



TOWN COUNCIL – WORK SESSION MEETING

Monday, October 27, 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. TOWN MANAGER REPORT

1. Monthly Report

IV. CHIEF OF POLICE REPORT

1. Monthly Report

V. AGENDA ITEMS

1. Monthly Financial Report
2. Architectural Review Board Vacancy
3. Town Council Vacancy

VI. ADJOURNMENT

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	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Deed and Plat are recorded, photos sent to the engineering group regarding concerns about chips in the sidewalk
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		No issues with the app, running smoothly at this time. Working to continue advertising the Contact Us/Submit a Request feature to the community
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. UPDATE: Next meeting is scheduled for October 30th.
Comprehensive Zoning Inspection	Emily K		Town Manager will complete urgent Zoning Inspections and reviews in a timely manner. Other comprehensive zoning inspections will be delayed until December/January timeframe due to staffing changes in the office
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 November 18th. We will be discussing marketing prior the holidays, Deck the Door contest, involvement with our Holiday event and more!
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 - monitoring site for complete 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. UPDATE: Sent a working document to the Town Council for review and discussion prior to the Nov 1st Meeting on the plan
Museum: Crossroads Arts Alliance	Emily/Tracylynn		UPDATE: Met with CAA on August 21 follow -up with the organization after they received notice of the new plan for the Museum going forward. Working on an agreement plan and fee structure for the new rental terms. UPDATE: A business owner and community member has reached out to Mayor and I to discuss a proposal for the Town Museum. I will share additional details as we communicate with the individual
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 -- TBD
Town Park/Playground	Emily K.		Repaired one of the play structures that was damaged. Will be removing the shade structure post-Haymarket Day for the season

Meeting with CXO/County Correspondence	Emily K		Next CXO Meeting is November 21st
Haymarket Compensation Study	Emily		A Special Meeting is being scheduled for October 27th for next steps
Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Will be receiving a timeline for the website redesign in coming weeks.
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: Complete the Structural Evaluation of the Museum, Old Post Office Building and the Hulfish house, awaiting the submission of the report
Old Post Office Building	Emily		Completed the structural analysis on October 17th. Awaiting the report back for the preparation of the RFP
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.	Mayor's Message has been running very successfully, the business owners are excited to be working on this series with Staff and Mayor. We will continue to gather data and report back to the Town Council
Robinson's Paradise - Stormwater Concerns, Flooding			The Geotechnical Report was submitted to the Town on October 20th, Engineer and Town Manager met to discuss. Further review of the Geotechnical Report is required - working to issue a response to the homeowners no later than October 29th
Franchise Agreement for Comcast	Emily/Olaun		The Town has received a draft Franchise Agreement from Comcast. I am also reaching out to Verizon regarding a franchise agreement. The citizens have requested the Town explore options for Verizon
Town Policy Updates	Emily/Roberto/Chief		Following several discussions with the Finance Liaisons the Town Staff will be working on proposing amendments to the Procurement Policy, preparing an Investment Policy, and a Travel & Conference Policy
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/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. Received the quotes for the building plans as well as the estimated construction costs, will be discussing the plans with the Finance Liaisons October 29th
Haymarket Iceplex (Buildout)	Emily/Katie		The Haymarket Iceplex -- old site plan and now in building department with permitting and construction
Chick Fil A (SUP, Site Plan Review)	Emily/Katie		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff returned comments to the applicant August 22, 2025. Applicant submitted a second submission on September 16, 2025. Engineering comments are due to the applicant October 29, 2025.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie		Chick Fil A did not submit as built back in 2017 following the completion of the project. Comments for as built were finalized by the Town Engineer in May 2025. Chick Fil A has large quantities of dead plant material that needs to be replaced prior bond release. Discussing with the business/applicant if they want to replace all of the plant material prior to the proposed construction work on site

Robinson's Paradise (As-Built, Bond Release)	Emily/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. UPDATE: Received the Geotechnical Report, currently in review
Van Metre -- Robinson Village (Bond Release)	Emily/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 - UPDATE: 10-2025 Returned the landscaping inspection report to Van Metre, awaiting notification of replacement od dead material prior to reinspection
Crossroads Village Center (As-Built, Bond Release)	Emily/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 UPDATE: 09-2025 Engineer to schedule a E&S Bond Release Inspection for the site. Reviewing the road utility trench behind the CVS and the need for restoration -- As-Builts were received for review on October 21st
Taco Bell (As-Built, Bond Release)	Emily/Katie		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 finaled 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 09-2025 Need to follow up with the applicants to request a proper as built submission. Katie to send out the updated landscaping inspection comments regarding replacement of dead plant material
Crossroads Village, Kiddie Academy (Construction)	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--8/18/2025 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)	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. UPDATE: 09-2025 Applicant has resubmitted the site plan as of September 8th. Comments from the Town Engineer are due October 22, 2025.
Self Storage (preliminary plan)	Emily/Katie		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. UPDATE 10-2025 Comments were returned to the applicant, awaiting response and next submission

Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie		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. 8/18/2025--Town Planner has notified the Owner of the as-built submission requirements.
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Emily/Katie		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--8/18/2025 deed and plat acceptance and bond submissions to be coordinated with applicant prior to grading and construction. COA for demolition of the three single family homes expires December 6, 2025.
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan (Bond Submission)	Emily/Katie		4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE: 09-2025 Town Manager to reach out to the Masonic Lodge to determine the Lodge's intent to proceed forward
South Fayette Street - 6792 & 6794 Fayette			Town received first submission of the site plan for 6792 & 6794 Fayette Street. Town Engineer has plan for review, comments due week of 11-05
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie		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. 7/22/2025 90% landscaping bond release requested UPDATE 09-2025 Town Manager to follow up with the developer regarding the submission of the as built, landscaping bond inspection and action items required by applicant to proceed with releases of bonds.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission did not have a meeting in October. We have a vacancy on the Board of Zoning Appeals. Eric Matthews has moved out of the Town. His term expires January 2026. I will keep searching for BZA appointment. I have received one application and one pending for the Town Council vacancy. Interviews are set up for the November 3rd meeting.
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. Starting to work on 2026 meeting schedule.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	I have sent the recent updated Outdoor Events Ordinance to Municode for updating in Town Code. I have posted election location information on our display board at Town Hall and on social media.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	I will be attending the Virginia Association of Government Records Management and Archives conference October 22-24. Mayor and Vice Mayor will be attending the Willing Warriors 10th anniversary gala on November 1, 2025. Next TANV meeting will be hosted by the Town of Middleburg on November 5, 2025. I am working with Danny Davis from Middleburg in organizing that event.
Maintenance			
Town Park/Playground	Installed padlocks on both outlets and main shutoff on electrical box by playground. A few more dead branches fell during high winds around park, all areas have been cleaned up.		

Town Hall	Nothing to report at this time.		
Copper Cricket/ Cupcake Heaven/Museum	Environmental Pest Control re-sealed squirrel entrance on A/C pipe entering attic on Copper Cricket. Squirrels have stopped entering shop entrance and have moved on.		
Events	Currently restructuring garage and all events storage spaces to make way for new items as well as prep for next event.		
Streetscape	During Haymarket Day setup at Town Park, found that none of the upper outlets on new light poles work. Those poles are tied to two photocells at electrical box and outlets do not come on with street lights.		
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, where we raffled off two gift baskets. The dog market took place on September 28th and included a dog-themed raffle, goodies for dogs, and dog related vendors. 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. There are only 4 markets left. I will be having our Halloween themed market on October 26th. 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. The last farmers market will be on November 16th.
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 monument sign was successfully ordered and installed ahead of the event. Maps and detailed instructions were distributed to all vendors and sponsors to ensure a smooth setup. I worked to advertise the summer concert through the My Haymarket app and social media platforms. I created photo ops and painted decorations for the concert. The event was well attended and received positive feedback from vendors, performers, and attendees. Participating vendors included Trouvaille, Flynn's Wood Fired Pizza, Wooden Shoe Bakery, Junie’s, Aroma II, Foster's, Smokin' Shawn's, and Bruster’s. Sponsors in attendance were Park Valley, Golden Rule Builders, Dunegan & Cole, i9 Sports, Huntington Learning Center, and Haymarket Baptist Church. I am currently developing a post-event survey to gather additional feedback from vendors.
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 ordered for the 2025 Holiday Bazaar. Applications are now available on our website. I will begin advertising the event on social media. I am brainstorming ideas for the event to include decorations, crafts, and more! Working on confirming performances for the event. Will begin to reach out to local businesses regarding craft tables at the event.
Haymarket Day 10/18	Julia		Haymarket Day took place on Saturday, October 18th and was very well attended. We had a total of 422 vendors. I will work with Prince William County office of Economic Development to get a estimated number of attendees. Brochures were distributed at each entrance, and directional signage was placed throughout the event area to assist guests. The parade was a highlight, with all participating organizations participating in this year’s theme. Parade judges scored each float as it passed through, and I will be announcing the winners on the Town’s social media pages in the coming week. Feedback from both guests and vendors was overwhelmingly positive, particularly regarding the new event layout. Shuttle bus service was provided from Tyler Elementary, Haymarket Elementary, and the VDOT Commuter Lot, with sponsorships from Wakefield School, Haymarket Children’s Academy, and Heritage Village. Volunteers assisted with both parade and vendor setup, as well as tear down at the end of the event. The new Town merchandise, available at the Town Hall Tent, was very popular and received great feedback from attendees. We also displayed the 2025 Town Ornament.

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 more promotional videos with Skipper Films; I will be coordinating film days with Skipper Films soon (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, i9 Sports, F.H. Furr, Floor Coverings International, and Heritage Village. To date, we have secured \$26,000 in sponsorships. I am currently waiting on payment for 2 other sponsorships. I have continued to share the Mayors Message videos weekly on our social media. I have also continued to send the survey to businesses after we have posted their Mayor's Message video to get their feedback on the initiative. We have received positive feedback from both viewers and business owners. Currently working on a plan for the upcoming Business Roundtable. The 2025 Christmas ornament has arrived and we started sales on Haymarket Day.
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 October 19th, we have a total of 729 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. 4th quarter newsletters were sent out at the beginning of October.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 4th Quarter Newsletter was mailed to all residents the first week of October
Real Estate Tax	Alexandra		Real Estate Taxes: Review, Edit & Finalize RE Invoices; All were mailed on Oct. 6.; Begin processing payments
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; cont. recording Haymarket Day payments; Review & process payments to vendors for Haymarket Day
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the September 17 ARB Meeting, the Board approved an application for 6691 Fayette Street for exterior residential modifications. The ARB will not hold a meeting in October as there were no applications to review.
Office Misc.:	Alexandra		The Military Banner Program is still accepting applications. We have received our first 15 banners, and have approximately 10 more waiting for final approval. Assist with Haymarket Day set up & preparations
New/Old Business Updates			
New Businesses			

