



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 4, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance - Troop # 924

III. Invocation: Pastor Mark Brady - Park Valley Church

IV. Business Spotlight: Crumbl Cookie - Cami Fairbanks and Alli Bohls, Owners

V. Community Spotlight: Eileen Smith - Haymarket Food Pantry

VI. Recognitions and Awards

VII. Public Hearing

1. Public Notice
2. Citizen Comment
3. Close Public Hearing

VIII. Citizens Time

IX. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Oct 30, 2023 7:00 PM
2. Mayor and Council - Regular Meeting - Nov 6, 2023 7:00 PM

B. Department Reports

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

C. Liaison Reports

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

X. Agenda Items

1. Consideration of Resolution # 2023-006, # 2023-007 and # 2023-013
2. Board of Zoning Appeals Vacancy
3. Mobile Food Establishment Ordinance

XI. Councilmember Time

1. Councilmember Matt Gallagher
2. Councilmember Mary Ramirez
3. Councilmember Marchant Schneider
4. Councilmember Alexander Beyene
5. Councilmember Joe Pasanello
6. Vice Mayor Tracylynn Pater

7. Mayor Ken Luersen

XII. Adjournment

**TOWN OF HAYMARKET
NOTICE OF PUBLIC HEARING
FOR GENERAL CIRCULATION**

Notice is hereby given that the Town Council of the Town of Haymarket will hold a Public Hearing on Monday, December 4, 2023 at 7:00 P.M. in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, to consider the adoption of general and comprehensive amendments to the Town Comprehensive Plan. The proposed amendments to the Town Comprehensive Plan include adding a Resource Protection Area (RPA) map, updating the potential erosion hazards map, and updating the language regarding potential erosion hazards in Haymarket.

The Comprehensive Plan draft is available on the Town's website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. The Town of Haymarket does not discriminate on the basis of disability in admission or access to its programs and activities. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk at the above address or by telephone at the above number.

If you wish to comment but cannot attend the public hearing, please send your comments to the Clerk of the Council, Kim Henry, by December 4, 2023 at 4:30pm, via email Khenry@townofhaymarket.org or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.



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, October 30, 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: Remote, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present, Council Member Matthew Gallagher: Present.

II. Pledge of Allegiance

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

III. Swearing In Ceremony: Oath of Office - Matthew Gallagher

At this time, Circuit Court Clerk Jaqueline Smith gave the oath of office to Matthew Gallagher, the newest member of the Town Council. While Mr. Gallagher was signing his oath, Councilmember Schneider shared with the audience that Mr. Gallagher was being sworn in to replace a Councilmember who moved out of the Town of Haymarket requiring this Councilmember to resign. Mr. Schneider continued that the Town Council conducted an interview meeting with 4 qualified candidates and at their last meeting appointed Mr. Gallagher to the Town Council.

IV. Agenda Items

1. October Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for questions on the monthly financial report. There was a short discussion on the engineering pass through fees and debt service. Mr. Gonzalez shared that when Council was working on this year's budget, there was some accounts set up as money markets such as the ARPA funds and others having no interest. He stated that the Town is starting to see substantial increases in their interest returns. He also shared that there is an escrow account that is a regular checking account. Mr. Gonzalez shared that the with all the projects going on with all the proffers coming in from Van Metre and Pulte, the Town has a substantial balance. Mr. Gonzalez asked the Town Council for permission to turn the general account from the proffers into a premium money market account with the bank to take advantage of the interest rates. He also asked permission to move funds in the general account that exceeds a certain balance in the operating account to the premium money market account. A discussion followed on the subject. Councilmember Pasanello shared that as a member of the Finance Liaison Committee, he would wanted this to come to the full body for approval but also he would like the Council to look at the Treasurers job description as he feels this should be part of his job to make these decisions without bringing to the Council so that he could take advantage of the opportunities sooner as long as the finance liaisons are aware of his actions. Mr. Gonzalez stated that he could make this part of his monthly report so that the Council could see the transfers. A discussion followed.

2. Mobile Food Establishment Ordinance

Town Treasurer Roberto Gonzalez lead the conversation on this subject. He stated that the Town currently does not have an ordinance that addresses food trucks or mobile food units. He stated that this partnership is one that someone would see at breweries. Mr. Gonzalez shared that the current ordinance the Town has refers to Itinerant Merchant annual fee of \$500. He provided a draft ordinance for Council to review that would address this. He stated that he is currently working with the Deputy Clerk to keep track and notify the breweries that have food trucks at their business for events and such are not in compliance with the Town ordinance and providing the steps required for the food truck to operate at the brewery. Mayor Luersen stated

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that since this ordinance was not part of the packet for review, he would like this to be part of a deeper discussion once the Council has a chance to review the document. Discussion followed on the subject. Mr. Gonzalez stated that he is looking forward to any questions or suggestions from the Council. He also shared that the Council would need to hold a public hearing on this subject and that his goal would be to have this in place at the beginning of the next year.

3. Budget Amendment: Resolution #2023-014

Town Treasurer Roberto Gonzalez shared that the dealership the Town purchased the Police truck from had not received payment. He stated that upon further investigation, the check was stolen and was fraudulently cashed. Mr. Gonzalez also shared that this is an open case and a claim has been filed with VRSA but the dealership is in need of payment. Mr. Gonzalez stated that this budget amendment is for payment of the truck as it is in the Town's possession. A discussion followed on the subject. Mr. Gonzalez shared that the Town has not been the only locality falling victim to this. He also shared that he is looking at the Town's policy and procedure on payables. Discussion followed on various scenarios on changing the Town's payment policy.

4. Military Banner Program

Town Manager Emily Kyriazi shared some background on the military banner program. She stated that the program started years ago as an Eagle Scout project for families wanting to honor or memorialize their loved ones by purchasing a military banner. She stated that the Town would maintain the banner by putting them up and taking them down each year but has never developed a full maintenance program for the banners. She said what the Town did not foresee was the deteriorating condition of material when hung during the summer heat or storms which would damage the banner. Mrs. Kyriazi also stated that the Town does not have a designated budget to replace these banners. She shared that since these were purchased by family members, some feel strongly about the Town replacing them. She shared also that there are enough poles to expand the program but would like direction from the Council and establishing maintenance and who would be responsible for replacement of damaged banners. A discussion followed on replacement and maintenance of the banners. After the discussion, there was a consensus of the Town Council and Staff to revisit and work on this program at the first of the year in anticipation of offering it to the citizens around March 1 for a Memorial Day unveiling of new banners.

5. Chesapeake Bay Preservation Act Updates - Request to Schedule a Public Hearing

Town Planner Thomas Britt addressed the Town Council on the Chesapeake Bay Preservation Act updates that is required by the State Department of Environmental Quality. Mr. Britt gave a brief history on the CBPA and compliance with DEQ. He stated that these items have been reviewed by the Planning Commission with their recommendation to forward to the Town Council. A discussion followed on the various items submitted by Mr. Britt. After the discussion, Mr. Britt asked to proceed with a public notice for a public hearing at the Town Council December 4th Town Council meeting. With no objections, the Town Council gave directive for Mr. Britt to proceed with the public notice.

6. Board of Zoning Appeals Vacancy

With the appointment of Matthew Gallagher to the Town Council, Town Manager Emily Kyriazi shared that this now opens up a vacancy on the Board of Zoning Appeals. Mrs. Kyriazi stated that staff reached out to an applicant that was interested in the Town Council vacancy about the BZA vacancy. She stated that the individual has expressed an interest to serve. A discussion followed on the subject. The Town Council asked staff to advertise the position before proceeding with the recommendation to the Circuit Court.

V. Adjournment

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

1. Motion to Adjourn

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

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Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Ken Luersen, Mayor

DRAFT

Minutes Acceptance: Minutes of Oct 30, 2023 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 6, 2023

7:00 PM

Council Chambers

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

Vice Mayor TracyLynn Pater called the meeting to order.

I. Call To Order

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

II. Pledge of Allegiance

Vice Mayor Pater invited everyone to stand for the Pledge of Allegiance.

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

Vice Mayor Pater introduced Pastor Tim McGowan and invited him to the podium to give the evening's invocation.

IV. Youth in Government Presentation

Vice Mayor Pater gave the floor to Councilmember Ramirez who gave a brief presentation on the Youth in Government program that she recently organized and conducted. She stated that they opened up the application process late August and received 14 applicants from various middle schools. She stated the layout of the program was 4 weeks. The first week was an introduction meeting with staff, Mayor Luersen and Vice Mayor Pater. At this first meeting, the mentors shared their roles and responsibilities. The scenario for the program was created. Councilmember Ramirez continued to the second meeting, where the students made their own agenda and started researching the options. The third week, the students conducted their own mock Work Session. And the final meeting, the students held a mock Council meeting with public input and a decision was made. In conclusion, Councilmember Ramirez shared that she felt that the students learned a lot and is looking forward to possibly hosting another event in the near future. She thanked the staff for the planning, particularly Town Manager Kyriazi and Deputy Clerk Elswick along with Vice Mayor Pater for the endless planning prior and during the sessions.

V. Haymarket Day Recap and Recognitions

Town Manager Emily Kyriazi recognized Chief Al Sibert and Town Clerk Kim Henry for their recent anniversaries. At this time, Mrs. Kyriazi gave the floor to Rachel Sawyer, the event coordinator who gave a brief report on Haymarket Day. Mrs. Sawyer shared despite the wind and very few hiccups, Haymarket Day was a huge success again this year. She stated that she spoke several vendors and shared that they were all pleased with the success of the day. She thanked everyone for their help and the collective knowledge that made the day a successful one. Mrs. Sawyer opened the floor for any questions. Vice Mayor Pater congratulated Mrs. Sawyer for the incredible job she did organizing the event.

VI. Citizens Time

Gainesville District Board of Supervisor Bob Weir approached the podium reminding everyone of the general election the next day. He provided some updates on a couple things going on from the County level. He shared that the initial gateway hearing and voting from the County Planning Commission is scheduled for Wednesday of that week. He stated that the subject is to be before the Board of Supervisors in December. He also that the County budget season is about to get started and encouraged Council to bring any items that they would like help with in funding to him.

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VII. Consent Agenda

Prior to proceeding onto the Consent Agenda, Vice Mayor shared that Councilmember Schneider was in route and would like to be present for the discussion of Agenda Item #2 - Policy and Procedures Revision. There was a consensus of Council to move that item to #3 to give Mr. Schneider sufficient time to be present.

Vice Mayor Pater asked if anyone would like to pull any items from the Consent Agenda. The Treasurer's Report and the Police Chief Report was pulled for discussion.

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

After the discussion on the pulled items, Councilmember Pasanello moved to adopt Consent Agenda items B:2-3. Councilmember Gallagher seconded the motion. The motion carried.

A. Minute Approval

- 1. Mayor and Council - Work Session - Sep 25, 2023 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	Mary Ramirez, Council Member
AYES:	Joe Pasanello, Matthew Gallagher, Alexander Beyene, Mary Ramirez
ABSENT:	Marchant Schneider

- 2. Mayor and Council - Closed Session/Regular Meeting - Oct 2, 2023 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	Mary Ramirez, Council Member
AYES:	Joe Pasanello, Matthew Gallagher, Alexander Beyene, Mary Ramirez
ABSENT:	Marchant Schneider

B. Department Reports

- 1. Town Administration Report
- 2. Town Treasurer Report

Councilmember Beyene asked the Town Treasurer if the accounts presented in the report are single accounts. Mr. Gonzalez stated that they were but intends on having a conversation on moving funds to CD or Money Market accounts. There was a discussion on what the bank will insure. Mr. Gonzalez stated that he can reach out to bank and get a report on how much they will insure. Councilmember Pasanello asked Councilmember Beyene his concerns. Mr. Beyene stated that he would like to see diversification among other banks particularly if the Town will only insure up to a certain amount.

- 3. Police Chief Report

Councilmember Beyene asked Chief Sibert about the out of town activity that was on his report. Mr. Beyene also noticed the response time and asked the Chief for an explanation. Chief Sibert stated that the response is an average but that it is a good average. Mr. Beyene commented that this is one of benefits of having a local police department.

Lastly, Mr. Beyene recognized the code violations, in particular the crosswalk violations. He stated that from personal experience that drivers are not yielding to pedestrians and wondered if the Chief could have the department enforce that code. Chief Sibert stated that the department has been addressing the crosswalks most recently in their traffic patrol but will have his officers write the violation for crosswalk rather than another traffic violation.

