



# TOWN COUNCIL – WORK SESSION MEETING

Monday, September 29, 2025 at 7:00 PM

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

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

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## AGENDA

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### **I. CALL TO ORDER**

### **II. PLEDGE OF ALLEGIANCE**

### **III. TOWN MANAGER REPORT**

1. Monthly Report

### **IV. CHIEF OF POLICE REPORT**

1. Monthly Report

### **V. AGENDA ITEMS**

1. Monthly Financial Report
2. Ordinance #2025-002: Tax Free Weekend
3. Outdoor Event Ordinance

### **VI. CLOSED SESSION**

1. Closed Session Motion
2. Certification
3. Directive from Closed Session

### **VII. ADJOURNMENT**

## Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Scheduling a second walkthrough with the Engineering Groupe and M&F Concrete. Deed and Plat have been handed off to Attorney for recording at the County
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing
GOGov App	Emily and Julia		No issues with the app, running smoothly at this time. Working to continue advertising the Contact Us/Submit a Request feature to the community
County Contact RE: Stormwater Assessment Program	Emily		UPDATE: Uploading site plan files into the Dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. <b>A channel behind Haymarket Baptist Church that leads to I-66.</b> 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: Held a follow up meeting post-site visit. I need to return a few more documents to the consultant. Consultant is scheduling surveying work in the Town
Comprehensive Zoning Inspection	Emily K		Town Manager will complete urgent Zoning Inspections and reviews in a timely manner. Other comprehensive zoning inspections will be delayed until December/January timeframe due to staffing changes in the office
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	The next business roundtable meeting will be November 18th. We will be discussing marketing prior the holidays, Deck the Door contest, invovlement with our Holiday event and more!
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth - monitoring site for complete growth
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Following discussion at the Town Council work session June 30th -- Council will make recommendations for additions to the Strategic Plan, additions will be compiled and discussed/reviewed at the Fall Retreat meeting with consultant and the plan amended as appropriate. I have also suggested at the fall retreat meeting that the Council have a discussion on prioritizing items in the plan for the Staff to work on. Councilmember Pasanello suggested adding the Compensation Study and Analysis to the Strategic Plan under Goal #2. I will track recommended additions in my Strategic Plan working document as discussed by the Town Council.
Museum: Crossroads Arts Alliance	Emily/Tracylynn		UPDATE: Met with CAA on August 21 follow -up with the organization after they received notice of the new plan for the Museum going forward. Working on an agreement plan and fee structure for the new rental terms. UPDATE: A business owner and community member has reached out to Mayor and I to discuss a proposal for the Town Museum. I will share additional details as we communicate with the individual
Community Outreach : Youth in Government	Emily/Mary		At our 7-17 meeting, I discussed with Councilwoman Ramirez the upcoming Fall schedule and work load for the Town Staff. Based on Staff bandwidth, I requested the program be moved to February and be offered as a two day (2 hr evening) program. Additional details will follow from Councilwoman Ramirez
Town Park/Playground	Emily K.		Repaired one of the play structures that was damaged. Will be removing the shade structure post-Haymarket Day for the season

Meeting with CXO/County Correspondence	Emily K		Next CXO Meeting is November 21st
Haymarket Compensation Study	Emily		Vice Mayor Gallagher and Councilman Baker are reviewing the proposals that were received. 13 proposals were received.
Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Will be receiving a timeline for the website redesign in coming weeks.
Town Complex Building Maintenance/Repairs	Emily		During the Finance Liaison meeting we discussed several maintenance issues we have had with structures on site to include; ac units failing, cellar flooding at Cupcake Heaven, possible foundation issues, and other maintenance repairs. It was suggested that I reach out to a structural engineer to get quotes on inspecting each structure at the Town Hall Complex and the Town Museum. Update will be provided at the 9-29-2025 meeting.
Mayor's Message Series	Emily, Julia, Mayor	<b>Goal 4.5</b> Investigate ways to engage face to face with existing businesses. <b>Goal 4.4</b> Investigate ways to use economic development funds and increase participation at the Business round table <b>Goal 4.6</b> Develop a plan to highlight the business community: .. etc.	Mayor's Message has been running very successfully, the business owners are excited to be working on this series with Staff and Mayor. We will continue to gather data and report back to the Town Council
Robinson's Paradise - Stormwater Concerns, Flooding			I have contacted the developer and have requested the Geotechnical Report - I am still awaiting the submission of the report
Franchise Agreement for Comcast	Emily/Olaun		The Town has received a draft Franchise Agreement from Comcast. I am also reaching out to Verizon regarding a franchise agreement. The citizens have requested the Town explore options for Verizon
Town Policy Updates	Emily/Roberto/Chief		Following several discussions with the Finance Liaisons the Town Staff will be working on proposing amendments to the Procurement Policy, preparing an Investment Policy, and a Travel & Conference Policy
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily/Katie	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Recieved the quotes for the building plans as well as the estimated construction costs, will be discussing the plans with the Finance Liaisons October 1
Haymarket Iceplex (Buildout)	Emily/Katie		The Haymarket Iceplex -- old site plan and now in building department with permitting and construction
Chick Fil A (SUP, Site Plan Review)	Emily/Katie		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff returned comments to the applicant August 22, 2025. Applicant submitted a second submission on September 16, 2025. Engineering comments are due to the applicant October 29, 2025.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie		Chick Fil A did not submit as built'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

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: 09-2025 Following up with DR Horton on the submission of the geotechnical report and the updated as built
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: 09-2025 Scheduled a landscaping inspection for the property with the Town Engineer
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
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 finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. UPDATE 09-2025 Need to follow up with the applicants to request a proper as built submission. Katie to send out the updated landscaping inspection comments regarding replacement of dead plant material
Crossroads Village, Kiddie Academy (Construction)	Emily/Katie		4/3/2023--10/30/2023: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30/2024--12/30/2024 Site work continues, applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--8/18/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town. Deed and plat resubmitted to reflect change of ownership in agreement.
Karter School (Plan Review)	Emily/Katie		Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. UPDATE: 09-2025 Applicant has resubmitted the site plan as of September 8th. Comments from the Town Engineer are due October 22, 2025.
Self Storage (preliminary plan)	Emily/Katie		7/22/2025--15250, 15251 Kapp Valley Way, a previous rezoning from 1997 and SUP under review in 2014 never had a site plan approved before operation. Town Staff are working with current property owner to ensure the site is in compliance with the zoning ordinance. UPDATE 09-2025 Town Engineer to return comments to the applicant week of October 13th

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 propceed forward
South Fayette Street - 6792 & 6794 Fayette			Town received first submission of the site plan for 6792 & 6794 Fayette Street. Town Engineer has plan for review, comments due week of 11-05
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. 2/1/2024--4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024--12/30/2024 Site work continues 1/29/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. 7/22/2025 90% landscaping bond release requested UPDATE 09-2025 Town Manager to follow up with the developer regarding the submission of the as built, landscaping bond inspection and action items required by applicant to proceed with releases of bonds.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission did not have a meeting in September. They will have a meeting in October. We have a vacancy on the Board of Zoning Appeals. Eric Matthews has moved out of the Town. His term expires January 2026. We also had a recent resignation of an ARB member. Her term expires June 30, 2027. We will post both vacancies on our website.
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. Public notice on the Outdoor Events Ordinance has been sent to the paper for the October 6 public hearing. Starting to work on 2026 meeting schedule.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	I will be contacting ARB members to have a joint meeting with Council on the front façade design of Town Hall building
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	I have everything ready for the Mayor, Vice Mayor, Councilmember Baker and Emily to attend the VML Annual Conference in Roanoke in October. Mayor and Vice Mayor will be attending the Willing Warriors 10th anniversary gala on November 1, 2025. I will be attending the Records Managements Conference in Virginia Beach October 22-25. Next TANV meeting will be hosted by the Town of Middleburg on November 5, 2025.
Maintenance			
Town Park/Playground	Spring Rider at playground fixed. Playground Specialists replaced broken C-spring, and did visual inspection of equipment. No issues to report at this time.		



Town Hall	Found HVAC ducting leak at unit in outside electrical/HVAC room. Top ducting separated from unit leaving one inch gap, unable to shift ducting back into place. Reinforced with aluminum strip and foil tape, no other leaks found and now PD side A/C blowing colder.		
Copper Cricket/ Cupcake Heaven/Museum	Squirrels back in attic at Copper Cricket, chewed through patch at A/C line to attic that Environmental Pest Control (EPC) fixed last May. Tech out to reinforce that patch as of today. Wasps nesting behind siding at chimney at Cupcake Heaven. Separate work order opened with EPC for technician to come asses the issue. Siding may have to be removed to treat area, estimate and scope of work to be determined at this time.		
Events	Currently prepping all Haymarket Day signage and equipment.		
Streetscape	Light pole numbering has been completed. Light pole repair/overhaul still in progress. All fall banners are up, had many compliments from residents regarding fall banners and how well the town looks. Powerwashed and re-oiled all refurbished benches in town as well as installed all replacement memorial plaques.		
Event/Business Marketing			
Farmers Market	Julia		We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. We had our Fathers Day market on June 8th, were we raffled off two gift baskets. The dog market will take place on September 14th and will include a dog-themed raffle, goodies for dogs, and dog related vendors. Musicians have been booked for all weekends of the market. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 21 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. I am continuing to book drop-in vendors as spaces open. The last farmers market will be on November 16th.
Open House	Julia		The event was a great success with a good turnout from the community. Over 150 youth t-shirts were handed out and tie-dyed during the craft activity, and more than 100 town coloring books were distributed. Partner organizations including the library, Parks and Recreation, Leopold’s Preserve, Historic Preservation, Fire and Rescue, American Trash Disposal, and the Girl Scouts attended the event and provided engaging hands-on activities and touch-a-truck experiences, which were very well received. Crossroads Arts Alliance also hosted a free children’s craft at the museum. The event was advertised through social media, the GOGov app, and print advertisements. Overall, the event received very positive feedback from attendees and was a successful collaboration across departments and community partners.
Summer Concert 8/16	Julia		The monument sign was successfully ordered and installed ahead of the event. Maps and detailed instructions were distributed to all vendors and sponsors to ensure a smooth setup. I worked to advertise the summer concert through the My Haymarket app and social media platforms. I created photo ops and painted decorations for the concert. The event was well attended and received positive feedback from vendors, performers, and attendees. Participating vendors included Trouvaille, Flynn's Wood Fired Pizza, Wooden Shoe Bakery, Junie’s, Aroma II, Foster's, Smokin' Shawn's, and Bruster’s. Sponsors in attendance were Park Valley, Golden Rule Builders, Dunegan & Cole, i9 Sports, Huntington Learning Center, and Haymarket Baptist Church. I am currently developing a post-event survey to gather additional feedback from vendors.
Holiday Event 12/13	Julia		The 2025 Holiday Bazaar application has been updated and added to the website calendar. The stage, picnic tables, and potties have been order for the 2025 Holiday Bazaar. Applications will go out by the end of this month.
Haymarket Day 10/18	Julia		All bands, picnic tables, stages, and portable restrooms have been booked for Haymarket Day 2025. Golf cart rentals have been confirmed for the event. I am working on an agreement for the new location of the beer garden to include the after hours being held by Trouvaille. The sound engineer has also been confirmed. Vendor applications were sent to previous participants on June 3rd and opened to the public on June 11th. All vendors spaces are now full, we have a total of 280 vendors and 33 parade participants. This year’s parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride. I have started brainstorming the parade float and outfits for council. I have ordered promotional hand outs for the town tent and parade hand outs. I am finalizing the brochure to have available at Haymarket Day which will include vendors, maps, restrooms, history, sponsors, etc. I have recieved approval for parking at Tyler Elementary, Pace West, and Haymarket Elementary. Wakefield, Kiddie Academy, Haymarket Childresn Academy, and Heritage Village will each be providing shuttle busse. I am working to create a volunteer job list for the event and will begin taking sign ups. Continuing to work on new fall merch to be sold at Haymarket Day. I am also working on booth assignments and will have them sent out to vendors on October 3rd. I have continued to create flyers to be posted on our social media accoutns and app to advertise the bands, sponsors, parade, and other event info. Working to create banners for the beer garden and stage. Also, in the process of painting signage for the event.

