



TOWN COUNCIL – PUBLIC HEARING/REGULAR MEETING

Monday, May 04, 2026 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: Reverend Don Meeks - Greenwich Presbyterian Church

IV. PROCLAMATION: NATIONAL PREVENTION WEEK

V. PUBLIC HEARING I - FY27 Budget and Fee Schedule

1. Public Notice
2. Staff Presentation
3. Citizen Comment
4. Close Public Hearing I

VI. PUBLIC HEARING II: Ordinance 2026-001: Town Park Closing Hours

1. Public Notice
2. Staff Presentation
3. Citizen Comment
4. Close Public Hearing II

VII. CITIZENS TIME

VIII. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Work Session: March 30, 2026
2. Mayor and Council – Closed Session: April 6, 2026
3. Mayor and Council - Public Hearing/Regular Monthly Meeting: April 6, 2026

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief 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

IX. AGENDA ITEMS

1. Ordinance 2026-001: Town Park Closing Hours
2. Town Planner Position
3. Town Park RFP - Award of Contract

X. COUNCILMEMBER TIME

1. Councilmember Capossela
2. Councilmember Baker
3. Councilmember Beyene
4. Councilmember Pasanello
5. Councilmember Luersen
6. Vice Mayor Gallagher
7. Mayor Pater

XI. ADJOURNMENT



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

TOWN OF HAYMARKET

ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2026-2027

Notice is hereby given that the Mayor and Council of the Town of Haymarket will hold a Public Hearing on **Monday, May 04, 2026 at 7:00 P.M.** in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the Town of Haymarket’s Proposed Budget for Fiscal Year 2026-2027 (July 1, 2026-June 30, 2027) and proposed tax rates in support of budget pursuant to Virginia Code § 15.2-2506. The following is a synopsis of the proposed budget:

FY2026-2027

PROJECTED REVENUES

Other Locals Tax	\$ 2,960,466
ARPA Funds	\$ 1,100,000
Loan Proceeds	\$ 1,100,000
Development Funds	\$ 743,664
General Property Funds	\$ 550,806
Capital Improvement Funds	\$ 371,800
Revenue From Commonwealth	\$ 178,357
Rental (Use of Property)	\$ 167,790
Town Events	\$ 133,000
Use of Money	\$ 103,000
Use of Fund Bal. - Debt Service	\$ 66,150
Fine & Forfeitures	\$ 35,000
Permits, Fees & Licenses	\$ 20,500
Miscellaneous	\$ 300

FY2026-2027

PROJECTED EXPENDITURES

Town Center Site Project	\$ 2,500,000
Public Safety	\$ 1,653,589
Administration	\$ 1,273,639
Parks & Recreation	\$ 443,664
Public Works	\$ 431,118
Non - Departmental	\$ 313,899
Economic Development	\$ 272,000
Parks, Rec & Cultural	\$ 161,750
Police Dept.- Equipment	\$ 121,800
Town Hall Security	\$ 100,000
Community Development	\$ 89,374
Sidewalk Repairs	\$ 50,000
Washington - Street Scape	\$ 50,000
Maintenance Vehicle	\$ 50,000
Blight Mitigation	\$ 20,000

Total Revenue \$ 7,530,833

Total Expenditures \$ 7,530,833



FY2026 Proposed Tax Rates in Support of the Budget

Real Property Tax Rate	\$.098/\$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$.75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%
Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<u>Business Professional & Occupational License Tax:</u>	<u>Tax Rate Per \$100/Gross Receipt</u>
Contractors	\$0.15
Wholesale	\$0.05/Purchases
Retail	\$0.15
Repair Services	\$0.15
Personal Services	\$0.15
Hotel	\$0.15
Business Service	\$0.15
Restaurants	\$0.15
Public Service Corporation	\$0.10
Financial Services	\$0.30
Professional Services	\$0.30
Real Estate Services	\$0.30
Itinerant Merchant/Peddler	\$500 Annual Flat Fee
Outdoor Event	\$300 Per Event
Mobile Food Establishment	\$200 Annual Flat Fee
Percent of Revenue from Real Estate Tax	7.2%
2025 Assessed Value of Property- Town of Haymarket	\$540,389,000
Assessed Value of Property Exempt from Taxation	\$8,813,300
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	1.6%

The Budget is available on the Town's website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday - Friday, phone 703-753-2600. All meetings are open to the public. Handicapped accommodation is available. This hearing will be open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

BY ORDER OF THE TOWN COUNCIL
Kimberly Henry
Clerk to the Town Council

Proposed Budget for FY2026 - 2027	Adopted FY2026 Budget	Amended FY2026 Budget	Proposed Budget FY2027	% Changed	Amount Changed
General Fund Revenues:					
GENERAL PROPERTY TAXES	\$ 526,494	\$ 526,494	\$ 550,806	4.6%	\$ 24,312
OTHER LOCAL TAXES	\$ 2,785,466	\$ 2,785,466	\$ 2,960,466	6.3%	\$ 175,000
PERMITS,FEES & LICENESES	\$ 20,500	\$ 20,500	\$ 20,500	0.0%	\$ -
FINES & FORFEITURES	\$ 25,000	\$ 25,000	\$ 35,000	40.0%	\$ 10,000
REVENUE - USE OF MONEY	\$ 103,000	\$ 103,000	\$ 103,000	0.0%	\$ -
RENTAL (USE OF PROPERTY)	\$ 186,026	\$ 186,026	\$ 167,790	-9.8%	\$ (18,236)
REVENUE - TOWN EVENTS	\$ 124,000	\$ 124,000	\$ 133,000	7.3%	\$ 9,000
MISCELLANEOUS	\$ 300	\$ 21,710	\$ 300	-98.6%	\$ (21,410)
REVENUE FROM COMMONWEALTH	\$ 174,157	\$ 184,157	\$ 178,357	-3.1%	\$ (5,800)
Reserve Funds	\$ -	\$ 89,160	\$ -	-100.0%	\$ (89,160)
USE OF FUND BALANCE - DEBT SERVICE	\$ -	\$ -	\$ 66,150	100.0%	\$ -
USE OF FUND BALANCE - CONTINGENCY	\$ -	\$ -	\$ -	100.0%	\$ -
USE OF FUND BALANCE - CONSULTANT - ONE TIME	\$ -	\$ -	\$ -	100.0%	\$ -
TOTAL GENERAL FUND	\$ 3,944,943	\$ 4,065,513	\$ 4,215,369	3.7%	\$ (125,606)
Other Revenue:					
					\$ -
AMERICAN RESCUE PLAN FUNDS	\$ 100,000	\$ 108,000	\$ 1,100,000	918.5%	\$ 992,000
DEVELOPMENT FUNDS (Proffers)	\$ 443,664	\$ 443,664	\$ 743,664	67.6%	\$ 300,000
CAPITAL IMPROVEMENT FUNDS			\$ 371,800	100.0%	\$ 371,800
LOAN PROCEEDS	\$ -	\$ -	\$ 1,100,000	100.0%	\$ 1,100,000
TOTAL OTHER REVENUE	\$ 543,664	\$ 551,664	\$ 3,315,464	501.0%	\$ -
TOTAL REVENUE	4,488,607	4,617,177	7,530,833	63.1%	\$ -
General Fund Expenditures:					
ADMINISTRATION	\$ 1,096,152	\$ 1,116,152	\$ 1,273,639	14.1%	\$ 157,487
PUBLIC SAFETY	\$ 1,610,540	\$ 1,706,600	\$ 1,653,589	-3.1%	\$ (53,011)
PUBLIC WORKS	\$ 422,438	\$ 422,438	\$ 431,118	2.1%	\$ 8,680
ECONOMIC DEVELOPMENT	\$ 236,285	\$ 236,285	\$ 272,000	15.1%	\$ 35,715
PARKS,REC & CULTURAL	\$ 137,750	\$ 137,750	\$ 161,750	17.4%	\$ 24,000
COMMUNITY DEVELOPMENT	\$ 33,824	\$ 33,824	\$ 89,374	164.2%	\$ 55,550
NON-DEPARTMENTAL	\$ 70,220	\$ 74,730	\$ 313,899	320.0%	\$ 239,169
HAYMARKET PARK	\$ 15,000	\$ 15,000	\$ -	-100.0%	\$ (15,000)
TOWN CENTER MASTER PLAN	\$ -	\$ -	\$ -	0.0%	\$ -
PARK SIDEWALK	\$ -	\$ -	\$ -	0.0%	\$ -

BLIGHT MITIGATION	\$ 5,000	\$ 5,000	\$ 20,000	300.0%	\$ 15,000
					\$ -
CAPITAL IMPROVEMENT EXPENDITURES:					
STORM WATER GRANT MATCH	\$ -	\$ -	\$ -	0.0%	\$ -
WASHINGTON - STREET SCAPE	\$ 55,000	\$ 55,000	\$ -	-100.0%	\$ (55,000)
SIDEWALK REPAIRS	\$ 50,000	\$ 50,000	\$ -	-100.0%	\$ (50,000)
TOWN GATEWAY SIGNS	\$ -	\$ -	\$ -	0.0%	\$ -
VDOT HISTORIC DISTRICT SIGNAGE	\$ -	\$ -	\$ -	0.0%	\$ -
TOWN HALL / MUSEUM SECURITY SYSTEM	\$ 212,734	\$ 212,734	\$ -	-100.0%	\$ (212,734)
MESSAGE BOARD TRAILER	\$ -	\$ -	\$ -	0.0%	\$ -
TOTAL GENERAL FUND EXPENDITURE	\$ 3,944,943	\$ 4,065,513	\$ 4,215,369	\$ -	\$ -

OTHER EXPENDITURES:					
PARKS & RECREATION	\$ 443,664	\$ 443,664	\$ 443,664	0.0%	\$ -
TOWN WEBSITE	\$ 50,000	\$ 50,000	\$ -	-100.0%	\$ (50,000)
TOWN CENTER MASTER PLAN	\$ 50,000	\$ 50,000	\$ 2,500,000	4900.0%	\$ 2,450,000
TOTAL OTHER EXPENDITURES	\$ 543,664	\$ 543,664	\$ 2,943,664	\$ -	\$ -

CAPITAL IMPROVEMENT EXPENDITURES:					
POLICE DEPARTMENT - EQUIPMENT	\$ -	\$ -	\$ 121,800	100.0%	\$ 121,800
WASHINGTON - STREET SCAPE	\$ -	\$ -	\$ 50,000	100.0%	\$ 50,000
SIDEWALK REPAIRS	\$ -	\$ 8,000	\$ 50,000	100.0%	\$ 42,000
TOWN HALL / MUSEUM SECURITY SYSTEM	\$ -	\$ -	\$ 100,000	100.0%	\$ 100,000
MAINTENANCE VEHICLE	\$ -	\$ -	\$ 50,000	100.0%	\$ 50,000
	\$ -	\$ 8,000	\$ 371,800	\$ 5	\$ 363,800
EXPENDITURES, AND CAPITAL IMPROVEMENTS EXPENDITURES	\$ 4,488,607	\$ 4,617,177	\$ 7,530,833	63.1%	

Proposed FY2027 Budget
Town of Haymarket

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Section V, Item2.

Proposed FY2027 Budget	Actuals FY2023	Actuals FY2024	Actuals FY2025	Current Actuals 04.21.2026	FY2026 Budget	Proposed Changes	Proposed FY2027 Budget	Percentage of Change from FY2026
GENERAL FUND REVENUES								
3110 · GENERAL PROPERTY TAXES								
3110-01 · Real Estate - Current	371,142.74	447,701.64	461,774.42	483,978.47	501,770	19,174.00	520,944	3.7%
3110-02 · Public Service Corp RE Tax	10,940.97	13,659.92	25,428.49	26,860.57	23,724	5,138.00	28,862	17.8%
3110-03 · Interest - All Property Taxes	2,656.28	2,480.65	1,789.42	882.62			0	0.0%
3110-04 · Penalties - All Property Taxes	1,611.54	1,934.21	3,100.68	2,412.63	1,000		1,000	0.0%
Total 3110 · GENERAL PROPERTY TAXES	386,351.53	465,776.42	492,093.01	514,134.29	526,494		550,806	4.4%
3120 · OTHER LOCAL TAXES								
3120-00 · Transient Occupancy Tax	225,474.54	264,891.74	374,577.22	265,718.43	300,000	50,000.00	350,000	14.3%
3120-01 · Bank Stock Tax	31,323.76	69,294.00	80,164.00	0.00	70,000		70,000	0.0%
3120-02 · Business License Tax	364,791.15	378,890.51	494,142.72	205,575.88	350,000		350,000	0.0%
3120-03 · Cigarette Tax	156,776.46	150,684.50	136,944.77	99,964.29	132,466		132,466	0.0%
3120-04 · Consumer Utility Tax	148,706.83	126,956.86	135,902.55	100,148.08	158,000		158,000	0.0%
3120-05 · Meals Tax - Current	1,268,130.09	1,503,425.49	1,728,797.78	1,228,952.18	1,600,000	125,000.00	1,725,000	7.8%
3120-06 · Sales Tax Receipts	161,886.05	168,667.97	174,320.60	105,621.36	170,000		170,000	0.0%
3120-07 · Penalties (Non-Property)	10,649.02	8,004.27	10,351.29	6,267.93	5,000		5,000	0.0%
3120-08 · Interest (Non-Property)	1,252.48	1,431.31	869.28	1,057.24			0	
Development Revenue							0	
Proffers	13,191.00	0.00	0.00	0.00			0	
Total Development Revenue	13,191.00	0.00	0.00	0.00	0		0.00	
Total 3120 · OTHER LOCAL TAXES	2,382,181.38	2,672,246.65	3,136,070.21	2,013,305.39	2,785,466		2,960,466	6.3%
3130 · PERMITS, FEES & LICENESSES								
3130-01 · Application Fees	3,850.00	2,775.00	2,300.00	1,975.00	4,500		4,500	0.0%
3130-02 · Inspection Fees	0.00	0.00	0.00	500.00			0	
3130-03 · Motor Vehicle Licenses	377.00	603.00	334.00	243.00			0	
3130-05 · Other Planning & Permits	23,975.00	10,065.00	4,986.81	30,860.00	1,000		1,000	0.0%
3130-06 · Pass Through Fees	28,663.58	26,004.38	14,959.60	22,200.00	15,000		15,000	0.0%
Total 3130 · PERMITS, FEES & LICENESSES	56,865.58	39,447.38	22,580.41	55,778.00	20,500		20,500	0.0%
3140 · FINES & FORFEITURES								
3140-01 · Fines	16,429.68	25,667.83	29,826.80	22,367.47	25,000		25,000	0.0%
3140-02 · E-Summons	0.00	0.00	0.00	0.00		10,000.00	10,000	
Total 3140 · FINES & FORFEITURES	16,429.68	25,667.83	29,826.80	22,367.47	25,000		35,000	40.0%
3150 · REVENUE - USE OF MONEY								
3150-01 · Earnings on VACO/MML Investment	12,729.02	18,738.82	17,181.75	12,873.24	13,500		13,500	0.0%
3150-03 · Interest on Bank Deposits	53,310.67	195,619.84	247,152.12	219,934.71	89,500		89,500	0.0%
Total 3150 · REVENUE - USE OF MONEY	66,039.69	214,358.66	264,333.87	232,807.95	103,000		103,000	0.0%
3151 · RENTAL (USE OF PROPERTY)								
3151-07 · Haymarket Church Suite 206	35,614.20	44,445.37	45,151.08	34,879.23	50,683	1,520.49	52,203	3.0%
3151-08 · 15020 Washington Realty	55,241.64	56,771.88	58,347.96	13,470.14	34,294	(34,294.00)	0	-100.0%
3151-09 · 15026 Copper Cricket	23,629.80	24,338.64	29,008.18	26,133.30	29,009		29,009	0.0%
3151-11 · Cupcake Heaven and Cafe LLC	34,794.52	35,838.36	36,913.48	31,218.12	38,021	1,140.63	39,162	3.0%

Proposed FY2027 Budget
Town of Haymarket

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Section V, Item2.

Proposed FY2027 Budget	Actuals FY2023	Actuals FY2024	Actuals FY2025	Current Actuals 04.21.2026	FY2026 Budget	Proposed Changes	Proposed FY2027 Budget	Percentage of Change from FY2026
3151-15 · Revolution Mortgage	645.33	7,744.00	7,976.28	6,846.30	8,215	247.00	8,462	3.0%
3151-17 · Yew Tree Wellness LLC	0.00	0.00	0.00	9,483.28	13,156	6,972.00	20,128	53.0%
3151-18 · WSR Solutions LLC	0.00	0.00	0.00	5,067.09	6,222		7,138	14.7%
3151-19 · Red Rock Title & Settlement LLC				3,994.71	6,426	4,590.00	7,138	11.1%
3151-20 · Arts VanGo	0.00	0.00	0.00	1,532.14	0	4,550.00	4,550	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	158,035.72	178,663.25	177,396.98	132,624.31	186,026		167,790	-9.8%
3160 · CHARGES FOR SERVICES								
FOIA Receipts	0.00	0.00	5.00	0.00			0	0.0%
3160-01 · Public Safety								
3160-02 · Donation/Grants	10.00	0.00	0.00	0.00			0	0.0%
3160-03 · VDOT Detail	0.00	0.00	0.00	0.00			0	0.0%
3160-05 · Laney Detail	0.00	0.00	0.00	0.00			0	0.0%
3160-06 · DCJS Grant	0.00	12,000.00	0.00	0.00			0	0.0%
3160-01 · Public Safety - Other	0.00	5,305.00	0.00	0.00			0	0.0%
Total 3160-01 · Public Safety	10.00	17,305.00	0.00	0.00	0.00		0.00	0.0%
Total 3160 · CHARGES FOR SERVICES	10.00	17,305.00	5.00	0.00	0.00		0.00	0.0%
3165 · REVENUE - TOWN EVENTS								
3165-00 · Sponsorships	9,300.00	27,350.00	19,435.00	31,017.50	20,000	5,000.00	25,000	25.0%
3165-01 · Town Event	58,955.00	59,976.49	65,931.38	81,182.00	80,000	(5,000.00)	75,000	-6.3%
3165-02 · Farmer's Market	4,859.20	14,904.55	17,514.50	24,689.25	14,000	1,000.00	15,000	7.1%
3165-03 · Town Merchandise (Ornaments)	7,563.96	11,813.28	7,421.25	8,257.10	10,000	5,000.00	15,000	50.0%
3165-04 · Town Shirts	1,625.00	911.00	0.00	2,502.75	0		0	0.0%
3165-05 · Museum Revenue - Art	0.00	1,014.65	1,420.43	348.27	0		0	0.0%
3165-06 · Town Hats	0.00	574.00	841.00	457.00	0		0	0.0%
3165-07 · Town Sweatshirts - Adult	0.00	0.00	3,422.00	5,021.90	0		0	0.0%
3165-08 · Town Sweatshirts - Youth	0.00	0.00	77.50	69.00	0		0	0.0%
3165-09 · Town Tote / Bag	0.00	0.00	0.00	120.00	0		0	0.0%
3165-10 · Town Mug	0.00	0.00	0.00	462.00	0		0	0.0%
3165-11 · Town Blanket	0.00	0.00	0.00	220.00	0		0	0.0%
3165-12 · Holiday Market	0.00	0.00	0.00	3,060.00	0	3,000.00	3,000	100.0%
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	0.00	0.00			0	0.0%
Total 3165 · REVENUE - TOWN EVENTS	82,661.16	116,543.97	116,063.06	157,406.77	124,000		133,000	7.3%
3180 · MISCELLANEOUS								
3180-00 · Convenience Fee	-233.31	119.42	-108.93	78.93	300		300	0.0%
3180-01 · Citations & Accident Reports	40.00	90.00	415.00	90.00			0	0.0%
3180-02 · Veteran Banners	0.00	0.00	0.00	3,200.00			0	0.0%
3180-03 · Miscellaneous	-1,528.72	10.00	60.00	35.00			0	0.0%
3180-04 · Reimbursement from Insurance	0.00	46,018.56	15,120.29	412.62	0		0	0.0%
3180-07 · Unclaimed Property Funds	0.00	0.00	0.00	4,510.00	4,510	(4,510.00)	0	-100.0%
3180-05 · Recovered Costs- Private Events	0.00	600.00	0.00	300.00			0	0.0%
3190 · Sale of Salvage & Surplus								0.0%
3190-01 · Public Safety - Surplus Sales	0.00	0.00	9,400.00	16,900.00	16,900	(16,900.00)	0	0.0%
3190-02 · Administration - Surplus Sales	0.00	0.00	0.00	17.00			0	0.0%

Proposed FY2027 Budget
Town of Haymarket

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Section V, Item2.

Proposed FY2027 Budget	Actuals FY2023	Actuals FY2024	Actuals FY2025	Current Actuals 04.21.2026	FY2026 Budget	Proposed Changes	Proposed FY2027 Budget	Percentage of Change from FY2026
Total 3190 · Sale of Salvage & Surplus	0.00	0.00	9,400.00	16,917.00	16,900.00		0.00	0.0%
3180 · MISCELLANEOUS - Other	770.27	45,562.13	12.98	239.37	0.00		0.00	0.0%
Total 3180 · MISCELLANEOUS	-951.76	92,400.11	24,899.34	25,782.92	21,710.00		300.00	-98.6%
3200 · REVENUE FROM COMMONWEALTH								
3200-02 · 599 Law Enforcement Grant	34,687.00	36,484.00	37,790.00	28,344.00	37,790		37,790	0.0%
3200-04 · Car Rental Reimbursement	201.74	948.98	0.00	0.00			0	0.0%
3200-05 · Communications Tax	87,275.21	75,959.88	81,430.98	59,391.33	72,000		72,000	0.0%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	15,000.00	15,000.00	15,000		15,000	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,626.97	18,627		18,627	0.0%
3200-12 · Railroad Rolling Stock	1,285.76	1,405.15	1,535.23	1,546.16	1,300	200.00	1,500	15.4%
3200-14 · Pedestrian Improvement Grant	0.00	0.00	0.00	0.00			0	0.0%
3200-15 · 599 Recruitment/Retention Funds	0.00	0.00	0.00	0.00			0	0.0%
3200-16 · DMV Select Grant	180.33	8,780.24	23,845.68	9,190.50	26,240	(6,000.00)	20,240	-22.9%
3200-17 · LOLE Grant	0.00	1,201.00	3,200.00	0.00	3,200		3,200	0.0%
3200-18 · Educational Reimbursement			796.02	0.00				0.0%
3200-19 · HEAT Grant	0.00	0.00		10,000.00	10,000		10,000	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	157,257.01	158,406.22	182,224.88	142,098.96	184,157		178,357	-3.1%
3300 · REVENUE FROM FEDERAL GOVERNMENT								0.0%
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.00	0.00			0	0.0%
3300-07 · Edward Byrne Mem JAG Grant	4,366.00	0.00	0.00	0.00			0	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	4,366.00	0.00	0.00	0.00	0.00		0.00	0.0%
3500 · Reserve Funds	0.00	0.00	0.00	0.00	89,160	(89,160.00)	0	-100.0%
4000 · Carry-Over Surplus	0.00	0.00	0.00	0.00			0	0.0%
4002 · Transfer from ARPA Funds	0.00	0.00	592,801.72	0.00	0		0	0.0%
4003 · Use of Fund Balance - Debt Service	0.00	0.00	0.00	0.00	0	66,150.00	66,150	100.0%
4004 · Use of Fund Balance - Contingency	0.00	0.00	0.00	0.00	0		0	100.0%
4005 · Use of Fund Balance - Consultant							0	100.0%
Total Income	3,309,245.99	3,980,815.49	5,038,295.28	3,296,306.06	4,065,513		4,215,369	3.7%
Gross Profit	3,309,245.99	3,980,815.49	5,038,295.28	3,296,306.06	4,065,513		4,215,369	

GENERAL FUND EXPENDITURES

01 · ADMINISTRATION

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11100 · TOWN COUNCIL								
111001 · Convention & Education	250.00	1,945.75	10,082.97	4,824.60	10,050	1,950.00	12,000	19.4%
111002 · FICA/Medicare	1,317.36	1,292.47	1,410.55	1,274.10	2,000		2,000	0.0%
111003 · Meals and Lodging	77.22	360.95	5,599.70	4,850.81	6,300		6,300	0.0%
111004 · Mileage Allowance	0.00	0.00	1,270.95	571.20	1,800		1,800	0.0%
111005 · Salaries & Wages - Regular	17,955.36	18,200.00	19,300.00	16,650.00	22,000	3,000.00	25,000	13.6%
Total 11100 · TOWN COUNCIL	19,599.94	21,799.17	37,664.17	28,170.71	42,150		47,100	11.7%
12110 · TOWN ADMINISTRATION								
1211001 · Salaries/Wages-Regular	313,358.75	411,837.08	481,731.75	427,958.94	528,794	85,446.00	614,240	16.2%
1211002 · Salaries/Wages - Overtime	0.00	2,268.45	2,552.42	1,843.49	4,500	1,500.00	6,000	33.3%
1211102 · Salaries & Wages - DMV Clerk	0.00	0.00	0.00	0.00			0	0.0%
1211003 · Salaries/Wages - Part Time	56,331.22	49,384.00	39,060.25	11,291.50	41,588	(33,588.00)	8,000	-80.8%
1211101 · Salaries & Wages - Bonus	0.00	0.00	0.00	0.00			0	0.0%
1211004 · FICA/Medicare	27,606.06	34,281.73	38,767.76	32,925.28	43,633	4,495.00	48,128	10.3%
1211005 · VRS	19,978.27	28,701.56	72,933.95	64,812.54	85,854	27,109.00	112,963	31.6%
1211006 · Health Insurance	37,272.65	52,950.80	59,704.80	53,280.00	63,936	71,761.00	135,697	112.2%
1211007 · Life Insurance	4,049.50	5,447.62	5,682.11	4,967.28	6,377	1,185.00	7,562	18.6%
1211008 · Disability Insurance	2,026.75	2,808.24	2,539.09	1,217.80	3,360	336.00	3,696	10.0%
1211009 · Unemployment Insurance	-2,034.33	580.41	1,515.12	1,347.37	5,995	(995.00)	5,000	-16.6%
1211010 · Worker's Compensation	322.00	279.75	260.00	283.00	481	(101.00)	380	-21.0%
1211011 · Gen Property/Liability Ins.	17,802.00	19,130.00	17,616.00	20,380.00	21,261	1,589.00	22,850	7.5%
1211012 · Accounting Services	8,610.73	17,819.70	35,522.82	3,599.58	14,000	2,500.00	16,500	17.9%
1211014 · Printing & Binding	6,797.49	7,534.00	10,172.26	7,376.50	8,298		8,298	0.0%
1211015 · Advertising	7,773.40	5,971.91	5,374.24	2,182.97	9,000		9,000	0.0%
1211016 · Computer, Internet & Website Svc	21,924.79	29,244.03	23,644.79	15,032.84	28,550		28,550	0.0%
1211017 · Postage	2,266.28	2,492.47	2,459.66	2,236.36	5,000		5,000	0.0%
1211018 · Telecommunications	6,626.56	7,651.29	8,814.62	7,229.90	7,500		7,500	0.0%
1211019 · Mileage Allowance	531.94	1,188.74	1,240.64	2,028.85	3,250		3,250	0.0%
1211020 · Meals & Lodging	1,622.63	3,881.96	4,233.84	5,119.72	7,000		7,000	0.0%
1211021 · Convention & Education	768.90	5,250.00	2,610.00	4,905.00	10,000		10,000	0.0%
1211022 · Miscellaneous	280.00	387.00	897.72	270.00	2,000		2,000	0.0%
1211024 · Books, Dues & Subscriptions	14,540.91	17,366.48	10,837.90	6,352.82	12,075	7,000.00	19,075	58.0%
1211025 · Office Supplies	5,637.56	5,528.88	8,647.02	5,524.92	8,500		8,500	0.0%
1211026 · Equipment Rental	2,588.38	0.00	0.00	0.00			0	0.0%
1211030 · Capital Outlay-Machinery/Equip	7,550.65	14,063.60	2,917.39	4,700.59	5,000		5,000	0.0%
1211032 · Professional Services				0.00	20,000	(20,000.00)	0	-100.0%
Total 12110 · TOWN ADMINISTRATION	564,233.09	760,264.30	839,736.15	686,867.25	945,952		1,094,189	15.7%
12210 · LEGAL SERVICES								
1221001 · Legal Services	37,337.19	83,646.27	72,518.00	60,383.40	100,000	4,300.00	104,300	4.3%
1221002 · Legal - Pass Through Fees	0.00	0.00	0.00	0.00			0	0.0%

