



# TOWN COUNCIL – REGULAR MEETING

Monday, July 07, 2025 at 7:00 PM

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

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

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## AGENDA

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### I. CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

### III. INVOCATION: Haymarket Chief of Police Al Sibert

### IV. CITIZENS TIME

### V. CONSENT AGENDA

#### A. Minute Approval

1. Mayor and Council – Work Session: May 27, 2025
2. Mayor and Council – Regular Meeting: June 2, 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

### VI. AGENDA ITEMS

1. Planning Commission Re-Appointment
2. Planning Commission Appointment
3. Town Park RFP Design
4. Compensation Study RFP
5. Outdoor Events Ordinance
6. Code of Ethics - New Draft

### VII. COUNCILMEMBER TIME

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

## **VIII. ADJOURNMENT**



# TOWN COUNCIL – WORK SESSION MEETING

Tuesday, May 27, 2025 at 7:00 PM

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

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

## MINUTES

### I. CALL TO ORDER

A Work Session of the Mayor and Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 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. PRESENTATION: LITTLE FREE LENDING LIBRARY - HAYMARKET/GAINESVILLE KIWANIS CLUB

Mayor Pater introduced Terri Flight, President Elect and Carl Davis, President, from the Haymarket/Gainesville Kiwanis Club. Mayor Pater shared that the Kiwanis Club was at this evening's meeting to give a presentation on the Little Free Library proposal.

Ms. Flight gave a brief history about the Kiwanis Club and of the local chapter. She shared that the local chapter began a little over two years ago. She also shared that they focus on health and nutrition, education and literacy and youth leadership development especially focusing on children and families. She showed what their club sponsors. Ms. Flight stated that the chapter would like to focus on the education and literacy section of their key focuses. She proposed the installation of the Little Free library and shared how the program works. She shared that the concept is to take a book/share a book. Ms. Flight showed a couple of designs and shared that they would like to install one at the Town Park. She stated that Scout Troop 1882, who they sponsor, would be building the library as a service project. She stated that the Kiwanis will fund the building of the library and will monitor it by providing and replenishing books. After the presentation, Ms. Flight asked for the Council to give them permission for the library at the Town Park so that they could start with the next steps. At this time, Ms. Flight took questions from the Council. There were questions about the maintenance of the structure itself and the installation. It was determined that the Kiwanis would maintain, repair and possibly replace the box if it was damaged. Ms. Flight also gave the timeline on when the box could be completed. The Council asked Town Manager Emily Kyriazi her thoughts of having the library at the park. She stated she thought it would be great to place it by the bulletin board at the park. Mrs. Kyriazi also stated that the Town's Maintenance personnel would be able to

install it. After the discussion, the Town Council agreed that the park would be a good location for the library and gave a directive for staff to work with Ms. Flight and the Kiwanis Club to proceed to the next steps.

#### **IV. DISCUSSION ON 14600 WASHINGTON STREET WITH GRAYSTONE PROPERTIES: Shivon Dosky**

Mayor Pater stated the next item is a presentation on a concept for the property at 14600 Washington Street. Town Manager Emily Kyriazi gave the Town Council a brief description on the possible development for the property. Mrs. Kyriazi shared that she met previously with Mr. Dosky from Graystone Companies on his concept of a residential development on the property and how it would impact the neighborhood and community. She stated that she encouraged Mr. Dosky to come before the Council to have a productive conversation and feedback on his concept. At this time, Mrs. Kyriazi gave the floor to Mr. Dosky and Mr. Kirk Johnson from Graystone Companies. Mr. Johnson gave a brief history about the company before sharing with the Council their plans for 14600 Washington Street. Mr. Johnson shared that they are under contract with the property and that they like to meet with Council to get feedback on what they would envision at the property. Mr. Dosky showed 2 design orientations to develop townhomes on the property. He stated that it would be a down zoning and would be treated as a mixed use development with the incorporation of the residential and commercial buildings. He showed the parallel and perpendicular designs. Discussion ensued on the concepts. Mr. Dosky also spoke on the Cookies and Cream structure and the modifications to the commercial building. He shared that the Cookies and Cream building would be moved to the front of the property closer to Washington Street. He also shared that the back end of the building would be taken down to provide more parking for the current tenants. Town Manager Kyriazi shared that with her previous dealings with VDOT that the entry/exit point off of Blight Drive should match up with Dogwood Drive. She also shared that VDOT would probably want the same entry/exit point off of Washington Street so that there is no confusion to the neighboring development. Discussion followed on the difficulty of exiting off of Blight Drive onto Washington Street. There was a question on how many units are planned for the property. Mr. Dosky stated that the plan is 8 units per acre. If the design is parallel, there would be 58 units and 62 if the design was perpendicular. There was a discussion on the density and concerns of traffic in the already heavy traffic dense area. Mr. Dosky shared that they are looking for feedback before submitting any plans. Another concern that was raised was the lack of open space on the property. There was a question from Council if there were any other options. Mr. Dosky shared that single family homes would not be a good option because there's not enough density to cover the cost of the property. There was a discussion on by right uses. There was also a question on the size of the townhomes. The Council viewed the perpendicular design as well. They discussed enclosing the front of the plan with hedges with a fence. There was a discussion of incorporating the Town's streetscape on the edge of the property. Town Manager Kyriazi referred to Zoning Ordinance 58-10.2 on area regulations for the R-2 district; (B)(3) referencing small lot detached single family. At the conclusion of the discussion, Mr. Dosky and Mr. Johnson left their business cards and encouraged the Council to provide any additional feedback in the next several weeks.

#### **V. AGENDA ITEMS**

Prior to proceeding to the Agenda Items, Councilmember Pasanello asked to add a sixth item to the agenda - Discussion on the Town Hall site plan. There were no objections to add this to the agenda as Item #6.

At this time, the Council took a brief recess before proceeding with the Agenda Items.

##### **1. Monthly Financial Report**

Town Treasurer Roberto Gonzalez pointed out some key line items on the monthly financial report. He shared that everything is looking "healthy" and took questions from the Council.

Councilmember Pasanello shared that the finance liaisons were going to start and meet one hour prior to the Monthly Work Sessions. He stated that this was on a trial basis. Councilmember Pasanello also shared that the current budget was about 95% through the year. Town Treasurer Gonzalez also shared that the auditors will be working on the FY24 budget audit.

## 2. **Resolution #2025-006; Budget Amendment to FY25 Budget**

Town Treasurer Roberto Gonzalez shared that the Resolution before the Town Council was a budget amendment to this years finances. He shared that one amendment is a reimbursement on police vehicle accident claims. He stated that he wanted to show that so that it would not show as an overage on the Chiefs budget. The other amendment was to take some of the interest on some of revenues received on the bank accounts to off set the cost of the forecast analysis. Mr. Gonzalez stated that the amendments fall under 1% of the overall budget and a public hearing is not necessary to make the changes. He stated that the subject was discussed with the Finance Liaisons at their meeting earlier in the day.

## 3. **IT Recommendations**

Town Treasurer Roberto Gonzalez shared that he has been talking with the IT contractor about changing the Town's website and email to a .gov platform and upgrading to a more secure cloud base network. He shared that in order to proceed he would need a directive from the Council. A short discussion followed. The Council asked Mr. Gonzalez to invite the contractor to the June Work Session to continue the discussion.

## 4. **Policies & Procedures and Code of Ethics Revisions**

Town Clerk Kim Henry presented the revised Council Policies and Procedures for review and asked for any last edits. She shared that she would like to get the Policies and Procedures adopted at the next meeting.

Ms. Henry also presented the Code of Ethics draft and asked for any edits. She provided Code of Ethics from a couple other localities for Council to review and compare. A discussion followed on the subject. There was a suggestion to get the opinions from the Planning Commission and the Architectural Review Board since this would also include those boards. Councilmember Baker and Councilmember Luersen stated that they would take it to their respective boards and report back at the next work session.

At this time, Vice Mayor Gallagher and Councilmember Ramirez left the meeting.

## 5. **FY26 Budget Work Session**

Town Treasurer Roberto Gonzalez shared that at the last meeting, Mayor Pater asked for a revision to the proposed tax rate. She suggested that the Council consider the rate of .098 cents per \$100. He shared the comparison of the proposed 0.105 and the 0.098 suggested rate. He also shared that the proposed budget shows all the suggestions of the Mayor as to where the adjustments would be on the expenditure side. A short discussion followed on the lower tax rate and the FY26 proposed budget. There was also a discussion on establishing reserve funds for the increase on the trash contract. Mr. Gonzalez shared his idea of setting up the reserves. A discussion also ensued on the possibility of the Town having to pay a tipping fee at the County landfill and building that into the budget. Town Manager Emily Kyriazi shared that she will research that further and ask the question at her next meeting with the County. Mr. Gonzalez stated that the next steps would be to adopt the budget with the proposed .098 tax rate at next week's regular monthly meeting. No further discussion or action was taken.

## 6. Town Hall Site Plan

Town Manager Emily Kyriazi distributed a site plan sheet for Council review. She stated that she would like Council to familiarize themselves when she speaks of the Town Hall site plan and after the discussion on some of the documents that Council would give her the directive to proceed with a couple of items. She provided Phase One of the plan which would include the green space, sidewalks and concrete paths, stormwater plan and reconfiguration of the parking lot. She stated that the parking lot at the back corner and side of the building would be a shared parking lot. She also showed the reconfigured parking lot at the front of the building. Mrs. Kyriazi shared the reconfiguration of the turn lanes on Jefferson Street showing a right turn only lane onto Washington Street. She stated that this does not include any building work. She stated that she would like a directive from Council to proceed with hiring someone to give updated cost estimates for the site work. She shared that there is budget money in the Town Hall Master Plan. The second part of the discussion was on the building plans. She showed how the building would be reconfigured and the addition of an elevator that would give better access to the second floor. She shared that she would like to re-engage with the architect that produced the original plan and provide an update to make sure that everything on the plans still works and restart the conversation to get an approved building plan document. She stated that a substantial amount of money has already been spent from the plans for the police department side of the building and would like to continue using the plan to proceed with the administrative side of the building. Discussion followed on both phase one and phase two of the plan. After a discussion, the Town Council directed Town Manager Kyriazi to hire a consultant to do the updated cost analysis and estimates for the Town Hall site work Phase One. They also gave a directive for Mrs. Kyriazi to re-engage with the architect who worked on the building plans and start the conversation on cost estimates to get the plan to a finished product including getting a full scope and putting the plan out for a bid.

## VI. CLOSED SESSION

### 1. MOTION FOR CLOSED SESSION

**Councilmember Baker moved that the Haymarket Town Council go into Closed Session Pursuant to Virginia Code § 2.2-3711 (A)(19), a matter involving the 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 Beyene seconded the motion. The motion carried.**

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

### 2. CERTIFICATION FROM CLOSED SESSION

**Councilmember Luersen 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 Beyene seconded the motion. The motion carried by a roll call vote.

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

3. DIRECTIVE/MOTION FROM CLOSED SESSION

Without objection, Councilmember Beyene directed staff to proceed as directed in closed session.

**VII. ADJOURNMENT**

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

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



## TOWN COUNCIL – REGULAR MEETING

Monday, June 02, 2025 at 7:00 PM

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

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

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### DRAFT MINUTES

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#### I. CALL TO ORDER

A Regular 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.

In the absence of Mayor Pater and Vice Mayor Gallagher, Clerk of Council Kim Henry called the meeting to order.

##### **PRESENT**

Councilmember Justin Baker  
Councilmember Alexander Beyene  
Councilmember Ken Luersen  
Councilmember Joe Pasanello  
Councilmember Mary Ramirez

##### **ABSENT**

Mayor TracyLynn Pater  
Vice Mayor Matthew Gallagher

#### II. PLEDGE OF ALLEGIANCE: Daisy Troop #90223

Clerk of Council Kim Henry introduced Daisy Troop #90223 and invited everyone to stand for the troop to lead in the Pledge of Allegiance.

#### III. INVOCATION: Pastor Mark Brady - Park Valley Church

Prior to the invocation, Ms. Henry stated that since both Mayor Pater and Vice Mayor Gallagher was not able to attend this evening's meeting, the Council would need to appoint a chairman for this meeting. She shared that the chairman would be able to vote on all agenda items.

**Councilmember Ramirez moved to make Ken Luersen the chair for tonight's meeting. Councilmember Baker seconded the motion. The motion carried.**

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

At this time, Councilmember Luersen invited Pastor Mark Brady from Park Valley Church to the podium to give the evening's invocation.

#### IV. CITIZENS TIME

There were no citizens wishing to address the Council at this evening's meeting.



## V. CONSENT AGENDA

Councilmember Luersen asked for any pulled reports from the Consent Agenda.

With no requests for pulled reports, **Councilmember Pasanello moved to adopt Consent Agenda Items A:1-3; B:1-5 and C:1-5. Councilmember Ramirez seconded the motion. The motion carried.**

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

### A. Minute Approval

1. Mayor and Council – Financial Forecasting Meeting – April 28, 2025 6 PM
2. Mayor and Council - Work Session - April 28, 2025 7 PM
3. Mayor and Council – Public Hearing/Regular Meeting – May 5, 2025 7 PM

### 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

## VI. AGENDA ITEMS

1. Resolution #2025-006: FY25 Budget Amendment

Town Treasurer Roberto Gonzalez shared that the budget amendment was using some of the interest to offset the additional costs to the Town Council education line item expenditure and the administrative side for the financial forecasting agreement.

**Councilmember Beyene moved that they Haymarket Town Council approve an amendment to Fiscal Year 2024-2025 budget as designated by Resolution #2025-006. Councilmember Baker seconded the motion. The motion carried by a roll call vote.**

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

2. Resolution #2025-003: Adoption of FY26 Tax Rate

Town Treasurer Roberto Gonzalez stated that the resolution reflects the tax rate of .098 cents per \$100 per Council direction from the budget work sessions. He stated that the FY26 budget will reflect that rate.

**Councilmember Pasanello moved that the Haymarket Town Council adopt the assessment of 0.098 cents per 100 and include that into Resolution #2025-003: Resolution to adopt the Real Estate Tax Rate for the fiscal year beginning July 1, 2025 and ending June 30, 2026. Councilmember Beyene seconded the motion. The motion carried by a roll call vote.**

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

3. Resolution #2025-007: Adoption of FY26 Budget and Appropriation of Funds

Town Treasurer Roberto Gonzalez did not have any additional information to add prior to voting. Clerk of Council Kim Henry read Resolution #2025-007 into the record.

**Councilmember Pasanello moved that the Haymarket Town Council adopt Resolution #2025-007: Adoption of Fiscal Year 2026 budget and appropriation of funds. Councilmember Beyene seconded the motion. The motion carried by a roll call vote.**

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

4. Resolution #2025-004: Adoption of Town Council Policies and Procedures

Clerk of Council Kim Henry shared that the Policies and Procedures before the Council was the final clean copy that was presented for review at the previous work session.

**Councilmember Baker moved that the Haymarket Town Council adopt Resolution #2025-004: Policies and Procedures, as presented, effective July 1, 2025. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.**

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

## VII. COUNCILMEMBER TIME

### 1. Vice Mayor Gallagher

Vice Mayor Gallagher was not present for this meeting and did not provide any written report.

### 2. Councilmember Ramirez

Councilmember Ramirez acknowledged and expressed the celebration of Pride month. She shared that the Crossroads Art Alliance is hosting a free event on June 28 at the museum. Councilmember Ramirez also made awareness that the schools will be out for summer vacation and to watch for children and the speed limit. Lastly, she stated that she was looking forward to seeing everyone at the end of school year water balloon fight in Longstreet Commons on June 12.

### 3. Councilmember Baker

Councilmember Baker thanked everyone for all the hard work that they do. He also reminded those that kids are getting out of school and wished everyone a safe summer. He also mentioned the Farmer's Market on Sundays from 9 am -1pm.

#### **4. Councilmember Beyene**

Councilmember Beyene stated that he would like to look at the proffers at the next finance liaison meeting.

#### **5. Councilmember Pasanello**

Councilmember Pasanello shared that he recently attended the Serve our Willing Warriors 10th anniversary celebration. He shared that it was a wonderful event with dignitaries from Prince William County government and State officials were also present. He also shared that the Primary elections are on June 17th but early voting in the area starts June 7th.

#### **6. Councilmember Luersen**

Councilmember Luersen shared that the June ARB meeting will be changed to either June 11 or June 25. He also invited and encouraged everyone to attend the Government Open House on June 13th.

#### **7. Mayor Pater**

Mayor Pater was not in attendance and did not have anything to report.

### **VIII. ADJOURNMENT**

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

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

### Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
<b>Office of the Town Manager and Zoning Administrator</b>			
RFP for Sidewalk	Emily K/Thomas B	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	The Engineering Groupe has been contacted regarding the delay in submitting a punch list to the Town. Awaiting response from Engineering Groupe, will follow up 7-7 if no response prior. VDOT reviewing the plat and deed for final comment prior to recordation at the County
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Communications Plan adopted in April 2025 - Would like to request a meeting with Mayor and Vice Mayor, and Julia to review current communication efforts and request feedback on where to expand services/improve output
GOGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. There was a delay in promoting the feature. I have spoken with Julia to prioritize the advertising of the future starting week of July 7th.
County Contact RE: Stormwater Assessment Program	Emily		Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. <b>A channel behind Haymarket Baptist Church that leads to 166.</b> I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project.
Comprehensive Zoning Inspection	Emily K/Thomas B		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
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 late July at Town Hall.
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
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		Weekend of June 28th the CA held an ArtsFest event at the space, we have received feedback that the event was successful. Also that weekend, the Museum experienced ac issues with a faulty thermostat setting of 50 degrees and a faulty smoke detector. Maintenance has fixed the thermostat issue with a new unit being installed. We are still working to document the happenings at the space as we reach out to discuss the communication with all parties. Awaiting a statement from the HPD Officer who arrived following a phone call from CAA to the non emergency line. Fire department was on scene with no notification to the Town Manager or Mayor by CAA. Will update Council as more information is provided and verified.
Community Outreach : Youth in Government	Emily/Mary		Met with Councilmember Ramirez regarding the fall Youth in Government program. Councilmember Ramirez will be working on the new application for the fall session. The current proposed dates are November 5th, 12th and 19th. Next meeting to discuss YiG with Councilmember Ramirez is scheduled for 7-17
Town Park/Playground	Emily K.		I have been notified by Nadia that there are possible oak mites in the trees at the Town Park causing issues with parkgoers. I am working with Matt to contact an arborist and pest management to find out if this is in fact occurring and if so, what options do we have for a remedy
Meeting with CXO/County Correspondence	Emily K		Next CXO Meeting is August 29th. Reached out to Monica Gorman with PWC regarding Landfill questions. Reached out to Michelle Attreed regarding tax assessment questions (awaiting response)
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. I have reached out to Michelle Attreed at PWC to request information. I am awaiting a response.
Haymarket Compensation Study	Emily		Submitted a draft RFP to the Council on June 30th. Will be following up with Council on the draft RFP July 7th. Need more detailed input from Council to complete the draft document
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
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. I will be reaching out to receive pricing and hopefully be able to schedule for further discussion at the Finance Meeting 7-16
Mayor's Message Series	Emily, Julia, Mayor	<b>Goal 4.5</b> Investigate ways to engage face to face with existing businesses. <b>Goal 4.4</b> Investigate ways to use economic development funds and increase participation at the Business round table <b>Goal 4.6</b> Develop a plan to highlight the business community: .. etc.	We have officially launched the Mayor's Message Series featuring the Mayor and local businesses, staff members and other elected officials. The series will release one new video each Tuesday. We have set up a tracking log to document the growth in community outreach and other data points. We will report back monthly on the data points.
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
<b>Land Use Planning Department</b>			
Town Center Site Plan	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.
Robinson's Paradise	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--6/30/2025: 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.
Van Metre -- Robinson Village	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	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--6/30/2025--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 later this week.
Taco Bell	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.
Crossroads Village, Kiddie Academy	Thomas, Emily, Katie		4/3/2023--7/27/2023: Final site plan submissions reviewed by Town Staff 9/26/2023: Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30/2024: 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. 7/30-10/1 Ground has been broken, site work continues, estimated completion date for site work is January 2025 10/31/2024--12/30/2024 applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--6/30/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town.

