



TOWN COUNCIL - REGULAR MONTHLY MEETING

Monday, January 05, 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 Sean Rousseau - St. Paul's Episcopal Church

IV. HAYMARKET POLICE DEPARTMENT ACCREDITATION AWARD CEREMONY

V. PRESENTATION: State Senator Danica Roem and State Delegate Josh Thomas

VI. PRESENTATION: Marie Pinto - White House Farm Foundation

VII. CITIZENS TIME

VIII. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Work Session – November 24, 2025
2. Mayor and Council – Closed Session/Regular Meeting – December 1, 2025
3. Mayor and Council - Work Session - December 18, 2025

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. Resolution #2026-001: Budget Amendment
2. Planning Commission Vacancy Appointment

X. CLOSED SESSION, IF NEEDED

XI. COUNCILMEMBER TIME

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

XII. ADJOURNMENT



TOWN COUNCIL – WORK SESSION MEETING

Monday, November 24, 2025 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

A Work Session of the Mayor and the 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
Councilmember Joe Pasanello
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker
Councilmember Dave Capossela

ABSENT

Vice Mayor Matthew Gallagher

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE - DAVE CAPOSSELA

Circuit Court Clerk Jacqueline Smith administered the Oath of Office to Dave Capossela, who replaced Mary Ramirez with a term expiring December 31, 2026.

IV. TOWN MANAGER REPORT

1. Monthly Report

Town Manager Emily Kyriazi gave her monthly report. She provided a quick update on a couple of items but shared that she would like to focus on the meeting she recently had with the Prince William County Executive. First, on the subject of land use and planning, she gave an update on the Town Park sidewalk project inspection she had with the Town Engineer. She said that they are still addressing some issues of the sidewalk cracking before the final release of all the documents and permits. She also gave an update on the stormwater assessment grant project. She shared that she is working closely with the consultant group on a follow up with one of the civil engineers in regard to the site plans on North Fayette Street and stormwater analysis from Crossroads Village Center development. She shared that a survey team will be scheduled to come on site in the near future to do survey work along Fayette Street and Jefferson Street areas. She also shared that staff is still working closely with the flooding issues in the Robinson Paradise subdivision area off of Jefferson Street. She shared that staff has requested an on site meeting with the developer.

Mrs. Kyriazi then shared updates on Town Events and general administration items. She shared information about the last Business Roundtable meeting that was recently held. She gave a

short update about the strategic plan. Mrs. Kyriazi gave a brief update on the website redesign process. She shared that staff has a follow up meeting with the IT consultant in moving forward to the .gov platform for emails and going to the cloud services. She also shared that staff has received good feedback for the park RFP.

Town Manager Kyriazi continued with Land Use updates. She shared that staff has received the completed rezoning application for 14600 Washington Street. She stated that the project has been named Schoolhouse Commons. She stated that she will be bringing the authorization to refer this to the Planning Commission at the December Town Council meeting to schedule a public hearing for the January Planning Commission meeting. She also shared that staff has received the second preliminary site plans for a hotel at Crossroads Village Center behind the current CVS. She said in addition, staff received a site plan for retail space at the pad site in front of Kiddie Academy. She stated that staff is also working on the Chick Fil-a second drive through site plans.

She gave some general updates on events. She shared information on the upcoming Holiday Event scheduled for December 13th. She shared that staff is working on the upcoming quarterly newsletter scheduled to go out the first of January.

Lastly, Town Manager stated that she met with Prince William County CXO and shared that the Police Chief has signed an MOU and the department will be able to use the Pennington scenario based training center free of charge. She also shared that she has requested a meeting with the County permitting department to discuss processes and to establish a seamless transition from the Town to the County. She shared that the County has updated their noise ordinance and will start in May 2026 when the data centers start operating. She shared that information will be given to the citizens on the ordinance. She stated that at the next meeting, the County budget season will have started and will be the topic of the conversation. At this time, Town Manager Kyriazi opened the floor for questions.

A question was asked about the rezoning and one mile review across the railroad tracks and the Heathcote Blvd one mile review. She shared that comments are due by the end of December and encouraged Council bring and feedback to her. There was a question regarding the franchise agreement with Comcast and Verizon. Mrs. Kyriazi shared that she has not had much success getting in contact with Verizon and can hopefully bring more information at the December meeting. There was a question on the proposed hotel at the Crossroads Village Center. Mrs. Kyriazi stated that the developer will have to meet all the town site plan requirements. She shared that the site plans won't come to the Planning Commission until spring 2026.

V. CHIEF OF POLICE REPORT

1. Monthly Report

Chief Sibert provided his monthly report to the Town Council. He started that the calls for service has stayed within the current trend. Business checks, foot patrols and officer initiated calls for service have remained static. The three year data related to traffic stops has remained consistent. He shared that he updated the DMV grant chart in his report. He continued with the arrest report and out of town activity along with assistance to the County report. Chief Sibert provided the traffic volume report. Chief Sibert shared that the accreditation team arrived on November 16th for the initial assessment. He provided additional information on the full assessment that took place starting November 17th. He stated that the final assessment will take place in December in Charlottesville. Chief Sibert gave information on the drug take back day and the upcoming senior summit. Lastly, he provided several other events that the department participated in. After his report, Chief Sibert opened the floor for questions. There was a question on the time for the Operation Santa event in early December. Chief Sibert stated that the event would start at 5:30 and for communities to follow the departments Facebook page for the map and the time they will be arriving in each neighborhood. There was a discussion on comments made by the accreditation team regarding the exceptional work of the officers, the

Chief and the department. A question was raised on the length of the accreditation. Chief Sibert stated that the accreditation lasts 4 years But it needs to be maintained yearly with time sensitive standards. There was a short discussion on the increased calls for service from past years.

VI. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided the monthly financial report. He shared that the overall budget is looking good and that the budget is in the black. He shared a few updates on the draft investment policy. He shared that he is working with the finance liaisons and should be bringing the policy to Council in the near future. He also shared information on how the Town's funds are secured. He also shared separating the CIP funds for better tracking. Mr. Gonzalez stated that he has started working on the FY27 budget. He stated that he would like to sit with each councilmember on what they would like to see in this next coming budget based on the adopted strategic plan. Lastly, Mr. Gonzalez shared that they FY24 audit is complete. He shared that he will set up a date for the auditor to present the findings from audit. After his report, Mr. Gonzalez opened the floor for questions or further discussion. Councilmember Pasanello asked Mr. Gonzalez to share information on a meeting the liaisons and staff had with VML/VACO. Mr. Gonzalez shared that he is working with VML/VACO to attend the January work session to provide future financial options.

2. Resolution 2025-012: Budget Amendment

Town Treasurer Roberto Gonzalez shared that the budget amendment is related to the funds needed to complete the park sidewalk project. He shared that he is requesting the unspent funds from the FY25 budget to be reallocated to the FY26 budget so that he can proceed with the payment. He is asking to adopt the resolution at the next meeting. The Council requested for Mr. Gonzalez provide full accounting of the project itself on what was budget vs. what was totally spent. Mr. Gonzalez shared that he will provide that for the next meeting.

3. Strategic Planning Meeting Survey Results

Town Manager Emily Kyriazi shared the results for the strategic planning survey from their previous strategic planning meeting earlier in November. She shared that, if amenable by Council, she would like to present the amended strategic plan and have Council re-adopt it after getting citizen input and feedback with the top ten priorities. A discussion followed on the survey. Mrs. Kyriazi shared that she will have the amended draft strategic plan on the agenda for the December meeting with the top ten priorities determined by Council. She said she will then put it out to the public for comments and will bring the final draft with citizen comments for review and possible adoption by the end of January 2026.

4. Town Park Tree Discussion

Town Manager Emily Kyriazi shared that a citizen of the Town has approached her regarding a tree at the Town Park. She shared that the citizen donated the tree approximately 10 years ago. She continued to share that this tree has special meaning to the citizen and that the citizen is an arborist. She stated that in her conversation with him, he would like to take the tree back because he does not feel that the Council will preserve the tree when they proceed with the park renovations. Mrs. Kyriazi stated that she is looking for feedback from Council and the Town Attorney on how to proceed. The Town Attorney stated that he understands the citizens concern and request. However, from a legal perspective, once a gift is received by the recipient the donor loses control or ownership over the gift. He stated that there is no requirement for the Town to give back the tree. But, the Council could decide to give him the tree by a majority vote.

A discussion followed. After the discussion, the suggestion was for Mrs. Kyriazi meet back with the citizen stating that, at this time the Council has no desire for anyone to remove the tree nor do they wish for the tree to be harmed. They would like to see it remain and be protected. If there is a possibility where the tree may be in the way of future development, staff will contact the citizen to further discuss the options to either remove the tree or take steps to protect the tree from being damaged with the citizen bearing the cost of removal and any legal fees associated. Because this would require a vote from Council, it does not guarantee the that tree could be removed.

5. Museum Rental Discussion

Town Manager Emily Kyriazi first addressed the subject of Town property rentals. She shared that there has been some interest for renting out or utilizing the Town Hall building for community meetings. She shared that she is working with the Gainesville District Board of Supervisors office for utilizing such space. She continued with the subject of the Town Museum rental. She reminded Council of a discussion had earlier in the year on the museum rental for 2026. She shared that the Council decided that they wanted to have pop up rentals. Mrs. Kyriazi stated however that the first business she approached is interested in a full year rental. Mrs. Kyriazi distributed a proposal from the business owner for a one year pilot program to lease the museum. Mrs. Kyriazi shared that the business owner will be coming to an upcoming meeting to give the Council a presentation on her concept. Mrs. Kyriazi also shared that the proposed rental fee, which would cover the utilities and maintenance. A discussion followed on parking, the rental fee, responsibility of the tenant and the timeline. Mrs. Kyriazi shared that if Council wants to open the museum as a museum, they would need to look at hiring staff to run the museum and still incur the costs of having the museum open. After the lengthy discussion on the proposal, the Council asked for the proposed tenant to come to a future meeting to discuss the concept further. The Council discussed changing their December Work Session date to December 18 and invite the interested party to that meeting.

6. Planning Commission Vacancy Application

Town Clerk Kim Henry shared that she has received an application for the Planning Commission vacancy. Ms. Henry shared that the applicant will be at the December regular meeting for Council to meet and asked any questions prior to appointing.

VII. ADJOURNMENT

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

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



TOWN COUNCIL – REGULAR MEETING

Monday, December 01, 2025 at 7:00 PM

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

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DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Ken Luersen
Councilmember Joe Pasanello
Councilmember Dave Capossela

ABSENT

Councilmember Alexander Beyene

II. PLEDGE OF ALLEGIANCE: Scout Troop # 924

Mayor Pater invited Scout Troop #924 to the dais to lead in the Pledge of Allegiance.

III. INVOCATION: Mark Brady - Park Valley Church

Mayor Pater invited Pastor Mark Brady from Park Valley Church to the podium to give the evening's invocation.

IV. PRESENTATION: Haymarket Day Recap - Julia Crofford

Mayor Pater invited Town Event Coordinator, Julia Crofford, to the podium to give a wrap up from the recent Haymarket Day and to give out the awards for the parade winners. Mayor Pater also shared that Ms. Crofford will give all the updated information on the upcoming Holiday Event on December 13th.

Town Event Coordinator Julia Crofford shared that the past Haymarket Day was one of the best attended events ever for Haymarket. She thanked the Council, staff and volunteers for making the event so successful. She recognized Park Valley Church for their sponsorship and help throughout the year in all of the Town events. Ms. Crofford presented a check to Pastor Mark Brady thanking them for all of their help.

Next, Ms. Crofford recognized Scout Troop #924 for their help during Haymarket Day with taking care of the trash duties. Ms. Crofford presented the troop with a donation for their help.

Ms. Crofford recognized the parade winners. She recognized Battlefield High School - Most Hometown Spirit, Studio B Hair Salon - Most Likely to enter the Haymarket Day Hall of Fame, 4R's Preschool - Most Nostalgic, Gainesville Dance Center - Best Performance, and Coalition to Protect Prince William County - Mayors Choice.

Ms. Crofford shared that the Holiday Bizarre is on December 13th from 2-6 pm. She shared that there will be crafts, entertainment, vendors and a visit from Santa. At this time, Ms. Crofford asked for a brief recess for the Mayor and Council to light the Christmas tree on the green to kick off the holiday season.

V. PLANNING COMMISSION VACANCY INTERVIEW

Mayor Pater shared that there was one application for the Planning Commission vacancy. However, the applicant was not able to attend this evening's meeting. She asked for this item to be deferred to the December 18th Work Session. There was no objection to defer the item to December 18th.

1. Application

VI. CITIZENS TIME

There was no one wishing to address the Town Council for citizen's time at this evening's meeting.

VII. CONSENT AGENDA

Vice Mayor Gallagher asked to pull the Town Administration Report from the Consent Agenda.

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

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

After the discussion on the Administration Report, **Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Item B:1. Councilmember Luersen seconded the motion. The motion carried.**

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

A. Minute Approval

1. Mayor and Council - Special Meeting: October 27, 2025 6 PM
2. Mayor and Council - Monthly Work Session: October 27, 2025 7 PM
3. Mayor and Council - Strategic Planning Meeting: November 1, 2025 8 AM
4. Mayor and Council - Regular Meeting: November 3, 2025 7 PM
5. Mayor and Council - Special Meeting: November 12, 2025 6 PM

B. Department Reports

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

Vice Mayor Gallagher asked for the Town Manager to give an update on the franchise agreement. Town Manager Emily Kyriazi stated that she spoke with Comcast and Verizon. She stated that the Town has the draft agreement from Comcast. She stated that she also spoke with Verizon. She shared that Verizon will be sending over their draft agreement. She stated that she wanted to make the Council aware that Verizon said that there will be no additional build out. She shared that the service is only available where customers have current service with Verizon. She stated that she will provide the draft agreements once she receives them. A short discussion followed.

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

VIII. AGENDA ITEMS

1. Planning Commission Vacancy

As discussed earlier in the evening, this item was deferred to the December 18th Work Session.

2. Resolution #2025-012: Budget Amendment

Mayor Pater asked Town Treasurer Roberto Gonzalez to give a brief explanation on the Resolution. Mr. Gonzalez stated that the budget amendment is for the final costs for the Town Park sidewalk project. Mr. Gonzalez distributed the figures on the total cost of the project, as requested by Council from the last Work Session.

With no further discussion or questions, **Councilmember Pasanello moved that the Haymarket Town Council approved an amendment to the fiscal year 2025-2026 budget as designated by Resolution #2025-012. Councilmember Baker seconded the motion. The motion carried by a roll call vote.**

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

3. 2026 Meeting Schedule

Town Clerk Kim Henry presented the 2026 meeting schedule for Council review. Councilmember Pasanello suggested that the Council consider changing their December Work Session prior to December 28th since there will be a new Council as of January 1, 2027. He stated that this would give ample time to orientate any new Councilmembers prior to their Organizational meeting in January. Town Manager Kyriazi suggested December 21 as the Work Session. There was no objection to the December Work Session date change.

4. Draft Amended Strategic Plan and Top 10 Priorities

Town Manager Emily Kyriazi presented the draft amended strategic plan for review. She stated that after the review, the Council could adopt the amended plan at their January meeting. She shared that staff will publish the plan and ask for any feedback from the citizens. She also provided the top ten priorities of Council. A discussion followed on the subject. The Town

Manager suggested that she provide information on the top two priorities as a footnote and a footnote with an explanation of the rankings. She stated that she will carry this to the December 18th Work Session for final review prior to asking for public input.

5. REZ#2025-001: Rezoning Application for 14600 Washington Street Referral to Planning Commission

Mayor Pater shared that the Town Council needs to refer the application to the Planning Commission. She asked Town Manager Kyriazi to provide any additional information. Town Manager Kyriazi shared that the agenda packet was large because she put all the documents regarding the application in the packet in an effort to be transparent to the community so that they can start to understand what the application means, what the applicant is proposing and the process of it. She stated that she is asking for the Council authorize the Planning Commission to begin their review of the rezoning application for 14600 Washington Street; a rezoning for a 58 unit townhouse community on 7.75 acres of the property. A portion of the property will remain as B-1, which encompasses the majority of the old school building and the businesses within that portion of the building. She stated that, although she can answer general questions, the purpose is for the Council to take action and refer this application to the Planning Commission for them to set a public hearing. There was a brief explanation from Mrs. Kyriazi on the general layout of the property and the possibility of having a community center using an existing structure. Mrs. Kyriazi also shared that this application is the only complete and paid for application regarding the property at this time. There was also a question on the time line for ruling on the application. Mrs. Kyriazi shared that the application will go before the Planning Commission at their next meeting on December 9th, in which they will set the public hearing date. She shared that the public hearing would be at their January meeting. At the public hearing, they will take comments from the public and speak with the applicant. After their deliberation, they will make a recommendation to the Town Council. A public hearing date will be set by the Town Council with same procedures as the Planning Commission. After the public comments and discussion with the applicant, the Council will deliberate on the application and make a decision. If Council denies the application, the applicant could appeal the decision to the circuit court within 30 days of the decision. Mrs. Kyriazi stated that she will have a definitive timeline for the December 18th work session.

Councilmember Baker moved that the Haymarket Town Council refer the Schoolhouse Commons rezoning REZ#2025-001 application to the Town of Haymarket Planning Commission for review. Vice Mayor Gallagher seconded the motion. The motion carried.

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

IX. COUNCILMEMBER TIME

1. Vice Mayor Gallagher

Vice Mayor Gallagher commended the staff and everyone involved with Haymarket Day. He stated that he heard nothing but positive things. He said it was great to see the representation in the parade and to see the winners at this evening's meeting. He stated that he is looking to see everyone at the Holiday event on December 13th. Lastly, he wished everyone a safe and happy holiday season.

2. Councilmember Luersen

Councilmember Luersen stated he repeats everything the Vice Mayor said about the events. He shared he is looking forward to the Holiday Event on December 13th.

3. Councilmember Pasanello

Councilmember Pasanello thanked Scout Troop #924 for keeping Haymarket clean on Haymarket Day. He also congratulated Councilmember Capossela on his first official meeting. He reminded everyone about Operation Santa Claus on December 6th. Councilmember Pasanello asked staff to invite the owner of Contemporary Music Center to a future meeting for the business spotlight. Lastly, he wished everyone the happiest of holidays.

4. Councilmember Beyene

Councilmember Beyene was not present and did not have a written report.

5. Councilmember Baker

Councilmember Baker thanked everyone for attending this evening's meeting. He also thanked the Event Coordinator and Town Manager for their hard work on the events. He especially thanked Town Maintenance Matt Burrows for all his hard work in getting the Town decorated for the holidays.

6. Councilmember Capossela

Councilmember Capossela congratulated the staff on the success of Haymarket Day. He challenged everyone this holiday season to be kind and enjoy the season.

7. Mayor Pater

Mayor Pater started her report with wishing the Haymarket Police Department the best of luck with the upcoming accreditation process later in the week. She continued with wishing that everyone had a nice Thanksgiving holiday. She encouraged everyone to reach out to those who may be alone this holiday season. She thanked staff for all their hard work, especially this time of the year. She thanked those serving in the military so that we can enjoy the freedom to celebrate the holidays with our families. Lastly, she wished everyone a happy holiday.

X. ADJOURNMENT

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

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

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

Absent: Councilmember Beyene



TOWN COUNCIL – WORK SESSION MEETING

Thursday, December 18, 2025 at 7:00 PM

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

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DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Councilmember Joe Pasanello
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Dave Capossela - arrived late

ABSENT

Vice Mayor Matthew Gallagher
Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

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

III. VACANCY INTERVIEWS

Mayor Pater shared that the Town has a vacancy on the Planning Commission and the Architectural Review Board. She stated that the applicant who was interested in the Planning Commission vacancy withdrew their name from consideration. Mayor Pater continued to share that there was an applicant present to be considered. She invited Mohmoud Omer to the podium for a brief interview. Mayor Pater shared that Mr. Omer's application was originally for the ARB vacancy, but would like to be considered for the Planning Commission. Mr. Omer confirmed that he would like to be considered for the Planning Commission based on his work experience in the construction industry. Mr. Omer shared that he is a recent resident to the Town of Haymarket. He shared that he has a mechanical engineer background. He shared that he is currently a project manager for a construction company. He shared he has experience with design, site and building plans within the industry. He stated that he would like to serve the Town and his community with his knowledge. The Town Council asked Mr. Omer several questions based on land use. After the brief questioning, Mayor Pater suggested in light of the recent withdrawal, the Council leaves the vacancy and position open until the January 5th regular meeting before making the appointment. The Council agreed to the suggestion.

