



# TOWN OF HAYMARKET TOWN COUNCIL

## CLOSED SESSION/REGULAR MEETING

~ AGENDA ~

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

### **I. Call To Order**

### **II. Pledge of Allegiance**

### **III. Closed Session**

1. Closed Session Motion
2. Certification

### **IV. Recess**

### **V. Reconvene**

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

### **VII. Community Spotlight; Heidi Wolfe, Haymarket Kiwanis**

### **VIII. Recognition**

### **IX. Citizen's Time**

1. 2023 Candidates for November General Election

### **X. Consent Agenda**

#### **A. Minute Approval**

1. Mayor and Council - Work Session - Aug 29, 2023 7:00 PM
2. Mayor and Council - Closed Session/Regular Meeting - Sep 5, 2023 6:30 PM
3. Mayor and Council - Regular Meeting - Sep 5, 2023 7:00 PM

#### **B. Department Reports**

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

#### **C. Liaison Reports**

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

### **XI. Agenda Items**

1. Ordinance #2023-001: Tax Free Weekend
2. Town Council Vacancy
3. Christmas and Holiday Event Expenses

### **XII. Councilmember Time**

1. Vice Mayor Pater
2. Councilmember Beyene
3. Councilmember Pasanello

4. Councilmember Schneider
5. Councilmember Ramirez
6. Mayor Luersen

### **XIII. 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

Tuesday, August 29, 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 Marchant Schneider: Late, Council Member Joe Pasanello: Late, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present, Council Member David M Leake: Present.

### II. Pledge of Allegiance

Mayor Ken 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 explained the Town is a month behind on some revenue sources. He shared that Police Chief Sibert received notification that there is a vehicle ready for the Town to purchase which is part of his budget. Mr. Gonzalez stated that Chief Sibert will be bringing the information at the next Town Council meeting. Mr. Gonzalez also shared that he will have an update on the proffers from the Pulte town homes at Crossroads Village at the next meeting.

#### 2. Credit Card Policy Update

Town Treasurer Roberto Gonzalez shared that the policy is a revision of an existing policy. He stated that staff is asking for consideration to increase the credit limits from \$5000 to \$10,000 because with the full time maintenance person, there is more opportunity for items to be addressed in a more timely manner. Mr. Gonzalez also asked for the credit limit be increased on the Police Department credit card so that the officers can attend more conventions and training sessions which require the use of the credit card. Mr. Gonzalez shared that he checked with the auditors to see if this could be done. He stated that the auditors are happy with the checks and balances that the Town has in place and agreed to the request on the credit limit and revised policy. A short discussion followed.

At this time, Councilmember Schneider entered the meeting.

#### 3. Planning Commission Vacancy

Town Manager Emily Kyriazi shared that the Planning Commission recently received a resignation and that there is now a vacancy on the Planning Commission. She shared that there was also an interest in filling the vacancy from the last round of applicants when the Council filled the vacancy in July. She stated that this subject is a carry over from the July work session and will be on the regular meeting agenda for Council to take action, if they so pleased.

#### 4. Planning Commission Expansion

Town Manager Emily Kyriazi shared that this item has been carried over from the July Work session. She stated that since Councilmember Beyene, who is the liaison to the Planning Commission, was present at this meeting the Council could discuss this option with him so that he could take the information to the Planning Commission to get their feedback. She shared that the discussion was to open up a possibility of an intern style seat. She further explained that this person would be a non voting member but would serve on the Board and would be able to participate in the discussion and be mentored by the current members so that later on when a seat opened they would fill the vacancy. Mayor Luersen stated that the purpose of the non voting member seat would be to keep an engagement with applicants because of the interest in the recent vacancy. He stated that this would be agreed upon by the members of the Planning Commission as well. There was a question on the Town Attorney opinion of the subject. Mrs.

Minutes Acceptance: Minutes of Aug 29, 2023 7:00 PM (Minute Approval)

Kyriazi shared that the Town Attorney stated that such seat would be permissible. A discussion followed on the subject. Mrs. Kyriazi gave a brief history on having a seven member and a five member Planning Commission and the struggle of meeting a quorum. Councilmember Beyene stated that he would open up the discussion at the next Planning Commission meeting.

#### 5. Town Park Building

Mayor Luersen asked that this item be moved to the end of the agenda in order to give Councilmember Pasanello time to attend the meeting. The Council agreed to move this item.

During the discussion on the subject of the Highpointe project, Councilmember Pasanello entered the meeting.

Town Manager Emily Kyriazi introduced Town Engineer Katie McDaniel to the Town Council and to discuss the different steps for either project at the Town Park building. Mrs. Kyriazi stated some of the items to be discussed is civil engineering, DEQ permitting, grading and other permitting. Mrs. Kyriazi also shared that Town Treasurer Roberto Gonzalez has prepared financial comparisons.

Town Engineer Katie McDaniel provided information to the Town Council on renovation of the building and on demolition of the building and replacing with something like a pavilion. She shared the general idea of some of the steps that would be included in each of the processes. She stated that she would not be able to speak about the details required of a full renovation but based on changing the use there would need to be some utility upgrades that would likely have to go to sewer and water mains on Washington Street. She also stated based on the report from 2022, there is some foundation repairs that would have to happen, some below grade that would require some land disturbance. She continued to state that, assuming that all the improvements on the renovation would be at the same time, there would need to be an accessible route from the public right of way. She shared that it would be close to the threshold of disturbing 2500 square feet, which triggers stormwater management, civil engineering and a full site plan in addition to the interior renovations. She continued with the other option of tearing down the building and putting in a pavilion type facility. She stated that again there would be a likelihood of disturbing more than 2500 square feet there still could be utility upgrades depending on if the plan included fountains and restroom facilities in the pavilion. She stated that the renovation would be more of a full design team and the pavilion would likely just be the civil engineering. At this time, she opened the floor for discussion on the options. The Town Council asked several questions on design and requirements of both options, civil, architectural and mechanical engineering, and timing between the two options. There was also a discussion on parking.

Town Manager Emily Kyriazi distributed the master plan summary budget that was in the original master plan from 2015. She continued to state that the Town Treasurer ran the inflation rate and has provided updated estimates. Mrs. Kyriazi went over the numbers of both scenarios. There was a question about the sidewalk project that is in progress and its affect on the entrances. Town Engineer Katie McDaniel stated that the entrances are being proposed with the streetscape improvement. A discussion continued on the estimates. The discussion continued with the process going forward. A question was raised since the house has not been condemned, what has to be done to the house in the interim. Town Manager Emily Kyriazi stated that she needs direction from the Town Council. She stated that since we are coming up into the fall and winter that she has asked that no staff member of anyone else enter into the house for safety reasons but the Town needs to take care of the house to keep it from continually deteriorating but don't want to keep sinking money into it if the outcome is to demolish the structure. The discussion continued to winterize if the decision is to keep the structure.

At this time, Town Manager Emily Kyriazi asked for a directive on the next steps that the Council would like to see from staff. Councilmember Pasanello asked if the Council had enough information in order to make a decision at the next meeting. Mr. Pasanello stated that he is ready to make a motion at the next Council meeting, if everyone is satisfied with the information given to them. At this time, Councilmember Schneider provided zoning ordinances and comp plan citations that speak to adaptive use of a historic structure, in particular the park building. Mr. Schneider stated that if the vote is to come up at the next meeting, he encouraged those to

walk through town and contemplate how they reuse and treat the property. The discussion continued on the estimate given in 2022 and that the contractor stated that the building would need to be upgraded from residential code to commercial code and also the maintenance cost on the building. There was a question about the Town's current priority projects. Town Manager Kyriazi responded that the current projects are finalizing the RFP for sidewalk in front of the Town Park and moving forward with the construction by spring 2024 and finalizing the Town Center site plan in order to move forward with the exterior work.

**6. Feedback from Highpointe at Haymarket Meeting**

Town Manager Emily Kyriazi stated that this evening's work session was moved so that she, Mayor Luersen, Chief Sibert and others could attend the Highpointe at Haymarket meeting that was hosted by Board of Supervisors Lawson and Weir. She recognized that most of the Town Council was in attendance and that the meeting was noticed to the public. She shared that the meeting was intended to provide information to the citizens in the Brentsville and Gainesville district regarding the project. She shared that Highpointe is an affordable housing development that is proposed just south of the railroad tracks with 4 acres being located in the Town's conservation district and 8 acres being located within the County that is zoned office midrise use. She continued to share that the applicant is seeking a rezoning in both the Town and the County. She also shared that the 4 acres within the Town would house 96 units and 144 units within the County. She also stated that the entry/exit point is off of Route 15. She stated some of deficiency that the application had that was shared by the Board of Supervisors. Mrs. Kyriazi stated that the Board asked for the Town's update on the application. She stated that the Town received the application and that it was under review and will provide the first round of comments to the applicant in the near future. She did note some of the up front concerns that the Town already has. She stated that there were no questions directed to the Town officials. She shared that a lot of the questions directed to the County officials defining the affordable housing element. She also shared that the re-submission to the County, everything referencing the Town was removed. A discussion followed on the subject. Some of the Town Council's concern was the continued growth onto Somerset and the affect on the school system. Chief Sibert addressed his concerns with traffic flow and safety concerns particularly pedestrian safety. There was a question if the applicant removed the Town portion because they no longer want to pursue the rezoning within the Town. Mrs. Kyriazi stated that she has not received any indication that they are removing the Town from the application, only that the County wanted to Town plans separate so that they could look at the project from the County standpoint only. A discussion continued on the date of the County public hearing and if there was a grant from the County that the applicant would qualify for, the income ratio and how this development would affect the Town overall.

At this time, Councilmember Pasanello entered the meeting. Mr. Pasanello complimented the Town Manager and the Police Chief for the great job they did in presenting just the facts in the Town's position.

**IV. Adjournment**

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

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David M Leake, Council Member
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

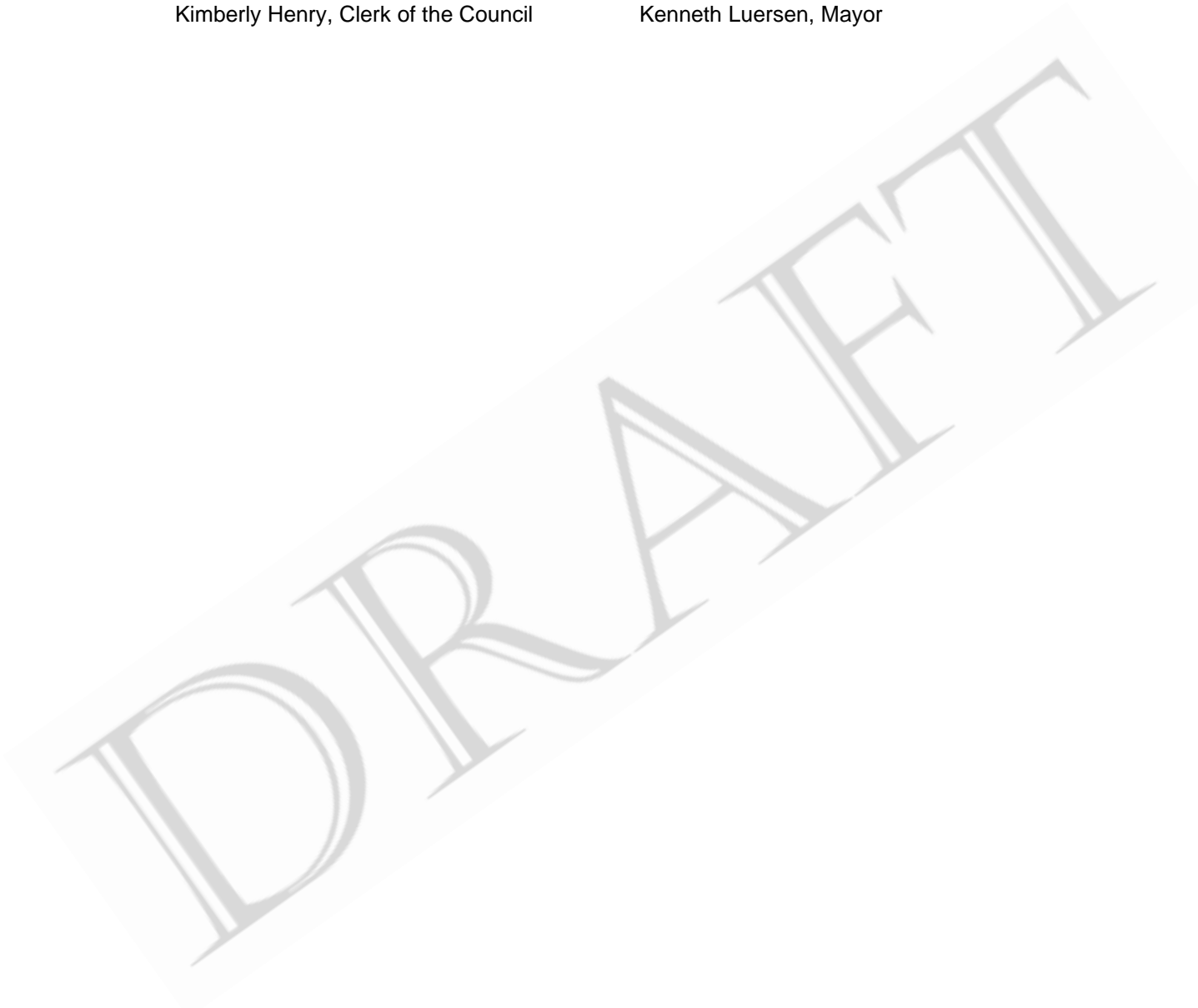
Submitted:

Approved:

Minutes Acceptance: Minutes of Aug 29, 2023 7:00 PM (Minute Approval)

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

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



Minutes Acceptance: Minutes of Aug 29, 2023 7:00 PM (Minute Approval)





# TOWN OF HAYMARKET TOWN COUNCIL

## CLOSED SESSION MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, September 5, 2023

6:30 PM

Council Chambers

A Closed Session Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:30 PM.