Karter School	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.
Haymarket Lifetime Smiles	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 Grading on site has begun. Routine E/S inspections are performed by our third party inspector 6/26/2024 Construction of shell near completion, E/S inspections continue 7/30-8/27 site work continues, estimated completion for site work is September 2024 10/31/2024 Owner has applied for signage installation and ARB approved application on October 16th. UPDATE 11/26/2024 Town Planner has given zoning release for occupancy for Lifetime Smiles 2/25/2025--6/30/2025 No recent updates, will coordinate with owner when bond release requested
Bleight Drive Townhomes (Magnolia Crossing)	Thomas		4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant to submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon. 12/22/2023 Town Staff have denied waiver for excluding sidewalk from site plan 2/1/2024 Town Staff waiting on follow up from developer 3/26/2024 Town Staff discussed next steps with developer to ensure the sidewalk is included in the plan and the proper easement agreements are established to facilitate installation. 4/30/2024 Villages of Haymarket HOA and Developer in discussion to create easement agreement 6/26/2024-8/27/2024 Easement agreement has not been reached between HOA and Applicant, applicant will still build sidewalk up to the property line of development. Site plan approved by planning commission in June 17th PC meeting, Town Staff will continue to review the final submission before signing the site plan. 10/1/2024 Applicant to submit architectural and demolition COA application in October ARB meeting 10/31/2024 ARB still working with applicant on both COA applications 11/26/2024 COA for demolition of single family structures issued by Town Planner. 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. 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--6/30/2025 deed and plat acceptance and bond submissions to be coordinated with applicant prior to grading and construction
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	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--6/30/2025 Town Staff working with applicant on landscaping bond agreement.
Jefferson/Fayette St Site Plan (6804 Fayette St)	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 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024-- 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 Town Staff met with site superintendent at pre-construction meeting, groundbreaking to begin in the next month. 7/30-12/30 Site work continues, estimated completion date tad 1/29/2025 Site Superintendent, Town Staff, and VDOT discussing change in ditch design for SWM on site, VDOT currently reviewing design, no submission yet to Town. 2/25/2025 Previous discussions with site superintendent, VDOT, and Town yielded consensus for construction to follow site plan as approved. Any other alterations to plan will be announced if applied for. 4/2/2025--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. UPDATE 6/30/2025, zoning inspections performed, zoning release for occupancy given to site.
<b>Town Clerk</b>			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission had a resignation. I advertised the vacancy on social media platform and the website. I have received 2 applications . Council will also need to re-appoint Jerome Gonzalez to the Planning Commission. Planning Commission reviewing final draft on updated By-laws.
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. Finished cleaning up the website agendas and minutes from migration. Everything is complete from 2011 to current date. We will be testing the new voting platform with Planning Commission and ARB at their June meetings.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Presented the draft Code of Ethics to Planning Commission and ARB for comment. The liaisons will report their comments.

Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The TANN meeting has been scheduled for July 16th at the Hilton Garden Inn. We will be serving lunch with a meeting to follow. Sent save the date to the localities with the invitation with more detail will go out next week. VML Annual Conference is October 12-14 in Virginia Beach. I will be placing the reservations and registrations by July 30.
Maintenance			
Copper Cricket	Copper Cricket: Attic squirrel issues have been resolved for now. No other issues to report at this time.		
Town Hall	All handicapped parking space signs have been repainted. Will be installing post signage this month. Replaced broken garbage disposal in conference room.		
Cupcake Heaven	Cupcake Heaven: Tenant complained of poor airflow on second floor kitchen. Will be investigating issue this month.		
Events	Events: Preparation for Government Open House		
Streetscape	Streetscape: Light pole numbering and bulb replacement will start this next month.		
Event/Business Marketing			
Farmers Market	Julia		We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. We had our Fathers Day market on June 8th, were we raffled off two gift baskets. The special markets that we have planned for the future is a Dog, and Halloween market. I will continue to brainstorm more themed days for the 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 11 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.
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 application has been updated for the 2025 Summer Concert and information has been updated on the website. The theme for the concert will be 80's. Bands have been booked for the concert. Working with sponsors to find creative crafts to include at the concert. I am continuing to research ideas and decorations to implement at the concert this year. I have created a Summer Concert flyer to be posted on the community boards outside of town hall, at the park, and the museum. I have also created a Summer Concert event on Facebook. The stage, picnic tables, and potties have been booked for the event. I have started to reach out to potential vendors for the event. Vendors that will be in attendance are Fosters, Flynn's Wood Fired Pizza, Junies, Trouvaille, and Bruster's.
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.
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 140 vendors, and all non-profit vendor spaces have already been filled. I am currently working to update and finalize the Haymarket Day parade application, which will be distributed by the end of the week. This year's parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride.
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; filming is scheduled for July 10th and 11th (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. We are awaiting payment from three additional sponsors. To date, we have secured \$21,000 in sponsorships. The first Mayor's Message video has been posted on social media, with additional videos scheduled to be shared biweekly.
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 will begin advertising that. As of June 6th, we have a total of 548 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 also increase advertising for upcoming events including Historic Walking Tour on July 18th, National Night Out, and Summer Concert.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	Newsletter: Draft and compile articles and images for the newsletter; proofread and finalize all content. The 3rd Quarter edition should be mailed to all residents and in-town businesses during the first week of July.

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	Cover PC Meeting 6/10; ARB Meeting June 25; Minutes (through May) are up to date and posted
Office Misc.:	Alexandra		Military Banner Program update: Matt has taken down all Banners, sponsors have been contacted and several have already come to pick them up; Flyers promoting the new program have been posted in Town boards, the website and social media. Program begins July 1 for in-town residents and Aug 1 for 20169 residents. Assist with the Government Open House;
New/Old Business Updates			
New Businesses	The Source Harmonic Egg of NOVA is coming to 4400 Costello Way #301 A-B Mobile Food Establishment: Wooden Shoe Bakery		





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: July 07, 2025  
Re: Treasurer's Report

Highlights:

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- Actuals as of 06.30.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 06.30.2025.
- Continuing to work with Auditors on FY2024 audit.
- Attended Annual Treasurer's Association Conference.
- Working on end of year general journal entries for FY2025 budget.
- Attended Educational Course in Chesapeake Virginia.
- Assisting Town Manager with RFP drafting and Town Attorney.
- Reviewed Administrators A/P entries and A/R entries.



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: July 07, 2025  
Re: Proffer - Update

Below are the proffer amounts that have not been fully collected. The funds are being held separately from the operational account, until Council approves usage of the funds for the intent in what they are collected for in the future.

The following is the total collected of the two developments within Town.

	Total Amount Collected	Total Amount Used	Total Amount Available
Parks & Recreation	\$ 443,664.00	\$ -	\$ 443,664.00
Public Safety	\$ 32,760.00	\$ 32,760.00	\$ -
Transportation	\$ 444,483.00	\$ -	\$ 444,483.00
Fire and Rescue	\$ 113,958.00	\$ -	\$ 113,958.00
Town Administration	\$ 20,007.00	\$ 12,051.00	\$ 7,956.00
Schools	\$ 1,205,100.00	\$ -	\$ 1,205,100.00
	\$ 2,259,972.00	\$ 44,811.00	\$ 2,215,161.00

The following breaks down how each line item was collected per development for reference on the above total sums.

Robinson Village (Van Metre)			Proffers received as of 03.01.2023					
			Per Unit	Units	Actuals	Total for 38 Townhomes	Used	Balance Left for Use
Parks & Recreation			\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00	\$ -	\$ 144,096.00
Public Safety			\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ 10,640.00	\$ -
Transportation			\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00	\$ -	\$ 144,362.00
Fire and Rescue			\$ 974.00	38	\$ 37,012.00	\$ 37,012.00	\$ -	\$ 37,012.00
Town Administration			\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$ 2,551.00	\$ 3,947.00
Schools			\$10,300.00	38	\$ 391,400.00	\$ 391,400.00	\$ -	\$ 391,400.00
			\$19,316.00		\$ 734,008.00	\$ 734,008.00		\$ 720,817.00
Pulte (Crossroads)			Proffers received as of 06.18.2024					
			Per Unit	Units	Actuals	Total for 79 Townhomes	USED	Balance Left for Use
Parks & Recreation			\$ 3,792.00	79	\$ 299,568.00	\$ 299,568.00	\$ -	\$ 299,568.00
Public Safety			\$ 280.00	79	\$ 22,120.00	\$ 22,120.00	\$ 22,120.00	\$ -
Transportation			\$ 3,799.00	79	\$ 300,121.00	\$ 300,121.00	\$ -	\$ 300,121.00
Fire and Rescue			\$ 974.00	79	\$ 76,946.00	\$ 76,946.00	\$ -	\$ 76,946.00
Town Administration			\$ 171.00	79	\$ 13,509.00	\$ 13,509.00	\$ 9,500.00	\$ 4,009.00
Schools			\$10,300.00	79	\$ 813,700.00	\$ 813,700.00	\$ -	\$ 813,700.00
			\$19,316.00		\$ 1,525,964.00	\$ 1,525,964.00		\$ 1,494,344.00

**Town of Haymarket**  
**Statement of Net Position**  
As of June 30, 2025

Section V, ItemB.

	Jun 30, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	8,898,474.28
11010 · Virginia Investment Pool	366,762.63
<b>Total Checking/Savings</b>	9,265,236.91
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	82,249.93
12010 · A/R Permits	-2,159.99
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,529.52
<b>Total Accounts Receivable</b>	84,380.90
<b>Other Current Assets</b>	
11499 · Undeposited Funds	14,124.23
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
<b>Total Other Current Assets</b>	-31,501.59
<b>Total Current Assets</b>	9,318,116.22
<b>Fixed Assets</b>	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
<b>Total Fixed Assets</b>	5,917,972.06
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	1,058,846.75
<b>TOTAL ASSETS</b>	<b>16,294,935.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	74,607.77
<b>Total Accounts Payable</b>	74,607.77
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	937.33
20042 · PD Credit Card - SONA 0277	92.21
<b>Total Credit Cards</b>	1,029.54
<b>Other Current Liabilities</b>	
20099 · Prepaid Rent	8,812.70
20095 · Deferred Revenue - Events	101,048.50
20096 · Deferred Revenue - Other	2,263,401.91
20098 · Deferred Revenue - ARPA Funds	1,059,445.17
20500 · Sales Tax Payable	91.10

**Town of Haymarket**  
**Statement of Net Position**  
As of June 30, 2025

Section V, ItemB.

	Jun 30, 25
21000 · Payroll Liabilities	46,185.06
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	204,941.60
<b>Total Other Current Liabilities</b>	<b>3,697,866.69</b>
<b>Total Current Liabilities</b>	<b>3,773,504.00</b>
<b>Long Term Liabilities</b>	
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 · Deffered 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
<b>Total Long Term Liabilities</b>	<b>1,113,293.98</b>
<b>Total Liabilities</b>	<b>4,886,797.98</b>
<b>Equity</b>	
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	4,608,194.88
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	873,124.91
<b>Total Equity</b>	<b>11,408,137.05</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,294,935.03</b>

Income	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	461,774.42	473,293.00	97.6%	
				a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	
3110-03 · Interest - All Property Taxes	1,265.61	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,066.79	1,000.00	306.7%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>491,535.31</b>	<b>486,893.00</b>	<b>101.0%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	336,885.27	225,000.00	149.7%	Collection up to the month of May 2025
3120-01 · Bank Stock Tax	80,164.00	24,000.00	334.0%	Collected for FY2025
3120-02 · Business License Tax	492,402.35	325,000.00	151.5%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	136,944.77	140,000.00	97.8%	Collection up to the month of June 2025
3120-04 · Consumer Utility Tax	125,532.03	158,000.00	79.5%	Collection up to the month of May 2025
3120-05 · Meals Tax - Current	1,570,260.20	1,550,000.00	101.3%	Collection up to the month of May 2025 Taxes
3120-06 · Sales Tax Receipts	143,942.82	160,000.00	90.0%	Collection up to the monht of April 2025
3120-07 · Penalties (Non-Property)	9,731.91	5,000.00	194.6%	
3120-08 · Interest (Non-Property)	869.28	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,896,732.63</b>	<b>2,587,000.00</b>	<b>112.0%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	2,300.00	4,500.00	51.1%	
3130-03 · Motor Vehicle Fees	334.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,986.81	1,000.00	498.7%	
3130-06 · Pass Through Fees	13,532.10	15,000.00	90.2%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>21,152.91</b>	<b>20,500.00</b>	<b>103.2%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	26,813.42	20,000.00	134.1%	Collections up to May 2025
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>26,813.42</b>	<b>20,000.00</b>	<b>134.1%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	15,852.56	13,500.00	117.4%	Reconciled June 2025 currently
3150-03 · Interest on Bank Deposits	238,911.56	89,500.00	266.9%	Reconciled June 2025 currently
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>254,764.12</b>	<b>103,000.00</b>	<b>247.3%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	49,026.55	49,207.00	99.6%	
3151-08 · 15020 Washington Realty	58,347.96	58,348.00	100.0%	
3151-09 · 15026 Copper Cricket	29,008.18	29,008.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	36,913.48	36,914.00	100.0%	
3151-15 · Revolution Mortgage	7,976.28	7,312.00	109.1%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>181,272.45</b>	<b>180,789.00</b>	<b>100.3%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-01 · Public Safety	5.00	0.00	100.0%	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>5.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	34,202.50	20,000.00	171.0%	
3165-01 · Town Event	106,331.38	80,000.00	132.9%	
3165-02 · Farmer's Market	17,464.50	12,000.00	145.5%	
3165-03 · Town Ornaments	7,421.25	10,000.00	74.2%	
3165-05 · Museum Revenue - Art	1,420.43	0.00	100.0%	
3165-06 · Town Hats	841.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,422.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>171,180.56</b>	<b>122,000.00</b>	<b>140.3%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-108.88	300.00	-36.3%	
3180-01 · Citations & Accident Reports	395.00	0.00	100.0%	
3180-03 · Miscellaneous	60.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	15,120.29	0.00	100.0%	Reimbursement from Insurance
<b>3190 · Sale fo Salvage &amp; Surplus</b>				
				Sale of the old PD Sign Message board; Sale off 2017 Cruiser
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%	

Total 3190 · Sale of Salvage & Surplus	9,400.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	24,866.41	300.00	8,288.8%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	37,790.00	36,144.00	104.6%	4 of 4 Collection for FY2025
3200-05 · Communications Tax	74,648.78	80,000.00	93.3%	Collection up to April 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	21,144.24	27,213.00	77.7%	2nd Qt invoice; Equipment grant and DMV Hours
3200-17 · LOLE Grant	3,200.00	4,393.00	72.8%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	172,741.24	182,677.00	94.6%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
4002 · Transfer from ARPA Funds	592,801.72	948,335.00	62.5%	Funds transferred to make payment on project
<b>Total Income</b>	<b>4,833,865.77</b>	<b>4,934,494.00</b>	<b>98.0%</b>	
<b>Gross Profit</b>	<b>4,833,865.77</b>	<b>4,934,494.00</b>	<b>98.0%</b>	
<b>Expense</b>				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	10,082.97	10,050.00	100.3%	
111002 · FICA/Medicare	1,410.55	2,000.00	70.5%	
111003 · Meals and Lodging	5,049.10	6,300.00	80.1%	
111004 · Mileage Allowance	1,087.55	1,050.00	103.6%	
111005 · Salaries & Wages - Regular	19,300.00	22,000.00	87.7%	
Total 11100 · TOWN COUNCIL	36,930.17	41,400.00	89.2%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	481,731.75	486,558.00	99.0%	
1211002 · Salaries/Wages - Overtime	2,552.42	4,500.00	56.7%	
1211003 · Salaries/Wages - Part Time	39,060.25	39,420.00	99.1%	
1211004 · FICA/Medicare	38,767.76	40,238.00	96.3%	
1211005 · VRS	72,933.95	78,978.00	92.3%	
1211006 · Health Insurance	59,704.80	78,213.00	76.3%	
1211007 · Life Insurance	5,682.11	5,857.00	97.0%	
1211008 · Disability Insurance	2,539.09	3,360.00	75.6%	
1211009 · Unemployment Insurance	1,515.12	5,995.00	25.3%	
1211010 · Worker's Compensation	260.00	481.00	54.1%	
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%	
1211012 · Accounting Services	26,257.72	12,000.00	218.8%	overage due to Forecasting analysis being tracked here
1211014 · Printing & Binding	9,846.76	8,298.00	118.7%	
1211015 · Advertising	5,374.24	9,000.00	59.7%	
1211016 · Computer, Internet & Website Svc	23,407.29	28,550.00	82.0%	
1211017 · Postage	2,454.08	5,000.00	49.1%	
1211018 · Telecommunications	8,540.33	7,500.00	113.9%	
1211019 · Mileage Allowance	1,240.64	2,500.00	49.6%	
1211020 · Meals & Lodging	3,920.76	7,000.00	56.0%	
1211021 · Convention & Education	2,610.00	10,000.00	26.1%	
1211022 · Miscellaneous	897.72	2,000.00	44.9%	
1211024 · Books, Dues & Subscriptions	6,077.17	21,075.00	28.8%	
1211025 · Office Supplies	8,179.77	8,500.00	96.2%	
1211030 · Capital Outlay-Machinery/Equip	2,917.39	5,000.00	58.3%	
Total 12110 · TOWN ADMINISTRATION	824,087.12	891,284.00	92.5%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	67,668.07	100,000.00	67.7%	Services up to May 2025
Total 12210 · LEGAL SERVICES	67,668.07	100,000.00	67.7%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	21,200.00	25,500.00	83.1%	
Total 12240 · INDEPENDENT AUDITOR	21,200.00	25,500.00	83.1%	
Total 01 · ADMINISTRATION	949,885.36	1,058,184.00	89.8%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	616,516.99	675,291.00	91.3%	

