



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, November 6, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation: Pastor Tim McGowan - Living Hope Evangelical Presbyterian Church

IV. Youth in Government Presentation

V. Haymarket Day Recap and Recognitions

VI. Citizens Time

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Sep 25, 2023 7:00 PM
2. Mayor and Council - Closed Session/Regular Meeting - Oct 2, 2023 6:00 PM

B. Department Reports

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

C. Liaison Reports

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

VIII. Agenda Items

1. Budget Amendment: Resolution #2023-014
2. Policy and Procedures Revision - Payables Policy
3. Prince William County Stormwater Grant Match

IX. Councilmember Time

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

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, September 25, 2023

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

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

II. Pledge of Allegiance

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

III. Agenda Items

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly financial report. He shared that the numbers on this report will change by the regular monthly meeting because of the meals tax and transient occupancy tax revenue. He also shared that Chief Sibert sold the Ford Taurus and that the finance committee will be discussing where to apply those revenues. Lastly, Mr. Gonzalez shared the real estate tax bills will be going out on October 5 and that the income on that line item will start to increase. There was a short discussion on the report.

2. Tax Free Weekend

Town Treasurer Roberto Gonzalez shared that every year the Town Council adopts an ordinance during Haymarket Day weekend by suspending the meals tax for the In Town restaurants. He stated that the Town Council has adopted the ordinance in years past to show an appreciation to the In-Town businesses and those food vendors that set up during Haymarket Day. A short discussion followed.

3. Christmas and Holiday Event

Town Manager Emily Kyriazi presented several items for the Town Council to consider regarding the Christmas and Holiday event that is scheduled in December. She shared that staff is working on some of the decoration plans as this event is something the Town makes a bigger investment in. She shared that the company that used to donate and supply the Christmas tree for the event is unable to supply the tree any longer due to lack of inventory and the substantial increase in cost of the trees. Mrs. Kyriazi shared that she has been working with staff in looking for an artificial tree that looks very realistic and could be used for many years to come. She also shared that this would be an investment in regards that the tree could start off as a small tree and the Town could add more to it every year. Mrs. Kyriazi gave an estimate on the cost of the tree but shared that she will be bringing the full cost of the tree, its accessories and storage solutions to the next regular monthly meeting. She stated that she will propose an not to exceed limit on the purchase with the finance committee approving the final cost. She also shared that funding would likely come from tourism and sponsorships and other event money. She stated that she would present the full package at the next meeting. Discussion followed on the subject of the tree and decorating ideas within the Town. Lastly, Town Manager Kyriazi shared information about this year's ornament. She stated that the Haymarket Baptist Church is this year's ornament. She stated that the church members helped to write the insert that will accompany the ornament and that the ornament should be in by Haymarket Day and available for purchasing.

4. Council Vacancy Discussion

Town Clerk Kim Henry shared that the Town received a resignation letter from David Leake on September 11th. She stated that this leaves a vacancy on the Council. She continued to share

Minutes Acceptance: Minutes of Sep 25, 2023 7:00 PM (Minute Approval)

that she put a notification of vacancy on the Town's Facebook page and also put an ad in the paper about the vacancy. She presented applications of two individuals interested in filling the vacancy. She also provided information about holding a special election for the vacancy since the Town has had special elections in the past. She stated that because of the timing of the vacancy, appointment and the term of office, the Town would not need to hold a special election for this vacancy seat. Ms. Henry asked for direction from Council on interviewing the applicants for the vacancy. A discussion followed.

IV. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Sep 25, 2023 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

CLOSED SESSION/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 2, 2023

6:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Late, Council Member Joe Pasanello: 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. Closed Session

1. Closed Session Motion

Councilmember Pasanello moved that the Haymarket Town Council go into 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 Council vacancy; and Pursuant to 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 a Town lease agreement. Vice Mayor Pater seconded the motion. The motion carried.

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

2. Certification

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

Without objection from the Town Council, Mayor Luersen directed staff to work with legal counsel to move forward as discussed.

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

IV. Recess

At this time, Town Clerk Kim Henry shared that a recess was not necessary and that the Mayor could keep moving on the agenda. Mayor Luersen asked, before moving forward on the agenda, if there were

Minutes Acceptance: Minutes of Oct 2, 2023 6:00 PM (Minute Approval)

any adjustments to the agenda. Councilmember Pasanello asked that Citizen's Time be moved directly after the invocation on the agenda since some of the speakers at this evening's meeting have to be at other meetings. There was no objection to moving Citizens Time up.

V. Reconvene

VI. Invocation - Reverend Eric Hornbuckle, St. Thomas Anglican

Mayor Luersen invited Reverend Eric Hornbuckle from St. Thomas Anglican Church to the podium to give the evening's invocation.

VII. Citizen's Time

Mayor Luersen opened up Citizens Time by stating the candidates running for public office are at this evening's meeting to introduce themselves, the office that they are running for and a short description of the platform that they are running on. The mayor stated that there is a 3 minute limit for each candidate, since there are 13 candidates present at this evening's meeting, The following candidates were introduced as follows:

Bob Weir - Prince William County Board of Supervisor (Gainesville District), Josh Thomas - Virginia State Delegate, Bill Woolf - Virginia State Senate District 30, Danica Roem - Virginia State Senate District 30, Deshundra Jefferson - Prince William County Board of Supervisor Chairperson, Babur Lateef - Chairman for Prince William County School Board, Jennifer Wall - Prince William County School Board (Gainesville District), Hina Ansari - Prince William County Clerk of Court, and Carrie Rist - School Board Prince William County School Board.

Mayor Luersen shared that during the Closed Session, the Town Council interviewed the candidates for the Town Council vacancy. He invited them to the podium so that they could introduce themselves to the public. Matthew Gallagher, Justin Baker, Teri John and Kevin Schneider.

VIII. Community Spotlight; Heidi Wolfe, Haymarket Kiwanis

Mayor Luersen invited Heide Wolfe to the podium to share information about the Haymarket Kiwanis Club. Ms. Wolfe shared that this is a new chapter in Haymarket and that Chief Sibert just finished the first year as the President of this chapter. She introduced the new President Terri Davis and Vice President Carl Davis, and Treasurer Natalie King who was also in attendance. Ms. Wolfe shared that the Kiwanis is heavily involved in the community and the children within the community. She also shared that the chapter meets on the second Thursday of each month at Out of the Blue Restaurant in Gainesville.

IX. Recognition

Mayor Luersen recognized David Leake for his years of service to the Town as a councilmember and as a previous Mayor. Mr. Leake resigned on September 11th since he was leaving Haymarket. Mayor Luersen presented Mr. Leake with a plaque and flowers for his wife, Suzanne.

At this time, Councilmember Ramirez left the meeting.

X. Consent Agenda

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

At this time, Mayor Luersen released the Town Attorney from the meeting.

A. Minute Approval

1. Mayor and Council - Work Session - Aug 29, 2023 7:00 PM

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

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

2. Mayor and Council - Closed Session/Regular Meeting - Sep 5, 2023 6:30 PM

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

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

3. Mayor and Council - Regular Meeting - Sep 5, 2023 7:00 PM

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

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

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 Outreach Liaison Report
- 4. Architectural Review Board Liaison Report
- 5. Planning Commission Liaison Report

XI. Agenda Items

1. Ordinance #2023-001: Tax Free Weekend

Town Treasurer Roberto Gonzalez shared that this ordinance has been a tradition that the Council adopted during Haymarket Day weekend. He stated that this ordinance relieves meals tax from In Town restaurants for October 21st and October 22nd to encourage visitors attending the Haymarket Day festivities to enjoy the Town restaurants.

Councilmember Pasanello moved that the Haymarket Town Council approve Ordinance #2023-001: An Ordinance to Waive Meals Tax on October 21st through October 22nd, 2023 set by Section 42-186 of the Code of Ordinances, Town of Haymarket, Virginia (2014), as amended, relating to food and beverages. 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:	Marchant Schneider, Joe Pasanello, TracyLynn Pater, Alexander Beyene
ABSENT:	Mary Ramirez

2. Town Council Vacancy

Mayor Luersen shared that the Town Council held a Closed Session earlier in the evening to interview the prospective candidates for the Town Council vacancy. He stated that he wanted to acknowledge every applicant and appreciate their interest in serving the Town. He stated that every applicant were worthy and qualified candidates to serve on the Town Council. Councilmember Pasanello also thanked the candidates and stated that it was a very hard decision for the Council to make. He shared that he enjoyed listening to each candidates

Minutes Acceptance: Minutes of Oct 2, 2023 6:00 PM (Minute Approval)

envisions for the Town. He also asked that the candidates don't be discouraged because there will be opportunities to serve in the near future.

Councilmember Pasanello moved that the Town Council appoint Matt Gallagher to complete the term through December 31, 2024. 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:	Marchant Schneider, Joe Pasanello, TracyLynn Pater, Alexander Beyene
ABSENT:	Mary Ramirez

3. Christmas and Holiday Event Expenses

Town Manager Emily Kyriazi gave a brief update on the Holiday and Christmas event. She shared that Event Coordinator Rachel Sawyer has started working on the details of the event and seeking out sponsorship. Mrs. Kyriazi gave the sponsorship updates. Mrs. Kyriazi also shared the most recent updates to the upcoming Haymarket Day on October 21st. She shared that it takes the entirety of staff including the Police Department to make this a successful event. She stated that there will be 258 vendors. She shared that after Haymarket Day, the staff will roll right into the Holiday and Christmas Event scheduled for December 9th. She stated that this year, staff has been working on the wreaths and banners that have deteriorated over time. She continued to state that one of the things staff has been working on was to move to a more sustainable effort in the purchasing of an artificial Christmas tree. She shared that in years past, the Town tree was donated by our landscaping company. She also shared that the landscaping company can no longer make this contribution because of the raising costs of trees and the limited inventory. Mrs. Kyriazi shared that she started looking for trees that would be a great addition to the Town and would be able to hold up over time. She shared two comparative quotes for an artificial tree that will fit the Town's needs. She stated that she will be asking for Council to authorize the purchase of a tree with a not to exceed amount. Mrs. Kyriazi stated that approximately 75% of the sponsorships would be used for the purchase of the tree. She showed the Council an image of an 18 foot tree that would come in 2 foot increments with scaffolding on the inside which would take a team of one or two people to put it up by using the scaffolding. She continued to share that the trees come with anchoring systems. She stated that the tree comes with branches that attach to the ring and are pre lit. She also stated that it comes with an ornament package. She stated that the trees come with a 5 year warranty. Mrs. Kyriazi shared that no special building or doors are needed to store the tree. She also shared that there is a 3 season warranty on the lights and with the single branch system, it is easy to replace the lights. She stated that height of the tree could be added and the light and ornament package could be added to complete the package. She stated that the cost of the package would be approximately \$18,164. The tree would come with a topper that would be appropriate in size of the tree. She shared that the color scheme would be red, gold and green so that it stays with the already established color scheme. Mrs. Kyriazi shared that the three small trees for the children would remain intact since this has become a tradition for the three pre-schools in Town. At this time, Mrs. Kyriazi opened the floor for any questions or comments.

There was a question of previous years cost in labor for the installing the live tree. Mrs. Kyriazi shared that the Town spends roughly \$2000 in labor plus the rental of a bucket truck to string the lights and ornaments. She also stated that the cost for ornaments was approximately \$2000, which is the same pricing for the ornament package associated with the artificial tree. She continued to state that the lights on the artificial tree would be commercial grade LED lights which would last longer. There was questions on shipping costs, as well. A discussion continued on sponsorship money and the possible purchase of the tree using that money. Town Manager Kyriazi asked for an amount not to exceed \$18,500. The Council discussed the cost of the package. There was also a discussion on being inclusive with other decorations such as the purchase of a menorah. Mrs. Kyriazi also shared the plans for the light pole decorations and the banners. She also shared the Nutcracker program taking place this year with the Town businesses. She stated that the businesses are sponsoring a 6 foot tall nutcrackers to be displayed at their business. A discussion also followed on the warranty offered.