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12210 · LEGAL SERVICES - Other	0.00	0.00	0.00	0.00			0	0.0%
Total 12210 · LEGAL SERVICES	37,337.19	83,646.27	72,518.00	60,383.40	100,000		104,300	4.3%
12240 · INDEPENDENT AUDITOR								
1224001 · Auditing Services	0.00	18,400.00	21,200.00	0.00	28,050		28,050	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	18,400.00	21,200.00	0.00	28,050		28,050	0.0%
Total 01 · ADMINISTRATION	621,170.22	884,109.74	971,118.32	775,421.36	1,116,152		1,273,639	14.1%
03 · PUBLIC SAFETY								
31100 · POLICE DEPARTMENT								
3110001 · Salaries & Wages - Regular	463,483.04	490,418.46	616,516.99	548,539.17	726,867	42,767.00	769,634	5.9%
3110003 · Salaries & Wages - OT Premium	25,062.93	24,249.35	29,765.48	33,041.14	24,000	6,000.00	30,000	25.0%
3110013 · Salaries & Wages - OT Select En	11,257.22	4,281.05	0.00	0.00			0	0.0%
3110004 · Salaries & Wages - Holiday Pay	26,255.98	28,306.77	34,512.60	36,373.11	39,182	2,272	41,454	5.8%
3110005 · Salaries & Wages - Part Time	45,930.00	75,860.00	43,260.00	35,700.00	27,000		27,000	0.0%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.00	0.00			0	0.0%
3110007 · Salary & Wages - DMV Grant	0.00	8,780.24	12,646.62	15,911.08	26,240	(6,000.00)	20,240	-22.9%
3110008 · Salaries & Wages - Laney Detail	0.00	0.00	0.00	0.00			0	0.0%
3110010 · Salaries & Wages - Bonus	0.00	0.00	0.00	0.00			0	0.0%
3110011 · Salaries & Wages - Recruit. Bon	0.00	0.00	0.00	0.00			0	0.0%
3110012 · Salaries & Wages - PT Admin.	8,450.00	12,332.50	13,087.50	12,505.00	39,000	28,600.00	67,600	73.3%
3110020 · FICA/MEDICARE	43,269.40	48,089.06	55,673.99	49,897.73	67,018	5,460.00	72,478	8.1%
3110021 · VRS	27,914.54	30,277.41	79,884.11	74,434.30	95,438	23,317.00	118,755	24.4%
3110022 · Health Insurance	74,844.84	81,424.60	103,165.60	104,896.00	135,206	30,730.00	165,936	22.7%
3110023 · Life Insurance	6,215.98	6,620.46	7,143.15	6,689.48	8,521		8,521	0.0%
3110024 · Disability Insurance	2,597.14	2,352.56	1,848.78	1,671.29	3,070		3,070	0.0%
3110025 · Unemployment Insurance	3,235.03	770.24	120.98	0.00	4,800	960.00	5,760	20.0%
3110026 · Workers' Compensation Insurance	20,067.00	21,692.25	23,627.00	27,496.00	32,868	(2,518.00)	30,350	-7.7%
3110027 · Line of Duty Act Insurance	4,705.00	4,705.00	5,118.00	5,117.00	5,120		5,120	0.0%
3110028 · Legal Services	26,678.11	53,267.90	29,865.51	18,737.46	30,379	2,121.00	32,500	7.0%
3110032 · Computer, Internet & Website	4,354.99	3,625.00	5,969.23	4,270.00	10,000	10,000.00	20,000	100.0%
3110033 · Postage	109.44	41.20	0.00	55.92	100		100	0.0%
3110034 · Telecommunications	12,608.69	12,866.68	14,418.18	9,154.65	18,700		18,700	0.0%
3110035 · General Prop Ins (Vehicles)	3,891.00	4,871.00	6,180.00	7,465.00	7,630		7,630	0.0%
3110037 · Meals and Lodging	2,515.01	2,957.09	2,226.56	5,614.78	5,000	5,000.00	10,000	100.0%
3110038 · Convention & Edu. (Training)	3,926.41	4,189.95	1,539.26	364.00	10,800	5,000.00	15,800	46.3%
3110040 · Annual Dues & Subscriptions	12,085.09	7,487.17	16,399.58	11,670.15	21,000	(660.00)	20,340	-3.1%
3110041 · Office Supplies	4,624.36	3,880.33	7,052.26	3,877.81	10,000		10,000	0.0%
3110042 · Vehicle Fuels	29,201.80	33,942.50	31,136.11	23,525.68	36,700	15,000.00	51,700	40.9%
3110043 · Vehicle Maintenance/Supplies	18,933.70	13,553.26	27,392.22	12,508.65	22,000	3,000.00	25,000	13.6%
3110044 · Repairs/Maintenance Supplies	0.00	0.00	9,134.56	0.00	0		0	0.0%
3110045 · Uniforms & Police Supplies	28,069.06	48,251.27	44,771.86	48,554.41	55,901	5,000.00	60,901	8.9%
3110049 · Grant Expenditures	0.00	0.00	14,520.93	0.00			0	0.0%
3110052 · Office Equipment Rental	5,459.28	0.00	0.00	0.00			0	0.0%

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3110056 · Capital Outlay-Machinery/Equip	45,518.56	90,481.20	147,551.87	125,639.45	159,900	(159,900.00)	0	-100.0%
3110057 · Capital Outlay-Furniture/Fixture	0.00	7,482.00	0.00	0.00			0	0.0%
3110058 · DMV Grant - Payback of Reimburse	4,974.47	0.00	0.00	0.00			0	0.0%
3110060 · Capital Outlay - Improvements	0.00	11,856.60	0.00	0.00			0	0.0%
Total 31100 · POLICE DEPARTMENT	966,238.07	1,138,913.10	1,384,528.93	1,223,709.26	1,622,440		1,638,589	1.0%
32100 · FIRE & RESCUE								
3210001 · Contributions to other Govt Ent	0.00	0.00	0.00	69,159.87	84,160	(69,160.00)	15,000	-82.2%
Total 32100 · FIRE & RESCUE	0.00	0.00	0.00	69,159.87	84,160		15,000	-82.2%
34100 · BUILDING OFFICIAL								
3410001 · Erosion & Sedimentation Ins.	0.00	0.00	0.00	0.00			0	0.0%
Total 34100 · BUILDING OFFICIAL	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
Total 03 · PUBLIC SAFETY	966,238.07	1,138,913.10	1,384,528.93	1,292,869.13	1,706,600		1,653,589	-3.1%
04 · PUBLIC WORKS								
4110002 · Street Beautification - HF	0.00	1,994.94	2,213.00	0.00			0	0.0%
4110003 · E & S Inspections	0.00	0.00	0.00	0.00			0	0.0%
43200 · REFUSE COLLECTION							0	
4320001 · Trash Removal Contract	94,296.33	105,465.15	202,405.22	159,880.12	216,995	8,680.00	225,675	4.0%
Total 43200 · REFUSE COLLECTION	94,296.33	105,465.15	202,405.22	159,880.12	216,995		225,675	4.0%
43100 · MAINT OF 15000 Wash St./Grounds								
4310001 · Repairs/Maintenance Services	98,742.20	99,209.83	82,027.48	88,980.74	100,000		100,000	0.0%
4310002 · Maint Svc Contract-Pest Control	854.80	3,504.00	1,929.00	1,026.00	2,500		2,500	0.0%
4310003 · Maint Svc Contract-Landscaping	26,110.00	27,064.85	25,775.00	20,950.00	45,000		45,000	0.0%
4310004 · Maint Svc Contract Snow Removal	0.00	5,252.00	24,197.00	15,957.00	20,000		20,000	0.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	0.00	0.00	0.00			0	0.0%
4310007 · Electric/Gas Services	16,904.55	17,148.12	17,520.33	14,150.11	18,593		18,593	0.0%
4310008 · Electrical Services-Streetlight	4,604.73	4,250.01	4,043.11	2,943.20	5,500		5,500	0.0%
4310009 · Water & Sewer Services	4,186.80	4,542.19	4,680.75	3,827.42	6,350		6,350	0.0%
4310010 · Janitorial Supplies	257.85	169.15	0.00	0.00			0	0.0%
4310011 · Real Estate Taxes	1,429.71	1,135.16	1,122.18	577.48	1,500		1,500	0.0%
4310015 · Maintenance - Vehicle Fuel	755.00	1,451.81	1,580.63	1,169.25	3,000		3,000	0.0%
4310016 · Maint - Vehicle Maintenance	965.63	1,013.30	1,275.36	606.22	3,000		3,000	0.0%
4310017 · Military Banner	0.00	0.00	0.00	3,092.25				0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	154,811.27	164,740.42	164,150.84	153,279.67	205,443		205,443	0.0%
Total 04 · PUBLIC WORKS	249,107.60	272,200.51	368,769.06	313,159.79	422,438		431,118	2.1%
06 · ECONOMIC DEVELOPMENT								
60000 · Tourism/Traveling Marketing	122,505.02	117,094.89	160,533.10	91,532.58	128,571	21,429.00	150,000	16.7%
60001 · Town Tourism	31,903.56	38,192.19	52,886.96	48,406.64	85,714	14,286.00	100,000	16.7%
60003 · Advertising	0.00	1,125.72	1,069.59	1,069.59	22,000		22,000	0.0%
Total 06 · ECONOMIC DEVELOPMENT	154,408.58	156,412.80	214,489.65	141,008.81	236,285		272,000	15.1%
07 · PARKS, REC & CULTURAL								

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70000 · HAYMARKET COMMUNITY PARK								
7000001 · Grounds Maintenance/Repairs	13,214.30	11,324.22	15,271.99	10,635.00	15,000		15,000	0.0%
7000003 · Demolition	0.00	0.00	161,749.00	0.00	0		0	0.0%
Total 70000 · HAYMARKET COMMUNITY PARK	13,214.30	11,324.22	177,020.99	10,635.00	15,000		15,000	0.0%
71110 · EVENTS								
7111001 · Advertising - Events	2,094.14	1,944.00	5,015.00	9,214.07	9,950		9,950	0.0%
7111003 · Contractual Services	58,002.80	55,810.22	52,557.37	69,169.14	64,150	6,000.00	70,150	9.4%
7111004 · Events - Other	12,986.80	34,089.97	37,484.29	33,653.90	35,900	3,000.00	38,900	8.4%
7111005 · Police Department Events	0.00	2,315.28	7,361.84	6,576.29	7,800		7,800	0.0%
7111006 · Farmer's Market	722.14	1,828.43	9,113.04	1,997.31	14,000		14,000	0.0%
71110 · EVENTS - Other	0.00	0.00	0.00	0.00			0	0.0%
Total 71110 · EVENTS	73,805.88	95,987.90	111,531.54	120,610.71	131,800		140,800	6.8%
72200 · MUSEUM								
7220009 · Advertising	0.00	0.00	0.00	0.00	1,000		1,000	0.0%
7220012 · Telecommunications	1,650.11	1,430.43	1,501.15	1,153.61	2,200		2,200	0.0%
7200015 · Books, Dues & Subscriptions	30.00	0.00	30.00	0.00	250		250	0.0%
7200016 · Office Supplies	0.00	0.00	0.00	0.00			0	0.0%
7220018 · Exhibits & Programs	400.00	400.00	400.00	500.00	2,500		2,500	0.0%
Total 72200 · MUSEUM	2,080.11	1,830.43	1,931.15	1,653.61	5,950		5,950	0.0%
Total 07 · PARKS, REC & CULTURAL	89,100.29	109,142.55	290,483.68	132,899.32	152,750		161,750	5.9%
08 · COMMUNITY DEVELOPMENT								
81100 · PLANNING COMMISSION								
8110001 · Salaries & Wages - Regular	2,325.00	2,005.00	1,615.00	1,675.00	5,670		5,670	0.0%
8110002 · FICA/Medicare	213.06	183.60	112.40	105.20	500		500	0.0%
8110003 · Consultants - Engineer	7,549.64	9,101.85	6,648.52	14,604.72	10,000	20,000.00	30,000	200.0%
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	0.00	5,000	30,000.00	35,000	600.0%
8110005 · Mileage Allowance	0.00	0.00	0.00	0.00	250	250.00	500	100.0%
8110006 · Meals & Lodging	0.00	0.00	0.00	0.00	700	300.00	1,000	42.9%
8110007 · Convention/Education	820.45	0.00	0.00	0.00	1,000	500.00	1,500	50.0%
8110009 · Engineer - Pass Through	32,252.50	35,724.64	26,001.99	36,720.00			0	0.0%
Total 81100 · PLANNING COMMISSION	43,160.65	47,015.09	34,377.91	53,104.92	23,120		74,170	220.8%
81110 · ARCHITECTURAL REVIEW BOARD								
8111001 · Salaries & Wages - Regular	2,340.00	2,430.00	2,340.00	1,395.00	5,830		5,830	0.0%
8111002 · FICA/Medicare	154.73	148.39	194.11	102.52	446		446	0.0%
8111003 · Mileage Allowance				0.00	0	500.00	500	100.0%
8111004 · Meals & Lodging				0.00	0	1,000.00	1,000	100.0%
8111005 · Convention & Education	820.45	0.00	0.00	0.00	1,500		1,500	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	3,315.18	2,578.39	2,534.11	1,497.52	7,776		9,276	19.3%

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81111 · Board Of Zoning Appeals								
8111101 · Convention & Education	833.90	0.00	0.00	0.00	1,500		1,500	0.0%
8111102 · FICA / Medicare	0.00	0.00	0.00	0.00	103		103	0.0%
8111103 · Salaries & Wages - Regular	0.00	0.00	0.00	0.00	1,325		1,325	0.0%
8111104 · Mileage Allowance	0.00	0.00	0.00	0.00	0	500.00	500	100.0%
8111105 · Meals & Lodging	0.00	0.00	0.00	0.00	0	1,000.00	1,000	100.0%
8111106 · BZA Legal	0.00	0.00	0.00	0.00	0	1,500.00	1,500	100.0%
Total 81111 · Board Of Zoning Appeals	833.90	0.00	0.00	0.00	2,928		5,928	102.5%
Total 08 · COMMUNITY DEVELOPMENT	47,309.73	49,593.48	36,912.02	54,602.44	33,824	-	89,374	164.2%
09 · NON-DEPARTMENTAL								
90001 · Return of Surplus RE Tax Rev	249,323.53	0.00	0.00	0.00			0	0.0%
90002 · Payment for Stolen Check	0.00	45,518.56	0.00	0.00			0	0.0%
90003 · VRSA Refund	0.00	45,518.56	0.00	0.00			0	0.0%
90004 · VA Treasury - Unclaimed Property	0.00	0.00	0.00	4,510.00	4,510	(4,510.00)	0	-100.0%
91000 · Contingency Funds	0.00	0.00	0.00	0.00	0	247,749.00	247,749	100.0%
95100 · DEBT SERVICE								
9510002 · General Obligation Bond - Prin	160,100.00	137,800.00	70,700.00	69,400.00	69,400	(3,250.00)	66,150	-4.7%
9510003 · General Obligation Bond - Int	8,556.89	4,944.91	2,461.63	815.45	820	(820.00)	0	-100.0%
9510005 · Capital Lease Pmt - Principal	0.00	7,048.99	0.00	0.00			0	0.0%
9510006 · Capital Lease - Interest Payment	0.00	721.01	0.00	0.00			0	0.0%
Total 95100 · DEBT SERVICE	168,656.89	150,514.91	73,161.63	70,215.45	70,220		66,150.00	-5.8%
Total 09 · NON-DEPARTMENTAL	417,980.42	241,552.03	73,161.63	74,725.45	74,730		313,899	320.0%
94102 · HAYMARKET COMMUNITY PARK								
Architecture/Engineering Fees	6,252.50	0.00	0.00	0.00			0	
Total 94102 · HAYMARKET COMMUNITY PARK	6,252.50	0.00	0.00	0.00	0.00	-	0	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	0.00	0.00	0.00			0	
94104 · Street Scape - Park Sidewalk							0	
9410401 · Architectural/Engineering Fees	63,836.00	16,713.49	0.00	0.00			0	
9410402 · Construction	0.00	0.00	687,165.12	900.00			0	
Total 94104 · Street Scape - Park Sidewalk	63,836.00	16,713.49	687,165.12	900.00	0.00	-	0.00	
94105 · PERSONNEL								
EMPLOYEE BENEFITS								
6560 · Payroll Processing Fees	-0.04	0.02	-0.05	-0.04			0	
Total EMPLOYEE BENEFITS	-0.04	0.02	-0.05	-0.04	0.00		0.00	
Total 94105 · PERSONNEL	-0.04	0.02	-0.05	-0.04	0.00		0.00	
94106 · TOWN CENTER MASTER PLAN								
9410601 · Architectural/Engineering Fees	22,795.11	2,046.78	0.00	0.00			0	

Proposed FY2027 Budget
Town of Haymarket

DRAFT
Section V, Item2.

Proposed FY2027 Budget	Actuals FY2023	Actuals FY2024	Actuals FY2025	Current Actuals 04.21.2026	FY2026 Budget	Proposed Changes	Proposed FY2027 Budget	Percentage of Change from FY2026
Total 94106 · TOWN CENTER MASTER PLAN	22,795.11	2,046.78	0.00	0.00	0.00	-	0.00	
94107 · BLIGHT MITIGATION								
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	5,000	15,000.00	20,000	300.0%
94107 · BLIGHT MITIGATION - Other	0.00	0.00	0.00	0.00			0	
Total 94107 · BLIGHT MITIGATION	0.00	0.00	0.00	0.00	5,000	15,000.00	20,000	300.0%
94108 · Capital Improvement Funds Expense								
9410801 · Washington St - Streetscape	0.00	0.00	6,846.58	1,362.37	55,000	(55,000.00)	0	-100.0%
9410802 · Sidewalk Repairs	0.00	0.00	0.00	0.00	50,000	(50,000.00)	0	-100.0%
9410803 · Town Gateway Signs	0.00	0.00	0.00	0.00			0	
9410804 · VDOT Historic District Signage	0.00	0.00	0.00	0.00			0	
9410805 · Town Hall / Museum Security Sys	0.00	0.00	3,020.00	0.00	212,734	(212,734.00)	0	-100.0%
9410806 · Message Board Trailer	0.00	0.00	19,507.02	0.00			0	
94108 · Capital Improvement Funds Expense - Other	0.00	19,611.61	0.00	0.00			0	
Total 94108 · Capital Improvement Funds Expense	0.00	19,611.61	29,373.60	1,362.37	317,734		0	-100.0%
94109 · Storm Water Grant Match	0.00	0.00	40,000.00	0.00			0	
Total Expense	2,638,198.48	2,890,296.11	4,096,001.96	2,786,948.63	4,065,513		4,215,369	3.7%
Net Revenue	671,047.51	1,090,519.38	942,293.32	509,357.43	0		0	
OTHER - REVENUES								
50000 · CARES Act Funds	0.00	0.00	0.00	0.00	0		0	0.0%
50001 · American Rescue Plan Funds	86,631.11	0.00	0.00	16,687.50	108,000	992,000	1,100,000	918.5%
50002 · Development Funds	0.00	0.00	0.00	0.00	443,664	300,000	743,664	67.6%
50002 · Capital Improvement Funds	0.00	0.00	0.00	0.00		371,800	371,800	
51000 · Loan Proceeds	0.00	0.00	0.00	0.00	0	1,100,000	1,100,000	100.0%
Total Other Revenues	86,631.11	0.00	0.00	16,687.50	551,664		3,315,464	501.0%
OTHER - EXPENDITURES								
98000 · Development Expenditures								
98000-1 · Parks & Recreation	0.00	0.00	0.00	0.00	443,664		443,664	0.0%
Total 98000 · Development Expenditures	0.00	0.00	0.00	0.00	443,664		443,664	0.0%
97000 · CARES Act Expenses	0.00	0.00	0.00	0.00			0	
97001 · American Rescue Plan Expenses							0	
97001-1 · Park Sidewalk	0.00	0.00	0.00	5,627.50	8,000	(8,000)	0	
97001-2 · Town Website	0.00	0.00	0.00	0.00	50,000	(50,000)	0	-100.0%
97001-3 · Town Center	0.00	0.00	0.00	11,060.00	50,000	2,450,000	2,500,000	4900.0%
Total 97001 · American Rescue Plan Expenses	0.00	0.00	0.00	16,687.50	108,000		2,500,000	2214.8%
97002 · Capital Improvement Projects								
97002-0 · Police Department Equipment					0	121,800	121,800	100.0%
97002-1 · Washington St - Streetscape					0	50,000	50,000	100.0%

Proposed FY2027 Budget
Town of Haymarket

DRAFT
Section V, Item2.

Proposed FY2027 Budget	Actuals FY2023	Actuals FY2024	Actuals FY2025	Current Actuals 04.21.2026	FY2026 Budget	Proposed Changes	Proposed FY2027 Budget	Percentage of Change from FY2026
97002-2 · Sidewalk Repairs					0	50,000	50,000	100.0%
97002-3 · Town Hall / Museum Security Sys						100,000	100,000	
97002-4 · Maintenance Vehicle					0	50,000	50,000	100.0%
Total 97002 · Capital Improvement Projects	0.00	0.00	0.00	0.00	0		371,800	100.0%
Total Other Expenditures	0.00	0.00	0.00	16,687.50	551,664		3,315,464	0.0%
Net Other Revenue	86,631.11	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Net Income	757,678.62	1,090,519.38	942,293.32	509,357.43	0.00	0.00	0	0.0%
Total Operational Budget & Other Budget	2,638,198	2,890,296	4,096,002		4,617,177	0	7,530,833	



**NOTICE OF PUBLIC HEARING
TOWN OF HAYMARKET**

Notice is hereby given that the Town of Haymarket Town Council will hold a public hearing on Monday, May 4, 2026 at 7 pm or as soon thereafter as may be heard at the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket VA to receive public comment on proposed Ordinance #2026-001: An ordinance amending Chapter 30, Article I of the Haymarket Town Code, with the inclusion of the proposed Section 30-5.5, entitled “Town Park; violations; exceptions; penalties”. A full copy of the proposed ordinance is available upon request or is available for review at the Office of the Town Clerk at 15000 Washington Street, Suite 100, Haymarket, VA 20169 between the hours of 9 am - 4 pm. The public hearing will be held in a public facility accessible to persons with disabilities. Any person with questions on the accessibility of the facility or requesting special accommodations for a disability may contact the Town Clerk at 703-753-2600 x205.

If you wish to comment but cannot attend the public hearing, please send your comments to the Clerk of the Council, Kim Henry, by May 4, 2026 at 4:00 pm, via email Khenry@townofhaymarket.org or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.



Haymarket Police Dept.

15000 Washington St. • Haymarket, Virginia 20169

Phone (703) 753-2700 • Fax 703-753-1954

Allen Sibert, Chief



Section V, Item9.

Sec. 30-5.5. – Town Park; violations; exceptions, penalties.

a. Definitions.

- 1) *Park* shall mean any town-owned parks that are open to the public for active or passive recreational activities.
- 2) *Dawn* shall mean thirty minutes before sunrise as determined by the National Weather Service.
- 3) *Dusk* shall mean thirty minutes after sunset as determined by the National Weather Service.

b. It shall be unlawful for any person or vehicle to enter into, or remain upon the lands or premises of any park owned by the town after dusk and before dawn, including any town-owned rights of way, sidewalks and parking areas situated within the park.

c. This section shall not apply to elected officials, appointed officials, officers or employees of the Town who are acting in accordance with their duties; nor shall it apply to persons participating in or witnessing events where the town has given written permission to exceed the above-stated time limits.

d. The town manager or their designee may issue permits for nighttime use of a town-owned park upon written application accompanied by reasonable demonstration that such use or activity is consistent with the preservation of the public health, safety and welfare, with particular regard to lighting, noise control and sanitation, and that such use or activity shall comply with all applicable state and town laws, rules and regulations and shall be accompanied by such other documentation as the town may reasonably require.

e. Any person convicted for violating this section shall be subject to a fine of not more than \$2,500 or by confinement in jail for a term not exceeding 12 months, or both such fine and confinement.



TOWN COUNCIL – WORK SESSION MEETING

Monday, March 30, 2026 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 Work Session of the Mayor and Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 6 pm.

Mayor TracyLynn Pater called the meeting to order.

PRESENT

- Mayor TracyLynn Pater
- Vice Mayor Matthew Gallagher
- Councilmember Ken Luersen
- Councilmember Dave Capossela

ABSENT

- Councilmember Joe Pasanello
- Councilmember Alexander Beyene
- Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

Mayor Pater asked everyone to stand for the Pledge of Allegiance. Mayor Pater shared that the meeting started a little late waiting on the arrival of Councilmember Capossela so that they would have a quorum.

III. FY27 BUDGET WORK SESSION

The Council met at 6 pm to start working on the FY27 proposed budget. Town Treasurer Roberto Gonzalez lead the Council in the discussion of the proposed budget. The Council discussed several line items including the real estate tax rate. Mr. Gonzalez stated that he is proposing a flat real estate tax rate of .098 cents per \$100. This would be the same rate as the previous year. He shared that this would increase the town's revenue by 3.7 %. He disclosed that this is in line with what the financial analyst projected for the next 5 years. He also explained that the only way this number could change would be due to tax exemptions given to residents from the County. He shared how the resident qualifies for an exemption. Mr. Gonzalez shared that the public hearing for the real estate tax rate would be on Monday, April 6 at 7 pm. Mr. Gonzalez continued to other line items such as transient and occupancy tax revenues, meals tax, fines and forfeitures for the Police Department, interest on bank accounts, town rental properties, increase in Town events revenues, and some additional lines added to the budget showing the use of the reserve funds that will be used for specific expenses. He continued on with the contingency line item. A discussion followed on the two newly added line items. Mr. Gonzalez shared that the total operational budget will be going up by 3.1%. There was a discussion on the projected savings with the police department when they switch over to e-summons.