1. Planning Commission Vacancy Interview
2. Architectural Review Board Vacancy Interview

IV. TOWN MANAGER REPORT

1. Monthly Report

Town Manager Emily Kyriazi provided updates to her monthly report. Items she reported were:

1. The Town Engineer complete the final walk through on the Town Park sidewalk project. She shared that there was minor issues that need to be addressed and adjusted.
2. Stormwater assessment program. A meeting was held on December 16th. Reported that the County has everything they need for the north side of Fayette. They asked for the original Crossroads Village Site plans. Once those are received, the survey team will be scheduled.
3. Zoning Inspections. A zoning violation letter has been issued for a property on Jefferson Street.
4. Strategic Plan. The plan has been presented to both the Planning Commission and the Architectural Review Board for review and comments.
5. The Compensation Study contract is with the attorney. Staff and the attorney are working on finalizing it.
6. Website Redesign. Still in progress
7. Old Post Office Building. Staff working with finance liaisons on long term repair and scope of work. Will have update in January.
8. Robinson Paradise Stormwater concerns. Staff is staying in contact with the residents and continued requests to meet with developer. Mrs. Kyriazi shared that a open house meeting was held on December 8 on a rezoning at Heathcote Blvd and Old Carolina. She shared she met with the developer of the project, along with a resident of Robinson paradise, to assure that the stormwater from that development would not affect the Robinson Paradise community. A short discussion followed.
9. Franchise Agreement. Comcast draft agreement has arrived. Staff is waiting on the Verizon agreement. Verizon will also supply a map of service area in the Town.
10. Upcoming - Chief and Mrs. Kyriazi will be finalizing the personnel manual after the first of the year. Project completion - first quarter 2026.
11. Chick Fil-a second drive through site plan. Planning Commission gave conditional approval. Mrs. Kyriazi shared that she will be getting a detailed schedule on construction closure from the representative of Chick Fil-a and will bring that to Council in the near future.
12. Van Metre Landscaping bond. Should be released in spring 2026.
13. Crossroads Village Center. Working through As-Builts. Taco Bell - finalizing their As-Builts. Kiddie Academy - will be submitting As-Builts.
14. Karter School. Will continue to processing the site plan showing a day care. Mrs. Kyriazi shared that she met with the team and they are looking to pivot and submit an amended site plan by doing a continued care facility, which would require a special use permit. She will keep Council updated.
15. Self Storage lot. Staff has received an additional submission and staff has received an inquiry about a possible business that would do contracted auto repair.
16. Lifetime Smiles. Working with them to submit As-Builts.
17. Fayette Street. South side of Fayette. Site plans have been submitted for 2 single family homes for a vacant lot. The two newly built homes on Fayette - working on landscaping inspections and conversation with developer regarding the street lights. Mrs. Kyriazi shared that one of the owners of the new built home asked that the Town reach out to VDOT to have a stop sign ahead sign prior to the curve. Mrs. Kyriazi stated that VDOT does not feel that it is warranted. Mrs. Kyriazi shared that she will meet with Chief Sibert and reach out to VDOT again.

At this time, Town Manager Kyriazi introduced the new Town Planner, Lydia Schauss, to the Council. Councilmember Capossela entered the meeting during the report.

Lastly, Mrs. Kyriazi shared with Council an opportunity that she was presented to her by Stephanie Davis, who worked on the strategic plan. Mrs. Kyriazi shared information on the Women's Leadership Institute. She provided the schedule of the training, the cost of the program and the application process.

A short discussion ensued on some of the street lights that are not working.

V. AGENDA ITEMS

1. Financial Monthly Report

Town Treasurer Roberto Gonzalez presented his monthly financial report. He provided recent updates to the financials and shared that the Town is trending positive on the revenues. He shared some budget amendments that he will be presenting to Council. Mr. Gonzalez gave some updates on upcoming meetings. He shared that the auditor will be presenting the final audit on the FY24 budget in January. He also shared that VML/VACO will attend a January meeting to discuss financial analysis geared toward the Town Center project. He will also provide the draft of the investment policy at the January work session.

Lastly, Mr. Gonzalez shared his working timeline for the FY27 budget. He shared that he will be sending Council a questionnaire based on the strategic plan to incorporate into the budget. He shared that he will be presenting the first draft of the budget in February 2026.

2. Proposed Lease Agreement: Dawn Quill - Arts Van Go

Town Manager Emily Kyriazi shared that Council started a discussion earlier analyzing what currently is going on in the museum, which is a non-profit organization focusing on the arts utilizing the building with the Town receiving some compensation from the proceeds on shows, classes and the sorts. She shared that the Council discussed changing the concept and having pop-ups utilize the space for a one to two month period. Mrs. Kyriazi proposed instead of pop-ups, a business that is very interested in renting the space for a twelve month period. Mrs. Kyriazi presented utility and maintenance costs for the museum since the non profit has occupied the building vs. the commissions paid to the Town from the non profit.

At this time, Mrs. Kyriazi introduced Dawn Quill, founder of Arts Van Go, and invited her to the podium to give her presentation and proposal to the Council. Mrs. Quill shared that she is a mobile based art workshop company that is 100% dedicated to process arts education. She shared that since moving to Haymarket years ago, she found that there were no art programs for children. She shared that she is seeking a one year pilot rental agreement with the Town to occupy the Haymarket Museum with the intent to activate the museum as a flexible community art venue, to expand youth access to art education, to increase the cultural and historical programming aligning with Town events and to preserve the historic integrity of the building. She presented a business plan to the Council for review. The business plan showed the pilot goals for the first year. She provided the gross financial snapshot. She also provided background programs that she generated in 2025.. She stated that there is clearly a need for the arts based on the numbers she provided. She provided the program plan for the first year. She said she is excited with partnering with the Town and piggy backing on the Town events. After her presentation, Mrs. Quill asked questions from the Council. There was a discussion to assess at 6 months on the utilities and such because of the increase usage of the space. And then again at 12 months. Mrs. Quill stated that she would be ok with the assessment timeline. There was also a short discussion on parking options. There were questions on facility requirements. Town Manager Kyriazi stated that it meets ADA compliant layouts and staff would ensure the first aid kits were updated and completed. She shared that the fire extinguisher is on location and has been inspected. She stated that Mrs. Quill would supply the tables and chairs and other supplies. There was a discussion on scholarship opportunities. A discussion ensued with Mrs. Quill on more concepts and the private/public partnership. Mrs. Kyriazi gave the history on the operations of the museum since 2017 when she came on with the Town. She

shared that at first, it operated as a museum but there was no draw to get people in the building and staffing was difficult. It was an under utilized resource. She continued with the utilization of building with the arts in 2019. In 2020, a coffee business occupied the building. The business owners from the coffee company was able to get a contract with the hotel to brand their coffee, which left them not needing the space any longer. Mrs. Kyriazi shared that the idea of arts came up again with the partnership with Crossroads Arts Alliance, a non profit, in 2023. She shared that the partnership with the non profit was a lesson that the Town needed something that would have the museum doors open regularly and often. Mrs. Kyriazi shared that this opportunity can have offerings for community and have the museum doors open. There was a question to structure the lease that if the utilities were higher than agreed monthly rental, Mrs. Quill would pay the additional cost on the utilities. A discussion also followed on increased maintenance of the building. After the discussion, the Council directed staff to move forward with Arts Van Go on a 12 month lease and for staff to work with the Town Attorney to draft the lease agreement for the 12 month period at \$650 per month, a 6 month review of the utility costs or if the utility cost goes up by 25%. The Town Attorney will provide the lease agreement for review at the January 5th meeting.

3. Planning Commission Vacancy Appointment

Mayor Pater stated that the Council agreed to defer the appointment until the January meeting.

4. Architectural Review Board Vacancy Appointment

5. Amended Strategic Plan Draft

Town Manager Emily Kyriazi presented the amended strategic plan draft showing the requested language from Council. Mrs. Kyriazi also presented a summary of the progress Council has made on the Town Center site plan as well as the Park Pavilion RFP. A short discussion followed on moving forward in adopting the plan after citizen input. Mrs. Kyriazi suggested that the plan goes out in the January newsletter for feedback before adoption. She also suggested that a special citizen time for this subject only be added to the January work session.

6. RES 2026-001: Budget Amendment

Town Treasurer Roberto Gonzalez addressed the Council on the budget amendment. He gave a brief explanation on each item on the amendment. The first to rebalance the funds from the loss tenant income from the Old Post Office building and generate income on the new tenants in the Town Hall spaces. The second amendment is for the Police Department obtaining the HEAT grant and recognizing the revenues and expenditures of the grant. Mr. Gonzalez stated that this would be adopted at the January 5th meeting.

At this time, Chief Sibert asked to add the in car camera contract to the agenda.

Councilmember Luersen moved to add the item to the agenda. Councilmember Pasanello seconded the motion. The motion carried.

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

7. Chief Sibert shared that the department entered into an agreement for the in car camera system. He shared that he started with the company in July but the company fell short in its contractual obligations. He share that the department has had to move onto a new system. However the system costs more than the original contract. He is asking to add to the funds to the current budget from the funds received from the sale of cruiser fleet or to make it work with the current budget. He is asking the Council direct him to proceed with the new company. The Council discussed the options.

Councilmember Luersen moved to proceed with a contract with Motorola, as discussed. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

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

Councilmember Luersen moved that the Council instruct the Town Treasurer to prepare an amendment to Resolution 2026-001 moving \$16,000 as discussed for Motorola in car body cam for the January 5th meeting using Capital Outlays. Councilmember Pasanello seconded the motion. A short discussion followed. The motion carried by a roll call vote.

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

VI. ADJOURNMENT

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

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

Town of Haymarket Town Manager Report and Tracking Log			
Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Completed another walkthrough of the site to discuss the chips in the sidewalk and the singular crack near the driveway entry. Contractor repaired the chips and cracks in the sidewalk - the outlets at the top of the streetlights are not functioning. We are awaiting the contractor's notification that the lights are fully functioning prior to setting a final walkthrough of the site.
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. Working with GoGov to get the request feature added to the Town website. Met with GoGov marking team on November 21st to discuss ways to better advertise the new feature. Julia ia working on publishing a link to to GoGov contact/request feature on the website
County Contact RE: Stormwater Assessment Program	Emily		UPDATE: Uploading site plan files into the Dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project. UPDATE: Working with consultant to retrieve final data information from the Crossroads Village Center site, Next Mtg is scheduled for Dec 16th.
Comprehensive Zoning Inspection	Emily K		Town Manager will complete urgent Zoning Inspections and reviews in a timely manner. Other comprehensive zoning inspections will be delayed until December/January timeframe due to staffing changes in the office.
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	Business Roundtable was held November 19th. We discussed the Town's Land Use Development updates, Deck the Door contest, involvement with our Holiday event and more! Working to schedule filming days with the winners of the promotional video raffle.
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth - monitoring site for complete growth
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Council held the Strategic Plan work session retreat on November 1st. UPDATE: Updated the priorities document to add two footnotes and a note regarding the point system. The Strategic Plan Draft and Priority document were presented in the Town Council Updates at both the Planning Commission and the Architectural Review Board. I will notify Council of any feedback from the Commission and Board.
Museum: Crossroads Arts Alliance	Emily/ Tracylynn		Dawn Quill with ArtsVanGo will be presenting at the December 18th Town Council meeting regarding her proposal for renting the Museum space. A memo will be emailed to the Town Council prior to the meeting discussing the background on the Museum space.
Town Park/Playground	Emily K.		Shade structure was removed for the season
Meeting with CXO/County Correspondence	Emily K		Next CXO meeting will be in the February timeframe, we will be discussing the County Budget
Haymarket Compensation Study	Emily		Awaiting the contract draft from the Town Attorney. Will send ASAP to the contractor.

Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Our project manager has reached out with first steps for the redesign and will reach out again in 4-6 weeks with a more detailed timeline along with a rough draft of the new site. After that is completed, we will schedule a training to learn how to update the new site.
Town Complex Building Maintenance/Repairs	Emily		During the Finance Liaison meeting we discussed several maintenance issues we have had with structures on site to include; ac units failing, cellar flooding at Cupcake Heaven, possible foundation issues, and other maintenance repairs. It was suggested that I reach out to a structural engineer to get quotes on inspecting each structure at the Town Hall Complex and the Town Museum. UPDATE: Working to get a price estimate for the recommended repairs
Old Post Office Building	Emily		Unable to receive a quote for the long term repairs without further work on a scope of work/scope of service and formal RFP process.
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	Mayor's Message has been running very successfully, the business owners are excited to be working on this series with Staff and Mayor. We will continue to gather data and report back to the Town Council. Filming has stopped for 2025 and will begin again in 2026.
Robinson's Paradise - Stormwater Concerns, Flooding			Requested a meeting with DR Horton to discuss the issues on site, recommended repairs. DR Horton has not responded with a meeting date or point of contact.
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. Awaiting the draft from Verizon
Town Policy Updates	Emily/Roberto/Chief		Investment Policy, Travel/Training Policy and Procurement Policy -- Policies are currently being reviewed by the Finance Liaisons
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily/Katie	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Received the quotes for the building plans as well as the estimated construction costs, will be discussing the plans with the Finance Liaisons October 29th
Haymarket Iceplex (Buildout)	Emily/Katie		The Haymarket Iceplex -- old site plan and now in building department with permitting and construction
Chick Fil A (SUP, Site Plan Review)	Emily/Katie		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff returned comments to the applicant August 22, 2025. Applicant submitted a second submission on September 16, 2025. Engineering comments are in process
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie		Chick Fil A did not submit as built's back in 2017 following the completion of the project. Comments for as built's were finalized by the Town Engineer in May 2025. Chick Fil A has large quantities of dead plant material that needs to be replaced prior bond release. Discussing with the business/applicant if they want to replace all of the plant material prior to the proposed construction work on site UPDATE: awaiting an updated SWM Agreement
Robinson's Paradise (As-Built, Bond Release)	Emily/Katie		11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff UPDATE 4/30/2025--7/22/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon. E/S bond release discussed as well. Town expecting resubmission of as-built plans soon. UPDATE: Requested a meeting and awaiting a response

Van Metre -- Robinson Village (Bond Release)	Emily/Katie		7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024--6/30/2025 E/S Bond Release Approved on December 13th 2024 - UPDATE: 10-2025 Returned the landscaping inspection report to Van Metre, awaiting notification of replacement od dead material prior to reinspection
Crossroads Village Center (As-Built, Bond Release)	Emily/Katie		2022---12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions UPDATE: 09-2025 Engineer to schedule a E&S Bond Release Inspection for the site. Reviewing the road utility trench behind the CVS and the need for restoration -- As-Builts were received for review on October 21st
Taco Bell (As-Built, Bond Release)	Emily/Katie		7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finaled by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. UPDATE 09-2025 Need to follow up with the applicants to request a proper as built submission. Katie to send out the updated landscaping inspection comments regarding replacement of dead plant material
Crossroads Village, Kiddie Academy (Construction)	Emily/Katie		4/3/2023--10/30/2023: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30/2024--12/30/2024 Site work continues, applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--8/18/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town. Deed and plat resubmitted to reflect change of ownership in agreement.
Karter School (Plan Review)	Emily/Katie		Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. UPDATE: Meeting with Applicant early December to discuss plans
Self Storage (preliminary plan)	Emily/Katie		7/22/2025--15250, 15251 Kapp Valley Way, a previous rezoning from 1997 and SUP under review in 2014 never had a site plan approved before operation. Town Staff are working with current property owner to ensure the site is in compliance with the zoning ordinance. UPDATE 10-2025 Comments were returned to the applicant, awaiting response and next submission
Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie		6/1/2023: preliminary and final site plans reviewed, Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town 3/26/2024--11/26/2024 Site work completed, Lifetime Smiles granted occupancy 2/25/2025--7/22/2025 No recent updates, will coordinate with owner when bond release requested. 8/18/2025--Town Planner has notified the Owner of the as-built submission requirements.

Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Emily/Katie		4/3/2023--10/1/2024: plan under review 10/1/2024--12/30/2024: Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. COA for demolition of three single family homes issued. 1/29/2025--Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025--site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025--8/18/2025 deed and plat acceptance and bond submissions to be coordinated with applicant prior to grading and construction. COA for demolition of the three single family homes expires December 6, 2025.
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan (Bond Submission)	Emily/Katie		4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE: 09-2025 Town Manager to reach out to the Masonic Lodge to determine the Lodge's intent to proceed forward
South Fayette Street - 6792 & 6794 Fayette			Town received first submission of the site plan for 6792 & 6794 Fayette Street. Town Engineer has plan for review, comments due week of 11-05
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. 2/1/2024--4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024--12/30/2024 Site work continues 1/29/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. 7/22/2025 90% landscaping bond release requested UPDATE 09-2025 Town Manager to follow up with the developer regarding the submission of the as built, landscaping bond inspection and action items required by applicant to proceed with releases of bonds.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission met on Tuesday, December 9th. They set the public hearing date for the rezoning application for Tuesday, January 20th. I have someone interested in the ARB vacancy. I am waiting on the application for review.There is still a vacancy on the Board of Zoning Appeals. Eric Matthews has moved out of the Town. His term expires January 2026. We will keep searching.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	All approved minutes are current on the website. Planning Commission January meeting has changed to January 20, 2026. I will be adding the 2026 Council meetings to the website within the week. I have started time stamping the meetings. You can view it on the website agenda packets. I have scheduled Marie Pinto from Leopold's Preserve to attend the January Regular meeting. I talked with Superviosr George Stewart about attending future Council meetings to give quarterly updates. He will start coming in April
Directives	Kim	6.1. Complete and implement the communications plan for the Town	The Outdoor Events Ordinance has been added to Municode
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	I am starting to organize the next TANV meeting in January with the Town of Herndon. I will be registering for the VMCA Annual Conference in Blacksburg VA scheduled for April 2026
Maintenance			
Town Park/Playground	Nothing to report at this time.		
Town Hall	Made door key copies for tenant in Rm@200, All air filters and thermostat batteries changed. All thermostates set to 68 degrees on second floor. Will be working on installing non slip stair treads in the coming week.		
Copper Cricket/ Cupcake Heaven/Museum	All air filters and thermostat batteries changed. No issues to report at this time.		
Events	Currently working on holiday setup.		
Streetscape	Found issue with streetlights on NW side of town. Sublett services have corrected that problem and will have the bulb issues corrected this week. We will figure out a game plan for the rest of the retrofits next week.		

Event/Business Marketing			
Farmers Market	Julia		Sent a end of season survey to all 2025 farmers market vendors. Will start to discuss the schedule for the 2026 season this month. Applications will go out in February.
Summer Concert 8/16	Julia		Starting to discuss potential themes for the 2026 concert.
Holiday Event 12/13	Julia		Our Holiday Bazaar will take place on December 13th. We have 26 artisan vendors and 5–6 local businesses offering free crafts for children throughout the event. All three preschools will be performing along with the carolers, School of Rock, Contemporary Music Center, and the Bull Run Cloggers. Vendor and other event signage was created and ordered. An event page has been created on social media, and I will continue to promote the Holiday Bazaar across all platforms. Working on gifts from Santa and s'mores kits to hand out at the 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	Coordinating film days with Skipper Films for the business roundtable winners. (Goal 4.4). To date, we have secured \$26,000 in sponsorships and I have started to make a list of potential sponsors for next year. I will start to reach out to those businesses in the new year. I have also continued to send the survey to businesses after we have posted their Mayor's Message video to get their feedback on the initiative. We have received positive feedback from both viewers and business owners. The 2025 Christmas ornament has arrived and we started sales on Haymarket Day. I am continuing to promote the oranments and they will be for sale at the Holiday Bazaar.
Social Media/Website/GOGov	Emily/Alexandra/Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GOGov for events, meetings, 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 now available and I have begun advertising that. As of December 7th, we have a total of 753 app downloads. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Continuing to advertise the Holiday Bazaar and ornaments. I will also start to post Town Halls holiday hours. I will begin working on the newsletter to be sent out in January.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 2026 first quarter newsletter is being drafted.
Real Estate Tax	Alexandra		Real Estate Taxes: respond to real estate tax inquiries; record payments; Will begin to add late fees the week of December 15
Administrative	Alexandra		check and sort daily mail and handle questions and concerns from residents and businesses. Process purchase orders, enter monthly invoices into QuickBooks, and prepare invoices and payments for finance meetings, file backup. Follow up on late invoices, fees, and payments for events, engineering fees, and zoning; Record Square transactions; Track and process tenant and meals tax payments; Assist with audit backup materials; Handle late BPOL applications and payments for the Holiday Market.
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	The ARB is scheduled to meet on December 17.
Office Misc.:	Alexandra		The Military Banner Program received a lot of positive feedback. We currently have 5 spaces remaining, and the banners will be displayed again in May 2026. Currently assisting with holiday décor & event.
New/Old Business Updates			
New Businesses			



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: January 05, 2026
Re: Treasurer's Report

Highlights:

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- Actuals as of 12.30.2025 are included in this agenda.
 - The comparison report to where the Town was financially last year as of 12.30.2025.
 - The FY2024 audit has been completed, and we will be receiving a presentation in January's 2026 work session.
 - Scheduled VML/VACO's financial analysis presentation for the January 2026 work session. The goal is to have Council review options for funding the Town Center project.
 - The final draft of the Town's Investment Policy has been completed and is now ready for review by the full Town Council. We are seeking your comments and feedback with the goal of securing approval during FY2026.
 - Began to work on FY2027 Draft budget.
 - I attended Annual Virtual Health Insurance seminar.
 - Working with Town Manager on Lease matters.
 - Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of December 29, 2025

Section VIII, ItemB.

