



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

I. Call To Order

II. Pledge of Allegiance - Girl Scout Troop #90054

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

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

V. PWC Board of Supervisor Bob Weir Quarterly Update

VI. Citizens Time

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Jan 29, 2024 7:00 PM
2. Mayor and Council - Closed Session - Feb 5, 2024 6:00 PM
3. Mayor and Council - Public Hearing/Regular Meeting - Feb 5, 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 Updates
5. Architectural Review Board Updates

VIII. Agenda Items

1. Ordinance 2024-001: Mobile Food Establishment

IX. Councilmember Time

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

X. Adjournment



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, January 29, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

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

II. Pledge of Allegiance

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

After the Pledge, Mayor Luersen asked to add snow removal policy to the agenda. There were no objections and the item was added.

III. Agenda Items

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez shared that the Town received the corrected cigarette tax revenue. He shared that December's payment was underpaid. But that the payment is now caught up. A short discussion followed on the subject. There was also a discussion regarding the interruption of trash service and if the company would do an adjusted bill. Mr. Gonzalez shared there is a scheduled meeting with trash companies to discuss the RFP for trash services and that he can have that discussion with the current contractor.

A short discussion ensued on some line items within the monthly report. There was a continued conversation on the Trash Service RFP. Town Manager Emily Kyriazi shared important information that was put into the RFP and the history of the current trash contract.

2. Resolution 2024-001: Budget Amendment

Town Treasurer Roberto Gonzalez shared his staff report on the details of the budget amendment coming before a public hearing at the next regular monthly meeting. He shared that the biggest item on the amendment was the park sidewalk. He shared that after speaking with the Town Engineer, the park sidewalk should be completed by the end of this fiscal year. He stated that this is why he budgeted for the full contract amount plus a contingency to be safe, per the advice from the Town Engineer. He stated that he will be using ARPA funds for this project. A short discussion on that line item. There was also a discussion on the Town Centre master plan using ARPA funds.

Town Treasurer Gonzalez went over each line item that will be adjusted through the amendment. There were questions on some of the line items such as the Police Department DMV Grant line item, revenue on the sale of Police Department vehicle, and the event coordinator position going from part time to full time. Town Manager Emily Kyriazi gave a detailed description of the full time position responsibilities. There was a short discussion on hours and scheduling. Mrs. Kyriazi stated that the position would have a seasonal schedule since one of the responsibilities would be incorporate the Farmer's Market season. There was a short discussion on when the position would become full time and how it would be funded. After the short discussion, Town Treasurer Roberto Gonzalez continued on with the line items on the budget amendment.

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

After he finished going over the line items on the budget amendment, Mr. Gonzalez stated that this budget amendment would go to a public hearing at the next Town Council meeting.

3. Board of Zoning Appeals Nomination

Town Clerk Kim Henry stated that Mr. Dan Magill's seat on the Board of Zoning Appeals was expiring on January 1, 2024. She provided an application from Mr. Magill stating that he was interested in serving another 5 year term, which was in the agenda packet. A short discussion followed on the nomination to re-appoint Mr. Magill.

There was a consensus of the Town Council to move the snow policy next on the agenda.

4. Snow Policy

Town Manager Emily Kyriazi stated that the Town had 2 back to back snow events and that she understands the frustrations of those in the community. She stated that she worked with the Town Maintenance employee to reach out to the contractor who normally does a good job at cleaning the sidewalks after snow events. She stated that when she signed the contract in the fall, the contractor would be responsible for clearing of the sidewalks on the Washington Street corridor and Town owned parking lots. She shared that the contractor was operating on how the Town used to communicate with them regarding sidewalk snow removal by calling to initiate the clearing of the sidewalks, however it was not stated in the contract. Mrs. Kyriazi stated that this communication has been resolved. Town Manager Kyriazi stated that she would like to make a proposal for a snow policy moving forward. She stated that she would like to work it into the next budget that the Town take care of the snow removal along Washington Street and the shared use path on Jefferson Street. She stated that she would need Council support and an allocation of funds in order to work with the Town Attorney to sort through the streetscape project files to determine what the Town would be responsible for. A discussion followed on the subject. Town Manager Emily Kyriazi stated that she would bring this item back to the February Work Session with estimated costs and a draft policy for Council review. A discussion continued on the costs from the recent snow events and estimates going forward.

5. Ordinance 2024-001: Mobile Food Establishment Ordinance Discussion

Town Treasurer Roberto Gonzalez shared that the draft ordinance is being reviewed by the Town Attorney and should have it back by the end of the week in time for the public hearing. He shared that the subject was part of the discussion at the last Business Roundtable meeting. Mr. Gonzalez shared that there was positive feedback from the business owners at the meeting. There was a discussion on the number of food trucks permitted and the time that they would be allowed to operate. There was also a discussion the days permitted, as well. There was also a discussion on the ordinance that addresses proper parking. Town Manager Emily Kyriazi shared that each business would be going through a zoning application process and that she and Town Planner Thomas Britt would review the application to ensure that there is adequate parking available. She also stated that this summer would be a pilot program where the Council can learn as to what works and change things that didn't work. A discussion followed on the process of determination on allowable parking spaces through a zoning permit application by the property owner. There was a question on whether the Town Council could make any additional edits after the public hearing.

After the discussion, the Town Council took a short recess before proceeding to the Strategic Planning Work Session.

6. Strategic Planning Work Session: 2024 Priority List

After a short recess, Town Manager Emily Kyriazi lead the discussion on the strategic planning work session. She stated that this would be short term goals and provided the Council with a document that was published by a Virginia Tech professor on Council strategic planning. She stated some of items that she would like to cover at this meeting was 1. identify priorities; 2. determining the capacity load to set numerical importance with financial, administrative and leadership playing the roles; 3. prioritize the projects; 4. timeline; and 5. set steps for action. She stated what she would like Council to be aware of in the discussion is the current work load of the staff so they can understand the administrative capacities. She shared the current large items that staff is working on besides the day to day operations. Mrs. Kyriazi shared items that staff proposed as top priorities. The priorities listed were finishing the Town Park sidewalk construction, the demolition of the Town Park building and beginning the process of the pavilion and bathrooms at the Park and a public parking lot for the community to use. Circling back to the Town Park plans, Mrs. Kyriazi suggested that the Council hire a consultant to do a community engagement charrette. She shared that the event would be held at the park. She continued to state that the Council would also give input to the consultant as to what they

envision at the park. She also suggested partnering with a Town Business that could sponsor it by possibly providing ice cream or a food truck in order of making it a community event that would draw people to the park. A short discussion followed on this subject. At this time, Mrs. Kyriazi asked the Town Council to individually give their top priorities. The top three priorities listed were Town Park as the number 1 priority, public parking as the second priority and the Town Center as the third priority. Mrs. Kyriazi shared that she and Chief Sibert met with VDOT regarding crosswalks and pedestrian safety. She shared that she will give a full report at the next regular monthly meeting. There was a discussion on next steps and for Town Manager Kyriazi provide a report from the evening's discussion at the next regular monthly meeting.

IV. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

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



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

II. Closed Session

1. Closed Session Motion

Vice Mayor Pater moved for the Haymarket Town Council to go into a closed session Pursuant to Virginia Code § 2.2- 3711(A)(1): 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; and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to 6712 Jefferson Street. Councilmember Ramirez seconded the motion. The motion carried.

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

2. Certification

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

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

3. Motion/Directive from Closed Session

There was no directive or motion that came out of the Closed Session.

III. Recess

The Town Council took a brief recess for staff to prepare for the Regular Monthly Meeting.

Minutes Acceptance: Minutes of Feb 5, 2024 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 5, 2024

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

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

II. Pledge of Allegiance

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

III. Invocation - Rev Donald Meeks, Greenwich Presbyterian Church

Mayor Luersen introduced Reverend Donald Meeks from Greenwich Presbyterian Church and invited him to the podium to give the evening's invocation.

IV. Public Hearing I- Mobile Food Establishment Ordinance

1. Public Notice

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

2. Citizen Comments

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

Town Clerk Kim Henry read into the record an email from resident Ben Barben on the subject of the public hearing.

Due to the length of the email, Mr. Barbens comments are attached to the end of the minutes.

3. Close Public Hearing I

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

V. Public Hearing II - Budget Amendment

1. Public Notice II

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

2. Citizen Comment

There was no public comment on the subject of the Budget Amendment Public Hearing.

3. Close Public Hearing II

With no public comment, Mayor Luersen closed this public hearing.

VI. Citizens Time

Marie Turner, Fayette Street, addressed the Town Council on the subject of no sidewalk on Fayette Street to the museum. She stated that two years ago, she asked that the Town Council look into installing a sidewalk with the library drop off at the museum and that nothing has to been done. She complimented Town Maintenance Matt Burrows on his hard work and how beautiful the Town looked at Christmas. Mrs. Turner also addressed the Council on the subject of snow removal in front of the businesses on Washington Street. She stated that she thought it was the responsibility of the business owner to shovel

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the snow in front of their business so that citizens could navigate the sidewalks. She stated that she couldn't walk on Washington Street because the sidewalks were not shoveled during the recent snow events. The last item Mrs. Turner mentioned is Rapid Pass, which is a drive by emissions testing site. She stated that the closest one is in Centreville. She suggested that the Town Council speak with Senator Danica Roem with getting a Rapid Pass location closer to Haymarket.

VII. Consent Agenda

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

After the discussion on the pulled items, Councilmember Pasanello moved that the Haymarket Town Council approve Consent Agenda Items B:1, 2 and 3. Councilmember Gallagher seconded the motion. The motion carried.

A. Minute Approval

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

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

- 2. Mayor and Council - Regular Meeting - Jan 2, 2024 7:00 PM

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

B. Department Reports

1. Town Administration Report

There was a question for Town Manager Emily Kyriazi to elaborate on the RFP for the Town Park sidewalk and the comment that safety measures needed. Mrs. Kyriazi stated that she met with the Engineering Group, who have been working on the site plan. She stated that they are working on the final details of the crosswalks study to submit to VDOT. She stated that the firm is trying to analyze the measures they want to put in place. She shared that when staff met with VDOT earlier, VDOT recommended against certain flashing light measures. She continued that when she met with the Engineering team, VDOT told the team that they did not have an issue with it. She shared that the head engineer is going to reach out to a traffic consultant to get a cost estimate on safety measures and if it is needed for that particular crosswalk and the best measures that they would recommend. A short discussion followed on the subject.

There was a suggestion that when the staff includes the ordinance or background material when posting a survey for the community to answer.

There was a discussion about the continued partnership with the Crossroads Arts Alliance. Mrs. Kyriazi shared that the Crossroads Arts Alliance will be attending the February 26th meeting along with her presenting cost comparisons regarding the continued partnership with them.

There was a question about releasing bonds to Van Metre in the Robinson Village development. Councilmember Ramirez shared that there is still debris against the Longstreet Commons property line and the easement. Mrs. Kyriazi shared that she has not been alerted of any debris left. She inquired on the location of the debris so that staff could follow up.

The Council circled around to the RFP for the sidewalk and asked if the bid was awarded. Mrs. Kyriazi confirmed that the contractor was notified of winning the bid. She also confirmed that the sidewalk should be completed by fall of 2024.

2. Town Treasurer Report

There was a question regarding the trash RFP. Town Treasurer Roberto Gonzalez shared that the RFP has gone out and because there was only one response, the Town will be republishing the RFP.