Police Department Report to Council

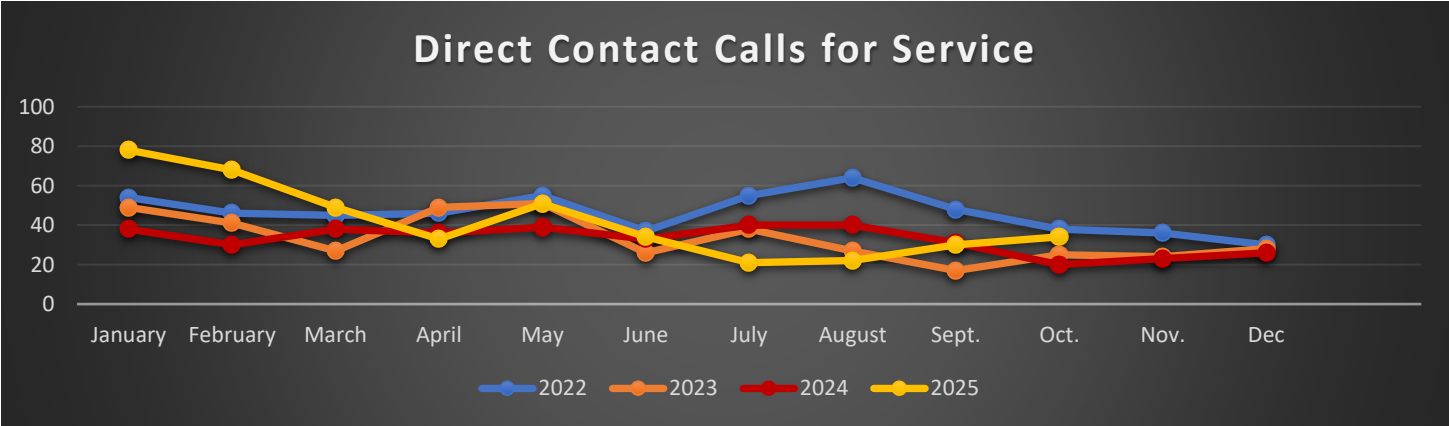
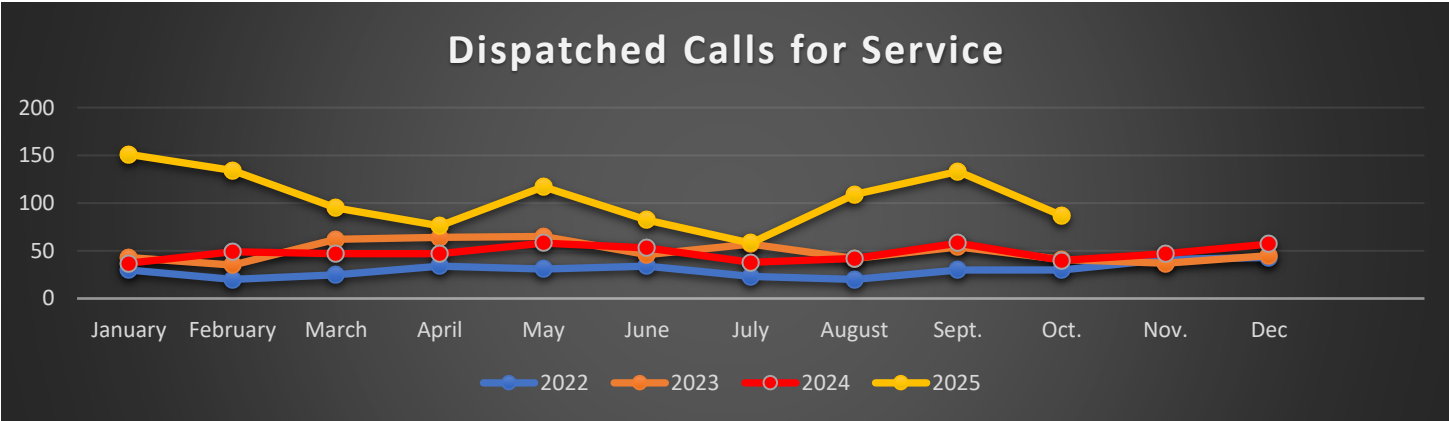
Activity Period September 15, 2025 to October 14, 2025

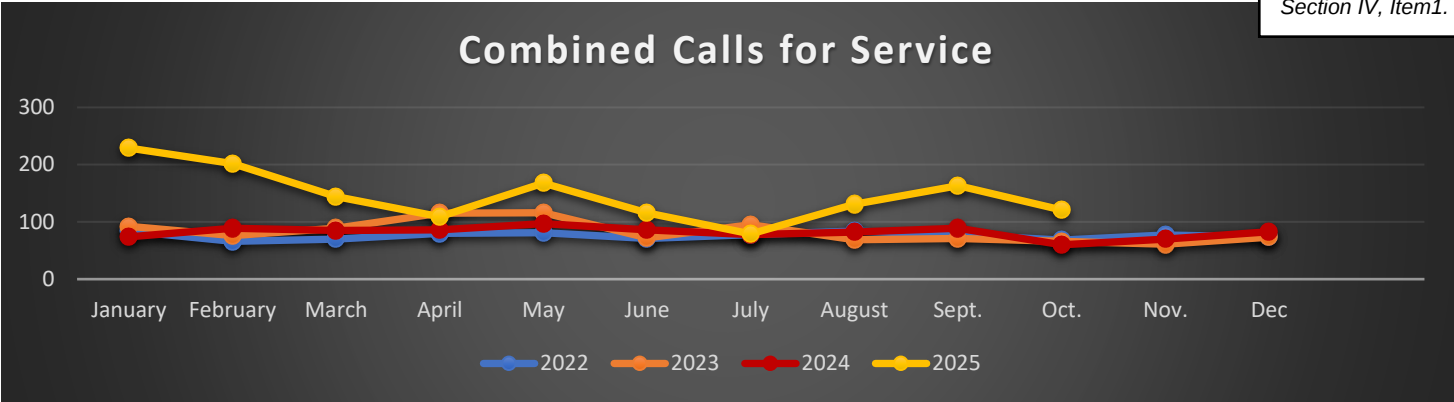
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 9
- Non-Reportable Calls: 112
- Deferments: 0



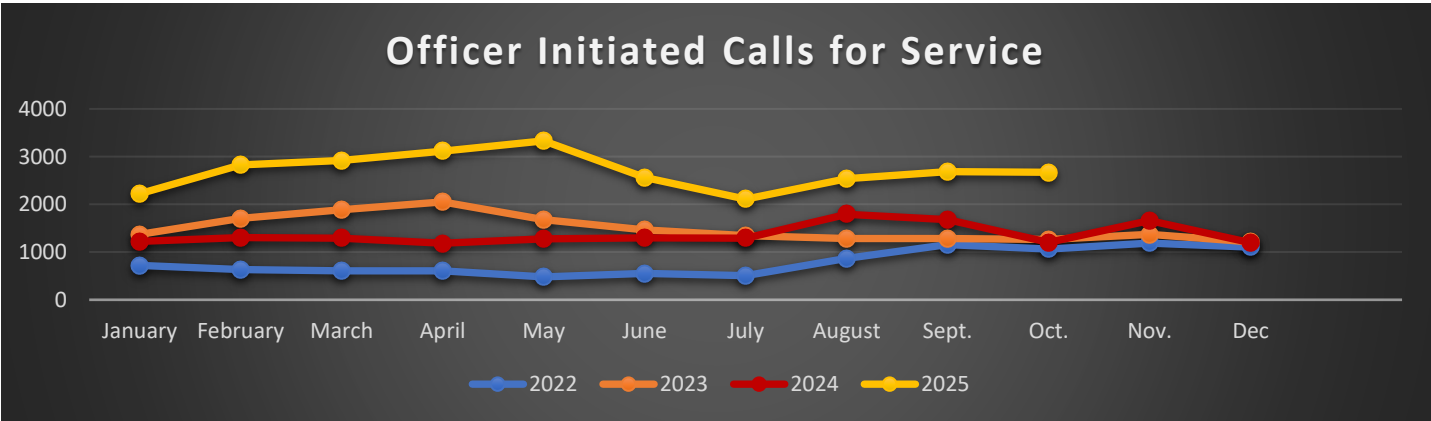
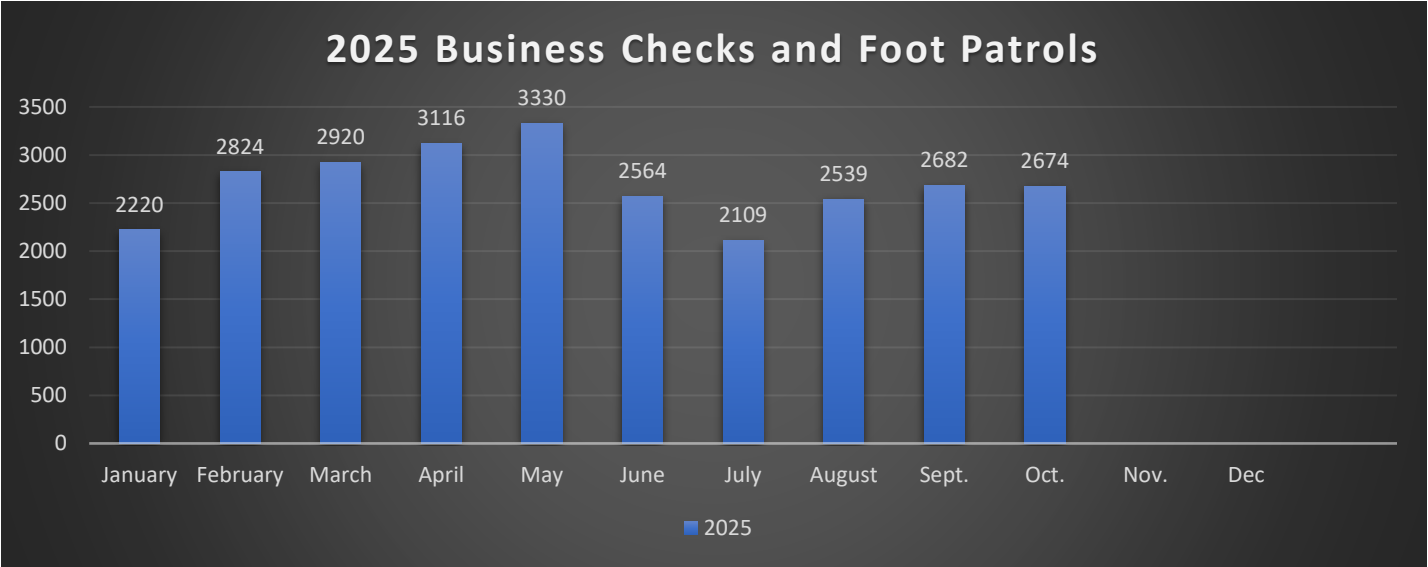
Trending Data on Calls for Service





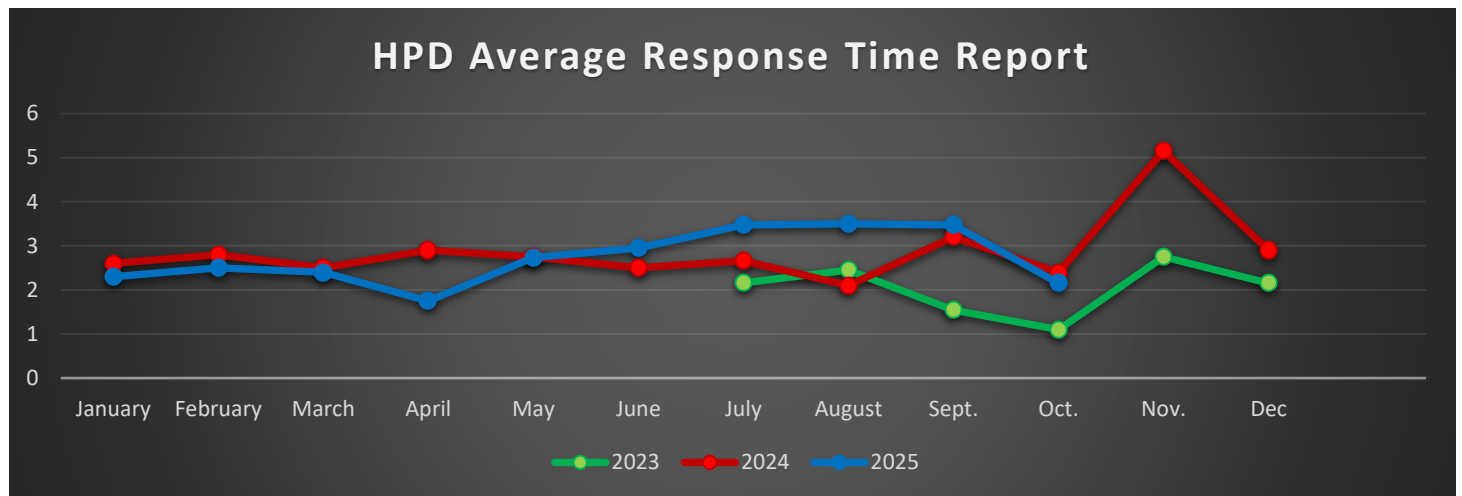
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct 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: 84
- Physical Check: 1450
- Foot Patrols: 60
- Enhanced Patrols: 1080



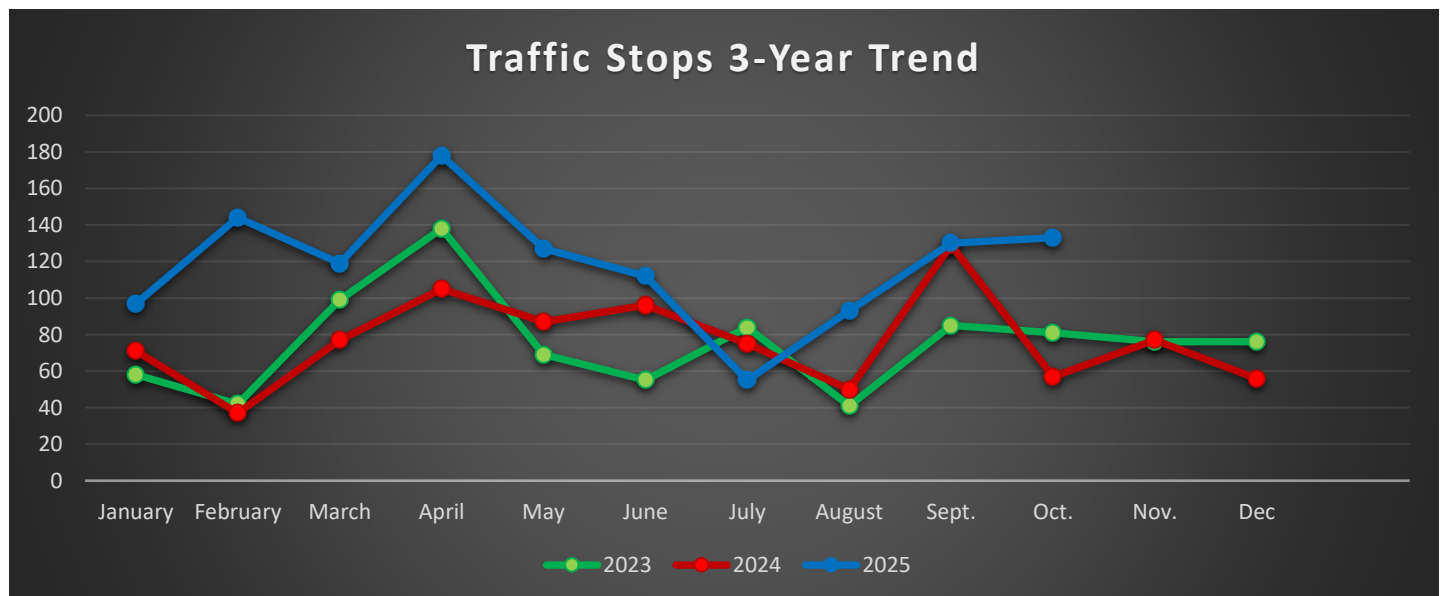
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 2 minute 10 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.

