



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 5, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Rev. Donald Meeks, Greenwich Presbyterian Church

IV. Business Spotlight: Alexandra Zubowicz - Thrive Med Spa

V. Community Spotlight - Gainesville/Haymarket Rotary Flags for Heroes Event

VI. Citizens Time

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Apr 24, 2023 7:00 PM
2. Mayor and Council - Public Hearing/Regular Meeting - May 1, 2023 7:00 PM

B. Amended Resolution #2023-004: Remote Attendance Policy

1. Memo Resolution 2023-004 Remote Meeting Policy

C. Department Reports

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

D. Liaison Reports

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

VIII. Agenda Items

1. Resolution #2023-008: Budget Amendment PD Vehicle Purchase
2. Resolution #2023-009: Hazard Mitigation Plan
3. Resolution #2023-010: Adoption of FY24 Real Estate Tax Rate
4. Directive for Public Notice on Third Quarter Budget Amendment
5. Stormwater Assessment Grant Technical Correction Request
6. Town Park Building Questionnaire
7. Town Museum Rental Discussion

IX. Council Member Time

1. Vice Mayor Pater
2. Council Member Beyene
3. Council Member Pasanello
4. Council Member Schneider
5. Council Member Ramirez
6. Council Member Leake

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, April 24, 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: Present, Council Member Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Present, Council Member Mary Ramirez: Absent, Council Member David M Leake: Absent, Mayor Kenneth Luersen: Present, Council Member Alexander Beyene: 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 a brief update on the monthly financials. He shared that the report was printed prior to the monthly meals tax collected. He shared that the revenue for March has come in and that the revenue is over than expected. Mr. Gonzalez asked for any questions on the report. There was a question if Mr. Gonzalez foresees that the budget will need to be amended before the end of fiscal year. Mr. Gonzalez stated that there will be a third quarter amendment at the June meeting. There were no other questions.

2. Draft Communication Plan

Town Manager Emily Kyriazi shared that she and Vice Mayor Pater have been working on a draft communication plan. Mrs. Kyriazi stated that they used some suggestions from the contracted consultants on how to communicate with both the businesses and residents of the Town. Mrs. Kyriazi also shared that Council Member Ramirez will be part of the team to write the draft and will be bringing the finalized draft to the Town Council at the May 30th work session. She stated that the goal is to have the plan in place at the start of the new fiscal year in July. There was a question on the impact to the budget if this plan were to be adopted. Mrs. Kyriazi stated that the first year implementing the plan will determine the impact on the budget as the staff evaluates the time being used on the plan and resources needed to implement.

3. Town Park Building Discussion

Town Manager Emily Kyriazi presented a memo to the Town Council on the subject. She shared that she spoke with several Council Members the week prior as she was preparing the memo. The memo shows some generic operational costs form existing invoices. She stated that this does not include the cost of getting to operational status. Mrs. Kyriazi turned the floor over to Council Member Schneider to further discuss the back history of the Town Park plans and also discuss the future ideas for the park and building.

Council Member Schneider stated that there was a master planning exercise several years ago to determine what to do with the Town Park and the building. He stated that some of the key elements coming from the discussion was a pavilion, a playground, a service building, an amphitheater, a walking trail and removing one of the houses which is now the Cookies and Cream building that sits on a different parcel. He shared the some improvements were done to the park building but those improvements did not hold. He continued to state that in the fall of 2022, the Town Council directed staff to get an assessment of the house. He stated that there were need to be numerous upgrades if the Town wishes to use it on a regular basis. He stated that after several meetings in 2016 with the Town Council, the Planning Commission and charrettes, the Council came up with 2 options. One was to use the building in place as a storage and bathroom facility or have a new facility on the property which would provide a meeting space with public restrooms. He shared that he feels that because of the condition of

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the building and its deteriorating state, a decision is needed now. Mr. Schneider stated that staff is looking for direction from the Town Council on how to move forward. He stated that one of the discussions at the previous meeting was if Council wanted public input on the plan. A discussion followed on the description of a community center and if there would be an interest from those in the Town to use the building as a meeting space. Mr. Schneider an idea of timing of each option presented.

Mrs. Kyriazi shared that the staff has been working on the museum to get it ready for those interested in using it as a meeting place. She stated that the park building would be a larger space for meetings. She also stated that when doing a comparison, she would like the Council to keep in mind any under lying costs and requirements such as DEQ land disturbance costs. Mrs. Kyriazi stated that keeping a building that has a locking door would be easier to rent out for events and meetings than having a pavilion. She also addressed the need for a larger parking lot, the entry and exit points, and safety of more vehicular traffic. She suggested that the Council have a discussion with Chief Sibert on safety no matter which direction the Council would choose. Mrs. Kyriazi finished stating that there is a lot of things for Council to consider and discuss. A discussion followed on various suggestions on either side of a closed structure or an open air pavilion. The Council discussed getting input from the citizens, the timeline and would they get a good response. There was a suggestion that Council attend the Farmer's Market to get feedback. There was also a suggestion using different platforms to get the information such as an online questionnaire and the same on paper with Council visiting the residents. A discussion also followed on the estimates that were provided to rehab the building and the cost of construction of a pavilion. The Town Council also discussed the condition of the current building and the unforeseen if they decided to renovate it. They also discussed the raising cost of materials for a new build with the pavilion if they decided to go that route. After the discussion, the Town Council decided to come up with some questions for the residents to answer and give their opinion on the future of the Town Park Building. Vice Mayor Pater and Council Member Schneider stated that they would work on the questions. Town Manager Kyriazi shared a time line with the Council as to when the draft would be back to them for review, when the questions would go out and a deadline to review the answers.

4. Town Maintenance Position

Town Manager Emily Kyriazi shared the off set numbers on what she could definitely confirm that would be taken over by the Town Maintenance position. She went over each line item that she presented. The Town Council asked several questions on the off sets that were presented, such as equipment off sets. Mrs. Kyriazi stated that there could be off sets to the off sets particularly the first year. There was a discussion on funding the position. There was a request for the Town Treasurer to provide incremental costs if the position was funded in this fiscal year and the fully loaded cost for the position. There was also a discussion on time saved in other positions if this became a full time position. At the end of the discussion, Town Manager Kyriazi asked that the Town Council give her any additional follow up suggestions on the job description so that she could get a directive to advertise the position at the next regular monthly meeting.

5. Conservation District Rezoning Snapshot

Town Manager Emily Kyriazi gave a brief over view of the rezoning request. She stated approximately 3 years ago, she met with the interested party along with the Mayor, previous office staff and previous Council Member Weir. She shared that those in attendance did not give an opinion. She stated that she included the entire packet from Prince William County for the first submission of the rezoning application. Mrs. Kyriazi stated that to date, the party had not submitted anything to the Town. Mrs. Kyriazi shared the staff received this notification for a one mile review. She shared the location of the property and gave information on the use of the property. She stated that 96 units of affordable housing would occupy the 4 acres of Town boundaries and 144 units would occupy the County property. Mrs. Kyriazi stated that the Town Council and Planning Commission need to discuss the plan so that she can provide comments back to Prince William County. She shared that she would be reaching out to Prince William County stating that the Town would be submitting comments. She stated that she will need to respond with the comments by no later than May 5th. She suggested that the Town Council review the packet and come back by the next meeting with any comments. A discussion followed on the subject. Mayor Luersen asked Chief Sibert about the complications that the Police Department may encounter if 4 of the buildings are within the Town's jurisdiction but the others are in the County. Chief Sibert stated that it would cause a lot of confusion and being that

the Haymarket PD would be the closest, they would be responding to calls outside their jurisdiction. There was also a discussion on the population threshold for when the Town would take over public works. He stated that the department would receive the residual issues from those not in the Town's jurisdiction. He stated that in density areas, there is a lot of conflict which triggers an immediate police response. He shared that the County is really burdened. So they would rely on the Town's department. He also shared that there's always a requirement of back up and that would necessitate an increase in force. There was also a discussion of the lack of public transportation, the lack of a sidewalk to safely cross the railroad tracks and lack of sidewalk to get into the Town limits. Lastly, Mrs. Kyriazi stated that she will be working with the Gainesville District Board of Supervisor on the subject. She asked for all comments from the Town Council be to her by the next regular meeting so that she has enough time to give the County the Town's response on subject.

At this time, Chief Sibert asked to add an item onto the agenda prior to the Budget Work Session. There was a consensus of the Council to add the discussion of proposed vehicle use policy.

6. PD Vehicle Use Policy Discussion

Chief Sibert thanked the Council to allow this agenda item to be added. He shared that upon talking with the Town Manager and the Town Treasurer, the Police Department needs to establish a vehicle use policy concerning the use of take home cruisers. He stated currently the department operates on a hybrid plan. That plan allows the officer to take home their cruiser while on their designated shift. He stated that there was a mileage indicator but would like to outline it more specifically. The Chief stated that in doing, he wanted to make sure that the policy was sound. He stated that he presented this to the finance committee at the last meeting. He shared that the committee asked him to give a worse case scenario in each section of the plan presented. He gave the findings on each scenario from the current plan, a hybrid plan with a mileage radius and a full take home policy. His recommendation was to continue with the hybrid program that is currently in place with a added benefit of a full take home to those officers living within 25 miles. A discussion followed on the current policy and the proposed policy.

7. FY24 Budget Work Session - Final Draft

Town Treasurer Roberto Gonzalez presented the revised proposed budget for Council review. He shared that he modify the budget with the current purchase of a police cruiser in this budget year. He also shared that the public hearing for the Real Estate tax rate was scheduled for the next regular Council Meeting. He also stated that at the next regular monthly meeting, he would be asking for a directive to advertise the public hearing for the proposed budget with the associated tax and fee schedule.

Included in the proposed budget, Mr. Gonzalez presented the Capital Improvement Plan for the Town. He gave the floor to Town Manager Emily Kyriazi for further explanation. Mrs. Kyriazi shared that the Planning Commission reviewed the CIP at their last meeting. She went over the highlighted items of the CIP. There was a discussion of the CIP and suggestions of adding some items on to the plan, to include the stormwater management study grant, connecting the sidewalk from the County to the Town on Jefferson Street, and the Washington Street beautification. Lastly, the Town Council discussed the Town Center Master Plan funding. Mr. Gonzalez shared that the thought has been that by 2026 the Town will have paid their debt obligation and then could bond and execute and accelerate this project.

IV. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Apr 24, 2023 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, May 1, 2023

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

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: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Invocation - Pastor Mark Brady, Park Valley Church

Mayor Luersen invited Pastor Mark Brady from Park Valley Church to the podium to give the evening's invocation. Prior to the invocation, Pastor Brady thanked the Town Council for their hard work and dedication to the community.

IV. Public Hearing

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

1. Public Notice

2. Citizen Comment

There were no comments from the public on the real estate tax public hearing.

3. Close Public Hearing

With no comments, Mayor Luersen closed the public hearing.

V. Citizens Time

Rich Latrell, President Elect for the Gainesville Haymarket Rotary Club, addressed the Town Council with information about the Flags for Heroes event in June. He thanked the Town for their continual involvement on the event. He stated that the ceremony will be held on Saturday, June 10th at 5 pm. He provided information for those wishing to donate. A short discussion followed about the event.

VI. Community Spotlight - Willing Warriors

Sarah Ford, executive director for Willing Warriors, shared with the Town Council that May is Military Appreciation Month. She said it was an honor to share with the Council information about the Warrior retreat on this day. She introduced chef Larry Zilliox to the Council, who was also in attendance. Ms. Ford shared that the Warrior retreat provides a cost free week long respite stays for wounded, ill and injured, active duty as well as veteran service members and their families. The purpose for the stay is to be impactful for the family and healing for the warrior. They get to live as a family, have meals as a family, do family activities together and reestablish family bonds. She thanked the community for rallying together and providing services to these warriors and their families in order to make the experience a holistic healing environment. She thanked the volunteers that help out at the retreat. She shared that on May 27th is beautification day at the retreat where the grounds are open to the public to help out or get a tour. She shared that the retreat has 2 homes over 37 acres of land. She also shared that they just received approval to have another home built and will be at completion Spring 2024. She invited Chef Larry to the podium to speak to the Council on Veteran Suicide Coalition. Chef Zilliox shared that he has been with the organization for 11 years. He shared the story of the hard work and dedication it took to get the approval for the warriors to come to the facility. He stated that with the new lodge building coming in 2024, this will open up opportunities that they have not been able to do. He stated they are the founding organization of the Northern Virginia Veteran Suicide Coalition. He stated that it has always been that one

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of their premier objectives at the retreat was to convince the warrior that their family is not better off without them. He also shared other programs that the organization is working on.

Ms. Ford finished the presentation by stating that the retreat has hosted over 2000 warriors and was happy to report that not one life was lost through suicide for those attending the retreat. A short discussion followed.

VII. Community Garden Update - Nadia Stewart

Nadia Stewart, from Rooted in Education, thanked the Town Council for their continued support of the Community Garden and the opportunity to have a garden at the Town Park. She shared that there is a lot going on already at the garden. She shared that she is planning on doing an educational booth at the Town's Farmer's Market periodically. She also provided the calendar of events and workshops over the summer. Lastly, she shared with the Town Council ways to communicate and educate those in the Town Park the guidelines for the garden so that the plants can grow and be harvested at their full potential. She shared that she established a specific raised bed for a play area for the kids where they can dig, imagine and play.

She also stated that she will be doing weekly pop ups at specific times so that she can educate children on gardening. She stated that she has a team of volunteers that will also be able to help educate the public about the gardens. She stated that she would welcome a meeting with Council if the plans she has put in place does not work as far as educating parents who are at the playground about the garden being a place to visit not an extension of the playground. Lastly, she shared that she is excited about the garden season. A short discussion followed on the events. Mrs. Stewart stated that she will be giving all the events for staff to post on social media.

At this time, Town Manager Emily Kyriazi introduced Rachel Sawyer, the new event coordinator for the Town. Mrs. Kyriazi stated that Ms. Sawyer will be in charge of the organizing all of the Town events and postings on social media.

VIII. Gainesville District Supervisor Report

Supervisor Bob Weir introduced his staff to the Town Council and provided an update. He shared that the County budget season is over and shared the real estate tax rate for the County. He stated that most of the residents will experience a flat tax bill. He also shared information on personal property taxes on vehicles. Mr. Weir stated that there has been a change to the solid waste fee structure that will affect the Town. He shared that the County will be charging a tipping fee of \$40 per ton for those who has contracted services, such as the Town and HOA's who pay for trash services. He stated that they will charge it directly to the carrier, which he suspects the carrier will pass on to the jurisdiction during the contract renewal term.

Supervisor Weir shared that the Town should have received or will be receiving a planning application for a rezoning. He stated that approximately 40% of the property will be in the Town, 60% is in the County and will also be separated by districts in the County between the Gainesville and Brentsville districts. He stated that he would like to get both staffs together with the applicant to discuss. Lastly, he shared that QTS will be hosting a data center presentation at the Haymarket Hilton and encourages anyone wanting to know more information about the data centers at the Pageland corridor to attend.

Council Member Pasanello thanked Supervisor Weir for attending and invited Mr. Weir to come back to the meetings regularly. He also thanked Mr. Weir for working very hard on getting the real estate tax rate changed. A discussion followed on the tipping fees and how it could affect the Town.

IX. Consent Agenda

Council Member Pasanello asked to pull the Chief of Police report and the Town Attorney report.

With no other reports requesting to be pulled, Council Member Pasanello moved to adopt Consent Agenda Items A:1-2, B: 1,2,and 4 and C:1-5. Vice Mayor Pater seconded the motion. The motion carried.

After the Town Council addressed the two pulled reports, Council Member Pasanello moved to adopt Items B:3 and 5 of the Consent Agenda. Vice Mayor Pater seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Work Session - Mar 27, 2023 7:00 PM

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

2. Mayor and Council - Regular Meeting - Apr 10, 2023 7:00 PM

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

B. Department Reports

1. Town Administration Report

2. Town Treasurer Report

3. Chief of Police Report

Council Member Pasanello asked about the up tick in the amount of calls this past couple of months. Chief Sibert shared that there has been an up tick in both officer initiated and dispatched calls. He shared that there has been a 95% increase from last year. Chief Sibert stated that he equates that to the increase in businesses and new home construction in the Town. He also stated that he doesn't expect it to slow down only to increase over the summer months.

Council Member Ramirez asked how staffing is looking and what the needs are at this time. Chief Sibert shared that because of the current trend, there is an increase in part time hours and overtime hours because of the increase in new construction builds not only residential but business as well. He stated that with the crime prevention initiative and the current staffing, he is confident that the department should be able to curtail any additional issues. He stated that he is asking for in the budget is proportionate to the needs of the department to adequately service the Town. Once the businesses are open and all the new construction of homes are filled, he will look at the needs again keeping in mind how to best serve the businesses and residents of the Town.

Mayor Luersen asked if the Chief is tracking response times. Chief Sibert shared that he does track response times and can provide that data if the Council would like to see that in future reports. There was also a discussion if the County is covering this end of the County. Chief Sibert stated that he has spoken with the Prince William County's Chief and has discussed the staffing at the County and coverage in the western part of the County.

4. Town Engineer Report

5. Town Attorney Report

Council Member Pasanello asked Attorney Crim if the writ has been submitted to the County for the special election. Mr. Crim confirmed that it has been submitted and is expecting the registrar to have the correct information. He stated that he had staff reach out to the registrar's office to confirm that they have the correct information. Mr. Pasanello also inquired about the Bean property located on Jefferson Street relative to their presentation to the ARB. Mr. Pasanello asked about the process going forward and if the Beans have met all documentation requirements according to State statute in referencing the property for sale. Mr. Crim stated that he does not believe the Beans are moving in that direction. He stated that the Beans are asking for a Certificate of Appropriateness from the ARB to demolish the old structure so that they are in compliance with having on structure on the lot.

Lastly, Council Member Pasanello asked about the remote participation policy. Mr. Crim stated that he overlooked a section of quorum requirement for remote participation. He shared that he will be bring before the Town Council at their June meeting a revised policy in remote participation.

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

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

X. Agenda Items

1. Town Maintenance Position

Town Manager Emily Kyriazi presented the revised draft of the job description and the memo for the full time town maintenance position. Mrs. Kyriazi shared that at the work session, the Council went over some of the off sets but fully expects that there will be additional off sets once the position is filled and tracked over the next year. A discussion followed on funding the position effective May 15. Mrs. Kyriazi stated that she is asking for a directive to post the job and approve the funding for a May 15th start date through the remainder of the fiscal year.