3. Chief of Police Report

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Police Chief Sibert was asked to provide additional information on the senior's educational summit that the department is hosting. Chief Sibert shared that the summit will be held at Park Valley Church on April 25, 2024 from 10 am - 2 pm. He shared that they will have over 50 vendors.

There was a discussion on the increased patrol at the pedestrian crosswalks and bus stops. He shared information about the meeting he and Town Manager Emily Kyriazi had with VDOT on pedestrian safety and crosswalks. He stated that the biggest take away he got from the meeting was what not to do. He stated that VDOT shared with him that you can over do it when it comes to driver awareness and pedestrian safety, where the pedestrian feels more comfortable because of the signage and oblivious to the world around them and proceeds into the crosswalk where an accident would then occur. He said that VDOT has agreed to some of the projects that they will fund to keep Haymarket a pedestrian friendly town. He shared that they discussed a speed indicator sign on Jefferson Street. He stated that the department has started a traffic survey to move that forward. He said that the department has noticed drivers have been carrying speed from Heathcote crossing the bridge and Cheyenne into Town. He said the department has sent those study results to VDOT and that there is a meeting planned for the near future to discuss the results.

The Council asked Chief Sibert to congratulate Officer Galbreath's accomplishment for receiving his master of science criminal justice for law enforcement leadership.

There was a brief discussion on the new graphic format that the Chief is providing in his report. Chief Sibert stated that this new format will provide a 3-5 year snapshot of where the department has been and where they currently are now. Chief Sibert stated that he will be adding new reports that is related to the DMV grant. Chief Sibert shared that he and Officer Burgoon will be participating in the St Baldricks event and that he will be participating in the Special Olympics Polar Plunge.

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. Consideration of Ordinance 2024-001: Mobile Food Establishment

Town Manager Emily Kyriazi shared that she would like to start by explaining the results of the Town survey that she distributed during the meeting. She shared that there has been 54 responses and shared that generally speaking people are in favor of ordinance and that it should not be overly restricted. She shared comments given in the survey. She stated that the survey is still open for responses and will shut it off at Council direction. There was a discussion on the survey. There was also a short discussion on the comments made during the public hearing. Town Attorney Olaun Simmons shared that the ordinance is in very good shape and enforceable. He stated that it's clear on what a food truck can and cannot do and fairly written. There was a discussion on the next steps. Town Treasurer Gonzalez shared that he would like to bring it back to Council at the next work session and that there would be enough time if there is a need for another public hearing and then a vote prior to the food truck season. A discussion followed on the potential negative impacts on the brick and mortar businesses. Councilmember Beyene stated that he would like to get more feedback from the In Town businesses. The Council discussed the door to door visits to the businesses about the survey. There was also a discussion on the time and days allowing a food truck to operate. There was also a question on noise ordinance. A discussion continued on the subject. Each member of the Council gave their individual opinion on the ordinance. There was no action taken at this time.

2. Resolution #2024-001: Budget Amendment

Town Treasurer Roberto Gonzalez asked if the Town Council wanted to move some funds from the CIP into the snow removal line item. There was a brief discussion on that particular subject. Mr. Gonzalez stated that the current amount on the snow removal was \$7000 and he could move an additional \$800 for a total of \$15,000. He shared that it would not require another

public hearing because it does not change the overall amount. Discussion followed on the subject. Mr. Gonzalez shared that he would move from line item 94108 and bring it over to line item 431004 a total of \$8000 for a total of \$15,000 but the overall increase would not change. He stated that he could make this an administrative move once the resolution is adopted.

Councilmember Pasanello moved that the Haymarket Town Council approve the appropriation to the FY2023-2024 budget as designated by Resolution #2024-001, thereby increasing the budget by \$1,096,234 resulting in an overall new adopted budget of \$4,406,173. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

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

3. BZA Re-Appointment Nomination

Town Clerk Kim Henry shared that Mr. Dan Magill has served on the Board of Zoning Appeals since 2019 and that his term expired on January 31, 2024. She shared that Mr. Magill is interested in serving for another five year term. Ms. Henry stated that Mr. Magill's application could be found in the evening's agenda packet. Ms. Henry stated that if nominated, Mr. Magill's term would end on January 31, 2029.

Councilmember Gallagher moved that the Haymarket Town Council nominate Daniel Magill to the Haymarket Board of Zoning Appeals to a term beginning February 5, 2024 and expiring January 31, 2029. Councilmember Pasanello seconded the motion. The motion carried.

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

4. Event Coordinator Position

Town Manager Emily Kyriazi shared that following the discussion at the Work Session, she provided a memo outlining the position and duties with the inclusion of the annual salary amount. She provided the qualitative and quantitative offsets that Council asked for. She stated that she could provide a lot of the qualitative benefits as this position will be directly interacting with the community as well as the businesses, the potential of additional events and the increase in sponsorship. A discussion followed. Town Treasurer Roberto Gonzalez shared that the salary would be paid out of the general fund and that he would have it figured into the FY25 budget. There was also discussion on if this position was moved to the full time, it would give the Town Manager more time to work on strategic planning, organizational charts and other duties. Each Councilmember provided a supportive reasoning to fund the position to full time. With no objections, the Town Council instructed Town Manager Emily Kyriazi to publish the position. No other action was taken.

5. Strategic Planning: Priorities

Town Manager Emily Kyriazi provided the outline of priorities that was discussed at the previous Work Session. She shared that she identified all of the different project elements so that Council could start moving on them and decide the next steps of action. She started with the Town Park project. She shared that this was everyone's top priority. She provided timeline and funding sources. She shared that she kept in mind the long term costs as well, such as maintenance. She also shared that she left a column on the spreadsheet so that she can update the Town Council on the progress that would be part of her administration report. The Town Council discussed the items and other items listed as well.

IX. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater shared that she was excited on the good turnout for the last Business Roundtable. She also shared that the Farmer's Market Vendor application has been sent out

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and that the market will start on April 2, 2024. She invited everyone to the ribbon cutting of Goodfellas Pizza located in Crossroads Village Center.

2. Councilmember Beyene

Councilmember Beyene shared that the Council would like to hear from everyone regarding the food truck ordinance. He encouraged everyone to participate in the survey.

3. Councilmember Pasanello

Councilmember Pasanello stated that he would like to look at updating the Town Council's Rules and Procedures to include the remote participation policy. He stated that although this subject was approved by resolution, he thinks it would be helpful to include it in the procedures. He also mentioned the upcoming elections and getting the filing deadline for future candidates for the next election. He also addressed the subject of Ms. Turner's concerns on rapid pass and asked the Chief and Town Manager to look into having one closer to Town.

4. Councilmember Schneider

Councilmember Schneider shared that he would like to have a better discussion and decision making process when discussing larger items, such as the Town Park building, in the future. He also shared that storage planning is something that the Council is going to need to look at. He also shared that he would like the Council to start and discuss the historic district signage on the highway to get more attention to businesses past Crossroads Village Center for those traveling and getting off the highway.

5. Councilmember Ramirez

Councilmember Ramirez shared the next date of her Community Committee meeting on March 5 and asked that anyone wishing to attend to let her know so that it can be properly noticed. She also shared that RELI, the Regional Elected Leadership Institute, will be offering a policy and governess orientation program in April for elected leaders for those interested. Lastly, she shared that Carried To Full Term has changed their name to Virginia Women and Family Support Center and that she gave information for the Town Clerk to invite them to reintroduce themselves at a future meeting.

6. Councilmember Gallagher

Councilmember Gallagher shared that the upcoming Friday was National Pizza Day and encourage everyone to visit one of our local pizza establishments in Town.

7. Mayor Luersen

Mayor Luersen recognized the new signs on the Town Hall building. He also shared that Saturday, February 10th was his monthly Mayor's walk and invited those interested in what's going on around the Town to join him.

X. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
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: Draft Crosswalk Study has been submitted to Town Staff for review. Thomas Britt sending comments to Engineer. Crosswalk Study being submitted to VDOT for approval. TM meeting with contractor to discuss scheduling, pre construction items.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater					Communications Strategy was presented to the Town Council on 7/31, Town Manager and the Vice Mayor will be working in the implementation of the Strategy over the next 8 months and provide feedback monthly.
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 March Mtg 2024 (6500 : 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 on the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. 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.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>Received a business complaint regarding a potential business operating outside of their approved zoning permit. Gathering facts and details on what was approved and stated to the Town during approval discussions prior to inspecting the business and writing violation letters as needed.</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Visited these businesses the month of February -- Chickfila, CVS, Hidden Jules, Cookies and Cream Battlefield JiuJitsu, Ash Salon, CAA, 1971 Coffee, Parrandos, Evoke, Goodfellas</p>
<p>Park Building</p>	<p>Emily</p>					<p>Town Manager and Town Planner preparing Certificate of Appropriateness requesting demolition for the structure. Application to be submitted to the ARB for the October meeting 10/30/2023: Town Staff have presented application to the ARB in the October 18th meeting. 11/27/2023: Town Staff will present follow up on previous application in the December 6th ARB meeting UPDATE 12/22/2023 ARB denied application for COA for demolition of the building, TC has authorized for Town Staff to appeal the decision to Council 2/1/2024 Town Planner to report back to ARB on the Town Council approving the appeal of the denied COA for demolition of the park building. UPDATE 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.</p>
<p>Staff Meetings</p>	<p>Staff</p>					<p>Held weekly Staff Meetings on Tuesdays</p>

Attachment: Current Monthly Report March Mtg 2024 (6500 : Town Administration Report)

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 March 25th WS
Museum: Crossroads Arts Alliance	Emily/Tracylyn					Met with Tracylynn, Kerry Molina, and Nancy Clark to discuss the upcoming schedule for the Crossroads Arts Alliance. I have asked the Arts Alliance to assist the Town with issuing out a survey to the public and class attendees to help us learn how the space is being used, what the community preference is and if there is Community interest in continuing the CAA use. Will work with CAA to track data over the next 7 months in preparation for Annual Report in October 2024.
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

Playground Shade Structure	Emily K.					Shade removed from the park playground, scheduling install for April 2024
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--2/28/2024 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--2/28/2024 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.

Attachment: Current Monthly Report March Mtg 2024 (6500 : 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. UPDATE 2/28/2024 Lots 7, 13, and 19 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 Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. UPDATE 2/1/2024 2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff</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--2/28/2024 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 10/30/2023-2/28/2024 construction continues</p>

Attachment: Current Monthly Report March Mtg 2024 (6500 : 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--2/28/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring.</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</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 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 March Mtg 2024 (6500 : 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 UPDATE 2/1/2024 Town Staff waiting on follow up from developer</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 2/28/2024 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. UPDATE 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision.</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 Applicant is considering an addition to the existing structure, is coordinating with Town Planner</p>

Town Clerk

Attachment: Current Monthly Report March Mtg 2024 (6500 : Town Administration Report)

Board/Committee Updates	Kim					I have scheduled the BZA training with Mr. Ervin from Lynchburg for Wednesday, March 27th. Mr Dan Magill has been appointed by PWC Circuit Court to serve on the BZA for another term. I am waiting for the Clerk's office to prepare his oath.
Agendas/Minutes	Kim					All minutes are currently uploaded on the website
Directives	Kim					Alexandra and I have finished the training on the new CivicPlus agenda and minutes platform. All meetings have been uploaded on the Town's YouTube channel. I am currently working with CivicPlus to finish the migration in hopes to bringing the new system on live in March

Maintenance

Tenant Buildings	Cupcake Heaven: Sump pump failed during heavy rains and snowmelt. Pumped out almost three feet of water, powerwashed, 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, label 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 released and so far there are 44 applicants. Applications will close March 14th and vendors will be selected. Vendors will be notified March 18th of acceptance
Summer Concert 8/17	Rachel					Theme will be Boots, Brews, & BBQs. Bands are being emailed for availability and pricing. Sound crew will be booked by March 7th. List of preferred food and drink vendors has been compiled.