	Dec 29, 25
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	9,196,456.76
11010 · Virginia Investment Pool	376,154.05
Total Checking/Savings	9,572,610.81
Accounts Receivable	
12000 · Accounts Receivable	127,820.03
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	129,951.00
Other Current Assets	
11499 · Undeposited Funds	46,256.84
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	631.02
Total Current Assets	9,703,192.83
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	16,680,011.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	153,437.47
Total Accounts Payable	153,437.47
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-9,772.86
20042 · PD Credit Card - SONA 0277	94.47
Total Credit Cards	-9,678.39
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	91.10
21000 · Payroll Liabilities	65,402.75
22000 · Security Deposits	13,851.48

Town of Haymarket
Statement of Net Position
As of December 29, 2025

Section VIII, ItemB.

	Dec 29, 25
22010 · Escrow Deposits	202,317.10
Total Other Current Liabilities	3,580,117.21
Total Current Liabilities	3,723,876.29
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	1,113,293.98
Total Liabilities	4,837,170.27
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	5,550,866.96
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	365,157.15
Total Equity	11,842,841.37
TOTAL LIABILITIES & EQUITY	16,680,011.64

REVENUE	Actuals	Budget	Percentage of Budget Collected	Comments
3110 · GENERAL PROPERTY TAXES				
				Real Estate invoices have been entered; includes
3110-01 · Real Estate - Current	483,978.47	501,770.00	96.5%	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	357.29	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	151.71	1,000.00	15.17%	
Total 3110 · GENERAL PROPERTY TAXES	511,348.04	526,494.00	97.12%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	181,153.53	300,000.00	60.4%	Collections cover up to November 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	13,161.11	350,000.00	3.8%	
3120-03 · Cigarette Tax	71,271.03	132,466.00	53.8%	Collections cover up to December 2025
3120-04 · Consumer Utility Tax	43,619.65	158,000.00	27.6%	
3120-05 · Meals Tax - Current	733,491.58	1,600,000.00	45.8%	Collections cover up to November 2025
3120-06 · Sales Tax Receipts	60,197.83	170,000.00	35.4%	Collections cover up to October 2025
3120-07 · Penalties (Non-Property)	2,589.29	5,000.00	51.8%	
3120-08 · Interest (Non-Property)	22.25	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,105,506.27	2,785,466.00	39.7%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	875.00	4,500.00	19.4%	
3130-03 · Motor Vehicle Licenses	153.00	0.00	100.0%	
3130-05 · Other Planning & Permits	29,760.00	1,000.00	2,976.0%	Due to Zoning Amendment Application
3130-06 · Pass Through Fees	13,746.25	15,000.00	91.6%	
Total 3130 · PERMITS,FEES & LICENESES	44,534.25	20,500.00	217.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	12,017.60	25,000.00	48.1%	24000
Total 3140 · FINES & FORFEITURES	12,017.60	25,000.00	48.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	8,062.23	13,500.00	59.7%	reconciled up to November 2025
3150-03 · Interest on Bank Deposits	139,786.64	89,500.00	156.2%	reconciled up to November 2025
Total 3150 · REVENUE - USE OF MONEY	147,848.87	103,000.00	143.5%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	27,128.29	50,683.00	53.5%	
				Lease has been terminated as of September 4th
3151-08 · 15020 Washington Realty	13,470.14	60,098.00	22.4%	2025
3151-09 · 15026 Copper Cricket	15,679.98	29,009.00	54.1%	
3151-11 · Cupcake Heaven and Cafe LLC	18,793.00	38,021.00	49.4%	
3151-15 · Revolution Mortgage	4,792.41	8,215.00	58.3%	
3151-17 · Yew Tree Wellness LLC	2,905.28	0.00	100.0%	New Tenant; Prorated for November 2025
				New Tenant; amendment coming for new Revenue
3151-18 · WSR Solutions LLC	2,757.09	0.00	100.0%	\$6,222.00
				New Tenant; amendment coming for new Revenue
3151-19 · Red Rock Title & Settlement LLC	918.00	0.00	100.0%	\$6,426.00
Total 3151 · RENTAL (USE OF PROPERTY)	86,444.19	186,026.00	46.5%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	28,517.50	20,000.00	142.6%	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	9,324.25	14,000.00	66.6%	
3165-03 · Town Ornaments	4,393.60	10,000.00	43.9%	
3165-04 · Town Shirts	2,173.25	0.00	100.0%	
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%	
3165-06 · Town Hats	417.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,152.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	69.00	0.00	100.0%	
3165-09 · Town Tote / Bag	90.00	0.00	100.0%	

3165-10 · Town Mug	35.00	0.00	100.0%	
3165-12 · Holiday Market	3,060.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	132,761.87	124,000.00	107.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	45.55	300.00	15.2%	
3180-01 · Citations & Accident Reports	90.00	0.00	100.0%	
3180-02 · Vetern Banners	2,900.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
3180-07 · Unclaimed Property Funds	4,510.00	4,510.00	100.0%	Unclaimed funds that have met the State Code requirement to be submitted to VA Treasury
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
3190 · Sale of Salvage & Surplus	16,900.00	0.00	100.0%	Sold 3 PD SUV (older ones that were replaced this fiscal year)
3180 · Miscellaneous	239.37	0.00	100.0%	
Total 3180 · MISCELLANEOUS	25,009.92	4,810.00	520.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	18,896.00	37,790.00	50.0%	2 of 4 FY2026 disbursement received
3200-05 · Communications Tax	33,388.48	72,000.00	46.4%	Collections to cover up to September 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	FY2026 Annual disbursement received
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	FY2026 Annual State disbursement received
3200-12 · Railroad Rolling Stock	1,546.16	1,300.00	118.9%	Annual Tax collection for FY2026
3200-16 · DMV Select Grant	6,458.10	26,240.00	24.6%	
3200-17 · LOLE Grant	0.00	3,200.00	0.0%	
3200-19 · HEAT Grant	10,000.00	0.00	100.0%	Grant for the Flock system the Town PD purchased
Total 3200 · REVENUE FROM COMMONWEALTH	103,915.71	174,157.00	59.7%	
3500 · Reserve Funds	0.00	89,160.00	0.0%	Fire Funds, Comp Study funding

Total Revenue	2,169,386.72	4,038,613	53.7%
Gross Revenue	2,169,386.72	4,038,613	53.7%

EXPENDITURES

01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	4,599.60	10,050.00	45.8%
111002 · FICA/Medicare	820.45	2,000.00	41.0%
111003 · Meals and Lodging	4,049.60	6,300.00	64.3%
111004 · Mileage Allowance	285.60	1,800.00	15.9%
111005 · Salaries & Wages - Regular	11,400.00	22,000.00	51.8%
Total 11100 · TOWN COUNCIL	21,155.25	42,150.00	50.2%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	255,401.19	528,794.00	48.3%
1211002 · Salaries/Wages - Overtime	1,843.49	4,500.00	41.0%
1211003 · Salaries/Wages - Part Time	10,455.25	41,588.00	25.1%
1211004 · FICA/Medicare	20,163.57	43,633.00	46.2%
1211005 · VRS	38,619.74	85,854.00	45.0%
1211006 · Health Insurance	31,968.00	63,936.00	50.0%
1211007 · Life Insurance	2,970.40	6,377.00	46.6%
1211008 · Disability Insurance	730.68	3,360.00	21.7%
1211009 · Unemployment Insurance	208.20	5,995.00	3.5%
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	3,167.58	14,000.00	22.6%
1211014 · Printing & Binding	3,778.87	8,298.00	45.5%
1211015 · Advertising	97.17	9,000.00	1.1%
1211016 · Computer, Internet &Website Svc	6,126.34	28,550.00	21.5%
1211017 · Postage	1,293.87	5,000.00	25.9%
1211018 · Telecommunications	4,228.63	7,500.00	56.4%
1211019 · Mileage Allowance	997.50	3,250.00	30.7%
1211020 · Meals & Lodging	2,970.21	7,000.00	42.4%
1211021 · Convention & Education	2,010.00	10,000.00	20.1%

1211022 · Miscellaneous	220.00	2,000.00	11.0%	
1211024 · Books, Dues & Subscriptions	4,398.69	12,075.00	36.4%	
1211025 · Office Supplies	2,563.83	8,500.00	30.2%	
1211030 · Capital Outlay-Machinery/Equip	4,700.59	5,000.00	94.0%	
1211032 · Professional Services	0.00	20,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	419,576.80	945,952.00	44.4%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	34,225.82	100,000.00	34.2%	legal services covering up to October 2025
Total 12210 · LEGAL SERVICES	34,225.82	100,000.00	34.2%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	28,050.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%	
Total 01 · ADMINISTRATION	474,957.87	1,116,152.00	42.6%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	341,122.56	726,867.00	46.9%	
3110003 · Salaries & Wages - OT Premium	22,947.59	24,000.00	95.6%	
3110004 · Salaries & Wages - Holiday Pay	20,807.11	39,182.00	53.1%	
3110005 · Salaries & Wages - Part Time	21,230.00	27,000.00	78.6%	
3110007 · Salary & Wages - DMV Grant	9,661.38	26,240.00	36.8%	
3110012 · Salaries & Wages - PT Admin.	8,537.50	39,000.00	21.9%	
3110020 · FICA/MEDICARE	30,961.40	67,018.00	46.2%	
3110021 · VRS	44,683.18	95,438.00	46.8%	
3110022 · Health Insurance	63,715.20	135,206.00	47.1%	
3110023 · Life Insurance	4,015.72	8,521.00	47.1%	
3110024 · Disability Insurance	1,005.89	3,070.00	32.8%	
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	9,467.34	30,379.00	31.2%	legal services covering up to October 2025
3110032 · Computer, Internet & Website	1,135.00	10,000.00	11.4%	
3110033 · Postage	11.60	100.00	11.6%	
3110034 · Telecommunications	5,373.46	18,700.00	28.7%	
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%	
3110037 · Meals and Lodging	1,456.19	5,000.00	29.1%	
3110038 · Convention & Edu. (Training)	364.00	10,800.00	3.4%	
3110040 · Annual Dues & Subscriptions	8,673.15	21,000.00	41.3%	
3110041 · Office Supplies	1,858.66	10,000.00	18.6%	
3110042 · Vehicle Fuels	12,897.89	36,700.00	35.1%	
3110043 · Vehicle Maintenance/Supplies	8,180.94	22,000.00	37.2%	
3110045 · Uniforms & Police Supplies	33,444.92	45,901.00	72.9%	Flock system being paid by this line item
3110056 · Capital Outlay-Machinery/Equip	120,169.45	143,000.00	84.0%	
Total 31100 · POLICE DEPARTMENT	811,798.13	1,595,540.00	50.9%	
32100 · FIRE & RESCUE				
				will hold a Public Hearing for budget amendment for FY2026 to move Fire Funds over to budget the
3210001 · Contributions to other Govt Ent	69,159.87	84,160.00	82.2%	Town has received towards this contribution
Total 32100 · FIRE & RESCUE	69,159.87	84,160.00	82.2%	
Total 03 · PUBLIC SAFETY	880,958.00	1,679,700.00	52.4%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	88,892.88	216,995.00	41.0%	Covering up to November 2025 services
Total 43200 · REFUSE COLLECTION	88,892.88	216,995.00	41.0%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	50,609.11	100,000.00	50.6%	
4310002 · Maint Svc Contract-Pest Control	513.00	2,500.00	20.5%	
4310003 · Maint Svc Contract-Landscaping	12,550.00	45,000.00	27.9%	
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%	

4310007 · Electric/Gas Services	5,787.23	18,593.00	31.1%
4310008 · Electrical Services-Streetlight	1,429.76	5,500.00	26.0%
4310009 · Water & Sewer Services	2,020.04	6,350.00	31.8%
4310011 · Real Estate Taxes	415.20	1,500.00	27.7%
4310015 · Maintenance - Vehicle Fuel	758.61	3,000.00	25.3%
4310016 · Maint - Vehicle Maintenance	46.96	3,000.00	1.6%
4310017 · Military Banner	3,092.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	77,222.16	205,443.00	37.6%
Total 04 · PUBLIC WORKS	166,115.04	422,438.00	39.3%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	45,994.86	128,571.00	35.8%
60001 · Town Tourism	22,149.76	85,714.00	25.8%
60003 · Advertising	1,069.59	22,000.00	4.9%
Total 06 · ECONOMIC DEVELOPMENT	69,214.21	236,285.00	29.3%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	7,245.00	15,000.00	48.3%
Total 70000 · HAYMARKET COMMUNITY PARK	7,245.00	15,000.00	48.3%
71110 · EVENTS			
7111001 · Advertising - Events	8,461.69	9,950.00	85.0%
7111003 · Contractural Services	64,676.52	64,150.00	100.8%
7111004 · Events - Other	30,929.14	35,900.00	86.2%
7111005 · Police Department Events	6,043.85	7,800.00	77.5%
7111006 · Farmer's Market	1,501.96	14,000.00	10.7%
Total 71110 · EVENTS	111,613.16	131,800.00	84.7%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	612.97	2,200.00	27.9%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%
Total 72200 · MUSEUM	1,112.97	5,950.00	18.7%
Total 07 · PARKS, REC & CULTURAL	119,971.13	152,750.00	78.5%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,065.00	5,670.00	18.8%
8110002 · FICA/Medicare	64.65	500.00	12.9%
8110003 · Consultants - Engineer	4,888.81	10,000.00	48.9%
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	14,941.25	0.00	100.0%
Total 81100 · PLANNING COMMISSION	20,959.71	23,120.00	90.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,200.00	5,830.00	20.6%
8111002 · FICA/Medicare	87.60	446.00	19.6%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,287.60	7,776.00	16.6%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	22,247.31	33,824.00	65.8%
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%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.01		
Total EMPLOYEE BENEFITS	0.01		
Total 94105 · PERSONNEL	0.01		
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	5,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	5,000.00	0.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	0.00	55,000.00	0.0%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410805 · Town Hall / Museum Security Sys	0.00	212,734.00	0.0%
Total 94108 · Capital Improvment Funds Expens	0.00	317,734.00	0.0%
Total Expense	1,808,189.02	4,038,613	44.8%
Net Ordinary Income	361,197.70	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	3.03%
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%
97001-2 · Town Website	0.00	50,000.00	0.0%
97001-3 · Town Center	11,060.00	50,000.00	22.12%
Total 97001 · American Rescue Plan Expenses	16,687.50	108,000.00	15.45%
Total Other Expenditures	16,687.50	551,664.00	3.03%
Net Other Revenue	0.00	0.00	0.0%
Total Net Revenue Operational / Other Budget	361,197.70	0.00	100.0%
Total of Operational budget and Other Income Budget		4,590,277	

additional cost for as builts / plat designation

Downy Scott LLC Pricing report ; Financial Analysis
Report

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through December 29, 2025

	Jul 1 - Dec 29, 25	Jul 1 - Dec 29, 24	% 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	462,453.68	4.7%
3110-02 · Public Service Corp RE Tax	26,860.57	25,428.49	5.6%
3110-03 · Interest - All Property Taxes	357.29	1,695.41	-78.9%
3110-04 · Penalties - All Property Taxes	151.71	3,100.68	-95.1%
Total 3110 · GENERAL PROPERTY TAXES	511,348.04	492,678.26	3.8%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	181,153.53	161,219.17	12.4%
3120-02 · Business License Tax	13,161.11	41,878.10	-68.6%
3120-03 · Cigarette Tax	71,271.03	71,996.37	-1.0%
3120-04 · Consumer Utility Tax	43,619.65	49,680.23	-12.2%
3120-05 · Meals Tax - Current	737,451.03	712,550.23	3.5%
3120-06 · Sales Tax Receipts	60,197.83	57,919.75	3.9%
3120-07 · Penalties (Non-Property)	2,589.29	2,566.52	0.9%
3120-08 · Interest (Non-Property)	22.25	152.48	-85.4%
Total 3120 · OTHER LOCAL TAXES	1,109,465.72	1,097,962.85	1.1%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	875.00	1,400.00	-37.5%
3130-03 · Motor Vehicle Licenses	153.00	229.00	-33.2%
3130-05 · Other Planning & Permits	29,760.00	3,101.56	859.5%
3130-06 · Pass Through Fees	13,746.25	4,502.26	205.3%
Total 3130 · PERMITS,FEES & LICENESES	44,534.25	9,232.82	382.4%
3140 · FINES & FORFEITURES			
3140-01 · Fines	12,017.60	12,352.94	-2.7%
Total 3140 · FINES & FORFEITURES	12,017.60	12,352.94	-2.7%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	8,062.23	7,714.35	4.5%
3150-03 · Interest on Bank Deposits	139,786.64	122,062.11	14.5%
Total 3150 · REVENUE - USE OF MONEY	147,848.87	129,776.46	13.9%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	27,128.29	26,338.13	3.0%
3151-08 · 15020 Washington Realty	13,470.14	29,173.98	-53.8%
3151-09 · 15026 Copper Cricket	15,679.98	14,504.20	8.1%
3151-11 · Cupcake Heaven and Cafe LLC	18,793.00	18,275.80	2.8%
3151-15 · Revolution Mortgage	4,792.41	4,652.83	3.0%
3151-17 · Yew Tree Wellness LLC	2,905.28	0.00	100.0%
3151-18 · WSR Solutions LLC	2,757.09	0.00	100.0%
3151-19 · Red Rock Title & Settlement LLC	918.00	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	86,444.19	92,944.94	-7.0%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	0.00	5.00	-100.0%
Total 3160 · CHARGES FOR SERVICES	0.00	5.00	-100.0%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	28,517.50	17,685.00	61.3%
3165-01 · Town Event	81,182.00	65,327.63	24.3%
3165-02 · Farmer's Market	9,324.25	8,588.75	8.6%
3165-03 · Town Ornaments	4,393.60	6,466.25	-32.1%
3165-04 · Town Shirts	2,173.25	0.00	100.0%
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%
3165-06 · Town Hats	417.00	764.00	-45.4%
3165-07 · Town Sweatshirts - Adult	3,152.00	3,320.00	-5.1%
3165-08 · Town Sweatshirts - Youth	69.00	77.50	-11.0%
3165-09 · Town Tote / Bag	90.00	0.00	100.0%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through December 29, 2025

