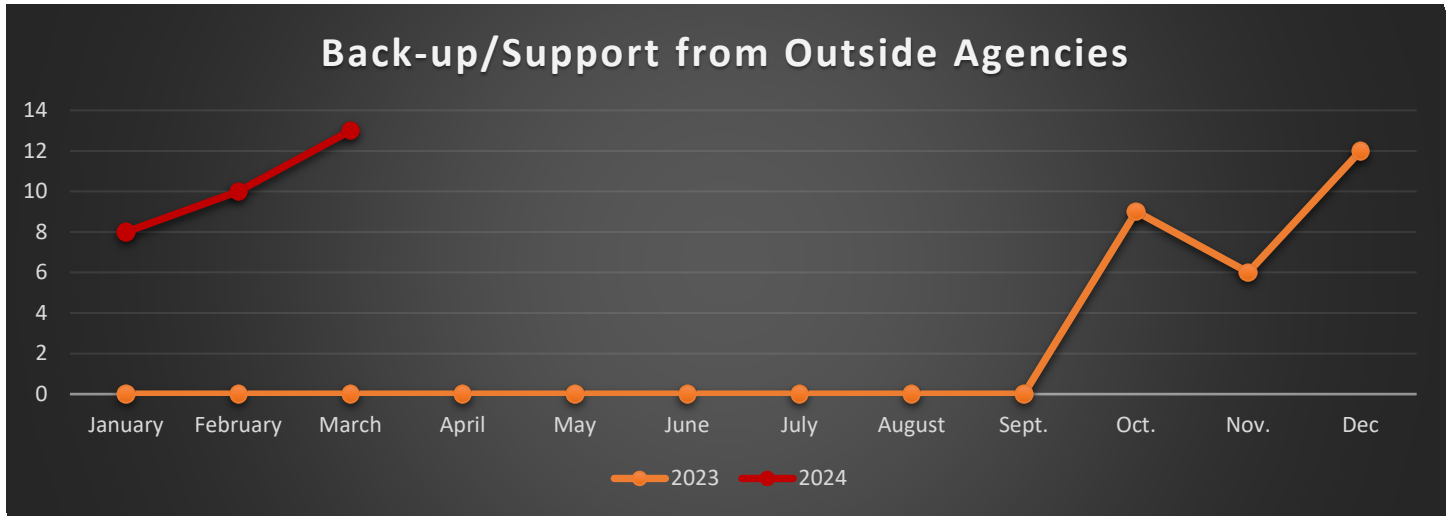
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 21
- Other: 10

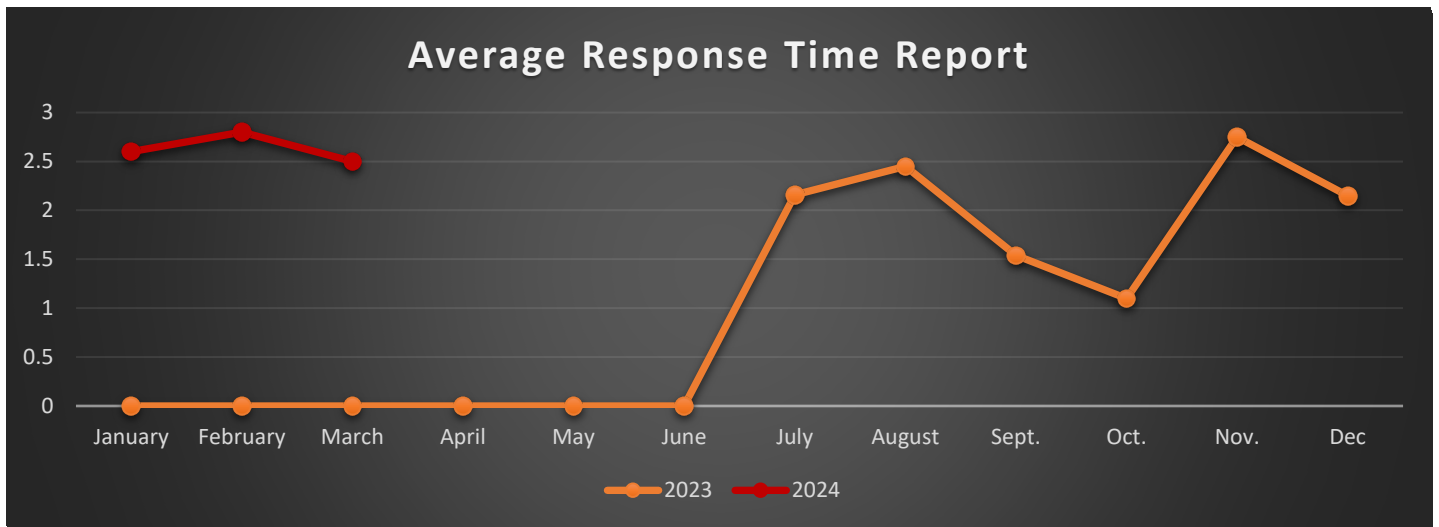


Attachment: Report to council February 15 2023 to March 14 2024 (6555 : Chief of Police Report)