Attachment: Current Monthly Report March Mtg 2024 (6500 : Town Administration Report)

Holiday & Christmas Event 12/14	Rachel					Rentals such as showmobile & picnic tables will be ordered by March 14th
Haymarket Day 10/19	Rachel/Alex					Haymarket Day application has been adjusted for 2024 and the parade theme is under consideration. Search for bands is underway and they are being contacted for availability and price
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					
Real Estate Tax	Roberto/Alexandra					Finalize late fees, update finance charges. 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 Jan. invoices;
Office Misc.:	Alexandra					Prepare BPOL renewal letter; Mail to all in-town businesses; Attend Civic Plus trainings.
New/Old Business Updates						
New Businesses	Evocative Atelier Ribbon Cutting was 2/14. Good Fellas Pizza opened 2/4 & had ribbon cutting 2/7. Planet Fitness hoping to open 3/1					

Attachment: Current Monthly Report March Mtg 2024 (6500 : Town Administration Report)



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: March 04, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 02.28.2024 are included in this agenda.
- Working on Trash contract RFP with Town Manager
- Working on FY2023 audit with accountant and auditors
- Working on the Mobile Food Establishment ordinance with Town Manager and Town Attorney
- Working on Proposed FY2025 Budget to present to Council
- Reviewed Administrators A/P entries and A/R entries.

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

Town of Haymarket
Statement of Net Position
As of February 28, 2024

	Feb 28, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	7,280,671.60
11010 · Virginia Investment Pool	343,098.30
Total Checking/Savings	7,623,769.90
Accounts Receivable	
12000 · Accounts Receivable	114,497.75
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	116,381.47
Other Current Assets	
11499 · Undeposited Funds	219,872.91
Total Other Current Assets	219,872.91
Total Current Assets	7,960,024.28
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	14,162,402.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-4,260.04
Total Accounts Payable	-4,260.04
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	23,930.41
22000 · Security Deposits	14,067.98
22010 · Escrow Deposits	381,471.20
Total Other Current Liabilities	4,028,899.69
Total Current Liabilities	4,024,978.50

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of February 28, 2024

	<u>Feb 28, 24</u>
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
	<hr/>
Total Long Term Liabilities	681,007.47
Total Liabilities	4,705,985.97
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,474,100.88
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	380,744.90
	<hr/>
Total Equity	9,456,416.44
TOTAL LIABILITIES & EQUITY	<hr/> 14,162,402.41 <hr/>

Attachment: Treasurer Report 03.04.2024 (6501 : 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	91.97	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,862.79	1,000.00	186.3%	
Total 3110 · GENERAL PROPERTY TAXES	463,316.32	469,383.00	98.7%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	144,815.24	225,000.00	64.4%	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	48,466.66	250,000.00	19.4%	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	67,807.01	158,000.00	42.9%	collections up to January 2024
3120-05 · Meals Tax - Current	805,353.46	1,375,000.00	58.6%	Collections up to January 2024
3120-06 · Sales Tax Receipts	71,166.48	160,000.00	44.5%	collections up to November 2023
3120-07 · Penalties (Non-Property)	5,244.04	5,000.00	104.9%	
3120-08 · Interest (Non-Property)	306.99	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,246,147.25	2,337,000.00	53.3%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	2,025.00	4,500.00	45.0%	
3130-03 · Motor Vehicle Licenses	407.00	1,000.00	40.7%	
3130-05 · Other Planning & Permits	9,715.00	15,000.00	64.8%	
3130-06 · Pass Through Fees	12,460.00	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESES	24,607.00	20,500.00	120.0%	
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	10,927.05	13,500.00	80.9%	Collections up to January 2024
3150-03 · Interest on Bank Deposits	88,528.82	89,500.00	98.9%	Collections up to January 2024
Total 3150 · REVENUE - USE OF MONEY	99,455.87	103,000.00	96.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	29,395.01	49,207.00	59.7%	
3151-08 · 15020 Washington Realty	37,847.92	56,772.00	66.7%	
3151-09 · 15026 Copper Cricket	16,225.76	24,338.00	66.7%	
3151-11 · Cupcake Heaven and Cafe LLC	20,759.31	35,838.00	57.9%	
3151-14 · Salman Home Realty Suite 204	4,480.00	5,600.00	80.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	
3151-16 · Stirrup For Delegate 21	3,315.00	3,315.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	119,121.67	182,169.00	65.4%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5,305.00	5,305.00	100.0%	Surplus sale of PD vehicle (Taurus)
Total 3160 · CHARGES FOR SERVICES	5,305.00	5,305.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	28,100.00	25,600.00	109.8%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	58,481.49	80,000.00	73.1%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	9,218.30	12,000.00	76.8%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,533.26	12,500.00	92.3%	
3165-05 · Museum Revenue - Art	864.30	0.00	100.0%	Art Alliance
3165-06 · Town Hats	474.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	108,671.35	130,100.00	83.5%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	153.48	300.00	51.2%	
3180-01 · Citations & Accidents Reports	55.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

\$45,518.56 for Stolen check reimbursed by VRSA

3180-04 · Reimbursement from Insurance	46,018.56	46,019.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	300.00	100.0%	
Total 3180 · MISCELLANEOUS	46,537.04	46,619.00		
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	18,242.00	36,144.00	50.5%	Quarterly grant
3200-04 · Car Rental Reimbursement	495.54	0.00	100.0%	state collected tax; based off an app
3200-05 · Communications Tax	41,238.02	80,000.00	51.5%	collections up to December 2023
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	0.00	4,393.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	97,994.97	163,120.00	60.1%	
4002 · Transfer from ARPA Funds	0.00	926,477.00	0.0%	
Total Income	2,224,183.77	4,403,673.00	50.5%	
Gross Profit	2,224,183.77	4,403,673.00	50.5%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	732.00	2,500.00	29.3%	
111002 · FICA/Medicare	797.89	2,000.00	39.9%	
111003 · Meals and Lodging	125.79	1,000.00	12.6%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	11,500.00	25,000.00	46.0%	
Total 11100 · TOWN COUNCIL	13,155.68	30,750.00	42.8%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	260,070.91	425,469.00	61.1%	
1211002 · Salaries/Wages - OverTime	1,428.45	3,500.00	40.8%	
1211003 · Salaries/Wages - Part Time	31,460.50	55,875.00	56.3%	
1211004 · FICA/Medicare	21,744.40	36,755.00	59.2%	
1211005 · VRS	18,590.76	39,480.00	47.1%	
1211006 · Health Insurance	34,774.40	63,963.00	54.4%	
1211007 · Life Insurance	3,537.84	5,075.00	69.7%	
1211008 · Disability Insurance	1,792.12	3,360.00	53.3%	
1211009 · Unemployment Insurance	578.80	5,995.00	9.7%	
1211010 · Worker's Compensation	279.75	481.00	58.2%	
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%	
1211012 · Accounting Services	1,122.00	8,300.00	13.5%	
1211014 · Printing & Binding	4,133.87	8,298.00	49.8%	
1211015 · Advertising	3,016.50	9,000.00	33.5%	
1211016 · Computer, Internet & Website Svc	10,954.36	28,550.00	38.4%	
1211017 · Postage	1,535.78	4,000.00	38.4%	
1211018 · Telecommunications	4,770.93	7,500.00	63.6%	
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	10,071.56	16,000.00	62.9%	
1211025 · Office Supplies	3,695.95	6,500.00	56.9%	
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	436,743.57	769,004.00	56.8%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	57,443.83	96,702.00	59.4%	payments up to January 2024 services
Total 12210 · LEGAL SERVICES	57,443.83	96,702.00	59.4%	
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	525,743.08	939,056.00	56.0%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	324,136.97	516,406.00	62.8%	
3110003 · Salaries & Wages - OT Premium	17,189.30	30,000.00	57.3%	
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%	
3110004 · Salaries & Wages - Holiday Pay	23,831.89	35,541.00	67.1%	

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

3110005 · Salaries & Wages - Part Time	42,770.00	65,000.00	65.8%
3110007 · Salaries & Wages - DMV Grant	3,381.39	11,856.00	28.5%
3110012 · Salaries & Wages - PT Admin.	8,620.00	39,000.00	22.1%
3110020 · FICA/MEDICARE	31,507.45	54,148.00	58.2%
3110021 · VRS	20,535.99	31,604.00	65.0%
3110022 · Health Insurance	56,048.00	72,272.00	77.6%
3110023 · Life Insurance	4,496.39	6,146.00	73.2%
3110024 · Disability Insurance	1,631.84	2,400.00	68.0%
3110025 · Unemployment Insurance	622.13	3,360.00	18.5%
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	17,951.30	28,392.00	63.2%
3110032 · Computer, Internet & Website	2,622.50	5,000.00	52.5%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	7,342.04	13,800.00	53.2%
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)	2,182.00	10,800.00	20.2%
3110040 · Annual Dues & Subscriptions	11,322.59	17,200.00	65.8%
3110041 · Office Supplies	4,353.01	5,000.00	87.1%
3110042 · Vehicle Fuels	19,985.62	36,700.00	54.5%
3110043 · Vehicle Maintenance/Supplies	9,871.23	22,000.00	44.9%
3110045 · Uniforms & Police Supplies	28,623.10	45,901.00	62.4%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%
Total 31100 · POLICE DEPARTMENT	740,705.62	1,181,823.00	62.7%
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	740,705.62	1,191,823.00	62.1%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	70,425.18	123,750.00	56.9%
Total 43200 · REFUSE COLLECTION	70,425.18	123,750.00	56.9%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	47,017.07	105,222.00	44.7%
4310002 · Maint Svc Contract-Pest Control	3,039.00	3,000.00	101.3%
4310003 · Maint Svc Contract-Landscaping	18,204.31	35,000.00	52.0%
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	11,603.86	18,593.00	62.4%
4310008 · Electrical Services-Streetlight	2,999.82	5,500.00	54.5%
4310009 · Water & Sewer Services	2,488.35	3,850.00	64.6%
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	92,076.44	192,665.00	47.8%
Total 04 · PUBLIC WORKS	162,501.62	323,628.00	50.2%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	57,216.38	96,429.00	59.3%
60001 · Town Tourism	26,784.89	64,286.00	41.7%
60003 · Advertising	0.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	84,001.27	182,715.00	46.0%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	4,060.00	25,000.00	16.2%
7000003 · Demolition	0.00	50,000.00	0.0%
Total 70000 · HAYMARKET COMMUNITY PARK	4,060.00	75,000.00	5.4%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%
7111003 · Contractural Services	40,272.66	64,950.00	62.0%
7111004 · Events - Other	30,693.57	40,850.00	75.1%

vehicle will be picked up this coming week

For services up to January 2024

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	75,488.78	130,600.00	57.8%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	829.73	2,200.00	37.7%	
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	1,229.73	5,950.00	20.7%	
Total 07 · PARKS, REC & CULTURAL	80,778.51	211,550.00	38.2%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,435.00	5,670.00	25.3%	
8110002 · FICA/Medicare	130.63	500.00	26.1%	
8110003 · Consultants - Engineer	4,823.95	10,000.00	48.2%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	24,139.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	30,528.58	23,120.00	132.0%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	945.00	5,830.00	16.2%	
8111002 · FICA/Medicare	33.84	446.00	7.6%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	978.84	7,776.00	12.6%	
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	31,507.42	33,823.00	93.2%	
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	8,921.88	39,891.00	22.4%	
9410402 · Construction	0.00	836,586.00	0.0%	
Total 94104 · Street Scape - Park Sidewalk	8,921.88	876,477.00	1.0%	
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				
94107 · Blight Mitigation	0.00	40,000.00	0.0%	
94108 · Capital Improvement Funds Expens				
94108 · Capital Improvement Funds Expens	7,730.00	326,332.00	2.4%	
94109 · Storm Water Grant Match				
94109 · Storm Water Grant Match	0.00	40,000.00	0.0%	
Total Expense	1,832,199.66	4,403,673.00	41.6%	
Net Ordinary Income	391,984.11	0.00	100.0%	
Net Income	391,984.11	0.00	100.0%	

