



TOWN COUNCIL – WORK SESSION MEETING

Monday, August 25, 2025 at 7:00 PM

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

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. TOWN MANAGER REPORT

1. Town Manager Report

IV. CHIEF OF POLICE REPORT

1. Chief of Police Report

V. AGENDA ITEMS

1. Monthly Financial Report
2. Outdoor Event Ordinance
3. Town Park Pavilion RFP
4. Budget Amendment: Resolution 2025-0008

VI. CLOSED SESSION

1. Closed Session Motion
2. Certification from Closed Session
3. Directive or Motion from Closed Session, If Needed

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/Thomas	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Punchlist for the Sidewalk has been completed, working to schedule the next walk through of the project. Deed has been resubmitted to VDOT for approval
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
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: Meeting scheduled on site for August 26th
Comprehensive Zoning Inspection	Emily K/Thomas		14801 Washington St owner has removed the debris on the property. Town Planner will be completing the first quarter inspection week of July 7th - specifically addressing temporary signs this quarter UPDATE 7/22/2025 Town Planner completed inspection of temporary signage and other zoning issues in the Town on Friday July 11th, follow up and notices to be sent out to businesses by COB of 7-25. Specifically addressing tall overgrowth on several commercial sites along Washington Street. 8/18/2025--Town Planner will perform routine monthly zoning compliance inspections in Town, next inspection scheduled for Tuesday, August 26th, 2025.
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	The next business roundtable meeting will be August 26th at the Hilton. Additionally, I am coordinating with our Chief of Police to host a forum with our Business Owners to discuss public safety in the Community, safety precautions for opening/closing businesses daily and other safety tips. The forum will be held in August/Sept at Town Hall - need to finalize a date with the Chief. We will advertise the forum at the next business roundtable to get the information directly to the businesses.
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth - 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
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.		Solutions for the oak mites were provided by the professionals; at this time there are no feasible solutions to guarantee a fix to the issue. At this time we are allowing nature to run its course with the oak mites. Nadia has closed the garden for the season due to the oak mites and her volunteer being unable to work at the garden without issue from the oak mites. We have only received the single complaint of oak mites at the park.
Meeting with CXO/County Correspondence	Emily K		Next CXO Meeting is August 29th.
Landfill Questions from Council	Emily		Council brought up concerns regarding Town Resident use of the PWC landfill and transfer station at the June 30th meeting. I contacted Monica Gorman with PWC to clarify answers --Residents of the Town are permitted to use the facilities and must show a proof of residency via drivers license or other approved documentation. Fees will be assessed to the residents according to the adopted fee schedule. Town Staff will be creating a website page for the Landfill information and links to the PWC Pages - we will also share the information out via the app and social media links

Real Estate Tax Bill, PWC Fees Assessed, Questions from Council	Emily		Council brought up questions regarding the fees assessed by PWC on the real estate tax bill. Specifically determining which fees are assessed to residents and what do these fees afford our Town residents. A POC at the tax office in PWC has confirmed Stormwater and Solid Waste management is NOT assessed. Taxes that ARE assessed are personal property taxes, real estate, mosquito and forest pest control and fire & rescue levy.
Haymarket Compensation Study	Emily		Posted and awaiting the closure of the RFP
Website Redesign	Emily/Julia		Working with CivicPlus (current website host) to discuss a redesign of the site. Held two meetings to discuss new features and redesign. Received cost estimate for the work - scheduled the cost estimate discussion for the Finance Meeting on 7-16 -- UPDATE - will be moving forward with the work on the new design of the website as well as the other IT changes discussed with the Town Call - moving to .gov, ensuring equipment supports Windows 11
Town Complex Building Maintenance/Repairs	Emily		During the Finance Liaison meeting we discussed several maintenance issues we have had with structures on site to include; ac units failing, cellar flooding at Cupcake Heaven, possible foundation issues, and other maintenance repairs. It was suggested that I reach out to a structural engineer to get quotes on inspecting each structure at the Town Hall Complex and the Town Museum. Update will be provided at the 7-28 meeting in regards to repair timeline, quotes for evaluations, etc.
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	Mayor's Message has been running very successfully, the business owners are excited to be working on this series with Staff and Mayor. We will continue to gather data and report back to the Town Council
Robinson's Paradise - Stormwater Concerns, Flooding			the Town was notified by residents along the Walter Robinson Lane that they have experienced significant flooding at their homes since the construction as well as one of the newer structures flooded. Town Staff completed a site visit with the homeowners and DR Horton. I am working with the Town Engineer to review the site plan and current property grading, as built and geotechnical report. Will be doing a site visit with the stormwater consultants on Tuesday as well.
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily K and Katie	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Met with the Architect on June 11, awaiting a price estimate, have followed up with architect for eta on quote.
Haymarket Iceplex (Buildout)	Thomas, Katie		7/22/2025--The previously approved Iceplex site plan in 2015 included installation of a concrete pad that would be enclosed at a later date. The Iceplex owners now wish to enclose the building and have applied for zoning approval. Town Planner issued zoning approval for buildout on July 17 2025. Follow up to Iceplex stakeholders on status of building plans sent August 18 2025, they responded that they are expecting comments from the Building Department August 22nd, and have received comments from the electrical reviewer.
Chick Fil A (SUP, Site Plan Review)	Emily, Thomas, Katie		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff are currently reviewing the first submission of the site plan associated with the SUP. Comments for the first submission to be sent to Bohler (plan engineers) August 22 2025
Robinson's Paradise (As-Built, Bond Release)	Thomas, Katie		11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff UPDATE 4/30/2025--7/22/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon. E/S bond release discussed as well. Town expecting resubmission of as-built plans soon. 8/18/2025 DR Horton sent over SWM agreement for Town Staff as part of the outstanding as-built submission requirements.
Van Metre -- Robinson Village (Bond Release)	Emily K, Thomas, Katie		7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024--6/30/2025 E/S Bond Release Approved on December 13th 2024

Crossroads Village Center (As-Built, Bond Release)	Emily, Thomas, Katie		2022--12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions 1/29/2025--7/22/2025--Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits. Comments from latest bond release inspection to be prepared and sent to owner.
Taco Bell (As-Built, Bond Release)	Thomas		7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. UPDATE 7/22/2025--1st submission of as-built plans under review, comments due Aug 25
Crossroads Village, Kiddie Academy (Construction)	Thomas, Emily, Katie		4/3/2023--10/30/2023: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30/2024--12/30/2024 Site work continues, applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--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)	Thomas, Emily, Katie		Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. 7/22/2025--8/18/2025--Town Staff preparing for receipt of second submission of final site plan, DEQ review comments of plan pending
Self Storage (preliminary plan)	Thomas, Emily		7/22/2025--15250, 15251 Kapp Valley Way, a previous rezoning from 1997 and SUP under review in 2014 never had a site plan approved before operation. Town Staff are working with current property owner to ensure the site is in compliance with the zoning ordinance. UPDATE 8/18/2025--Preliminary Plan and fee submitted to Town on August 13 2025, Town Staff waiting on digital submission to start review.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Thomas		6/1/2023: preliminary and final site plans reviewed, Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town 3/26/2024--11/26/2024 Site work completed, Lifetime Smiles granted occupancy 2/25/2025--7/22/2025 No recent updates, will coordinate with owner when bond release requested. 8/18/2025--Town Planner has notified the Owner of the as-built submission requirements.
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Thomas		4/3/2023--10/1/2024: plan under review 10/1/2024--12/30/2024: Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. COA for demolition of three single family homes issued. 1/29/2025--Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025--site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025--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)	Thomas		4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. 9/26/2023--8/18/2025 Town Staff working with applicant on landscaping bond agreement.

Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Thomas, Katie, Emily		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. 2/1/2024--4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024--12/30/2024 Site work continues 1/29/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. 7/22/2025 90% landscaping bond release requested UPDATE 8/18/2025 E/S bond release requested, landscaping bond inspection completed and report to be issued.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	I gave the Oath of Office to Jeff Kress at the August 12th Planning Commission meeting. The Planning Commission has started using the electronic voting system at their August meeting. We only had minutes to approve so it was a good learning tool for us.
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. I will work with Emily to set up public notice on the Outdoor Events Ordinance once final draft is complete.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Working with the Town Attorney on a final draft for the Code of Ethics. I will be contacting ARB members to have a joint meeting with Council on the front façade design of Town Hall building for the August Work Session.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The next TANV meeting is Tuesday, September 16th with the Town of Leesburg hosting. I am coordinating with their Clerk for agenda items and meeting place. I have registered the Mayor, Vice Mayor, Councilmember Baker and Emily for the VML Annual Conference in Roanoke in October.
Maintenance			
Town Park/Playground	One spring rider on the playground broke Saturday. Playground Specialists will be out to replace broken spring.		
Town Hall	Prepared room #204 above Town Hall for new tenant (light bulbs, new lock, general cleaning). A/C for that section upstairs is fixed, both tenant office and conference room set to 72 degrees.		
Copper Cricket/ Cupcake Heaven/Museum	No issues or updates for those properties at this time.		
Events	Town Park cleanup from Summer Concert is complete, starting storage and inventory this month in preparation for Haymarket day.		
Streetscape	Light pole numbering still in progress. Retaining wall in front of Thrive Spa has been painted. Haymarket Town & Country Garden club came out to prune all plants throughout town.		
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. I have started to plan the dog market which will take place on September 14th. I am in contact with a few of our dog vendors and they are helping with ideas for the dog market. 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 16 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. I am continuing to book drop-in vendors as spaces open.
Open House	Julia		The event was a great success with a good turnout from the community. Over 150 youth t-shirts were handed out and tie-dyed during the craft activity, and more than 100 town coloring books were distributed. Partner organizations including the library, Parks and Recreation, Leopold’s Preserve, Historic Preservation, Fire and Rescue, American Trash Disposal, and the Girl Scouts attended the event and provided engaging hands-on activities and touch-a-truck experiences, which were very well received. Crossroads Arts Alliance also hosted a free children’s craft at the museum. The event was advertised through social media, the GOGov app, and print advertisements. Overall, the event received very positive feedback from attendees and was a successful collaboration across departments and community partners.
Summer Concert 8/16	Julia		The 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 in September.