	Jul 1 - Dec 29, 25	Jul 1 - Dec 29, 24	% Change
3165-10 · Town Mug	35.00	0.00	100.0%
3165-12 · Holiday Market	3,060.00	0.00	100.0%
Total 3165 · REVENUE - TOWN EVENTS	132,761.87	102,229.13	29.9%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	45.55	18.98	140.0%
3180-01 · Citations & Accident Reports	90.00	75.00	20.0%
3180-02 · Vetern Banners	2,900.00	0.00	100.0%
3180-03 · Miscellaneous	25.00	50.00	-50.0%
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	16,900.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	239.37	0.00	100.0%
Total 3180 · MISCELLANEOUS	25,009.92	143.98	17,270.4%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	18,896.00	18,894.00	0.0%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	33,388.48	33,693.01	-0.9%
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	6,458.10	2,667.54	142.1%
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	103,915.71	91,212.77	13.9%
4002 · Transfer from ARPA Funds	0.00	431,327.00	-100.0%
Total Income	2,173,346.17	2,459,866.15	-11.7%
Gross Profit	2,173,346.17	2,459,866.15	-11.7%
Expense			
9510016 · Bank Service Charges	0.00	0.00	0.0%
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	4,599.60	9,215.20	-50.1%
111002 · FICA/Medicare	820.45	719.86	14.0%
111003 · Meals and Lodging	4,049.60	4,795.46	-15.6%
111004 · Mileage Allowance	285.60	897.15	-68.2%
111005 · Salaries & Wages - Regular	11,400.00	9,050.00	26.0%
Total 11100 · TOWN COUNCIL	21,155.25	24,677.67	-14.3%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	255,401.19	238,757.35	7.0%
1211002 · Salaries/Wages - Overtime	1,843.49	2,477.42	-25.6%
1211003 · Salaries/Wages - Part Time	10,455.25	20,559.25	-49.2%
1211004 · FICA/Medicare	20,163.57	19,182.89	5.1%
1211005 · VRS	38,619.74	36,313.55	6.4%
1211006 · Health Insurance	31,968.00	30,286.40	5.6%
1211007 · Life Insurance	2,970.40	2,874.51	3.3%
1211008 · Disability Insurance	730.68	1,640.97	-55.5%
1211009 · Unemployment Insurance	208.20	339.71	-38.7%
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	3,167.58	5,123.48	-38.2%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	3,778.87	5,320.52	-29.0%
1211015 · Advertising	97.17	2,187.79	-95.6%
1211016 · Computer, Internet &Website Svc	6,126.34	10,423.56	-41.2%
1211017 · Postage	1,293.87	1,987.16	-34.9%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through December 29, 2025

	Jul 1 - Dec 29, 25	Jul 1 - Dec 29, 24	% Change
1211018 · Telecommunications	4,228.63	4,274.09	-1.1%
1211019 · Mileage Allowance	997.50	416.74	139.4%
1211020 · Meals & Lodging	2,970.21	2,537.11	17.1%
1211021 · Convention & Education	2,010.00	1,345.00	49.4%
1211022 · Miscellaneous	220.00	637.72	-65.5%
1211024 · Books, Dues & Subscriptions	4,398.69	2,886.63	52.4%
1211025 · Office Supplies	2,563.83	4,171.30	-38.5%
1211030 · Capital Outlay-Machinery/Equip	4,700.59	0.00	100.0%
Total 12110 · TOWN ADMINISTRATION	419,576.80	411,619.15	1.9%
12210 · LEGAL SERVICES			
1221001 · Legal Services	34,225.82	40,305.45	-15.1%
Total 12210 · LEGAL SERVICES	34,225.82	40,305.45	-15.1%
Total 01 · ADMINISTRATION	474,957.87	476,602.27	-0.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	341,122.56	288,933.99	18.1%
3110003 · Salaries & Wages - OT Premium	22,947.59	17,715.58	29.5%
3110013 · Salaries & Wages - OT Select En	0.00	0.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	20,807.11	17,905.96	16.2%
3110005 · Salaries & Wages - Part Time	21,230.00	27,560.00	-23.0%
3110007 · Salary & Wages - DMV Grant	9,661.38	5,113.65	88.9%
3110012 · Salaries & Wages - PT Admin.	8,537.50	5,437.50	57.0%
3110020 · FICA/MEDICARE	30,961.40	27,166.58	14.0%
3110021 · VRS	44,683.18	38,095.14	17.3%
3110022 · Health Insurance	63,715.20	45,720.00	39.4%
3110023 · Life Insurance	4,015.72	3,387.48	18.6%
3110024 · Disability Insurance	1,005.89	1,102.08	-8.7%
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	9,467.34	11,915.01	-20.5%
3110032 · Computer, Internet & Website	1,135.00	3,895.59	-70.9%
3110033 · Postage	11.60	0.00	100.0%
3110034 · Telecommunications	5,373.46	7,255.11	-25.9%
3110035 · General Prop Ins (Vehicles)	7,465.00	6,180.00	20.8%
3110037 · Meals and Lodging	1,456.19	794.34	83.3%
3110038 · Convention & Edu. (Training)	364.00	400.00	-9.0%
3110040 · Annual Dues & Subscriptions	8,673.15	10,779.87	-19.5%
3110041 · Office Supplies	1,858.66	2,759.79	-32.7%
3110042 · Vehicle Fuels	12,897.89	12,727.43	1.3%
3110043 · Vehicle Maintenance/Supplies	8,180.94	16,107.73	-49.2%
3110045 · Uniforms & Police Supplies	33,444.92	23,687.44	41.2%
3110049 · Grant Expenditures	0.00	11,088.58	-100.0%
3110056 · Capital Outlay-Machinery/Equip	120,169.45	147,551.87	-18.6%
Total 31100 · POLICE DEPARTMENT	811,798.13	762,146.70	6.5%
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	880,958.00	762,146.70	15.6%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	-100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	88,892.88	84,349.70	5.4%
Total 43200 · REFUSE COLLECTION	88,892.88	84,349.70	5.4%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	50,609.11	32,532.10	55.6%
4310002 · Maint Svc Contract-Pest Control	513.00	465.00	10.3%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through December 29, 2025

	Jul 1 - Dec 29, 25	Jul 1 - Dec 29, 24	% Change
4310003 · Maint Svc Contract-Landscaping	12,550.00	13,125.00	-4.4%
4310007 · Electric/Gas Services	5,787.23	8,011.95	-27.8%
4310008 · Electrical Services-Streetlight	1,429.76	1,994.22	-28.3%
4310009 · Water & Sewer Services	2,020.04	3,047.64	-33.7%
4310011 · Real Estate Taxes	415.20	561.87	-26.1%
4310015 · Maintenance - Vehicle Fuel	758.61	810.86	-6.4%
4310016 · Maint - Vehicle Maintenance	46.96	55.60	-15.5%
4310017 · Military Banner	3,092.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	77,222.16	60,604.24	27.4%
Total 04 · PUBLIC WORKS	166,115.04	147,166.94	12.9%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	45,994.86	57,911.59	-20.6%
60001 · Town Tourism	22,149.76	21,744.81	1.9%
60003 · Advertising	1,069.59	0.00	100.0%
Total 06 · ECONOMIC DEVELOPMENT	69,214.21	79,656.40	-13.1%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	7,245.00	8,064.99	-10.2%
7000003 · Demolition	0.00	48,524.00	-100.0%
Total 70000 · HAYMARKET COMMUNITY PARK	7,245.00	56,588.99	-87.2%
71110 · EVENTS			
7111001 · Advertising - Events	8,461.69	6,239.54	35.6%
7111003 · Contractural Services	64,676.52	46,980.23	37.7%
7111004 · Events - Other	30,929.14	33,312.20	-7.2%
7111005 · Police Department Events	6,043.85	4,317.90	40.0%
7111006 · Farmer's Market	1,501.96	6,947.50	-78.4%
Total 71110 · EVENTS	111,613.16	97,797.37	14.1%
72200 · MUSEUM			
7220012 · Telecommunications	612.97	767.74	-20.2%
7200015 · Books, Dues & Subscriptions	0.00	30.00	-100.0%
7220018 · Exhibits & Programs	500.00	400.00	25.0%
Total 72200 · MUSEUM	1,112.97	1,197.74	-7.1%
Total 07 · PARKS, REC & CULTURAL	119,971.13	155,584.10	-22.9%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,065.00	750.00	42.0%
8110002 · FICA/Medicare	64.65	51.07	26.6%
8110003 · Consultants - Engineer	4,888.81	2,407.98	103.0%
8110009 · Engineer - Pass Through	14,941.25	10,685.77	39.8%
Total 81100 · PLANNING COMMISSION	20,959.71	13,894.82	50.9%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,200.00	1,200.00	0.0%
8111002 · FICA/Medicare	87.60	96.58	-9.3%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,287.60	1,296.58	-0.7%
Total 08 · COMMUNITY DEVELOPMENT	22,247.31	15,191.40	46.5%
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	1,646.18	-50.5%
Total 95100 · DEBT SERVICE	70,215.45	72,346.18	-3.0%
Total 09 · NON-DEPARTMENTAL	74,725.45	72,346.18	3.3%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through December 29, 2025

	Jul 1 - Dec 29, 25	Jul 1 - Dec 29, 24	% Change
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	0.00	433,214.46	-100.0%
Total 94104 · Street Scape - Park Sidewalk	0.00	433,214.46	-100.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.01	-0.03	133.3%
Total EMPLOYEE BENEFITS	0.01	-0.03	133.3%
Total 94105 · PERSONNEL	0.01	-0.03	133.3%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	0.00	5,633.00	-100.0%
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	0.00	28,160.02	-100.0%
94109 · Storm Water Grant Match	0.00	40,000.00	-100.0%
Total Expense	1,808,189.02	2,210,068.44	-18.2%
Net Ordinary Income	365,157.15	249,797.71	46.2%
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	365,157.15	249,797.71	46.2%

Police Department Report to Council

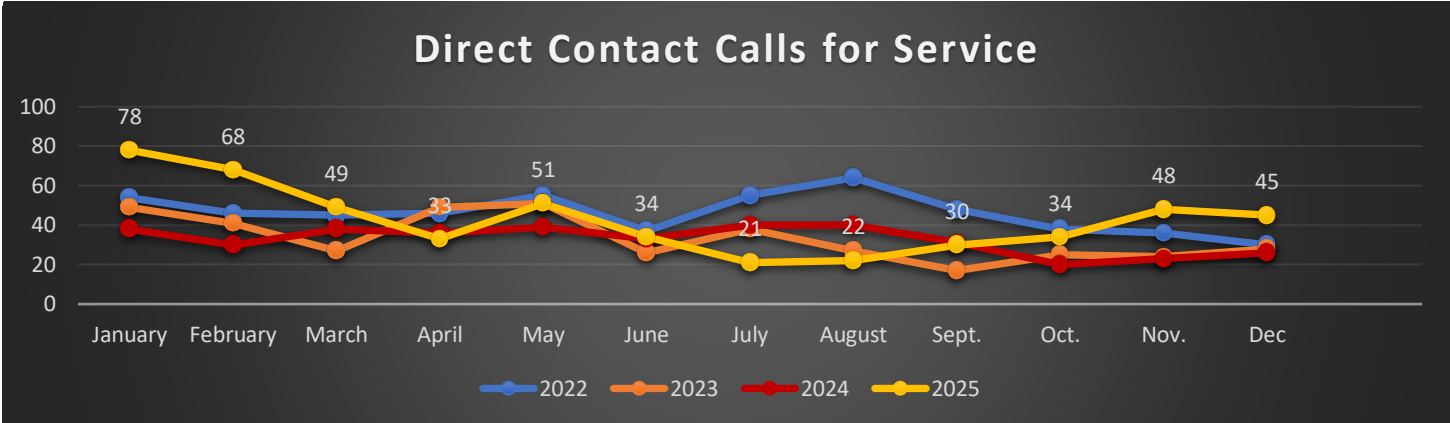
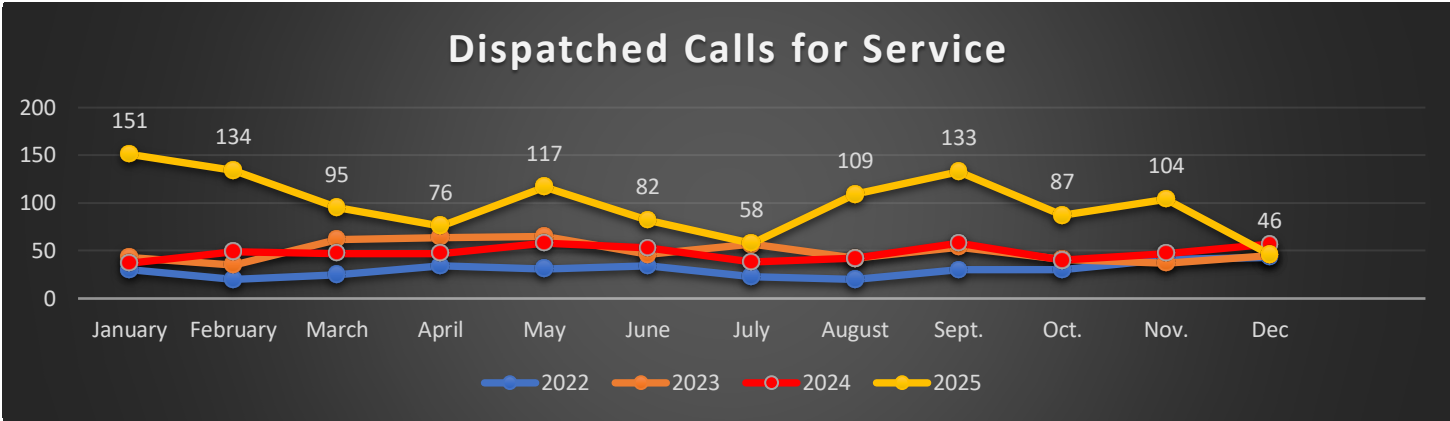
Activity Period November 15, 2025 to December 14, 2025

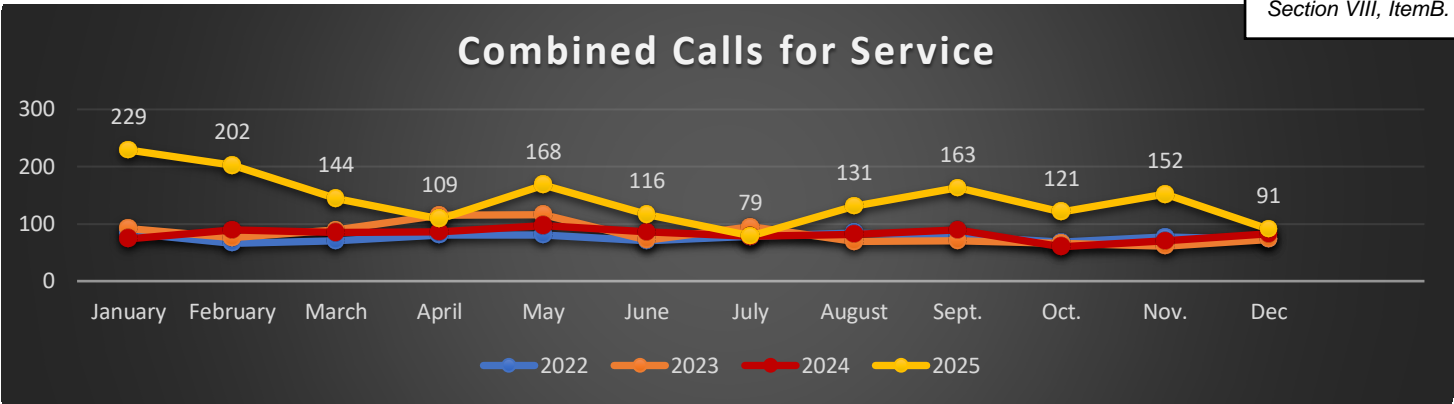
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 11
- Non-Reportable Calls: 80
- Deferments: 0



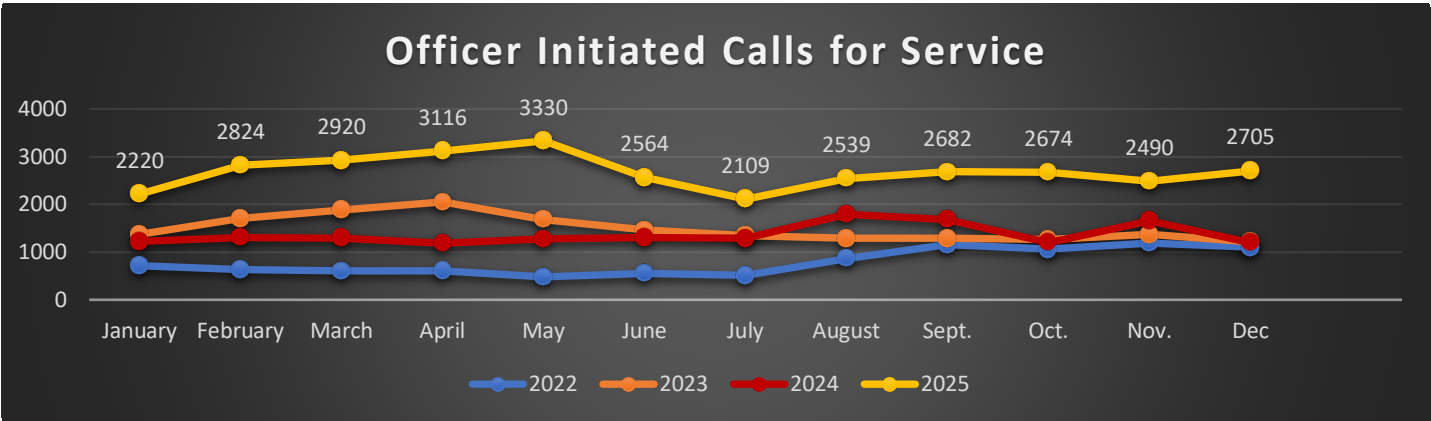
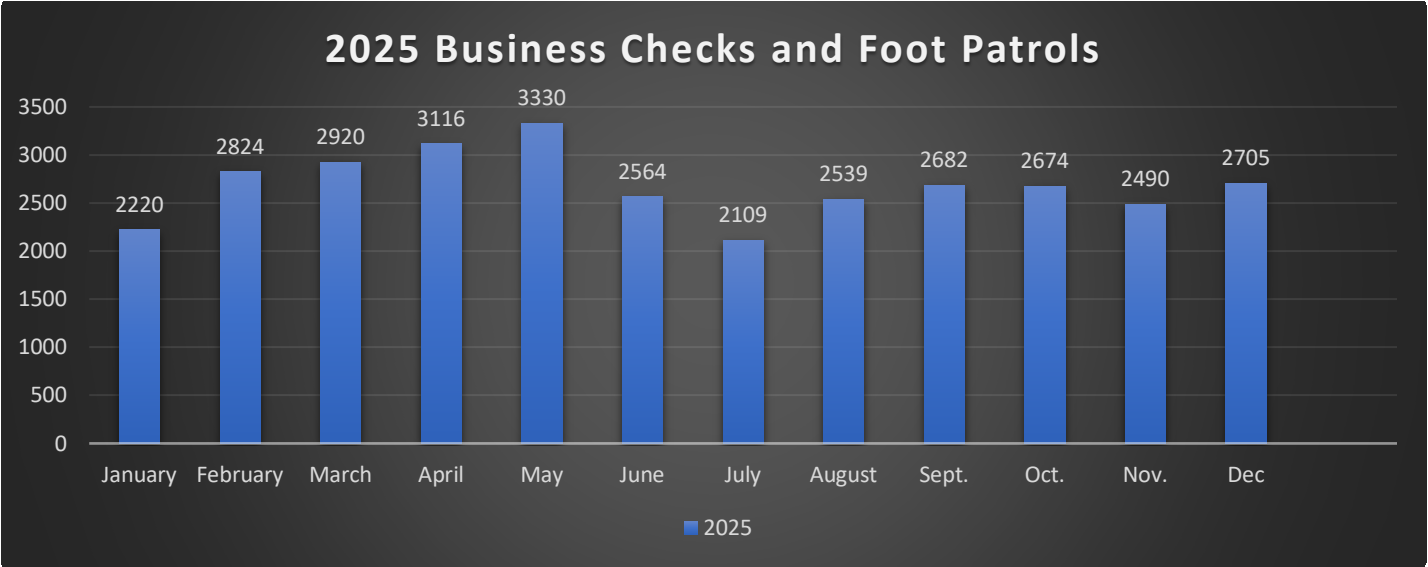
Trending Data on Calls for Service