Mr. Gonzalez continued to the expenditure line items starting with the proposed training and travel

policy for Council and continuing education. He shared that since this is an election year, he wanted to make sure that the education line item was funded in case a new council is elected to give them the opportunity to attend needed conferences and training. Mr. Gonzalez continued with the administrative line item showing a 2.8% cost of living allowance and an up to 3% merit increase. He also shared that this budget is showing a full time planner position. Mr. Gonzalez also explained the increase on subscriptions. He shared that this is due to the access management program that is being put into place. He continued on to legal services and the projected increases from the firm. Mr. Gonzalez proceeded to the police department portion of the budget and shared that the COLA increase and merit increase would follow suit with the administration budget. Mr. Gonzalez gave the floor to Chief Sibert for detailed description of his budget. Chief Sibert shared that the department will be introducing another part time administrative position to coincide with the existing part time position. He shared that this position would be similar to a desk sergeant and will be available to the public when the joint entry point opens up. He also shared that this position will be helping with accreditation and is full qualified with other administrative duties. Chief Sibert continued with the expenditure lines items including software updates, continued education and necessary subscriptions. He proceeded with a proposed full take home policy. Lastly Chief Sibert shared on the proposed e-summons program and the budget to get that started. A question was asked on the existing radius for the take home policy. Chief Sibert shared that the radius is 60 miles. With no other questions for Chief Sibert, Town Treasurer Gonzalez proceeded with the rest of the expenditures of the proposed budget. He continued with the increase stated in the trash contract and the transient occupancy tax line item. He continued with the proposed increase on Town Engineer's service due to the Town Center project and the consultant fees for the comprehensive plan. Mr. Gonzalez also shared that a line item was added to have the Board of Zoning Appeals get their own legal representation. Town Manager Emily Kyriazi went into detail the past process of legal representations at BZA meetings. She said that the applicant has their legal counsel as does the Town. But the BZA is sitting with no legal representation to help work with cases. She stated that the BZA is acting as the judge so to speak on cases and should have their own legal services and resources that they need that is separate from the Town's. There was a short discussion on BZA training opportunities.

Mr. Gonzalez continued with the expenditures of the FY27 budget. After finishing going over the line items on the budget, Mr. Gonzalez addressed the Capital Improvement Plan. He stated that the operational budget will increase by 3.1% and that staff has been working diligently with the finance liaisons to show how the funds are being held and used. He shared information on using ARPA funds for projects and use of the other funds for the CIP. A short discussion followed on the new website roll out and the .gov domain. Town Manager Kyriazi shared that she and Chief Sibert have been working on making some edits to the CIP and will present to the Planning Commission at their April meeting. Town Treasurer Gonzalez shared that he is going to track the Capital Improvements in it's own section. Mr. Gonzalez presented the balanced budget and shared that at large portion of the expenditures will be the Town Park project and the Town Center project. At this time, Council discussed the budget. There was a question regarding the Blight mitigation and the full time town planner position. There was a suggestion to increase the blight line item since the full time position will be able to focus on blight. A discussion followed on legal service tracking on blight mitigation. A discussion also followed with increasing the blight mitigation and taking those funds from the comprehensive plan because the full time planner position will cover some of the cost on the comprehensive plan.

Lastly, Mr. Gonzalez shared the public hearing dates for both the real estate tax rate, scheduled for April 6th regular meeting, and the FY27 budget public hearing, scheduled for May 4th.

IV. TOWN MANAGER REPORT

- 1. Monthly Report

Before discussing her report, Town Manager Emily Kyriazi shared that she attended her first leadership institute training. She shared the topics for the April session of training. Mrs. Kyriazi proceeded with her monthly report highlighting the following:

1. Town park sidewalk project has been completely finished and closed out.
2. Streetlights along Washington Street have been repaired and should be fully functional.
3. Town Maintenance Matt Burrows has obtained permission from Prince William County to draw water from a fire hydrant to water the plants during the summer.
4. Chief Sibert is still in search of getting a new maintenance truck.
5. Stormwater assessment program. Letters were sent to the properties on the Jefferson/Fayette Street corridor to give permission so that the survey work can be completed to determine the condition of the infrastructure.
6. Staff has been doing a lot of zoning inspections, including violations and bond releases.
7. Compensation Study. Vice Mayor Gallagher is meeting frequently with Mrs. Kyriazi and the company. The company will be doing on site interviews with staff in April.
8. The Town will be hosting the next TANV meeting. Date is being secured.
9. Town Hall building is experiencing on going HVAC issues. A discussion ensued on the funding.

Prior to opening the floor for questions, Mrs. Kyriazi shared some event dates and training/conference dates for staff.

There was a question on a land use site plan on Fayette Street and the rezoning application for the QBE property

V. CHIEF OF POLICE REPORT

1. Monthly Report

Chief of Police Al Sibert provided his monthly report and shared that it was a busy month. However, the department was able to maintain the call volume and keep a presence in Town. He stated that they were able to do the most business checks than any month so far. He provided the following:

1. Calls for service was 151 staying on the trend.
2. Business checks was 4246.
3. Traffic stops was 101 with 41 summons issued and 62 warnings
4. Traffic trend is staying in line with previous years and data
5. Grant money is static
6. Provided arrests data, follow up investigations and calls for service hours, out of town activity and tracking hours for calls for service
7. Traffic volume data
8. Shared the upcoming events and projects - Senior Summit on April 23, procurement of drone replacement grant, installation of in car cameras and training, all AED's have been issued from the Firehouse Subs grant, e-summons vendor interviews continuing, Sgt. Finley and Lt. Davis spoke to Boy Scout troop on alcohol and drug abuse, finalizing the annual report projecting to distribute in the next coming month, and women's self defense class on April 20 at 6:30 pm at Haymarket Jazzercise. After the report, the Council discussed different items that the Chief presented.

VI. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez shared that the finances are looking positive. He asked if the Council had any specific questions on the monthly report. The Council did not have any questions for Mr. Gonzalez.

2. Discussion on Draft AI Policy

Town Manager Emily Kyriazi provided the red line and the clean copy of the AI Policy. Mrs. Kyriazi asked for any feedback on the policy. She shared that, if Council is ready to proceed, she will present the policy at the next regular meeting for approval. There was a short discussion on the approved systems for the staff to use that will meet the security standards of the policy and of the state. Vice Mayor Gallagher stated that he will work with staff to establish the approved systems which will comply to the policy and will bring back for further discussion at the April Work Session.

3. Discussion on Draft Council and Employee Training and Travel Policies

Town Manager Emily Kyriazi presented the red line version on the Elected Officials and Committees training and travel policy so that all Council members have the opportunity to receive the same level of training. Mrs. Kyriazi asked for any additional edits or questions to the policy. A short discussion followed adding guidelines of conduct of council at the conferences or training. The Council agreed to discuss the policy further at their April Work Session.

Mrs. Kyriazi continued with the staff training and travel policy. She presented a clean version for review and edits. The Council discussed the policy. After the review, the Council directed staff to put this policy on the April Regular Meeting for approval.

4. Draft Procurement Policy - Discussion on First Draft

Town Manager Emily Kyriazi shared that the staff and the finance liaisons have been in discussion on updating the town's procurement policy. Mrs. Kyriazi shared that the current policy is not detailed enough including the seal bid process, negotiations, emergency purchases and sole source procurement. She stated that the Town Treasurer drafted a new policy and asked for the Town Council to review it over the next month and come back with any questions or edits to the policy at the April Work Session. She shared that the biggest change in the policy is the minimum threshold of \$10,000 and to better utilize sole sourcing. The Town Council briefly discussed the policy.

5. Full Time Position Discussion

Town Manager Emily Kyriazi provided the job description for the position of the Town Planner. She proposed to the Town Council that the position of the Town Planner be expanded to a full time position. She gave a brief history on the position and shared that the position is currently part time. Mrs. Kyriazi stated that the work load has since changed and has grown. For better productivity, she recommended that Council consider re-expanding this position to full time. A short discussion followed. Mrs. Kyriazi provided the expanded duties that will added to the position. Mrs. Kyriazi gave some examples that would warrant the need of the position to go full time. The Council asked for staff to bring the subject back to the April 27 Work Session so that they can further discuss the position with the finance liaisons. They also wanted to see the costs if the position was to start before July 1.

6. Discussion on Park Hours Draft Ordinance

Chief of Police Al Sibert addressed the Town Park Closing Hours ordinance. He shared that since this is a town owned park, regulations should be put into place. He shared that the department has received complaints on people using the park after dark. He stated to protect the Town's liability and the general safety of the public, he recommends that the Council put an ordinance into place. A discussion followed on the ordinance.

7. E-Bike/E-Scooter Draft Ordinance

Chief of Police Sibert shared the first draft of an E-Bike ordinance. He shared that this subject was brought up by Councilmember Capossela and Sergeant Finley. He shared that E-bikes are becoming affordable and readily available. He shared that they are also becoming more hazardous because they use the sidewalk not the streets. Chief Sibert stated that he will need to follow up with the Town Attorney on some language in the ordinance. A discussion followed on the draft. The Council asked to have this item on the April 27 Work Session for further discussion.

VII. CLOSED SESSION

1. Motion for Closed Session

Vice Mayor Gallagher moved to go into Closed Session pursuant to Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating Town Park RFP. Councilmember Luersen seconded the motion. The motion carried.

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

After a brief recess, Vice Mayor Gallagher stated that the Council decided not to go into closed session since the Town Attorney was not present at the meeting.

2. Certification

3. Directive/Motion from Closed Session

VIII. ADJOURNMENT

With no further business before the Town Council, Vice Mayor Gallagher moved to adjourn seconded by Councilmember Capossela. The motion carried.

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



TOWN COUNCIL CLOSED SESSION MEETING

Monday, April 06, 2026 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 in the Council Chambers, commencing at 6 PM.

Mayor TracyLynn Pater called the meeting to order.

PRESENT

- Mayor TracyLynn Pater
- Vice Mayor Matthew Gallagher
- Councilmember Justin Baker
- Councilmember Alexander Beyene
- Councilmember Ken Luersen
- Councilmember Dave Capossela - arrived late

ABSENT

- Councilmember Joe Pasanello

II. CLOSED SESSION

1. Motion for Closed Session

Vice Mayor Gallagher moved that the Haymarket Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(29): Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body relating to the Town Park RFP; and pursuant to Virginia Code § 2.2-3711 (A)(1): for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, discipling, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Planner position and the police department. Councilmember Baker seconded the motion. The motion carried.

Motion made by Vice Mayor Gallagher, Seconded by Councilmember Baker.

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

Absent: Councilmember Pasanello

Councilmember Capossela joined the closed session after the motion.

2. Certification from Closed Session

Vice Mayor Gallagher 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 Luersen seconded the motion. The motion carried by a roll call vote.

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

- 3. Directive/Motion from Closed Session

III. ADJOURNMENT

With no further directions or motions from the Closed Session, Councilmember Luersen moved to adjourn seconded by Vice Mayor Gallagher.

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

DRAFT



TOWN COUNCIL – PUBLIC HEARING/REGULAR MEETING

Monday, April 06, 2026 at 7:00 PM

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

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

MINUTES

I. CALL TO ORDER

A Public Hearing and 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 Alexander Beyene
- Councilmember Ken Luersen

ABSENT

- Councilmember Joe Pasanello
- Councilmember Dave Capossela

II. PLEDGE OF ALLEGIANCE

Mayor Pater invited everyone to stand and join her in the Pledge of Allegiance.

III. INVOCATION: Rizwan Jaka - The All Dulles Area Muslim Society (ADAMS)

Mayor Pater introduced Rizwan Jaka from the All Dulles Area Muslims Society and invited him to the podium to give the evening's invocation. Prior to the invocation, Mr. Jaka recognized the different religious celebrations in the Easter season. He also shared many activities and events that his group is doing in the community.

IV. PROCLAMATION - CHILD ABUSE PREVENTION MONTH

At this time, Mayor Pater read a proclamation to the Dominion Women's Club recognizing April as Child Abuse Awareness Month. Mayor Pater brought attention to the pinwheels in the museum garden lot and shared that every year the club plants those in our garden to bring awareness that together we can create a safe environment for our children.

V. PUBLIC HEARING

1. Public Notice

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

Prior to opening the floor for comments, Mayor Pater asked Town Treasurer Roberto Gonzalez to give a brief report on the proposed tax rate. Mr. Gonzalez shared the proposed rate is starting to align with the 5 year plan suggested by the financial analyst. He provided the approximate tax amount on homes and the effect on the FY27 budget. He stated that this increase is still under the 4% increase in the trash service contract.

2. Citizen Comments

There were no citizen comments on the subject of the public hearing.

3. Close Public Hearing

With no citizens commenting on the public hearing, Mayor Pater closed the public hearing.

VI. CITIZENS TIME

Peter Quan, 14917 Simmons Grove Drive, addressed the Town Council on the subject of FLOCK safety. He started by sharing that he has been a software developer working with Microsoft and various government agencies, concentrating the past three years at building his own start up. He shared he is very familiar with technology, where it is going and the use of AI. He proceeded to explain the technology of FLOCK being used by police departments and neighborhoods. He stated that the reason he is at this evening's meeting is that the concerns for American surveillance is real and can be publicly traded. He asked that until Congress has laws to govern the data, that Haymarket not get involved with the Flock system for the safety of the citizens.

VII. CONSENT AGENDA

Mayor Pater asked for any reports to be pull by the Council.

Councilmember Luersen moved to adopt Consent Agenda items A:1-2, B:1-5 and C:1-4. Councilmember Beyene seconded the motion. The motion carried by an affirmative vote.

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

A. Minute Approval

1. Mayor and Council: Work Session – February 23, 2026
2. Mayor and Council: Regular Meeting – March 2, 2026

B. Department Reports

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

C. Liaison Reports

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

VIII. AGENDA ITEMS

- 1. Town Events: Farmer's Market Season - Julia Crofford

Town Event Coordinator Julia Crofford shared details about the upcoming Farmer's Market season beginning Sunday, April 12. She shared that the market will be every Sunday from 9 am-1pm starting April 12th until November 15th except for the Sunday after Haymarket Day. She shared that the market will have 31 full time vendors, 28 part time vendors and 23 drop in vendors. She also shared that Mayor Pater will do "Talk with the Mayor" on the first Sunday of the month throughout the season. She invited the Council to join her and the Mayor at the market. A short discussion followed on layout. Ms. Crofford shared that the layout would stay the same. She also provided information on parking.

- 2. Citizen Communication Flyer - Final Draft

Town Event Coordinator Julia Crofford shared that at a previous meeting she presented the communication flyer for Council review. She stated that she made the revisions that Council asked for and presented the edited flyer for approval to move forward in distribution. A short discussion followed on how the flyer will be distributed. There was a consensus of Council to proceed with distribution.

- 3. Bob Weir Open Government Day: April 27, 2026 3pm - 5 pm

Town Event Coordinator Julia Crofford distributed the flyer for the Bob Weir Open Government Day. She asked for approval to proceed with advertising after Council review. There was a consensus to proceed with the advertising.

- 4. Adoption of Employee Training and Travel Policy

Town Manager Emily Kyriazi shared that the policy had been rewritten from a previous version to better align it with the intention of education of staff members. She stated that all modifications have been made and recommends Council approve the policy as presented.

Councilmember Baker moved that the Haymarket Town Council adopt the Haymarket Employee Training and Travel Policy as presented. Councilmember Luersen seconded the motion. The motion carried by electronic voting with Town Clerk Henry recording the vote.

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

- 5. Town Park Closing Hours Ordinance - Authorize to proceed with public notice

Town Manager Emily Kyriazi asked for a directive to public notice the ordinance with a public hearing date on May 4, 2026. A short discussion followed on adding daylight and dusk hours. Without objection, Councilmember Baker directed staff to proceed with a public notice for a May 4th public hearing with the amended changes.

6. FY27 Proposed Budget

Town Treasurer Roberto Gonzalez shared the proposed FY27 budget with the suggested changes from the previous work session meeting by moving \$15,000 from the consultant expenditure line item to blight mitigation expenditure line item. He shared that he would like to use this budget to public notice for the May 4, 2026 public hearing. A discussion followed.

IX. COUNCILMEMBER TIME

Vice Mayor Gallagher

Vice Mayor Gallagher recognized a Boy Scout who attended this evening's meeting. He also thanked Mr. Quan who spoke during citizen time.

Councilmember Luersen

Councilmember Luersen invited everyone to come out to the Farmer's Market. He also invited the public to attend the upcoming public hearings.

Councilmember Pasanello

Councilmember Pasanello was not present at this evening's meeting and did not provide any written report.

Councilmember Capossela

Councilmember Capossela was not present at this evening's meeting and did not provide any written report.

Councilmember Baker

Councilmember Baker thanked Event Coordinator Julia Crofford for her hard work in organizing the farmer's market. He also thanked Treasurer Roberto Gonzalez on his hard on the FY27 budget. He thanked Chief Sibert and the police department for keeping the community safe.

Councilmember Beyene

Councilmember Beyene did not have anything to report.

Mayor Pater

Mayor Pater shared that she attended the St. Baldrick's event was did the first pass on Councilmember Capossela head who volunteered to have his head shaved for the event. She shared the date for the Senior Summit at Park Valley Church. She also invited everyone to the Farmer's Market. Lastly, she asked, with the warm weather coming and people are getting to walk or ride their bikes, for everyone to be careful and courteous to one another.

X. ADJOURNMENT

With no further business before the Town Council, Vice Mayor Gallagher moved to adjourn seconded by Councilmember Luersen. The motion carried by an affirmative vote.

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

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			
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. The GoGov Request feature has been added to our website. UPDATE: We are actively receiving alerts and messages through the Contact Us feature on the app. We have been able to successfully correspond with residents and share feedback. We will continue to advertise this feature.
County Contact RE: Stormwater Assessment Program	Emily		JMT is on site this week for the stormwater survey work
Comprehensive Zoning Inspection	Emily K		Town Planner has issued a Notice of Violation for a residential property - the original notice has been completed. However, upon the removal of some materials, additional violations were founded. A second NOV has been sent out
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	Next Meeting is May 12th
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		The Town Council has adopted the amended Strategic Plan as of March 2026. The newly adopted document will be uploaded to the website and a unique website page created to track updates, public alerts regarding the plan and house the previous versions of the document
Museum: ArtsVanGo	Emily/ Tracylynn		Arts VanGo is officially opened in the Town Museum! Grand Opening was held on March 14th. We will continue to partner with Dawn for community activities and opportunities.
Town Park/Playground	Emily K.		Shade structure was installed for the season
Meeting with CXO/County Correspondence	Emily K		Attended the CXO meeting on February 10th - the meeting was a brief 15 minute overview of the CXO's proposed budget, mainly focused on the tax rates being proposed. The draft budget was presented to the BoS 2-17 -- Next Meeting is in May
Haymarket Compensation Study	Emily		Evergreen Consultants completed the in person surveys and interviews in early April. We are meeting weekly for updates.
Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Completed website training on February 24th and 26th and learned how to update the new site. I have started to update information on the new site and will continue to do this over the next few weeks. Our new website launch date is March 26th. UPDATE - We are working on finalizing the launch of the website, Julia is coordinating with the website host.
Town Complex Building Maintenance/Repairs	Emily		Maintenance is occurring on an as needed basis for the Town Hall and other tenant structures. To date no major issues have occurred aside from the busted pipe at the Museum. Matt checks each structure several times a week for any damages. Our tenants are also very thorough in their reporting.
Old Post Office Building	Emily		After discussion with a second GC, we have determined an RFP is needed for the construction estimates. An RFP is prepared and will be discussed at the April WS.
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.	Currently discussing the continuation of the Mayors Message Series for 2026. Received really positive feedback from business owners and residents/viewers.

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. Verizon has sent a draft and has scheduled a meeting with the Town Attorney
Town Policy Updates	Emily/Roberto/Chief		Investment Policy, Travel/Training Policy and Procurement Policy -- Policies will be discussed at the April WS
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/Lydia	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. UPDATE: Town Manager is working on the RFP for Construction of the Town Center Site Plan. Will discuss further at the March WS
Chick Fil A (SUP, Site Plan Review)	Katie/ Lydia		Chick-fil-A is moving forward with construction beginning July 2026, the Town has provided the Grading Permit and a Noise Variance, additionally, the landscape bond has been processed. A pre-construction meeting was held 03/25/26 with a follow-up meeting to be scheduled closer to construction date.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie/Lydia		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. The Town will address all landscaping requirements following completion of the drive-thru expansion as any new plantings will be disturbed during this construction period.
Robinson's Paradise (As-Built, Bond Release)	Katie/ Lydia		Town awaiting resubmission of as-builts (comments re-sent), additionally the Town is in conversation with DR Horton regarding the SMW agreement for termination paperwork for DEQ. Following a meeting on-site with DR Horton and the Geotechnical Team (04/14/2026), additional grading work will be fixed, the Town will re-inspect following completion of the work.
Van Metre -- Robinson Village (Bond Release)	Katie/ Lydia		Town Staff re-inspected the landscaping on 04/08/2026, the engineer provided a recommendation for approval for bond release. Once the bond is released there will nothing further required by Van Meter until May 2028.
Ramsai Hotel & Retail	Katie/ Lydia		Town Staff received Ramsai Retail preliminary plans 03/18/2026 for comment. Town Staff recommended approval of the plans and is awaiting formal site plan submission. The Ramsai Hotel plans were re-submitted to the Town on 04/08/2026, comments are due back 05/09/2026. Despite the active SUP for 6 stories, the developer has submitted a plan for only 5 stories.
Crossroads Village Center (As-Built, Bond Release)	Emily/Katie/Lydia		Received recorded copy of SWM Maintenance Agreement as well as scanned signed as-built (03/19/2026). Town Planner has provided a lettering stating no further actions necessary till August 2026 when final landscape escrow bond is released. The Town has been informed in a change of property management groups.
Taco Bell (As-Built, Bond Release)	Emily/Katie/Lydia		Landscaping bond was released following inspection and approval by Town Engineer.
Crossroads Village, Kiddie Academy (Construction)	Katie/ Lydia		Kiddie Academy re-submitted as-builts on 04/02/2026. Comments by Town Staff are due back 05/04/2026.
Karter School (Plan Review)	Katie/ Lydia		Plans resubmitted 04/14/2026, resubmission incurred a fee, owner has paid in full. Town Staff will return comment by 05/14/2026.
Self Storage (preliminary plan)	Katie/ Lydia		After a waiting period to confirm payment, Town Staff has moved forward to review plan. Comments are due back May 1st.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie/Lydia		Town Staff received As-Built submission from developer 04/13/2026, comments are due back 05/13/2026
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond	Emily/Katie/Lydia		Demolition Permit Expired, applicant has not reached out to Town Staff regarding renewal.

South Fayette Street - 6792 & 6794 Fayette (Chestnut Tree LLC Lots)	Emily/Katie/Lydia		Town Staff provided comment to developer and engineer (April 9th), staff is awaiting next resubmission.
Jordan Lane	Emily/Katie/Lydia		Town Staff meet with developers on 04/14/2026 to discuss a by-right Jordan Lane subdivision development (8 single family homes averaging 1 acre lots). The development is happening in coordination with a potential townhomes development on the PWC line on Old Carolina Road.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie/Lydia		Developer has followed-up that they intend to have landscaping amendments finalized in near future. Town Planner provided additional concerns regarding E&S inspection findings (sump pump discharge and re-seeding) as well as touch-up/replacement of concrete apron.
B&M Steel	Katie/Lydia		Town Staff meet on-site (04/02/2026) and followed-up on 04/08/2026 to discuss on-going flooding issues on site. Staff determined B&M Steel required a site plan for all site improvements.
QBE/Schoolhouse Rezoning	Emily/Katie/Lydia		Planning Commission made a resolution to recommend approval to the Town Council on the April 14th meeting. Graystone Developer is setting a meeting with Town Staff the week of April 27th to discuss waiver submission to the ARB.
Violation Notices	Lydia		Town Planner rode with Haymarket Officer/Maintenance to check-up/identify zoning violations in town (04/20/2026).
Comprehensive Plan	Emily/ Lydia	Goal 2: Promote Fiscal Responsibility and Organizational Excellence (Action 2.3)	Town Planner to begin preparing for Comprehensive Plan, taking steps to review surrounding localities, and consider newly adopted strategic plan for inclusion in Comp Plan. Progress meeting set with Emily for April 24th & 27th.
Zoning Ordinance Review	Emily/ Lydia		Town Planner will begin work reviewing Ordinance Use Chart, Definitions, and Signage. Changes to be tracked in separate document, will review progress with Emily April 24th & 27th

Town Clerk

Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission met on April 14th. They considered the rezoning application for 14600 Washington Street and made a recommendation of approval to the Town Council. Council will now need to set a public hearing date on the matter. We still have an ARB vacancy. This seat has been open since September and needs to be appointed. I started handing out candidacy papers for Town Council. These must be submitted by June 16th to the Board of Elections in Manassas.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the VMCA conference, I met with CivicPlus who is the host for our Agendas and Minutes software. They will be migrating to a new system. Deadline is June 30, 2027. I have set up a webinar to gather more information. I need to have minutes signed before I can post on the website. I have put the Code of Ethics back on the agenda as it will relate to the Council Training and Travel policy.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Supervisor George Stewart will be attending the April 27th Work Session to give the quarterly County updates. I have tentatively scheduled a business for the Business Spotlight at the May regular meeting. I am waiting on a confirmation
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	This is a busy time for all localities as most are in the middle of their FY27 budget work sessions. With that, TANV is taking a short break and will start their meetings back up on June 3 with Haymarket hosting.

Maintenance

Town Park/Playground	Trees on west side of park are dropping more dead branches. So far none by the playground. Small tree down and debris on back left corner of park need to be cleared (back corner of Baptist Church fence).		
Town Hall	Outdoor unit compressor for town hall will be replaced in the next week. Identical unit above second floor conference room failed, waiting on estimate for that unit.		
Copper Cricket	Changed air filters, nothing else to report at this time.		
Cupcake Heaven	Cellar flooded, found sump pump intake clogged with ceiling insulation. Cleared pump and working normally. Recommend replacing insulation.		
Old Post Office Building	A/C turned on. No other issues at this time.		