Council Member Ramirez moved for the funding of a full time maintenance position effective May 15, 2023. Council Member Pasanello seconded the motion. Council Member Leake asked for a friendly amendment on where the funding for the position was coming from.

Council Member Ramirez amended the motion for the funding of a full time maintenance position effective May 15, 2023 with funding coming from the Administrative wages line item. Council Member Pasanello seconded the amended motion. The motion carried.

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

2. Resolution #2023-005- Budget Amendment PD Vehicle Purchase

Town Treasurer Roberto Gonzalez stated that at a previous meeting the Town Council approved the purchase of a new police vehicle for the department. Mr. Gonzalez shared that the resolution was to make it official and to move funds from the proffers in the amount of \$10,640.00 to appropriate into the budget while the remaining funds will be moved from the current CIP funds. Mr. Gonzalez also stated that this will reduce the CIP on the Police Department line item in the proposed FY24 budget. Mayor Luersen clarified that a public notice was not necessary for the budget amendment. Mr. Gonzalez that because it was less than the 1% of the budget, a public hearing was not necessary. A short discussion followed.

Vice Mayor Pater moved that the Haymarket Town Council approve an appropriation to the Fiscal Year 2022-2023 as designated on Resolution #2023-005. Council Member Ramirez seconded the motion. The motion by a roll call vote.

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

3. FY24 Budget Work Session

Town Treasurer Roberto Gonzalez presented the third revision to the proposed FY24 budget. He shared that during the revision, staff successfully negotiated a new tenant one year lease. He reminded that any lease under 5 years does not require a public hearing. He also shared that in August 2023 an existing tenant will be expanding the foot print of their space. After the explanation of the revisions, Mr. Gonzalez opened the floor for questions and discussion on the budget.

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Mr. Gonzalez asked for a directive from Council to public notice the FY2024 proposed budget for the May 30th Monthly Work Session. There was a discussion on the meeting date for adopting the budget. After the discussion, the Town Council directed Town Treasurer Gonzalez to advertise the FY24 Proposed Budget public hearing for Tuesday, May 30, 2023 at 7 pm.

4. Haymarket Police Department Vehicle Take Home Policy

Police Chief Al Sibert shared, as directed by the Town Council, an updated vehicle take home policy. He stated that currently the department operates on a hybrid program, where the officers are able to take their cruiser home while they are working the weekly rotation shift but not while they are on their off days. He shared that the current radius is at 50 miles. He provided a segment of the department's general orders that references the current take home policy. Chief Sibert asked the Town Council for feedback with updating the policy with the proposed changes presented at the previous meeting. A discussion followed on the policy. After the discussion, Chief Sibert recommended a hybrid take home up to 60 miles and full take home within 25 miles to implement on July 1, 2023.

After the discussion, the majority of the Town Council supported the Chief's recommendation.

5. Conservation District Rezoning Discussion

Town Manager Emily Kyriazi addressed the Town Council on the subject of the possible request for rezoning of a portion of the Town's Conservation District. She presented the plans that were recently submitted to her from the County with a request for one mile review comments. She asked for Council input so that she can draft the letter to be submitted by the due date. Mrs. Kyriazi shared that the developer has not yet submitted their application to the Town. Mayor Luersen shared some key points to be submitted in the letter to Prince William County. Vice Mayor Pater asked Chief Sibert to reiterate the discussion from the Work Session as to the division of duties and police responded calls between the County and the Town's Police Department. Chief Sibert stated that 4 of the buildings would be within the Town's jurisdiction and the other 6 would be outside the Town jurisdiction. He stated that the department would respond to calls within those 4 buildings. He continued to state that the difficulty would be with the other buildings being very close to the Town's jurisdiction that most of the residents won't understand that they are within the County, not the Town. He stated that the department will probably respond to most of the calls even if it's outside of the Town's jurisdiction for safety reasons and quicker response time, especially if it is time sensitive. A question was asked by the Mayor on the stress would the Chief see on staffing. Chief Sibert stated that it would double if not triple the staffing needs of the department. Mrs. Kyriazi stated that the 4 buildings within the Town would house 72 one and two bedroom dwelling units. Mrs. Kyriazi also shared that the buildings within the County would house 168 dwelling units. A question was asked about the Town's current population numbers from the Census and how close is the Town in reaching the 3500 threshold. A discussion also followed on the Town's Comp Plan which does not envision development in the Conservation District. There was also a discussion on the impact to the Town if the development was solely in the County. Mrs. Kyriazi shared some points that she will be drafting in the letter, such as lack of public transportation, safe crossing and sidewalks from the development into the Town, lack of safe entrances into the development, and the elimination of the private grade crossing.

6. Haymarket Police Department MOU Discussion

Chief Sibert shared that at a previous meeting, a request was made from the Town Council about the police department's response to out of town activity and current MOU status. Chief Sibert stated that he was prepared to answer any questions. He stated that he included State Code 15.2-1724 which addresses emergency responses outside the jurisdiction and how far they expand outside for non emergency criminal cases which is State Code 19.2-250. A short discussion followed.

XI. Council Member Time

1. Vice Mayor Pater

Vice Mayor Pater thanked all the military for Military Appreciation Month. The Vice Mayor shared that she had the opportunity to speak at the Prince William Hospital which honored the volunteers. She also thanked Rich and the Gainesville Haymarket Rotary for planning and participating in the Flags for Heroes event in June. Lastly, Vice Mayor Pater encouraged everyone to come to the Farmer's Market on Sunday to celebrate Mother's Day with some special booths and activities for the kids.

2. Council Member Leake

Council Member Leake did not have any additional comments.

3. Council Member Ramirez

Council Member Ramirez brought attention that the first week in May is Teacher Appreciation Week. She encouraged those to reach out and thank the teachers. Mrs. Ramirez shared that the silent auction items that the Town donated to Buckland Mills Elementary PTO was well received. She stated that the Town's items that were auctioned brought in over \$200. She also shared her excitement about the Community Garden Open House event and the start of a successful growing and harvesting season.

4. Council Member Schneider

Council Member Schneider was not present for this meeting.

5. Council Member Pasanello

Council Member Pasanello thanked the Council Member Ramirez for the reminder of the Teacher Appreciation Week. He also shared that May is Cancer Research month and Brain Cancer Awareness month. Mr. Pasanello encouraged people to attend that QTS open house. He stated that the open house would be a good opportunity for the public to get information about the data centers.

6. Council Member Beyene

Council Member Beyene thanked the Town Staff and Chief for accommodating him with all his questions and providing information that he needs.

7. Mayor Luersen

Mayor Luersen shared that he will be attending the Farmer's Market on Sunday to answer any questions that the public may have for him. He also shared that date of monthly's Mayors Walk. Lastly, Mayor Luersen thanked the speakers from this evenings meeting and for those in attendance.

XII. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of May 1, 2023 7:00 PM (Minute Approval)



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: Amended Resolution #2023-004

Background: At the April 10, 2023 regular monthly meeting, the Town Council adopted Resolution #2023-004 – Remote meeting policy. #7 of the meeting policy stated that a physical quorum need not be present. Upon further research, the Town Attorney found in the definitions of the state code referencing quorums that a physical quorum is needed for remote participation by other Council Members.

Update: Attorney Crim has changed #7 of the policy stating that a physical quorum is needed for remote participation. It was upon the direction from the Town Attorney to amend the resolution through the Consent Agenda. I have attached the amended resolution for review.

RESOLUTION #2023-__**A RESOLUTION TO ADOPT A NEW POLICY GOVERNING PARTICIPATION IN MEETINGS
BY MEMBERS OF THE TOWN COUNCIL THROUGH ELECTRONIC COMMUNICATION**

WHEREAS, The Town Council adopted a policy on March 26, 2020, under Code of Virginia § 2.2-3708.2, the then-applicable statute governing meetings through electronic communications of the Town Council and its appointed boards; and

WHEREAS, Virginia Code § 2.2-3708.3 (the “Statute”) superseded former § 2.2-3708.2 effective September 1, 2022, and provides for members of public bodies to participate in a meeting through electronic or telephonic communication means from a remote location that is not open to the public, provided that the public body first adopts a policy consistent with the Statute; and

WHEREAS, the members of the Town Council wish to adopt a policy to allow for remote participation in Council and committee meetings; and

WHEREAS, the Town Council believes that providing for such participation by adoption of a policy complying with the Statute will promote the interests of the Town and its citizens;

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council adopts the following policy applicable to the Town Council and all its committees, subcommittees, or other entities however designated to perform delegated functions of the Town Council or to advise the Town Council, as set forth below:

1. This policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
2. Remote participation shall be subject to the approval of the presiding officer of the applicable public body, appealable to the body as a whole in accordance with Robert’s Rules of Order.
3. On or before the day of a meeting, a member of the public body wishing to participate remotely shall notify the presiding officer that such member is unable to attend the meeting due to:
 - a. a temporary or permanent disability or other medical condition that prevents physical attendance,
 - b. a medical condition of a member of the member's family requiring the member to provide care that prevents the member's physical attendance;
 - c. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - d. the member being unable to attend the meeting due to personal reasons, in which case the member shall identify with specificity the nature of the personal reason.

4. A member's participation from a remote location will only be approved if the member's voice is clearly audible to council members and citizens at Town Hall (or such other location as specified in the notice of the meeting) and if the member can hear persons speaking into the microphones at the Town Hall (or other specified location).
5. If a member's participation from a remote location is disapproved because such participation would violate the policy set out in this resolution, such disapproval shall be recorded in the minutes with specificity.
6. Each member's remote participation due to personal reasons shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
7. A quorum of members participating in person must be physically assembled at the meeting location that was announced in the notice of the meeting or, if no location was specified, at Town Hall.
8. The public body shall record in its minutes all instances of remote participation, and the remote location from which a member participates. The remote location need not be open to the public and may be identified in the minutes by a general description.
9. If participation is approved pursuant to subdivision 3.a. or 3.b. of this policy, the public body shall include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3.c., the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 3.d., the public body shall also include in its minutes the specific nature of the personal matter cited by the member.
10. Instances of remote participation shall be included in the total of meetings attended for the purpose of calculating the monthly compensation of the Town's elected and appointed officials.

BE IT FURTHER RESOLVED THAT this policy supersedes the policy adopted by Resolution 2020-006.

By the Order of the Council

Done this ____ day of _____, 2023.

Motion by:

Seconded by:

Vote:

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						
CTSI Audio/Visual	Emily K		Shipment of all equipment			The new equipment has been installed. However, since installation Kim has had issues with our system consistently working prior to meetings. Kim is working with the provider of our meeting software to determine the root cause of the connectivity issues and our recording system being offline. We will circle back to CTSI as necessary for assistance should we narrow it down to a CTSI product installation issue. In addition, the projector screen once mounted has become illegible for presentations. Working with Roberto to determine if a projector upgrade is necessary
RFP for Sidewalk	Thomas B/					Pre design meeting was held with Mr. Denar Antelo, the Project Manager in charge of the Town Project for the Engineering Groupe, Inc. They are setting a target date to begin surveying the site on December 5th 2022. Targeting December 31, 2022 as a date they will provide report to Town Engineer and Acting Town Manager. UPDATE 1/20/2023: Design phase is 30% complete, the project team has provided diagrams showing no issue with sidewalk placement and power lines. Next steps are determining the size of the curb (25' recommended), stormwater drainage surveys, testing out the depth of the gas line along easements on Washington St, and potential for crosswalk and tapered left turn lane into Town Park. Timeline for 30% completion was two months, estimated time for 60% completion tbd. UPDATE: Reviewing the change order submitted by TEG for the utility location test pits. UPDATE: 5/31 met with the Engineering Groupe to discuss the 90% site plan, outstanding items for the 100% completion mark and the tentative timeline going forward.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater		Consultants sent deliverable			Following the review of the Communications Document sent by the consultants, the Town Council opted to complete a second communications survey with the residents during the month of October. The survey was created by Vice Mayor and the Town Manager and disseminated through the Town Council and website. To date - 25 responses have been collected. As of 11/1/2022, the survey is still open to the public for response collection. Following the analysis of the survey results, Draft Communication plan is currently being reviewed by Vice Mayor for initial comments and edit to be sent to the Town Manager.

Attachment: Monthly Report June 2023 (6154 : Town Administration Report)

<p>County Contact RE: Stormwater Assessment Program</p>						<p>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 5/31: Town Manager is recommending the Town Council submit a letter to change the name on the grant application from Town of Haymarket to Prince William County for receipt of funds. The Town initially spoke with the County and requested assistance on the grant at the stormwater assessment. The County assisted the Town in applying for the grant and the Town agreed to the grant match. Changing the name on the grant will result in the County receiving the funds directly and the Town submitting the match. The County will take lead on the assessment and facilitate the work.</p>
<p>Quiet Zone Program (PWC Coordination)</p>	<p>Emily K/ Joe P</p>					<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.</p>
<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission UPDATE: 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items UPDATE: 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. UPDATE 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. UPDATE 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA items</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. UPDATE: Properties to be reinspected November for compliance. Thomas Britt, Town Planner will complete zoning inspections during my maternity leave and work with the Acting Town Manager on any necessary violation letters and correspondence UPDATE: 11/30/2022 Zoning inspections yet to be completed</p>

Attachment: Monthly Report June 2023 (6154 : Town Administration Report)

Town Business Visits and Check-Ins	Emily K and Roberto					Upcoming Town Business Check schedule for the week of June 5th -- will be walking with the Town Planner and/or Town Treasurer. Looking for active business licenses and any zoning violations while on our walk
Charter Amendment	Kim and Emily					The Charter was approved however an error was recognized in the Charter. The Clerk's appointment date is set for September rather than March. The Town Treasurer and Chief of Police are appointed in March and the discussion at the Council level was to include the Clerk in March as well, however this error was not caught prior to submitting the final draft to the State.
Park Building	Emily					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 5/31 Council will discuss the questions on June 5th
Comprehensive Plan Survey	Emily K/PC					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.
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					No additional updates since approval of the Personnel Manual

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. UPDATE 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. UPDATE 4/5/2023: The Planning Commission reviewed and approved the Town Center site plan in the March 20 PC meeting. UPDATE 4/24/2023: Engineer approval has been granted, Town Staff will prepare to sign the final submission soon.

Attachment: Monthly Report June 2023 (6154 : Town Administration Report)

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)
Van Metre -- Robinson Village	Emily K					UPDATE 2/27/2023 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as builts for the development
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.
Crossroads Village, Kiddie Academy	Thomas B					4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. UPDATE 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting
Haymarket Lifetime Smiles	Thomas B					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 Faquier Bank by the Quarles Property.
Pulte Townhomes at CVC	Thomas B					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. UPDATE 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.
Bleight Drive Townhomes	Thomas B					4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. UPDATE 4/24/2023: Town Staff still waiting for 2nd submission of final site plan.
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas B					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. UPDATE 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan.

Attachment: Monthly Report June 2023 (6154 : Town Administration Report)

14750 Jordan Lane	Thomas B					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. UPDATE 6/1/2023: Applicatn and Town will sign a stormwater management agreement, then sign off on th plan.
Finance Department						
BPOL Invoices	Roberto /Alexandra					Processed BPOL applications. Sent licenses via email/mail once finalized. Review Businesses not ye filed BPOL & begin sending past due letters
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 Marc 27th
FY2023	Roberto					FY2023 Budget is on the Town Website
FY2022	Roberto					Collecting data for FY2022 audit
Office of the Clerk						
Meeting Minutes	Kim					Alexandra has started doing the Architectural Review Board meetings. I will continue to show her the minute traq software on minutes. The expected time line is that she will be on her own by the July ARB meeting.
Agendas	Kim					Agenda's for June and July meetings are in progress
Directives	Kim					The amended Town Charter has been finalized. I will be sending it to the Municode by June.
Maintenance Department						
Maintenance Department	Working on general ongoing maintenance throughout the Town. Contacting contractors per Town Manager direction, for replacing the front door at Copper Cricket, removing dead tree limbs at the Town Park, installing the park shade cover at the playground and adding additional gravel/maintenance of gravel in the back lot at Town Ha					
Staff						
Farmers Market	Rachel					Farmers Market is going well, vendors understand their responsibilities for set-up and cleanup without muc assistance. All drop-in dates are filled for the month of June. June 11th will be the special Father's day Market, including Axe Addicts trailer and Trouvaille tasting booth

Attachment: Monthly Report June 2023 (6154 : Town Administration Report)

Summer Concert 8/19	Rachel					Working with Town Manager to plan Summer Concert. Potter's Potties have been ordered
Haymarket Day 10/21	Rachel					Vendor & Parade Applications have been updated for 2023, no change in prices or procedures thus far from 2022. All applications will be sent to returning vendors on Monday June 5th. Applications open to the public June 20th. Potter's Potties have been ordered.
Social Media/website	Emily/Rachel/Alexandra					Keeping up with any messages on Facebook. Begin posting Business spotlight on Mondays/Wednesdays
Filing/Office Misc.	Alexandra					Finalize shredding of 2019 & prior invoices. Finish filing all 2022/2023 invoices. Organize file cabinet. Begin filing ZPA's for Crossroads Village
Newsletter	Emily/Alex					Begin basic bones/draft of 3rd Quarter newsletter
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.
Spreadsheets	Alexandra					Updating BPOL contact list and comprehensive database. Begin to update mailing list labels.