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2023 through February 2024

	Jul '23 - Feb 24	Jul '22 - Feb 23	% Change
Ordinary Income/Expense			
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	91.97	1,344.61	-93.2%
3110-04 · Penalties - All Property Taxes	1,862.79	1,162.77	60.2%
Total 3110 · GENERAL PROPERTY TAXES	463,316.32	414,185.16	11.9%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	144,815.24	140,687.63	2.9%
3120-02 · Business License Tax	48,466.66	137,336.73	-64.7%
3120-03 · Cigarette Tax	102,987.37	105,261.13	-2.2%
3120-04 · Consumer Utility Tax	67,807.01	97,109.97	-30.2%
3120-05 · Meals Tax - Current	805,353.46	720,941.82	11.7%
3120-06 · Sales Tax Receipts	71,166.48	84,967.86	-16.2%
3120-07 · Penalties (Non-Property)	5,244.04	7,918.13	-33.8%
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	1,246,147.25	1,295,371.88	-3.8%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	2,025.00	1,475.00	37.3%
3130-03 · Motor Vehicle Licenses	407.00	180.00	126.1%
3130-05 · Other Planning & Permits	9,715.00	12,815.00	-24.2%
3130-06 · Pass Through Fees	12,460.00	13,379.08	-6.9%
Total 3130 · PERMITS,FEES & LICENESES	24,607.00	27,849.08	-11.6%
3140 · FINES & FORFEITURES			
3140-01 · Fines	13,027.30	10,011.23	30.1%
Total 3140 · FINES & FORFEITURES	13,027.30	10,011.23	30.1%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	10,927.05	7,157.74	52.7%
3150-03 · Interest on Bank Deposits	88,528.82	21,607.99	309.7%
Total 3150 · REVENUE - USE OF MONEY	99,455.87	28,765.73	245.7%
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	4,704.00	-100.0%
3151-07 · Haymarket Church Suite 206	29,395.01	26,710.65	10.1%
3151-08 · 15020 Washington Realty	37,847.92	36,827.76	2.8%
3151-09 · 15026 Copper Cricket	16,225.76	15,753.20	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	20,759.31	26,010.61	-20.2%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	4,480.00	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%
Total 3151 · RENTAL (USE OF PROPERTY)	119,121.67	112,345.27	6.0%
3160 · CHARGES FOR SERVICES			
3160-01 · Public Safety			
3160-02 · Donation/Grants	0.00	10.00	-100.0%
3160-01 · Public Safety - Other	5,305.00	0.00	100.0%
Total 3160-01 · Public Safety	5,305.00	10.00	52,950.0%
Total 3160 · CHARGES FOR SERVICES	5,305.00	10.00	52,950.0%

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

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

	Jul '23 - Feb 24	Jul '22 - Feb 23	% Change
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	28,100.00	11,500.00	144.4%
3165-01 · Town Event	58,481.49	55,780.00	4.8%
3165-02 · Farmer's Market	9,218.30	6,922.50	33.2%
3165-03 · Town Ornaments	11,533.26	7,458.96	54.6%
3165-05 · Museum Revenue - Art	864.30	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	108,671.35	82,019.46	32.5%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	153.48	-333.08	146.1%
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	0.00	388.17	-100.0%
Total 3180 · MISCELLANEOUS	46,537.04	95.09	48,840.0%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	18,242.00	17,344.00	5.2%
3200-04 · Car Rental Reimbursement	495.54	167.55	195.8%
3200-05 · Communications Tax	41,238.02	43,990.33	-6.3%
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	0.00	4,366.00	-100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	97,994.97	100,960.94	-2.9%
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	2,224,183.77	2,071,613.84	7.4%
Gross Profit	2,224,183.77	2,071,613.84	7.4%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	732.00	250.00	192.8%
111002 · FICA/Medicare	797.89	751.26	6.2%
111003 · Meals and Lodging	125.79	77.22	62.9%
111005 · Salaries & Wages - Regular	11,500.00	10,617.86	8.3%
Total 11100 · TOWN COUNCIL	13,155.68	11,696.34	12.5%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	260,070.91	191,806.85	35.6%
1211002 · Salaries/Wages - Overtime	1,428.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	31,460.50	38,103.22	-17.4%
1211004 · FICA/Medicare	21,744.40	17,114.70	27.1%
1211005 · VRS	18,590.76	13,987.64	32.9%
1211006 · Health Insurance	34,774.40	25,638.99	35.6%
1211007 · Life Insurance	3,537.84	2,577.98	37.2%
1211008 · Disability Insurance	1,792.12	1,381.55	29.7%
1211009 · Unemployment Insurance	578.80	2,785.02	-79.2%
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	1,122.00	7,963.54	-85.9%

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2023 through February 2024

	Jul '23 - Feb 24	Jul '22 - Feb 23	% Change
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	4,133.87	4,580.79	-9.8%
1211015 · Advertising	3,016.50	2,116.50	42.5%
1211016 · Computer, Internet & Website Svc	10,954.36	14,918.13	-26.6%
1211017 · Postage	1,535.78	1,857.79	-17.3%
1211018 · Telecommunications	4,770.93	4,224.53	12.9%
1211019 · Mileage Allowance	277.72	231.25	20.1%
1211020 · Meals & Lodging	2,098.82	1,058.00	98.4%
1211021 · Convention & Education	1,291.15	123.90	942.1%
1211022 · Miscellaneous	387.00	0.00	100.0%
1211024 · Books, Dues & Subscriptions	10,071.56	9,919.57	1.5%
1211025 · Office Supplies	3,695.95	3,995.67	-7.5%
1211026 · Equipment Rental	0.00	1,977.65	-100.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	3,703.44	-100.0%
Total 12110 · TOWN ADMINISTRATION	436,743.57	368,190.71	18.6%
12210 · LEGAL SERVICES			
1221001 · Legal Services	57,443.83	22,525.69	155.0%
Total 12210 · LEGAL SERVICES	57,443.83	22,525.69	155.0%
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	525,743.08	402,412.74	30.7%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	324,136.97	293,223.71	10.5%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	17,189.30	13,211.11	30.1%
3110013 · Salaries & Wages - OT Select En	3,881.05	4,208.58	-7.8%
3110004 · Salaries & Wages - Holiday Pay	23,831.89	19,607.56	21.5%
3110005 · Salaries & Wages - Part Time	42,770.00	29,240.00	46.3%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	3,381.39	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	8,620.00	2,300.00	274.8%
3110020 · FICA/MEDICARE	31,507.45	26,946.70	16.9%
3110021 · VRS	20,535.99	20,692.35	-0.8%
3110022 · Health Insurance	56,048.00	48,382.40	15.8%
3110023 · Life Insurance	4,496.39	4,118.06	9.2%
3110024 · Disability Insurance	1,631.84	1,698.13	-3.9%
3110025 · Unemployment Insurance	622.13	3,112.86	-80.0%
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	17,951.30	15,464.81	16.1%
3110032 · Computer, Internet & Website	2,622.50	2,687.49	-2.4%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	7,342.04	8,012.48	-8.4%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	2,836.18	464.70	510.3%
3110038 · Convention & Edu. (Training)	2,182.00	1,732.96	25.9%
3110040 · Annual Dues & Subscriptions	11,322.59	11,585.24	-2.3%
3110041 · Office Supplies	4,353.01	3,230.21	34.8%
3110042 · Vehicle Fuels	19,985.62	19,127.26	4.5%
3110043 · Vehicle Maintenance/Supplies	9,871.23	11,091.55	-11.0%
3110045 · Uniforms & Police Supplies	28,623.10	13,474.78	112.4%
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	740,705.62	592,130.65	25.1%
Total 03 · PUBLIC SAFETY	740,705.62	592,130.65	25.1%

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

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

	Jul '23 - Feb 24	Jul '22 - Feb 23	% Change
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	70,425.18	70,835.43	-0.6%
Total 43200 · REFUSE COLLECTION	70,425.18	70,835.43	-0.6%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	47,017.07	43,725.91	7.5%
4310002 · Maint Svc Contract-Pest Control	3,039.00	544.80	457.8%
4310003 · Maint Svc Contract-Landscaping	18,204.31	17,710.00	2.8%
4310004 · Maint Svc Contract Snow Removal	5,252.00	0.00	100.0%
4310007 · Electric/Gas Services	11,603.86	12,864.25	-9.8%
4310008 · Electrical Services-Streetlight	2,999.82	3,178.73	-5.6%
4310009 · Water & Sewer Services	2,488.35	2,756.11	-9.7%
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	486.12	80.0%
4310016 · Maint - Vehicle Maintenance	0.00	875.16	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	92,076.44	83,296.93	10.5%
Total 04 · PUBLIC WORKS	162,501.62	154,132.36	5.4%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	57,216.38	76,938.66	-25.6%
60001 · Town Tourism	26,784.89	21,391.80	25.2%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	84,001.27	98,330.46	-14.6%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	4,060.00	10,074.30	-59.7%
Total 70000 · HAYMARKET COMMUNITY PARK	4,060.00	10,074.30	-59.7%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	2,094.14	-7.2%
7111003 · Contractural Services	40,272.66	51,535.50	-21.9%
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	75,488.78	65,866.44	14.6%
72200 · MUSEUM			
7220012 · Telecommunications	829.73	1,108.52	-25.2%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	1,229.73	1,508.52	-18.5%
Total 07 · PARKS, REC & CULTURAL	80,778.51	77,449.26	4.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,435.00	1,380.00	4.0%
8110002 · FICA/Medicare	130.63	140.96	-7.3%
8110003 · Consultants - Engineer	4,823.95	5,898.23	-18.2%
8110007 · Convention/Education	0.00	820.45	-100.0%
8110009 · Engineer - Pass Through	24,139.00	18,601.25	29.8%
Total 81100 · PLANNING COMMISSION	30,528.58	26,840.89	13.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	945.00	1,080.00	-12.5%
8111002 · FICA/Medicare	33.84	62.93	-46.2%
8111005 · Convention & Education	0.00	820.45	-100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	978.84	1,963.38	-50.2%

Attachment: Treasurer Report 03.04.2024 (6501 : Town Treasurer Report)

