



TOWN COUNCIL – REGULAR MEETING

Monday, August 04, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION: Rabbi Shmuly Perlstein - Chabad Center for Jewish Life Gainesville Campus

IV. CITIZENS TIME

V. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Closed Session: May 27, 2025
2. Mayor and Council – Work Session: June 30, 2025
3. Mayor and Council - Closed Session: July 7, 2025
4. Mayor and Council - Regular Monthly Meeting: July 7, 2025

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 Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

VI. AGENDA ITEMS

1. Planning and Land Use Communication Notifications
2. Town Park Pavilion RFP Follow-up
3. Outdoor Event Ordinance Fee Schedule

VII. COUNCILMEMBER TIME

1. Vice Mayor Gallagher
2. Councilmember Luersen
3. Councilmember Pasanello
4. Councilmember Beyene

5. Councilmember Baker
6. Councilmember Ramirez
7. Mayor Pater

VIII. ADJOURNMENT



TOWN COUNCIL - CLOSED SESSION

Tuesday, May 27, 2025 at 6:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the Closed Session meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

II. AGENDA ITEMS

1. MOTION FOR CLOSED SESSION

Councilmember Luersen moved for the Haymarket Town Council to go into closed session Pursuant to Virginia Code 2.2-3711 (A)(1): a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town of Haymarket employees; and

Pursuant to Virginia Code 2.2-3711 (A)(1): a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager and the Chief of Police. Vice Mayor Gallagher seconded the motion. The motion carried.

2. CERTIFICATION FOR CLOSED SESSION

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

**Motion made by Councilmember Luersen, Seconded by Vice Mayor Gallagher.
Voting Yea: Mayor Pater, Vice Mayor Gallagher, Councilmember Pasanello,
Councilmember Ramirez, Councilmember Beyene, Councilmember Luersen,
Councilmember Baker**

3. MOTION OR DIRECTIVE FROM CLOSED SESSION, IF NEEDED

Without objection, Vice Mayor Gallagher directed Town Staff to prepare an RFP for an external party to perform a compensation study that would be inclusive for all Town employees.

III. ADJOURNMENT

Vice Mayor Gallagher moved to adjourn the Closed Session meeting seconded by Councilmember Ramirez. The motion carried.

**Motion made by Vice Mayor Gallagher, Seconded by Councilmember Ramirez.
Voting Yea: Vice Mayor Gallagher, Councilmember Pasanello, Councilmember Ramirez,
Councilmember Beyene, Councilmember Luersen, Councilmember Baker**



TOWN COUNCIL – WORK SESSION MEETING

Monday, June 30, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

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

III. TOWN MANAGER'S REPORT

Town Manager Emily Kyriazi shared that the staff is trying a new format. She shared going forward that she and Chief of Police Sibert will be giving a verbal monthly report at the Monthly Work Sessions. She stated that this gives the Council an opportunity to ask questions so that she and the Chief can come back at the Regular meeting with answers. She asked for directive if Council would like the written report in the Work Session agenda or remain as part of the Consent Agenda in the Regular meeting agenda. Mrs. Kyriazi gave updates on the Town Park sidewalk RFP and the request feature on the GoGov app has been implemented. She also shared that the storm water grant has been finalized and has gone through and that she is scheduling a kick off meeting. She shared that she will try and have more information by the following week's regular monthly meeting. There was a question about the scope of work. Mrs. Kyriazi updated the Council on the project and stated that the scope of work has changed. She stated that the focus is now a portion of North Fayette Street and South Fayette/Jefferson Street.

She provided additional information from her report regarding the RFP for the park pavilion and the RFP for the Compensation Study. She shared on the success of the last Business Roundtable meeting and information on the Mayor's message videos that will be on the Town's facebook page and other social media platforms. She asked for any ideas from the Council on future videos. Mrs. Kyriazi shared that she was contacted by a concerning parent about the possibility of her daughter being covered in ticks after visiting the Town Park. Mrs. Kyriazi shared that staff looked into the complaint and found that the insects were not ticks but weevils which looks a lot like a tick. There was a short discussion on the subject and a suggestion to see if Prince William County will dust landscaped areas. Also there was a concern brought up about a citizen being charged a fee to use the County landfill. After a discussion on the subject, Town Manager Kyriazi stated that she

would follow up with Prince William County and have an answer at the next Town Council meeting. Town Manager Kyriazi continued with her report sharing additional information on the Town Center site plan. She shared that she had a meeting with the architect who originally drew up the interior plans. She stated that it was a productive meeting and will be bringing cost estimates to the Council at a future meeting. She also shared that she is working with the Town Engineer on exterior plans and pricing for the site work. She continued with Planning and Zoning updates stating that there will be a demolition permit application coming before the Architectural Review Board. She also shared that the owners of Graystone Companies will be at the Planning Commission to discuss their concept at 14600 Washington Street. Mrs. Kyriazi shared that since they were at the Town Council meeting, they have met with staff and VDOT on a traffic impact study. She also shared that the staff asked about a round about at the entrance point of Greenhill Crossing and the QBE property and if it would assist in traffic mitigation.

Mrs. Kyriazi also gave an update on the upcoming Town Events and sponsorships. She accredited the Town Events Coordinator on her hard work. She shared that the Government Open House was a huge success. Mrs. Kyriazi gave updates on the building of a new Town website. Discussion followed on the subject. Mrs. Kyriazi highlighted 2 new businesses coming to Haymarket; My Habidasher - a custom men's clothing boutique and Italia Performing Arts. She concluded her report by encouraging the Council to contact her if they would need additional information on items discussed for the next meeting.

IV. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions on monthly financial report that he presented. There were questions on the monthly report regarding real estate tax assessment and the transient occupancy tax. Mr. Gonzalez shared that the Town will end the year in the black. He provided some updated numbers on the meals tax line item and business license tax. He shared that the finance liaisons will need to discuss some of the investments at their July 16th liaison meeting. A discussion ensued on the transient occupancy tax and tourism. There was also a discussion on the fire program funds and the purchase made from the fire department.

2. Planning Commission Re-appointment

Town Clerk Kim Henry gave a brief update on the re-appointment of Jerome Gonzalez to the Planning Commission. She shared that Mr. Gonzalez has served as chairman since January and that he expressed an interest to continue his service on the Planning Commission. Ms. Henry shared that she will put this item on the regular monthly meeting agenda for Council consideration.

3. Planning Commission Vacancy

Town Clerk Kim Henry shared that she received a resignation letter from Pankaj Singla on June 17th with his resignation effective immediately. Ms. Henry shared that she posted the vacancy on the Town's website and social media platforms. She shared that she has received two applications of interest. Ms. Henry introduced one of the applicants at this evening's meeting for Council to meet and ask any questions.

Mr. Jeff Kress addressed the Town Council by sharing his interest in vacancy. He shared that he does similar tasks by serving on his community HOA board. He answered several questions from the Council. The Council directed Ms. Henry to make a note of the questions asked so that they could use the same questions for the other applicant who will attend the July 7th meeting.

4. Draft Code of Ethics

Town Clerk Kim Henry provided a draft clean version of the Code of Ethics. Ms. Henry also provided the original Code of Ethics. She shared that the Planning Commission provided comments as well as the Architectural Review Board. Ms. Henry shared that there was a discussion to shorten the Code of Ethics to a one page document. She has for a directive to proceed with creating a one page document.

5. RFP for Town Park Design

Town Manager Emly Kyriazi presented the complete RFP for the Town Park pavilion and restroom facilities. She asked that the Council take the week to review the document and make any requested edits for discussion. She stated that she would like comments back for the next regular monthly meeting. Mrs. Kyriazi gave a timeline for review from the Town Attorney and posting the RFP. She opened the floor for any discussions or questions. She stated that she will reference past minutes that the design would mimic the original house structure so that it is added to the scope of work. A discussion followed on the scope of work requirements. A discussion followed on the design of the restroom facilities and water fountains or bottle filling station and if it would be open during the off season and climate controlled facilities in the summer and the cost of the possibility of a year round facility. The Council directed Mrs. Kyriazi to visit other parks and the facilities in the area for comparisons. There was also a discussion on a preliminary phase of design and having a joint meeting with the Architectural Review Board in the near future. There was also a short discussion on the preliminary engineering. Mrs. Kyriazi stated that the landscape architecture, what the building itself will look like and the entry/exit points on the property will look like will be included in the engineering phase. The Council discussed the master plan of the property and what the design of the pavilion in relation to the other things planned for the property. Mrs. Kyriazi agreed that in the design of the building there should be other factors such as parking and other elements to the property. Mrs. Kyriazi continued to state that to make good on a promise Council made a few months ago, they are putting together an RFP for a pavilion without considering the master plan for the property. She stated that Council is only looking at one element of it with the planning of the pavilion, as promised, but not considering all the other elements, like an amphitheater or open play fields and walking trails. She suggested that Council still work on the RFP but also work the engineering of the master plan. After the discussion, Mrs. Kyriazi suggested that she draft an RFP for just the architectural design of the pavilion and a RFP for master plan of the park simultaneously. A discussion followed on Mrs. Kyriazi's suggestion. The Council asked for Mrs. Kyriazi to integrate some of their ideas and come back with a revised RFP.

6. RFP for Compensation Plan

Town Manager Emily Kyriazi presented the RFP for a Compensation Study. She shared that the RFP was utilized from another jurisdiction and tailored to the Town's needs and expectations. Mrs. Kyriazi opened the dialogue with the Council. She shared that the Council will need to decide who the review party will be for the opening of the bids. There was a discussion about having two members of Council to act as the liaisons for this process. Mrs. Kyriazi asked for the Council to review the document and she will contact the Town Attorney with the suggestions made at this meeting. Councilmember Pasanello stated that he would need to "canoodle" on the job descriptions throughout the week and come back with suggestions.

7. Strategic Plan Update and Discussion

Town Manager Emily Kyriazi presented the adopted Strategic Plan for Council to do a six month recap on accomplishments and focus areas. She said she still plans on incorporating the initiative related to the topic on the administration monthly report. She said that she would like to have another meeting with Stephanie Davis from Virginia Tech in the fall to make sure the

Council is still on track and establish priorities for the year. She said she would also like to incorporate the plan into the FY27 budget process with Ms. Davis' input. A short discussion followed. There was a discussion to incorporate an assessment management inventory of the buildings as a priority. Mrs. Kyriazi stated that she could check with Ms. Davis on referrals for college interns that would be available to do a study. Mrs. Kyriazi asked for Council to discuss their 6 month and 1 year priority from the strategic plan at the next meeting.

8. Town Hall Site Plan Status Update

Town Manager Emily Kyriazi shared that she had a meeting with the architect that originally drafted the building plans for Town Hall. She stated that the plans will need to be updated because of a change in software programs and iterations to the building codes since the plans were originally drafted. She shared that she will be bringing a price estimates to the finance liaisons at their next meeting. As for the outside plans, she shared that she reached out to two firms to give a price estimate update and will be bringing those estimates to finance. She stated that she hopes to have pricing for both inside and outside projects by the end of summer to share with the Town Council. Mrs. Kyriazi stated that she would like input from the Town Council and the ARB to get the elements for the front facade for the front of the Town Hall building reaffirmed. She asked for direction in holding a joint meeting.

V. ADJOURNMENT

With no further business before the Town Council, Councilmember Ramirez moved to adjourn seconded by Councilmember Luersen. The motion carried.

Motion made by Councilmember Ramirez, Seconded by Councilmember Luersen.

Voting Yea: Vice Mayor Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Beyene, Councilmember Luersen, Councilmember Baker



CLOSED SESSION

Monday, July 07, 2025 at 6:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Ken Luersen
Councilmember Joe Pasanello
Councilmember Mary Ramirez

ABSENT

Councilmember Alexander Beyene

II. CLOSED SESSION

1. Closed Session Motion

Councilmember Luersen moved to go into Closed Session Pursuant to Virginia Code § 2.2-3711 (A)(1): for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with the Town of Haymarket employees; and Pursuant to Virginia Code § 2.2-3711 (A)(8): consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to a Haymarket lease agreement. Councilmember Ramirez seconded the motion. The motion carried.

Motion made by Councilmember Luersen, Seconded by Councilmember Ramirez.
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Ramirez
Absent: Councilmember Beyene

2. Certification

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

**Motion made by Councilmember Luersen, Seconded by Vice Mayor Gallagher.
Voting Yea: Mayor Pater, Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Ramirez
Absent: Councilmember Beyene**

3. Directive or Motion

Vice Mayor Gallagher stated for staff awareness, the Council appointed Councilmember Baker and Vice Mayor Gallagher to be part of the Compensation Study liaisons. He shared that he and Mr. Baker will get together with the staff to discuss the scope of the RFP, the staff involvement, who would be opening the bids and a timeline.

III. ADJOURNMENT

After the directive, Vice Mayor Gallagher moved to adjourn the Closed Session Meeting seconded by Councilmember Pasanello. The motion carried.

**Motion made by Vice Mayor Gallagher, Seconded by Councilmember Pasanello.
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Ramirez
Absent: Councilmember Beyene**



TOWN COUNCIL – REGULAR MEETING

Monday, July 07, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Ken Luersen
Councilmember Joe Pasanello
Councilmember Mary Ramirez

ABSENT

Councilmember Alexander Beyene

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Haymarket Chief of Police Al Sibert

Mayor Pater invited Chief of Police Al Sibert to the podium to give the evening's invocation.

IV. CITIZENS TIME

There was not anyone present at this evening's meeting wishing to address the Council during Citizens Time.

V. CONSENT AGENDA

Mayor Pater asked for any pulled items from the Consent Agenda. There was a request to pull the Chief of Police Report and the Town Administration Report.

Councilmember Pasanello moved that the Haymarket Town Council to adopt Consent Agenda Items A: 1-2. B:2,4,5 and C:1-5. Councilmember Ramirez seconded the motion. The motion carried.

**Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez.
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen,
Councilmember Pasanello, Councilmember Ramirez|
Absent: Councilmember Beyene**

After the pulled items were discussed, **Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Items B:1,3. Councilmember Luersen seconded the motion. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen,
Councilmember Pasanello, Councilmember Ramirez
Absent: Councilmember Beyene**

A. Minute Approval

1. Mayor and Council – Work Session: May 27, 2025
2. Mayor and Council – Regular Meeting: June 2, 2025

B. Department Reports

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

Police Chief Report

Councilmember Ramirez stated that she appreciates the graphs that the Chief provides in his report. She stated that she would like to bring attention to a couple of the graphs. She noticed that the dispatched calls for service has gone up and the overall combined calls for service are up for 2025. She also pointed out that the officer initiated calls for service has increased as well. She asked the Chief what kind of calls he has seen this year compared to previous years. Chief Sibert shared that it's not necessarily a larger call volume but the complexity of the call. He shared the involvement and the time to answer the call and then the follow up has expanded on the officers. He also shared that the officers are doing what they need to do to stay up to date with the appropriate tools and training in order to be prepared for those calls for service. He shared that adding the two extra positions last year was a proactive move to stay on top of the demand. Councilmember Ramirez also asked about the graph showing the grant money used by quarter. She asked if the reason the grant money used is down is because of the increase calls for service. Chief Sibert stated that it is part of reason. He shared that the report is behind because the current quarter ended after the report was generated. He also shared that looking at the preliminary numbers for this quarter, the numbers are still down.

Councilmember Ramirez thanked the Chief for all the hard work that the officers do and the report showing the increased in traffic volume. She stated that the department is essential to the safety of everyone in the Town. She continued to state that the Council should consider adding more officers to the force in the next budget season.

Councilmember Pasanello asked for the Chief to share about the two interns he has on staff for the summer. Chief Sibert shared that one is currently in college and the other will be starting college in the fall. He shared that the college intern has been helping out with the planning of National Night Out and other community events. He shared that the other intern gives hours when she can. He shared that the interns have been able to do ride a-longs, attend court proceedings and will be showing them some crime scene evidence collections mock ups. Councilmember Pasanello credited and thanked Officer Anderson for the quick action of an accident in front of Town Hall on the Town's Government Open House Day. Chief Sibert thanked the staff and Vice Mayor for their quick action as well to deescalate the situation. Councilmember Pasanello also asked about the Click it or Ticket campaign. Chief Sibert shared that it is part of the DMV grant that the department participates in and gave information on the type of data he submits. Lastly, Mr. Pasanello asked if there was anything that took effect on July 1 from the State that would impact the Town or the department.

Chief Sibert responded by stating that the seat belt law encompasses everyone in the vehicle now not just the driver was the biggest legislative bill that took effect. He also stated that a bill passed giving Towns the authority on bicycles and skateboards on sidewalks. He stated that Towns can decide if they want to allow them on sidewalks.

Town Administration Report

Vice Mayor Gallagher thanked Town Manager Emily Kyriazi for the follow up from last weeks work session where it was shared that a resident was turned away at the County landfill and for providing updated information. Mr Gallagher asked for clarification that those living outside the Town limits have a landfill fee imposed in their real estate taxes that the Town residents do not have. Mrs. Kyriazi shared that she is still following up on the fees with the County.

Councilmember Baker asked for updates on the Town sidewalk project. Mrs. Kyriazi stated that the project is with the land use permit manager and also waiting on a follow up from the Engineering Group who need to give a final punch list to assure the project has been completed and all the steps have been followed. She shared they are waiting to get the deed and plat recorded and that VDOT has to sign off on it. There was also a question on the Erosion and Sediment (E&S) report on the grass growth at the Town park where the house used to sit. Mrs. Kyriazi shared that the grass growth needs to be inspected regularly according to E&S standards.

Councilmember Luersen circled back around to the topic of the landfill fees and schedule. He asked that staff post the schedule and appropriate fees for In Town residents be posted on the Town's website. Mrs. Kyriazi affirmed that once she receives all the information, she will have it posted on the website.

Councilmember Luersen asked for any updates on the Stormwater Management meeting that she recently had. Mrs. Kyriazi stated that she met with JMT, the consultant, and Prince William County representative David Maxwell for a kick off meeting on the stormwater management grant. She shared that they went over the three focus areas. One of the areas is behind Haymarket Baptist that was once a concern but seems like it has been since resolved. Mrs. Kyriazi shared that she will be meeting with the Town's Engineer to discuss the subject further. Mrs. Kyriazi provided a scope of work and general timeline. Councilmember Luersen also asked for status updates on the Museum building and the Haymarket Realty building. Mrs. Kyriazi shared there was a faulty thermostat in the museum and has since been replaced and everything there is working as it should. She also shared that the air conditioning unit at the Haymarket Realty building needs to be replaced. She shared, however, that the contractor is back logged and cannot replace the unit until August. She stated that staff bought a window unit for the building so that it can be utilized by the tenant. She stated that she will be talking to the finance liaisons about a rent abatement and a final price on the unit and narrowing a timeline for the work to start.

Councilmember Pasanello asked Mrs. Kyriazi to share about the subject of condition inventory. Mrs. Kyriazi shared that when these issues came to their attention, the staff discussed with the finance liaisons about the cycle of heat related issues on the buildings that have come up. She stated that a conversation continued on the overall structure of Town owned buildings. She shared that the Town does not have anything done by a structural engineer to give a status on the buildings. She continued to share that the topic was discussed with the finance liaisons to hire a structural engineer. She stated that she met with the contractor and he gave some recommendations and has a point of contact for a structural engineer. A discussion followed on the subject about engaging interns from Virginia Tech to help establish an asset inventory.

Councilmember Pasanello asked about the planning meeting for the fall Youth in Government program. Councilmember Ramirez shared the date and time of the meeting. A short discussion followed on the involvement of the high school government teachers. Councilmember Pasanello asked about the zoning and planning section of the report. He asked for any concepts on active projects that can be shared. Mrs. Kyriazi suggested that at the next Work Session, she would provide a presentation on active related zoning and planning projects.

Lastly, Town Manager Kyriazi shared information on the Mayor's Message that is being released on social media. Mrs. Kyriazi shared that filming is taking place at area businesses.

C. Liaison Reports

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

VI. AGENDA ITEMS

1. Planning Commission Re-Appointment

Councilmember Baker moved to re-appoint Jerome Gonzalez to the Haymarket Planning Commission with a term beginning July 1, 2025 through June 30, 2029. Vice Mayor Gallagher seconded the motion. The motion carried by a roll call vote.

**Motion made by Councilmember Baker, Seconded by Vice Mayor Gallagher.
Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen,
Councilmember Pasanello, Councilmember Ramirez
Absent: Councilmember Beyene**

2. Planning Commission Appointment

Town Clerk Kim Henry introduced Sreeja Nair, Caboose Trail, to the Town Council. Ms. Henry shared that Mrs. Nair is interested in filling the Planning Commission vacancy seat. The Town Council asked Mrs. Nair questions regarding her experience and interests. Mrs. Nair shared that her family moved to Haymarket in March and has a desire to be involved in the community that she is living in.

After the short interview, the Town Council decided to defer the decision until the July 28th Work Session so that they can have time to review notes from both applicant interviews.

3. Town Park RFP Design

Town Manager Emily Kyriazi led the discussion on the draft RFP for the pavilion at the Town Park. She started with a memo that she prepared with an updated scope of work. She stated that she would like Council to discuss the scope of work that she drafted. She also provided scenarios. First was to post the design RFP to completion before continuing with the engineering RFP. She stated that her concern with this scenario would be that would slow the process down. The other scenario would be for her to prepare a second RFP for engineering services which would reaffirm the master plan from 2015 or elements of it. A site plan which would be done through a preliminary plan. Then the final site plan which would give the engineering that is needed to go out and get bids for construction while working at the same time on the design RFP. She stated that this could be a collaborative effort between the Town and the two companies. She also stated that they could get the public input through each step of the process.

She continued with the square footage of the building and provided examples. She stated that the old house was approximately 1800 square feet and that a pavilion that size could hold up to 175 people. The Town Council discussed the examples of the square footage of the pavilion and the number of restrooms needed. Mrs. Kyriazi suggested that the language state up to 3 restroom facilities since there are other plans for the park that could require more facilities. There was also a concern about parking if the pavilion was built to the same squared footage of the house. Mrs. Kyriazi continued to state that it would need to be analyzed in comparison to the

zoning ordinance and going off of the parking requirements that the Town currently has. She shared that this would all come up in the engineering phase so that there would be plans on the minimum and also on how popular it could be. She looked for a directive from Council on the scope of work and preferred scenario. A discussion continued on the size of the pavilion and the intended use. A question was raised if the restroom facility is included in the square footage of the pavilion. Mrs. Kyriazi shared that the restroom facility would be a separate building with its own square footage on the property. There was also a short discussion on the water and electric service for both the pavilion and restrooms. Mrs. Kyriazi shared that there could be water and electric services to both even if they are separate stand alone buildings. There was a discussion on operation and maintenance costs. There was a suggestion of designing the building based on future maintenance operating costs. The Council directed Mrs. Kyriazi to reach out to the County to see what the operational costs are for one of the facilities similar in size to the projected size of the pavilion, such as James Long Park. The Council also agreed that they would prefer the second scenario. They also gave a directive to design the pavilion to the floor plan of the old park house. The Town Council directed staff to proceed with the scope of work that was presented and discussed at this evenings meeting and staff begin working on RFP for the engineering work of the town park.

4. Compensation Study RFP

Town Manager Emily Kyriazi shared that this item was handled in the Closed Session meeting earlier in the evening and that she will be following up with Vice Mayor and Councilmember Baker.

5. Outdoor Events Ordinance

Town Manager Emily Kyriazi shared that this item was previously addressed. She shared that there has been some outdoor events recently. She stated that typically the applicants would apply for a permit to the Town to ensure health and safety for all involved. She stated that this item is before the Council to re-evaluate the ordinance and tighten up a couple of items in the ordinance regarding who is required to apply, the process to apply and communicate with the Town and other triggers such as policing for the event. She provided a draft of the ordinance for discussion. She stated that she needs to follow up with Chief Sibert on the safety aspects of it and permitting process communication with the police department on a security plan. A discussion followed on appropriate means of security and the section in the ordinance regarding transfers. Town Attorney Simmons provided suggested language for that section. Lastly, there was a discussion on the timeline. Mrs. Kyriazi shared that she would like to have the ordinance in final draft form for Council to authorize public notice at the July work session.

6. Code of Ethics - New Draft

Town Clerk Kim Henry provided the old draft of the Code of Ethics with comments from an Architectural Review Board member and the proposed slimmed down version that was requested by Council at a previous meeting. A discussion followed on an item in the draft referencing concerns of an elected officials behavior. Town Attorney Olaun Simmons recommended that, if there is a grievance, it needs to be done off of the dais. After the discussion, the Town Council directed Ms. Henry to work with the Town Attorney to incorporate clear language and steps of action to this section.

VII. COUNCILMEMBER TIME

1. Councilmember Beyene

Councilmember Beyene was absent and did not have a written report for Council.

2. Councilmember Baker

Councilmember Baker thanked the staff for their hard work on the budget and updating the Council on everything. He shared the events coming up and gave compliments on the Mayor's message that is on social media platforms. Lastly, he thanked the Council for the great dialogue.

3. Councilmember Ramirez

Councilmember Ramirez thanked the staff for the successful Government Open House day. She also thanked the Prince William County departments for coming to the event. She shared the date for her next Community Outreach meeting.

Councilmember Pasanello

Councilmember Pasanello asked Chief Sibert to come up to the dais and presented him with a small memento of his recent vacation in the spirit of good fun. Also in the spirit of good fun, Councilmember Pasanello recognized July 7th as Ringo Starr's birthday and research appreciation day.

5. Councilmember Luersen

Councilmember Luersen thanked all of staff for what they do, especially with the increased work load on RFP's and the like. He also recognized today as Chocolate Appreciation Day.

