



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

I. Call To Order

II. Pledge of Allegiance

III. Invocation: Pastor Mark Olson - Haymarket Baptist Church

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

V. Community Spotlight: Boxes of Basics

VI. Citizens Time

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Jun 26, 2023 7:00 PM
2. Mayor and Council - Closed Session Meeting - Jul 10, 2023 6:00 PM
3. Mayor and Council - Regular Meeting - Jul 10, 2023 7:00 PM
4. Mayor and Council - Work Session - Jul 31, 2023 6:30 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

VIII. Agenda Items

1. Planning Commission Vacancy Appointment
2. Credit Card Policy
3. Town Park Building

IX. Councilmember Time

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

X. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 26, 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: Absent, Council Member Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Absent, 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 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 with positive trends on the revenue side. He asked for any questions on the report.

2. Resolution #2023-012: FY23 Third Quarter Budget Amendment

Town Treasurer Roberto Gonzalez presented to the Town Council an updated version to the Third Quarter FY23 budget amendment. He went over the proposed amendments to include the proffers from Van Metre to offset the expense of the office furniture. Mr. Gonzalez stated that this amendment can be voted on at the July regular meeting making it retroactive to the FY23 budget. A short discussion followed.

3. Architectural Review Board and Planning Commission Vacancy Applications

Town Clerk Kim Henry shared that since election of Bob Weir to the Prince William County Board of Supervisors and the appointment of Council Member Alexander Beyene filling the seat of Mr. Weir as the Planning Commission liaison, there left a vacancy on the Planning Commission. She presented 4 applications for the Planning Commission vacancy. Ms. Henry stated that all the applicants were very qualified to fill the vacancy. She continued to share that there were 2 Architectural Review Board members whose terms will expire on June 30, 2023. She shared that those members decided not to serve another term which would leave 2 vacancies on the ARB. Ms. Henry presented 2 applications for the Architectural Review Board vacancies to the Town Council. A short discussion followed on the applications. The Town Council agreed to hold a closed session meeting at their meeting in August for the purpose of interviewing all the applicants prior to appointments.

4. Town Museum Rental Update

Town Manager Emily Kyriazi shared that staff had scheduled the Arts Alliance to be at this evening's meeting. However, due to a scheduling conflict, the presentation would be scheduled to the July work session. Mrs. Kyrazi asked if the Town Council would be open to a 6:30 pm meeting at the July Work Session to give the presenters adequate time. A short discussion followed with an agreement to hold the work session meeting at 6:30 pm. Mrs. Kyrazi shared that the Town is very close in obtaining an occupancy permit through the County for the Museum. A short discussion followed.

IV. Adjournment

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

Minutes Acceptance: Minutes of Jun 26, 2023 7:00 PM (Minute Approval)

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jun 26, 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

Monday, July 10, 2023

6:00 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 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Absent, Council Member Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Late (6:10 PM), Council Member Mary Ramirez: Present, Council Member David M Leake: Absent, Mayor Kenneth Luersen: Present.

II. Closed Session

1. Closed Session Pursuant VA Code 2.2-3711 (A)(1)

Council Member Ramirez moved that the Haymarket Town Council enter into closed session as permitted by Virginia Code 2.2-3711 (A)(1) for the purpose of discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body specifically for interviewing perspective candidates for the Planning Commission and the Architectural Review Board. Vice Mayor Pater seconded the motion. The motion carried.

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

2. Certification

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

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

III. Recess

The Town Council went into a short recess to give staff time to set up for the Regular Monthly Meeting.

Minutes Acceptance: Minutes of Jul 10, 2023 6:00 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

Monday, July 10, 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 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Absent, 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. Pledge of Allegiance

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

III. Invocation - Rev. Sean Rousseau, St. Paul's Episcopal Church

Mayor Luersen invited Reverend Sean Rousseau from St. Paul's Episcopal Church to the podium to give the evening's invocation.

After the invocation, Reverend Rousseau shared a fun cultural event that the church recently had. He shared that St. Michaels Academy is doing really well. He also shared that the Carried to Full Term is in their 7th year and also doing very well supporting and assisting single moms that may have been in a at risk situation. Lastly, he mentioned the Haymarket Food Pantry whose is serving twice as many people this year than last. He continued to share the fun cultural event within the church. He stated that the church's cemetery has 475 people in it. He shared that one is a famous international person, the niece of Jane Austin a famous author. He shared that recently a group of people from the Jane Austin Society of America came to the church. He stated that he shared with the group some of the church's history and that they shared the whole story of the niece and how she came to be buried in the St. Paul cemetery.

IV. Community Spotlight: Siya Sampath - Local Spelling Bee Champion

Mayor Luersen introduced Siya Sampath to the audience and the Town Council. He shared that Siya was Haymarket's pride and joy and Prince William County's regional spelling bee champion. He shared that Siya continued onto the National spelling bee level and made it to the quarter-finals coming up just short for qualifying for the semi-finals. Siya is nine years old and a 4th grader at Alvey Elementary School. He stated that Siya studied hard on thousands of words from various different resources with her Mother working with her daily prepping her for the competitions with her Dad and her sister in the supporting role. At this time, the Town Council had their own spelling bee with Siya. Lastly, Mayor Luersen presented Siya with a certificate and a small gift.

V. Award Presentation: Council Member Ramirez

Councilmember Ramirez recognized Town Planner Thomas Britt as the staff MVP for his participation in the Longstreet Commons end of school year water balloon fight. She also recognized the Haymarket Police Department for their participation as well. She stated that the department is the most memorable portion of the event for the children at Longstreet Commons.

VI. Consent Agenda

Mayor Luersen asked if Council would like to have any items pulled from the Consent Agenda. The Town Administration Report, the Town Treasurer Report, and the Chief of Police Report were pulled for discussion.

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

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After the pulled items were discussed, Councilmember Pasanello moved to adopt Consent Agenda items B:1-3. Vice Mayor Pater seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Public Hearing/Work Session - May 30, 2023 7:00 PM

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

2. Mayor and Council - Regular Meeting - Jun 5, 2023 7:00 PM

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

3. Mayor and Council - Special Meeting - Jun 22, 2023 7:00 PM

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

B. Department Reports

1. Town Administration Report

The Council asked for an update on the RFP and a timeline for the town park sidewalk. Town Manager Emily Kyriazi shared that she recently met with The Engineering Group. She stated that there is a conflict with one of the utility easements with the Dominion Energy poles being on the property. She stated that the meeting was to confirm that construction would not impact the integrity of the poles. She continued to state that The Engineering Group would be submitting the final site plan documents by the middle of the month. She stated that staff is proceeding to work with the Town's engineer to get an RFP put together in order to post within a month and would remain active for a better part of a month and that it would be in conjunction with the final site plan so that construction could start at the beginning of 2024.

Councilmember Ramirez asked for an update and timeline on the storm water assessment program. Town Manager Kyriazi stated that she did not have any updates at this time. Mrs. Kyriazi stated that the Town sent the name changed document to the County and that the County submitted it to a specific review board. Once the name has been changed, a meeting will be held with the County for further discussion.

Lastly, Councilmember Ramirez acknowledged the new businesses that are starting to open in Crossroads Village Center and stated that as people become acclimated with the new traffic pattern, there are issues and traffic concerns are only going to increase as more shops open. She asked that the staff contact VDOT to assess the situation for a possible resolution to the a potential problem. Councilmember Pasanello agreed not only from a pedestrian perspective but a traffic flow perspective. He shared that there needs to be more extensive studies done on the traffic, educational opportunities and monitoring the conditions as they arise. A discussion followed on the traffic impact and pedestrian safety.

Mayor Luersen asked for a follow up on the DEQ requirements on the Chesapeake Bay Preservation Act. Town Planner Thomas Britt shared that he is in communication with his contact from DEQ and has begun working on the requirements.

Mayor Luersen inquired about the Town Park Survey. Town Manager Emily Kyriazi shared that so far the results are about 50/50. She shared that the survey is available for Council to pick up and distribute throughout their neighborhoods.

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Mayor Luersen also inquired about the Town Center site plan. Town Manager Emily Kyriazi shared that she will be bringing that information to the Town Council at the July Work Session. Mayor Luersen asked for a follow up on the Bleight Drive town home site plans. Mrs. Kyriazi stated that the plans did not show a sidewalk that would connect to the existing sidewalk. She shared that the staff is requesting that one item from the developer. Town Planner Thomas Britt added that the site plan is currently under fire marshall review and it should go before the Planning Commission at their August or September meeting.

2. Town Treasurer Report

Councilmember Pasanello asked for Town Treasurer Roberto Gonzalez to expand on his new reporting and changes that he has brought forth. Mr. Gonzalez provided a new report that compares where the Town was last year to date and where we stand today. He shared with the Council that this will help during budget prep time. He also shared that he would like to start working on FY25 budget starting in November so that it can be approved in May rather than in June.

3. Chief of Police Report

Councilmember Ramirez inquired about the ARPA fund training that is coming up for the department. Chief Sibert shared that the police department received an ARPA grant from DCJS. He shared that he will be attending a required training on how to use and track the grant money. Councilmember Ramirez also asked about the caring seniors program that the Chief is involved in. Chief Sibert shared that the department is partnering with Caring Seniors for an event to educate seniors on scams, providing them with good options for services and to get all the medical resources that they can get. A short discussion followed.

Chief Sibert shared information on the neighborhood comfort station that the department is working with Prince William County on. He shared that he and Town Manager Emily Kyriazi have been working on this program to provide a comfort station in Town Hall. He stated that they will be getting quotes on a generator that will be able to run the building using proffer funds. A short discussion followed.

Lastly, Councilmember Ramirez highlighted the upcoming police sponsored events such as the Blood drive on July 19th and National Night Out at the Town Park on August 1st. Chief Sibert shared his excitement of the planning of National Night Out.

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

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

VII. Agenda Items

1. Resolution #2023-012: FY23 Third Quarter Budget Amendment

Councilmember Pasanello moved that the Haymarket Town Council move an appropriation to the Fiscal Year 2022-2023 budget as designated by Resolution #2023-012. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

2. Architectural Review Board Vacancy Appointments

Councilmember Pasanello moved that the Haymarket Town Council appoint Joanna V. Mason to the Haymarket Architectural Review Board with a term beginning July 10, 2023 and ending June 30, 2027. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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Councilmember Pasanello moved that the Haymarket Town Council appoint Melvin C. Mason to the Haymarket Architectural Review Board with a term beginning July 10, 2023 and ending June 30, 2027. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

3. Planning Commission Vacancy Appointment

Councilmember Pasanello moved that the Haymarket Town Council appoint Pankaj Singla to the Haymarket Planning Commission with a term beginning July 10, 2023 and ending June 30, 2024. Vice Mayor Pater seconded the motion. Prior to the vote, there was a discussion on expanding the Planning Commission. The Town Council asked the staff to bring back the financial implications for expanding the Planning Commission for further discussion at the July Work Session. **With no further discussion, the motion carried by a roll call vote.**

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

VIII. Council Member Time

1. Council Member Leake

Councilmember Leake was not present at this meeting and did not submit any reports.

2. Council Member Ramirez

Councilmember Ramirez read a statement into the record. The statement was read as follows: I apologize if this sounds scripted. I wanted to be clear and direct in my comments tonight. I am choosing to use my council member time to stand for something I feel strongly about. It has been the greatest honor and privilege to be elected as a representative for our Town. I feel deeply that serving with integrity, an open mind and compassion that real change can be made. Part of what makes integrity my first priority in this position is that the meaning of integrity to me includes transparency. It should be clear that all Council Members actions are aligning with their stated intentions. For what it is worth, transparency is something I felt lacked before some of my colleagues here took their positions in 2020. Having started this new term, I was hopeful new efforts would be made by a council member to ensure transparency in his service. Unfortunately, two meetings ago when we voted on the budget, it was made clear that this is not the case. I found a quote that I felt accurately depicted this situation..."words not matching action is manipulation." I detest political games and refuse to participate in any manipulations of this position. Councilman Leake, you were absent three meetings in a row and sat quietly during discussions about the budget. You even voted in favor for the tax rate that was presented to our public. Not once did you advocate to actually make the change you preached about. All I could think about is what an opportunity you missed out on, if it was truly your intention to lower our tax rate or eliminate it. It is cowardly to wait until the very last vote that would not alter the outcome and preach ideals. Especially since waiting to advocate until the end of June which we could run the risk of not having an approved budget for the next fiscal year. Our Town, our constituents, we deserve better. They deserve to have you sit here and participate with full transparency for them. Make actual change by participating in conversations on the dais before voting day! I am so deeply disheartened by your actions that I can't help but wonder how you sleep at night knowing full well that you are not being transparent to our public and you are willing to put our town at risk. I know I would be unable to sleep if I made the choice not to advocate for what I believe in, like I am doing now. Our position warrants your commitment to do better. Our Town deserves better. Our constituents deserve to feel they can trust us. I will not sit by and allow any further manipulation to continue. I hope Councilman

Leake uses this as an opportunity for growth, to participate fully in the democratic process and stop the political grandstanding. We have things to do for our Town. Thank you.

3. Council Member Schneider

Councilmember Schneider was not present and did not submit any reports.

4. Council Member Beyene

Councilmember Beyene stated that all he had to say was "Hear, hear to Councilmember Ramirez's comments. I am in full agreement."

5. Council Member Pasanello

Councilmember Pasanello stated that he would like to change it up a little bit but thanked Councilmember Ramirez for her words and that he couldn't agree more. He continued on with his Councilmember time by thanking Siya and her parents for participating in the evening's meeting. He continued to state that he is looking forward to the next year for her and told her to keep up the good work. He complimented and congratulated all who were involved with the Fox5 Zip trip in June. He shared of a vote coming at the next PWC Board of Supervisors meeting on a moratorium on development during the lame duck term between November election and the beginning of the new term in January 2024. He encouraged those interested to attend this meeting to voice their opinion. He continued to state that the Council needs to take a hard look at the need for a transportation plan.

6. Vice Mayor Pater

Vice Mayor Pater started her Councilmember time by stating "Bravo." She continued with her Councilmember Time by wishing that everyone had a good July 4th weekend. She continued to thank the businesses that participated in the most recent Business Roundtable meeting. She stated that she was very excited with the number of businesses that participated. She also asked everyone to take the time and take the Town Park building survey. Lastly, she announced the date for Restaurant Week, which is July 21st through July 28th.