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

	Jul '23 - Feb 24	Jul '22 - Feb 23	% Change
81111 · Board Of Zoning Appeals			
8111102 · FICA / Medicare	0.00	0.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	31,507.42	28,804.27	9.4%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	0.00	249,323.53	-100.0%
90002 · Payment for Stolen Check	45,518.56	0.00	100.0%
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	8,921.88	25,871.25	-65.5%
Total 94104 · Street Scape - Park Sidewalk	8,921.88	25,871.25	-65.5%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.01	-0.06	116.7%
Total EMPLOYEE BENEFITS	0.01	-0.06	116.7%
Total 94105 · PERSONNEL	0.01	-0.06	116.7%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	2,046.78	19,217.58	-89.4%
Total 94106 · TOWN CENTER MASTER PLAN	2,046.78	19,217.58	-89.4%
94108 · Capital Improvment Funds Expens	7,730.00	0.00	100.0%
Total Expense	1,832,199.66	1,821,328.93	0.6%
Net Ordinary Income	391,984.11	250,284.91	56.6%
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	391,984.11	250,284.91	56.6%

Attachment: Treasurer Report 03.04.2024 (6501 : 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: February 28, 2024
Re: Proffers Update

An update on proffers concerning Robinson Village (Van Metre) and Crossroads (Pulte) as of February 28, 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

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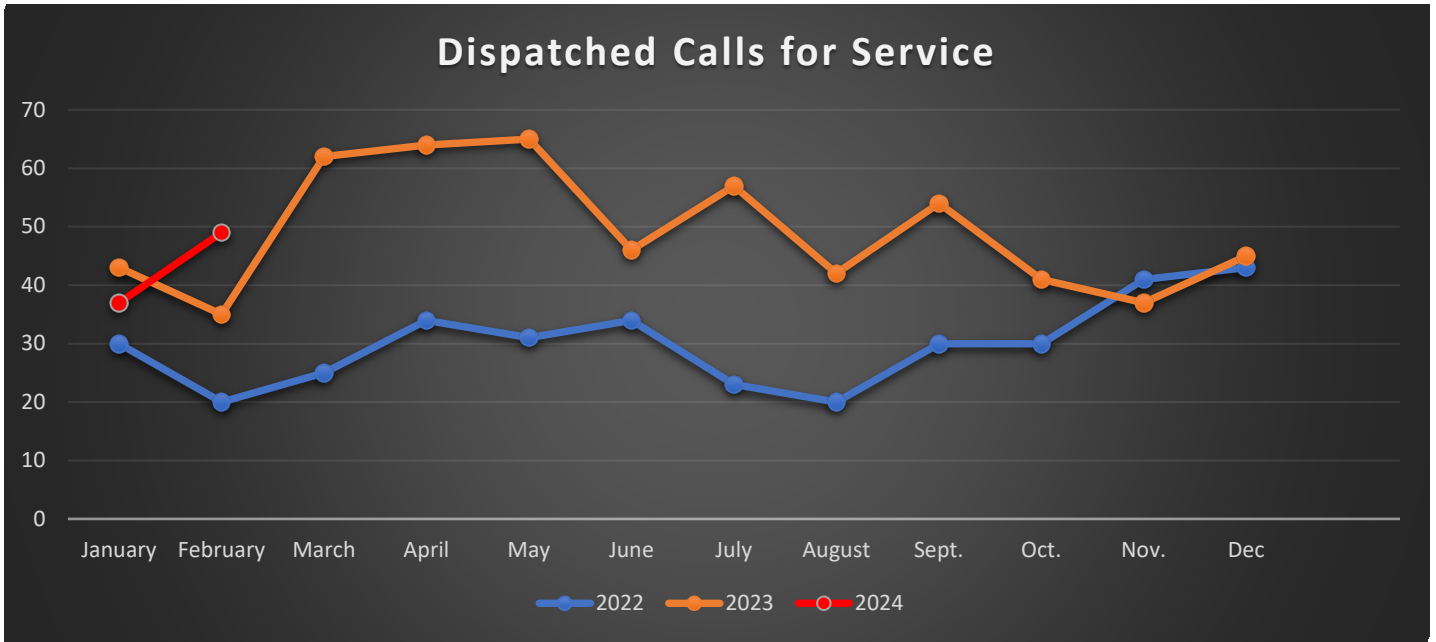
Attachment: Memo to Council - Proffers Update 02.28.2024 (6501 : Town Treasurer Report)

Police Department Report to Council

Activity Period January 15, 2023 to February 14, 2024

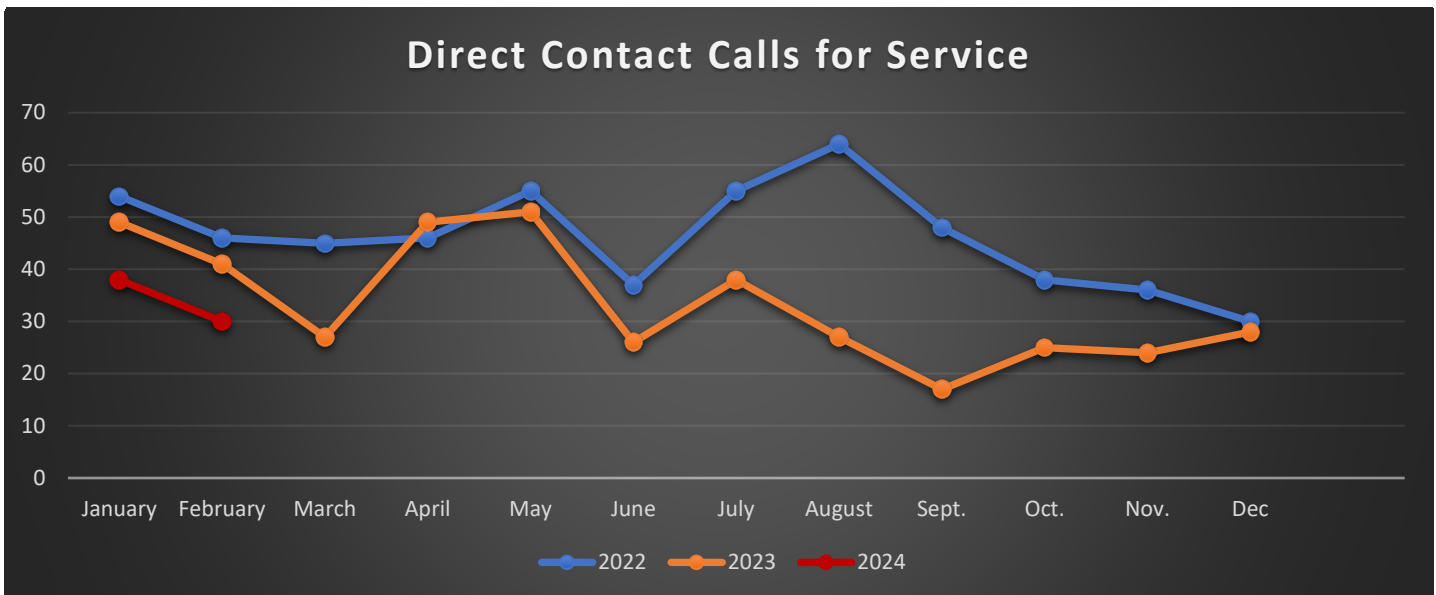
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 8
- Deferments: 1
- Non-Reportable Calls: 40



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.

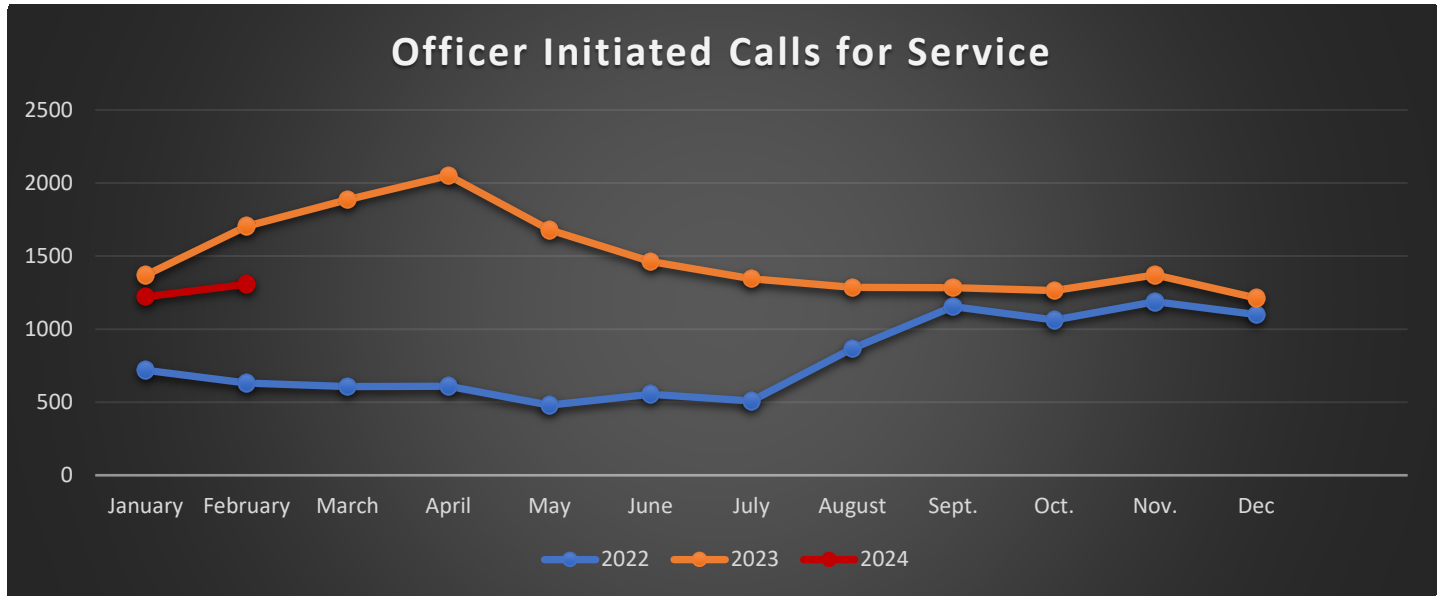
- Reportable Calls: 0
- Non-Reportable Calls: 30



Attachment: Report to council January 15 2023 to February 14 2024 (6502 : Chief of Police Report)

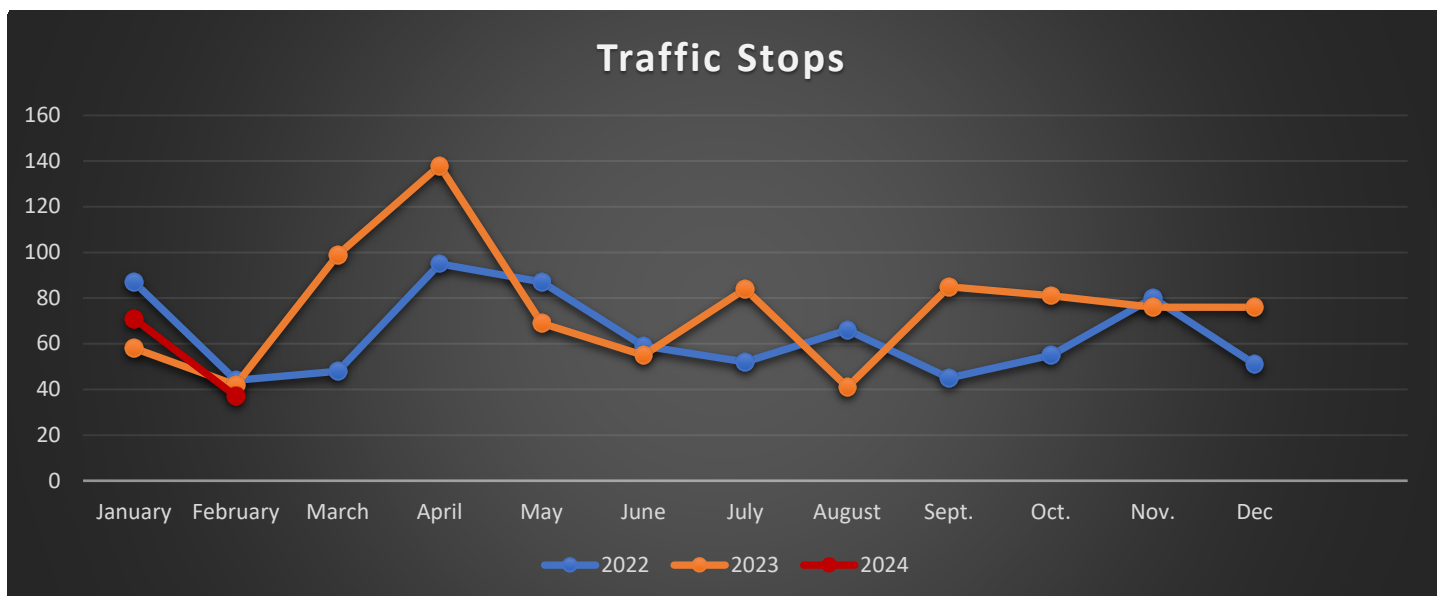
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 1,261
- Foot Patrols: 46



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.