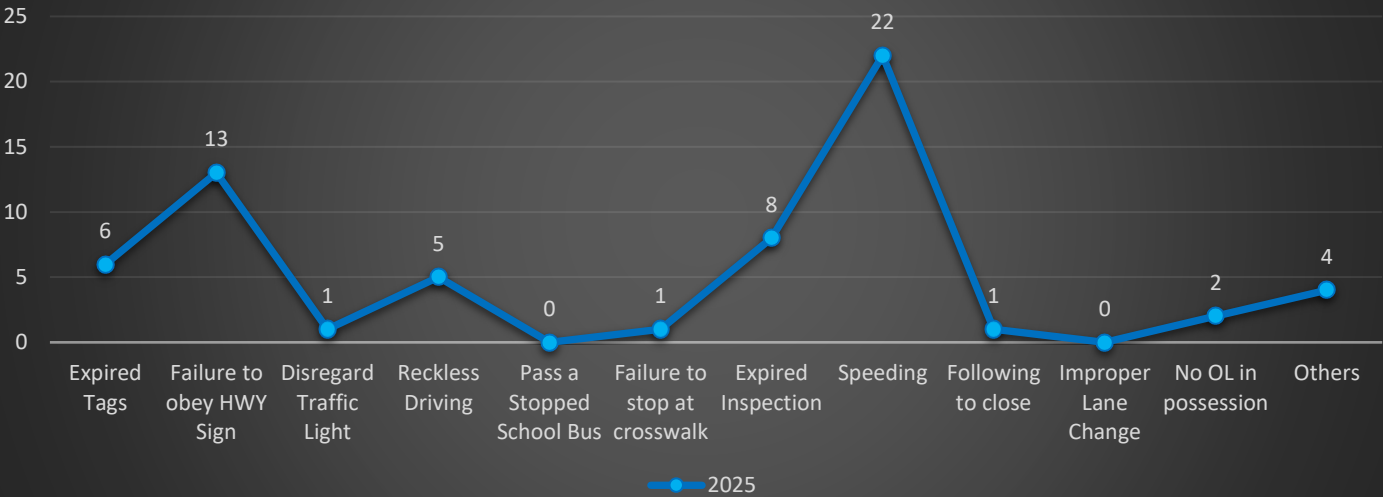
- Traffic Stops: 133
- Summons: 62
- Warnings: 91



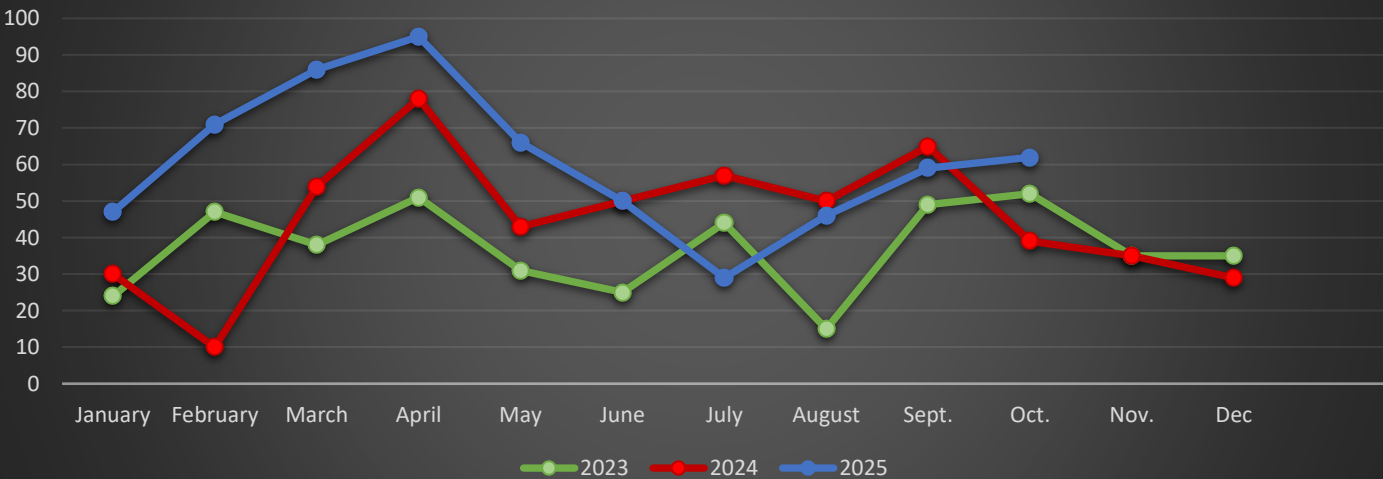
Traffic Summons Issued: Summons issued for traffic violations. **62**

- | | |
|--|---|
| 46.2-646 – Expired Registration – 6 | 46.2-830 – Failure to obey a highway sign – 13 |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 5 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 1 |
| 46.2-1158 – Expired inspection – 8 | 46.2-874 – Speeding – 22 |
| 46.2-816 – Follow to close – 1 | 46.2-804 – Improper Lane change – 0 |
| 46.2-300 – No operator’s license – 2 | Others – 4, (Distracted Driving, Driving Suspended, No Insurance) |

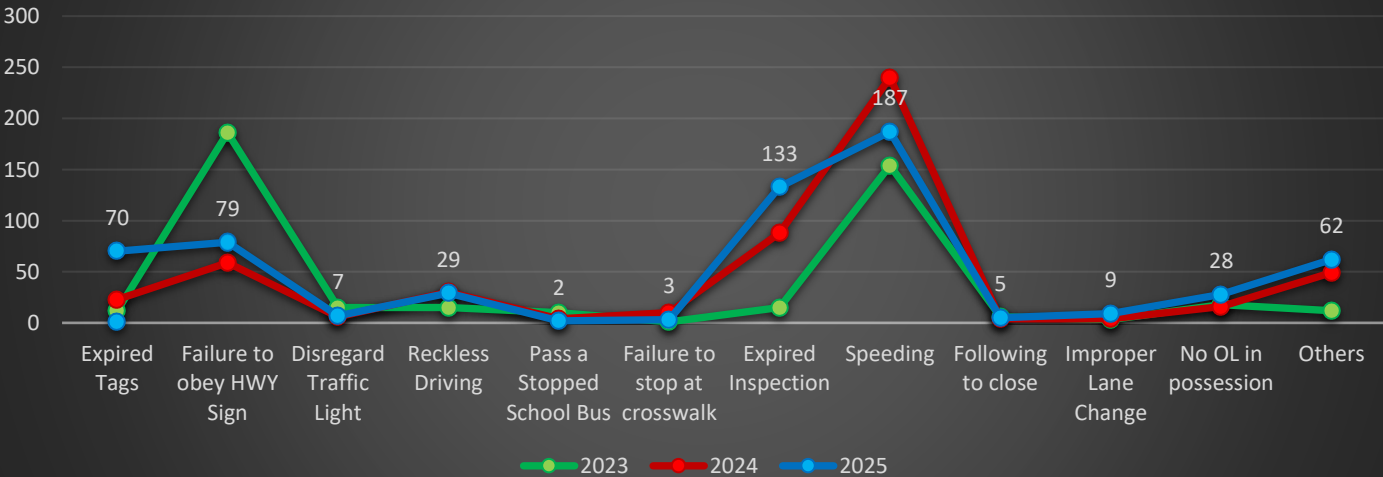
September - October 2025 Traffic Violations



Traffic Summons Report by Month



Year to date Traffic Violations

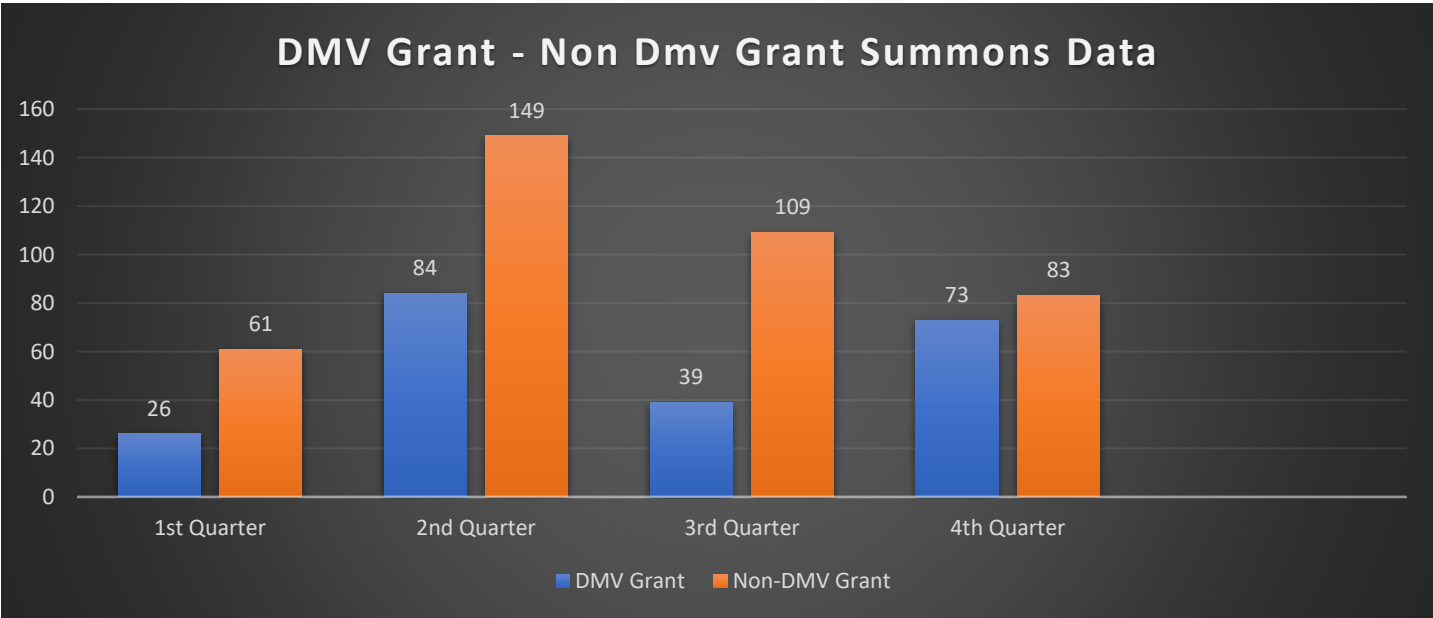
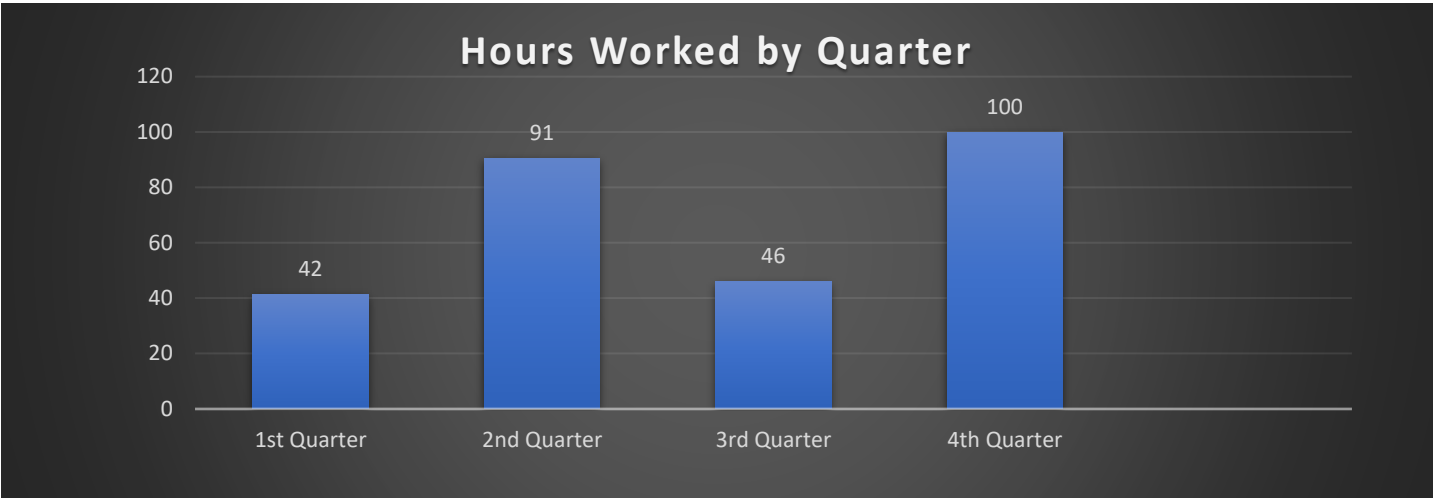
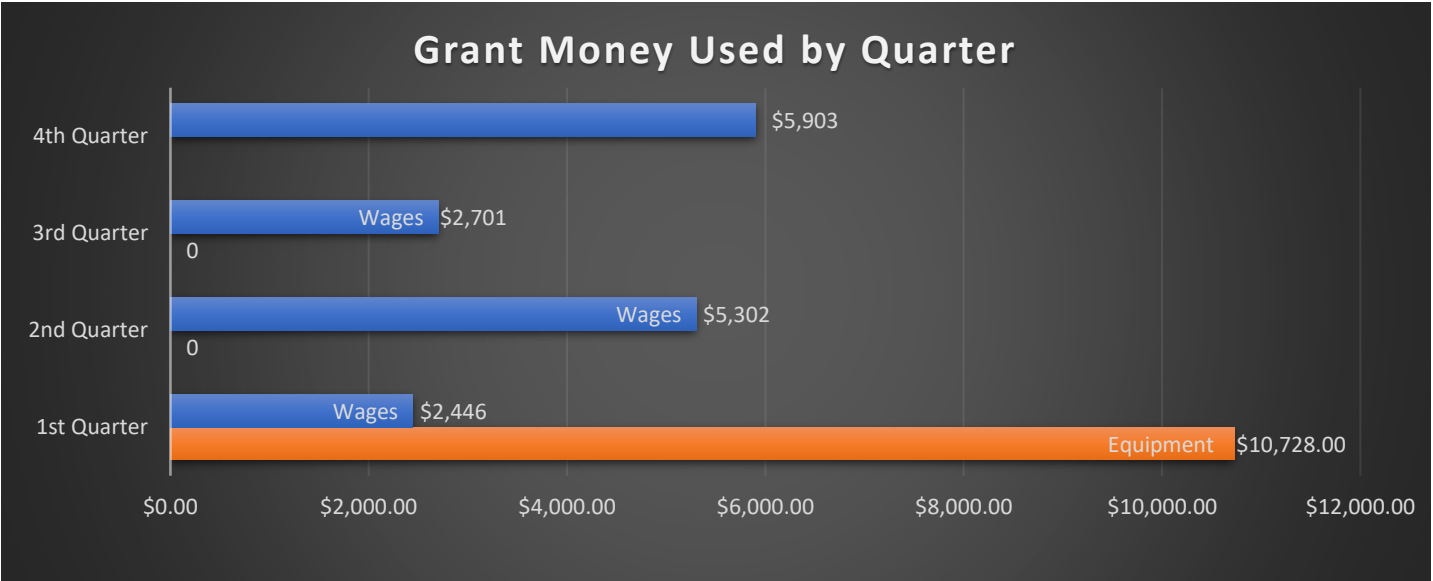