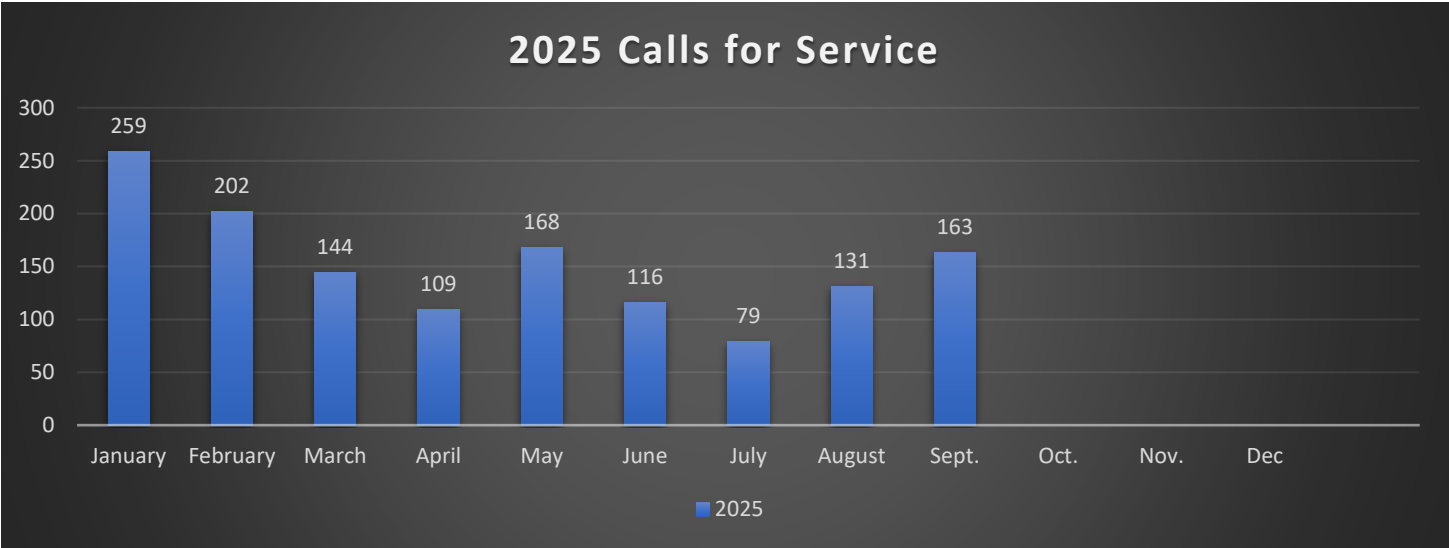
Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table	Continuing work on creating informational folders for both in-town businesses and new residents, which will be hand-delivered as part of our face-to-face engagement efforts (Strategic Plan Goal 4.5). At the most recent Business Roundtable, we raffled off three more promotional videos with Skipper Films; I have received the promotional videos and sent them to the businesses (Goal 4.4). I am continuing to reach out to potential sponsors. Current confirmed sponsors include Wegmans, Golden Rule Builders, Kiddie Academy, Dunegan & Cole, School of Rock, and Huntington Learning Center, i9 Sports, F.H. Furr, Floor Coverings International, and Heritage Village. To date, we have secured \$26,000 in sponsorships. I am currently waiing on payment for 2 other sponsorships. I have continued to share the Mayors Message videos weekly on our social media. I have also continued to send the survey to businesses after we have posted their Mayor's Message video to get their feedback on the initiative.We have received postive feedback from both viewers and business oweners. Skipper Films attended the August business roundtable to teach businesses tips and tricks on marketing their business during the holidays. The 2025 Christmas ornament has been approved and will be available by Haymarket Day.
Social Media/Website/GOGov	Emily/Alexandra/Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GOGov for events, meetings, public notices, and park sidewalk updates. GOGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is now available and I have begun advertising that. As of September 23rd, we have a total of 623 app downloads. I will be encourgaing all Haymarket Day vendors to download the My Haymarket app to stay up to date on event information. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Continuing to advertise the farmers market vendors weekly on social media. I am finalizing the 4th quarter newsletter which will be sent out next week.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 4th Quarter edition is drafted and being processed for mailing to all residents and in-town businesses by Oct. 1st
Real Estate Tax	Alexandra		Real Estate Taxes: Begin invoicing for 2025; Continue processing late RE payments
Administrative	Alexandra		check and sort daily mail; process purchase orders; enter monthly invoices into QuickBooks; process and prepare payments for finance meetings; monitor and follow up on late invoices/fees and payment processing (including events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate with residents and businesses regarding questions and concerns; assist with audit backup documentation; record and process late BPOL applications; Track delinquent BPOL filings and prepare letters to all past due filers; Record all incoming Haymarket Day payments and process new vendors
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the August ARB meeting, the demolition of both structures at 14841 Washington Street was approved. AT the September 17 ARB Meeting, the Board approved an application for 6691 Fayette Street for exterior residential modifications. The ARB Guidelines update is currently on hold due to a staffing change.
Office Misc.:	Alexandra		The Military Banner Program is still accepting applications. We currently have 20 confirmed applications, with a few others pending. Complete applications have been submitted to the company for draft approval before placing the final order.
New/Old Business Updates			
New Businesses	Mobile Food Establishment: Essie Gourmet Company		

# Police Department Report to Council

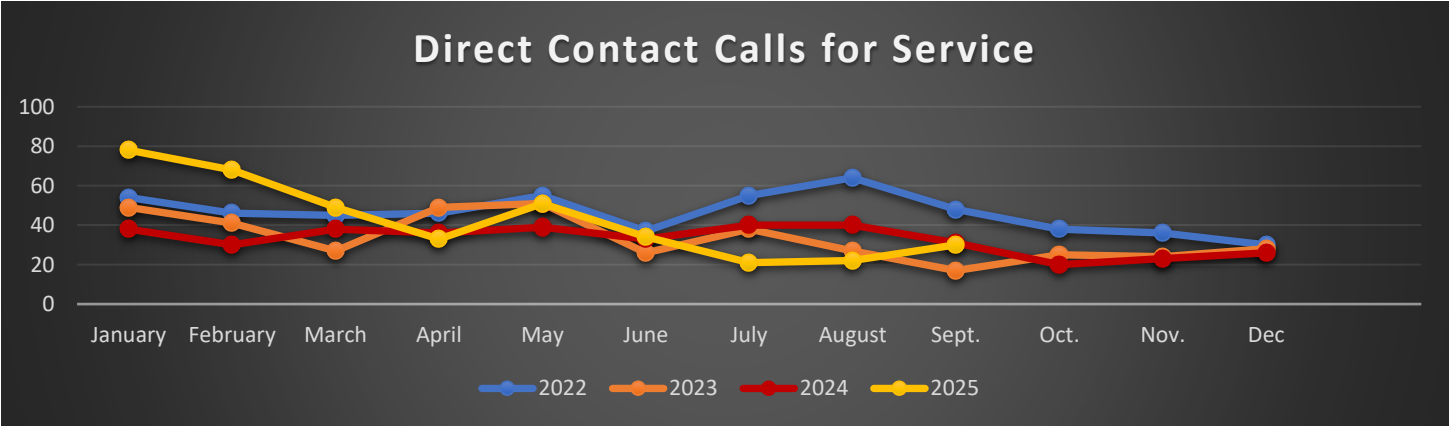
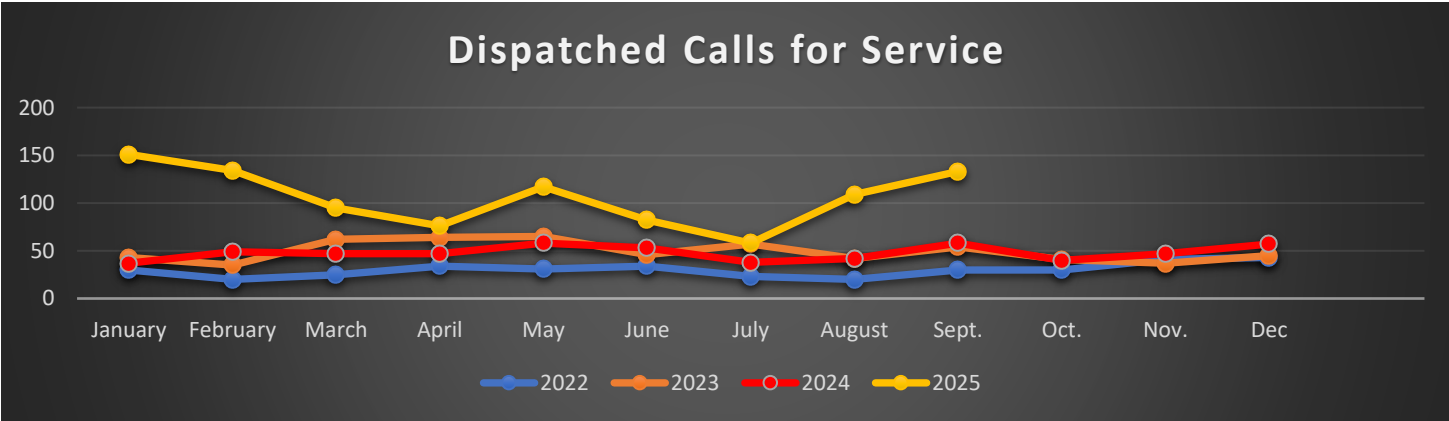
Activity Period August 15, 2025 to September 14, 2025

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

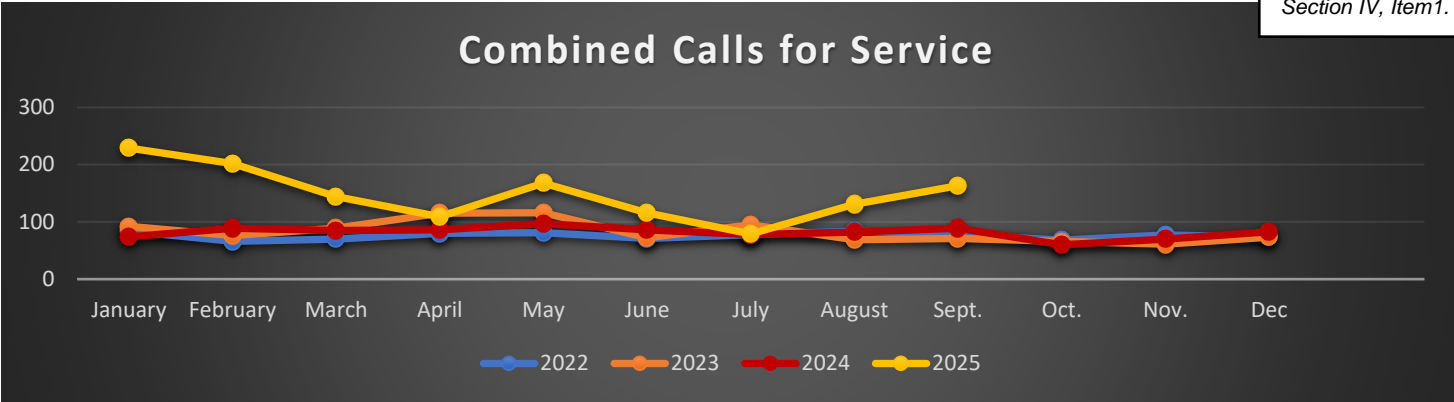
- Reportable Calls: 2
- Non-Reportable Calls: 161
- Deferments: 0



Trending Data on Calls for Service

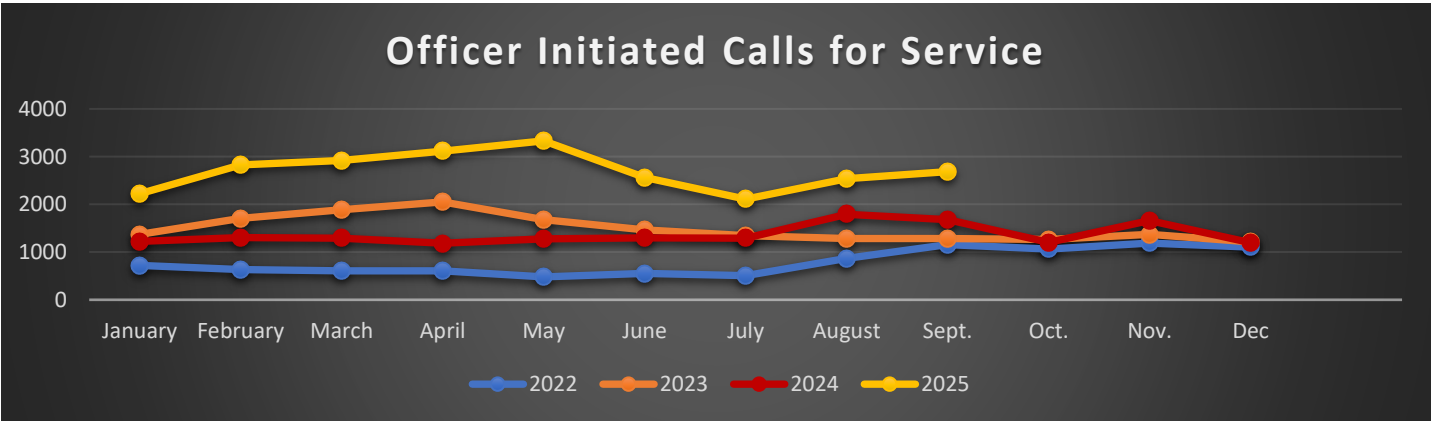
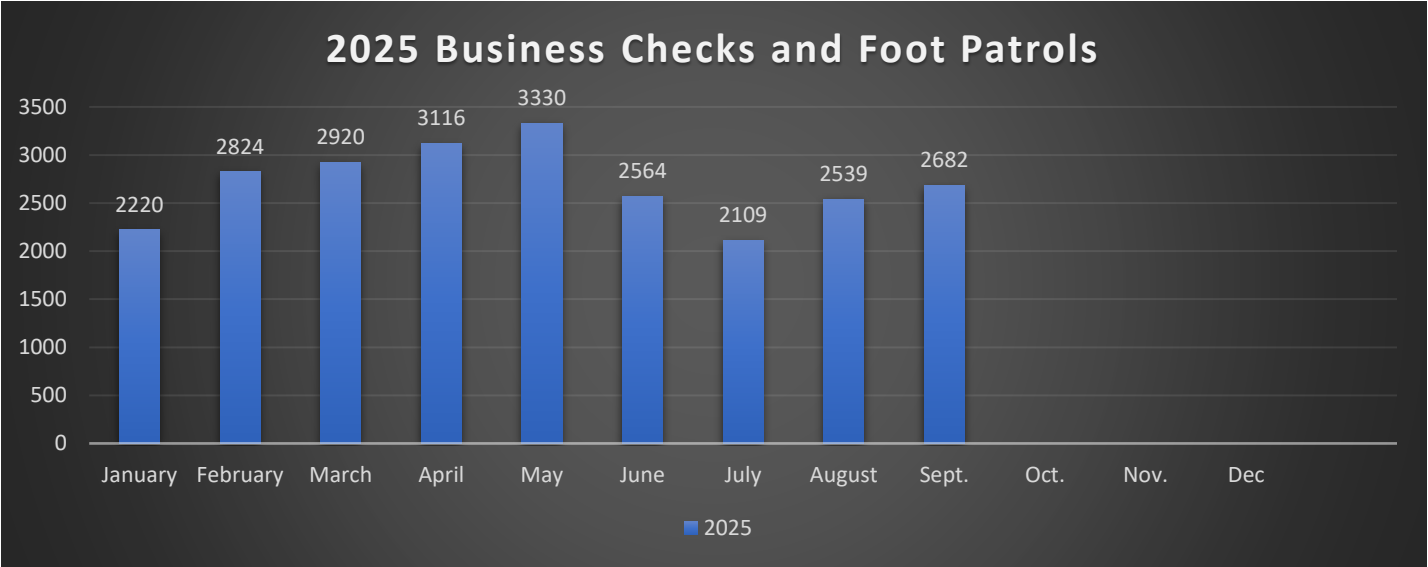