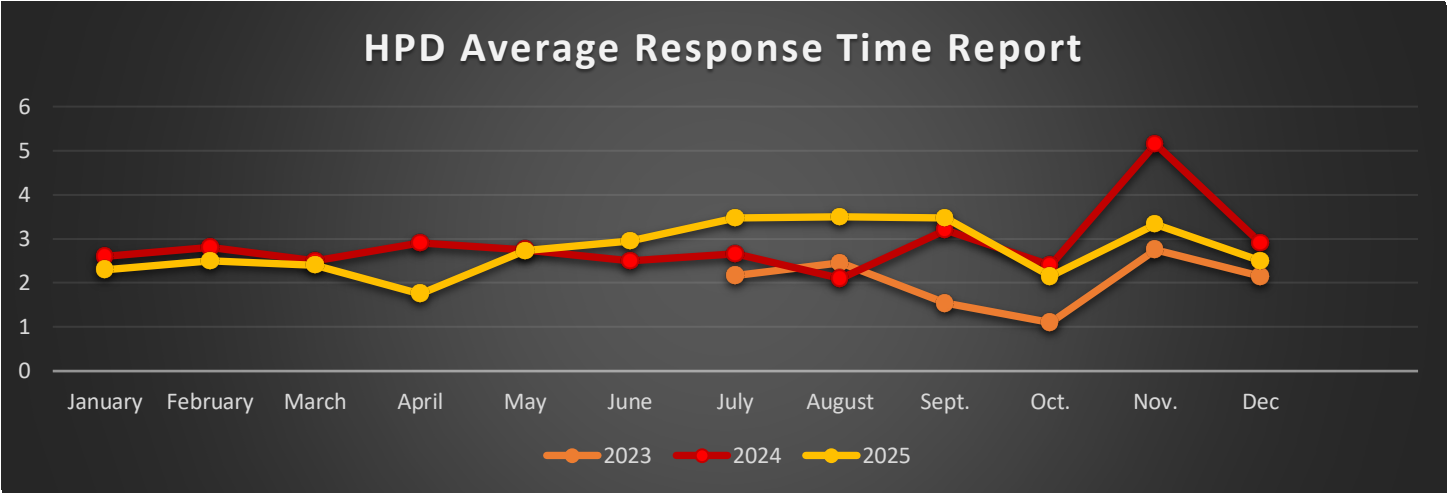
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct 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: 117
- Physical Check: 2,147
- Foot Patrols: 32
- Enhanced Patrols: 409



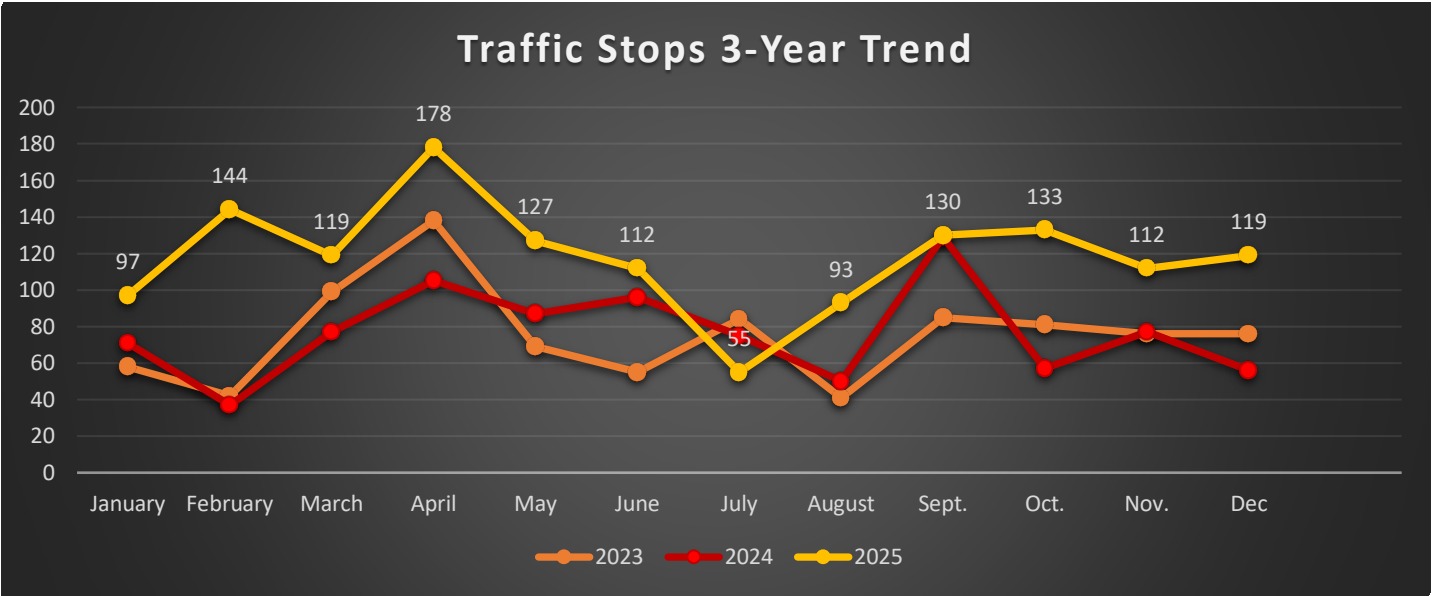
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Police Officers.

- 2 minute 30 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.

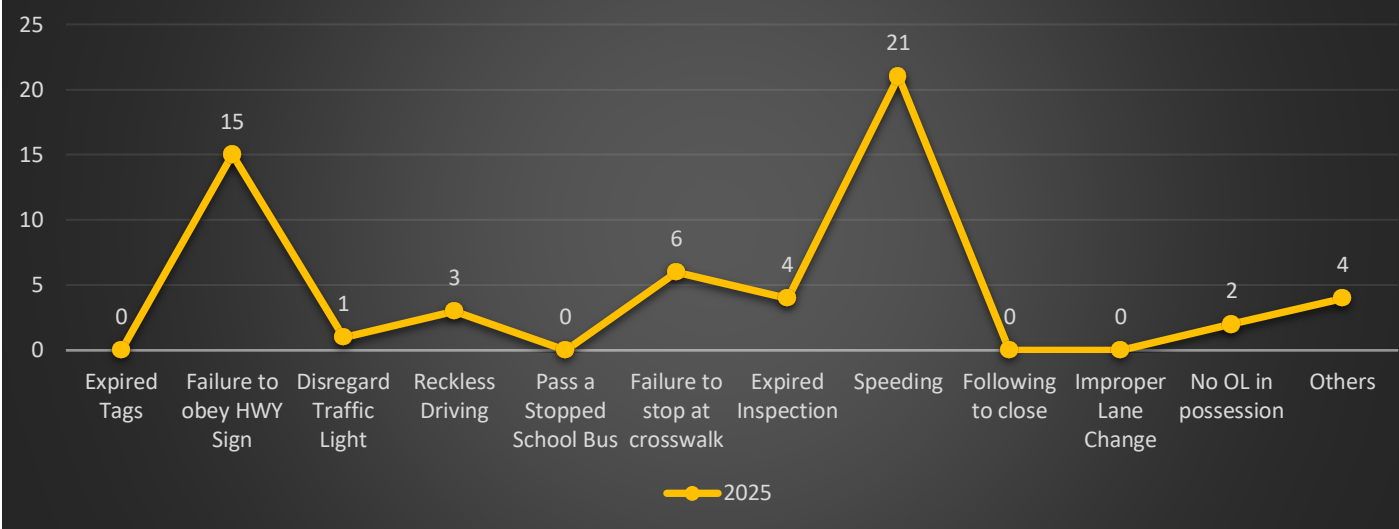
- Traffic Stops: 119
- Summons: 56
- Warnings: 76



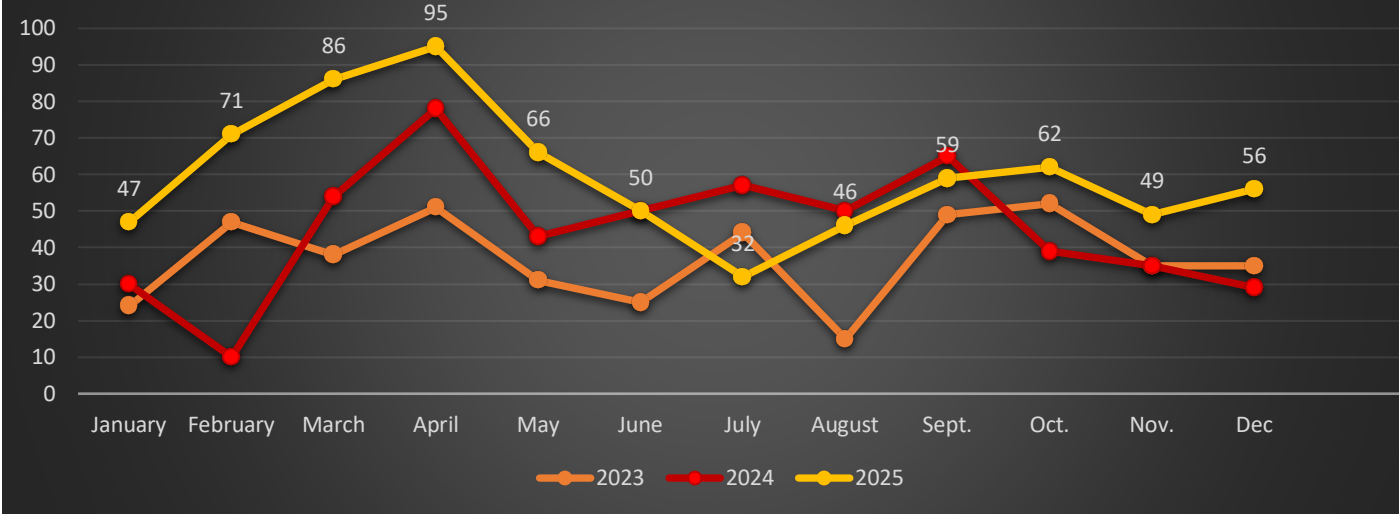
Traffic Summons Issued: Summons issued for traffic violations. 56

46.2-646 – Expired Registration – 0	46.2-830 – Failure to obey a highway sign – 15
46.2-833.1 – Disregard a traffic light – 1	46.2-852 – Reckless Driving – 3
46.2-859 – Pass a stopped school bus – 0	46.2-924 – Failure to stop at crosswalk – 6
46.2-1158 – Expired inspection – 4	46.2-874 – Speeding – 21
46.2-816 – Follow to close – 0	46.2-804 – Improper Lane change – 0
46.2-300 – No operator’s license – 2	Others – 4 (Improper Turn, Improper Driving on right, Evading Traffic)

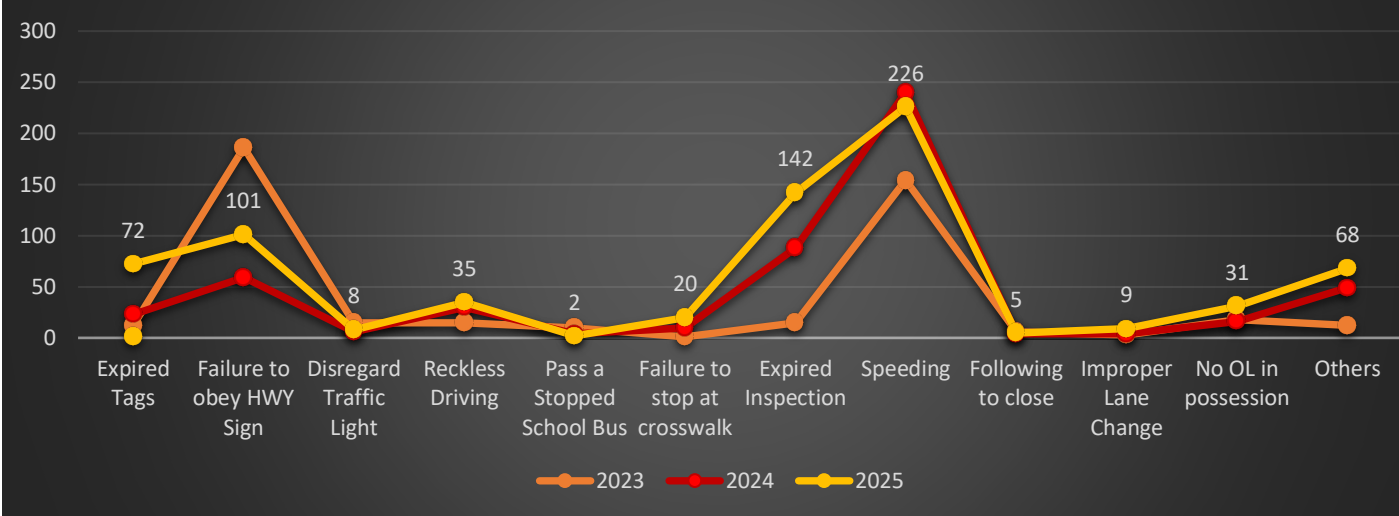
November - December 2025 Traffic Violations



Traffic Summons Report by Month



Year to date Traffic Violations



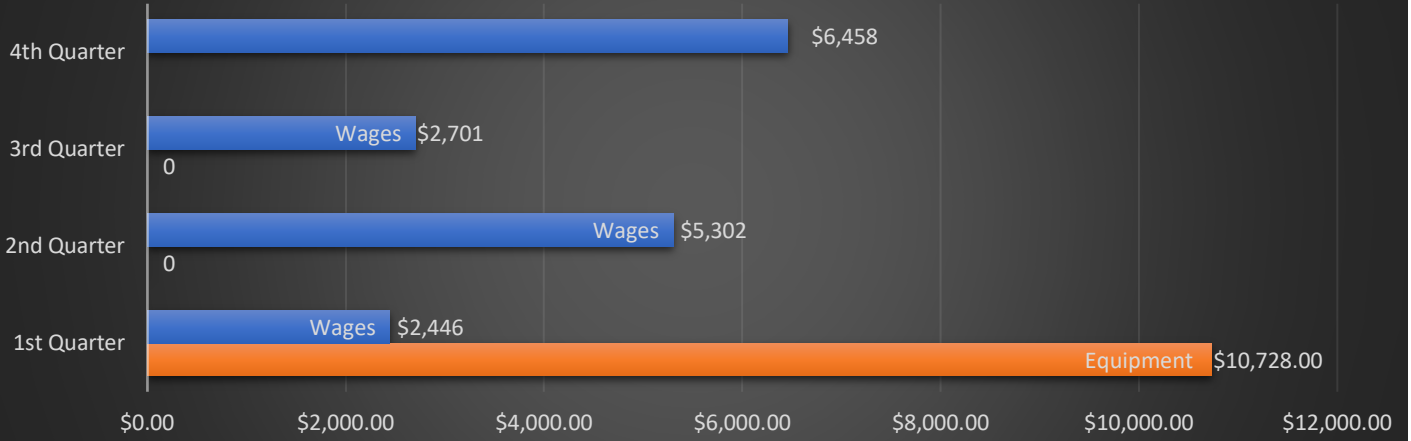
Total Summons Issued 2025: 719

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

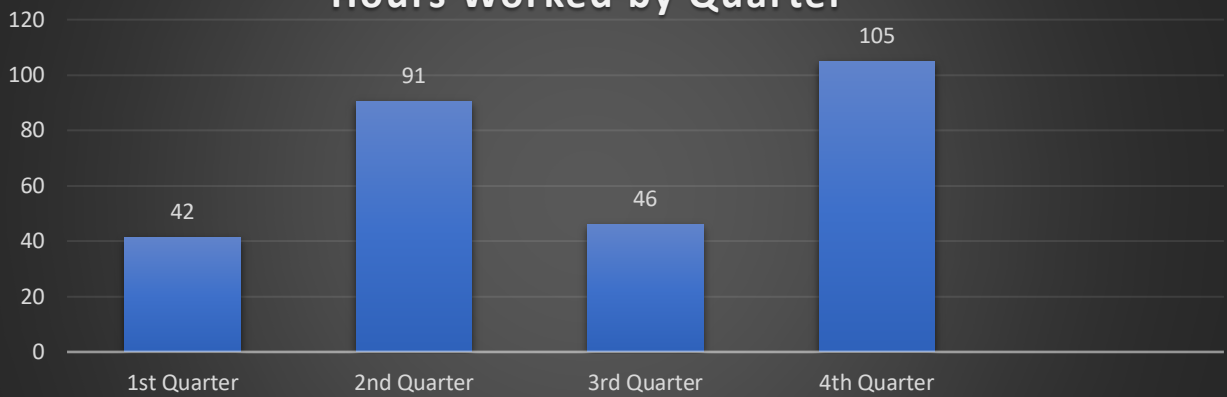
Section VIII, ItemB.

Grant Award Amount Total: \$28,173 1st – 3rd Quarter used: \$27,636 Remaining Amount: \$537