New/Old Business Updates

New Businesses						<p>Good Fellas Pizza- opening before July 4</p> <p>Luxe Nail Bar- opening before July 4</p> <p>Bruster's of Haymarket- opening July 18</p> <p>Lotta Tech-opening soon</p> <p>Salman Home Realty-now open</p>
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Attachment: Monthly Report June 2023 (6154 : Town Administration Report)

TOWN OF HAYMARKET
15000 Washington Street, Suite 100
Haymarket, Virginia 20169
Instagram: @townofhaymarketVA



703-753-2600
Fax 703-753-2800
www.townofhaymarket.org
Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: June 5, 2023
SUBJECT: Treasurer's Report

Highlights:

- Actuals as of 05.31.2023 are included in this agenda.
- Presented the Proposed FY2024 Budget Presentation to Council on May 30, 2023
- Worked on new lease agreements for new tenants
- Confirmed onsite visit by Auditors
- Prepared Budget amendment for FY2023 budget to address PD vehicle purchase
- Finalized renewal forms for Town's Health Insurance.
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	5,940,061.89
11010 · Virginia Investment Pool	329,296.39
Total Checking/Savings	6,269,358.28
Accounts Receivable	
12000 · Accounts Receivable	84,544.97
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	85,878.31
Other Current Assets	
11499 · Undeposited Funds	179,640.13
Total Other Current Assets	179,640.13
Total Current Assets	6,534,876.72
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	12,737,254.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,334.83
Total Accounts Payable	10,334.83
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-2,271.54
20042 · PD Credit Card - SONA 0277	-1,722.27
Total Credit Cards	-3,993.81
Other Current Liabilities	
20095 · Deferred Revenue - Events	2,500.00
20096 · Deferred Revenue - Other	868,580.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	110.58
21000 · Payroll Liabilities	23,328.67
22000 · Security Deposits	13,422.65
22010 · Escrow Deposits	446,876.00
Total Other Current Liabilities	3,093,695.90
Total Current Liabilities	3,100,036.92

Attachment: Treasurer Report 06.05.2023 (6156 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of May 31, 2023

	May 31, 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
Total Long Term Liabilities	681,007.47
Total Liabilities	3,781,044.39
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,743,375.88
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,946,464.33
33000 · Amt Long Term Obligations	-479,331.67
Net Income	611,263.92
Total Equity	8,956,210.46
TOTAL LIABILITIES & EQUITY	12,737,254.85

Attachment: Treasurer Report 06.05.2023 (6156 : Town Treasurer Report)

Income	Actuals	FY2023 Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	398,736.41	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	13,066.89	12,022.00	108.7%	
3110-03 · Interest - All Property Taxes	346.08	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	492.51	1,000.00	49.3%	
Total 3110 · GENERAL PROPERTY TAXES	412,641.89	413,165.00	99.9%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	167,814.90	168,000.00	99.9%	Collections up to April 30, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	Renewals were due on April 30, 2023; wil lbe working on sending out Delinquent notices in coming weeks.
3120-02 · Business License Tax	376,584.70	240,000.00	156.9%	Collections up to April 30, 2023
3120-03 · Cigarette Tax	129,506.05	140,000.00	92.5%	Collections up to March 31, 2023
3120-04 · Consumer Utility Tax	120,104.69	158,000.00	76.0%	Collections up to April 30, 2023
3120-05 · Meals Tax - Current	1,026,050.71	1,100,000.00	93.3%	Collections up to February 28, 2023
3120-06 · Sales Tax Receipts	108,364.94	160,000.00	67.7%	
3120-07 · Penalties (Non-Property)	8,195.59	5,000.00	163.9%	
3120-08 · Interest (Non-Property)	1,292.28			
Total 3120 · OTHER LOCAL TAXES	1,937,913.86	1,995,000.00	97.1%	
Development Revenue				
Proffers	10,640.00	10,640.00	100.0%	Public Safety portion from Van Metre proffers
Total Development Revenue	10,640.00	10,640.00	100.0%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	3,125.00	4,500.00	69.4%	
3130-03 · Motor Vehicle Licenses	285.00	1,000.00	28.5%	
3130-05 · Other Planning & Permits	23,675.00	15,000.00	157.8%	
3130-06 · Pass Through Fees	25,637.83		100.0%	
Total 3130 · PERMITS,FEES & LICENESES	52,722.83	20,500.00	257.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	10,651.30	20,000.00	53.3%	
Total 3140 · FINES & FORFEITURES	10,651.30	20,000.00	53.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	9,854.16	1,500.00	656.9%	
3150-03 · Interest on Bank Deposits	33,472.31	6,000.00	557.9%	
Total 3150 · REVENUE - USE OF MONEY	43,326.47	7,500.00	577.7%	Reconciliations up to April 30, 2023
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	3,341.50	4,010.00	83.3%	
3151-06 · Suite 204 MAC-ISA	5,880.00	3,528.00	166.7%	
3151-07 · Haymarket Church Suite 206	32,646.35	35,614.00	91.7%	
3151-08 · 15020 Washington Realty	50,638.17	55,241.00	91.7%	
3151-09 · 15026 Copper Cricket	21,660.65	23,629.00	91.7%	
3151-11 · Cupcake Heaven and Cafe LLC	31,866.55	34,793.00	91.6%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
3151-14 · Salman Home Realty Suite 204	560.00	0.00	100.0%	new tenant
3151-90 · Town Hall Rental Income	50.00	0.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	146,643.22	171,056.00	85.7%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety				
3160-02 · Donation/Grants	10.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	10.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,955.00	80,000.00	69.9%	
3165-02 · Farmer's Market	4,419.20	1,500.00	294.6%	
3165-03 · Town Ornaments	7,683.96	4,350.00	176.6%	
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	79,916.16	85,850.00	93.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-298.31		100.0%	
3180-01 · Citations & Accident Reports	40.00		100.0%	
3180 · MISCELLANEOUS - Other	493.17		100.0%	
Total 3180 · MISCELLANEOUS	234.86		100.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	26,016.00	31,548.00	82.5%	3 of 4 collected
3200-04 · Car Rental Reimbursement	201.74	0.00	100.0%	

Attachment: Treasurer Report 06.05.2023 (6156 : Town Treasurer Report)

3200-05 · Communications Tax	66,230.24	80,000.00	82.8%	Collections up to March 31, 2023
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.9%	
3200-16 · DMV Select Commission	180.33	0.00	100.0%	
3200-17 · LOLE Grant	4,366.00	4,393.00	99.4%	Collection up to Novmeber 30, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	131,907.04	145,868.00	90.4%	
4000 · Carry-Over Surplus	0.00	273,850.00	0.0%	
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%	
Total Income	2,826,607.63	3,353,029.00	84.3%	
Gross Profit	2,826,607.63	3,353,029.00	84.3%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	250.00	2,500.00	10.0%	Town has received its refunds pertaining to VML Conference
111002 · FICA/Medicare	1,128.97	2,000.00	56.4%	
111003 · Meals and Lodging	77.22	1,000.00	7.7%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	15,567.86	25,000.00	62.3%	
Total 11100 · TOWN COUNCIL	17,024.05	30,750.00	55.4%	

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	264,459.35	330,500.00	80.0%	
1211003 · Salaries/Wages - Part Time	49,356.22	79,960.00	61.7%	
1211004 · FICA/Medicare	23,400.48	35,389.00	66.1%	
1211005 · VRS	19,450.94	36,809.00	52.8%	
1211006 · Health Insurance	32,674.11	66,466.00	49.2%	
1211007 · Life Insurance	3,631.10	4,685.00	77.5%	
1211008 · Disability Insurance	1,827.65	2,640.00	69.2%	
1211009 · Unemployment Insurance	3,211.32	6,160.00	52.1%	
1211010 · Worker's Compensation	322.00	335.00	96.1%	
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%	Front loaded costs
1211012 · Accounting Services	8,151.06	8,000.00	101.9%	
1211014 · Printing & Binding	5,457.56	8,298.00	65.8%	
1211015 · Advertising	2,512.00	9,000.00	27.9%	
1211016 · Computer, Internet &Website Svc	19,241.19	28,550.00	67.4%	
1211017 · Postage	2,145.29	4,000.00	53.6%	
1211018 · Telecommunications	5,986.13	7,500.00	79.8%	
1211019 · Mileage Allowance	231.25	1,000.00	23.1%	
1211020 · Meals & Lodging	1,096.61	2,000.00	54.8%	
1211021 · Convention & Education	373.90	6,000.00	6.2%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	12,558.71	16,000.00	78.5%	
1211025 · Office Supplies	5,128.75	6,500.00	78.9%	
1211026 · Equipment Rental	2,563.38	4,075.00	62.9%	
1211030 · Capital Outlay-Machinery/Equip	7,550.65	5,000.00	151.0%	
Total 12110 · TOWN ADMINISTRATION	489,131.65	688,892.00	71.0%	

12210 · LEGAL SERVICES

1221001 · Legal Services	32,805.69	80,000.00	41.0%	Services up to March 31, 2023
Total 12210 · LEGAL SERVICES	32,805.69	80,000.00	41.0%	

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

538,961.39	816,762.00	66.0%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	399,951.79	464,487.00	86.1%	
3110003 · Salaries & Wages - OT Premium	22,809.53	23,000.00	99.2%	
3110013 · Salaries & Wages - OT Select En	9,431.98	12,000.00	78.6%	
3110004 · Salaries & Wages - Holiday Pay	21,423.00	32,310.00	66.3%	
3110005 · Salaries & Wages - Part Time	39,230.00	36,000.00	109.0%	
3110012 · Salaries & Wages - PT Admin.	6,210.00	19,500.00	31.8%	
3110020 · FICA/MEDICARE	37,245.34	44,937.00	82.9%	
3110021 · VRS	27,878.19	28,427.00	98.1%	
3110022 · Health Insurance	66,470.06	78,379.00	84.8%	
3110023 · Life Insurance	5,691.50	5,904.00	96.4%	
3110024 · Disability Insurance	2,297.47	2,400.00	95.7%	
3110025 · Unemployment Insurance	3,235.03	3,360.00	96.3%	
3110026 · Workers' Compensation Insurance	20,067.00	23,305.00	86.1%	Front loaded costs
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	22,268.11	27,300.00	81.6%	Services up to March 31, 2023

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3110032 - Computer, Internet & Website	3,162.49	5,000.00	63.3%	
3110033 - Postage	109.44	100.00	109.4%	
3110034 - Telecommunications	10,709.07	12,000.00	89.2%	
3110035 - General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 - Meals and Lodging	583.32	5,000.00	11.7%	
3110038 - Convention & Edu. (Training)	1,557.96	10,000.00	15.6%	
3110040 - Annual Dues & Subscriptions	12,080.09	14,000.00	86.3%	
3110041 - Office Supplies	3,606.89	5,000.00	72.1%	
3110042 - Vehicle Fuels	23,981.87	43,200.00	55.5%	
3110043 - Vehicle Maintenance/Supplies	16,431.97	15,000.00	109.5%	
3110045 - Uniforms & Police Supplies	21,179.68	26,000.00	81.5%	
3110052 - Office Equipment Rental	4,820.80	4,393.00	109.7%	
3110056 - Captial Outlay - Machinery/Equipment	0.00	43,000.00	0.0%	
3110058 - DMV Grant - Payback Reimbursement	4,974.47	4,975.00	100.0%	DMV Grant payback
Total 31100 - POLICE DEPARTMENT	796,003.05	997,427.00	79.8%	
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	796,003.05	1,007,427.00	79.0%	
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	86,365.09	110,820.00	77.9%	Services up to April 30, 2023
Total 43200 - REFUSE COLLECTION	86,365.09	110,820.00	77.9%	
43100 - MAINT OF 15000 Wash St./Grounds				
4310001 - Repairs/Maintenance Services	55,960.46	97,672.00	57.3%	
4310002 - Maint Svc Contract-Pest Control	699.80	3,000.00	23.3%	
4310003 - Maint Svc Contract-Landscaping	24,035.00	35,000.00	68.7%	
4310004 - Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 - Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 - Electric/Gas Services	15,851.78	16,500.00	96.1%	
4310008 - Electrical Services-Streetlight	3,993.78	5,500.00	72.6%	
4310009 - Water & Sewer Services	3,752.20	3,000.00	125.1%	
4310010 - Janitorial Supplies	240.34	2,000.00	12.0%	
4310011 - Real Estate Taxes	915.51	2,500.00	36.6%	
4310015 - Maintenance - Vehicle Fuel	537.40	2,500.00	21.5%	
4310016 - Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
Total 43100 - MAINT OF 15000 Wash St./Grounds	106,861.43	177,672.00	60.1%	
Total 04 - PUBLIC WORKS	193,226.52	295,705.00	65.3%	
06 - ECONOMIC DEVELOPMENT				
60000 - Tourism/Traveling Marketing	87,551.76	95,850.00	91.3%	
60001 - Town Tourism	21,818.80	48,000.00	45.5%	
60003 - Advertising	0.00	22,000.00	0.0%	
Total 06 - ECONOMIC DEVELOPMENT	109,370.56	165,850.00	65.9%	
07 - PARKS, REC & CULTURAL				
70000 - HAYMARKET COMMUNITY PARK				
7000001 - Grounds Maintenance/Repairs	12,024.30	20,000.00	60.1%	
Total 70000 - HAYMARKET COMMUNITY PARK	12,024.30	20,000.00	60.1%	
71110 - EVENTS				
7111001 - Advertising - Events	2,094.14	5,000.00	41.9%	
7111003 - Contractural Services	52,244.56	50,000.00	104.5%	
7111004 - Events - Other	12,986.80	30,850.00	42.1%	
7111006 - Farmer's Market	212.14	0.00	100.0%	
Total 71110 - EVENTS	67,537.64	85,850.00	78.7%	
72200 - MUSEUM				
7220009 - Advertising	0.00	750.00	0.0%	
7220012 - Telecommunications	1,393.44	2,200.00	63.3%	
7200015 - Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 - Office Supplies	0.00	250.00	0.0%	
7220018 - Exhibits & Programs	400.00	1,700.00	23.5%	
Total 72200 - MUSEUM	1,793.44	5,150.00	34.8%	
Total 07 - PARKS, REC & CULTURAL	81,355.38	111,000.00	73.3%	
08 - COMMUNITY DEVELOPMENT				
81100 - PLANNING COMMISSION				
8110001 - Salaries & Wages - Regular	1,770.00	5,670.00	31.2%	
8110002 - FICA/Medicare	176.34	500.00	35.3%	
8110003 - Consultants - Engineer	6,422.64	10,000.00	64.2%	
8110004 - Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 - Mileage Allowance	0.00	250.00	0.0%	
8110006 - Meals & Lodging	0.00	700.00	0.0%	

8110007 · Convention/Education	820.45	1,000.00	82.0%
8110009 · Engineer - Pass Through	24,723.75		
Total 81100 · PLANNING COMMISSION	33,913.18	23,120.00	146.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,140.00	5,830.00	19.6%
8111002 · FICA/Medicare	62.93	446.00	14.1%
8111005 · Convention & Education	820.45	1,500.00	54.7%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,023.38	7,776.00	26.0%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	833.90	1,500.00	55.6%
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	833.90	2,927.00	28.5%
Total 08 · COMMUNITY DEVELOPMENT	36,770.46	33,823.00	108.7%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	249,323.53	250,000.00	99.7% Surplus Refund of FY2022 RE Taxes
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.9% Front loaded costs
9510003 · General Obligation Bond - Int	8,556.89	8,545.00	100.1% Front loaded costs
Total 95100 · DEBT SERVICE	168,656.89	168,745.00	99.9%
Total 09 · NON-DEPARTMENTAL	417,980.42	418,745.00	99.8%
94102 · Haymarket Community Park			
· Architectural/Engineering Fees	6,252.50	0.00	100.0% Structural Report
Total 94102 · Haymarket Community Park	6,252.50	0.00	100.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	57,723.75	144,318.00	40.0%
Total 94104 · Street Scape - Park Sidewalk	57,723.75	144,318.00	40.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	876.66		
Total EMPLOYEE BENEFITS	876.66		
Total 94105 · PERSONNEL	876.66		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	22,656.36	65,057.00	34.8%
Total 94106 · TOWN CENTER MASTER PLAN	22,656.36	65,057.00	34.8%
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens	0.00	254,342.00	0.0%
Total Expense	2,261,177.05	3,353,029.00	67.4%
Net Ordinary Income	565,430.58	0.00	100.0%
Net Income	565,430.58	0.00	100.0%

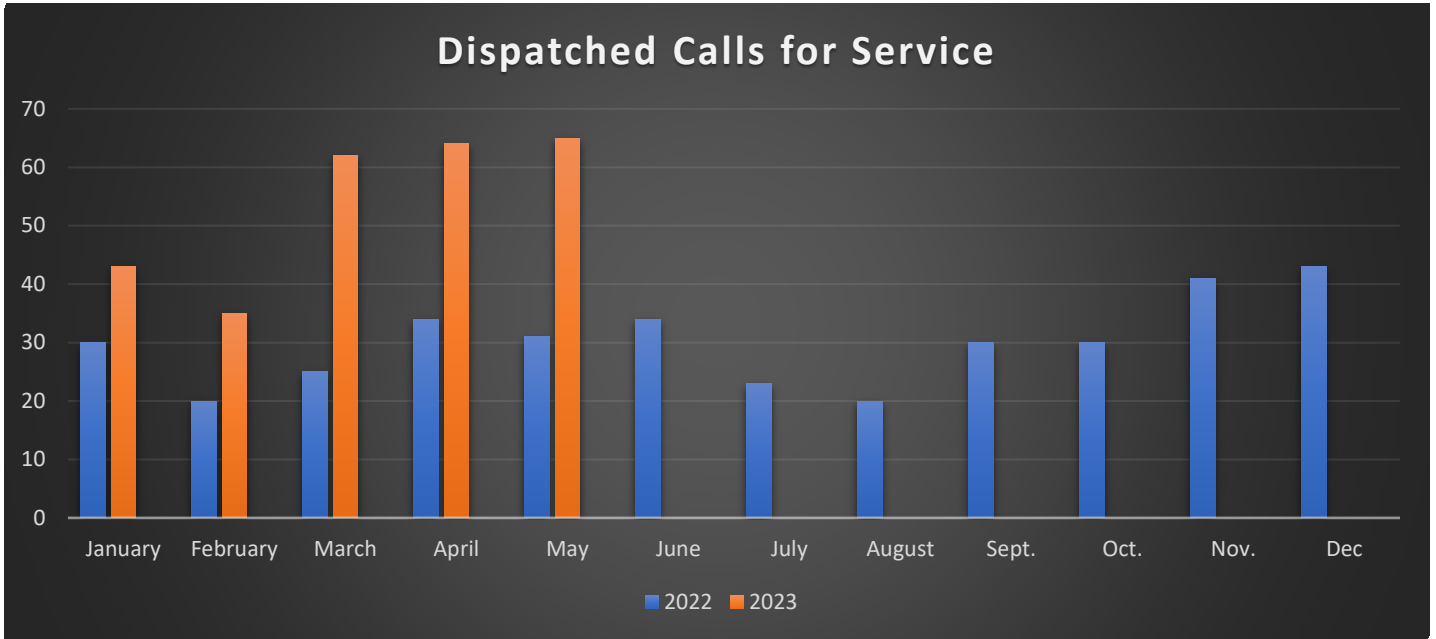
Attachment: Treasurer Report 06.05.2023 (6156 : Town Treasurer Report)