Haymarket Day 10/18	Julia		All bands, picnic tables, stages, and portable restrooms have been booked for Haymarket Day 2025. The sound engineer has also been confirmed. Vendor applications were sent to previous participants on June 3rd and opened to the public on June 11th. As of now, we have already received applications and payments from 230 vendors, and all non-profit vendor spaces have already been filled. Parade applications are now available and we currently have 23 organizations signed up. This year's parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride. I have started brainstorming the parade float for council. I will begin ordering promotional hand outs for the town tent and parade hand outs. I am meeting with the graphic designer to discuss a brochure to have available at Haymarket Day which will include vendors, maps, restrooms, history, sponsors, etc. I have requested the rental of Tyler Elementary, Pace West, and Haymarket Elementary parking lots for guest parking. Wakefield and Kiddie Academy will each be providing two shuttle busses and I am working with Heritage Village to secure handicap accessible buses. I am working to create a volunteer job list for the event and will begin taking sign ups. Starting to discuss new fall merch to be sold at Haymarket Day.
Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table	Continuing work on creating informational folders for both in-town businesses and new residents, which will be hand-delivered as part of our face-to-face engagement efforts (Strategic Plan Goal 4.5). At the most recent Business Roundtable, we raffled off three promotional videos with Skipper Films; 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, 19 Sports, and Heritage Village. To date, we have secured \$24,000 in sponsorships. I have started sharing the Mayors Message videos weekly on our social media. I have continued to send the survey to businesses after we have posted their Mayor's Message video to get their feedback on the initiative. Skipper Films will be attending the August business roundtable to teach businesses tips and tricks on marketing their business during the holidays. The 2025 Christmas ornament has been approved and will be available by Haymarket Day. The Historic Walking Tour was held on August 8th and was well attended with over 45 people.
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 August 15th, we have a total of 601 app downloads. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Continuing to advertise the farmers market vendors weekly on social media. I will start increasing advertising for Haymarket Day on the app and social media.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 3rd Quarter edition was mailed to all residents the first week of July. It has been posted in Town Display Boards, and we will be hand-delivering to businesses. Draft of the Quarter topics to cover has begun.
Real Estate Tax	Alexandra		Real Estate Taxes: Update finance charges on outstanding real estate tax invoices; process incoming payments; respond to inquiries from residents and financial institutions; Print/mail out all overdue Jaxton Square Invoices
Administrative	Alexandra		check and sort daily mail; process purchase orders; enter monthly invoices into QuickBooks; process and prepare payments for finance meetings; monitor and follow up on late invoices/fees and payment processing (including events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate with residents and businesses regarding questions and concerns; assist with audit backup documentation; record and process late BPOL applications; Track delinquent BPOL filings and prepare letters to all past due filers; Record all incoming Haymarket Day payments and process new vendors
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	The ARB Meeting for August is Scheduled for August 20 @ 7pm A site visit for 14841 Washington Street was scheduled for Wednesday, August 20th at 6pm. The ARB is in the process of revising its Guidelines and plans to bring them to the Town Council for initiating a Public Hearing at the December meeting.
Office Misc.:	Alexandra		The Military Banner Program is now accepting applications from in-town residents and those residing in 20169 as of August 1st. Assist with event preparations; Business Roundtable reminder emails will go out to all business this week
New/Old Business Updates			
New Businesses	Mobile Food Establishment: Essie Gourmet Company		

Police Department Report to Council

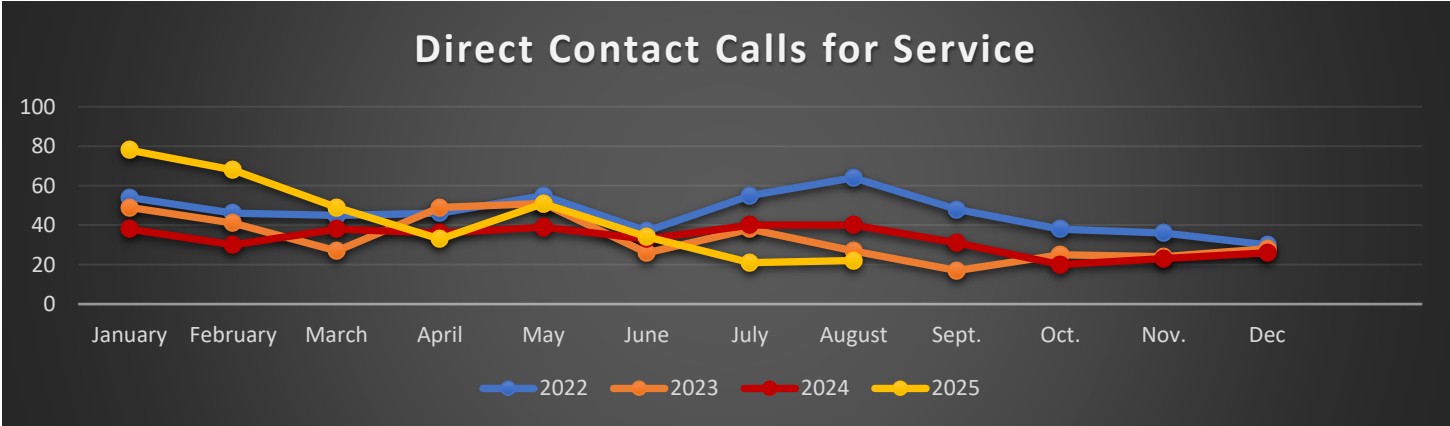
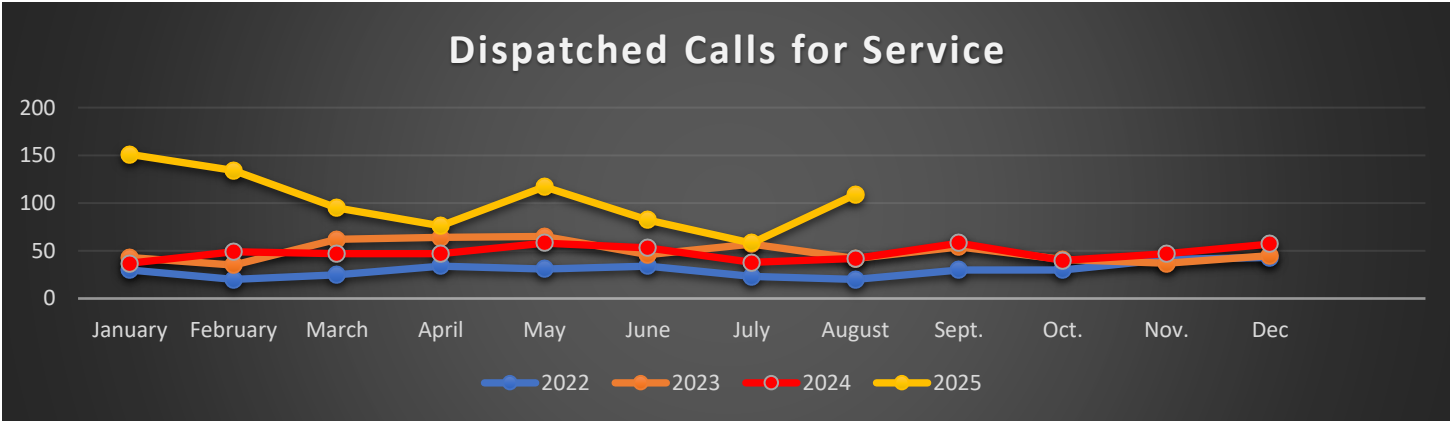
Activity Period July 15, 2025 to August 14, 2025

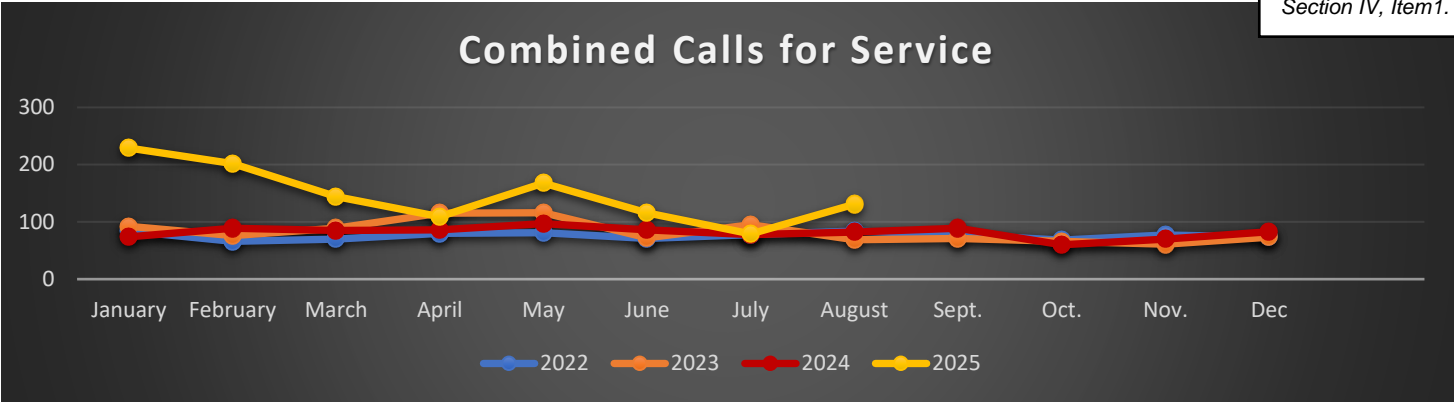
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 5
- Non-Reportable Calls: 126
- Deferments: 0



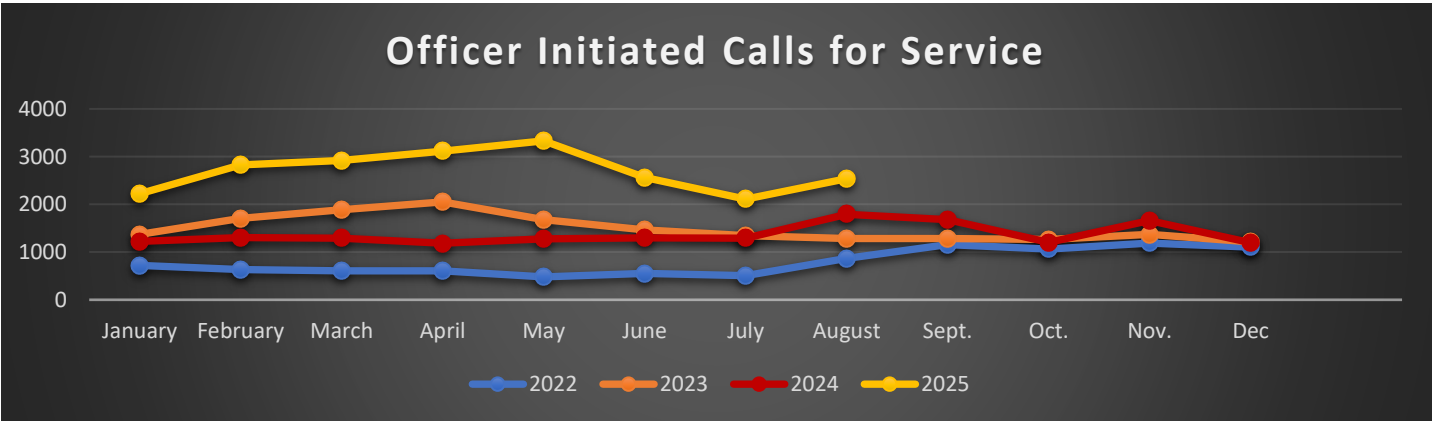
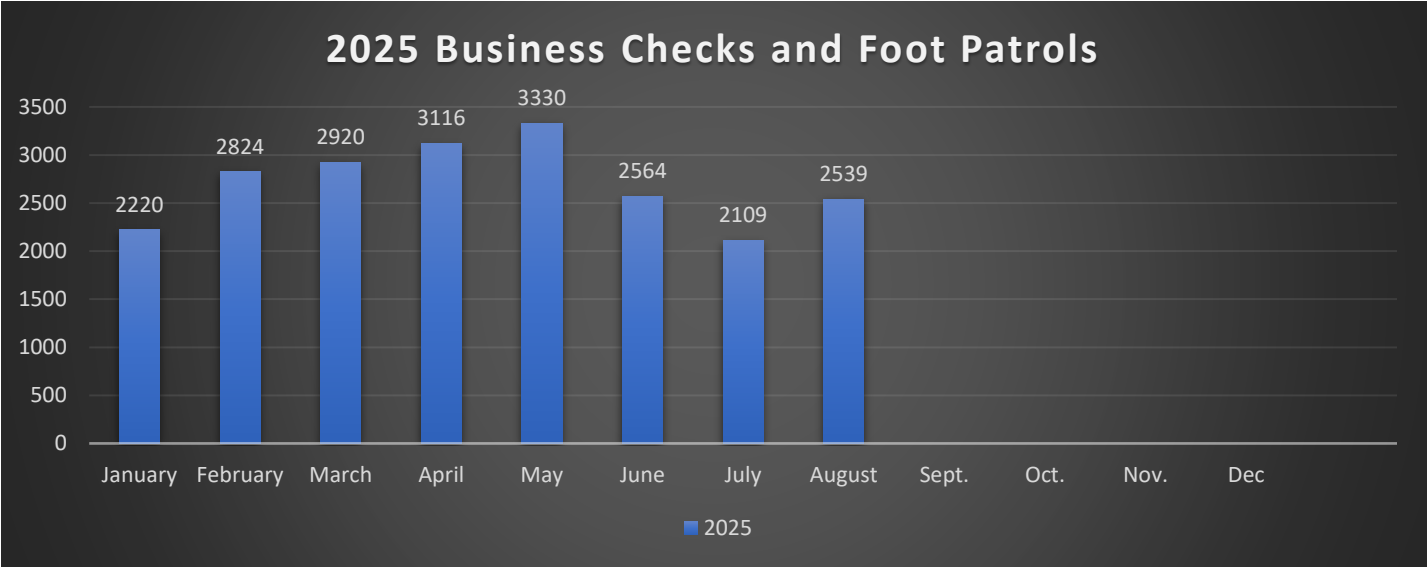
Trending Data on Calls for Service





