



TOWN COUNCIL – PUBLIC HEARING/REGULAR MEETING

Tuesday, September 02, 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. INVOCATION: Rev Chelsea Morse - Haymarket Church

IV. PROCLAMATION FOR BOB WEIR

V. PUBLIC HEARING: Amendment to FY2025-26 Budget

1. Public Notice
2. Citizen Comments
3. Close Public Hearing

VI. CITIZENS TIME

VII. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council - Closed Session: July 28, 2025
2. Mayor and Council - Work Session: July 28, 2025
3. Mayor and Council - Closed Session: August 4, 2025
4. Mayor and Council - Regular Monthly Meeting: August 4, 2025

B. Department Reports

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

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

VIII. AGENDA ITEMS

1. Resolution 2025-008: Budget Amendment for FY 2025-2026
2. Town Park Pavilion RFP
3. Outdoor Event Ordinance: Final Draft - Authorize for Public Hearing
4. Resolution #2025-009: Prince William County Tap Grant Support

IX. COUNCILMEMBER TIME

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

X. ADJOURNMENT

NOTICE OF PUBLIC HEARING
TOWN OF HAYMARKET
FISCAL YEAR 2025/2026 AMENDMENT TO THE ADOPTED BUDGET

The Haymarket Town Council will hold a public hearing on Tuesday, September 02, 2025 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2025/2026 budget as summarized below. This amendment will now fund Contributions to Other Govt. Ent. Line item for Fiscal Year 2025- 2026 by \$69,160 using Reserve Funds the Town has been holding to go towards this expenditure. The new overall budget adopted with these increases will be \$4,014,103.

The proposed budget amendments are available for public review both online at www.townofhaymarket.org and in the Clerk’s office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

Budget Amendment for FY2025-2026 Budget

Operational Budget	Adopted 2025-26 Budget	Amended Budget	Change
REVENUE:			
Reserve Funds	\$ 0	\$ 69,160	\$ 69,160
EXPENDITURE:			
Contributions to other Govt. Ent	\$ 15,000	\$ 84,160	\$ 69,160

TOWN OF HAYMARKET



TOWN COUNCIL – CLOSED SESSION

Monday, July 28, 2025 at 5:30 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

A Closed Session of the Mayor and Town Council of the Town of Haymarket, VA was held this evening, commencing at 5:30 PM.

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

II. CLOSED SESSION

1. Closed Session Motion

Councilmember Pasanello moved 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 the Town of Haymarket Police Department; 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; and Pursuant to Virginia Code § 2.2-3711 (A)(19), for a matter involving discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of §2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure. Councilmember Ramirez seconded the motion. Councilmember Luersen asked for a friendly amendment to the motion by adding the Planning Commission vacancy to 3711 (A)(1) section under personnel. Councilmember Pasanello and Councilmember Ramirez agreed to the friendly amendment. The motion carried.

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

2. Certification

Councilmember Pasanello moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

3. Directive or Motion from Closed Session

With no objection, Vice Mayor Gallagher directed staff to proceed as discussed in the Closed Session specifically points 2 and 3.

III. ADJOURNMENT

Councilmember Ramirez moved to adjourn the Closed Session seconded by Vice Mayor Gallagher. The motion carried.

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



TOWN COUNCIL – WORK SESSION MEETING

Monday, July 28, 2025 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

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

III. MOMENT OF SILENCE IN REMEMBRANCE OF SUPERVISOR BOB WEIR

At this time, Mayor Pater asked for a moment of silence in remembrance of the Town's colleague and friend, Supervisor Bob Weir, who passed away suddenly on July 27. After the moment of silence, Chief of Police Al Sibert offered up a prayer of condolences.

IV. TOWN MANAGER REPORT

1. Monthly Report

Town Manager Emily Kyriazi shared that she and the Chief of Police will start giving their monthly report verbally at the work session so that if Council needs additional information on any items, it can be researched and answers can be provided at the regular monthly meeting. She gave an update on the sidewalk project at the Town Park. She shared that staff had their final discussion with The Engineering Group. She stated that they will have the punch list so that they can close out the project. She also shared that the final deed and plat is under review with the Town Attorney. Mrs. Kyriazi gave an update on the stormwater assessment program. She shared that she is working with J&T as the consultant and Prince William County. She stated that they have started to do the major file upload to their drop box system. She shared that this project is moving along nicely and will schedule an on site meeting around mid August. She stated that Town Planner Thomas Britt has been working on a comprehensive inspection to hit some of the zoning issues that have recently come to light. Mrs. Kyriazi shared the date for the next Business Round Table and that the Town will be doing 3 give aways to the businesses of video recordings from Skipper films. She stated that she had a meeting with Councilmember

Ramirez on the upcoming Youth in Government program. She shared that after putting together a schedule of the staffs work load, event load and meeting load, they decided to reschedule the program date to Spring 2026. She stated that Mrs. Ramirez will be bringing more details about the date and the event at a later date. She shared that the landfill questions have been addressed by the County and that staff is working to get the correct information out to the citizens. Mrs. Kyriazi continued with her report by sharing that staff is working with Civic Plus on the website redesign. She shared that staff brought the quote to the finance liaisons and that they had some follow up questions that she is researching. She also shared that staff is working on some maintenance and building repair issues. She shared that she will keep the Council updated as staff works through the issues. Mrs. Kyriazi shared that the Mayor's message has officially been launched on social media platforms. She stated that she hopes to bring qualitative and quantitative data to Council in a few months on if the messages were beneficial to the businesses who were in the videos.

Mrs. Kyriazi shared that she is scheduling a meeting with Stephanie Davis, the consultant from Virginia Tech, in recommending an intern to help with the asset inventory along with maintenance schedule. She gave a recent update on the Town events. She also shared the design of the 2025 Christmas ornament.

V. CHIEF OF POLICE REPORT

1. Chief's Report

Chief of Police Al Sibert started by sharing that he will give information on the hot topics of his report or items he feels need addressing. He brought attention to the decrease calls for service and dispatched calls for service. Chief Sibert touched briefly on the graphs in his report. He updated the Council on the DMV grant and gave an explanation on the graph. Chief Sibert shared that the department will be moving the mobile traffic data collection sign to a different location in the near future. He continued with the grant applications that the department has either re-applied for or applying for the first time. He also mentioned the training that Sergeant Finley has taken and the bike safety night that he will be conducting. He shared that the new police cruisers have arrived and are being striped. Lastly, Chief Sibert shared information on the upcoming National Night Out event. After his report, the Council had questions for the Chief regarding the Click it or Ticket program, the Firehouse Sub grant process and the timeline as to when he may find out if the grant was approved, the new cruisers and the stripping and questions on some of the data in his report.

VI. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave a brief explanation on this monthly report. He shared that since is the first report of the new fiscal year, they would be seeing costs up front and would shows the report in the negative. He complimented Event Coordinator Julia Crofford on the increased sponsorship she has been receiving for events this year. He also shared that he will be submitting the pre-audit financials at the next regular monthly meeting. He also shared that the Town made their final debt obligation payment. Lastly, he shared one of the Town's investment accounts matured and that it is now in the Town's escrow account. He shared that he will be looking for the best interest rates from financial institutions. The Council did not have any additional questions on the financial reports.

2. Planning Commission Vacancy Appointment

Councilmember Baker moved to appoint Jeffrey Kress to the Haymarket Planning Commission filling the vacancy of Pankaj Singla with term expiring June 30, 2028. Vice Mayor Gallagher seconded the motion. Prior to the vote, Councilmember Luersen thanked

both applicants for their interest in the vacancy and for coming to a meeting. He shared that he felt both were qualified and the decision was difficult. **The motion carried with a roll call vote.**

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

3. Presentation: Planning and Zoning Updates

Town Manager Emily Kyriazi and Town Planner Thomas Britt gave a presentation on all current and open land use projects. Mrs. Kyriazi started with projects that are in the feasibility study or pre submission with a potential developer. She started with information on the rezoning request for 14600 Washington Street from B-1 to R-2 to allow for townhouse structures. She said once there is an official submission, staff will proceed with posting for a public hearing. A short discussion followed on the acreage under consideration for rezoning and traffic impact study. Mrs. Kyriazi continued with a rezoning in the I-1 that took place a few years back that still needed a site plan. She shared that staff is working with the new owner of the property to ensure a site plan is completed. A short discussion followed on concerns regarding the property in regards to the railroad crossing. She continued with the property on the southern end of Fayette Street where two lots and have been sold and the new owner will be submitting plans soon. Mrs. Kyriazi also shared about the potential hotel site in the Crossroad Village Center development. She shared that a Special Use Permit was previously approved for that site to have a hotel with a 75' height limit. She shared that it recently changed ownership and that staff is having discussions with the new owner. A short discussion followed on this subject. The next section that Mrs. Kyriazi presented was those under plan review or pre-construction phase. The first listed is the Town Center site plan. She shared that the latest update on this project is the quotes to do the cost engineering services and stated that she has proceeded with services from Downey and Scott since they are familiar with the project. A short discussion followed. She continued with the Chick Fil-a Special Use Permit that was approved in April 2025. She shared that staff has received the first submission of the updated site plan. She also provided information on the Karter School site plan and the location of the school. Discussion followed on ingress and egress. The next project under site plan review was Magnolia Crossing, which is approved for 11 townhomes at the rear of Bleight Drive near Alexandras Keep and Villages of Haymarket. Mrs. Kyriazi shared that the plan has been approved and that staff is waiting on bond submission and issuing out the grading permit. A question was raised on a timeline. Mrs. Kyriazi shared that she did not have a timeline. A question was raised on the storm water and the possible increase in construction traffic with the townhome proposal at 14600 Washington Street. Mrs. Kyriazi shared that staff would work with both construction companies to mitigate any traffic concerns. There was also a discussion on noise, debris, blasting concerns and that the developers are being proactive to ensure that the current residents are being informed during the process. A discussion also followed on staff informing the citizens of the projects and what their rights are. A suggestion was made to put something in the newsletter sharing the upcoming projects and what a citizen can do if they have concerns or issues. Mrs. Kyriazi asked that the Town Council review the evening's packet and come back with suggestions at the next meeting. She stated that the item on the next agenda will be Land Use Communication so that Council can further discuss the topic. Mrs. Kyriazi continued with the Masonic Lodge/Tobaccology lot. She shared that this plan was approved but never acted on. She shared that they will need to do a new site plan since the approved plans have expired. She continued with Lidl lot. She shared that the staff is trying to get in communication with them to find out what their plans are. She shared that E&S measures have been taken down from the site. She stated that the staff is trying to get a point of contact for that issue and the overgrown grass. She stated that she will keep Council updated on the subject. She continued with sites currently under construction. She started with the Kiddie Academy and shared that the Architectural Review Board has given approval on signage, playground

equipment and elevations. She shared that the staff is working on a resubmission of their deed. She stated that once the deed and plat is recorded then staff will work on the zoning inspection for the release of their occupancy. There were questions on the lots surrounding this parcel. She continued with the Haymarket Ice Plex sharing that they had a previously approved site plan at a three phase project. She shared that they have finished all the exterior work and now working on the second phase which is closing in the overhang portion.

Town Manager Kyriazi continued with As-Builts and Bond Releases. She shared that there are quite a few projects that are at the final stages and staff is working through reviews in order to have the bond releases. She started with the front portion of the Crossroads Village Center. She continued with the Town Park sidewalk. She shared that staff has the final punch list and is working on sending it to the contractor for As-Builts submissions and the ordering of the park benches. There was a question on zoning. She shared that the property is zoned R-1 and that the comprehensive plans designates it as public use. There was a brief discussion on changing the designation. She continued with the completion of the Taco Bell site and shared that the As-Builts have submitted. She shared that staff is reviewing that and their landscape bond release. She also shared that Lifetime Smiles Dentistry is complete and are open and functioning. She shared that the staff is working with their team to submit their As-Builts. Mrs. Kyriazi updated the Council on the Robinson Paradise subdivision. She gave a brief history on the property. She stated that around 2005 there was a site plan approval but did not go forward with construction at that time due to the downfall of the economy. She shared that they came back in 2022 to resubmit the site plans and get the plans reevaluated for storm water and any other ordinances changes that would affect the plans. She shared that construction took place and most of the homes have been turned over for a little over a year. She shared that the only bond release to date is 90% of the landscaping bond. She stated that staff is reviewing the As-Builts and waiting on second submission. She continued, however, to share that most recently there has been significant flooding on the existing homes that were there prior to construction. She shared that staff has started investigating and have met on site with the homeowners and the contractor. She continued with the Jefferson/Fayette Street lots. She shared that there has been new construction and the homes are occupied. She shared that they are working on the landscaping bond release only at this time. She stated that no As-Builts have been submitted. There was a safety concern about the road improvement and the inability for two way traffic on Fayette due to cars parking on the street. Mrs. Kyriazi stated that she and Chief Sibert will research it further. She continued with the Robinson Village/Van Metre townhouse development stating that it is completely built out and that the only thing holding is the 10% landscaping bond in escrow. Mrs. Kyriazi shared the map of the Prince William County stormwater grant funding project and the two confirmed areas of significant flooding and storm water focus. Lastly, she shared the one mile review project which is located on at the corner of Heathcote Blvd and Route 15. Discussion followed on the potential traffic flow coming from the development into town. Vice Mayor Gallagher asked staff to look into a one mile review at Catharpin and 55 and the possibility of a distribution center that could increase truck traffic through the Town.

4. Compensation Study RFP

Town Manager Emily Kyriazi started the discussion on the subject. She shared that she met with Vice Mayor Gallagher and Councilmember Baker recently on the RFP and what it still needed. She presented the updated draft to the Council for further review and discussion. There was a question on advertising platforms. Mrs. Kyriazi shared that she is will be advertising it in as many publications that she can. Discussion continued on the scope of work and contract award such as termination clause. The discussion on the scope included pay scale, employee benefits such as VRS Contributions, and preparation of a final report. Vice Mayor Gallagher explained that the liaisons would get a preliminary report to share with the Council, return with comments from the Council followed by the Council receiving the final full report with recommendations from the company. Discussion also followed on the cost of keeping the contract active on an annual basis.

The Council also discussed establishing a meeting schedule with the awardee. After the discussion, Town Manager Kyriazi provided a timeline for publishing the RFP, the study and the final report. The Council was amenable to the time line.

5. Town Park Pavilion RFP

Town Manager Emily Kyriazi distributed a memorandum which described in detail from the last meeting the scope of services for the design and an old RFP that was prepared from the approved old masterplan for the civil engineering. She explained each phase from the old RFP and making appropriate adjustments. She asked for Council direction on whether they want one big RFP that would also in the architectural design or keep it as two phases. The Council asked to have this item on the next meeting agenda for discussion after they were able to review the drafts. A question was asked on the interpretation of incorporating the elements from the old park house building.

6. Outdoor Event Ordinance Edits

Town Manager Emily Kyriazi shared that she has handed this item to Event Coordinator Julia Crofford who has been working on the permit application and addressing all the items that need to be considered. She invited Ms. Crofford to the podium to answer any questions from Council. Ms. Crofford shared that she met with Chief Sibert as they reviewed the existing ordinance and made some edits. She shared that they came up with a two step application process. She stated that she would like feedback on the application fee. Discussion followed on the application and fee schedule. The Council decided to review the ordinance for further discussion at the next regular monthly meeting.

7. Town Hall Site Plan and Building Plan Update

Town Manager Emily Kyriazi shared that she is this item on the agenda as a placeholder for continued updates. She shared that she has consulted with Downey and Scott who will be providing the engineering costs to update construction costs. She also shared that she is waiting on a response from the architect to reengage for those services.

VII. ADJOURNMENT

Prior to adjourning, Town Manager Emily Kyriazi shared that Prince William County will be holding a celebration of life event for late Supervisor Bob Weir on September 27th from 1-4 PM at Giuseppe's Restaurant on Washington Street.

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

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



TOWN COUNCIL CLOSED SESSION

Monday, August 04, 2025 at 6:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

A Closed Session of the Mayor and Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 6 PM.

Vice Mayor Gallagher called the meeting to order.

PRESENT

Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Joe Pasanello

ABSENT

Mayor TracyLynn Pater
Councilmember Mary Ramirez

II. CLOSED SESSION

1. Closed Session Motion

Councilmember Pasanello moved that the Haymarket Town Council go into Closed Session pursuant to Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to a Town lease agreement and discussion on proffers. Councilmember Luersen seconded the motion. The motion carried.

Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.
Voting Yea: Councilmember Baker, Councilmember Beyene, Councilmember Luersen, Councilmember Pasanello
Absent: Mayor Pater, Councilmember Ramirez

2. Certification

Councilmember Pasanello moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Luersen seconded the motion. The motion carried by a roll call vote.

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

Councilmember Luersen, Councilmember Pasanello
Absent: Mayor Pater, Councilmember Ramirez

3. Directive/Motion

III. ADJOURNMENT

With no motion or directive, Councilmember Baker moved to adjourn the Closed Session seconded by Councilmember Pasanello. The motion carried.

Motion made by Councilmember Baker, Seconded by Councilmember Pasanello.
Voting Yea: Councilmember Baker, Councilmember Beyene, Councilmember Luersen, Councilmember Pasanello
Absent: Mayor Pater, Councilmember Ramirez

DRAFT



TOWN COUNCIL – REGULAR MEETING

Monday, August 04, 2025 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

Vice Mayor Gallagher called the meeting to order.

PRESENT

Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Joe Pasanello

ABSENT

Mayor TracyLynn Pater
Councilmember Mary Ramirez

II. PLEDGE OF ALLEGIANCE

Vice Mayor Gallagher invited everyone to stand for the Pledge of Allegiance.

III. INVOCATION: Rabbi Shmuly Perlstein - Chabad Center for Jewish Life Gainesville Campus

Vice Mayor Gallagher invited Rabbi Perlstein to the podium to give the evening's invocation.

IV. CITIZENS TIME

Pradeep Naramchetty, 15005 Walter Robinson Lane, addressed the Council on a flooding issue on his property since the Robinson Paradise development was constructed. He shared that there are significant drainage problems and water is going into basements of homes. He also addressed the lack of street lights in the development that has not been installed by the developer.

Anthony Tapper, 14985 Walter Robinson Lane, also addressed the Council on the flooding issue. He shared that his basement never flooded until the development was built. He shared that his basement floods now and that his driveway is sinking. He also shared that they are starting to have foundation issues. Lastly, he stated he has concerns with some parking issues that is starting to develop. He asked for the Town to intercede.

Lynnse Lunsford, 14975 Walter Robinson Lane, also addressed the Council with her flooding concerns at her property. She shared that the private road was not maintained during construction and now it is only partially paved. She said because of the patching, the culvert is streaming and that her property is constantly flooded when it rains. She is asking for the Town to provide some help to the residents that are affected.

V. CONSENT AGENDA

Vice Mayor Gallagher asked if anyone would like to pull any reports from the Consent Agenda. There was a request to pull the Town Administration Report.

Councilmember Pasanello moved to adopt Consent Agenda Items A: 1-4, B:2-5 and C: 1-5. Councilmember Luersen seconded the motion The motion carried.

Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.
Voting Yea: Councilmember Baker, Councilmember Beyene, Councilmember Luersen, Councilmember Pasanello
Absent: Councilmember Ramirez

After discussion on the pulled report, Councilmember Pasanello moved to adopt Consent Agenda Item B:1. Councilmember Beyene seconded the motion. The motion carried.

Motion made by Councilmember Pasanello, Seconded by Councilmember Beyene.
Voting Yea: Councilmember Baker, Councilmember Beyene, Councilmember Luersen, Councilmember Pasanello
Absent: Councilmember Ramirez

A. Minute Approval

1. Mayor and Council – Closed Session: May 27, 2025
2. Mayor and Council – Work Session: June 30, 2025
3. Mayor and Council - Closed Session: July 7, 2025
4. Mayor and Council - Regular Monthly Meeting: July 7, 2025

B. Department Reports

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

1. Town Administration Report

The Town Council asked Town Manager Emily Kyriazi if there has been any follow up on the concerns that were presented during citizens time. Mrs. Kyriazi shared that she, the Town Engineer and Town Planner have been to the site and have met with the residents to address the flooding. She shared that the property was not properly graded and that the As-Builts have not been approved. She also shared that all bonds are being held except for a portion of the landscaping bond. She shared that the water is stagnant and that the storm water is pulling. She shared that staff is reviewing the site plans and will keep the citizens updated with any progress staff makes. She asked that the citizens provided contact information to the Town Clerk so that she can keep in communication with them. Mrs. Kyriazi also stated that she will set up an appointment to discuss the storm water issues with D.R. Horton and will also request a meeting with Prince William County building officials.

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

VI. AGENDA ITEMS

1. Planning and Land Use Communication Notifications

The Town Council started a discussion on informing citizens of land use disturbances, such as new construction in their area. They discussed the Town's adopted communication plan and letting the citizens know what their rights are. Mrs. Kyriazi shared that staff could provide information in the quarterly newsletter since most of the projects are planned in advance. There was also a discussion regarding the construction company's role. Mrs. Kyriazi shared that she has a good partnership with VDOT who will enforce the company to keep the street free of dirt and mud. She also shared if there is a noise or traffic complaint, she can contact Chief Sibert and the police department would handle that. There was also a discussion on erosion and sediment control measures that could affect neighboring properties.

2. Town Park Pavilion RFP Follow-up

Town Manager Emily Kyriazi asked for Council feedback on the RFP. She gave a brief recap on the RFP by sharing that there are 2 scopes of work to consider. She stated that the first proposal is the RFP for just the design for the pavilion structure and restroom facilities. This would just be the architectural design. The second proposal would be to do the engineering separately. She continued with the explanation on task order #1 that was provided in the packet which would include all of the architectural detail which would be on larger RFP. She asked for direction on whether to move forward with keeping it engineering separate or to combine it all into one larger RFP. Discussion followed. Mrs. Kyriazi shared that there is a park master plan that has been approved and in place. She shared that Council needs to collectively discuss, review it and affirm it. She stated that in that master plan the town park building was to remain. So Council would need to edit and affirm that portion. She shared that then the appropriate surveys will be needed and look at the future needs of the complex to start and design out the approved master plan. She continued to share the next steps after the design is phase is completed, the final engineering phase would begin with the approval and construction management to follow. Discussion followed on the task orders presented and the elements on the restroom facilities such as alternative energy power, the operational and maintenance costs, the master plan and getting public input. Mrs. Kyriazi shared that the pavilion should not be designed without knowing or planning the remainder of the property, particularly parking. There was also a discussion on the timeline, the process and the involvement of outside agencies. Mrs. Kyriazi shared her concerns if just the design of pavilion was done. She also shared that the engineering would be done in phases. There was a discussion on addressing the priorities set by Council and making necessary adjustments at the fall strategic planning meeting. The Council agreed to keep moving on preparing the RFP incorporating a task order which would be preparing a civil engineering services for the entirety of the Town Park to include the discussion and reaffirming of the Harrover Master Plan as step 1 and the design and preliminary engineering and final engineering. Mrs. Kyriazi shared that she will put those details in the RFP for review at the August Work Session.

3. Outdoor Event Ordinance Fee Schedule

Town Manager Emily Kyriazi shared that after a discussion with the Town Treasurer, staff would like to have the application fee remain the same at \$300. A short discussion followed on what triggers the need for a permit. Town Attorney Simmons shared that he has a few edits on the Ordinance that he would like Council to review prior to authorizing for public notice.

VII. COUNCILMEMBER TIME

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

1. Vice Mayor Gallagher

Vice Mayor Gallagher thanked the residents who spoke during Citizens Time regarding their concerns and frustrations in their development. He also thanked the Boy Scout who attended this evening's meeting while he is working toward a citizenship in the community merit badge. Finally, Vice Mayor paid tribute to Supervisor Bob Weir. He shared information on the Prince William County Board of Elections Open House scheduled for August 15th.

2. Councilmember Luersen

Councilmember Luersen also thanked the citizens who spoke during Citizens Time and offered some feedback.

3. Councilmember Pasanello

Councilmember Pasanello thanked Vice Mayor Gallagher for his tribute to the late Supervisor Weir. He shared that the Council will be doing a proclamation for Bob at the next regular meeting. He also shared that Prince William County will be doing a proclamation at their September 9th meeting. He also shared that there will be a celebration of life at Giuseppe's on September 27th. He shared that he enjoyed working with Bob and how Bob was an integral part of the changes made since 2020 when they ran together for Council. He stated that Bob will be missed not only in the Town but also on the County level as well as the State level.

4. Councilmember Beyene

Councilmember Beyene also shared that Supervisor Weir will be greatly missed. He shared that although he did not have the pleasure working with Bob on the Council level, he did work with Bob while on Planning Commission. He shared what a great wealth of knowledge Bob was and he learned from him. He also thanked the residents for coming and voicing their concerns during Citizens Time.

5. Councilmember Baker

Councilmember Baker also shared his respects for Supervisor Weir. He stated that although he didn't know him as well as others on the dais, he received good wisdom from Bob and learned from him. He thanked Rabbi Perlstein for giving the evenings invocation and for the citizens who came to the meeting and speaking during Citizen's Time. He also thanked the staff and police department for their hard work. Lastly, he invited everyone to come out for National Night Out scheduled for the following evening.

6. Councilmember Ramirez

Councilmember Ramirez was not in attendance and did not provide any written report for Councilmember Time.

7. Mayor Pater

Mayor Pater was not in attendance and did not provide any written report for Councilmember Time.

VIII. CLOSED SESSION

1. Motion for Closed Session

Councilmember Pasanello moved that the Haymarket Town Council go into Closed Session pursuant to Virginia Code § 2.2-3711(A)(8): consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to a Town lease agreement, contracts and discussion on proffers. Councilmember Luersen seconded the motion. The motion carried.

Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.
Voting Yea: Councilmember Baker, Councilmember Beyene, Councilmember Luersen, Councilmember Pasanello
Absent: Councilmember Ramirez

2. Certification

Councilmember Pasanello moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Baker seconded the motion. The motion carried by a roll call vote.

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

3. Directive/Motion from Closed Session

Without objection, Vice Mayor Gallagher directed the staff to proceed as directed from Closed Session.

IX. ADJOURNMENT

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

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

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: Held a site visit walk with the consultant and PWC County - toured all three focus areas, determined next steps in the process. Will be working with the consultant to send over a few additional plan documents and set the schedule for supervising
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		



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

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: September 02, 2025
Re: Treasurer's Report

Highlights:

- Actuals as of 08.27.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 08.27.2025.
- The FY2024 audit is being drafted and awaiting on the Auditors for finalization.
- Continuing end of year general journal entries for FY2025 budget.
- Updated the finance liaisons on a new CDAR option the Town could do with the last CDARS account that just matured, which had a balance of \$1,362,716.16. Our local bank, VNB, was offering a 4.35% rate on a regular CD. After some negotiation, I was able to get them to give the Town the same 4.35% rate on a 13-week CDARS account instead. This is a better option because it keeps all our funds fully FDIC insured while still earning the higher interest. The investment will mature in about 13 weeks (around November 27, 2025). Once it matures, the funds will automatically move back into our reserves.
- Working with Town Manager on Lease matters
- Signed a new tenant in Suite 204 in the 2nd floor of Town Hall; this is a 2-year lease.
- Attended my board meeting for continue education in the Treasurer's Association of Virginia.
- Updated Insurance policy with the addition of the two new PD vehicles and the removal of the 2 older PD vehicles sold as surplus.
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of August 27, 2025

Section VII, Item B.

	Aug 27, 25
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	8,642,316.77
11010 · Virginia Investment Pool	369,475.35
Total Checking/Savings	9,011,792.12
Accounts Receivable	
12000 · Accounts Receivable	81,722.48
12010 · A/R Permits	-2,159.99
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,529.52
Total Accounts Receivable	83,853.45
Other Current Assets	
11499 · Undeposited Funds	182,244.87
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	136,619.05
Total Current Assets	9,232,264.62
Fixed Assets	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	16,209,083.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	322,915.18
Total Accounts Payable	322,915.18
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	601.76
20042 · PD Credit Card - SONA 0277	92.21
Total Credit Cards	693.97
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20096 · Deferred Revenue - Other	2,246,884.41
20098 · Deferred Revenue - ARPA Funds	1,054,885.17
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	44,929.59

Town of Haymarket
Statement of Net Position
As of August 27, 2025

Section VII, Item B.

	Aug 27, 25
22000 · Security Deposits	14,518.15
22010 · Escrow Deposits	202,317.10
Total Other Current Liabilities	3,572,438.22
Total Current Liabilities	3,896,047.37
Long Term Liabilities	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deferred Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	5,009,341.35
Equity	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	5,546,943.20
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,917,972.07
33000 · Amt Long Term Obligations	-317,230.27
Net Income	-274,018.38
Total Equity	11,199,742.08
TOTAL LIABILITIES & EQUITY	16,209,083.43

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%	
3110-03 · Interest - All Property Taxes	221.70	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	28.14	1,000.00	2.81%	
Total 3110 · GENERAL PROPERTY TAXES	249.84	526,494.00	0.05%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	33,247.19	300,000.00	11.1%	Collections to cover up to July 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	1,090.00	350,000.00	0.3%	
3120-03 · Cigarette Tax	25,128.27	132,466.00	19.0%	Collections to cover up to August 2025
3120-04 · Consumer Utility Tax	3,472.66	158,000.00	2.2%	
3120-05 · Meals Tax - Current	147,994.74	1,600,000.00	9.3%	Still collecting the July 2025 taxes
3120-06 · Sales Tax Receipts	0.00	170,000.00	0.0%	
3120-07 · Penalties (Non-Property)	1,387.27	5,000.00	27.7%	
3120-08 · Interest (Non-Property)	15.75	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	212,335.88	2,785,466.00	7.6%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	375.00	4,500.00	8.3%	
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	4,800.00	20,500.00	23.4%	
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	11,626.41	50,683.00	22.9%	
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)	32,956.88	186,026.00	17.7%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	20,017.50	20,000.00	100.1%	
3165-01 · Town Event	65,665.00	80,000.00	82.1%	
3165-02 · Farmer's Market	9,074.25	14,000.00	64.8%	
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	94,925.66	124,000.00	76.6%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	6.53	300.00	2.2%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-02 · Vetern Banners	900.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
				Sold 2 PD SUV (older ones that were replaced this fiscal year)
3189 · Sale of Salvage & Surplus	10,650.00	0.00	100.0%	
3190 · Sale of Salvage & Surplus	57.25	0.00	100.0%	
Total 3180 · MISCELLANEOUS	11,673.78	300.00	3,891.3%	
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	436,026.62	3,944,943.00	11.1%	
Gross Revenue	436,026.62	3,944,943.00	11.1%	

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%	
----------------------------	----------	-----------	------	--

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	2,576.76	14,000.00	18.4%	
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	145,189.67	925,952.00	15.7%	
-----------------------------------	------------	------------	-------	--

12210 · LEGAL SERVICES

1221001 · Legal Services	6,736.30	100,000.00	6.7%	
--------------------------	----------	------------	------	--

Total 12210 · LEGAL SERVICES	6,736.30	100,000.00	6.7%	
------------------------------	----------	------------	------	--

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	28,050.00	0.0%	
-----------------------------	------	-----------	------	--

Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%	
-----------------------------------	------	-----------	------	--

Total 01 · ADMINISTRATION	155,672.73	1,096,152.00	14.2%	
---------------------------	------------	--------------	-------	--

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	557.60	5,000.00	11.2%	
3110038 · Convention & Edu. (Training)	0.00	10,800.00	0.0%	
3110040 · Annual Dues & Subscriptions	7,512.30	21,000.00	35.8%	
3110041 · Office Supplies	753.91	10,000.00	7.5%	
3110042 · Vehicle Fuels	2,329.00	36,700.00	6.3%	
3110043 · Vehicle Maintenance/Supplies	963.85	22,000.00	4.4%	
3110045 · Uniforms & Police Supplies	15,190.73	45,901.00	33.1%	Flock system being paid by this line item
3110056 · Capital Outlay-Machinery/Equip	113,045.60	143,000.00	79.1%	
Total 31100 · POLICE DEPARTMENT	356,869.92	1,595,540.00	22.4%	
32100 · FIRE & RESCUE				
				will hold a Public Hearing for budget amendment for FY2026 to move Fire Funds over to budget the
3210001 · Contributions to other Govt Ent	69,159.87	15,000.00	461.1%	Town has received towards this contribution
Total 32100 · FIRE & RESCUE	69,159.87	15,000.00	461.1%	
Total 03 · PUBLIC SAFETY	426,029.79	1,610,540.00	26.5%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	17,472.00	216,995.00	8.1%	Covering up to July 2025 services
Total 43200 · REFUSE COLLECTION	17,472.00	216,995.00	8.1%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	3,124.91	100,000.00	3.1%	
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	7,596.05	205,443.00	3.7%	
Total 04 · PUBLIC WORKS	25,068.05	422,438.00	5.9%	
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	3,500.00	15,000.00	23.3%	
Total 70000 · HAYMARKET COMMUNITY PARK	3,500.00	15,000.00	23.3%	
71110 · EVENTS				
7111001 · Advertising - Events	0.00	9,950.00	0.0%	
7111003 · Contractural Services	6,837.90	64,150.00	10.7%	

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	900.00	14,000.00	6.4%	
Total 71110 · EVENTS	10,424.12	131,800.00	7.9%	
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	14,546.31	152,750.00	9.5%	
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	713,222.46	3,944,943.00	18.1%	
Net Ordinary Income	-277,195.84	0.00	100.0%	
OTHER REVENUE				
50001 · Amerian Rescue Plan Funds	4,560.00	100,000.00	4.56%	Funds moved from deffered account
50002 · Development Funds	0.00	443,664.00	0.0%	
Total Other Revenue	4,560.00	543,664.00	0.84%	

OTHER EXPENDITURES

98000 · Development Expenditures			
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%
97001 · American Rescue Plan Expenses			
97001-2 · Town Website	0.00	50,000.00	0.0%
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%
97001-3 · Town Center	4,560.00	50,000.00	9.12%
Total Other Expenditures	4,560.00	543,664.00	0.84%
Net Other Revenue	0.00	0.00	0.0%
Total Net Revenue Operational / Other Budget	-277,195.84	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through August 27, 2025

	Jul 1 - Aug 2...	Jul 1 - Aug 2...	% Change
Ordinary Income/Expense			
Income			
315150 · Returned Check Charges	0.00	0.00	0.0%
3110 · GENERAL PROPERTY TAXES			
3110-03 · Interest - All Property Taxes	221.70	0.00	100.0%
3110-04 · Penalties - All Property Taxes	28.14	0.00	100.0%
Total 3110 · GENERAL PROPERTY TAXES	249.84	0.00	100.0%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	33,247.19	25,999.06	27.9%
3120-02 · Business License Tax	1,090.00	210.00	419.1%
3120-03 · Cigarette Tax	25,128.27	11,376.56	120.9%
3120-04 · Consumer Utility Tax	3,472.66	11,351.85	-69.4%
3120-05 · Meals Tax - Current	147,994.74	138,860.89	6.6%
3120-06 · Sales Tax Receipts	0.00	0.00	0.0%
3120-07 · Penalties (Non-Property)	1,387.27	1,421.30	-2.4%
3120-08 · Interest (Non-Property)	15.75	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	212,335.88	189,219.66	12.2%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	375.00	625.00	-40.0%
3130-03 · Motor Vehicle Licenses	30.00	90.00	-66.7%
3130-05 · Other Planning & Permits	4,395.00	0.00	100.0%
3130-06 · Pass Through Fees	0.00	1,297.88	-100.0%
Total 3130 · PERMITS,FEES & LICENESES	4,800.00	2,012.88	138.5%
3140 · FINES & FORFEITURES			
3140-01 · Fines	2,257.45	2,890.10	-21.9%
Total 3140 · FINES & FORFEITURES	2,257.45	2,890.10	-21.9%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	1,383.53	1,614.30	-14.3%
3150-03 · Interest on Bank Deposits	49,028.18	19,390.57	152.9%
Total 3150 · REVENUE - USE OF MONEY	50,411.71	21,004.87	140.0%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	11,626.41	11,287.77	3.0%
3151-08 · 15020 Washington Realty	7,919.58	9,724.66	-18.6%
3151-09 · 15026 Copper Cricket	5,226.66	4,834.88	8.1%
3151-11 · Cupcake Heaven and Cafe LLC	6,367.88	6,031.62	5.6%
3151-15 · Revolution Mortgage	1,369.26	1,994.07	-31.3%
3151 · RENTAL (USE OF PROPERTY) - Other	447.09	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	32,956.88	33,873.00	-2.7%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	20,017.50	11,885.00	68.4%
3165-01 · Town Event	65,665.00	59,227.75	10.9%
3165-02 · Farmer's Market	9,074.25	8,438.75	7.5%
3165-03 · Town Ornaments	80.00	80.00	0.0%
3165-05 · Museum Revenue - Art	51.91	0.00	100.0%
3165-06 · Town Hats	37.00	140.00	-73.6%
Total 3165 · REVENUE - TOWN EVENTS	94,925.66	79,771.50	19.0%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	6.53	-2.05	418.5%
3180-01 · Citations & Accident Reports	35.00	35.00	0.0%
3180-02 · Veteran Banners	900.00	0.00	100.0%
3180-03 · Miscellaneous	25.00	50.00	-50.0%
3190 · Sale of Salvage & Surplus	10,650.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	57.25	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through August 27, 2025

	Jul 1 - Aug 2...	Jul 1 - Aug 2...	% Change
Total 3180 · MISCELLANEOUS	11,673.78	82.95	13,973.3%
3200 · REVENUE FROM COMMONWEALTH			
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	6,242.29	6,056.16	3.1%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,546.16	1,535.23	0.7%
3200-16 · DMV Select Grant	0.00	-3,062.40	100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	26,415.42	23,155.96	14.1%
Total Income	436,026.62	352,010.92	23.9%
Gross Profit	436,026.62	352,010.92	23.9%
Expense			
9510016 · Bank Service Charges	0.00	0.00	0.0%
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	0.00	6,906.47	-100.0%
111002 · FICA/Medicare	271.76	288.78	-5.9%
111005 · Salaries & Wages - Regular	3,475.00	3,375.00	3.0%
Total 11100 · TOWN COUNCIL	3,746.76	10,570.25	-64.6%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	77,754.87	72,874.84	6.7%
1211002 · Salaries/Wages - Overtime	0.00	0.00	0.0%
1211003 · Salaries/Wages - Part Time	5,919.50	8,191.50	-27.7%
1211004 · FICA/Medicare	6,205.91	5,763.31	7.7%
1211005 · VRS	12,886.30	12,105.46	6.5%
1211006 · Health Insurance	10,656.00	9,516.80	12.0%
1211007 · Life Insurance	987.36	1,020.99	-3.3%
1211008 · Disability Insurance	243.56	533.32	-54.3%
1211009 · Unemployment Insurance	119.97	39.65	202.6%
1211010 · Worker's Compensation	283.00	242.00	16.9%
1211011 · Gen Property/Liability Ins.	20,380.00	17,616.00	15.7%
1211012 · Accounting Services	2,574.50	3,980.00	-35.3%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	0.00	1,450.73	-100.0%
1211015 · Advertising	0.00	1,293.00	-100.0%
1211016 · Computer, Internet & Website Svc	237.50	3,286.89	-92.8%
1211017 · Postage	235.22	570.96	-58.8%
1211018 · Telecommunications	1,388.32	1,276.96	8.7%
1211020 · Meals & Lodging	191.81	1,927.54	-90.1%
1211021 · Convention & Education	185.00	515.00	-64.1%
1211024 · Books, Dues & Subscriptions	1,552.00	796.10	95.0%
1211025 · Office Supplies	211.39	1,122.63	-81.2%
Total 12110 · TOWN ADMINISTRATION	142,012.21	144,123.68	-1.5%
12210 · LEGAL SERVICES			
1221001 · Legal Services	6,736.30	20,498.00	-67.1%
Total 12210 · LEGAL SERVICES	6,736.30	20,498.00	-67.1%
Total 01 · ADMINISTRATION	152,495.27	175,191.93	-13.0%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	103,415.31	85,909.84	20.4%
3110003 · Salaries & Wages - OT Premium	7,278.34	4,400.10	65.4%
3110004 · Salaries & Wages - Holiday Pay	3,093.68	2,795.28	10.7%
3110005 · Salaries & Wages - Part Time	4,660.00	6,910.00	-32.6%
3110007 · Salary & Wages - DMV Grant	3,173.88	521.91	508.1%
3110012 · Salaries & Wages - PT Admin.	4,575.00	1,712.50	167.2%
3110020 · FICA/MEDICARE	9,231.83	7,771.16	18.8%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through August 27, 2025

	Jul 1 - Aug 2...	Jul 1 - Aug 2...	% Change
3110021 · VRS	14,932.06	12,260.72	21.8%
3110022 · Health Insurance	20,590.40	14,918.40	38.0%
3110023 · Life Insurance	1,341.96	1,101.02	21.9%
3110024 · Disability Insurance	328.90	343.56	-4.3%
3110025 · Unemployment Insurance	0.00	120.98	-100.0%
3110026 · Workers' Compensation Insurance	27,496.00	22,668.00	21.3%
3110027 · Line of Duty Act Insurance	5,117.00	5,118.00	0.0%
3110028 · Legal Services	2,327.74	2,315.00	0.6%
3110032 · Computer, Internet & Website	237.50	2,840.59	-91.6%
3110034 · Telecommunications	1,252.33	2,145.51	-41.6%
3110035 · General Prop Ins (Vehicles)	7,465.00	6,180.00	20.8%
3110037 · Meals and Lodging	557.60	419.70	32.9%
3110038 · Convention & Edu. (Training)	0.00	40.00	-100.0%
3110040 · Annual Dues & Subscriptions	7,512.30	5,329.17	41.0%
3110041 · Office Supplies	753.91	706.15	6.8%
3110042 · Vehicle Fuels	2,329.00	2,755.73	-15.5%
3110043 · Vehicle Maintenance/Supplies	963.85	901.97	6.9%
3110045 · Uniforms & Police Supplies	15,190.73	10,847.21	40.0%
3110056 · Capital Outlay-Machinery/Equip	113,045.60	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	356,869.92	201,032.50	77.5%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	69,159.87	0.00	100.0%
Total 32100 · FIRE & RESCUE	69,159.87	0.00	100.0%
Total 03 · PUBLIC SAFETY	426,029.79	201,032.50	111.9%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	-100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	17,472.00	16,979.44	2.9%
Total 43200 · REFUSE COLLECTION	17,472.00	16,979.44	2.9%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	3,124.91	4,967.53	-37.1%
4310003 · Maint Svc Contract-Landscaping	2,075.00	4,250.00	-51.2%
4310007 · Electric/Gas Services	1,448.39	3,278.35	-55.8%
4310008 · Electrical Services-Streetlight	260.81	549.10	-52.5%
4310009 · Water & Sewer Services	526.19	917.80	-42.7%
4310015 · Maintenance - Vehicle Fuel	160.75	387.53	-58.5%
4310016 · Maint - Vehicle Maintenance	0.00	55.60	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	7,596.05	14,405.91	-47.3%
Total 04 · PUBLIC WORKS	25,068.05	33,598.35	-25.4%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	0.00	0.00	0.0%
60001 · Town Tourism	15,333.80	7,551.60	103.1%
60003 · Advertising	1,069.59	0.00	100.0%
Total 06 · ECONOMIC DEVELOPMENT	16,403.39	7,551.60	117.2%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	3,500.00	5,420.00	-35.4%
Total 70000 · HAYMARKET COMMUNITY PARK	3,500.00	5,420.00	-35.4%
71110 · EVENTS			
7111001 · Advertising - Events	0.00	1,800.00	-100.0%
7111003 · Contractural Services	6,837.90	13,783.15	-50.4%
7111004 · Events - Other	630.00	9,267.81	-93.2%
7111005 · Police Department Events	2,056.22	3,700.11	-44.4%
7111006 · Farmer's Market	900.00	600.00	50.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1 through August 27, 2025

	Jul 1 - Aug 2...	Jul 1 - Aug 2...	% Change
Total 71110 · EVENTS	10,424.12	29,151.07	-64.2%
72200 · MUSEUM			
7220012 · Telecommunications	122.19	281.55	-56.6%
7220018 · Exhibits & Programs	500.00	400.00	25.0%
Total 72200 · MUSEUM	622.19	681.55	-8.7%
Total 07 · PARKS, REC & CULTURAL	14,546.31	35,252.62	-58.7%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	610.00	315.00	93.7%
8110002 · FICA/Medicare	49.73	26.97	84.4%
8110003 · Consultants - Engineer	1,418.93	1,524.78	-6.9%
8110009 · Engineer - Pass Through	2,748.75	6,498.26	-57.7%
Total 81100 · PLANNING COMMISSION	4,827.41	8,365.01	-42.3%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	435.00	195.00	123.1%
8111002 · FICA/Medicare	24.29	12.05	101.6%
Total 81110 · ARCHITECTURAL REVIEW BOARD	459.29	207.05	121.8%
Total 08 · COMMUNITY DEVELOPMENT	5,286.70	8,572.06	-38.3%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	69,400.00	70,700.00	-1.8%
9510003 · General Obligation Bond - Int	815.45	1,646.18	-50.5%
Total 95100 · DEBT SERVICE	70,215.45	72,346.18	-3.0%
Total 09 · NON-DEPARTMENTAL	70,215.45	72,346.18	-3.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.04	-0.01	500.0%
Total EMPLOYEE BENEFITS	0.04	-0.01	500.0%
Total 94105 · PERSONNEL	0.04	-0.01	500.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	0.00	5,052.00	-100.0%
9410805 · Town Hall / Museum Security Sys	0.00	3,020.00	-100.0%
9410806 · Message Board Trailer	0.00	18,944.52	-100.0%
Total 94108 · Capital Improvment Funds Expens	0.00	27,016.52	-100.0%
Total Expense	710,045.00	560,561.75	26.7%
Net Ordinary Income	-274,018.38	-208,550.83	-31.4%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	4,560.00	0.00	100.0%
Total Other Income	4,560.00	0.00	100.0%
Other Expense			
97001-3 · Town Center	4,560.00	0.00	100.0%
Total Other Expense	4,560.00	0.00	100.0%
Net Other Income	0.00	0.00	0.0%
Net Income	-274,018.38	-208,550.83	-31.4%

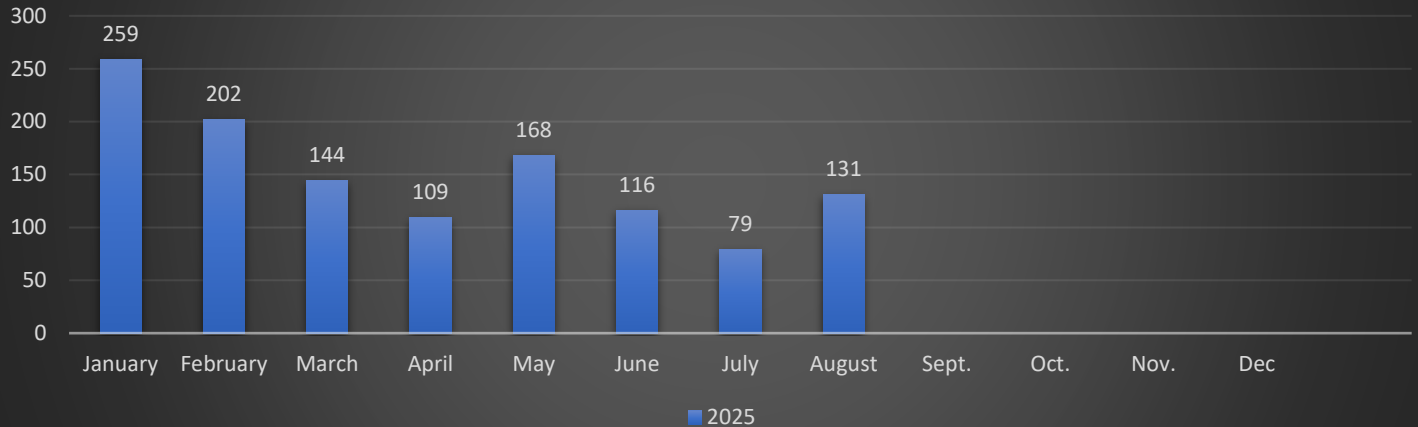
Police Department Report to Council

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.

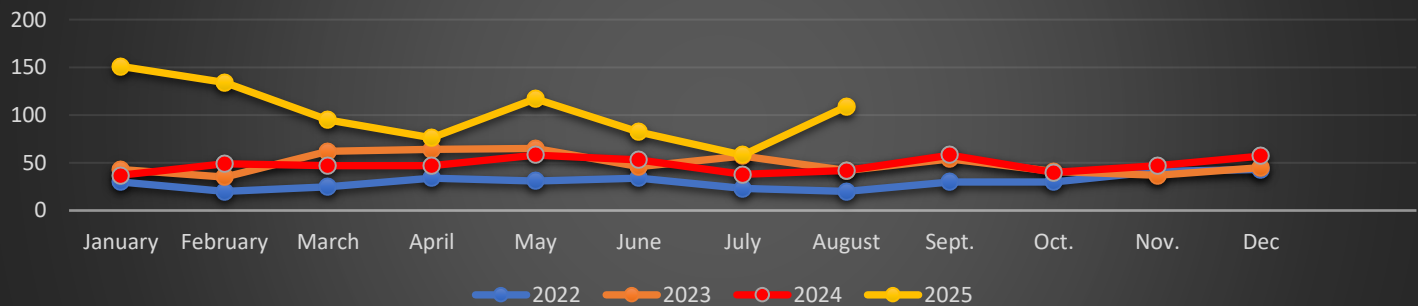
- Reportable Calls: 5
- Non-Reportable Calls: 126
- Deferments: 0

2025 Calls for Service

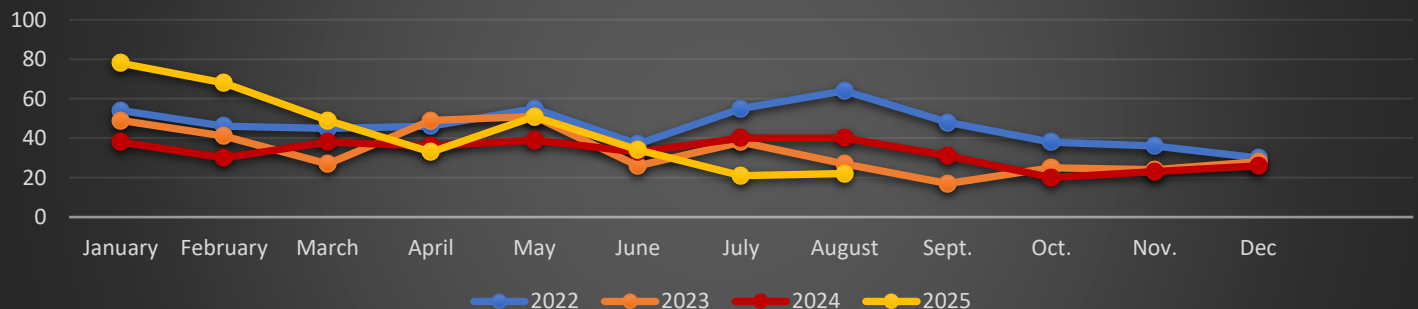


Trending Data on Calls for Service

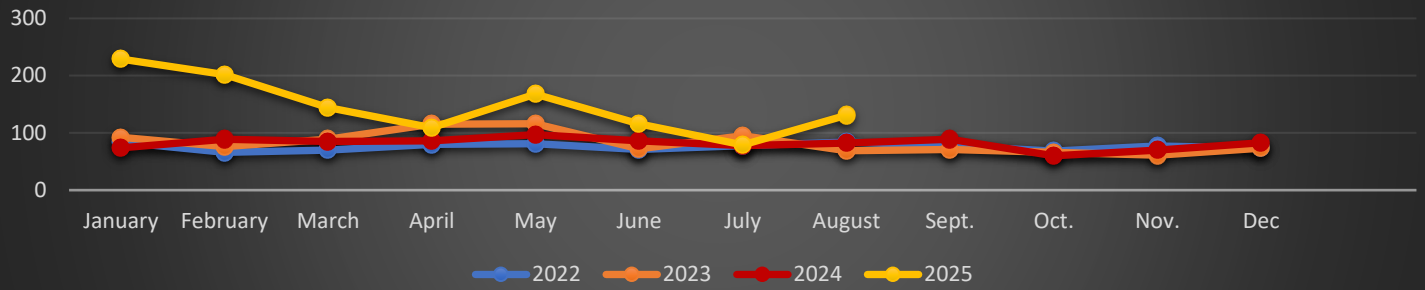
Dispatched Calls for Service



Direct Contact Calls for Service



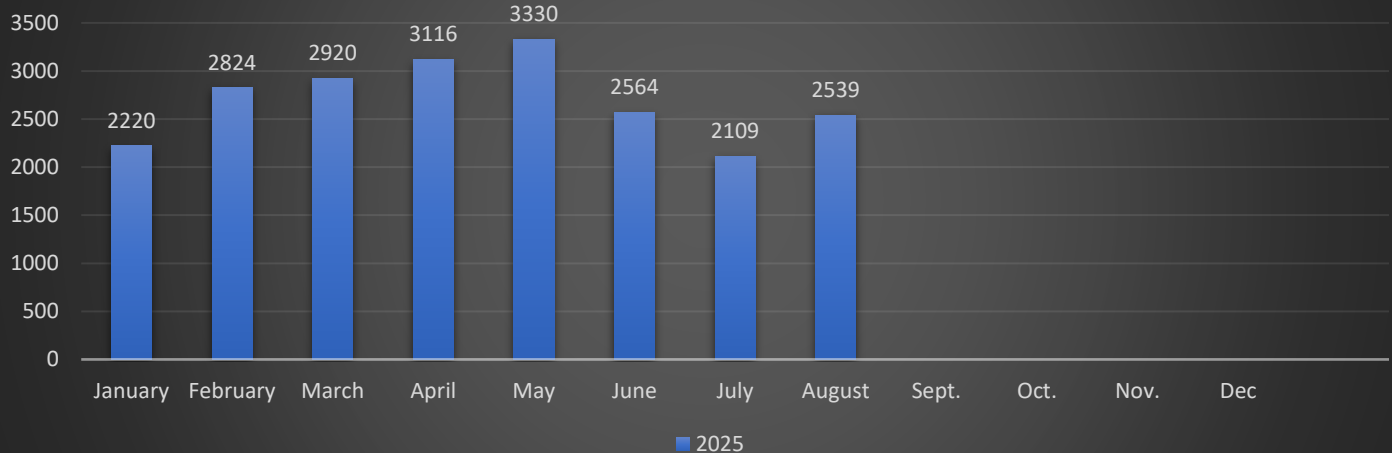
Combined Calls for Service



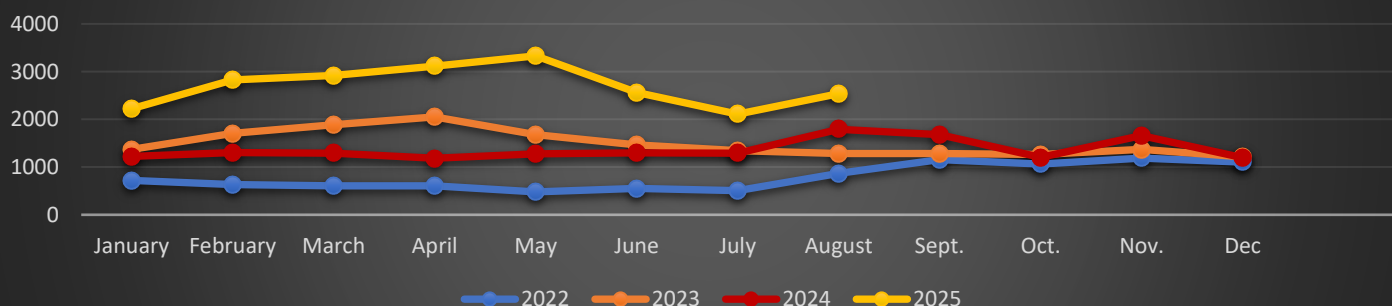
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct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

2025 Business Checks and Foot Patrols

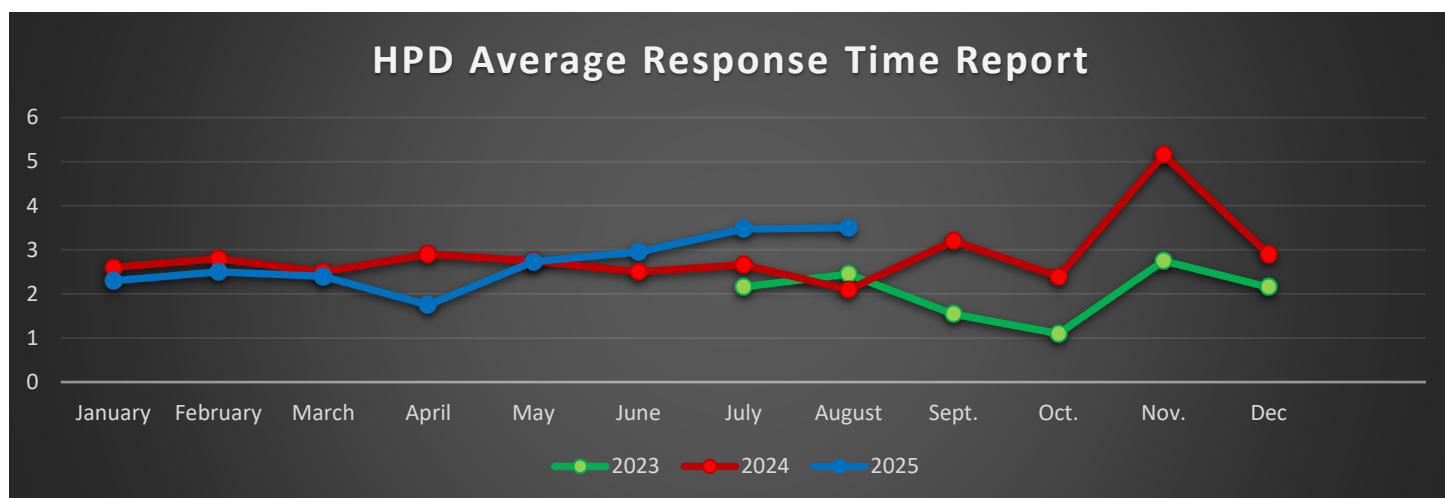


Officer Initiated Calls for Service



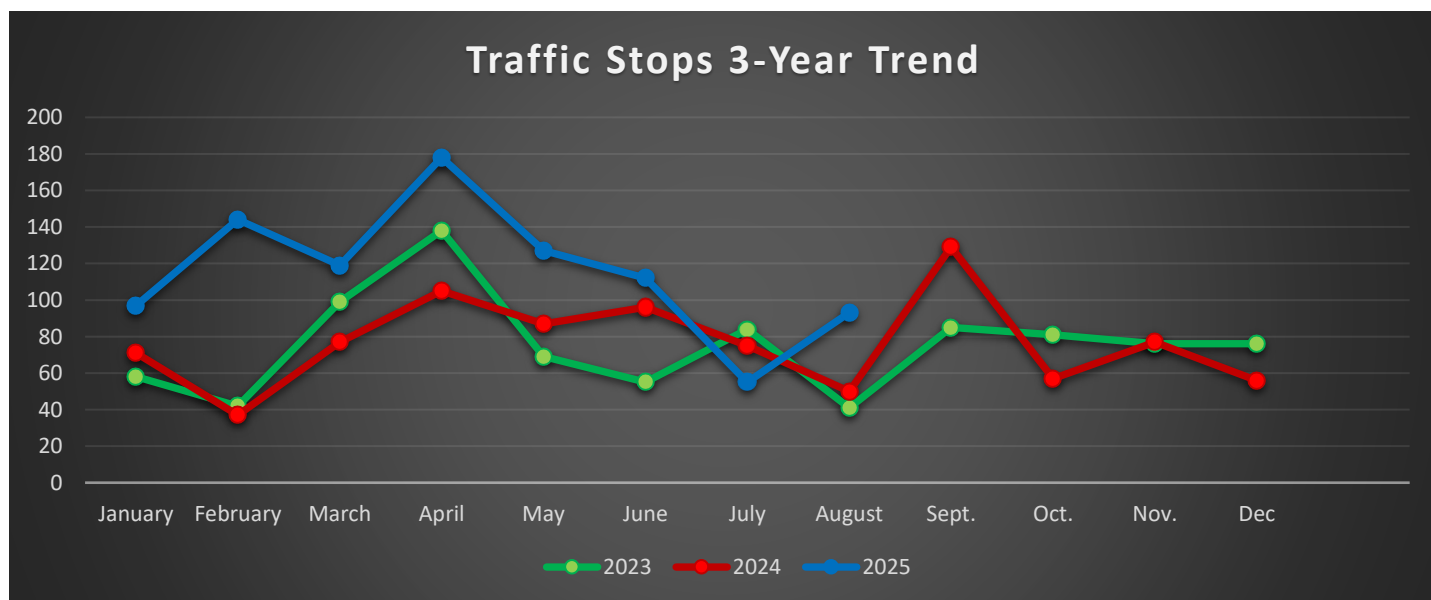
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 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

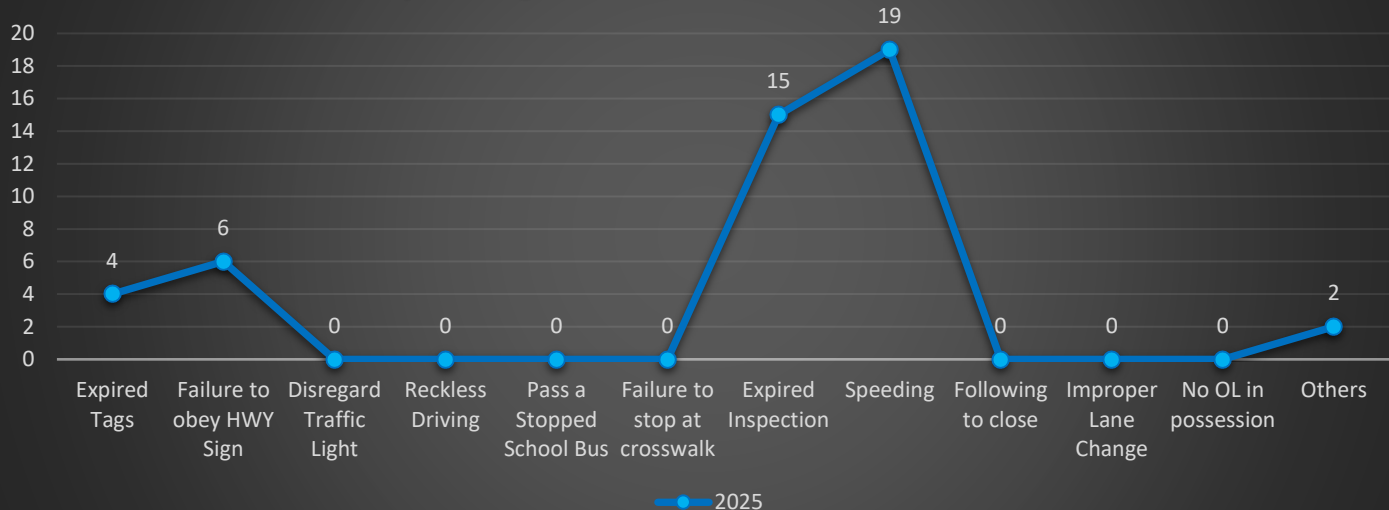


Traffic Summons Issued: Summons issued for traffic violations. **46**

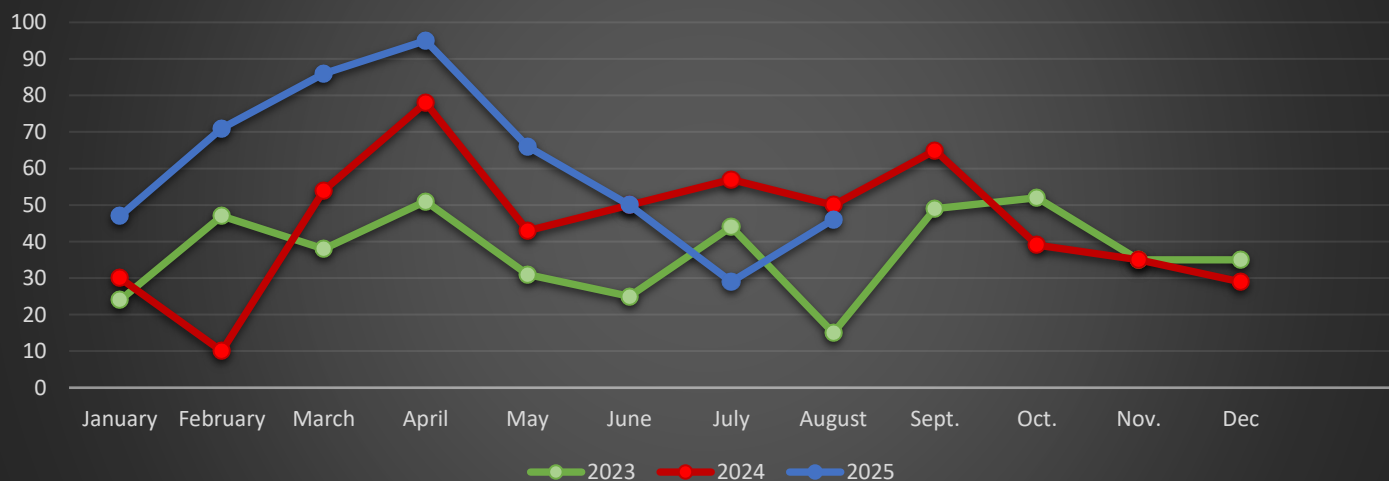
46.2-646 – Expired Registration – 4
 46.2-833.1 – Disregard a traffic light – 0
 46.2-859 – Pass a stopped school bus – 0
 46.2-1158 – Expired inspection – 15
 46.2-816 – Follow to close – 0
 46.2-300 – No operator's license – 0

46.2-830 – Failure to obey a highway sign – 6
 46.2-852 – Reckless Driving – 0
 46.2-924 – Failure to stop at crosswalk – 0
 46.2-874 – Speeding – 19
 46.2-804 – Improper Lane change – 0
 Others – 2, (No Insurance and No Front Plate)

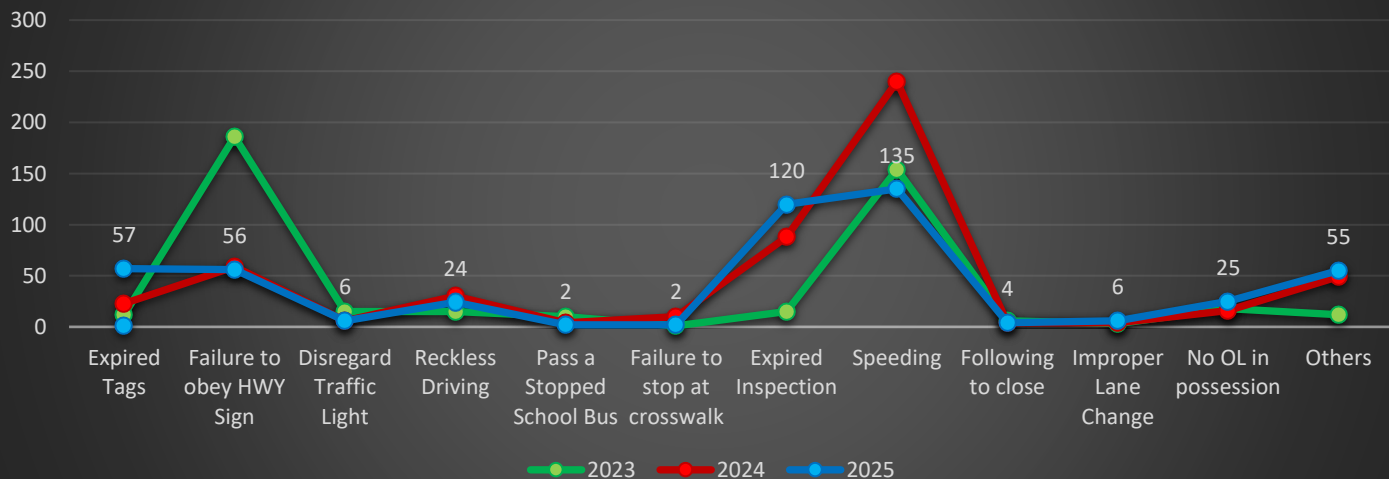
July - August 2025 Traffic Violations



Traffic Summons Report by Month

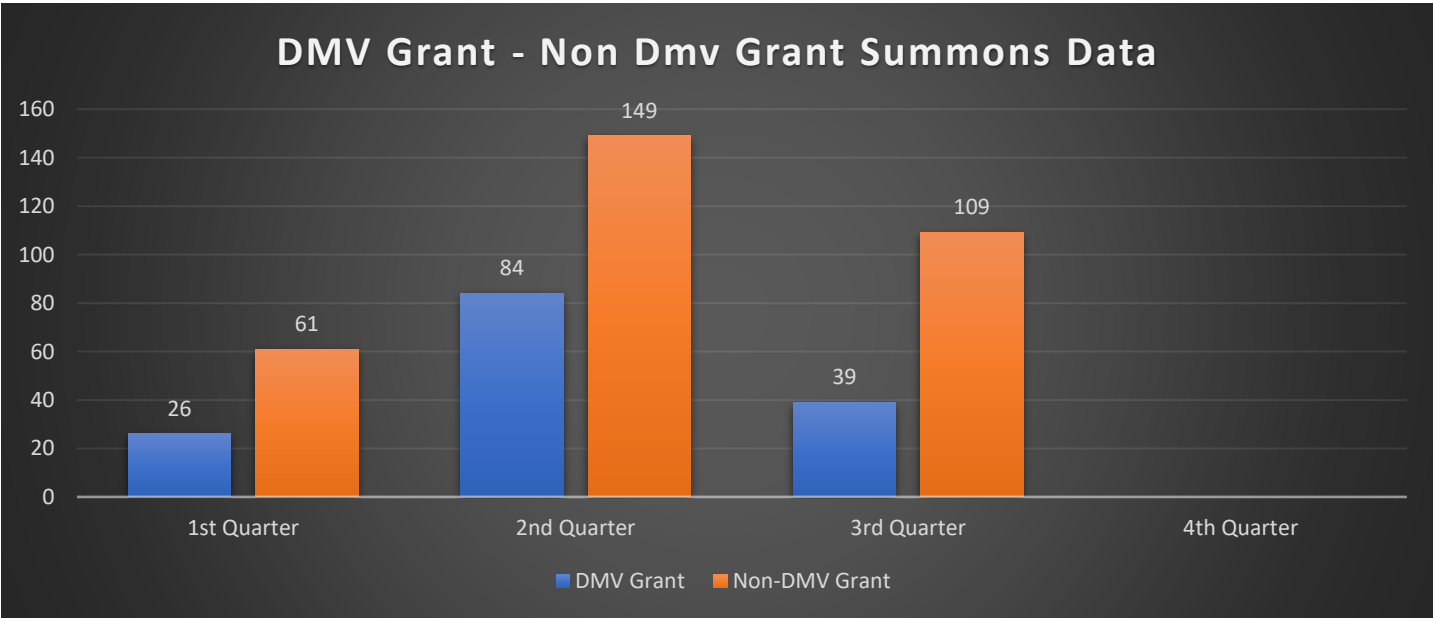
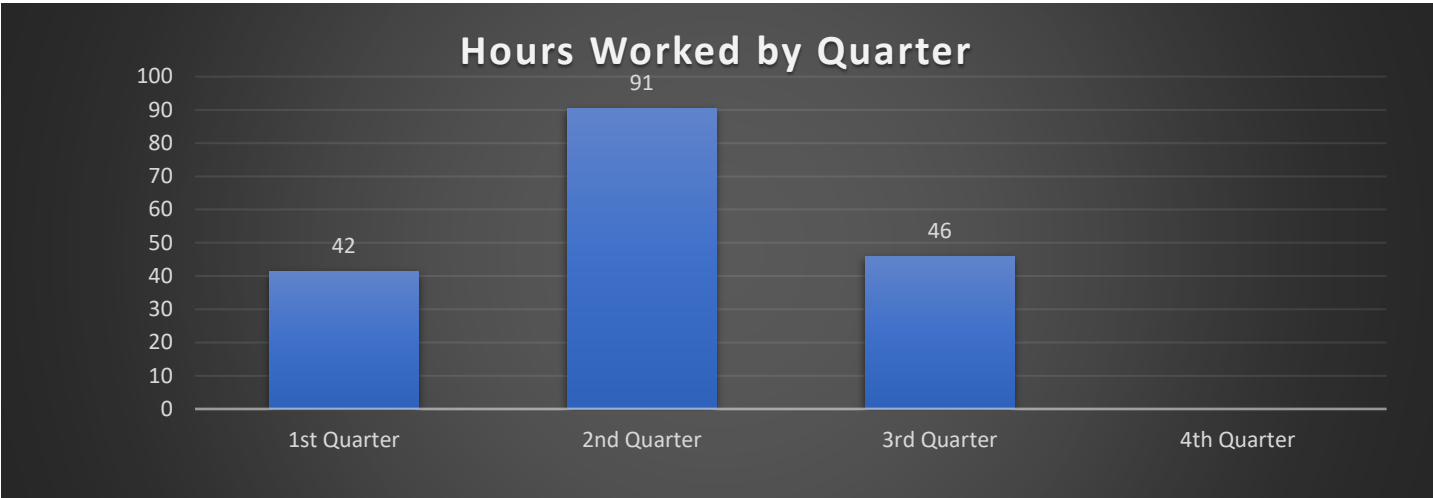
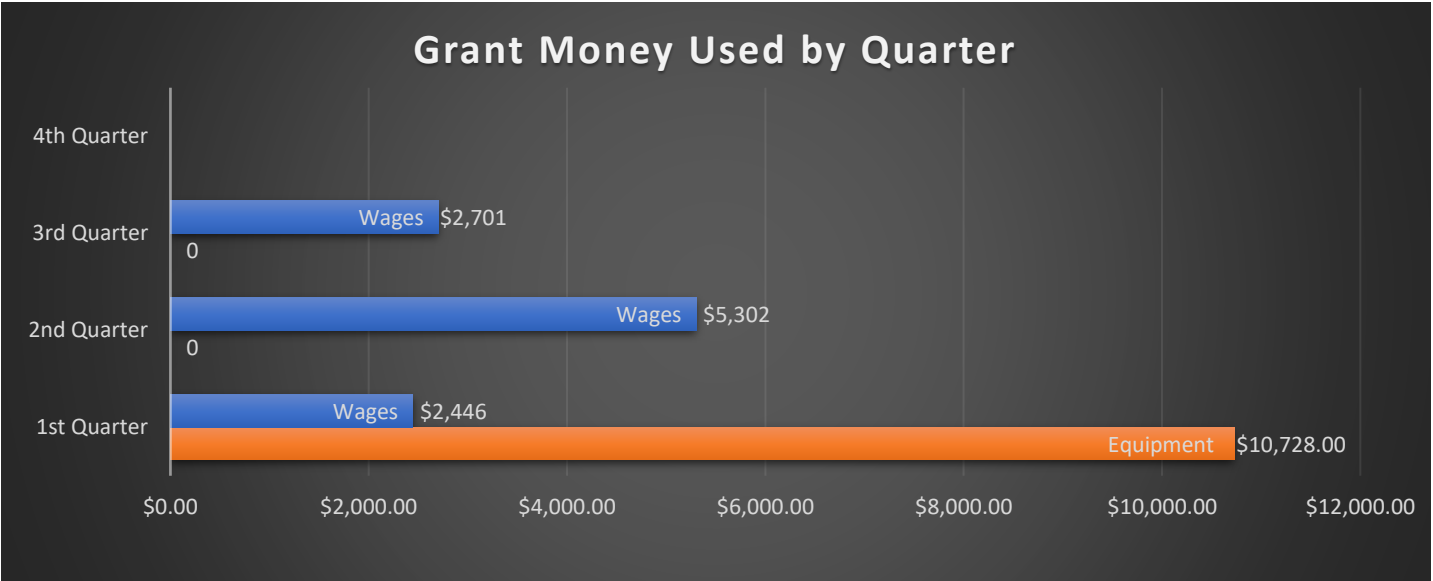


Year to date Traffic Violations



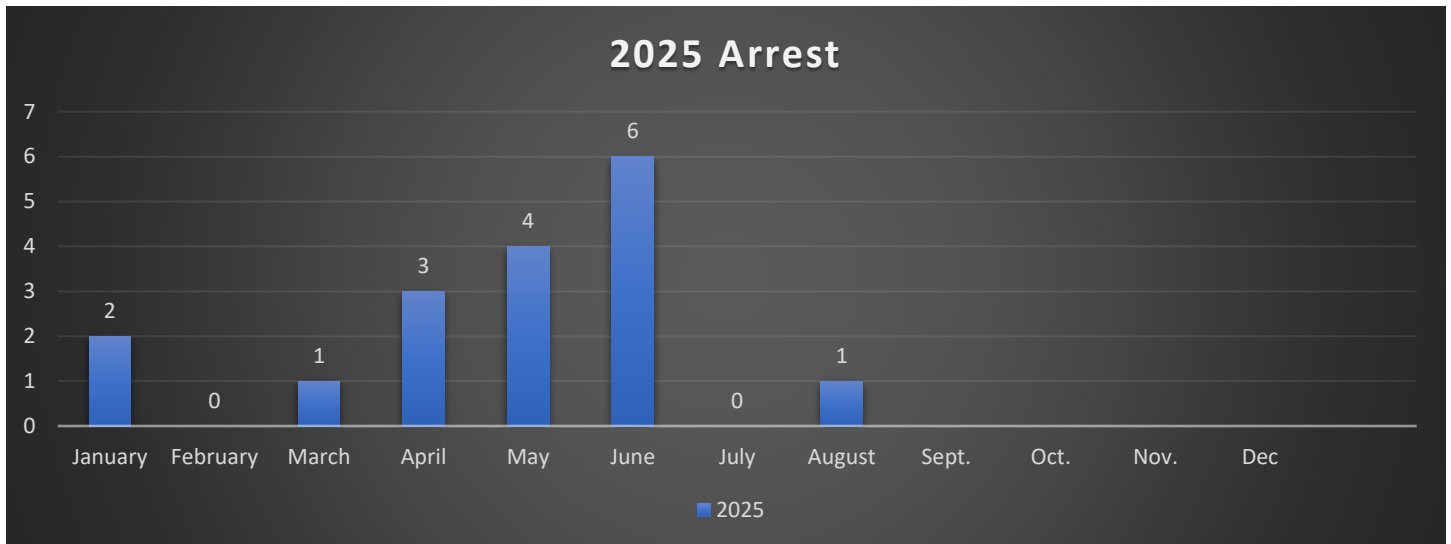
Total Summons Issued 2025: 492

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



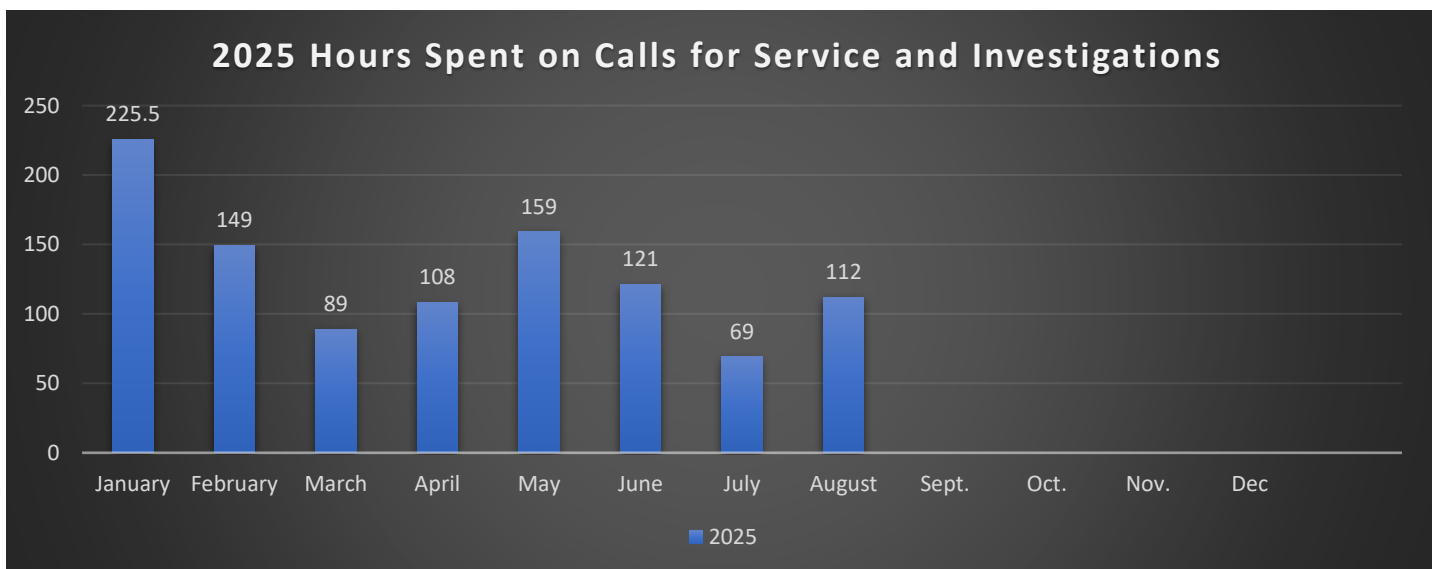
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 0



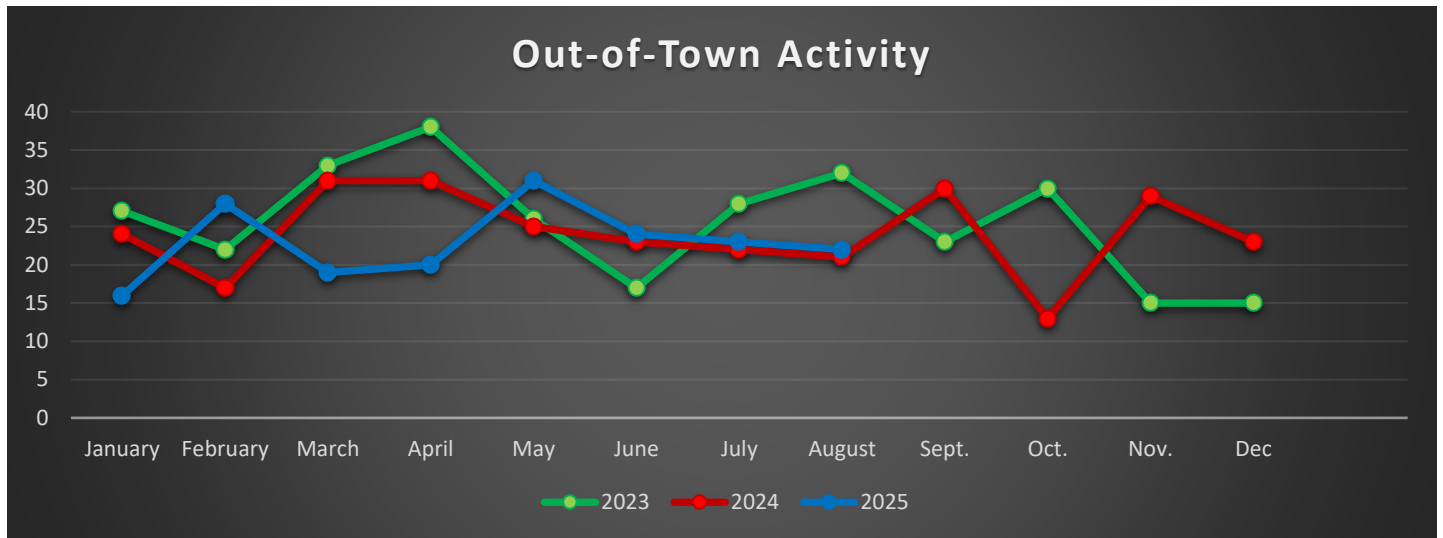
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

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

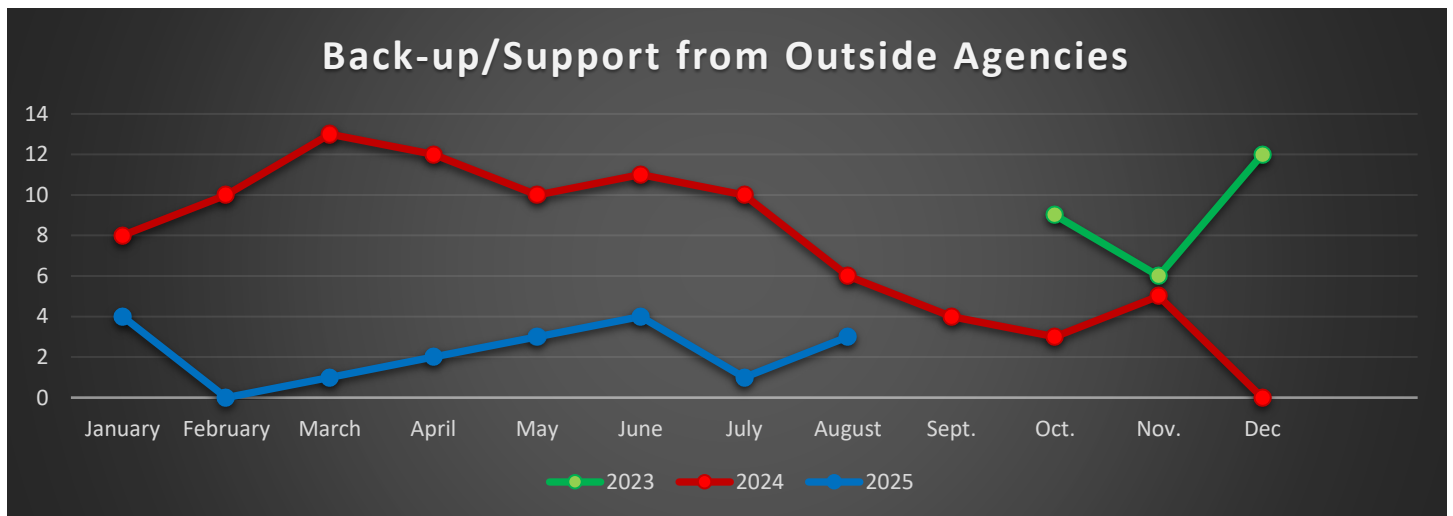


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver pa courthouse.

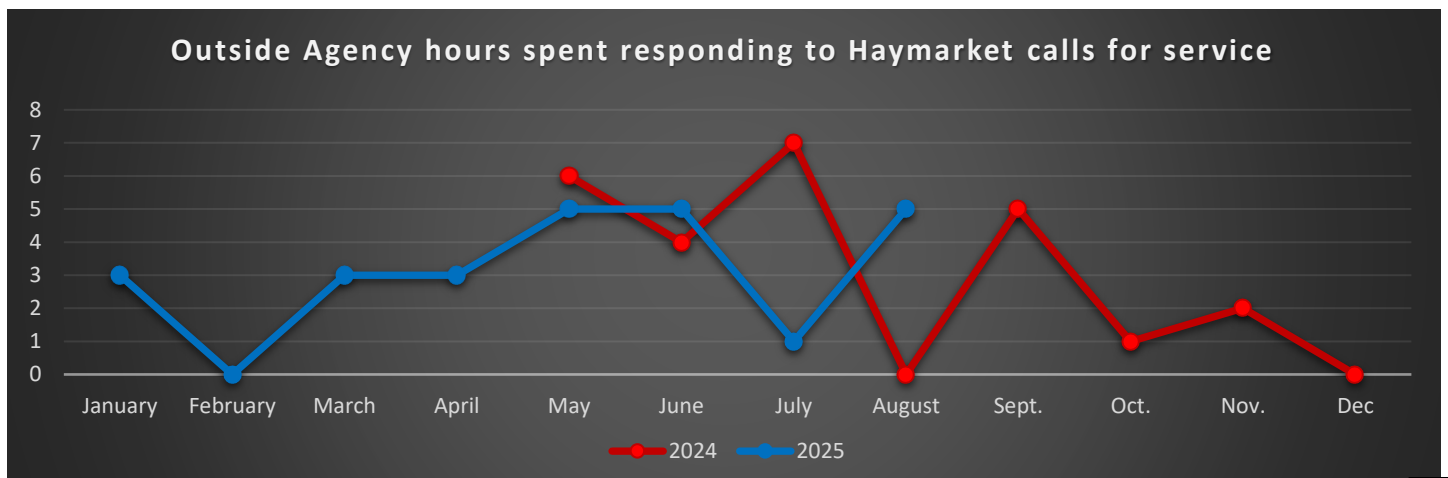
- Back Up: 16
- Other: 6



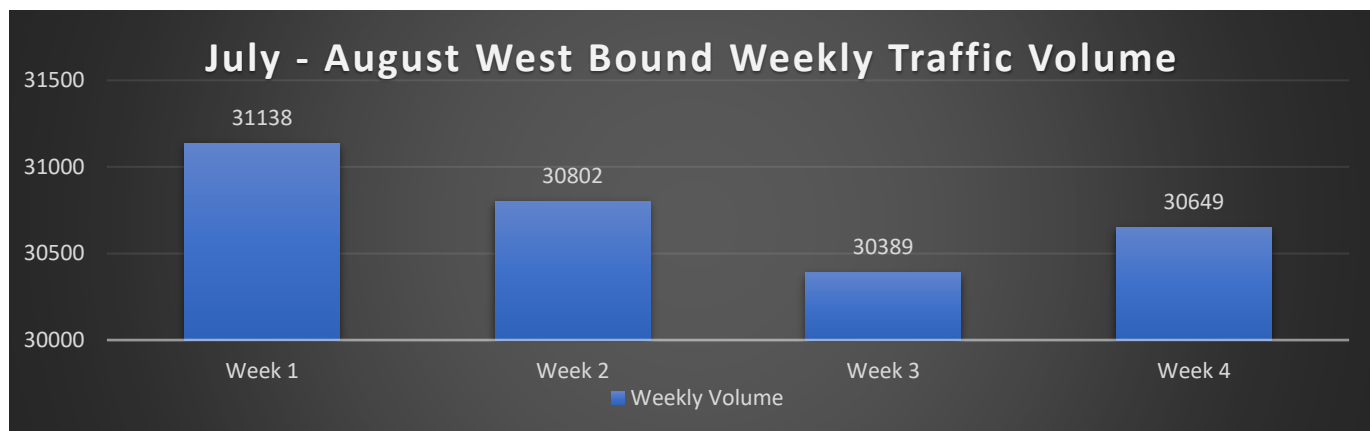
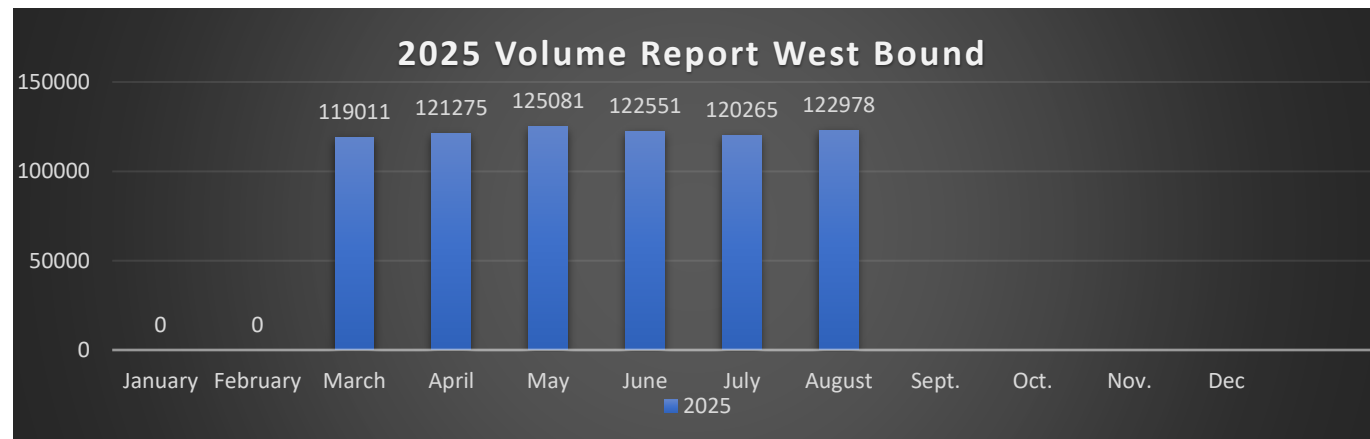
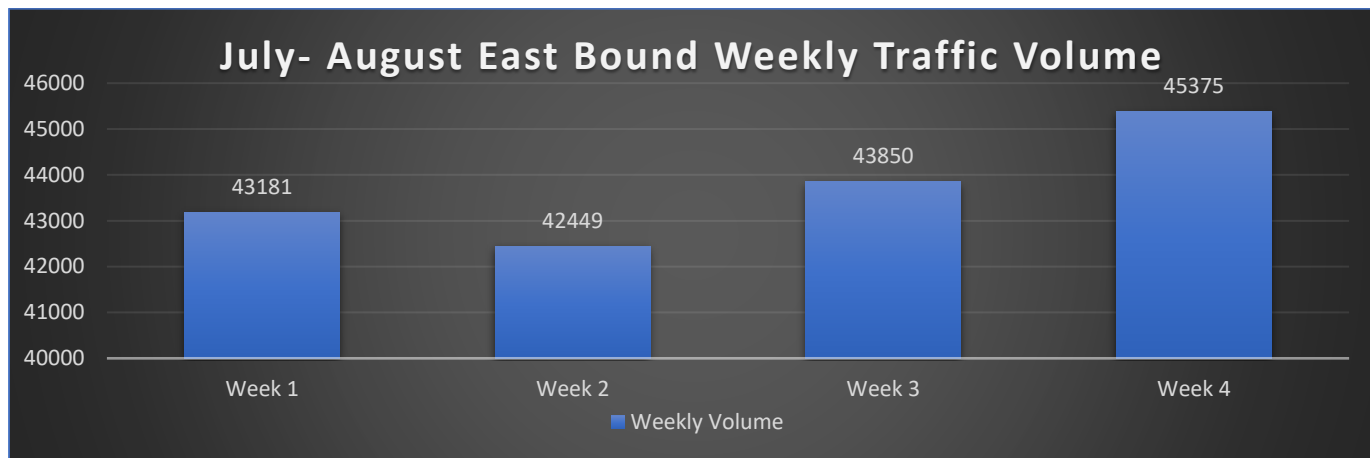
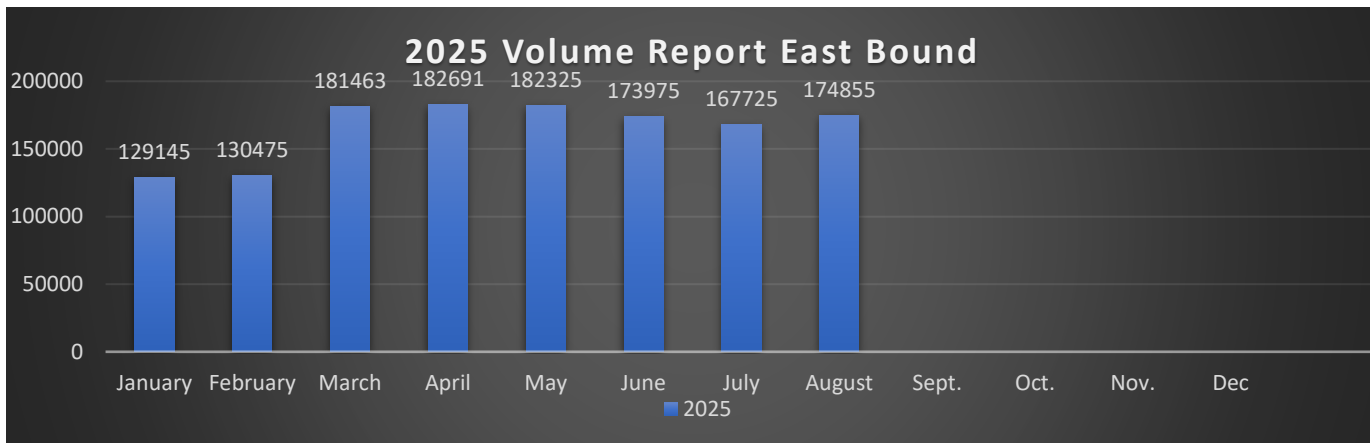
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 3



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 VII, Item B.

#	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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	8/26/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	8/26/2025	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release sent 8/22
EPA Stormwater Grant	Staff	12/4/2024	8/26/2025	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -Re-kickoff meeting scheduled 7/2. Added Robinson Paradise to scope
Chick-fil-A	Katie/Emily	11/16/2021	8/25/2025	Applicant	-As-built comments provided 5/24 -1st submission plan amendment comments sent 8/25
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	8/22/2025	Katie	-Landscape inspection and report for bond release completed 7/10 -Reinspection scheduled 9/12 -As-builts submitted 7/8. Comments due ASAP
Robinson's Paradise	Katie/Thomas	1/4/2021	8/14/2025	Applicant/Town	-Landscape bond released -Site visit for resident flooding concerns 7/23 -Requested geotech report 8/14
Karter School	Katie/Thomas	8/20/2020	8/4/2025	Applicant	-Plan revision submitted 12/15 -Comments provided 3/31 -Met with applicant -Provided applicant deadline for September PC hearing date
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	7/31/2025	Town	-Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Cost estimate provided to Town 7/31

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Park Sidewalk	Katie/Thomas	4/27/2021	7/30/2025	Groupe/Town	-Change orders approved -Deed coord w/ VDOT and ROW monument installation. ROW to be dedicated to Town rather than VDOT -Closeout coordination meeting 7/23. Punchlist received 7/25. -Punchlist work completed. Site to be re-walked. Storm drain
Iceplex	Katie/Thomas	10/4/2024	7/14/2025	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination meeting held 7/14 - no site plan required
Crossroads Village	Katie/Thomas	10/18/2018	7/1/2025	Katie	-As-buils 3rd submission 4/18. Comments due 6/4 -Stockpile permit coordination -E&S and landscape bond release re-inspection completed. Report to be provided
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 -Met with VDOT and Applicant on TIA scoping for rezoning
Bleight Residential Plan	Katie/Thomas	8/5/2022	5/14/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Drive by site 5/14
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant	-Provide review comments of plan -Meeting with Applicant

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Katie to provide summary memo regarding MWCoG and rider clauses
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23/22
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant	-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: August 26, 2025

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

1. Reviewed and provided legal counsel and recommendations to Town staff regarding posting requests for proposals.
2. Reviewed and provided legal counsel and recommendations to the Town regarding proffers.
3. Reviewed and provided legal counsel and recommendations to Town staff regarding a dedication deed.
4. Reviewed and provided legal counsel and recommendations to Town staff regarding the Outdoor Events Ordinance.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: August 2025 Monthly Report
Date: August 28, 2025

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

This report provides a summary of the FLs and staff meetings held on 7/31/25, 8/12/25 and 8/27/25:

- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- *The FY 2026 Profit and Loss Statement (our Income Statement) continues to show a net loss; however, the loss is decreasing as revenue items such as TOT and Meals Tax are running ahead of projection and other revenue collections are processed*
- *FY 2026-line item 95100 – Debt Service: Final payment of principal and interest complete, concluding the town's debt obligation. Awaiting a Letter of Satisfaction for the town's records*
- *The Treasurer reported renewal of a Certificate of Deposit for \$1,362,716.16 for a 13-week period @ 4.35%*
- *Reviewed lease termination financial details*
- *FY 2026-line item 3110003 Salaries & Wages – OT Premium elevated but should stabilize as the new officer is on-boarded in the coming weeks*
- *Events accounting discussion at the FL meeting tentatively scheduled on 9/24/25*
- *Attached are the three agenda items, with notations, discussed at the meetings held during the report period*
- *The next FL meeting is scheduled on Wednesday, 9/10/25 at 2 pm*
 - *Other items to be discussed -*
 - *Staff recommendations re: spending and procurement policy amendments*
 - *Staff recommendation re: surplus vehicle funds*
 - *Status and review of town leases*
 - In addition to the pro-forma agenda and staff items, the FLs will include any financial items/concerns, upon request, that council members wish to discuss

Open Items (with financial/policy implications):

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

- Development of a draft policy for sole source procurement
- Completion of the Personnel Manual. TM and Chief to evaluate what outstanding items are necessary to bring the manual to completion, with projected funding needs, if needed

The FLs are available to council for follow-up questions about this report, attached minutes and any details related to meeting discussions.

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member



July 31, 2025

Finance Discussion Agenda:

1. **Review of invoices and check signing - Finance Liaisons & Town Manager**
 -
2. **Police Department – Chief Updates**
 - Sheetz Gas Invoices
 - Cards are assigned to cars – each officer has a code to utilize, newer officer had been utilizing Sgt. Code
 - HEAT Grant for ALPR's (VSP)
 - Help Eliminate Auto Theft (HEAT) License Plate Readers, FLOCK
 - 4 units for \$12,000
 - Firehouse Subs Grant for AED's
 - New Hire Equipment Statement in hiring papers?? Discussion RE: Percentage of “non reusable” fees
3. **FY2025 Budget – Update Treasurer and Chief of Police**
 - Awaiting a few final tax payments
4. **FY2026 Budget – Discussion**
 - Funding Line Item for assisting in Bob Weir's Celebration of Life
 - Fire Funds – Amendment for a Public Hearing
5. **Internship for Asset Management Discussion**
 - Need to prepare a write up to send over to Stephanie to start putting out the call for assistance
6. **Compensation Study Update – Posted August 4th**
7. **Website Quote from current website host, Civic Plus**
 - Website Quote for Civic Plus, redesign of the current website. Initial year 1 payment - \$0.00, year 2 payment - \$9,009.50 and year 3 payment - \$9,459.98
 - Current annual payment to Civic Plus - \$3,051.83
 - New 3 year payment plan covers the redesign and new features for the site to include the ADA accessibility required by Federal Law.
 - Staff Recommendation to proceed with the quote and work with the Treasurer to plan for the year 2 and year 3 payment amounts in the upcoming budgets.
 - Provide updates from the website consultant
8. **Washington Street Realty AC Updates and Lease Discussion**
 - Scheduled a meeting with WSR for August 1st, to discuss Councils' terms
9. **Town Owned Structures, Structural Evaluation**
 - Contacted a local architect and structural engineer team for a price quote to evaluate WSR building, Cupcake Building and Museum. Architect most recently did building plans for the Cupcake Heaven building in 2020. **Awaiting pricing**
10. **Town Center Interior Building Plans**, awaiting price quote from John Heltzel
11. **Town Center Site Plan Quotes**
 - Signed Quote with Downey and Scott, working on the next steps and answering questions from the consultant
12. **Upstairs Tenant Space**

- **Tenant space – new lease**
- 13. **Other/New Items as Needed**
- 14. **Previous Items to Keep Updated**
 - Event Accounting – will work with Julia to schedule her to attend 2nd August Finance Meeting, proposed date August 27th
 - Food Pantry Assistance – idea for a future event related food drive
- 15. **Proposed Meeting Dates for August and September**
 - August 13th at 2pm
 - August 27th at 2pm
 - September 10th at 2pm
 - September 24th at 2pm
- 16. **Next Meeting Topics**
 - Audits (Audit FY2024, report due by end of month August?)
 - Amended Procurement Policy – Sole Source
 -



August 12, 2025

Finance Discussion Agenda:

1. **Review of invoices and check signing - Finance Liaisons & Town Manager**
2. **Spending/Procurement Policy Amendment**
3. **Audits**
4. **Police Department – Chief Updates**
 - HEAT Grant for ALPR's (VSP) FLOCK
 - Help Eliminate Auto Theft (HEAT) License Plate Readers, FLOCK
 - 4 units for \$12,000
5. **FY2025 Budget – Update Treasurer and Chief of Police**
 - Awaiting a few final tax payments – Update?
6. **FY2026 Budget – Discussion**
 - Fire Funds – Amendment for a Public Hearing – Prepared for Posting
7. **Internship for Asset Management Discussion**
 - Need to prepare a write up to send over to Stephanie to start putting out the call for assistance
 - Identified a grad student local to Haymarket to assist in Winter 2025/2026, meeting her on Thursday (Stephanie Davis recommended her)
8. **Compensation Study Update – Posted August 4th**
 - Posted and Live on EVA
9. **Washington Street Realty AC Updates and Lease Discussion**
 - WSR is staying in the space, AC prep work schedule for 8-15
10. **Town Owned Structures, Structural Evaluation**
 - Thoughts on proceeding with Cupcake Heaven and Museum Structural Analysis?
11. **Town Center Interior Building Plans,**
 - awaiting price quote from John Heltzel – should have pricing by 8-13
12. **Town Center Site Plan Quotes**
 - Signed Quote with Downey and Scott, working on the next steps and answering questions from the consultant
13. **Upstairs Tenant Space**
 - Tenant space – new lease finalized and tenant moving into space
14. **Tourism Expenditure, Murals and Community Art**
15. **Other/New Items as Needed**
16. **Previous Items to Keep Updated**
 - Event Accounting – will work with Julia to schedule her to attend 2nd August Finance Meeting, proposed date August 27th
17. **Proposed Meeting Dates for August and September**
 - August 27th at 2pm
 - September 10th at 2pm
 - September 24th at 2pm
18. **Next Meeting Topics**



August 27, 2025

Finance Discussion Agenda:

1. **Review of invoices and check signing - Finance Liaisons & Town Manager**
2. **Spending/Procurement Policy Amendment –**
 - Bring back September 10th, Spending Threshold? Sole Sourcing Language
 - Checks and Balances? Finance Liaisons involvement
 - Emergency Powers
3. **Police Department – Chief Updates**
 - Statement to Chris Shorter RE: MOU for the Public Safety/Training Facility
 - September 10th – Side by Side? Gator Discussion with attachments, funding from the car surpluses?
4. **FY2026 Budget – Discussion**
 - Fire Funds – Amendment for a Public Hearing – Scheduled for 9-2-2025
 - CDAR Update
 - Debt Service Update, Paid off!
5. **Internship for Asset Management Discussion**
 - Erika – working on the asset inventory database
6. **Compensation Study Update – Posted August 4th**
 - Posted and Live on EVA
7. **Washington Street Realty AC Updates and Lease Discussion**
 - Update on the space and the tenants response
 - ADDED – Full Lease discussion on tenants on Town Hall Site
8. **Town Owned Structures, Structural Evaluation – holding to see what WSR decision is**
9. **Town Center Interior Building Plans,**
 - awaiting price quote from John Heltzel – should have pricing by 9-10
10. **Town Center Site Plan Quotes**
 - Signed Quote with Downey and Scott, working on the next steps and answering questions from the consultant
11. **Upstairs Tenant Space**
 - Tenant updates and update on open space remaining
12. **Tourism Expenditure, Murals and Community Art**
13. **Other/New Items as Needed**
14. **Previous Items to Keep Updated**
 - Event Accounting – will work with Julia to schedule her to attend 2nd August Finance Meeting, proposed date September 24th
15. **Proposed Meeting Dates for August and September**
 - September 10th at 2pm
 - September 24th at 2pm – Events
 - October 8th at 2pm
 - October 22nd at 2pm



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

Memorandum

To: Honorable Mayor and Town Council
From: Vice Mayor Matt Gallagher
Re: September 2025 Business Liaison Report

The role of the Business Liaison for the Town of Haymarket is to foster strong relationships with local businesses, support economic growth, and promote initiatives that enhance the vibrancy of our town. This monthly report provides an overview of the key activities I have undertaken over the past month to support these goals.

Activities

- Attended August Business Roundtable 8/26
- Met with Manager for Firehouse Subs to welcome them to town
 - Note: Make sure to stop in to see nice mural in their shop

Upcoming Activities

- Regular meetings/touchpoints with staff as needed regarding current businesses and upcoming events
- Interview with Mayor for weekly video series – date TBD
- Support for ongoing Farmers Market as needed

New Businesses

- Firehouse Subs – Crossroads Village (NOW OPEN)
- Kiddie Academy – Crossroads Village (late 2025)



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

Memorandum

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

The Planning Commission meeting for August was short and sweet. The Town Clerk gave the Oath of Office to Jeff Kress who filled the recent vacancy. We voted on the minutes using the new electronic voting system. Thomas updated us on the Lidl property, Chick Fil-a's new site plans and the future site plan submission for the Karter School located in front of Robinson Village. He also provided updates on the Magnolia Crossing town house project on Bleight Drive and the Fayette Street site plan submission. We did not have any agenda items at this meeting.



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

Memorandum

To: Honorable Mayor and Town Council
From: Councilmember Ken Luersen
Re: Monthly ARB Liaison Report for the ARB August Meeting

Special meeting Held 8/20 @ 6:00

- Walk-thru of the Watts house (14841 Washington Street) was performed to assist with the Demolition COA decision scheduled at the regular meeting.

Regular Meeting held 8/20 @ 7:00PM.

- Board Meeting minutes approved – for 6.25.2025 and 7.16.2025 meetings
- COA Reviews:
 - ZP #2025-0703 14841 Washington Street Demolition COA Application – approved with Photo archiving and Oral history interview with owner requirements added.
To note: this was a heavy decision the Board had to make, contemplating for more than two hours; weighing the historic contribution the Watts family made to influence the character of today's Haymarket and the risk of losing this structure as a contributing resource representing the Watt Family/Haymarket history. The board assessed the reputation of the applicant and the applicant's community focus through their present and previous community work and feels having the applicant partner with town staff and the ARB, that all parties perceived outcomes will be positive.
- Other Agenda Items
 - ARB Guideline Updates – As repeated from last month, new revision presented. Looking to approve at November 19 meeting for Council review in December.
- Old/New Business –
 - Land Use updates – Lidl's has sale sign; Blight Drive COA expiration dates coming and no activity with Lane Motors, Town staff to follow-up with the property owners.
 - Bonding review in process for developed property Carter School site plans coming up, the smaller lot will have a small structure
 - Town Hall site plan review will require a joint ARB/Council work session TBD
 - October meeting may need to be moved
- PC Liaison –
 - PC Guidelines under review

- Council Liaison – given by Emily
 - Land planning to be presented at the Council work session
 - Park building RFP to be finalized soon with added scope to address a master plan
 - Event Ordinance Changed and Public Announcement is coming
 - SWM site visit coming 8/26
 - Town Hall update planning in process
 - Bob Weir's Proclamation noted
 - Walking tour went well



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

Emily L. Kyriazi
TOWN MANAGER

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily L. Kyriazi, Town Manager
DATE: August 25, 2025
SUBJECT: Town Park RFP Scope of Services

Background: Council has directed to prepare an RFP for the Design of the Park Pavillon Structure and Restroom Facilities at the Town’s Community Park.

Proposed Scope of Work:
Scope of Work (Civil Engineering Services for Town Park)

The successful offeror, also referred to herein as “Consultant”, will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks.

The Town of Haymarket desires to retain engineering consulting services to provide design services for the improvements to the Harrover Property located at 14710 & 14740 Washington Street in Haymarket, Virginia. These designed improvements shall be based upon the Town’s adopted Harrover Property Master Plan. The funding sources for this project will be from the Town of Haymarket.

This project will consist of three separate Task Order (phases) which are as follows:

- 1. Task Order #1 – Preliminary Engineering and Design of Improvements
 - Review and affirm the adopted Harrover Master Plan with Staff and Council.
 - Host a public charette to reaffirm Master Plan elements with the public in conjunction with staff and Council discussions.
 - Review desired outcomes and future needs of complex.
 - Site Survey, Boundary Survey and Sub-surface Investigation survey.
 - Prepare preliminary design of improvements, to include the Architectural Designs of the Park Pavillon and Restrooms
 - Schematic design of a Park Pavillon structure to incorporate architectural elements of the preexisting Lewis Catalog Home and to

design the structure based on the layout of the previous structure, structure not to exceed a footprint of 1800 sq ft

- Schematic design of the Park Pavillon shall include detailed design work to incorporate the floorplan layout of the previous structure into the concrete slab
- Schematic design of public restroom facilities; facilities shall be designed as two family unit restrooms and offer an element of climate control to mitigate extreme temperature fluctuations. Family units shall include appropriate space for handicap accessibility, baby changing station, and adequate space for a family unit to occupy the facilities
- Schematic design shall include input from the Town Staff regarding the design development, architectural features to resemble the previous structure on site, and general layout
- Stone removed from the previous structure shall be utilized in the design of the Park Pavillon; Contractor shall work with Staff to determine best use of salvaged materials in the new structure
- Two design submissions; 20% preliminary design submission, 80% design submission
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission
- Public presentations to the Town Council and Town Architectural Review Board at each key design phase, to include a final presentation of the design at a Town Council Meeting
- Prepare construction cost estimates based on final preliminary design.

2. Task Order #2 – Final Engineering and Design of Improvements

- Prepare detailed final site plan
- Prepare detailed construction plans and final architectural design submission.
- Prepare technical specifications.
- Prepare final cost estimate of the improvements.
- Prepare phasing plans for construction so that the improvements can be constructed in phases as funding becomes available.
- Prepare sequence of construction for each phase
- Prepare Bid Documents for each phase.
- Provide assistance in answering technical questions during bidding process.

3. Task Order #3 – Construction Administration Support

- Construction administration support, including submittal review and field inspections
- Permitting support and coordination with local and state agencies
- Review of shop drawings/submittals from contractor.
- Construction inspection

*Please Note: The Construction Administration Support may come at a later time and date depended upon the Town's ability to move into a Construction Phase.

Construction assistance will be negotiated at the time of the contract for engineering services or will be negotiated through an add-on or future change order.

Proposed Timeline for RFP Phase

- August 25th – Town Manager present RFP Scope of Services to the Council
- September 2nd – Council provides feedback, questions, comments on the RFP Scope of Services
- September – Town Manager finalizes RFP Scope of Services, and works with Town Attorney to finalize the RFP
- October 6th – Town Manager publishes the RFP
- December 4th – Proposed Due Date for the RFP
- December & January – Staff Internal review and discussions on the RFP
- January 26th – Work Session Discussion of the recommendation for awarding RFP
- February 2nd – Notice to Proceed/ Award of Contract
- February – December 2026 – Work on Contract, Final Phases & Completion of Approvals (Ideal Timeline – Subject to Change)

Previous Scope of Work

I. SCOPE OF WORK

The successful offeror, also referred to herein as “Consultant”, will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks.

The selected firm will be responsible for the following tasks:

- Site analysis and survey (as needed)
- Schematic design of a Park Pavillon structure to incorporate architectural elements of the preexisting Lewis Catalog Home and to design the structure based on the layout of the previous structure, structure not to exceed a footprint of 1800 sq ft
- Schematic design of the Park Pavillon shall include detailed design work to incorporate the floorplan layout of the previous structure into the concrete slab
- Schematic design of public restroom facilities; facilities shall be designed as two family unit restrooms and offer an element of climate control to mitigate extreme temperature fluctuations. Family units shall include appropriate space for handicap accessibility, baby changing station, and adequate space for a family unit to occupy the facilities

- Schematic design shall include input from the Town Staff regarding the design development, architectural features to resemble the previous structure on site, and general layout
- Stone removed from the previous structure shall be utilized in the design of the Park Pavillon; Contractor shall work with Staff to determine best use of salvaged materials in the new structure
- Three design submissions; 20% preliminary design submission, 80% design submission and final approved design submission
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission and final approved design submission
- Permitting support and coordination with local and state agencies
- Public presentations to the Town Council and Town Architectural Review Board at each key design phase, to include a final presentation of the design at a Town Council Meeting
- Construction administration support, including submittal review and field inspections

Deliverables shall include:

- Architectural and engineering drawings (CAD + PDF)
- Technical specifications
- Permit-ready documents
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission and final approved design submission
- Final cost estimate



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 Council
Re: Outdoor Event Ordinance Public Hearing

Background: The Town Council will need to hold a public hearing before adopting the Outdoor Event Ordinance. Because this is a change in an Ordinance, the notice will need to appear in the paper twice. Below is the timeline for public notice and date for public hearing.

September 10th - Send ad to the paper
September 18th - First advertisement of public notice
September 25th - Second advertisement of public notice
October 6th Regular Monthly Meeting - Public Hearing. This can be voted on that evening.

Recommendation: To authorize staff to proceed with a public notice and to hold a public hearing at the Town Council October Regular Monthly Meeting on October 6, 2025.

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 only to commercial properties where the expected number of attendees exceeds 100.

Commercial vendors must obtain a permit by submitting an Outdoor Event Request, 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 Request, the town determines that the event may significantly impact public safety, the applicant shall be required to obtain an Outdoor Event Commercial Permit, referred to herein as the outdoor event permit. This permit shall require the applicant to provide a security plan approved by 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. 15-2. 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.

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

Sec. 15-3. 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. 15-4. 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, 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. 15-5. Public health.

- (a) *Food.* The 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.* The applicant shall provide adequate storage and disposal on-site for all garbage and trash generated during the event. The applicant shall guarantee in writing the removal of 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 by the applicant no later than the day following the event.
- (c) *Toilet and sanitary facilities.* The 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 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 be submitted by the applicant to the town and reviewed by the town building official prior to the day of the event.

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

Sec. 15-6. Emergency services.

For any proposed outdoor event where the expected number of attendees exceeds 100 , and for any outdoor event where alcohol will be offered for consumption or for sale, supplemental police, fire, or rescue services shall 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 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 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 Justice 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. 15-7. Ingress and egress, traffic control and parking.

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

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

Sec. 15-8. Right of entry of police.

The applicant shall permit members of the police department to 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. 15-9. 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. 15-10. 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.
- (b) Every person desiring a permit required by this chapter 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 15-6.
 - (6) The permit application fee, as specified in section 15-11.

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

Sec. 15-11. Application fee.

Each application for a permit under this chapter shall be accompanied by a nonrefundable application fee as provided 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. 15-12. Applicant may be required to meet additional conditions.

Any applicant for a permit required by this chapter may be required, by the town, to meet any conditions, in addition to those specified in this chapter, 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. 15-13. 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. 15-14. Issuance or denial.

- (a) The town manager or designee is authorized to issue the outdoor events permit in accordance with the application and plans, deny the permit, and 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 chapter in the application and all documents required by this chapter have been filed and provided to the town.
 - (3) The proposed outdoor event will be conducted in full accordance with all requirements of this chapter 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 chapter will be furnished by the applicant and that all prior approvals required by this chapter have been obtained.

- (c) Reimbursement for security services outlined in section 15-6(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. 15-15. Transfer.

No permit issued under the provisions of this chapter shall be transferable or movable to another location or another individual or entity.

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

Sec. 15-16. Revocation.

- (a) The town manager or their designee may revoke any permit issued pursuant to this chapter 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 chapter.
 - (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. 15-17. Enforcement and Penalty for violation.

Violations of this chapter shall constitute a Class 2 misdemeanor.

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

Sec. 15-18. 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;
- (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)