Total Summons Issued 2025: 614

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

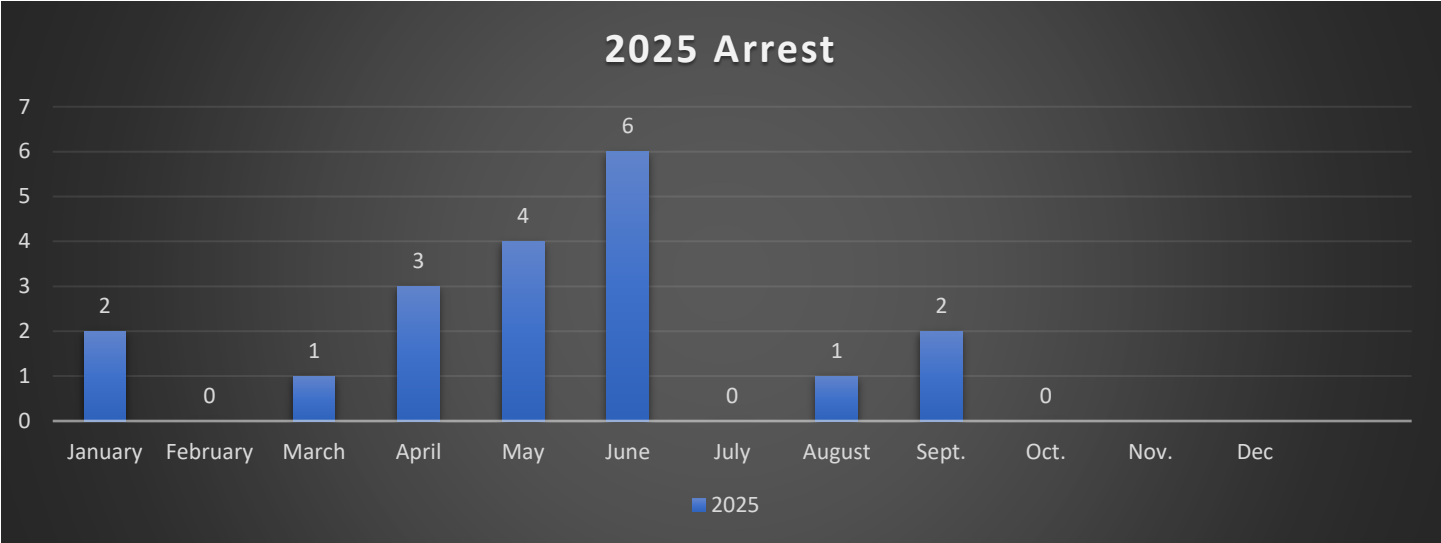
Section IV, Item1.

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



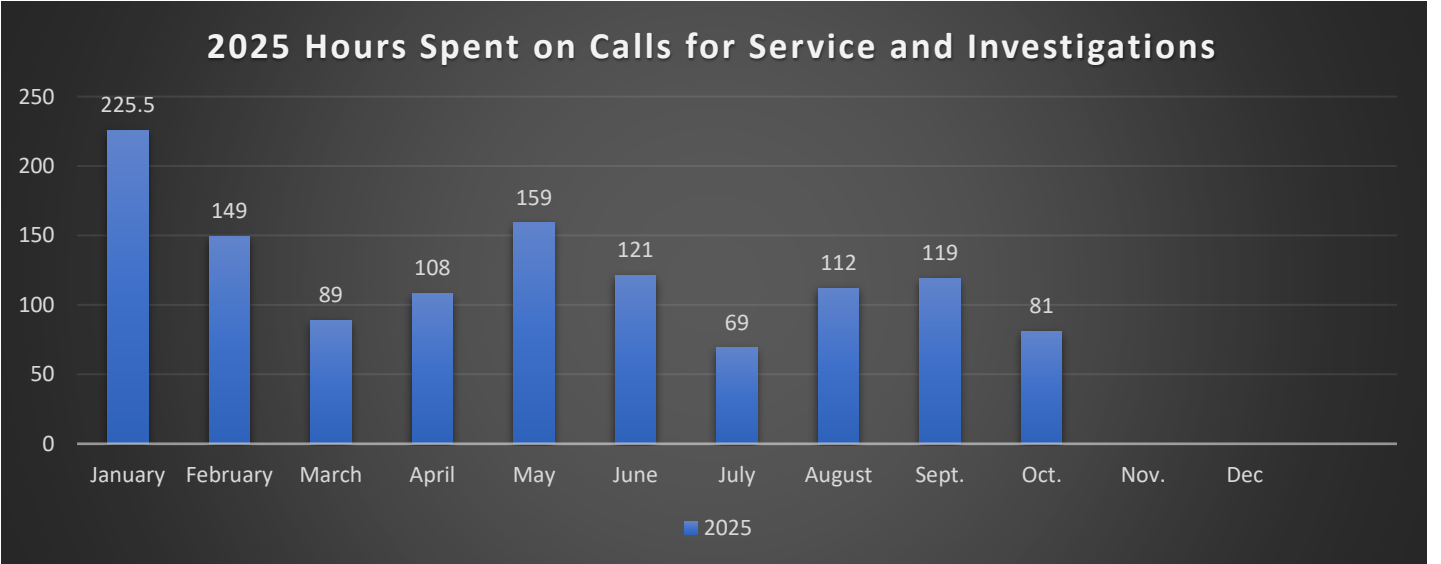
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 0
- Felony: 0



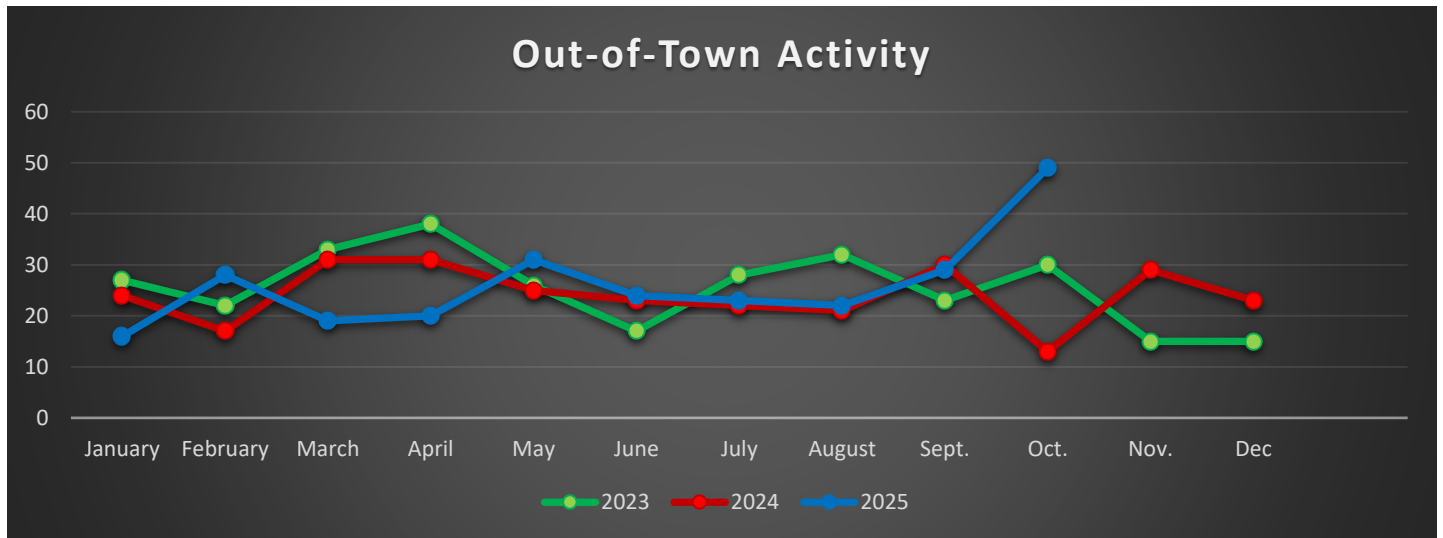
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 70
- Follow-up Investigations: 11