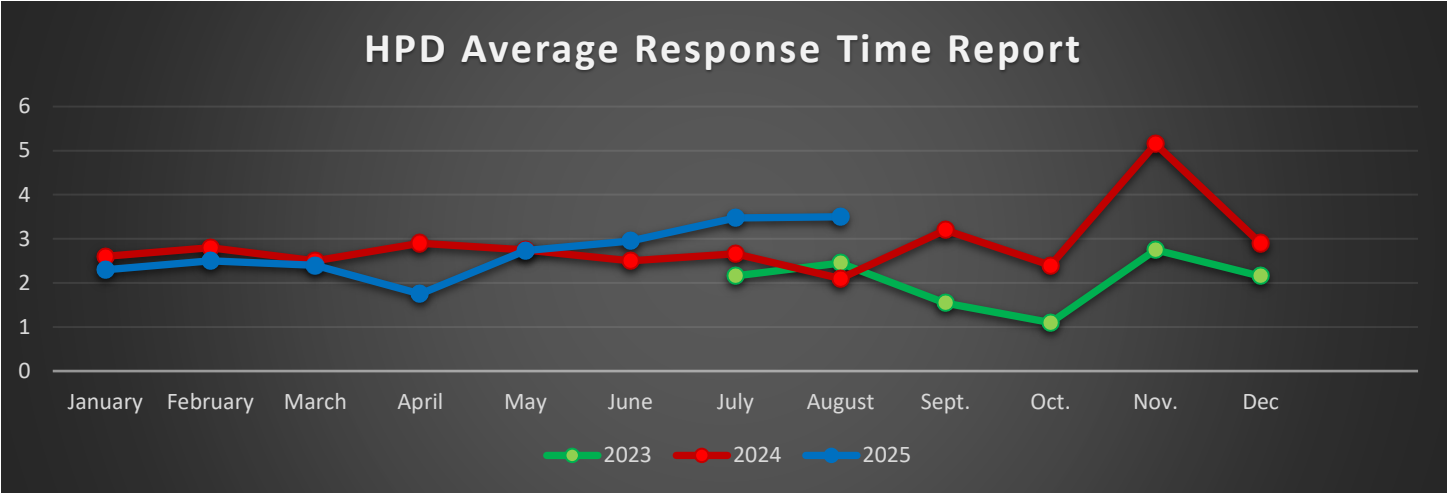
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct 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: 325
- Physical Check: 1026
- Foot Patrols: 157
- Enhanced Patrols: 1031



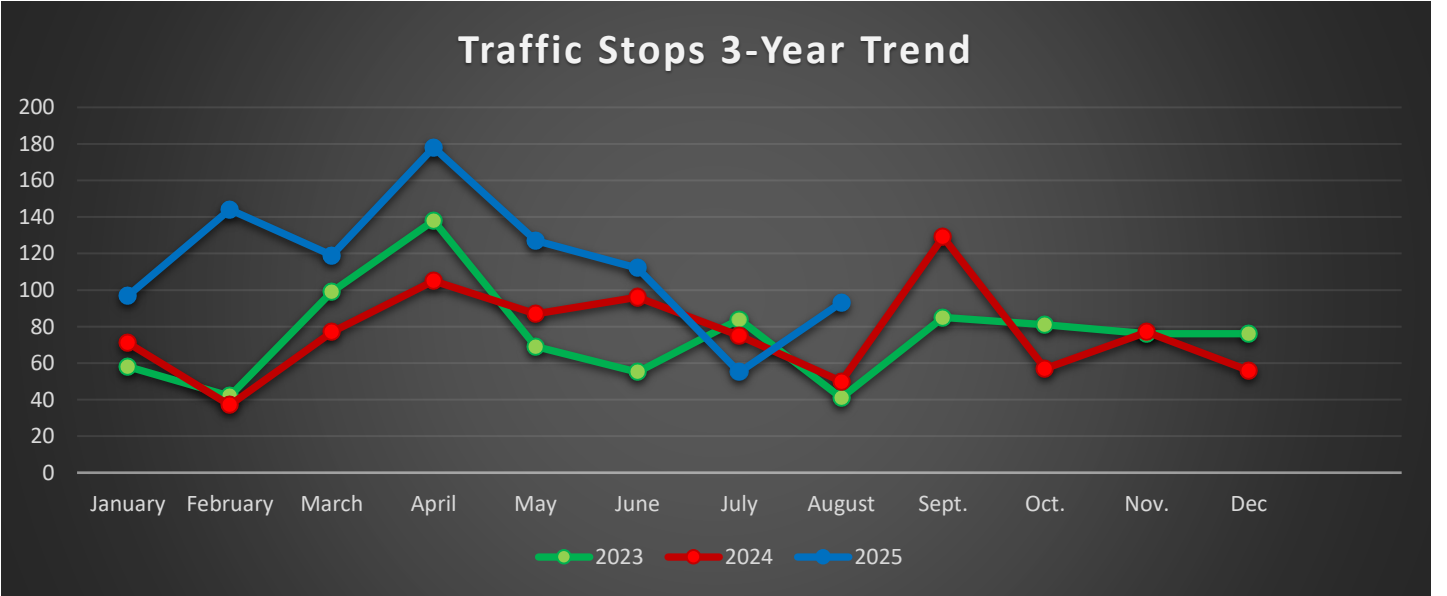
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 3 minute 30 seconds