3110003 · Salaries & Wages - OT Premium	29,765.48	24,000.00	124.0%	
3110004 · Salaries & Wages - Holiday Pay	34,512.60	38,041.00	90.7%	
3110005 · Salaries & Wages - Part Time	43,260.00	27,000.00	160.2%	
3110007 · Salary & Wages - DMV Grant	12,646.62	15,000.00	84.3%	
3110012 · Salaries & Wages - PT Admin.	13,087.50	39,000.00	33.6%	
3110020 · FICA/MEDICARE	55,673.99	66,545.00	83.7%	
3110021 · VRS	79,884.11	88,666.00	90.1%	
3110022 · Health Insurance	103,165.60	140,430.00	73.5%	
3110023 · Life Insurance	7,143.15	8,036.00	88.9%	
3110024 · Disability Insurance	1,848.78	3,070.00	60.2%	
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%	
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%	
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%	
3110028 · Legal Services	24,888.35	30,379.00	81.9%	
3110032 · Computer, Internet & Website	5,731.73	10,000.00	57.3%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	13,793.32	15,300.00	90.2%	
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%	
3110037 · Meals and Lodging	2,045.88	5,000.00	40.9%	
3110038 · Convention & Edu. (Training)	1,189.26	10,800.00	11.0%	
3110040 · Annual Dues & Subscriptions	15,714.73	24,795.00	63.4%	
3110041 · Office Supplies	6,397.62	6,000.00	106.6%	
3110042 · Vehicle Fuels	29,048.74	36,700.00	79.2%	
3110043 · Vehicle Maintenance/Supplies	26,550.53	22,000.00	120.7%	
3110044 · Repair/ Maintenance Supplies	9,134.56	0.00	100.0%	
3110045 · Uniforms & Police Supplies	39,464.45	45,901.00	86.0%	
3110049 · Grant Expenditures	14,520.93	12,213.00	118.9%	
3110056 · Capital Outlay-Machinery/Equip	147,551.87	192,405.00	76.7%	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>1,368,582.77</b>	<b>1,581,643.00</b>	<b>86.5%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
				Town has a balance fo \$70,115 still to spend on Fire and
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	Rescue contributions
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>1,368,582.77</b>	<b>1,596,643.00</b>	<b>85.7%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	202,405.22	208,608.00	97.0%	Paid up to June 2025 services
<b>Total 43200 · REFUSE COLLECTION</b>	<b>202,405.22</b>	<b>208,608.00</b>	<b>97.0%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	76,622.90	111,892.00	68.5%	
4310002 · Maint Svc Contract-Pest Control	1,774.00	5,000.00	35.5%	
4310003 · Maint Svc Contract-Landscaping	25,675.00	35,000.00	73.4%	
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%	Reviewing monthly
4310007 · Electric/Gas Services	16,511.83	18,593.00	88.8%	
4310008 · Electrical Services-Streetlight	3,816.35	5,500.00	69.4%	
4310009 · Water & Sewer Services	4,680.75	3,850.00	121.6%	
4310011 · Real Estate Taxes	1,122.18	2,500.00	44.9%	
4310015 · Maintenance - Vehicle Fuel	1,430.10	5,000.00	28.6%	
4310016 · Maint - Vehicle Maintenance	1,275.36	3,000.00	42.5%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>157,105.47</b>	<b>200,335.00</b>	<b>78.4%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>361,723.69</b>	<b>416,156.00</b>	<b>86.9%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
60000 · Tourism/Traveling Marketing	111,740.56	96,429.00	115.9%	overage is due to increase in revenue from TOT collections
60001 · Town Tourism	52,872.01	64,286.00	82.2%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>165,682.16</b>	<b>182,715.00</b>	<b>90.7%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	14,931.99	25,000.00	59.7%	
7000003 · Demolition	161,749.00	161,749.00	100.0%	Completion of project



Total 70000 · HAYMARKET COMMUNITY PARK	176,680.99	186,749.00	94.6%
71110 · EVENTS			
7111001 · Advertising - Events	5,015.00	5,000.00	100.3%
7111003 · Contractural Services	74,610.38	64,950.00	114.9%
7111004 · Events - Other	36,717.10	40,850.00	89.9%
7111005 · Police Department Events	7,361.84	7,800.00	94.4%
7111006 · Farmer's Market	9,113.04	12,000.00	75.9%
Total 71110 · EVENTS	132,817.36	130,600.00	101.7%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	1,501.15	2,200.00	68.2%
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 · MUSEUM	1,931.15	5,950.00	32.5%
Total 07 · PARKS, REC & CULTURAL	311,429.50	323,299.00	96.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,615.00	5,670.00	28.5%
8110002 · FICA/Medicare	112.40	500.00	22.5%
8110003 · Consultants - Engineer	5,411.12	15,000.00	36.1%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineering - Pass Through	22,501.99	0.00	100.0%
Total 81100 · PLANNING COMMISSION	29,640.51	28,120.00	105.4%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	2,340.00	5,830.00	40.1%
8111002 · FICA/Medicare	194.11	446.00	43.5%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,534.11	7,776.00	32.6%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	32,174.62	38,824.00	82.9%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
9510003 · General Obligation Bond - Int	2,461.63	2,463.00	99.9%
Total 95100 · DEBT SERVICE	73,161.63	73,163.00	100.0%
Total 09 · NON-DEPARTMENTAL	73,161.63	73,163.00	100.0%
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	537,473.62	836,586.00	64.2%
Total 94104 · Street Scape - Park Sidewalk	537,473.62	836,586.00	64.2%
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.05		
Total EMPLOYEE BENEFITS	-0.05		
Total 94105 · PERSONNEL	-0.05		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	50,000.00	0.0%
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	6,846.58	55,000.00	12.4%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%
9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
Total 94108 · Capital Improvment Funds Expens	29,373.60	278,924.00	10.5%

upfront cost for the year; next payment will be in February

2025

Final interest payment for FY2025

3rd progress payment of the park sidewalk project

94109 · Storm Water Grant Match	40,000.00	40,000.00	100.0%
Total Expense	3,869,486.90	4,934,494	78.4%
Net Ordinary Income	964,378.87	0	100.0%
Other Income			
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 · Development Funds	0.00	75,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Other Expense			
98000 · Development Expenditures			
98000-1 · Parks & Recreation	0.00	75,000.00	0.0%
Total 98000 · Development Expenditures	0.00	75,000.00	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%
Total Other Expense	0.00	125,000	0.0%
Net Other Income	0.00	0.00	0.0%
Total Net Income Operational / Other Budget	964,378.87	0.00	100.0%

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
**July 1, 2024 through June 29, 2025**

	Jul 1, '24 - Jun ...	Jul 1, '23 - Jun ...	% Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
3110-01 · Real Estate - Current	461,774.42	447,701.64	3.1%
3110-02 · Public Service Corp RE Tax	25,428.49	13,659.92	86.2%
3110-03 · Interest - All Property Taxes	1,265.61	2,480.65	-49.0%
3110-04 · Penalties - All Property Taxes	3,066.79	1,934.21	58.6%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>491,535.31</b>	<b>465,776.42</b>	<b>5.5%</b>
<b>3120 · OTHER LOCAL TAXES</b>			
3120-00 · Transient Occupancy Tax	336,885.27	230,414.46	46.2%
3120-01 · Bank Stock Tax	80,164.00	69,294.00	15.7%
3120-02 · Business License Tax	492,402.35	378,890.51	30.0%
3120-03 · Cigarette Tax	125,180.88	150,684.50	-16.9%
3120-04 · Consumer Utility Tax	125,532.03	116,754.71	7.5%
3120-05 · Meals Tax - Current	1,570,260.20	1,360,769.00	15.4%
3120-06 · Sales Tax Receipts	143,942.82	138,586.07	3.9%
3120-07 · Penalties (Non-Property)	9,731.91	8,004.27	21.6%
3120-08 · Interest (Non-Property)	869.28	1,431.31	-39.3%
Development Revenue			
Proffers	0.00	0.00	0.0%
<b>Total Development Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,884,968.74</b>	<b>2,454,828.83</b>	<b>17.5%</b>
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>			
3130-01 · Application Fees	2,300.00	2,775.00	-17.1%
3130-03 · Motor Vehicle Licenses	334.00	603.00	-44.6%
3130-05 · Other Planning & Permits	4,986.81	10,065.00	-50.5%
3130-06 · Pass Through Fees	13,532.10	20,407.50	-33.7%
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>21,152.91</b>	<b>33,850.50</b>	<b>-37.5%</b>
<b>3140 · FINES &amp; FORFEITURES</b>			
3140-01 · Fines	26,813.42	22,847.75	17.4%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>26,813.42</b>	<b>22,847.75</b>	<b>17.4%</b>
<b>3150 · REVENUE - USE OF MONEY</b>			
3150-01 · Earnings on VACO/VML Investment	15,852.56	17,183.19	-7.7%
3150-03 · Interest on Bank Deposits	228,465.59	177,400.03	28.8%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>244,318.15</b>	<b>194,583.22</b>	<b>25.6%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
3151-07 · Haymarket Church Suite 206	49,026.55	44,445.37	10.3%
3151-08 · 15020 Washington Realty	58,347.96	56,771.88	2.8%
3151-09 · 15026 Copper Cricket	29,008.18	24,338.64	19.2%
3151-11 · Cupcake Heaven and Cafe LLC	36,913.48	35,838.36	3.0%
3151-14 · Salman Home Realty Suite 204	0.00	6,160.00	-100.0%
3151-15 · Revolution Mortgage	7,976.28	7,744.00	3.0%
3151-16 · Stirrup For Delegate 21	0.00	3,315.00	-100.0%
3151-90 · Town Hall Rental Income	0.00	50.00	-100.0%
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>181,272.45</b>	<b>178,663.25</b>	<b>1.5%</b>
<b>3160 · CHARGES FOR SERVICES</b>			
FOIA Receipts	5.00	0.00	100.0%
3160-01 · Public Safety			
3160-06 · DCJS Grant	0.00	12,000.00	-100.0%
3160-01 · Public Safety - Other	0.00	5,305.00	-100.0%
<b>Total 3160-01 · Public Safety</b>	<b>0.00</b>	<b>17,305.00</b>	<b>-100.0%</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>5.00</b>	<b>17,305.00</b>	<b>-100.0%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			

# Town of Haymarket

## Statement of Revenue & Expenditures - Prev Year Comparison

July 1, 2024 through June 29, 2025

	Jul 1, '24 - Jun ...	Jul 1, '23 - Jun ...	% Change
3165-00 · Sponsorships	35,952.50	29,100.00	23.6%
3165-01 · Town Event	64,781.38	99,233.49	-34.7%
3165-02 · Farmer's Market	17,514.50	22,943.30	-23.7%
3165-03 · Town Ornaments	7,421.25	11,793.26	-37.1%
3165-04 · Town Shirts	0.00	911.00	-100.0%
3165-05 · Museum Revenue - Art	1,420.43	1,014.65	40.0%
3165-06 · Town Hats	841.00	534.00	57.5%
3165-07 · Town Sweatshirts - Adult	3,422.00	0.00	100.0%
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.0%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>131,430.56</b>	<b>165,529.70</b>	<b>-20.6%</b>
<b>3180 · MISCELLANEOUS</b>			
3180-00 · Convenience Fee	-108.91	118.57	-191.9%
3180-01 · Citations & Accident Reports	395.00	90.00	338.9%
3180-03 · Miscellaneous	60.00	10.00	500.0%
3180-04 · Reimbursement from Insurance	15,120.29	46,018.56	-67.1%
3180-05 · Recovered Costs- Private Events	0.00	600.00	-100.0%
<b>3190 · Sale of Salvage &amp; Surplus</b>			
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%
<b>Total 3190 · Sale of Salvage &amp; Surplus</b>	<b>9,400.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>3180 · MISCELLANEOUS - Other</b>	<b>0.00</b>	<b>45,562.13</b>	<b>-100.0%</b>
<b>Total 3180 · MISCELLANEOUS</b>	<b>24,866.38</b>	<b>92,399.26</b>	<b>-73.1%</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	37,790.00	36,484.00	3.6%
3200-04 · Car Rental Reimbursement	0.00	948.98	-100.0%
3200-05 · Communications Tax	74,648.78	69,115.24	8.0%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,535.23	1,405.15	9.3%
3200-16 · DMV Select Grant	21,144.24	5,717.84	269.8%
3200-17 · LOLE Grant	3,200.00	1,201.00	166.4%
3200-18 · Educational Reimbursement	796.02	0.00	100.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>172,741.24</b>	<b>148,499.18</b>	<b>16.3%</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4002 · Transfer from ARPA Funds</b>	<b>592,801.72</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Income</b>	<b>4,771,905.88</b>	<b>3,774,283.11</b>	<b>26.4%</b>
<b>Gross Profit</b>	<b>4,771,905.88</b>	<b>3,774,283.11</b>	<b>26.4%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	10,082.97	1,945.75	418.2%
111002 · FICA/Medicare	1,410.55	1,292.47	9.1%
111003 · Meals and Lodging	5,049.10	360.95	1,298.8%
111004 · Mileage Allowance	1,087.55	0.00	100.0%
111005 · Salaries & Wages - Regular	19,300.00	18,200.00	6.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>36,930.17</b>	<b>21,799.17</b>	<b>69.4%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	481,731.75	411,837.08	17.0%
1211002 · Salaries/Wages - Overtime	2,552.42	2,268.45	12.5%
1211003 · Salaries/Wages - Part Time	39,060.25	49,384.00	-20.9%
1211004 · FICA/Medicare	38,767.76	34,281.73	13.1%

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
**July 1, 2024 through June 29, 2025**

	Jul 1, '24 - Jun ...	Jul 1, '23 - Jun ...	% Change
1211005 · VRS	72,933.95	28,701.56	154.1%
1211006 · Health Insurance	59,704.80	52,950.80	12.8%
1211007 · Life Insurance	5,682.11	5,447.62	4.3%
1211008 · Disability Insurance	2,539.09	2,808.24	-9.6%
1211009 · Unemployment Insurance	1,515.12	884.05	71.4%
1211010 · Worker's Compensation	260.00	279.75	-7.1%
1211011 · Gen Property/Liability Ins.	17,616.00	19,130.00	-7.9%
1211012 · Accounting Services	26,257.72	17,794.20	47.6%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	9,846.76	7,534.00	30.7%
1211015 · Advertising	5,374.24	5,971.91	-10.0%
1211016 · Computer, Internet & Website Svc	23,407.29	29,244.03	-20.0%
1211017 · Postage	2,454.08	2,492.47	-1.5%
1211018 · Telecommunications	8,540.33	7,651.29	11.6%
1211019 · Mileage Allowance	1,240.64	1,188.74	4.4%
1211020 · Meals & Lodging	3,920.76	3,881.96	1.0%
1211021 · Convention & Education	2,610.00	6,032.83	-56.7%
1211022 · Miscellaneous	897.72	387.00	132.0%
1211024 · Books, Dues & Subscriptions	6,077.17	17,198.55	-64.7%
1211025 · Office Supplies	8,179.77	5,357.93	52.7%
1211030 · Capital Outlay-Machinery/Equip	2,917.39	14,063.60	-79.3%
1211031 · Capital Outlay - Improvements	0.00	34,214.60	-100.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>824,087.12</b>	<b>760,986.39</b>	<b>8.3%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	67,668.07	71,996.59	-6.0%
<b>Total 12210 · LEGAL SERVICES</b>	<b>67,668.07</b>	<b>71,996.59</b>	<b>-6.0%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	21,200.00	18,400.00	15.2%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>21,200.00</b>	<b>18,400.00</b>	<b>15.2%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>949,885.36</b>	<b>873,182.15</b>	<b>8.8%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	616,516.99	490,418.46	25.7%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	29,765.48	24,249.35	22.8%
3110013 · Salaries & Wages - OT Select En	0.00	4,281.05	-100.0%
3110004 · Salaries & Wages - Holiday Pay	34,512.60	28,306.77	21.9%
3110005 · Salaries & Wages - Part Time	43,260.00	75,860.00	-43.0%
3110007 · Salary & Wages - DMV Grant	12,646.62	8,780.24	44.0%
3110012 · Salaries & Wages - PT Admin.	13,087.50	12,332.50	6.1%
3110020 · FICA/MEDICARE	55,673.99	48,089.06	15.8%
3110021 · VRS	79,884.11	30,277.41	163.8%
3110022 · Health Insurance	103,165.60	81,424.60	26.7%
3110023 · Life Insurance	7,143.15	6,620.46	7.9%
3110024 · Disability Insurance	1,848.78	2,352.56	-21.4%
3110025 · Unemployment Insurance	120.98	732.44	-83.5%
3110026 · Workers' Compensation Insurance	23,627.00	21,692.25	8.9%
3110027 · Line of Duty Act Insurance	5,118.00	4,705.00	8.8%
3110028 · Legal Services	27,550.51	50,952.90	-45.9%
3110032 · Computer, Internet & Website	5,731.73	3,625.00	58.1%
3110033 · Postage	0.00	41.20	-100.0%
3110034 · Telecommunications	13,793.32	12,866.68	7.2%
3110035 · General Prop Ins (Vehicles)	6,180.00	4,871.00	26.9%
3110037 · Meals and Lodging	2,045.88	2,957.09	-30.8%
3110038 · Convention & Edu. (Training)	1,189.26	4,189.95	-71.6%
3110040 · Annual Dues & Subscriptions	15,714.73	12,917.17	21.7%
3110041 · Office Supplies	6,397.62	6,220.33	2.9%
3110042 · Vehicle Fuels	29,048.74	32,044.61	-9.4%
3110043 · Vehicle Maintenance/Supplies	26,550.53	12,671.02	109.5%

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
**July 1, 2024 through June 29, 2025**

	Jul 1, '24 - Jun ...	Jul 1, '23 - Jun ...	% Change
3110044 · Repairs/Maintenance Supplies	9,134.56	0.00	100.0%
3110045 · Uniforms & Police Supplies	39,464.45	48,251.27	-18.2%
3110049 · Grant Expenditures	14,520.93	0.00	100.0%
3110056 · Capital Outlay-Machinery/Equip	147,551.87	90,481.20	63.1%
3110057 · Capital Outlay-Furniture/Fixtur	0.00	7,482.00	-100.0%
3110060 · Capital Outlay - Improvements	0.00	11,856.60	-100.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>1,371,244.93</b>	<b>1,141,550.17</b>	<b>20.1%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>1,371,244.93</b>	<b>1,141,550.17</b>	<b>20.1%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	2,213.00	1,994.94	10.9%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	185,605.22	105,465.15	76.0%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>185,605.22</b>	<b>105,465.15</b>	<b>76.0%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	76,622.90	99,209.83	-22.8%
4310002 · Maint Svc Contract-Pest Control	1,774.00	3,504.00	-49.4%
4310003 · Maint Svc Contract-Landscaping	25,675.00	27,064.85	-5.1%
4310004 · Maint Svc Contract Snow Removal	24,197.00	5,252.00	360.7%
4310007 · Electric/Gas Services	16,511.83	17,148.12	-3.7%
4310008 · Electrical Services-Streetlight	3,816.35	4,250.01	-10.2%
4310009 · Water & Sewer Services	4,680.75	4,542.19	3.1%
4310010 · Janitorial Supplies	0.00	169.15	-100.0%
4310011 · Real Estate Taxes	1,122.18	1,135.16	-1.1%
4310015 · Maintenance - Vehicle Fuel	1,430.10	1,451.81	-1.5%
4310016 · Maint - Vehicle Maintenance	1,275.36	1,013.30	25.9%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>157,105.47</b>	<b>164,740.42</b>	<b>-4.6%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>344,923.69</b>	<b>272,200.51</b>	<b>26.7%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	111,740.56	88,180.56	26.7%
60001 · Town Tourism	52,872.01	38,192.19	38.4%
60003 · Advertising	1,069.59	0.00	100.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>165,682.16</b>	<b>126,372.75</b>	<b>31.1%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	14,931.99	11,324.22	31.9%
7000003 · Demolition	161,749.00	0.00	100.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>176,680.99</b>	<b>11,324.22</b>	<b>1,460.2%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	5,015.00	1,944.00	158.0%
7111003 · Contractural Services	74,610.38	55,810.22	33.7%
7111004 · Events - Other	36,717.10	34,089.97	7.7%
7111005 · Police Department Events	7,361.84	2,315.28	218.0%
7111006 · Farmer's Market	9,113.04	1,828.43	398.4%
<b>Total 71110 · EVENTS</b>	<b>132,817.36</b>	<b>95,987.90</b>	<b>38.4%</b>
<b>72200 · MUSEUM</b>			
7220012 · Telecommunications	1,501.15	1,430.43	4.9%
7200015 · Books, Dues & Subscriptions	30.00	0.00	100.0%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
<b>Total 72200 · MUSEUM</b>	<b>1,931.15</b>	<b>1,830.43</b>	<b>5.5%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>311,429.50</b>	<b>109,142.55</b>	<b>185.3%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	1,615.00	2,005.00	-19.5%