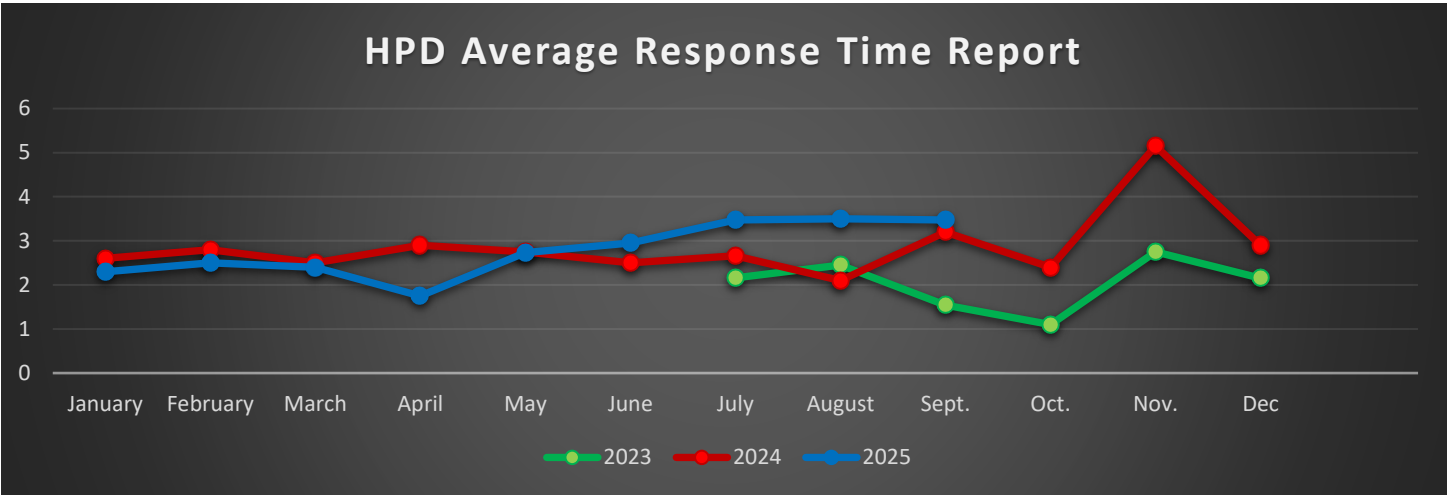
**Business Checks and Foot Patrols:** These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct 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: 95
- Physical Check: 1380
- Foot Patrols: 128
- Enhanced Patrols: 1079



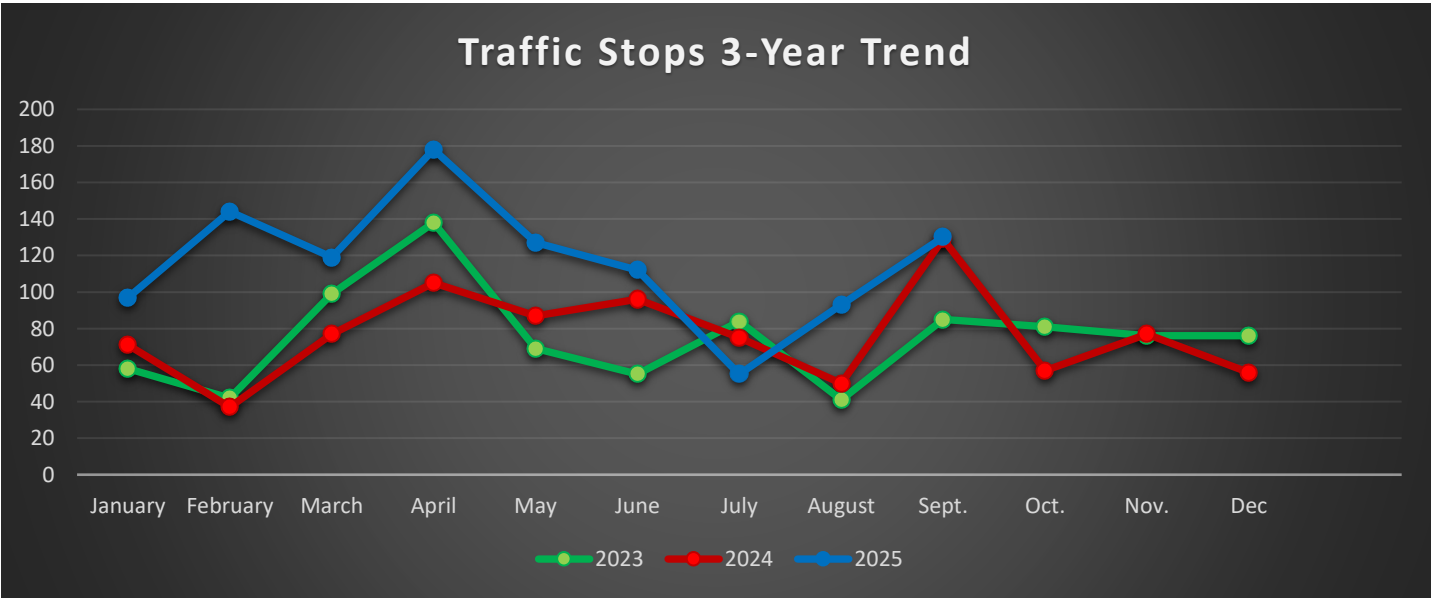
**Average Response Time:** This is the average of all response times to calls for service answered by Haymarket Officers.

- 3 minute 27 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.

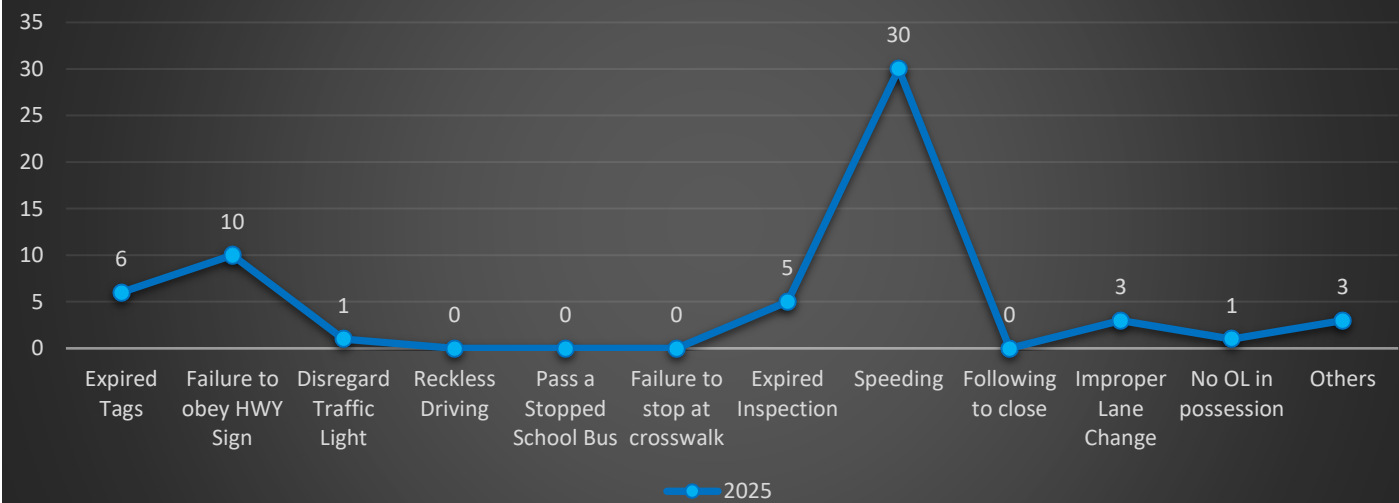
- Traffic Stops: 130
- Summons: 59
- Warnings: 91



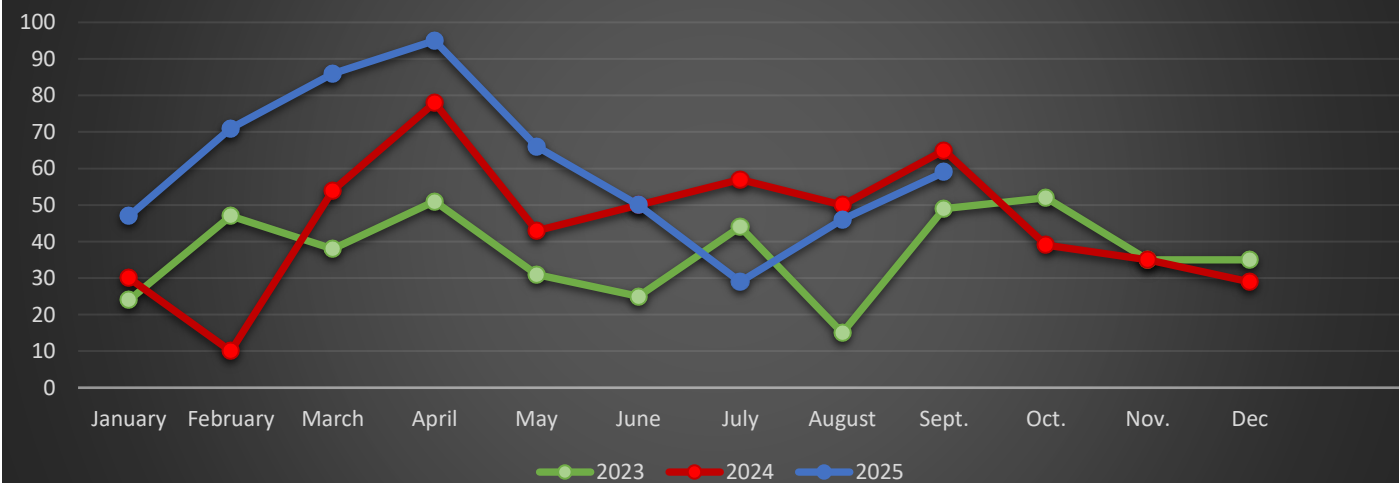
**Traffic Summons Issued:** Summons issued for traffic violations. 59

- |  |   |
|--|---|
| 46.2-646 – Expired Registration –6         | 46.2-830 – Failure to obey a highway sign – 10              |
| 46.2-833.1 – Disregard a traffic light – 1 | 46.2-852 – Reckless Driving – 0                             |
| 46.2-859 – Pass a stopped school bus – 0   | 46.2-924 – Failure to stop at crosswalk – 0                 |
| 46.2-1158 – Expired inspection – 5         | 46.2-874 – Speeding – 30                                    |
| 46.2-816 – Follow to close – 0             | 46.2-804 – Improper Lane change – 3                         |
| 46.2-300 – No operator’s license – 1       | Others – 3, (Distracted Driving and Parking in a fire lane) |

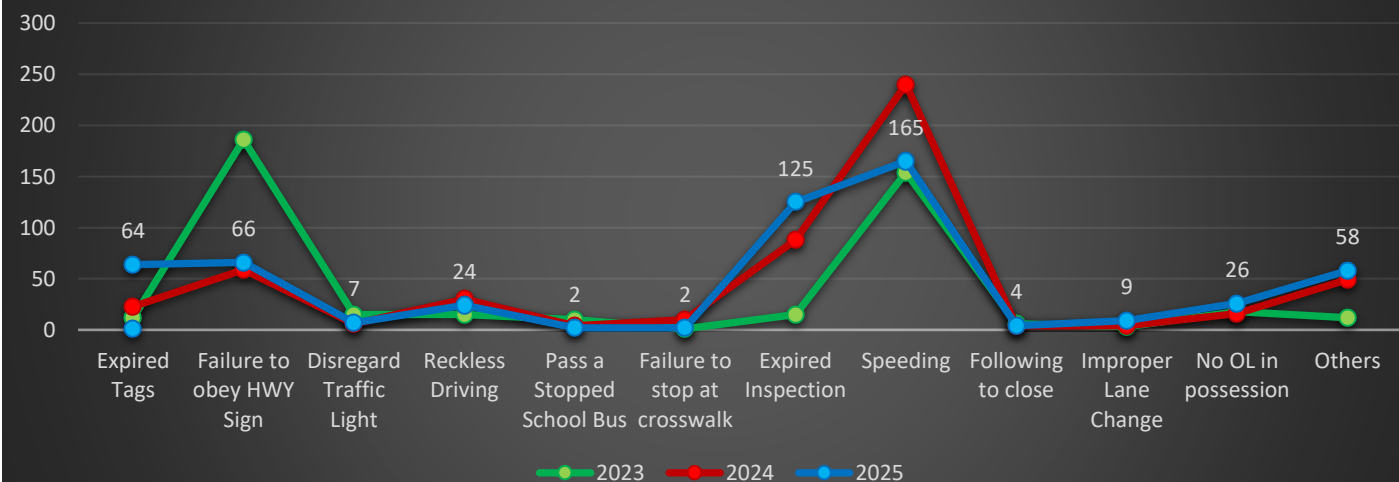
# August - September 2025 Traffic Violations