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

Council Member Marchant Schneider: Late (6:40 PM), Council Member Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Council Member David M Leake: Absent, Mayor Kenneth Luersen: Present.

### II. Closed Session

#### 1. Closed Session Motion

**Councilmember Pasanello moved that the Haymarket Town Council go into closed session as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matters requiring the provision of legal advice by such counsel. Vice Mayor Pater seconded the motion. The motion carried.**

Councilmember Schneider joined the closed session meeting at 6:40 pm. Councilmember Leake entered the Council Chambers at 7:00 but did not enter the closed session meeting.

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

#### 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 with Town Clerk Kim Henry stating that Councilmember Leake was not in the closed session so he did not have to certify.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Luersen
<b>EXCUSED:</b>	David M Leake

#### 3. Directive from Council

Without objection, Vice Mayor Pater directed that the Town Staff to move forward with the direction set in Closed Session.

### III. Recess

The Town Council took a short recess so that staff could set up for the regularly monthly meeting.

Minutes Acceptance: Minutes of Sep 5, 2023 6:30 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, September 5, 2023

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:25 PM.

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

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

### II. Pledge of Allegiance

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

### III. Invocation: Pastor Mark Olson - Haymarket Baptist Church

Mayor Luersen introduced Pastor Mark Olson of the Haymarket Baptist Church to give the evening's invocation.

### IV. Business Spotlight: Bruster's Ice Cream - Raphael Ortiz, Owner

Mayor Luersen introduced the owner of the newest ice cream store in Haymarket, Mr. Raphael Ortiz of Bruster's Ice Cream for this evening's Business Spotlight segment of the agenda. Mr. Ortiz stated that it is an honor and pleasure to be a part of the Haymarket community. He stated that this store is his flagship store and thanked everyone for coming when they opened and for the warm welcome he and staff has received from the community. He shared his belief in hiring teenagers that their school and grades come first. He stated he does not allow them to work more than 2 days a week so that they can concentrate on getting a good education. Mr. Ortiz thanked the Council for the opportunity to speak at this evening's meeting and opened the floor for any questions. There was a question on where Bruster's Ice Cream originated. He stated that it originated on the East Coast with Virginia being the second strongest market for the company but is expanding to Arizona and part of the West Coast. He stated that all the ice cream is made in house. The Council thanked Mr. Ortiz for coming to this evening's meeting.

### V. Community Spotlight: Boxes of Basics

Mayor Luersen invited Sarah Tyndall, the founder of Boxes of Basics to the podium for this evening's Community Spotlight segment of the agenda. Mrs. Tyndall shared that 5 years ago she had the opportunity to provide clothing for a mom who having a hard time. She continued to share that she started providing clothing for children in the basement of her home and before she knew it she had a 100 volunteers, her basement was filled with clothing. She said since then they have really grown. She shared that they collect new and gently used clothing and design a seasonal wardrobe for local kids in need. She stated that everything a child needs is the box: school outfits, a Sunday best outfit, pajamas, play clothes, new socks, new underwear, new shoes, a winter coat, a dental kit, and an age appropriate book. She stated that when a child gets a box, the items are individually wrapped that is specially picked for them. Since they started, they have helped nearly 3000 children in Prince William County and Manassas. She stated that she is at this evening's meeting to share that they have grown so much that they have moved from her basement to a very large warehouse building in Bristow. She invited the Town Council to tour the facility and to also invite them to her ribbon cutting on November 2nd. She also shared that they recently launched their Teen Board. This is geared for high school sophomores and juniors to connect with young people in the community. She also shared that they were recently at the Haymarket Farmer's Market. She finished with thanking the Council and community for their continued support and opened the floor for questions. The Council asked Mrs. Tyndall if the organization had any immediate needs. Mrs. Tyndall stated that funding the program is needed so that the organization can meet budget demands. She also shared that the organization can always use newly purchased shoes and undergarments.

Minutes Acceptance: Minutes of Sep 5, 2023 7:00 PM (Minute Approval)



### VI. Citizens Time

Corey Williams addressed the Town Council asking for some support to honor a former employee of McDonald's who recently passed. Mr. Williams stated that the employee took pride in the Town and was asking for the Council to consider helping him honor her. A short discussion followed.

### VII. Consent Agenda

Mayor Luersen asked if Council would like to pull any items off the Consent Agenda prior to the motion. Councilmember Pasanello asked for the Town Administration Report, the Town Treasurer's Report and the Chief of Police Report to be pulled from the Consent Agenda for discussion.

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

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

#### A. Minute Approval

- 1. Mayor and Council - Work Session - Jun 26, 2023 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Council Member
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

- 2. Mayor and Council - Closed Session Meeting - Jul 10, 2023 6:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Council Member
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

- 3. Mayor and Council - Regular Meeting - Jul 10, 2023 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Council Member
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

- 4. Mayor and Council - Work Session - Jul 31, 2023 6:30 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Council Member
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

#### B. Department Reports

##### 1. Town Administration Report

Councilmember Pasanello stated that the timing couldn't be better with the problems staff was having with the current video software system. He asked Town Manager Emily Kyriazi to share with the Council about the new software program that she has been working on. Mrs. Kyriazi stated that she has been exploring the Town's options over the past few months on the video recording system. She shared that staff has been having issues similar to this evening's meeting at all of the Town public meetings. She stated that staff sometimes has to frantically work to get the system back online to live stream but is not always successful. She also stated that there has been some more recent issues with the program when developing and sending out agendas packets. She stated after exploring several options; one of them being the company that host the Town's website. She stated that they have a similar system to what the Town currently has. She stated that they use YouTube as the platform and that staff has had several conversations and video demonstrations from the company to ensure the needs of the

Minutes Acceptance: Minutes of Sep 5, 2023 7:00 PM (Minute Approval)

Town. She stated that this service would be cheaper than the service the staff is currently using. She stated that she would like to move forward as soon as possible so that we stop having interruptions of service. She stated that if the Council directs her to move forward, the timeline to completion and integrating the new system would be 8-20 weeks. A short discussion followed on the subject.

Town Manager Emily Kyriazi shared that the Town's Christmas ornament for 2023 will be the Haymarket Baptist Church. She shared that the final approval on the design has been sent to the company and hope to have the ornament available to sell at Haymarket Day.

## 2. Town Treasurer Report

Councilmember Pasanello stated that he wanted to give Town Treasurer Roberto Gonzalez an opportunity to speak about his monthly report, particularly the proffer updates. Mr. Gonzalez stated that the proffers are starting to come in from the Pulte Townhomes in Crossroads Village. He provided some updates regarding proffers that came in previously and how the Town used the funds. There was a discussion on proffer funds designated to the schools and the role the County plays in connection to the School Board.

## 3. Chief of Police Report

Councilmember Pasanello asked Chief Sibert to explain the increase on the out of town activity. Chief Sibert shared that the department is helping out the County especially if they are experiencing a longer response time. Councilmember Pasanello also asked for the Chief to elaborate on rail safety week. Chief Sibert shared that rail safety week is the week of September 18th and that the department has planned a video to put out on social media and a couple other things. There was a request for the Chief to track not only when we support the County but when they support us. Chief Sibert stated that he would start and track those calls as well. He shared that both departments work well together.

Councilmember Ramirez asked Chief Sibert to expand on some of the grant applications that he has been applying for that the public may not be aware that he is doing. Chief Sibert shared that the relationship with Northern Virginia Emergency Services has helped significantly in finding grants. He stated that the department has acquired thermal imagers and trauma kits. Mrs. Ramirez thanked Chief Sibert for getting these items that will not only make it safe for the officers but the citizens as well.

Mayor Luersen asked Chief Sibert about the timeline as to when the speed notification sign will be moved from the new traffic sign intersection at Costello Way and Washington Street. Chief Sibert shared that he and Town Manager Kyriazi are diligently to get it moved. Town Manager Kyriazi gave the most recent updates on the subject.

Town Manager Kyriazi also shared with the Town Council about a street light at the corner of Jefferson and Washington Street that has been hit several times within the past 3 years. She shared that the Town Maintenance Matt Burrows has been in contact with the Town's contractor to have it replaced. She stated that she has asked for Mr. Burrows to research the cost of installing bollards around the street light. She stated that this item will go before the ARB at their next meeting. A discussion followed on the subject. There was a suggestion to install rumble strips or speed bumps on Jefferson Street. Mrs. Kyriazi stated that she will follow up on the subject.

## 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

## VIII. Agenda Items

### 1. Planning Commission Vacancy Appointment

Town Clerk Kim Henry shared with the Council the terms of the Planning Commission vacancy and the application of the interested party.

**Vice Mayor moved to appoint Walt Young to the Haymarket Planning Commission with the term expiring June 30, 2026. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	TracyLynn Pater, Vice Mayor
<b>SECONDER:</b>	Mary Ramirez, Council Member
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

**2. Credit Card Policy**

Town Manager Emily Kyriazi shared that, as discussed at the Work Session, she and the Town Treasurer have updated the Credit Card policy by increasing the limit from \$5,000 to \$10,000 explicitly stating that there would be two cards, one for the administrative office and one for the police department. The cards would be held by the Town Treasurer and the Chief of Police respectively.

**Vice Mayor Pater moved that the Town Council accept the draft of the credit card policy as stated. Councilmember Ramirez seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	TracyLynn Pater, Vice Mayor
<b>SECONDER:</b>	Mary Ramirez, Council Member
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

**3. Town Park Building**

Town Manager Emily Kyriazi shared that since the Work Session, she was able to do a cost comparison of the two scenarios before the Town Council. She shared cost associated with demolition of the Town Park building or renovation of the structure. Mrs. Kyriazi went over the cost comparison in detail. There was a discussion on the cost comparison sheet. Mrs. Kyriazi also gave the cost estimate that was given to the Town approximately a year ago on a simple renovation and a commercial renovation making the building ADA compliant. The discussion continued on the Town Engineers report from the work session. There was a brief description on the emergency access roadway. There is also a question regarding the shed. Mrs. Kyriazi stated that the shed and small well house is not part of the subject and would remain untouched at this point. The discussion continued on the town park building.

**Councilmember Schneider moved that the Town Council direct the staff to initiate a request for proposal addressing foundation repair and general building repair of 14710; Town Park building as identified in corresponding reports submitted to date. Mr. Schneider further moved that the RFP include public restroom options within the building that allow direct access from interior building by park patrons and those improvements necessary to allow public use and access of common areas within the building. The results of the RFP will be used to determine additional site improvements, if any, are needed to support said repairs to include any requisite site plans, utility extensions, entrance improvements, etc. Councilmember Leake seconded the motion.**

Councilmember Leake clarified that the motion was to just proceed with the RFP in order for the staff to get more numbers. Councilmember Schneider stated that the intent of the motion was to reuse the house instead of the alternative of tearing it down. At this time, Mr. Schneider read into the record numerous reasons to save the structure. He stated that one of his frustrations on this exercise was that it was narrowly focused and was not like previous land use exercises regarding policies and ordinances. He continued to state that the Town has been the worst offender when it comes to blight and that we need to set the example. He stated that demo is always going to be the easiest way. He continued to state that if the Town was willing to invest on return on investments by renovating, other businesses would follow suit. He stated that the Town is quickly becoming indistinguishable from the area around us. The transition that we had to distinguish our district is quickly being diminished. He shared that the condition of the property is of the Town's own doing by ignoring it. He stated that we now have a maintenance person who could make sure the building is properly maintained since it has a new roof, a new hvac system and is good strong structure. He also shared that this would be a good community meeting space. Finally he stated that this is worth the investment to re-purpose. At this time,

Minutes Acceptance: Minutes of Sep 5, 2023 7:00 PM (Minute Approval)

Councilmember Pasanello shared his reasoning to his decision to not vote in support of the motion, He stated that times and conditions have changed. He stated that the engineers evaluation clearly indicates that there are some real problems with the structure and that there may be some unforeseen issues that the Town is not even aware of. He stated that the constituents gave the Council their feedback through the recent survey and that Council needs to listen. Lastly, he stated that if this motions fails then he will make a motion to demolish the structure. **With no further discussion, the motion failed by a roll call vote with 2 in favor and 4 opposed.**

<b>RESULT:</b>	<b>DEFEATED [2 TO 4]</b>
<b>MOVER:</b>	Marchant Schneider, Council Member
<b>SECONDER:</b>	David M Leake, Council Member
<b>AYES:</b>	Marchant Schneider, Mary Ramirez
<b>NAYS:</b>	Joe Pasanello, TracyLynn Pater, Alexander Beyene, David M Leake

**4. Motion to Demolish the Town Park Building**

**Councilmember Pasanello moved to have the staff begin the process, with the Council's agreement, to proceed with an application to demolish the Town building at the Park, otherwise known as the Haymarket Food Pantry old building and proceed with evaluating a pavilion to be determined at a later date. Vice Mayor Pater seconded the motion.**

Councilmember Ramirez asked for an amendment to the motion to add a restroom structure. Councilmember Pasanello agreed to the amendment. Councilmember Schneider asked for an amendment to the motion to include a design that reflects the architectural style of the existing building and those that are around it and harvesting of the existing structural elements, as appropriate. Councilmember Pasanello agreed to the amendment. Councilmember Schneider also asked that the staff application include an analysis of the criteria of the zoning ordinance and the comprehensive plan. Councilmember Pasanello called for the vote. Town Attorney Simmons suggested that the motion be restated so that the motion is clear and concise.