**Town of Haymarket**  
**Statement of Revenue & Expenditures - Prev Year Comparison**  
**July 1, 2024 through June 29, 2025**

	Jul 1, '24 - Jun ...	Jul 1, '23 - Jun ...	% Change
8110002 · FICA/Medicare	112.40	183.60	-38.8%
8110003 · Consultants - Engineer	5,411.12	7,472.31	-27.6%
8110007 · Convention/Education	0.00	0.00	0.0%
8110009 · Engineer - Pass Through	22,501.99	33,285.76	-32.4%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>29,640.51</b>	<b>42,946.67</b>	<b>-31.0%</b>
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	2,340.00	2,430.00	-3.7%
8111002 · FICA/Medicare	194.11	148.39	30.8%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,534.11</b>	<b>2,578.39</b>	<b>-1.7%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>32,174.62</b>	<b>45,525.06</b>	<b>-29.3%</b>
09 · NON-DEPARTMENTAL			
90002 · Payment for Stolen Check	0.00	45,518.56	-100.0%
90003 · VRSA Refund	0.00	45,518.56	-100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	137,800.00	-48.7%
9510003 · General Obligation Bond - Int	2,461.63	4,944.91	-50.2%
<b>Total 95100 · DEBT SERVICE</b>	<b>73,161.63</b>	<b>142,744.91</b>	<b>-48.8%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>73,161.63</b>	<b>233,782.03</b>	<b>-68.7%</b>
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	0.00	16,488.49	-100.0%
9410402 · Construction	537,473.62	0.00	100.0%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>537,473.62</b>	<b>16,488.49</b>	<b>3,159.7%</b>
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.05	0.02	-350.0%
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.05</b>	<b>0.02</b>	<b>-350.0%</b>
<b>Total 94105 · PERSONNEL</b>	<b>-0.05</b>	<b>0.02</b>	<b>-350.0%</b>
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	2,046.78	-100.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>2,046.78</b>	<b>-100.0%</b>
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	6,846.58	0.00	100.0%
9410805 · Town Hall / Museum Security Sys	3,020.00	0.00	100.0%
9410806 · Message Board Trailer	19,507.02	0.00	100.0%
94108 · Capital Improvment Funds Expens - Other	0.00	19,611.61	-100.0%
<b>Total 94108 · Capital Improvment Funds Expens</b>	<b>29,373.60</b>	<b>19,611.61</b>	<b>49.8%</b>
94109 · Storm Water Grant Match	40,000.00	0.00	100.0%
<b>Total Expense</b>	<b>3,855,349.06</b>	<b>2,839,902.12</b>	<b>35.8%</b>
<b>Net Ordinary Income</b>	<b>916,556.82</b>	<b>934,380.99</b>	<b>-1.9%</b>
<b>Net Income</b>	<b>916,556.82</b>	<b>934,380.99</b>	<b>-1.9%</b>

# Police Department Report to Council

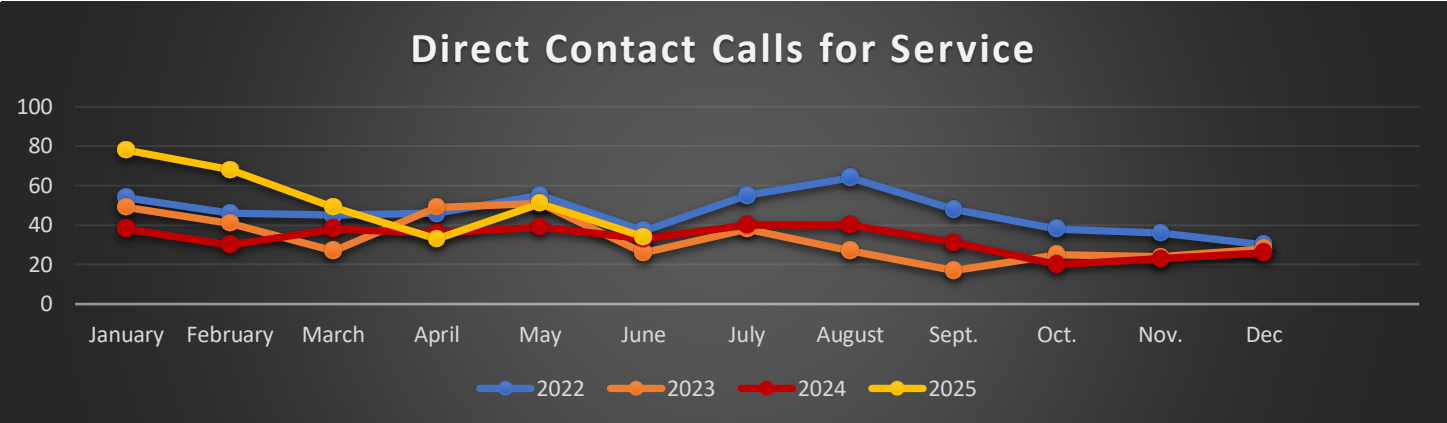
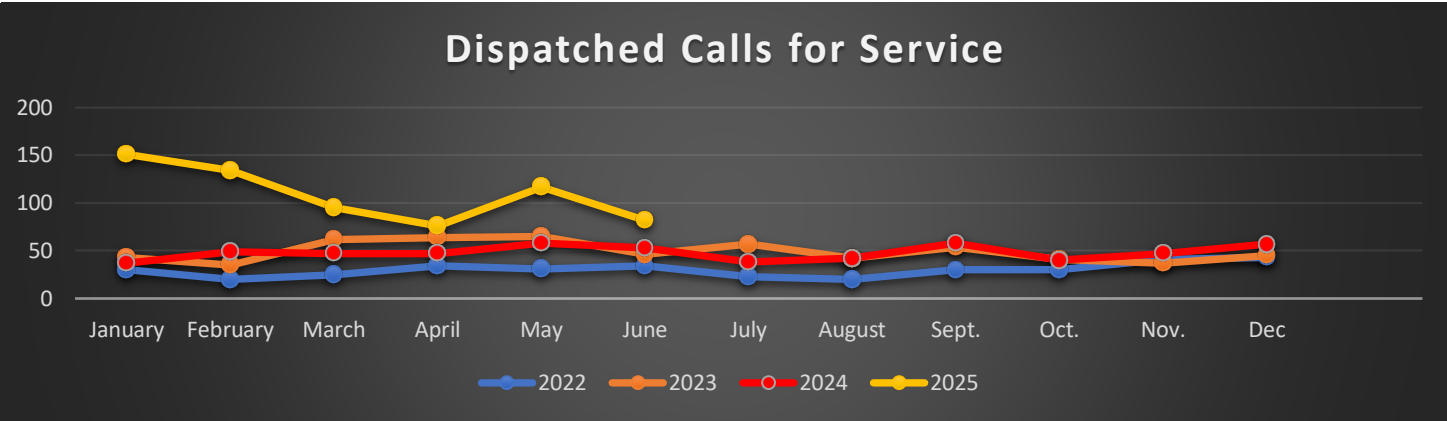
Activity Period May 15, 2025 to June 14, 2025

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

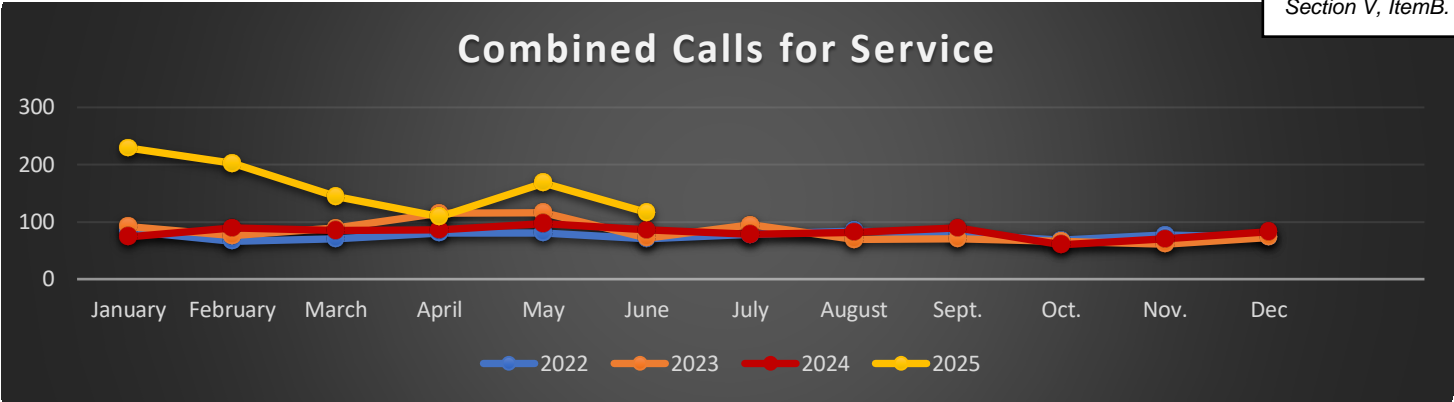
- Reportable Calls: 11
- Non-Reportable Calls: 105
- Deferments: 0



Trending Data on Calls for Service

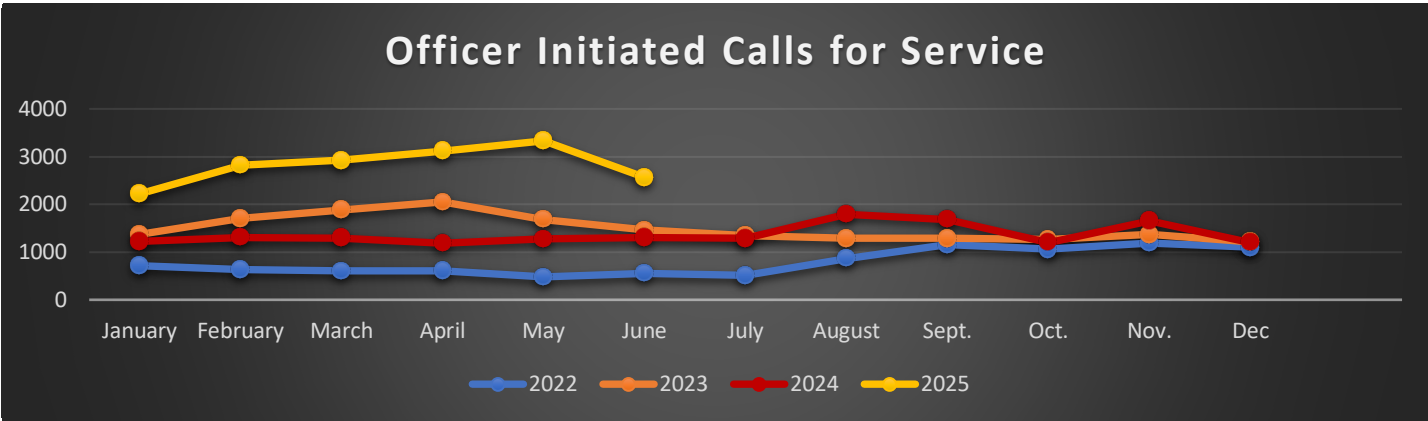
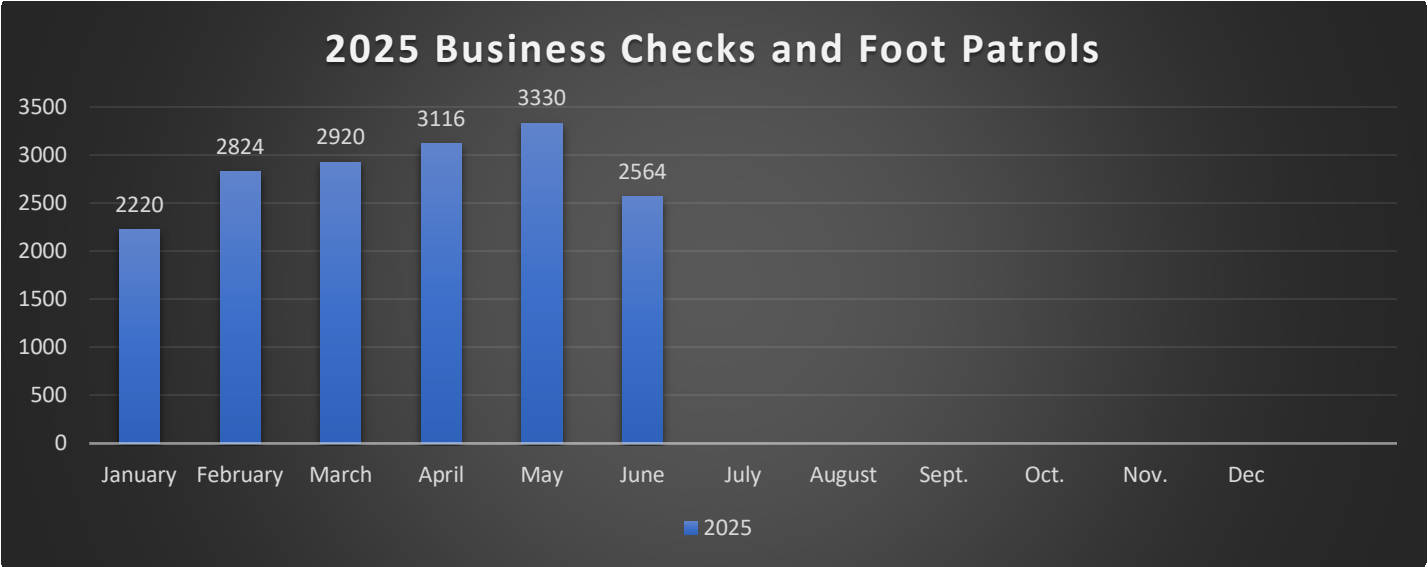






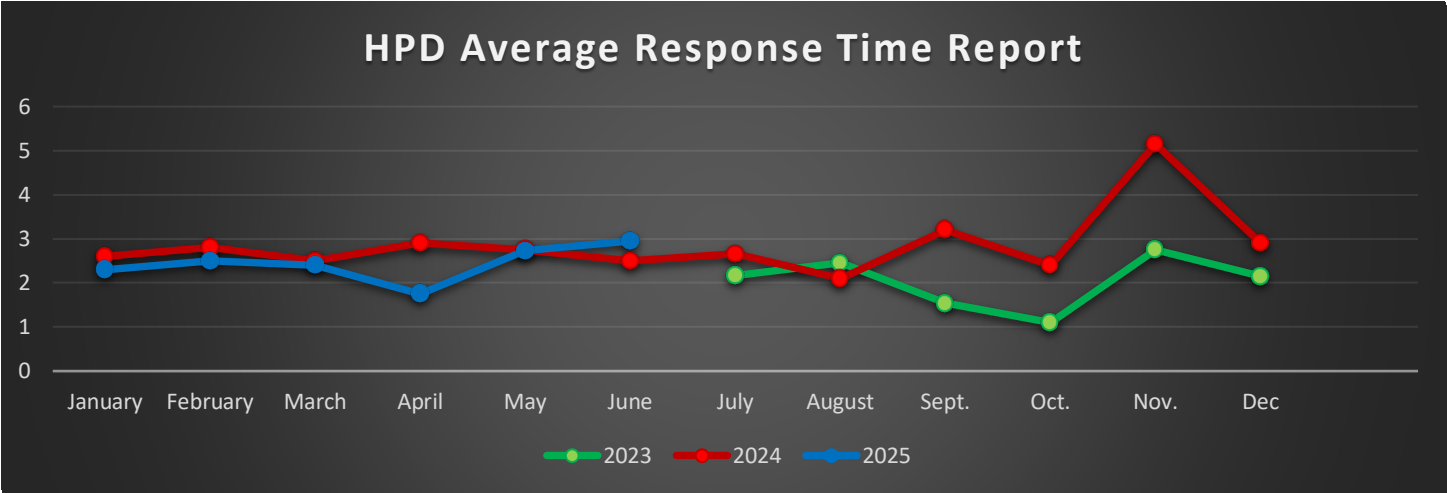
**Business Checks and Foot Patrols:** These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct physical checks when the business is closed to ensure that all doors and windows are locked. Officers will also conduct foot patrols in residential and commercial areas allowing community members to engage in discussion while simultaneously preventing crime. Lastly, enhanced patrols are conducted by officers in specific areas to deter criminal activity or traffic violations.

- Personal Contact: 1,078
- Physical Check: 223
- Foot Patrols: 192
- Enhanced Patrols: 1,071



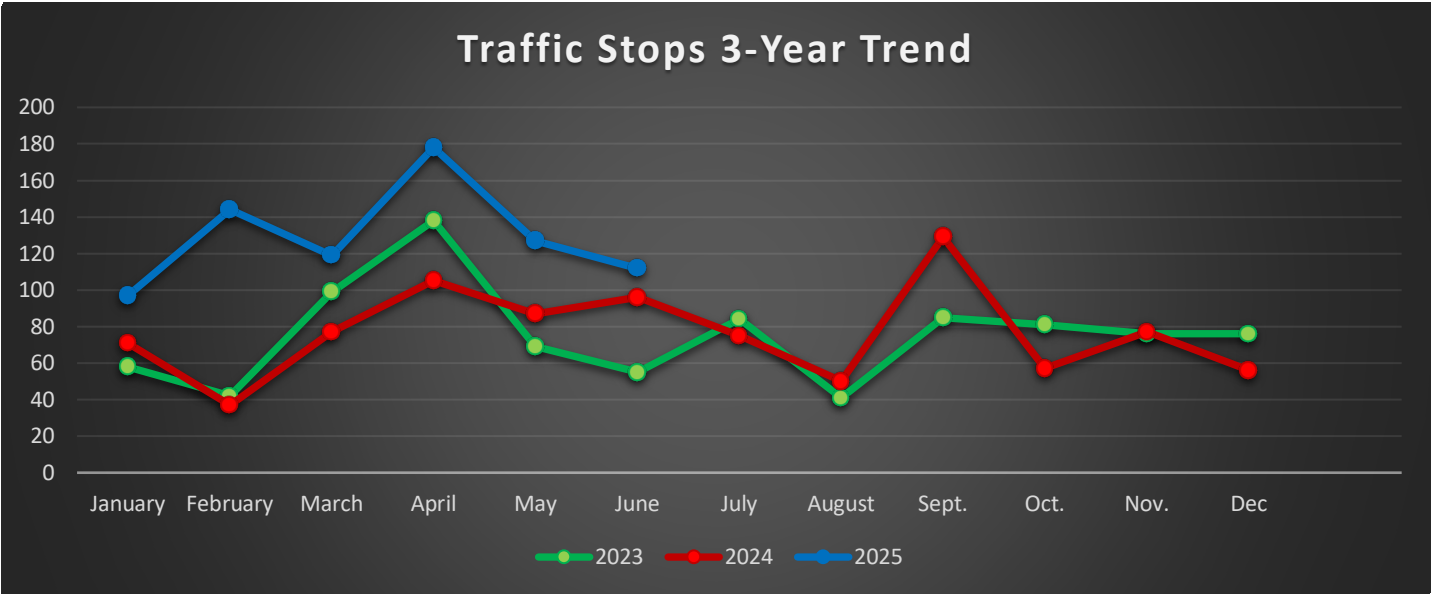
**Average Response Time:** This is the average of all response times to calls for service answered by Haymarket Officers.