Councilmember Ramirez followed up with the crosswalk pedestrian safety. She asked if there has been some preventive measures to ensure safety. Chief Sibert shared that he has been working with the Town Manager on some upgrades that will be beneficial. There was also a discussion on a target time that shows a larger volume of traffic in Town. Chief Sibert shared that the highest volume of traffic is in the 4-5 pm time frame. A discussion followed on the support that the Chief needs during that time.

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- 4. Town Engineer Report
- 5. Town Attorney Report

C. Liaison Reports

Vice Mayor Pater asked if Council would like to pull any items from the Consent Agenda. Co

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

After the discussion, Councilmember Pasanello moved to adopt Consent Agenda items B:2-3. Councilmember Gallagher seconded the motion. The motion carried.

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

VIII. Agenda Items

1. Budget Amendment: Resolution #2023-014

Town Treasurer Roberto Gonzalez shared that the budget amendment before the Town Council was to help recover the funds from the stolen check on the purchase of the police cruiser. He stated that a claim has been filed with VRSA insurance. He stated that he created a line item for this particular check for transparency and audit purposes.

Councilmember Pasanello moved that the Haymarket Town Council approve an appropriation to the Fiscal Year 2023-2024 budget as designated by Resolution #2023-014. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

2. Prince William County Stormwater Grant Match

Town Manager Emily Kyriazi stated that she wanted to update the two newest members of Council on this subject. She shared that approximately 2 years, the Council was interested in getting some assistance from Prince William County public works to evaluate the Town's stormwater management system. She stated that the Town has several stormwater management systems that should be run by the respective HOA's that are possibly showing some failures due to age or overall maintenance. She shared that the Town has one system specifically that's not under any HOA management but should be maintained by someone. She shared that the HOA never came to fruition on the development on the south side of Jefferson Street commonly known as the 18th century homes. She shared that the Town worked with the County and had a team of professionals evaluate the system and the area. She shared that the team guided the Town into applying for this grant or working with them so that the Town could get some grant funding. Mrs. Kyriazi shared that the Town has received assistance from the County. She shared that the County has reached out because the Town agreed to a local match with them. She stated that the local match is \$40,000. Mrs. Kyriazi stated that they will be taking this matter to the Board of Supervisors at their November 28th meeting. She stated that the payment will need to be made following that meeting in December. She stated that she wanted to bring this to everyone's attention and for having their team make the assessment and working with contractor and learn more about the deficiency and the steps that need to be taken. A discussion followed on the subject. Mrs. Kyriazi shared instances in previous summers that the system was burdened when there was a torrential storm and flash flooding would take place. The discussion continued on the subject.

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3. Policy and Procedures Revision - Payables Policy

At this time, Councilmember Pasanello suggested that the Council move on to Councilmember Time while waiting on Councilmember Schneider's arrival since he wanted to be present during this discussion. After Councilmember Time, Mr. Schneider had not arrived so they continued on with the Policy and Procedures agenda item.

Vice Mayor Pater gave the floor to Town Treasurer Roberto Gonzalez on any updates. Mr. Gonzalez shared that he received feedback from the finance liaisons on making the policies and procedures more clearer in regards to authorized signatures on checks. He stated that he wanted to clear up the policy from 2016 to be more transparent and fiscally responsible. He also stated that there was an addition to the policy by sending any checks in the amount of \$10,000 or more would be sent via certified mail with a sign receipt. A discussion followed on the policy on making electronic payments whenever possible. Mr. Gonzalez stated that he will make ACH payments whenever possible. Mr. Gonzalez shared other procedures that were recently put in place.

Councilmember Pasanello moved that the Haymarket Town Council accept the payables, receivables, and check signing policy effective November 6, 2023. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.

Town Treasurer Roberto Gonzalez also discussed the subject of the transferring of funds. The discussion was a carryover from the Work Session, directing Mr. Gonzalez as the Treasurer would be able to convert the existing escrow account into a premium money market and also transferring funds from the General Operating account to a higher interest return account. Mr. Gonzalez shared that he would recommend that the first initial transfer be set up as a 9 month CD because of the higher interest rate. Discussion followed on the recommendations that Mr. Gonzalez proposed. After the discussion, the Town Council gave the directive for Mr. Gonzalez to proceed once he checks with the bank in the FDIC insurance with the bank and presents that to the finance liaisons. The finance liaison committee will report back to the Council in their reports.

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

IX. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater reminded everyone how important for their voice to be heard by getting out and voting at the upcoming election. She also thanked Chief Sibert and Ms. Henry for their years of service to the Town. She thanked everyone who participated in the last Haymarket Day and its success. She reminded and encouraged everyone to stop by the Town's museum to support the Crossroads Art Alliance. Ms. Pater shared that there are 2 more Sundays left for the Farmer's Market for the season. She shared information on the Town's Christmas and Holiday Event and Operation Santa Claus sponsored by the Police Department.

2. Councilmember Beyene

Councilmember Beyene reminded everyone about the elections the next day. He shared a little about himself during this time so that the citizens are informed when they go to the polling place.

3. Councilmember Pasanello

Councilmember Pasanello congratulated both Ms. Henry and Chief Sibert on their respective employment anniversaries. He also thanked Supervisor Weir for coming to this evening's meeting to share some topics prior to the election and encouraged everyone to get out and vote. He thanked and congratulated everyone involved with the Youth in Government program, particularly the youth.

4. Councilmember Schneider

Councilmember Schneider was not present at this time to give his report.

5. Councilmember Ramirez

Councilmember Ramirez again thanked everyone involved in the Youth in Government program and that she was looking forward into getting all the feedback from the exit surveys. She also encouraged everyone to get and vote on November 7th.

6. Councilmember Gallagher

Councilmember Gallagher thanked the Council and Staff on their thoughts, prayers and gift on the passing of his mother. He stated that he was able to tell her of his appointment to the Town Council before her passing which meant a lot to her. Mr. Gallagher reminded everyone about Veteran's Day at the end of the week. He thanked the veteran's in the Town and surrounding area for their service to the nation.

X. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Nov 6, 2023 7:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Civic Plus: Meetings and Agendas	Emily K		Shipment of all equipment			Signed with Civic Plus to move our Agendas and Minutes Database/System from MinuteTraq to CivicPlus. Working with the CivicPlus team to create the Meeting Agenda Templates and build framework on the back end of the site.
RFP for Sidewalk	Emily K/Thomas B					RFP to be posted week of October 2nd for Bids to be submitted. RFP will remain open for 30 days. Site plan for sidewalk is under planning review 11-3-2023. The Town Engineer and Town Manager are in the review process and provide a recommendation to the Town Council. Working with the Engineering Groupe on a change order discussion/request regarding the Crosswalk Study, Landscape Plan and Lighting Plan. Meeting with the Town Engineer to discuss finalizing the review of the bids.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater					Communications Strategy was presented to the Town Council on 7/31, Town Manager and the Vice Mayor will be working in the implementation of the Strategy over the next 8 months and provide feedback monthly
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, the County has reached out to determine if the Town is still able to meet the 20% match, TM is coordinating with the County UPDATE Following up with the County regarding the request for the \$40,000 grant match to proceed with the Stormwater Grant. Will discuss with the Town Council RE: submitting the grant match. Awaiting notice from the County on when and how to submit the match
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Town Manager scheduled a meeting with Richard Weinmann, PWC Traffic Safety Engineering Branch Manager, to discuss the Quiet Zone program and its current status. Town to work on identifying pedestrian improvement projects for the Safe Streets 4 All Grant. Quiet Zone Grant will still be moving forward, however, based on recent incidents at the private crossing, the likelihood of receiving the Quiet Zone is unknown.

Attachment: Monthly Report December 2023 HO HO HO (6389 : Town Administration Report)

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

Attachment: Monthly Report December 2023 HO HO HO (6389 : Town Administration Report)

Personnel Manual Meeting	Emily/Roberto/ Chief/Chris M					Town Attorney reviewing the Personnel Manual and will provide suggestions Will meet with the Town Attorney and Team early Dec to discuss
Land Use Planning Department						
Playground Shade Structure	Emily K.					Shade removed from the park playground
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. UPDATE 11/27 The SWPPP has been submitted to the Town
Highpointe at Haymarket	Emily K, Katie, Thomas					7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acre of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. UPDATE 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant
Robinson's Paradise	Thomas					11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. UPDATE 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon.
Van Metre -- Robinson Village	Emily K, Thomas					7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff UPDATE 11/27 Town Staff preparing first round of comments on As-Built

Attachment: Monthly Report December 2023 HO HO HO (6389 : Town Administration Report)

Crossroads Village Center	Emily K					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. UPDATE 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 9/26 As built and landscaping bond review continue. 10/30/2023 The landscaping bond will be given 30% release. UPDATE 11/27 30% release given for the landscaping bond.</p>
Taco Bell	Thomas					<p>7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. UPDATE 10/30-11/27 construction continues</p>
Crossroads Village, Kiddie Academy	Thomas					<p>4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting. 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. UPDATE 11/27 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence mid-December to early January</p>
Haymarket Lifetime Smiles	Thomas					<p>6/1/2023: Preliminary Site Plan for dentist office submitted to Town. Second preliminary submission currently under review by Town Planner and Town Engineer. Location of the Lifetime Smiles dentist office is behind Chick Fil A and The Fauquier Bank by the Quarles Property. 9/26 Preliminary Plan to be signed soon once the conditions in the Town Engineer's approval letter are met. 10/16 Preliminary Site Plan approved, Final Site Plan received first submission comments from Town Staff. 10/30: The Town Planner and Engineer have met with J2 Engineers to review the second submission of the final site plan. Town Staff to place the final site plan on the November PC Agenda. UPDATE 11/27 Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission.</p>

Attachment: Monthly Report December 2023 HO HO HO (6389 : Town Administration Report)

Pulte Townhomes at CVC	Thomas					<p>4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC UPDATE 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots. UPDATE 10/16 Town Planner has given construction release for 9 more lots. UPDATE 11/27, Town Planner has given zoning release for occupancy for 10 more lots, and construction release for another 10 lots. Town awaiting proffer checks for the latest 10 lots given construction release.</p>
Bleight Drive Townhomes	Thomas					<p>4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC UPDATE 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon.</p>
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					<p>4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26-11/2 Town Staff are still waiting on applicant to submit bond agreement.</p>
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					<p>4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirtfield and silt fences installed to prevent E/S issues in the interim. UPDATE 11/27 Town Staff still waiting for decision by applicant on potential revision.</p>

Attachment: Monthly Report December 2023 HO HO HO (6389 : Town Administration Report)

14750 Jordan Lane	Thomas					4/3/2023: The Town Engineer has sent comments on the 1st submission for the site plan. The Town Planner and Town Engineer are currently waiting for the 2nd submission to review. 6/1/2023: Applicant and Town will sign a stormwater management agreement, then sign off on the plan. 7/27/2023: SWM agreement included in final submission, Town Manager has signed the approved grading plan. 9/26 Grading to begin soon and E/S inspections will be performed. 10/16 Permitting still pending at County Level UPDATE 11/27 Applicant has begun grading, E/S inspections are being performed on lot.
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Finance Department

BPOL	Roberto /Alexandra					Processing late BPOL applications as they come in. Approximately 6 still outstanding-sending final demand letters next week.
Real Estate Tax Refund	Roberto/ Emily					The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issued the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website
Finance Liaisons Meeting	Roberto/ Emily					Met with the Finance Liaisons weekly for the month of March; topics of interest included potential purchasing of a Police Vehicle, the proposed Draft FY24 Budget, quotes for building maintenance proposed maintenance FTE, and other general finance matters.
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for VDOT
FY2024	Roberto					Preparing the Draft budget for the Town Council's review -- first budget meeting was held on March 27th
FY2023	Roberto					FY2023 Budget is on the Town Website
FY2022	Roberto					Collecting data for FY2022 audit

Town Clerk

Board/Committee Updates	Kim					The ARB cancelled their November meeting and rescheduled their December meeting to have a combined meeting on December 6th. The Planning Commission has rescheduled their December meeting to December 11th. There is still a vacancy on the BZA. Once Council makes the appointment, I proceed with scheduling a training class at the beginning of 2024.
Agendas/Minutes	Kim					All approved minutes have been posted to the website. I have presented 2024 meeting schedules to the all Boards for approval.
Directives	Kim					I have started working with the representative from Civic Plus on the new meeting, agenda and minute platform. I have completed the first questionnaire and submitted to the rep

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Tenant Buildings	Repaired leaking ball valve from old toilet at copper cricket. Cleaned front flower bed for their christmas decorations and installed nutcracker outside.					
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Attachment: Monthly Report December 2023 HO HO HO (6389 : Town Administration Report)

Museum	Moved large desk inside first floor down to park house per tenant request. Set up town christmas display in corner.
Light Poles	Veteran Banners and Flags installed for Veteran's Day. Light poles from Old Bank Building to Coach way went out over Thanksgiving break, repairs are still in progress.
Events: Haymarket Day Christmas/Holiday	Christmas/Holiday Event: 1)All canopy tents out of boxes and working on filling sandbags.2) Fabricating PVC light poles and anchors for craft vendor area. 3) Installed nut crackers at all participating buiseness. 4) Sublet Services installed outdoor electrical outlets on Town Hall.
Other:	Park storage cleanup, park sign board clean up/repairs, trash & animal waste collections.