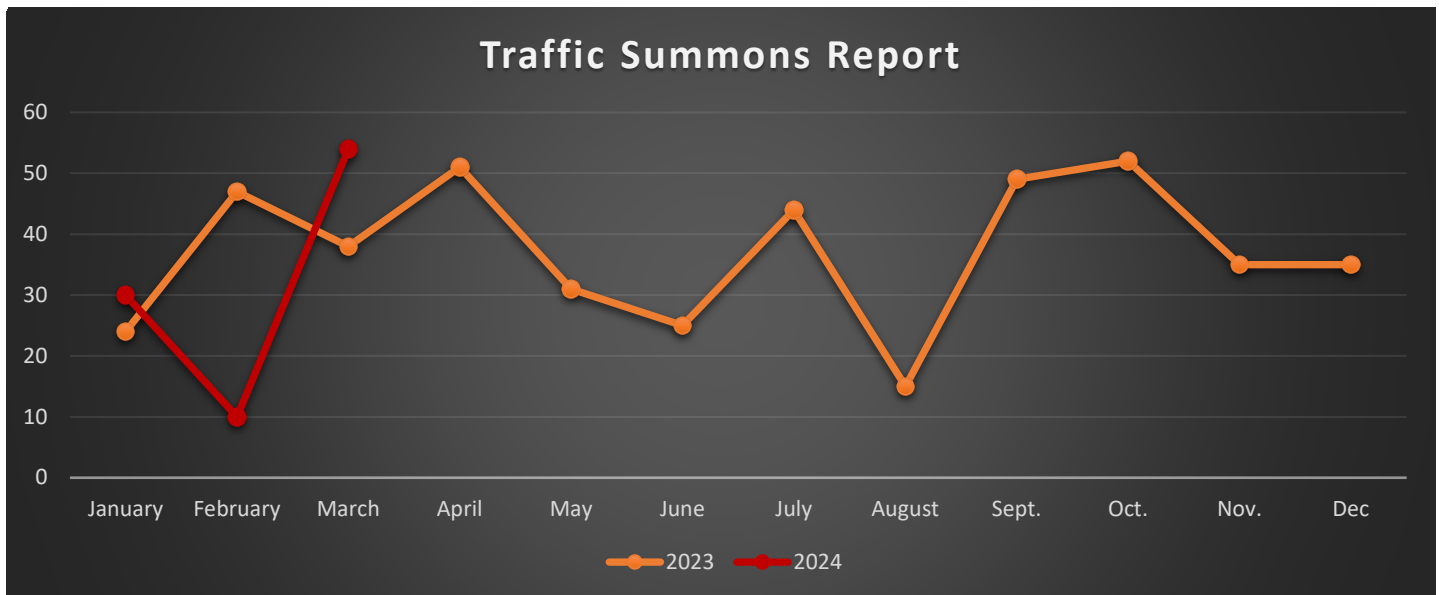
Request for Outside Agencies to Assist the Haymarket Police Department in cooperate limits: 13