- 2 minute 55 seconds



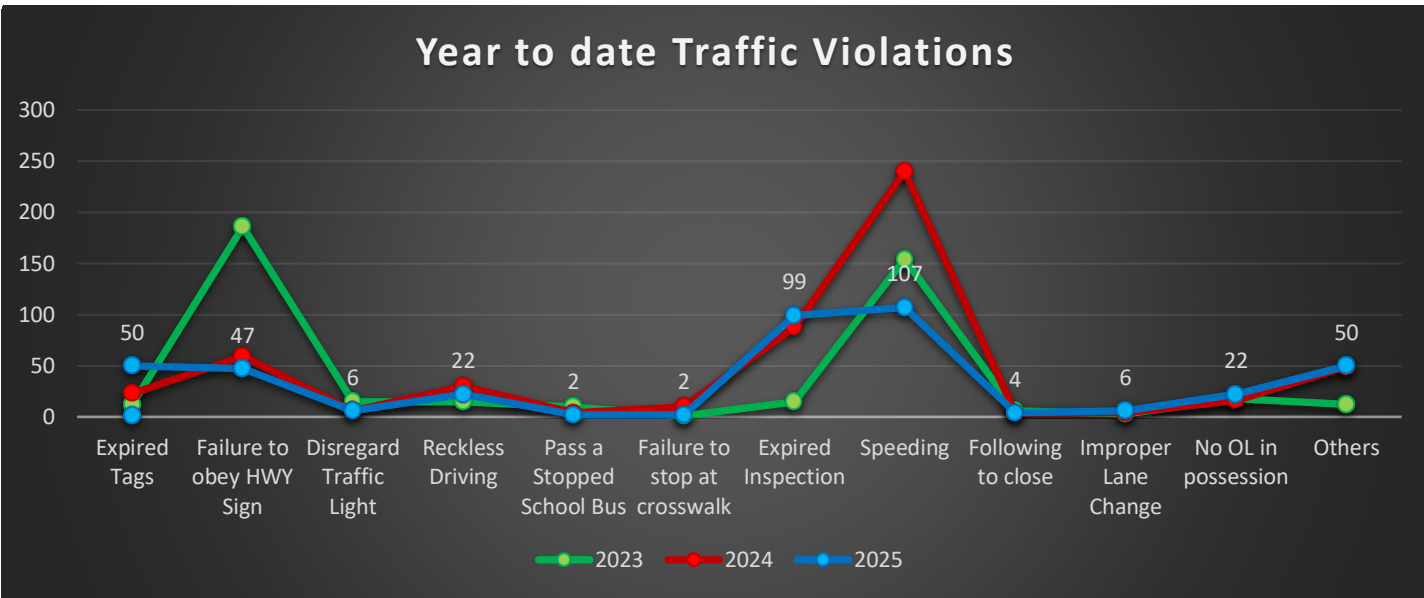
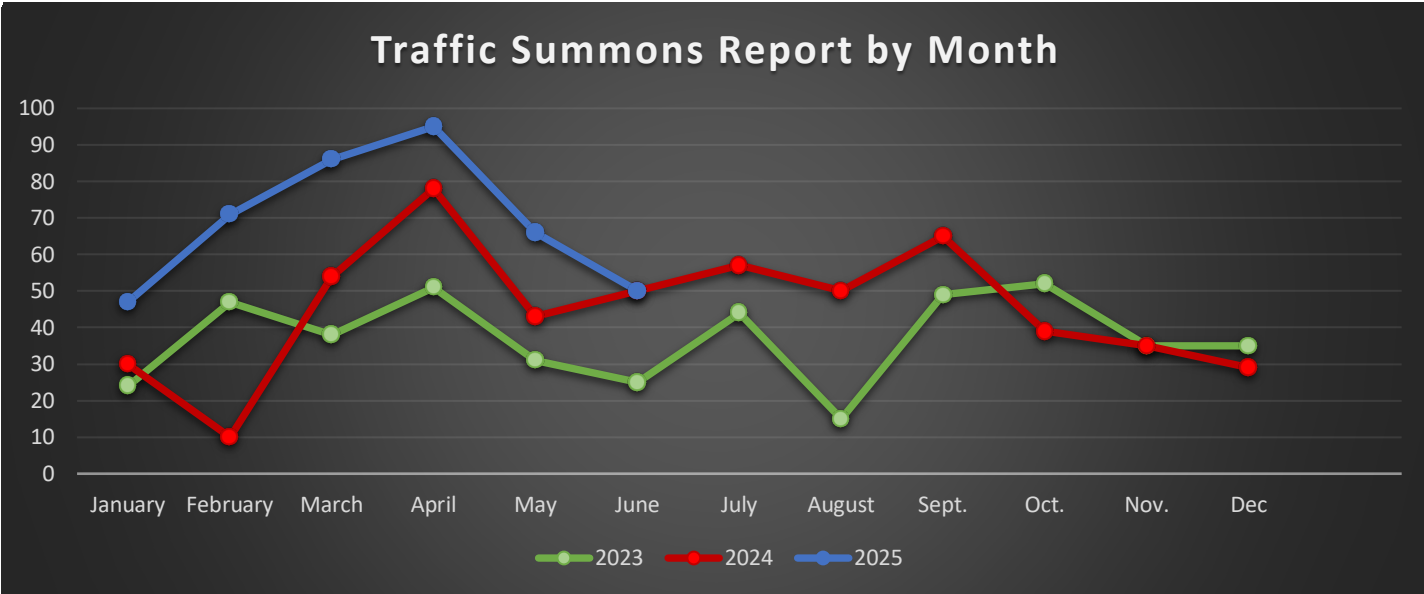
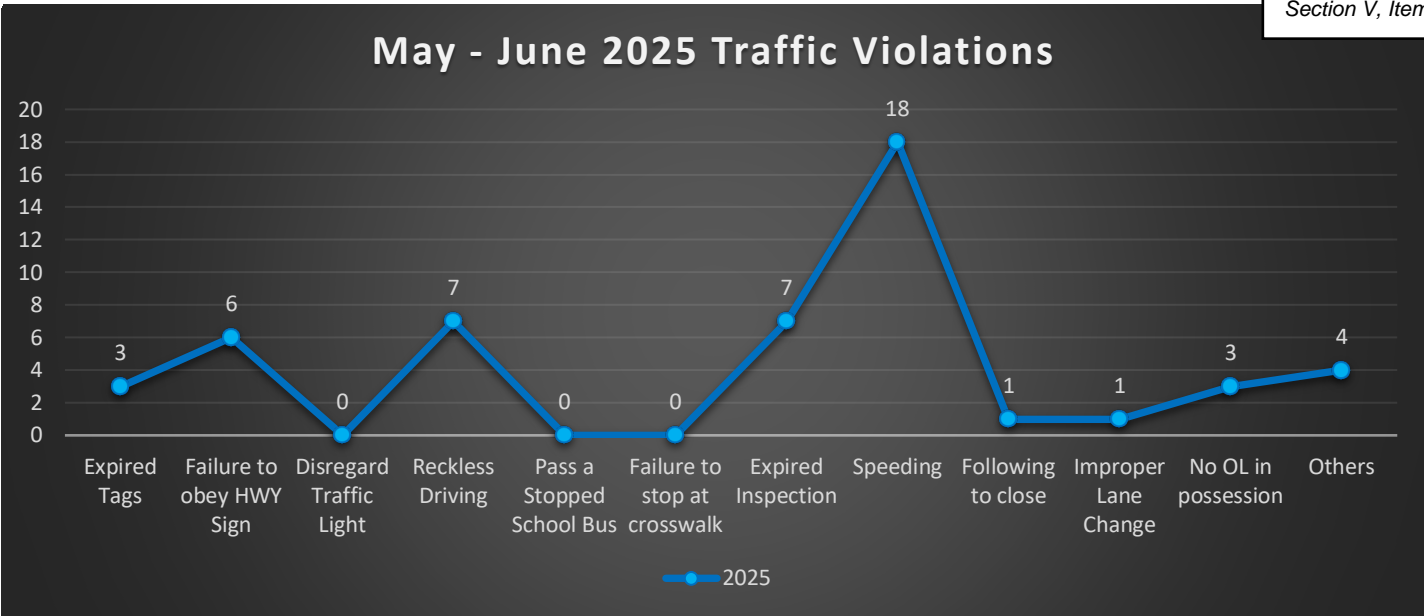
**Traffic Stops:** Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer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

- Traffic Stops: 112
- Summons: 50
- Warnings: 78



**Traffic Summons Issued:** Summons issued for traffic violations. 50

- |  |  |
|--|--|
| 46.2-646 – Expired Registration – 3        | 46.2-830 – Failure to obey a highway sign – 6        |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 7                      |
| 46.2-859 – Pass a stopped school bus – 0   | 46.2-924 – Failure to stop at crosswalk – 0          |
| 46.2-1158 – Expired inspection – 7         | 46.2-874 – Speeding – 18                             |
| 46.2-816 – Follow to close – 1             | 46.2-804 – Improper Lane change – 1                  |
| 46.2-300 – No operator’s license – 3       | Others – 4, (Driving Suspended, Seatbelt, Insurance) |

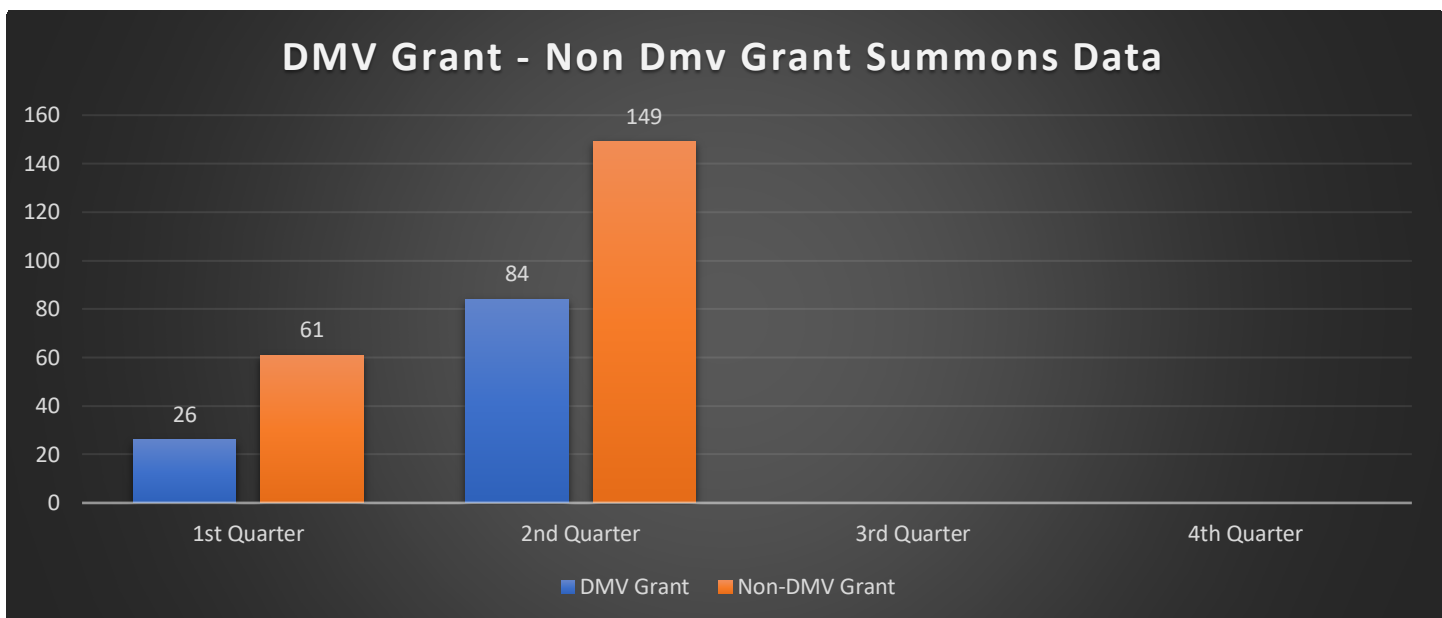
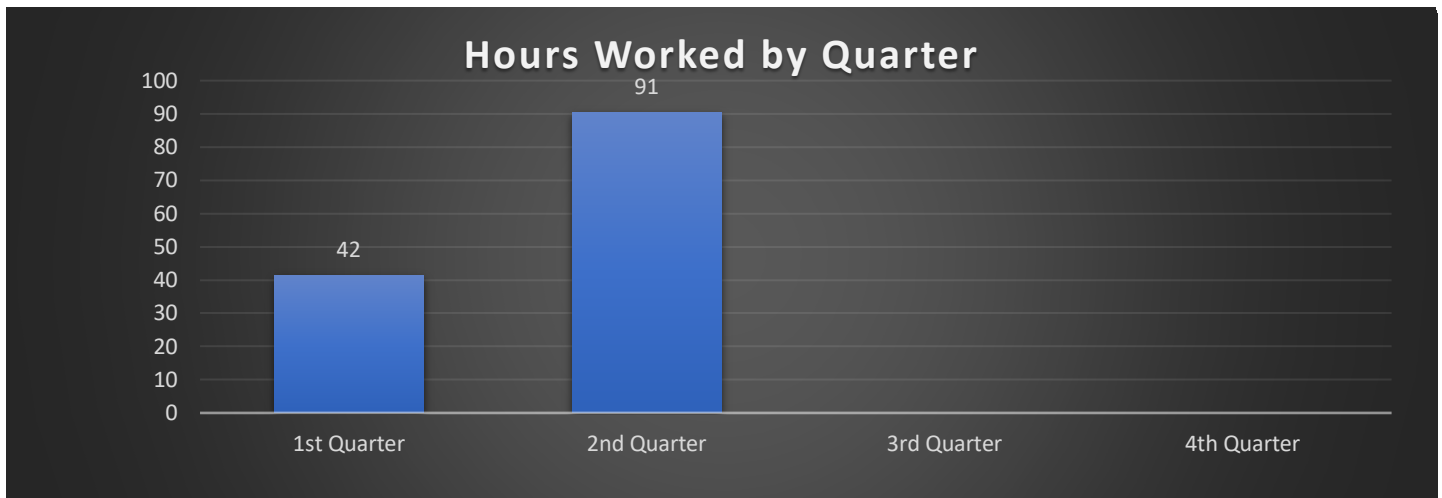
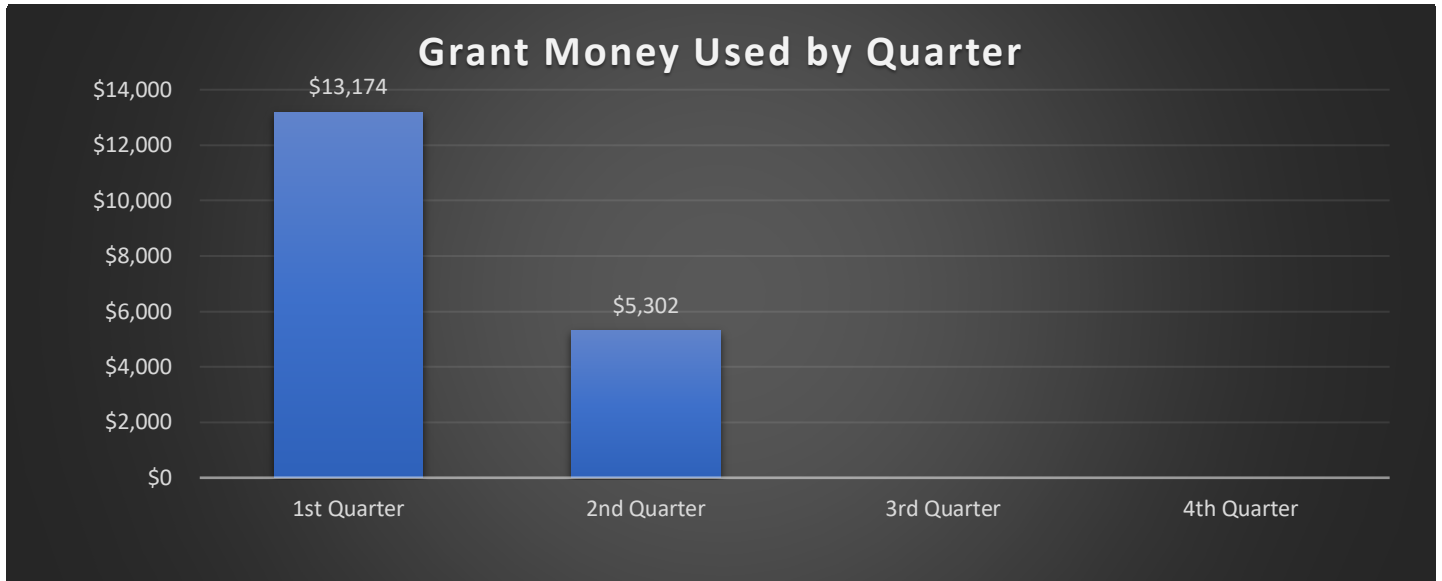


Total Summons Issued 2025: 417

DMV Grant: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter reporting October 1, 2024 through September 30

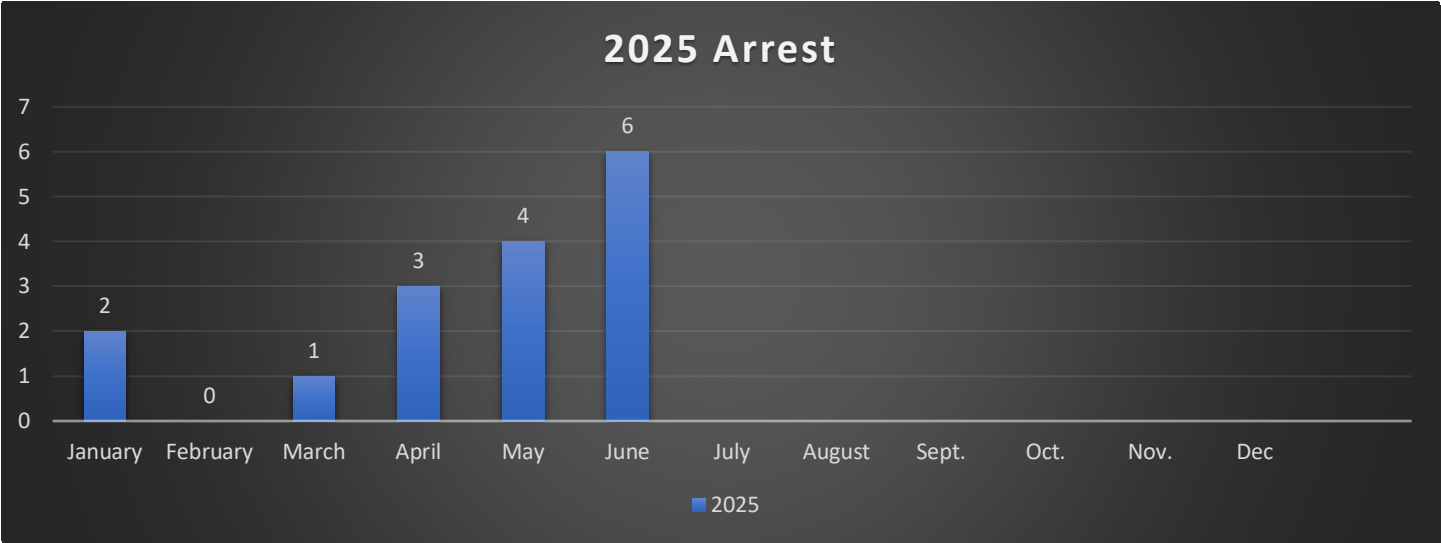
Section V, ItemB.