# Traffic Summons Report by Month



# Year to date Traffic Violations

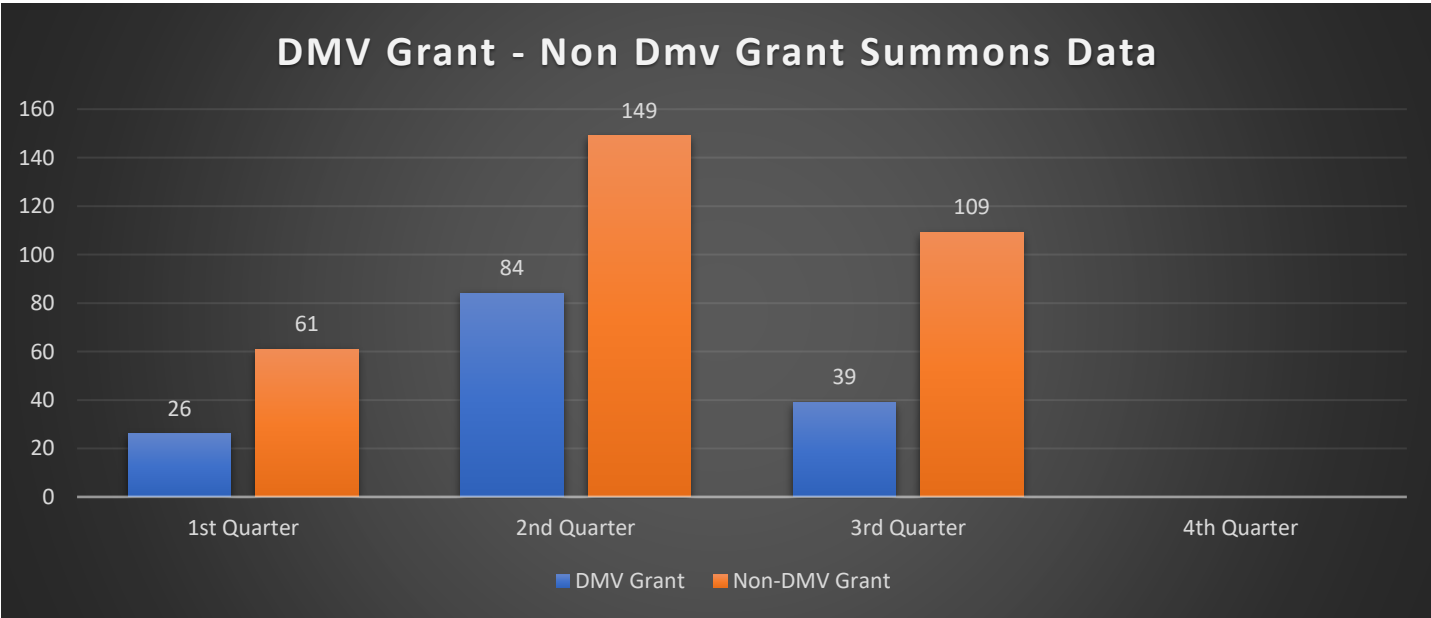
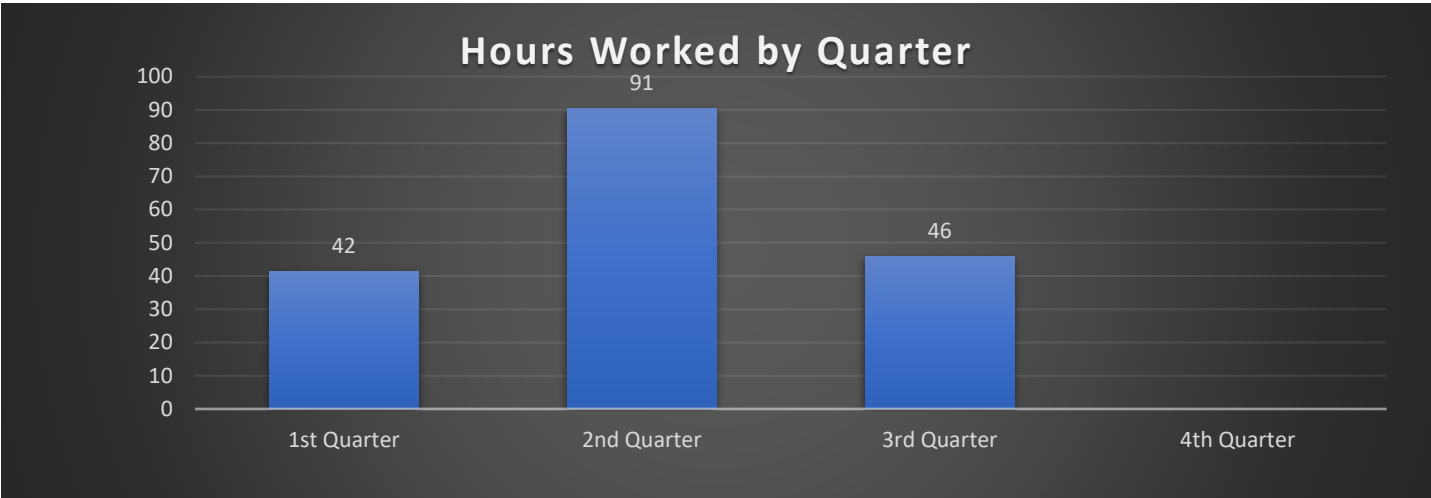
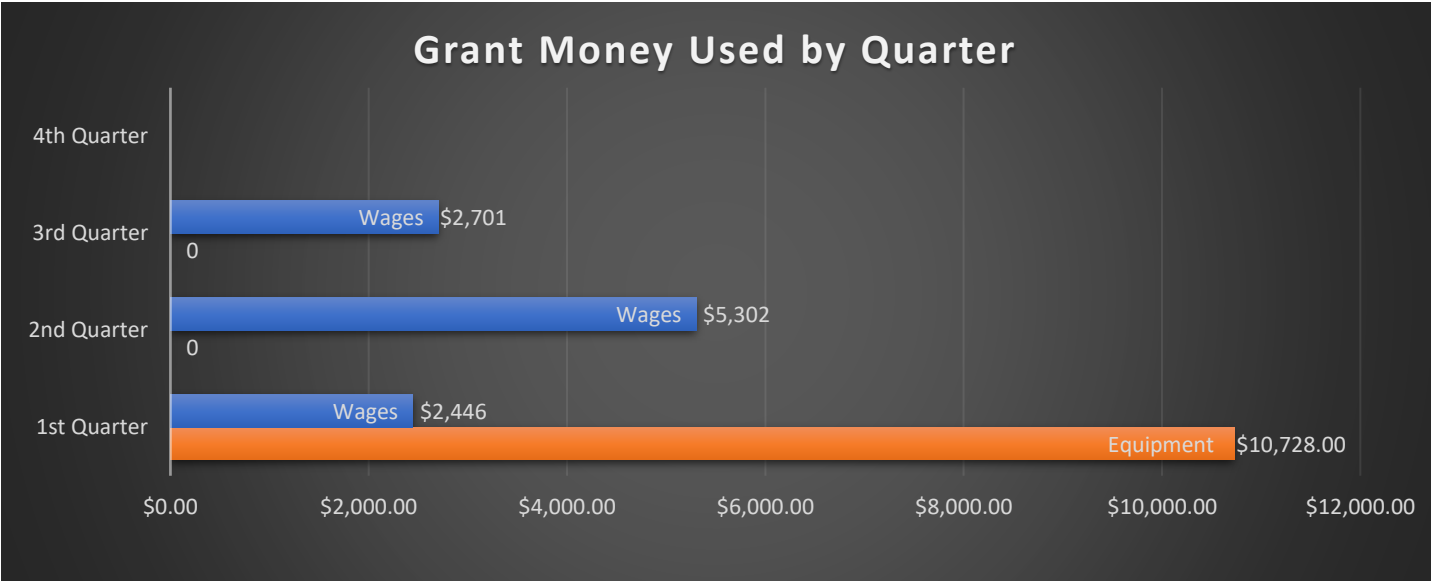


Total Summons Issued 2025: 552

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

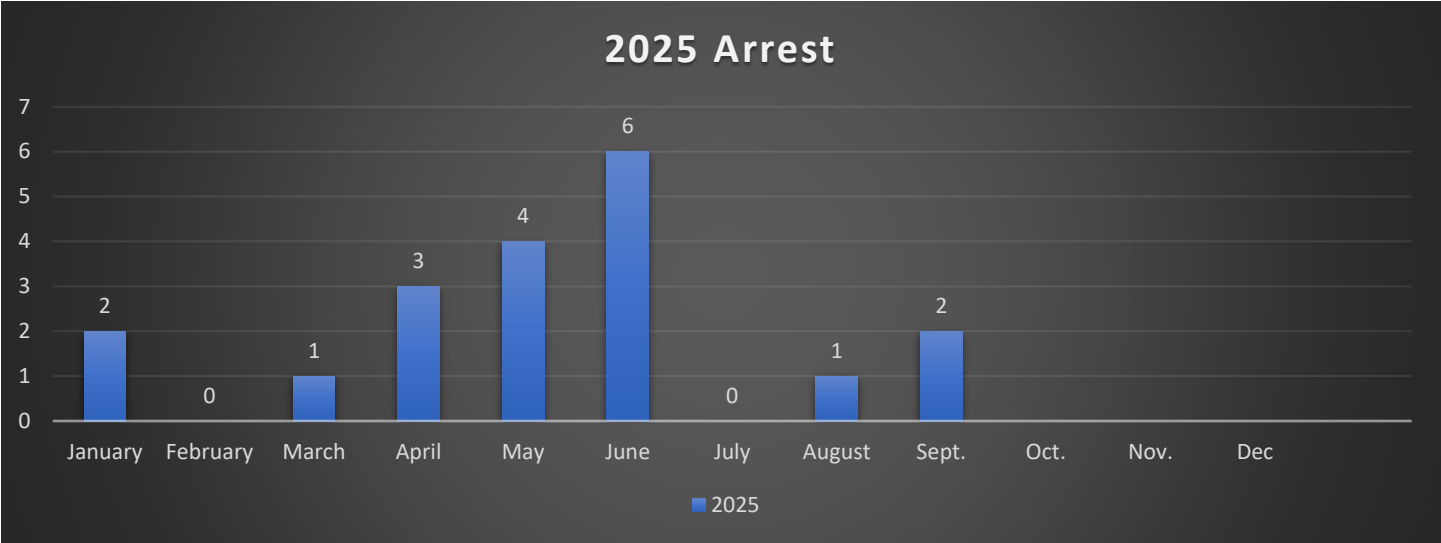
Section IV, Item1.