Staff

Farmers Market	Rachel					Markets have concluded for the season. Will be reviewing attendance and redirecting market towards a ne direction for next year. Application adjustments have also begun. A-assist with November farmers market
Holiday & Christmas Event	Rachel					A-Invoice food vendor applications. Assit in meetings to plan for decorating. Create holiday flyers. Help Ma with receiving & storing decorations. Begin event prep. R- All craft & food vendors have been approved an paid. Layout has been created and performances are in order. Decorations are being sorted for use
Haymarket Day 10/21	Rachel/Alex					A-review/make sure all vendor invoices have been paid R- will review the spacing of booths, number of vendors, parade logistics, and notes made during de-brief for next year
Social Media/website	Emily/Rachel/Alexandra					Respond to messages and comments on Facebook. Post/Re-share business end events posts on social. Create "events" on Facebook for upcoming events in town. Share local town business events.
Office Misc.	Alexandra					Filing all Oct. invoices. Handle purchase orders for upcoming event. Send/Follow up on ordinance letters r IMF. Assist with Youth in Government Program
Newsletter	Emily/Alex					Begin 1st Quarter draft
Real Estate Tax	Roberto/Alexandra					Record payments. Review & Re-issue RE invoices that were returned by post office. Add late penalty to outstanding 2022 RE Invoices & Mail
Invoices	Alexandra					Checking Mail daily, enter all invoices into QuickBooks; process payments. Keep track of late invoices, and payment processing for events and zoning applications.
Spreadsheets	Alexandra					Maintain business email lists. Update BPOL sheets etc.

New/Old Business Updates

Attachment: Monthly Report December 2023 HO HO HO (6389 : Town Administration Report)

New Businesses	Crumb! Cookie NOW OPEN. Ribbon Cutting was 11/15 @5pm. Joy Yoga & Massage – new business at Thrive Med. Spa Kung Fu Tea-opening soon Ace Cabinet & Granite 6719 Lea Berry Way-waiting for opening date Remnant Farm Kombucha(in process)
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Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Treasurer's Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: December 04, 2023
Re: Treasurer's Report

Highlights:

- Actuals as of 11.28.2023 are included in this agenda.
- Working on Trash contract RFP
- Working on FY2023 audit preparation
- Working on a draft of the Mobile Food Establishment ordinance
- Working on Town fund investments opportunities; will discuss in January 2024 work session
- Working on mid-year FY2024 budget amendments
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of November 29, 2023

	Nov 29, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	6,652,860.51
11010 · Virginia Investment Pool	338,337.56
Total Checking/Savings	6,991,198.07
Accounts Receivable	
12000 · Accounts Receivable	379,373.72
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	380,707.06
Other Current Assets	
11499 · Undeposited Funds	53,131.41
Total Other Current Assets	53,131.41
Total Current Assets	7,425,036.54
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	13,627,414.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	42,314.18
Total Accounts Payable	42,314.18
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	2,065.48
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	2,179.38
Other Current Liabilities	
20096 · Deferred Revenue - Other	1,329,613.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	17,144.69
22000 · Security Deposits	16,056.98
22010 · Escrow Deposits	377,196.20
Total Other Current Liabilities	3,478,979.97
Total Current Liabilities	3,523,473.53

Attachment: Treasurer Report 12.04.2023v2 (6390 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of November 29, 2023

	Nov 29, 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	4,204,481.00
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,470,626.66
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	350,736.35
Total Equity	9,422,933.67
TOTAL LIABILITIES & EQUITY	13,627,414.67

Attachment: Treasurer Report 12.04.2023v2 (6390 : Town Treasurer Report)

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	440,191.23	455,783.00	96.6%	
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	453,851.15	469,383.00	96.7%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	94,976.93	175,000.00	54.3%	collections up to October 31, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
				collections of new businesses and delinquent businesses
3120-02 · Business License Tax	23,580.10	250,000.00	9.4%	
3120-03 · Cigarette Tax	68,421.25	140,000.00	48.9%	Collectionbns up to November 30, 2023
3120-04 · Consumer Utility Tax	30,635.12	158,000.00	19.4%	collections up to September 30, 2023
3120-05 · Meals Tax - Current	500,867.55	1,200,000.00	41.7%	Collections up to October 31, 2023
3120-06 · Sales Tax Receipts	43,820.47	160,000.00	27.4%	collections up to September 30, 2023
3120-07 · Penalties (Non-Property)	2,850.98	5,000.00	57.0%	
3120-08 · Interest (Non-Property)	223.73	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	765,376.13	2,112,000.00	36.2%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,450.00	4,500.00	32.2%	
3130-03 · Motor Vehicle Licenses	242.00	1,000.00	24.2%	
3130-05 · Other Planning & Permits	4,395.00	15,000.00	29.3%	
3130-06 · Pass Through Fees	9,787.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESES	15,874.50	20,500.00	77.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	5,860.18	20,000.00	29.3%	
Total 3140 · FINES & FORFEITURES	5,860.18	20,000.00	29.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	6,166.31	1,500.00	411.1%	Collections up to October 31, 2023
3150-03 · Interest on Bank Deposits	37,944.52	10,000.00	379.4%	Collections up to October 31, 2023
Total 3150 · REVENUE - USE OF MONEY	44,110.83	11,500.00	383.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	21,869.83	49,207.00	44.4%	
3151-08 · 15020 Washington Realty	23,654.95	56,772.00	41.7%	
3151-09 · 15026 Copper Cricket	10,141.10	24,338.00	41.7%	
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	35,838.00	32.7%	
3151-14 · Salman Home Realty Suite 204	2,800.00	5,600.00	50.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	Paid 5 months upfront
3151-16 · Stirrup For Delegate 21	1,989.00	3,315.00	60.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	79,265.43	182,169.00	43.5%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5,305.00	0.00	100.0%	Surplus sale of PD vehicle (Taurus)
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	25,600.00	10,000.00	256.0%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	58,420.99	80,000.00	73.0%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	9,218.30	8,000.00	115.2%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	6,077.76	5,000.00	121.6%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	234.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	99,674.50	103,000.00	96.8%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	106.18	0.00	100.0%	
3180-01 · Citations & Accidents Reports	20.00	0.00	100.0%	
				\$45,518.56 for Stolen check reimbursed by VRSA
3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	

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Total 3180 · MISCELLANEOUS	46,444.74	0.00	
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,121.00	31,548.00	28.9% Quarterly grant
3200-05 · Communications Tax	27,398.77	80,000.00	34.2% collections up to October 31, 2023
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0% collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1% As of August 2023
3200-17 · LOLE Grant	0.00	4,393.00	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	71,551.89	145,868.00	49.1%
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%
Total Income	1,587,314.35	3,264,420.00	48.6%
Gross Profit	1,587,314.35	3,264,420.00	48.6%

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	272.00	2,500.00	10.9%
111002 · FICA/Medicare	514.84	2,000.00	25.7%
111003 · Meals and Lodging	15.00	1,000.00	1.5%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	7,800.00	25,000.00	31.2%

Total 11100 · TOWN COUNCIL	8,601.84	30,750.00	28.0%
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	167,319.10	407,469.00	41.1%
1211002 · Salaries/Wages - OverTime	1,081.95	0.00	100.0%
1211003 · Salaries/Wages - Part Time	20,199.00	66,560.00	30.3%
1211004 · FICA/Medicare	13,966.75	36,264.00	38.5%
1211005 · VRS	12,769.35	37,852.00	33.7%
1211006 · Health Insurance	23,907.40	63,963.00	37.4%
1211007 · Life Insurance	2,429.68	4,850.00	50.1%
1211008 · Disability Insurance	1,230.62	3,360.00	36.6%
1211009 · Unemployment Insurance	158.72	5,995.00	2.6%
1211010 · Worker's Compensation	279.75	435.00	64.3%
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%
1211012 · Accounting Services	689.50	8,000.00	8.6%
1211014 · Printing & Binding	2,745.17	8,298.00	33.1%
1211015 · Advertising	1,456.50	9,000.00	16.2%
1211016 · Computer, Internet & Website Svc	4,828.88	28,550.00	16.9%
1211017 · Postage	813.15	4,000.00	20.3%
1211018 · Telecommunications	2,830.17	7,500.00	37.7%
1211019 · Mileage Allowance	277.72	1,000.00	27.8%
1211020 · Meals & Lodging	2,065.61	2,000.00	103.3%
1211021 · Convention & Education	1,206.15	6,000.00	20.1%
1211022 · Miscellaneous	312.00	2,000.00	15.6%
1211024 · Books, Dues & Subscriptions	7,985.12	16,000.00	49.9%
1211025 · Office Supplies	1,058.98	6,500.00	16.3%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

Total 12110 · TOWN ADMINISTRATION	288,741.27	753,999.00	38.3%
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12210 · LEGAL SERVICES

1221001 · Legal Services	35,593.03	83,200.00	42.8% payments up to October 31, 2023 services
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Total 12210 · LEGAL SERVICES	35,593.03	83,200.00	42.8%
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12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	18,400.00	17,120.00	107.5%
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Total 12240 · INDEPENDENT AUDITOR	18,400.00	17,120.00	107.5%
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Total 01 · ADMINISTRATION

	351,336.14	885,069.00	39.7%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	209,316.88	516,406.00	40.5%
3110003 · Salaries & Wages - OT Premium	14,277.17	30,000.00	47.6%
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%
3110004 · Salaries & Wages - Holiday Pay	14,833.97	35,541.00	41.7%
3110005 · Salaries & Wages - Part Time	24,240.00	65,000.00	37.3%
3110007 · Salaries & Wages - DMV Grant	168.90	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	6,370.00	39,000.00	16.3%
3110020 · FICA/MEDICARE	20,296.92	53,240.00	38.1%

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3110021 · VRS	14,075.19	31,604.00	44.5%	
3110022 · Health Insurance	38,533.00	72,272.00	53.3%	
3110023 · Life Insurance	3,081.79	6,146.00	50.1%	
3110024 · Disability Insurance	1,118.39	2,400.00	46.6%	
3110025 · Unemployment Insurance	10.44	3,360.00	0.3%	
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%	
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	11,006.30	28,392.00	38.8%	
3110032 · Computer, Internet & Website	2,095.00	5,000.00	41.9%	
3110033 · Postage	41.20	100.00	41.2%	
3110034 · Telecommunications	4,513.75	13,800.00	32.7%	
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%	
3110037 · Meals and Lodging	1,419.88	5,000.00	28.4%	
3110038 · Convention & Edu. (Training)	1,732.00	10,000.00	17.3%	
3110040 · Annual Dues & Subscriptions	10,474.24	17,200.00	60.9%	
3110041 · Office Supplies	1,741.92	5,000.00	34.8%	
3110042 · Vehicle Fuels	11,069.32	36,700.00	30.2%	
3110043 · Vehicle Maintenance/Supplies	6,299.05	21,500.00	29.3%	
3110045 · Uniforms & Police Supplies	3,631.32	36,000.00	10.1%	
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%	vehicle will be picked up this coming week
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%	
Total 31100 · POLICE DEPARTMENT	499,150.13	1,157,858.00	43.1%	
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	499,150.13	1,167,858.00	42.7%	
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	44,189.28	123,750.00	35.7%	For services up to November 30, 2023
Total 43200 · REFUSE COLLECTION	44,189.28	123,750.00	35.7%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	29,125.30	105,222.00	27.7%	
4310002 · Maint Svc Contract-Pest Control	2,759.00	3,000.00	92.0%	
4310003 · Maint Svc Contract-Landscaping	11,979.31	35,000.00	34.2%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 · Electric/Gas Services	4,999.33	18,593.00	26.9%	
4310008 · Electrical Services-Streetlight	1,687.17	5,500.00	30.7%	
4310009 · Water & Sewer Services	1,389.28	3,850.00	36.1%	
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%	
4310011 · Real Estate Taxes	573.29	2,500.00	22.9%	
4310015 · Maintenance - Vehicle Fuel	508.44	5,000.00	10.2%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	53,045.10	192,665.00	27.5%	
Total 04 · PUBLIC WORKS	97,234.38	323,628.00	30.0%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	19,604.21	75,075.00	26.1%	
60001 · Town Tourism	24,397.91	50,050.00	48.7%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	44,002.12	147,125.00	29.9%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,700.00	25,000.00	6.8%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,700.00	25,000.00	6.8%	
71110 · EVENTS				
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%	
7111003 · Contractural Services	29,266.18	50,000.00	58.5%	
7111004 · Events - Other	29,332.70	30,850.00	95.1%	
7111005 · Police Department Events	2,235.12	7,500.00	29.8%	
7111006 · Farmer's Market	343.43	8,000.00	4.3%	
Total 71110 · EVENTS	63,121.43	101,350.00	62.3%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	