7. Mayor Luersen

Mayor Luersen stated that he would like to make note of Councilmember Ramirez's comments. The Mayor stated that he does try to welcome free discussion on the dais without a threat. He continued to state he hopes to keep a non-threatening environment on the dais so that discussions can be open and transparent. He said hopefully no one feels that he creates an environment that's a distraction to them and prevents them from wanting to speak because he encourages people to speak. He continued to state that we cannot get a compromise or a better well vetted decision without conflicting discussions.

IX. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jul 10, 2023 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 31, 2023

6:30 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 6:30 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: Absent, Council Member Mary Ramirez: Present, Council Member David M Leake: Absent, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Crossroads Art Alliance Presentation

Town Manager Emily Kyriazi introduced Crossroads Art Alliance, a local non-profit art organization, who is interested in utilizing the Museum and their vision of bringing the arts into the community. Mrs. Kyriazi stated that after the presentation, she would share the pilot program that she and Vice Mayor Pater came up with.

Representing the Crossroads Art Alliance and giving the presentation was Membership Chair Susan Pickering-Rothamel. She introduced Nancy Clark and Susan Furr, who were also in attendance. Mrs. Rothamel shared how the organization was created with just three members. She continued to share that she recently moved to the area from Ann Arbor Michigan. She stated that while there she was heavily involved in the arts and that her entire career was connected to the arts. She shared that when she moved to the area, she discovered a large void in this area for the arts. Mrs. Rothamel stated that with the enthusiasm, she and 2 other ladies began a mutual quest to start something local similar to the well established programs in Fairfax and Manassas and the Crossroads Art Alliance was imagined and established. She stated that the goals for the Art Alliance is to support artists and initiate creative programs for community outreach. She continued to state that the Crossroads Art Alliance is pleased that, with maybe the Town's support, they could bring the arts into the broader Haymarket community. She stated that they hope to represent all arts, to include visual arts, music, creative writing and sculptures. She shared that she believes the perfect location would be the Haymarket Museum by filling the building with all forms of arts and crafts, visual and performing, and becoming the hub for Haymarket. She shared that the Alliance has non profit 501C3 status and has began their social media campaigns. She said that their hope is to consistently staff the Museum for public use, to have exhibits that would draw the public into the building with the hours being every other Thursday afternoons, Fridays, Saturdays and Sundays with the Alliance being responsible for staffing. She shared that they would coordinate everything with the Town Manager and be part of Town events. She said to help offset some of the overhead at the Museum, CAA has drafted a revenue sharing proposal. The Crossroads Art Alliance would give the Town 15% of the gross revenues of any art work sold, classes and workshops for the use of the Museum which is keeping in line with most galleries. Lastly, Ms. Pickering-Rothamel thanked the Town Council for the opportunity in sharing the ideas of the Crossroads Art Alliance with them and opened the floor for any questions. Town Manager Emily Kyriazi asked that Ms. Pickering-Rothamel share the various types of arts with the Town Council that was discussed at the initial staff meeting. The representative shared the ideas that were mentioned at the initial meeting. There was a question on how the group came up with Crossroads Art Alliance. Mrs. Pickering-Rothamel shared that they didn't want to name themselves Haymarket because they wanted everyone to feel inclusive. She shared that when the group found out that this area is the Crossroads, they were all on board with the name. She continued to state that their logo is a map of the Crossroads area of routes 55, 15 and 66 with the yellow area being Haymarket. There was a discussion of incorporating the back deck area and the caboose. Ms. Pickering-Rothamel shared that there is a railroad organization who would love to help renovate the caboose. She

Minutes Acceptance: Minutes of Jul 31, 2023 6:30 PM (Minute Approval)

encouraged the Council to meet with that particular organization separately to talk about the renovation of the caboose. There was also a question on combining the artifacts that is already in the museum with their art. She stated that the group is art oriented but would work with a Town historian in incorporating some of the artifacts together with their art displays. Town Manager Emily Kyriazi provided some information to the Town Council about the summer intern that has been working in the museum and setting up displays.

After the presentation, Town Manager Emily Kyriazi answered questions from the Town Council such as occupancy permits, proper permitting on murals, LOVE signs and the such with the Architectural Review Board. Mrs. Kyriazi presented the pilot program to the Town Council. She stated that this would be over a 7 month period starting September 1, 2023 and running until March 2024. She stated that the Art Alliance would have access to the museum for 2 weekends every month beginning on a Thursday through Sunday, designating the first and third weekends to the Alliance. She stated that for those months have 5 weekends, the Art Alliance would have that weekend as well. Mrs. Kyriazi shared that the second and fourth weekend of the month would be available for the public to rent. She stated that if the space was not rented on the those weekends, she would like to make it available for the Art Alliance. She continued to state that she has been working on upgrading security measures at the museum by looking at the systems that are similar to the system at the Town Hall building. She also shared that she is working with Chief Sibert in setting up the camera system as well. Mrs. Kyriazi stated that she will be researching the true utility and maintenance cost. Mrs. Kyriazi stated that she would be coordinating with the Art Alliance to be in the museum on special Town events, such as Haymarket Day and the Christmas and Holiday event. She also stated that she would use the month of August to draft a formal agreement with the Art Alliance with the help from Vice Mayor Pater and Town Treasurer Gonzalez with final review from the Town Attorney. A discussion ensued on the subject of being opened to the public, availability on short notice and convenience for the public, the agreement or policy of the pilot program, insurance liabilities for both the Town and the members of the Alliance on their artwork, and ADA requirements and occupancy permits.

At this time, Town Manager Emily Kyriazi asked for a directive to proceed working with the Vice Mayor on developing the program outline, the agreement and policy, permitting the Alliance to start occupying the museum on September 1 and run it through the end of March. Mrs. Kyriazi stated that she would have a monthly report on the progress to the Council either through the Town Administration report or the Vice Mayor's report. At the end of the pilot program in March, the Town Council would revisit the program with the Art Alliance in attendance and the steps in proceeding forward. The Town Council gave Town Manager Kyriazi the directive to move forward in the pilot program.

IV. Agenda Items

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez presented the pre-audited FY23 end of year numbers. He shared that the year ended with a good surplus due to many aspects including the increase in new businesses opening, the increase in meals tax revenue and contractors obtaining business licenses for the new housing developments. He shared that these numbers won't carry through to future fiscal years due to the planned projects like the completion of the Town Park sidewalk slated for construction during this fiscal year. Mr. Gonzalez shared that the auditors have completed the FY22 audit this past week and gathered some information to start on the FY23 audit. A short discussion followed on the reporting from the auditors.

Mr. Gonzalez continued on with the monthly report for the first month of FY24.

2. Community Engagement Opportunity - Ramirez

Councilmember Ramirez shared that she has been meeting with staff on an opportunity to engage the youth in community involvement particularly in the government process. She stated that she since she is heavily involved with a local Girl Scout Troop, she would like to think of ways the Town could give opportunities to the girls to earn badges. She proposed that the Town hold an event which would entail an application process for the selection of up to 17 fifth through eighth grade individuals to run a mock Council and meeting. She stated that she would involve the staff to share their responsibilities and roles, along with a mock Council and Mayor with the goal geared toward the functioning of government. Each person would be assigned a role that they would represent. That person would learn from staff and Council what that role entails. She continued to state that a theme would be selected and the information gathered and the meeting would be theme oriented. Councilmember Ramirez shared a draft agenda on what would take place at each session with the group with the end goal being a mock Council meeting. She shared that the goal is for these young people would have this experience and

feel that government is accessible. After her presentation, Councilmember Ramirez answered several questions from the Town Council.

After the discussion, Councilmember Ramirez asked for a directive from Council for her to proceed with drafting an application, setting a theme and getting things moving. The Town Council gave such directive.

3. Expansion of Planning Commission

Town Manager Emily Kyriazi shared that the staff recently received a resignation letter from a Planning Commission member. With that in mind, Mrs. Kyriazi stated that there is still an interested applicant from the past vacancy who is willing and able to fill this most recent vacancy. She stated that if the Town Council wishes to proceed, this item could be on the agenda for Monday's regular monthly meeting. The Town Council gave the directive to add this item to the agenda.

Mrs. Kyriazi also shared that Mayor Luersen wanted to start the discussion on expanding the Planning Commission as a non voting member position. She shared that she checked with the Town Attorney to verify this would be allowed. She also shared that the bylaws would need to be changed and outline the non voting status. She also shared that the Town Council would need to discuss if there is a salary involved and that Town Treasurer Roberto Gonzalez would address how it would affect the Town's budget. She also addressed the idea of expanding to 7 members. Mrs. Kyriazi shared the history of going from a 7 member board to the current 5 member board. She stated it would not be ideal to have 6 member board for the risk of a tie vote.

A discussion followed on the Mayor's idea of having a non voting member along with expanding to a 7 member board. The discussion was that the intern would be learning along the way and could easily step into a position on the Planning Commission if there was a vacancy. A discussion also followed on residency and voting rights. There was a suggestion to name the position a non voting member that would rotate out on a yearly basis and limit it to Town of Haymarket residents. Mayor Luersen suggested that the liaisons present this idea to their respective boards, Architectural Review Board and Planning Commission, to see if they are in agreement to amend their bylaws. The Town Council asked that this item be on next week's agenda for them to make a directive for the liaisons to speak to their respective boards about the non voting member position on the boards.

4. Town Center Site Plan

Town Manager Emily Kyriazi distributed a diagram of the Town Center site plan. Mrs. Kyriazi shared what has been approved, what the plan looks like and what the next steps are. She stated that the new site plan approval includes storm water management, curb and gutter, modifications to upgrade the parking lot and grounds. Mrs. Kyriazi went over the plan in detail. She shared that the current plans are under VDOT and Prince William County Service Authority official review. A discussion followed regarding the designated turn lanes and parking on the property near Cupcake Heaven. There was also a discussion on the turn lane on Jefferson Street on both north and south bound lane, fire lane regulatory accessibility, the parking lot and curb in front of the building, There was also a discussion regarding the dumpster area and the parking of the Town's utility equipment and vehicles. Town Manager Kyriazi shared that it also may be time to discuss an option for other storage opportunities. A discussion continued on the parking availability on the property. Mrs. Kyriazi shared that the plan has been in the works for a long time and that she has spoken to the current tenants about the plan, with the exception of Washington Street Realty but would be reaching out to them in the near future. Mrs. Kyriazi also shared that the Town Engineer is working on a cost estimate, which will be presented at the August work session to discuss ideas on how to fund this project. She stated that she will also be working with the Town Treasurer on funding the cost. She also stated that RFP's would be sent out and a time line would be established during budget season working in the CIP line item.

5. Draft Communication Plan

Town Manager Emily Kyriazi presented the draft communication strategy that she and the Vice Mayor have been working on. Mrs. Kyriazi shared that she drafted a memo so that the Council could address the missing items in order to create a productive document. She stated that she utilized the survey that the Town received in addition the information received from the contracted consultants. Mrs. Kyriazi stated that the document outlines who the Town is trying to communicate with, what is the Town trying to communicate to them, and how does the Town go about doing it. She continued to state that when she was going through all of the informational

channels, she established who and what type of information would be sent out. She also said that she has identified some of the challenges that she has come across. Mrs. Kyriazi shared that she realizes that not all the information is getting to the community and businesses are not feeling included in all the information being shared. She identified those challenges and came up with ideas in making them better. She also shared that she has set some internal communication goals within the strategy. Mrs. Kyriazi stated that she would like to work on the challenges and goals with a final product presented to the Council in the upcoming months. She stated that she has identified the stakeholders and the need for community input. Mrs. Kyriazi outlined and identified 4 areas of improvement on each of the channels. She outlined staff and Town Council involvement to improve on areas of communication along with consistent information. Lastly, she identified the qualitative and quantitative data needed through the feedback collections methods listed. She stated that the hope is that the final portion is that the Town has learned from what has been done, what was fixed and improved putting it into writing that its making a difference and setting better practices moving forward. Returning back to the memo, the Town Council discussed some of the missing items. Mrs. Kyriazi asked the Council to give input on what they envision for the community. She shared with the Council a working timeline going forward.

6. Town Park Survey Results

Town Manager Emily Kyriazi shared that the survey regarding the Town Park building was live for a better part of a month before closing. Mrs. Kyriazi shared the results from the survey was very close with 51% wanting to remove the Lewis home and incorporate architectural elements from the Lewis home into the multi-use pavilion that's built to top the building foot print of the home and construct a public restrooms on the site; 42% wanted to reuse of the existing Lewis home as a park services building per the 2016 master plan; 6% of other responses who wanted to replace or remove the Lewis home with building a new park service building or a public restroom facility only. She distributed answers from the survey as to what other things were envisioned on the property itself. The Town Council discussed the survey results. They discussed and entertained the idea of getting a cost analysis of the suggestions presented outside of the topic of the building. Mrs. Kyriazi stated that this may be an opportunity for the Council to decide what will be done in Phase I to secure the building and the area of the park which may progress into a Phase II from the survey results. Mrs. Kyriazi asked that the Town Council give a directive to proceed with a scope of work for the demolition or another appropriate directive for the next meeting. She asked the Council to provide additional information requests or questions if they wish to discuss the subject at the August work session so that there's no delay without a good reason. The Town Council discussed the subject in length from the time this project was presented in the fall of 2022, the results of the survey and a public meeting space. Since the results of the survey were so close, there was a suggestion that staff provide cost estimates for both scenarios. Mrs. Kyriazi shared that a rough quote was presented to the Town Council at the beginning of the year on renovating the building but would need a more detailed scope of work for both scenarios. The discussion continued on engineering, ordinances, Architectural Review Board guidelines on demolition and Certificate of Appropriateness and decisions based on present policies. There was a suggestion that staff provide documentation on policies, ordinances, and processes for the Council to better understand. Town Manager Kyriazi shared that the Town Engineer has worked on some of the preliminary requirements on both scenarios based on the site plans and staff explanation on the scope of work. There was a direction from the Town Council for staff provide documentation on policy guidance on how to address the Town Park and the building and the engineering cost analyzes for the two scenarios for the August Work Session.

V. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jul 31, 2023 6:30 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Audio/Visual in Town Hall	Emily K		Shipment of all equipment			Connectivity to Zoom and Minute Traq has been resolved
RFP for Sidewalk	Emily K/Thomas B					Met with The Engineering Groupe and Dominion Energy at the Site to evaluate the proximity of the poles to the project limits. Working to determine if there are any conflicts with the utilities and the project. Dominion stated on site no issues were noted. Awaiting final submission from The Engineering Groupe 8/1/2023: Engineering Groupe has submitted final design for Town Staff Review. Town Manager is working with Town Engineer on the draft RFP for construction. UPDATE 8/15/2023 Planning Commission approved the sidewalk design submission in the August 14th meeting, Town Planner and Engineer to provide final comments prior to the Town Manager signing the plan.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater					Communications Strategy was presented to the Town Council on 7/31, Town Manager and the Vice Mayor will be working in the implementation of the Strategy over the next 8 months and provide feedback monthly
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, the County has reached out to determine if the Town is still able to meet the 20% match, TM is coordinating with the County UPDATE 8/31 The name on the Grant was successfully changed over to the County
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 Sept 2023 (6277 : 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 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel.</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. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA items UPDAT 7/27/2023: All outstanding items to be resolved by August 21, 2023</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. UPDATE 8/31 -- Had to follow up with two businesses displaying feather signs, will issue Zoning Violation letters accordingly</p>
Town Business Visits and Check-Ins	Emily K and Roberto					<p>Visited the following businesses during July -- Zandras, 1971 Coffee Shop, Bruster's Ice Cream, Chic fil-a, Peace and Laughter Boutique, Details, Copper Cricket, Cupcake Heaven, Hidden Julles, Hilton Garden Inn, Parrandos, Ash Salon, Salman Home Realty, Luxe Nailbar</p>
Park Building	Emily					<p>UPDATE 2/2/2023: Engineers have released structural report for the Town Park Building. Staff are discussing cost estimates for repair/refurbishing with a contractor, and are waiting for the results of that estimate before further discussion on plans for the Town Park structure. UPDATE Town Manager will work to bring cost comparison to Town Council</p>
Comprehensive Plan Survey	Emily K/PC					<p>The Planning Commission's survey for the Comprehensive Plan is live on the Town's website and an article in the Town's October Newsletter covers the survey goals and objectives. The survey will remain live until December 31, 2022. The Town will continue to share information and postings to encourage participants. UPDATE 1/20/2023: Thomas Britt has reported to the Planning Commission that he is working on the Comprehensive Plan updates and will coordinate with Emily on the process. UPDATE 4/5/2023: The Town Planner will present updates and submit a community survey to aid in updating the information in the comprehensive plan.</p>
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays

Attachment: Monthly Report Sept 2023 (6277 : Town Administration Report)

Personnel Manual Meeting	Emily/Roberto/ Chief/Chris M					Town Attorney reviewing the Personnel Manual and will provide suggestions
Land Use Planning Department						
Playground Shade Structure	Emily K.					Shade installed at the Town Park, will remain until first week of November, unless severe weather requires removal.
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.
Quarles Property	Emily K					The stormwater pond was cleaned up and the CVC trailer moved to the rear of the property behind CVS. The owners have not submitted any amendments to the site plan. UPDATE 4/5/2023: A site plan has been submitted for a dentist office on this property. The Town Planner and Town Engineer are currently reviewing the first preliminary submission. (see Haymarket Lifetime Smiles under Land Use Planning Dept)
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
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

Attachment: Monthly Report Sept 2023 (6277 : Town Administration Report)

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.
Taco Bell	Thomas					7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. UPDATE 8/15/2023 Grading process has started
Crossroads Village, Kiddie Academy	Thomas					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. UPDATE 8/14/2023 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting.
Haymarket Lifetime Smiles	Thomas					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.
Pulte Townhomes at CVC	Thomas					4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. UPDATE 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC
Bleight Drive Townhomes	Thomas					4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. UPDATE 7/27/2023 Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive.

Attachment: Monthly Report Sept 2023 (6277 : 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. UPDATE 7/27/2023: Town Staff are waiting for bond submission by applicant.
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. UPDATE 7/27/2023: SWM agreement included in final submission, Town Manager has signed the approved grading plan.

Finance Department

BPOL Invoices	Roberto /Alexandra					Processing late BPOL applications as they come in. Edible Arrangements, Little Diva Day Spa, Subway, Battlefield Jiu Jitsu, Acadian and Simply Beauty still outstanding
Real Estate Tax Refund	Roberto/ Emily					The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issue the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website
Finance Liaisons Meeting	Roberto/ Emily					Met with the Finance Liaisons weekly for the month of March; topics of interest included potential purchasing of a Police Vehicle, the proposed Draft FY24 Budget, quotes for building maintenance, proposed maintenance FTE, and other general finance matters.
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for VDOT
FY2024	Roberto					Preparing the Draft budget for the Town Council's review -- first budget meeting was held on March 27th
FY2023	Roberto					FY2023 Budget is on the Town Website
FY2022	Roberto					Collecting data for FY2022 audit

Town Clerk

Board/Committee Updates	Kim					Planning Commission will hold a public hearing at September meeting on Resource Protection Area Map for addition to the Comp Plan. Architectural Review Board is continually working on the Guidelines. Planning Commission appointed Rob Hallet as Chairman and Alexander Beyene as Vice Chairman.
Agendas/Minutes	Kim					All approved minutes have been posted to the website. Agenda for October meeting has been started
Directives	Kim					I have invited all candidates running for a local office to attend October Regular Monthly meeting to introduce themselves. I have been getting a positive response.

Maintenance Department

Attachment: Monthly Report Sept 2023 (6277 : Town Administration Report)

Copper Cricket	Tenant complained of sewage smell coming from both small bathrooms that have been closed off. Unable to duplicate tenant concern. Found that waste vents and crawlspace did have odor due to excessive heat during that time. Replace all Smoke Detectors in building. Old detectors manufactured in April 2012, recommended to replace detectors every ten years. Replaced all air filters.
Summer Banners/Light Poles	Installed all summer banners, found that the majority of the banner arms were previously bent to fit veterans banners due to bolts being corroded and seized. I readjusted many banner arms as I could including replacing seized bolts and broken arms. Light pole parts identification/purchasing still in progress.
Town Hall	1.) Received two written estimates for installing bullet proof glass inside town hall and one at Police Station. 2.) Received one written estimate for installing awning over police side entrance door, currently working on getting two other estimates. 3.)Sublett Services repaired broken electrical outlet inside Police Statin Main entrance, extension cord in hallway has been removed. 4.) Replaced rusted hinges on Town Hall front door after painters were done. Sealed and painted concrete base of front door.
Events (HPD National Night Out/Summer Concert)	Fabricated kids car wash station, donut eating station, and painted old tires to look like donuts for event. Setup and break down of fencing for Summer Concert, trash cans etc.
Museum	No issues to report. Air conditioner worked well downstairs during heat wave. Upstairs was very hot as usual but no signs of paint peeling from ceiling.

Staff

Farmers Market	Rachel					Alex-assisted with August markets and posted to social media. We have had some market vendors drop out for various reasons. Rachel is looking into farms in the area to replace them. A new produce vendor has come on full-time and a meat vendor has come on part-time
Summer Concert 8/19	Rachel					The summer concert was a success, despite some hiccups in the sound and food. General consensus from the public is that they had a great time and they enjoyed the musicians we had this year. Most sponsors were present as well.
Haymarket Day 10/21	Rachel/Alex					Vendor spots and parade spots are all filled. Emily, Rachel, and Alex are starting to work on vendor layout. Sponsors include F.H Furr, Heritage Village, School of Rock, and Wakefield School. Rachel is working on gathering ideas and materials for decorations.
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 July/Aug invoices. Go through old Vehicle Decal Binders, begin to organize.
Newsletter	Emily/Alex					Begin bones of 4th Quarter newsletter. Would like to focus on history of Haymarket Day if anyone has an input :)
Real Estate Tax	Roberto/Alexandra					Following up with account holders on outstanding invoices
Invoices	Alexandra					Checking Mail daily, enter all invoices into QuickBooks; give to Roberto once entered. Processed invoices for late BPOs, events and zoning applications.
Spreadsheets	Alexandra					Finalize in-town email and mailing lists. Create business list by block for farmers market tote bag.

New/Old Business Updates

Attachment: Monthly Report Sept 2023 (6277 : Town Administration Report)

New Businesses	Luxe Nailbar ribbon cutting was August 25 Bruster's of Haymarket- opened July 21-Ribbon Cutting coming soon... Popeye's scheduling ribbon cutting for 9/13 or 9/20
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Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Treasurer Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: September 5, 2023
Re: Treasurer's Report

Highlights:

- Actuals as of 08.30.2023 are included in this agenda.
- The actuals as of 08.30.2023 compared to the previous year 08.30.2022 is also included in this agenda to watch our current budgets trend.
- Continued to work on FY2023 Audit items.
- Worked with Town Manager on Park building items, Council requested.
- Worked on Police Department accident matter with insurance.
- Processed invoice for new Police Dept. vehicle to be picked up.
- Working with Town Manager on Event costs and budgetary impacts
- Reviewed Administrators A/P entries and A/R entries.

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

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

Town of Haymarket
Statement of Net Position
As of August 30, 2023

	Aug 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	6,160,652.66
11010 · Virginia Investment Pool	333,676.85
Total Checking/Savings	6,494,329.51
Accounts Receivable	
12000 · Accounts Receivable	85,714.41
12010 · A/R Permits	-2,672.55
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	87,047.75
Other Current Assets	
11499 · Undeposited Funds	13,415.21
Total Other Current Assets	13,415.21
Total Current Assets	6,594,792.47
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	12,797,170.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	57,038.24
Total Accounts Payable	57,038.24
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	338.85
Other Current Liabilities	
20096 · Deferred Revenue - Other	962,609.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	10,557.08
22000 · Security Deposits	14,730.98
22010 · Escrow Deposits	454,706.00
Total Other Current Liabilities	3,181,572.16
Total Current Liabilities	3,238,949.25

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of August 30, 2023

	Aug 30, 23
Long Term Liabilities	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
	681,007.47
Total Long Term Liabilities	
Total Liabilities	3,919,956.72
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,472,484.85
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	-196,841.63
	8,877,213.88
Total Equity	
TOTAL LIABILITIES & EQUITY	12,797,170.60

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

	FY2024			
	Actuals	Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	0.00	455,783.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	12,600.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	0.00	469,383.00	0.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	18,773.50	175,000.00	10.7%	collections up to July 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	19,499.52	250,000.00	7.8%	
3120-03 · Cigarette Tax	27,626.42	140,000.00	19.7%	Collection up to August 31, 2023
3120-04 · Consumer Utility Tax	10,136.42	158,000.00	6.4%	collections up to July 31, 2023
3120-05 · Meals Tax - Current	128,706.56	1,200,000.00	10.7%	collections up to July 31, 2023
3120-06 · Sales Tax Receipts	0.00	160,000.00	0.0%	
3120-07 · Penalties (Non-Property)	1,342.17	5,000.00	26.8%	
3120-08 · Interest (Non-Property)	85.74	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	206,170.33	2,112,000.00	9.8%	
3130 · PERMITS,FEES & LICENESSES				
3130-01 · Application Fees	450.00	4,500.00	10.0%	
3130-03 · Motor Vehicle Licenses	181.00	1,000.00	18.1%	
3130-05 · Other Planning & Permits	0.00	15,000.00	0.0%	
3130-06 · Pass Through Fees	3,912.00	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESSES	4,543.00	20,500.00	22.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	985.69	20,000.00	4.9%	
Total 3140 · FINES & FORFEITURES	985.69	20,000.00	4.9%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	1,505.60	1,500.00	100.4%	Collections up to July 31, 2023
3150-03 · Interest on Bank Deposits	8,736.05	10,000.00	87.4%	Collections up to July 31, 2023
Total 3150 · REVENUE - USE OF MONEY	10,241.65	11,500.00	89.1%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	10,582.06	49,207.00	21.5%	
3151-08 · 15020 Washington Realty	9,461.98	56,772.00	16.7%	
3151-09 · 15026 Copper Cricket	4,056.44	24,338.00	16.7%	
3151-11 · Cupcake Heaven and Cafe LLC	5,855.94	35,838.00	16.3%	
3151-14 · Salman Home Realty Suite 204	1,120.00	5,600.00	20.0%	
3151-15 · Revolution Mortgage	3,226.67	7,099.00	45.5%	Paid 5 months upfront
3151-16 · Stirrup For Delegate 21	1,326.00	3,315.00	40.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	35,629.09	182,169.00	19.6%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	8,500.00	10,000.00	85.0%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	51,730.25	80,000.00	64.7%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	8,268.30	8,000.00	103.4%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	840.00	5,000.00	16.8%	
Total 3165 · REVENUE - TOWN EVENTS	69,338.55	103,000.00	67.3%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	87.91	0.00		
3180-04 · Reimbursement from Insurance	500.00	0.00		
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	887.91	0.00		
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%	
3200-05 · Communications Tax	6,876.30	80,000.00	8.6%	collections up to July 31, 2023
3200-06 · Department of Fire Programs	0.00	10,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1%	As of August 2023
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	26,908.42	145,868.00	18.4%	
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%	