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



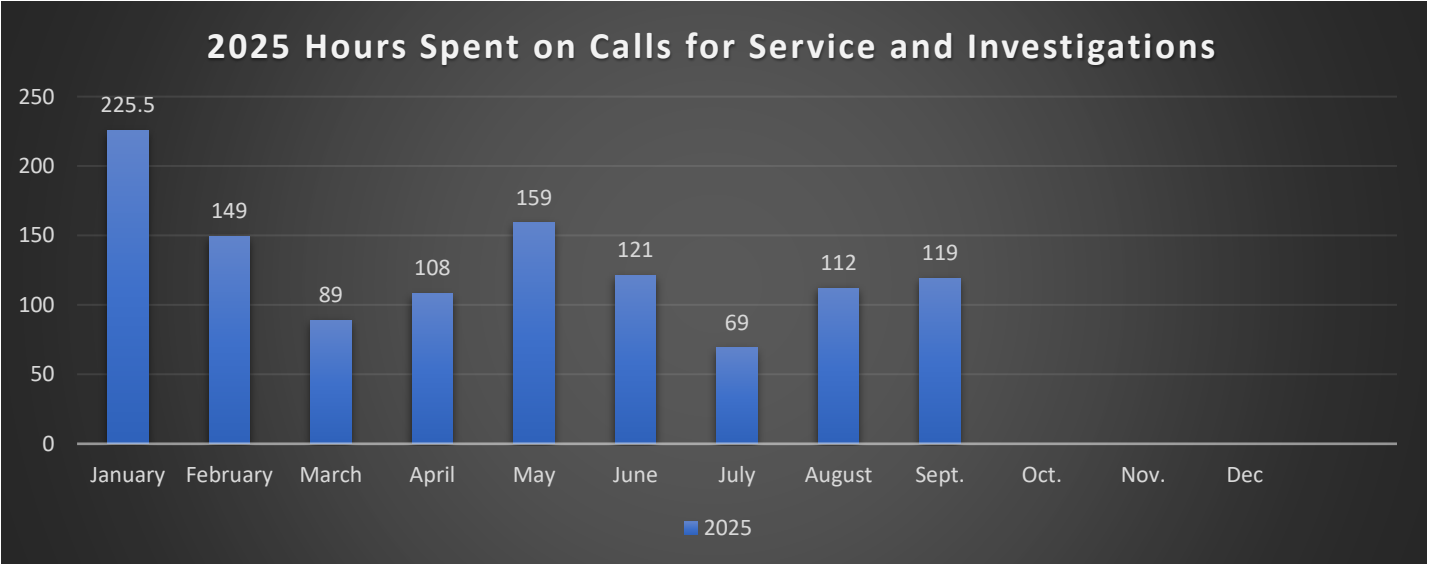
**Arrest:** These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 1



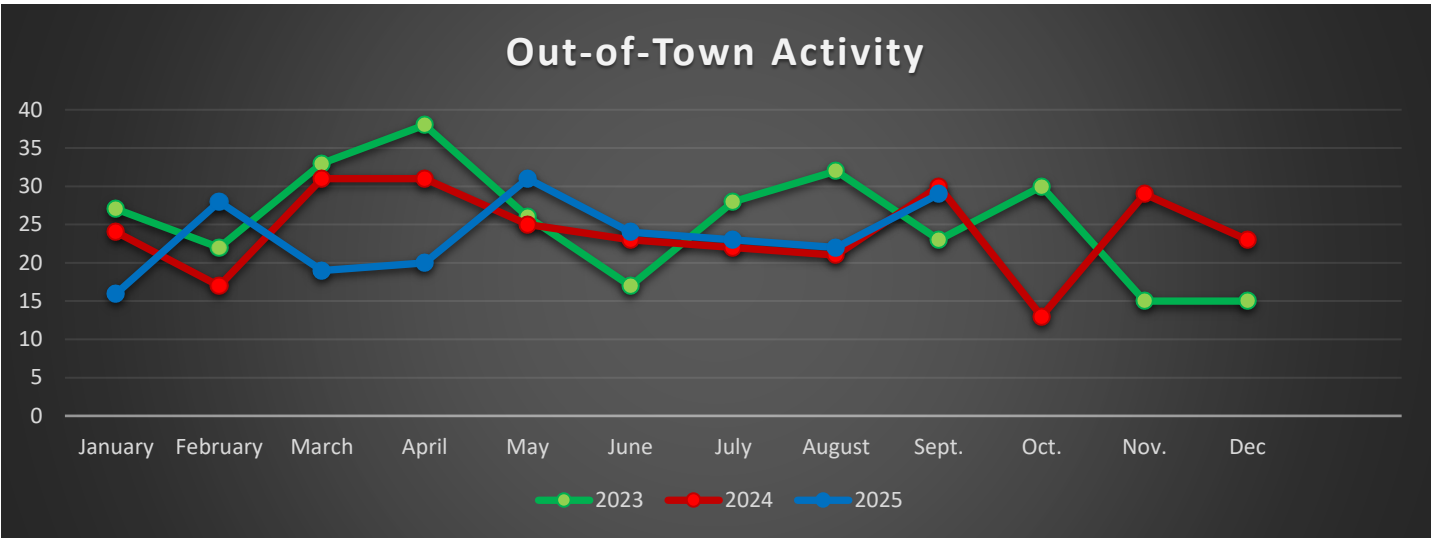
**Hours spent on Calls for Service and Investigations:** These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 86
- Follow-up Investigations: 33

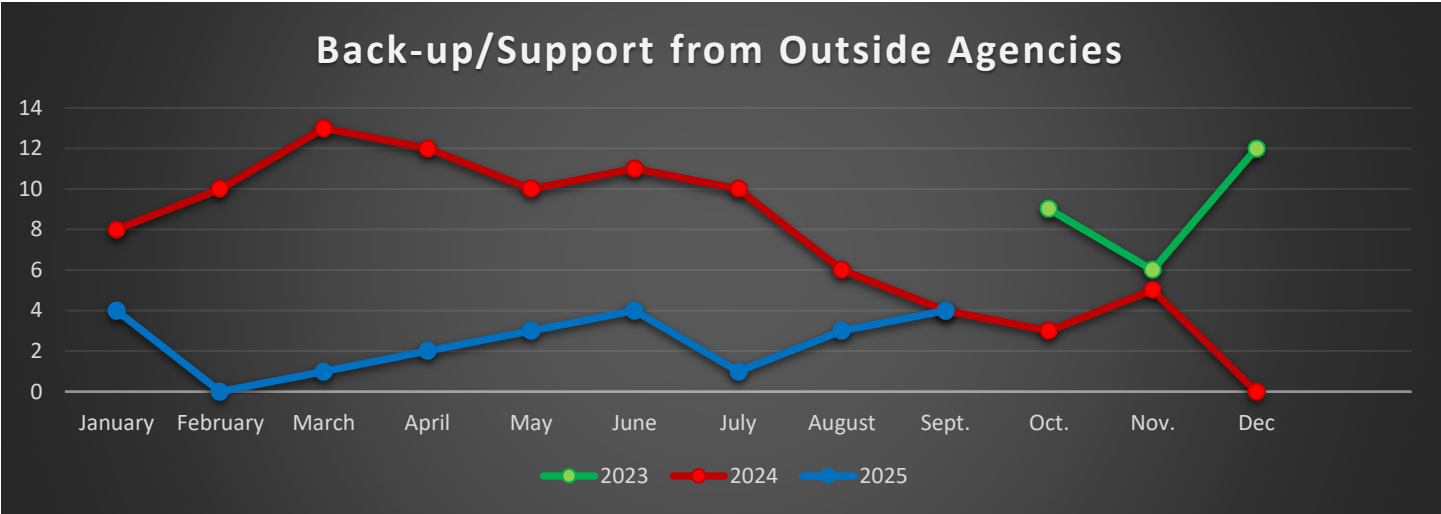


**Out of Town Activity:** On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

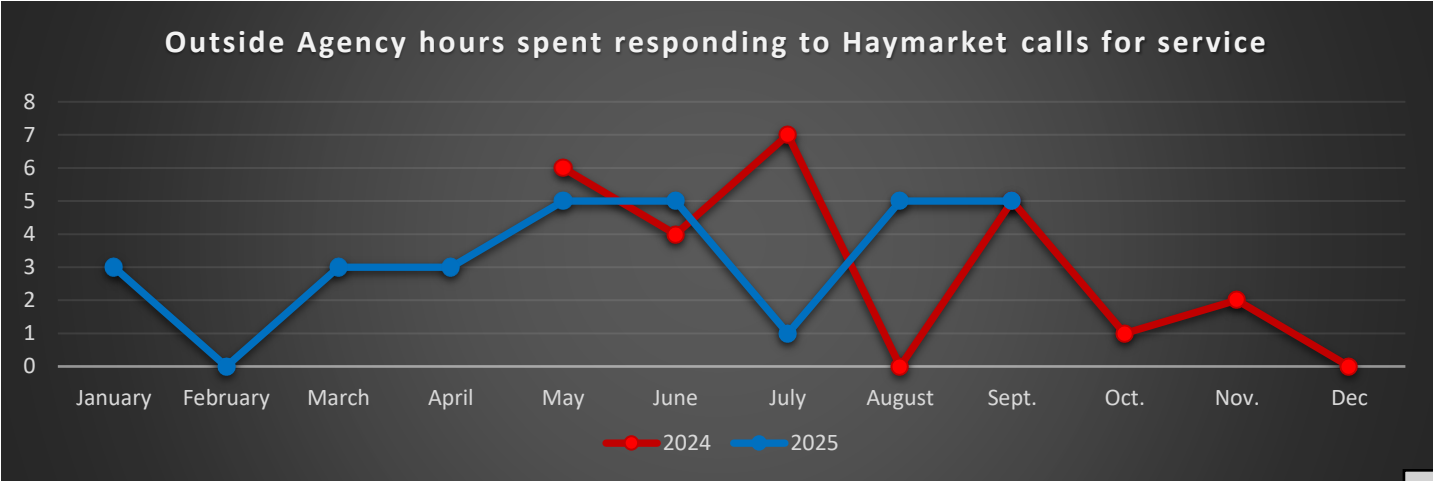
- Back Up: 23
- Other: 6



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

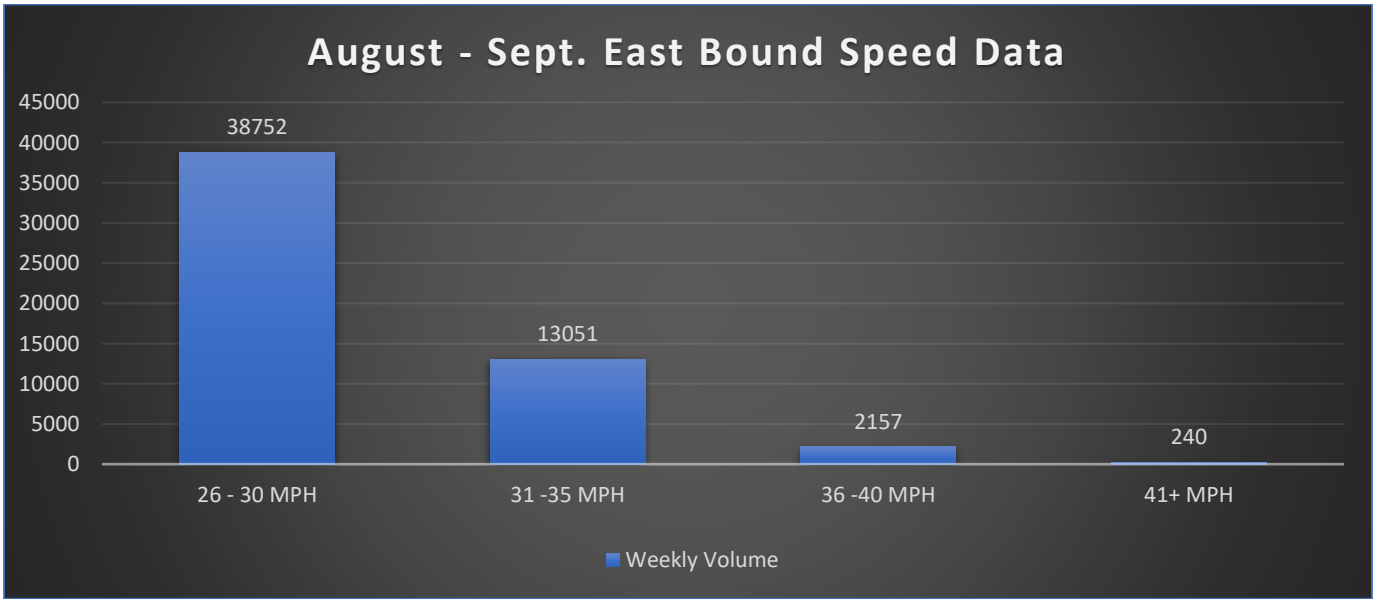
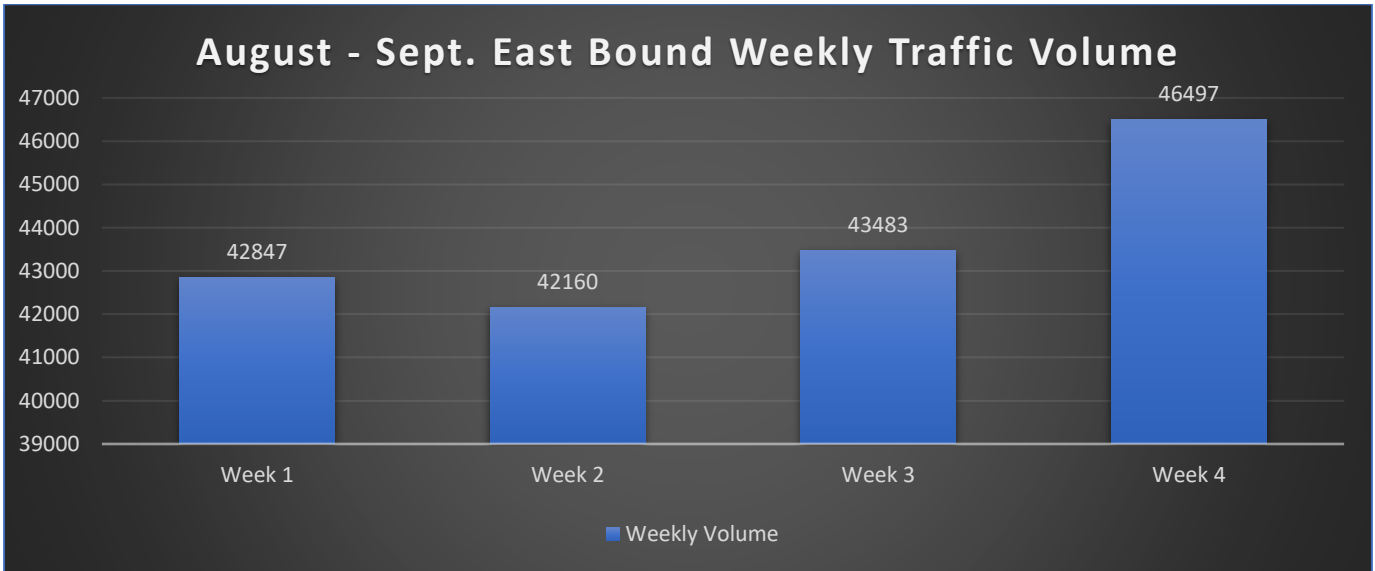
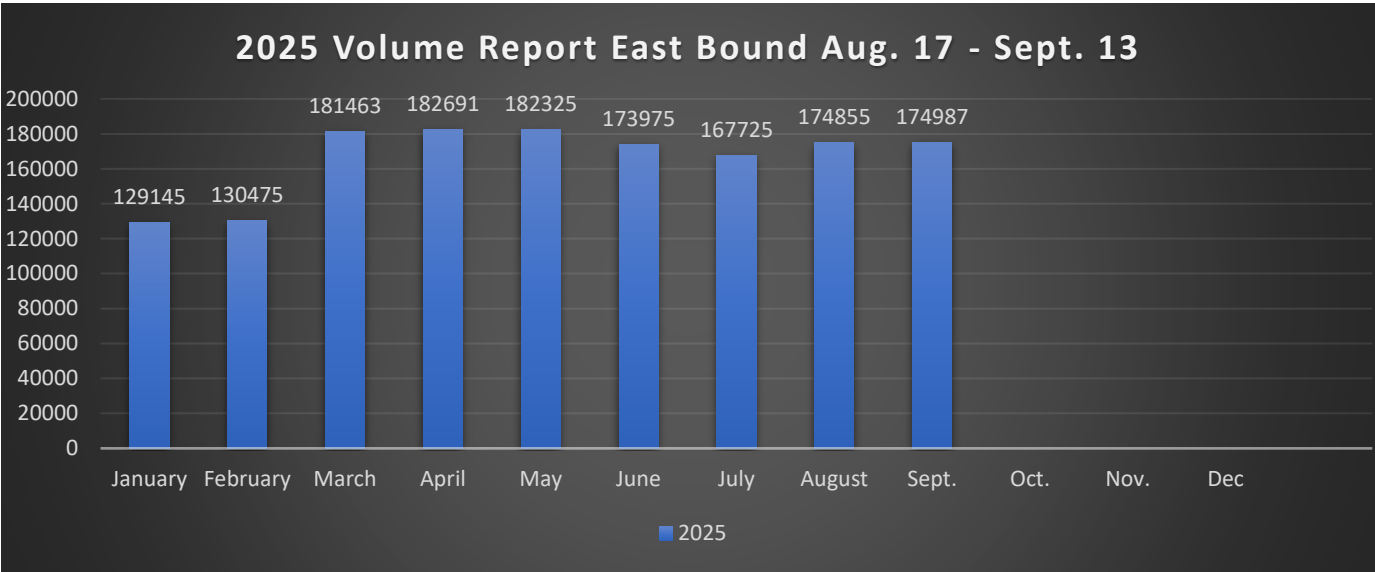