**Councilmember Pasanello rescinded his original motion.**

**Councilmember Pasanello moved that the staff proceed with an application to demolish the park building and begin the process for obtaining quotes to proceed with a pavilion structure; to add architectural elements of the park house and harvest elements of the existing structure as well as to include a restroom facility on site. Vice Mayor Pater seconded the motion.** Councilmember Leake clarified the motion and asked that there be two separate motions. A short discussion followed. **With no further comments, the motion carried by a roll call vote with 4 in favor and 2 opposed.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 2]</b>
<b>MOVER:</b>	Joe Pasanello, Council Member
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Joe Pasanello, TracyLynn Pater, Alexander Beyene, Mary Ramirez
<b>NAYS:</b>	Marchant Schneider, David M Leake

Minutes Acceptance: Minutes of Sep 5, 2023 7:00 PM (Minute Approval)

**IX. Councilmember Time**

**1. Vice Mayor Pater**

Vice Mayor Pater used her Councilmember time to celebrate and acknowledge Town Manager Emily Kyriazi's six year anniversary with the Town and her first year of being the Town Manager. The Vice Mayor stated that the Council appreciates her and that her love for the Town is noticed and valued. At this time, Vice Mayor Pater presented Town Manager Kyriazi with a bouquet of flowers.

**2. Councilmember Leake**

Councilmember Leake did not have anything to report.

**3. Councilmember Ramirez**

Councilmember Ramirez stated that she would like to give a shout out to the Youth in Government program that is being organized by staff. She stated information and the application about the program is on Facebook and on the Town's website. She stated that she

is looking forward to launching the program. She thanked the police department for engaging the with school children now that school is back in session.

**4. Councilmember Schneider**

Councilmember Schneider shared that over the past few years, Council has spent the majority of the time trying to address and readdress policies and getting the correct staffing. He shared that he felt that the Council has acted conservatively during the Cov-ID pandemic. He stated that now that we are out of the pandemic, the Council is falling behind and should be moving in a deliberate and responsible manner by moving through these projects faster. He stated that he hopes in the next year, the Council re-focuses on capital improvements.

**5. Councilmember Pasanello**

Councilmember Pasanello shared a statement from his many years as a consultant and planner... Think slow, move fast. He stated that this means take your time to deliberate but when its time to act, make your move. He stated that he concurred with Councilmember Schneider's remarks. He also reminded the public that early voting begins on September 22nd. Lastly, he recognized that September is blood cancer awareness month and childhood cancer awareness month.

**6. Councilmember Beyene**

Councilmember Beyene did not have any additional comments.

**7. Mayor Luersen**

Mayor Luersen announced the date of his monthly mayor's walk. He also announced a County town hall meeting scheduled for September 7th at Battlefield High School. He shared that at the October meeting, all candidates running for office will be at the Town Council meeting to introduce themselves and share their platform with the public prior to the November election.

**X. Adjournment**

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

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David M Leake, Council Member
<b>SECONDER:</b>	Joe Pasanello, Council Member
<b>AYES:</b>	Schneider, Pasanello, Pater, Beyene, Ramirez, Leake

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Sep 5, 2023 7:00 PM (Minute Approval)



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

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager and Zoning Administrator</b>						
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
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 9-28 Awaiting Correspondence with the County on the next steps
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 October 2023 (6308 : Town Administration Report)



DEQ: CBPA Audit and Follow-Up Requirements	Emily K/Thomas B					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 on the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel.</p> <p>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.</p> <p>6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA Items</p> <p>7/27/2023: All outstanding items to be resolved by August 21, 2023 UPDATE 9/26/2023 Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled.</p>
Comprehensive Zoning Inspection	Emily K/Thomas B					<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 9/26/2022 Town Businesses in compliance with feather signs, Town Planner will issue Zoning Violations for future incidents.</p>
Town Business Visits and Check-Ins	Emily K and Roberto					<p>Visited these businesses the month of September -- Copper Cricket, Cupcake Heaven, Hidden Juliet Hotel, Ash Salon, Studio B, Ethels, Details, CVS, LuxeNailBar, Brusters, Popeyes, Chickfila, VNBank, Barber Shop, Battlefield Jujitsu, Peace and Laughter, Aldi, Sheetz</p>
Park Building	Emily					<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</p>
Staff Meetings	Staff					<p>Held weekly Staff Meetings on Tuesdays</p>
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					<p>Town Attorney reviewing the Personnel Manual and will provide suggestions</p>
<b>Land Use Planning Department</b>						
Playground Shade Structure	Emily K.					<p>Shade installed at the Town Park, will remain until first week of November, unless severe weather requires removal.</p>

Attachment: Monthly Report October 2023 (6308 : Town Administration Report)

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 8/15/2023 Town Manager has signed the town center site plan, Bohler Engineering submitting SWPPP soon. Town Council to discuss easement plat submitted for the Town Center.
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)
Van Metre -- Robinson Village	Emily K, Thomas					UPDATE 7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as builts for the development UPDATE 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission.
Crossroads Village Center	Emily K					Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. UPDATE 7/27/2023 Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. UPDATE 9/26 As build and landscaping bond review continue
Taco Bell	Thomas					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 UPDATE 9/26 Taco Bell has received all architectural and site plan permits, construction continues.

Attachment: Monthly Report October 2023 (6308 : Town Administration Report)

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. UPDATI                  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</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. UPDATE 9/26 Preliminary Plan to be signed soon once the conditions in the Town Engineer's approval letter are met.</p>
Pulte Townhomes at CVC	Thomas					<p>4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC UPDATE 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots.</p>
Bleight Drive Townhomes	Thomas					<p>4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. UPDATE 9/26 Town Staff to present final site plan to PC soon.</p>

Attachment: Monthly Report October 2023 (6308 : Town Administration Report)

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 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. UPDATE 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.
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. UPDATE 9/26 Grading to begin soon and E/S inspections will be performed.

**Finance Department**

BPOL	Roberto /Alexandra					Processing late BPOL applications as they come in. Approximately 6 still outstanding-sending final 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 issued 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**

Attachment: Monthly Report October 2023 (6308 : Town Administration Report)

Board/Committee Updates	Kim					Planning Commission gave directive for staff to reach out to other localities to see if they have a non voter member on the Boards. I am scheduling the semi-annual BZA refreshers meeting for October 23rd. We have received 2 applications for the Town Council vacancy thus far. I have communicated with the registrar's office on the date of the special election that the Tow will need to hold.
Agendas/Minutes	Kim					All approved minutes have been posted to the website. Agenda for October work session has been started. Alexandra will be running the that meeting for I will be on vacation.
Directives	Kim					All candidates have given a response to the invitation to attend the October 2nd meeting. I have started moving recorded minutes off of the minute traq software onto our You Tube channel. ARE meetings are almost complete in the migration.

**Maintenance Department**

Copper Cricket	Removed toilets and sinks from three extra bathrooms, sealed drains and holes from previous repairs. Capped off all water and drainage connections. Sewage odor is no longer present. Replaced HVAC Filters, recommend replacing with permanent air filters that can be cleaned monthly. Outdoor floodlight on front of building has a bad ballast, fixture is LED and relatively new. Recommend replacing flood light.					
Museum	1) Cleaned West Side flower bed, removed ivy growing on foundation and trimmed shrubs back away from wall. 2) Fixed broken storm shutter on east side, found that hinge incorrectly installed using one inch general purpose screws directly into wood causing the shutter and window sill wood to split. NOTE: Hinges are cast iron full mortise, neither storm shutter or window have been mortised to correctly seat hinges. 3) Moved display items upstairs and cleaned out front closet to make room for Art Alliance. 4) Rearranged shelving units on second floor, found that floor registers were blocked and in the closed position. Registers should not be blocked and in open position during summer only. 5) Power washed stone walkway, currently working on getting estimates to repair mortar and edges. 6) Repaired boards popping up on ramp and in front of side door. 7) Trimmed back shrubs that border hotel parking lot, removed volunteer trees growing in the middle. 8) Replaced front light sconces with old ones from the front of town hall. Old sconces had three sockets that were too corroded to repair.					
Light Poles	1) Light Pole in front of Ash Salon was hit by a truck at the end of August. It broke two banner arms, light bulb, and welded joint at the base as well as dented one side of the planter basket. Light pole has been replaced and planter has been remounted with dented side facing inwards. 2) I have spent six days repairing all banner arms and tightening down loose bases. All broken or severely bent banner arms have been removed and all banners are now one sided facing the street. All screws, bolts, and set screws need to be replaced. I found that the majority of hardware were rusted and seized and had to be cut out. I will be replacing them every time I swap out seasonal banners. 3) Next phase will include replacing broken outlets, installing LED light bulbs, and possibly globes. NOTE: Mapping and Labeling of light poles still in progress.					
Events (Movie Night)	Prep work for Town Movie Night, begin purchase requests for HD					

**Staff**

Farmers Market	Rachel					Alex-assisted with September markets & posted to social media. Out on a Limb Orchard will be joining us full-time for the rest of the season with several different types of apples. Vendor attendance is being compiled to review at the end of the season.
----------------	--------	--	--	--	--	--

Attachment: Monthly Report October 2023 (6308 : Town Administration Report)

Town Movie Night	Rachel					Town Movie Night was a hit. Park Valley indicated we could put more on the calendar and to just reach out
Haymarket Day 10/21	Rachel/Alex					Vendor spots & parade spots are all filled, and the waitlist is full as well. Vendor layout will be finalized by next week and sent out to vendors on October 6th. All decorations are here and ready to start going out on Oct. 1st
Social Media/website	Emily/Rachel/Alexandra					Respond to messages and comments on Facebook. Post/Re-share business posts on social. Create "events" on Facebook for upcoming events in town. Share local town business events.
Filing/Office Misc.	Alexandra					Filing all Aug invoices. Handle purchase orders for upcoming events. Send/Follow up on ordinance letters re IMF. Keep up with incoming Youth in Government Applications-send follow up emails/share to social media & town bulletin boards
Newsletter	Emily/Alex					Draft and finalize newsletter. Ready to print 9/27 for mailing 9/28
Real Estate Tax	Roberto/Alexandra					Begin inputting all resident and business RE Taxes for 2023. Prep. to be mailed first week of October
Invoices	Alexandra					Checking Mail daily, enter all invoices into QuickBooks; process payments. Keep track of late invoices, and payment processing for events and zoning applications.
Spreadsheets	Alexandra					Maintain business email lists. Create business list by block for farmers market tote bag.
<b>New/Old Business Updates</b>						
New Businesses	Bruster's official Ribbon Cutting 11/3 @ 12 Crumbl Cookies expected opening November License Mobile Food Establishments: Happy Family Ranch, MoMo's and More, and What the Schnitzel The Hive - in the Old Bank Building Ace Cabinet & Granite 6719 Lea Berry Way (still in process)					





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 2, 2023  
Re: Treasurer's Report

---

### Highlights:

- Actuals as of 09.26.2023 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 FY2024
- Working on Mobile Food Establishment ordinance
- Assisting with Haymarket Day preparations
- Reviewed Administrators A/P entries and A/R entries.