Grant Award Amount Total: \$28,173.00 1<sup>st</sup> Quarter: \$13,174.29 2<sup>nd</sup> Quarter: \$5,302.41 TTD:\$18,476.70



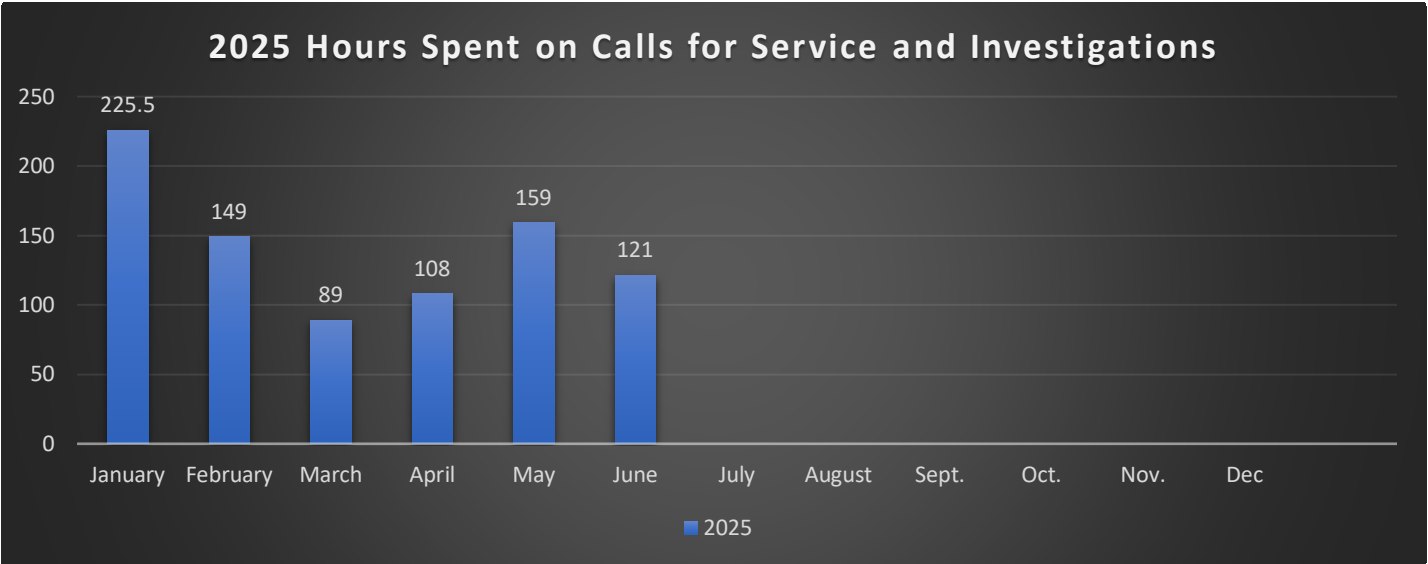
**Arrest:** These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 5



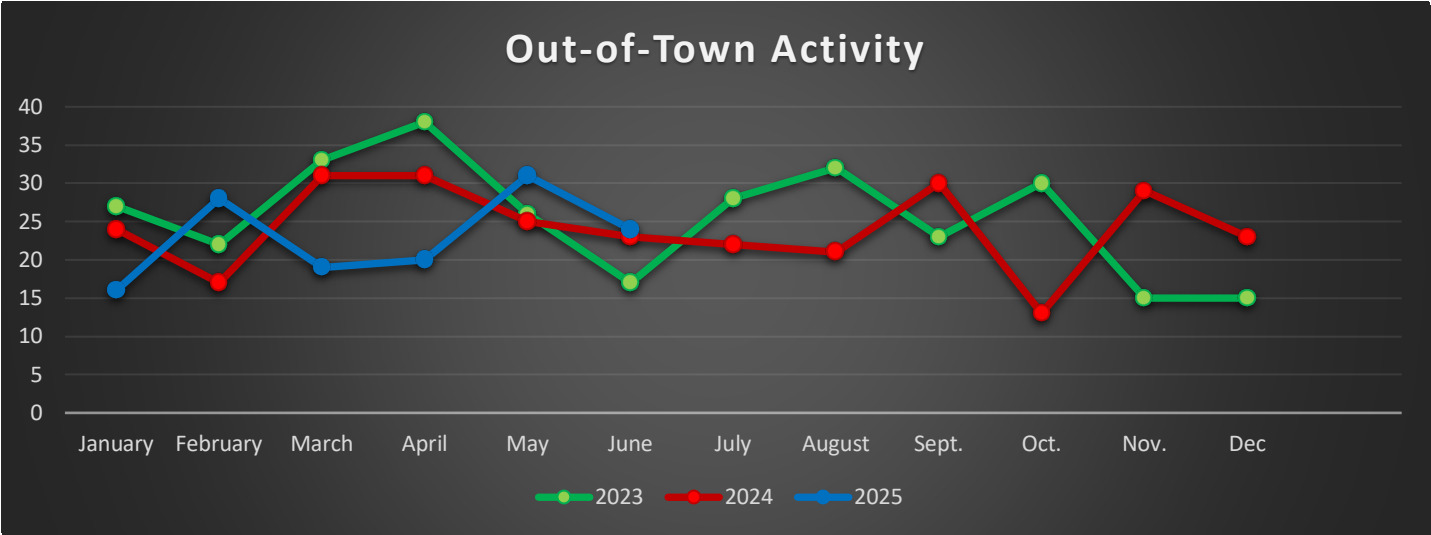
**Hours spent on Calls for Service and Investigations:** These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 93
- Follow-up Investigations: 28

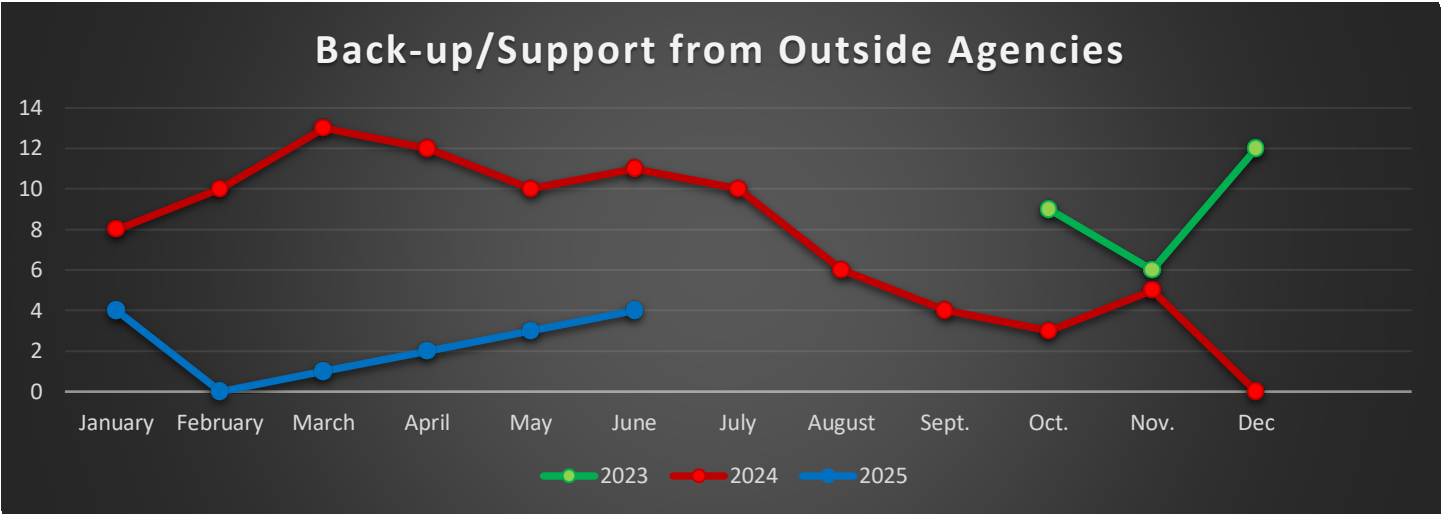


**Out of Town Activity:** On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

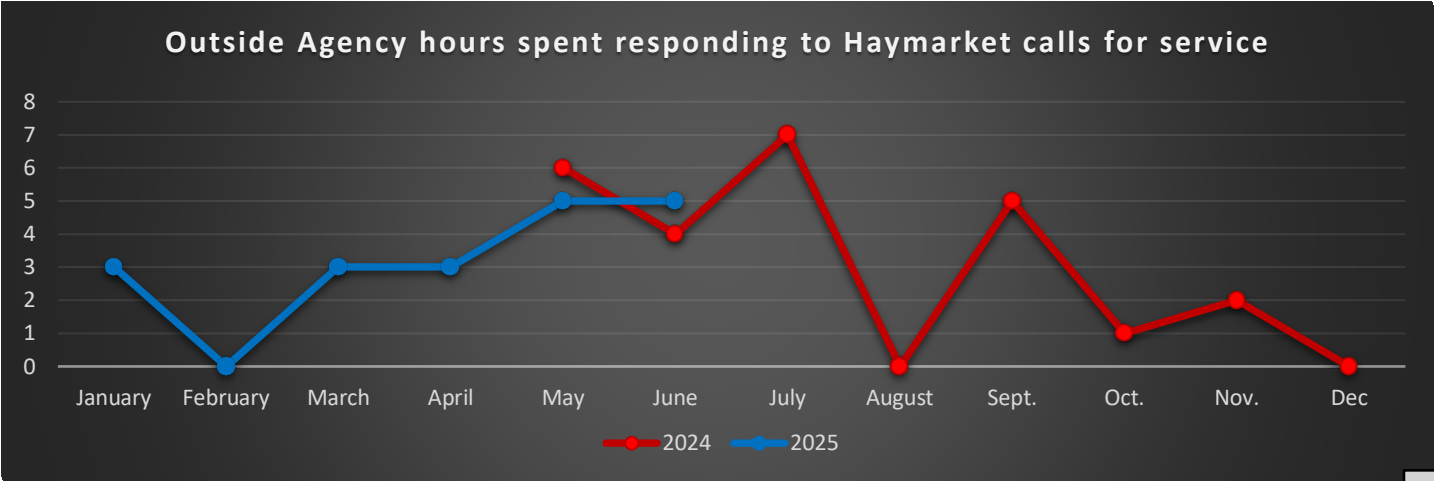
- Back Up: 20
- Other: 4



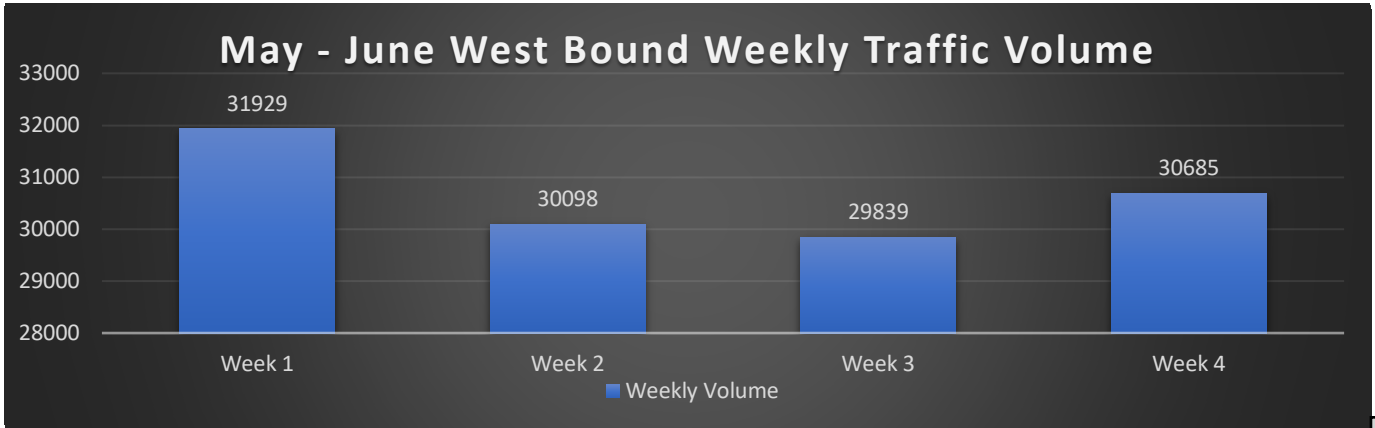
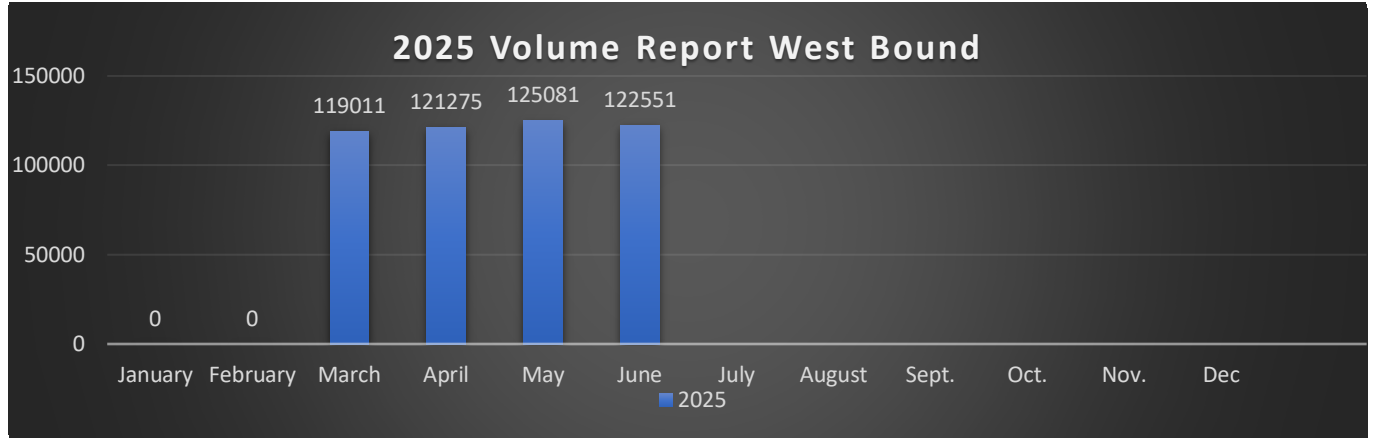
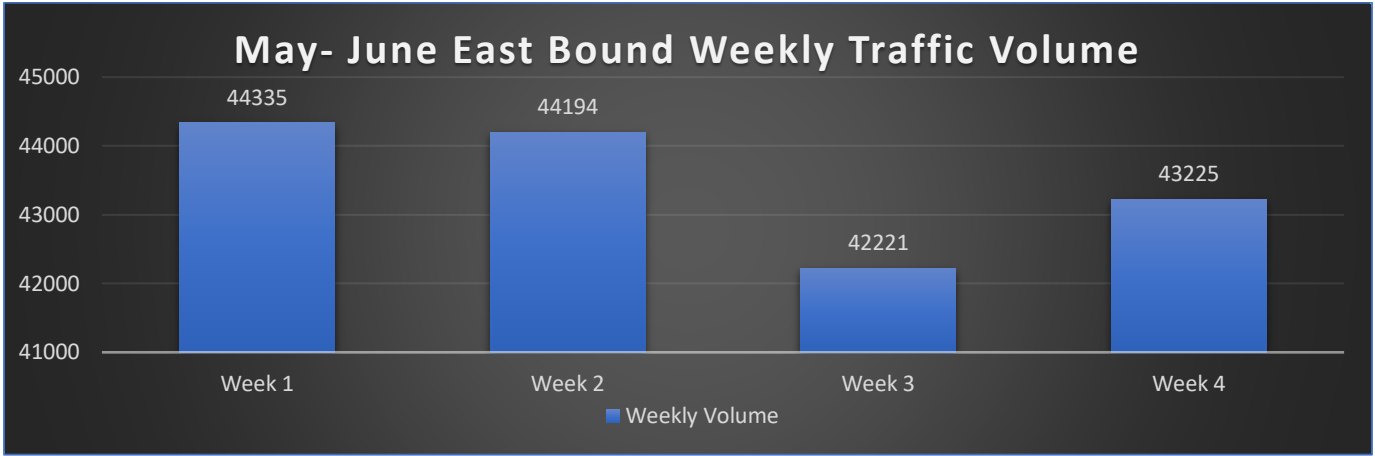
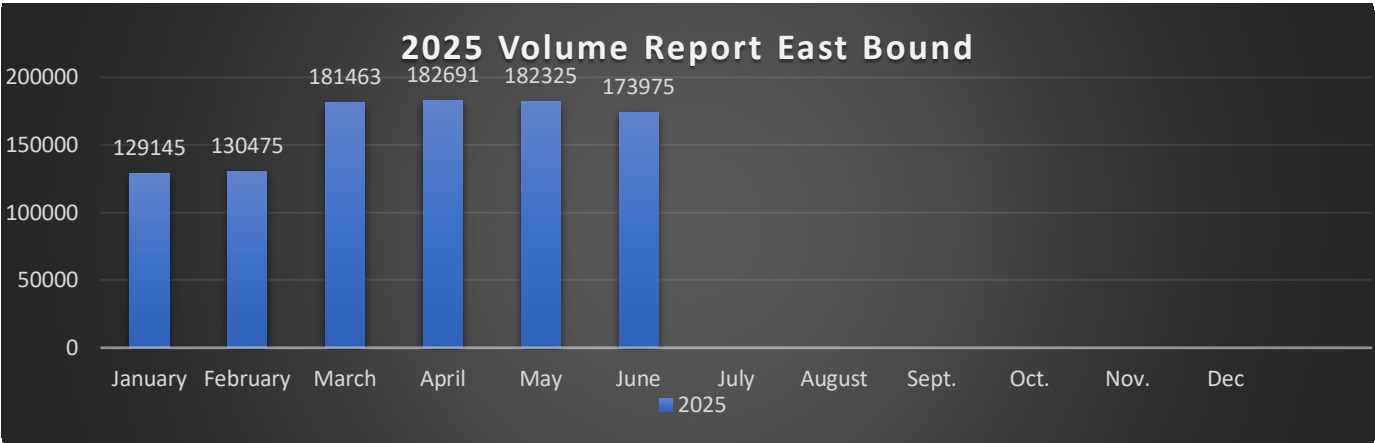
**Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits:** 4