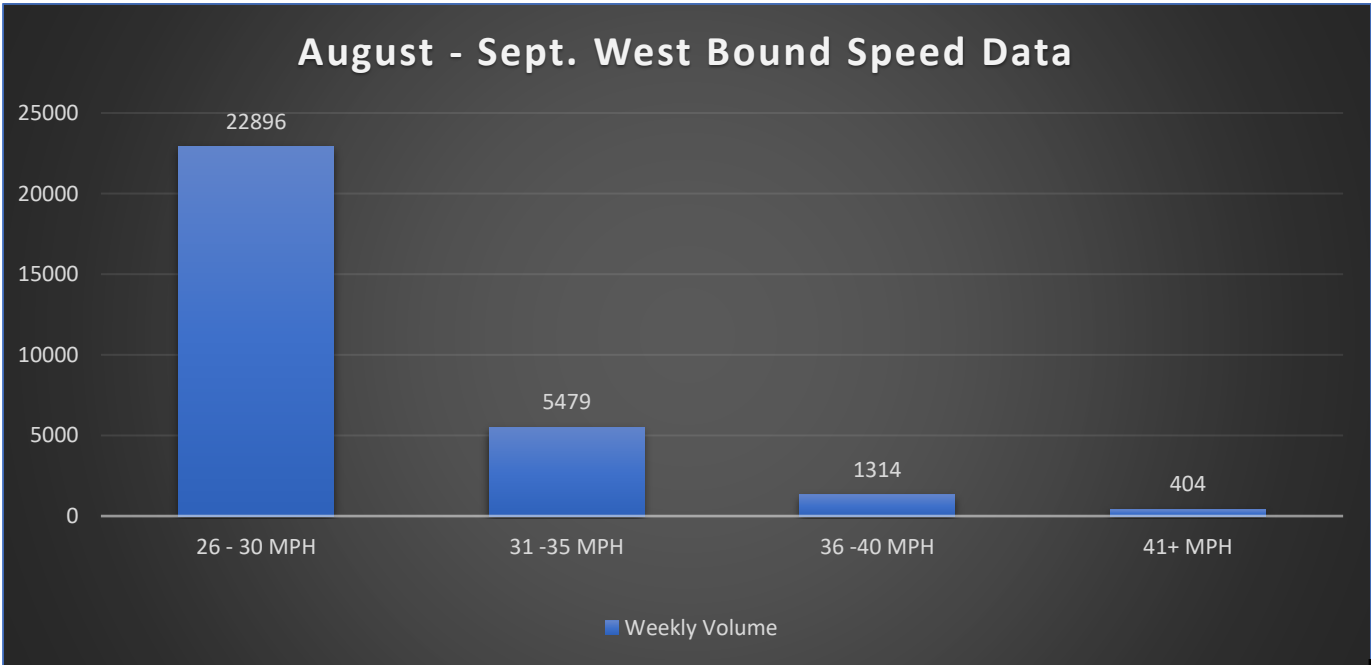
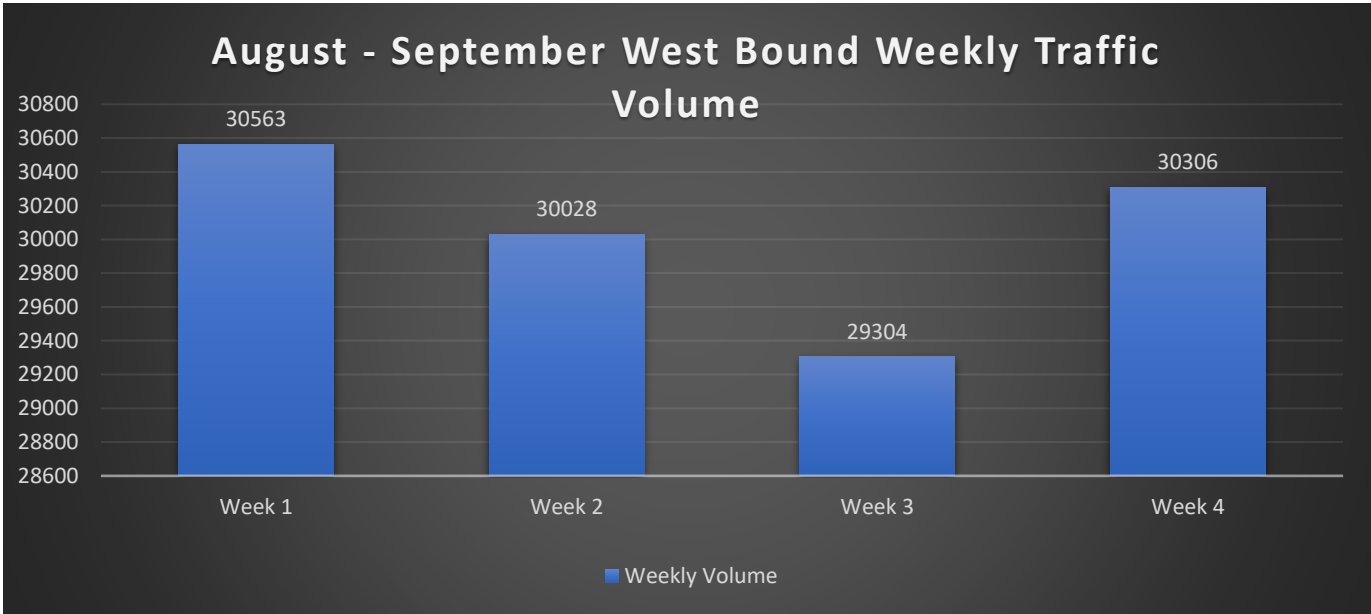
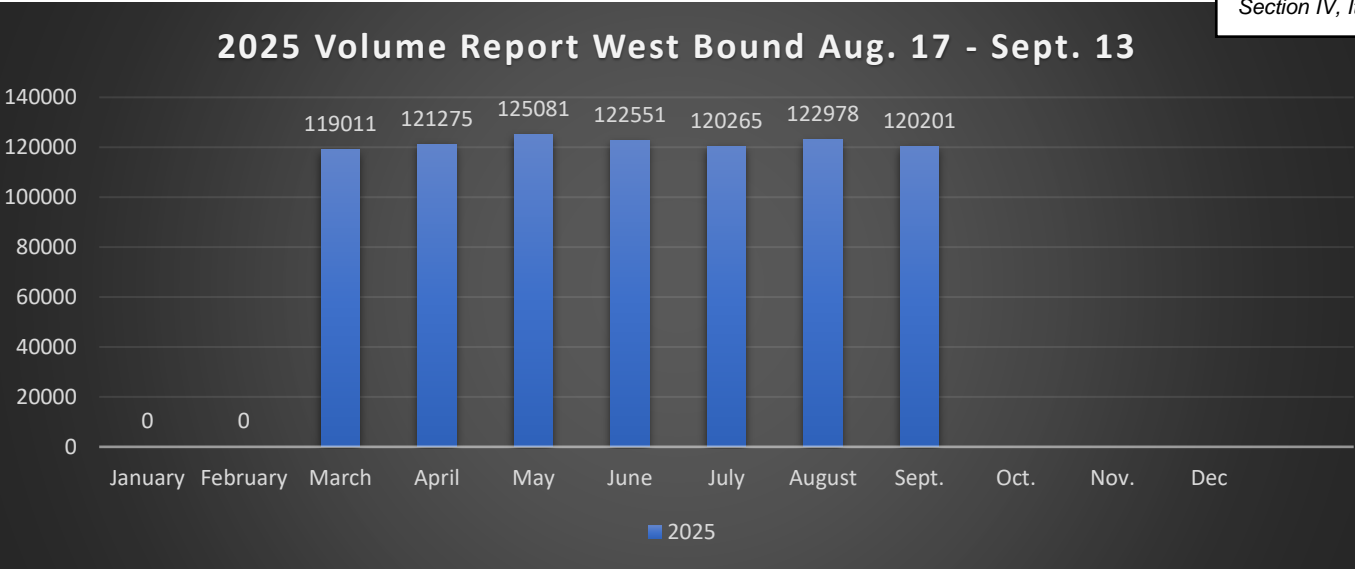
**Time spent by outside agencies on calls for service as primary responders:** Approximately 5 hours





Monthly Traffic Volume





## 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.
- On September 16, 2025, all community safety cameras, (ALPR's) have been deployed in the town. Information to the community was placed onto the Haymarket Police Department Website.
- The Department's accreditation assessment is set for November 17<sup>th</sup> through the 19<sup>th</sup>, 2025.
- Sgt. Charles Burgoon attended and completed Crisis Intervention Technique Training.
- Chief Sibert attended the Local Law Enforcement Meeting on September 12, 2025.
- The Flags for Heros Event was held on Saturday September 20, 2025 at the park. There were approximately 100 in attendance. The event lasted for an hour. There were no issues.
- A prayer vigil was held in memorial for Charlie Kirk at the park on September 21, 2025. There were approximately 150 in attendance. The event lasted 45 minutes, and some attendees lingered and socialized for approximately 30-45 minutes. There were no issues.
- HPD took part in the "See Tracks, Think Trains" campaign this week to remind individuals to be cautious when approaching train tracks.
- MPO Galbreath held a Legal Update Class for the Department on September 11, 2025.
- Chief Sibert attended the 100<sup>th</sup> anniversary Conference of the Virginia Association of Chiefs of Police in Williamsburg Virginia.
- Our new Officer, Nicholas Broughan started with the office on September 24, 2025.
- Summer concert was held on August 16, 2025. The event was well planned and executed. There were no issues.
- The Haymarket Police Department took part in the annual Drive Sober or get pulled over Initiative from August 13, 2025 thru September 2, 2025. This initiative reminded those celebrating Labor Day not to drink and drive.
- Planning for Haymarket Day is well underway. The Mayor, Town Manager, Events Coordinator, Sgt. Burgoon, and the Chief have made changes to the event to provide a safer venue for all those in attendance.
- The 2025-2026 DMV Grant in the amount of \$20,240 has been awarded to the Haymarket Police Department by NHTSA. The grant period will begin on October 1, 2025 and continue through September 30, 2026.
- Members of the Haymarket Police Department and Town Hall attended the 911 Memorial at Mission Bar-B-Que.
- Members of the Haymarket Police Department, Town Council, and Town Hall attended an American Legion Awards Event on September 22, 2025.
- The Haymarket Police Department conducted its annual firearms training and qualification on September 2<sup>nd</sup> and 3<sup>rd</sup>, 2025.
- Members of the Haymarket Police Department, Town Council, and Town Hall attended a resolution presentation for Supervisor Bob Weir, (our friend) on September 9, 2025.
- Officers from the Haymarket Police Department will hold a "Coffee with a Cop" event on October 1, 2025 at the Haymarket Chic-fil-a beginning at 9am.
- Online Training for Tactical Emergency Casualty Care was sent out to all Town Staff and Council. This training will be beneficial should there be a mass casualty occurrence.