"Everyone's Home Town"  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

**Town of Haymarket**  
**Statement of Net Position**  
As of September 26, 2023

	Sep 26, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	6,313,614.81
11010 · Virginia Investment Pool	335,229.33
<b>Total Checking/Savings</b>	6,648,844.14
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	86,492.09
12010 · A/R Permits	-2,672.55
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	87,825.43
<b>Other Current Assets</b>	
11499 · Undeposited Funds	38,036.58
<b>Total Other Current Assets</b>	38,036.58
<b>Total Current Assets</b>	6,774,706.15
<b>Fixed Assets</b>	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
<b>Total Fixed Assets</b>	5,945,197.13
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	257,181.00
<b>TOTAL ASSETS</b>	<b>12,977,084.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	61,695.54
<b>Total Accounts Payable</b>	61,695.54
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	113.90
<b>Total Credit Cards</b>	338.85
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	1,059,189.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	8,733.40
22000 · Security Deposits	14,730.98
22010 · Escrow Deposits	454,706.00
<b>Total Other Current Liabilities</b>	3,276,328.48
<b>Total Current Liabilities</b>	3,338,362.87

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Net Position**  
As of September 26, 2023

	Sep 26, 23
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
	681,007.47
<b>Total Long Term Liabilities</b>	
<b>Total Liabilities</b>	4,019,370.34
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,468,779.93
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	-112,636.65
	8,957,713.94
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,977,084.28</b>

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

	Actuals	FY2024 Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	241,643.84	455,783.00	53.0%	
3110-02 · Public Service Corp RE Tax	13,088.29	12,600.00	103.9%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>254,732.13</b>	<b>469,383.00</b>	<b>54.3%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	44,894.58	175,000.00	25.7%	collections up to August 31, 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	22,000.18	250,000.00	8.8%	
3120-03 · Cigarette Tax	42,270.03	140,000.00	30.2%	Collectionbns up to September 30, 2023
3120-04 · Consumer Utility Tax	20,296.84	158,000.00	12.8%	collections up to August 31, 2023
3120-05 · Meals Tax - Current	258,385.11	1,200,000.00	21.5%	collections up to August 31, 2023
3120-06 · Sales Tax Receipts	15,029.27	160,000.00	9.4%	collections up to July 31, 2023
3120-07 · Penalties (Non-Property)	1,431.73	5,000.00	28.6%	
3120-08 · Interest (Non-Property)	130.52	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>404,438.26</b>	<b>2,112,000.00</b>	<b>19.2%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	875.00	4,500.00	19.4%	
3130-03 · Motor Vehicle Licenses	196.00	1,000.00	19.6%	
3130-05 · Other Planning & Permits	0.00	15,000.00	0.0%	
3130-06 · Pass Through Fees	3,912.00	0.00	100.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>4,983.00</b>	<b>20,500.00</b>	<b>24.3%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	2,395.35	20,000.00	12.0%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>2,395.35</b>	<b>20,000.00</b>	<b>12.0%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	3,058.08	1,500.00	203.9%	Collections up to August 31, 2023
3150-03 · Interest on Bank Deposits	18,501.49	10,000.00	185.0%	Collections up to August 31, 2023
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>21,559.57</b>	<b>11,500.00</b>	<b>187.5%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	10,582.06	49,207.00	21.5%	
3151-08 · 15020 Washington Realty	14,192.97	56,772.00	25.0%	
3151-09 · 15026 Copper Cricket	6,084.66	24,338.00	25.0%	
3151-11 · Cupcake Heaven and Cafe LLC	8,783.91	35,838.00	24.5%	
3151-14 · Salman Home Realty Suite 204	1,680.00	5,600.00	30.0%	
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%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>46,539.27</b>	<b>182,169.00</b>	<b>25.5%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-01 · Public Safety	5,305.00	0.00	100.0%	Surplus sale of PD vehicle (Taurus)
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>5,305.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	10,500.00	10,000.00	105.0%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	57,505.25	80,000.00	71.9%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	8,958.30	8,000.00	112.0%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	840.00	5,000.00	16.8%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>77,803.55</b>	<b>103,000.00</b>	<b>75.5%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	91.21	0.00		
3180-04 · Reimbursement from Insurance	500.00	0.00		
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>891.21</b>	<b>0.00</b>		
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%	
3200-05 · Communications Tax	13,280.53	80,000.00	16.6%	collections up to July 31, 2023

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

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%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>48,312.65</b>	<b>145,868.00</b>	<b>33.1%</b>	
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%	

<b>Total Income</b>	<b>866,959.99</b>	<b>3,264,420.00</b>	<b>26.6%</b>
Gross Profit	866,959.99	3,264,420.00	26.6%

**Expense**

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	0.00	2,500.00	0.0%
111002 · FICA/Medicare	304.08	2,000.00	15.2%
111003 · Meals and Lodging	15.00	1,000.00	1.5%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	4,525.00	25,000.00	18.1%

<b>Total 11100 · TOWN COUNCIL</b>	<b>4,844.08</b>	<b>30,750.00</b>	<b>15.8%</b>
-----------------------------------	-----------------	------------------	--------------

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	90,342.15	407,469.00	22.2%
1211003 · Salaries/Wages - Part Time	10,235.00	66,560.00	15.4%
1211004 · FICA/Medicare	7,432.31	36,264.00	20.5%
1211005 · VRS	6,965.10	37,852.00	18.4%
1211006 · Health Insurance	13,040.40	63,963.00	20.4%
1211007 · Life Insurance	1,325.28	4,850.00	27.3%
1211008 · Disability Insurance	669.12	3,360.00	19.9%
1211009 · Unemployment Insurance	78.39	5,995.00	1.3%
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	481.00	8,000.00	6.0%
1211014 · Printing & Binding	1,107.01	8,298.00	13.3%
1211015 · Advertising	639.00	9,000.00	7.1%
1211016 · Computer, Internet & Website Svc	3,561.88	28,550.00	12.5%
1211017 · Postage	354.48	4,000.00	8.9%
1211018 · Telecommunications	1,694.82	7,500.00	22.6%
1211019 · Mileage Allowance	0.00	1,000.00	0.0%
1211020 · Meals & Lodging	1,098.46	2,000.00	54.9%
1211021 · Convention & Education	0.00	6,000.00	0.0%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	3,299.31	16,000.00	20.6%
1211025 · Office Supplies	661.32	6,500.00	10.2%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>162,394.78</b>	<b>753,999.00</b>	<b>21.5%</b>
--	-------------------	-------------------	--------------

12210 · LEGAL SERVICES

1221001 · Legal Services	14,624.08	83,200.00	17.6%
--------------------------	-----------	-----------	-------

<b>Total 12210 · LEGAL SERVICES</b>	<b>14,624.08</b>	<b>83,200.00</b>	<b>17.6%</b>
-------------------------------------	------------------	------------------	--------------

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%
-----------------------------	------	-----------	------

<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>17,120.00</b>	<b>0.0%</b>
--	-------------	------------------	-------------

<b>Total 01 · ADMINISTRATION</b>	<b>181,862.94</b>	<b>885,069.00</b>	<b>20.5%</b>
----------------------------------	-------------------	-------------------	--------------

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	114,469.74	516,406.00	22.2%
3110003 · Salaries & Wages - OT Premium	7,639.04	30,000.00	25.5%
3110013 · Salaries & Wages - OT Select En	2,079.45	10,000.00	20.8%
3110004 · Salaries & Wages - Holiday Pay	4,248.41	35,541.00	12.0%
3110005 · Salaries & Wages - Part Time	9,880.00	65,000.00	15.2%
3110012 · Salaries & Wages - PT Admin.	3,130.00	39,000.00	8.0%
3110020 · FICA/MEDICARE	10,517.13	53,240.00	19.8%
3110021 · VRS	7,614.39	31,604.00	24.1%
3110022 · Health Insurance	21,018.00	72,272.00	29.1%
3110023 · Life Insurance	1,667.19	6,146.00	27.1%
3110024 · Disability Insurance	604.94	2,400.00	25.2%
3110025 · Unemployment Insurance	10.44	3,360.00	0.3%

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

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	4,930.00	28,392.00	17.4%
3110032 · Computer, Internet & Website	1,620.00	5,000.00	32.4%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	1,921.97	13,800.00	13.9%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	1,073.70	5,000.00	21.5%
3110038 · Convention & Edu. (Training)	1,730.70	10,000.00	17.3%
3110040 · Annual Dues & Subscriptions	319.85	17,200.00	1.9%
3110041 · Office Supplies	986.66	5,000.00	19.7%
3110042 · Vehicle Fuels	5,552.93	36,700.00	15.1%
3110043 · Vehicle Maintenance/Supplies	3,295.82	21,500.00	15.3%
3110045 · Uniforms & Police Supplies	1,495.40	36,000.00	4.2%
3110056 · Capital Outlay-Machinery/Equip	51,480.20	64,000.00	80.4%
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>288,554.21</b>	<b>1,157,858.00</b>	<b>24.9%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>288,554.21</b>	<b>1,167,858.00</b>	<b>24.7%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	25,383.96	123,750.00	20.5%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>25,383.96</b>	<b>123,750.00</b>	<b>20.5%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	17,451.67	105,222.00	16.6%
4310002 · Maint Svc Contract-Pest Control	155.00	3,000.00	5.2%
4310003 · Maint Svc Contract-Landscaping	7,266.51	35,000.00	20.8%
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	4,374.41	18,593.00	23.5%
4310008 · Electrical Services-Streetlight	1,001.60	5,500.00	18.2%
4310009 · Water & Sewer Services	880.53	3,850.00	22.9%
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	324.98	5,000.00	6.5%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>31,454.70</b>	<b>192,665.00</b>	<b>16.3%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>56,838.66</b>	<b>323,628.00</b>	<b>17.6%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	8,045.79	75,075.00	10.7%
60001 · Town Tourism	1,000.00	50,050.00	2.0%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>9,045.79</b>	<b>147,125.00</b>	<b>6.1%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	680.00	25,000.00	2.7%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>680.00</b>	<b>25,000.00</b>	<b>2.7%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	0.00	5,000.00	0.0%
7111003 · Contractural Services	13,217.90	50,000.00	26.4%
7111004 · Events - Other	1,169.68	30,850.00	3.8%
7111005 · Police Department Events	2,235.12	7,500.00	29.8%
7111006 · Farmer's Market	0.00	8,000.00	0.0%
<b>Total 71110 · EVENTS</b>	<b>16,622.70</b>	<b>101,350.00</b>	<b>16.4%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	234.70	2,200.00	10.7%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%

For services up to August 31, 2023



7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
<b>Total 72200 · MUSEUM</b>	<b>634.70</b>	<b>5,950.00</b>	<b>10.7%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>17,937.40</b>	<b>132,300.00</b>	<b>13.6%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	510.00	5,670.00	9.0%	
8110002 · FICA/Medicare	52.79	500.00	10.6%	
8110003 · Consultants - Engineer	1,447.38	10,000.00	14.5%	
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	10,318.00	0.00	100.0%	
<b>Total 81100 · PLANNING COMMISSION</b>	<b>12,328.17</b>	<b>23,120.00</b>	<b>53.3%</b>	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	255.00	5,830.00	4.4%	
8111002 · FICA/Medicare	0.00	446.00	0.0%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>255.00</b>	<b>7,776.00</b>	<b>3.3%</b>	
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%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>12,583.17</b>	<b>33,823.00</b>	<b>37.2%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
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
<b>Total 95100 · DEBT SERVICE</b>	<b>141,098.73</b>	<b>141,550.00</b>	<b>99.7%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>141,098.73</b>	<b>141,550.00</b>	<b>99.7%</b>	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	2,300.00	150,000.00	1.5%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>2,300.00</b>	<b>150,000.00</b>	<b>1.5%</b>	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.00	0.00	0.0%	
<b>Total EMPLOYEE BENEFITS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Total 94105 · PERSONNEL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>	
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%	
94108 · Capital Improvment Funds Expens	0.00	193,067.00	0.0%	
<b>Total Expense</b>	<b>710,220.90</b>	<b>3,264,420.00</b>	<b>21.8%</b>	
Net Ordinary Income	156,739.09	0.00	100.0%	
Net Income	156,739.09	0.00	100.0%	

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

Ordinary Income/Expense	Jul 1 - Sep 26, 23	Jul 1 - Sep 26, 22	% Change
<b>Income</b>			
<b>3120 · OTHER LOCAL TAXES</b>			
3120-00 · Transient Occupancy Tax	44,894.58	41,926.60	7.1%
3120-02 · Business License Tax	22,000.18	14,407.78	52.7%
3120-03 · Cigarette Tax	27,626.42	26,211.98	5.4%
3120-04 · Consumer Utility Tax	20,296.84	15,803.37	28.4%
3120-05 · Meals Tax - Current	258,385.11	210,985.96	22.5%
3120-06 · Sales Tax Receipts	15,029.27	14,035.34	7.1%
3120-07 · Penalties (Non-Property)	1,431.73	3,791.40	-62.2%
3120-08 · Interest (Non-Property)	130.52	935.68	-86.1%
Development Revenue			
Proffers	0.00	0.00	0.0%
<b>Total Development Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>389,794.65</b>	<b>328,098.11</b>	<b>18.8%</b>
<b>3130 · PERMITS,FEES &amp; LICENESES</b>			
3130-01 · Application Fees	875.00	475.00	84.2%
3130-03 · Motor Vehicle Licenses	196.00	30.00	553.3%
3130-05 · Other Planning & Permits	0.00	3,300.00	-100.0%
3130-06 · Pass Through Fees	3,912.00	1,693.75	131.0%
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>4,983.00</b>	<b>5,498.75</b>	<b>-9.4%</b>
<b>3140 · FINES &amp; FORFEITURES</b>			
3140-01 · Fines	2,395.35	4,142.13	-42.2%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>2,395.35</b>	<b>4,142.13</b>	<b>-42.2%</b>
<b>3150 · REVENUE - USE OF MONEY</b>			
3150-01 · Earnings on VACO/VML Investment	3,058.08	1,041.57	193.6%
3150-03 · Interest on Bank Deposits	18,501.49	2,073.22	792.4%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>21,559.57</b>	<b>3,114.79</b>	<b>592.2%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
3151-04 · Suite 208 B&B Security	0.00	1,002.45	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	1,764.00	-100.0%
3151-07 · Haymarket Church Suite 206	10,582.06	8,903.55	18.9%
3151-08 · 15020 Washington Realty	14,192.97	13,810.41	2.8%
3151-09 · 15026 Copper Cricket	6,084.66	5,907.45	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	8,783.91	8,528.07	3.0%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	1,680.00	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%
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>46,539.27</b>	<b>39,915.93</b>	<b>16.6%</b>
<b>3160 · CHARGES FOR SERVICES</b>			
3160-01 · Public Safety	5,305.00	0.00	100.0%
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>5,305.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			
3165-00 · Sponsorships	10,500.00	7,500.00	40.0%
3165-01 · Town Event	57,505.25	49,805.00	15.5%
3165-02 · Farmer's Market	8,958.30	2,292.50	290.8%
3165-03 · Town Ornaments	840.00	0.00	100.0%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>77,803.55</b>	<b>59,597.50</b>	<b>30.6%</b>
<b>3180 · MISCELLANEOUS</b>			
3180-00 · Convenience Fee	91.21	-12.05	856.9%
3180-04 · Reimbursement from Insurance	500.00	0.00	100.0%
3180-05 · Recovered Costs- Private Events	300.00	0.00	100.0%