6. Vice Mayor Gallagher

Vice Mayor Gallagher recognized and gave thoughts to those affected by the Texas floods over the weekend that claimed lives. He stated that it reminded him of the small community like Haymarket and recognized all the first responders for their dedication. He especially recognized the police department who is out communicating in the community. Vice Mayor Gallagher also recognized Matt Burrows, the Town's Maintenance employee. He shared his appreciation of Matt who is out in all kinds of weather making the Town look beautiful and inviting.

7. Mayor Pater

Mayor Pater stated that she is very proud of this town, of staff and of the people she sits with on the dais. She shared the date for National Night Out on August 5th and is looking forward to the event. She also shared in the excitement of this year's summer concert on August 16th. She also shared that she will be at the Farmer's Market on August 3rd and encouraged citizens to stop at the town tent for conversation. She gave the date for Flags for Heroes is September 20th. Lastly, she congratulated everyone for their hard work on the Government Open House event and shared that she had so much fun reading to the kids.

VIII. ADJOURNMENT

With no further business before the Town Council for this evening, Councilmember Ramirez moved to adjourn seconded by Councilmember Luersen. The motion carried.

Motion made by Councilmember Ramirez, Seconded by Councilmember Luersen.

Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Pasanello, Councilmember Ramirez

Absent: Councilmember Beyene

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K/Thomas B	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Held a meeting with the Engineering Groupe on 7-23 to discuss the punchlist items. Awaiting an updated punchlist from the Engineering Groupe, to be sent on 7-24. Once received the punchlist will be sent to the contractor for the repairs and a final closeout. VDOT responded regarding the deed and plat -- need to address a comment regarding hazardous area within the plat. Working with Staff to make the necessary modifications and resubmit to VDOT by COB 7-28.
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing
GoGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. Will be following up with GoGov team week of 7-28 to touch base on the app services. Will continue advertising the app and its features
County Contact RE: Stormwater Assessment Program	Emily		UPDATE: Uploading site plan files into the dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project.
Comprehensive Zoning Inspection	Emily K/Thomas B		14801 Washington St owner has removed the debris on the property. Town Planner will be completing the first quarter inspection week of July 7th - specifically addressing temporary signs this quarter UPDATE 7/22/2025 Town Planner completed inspection of temporary signage and other zoning issues in the Town on Friday July 11th, follow up and notices to be sent out to businesses by COB of 7-25. Specifically addressing tall overgrowth on several commercial sites along Washington Street.
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	The next business roundtable meeting will be August 26th at the Hilton. Additionally, I am coordinating with our Chief of Police to host a forum with our Business Owners to discuss public safety in the Community, safety precautions for opening/closing businesses daily and other safety tips. The forum will be held in August/Sept at Town Hall - need to finalize a date with the Chief. We will advertise the forum at the next business roundtable to get the information directly to the businesses.
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Following discussion at the Town Council work session June 30th -- Council will make recommendations for additions to the Strategic Plan, additions will be compiled and discussed/reviewed at the Fall Retreat meeting with consultant and the plan amended as appropriate. I have also suggested at the fall retreat meeting that the Council have a discussion on prioritizing items in the plan for the Staff to work on. Councilmember Pasanello suggested adding the Compensation Study and Analysis to the Strategic Plan under Goal #2. I will track recommended additions in my Strategic Plan working document as discussed by the Town Council.
Museum: Crossroads Arts Alliance	Emily/Tracylynn		UPDATE: Trying to coordinate a meeting with President, schedules have not aligned yet... Weekend of June 28th the CA held an ArtsFest event at the space, we have received feedback that the event was successful. Also that weekend, the Museum experienced ac issues with a faulty thermostat setting of 50 degrees and a faulty smoke detector. Maintenance has fixed the thermostat issue with a new unit being installed. We are still working to document the happenings at the space as we reach out to discuss the communication with all parties. Awaiting a statement from the HPD Officer who arrived following a phone call from CAA to the non emergency line. Fire department was on scene with no notification to the Town Manager or Mayor by CAA. Will update Council as more information is provided and verified.
Community Outreach : Youth in Government	Emily/Mary		At our 7-17 meeting, I discussed with Councilwoman Ramirez the upcoming Fall schedule and work load for the Town Staff. Based on Staff bandwidth, I requested the program be moved to February and be offered as a two day (2 hr evening) program. Additional details will follow from Councilwoman Ramirez
Town Park/Playground	Emily K.		I have been notified by Nadia that there are possible oak mites in the trees at the Town Park causing issues with parkgoers. I am working with Matt to contact an arborist and pest management to find out if this is in fact occurring, and if so, what options do we have for a remedy
Meeting with CXO/County Correspondence	Emily K		Next CXO Meeting is August 29th.

Landfill Questions from Council	Emily		Council brought up concerns regarding Town Resident use of the PWC landfill and transfer station at the June 30th meeting. I contacted Monica Gorman with PWC to clarify answers --Residents of the Town are permitted to use the facilities and must show a proof of residency via drivers license or other approved documentation. Fees will be assessed to the residents according to the adopted fee schedule. Town Staff will be creating a website page for the Landfill information and links to the PWC Pages - we will also share the information out via the app and social media links
Real Estate Tax Bill, PWC Fees Assessed, Questions from Council	Emily		Council brought up questions regarding the fees assessed by PWC on the real estate tax bill. Specifically determining which fees are assessed to residents and what do these fees afford our Town residents. A POC at the tax office in PWC has confirmed Stormwater and Solid Waste management is NOT assessed. Taxes that ARE assessed are personal property taxes, real estate, mosquito and forest pest control and fire & rescue levy.
Haymarket Compensation Study	Emily		Draft ready for review at 7-28 meeting. Looking for directive to post by August 4th
Website Redesign	Emily/Julia		Working with CivicPlus (current website host) to discuss a redesign of the site. Held two meetings to discuss new features and redesign. Received cost estimate for the work - scheduled the cost estimate discussion for the Finance Meeting on 7-16 -- Update, finance liaisons had follow up questions regarding the website design
Town Complex Building Maintenance/Repairs	Emily		During the Finance Liaison meeting we discussed several maintenance issues we have had with structures on site to include; ac units failing, cellar flooding at Cupcake Heaven, possible foundation issues, and other maintenance repairs. It was suggested that I reach out to a structural engineer to get quotes on inspecting each structure at the Town Hall Complex and the Town Museum. Update will be provided at the 7-28 meeting in regards to repair timeline, quotes for evaluations, etc
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	We have officially launched the Mayor's Message Series featuring the Mayor and local businesses, staff members and other elected officials. The series will release one new video each Tuesday. We have set up a tracking log to document the growth in community outreach and other data points. We will report back monthly on the data points.
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily K and Katie	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Met with the Architect on June 11, awaiting a price estimate, have followed up with architect for eta on quote.
Haymarket Iceplex (Buildout)	Thomas, Katie		7/22/2025--The previously approved Iceplex site plan in 2015 included installation of a concrete pad that would be enclosed at a later date. The Iceplex owners now wish to enclose the building and have applied for zoning approval
Chick Fil A (SUP, Site Plan Review)	Emily, Thomas, Katie		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff are currently reviewing the first submission of the site plan associated with the SUP.
Robinson's Paradise (As-Built, Bond Release)	Thomas, Katie		11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff UPDATE 4/30/2025--7/22/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon. E/S bond release discussed as well. Town expecting resubmission of as-built plans soon.
Van Metre -- Robinson Village (Bond Release)	Emily K, Thomas, Katie		7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024--6/30/2025 E/S Bond Release Approved on December 13th 2024

Crossroads Village Center (As-Built, Bond Release)	Emily, Thomas, Katie		2022--12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions 1/29/2025--7/22/2025--Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits. Comments from latest bond release inspection to be prepared and sent to owner later this week.
Taco Bell (As-Built, Bond Release)	Thomas		7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. UPDATE 7/22/2025--1st submission of as-built plans under review.
Crossroads Village, Kiddie Academy (Construction)	Thomas, Emily, Katie		4/3/2023--10/30/2023: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30/2024--12/30/2024 Site work continues, applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--7/22/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town. Deed and plat resubmitted to reflect change of ownership in agreement.
Karter School (Plan Review)	Thomas, Emily, Katie		Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. 7/22/2025--Town Staff preparing for receipt of second submission of final site plan, DEQ review comments of plan pending
Self Storage (pre-application)	Thomas, Emily		7/22/2025--15250, 15251 Kapp Valley Way, a previous rezoning from 1997 and SUP under review in 2014 never had a site plan approved before operation. Town Staff are working with current property owner to ensure the site is in compliance with the zoning ordinance.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Thomas		6/1/2023: preliminary and final site plans reviewed, 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. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town 3/26/2024--11/26/2024 Site work completed, Lifetime Smiles granted occupancy 2/25/2025--7/22/2025 No recent updates, will coordinate with owner when bond release requested
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Thomas		4/3/2023--10/1/2024: plan under review 10/1/2024--12/30/2024: Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. COA for demolition of three single family homes issued. 1/29/2025--Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025--site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025--7/22/2025 deed and plat acceptance and bond submissions to be coordinated with applicant prior to grading and construction
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan (Bond Submission)	Thomas		4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. 9/26/2023--7/22/2025 Town Staff working with applicant on landscaping bond agreement.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Thomas, Katie, Emily		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. 2/1/2024--4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024--12/30/2024 Site work continues 1/29/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. UPDATE 7/22/2025 90% landscaping bond release requested

			Town Clerk
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Town Coucil re-appointed Jerome Gonzalez to the Planning Commission for another 4 year term. The Planning Commission appointed Mr. Gonzalez as Chairman for the next fiscal year and Councilmember Baker as Vice Chairman. They approved their by-laws at the July 8th meeting. The Council will make an appointment to fill the Planning Commission vacancy at July 28th Work Session.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	All approved minutes are current on the website. My goal is to start implementing the electronic voting system starting in August. I will work with Emily to set up public notice on the Outdoor Events Ordinance once final draft is complete.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Working with the Town Attorney on a final draft for the Code of Ethics. I will be contacting ARB members to have a joint meeting with Council on the front façade design of Town Hall buidling for the August Work Session.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The TANV meeting was July 16th at the Hilton Garden Inn. We had 13 people in attendance from 7 Towns. Haymarket was selected as the Chair Town for TANV. We will help the host Town with communicating to the rest of the Towns and getting an agenda to them. I placed the reservations for the VML Annual Conference in Roanoke for October. I will send the agenda out once it becomes available.
Maintenance			
Copper Cricket	Continuing to treat Spotted Lanternfly Issue in neighbors trees overhanging parking lot. No flooding or water leak issues from heavy storm last week. Water is pooling out in lot to the left of the ramp entrance (not an issue).		
Town Hall	Currently working on painting concrete pad on side of town hall, re-wrapping pipe insulation that is melting off of outdoor A/C units, and keeping all drains clear. No major issues from last week's storm, only small windblown leak at back door. The only issue found was external battery backup in electrical room went of (reset battery).		
Cupcake Heaven	Installed drain pipe on downspouts which should help with groundwater intrusion in cellar. Only leak found during storm was one window trim on first floored (sealed leak). Tenant installing plug in gable fans which will help keep heat down on second floor kitchen.		
Events	Events: Preparation for Government Open House		
Streetscape	Light pole numbering has begun, should finish in the next week. No issues with any light poles, baskets, signage during last weeks's storm. Only found one light globe leaning over.		
Event/Business Marketing			
Farmers Market	Julia		We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. We had our Fathers Day market on June 8th, were we raffled off two gift baskets. The special markets that we have planned for the future is a Dog, and Halloween market. I have started to plan the dog market which will take place on September 14th. Musicians have been booked for all weekends of the market. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 13 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. I am continuing to book drop-in vendors as spaces open.
Open House	Julia		The event was a great success with a good turnout from the community. Over 150 youth t-shirts were handed out and tie-dyed during the craft activity, and more than 100 town coloring books were distributed. Partner organizations including the library, Parks and Recreation, Leopold's Preserve, Historic Preservation, Fire and Rescue, American Trash Disposal, and the Girl Scouts attended the event and provided engaging hands-on activities and touch-a-truck experiences, which were very well received. Crossroads Arts Alliance also hosted a free children's craft at the museum. The event was advertised through social media, the GoGov app, and print advertisements. Overall, the event received very positive feedback from attendees and was a successful collaboration across departments and community partners.
Summer Concert 8/16	Julia		The application has been updated for the 2025 Summer Concert and information has been updated on the website. The theme for the concert will be 80's. Bands have been booked for the concert. Working with sponsors to find creative crafts to include at the concert. I am continuing to research ideas and decorations to implement at the concert this year. I have created a Summer Concert flyer to be posted on the community boards outside of town hall, at the park, and the museum. I have also created a Summer Concert event on Facebook and I am continuing to advertise on the Instagram, Facebook, and GoGov app. The stage, picnic tables, and potties have been booked for the event. All vendors that will be in attendance are Fosters, Flynn's Wood Fired Pizza, Smokin Shawns, Junies, Trouville, Bruster's, Wooden Shoe Bakery and Aroma II. I have reached out to all town sponsors to see if they will be participating in the Summer Concert. I have been working with the graphic designer to create the monument sign and should be ready within a week.
Holiday Event 12/13	Julia		The 2025 Holiday Bazaar application has been updated and added to the website calendar. The stage, picnic tables, and potties have been order for the 2025 Holiday Bazaar.
Haymarket Day 10/18	Julia		All bands, picnic tables, stages, and portable restrooms have been booked for Haymarket Day 2025. The sound engineer has also been confirmed. Vendor applications were sent to previous participants on June 3rd and opened to the public on June 11th. As of now, we have already received applications and payments from 209 vendors, and all non-profit vendor spaces have already been filled. Parade applications are now available and we currently have 8 organizations signed up. This year's parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride. I have started brainstorming the parade float for council. I will begin ordering promotional hand outs for the town tent and parade hand outs. I am meeting with the graphic designer to discuss a brochure to have available at Haymarket Day which will include vendors, maps, restrooms, history, sponsors, etc. I have requested the rental of Tyler Elementary, Pace West, and Haymarket Elementary parking lots for guest parking. Wakefield will be providing two shuttle busses and I am working with other organizations to hopefully secure 4 more. I am working to create a volunteer job list for the event and will begin taking sign ups.

Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table	Continuing work on creating informational folders for both in-town businesses and new residents, which will be hand-delivered as part of our face-to-face engagement efforts (Strategic Plan Goal 4.5). At the most recent Business Roundtable, we raffled off three promotional videos with Skipper Films; filming is scheduled for July 10th and 11th (Goal 4.4). I am continuing to reach out to potential sponsors. Current confirmed sponsors include Wegmans, Golden Rule Builders, Kiddie Academy, Dunegan & Cole, School of Rock, and Huntington Learning Center. We are awaiting payment from three additional sponsors. To date, we have secured \$24,000 in sponsorships. I have started sharing the Mayors Message videos weekly on our social media. I have created a survey to be sent to businesses after we have posted their Mayor's Message video to get their feedback on the initiative. Skipper Films will be attending the August business roundtable to teach businesses tips and tricks on marketing their business during the holidays.
Social Media/Website/GoGov	Emily/Alexandra /Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is now available and I have begun advertising that. As of July 21st, we have a total of 592 app downloads. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Continuing to advertise the farmers market vendors weekly on social media. The Historic Walking Tour has been postponed to August 8th at 6pm and I will advertise that on all our social media accounts. I am continuing to post upcoming events including National Night Out, Summer Concert, and Family Bike Control.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 3rd Quarter edition was mailed to all residents the first week of July. It has been posted in Town Display Boards, and we will be hand-delivering to businesses.
Real Estate Tax	Alexandra		Real Estate Taxes: Update finance charges on outstanding real estate tax invoices; process incoming payments; respond to inquiries from residents and financial institutions; Print/mail out all overdue Jaxton Square Invoices
Administrative	Alexandra		check and sort daily mail; process purchase orders; enter monthly invoices into QuickBooks; process and prepare payments for finance meetings; monitor and follow up on late invoices/fees and payment processing (including events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate with residents and businesses regarding questions and concerns; assist with audit backup documentation; record and process late BPOL applications; Track delinquent BPOL filings and prepare letters to all past due filers; Record all incoming Haymarket Day payments and process new vendors
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the July 16 ARB meeting, the Board appointed Ken Luersen as Chairman and Ben Barben as Vice Chairman for the upcoming fiscal year. The ARB approved signage for Italia Performing Arts, located at the rear of the QBE Building. A demolition application for 14841 Washington Street was presented to the Board, and a site visit is being scheduled. Finally, the ARB is in the process of revising its Guidelines and plans to bring them to the Town Council for initiating a Public Hearing at the December meeting.
Office Misc.:	Alexandra		The Military Banner Program has launched for in-town residents and will open for 20169 residents on August 1st. Approximately 7-10 applications are pending.
New/Old Business Updates			
New Businesses	Mobile Food Establishment: The French Way Company		



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

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: August 04, 2025
Re: Treasurer's Report

Highlights:

- Actuals as of 07.31.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 07.31.2025.
- This agenda also includes the pre-audit FY2025 actuals.
- The FY2024 audit is being worked on, and a draft may be ready by end of the month.
- Working on end of year general journal entries for FY2025 budget.
- Working with Town Manager on Lease matters
- Was asked to join the board of continue education in the Treasurer's Association of Virginia; I have accepted the position.
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	8,666,368.47
11010 · Virginia Investment Pool	368,091.82
Total Checking/Savings	9,034,460.29
Accounts Receivable	
12000 · Accounts Receivable	79,737.09
12010 · A/R Permits	-2,159.99
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,529.52
Total Accounts Receivable	81,868.06
Other Current Assets	
11499 · Undeposited Funds	67,046.48
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	21,420.66
Total Current Assets	9,137,749.01
Fixed Assets	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	16,114,567.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	261,981.32
Total Accounts Payable	261,981.32
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	409.95
20042 · PD Credit Card - SONA 0277	92.21
Total Credit Cards	502.16
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20096 · Deferred Revenue - Other	2,246,884.41
20098 · Deferred Revenue - ARPA Funds	1,059,445.17
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	64,888.17
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	202,317.10
Total Other Current Liabilities	3,596,379.30
Total Current Liabilities	3,858,862.78
Long Term Liabilities	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deffered Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	4,972,156.76
Equity	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	5,541,816.83
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,917,972.07
33000 · Amt Long Term Obligations	-317,230.27
Net Income	-326,223.03
Total Equity	11,142,411.06
TOTAL LIABILITIES & EQUITY	16,114,567.82

REVENUE	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	0.00	501,770.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	23,724.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	0.00	526,494.00	0.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	0.00	300,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	280.00	350,000.00	0.1%	
3120-03 · Cigarette Tax	12,327.29	132,466.00	9.31%	Collections to cover up to July 2025
3120-04 · Consumer Utility Tax	0.00	158,000.00	0.0%	
3120-05 · Meals Tax - Current	0.00	1,600,000.00	0.0%	
3120-06 · Sales Tax Receipts	0.00	170,000.00	0.0%	
3120-07 · Penalties (Non-Property)	1,117.21	5,000.00	22.3%	
Total 3120 · OTHER LOCAL TAXES	13,724.50	2,785,466.00	0.5%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	150.00	4,500.00	3.3%	
3130-03 · Motor Vehicle Licenses	15.00	0.00	100.0%	
3130-05 · Other Planning & Permits	2,895.00	1,000.00	289.5%	
3130-06 · Pass Through Fees	0.00	15,000.00	0.0%	
Total 3130 · PERMITS,FEES & LICENSESES	3,060.00	20,500.00	14.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	0.00	25,000.00	0.0%	
Total 3140 · FINES & FORFEITURES	0.00	25,000.00	0.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	0.00	13,500.00	0.0%	
3150-03 · Interest on Bank Deposits	0.00	89,500.00	0.0%	
Total 3150 · REVENUE - USE OF MONEY	0.00	103,000.00	0.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	7,750.94	50,683.00	15.3%	
3151-08 · 15020 Washington Realty	4,997.61	60,098.00	8.3%	
3151-09 · 15026 Copper Cricket	2,613.33	29,009.00	9.0%	
3151-11 · Cupcake Heaven and Cafe LLC	3,261.60	38,021.00	8.6%	
3151-15 · Revolution Mortgage	1,369.26	8,215.00	16.7%	
Total 3151 · RENTAL (USE OF PROPERTY)	19,992.74	186,026.00	10.7%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	20,017.50	20,000.00	100.1%	
3165-01 · Town Event	59,075.00	80,000.00	73.8%	
3165-02 · Farmer's Market	8,799.25	14,000.00	62.9%	
3165-03 · Town Ornaments	0.00	10,000.00	0.0%	
Total 3165 · REVENUE - TOWN EVENTS	87,891.75	124,000.00	70.9%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-1.94	300.00	-0.6%	
3180-02 · Vetern Banners	300.00			
Total 3180 · MISCELLANEOUS	298.06	300.00	99.4%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	37,790.00	0.0%	
3200-05 · Communications Tax	0.00	72,000.00	0.0%	
3200-06 · Department of Fire Programs	0.00	15,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%	
3200-12 · Railroad Rolling Stock	1,539.68	1,300.00	118.4%	Annual Tax collection for FY2026
3200-16 · DMV Select Grant	0.00	26,240.00	0.0%	
3200-17 · LOLE Grant	0.00	3,200.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	1,539.68	174,157.00	0.9%	
Total Revenue	126,506.73	3,944,943.00	3.2%	
Gross Revenue	126,506.73	3,944,943.00	3.2%	
EXPENDITURES				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	10,050.00	0.0%	

111002 · FICA/Medicare	135.21	2,000.00	6.8%
111003 · Meals and Lodging	0.00	6,300.00	0.0%
111004 · Mileage Allowance	0.00	1,800.00	0.0%
111005 · Salaries & Wages - Regular	1,750.00	22,000.00	8.0%
Total 11100 · TOWN COUNCIL	1,885.21	42,150.00	4.5%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	38,611.23	528,794.00	7.3%
1211002 · Salaries/Wages - Overtime	0.00	4,500.00	0.0%
1211003 · Salaries/Wages - Part Time	2,711.00	41,588.00	6.5%
1211004 · FICA/Medicare	3,036.29	43,633.00	7.0%
1211005 · VRS	6,416.96	85,854.00	7.5%
1211006 · Health Insurance	5,328.00	63,936.00	8.3%
1211007 · Life Insurance	491.60	6,377.00	7.7%
1211008 · Disability Insurance	121.78	3,360.00	3.6%
1211009 · Unemployment Insurance	51.12	5,995.00	0.9%
1211010 · Worker's Compensation	265.00	481.00	55.1%
1211011 · Gen Property/Liability Ins.	20,380.00	21,261.00	95.9%
1211012 · Accounting Services	2.26	14,000.00	0.0%
1211014 · Printing & Binding	0.00	8,298.00	0.0%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet & Website Svc	0.00	28,550.00	0.0%
1211017 · Postage	235.22	5,000.00	4.7%
1211018 · Telecommunications	477.14	7,500.00	6.4%
1211019 · Mileage Allowance	0.00	3,250.00	0.0%
1211020 · Meals & Lodging	0.00	7,000.00	0.0%
1211021 · Convention & Education	185.00	10,000.00	1.9%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	1,302.00	12,075.00	10.8%
1211025 · Office Supplies	0.00	8,500.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	79,614.60	925,952.00	8.6%
12210 · LEGAL SERVICES			
1221001 · Legal Services	0.00	100,000.00	0.0%
Total 12210 · LEGAL SERVICES	0.00	100,000.00	0.0%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	28,050.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%
Total 01 · ADMINISTRATION	81,499.81	1,096,152.00	7.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	54,009.69	726,867.00	7.4%
3110003 · Salaries & Wages - OT Premium	2,652.40	24,000.00	11.1%
3110004 · Salaries & Wages - Holiday Pay	3,093.68	39,182.00	7.9%
3110005 · Salaries & Wages - Part Time	930.00	27,000.00	3.4%
3110007 · Salary & Wages - DMV Grant	905.58	26,240.00	3.5%
3110012 · Salaries & Wages - PT Admin.	2,100.00	39,000.00	5.4%
3110020 · FICA/MEDICARE	4,670.23	67,018.00	7.0%
3110021 · VRS	7,904.68	95,438.00	8.3%
3110022 · Health Insurance	11,267.20	135,206.00	8.3%
3110023 · Life Insurance	710.40	8,521.00	8.3%
3110024 · Disability Insurance	174.14	3,070.00	5.7%
3110025 · Unemployment Insurance	0.00	4,800.00	0.0%
3110026 · Workers' Compensation Insurance	26,205.00	32,868.00	79.7%
3110027 · Line of Duty Act Insurance	5,117.00	5,120.00	99.9%
3110028 · Legal Services	0.00	30,379.00	0.0%
3110032 · Computer, Internet & Website	0.00	10,000.00	0.0%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	750.58	18,700.00	4.0%
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%
3110037 · Meals and Lodging	0.00	5,000.00	0.0%
3110038 · Convention & Edu. (Training)	0.00	10,800.00	0.0%
3110040 · Annual Dues & Subscriptions	7,512.30	21,000.00	35.8%
3110041 · Office Supplies	329.82	10,000.00	3.3%