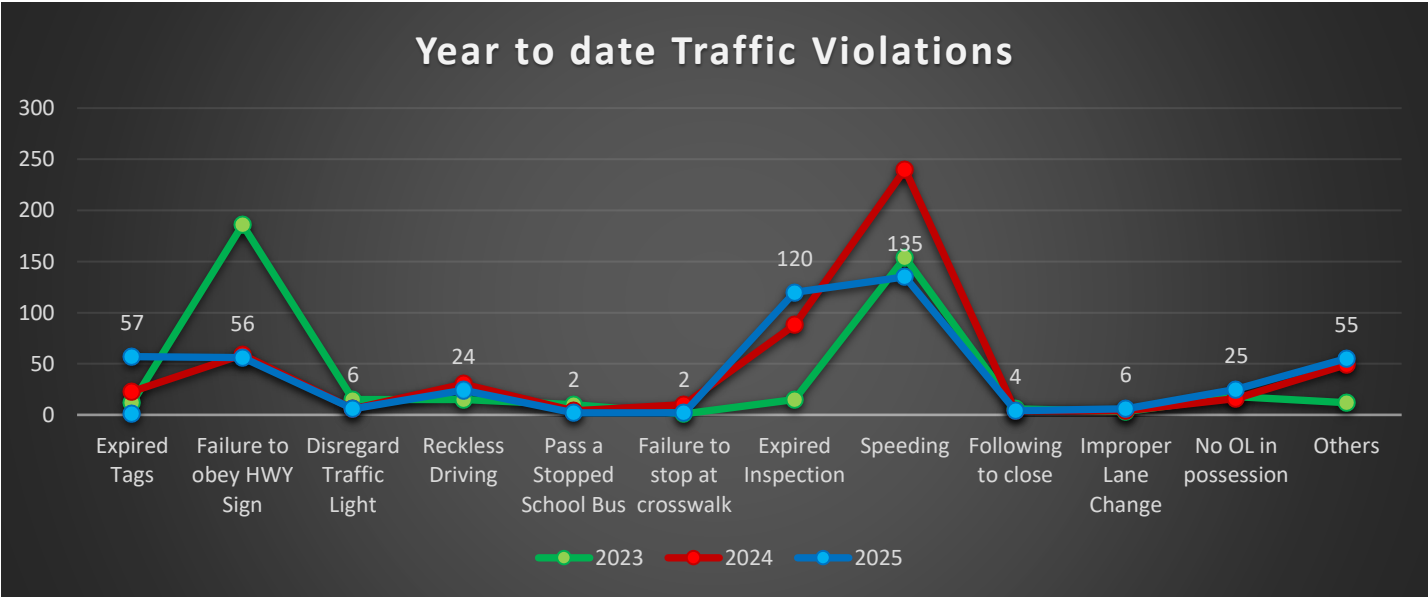
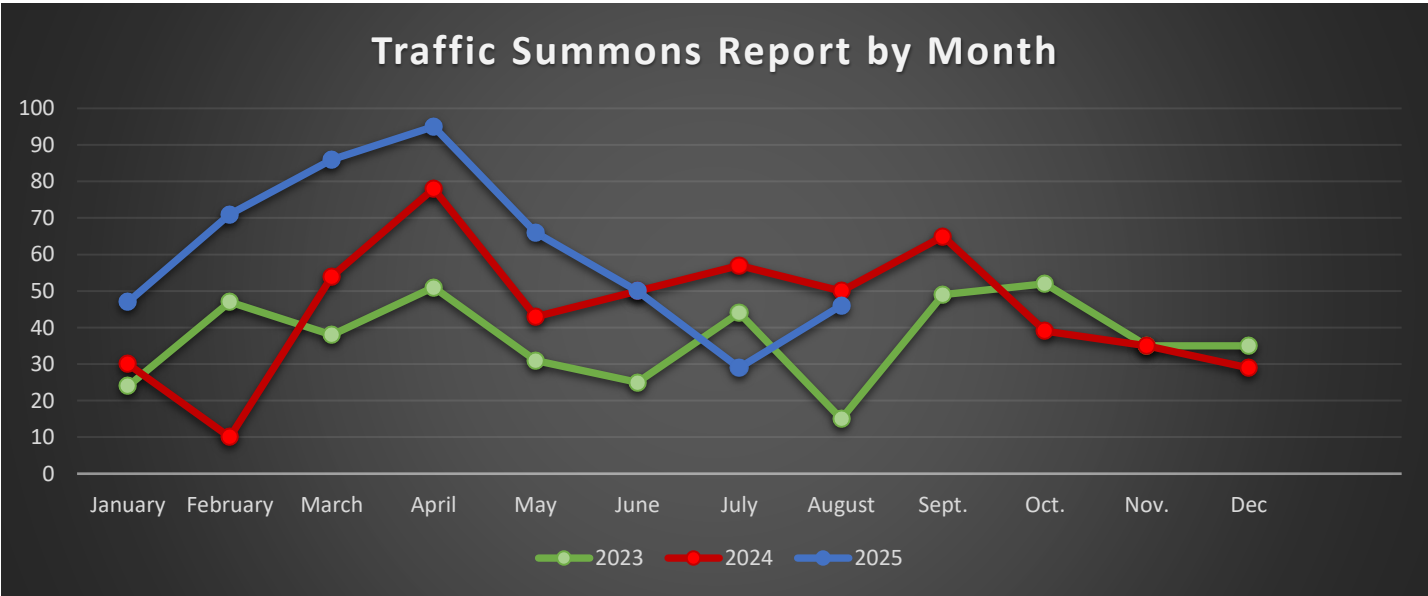
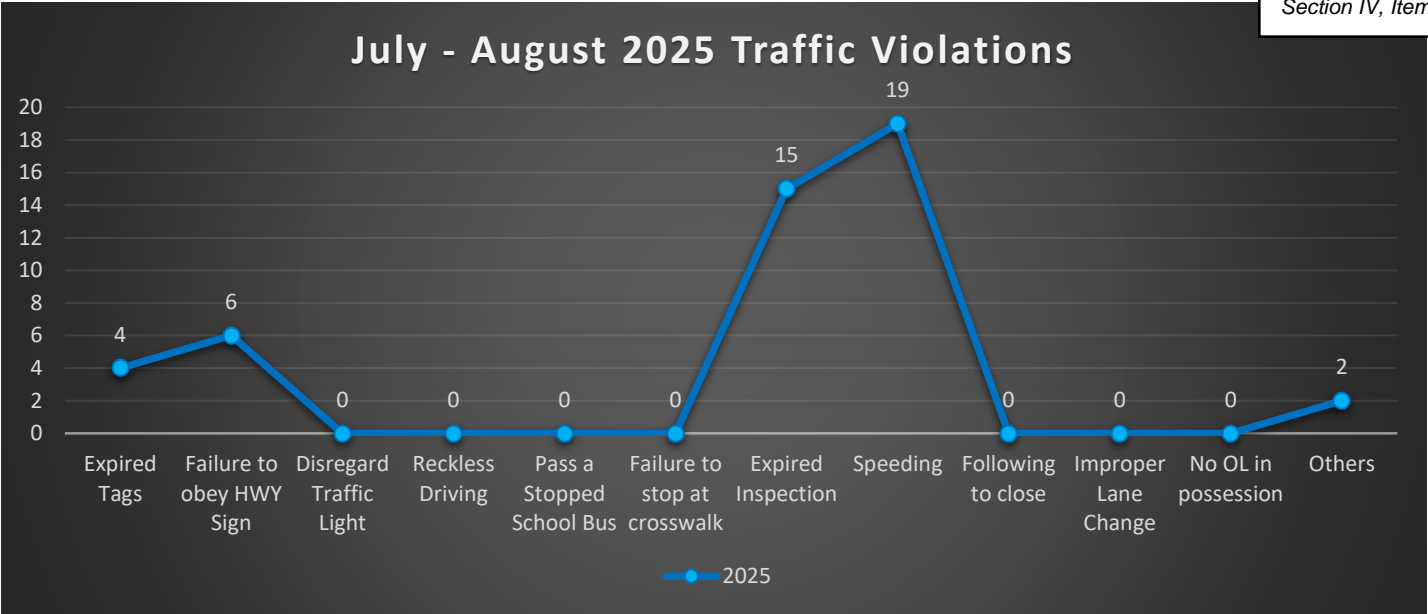
Traffic Stops: Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer may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

- Traffic Stops: 93
- Summons: 46
- Warnings: 59



Traffic Summons Issued: Summons issued for traffic violations. **46**

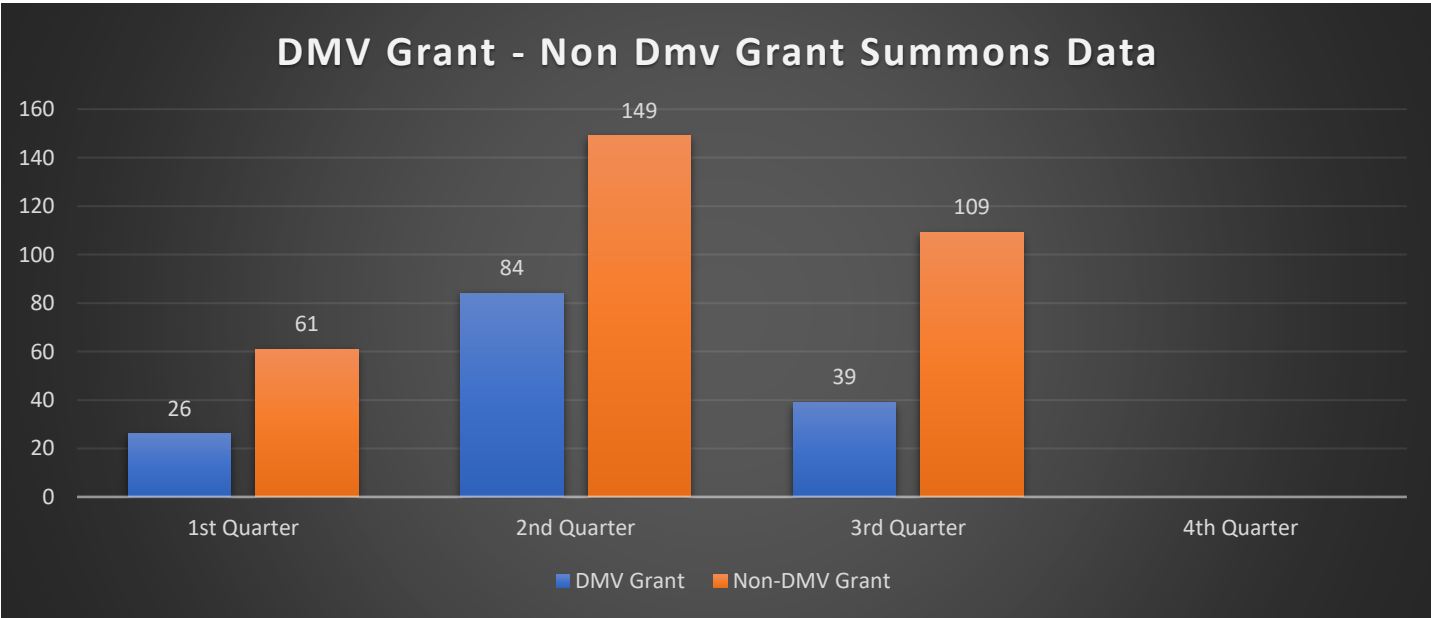
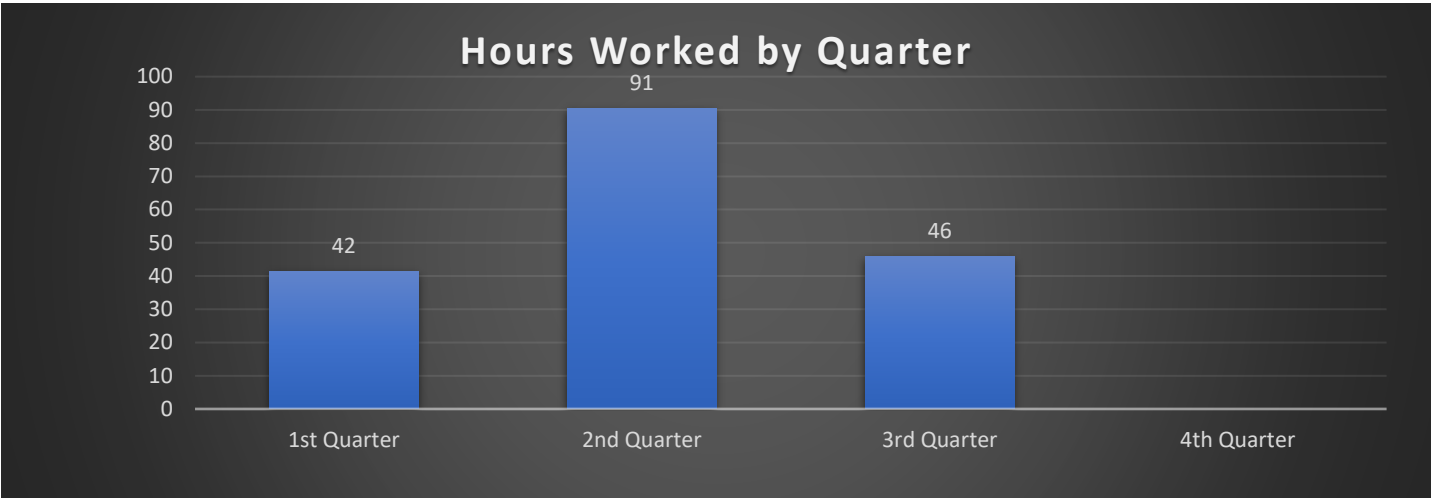
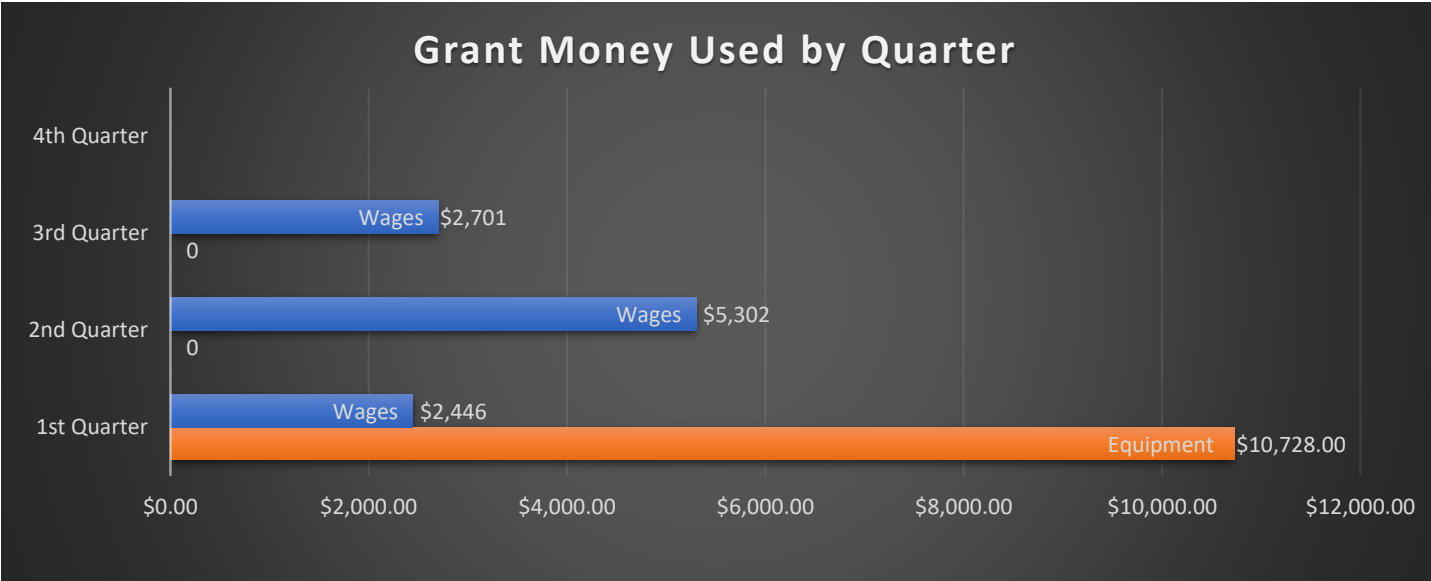
- | | |
|--|---|
| 46.2-646 – Expired Registration –4 | 46.2-830 – Failure to obey a highway sign – 6 |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 0 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 0 |
| 46.2-1158 – Expired inspection – 15 | 46.2-874 – Speeding – 19 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 0 |
| 46.2-300 – No operator’s license – 0 | Others – 2, (No Insurance and No Front Plate) |