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

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

	Jul 1 - Sep 26, 23	Jul 1 - Sep 26, 22	% Change
3180 · MISCELLANEOUS - Other	0.00	369.00	-100.0%
<b>Total 3180 · MISCELLANEOUS</b>	<b>891.21</b>	<b>356.95</b>	<b>149.7%</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	0.00	8,672.00	-100.0%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	13,280.53	7,492.63	77.3%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,285.76	9.3%
3200-16 · DMV Select Commission	0.00	180.33	-100.0%
3200-17 · LOLE Grant	0.00	1,547.00	-100.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>48,312.65</b>	<b>52,804.69</b>	<b>-8.5%</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>597,584.25</b>	<b>493,528.85</b>	<b>21.1%</b>
<b>Gross Profit</b>	<b>597,584.25</b>	<b>493,528.85</b>	<b>21.1%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	0.00	1,950.00	-100.0%
111002 · FICA/Medicare	304.08	278.68	9.1%
111003 · Meals and Lodging	15.00	0.00	100.0%
111005 · Salaries & Wages - Regular	4,525.00	3,642.86	24.2%
<b>Total 11100 · TOWN COUNCIL</b>	<b>4,844.08</b>	<b>5,871.54</b>	<b>-17.5%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	90,342.15	59,432.96	52.0%
1211003 · Salaries/Wages - Part Time	10,235.00	11,794.46	-13.2%
1211004 · FICA/Medicare	7,432.31	5,284.78	40.6%
1211005 · VRS	6,965.10	5,485.86	27.0%
1211006 · Health Insurance	13,040.40	8,498.12	53.5%
1211007 · Life Insurance	1,325.28	887.44	49.3%
1211008 · Disability Insurance	669.12	446.10	50.0%
1211009 · Unemployment Insurance	78.39	879.41	-91.1%
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	481.00	886.69	-45.8%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	1,107.01	1,446.40	-23.5%
1211015 · Advertising	639.00	356.50	79.2%
1211016 · Computer, Internet & Website Svc	3,561.88	895.00	298.0%
1211017 · Postage	354.48	421.00	-15.8%
1211018 · Telecommunications	1,694.82	1,433.58	18.2%
1211020 · Meals & Lodging	1,098.46	75.00	1,364.6%
1211021 · Convention & Education	0.00	123.90	-100.0%
1211024 · Books, Dues & Subscriptions	3,299.31	3,718.26	-11.3%
1211025 · Office Supplies	661.32	1,034.31	-36.1%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>162,394.78</b>	<b>121,223.77</b>	<b>34.0%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	14,624.08	7,668.10	90.7%
<b>Total 12210 · LEGAL SERVICES</b>	<b>14,624.08</b>	<b>7,668.10</b>	<b>90.7%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>181,862.94</b>	<b>134,763.41</b>	<b>35.0%</b>

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

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

	Jul 1 - Sep 26, 23	Jul 1 - Sep 26, 22	% Change
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	114,469.74	98,673.87	16.0%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	7,639.04	3,756.79	103.3%
3110013 · Salaries & Wages - OT Select En	2,079.45	0.00	100.0%
3110004 · Salaries & Wages - Holiday Pay	4,248.41	2,597.34	63.6%
3110005 · Salaries & Wages - Part Time	9,880.00	11,520.00	-14.2%
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.	3,130.00	0.00	100.0%
3110020 · FICA/MEDICARE	10,517.13	8,669.68	21.3%
3110021 · VRS	7,614.39	8,781.90	-13.3%
3110022 · Health Insurance	21,018.00	16,559.79	26.9%
3110023 · Life Insurance	1,667.19	1,510.11	10.4%
3110024 · Disability Insurance	604.94	599.34	0.9%
3110025 · Unemployment Insurance	10.44	-612.36	101.7%
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	4,930.70	4,410.00	11.8%
3110032 · Computer, Internet & Website	1,620.00	685.00	136.5%
3110033 · Postage	0.00	109.44	-100.0%
3110034 · Telecommunications	1,921.97	2,294.92	-16.3%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	1,073.70	108.94	885.6%
3110038 · Convention & Edu. (Training)	1,730.00	0.00	100.0%
3110040 · Annual Dues & Subscriptions	319.85	4,992.40	-93.6%
3110041 · Office Supplies	986.66	1,462.36	-32.5%
3110042 · Vehicle Fuels	5,552.93	5,535.62	0.3%
3110043 · Vehicle Maintenance/Supplies	3,295.82	3,830.11	-14.0%
3110045 · Uniforms & Police Supplies	1,495.40	3,086.44	-51.6%
3110052 · Office Equipment Rental	0.00	1,460.21	-100.0%
3110056 · Capital Outlay-Machinery/Equip	51,480.20	0.00	100.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>288,554.21</b>	<b>208,694.90</b>	<b>38.3%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>288,554.21</b>	<b>208,694.90</b>	<b>38.3%</b>
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	25,383.96	22,357.21	13.5%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>25,383.96</b>	<b>22,357.21</b>	<b>13.5%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	17,451.67	21,990.30	-20.6%
4310002 · Maint Svc Contract-Pest Control	155.00	0.00	100.0%
4310003 · Maint Svc Contract-Landscaping	7,266.51	6,620.00	9.8%
4310007 · Electric/Gas Services	4,374.41	4,074.45	7.4%
4310008 · Electrical Services-Streetlight	1,001.60	686.03	46.0%
4310009 · Water & Sewer Services	880.53	809.00	8.8%
4310010 · Janitorial Supplies	0.00	204.35	-100.0%
4310015 · Maintenance - Vehicle Fuel	324.98	178.09	82.5%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>31,454.70</b>	<b>34,562.22</b>	<b>-9.0%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>56,838.66</b>	<b>56,919.43</b>	<b>-0.1%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	8,045.79	5,226.80	53.9%
60001 · Town Tourism	1,000.00	0.00	100.0%
60003 · Advertising	0.00	0.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>9,045.79</b>	<b>5,226.80</b>	<b>73.1%</b>

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

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

	Jul 1 - Sep 26, 23	Jul 1 - Sep 26, 22	% Change
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	680.00	1,214.30	-44.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	680.00	1,214.30	-44.0%
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	0.00	240.00	-100.0%
7111003 · Contractual Services	13,217.90	7,224.91	83.0%
7111004 · Events - Other	1,169.68	839.95	39.3%
7111005 · Police Department Events	2,235.12	0.00	100.0%
<b>Total 71110 · EVENTS</b>	16,622.70	8,304.86	100.2%
<b>72200 · MUSEUM</b>			
7220012 · Telecommunications	234.70	417.37	-43.8%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
<b>Total 72200 · MUSEUM</b>	634.70	817.37	-22.4%
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	17,937.40	10,336.53	73.5%
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	510.00	255.00	100.0%
8110002 · FICA/Medicare	52.79	14.92	253.8%
8110003 · Consultants - Engineer	1,447.38	1,563.40	-7.4%
8110009 · Engineer - Pass Through	10,318.00	7,396.25	39.5%
<b>Total 81100 · PLANNING COMMISSION</b>	12,328.17	9,229.57	33.6%
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	255.00	0.00	100.0%
8111002 · FICA/Medicare	0.00	4.59	-100.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	255.00	4.59	5,455.6%
<b>81111 · Board Of Zoning Appeals</b>			
8111102 · FICA / Medicare	0.00	0.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	0.00	0.00	0.0%
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	12,583.17	9,234.16	36.3%
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
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%
<b>Total 95100 · DEBT SERVICE</b>	141,098.73	165,358.16	-14.7%
<b>Total 09 · NON-DEPARTMENTAL</b>	141,098.73	165,358.16	-14.7%
<b>94104 · Street Scape - Park Sidewalk</b>			
9410401 · Architectural/Engineering Fees	2,300.00	1,528.75	50.5%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	2,300.00	1,528.75	50.5%
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	0.00	-0.03	100.0%
<b>Total EMPLOYEE BENEFITS</b>	0.00	-0.03	100.0%
<b>Total 94105 · PERSONNEL</b>	0.00	-0.03	100.0%

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)

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

	<u>Jul 1 - Sep 26, 23</u>	<u>Jul 1 - Sep 26, 22</u>	<u>% Change</u>
<b>94106 · TOWN CENTER MASTER PLAN</b>			
<b>9410601 · Architectural/Engineering Fees</b>	0.00	4,754.07	-100.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	0.00	4,754.07	-100.0%
<b>Total Expense</b>	710,220.90	596,816.18	19.0%
<b>Net Ordinary Income</b>	-112,636.65	-103,287.33	-9.1%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>50001 · Amerian Rescue Plan Funds</b>	0.00	0.00	0.0%
<b>Total Other Income</b>	0.00	0.00	0.0%
<b>Net Other Income</b>	0.00	0.00	0.0%
<b>Net Income</b>	<b>-112,636.65</b>	<b>-103,287.33</b>	<b>-9.1%</b>

Attachment: Treasurer Report and Financials Final (6309 : Town Treasurer Report)



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Roberto Gonzalez, Town Treasurer  
**Date:** October 2, 2023  
**Re:** Proffers Update

An update on proffers concerning Robinson Village (Van Metre) and Crossroads (Pulte) as of September 26, 2023. Below is the current proffers status from both projects and balances.

<b>Robinson Village (Van Metre)</b>		<b>Proffers received as of 03.01.2023</b>				
	<b>Per Unit</b>	<b>Units</b>	<b>Actuals</b>	<b>Total for 38 Townhomes</b>	<b>Used</b>	<b>Balance Left</b>
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00		\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ (10,640.00)	\$ -
Transportation	\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00		\$ 144,362.00
Fire and Rescue	\$ 974.00	38	\$ 37,012.00	\$ 37,012.00		\$ 37,012.00
Town Administration	\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$ (2,551.00)	\$ 3,947.00
Schools	\$10,300.00	38	\$ 391,400.00	\$ 391,400.00		\$ 391,400.00
	\$19,316.00		\$ 734,008.00	\$ 734,008.00		\$ 720,817.00
<b>Pulte (Crossroads)</b>		<b>Proffers received as of 09.26.2023</b>				
	<b>Per Unit</b>	<b>Units</b>	<b>Actuals</b>	<b>Total for 79 Townhomes</b>	<b>USED</b>	<b>Balance Left</b>
Parks & Recreation	\$ 3,792.00	17	\$ 64,464.00	\$ 299,568.00	\$ -	\$ 64,464.00
Public Safety	\$ 280.00	17	\$ 4,760.00	\$ 22,120.00	\$ -	\$ 4,760.00
Transportation	\$ 3,799.00	17	\$ 64,583.00	\$ 300,121.00	\$ -	\$ 64,583.00
Fire and Rescue	\$ 974.00	17	\$ 16,558.00	\$ 76,946.00	\$ -	\$ 16,558.00
Town Administration	\$ 171.00	17	\$ 2,907.00	\$ 13,509.00	\$ -	\$ 2,907.00
Schools	\$10,300.00	17	\$ 175,100.00	\$ 813,700.00	\$ -	\$ 175,100.00
	\$19,316.00		\$ 328,372.00	\$ 1,525,964.00		\$ 328,372.00