3110042 · Vehicle Fuels	0.00	36,700.00	0.0%
3110043 · Vehicle Maintenance/Supplies	65.10	22,000.00	0.3%
3110045 · Uniforms & Police Supplies	980.99	45,901.00	2.1%
3110056 · Capital Outlay-Machinery/Equip	88,347.60	143,000.00	61.8%
Total 31100 · POLICE DEPARTMENT	225,191.39	1,595,540.00	14.1%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	69,159.87	15,000.00	461.1%
Total 32100 · FIRE & RESCUE	69,159.87	15,000.00	461.1%
Total 03 · PUBLIC SAFETY	294,351.26	1,610,540.00	18.3%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	0.00	216,995.00	0.0%
Total 43200 · REFUSE COLLECTION	0.00	216,995.00	0.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	410.30	100,000.00	0.4%
4310002 · Maint Svc Contract-Pest Control	0.00	2,500.00	0.0%
4310003 · Maint Svc Contract-Landscaping	2,075.00	45,000.00	4.6%
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%
4310007 · Electric/Gas Services	32.45	18,593.00	0.2%
4310008 · Electrical Services-Streetlight	0.00	5,500.00	0.0%
4310009 · Water & Sewer Services	313.24	6,350.00	4.9%
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	0.00	3,000.00	0.0%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	2,830.99	205,443.00	1.4%
Total 04 · PUBLIC WORKS	2,830.99	422,438.00	0.7%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	0.00	128,571.00	0.0%
60001 · Town Tourism	0.00	85,714.00	0.0%
60003 · Advertising	1,069.59	22,000.00	4.9%
Total 06 · ECONOMIC DEVELOPMENT	1,069.59	236,285.00	0.5%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	0.00	15,000.00	0.0%
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	15,000.00	0.0%
71110 · EVENTS			
7111001 · Advertising - Events	0.00	9,950.00	0.0%
7111003 · Contractural Services	41.70	64,150.00	0.1%
7111004 · Events - Other	0.00	35,900.00	0.0%
7111005 · Police Department Events	0.00	7,800.00	0.0%
7111006 · Farmer's Market	300.00	14,000.00	2.1%
Total 71110 · EVENTS	341.70	131,800.00	0.3%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	0.00	2,200.00	0.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%
Total 72200 · MUSEUM	500.00	5,950.00	8.4%
Total 07 · PARKS, REC & CULTURAL	841.70	152,750.00	0.6%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	295.00	5,670.00	5.2%
8110002 · FICA/Medicare	30.22	500.00	6.0%
8110003 · Consultants - Engineer	0.00	10,000.00	0.0%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
Total 81100 · PLANNING COMMISSION	325.22	23,120.00	1.4%
81110 · ARCHITECTURAL REVIEW BOARD			

will hold a Public Hearing for budget amendment
for FY2026 to move Fire Funds over to budget the
Town has received towards this contribution

8111001 · Salaries & Wages - Regular	435.00	5,830.00	7.5%	
8111002 · FICA/Medicare	24.29	446.00	5.4%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	459.29	7,776.00	5.9%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	103.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	784.51	33,824.00	2.3%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	69,400.00	69,400.00	100.0%	Final Debt payment
9510003 · General Obligation Bond - Int	815.45	820.00	99.4%	Final Debt payment
Total 95100 · DEBT SERVICE	70,215.45	70,220.00	100.0%	
Total 09 · NON-DEPARTMENTAL	70,215.45	70,220.00	100.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.02			
Total EMPLOYEE BENEFITS	0.02			
Total 94105 · PERSONNEL	0.02			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	5,000.00	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	5,000.00	0.0%	
94108 · Capital Improvement Funds Expens				
9410801 · Washington St - Streetscape	0.00	55,000.00	0.0%	
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%	
9410805 · Town Hall / Museum Security Sys	0.00	212,734.00	0.0%	
Total 94108 · Capital Improvement Funds Expens	0.00	317,734.00	0.0%	
Total Expense	451,593.33	3,944,943.00	11.4%	
Net Ordinary Income	-325,086.60	0.00	100.0%	
OTHER REVENUE				
50001 · Amerian Rescue Plan Funds	0.00	100,000.00	0.0%	
50002 · Development Funds	0.00	443,664.00	0.0%	
Total Other Revenue	0.00	543,664.00	0.0%	
OTHER EXPENDITURES				
98000 · Development Expenditures				
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%	
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%	
97001 · American Rescue Plan Expenses				
97001-2 · Town Website	0.00	50,000.00	0.0%	
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%	
97001-3 · Town Center	0.00	50,000.00	0.0%	
Total Other Expenditures	0.00	543,664.00	0.0%	
Net Other Revenue	0.00	0.00	0.0%	
Total Net Revenue Operational / Other Budget	-325,086.60	0.00	100.0%	

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2025

	Jul 25	Jul 24	% Change
Ordinary Income/Expense			
Income			
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	0.00	0.00	0.0%
3120-02 · Business License Tax	315.00	105.00	200.0%
3120-03 · Cigarette Tax	12,327.29	11,376.56	8.4%
3120-04 · Consumer Utility Tax	0.00	0.00	0.0%
3120-05 · Meals Tax - Current	0.00	-7,386.22	100.0%
3120-06 · Sales Tax Receipts	0.00	-15,251.68	100.0%
3120-07 · Penalties (Non-Property)	1,117.21	875.63	27.6%
Total 3120 · OTHER LOCAL TAXES	13,759.50	-10,280.71	233.8%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	200.00	450.00	-55.6%
3130-03 · Motor Vehicle Licenses	15.00	60.00	-75.0%
3130-05 · Other Planning & Permits	2,895.00	0.00	100.0%
Total 3130 · PERMITS,FEES & LICENESES	3,110.00	510.00	509.8%
3140 · FINES & FORFEITURES			
3140-01 · Fines	0.00	0.00	0.0%
Total 3140 · FINES & FORFEITURES	0.00	0.00	0.0%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	0.00	1,614.30	-100.0%
3150-03 · Interest on Bank Deposits	0.00	19,390.57	-100.0%
Total 3150 · REVENUE - USE OF MONEY	0.00	21,004.87	-100.0%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	7,750.94	7,525.18	3.0%
3151-08 · 15020 Washington Realty	4,997.61	4,862.33	2.8%
3151-09 · 15026 Copper Cricket	2,613.33	2,417.55	8.1%
3151-11 · Cupcake Heaven and Cafe LLC	3,261.60	3,015.81	8.2%
3151-15 · Revolution Mortgage	1,369.26	1,329.38	3.0%
Total 3151 · RENTAL (USE OF PROPERTY)	19,992.74	19,150.25	4.4%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	20,017.50	10,285.00	94.6%
3165-01 · Town Event	59,750.00	53,282.00	12.1%
3165-02 · Farmer's Market	8,799.25	8,188.75	7.5%
Total 3165 · REVENUE - TOWN EVENTS	88,566.75	71,755.75	23.4%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	-1.69	-2.82	40.1%
3180-01 · Citations & Accident Reports	0.00	35.00	-100.0%
3180-02 · Vetern Banners	300.00	0.00	100.0%
3180-03 · Miscellaneous	0.00	50.00	-100.0%
Total 3180 · MISCELLANEOUS	298.31	82.18	263.0%
3200 · REVENUE FROM COMMONWEALTH			
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	0.00	0.00	0.0%
3200-12 · Railroad Rolling Stock	1,539.68	1,535.23	0.3%
3200-16 · DMV Select Grant	0.00	-3,062.40	100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	1,539.68	-1,527.17	200.8%
Total Income	127,266.98	100,695.17	26.4%
Gross Profit	127,266.98	100,695.17	26.4%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111002 · FICA/Medicare	135.21	156.82	-13.8%
111005 · Salaries & Wages - Regular	1,750.00	1,650.00	6.1%
Total 11100 · TOWN COUNCIL	1,885.21	1,806.82	4.3%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	38,611.23	36,084.05	7.0%
1211002 · Salaries/Wages - Overtime	0.00	0.00	0.0%
1211003 · Salaries/Wages - Part Time	2,711.00	5,776.50	-53.1%
1211004 · FICA/Medicare	3,036.29	2,864.98	6.0%
1211005 · VRS	6,416.96	6,249.68	2.7%
1211006 · Health Insurance	5,328.00	4,758.40	12.0%
1211007 · Life Insurance	491.60	526.20	-6.6%
1211008 · Disability Insurance	121.78	266.66	-54.3%
1211009 · Unemployment Insurance	51.12	17.14	198.3%
1211010 · Worker's Compensation	265.00	242.00	9.5%
1211011 · Gen Property/Liability Ins.	20,380.00	17,616.00	15.7%
1211012 · Accounting Services	0.00	3,915.50	-100.0%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	0.00	833.31	-100.0%
1211015 · Advertising	0.00	1,293.00	-100.0%
1211016 · Computer, Internet &Website Svc	0.00	3,049.39	-100.0%
1211017 · Postage	235.22	488.28	-51.8%
1211018 · Telecommunications	477.14	577.69	-17.4%
1211020 · Meals & Lodging	0.00	963.75	-100.0%
1211021 · Convention & Education	185.00	440.00	-58.0%
1211024 · Books, Dues & Subscriptions	1,302.00	367.93	253.9%
1211025 · Office Supplies	0.00	321.81	-100.0%
Total 12110 · TOWN ADMINISTRATION	79,612.34	86,652.27	-8.1%
12210 · LEGAL SERVICES			
1221001 · Legal Services	0.00	0.00	0.0%
Total 12210 · LEGAL SERVICES	0.00	0.00	0.0%
Total 01 · ADMINISTRATION	81,497.55	88,459.09	-7.9%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	54,009.69	40,042.36	34.9%
3110003 · Salaries & Wages - OT Premium	2,652.40	1,527.48	73.7%
3110004 · Salaries & Wages - Holiday Pay	3,093.68	2,795.28	10.7%
3110005 · Salaries & Wages - Part Time	930.00	3,140.00	-70.4%
3110007 · Salary & Wages - DMV Grant	905.58	521.91	73.5%
3110012 · Salaries & Wages - PT Admin.	2,100.00	837.50	150.8%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2025

	Jul 25	Jul 24	% Change
3110020 · FICA/MEDICARE	4,670.23	3,822.87	22.2%
3110021 · VRS	7,904.68	5,736.46	37.8%
3110022 · Health Insurance	11,267.20	7,137.60	57.9%
3110023 · Life Insurance	710.40	585.46	21.3%
3110024 · Disability Insurance	174.14	171.78	1.4%
3110025 · Unemployment Insurance	0.00	70.46	-100.0%
3110026 · Workers' Compensation Insurance	26,205.00	22,668.00	15.6%
3110027 · Line of Duty Act Insurance	5,117.00	5,118.00	0.0%
3110028 · Legal Services	0.00	0.00	0.0%
3110032 · Computer, Internet & Website	0.00	2,227.00	-100.0%
3110034 · Telecommunications	750.58	1,066.78	-29.6%
3110035 · General Prop Ins (Vehicles)	7,465.00	6,180.00	20.8%
3110040 · Annual Dues & Subscriptions	7,512.30	5,329.17	41.0%
3110041 · Office Supplies	329.82	484.99	-32.0%
3110042 · Vehicle Fuels	0.00	2,755.73	-100.0%
3110043 · Vehicle Maintenance/Supplies	65.10	93.50	-30.4%
3110045 · Uniforms & Police Supplies	980.99	8,213.06	-88.1%
3110056 · Capital Outlay-Machinery/Equip	88,347.60	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	225,191.39	120,525.39	86.8%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	69,159.87	0.00	100.0%
Total 32100 · FIRE & RESCUE	69,159.87	0.00	100.0%
Total 03 · PUBLIC SAFETY	294,351.26	120,525.39	144.2%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	0.00	319.44	-100.0%
Total 43200 · REFUSE COLLECTION	0.00	319.44	-100.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	410.30	4,552.57	-91.0%
4310003 · Maint Svc Contract-Landscaping	2,075.00	2,175.00	-4.6%
4310007 · Electric/Gas Services	1,448.39	1,759.55	-17.7%
4310008 · Electrical Services-Streetlight	260.81	271.27	-3.9%
4310009 · Water & Sewer Services	313.24	411.50	-23.9%
4310015 · Maintenance - Vehicle Fuel	0.00	231.47	-100.0%
4310016 · Maint - Vehicle Maintenance	0.00	55.60	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	4,507.74	9,456.96	-52.3%
Total 04 · PUBLIC WORKS	4,507.74	9,776.40	-53.9%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	0.00	0.00	0.0%
60001 · Town Tourism	0.00	2,177.90	-100.0%
60003 · Advertising	1,069.59	0.00	100.0%
Total 06 · ECONOMIC DEVELOPMENT	1,069.59	2,177.90	-50.9%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	0.00	5,080.00	-100.0%
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	5,080.00	-100.0%
71110 · EVENTS			
7111001 · Advertising - Events	0.00	675.00	-100.0%
7111003 · Contractural Services	41.70	10,791.48	-99.6%
7111004 · Events - Other	0.00	424.72	-100.0%
7111005 · Police Department Events	0.00	3,564.28	-100.0%
7111006 · Farmer's Market	400.00	200.00	100.0%
Total 71110 · EVENTS	441.70	15,655.48	-97.2%
72200 · MUSEUM			
7220012 · Telecommunications	122.19	160.68	-24.0%
7220018 · Exhibits & Programs	500.00	400.00	25.0%
Total 72200 · MUSEUM	622.19	560.68	11.0%
Total 07 · PARKS, REC & CULTURAL	1,063.89	21,296.16	-95.0%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	295.00	60.00	391.7%
8110002 · FICA/Medicare	30.22	7.46	305.1%
8110003 · Consultants - Engineer	0.00	653.16	-100.0%
8110009 · Engineer - Pass Through	0.00	3,917.50	-100.0%
Total 81100 · PLANNING COMMISSION	325.22	4,638.12	-93.0%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	435.00	195.00	123.1%
8111002 · FICA/Medicare	24.29	12.05	101.6%
Total 81110 · ARCHITECTURAL REVIEW BOARD	459.29	207.05	121.8%
Total 08 · COMMUNITY DEVELOPMENT	784.51	4,845.17	-83.8%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	69,400.00	70,700.00	-1.8%
9510003 · General Obligation Bond - Int	815.45	1,646.18	-50.5%
Total 95100 · DEBT SERVICE	70,215.45	72,346.18	-3.0%
Total 09 · NON-DEPARTMENTAL	70,215.45	72,346.18	-3.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.02	-0.04	150.0%
Total EMPLOYEE BENEFITS	0.02	-0.04	150.0%
Total 94105 · PERSONNEL	0.02	-0.04	150.0%
94108 · Capital Improvment Funds Expens			
9410805 · Town Hall / Museum Security Sys	0.00	3,020.00	-100.0%
Total 94108 · Capital Improvment Funds Expens	0.00	3,020.00	-100.0%
Total Expense	453,490.01	322,446.25	40.6%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2025

	Jul 25	Jul 24	% Change
Net Ordinary Income	-326,223.03	-221,751.08	-47.1%
Net Income	-326,223.03	-221,751.08	-47.1%

Fiscal Year 2024 - 2025

Section V, ItemB.

Income	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	461,774.42	473,293.00	97.6%	
				a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	
3110-03 · Interest - All Property Taxes	1,268.20	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,066.79	1,000.00	306.7%	
Total 3110 · GENERAL PROPERTY TAXES	491,537.90	486,893.00	101.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	374,577.22	225,000.00	166.5%	Collection up to the month of June 2025
3120-01 · Bank Stock Tax	80,164.00	24,000.00	334.0%	Collected for FY2025
3120-02 · Business License Tax	494,299.54	325,000.00	152.1%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	136,944.77	140,000.00	97.8%	Collection up to the month of June 2025
3120-04 · Consumer Utility Tax	135,902.55	158,000.00	86.0%	Collection up to the month of May 2025
3120-05 · Meals Tax - Current	1,728,797.78	1,550,000.00	111.5%	Collection up to the month of June 2025 Taxes
3120-06 · Sales Tax Receipts	158,306.83	160,000.00	98.9%	Collection up to the monht of May 2025
3120-07 · Penalties (Non-Property)	10,351.29	5,000.00	207.0%	
3120-08 · Interest (Non-Property)	869.28	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	3,120,213.26	2,587,000.00	120.6%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	2,300.00	4,500.00	51.1%	
3130-03 · Motor Vehicle Fees	334.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,986.81	1,000.00	498.7%	
3130-06 · Pass Through Fees	13,532.10	15,000.00	90.2%	
Total 3130 · PERMITS,FEES & LICENESES	21,152.91	20,500.00	103.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	29,826.80	20,000.00	149.1%	Collections up to May 2025
Total 3140 · FINES & FORFEITURES	29,826.80	20,000.00	149.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	17,181.75	13,500.00	127.3%	Reconciled June 2025 currently
3150-03 · Interest on Bank Deposits	247,127.50	109,750.00	225.2%	Reconciled June 2025 currently
Total 3150 · REVENUE - USE OF MONEY	264,309.25	123,250.00	214.5%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	45,151.08	49,207.00	91.8%	
3151-08 · 15020 Washington Realty	58,347.96	58,348.00	100.0%	
3151-09 · 15026 Copper Cricket	29,008.18	29,008.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	36,913.48	36,914.00	100.0%	
3151-15 · Revolution Mortgage	7,976.28	7,312.00	109.1%	
Total 3151 · RENTAL (USE OF PROPERTY)	177,396.98	180,789.00	98.1%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	5.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	19,435.00	20,000.00	97.2%	
3165-01 · Town Event	65,931.38	80,000.00	82.4%	
3165-02 · Farmer's Market	17,514.50	12,000.00	146.0%	
3165-03 · Town Ornaments	7,421.25	10,000.00	74.2%	
3165-05 · Museum Revenue - Art	1,420.43	0.00	100.0%	
3165-06 · Town Hats	841.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,422.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	116,063.06	122,000.00	95.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-108.93	300.00	-36.3%	
3180-01 · Citations & Accident Reports	415.00	0.00	100.0%	
3180-03 · Miscellaneous	60.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	15,120.29	9,380.00	161.2%	Reimbursement from Insurance
3190 · Sale fo Salvage & Surplus				
				Sale of the old PD Sign Message board; Sale off 2017 Cruiser
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%	
Total 3190 · Sale of Salvage & Surplus	9,400.00	0.00	100.0%	

Fiscal Year 2024 - 2025

3180 · MISCELLANEOUS - Other	12.98			
Total 3180 · MISCELLANEOUS	24,899.34	9,680.00	257.2%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	37,790.00	36,144.00	104.6%	4 of 4 Collection for FY2025
3200-05 · Communications Tax	81,430.98	80,000.00	101.8%	Collection up to April 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	23,845.68	27,213.00	87.6%	2nd Qt invoice; Equipment grant and DMV Hours
3200-17 · LOLE Grant	3,200.00	4,393.00	72.8%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	182,224.88	182,677.00	99.8%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
4002 · Transfer from ARPA Funds	592,801.72	948,335.00	62.5%	Funds transferred to make payment on project
Total Income	5,020,431.10	4,964,124.00	101.1%	
Gross Profit	5,020,431.10	4,964,124.00	101.1%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	10,082.97	12,050.00	83.7%	
111002 · FICA/Medicare	1,410.55	2,000.00	70.5%	
111003 · Meals and Lodging	5,599.70	6,300.00	88.9%	
111004 · Mileage Allowance	1,270.95	1,050.00	121.0%	
111005 · Salaries & Wages - Regular	19,300.00	22,000.00	87.7%	
Total 11100 · TOWN COUNCIL	37,664.17	43,400.00	86.8%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	481,731.75	486,558.00	99.0%	
1211002 · Salaries/Wages - Overtime	2,552.42	4,500.00	56.7%	
1211003 · Salaries/Wages - Part Time	39,060.25	39,420.00	99.1%	
1211004 · FICA/Medicare	38,767.76	40,238.00	96.3%	
1211005 · VRS	72,933.95	78,978.00	92.3%	
1211006 · Health Insurance	59,704.80	78,213.00	76.3%	
1211007 · Life Insurance	5,682.11	5,857.00	97.0%	
1211008 · Disability Insurance	2,539.09	3,360.00	75.6%	
1211009 · Unemployment Insurance	1,515.12	5,995.00	25.3%	
1211010 · Worker's Compensation	260.00	481.00	54.1%	
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%	
1211012 · Accounting Services	26,353.72	30,250.00	87.1%	overage due to Forecasting analysis being tracked here
1211014 · Printing & Binding	10,172.26	8,298.00	122.6%	
1211015 · Advertising	5,374.24	9,000.00	59.7%	
1211016 · Computer, Internet &Website Svc	23,644.79	28,550.00	82.8%	
1211017 · Postage	2,459.66	5,000.00	49.2%	
1211018 · Telecommunications	8,814.62	7,500.00	117.5%	
1211019 · Mileage Allowance	1,240.64	2,500.00	49.6%	
1211020 · Meals & Lodging	4,233.84	7,000.00	60.5%	
1211021 · Convention & Education	2,610.00	10,000.00	26.1%	
1211022 · Miscellaneous	897.72	2,000.00	44.9%	
1211024 · Books, Dues & Subscriptions	10,837.90	21,075.00	51.4%	
1211025 · Office Supplies	8,647.02	8,500.00	101.7%	
1211030 · Capital Outlay-Machinery/Equip	2,917.39	5,000.00	58.3%	
Total 12110 · TOWN ADMINISTRATION	830,567.05	909,534.00	91.3%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	72,518.00	100,000.00	72.5%	Services up to June 2025
Total 12210 · LEGAL SERVICES	72,518.00	100,000.00	72.5%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	21,200.00	25,500.00	83.1%	
Total 12240 · INDEPENDENT AUDITOR	21,200.00	25,500.00	83.1%	
Total 01 · ADMINISTRATION	961,949.22	1,078,434.00	89.2%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	616,516.99	675,291.00	91.3%	

Fiscal Year 2024 - 2025

3110003 · Salaries & Wages - OT Premium	29,765.48	24,000.00	124.0%	
3110004 · Salaries & Wages - Holiday Pay	34,512.60	38,041.00	90.7%	
3110005 · Salaries & Wages - Part Time	43,260.00	27,000.00	160.2%	
3110007 · Salary & Wages - DMV Grant	12,646.62	15,000.00	84.3%	
3110012 · Salaries & Wages - PT Admin.	13,087.50	39,000.00	33.6%	
3110020 · FICA/MEDICARE	55,673.99	66,545.00	83.7%	
3110021 · VRS	79,884.11	88,666.00	90.1%	
3110022 · Health Insurance	103,165.60	140,430.00	73.5%	
3110023 · Life Insurance	7,143.15	8,036.00	88.9%	
3110024 · Disability Insurance	1,848.78	3,070.00	60.2%	
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%	
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%	
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%	
3110028 · Legal Services	29,865.51	30,379.00	98.3%	
3110032 · Computer, Internet & Website	5,969.23	10,000.00	59.7%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	14,418.18	15,300.00	94.2%	
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%	
3110037 · Meals and Lodging	2,226.56	5,000.00	44.5%	
3110038 · Convention & Edu. (Training)	1,539.26	10,800.00	14.3%	
3110040 · Annual Dues & Subscriptions	16,399.58	24,795.00	66.1%	
3110041 · Office Supplies	7,052.26	6,000.00	117.5%	
3110042 · Vehicle Fuels	31,136.11	36,700.00	84.8%	
3110043 · Vehicle Maintenance/Supplies	27,392.22	22,000.00	124.5%	
3110044 · Repair/ Maintenance Supplies	9,134.56	9,380.00	97.4%	
3110045 · Uniforms & Police Supplies	42,843.94	45,901.00	93.3%	
3110049 · Grant Expenditures	14,520.93	12,213.00	118.9%	
3110056 · Capital Outlay-Machinery/Equip	147,551.87	192,405.00	76.7%	
Total 31100 · POLICE DEPARTMENT	1,382,601.01	1,591,023.00	86.9%	
32100 · FIRE & RESCUE				
				Town has a balance fo \$70,115 still to spend on Fire and
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	Rescue contributions
Total 32100 · FIRE & RESCUE	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	1,382,601.01	1,606,023.00	86.1%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	202,405.22	208,608.00	97.0%	Paid up to June 2025 services
Total 43200 · REFUSE COLLECTION	202,405.22	208,608.00	97.0%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	82,027.48	111,892.00	73.3%	
4310002 · Maint Svc Contract-Pest Control	1,929.00	5,000.00	38.6%	
4310003 · Maint Svc Contract-Landscaping	25,775.00	35,000.00	73.6%	
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%	Reviewing monthly
4310007 · Electric/Gas Services	17,520.33	18,593.00	94.2%	
4310008 · Electrical Services-Streetlight	4,043.11	5,500.00	73.5%	
4310009 · Water & Sewer Services	4,680.75	3,850.00	121.6%	
4310011 · Real Estate Taxes	1,122.18	2,500.00	44.9%	
4310015 · Maintenance - Vehicle Fuel	1,580.63	5,000.00	31.6%	
4310016 · Maint - Vehicle Maintenance	1,275.36	3,000.00	42.5%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	164,150.84	200,335.00	81.9%	
Total 04 · PUBLIC WORKS	368,769.06	416,156.00	88.6%	
06 · ECONOMIC DEVELOPMENT				
				overage is due to increase in revenue from TOT
60000 · Tourism/Traveling Marketing	144,379.41	96,429.00	149.7%	collections
60001 · Town Tourism	52,886.96	64,286.00	82.3%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
Total 06 · ECONOMIC DEVELOPMENT	198,335.96	182,715.00	108.5%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	15,271.99	25,000.00	61.1%	
7000003 · Demolition	161,749.00	161,749.00	100.0%	Completion of project