Minutes Acceptance: Minutes of Oct 2, 2023 6:00 PM (Minute Approval)

Vice Mayor Pater moved that the Town Council authorize staff to purchase an artificial Christmas tree with the light package, ornament package and tree topper in amount not to exceed \$20,000. Councilmember Beyene seconded the motion. The motion carried by a roll call vote.

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

XII. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater thanked the candidates who applied for the vacancy and showing an interest in serving for the Town. She also shared that the Crossroads Arts Alliance had their grand opening in the museum over the weekend. She also shared that the Business Roundtable had their quarterly meeting at the Haymarket Hotel. She finished her time stating that she is excited about Haymarket Day and is excited in seeing everyone.

2. Councilmember Beyene

Councilmember Beyene did not have anything to add.

3. Councilmember Pasanello

Councilmember Pasanello congratulated Matt Gallagher on his appointment to the Town Council and thanked the other candidates for their interest in serving the Town. He also thanked the state and local candidates for attending this evening's meeting and for participating during citizens time. Councilmember Pasanello asked that he would like to add to the November Work Session agenda a discussion on transportation improvements.

4. Councilmember Schneider

Councilmember Schneider shared that he spoke with the Town Manager about the hometown heroes banner program and if the Town would like to continue offering the program for families to purchase a banner. He stated that he would like to put this item on the November work session agenda for further discussion. Lastly, Mr. Schneider stated that he has been asked questions about the decisions made on the firehouse and the park building and the different color schemes at the south end of the Town. He stated that he encouraged those to continue to ask questions.

5. Councilmember Ramirez

Councilmember Ramirez was not present during Councilmember time and did not produce any report. Vice Mayor Pater asked staff for an update on the Youth in Government program that is being organized by Councilmember Ramirez. Town Manager Kyriazi gave a short update. She stated that the Town received 13 applications for the program that all have been accepted to participate in the program.

6. Mayor Luersen

Mayor Luersen shared he had his monthly Talk with the Mayor at the last Farmer's Market. He also shared that the monthly Walk with the Mayor is scheduled for this coming Saturday. Lastly, Mayor Luersen again thanked all the applicants that was interested in the Council vacancy.

XIII. Adjournment

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

1. Motion to Adjourn

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

Minutes Acceptance: Minutes of Oct 2, 2023 6:00 PM (Minute Approval)

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

DRAFT

Minutes Acceptance: Minutes of Oct 2, 2023 6:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Civic Plus: Meetings and Agendas	Emily K		Shipment of all equipment			Signed with Civic Plus to move our Agendas and Minutes Database/System from MinuteTraq to CivicPlus. Will start the transition work in October and we have a projected turn around time of 12-15 weeks
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 UPDATE The RFP bids are due on Friday 11-4 at 3pm for review. The Town Engineer and Town Manager will begin the review process and provide a recommendation to the Town Council. Working with the Engineering Groupe on a change order discussion/request regarding the Crosswalk Study, Landscape Plan and Lighting Plan.
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 Following up with the County regarding the request for the \$40,000 grant match to proceed with the Stormwater Grant. Will discuss with the Town Council RE: submitting the grant match
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Town Manager scheduled a meeting with Richard Weinmann, PWC Traffic Safety Engineering Branch Manager, to discuss the Quiet Zone program and its current status. Town to work on identifying pedestrian improvement projects for the Safe Streets 4 All Grant. Quiet Zone Grant will still be moving forward, however, based on recent incidents at the private crossing, the likelihood of receiving the Quiet Zone is unknown.

Attachment: Monthly Report November 2023 (6350 : Town Administration Report)

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA items 7/27/2023: All outstanding items to be resolved by August 21, 2023. 9/26/2023: Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled. UPDATE 10/30/2023: Town Planner to present CBPA items to Town Council for work session.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. 8/30/2022 -- Had to follow up with two businesses displaying feather signs, will issue Zoning Violation letters accordingly UPDATE 9/26 Town Businesses in compliance with feather signs, Town Planner will issue Zoning Violations for future incidents.</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Visited these businesses the month of October -- Haymarket Hotel, Parrandos, 1971 Coffee, CVS, Chickfila, VNB, Luxe Nail Bar, Brusters, Thrive Med Spa, CAA, Melanie's Florist, School of Rock, Ash Salon, Hidden Jules, Cupcake Heaven</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 UPDATE 10/30/2023: Town Staff have presented application to the ARB in the October 18th meeting.</p>
<p>Staff Meetings</p>	<p>Staff</p>					<p>Held weekly Staff Meetings on Tuesdays</p>

Attachment: Monthly Report November 2023 (6350 : Town Administration Report)

Personnel Manual Meeting	Emily/Roberto/ Chief/Chris M					Town Attorney reviewing the Personnel Manual and will provide suggestions
Land Use Planning Department						
Playground Shade Structure	Emily K.					Shade removed from the park playground
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. UPDATE The SWPPP has been submitted to the Town
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)
Robinson's Paradise	Thomas					11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy.
Van Metre -- Robinson Village	Emily K, Thomas					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. UPDATE 10/16 as built submission received and under review by Town Staff

Attachment: Monthly Report November 2023 (6350 : Town Administration Report)

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 complete inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. UPDATE 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 9/26 As built and landscaping bond review continue. UPDATE 10/30/2023: The landscaping bond will be given 30% release.</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 construction continues.</p>
Crossroads Village, Kiddie Academy	Thomas					<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 UPDATE 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent.</p>
Haymarket Lifetime Smiles	Thomas					<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. UPDATE 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</p>

Attachment: Monthly Report November 2023 (6350 : Town Administration Report)

Pulte Townhomes at CVC	Thomas					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 UPDATE 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots. UPDATE 10/16 Town Planner has given construction release for 9 more lots.
Bleight Drive Townhomes	Thomas					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. UPDATE 9/26-11/3 Applicant to submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					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 9/26-10/3 Town Staff are still waiting on applicant to submit bond agreement.
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					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. UPDATE 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirtfield and silt fences installed to prevent E/S issues in the interim.
14750 Jordan Lane	Thomas					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. UPDATE 10/16 Permitting still pending at County Level

Attachment: Monthly Report November 2023 (6350 : Town Administration Report)

Finance Department

BPOL	Roberto /Alexandra					Processing late BPOL applications as they come in. Approximately 6 still outstanding-sending fina demand letters next week.
Real Estate Tax Refund	Roberto/ Emily					The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issue the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website
Finance Liaisons Meeting	Roberto/ Emily					Met with the Finance Liaisons weekly for the month of March; topics of interest included potential purchasing of a Police Vehicle, the proposed Draft FY24 Budget, quotes for building maintenance proposed maintenance FTE, and other general finance matters.
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for VDOT
FY2024	Roberto					Preparing the Draft budget for the Town Council's review -- first budget meeting was held on March 27th
FY2023	Roberto					FY2023 Budget is on the Town Website
FY2022	Roberto					Collecting data for FY2022 audit
Town Clerk						
Board/Committee Updates	Kim					I am working with Virginia Commowealth University on a BZA training opportunity for December.
Agendas/Minutes	Kim					All approved minutes have been posted to the website. I am working on the 2024 meeting schedule for all boards.
Directives	Kim					Planning Commission archives are being uploaded onto the our Youtube chaneel. I will be starting in Town Council archives shortly. Land file room will be complete by the end of the year
C						
Tenant Buildings	CC-Check on bathrooms & that plumbing is good from previous month. Met with pest control for squirrel problem in attic/roof-patches made and problem resolved. WSR-inspect fire safety systems. Resolve tenant complaint call on ac unit					
Museum	Rearrange all shelving on 2nd floor as they were blocking vents. Clean out vents on 2nd Floor. Decorate 2nd floor & outside garden area for Halloween. Set up for Crossroads Arts Alliance opening event. Replace outdoor wall sconces. Repair handicap rail & loose boards in back. Swept out & oversee painting of caboose. Cleaned & Adjusted sign boards.					
Light Poles	Continue inspections of light poles. Prepare for veteran banners Next phase will include replacing broken outlets, installing LED light bulbs, and possibly globes. NOTE: Mapping and Labeling of light poles still in progress.					

Attachment: Monthly Report November 2023 (6350 : Town Administration Report)

<p>Events: Haymarket Day Christmas/Holiday</p>	<p>10/16-10/29 set up & break down of Haymarket Day. Clean out upstairs storage room for incoming Christmas Decorations. Receive all outdoor holiday decorations off truck, unbox & move to storage. Load/store holiday tents town tents. Meet with staff for holiday timeline/to-do. Interview holiday help assistant.</p>
<p>Other:</p>	<p>Park storage cleanup, park sign board clean up/repairs, trash & animal waste collections.</p>

Staff

<p>Farmers Market</p>	<p>Rachel</p>					<p>Alex-halloween farmers market, share on social media. Hope to begin selling ornaments at remaining markets. Vendor attendance is being compiled to review at the end of the season.</p>
<p>Holiday & Christmas Event</p>	<p>Rachel</p>					<p>A-Invoice food vendor applications. Assit in meetings to plan for decorating. Create holiday flyers. Help Ma with receiving and storing decorations. R- Vendor applications are in & sorting through to choose the mos diverse products. Connecting with schools to fill performances on stage. Working with Crossroad Connections for Fill the Truck donationd drive.</p>
<p>Haymarket Day 10/21</p>	<p>Rachel/Alex</p>					<p>Alex- assist in spacing, planning & setting up for HD; Rachel- Haymarket Day was a great success thanks to the efforts of the town staff, council, police department & volunteers!</p>
<p>Social Media/website</p>	<p>Emily/Rachel/Alexandra</p>					<p>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 events.</p>
<p>Office Misc.</p>	<p>Alexandra</p>					<p>Filing all Sept invoices. Handle purchase orders for upcoming events. Send/Follow up on ordinance letters r IMF. Prepare Meals Tax Free flyers & distribute to business. Assist with Youth in Government Program & emails.</p>
<p>Newsletter</p>	<p>Emily/Alex</p>					<p>Prepared & mailed Newsletters beginning of Oct.</p>
<p>Real Estate Tax</p>	<p>Roberto/Alexandra</p>					<p>Mail all RE Invoices. Begin recording incoming payments and prepare receipts.</p>
<p>Invoices</p>	<p>Alexandra</p>					<p>Checking Mail daily, enter all invoices into QuickBooks; process payments. Keep track of late invoices, and payment processing for events and zoning applications.</p>
<p>Spreadsheets</p>	<p>Alexandra</p>					<p>Maintain business email lists. Update BPOL sheets etc.</p>

New/Old Business Updates

Attachment: Monthly Report November 2023 (6350 : Town Administration Report)

New Businesses	Bruster's official Ribbon Cutting 11/3 @ 12 Peace & Laughter 1 year ribbon cutting 11/18 @ 10am Ribbon Cutting 11/15 @5pm. Expected opening November 10 or 11. License Mobile Food Establishments: Happy Family Ranch, MoMo's and More, and What the Schnitzel Ace Cabinet & Granite 6719 Lea Berry Way Remnant Farm Kombucha(in process) Noodle & Co pulled out CrumbI Cookie
----------------	---

Attachment: Monthly Report November 2023 (6350 : 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: November 01, 2023
Re: Treasurer's Report

Highlights:

- Actuals as of 11.01.2023 are included in this agenda.
- Worked on new lease agreements for new tenants.
- Working on Auditors contract RFP
- Working on Trash contract RFP
- Working on FY2023 audit preparation
- Working on Mobile Food Establishment ordinance
- Working on Town fund investments opportunities
- 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 November 1, 2023