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



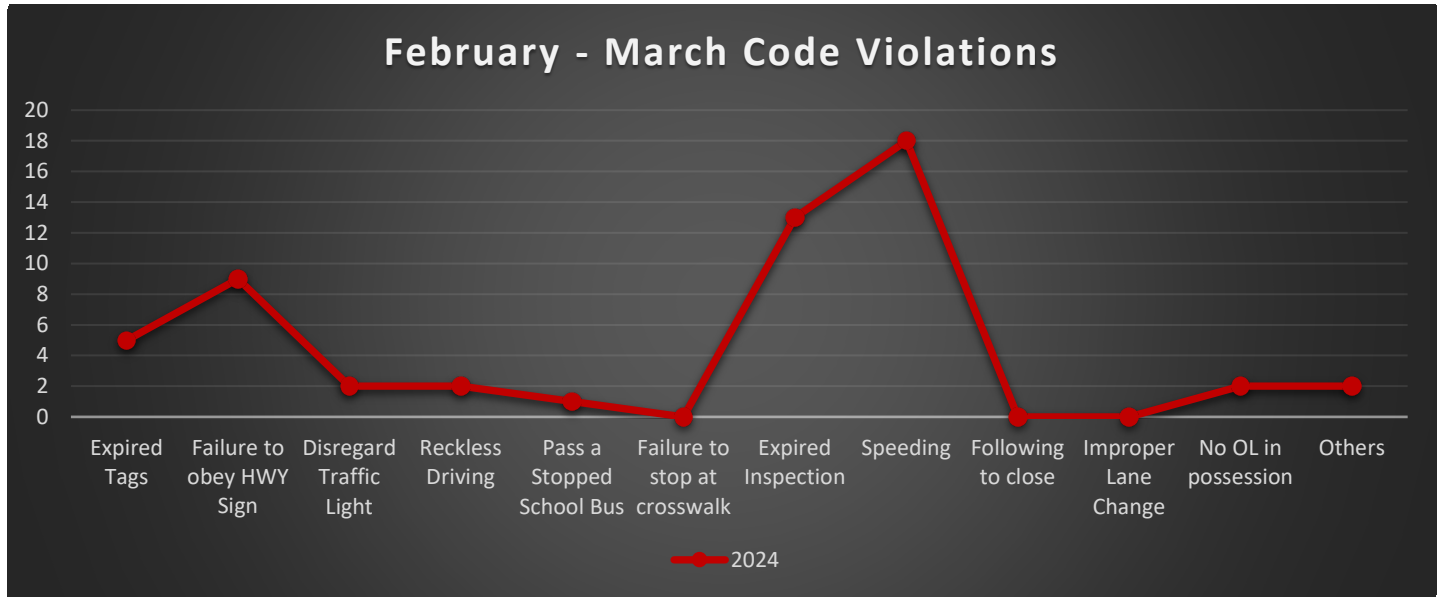
Total Summons Issued: 54



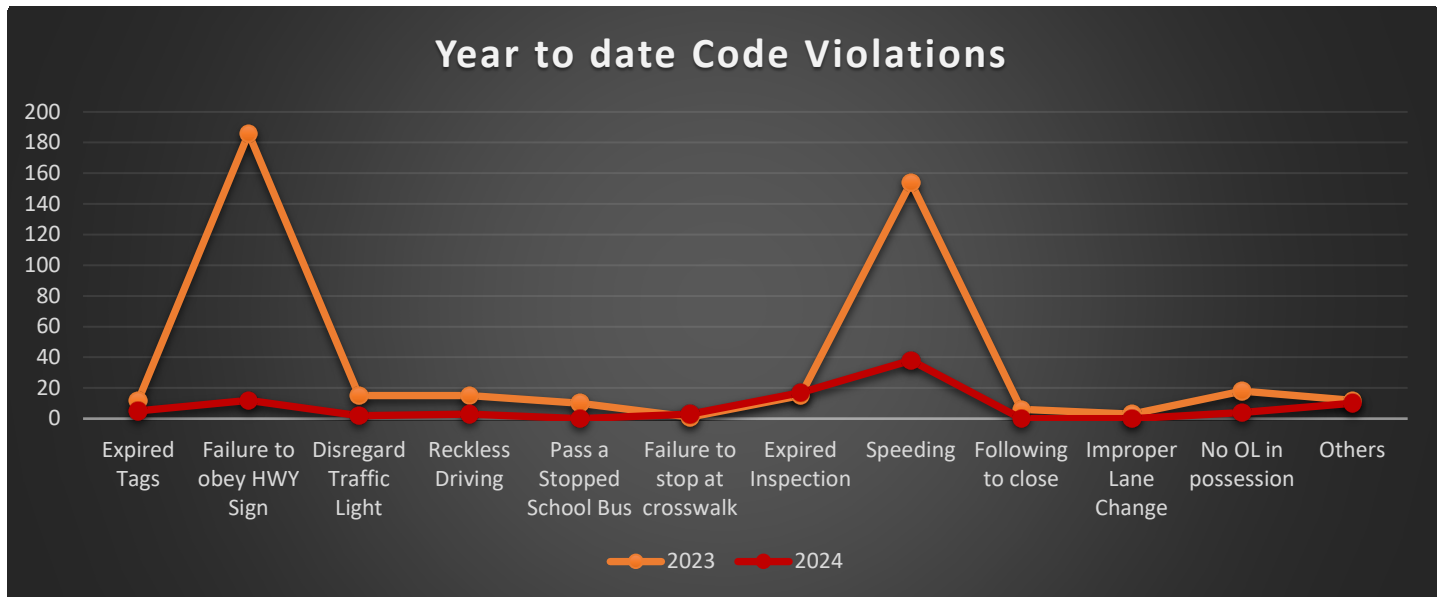
Attachment: Report to council February 15 2023 to March 14 2024 (6555 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations. 54

- 46.2-1158 – Expired inspection – 13
- 46.2-300 – No operator license – 2
- 46.2-830 - Failure to obey a highway sign - 9
- 46.2-874 – Speeding – 18
- 46.2-613 – Expired Registration - 5
- 46.2-833 – Disregard Traffic Light – 2
- 46.2-852 – Reckless Driving – 2
- 46.2-859 – Passing a stopped school bus – 1
- Other- 2



Total Summons Issued 2024: 94



Arrest: Misdemeanor: 5 Felony: 1

DMV Grant: 1st Quarter Reporting October 1, 2023 through December 31, 2023

Total Grant Award Amount: \$12,656.00

Hours worked by Officers: 52

Monies used this quarter: \$2987.29

Summons Written: 35

Attachment: Report to council February 15 2023 to March 14 2024 (6555 : 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.
- Chief Sibert attended the local emergency management meeting on March 13, 2024.
- Chief Sibert attended Eastern District U.S. Attorney’s Office Recognizing and Investigating Emerging Firearm Crime training on March 19, 2024.
- Chief Sibert attended Gang Response Intervention Team (G.R.I.T.) training on March 19, 2024.
- Haymarket Police Departments’ 1st annual seniors’ educational summit is scheduled for April 25, 2024 from 10am to 2pm. This event will educate seniors on current scams along with provided information and services that seniors often need. We currently have 61 Vendors confirmed and registration is now open. Attorney General Jason Miyares has confirmed to be the guest speaker.
- The Haymarket Police Department took part in the St. Patrick’s Day “Drive Sober or get pulled over Initiative”.
- Chief Sibert attended DCJA Asset Forfeiture Training on March 14, 2024.
- Reimbursement request for the 2022 LOLE grant funds and the 2023 DCJS ARPA funds have been received. (Total amount of reimbursement is \$12,522).
- Chief Sibert and Lt. Davis have begun working with Chief Newsham, Captain Welsh, and Captain Pavol on planning and community impact of this year’s Solheim Cup. (Sep 10, 2024 – Sep 15, 2024)
- Chief Sibert took part in the annual St. Baldrick’s Day event held on March 23, 2024.
- The suspect from the stolen check case, (town check) is set to be indicted in May 2024. The insurance company has been updated on the status of the case.
- MPO Burgoon is investigating a check fraud case involving the theft of over \$7,000 in Haymarket and a second case in Warrenton involving the same amount.
- The next Haymarket Police Department semi-annual blood drive will take place on June 17, 2024 at the Hilton Garden Inn Haymarket.
- Officers are concentrating their efforts in areas of town where speeding has been an issue as of late.
- Chief Sibert is seeking quotes for a new RMS, (records management system).