Police Department Report to Council

Police Department Activity from April 15, 2023, to May 14, 2023

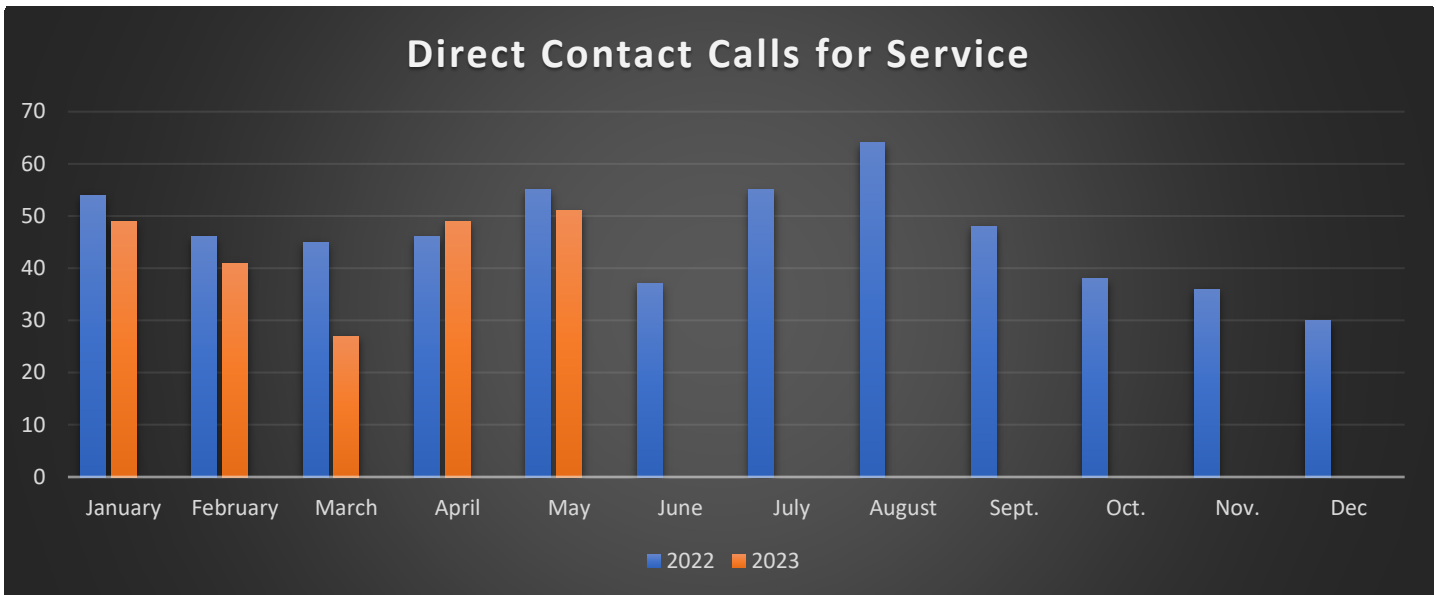
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 14
- Deferments: 0
- Non-Reportable Calls: 51



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.

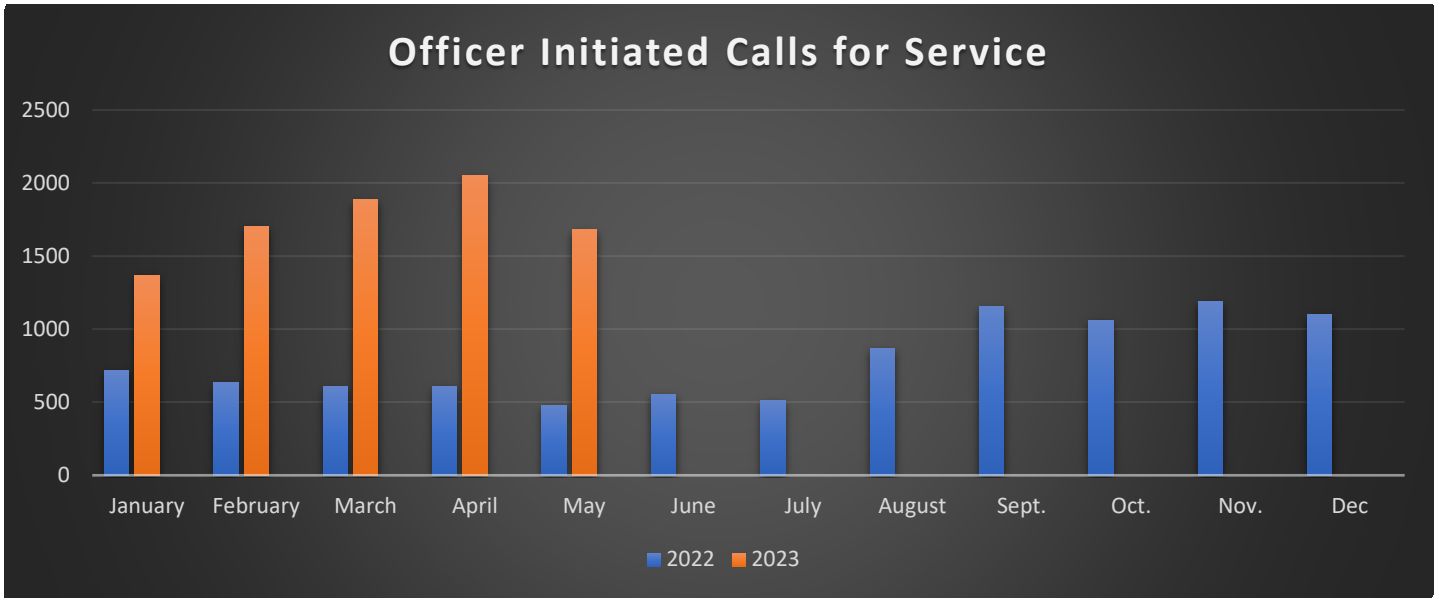
- Reportable Calls: 7
- Non-Reportable Calls: 44



Attachment: Report to council April 15 2023 to May 14 2023 (6155 : Chief of Police Report)

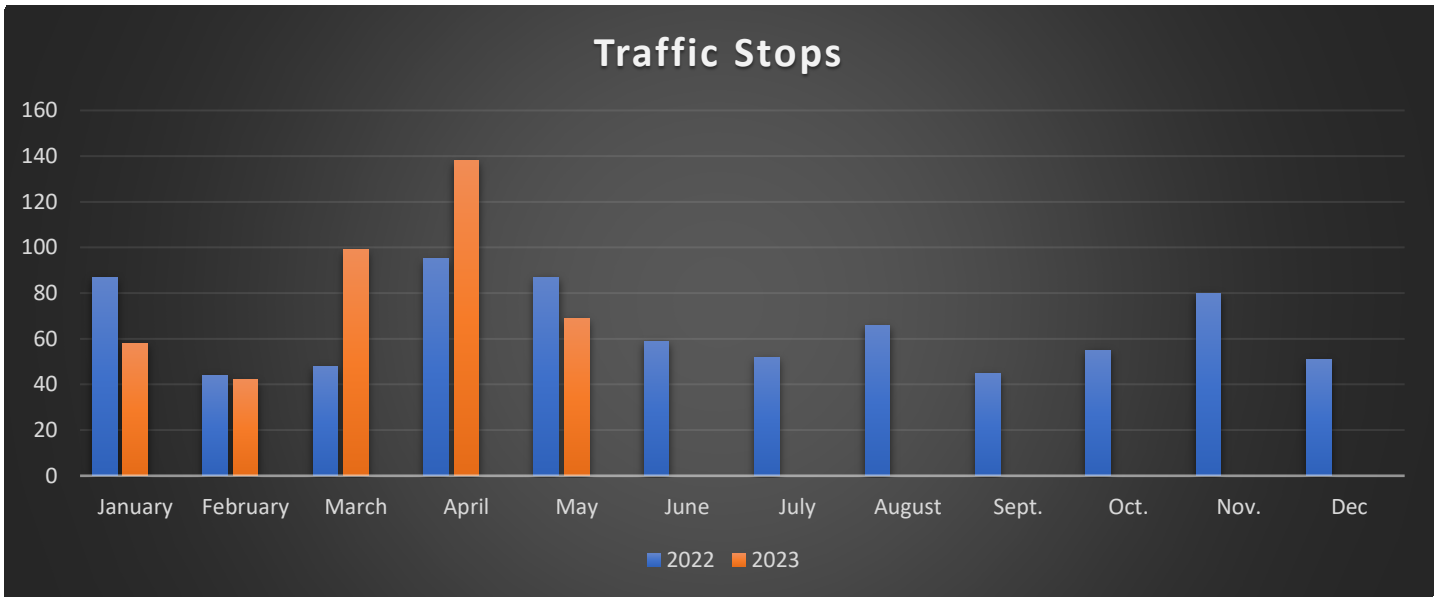
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 5
- Non-Reportable Calls: 1,596
- Foot Patrols: 780



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.

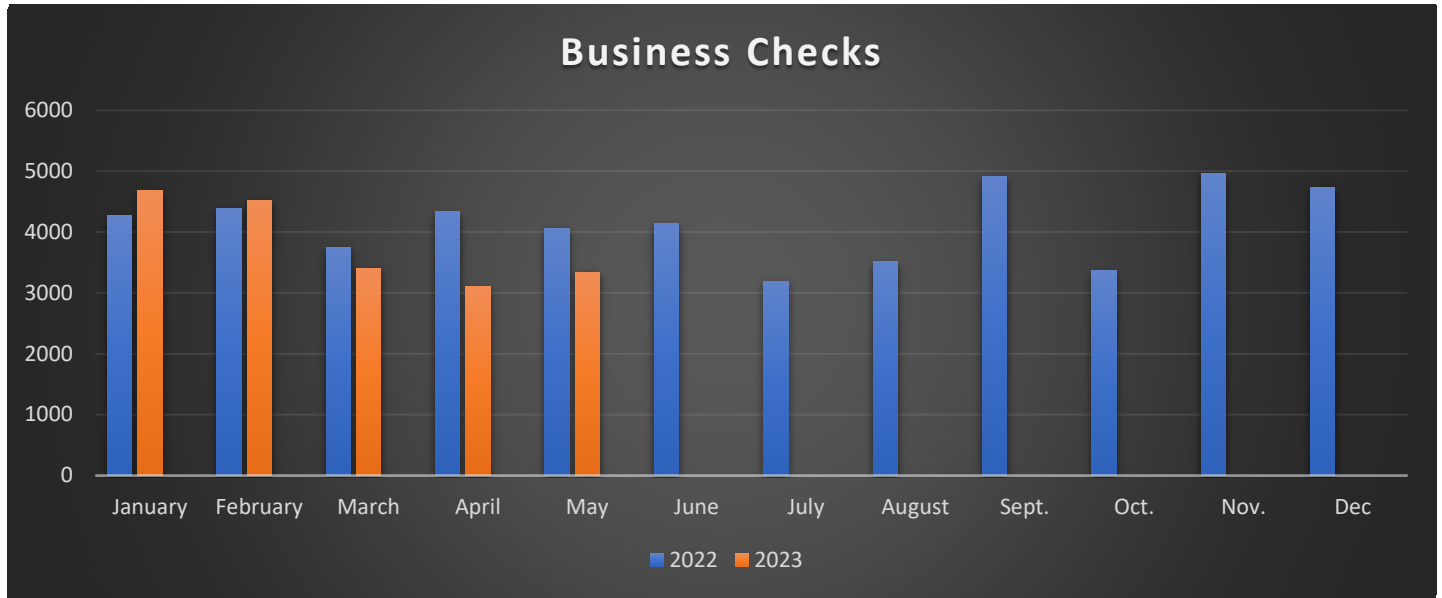
- Traffic Stops: 69
 - Summonses: 31
 - Warnings: 51



Attachment: Report to council April 15 2023 to May 14 2023 (6155 : Chief of Police Report)

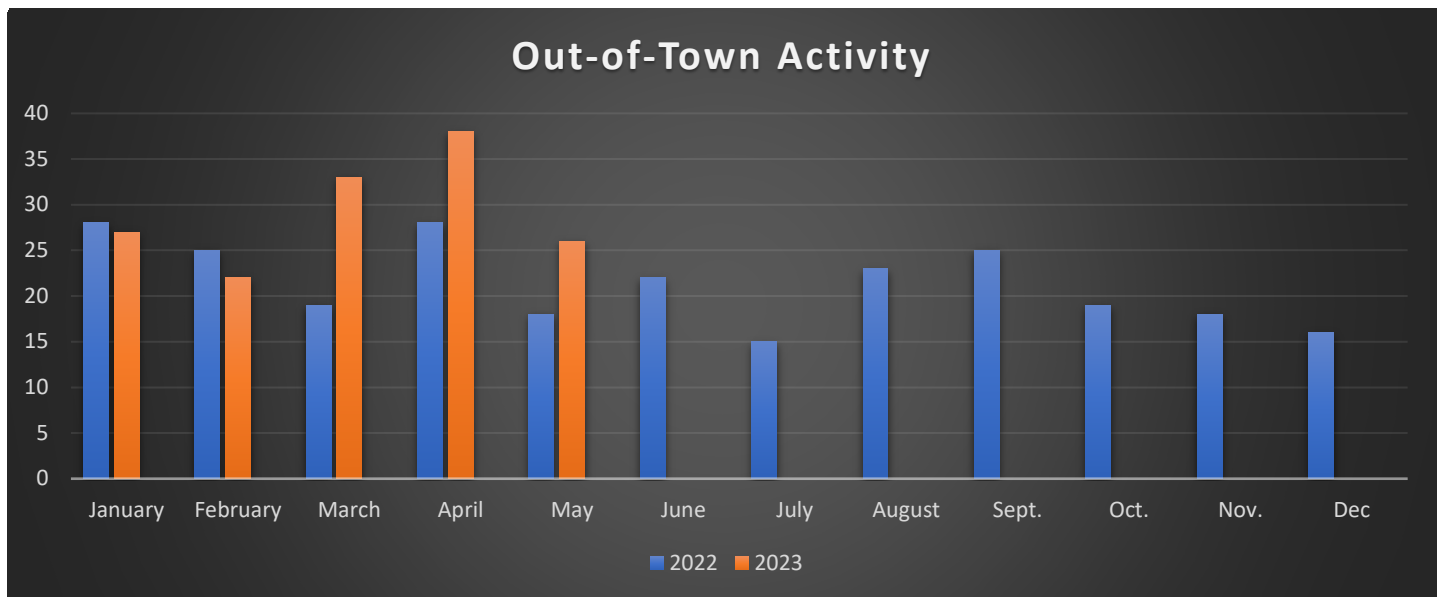
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to assure 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: 274
- Physical Check: 233
- Drive By: 2,830



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

- Back Up: 10
- Other: 16



Attachment: Report to council April 15 2023 to May 14 2023 (6155 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations.

- 46.2-804 Improper Lane change – 3
- 46.2-830 Failure to obey HWY sign – 12
- 46.2-852 Reckless driving – 2
- 46.2-874 Speeding – 13
- 46.2-1163 Failure to display inspection sticker – 1

Total Summons Issued this reporting period- 31

Total Summons Issued 2023: 183

Arrest:

Misdemeanor: 5

Felony: 1

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.
- The VDOT LUP's for The June Fox News Zip Trip event on June 16, 2023 has been approved. Haymarket Day and the Town Christmas Event LUP's are still pending.
- Chief Sibert met with Chief Newsham on May 15, 2023 to discuss future needs of Law Enforcement Services in the Town of Haymarket.
- Officer Chan attended and completed a leadership school provided by Calibre Press.
- Chief Sibert picked up the new Town Police Vehicle on May 17, 2023.
- Officers have begun assisting with the Town of Haymarket's weekly Farmer's Market.
- On April 22, 2023, the Haymarket Police Department partnered with the Prince William County Police Department and UVA Health for the National Semi-Annual Drug Take-back Day. Our drop-off location was in the UVA Health Parking lot. 126 pounds of prescription drug was received at this location.
- Town Manager Kyriazi and Chief Sibert met with the Prince William County Fire Marshall and conducted an inspection of the Town Hall Building and the Town Museum.
- Chief Sibert recently attended advance Law Enforcement Training regarding 4th Amendment, 5th Amendment, and Search and Seizure.
- Town Manager Kyriazi and Chief Sibert contacted VDOT regarding conflicting traffic markings near and around the Crossroads Project. VDOT engineers are currently addressing the issues.
- The Haymarket Police Department's Summer Blood Drive has been scheduled for July 19, 2023 from 8am to 2pm at the Hilton Garden Inn. This will be our second blood drive of the year.