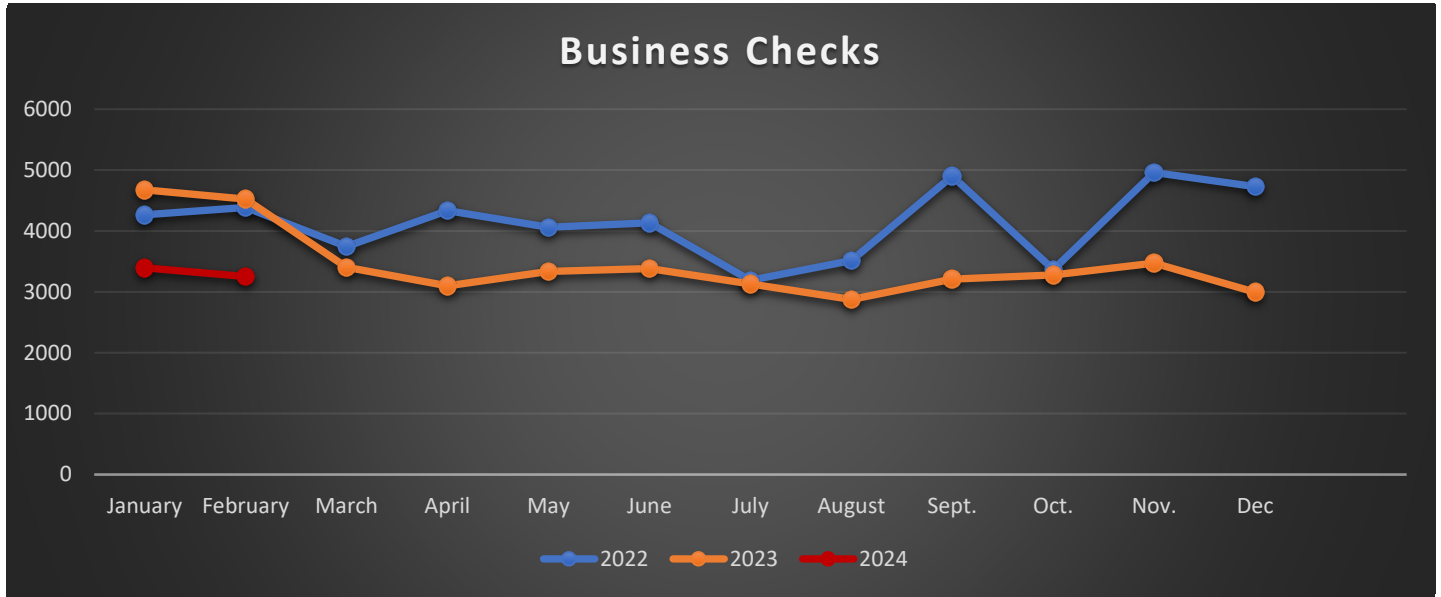
- Traffic Stops: 37
 - Summonses: 10
 - Warnings: 26



Attachment: Report to council January 15 2023 to February 14 2024 (6502 : Chief of Police Report)

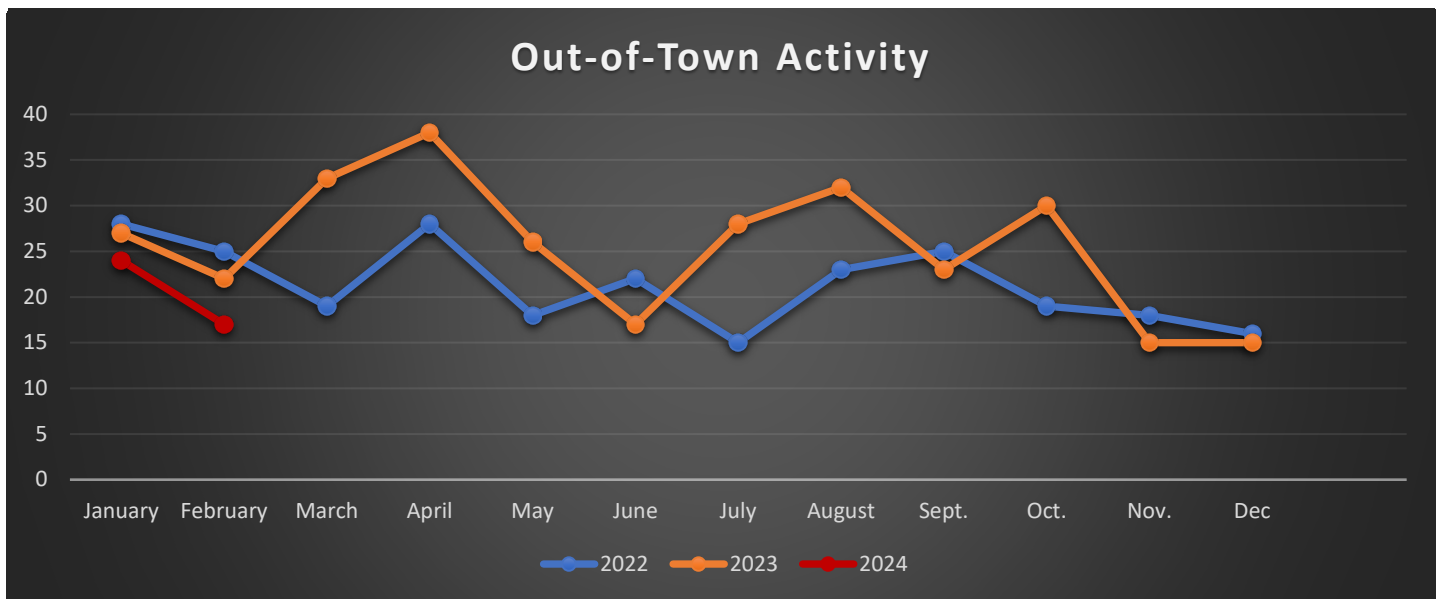
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is 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: 212
- Physical Check: 397
- Drive By: 2,643



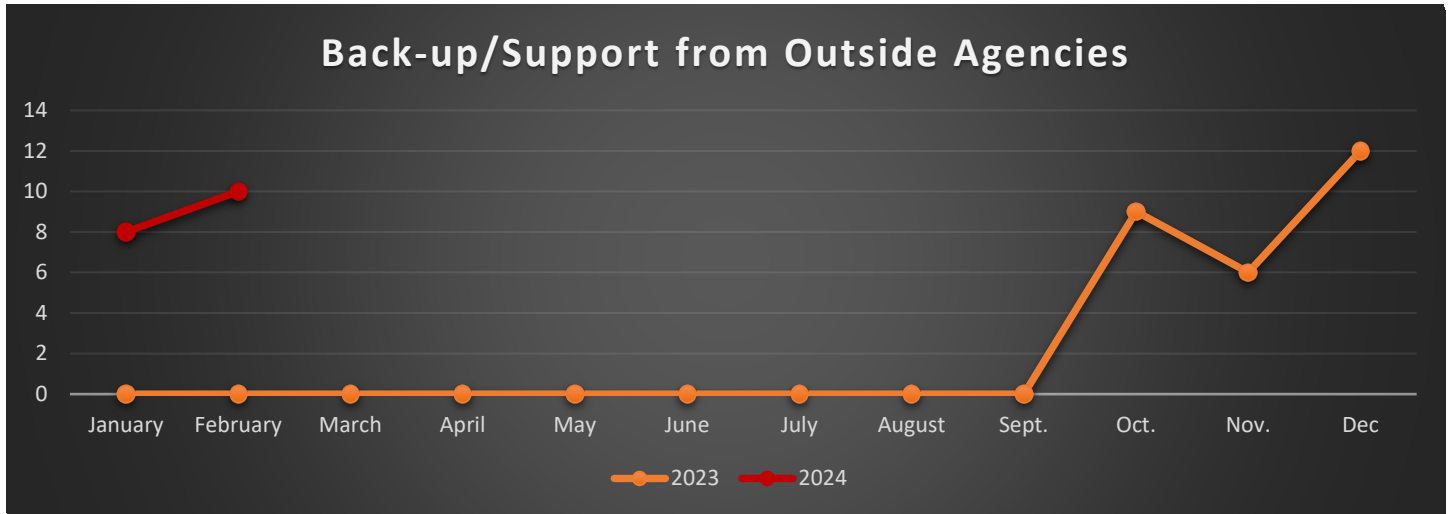
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 12
- Other: 5

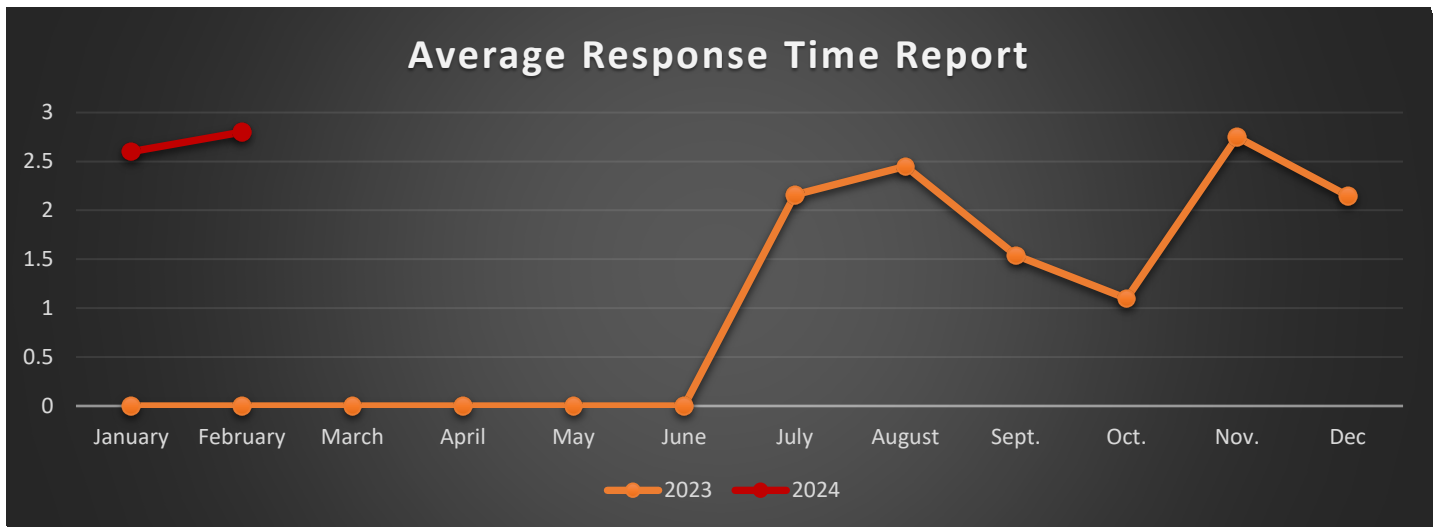


Attachment: Report to council January 15 2023 to February 14 2024 (6502 : Chief of Police Report)