## Haymarket Police Department 2025 Event Listing

Section IV, Item1.

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

Respectfully Submitted,

Allen Sibert

Chief of Police

REVENUE	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	144,088.20	501,770.00	28.7%	
3110-02 · Public Service Corp RE Tax	26,860.57	23,724.00	113.22%	
3110-03 · Interest - All Property Taxes	340.29	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	55.78	1,000.00	5.58%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>171,344.84</b>	<b>526,494.00</b>	<b>32.55%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	62,403.85	300,000.00	20.8%	Collections to cover up to August 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	2,198.47	350,000.00	0.6%	
3120-03 · Cigarette Tax	25,128.27	132,466.00	19.0%	Collections to cover up to August 2025
3120-04 · Consumer Utility Tax	19,009.67	158,000.00	12.0%	
3120-05 · Meals Tax - Current	290,975.65	1,600,000.00	18.2%	Still collecting the August 2025 taxes
3120-06 · Sales Tax Receipts	15,278.91	170,000.00	9.0%	Collections to cover up to July 2025
3120-07 · Penalties (Non-Property)	1,467.27	5,000.00	29.3%	
3120-08 · Interest (Non-Property)	15.75	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>416,477.84</b>	<b>2,785,466.00</b>	<b>15.0%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	525.00	4,500.00	11.7%	
3130-03 · Motor Vehicle Licenses	60.00	0.00	100.0%	
3130-05 · Other Planning & Permits	7,460.00	1,000.00	746.0%	
3130-06 · Pass Through Fees	6,551.25	15,000.00	43.7%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>14,596.25</b>	<b>20,500.00</b>	<b>71.2%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	3,600.85	25,000.00	14.4%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>3,600.85</b>	<b>25,000.00</b>	<b>14.4%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	2,771.34	13,500.00	20.5%	reconciled up to August 2025
3150-03 · Interest on Bank Deposits	65,447.51	89,500.00	73.1%	reconciled up to August 2025
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>68,218.85</b>	<b>103,000.00</b>	<b>66.2%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	11,626.41	50,683.00	22.9%	
				Lease has been terminated as of September 4th
3151-08 · 15020 Washington Realty	13,470.14	60,098.00	22.4%	2025
3151-09 · 15026 Copper Cricket	10,453.32	29,009.00	36.0%	
3151-11 · Cupcake Heaven and Cafe LLC	9,474.16	38,021.00	24.9%	
3151-15 · Revolution Mortgage	2,053.89	8,215.00	25.0%	
3151 · RENTAL (USE OF PROPERTY) - Other	1,024.59	0.00	100.0%	New Tenant; WSR Solutions LLC
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>48,102.51</b>	<b>186,026.00</b>	<b>25.9%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	20,017.50	20,000.00	100.1%	
3165-01 · Town Event	74,922.00	80,000.00	93.7%	
3165-02 · Farmer's Market	9,174.25	14,000.00	65.5%	
3165-03 · Town Ornaments	100.00	10,000.00	1.0%	
3165-05 · Museum Revenue - Art	51.91	0.00	100.0%	
3165-06 · Town Hats	37.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>104,302.66</b>	<b>124,000.00</b>	<b>84.1%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	3.90	300.00	1.3%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-02 · Vetern Banners	1,500.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
				Sold 2 PD SUV (older ones that were replaced this
3190 · Sale of Salvage & Surplus	10,650.00	0.00	100.0%	fiscal year)
3180 · Miscellaneous	57.25	0.00	100.0%	

Total 3180 · MISCELLANEOUS	12,571.15	300.00	4,190.4%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	9,448.00	37,790.00	25.0%	1 of 4 FY2026 disbursement received
3200-05 · Communications Tax	6,242.29	72,000.00	8.7%	Collections to cover up to July 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	FY2026 Annual disbursement received
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	FY2026 Annual State disbursement received
3200-12 · Railroad Rolling Stock	1,546.16	1,300.00	118.9%	Annual Tax collection for FY2026
3200-16 · DMV Select Grant	0.00	26,240.00	0.0%	
3200-17 · LOLE Grant	0.00	3,200.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	50,863.42	174,157.00	29.2%	
3500 · Reserve Funds		69,160.00	0.0%	
<b>Total Revenue</b>	<b>890,078.37</b>	<b>4,014,103.00</b>	<b>22.2%</b>	
<b>Gross Revenue</b>	<b>890,078.37</b>	<b>4,014,103.00</b>	<b>22.2%</b>	
<b>EXPENDITURES</b>				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	1,730.00	10,050.00	17.2%	
111002 · FICA/Medicare	401.81	2,000.00	20.1%	
111003 · Meals and Lodging	0.00	6,300.00	0.0%	
111004 · Mileage Allowance	0.00	1,800.00	0.0%	
111005 · Salaries & Wages - Regular	5,225.00	22,000.00	23.8%	
Total 11100 · TOWN COUNCIL	7,356.81	42,150.00	17.5%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	116,894.25	528,794.00	22.1%	
1211002 · Salaries/Wages - Overtime	58.22	4,500.00	1.3%	
1211003 · Salaries/Wages - Part Time	8,586.50	41,588.00	20.6%	
1211004 · FICA/Medicare	9,284.98	43,633.00	21.3%	
1211005 · VRS	19,355.64	85,854.00	22.5%	
1211006 · Health Insurance	15,984.00	63,936.00	25.0%	
1211007 · Life Insurance	1,483.12	6,377.00	23.3%	
1211008 · Disability Insurance	365.34	3,360.00	10.9%	
1211009 · Unemployment Insurance	164.79	5,995.00	2.7%	
1211010 · Worker's Compensation	283.00	481.00	58.8%	
1211011 · Gen Property/Liability Ins.	20,380.00	21,261.00	95.9%	
1211012 · Accounting Services	2,738.58	14,000.00	19.6%	
1211014 · Printing & Binding	1,311.98	8,298.00	15.8%	
1211015 · Advertising	0.00	9,000.00	0.0%	
1211016 · Computer, Internet &Website Svc	3,650.20	28,550.00	12.8%	
1211017 · Postage	640.87	5,000.00	12.8%	
1211018 · Telecommunications	2,186.88	7,500.00	29.2%	
1211019 · Mileage Allowance	283.50	3,250.00	8.7%	
1211020 · Meals & Lodging	749.89	7,000.00	10.7%	
1211021 · Convention & Education	1,085.00	10,000.00	10.9%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	1,744.93	12,075.00	14.5%	
1211025 · Office Supplies	1,001.40	8,500.00	11.8%	
1211030 · Capital Outlay-Machinery/Equip	539.30	5,000.00	10.8%	
Total 12110 · TOWN ADMINISTRATION	208,772.37	925,952.00	22.5%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	13,436.10	100,000.00	13.4%	legal services covering up to August 2025
Total 12210 · LEGAL SERVICES	13,436.10	100,000.00	13.4%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	28,050.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%	
Total 01 · ADMINISTRATION	229,565.28	1,096,152.00	20.9%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	152,121.09	726,867.00	20.9%	
3110003 · Salaries & Wages - OT Premium	10,786.55	24,000.00	44.9%	



3110004 · Salaries & Wages - Holiday Pay	5,391.52	39,182.00	13.8%	
3110005 · Salaries & Wages - Part Time	7,490.00	27,000.00	27.7%	
3110007 · Salary & Wages - DMV Grant	5,873.28	26,240.00	22.4%	
3110012 · Salaries & Wages - PT Admin.	5,600.00	39,000.00	14.4%	
3110020 · FICA/MEDICARE	13,736.94	67,018.00	20.5%	
3110021 · VRS	21,959.44	95,438.00	23.0%	
3110022 · Health Insurance	29,913.60	135,206.00	22.1%	
3110023 · Life Insurance	1,973.52	8,521.00	23.2%	
3110024 · Disability Insurance	483.66	3,070.00	15.8%	
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	4,837.34	30,379.00	15.9%	legal services covering up to August 2025
3110032 · Computer, Internet & Website	475.00	10,000.00	4.8%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	2,421.78	18,700.00	13.0%	
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%	
3110037 · Meals and Lodging	557.60	5,000.00	11.2%	
3110038 · Convention & Edu. (Training)	0.00	10,800.00	0.0%	
3110040 · Annual Dues & Subscriptions	7,512.30	21,000.00	35.8%	
3110041 · Office Supplies	803.41	10,000.00	8.0%	
3110042 · Vehicle Fuels	4,923.89	36,700.00	13.4%	
3110043 · Vehicle Maintenance/Supplies	6,210.60	22,000.00	28.2%	
3110045 · Uniforms & Police Supplies	15,190.73	45,901.00	33.1%	Flock system being paid by this line item
3110056 · Capital Outlay-Machinery/Equip	114,602.45	143,000.00	80.1%	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>452,942.70</b>	<b>1,595,540.00</b>	<b>28.4%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
				will hold a Public Hearing for budget amendment for FY2026 to move Fire Funds over to budget the Town has received towards this contribution
3210001 · Contributions to other Govt Ent	69,159.87	84,160.00	82.2%	
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>69,159.87</b>	<b>84,160.00</b>	<b>82.2%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>522,102.57</b>	<b>1,679,700.00</b>	<b>31.1%</b>	
<b>04 · PUBLIC WORKS</b>				
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	35,402.64	216,995.00	16.3%	Covering up to August 2025 services
<b>Total 43200 · REFUSE COLLECTION</b>	<b>35,402.64</b>	<b>216,995.00</b>	<b>16.3%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	11,503.00	100,000.00	11.5%	
4310002 · Maint Svc Contract-Pest Control	155.00	2,500.00	6.2%	
4310003 · Maint Svc Contract-Landscaping	6,225.00	45,000.00	13.8%	
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%	
4310007 · Electric/Gas Services	2,776.64	18,593.00	14.9%	
4310008 · Electrical Services-Streetlight	529.20	5,500.00	9.6%	
4310009 · Water & Sewer Services	1,049.34	6,350.00	16.5%	
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	353.07	3,000.00	11.8%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>22,591.25</b>	<b>205,443.00</b>	<b>11.0%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>57,993.89</b>	<b>422,438.00</b>	<b>13.7%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
60000 · Tourism/Traveling Marketing	14,248.80	128,571.00	11.1%	
60001 · Town Tourism	15,333.80	85,714.00	17.9%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>30,652.19</b>	<b>236,285.00</b>	<b>13.0%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	4,180.00	15,000.00	27.9%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>4,180.00</b>	<b>15,000.00</b>	<b>27.9%</b>	

<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	2,790.80	9,950.00	28.0%	
7111003 · Contractural Services	8,079.60	64,150.00	12.6%	
7111004 · Events - Other	1,381.16	35,900.00	3.8%	
7111005 · Police Department Events	2,056.22	7,800.00	26.4%	
7111006 · Farmer's Market	1,100.00	14,000.00	7.9%	
<b>Total 71110 · EVENTS</b>	<b>15,407.78</b>	<b>131,800.00</b>	<b>11.7%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	244.40	2,200.00	11.1%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%	
<b>Total 72200 · MUSEUM</b>	<b>744.40</b>	<b>5,950.00</b>	<b>12.5%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>20,332.18</b>	<b>152,750.00</b>	<b>13.3%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	610.00	5,670.00	10.8%	
8110002 · FICA/Medicare	49.73	500.00	9.9%	
8110003 · Consultants - Engineer	1,513.93	10,000.00	15.1%	
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	7,271.25	0.00	100.0%	
<b>Total 81100 · PLANNING COMMISSION</b>	<b>9,444.91</b>	<b>23,120.00</b>	<b>40.9%</b>	
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>				
8111001 · Salaries & Wages - Regular	750.00	5,830.00	12.9%	
8111002 · FICA/Medicare	52.22	446.00	11.7%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>802.22</b>	<b>7,776.00</b>	<b>10.3%</b>	
<b>81111 · Board Of Zoning Appeals</b>				
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%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,928.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>10,247.13</b>	<b>33,824.00</b>	<b>30.3%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
<b>95100 · DEBT SERVICE</b>				
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
<b>Total 95100 · DEBT SERVICE</b>	<b>70,215.45</b>	<b>70,220.00</b>	<b>100.0%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>70,215.45</b>	<b>70,220.00</b>	<b>100.0%</b>	
<b>94105 · PERSONNEL</b>				
<b>EMPLOYEE BENEFITS</b>				
6560 · Payroll Processing Fees	-0.01			
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.01</b>			
<b>Total 94105 · PERSONNEL</b>	<b>-0.01</b>			
<b>94107 · BLIGHT MITIGATION</b>				
9410701 · Building Official/Engr.	0.00	5,000.00	0.0%	
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.0%</b>	
<b>94108 · Capital Improvment Funds Expens</b>				
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%	
<b>Total 94108 · Capital Improvment Funds Expens</b>	<b>0.00</b>	<b>317,734.00</b>	<b>0.0%</b>	
<b>Total Expense</b>	<b>941,108.68</b>	<b>4,014,103.00</b>	<b>23.4%</b>	
<b>Net Ordinary Income</b>	<b>-51,030.31</b>	<b>0.00</b>	<b>100.0%</b>	

**OTHER REVENUE**

50001 · Amerian Rescue Plan Funds	4,560.00	100,000.00	4.56%	Funds moved from deffered account
50002 · Development Funds	0.00	443,664.00	0.0%	
Total Other Revenue	4,560.00	543,664.00	0.84%	
OTHER EXPENDITURES				
98000 · Development Expenditures				
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%	
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%	
97001 · American Rescue Plan Expenses				
97001-2 · Town Website	0.00	50,000.00	0.0%	
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%	
97001-3 · Town Center	4,560.00	50,000.00	9.12%	
Total Other Expenditures	4,560.00	543,664.00	0.84%	
Net Other Revenue	0.00	0.00	0.0%	
Total Net Revenue Operational / Other Budget	-51,030.31	0.00	100.0%	



**AN ORDINANCE TO WAIVE MEALS TAX  
ON October 18th through October 19<sup>th</sup> 2025, SET BY  
SECTION 42-186 OF THE CODE OF ORDINANCES,  
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED,  
RELATING TO FOOD AND BEVERAGES.**

**ORDINANCE #2025-002**

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 18, 2025 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and are hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 18<sup>th</sup> and 19<sup>th</sup>, 2025.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 6<sup>th</sup> day of October, 2025, that the Meals Tax is waived solely for the 18<sup>th</sup> and 19<sup>th</sup> day of October, 2025.