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7220012 · Telecommunications	471.45	2,200.00	21.4%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
Total 72200 · MUSEUM	871.45	5,950.00	14.6%	
Total 07 · PARKS, REC & CULTURAL	65,692.88	132,300.00	49.7%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,335.00	5,670.00	23.5%	
8110002 · FICA/Medicare	130.63	500.00	26.1%	
8110003 · Consultants - Engineer	3,247.50	10,000.00	32.5%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	15,327.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	20,040.13	23,120.00	86.7%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	690.00	5,830.00	11.8%	
8111002 · FICA/Medicare	20.07	446.00	4.5%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	710.07	7,776.00	9.1%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	20,750.20	33,823.00	61.3%	
09 · NON-DEPARTMENTAL				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	137,800.00	136,600.00	100.9%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	3,298.73	4,950.00	66.6%	Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	186,617.29	187,069.00	99.8%	
Total 09 · NON-DEPARTMENTAL	186,617.29	187,069.00	99.8%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	5,600.48	150,000.00	3.7%	
Total 94104 · Street Scape - Park Sidewalk	5,600.48	150,000.00	3.7%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.04	0.00	100.0%	
Total EMPLOYEE BENEFITS	-0.04	0.00	100.0%	
Total 94105 · PERSONNEL	-0.04	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	924.50	50,000.00	1.8%	
Total 94106 · TOWN CENTER MASTER PLAN	924.50	50,000.00	1.8%	
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%	
94108 · Capital Improvment Funds Expens	7,730.00	147,548.00	5.2%	
Total Expense	1,279,038.08	3,264,420.00	39.2%	
Net Ordinary Income	308,276.27	0.00	100.0%	
Net Income	308,276.27	0.00	100.0%	

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Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through November 29, 2023

	Jul 1 - Nov 29, 23	Jul 1 - Nov 29, 22	% Change
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	439,250.92	398,618.07	10.2%
3110-02 · Public Service Corp RE Tax	13,659.92	12,713.69	7.4%
3110-03 · Interest - All Property Taxes	0.00	275.86	-100.0%
3110-04 · Penalties - All Property Taxes	35.56	348.26	-89.8%
Total 3110 · GENERAL PROPERTY TAXES	452,946.40	411,955.88	10.0%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	94,976.93	93,579.22	1.5%
3120-02 · Business License Tax	24,622.98	18,970.03	29.8%
3120-03 · Cigarette Tax	68,421.25	68,065.80	0.5%
3120-04 · Consumer Utility Tax	30,635.12	44,057.05	-30.5%
3120-05 · Meals Tax - Current	500,937.87	420,284.64	19.2%
3120-06 · Sales Tax Receipts	43,820.47	41,920.78	4.5%
3120-07 · Penalties (Non-Property)	2,955.27	4,910.38	-39.8%
3120-08 · Interest (Non-Property)	234.16	1,020.26	-77.1%
Development Revenue			
Proffers	0.00	135,212.00	-100.0%
Total Development Revenue	0.00	135,212.00	-100.0%
Total 3120 · OTHER LOCAL TAXES	766,604.05	828,020.16	-7.4%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	1,450.00	925.00	56.8%
3130-03 · Motor Vehicle Licenses	242.00	60.00	303.3%
3130-05 · Other Planning & Permits	4,395.00	5,075.00	-13.4%
3130-06 · Pass Through Fees	9,787.50	8,580.33	14.1%
Total 3130 · PERMITS,FEES & LICENESES	15,874.50	14,640.33	8.4%
3140 · FINES & FORFEITURES			
3140-01 · Fines	5,860.18	7,125.60	-17.8%
Total 3140 · FINES & FORFEITURES	5,860.18	7,125.60	-17.8%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	6,166.31	2,565.46	140.4%
3150-03 · Interest on Bank Deposits	37,944.52	4,411.05	760.2%
Total 3150 · REVENUE - USE OF MONEY	44,110.83	6,976.51	532.3%
3151 · RENTAL (USE OF PROPERTY)			
3151-04 · Suite 208 B&B Security	0.00	1,670.75	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	3,528.00	-100.0%
3151-07 · Haymarket Church Suite 206	21,869.83	17,807.10	22.8%
3151-08 · 15020 Washington Realty	23,654.95	23,017.35	2.8%
3151-09 · 15026 Copper Cricket	10,141.10	9,845.75	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	17,056.14	-31.3%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	2,800.00	0.00	100.0%
3151-15 · Revolution Mortgage	7,098.67	0.00	100.0%
3151-16 · Stirrup For Delegate 21	1,989.00	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	79,265.43	72,925.09	8.7%
3160 · CHARGES FOR SERVICES			
3160-01 · Public Safety	5,305.00	0.00	100.0%
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%

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Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through November 29, 2023

	Jul 1 - Nov 29, 23	Jul 1 - Nov 29, 22	% Change
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	25,600.00	11,500.00	122.6%
3165-01 · Town Event	58,420.99	55,730.00	4.8%
3165-02 · Farmer's Market	9,218.30	2,627.50	250.8%
3165-03 · Town Ornaments	6,097.76	2,328.96	161.8%
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%
3165-06 · Town Hats	234.00	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	320.00	-100.0%
Total 3165 · REVENUE - TOWN EVENTS	99,694.50	72,506.46	37.5%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	106.08	-380.50	127.9%
3180-01 · Citations & Accident Reports	20.00	20.00	0.0%
3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%
3180-05 · Recovered Costs- Private Events	300.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	0.00	388.17	-100.0%
Total 3180 · MISCELLANEOUS	46,444.64	27.67	167,752.0%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,121.00	17,344.00	-47.4%
3200-04 · Car Rental Reimbursement	0.00	115.05	-100.0%
3200-05 · Communications Tax	27,398.77	22,156.80	23.7%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,285.76	9.3%
3200-16 · DMV Select Commission	0.00	180.33	-100.0%
3200-17 · LOLE Grant	0.00	4,366.00	-100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	71,551.89	79,074.91	-9.5%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.0%
Total Income	1,587,657.42	1,493,252.61	6.3%
Gross Profit	1,587,657.42	1,493,252.61	6.3%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	272.00	250.00	8.8%
111002 · FICA/Medicare	514.84	548.15	-6.1%
111003 · Meals and Lodging	15.00	77.22	-80.6%
111005 · Salaries & Wages - Regular	7,300.00	7,342.86	-0.6%
Total 11100 · TOWN COUNCIL	8,101.84	8,218.23	-1.4%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	151,884.46	102,826.03	47.7%
1211002 · Salaries/Wages - Overtime	1,081.95	0.00	100.0%
1211003 · Salaries/Wages - Part Time	18,749.00	24,488.22	-23.4%
1211004 · FICA/Medicare	12,687.34	9,477.16	33.9%
1211005 · VRS	11,608.50	8,660.59	34.0%
1211006 · Health Insurance	21,734.00	13,371.28	62.5%
1211007 · Life Insurance	2,208.80	1,520.20	45.3%
1211008 · Disability Insurance	1,118.32	760.30	47.1%
1211009 · Unemployment Insurance	148.00	550.11	-73.1%
1211010 · Worker's Compensation	279.75	322.00	-13.1%
1211011 · Gen Property/Liability Ins.	19,130.00	17,802.00	7.5%
1211012 · Accounting Services	689.50	1,688.24	-59.2%

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Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1 through November 29, 2023

	Jul 1 - Nov 29, 23	Jul 1 - Nov 29, 22	% Change
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	2,745.17	3,233.87	-15.1%
1211015 · Advertising	1,456.50	1,077.50	35.2%
1211016 · Computer, Internet & Website Svc	4,828.88	3,160.00	52.8%
1211017 · Postage	813.15	1,367.79	-40.6%
1211018 · Telecommunications	2,830.17	1,917.37	47.6%
1211019 · Mileage Allowance	277.72	231.25	20.1%
1211020 · Meals & Lodging	2,065.61	700.10	195.0%
1211021 · Convention & Education	1,206.15	123.90	873.5%
1211022 · Miscellaneous	312.00	0.00	100.0%
1211024 · Books, Dues & Subscriptions	7,142.83	6,483.71	10.2%
1211025 · Office Supplies	1,058.98	2,210.93	-52.1%
1211026 · Equipment Rental	0.00	339.57	-100.0%
Total 12110 · TOWN ADMINISTRATION	266,056.78	202,312.12	31.5%
12210 · LEGAL SERVICES			
1221001 · Legal Services	35,593.03	13,310.80	167.4%
Total 12210 · LEGAL SERVICES	35,593.03	13,310.80	167.4%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	18,400.00	0.00	100.0%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	0.00	100.0%
Total 01 · ADMINISTRATION	328,151.65	223,841.15	46.6%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	191,108.86	169,815.00	12.5%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	13,515.46	6,941.69	94.7%
3110013 · Salaries & Wages - OT Select En	3,881.05	956.42	305.8%
3110004 · Salaries & Wages - Holiday Pay	9,992.17	7,331.90	36.3%
3110005 · Salaries & Wages - Part Time	23,120.00	20,985.00	10.2%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	0.00	0.00	0.0%
3110012 · Salaries & Wages - PT Admin.	5,995.00	0.00	100.0%
3110020 · FICA/MEDICARE	18,406.20	15,345.11	20.0%
3110021 · VRS	12,783.03	13,519.70	-5.5%
3110022 · Health Insurance	35,030.00	27,280.13	28.4%
3110023 · Life Insurance	2,798.87	2,547.51	9.9%
3110024 · Disability Insurance	1,015.70	998.90	1.7%
3110025 · Unemployment Insurance	10.44	-417.53	102.5%
3110026 · Workers' Compensation Insurance	21,692.25	20,067.00	8.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,705.00	0.0%
3110028 · Legal Services	11,006.30	8,820.00	24.8%
3110032 · Computer, Internet & Website	2,095.00	1,475.00	42.0%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	4,513.75	3,644.05	23.9%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	1,419.88	231.71	512.8%
3110038 · Convention & Edu. (Training)	1,732.00	474.00	265.4%
3110040 · Annual Dues & Subscriptions	10,474.24	10,422.35	0.5%
3110041 · Office Supplies	1,741.92	2,697.04	-35.4%
3110042 · Vehicle Fuels	11,069.32	10,225.19	8.3%
3110043 · Vehicle Maintenance/Supplies	6,299.05	5,823.92	8.2%
3110045 · Uniforms & Police Supplies	3,631.32	5,617.85	-35.4%
3110052 · Office Equipment Rental	0.00	2,013.20	-100.0%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	466,603.21	345,520.58	35.0%
Total 03 · PUBLIC SAFETY	466,603.21	345,520.58	35.0%

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Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1 through November 29, 2023