Fiscal Year 2024 - 2025

Total 70000 · HAYMARKET COMMUNITY PARK	177,020.99	186,749.00	94.8%
71110 · EVENTS			
7111001 · Advertising - Events	5,015.00	5,000.00	100.3%
7111003 · Contractural Services	75,088.79	64,950.00	115.6%
7111004 · Events - Other	37,362.29	40,850.00	91.5%
7111005 · Police Department Events	7,361.84	7,800.00	94.4%
7111006 · Farmer's Market	9,113.04	12,000.00	75.9%
Total 71110 · EVENTS	133,940.96	130,600.00	102.6%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	1,501.15	2,200.00	68.2%
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 · MUSEUM	1,931.15	5,950.00	32.5%
Total 07 · PARKS, REC & CULTURAL	312,893.10	323,299.00	96.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,615.00	5,670.00	28.5%
8110002 · FICA/Medicare	112.40	500.00	22.5%
8110003 · Consultants - Engineer	5,612.00	15,000.00	37.4%
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 · Engineering - Pass Through	23,929.49	0.00	100.0%
Total 81100 · PLANNING COMMISSION	31,268.89	28,120.00	111.2%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	2,340.00	5,830.00	40.1%
8111002 · FICA/Medicare	194.11	446.00	43.5%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,534.11	7,776.00	32.6%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	33,803.00	38,824.00	87.1%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
9510003 · General Obligation Bond - Int	2,461.63	2,463.00	99.9%
Total 95100 · DEBT SERVICE	73,161.63	73,163.00	100.0%
Total 09 · NON-DEPARTMENTAL	73,161.63	73,163.00	100.0%
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	685,922.62	836,586.00	82.0%
Total 94104 · Street Scape - Park Sidewalk	685,922.62	836,586.00	82.0%
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.05		
Total EMPLOYEE BENEFITS	-0.05		
Total 94105 · PERSONNEL	-0.05		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	50,000.00	0.0%
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	6,846.58	55,000.00	12.4%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%
9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
Total 94108 · Capital Improvment Funds Expens	29,373.60	278,924.00	10.5%

upfront cost for the year; next payment will be in February 2025

Final interest payment for FY2025

Park sidewalk project Final bill

Fiscal Year 2024 - 2025

94109 · Storm Water Grant Match	40,000.00	40,000.00	100.0%
Total Expense	4,086,809.15	4,964,124.00	82.3%
Net Ordinary Income	933,621.95	0	100.0%
Other Income			
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 · Development Funds	0.00	75,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Other Expense			
98000 · Development Expenditures			
98000-1 · Parks & Recreation	0.00	75,000.00	0.0%
Total 98000 · Development Expenditures	0.00	75,000.00	0.0%
97001 · American Rescue Plan Expenses			
97001-2 · Town Website	0.00	50,000.00	0.0%
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Net Other Income	0.00	0.00	0.0%
Total Net Income Operational / Other Budget	933,621.95	0.00	100.0%

Pre Audit Report

Police Department Report to Council

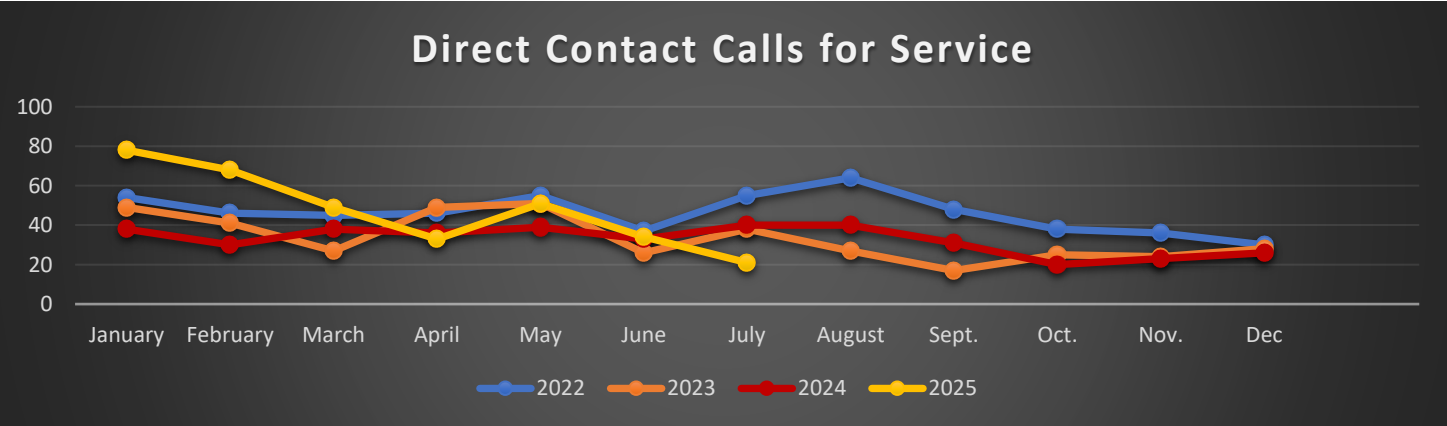
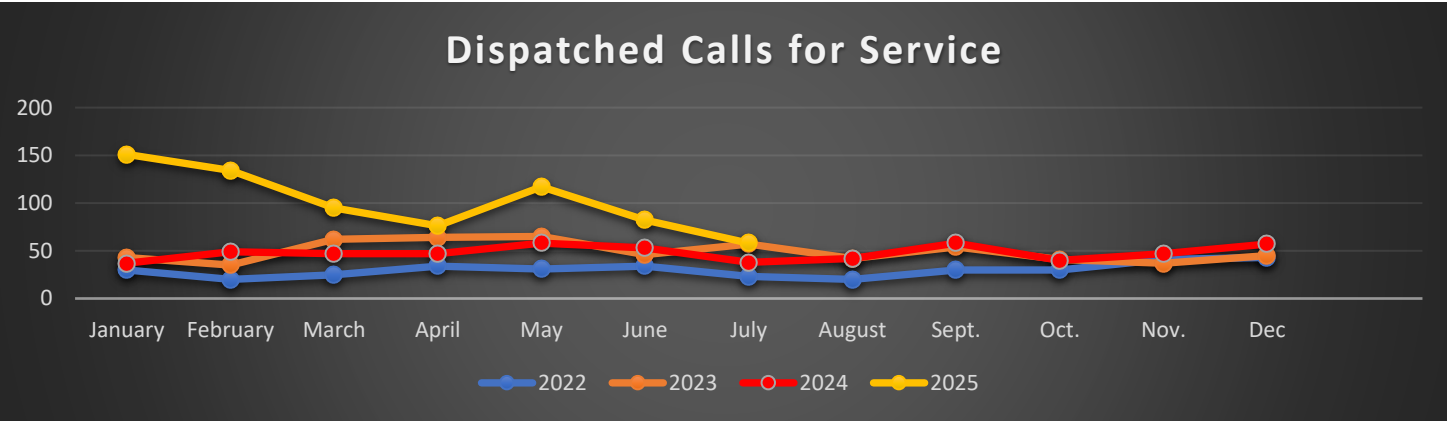
Activity Period June 15, 2025 to July 14, 2025

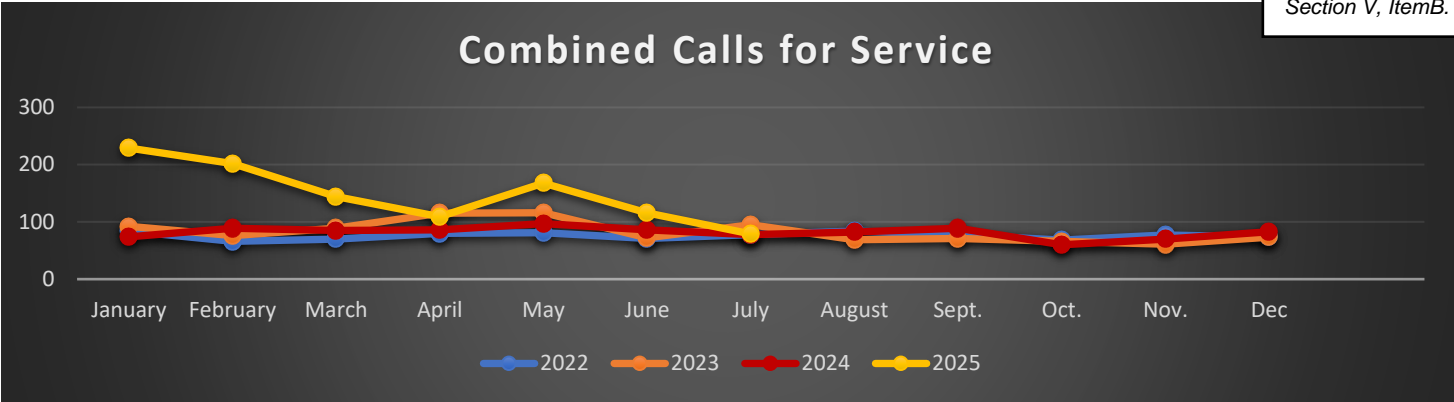
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 2
- Non-Reportable Calls: 73
- Deferments: 0



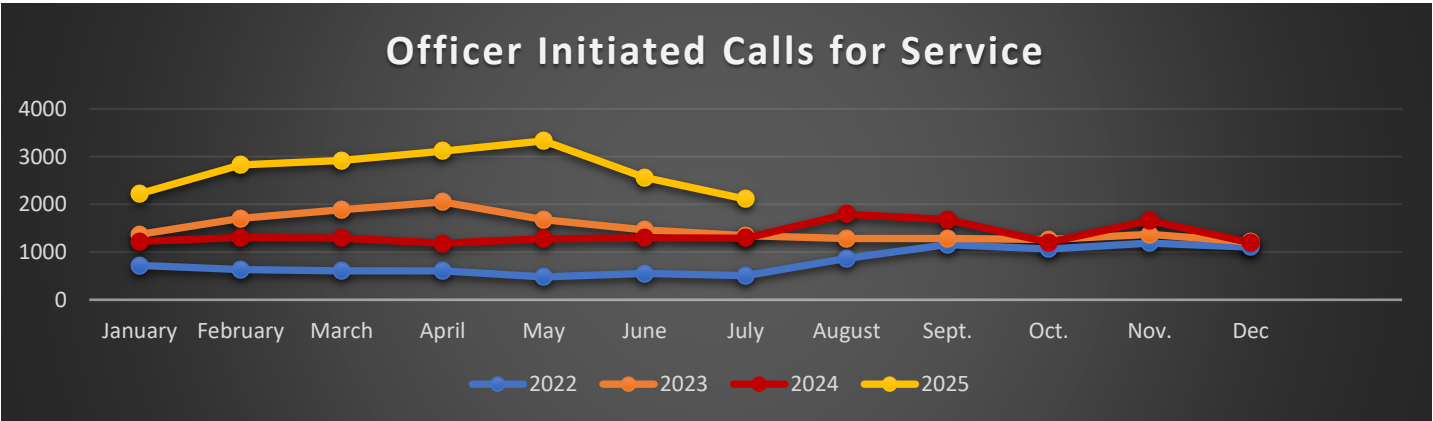
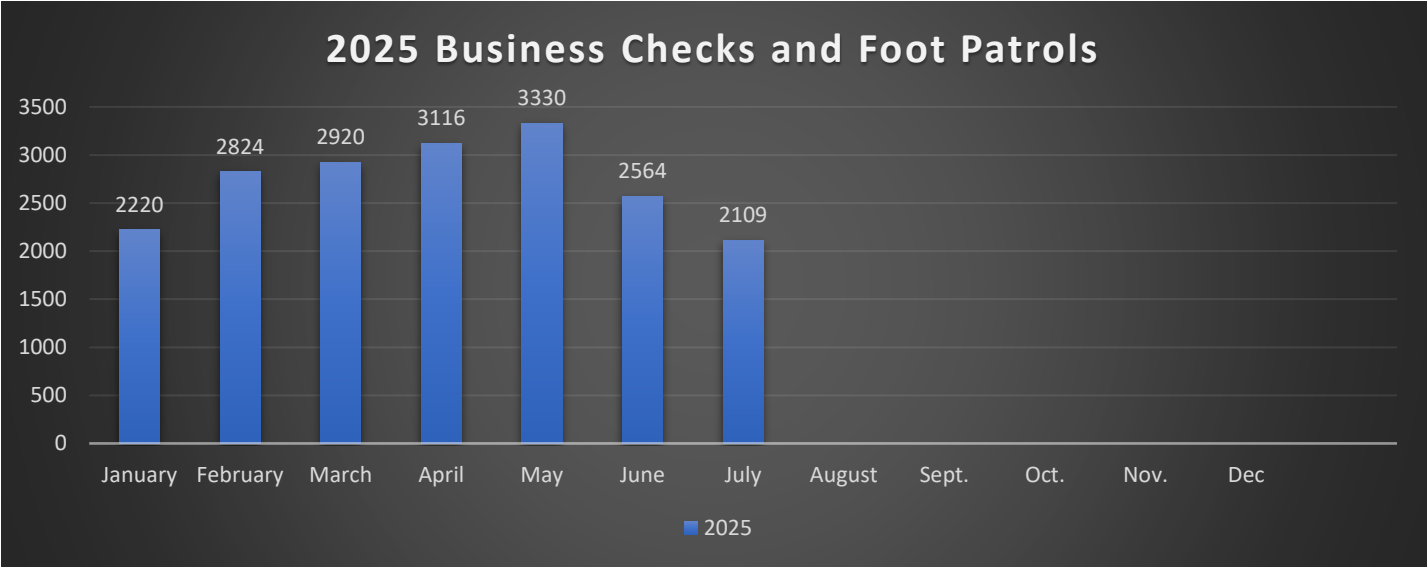
Trending Data on Calls for Service





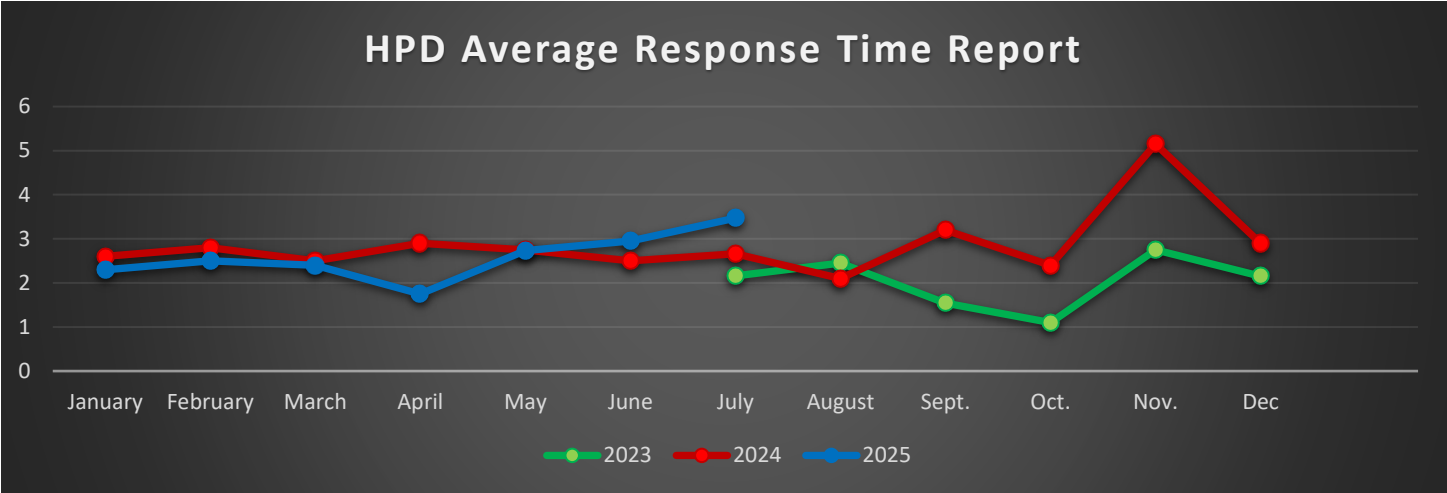
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct physical checks when the business is closed to ensure that all doors and windows are locked. Officers will also conduct foot patrols in residential and commercial areas allowing community members to engage in discussion while simultaneously preventing crime. Lastly, enhanced patrols are conducted by officers in specific areas to deter criminal activity or traffic violations.

- Personal Contact: 207
- Physical Check: 816
- Foot Patrols: 149
- Enhanced Patrols: 937



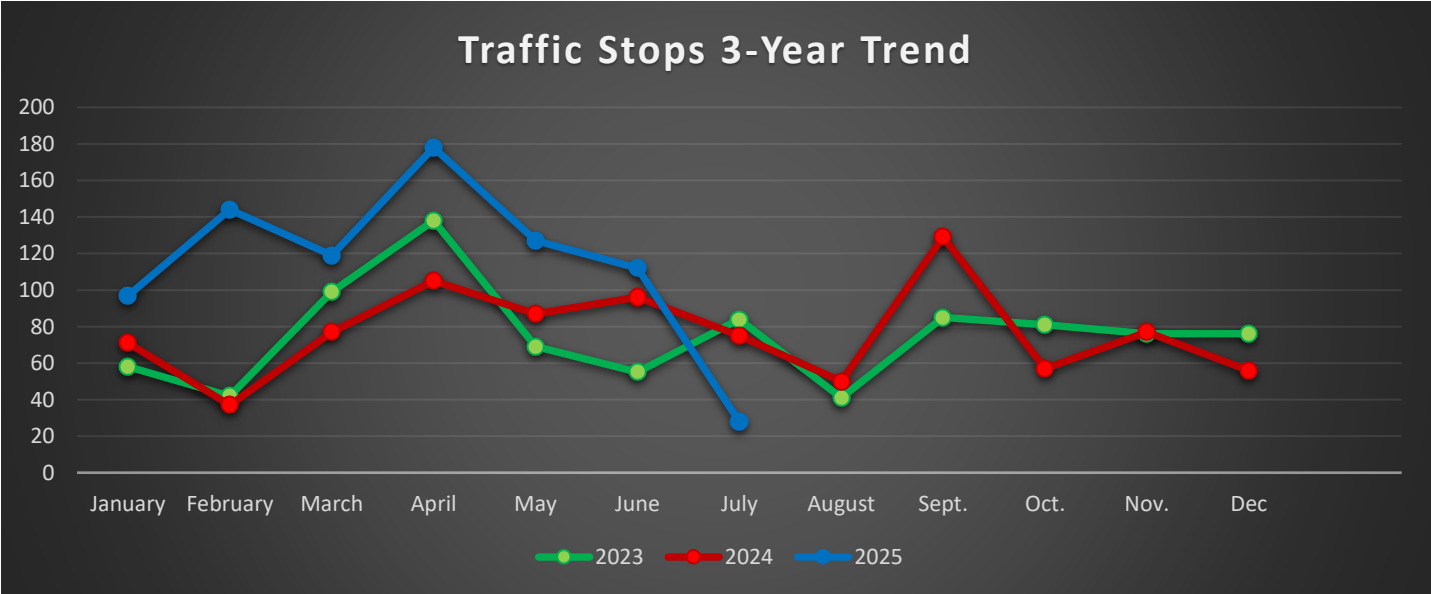
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 3 minute 29 seconds



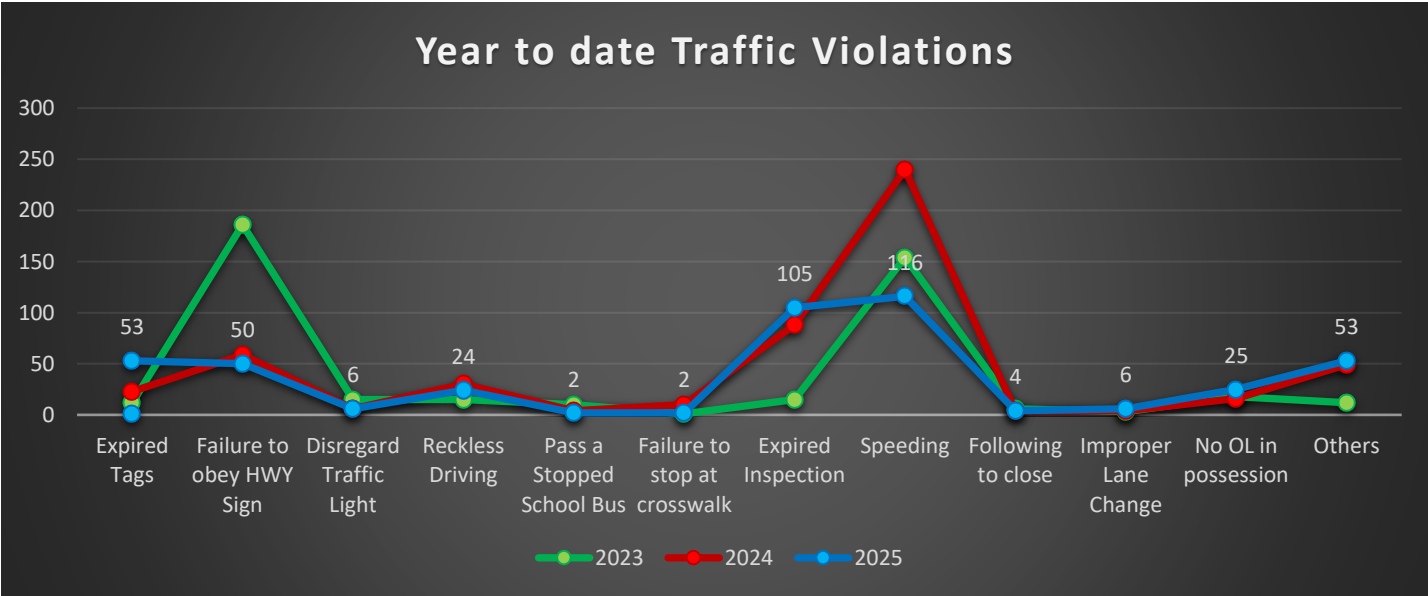
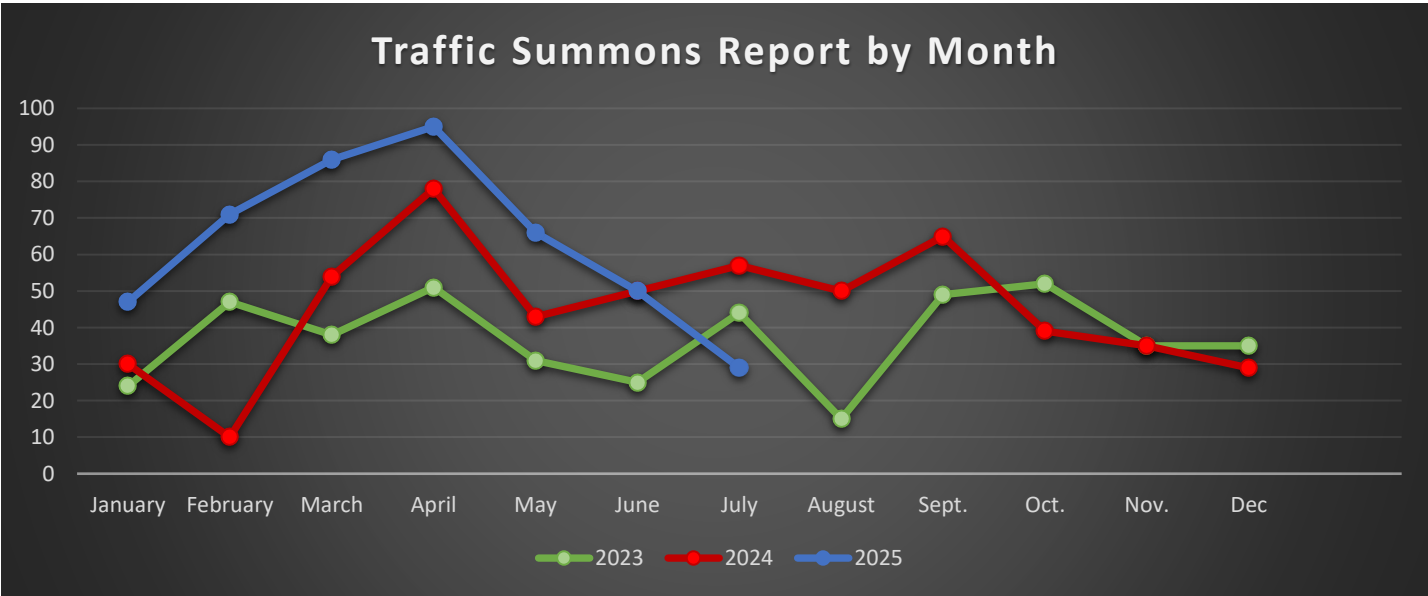
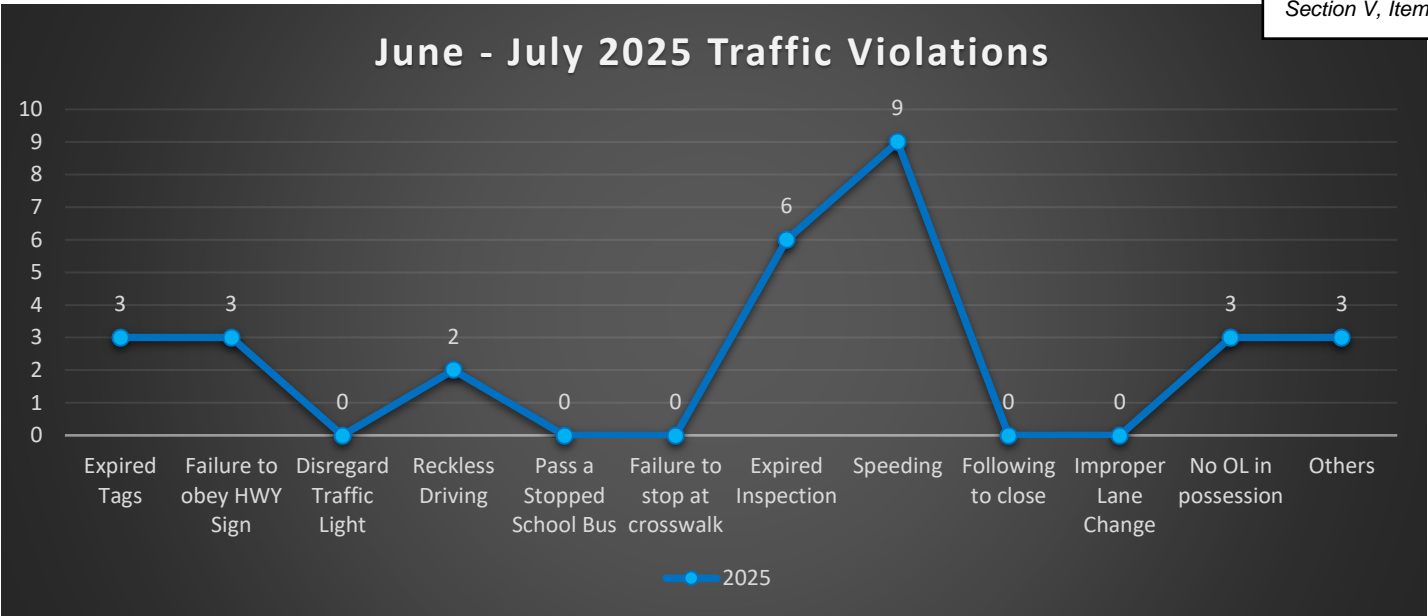
Traffic Stops: Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer may issue a summons or use the interaction as an educational moment thus providing a written or verbal warning.