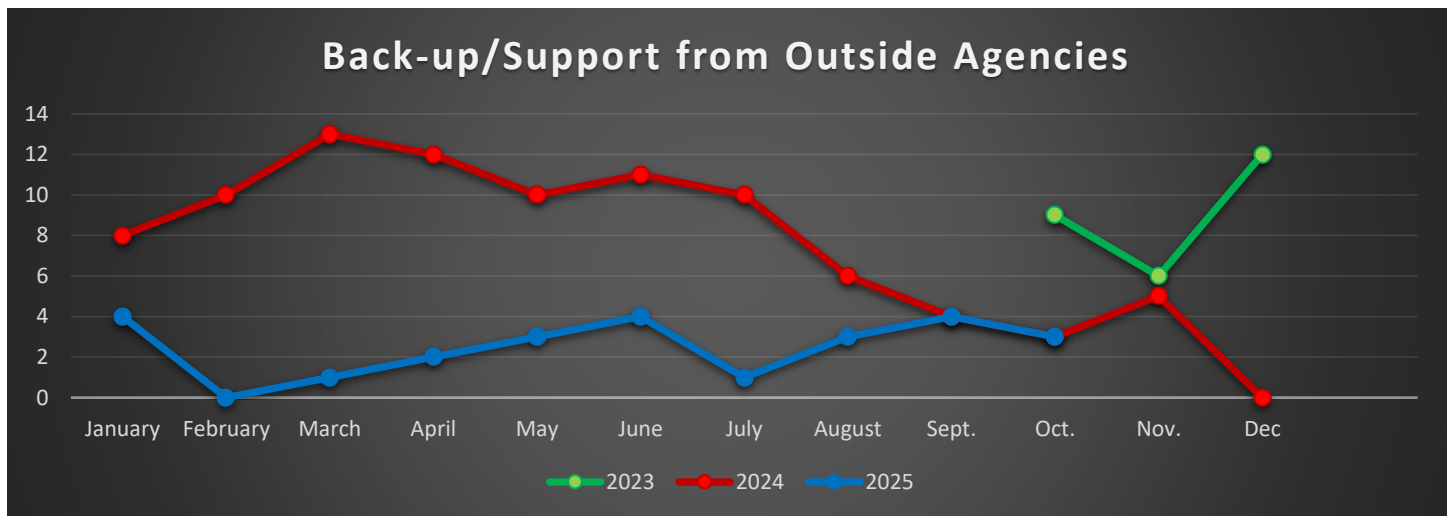


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

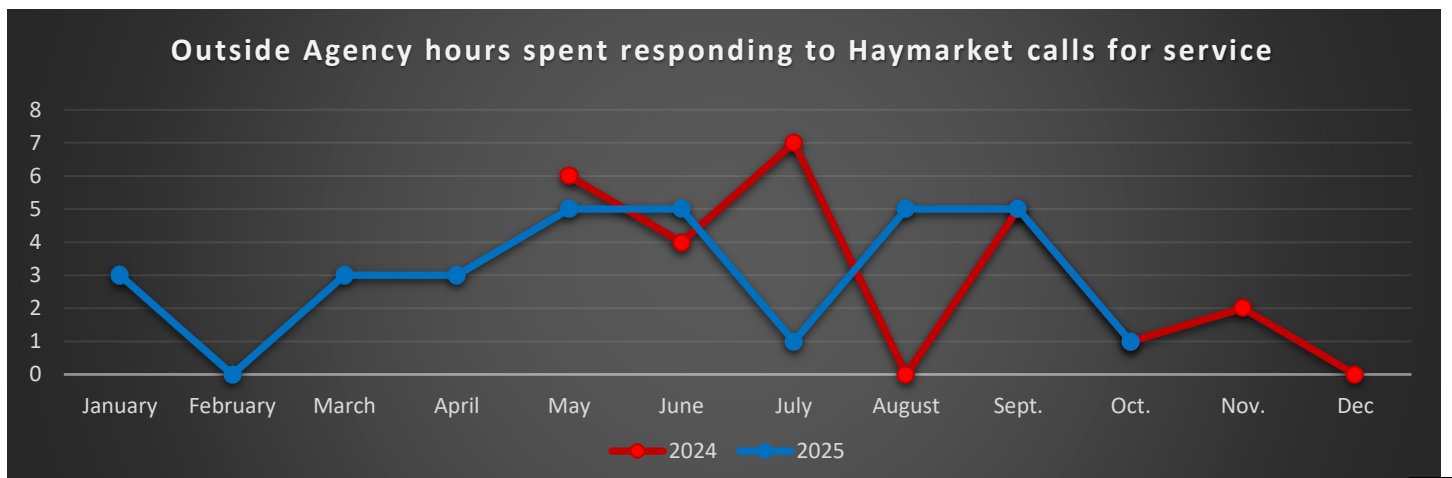
- Back Up: 44
- Other: 5



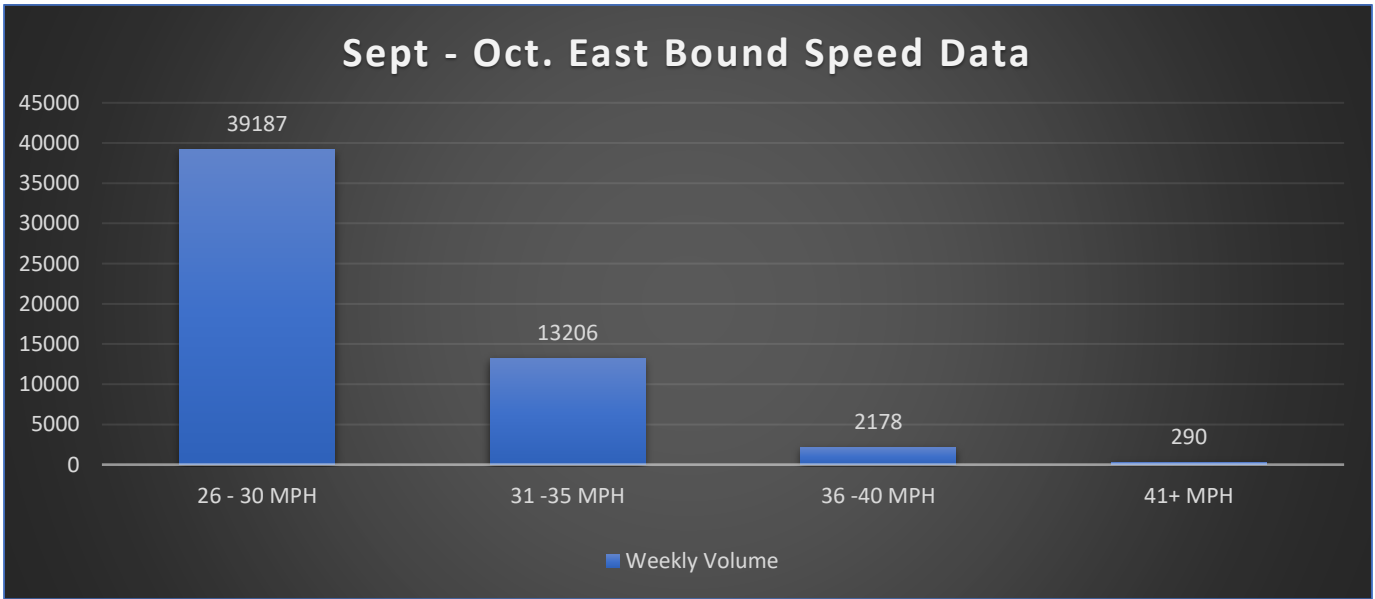
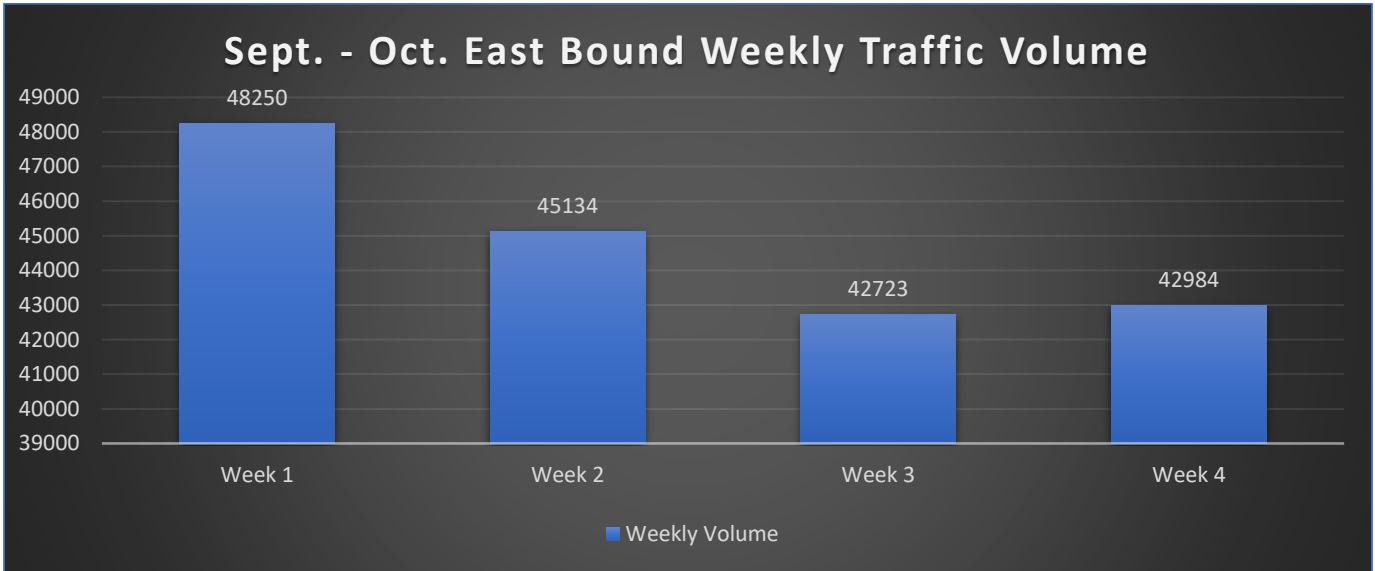
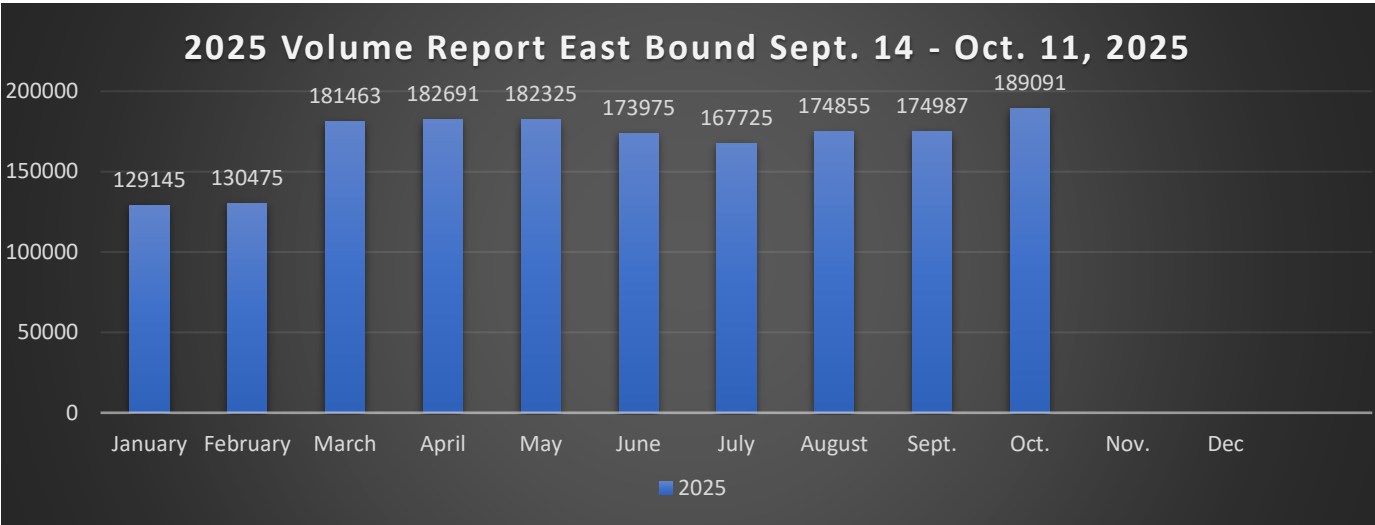
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 3



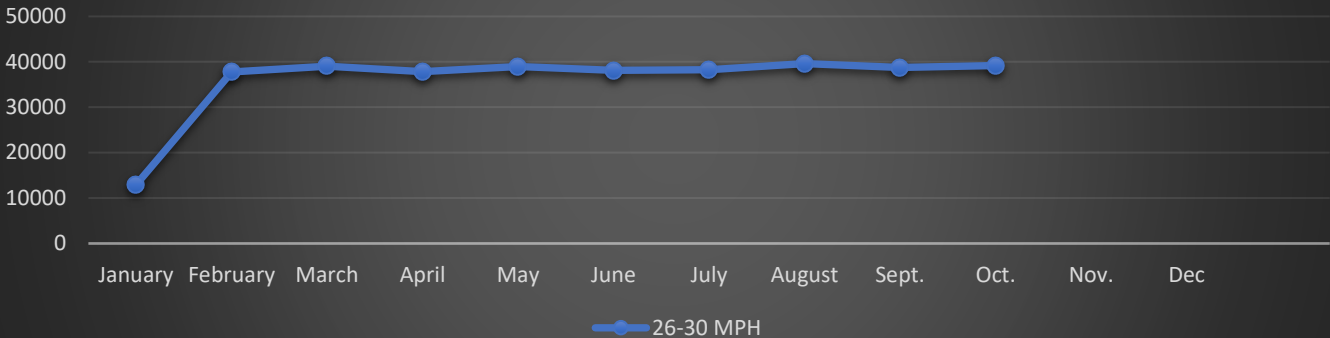
Time spent by outside agencies on calls for service as primary responders: Approximately 1 hours