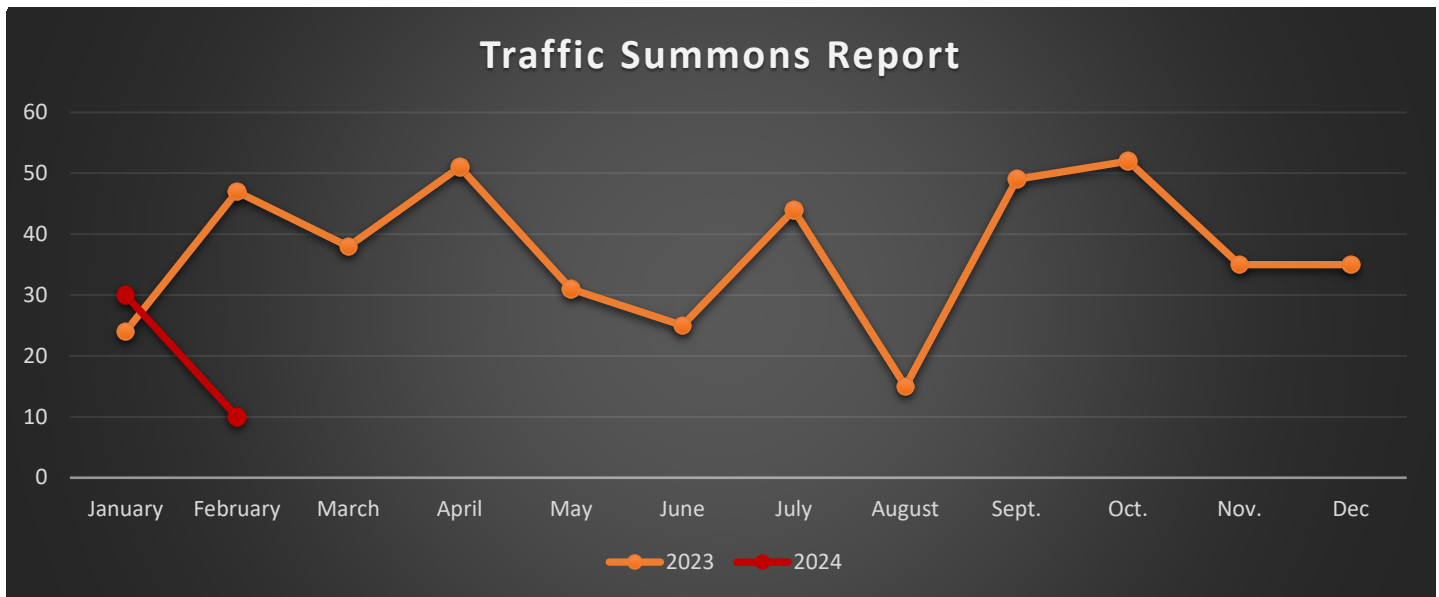
Request for Outside Agencies to Assist the Haymarket Police Department in cooperate limits: 8



Average Officer Response times to all calls for Service: 2 minutes 55 seconds.



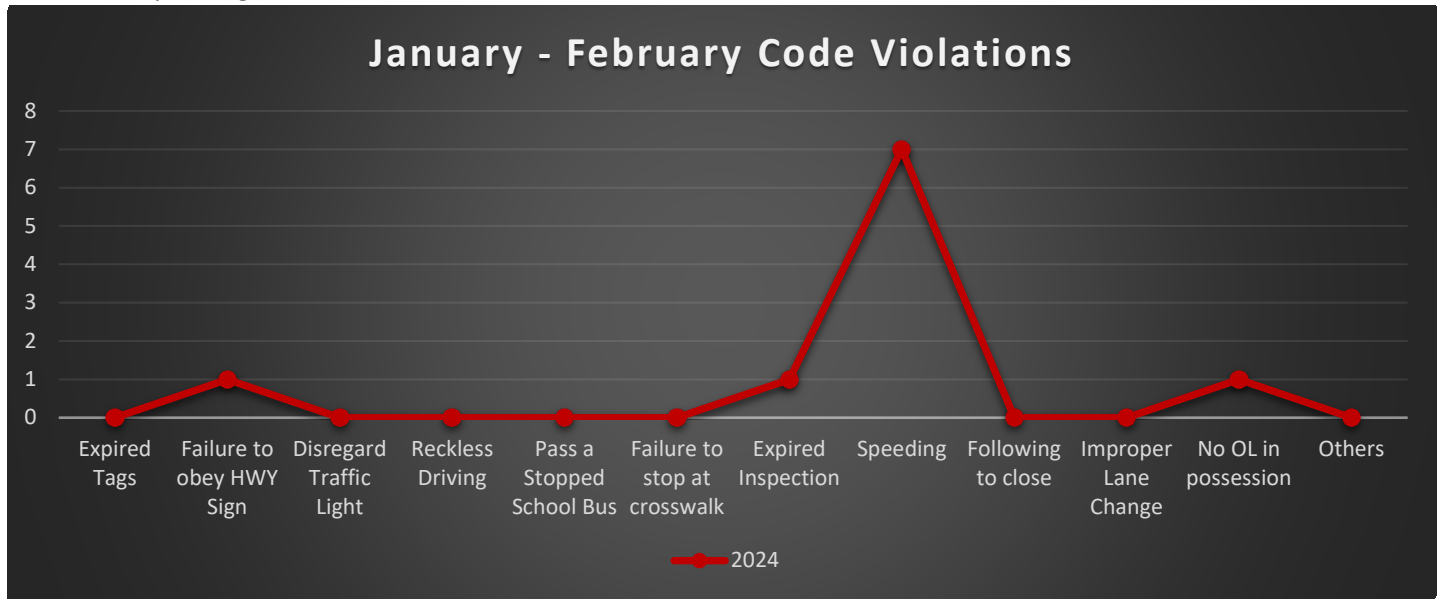
Total Summons Issued: 10



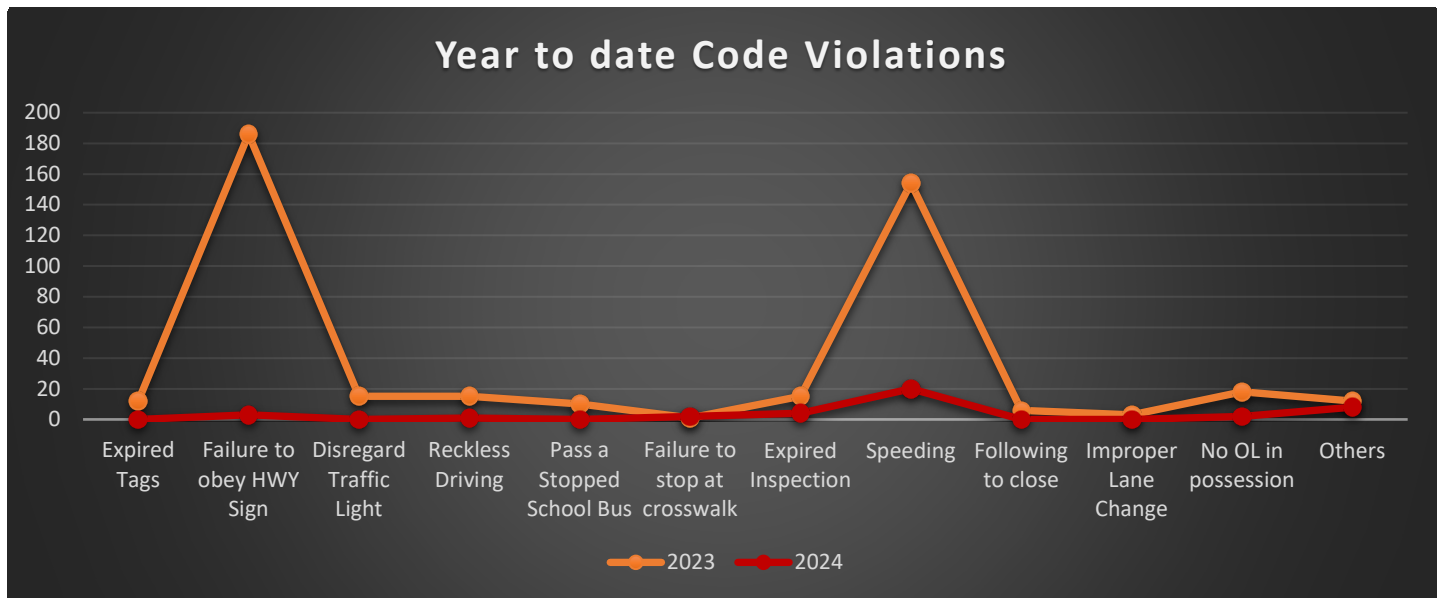
Attachment: Report to council January 15 2023 to February 14 2024 (6502 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations. 10

- 46.2-1158 – Expired inspection – 1
- 46.2-300 – No operator license – 1
- 46.2-830 - Failure to obey a highway sign - 1
- 46.2-874 – Speeding – 7



Total Summons Issued 2024: 40



Arrest: Misdemeanor: 5 Felony: 1

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

Total Grant Award Amount: \$12,656.00

Monies used this quarter: \$2987.29.

Hours worked by Officers: 52

Summons Written: 35

Attachment: Report to council January 15 2023 to February 14 2024 (6502 : 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.
- 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.
- The Haymarket Police Department 2024-2025 budget first draft has been prepared and will be presented at the March 4, 2024 Council Meeting.
- Chief Sibert has submitted the reimbursement request for the 2022 LOLE grant funds and the 2023 DCJS ARPA funds. The monies received from these two grants will be used to offset the purchase of 2 new departmental portables. (Total amount of reimbursement is \$12,522). Both reimbursement requests have been approved and will be received soon.
- Chief Sibert has entered an MOU with the Prince William County Police Department for the use of the firearms training facility the County recently purchased. The MOU has yet to be ratified. The MOU does not bind the Town to any annual fees nor dues. There is a fee of \$800 that will only be invoiced if the Haymarket Police Department uses the range for a full day of training.
- Chief Sibert has submitted the 2024-2025 DMV Grant. The Budget worksheet breakdown is as follows. Personnel cost requested- \$15,960 / Community Collaboration- \$1,368 / Officer Training- \$800 / Traffic Signage- \$7,700 / RADAR Units- \$6,058 Total Funding Request- \$31,886 / Local Matching Funds In-Kind- \$15,943.
- On January 24, 2024, The Town Manager and Chief Sibert met with VDOT engineers to discuss signage options to make the town crosswalks more visible.
- Chief Sibert attended FOIA training on February 1, 2024.
- Chief Sibert completed a RAND Corporation pedestrian traffic safety survey. Completing this survey will qualify the Haymarket Police Department to receive the survey findings along with innovative ideas to implement in the Town.
- Chief Sibert has submitted the 2023 LOLE Grant application. The Haymarket Police Department qualifies for \$622 and will use this money to purchase accessories for recently purchased portables, such as spare batteries, vest clips, and shoulder microphones.
- Vice Mayor Pater and Chief Sibert began providing local businesses with recognition awards. These awards are being provided to businesses that have partnered with the police department to make events happen such as National Night Out, Operation Santa Claus, Ice Cream Socials, etc..
- On February 17, 2024, Chief Sibert took part in the Special Olympics Polar Plunge. Over \$140,000 was raised to assist the Special Olympics Athletes.