"Everyone's Home Town"  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

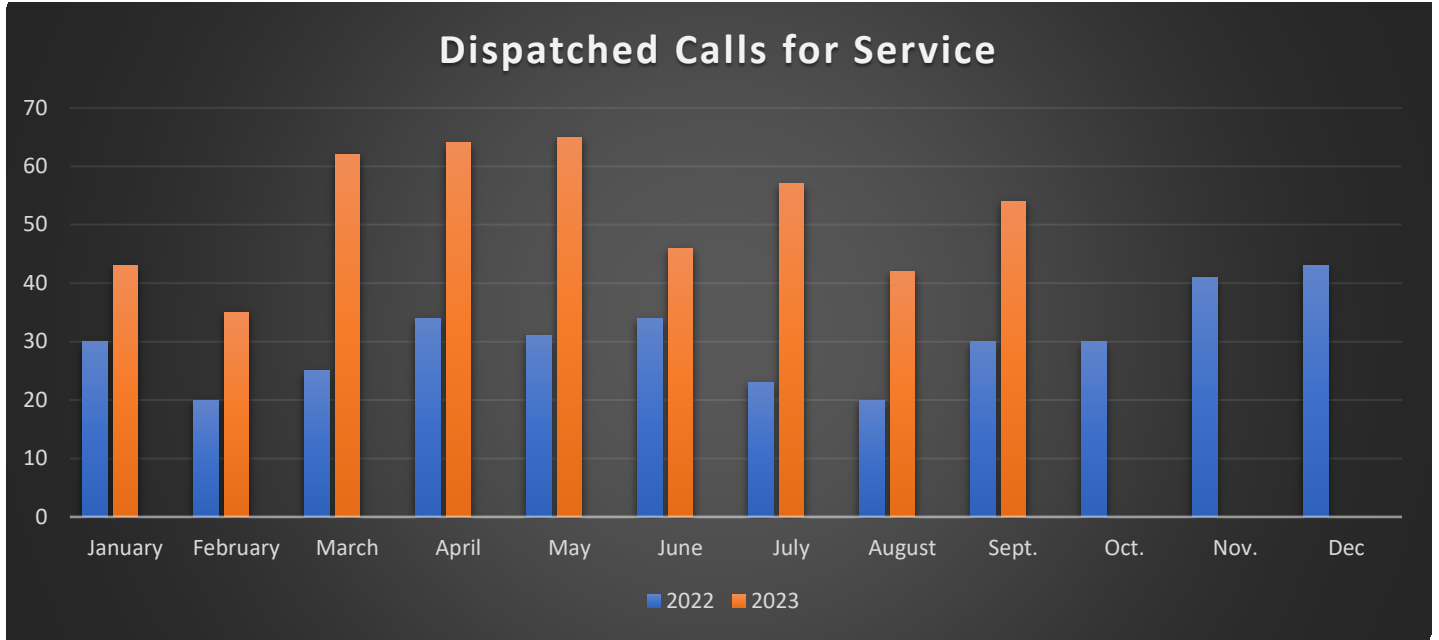


# Police Department Report to Council

Activity Period August 15, 2023 to September 14, 2023

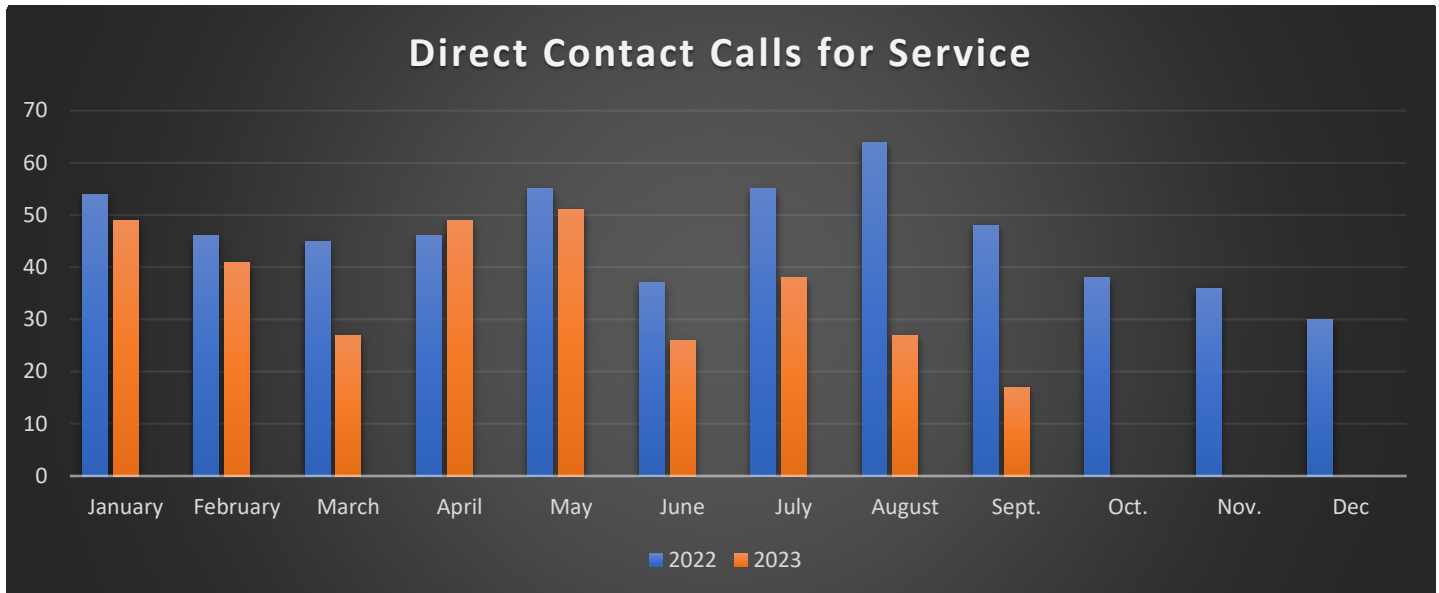
**Dispatched Calls:** Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 7
- Deferments: 0
- Non-Reportable Calls: 47



**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.

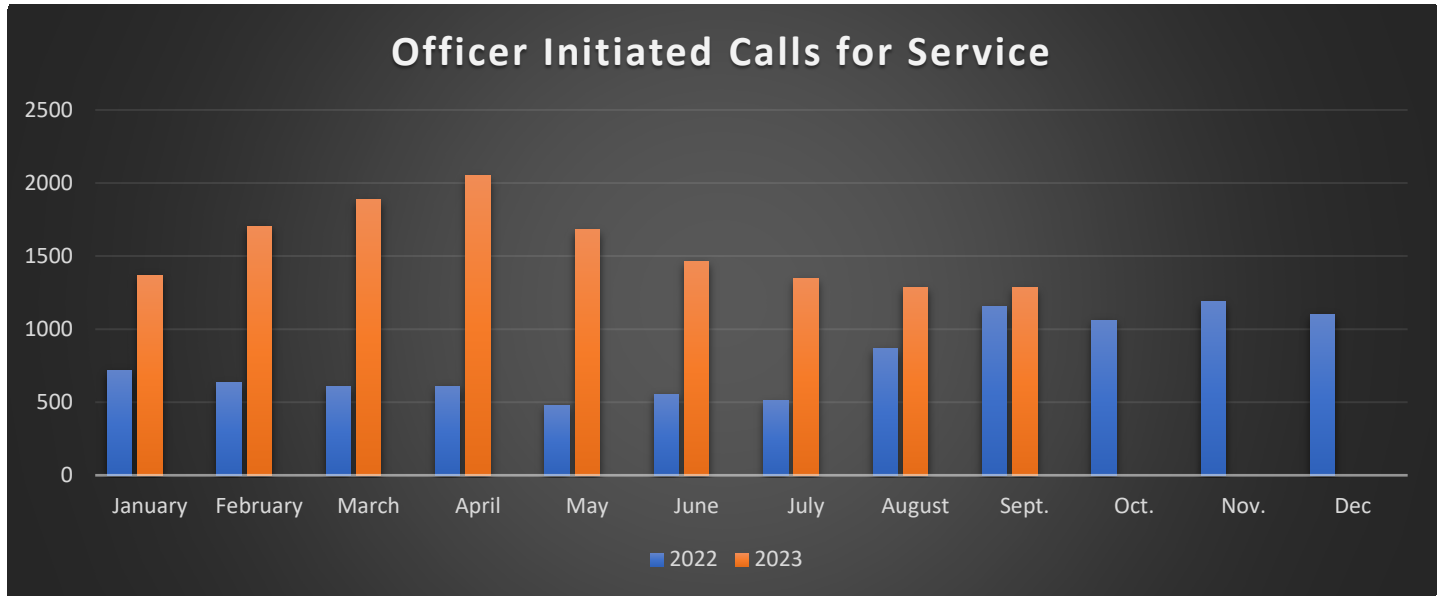
- Reportable Calls: 1
- Non-Reportable Calls: 16



Attachment: Report to council Augusts 15 2023 to September 14 2023 (6310 : Chief of Police Report)

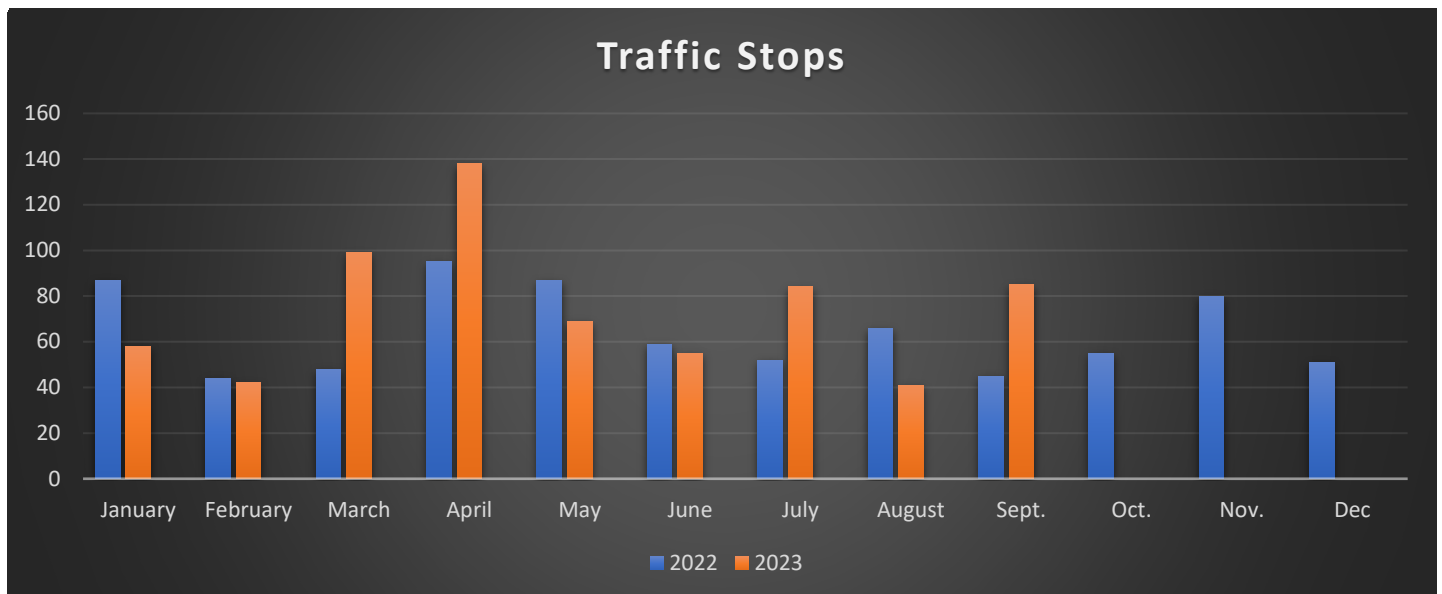
**Self-Initiated Calls:** Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 7
- Non-Reportable Calls: 1,208
- Foot Patrols: 69



**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.

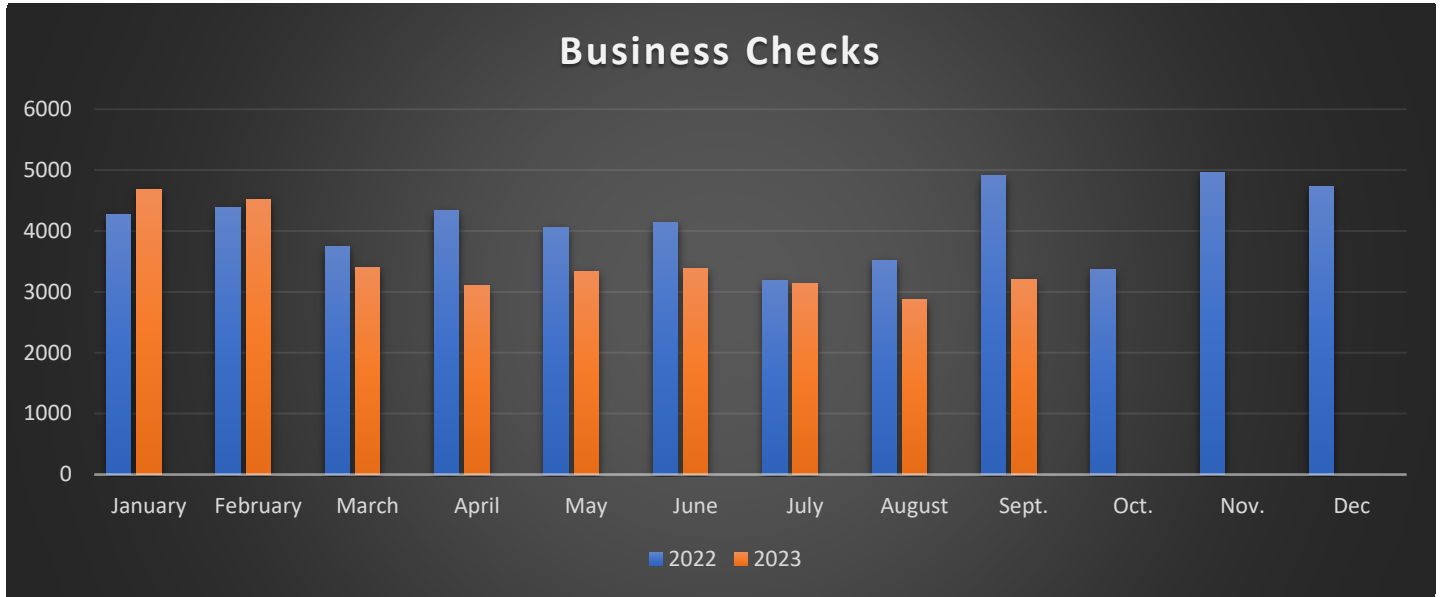
- Traffic Stops: 85
  - Summonses: 49
  - Warnings: 39



Attachment: Report to council Auguts 15 2023 to September 14 2023 (6310 : Chief of Police Report)