	Jul 1 - Nov 29, 23	Jul 1 - Nov 29, 22	% Change
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	44,189.28	45,946.47	-3.8%
Total 43200 · REFUSE COLLECTION	44,189.28	45,946.47	-3.8%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	29,163.05	31,427.74	-7.2%
4310002 · Maint Svc Contract-Pest Control	2,759.00	0.00	100.0%
4310003 · Maint Svc Contract-Landscaping	11,979.31	10,770.00	11.2%
4310007 · Electric/Gas Services	5,183.16	7,461.78	-30.5%
4310008 · Electrical Services-Streetlight	1,717.96	1,712.65	0.3%
4310009 · Water & Sewer Services	1,389.28	2,051.85	-32.3%
4310010 · Janitorial Supplies	23.98	204.35	-88.3%
4310011 · Real Estate Taxes	573.29	665.33	-13.8%
4310015 · Maintenance - Vehicle Fuel	508.44	394.39	28.9%
4310016 · Maint - Vehicle Maintenance	0.00	875.16	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	53,297.47	55,563.25	-4.1%
Total 04 · PUBLIC WORKS	97,486.75	101,509.72	-4.0%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	19,604.21	0.00	100.0%
60001 · Town Tourism	24,397.91	15,241.80	60.1%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	44,002.12	15,241.80	188.7%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	1,700.00	2,919.30	-41.8%
Total 70000 · HAYMARKET COMMUNITY PARK	1,700.00	2,919.30	-41.8%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	1,706.14	13.9%
7111003 · Contractural Services	29,266.18	44,460.15	-34.2%
7111004 · Events - Other	29,332.70	11,952.38	145.4%
7111005 · Police Department Events	2,235.12	0.00	100.0%
7111006 · Farmer's Market	343.43	0.00	100.0%
Total 71110 · EVENTS	63,121.43	58,118.67	8.6%
72200 · MUSEUM			
7220012 · Telecommunications	471.45	692.55	-31.9%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	871.45	1,092.55	-20.2%
Total 07 · PARKS, REC & CULTURAL	65,692.88	62,130.52	5.7%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,140.00	750.00	52.0%
8110002 · FICA/Medicare	115.71	70.77	63.5%
8110003 · Consultants - Engineer	3,247.50	2,776.79	17.0%
8110009 · Engineer - Pass Through	15,327.00	11,686.25	31.2%
Total 81100 · PLANNING COMMISSION	19,830.21	15,283.81	29.8%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	690.00	450.00	53.3%
8111002 · FICA/Medicare	20.07	25.06	-19.9%
Total 81110 · ARCHITECTURAL REVIEW BOARD	710.07	475.06	49.5%

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Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through November 29, 2023

	Jul 1 - Nov 29, 23	Jul 1 - Nov 29, 22	% Change
81111 · Board Of Zoning Appeals			
8111102 · FICA / Medicare	0.00	0.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	20,540.28	15,758.87	30.3%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	0.00	249,323.53	-100.0%
90002 · Payment for Stolen Check	45,518.56	0.00	100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	160,100.00	-13.9%
9510003 · General Obligation Bond - Int	3,298.73	5,258.16	-37.3%
Total 95100 · DEBT SERVICE	141,098.73	165,358.16	-14.7%
Total 09 · NON-DEPARTMENTAL	186,617.29	414,681.69	-55.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	5,600.48	1,667.50	235.9%
Total 94104 · Street Scape - Park Sidewalk	5,600.48	1,667.50	235.9%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04	-0.04	0.0%
Total EMPLOYEE BENEFITS	-0.04	-0.04	0.0%
Total 94105 · PERSONNEL	-0.04	-0.04	0.0%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	924.50	7,480.32	-87.6%
Total 94106 · TOWN CENTER MASTER PLAN	924.50	7,480.32	-87.6%
94108 · Capital Improvement Funds Expens	7,730.00	0.00	100.0%
Total Expense	1,223,349.12	1,187,832.11	3.0%
Net Ordinary Income	364,308.30	305,420.50	19.3%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	364,308.30	305,420.50	19.3%

Attachment: Treasurer Report 12.04.2023v2 (6390 : Town Treasurer Report)



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: December 4, 2023
Re: Proffers Update

An update on proffers concerning Robinson Village (Van Metre) and Crossroads (Pulte) as of November 28, 2023. Below is the current proffers status from both projects and balances. Please note that the School & Fire/Rescue funds are restricted to be used in partnership with the County boards.

Robinson Village (Van Metre)		Proffers received as of 03.01.2023				
	Per Unit	Units	Actuals	Total for 38		Balance Left
				Townhomes	Used	
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00		\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ (10,640.00)	\$ -
Transportation	\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00		\$ 144,362.00
Fire and Rescue	\$ 974.00	38	\$ 37,012.00	\$ 37,012.00		\$ 37,012.00
Town Administration	\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$ (2,551.00)	\$ 3,947.00
Schools	\$10,300.00	38	\$ 391,400.00	\$ 391,400.00		\$ 391,400.00
	\$19,316.00		\$ 734,008.00	\$ 734,008.00		\$ 720,817.00
Pulte (Crossroads)		Proffers received as of 11.14.2023				
	Per Unit	Units	Actuals	Total for 79		Balance Left
				Townhomes	USED	
Parks & Recreation	\$ 3,792.00	31	\$ 117,552.00	\$ 299,568.00	\$ -	\$ 117,552.00
Public Safety	\$ 280.00	31	\$ 8,680.00	\$ 22,120.00	\$ -	\$ 8,680.00
Transportation	\$ 3,799.00	31	\$ 117,769.00	\$ 300,121.00	\$ -	\$ 117,769.00
Fire and Rescue	\$ 974.00	31	\$ 30,194.00	\$ 76,946.00	\$ -	\$ 30,194.00
Town Administration	\$ 171.00	31	\$ 5,301.00	\$ 13,509.00	\$ -	\$ 5,301.00
Schools	\$10,300.00	31	\$ 319,300.00	\$ 813,700.00	\$ -	\$ 319,300.00
	\$19,316.00		\$ 598,796.00	\$ 1,525,964.00		\$ 598,796.00

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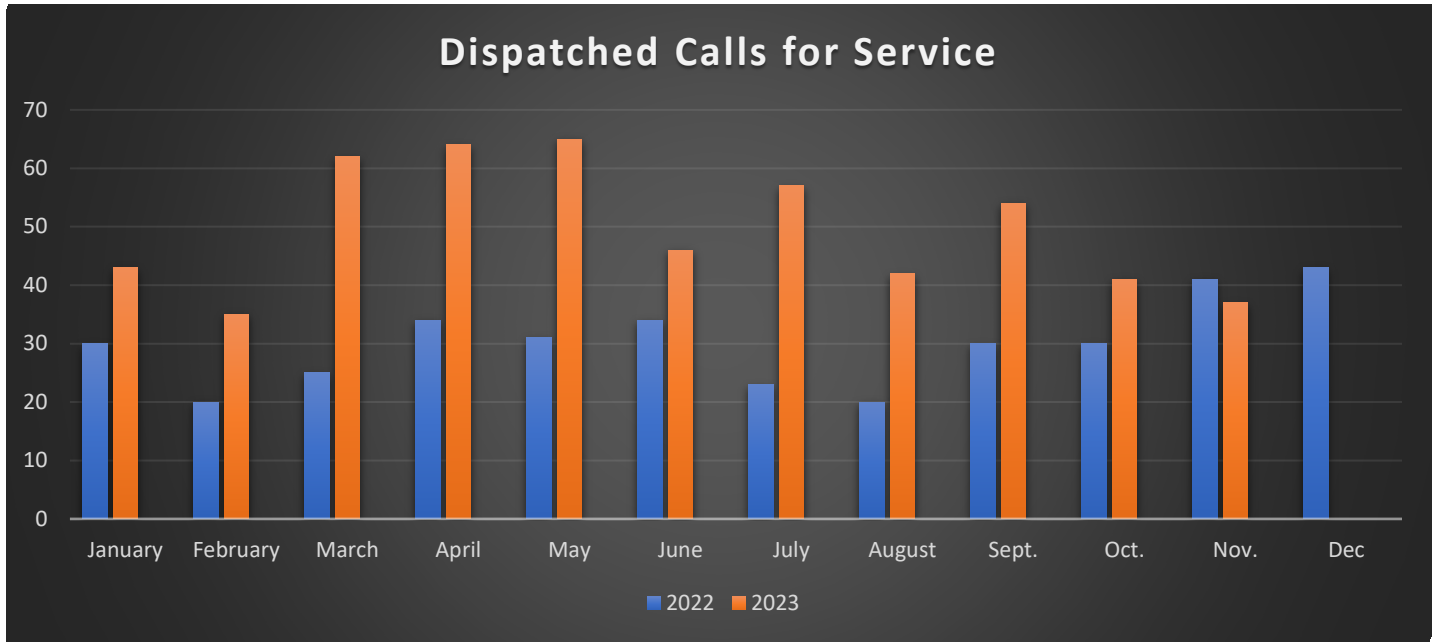
Attachment: Treasurer Report 12.04.2023v2 (6390 : Town Treasurer Report)

Police Department Report to Council

Activity Period October 15, 2023 to November 14, 2023

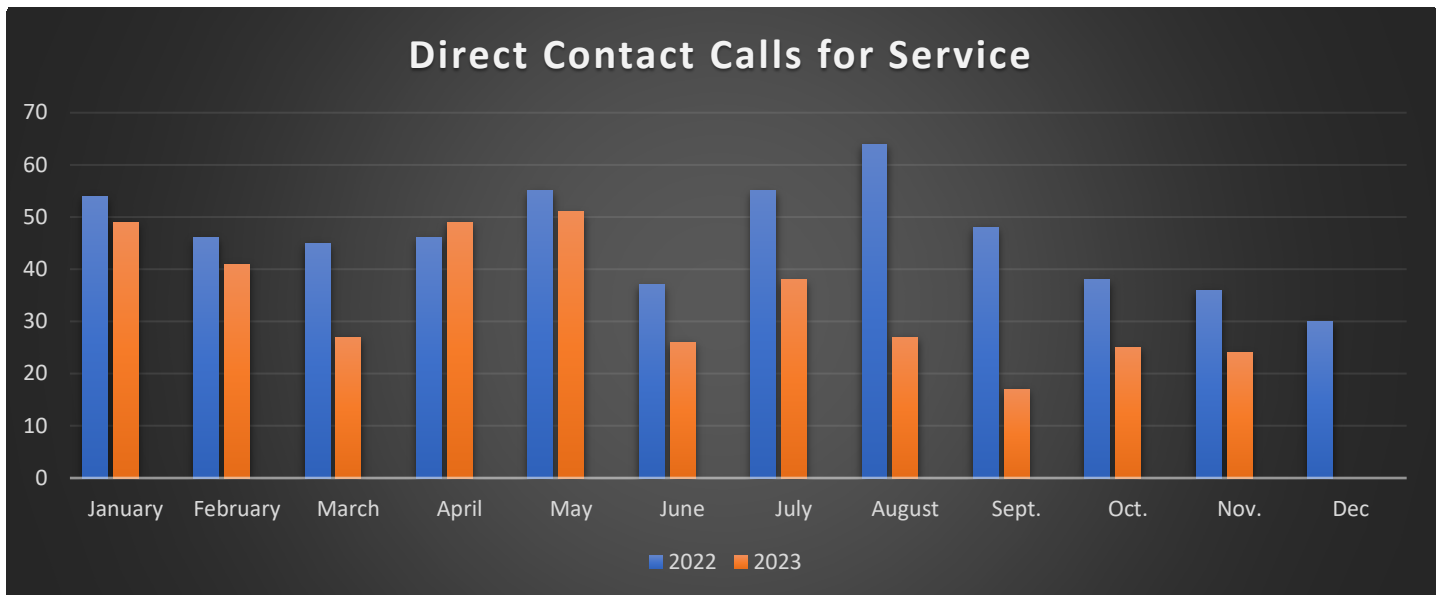
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 7
- Deferments: 0
- Non-Reportable Calls: 30



Flag Downs/Phone Calls: Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

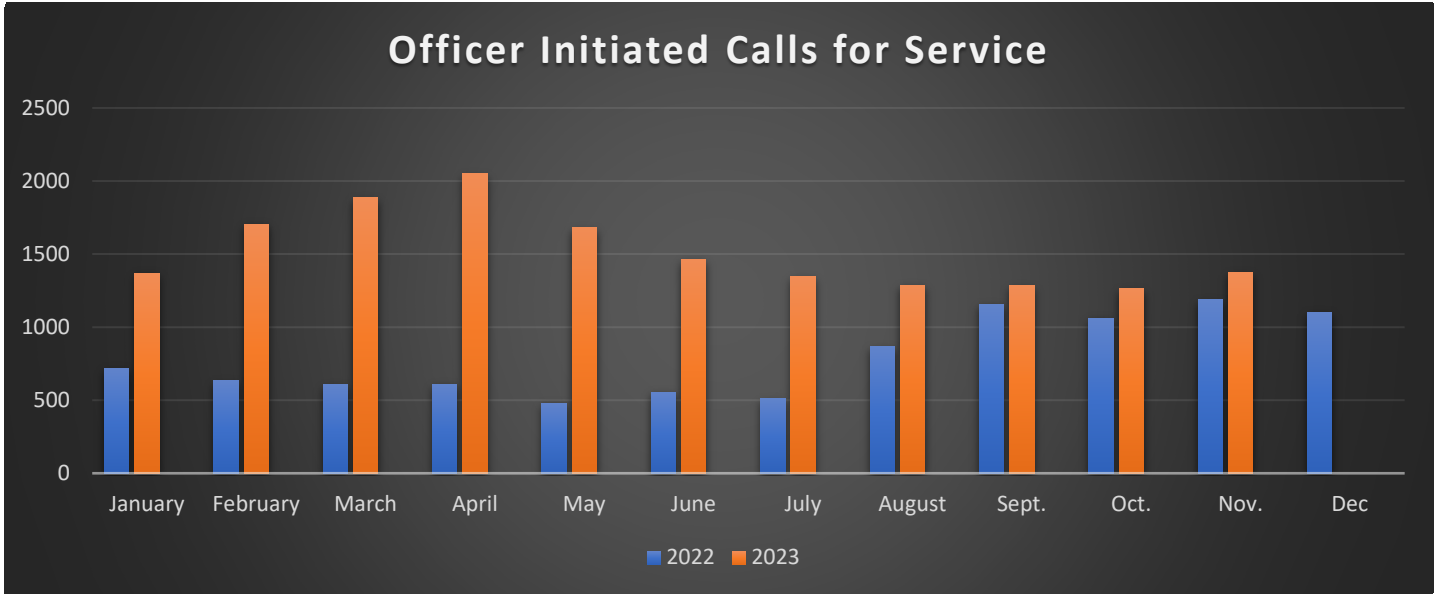
- Reportable Calls: 1
- Non-Reportable Calls: 23