Respectfully Submitted,

Allen Sibert

Chief of Police

2024 Event Listing is on the following page.

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	Upcoming
9	Impaired Driving Enforcement Initiative	April 20, 2024	Upcoming
10	Drug Take Back	April 27, 2024	Upcoming
11	Farmers Market	April 21 st - November 10 th , 2024	Upcoming
12	HPD Senior Summit	April 25, 2024	Upcoming
13	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2024	Upcoming
14	Relay for Life	May 11, 2024	Upcoming
15	Click it or Ticket Initiative	May 13 th – June 2 nd , 2024	Upcoming
16	Torch Run for Special Olympics	TBA	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 4, 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 February 15 2023 to March 14 2024 (6555 : Chief of Police Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Park Sidewalk	Katie/Thomas	4/27/2021	3/21/2024	Town/Consultant	-100% Plans approved by PC -Bids opened 11/3. Bid tab provided 12/4. Evaluation and recommendation for notice of intent to award provided 12/29/23 -Engineering review comments sent 2/22 -Zoning tabulation clarification 3/21
Robinson Village	Katie/Thomas	8/13/2020	3/21/2024	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built 2nd subission review comments sent 2/22 -Bond reduction coordination 3/1/24 -As-Built inserts provided 3/4/24. Comments due asap
Robinson's Paradise	Katie/Thomas	1/4/2021	3/21/2024	Applicant	-Construction and Town E&S inspections ongoing -Photometric update and areaway coord -Approval of minor lot grading field revisions 1/18 -Winter weather waiver coord
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	3/21/2024	Applicant	-Construction and Town E&S inspections ongoing
Crossroads Village	Katie/Thomas	10/18/2018	3/21/2024	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	3/21/2024	Applicant	-Construction and Town E&S inspections ongoing
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	3/21/2024	Applicant	-Construction and Town E&S inspections ongoing
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	3/1/2024	Applicant	-First submission received 11/17. Comments sent 1/17 -Responded to applicant questions 1/30. -Discussed buffer/esmt overlap 3/1
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	2/22/2024	Applicant	-Revision submitted 1/24 -Approved 2/22

Attachment: 2024-03 Mar Engineer's Reports_KMM (6556 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Chick-fil-A	Katie/Emily	11/16/2021	2/22/2024	Applicant	-As-built submission comments provided 10/31 -Town to confirm bond status for release coordination -SUP review coordination
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: 2024-03 Mar Engineer's Reports_KMM (6556 : 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 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: 2024-03 Mar Engineer's Reports_KMM (6556 : 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: March 23, 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. Revised the draft mobile food truck ordinance, considering the applicable law, and the concerns of council, staff and the citizens.
2. Communicated with counsel for Beans regarding the County's approval of the demolition permit.
3. Provided legal opinion regarding delinquent related taxes, inspections and the approval of land use applications, permits, and site plans.
4. Revised the Request for Proposal for demolition services related to the Town Park Building.

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

Memorandum

To: Council
From: Finance Liaisons
Re: March 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 staff, with financial implications:

- As the budget leans into the fourth quarter, revenues remain strong and continue to exceed current expenses
- **Legal billing moderated this month** but expected to increase next month
- **Park sidewalk construction** meeting scheduled with contractor; mobilization and work anticipated to start in April. Crosswalk study awaiting VDOT approval
- **Draft RFP for park building demolition ready to go once edits are made per council directive**
- **Trash and recycle RFP selection pending resident survey and council deliberations**
- Staff working to incorporate enhanced security efforts at Town Hall and general improvements:
 - **Inner door system ordered to enhance security will be installed in next few weeks, with buzzer entry/access**
 - **TM looking at quotes to install new flooring in Town Hall.**
- Discussed start date of April 15 for new full time Event Coordinator, with the current part time employee to aid in the transition and help train new employee

Respectfully,

Joe Pasanello, Councilmember and TracyLynn Pater, Vice Mayor

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Attachment: Town Memo for Finance March 2024 copy copy (6558 : Finance Liaison Report)



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

Memorandum

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

*Quarterly Business Round Table held at The Hilton Garden Inn ~ Agenda Attached

*Interviews conducted for Event Coordinator

*PWAR Economic Summit ~ Presented on behalf of The Town of Haymarket

*Farmers Market prep ~ Vendor Meeting April 11th with Opening Day April 21st

Attachment: Memo Business liaison report (6559 : Business Liaison Report)

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Agenda

Tuesday, March 19th at 9:00 am

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

Agenda Items:

- 1) Introductions of new Town Businesses since last meeting: Good Fella’s now open, Kai Salon now open-grand opening April 20, Planet Fitness grand opening March 28. Himalayan Grill set to open Summer 2024.
- 2) Haymarket Today and Tomorrow: Hoping to start construction on park sidewalk soon. Council is working on Budget. Business License deadline April 30th. Robinson Paradise is almost done. Dentist office being built behind Chick-Fil-A. Haymarket Town & Garden Country Club Fashion Show April 12.
- 3) Event Schedule
 - i. Farmers Market Sundays 9am to 1pm April 21st - November 10th
 - ii. National Night Out, August 6th
 - iii. Summer Concert, August 17th
 - iv. Haymarket Day & Parade, October 19th
 - v. Christmas Celebration & Craft Bazaar, December 14th
- 4) Questions/Concerns from Businesses

Town Hall: 703-753-2600

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

Reminder to make your social posts/stories shareable so we can reshare! Please send any upcoming events, classes or specials to aelswick@townofhaymarket.org. If you’d like us to help spread the word!

Attachment: Business Roundtable Agenda 3-19-24 (6559 : Business 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, Councilwoman
Re: April Community Outreach Liaison Report

Met with staff and Vice Mayor regarding upcoming Community Programming. A **tentative** schedule is being created. Please flag the following dates for possible council attendance:

- June 14th, 2024: K-5 Open House event
- October 28th- November 4th, 2024: Fall Youth in Government (Middle School Program)
- Spring 2025: High School Youth in Government Program

K-5 Open House Event status: currently collecting data for expenses and finalizing schedule. Will report back to Council by next Work Session on April 29th.

Currently in conceptual stage with staff and Vice Mayor for setting up a “Community Connection” event series over the summer. Looking forward to sharing ideas with Council at next Work Session.

On going efforts:

- Memorial plaque ideas

Best,
Mary

Mary Ramirez

Councilwoman

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www.townofhaymarket.org

Attachment: Memo Community Relations Report (6560 : 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 March 18, 2024 included and addressed the following:

- Zoning Text Amendment: DEQ Requirement – Request for Public Hearing
 - The Town of Haymarket has previously updated the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance must now be amended to be fully compliant with DEQ requirements. The public hearing is scheduled for April 15th.
- Comprehensive Plan Amendment: Request for Public Hearing
 - 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...” The public hearing is scheduled for April 15th.
- One mile review of Grayson Overlook off of Old Carolina Rd
 - Based on input from Town Council during the last Town Council meeting, in addition to the comments that were previously captured, the Town Planner will also include comments regarding the Town’s desire for a traffic impact analysis within the Town in relation to the additional vehicular traffic that will be introduced in Town as a result of the proposed development.

Respectfully Submitted,

Alexander Beyene
Councilmember

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Attachment: Planning Commission Liaison Monthly Report - March 2024 (6562 : Planning Commission Liaison Report)



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 / March 2024

At its March meeting, the ARB reviewed and approved replacement building-mounted signage for Virginia National Bank.

Summary discussion of design recommendations for the Town Park Pavilion provided under separate cover.

Respectfully submitted,

Marchant Schneider
ARB Chair

Attachment: ARB Liaison Report March 2024 (6563 : Architectural Review Board Liaison Report)

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Article V. Mobile Food Establishment.

The intent of this article is to establish operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property.

Sec. 14-170. - General requirements.

For the purposes of this article, a Mobile Food Establishment shall mean an itinerant mobile food licensee, permittee, owner or vendor who is not permanently affixed to a specific property or location including, but not limited to, mobile food units.

- (1) A Mobile Food Establishment must obtain an approved business license and a Mobile Food Establishment permit from the Town Manager prior to the operation of a Mobile Food Establishment within the Town.
 - a. The cost of the business license application for Mobile Food Establishments shall be provided in the Town of Haymarket fee schedule.
 - b. The cost of the Mobile Food Establishment permit application shall be provided in the Town of Haymarket fee schedule.
 - c. A Mobile Food Establishment's business license and the Mobile Food Establishment permit is valid from May 1st of the year of issuance until April 30th of the following year and both must be renewed by April 30th of every year.
 - d. If there is a special event, the Mobile Food Establishment shall complete a separate permit request and pay a separate fee for the one-time event.
- (2) Mobile Food Establishments that have obtained the required business license and Mobile Food Establishment Permit shall only operate at breweries, wineries, and distilleries, referred to herein as the "Host Business", located within the Town limits.
- (3) Mobile Food Establishments are responsible for paying the Town's Meals Tax and shall comply with the Meals Tax Ordinance in Sec. 42-186 of the Town Code.
- (4) No Mobile Food Establishment business license or Mobile Food Establishment permit authorized and issued by the Town Manager shall authorize a Mobile Food Establishment to operate on or from a public street or public park.

Sec. 14-171. - Suspension or revocation

- (1) A Mobile Food Establishment's business license and Mobile Food Establishment permit may be suspended or revoked by the Town Manager at any time due to the Mobile Food Establishment's failure to comply with all requirements of this article and any other applicable federal, state, and local laws.