- Traffic Stops: 77
- Summons: 28
- Warnings: 62



Traffic Summons Issued: Summons issued for traffic violations. **28**

- | | |
|--|---|
| 46.2-646 – Expired Registration – 3 | 46.2-830 – Failure to obey a highway sign – 3 |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 2 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 0 |
| 46.2-1158 – Expired inspection – 6 | 46.2-874 – Speeding – 9 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 0 |
| 46.2-300 – No operator’s license – 3 | Others – 3, (Suspended and Failure to Yield the Right of Way) |

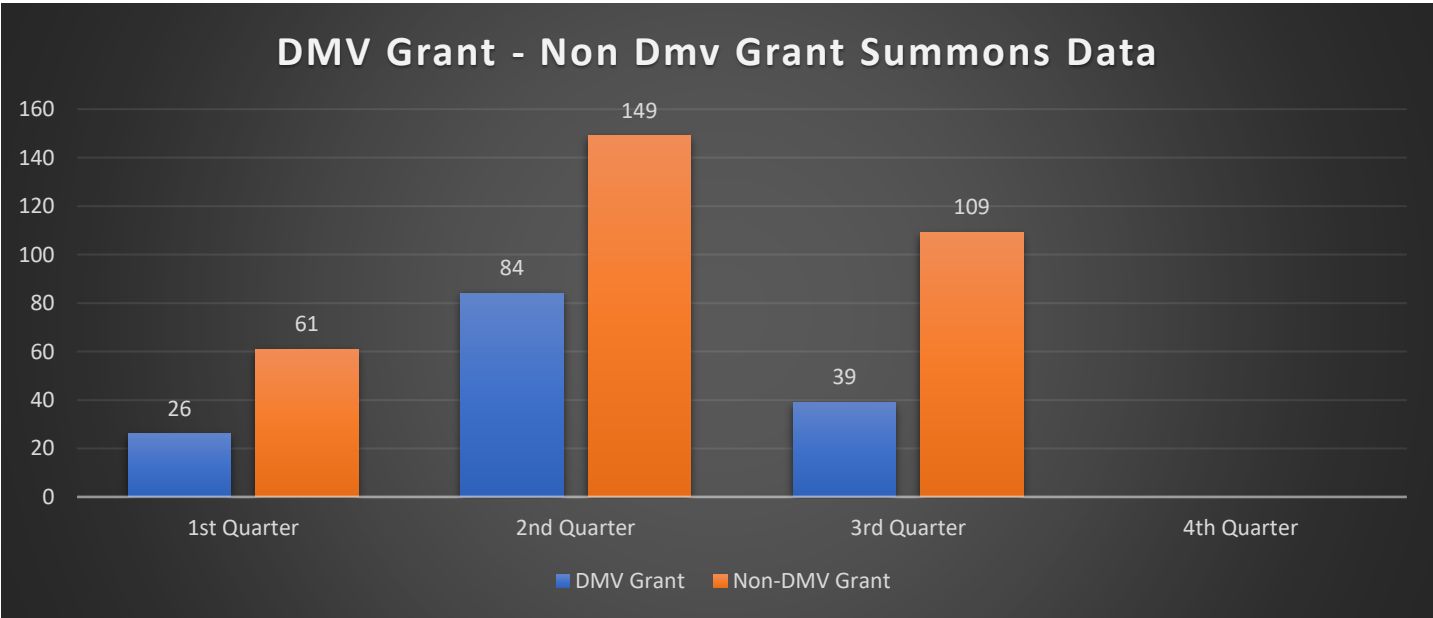
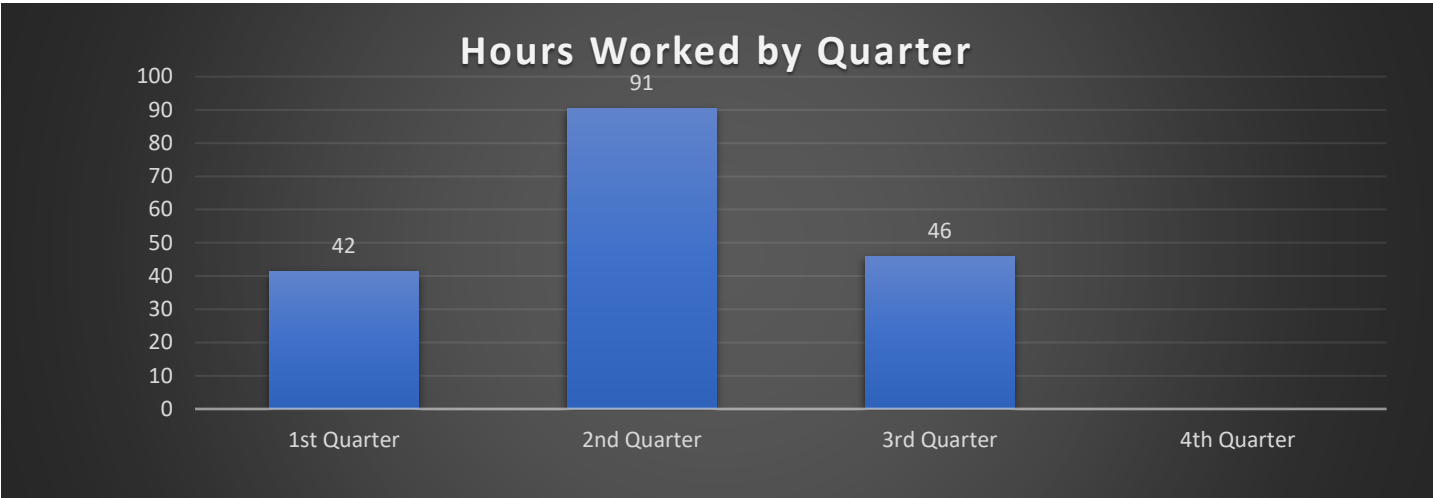
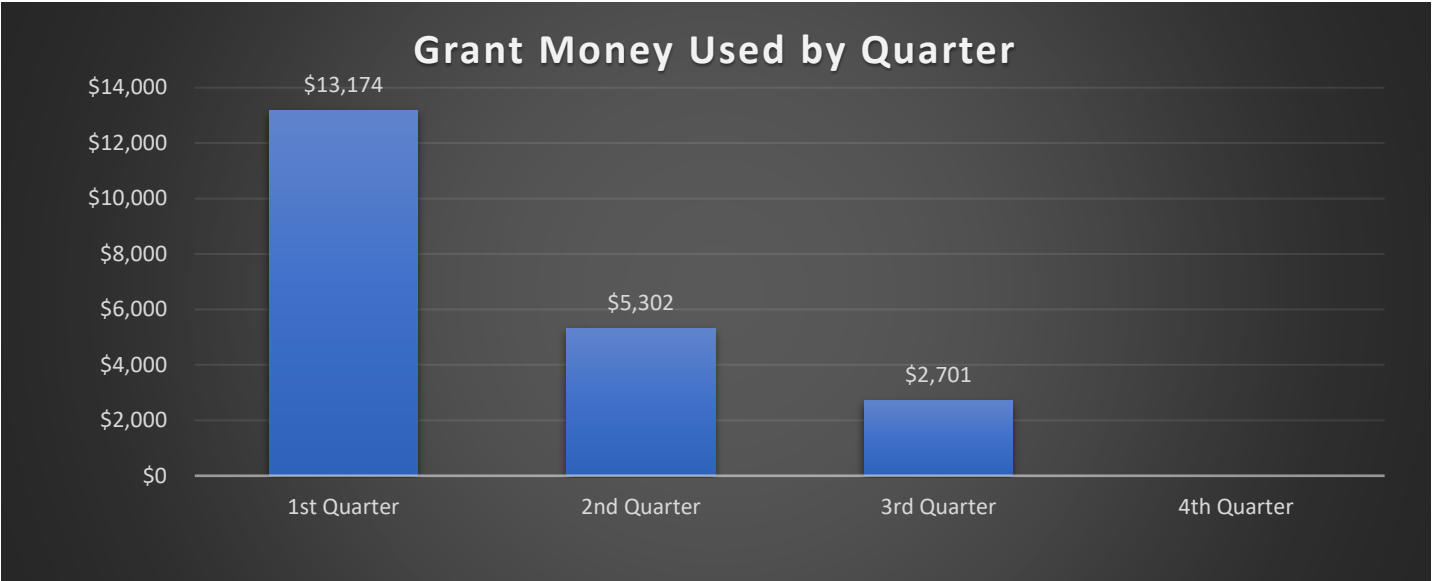


Total Summons Issued 2025: 446

DMV Grant: Quarterly reporting October 1, 2024 through September 30, 2025

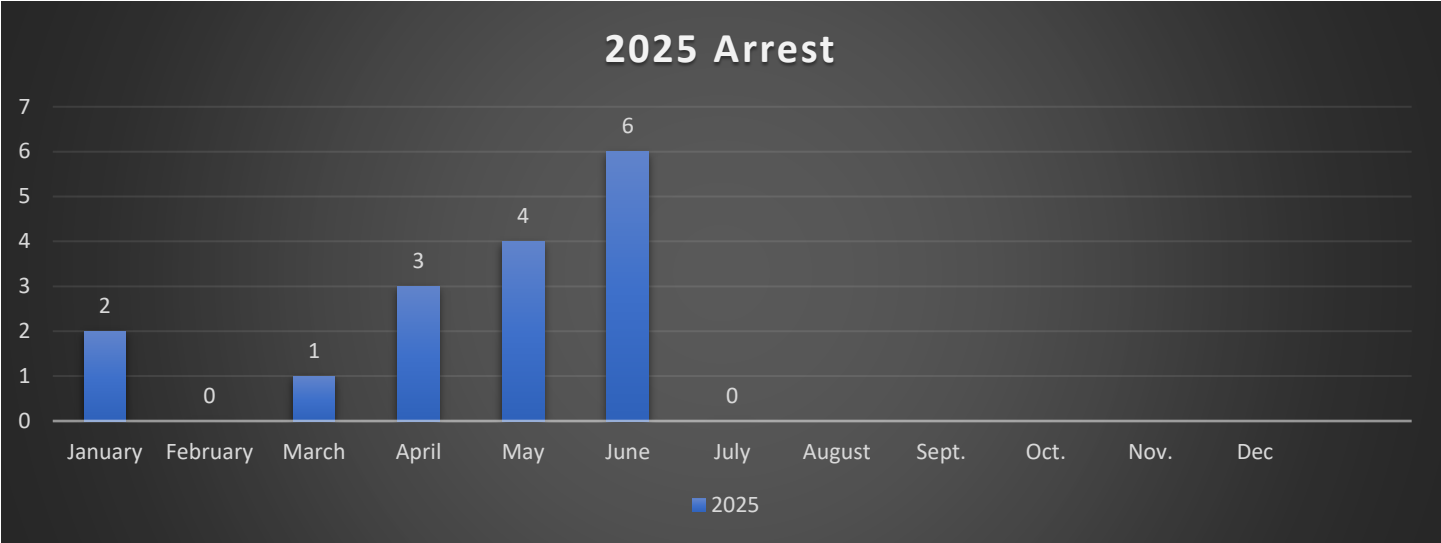
Section V, ItemB.

Grant Award Amount Total: \$28,173.00 1st – 3rd Quarter used: \$21,178.14 Remaining Amount: \$6,994.86



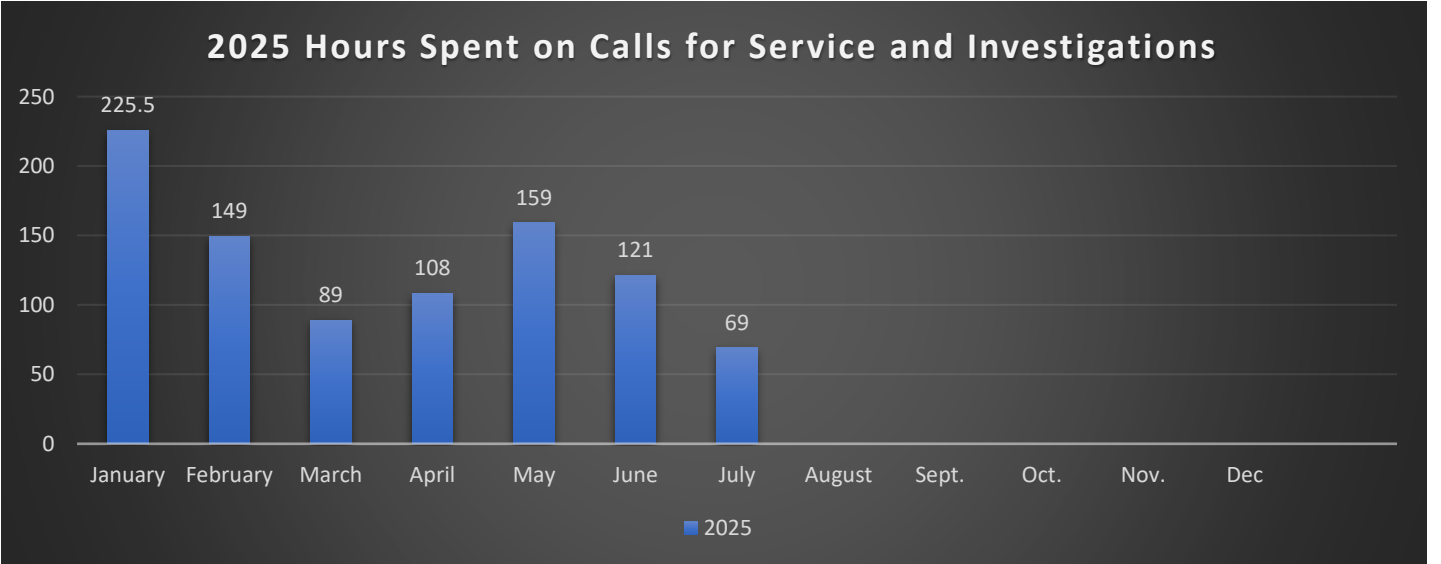
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 0
- Felony: 0



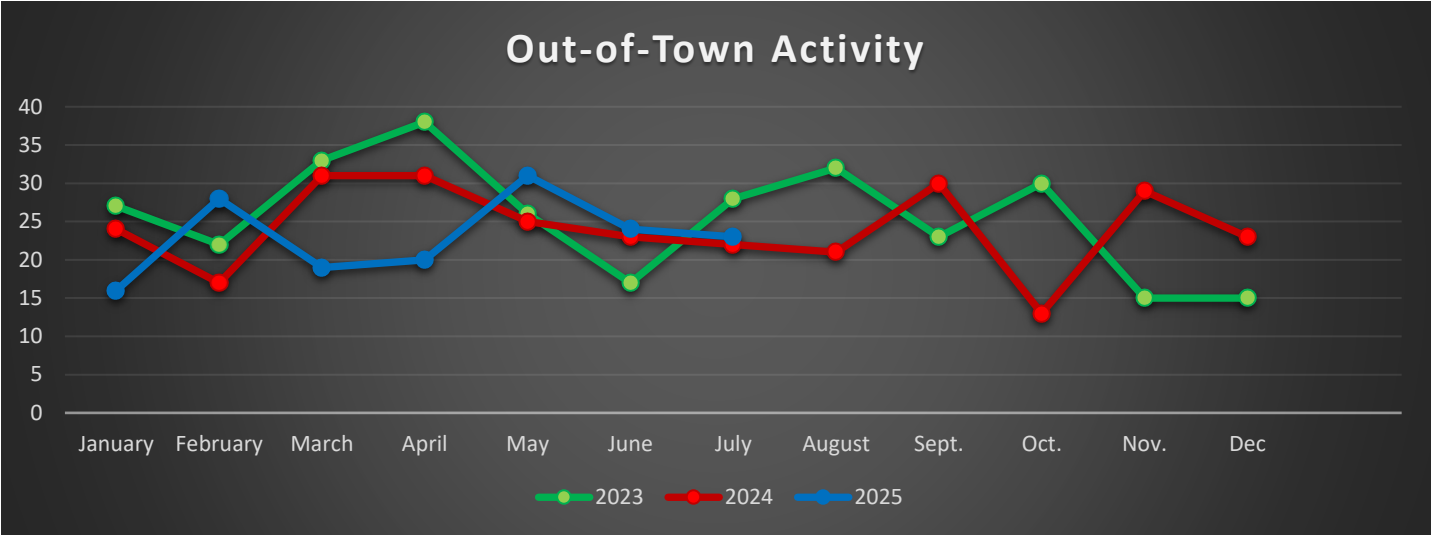
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 53
- Follow-up Investigations: 6

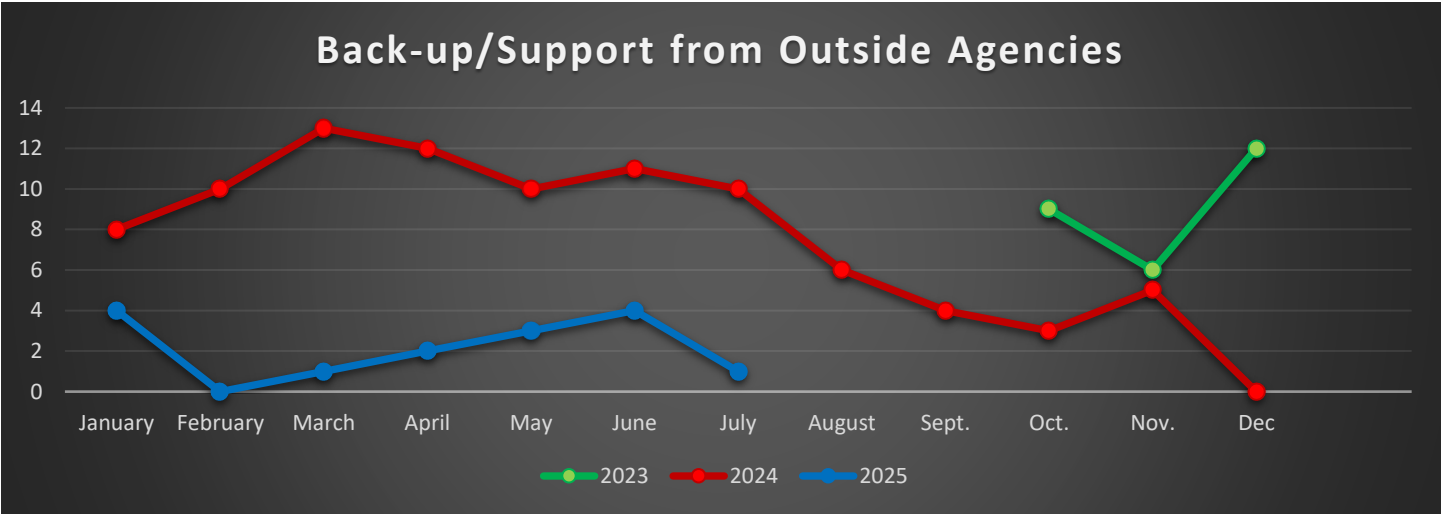


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

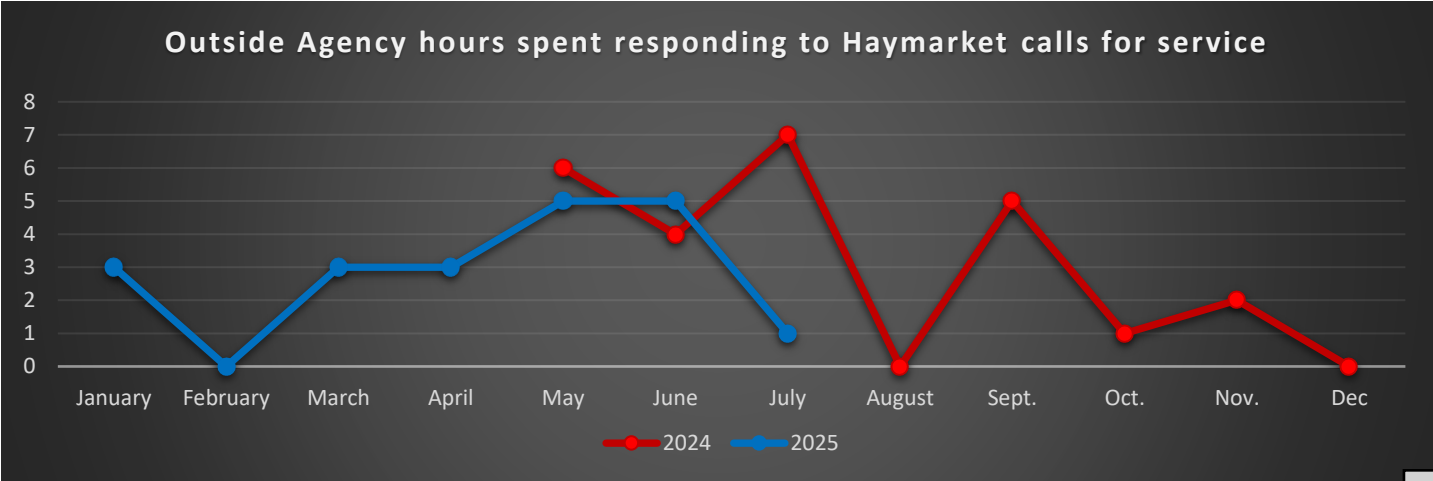
- Back Up: 20
- Other: 3



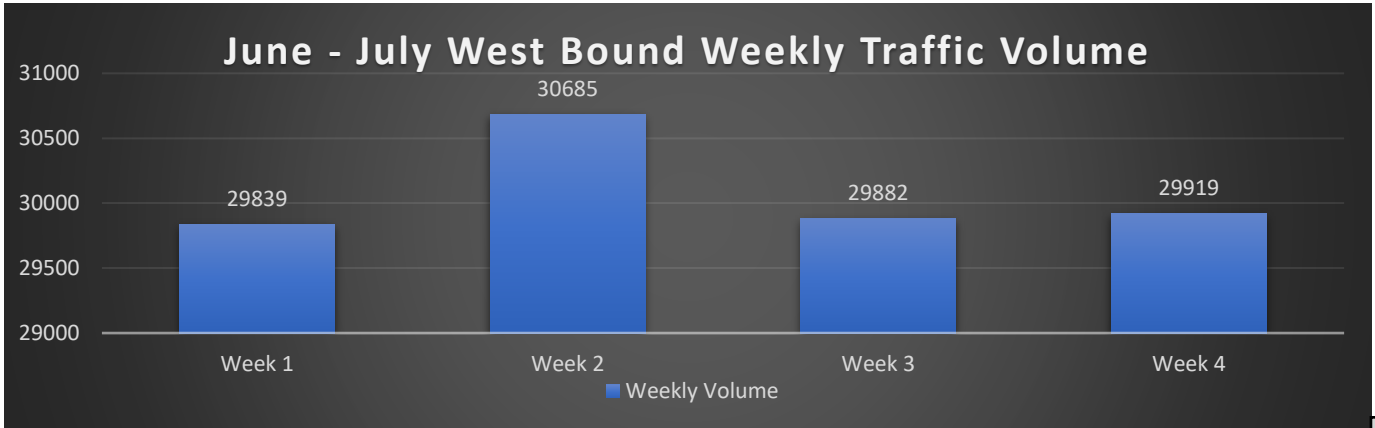
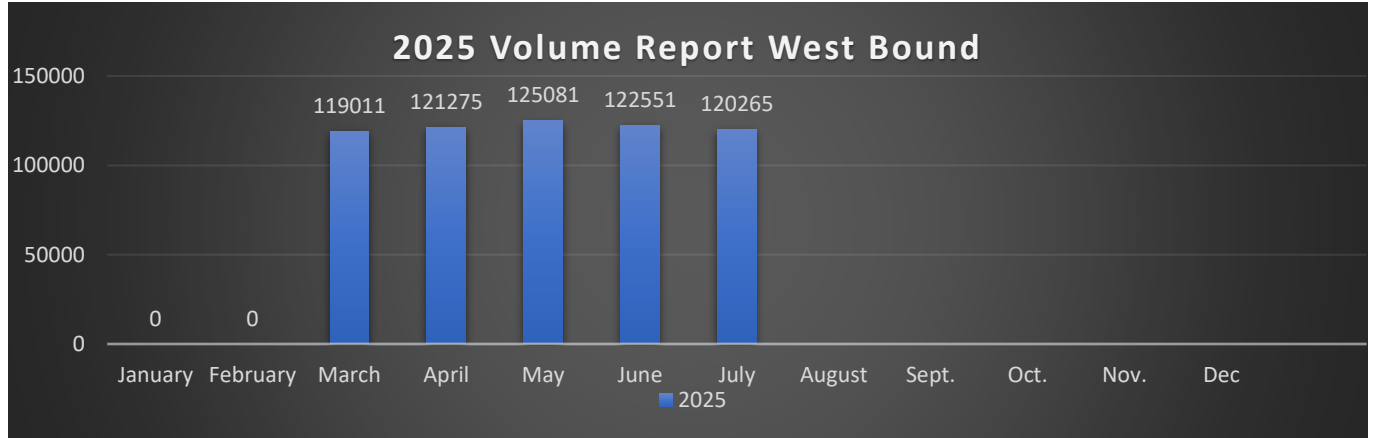
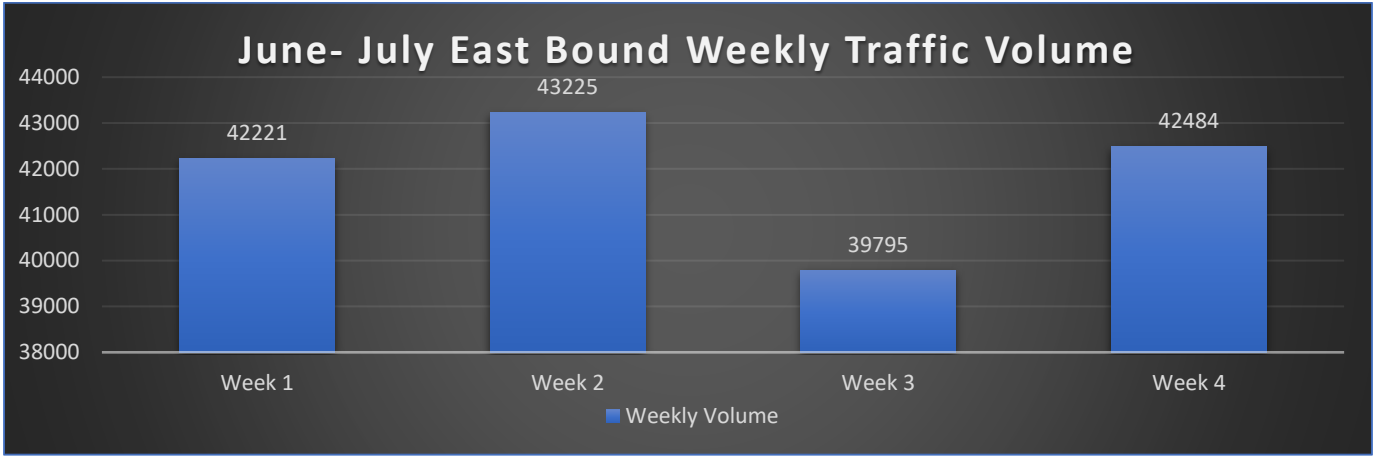
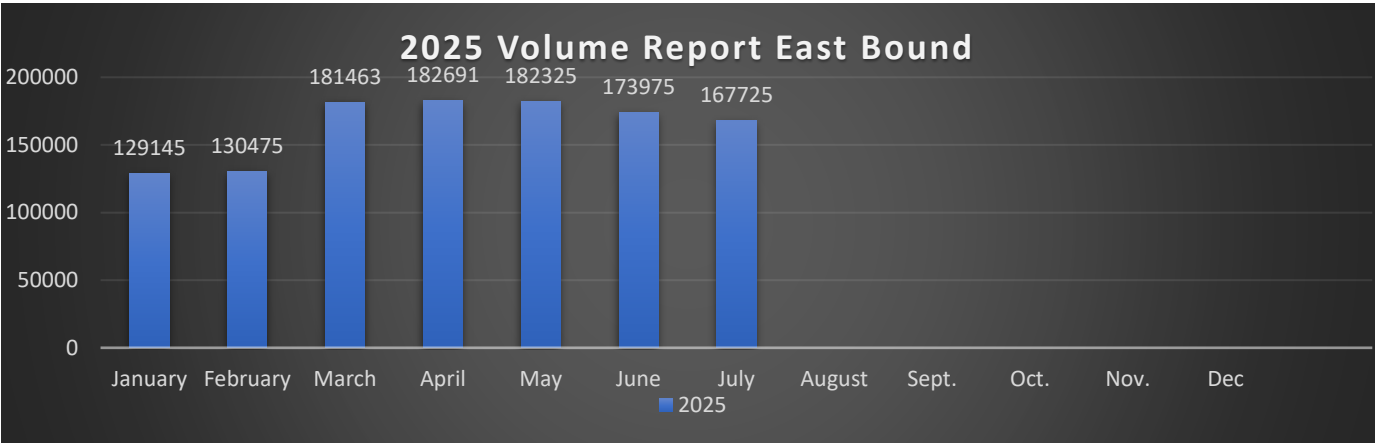
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 1