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	Upcoming
8	Relay for Life	June 10, 2023	Upcoming
9	Flags for Hero's	June 10, 2023	Upcoming
10	Ice Cream Social	June 15, 2023	Upcoming
11	Water Balloon Fight	June 15, 2023	Upcoming
12	ZIP Trip Fox News	June 16, 2023	Upcoming
13	National Night Out	August 1, 2023	Upcoming
14	Dominion Valley Regency Grand-Kids Day	TBA	Upcoming
15	Cookies & Cream with a Cop	TBA	Upcoming
16	Coffee with a Cop	TBA	Upcoming
17	Summer Concert	August 19, 2023	Upcoming
18	Rail Safety Week	September 18, 2023	Upcoming
19	Cupcakes with a Cop	TBA	Upcoming
20	Woman's Self Defense Class 1	TBA	Upcoming
21	Cookies and Cream and Cops	TBA	Upcoming
22	Coffee with a Cop	October 4, 2023	Upcoming
23	Haymarket Day	October 21, 2023	Upcoming
24	Halloween Candy Handout	October 31, 2023	Upcoming
25	Cupcakes with a Cop	TBA	Upcoming
26	Prince William Co. Truck or Treat	TBA	Upcoming
27	Drug Take Back	TBA	Upcoming
28	Woman's Self Defense Class 2	TBA	Upcoming
29	Christmas in Haymarket	December 9, 2023	Upcoming
30	Santa Cops (East)	TBA	Upcoming
31	Operation Santa Claus	December 16, 2023	Upcoming
32	Santa Cops (West)	TBA	Upcoming

Attachment: Report to council April 15 2023 to May 14 2023 (6155 : Chief of Police Report)



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

Memorandum

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

Please find the summary table of open Town Engineer tasks and their status below for your review. The report covers the period from April 26 through May 29, 2023. Please do not hesitate to let me know if there are questions or comments.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	3/7/2023	Applicant	-Preliminary plan approved 11/29/22 -Final SP first submission comments sent 3/7
Crossroads Village	Katie/Thomas	10/18/2018	5/24/2023	Applicant	-Construction and Town E&S inspections ongoing -Revision 3 approval provided 4/14/23 -Quarles property zoning question meeting 1/6 -SWM system commissioning and as-built coordination w/ LF Jennings
Robinson's Paradise	Katie/Thomas	1/4/2021	5/24/2023	Applicant	-Construction and Town E&S inspections ongoing -Pavement design revision approved 4/6/23 -Propane tank plan revision coord -SWM Inspection coord

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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Robinson Village	Katie/Thomas	8/13/2020	5/24/2023	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected
Park Sidewalk	Katie/Thomas	4/27/2021	5/23/2023	TEG	-Town provided adjacent project plans of record. Researching plans for Haymarket Station, Villages of Haymarket Phase II and previous Streetscape project -Update meeting 5/13 on 100% design
Bleight Residential Plan	Katie/Thomas	8/5/2022	5/19/2023	Applicant	-Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	5/16/2023	Applicant	-First submission comments returned 5/9 -Comment review meeting 5/16
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	5/16/2023	Applicant	-Site plan submission received 2/6. First submission comments provided 3/28 -Conditional approval of 2nd submission issued 5/16
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant/Katie	-Landscape reinspection conducted 4/25/23. Report issued 5/1

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	4/18/2023	RDA/Town	-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 to provide to Town
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	3/14/2023	Applicant	-PC approved plans 1/19 contingent on staff approval of plans -Town provided input on streetlight requirements. Applicant to provide updated inserts -Approval letter drafted for receipt of inserts
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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-Minor Site plan revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant	-As-built submission and bond release coordination
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



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

Memorandum

To: Council
From: Martin Crim, Town Attorney
Re: June 2023 Report
Date: May 26, 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, April 25:

1. Advised staff regarding hotel landscaping dispute.
2. Consulted with attorney for seller regarding 6745 Jefferson St.; advised staff as to zoning determination.
3. Consulted with staff regarding the Highpointe application and researched question regarding permitted uses in R-2.
4. Discussed next steps in the Bean BZA appeal litigation with staff.

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

Memorandum

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

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

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2023 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFP for sidewalk at town park
 - Status of 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 for consideration

Other items/comments:

- Staff was notified, via memo dated May 4, 2023, that Mr. Martin R. Crim, Esq. will be leaving Vanderpool, Frostick & Nishanian (V,F&N) effective May 31, 2023. The Town Manager advised Council in an email on the path forward and is working with V,F&N to ensure a seamless transition of information and representation, with no impacts to the budget
- The rates for legal service will increase, per agreement, effective July 1, 2023, which is accounted for in the proposed FY 2024 budget
- The design contract for the Park sidewalk is approaching 100%, including the development of biddable documents
- The maintenance position is officially working full time, with the focus on deferred maintenance needs and developing an asset inventory
- Chief Sibert, in collaboration with the Town Manager and Treasurer, discussed the need for additional funding for the new police vehicle. A draft amendment and resolution identifying the amount and funding source will be presented at the May 30, 2023 work session for council review and discussion
- Staff continued it's work on a final draft FY 2024 budget and presentation to council at the May 30, 2023 work session
- The Treasurer and Town Attorney continue working on TOT collection process from accommodation intermediaries
- Ongoing, the current fiscal year continues to show solid growth in revenue and strong financial management of expenses. We will continue to keep you informed of any changes/challenges and how to mitigate them as they arise

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Joe Pasanello and TracyLynn Pater

Attachment: Town Memo for Finance May 2023 v2 (6138 : Finance Liaison Report)



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

Memorandum

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

Business Liaison May 2023

*Weekly meetings with Staff to discuss current events, upcoming events and Farmers Market

*Fathers Day Farmers Market Event - Planning June 11th 9am - 1pm

*Attended the Grand Opening of the Community Garden supporting Rooted In Education ~ Wonderful community event with a great turn out! Handed out seed packets provided by the town as "Welcome" gifts

* Attended the GFWC Dominion Women's Club Tea and Fashion Event on April 30th sponsored by Details in Haymarket who provided fashion and accessories for the event

* Haymarket/Gainesville Rotary Meeting ~

Highlighting Scholarship Awards with Lauren Munoz and Elena Shropshire as recipients

Local Business MurLarkey speaking to business and offerings

Flags For Heros 8th Annual Event June 9th - June 17th with Ceremony Saturday, June 10th at 5pm at Haymarket Park

*Fox 5 Zip Trip meetings and planning (scheduled for June 16th)

*Business Visited ~

Piedmont Tire

Tranquility Day Spa

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CMC - Contemporary Music Center

VCA Healthy Paws

El Vaquero West

Respectfully:

Tracylynn Pater, Vice Mayor

Attachment: Memo Business Liaison Report 060523 (6139 : Business 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 May 15, 2023 included and addressed the following:

- A Public Hearing
 - The Planning Commission approved Resolution #2023-006, which adds a narrative to the existing potential soil hazard map per recommendation from the DEQ. The narrative adds more context for the potential soil hazards within the Town.
- Approval of a public notice and hearing - updates to the Town's Soil Erosion Map.
- The commission reviewed and discussed the uses that are allowed By Right and through Special Use Permits within each Zoning District.

Respectfully submitted,

Alexander Beyene

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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 / May 2023

At its May meeting, the ARB approved a revised sign plan for Taco Bell and requested additional information regarding signs proposed for Self Storage Plus (formerly Haymarket Self Storage).

The ARB continued its review of a demolition permit application for 6712 Jefferson Street (Baker-Bean Property), conducting a site visit prior to the regularly scheduled meeting. The ARB conditionally approved the application, requiring photographic and written descriptions of the property prior to demolition.

The ARB also continued review of proposed building elevations for Kidde Academy (Crossroads Village). The applicant presented revised elevations in response to ARB comment. The ARB conditionally approved the application, requiring several administrative changes to the application materials prior to the Town Planner issuing the approved application.

Respectfully submitted,

Marchant Schneider

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Attachment: ARB Liaison Report May 2023 (6153 : Architectural Review Board Liaison Report)



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

ROBERTO GONZALEZ
TOWN TREASURER

STAFF REPORT
June 05, 2023

FISCAL YEAR 2022-23 BUDGET AMENDMENT

ISSUE

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

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Police Department – Capital Outlay – Motor Vehicles expenditure line items by increasing funding of the PD truck purchase by \$2,519, by moving funds from the Capital Improvement Funds. On May 1, 2023, the Council approved the purchase of a Police Department Truck in the amount of \$43,000. Due to the truck having some modifications, the total price of the vehicle is \$45,519. This amendment will update the approved budget for the vehicle purchase.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Police Department:				
3110056				
Capital Outlay / Machinery/Equip.	\$ 43,000	\$ 45,519	\$ 2,519	
94108				
Capital Improvement Funds	\$ 254,342	\$ 251,823	(\$ 2,519)	

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2022-2023 budget as designated by Resolution #2023-008.

Or

Alternative Motion



RESOLUTION 2023-008

FISCAL YEAR 2022-2023 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopted the Fiscal Year 2023 Budget on June 21, 2022, and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110056 - Police Dept. – Capital Outlay – Machinery / Equip by \$2,519; and

WHEREAS, The proposed budget amendment will decrease expenditure line item - 94108 - Capital Improvement Funds by \$2,519; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2022-2023 Budget as reflected below:

Budget Amendment for FY2022-2023 Budget

Operational Budget

	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>EXPENDITURE:</u>			
Police Department:			
3110056 -			
Capital Outlay-Machinery/ Equip	\$ 43,000	\$ 45,519	\$ 2,519
94108 -			
Capital Improvement Funds	\$ 254,342	\$ 251,823	(\$ 2,519)

Done this 05th Day of June 2023

Motion By:

Seconded By:

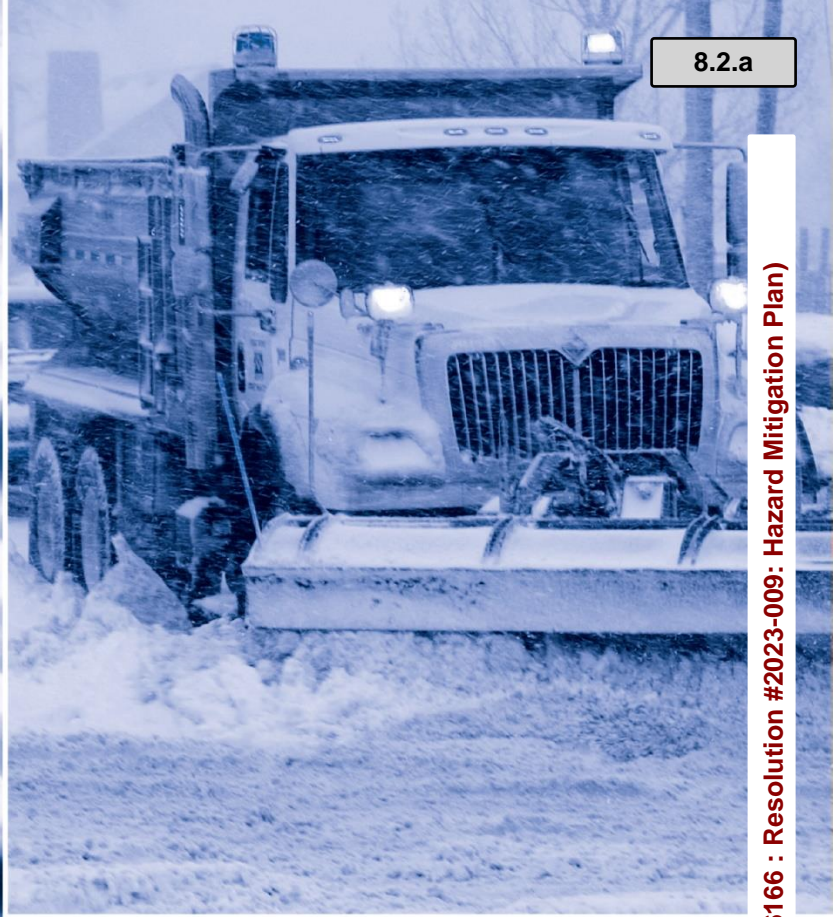
Ayes:

Nays:

Absent:

ATTEST:

Kimberly Henry, Clerk of Council



8.2.a

Attachment: 17-B Town of Haymarket Annex - 2022 NOVA HMP FINAL (1) (6166 : Resolution #2023-009: Hazard Mitigation Plan)



Northern Virginia Hazard Mitigation Plan Annex 17-B: Town of Haymarket

November 2022



Town of Haymarket Overview

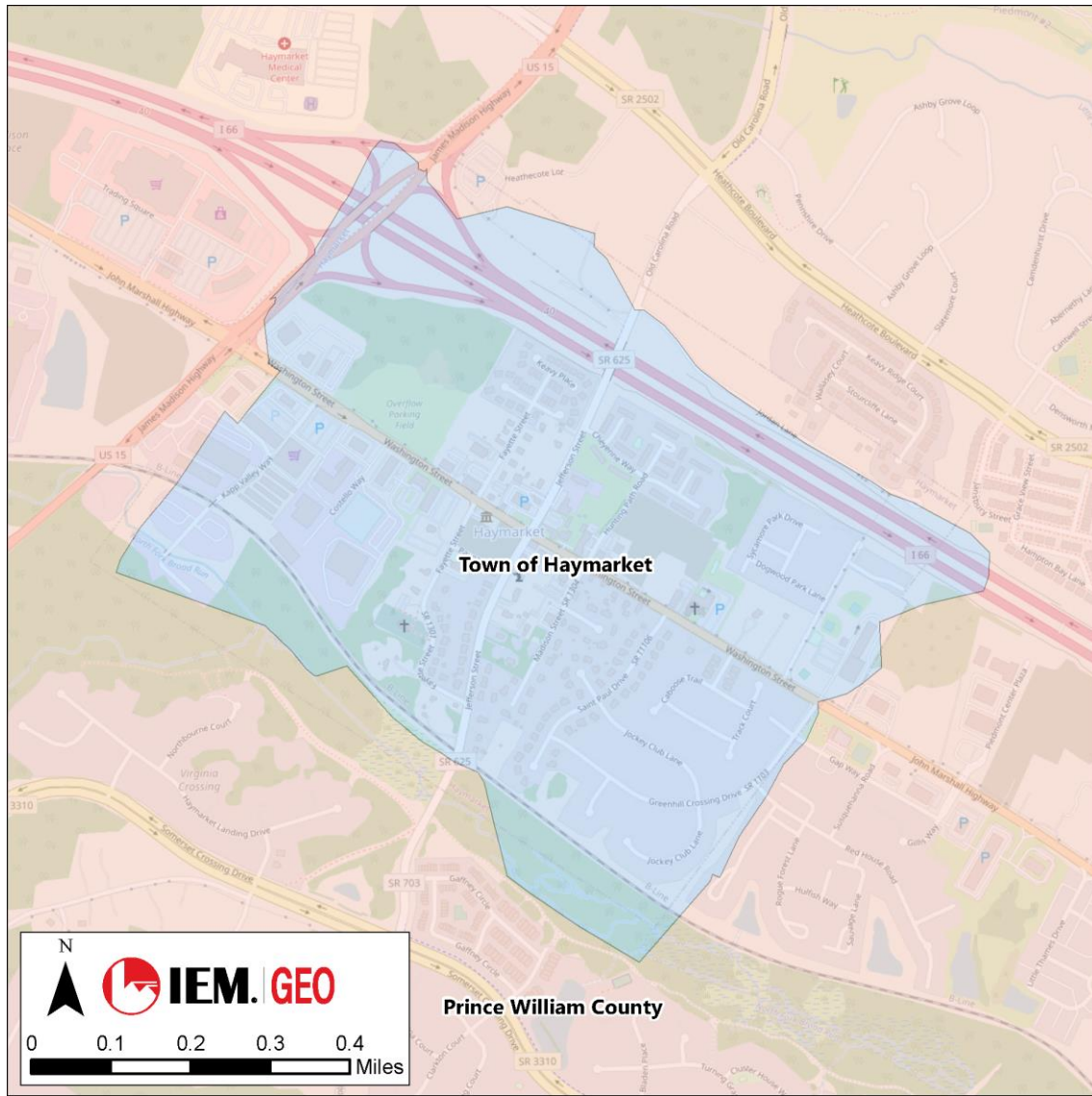








Table 1: Specific Jurisdictional Data

 ESTABLISHED	 LAND AREA	 2020 POPULATION	 GOVERNMENT ADDRESS	 HOUSEHOLDS	 MITIGATION FOCUS
Founded in 1799 Incorporated 1888	0.5 sq. mi.	1,545	15000 Washington St. #100 Haymarket, VA 20169	490	Severe Storms and Winter Weather

Town of Haymarket’s Risk Environment

The following is an overview of the basis for the details in this annex. The details in the annex and summarized here, lead up to a well-researched mitigation strategy for the community.

Hazard Event History

National Centers for Environmental Information (NCEI), 1950–June 2021

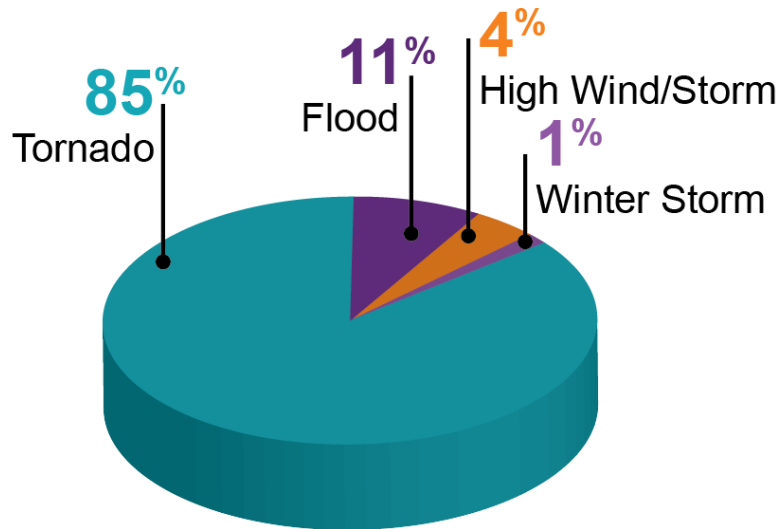


Figure 1: Percentage of Hazards

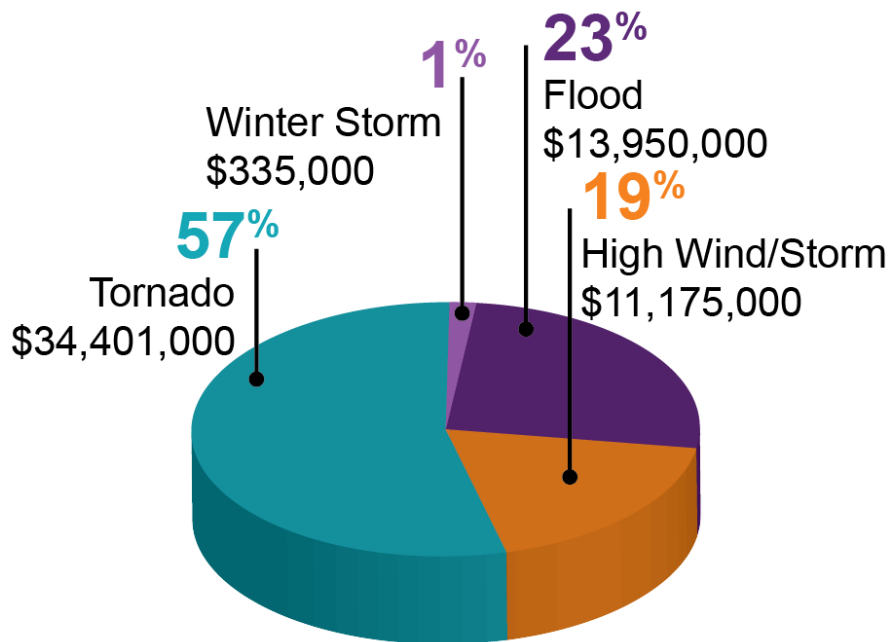


Figure 2: Property Damage Costs from Natural Hazard Events

Natural Hazard Risk Ranking

Table 2: Ranking of Natural Hazards by Risk

Hazard	Hazard Ranking
Winter Weather	High
Flood/Flash Flood	High
High Wind/Severe Storm	High
Tornado	Medium
Drought	Medium
Extreme Temperatures	Medium
Dam Failure	Medium
Earthquake	Medium
Wildfire	Low
Landslide	Low
Karst/Sinkhole/Land subsidence	Low

Community Lifelines and Respective Critical Assets

Table 3: Number of Critical Assets for Community Lifelines/Sectors

Lifeline/Sector	Number of Assets
Safety and Security	1
Food, Water, Shelter	1
Health and Medical	0
Energy	0
Communications	0
Transportation	12
Hazardous Materials	0
Education	3
Cultural/Historical	4
High Hazard Dams	0*

*A portion of the town would potentially be impacted by a failure at the North Fork Wetlands Bank Dam, a High Hazard dam located outside the town limits.