Attachment: Report to council October 15 2023 to November 14 2023 (6391 : Chief of Police Report)

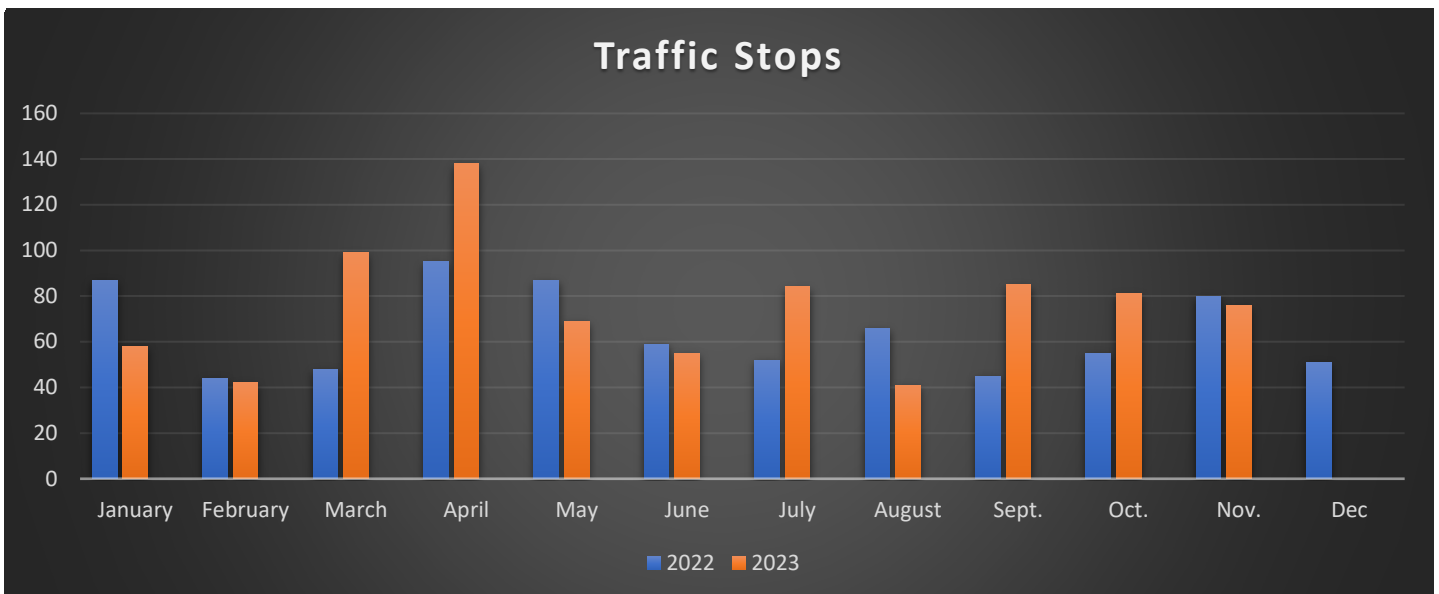
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 4
- Non-Reportable Calls: 1,265
- Foot Patrols: 102



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.

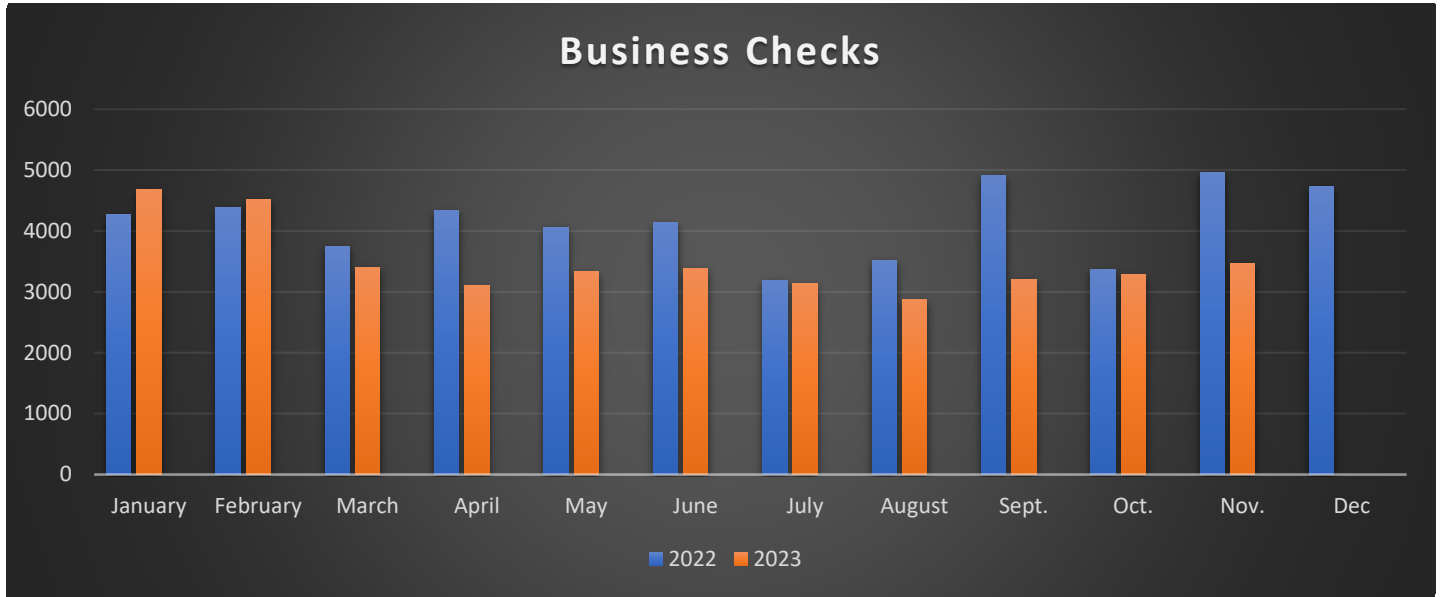
- Traffic Stops: 76
 - Summonses: 35
 - Warnings: 66



Attachment: Report to council October 15 2023 to November 14 2023 (6391 : Chief of Police Report)

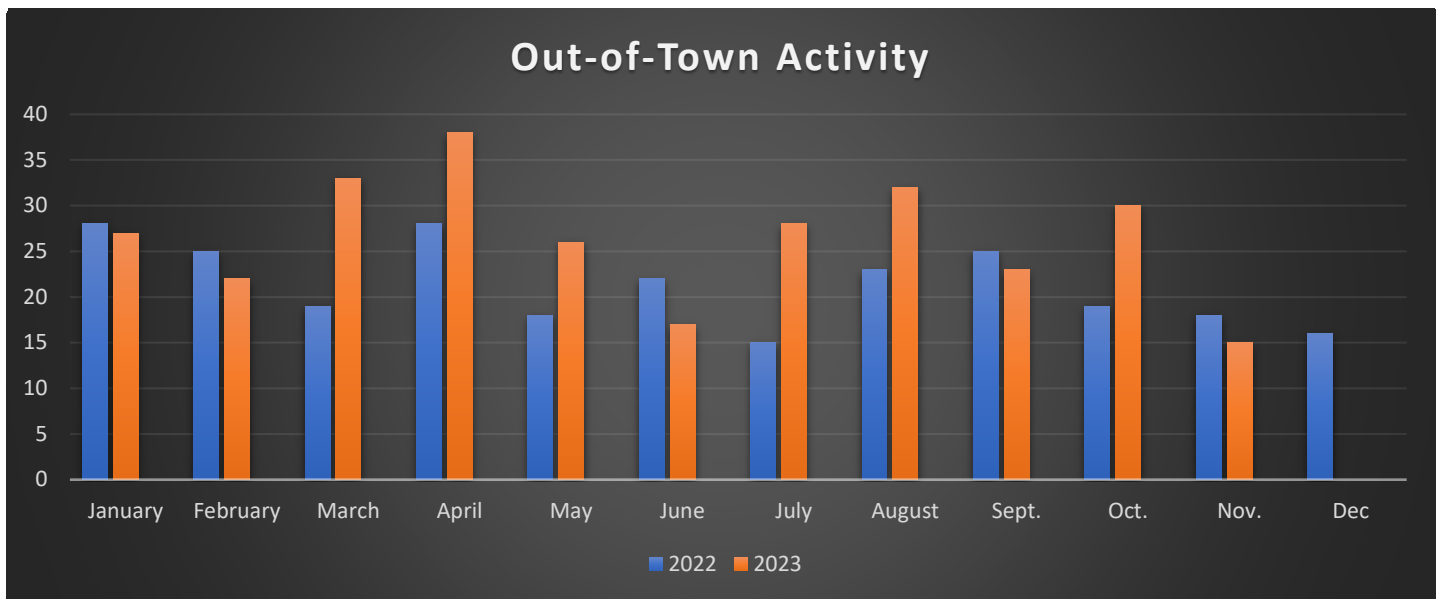
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is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

- Personal Contact: 386
- Physical Check: 321
- Drive By: 2,766



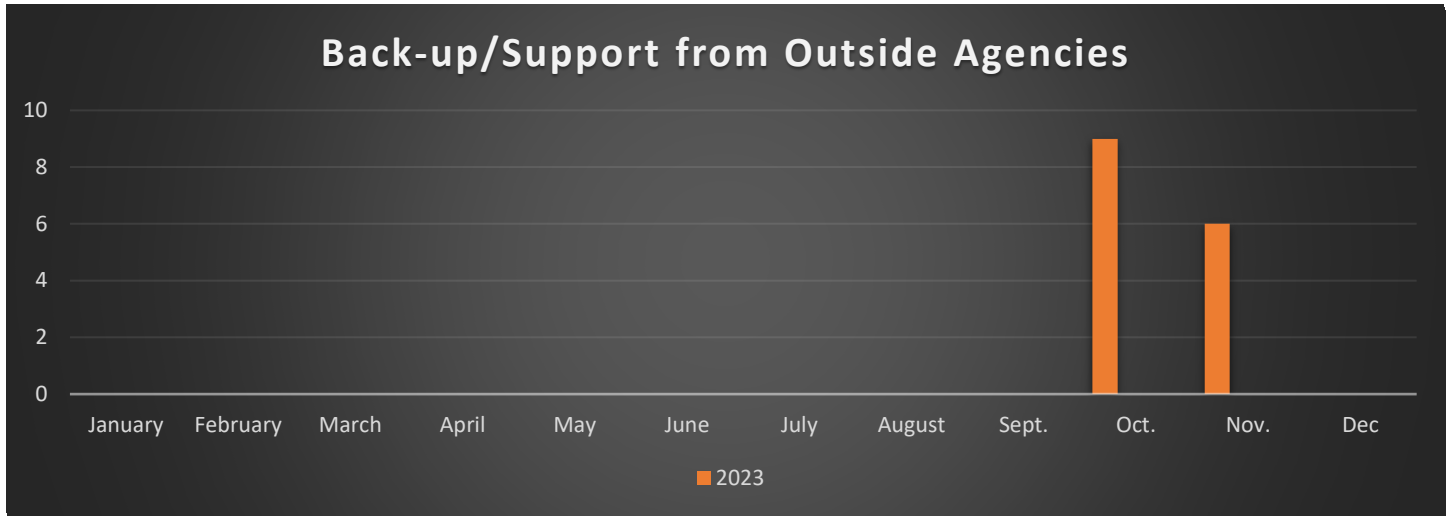
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 8
- Other: 7