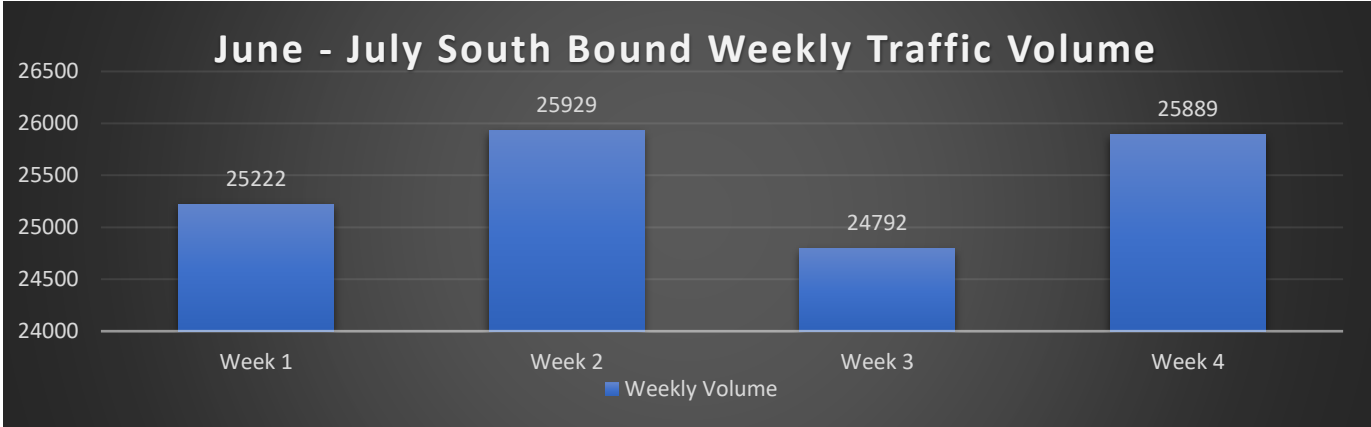
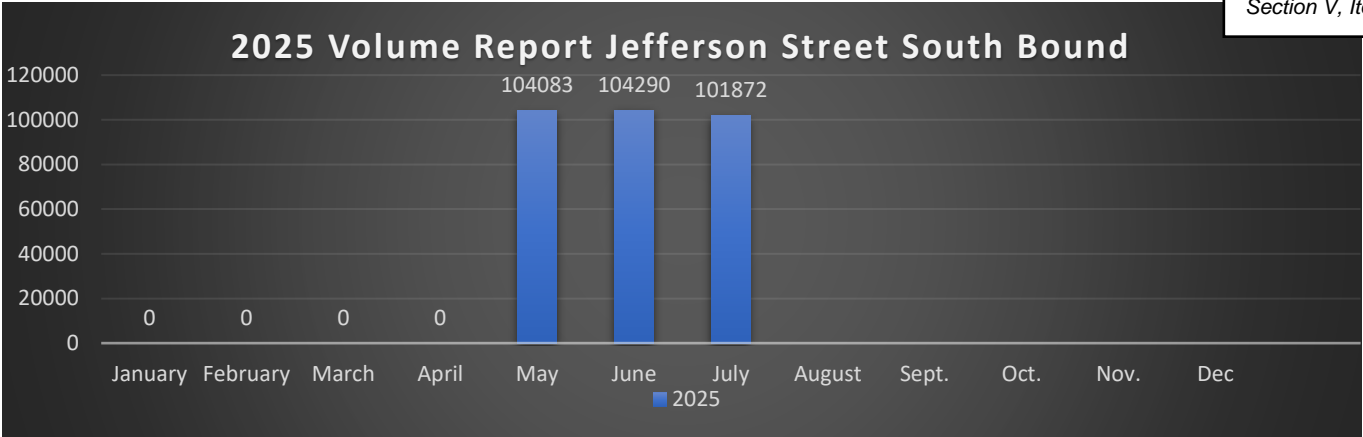


Time spent by outside agencies on calls for service as primary responders: Approximately 1 hours



Monthly Traffic Volume





Departmental Status on next page.

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.
- The department's two Interns have been learning about law enforcement practices while assisting at town functions and the Farmer's Market.
- Planning for National Night Out has been underway for months. The event will be held at Haymarket Park on August 5, 2025 from 5pm to 8pm.
- DMV Grant reimbursement requests were sent in the amount of \$2,701.44 on July 18, 2025.
- Chief Sibert and Officer Galbreath submitted a grant request in the amount of \$14,031.60 to the Firehouse Subs Foundation on July 10, 2025. If approved, the Haymarket Police Department can procure nine, (9) new PM-AED FRx Defibrillators which will be deployed in each PD Cruiser and the PD Lobby. The grant would also include the procurement of one PM-AED FRx Defibrillator training device. There is no matching funds with this grant.
- Sgt. Finley completed REID Interview and Interrogation training in July.
- Chief Sibert submitted a grant in the amount of \$10,000 to HEAT, (Help Eliminate Auto Theft) on July 19, 2025. If awarded, the Haymarket Police Department can procure three, (3) FLOCK Safety Cameras to deploy in town. FLOCK cameras have been proven to assist not only in mitigating auto theft but assisting in a multitude of other investigations. There is no matching funds with this grant.
- The Haymarket Police Department took part in NHTSA's Drive Sober or get pulled over Initiative from July 3rd – July 5th, 2025.
- All departmental employee evaluations were completed by June 23, 2025.
- Chief Sibert completed the annual mandated "Death in Custody" report on July 1, 2025.
- Chief Sibert submitted the annual "Virginia Asset Forfeiture" and "Federal Asset Forfeiture" Certification Reports on July 12, 2025.
- Sgt. Donald Finley will be conducting the Office's first "Family Bike Patrol" on July 30, 2025 from 6pm to 8pm. The event is open to all ages. Sgt. Finley will provide a bicycle safety class and then take participants for a ride around town.
- Two new cruisers that were ordered in February arrived at the Police Department on July 18, 2025. These cruisers will be marked on July 24th and 25th, 2025 along with two others. Appoints have been made for upfitting these cruisers and Fleet Manager Milstead has begun decommissioning the two cruisers these will replace.

Event Listing on Next page.

Haymarket Police Department 2025 Event Listing

Section V, ItemB.

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2025	Completed
2	Drive Sober or get pulled over Initiative	February 8 th -9 th , 2025	Completed
3	Polar Plunge	February 15, 2025	Completed
4	Woman's Self Defense Class 1 (NL)	March 12, 2025	Completed
5	Drive Sober or get pulled over Initiative	March 15 th -17 th , 2025	Completed
6	Woman's Self Defense Class 2	March 24, 2025	Completed
7	St. Baldricks Event	March 29 th , 2025	Completed
8	National Distracted Driving Month	April 1 st – 30 th , 2025	Completed
9	Put the phone away Campaign	April 1 st – 30 th , 2025	Completed
10	Farmer's Market	April 6 th – Nov. 16, 2025	Ongoing
11	Woman's Self Defense Class 3 (NL)	April 23, 2025	Completed
12	Drug Take Back	April 26, 2025	Completed
13	HPD Senior Summit	April 24, 2025	Completed
14	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2025	Completed
15	Woman's Self Defense Class 4	May 5, 2025	Completed
16	Click it or Ticket Initiative	May 19 th – June 1 st , 2025	Completed
17	Torch Run for Special Olympics	June 10, 2025	Completed
18	Ice Cream Social	June 12, 2025	Completed
19	Water Balloon Fight	June 12, 2025	Completed
20	Drive Sober or get pulled over Initiative	July 3 rd – July 5 th , 2025	Completed
21	Family Bike Patrol	July 30, 2025	Upcoming
22	National Night Out	August 5, 2025	Upcoming
23	Drive Sober or get pulled over Initiative	August 13 th – Sept. 2 nd , 2025	Upcoming
24	Summer Concert	August 16, 2025	Upcoming
25	Flags for Hero's	TBA	Upcoming
26	See Tracks, think Train Week	September 15 th – 21 st , 2025	Upcoming
27	Child Passenger Safety Week	September 21 st – 27 th , 2025	Upcoming
28	Coffee with a Cop	October 1, 2025	Upcoming
29	Prince William County Public Safety Expo	October 4, 2025	Upcoming
30	Haymarket Day	October 18, 2025	Upcoming
31	Prince William County Truck or Treat	TBA	Upcoming
32	Drug Take Back	TBA	Upcoming
33	Halloween Candy Handout	October 31, 2025	Upcoming
34	Operation Santa Claus	December 6, 2025	Upcoming
35	Christmas in Haymarket	December 13, 2025	Upcoming
36	Santa Cops (West)	TBA	Upcoming
37	Drive Sober or get pulled over Initiative	TBA	Upcoming

Respectfully Submitted,

Allen Sibert

Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	7/30/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	7/30/2025	Applicant	-Construction and Town E&S inspections ongoing -VDOT revision approval by Town/VDOT 4/18 -Landscape inspection and report for bond release due 8/8
Park Sidewalk	Katie/Thomas	4/27/2021	7/25/2025	Groupe/Town	-Change orders approved -Deed coord w/ VDOT and ROW monument installation. ROW to be dedicated to Town rather than VDOT -Punchlist walk completed 4/23 -Closeout coordination meeting 7/23. Punchlist received 7/25.
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	7/25/2025	Town/Cost Estimator	-Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Coordinating cost estimate updates. Due early August
Robinson's Paradise	Katie/Thomas	1/4/2021	7/23/2025	Applicant/Town	-Landscape bond released -Sent Contractor E&S reports 5/5 -Site visit for resident flooding concerns 7/23
Karter School	Katie/Thomas	8/20/2020	7/15/2025	Applicant	-Plan revision submitted 12/15 -Comments provided 3/31 -Met with applicant
Iceplex	Katie/Thomas	10/4/2024	7/14/2025	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination meeting held 7/14 - no site plan required
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	7/10/2025	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release completed 7/10

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Chick-fil-A	Katie/Emily	11/16/2021	7/10/2025	Katie	-2nd submission SUP comments sent 5/23 -As-built comments provided 5/24 -Met with Applicant 6/12. Plan accepted for review 7/10. Comments due 8/22
Crossroads Village	Katie/Thomas	10/18/2018	7/1/2025	Katie	-As-builts 3rd submission 4/18. Comments due 6/4 -Stockpile permit coordination -E&S and landscape bond release re-inspection completed. Report to be provided
EPA Stormwater Grant	Staff	12/4/2024	6/30/2025	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -Re-kickoff meeting scheduled 7/2
QBE	Katie/Emily	1/20/2017	6/11/2025	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 -Met with VDOT and Applicant on TIA scoping for rezoning
Bleight Residential Plan	Katie/Thomas	8/5/2022	5/14/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Drive by site 5/14
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant	-Provide review comments of plan -Meeting with Applicant

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
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
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
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Katie to provide summary memo regarding MWCoG and rider clauses
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



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: July 31, 2025

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

1. Reviewed and provided legal counsel and recommendations to Town staff regarding requests for proposals.
2. Reviewed the law and provided legal counsel and recommendations to Town staff regarding leasing issues and licensing agreement issues.
3. Reviewed and provided legal counsel and recommendations to Town staff regarding dedication deeds.
4. Reviewed and provided legal counsel and recommendations to Town staff regarding the Outdoor Events Ordinance.
5. Reviewing language and proposed revisions to the Code of Ethics.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: July 2025 Monthly Report
Date: July 30, 2025

The Finance Liaisons (FLs), appointed at the beginning of each new term by the Town Council (TC) at its organizational meeting, are the governing body's representatives that liaise between the staff and the TC. The FLs main responsibility is to perform financial oversight of the town's budget, revenue, and expenditures, as well as all other financial related matters on behalf of the TC. The intent of this report is to communicate to the TC and all interested parties the discussion occurring at FL meetings and liaison oversight activities to ensure transparency and accountability with respect to the town's finances.

The FLs and staff met on 7/16/25, with an added meeting in July scheduled after this report is due for publishing, and report the following:

- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- ***Attached are the minutes drafted by Town Clerk, Kim Henry, summarizing the discussion from the 7/16/25 FL meeting***
- ***The next FL meeting is scheduled on Thursday, 7/31/25, at 2 pm***
 - In addition to the pro-forma agenda and staff items, the FLs will include any financial items/concerns, upon request, that council members wish to discuss
 - ***Minutes from the 7/31/25 meeting, if applicable, will be part of the next monthly report***

Open Items (with financial/policy implications):

- Development of a draft policy for sole source procurement
- Completion of the Personnel Manual. TM and Chief to evaluate what outstanding items are necessary to bring the manual to completion, with projected funding needs

The FLs are available to council for follow-up questions about this report, attached minutes and any details related to meeting discussions.

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member



TOWN COUNCIL FINANCE LIASON MEETING

Wednesday, July 16, 2025 at 2:00 PM

Conference Room - 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

MINUTES

Present: Councilmember Alexander Beyene, Councilmember Joe Pasanello, Mayor TracyLynn Pater, Town Manager Emily Kyriazi, Town Treasurer Roberto Gonzalez, Chief of Police Al Sibert

Town Manager Emily Kyriazi called the meeting to order. Mrs. Kyriazi presented a new agenda format for the liaisons to consider. She shared that this format will keep them on track and gives her an aide on follow up items during the meeting. The agenda is attached to this report.

1. Review of Invoices and check signing The liaisons and Emily reviewed the invoices for the period.

2. Police Department Emily gave the floor to Chief Sibert on a question that was raised at the last meeting regarding hot spot charges on the AT&T First Net bill for the Police Department. Chief Sibert said that he looked at the bill and has a meeting with the First Net representative. He shared that even though the phones have hot spot capabilities, they do not use the capability. He stated that the rep can get rid of the feature and will discuss decreasing the bill. There was a concern at the last meeting about packages being delivered to personal addresses. Chief stated that this was Amazon only purchases because of the sensitivity of some of packages, the Amazon driver does not make sure the package is received by a person even though instructions on shipment state that instruction. It was decided that the delivery will be Town Hall for signatures and staff will let PD know of the package.

3. FY25 Budget: Roberto shared that the FY25 year ended in the positive. He said he did not have too many concerns on the expense side. His only real concern was the invoices for the park sidewalk posting. Liaisons complimented staff on a good job with projections.

4. Review of FY26 Budget Process: A discussion took place on what was done right in the last budget season and what went wrong. And a solution going forward. Roberto suggested that in order to have a budget resolution ready for approval, the tax rate should be adopted at an earlier date. Discussion also took place on a more detailed timeline and possibly more budget work session meetings and encouraging Council to come with input at each meeting with changes and recommended answers to the change. Discussed a meeting in the fall with Stephanie Davis from Virginia Tech on updating strategic plan and incorporating it to the FY27 budget.

5. FY26 Budget: Roberto shared that right now the year is in the negative because of some front loading expenses. He said it will balance out in the fall. This brought up the leases and the repairing the AC unit at Washington Street Realty building. Discussion followed on the lease agreement with Washington Street Realty and rent abatement for the two weeks that they were without electricity. Also on the start date to replace the unit. Emily shared that Washington Street Realty is ending their lease early. They gave a move out date of August 15. Discussed and gave directive for Emily to start advertising the space. Emily shared that she has been in touch with architectural engineer who will be evaluating the building, the museum and the Cupcake Heaven building.

6. **Internship:** Emily will be checking with Stephanie Davis for recommendations.
7. **Compensation Study Update:** Emily shared that she met with the Councilmembers that were assigned to this study.
8. **Event Accounting:** Emily showed the spreadsheet that staff uses to track revenues and expenses on Events. Haymarket Day revenues funds the other Town events throughout the year. Agreed to add Government Open House to the Town's yearly events funded by sponsorships and Haymarket Day. Youth in Government to be funded by a different line item.
9. **Website Quote:** Emily provided the quote to redesign the Town's website. Questions on what the fee would be after 3 years and do we own the code. Emily will follow up and report back.
10. **Washington Street Realty:** Discussed in item #5
11. **Town Owned Structures:** Discussed in item #5
12. **Town Center Interior Building Plan:** Emily still waiting on numbers from John Hetzel
13. **Town Center Site Plan Quotes:** Emily provided quotes. Liaisons directed her to proceed and will share with Council
14. **Tenant Space:** Emily presented a proposal on utilizing one of the upstairs office spaces for the Town Engineer. Roberto shared that there may be a new tenant in one of spaces. Liaisons directed Emily to proceed with conversation with the Engineer to negotiate terms.
15. **Food For Thought:** Emily asked if Town should give donation to the local food pantry. She provided some information on their needs. She will get back with additional information. Maybe promote Town Hall as a drop off point and do a food drive at events like Farmer's Market.
16. **Other/New Items:** None to discuss
17. **Next Meeting Date/Time:** Because the July 28th work session has an early closed session scheduled, liaisons will meet on Thursday, July 31st at 2 pm.



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

Memorandum

To: Honorable Mayor and Town Council
From: Vice Mayor Matt Gallagher
Re: August 2025 Business Liaison Report

The role of the Business Liaison for the Town of Haymarket is to foster strong relationships with local businesses, support economic growth, and promote initiatives that enhance the vibrancy of our town. This monthly report provides an overview of the key activities I have undertaken over the past month to support these goals.

Activities

- Meetings with staff re: fees and business participation at Haymarket Day
- Meeting with local brewery and staff re: extending hours of Haymarket Day into the evening sponsored by and at the businesses cost
- Ongoing discussions with vendors at Farmer's Market
- Various 1:1 meetings with local businesses

Upcoming Activities

- Regular meetings/touchpoints with staff as needed regarding current businesses and upcoming events
- Interview with Mayor for weekly video series
- Support for ongoing Farmers Market as needed
- Next Business Roundtable August 26

New Businesses

- Italia Performing Arts – 14600 Washington Street complex (NOW OPEN)
- My Haberdasher – 14950 Washington Street (NOW OPEN)
- Firehouse Subs – Crossroads Village (NOW OPEN)
- Kiddie Academy – Crossroads Village (late 2025)
- The Source Harmonic Egg – 4400 Costello Way (expected summer 2025)



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

Memorandum

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

The Community Outreach Liaison serves as a bridge between the Town of Haymarket's local government and its residents, businesses, and community organizations. This role focuses on fostering engagement, promoting civic participation, and ensuring transparent communication between the town leadership and the public.

I held the following meetings, please see the attached notes for details:

7/2/25 - with staff, re: High School Youth in Government Program

7/17/25 - with staff, re: High School Youth in Government Program

7/25/25 - with TM, confirming pause on High School Youth in Government Program planning due to staff demands - no notes taken

Upcoming meetings:

7/30 - 9:30 AM - standing meeting, no agenda items have been determined

Requests for Council:

- If you live in an HOA, please let me know when the annual meeting is held. Feel free to email me and cc the Clerk or Town Manager. Thank you!

Best,

Mary Ramirez
Councilwoman

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

7/2/25 - Meeting with Emily

Wednesday, July 2, 2025 10:00 AM

Attendees: Emily Kyriazi, Mary Ramirez

Goal: High School Level Youth in Government Program

Discussion: Youth in Government Program

YiG date changes:

11/5

11/12

11/19

Application ready for teacher distribution: 8/18

Application Due Date: 10/20

- Senior level with teacher exceptions
- Not participating in Haymarket Parade

Program outline:

Debate: pros and cons of growth of Town

- Intro night: 11/5 Get to know your local govt
- Check in: 11/12 Cause and Effect of branches of govt
- Debate night: 11/19 "should we allow more homes to be built?"
 - Budgetary impacts
 - Stress on relationships with county and state
 - Guiding questions,
 - Teams of 4-5 (16-20 students)
- Respect, act like adults, we can have different viewpoints and still be friendly and respectful

To-Do:

Mary - application start up

- Strategic Plan updates to include more community outreach

Emily - scan in notes

- Contact info for open house participants - include volunteers

Next meeting: 7/9 9:30 - brief updates (time limit);

7/17: discuss program details/debate

Attendees: Emily Kyriazi, Mary Ramirez

Goal: High School Level Youth in Government Program

Discussion: Youth in Government Program

YiG date changes: due to staff availability, move program to Feb-March

Program outline: 2/5, 2/12, snow dates: 2/26, 3/5

Debate: pros and cons of growth of Town and budgetary impacts, sub groups: pro/con residential vs pro/con commercial

- Pre-program: packet sent home - assignment is to write three journal entries
 - After reading this, knowing what I know, this is my stance on the topic
- Intro night:
 - How debates are going to be run, rules of debate,
 - Teams of 4-5 (16-20 students)
 - Curriculum: this is the town of Haymarket, inside PWC, inside a greater region, inside state. How choices of each impact us and vice versa.
 - After initial night, has your opinion changed, if so, how?
 - Team lead, communication expectation, assign tasks within team
- Debate night:
 - Presidential debate structure?
 - Budgetary impacts
 - Stress on relationships with county and state
 - Guiding questions,
 - Final journal entry, what is your final thought on the topic?
- Respect, act like adults, we can have different viewpoints and still be friendly and respectful

Materials we may provide:

- Notebook or binder
- Paper
- Pencils
- certificate

Council/Third Party involvement:

- Mediators: ask questions

To-Do:

Mary

- Strategic Plan updates or edits
- Find Gainesville HS Govt teachers
- Application start up
- Contact Mr. Pauly for clarifying questions regarding expectations and participation, and contact info for Gainesville HS colleague

Next meeting: 7/23 9:30 am - standing meeting *rescheduled for 7/25



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

Memorandum

To: Honorable Mayor and Town Council
From: Justin Baker, Planning Commission Liaison
Re: July Planning Commission Report

At the July 8, 2025, regular meeting, the Planning Commission adopted the revised By-laws. We also held a preliminary discussion with Graystone Properties representatives Shivon Dosky and Kirk Johnson regarding development plans for 14600 Washington Street, the developer is exploring rezoning a portion of the parcel from B-1 (commercial) to R-2 (residential) to allow for the construction of townhomes. The Cookies and Cream building will be relocated to the front of the parcel. Graystone is coordinating with VDOT to assess potential traffic impacts. Finally, A formal site plan for the Karter School redevelopment will be presented at a future Planning Commission meeting.