Museum	No issues at this time. Currently Planning summer deck cleaning and flowers.		
Events	Farmers market completed. Summer pergola design in progress.		
Streetscape	Two broken bulbs on Washington street , hotel lights, and globes at villages of Haymarket to be completed this week (waiting on light bulb shipment)		
Event/Business Marketing			
Farmers Market	Julia		Applications for the 2026 season opened on February and we have received over 100 applications. Reviewed all applications and notified vendors of their acceptance status. I am working through the map of the market and will have that finalized within the week. I am continuing to reach out to musicians. I have also started to brainstorm ideas for special market days. The farmers market orientation was held on April 2nd. Working with Skipper Films to create a video highlighting some of the farmers at our market. Opening weekend of the farmers market was a great success with a large crowd. I received positive feedback from all who attended. Our mother's day market will take place on May 10.
Summer Concert 8/15	Julia		Starting to discuss potential themes and decoration ideas for the 2026 concert. I have begun reaching out to potential bands for this event. Potters potties, picnic tables, and the stage have been ordered and confirmed for the concert.
Haymarket Day	Julia		I have started discussing the layout for Haymarket Day this year based on feedback from last years event. All rentals have been booked and confirmed. I reached out to PWCS transportation department to discuss shuttle bus options for the event. I have started to discuss potential themes for this years parade. I have also started to reach out to potential bands to perform. Applications have been updated and will be available on June 1st. Potters potties, picnic tables, and the stage have been ordered and confirmed for the concert. Continuing to respond to inquires regarding participation in Haymarket Day.
Holiday Event 12/12	Julia		Holiday Bazaar application has been updated. All rentals have been confirmed for this event.
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 Develop a plan to highlight the business community Goal 5.2. Develop a plan of recognition of historical of historical sites through a walking program ad signage program.	Coordinating film days with Skipper Films for the business roundtable winners. (Goal 4.4). To date, we have secured \$29,000 in sponsorships. I have started to reach out to potential sponsors for the upcoming fiscal year and already have a confirmed sponsor. Continuing to have meetings regarding the Senior Resource Summit which will take place on April 23rd. Working on logistics for the Bob Weir Day which will take place on April 27th. Starting to discuss plans for the Government Open House as well. I am started to discuss this years walking tour with PWC Office of Historic Preservation and request their help on an oral history option for the walking tour. Reaching out to PWC Economic Development to present at our May Business Roundtable.
Social Media/Website/GOGov	Emily/Alexandra/Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses Goal 2.4 Create and distribute a Town Services "one-pager"	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, and public notices. GOGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is available and I have continued to advertise that. As of March 9th, we have a total of 792 app downloads. Updated the Community Connection one pager to include all forms of communications and the services provided in the Town. The new website is coming along and will launch on March 26th.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	2nd Quarter newsletter is out and posted in town display boards; also delivering copies to businesses with their business license
Real Estate Tax	Alexandra		continue to respond to tax inquiries; record payments and maintain up-to-date accounts; update and apply finance fees
Administrative	Alexandra		manage daily mail and respond to resident and business inquiries; process purchase orders and enter monthly invoices into QuickBooks; prepare invoices and payments for finance meetings; maintain filing system; manage and record meals tax, tenant payments and engineering fees; follow up on outstanding invoices; manage late 2025 BPOL filings; process incoming BPOL applications and begin delivering to businesses; process farmers market applications and event invoicing;
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	The April ARB meeting is scheduled for April 22, with one sign application on the agenda.

Office Misc.:	Alexandra		Attended the VMCA Clerk conference April 15-17; learned Code of VA sections clerks should be familiar with; received some good refreshers on FOIA, time management, and, as always, clerk connections; assisted with PC Meeting and farmers market; provided support to other departments/staff as needed. Starting to advertise for open spots for the Military Banners which will be hung in May.
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New/Old Business Updates

New Businesses	
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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: May 04, 2026

Re: Treasurer's Report

Highlights:

- Actuals as of 04.28.2026 are included in this agenda.
- The comparison report to where the Town was financially last year as of 04.28.2026.
- Attended Spring District meeting for the Treasurer's Association of Virginia.
- Attended educational course in Stafford, Bankruptcy Management.
- Prepared Public Hearing for FY2027 proposed budget.
- Worked on lease renewal for existing tenant for a July 01, 2026 commencement.
- Continue to work on pre-audit work on FY2025 with Clear point accountants in preparation for FY2025 annual audit.
- Business License renewal applications are currently being processed, they are due on April 30, 2026.
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket Statement of Net Position As of April 28, 2026

	Apr 28, 26
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	9,324,135.05
11010 · Virginia Investment Pool	380,965.06
Total Checking/Savings	9,705,100.11
Accounts Receivable	
12000 · Accounts Receivable	87,312.65
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	89,443.62
Other Current Assets	
11499 · Undeposited Funds	25,294.08
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	-20,331.74
Total Current Assets	9,774,211.99
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	16,751,030.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	29,926.95
Total Accounts Payable	29,926.95
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	94.47
Total Credit Cards	319.42
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20096 · Deferred Revenue - Other	2,246,884.41
20098 · Deferred Revenue - ARPA Funds	1,042,757.67
20500 · Sales Tax Payable	94.28
21000 · Payroll Liabilities	65,387.92

Town of Haymarket
Statement of Net Position
As of April 28, 2026

	<u>Apr 28, 26</u>
22000 · Security Deposits	14,501.48
22010 · Escrow Deposits	203,029.10
Total Other Current Liabilities	<u>3,581,467.56</u>
Total Current Liabilities	3,611,713.93
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 · Deferred 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	<u>1,113,293.98</u>
Total Liabilities	4,725,007.91
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	5,552,033.31
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	547,172.32
Total Equity	<u>12,026,022.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,751,030.80</u></u>

REVENUE	Actuals	Budget	Percentage of Budget Collected	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	483,978.47	501,770.00	96.5%	Real Estate invoices have been entered; includes 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	877.83	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	2,412.63	1,000.00	241.26%	
Total 3110 · GENERAL PROPERTY TAXES	514,129.50	526,494.00	97.65%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	297,408.24	300,000.00	99.1%	Collections cover up to March 2026
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	244,527.57	350,000.00	69.9%	
3120-03 · Cigarette Tax	110,605.13	132,466.00	83.5%	Collections cover up to April 2026
3120-04 · Consumer Utility Tax	100,170.42	158,000.00	63.4%	
3120-05 · Meals Tax - Current	1,264,999.43	1,600,000.00	79.1%	Collections cover up to March 2026
3120-06 · Sales Tax Receipts	118,086.10	170,000.00	69.5%	Collections cover up to February 2026
3120-07 · Penalties (Non-Property)	6,428.82	5,000.00	128.6%	
3120-08 · Interest (Non-Property)	1,057.24	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	2,143,282.95	2,785,466.00	76.9%	
3130 · PERMITS,FEES & LICENESSES				
3130-01 · Application Fees	2,150.00	4,500.00	47.8%	
3130-02 · Inspections Fee	500.00	0.00	100.0%	
3130-03 · Motor Vehicle Licenses	259.00	0.00	100.0%	
3130-05 · Other Planning & Permits	31,360.00	1,000.00	3,136.0%	Due to Zoning Amendment Application
3130-06 · Pass Through Fees	22,200.00	15,000.00	148.0%	
Total 3130 · PERMITS,FEES & LICENESSES	56,469.00	20,500.00	275.5%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	22,367.47	25,000.00	89.5%	Collections cover up to March 2026
Total 3140 · FINES & FORFEITURES	22,367.47	25,000.00	89.5%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	12,873.24	13,500.00	95.4%	reconciled up to March 2026
3150-03 · Interest on Bank Deposits	219,934.71	89,500.00	245.7%	reconciled up to March 2026
Total 3150 · REVENUE - USE OF MONEY	232,807.95	103,000.00	226.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	42,630.17	50,683.00	84.1%	
3151-08 · 15020 Washington Realty	13,470.14	34,294.00	39.3%	Lease has been terminated as of September 4th 2025
3151-09 · 15026 Copper Cricket	26,133.30	29,009.00	90.1%	Tenant has indicated they want to renew lease; working on new 2 year lease.
3151-11 · Cupcake Heaven and Cafe LLC	31,218.12	38,021.00	82.1%	
3151-15 · Revolution Mortgage	6,846.30	8,215.00	83.3%	
3151-17 · Yew Tree Wellness LLC	9,483.28	13,156.00	72.1%	New Tenant; Prorated for November 2025
3151-18 · WSR Solutions LLC	5,067.09	6,222.00	81.4%	New Tenant; amendment coming for new Revenue \$6,222.00
3151-19 · Red Rock Title & Settlement LLC	3,994.71	6,426.00	62.2%	New Tenant; amendment coming for new Revenue \$6,426.00
3151-20 · Art VanGo LLC	1,532.14	0.00	100.0%	Prorated amount of new Tenant for February 2026; Monthly rent is \$650
Total 3151 · RENTAL (USE OF PROPERTY)	140,375.25	186,026.00	75.5%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	31,017.50	29,525.00	105.1%	Need to amend budget for the additional funds
3165-01 · Town Event	81,182.00	80,000.00	101.5%	
3165-02 · Farmer's Market	10,678.81	14,000.00	76.3%	moved 15K into the FY2027 Budget as majority of Market days will be in FY2027 budget
3165-03 · Town Ornaments	8,342.10	10,000.00	83.4%	
3165-04 · Town Shirts	2,502.75	0.00	100.0%	
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%	
3165-06 · Town Hats	477.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	5,021.90	0.00	100.0%	

3165-08 · Town Sweatshirts - Youth	69.00	0.00	100.0%
3165-09 · Town Tote / Bag	120.00	0.00	100.0%
3165-10 · Town Mug	462.00	0.00	100.0%
3165-11 · Town Blanket	220.00	0.00	100.0%
3165-12 · Holiday Market	3,060.00	0.00	100.0%
Total 3165 · REVENUE - TOWN EVENTS	143,501.33	133,525.00	107.5%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	72.63	300.00	24.2%
3180-01 · Citations & Accident Reports	90.00	0.00	100.0%
3180-02 · Vetern Banners	3,200.00	0.00	100.0%
3180-03 · Miscellaneous	35.00	0.00	100.0%
3180-04 · Reimbursement from Insurance	412.62	0.00	100.0%
3180-07 · Unclaimed Property Funds	4,510.00	4,510.00	100.0%
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%
Unclaimed funds that have met the State Code requirement to be submitted to VA Treasury			
3190 · SALE OF SALVAGE & SURPLUS			
			Sold 3 PD SUV (older ones that were replaced this fiscal year)
3190-01 · Public Safety - Surplus Sales	16,900.00	16,900.00	100.0%
3190-02 · Administration - Surplus Sales	17.00	0.00	100.0%
Total 3190 · SALE OF SALVAGE & SURPLUS	16,917.00	16,900.00	100.1%
3180 · Miscellaneous	239.37	0.00	100.0%
Total 3180 · MISCELLANEOUS	25,776.62	21,710.00	118.7%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	28,344.00	37,790.00	75.0%
3200-05 · Communications Tax	59,391.33	72,000.00	82.5%
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	1,546.16	1,300.00	118.9%
3200-16 · DMV Select Grant	9,190.50	26,240.00	35.0%
3200-17 · LOLE Grant	0.00	3,200.00	0.0%
			Grant for the Flock system the Town PD purchased
3200-19 · HEAT Grant	10,000.00	10,000.00	100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	142,098.96	184,157.00	77.2%
3500 · Reserve Funds	0.00	89,160.00	0.0%
Fire Funds, Comp Study funding			
Total Revenue	3,420,809.03	4,075,038.00	83.9%
Gross Revenue	3,420,809.03	4,075,038.00	83.9%

EXPENDITURES

01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	4,824.60	10,050.00	48.0%
111002 · FICA/Medicare	1,274.10	2,000.00	63.7%
111003 · Meals and Lodging	4,850.81	6,300.00	77.0%
111004 · Mileage Allowance	571.20	1,800.00	31.7%
111005 · Salaries & Wages - Regular	17,150.00	22,000.00	78.0%
Total 11100 · TOWN COUNCIL	28,670.71	42,150.00	68.0%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	449,463.02	528,794.00	85.0%
1211002 · Salaries/Wages - Overtime	1,942.94	4,500.00	43.2%
1211003 · Salaries/Wages - Part Time	11,389.00	41,588.00	27.4%
1211004 · FICA/Medicare	37,081.70	43,633.00	85.0%
1211005 · VRS	68,126.53	85,854.00	79.4%
1211006 · Health Insurance	55,944.00	63,936.00	87.5%
1211007 · Life Insurance	5,218.62	6,377.00	81.8%
1211008 · Disability Insurance	1,278.69	3,360.00	38.1%
1211009 · Unemployment Insurance	1,394.00	5,995.00	23.3%
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	3,599.58	14,000.00	25.7%
1211014 · Printing & Binding	7,376.50	8,298.00	88.9%
1211015 · Advertising	2,182.97	9,000.00	24.3%
1211016 · Computer, Internet &Website Svc	15,032.84	28,550.00	52.7%
1211017 · Postage	2,236.36	5,000.00	44.7%
1211018 · Telecommunications	7,608.90	7,500.00	101.5%

1211019 · Mileage Allowance	2,028.85	3,250.00	62.4%	
1211020 · Meals & Lodging	5,119.72	7,000.00	73.1%	
1211021 · Convention & Education	4,905.00	10,000.00	49.1%	
1211022 · Miscellaneous	270.00	2,000.00	13.5%	
1211024 · Books, Dues & Subscriptions	6,352.82	12,075.00	52.6%	
1211025 · Office Supplies	5,524.92	8,500.00	65.0%	
1211030 · Capital Outlay-Machinery/Equip	4,700.59	5,000.00	94.0%	
1211032 · Professional Services	4,625.00	20,000.00	23.1%	
Total 12110 · TOWN ADMINISTRATION	724,065.55	945,952.00	76.5%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	66,290.89	100,000.00	66.3%	legal services covering up to March 2026
Total 12210 · LEGAL SERVICES	66,290.89	100,000.00	66.3%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	23,500.00	28,050.00	83.8%	
Total 12240 · INDEPENDENT AUDITOR	23,500.00	28,050.00	83.8%	
Total 01 · ADMINISTRATION	842,527.15	1,116,152.00	75.5%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	573,241.98	726,867.00	78.9%	
3110003 · Salaries & Wages - OT Premium	35,240.43	24,000.00	146.8%	
3110004 · Salaries & Wages - Holiday Pay	36,373.11	39,182.00	92.8%	
3110005 · Salaries & Wages - Part Time	39,510.00	27,000.00	146.3%	
3110007 · Salary & Wages - DMV Grant	16,842.58	26,240.00	64.2%	
3110012 · Salaries & Wages - PT Admin.	14,090.00	39,000.00	36.1%	
3110020 · FICA/MEDICARE	49,897.73	67,018.00	74.5%	
3110021 · VRS	77,947.99	95,438.00	81.7%	
3110022 · Health Insurance	109,557.60	135,206.00	81.0%	
3110023 · Life Insurance	7,005.26	8,521.00	82.2%	
3110024 · Disability Insurance	1,748.67	3,070.00	57.0%	
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	21,886.46	30,379.00	72.0%	legal services covering up to March 2026
3110032 · Computer, Internet & Website	4,270.00	10,000.00	42.7%	
3110033 · Postage	55.92	100.00	55.9%	
3110034 · Telecommunications	9,154.65	18,700.00	49.0%	
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%	
3110037 · Meals and Lodging	5,725.25	5,000.00	114.5%	
3110038 · Convention & Edu. (Training)	364.00	10,800.00	3.4%	
3110040 · Annual Dues & Subscriptions	11,790.15	21,000.00	56.1%	
3110041 · Office Supplies	3,912.83	10,000.00	39.1%	
3110042 · Vehicle Fuels	23,525.68	36,700.00	64.1%	
3110043 · Vehicle Maintenance/Supplies	12,508.65	22,000.00	56.9%	
3110045 · Uniforms & Police Supplies	49,089.80	55,901.00	87.8%	Flock system being paid by this line item
3110056 · Capital Outlay-Machinery/Equip	125,639.45	159,900.00	78.6%	
Total 31100 · POLICE DEPARTMENT	1,269,456.19	1,622,440.00	78.2%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	69,159.87	84,160.00	82.2%	will hold a Public Hearing for budget amendment for FY2026 to move Fire Funds over to budget the Town has received towards this contribution
Total 32100 · FIRE & RESCUE	69,159.87	84,160.00	82.2%	
Total 03 · PUBLIC SAFETY	1,338,616.06	1,706,600.00	78.4%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	159,880.12	216,995.00	73.7%	Covering up to March 2026 sevicees
Total 43200 · REFUSE COLLECTION	159,880.12	216,995.00	73.7%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	89,020.54	100,000.00	89.0%	
4310002 · Maint Svc Contract-Pest Control	1,026.00	2,500.00	41.0%	
4310003 · Maint Svc Contract-Landscaping	20,950.00	45,000.00	46.6%	
4310004 · Maint Svc Contract Snow Removal	15,957.00	20,000.00	79.8%	amount for additional removal of snow in town hall parking lot

4310007 · Electric/Gas Services	14,150.11	18,593.00	76.1%
4310008 · Electrical Services-Streetlight	2,943.20	5,500.00	53.5%
4310009 · Water & Sewer Services	3,878.26	6,350.00	61.1%
4310011 · Real Estate Taxes	577.48	1,500.00	38.5%
4310015 · Maintenance - Vehicle Fuel	1,169.25	3,000.00	39.0%
4310016 · Maint - Vehicle Maintenance	606.22	3,000.00	20.2%
4310017 · Military Banner	3,092.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	153,370.31	205,443.00	74.7%
Total 04 · PUBLIC WORKS	313,250.43	422,438.00	74.2%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	127,585.68	128,571.00	99.2%
60001 · Town Tourism	52,406.64	85,714.00	61.1%
60003 · Advertising	1,069.59	22,000.00	4.9%
Total 06 · ECONOMIC DEVELOPMENT	181,061.91	236,285.00	76.6%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	10,635.00	15,000.00	70.9%
Total 70000 · HAYMARKET COMMUNITY PARK	10,635.00	15,000.00	70.9%
71110 · EVENTS			
7111001 · Advertising - Events	9,214.07	9,950.00	92.6%
7111003 · Contractural Services	69,169.14	68,675.00	100.7%
7111004 · Events - Other	33,653.90	40,900.00	82.3%
7111005 · Police Department Events	6,576.29	7,800.00	84.3%
7111006 · Farmer's Market	8,597.31	14,000.00	61.4%
Total 71110 · EVENTS	127,210.71	141,325.00	90.0%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	1,153.61	2,200.00	52.4%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%
Total 72200 · MUSEUM	1,653.61	5,950.00	27.8%
Total 07 · PARKS, REC & CULTURAL	139,499.32	162,275.00	86.0%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	2,050.00	5,670.00	36.2%
8110002 · FICA/Medicare	105.20	500.00	21.0%
8110003 · Consultants - Engineer	14,604.72	10,000.00	146.0%
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%
8110009 · Engineer - Pass Through	36,720.00	0.00	100.0%
Total 81100 · PLANNING COMMISSION	53,479.92	23,120.00	231.3%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,650.00	5,830.00	28.3%
8111002 · FICA/Medicare	102.52	446.00	23.0%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,752.52	7,776.00	22.5%
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	55,232.44	33,824.00	163.3%
09 · NON-DEPARTMENTAL			
90004 · VA Treasury - Unclaimed Property	4,510.00	4,510.00	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	74,730.00	100.0%
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	900.00	0.00	100.0% Completion of Park Sidewalk

Total 94104 · Street Scape - Park Sidewalk	900.00	0.00	100.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04		
Total EMPLOYEE BENEFITS	-0.04		
Total 94105 · PERSONNEL	-0.04		
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	4,610.26	55,000.00	8.4%
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	4,610.26	317,734.00	1.5%
Total Expense	2,950,422.98	4,075,038	72.4%
Net Ordinary Income	470,386.05	0.00	100.0%
OTHER REVENUE			
50001 · Amerian Rescue Plan Funds	16,687.50	108,000.00	15.45%
50002 · Development Funds	0.00	443,664.00	0.0%
Total Other Revenue	16,687.50	551,664.00	3.0%
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			
97001-1 · Park Sidewalk	5,627.50	8,000.00	70.34% additional cost for as builts / plat designation
97001-2 · Town Website	0.00	50,000.00	0.0%
97001-3 · Town Center	11,060.00	50,000.00	22.12% Downy Scott LLC Pricing report ; Financial Analysis Report
Total 97001 · American Rescue Plan Expenses	16,687.50	108,000.00	15.45%
Total Other Expenditures	16,687.50	551,664.00	3.0%
Net Other Revenue	0.00	0.00	0.0%
Total Net Revenue Operational / Other Budget	470,386.05	0.00	100.0%
Total of Operational budget and Other Income Budget	4,626,702		

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1, 2025 through April 28, 2026

	Jul 1, '25 - Apr 28, 26	Jul 1, '24 - Apr 28, 25	% Change
Ordinary Income/Expense			
Income			
315150 · Returned Check Charges	0.00	0.00	0.0%
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	483,978.47	461,774.42	4.8%
3110-02 · Public Service Corp RE Tax	26,860.57	25,428.49	5.6%
3110-03 · Interest - All Property Taxes	877.83	2,014.69	-56.4%
3110-04 · Penalties - All Property Taxes	2,412.63	3,066.79	-21.3%
Total 3110 · GENERAL PROPERTY TAXES	514,129.50	492,284.39	4.4%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	297,408.24	260,727.96	14.1%
3120-02 · Business License Tax	244,527.57	417,315.68	-41.4%
3120-03 · Cigarette Tax	99,964.29	113,297.89	-11.8%
3120-04 · Consumer Utility Tax	100,170.42	104,348.81	-4.0%
3120-05 · Meals Tax - Current	1,264,999.43	1,256,559.18	0.7%
3120-06 · Sales Tax Receipts	118,086.10	115,113.61	2.6%
3120-07 · Penalties (Non-Property)	6,428.82	4,526.35	42.0%
3120-08 · Interest (Non-Property)	1,057.24	152.48	593.4%
Total 3120 · OTHER LOCAL TAXES	2,132,642.11	2,272,041.96	-6.1%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	2,150.00	2,050.00	4.9%
3130-02 · Inspection Fees	500.00	0.00	100.0%
3130-03 · Motor Vehicle Licenses	259.00	334.00	-22.5%
3130-05 · Other Planning & Permits	31,360.00	4,336.81	623.1%
3130-06 · Pass Through Fees	22,200.00	9,110.78	143.7%
Total 3130 · PERMITS,FEES & LICENESES	56,469.00	15,831.59	256.7%
3140 · FINES & FORFEITURES			
3140-01 · Fines	22,367.47	22,096.93	1.2%
Total 3140 · FINES & FORFEITURES	22,367.47	22,096.93	1.2%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	12,873.24	13,144.17	-2.1%
3150-03 · Interest on Bank Deposits	217,180.03	192,195.16	13.0%
Total 3150 · REVENUE - USE OF MONEY	230,053.27	205,339.33	12.0%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	42,630.17	41,388.49	3.0%
3151-08 · 15020 Washington Realty	13,470.14	48,623.30	-72.3%
3151-09 · 15026 Copper Cricket	26,133.30	24,173.52	8.1%
3151-11 · Cupcake Heaven and Cafe LLC	31,218.12	30,700.92	1.7%
3151-15 · Revolution Mortgage	6,846.30	6,646.90	3.0%
3151-17 · Yew Tree Wellness LLC	9,483.28	0.00	100.0%
3151-18 · WSR Solutions LLC	5,067.09	0.00	100.0%
3151-19 · Red Rock Title & Settlement LLC	3,994.71	0.00	100.0%
3151-20 · Art VanGo LLC	1,532.14	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	140,375.25	151,533.13	-7.4%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	0.00	5.00	-100.0%
3160-01 · Public Safety	0.00	0.00	0.0%
Total 3160 · CHARGES FOR SERVICES	0.00	5.00	-100.0%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	31,017.50	17,685.00	75.4%
3165-01 · Town Event	81,182.00	65,327.63	24.3%
3165-02 · Farmer's Market	25,739.25	25,238.75	2.0%
3165-03 · Town Ornaments	8,342.10	6,786.25	22.9%
3165-04 · Town Shirts	2,502.75	0.00	100.0%
3165-05 · Museum Revenue - Art	348.27	1,420.43	-75.5%

Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1, 2025 through April 28, 2026

	Jul 1, '25 - Apr 28, 26	Jul 1, '24 - Apr 28, 25	% Change
3165-06 · Town Hats	477.00	821.00	-41.9%
3165-07 · Town Sweatshirts - Adult	5,021.90	3,388.00	48.2%
3165-08 · Town Sweatshirts - Youth	69.00	77.50	-11.0%
3165-09 · Town Tote / Bag	120.00	0.00	100.0%
3165-10 · Town Mug	462.00	0.00	100.0%
3165-11 · Town Blanket	220.00	0.00	100.0%
3165-12 · Holiday Market	3,060.00	0.00	100.0%
Total 3165 · REVENUE - TOWN EVENTS	158,561.77	120,744.56	31.3%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	72.63	-134.76	153.9%
3180-01 · Citations & Accident Reports	90.00	325.00	-72.3%
3180-02 · Vetern Banners	3,200.00	0.00	100.0%
3180-03 · Miscellaneous	35.00	50.00	-30.0%
3180-04 · Reimbursement from Insurance	412.62	8,879.56	-95.4%
3180-07 · Unclaimed Property Funds	4,510.00	0.00	100.0%
3180-05 · Recovered Costs- Private Events	300.00	0.00	100.0%
3190 · Sale of Salvage & Surplus			
3190-01 · Public Safety - Surplus Sales	16,900.00	9,400.00	79.8%
3190-02 · Administration Surplus Sales	17.00	0.00	100.0%
3190 · Sale of Salvage & Surplus - Other	0.00	0.00	0.0%
Total 3190 · Sale of Salvage & Surplus	16,917.00	9,400.00	80.0%
3180 · MISCELLANEOUS - Other	239.37	0.00	100.0%
Total 3180 · MISCELLANEOUS	25,776.62	18,519.80	39.2%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	28,344.00	28,341.00	0.0%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	59,391.33	60,799.54	-2.3%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,546.16	1,535.23	0.7%
3200-16 · DMV Select Grant	9,190.50	21,144.24	-56.5%
3200-17 · LOLE Grant	0.00	0.00	0.0%
3200-18 · Educational Reimbursement	0.00	796.02	-100.0%
3200-19 · HEAT Grant	10,000.00	0.00	100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	142,098.96	146,243.00	-2.8%
4002 · Transfer from ARPA Funds	0.00	592,801.72	-100.0%
Total Income	3,422,473.95	4,037,441.41	-15.2%
Gross Profit	3,422,473.95	4,037,441.41	-15.2%
Expense			
9510016 · Bank Service Charges	0.00	0.00	0.0%
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	4,824.60	10,082.97	-52.2%
111002 · FICA/Medicare	1,274.10	1,240.33	2.7%
111003 · Meals and Lodging	4,850.81	4,795.46	1.2%
111004 · Mileage Allowance	571.20	897.15	-36.3%
111005 · Salaries & Wages - Regular	16,650.00	15,925.00	4.6%
Total 11100 · TOWN COUNCIL	28,170.71	32,940.91	-14.5%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	427,958.94	387,285.64	10.5%
1211002 · Salaries/Wages - Overtime	1,843.49	2,552.42	-27.8%
1211003 · Salaries/Wages - Part Time	11,291.50	32,445.25	-65.2%
1211004 · FICA/Medicare	32,925.28	31,271.49	5.3%
1211005 · VRS	64,812.54	60,636.71	6.9%
1211006 · Health Insurance	53,280.00	49,320.00	8.0%

Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1, 2025 through April 28, 2026

	Jul 1, '25 - Apr 28, 26	Jul 1, '24 - Apr 28, 25	% Change
1211007 · Life Insurance	4,967.28	4,738.77	4.8%
1211008 · Disability Insurance	1,217.80	2,384.51	-48.9%
1211009 · Unemployment Insurance	1,347.37	1,393.71	-3.3%
1211010 · Worker's Compensation	283.00	260.00	8.9%
1211011 · Gen Property/Liability Ins.	20,380.00	17,616.00	15.7%
1211012 · Accounting Services	3,599.58	16,873.72	-78.7%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	7,376.50	8,892.77	-17.1%
1211015 · Advertising	2,182.97	2,790.34	-21.8%
1211016 · Computer, Internet & Website Svc	15,032.84	22,669.79	-33.7%
1211017 · Postage	2,236.36	3,131.43	-28.6%
1211018 · Telecommunications	7,608.90	7,305.20	4.2%
1211019 · Mileage Allowance	2,028.85	704.72	187.9%
1211020 · Meals & Lodging	5,119.72	2,580.82	98.4%
1211021 · Convention & Education	4,905.00	2,350.00	108.7%
1211022 · Miscellaneous	270.00	897.72	-69.9%
1211024 · Books, Dues & Subscriptions	6,352.82	5,571.32	14.0%
1211025 · Office Supplies	5,524.92	6,112.08	-9.6%
1211030 · Capital Outlay-Machinery/Equip	4,700.59	2,917.39	61.1%
1211032 · Professional Services	4,625.00	0.00	100.0%
Total 12110 · TOWN ADMINISTRATION	691,871.25	672,701.80	2.9%
12210 · LEGAL SERVICES			
1221001 · Legal Services	66,290.89	59,911.38	10.7%
Total 12210 · LEGAL SERVICES	66,290.89	59,911.38	10.7%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	23,500.00	21,200.00	10.9%
Total 12240 · INDEPENDENT AUDITOR	23,500.00	21,200.00	10.9%
Total 01 · ADMINISTRATION	809,832.85	786,754.09	2.9%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	548,539.17	484,058.69	13.3%
3110003 · Salaries & Wages - OT Premium	33,041.14	24,511.33	34.8%
3110013 · Salaries & Wages - OT Select En	0.00	0.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	36,373.11	29,380.36	23.8%
3110005 · Salaries & Wages - Part Time	35,700.00	38,070.00	-6.2%
3110007 · Salary & Wages - DMV Grant	15,911.08	10,828.08	46.9%
3110012 · Salaries & Wages - PT Admin.	12,505.00	9,212.50	35.7%
3110020 · FICA/MEDICARE	49,897.73	44,195.24	12.9%
3110021 · VRS	74,434.30	65,787.40	13.1%
3110022 · Health Insurance	104,896.00	83,042.40	26.3%
3110023 · Life Insurance	6,689.48	5,876.26	13.8%
3110024 · Disability Insurance	1,671.29	1,646.64	1.5%
3110025 · Unemployment Insurance	0.00	120.98	-100.0%
3110026 · Workers' Compensation Insurance	27,496.00	23,627.00	16.4%
3110027 · Line of Duty Act Insurance	5,117.00	5,118.00	0.0%
3110028 · Legal Services	21,886.46	22,573.35	-3.0%
3110032 · Computer, Internet & Website	4,270.00	5,230.48	-18.4%
3110033 · Postage	55.92	0.00	100.0%
3110034 · Telecommunications	9,154.65	12,031.42	-23.9%
3110035 · General Prop Ins (Vehicles)	7,465.00	6,180.00	20.8%
3110037 · Meals and Lodging	5,725.25	1,074.93	432.6%
3110038 · Convention & Edu. (Training)	364.00	1,389.26	-73.8%
3110040 · Annual Dues & Subscriptions	11,790.15	15,714.73	-25.0%
3110041 · Office Supplies	3,912.83	4,699.90	-16.8%
3110042 · Vehicle Fuels	23,525.68	23,399.54	0.5%
3110043 · Vehicle Maintenance/Supplies	12,508.65	20,012.85	-37.5%
3110044 · Repairs/Maintenance Supplies	0.00	3,093.73	-100.0%
3110045 · Uniforms & Police Supplies	49,089.80	35,712.93	37.5%
3110049 · Grant Expenditures	0.00	14,520.93	-100.0%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1, 2025 through April 28, 2026

	Jul 1, '25 - Apr 28, 26	Jul 1, '24 - Apr 28, 25	% Change
3110056 · Capital Outlay-Machinery/Equip	125,639.45	147,551.87	-14.9%
Total 31100 · POLICE DEPARTMENT	1,227,659.14	1,138,660.80	7.8%
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	1,296,819.01	1,138,660.80	13.9%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	-100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	159,880.12	151,546.58	5.5%
Total 43200 · REFUSE COLLECTION	159,880.12	151,546.58	5.5%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	89,020.54	53,530.35	66.3%
4310002 · Maint Svc Contract-Pest Control	1,026.00	775.00	32.4%
4310003 · Maint Svc Contract-Landscaping	20,950.00	21,425.00	-2.2%
4310004 · Maint Svc Contract Snow Removal	15,957.00	24,197.00	-34.1%
4310007 · Electric/Gas Services	14,150.11	15,566.45	-9.1%
4310008 · Electrical Services-Streetlight	2,943.20	3,515.84	-16.3%
4310009 · Water & Sewer Services	3,878.26	4,151.25	-6.6%
4310011 · Real Estate Taxes	577.48	561.87	2.8%
4310015 · Maintenance - Vehicle Fuel	1,169.25	1,195.45	-2.2%
4310016 · Maint - Vehicle Maintenance	606.22	1,223.48	-50.5%
4310017 · Military Banner	3,092.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	153,370.31	126,141.69	21.6%
Total 04 · PUBLIC WORKS	313,250.43	279,901.27	11.9%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	127,585.68	98,238.15	29.9%
60001 · Town Tourism	52,406.64	36,673.35	42.9%
60003 · Advertising	1,069.59	1,069.59	0.0%
Total 06 · ECONOMIC DEVELOPMENT	181,061.91	135,981.09	33.2%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	10,635.00	10,491.99	1.4%
7000003 · Demolition	0.00	128,524.00	-100.0%
Total 70000 · HAYMARKET COMMUNITY PARK	10,635.00	139,015.99	-92.4%
71110 · EVENTS			
7111001 · Advertising - Events	9,214.07	5,015.00	83.7%
7111003 · Contractural Services	69,169.14	51,249.56	35.0%
7111004 · Events - Other	33,653.90	34,074.60	-1.2%
7111005 · Police Department Events	6,576.29	4,873.84	34.9%
7111006 · Farmer's Market	8,597.31	7,572.50	13.5%
Total 71110 · EVENTS	127,210.71	102,785.50	23.8%
72200 · MUSEUM			
7220012 · Telecommunications	1,153.61	1,256.47	-8.2%
7200015 · Books, Dues & Subscriptions	0.00	30.00	-100.0%
7220018 · Exhibits & Programs	500.00	400.00	25.0%
Total 72200 · MUSEUM	1,653.61	1,686.47	-2.0%
Total 07 · PARKS, REC & CULTURAL	139,499.32	243,487.96	-42.7%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,675.00	1,360.00	23.2%
8110002 · FICA/Medicare	105.20	92.90	13.2%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1, 2025 through April 28, 2026

	Jul 1, '25 - Apr 28, 26	Jul 1, '24 - Apr 28, 25	% Change
8110003 · Consultants - Engineer	14,604.72	5,678.22	157.2%
8110009 · Engineer - Pass Through	36,720.00	21,750.17	68.8%
Total 81100 · PLANNING COMMISSION	53,104.92	28,881.29	83.9%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,395.00	2,025.00	-31.1%
8111002 · FICA/Medicare	102.52	170.02	-39.7%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,497.52	2,195.02	-31.8%
Total 08 · COMMUNITY DEVELOPMENT	54,602.44	31,076.31	75.7%
09 · NON-DEPARTMENTAL			
90004 · VA Treasury - Unclaimed Propert	4,510.00	0.00	100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	69,400.00	70,700.00	-1.8%
9510003 · General Obligation Bond - Int	815.45	2,461.63	-66.9%
Total 95100 · DEBT SERVICE	70,215.45	73,161.63	-4.0%
Total 09 · NON-DEPARTMENTAL	74,725.45	73,161.63	2.1%
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	900.00	513,631.97	-99.8%
Total 94104 · Street Scape - Park Sidewalk	900.00	513,631.97	-99.8%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04	-0.06	33.3%
Total EMPLOYEE BENEFITS	-0.04	-0.06	33.3%
Total 94105 · PERSONNEL	-0.04	-0.06	33.3%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	4,610.26	6,846.58	-32.7%
9410805 · Town Hall / Museum Security Sys	0.00	3,020.00	-100.0%
9410806 · Message Board Trailer	0.00	19,507.02	-100.0%
Total 94108 · Capital Improvment Funds Expens	4,610.26	29,373.60	-84.3%
94109 · Storm Water Grant Match	0.00	40,000.00	-100.0%
Total Expense	2,875,301.63	3,272,028.66	-12.1%
Net Ordinary Income	547,172.32	765,412.75	-28.5%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	16,687.50	0.00	100.0%
Total Other Income	16,687.50	0.00	100.0%
Other Expense			
97001 · American Rescue Plan Expenses			
97001-1 · Park Sidewalk	5,627.50	0.00	100.0%
97001-3 · Town Center	11,060.00	0.00	100.0%
Total 97001 · American Rescue Plan Expenses	16,687.50	0.00	100.0%
Total Other Expense	16,687.50	0.00	100.0%
Net Other Income	0.00	0.00	0.0%
Net Income	547,172.32	765,412.75	-28.5%

Police Department Report to Council

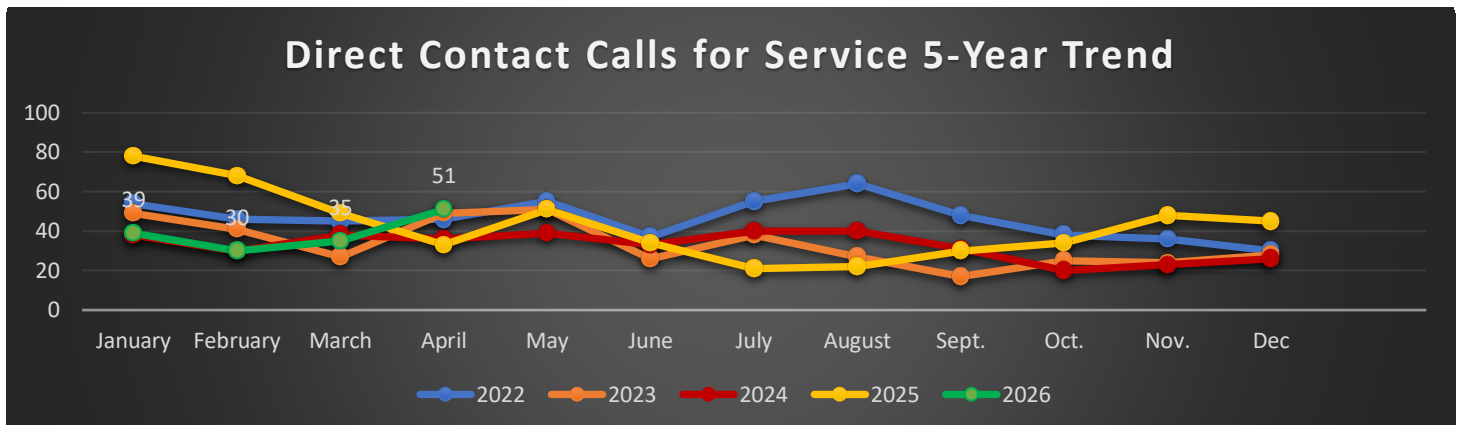
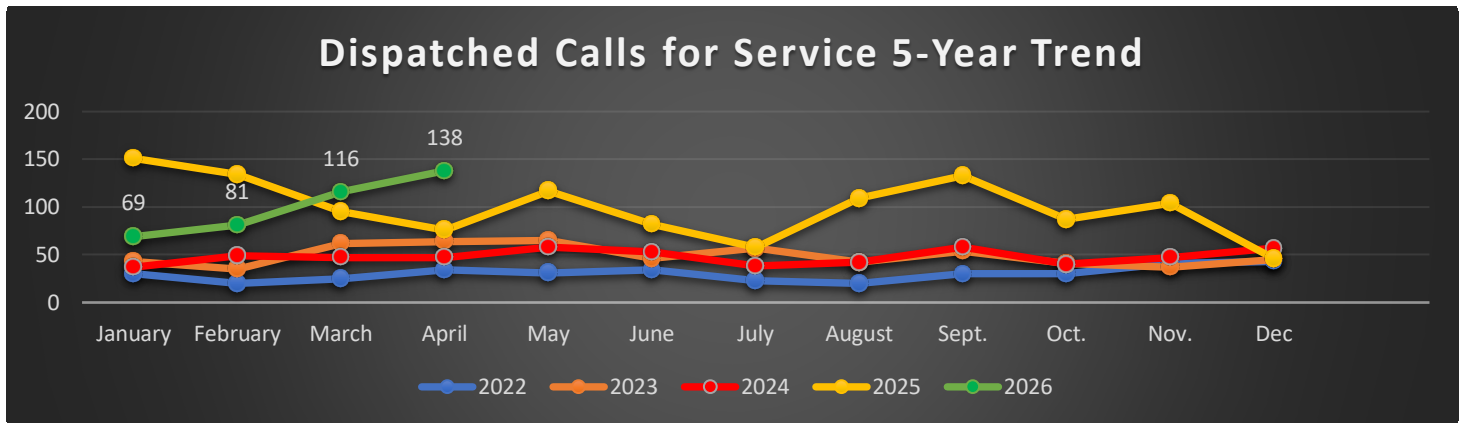
Activity Period March 15, 2025 to April 14, 2026

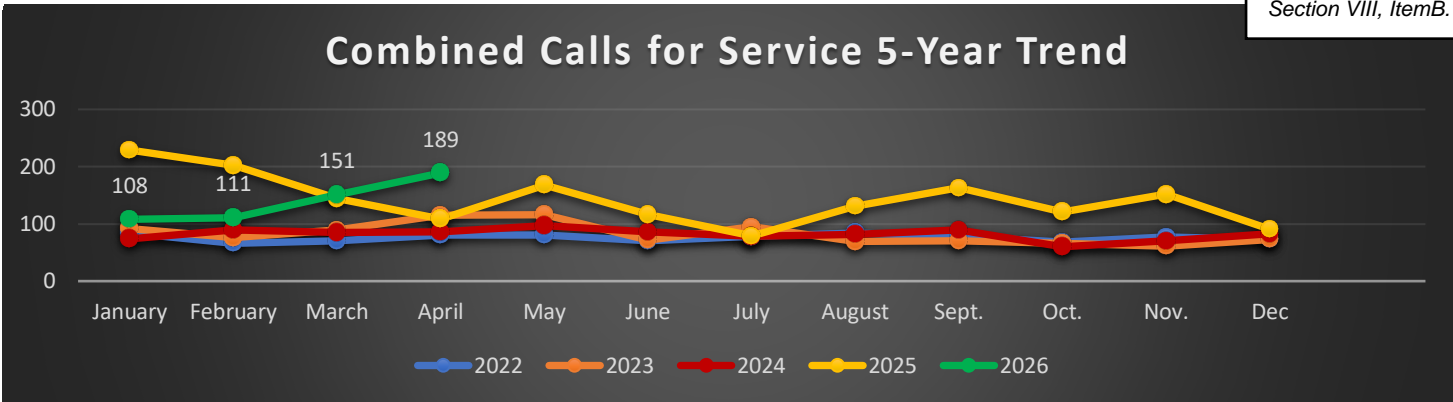
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 12
- Non-Reportable Calls: 177
- Deferments: 0



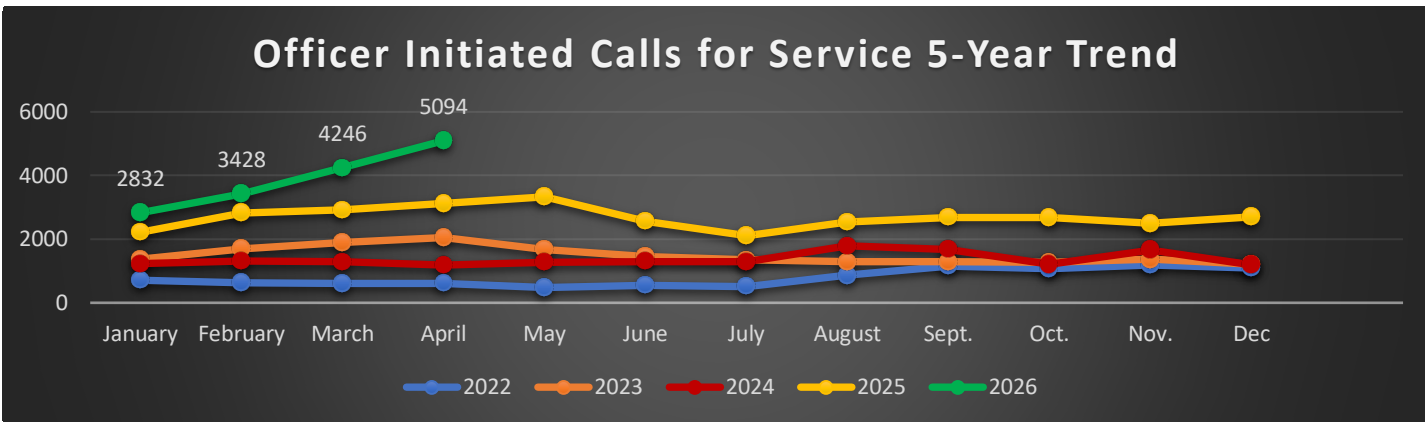
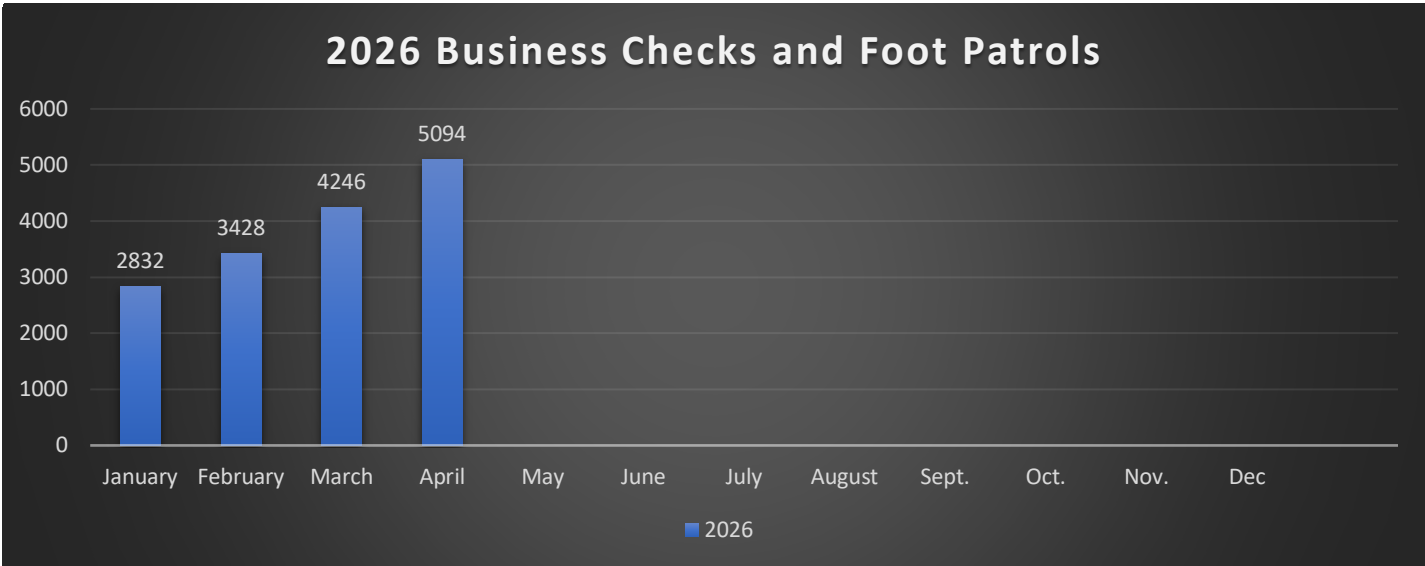
Trending Data on Calls for Service





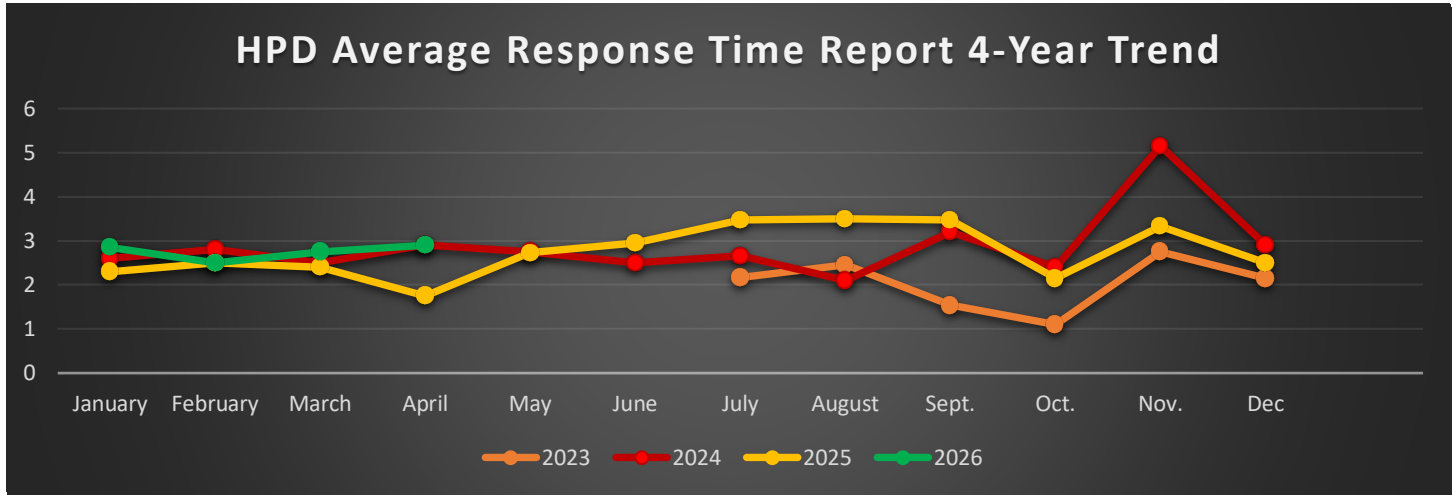
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct 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: 57
- Physical Check: 4,683
- Foot Patrols: 24
- Enhanced Patrols: 330



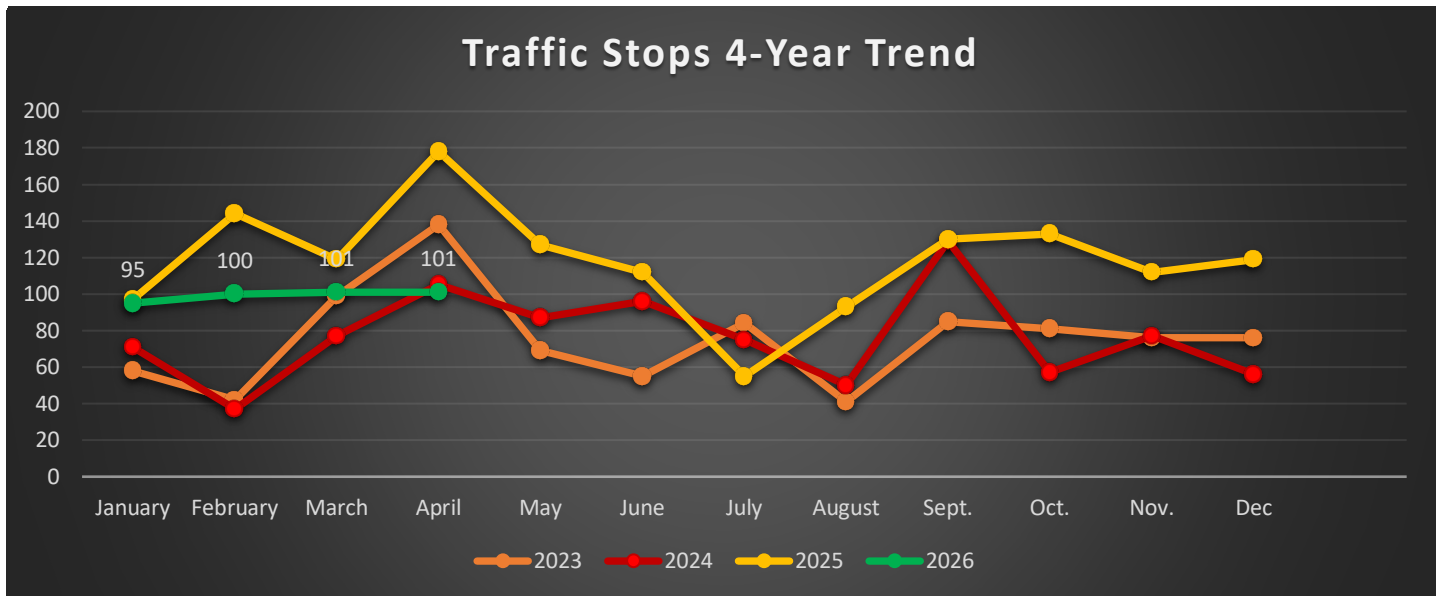
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 2 minutes 55 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.