	Nov 1, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	
10100 · The Fauquier Bank Operating	-2,200.00
10140 · TFB General Checking 4071	1,647,030.36
10141 · TFB Escrow 2471	1,761,734.20
10142 · TFB Merchant 3771	1,285,041.76
10143 · TFB Historical Funds 6671	2,216.27
10145 · TFB Historic Book 7971	3,893.60
10190 · TFB - CARES Act Funds 0871	-355.60
10191 · TFB American Rescue Funds 1707	1,706,309.55
20100 · Sona Bank	-170.01
10300 · Change Fund-Town Hall	100.90
10500 · Clearing Account	-2,203.62
10000 · Cash & Cash Equivalents - Other	116.03
Total 10000 · Cash & Cash Equivalents	6,401,513.44
11010 · Virginia Investment Pool	336,752.73
Total Checking/Savings	6,738,266.17
Accounts Receivable	
12000 · Accounts Receivable	509,374.90
12010 · A/R Permits	-2,672.55
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	510,708.24
Other Current Assets	
11499 · Undeposited Funds	81,373.36
Total Other Current Assets	81,373.36
Total Current Assets	7,330,347.77
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	13,532,725.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	84,239.47
Total Accounts Payable	84,239.47
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	1,724.95
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	1,838.85

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of November 1, 2023

	Nov 1, 23
Other Current Liabilities	
20096 · Deferred Revenue - Other	1,194,401.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	9,775.17
22000 · Security Deposits	15,393.98
22010 · Escrow Deposits	454,706.00
Total Other Current Liabilities	3,413,245.25
Total Current Liabilities	3,499,323.57
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
Total Long Term Liabilities	681,007.47
Total Liabilities	4,180,331.04
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,469,858.95
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	280,965.25
Total Equity	9,352,394.86
TOTAL LIABILITIES & EQUITY	13,532,725.90

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	439,120.59	455,783.00	96.3%	
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	452,780.51	469,383.00	96.5%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	70,276.07	175,000.00	40.2%	collections up to September 30, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
				collections of new businesses and delinquent businesses
3120-02 · Business License Tax	23,475.10	250,000.00	9.4%	
3120-03 · Cigarette Tax	54,849.30	140,000.00	39.2%	Collectionbns up to September 30, 2023
3120-04 · Consumer Utility Tax	27,967.81	158,000.00	17.7%	collections up to September 30, 2023
3120-05 · Meals Tax - Current	383,688.44	1,200,000.00	32.0%	collections up to September 30, 2023
3120-06 · Sales Tax Receipts	29,838.82	160,000.00	18.6%	collections up to September 30, 2023
3120-07 · Penalties (Non-Property)	2,851.34	5,000.00	57.0%	
3120-08 · Interest (Non-Property)	223.73	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	593,170.61	2,112,000.00	28.1%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,025.00	4,500.00	22.8%	
3130-03 · Motor Vehicle Licenses	212.00	1,000.00	21.2%	
3130-05 · Other Planning & Permits	2,895.00	15,000.00	19.3%	
3130-06 · Pass Through Fees	9,787.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESES	13,919.50	20,500.00	67.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	4,466.03	20,000.00	22.3%	
Total 3140 · FINES & FORFEITURES	4,466.03	20,000.00	22.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	4,581.48	1,500.00	305.4%	Collections up to September 30, 2023
3150-03 · Interest on Bank Deposits	28,029.71	10,000.00	280.3%	Collections up to September 30, 2023
Total 3150 · REVENUE - USE OF MONEY	32,611.19	11,500.00	283.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	14,344.65	49,207.00	29.2%	
3151-08 · 15020 Washington Realty	18,923.96	56,772.00	33.3%	
3151-09 · 15026 Copper Cricket	8,112.88	24,338.00	33.3%	
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	35,838.00	32.7%	
3151-14 · Salman Home Realty Suite 204	2,240.00	5,600.00	40.0%	
3151-15 · Revolution Mortgage	3,226.67	7,099.00	45.5%	Paid 5 months upfront
3151-16 · Stirrup For Delegate 21	1,989.00	3,315.00	60.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	60,549.04	182,169.00	33.2%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5,305.00	0.00	100.0%	Surplus sale of PD vehicle (Taurus)
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	25,600.00	10,000.00	256.0%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	55,649.49	80,000.00	69.6%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	9,148.30	8,000.00	114.4%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	2,235.76	5,000.00	44.7%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	98.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	92,855.00	103,000.00	90.2%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	94.67	0.00	100.0%	
3180-01 · Citations & Accidents Reports	20.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	500.00	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	914.67	0.00		

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,121.00	31,548.00	28.9% Quarterly grant
3200-05 · Communications Tax	20,317.66	80,000.00	25.4% collections up to September 30, 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
3200-17 · LOLE Grant	0.00	4,393.00	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	64,470.78	145,868.00	44.2%
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%

Total Income	1,321,042.33	3,264,420.00	40.5%
Gross Profit	1,321,042.33	3,264,420.00	40.5%

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	272.00	2,500.00	10.9%
111002 · FICA/Medicare	459.38	2,000.00	23.0%
111003 · Meals and Lodging	15.00	1,000.00	1.5%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	6,575.00	25,000.00	26.3%

Total 11100 · TOWN COUNCIL	7,321.38	30,750.00	23.8%
-----------------------------------	-----------------	------------------	--------------

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	136,571.32	407,469.00	33.5%
1211002 · Salaries/Wages - OverTime	1,081.95	0.00	100.0%
1211003 · Salaries/Wages - Part Time	17,020.00	66,560.00	25.6%
1211004 · FICA/Medicare	11,424.85	36,264.00	31.5%
1211005 · VRS	10,447.65	37,852.00	27.6%
1211006 · Health Insurance	19,560.60	63,963.00	30.6%
1211007 · Life Insurance	1,987.92	4,850.00	41.0%
1211008 · Disability Insurance	1,006.02	3,360.00	29.9%
1211009 · Unemployment Insurance	132.48	5,995.00	2.2%
1211010 · Worker's Compensation	279.75	435.00	64.3%
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%
1211012 · Accounting Services	574.00	8,000.00	7.2%
1211014 · Printing & Binding	2,356.90	8,298.00	28.4%
1211015 · Advertising	1,456.50	9,000.00	16.2%
1211016 · Computer, Internet &Website Svc	3,799.38	28,550.00	13.3%
1211017 · Postage	813.15	4,000.00	20.3%
1211018 · Telecommunications	2,260.75	7,500.00	30.1%
1211019 · Mileage Allowance	277.72	1,000.00	27.8%
1211020 · Meals & Lodging	2,065.61	2,000.00	103.3%
1211021 · Convention & Education	1,206.15	6,000.00	20.1%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	7,142.83	16,000.00	44.6%
1211025 · Office Supplies	1,058.98	6,500.00	16.3%
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	241,654.51	753,999.00	32.1%
--	-------------------	-------------------	--------------

12210 · LEGAL SERVICES

1221001 · Legal Services	26,161.08	83,200.00	31.4%
--------------------------	-----------	-----------	-------

payments up to September 30, 2023
services

Total 12210 · LEGAL SERVICES	26,161.08	83,200.00	31.4%
-------------------------------------	------------------	------------------	--------------

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	18,400.00	17,120.00	107.5%
-----------------------------	-----------	-----------	--------

Total 12240 · INDEPENDENT AUDITOR	18,400.00	17,120.00	107.5%
--	------------------	------------------	---------------

Total 01 · ADMINISTRATION	293,536.97	885,069.00	33.2%
----------------------------------	-------------------	-------------------	--------------

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	172,598.36	516,406.00	33.4%
3110003 · Salaries & Wages - OT Premium	12,315.63	30,000.00	41.1%
3110013 · Salaries & Wages - OT Select En	3,712.15	10,000.00	37.1%
3110004 · Salaries & Wages - Holiday Pay	6,053.05	35,541.00	17.0%
3110005 · Salaries & Wages - Part Time	20,280.00	65,000.00	31.2%
3110012 · Salaries & Wages - PT Admin.	5,495.00	39,000.00	14.1%
3110020 · FICA/MEDICARE	16,386.73	53,240.00	30.8%
3110021 · VRS	11,490.87	31,604.00	36.4%
3110022 · Health Insurance	31,527.00	72,272.00	43.6%

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

3110023 · Life Insurance	2,515.95	6,146.00	40.9%
3110024 · Disability Insurance	913.01	2,400.00	38.0%
3110025 · Unemployment Insurance	10.44	3,360.00	0.3%
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	8,079.70	28,392.00	28.5%
3110032 · Computer, Internet & Website	1,857.50	5,000.00	37.2%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	3,398.14	13,800.00	24.6%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	1,419.88	5,000.00	28.4%
3110038 · Convention & Edu. (Training)	1,732.00	10,000.00	17.3%
3110040 · Annual Dues & Subscriptions	4,864.30	17,200.00	28.3%
3110041 · Office Supplies	1,520.76	5,000.00	30.4%
3110042 · Vehicle Fuels	8,248.70	36,700.00	22.5%
3110043 · Vehicle Maintenance/Supplies	6,046.91	21,500.00	28.1%
3110045 · Uniforms & Police Supplies	3,231.37	36,000.00	9.0%
			vehicle will be picked up this coming
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	418,661.10	1,157,858.00	36.2%
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	418,661.10	1,167,858.00	35.8%
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	33,958.92	123,750.00	27.4%
Total 43200 · REFUSE COLLECTION	33,958.92	123,750.00	27.4%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	28,957.38	105,222.00	27.5%
4310002 · Maint Svc Contract-Pest Control	155.00	3,000.00	5.2%
4310003 · Maint Svc Contract-Landscaping	9,341.51	35,000.00	26.7%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	4,910.37	18,593.00	26.4%
4310008 · Electrical Services-Streetlight	1,341.08	5,500.00	24.4%
4310009 · Water & Sewer Services	1,152.08	3,850.00	29.9%
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	508.44	5,000.00	10.2%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	46,389.84	192,665.00	24.1%
Total 04 · PUBLIC WORKS	80,348.76	323,628.00	24.8%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	19,604.21	75,075.00	26.1%
60001 · Town Tourism	6,352.17	50,050.00	12.7%
60003 · Advertising	0.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	25,956.38	147,125.00	17.6%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	1,360.00	25,000.00	5.4%
Total 70000 · HAYMARKET COMMUNITY PARK	1,360.00	25,000.00	5.4%
71110 · EVENTS			
7111001 · Advertising - Events	75.00	5,000.00	1.5%
7111003 · Contractural Services	45,319.51	50,000.00	90.6%
7111004 · Events - Other	28,062.17	30,850.00	91.0%
7111005 · Police Department Events	2,235.12	7,500.00	29.8%
7111006 · Farmer's Market	343.43	8,000.00	4.3%
Total 71110 · EVENTS	76,035.23	101,350.00	75.0%
72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	352.05	2,200.00	16.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%

vehicle will be picked up this coming week

For services up to October 31, 2023

7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 · MUSEUM	752.05	5,950.00	12.6%
Total 07 · PARKS, REC & CULTURAL	78,147.28	132,300.00	59.1%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,140.00	5,670.00	20.1%
8110002 · FICA/Medicare	115.71	500.00	23.1%
8110003 · Consultants - Engineer	2,724.38	10,000.00	27.2%
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	13,521.00	0.00	100.0%
Total 81100 · PLANNING COMMISSION	17,501.09	23,120.00	75.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	690.00	5,830.00	11.8%
8111002 · FICA/Medicare	20.07	446.00	4.5%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	710.07	7,776.00	9.1%
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	18,211.16	33,823.00	53.8%
09 · NON-DEPARTMENTAL			
90002 · Fraudulent Check	45,518.56	0.00	100.0% reissue of PD vehicle payment
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	136,600.00	100.9% Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	3,298.73	4,950.00	66.6% Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	186,617.29	141,550.00	131.8%
Total 09 · NON-DEPARTMENTAL	186,617.29	141,550.00	131.8%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	4,291.73	150,000.00	2.9%
Total 94104 · Street Scape - Park Sidewalk	4,291.73	150,000.00	2.9%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.02	0.00	100.0%
Total EMPLOYEE BENEFITS	-0.02	0.00	100.0%
Total 94105 · PERSONNEL	-0.02	0.00	100.0%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	924.50	50,000.00	1.8%
Total 94106 · TOWN CENTER MASTER PLAN	924.50	50,000.00	1.8%
94107 · BLIGHT MITIGATION			
94107 · Blight Mitigation	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens			
94108 · Capital Improvement Funds Expens	0.00	193,067.00	0.0%
Total Expense	1,106,695.15	3,264,420.00	33.9%
Net Ordinary Income	214,347.18	0.00	100.0%
Net Income	214,347.18	0.00	100.0%