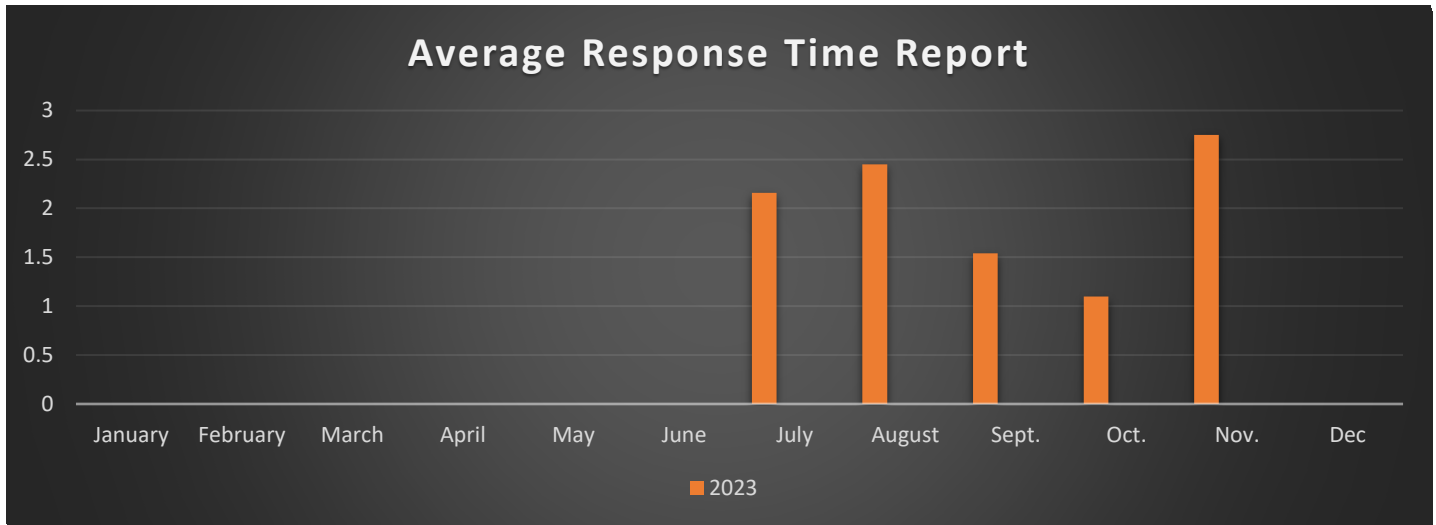


Attachment: Report to council October 15 2023 to November 14 2023 (6391 : Chief of Police Report)

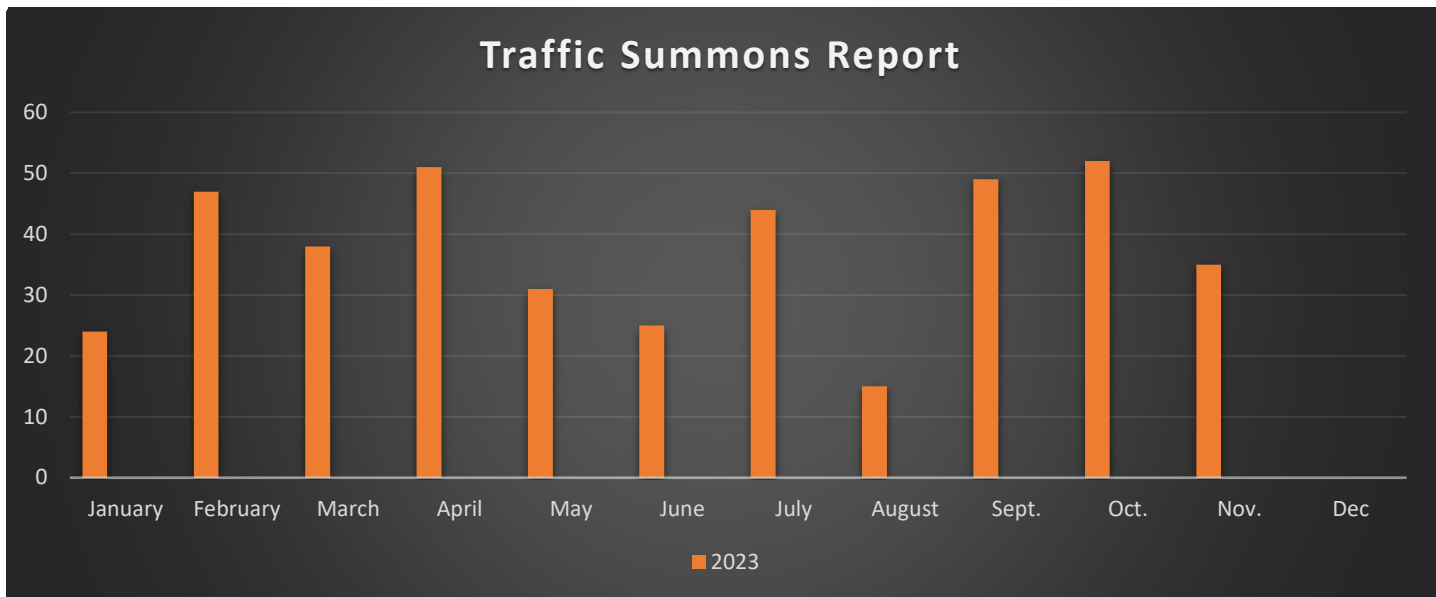
Request for Outside Agencies to Assist the Haymarket Police Department in cooperate limits: 6



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



Total Summons Issued: 35



Attachment: Report to council October 15 2023 to November 14 2023 (6391 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations. 35

46.2-830 Failure to obey HWY sign – 12

46.2-852/862 Reckless – 4

46.2-859 Passing a stopped school bus – 0

46.2-874 Speeding – 16

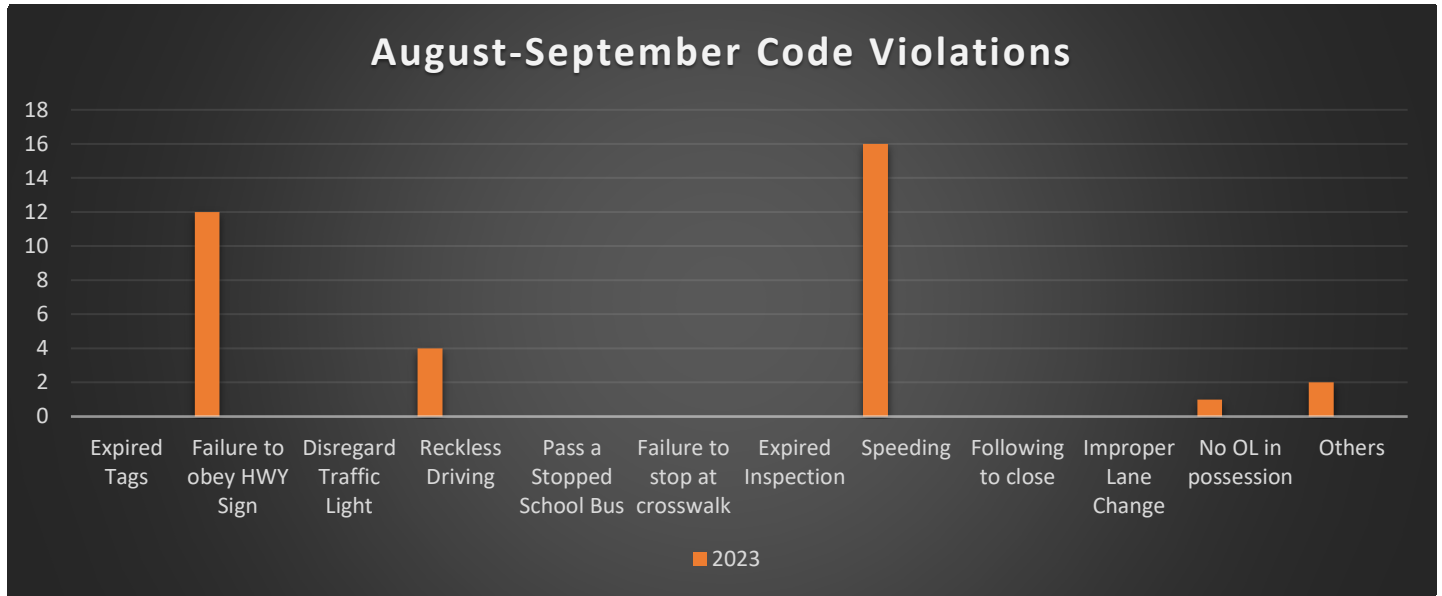
46.2-1158 Expired inspection – 0

46.2-300 No valid OL – 1

46.2-606 Expired registration – 0

46.2-816 Following too closely – 0

46.2-1043 / Equipment Violation (Tires) and 46.2-707 / No Insurance - Classified as "Others"- 2



Total Summons Issued 2023: 411



Arrest:

Misdemeanor: 11

Felony: 0

Attachment: Report to council October 15 2023 to November 14 2023 (6391 : Chief of Police Report)

Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- We have scheduled the Haymarket Police Departments' 1st annual seniors' educational summit. We have begun marketing and are beginning to obtain vendors. The event is scheduled for April 23, 2024.
- We are preparing for the 2024-2025 budget process.
- Quarterly Reports have been filed in a timely manner for the Departments 2022 LOLE and ARPA Grants.
- The Town of Haymarket Farmer's Market season has ended. All events were well attended with no issues.
- The Department's Admin assistant has taken a job with another department that is closer to her home. We have hired Brenda Dodd to fill that vacancy.
- All departmental Staff have completed their annual firearms qualifications, Use of Force, and Electronic Control Device training for 2023.
- The Chief has begun a research and development project on dash/window mounted in-car cameras.
- Preparations for Christmas in Haymarket on December 9, 2023 are complete.
- Preparations for "Operation Santa Claus" on December 16, 2023 are complete.

Respectfully Submitted,

Allen Sibert

Chief of Police

2023 Events on following page

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

Attachment: Report to council October 15 2023 to November 14 2023 (6391 : Chief of Police Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Robinson Village	Katie/Thomas	8/13/2020	11/29/2023	Katie	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built submission received 10/5. Comments due 12/1
Park Sidewalk	Katie/Thomas	4/27/2021	11/28/2023	Katie	-100% Plans approved by PC -Bids opened 11/3. Preparing bid tabulation, evaluation and recommendation for notice of intent to award
Bleight Residential Plan	Katie/Thomas	8/5/2022	11/28/2023	Applicant	-Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town -Review of sidewalk waiver request
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	11/22/2023	Applicant	-Construction and Town E&S inspections ongoing
Crossroads Village	Katie/Thomas	10/18/2018	11/22/2023	Applicant	-Construction and Town E&S inspections ongoing -As-builts submitted 6/8. Comments provided 10/31
Robinson's Paradise	Katie/Thomas	1/4/2021	11/22/2023	Applicant	-Construction and Town E&S inspections ongoing -Propane tank plan revision coord -Sidewalk driveway change coord
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	11/22/2023	Applicant	-3rd submission approval 8/11 -Construction and Town E&S inspections ongoing
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	11/20/2023	Katie	-First submission received 11/17. Comments due 12/29

Attachment: 2023-11 Nov Engineer's Reports_KMM (6392 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	11/8/2023	Applicant	-Met with applicant on FSP 2nd submission -Digital FSP 2nd submission received 10/24 -Conditional approval sent 11/8
Chick-fil-A	Katie/Emily	11/16/2021	10/31/2023	Applicant	-As-built submission comments provided 10/31 -Town to confirm bond status for release coordination
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	10/11/2023	Applicant	-Preliminary plan approved 11/29/22 -PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -E&S approval letter provided for DEQ. Approved by DEQ -PWCSA approval 2/15/23. RDA providing final required docs -VDOT approval 4/17/23 -Town approval 4/18/23 -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	3/14/2023	Applicant	-PC approved plans 1/19 contingent on staff approval of plans -Town provided input on streetlight requirements. Applicant to provide updated inserts -Approval letter drafted for receipt of inserts

Attachment: 2023-11 Nov Engineer's Reports_KMM (6392 : Town Engineer Report)

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

Attachment: 2023-11 Nov Engineer's Reports_KMM (6392 : Town Engineer Report)



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: November 28, 2023

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

1. Prepared and sent a letter to a property owner regarding a nonconforming use application and prepared an affidavit for verification of nonconforming uses.
2. Communicated with counsel for the Beans regarding the pending litigation.
3. Reviewed a draft zoning determination related to the Bean matter.