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

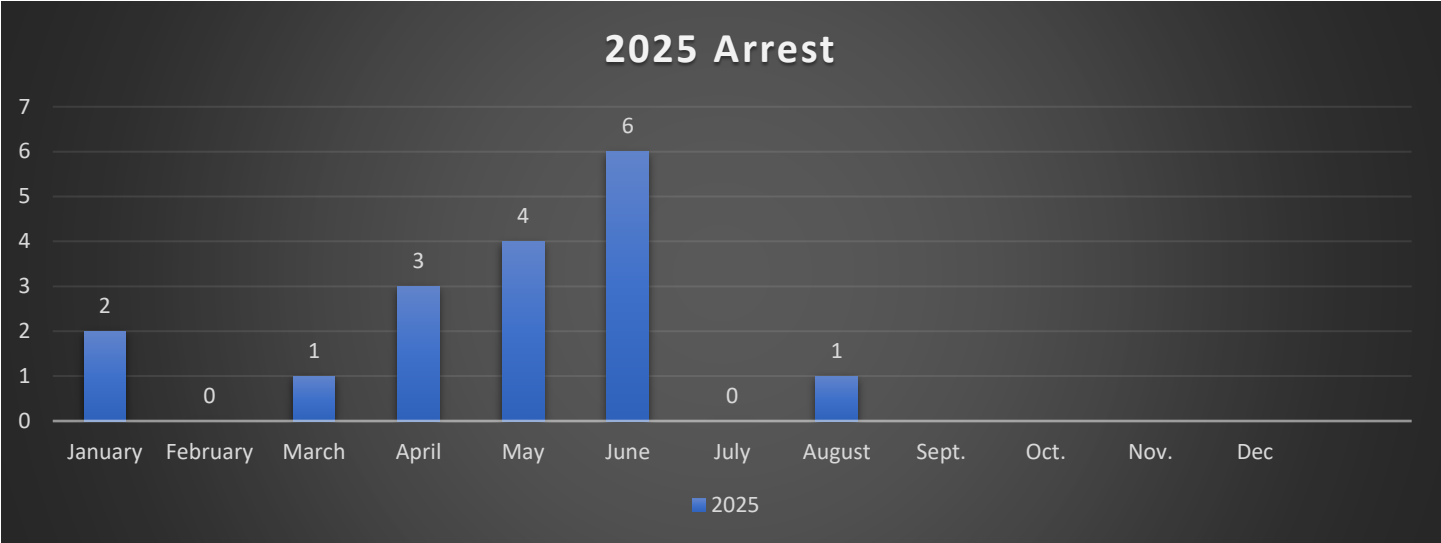
Section IV, Item1.

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



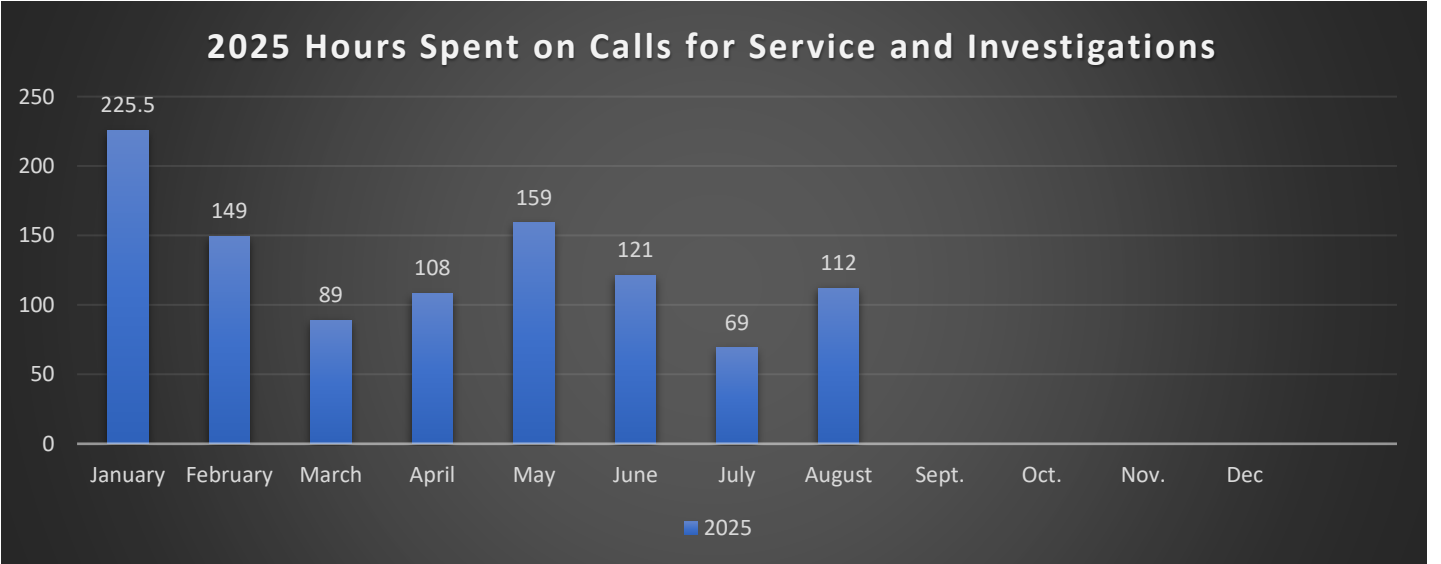
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 0



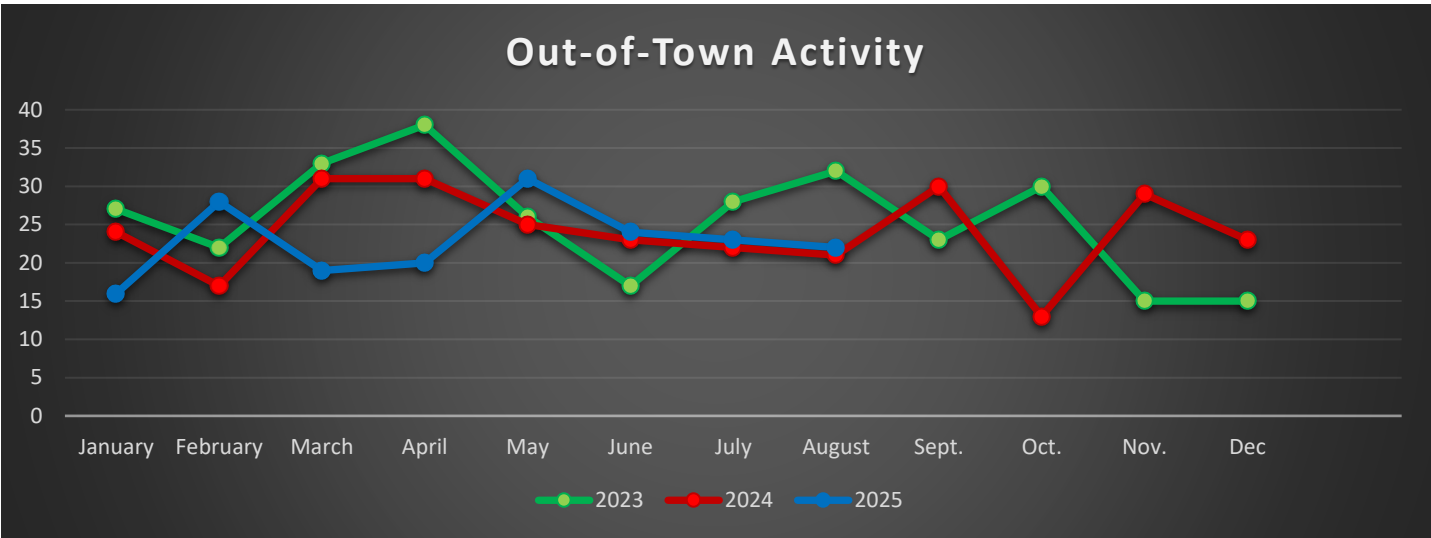
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 74
- Follow-up Investigations: 38