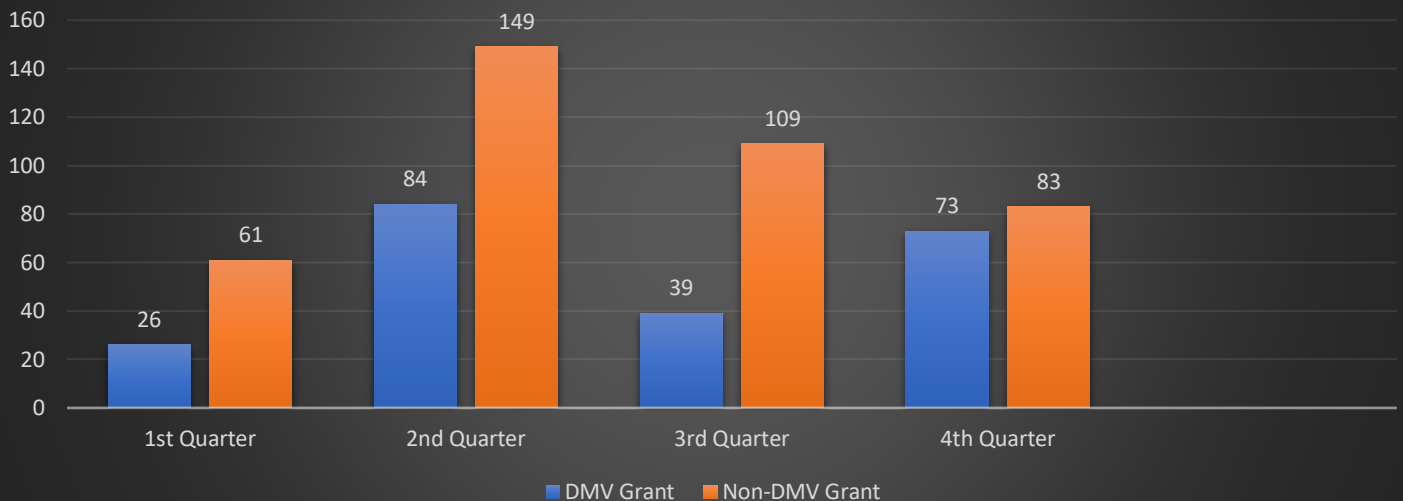
Grant Money Used by Quarter



Hours Worked by Quarter

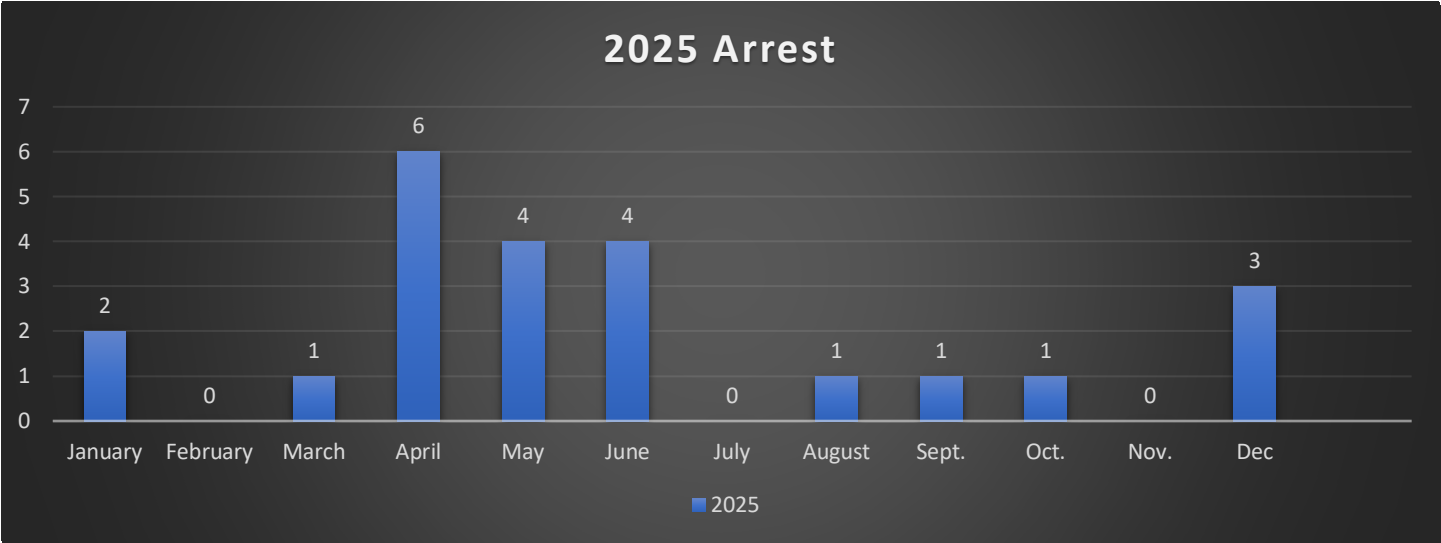


DMV Grant - Non Dmv Grant Summons Data



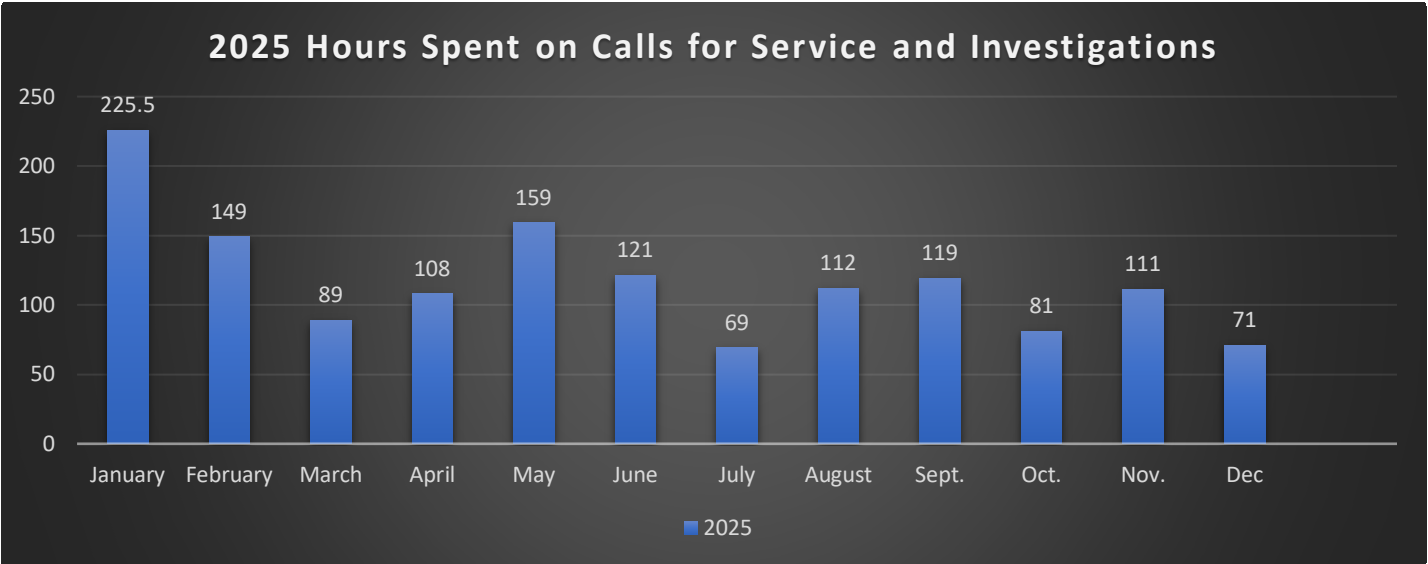
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 3
- Felony: 0



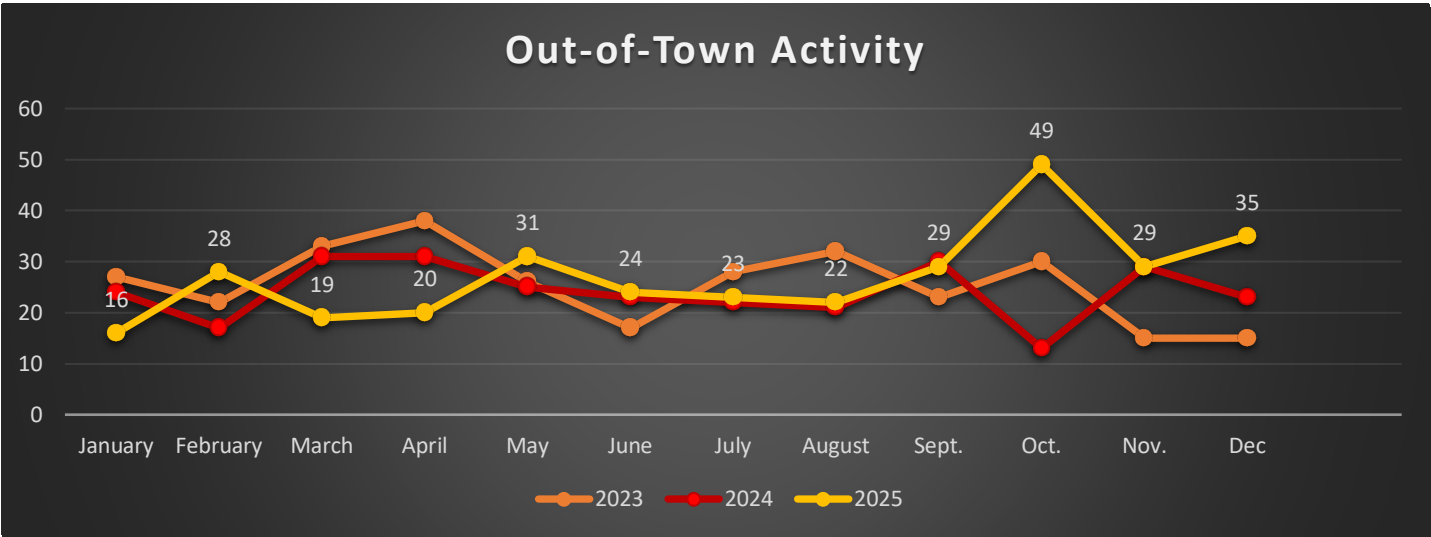
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 46
- Follow-up Investigations: 25

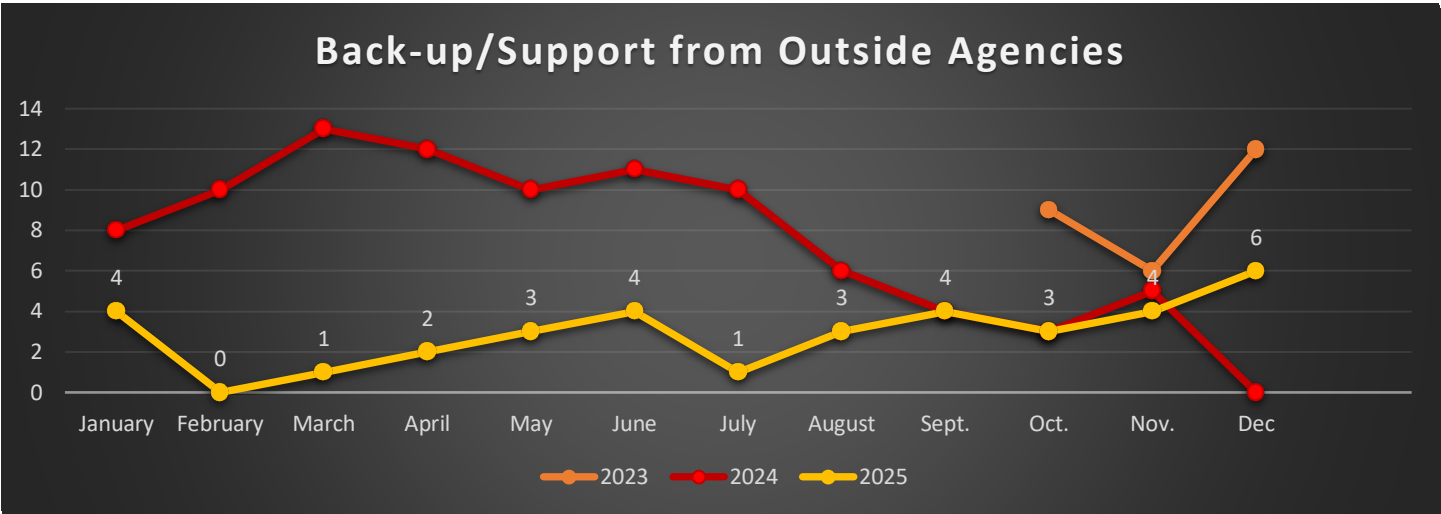


Out of Town Activity: On occasion, Officers will assist Prince William County Police Department, Prince William Fire Department and Virginia State Police with calls for service outside of town.

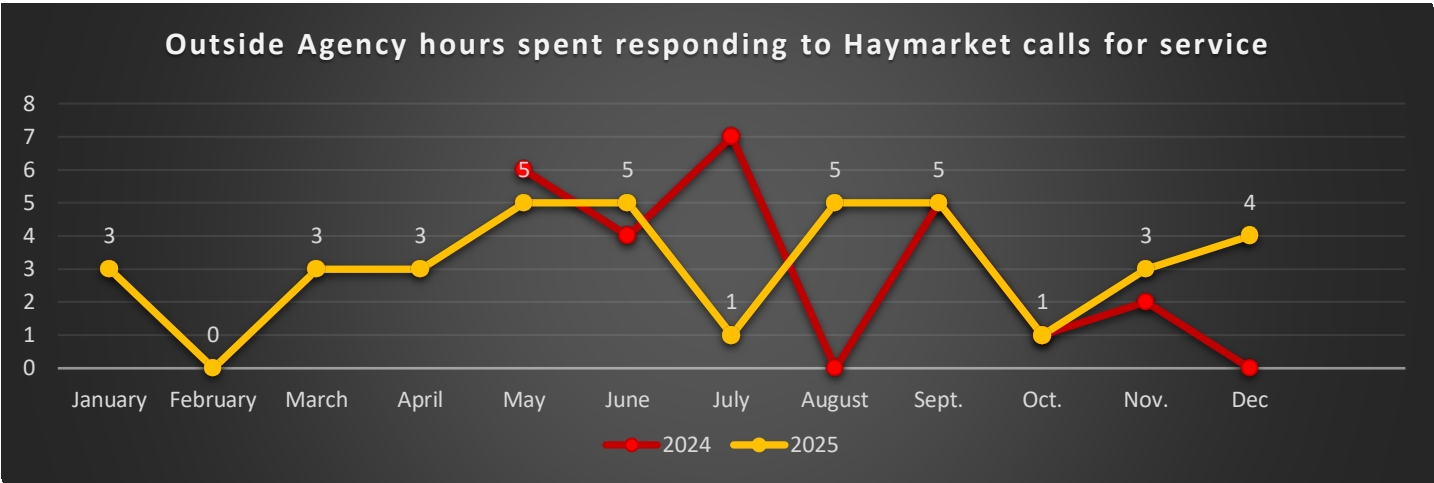
- Back Up: 35



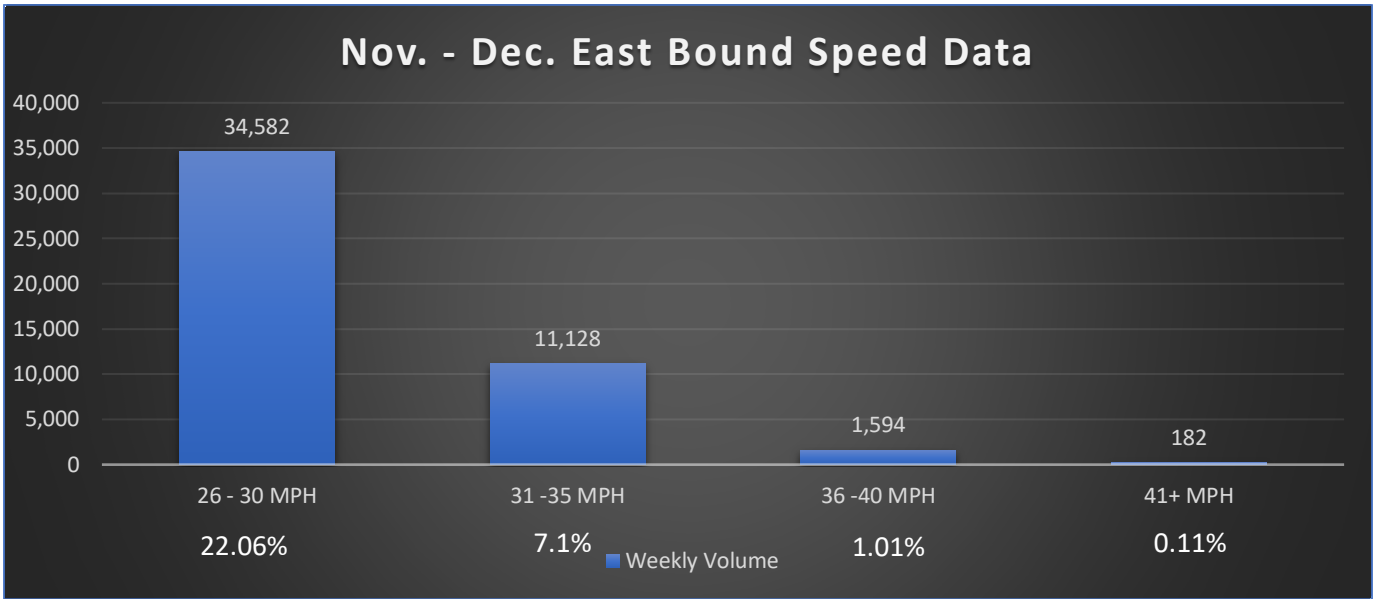
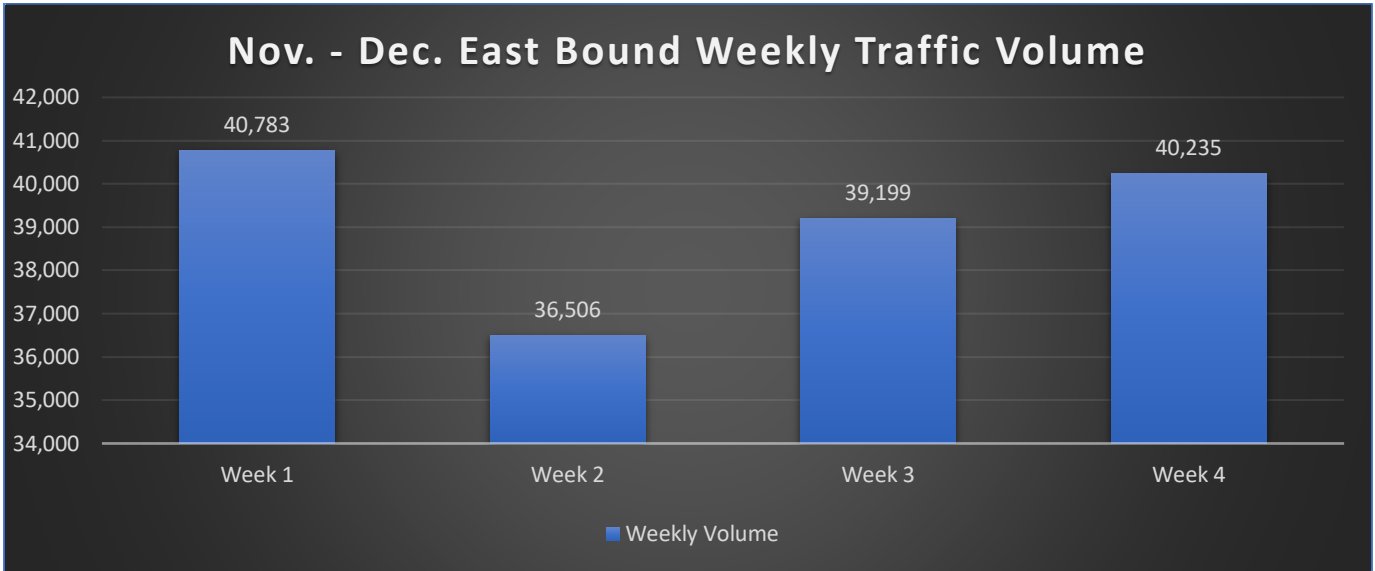
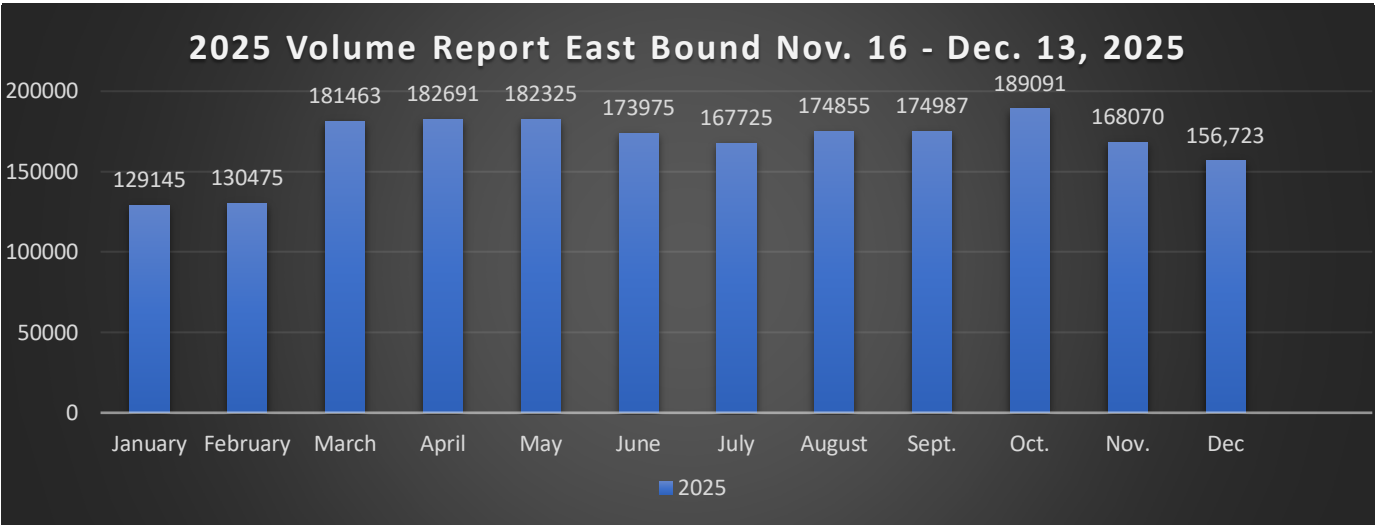
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 6



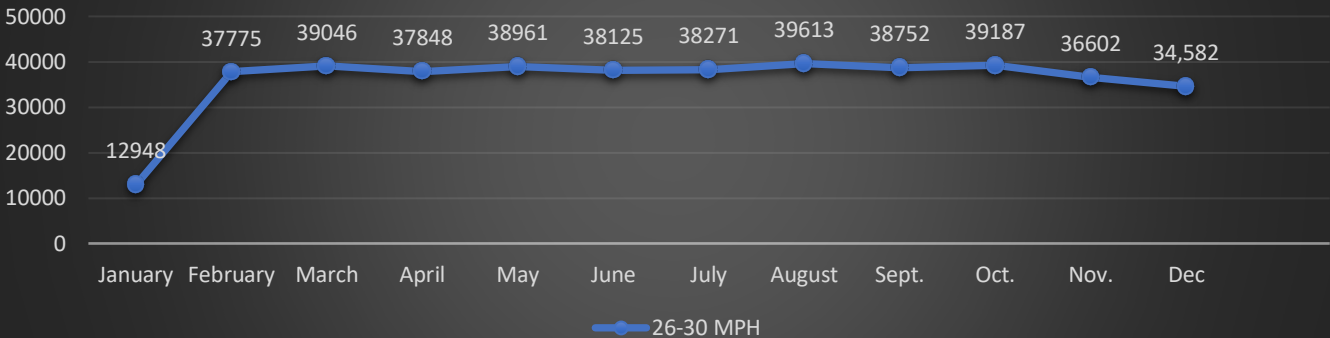
Time spent by outside agencies on calls for service as primary responders: Approximately 4 hours