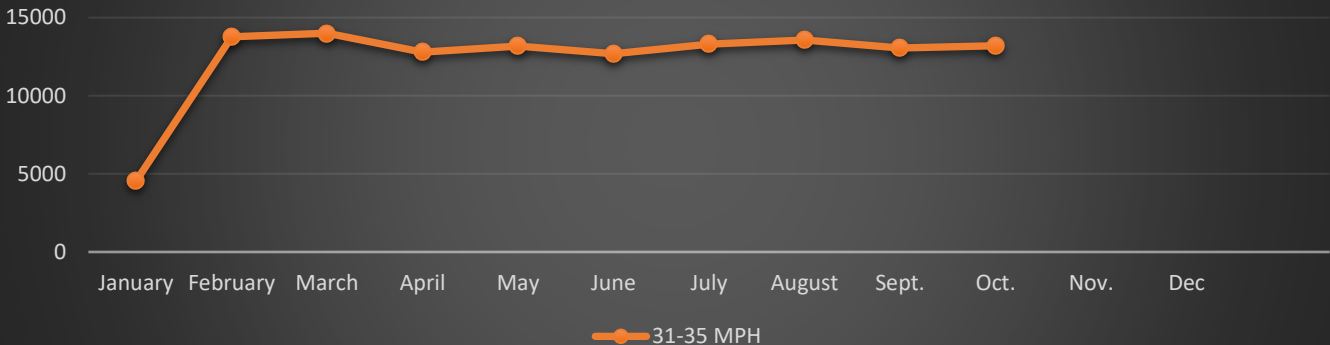
Monthly Traffic Volume



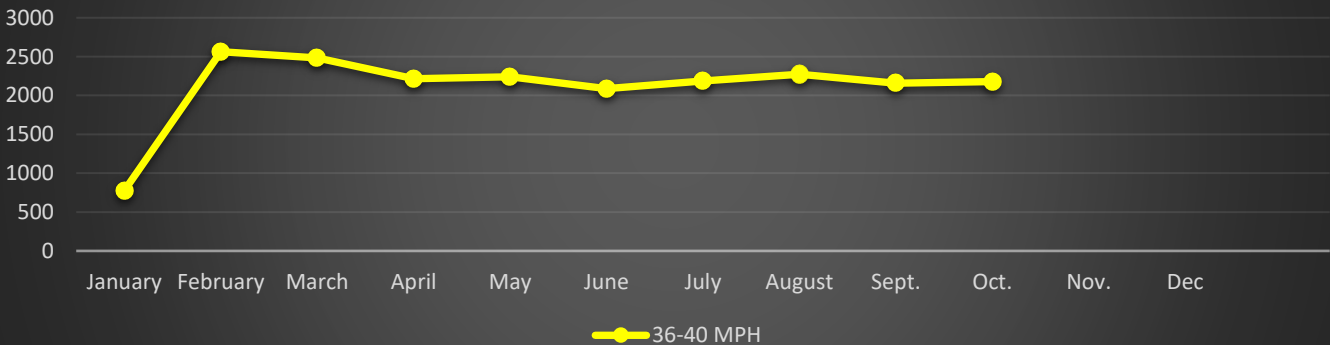
Speed 26-30 MPH Trending East Bound



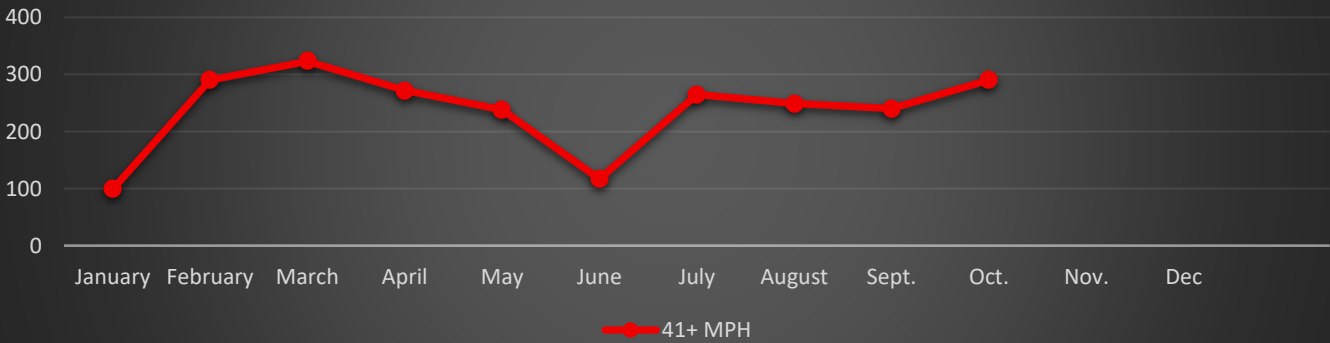
Speed 31-35 MPH Trending East Bound

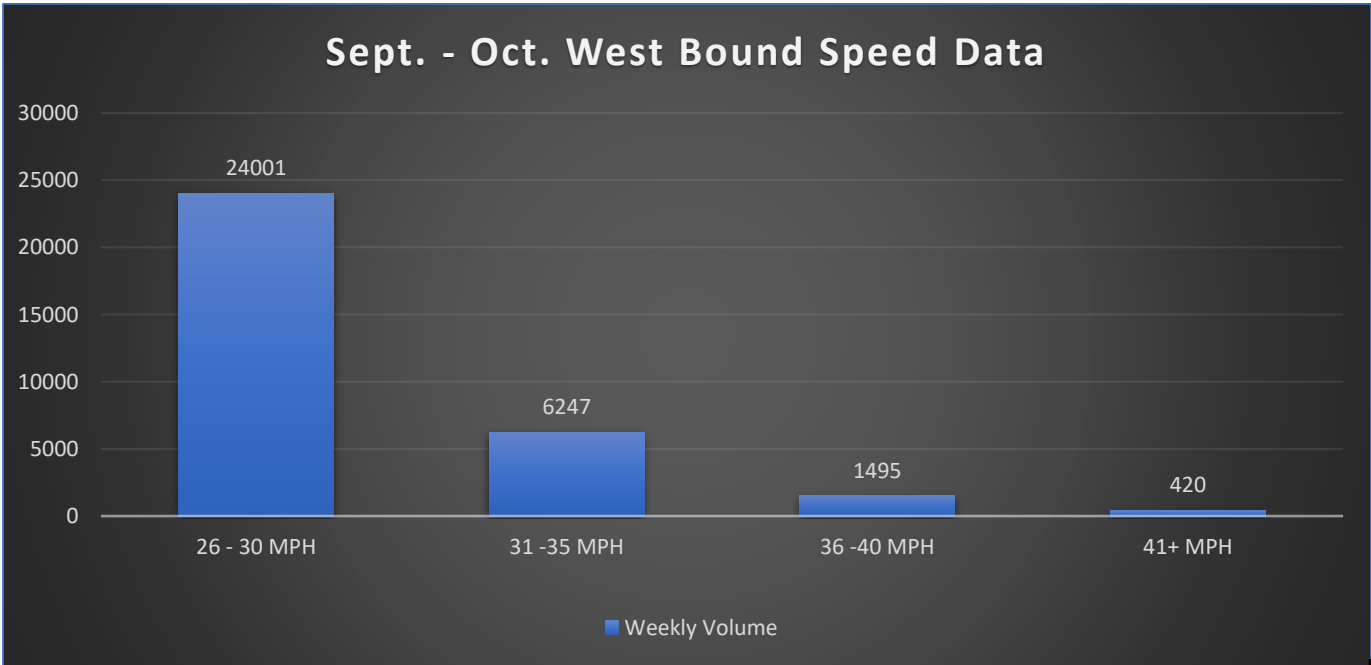
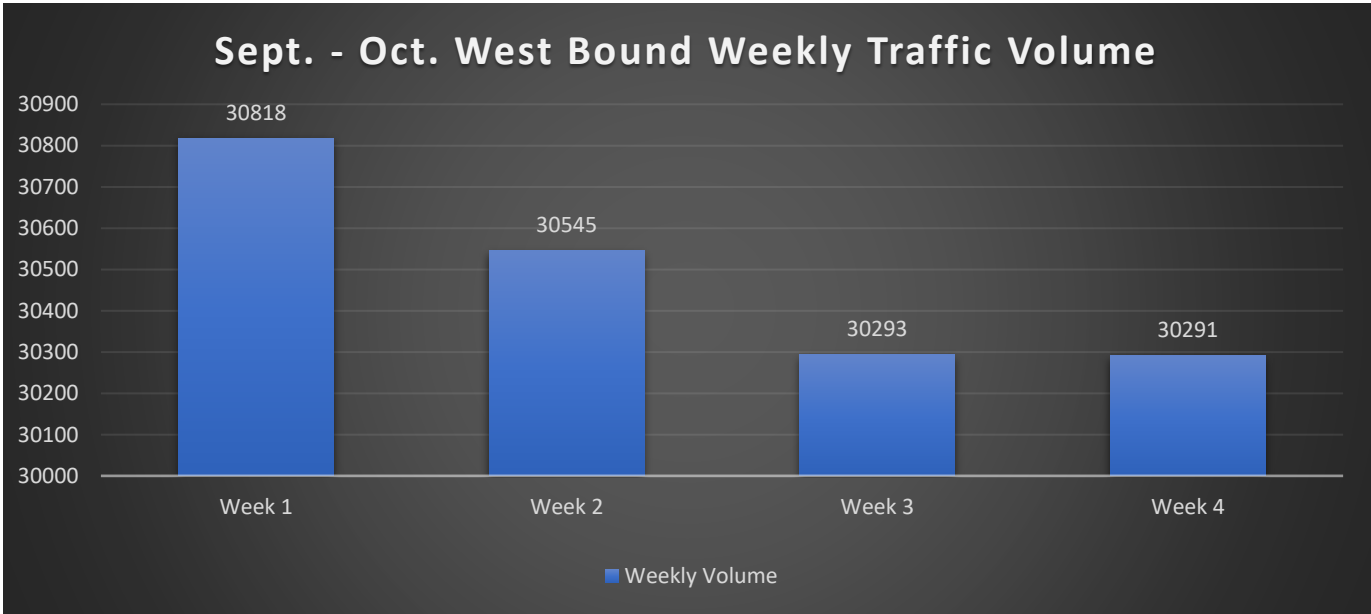
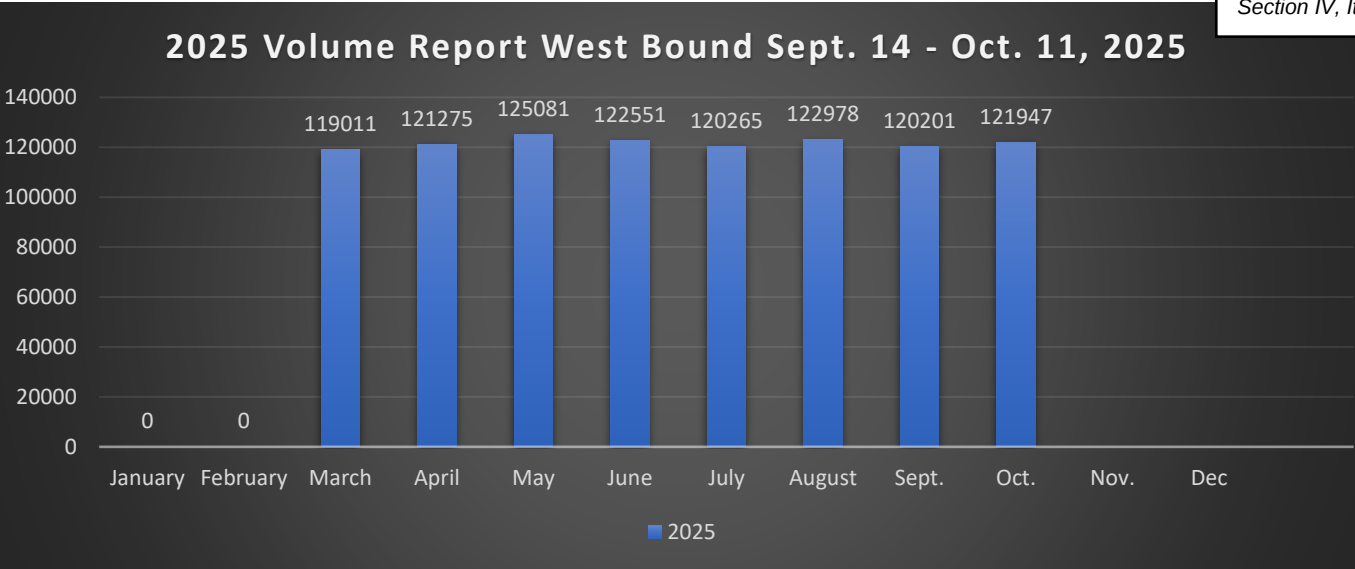