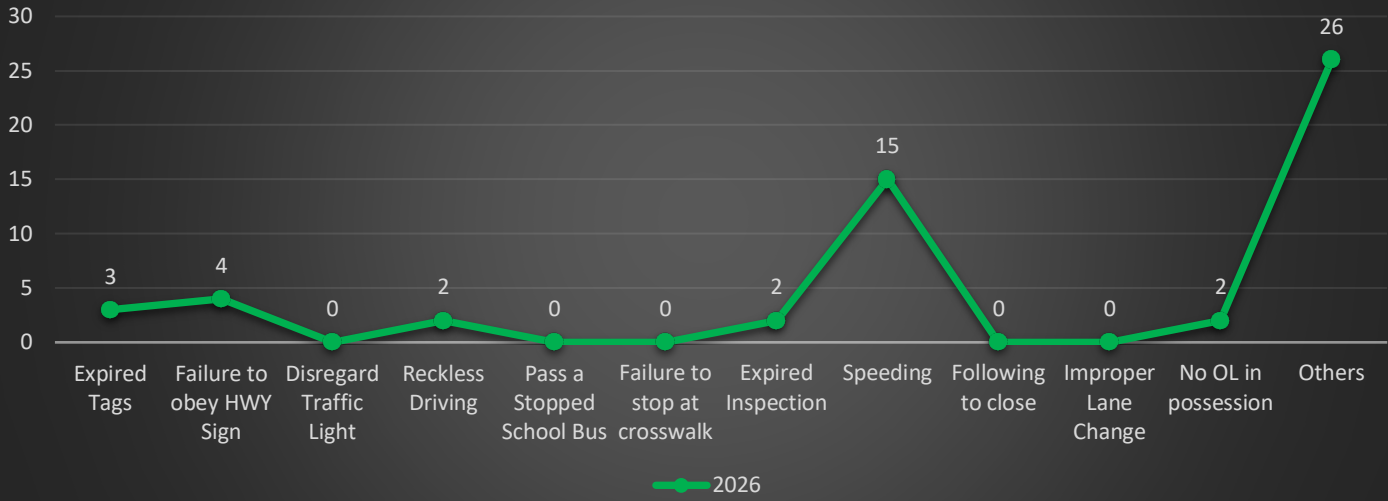
- Traffic Stops: 101
- Summons: 54
- Warnings: 73



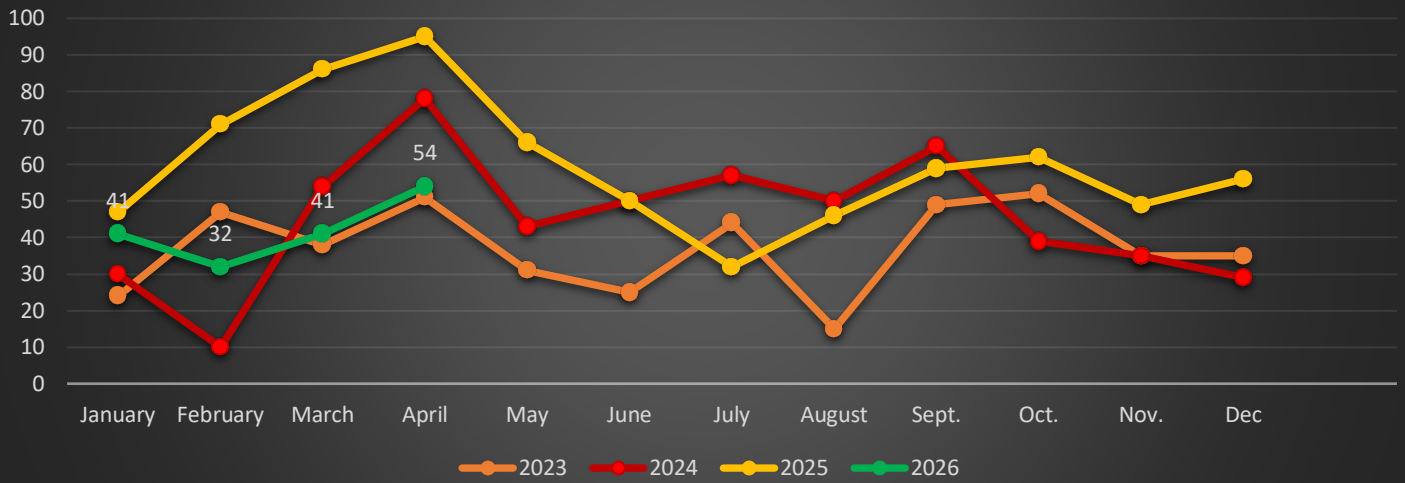
Traffic Summons Issued: Summons issued for traffic violations. **54**

- | | |
|--|--|
| 46.2-646 – Expired Registration – 3 | 46.2-830 – Failure to obey a highway sign – 4 |
| 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 – 2 | 46.2-874 – Speeding – 15 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 0 |
| 46.2-300 – No operator’s license – 2 | Others – 26, (25 Hand-free Violation and 1 Seatbelt Violation) |

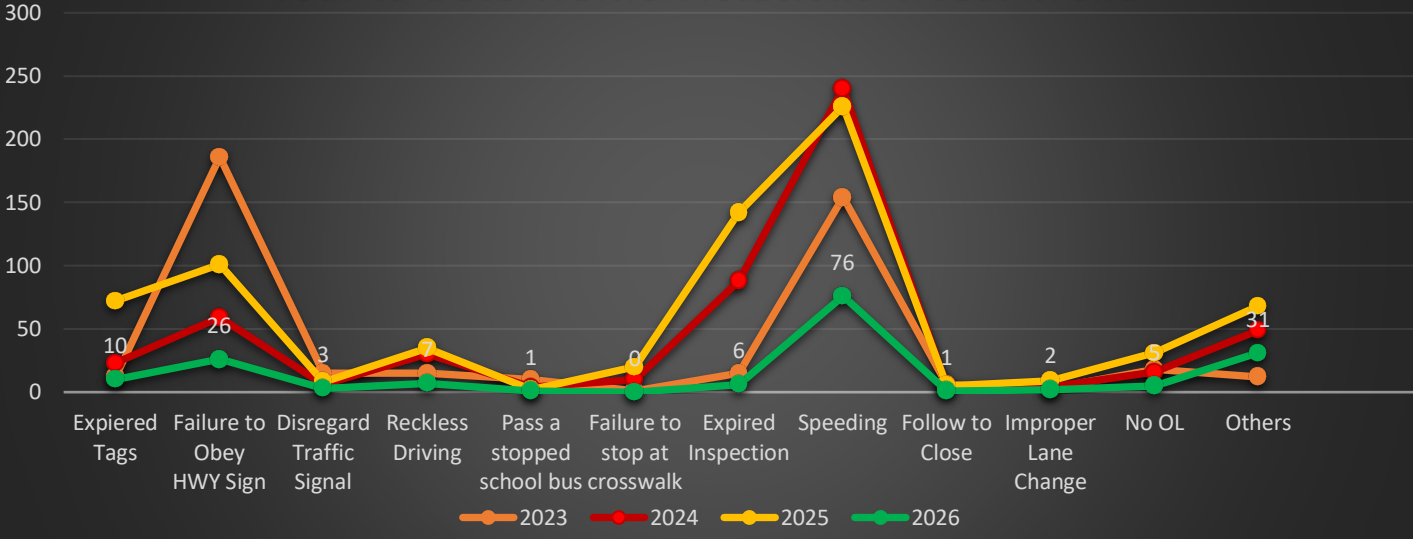
March 2026 - April 2026 Traffic Violations



Traffic Summons Report by Month 4-Year Trend



Year to Date Traffic Violations 4-Year Trend

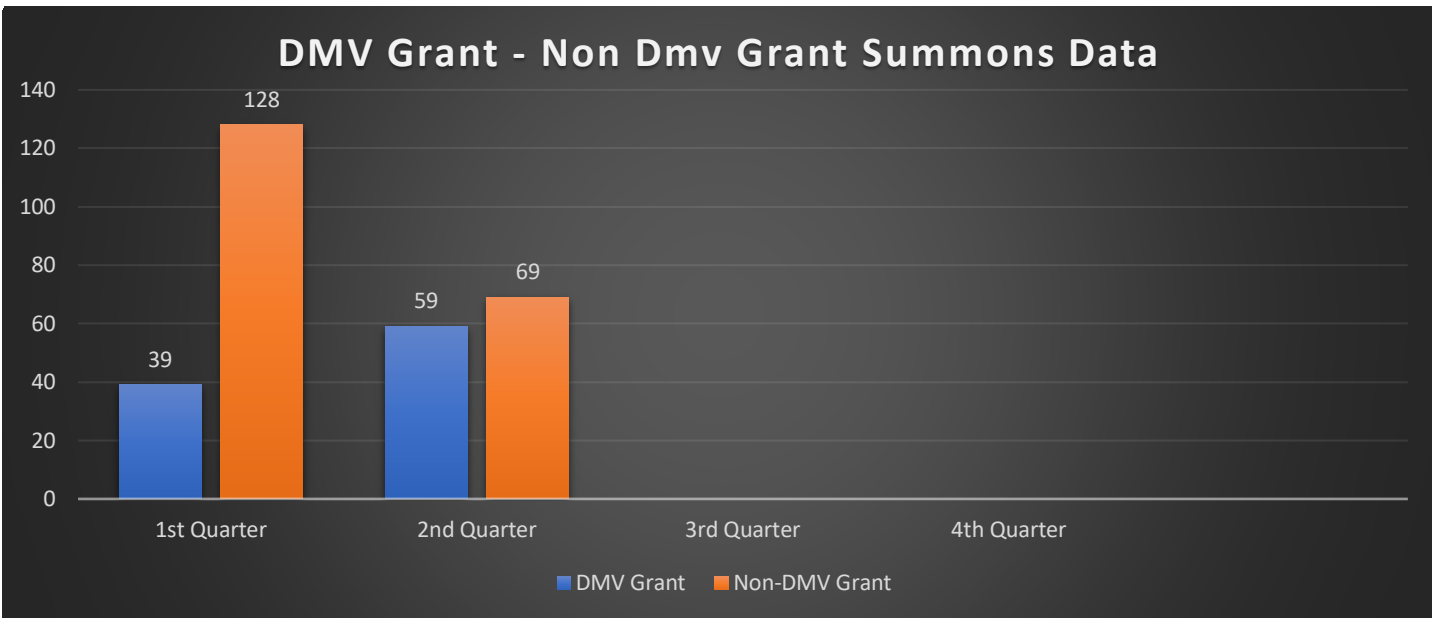
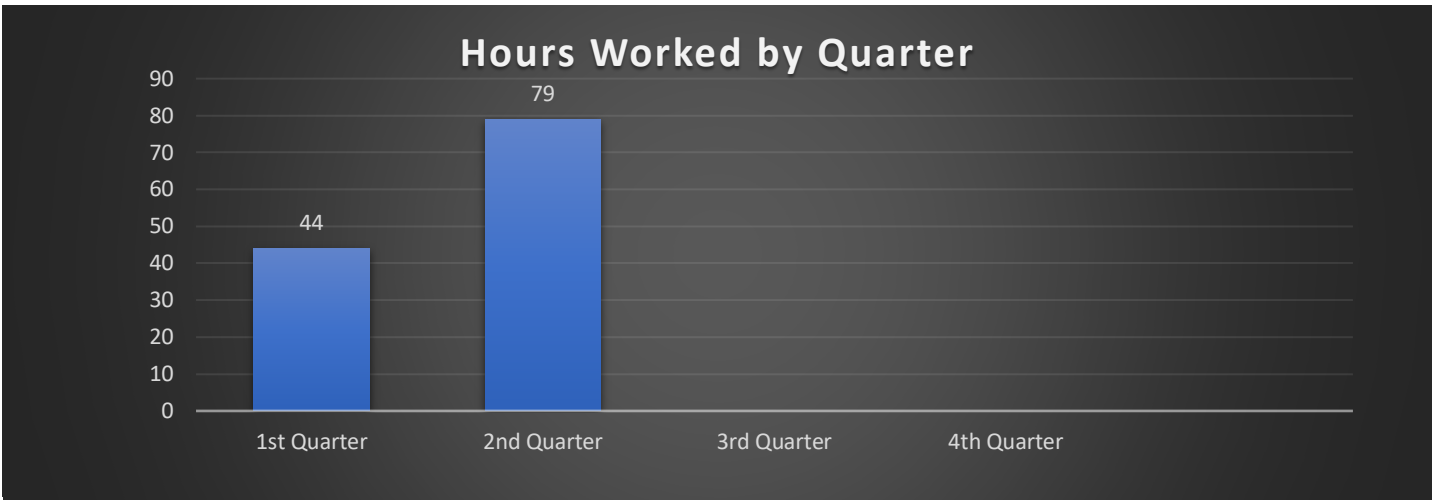
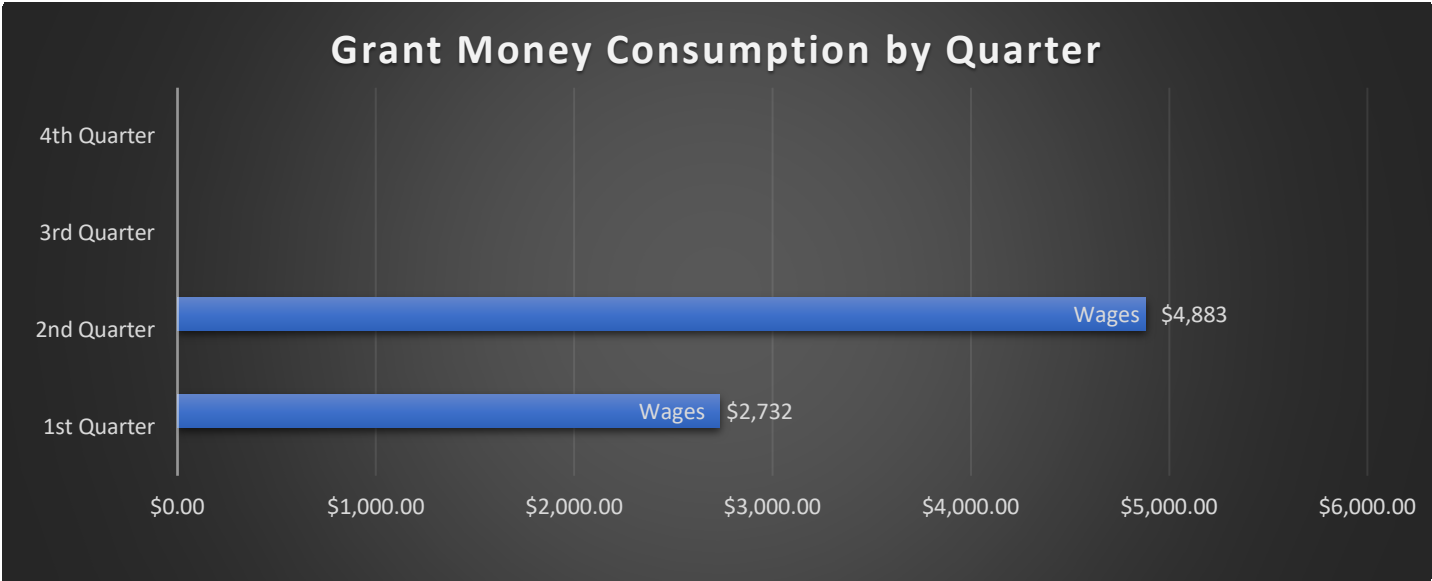


Total Summons Issued 2026: 168

DMV Grant: Quarterly reporting October 1, 2025 through September 30, 2026

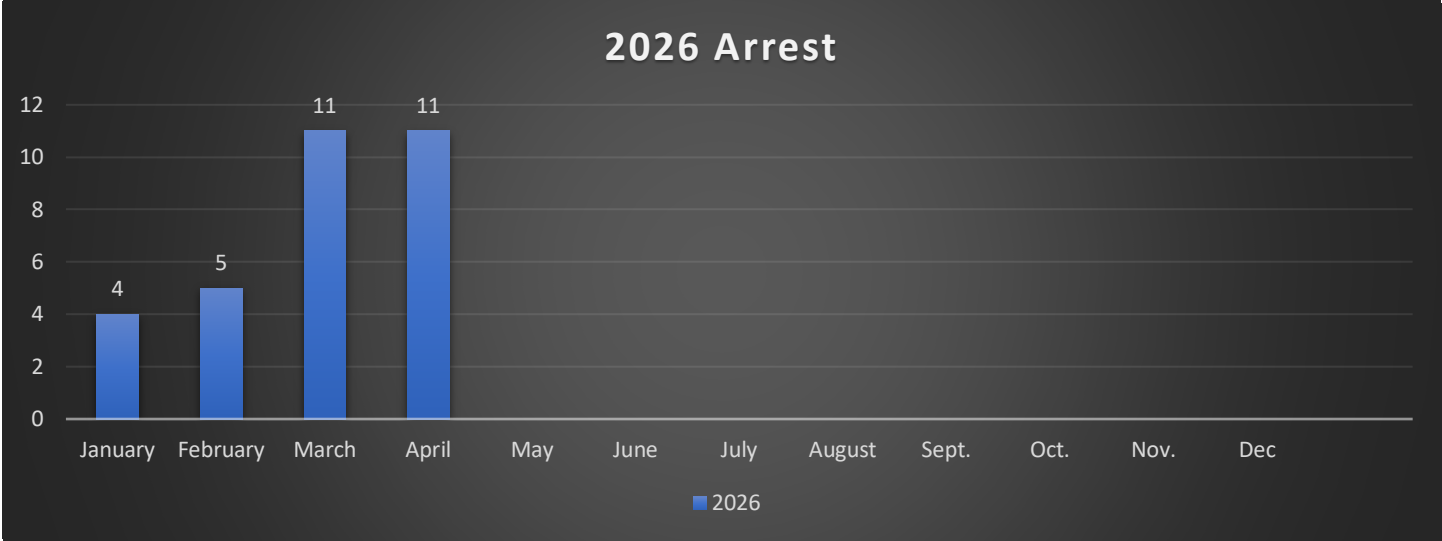
Section VIII, Item B.

Grant Award Amount Total: \$20,240 - 1st & 2nd Quarter Consumed: \$7,615 - Remaining Amount: \$12,625



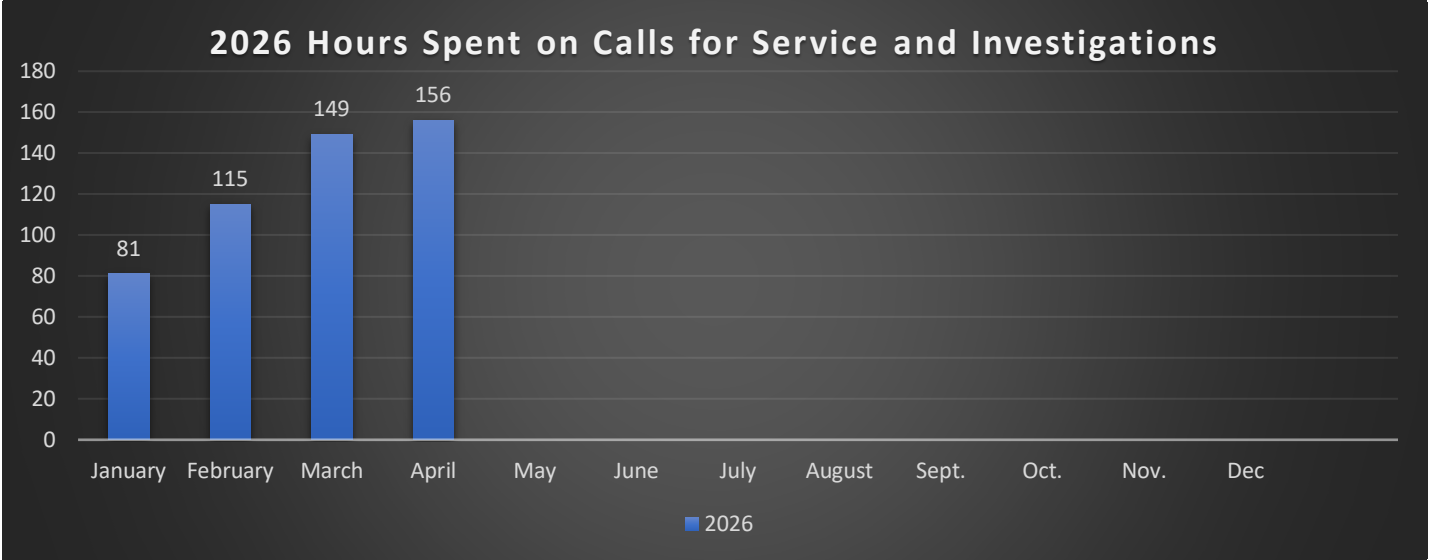
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant, and jurisdiction papers.

- Misdemeanor: 6
- Felony: 5



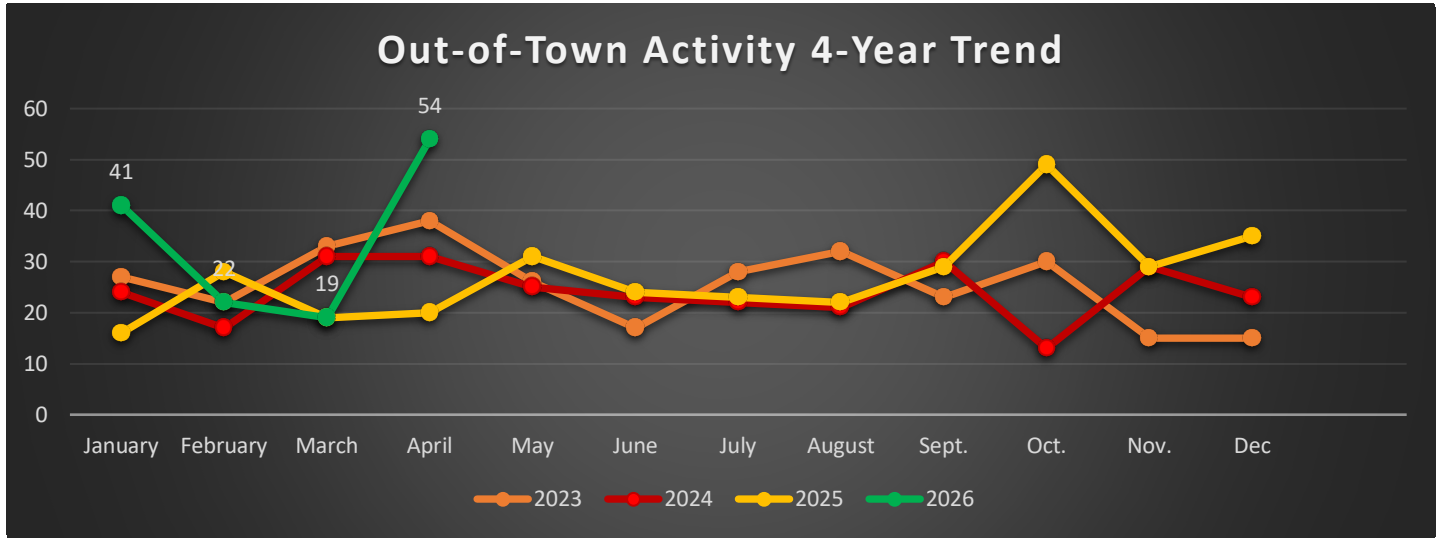
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 127
- Follow-up Investigations: 29

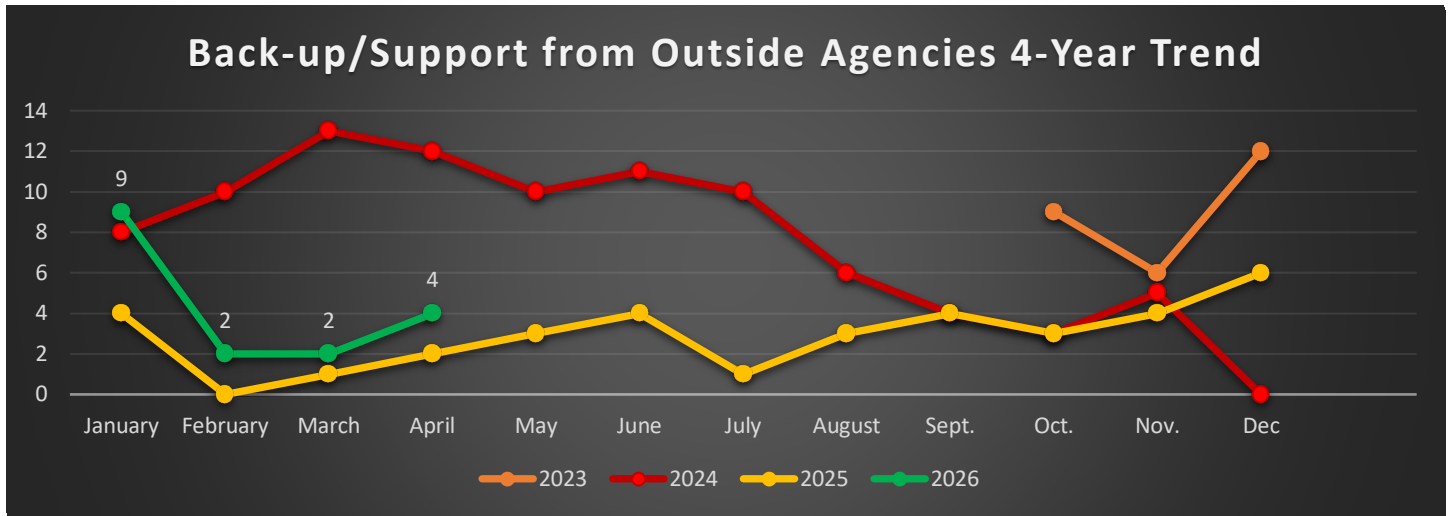


Out of Town Activity: On occasion, Officers will assist Prince William County Police Department, Prince William Fire Department and Virginia State Police with calls for service outside of town.