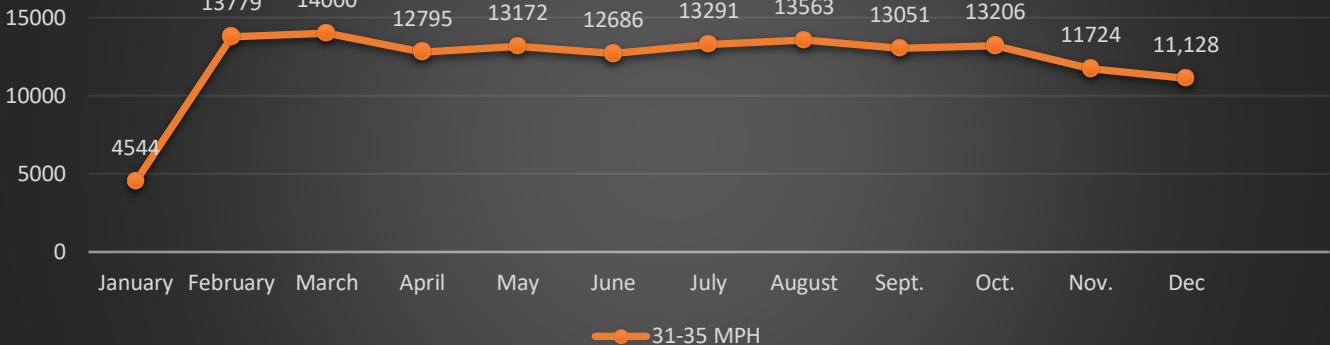
Monthly Traffic Volume



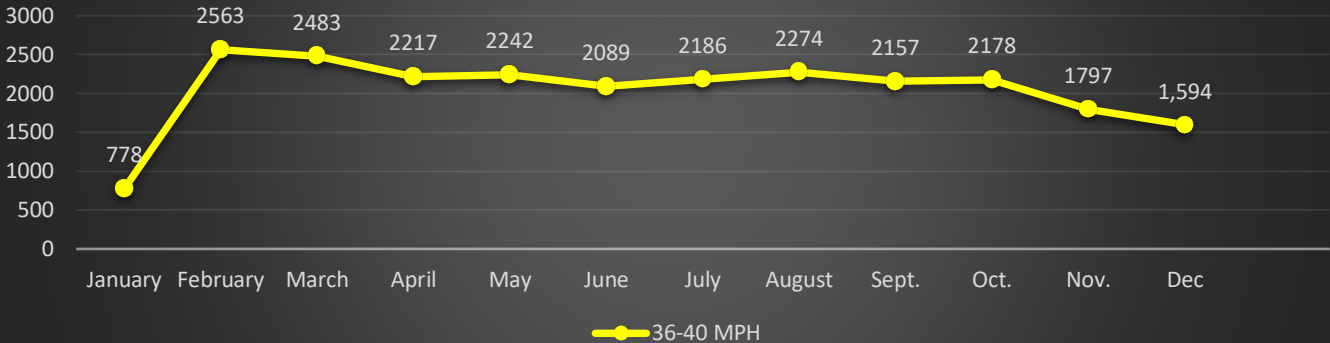
Speed 26-30 MPH Trending East Bound



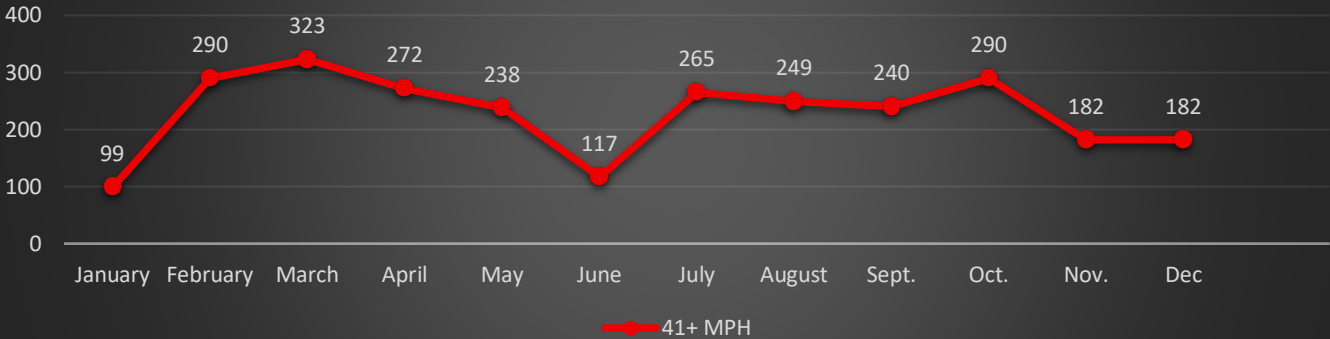
Speed 31-35 MPH Trending East Bound

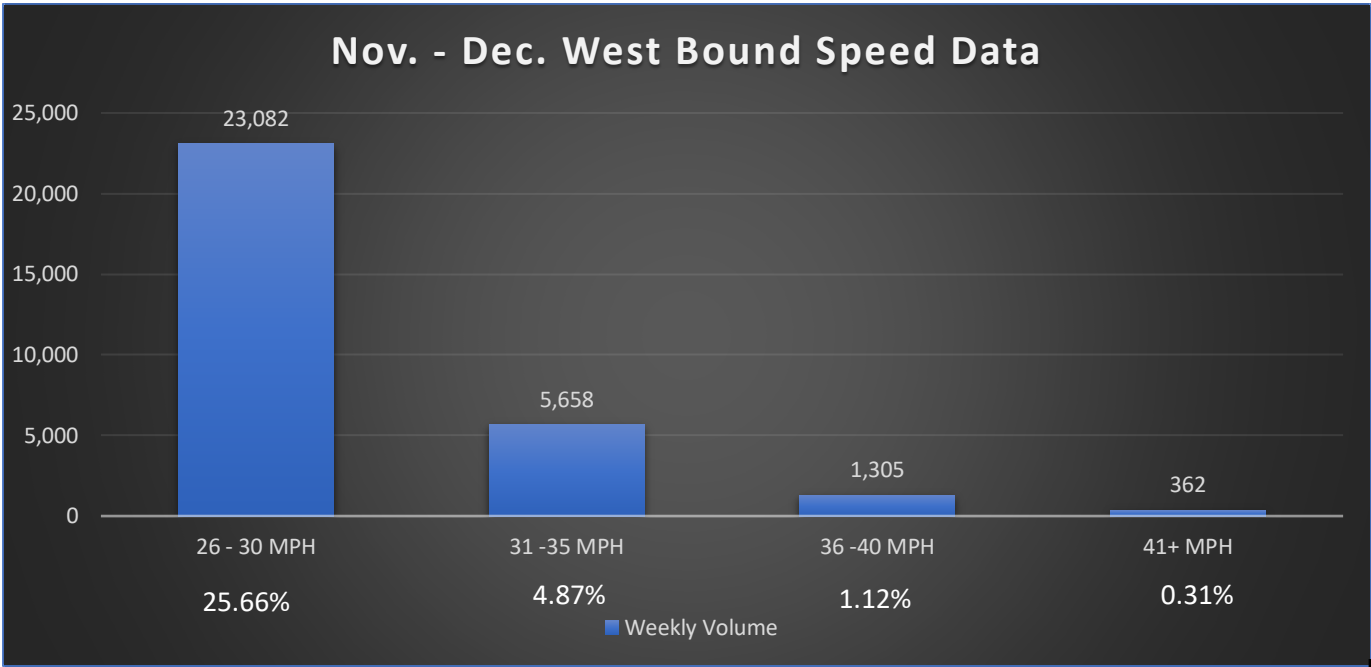
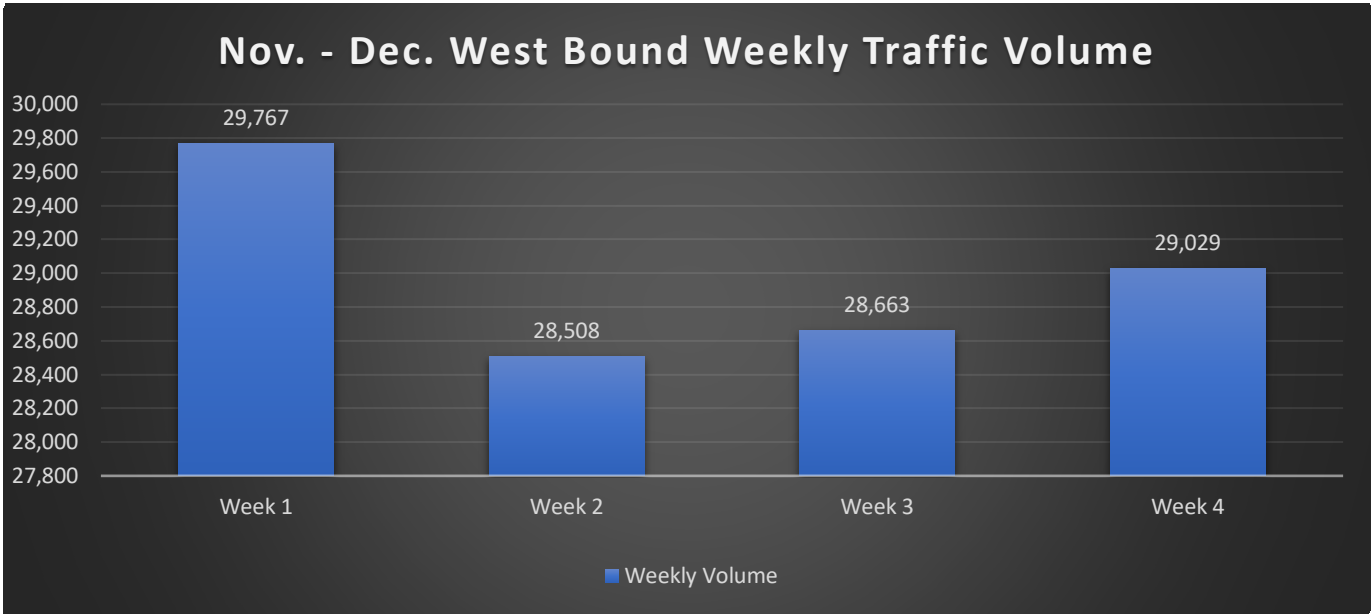
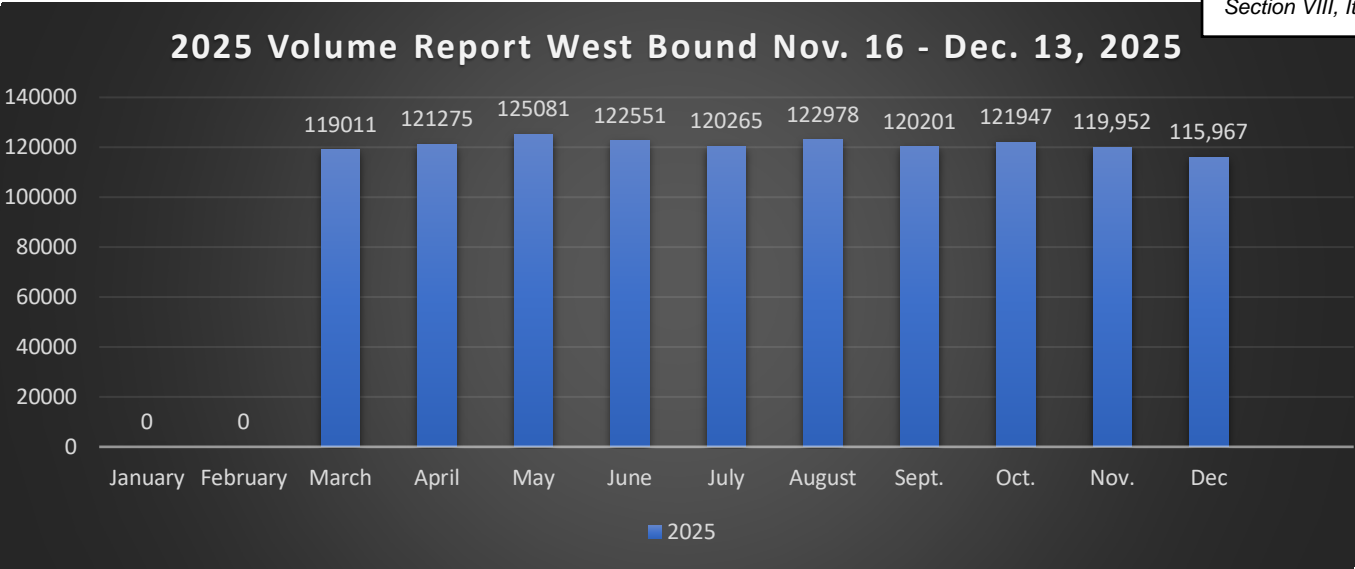


Speed 36-40 MPH Trending East Bound

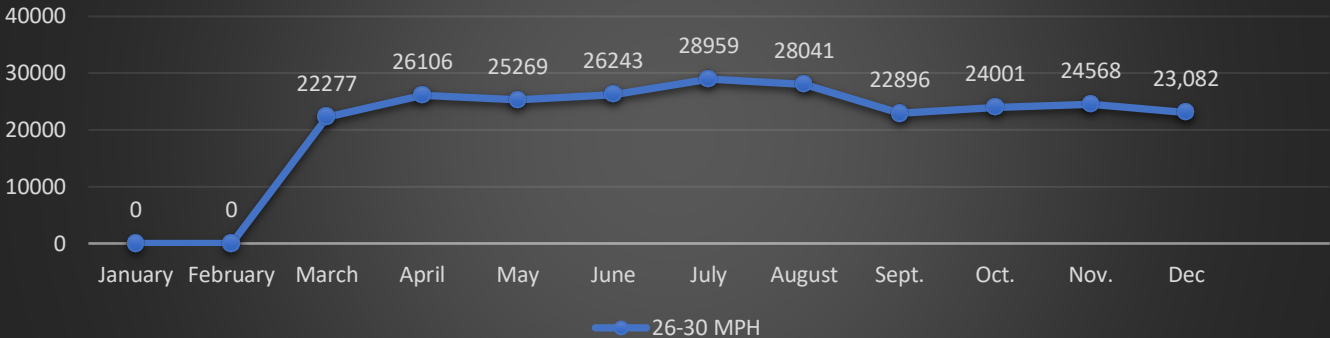


Speed 41+ MPH Trending East Bound

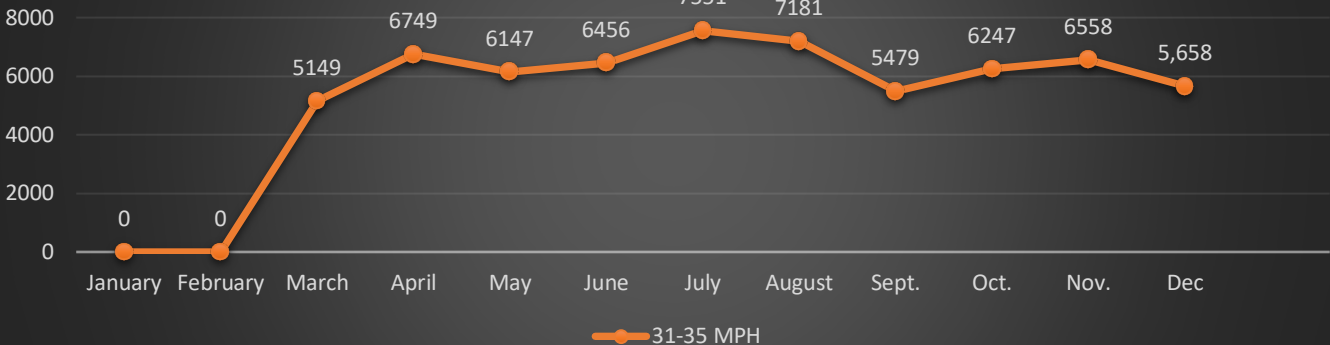




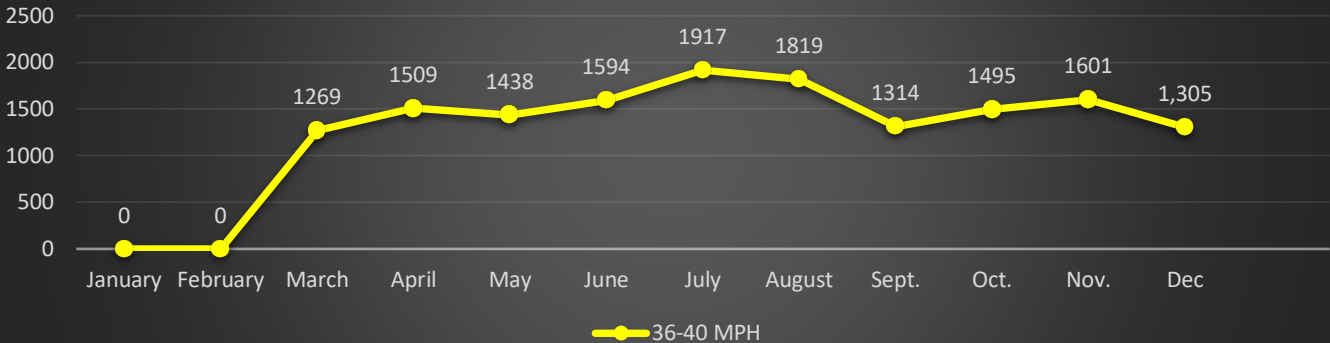
Speed 26-30 MPH Trending West Bound



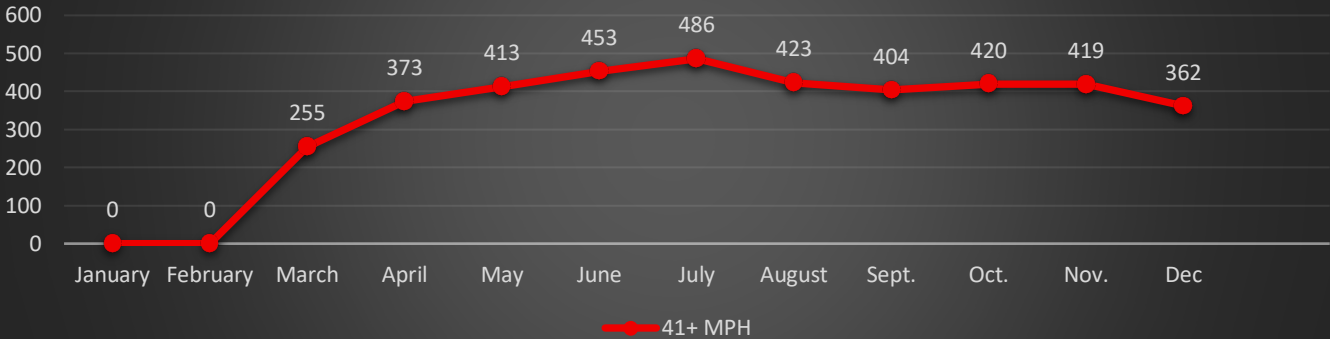
Speed 31-35 MPH Trending West Bound



Speed 36-40 MPH Trending West Bound



Speed 41+ MPH Trending West Bound



Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- Members of the Haymarket Police Department attended the Quarterly VLEPSC Board Meeting on December 4, 2025. At that time, Chief Sibert answered questions posed by board members relating to the accreditation team's findings from the on-site inspection. After all questions had been asked and answered, the Board of Directors voted unanimously to fully accredit the Haymarket Police Department. VLEPSC President Todd Clingenpeel will attend the January 5, 2026 Town Council Meeting for an official presentation. Although the next on-site inspection will not take place until 2029, the department must continue to update folders throughout the year along with complying with annual time sensitive guidelines.
- Stakeholders held a Senior Summit Meeting on December 11, 2025 to continue planning the 2026 event which will be held at Park Valley Church on April 23, 2026 from 10am to 2pm.
- Sgt. Finley was honored at the annual MADD awards in Richmond Virginia. The award is well deserved by Sgt. Finley for his hard work and dedication to keeping the streets of Haymarket safe from impaired drivers.
- The annual Holiday Bazaar was held on December 13, 2025. There were no issues and the event was well planned and executed. Town Manger Emily Kyriazi, Events Coordinator Julia Crofford, and the entire town staff did an excellent job.
- Officer Galbreath recently applied for a drone replacement grant through DCJS. On December 15, 2025, we were notified that we have been awarded the grant in the amount of \$20,231. We will be receiving our award packet soon. I will update you as the process continues.
- Operation Santa Claus was held on December 6, 2025 from 5pm to 8pm. Officer Galbreath, Sgt. Burgoon, Officer Anderson, Fleet Manager Lonnie Milstead, Officer Culbertson, Officer Broughan assisted with handing out 190 gifts to local youth during the community engagement event. Mayor Tracy Lynn assisted with the event as well and engaged with the public during the stops. This event was well received by the public. Town Manger Emily Kyriazi and Events Coordinator Julia Crofford were a huge help in preparing for this event.
- MPO James Galbreath was recently awarded the designation of "Officer of the Year 2025" by Chief Sibert. Jimmy's hard work and dedication to many departmental projects was the driving factor in him being awarded this distinction.
- Part Time Officer Michael Danielson has accepted a position with the Winchester Police Department. Mike was honored recently for his time at the Haymarket Police Department.
- The Department recently replaced its aging stock of Naloxone which had an expiration date of December 31, 2025. Chief Sibert entered into an agreement with the Virginia Department of Health 4 years ago and receives Naloxone for the department at no cost.
- The Haymarket Police Department has entered into an agreement with Motorola Solutions for both In-Car and Body Worn Cameras. This project was approved last budget season and is now beginning to move forward. Motorola is also the vendor for the department's RMS and CAD systems. Interoperability will greatly increase the department's efficiency.
- Just prior to Thanksgiving, Officers attended annual TASER Training at the department.