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

Total Income	354,704.64	3,264,420.00	10.9%
Gross Profit	354,704.64	3,264,420.00	10.9%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	0.00	2,500.00	0.0%
111002 · FICA/Medicare	154.91	2,000.00	7.7%
111003 · Meals and Lodging	15.00	1,000.00	1.5%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	2,575.00	25,000.00	10.3%
Total 11100 · TOWN COUNCIL	2,744.91	30,750.00	8.9%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	60,137.62	407,469.00	14.8%
1211003 · Salaries/Wages - Part Time	7,605.00	66,560.00	11.4%
1211004 · FICA/Medicare	5,008.57	36,264.00	13.8%
1211005 · VRS	4,643.40	37,852.00	12.3%
1211006 · Health Insurance	8,693.60	63,963.00	13.6%
1211007 · Life Insurance	883.52	4,850.00	18.2%
1211008 · Disability Insurance	444.52	3,360.00	13.2%
1211009 · Unemployment Insurance	56.70	5,995.00	0.9%
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	374.50	8,000.00	4.7%
1211014 · Printing & Binding	1,029.72	8,298.00	12.4%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet & Website Svc	1,558.03	28,550.00	5.5%
1211017 · Postage	231.23	4,000.00	5.8%
1211018 · Telecommunications	1,089.16	7,500.00	14.5%
1211019 · Mileage Allowance	0.00	1,000.00	0.0%
1211020 · Meals & Lodging	1,055.96	2,000.00	52.8%
1211021 · Convention & Education	0.00	6,000.00	0.0%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	3,747.66	16,000.00	23.4%
1211025 · Office Supplies	310.77	6,500.00	4.8%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	116,279.71	753,999.00	15.4%
12210 · LEGAL SERVICES			
1221001 · Legal Services	4,285.88	83,200.00	5.2%
Total 12210 · LEGAL SERVICES	4,285.88	83,200.00	5.2%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	17,120.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	17,120.00	0.0%
Total 01 · ADMINISTRATION	123,310.50	885,069.00	13.9%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	75,830.42	516,406.00	14.7%
3110003 · Salaries & Wages - OT Premium	7,026.74	30,000.00	23.4%
3110013 · Salaries & Wages - OT Select En	1,532.14	10,000.00	15.3%
3110004 · Salaries & Wages - Holiday Pay	2,339.07	35,541.00	6.6%
3110005 · Salaries & Wages - Part Time	5,720.00	65,000.00	8.8%
3110012 · Salaries & Wages - PT Admin.	2,330.00	39,000.00	6.0%
3110020 · FICA/MEDICARE	7,063.34	53,240.00	13.3%
3110021 · VRS	5,030.07	31,604.00	15.9%
3110022 · Health Insurance	14,012.00	72,272.00	19.4%
3110023 · Life Insurance	1,101.35	6,146.00	17.9%
3110024 · Disability Insurance	399.56	2,400.00	16.6%
3110025 · Unemployment Insurance	6.12	3,360.00	0.2%
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	2,315.00	28,392.00	8.2%
3110032 · Computer, Internet & Website	1,330.00	5,000.00	26.6%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	960.82	13,800.00	7.0%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	142.76	5,000.00	2.9%

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

3110038 · Convention & Edu. (Training)	1,430.00	10,000.00	14.3%	
3110040 · Annual Dues & Subscriptions	319.85	17,200.00	1.9%	
3110041 · Office Supplies	279.65	5,000.00	5.6%	
3110042 · Vehicle Fuels	2,546.40	36,700.00	6.9%	
3110043 · Vehicle Maintenance/Supplies	2,753.99	21,500.00	12.8%	
3110045 · Uniforms & Police Supplies	1,049.74	36,000.00	2.9%	
3110056 · Capital Outlay-Machinery/Equip	43,695.20	64,000.00	68.3%	vehicle will be picked up this coming week
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%	
Total 31100 · POLICE DEPARTMENT	210,482.47	1,157,858.00	18.2%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%	
Total 03 · PUBLIC SAFETY	210,482.47	1,167,858.00	18.0%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	25,099.14	123,750.00	20.3%	For services up to August 31, 2023
Total 43200 · REFUSE COLLECTION	25,099.14	123,750.00	20.3%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	4,690.11	105,222.00	4.5%	
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	5,191.51	35,000.00	14.8%	
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	2,823.01	18,593.00	15.2%	
4310008 · Electrical Services-Streetlight	632.31	5,500.00	11.5%	
4310009 · Water & Sewer Services	615.35	3,850.00	16.0%	
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	156.29	5,000.00	3.1%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	14,108.58	192,665.00	7.3%	
Total 04 · PUBLIC WORKS	39,207.72	323,628.00	12.1%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	75,075.00	0.0%	
60001 · Town Tourism	1,000.00	50,050.00	2.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	1,000.00	147,125.00	0.7%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	680.00	25,000.00	2.7%	
Total 70000 · HAYMARKET COMMUNITY PARK	680.00	25,000.00	2.7%	
71110 · EVENTS				
7111001 · Advertising - Events	0.00	5,000.00	0.0%	
7111003 · Contractural Services	13,176.29	50,000.00	26.4%	
7111004 · Events - Other	909.68	30,850.00	2.9%	
7111005 · Police Department Events	1,855.08	7,500.00	24.7%	
7111006 · Farmer's Market	0.00	8,000.00	0.0%	
Total 71110 · EVENTS	15,941.05	101,350.00	15.7%	
72200 · MUSEUM				
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%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
Total 72200 · MUSEUM	634.70	5,950.00	10.7%	
Total 07 · PARKS, REC & CULTURAL	17,255.75	132,300.00	13.0%	
08 · COMMUNITY DEVELOPMENT				
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	0.00	10,000.00	0.0%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	4,512.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	5,074.79	23,120.00	22.0%	
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%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	255.00	7,776.00	3.3%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	5,329.79	33,823.00	15.8%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	137,800.00	136,600.00	100.9%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	3,298.73	4,950.00	66.6%	Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	141,098.73	141,550.00	99.7%	
Total 09 · NON-DEPARTMENTAL	141,098.73	141,550.00	99.7%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	885.00	150,000.00	0.6%	
Total 94104 · Street Scape - Park Sidewalk	885.00	150,000.00	0.6%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01	0.00	100.0%	
Total EMPLOYEE BENEFITS	-0.01	0.00	100.0%	
Total 94105 · PERSONNEL	-0.01	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%	
Total 94106 · TOWN CENTER MASTER PLAN	0.00	50,000.00	0.0%	
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%	
94108 · Capital Improvement Funds Expens	0.00	193,067.00	0.0%	
Total Expense	538,569.95	3,264,420.00	16.5%	
Net Ordinary Income	-183,865.31	0.00	100.0%	
Net Income	-183,865.31	0.00	100.0%	

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July through August 2023

	Jul - Aug 23	Jul - Aug 22	% Change
Ordinary Income/Expense			
Income			
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	18,773.50	18,732.14	0.2%
3120-02 · Business License Tax	19,499.52	12,958.09	50.5%
3120-03 · Cigarette Tax	27,626.42	26,211.98	5.4%
3120-04 · Consumer Utility Tax	10,136.42	10,777.34	-6.0%
3120-05 · Meals Tax - Current	128,706.56	101,117.99	27.3%
3120-06 · Sales Tax Receipts	0.00	0.00	0.0%
3120-07 · Penalties (Non-Property)	1,342.17	2,525.47	-46.9%
3120-08 · Interest (Non-Property)	85.74	880.29	-90.3%
Development Revenue			
Proffers	0.00	154,528.00	-100.0%
Total Development Revenue	0.00	154,528.00	-100.0%
Total 3120 · OTHER LOCAL TAXES	206,170.33	327,731.30	-37.1%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	450.00	275.00	63.6%
3130-03 · Motor Vehicle Licenses	181.00	30.00	503.3%
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%
Total 3130 · PERMITS,FEES & LICENESES	4,543.00	5,298.75	-14.3%
3140 · FINES & FORFEITURES			
3140-01 · Fines	985.69	1,620.79	-39.2%
Total 3140 · FINES & FORFEITURES	985.69	1,620.79	-39.2%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	1,505.60	1,041.57	44.6%
3150-03 · Interest on Bank Deposits	8,736.05	2,073.22	321.4%
Total 3150 · REVENUE - USE OF MONEY	10,241.65	3,114.79	228.8%
3151 · RENTAL (USE OF PROPERTY)			
3151-04 · Suite 208 B&B Security	0.00	668.30	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	1,176.00	-100.0%
3151-07 · Haymarket Church Suite 206	10,582.06	8,903.55	18.9%
3151-08 · 15020 Washington Realty	9,461.98	13,810.41	-31.5%
3151-09 · 15026 Copper Cricket	4,056.44	3,938.30	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	5,855.94	8,528.07	-31.3%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	1,120.00	0.00	100.0%
3151-15 · Revolution Mortgage	3,226.67	0.00	100.0%
3151-16 · Stirrup For Delegate 21	1,326.00	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	35,629.09	37,024.63	-3.8%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	8,500.00	0.00	100.0%
3165-01 · Town Event	51,730.25	35,530.00	45.6%
3165-02 · Farmer's Market	8,268.30	2,242.50	268.7%
3165-03 · Town Ornaments	840.00	0.00	100.0%
Total 3165 · REVENUE - TOWN EVENTS	69,338.55	37,772.50	83.6%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	87.93	-20.36	531.9%
3180-04 · Reimbursement from Insurance	500.00	0.00	100.0%
3180-05 · Recovered Costs- Private Events	300.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	0.00	344.00	-100.0%
Total 3180 · MISCELLANEOUS	887.93	323.64	174.4%

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

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

	Jul - Aug 23	Jul - Aug 22	% Change
3200 · REVENUE FROM COMMONWEALTH			
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	6,876.30	0.00	100.0%
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%
Total 3200 · REVENUE FROM COMMONWEALTH	26,908.42	20,093.06	33.9%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.0%
Total Income	354,704.66	432,979.46	-18.1%
Gross Profit	354,704.66	432,979.46	-18.1%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	0.00	1,950.00	-100.0%
111002 · FICA/Medicare	154.91	167.75	-7.7%
111003 · Meals and Lodging	15.00	0.00	100.0%
111005 · Salaries & Wages - Regular	2,575.00	2,192.86	17.4%
Total 11100 · TOWN COUNCIL	2,744.91	4,310.61	-36.3%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	60,137.62	38,096.80	57.9%
1211003 · Salaries/Wages - Part Time	7,605.00	7,135.71	6.6%
1211004 · FICA/Medicare	5,008.57	3,343.14	49.8%
1211005 · VRS	4,643.40	3,947.56	17.6%
1211006 · Health Insurance	8,693.60	6,061.54	43.4%
1211007 · Life Insurance	883.52	581.22	52.0%
1211008 · Disability Insurance	444.52	297.40	49.5%
1211009 · Unemployment Insurance	56.70	718.42	-92.1%
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	374.50	618.13	-39.4%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	1,029.72	836.50	23.1%
1211015 · Advertising	0.00	356.50	-100.0%
1211016 · Computer, Internet &Website Svc	1,558.03	605.00	157.5%
1211017 · Postage	231.23	307.00	-24.7%
1211018 · Telecommunications	1,089.16	990.89	9.9%
1211020 · Meals & Lodging	1,055.96	0.00	100.0%
1211021 · Convention & Education	0.00	123.90	-100.0%
1211024 · Books, Dues & Subscriptions	3,747.66	2,814.13	33.2%
1211025 · Office Supplies	310.77	589.85	-47.3%
Total 12110 · TOWN ADMINISTRATION	116,279.71	85,547.69	35.9%
12210 · LEGAL SERVICES			
1221001 · Legal Services	4,285.88	4,195.50	2.2%
Total 12210 · LEGAL SERVICES	4,285.88	4,195.50	2.2%
Total 01 · ADMINISTRATION	123,310.50	94,053.80	31.1%

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

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

	Jul - Aug 23	Jul - Aug 22	% Change
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	75,830.42	63,260.15	19.9%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	7,026.74	2,358.10	198.0%
3110013 · Salaries & Wages - OT Select En	1,532.14	0.00	100.0%
3110004 · Salaries & Wages - Holiday Pay	2,339.07	941.90	148.3%
3110005 · Salaries & Wages - Part Time	5,720.00	7,677.50	-25.5%
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.	2,330.00	0.00	100.0%
3110020 · FICA/MEDICARE	7,063.34	5,502.47	28.4%
3110021 · VRS	5,030.07	6,413.00	-21.6%
3110022 · Health Insurance	14,012.00	11,868.67	18.1%
3110023 · Life Insurance	1,101.35	991.41	11.1%
3110024 · Disability Insurance	399.56	399.56	0.0%
3110025 · Unemployment Insurance	6.12	-700.21	100.9%
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	2,315.00	2,205.00	5.0%
3110032 · Computer, Internet & Website	1,330.00	80.00	1,562.5%
3110033 · Postage	0.00	109.44	-100.0%
3110034 · Telecommunications	960.82	2,294.92	-58.1%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	142.76	108.94	31.0%
3110038 · Convention & Edu. (Training)	1,430.00	0.00	100.0%
3110040 · Annual Dues & Subscriptions	319.85	4,737.55	-93.3%
3110041 · Office Supplies	279.65	868.66	-67.8%
3110042 · Vehicle Fuels	2,546.40	5,535.62	-54.0%
3110043 · Vehicle Maintenance/Supplies	2,753.99	3,225.03	-14.6%
3110045 · Uniforms & Police Supplies	1,049.74	855.76	22.7%
3110056 · Capital Outlay-Machinery/Equip	43,695.20	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	210,482.47	147,396.47	42.8%
Total 03 · PUBLIC SAFETY	210,482.47	147,396.47	42.8%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	25,099.14	22,024.39	14.0%
Total 43200 · REFUSE COLLECTION	25,099.14	22,024.39	14.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	4,690.11	15,291.14	-69.3%
4310003 · Maint Svc Contract-Landscaping	5,191.51	4,545.00	14.2%
4310007 · Electric/Gas Services	2,823.01	3,638.42	-22.4%
4310008 · Electrical Services-Streetlight	632.31	360.08	75.6%
4310009 · Water & Sewer Services	615.35	535.65	14.9%
4310010 · Janitorial Supplies	0.00	204.35	-100.0%
4310015 · Maintenance - Vehicle Fuel	156.29	123.12	26.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	14,108.58	24,697.76	-42.9%
Total 04 · PUBLIC WORKS	39,207.72	46,722.15	-16.1%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	0.00	1,325.00	-100.0%
60001 · Town Tourism	1,000.00	0.00	100.0%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	1,000.00	1,325.00	-24.5%