A lifeline enables the continuous operation of government and business functions which are critical for human health, safety, or economic security. Lifelines are the most fundamental services for a community that, when stabilized, enable all other aspects of society to function. These lifelines are assets that may be a facility, infrastructure, operation, or entity.



Figure 3: Community Lifeline Components

Community Lifelines Outlined

- **Safety and Security:** Law Enforcement/Security, Fire Service, Search and Rescue, Government Service, Community Safety
- **Food, Water, Shelter:** Food, Water, Shelter, Agriculture
- **Health and Medical:** Medical Care, Public Health, Patient Movement, Medical Supply Chain, Fatality Management
- **Energy:** Power Grid, Fuel
- **Communications:** Infrastructure, Responder Communications, Alerts Warnings and Messages, Finance, 911 and Dispatch
- **Transportation:** Highway/Roadway/Motor Vehicle, Mass Transit, Railway, Aviation, Maritime
- **Hazardous Materials:** Facilities, HAZMAT, Pollutants, Contaminants

Mitigation Capabilities Summary

Table 4: Capability Assessment Summary Ranking, Town of Haymarket

Capability	Ranking
Planning and Regulatory	Low
Administrative and Technical	Limited
Safe Growth	Moderate
Financial	Limited
Education and Outreach	Limited

Hazard Mitigation Plan Point of Contact

Table 5: Point of Contact Information

Contact Type	Contact Information
Point of Contact	Al Sibert, Chief Haymarket Police Department 703-753-2600 530-336-2110 asibert@townofhaymarket.org 15000 Washington Street #100 Haymarket, VA 20169

Town of Haymarket

This annex presents the following jurisdiction-specific information provided by the Town of Haymarket for the 2022 update to the *Northern Virginia Hazard Mitigation Plan (NOVA HMP)*.

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Attachment: 17-B Town of Haymarket Annex - 2022 NOVA HMP FINAL (1) (6166 : Resolution #2023-009: Hazard Mitigation Plan)

1. Jurisdiction Profile

Established	1799
Total Land Area	0.5 square miles
Geographic Region	Piedmont/Coastal Plain
Persons Per Household	3.04
Persons Per Square Mile	2,981
Median Age	33.7

1.1. Location

Haymarket, Virginia, is a small town located in the foothills of Bull Run Mountain, near the first foothills of the Blue Ridge Mountains. The town is close to the rolling farms of Virginia's "horse country," just west of Manassas and less than an hour away from Washington, D.C.

1.2. History

Chartered in 1799 by the Virginia General Assembly, the Town of Haymarket was incorporated in 1882. Since the 1900s, the Haymarket area has been popular for fox hunting and steeple chasing and is also known for its wineries.

1.3. Demographics, Economy, and Governance

The Northern Virginia regional profile is presented in **Section 1, Base Plan** as context to the entire plan. The 2020 U.S. Census population for the Town of Haymarket was 1,545, an approximate 13% decrease since 2010. The town is densely populated with 337 housing units at an average density of 66.1 per square mile. Most of the population lives in single family homes from the central area to the east. The west side of the town is mainly a business district; however, there are some apartments located over commercial stores along Washington Street.

Table 6: Population and Growth Rate

Year	Population	Annual Percent Change
1980	230	
1990	466	102.6%
2000	913	95.9%
2010	1,782	95.2%
2020	1,545	-13.3%

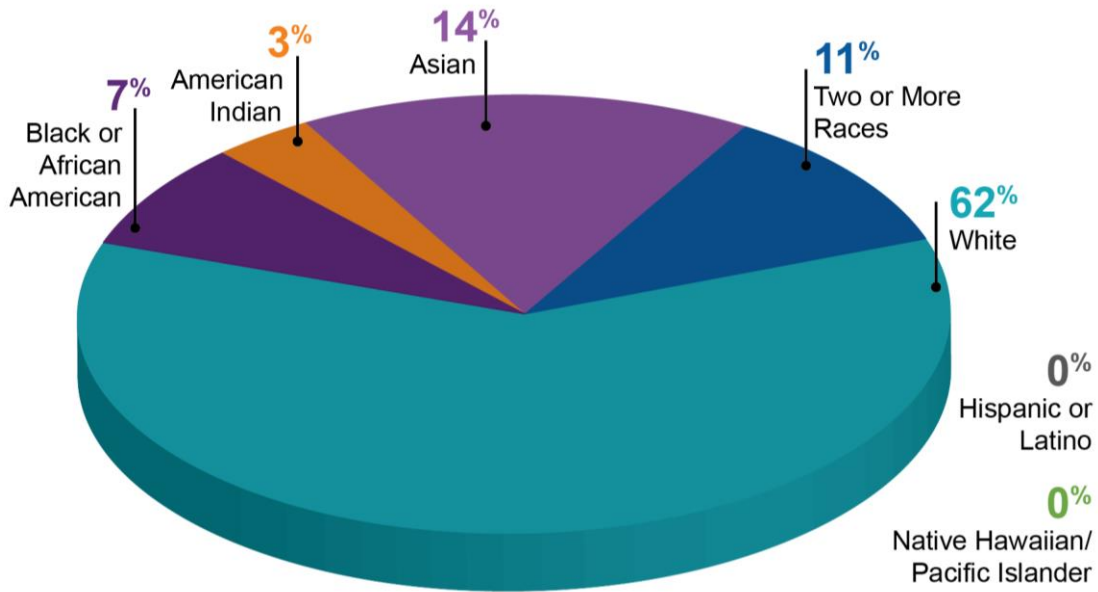


Figure 4: Race and Ethnicity Demographics

Table 7: Economic Data

Economy	Data
Median Household Income (in 2020 dollars) 2016–2020	\$118,958
Unemployment Rate (September 2021)	2.2%
Per Capita Income (in 2020 dollars) 2016–2020	\$40,336
Median House or Condo Market Value (2019)	\$431,200
Percentage Below Poverty (2019)	3.7%

The percentage of Haymarket households below the poverty line is 3.7%, compared to 4.9% for Prince William County and 11.4% nationally. While the trends indicate the population as a whole experiences less poverty than the national average. Major employers for the town include Century Stair Company and Fortiline Waterworks, though each employ less than 100 workers.

The Town Council consists of six elected members (of which one serves as the Vice-Mayor) and an elected mayor. The council appoints a Town Manager, who is responsible for day-to-day operations of the town.

1.4. Built Environment and Community Lifelines

The information related to the county’s Community Lifelines and critical assets presented in this section has been collected from multiple sources, including the Town of Haymarket, Hazus (Version 4.2), and county government websites. With the limitations in Hazus, breaking out local data for the town is difficult and may not be fully reflected. Due to the time lag in collecting and verifying data and the method of documenting the location and jurisdiction used in Hazus, this may not reflect the current inventory maintained in the town.

Table 8: Number of Assets per Community Lifeline/Sector

Lifeline/Sector	Number of Assets
Safety and Security	1
Food, Water, Shelter	1
Health and Medical	0
Energy	0
Communications	0
Transportation	12
Hazardous Materials	0
Education	3
Cultural/Historical	4
High Hazard Dams	0*

*A portion of the town would potentially be impacted by a failure at the North Fork Wetlands Bank Dam, a High Hazard dam located outside the town limits.

1.4.1. Safety and Security

The Town of Haymarket has a police department with six full-time officers. Fire and EMS service is provided by Prince William County from stations located outside the town.

1.4.2. Food, Water, Shelter

Food commodities are available in the town from public retail providers, wholesalers, and contracted services for specific institutions and facilities. Should the need arise for the town to enter into memorandums of understanding or mutual agreements with viable entities within the region to assist with post-disaster needs.

The water and wastewater services are provided to town residents through the Prince William County Service Authority.

The town has 492 housing units, 97% of which are occupied. Most housing units within the town are owner-occupied (82.4%), while renter-occupied housing makes up 17.5%.

1.4.3. Health and Medical

The Haymarket Medical Center (a UVA Health facility) is located across I-66 from the town.

1.4.4. Energy

Dominion Energy is the sole provider of electrical service within the Town of Haymarket

1.4.5. Communications

Most communications and information systems and infrastructure in the United States are privately owned; however, the county maintains authority and control over public safety communications for fire,

police, and other responding agencies, including the Town of Haymarket Police Department. In recent years, the federal government has taken a stronger role in protecting information and communications infrastructure, which may also present a challenge in relation to disaster impacts. Increasing reliance on this infrastructure by individuals, businesses, and government could cause vulnerabilities that emergency managers should take into consideration in pre- and post-incident planning and operations.

1.4.6. Transportation

Haymarket remains a crossroads, located along Interstate 66, U.S. Route 15, and Virginia Route 55. U.S. Route 29 runs south of the town.

1.4.7. Hazardous Materials

The data does not identify hazardous material facility located in the Town of Haymarket. There are several commercial/industrial properties in the western portion of the town which may store small quantities of hazardous materials.

1.4.8. Education

The town is served by the Prince William County School District, though no public schools are located within the town itself. There is 1 private elementary school located in the town.

1.4.9. Recreational, Cultural, and Historic Sites and Assets

The town maintains the Town of Haymarket Park and Playground for recreational purposes. The Haymarket Museum chronicles the history of Haymarket, most of which is itself a historical district, and the surrounding area.

1.4.10. High Hazard Dams

There are no high hazard dams in the town, however the western portions of the town may be impacted by a failure of the North Fork Wetlands Bank Dam, a High Hazard dam located northwest of the town.

1.5. Growth and Development Trends

The town has limited areas for growth due to its existing borders. There are several open areas within the town that could be developed, including along Washington Street (VA-28). Growth may also be infill development with businesses and housing units replacing existing structures, such as the recent redevelopment of property in the center of town that included building a Hilton brand hotel. While the growth trend for the surrounding area within Prince William County is upward, Haymarket will likely see slow and steady growth.

2. Jurisdiction Planning Process

For the 2022 NOVA HMP update, the Town of Haymarket followed the planning process described in [Section 2, Base Plan](#). In addition to providing representation to the Northern Virginia Hazard Mitigation Planning Group, the county supported the local planning process requirements by coordinating with representatives from other departments and agencies within its jurisdiction.

Table 9: Local Planning Participants

Name	Position/Title	Department/Agency
Al Sibert	Police Chief	Town of Haymarket Police Department

The town identified its chief hazard mitigation planning responsibility as representing the town in coordination with the Prince William representative to the Emergency Manager's Planning Group. The town also identified the following tasks as part of its mitigation planning responsibilities:

- Jurisdictional Planning Committee
- Planning Group resource/subject matter expert
- Hazard risk and vulnerability assessment
- Provide technical data and hazard information
- Capabilities assessment
- Mitigation strategy development
- Sponsor mitigation actions
- Review Plan drafts and provide input
- Public outreach activities
- Implementation of the plan
- Maintaining the plan

Town planning participants coordinated primarily by means of virtual meetings during the planning process, and as needed, independently to carry out planning activities completed through a series of worksheets that provided background information on the history of hazard events, hazard risks, and vulnerabilities, capabilities, and past mitigation efforts. Additional planning process documentation of the Planning Group meetings is included in the [Base Plan, Appendix A](#).

2.1. Public Participation

Several opportunities for public involvement were provided during the planning process, including a Public Hazard Survey and access to the draft plan for review and input. These opportunities were placed on the Ready Prince William Facebook page and the Prince William County Emergency Management Twitter account.

In addition to the survey, the public was offered the opportunity to review and provide input to the Draft 2022 Plan update. Notification of the Draft Plan release was made through the same social media accounts. Documentation of the public survey and draft plan review is included in [Attachment 3](#) of this annex.

3. Jurisdiction Specific Hazard Event History

The Town of Haymarket comprehensive hazard history is part of the Prince William County's history described in [Section 5, Base Plan](#). The diversity of the landscape increases the vulnerability to a variety of hazards, most notably flooding, severe storms, and winter weather.

The National Oceanic and Atmospheric Administration (NOAA) National Center for Environmental Information (NCEI) Storm Events Database includes 873 recorded natural meteorological events that took place in the county between January 1, 1950, and May 2021. Between 1996 and 2019, the NCEI Storm Events Database recorded 22 natural meteorological events in the Haymarket area. The county has been included in three Federal Disaster Declarations and emergencies between 2017 and May 2021.

Table 10: Federal Disaster and Emergency Declarations, 2017–2021

Declaration	Date	Hazard	Assistance Type
DR-4512-VA	4/2/2020 (continuing)	COVID-19 Pandemic	Individual Assistance, Public Assistance
EM-3448-VA	3/13/2020 (continuing)	COVID-19 Pandemic	Public Assistance (Category B)
EM-3403-VA	9/11/2018	Hurricane Florence	Public Assistance (Category B)

The Town of Haymarket submitted the following additional details related to significant hazard events since the 2017 plan. For all countywide events, see the [Prince William County Annex](#).

Table 11: Town of Haymarket Significant Hazard Events, 2017–2021

Date	Hazard	Event and Description
July 2018	Flood	Rain and heavy precipitation 5.02 inches of rain in 24 hours

4. Hazard Risk Ranking

After developing hazard profiles, the Town of Haymarket Planning Committee conducted a two-step quantitative risk assessment for each hazard that considered population vulnerability, geographic extent/location, probability of future occurrences, and potential impacts and consequences. The numerical scores for each category were totaled to obtain an Overall Risk Score, which is summarized as one of these risk and vulnerability classifications:

- **Low:** Two or more criteria fall in lower classifications or the event has a minimal impact on the planning area. This rating is sometimes used for hazards with a minimal or unknown record of occurrences or for hazards with minimal mitigation potential.
- **Medium:** The criteria fall mostly in the middle ranges of classifications and the event's impacts on the planning area are noticeable but not devastating. This rating is sometimes used for hazards with a high extent rating but very low probability rating. The potential damage is more isolated and less costly than a widespread disaster.
- **High:** The criteria consistently fall in the high classifications and the event is likely/highly likely to occur with severe strength over a significant to extensive portion of the planning area.

The two-step hazard risk ranking methodology is detailed in [Section 4.2, Base Plan](#). The Hazard Risk Ranking scores for the Town are provided in [Attachment 2](#) of this annex.

The Overall Risk Score for each hazard served as the basis for determining whether a vulnerability assessment should be conducted. Natural hazard profiles are presented within the hazard sub-sections in [Section 5, Base Plan](#), and local detail is provided in the jurisdiction annexes. Non-natural hazard profiles are presented in [Volume II of the Base Plan](#).

Table 12: Hazard Risk Ranking Summary, Natural Hazards

Hazard	Total Probability Score	Total Consequence Score	Overall Risk Score	Hazard Ranking
Winter Weather	3.7	3.5	7.2	High
Flood/Flash Flood	1.7	4.2	5.9	High
High Wind/Severe Storm	2.7	3.2	5.9	High
Tornado	1.3	4.3	5.6	Medium
Drought	2.3	3.2	5.5	Medium
Extreme Temperatures	3.0	2.5	5.5	Medium
Dam Failure	1.0	4.1	5.1	Medium
Earthquake	1.7	3.2	4.9	Medium
Wildfire	1.0	3.0	4.0	Low
Landslide	1.0	2.7	3.7	Low
Karst/Sinkhole/Land subsidence	1.0	2.5	3.5	Low

Table 13: Hazard Risk Ranking Summary, Non-Natural Hazards

Hazard	Total Probability Score	Total Consequence Score	Overall Risk Score	Hazard Ranking
Infectious Disease	3.0	5.8	8.8	High
Terrorism	1.0	6.4	7.4	High
Cyberattack	2.0	4.7	6.7	High
Civil Unrest	1.3	5.2	6.5	Medium
Hazardous Materials	1.3	3.9	5.3	Medium
Communication Disruption	1.3	3.7	5.0	Low
Active Violence	1.0	3.6	4.6	Low

Based on the hazard risk scores, the Town of Haymarket evaluated the level of risk for 18 hazards: 11 natural and 7 non-natural.

Eight natural hazards were identified as high or medium risk hazards to which the jurisdiction is vulnerable:

- **High:** Flood/Flash Flood, High Wind/Severe Storm, and Winter Weather
- **Medium:** Dam Failure, Drought, Earthquake, Extreme Temperatures, and Tornadoes

Five non-natural hazards were ranked as high or medium risk:

- **High:** Infectious Disease, Terrorism, and Cyberattack
- **Medium:** Civil Unrest and Hazardous Materials

All other hazards are ranked as “low,” signifying a minimal risk to the town.

4.1. Additional Hazard Risk Considerations

4.1.1. National Risk Index

The National Risk Index (NRI) is a dataset and online tool developed by FEMA and other partners to help illustrate communities in the United States at risk for 18 natural hazards.

Hazard risk is calculated on data for a single hazard type and reflects the relative risk for that hazard type and should be considered only as a baseline relative risk measurement for the purpose of a general comparison with the local hazard risk ranking in the Hazard Risk Ranking section of this annex.

In addition, some hazards are defined differently from the hazards in this plan, so a direct hazard-to-hazard comparison of risk is not able to be determined. The NRI is a county-level risk ranking, which includes the towns and is presented in [Annex 17: Prince William County, Section 4.1](#).

4.1.2. Non-Natural Hazards

Volume II of the *2022 Northern Virginia Hazard Mitigation Plan* addresses non-natural hazards identified by the town.