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- ~~a. The Town Manager shall suspend or revoke a Mobile Food Establishment's business license and Mobile Food Establishment permit issued under this article if the Town Manager finds a violation of any provision of this article on three or more occasions within a 12-month period.~~
- ~~b.a. Prior to ordering the suspension or revocation of a Mobile Food Establishment's business license and Mobile Food Establishment permit, the Town Manager shall notify the business licensee and Mobile Food Establishment permit holder in writing providing the reasons for the suspension or revocation. This notice shall be mailed postage prepaid to the business licensee and Mobile Food Establishment permit holder at the business address appearing on the permit application, or if there is none, to the residential address appearing thereon. The notice shall state that the business license and Mobile Food Establishment permit shall be suspended or revoked unless a written request for hearing is filed with the Town Manager by the business licensee or permit holder within 10 business days of the date the notice is mailed. If no request for a hearing is filed within this 10 business day period, the business license and the Mobile Food Establishment permit shall be suspended or revoked by order of the Town Manager, and the suspension or revocation shall be final.~~
- ~~b. The Town Manager shall suspend or revoke a Mobile Food Establishment's business license and Mobile Food Establishment permit issued under this article without prior notice if the Town Manager finds business licensee and Mobile Food Establishment permit holder have been notified in writing of their violation of any provision of this article on three or more separate occasions within a 12-month period.~~
- ~~d. If the business licensee and Mobile Food Establishment permit holder files a request for a hearing in accordance with this section the Town Manager, shall give written notice of the hearing to the requestor, and the hearing shall be held at a time and place designated by the Town Manager. The requestor may be represented by counsel, may cross-examine witnesses, and may present evidence in his or her favor.~~
- ~~e. Within 10 business days of the conclusion of the hearing, the Town Manager shall issue a determination in writing withdrawing or upholding the suspension or revocation and shall mail a copy of the determination to the business licensee and permit holder.~~

Sec. 14-172. - Mobile Food Establishments shall be operated from an approved location, subject to the following procedures.

- (1) The Mobile Food Establishment business license application must be accompanied by a copy of the approved Mobile Food Establishment permit obtained by the owner of the Mobile Food Establishment for the operation of Mobile Food Establishments within the Town. The Mobile Food Establishment permit application shall list every address and location of operation of the Mobile Food Establishment. A Mobile Food Establishment shall only operate on the approved location or locations listed in the Mobile Food Establishment permit. If a Mobile Food Establishment intends to operate on more than one site, then only one Mobile Food Establishment business license

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application is required, provided the Mobile Food Establishment owner has obtained a Mobile Food Establishment permit for each location of operation. The operation of any Mobile Food Establishment is subject to all requirements of Chapter 22 of the Town Code and all Virginia Department of Health regulations.

- (2) A maximum of two Mobile Food Establishments are permitted at any one location at the same time, provided that additional Mobile Food Establishments may be permitted in conjunction with administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit.
- (3) A Mobile Food Establishment's mobile food unit shall not be parked in any fire lane, travel lane, entrance/exit, or any required parking space and shall not block any drive aisles, ingress and egress from the property, turn lanes or designated fire lanes. In no situation shall a Mobile Food Establishment's mobile food unit be permitted to operate on grass, dirt, or other non-improved parking surfaces.
- (4) A Mobile Food Establishment's mobile food unit must be located on a level, paved, or gravel surface with safe pedestrian access.
- (5) All Mobile Food Establishments and their generators shall be located no less than 100 feet from any residential properties.
- (6) The Mobile Food Establishment shall comply with any request of a police officer or other public safety personnel to move and cease vending in the case of an emergency.

Sec. 14-173. - Operational requirements.

- (1) Mobile Food Establishments are only allowed to operate at the designated location from Wednesday through Sunday of each week; Mobile Food Establishments will not be allowed to conduct business within Town limits on Monday or Tuesday of any given week.
- (2) No Mobile Food Establishment shall remain on site at one property for more than 12 consecutive hours. Operational hours are from 10:00 am to 10:00 pm. Mobile Food Establishment are expected to cease all operations and be off property by 10:00 pm eastern standard time, with no exceptions.
- (3) Mobile Food Establishments shall comply with Chapter 18 of the Town Code pertaining to noise control.
- (4) Only food and non-alcoholic beverages incidental to the permitted Mobile Food Establishment shall be sold from the Mobile Food Establishment. The retail sales of merchandise of the Mobile Food Establishment are permitted as an accessory use to the primary use of food sales.
- (5) Portable trash receptacles for the disposal of waste materials or other litter shall be provided by the Mobile Food Establishment. All waste shall be removed and disposed of daily by the Mobile Food

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Establishment. Public trash receptacles shall not be used for compliance with this section. The vicinity around the Mobile Food Establishment must be kept clean and free of debris.

- (6) Liquid or solid waste shall not be discharged from the Mobile Food Establishment.
- (7) Signage.
 - a. Signage may be imprinted on the exterior body of a licensed and permitted Mobile Food Establishment and may include the use of an attached or detached menu board.
 - b. Advertisements for businesses other than the Mobile Food Establishment shall not be utilized.
 - c. All signage for Mobile Food Establishments shall be temporary and must comply with the Town's sign ordinance.
- (8) Tables or chairs shall not be set up in association with the Mobile Food Establishment.
- (9) The Mobile Food Establishment must conspicuously display an approved Department of Health permit, Mobile Food Establishment permit and business license for public inspection.
- (10) All required taxes shall be paid by the Mobile Food Establishments in conformance with Chapter 42 of the Town Code.
- (11) A three-foot wide clearance area must be maintained around the Mobile Food Establishment.