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

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

	Jul - Aug 23	Jul - Aug 22	% Change
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	680.00	1,214.30	-44.0%
Total 70000 · HAYMARKET COMMUNITY PARK	680.00	1,214.30	-44.0%
71110 · EVENTS			
7111001 · Advertising - Events	0.00	240.00	-100.0%
7111003 · Contractural Services	13,176.29	7,224.91	82.4%
7111004 · Events - Other	909.68	839.95	8.3%
7111005 · Police Department Events	1,855.08	0.00	100.0%
Total 71110 · EVENTS	15,941.05	8,304.86	92.0%
72200 · MUSEUM			
7220012 · Telecommunications	234.70	278.14	-15.6%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	634.70	678.14	-6.4%
Total 07 · PARKS, REC & CULTURAL	17,255.75	10,197.30	69.2%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	510.00	255.00	100.0%
8110002 · FICA/Medicare	52.79	14.92	253.8%
8110003 · Consultants - Engineer	0.00	140.16	-100.0%
8110009 · Engineer - Pass Through	4,512.00	1,740.00	159.3%
Total 81100 · PLANNING COMMISSION	5,074.79	2,150.08	136.0%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	255.00	0.00	100.0%
8111002 · FICA/Medicare	0.00	4.59	-100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	255.00	4.59	5,455.6%
81111 · Board Of Zoning Appeals			
8111102 · FICA / Medicare	0.00	0.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	5,329.79	2,154.67	147.4%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	160,100.00	-13.9%
9510003 · General Obligation Bond - Int	3,298.73	5,258.16	-37.3%
Total 95100 · DEBT SERVICE	141,098.73	165,358.16	-14.7%
Total 09 · NON-DEPARTMENTAL	141,098.73	165,358.16	-14.7%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	885.00	555.00	59.5%
Total 94104 · Street Scape - Park Sidewalk	885.00	555.00	59.5%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01	-0.03	66.7%
Total EMPLOYEE BENEFITS	-0.01	-0.03	66.7%
Total 94105 · PERSONNEL	-0.01	-0.03	66.7%

Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

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

	Jul - Aug 23	Jul - Aug 22	% Change
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	4,754.07	-100.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	4,754.07	-100.0%
Total Expense	538,569.95	472,516.59	14.0%
Net Ordinary Income	-183,865.29	-39,537.13	-365.0%
Other Income/Expense			
Other Income			
50001 · American Rescue Plan Funds	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	-183,865.29	-39,537.13	-365.0%

Attachment: Treasurer Report for 09.05.2023 (6278 : 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: September 5, 2023
Re: Proffers Update

An update on proffers concerning Robinson Village (Van Metre) and Crossroads (Pulte) as of August 29, 2023. Below is the current proffers status from both projects and balances.

Robinson Village (Van Metre)		Proffers received as of 03.01.2023				
	Per Unit	Units	Actuals	Total for 38 Townhomes	Used	Balance Left
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00		\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ (10,640.00)	\$ -
Transportation	\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00		\$ 144,362.00
Fire and Rescue	\$ 974.00	38	\$ 37,012.00	\$ 37,012.00		\$ 37,012.00
Town Administration	\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$ (2,551.00)	\$ 3,947.00
Schools	\$10,300.00	38	\$ 391,400.00	\$ 391,400.00		\$ 391,400.00
	\$19,316.00		\$ 734,008.00	\$ 734,008.00		\$ 720,817.00
Pulte (Crossroads)		Proffers received as of 08.16.2023				
	Per Unit	Units	Actuals	Total for 79 Townhomes	USED	Balance Left
Parks & Recreation	\$ 3,792.00	12	\$ 45,504.00	\$ 299,568.00	\$ -	\$ 45,504.00
Public Safety	\$ 280.00	12	\$ 3,360.00	\$ 22,120.00	\$ -	\$ 3,360.00
Transportation	\$ 3,799.00	12	\$ 45,588.00	\$ 300,121.00	\$ -	\$ 45,588.00
Fire and Rescue	\$ 974.00	12	\$ 11,688.00	\$ 76,946.00	\$ -	\$ 11,688.00
Town Administration	\$ 171.00	12	\$ 2,052.00	\$ 13,509.00	\$ -	\$ 2,052.00
Schools	\$10,300.00	12	\$ 123,600.00	\$ 813,700.00	\$ -	\$ 123,600.00
	\$19,316.00		\$ 231,792.00	\$ 1,525,964.00		\$ 231,792.00

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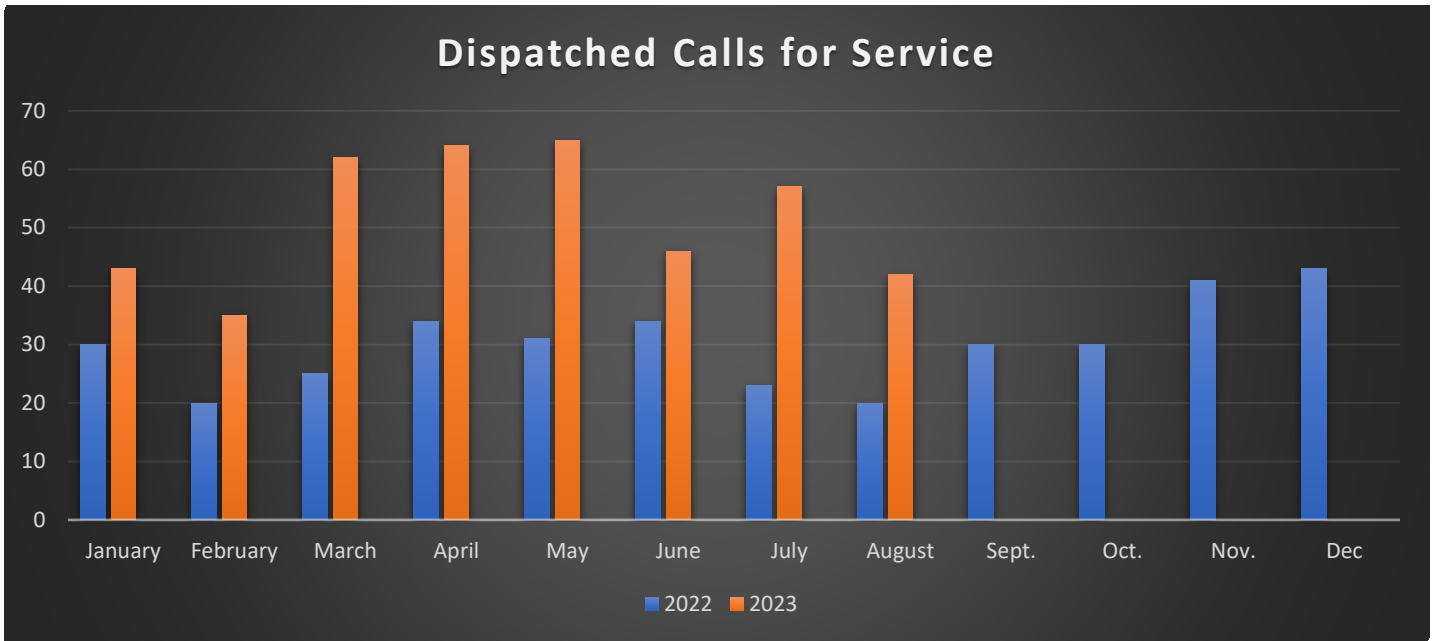
Attachment: Treasurer Report for 09.05.2023 (6278 : Town Treasurer Report)

Police Department Report to Council

Police Department Activity from July 15, 2023, to August 14, 2023

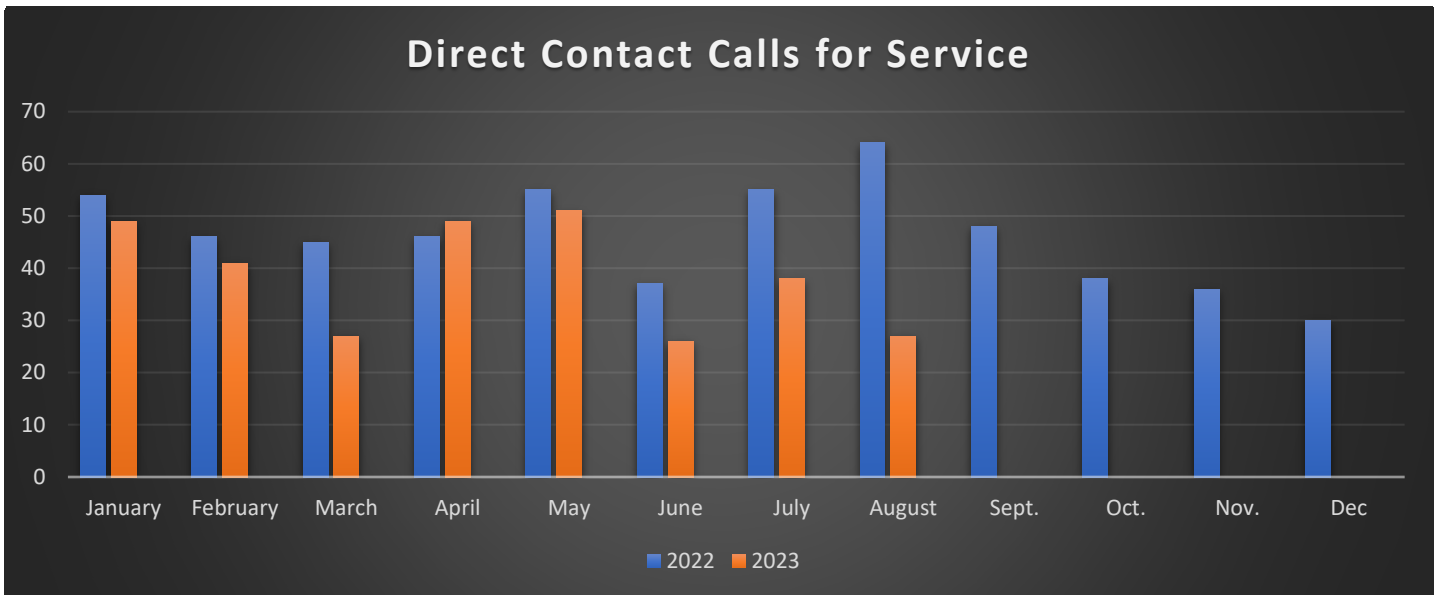
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 4
- Deferments: 0
- Non-Reportable Calls: 38



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: 26



Attachment: Report to council July 15 2023 to August 14 2023 (6279 : Chief of Police Report)

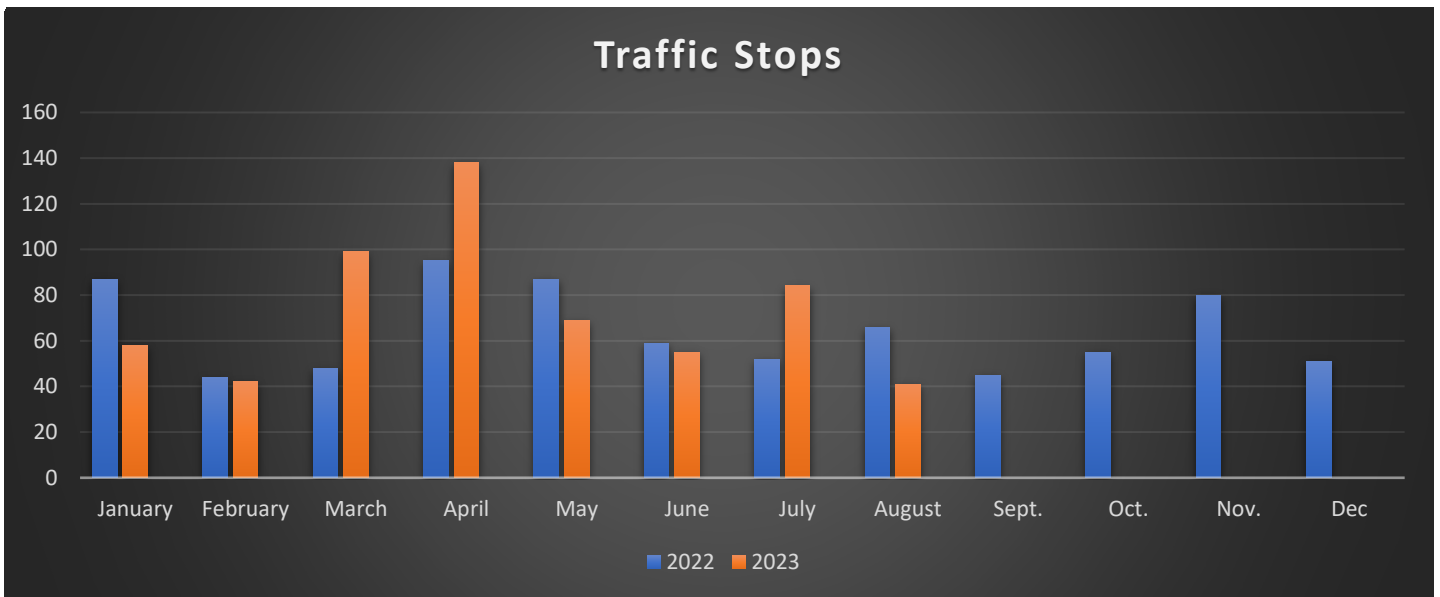
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 2
- Non-Reportable Calls: 1,219
- Foot Patrols: 65



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.