By Order of Council:

\_\_\_\_\_  
TracyLynn Pater, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council

**DRAFT****Chapter 15 OUTDOOR EVENTS*****DIVISION I GENERALLY*****Sec. 15-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Applicant* means the person or business entity applying for an outdoor event permit.

*Outdoor event* means any scheduled event, not under roof, on privately owned, non-residential property including, but not limited to, outdoor gatherings open to the general public, circuses, carnivals, fairs, or concerts.

(Ord. No. 2015-007, 7-7-2015)

**Sec. 15-2. Location.**

Outdoor events shall be located where permissible by chapter 58 of the town code. These regulations apply to privately owned, non-residential property only. These requirements shall not apply to outdoor events on residential property; however, nothing herein shall be construed as to exempt residential property from any other requirements of the town Code including, but not limited to requirements for building permits and compliance with the town's noise ordinance.

(Ord. No. 2015-007, 7-7-2015)

**Sec. 15-3. Structures.**

No permanent structures, as defined by chapter 10 of the town Code, shall be constructed for an outdoor event. In addition to an outdoor event permit as required by this division, the applicant shall obtain all other permits required by federal, state, and town regulations including, but not limited to, the Uniform Statewide Building Code and the Fire Prevention Code. All signs shall conform to the requirements of chapter 58 of the town Code.

(Ord. No. 2015-007, 7-7-2015)

**Sec. 15-4. Public health.**

- (a) *Food.* Applicant shall provide adequate food safety measures in accordance with article II of chapter 22 of the town Code; and the applicant shall secure any required permit(s) from the Prince William Health District.
- (b) *Storage, removal and disposal of garbage and trash.* Applicant shall provide adequate storage on-site and disposal of all garbage and trash generated during the event. Applicant shall guarantee in writing the removal, proper containment and disposal of all structures, signs, trash, or debris from the outdoor event site and the immediate vicinity upon termination of the outdoor event, and shall complete such removal and

containment within 24 hours after permit expiration. All trash and garbage generated by the event shall be properly disposed of off-site no later than the next business day following the event.

- (c) *Toilet and sanitary facilities.* Applicant shall provide adequate sanitary facilities at the site of the outdoor event and, when necessary, shall obtain the approval of the Health District.
- (d) *Amusement rides.* Applicant shall have all amusement rides inspected and approved by a credentialed third party inspector at applicant's expense. The inspection report must be submitted by the applicant to the town reviewed by the town building official prior to the event opening.

(Ord. No. 2015-007, 7-7-2015)

### **Sec. 15-5. Emergency services.**

For any proposed outdoor event where the expected number of attendees exceeds 50, and for any outdoor event where alcohol will be offered for consumption or for sale, supplemental police, fire, or rescue services may be required as deemed necessary by the town to protect public health, safety, and welfare. The cost of these services shall be fully paid by the applicant.

*Security plan.* Prior to obtaining a permit, the applicant shall submit a security plan to the town to address traffic disruption, parking, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals. The plan shall further outline cooperation with the police department, informational meetings with residents or businesses that may be impacted, and other nuisance abatement issues deemed necessary by the town. The town shall provide model security plans for different types and sizes of event upon request and will provide reasonable assistance to the applicant to prepare the security plan. A security plan may be rejected only if it presents grounds under which a permit would be denied under subsection (c) of this section or creates an unreasonable risk of injury to pedestrians or unreasonable interference with lawful businesses, commerce, professions, non-profit organizations, or civic events. For a renewal, the town will require a new security plan (and a new application fee) if the existing security plan provide inadequate under this standard.

- (a) Street closures and parades.
  - (1) The security plan shall be accompanied by 1) proof of insurance with an insurance company licensed to do business in the commonwealth and insuring against personal injury, death, and property damage resulting from the temporary use of the street in a coverage amount of at least \$1,000,000.00, naming the town as an additional insured, as authorized for by Code of Virginia, § 15.2-2013(2); and 2) an approved closure permit issued by the Virginia Department of Transportation (VDOT). However, under Code of Virginia, § 15.2-2014, the town manager may temporarily close any public right-of-way to vehicular traffic when in his or her judgment the public safety so requires, and if an applicant is unable to obtain insurance. This provision will be utilized only under unusual or exigent circumstances and not meant to supplant the requirement to secure the VDOT permit.
  - (2) The security plan shall provide for sworn law enforcement personnel to direct traffic for any parade or for a street closure if necessary for public safety. The number of officers required shall be based solely on the number of participants and the location of the event. For purposes of this section, counter-demonstrators are not participants.
- (b) An applicant shall submit any required security plan to the town with the application.
- (c) Any person hired to provide security under a security plan shall be either sworn law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justices Services. The



chief of police may require that security be provided by sworn law enforcement personnel for active crowd control needs, traffic control on streets and highways, and events with anticipated attendance over 100.

- (d) The chief of police or designee will review all security plans within ten business days of the application's receipt and notify the applicant immediately if the plan is rejected, giving the reasons for the rejection. The applicant may revise a rejected plan and resubmit it at least five business days before the event. If the resubmitted plan resolves the deficiencies noted in the rejection and there are no other grounds for rejecting the permit, the permit shall be granted. No changes may be made to an approved security plan without express, written consent of the town.
- (e.) If the chief of police or designee rejects the proposed safety plan, he or she will inform the applicant of the right to appeal his or her decision to the town manager.
- (f.) The security plan shall provide for the applicant to pay costs of any law enforcement personnel or private contractors as proposed under the security plan, including any actual overtime pay but not including any overhead, fuel, or incidental costs. The applicant shall pay all costs incurred within ten calendar days after billing. Late payment shall incur a ten percent penalty and ten percent per year interest.

(Ord. No. 2015-007, 7-7-2015)

#### **Sec. 15-6. Ingress and egress, traffic control and parking.**

Applicant shall provide adequate and safe ingress and egress during the outdoor event. Applicant shall provide adequate parking for the event on-site or through an approved off-site parking plan. Parking or stopping in public rights-of-way shall be prohibited. When, in the judgment of the chief of police, substantial traffic impacts are anticipated, the applicant may be required to proactively warn or message out the impact. This may include advance signage, such as variable message boards.

(Ord. No. 2015-007, 7-7-2015)

#### **Sec. 15-7. Right of entry of police.**

Members of the police department may enter any outdoor event during its set-up, operation, and break-down, or as otherwise permitted by law, to protect the health, safety, and welfare of the town.

(Ord. No. 2015-007, 7-7-2015)

#### **Sec. 15-8. Noise control.**

All outdoor events and the use of amplified sound shall conform to the requirements of chapter 18 of the town code.

(Ord. No. 2015-007, 7-7-2015)

### ***DIVISION 2. PERMIT***

#### **Sec. 15-9. Filing and general contents of application.**

- (a) No person shall conduct, maintain, organize, advertise, or permit the use of his premises for, any outdoor event, without first obtaining a permit so to do issued in accordance with this division.

- (b) Every person desiring a permit required by this division shall submit an application to the town manager or designee. Such application shall be filed not less than 21 days prior to the beginning of the outdoor event and shall show thereon, or by attachment thereto, the following:
- (1) The exact location, by street address of the premises at which it is planned to conduct the outdoor event, including therein all land to be used for parking or other uses necessary or incidental to the outdoor event, together with written permission(s) from the owner or tenant of such property authorizing or permitting the outdoor event.
  - (2) A detailed description of the proposed outdoor event including date(s) and times, location, maximum number of expected attendees per day, and a contact name and telephone number of at least one person who will be on-site during the event.
  - (3) A plat or drawing showing the location of all signs, structures, outdoor furniture, onsite and/or offsite parking, equipment, and lighting to be utilized on a lot or parcel in connection with the proposed event.
  - (4) Documentation or a letter of permission shall be provided stating the specific location of restrooms that will be available to the applicant throughout the duration of the event.
  - (5) A security plan, if required by section 15-5.
  - (6) The permit application fee, as specified in section 15-10.

(Ord. No. 2015-007, 7-7-2015)

#### **Sec. 15-10. Application fee.**

Each application for a permit under this division shall be accompanied by a nonrefundable application fee as provide in the Town of Haymarket fee schedule. . An application for a permit at the same venue and possessing a similar footprint by the same applicant will be reduced in accordance with the Town of Haymarket fee schedule.

(Ord. No. 2015-007, 7-7-2015)

#### **Sec. 15-11. Applicant may be required to meet additional conditions.**

Any applicant for a permit required by this division may be required, by the town, to meet any conditions, in addition to those specified in this division, prior to receiving a permit to conduct an outdoor event, which are reasonably calculated as necessary to protect the health, safety, and general welfare of the persons attending such gathering, local residents, or the public in general. Examples of conditions to protect health, safety and welfare include hours of operation and placement of sound equipment, medical plans in case of high heat, alcoholic beverage requirements imposed as a condition of an ABC permit, signage for egress, crowd maximums, conditions imposed under a VDOT or other state permit, and oversight and/or inspection of games or other devices not covered by inspections of amusement devices.

(Ord. No. 2015-007, 7-7-2015)

#### **Sec. 15-12. Maximum number of events annually as an accessory use.**

Except when outdoor events are a permitted use for the property under the town's zoning ordinance, no more than five outdoor events of any kind may occur on the property during any calendar year.

(Ord. No. 2015-007, 7-7-2015)

**Sec. 15-13. Issuance or denial.**

- (a) The town manager or designee shall issue the permit in accordance with the application and plans, deny the permit, or set conditions which must be met before a permit may be issued.
- (b) The town shall authorize the issuance of a permit for an outdoor event, if it finds that:
  - (1) The outdoor event will be held at a location which complies with and meets all of the health, building, zoning, fire and safety requirements, and all applicable federal, state and local laws, ordinances, and regulations.
  - (2) All information required by this division in the application and all documents required by this division have been filed and provided to the town.
  - (3) The proposed outdoor event will be conducted in full accordance with all requirements of this division and will not in any way substantially jeopardize, adversely affect, endanger or otherwise constitute a menace to the public health, safety, or general welfare, or be materially detrimental to the property of other persons located in the vicinity of such use.
  - (4) All facilities required by this division will be furnished and that all prior approvals required by this division have been obtained.
- (c) Reimbursement for security services outlined in section 15-5(f), must be paid within ten days of invoicing. Should any fees remain unsatisfied, the permit for any subsequent event by the same applicant may be denied or revoked by the manager.

(Ord. No. 2015-007, 7-7-2015)

**Sec. 15-14. Transfer.**

No permit issued under the provisions of this division shall be transferable or movable to another location or another person.

(Ord. No. 2015-007, 7-7-2015)

**Sec. 15-15. Revocation.**

- (a) The town manager or their designee may revoke any permit issued pursuant to this division for any of the following causes:
  - (1) The applicant fails, neglects, or refuses to fulfill any of the conditions imposed upon the granting of the permit.
  - (2) The applicant knowingly permits the outdoor event to be conducted in a disorderly manner or knowingly allows any person to remain on the premises while intoxicated by alcohol, marijuana, or any controlled substance.
  - (3) The applicant violates, or attempts to violate, any law of the state or the provisions of this chapter or any other ordinance of the town related to the public health, safety or welfare.
  - (4) The town finds that the applicant made a false, misleading, or fraudulent statement of material fact in the application for the permit or any other document required by this division.
  - (5) The continued operation of the outdoor event would constitute a threat to public health, safety, or welfare.

- (b) Such revocations shall become effective immediately. The chief of police or police officer in charge on the scene shall close the outdoor event upon revocation.

(Ord. No. 2015-007, 7-7-2015)

### **Sec. 15-16. Enforcement and Penalty for violation.**

Violations of this chapter shall constitute a Class 2 misdemeanor.

(Ord. No. 2015-007, 7-7-2015)

### **Sec. 15-17. Exceptions to permit requirement.**

- (a) No permit shall be required for any outdoor event conducted:
- (1) By or on behalf of any federal, state, or local government agency;
  - (2) ";
- (b) Without exception, no applicant can hold an event conflicting with the town's event schedule of public or privately sponsored events.

(Ord. No. 2015-008, § 1, 9-8-2015)