Sec. 14-174. - Location requirements.

- (1) Mobile Food Establishments shall only be permitted in zoning districts that permit Mobile Food Units by-right.
- (2) Parking spaces that are needed to satisfy a Zoning Ordinance parking requirement shall not be converted into a parking space or vending area to accommodate a Mobile Food Establishment.

Sec. 14-175. - Enforcement and Penalties.

- (1) Host Businesses are responsible for ensuring all Mobile Food Establishments operating on site have obtained the necessary Mobile Food Establishment business license and Mobile Food Establishment permit from the Town of Haymarket prior to operating from the site. Any Host Business that allows unlicensed or unpermitted Mobile Food Establishments to operate on site shall be fined in accordance with this section for hosting a non-compliant Mobile Food Establishment.
- (2) Mobile Food Establishments shall be removed from Hosting Business's premises if they are non-compliant with this article or the applicable laws and regulations.
- (3) If the Town Manager determines that a violation has occurred, she shall give written notice thereof to any and all persons committing or permitting such a violation prior to imposing the civil penalties

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provided in this section. Any person or entity who commits, permits, assists in, or attempts, whether by act or omission, a violation of any section of this article shall be liable and the violation shall be enforced. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation, and \$500 for any third or subsequent violation. Enforcement under this article shall not preclude the enforcement of any other articles of the Town Code that may be applicable.



Attachment: Mobile Food Establishment Ordinance 3-18-24 (redline) (003) (6564 : Ordinance # 2024-001: Mobile Food Establishment)

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Article V. Mobile Food Establishment.

The intent of this article is to establish operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property.

Sec. 14-170. - General requirements.

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 - c. A Mobile Food Establishment's business license and the Mobile Food Establishment permit is valid from May 1st of the year of issuance until April 30th of the following year and both must be renewed by April 30th of every year.
 - d. If there is a special event, the Mobile Food Establishment shall complete a separate permit request and pay a separate fee for the one-time event.
- (2) Mobile Food Establishments that have obtained the required business license and Mobile Food Establishment Permit shall only operate at breweries, wineries, and distilleries, referred to herein as the "Host Business", located within the Town limits.
- (3) Mobile Food Establishments are responsible for paying the Town's Meals Tax and shall comply with the Meals Tax Ordinance in Sec. 42-186 of the Town Code.
- (4) No Mobile Food Establishment business license or Mobile Food Establishment permit authorized and issued by the Town Manager shall authorize a Mobile Food Establishment to operate on or from a public street or public park.

Sec. 14-171. - Suspension or revocation

- (1) A Mobile Food Establishment's business license and Mobile Food Establishment permit may be suspended or revoked by the Town Manager at any time due to the Mobile Food Establishment's failure to comply with all requirements of this article and any other applicable federal, state, and local laws.

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- a. Prior to ordering the suspension or revocation of a Mobile Food Establishment's business license and Mobile Food Establishment permit, the Town Manager shall notify the business licensee and Mobile Food Establishment permit holder in writing providing the reasons for the suspension or revocation. This notice shall be mailed postage prepaid to the business licensee and Mobile Food Establishment permit holder at the business address appearing on the permit application, or if there is none, to the residential address appearing thereon.
- b. The Town Manager shall suspend or revoke a Mobile Food Establishment's business license and Mobile Food Establishment permit issued under this article without prior notice if the business licensee and Mobile Food Establishment permit holder have been notified in writing of their violation of any provision of this article on three or more separate occasions within a 12-month period.

Sec. 14-172. - Mobile Food Establishments shall be operated from an approved location, subject to the following procedures.

- (1) The Mobile Food Establishment business license application must be accompanied by a copy of the approved Mobile Food Establishment permit obtained by the owner of the Mobile Food Establishment for the operation of Mobile Food Establishments within the Town. The Mobile Food Establishment permit application shall list every address and location of operation of the Mobile Food Establishment. A Mobile Food Establishment shall only operate on the approved location or locations listed in the Mobile Food Establishment permit. If a Mobile Food Establishment intends to operate on more than one site, then only one Mobile Food Establishment business license application is required, provided the Mobile Food Establishment owner has obtained a Mobile Food Establishment permit for each location of operation. The operation of any Mobile Food Establishment is subject to all requirements of Chapter 22 of the Town Code and all Virginia Department of Health regulations.
- (2) A maximum of two Mobile Food Establishments are permitted at any one location at the same time, provided that additional Mobile Food Establishments may be permitted in conjunction with administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit.
- (3) A Mobile Food Establishment's mobile food unit shall not be parked in any fire lane, travel lane, entrance/exit, or any required parking space and shall not block any drive aisles, ingress and egress from the property, turn lanes or designated fire lanes. In no situation shall a Mobile Food Establishment's mobile food unit be permitted to operate on grass, dirt, or other non-improved parking surfaces.
- (4) A Mobile Food Establishment's mobile food unit must be located on a level, paved, or gravel surface with safe pedestrian access.
- (5) All Mobile Food Establishments and their generators shall be located no less than 100 feet from any residential properties.