Haymarket Police Department 2025 Event Listing

Section VIII, ItemB.

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2025	Completed
2	Drive Sober or get pulled over Initiative	February 8 th - 9 th , 2025	Completed
3	Polar Plunge	February 15, 2025	Completed
4	Woman's Self Defense Class 1 (NL)	March 12, 2025	Completed
5	Drive Sober or get pulled over Initiative	March 15 th -17 th , 2025	Completed
6	Woman's Self Defense Class 2	March 24, 2025	Completed
7	St. Baldricks Event	March 29 th , 2025	Completed
8	National Distracted Driving Month	April 1 st – 30 th , 2025	Completed
9	Put the phone away Campaign	April 1 st – 30 th , 2025	Completed
10	Farmer's Market	April 6 th – Nov. 16, 2025	Completed
11	Woman's Self Defense Class 3 (NL)	April 23, 2025	Completed
12	Drug Take Back	April 26, 2025	Completed
13	HPD Senior Summit	April 24, 2025	Completed
14	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2025	Completed
15	Woman's Self Defense Class 4	May 5, 2025	Completed
16	Click it or Ticket Initiative	May 19 th – June 1 st , 2025	Completed
17	Torch Run for Special Olympics	June 10, 2025	Completed
18	Ice Cream Social	June 12, 2025	Completed
19	Water Balloon Fight	June 12, 2025	Completed
20	Drive Sober or get pulled over Initiative	July 3 rd – July 5 th , 2025	Completed
21	Family Bike Patrol	July 30, 2025	Completed
22	National Night Out	August 5, 2025	Completed
23	Drive Sober or get pulled over Initiative	August 13 th – Sept. 2 nd , 2025	Completed
24	Summer Concert	August 16, 2025	Completed
25	See Tracks, think Train Week	September 15 th – 21 st , 2025	Completed
26	Flags for Hero's	September 20, 2025	Completed
27	Child Passenger Safety Week	September 21 st – 27 th , 2025	Completed
28	Coffee with a Cop	October 1, 2025	Completed
29	Prince William County Public Safety Expo	October 4, 2025	Completed
30	Sweet Julia Grace Trunk or Treat	October 11, 2025	Completed
31	Haymarket Day	October 18, 2025	Completed
32	Brooks Heating and Air Truck or Treat	October 24, 2025	Completed
33	Drug Take Back	October 25, 2025	Completed
34	Prince William County Truck or Treat	October 29, 2025	Completed
35	Halloween Candy Handout	October 31, 2025	Completed
36	Fair at the Square, (Courthouse Event)	November 8, 2025	Completed
37	Thanksgiving Click it or Ticket Initiative	Nov. 22, 2025 – Nov. 30, 2025	Completed
38	Operation Santa Claus	December 6, 2025	Completed
39	Christmas in Haymarket	December 13, 2025	Completed
40	Santa Cops (West)	December 13, 2025	Completed
41	Impaired Driving Initiative	Dec. 1, 2025 – Dec. 9, 2025	Completed
42	Drive Sober or get pulled over Initiative	Dec. 10, 2025 – Jan. 1, 2026	Completed

Respectfully Submitted,
Allen Sibert, Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	12/30/2025	Applicant	-Construction and Town E&S inspections ongoing
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	12/30/2025	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release sent 8/22. Coordinating bond release requirements between developer and homeowner -As-builts to be requested -Streetlights to be installed by developer
Schoolhouse Commons	Katie/Emily	6/11/2025	12/23/2025	Katie	-TIA scoping 6/11 -Follow up meeting with VDOT 8/13 + Town 9/24 -2nd Submission received 12/23
Crossroads Village - Hotel Preliminary Plan	Katie/Emily	11/10/2025	12/22/2025	Applicant	-First submission comments sent 12/22
Crossroads Village - Retail Preliminary Plan	Katie/Emily	11/10/2025	12/22/2025	Applicant	-First submission comments sent 12/22
Chick-fil-A SUP + Site Plan	Katie/Emily	11/16/2021	12/19/2025	Town/Applicant	-2nd submission plan amendment comments sent 11/24 -Coordinating adjacent plan number info
Park Sidewalk	Katie/Emily	4/27/2021	12/18/2025	Groupe/Town	-Change orders approved -Plat/deed recorded. Property corners set. -As-Builts in process -Final punchlist items completed
Meladon Self Storage	Katie/Emily	4/11/2025	12/17/2025	Applicant	-Preliminary plan 2nd submission comments sent 12/17
Lumina	Staff	11/29/2025	12/17/2025	Staff	-Met with applicant to discuss SWM facility in Conservation zone -Town comments due to PWC
EPA Stormwater Grant	Staff	12/4/2024	11/24/2025	Town/County	-Scope will focus on known drainage issues in Town -Re-kickoff meeting scheduled 7/2. Added Robinson Paradise to scope -Coordinated CVC plans to JMT
Park Pavilion and Restrooms	Emily	11/13/2025	11/24/2025	Town	-RFP Question coordination

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Chick-fil-A As-Built, Bonds and Closeout	Katie/Emily	7/3/2025	11/19/2025	Applicant	-As-built conditional approval 12/15. Need SWM Maintenance agreement and outfall spreadsheet -Landscape bond to be kept active from original plan
Chestnut Street Lots	Katie/Emily	9/19/2025	11/10/2025	Applicant	-Site plan submitted 9/19 -Comments sent 11/10
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	11/6/2025	Katie	-As-builts submitted 7/8. Comments provided 8/29 -Landscape re-inspection report due early December
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
Crossroads Village	Katie/Emily	10/18/2018	11/4/2025	Applicant	-Stockpile permit coordination -E&S bond release inspection completed. Report provided 11/4 -As-builts resubmitted 4/18. Ready for approval pending signed copy and recorded BMP maintenance agreement
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
Robinson's Paradise	Katie/Emily	1/4/2021	10/29/2025	Applicant/Town	-Landscape bond released -Site visit for resident flooding concerns 7/23 -Received geotech report 10/20 -Waiting on as-built resub and need to provide feedback on SWM agreement and sort ownership of SWM facility before bond release

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Karter School	Katie/Emily	8/20/2020	10/23/2025	Applicant	-Plan revision submitted 12/15. Comments provided 3/31 -Met with applicant. -2nd submission comments sent to Applicant 10/23
Robinson Village	Katie/Emily	8/13/2020	10/8/2025	Applicant	-Performance Bond released -E&S Bond released -Landscape bond release inspection report sent 10/8
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
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 -Met with VDOT and Applicant on TIA scoping for rezoning
Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
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: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: December 30, 2025

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

1. Reviewed the applicable law and prepared a notice of violation letter regarding property code violations.
2. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding notice requirements for planning commission meetings.
3. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding Virginia proffer laws.
4. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding the Town's request for proposals.
5. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding a FOIA request.
6. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding notice requirements for zoning map amendments.
7. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding meals tax collection.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: December 2025 Monthly Report
Date: December 31, 2025

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

This report provides a summary of the meetings held on December 4, 2025 and December 17, 2025:

- The Balance Sheet, where Assets = Liabilities and Owner's Equity (ALOE), continues to show a strong financial position for the town
 - Key ratios, such as Liquidity and Financial Leverage, show a healthy financial standing
 - The strong financial position is also supported by consultant analyses
- FLs reviewed and signed checks, following the internal control policy
- FY 2026 budget mostly in line with expectations. Note the following items of interest -
 - As of December 17, 2025, the budget is approximately 46.3% complete:
 - Revenues are at 48.7% (running ahead of projections, with some revenue sources yet to report)
 - Expenditures are at 42.8%
 - Net Ordinary Income (NOI) is \$240,906.20
 - Line item 3151-08, *15020 Washington Street (old Post Office Bldg.)* continues to experience declining revenue due to lease termination and necessary repairs resulting in a loss of approx. \$4600 per month until repairs are complete and the space leased
 - Town completed three new tenant leases that will offset the lost revenue
 - The Treasurer will propose a budget amendment for council adoption that recognizes the offsets and adjusts the budget
 - Staff adjusting the potential uses to lease the space more quickly
- The FLs offered feedback to the Treasurer re: draft investment policy that is currently under development.
 - Staff targeting January 2026 Work Session review

- The TM provided an outline for the development of new procurement policy to include sole source procurement
 - FLs offered preliminary feedback on the concept. The TM will develop a draft for review
- A Conference and Training Policy currently under development by the TM, with budget/finance implications; FLs offered feedback to staff
 - Staff targeting January 2026 Work Session review
- The Chief reported on several initiatives:
 - The PD continues to excel in identifying grants and acquiring funds to supplement their budget, e.g., the department received a drone grant award in the amount of \$20,231 for new/updated equipment to replace current inventory
 - The PD currently migrating to standardized technology across communication and information collection systems, e.g., In-Car Cameras/BWC. Requires switching vendors and additional funding. Chief to discuss with council at December Work Session
 - LIDAR survey complete at a savings to the department of approx. \$1,000
 - Officer Mike Danielson leaving to accept a position closer to home. Thank you, Officer Danielson, for your service to the Town! Chief is actively looking to back-fill the part-time position

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



Memorandum

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

The Planning Commission held a public hearing at their last meeting on December 09, 2025.

1) Agenda Items — Actions & Outcomes

1. **REZ #2025-01 — 14600 Washington Street (Rezoning)**
 - Action: Public hearing date set for **January 20, 2026**.
 - Notes: Public comment included remarks addressing the rezoning rationale for 14600 Washington Street. No final recommendation recorded at this meeting (public hearing scheduled).
2. **Chick-fil-A — Drive-Through Expansion (Site Plan Review)**
 - Action: Site plan materials were reviewed. Additional documents were submitted by staff during the meeting; the Commission paused to review those materials prior to voting.
 - Motion: After review, a motion was passed to forward the matter to **Town Council for review**.
3. **One-Mile Review — Lumina (REZ 2026-00020)**
 - Action: One-mile review discussion conducted; Commission members provided comments on the proposal.
 - Public Input: A citizen spoke in support of the Lumina one-mile review and provided supporting reasoning.

2) Public Comment

- A member of the public addressed the Commission in favor of the One-Mile Review (Lumina) and also presented rationale related to the proposed rezoning at **14600 Washington Street**. Comments were received and entered into the meeting record.

3) Procedural Notes

- The Commission took a brief recess to review newly submitted staff documents before proceeding to vote on the Chick-fil-A item.
- Where applicable, items were forwarded to Town Council for further consideration.

4) Next Steps / Follow-up

- **REZ #2025-01 (14600 Washington St.)** — Public hearing to be held **January 20, 2026**; staff to ensure public notice and packet distribution in accordance with statutory/municipal requirements.
- **Chick-fil-A Drive-Through Expansion** — Item forwarded to Town Council for review; Commission staff to transmit meeting record and reviewed materials.
- **Lumina One-Mile Review (REZ 2026-00020)** — Commission comments recorded; anticipate further staff follow-up or scheduling per standard review process.



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 December

Meeting held 2/17 @ 7:00PM.

- Meeting Schedule for 2026 Adopted
- COA Reviews:
 - ZP#1202_6612 – Signage Change for Business name changing to Crumble. They wanted to change Naming, background to Pink with black lettering and a different font. Noted comments: CVC has a signage package that has been loosely followed. Pink is not in ARB approved color palette. ARB granted conditional approval with two pick and/or choose items that require town planner (TP) administrative approval once choices are made:
 - lettering can be Pink using the signage package dark colored background option.
 - Previous business logo on existing sign can be added to new sign if desired with placement being part of TP approval.
 - Old/New Business:
 - A.C. Watts Property progress briefed (site plan in discussion)
 - Lane Motors Property (still waiting for sale)
 - “HighPoint” site PWC application revealed (waiting for 1-mile courtesy review)
 - Heath Cote development briefing (Details from Info meeting held that week)
 - LIDL property status discussed
 - Park Pavillion RFP status discussed
 - Town Hall Site plan improvement progress discussed
 - Planning commission Liaison Report
 - Chick-Fil-A Drive Thru site plan process reviewed
 - Lumina Rezoning
 - QBE Rezoning Public meeting scheduled for 1/17/2026 @ 7:00 PM
 - Council Update
 - Strategic Plan Drafted and set for approval after community input
 - Goals 5 and 6 highlighted to require ARB Participation.



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: January 05, 2026
Re: Request to rebalance & amend the Adopted FY2026 Budget

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment that exceeds one percent of the total expenditure shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at the January 05, 2026 Council meeting.

REQUESTED BUDGET AMENDMENT

1. After review and discussion with the Finance Liaisons, we identified the need to rebalance the adopted FY2026 budget in the Rental Revenue section to reflect three new tenant leases.

However, due to the Town Charter not explicitly granting administrative authority to the Treasurer or Town Manager making such adjustments, this reallocation requires formal approval by Council through a resolution.

The proposed adjustment involves reallocating \$25,804 originally budgeted for Washington Street Realty, which no longer holds a lease with the Town as of September 4, 2025. These funds will be redistributed as follows:

- | | |
|-----------------------------------------------|----------|
| • Yew Tree Wellness LLC | \$13,156 |
| • WSR Solutions LLC | \$ 6,222 |
| • Red Rock Title & Settlements LLC | \$ 6,426 |

This action does not change the overall adopted budget total but ensures accuracy in projected rental revenues.

<u>Line Item</u>	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
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REVENUE:

Washington Street Realty	\$	60,098	\$	34,294	(\$ 25,804)
Yew Tree Wellness LLC	\$	0	\$	13,156	\$ 13,156
WSR Solutions LLC	\$	0	\$	6,222	\$ 6,222
Red Rock Title & Settlement LLC	\$	0	\$	6,426	\$ 6,426

2. The Haymarket Police Department received a HEAT Grant for \$10,000 after the FY2026 budget was adopted. This grant will offset some of the cost of equipment for the program.

To keep our budget accurate, we need to add both the grant revenue and the equipment expense to the FY2026 budget. This will make sure everything is recorded correctly and balanced.

<u>Line Item</u>	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
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REVENUE:

HEAT Grant	\$	0	\$	10,000	\$ 10,000
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EXPENDITURE:

Uniforms & Police Supplies	\$	45,901	\$	55,901	\$ 10,000
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3. The Haymarket Police Department will be purchasing new dash cameras for patrol vehicles and body cameras for each officer, as planned and approved in the FY2026 budget. While preparing for this purchase, the Chief negotiated a better deal with Motorola that provides improved options for the department.

The new equipment will cost more than what was originally allocated in the FY2026 Capital Improvement Plan (CIP) budget. To cover the difference, we propose using the surplus funds from the recent sale of Police SUVs. Any leftover funds after the purchase will be returned to the CIP account at the end of the FY2026 fiscal year.

<u>Line Item</u>	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Sale of Salvage & Surplus	\$ 0	\$ 16,900	\$ 16,900
<u>EXPENDITURE:</u>			
Capital Outlay- Equipment	\$ 143,000	\$ 159,900	\$ 16,900

Sample Motion
I move the Haymarket Town Council to approve an amendment to the Fiscal Year 2025 - 2026 budget as designated by Resolution #2026-001.

Or

Alternative Motion



RESOLUTION 2026-001

FISCAL YEAR 2025-2026 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2026 Budget on June 02, 2025, and

WHEREAS, The proposed budget amendment will decrease Washington Street Realty revenue line-item by \$25,804; and

WHEREAS, The proposed budget amendment will allocate Yew Tree Wellness LLC revenue line-item by \$13,156; and

WHEREAS, The proposed budget amendment will allocate WSR Solutions LLC revenue line-item by \$6,222; and

WHEREAS, The proposed budget amendment will allocate Red Rock Title & Solutions LLC revenue line-item by \$6,426; and

WHEREAS, The proposed budget amendment will allocate HEAT Grant revenue line-item by \$10,000; and

WHEREAS, The proposed budget amendment will increase Uniforms & Police Supplies expenditure line-item by \$10,000; and

WHEREAS, The proposed budget amendment will allocate Sale of Surplus revenue line-item by \$16,900; and

WHEREAS, The proposed budget amendment will increase Capital Outlay – Machinery & Equipment expenditure line-item by \$16,900; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2025-2026 Budget as reflected below:

Budget Amendment for FY2025-2026 Budget

Operational Budget				
		<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>				
3151-08				
Washington Street Realty	\$	60,098	\$ 34,294	(\$ 25,804)
Yew Tree Wellness LLC	\$	0	\$ 13,156	\$ 13,156
WSR Solutions LLC	\$	0	\$ 6,222	\$ 6,222
Red Rock Title & Settlement LLC	\$	0	\$ 6,426	\$ 6,426
3190				
Sale of Salvage & Surplus	\$	0	\$ 16,900	\$ 16,900
3200-19				
HEAT Grant	\$	0	\$ 10,000	\$ 10,000
<u>EXPENDITURE:</u>				
3110045				
Uniforms & Police Supplies	\$	45,901	\$ 55,901	\$ 10,000
3110056				
Capital Outlay- Equipment	\$	143,000	\$ 159,900	\$ 16,900

Done this 05th Day of January 2026

Motion By:
 Seconded By:

Ayes:
 Nays:
 Absent:

ATTEST: _____

Kimberly Henry, Clerk of Council

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



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

Appointed Boards, Committees & Commission: Application for Appointment Consideration

Full Name: Mahmoud Omer

Address:14810 Gap Way , Haymarket ,VA

Cell Phone: 571-2397392

Email Address:mahmoudomer89@outlook.com

Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

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

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

Letter of Interest

Mahmoud Omer

14810 Gap Way

Haymarket, VA 20169

Phone: 571-239-7392

Email: Mahmoudomer89@outlook.com

Dear Members of the Town Council,

I am writing to express my strong interest in serving on the Architectural Review Board for the Town of Haymarket, with the Planning Commission as my second preferred option. As a resident of Haymarket and a construction engineer with over a decade of experience in engineering, project management, and building systems, I am eager to contribute my technical background and professional insight to support the Town's development and long-term vision.

I hold a Bachelor's degree in Mechanical Engineering and currently work as a Project Manager in the construction field, where I oversee a wide range of building projects, review architectural and mechanical designs, coordinate with contractors and design teams, and ensure compliance with building standards, safety requirements, and project specifications. My daily responsibilities include evaluating construction documents, interpreting building codes, assessing material quality, and ensuring that design intent is accurately executed in the field. These experiences have strengthened my ability to analyze complex technical issues, communicate effectively with stakeholders, and make sound, evidence-based decisions.

The Architectural Review Board aligns closely with my professional expertise. My background in building systems, mechanical design, architectural coordination, and construction QA/QC equips me to effectively review building elevations, signage applications, demolition requests, and exterior design proposals. I am confident that my engineering perspective will add value to the review process by ensuring that new projects meet the Town's design standards while preserving the character and identity of our community.

Additionally, I am equally interested in supporting the Planning Commission, where my understanding of land development, zoning impacts, and infrastructure requirements can contribute to informed recommendations on land use applications and community growth. I believe thoughtful planning and quality design are essential for maintaining Haymarket's charm while responsibly guiding future development.

As a resident, a father, and an active member of the community, I strongly believe in giving back and supporting the place my family calls home. Serving on one of these Boards is a meaningful opportunity for me to apply my engineering background in a way that benefits the Town and its residents. I am committed, dependable, and prepared to dedicate the time necessary to fulfill the responsibilities of the

role.

Thank you for considering my application. I would be honored to serve the Town of Haymarket and I look forward to the possibility of contributing my experience and perspective to the Board. Please feel free to contact me if additional information is needed.

Respectfully,

Mahmoud Omer