Attachment: November 2023 Town Attorney Report (6393 : Town Attorney Report)

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

Memorandum

To: Council
From: Finance Liaisons
Re: November 2023 Monthly Report

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

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2024 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFPs
 - Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted to staff

Other items/comments with staff, with financial implications:

- Staff issuing RFPs for trash hauling & recycling and for financial audit of town finances to ensure the best possible value
- Bids received re: RFP for construction of the Park streetscape improvements. Town Manager and Town Engineer evaluating the bids for presentation and discussion to Council no later than January, 2024
- Legal billing continues to trend high; TM placed a hold on all legal work, except for prosecutions and high priority items
- Treasurer is re-aligning savings and investments to receive the highest and best return, while also ensuring that all funds are properly safeguarded
- Received a Comprehensive Annual Financial Report (CAFR), the town's independent audit, for FY 2022. Auditors are available to present to council the results
- Staff continues to work on a plan to realign the administrative offices and centralize town hall entryway, as previously designed, while incorporating enhanced security needs
- Contacted Gainesville Supervisor's office re: proffer funding availability for schools and fire & rescue

Respectfully,

Joe Pasanello and TracyLynn Pater

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



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

Memorandum

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

- *Weekly Meetings with Staff
- *Debriefing session for Haymarket Day
- *Crumble Cookie Ribbon Cutting
- *Peace and Laughter Ribbon Cutting and One Year Anniversary
- *Brewsters Ice Cream Ribbon Cutting
- *Haymarket Holiday Event ~ preparation and scheduling December 9th 2pm-6pm
- *Thank you to the following businesses who sponsored a Nutcracker: Ash Salon, Peace and Laughter, Cupcake Heaven, Salman Realty, The Copper Cricket, Haymarket Hilton Garden Inn, Bruster's Ice Cream, Hidden Julles, Popeyes, Moon Dentistry, Details
- *Business Round Table ~ Quarter Four to be scheduled in January 2024
- *Meeting with businesses - building and planning
- * Crossroads Art Alliance has several events and classes for the month of December.
 - 12/ 2 & 12/3, 12/16 &12/17 - Holiday Arts & Crafts show and sale
 - 12/6 – Christmas Card & Cookies class
 - 12/9 – Holiday Even with the Town
 - 12/10 – Arts & Craft Show, Kids and Adults Poinsettia Class
 - 12/11 – Paint your own nutcracker for adults, Alcohol Ink Art Class

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www.townofhaymarket.org

*Upcoming Businesses: Kung Fu Tea (Crossroads Village Center) Opening Soon, Joy Yoga and Massage (operating in the Thrive Med Spa building, Ace Cabinet and Granite (Leaberry Way Shopping Center), Goodfellas (Crossroads Village Center) Opening Soon

Respectfully Submitted

Tracylynn Pater



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 / November 2023

The ARB is consolidating its November and December meetings to December 6, 2023, due to the holidays.

Respectfully submitted,

Marchant Schneider
ARB Chair

Attachment: ARB Liaison Report November 2023 (6397 : Architectural Review Board Liaison Report)



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

Memorandum

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

The Planning Commission meeting on November 13, 2023 included and addressed the following:

- Review and approval of a final site plan for Lifetime Smiles
 - The Commission reviewed and considered for approval a revised version of a final site plan for Lifetime Smiles (15234 Washington Street). In-line with recommendation from the Town Engineer and Planner, the Commission provided a conditional approval of the site plan. Below are the conditions:
 - Provide a plat and deed for review, and
 - Documentation of outside agency approvals.
- Reviewed a set of proposed Comprehensive Plan amendments by the Town Planner. The below updates and additions are intended to include additional and updated data and information to the Comprehensive Plan:
 - Map of the Town
 - Development within a one-mile radius of the Town
 - Soil Types in the Town, and
 - Topographic map of the Town

Respectfully Submitted,

Alexander Beyene
Councilmember

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CONSIDERATION OF AN AMENDMENT TO THE TOWN OF HAYMARKET, VIRGINIA, COMPREHENSIVE PLAN

RESOLUTION #2023-006

WHEREAS, in furtherance of the purposes of the Comprehensive Plan as set out in §15.2-2223_of the Code of Virginia, the Town Council directed that the Planning Commission review and edit the Town of Haymarket Comprehensive Plan; and

WHEREAS, the Department of Environmental Quality reviewed the current Comp Plan and provided required edits regarding sediment and erosion as set out in Title 9, Agency 25, Chapter 8302-170 (1) (B) of the Code of Virginia; and

WHEREAS, the Planning Commission held a public hearing on Monday, May 15, 2023 to hear citizens comments on the required language to the Appendix of the Comprehensive Plan;

WHEREAS, The Planning Commission unanimously voted in favor of bringing the required language to the Town Council for consideration to adopt in the Comprehensive Plan.

WHEREAS, the Town Council held a public hearing on Monday, December 4th, 2023, to hear citizens comments on the required language update to the Appendix of the Comprehensive Plan

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket Town Council adopt update the language of the Town of Haymarket Comprehensive Plan regarding sediment and erosion with the presented edits.

ATTEST:

Kimberly Henry, Town Clerk

Ayes:
Nays:
Absent:
Abstain:

DRAFT



**CONSIDERATION OF AN AMENDMENT TO THE TOWN OF
HAYMARKET, VIRGINIA, COMPREHENSIVE PLAN**

RESOLUTION #2023-007

WHEREAS, in furtherance of the purposes of the Comprehensive Plan as set out in §15.2-2229 of the Code of Virginia, the Town Council directed that, from time to time, the Planning Commission review and amend the Town of Haymarket Comprehensive Plan; and

WHEREAS, the Planning Commission held a public hearing on Tuesday, June 20, 2023 to hear citizens comments on the map amendment the Appendix of the Comprehensive Plan;

WHEREAS, the Planning Commission voted unanimously in favor of bringing the draft updated Potential Sediment and Erosion Hazards Map to the Town Council for consideration to adopt as part of the Town of Haymarket Comprehensive Plan;

WHEREAS, the Town Council held a public hearing on Monday, December 4th, 2023, to hear citizens comments on the required map update to the Appendix of the Comprehensive Plan

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket Planning Commission adopt the map amendment to the of potential sediment and erosion hazards to the Town of Haymarket Comprehensive Plan.

Done this 4th day of December 2023

ATTEST:

Kimberly Henry, Town Clerk

Ayes:
Nays:
Absent:
Abstain:

DRAFT



CONSIDERATION OF AN AMENDMENT TO THE TOWN OF HAYMARKET, VIRGINIA, COMPREHENSIVE PLAN

RESOLUTION #2023-013

WHEREAS, in furtherance of the purposes of the Comprehensive Plan as set out in §15.2-2229 of the Code of Virginia, the Town Council directed that, from time to time, the Planning Commission review and amend the Town of Haymarket Comprehensive Plan; and

WHEREAS, the Planning Commission held a public hearing on Monday, September 18, 2023 to hear citizens comments on the map amendment to the Appendix of the Comprehensive Plan;

WHEREAS, the Planning Commission voted unanimously in favor of bringing the draft Resource Protection Area Map to the Town Council for consideration to adopt the Town of Haymarket Comprehensive Plan amendment;

WHEREAS, the Town Council held a public hearing on Monday, December 4th, 2023, to hear citizens comments on the required map update to the Appendix of the Comprehensive Plan

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket Town Council adopt the map amendment to the Town of Haymarket Comprehensive Plan adding a Resource Protection Area Map to the Appendix of the Plan.

Done this 4th day of December 2023

ATTEST:

Kimberly Henry, Town Clerk

Ayes:
Nays:
Absent:
Abstain:

DRAFT

Mobile food establishment:

The intent of this section is to establish basic operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property. Mobile food establishments are itinerant and not permanent fixtures to a specific property.

General requirements.

For the purposes of this Section, the terms permittee, operator, and vendor all shall mean a licensed mobile food establishment.

- A. A mobile food establishment Business License and permit authorized by the Zoning Administrator and Town Treasurer shall be required prior to the operation of a mobile food establishment on a privately owned parcel.
- B. A mobile food establishment Business License and Zoning permit allows the Business to operate at any of the 3 different allowable locations. (Brewery, Winery, and Distillery), Also known as Host Business.
- C. A Zoning Permit authorized by the Zoning Administrator shall be required by the mobile food establishments owner prior to the operation of mobile food establishments on site, specifically stating the location of the mobile food establishment on site; cost is \$50.00.
- D. Mobile food establishments may operate only at in Town wineries, breweries, or distilleries.
- E. Mobile food establishments are responsible for the Town Meal's Tax and shall comply with the Meals Tax Ordinance Sec. 42-186.
- F. A mobile food establishment Business License is valid from May 1st of the current year until April 30th of the following year upon which the permit was issued. The Town business license will need to be renewed by May 1st of every year.
- G. A mobile food establishment Business License and permit may be revoked by the Zoning Administrator or Town Treasurer at any time due to the failure of the License holder to comply with all requirements of this Article and other applicable federal, state, and local laws. Notice of revocation shall be made in writing to the Business license holder.
- H. No Business License or permit authorized and issued by the Zoning Administrator and Town Treasurer shall authorize a mobile food establishment to operate on or from a public street or park.
- I. A business application will need to be submitted to Town Treasurer for approval; fee for Mobile Food Establishment license \$200.00. License will need to renewed every April 30th.

Mobile food establishments may be operated from an approved location, subject to the following procedures:

- A. Each year, the owner or operator of any mobile food establishment doing business in the Town must file a mobile food establishment business license and permit application with the Zoning

Administrator and Town Treasurer. The permit application must be accompanied by a copy of the approved zoning permit, obtained by the property owner for the operation of mobile food establishments on the property. If a mobile food establishment operates on more than one site, only one mobile food establishment business license application is required, provided that the property owner on any additional sites has obtained a mobile food establishment location permit. The operation of any mobile food establishment is subject to all Virginia Health Department permits/licenses; and

- B. A maximum of two mobile food establishments are permitted at any one location at the same time, provided that additional mobile food establishments may be permitted in conjunction with administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit:
- C. Mobile food establishments may not be in any fire lane, travel lane, entrance/exit, or any required parking space;
- D. Mobile food establishments must be located on a level, paved, or gravel surface with safe pedestrian access.
- E. All generators and mobile food establishments shall be located no less than 100 feet from any residential properties; The vicinity around the mobile food establishment must be kept clean and free of debris; Trash receptacles must be provided; and
- F. The mobile food vendor shall comply with any request of a police officer or other public safety personnel to move or cease vending in the case of an emergency.

Operational requirements.

- A. No vendor shall remain on site at one property for more than 12 consecutive hours.
- B. Vendors shall comply with Chapter 18 of Town Code pertaining to noise control.
- C. Only food and non-alcoholic beverages incidental to the permitted vendor shall be sold from the mobile unit. Retail sales of merchandise are permitted as an accessory use to the primary use of food sales.
- D. Portable receptacles for the disposal of waste materials or other litter shall be provided. All waste shall be removed and disposed of daily by the mobile food establishment operator. Public trash receptacles shall not be used for compliance with this section.
- E. No liquid or solid waste may be discharged from the mobile unit.
- F. Signage:
 - 1) Signage may be imprinted on the exterior body of a licensed mobile food establishment and include the use of an attached or detached menu board.
 - 2) Advertisements for businesses other than the mobile food establishment may not be utilized.

- G. No tables or chairs for patron's use may be set up in association with the mobile food establishment.
- H. The operator of a permitted mobile food establishment must conspicuously display the approved permit for public inspection.
- I. All required taxes must be paid and in conformance with Chapter 42 of Town Code.
- J. A three-foot wide clearance area must be maintained around the mobile food establishment.

Location requirements.

Mobile food establishments shall only be permitted in zoning districts that permit a mobile food establishment by-right.

Mobile units shall not block any drive aisles, ingress and egress from the property, or designated fire lanes. In no situation shall vendors be permitted to operate on grass, dirt, or other non-improved parking surfaces.

No parking space that satisfies a Zoning Ordinance parking requirement shall be converted into a parking space or vending area to accommodate a mobile food establishment.

Enforcement and Penalties.

Hosting businesses are responsible for ensuring all necessary business application/permit applications have been filed with the Town of Haymarket by each mobile food establishment on site, if not the hosting business will be fined for hosting a non-compliant mobile food establishment.

Mobile units will be removed from hosting premises if they are non-compliant with Town requirements.

Any person who commits, permits, assists in, or attempts, whether by act or omission, a violation of any provision of this ordinance shall be liable and the violation will be enforced. Hosting businesses will be fined for hosting non-compliant mobile food establishments. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation of the same regulation or requirement arising from the same set of operative facts, and \$500 for each additional violation of the same regulation or requirement arising from the same set of operative facts.