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

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

	Jul 1 - Nov 1, 23	Jul 1 - Nov 1, 22	% Change
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	439,120.59	398,618.07	10.2%
3110-02 · Public Service Corp RE Tax	13,659.92	12,713.69	7.4%
3110-03 · Interest - All Property Taxes	0.00	4.43	-100.0%
3110-04 · Penalties - All Property Taxes	0.00	5.29	-100.0%
Total 3110 · GENERAL PROPERTY TAXES	452,780.51	411,341.48	10.1%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	70,276.07	62,506.63	12.4%
3120-02 · Business License Tax	23,510.10	14,517.78	61.9%
3120-03 · Cigarette Tax	54,849.30	55,117.68	-0.5%
3120-04 · Consumer Utility Tax	27,967.81	40,883.43	-31.6%
3120-05 · Meals Tax - Current	383,688.44	310,458.76	23.6%
3120-06 · Sales Tax Receipts	29,838.82	28,327.71	5.3%
3120-07 · Penalties (Non-Property)	2,851.34	3,973.45	-28.2%
3120-08 · Interest (Non-Property)	223.73	938.79	-76.2%
Development Revenue Proffers	0.00	154,528.00	-100.0%
Total Development Revenue	0.00	154,528.00	-100.0%
Total 3120 · OTHER LOCAL TAXES	593,205.61	671,252.23	-11.6%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	1,100.00	650.00	69.2%
3130-03 · Motor Vehicle Licenses	242.00	30.00	706.7%
3130-05 · Other Planning & Permits	2,895.00	3,300.00	-12.3%
3130-06 · Pass Through Fees	9,787.50	7,226.58	35.4%
Total 3130 · PERMITS,FEES & LICENESES	14,024.50	11,206.58	25.2%
3140 · FINES & FORFEITURES			
3140-01 · Fines	4,466.03	5,839.59	-23.5%
Total 3140 · FINES & FORFEITURES	4,466.03	5,839.59	-23.5%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	4,581.48	2,565.46	78.6%
3150-03 · Interest on Bank Deposits	28,029.71	4,411.05	535.4%
Total 3150 · REVENUE - USE OF MONEY	32,611.19	6,976.51	367.4%
3151 · RENTAL (USE OF PROPERTY)			
3151-04 · Suite 208 B&B Security	0.00	1,336.60	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	2,940.00	-100.0%
3151-07 · Haymarket Church Suite 206	14,344.65	14,839.25	-3.3%
3151-08 · 15020 Washington Realty	23,654.95	18,413.88	28.5%
3151-09 · 15026 Copper Cricket	8,112.88	7,876.60	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	14,213.45	-17.6%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	2,800.00	0.00	100.0%
3151-15 · Revolution Mortgage	3,226.67	0.00	100.0%
3151-16 · Stirrup For Delegate 21	1,989.00	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	65,840.03	59,619.78	10.4%
3160 · CHARGES FOR SERVICES			
3160-01 · Public Safety	5,305.00	0.00	100.0%
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

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

	Jul 1 - Nov 1, 23	Jul 1 - Nov 1, 22	% Change
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	25,600.00	11,500.00	122.6%
3165-01 · Town Event	55,740.99	54,355.00	2.6%
3165-02 · Farmer's Market	9,183.30	2,427.50	278.3%
3165-03 · Town Ornaments	2,996.76	1,510.00	98.5%
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%
3165-06 · Town Hats	234.00	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	320.00	-100.0%
Total 3165 · REVENUE - TOWN EVENTS	93,878.50	70,112.50	33.9%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	100.98	-372.93	127.1%
3180-01 · Citations & Accident Reports	20.00	0.00	100.0%
3180-04 · Reimbursement from Insurance	500.00	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	920.98	15.24	5,943.2%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,121.00	8,672.00	5.2%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	20,317.66	14,758.86	37.7%
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 Commission	0.00	180.33	-100.0%
3200-17 · LOLE Grant	0.00	3,067.00	-100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	64,470.78	61,590.92	4.7%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVER...	0.00	0.00	0.0%
Total Income	1,327,503.13	1,297,954.83	2.3%
Gross Profit	1,327,503.13	1,297,954.83	2.3%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	272.00	250.00	8.8%
111002 · FICA/Medicare	421.13	418.67	0.6%
111003 · Meals and Lodging	15.00	77.22	-80.6%
111005 · Salaries & Wages - Regular	6,075.00	5,492.86	10.6%
Total 11100 · TOWN COUNCIL	6,783.13	6,238.75	8.7%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	121,111.18	80,798.37	49.9%
1211003 · Salaries/Wages - Part Time	14,580.00	17,801.34	-18.1%
1211004 · FICA/Medicare	10,025.18	7,329.58	36.8%
1211005 · VRS	9,286.80	7,024.16	32.2%
1211006 · Health Insurance	17,387.20	10,934.70	59.0%
1211007 · Life Insurance	1,767.04	1,193.66	48.0%
1211008 · Disability Insurance	893.72	594.80	50.3%
1211009 · Unemployment Insurance	119.14	1,017.33	-88.3%
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	574.00	1,519.41	-62.2%

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

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

	Jul 1 - Nov 1, 23	Jul 1 - Nov 1, 22	% Change
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	2,356.90	2,809.69	-16.1%
1211015 · Advertising	1,456.50	1,077.50	35.2%
1211016 · Computer, Internet & Website Svc	3,799.38	3,160.00	20.2%
1211017 · Postage	813.15	1,367.79	-40.6%
1211018 · Telecommunications	2,260.75	1,917.37	17.9%
1211019 · Mileage Allowance	277.72	231.25	20.1%
1211020 · Meals & Lodging	2,065.61	700.10	195.0%
1211021 · Convention & Education	1,206.15	123.90	873.5%
1211024 · Books, Dues & Subscriptions	7,142.83	6,483.71	10.2%
1211025 · Office Supplies	1,058.98	1,977.76	-46.5%
1211026 · Equipment Rental	0.00	339.57	-100.0%
Total 12110 · TOWN ADMINISTRATION	217,591.98	166,525.99	30.7%
12210 · LEGAL SERVICES			
1221001 · Legal Services	26,161.08	13,310.80	96.5%
Total 12210 · LEGAL SERVICES	26,161.08	13,310.80	96.5%
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	268,936.19	186,075.54	44.5%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	153,109.06	134,401.27	13.9%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	9,594.37	5,690.72	68.6%
3110013 · Salaries & Wages - OT Select En	3,036.55	0.00	100.0%
3110004 · Salaries & Wages - Holiday Pay	6,053.05	4,255.90	42.2%
3110005 · Salaries & Wages - Part Time	16,480.00	14,880.00	10.8%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	0.00	0.00	0.0%
3110012 · Salaries & Wages - PT Admin.	4,420.00	0.00	100.0%
3110020 · FICA/MEDICARE	14,321.17	11,844.93	20.9%
3110021 · VRS	10,198.71	11,150.80	-8.5%
3110022 · Health Insurance	28,024.00	21,250.91	31.9%
3110023 · Life Insurance	2,233.03	2,028.81	10.1%
3110024 · Disability Insurance	810.32	799.12	1.4%
3110025 · Unemployment Insurance	10.44	-531.34	102.0%
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	8,079.70	8,820.00	-8.4%
3110032 · Computer, Internet & Website	1,857.50	1,475.00	25.9%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	3,398.14	3,237.89	5.0%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	1,419.88	231.71	512.8%
3110038 · Convention & Edu. (Training)	1,732.00	474.00	265.4%
3110040 · Annual Dues & Subscriptions	4,864.30	10,422.35	-53.3%
3110041 · Office Supplies	1,520.76	2,217.80	-31.4%
3110042 · Vehicle Fuels	8,248.70	10,225.19	-19.3%
3110043 · Vehicle Maintenance/Supplies	6,046.91	4,571.11	32.3%
3110045 · Uniforms & Police Supplies	3,231.37	5,355.49	-39.7%
3110052 · Office Equipment Rental	0.00	2,013.20	-100.0%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	383,653.61	283,587.30	35.3%
Total 03 · PUBLIC SAFETY	383,653.61	283,587.30	35.3%

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

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

	Jul 1 - Nov 1, 23	Jul 1 - Nov 1, 22	% Change
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	33,958.92	38,641.53	-12.1%
Total 43200 · REFUSE COLLECTION	33,958.92	38,641.53	-12.1%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	28,957.38	29,138.46	-0.6%
4310002 · Maint Svc Contract-Pest Control	155.00	0.00	100.0%
4310003 · Maint Svc Contract-Landscaping	9,341.51	8,695.00	7.4%
4310007 · Electric/Gas Services	4,910.37	6,208.18	-20.9%
4310008 · Electrical Services-Streetlight	1,341.08	1,314.13	2.1%
4310009 · Water & Sewer Services	1,152.08	1,634.85	-29.5%
4310010 · Janitorial Supplies	23.98	204.35	-88.3%
4310011 · Real Estate Taxes	0.00	665.33	-100.0%
4310015 · Maintenance - Vehicle Fuel	508.44	313.93	62.0%
Total 43100 · MAINT OF 15000 Wash St./Grou...	46,389.84	48,174.23	-3.7%
Total 04 · PUBLIC WORKS	80,348.76	86,815.76	-7.5%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	19,604.21	0.00	100.0%
60001 · Town Tourism	6,352.17	8,141.80	-22.0%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	25,956.38	8,141.80	218.8%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	1,360.00	1,669.30	-18.5%
Total 70000 · HAYMARKET COMMUNITY PARK	1,360.00	1,669.30	-18.5%
71110 · EVENTS			
7111001 · Advertising - Events	75.00	1,706.14	-95.6%
7111003 · Contractural Services	45,319.51	38,008.76	19.2%
7111004 · Events - Other	28,062.17	8,577.74	227.2%
7111005 · Police Department Events	2,235.12	0.00	100.0%
7111006 · Farmer's Market	343.43	0.00	100.0%
Total 71110 · EVENTS	76,035.23	48,292.64	57.5%
72200 · MUSEUM			
7220012 · Telecommunications	352.05	554.96	-36.6%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	752.05	954.96	-21.3%
Total 07 · PARKS, REC & CULTURAL	78,147.28	50,916.90	53.5%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	885.00	435.00	103.5%
8110002 · FICA/Medicare	96.78	40.55	138.7%
8110003 · Consultants - Engineer	2,724.38	2,587.31	5.3%
8110009 · Engineer - Pass Through	13,521.00	10,082.50	34.1%
Total 81100 · PLANNING COMMISSION	17,227.16	13,145.36	31.1%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	435.00	135.00	222.2%
8111002 · FICA/Medicare	0.00	4.59	-100.0%
Total 81110 · ARCHITECTURAL REVIEW BOA...	435.00	139.59	211.6%

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)

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

	Jul 1 - Nov 1, 23	Jul 1 - Nov 1, 22	% 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	17,662.16	13,284.95	33.0%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	0.00	249,323.53	-100.0%
90002 · Payment for Stolen Check	45,518.56	0.00	100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	160,100.00	-13.9%
9510003 · General Obligation Bond - Int	3,298.73	5,258.16	-37.3%
Total 95100 · DEBT SERVICE	141,098.73	165,358.16	-14.7%
Total 09 · NON-DEPARTMENTAL	186,617.29	414,681.69	-55.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	4,291.73	1,528.75	180.7%
Total 94104 · Street Scape - Park Sidewalk	4,291.73	1,528.75	180.7%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.02	0.00	-100.0%
Total EMPLOYEE BENEFITS	-0.02	0.00	-100.0%
Total 94105 · PERSONNEL	-0.02	0.00	-100.0%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	924.50	7,480.32	-87.6%
Total 94106 · TOWN CENTER MASTER PLAN	924.50	7,480.32	-87.6%
Total Expense	1,046,537.88	1,052,513.01	-0.6%
Net Ordinary Income	280,965.25	245,441.82	14.5%
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	280,965.25	245,441.82	14.5%

Attachment: Treasurer Financial Report 11.06.2023 (6351 : Town Treasurer Report)



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

Staff Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: November 01, 2023
Re: Town funds

ISSUE

Currently, the with all of the development proffers and bonding within the Town limits, the escrow account has seen a increase that would benefit to be converted into a Premium Money Market account for a higher return in interest. The escrow account is currently set up as a checking account and thus does not receive the higher rates as the town reserve account and ARP fund account. Per the Council work session discussion below are the comparables if the Council were to choose a CD conversion or Premium Money Market conversion.