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- (6) The Mobile Food Establishment shall comply with any request of a police officer or other public safety personnel to move and cease vending in the case of an emergency.

Sec. 14-173. - Operational requirements.

- (1) Mobile Food Establishments are only allowed to operate at the designated location from Wednesday through Sunday of each week; Mobile Food Establishments will not be allowed to conduct business within Town limits on Monday or Tuesday of any given week.
- (2) No Mobile Food Establishment shall remain on site at one property for more than 12 consecutive hours. Operational hours are from 10:00 am to 10:00 pm. Mobile Food Establishment are expected to cease all operations and be off property by 10:00 pm eastern standard time, with no exceptions.
- (3) Mobile Food Establishments shall comply with Chapter 18 of the Town Code pertaining to noise control.
- (4) Only food and non-alcoholic beverages incidental to the permitted Mobile Food Establishment shall be sold from the Mobile Food Establishment. The retail sales of merchandise of the Mobile Food Establishment are permitted as an accessory use to the primary use of food sales.
- (5) Portable trash receptacles for the disposal of waste materials or other litter shall be provided by the Mobile Food Establishment. All waste shall be removed and disposed of daily by the Mobile Food Establishment. Public trash receptacles shall not be used for compliance with this section. The vicinity around the Mobile Food Establishment must be kept clean and free of debris.
- (6) Liquid or solid waste shall not be discharged from the Mobile Food Establishment.
- (7) Signage.
- Signage may be imprinted on the exterior body of a licensed and permitted Mobile Food Establishment and may include the use of an attached or detached menu board.
 - Advertisements for businesses other than the Mobile Food Establishment shall not be utilized.
 - All signage for Mobile Food Establishments shall be temporary and must comply with the Town's sign ordinance.
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- (9) The Mobile Food Establishment must conspicuously display an approved Department of Health permit, Mobile Food Establishment permit and business license for public inspection.
- (10) All required taxes shall be paid by the Mobile Food Establishments in conformance with Chapter 42 of the Town Code.

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(11) A three-foot wide clearance area must be maintained around the Mobile Food Establishment.

Sec. 14-174. - Location requirements.

- (1) Mobile Food Establishments shall only be permitted in zoning districts that permit Mobile Food Units by-right.
- (2) Parking spaces that are needed to satisfy a Zoning Ordinance parking requirement shall not be converted into a parking space or vending area to accommodate a Mobile Food Establishment.

Sec. 14-175. - Enforcement and Penalties.

- (1) Host Businesses are responsible for ensuring all Mobile Food Establishments operating on site have obtained the necessary Mobile Food Establishment business license and Mobile Food Establishment permit from the Town of Haymarket prior to operating from the site. Any Host Business that allows unlicensed or unpermitted Mobile Food Establishments to operate on site shall be fined in accordance with this section for hosting a non-compliant Mobile Food Establishment.
- (2) Mobile Food Establishments shall be removed from Hosting Business's premises if they are non-compliant with this article or the applicable laws and regulations.
- (3) If the Town Manager determines that a violation has occurred, she shall give written notice thereof to any and all persons committing or permitting such a violation prior to imposing the civil penalties provided in this section. Any person or entity who commits, permits, assists in, or attempts, whether by act or omission, a violation of any section of this article shall be liable and the violation shall be enforced. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation, and \$500 for any third or subsequent violation. Enforcement under this article shall not preclude the enforcement of any other articles of the Town Code that may be applicable.



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

Staff Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: April 01, 2024
Re: Fiscal Year 2023-2024 Budget Amendment – DCJS Grant

BACKGROUND

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does exceed that amount, a Public Hearing is required. The Council may adopt the amendment at the April 01, 2024, meeting.

REQUESTED BUDGET AMENDMENT

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 3160-06 DCJS Grant Revenue line item to recognize the grant funds that have been received in the month of March 2024. These funds will be used to purchase Police Department – 2 Portables Expenditure line item 3110045 – Uniforms & Police Supplies will be increase by \$12,000.00.

Source Line Item

Line Item	Adopted 2023-24 Budget	Amended Budget	Change
<u>Revenue:</u>			
3160-06			
DCJS Grants	\$ 0	\$ 12,000	\$ 12,000
<u>Expenditure:</u>			
Police Department:			
3110045			
Uniforms & Police Supplies	\$ 45,901	\$ 57,901	\$ 12,000

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

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2023 - 2024 budget as designated by Resolution #2024-002.

Or

Alternative Motion



RESOLUTION 2024-002

FISCAL YEAR 2023-2024 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2024 Budget on June 22, 2023, and

WHEREAS, The proposed budget amendment will increase revenue line item 3160-06 – DCJS Grant by \$12,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110045 – Uniforms & Police Supplies by \$12,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2023-2024 Budget as reflected below:

Budget Amendment for FY2023-2024 Budget

Operational Budget

	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
DCJS Grants	\$ 0	\$ 12,000	\$ 12,000
<u>EXPENDITURE:</u>			
Police Department:			
Uniforms & Police Supplies	\$ 45,901	\$ 57,901	\$ 12,000

Done this 01th Day of April 2024

Motion By:
Seconded By:
Ayes:
Nays:
Absent:

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: Staff Report Resolution RES#2024-002_FY2024 Budget Amendment - DCJS Grant (6566 : Resolution #2024-002: Budget