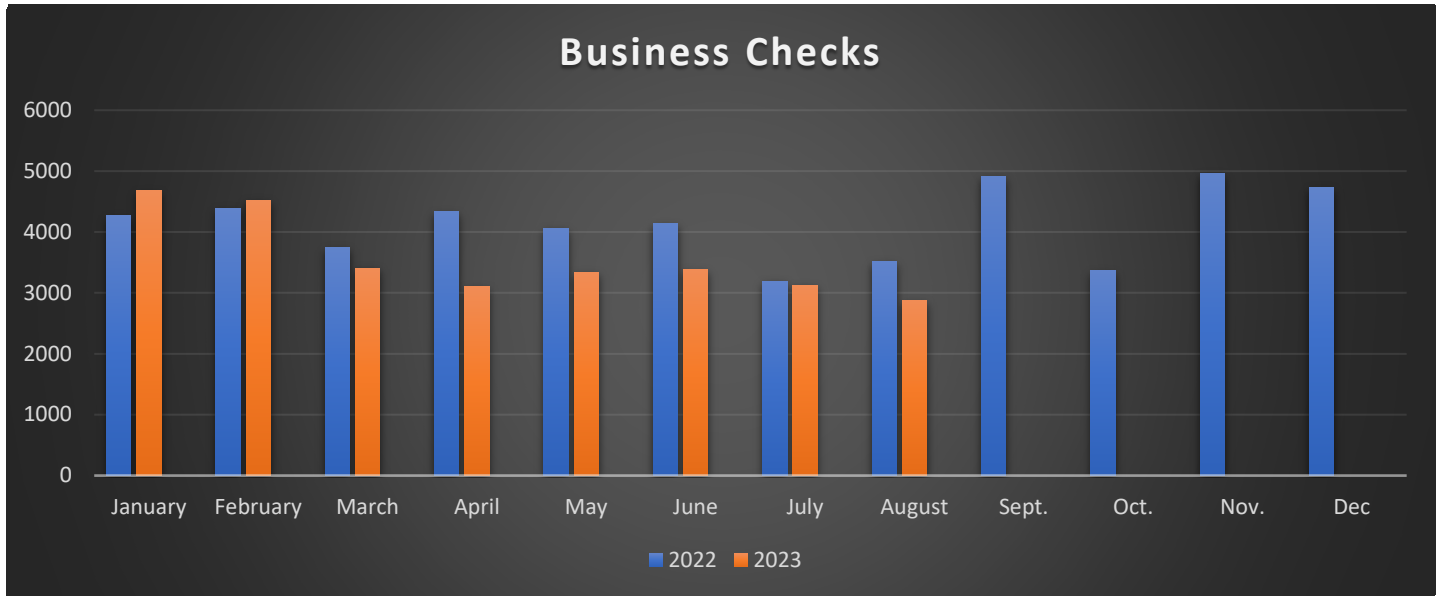
- Traffic Stops: 41
 - Summonses: 15
 - Warnings: 33



Attachment: Report to council July 15 2023 to August 14 2023 (6279 : Chief of Police Report)

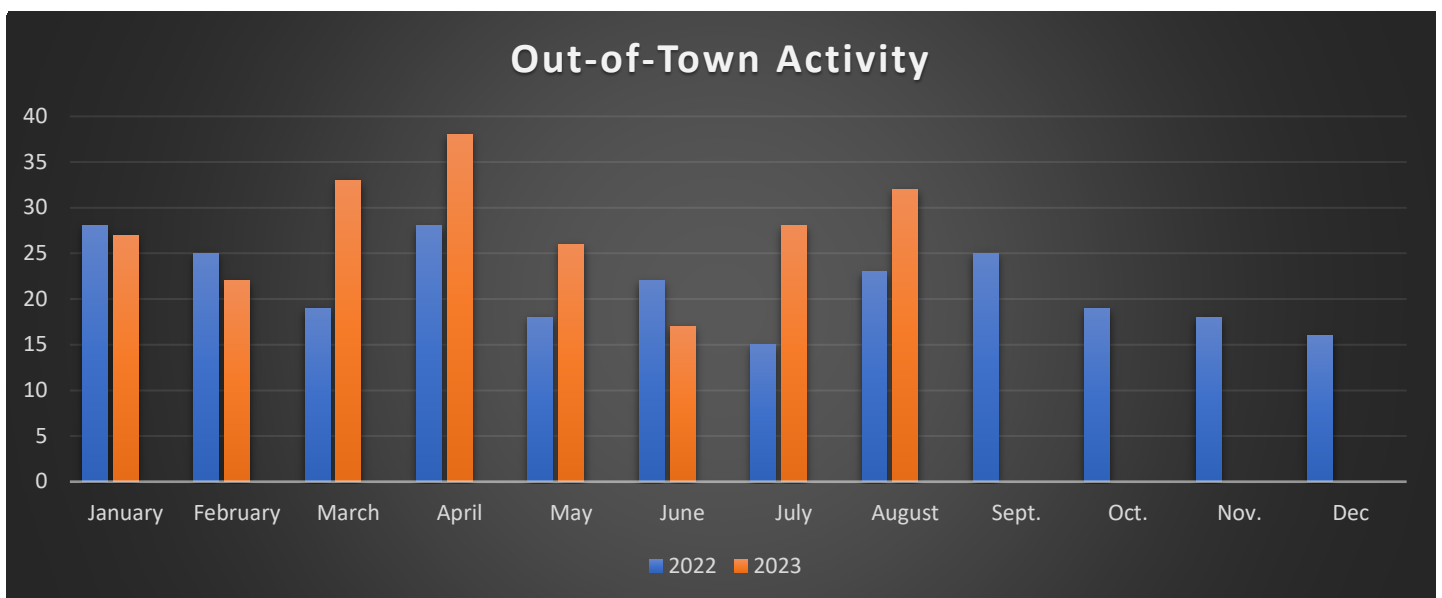
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is 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: 344
- Physical Check: 202
- Drive By: 2,330



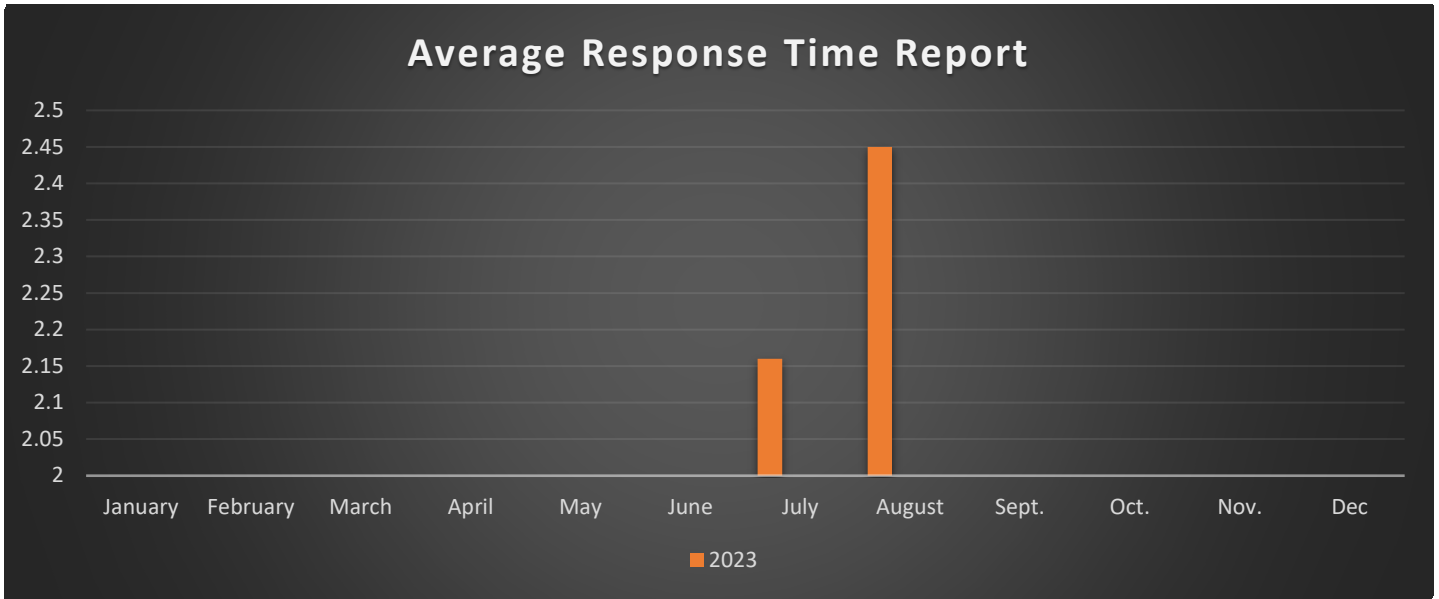
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 28
- Other: 4

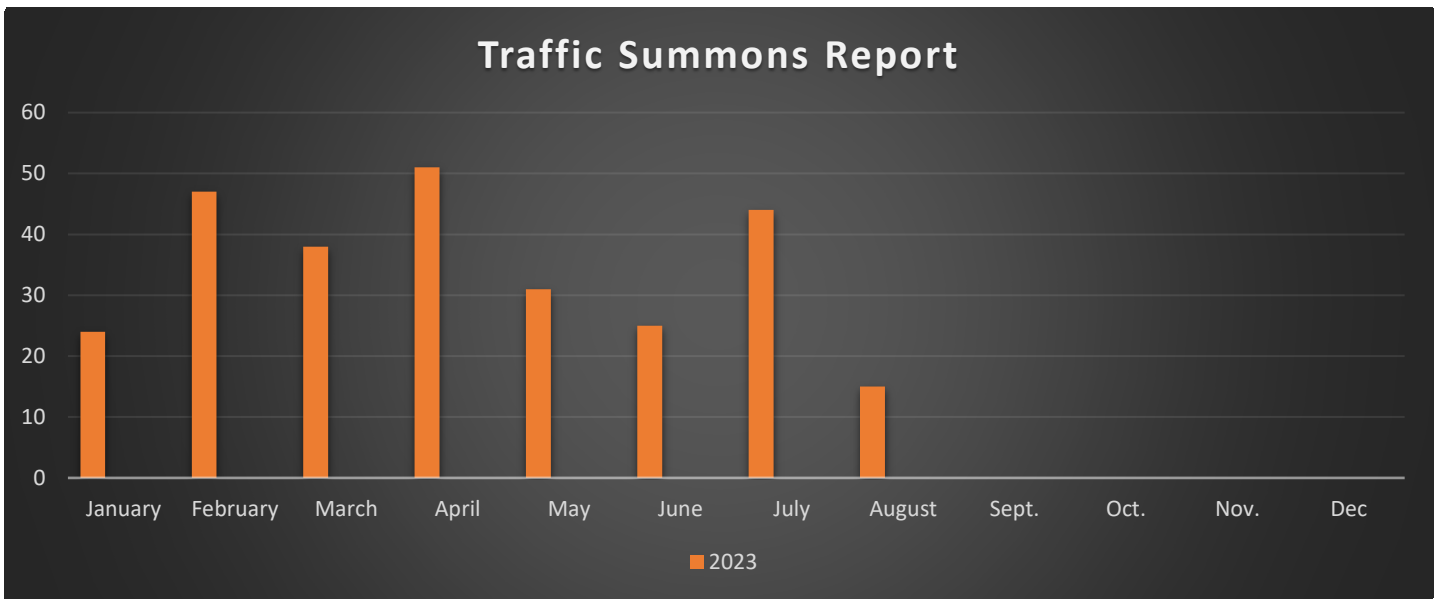


Attachment: Report to council July 15 2023 to August 14 2023 (6279 : Chief of Police Report)

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



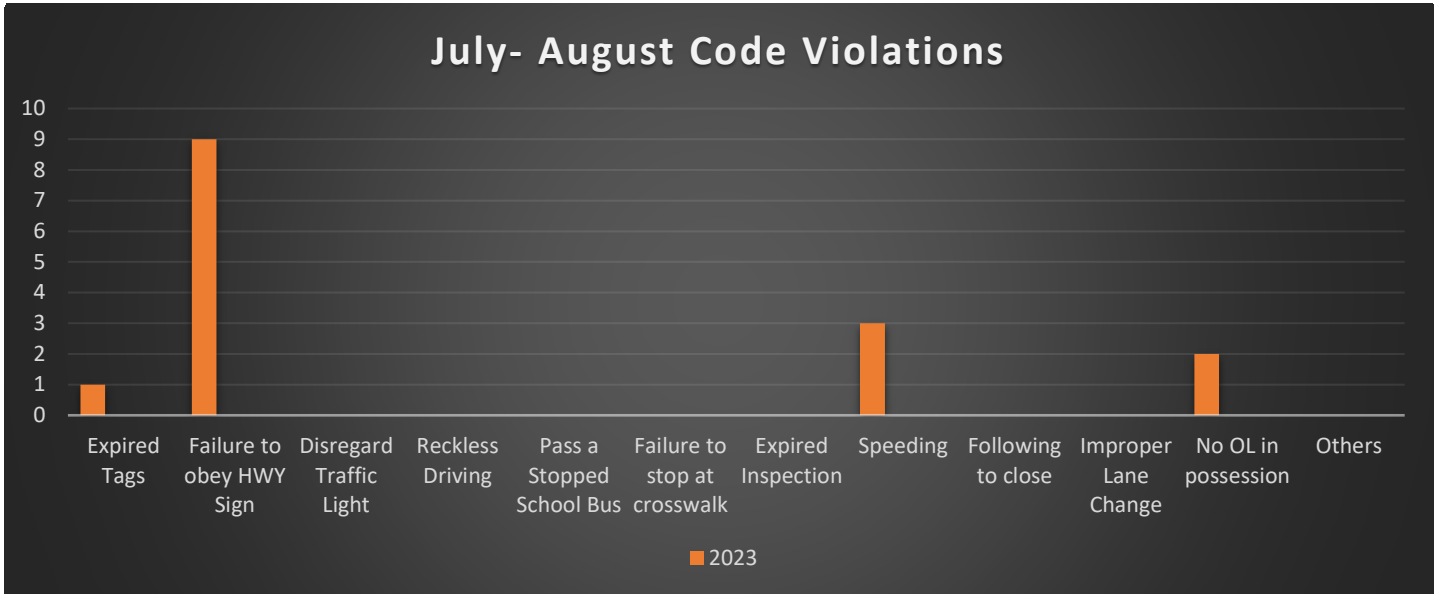
Total Summons Issued: 15



Attachment: Report to council July 15 2023 to August 14 2023 (6279 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations.