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

Memorandum

To: Honorable Mayor and Town Council
From: Councilmember Ken Luersen
Re: Monthly ARB Liaison Report for the ARB July Meeting

Meeting held 7/16 @ 7:00PM.

- Position Appointment – Per ARB policy, Board appointment voting was held
 - Chair – Ken Luersen appointed
 - Vice Chair – Ben Barber appointed
- COA Reviews:
 - ZP #2025-0706 (Italia Performing Arts Signage) – approved without any changes.
 - ZP #2025-0703 14841 Washington Street Demolition (AJ Watts) – Deferred because applicant was not present for questioning. Site survey requested.
- Other Agenda Items
 - ARB Guideline Review – Revision Presented. Looking to approve at November 19 meeting for Council review in December.
- Old/New Business –
 - Zoning enforcement in process
 - Bonding review in process for developed property
 - Lane Motors Property update given
 - Data Center review wrt grading of front
 - Ice plex review expected
- PC Liaison –
 - QBE rezoning application informally discussed
 - PC Vacancy Council will be addressed at the next meeting.
- Council Liaison – given by Emily
 - Land planning to be presented at the Council work session
 - Park building RFP to be finalized soon with added scope to address a master plan
 - Town Hall Site plan discussed wrt reaffirmation
 - Round table activity discussed with the video series being used/developed
 - Open house government day held
 - Historic walking tour promoted

Land Use Updates

PLAN REVIEW, CONSTRUCTION, AND OTHER CURRENT LAND USE
ITEMS UNDER REVIEW IN THE TOWN OF HAYMARKET



Feasibility Study/Pre- Submission

Proposal for Rezoning from B-1 to R-2
(14600 Washington Street)

Self Storage RV Lot I-1 by right uses
(15250 + 15251 Kapp Valley Way)

6792-6794 Fayette Street
Subdivision

Hotel Site near Crossroads Village Center
(6501 Crossroads Village Boulevard)

Proposal to Rezone Portion of Acreage at 14600 Washington St (QBE)

Proposal to rezone the baseball fields at 14600 Washington Street from B-1 Town Center to R-2 Residential

Attached townhomes or detached villas to be constructed per R-2 area regulations

The original section of the QBE building would be preserved, two tenant spaces in the rear of the property would be removed.

The “Cookies and Cream” building is proposed to be relocated on site.



Self Storage Lots (15250 + 15251 Kapp Valley Way)

Portion of these lots was rezoned from C-1 Conservation to I-1 Light industrial (1997)

Current use never received site plan approval per Town Records

Town Staff working with owner of property to either submit site plan for current use or to apply for another allowable use in the I-1 zoning district

Town Staff gathering information on existing railroad crossing on site, and new FEMA floodplain updates.

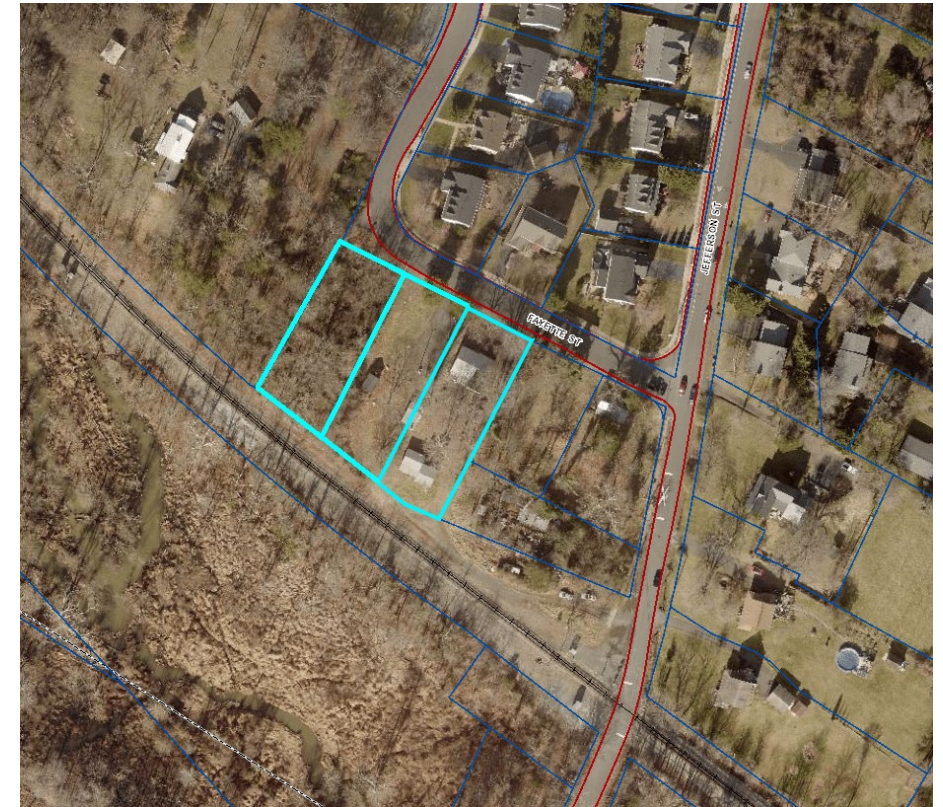


6792 and 6794 Fayette Street

6796 Fayette Street is parent parcel and remains under current ownership.

Site plan submission for two single family units at 6792 and 6794 Fayette street expected soon.

6796 parcel is not part of the proposed site plan.



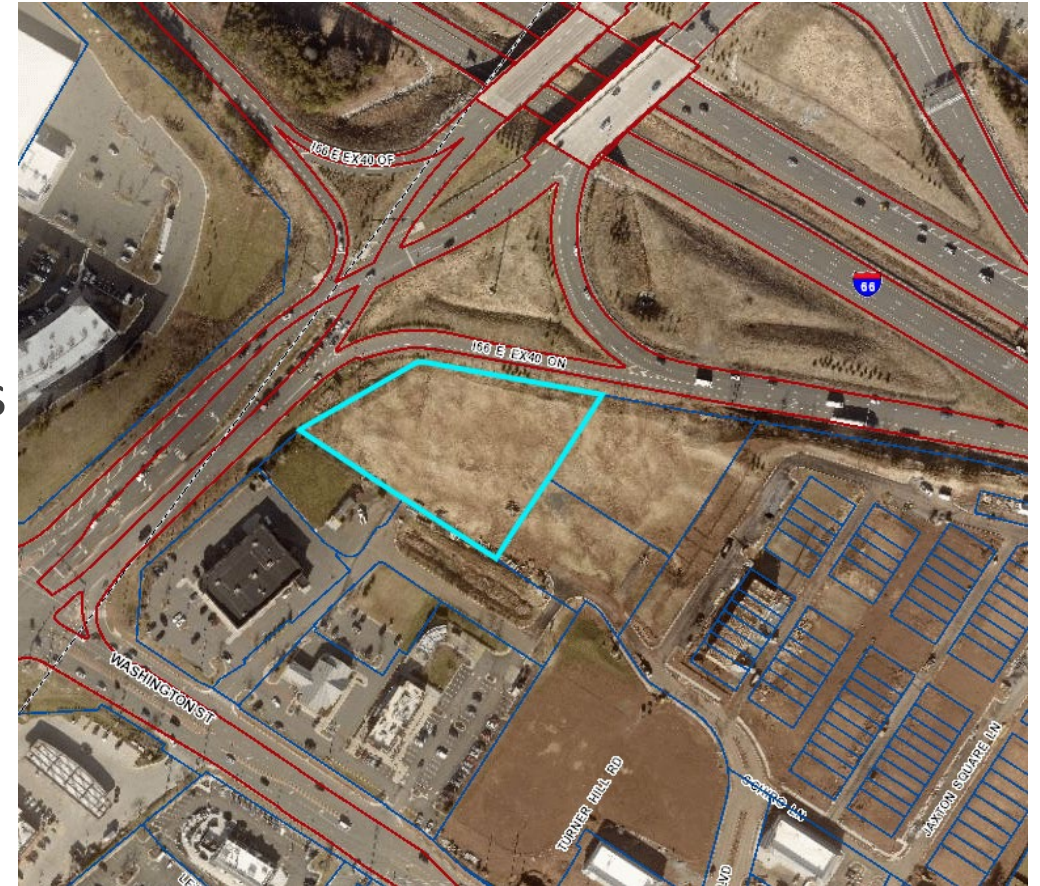
Hotel Site (6501 Crossroads Village Boulevard)

2015 Special Use Permit approval for a hotel with a height limit of 75ft OR an elderly care home with a height limit of 50ft

No sunset clause on the SUP

Hotel was originally under same ownership as Crossroads Village Center (Haymarket Phase II LLC)

Ownership changed to Sai Centreville Hotel LLC May 29, 2025



Plan Review and Pre- Construction Phase

Town Center (15000 Washington Street)

Chick Fil A SUP and Site Plan (15182 Washington Street)

Karter School (6905, 6910 Karter Robinson Drive)

Magnolia Crossing Townhomes (6700-6720 Bleight Drive)

Masonic Charitable Foundation/Tobaccology (6710
Madison Street)

Lidl (6650 Turner Hill Road)

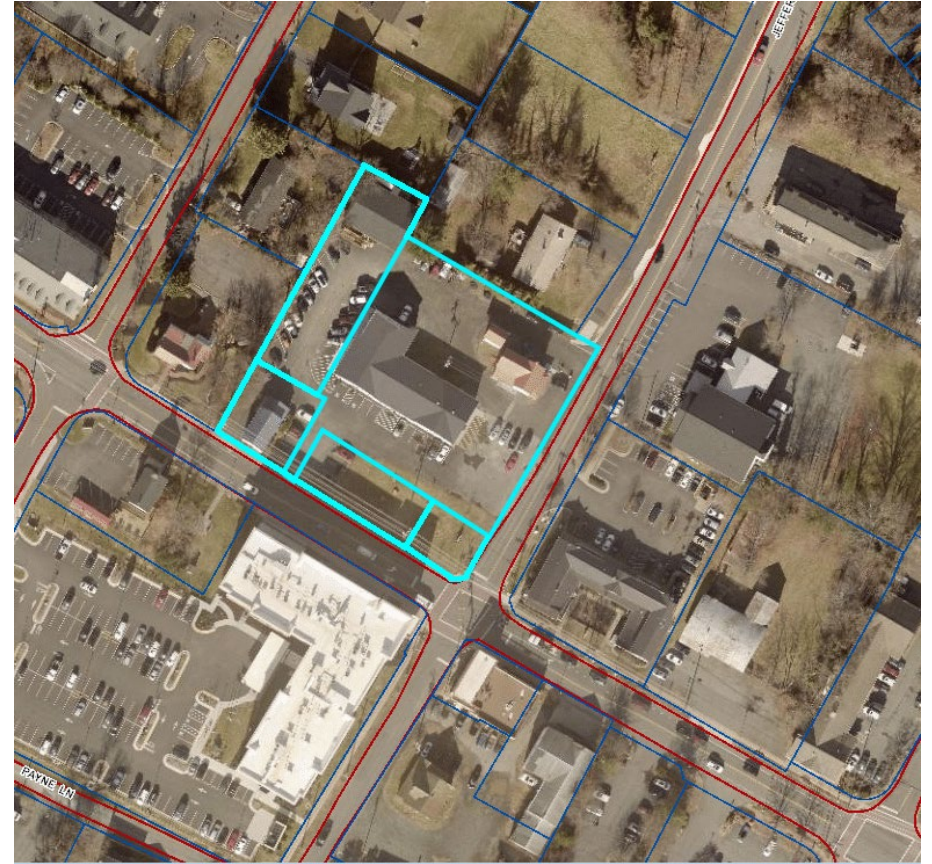
Town Center Site Plan

Plan signed in August 2023

Town Manager has selected a contractor to provide cost engineering services

Town manager has reengaged the previous architect to get quotes for updating building plans.

Town Council still discussing funding for both the Town Center and the interior remodel.



Chick Fil A

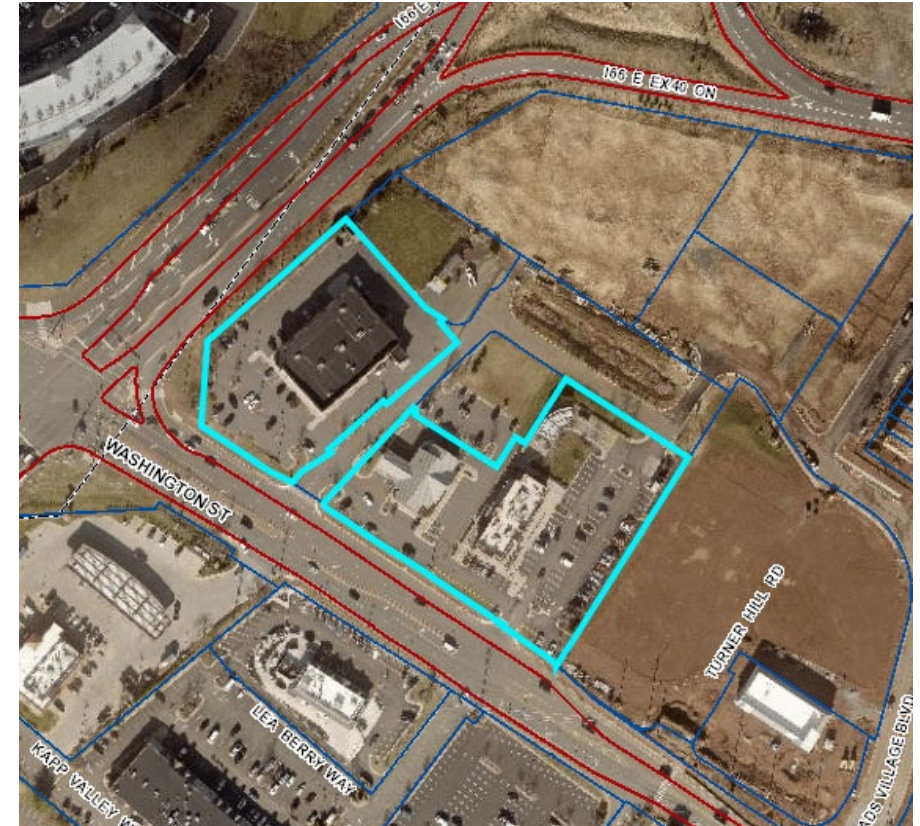
SUP for drive through lane expansion approved April 2025.

First submission of site plan under review by Town Staff.

Comments by Town Staff due August 22, 2025.

No outside agency review during site plan review phase.

Fire Marshal office will review when the plan is submitted to Prince William County's Building Department.

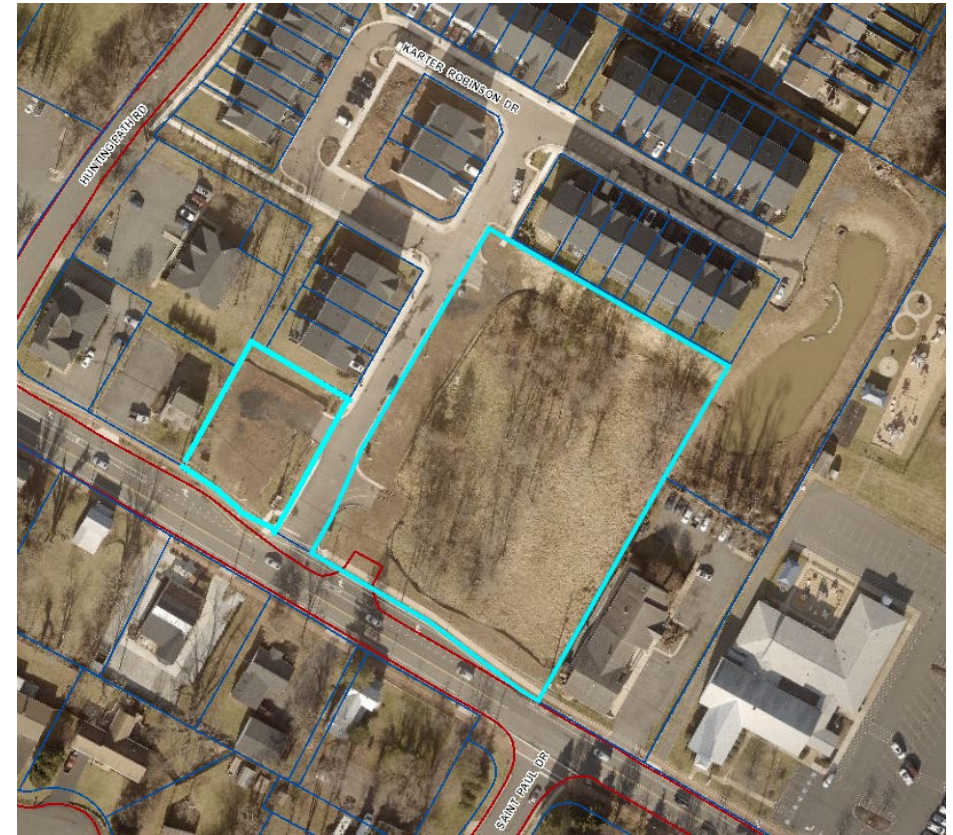


Karter School

Two B-1 parcels along the Washington Street corridor.

Proposed childcare center and multitenant commercial use

Town Staff waiting for 2nd submission of final site plan and outside agency comments



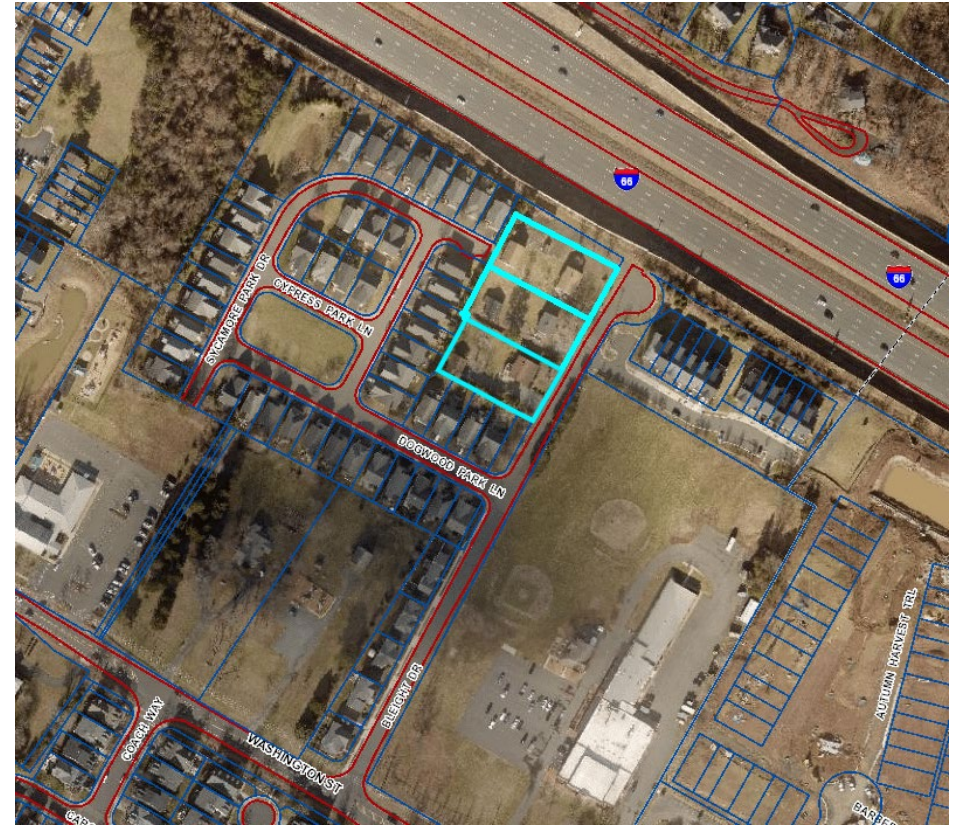
Magnolia Crossing (6700, 6710, 6720 Bleight Drive)

Demolition of 3 single family units and construction of 11 townhomes.

Site plan has been signed, COA for demolition of existing homes issued.

Elevations for townhomes approved by ARB in January 2025.

Next step is bond submission and applying for permitting.



Masonic Lodge/Tobaccology Lot

2016 Site Plan previously approved.

Discussion to be had with owners about bond submission.

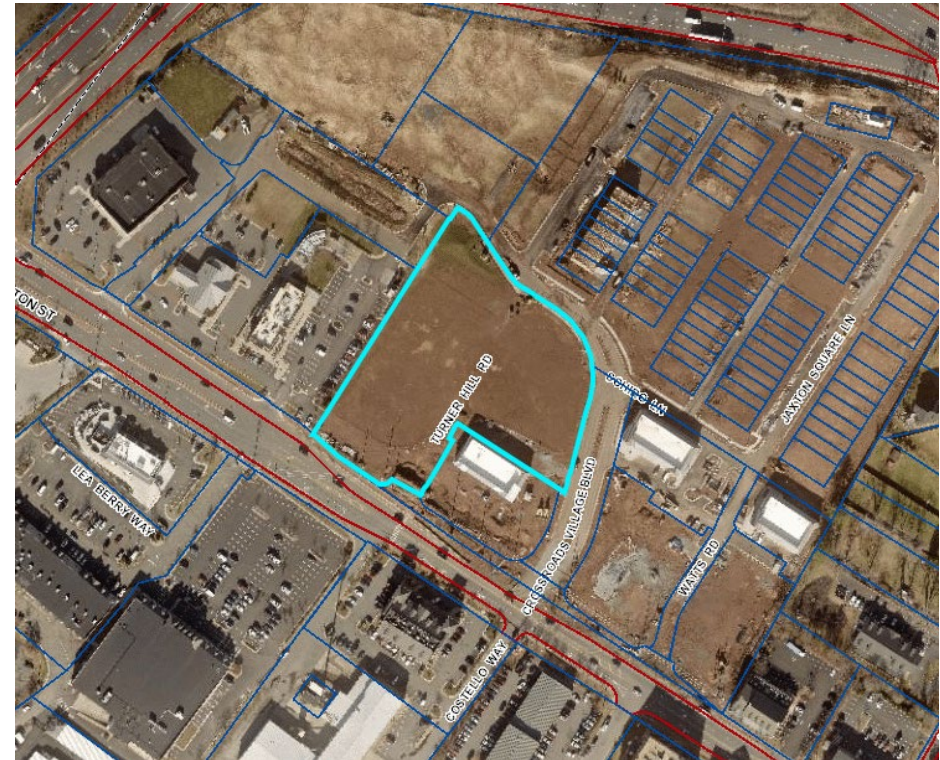


Lidl

Site plan signed in 2023.

No bonds submitted for site.

Town Planner working to contact owner with general property maintenance.



Under
Construction

Kiddie Academy (6515
Crossroads Village
Boulevard)

Haymarket Iceplex
(15155 Washington
Street)

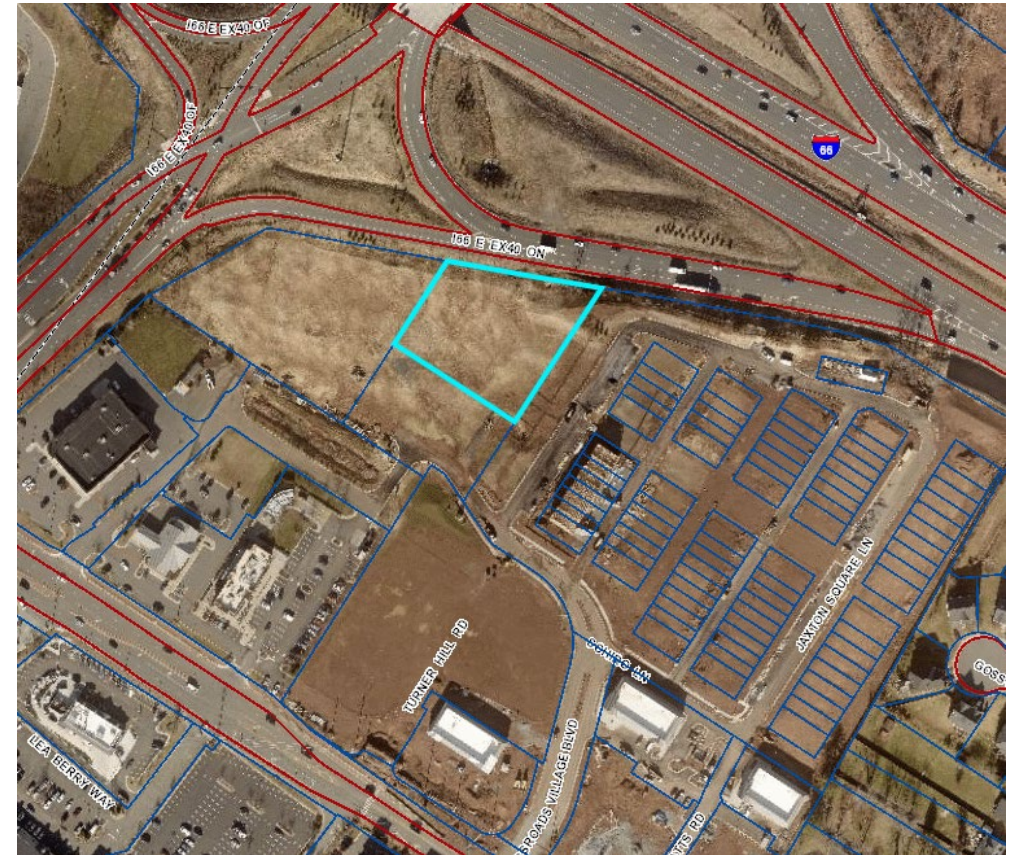
Kiddie Academy

Child Day Care Center

All ARB approvals given for signage, playground equipment, and elevations.

Deed resubmitted to Town for signing due to change in one of the parties in the deed language.