5. Vulnerability Assessment

The methodology for calculating loss estimates presented in this annex is the same as that described in [Section 4, Base Plan](#). Quantitative loss estimates are provided when available. Qualitative measurement considers hazard data and characteristics, including the potential impact and consequences based on past occurrences. Accompanying the data is a discussion of community assets potentially at risk during a hazard event.

The assets at risk were identified during the planning process as potential assets vulnerable to one or more hazards.

5.1. National Flood Insurance Program

The Town of Haymarket is a participant in the National Flood Insurance Program (NFIP).

Table 14: NFIP Status¹

Init FHBM Identified	08/09/1974
Init FIRM Identified	01/17/1990
Current Effective Map Date	01/05/1995
Reg-Emer Date	01/31/1990
Digital Flood Insurance Rate Map (DFIRM)/(Q3)	County Level Available

Table 15: NFIP Policy and Claims Status

Policies In-Force	Unknown
Premiums Paid	Unknown
Total Claims	Unknown
Total Payment	Unknown

Other hazard information for the Town of Haymarket is presented in the [Base Plan](#).

5.2. Population

Estimates of the number of residents in Prince William County vulnerable to each hazard are presented in the various hazard sections in the [Base Plan](#).

The Centers for Disease Control and Prevention's (CDC) Social Vulnerability Index (SVI) is a tool that can be used to identify specific vulnerable populations.

¹ FEMA NFIP Community Status Report, September 9, 2021

The Overall CDC SVI for Prince William County, including the Town of Haymarket, is presented in Annex 17: Prince William County.

5.3. Built Environment

Based on the best data currently available, the tables presented in this section provide a total number of exposed facilities and properties in relation to earthquake, flood, and hurricane wind.

Vulnerabilities include structures, systems, resources, and other assets defined by the community as susceptible to damage and loss from hazard events. The vulnerability of critical infrastructure is presented within the lifeline sector categories identified by FEMA.

5.4. Community Lifelines and Assets

Prince William County reviewed its community lifelines and assets to identify critical facilities, systems, and infrastructure that have the most significant risks and exposure. Vulnerabilities include structures, systems, resources, and other assets defined by the community as susceptible to damage and loss from hazard events.² The vulnerability of critical infrastructure is presented within the lifeline sector categories identified by FEMA.

Table 16: Vulnerable Community Lifeline Assets (in Thousands of Dollars)³

Sector	Total Number
Safety and Security	Replacement \$ for PD
Food, Water, and Sheltering	Undetermined
Health and Medical	Undetermined
Energy	Undetermined
Communications	Undetermined
Transportation	
Hazardous Materials	Undetermined

Table 17: Town of Haymarket Critical Facilities Exposed to FEMA identified Floodplains

Type of Critical Facility	Total Facilities	Located Within the 100-Year Floodplain	Located within the 500-Year Floodplain
Railway segments	3	2	3
Highway bridges	4	1	1
Highway segments	5	0	0
Police stations	1	0	0
Total	13	3	4

² Although Prince William County maintains a separate critical facilities inventory, information used in this analysis is extracted from the Hazus critical facilities database to maintain consistency with other jurisdictions.

³ Source: Hazus – Building Stock Exposure totals reflect data for those census tracts/blocks included in the study region.

5.5. Environment

Information related to environmental vulnerability is presented in the hazard-specific sections of the **Base Plan**.

5.6. Economy

Information related to economic vulnerability are presented in the hazard-specific sections of the **Base Plan**. Specific direct economic losses (in thousands of dollars) related to a 2,500-year 6.5 magnitude earthquake event are identified by Hazus for specific assets and presented in **Annex 17: Prince William County**.

5.7. Cultural/Historical

Information related to the vulnerability of cultural and historical assets are presented in the hazard-specific sections of the **Base Plan**.

The Town of Haymarket is designated as a historic district. Several landmarks in Haymarket are on the National Historic Register of Places as well as locally designated as landmarks.

Historic structures and sites are frequently more vulnerable to flood hazards due to the typical development of a city or town along waterways. Because removing historic structures from their original site affects their historical value, there are challenges to protecting these fragile sites.

6. Capability Assessment

The Town of Haymarket reviewed its legislative and departmental capabilities to identify resources, strengths, and gaps for implementing hazard mitigation efforts. Using a Capabilities Assessment Worksheet, the community documented existing institutions, plans, policies, ordinances, programs, and resources that could be brought to bear on implementing the mitigation strategy. The capabilities in relation to hazard mitigation were assessed in the following categories:

- Planning and regulatory
 - Implementation of ordinances, policies, site plan reviews, local laws, state statutes, plans, and programs that relate to guiding and managing growth and development
- Administrative and technical
 - Town staff and their skills and tools that can be used for mitigation planning and to implement specific mitigation actions
- Safe growth
 - Use of community planning through comprehensive plans as hazard mitigation to increase community resilience
- Financial
 - Resources that a jurisdiction has access to or is eligible to use to fund mitigation actions
- Education and outreach
 - Programs and methods that could be used to implement mitigation activities and communicate hazard related information

6.1. Capability Assessment Summary Ranking and Gap Analysis

The Town of Haymarket ranked the level of capability in relation to each assessment category as a means of identifying where elements could be strengthened or enhanced. Capabilities were ranked on a qualitative basis as demonstrated by the jurisdiction's authorities, programs, plans, and/or resources:

- **Limited:** The jurisdiction is generally unable to implement most mitigation actions.
- **Low:** The jurisdiction has some capabilities and can implement a few mitigation actions.
- **Moderate:** The jurisdiction has some capabilities, but improvement is needed to implement some mitigation actions.
- **High:** The jurisdiction has significant capabilities, as demonstrated by its authorities, programs, plans, and/or resources, and it can implement most mitigation actions.

Table 18: Capability Assessment Ranking Summary

Capability	Ranking
Planning and Regulatory	Low
Administrative and Technical	Limited

Capability	Ranking
Safe Growth	Moderate
Financial	Limited
Education and Outreach	Limited

6.1.1. Planning and Regulatory Capabilities Summary⁴

The Town has previously adopted a Comprehensive Plan (2008 – 2013) and a Capital Improvements Plan (2016-2021). The Town is committed to a well-balanced land use pattern and has established a Conservation District along North Fork Creek. Among other goals, the 2008 Comprehensive Plan recognizes the need to protect environmentally sensitive areas through land use planning. The Town's Zoning & Subdivision Ordinance (adopted in 2017) prohibits the use of flood prone land for residential occupancy or other uses that might endanger health, life, or property, or aggravate erosion of flood hazard.

Chapter 18 of the Town Code includes the Erosion and Sediment Control Ordinance of the Town of Haymarket that establishes requirements for the control of erosion and sedimentation. The ordinance adopts the regulations, references, guidelines, standards and specifications promulgated by the state soil and water conservation board for the effective control of soil erosion and sediment deposition to prevent the unreasonable degradation of properties, stream channels, waters and other natural resources.

The Town has also adopted the Virginia Uniform Statewide Building Code which is enforced by the Prince William County Department of Development Services (since January 2018). The Town requires zoning approval prior to submitting a building permit application. The Town's Site Plan Checklist includes requirements to submit stormwater management computations and storm drainage system details.

The Town is a stakeholder of the Prince William County Emergency Operations Plan.

Capability Analysis: Low

Some planning and regulatory tools are in place in the Town of Haymarket; however, they demonstrate a limited integration of hazard mitigation planning with existing planning mechanisms. Adding hazard mitigation strategies when these plans are updated provides an opportunity to increase planning and regulatory capabilities.

There are several planning and regulatory tools in place that could address flooding, which is one of the top hazards in the Town. These tools include the Town's Comprehensive Plan, Capital Improvements Plan, and Erosion and Sediment Control Ordinance.

The Town of Haymarket should continue to participate in the County Hazard Mitigation Working Group

6.1.2. Administrative and Technical Capabilities Summary

- Staff in the Planning & Zoning Office include a planner and engineer with an understanding of natural and non-natural hazards who are integrated into mitigation planning.
- Staff in the Planning & Zoning Office, Police Department, and elsewhere are familiar with the Town's hazards.

⁴ Source: Town of Haymarket jurisdictional capabilities assessment and Town of Haymarket website.

- The Town identified the following departments and agencies as key stakeholders in its hazard mitigation planning process and implementation of the plan:
 - Planning & Zoning Office
 - Police Department

Capability Analysis: Limited

To strengthen the administrative and technical capabilities of the Town, all agencies with a role in hazard mitigation should be incorporated into the PWC Hazard Mitigation Working Group to effectively coordinate issues that cross agencies, with participation, at minimum, in the annual review of the HMP. This integration will provide a high level of coordination for the purpose of mitigation planning and action implementation.

6.1.3. Safe Growth Capabilities Summary

- Growth guidance instruments such as future land-use policies and the zoning & subdivision ordinance discourage or prohibit development or redevelopment within flood prone areas.
- The 2008 Comprehensive Plan includes a transportation element that addresses the appropriate placement and use of transportation systems.
- The 2008 Comprehensive Plan includes initiatives that encourage appropriate development to protect ecosystems.
- The statewide building code provides for a Base Flood Elevation (BFE) sufficient to protect property from 100-year flood events.

Capability Analysis: Moderate

The Town of Haymarket has established a moderate level of safe growth regulatory and enforcement capabilities to limit or prevent inappropriate development in identified hazard areas and protect the natural environment. Additional enhancements to these capabilities include including provisions for mitigation of natural hazards in economic development or redevelopment strategies, and the inclusion of projects identified in the mitigation plan in the town's Capital Improvement Plan (CIP). The 2016-2021 CIP did not provide funding for projects identified in the 2017 HMP.

6.1.4. Financial Capabilities Summary

- The Town has limited authority to raise additional funding through general obligation bonds and impact fees for new development.
- The 2016-2021 CIP did not provide funding for projects identified in the 2017 HMP.
- The Town applies for applicable state and federal funding opportunities.

Capability Analysis: Limited

The Town continues to identify funding opportunities for mitigation activities.

6.1.5. Education and Outreach Capabilities Summary

- The Town conducts outreach through social media for a variety of events and topics, which could include hazard specific information for the community.

Capability Analysis: Limited

Jurisdictions have multiple opportunities to promote hazard mitigation and increase the involvement of stakeholders and the public. There is a critical need to inform the additional stakeholders and the public about the benefits of hazard mitigation planning and implementation. Many hazard mitigation educational tools and materials are available from state agencies and disaster preparedness and response organizations such as the American Red Cross, FEMA, and faith-based organizations with disaster response missions.

6.2. Capability Summary – Activities that Reduce Natural Hazard Risk or Impacts

As a component of the capability assessment, PWC identified activities related to each natural hazard that support risk reduction.

Table 19: Capability Summary – Activities That Reduce Natural Hazard Risk or Impacts

Hazard	Capability
Dam Failure (Including Levees)	<ul style="list-style-type: none"> All high-hazard dams in the county have emergency action plans for potential incidents.
Drought	<ul style="list-style-type: none"> Land use and environmental policies acknowledge the importance of protecting the natural environment.
Earthquake	<ul style="list-style-type: none"> State and international building codes provide for seismic design regulations.
Extreme Temperature	<ul style="list-style-type: none"> Public education can address preparedness to reduce risk.
Flood/Flash Flood	<ul style="list-style-type: none"> Floodplain administration and regulations ensure that inappropriate activities and future development in the floodplain are prohibited. Public education can address preparedness to reduce risk.
High Wind/Severe Storm	<ul style="list-style-type: none"> State and international building codes provide for wind loads and debris.
Karst/Sinkhole/Land Subsidence	<ul style="list-style-type: none"> Land use and environmental policies acknowledge the importance of protecting the natural environment.
Landslide	<ul style="list-style-type: none"> Land use and environmental policies acknowledge the importance of protecting the natural environment.
Tornado	<ul style="list-style-type: none"> Public education can address preparedness to reduce risk.
Wildfire	<ul style="list-style-type: none"> Public education can address preparedness to reduce risk.
Winter Storm	<ul style="list-style-type: none"> Public education can address preparedness to reduce risk.
Non-Natural Hazards	<ul style="list-style-type: none"> Public education can address preparedness to reduce risk.
Climate Change	<ul style="list-style-type: none"> Public education can address preparedness to reduce risk.

7. Resilience to Hazards

The National Risk Index (NRI) provides an overview of hazard risk, vulnerability, and resilience. The designation of “low risk” is driven by lower loss due to natural hazards, lower social vulnerability, and higher community resilience. The Town of Haymarket is included in the Prince William County NRI in [Annex 17: Prince William County](#).

7.1. New Hazard Risk Challenges or Obstacles to be Monitored in the Next Planning Cycle

The Town of Haymarket identified specific hazard challenges and obstacles to be monitored in the next planning cycle:

- The risk of cyber-related incidents on critical infrastructure and key resource sites.
- Impacts of climate change.
- Increases in the number of excessive rainfall events that impact new areas with flooding.

8. Mitigation Actions

8.1. Goals and Objectives

The Town of Haymarket Hazard Mitigation Planning Team adopted the regional goal statement presented in Section 8, Base Plan.

8.2. Status of Previous Actions

The Town of Haymarket monitors actions and tracks progress through the periodic review, evaluation, revision, and update of the NOVA HMP. All of the town's previous action items are ongoing.

Table 20: Status of Previous Mitigation Actions, Town of Haymarket

Previous Action Item #	Agency/Department Mitigation Action	Status
2017-1	Access roadway structures throughout town	Ongoing
2017-2	Employ warning systems	Ongoing
2017-3	RL and SRL outreach	Ongoing
2017-4	Stormwater inventory framework/monitoring system	Ongoing
2017-5	NFIP compliance	Ongoing

8.3. New Mitigation Actions

The Town of Haymarket County Hazard Mitigation Planning Team identified two new mitigation actions to include in this plan. **Attachment 4** of this annex includes a table that summarizes each action, describing the proposed activity, priority level, estimated cost, and lead agency.

Table 21: New Mitigation Actions, Town of Haymarket

2022 Action Item Number	Agency/Department Mitigation Action	Status
2022-1	Access Roads	Newly Identified
2022-2	Develop Evacuation Plan	Newly Identified

8.4. Action Plan for Implementation and Integration

The Town of Haymarket will work in coordination PWC Hazard Mitigation Working Group on the implementation of Mitigation Actions. The Town of Haymarket designated mitigation coordinator is responsible for implementing the mitigation plan on two levels: implementation of the jurisdiction's actions and facilitating the implementation of the multi-jurisdictional regional plan. Tasks to ensure that the jurisdiction's actions are implemented are integrated into the *Action Plan for Implementation and Integration* (which includes the prioritized list of Mitigation Actions) and plan maintenance procedures described in the next section.

The Action Plan for Implementation and Integration describes how the town's hazard mitigation risk assessment and goals will be incorporated into its existing plans and procedures.

Table 22: Action Plan for Implementation and Integration of Mitigation into Existing Plans and Procedures

Existing Plan or Procedure	Description of How Mitigation Will Be Incorporated or Integrated
Maintain regulatory requirements of the floodplain management program (NFIP).	Train identified town staff on the NFIP program and update town ordinances or plans as needed to help maintain NFIP requirements.
Identify opportunities for mitigation education and outreach.	Determine how the town's current outreach program can be used for mitigation and preparedness related outreach.
Review/update zoning codes for consistency with mitigation goals.	The Town will consider incorporating mitigation goals into the Zone and Subdivision Ordinance during the review process; however, some components of zoning codes cannot be changed as they are adopted at the Commonwealth level.
Maintain stormwater management plan requirement for development.	The Town will continue to require stormwater management plans as part of the plan of development process in conjunction with site plan or subdivision plan approval.
Develop emergency plans to address evacuation.	The Town, working with external stakeholders at the county and regionally, will develop an evacuation plan.
Maintain ongoing enforcement of existing policies.	The Town will continue to review all policies to ensure necessary enforcement requirements are being done.
Monitor funding opportunities.	The Town will continue to monitor all possible funding opportunities and work with the PWC Hazard Mitigation Working Group and other stakeholders to identify and expand previously untapped funding sources for mitigation projects as they are identified and eligible.
Incorporate goals and objectives into day-to-day government functions.	The Town will work with the PWC Mitigation Working Group and Town leadership to identify ongoing integration of mitigation activities, where applicable, in day-to-day government functions.
Incorporate goals into day-to-day development policies, reviews, and priorities.	The Town will work with the PWC Mitigation Working Group and Town leadership to continue to identify ongoing integration of mitigation activities, where applicable, in day-to-day development of policies, reviews, and priorities.

9. Annex Maintenance Procedures

The Point of Contact for the Northern Virginia Mitigation Planning Committee is the facilitator for the process to monitor, evaluate, and update the **NOVA HMP, Base Plan** and is responsible for initiating the annual activities, convening the Planning Committee, and providing follow-up reports to designated entities defined in the method and schedule for the plan maintenance process, as outlined in **Section 3, Base Plan**.

Table 23: Town of Haymarket Plan Maintenance Responsibilities for the NOVA Hazard Mitigation Plan (Base Plan)

Activity	Responsibilities
Monitoring the plan	<ul style="list-style-type: none"> • Represent the jurisdiction during the monitoring process. • Collect, analyze, and report data to the NOVA Planning Group. • Maintain records and documentation of all jurisdictional monitoring activities. • Help disseminate reports to stakeholders and the public. • Promote the mitigation planning process with the public and solicit public input.
Evaluating the plan	<ul style="list-style-type: none"> • Represent the jurisdiction during the evaluation process. • Collect and report data to the NOVA Planning Group. • Maintain records and documentation of all jurisdictional evaluation activities. • Help disseminate information and reports to stakeholders and the public.
Updating the plan	<ul style="list-style-type: none"> • Represent the jurisdiction during the planning cycle, including plan review, revision, and updating. • Collect and report data to the NOVA Planning Group. • Maintain records and documentation of all reviews and revisions of the plan by the jurisdiction. • Help disseminate reports to stakeholders and the public.

9.1. Maintenance of the Jurisdiction Annex

In addition to maintenance of the **NOVA HMP Base Plan**, the Town of Haymarket Mitigation Planning Coordinator will facilitate the method and schedule for maintaining the Town of Haymarket Jurisdiction Annex. The town's maintenance method and schedule may coincide with that of Prince William County and be conducted simultaneously.