Respectfully Submitted,

Allen Sibert

Chief of Police

Haymarket Police Department 2024 Event Listing

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2024	Completed
2	Haymarket PD Blood Drive	January 25, 2024	Canceled
3	Drive Sober or get pulled over Initiative	February 11, 2024	Completed
4	Coffee with a Cop	February 14, 2024	Completed
5	Polar Plunge	February 17, 2024	Completed
6	Drive Sober or get pulled over Initiative	March 14 th -17 th , 2024	Upcoming
7	St. Baldricks Event	March 16, 2024	Upcoming
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	Rail Safety Week	June 24 th – 30 th , 2024	Upcoming
21	Drive Sober or get pulled over Initiative	June 30 th – July 4 th , 2024	Upcoming
22	Blood Drive	TBA	Upcoming
23	National Night Out	August 6, 2024	Upcoming
24	Woman's Self Defense Class 1	TBA	Upcoming
25	Drive Sober or get pulled over Initiative	August 14 th – Sept. 2 nd , 2024	Upcoming
26	Summer Concert	August 17, 2023	Upcoming
27	Child Passenger Safety Week	September 15 th – 21 st , 2024	Upcoming
28	Coffee with a Cop	October 4, 2024	Upcoming
29	Woman's Self Defense Class 2	TBA	Upcoming
30	Haymarket Day	October 19, 2024	Upcoming
31	Prince William County Truck or Treat	TBA	Upcoming
32	Tyler Elementary Truck or Treat	TBA	Upcoming
33	Drug Take Back	TBA	Upcoming
34	Halloween Candy Handout	October 31, 2024	Upcoming
35	Christmas in Haymarket	December 14, 2024	Upcoming
36	Santa Cops (East)	TBA	Upcoming
37	Operation Santa Claus	December 7, 2024	Upcoming
38	Santa Cops (West)	TBA	Upcoming

Attachment: Report to council January 15 2023 to February 14 2024 (6502 : Chief of Police Report)



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

Memorandum

To: Council
From: Emily Kyriazi, Town Manager
Re: Town Engineer Monthly Report

Please find the summary table of open Town Engineer tasks and their status below for your review. The report covers the period from December 23, 2023 through January 31, 2024. Please do not hesitate to let me know if there are questions or comments.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	1/30/2024	Applicant/Katie	-First submission received 11/17. Comments sent 1/17 -Responded to applicant questions 1/30. Owe response on buffer/esmt overlap
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	1/26/2024	Katie	-Revision submitted 1/24 -Comments due 3/6
Robinson's Paradise	Katie/Thomas	1/4/2021	1/26/2024	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

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Attachment: 2024-01 Jan Engineer's Reports_KMM (6503 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	1/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Crossroads Village	Katie/Thomas	10/18/2018	1/25/2024	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	1/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Robinson Village	Katie/Thomas	8/13/2020	1/25/2024	Katie	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built 2nd submission review comments due 2/1
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	1/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Park Sidewalk	Katie/Thomas	4/27/2021	1/3/2024	Town	-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 -Contingency 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

Attachment: 2024-01 Jan Engineer's Reports_KMM (6503 : 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	10/31/2023	Applicant	-As-built submission comments provided 10/31 -Town to confirm bond status for release coordination
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

Attachment: 2024-01 Jan Engineer's Reports_KMM (6503 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant	-Received inserts and recommend for approval 11/3. Bonds to be posted

Attachment: 2024-01 Jan Engineer's Reports_KMM (6503 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
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: 2024-01 Jan Engineer's Reports_KMM (6503 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	2/22/2024	Applicant	-Revision submitted 1/24 -Approved 2/22
Robinson Village	Katie/Thomas	8/13/2020	2/22/2024	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built 2nd submission review comments sent 2/22
Park Sidewalk	Katie/Thomas	4/27/2021	2/22/2024	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 -Contingency coordination -Engineering review comments sent 2/22
Chick-fil-A	Katie/Emily	11/16/2021	2/22/2024	Applicant	-As-built submission coments provided 10/31 -Town to confirm bond status for release coordination -SUP review coordination
Robinson's Paradise	Katie/Thomas	1/4/2021	2/22/2024	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	2/22/2024	Applicant	-Construction and Town E&S inspections ongoing
Crossroads Village	Katie/Thomas	10/18/2018	2/22/2024	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	2/22/2024	Applicant	-Construction and Town E&S inspections ongoing
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	2/22/2024	Applicant	-Construction and Town E&S inspections ongoing
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	1/30/2024	Applicant/Katie	-First submission received 11/17. Comments sent 1/17 -Responded to applicant questions 1/30. Owe response on buffer/esmt overlap

Attachment: 2024-02 Feb Engineer's Reports_KMM (6503 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
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

Attachment: 2024-02 Feb Engineer's Reports_KMM (6503 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
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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
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Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20

Attachment: 2024-02 Feb Engineer's Reports_KMM (6503 : 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: February 29, 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. Drafted the Request for Proposal for demolition services related to the Town Park Building.
2. Advised staff regarding implementation of the Request for Proposal for waste disposal services.
3. Revised the draft mobile food truck ordinance, considering the applicable law and the concerns of council, staff and the citizens.
4. Communicated with counsel for Beans and the Town Manager regarding the status of the property demolition permit.
5. Prepared and filed the order to be entered by the court for the appointment of a member to the Board of Zoning Appeals.

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Town of Haymarket
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Haymarket, VA 20169
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Memorandum

To: Council
From: Finance Liaisons
Re: February 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:

- Worked with the Treasurer to **develop merit/compensation information for use by council in determining merit increase** levels for TM and Chief. Treasurer, with liaison concurrence, recommends council update the town's salary and compensation levels vs. similar sized jurisdictions in the region. Treasurer to inquire of VML whether such data is already available or if a study is necessary
- **Park sidewalk construction contract awarded on 2/20/24**; meeting scheduled with contractor, with mobilization and work anticipated to start by April
- **Draft RFP for park building demolition under review** by town attorney; seeking input from ARB on potential elements for harvesting. **Target date for posting 3/6/24**
- Reviewed the **audit proposal** response to RFP and provided comments to the Treasurer; anticipate an **award for a five-year term to RFC Associates. Initial cost** for audit increased to **\$24,500**
- **Reviewed the trash and recycle RFP and provided comments to the Treasurer**
- Staff continues work on a plan to realign the administrative offices and centralize town hall entryway, as previously designed, while incorporating enhanced security needs – **to be presented to council for consideration when ready**
- **Chief and PD** working on Senior Summit scheduled on April 25, 2024 at Park Valley Church. The town will assume majority sponsorship to offset the cost for beverages and meals; funding for promotional brochures from Tourism and meals/beverages from Town Events line items

Respectfully,

Joe Pasanello, Councilmember and TracyLynn Pater, Vice Mayor

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Town of Haymarket
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Haymarket, VA 20169
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Memorandum

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

Business Liaison Report February 2024

- *Weekly meetings with Staff
- *Food Truck Survey ~ Handed out to encourage additional participation
- *Visited businesses with Chief to honor and say Thank You for supporting Town Police Events
- *Ribbon Cutting for Good Fellas Pizza
- *Ribbon Cutting for The Evocative Atelier

Respectfully Submitted

Tracylynn Pater

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Attachment: Memorandum Business liaison report 0324 (6516 : Business Liaison Report)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
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Memorandum

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

- Continued working with staff on memorial plaque ideas
- Continuing to work with staff on youth programming memorial plaque
- Reached out to local High School Government Teacher to discuss future programming

Respectfully submitted

Mary Ramirez

Attachment: Memo Community Liaison report 0324 (6517 : 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 February 20, 2024 included and addressed the following:

- Reviewed a draft version of Planning Commission Annual Report
- Reviewed 2024 Planning Commission meeting schedule
- One mile review of Grayson Overlook off of Old Carolina Rd
 - Request to rezone ±80.79 acres from A-1 (Agricultural) to PMR (Planned Mixed Residential), Residential, and with associated development waivers and modifications to allow for the development of up to 218 single-family detached residential units.
 - The Planning Commission discussed the following concerns with the proposed rezoning and planned development (comments to the County):
 - Potential negative impact to the Town due to an increase in vehicular traffic on Jefferson St (Old Carolina Rd), and
 - Potential negative impact to local schools due to an increase in the number of students and overcapacity situations.
- One mile review of Special Use Permit (SUP) submission to the County to allow the installation of new substation directly southwest of the interchange ramp of I-66 and Lee Hwy. The comment to the County by the Commission deals with minimizing the visibility of the substation to the public/visitors (i.e., trees).

Respectfully Submitted,

Alexander Beyene
Councilmember

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703-753-2600

Memorandum

To: Council
From: Marchant Schneider, Architectural Review Board (ARB) Liaison
Re: ARB Liaison Report / February 2024

At its February meeting, the ARB reviewed and approved new freestanding and building-mounted signage for Haymarket Implant and Cosmetic Dentistry at 6375 Hunting Path.

Staff briefed the ARB regarding the Council's decision to overturn the ARB denial of the Certificate of Appropriateness to demolish the Town Park Building / Lewis Home at 14740 Washington Street. Staff noted the Council decision included salvaging materials from the structure for potential inclusion in the design / construction of a replacement pavilion. The ARB discussed potential options for the design of the pavilion that could include existing elements of the structure. The ARB has scheduled a worksession / site visit for March 6 to further evaluate salvageable elements of the structure. The ARB plans to then finalize recommendations at the March 20 regular monthly meeting and forward to Council.

Respectfully submitted,

Marchant Schneider
ARB Chair

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Town of Haymarket
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Haymarket, VA 20169
703-753-2600

Memorandum

To: Honorable Mayor and Town Council
From: Emily Kyriazi, Town Manager
Re: Mobile Food Establishment Ordinance re-advertise for Public Hearing

Background: The Town Council held a public hearing at their February 5, 2024 Regular Monthly Meeting. Since the public hearing, there have been significant changes to the ordinance, to include eliminating a separate Zoning Permit application and making the application for zoning and mobile food establishment permit one application.

Staff suggests that following the substantial modifications to the Mobile Food Establishment Ordinance the Town Council shall hold another public hearing for citizen comment.

Recommendation: To authorize staff to proceed with a public notice and to hold a public hearing at the Town Council April Regular monthly meeting on April 1, 2024.

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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. 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.
- c. 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.
- d. 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 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

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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 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.

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- 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 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.