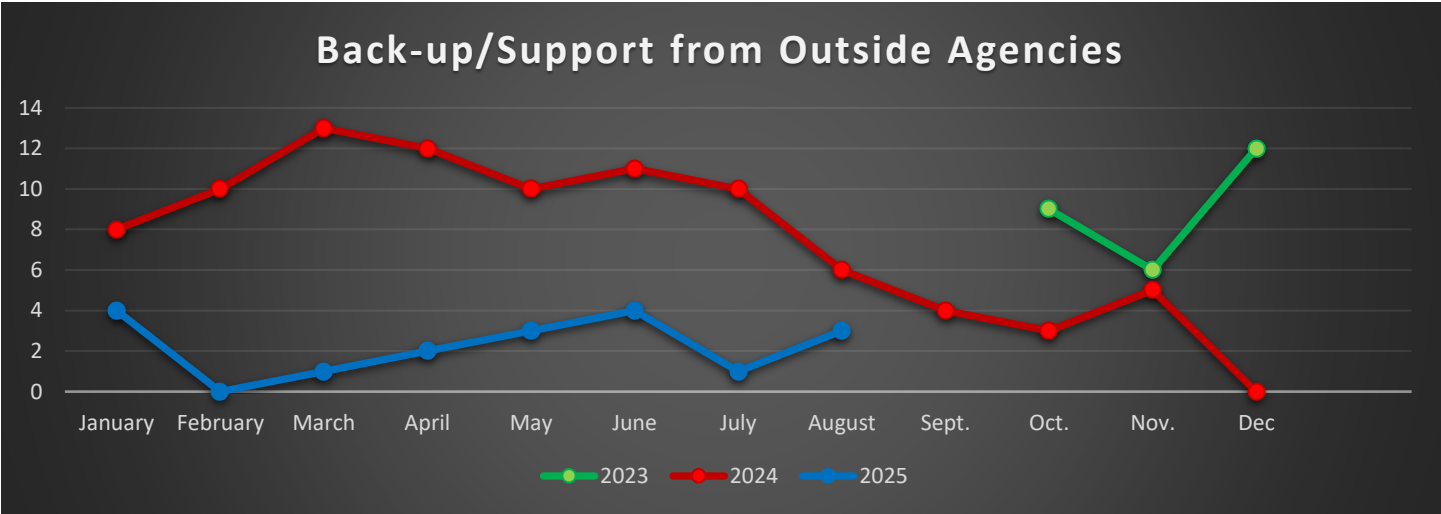


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

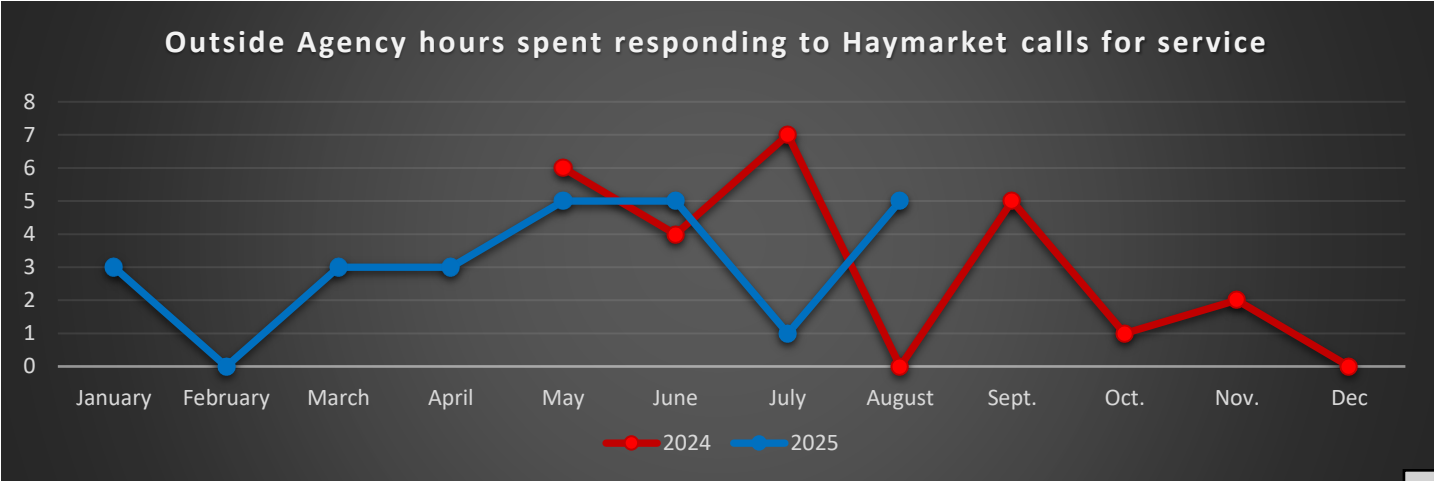
- Back Up: 16
- Other: 6



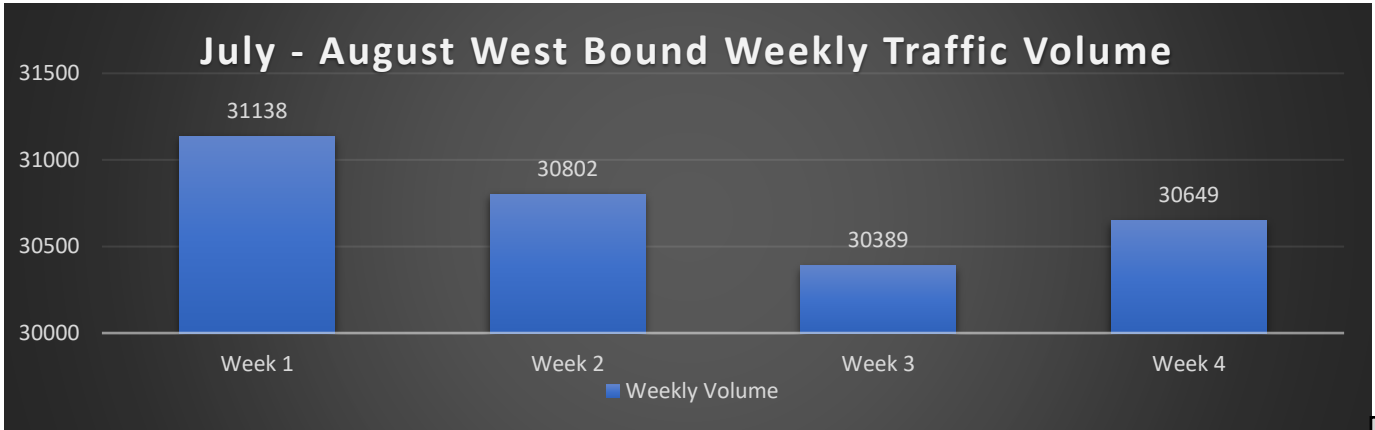
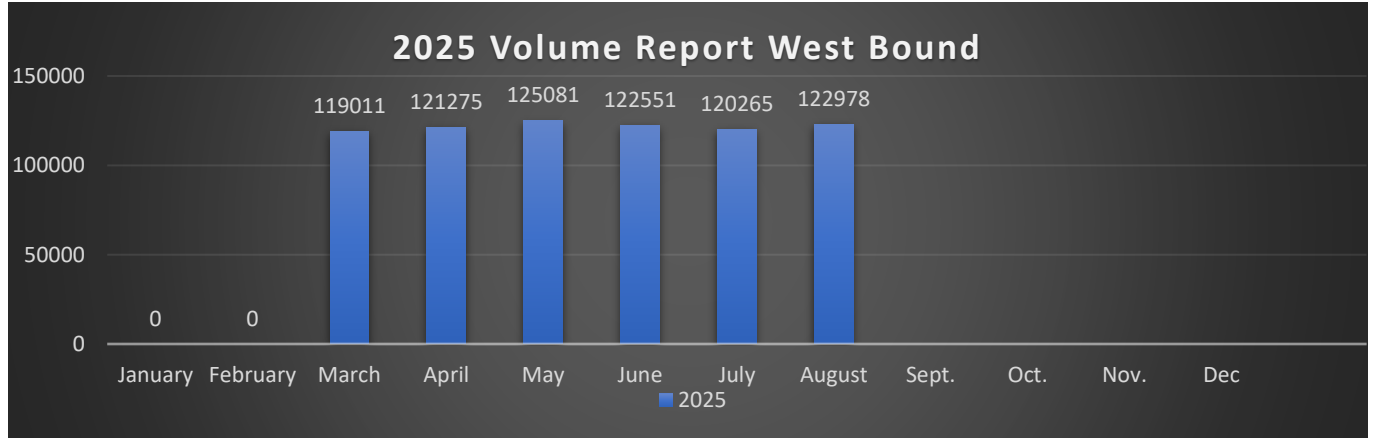
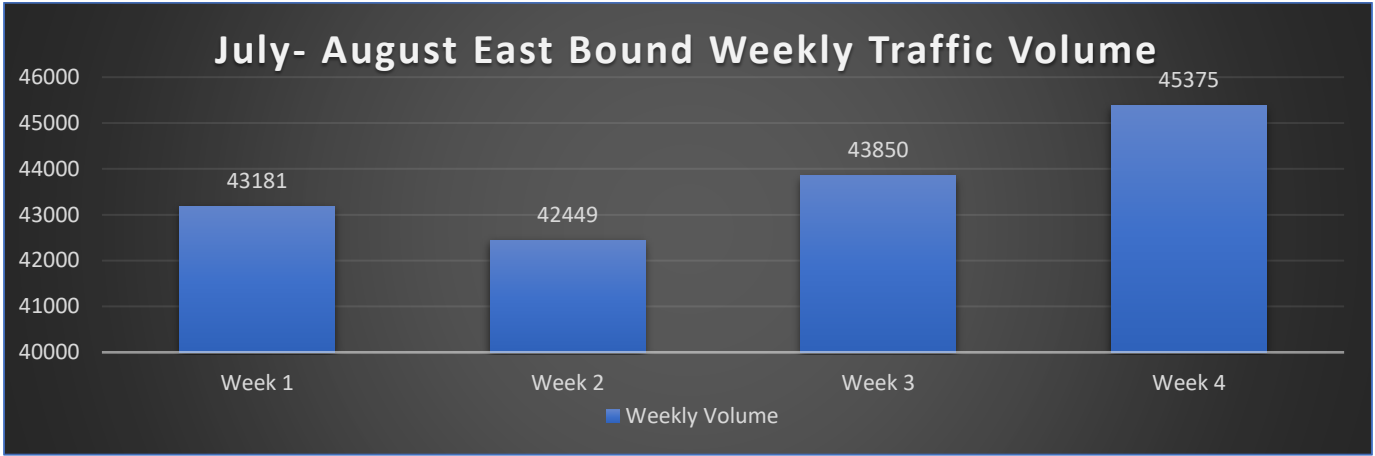
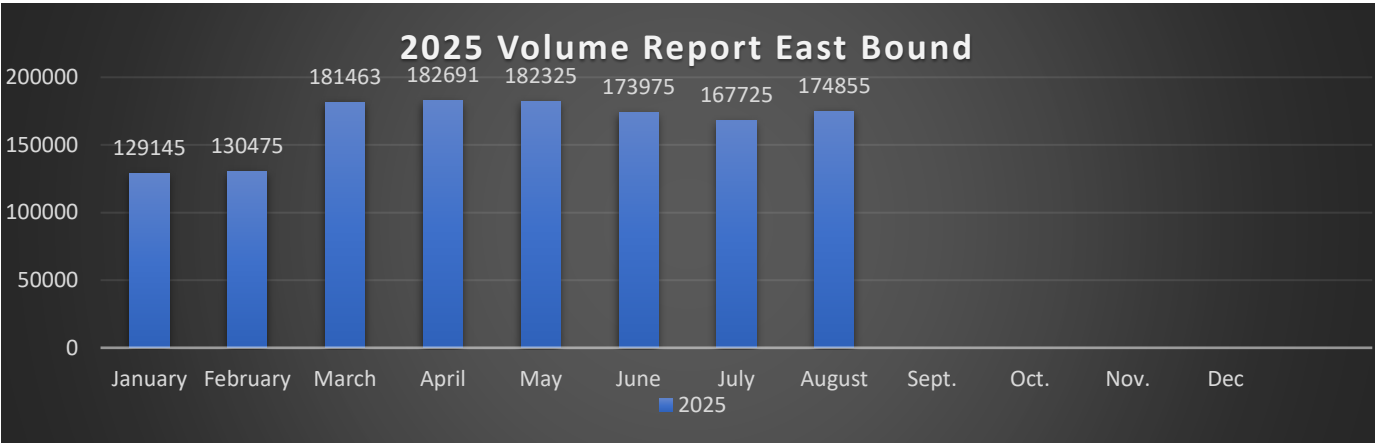
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 3



Time spent by outside agencies on calls for service as primary responders: Approximately 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.
- The department's two Interns school semesters have started. We are hoping that both will return next year.
- National Night Out was held on August 5, 2025 from 5pm to 8pm. The event was well planned and executed. All of Town Staff supported the Police Department with the event. Our new Mascot's name was chosen via balloting by those in attendance. Welcome "Maverick"!
- Sgt. Finley completed REID Interview and Interrogation training in July.
- Chief Sibert submitted a grant in the amount of \$10,000 to HEAT, (Help Eliminate Auto Theft) on July 19, 2025. On July 24, 2025, the department was notified that the grant was approved. The Haymarket Police Department has begun site plan approval for the 4 License Plate Readers, (ALPR). Procurement procedures have begun. MPO Galbreath has been placed appointed lead on this project. He has currently obtained site approval at 3 of the 4 locations. FLOCK ALPR's have been proven to assist not only in mitigating auto theft but assisting in a multitude of other investigations. There is no matching-funds required with this grant, however, Chief Sibert will be allocating \$2,000 from his current budget to the program for the purchase of the 4th ALPR.
- Sgt. Donald Finley first "Family Bike Patrol" on July 30, 2025 was a great success.
- Two new cruisers that were ordered in February arrived at the Police Department on July 18, 2025. These cruisers were marked /striped on July 24th and 25th, 2025 along with two others. Upfitting of both cruisers took place on August 11th – 14th. Both cruisers are now in service.
- One of our 2017 decommissioned cruisers sold at auction on July 24, 2025 for \$5,550.
- Officer Scott Madigan attended and completed Highway and Street interdiction class.
- Our 2016 decommissioned cruiser sold at auction on August 16, 2025 for \$5,100.
- The Department's accreditation is moving forward, and we are about to have a mock assessment.
- On July 22, 2025, Haymarket Police assisted Amazon with a natural disaster exercise.
- Chief Sibert has begun holding meetings with stakeholders for the 3rd annual Senior Summit.
- Chief Sibert has kept the message boards deployed in support of National Night Out, Labor Day "Drive Sober or Get Pulled Over" Initiative, Summer Concert, and First Day of School notification to drivers.
- The Labor Day Drive Sober or Get Pulled Over Campaign began on August 13, 2025 and continues until September 1, 2025.
- Sgt. Donald Finley has been nominated for the 2025 MADD Award.
- Invites have been sent to The Clarke County Sheriff's Office, The Prince William County Sheriff's Office, Strasburg Police Department, and the Winchester City Sheriff's Office to assist with Haymarket Day.
- Haymarket Summer Concert was held on August 16, 2025. The event was well planned and attended.
- Haymarket Day Preparation and Planning has started.

Haymarket Police Department 2025 Event Listing

Section IV, Item1.

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

Respectfully Submitted,

Allen Sibert

Chief of Police

REVENUE	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	0.00	501,770.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	23,724.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	0.00	526,494.00	0.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	0.00	300,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	1,055.00	350,000.00	0.3%	
3120-03 · Cigarette Tax	12,327.29	132,466.00	9.31%	Collections to cover up to July 2025
3120-04 · Consumer Utility Tax	18.58	158,000.00	0.0%	
3120-05 · Meals Tax - Current	89,695.63	1,600,000.00	5.6%	Still collecting the July 2025 taxes
3120-06 · Sales Tax Receipts	0.00	170,000.00	0.0%	
3120-07 · Penalties (Non-Property)	1,180.21	5,000.00	23.6%	
3120-08 · Interest (Non-Property)	15.75	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	104,292.46	2,785,466.00	3.7%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	300.00	4,500.00	6.7%	
3130-03 · Motor Vehicle Licenses	30.00	0.00	100.0%	
3130-05 · Other Planning & Permits	4,395.00	1,000.00	439.5%	
3130-06 · Pass Through Fees	0.00	15,000.00	0.0%	
Total 3130 · PERMITS,FEES & LICENSESES	4,725.00	20,500.00	23.0%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	2,257.45	25,000.00	9.0%	
Total 3140 · FINES & FORFEITURES	2,257.45	25,000.00	9.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	1,383.53	13,500.00	10.2%	reconciled up to July 2025
3150-03 · Interest on Bank Deposits	49,028.18	89,500.00	54.8%	reconciled up to July 2025
Total 3150 · REVENUE - USE OF MONEY	50,411.71	103,000.00	48.9%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	7,750.94	50,683.00	15.3%	
3151-08 · 15020 Washington Realty	7,919.58	60,098.00	13.2%	was granted 2 wk abatement for August Rent
3151-09 · 15026 Copper Cricket	5,226.66	29,009.00	18.0%	
3151-11 · Cupcake Heaven and Cafe LLC	6,367.88	38,021.00	16.7%	
3151-15 · Revolution Mortgage	1,369.26	8,215.00	16.7%	
3151 · RENTAL (USE OF PROPERTY) - Other	447.09	0.00	100.0%	New Tenant; WSR Solutions LLC
Total 3151 · RENTAL (USE OF PROPERTY)	29,081.41	186,026.00	15.6%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	20,017.50	20,000.00	100.1%	
3165-01 · Town Event	65,190.00	80,000.00	81.5%	
3165-02 · Farmer's Market	8,849.25	14,000.00	63.2%	
3165-03 · Town Ornaments	80.00	10,000.00	0.8%	
3165-05 · Museum Revenue - Art	51.91	0.00	100.0%	
3165-06 · Town Hats	37.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	94,225.66	124,000.00	76.0%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	7.26	300.00	2.4%	
3180-02 · Vetern Banners	500.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
3189 · Sale of Salvage & Surplus	10,650.00	0.00	100.0%	Sold 2 PD SUV (older ones that were replaced this fiscal year)
3190 · Sale of Salvage & Surplus	57.25	0.00	100.0%	
Total 3180 · MISCELLANEOUS	11,239.51	300.00	3,746.5%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	37,790.00	0.0%	
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	0.00	15,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	FY2026 Annual State disbursement
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	26,415.42	174,157.00	15.2%	

Total Revenue	322,648.62	3,944,943.00	8.2%	
Gross Revenue	322,648.62	3,944,943.00	8.2%	

EXPENDITURES

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	0.00	10,050.00	0.0%
111002 · FICA/Medicare	271.76	2,000.00	13.6%
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	3,475.00	22,000.00	15.8%

Total 11100 · TOWN COUNCIL	3,746.76	42,150.00	8.9%
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	77,754.87	528,794.00	14.7%
1211002 · Salaries/Wages - Overtime	0.00	4,500.00	0.0%
1211003 · Salaries/Wages - Part Time	5,919.50	41,588.00	14.2%
1211004 · FICA/Medicare	6,205.91	43,633.00	14.2%
1211005 · VRS	12,886.30	85,854.00	15.0%
1211006 · Health Insurance	10,656.00	63,936.00	16.7%
1211007 · Life Insurance	987.36	6,377.00	15.5%
1211008 · Disability Insurance	243.56	3,360.00	7.2%
1211009 · Unemployment Insurance	119.97	5,995.00	2.0%
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	76.76	14,000.00	0.5%
1211014 · Printing & Binding	0.00	8,298.00	0.0%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet &Website Svc	3,412.70	28,550.00	12.0%
1211017 · Postage	235.22	5,000.00	4.7%
1211018 · Telecommunications	1,388.32	7,500.00	18.5%
1211019 · Mileage Allowance	0.00	3,250.00	0.0%
1211020 · Meals & Lodging	191.81	7,000.00	2.7%
1211021 · Convention & Education	185.00	10,000.00	1.9%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	1,552.00	12,075.00	12.9%
1211025 · Office Supplies	211.39	8,500.00	2.5%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

Total 12110 · TOWN ADMINISTRATION	142,689.67	925,952.00	15.4%
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12210 · LEGAL SERVICES

1221001 · Legal Services	6,736.30	100,000.00	6.7%
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Total 12210 · LEGAL SERVICES	6,736.30	100,000.00	6.7%
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12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	28,050.00	0.0%
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Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%
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Total 01 · ADMINISTRATION	153,172.73	1,096,152.00	14.0%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	103,415.31	726,867.00	14.2%
3110003 · Salaries & Wages - OT Premium	7,278.34	24,000.00	30.3%
3110004 · Salaries & Wages - Holiday Pay	3,093.68	39,182.00	7.9%
3110005 · Salaries & Wages - Part Time	4,660.00	27,000.00	17.3%
3110007 · Salary & Wages - DMV Grant	3,173.88	26,240.00	12.1%
3110012 · Salaries & Wages - PT Admin.	4,575.00	39,000.00	11.7%
3110020 · FICA/MEDICARE	9,231.83	67,018.00	13.8%

3110021 · VRS	14,932.06	95,438.00	15.6%
3110022 · Health Insurance	20,590.40	135,206.00	15.2%
3110023 · Life Insurance	1,341.96	8,521.00	15.7%
3110024 · Disability Insurance	328.90	3,070.00	10.7%
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	2,327.74	30,379.00	7.7%
3110032 · Computer, Internet & Website	237.50	10,000.00	2.4%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	1,252.33	18,700.00	6.7%
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%
3110037 · Meals and Lodging	557.00	5,000.00	11.1%
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	420.84	10,000.00	4.2%
3110042 · Vehicle Fuels	2,329.00	36,700.00	6.3%
3110043 · Vehicle Maintenance/Supplies	831.24	22,000.00	3.8%
3110045 · Uniforms & Police Supplies	2,975.83	45,901.00	6.5%
3110056 · Capital Outlay-Machinery/Equip	113,045.60	143,000.00	79.1%
Total 31100 · POLICE DEPARTMENT	344,188.74	1,595,540.00	21.6%
32100 · FIRE & RESCUE			

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	15,000.00	461.1%
Total 32100 · FIRE & RESCUE	69,159.87	15,000.00	461.1%
Total 03 · PUBLIC SAFETY	413,348.61	1,610,540.00	25.7%

04 · PUBLIC WORKS

43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	17,472.00	216,995.00	8.1%
Total 43200 · REFUSE COLLECTION	17,472.00	216,995.00	8.1%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	708.00	100,000.00	0.7%
4310002 · Maint Svc Contract-Pest Control	0.00	2,500.00	0.0%
4310003 · Maint Svc Contract-Landscaping	2,075.00	45,000.00	4.6%
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%
4310007 · Electric/Gas Services	1,448.39	18,593.00	7.8%
4310008 · Electrical Services-Streetlight	260.81	5,500.00	4.7%
4310009 · Water & Sewer Services	526.19	6,350.00	8.3%
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	160.75	3,000.00	5.4%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	5,179.14	205,443.00	2.5%
Total 04 · PUBLIC WORKS	22,651.14	422,438.00	5.4%

06 · ECONOMIC DEVELOPMENT

60000 · Tourism/Traveling Marketing	0.00	128,571.00	0.0%
60001 · Town Tourism	15,333.80	85,714.00	17.9%
60003 · Advertising	1,069.59	22,000.00	4.9%
Total 06 · ECONOMIC DEVELOPMENT	16,403.39	236,285.00	6.9%

07 · PARKS, REC & CULTURAL

70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	3,160.00	15,000.00	21.1%
Total 70000 · HAYMARKET COMMUNITY PARK	3,160.00	15,000.00	21.1%
71110 · EVENTS			
7111001 · Advertising - Events	0.00	9,950.00	0.0%
7111003 · Contractural Services	4,691.70	64,150.00	7.3%
7111004 · Events - Other	630.00	35,900.00	1.8%
7111005 · Police Department Events	2,056.22	7,800.00	26.4%

7111006 · Farmer's Market	600.00	14,000.00	4.3%
Total 71110 · EVENTS	7,977.92	131,800.00	6.1%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	122.19	2,200.00	5.6%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%
Total 72200 · MUSEUM	622.19	5,950.00	10.5%
Total 07 · PARKS, REC & CULTURAL	11,760.11	152,750.00	7.7%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	610.00	5,670.00	10.8%
8110002 · FICA/Medicare	49.73	500.00	9.9%
8110003 · Consultants - Engineer	1,418.93	10,000.00	14.2%
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	2,748.75	0.00	100.0%
Total 81100 · PLANNING COMMISSION	4,827.41	23,120.00	20.9%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	435.00	5,830.00	7.5%
8111002 · FICA/Medicare	24.29	446.00	5.4%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	459.29	7,776.00	5.9%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	5,286.70	33,824.00	15.6%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	69,400.00	69,400.00	100.0% Final Debt payment
9510003 · General Obligation Bond - Int	815.45	820.00	99.4% Final Debt payment
Total 95100 · DEBT SERVICE	70,215.45	70,220.00	100.0%
Total 09 · NON-DEPARTMENTAL	70,215.45	70,220.00	100.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.04		
Total EMPLOYEE BENEFITS	0.04		
Total 94105 · PERSONNEL	0.04		
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	5,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	5,000.00	0.0%
94108 · Capital 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	692,838.17	3,944,943.00	17.6%
Net Ordinary Income	-370,189.55	0.00	100.0%
OTHER REVENUE			
50001 · Amerian Rescue Plan Funds	0.00	100,000.00	0.0%
50002 · Development Funds	0.00	443,664.00	0.0%
Total Other Revenue	0.00	543,664.00	0.0%
OTHER EXPENDITURES			

98000 · Development Expenditures			
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%
97001 · American Rescue Plan Expenses			
97001-2 · Town Website	0.00	50,000.00	0.0%
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%
97001-3 · Town Center	0.00	50,000.00	0.0%
Total Other Expenditures	0.00	543,664.00	0.0%
Net Other Revenue	0.00	0.00	0.0%
Total Net Revenue Operational / Other Budget	-370,189.55	0.00	100.0%

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)

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

This section establishes regulations for the use of property for outdoor events within the town limits, and it is applicable to only to commercial properties only where the expected number of attendees exceeds 100.

Commercial vendors must obtain a permit by submitting an Outdoor Event Request Notification, which shall include detailed information regarding the proposed event, including but not limited to estimated attendance, location, potential traffic impacts, parking, and other relevant logistical considerations.

If upon review of the Outdoor Event Notification Request, the town determines that the event may significantly impact public safety, the applicant shall will be required to obtain an complete and submit Outdoor Event Commercial Permit, referred to herein as the outdoor event permit. This permit shall must require the applicant to provide include a security plan approved by the town 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 as determined by the town and as further described herein.

Sec. 15-21. Definitions.

The following words, terms and phrases, when used in this ~~chapter~~article, 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.

Commercial refers to any property, buildings, or areas that are zoned or used for commercial purposes, including but not limited to retail, service, office, hospitality, or other business activities involving the sale of goods or services. Commercial areas are those designated as such in the Town's zoning map or land use regulations.

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.

~~Exceptions: The permit provisions of this section will be optional for the following:~~

- ~~(1) Events attended by fewer than 50 patrons shall be exempt from obtaining a permit, except those where alcoholic beverages will be consumed or sold. Events where alcoholic beverages will be sold or consumed shall be exempt from obtaining a permit if they are attended by fewer than 25 patrons.~~
- ~~(2) Activities organized and conducted by the U. S. Government, Commonwealth of Virginia, or Town of Haymarket are exempt.~~

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

Sec. 15-32. Location.

Outdoor events shall be located where permissible by chapter 58 of the town ~~C~~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 ~~C~~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. 15-43. 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 ~~chapter~~~~division~~~~article~~, 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 ~~C~~code.

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

Sec. 15-54. Public health.

- (a) *Food.* ~~The A~~applicant shall provide adequate food safety measures in accordance with article II of chapter 22 of the town ~~C~~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.* ~~The A~~applicant shall provide adequate storage and disposal on-site for all garbage and trash generated during the event. ~~The A~~applicant shall guarantee in writing the removal, ~~and~~ 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~~~~accomplish~~ 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 by the applicant no later than the ~~next~~ ~~business~~ day following the event.
- (c) *Toilet and sanitary facilities.* ~~The A~~applicant shall provide adequate sanitary facilities at the site of the outdoor event as determined by the town and, when necessary, shall obtain the approval of the Prince William Health District.
- (d) *Amusement rides.* ~~The A~~applicant shall have all amusement rides inspected and approved by a licensed and credentialed third party inspector at applicant's expense. The inspection report and third party approval shall ~~must~~ be submitted by the applicant to the town and reviewed by the town building official prior to the day of the event opening.

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

Sec. 15-65. Emergency services.

For any proposed outdoor event where the expected number of attendees exceeds 100 50, and for any outdoor event where alcohol will be offered for consumption or for sale, supplemental police, fire, or rescue services ~~shall 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 an outdoor event permit, the applicant shall~~ apply for and obtain an approved submit a security plan from 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 related to the outdoor event. 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 a 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-~~76~~. Ingress and egress, traffic control and parking.

~~The A~~applicant shall provide adequate and safe ingress and egress during the outdoor event. ~~The A~~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 ~~the public about or message out the~~ traffic impacts of the event. This may ~~require the applicant to provide~~include advance signage, such as variable message boards ~~as determined by the Town~~.

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

Sec. 15-~~87~~. Right of entry of police.

~~The applicant shall permit M~~members of the police department ~~to 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-~~98~~. Noise control.

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

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

DIVISION 2. PERMIT

Sec. 15-~~109~~. 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 ~~chapter~~division.
- (b) Every person desiring a permit required by this ~~chapter~~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-~~65~~.
- (6) The permit application fee, as specified in section 15-~~1110~~.

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

Sec. 15-~~1110~~. Application fee.

Each application for a permit under this ~~chapter~~division shall be accompanied by a nonrefundable application fee as provided in the Town of Haymarket fee schedule. ~~of \$300.00~~. 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 ~~to \$100.00 for additional applications.~~

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

Sec. 15-~~1211~~. Applicant may be required to meet additional conditions.

~~(a)~~ Any applicant for a permit required by this ~~chapter~~division may be required, by the town, to meet any conditions, in addition to those specified in this ~~chapter~~divisionarticle, 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.

~~(b) No applicant can hold an event conflicting with the town's event schedule of public or privately sponsored events.~~

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

Sec. 15-~~1312~~. 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-~~1413~~. Issuance or denial.

- (a) The town manager or designee ~~is authorized to shall~~ issue the outdoor events permit in accordance with the application and plans, deny the permit, ~~and/or~~ set conditions, ~~which must be met, or security given that they will 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 standards of the applicable federal, state and local laws, of the state and ordinances, and regulations of this town applicable thereto.~~

- (2) All information required by this ~~chapterdivision~~ in the application and all documents required by this ~~chapterdivision~~ have been filed and provided to the town.
- (3) The proposed outdoor event will be conducted in full accordance with all requirements of this ~~chapterdivisionarticle~~ 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 as determined by the town.
- (4) All facilities required by this ~~chapterdivisionarticle~~ will be furnished by the applicant and that all prior approvals required by this ~~chapterdivisionarticle~~ have been obtained.
- (c) Reimbursement for security services outlined in section 15-~~65~~(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-~~1514~~. Transfer.

No permit issued under the provisions of this ~~chapterdivision~~ shall be transferable or movable to another location or another ~~individual or entityperson~~.

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

Sec. 15-~~1615~~. Revocation.

- (a) The town manager or their designee may revoke any permit issued pursuant to this ~~chapterdivision~~ 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 ~~chapterreode~~ 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 ~~chapterdivision~~.
 - (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-may~~ close the outdoor event upon revocation.

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

Sec. 15-~~1716~~. Enforcement and Penalty for violation-of article.

Violations of this ~~chapterarticle~~ shall constitute a Class 2 misdemeanor.

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

Sec. 15-187. Exceptions to permit requirement.

(a) No permit shall be required for any outdoor event conducted:

(1a) By or on behalf of any federal, state, or local government agency;~~or~~

(2b) ~~On a property which consists of at least three contiguous acres, has at least one on-site parking spot for every three people expected at the event, and has an entrance from the public right-of-way which meets the Virginia Department of Transportation standards for a "commercial entrance."~~

(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)



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: September 02, 2025
Re: Fiscal Year 2025-2026 Budget Amendment

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 exceed that amount, a Public Hearing is required. The Council may adopt the amendment at the September 02, 2025, meeting.

REQUESTED BUDGET AMENDMENT

- 1. This amendment changes the Fiscal Year 2025–2026 budget to move \$69,160 from the Town’s reserve funds into the budget line for contributions to other government entities. The money comes from Fire Funds the Town received from the State, which are meant to help the local fire departments that serve Haymarket. The funds have been held in reserves until now, and this change will allow them to be distributed for their intended purpose.

Line Item	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Reserve Funds	\$ 0	\$ 69,160	\$ 69,160
<u>EXPENDITURE:</u>			
Fire & Rescue:			
Contributions to Other Govt Ent	\$ 15,000	\$ 84,160	\$ 69,160

Sample Motion

I move the Haymarket Town Council to approve an amendment to the Fiscal Year 2025 - 2026 budget as designated by Resolution #2025-008.

Or

Alternative Motion



RESOLUTION 2025-008

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 increase Reserve Funds revenue line-item by \$69,160; and

WHEREAS, The proposed budget amendment will increase expenditure line-item Contributions to Govt Ent Expenditures by \$69,160; 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>			
3500			
Reserve Funds	\$ 0	\$ 69,160	\$ 69,160
<u>EXPENDITURE:</u>			
3210001			
Contributions to other Govt Ent	\$ 15,000	\$ 84,160	\$ 69,160

Done this 02nd Day of September 2025

Motion By:
Seconded By:

Ayes:
Nays:
Absent:

ATTEST:

Kimberly Henry, Clerk of Council



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of the Council
Re: Closed Session Motion

Closed Session Motion

I move that the Haymarket Town Council go into Closed Session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with an employee of the Town of Haymarket; and

Pursuant to Virginia Code § 2.2-3711 (A)(8), for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to Town leases.

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



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of the Council
Re: Closed Session Certification

Certification Motion

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

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