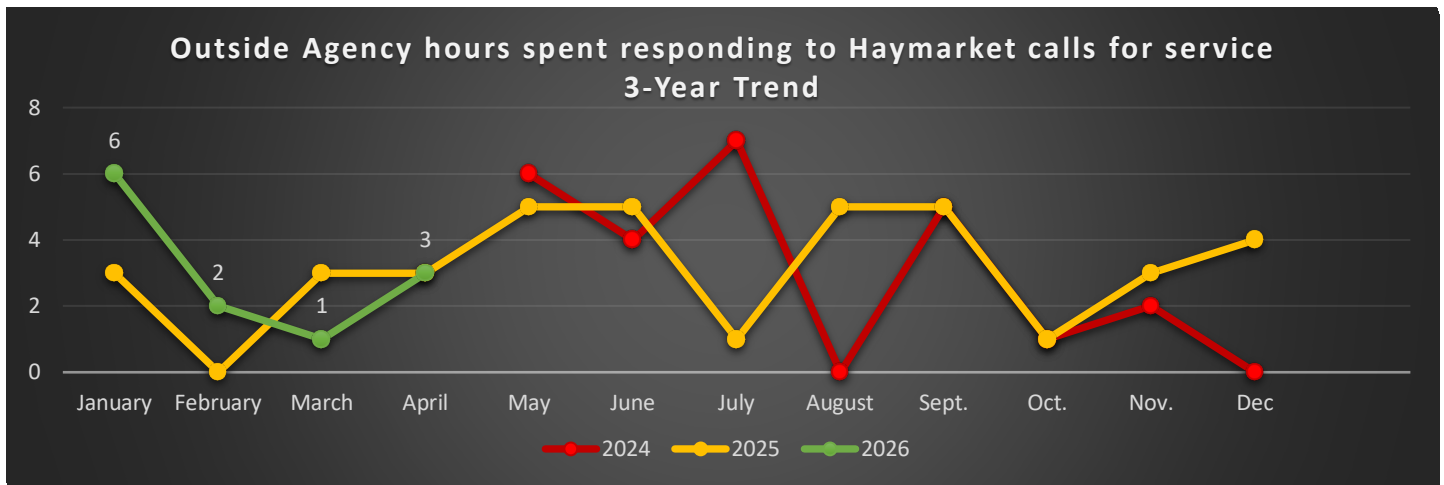
- Back Up: 54



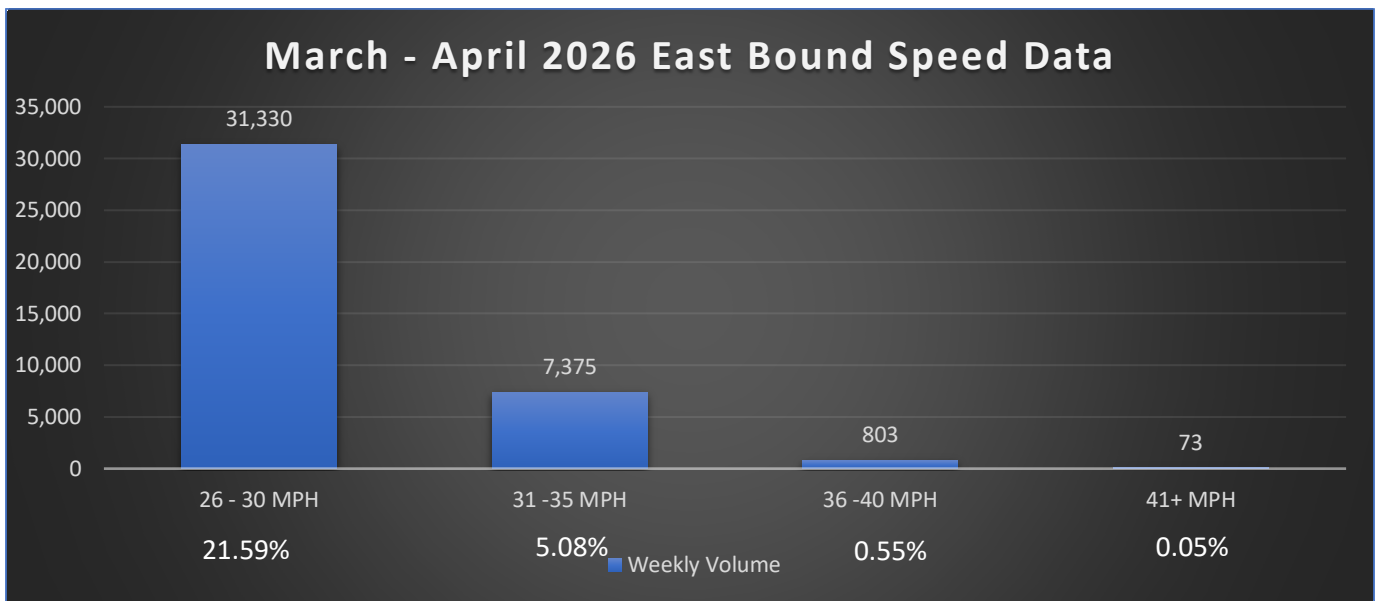
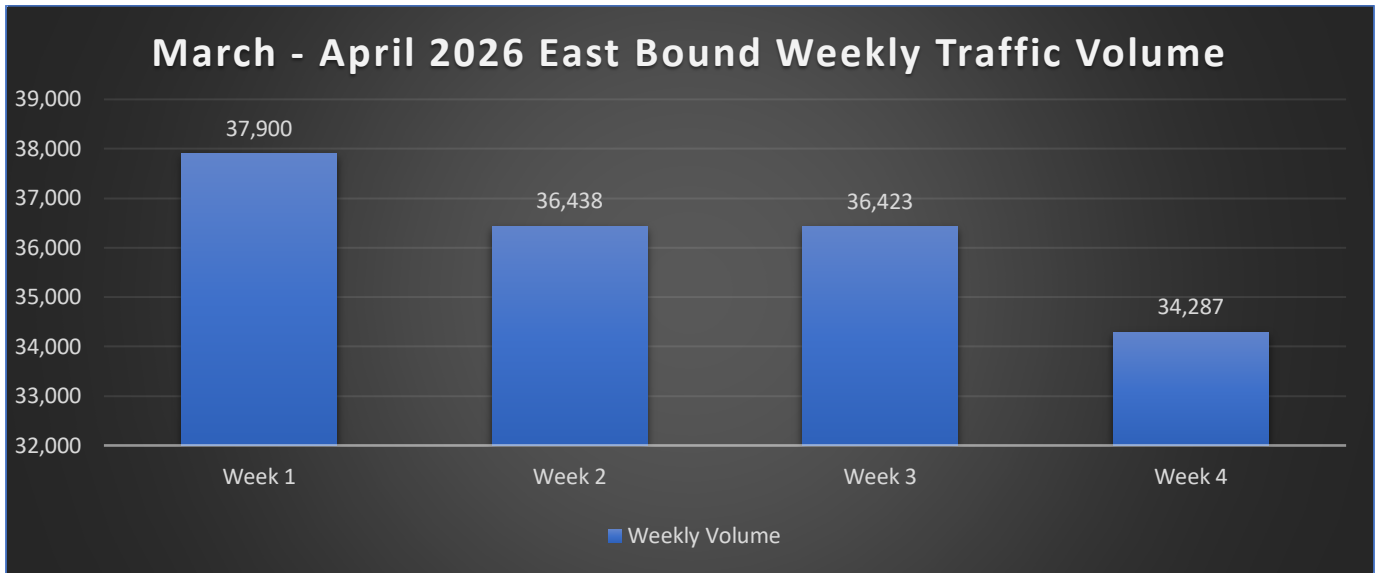
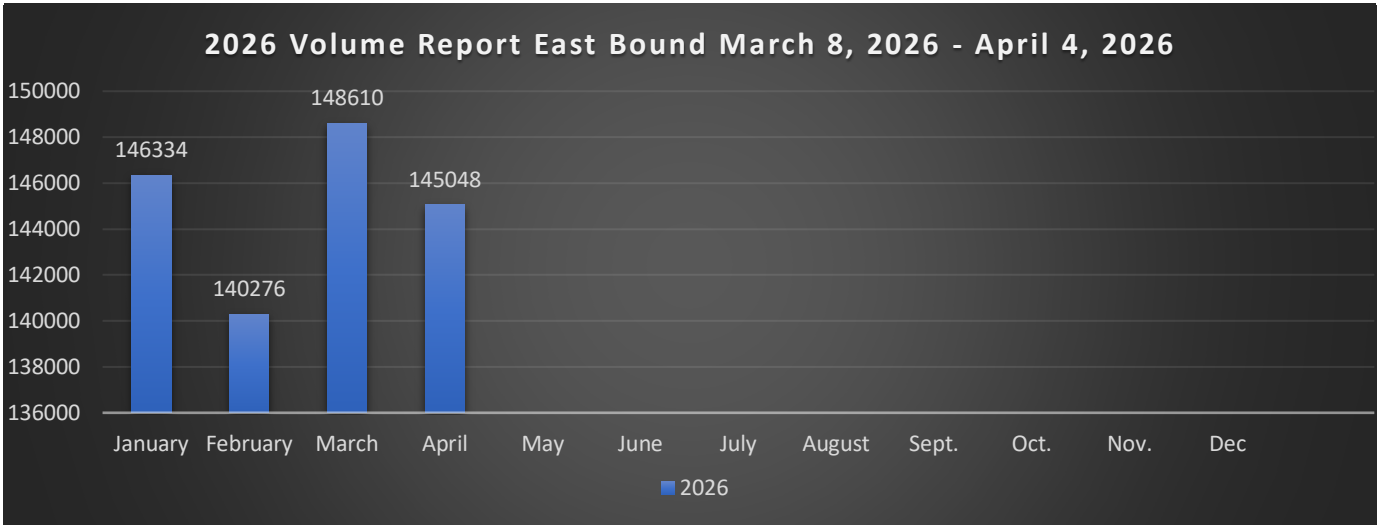
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 4



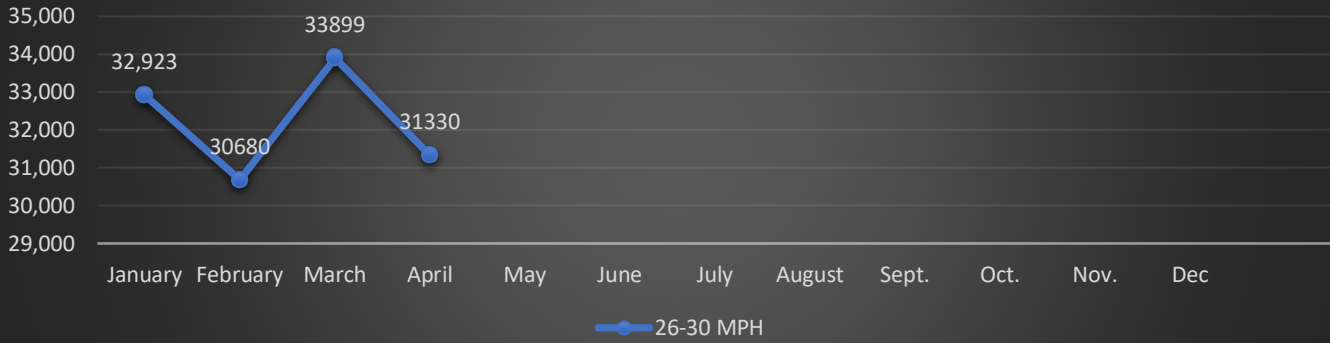
Time spent by outside agencies on calls for service as primary responders: Approximately 3 hours



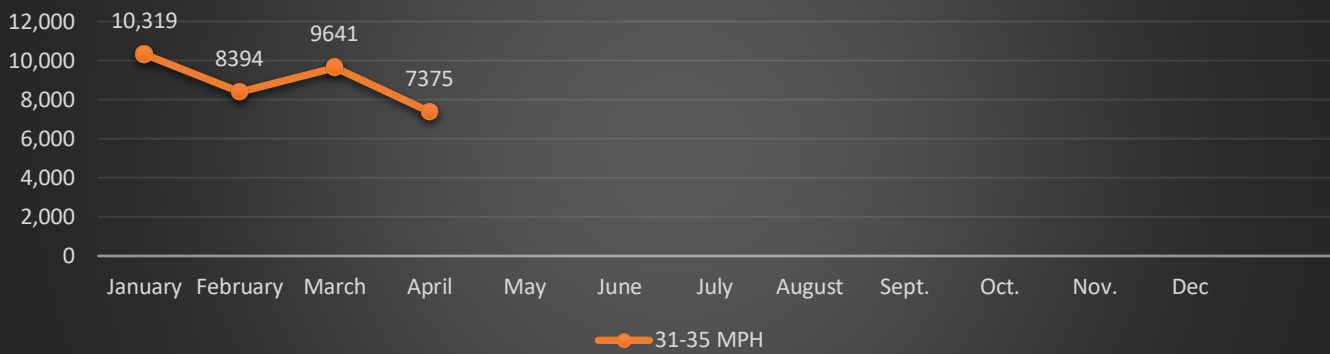
Monthly Traffic Volume



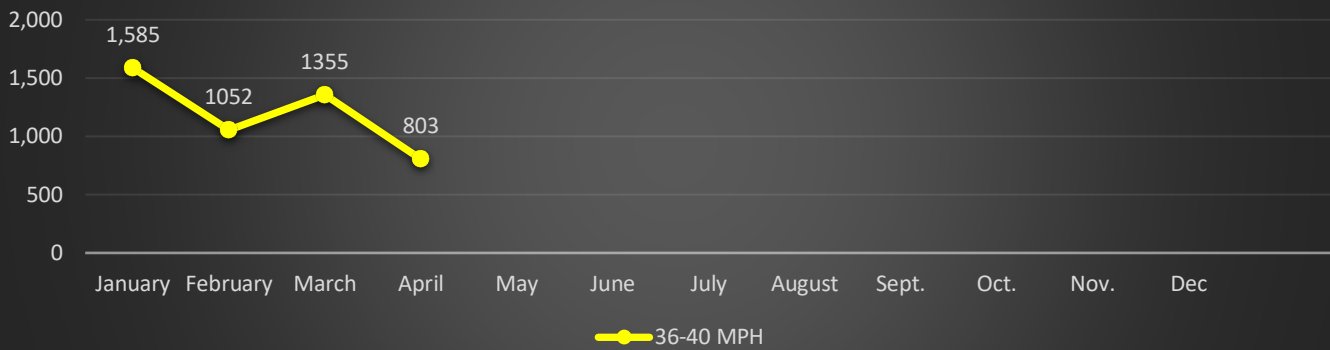
Speed 26-30 MPH Annual Trending East Bound



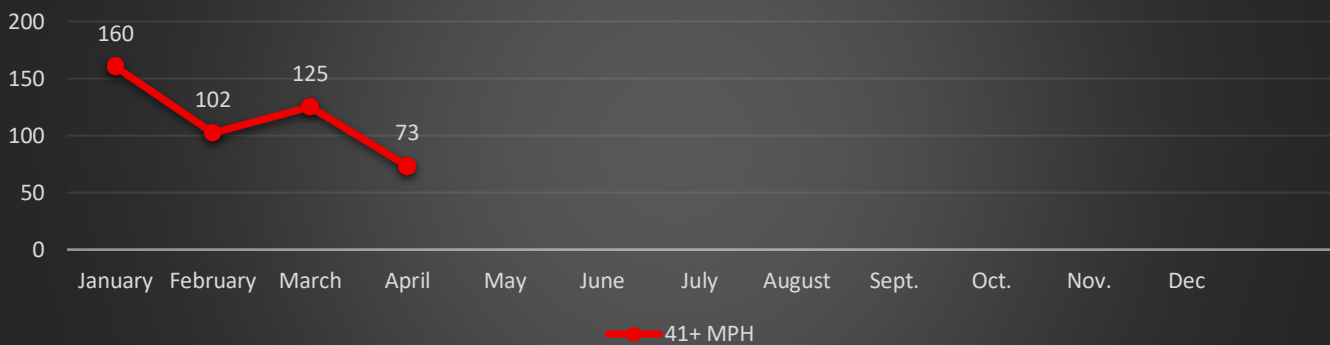
Speed 31-35 MPH Annual Trending East Bound

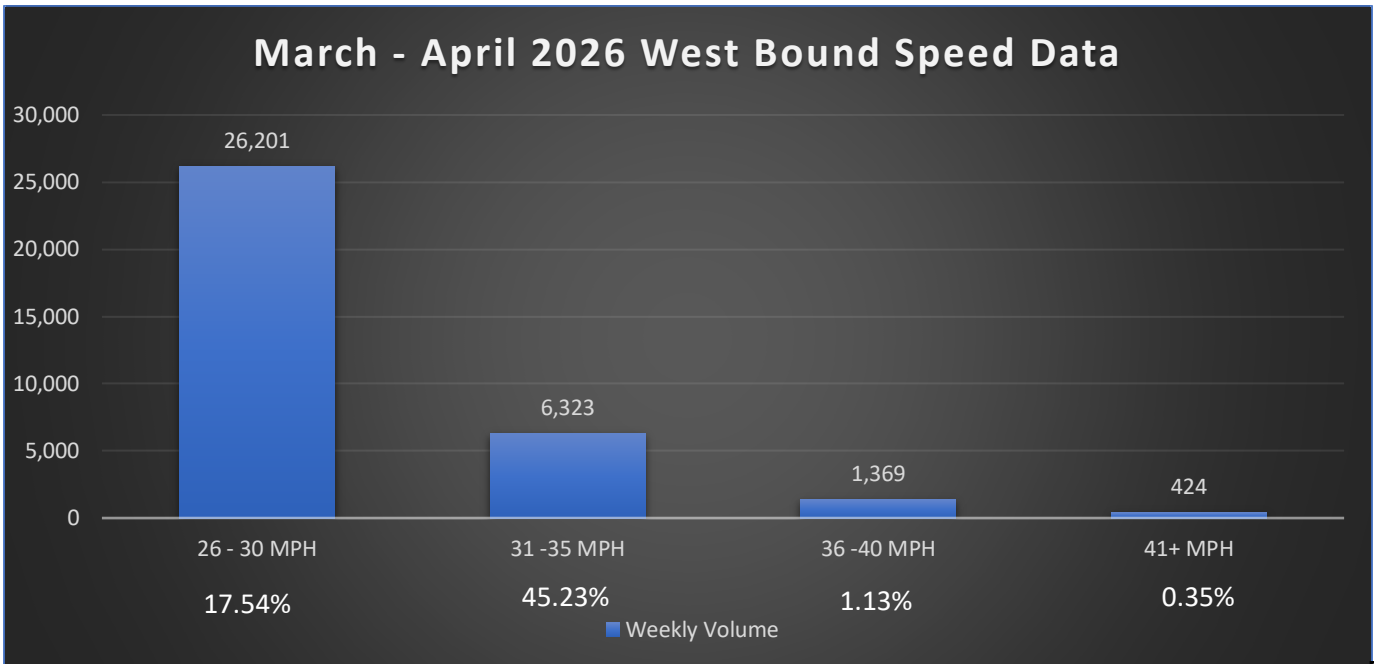
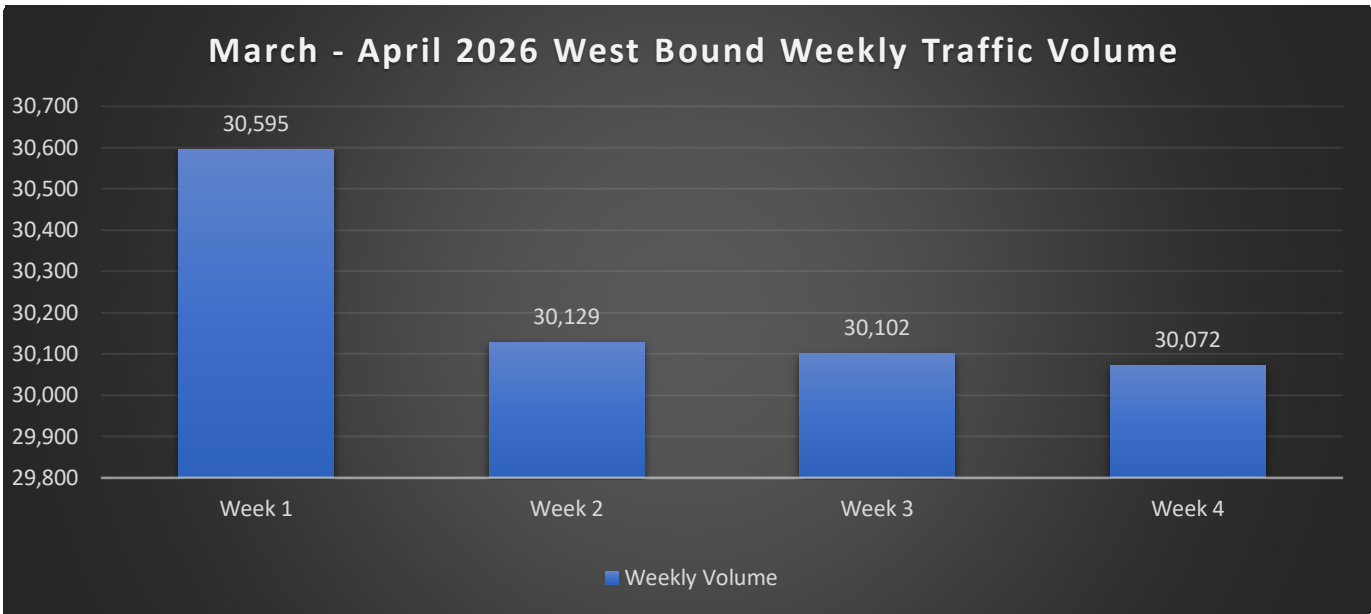
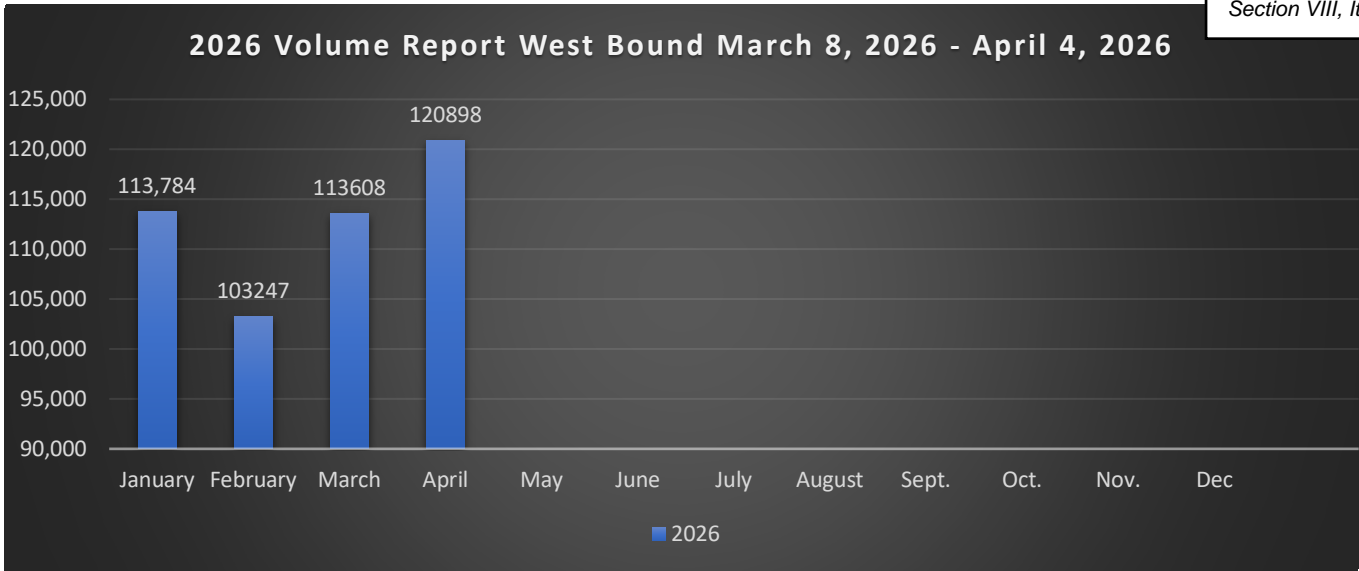


Speed 36-40 MPH Annual Trending East Bound

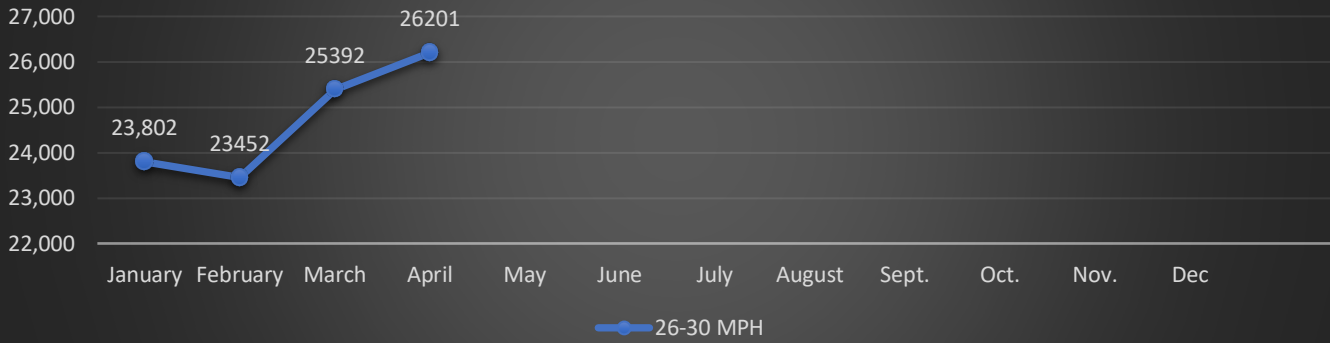


Speed 41+ MPH Annual Trending East Bound

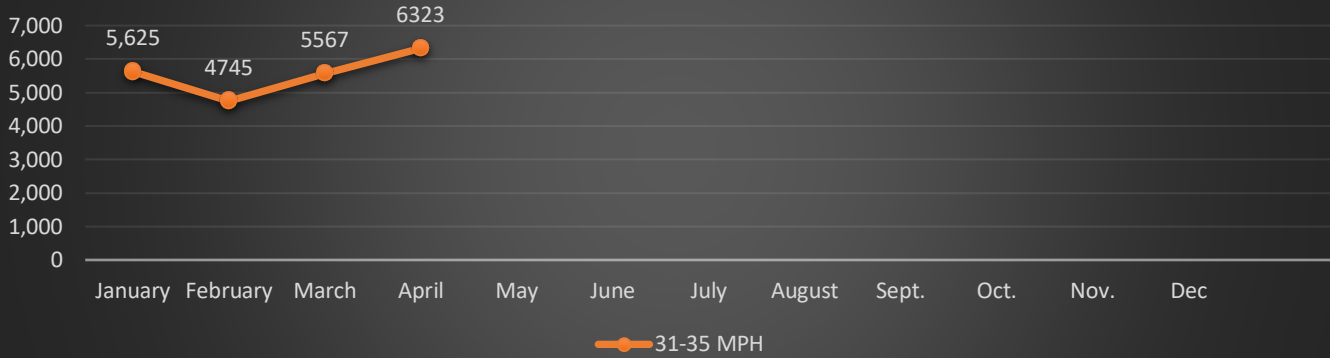




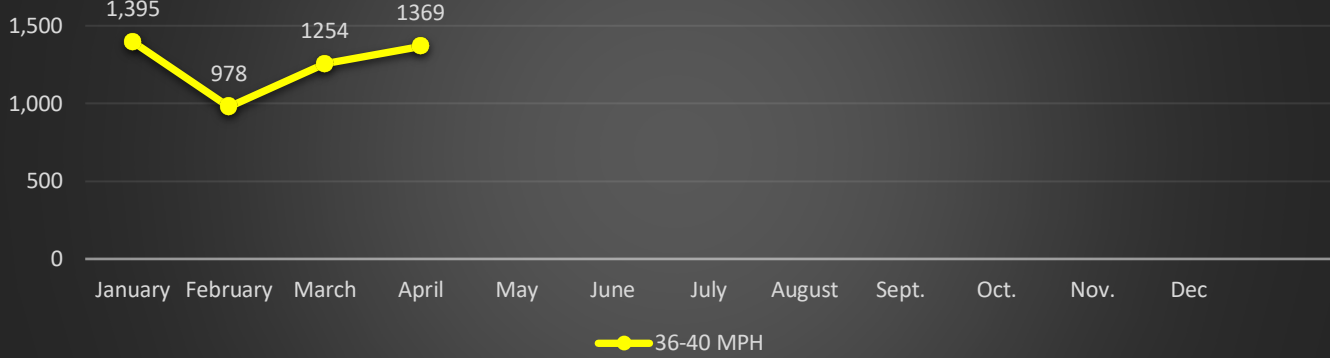
Speed 26-30 MPH Annual Trending West Bound



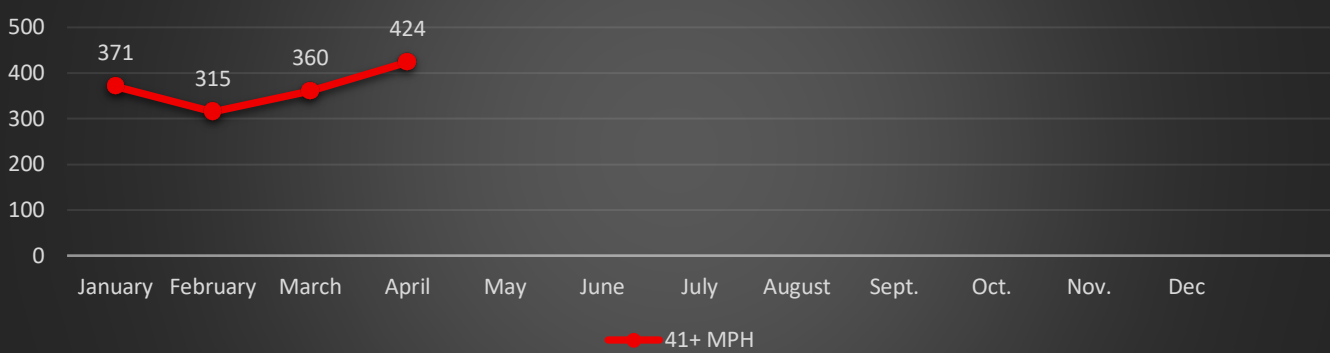
Speed 31-35 MPH Annual Trending West Bound



Speed 36-40 MPH Annual Trending West Bound



Speed 41+ MPH Annual 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.
- Planning continues for our 3rd Annual Senior Summit event to be held at Park Valley Church on April 23, 2026 from 10am to 2pm. Registration is open. We currently have over 150 attendees registered. Chief Allen Sibert has been named the keynote speaker.
- We are currently in the procurement status of our \$20,231 Drone Replacement Grant. Expected shipment date is June 5, 2026.
- We are continuing to interview E-Summons vendors.
- The Haymarket Police Department took part in NHTSA’s “Put the phone away or Pay” Campaign during the week of April 6, 2026. We continue to support NHTSA’s distracted driving initiative for the month of April.
- The Haymarket Police Department will be taking part in NHTSA’s “Put the phone away or Pay” Campaign from April 6 – April 13, 2026.
- Sgt. Burgoon was assaulted during an arrest this month. He required no medical intervention. The suspect was charged with Assault on a Law Enforcement Officer, Drunk in Public, and Disorderly Conduct. This was the suspect second arrest in as many days.
- The community is reminded that National Drug Take Back Day is April 25, 2026.
- We held a “Coffee with a Cop” event on April 8, 2026 at 1971 Coffee. The event was well received and attended.
- April 20, 2026 is NHTSA’s National “Drug Impaired Driving Campaign”. We will be supporting this campaign and reminding drivers to drive sober or use a ride share program.
- May 1, 2026 is National “Heatstroke Prevention Day”.
- May 11, 2026 through May 31, 2026 is NHTSA’s Spring “Click it or Ticket” Initiative. Please remember to wear your seatbelts.
- Lt. Davis held our 1st Woman’s Self Defense class for 2026 on April 20th. Thank you Haymarket Jazzercise for hosting a wonderful event.
- We provided a Police Department Tour and Educational Talk to two home-school families this month. They enjoyed the time at the department with Lt. Davis and Sgt. Finley.
- Sgt. Burgoon and MPO Galbreath did an excellent job locating a 5-year-old boy that was missing.
- A protest was held just outside of Town Limits this month. There were no issues.
- Sgt. Finley and Officer Madigan spoke to a local Boy Scout Troop at Tyler Elementary School. They talked with the attendees about the dangers of drug and alcohol use and answered questions they had regarding law enforcement.
- Storms and High winds came through the area in Mid-March knocking over three trees. There were no major issues.
- A Transformer and Pole fire caused electrical issues with the divergent diamond traffic lights. Officers assisted with traffic flow and the lights were powered by generators until the transformer was repaired.
- On April 8, 2026, the HPD Deaths in Custody Report was filed with the State Police. This is a mandated quarterly report.