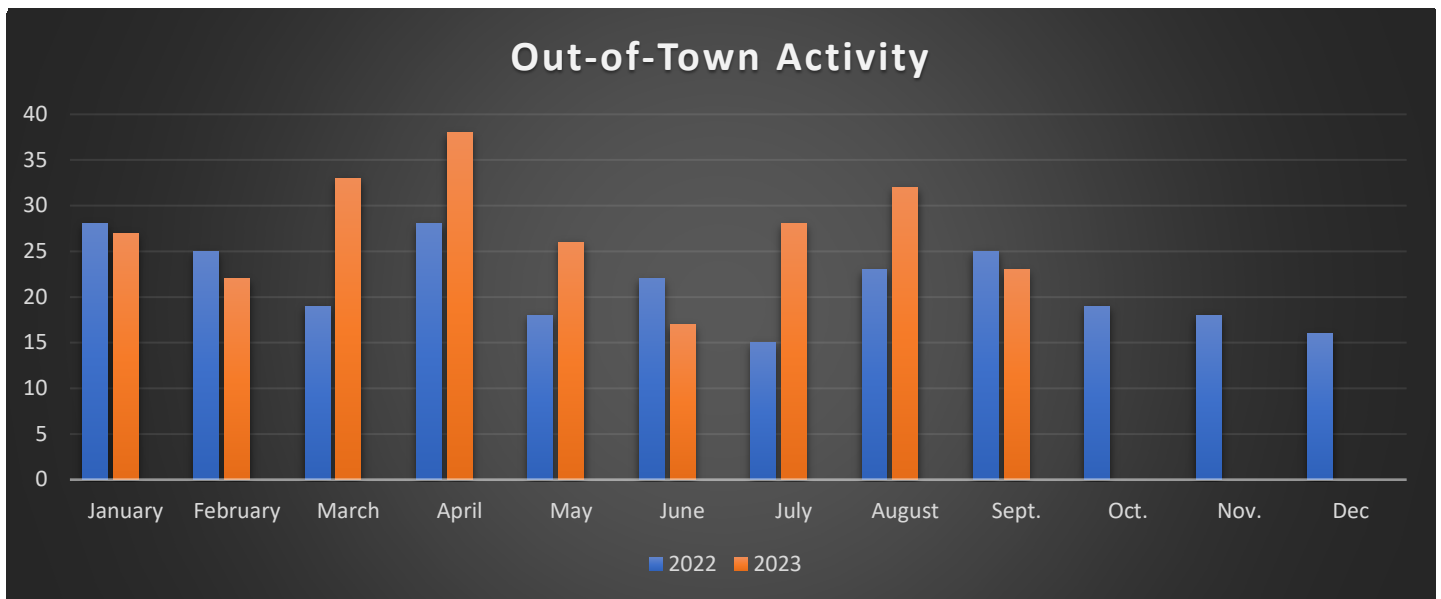
**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to ensure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 307
- Physical Check: 539
- Drive By: 2,363



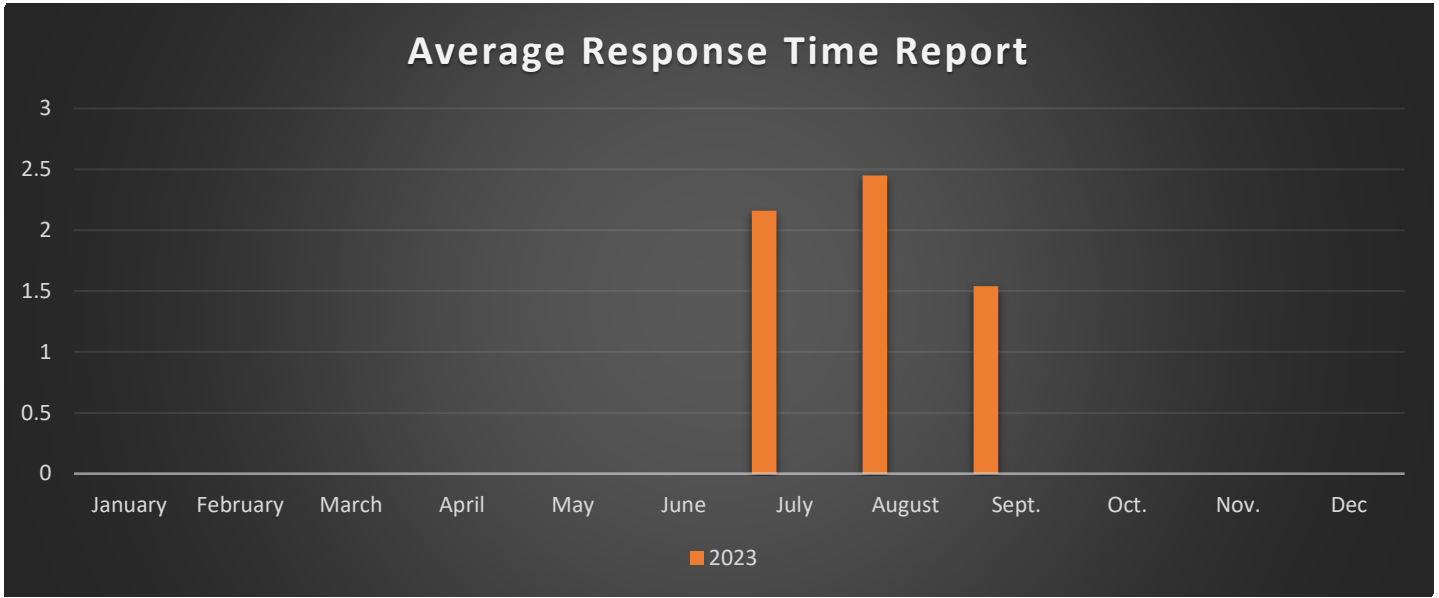
**Out of Town Activity:** On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 20
- Other: 3

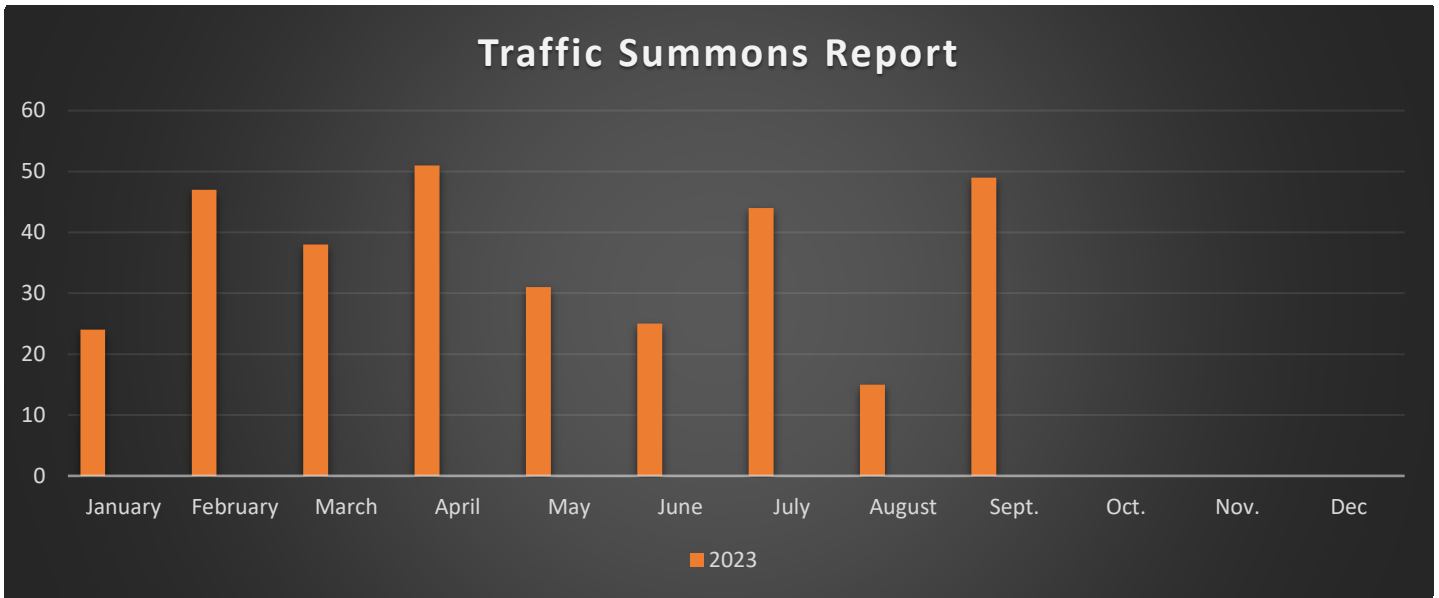


Attachment: Report to council Auguts 15 2023 to September 14 2023 (6310 : Chief of Police Report)

Average Officer Response times to all calls for Service: 1 minute 54 seconds.



Total Summons Issued: 49



Attachment: Report to council Augusts 15 2023 to September 14 2023 (6310 : Chief of Police Report)

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

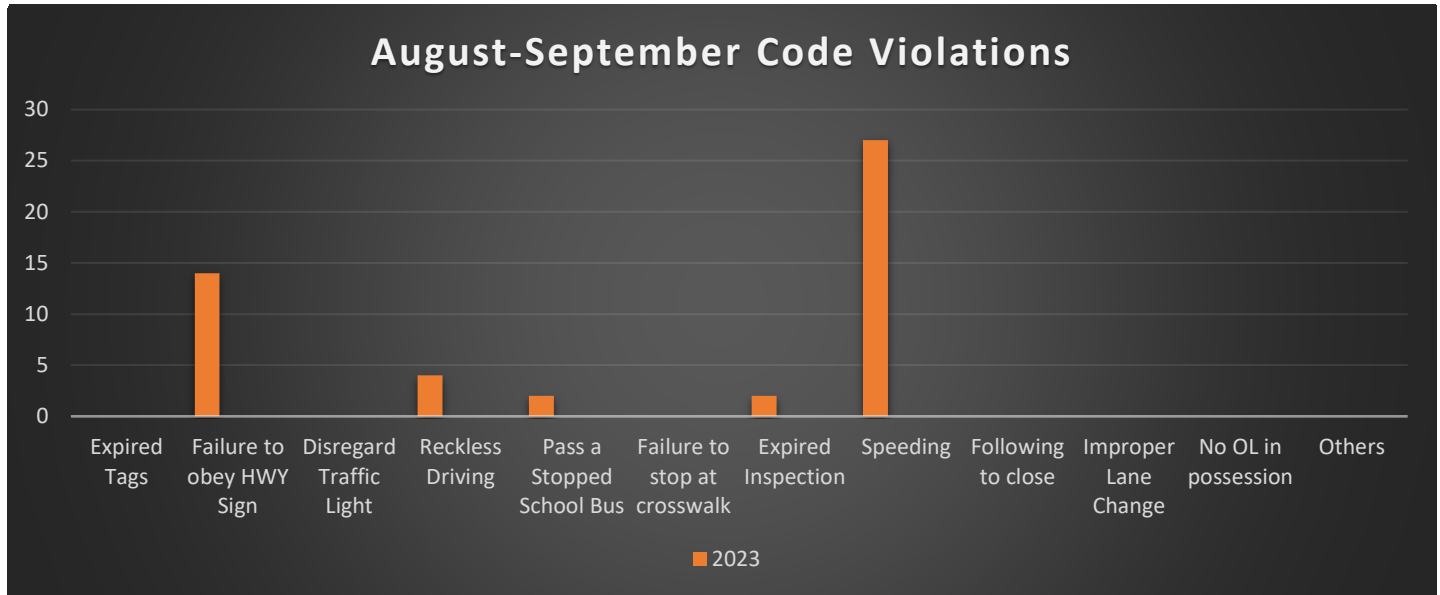
46.2-830 Failure to obey HWY sign – 14

46.2-852/862 Reckless – 4

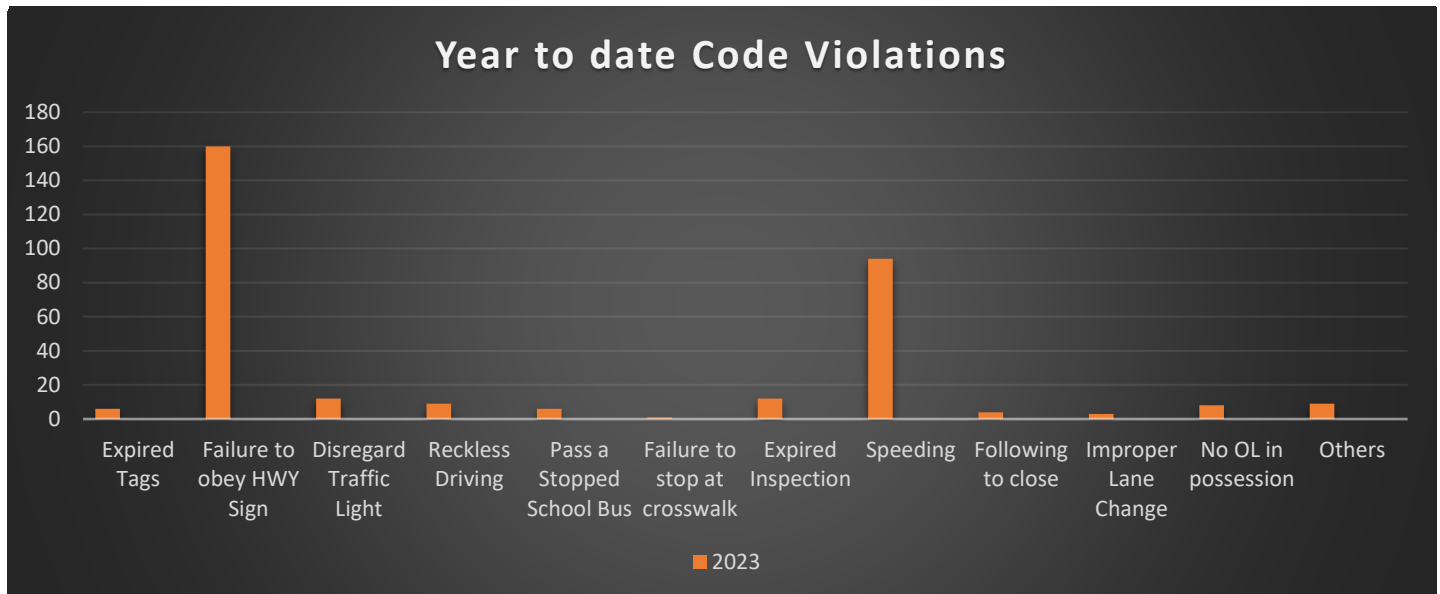
46.2-859 Passing a stopped school bus – 2

46.2-874 Speeding – 27

46.2-1158 Expired inspection – 2



**Total Summons Issued 2023: 324**



**Arrest:**

Misdemeanor: 1

Felony: 0

Attachment: Report to council Auguts 15 2023 to September 14 2023 (6310 : Chief of Police Report)

## Status of Current Projects/Events:

- Please subscribe for the Town of Haymarket’s Emergency Management notification system. Text the word “Haymarket” to 888777 to subscribe.
- Haymarket Day planning is continuing.
- We are still in process of scheduling The Haymarket Police Departments’s 1<sup>st</sup> annual seniors’ educational summit. Next meeting with stakeholders is scheduled for October 5, 2023.
- Chief Sibert attended the Semi-annual Chief’s Conference in Norfolk.
- Chief Sibert attended the Quarterly Local Law Enforcement Meeting held in Woodbridge.
- Officer Chan attended and completed a four-day Child Seat Safety Class. We will be scheduling our first event soon.
- The DMV Grant Highway Safety Agreement has been completed and sent to DMV for final approval. Upon ratification of the agreement, Grant Hours will be assigned to Officers.
- The Haymarket Police Department’s 2013 Ford Taurus was sold on The Public Surplus Auction site September 8, 2023 for \$5305.00. The money has been received and the vehicle picked up by the purchaser.
- A new data field will be entered starting next month tracking PWCPD responses into our jurisdiction.

*Respectfully Submitted,*

*Allen Sibert*

*Chief of Police*

**2023 Events on following page**

## **Haymarket Police Department 2023 Event Listing**

<b>#</b>	<b>Name of Event</b>	<b>Date of Event</b>	<b>Status</b>
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	Cupcakes with a Cop	Tentative in October	Upcoming
20	Woman's Self Defense Class 2	Tentative in October	Upcoming
21	Haymarket Day	October 21, 2023	Upcoming
22	Prince William County Truck or Treat	October 25, 2023	Upcoming
23	Halloween Candy Handout	October 31, 2023	Upcoming
24	Cupcakes with a Cop	TBA	Upcoming
25	Drug Take Back	TBA	Upcoming
26	Christmas in Haymarket	December 9, 2023	Upcoming
27	Santa Cops (East)	TBA	Upcoming
28	Operation Santa Claus	December 16, 2023	Upcoming
29	Santa Cops (West)	TBA	Upcoming
30	Haymarket PD Blood Drive	January 10, 2024	Upcoming

Attachment: Report to council Auguts 15 2023 to September 14 2023 (6310 : Chief of Police Report)



Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans/Projects</b>					
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant	-Provide review comments of plan -Meeting with Applicant
Chick-fil-A	Katie/Emily	11/16/2021	9/26/2023	Katie	-Katie to review as-built submission. Coments to be provided 10/2 -Town to confirm bond status for release coordination
Crossroads Village	Katie/Thomas	10/18/2018	9/26/2023	Applicant/Katie	-Construction and Town E&S inspections ongoing -As-builts submitted 6/8. Comments due 7/20. To be provided 10/2
Robinson Village	Katie/Thomas	8/13/2020	9/22/2023	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built submission expected
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	9/21/2023	Applicant	-3rd submission approval 8/11 -Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	9/21/2023	Applicant	-Construction and Town E&S inspections ongoing -Propane tank plan revision coord -Sidewalk driveway change coord
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	9/5/2023	Applicant	-Approved 9/5
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	8/29/2023	Applicant	-Preliminary plan approved 11/29/22 -PC approved FSP 8/14/23
Bleight Residential Plan	Katie/Thomas	8/5/2022	8/29/2023	Applicant/Town	-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. -Town researching sidewalk requirements

Attachment: 2023-09 Sept Engineer's Reports\_KMM (6311 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans</b>					
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
Park Sidewalk	Katie/Thomas	4/27/2021	8/18/2023	Town	-Dominion site visit 6/27 -100% Plans approved by PC -Prepared IFB 8/18. Town to advertise
<b>Low Activity Open Plans</b>					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
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: 2023-09 Sept Engineer's Reports\_KMM (6311 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Low Activity Open Plans</b>					
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: 2023-09 Sept Engineer's Reports\_KMM (6311 : Town Engineer Report)



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

## Memorandum

**To:** Council  
**From:** Olaun Simmons, Town Attorney  
**Re:** Town Attorney Report  
**Date:** September 27, 2023

---

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

1. Performed legal research and provided legal opinion regarding special elections and appointment of interim council member, and prepared a Petition for Writ of Election.
2. Reviewed and revised the Invitation for Bid and related documents pertaining to Park Streetscape Improvement Project.
3. Drafted a lease termination provision including terms and conditions.
4. Reviewed zoning determination related to Bean matter.
5. Prepared legal opinion regarding the application of the trailer ordinance.
6. Prepared legal opinion regarding the release of a landscaping bond.

"Everyone's Home Town"  
[www.townofhaymarket.org](http://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 – September 2023

The finance liaisons continued their oversight during July and August on the following:

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

- Investigation related to purchase of new PD vehicle ongoing
- 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
- RFP for construction of the Park streetscape improvement out for bid week of 10/2, with a 30 window for response(s)
- Purchase of new holiday tree and ornaments underway; three sponsorships confirmed, with two additional possible
- Exterior painting of museum and shutters complete; caboose to be repainted next. TM investigating cost for painting and repairs to Cupcake Heaven
- Drafting a food truck ordinance to codify rules of operation within town limits
- Waiting on final Comprehensive Annual Financial Report (CAFR), the town's independent audit, for FY 2022
- 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

Respectfully,

Joe Pasanello and TracyLynn Pater

"Everyone's Home Town"  
[www.townofhaymarket.org](http://www.townofhaymarket.org)





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

## Memorandum

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

---

September 2023

\*Weekly meeting with Staff to discuss current events and happenings as well as continued planning for upcoming events

\*Meeting with possible future business to discuss updated zoning

\*Spoke at Carter's Mill by Del Webb HOA - Art Alliance Program and happenings in Haymarket

\*Farmers Market meeting ~ Updates and remaining season discussion

\*Business Round Table Quarterly Meeting (Agenda Attached)

\*Jazzercise on the Roof

\*Gainesville/Haymarket Rotary Meeting - Supervisor Bob Weir

\*Popeyes' Ribbon Cutting (attended by Staff and Police Department)

Upcoming Events:

\*Crossroads Arts Alliance Opening Day at the Museum October 1st

\*Farmers Market Every Sunday from 9am - 1pm (closed October 22nd)

\*HAYMARKET DAY - October 21<sup>st</sup> 10am - 4pm (Roads closures)

\*Youth In Government Program October 2023 (Councilwoman Mary Rameriz)

"Everyone's Home Town"  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

Attachment: Memo Business Liaison Report 100223 (6328 : Business Liaison Report)



Businesses visited:

\*Tobaccology

\*Little Divas Day Spa

\*The Polished Pooch

\*Salon Ash

\*Simply Beauty

\*Abba Driving School



## Agenda

**Tuesday, September 26<sup>th</sup> at 9:00 am**

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

### Agenda Items:

- 1) Introductions of Town Staff, Vice Mayor Tracylynn Pater and Events Coordinator, Rachel
- 2) Crossroads Art Alliance Guest Speakers Kerry Molina and Sue Rothamel Pickering
- 3) Haymarket Today and Tomorrow:
  - a. Robinson Paradise (Walter Robinson Lane) status: Model Grand Opening Saturday, September 30<sup>th</sup> 11am-3pm
  - b. Crossroads Village Center: Taco Bell breaking ground. Cookie Crumbl expected to open this fall.
  - c. Town Development Projects
    - i. Town Park Sidewalk Engineering Phase Status Update
  - d. Finance Updates:
    - i. Meals Tax Free weekend October 21-22. This must be discussed and adopted by Ordinance, which is being done at the Town Council October 2<sup>nd</sup> Meeting. Town will email all in-town restaurants after 10/2 if it's been approved.
    - ii. Food Truck Ordinance
- 4) Upcoming Event Schedule & Farmers Market Updates
  - i. Farmers Market Sundays 9am to 1pm now through November 19<sup>th</sup> (10/22 cancelled)
  - ii. Haymarket Day October 21<sup>st</sup>, 10-4pm
    1. Haymarket Day Parade: arrival 8:00-9:00. The parade starts at 10, and usually takes around an hour for all participants to go through.
    2. Haymarket Day Prep & Business Info
  - iii. Christmas and Holiday Celebration, December 9<sup>th</sup> 2pm to 6pm
    1. Currently looking for vendors & accepting applications for our holiday event. Spaces are limited, so applicants will be reviewed and selected by Town Staff. Vendors will be notified by November 9.
- 5) Haymarket Baptist Church Ornament
- 6) Updates from the Chief of Police, Al Sibert
- 7) Questions/Concerns from Businesses

Contact Information: Town Manager Emily Kyriazi, [ekyriazi@townofhaymarket.org](mailto:ekyriazi@townofhaymarket.org), (703) 753-2600, ext. 204 or (571) 469 - 0323



## Town of Haymarket

### 2023 Nutcracker Sponsorship

“Everyone’s hometown...”

The Town of Haymarket will be hosting our annual Christmas/Holiday Event on December 9<sup>th</sup>. This is a sponsorship opportunity exclusive to in-town businesses!

Businesses will select (1) nutcracker from the designs below to sponsor. The cost will be the full price of the nutcracker. The Town will place the nutcracker next to the businesses front door or previously discussed location on December 1<sup>st</sup>. It will have a tag reading “To: Business Name, From: Santa”. It will be moved from the business location to the Museum or Town Hall on December 8<sup>th</sup> to be displayed for the event on December 9<sup>th</sup>. It will be placed back at the business once the event is over and remain up until the second week of January. The Town will remove the nutcracker and store it for the business until next year. The cost of (1) Nutcracker is \$800. If a business is interested in purchasing more than (1) Nutcracker, please contact Rachel Sawyer at [events@townofhaymarket.org](mailto:events@townofhaymarket.org) for details and pricing.

#### Sponsorship Includes:

Display of Nutcracker at the business for the 2023 Season (Dec. 1<sup>st</sup>-Jan. 6<sup>th</sup>) and 2024 Season (Dec. 1<sup>st</sup>-Jan 6<sup>th</sup>). Town will store Nutcracker during the off-season. Nutcracker is the property of the Town. Business is the sponsor and will be recognized as such on nutcracker and social media.



Attachment: Nutcracker Sponsorship (6328 : Business Liaison Report)



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

## Memorandum

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

---

At its September 20, 2023, meeting, the ARB continued its comprehensive review of the ARB Guidelines.

The ARB also reviewed bollard examples to protect light poles / pedestrians at the intersection of Washington Street and Jefferson Street.

Respectfully submitted,

Marchant Schneider

Attachment: ARB Liaison Report September 2023 (6330 : Architectural Review Board Liaison Report)



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

## Memorandum

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

---

The Planning Commission meeting on September 18, 2023 included and addressed the following:

- Consideration of Resolution 2023-013: Resource Protection Area Map (RPA)
  - The Commission approved updates to the RPA (Resolution 2023-013). The updates are related to Virginia DEQ's review of the Town's Comprehensive Plan, and the need for the plan to include an updated RPA map to comply with state code 9VAC25-830-170.
  - The Commission discussed and considered the proposal to add non-voting members to the Planning Commission. Based on a question from one of the Commissioners, the Commission asked Town Staff to look into whether other municipalities have such members on the Planning Commission. And if there are, to gather additional information that could assist the Planning Commission in making a decision.

Respectfully submitted,

Alexander Beyene

"Everyone's Home Town"  
[www.townofhaymarket.org](http://www.townofhaymarket.org)



**AN ORDINANCE TO WAIVE MEALS TAX  
ON October 21<sup>st</sup> through October 22<sup>nd</sup>, 2023, SET BY  
SECTION 42-186 OF THE CODE OF ORDINANCES,  
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED,  
RELATING TO FOOD AND BEVERAGES.**

**ORDINANCE #2023-001**

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 21<sup>st</sup>, 2023 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hope is that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 21<sup>st</sup> and 22<sup>nd</sup>, 2023.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 2<sup>nd</sup> day of October, 2023, that the Meals Tax is waived solely for the 21<sup>st</sup> and 22<sup>nd</sup> day of October, 2023.

By Order of Council:

\_\_\_\_\_  
Ken Luersen, Mayor

ATTEST:

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

Attachment: Meals Tax Free Weekend - October 2023 (6335 : Ordinance #2023-001: Tax Free Weekend)