9.1.1. Plan Maintenance Schedule

- **Monitor:** Annually and/or following major disaster(s)
- **Evaluate:** Annually and/or following a major disaster(s)
- **Update:** Annual tasks over the five-year planning cycle; planning process in the fifth year

Table 24: Town of Haymarket Annex Maintenance Procedures

Activity	Procedure and Schedule	Outcome
Monitoring the Annex	<ol style="list-style-type: none"> 1. Schedule the annual plan review with the jurisdiction planning team. 2. Review the status of all mitigation actions, using the Mitigation Action Implementation Worksheet (NOVA HMP Base Plan, Section 3, Attachment A). 	<ul style="list-style-type: none"> • Produce an annual report that includes the following: <ul style="list-style-type: none"> ▪ Status update of all mitigation actions. ▪ Summary of any changes in hazard risk or vulnerabilities and capabilities. ▪ Summary of activities conducted for the Action Plan for Implementation and Integration.
Evaluating the Annex	<ol style="list-style-type: none"> 1. Schedule the annual plan evaluation with the jurisdiction planning team. 2. Evaluate the current hazard risks and vulnerabilities, and hazard mitigation capabilities using the Planning Considerations Worksheet (NOVA HMP Base Plan, Section 3, Attachment C). 	<ul style="list-style-type: none"> • Submit the annual report to the Prince William County/NOVA HMP Planning Committee Point of Contact.
Updating the Annex	<ol style="list-style-type: none"> 1. Coordinate with Prince William County and the Northern Virginia jurisdictions to identify the method and schedule for the five-year update of the NOVA HMP. 2. Participate in the planning process. 3. Provide input related to the plan components. 4. Following FEMA Approvable Pending Adoption (APA) designation, adopt the updated plan. 	<ul style="list-style-type: none"> • Adoption of the FEMA-approved plan every five years helps maintain the jurisdiction's eligibility for federal post-disaster funding.

Mitigation actions presented in the Town of Haymarket Jurisdiction Annex may be reviewed, revised, and updated at any time.

The Town of Haymarket will continue to be a planning partner with multiple jurisdictions and regional entities, including Prince William County, to identify hazard mitigation opportunities that reduce risk to the hazards identified in this plan.

10. Annex Adoption

The Town of Haymarket Jurisdiction Annex will be adopted simultaneously with the adoption of the *NOVA HMP*.

11. Attachments

- Attachment 1: Adoption Resolution
- Attachment 3: Documentation of Public Participation
- Attachment 4: Mitigation Actions

11.1. Attachment 1: Adoption Resolution

[This page is a placeholder for the Adoption Resolution for this jurisdiction.]

11.2. Attachment 3: Documentation of Public Participation



Figure 5: Screenshot of Public Outreach



Figure 6: Screenshot of Social Media Public Outreach

Attachment: 17-B Town of Haymarket Annex - 2022 NOVA HMP FINAL (1) (6166 : Resolution #2023-009: Hazard Mitigation Plan)

11.3. Attachment 4: Mitigation Actions

Mitigation Action Matrix

Project No.	Agency/ Department Mitigation Action	Lead Agency/ Department/ Organization	Hazard	Funding Source	Target Completion Date	Interim Measure of Success	Priority	Comment	Current Status
2017-01	Access the roadway structure at various intersections throughout the Town of Haymarket to avoid repeated flooding.	Town of Haymarket Police Department	Dam Failure Earthquake	FEMA Unified Hazard Mitigation Assistance Funding, County funding	December	Identify funding sources by 2017	High	No	
2017-2	Continue to identify and employ a broad range of warning systems throughout the Town of Haymarket.	Town of Haymarket Police Department	All Hazards	UASI Funding, DHS grants, town/county funding	December 2020	Identify one new warning system to utilize by December 2017	High	No	Ongoing
2017-3	Conduct annual outreach to each FEMA-listed repetitive loss and severe repetitive loss property owner, providing information on mitigation programs (grant assistance, mitigation measures, and flood insurance information) that can assist them in reducing their flood risk.	Town of Haymarket Town Manager	All Hazards	FEMA Unified Hazard Mitigation Assistance Funding for qualified structures	Ongoing	Develop outreach materials, or identify appropriate outreach materials for dissemination by June 2018	Medium	No	Ongoing
2017-6	Review locality's compliance with the National Flood Insurance Program with an annual review of the floodplain ordinances and any newly permitted activities in the 100-year floodplain. Additionally, conduct annual review of repetitive loss and severe	Town of Haymarket Police Department	Flood Earthquake	General funds	Ongoing	Establish a schedule of review and review committee (if necessary) by June 2017	Medium	No	Ongoing

Project No.	Agency/ Department Mitigation Action	Lead Agency/ Department/ Organization	Hazard	Funding Source	Target Completion Date	Interim Measure of Success	Priority	Comment	Current Status
	repetitive loss property list requested of VDEM to ensure accuracy. Review will include verification of the geographic location of each repetitive loss property and determination if that property has been mitigated and by what means. Provide corrections if needed by filing form FEMA AW-501.								
2017-7	Establish a schedule of review and review committee (if necessary) by June 2017.	Town of Haymarket Town Manager and Building Official	All Hazards	FEMA Unified Hazard Mitigation Assistance Funding for qualified structures	December 2018	Research and identify applicable funding mechanisms to develop the plan	Low	No	
2022-1	Assess Crossroads Village Center construction impact on flooding once construction is complete.	Haymarket Police Department and Town of Haymarket Planner	Flood Karst/Sinkhole/Land Subsidence	Town and County funding	December 2025	Identify Flood Prone areas by December 2023.	Low	Groundbreaking has just begun.	
2022-2	Develop evacuation and safe shelter plan for town businesses and citizens.	Haymarket Police Department and Town of Haymarket Planner	Dam Failure Earthquake High Wind/Severe Storm Tornado Wildfire Winter Weather	Town and County funding	December 2025	Have safe shelter areas identified by December 2023.	High		

Attachment: 17-B Town of Haymarket Annex - 2022 NOVA HMP FINAL (1) (6166 : Resolution #2023-009:

Resolution # 2023-009
Adopting the
2022 NORTHERN VIRGINIA HAZARD MITIGATION PLAN and
TOWN OF HAYMARKET ANNEX

***Whereas**, the Town of Haymarket recognizes the threat that natural hazards pose to people and property within our community; and*

***Whereas**, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and*

***Whereas**, an adopted Local Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and*

***Whereas**, the Town of Haymarket resides within the Planning Area, and fully participated in the mitigation planning process to prepare this Local Hazard Mitigation Plan; and*

***Whereas**, the Virginia Department of Emergency Management and Federal Emergency Management Agency, Region 3, officials have reviewed the Northern Virginia Hazard Mitigation Plan and approved it contingent upon this official adoption of the participating governing body; and*

***Now, therefore, be it resolved**, that the Town of Haymarket hereby adopts the Northern Virginia Hazard Mitigation Plan and the Town of Haymarket Annex as an official plan; and*

***Be it further resolved**, The Town of Haymarket will submit this Adoption Resolution to the Virginia Department of Emergency Management and the Federal Emergency Management Agency, Region 3, officials to enable the Plan's final approval.*

Passed: June 5, 2023

Kenneth Luersen, Mayor

Attest:

Kimberly Henry, Clerk of the Council

Attachment: Resolution 2023-009 Hazard Mitigation Plan (6166 : Resolution #2023-009: Hazard Mitigation Plan)



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

Staff Report

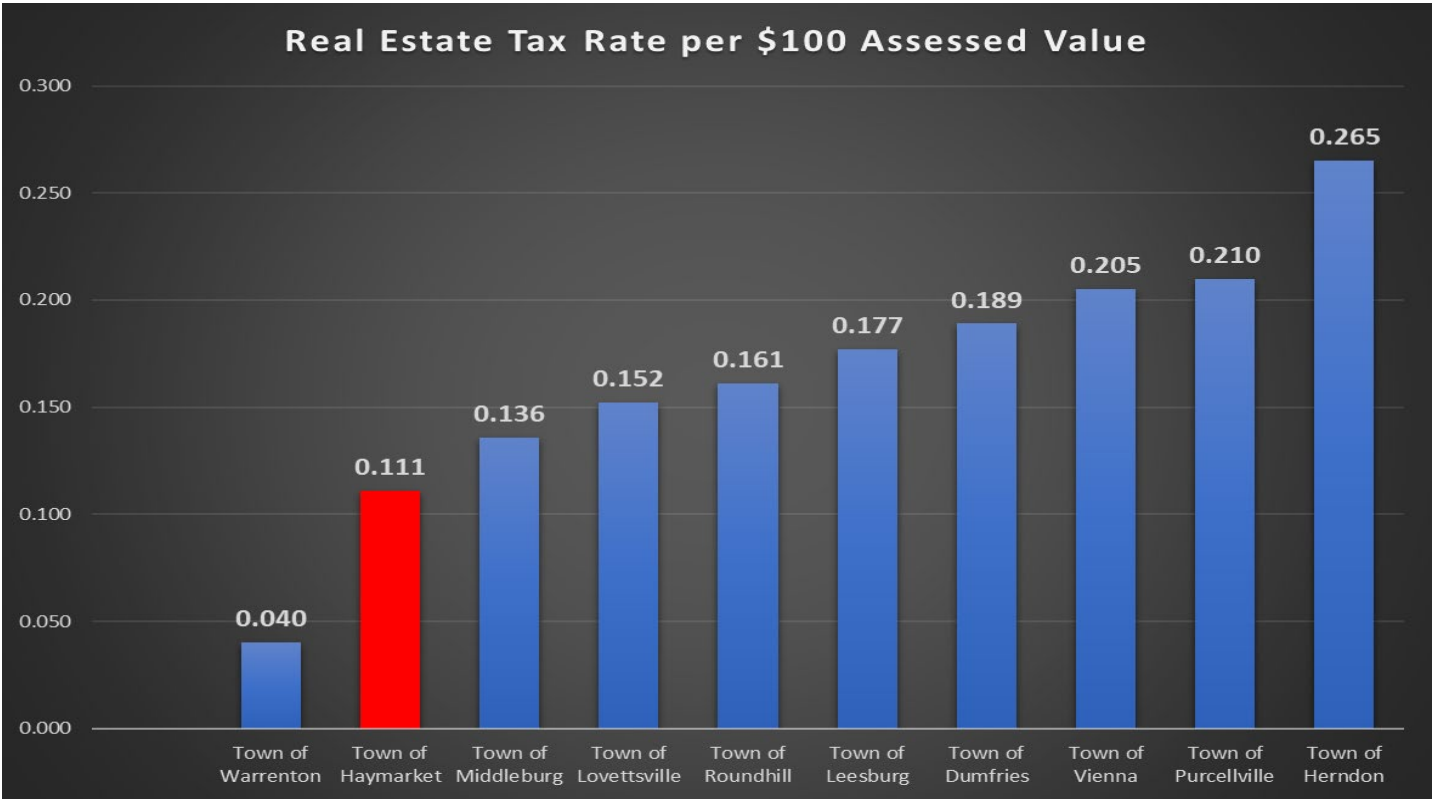
To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Re: Proposed FY2024 Real Estate Tax Rate

Staff has proposed to reduce the Real Estate Tax rate for FY2024 from its current rate of \$0.115/\$100, down to \$0.111/\$100. The current proposed budget presented to Council on February 27, 2023, was drafted using the proposed \$0.111/\$100 real estate tax rate.

The proposed reduction in the real estate tax rate would reduce the tax burden on Town residents real estate tax in the coming year, considering the increase in Property Assessments due to the Town's growth in the commercial districts. With the proposed rate of \$.111/\$100, the Town residents' tax bill would be similar to last year's invoice with a minimal deviation. Staff was able to propose this reduction while also proposing the FY24 budget that enhances operational needs and continue to address Town projects and priorities for the coming year.

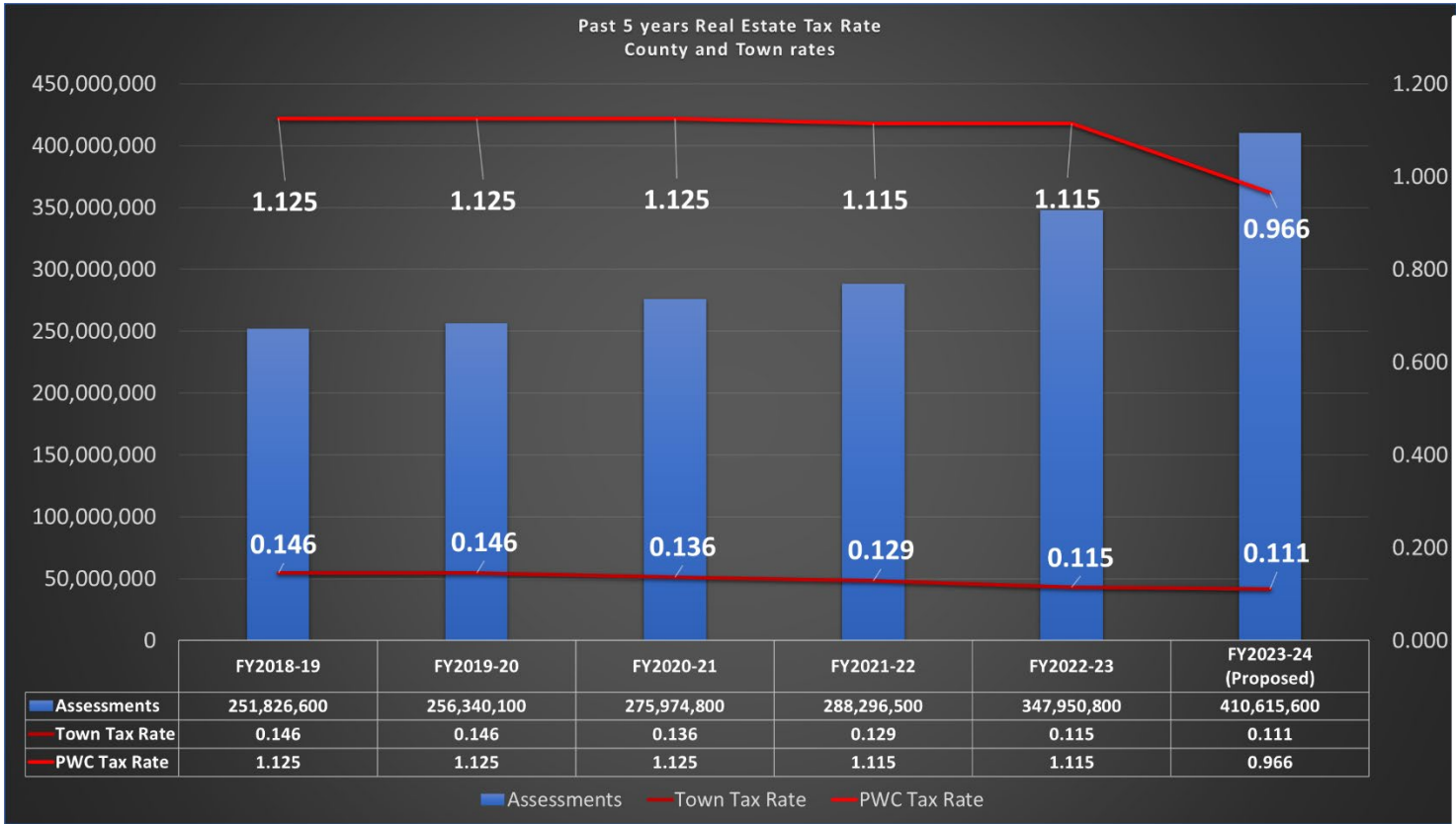
The Town real estate tax has continued to be one of the lowest amongst our neighboring localities and while maintaining a high level of service to the community. The proposed rate will allow for the additional revenue to be collected primarily from the commercial parcels, not the residential parcels. Below is a look at how the Town of Haymarket compares to the neighboring localities.

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



In the past 3 years the Town of Haymarket has also taken in consideration that Town residents have had to also pay County real estate taxes. Which up until this coming FY2024 budget have not been reduced. Considering the yearly increases the County has seen in the past 3 years specifically, Town Council has made it possible to reduce the Town’s real estate tax rate to offset the significant assessment increases many residents within the Town have experienced.

Below is a graph that shows the past 5 years of Town real estate tax rates in comparison to the County real estate tax rate. In the graphical representation you will see the Town’s tax rates trending downward as the Mayor and Council have worked diligently to adjust the rate and aid in offsetting the increased property assessment rates.



Attachment: Memo to Council - FY2024 Public Hearing for Real Estate Tax Rate (6171) : Resolution #2023-010: Adoption of FY24 Real Estate Tax



RESOLUTION #2023-010

**RESOLUTION TO ADOPT THE REAL ESTATE TAX RATE FOR THE FISCAL YEAR
BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.**

WHEREAS, the Real Estate Tax Rate for FY 2023-2024 was advertised on April 20, 2023 and a public hearing was held on May 1, 2023, in accordance with Section 58.1-3321 of the Code of Virginia;

NOW, THEREFORE, BE IT RESOLVED by the Town Council for the Town of Haymarket, Virginia, meeting in regular session this 5th day of June 2023, adopts real estate the tax rate at \$0.111 per \$100 in this Resolution.

**Haymarket Town Council
Real Estate Tax Rate Adoption Resolution #2023-010**

**BY ORDER OF THE HAYMARKET TOWN COUNCIL
Done this 5th day of June 2023**

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

Kenneth Luersen, Mayor

ATTEST:

**Kimberly Henry
Clerk of the Council**



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

Joe Schulingkamp
U.S. EPA Region 3
1600 John F. Kennedy Boulevard
Philadelphia, PA 19103-2852

Subject: Town of Haymarket Request - Technical Correction Request

Dear Mr. Schulingkamp:

The Town of Haymarket is requesting a technical correction to the CDS appropriated by Congresswoman Wexton for the Town of Haymarket Stormwater Assessment project. The request is to change the Grantee from Town of Haymarket to Prince William County, who will be facilitating the Stormwater Assessment project on behalf of the Town of Haymarket. Please let this letter serve as verification that both parties are in agreement with the change in Grantee (See signatures below).

If you have any questions, please contact Emily L. Kyriazi, Town Manager, Town of Haymarket at (571) 469 - 0323.

Sincerely,

Emily L. Kyriazi
Town Manager and Zoning Administrator
Town of Haymarket

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