Speed 36-40 MPH Trending East Bound

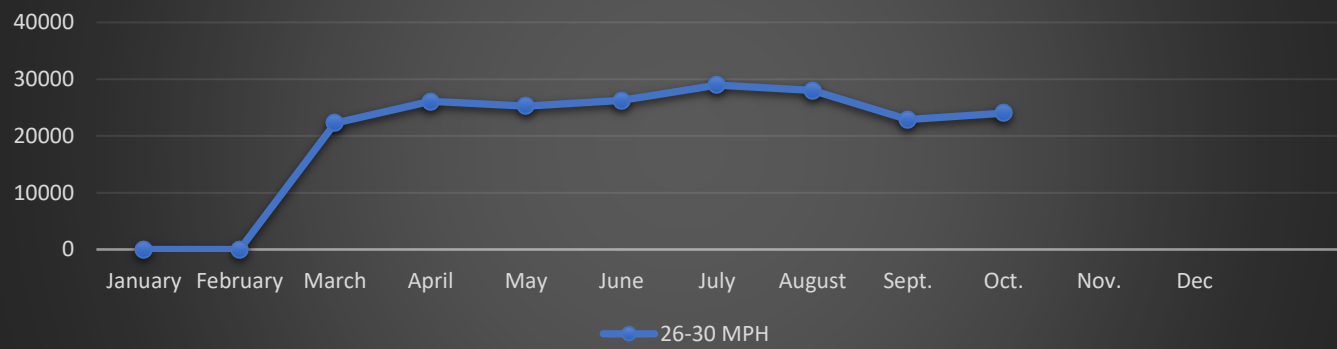


Speed 41+ MPH Trending East Bound

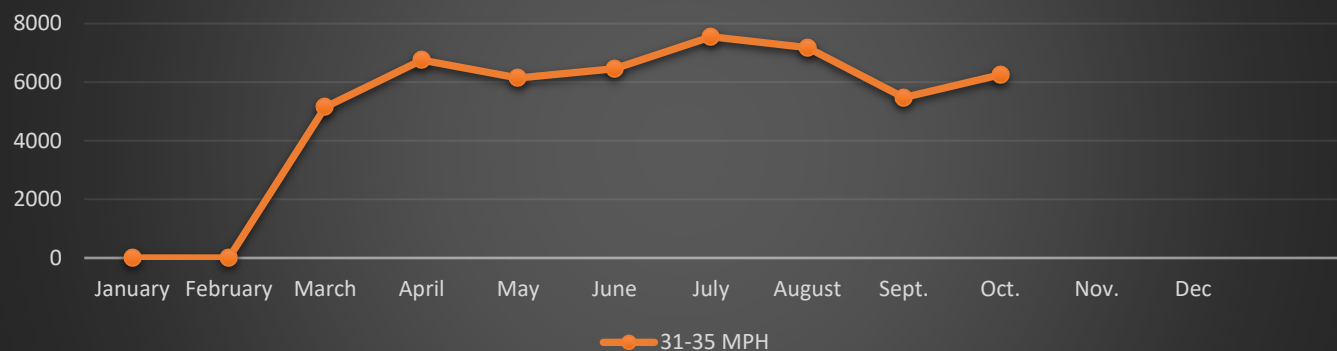




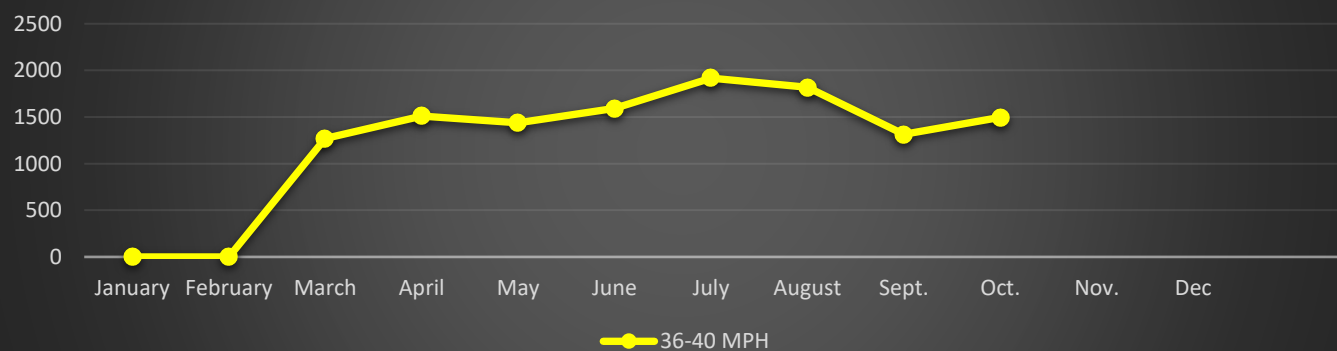
Speed 26-30 MPH Trending West Bound



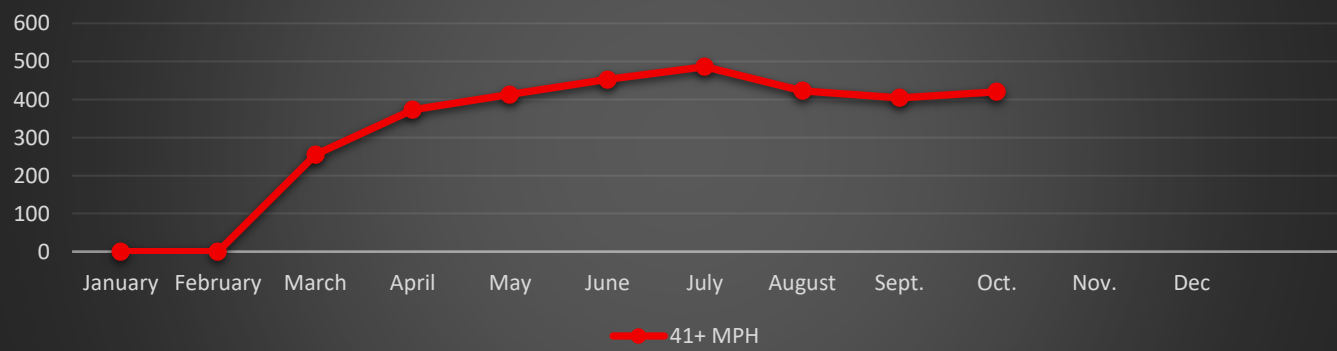
Speed 31-35 MPH Trending West Bound



Speed 36-40 MPH Trending West Bound



Speed 41+ MPH Trending West Bound



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.
- HPD held a Mock Accreditation on October 6, 2025. The assessors felt that our status heading into the November on-site was great.
- The Department's accreditation assessment is set for November 17th through the 19th, 2025.
- Haymarket Day was held on October 18, 2025. The event was well planned and executed. A great job was done by Town Manager Emily Kyriazi, Event Coordinator Julia Crofford, and the entire town staff. HPD initiated a new traffic plan at Heathcote Blvd. and Old Carolina to enhance pedestrian safety and mitigate traffic issues. The plan worked extremely well and will be used in the future. Mobile barriers were placed on the East and West End closure points to provide better protection for attendees.
- Sgt. Burgoon attended the Annual Prince William County Public Safety Expo. The event was well attended, and Prince William County Police Department was very appreciative that we supported their event.
- MPO James Galbreath has applied for The Firehouse Subs Grant, which if awarded would fund new AED devices for the entire department. This is HPD's second attempt to obtain this grant.
- MPO James Galbreath has applied for a grant to replace our current drone. This DCJS Grant is specific to replacing departmental Drones in Virginia.
- HPD has partnered with the Prince William County Police Department, DEA, UVA Health, and Caring Senior Service for National Drug Take Back Day. At the time of this report, we do not know the amount, (weight) of drugs received.
- Fleet Manager Lonnie Milstead and Chief Allen Sibert took part in the Sweet Julia Grace Truck or Treat held at the Farm Brewery on October 11, 2025. The event was well attended, and organizers were pleased that the HPD was able to bring a cruiser and candy for the children.
- Sgt. Finley visited 4R's Preschool on two occasions, October 17, 2025. During this time, he educated the children on police practices and read stories.
- MPO Galbreath and Fleet Manager Lonnie Milstead have installed window bars in the prisoner areas of the cruisers. This will protect the windows from unruly detainees while simultaneously protecting the detainee.
- Chief Sibert attended two training sessions regarding the new egrant system for DMV. All future DMV Grant filings, beginning October 1, 2025 will be electronic.
- Officer Matt Watson held a "Stop the Bleed" class for council, town hall staff and HPD Officers on October 2, 2025.
- Stakeholders held its first 2026 Senior Summit Meeting on October 2, 2025.
- Chief Sibert filed for reimbursement in the amount of \$10,000, from the VSP HEAT Grant.
- Chief Sibert attended the first 2026 Hazard Mitigation Meeting on October 8, 2025.
- Members of the HPD Staff met with Motorola Solutions Sales Rep. Rob Roslaes on October 16, 2025 to discuss In-Car Video Camera Solutions for the Department.
- On October 18, 2025, Chief Sibert filed the 2025 Surveillance Technology Report to DCJS. This report is filed annually and must be completed by November 1st of each year.
- All borrowed equipment from Prince William County and Prince William County Office of Emergency Management has been returned.

Haymarket Police Department 2025 Event Listing

Section IV, Item1.

#	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	Completed
22	National Night Out	August 5, 2025	Completed
23	Drive Sober or get pulled over Initiative	August 13 th – Sept. 2 nd , 2025	Completed
24	Summer Concert	August 16, 2025	Completed
25	See Tracks, think Train Week	September 15 th – 21 st , 2025	Completed
26	Flags for Hero's	September 20, 2025	Completed
27	Child Passenger Safety Week	September 21 st – 27 th , 2025	Completed
28	Coffee with a Cop	October 1, 2025	Completed
29	Prince William County Public Safety Expo	October 4, 2025	Completed
30	Sweet Julia Grace Trunk or Treat	October 11, 2025	Completed
31	Haymarket Day	October 18, 2025	Completed
32	Brooks Heating and Air Truck or Treat	October 24, 2025	Completed
33	Drug Take Back	October 25, 2025	Completed
34	Prince William County Truck or Treat	October 29, 2025	Upcoming
35	Halloween Candy Handout	October 31, 2025	Upcoming
36	Fair at the Square, (Courthouse Event)	November 8, 2025	Upcoming
37	Operation Santa Claus	December 6, 2025	Upcoming
38	Christmas in Haymarket	December 13, 2025	Upcoming
39	Santa Cops (West)	December 13, 2025	Upcoming
40	Drive Sober or get pulled over Initiative	TBA	Upcoming

Respectfully Submitted,

Allen Sibert

Chief of Police

REVENUE	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
				Real Estate invoices have been entered; includes
3110-01 · Real Estate - Current	485,393.73	501,770.00	96.7%	exemptions approved by the County.
3110-02 · Public Service Corp RE Tax	26,860.57	23,724.00	113.22%	Higher than expected assessments from SCC
3110-03 · Interest - All Property Taxes	349.89	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	28.14	1,000.00	2.81%	
Total 3110 · GENERAL PROPERTY TAXES	512,632.33	526,494.00	97.37%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	68,265.62	300,000.00	22.8%	Collections cover up to August 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	12,401.59	350,000.00	3.5%	
3120-03 · Cigarette Tax	37,137.55	132,466.00	28.0%	Collections cover up to September 2025
3120-04 · Consumer Utility Tax	25,920.30	158,000.00	16.4%	
3120-05 · Meals Tax - Current	437,632.77	1,600,000.00	27.4%	Collections cover up to August 2025
3120-06 · Sales Tax Receipts	15,278.91	170,000.00	9.0%	Collections cover up to July 2025
3120-07 · Penalties (Non-Property)	1,955.01	5,000.00	39.1%	
3120-08 · Interest (Non-Property)	22.25	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	598,614.00	2,785,466.00	21.5%	
3130 · PERMITS,FEES & LICENSES				
3130-01 · Application Fees	650.00	4,500.00	14.4%	
3130-03 · Motor Vehicle Licenses	77.00	0.00	100.0%	
3130-05 · Other Planning & Permits	26,460.00	1,000.00	2,646.0%	Due to Zoning Amendment Application
3130-06 · Pass Through Fees	6,551.25	15,000.00	43.7%	
Total 3130 · PERMITS,FEES & LICENSES	33,738.25	20,500.00	164.6%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	6,588.07	25,000.00	26.4%	Collections cover up to August 2025
Total 3140 · FINES & FORFEITURES	6,588.07	25,000.00	26.4%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	4,106.26	13,500.00	30.4%	reconciled up to September 2025
3150-03 · Interest on Bank Deposits	96,174.11	89,500.00	107.5%	reconciled up to September 2025
Total 3150 · REVENUE - USE OF MONEY	100,280.37	103,000.00	97.4%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	15,501.88	50,683.00	30.6%	
				Lease has been terminated as of September 4th
3151-08 · 15020 Washington Realty	13,470.14	60,098.00	22.4%	2025
3151-09 · 15026 Copper Cricket	10,453.32	29,009.00	36.0%	
3151-11 · Cupcake Heaven and Cafe LLC	12,580.44	38,021.00	33.1%	
3151-15 · Revolution Mortgage	2,738.52	8,215.00	33.3%	
3151 · RENTAL (USE OF PROPERTY) - Other	1,602.09	0.00	100.0%	New Tenant; WSR Solutions LLC
Total 3151 · RENTAL (USE OF PROPERTY)	56,346.39	186,026.00	30.3%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	23,517.50	20,000.00	117.6%	
3165-01 · Town Event	85,732.00	80,000.00	107.2%	
3165-02 · Farmer's Market	9,324.25	14,000.00	66.6%	
3165-03 · Town Ornaments	100.00	10,000.00	1.0%	
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%	
3165-06 · Town Hats	37.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	119,059.02	124,000.00	96.0%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	40.58	300.00	13.5%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-02 · Vetern Banners	2,000.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
				Unclaimed funds that have met the State Code
3180-07 · Unclaimed Property Funds	4,510.00	0.00	100.0%	requirement to be submitted to VA Treasury
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	