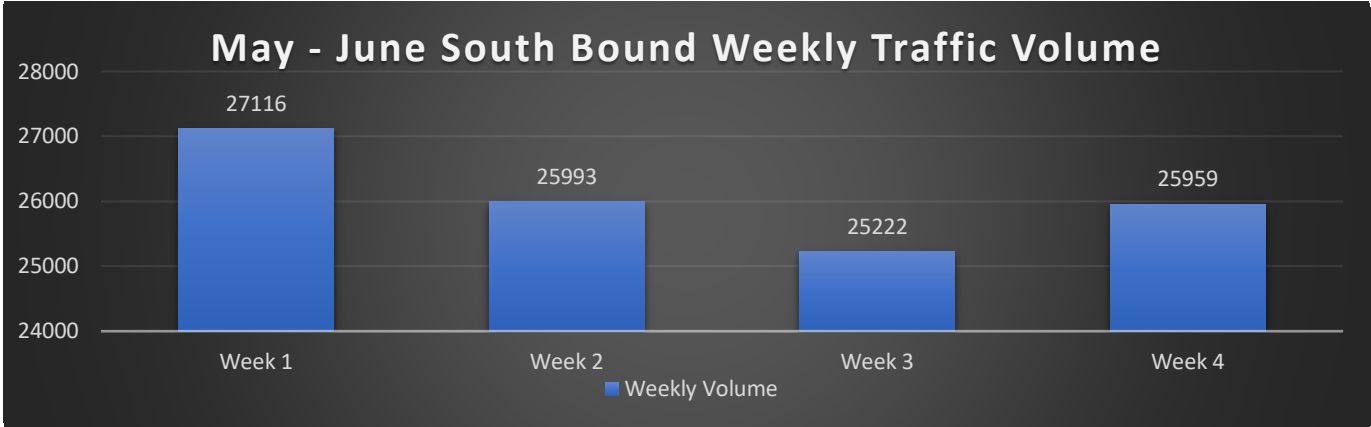
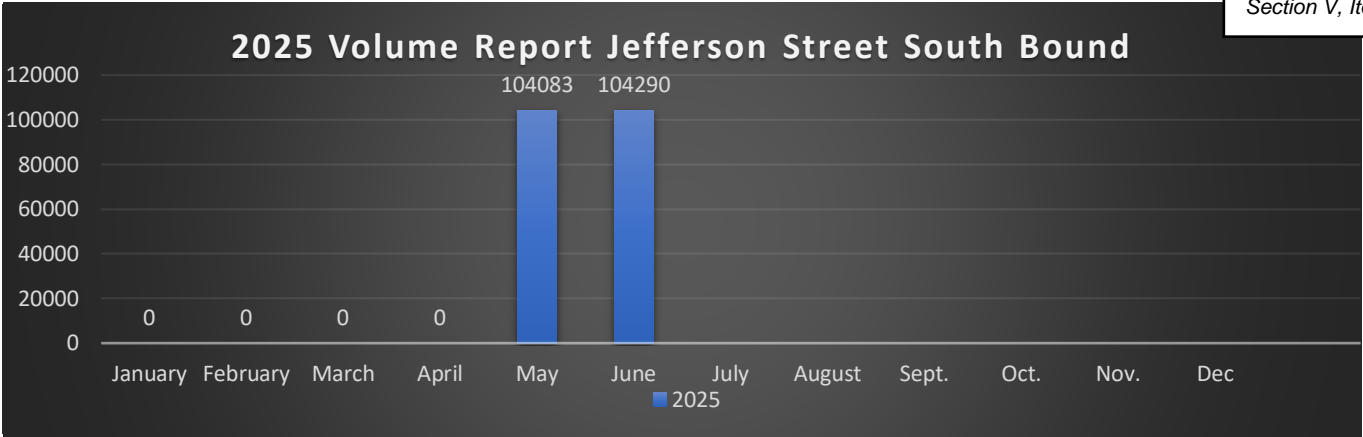


**Time spent by outside agencies on calls for service as primary responders:** Approximately 5 hours



Monthly Traffic Volume





**Departmental Status on next page.**



## 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 have been learning about law enforcement practices while assisting at town functions and the Farmer's Market.
- The annual "End of School Year" Watter Balloon Battle was held on June 12, 2025. It was a wonderful event. An Ice Cream Social was held at the park afterwards for local families. Bruster's Ice Cream provided free ice cream cups and cones to all in attendance.
- On June 12, 2025, Officer Galbreath responded to the 6759 Lea Berry Way for a report of "Vehicle into a building". He found that a car had struck an exterior pillar. There was no structural damage nor injuries.
- On June 13, 2025, our annual Local Government Day was held at Town Hall. The event was well planned and attended.
- On June 13, 2025, (during the Government Day event) a male subject driving a white Ford Ranger began cursing at the firefighters and police officers that were at the event. The male was driving west bound and drove onto the sidewalk circumventing slower traffic while yelling obscenities at first responders. At the same time, a mother and her 3 children were turning into the Townhall parking lot. The male rear-ended the mother's vehicle. All occupants were treated by medics on location. No injuries were reported. There was extensive rearend damage to the victim's vehicle and the male's vehicle was totaled. The male indicated that he was upset about ICE raids throughout the country and that is why he was cursing the first responders. Town Staff assisted us greatly with a somewhat chaotic scene. We appreciate Emily, Matt, and Thomas' assistance.
- On May 18, 2025, Officer Anderson was working a safety detail at the Haymarket Baptist Church. He noticed a suspicious vehicle in the parking lot and approached it with Officer Coppage. There was a homeless individual sleeping in the vehicle. Upon speaking with him, the individual advised that it was not his car, and he had found it sitting there unlocked and decided to sleep in it. Officers made a positive ID of the subject and released him after confirming the car had not been reported stolen. Officers continued their efforts to speak to the company that owned the vehicle. On May 21, 2025, Officer Galbreath was able to confirm that the vehicle was stolen. The company was unaware since they had dropped the vehicle at a mechanics shop in Henrico County. Over the next few days, Officers assisted Henrico PD by gathering video evidence in and around Haymarket of the subject driving the vehicle. Warrants were obtained and the subject was arrested by Officer Galbreath on May 23, 2025.
- Sgt. Burgoon and Officer Rick obtained 12 juvenile petitions from juvenile intake for the two juveniles that were committing crimes in May.
- Town Manager Kyriazi asked that we consult with VDOT about traffic light timing at Crossroads Village BLVD and Washington Street. VDOT evaluated the light and adjusted to minimize east bound traffic backup on Washington Street.
- We have updated our "No Trespassing" and "Driver Information Exchange" forms for the office.
- Police Department Employee evaluations have been completed.
- Click it or Ticket data for May 19th – June 1st, 2025 was submitted to DMV on June 15, 2025.
- Chief Sibert attended the local Emergency Planning Committee Meeting on June 11, 2025.
- On June 10, 2025, Chief Sibert submitted a claim/reimbursement request for the 2025 LOLE grant in the amount of \$3,200.

- On June 11, 2025, Chief Sibert submitted the grant application for the 2026 – 599 Funds in the amount of \$37,790.00.
- On May 20, 2025, Chief Sibert attended an accreditation workshop.
- On May 15, 2025, all Senior Resource Summit stakeholders met to discuss the 2025 and 2026 Senior Summit.
- 2025 legal updates have been sent out to all HPD Officers.

**Event Listing on Next page.**

## Haymarket Police Department 2025 Event Listing

Section V, 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 <sup>th</sup> -9 <sup>th</sup> , 2025	Completed
3	Polar Plunge	February 15, 2025	Completed
4	Woman's Self Defense Class 1 (NL)	March 12, 2025	Completed
5	Drive Sober or get pulled over Initiative	March 15 <sup>th</sup> -17 <sup>th</sup> , 2025	Completed
6	Woman's Self Defense Class 2	March 24, 2025	Completed
7	St. Baldricks Event	March 29 <sup>th</sup> , 2025	Completed
8	National Distracted Driving Month	April 1 <sup>st</sup> – 30 <sup>th</sup> , 2025	Completed
9	Put the phone away Campaign	April 1 <sup>st</sup> – 30 <sup>th</sup> , 2025	Completed
10	Farmer's Market	April 6 <sup>th</sup> – Nov. 16, 2025	Ongoing
11	Woman's Self Defense Class 3 (NL)	April 23, 2025	Completed
12	Drug Take Back	April 26, 2025	Completed
13	HPD Senior Summit	April 24, 2025	Completed
14	Impaired Driving Enforcement Initiative	May 1 <sup>st</sup> – May 6 <sup>th</sup> , 2025	Completed
15	Woman's Self Defense Class 4	May 5, 2025	Completed
16	Click it or Ticket Initiative	May 19 <sup>th</sup> – June 1 <sup>st</sup> , 2025	Completed
17	Torch Run for Special Olympics	June 10, 2025	Completed
18	Ice Cream Social	June 12, 2025	Completed
19	Water Balloon Fight	June 12, 2025	Completed
20	Drive Sober or get pulled over Initiative	July 3 <sup>rd</sup> – July 5 <sup>th</sup> , 2025	Upcoming
21	National Night Out	August 5, 2025	Upcoming
22	Drive Sober or get pulled over Initiative	August 13 <sup>th</sup> – Sept. 2 <sup>nd</sup> , 2025	Upcoming
23	Summer Concert	August 16, 2025	Upcoming
24	Flags for Hero's	TBA	Upcoming
25	See Tracks, think Train Week	September 15 <sup>th</sup> – 21 <sup>st</sup> , 2025	Upcoming
26	Child Passenger Safety Week	September 21 <sup>st</sup> – 27 <sup>th</sup> , 2025	Upcoming
27	Coffee with a Cop	October 1, 2025	Upcoming
28	Prince William County Public Safety Expo	October 4, 2025	Upcoming
29	Haymarket Day	October 18, 2025	Upcoming
30	Prince William County Truck or Treat	TBA	Upcoming
31	Drug Take Back	TBA	Upcoming
32	Halloween Candy Handout	October 31, 2025	Upcoming
33	Operation Santa Claus	December 6, 2025	Upcoming
34	Christmas in Haymarket	December 13, 2025	Upcoming
35	Santa Cops (West)	TBA	Upcoming
36	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
<b>Active Plans/Projects</b>					
Crossroads Village	Katie/Thomas	10/18/2018	7/1/2025	Katie	-As-builts 3rd submission 4/18. Comments due 6/4 -Stockpile permit coordination -E&S and landscape bond release re-inspection completed. Report to be provided
EPA Stormwater Grant	Staff	12/4/2024	6/30/2025	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
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	6/25/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	6/25/2025	Applicant	-Construction and Town E&S inspections ongoing -VDOT revision approval by Town/VDOT 4/18
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	6/25/2025	Katie	-Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	6/25/2025	Town/Katie	-Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Coordinating cost estimate updates
Iceplex	Katie/Thomas	10/4/2024	6/24/2025	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination
Robinson's Paradise	Katie/Thomas	1/4/2021	6/20/2025	Applicant	-Construction and Town E&S inspections completed -Landscape bond released -Sent Contractor E&S reports 5/5

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans</b>					
Chick-fil-A	Katie/Emily	11/16/2021	6/12/2025	Applicant	-2nd submission SUP comments sent 5/23 -As-built comments provided 5/24 -Met with Applicant 6/12
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
Karter School	Katie/Thomas	8/20/2020	6/9/2025	Applicant	-Plan revision submitted 12/15 -Comments provided 3/31 -Met with applicant
Park Sidewalk	Katie/Thomas	4/27/2021	5/14/2025	Groupe/Town	-Change orders approved -Deed coord w/ VDOT and ROW monument installation. ROW to be dedicated to Town rather than VDOT -Punchlist walk completed 4/23 -Katie to coordinate as-built scheduling
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/Katie	-Provide review comments of plan -Meeting with Applicant

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Low Activity Open Plans</b>					
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:** June 25, 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 a request for proposal.
2. Reviewed the law and provided legal counsel and recommendations to Town staff regarding certain aspects of land development applications.
3. Reviewed and provided legal counsel and recommendations to Town staff regarding a licensing agreement for use of the museum.



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

## Memorandum

**To:** Haymarket Town Council  
**From:** Finance Liaisons  
**Re:** June 2025 Monthly Report  
**Date:** July 7, 2025

---

The Finance Liaisons (FLs) and staff met once during the month on 6/30/25:

- ***The FLs and staff discussed and agreed to re-adjust the meeting schedule to twice a month:***
  - *Meet prior to the monthly work session, with a start time based on whether a closed session is necessary*
  - *Meet on the second Wednesday of the month at 2 pm (subject to further adjustment)*
- The FY 2025 budget is now 100% complete, with the FY 2026 in effect 7/1/25
- ***The Profit & Loss Statement currently shows a positive net ordinary income of over \$890,000***
  - *It is important to note select revenue and expense items in the FY 2025 will lag the end of the fiscal year into July and potentially beyond*
  - *The FY 2025 final budget numbers are unaudited and therefore subject to further adjustments*
- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- ***Attached are minutes drafted by our Town Clerk, Kim Henry, summarizing the discussion at the 6/30/25 meeting***
- ***The next meeting is Wednesday, 7/16/25, at 2 pm***
  - *In addition to the pro-forma agenda and staff items, the FLs will include any financial items/concerns that council members wish, upon request*
  - *The FLs to discuss, with staff, the FY 2026 budget process, up to and including adoption at our 6/2/25 council meeting*

Open Items (with financial/policy implications):

- 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

***The FLs are available to council for follow-up questions about this report and further details of meeting discussions.***

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member





# TOWN COUNCIL FINANCE LIASON MEETING

Monday, June 30, 2025 5:30 PM

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

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

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## MINUTES

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### Call To Order

Town Manager Emily Kyriazi called the meeting to order. Those in attendance were: Councilmember Joe Pasanello, Councilmember Alexander Beyene, Councilmember Mary Ramirez, Mayor TracyLynn Pater, Town Treasurer Roberto Gonzalez, Town Manager Emily Kyriazi, and Town Clerk Kim Henry.

Mrs. Kyriazi presented invoices and checks for final approval and signatures. Mr. Gonzalez presented the most recent monthly financial report for ending FY25. The committee discussed the Park Pavilion RFP, the Compensation Study RFP and the Town Hall architecture interior design estimates. Discussion included bid opening committees and possible engineering comments in relation to the pavilion. Mrs. Kyriazi shared that she met with the architect who did the original plans for the Town Hall interior design and will be getting updated cost estimates.

There was a discussion on the air conditioning units at Washington Street Realty, the Town Museum and the Cupcake Heaven building. The liaisons gave a directive to proceed with replacing the air conditioning unit at Washington Street Realty and to have the contractor look at the other two buildings for resolutions. There was a decision to go into a closed session at the July 7th Council meeting regarding a lease agreement. There was also a discussion to reach out Stephanie Davis from Virginia Tech about getting interns to do an assessment analysis of the rental buildings.

Mrs. Kyriazi gave an update on the park sidewalk. She gave general administrative updates, including the videos with the Mayor at various businesses that was filmed recently.

The liaisons decided to try going back to bi-weekly meetings: one being at 2 pm on the second Wednesdays of the month and the other being before the work session at the end of the month.

The meeting concluded at 6:50 pm



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: June/July 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 Business Roundtable Event May 20
  - Congratulations to our inaugural winners of a video commercial
- Attended Town Hall Open House
  - Met with Employ Teacher from Gainesville High School & discussed possible involvement win town (internships & volunteer opportunities) for high school students
- Ongoing discussions with vendors at Farmer's Market
- Various 1:1 meetings with local businesses

### Upcoming Activities

- Regular meetings/touchpoints with staff as needed regarding current businesses and upcoming events
- Support for ongoing Farmers Market
- Next Business Roundtable August 26

### New Businesses

- Italia Performing Arts – 14600 Washington Street complex (summer 2025)
- My Haberdasher – 14950 Washington Street (summer 2025)
- Firehouse Subs – Crossroads Village (summer 2025)
- Kiddie Academy – Crossroads Village (late 2025)
- The Source Harmonic Egg – 4400 Costello Way (expected summer 2025)



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Mary Ramirez  
**Re:** June Community Outreach Report

---

The Community Outreach Liaison serves as a bridge between the Town of Haymarket's local government and its residents, businesses, and community organizations. This role focuses on fostering engagement, promoting civic participation, and ensuring transparent communication between the town leadership and the public.

**I held no in-person meetings with staff during the month of June.** Instead, we focused our efforts on preparing and hosting the successful Haymarket Government Open House on Friday, June 13th.

I would like to thank all of staff, the police department, and my colleagues for making this event a success. We had over 160 children attend with their families. A special thanks to the Prince William County representatives, departments and organizations for joining us as well.

### Upcoming meetings:

At this time, we do not have a Community Outreach planning meeting scheduled. Any planning meetings will be announced for all to join.

Best,

**Mary Ramirez**  
*Councilwoman*

"Everyone's Home Town"  
[www.townofhaymarket.org](http://www.townofhaymarket.org)



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

## Memorandum

To: Mayor and Town Council  
From: Justin Baker, Planning Commission Liaison  
Re: Planning Commission Updates  
Date: July 7, 2025

---

The Planning Commission met on June 10, 2025. We have been reviewing and working on updating our By-laws. We submitted final edits to the Town Clerk. We also reviewed the draft Code of Ethics, as requested by Council. There were no requested edits or changes.

Our next meeting is Tuesday, July 8. We will have a presentation from Shivon Dosky and Kirk Johnson from Graystone Companies on their concept at 14600 Washington Street. We hope to pass the by-laws at this meeting.

Justin Baker



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 June Meeting

---

Meeting held 6/25 @ 7:00PM.

- COA Reviews:
  - Nothing to Review.
- Agenda
  - Code of Ethics Review - Comments requested by 6/30.
  - ARB Guideline Review – Feedback given.
- Old/New Business –
  - Zoning policy/procedures adjusted due to findings reviewing SkyFinancial Sign Application
  - Robinson Daycare site plan anticipated
  - AJ Watts property interests discussed
  - Blight Drive townhome site plan Status updated
  - Lane Motors Property Status requested
  - QBE Property interests briefed
- PC Liaison –
  - Code of ethics discussed at the PC meeting too.
- Council Liaison –
  - Revealed that Resolution #2025-006: FY25 Budget Amendment Passed
  - Revealed that Resolution #2025-003: Adoption of FY26 Tax Rate Passed
  - Revealed that Resolution #2025-007: Adoption of FY26 Budget and Appropriation of Funds Passed
  - Revealed that Resolution #2025-004: Adoption of Town Council Policies and Procedures Passed



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:** Re-Appointment of Jerome Gonzalez to the Planning Commission

---

Background: Jerome has served on the Planning Commission since April 2023, filling the unexpired term of Robert Chrisman. His term expires June 30, 2025. Since being on the Planning Commission, Jerome was nominated and voted by his peers to serve as the Planning Commission Vice Chairperson in July 2024. He then was nominated and voted by his peers to serve as the Chairman in January 2025. Attached is a letter from Jerome with his interest in serving on the Planning Commission for a 4 year term.

Recommended Motion: ***I move to re-appoint Jerome Gonzalez to the Haymarket Planning Commission with a term beginning July 1, 2025 through June 30, 2029.***

Or Alternate Motion

June 24, 2025

To: Honorable Mayor and Town Council

From: Jerome Gonzalez

RE: Re-appointment to the Planning Commission

This message serves as formal notification to the Mayor and Town of Haymarket Town Council of my interest to be reappointed to serve a full four-year term for the Town of Haymarket Planning Commission.