Zoning inspection release for occupancy pending until deed and plat are recorded.



Haymarket Iceplex

Previous 2015 approved site plan is a three-phase project.

Phase II-enclose a concrete space to add more seating and office space.

Architecturals approved and square footage of phase II expansion accounted for in site plan.

Zoning approval cover letter issued, enclosing of space to begin once building permit issued.



As-Built and Bond Release



Crossroads Village Center (15150 Washington Street)

Town Park Sidewalk (14941 Washington Street)

Taco Bell (6635 Watts Road)

Lifetime Smiles Dentistry (15234 Washington Street)



Robinson's Paradise (Walter Robinson Lane)



Jefferson-Fayette St Lots (6800 + 6804 Fayette Street)

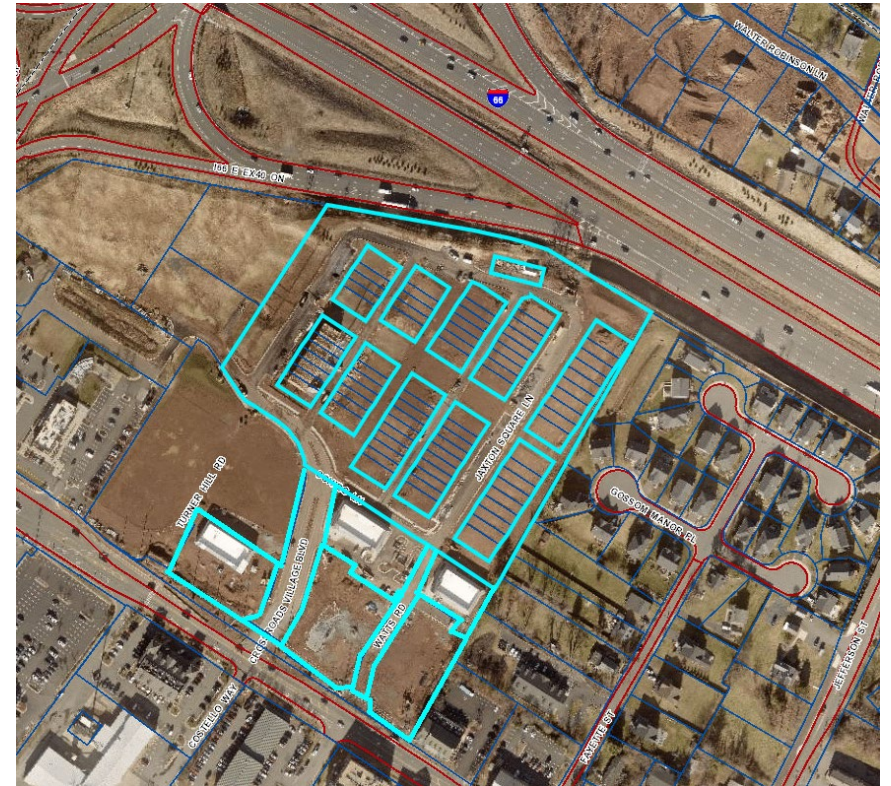
Robinson Village –Van Metre– (Karter Robinson Drive)

Crossroads Village Center

Site plan revised 3 times, with final revision signature in 2022

Construction completed

As-built submission under review, site improvement and E/S bonds not released until as-built approved.



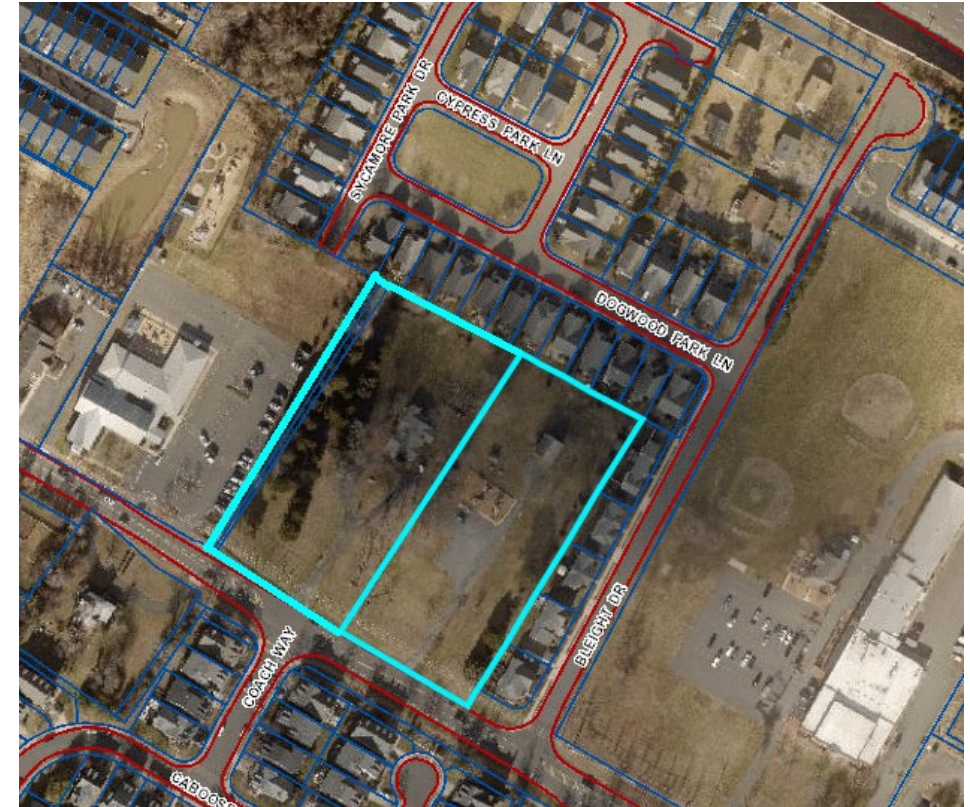
Town Park Sidewalk

Sidewalk project completed in early 2025.

Town Staff working with Engineering Group to prepare final punchlist to send to contractor.

Awaiting as-built submission.

Town Staff revising deed and plat language based on VDOT comments.



Taco Bell

Construction completed in 2024.

As-built plans submitted.

Landscaping bond release process underway.

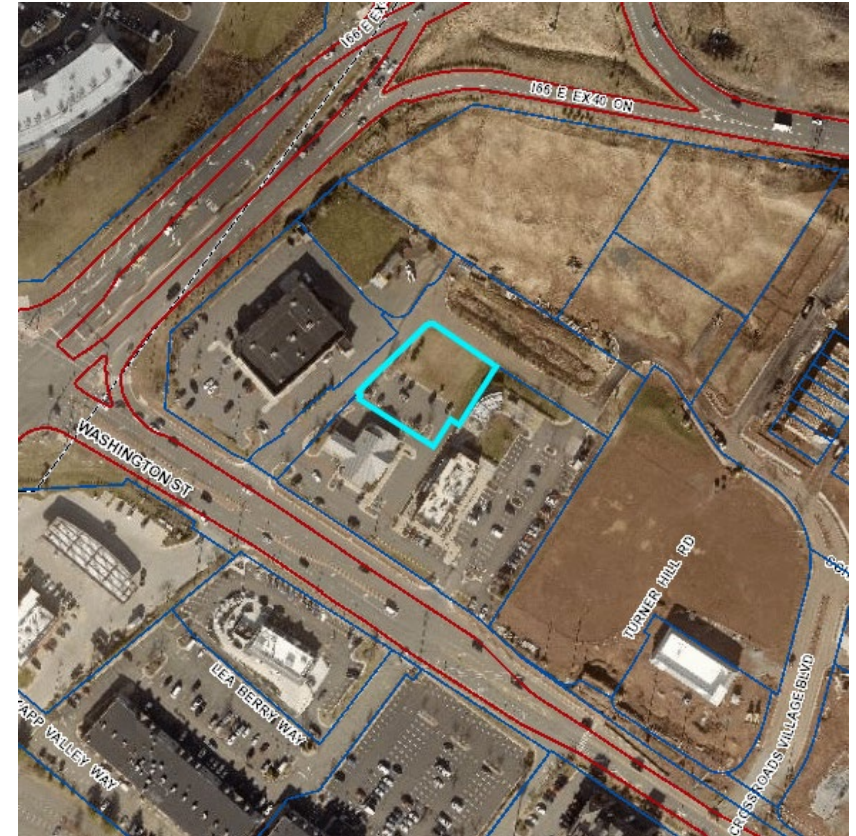


Lifetime Smiles Dentistry

Construction completed in 2024

No requests for bond release.

Town Planner to follow up on as-built submission.



Robinson's Paradise

Original site plan and subdivision approved in the early 2000s.

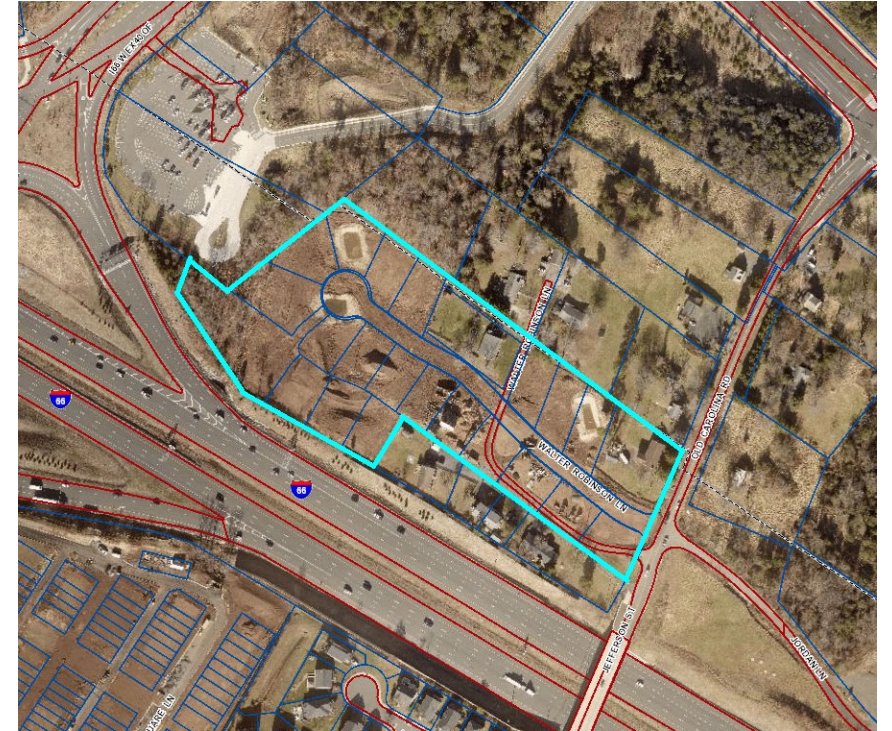
Site plan resubmitted to provide updates to current regulation and Zoning Ordinance standards.

Construction took place from 2022-2024.

Currently only 90% of the landscaping bond released.

As-builts under review, waiting for second submission.

July 2025—Town Manager notified of significant flooding in area of subdivision. Issue is under investigation by Town Manager, Engineer, and Planner.



Jefferson-Fayette Lots

Site plan signed in 2022, revision approved and signed in 2023

Construction started May 2024, completed June 2025

Landscaping bond release inspection requested

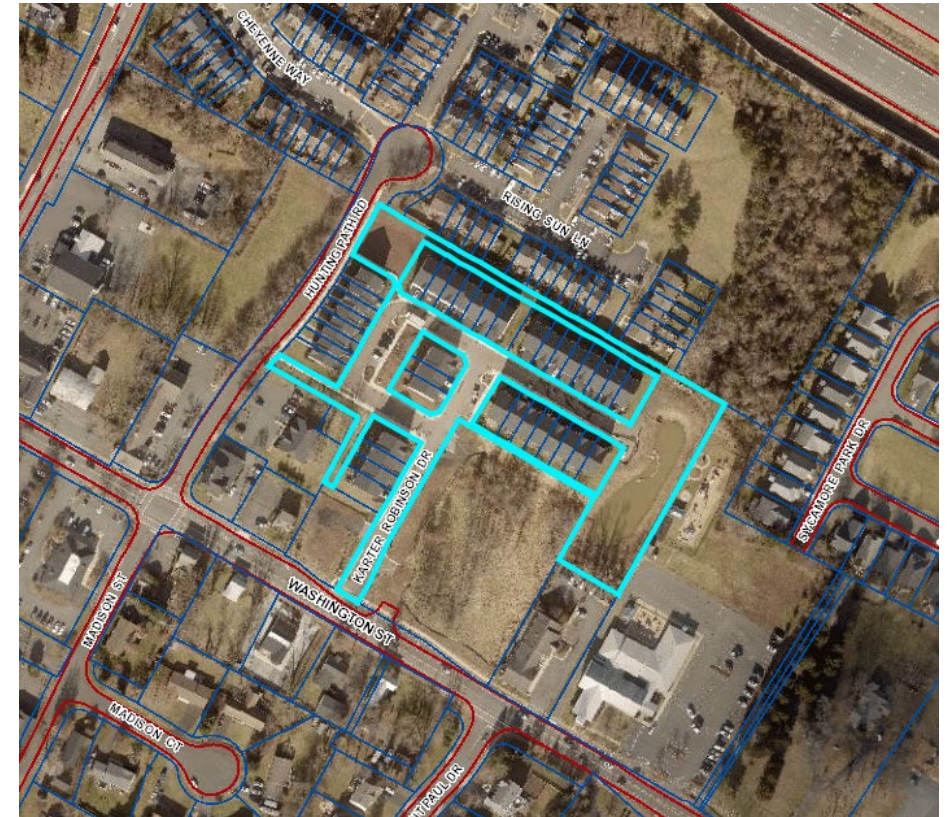
As-builts not yet submitted



Robinson Village (Van Metre)

All 38 townhomes built out as of 2023

All bonds released except for the 10% landscaping held in escrow.



PWC Stormwater Grant Funding

Section VI, Item1.

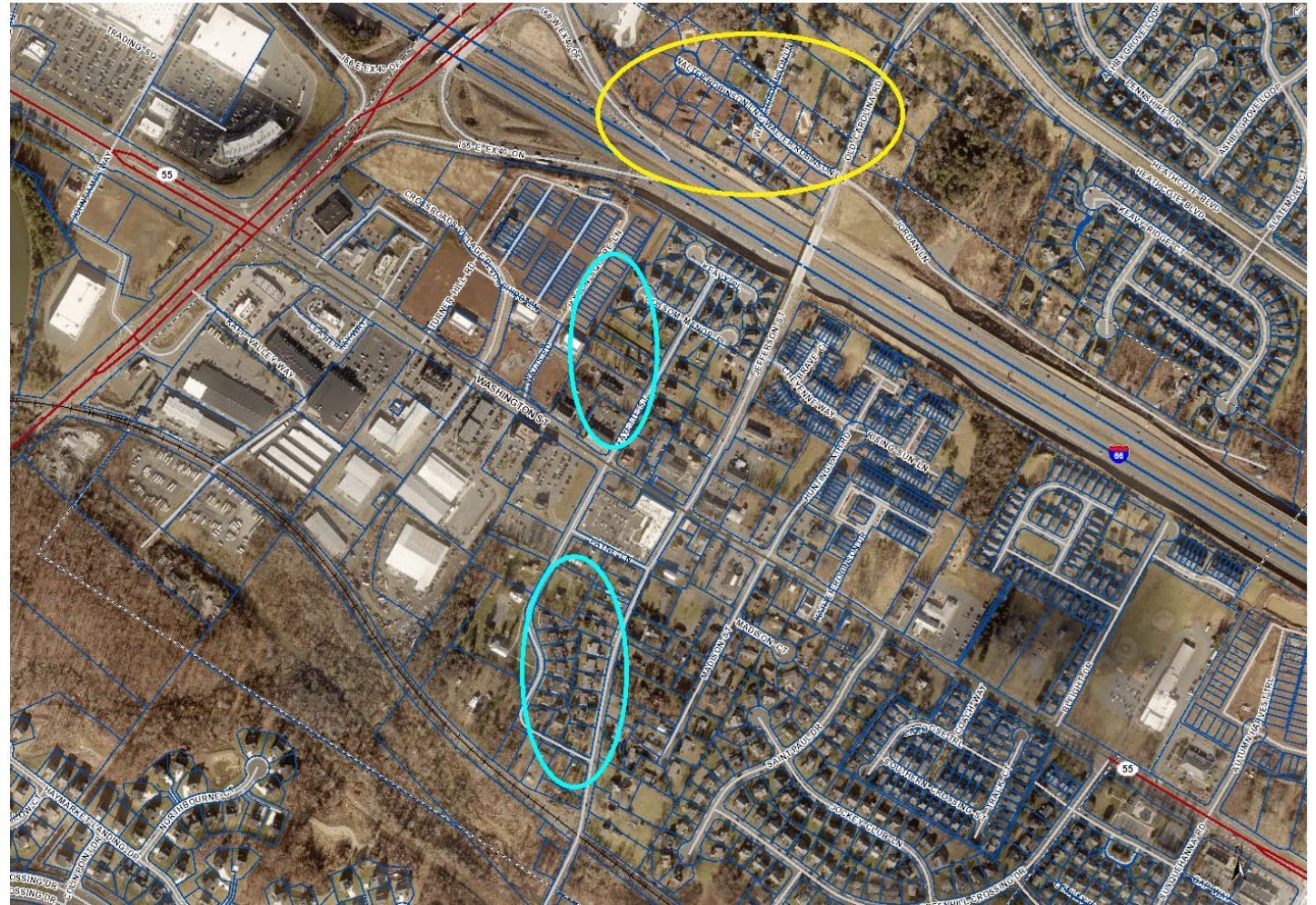
First kickoff meeting completed.

Working to share all electronic files and will coordinate additional file handoff in August.

2 target locations for survey

- Behind the backyards of the homes on the southern section of Jefferson and Fayette Street
- Behind 15100 and 15120 Washington Street, near A Dog's Day out and long part of the border between CVC and Sherwood Forest

Potential 3rd location—north of I-66 near Robinson's Paradise, Town Staff to perform inspection Wednesday the 23rd of July and follow up with more information.

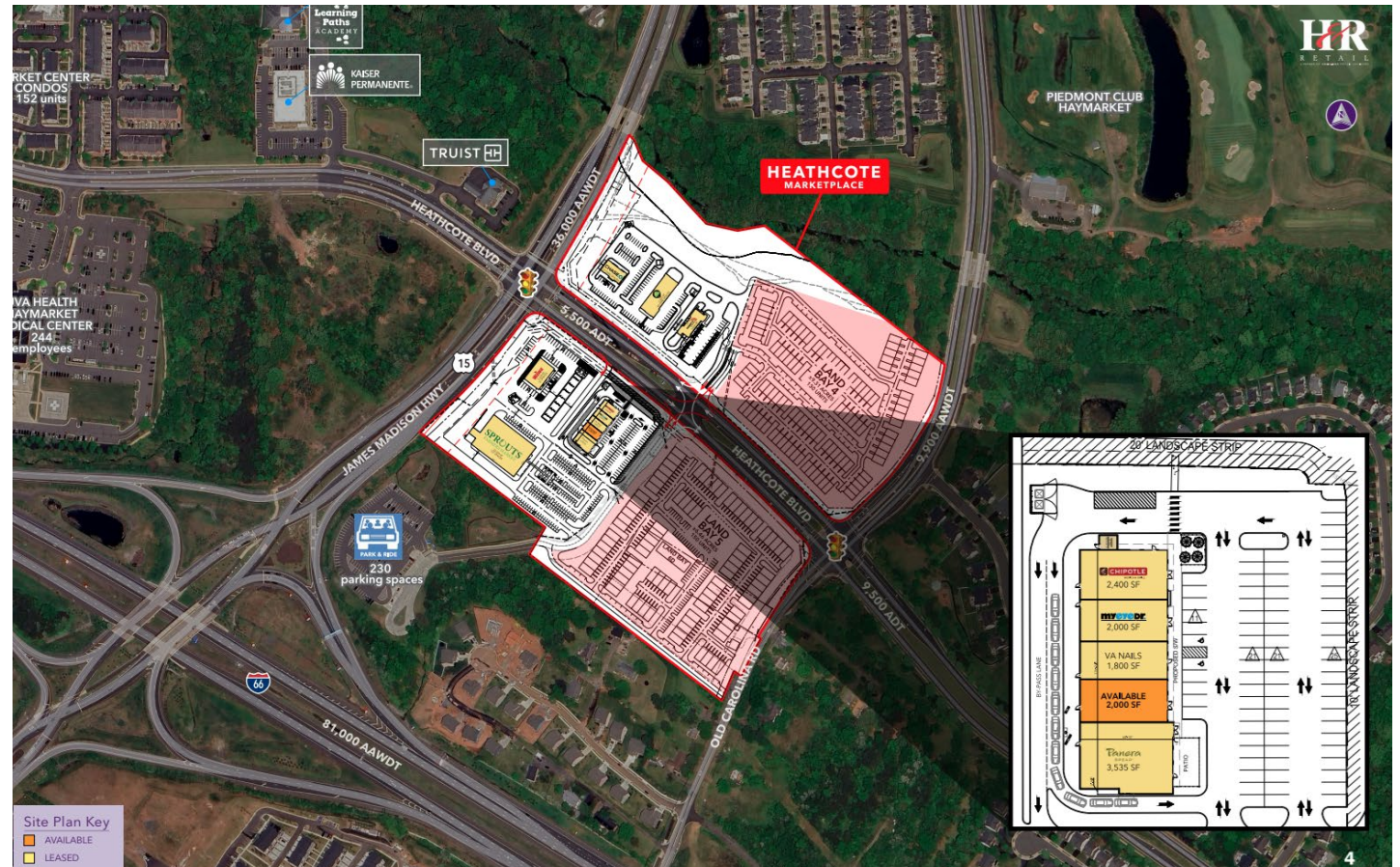


Outside Agency and One Mile Review

Heathcote Boulevard
Marketplace and Residential (US
15 and Heathcote)

Commercial: SUP Approved
June 2024

Residential (UNDER REVIEW):
Rezoning application from A-1
agricultural and B-1 General
Business to PMR Planned
Mixed Residential (232
Townhome Units)



Outside Agency and One Mile Review

Other major projects, rezoning applications, and special use permits can be researched and further discussed at the Town Council's request.





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

Emily L. Kyriazi
TOWN MANAGER

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily L. Kyriazi, Town Manager
DATE: July 28, 2025
SUBJECT: Town Park RFP Scenarios

Background: Council has directed to prepare an RFP for the Design of the Park Pavillon Structure and Restroom Facilities at the Town's Community Park.

Proposed Scope of Work:

I. SCOPE OF WORK

The successful offeror, also referred to herein as "Consultant", will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks.

The selected firm will be responsible for the following tasks:

- Site analysis and survey (as needed)
- Schematic design of a Park Pavillon structure to incorporate architectural elements of the preexisting Lewis Catalog Home and to design the structure based on the layout of the previous structure, structure not to exceed a footprint of 1800 sq ft
- Schematic design of the Park Pavillon shall include detailed design work to incorporate the floorplan layout of the previous structure into the concrete slab
- Schematic design of public restroom facilities; facilities shall be designed as two family unit restrooms and offer an element of climate control to mitigate extreme temperature fluctuations. Family units shall include appropriate space for handicap accessibility, baby changing station, and adequate space for a family unit to occupy the facilities
- Schematic design shall include input from the Town Staff regarding the design development, architectural features to resemble the previous structure on site, and general layout
- Stone removed from the previous structure shall be utilized in the design of the Park Pavillon; Contractor shall work with Staff to determine best use of

- salvaged materials in the new structure
- Three design submissions; 20% preliminary design submission, 80% design submission and final approved design submission
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission and final approved design submission
- Permitting support and coordination with local and state agencies
- Public presentations to the Town Council and Town Architectural Review Board at each key design phase, to include a final presentation of the design at a Town Council Meeting
- Construction administration support, including submittal review and field inspections

Deliverables shall include:

- Architectural and engineering drawings (CAD + PDF)
- Technical specifications
- Permit-ready documents
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission and final approved design submission
- Final cost estimate

Scope of Work (Civil Engineering Services for Town Park)

The successful offeror, also referred to herein as “Consultant”, will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks.

The Town of Haymarket desires to retain engineering consulting services to provide design services for the improvements to the Harrover Property located at 14710 & 14740 Washington Street in Haymarket, Virginia. These designed improvements shall be based upon the Town’s adopted Harrover Property Master Plan. The funding sources for this project will be from the Town of Haymarket.

This project will consist of three separate Task Order (phases) which are as follows:

1. Task Order #1 – Preliminary Engineering and Design of Improvements
 - Review and affirm the adopted Harrover Master Plan with staff and Council.
 - Review desired outcomes and future needs of complex.
 - Site Survey, Boundary Survey and Sub-surface Investigation survey.
 - Prepare preliminary design of improvements, to include the Architectural Designs of the Park Pavillon and Restrooms
 - Prepare construction cost estimates based on final preliminary design.
 - Coordinate with staff and Council to finalize the preliminary design of improvements.
2. Task Order #2 – Final Engineering and Design of Improvements
 - Prepare detailed construction plans.
 - Prepare technical specifications.
 - Prepare final cost estimate of the improvements.
 - Prepare phasing plans for construction so that the improvements can be constructed in phases as funding becomes available.
 - Prepare sequence of construction for each phase to ensure that the existing users of the Town Center Complex can maintain their daily operations with minimal disruption during the construction.
 - Prepare Bid Documents for each phase.
 - Provide assistance in answering technical questions during bidding process.
3. Task Order #3 – Construction Management
 - Construction management and oversight.
 - Review of shop drawings/submittals from contractor.
 - Construction inspection.

*Please Note: The Construction Management Task Order may come at a later time and

date depended upon the Town's ability to move into a Construction Phase. Construction assistance will be negotiated at the time of the contract for engineering services or will be negotiated through an add-on or future change order.