				Sold 3 PD SUV (older ones that were replaced this fiscal year)
3190 · Sale of Salvage & Surplus	16,900.00	0.00	100.0%	
3180 · Miscellaneous	57.25	0.00	100.0%	
Total 3180 · MISCELLANEOUS	23,867.83	300.00	7,955.9%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	9,448.00	37,790.00	25.0%	1 of 4 FY2026 disbursement received
3200-05 · Communications Tax	20,092.99	72,000.00	27.9%	Collections to cover up to September 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	FY2026 Annual disbursement received
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	FY2026 Annual State disbursement received
3200-12 · Railroad Rolling Stock	1,546.16	1,300.00	118.9%	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	64,714.12	174,157.00	37.2%	
3500 · Reserve Funds		69,160.00	0.0%	Fire Funds, Comp Study funding
Total Revenue	1,515,840.38	4,014,103.00	37.8%	
Gross Revenue	1,515,840.38	4,014,103.00	37.8%	
EXPENDITURES				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	1,730.00	10,050.00	17.2%	
111002 · FICA/Medicare	550.98	2,000.00	27.5%	
111003 · Meals and Lodging	745.42	6,300.00	11.8%	
111004 · Mileage Allowance	0.00	1,800.00	0.0%	
111005 · Salaries & Wages - Regular	7,175.00	22,000.00	32.6%	
Total 11100 · TOWN COUNCIL	10,201.40	42,150.00	24.2%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	156,008.13	528,794.00	29.5%	
1211002 · Salaries/Wages - Overtime	58.22	4,500.00	1.3%	
1211003 · Salaries/Wages - Part Time	8,751.50	41,588.00	21.0%	
1211004 · FICA/Medicare	12,168.22	43,633.00	27.9%	
1211005 · VRS	25,824.98	85,854.00	30.1%	
1211006 · Health Insurance	21,312.00	63,936.00	33.3%	
1211007 · Life Insurance	1,978.88	6,377.00	31.0%	
1211008 · Disability Insurance	487.12	3,360.00	14.5%	
1211009 · Unemployment Insurance	226.90	5,995.00	3.8%	
1211010 · Worker's Compensation	283.00	481.00	58.8%	
1211011 · Gen Property/Liability Ins.	20,380.00	21,261.00	95.9%	
1211012 · Accounting Services	2,900.58	14,000.00	20.7%	
1211014 · Printing & Binding	2,818.17	8,298.00	34.0%	
1211015 · Advertising	97.17	9,000.00	1.1%	
1211016 · Computer, Internet &Website Svc	3,887.70	28,550.00	13.6%	
1211017 · Postage	1,260.16	5,000.00	25.2%	
1211018 · Telecommunications	2,350.22	7,500.00	31.3%	
1211019 · Mileage Allowance	724.50	3,250.00	22.3%	
1211020 · Meals & Lodging	1,081.63	7,000.00	15.5%	
1211021 · Convention & Education	2,010.00	10,000.00	20.1%	
1211022 · Miscellaneous	60.00	2,000.00	3.0%	
1211024 · Books, Dues & Subscriptions	3,592.86	12,075.00	29.8%	
1211025 · Office Supplies	1,354.13	8,500.00	15.9%	
1211030 · Capital Outlay-Machinery/Equip	539.30	5,000.00	10.8%	
Total 12110 · TOWN ADMINISTRATION	270,155.37	925,952.00	29.2%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	13,436.10	100,000.00	13.4%	legal services covering up to August 2025
Total 12210 · LEGAL SERVICES	13,436.10	100,000.00	13.4%	
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	293,792.87	1,096,152.00	26.8%	
03 · PUBLIC SAFETY				

31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	205,169.78	726,867.00	28.2%
3110003 · Salaries & Wages - OT Premium	13,388.32	24,000.00	55.8%
3110004 · Salaries & Wages - Holiday Pay	5,391.52	39,182.00	13.8%
3110005 · Salaries & Wages - Part Time	10,160.00	27,000.00	37.6%
3110007 · Salary & Wages - DMV Grant	7,301.58	26,240.00	27.8%
3110012 · Salaries & Wages - PT Admin.	6,312.50	39,000.00	16.2%
3110020 · FICA/MEDICARE	18,178.05	67,018.00	27.1%
3110021 · VRS	28,986.82	95,438.00	30.4%
3110022 · Health Insurance	40,208.80	135,206.00	29.7%
3110023 · Life Insurance	2,605.08	8,521.00	30.6%
3110024 · Disability Insurance	650.01	3,070.00	21.2%
3110025 · Unemployment Insurance	0.00	4,800.00	0.0%
3110026 · Workers' Compensation Insurance	27,496.00	32,868.00	83.7%
3110027 · Line of Duty Act Insurance	5,117.00	5,120.00	99.9%
3110028 · Legal Services	4,837.34	30,379.00	15.9%
3110032 · Computer, Internet & Website	712.50	10,000.00	7.1%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	2,960.12	18,700.00	15.8%
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%
3110037 · Meals and Lodging	1,057.93	5,000.00	21.2%
3110038 · Convention & Edu. (Training)	364.00	10,800.00	3.4%
3110040 · Annual Dues & Subscriptions	7,512.30	21,000.00	35.8%
3110041 · Office Supplies	1,283.49	10,000.00	12.8%
3110042 · Vehicle Fuels	7,754.30	36,700.00	21.1%
3110043 · Vehicle Maintenance/Supplies	6,494.40	22,000.00	29.5%
3110045 · Uniforms & Police Supplies	22,396.05	45,901.00	48.8%
3110056 · Capital Outlay-Machinery/Equip	120,169.45	143,000.00	84.0%
Total 31100 · POLICE DEPARTMENT	553,972.34	1,595,540.00	34.7%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	69,159.87	84,160.00	82.2%
Total 32100 · FIRE & RESCUE	69,159.87	84,160.00	82.2%
Total 03 · PUBLIC SAFETY	623,132.21	1,679,700.00	37.1%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	52,874.64	216,995.00	24.4%
Total 43200 · REFUSE COLLECTION	52,874.64	216,995.00	24.4%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	11,034.63	100,000.00	11.0%
4310002 · Maint Svc Contract-Pest Control	155.00	2,500.00	6.2%
4310003 · Maint Svc Contract-Landscaping	8,300.00	45,000.00	18.4%
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%
4310007 · Electric/Gas Services	3,906.58	18,593.00	21.0%
4310008 · Electrical Services-Streetlight	809.27	5,500.00	14.7%
4310009 · Water & Sewer Services	1,288.19	6,350.00	20.3%
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	494.63	3,000.00	16.5%
4310016 · Maint - Vehicle Maintenance	12.49	3,000.00	0.4%
Total 43100 · MAINT OF 15000 Wash St./Grounds	26,000.79	205,443.00	12.7%
Total 04 · PUBLIC WORKS	78,875.43	422,438.00	18.7%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	14,248.80	128,571.00	11.1%
60001 · Town Tourism	16,192.42	85,714.00	18.9%
60003 · Advertising	1,069.59	22,000.00	4.9%
Total 06 · ECONOMIC DEVELOPMENT	31,510.81	236,285.00	13.3%
07 · PARKS, REC & CULTURAL			

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

Covering up to September 2025 services

70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	5,655.00	15,000.00	37.7%
Total 70000 · HAYMARKET COMMUNITY PARK	5,655.00	15,000.00	37.7%
71110 · EVENTS			
7111001 · Advertising - Events	3,303.50	9,950.00	33.2%
7111003 · Contractual Services	32,113.05	64,150.00	50.1%
7111004 · Events - Other	15,301.69	35,900.00	42.6%
7111005 · Police Department Events	3,824.75	7,800.00	49.0%
7111006 · Farmer's Market	1,300.00	14,000.00	9.3%
Total 71110 · EVENTS	55,842.99	131,800.00	42.4%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	366.61	2,200.00	16.7%
7220015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%
Total 72200 · MUSEUM	866.61	5,950.00	14.6%
Total 07 · PARKS, REC & CULTURAL	62,364.60	152,750.00	40.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	610.00	5,670.00	10.8%
8110002 · FICA/Medicare	49.73	500.00	9.9%
8110003 · Consultants - Engineer	2,326.11	10,000.00	23.3%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineer - Pass Through	9,828.75	0.00	100.0%
Total 81100 · PLANNING COMMISSION	12,814.59	23,120.00	55.4%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,005.00	5,830.00	17.2%
8111002 · FICA/Medicare	71.73	446.00	16.1%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,076.73	7,776.00	13.8%
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	13,891.32	33,824.00	41.1%
09 · NON-DEPARTMENTAL			
90004 · VA Treasury - Unclaimed Property	4,510.00	0.00	100.0%
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	74,725.45	70,220.00	106.4%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01		
Total EMPLOYEE BENEFITS	-0.01		
Total 94105 · PERSONNEL	-0.01		
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 Improvment 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 Improvment Funds Expens	0.00	317,734.00	0.0%

Total Expense	1,178,292.68	4,014,103.00	29.4%
Net Ordinary Income	337,547.70	0.00	100.0%
OTHER REVENUE			
50001 · Amerian Rescue Plan Funds	4,560.00	100,000.00	4.56%
50002 · Development Funds	0.00	443,664.00	0.0%
Total Other Revenue	4,560.00	543,664.00	0.84%
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	4,560.00	50,000.00	9.12%
Total Other Expenditures	4,560.00	543,664.00	0.84%
Net Other Revenue	0.00	0.00	0.0%
Total Net Revenue Operational / Other Budget	337,547.70	0.00	100.0%

Downy Scott LLC Pricing report

TracyLynn Pater, Mayor Matt
Gallagher, Vice Mayor Council
Members:
Mary Ramirez
Joseph Pasanello
Ken Luersen
Alexander Beyene
Jusin Baker



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: SREEJA NAIR

Address: 14813 Caboose Trl, Haymarket, VA 20169

Cell Phone: 571 363 6615

Email Address: surendran.sachin@gmail.com

Please Circle One Below;
Town Council



Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the
Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at
khenry@townofhaymarket.org or by phone at 703-753-2600x205.



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of the Council
Re: Town Council Vacancy

Background: Virginia State Code states that a vacancy from Town Council must be filled by appointment within 45 days of the vacancy. We have 2 applications for the vacancy. I have attached those for your review. I will have the applicants attend the November 3 Regular Monthly Meeting for interviews. You will be able to appoint that evening. You must appoint by November 20th. If you don't appoint on November 3rd, a Special meeting will need to be called to appoint. We do not need to have a Special Election because we fall within the guidelines of having a Council election within one (1) year from appointment.

Recommended Motion for Appointment after Interviews:

I move to appoint _____ to the Haymarket Town Council filling the vacancy of Mary Ramirez for the unexpired term effective this evening, November 3, with term expiring December 31, 2026.

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

TracyLynn Pater, Mayor
 Matt Gallagher, Vice Mayor
Council Members:
 Joseph Pasanello
 Ken Luersen
 Alexander Beyene
 Jusin Baker



15000 Washington Street
 Suite 100
 Haymarket, Virginia 20169
 703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
 Application for Appointment Consideration

Full Name: DAVID LEONARD CAPOSSELA

Address: 6885 JOCKEY CLUB LANE, HAYMARKET, VA 20169

Cell Phone: _____

Email Address: DCAPOSSELA@GMAIL.COM

Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600x205.

TracyLynn Pater, Mayor
Matt Gallagher, Vice Mayor
Council Members:
Joseph Pasanello
Ken Luersen
Alexander Beyene
Jusin Baker



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Jeffrey Kress

Address: 6817 Saint Paul Dr Haymarket, VA 20169

Cell Phone: [REDACTED]

Email Address: jeff.k.jr919@gmail.com

Please Circle One Below;

☒ Town Council

☐ Architectural Review Board

☐ Planning Commission

☐ Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

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