MMA

- Earns a higher interest than checking/savings accounts
- Can have access to money with no penalty (unless you go over 6 checks/transfers/withdrawals a month)
- Interest paid monthly
- Can only do 6 transactions a month (\$15 per transaction over the 6 limit)
- If the account falls below \$100k, a \$25 maintenance fee is assessed
- Variable rate (can change at any moment)

CD

- Earns the highest rate of interest
- No access to money until maturity date, but if accessed before maturity, penalty is 3 months of interest
- Interest is paid quarterly (unless you do the 4 month CD, interest is paid at maturity)
- Locked into that rate for the term, it will not change
- 10 days from date of maturity to either close, pull funds or let it roll over into the closest product/rate we are offering at that time

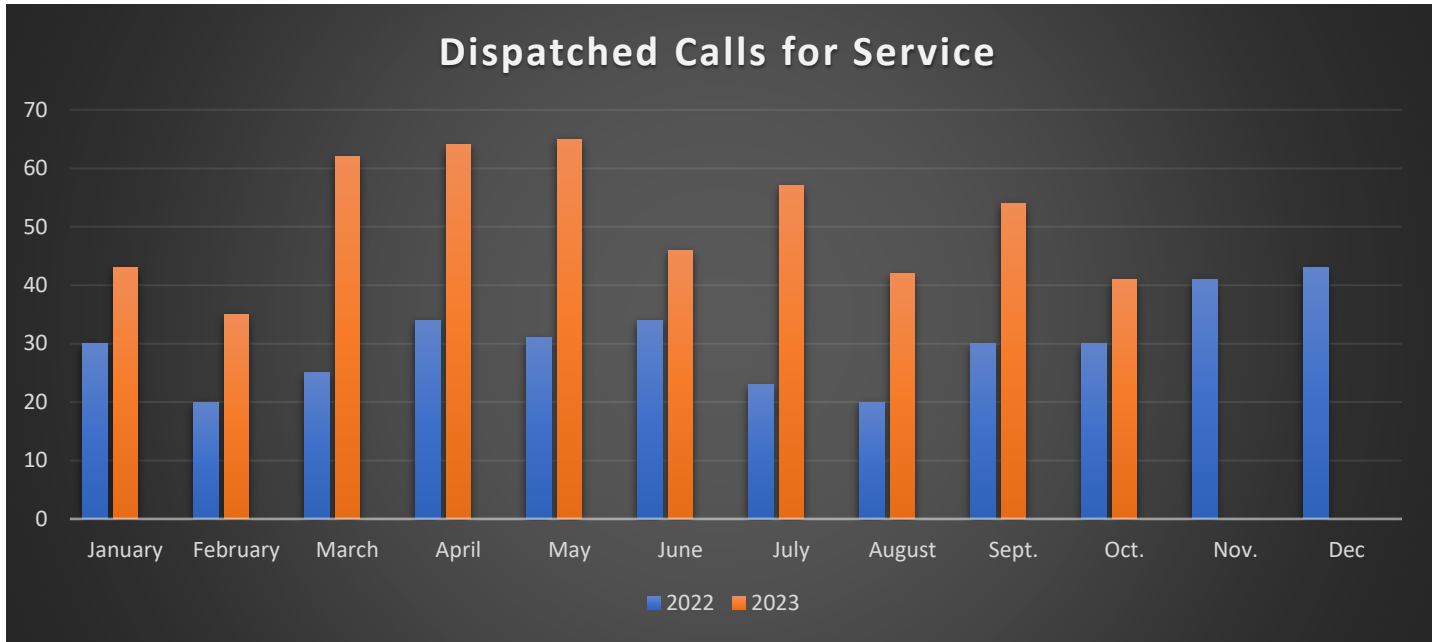
“Everyone’s Home Town”
www.townofhaymarket.org

Police Department Report to Council

Activity Period September 15, 2023 to October 14, 2023

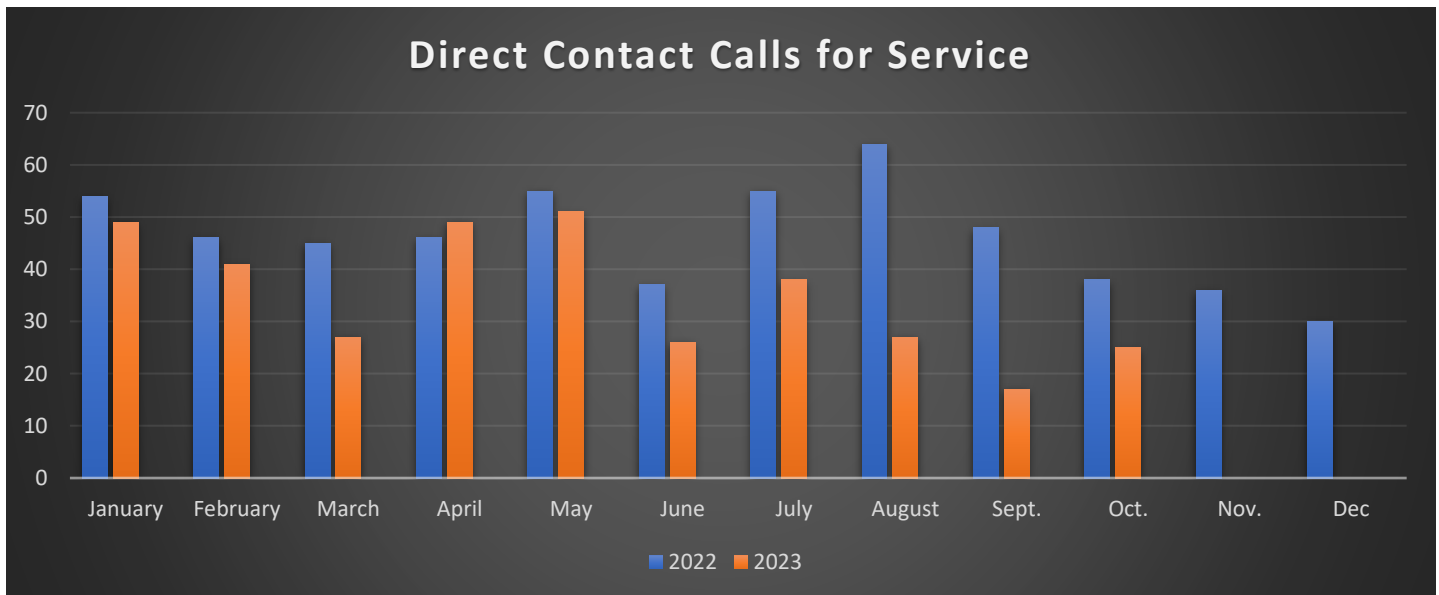
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 10
- Deferments: 0
- Non-Reportable Calls: 31



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.

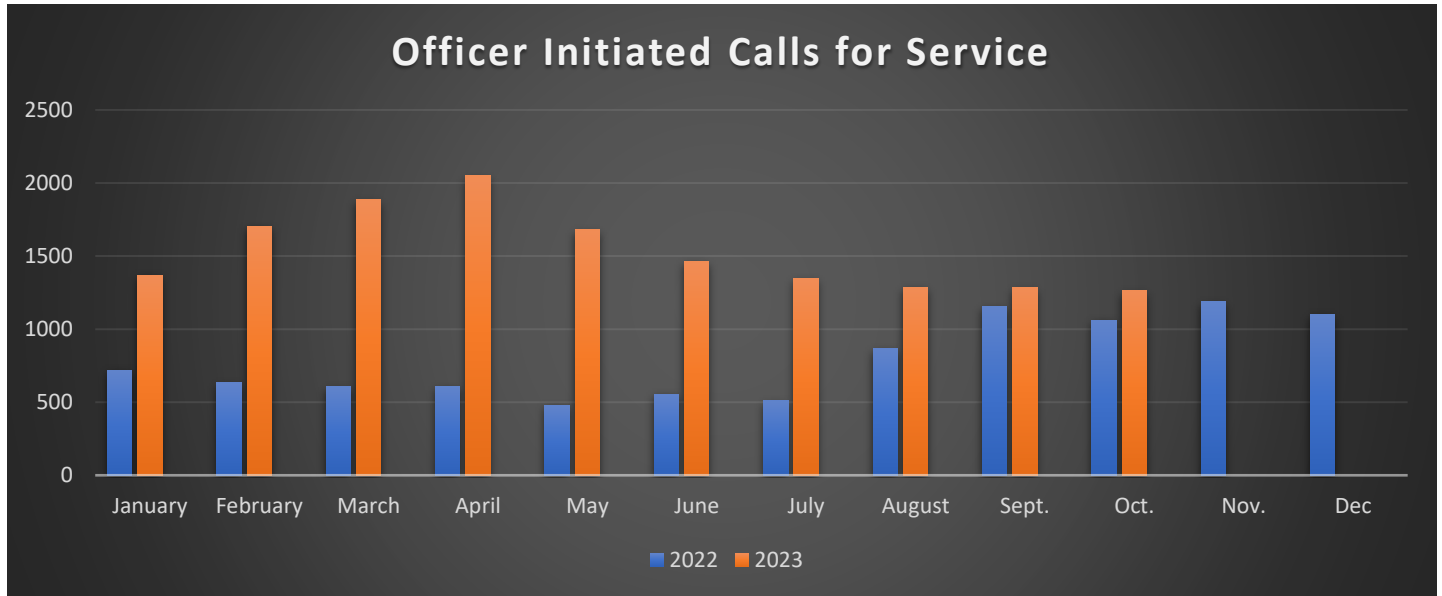
- Reportable Calls: 1
- Non-Reportable Calls: 24



Attachment: Report to council September 15 2023 to October 14 2023 (6352 : Police Chief Report)