- 46.2-830 Failure to obey HWY sign – 9
- 46.2-1158 Expired Registration – 1
- 46.2-300 No OL in Possession - 2
- 46.2-874 – Speeding - 3



Total Summons Issued 2023: 275



Arrest:

Misdemeanor: 2

Felony: 1

Attachment: Report to council July 15 2023 to August 14 2023 (6279 : Chief of Police Report)

Status of Current Projects/Events:

- Reminder to 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.
- Chief Sibert met with Park Valley Church Officials and the Caring Seniors Program on August 10, 2023 to discuss the use of the Church's facility for the 1st annual seniors' educational summit. A tentative date for the summit is in April 2024. The venue will work well, and Park Valley has agreed to host the event and handle registration.
- Officers Chan and Burgoon completed MAPP training. This training educates attendees on drug interdiction dealing with Motels, Airports, Parking Lots, and Parcels.
- Officer Burgoon completed REID Interview and Interrogation Technique Training. This training educates attendees on the art of conducting suspect interviews along with behavioral analysis.
- Officer Finley attended a weeklong Crime Prevention Training.
- Summer Concert was a huge success with no issues. Town Staff did an excellent job of planning and executing this event.
- School is back in session and Officers have been concentrating efforts on bus stops to assure children safety.
- The DMV Grant has been approved for the Haymarket Police Department. Lt. Davis attended the mandated training on August 23, 2023. Chief Sibert attended the mandated training on August 31, 2023. The Grant period begins on October 1, 2023.
- The annual 599 grant opened for application and was submitted by Chief Sibert on August 19, 2023. Grant total applied for is \$36,144.
- Evaluations of all full-time department staff along with Career Development assessments have been completed.
- Officer Danielson has completed his FTO Program and is fully operational.
- Chief Sibert requested 10 trauma kits through a grant with the NVERS Northern Virginia Emergency Response System. The kits were approved and have been assigned to the Officers.
- Chief Sibert took part in a PSA for Virginia's "Move Over" law educating drivers to move over and slow down for disabled and emergency vehicles.
- The Haymarket Police Department along with The Jazzercise Fitness Center partnered to hold a Woman's Self Defense Class on August 14, 2023. The class was a huge success with all proceeds from the event going to Boxes of Basics.
- Officer Burgoon completed his General Instructor Apprenticeship and is now a Certified DCJS Instructor.
- The Haymarket Police Department's 2013 Ford Taurus has been placed on The Public Surplus Auction site. The Auction is scheduled to end on September 8, 2023.

Respectfully Submitted,

Allen Sibert

Chief of Police

Haymarket Police Department 2023 Event Listing

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

Attachment: Report to council July 15 2023 to August 14 2023 (6279 : Chief of Police Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	8/29/2023	Applicant	-Preliminary plan approved 11/29/22 -PC approved FSP 8/14 -Katie needs updated HGL comps
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 -Town coordinating fire review responsibility -Thomas to let Katie know when plan is ready for second submission review. -Town researching sidewalk requirements
Highpointe at Haymarket	Thomas	6/29/2023	8/28/2023	Applicant	-Provide review comments of plan -Meeting with Applicant
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	8/25/2023	Katie	-First submission comments returned 5/9 -Comment review meeting 5/16 -2nd Submission plans received 6/8. Comments due 7/20. Katie to provide ASAP
Crossroads Village	Katie/Thomas	10/18/2018	8/24/2023	Katie	-Construction and Town E&S inspections ongoing -As-builts submitted 6/8. Comments due 7/20 -Landscape inspection performed. Report provided 6/15 -Guy wire/sidewalk conflict field revision coordination
Robinson Village	Katie/Thomas	8/13/2020	8/24/2023	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected

Attachment: 2023-08 August Engineer's Reports_KMM (6280 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Robinson's Paradise	Katie/Thomas	1/4/2021	8/24/2023	Applicant	-Construction and Town E&S inspections ongoing -Pavement design revision approved 4/6/23 -Propane tank plan revision coord -SWM Inspection coord
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
Chick-fil-A	Katie/Emily	11/16/2021	7/20/2023	Katie	-Katie to review as-built submission -Town to confirm bond status for release coordination
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Jefferson/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: 2023-08 August Engineer's Reports_KMM (6280 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant	-Received inserts and recommend for approval 11/3. Bonds to be posted
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23
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: 2023-08 August Engineer's Reports_KMM (6280 : 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: August 2023 Report
Date: September 1, 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. Provided legal advice regarding lease termination issue.
2. Performed legal research and offered legal advice regarding the sale of CBD and hemp products.
3. Reviewed and revised the liability waiver section of the Town of Haymarket's Government Program Application Form.
4. Reviewed the Town's personnel policy and offered legal advice regarding compensatory leave.
5. Performed legal research regarding non-conforming use issue and offered legal advice.
6. Communications with the Town Manager and counsel for Bean regarding pending zoning matter.

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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 – July & August 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:

- Chief Sibert and Lt. Davis to attend DMV training in advance of lifting the agency-imposed moratorium and receipt of funds in October. Purchase of new PD vehicle in process per CIP
- 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 tentatively the w/o Sept. 14, with a 45-day window for response(s); reconsidering sizing of Park entranceways - will not delay RFP
- Currently reviewing and evaluating town procurement process/procedures
- Considering purchase of new holiday tree and ornaments; sourcing potential sponsorships
- Requesting quotes for exterior painting of museum and caboose
- Drafting a food truck ordinance to codify rules of operation within town limits
- Treasurer met w/auditors on site the week of July 24; FY 22 due soon
- Staff discussed the potential for realignment of the administrative offices and centralizing town hall entryway, as previously designed but not implemented
- RFPs for trash hauling & recycling and for financial audit of town finances to test the market to be developed

Respectfully,

Joe Pasanello and TracyLynn Pater

“Everyone’s Home Town”
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

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

*Business concept meeting with possible future business

*National Night Out

* Meeting with Leslie and Salmon Realty

*Art Alliance to discuss program and dates as well as ideas for community events

*Meeting with Councilwoman Mary Ramirez - Youth In Government Program

*Attended Ribbon Cutting for Luxe Nail Bar

*Going Gainesville with Salmon Realty Interview

*Farmers Market meeting ~ Updates and remaining season discussion

Upcoming Events:

Studio B Second Anniversary Celebration

Carried to Full Term Interview and Discussion

Business Round Table September 26th 9am at the Hilton Garden Inn

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

Attachment: Memo Business Liaison Report 090523 (6271 : Business Liaison Report)

Businesses visited:

1971 Coffee

Haymarket Barber

Great Mane Brewery

Eugene's

Giuseppe's Ristorante

Saddlery Liquidators

Haymarket Bicycles

Cookies and Cream and Ghosted Concepts



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

Memorandum

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

Planning for the Haymarket Youth in Government Program is underway. The following important dates are worth noting:

September 22nd- Application due date

October 2nd- Participant Announcement

October 16th - Day 1: Learn Your Role

October 23rd- Day 2: How a Town Council Meeting Works

October 30th- Day 3: Sample Work Session

November 6th- Day 4: Sample Council Meeting

An optional experience we will be offering for participants is the opportunity to walk with council in the Haymarket Day Parade on Oct 21st.

If any members of council wish to participate as mentors on Day 1, please reach out to me.

Respectfully Submitted:

Mary Ramirez

MRamirez@townofhaymarket.org

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Attachment: Memo Community Liaison Report (6272 : Community Outreach 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 / August 2023

The ARB held a worksession on August 16 to begin a comprehensive review of the ARB Guidelines.

The regularly scheduled meeting was not held due to no action items.

Respectfully submitted,

Marchant Schneider

Attachment: ARB Liason Report August 2023 (6273 : 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 August 14, 2023 included and addressed the following:

- Appointment of Chairperson and Vice Chairperson
 - Mr. Robert Hallet was appointed as Chairman
 - Mr. Alexander Beyene was appointment as Vice-chairman
- Kiddie Academy Site Plan – 6515 Crossroads Village Center
 - The commission approved the site plan for Kiddie Academy
- Comprehensive Plan RPA Map: Authorize to Advertise for Public Hearing
 - The commission approved a public hearing for the adoption of the updated Resource Protection Area (RPA) Map in the Town’s Comprehensive Plan. The map was updated based on guidance from Virginia DEQ, to comply with state code 9VAC25-830-170.
- Town Park Streetscape and Sidewalk
 - The commission approved the Town Park Streetscape redesign
- Town of Haymarket Zoning Map
 - The Town Planner provided the commission an updated zoning map for the Town. The map was updated to show/include newer developments and parcels within the Town. The commission provided feedback to the Planner, to included suggested changes/updates.

Respectfully Submitted,

Alexander Beyene

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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Town Clerk
Re: Planning Commission Vacancy

On July 28, 2023, Sandy Freeman resigned from the Planning Commission. Her term expires on June 30, 2026. Earlier in July, the Town Council interviewed 3 qualified candidates for a vacancy that took place with the election of Bob Weir to Prince William County Board of Supervisors and filled that seat with the appointment from one of the applicants. The staff kept the other applications on file once that seat was filled.

Town Staff contacted the applicants not appointed and inquired if there was still an interest in serving. Mr. Walt Young indicated that he was still interested in serving on the Planning Commission.

Draft Motion: *I move to appoint Mr. Walt Young to the Town of Haymarket Planning Commission with a term expiring June 30, 2026.*

Or Alternate motion

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TOWN OF HAYMARKET CREDIT CARD POLICY

August 2023

General:

Per Town Resolution, the Town Manager and Treasurer of the Town of Haymarket may enter into credit card agreements with financial institutions per Council authorization. The credit cards will be issued to the “Town of Haymarket” and “Town of Haymarket Police” will be held for safe keeping by the Treasurer and the Chief of Police. The credit limit will not exceed **\$10,000** per card.

The intended use of the Town credit card is to facilitate the purchase of goods and services used to conduct business by the Town of Haymarket. The Town Credit Card is to be used **only** when other forms of payments are not accepted.

Use of Town Charge Card:

- I. Town employees may request the use of the Town credit card from the Town Treasurer or Town Manager.
 - Employees may use the credit card in the office to order goods or services or arrange travel/training opportunities.
 - Employees may request to take the credit card off premises, with authorization of Town Manager for local purchases or travel.
 - Each employee is responsible for returning the credit card to the Treasurer’s office following use with an itemized receipt of the purchase(s).
 - Receipt shall detail the goods or services purchased, the cost of the goods or services purchased, the date of the purchase, the official business for which the goods or services were purchased and what Budget line item this purchase will affect.
 - If the employee fails to provide receipt for purchase, that employee may be denied future credit card use and may be responsible for payment of purchase.
 - If this offense is noticed as a repetitive issue, employee shall be responsible for payment of purchases made and will be denied future use of the card.

- II. Virginia Sales and Use Tax should not be applied to Credit Card purchases. It is the card user’s responsibility to provide the Tax-Exempt Form for sales tax charged to the credit card. Tax refunds cannot be issued in the form of cash, but must be issued in the form of a credit on the Credit Card. All local sales and purchases should have a tax account or record set up with the vendor. Exceptions will be made for travel; however, it is the intent to try and prevent the payment of Virginia Sale and Use Tax where avoidable.

- III. **Credit Card account numbers shall not be faxed, mailed, or emailed to any Vendor. The card number and expiration date may be provided verbally. Web orders shall only be made on a secure website. Do not make a photocopy of the card, or keep the card number written down.**
- IV. Under no circumstances shall Town employees use the Town credit card to make personal purchases. Immediate disciplinary action will be taken in the case of inappropriate or unauthorized uses. The Town Credit Card shall not be used for:
- Personal Purchase
 - Cash Advance
 - Alcohol
 - Gift Cards
 - Purchases potentially result in future obligations.
 - Maintenance Agreements, Annual Repairs, or Lease Agreements
 - Purchases not for official Town business.
- V. The Treasurer will audit all credit card charges listed on the monthly statement and review the itemized charges. Any inconsistencies or abuses will be reported to the Town Manager immediately. All credit card balances will be paid in full monthly following receipt of the statement.

Findings of Misuse:

The Town Manager will investigate all reports of employee misuse or personal use of the Town credit card. Any unacceptable employee conduct regarding the use of the Town's credit card will result in immediate disciplinary action, as described in the Personnel Policy.



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

To: Council
From: Emily Kyriazi, Town Manager
Re: Town of Haymarket Town Park Building Report

Please find a summary of options for the Town of Haymarket Town Park building below for your review. The report discusses renovations and demolition of the existing building on the grounds of the Town Park. Please do not hesitate to let me know if there are questions or comments.

IMEG conducted an observation of the Town Park Building Structure on November 2, 2022 in order to observe existing structural conditions through nondestructive visual observations. Based on the site visit, the wood-frame structure above the ground level appears to be in good condition. Repairs should be made where vegetation has encroached on the structure and the separated porch should be structurally stabilized to prevent further separation. The rear porch and stairs should be removed and replaced. The basement and foundations require structural repairs as well as waterproofing and drainage system replacement. These repairs will require excavation outside of the building as well as interior work. In addition to the structural repairs necessary to the building, utility upgrades would be required to change the use of the building to accommodate public spaces such as bathrooms, offices, and meeting spaces. As anticipated by the Harrover Property Master Plan, the water and sewer connections will likely need to be upgraded and will extend from the existing building to the mains in Washington Street. This work, in conjunction with the foundation improvements and construction access/staging and storage areas, may result in land disturbance over 2,500 square feet, which would trigger stormwater management and BMP requirements. A design team consisting of an architect, mechanical, electrical, plumbing, structural, and civil engineers would need to work together to determine the extent of the upgrades required to meet current building codes for the anticipated community uses and provide a cost estimate and schedule based on current market pricing and availability.

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Attachment: Town Park Building Report (6316 : Town Park Building)

Demolition of the Town Park Building Structure to construct a new pavilion or similar structure would also result in land disturbance activities. The demolition of the existing structure, including foundations, grading and excavation for a pavilion building pad along with upgrades to utilities and accounting for construction access, staging and storage will require the project to disturb more than 2,500 square feet which would also trigger stormwater management and BMP requirements. The scope of this project could be primarily handled with a structural and civil engineer, although if the Town wishes to customize the pavilion to match the character of the existing structures, an architect should also be involved.

Accessibility for both scenarios is also a consideration. An accessible route from the public right of way will be required for the renovated building or new pavilion. This will also be consistent with the new streetscape improvements being constructed to improve resident access through the Town and to its amenities. Since the scope of both projects, inclusive of these accessibility requirements, are likely to disturb more than 2,500 square feet and require site permits and stormwater management, the Town should consider developing a more detailed phasing plan for the development in order to adequately size the necessary facilities for the ultimate development planned for the Park as outlined in the Harrover Property Master Plan.