Haymarket Police Department 2026 Event Listing

Section VIII, Item B.

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Campaign	January 1, 2026	Completed
2	Fans don't let fans drive drunk Campaign	February 8, 2026	Completed
3	Polar Plunge	February 14, 2026	Completed
4	Vehicle Safety Recall Week	March 2, – 8, 2026	Completed
5	Buzzed Driving is Drunk Driving Campaign	March 17, 2026	Completed
6	St. Baldricks Event	March 21, 2026	Completed
7	Firehouse Subs AED Event	March 24, 2026	Completed
8	Put the phone away or Pay Campaign	April 6, – 13, 2026	Completed
9	Coffee with a Cop	April 8, 2026	Completed
10	Farmer's Market	April 12, - Nov. 15, 2026	Ongoing
11	Drug Impaired Driving Campaign	April 20, 2026	Completed
12	Woman's Self Defense Class 1	April 20, 2026	Completed
13	HPD Senior Summit	April 23, 2026	Completed
14	Drug Take Back	April 25, 2026	Completed
15	Heat Stroke Prevention Day	May 1, 2026	Upcoming
16	Click it or Ticket Initiative	May 10, – May 31, 2026	Upcoming
17	Torch Run for Special Olympics	June 3, 2026	Upcoming
18	Ice Cream Social	June 12, 2026	Upcoming
19	Water Balloon Fight	June 12, 2026	Upcoming
20	Government Open House	June 18, 2026	Upcoming
21	Buzzed Driving is Drunk Driving	July 4, 2026	Upcoming
22	Speed Campaign	July 6, - July 31, 2026	Upcoming
23	Family Bike Patrol	TBA	Upcoming
24	Woman's Self Defense Class 4	August 3, 2026	Upcoming
25	National Night Out	August 4, 2026	Upcoming
26	Labor Day Impaired Driving DSOGPO	August 12, – Sept. 7, 2026	Upcoming
27	Summer Concert	August 15, 2026	Upcoming
28	Child Passenger Safety Week	September 20 - 26, 2026	Upcoming
29	See Tracks, think Train Week	September 21 – 27, 2026	Upcoming
30	Flags for Hero's	September 26, 2026	Upcoming
31	Prince William County Public Safety Expo	October 3, 2026	Upcoming
32	Coffee with a Cop	October 7, 2026	Upcoming
33	Sweet Julia Grace Trunk or Treat	TBA	Upcoming
34	Haymarket Day	October 17, 2026	Upcoming
35	Brooks Heating and Air Truck or Treat	TBA	Upcoming
36	Drug Take Back	October 24, 2026	Upcoming
37	Prince William County Truck or Treat	TBA	Upcoming
38	Teen Driver Safety Week	October 19, 2026	Upcoming
39	Halloween Candy Handout	October 31, 2026	Upcoming
40	Buzzed Driving is Drunk Driving Campaign	October 31, 2026	Upcoming
41	Fair at the Square, (Courthouse Event)	TBA	Upcoming
42	Buzzed Driving is Drunk Driving Campaign	Nov. 25, – Nov. 26, 2026	Upcoming
43	Operation Santa Claus	December 5, 2026	Upcoming
44	Christmas in Haymarket	December 12, 2026	Upcoming
45	Santa Cops (West)	TBA	Upcoming
46	Impaired Driving Initiative	Dec. 1, 2026 – Dec. 15, 2026	Upcoming
47	Drive Sober or get pulled over Initiative	Dec. 16, 2026 – Jan. 1, 2027	Upcoming

Respectfully Submitted,
Allen Sibert, Chief of Police



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: April 28, 2026

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 the applicable law and revised the draft E-Scooter Ordinance as requested.
2. Reviewed the applicable law and revised the draft of the proposed Park Ordinance for Town Council’s consideration.
3. Reviewed the applicable law and provided comments and recommendations regarding the Park Pavilion RFP.
4. Reviewed the applicable law and provided recommendations to staff regarding a property code violation.
5. Reviewed the proposed Verizon Franchise Agreement and met with a Verizon representative regarding the Franchise Agreement.
6. Reviewed the applicable law and provided recommendations to staff regarding a sign violation.
7. Reviewed the applicable law and provided recommendations to staff regarding the legal parameters that govern the use of a developer’s bond funds.
8. Reviewed the applicable law and provided recommendations to staff regarding the Planning Commission’s recommendations related to a rezoning matter.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
St. Michael's Academy	Lydia/Katie	3/17/2026	4/29/2026	Property Owner	-Met onsite to review flooding at transformer 3/25 -Followed up to determine VDOT maintenance responsibility and recommended VDOT contact
Jordan Lane Development	Staff	4/1/2026	4/29/2026	Applicant	-Met with applicant to discuss by-right residential development in Town along Jordan Lane 4/14 -Provided DEQ contact
EPA Stormwater Grant	Staff	12/4/2024	4/29/2026	County Consultant	-Scope will focus on known drainage issues in Town. Added Robinson Paradise to scope -County consultant to survey indicated areas of Town -County consultant survey ongoing. Analysis will be ongoing through June -Sherwood Forest SWM maintenance noted as needed
Jefferson/Fayette Street Site Plan	Lydia/Katie	10/5/2018	4/28/2026	Applicant	-Construction and Town E&S inspections ongoing. Developer to remove IP at inlet across Fayette -As-builts to be requested. Driveway apron and stair repairs needed -Met with developer to discuss revising plan for landscape and streetlights
Crossroads Village - Kiddie Academy	Lydia/Katie	7/27/2022	4/28/2026	Katie	-Construction and Town E&S inspections ongoing -As-builts submitted 4/2. Comments due 5/4
Robinson's Paradise	Staff	1/4/2021	4/22/2026	Applicant/Katie	-Landscape bond released -Site visit for resident flooding concerns 7/23 -Met w/ developer on site 3/11+4/10 -Waiting on SWM agreement. Ownership of SWM facility to be sorted before bond release
Park Pavilion and Restrooms	Emily	11/13/2025	4/17/2026	Town	-RFP Response review -Interviews held 3/17

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Karter School	Lydia/Katie	8/20/2020	4/14/2026	Katie	-2nd submission comments sent to Applicant 10/23 -E&S review approval letter requested by Applicant for DEQ -3rd submission 4/14. Comments due 5/14
Schoolhouse Commons	Katie/Emily	6/11/2025	4/14/2026	Town	-Met with Applicant 2/24 -Staff and PC Recommendation due 4/14
Lifetime Smiles Site Plan	Lydia/Katie	4/10/2023	4/13/2026	Katie	-As-built submission 4/13. Comments due 5/13
Crossroads Village - Retail Preliminary Plan	Lydia/Katie	11/10/2025	4/10/2026	Applicant	-Met with Applicant 2/19 -Resubmission 3/10. Approval sent 4/10
Crossroads Village - Hotel Preliminary Plan	Lydia/Katie	11/10/2025	4/9/2026	Katie	-Met with Applicant 2/19 -Plan resubmitted 4/8. Comments due 5/8
Chestnut Street Lots	Lydia/Katie	9/19/2025	4/9/2026	Applicant	-Site plan submitted 9/19. Comments sent 11/10 -Resubmitted 3/10. Comments sent 4/9
CBPA Annual Report	Katie/Lydia	2/11/2026	4/9/2026	DEQ	-Updated 2025 report for submission to DEQ, reviewed with Lydia
Meladon Self Storage	Lydia/Katie	4/11/2025	4/8/2026	Katie	-Preliminary plan 3rd submission 2/17 -Comments due 5/1
Robinson Village	Lydia/Katie	8/13/2020	4/8/2026	Town/Applicant	-Performance Bond released -E&S Bond released -Landscape bond recommended for 90% release
Park Sidewalk	Katie/Emily	4/27/2021	3/25/2026	Katie/Roberto	-As-Built in process -Final pay app approved -As-builts submitted 3/25. Review due ASAP
Chick-fil-A SUP + Site Plan	Lydia/Katie	11/16/2021	3/25/2026	Applicant	-Plans and noise variance approved. Grading permit issued -Working through bond agreements -Preconstruction meeting held at Town 3/25

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Crossroads Village	Katie/Emily	10/18/2018	3/16/2026	Town	-E&S and performance bonds released -As-builts approved. Recorded SWM Agreement provided. J2 provide pdf copy of Town signed plans
Chick-fil-A As-Builts, Bonds and Closeout	Katie/Emily	7/3/2025	3/4/2026	Applicant/Town	-As-built conditional approval 12/15. Need SWM Maintenance agreement and outfall spreadsheet -Landscape bond to be kept active from original plan -Lydia coordinating payment of outstanding review fees
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	1/16/2026	Applicant/Town	-As-builts submitted 7/8. Comments provided 8/29 -Landscape re-inspection report sent 1/16. Landscape bond to be released minus 10% escrow
Lumina	Staff	11/29/2025	12/17/2025	Staff	-Met with applicant to discuss SWM facility in Conservation zone
Bleight Residential Plan	Katie/Emily	8/5/2022	11/4/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Coordination of status of deed/plat recordation and bonds with Applicant
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	10/29/2025	Town	-Plans approved -Town to submit registration statement -Cost estimate provided to Town 7/31. Turn lane cost breakout analysis completed 10/29
Iceplex	Katie/Emily	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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	-Minor Site plan revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 -Met with VDOT and Applicant on TIA scoping for rezoning
Masonic Lodge/Tobaccology Parking Lot	Katie/Emily	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: Haymarket Town Council
From: Finance Liaisons
Re: April 2026 Monthly Report
Date: April 29, 2026

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.

This report and the Clerk's attached minutes provides a summary of the only meeting held during the month on April 22, 2026, as well as other activities during the month of April:

- The Balance Sheet, where Assets = Liabilities and Owner's Equity (ALOE), continues to show a strong financial position for the town, with key financial ratios, such as Liquidity and Financial Leverage, registering strong results
- FLs reviewed and signed checks in compliance with the internal control policy
- FY 2026 budget mostly continues in line with expectations. Note the following items of interest -
 - As of May 1, 2026, the budget is approximately 83.29% complete. The following percentages are reported as of April 27, 2026:
 - Revenues are at 82.3% inclusive of line item 3500 – *Reserve Funds* and 77.2% exclusive of funds generated via surplus, with a number of line items under 3120 – *Other Local Taxes* receipts lagging and yet to fully report
 - Expenditures are at 68.7%, mostly in line with expectations
 - Net Ordinary Income (NOI) is approximately \$550,000
 - The Treasurer estimates the NOI to be significantly higher at the end of the fiscal year on June 30, 2026 and may approach a level similar to FY2025 surplus of approximately \$1,000,000 (unaudited)
 - Business License Taxes (BLT), due no later than April 30, 2026, are at 64% of budget and continue to be received; BLT provide a significant boost to revenue in the fourth quarter

Open Items (with financial/policy implications):

- 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 LIAISON MEETING

Wednesday, April 22, 2026 at 2:00 PM

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

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

MINUTES

Present: Councilmember Joe Pasanello, Councilmember Dave Capossela, Mayor TracyLynn Pater, Town Treasurer Roberto Gonzalez, Chief of Police Al Sibert

Town Treasurer Roberto Gonzalez presented the actual monthly financial report. He stated that the current budget is at 82% and that the Town is strong financially. He shared that the revenue targets are projected to be met. He provided rental information on Town owned properties and lease renewal information.

Chief Al Sibert shared that the wages in part time hours and over time hours are over budget due to being down two officers. He shared that the department is applying for a DCJS grant.

The committee discussed the current trash contract with the 4% increase affecting the FY27 budget.

Mayor Pater and Councilmember Capossela attended the meeting to discuss the interviews for the RFP contract and presented their recommendations to the committee.

Mr. Gonzalez shared that the current budget should finish very strong.



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 April

Meeting Held 4/22 @ 7:00PM

- COAs Reviews:
 - ZP #2026-002 15030 Washington St. Sign Installation - Approved with no concerns
- Old/New Business –
 - As built under review
 - Zoning Violation notices sent
 - LIDL property update
 - CVC parcels near proposed Hotel sold and interested to add an SUP for Drive-Thru
- New
 - Jordan Lane site development proposed
 - EPA/Storm Water survey performed
 - Business Round table scheduled for May 12
- Planning Commission Update
 - QBE rezoning recommendation voted 4-1 to recommend
- Town Council Update
 - Budget season
 - Policy Review
 - RFP for Park is under review
 - Bob Wier Day for Government transparency noted
- Next meeting scheduled for May 20.



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: April Planning Commission Report

The Planning Commission held a Regular Meeting at their last meeting on April 14th, 2026. The Planning Commission reviewed the Rezoning application for 14600 Washington Street: Recommendation to Town Council. Revised Capital Improvement Plan discussion. After carefully consideration Planning Commission voted to approve the School Commons Zoning Map Amendment Application#REZ2025-001. Motion carried to Town Council. Review Capital Improvement Plan draft.



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

Memorandum

To: Mayor and Town Council
From: Kim Henry, Clerk of Council
Re: Ordinance 2026-001
Date: May 4, 2026

Background: Sergeant Burgoon from the Haymarket Police Department addressed the Council at their meeting in February about establishing hours for the Town Community Park. The Town Council directed Chief Sibert and the Town Attorney to draft an ordinance establishing guidelines for the closing hours. The Town Council reviewed the draft ordinance at their March work session and set a public hearing date at the April regular meeting.

Recommended motion: *I move that the Haymarket Town Council adopt Ordinance 2026-001: An ordinance adding Town Park Closing hours to the Haymarket Town Code Chapter 30, Article 1, Section 30-5.5 by Resolution 2026-005*

Or Alternate motion



Town of Haymarket

Resolution #2026-005

Resolution to Adopt Ordinance #2026-001

Whereas, the Town of Haymarket staff have been updating and establishing policies; and

Whereas, the Town of Haymarket saw the need that a policy for closing hours at the Town Park needed to be in place for the safety of the community; and

Whereas, the Town of Haymarket Town Council held several meetings drafting the Town Park Closing Hours Ordinance for the Town of Haymarket Community Park; and

Whereas, the Haymarket Town Council held a Public Hearing on May 4, 2026 for citizen comment on Ordinance #2026-001 amending Chapter 30, Article 1 by adding Section 30-5.5 of Haymarket Town Code;

Now, Therefore, Be It Resolved by the Council of the Town of Haymarket, meeting in regular session this 4th day of May, 2026, adopt Ordinance #2026-001 to amend the Town of Haymarket Town Code Chapter 30, Article 1 adding Section 30-5.5: Town Park Closing Hours

Motion:

Second:

Aye:

Nay:

Absent:

Attest:

Kimberly Henry, Clerk of Council

TracyLynn Pater, Mayor

ORDINANCE 2026-001

An Ordinance adding Town Park Closing hours to Haymarket Town Code Chapter 30, Article 1, Section 30-5.5

Sec. 30-5.5. – Town Park; violations; exceptions, penalties.

a. Definitions.

- 1) *Park* shall mean any town-owned parks that are open to the public for active or passive recreational activities.
- 2) *Dawn* shall mean thirty minutes before sunrise as determined by the National Weather Service.
- 3) *Dusk* shall mean thirty minutes after sunset as determined by the National Weather Service.

b. It shall be unlawful for any person or vehicle to enter into, or remain upon the lands or premises of any park owned by the town after dusk and before dawn, including any town-owned rights of way, sidewalks and parking areas situated within the park.

c. This section shall not apply to elected officials, appointed officials, officers or employees of the Town who are acting in accordance with their duties; nor shall it apply to persons participating in or witnessing events where the town has given written permission to exceed the above-stated time limits.

d. The town manager or their designee may issue permits for nighttime use of a town-owned park upon written application accompanied by reasonable demonstration that such use or activity is consistent with the preservation of the public health, safety and welfare, with particular regard to lighting, noise control and sanitation, and that such use or activity shall comply with all applicable state and town laws, rules and regulations and shall be accompanied by such other documentation as the town may reasonably require.

e. Any person convicted for violating this section shall be subject to a fine of not more than \$2,500 or by confinement in jail for a term not exceeding 12 months, or both such fine and confinement.

Adopted this 4th day of May, 2026

- Motion:
- Second:
- Aye:
- Nay:
- Abstain:

Attest: Kimberly Henry, Clerk of Council

TracyLynn Pater, Mayor



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

Memorandum

To: Honorable Mayor and Town Council
From: Emily L. Kyriazi, Town Manager
Date: April 30, 2026
Re: Full Time Town Planner Position (Expansion of Part Time Position)

Background:

The Town of Haymarket currently staffs a part-time Town Planner who works approximately 32 hours a week. After reviewing the workload for the Part Time Town Planner, job duties, the Strategic Plan initiatives and future goals of the Town, it has become apparent that the position would be most beneficial to the Town in a full-time capacity.

With the expansion of the position from part-time to full-time, additional duties would include work on the Comprehensive Plan each week, continued work on the job duties assigned and opportunities to proactively work on land use related updates and refreshing of documents. The expansion of the position provides the Town with preventative and proactive reviews and updates of administrative documents, Board and Commission support, and critical updates to the Town's Comprehensive Plan.

The full-time position is included in the proposed FY27 Budget, to include the costs for the benefits package. While the proposal is to start the position effective July 1, 2026, I would ask Council to consider funding the position effective May 4, 2026. Allowing the position to start two months earlier will give Staff the opportunity to start effective immediately on the critical Comprehensive Plan updates along with the proactive review of the Town's Zoning Ordinance without disruption to the current workload requirements.

Additionally, the position will aid the Town in offsetting the following costs; hiring a consultant to complete the Comprehensive Plan update and review, better supporting the Town Manager/Zoning Administrator in land use tasks/work hours and offsetting the permitting and clerical work hours required of the standard land use development processes in the Town Hall.

Please find attached the Town Planner Job Description.

Draft Motion: I move the Haymarket Town Council to approve the expansion of the part-time Town Planner position to a Full Time Town Planner position effective May 4, 2026.

*The position was discussed with the Town Council at the following meetings; March 30 Work Session, April 6 Closed Session Meeting, and April 27 Work Session. Additional discussions occurred with the Finance Committee in weekly meetings during the month of March.



Position: Town Planner	Work Schedule: 40 hours per week Monday-Friday, Some Evenings or Weekends for Work Meetings and Events
Department: Administration	
Position Type: Full Time, FT	

This is a professional position responsible for the administration of the Town’s zoning and land development regulations, performing a variety of tasks related to permitting, plan and application review, customer service, records management, research and analysis. The Town Planner is the primary staff support to the Planning Commission, and Architectural Review Board and provides support to the Town Council and other Town committees as needed.

Responsibilities:

The duties described below are indicative of what the duties the Town Planner may be asked to perform; others may be assigned

- Assists the Zoning Administrator to review and approve zoning permits and development plans (ongoing)
- Coordinates review of zoning and land development applications among outside local, State and Federal agencies and works on the Town’s behalf with outside agencies on planning-related studies and inquiries (ongoing)
 - Maintain working knowledge on transportation, environmental, and regional planning approaches
- Assists the Town Clerk with Agenda preparation for Planning Commission and Architectural Review Board review of development applications (ongoing)
 - Write and Review Staff Report
 - Design necessary Presentations for meetings
- Provides regular staff support to the Planning Commission, Architectural Review Board, Board of Zoning Appeals, as well as to the Town Council and other committees as needed or assigned, including preparation and dissemination of agendas and supporting materials (ongoing)
 - Conference with new commissioners and council on upcoming town projects (monthly)
 - Liaison between Board members and applicants (weekly to monthly basis)
- Assists with establishing operating policies, procedures, goals, and objectives (annual review for currency)
- Assists with maintaining currency of Town’s Comprehensive Plan, Zoning Ordinance, and other planning and zoning regulations and policies
 - Comprehensive Plan build out: conduct public comment, placemaking, prioritize maintaining streetscape.
 - Roughly 6-8 months developing background and 1 yr of working with private contractor
 - Review and Amend Comprehensive Plan every 3-5yrs to promote the Town continuing to meet goals and objectives; maintain currency



- Analyze and create detailed and easy to read maps, tables, and figures regarding Town
 - Development should take 6-8 months,
- Assists with preparing the Planning Commission's Annual Report
 - Update Town Manager and Tracking Log (monthly)
- Assists with interpretation and administration of Town's planning and zoning regulations
 - Serve as a liaison for public inquiries and various outside agency contacts
 - Design and Implement zoning packets for citizens and business owners (ongoing)
 - Issue zoning violations and report regularly on progress with site visits and written documentation (ongoing)
- Assists with presentation material for Planning Commission and Town Council on planning and zoning issues (ongoing)
 - Present and Report on Public Hearings
- Responds to public inquiries related to Town planning and zoning regulations and policies
 - Establish and maintain relationships with community groups, businesses, and professional organizations (ongoing)
 - Business Roundtable (quarterly)
 - Assist with outreach (ongoing)
- Assists with maintaining currency of the Town's Planning and Zoning pages on the website (annual update)
 - Record and present zoning ordinance updates (quarterly review)
- Maintains planning and zoning records and files as required by and in conformance with State Code (ongoing)
 - Devise and Implement backlog system to preserve land files (6-12months)
 - Assist in the preservation of museum artifacts (8-10months)
 - Contract company to digitize files for record retention
- Ensures that all zoning applications are properly logged, tracked, filed, and updated;
 - Maintain general knowledge of all current projects and necessary PWC project to respond to information requests. (ongoing)
- Other duties may be assigned.
 - Utilize GIS for Town Benefit (update zoning map (2-3 months), detailed dashboards for record filing (4-8months), storymaps for town historic walking trail (8-10months))
 - Coding and build out determined following Comprehensive Plan adoption
 - Maintain working relationship with Town Manager, Mayor, PC, ARB, and Council members. (ongoing)
 - Earn and Maintain AICP Certification (or other applicable certifications) (1-5yrs)
 - Attendance at monthly-quarterly meetings



Town of Haymarket
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- Attend Annual Conferences & network with Local and Regional Government (annual)

Skills and Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Required:

- Bachelor's degree in planning or related field;
- Strong desire to continuing to further training or education to remain current with trade practices
- Knowledge of Town Charter, related ordinances, and the policies, procedures and regulations governing municipal government
- Demonstrated ability to work collaboratively with elected and appointed officials, citizens, and staff
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations
- Ability to critically assess situations, problem solve and work effectively under stress, within deadlines and changes in work priorities

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles, practices, techniques and law of contemporary zoning administration and urban planning, includes a working knowledge of applicable Federal and Virginia enabling legislation and laws.

Ability: Ability to plan, organize, and complete research, including statistical analysis. Demonstrate an ability to communicate effectively and accurately in oral, written, and graphic form. Strong organizational skills should also be demonstrated.

Skill: Good customer service skills and ability to establish and maintain good working relationships with the public, staff, and Town Officials. Demonstrate an ability to read, comprehend and review site plans, subdivision plats, construction plans, architectural plans and maps. Demonstrate working knowledge of computers, keyboarding, word processing and database management software.

Physical Demands and Work Environment: tasks typically require sedentary work with occasional lifting of up ten (10) pounds in an office environment.

Supervision: This position reports directly to the Town Manager or his/her designee

Employer Overview:



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Section IX, Item 2.

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the

Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

DRAFT



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Memorandum

To: Mayor and Town Council
From: Emily L. Kyriazi, Town Manager
Date: April 30, 2026
Re: Town Park RFP for Engineering Services

Background:

The Town of Haymarket issued an RFP in November of 2025 for Engineering and Design Services for the Town's Community Park. Following the submission of proposals in January of 2026 the staff reviewed the proposals and the Town Council held several closed sessions to discuss the applications and offerors' credentials.

Council Action:

The Town Council will meet on May 4, 2026 and discuss the next steps in open session at it's regularly scheduled meeting at 7:00pm.