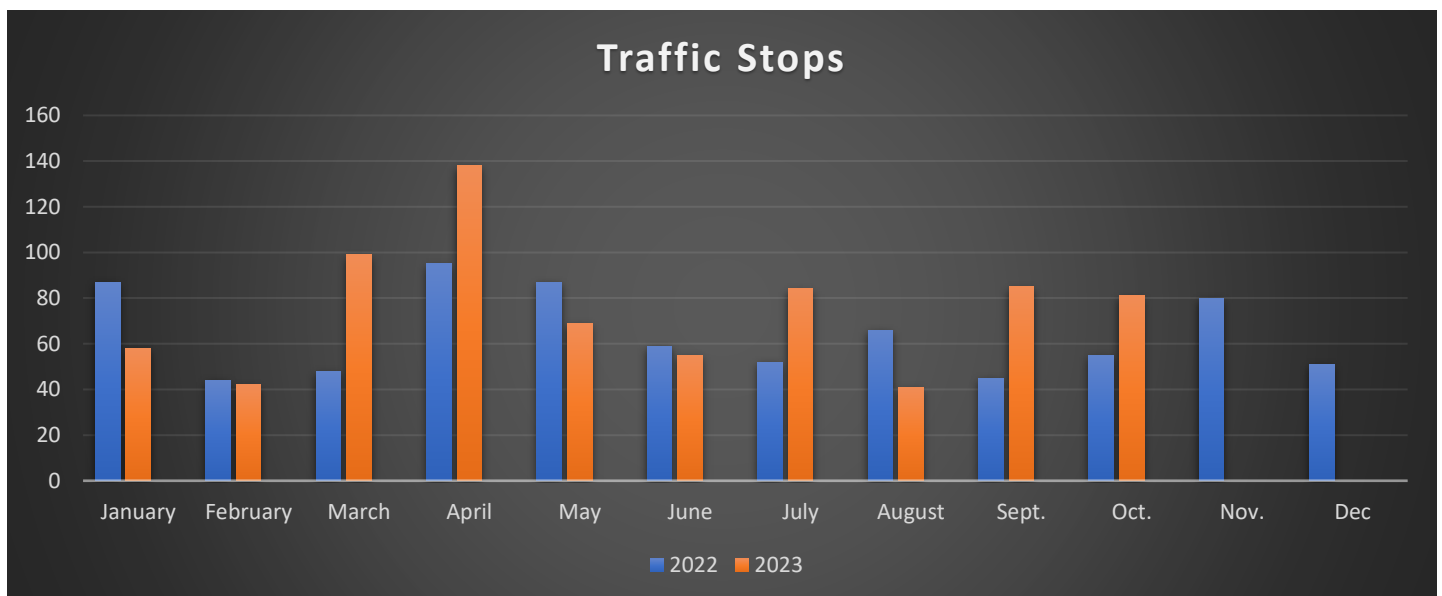
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1
- Non-Reportable Calls: 1,191
- Foot Patrols: 71



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.

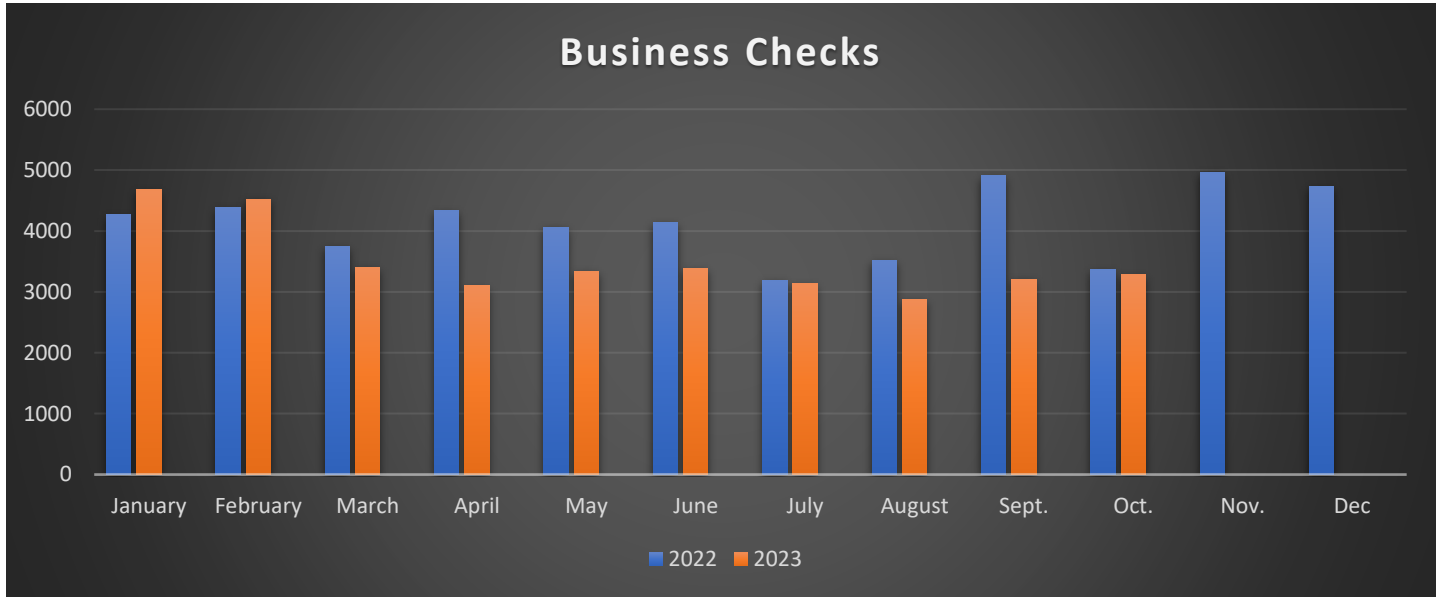
- Traffic Stops: 81
 - Summonses: 52
 - Warnings: 57



Attachment: Report to council September 15 2023 to October 14 2023 (6352 : Police Chief Report)

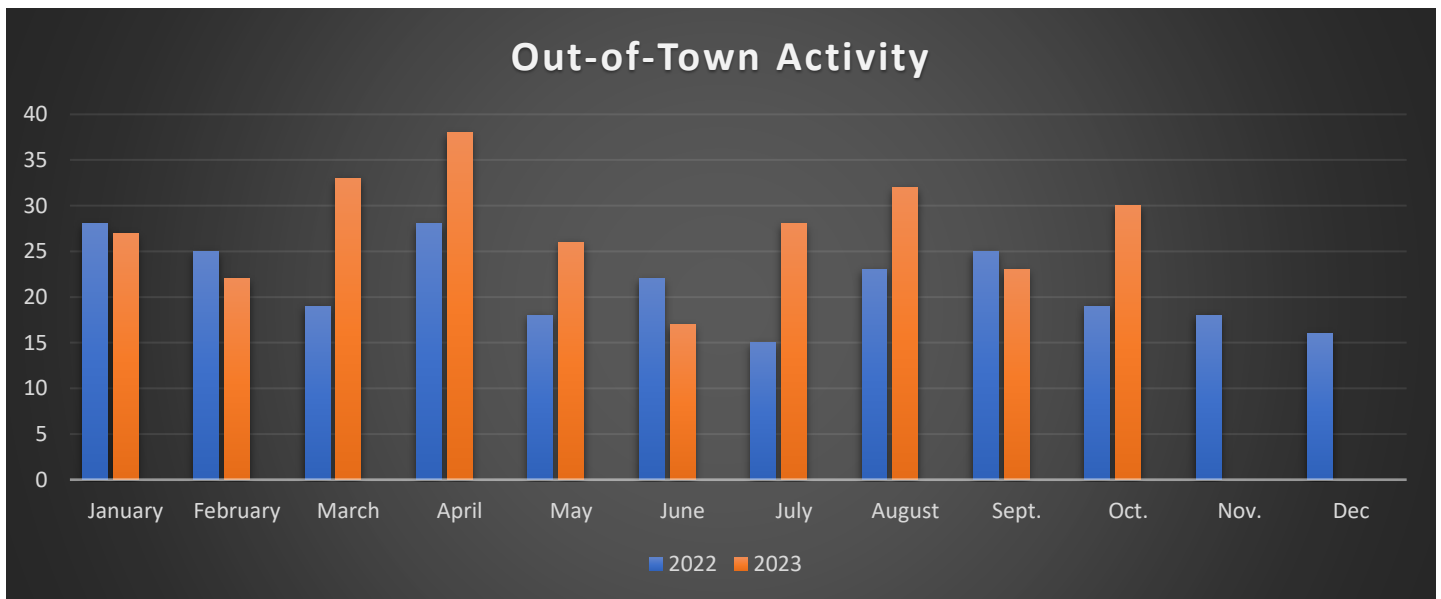
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is 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: 304
- Physical Check: 320
- Drive By: 2,656



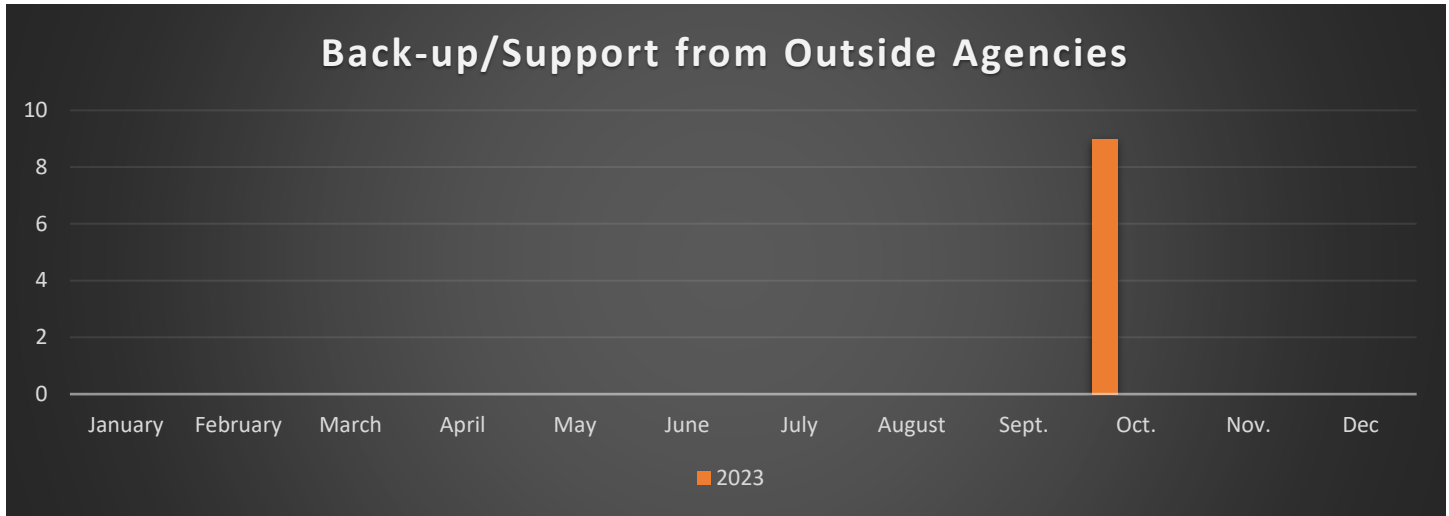
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 21
- Other: 9