**APPENDIX A / Master Plan Development Budget
Preferred Master Plan Budget / Summary
Opinion of Probable Costs for Construction of the Harrover Community Site**

Item #	Description	Total: 11.20.2015	Estimated inflation Cost as of 2023
1	Parking Lot	\$ 106,375.55	\$ 127,225.16
2	Roadway	\$ 98,877.44	\$ 118,257.42
3	Concrete Sidewalk/Pad	\$ 24,083.41	\$ 28,803.76
4	Loop Trails	\$ 20,134.20	\$ 24,080.50
5	Gazebo - 15'	\$ 7,041.06	\$ 8,421.11
6	Gazebo - 20'	\$ 12,490.92	\$ 14,939.14
7	Emergency Access	\$ 15,292.04	\$ 18,289.28
8	Retaining Wall	\$ 16,556.40	\$ 19,801.45
9	Amphitheater	\$ 79,224.52	\$ 94,752.53
10	Type B, Class 1 thermoplastic pavement line marking, 24" white (crosswalks)	\$ 1,296.00	\$ 1,550.02
11	Pavers on Hilltop	\$ 10,242.00	\$ 12,249.43
12	Trash Receptacles	\$ 2,779.86	\$ 3,324.71
13	Pavilion, Picnic Shelter	\$ 75,675.00	\$ 90,507.30
14	Landscaping	\$ 22,252.02	\$ 26,613.42
15	Dog Waste Stations w/ post and disposal	\$ 1,125.00	\$ 1,345.50
16	Stormwater Management	\$ 136,037.20	\$ 162,700.49
17	Stone Entry/sign walls	\$ 25,754.40	\$ 30,802.26
18	Exterior Lighting	\$ 59,593.84	\$ 71,274.23
19	Metal Sign Letters ("Hilltop Park") - 10"	\$ 2,273.48	\$ 2,719.08
20	Picnic Tables	\$ 32,419.60	\$ 38,773.84
21	Bike Racks - 10' long	\$ 1,477.86	\$ 1,767.52
22	Benches - 8' long	\$ 13,605.04	\$ 16,271.63
23	BBQ Grill - ADA double	\$ 1,030.00	\$ 1,231.88
24	Hose Bibs - piping	\$ 750.00	\$ 897.00
25	Water Fountains	\$ 4,520.74	\$ 5,406.81
26	Playground	\$ 84,287.49	\$ 100,807.84
27	Signage	\$ 4,607.26	\$ 5,510.28
28	Survey	\$ 6,000.00	\$ 7,176.00
29	Utility upgrade/installation	\$ 210,145.00	\$ 251,333.42
30	Demolition/Harvesting Police Structure	\$ 40,908.00	\$ 48,925.97
31	Upgrade Pantry in Place (Adaptive Reuse)	\$ 142,720.00	\$ 170,693.12
32	Remodel to include 5 stall men's and women's bathrooms	\$ 47,564.24	\$ 56,886.83

Subtotal	\$	1,307,139.57	\$	1,563,338.93
Design Contingency (8%)	\$	104,571.17	\$	125,067.11
General Conditions & Contractors Overhead & Profit (12%)	\$	156,856.75	\$	187,600.67
Construction Contingency (12%)	\$	156,856.75	\$	187,600.67
Soft Cost (20%)	\$	261,427.91	\$	312,667.79
Inflation Cost Total from Phases	\$	139,188.09		
Grand Total	\$	2,126,040.24	\$	2,376,275.17

14710 Washington Street – “Sears House” (Lewis Home)

Zoning Ordinance and Comprehensive Plan References

Comprehensive Plan Chapter 1.5.3 Historic Buildings Inventory:

Based on a survey conducted by the Virginia Department of Historic Resources (VDHR) in 1996... as well as Section 15-16.2 of the Town Code which states: *“all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources”* the following structures are designated historic and worthy of protection in the Town of Haymarket.

TABLE 16: Historic Building Inventory

Address	Date of Construction	Historical Name
14710 Washington Street	ca. 1924	Sears House

Town of Haymarket Zoning Ordinance – Chapter 58	
ARTICLE II. - DEFINITIONS	<p><i>Historic resource. A building, place, or area in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.</i></p> <p><i>Historic building. Any structure that is:</i></p> <ul style="list-style-type: none"> • <i>Designated as a contributing resource or structure by the town's comprehensive plan or similar land use policies.</i>
ARTICLE IX. - RESIDENTIAL DISTRICT R-1 Sec. 58-9.1. - Intent.	<p>....Development is limited basically to single-unit dwellings providing homes for the residents <i>plus certain additional uses such as public facilities</i> that serve the residents of the district.</p>
ARTICLE XVI. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY Sec. 58-16.2. - Purpose and intent.	<p>....<i>The Town of Haymarket seeks to identify, preserve, and enhance landmarks, buildings, structures, and neighborhoods with historical, cultural, and architectural significance to the town....</i></p> <p>...The overlay intends to encourage a compatible aesthetic treatment within the town, <i>promote tourism and visitor opportunities, provide an attractive entry into town,</i> and promote and advance the health, welfare and safety of town residents and visitors.</p> <p>... In order to promote the general welfare, through the preservation and protection of historic places and areas of historic interest, <i>all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources.</i></p>
Sec. 58-16.8. - Matters to be considered by the board.	<p>(b)The board shall consider the following in passing upon the appropriateness of architectural features:</p>

Attachment: Town Park Building Report (6316 : Town Park Building)

	<p>(6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the town.</p> <p>(7) The extent to which the building or structure will promote the general welfare of the town, and all citizens, by the preservation and protection of historic places and areas.</p> <p>(8) The extent to which the building or structure will promote the general welfare by:</p> <ul style="list-style-type: none"> a. Maintaining and increasing real estate value b. Attracting tourists and visitors; c. Encouraging study of and interest in American history, architecture, and design; d. Making the town a more attractive and desirable place in which to live.
<p>Sec. 58-16.11. - Deterioration by neglect.</p>	<p>(a) No owner of an officially designated historic building within the historic district shall allow it to deteriorate to the point where it is not economically feasible to repair or restore it. Specifically, no owner may permit:</p> <ul style="list-style-type: none"> (1) Deterioration of the exterior of a historic building to the extent that it creates or permits a hazardous or unsafe condition; (2) Deterioration of exterior walls or other vertical supports, horizontal members, roofs, chimneys, exterior wall elements such as siding, wooden walls, brick, plaster, or mortar, of a historic building to the extent that it adversely affects the character of the historic district or could reasonably lead to irreversible damage to the structure. In determining whether deterioration adversely affects the character of the historic district, the zoning administrator shall be guided by the comprehensive plan and, if adopted, the strategic plan and capital improvements budget.
<p>Sec. 58-16.12. - Demolition review and approval.</p>	<p>(a) No historic resource, as defined in this article within the Historic Haymarket Overlay shall be demolished or moved, in whole or in part, until the demolition or moving thereof is approved by the Architectural Review Board, or, on appeal by the town council after consultation with the ARB.</p> <p>(c) Demolition approval criteria considerations. In reviewing applications for the demolition or moving of a historic resource from or within the Historic Haymarket Overlay, the architectural review board shall consider the following:</p> <ul style="list-style-type: none"> (1) How the demolition or removal of a historic resource from the property on which it is located will impact the historic integrity of the site and any remaining on-site historic resources on the same property;

Attachment: Town Park Building Report (6316 : Town Park Building)

	<p>(2) How the loss of the historic resource will impact the historic integrity of any adjacent historic property;</p> <p>(3) The impact the loss of the historic resource will have on the overall integrity to any historic district the historic resource is located in;</p> <p>(4) The ability of the historic resource to be adaptively reused as part of a new on-site development which would not adversely impact the historic resource's ability to convey its historic significance through its integrity of location, setting, feeling, association, design, materials and workmanship; and</p> <p>(5) Whether any monies or assistance for preservation of the historic resource could be made available to the property owner within 180 days of the owner's request to demolish or move it.</p>
<p>Sec. 58-16.13. - Time limit.</p>	<p>A certificate of appropriateness shall be valid for one year from the date of issuance. If the demolition, erection, reconstruction, alteration, relocation or restoration for which the certificate of appropriateness was issued is not commenced within one year and thereafter diligently pursued, a new certificate shall be obtained prior thereto.</p>

<p>Town of Haymarket Comprehensive Plan</p>	
<p>1.2 LAND USE POLICY</p>	<p>The policies consider how residents want their community to look and function, the type of amenities they wish to have available to them, and the fiscal implications of those land use policies. The policies also consider conditions that make the community attractive for economic development..</p> <p>....Citizens also stressed the desire to have expanded recreational opportunities in the area and to plan for open space in new developments.</p>
<p>1.2.9 Community Design Policy</p>	<p><u>Commercial/Residential Blend East of Town's Center</u></p> <p>Traveling east from the central portion of town, Haymarket unfolds in a pleasant mix of older, residential homes and low intensity commercial uses such as a veterinary clinic and a Baptist Church. This blend of uses continues to the eastern town limit, where a neo-colonial residential development is across the street from public uses in two Sears houses fronted by a planned village green. The two Sears structures fit this area architecturally and historically and should be preserved, if at all possible.</p> <p>....Whenever possible, existing residential buildings should be converted to commercial use, rather than have new buildings constructed, to continue the open, small town atmosphere and sense of place....</p> <p>....As per the ARB guidelines, any new development must follow architectural styles represented by the surviving historic buildings in Haymarket.</p>

1.5 HISTORIC RESOURCES	<p><i>Historic resources include sites, buildings, structures, objects, or districts that are associated with or are representative of human activities and events. They may date to any period, but are generally older than fifty years. Virginia State Code 15.2-2306 is the enabling legislation that empowers local municipalities to determine what resources are and are not considered historic and therefore worthy of protection based on their contribution to the local historic fabric.</i></p> <p><i>...However, not attaining inclusion in the state or national registers in no way negates the importance of being designated as historic on the local level. Historic resources are fragile and non-renewable. If they are destroyed, the loss is permanent. Unfortunately, a great deal of Haymarket's past has been lost already through development and lack of maintenance. Nevertheless, many of the Town's most important historic resources still exist.</i></p>
1.5.1 Historic District Zoning	<p><i>In 1994 the entire town was placed under a Historic District Zoning Ordinance. A historic district is an example of an overlay zoning which imparts additional protection specific to historic properties in addition to whatever underlying zoning requirements are already enforced by a locality's zoning regulations.</i></p> <p><i>...A local property does not have to be listed in either a state or national register in order to be designated historic on the local level.</i></p>
1.5.2 Architectural Styles	<p><i>The Town's historic structures are important because they contribute to Haymarket's "sense of place" and provide tactile lessons on the cultural influences of the people who built the community. New construction should be encouraged to respect and blend in with the existing, historic structures.</i></p>
1.5.3 Historic Buildings Inventory	(See Page 1)
2.3 IMPLEMENT SOUND LAND USE PLAN	<p><i>GOAL: Create a well-organized, cohesive community which functions efficiently. Efforts to meet this goal and the strategies below are ongoing.</i></p> <p><i>D. To develop an adequate level of public services to meet future Town needs while identifying locations which improve efficiency and provide maximum accessibility</i></p> <p><i>F. To protect the Town's character and history visually represented by the Town's cultural resources and sites</i></p>
2.8 COMMUNITY, CULTURAL AND HISTORIC RESOURCES	<p><i>GOAL: Preserve Haymarket's rich history</i></p> <p><i>OBJECTIVE:</i></p> <p><i>C. Explore incentives the Town could provide to encourage adaptive reuse</i></p> <p><i>D. Maintain the town-owned historic resources, including the Haymarket Museum, the Old Post Office, and the Sears Houses, via a capital improvement program</i></p>

	<p>GOAL: Educate the public about the history of the town and the surrounding area, as well as the benefits of preserving the town's historic resources.</p> <p>OBJECTIVE:</p> <p>B. Encourage the creation of learning opportunities such as lectures, walking tours, and living history demonstrations</p> <p>C. Create exhibits of the history of a structure that can be displayed in historic structures that are re-used as business or retail ventures</p> <p>GOAL: Maintain and promote the historic flavor and consistency of architectural styles in this region of Virginia from circa 1750 to 1900</p> <p>OBJECTIVE:</p> <p>C. Recognize the aesthetic and economic value of the Town's historic resources and encourage the adaptive reuse of historic structures</p> <p>D. Evaluate and adopt methods to better serve the Town's needs with regard to its historic resources</p>
<p>3.4 LAND USE PLAN</p>	<p><u>Transitional Commercial</u></p> <p>....Rehabilitation and reuse of existing structures would reinforce the character of the Town Center as a focal point of the community, preserve property values and help check future deterioration of structures in the area....</p> <p><u>Public/ Semi-Public Category</u></p> <p>The provision and maintenance of public facilities is an important component of the Town's Comprehensive Plan....Specific areas designated on the Planned Land Uses Map for public/semipublic use include:</p> <p>5. The Harrover Properties - These properties were acquired by the Town in order to preserve a portion of the diminishing open space and provide a viable option should the primary public facilities prove inadequate or inefficient.</p>
<p>3.7 CULTURAL AND HISTORICAL RESOURCES PLAN</p>	<p>The cultural and historic resources of the Town of Haymarket have and will continue to play an integral role in defining the Town's character and future pattern of growth. The protection and successful integration of the cultural and historical environment with development will assure that the Town remains a unique and pleasant community in which to live and work.</p> <p>....The location of Haymarket at the North-South "crossroads" used by Indians and early colonial settlers, as well as by confederate and union troops during the Civil War, gives the Town a rich history which we wish to preserve. Toward that end, the Town will preserve its rich history by: (1)</p>

	<i>identifying, documenting and promoting its historic resources; (2) encouraging the adaptive reuse of historic structures; and (3) maintaining Town-owned historic resources.</i>
3.9 IMPLEMENTATION SUMMARY	<u>Old and Historic Haymarket District Overlay</u> The Old and Historic Haymarket District Overlay was enacted to preserve the unique cultural heritage of the Town and includes all of the area within the Corporate Limits of the Town. The ordinance allows that no building, structure or sign shall be erected, constructed, altered or restored until the Architectural Review Board has issued a Certificate of Appropriateness. <i>The regulations imposed in the district are intended to protect against destruction of, or encroachment upon, such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences.</i>