It has been an honor to serve, and I would be happy to continue to serve the people of Haymarket and be a part of its future planning.

Additionally, I have accepted a new position in my professional life and would anticipate fewer recusals from Application consideration going forward.

Best,

Jerome

Jerome Gonzalez

Chairman

Town of Haymarket Planning Commission



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: Planning Commission Vacancy  
Date: June 30, 2025

---

Background: Pankaj Singla was appointed to the Planning Commission in July 2023 filling the vacant seat when Alexander Beyene was appointed to the Town Council and became the liaison to the Planning Commission. Mr. Singla was then re-appointed to the Planning Commission in July 2024 for a 4 year term. Recently, Mr. Singla was needed in his home country of India for an undetermined amount of time and has resigned from the Planning Commission effectively immediately. He would like to continue serving in some capacity when he returns. Attached is the resignation letter from Mr. Singla. Once I received his letter, I posted the vacancy on the Town's website and through our social media platforms. We have received an interest from someone in Greenhill Crossing and another from someone in Haymarket Station. Both applications are attached.

Recommended Motion: ***I move to appoint \_\_\_\_\_ to the Haymarket Planning Commission filling the vacant seat held by Pankaj Singla with the term expiring on June 30, 2028.***

Or Alternate Motion



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



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: Jeffrey Kress Jr

Address: 6817 Saint Paul Dr.

Cell Phone: [REDACTED]

Email Address: [REDACTED]

Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

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

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

I am interested in joining the Town of Haymarket Planning Commission because, as a homeowner raising a family here, I care deeply about the future of our community. I'm passionate about the town and would value the opportunity to contribute to its thoughtful growth and development.

Over the past two years, I've served on my HOA's Architectural Review Committee, which has given me relevant experience in evaluating community plans and proposals. I believe I can bring a fresh perspective to the Planning Commission—drawing from both my local involvement and the problem-solving and negotiation skills I've developed throughout my professional career.

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



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: Sreeja Nair

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Address: 14813 Caboose Trl, Haymarket, VA 20169

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Cell Phone: [REDACTED]

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Email Address: [REDACTED]

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Please Circle One Below;

- |                            |                            |
|----------------------------|----------------------------|
| Town Council               | Architectural Review Board |
| <u>Planning Commission</u> | Board of Zoning Appeals    |

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

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

Hello,

I am writing to express my keen interest in serving on the Haymarket Planning Commission, as advertised on The Haymarket Town App. I have been consistently impressed by our Town's commitment to security and safety of residents, and I am eager to contribute my skills and experience to further its success.

I am confident that my skills would be a valuable asset to the council. I am also a strong communicator and collaborator, and I am committed to working with all members of the community to achieve our shared goals.

I am eager to learn more about the specific priorities of the council and how I can contribute to addressing the town's current challenges. I am available for an interview at your earliest convenience and welcome the opportunity to discuss my qualifications further.

Thank you for your time and consideration.

Sincerely,  
Sreeja Nair



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

## Memorandum

**To:** Mayor and Town Council  
**From:** Emily L. Kyriazi, Town Manager  
**Re:** Town Code, Chapter 15 Outdoor Events

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**Background:** The Outdoor Events Ordinance is currently under review by the Town Staff and Town Council. The Ordinance was originally adopted in 2015. Attached in the agenda is the current Outdoor Event Ordinance and a draft for the revised Outdoor Event Ordinance.

Please review the revised Ordinance and bring comments to the July 28<sup>th</sup> work session meeting for further discussion.

## Chapter 15 OUTDOOR EVENTS

### ***DIVISION I GENERALLY***

#### **Sec. 15-1. Definitions.**

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) *Food.* Applicant shall provide adequate food safety measures in accordance with article II of chapter 22 of the town Code; and the applicant shall secure any required permit(s) from the Prince William Health District.

- (b) *Storage, removal and disposal of garbage and trash.* Applicant shall provide adequate storage on-site for all garbage and trash generated during the event. Applicant shall guarantee in writing the removal and proper containment of all structures, signs, trash, or debris from the site and the immediate vicinity upon termination of the outdoor event, and shall accomplish such removal and containment within 24 hours after permit expiration. All trash and garbage generated by the event shall be properly disposed of off-site no later than the next business day following the event.
- (c) *Toilet and sanitary facilities.* Applicant shall provide adequate sanitary facilities at the site and, when necessary, shall obtain the approval of the Health District.
- (d) *Amusement rides.* Applicant shall have all amusement rides inspected by a credentialed third party inspector at applicant's expense. The inspection report must be reviewed by the town building official prior to the event opening.

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

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

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

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

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

- (c) Any person hired to provide security under a security plan shall be either sworn law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justices Services. The chief of police may require that security be provided by sworn law enforcement personnel for active crowd control needs, traffic control on streets and highways, and events with anticipated attendance over 100.
- (d) The chief of police or designee will review all security plans within ten business days of the application's receipt and notify the applicant immediately if the plan is rejected, giving the reasons for the rejection. The applicant may revise a rejected plan and resubmit it at least five business days before the event. If the resubmitted plan resolves the deficiencies noted in the rejection and there are no other grounds for rejecting the permit, the permit shall be granted. No changes may be made to an approved security plan without express, written consent of the town.
- (e.) If the chief of police or designee rejects the proposed safety plan, he or she will inform the applicant of the right to appeal his or her decision to the town manager.
- (f.) The security plan shall provide for the applicant to pay costs of any law enforcement personnel or private contractors as proposed under the security plan, including any actual overtime pay but not including any overhead, fuel, or incidental costs. The applicant shall pay all costs incurred within ten calendar days after billing. Late payment shall incur a ten percent penalty and ten percent per year interest.

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

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

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

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

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

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

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

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

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

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

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

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

- (a) No person shall conduct, maintain, organize, advertise, or permit the use of his premises for, any outdoor event, without first obtaining a permit so to do issued in accordance with this division.
- (b) Every person desiring a permit required by this division shall submit an application to the town manager or designee. Such application shall be filed not less than 21 days prior to the beginning of the outdoor event and shall show thereon, or by attachment thereto, the following:
  - (1) The exact location, by street address of the premises at which it is planned to conduct the outdoor event, including therein all land to be used for parking or other uses necessary or incidental to the outdoor event, together with written permission(s) from the owner or tenant of such property authorizing or permitting the outdoor event.
  - (2) A detailed description of the proposed outdoor event including date(s) and times, location, maximum number of expected attendees per day, and a contact name and telephone number of at least one person who will be on-site during the event.
  - (3) A plat or drawing showing the location of all signs, structures, outdoor furniture, onsite and/or offsite parking, equipment, and lighting to be utilized on a lot or parcel in connection with the proposed event.
  - (4) Documentation or a letter of permission shall be provided stating the specific location of restrooms that will be available to the applicant throughout the duration of the event.
  - (5) A security plan, if required by section 15-5.
  - (6) The permit application fee, as specified in section 15-10.

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

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

Each application for a permit under this division shall be accompanied by a nonrefundable application fee of \$300.00. An application for a permit at the same venue and possessing a similar footprint by the same applicant will be reduced to \$100.00 for additional applications.

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

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

- (a) Any applicant for a permit required by this division may be required, by the town, to meet any conditions, in addition to those specified in this article, prior to receiving a permit to conduct an outdoor event, which are reasonably calculated as necessary to protect the health, safety, and general welfare of the persons attending such gathering, local residents, or the public in general. Examples of conditions to protect health, safety and welfare include hours of operation and placement of sound equipment, medical plans in case of high heat, alcoholic beverage requirements imposed as a condition of an ABC permit, signage for egress, crowd maximums, conditions imposed under a VDOT or other state permit, and oversight and/or inspection of games or other devices not covered by inspections of amusement devices.
- (b) No applicant can hold an event conflicting with the town's event schedule of public or privately sponsored events.

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

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

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

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

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

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

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

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

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

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

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

- (a) The town manager or their designee may revoke any permit issued pursuant to this division for any of the following causes:
  - (1) The applicant fails, neglects, or refuses to fulfill any of the conditions imposed upon the granting of the permit.
  - (2) The applicant knowingly permits the outdoor event to be conducted in a disorderly manner or knowingly allows any person to remain on the premises while intoxicated by alcohol, marijuana, or any controlled substance.



- (3) The applicant violates, or attempts to violate, any law of the state or the provisions of this code or any other ordinance of the town related to the public health, safety or welfare.
  - (4) The town finds that the applicant made a false, misleading, or fraudulent statement of material fact in the application for the permit or any other document required by this division.
  - (5) The continued operation of the outdoor event would constitute a threat to public health, safety, or welfare.
- (b) Such revocations shall become effective immediately. The chief of police or police officer in charge on the scene may close the outdoor event upon revocation.
- (Ord. No. 2015-007, 7-7-2015)

#### **Sec. 15-16. Penalty for violation of article.**

Violations of this article shall constitute a Class 2 misdemeanor.

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

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

No permit shall be required for any outdoor event conducted:

- (a) By or on behalf of any federal, state, or local government agency, or
- (b) On a property which consists of at least three contiguous acres, has at least one on-site parking spot for every three people expected at the event, and has an entrance from the public right-of-way which meets the Virginia Department of Transportation standards for a "commercial entrance."

(Ord. No. 2015-008, § 1, 9-8-2015)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Violations of this chapter shall constitute a Class 2 misdemeanor.

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

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

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

(Ord. No. 2015-008, § 1, 9-8-2015)



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Kimberly Henry, Clerk of Council  
Re: Code of Ethics Draft  
Date: July 7, 2025

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Attached is a new one page draft Code of Ethics document. This is similar to the Town of Herndon's. Also are the comments from Vice Chairman Ben Barben from the Architectural Review Board on the original draft. If the Council is happy with the one page draft, below is the recommended motion.

*I move that the Haymarket Town Council adopt the revised Code of Ethics for all council and appointed boards effective \_\_\_\_\_.*



TOWN OF HAYMARKET  
TOWN COUNCIL AND APPOINTED  
OFFICIALS CODE OF ETHICS AND  
STANDARDS OF CONDUCT



Preamble

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, Planning Commission (PC) and Architectural Review Board (ARB) and recommends adoption by the Board of Zoning Appeals (BZA) to assure public confidence in the integrity of local government and its effective and fair operation.

CODE OF ETHICS

1. Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct, or neglect of duty when discovered.
4. Give a full measure of dedication and service to the positions of trust in which you have been placed, giving your best effort and thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member shall never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing

This preamble is almost word for word from Warrenton's.

Several of the code ethics items listed herein fall under standards of conduct (i.e. specific rules and behavior vs overall values/ideals) and the concepts within the code of ethics and standard of conduct are similar and/or repetitive.

Consider condensing the code of ethics and standards of conduct into one document or one section in order to make the overall document more concise.

Define what EEO is.

Doesn't this fall under integrity, respectfulness, etc.?

Is Mayor not considered part of Council? If not, amend second paragraph of preamble to include Mayor. If so, strike Mayor in this paragraph.

Be consistent throughout document with the naming of these persons and committees/boards.

Doesn't Item No. 7 fall under Virginia Conflict of Interest and therefore already included under Item No. 10?

the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc. No member shall benefit from Town sponsorship of special events, such as the acceptance of free tickets or other special favors. This shall not apply to attendance at an event in which the individual is performing official Town duties.

8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
9. A member should identify any associations with an organization or interest group that presents in any manner to the body on which the member serves prior to any discussion or decision related to that organization or interest group
10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. All media inquiries shall be forwarded to the Town Manager or designee for a response. Staff comments to the media shall be in a courteous, statesmanlike manner and shall maintain the propriety of the Town when speaking to public issues.
13. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, ~~and~~ committees, and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager
17. Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police

18. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.

Include code reference to the Virginia State and Local Government Conflict of Interests Act

Include code reference to the Virginia Freedom of Information Act (i.e. Section 2.2.-3700).

How is this different from Item No. 6 in the standard of conduct?

19. Review orally and in public session at the annual organizational meeting each of these principles.
20. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

This language is repeated in the "IMPLEMENTATION" section.

Be consistent throughout document with the naming of these persons and committees/boards

This is stated in the preamble. why is it being repeated again? Be concise.

## STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and the public , and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, the **Mayor and every member of the Town Council, PC, and ARB** shall adhere to the following Standards of Conduct. It is recommended by Council that the BZA also adhere to the following these Standards of Conduct.

Item Nos.1, 5, 6, 7, and 8 are all very similar or have a similar concept/theme. Consider merging into one item to be concise (See revised Item No. 1)

1. Create a positive and constructive environment in public and private meetings and during public duties using kind, respectful, and courteous language toward all citizens, colleagues, and Town personnel. Allow sufficient opportunity for others with differing opinions to present their views.
2. Attend all regularly scheduled meetings of the Town Council, PC, and ARB to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
3. ~~Make a conscientious effort to be prepared for each meeting.~~ Prepare, in advance,
4. ~~Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.~~ Do
5. ~~Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.~~
6. ~~Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and so that citizens will feel comfortable as observers or participants.~~
7. ~~Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.~~
8. ~~Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.~~
9. ~~Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.~~ when addressing

All other items start with actions. revise the start of this item to have an action.

## IMPLEMENTATION

As an expression of the standards of conduct for members expected by the Town, the Town of Haymarket CODE OF ETHICS and STANDARDS OF CONDUCT are intended to be self- enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for all newly elected and appointed officials. Members entering office shall be provided with the Town of Haymarket Code of Ethics and Standards of Conduct. In addition, the **Town Council, PC and ARB annually review the Code of Ethics and Standards of Conduct and the Town Council shall consider recommendations from**

Repetitive language



commissions and committees to update it as necessary. The BZA is encouraged by Council to also adopt and uphold the Code of Ethics and Standards of Conduct as presented.

COMPLIANCE and ENFORCEMENT

The Town of Haymarket Code of Ethics and Standards of Conduct expresses standards of ethical conduct expected of members of the Town of Haymarket Town Council, PC and ARB and recommended for the Town's BZA. Member themselves have the primary responsibility to ensure that these ethical standards and that the code of conduct is understood and practiced during all times while serving the Town in order to assure the public can continue to have full confidence in the integrity of government.

Citizens may bring complaints about the conduct of elected or appointed officials to the mayor, any member of council, or the chair of the commission, board or committee on which the appointed official serves.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, PC, ARB, and committees from office. The Town Council acknowledges that it does not have such authority over the BZA for the Town.

A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission or committee decision.

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DRAFT CODE OF ETHICS

**Preamble**

*WHEREAS*, the proper operation of local government requires that public officials be independent, impartial and accountable to the citizens, that governmental decisions and policy be made through proper processes, that public office not be used for personal gain; and

*WHEREAS*, as public officials we are charged with upholding the trust of the citizens and with obeying the law and respecting established policies and procedures; and

*WHEREAS*, as public officials we have taken the oath of office and have pledged that we will support and maintain the Constitution and Laws of the United States, and the Constitution and Laws of the Commonwealth of Virginia and further that we will faithfully and impartially discharge the duties of our office.

*NOW THEREFORE*, in recognition of our obligations as citizens of the Commonwealth of Virginia and as public officials and citizens of the Town of Haymarket and to assure public confidence in the integrity of local government and its effective and fair operation, we do hereby adopt the following Code of Ethics to guide the Town's Council and Council appointed Boards and Commission Members.

**Ethical Responsibilities**

1. *Faithful and impartial performance of duties.* Members of the Town Council and Council appointed Boards and Commission Members shall faithfully and impartially perform their duties to the very best of their abilities and demonstrate integrity, independence, honesty and ethical behavior in the conduct of all Town Business.
2. *Demonstrate integrity and respect.* Members of the Town Council and Council appointed Board and Commission Members shall treat the public, Town Staff and each other in a respectful and courteous manner and shall at all times refrain from abusive conduct, threatening or intimidating language or gestures, personal charges, or verbal or written attacks concerning the character or motives of other members of the Town Council, Town Boards and Commissions, Town Staff, or the public.
3. *Follow established Town policies and procedures.*
  - a. Members of the Town Council and Council appointed Boards and Commission Members shall bring any concerns about the performance of a Town Council Member or Council appointee to the entire Council.

- b. Concerns about the performance of a town employee shall be discussed privately with the Town Manager, the Chief of Police or Mayor, as appropriate.
- c. Members of the Town Council and council appointed boards and commission members should direct significant requests for information or discussions concerning town business to the Town Manager, who directs the day-to-day operations of the town and its employees.

4. *Follow the law.* Members of the Town Council and Council appointed Boards and Commission Members shall, as required by Code of Virginia, fully comply with the provisions of the Virginia Freedom of Information Act, Code of Virginia §§ 2.2-3700. et.seq. and the State and Local Government Conflict of Interests Act. Code of Virginia, §§ 2.2-3100-2.2-3131, as applicable.

Town of Herndon Code of Ethics

Sec. 2-5. - Code of ethics for the members of the town council and council appointed board and commission members.

**Preamble**

*WHEREAS*, the proper operation of local government requires that public officials be independent, impartial and accountable to the citizens, that governmental decisions and policy be made through proper processes, that public office not be used for personal gain, and that the public have confidence in the integrity of its government and public officials; and

*WHEREAS*, as public officials we are charged with upholding the trust of the citizens and with obeying the law and respecting established policies and procedures; and

*WHEREAS*, as public officials we have taken the oath of office and have pledged that we will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the Commonwealth of Virginia and further that we will faithfully and impartially discharge the duties of our office.

*NOW THEREFORE*, in recognition of our obligations as citizens of the Commonwealth of Virginia and as public officials and citizens of the Town of Herndon, we do hereby adopt the following Code of Ethics to guide the Town's council and council appointed board and commission members.

**Ethical Responsibilities**

- (1) *Faithful and impartial performance of duties.* Members of the town council and council appointed board and commission members shall faithfully and impartially perform their duties to the very best of their abilities and demonstrate integrity, independence, honesty, and ethical behavior in the conduct of all town business.
- (2) *Demonstrate integrity and respect.* Members of the town council and council appointed board and commission members shall treat the public, town staff and each other in a respectful and courteous manner and shall at all times refrain from abusive conduct, threatening or intimidating language or gestures, personal charges, or verbal or written attacks concerning the character or motives of other members of the town council, town boards and commissions, town staff, or the public.
- (3) *Follow established town policies and procedures.*
  - a. Members of the town council and council appointed board and commission members shall bring any concerns about the performance of a town council member or council appointee to the entire council. Herndon Town Charter section 3.5 and 3.9
  - b. Concerns about the performance of a town employee shall be discussed privately with the town manager. Herndon Town Charter section 4.1 and Herndon Town Code section 54-1
  - c. Members of the town council and council appointed board and commission members should direct significant requests for information or discussions concerning town business to the town manager, who directs the day-to-day operations of the town and its employees. Herndon Town Code section 54.1
- (4) *Follow the law.* Members of the town council and council appointed board and commission members shall, as required by the Code of Virginia, fully comply with the provisions of the Virginia Freedom of Information Act, Code of Virginia, §§ 2.2-3700, et seq. and the State and Local Government Conflict of Interests Act, Code of Virginia, §§ 2.2-3100—2.2-3131, as applicable.



(Ord. No. 15-O-45, § 1, 12-8-2015; Ord. No. [19-O-13](#), § 1, 4-9-2019)