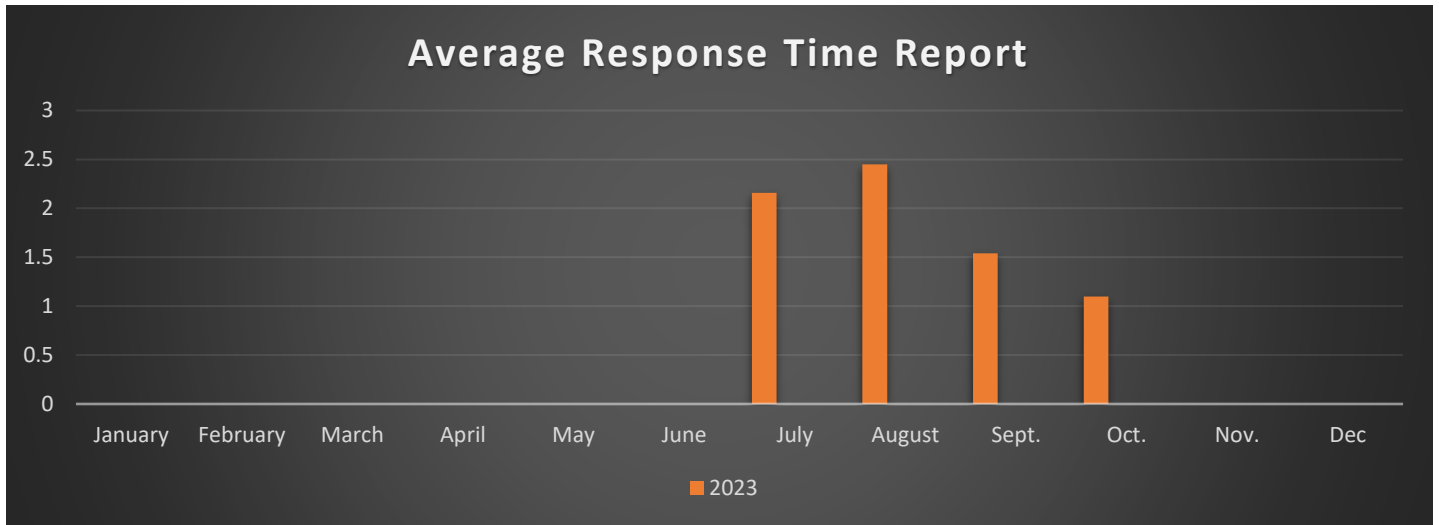


Attachment: Report to council September 15 2023 to October 14 2023 (6352 : Police Chief Report)

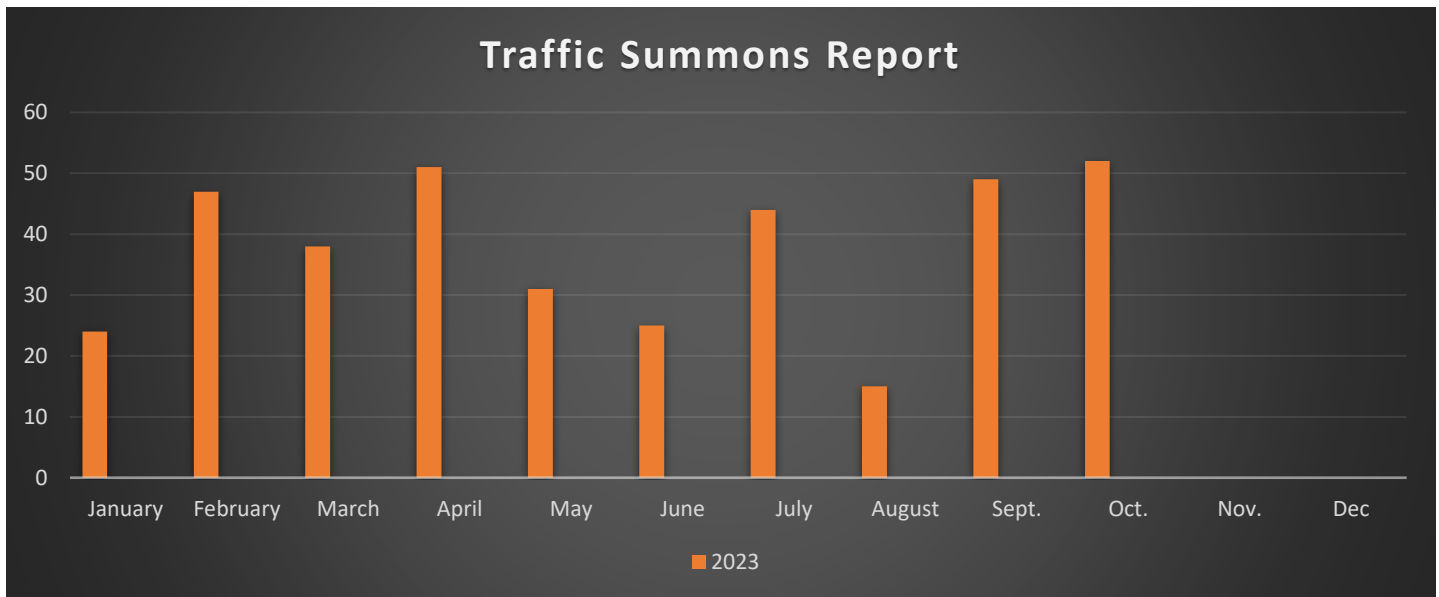
Request for Outside Agencies to Assist The Haymarket Police Department in cooperate limits: 9



Average Officer Response times to all calls for Service: 1 minute 10 seconds.



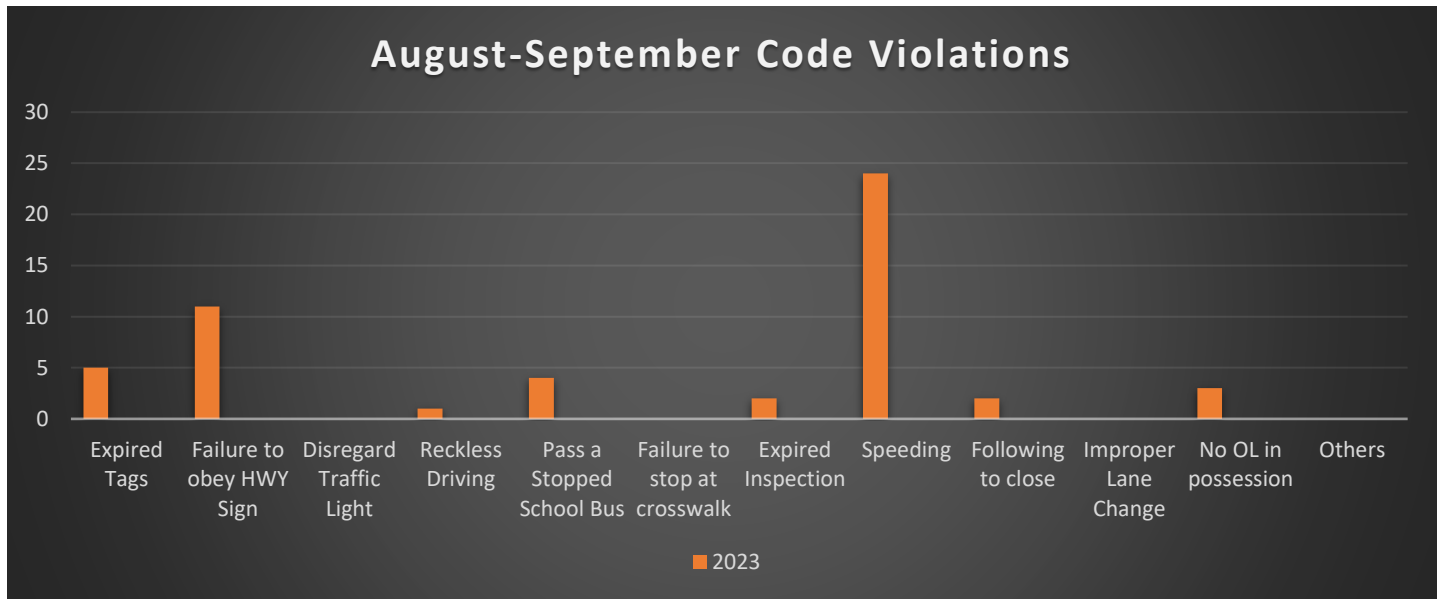
Total Summons Issued: 52



Attachment: Report to council September 15 2023 to October 14 2023 (6352 : Police Chief Report)

Traffic Summons Issued: Summons issued for traffic violations.

- 46.2-830 Failure to obey HWY sign – 11
- 46.2-852/862 Reckless – 1
- 46.2-859 Passing a stopped school bus – 4
- 46.2-874 Speeding – 24
- 46.2-1158 Expired inspection – 2
- 46.2-300 No valid OL – 3
- 46.2-606 Expired registration – 5
- 46.2-816 Following too closely – 2



Total Summons Issued 2023: 376



Arrest:

Misdemeanor: 6
 Felony: 0

Attachment: Report to council September 15 2023 to October 14 2023 (6352 : Police Chief 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 Day was well planned by Townhall Staff and Well attended. There were no major Issues. There was one medical issue 3 minutes before the end of the event. Nut allergy reaction. The on-duty medic assisted the young man until the ambulance responded. He was transported to the hospital and fully recovered.
- We are still in process of scheduling The Haymarket Police Departments’ 1st annual seniors’ educational summit. A marketing meeting was held on October 17, 2023.
- Chief Sibert attended the annual VALEPSC Accreditation Conference in Charlottesville.
- Officer Chan Completed Gang Specialist Training School.
- The DMV Grant Highway Safety Agreement has been ratified.
- The New Police SUV has been upfitted and has been assigned.
- The Haymarket Police Department took part in the annual Prince William County Truck or Treat at the Manassas Mall. The Event was attended by over 3,500 youth participants.
- The Haymarket Police Department took part in the Pace-West School Trunk or Treat Event on October 27, 2023.
- The Haymarket Police Department conducted its annual Halloween Candy handout on October 31, 2023.
- The Haymarket Police Department held a “Coffee with a Cop” event at the Crossroad’s Café. The event was well attended and received.
- Drug Take Back Day was Held on October 28, 2023. Over 170 pounds of unused prescription medicine was turned in.
- Lt. Davis and the Haymarket Police Department partnered with Jazzercise Haymarket Fitness Center and held its second Women’s Self Defense Class of 2023.
- Officers wore their Pink Badges in the month of October in honor of Breast Cancer Awareness Month.

Respectfully Submitted,

Allen Sibert

Chief of Police

2023 Events on following page

Attachment: Report to council September 15 2023 to October 14 2023 (6352 : Police Chief Report)

Haymarket Police Department 2023 Event Listing

#	Name of Event	Date of Event	Status
1	Haymarket PD Blood Drive	January 11, 2023	Completed
2	Polar Plunge	February 18, 2023	Completed
3	Coffee with a Cop	March 2, 2023, 8-10am	Completed
4	St. Baldricks Event	April 15, 2023	Completed
5	Drug Take Back	April 22, 2023	Completed
6	Farmers Market	April 23, 2023 – Nov. 19, 2023	On-Going
7	Torch Run for Special Olympics	June 7, 2023	Completed
8	Relay for Life	June 10, 2023	Completed
9	Flags for Hero's	June 10, 2023	Completed
10	Ice Cream Social	June 15, 2023	Completed
11	Water Balloon Fight	June 15, 2023	Completed
12	ZIP Trip Fox News	June 16, 2023	Completed
13	Blood Drive	July 19, 2023	Completed
14	National Night Out	August 1, 2023	Completed
15	Woman's Self Defense Class 1	August 14, 2023	Completed
16	Summer Concert	August 19, 2023	Completed
17	Rail Safety Week	September 18, 2023	Completed
18	Coffee with a Cop	October 4, 2023	Upcoming
19	Woman's Self Defense Class 2	October 16, 2023	Completed
20	Haymarket Day	October 21, 2023	Completed
21	Prince William County Truck or Treat	October 25, 2023	Completed
22	Tyler Elementary Truck or Treat	October 27, 2023	Completed
23	Drug Take Back	October 28, 2023	Completed
24	Halloween Candy Handout	October 31, 2023	Completed
25	Christmas in Haymarket	December 9, 2023	Upcoming
26	Santa Cops (East)	TBA	Upcoming
27	Operation Santa Claus	December 16, 2023	Upcoming
28	Santa Cops (West)	TBA	Upcoming
29	Haymarket PD Blood Drive	January 10, 2024	Upcoming

Attachment: Report to council September 15 2023 to October 14 2023 (6352 : Police Chief Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Park Sidewalk	Katie/Thomas	4/27/2021	10/24/2023	Town	-Dominion site visit 6/27 -100% Plans approved by PC -Comment review meeting 10/12 -Prepared IFB 8/18. Mandatory prebid 10/23. Addendum to be issued -Bids due 11/3
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	10/24/2023	Katie	-Met with applicant on FSP 2nd submission -Digital FSP 2nd submission received 10/24
Chick-fil-A	Katie/Emily	11/16/2021	10/23/2023	Katie	-Katie to review as-built submission. Coments to be provided 10/2 -Town to confirm bond status for release coordination
Robinson's Paradise	Katie/Thomas	1/4/2021	10/19/2023	Applicant	-Construction and Town E&S inspections ongoing -Propane tank plan revision coord -Sidewalk driveway change coord
Robinson Village	Katie/Thomas	8/13/2020	10/19/2023	Katie	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built submission received 10/5
Crossroads Village	Katie/Thomas	10/18/2018	10/19/2023	Applicant/Katie	-Construction and Town E&S inspections ongoing -As-builts submitted 6/8. Comments due 7/20. To be provided 10/2 -LA to conduct inspection to determine 90% threshold for completion
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	10/19/2023	Applicant	-3rd submission approval 8/11 -Construction and Town E&S inspections ongoing
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

Attachment: 2023-10 Oct Engineer's Reports_KMM (6353 : 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	10/3/2023	Applicant	-Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town -Thomas to let Katie know when plan is ready for second submission review. -Provided ZO sidewalk requirement references
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -E&S approval letter provided for DEQ. Approved by DEQ -PWCSA approval 2/15/23. RDA providing final required docs -VDOT approval 4/17/23 -Town approval 4/18/23 -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	3/14/2023	Applicant	-PC approved plans 1/19 contingent on staff approval of plans -Town provided input on streetlight requirements. Applicant to provide updated inserts -Approval letter drafted for receipt of inserts

Attachment: 2023-10 Oct Engineer's Reports_KMM (6353 : Town Engineer Report)

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

Attachment: 2023-10 Oct Engineer's Reports_KMM (6353 : 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: November 2, 2023

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. Reviewed and revised a Request for Proposal for auditing services.
2. Drafted an early lease termination provision including terms and conditions.
3. Drafted a sublease agreement and related documents.
4. Communicated with counsel for the Beans regarding the pending litigation.
5. Reviewed a draft zoning determination related to the Bean matter.
6. Performed research regarding the verification of nonconforming uses.

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



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

Memorandum

To: Council
From: Finance Liaisons
Re: Monthly Report – October 2023

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

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement (update to policy pending)
- 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:

- Treasurer is working on budget amendments for eventual council review and approval
- TM placed a hold on all legal work, except for 1) prosecutions, 2) Bean property and 3) Lease agreement termination clause. Action taken due to unanticipated, excessively high bills for the last town months
- Investigation related to payment for new PD vehicle ongoing. The Town is responsible to pay the invoice; looking at opportunities to recover some of the loss (part of budget amendment)
- Chief and staff are working with the on-call electrician to identify scope and cost for relocation of electronic speed sign currently adjacent to Piedmont Tire & Automotive; looking to move the sign further west. Anticipate this investment as a capital improvement
- RFP for construction of the Park streetscape improvement out for bid week of 10/2, with a 30 window for response(s)
- TM investigating cost for painting and repairs to Cupcake Heaven; Cupola at Museum awaiting repairs/painting (already included in cost of repairs and painting of Museum exterior)
- Drafting a food truck ordinance to codify rules of operation within town limits
- Received a Comprehensive Annual Financial Report (CAFR), the town's independent audit, for FY 2022. Auditors are available to present to council the results, if desired
- Staff will develop a plan to realign the administrative offices and centralizing town hall entryway, as previously designed, while incorporating enhanced security needs
- RFPs for trash hauling & recycling and for financial audit of town finances to test the market are complete and under review prior to posting

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

Respectfully,

Joe Pasanello and TracyLynn Pater



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

Memorandum

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

- Held meetings and worked with staff to plan and facilitate the Town of Haymarket Youth in Government Program
- The Youth in Government program received 14 applications, with 13 participants completing the experience
- Final Youth in Government meeting to be held Monday November 6th at 6 pm. This final meeting will be their mock council meeting, with a presentation to be shared at Town Council's meeting
- Plans to discuss memorial plaque for Nicole Harris. Possible locations include light poles on Washington Street in front of McDonald's

Respectfully Submitted

Mary Ramirez, Councilmember

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



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

Memorandum

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

The Planning Commission meeting on October 16, 2023 included and addressed the following:

- Review of final site plan for Lifetime Smiles
 - The Commission reviewed and considered for approval the final site plan for Lifetime Smiles (15234 Washington Street). In-line with recommendation from the Town Planner, the Commission asked the applicant to address the comments from the Engineer regarding compliance with the Town's Zoning Ordinance. The applicant representatives indicated that they will work on addressing the comments and resubmit an updated final site plan for approval.
- Adding non-voting members to the Planning Commission
 - Even though the Planning Commission likes the goal/intent of the proposal, considering that the Town staff did not identify any other municipalities with non-voting members on their planning commission, and based on a shared concern of such members having an ability to influence votes, all members of the Planning Commission do not think that it is a good idea to add such members to the Planning Commission.

Respectfully Submitted,

Alexander Beyene

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



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

Memorandum

To: Council
From: Marchant Schneider, Architectural Review Board (ARB) Liaison
Re: ARB Liaison Report / October 2023

At its October 18, 2023, meeting, the ARB reviewed and approved sign applications for The Hive (14961 Washington Street) and Ace Cabinet and Granite (6719 Leaberry Way).

The ARB reviewed a demolition permit application for the Town Park building (14740 Washington Street), conducting a site visit prior to the regularly scheduled meeting. The ARB requested additional information and continued the item to the November ARB meeting.

Respectfully submitted,

Marchant Schneider
ARB Chair



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

Staff Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: October 26, 2023
Re: Fiscal Year 2023-2024 Budget Amendment

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at the November 6, 2023 meeting.

REQUESTED BUDGET AMENDMENT

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 90002-Payment for Stolen Check line item to process a repayment to Sheehy Ford in Richmond for the PD Pick Up Truck F-150 purchased in last fiscal year's budget. The Town unfortunately was victim to a stolen check in the mail that is currently under investigation. The repayment of \$45,518.56 will be made by moving funds within the existing approved 94108-Capital Improvement Funds Expense line item to 90002-Payment for Stolen Check line item.

Expenditure Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
90002				
Payment for Stolen Check	\$	0	\$ 45,519	\$ 45,519
94108				
Capital Improvement Funds	\$	193,067	\$ 147,548	\$ 45,519

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

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2023 - 2024 budget as designated by Resolution #2023-014.

Or

Alternative Motion



RESOLUTION 2023-014

FISCAL YEAR 2023-2024 BUDGET AMENDMENT

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

WHEREAS, The proposed budget amendment will increase expenditure line item 90002 – Payment for Stolen Check by \$45,519; and

WHEREAS, The proposed budget amendment will decrease expenditure line item 94108 – Capital Improvement Funds by \$45,519; and

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

Budget Amendment for FY2023-2024 Budget

Operational Budget

	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>EXPENDITURE:</u>			
90002			
Payment for Stolen Check	\$ 0	\$ 45,519	\$ 45,519
94108			
Capital Improvement Funds	\$ 193,067	\$ 149,371	\$ 45,519

Done this 06th Day of November 2023

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

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: Staff Report Resolution RES#2023-014 _ FY2024 Budget Amendment PDv2 (6370 : Budget Amendment: Resolution #2023-014)



Payables, Receivables, & Check Signing Policy

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Payables, Receivables, & Check Signing Policy with an effective date of November 06, 2023, as set forth hereafter:

PAYABLES, RECEIVABLES, & CHECK SIGNING POLICY

The Town's Treasurer or designee in the case of absence shall be responsible for all payables processed by the Town. The Treasurer or designee will process all invoices or requests for payment for the Town and will work to ensure that all invoices or payments requested are processed in a timely and efficient manner to the benefit of the Town's fiscal responsibilities and due dates. The Treasurer will ensure the proper categorization of all payments with regard to budget management.

The Treasurer or designee will process payments for the Town on a weekly basis, unless determined mutually with authorized check signors and/or the Town Manager or designee that there is not a needed run of payments or holidays interfere with the weekly schedule to process such payments.

All payables for a local Government shall be put through a checks and balances system that allows various departments or key Town officials to review the outgoing payments of the Town with regard to the day-to-day operations. Following is the process in which the Town will conduct checks and balances system:

- Deputy Clerk or designee receives an invoice or payment request.
- The treasurer analyzes the request and will go over the request with the Town Manager and determine the proper category for the payment to be taken from within the adopted fiscal budget.
- Treasurer will only process the invoices or requests received by the Tuesday at Noon prior to the scheduled check run on Wednesday morning. Any request received after that time will be processed the following week.
- Treasurer or designee will process the checks by Wednesday at Noon.
- The treasurer will submit all payments and supporting documentation to the Town Manager for review and approval.
- The Town Manager and Finance Liaisons will review all payments and supporting documentation to ensure that the payments fit within the approved fiscal budget and that the payment is justified. The Town Manager and Finance Liaisons will initial on the payment request for approval of payment.
 - A Finance Liaisons or Town Manager is allowed to be the sole signature on the check providing the check total amount is not greater than \$1,500.
 - On amounts greater than \$1,500, the check is required to have two signatures. One signature will be the designated Finance Liaison. The second signatory shall be the Town

Manager, and only in emergency situations the Mayor. (The Mayor would sign the check in the absence of the Town Manager or Finance Liaison, but only under special circumstances.)

- In essence, checks and balances are created by having an appointed official of the Town being one signatory and an elected official being the other signatory for any amount over \$1,500.
- Once the checks have been reviewed and signed, the Town Treasurer will return the checks to the Deputy Clerk who will review the checks one last time to verify this is the payment and the correct amount that they issued the check for.
- The Deputy Clerk will then mail or deliver the checks to the vendor.
- Checks that are picked up by the payee will be required to sign off on pick up to verify check has been picked up by a designee from payee.
- Checks that are greater than \$10,000 will be mailed by registered mail for tracking purposes to ensure payment is received by designated vendor.

Receivables:

The Deputy Clerk receives all payments to the Town and allocates to the revenues of the adopted fiscal budget. If the Deputy Clerk is unsure as to where to allocate the received funds, the Deputy Clerk will consult with the Town Treasurer or Town Manager. The Treasurer will prepare the deposits on a weekly basis. All deposits are verified by the Clerk of Council. The Town Treasurer reconciles the accounts as the Town Treasurer is not a signor on the Town checking accounts.

Check Signing:

The primary check signatory responsibilities are that of the Town Manager. The Town Manager would be authorized to sign any check solely (1 required signature) for any amount under \$1,500. Any amount over \$1,500 issued from the Town would require two signatures. This would include the Town Manager's signature and the second signatory would be the Town Council appointed Finance Liaison. As the need may arise for additional signatories due to absences or special circumstances, the Council also authorizes another designee of the Town Council (This may be the Mayor, Vice Mayor or other designee) **Creation of**

a Town Council Finance Liaisons:

In preparation for this policy, it is intended that the Town Council appoint two Finance Liaisons from town Council that will coordinate, discuss and forward any and all financial related issues related to the Town to the rest of Town Council. The Liaisons will meet with the Town Manager, Chief of Police, and the Treasurer to review and approve payables.

The Finance Liaisons and Staff members would be meeting on a standing date and time. The liaisons and staff would only need to meet if there was actual business for the committee to meet about aside from the general Treasurer's report on a monthly basis.

Adopted this Motion by:

Seconded by:

Ayes:

Nays:

Absent: