



TOWN COUNCIL – WORK SESSION MEETING

Monday, July 28, 2025 at 7:00 PM

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

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. MOMENT OF SILENCE IN REMEMBRANCE OF SUPERVISOR BOB WEIR

IV. TOWN MANAGER REPORT

1. Monthly Report

V. CHIEF OF POLICE REPORT

1. Chief's Report

VI. AGENDA ITEMS

1. Monthly Financial Report
2. Planning Commission Vacancy Appointment
3. Presentation: Planning and Zoning Updates
4. Compensation Study RFP
5. Town Park Pavilion RFP
6. Outdoor Event Ordinance Edits
7. Town Hall Site Plan and Building Plan Update

VII. ADJOURNMENT

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K/Thomas B	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Held a meeting with the Engineering Groupe on 7-23 to discuss the punchlist items. Awaiting an updated punchlist from the Engineering Groupe, to be sent on 7-24. Once received the punchlist will be sent to the contractor for the repairs and a final closeout. VDOT responded regarding the deed and plat -- need to address a comment regarding hazardous area within the plat. Working with Staff to make the necessary modifications and resubmit to VDOT by COB 7-28.
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing
GOGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. Will be following up with GoGov team week of 7-28 to touch base on the app services. Will continue advertising the app and its features
County Contact RE: Stormwater Assessment Program	Emily		UPDATE: Uploading site plan files into the dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project.
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 UPDATE 7/22/2025 Town Planner completed inspection of temporary signage and other zoning issues in the Town on Friday July 11th, follow up and notices to be sent out to businesses by COB of 7-25. Specifically addressing tall overgrowth on several commercial sites along Washington Street.
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	The next business roundtable meeting will be August 26th at the Hilton. Additionally, I am coordinating with our Chief of Police to host a forum with our Business Owners to discuss public safety in the Community, safety precautions for opening/closing businesses daily and other safety tips. The forum will be held in August/Sept at Town Hall - need to finalize a date with the Chief. We will advertise the forum at the next business roundtable to get the information directly to the businesses.
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Following discussion at the Town Council work session June 30th -- Council will make recommendations for additions to the Strategic Plan, additions will be compiled and discussed/reviewed at the Fall Retreat meeting with consultant and the plan amended as appropriate. I have also suggested at the fall retreat meeting that the Council have a discussion on prioritizing items in the plan for the Staff to work on. Councilmember Pasanello suggested adding the Compensation Study and Analysis to the Strategic Plan under Goal #2. I will track recommended additions in my Strategic Plan working document as discussed by the Town Council.
Museum: Crossroads Arts Alliance	Emily/Tracylynn		UPDATE: Trying to coordinate a meeting with President, schedules have not aligned yet... 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		At our 7-17 meeting, I discussed with Councilwoman Ramirez the upcoming Fall schedule and work load for the Town Staff. Based on Staff bandwidth, I requested the program be moved to February and be offered as a two day (2 hr evening) program. Additional details will follow from Councilwoman Ramirez
Town Park/Playground	Emily K.		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.

Landfill Questions from Council	Emily		Council brought up concerns regarding Town Resident use of the PWC landfill and transfer station at the June 30th meeting. I contacted Monica Gorman with PWC to clarify answers --Residents of the Town are permitted to use the facilities and must show a proof of residency via drivers license or other approved documentation. Fees will be assessed to the residents according to the adopted fee schedule. Town Staff will be creating a website page for the Landfill information and links to the PWC Pages - we will also share the information out via the app and social media links
Real Estate Tax Bill, PWC Fees Assessed, Questions from Council	Emily		Council brought up questions regarding the fees assessed by PWC on the real estate tax bill. Specifically determining which fees are assessed to residents and what do these fees afford our Town residents. A POC at the tax office in PWC has confirmed Stormwater and Solid Waste management is NOT assessed. Taxes that ARE assessed are personal property taxes, real estate, mosquito and forest pest control and fire & rescue levy.
Haymarket Compensation Study	Emily		Draft ready for review at 7-28 meeting. Looking for directive to post by August 4th
Website Redesign	Emily/Julia		Working with CivicPlus (current website host) to discuss a redesign of the site. Held two meetings to discuss new features and redesign. Received cost estimate for the work - scheduled the cost estimate discussion for the Finance Meeting on 7-16 -- Update, finance liaisons had follow up questions regarding the website design
Town Complex Building Maintenance/Repairs	Emily		During the Finance Liaison meeting we discussed several maintenance issues we have had with structures on site to include; ac units failing, cellar flooding at Cupcake Heaven, possible foundation issues, and other maintenance repairs. It was suggested that I reach out to a structural engineer to get quotes on inspecting each structure at the Town Hall Complex and the Town Museum. Update will be provided at the 7-28 meeting in regards to repair timeline, quotes for evaluations, etc
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	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
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily K and Katie	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Met with the Architect on June 11, awaiting a price estimate, have followed up with architect for eta on quote.
Haymarket Iceplex (Buildout)	Thomas, Katie		7/22/2025--The previously approved Iceplex site plan in 2015 included installation of a concrete pad that would be enclosed at a later date. The Iceplex owners now wish to enclose the building and have applied for zoning approval
Chick Fil A (SUP, Site Plan Review)	Emily, Thomas, Katie		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff are currently reviewing the first submission of the site plan associated with the SUP.
Robinson's Paradise (As-Built, Bond Release)	Thomas, Katie		11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff UPDATE 4/30/2025--7/22/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon. E/S bond release discussed as well. Town expecting resubmission of as-built plans soon.
Van Metre -- Robinson Village (Bond Release)	Emily K, Thomas, Katie		7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024--6/30/2025 E/S Bond Release Approved on December 13th 2024

Crossroads Village Center (As-Built, Bond Release)	Emily, Thomas, Katie		2022--12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions 1/29/2025--7/22/2025--Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits. Comments from latest bond release inspection to be prepared and sent to owner later this week.
Taco Bell (As-Built, Bond Release)	Thomas		7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. UPDATE 7/22/2025--1st submission of as-built plans under review.
Crossroads Village, Kiddie Academy (Construction)	Thomas, Emily, Katie		4/3/2023--10/30/2023: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30/2024--12/30/2024 Site work continues, applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--7/22/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town. Deed and plat resubmitted to reflect change of ownership in agreement.
Karter School (Plan Review)	Thomas, Emily, Katie		Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. 7/22/2025--Town Staff preparing for receipt of second submission of final site plan, DEQ review comments of plan pending
Self Storage (pre-application)	Thomas, Emily		7/22/2025--15250, 15251 Kapp Valley Way, a previous rezoning from 1997 and SUP under review in 2014 never had a site plan approved before operation. Town Staff are working with current property owner to ensure the site is in compliance with the zoning ordinance.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Thomas		6/1/2023: preliminary and final site plans reviewed, Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town 3/26/2024--11/26/2024 Site work completed, Lifetime Smiles granted occupancy 2/25/2025--7/22/2025 No recent updates, will coordinate with owner when bond release requested
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Thomas		4/3/2023--10/1/2024: plan under review 10/1/2024--12/30/2024: Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. COA for demolition of three single family homes issued. 1/29/2025--Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025--site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025--7/22/2025 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 (Bond Submission)	Thomas		4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. 9/26/2023--7/22/2025 Town Staff working with applicant on landscaping bond agreement.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Thomas, Katie, Emily		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. 2/1/2024--4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024--12/30/2024 Site work continues 1/29/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. UPDATE 7/22/2025 90% landscaping bond release requested

			Town Clerk
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Town Coucil re-appointed Jerome Gonzalez to the Planning Commission for another 4 year term. The Planning Commission appointed Mr. Gonzalez as Chairman for the next fiscal year and Councilmember Baker as Vice Chairman. They approved their by-laws at the July 8th meeting. The Council will make an appointment to fill the Planning Commission vacancy at July 28th Work Session.
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. My goal is to start implementing the electronic voting system starting in August. I will work with Emily to set up public notice on the Outdoor Events Ordinance once final draft is complete.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Working with the Town Attorney on a final draft for the Code of Ethics. I will be contacting ARB members to have a joint meeting with Council on the front façade design of Town Hall buidling for the August Work Session.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The TANV meeting was July 16th at the Hilton Garden Inn. We had 13 people in attendance from 7 Towns. Haymarket was selected as the Chair Town for TANV. We will help the host Town with communicating to the rest of the Towns and getting an agenda to them. I placed the reservations for the VML Annual Conference in Roanoke for October. I will send the agenda out once it becomes available.
Maintenance			
Copper Cricket	Continuing to treat Spotted Lanternfly Issue in neighbors trees overhanging parking lot. No flooding or water leak issues from heavy storm last week. Water is pooling out in lot to the left of the ramp entrance (not an issue).		
Town Hall	Currently working on painting concrete pad on side of town hall, re-wrapping pipe insulation that is melting off of outdoor A/C units, and keeping all drains clear. No major issues from last week's storm, only small windblown leak at back door. The only issue found was external battery backup in electrical room went of (reset battery).		
Cupcake Heaven	Installed drain pipe on downspouts which should help with groundwater intrusion in cellar. Only leak found during storm was one window trim on first floored (sealed leak). Tenant installing plug in gable fans which will help keep heat down on second floor kitchen.		
Events	Events: Preparation for Government Open House		
Streetscape	Light pole numbering has begun, should finish in the next week. No issues with any light poles, baskets, signage during last weeks's storm. Only found one light globe leaning over.		
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 have started to plan the dog market which will take place on September 14th. 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 13 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. I am continuing to book drop-in vendors as spaces open.
Open House	Julia		The event was a great success with a good turnout from the community. Over 150 youth t-shirts were handed out and tie-dyed during the craft activity, and more than 100 town coloring books were distributed. Partner organizations including the library, Parks and Recreation, Leopold's Preserve, Historic Preservation, Fire and Rescue, American Trash Disposal, and the Girl Scouts attended the event and provided engaging hands-on activities and touch-a-truck experiences, which were very well received. Crossroads Arts Alliance also hosted a free children's craft at the museum. The event was advertised through social media, the GoGov app, and print advertisements. Overall, the event received very positive feedback from attendees and was a successful collaboration across departments and community partners.
Summer Concert 8/16	Julia		The 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 and I am continuing to advertise on the Instagram, Facebook, and GoGov app. The stage, picnic tables, and potties have been booked for the event. All vendors that will be in attendance are Fosters, Flynn's Wood Fired Pizza, Smokin Shawns, Junies, Trouville, Bruster's, Wooden Shoe Bakery and Aroma II. I have reached out to all town sponsors to see if they will be participating in the Summer Concert. I have been working with the graphic designer to create the monument sign and should be ready within a week.
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 209 vendors, and all non-profit vendor spaces have already been filled. Parade applications are now available and we currently have 8 organizations signed up. This year's parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride. I have started brainstorming the parade float for council. I will begin ordering promotional hand outs for the town tent and parade hand outs. I am meeting with the graphic designer to discuss a brochure to have available at Haymarket Day which will include vendors, maps, restrooms, history, sponsors, etc. I have requested the rental of Tyler Elementary, Pace West, and Haymarket Elementary parking lots for guest parking. Wakefield will be providing two shuttle busses and I am working with other organizations to hopefully secure 4 more. I am working to create a volunteer job list for the event and will begin taking sign ups.

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 \$24,000 in sponsorships. I have started sharing the Mayors Message videos weekly on our social media. I have created a survey to be sent to businesses after we have posted their Mayor's Message video to get their feedback on the initiative. Skipper Films will be attending the August business roundtable to teach businesses tips and tricks on marketing their business during the holidays.
Social Media/Website/GoGov	Emily/Alexandra /Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is now available and I have begun advertising that. As of July 21st, we have a total of 592 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. The Historic Walking Tour has been postponed to August 8th at 6pm and I will advertise that on all our social media accounts. I am continuing to post upcoming events including National Night Out, Summer Concert, and Family Bike Control.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 3rd Quarter edition was mailed to all residents the first week of July. It has been posted in Town Display Boards, and we will be hand-delivering to businesses.
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	At the July 16 ARB meeting, the Board appointed Ken Luersen as Chairman and Ben Barben as Vice Chairman for the upcoming fiscal year. The ARB approved signage for Italia Performing Arts, located at the rear of the QBE Building. A demolition application for 14841 Washington Street was presented to the Board, and a site visit is being scheduled. Finally, the ARB is in the process of revising its Guidelines and plans to bring them to the Town Council for initiating a Public Hearing at the December meeting.
Office Misc.:	Alexandra		The Military Banner Program has launched for in-town residents and will open for 20169 residents on August 1st. Approximately 7-10 applications are pending.
New/Old Business Updates			
New Businesses	Mobile Food Establishment: The French Way Company		

Police Department Report to Council

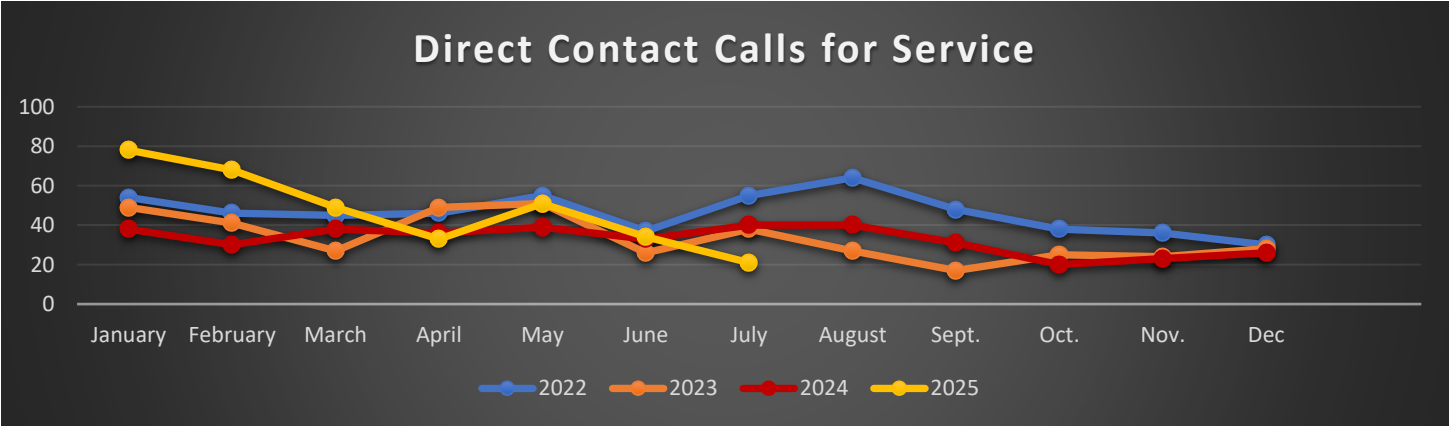
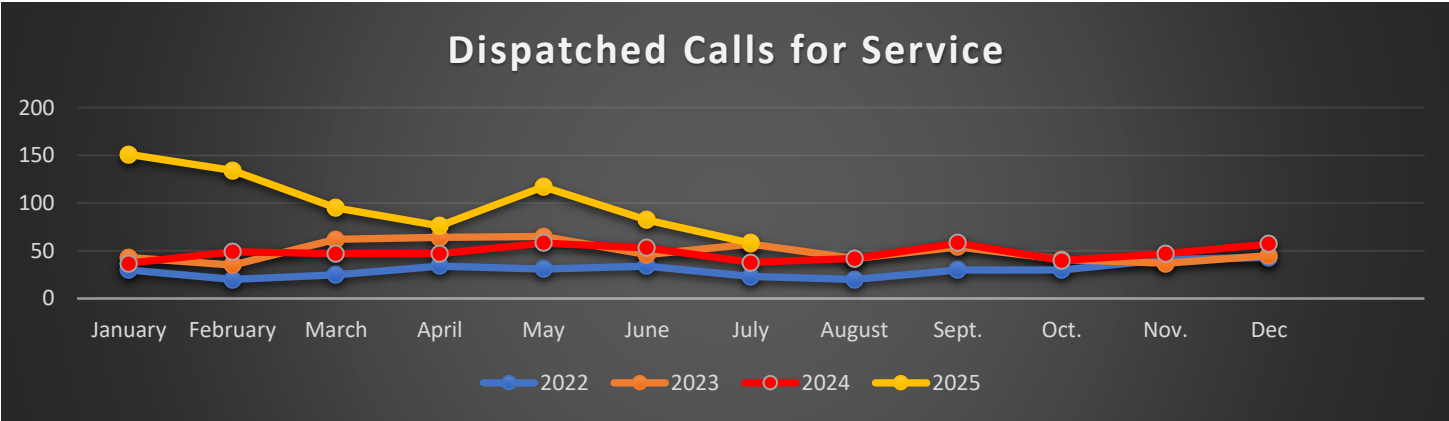
Activity Period June 15, 2025 to July 14, 2025

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

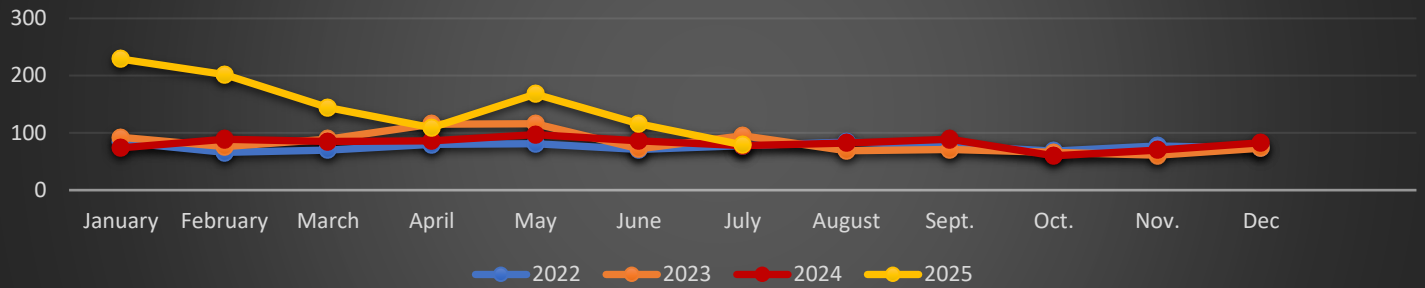
- Reportable Calls: 2
- Non-Reportable Calls: 73
- Deferments: 0



Trending Data on Calls for Service



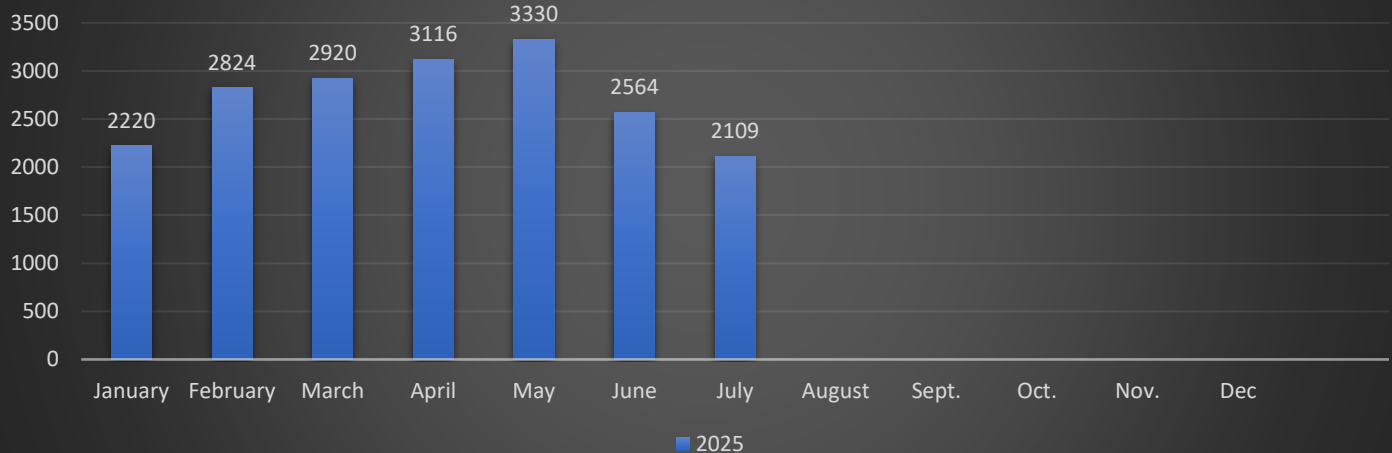
Combined Calls for Service



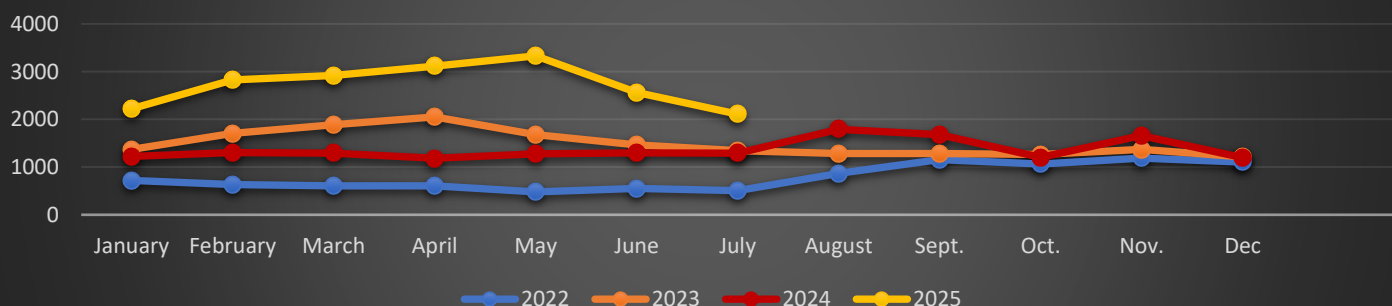
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct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

- Personal Contact: 207
- Physical Check: 816
- Foot Patrols: 149
- Enhanced Patrols: 937

2025 Business Checks and Foot Patrols

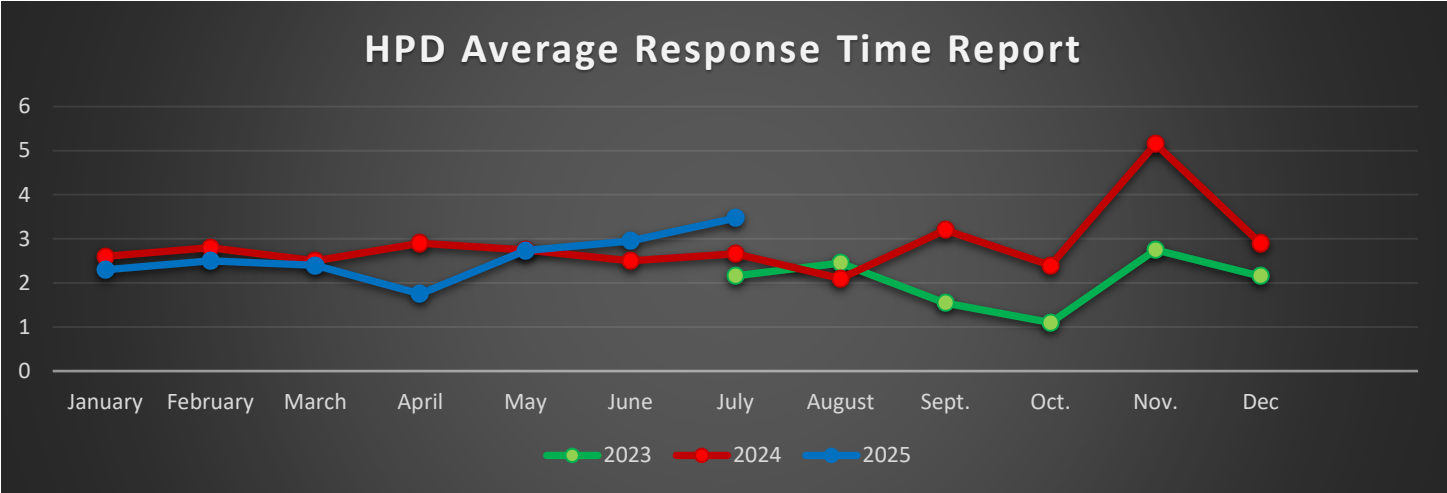


Officer Initiated Calls for Service



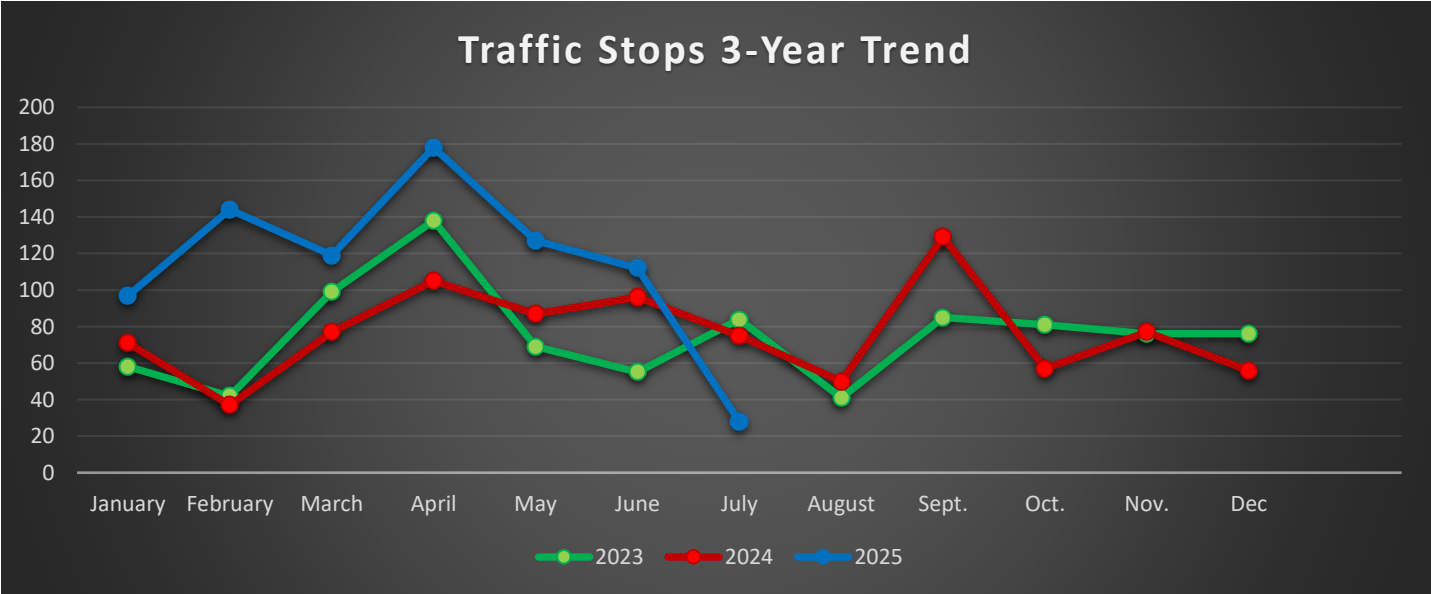
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 3 minute 29 seconds



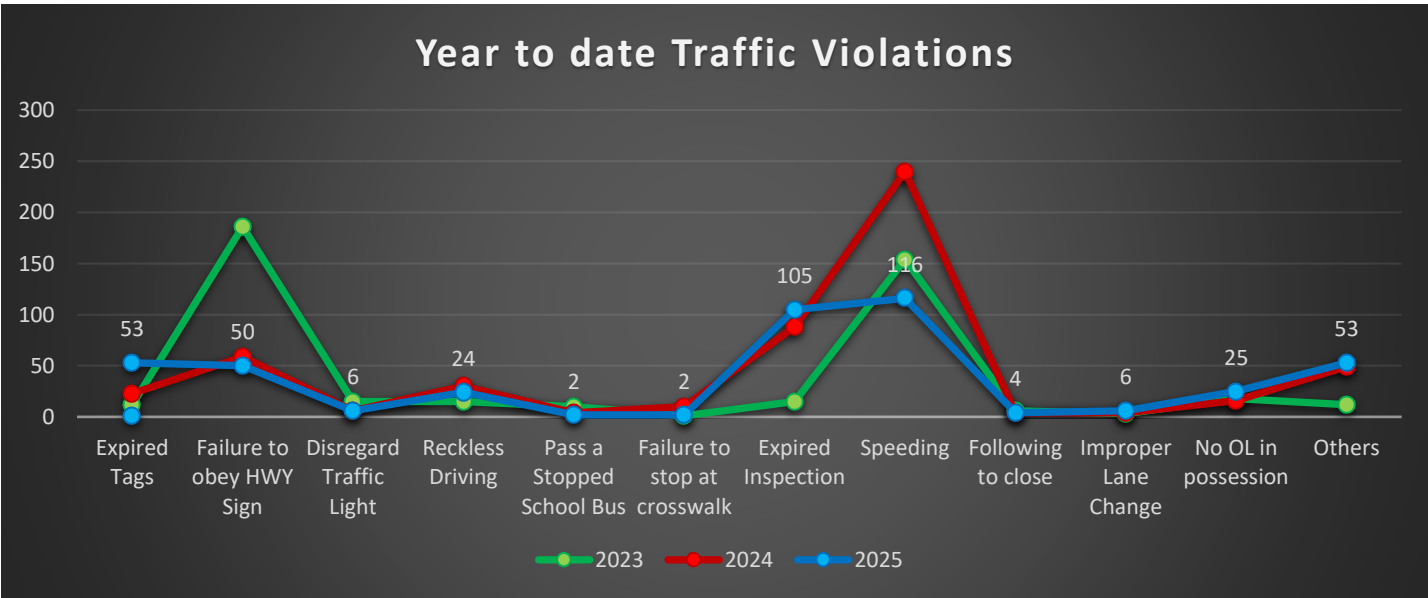
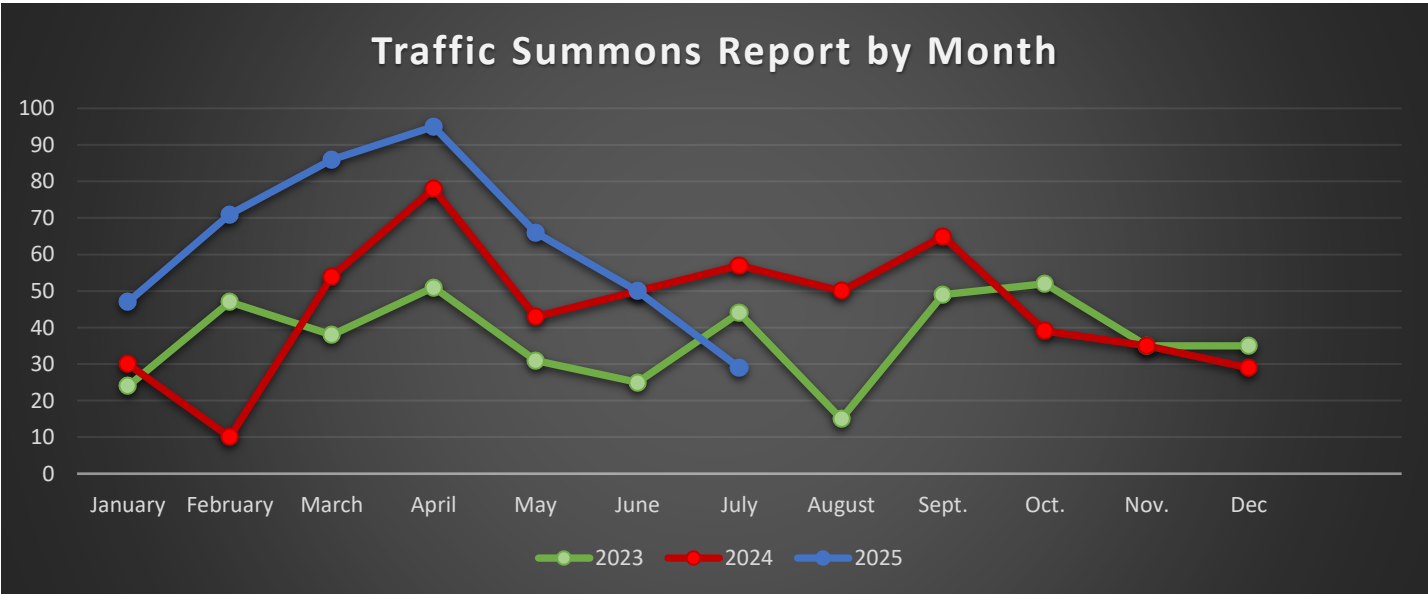
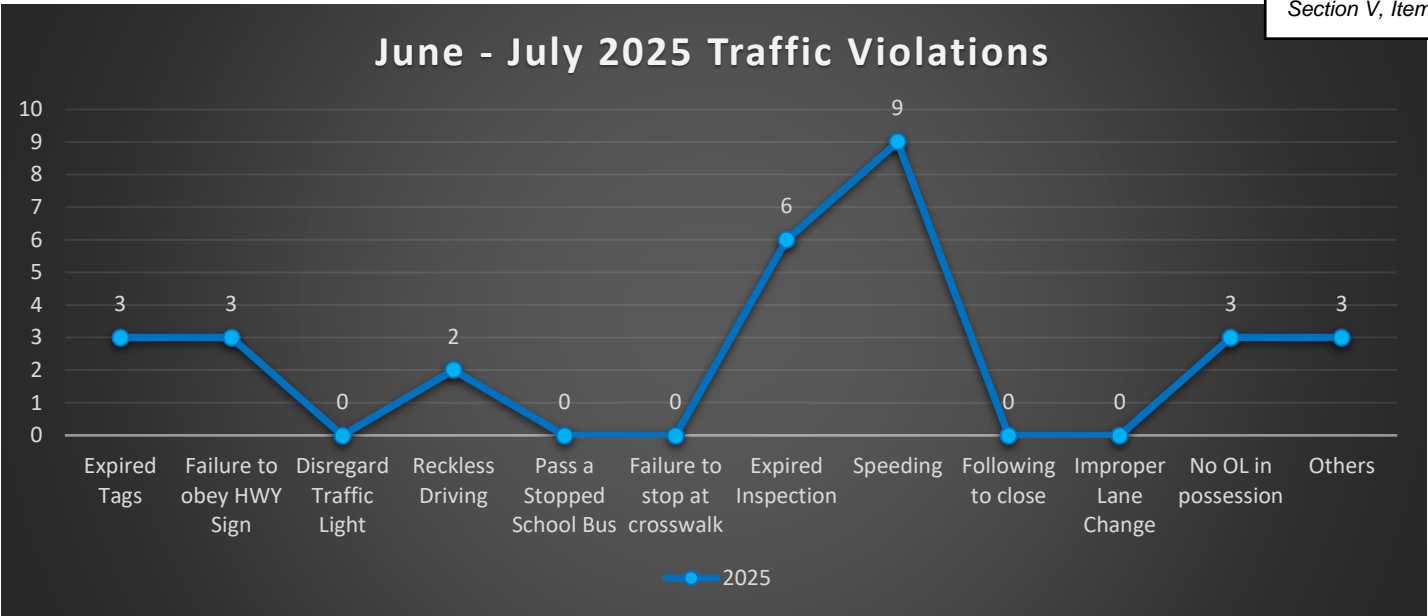
Traffic Stops: Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer may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

- Traffic Stops: 77
- Summons: 28
- Warnings: 62



Traffic Summons Issued: Summons issued for traffic violations. 28

- | | |
|--|---|
| 46.2-646 – Expired Registration – 3 | 46.2-830 – Failure to obey a highway sign – 3 |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 2 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 0 |
| 46.2-1158 – Expired inspection – 6 | 46.2-874 – Speeding – 9 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 0 |
| 46.2-300 – No operator’s license – 3 | Others – 3, (Suspended and Failure to Yield the Right of Way) |

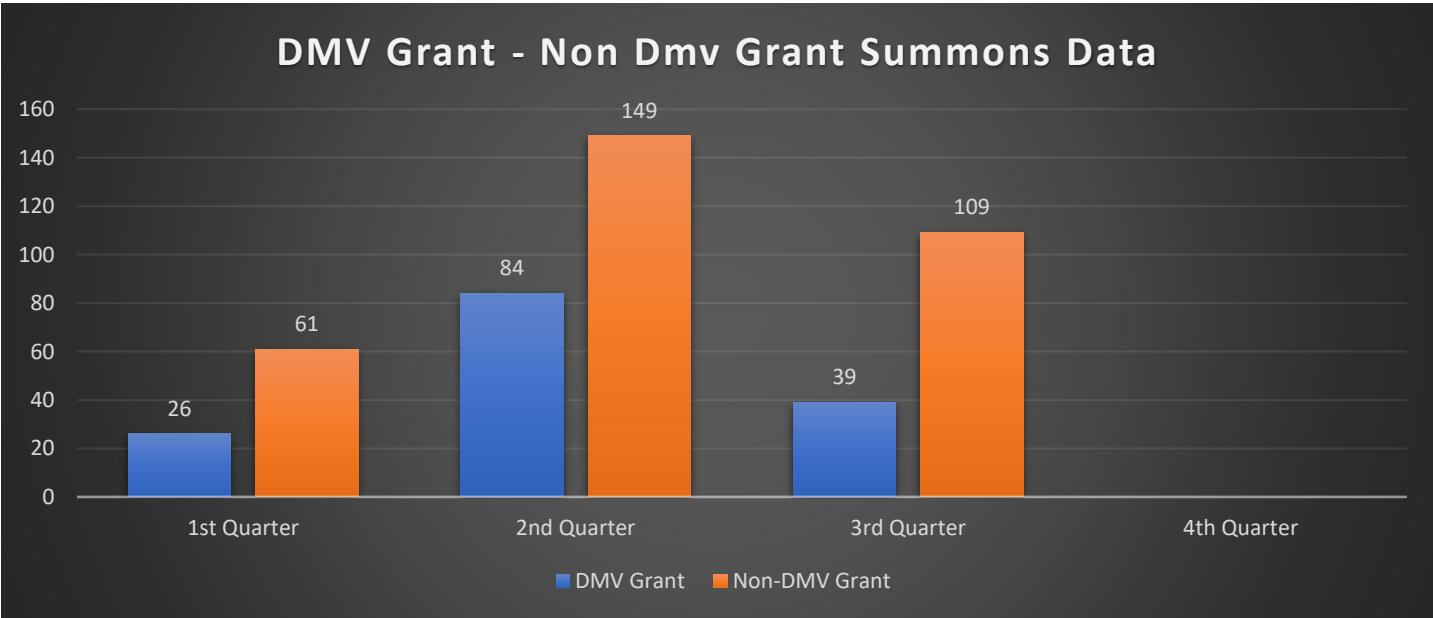
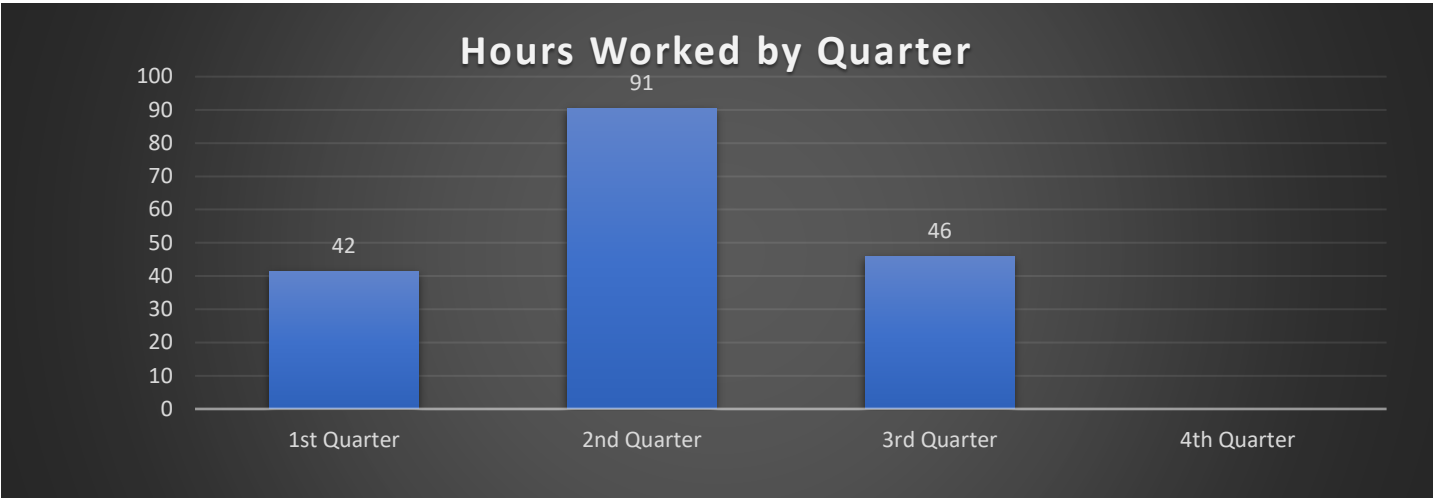
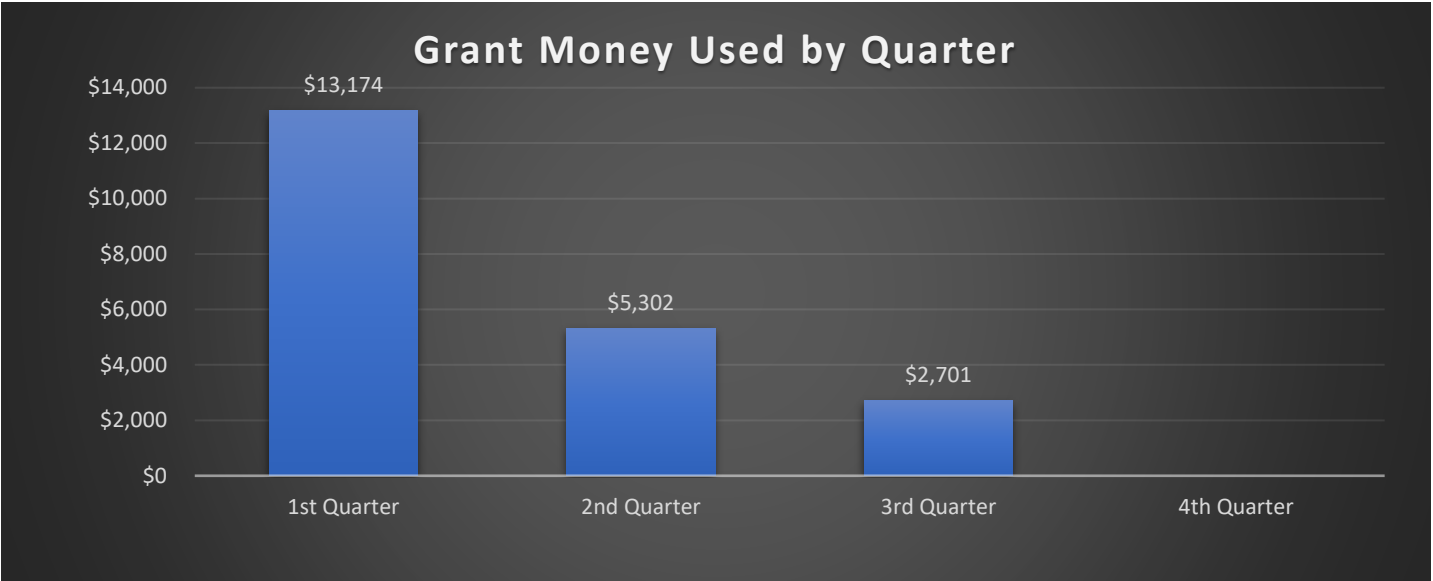


Total Summons Issued 2025: 446

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

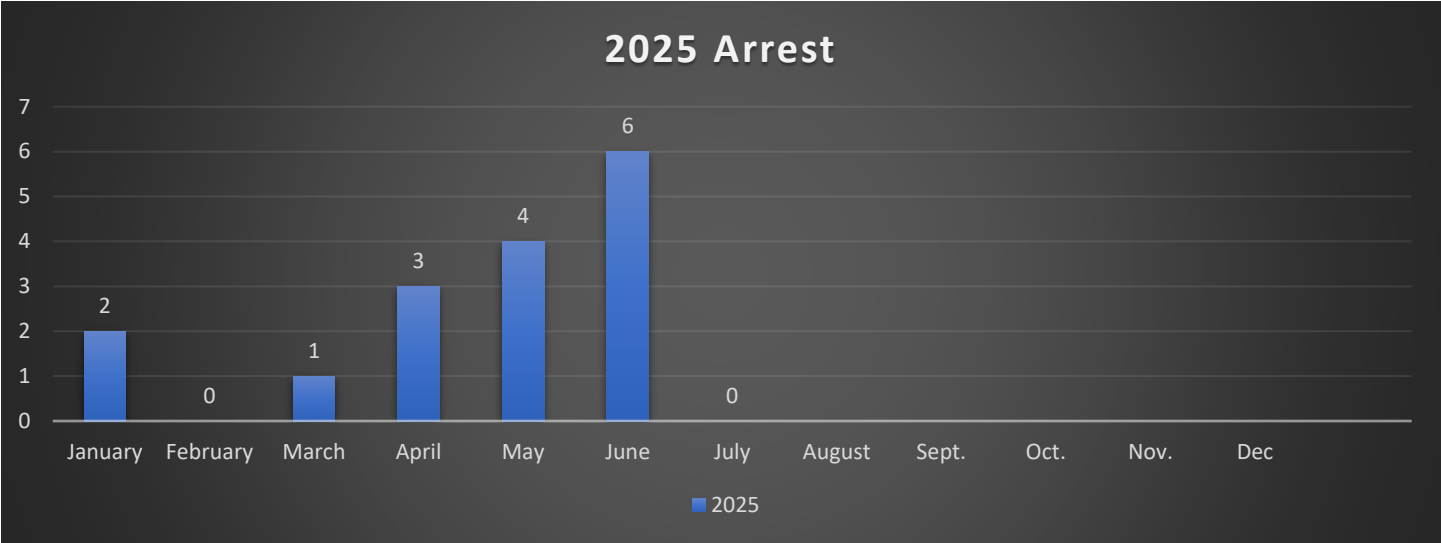
Section V, Item1.

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



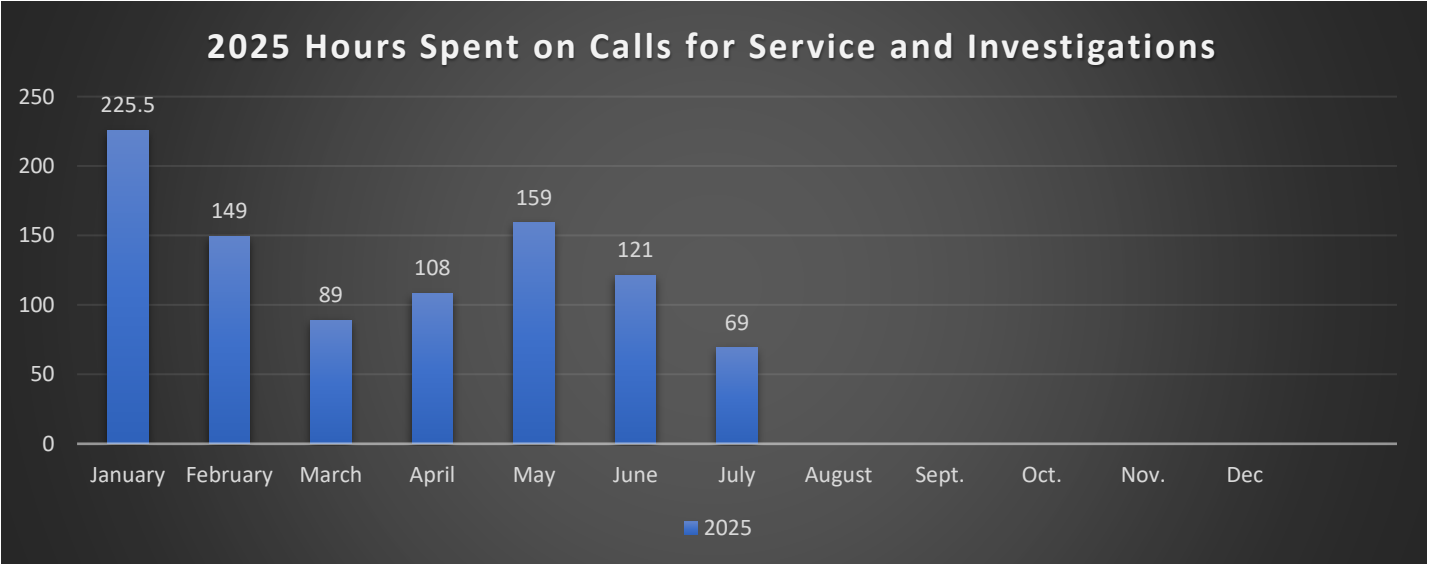
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 0
- Felony: 0



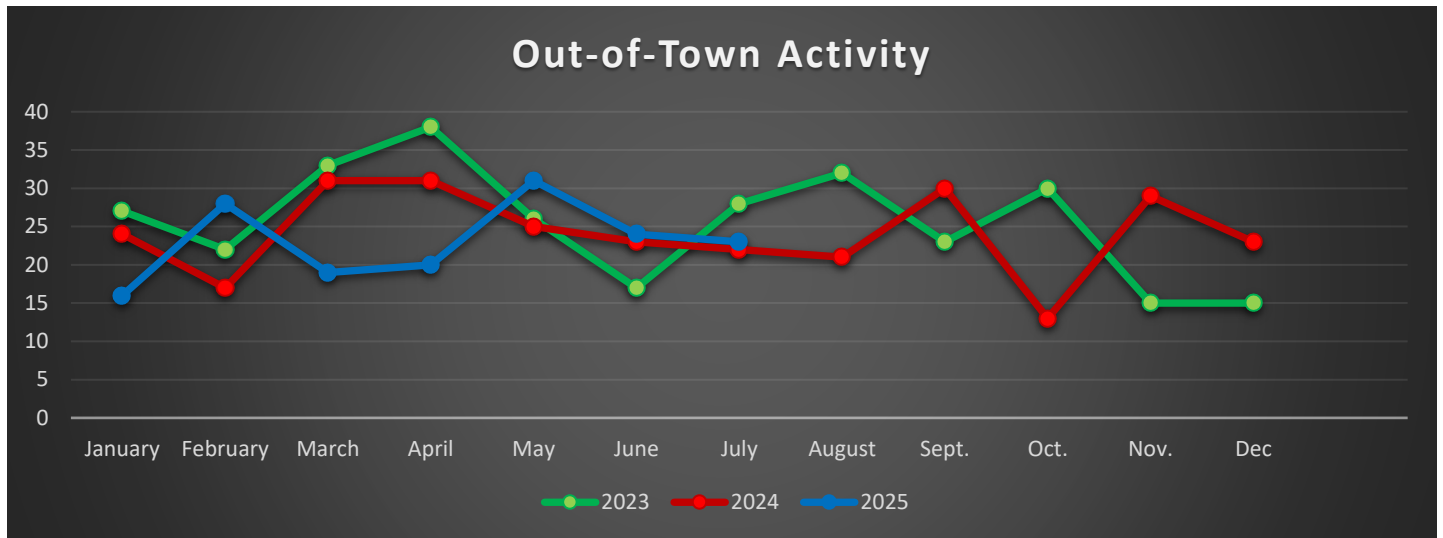
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 53
- Follow-up Investigations: 6

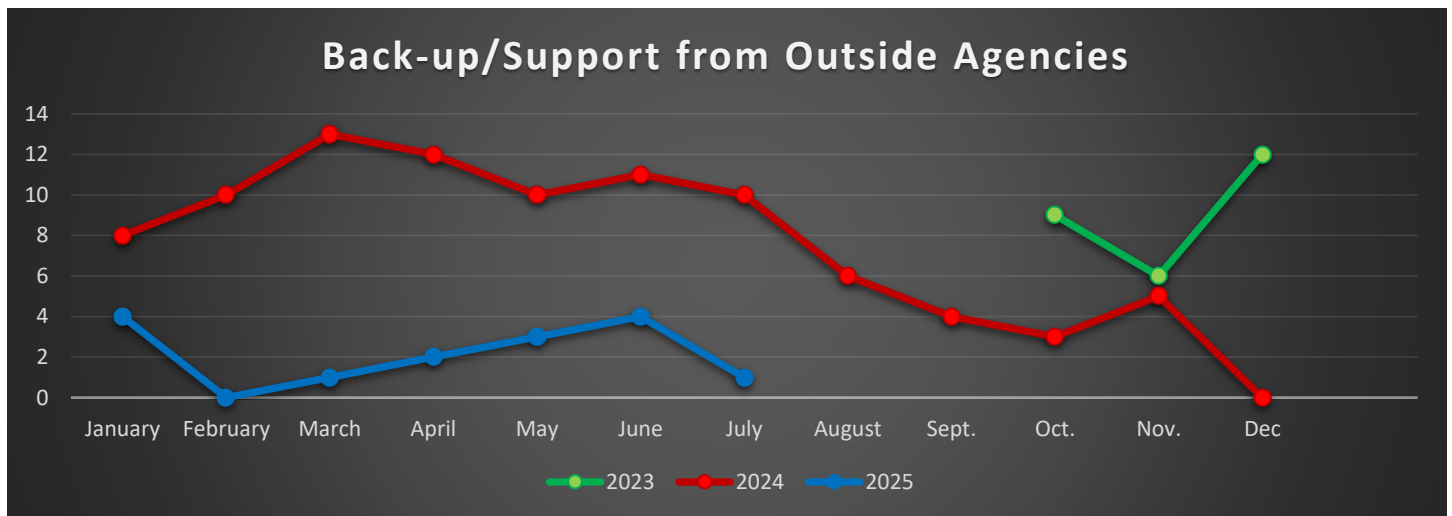


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

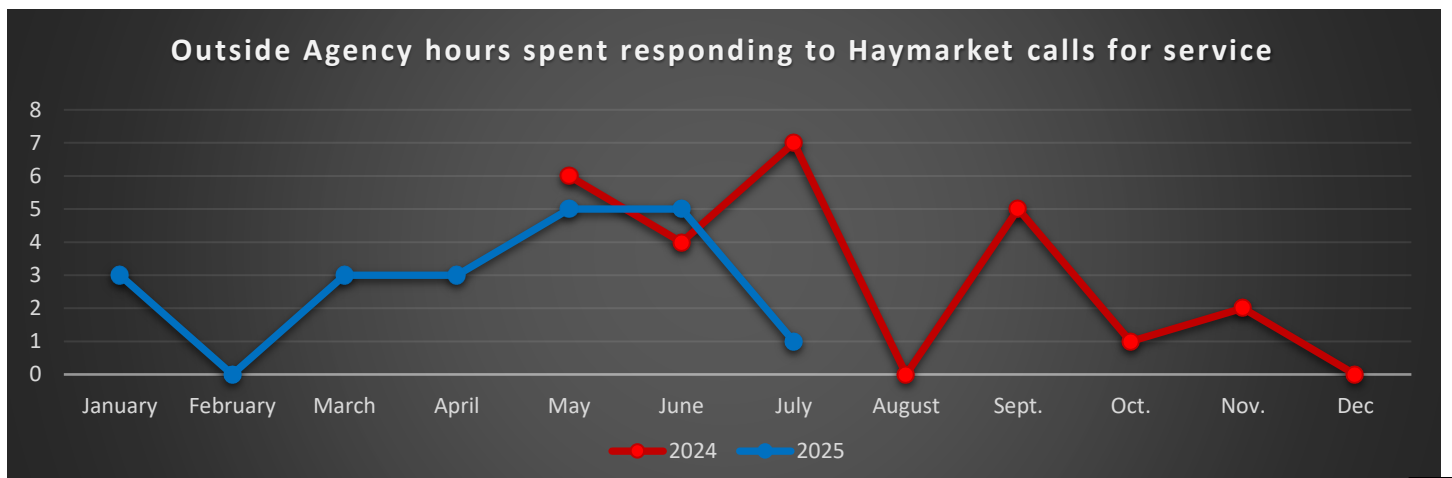
- Back Up: 20
- Other: 3



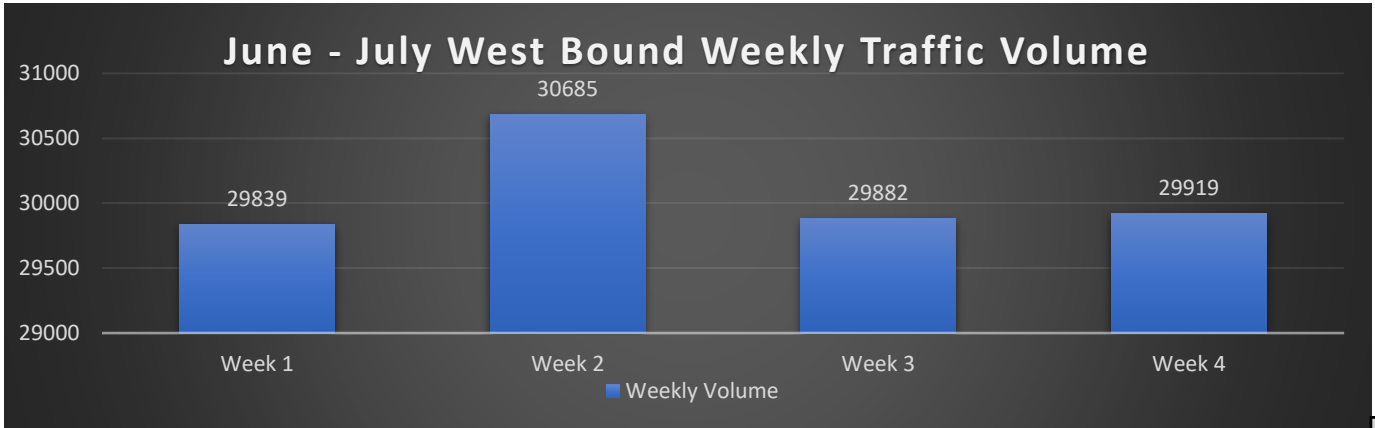
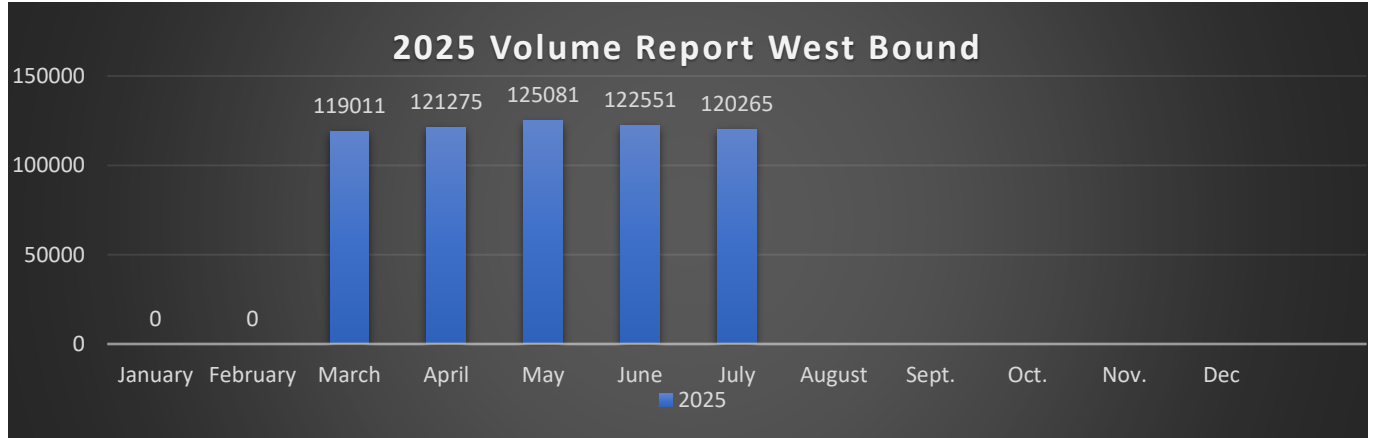
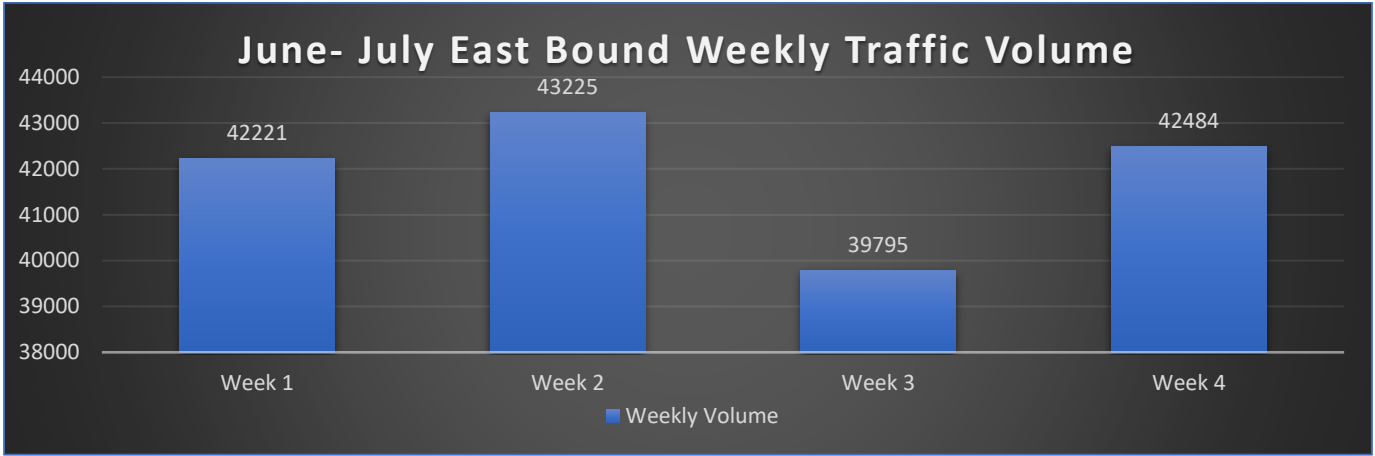
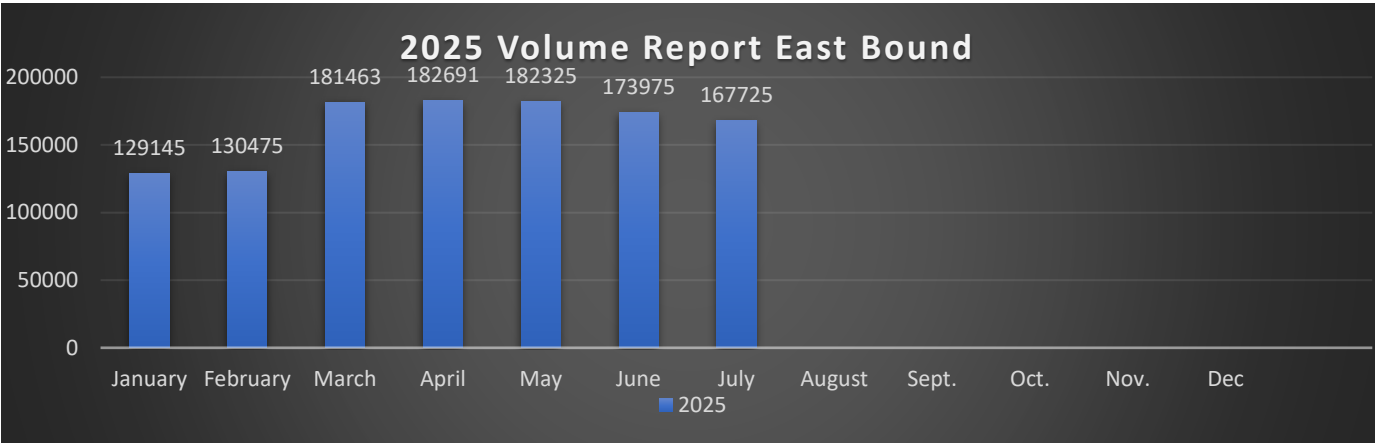
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 1

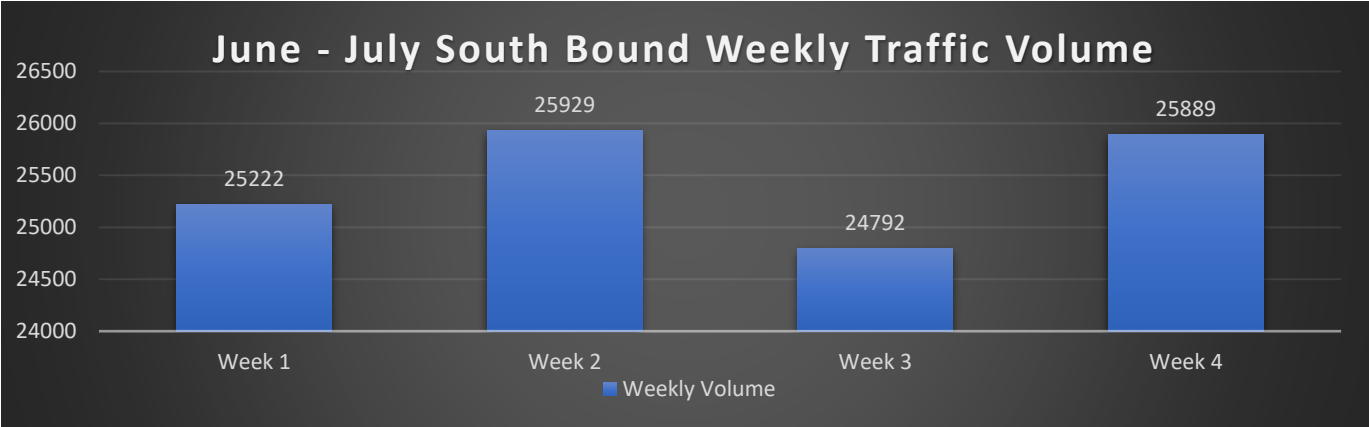
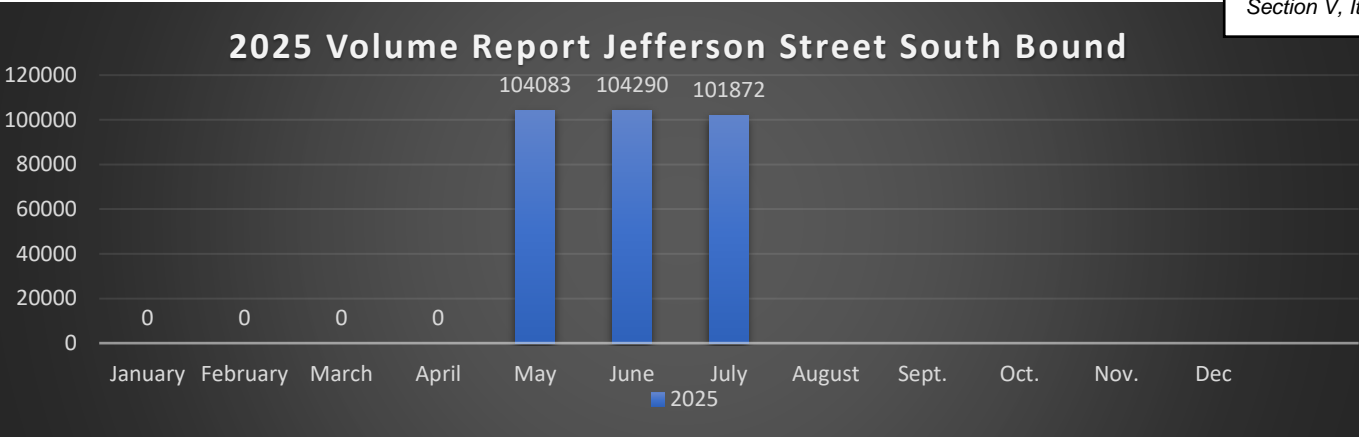


Time spent by outside agencies on calls for service as primary responders: Approximately 1 hours



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.
- Planning for National Night Out has been underway for months. The event will be held at Haymarket Park on August 5, 2025 from 5pm to 8pm.
- DMV Grant reimbursement requests were sent in the amount of \$2,701.44 on July 18, 2025.
- Chief Sibert and Officer Galbreath submitted a grant request in the amount of \$14,031.60 to the Firehouse Subs Foundation on July 10, 2025. If approved, the Haymarket Police Department can procure nine, (9) new PM-AED FRx Defibrillators which will be deployed in each PD Cruiser and the PD Lobby. The grant would also include the procurement of one PM-AED FRx Defibrillator training device. There is no matching funds with this grant.
- Sgt. Finley completed REID Interview and Interrogation training in July.
- Chief Sibert submitted a grant in the amount of \$10,000 to HEAT, (Help Eliminate Auto Theft) on July 19, 2025. If awarded, the Haymarket Police Department can procure three, (3) FLOCK Safety Cameras to deploy in town. FLOCK cameras have been proven to assist not only in mitigating auto theft but assisting in a multitude of other investigations. There is no matching funds with this grant.
- The Haymarket Police Department took part in NHTSA's Drive Sober or get pulled over Initiative from July 3rd – July 5th, 2025.
- All departmental employee evaluations were completed by June 23, 2025.
- Chief Sibert completed the annual mandated "Death in Custody" report on July 1, 2025.
- Chief Sibert submitted the annual "Virginia Asset Forfeiture" and "Federal Asset Forfeiture" Certification Reports on July 12, 2025.
- Sgt. Donald Finley will be conducting the Office's first "Family Bike Patrol" on July 30, 2025 from 6pm to 8pm. The event is open to all ages. Sgt. Finley will provide a bicycle safety class and then take participants for a ride around town.
- Two new cruisers that were ordered in February arrived at the Police Department on July 18, 2025. These cruisers will be marked on July 24th and 25th, 2025 along with two others. Appoints have been made for upfitting these cruisers and Fleet Manager Milstead has begun decommissioning the two cruisers these will replace.

Event Listing on Next page.

Haymarket Police Department 2025 Event Listing

Section V, Item 1.

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

Respectfully Submitted,

Allen Sibert

Chief of Police

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2025 through June 2026

Section VI, Item1.

REVENUE	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	0.00	501,770.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	23,724.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	0.00	526,494.00	0.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	0.00	300,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	280.00	350,000.00	0.1%	
3120-03 · Cigarette Tax	0.00	132,466.00	0.0%	
3120-04 · Consumer Utility Tax	0.00	158,000.00	0.0%	
3120-05 · Meals Tax - Current	0.00	1,600,000.00	0.0%	
3120-06 · Sales Tax Receipts	0.00	170,000.00	0.0%	
3120-07 · Penalties (Non-Property)	868.72	5,000.00	17.4%	
Total 3120 · OTHER LOCAL TAXES	1,148.72	2,785,466.00	0.0%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	125.00	4,500.00	2.8%	
3130-05 · Other Planning & Permits	2,895.00	1,000.00	289.5%	
3130-06 · Pass Through Fees	0.00	15,000.00	0.0%	
Total 3130 · PERMITS,FEES & LICENSESES	3,020.00	20,500.00	14.7%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	0.00	25,000.00	0.0%	
Total 3140 · FINES & FORFEITURES	0.00	25,000.00	0.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	0.00	13,500.00	0.0%	
3150-03 · Interest on Bank Deposits	0.00	89,500.00	0.0%	
Total 3150 · REVENUE - USE OF MONEY	0.00	103,000.00	0.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	3,875.47	50,683.00	7.6%	
3151-08 · 15020 Washington Realty	4,997.61	60,098.00	8.3%	
3151-09 · 15026 Copper Cricket	2,613.33	29,009.00	9.0%	
3151-11 · Cupcake Heaven and Cafe LLC	3,261.60	38,021.00	8.6%	
3151-15 · Revolution Mortgage	684.63	8,215.00	8.3%	
Total 3151 · RENTAL (USE OF PROPERTY)	15,432.64	186,026.00	8.3%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	19,017.50	20,000.00	95.1%	
3165-01 · Town Event	56,650.00	80,000.00	70.8%	
3165-02 · Farmer's Market	8,649.25	14,000.00	61.8%	
3165-03 · Town Ornaments	0.00	10,000.00	0.0%	
Total 3165 · REVENUE - TOWN EVENTS	84,316.75	124,000.00	68.0%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-3.30	300.00	-1.1%	
3180-02 · Vetern Banners	100.00			
Total 3180 · MISCELLANEOUS	96.70	300.00	32.2%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	37,790.00	0.0%	
3200-05 · Communications Tax	0.00	72,000.00	0.0%	
3200-06 · Department of Fire Programs	0.00	15,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%	
3200-12 · Railroad Rolling Stock	1,539.68	1,300.00	118.4%	
3200-16 · DMV Select Grant	0.00	26,240.00	0.0%	
3200-17 · LOLE Grant	0.00	3,200.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	1,539.68	174,157.00	0.9%	
Total Revenue	105,554.49	3,944,943.00	2.7%	
Gross Revenue	105,554.49	3,944,943.00	2.7%	
EXPENDITURES				

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2025 through June 2026

Section VI, Item 1.

REVENUE	Actuals	Budget	% of Budget	Comments
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	10,050.00	0.0%	
111002 · FICA/Medicare	135.21	2,000.00	6.8%	
111003 · Meals and Lodging	0.00	6,300.00	0.0%	
111004 · Mileage Allowance	0.00	1,800.00	0.0%	
111005 · Salaries & Wages - Regular	1,750.00	22,000.00	8.0%	
Total 11100 · TOWN COUNCIL	1,885.21	42,150.00	4.5%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	38,611.23	528,794.00	7.3%	
1211002 · Salaries/Wages - Overtime	0.00	4,500.00	0.0%	
1211003 · Salaries/Wages - Part Time	2,711.00	41,588.00	6.5%	
1211004 · FICA/Medicare	3,036.29	43,633.00	7.0%	
1211005 · VRS	6,416.96	85,854.00	7.5%	
1211006 · Health Insurance	5,328.00	63,936.00	8.3%	
1211007 · Life Insurance	491.60	6,377.00	7.7%	
1211008 · Disability Insurance	121.78	3,360.00	3.6%	
1211009 · Unemployment Insurance	51.12	5,995.00	0.9%	
1211010 · Worker's Compensation	265.00	481.00	55.1%	
1211011 · Gen Property/Liability Ins.	20,380.00	21,261.00	95.9%	
1211012 · Accounting Services	2.26	14,000.00	0.0%	
1211014 · Printing & Binding	0.00	8,298.00	0.0%	
1211015 · Advertising	0.00	9,000.00	0.0%	
1211016 · Computer, Internet & Website Svc	237.50	28,550.00	0.8%	
1211017 · Postage	235.22	5,000.00	4.7%	
1211018 · Telecommunications	355.50	7,500.00	4.7%	
1211019 · Mileage Allowance	0.00	3,250.00	0.0%	
1211020 · Meals & Lodging	0.00	7,000.00	0.0%	
1211021 · Convention & Education	185.00	10,000.00	1.9%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	1,107.00	12,075.00	9.2%	
1211025 · Office Supplies	0.00	8,500.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	79,535.46	925,952.00	8.6%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	0.00	100,000.00	0.0%	
Total 12210 · LEGAL SERVICES	0.00	100,000.00	0.0%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	28,050.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%	
Total 01 · ADMINISTRATION	81,420.67	1,096,152.00	7.4%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	54,009.69	726,867.00	7.4%	
3110003 · Salaries & Wages - OT Premium	2,652.40	24,000.00	11.1%	
3110004 · Salaries & Wages - Holiday Pay	3,093.68	39,182.00	7.9%	
3110005 · Salaries & Wages - Part Time	930.00	27,000.00	3.4%	
3110007 · Salary & Wages - DMV Grant	905.58	26,240.00	3.5%	
3110012 · Salaries & Wages - PT Admin.	2,100.00	39,000.00	5.4%	
3110020 · FICA/MEDICARE	4,670.23	67,018.00	7.0%	
3110021 · VRS	7,904.68	95,438.00	8.3%	
3110022 · Health Insurance	11,267.20	135,206.00	8.3%	
3110023 · Life Insurance	710.40	8,521.00	8.3%	
3110024 · Disability Insurance	174.14	3,070.00	5.7%	
3110025 · Unemployment Insurance	0.00	4,800.00	0.0%	
3110026 · Workers' Compensation Insurance	26,205.00	32,868.00	79.7%	
3110027 · Line of Duty Act Insurance	5,117.00	5,120.00	99.9%	

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2025 through June 2026

Section VI, Item 1.

REVENUE	Actuals	Budget	% of Budget	Comments
3110028 · Legal Services	0.00	30,379.00	0.0%	
3110032 · Computer, Internet & Website	237.50	10,000.00	2.4%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	0.00	18,700.00	0.0%	
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%	
3110037 · Meals and Lodging	0.00	5,000.00	0.0%	
3110038 · Convention & Edu. (Training)	0.00	10,800.00	0.0%	
3110040 · Annual Dues & Subscriptions	7,512.30	21,000.00	35.8%	
3110041 · Office Supplies	329.82	10,000.00	3.3%	
3110042 · Vehicle Fuels	0.00	36,700.00	0.0%	
3110043 · Vehicle Maintenance/Supplies	65.10	22,000.00	0.3%	
3110045 · Uniforms & Police Supplies	980.99	45,901.00	2.1%	
3110056 · Capital Outlay-Machinery/Equip	88,347.60	143,000.00	61.8%	
Total 31100 · POLICE DEPARTMENT	224,678.31	1,595,540.00	14.1%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	224,678.31	1,610,540.00	14.0%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	0.00	216,995.00	0.0%	
Total 43200 · REFUSE COLLECTION	0.00	216,995.00	0.0%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	410.30	100,000.00	0.4%	
4310002 · Maint Svc Contract-Pest Control	0.00	2,500.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	2,075.00	45,000.00	4.6%	
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%	
4310007 · Electric/Gas Services	0.00	18,593.00	0.0%	
4310008 · Electrical Services-Streetlight	0.00	5,500.00	0.0%	
4310009 · Water & Sewer Services	313.24	6,350.00	4.9%	
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	0.00	3,000.00	0.0%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	2,798.54	205,443.00	1.4%	
Total 04 · PUBLIC WORKS	2,798.54	422,438.00	0.7%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	128,571.00	0.0%	
60001 · Town Tourism	0.00	85,714.00	0.0%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
Total 06 · ECONOMIC DEVELOPMENT	1,069.59	236,285.00	0.5%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	0.00	15,000.00	0.0%	
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	15,000.00	0.0%	
71110 · EVENTS				
7111001 · Advertising - Events	0.00	9,950.00	0.0%	
7111003 · Contractural Services	0.00	64,150.00	0.0%	
7111004 · Events - Other	0.00	35,900.00	0.0%	
7111005 · Police Department Events	0.00	7,800.00	0.0%	
7111006 · Farmer's Market	300.00	14,000.00	2.1%	
Total 71110 · EVENTS	300.00	131,800.00	0.2%	
72200 · MUSEUM				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	0.00	2,200.00	0.0%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%	
Total 72200 · MUSEUM	500.00	5,950.00	8.4%	

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2025 through June 2026

Section VI, Item1.

REVENUE	Actuals	Budget	% of Budget	Comments
Total 07 · PARKS, REC & CULTURAL	800.00	152,750.00	0.5%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	295.00	5,670.00	5.2%	
8110002 · FICA/Medicare	30.22	500.00	6.0%	
8110003 · Consultants - Engineer	0.00	10,000.00	0.0%	
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%	
Total 81100 · PLANNING COMMISSION	325.22	23,120.00	1.4%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	435.00	5,830.00	7.5%	
8111002 · FICA/Medicare	24.29	446.00	5.4%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	459.29	7,776.00	5.9%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	103.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	784.51	33,824.00	2.3%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	69,400.00	69,400.00	100.0%	Final Debt payment
9510003 · General Obligation Bond - Int	815.45	820.00	99.4%	Final Debt payment
Total 95100 · DEBT SERVICE	70,215.45	70,220.00	100.0%	
Total 09 · NON-DEPARTMENTAL	70,215.45	70,220.00	100.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.02			
Total EMPLOYEE BENEFITS	0.02			
Total 94105 · PERSONNEL	0.02			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	5,000.00	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	5,000.00	0.0%	
94108 · Capital Improvment Funds Expens				
9410801 · Washington St - Streetscape	0.00	55,000.00	0.0%	
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%	
9410805 · Town Hall / Museum Security Sys	0.00	212,734.00	0.0%	
Total 94108 · Capital Improvment Funds Expens	0.00	317,734.00	0.0%	
Total Expense	381,767.09	3,944,943.00	9.7%	
Net Ordinary Income	-276,212.60	0.00	100.0%	
OTHER REVENUE				
50001 · Amerian Rescue Plan Funds	0.00	100,000.00	0.0%	
50002 · Development Funds	0.00	443,664.00	0.0%	
Total Other Revenue	0.00	543,664.00	0.0%	
OTHER EXPENDITURES				
98000 · Development Expenditures				
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%	
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%	
97001 · American Rescue Plan Expenses				
97001-2 · Town Website	0.00	50,000.00	0.0%	
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%	

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
July 2025 through June 2026

Section VI, Item1.

REVENUE	Actuals	Budget	% of Budget	Comments
97001-3 · Town Center	0.00	50,000.00	0.0%	
Total Other Expenditures	0.00	543,664.00	0.0%	
Net Other Revenue	0.00	0.00	0.0%	
Total Net Revenue Operational / Other Budget	-276,212.60	0.00	100.0%	



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 Planning
Re: Commission Vacancy
Date: July 28, 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. Once I received his letter, I posted the vacancy on the Town's website and through our social media platforms. We have received two applications for the vacancy: Jeff Kress, Greenhill Crossing, which you interviewed at the June 30 Work Session and Sreeja Nair, Caboose Trail, which you interviewed at the July 7 Regular Monthly Meeting. At the meeting in July, Council decided to defer the appointment until the July 28 Work Session in order to have time to think about who would best fit into the vacancy.

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

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 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

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: Sreeja Nair

Address: 14813 Caboose Trl, Haymarket, VA 20169

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 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

Land Use Updates

PLAN REVIEW, CONSTRUCTION, AND OTHER CURRENT LAND USE
ITEMS UNDER REVIEW IN THE TOWN OF HAYMARKET



Feasibility Study/Pre- Submission

Proposal for Rezoning from B-1 to R-2
(14600 Washington Street)

Self Storage RV Lot I-1 by right uses
(15250 + 15251 Kapp Valley Way)

6796 Fayette Street Subdivision

Hotel Site near Crossroads Village Center
(6501 Crossroads Village Boulevard)

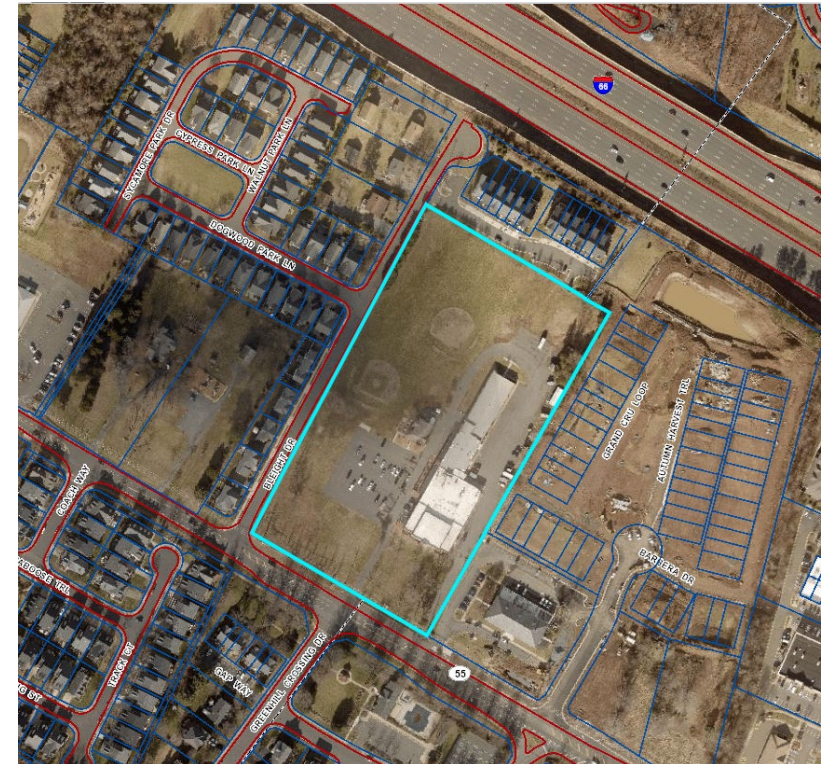
Proposal to Rezone Portion of Acreage at 14600 Washington St (QBE)

Proposal to rezone the baseball fields at 14600 Washington Street from B-1 Town Center to R-2 Residential

Attached townhomes or detached villas to be constructed per R-2 area regulations

The original section of the QBE building would be preserved, two tenant spaces in the rear of the property would be removed.

The “Cookies and Cream” building is proposed to be relocated on site.



Self Storage Lots (15250 + 15251 Kapp Valley Way)

Portion of these lots was rezoned from C-1 Conservation to I-1 Light industrial (1997)

Current use never received site plan approval per Town Records

Town Staff working with owner of property to either submit site plan for current use or to apply for another allowable use in the I-1 zoning district

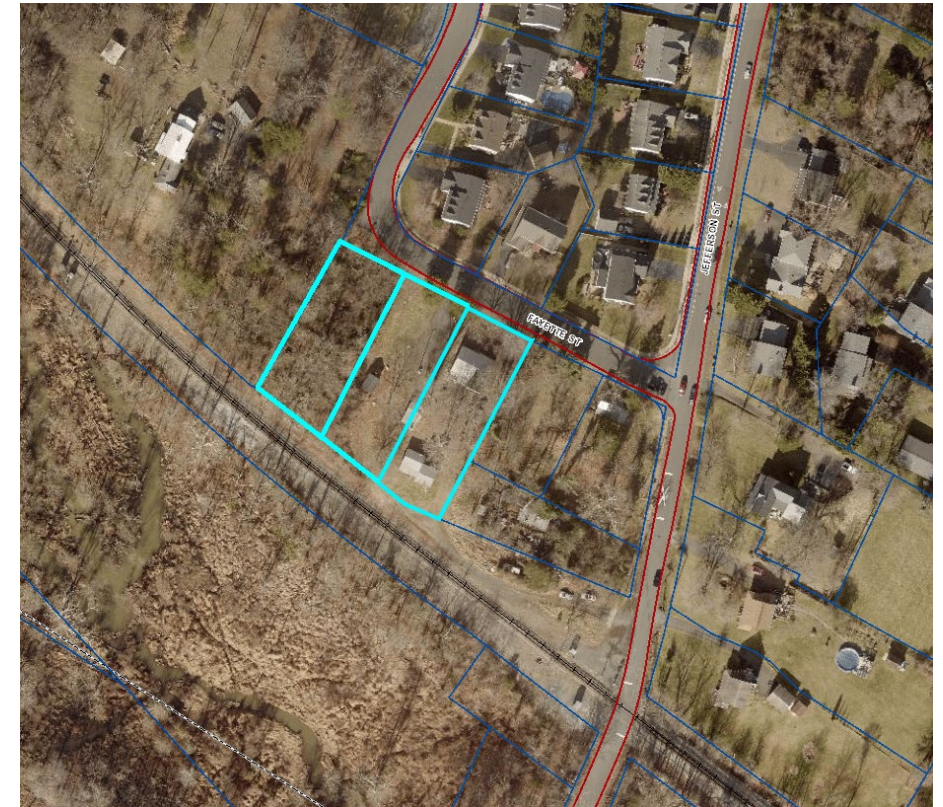


6792 and 6794 Fayette Street

6796 Fayette Street is parent parcel and remains under current ownership.

Site plan submission for two single family units at 6792 and 6794 Fayette street expected soon.

6796 parcel is not part of the proposed site plan.



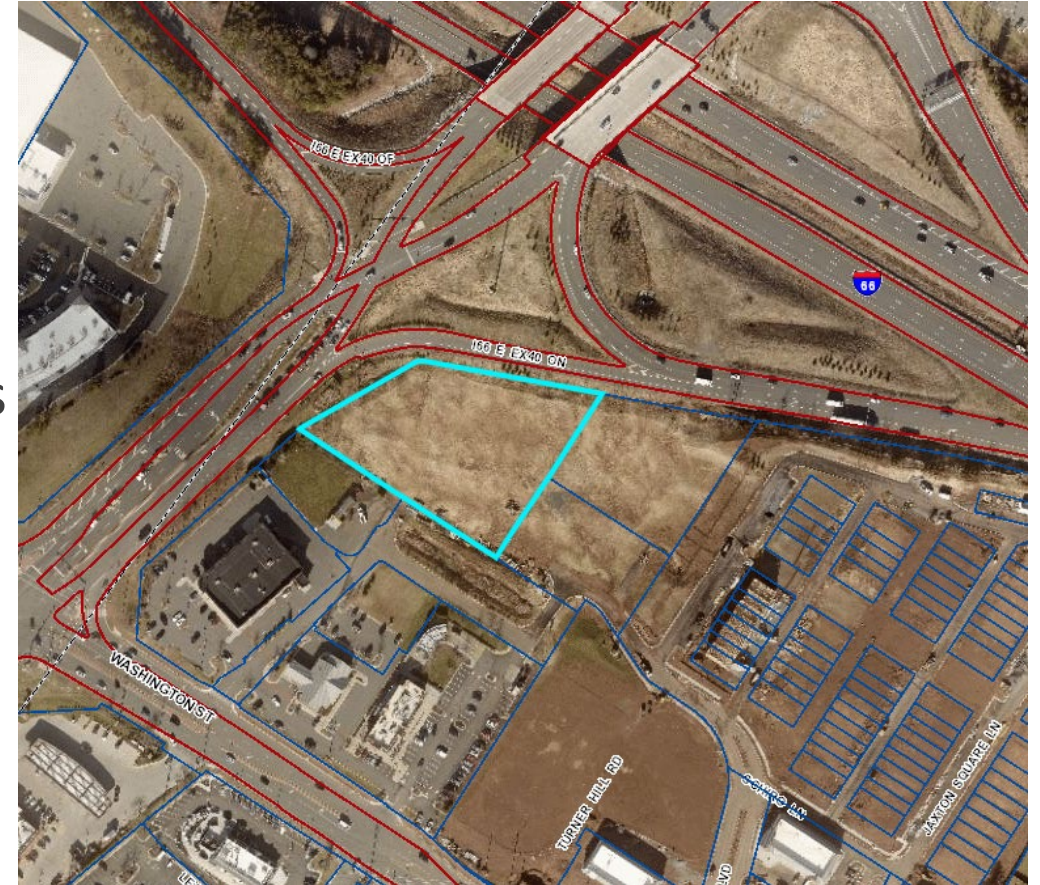
Hotel Site (6501 Crossroads Village Boulevard)

2015 Special Use Permit approval for a hotel with a height limit of 75ft OR an elderly care home with a height limit of 50ft

No sunset clause on the SUP

Hotel was originally under same ownership as Crossroads Village Center (Haymarket Phase II LLC)

Ownership changed to Sai Centreville Hotel LLC May 29, 2025



Plan Review and Pre- Construction Phase

Town Center (15000 Washington Street)

Chick Fil A SUP and Site Plan (15182 Washington Street)

Karter School (6905, 6910 Karter Robinson Drive)

Magnolia Crossing Townhomes (6700-6720 Bleight Drive)

Masonic Charitable Foundation/Tobaccology (6710
Madison Street)

Lidl (6650 Turner Hill Road)

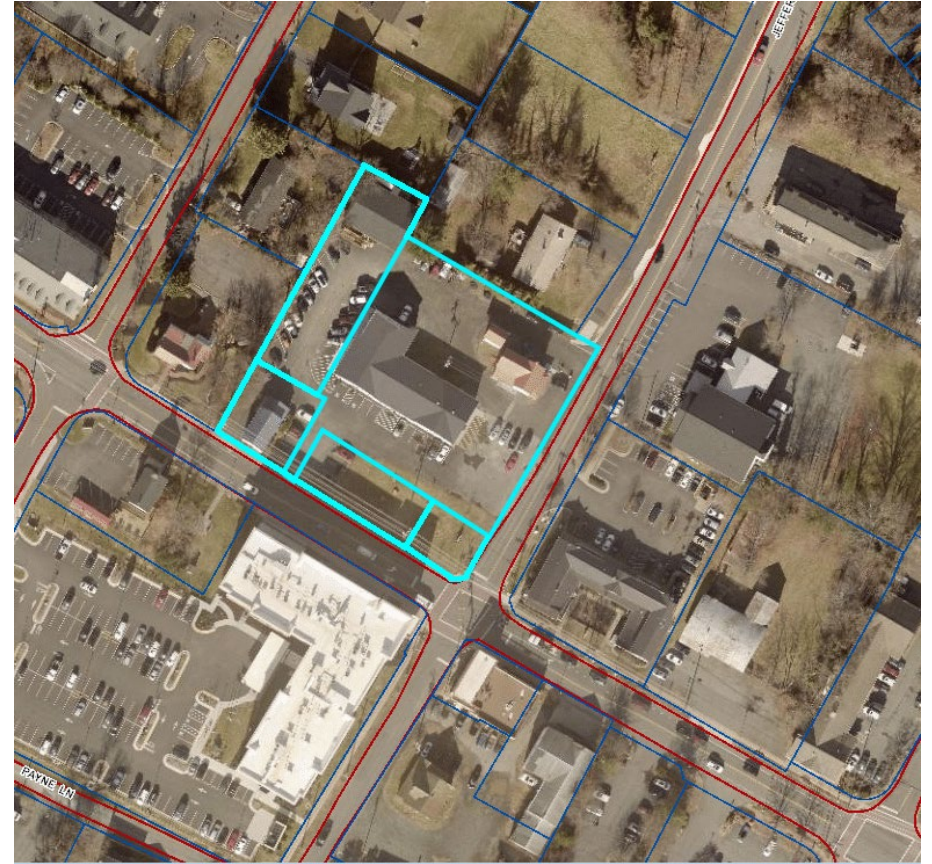
Town Center Site Plan

Plan signed in August 2023

Town Manager has selected a contractor to provide cost engineering services

Town manager has reengaged the previous architect to get quotes for updating building plans.

Town Council still discussing funding for both the Town Center and the interior remodel.

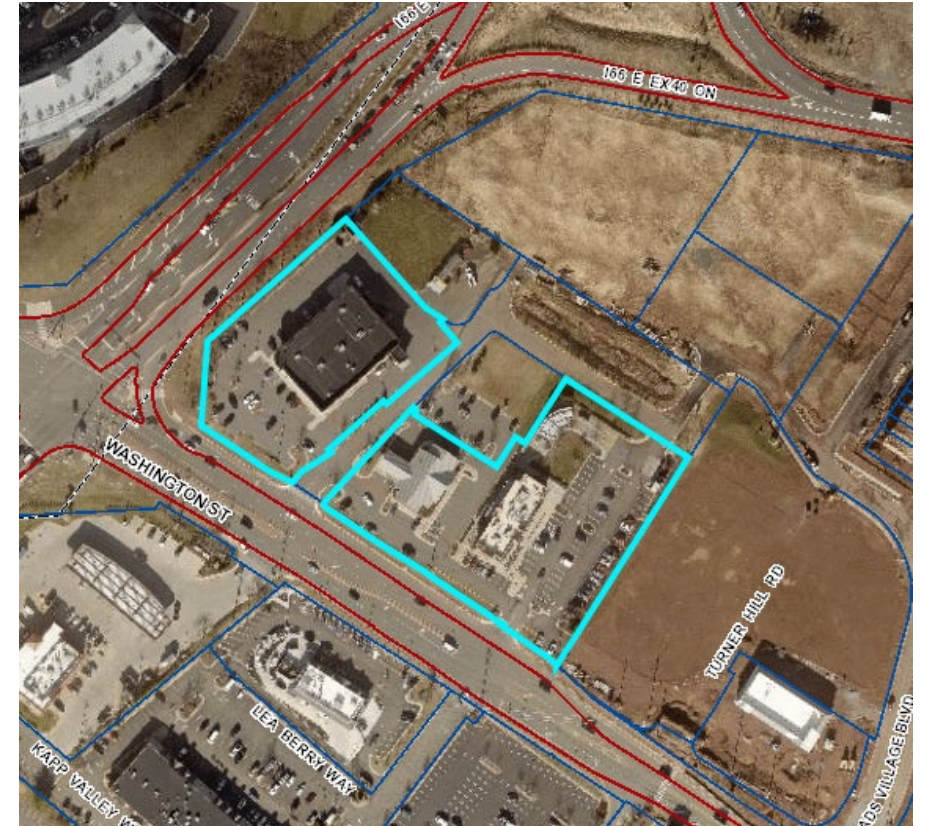


Chick Fil A

SUP for drive through lane expansion approved April 2024.

First submission of site plan under review by Town Staff.

Comments by Town Staff due August 22, 2025.



Karter School

Two B-1 parcels along the Washington Street corridor.

Proposed childcare center and multitenant commercial use

Town Staff waiting for 2nd submission of final site plan and outside agency comments



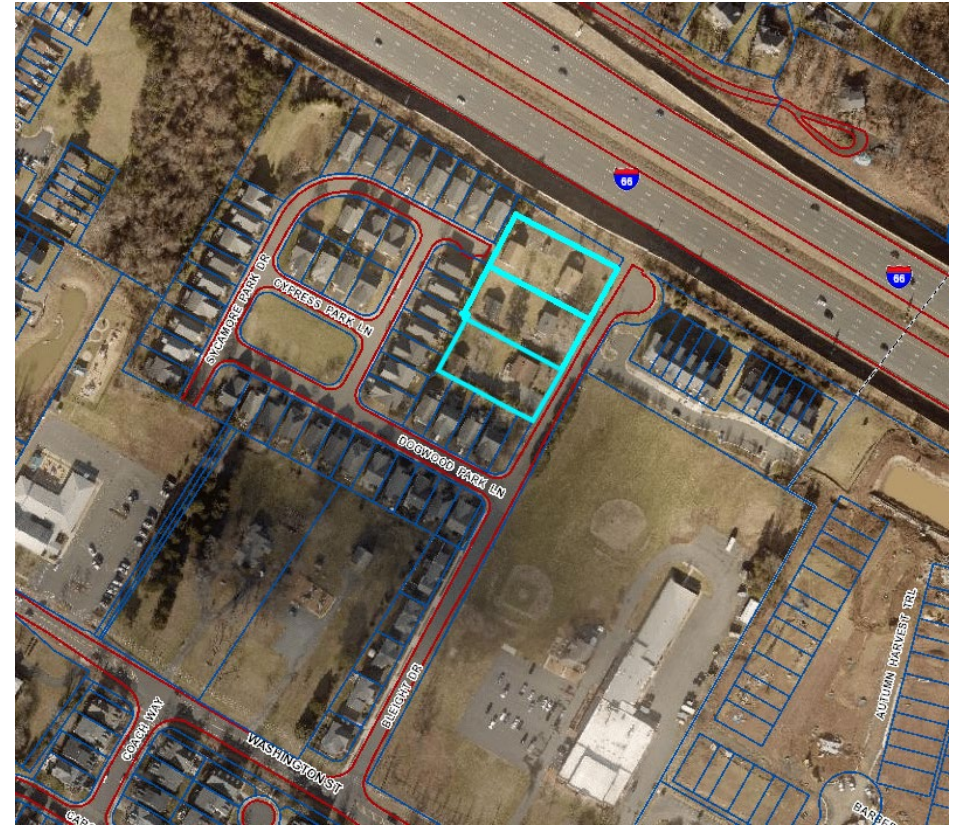
Magnolia Crossing (6700, 6710, 6720 Bleight Drive)

Demolition of 3 single family units and construction of 11 townhomes.

Site plan has been signed, COA for demolition of existing homes issued.

Elevations for townhomes approved by ARB in January 2025.

Next step is bond submission and applying for permitting.



Masonic Lodge/Tobaccology Lot

2016 Site Plan previously reviewed but not approved.

Discussion to be had with owners about bonds and next submission.

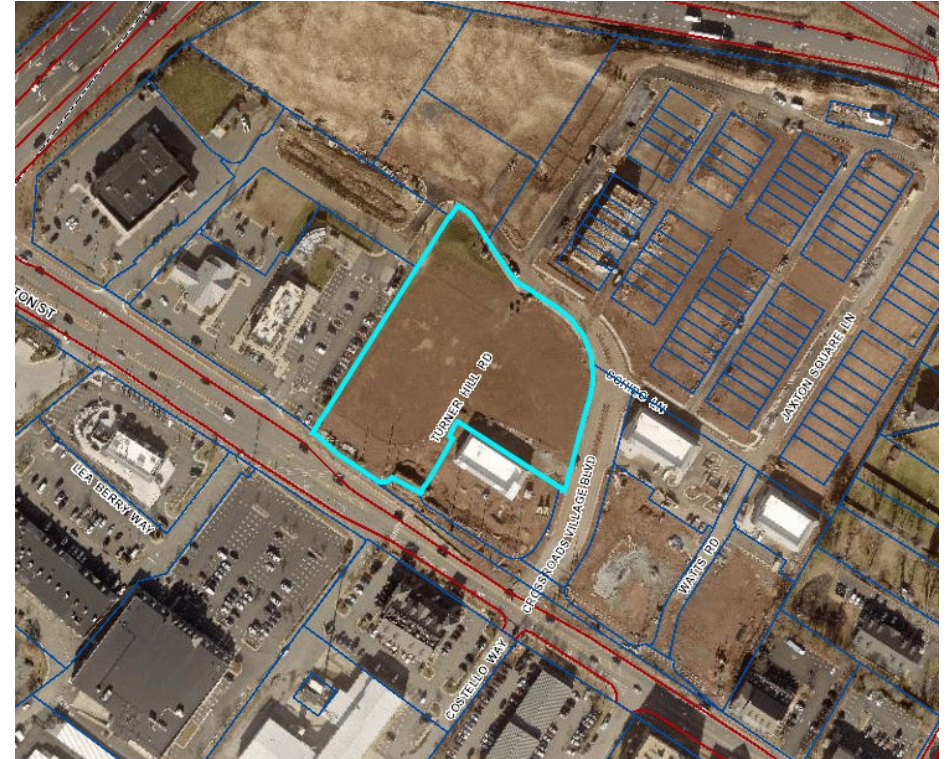


Lidl

Site plan signed in 2023.

No bonds submitted for site.

Town Planner working to contact owner with general property maintenance.



Under
Construction

Kiddie Academy (6515
Crossroads Village
Boulevard)

Haymarket Iceplex
(15155 Washington
Street)

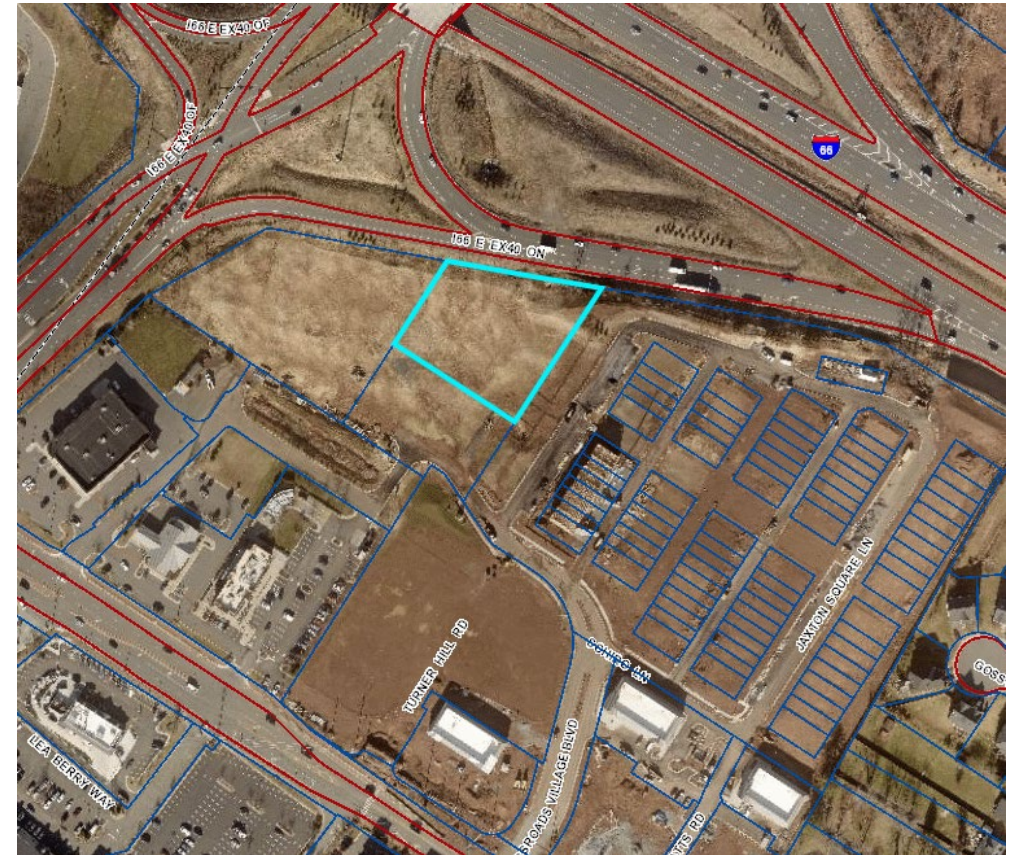
Kiddie Academy

Child Day Care Center

All ARB approvals given for signage, playground equipment, and elevations.

Deed resubmitted to Town for signing due to change in one of the parties in the deed language.

Zoning inspection release for occupancy pending until deed and plat are recorded.



Haymarket Iceplex

Previous 2015 approved site plan is a three-phase project.

Phase II-enclose a concrete space to add more seating and office space.

Architecturals approved and square footage of phase II expansion accounted for in site plan.

Zoning approval cover letter issued, enclosing of space to begin once building permit issued.



As-Built and Bond Release



Crossroads Village Center (15150 Washington Street)

Town Park Sidewalk (14941 Washington Street)

Taco Bell (6635 Watts Road)

Lifetime Smiles Dentistry (15234 Washington Street)



Robinson's Paradise (Walter Robinson Lane)



Jefferson-Fayette St Lots (6800 + 6804 Fayette Street)

Robinson Village –Van Metre– (Karter Robinson Drive)

Crossroads Village Center

Site plan revised 3 times, with final revision signature in 2022

Construction completed

As-built submission under review, landscaping bond inspections continue, site improvement and E/S bonds not released.



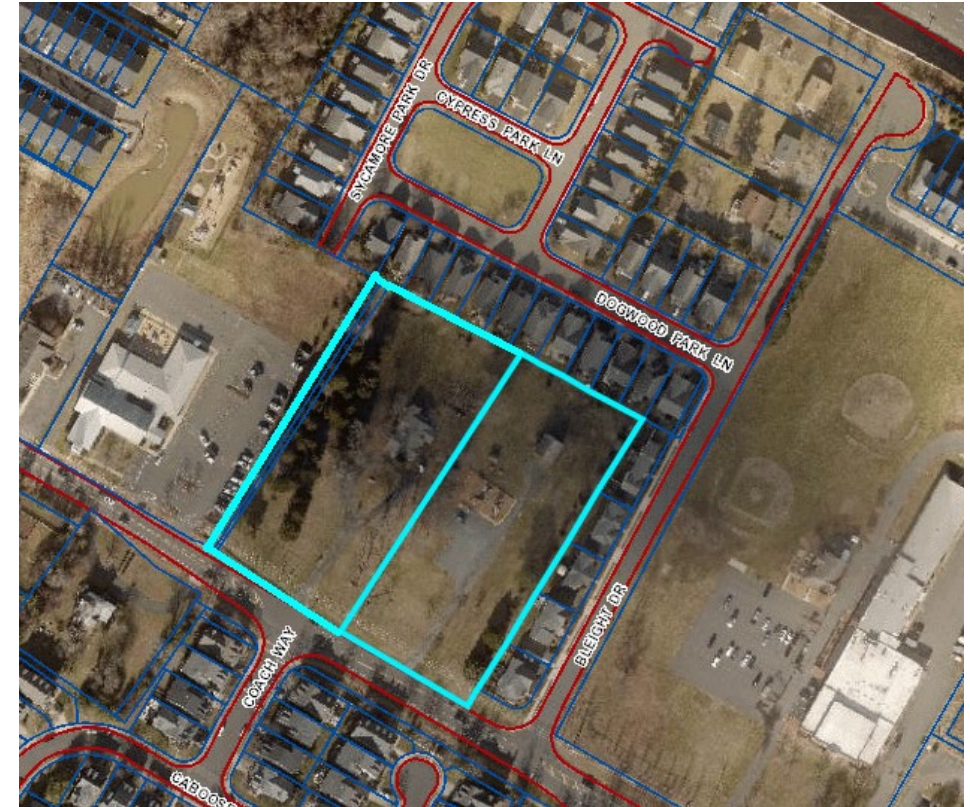
Town Park Sidewalk

Sidewalk completed in 2024.

Town Staff working with Engineering Group to prepare final punchlist to send to contractor.

Awaiting as-built submission.

Town Staff revising deed and plat language based on VDOT comments.



Taco Bell

Construction completed in 2024.

As-built plans submitted.

Landscaping bond release process underway.

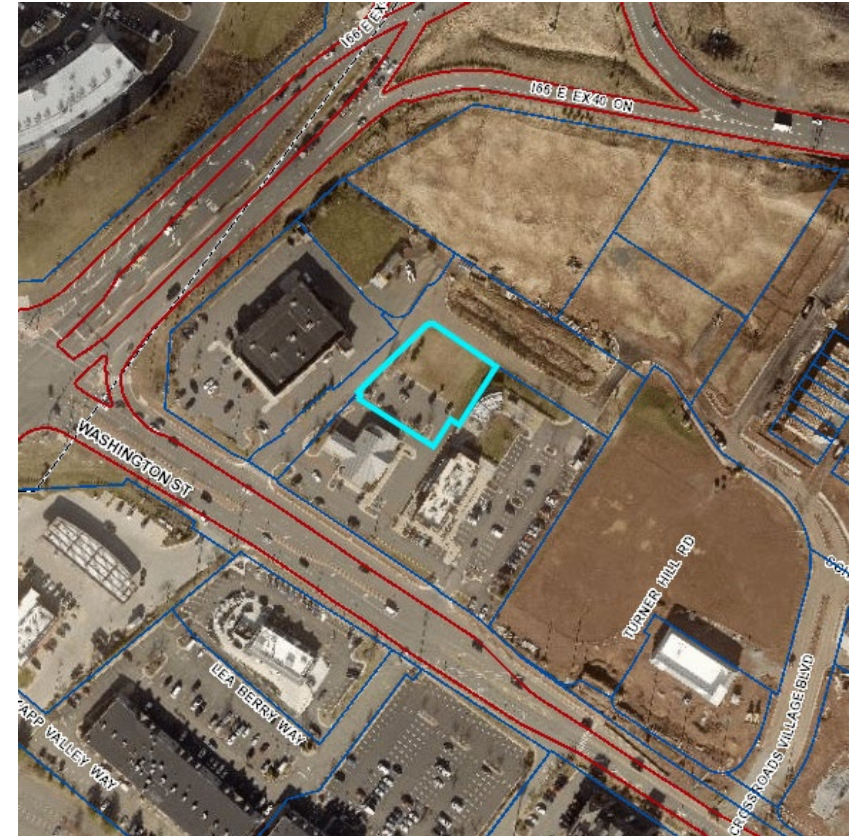


Lifetime Smiles Dentistry

Construction completed in 2024

No requests for bond release.

Town Planner to follow up on as-built submission.



Robinson's Paradise

Original site plan and subdivision approved in the early 2000s.

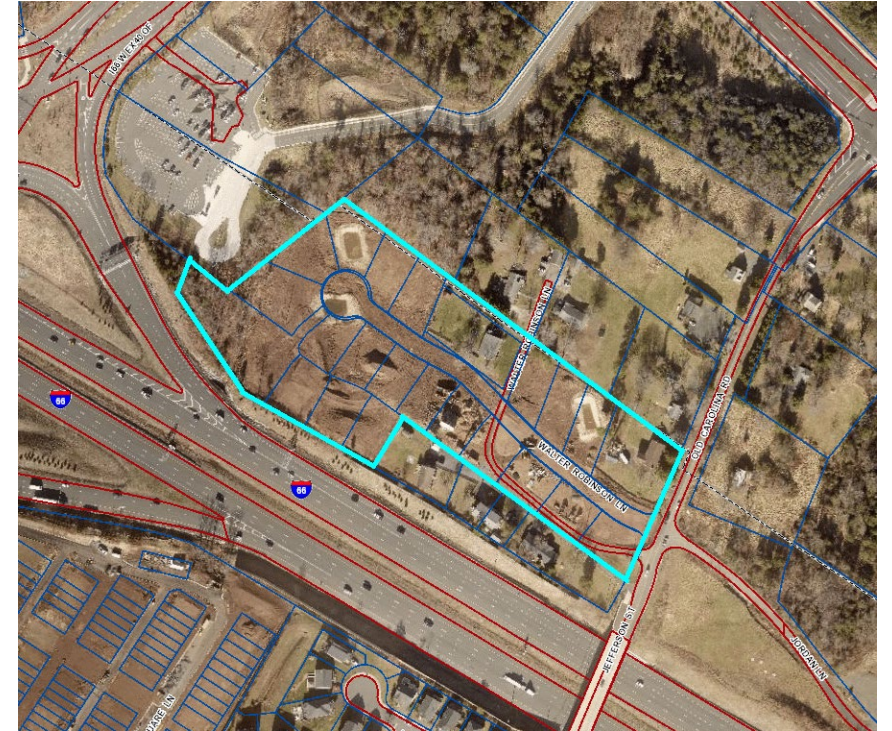
Site plan resubmitted to provide updates to current regulation and Zoning Ordinance standards.

Construction took place from 2022-2024.

Currently only 90% of the landscaping bond released.

As-builts under review, waiting for second submission.

July 2025—Town Manager notified of significant flooding in area of subdivision. Issue is under investigation by Town Manager, Engineer, and Planner.



Jefferson-Fayette Lots

Site plan signed in 2022, revision approved and signed in 2023

Construction started May 2024, completed June 2025

Landscaping bond release inspection requested

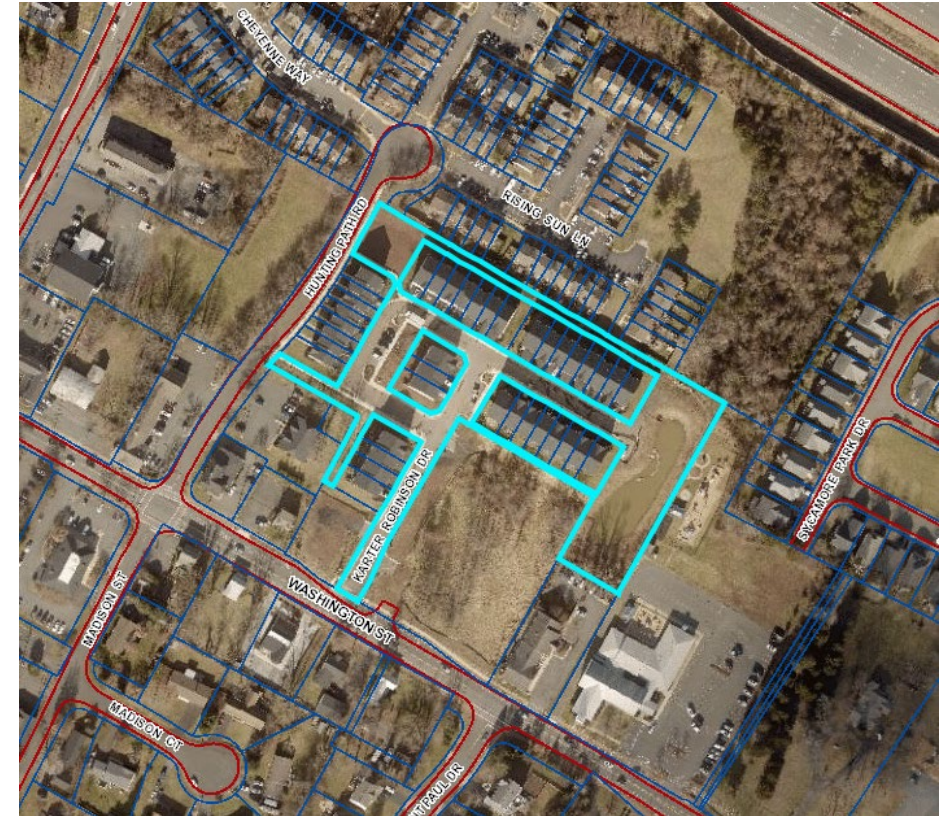
As-builts not yet submitted



Robinson Village (Van Metre)

All 38 townhomes built out as of 2023

All bonds released except for the 10% landscaping held in escrow.



PWC Stormwater Grant Funding

Section VI, Item3.

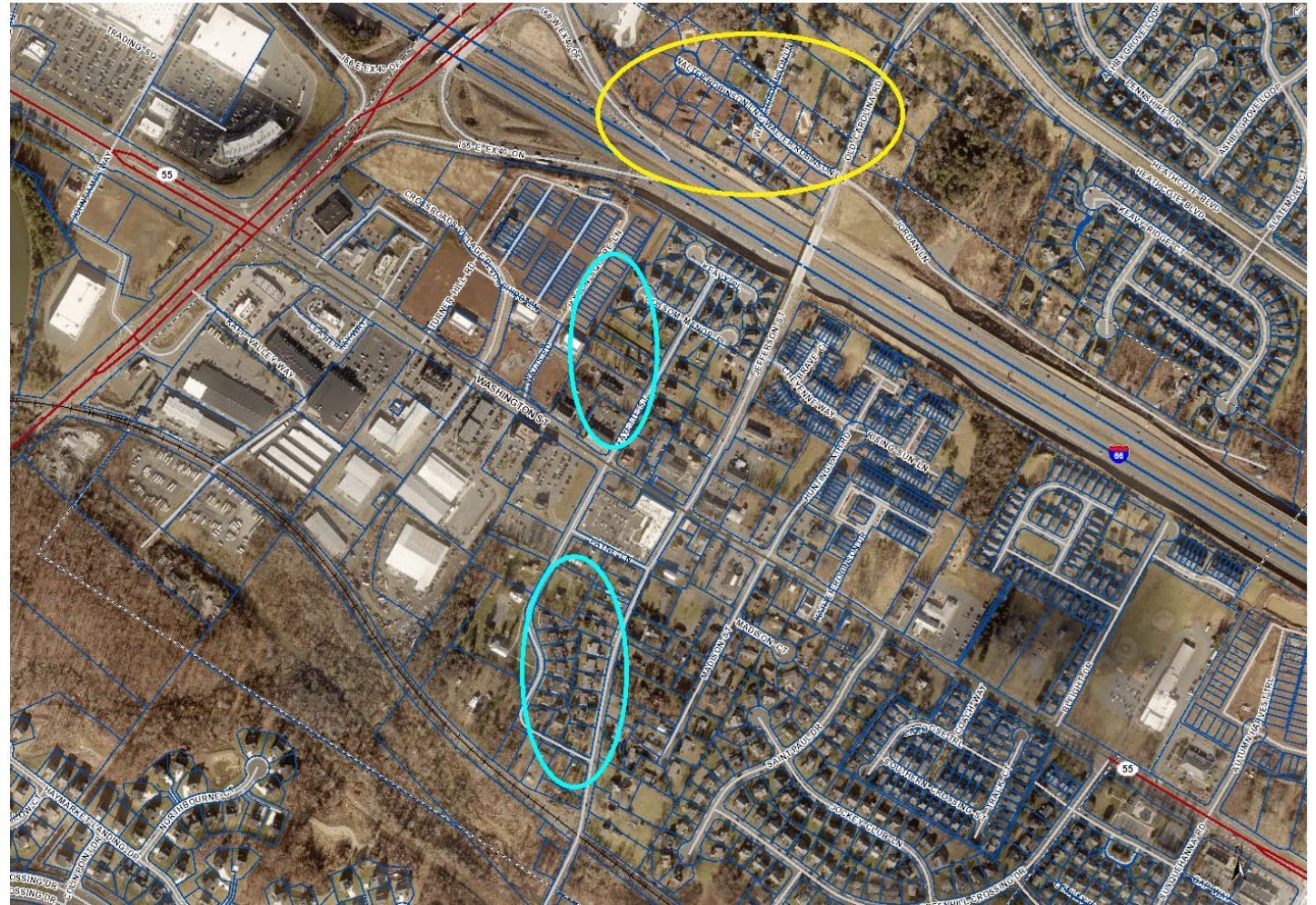
First kickoff meeting completed.

Working to share all electronic files and will coordinate additional file handoff in August.

2 target locations for survey

- Behind the backyards of the homes on the southern section of Jefferson and Fayette Street
- Behind 15100 and 15120 Washington Street, near A Dog's Day out and long part of the border between CVC and Sherwood Forest

Potential 3rd location—north of I-66 near Robinson's Paradise, Town Staff to perform inspection Wednesday the 23rd of July and follow up with more information.

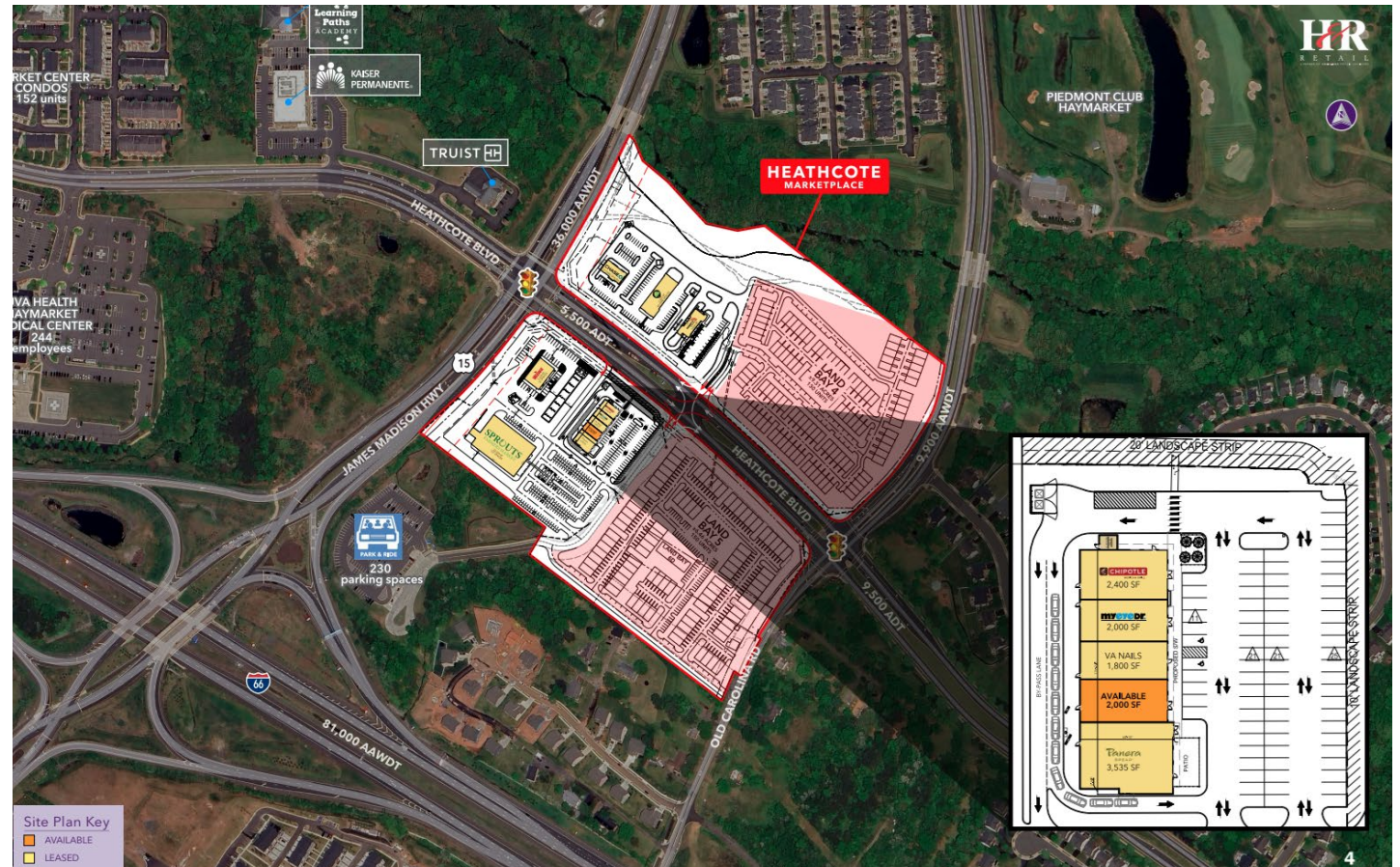


Outside Agency and One Mile Review

Heathcote Boulevard
Marketplace and Residential (US
15 and Heathcote)

Commercial: SUP Approved
June 2024

Residential (UNDER REVIEW):
Rezoning application from A-1
agricultural and B-1 General
Business to PMR Planned
Mixed Residential (232
Townhome Units)



Outside Agency and One Mile Review

Other major projects, rezoning applications, and special use permits can be researched and further discussed at the Town Council's request.



August 4, 2025

REQUEST FOR PROPOSAL

RFP # _____

Sealed Proposals (**RFP #** _____) for a Compensation and Classification System with a Market Study for the Town of Haymarket will be accepted until 3:00 P.M., September 18, 2025 at which time they will be opened in the Town Hall by the Compensation Study Liaisons, Vice Mayor Matthew Gallagher and Councilmember Justin Baker, at 15000 Washington Street, #100, Haymarket, Virginia, 20169.

Please be observant of all proposal instructions and specifications. Should any questions arise concerning this proposal, contact the Vice Mayor, Matthew Gallagher at mgallagher@townofhaymarket.org.

The Town of Haymarket reserves the right to accept or reject, in whole or part, any and all proposals and to waive informalities.

Respectively,
Compensation Study Liaisons
Vice Mayor Matthew Gallagher
Councilmember Justin Baker

GENERAL INSTRUCTIONS

1. Mail or deliver proposals to the Town Hall, Attn: Compensation Study Liaisons at 15000 Washington Street, #100, Haymarket, Virginia, 20169.
2. **Submit one (1) original, clearly marked, and three (3) copies** of the proposal before the opening time stated in the Proposal Invitation in a sealed envelope. Facsimile and electronic documents are **NOT** acceptable.
3. All proposals shall be signed in ink by authorized principals of the Offeror and must be received in sealed envelopes with the statement, **"Proposal Enclosed for Compensation and Classification System with a Market Study for the Town of Haymarket" and the above-referenced RFP number typed or written in the lower left-hand corner.**
4. The Town of Haymarket (the "Town") reserves the right to accept or reject, in whole or part, any and all proposals and to waive informalities.
5. Proposals will be received until **3:00 P.M., September 18, 2025, in the Town Hall office**, with attendance limited to the Compensation Study Liaisons; Vice Mayor Matthew Gallagher, Councilmember Justin Baker, the Town Manager and Offerors. No late Proposals will be accepted. **Town of Haymarket assumes no responsibility for late submissions due to mistake of courier, U.S. Postal Service or any delivery service used for Proposal submittal.**
6. The selected Offeror or Offerors (the "selected Offeror") will be notified immediately upon acceptance of their Proposal.
7. Proprietary information will not be disclosed during the selection process.
8. Proposals shall be binding for ninety (90) days following selection of Offerors by the Town Council.
9. Exceptions to the specifications or general instructions must be in writing and submitted with the Proposal Form.
10. Comments concerning specifications or other provisions of this Contract are welcome and can be received and considered prior to the time set for receipt of Proposals.
11. Offeror's Questions, Addenda and Interpretations
 - a. Offerors shall promptly notify the Town of any ambiguity, inconsistency or error that they may discover upon examination of the solicitation and Contract Documents or of the site and local conditions. No interpretation of the meaning of the Contract Documents will be made to any Offeror orally.
 - b. Every request for such interpretation shall be in writing addressed to Vice Mayor, Matthew Gallagher 15000 Washington St., #100, Haymarket, Virginia, 20169, mgallagher@townofhaymarket.org, and to be given consideration must be received at

least seven (7) days prior to the date fixed for the opening of the Proposals.

- c. Any and all such written interpretations and any supplemental instructions will be in the form of a written Addenda to the Proposal Documents which, if issued, will be emailed, no later than five (5) days prior to the date fixed for the receiving of Proposals. The Town will not be responsible for any other explanations or interpretations of the proposed documents. Failure of any Offeror to receive any such Addendum or interpretation shall not relieve any Offeror from any obligation under his Proposal as submitted. All Addenda so issued shall become part of the Contract Documents.
- d. If the Offeror (or any person proposing to Offeror and/or subsequently in Contract with the Offeror, relating to the subject project) knows, or should have known, that an ambiguity, discrepancy, error, omission or conflicting statement exists in the Contract Documents, said Offeror has an obligation to seek a clarification thereof from the Town prior to the Proposal opening. The Town will welcome such a clarification request, and, if deemed necessary by the Town, the Town will issue a written addendum clarifying the matter in question. Should the Offeror fail to seek such a clarification prior to the Proposal opening, the Offeror thereby waives, and agrees to indemnify and hold the Town harmless from, any claim, suit or cause of action arising out of or related to such ambiguity, discrepancy, error, omission or conflicting statement which the Offeror (and any person bidding to Offeror and/or subsequently in contract with Offeror, relating to the subject project) knew or should have known existed at the time of Proposal.
- e. Each Offeror shall ascertain prior to submitting his Proposal that he has received all Addenda issued, and he shall acknowledge receipt and inclusion in his Proposal of all Addenda.

12. Offeror Disclosure

Each Offeror shall certify, upon signing a Bid or Proposal, that to the best of his knowledge no Town official or employee having official responsibility for the procurement transaction, or member of his/her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this Contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Bid or Proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the Contract resulting from this RFP (the "Contract"), or could affect payment pursuant to the terms of the Contract.

- 13. Pursuant to Code Section §2.2-4330(B)(1) of the Code of Virginia, as amended, the contracting authority has elected to use the procedure for the Proposal, which reads as follows:
- 14. The Offeror shall give notice in writing of his claim of right to withdraw their Proposal within two (2) business days after the conclusion of the Proposal opening procedure.

15. The selected Offeror shall maintain insurance to protect the Town of Haymarket from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damage to property which may arise from operation under the Contract, whether such operations by the selected Offeror, or anyone directly or indirectly employed by either Contractor or Subcontractor, such insurance to conform to the amounts as prescribed by law.
16. The selected Offeror shall, during the term of the Contract including any warranty period, indemnify, defend and hold harmless the Town of Haymarket, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of damage arising out of the negligent acts, errors, or omissions, recklessness, or intentionally wrong conduct of the selected Offeror or his employees.
17. In addition to any other forms of insurance for bonds required under Contracts and specifications pertaining to this project, the Town of Haymarket shall require any selected Offeror to whom or to which it lets any work contemplated hereunder to carry Public Liability Insurance in accordance with the specifications on the following exhibit and a Certificate of Insurance attesting to these required coverages. If any of the work is sublet, similar insurance shall be obtained by or on behalf of the selected Offeror's Subcontractor to cover their operation.
18. The insurance specified shall be with an insurance company acceptable to the parties hereto and licensed to do business in the State of Virginia. All insurance must be obtained before any work is commenced and kept in effect until its completion.
19. Minimum insurance requirements are shown on the attached "SCHEDULE "A" INSURANCE COVERAGE". Current insurance certificates documenting compliance with this coverage shall be provided to the Town Manager of the Town of Haymarket prior to the award of any Contract. The certificate shall name Town of Haymarket as "Additional Insured" under the Automotive and Comprehensive General Liability categories of this policy.
20. This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia Section §2.2-4343.1 or against any Offeror because of race, religion, sex, national origin, age, disability, or any other basis prohibited under state law relating to discrimination in employment.

21. Safety

The selected Offeror, their Contractors and Subcontractors performing services for the Town of Haymarket are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, the selected Offeror, their Contractors and Subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under the Contract.

22. Notice of Required Disability Legislation Compliance

Town of Haymarket government is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act 1990.

23. Specifically, Town of Haymarket, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the American with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities of the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and Local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

24. Ethics in Public Contracting

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the Town of Haymarket.

25. The provisions of this article supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§2.1-348 et. seq.), the Virginia Governmental Frauds Act (§18.2-498.1 et. seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

26. Employment Discrimination by Contractors Prohibited

Every Contract of over ten thousand dollars (\$10,000) shall include the following provisions: During the performance of this Contract, the Offeror agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The selected Offeror will include the provisions of the foregoing paragraphs a, b, and c in every Subcontract or Purchase Order of over ten thousand dollars (\$10,000), so that the provisions will be binding upon each Subcontractor or Vendor.

27. Drug-free Workplace

Every Contract of over ten thousand dollars (\$10,000) shall include the following provisions:

During the performance of this Contract, the contractor agrees to (i) provide a drug-free workplace for the Contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or Advertisements for employees placed by or behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every Subcontract or Purchase Order of over ten thousand dollars (\$10,000), so that the provisions will be binding upon each Subcontractor or Vendor.

For the purpose of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

28. Exemption from Taxes

The Town of Haymarket is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificates indicating the Town of Haymarket’s tax-exempt status will be furnished by the Town of Haymarket on request.

29. Substitutions

No substitutions, including key personnel, or cancellations are permitted after the Contract is awarded unless there is prior written approval by the Town of Haymarket.

30. Assignment of Contract

This Contract may not be assigned in whole or in part without the written consent of the Town Manager.

31. Debarment

By submitting a Proposal, the Offeror is certifying that he/she is not currently debarred by the Town or the County, or any other locality. The Town's and County's debarment procedures are in accordance with Section 2.2-4321 of the Code of Virginia.

32. Immigration Reform and Control Act of 1986

By accepting a Contract award, the selected Offeror certifies that it does not and will not during the performance of the Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

33. Each Bidder or Offeror shall certify, upon signing a Bid or Proposal, that to the best of his knowledge no Town of Haymarket official or employee having official responsibility for the procurement transaction, or member of his/her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this Contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Bid or Proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the Contract made, or could affect payment pursuant to the terms of the Contract.

34. Proof of Authority to Transact Business in Virginia

A Bidder or Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in the Bid or Proposal the identification number issued to it by the State Corporation Commission. Any Bidder or Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in the Bid or Proposal a statement describing why the Bidder or Offeror is not required to be so authorized. Any Bidder or Offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Town Manager (https://cisiweb.scc.virginia.gov/z_container.aspx) (Form Attached).

35. W-9 Form

Each Bidder or Offeror will submit a completed W-9 form with their Proposal. In the event of a Contract award, this information is required in order to issue Purchase Orders and payments to the Offeror. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

36. Contract Administration

This Contract will be administered by the Town Manager.

PART 1 - INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. Preparation and Submittal of Proposals

- a. All Proposals shall be signed in ink by authorized personnel of the Offeror.
- b. All attachments to the Proposals requiring execution by the Offeror are to be returned with the Proposals.

2. Withdrawal of Proposals

- a. All Proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for opening.
- b. The Offeror may withdraw his Proposal from consideration if the service proposed was substantially different than the other Proposals due solely to a mistake therein, provided the Proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgmental mistake, and was actually due to an unintentional arithmetic error, or an unintentional omission of a quantity of work, labor, or materials made directly in the compilation of the Proposal, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents, and materials used in the preparation of the proposal sought to be withdrawn.
- c. The following is the procedure for withdrawal of Proposal:
 - (1) The Offeror must give notice in writing of his claim of the right to withdraw his Proposal within two (2) business days after the conclusion of the Proposal opening procedure.
 - (2) No Proposal may be withdrawn under this section when the result would be the awarding of the Contract on another Bid/Proposal of the same Bidder/Offeror in which the ownership of the withdrawing Bidder/Offeror is more than five percent.
 - (3) No Offeror who is permitted to withdraw a Proposal shall for compensation, supply any material or labor to or perform any subcontract or other work agreement for the Offeror to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Proposal was submitted, without

the approval of the Town Manager. The Offeror to whom the Contract was awarded and the withdrawing Offeror are jointly liable to the Town of Haymarket in an amount equal to any compensation paid to, or for the benefit of, the withdrawing Offeror without such approval.

d. The Town Manager may contest withdrawal of any Proposal by any means by law.

3. Miscellaneous Requirements

- a. The Town of Haymarket will not be responsible for any expenses incurred by an Offeror in preparing and submitting a Proposal. All Proposals shall provide a straightforward concise delineation of capabilities to satisfy the requirements of this request. Emphasis shall be on completeness and clarity of content.
- b. Offerors who submit a Proposal in response to this RFP may be required to make an oral presentation of their Proposal. The Town Manager will schedule the time and location for this presentation if required.
- c. The contents of the Proposal submitted by the selected Offeror and this RFP will become a part of any Contract awarded as a result of these specifications. The selected Offeror shall be required to sign a Contract with the Town of Haymarket. Additional terms and provisions will be included in the Contract.
- d. The Town of Haymarket reserves the right to reject any and all Proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Town of Haymarket. An Offeror whose Proposal is not accepted will be notified in writing.
- e. The Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the Contract or its rights, title or interest therein, or its power to execute the Contract, to any other person, company, or corporation without prior written consent and approval by the Town of Haymarket.

4. Clarification of Proposals

Town of Haymarket reserves the right to contact Offerors individually for the purpose of clarifying Proposals.

5. Offeror’s Incurred Costs

Town of Haymarket is not liable for any cost incurred by Offeror prior to any agreement, the Contract or Purchase Order.

6. Right to Cancellation

Award to a selected Offeror will be made under a Contract arrangement cancelable by the Town in the event that continuing funds are not appropriated.

7. Offeror Declaration

The Offeror must state that its Proposal was made without connection with any other person, company or parties making a similar Proposal and that it is in all respects fair and in good faith without collusion or fraud.

8. Terminology

Terminology used in this Request for Proposal might imply or denote a particular Offeror. The terminology used and the organization of the RFP is not intended to be restrictive in any way. A request for an interpretation of the intent of the RFP shall be made by the Offeror in these situations.

9. Licensing Agreement

Any licensing agreement required by the Offeror must be fully described in writing and signed by the Town and the Offeror.

10. Proposal Property of Town

All Proposals submitted in response to this RFP becomes the property of the Town of Haymarket. Supporting technical manuals will be returned at the request of the Offeror.

11. Confidentiality

All Proposals will be available for inspection by interested parties following the final selection date. If an Offeror wishes that any parts of his Proposal remain confidential, he shall state so clearly.

12. Addenda

Any Addenda shall be issued in writing in order to be enforceable; no oral statement, explanations or commitments by whomsoever shall be of any effect unless included into the written Addenda and incorporated into the Contract that is signed by both parties.

13. Contracting

Upon award of a Contract, the RFP and the selected Offeror's Proposal will become part of the Contract. The Town of Haymarket intends to enter into Contracts that best serve the interests of the Town and the Offeror agrees to enter into the Town of Haymarket's "STANDARD CONTRACT FOR SERVICES".

PART 2 - SPECIAL CONTRACT TERMS AND CONDITIONS

1. The extent and character of the work to be accomplished by the Offeror shall be subject to general control and approval of the Town Manager and Compensation Study Liaisons. The Offeror shall not comply with requests and/or orders issued by other than the Town Manager or Compensation Study Liaisons, acting within their authority for the Town of Haymarket.

2. User List

Offerors are required to furnish the issuing office with a list of all locations in local governments in Virginia and nearby states that are using the same service and the name, address and telephone number of a contact person.

3. Assignment

The selected Offeror shall be prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the Contract, its rights, title, or interests therein, or its power to execute the Contract, to any other person, company or corporation without the prior written consent and approval of Town of Haymarket.

4. Exceptions

Any and all exceptions to the specifications included in this RFP must be fully detailed and explained on a separate schedule outlined "Exceptions to RFP". Should the Offeror not indicate and explain all exceptions, his Proposal may be rejected.

5. Proposal Selection

The Offeror that best meets the selection criteria described in Proposal Requirements will be recommended to the Town Council for award of a Contract. Authorization to award a contract is at the sole discretion of the Town Council, or its designee.

**COMPENSATION AND CLASSIFICATION SYSTEM WITH MARKET STUDY FOR
THE TOWN OF HAYMARKET**

RFP # _____

SPECIFICATIONS

1. INTRODUCTION

Town of Haymarket (within Prince William County) is soliciting proposals from qualified consulting firms, experienced in the development of a Compensation Study. Our desire is to hire a consultant who will assist the Town of Haymarket in reviewing the existing job descriptions and compensation system, analyzing the current jobs performed by employees, determine the correct market pay for each position, and provide a market analysis of the total compensation package offered to Town of Haymarket employees including salary and benefits. The consultant will utilize existing benchmark data on the Town of Haymarket’s benefit plans when analyzing the Total Compensation package; additional benchmark surveys in this area are not expected. The consultant is expected to make recommendations for improvements to the existing compensation system. The Town of Haymarket also desires to work with the chosen firm to develop a comprehensive system to track and manage compensation data moving forward.

This Request for Proposals (RFP) is an invitation by Town of Haymarket, Virginia, for consultants to submit an offer based on the project goals described below. Submittal of a proposal does not create any right or expectation to a Contract with the Town of Haymarket. The Town of Haymarket reserves the right to reject any or all proposals and the Town of Haymarket further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal.

2. BACKGROUND

The Town of Haymarket is a small, historic community situated in the rapidly growing westernmost portion of Prince William County, Northern Virginia, approximately 38 miles west of Washington, D.C. Located near the foothills of the Bull Run Mountains, Haymarket offers residents a unique combination of small-town charm, rich historical heritage, and access to natural recreational resources, while benefiting from the broader region’s sustained growth and economic development.

Historically significant since the 18th century, Haymarket maintains a well-preserved downtown district featuring architecture and landmarks linked to its early American roots and Civil War history. The town’s population currently remains under 2,000 residents, yet it is part of a dynamic and expanding region that continues to attract residential and commercial development due to its strategic proximity to major employment centers across Northern Virginia and the Washington, D.C. metropolitan area.

The enhanced accessibility provided by Interstate 66 and other transportation infrastructure has accelerated growth in and around Haymarket, resulting in increased demand for municipal services including planning, public safety, and infrastructure maintenance and expansion. The Town government, though smaller in scale compared to county administrations, has adapted to meet these evolving needs.

Given its location within a highly competitive labor market, the Town of Haymarket faces challenges in recruiting and retaining qualified personnel across all departments. To address this, the Town is looking to evaluate its compensation and benefits packages to remain competitive with neighboring jurisdictions and ensure delivery of high-quality services to its residents.

3. SCOPE OF SERVICES

The Town of Haymarket aims to update its current classification and compensation system by applying recognized best practices in compensation management and design, while ensuring compliance with all applicable federal and state laws. To achieve this, the Town is soliciting proposals based on the following scope of services:

- A. Project planning and administration tailored to the Town’s organizational structure and needs.
- B. Compensation Study Liaisons communication sessions to ensure transparency and understanding of the process.
- C. Presentation and completion of job or position description questionnaires for all Town roles.
- D. Comprehensive salary survey process to establish external equity, based on benchmarked job summaries and current compensation data sourced from both custom surveys and published regional data, with findings delivered in Excel format.
- E. Development of a new pay structure, or revision of the existing structure, informed by best practices, survey results, and market analysis. Pay structure shall be modeled in similarity to the Federal Government pay scale with detail to the small-scale staffing needs of the Town.
- F. Creation and implementation of a comprehensive system to track and monitor comparative compensation for Town positions relative to the regional labor market. Regional labor market shall be defined as the greater DMV region, Northern Virginia and applicable western and southern jurisdictions to the Town of Haymarket. The regional labor market shall be explicitly defined and approved with the input of the Compensation Study Liaisons.
- G. The evaluation of the compensation system shall include an analysis of the standard benefits package and the additional fringe benefits.

Employee Benefits: (Full-Time Employees)

- Virginia Retirement System (VRS)
 - Employee contributes a mandatory 5% per pay period
 - Town Contributes to program
- Health includes Dental, and Vision Insurance Coverage (Employee contributes

- 20%; Town contributes 80% to Plan)
- Life Insurance (Town Pays for employee standard coverage)
- Vacation (10 Days annually; after 4-year mark 1 additional day of annual leave is added per year; maxed out at 20 Days)
- Sick Time (12 Days annually)
- Paid Holidays (Follow the Commonwealth of Virginia State Schedule)
- Over Time (For non-exempt employees)

Fringe Benefits:

- Hybrid Take Home Policy (Police Vehicles)
 - Officers on Duty eligible to take patrol vehicle home during consecutive shifts (Radius of 60 miles maximum from Department Headquarters)
 - Chief of Police has full take home policy of patrol vehicle
- Officers and Chief have Town issued gas cards for patrol vehicles

H. Preparation of a final report that includes fiscal impact analysis under various scenarios. Various scenarios shall include options for implementing full funding in year 1, or a phased funding approach as required by the Town's financial position upon the completion of the Compensation Study.

The Town of Haymarket anticipates on-site meetings with the selected Offeror and a final report to be delivered to the Compensation Study Liaisons 90 days after the Notice to Proceed and signing of the contract. A formal presentation to the Mayor and Town Council upon completion and submission of the final report shall be completed within 30 days of final report submission.

July 01, 2025	Full Time	Part-Time	Notes
Department	Positions	Positions	
Administration:			
Town Manager	1	0	Town Manager is also the Zoning Administrator
Clerk of Council	1	0	
Town Planner	0	1	
Deputy Clerk/Administrative Assistant	1	0	Deputy Clerk is also the Payables and Receivable data entry personnel
Events Coordinator	1		
Treasurer/Director of Finance	1	0	Treasurer is also responsible for Payroll; HR matters; Benefits administrator
Maintenance Coordinator	1	0	
Public Safety:			
Chief of Police	1	0	Credential Officer
Lieutenant	1	0	Credentialed Officer
Sergeant	2	0	
Officer	4	4	
Administrative Assistant	0	1	
Fleet Manager	0	1	
Totals	14	7	

The selected Offeror shall be required and agrees to enter into a Town of Haymarket Contract for Services. The Contract shall be governed by and construed in accordance with all the applicable laws, regulations, and rules of the State of Virginia, Ordinances and regulations of the Town, Prince William County, and any applicable federal laws and regulations.

Town of Haymarket will provide the following information to the selected Offeror:

- Copies of all existing job descriptions
- Copies of all wage and salary schedules

- Copies of all employee benefit schedules
- Copy of the Town of Haymarket Personnel and Policy Manual
- Copy of the Town of Haymarket Organizational Chart
- Copy of the Town of Haymarket Approved FY2026 Budget, and applicable prior budgets as needed

4. PROPOSAL CALENDAR

August 4, 2025	Request for Proposal Issued
September 11, 2025 - 4:30 P.M.	Deadline for questions related to RFP
September 18, 2025 – 3:00 P.M.	Proposal Packages Due

5. SPECIFICATION FOR PROPOSALS

All proposals submitted in response to this request for proposals must contain the following information in the stated order:

- A. Cover letter and introduction including the name of the Offeror, their address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposals.
- B. Name and contact information of the Offeror’s project manager that would be assigned to the project.
- C. A statement of qualifications of the Offeror and the project manager and other key team members assigned to perform the work.
- D. A statement of the Offeror’s understanding of the work required and the manner in which the firm plans to approach it. Describe how the firm will approach the project implementation and evaluating/selecting alternatives and the firm’s expectation of the Town’s responsibilities.
- E. Proposed work plan that identifies the tasks necessary to respond to the Scope of Services and to meet the project requirements as described in this RFP. A final work plan will be developed following selection of the Consultant.
- F. Identification of the deliverables.
- G. References from at least five (3) clients from governmental agencies with similar projects, within the last three (3) years that are familiar with the firm’s quality of work and the firm’s performance, including schedule and budget control. Include the contact’s name and telephone number.
- H. Schedule: A thorough and detailed schedule shall be presented outlining key milestone completion dates and proposed deliverables.

- I. The Offeror shall provide a statement that the proposal is valid for a minimum of ninety (90) days after the submission deadline, signed by an individual to bind the company, with the name and title printed.

6. COST AND FEE ARRANGEMENTS

The proposal shall clearly set forth the basis for fees to be charged for the work proposed and at a minimum shall contain the following information:

- A. Proposal for the total cost of services related to the scope described above.
- B. Hourly rates for performing any services related to unforeseen project tasks not included in the original scope of work. These rates should be uniformly applied regardless of competency level of staff performing services.

The Town of Haymarket shall not be responsible for the reimbursement of any costs not specifically set forth in the Proposal. In addition, the Town of Haymarket shall reserve the right to accept any part or all of the Offeror’s fee schedule and to negotiate any charges contained therein.

7. CRITERIA FOR EVALUATION

In order to ascertain which proposal best meets the needs of the Town of Haymarket, proposals will be evaluated, according to the following criteria, by the Town Manager:

Criteria	Maximum Points
Experience and Qualifications	15
Public Sector Experience	10
Project Approach and Long-Term System Solution	25
Content & Quality of the Proposal, Including Proposed Work Plan	30
Total Cost of Proposal	20
Quality of Interview (Optional)	15
TOTAL	100 (115)

- A. The Town Council will evaluate the most responsive proposals as identified by the Town Manager, who will serve as the primary point of contact throughout the evaluation process. The Town Manager may also request clarifying information from Offerors as needed. A composite rating will be developed to reflect the ranking of the written proposals in descending order. If deemed necessary the Town Manager—shall engage in individual discussions with two or more Offerors determined to be the most fully qualified, responsible, and suitable based on the proposal evaluations.
- B. At the conclusion of any discussion, on the basis of evaluation factors as set at the time of issuance of this proposal and all information developed in the selection process to this point, the Town of Haymarket shall select in the order of preference one or more Offerors whose qualifications and proposed services are deemed most meritorious. Negotiations shall

then be conducted; beginning with the Offeror ranked first. Should the Town of Haymarket determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror. The Town of Haymarket reserves the right to award a contract to more than one Offeror, if it is in the Town’s best interest.

- 3. If deemed necessary the Town Manager will engage in individual discussions/interviews with two or more Offerors deemed the most fully qualified, responsible and suitable on the basis of the evaluations. The Town of Haymarket reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Town of Haymarket.

8. TERM OF CONTRACT

The term of the Contract shall be for one (1) year, from on or before December 1, 2025 through December 1, 2026, at which time it will terminate, unless sooner terminated pursuant to the terms of the Contract or by law or unless extended as set forth herein at the option of the Town.

By mutual written agreement of the parties, the Contract may be renewed for up to four (4) additional one (1) year periods of any combination thereof. If either party wants to renew the Contract that party shall give a written request to renew to the other party at least sixty (60) days before the expiration of the original term or any renewal term of the Contract. The party receiving such request shall either accept or reject in writing such request within thirty (30) days of receipt of that request, provided, however, if the party receiving the request to renew fails to respond within thirty (30) days, the request to renew shall be deemed to be rejected, unless the parties mutually agree otherwise.

All terms and conditions shall remain in force for the term of this Contract and for any renewal period unless modified by a mutual written agreement that is signed by both parties. Prices shall not be increased during the initial term of this Contract.

9. ADDITIONAL INSTRUCTIONS TO THE OFFEROR

A. Selected Offeror’s Responsibilities

The selected Offeror(s) shall be responsible for completely supervising and directing the work under the Contract(s) and all subconsultants that they may utilize. Subconsultants who perform work under the Contract shall be responsible to the selected Offeror. The selected Offeror agrees to be fully responsible for the acts and omissions of their subconsultants and of persons employed by them.

B. Ownership of Documents

Any reports, specifications, blueprints, negatives or other documents prepared by the Offeror in the performance of its obligations under the Contract shall be the exclusive property of the Town of Haymarket, and all such materials shall be returned to the owner upon completion, termination, or cancellation of this Contract. The selected Offeror shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all the selected Offeror’s obligations under the Contract without the prior written consent of the Town

of Haymarket. Documents and materials developed by the selected Offeror under the Contract shall be the property of the Town of Haymarket; however, the selected Offeror may retain file copies, which cannot be used without prior written consent of the Town of Haymarket.

C. Submissions

All project correspondence, design/review documents, reports, deliverables, etc. prepared by the selected Offeror shall be distributed to the Town of Haymarket for each task in the format and number of copies as stated herein or as agreed to in a subsequent document.

D. Responsibility for Claims and Liabilities

The Town of Haymarket's review, approval, or acceptance of, or payment for, any services required shall not be construed to operate as a waiver by the Town of Haymarket of any rights or of any cause of action arising out the Contract. The selected Offeror shall be and remain liable to the Town of Haymarket for the accuracy and competency of plans, specifications, or other documents or work and the selected Offeror is responsible for to the Town of Haymarket for any costs incurred resulting from any errors, acts or omissions in the performance of any services furnished.

E. Miscellaneous Requirements

- i. The Town of Haymarket shall not be responsible for any expenses incurred by the selected Offeror in preparing and submitting a Proposal. All Proposals shall provide a straightforward, concise delineation of capabilities to satisfy the requirements of this request. Emphasis shall be on completeness and clarity of content.
- ii. The contents of the Proposal submitted by the selected Offeror and these specifications shall become part of any contract awarded as a result of these specifications. The selected Offeror shall be required and agrees to sign a Standard Contract for Services with the Town of Haymarket. Additional terms and provisions shall be included in the contract.
- iii. The Town of Haymarket reserves the right to reject any and all Proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Town of Haymarket. Offerors whose proposals are not accepted will be notified in writing.
- iv. The selected Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contractor its rights, title, or interest therein or its power to execute the Contract, to any other person, company, or corporation without the previous consent and approval in writing by the Town of Haymarket.
- v. The selected Offeror shall, during the terms of the Contract including any warranty period, indemnify, defend and hold harmless the Town of Haymarket, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of damage arising out of the negligent acts, errors, or omissions, recklessness, or intentionally wrong conduct of the selected Offeror, his subcontractors and his employees.

**COMPENSATION AND CLASSIFICATION SYSTEM WITH MARKET STUDY FOR
THE TOWN OF HAYMARKET**

RFP # _____

RESPONSE SHEET

Company Name: _____

Address: _____

Telephone Number: _____ Fax: _____

Email: _____

Name and Title of Person Submitting Proposal: _____

Signature: _____

Print Name: _____

REFERENCE LIST

Each Offeror is required to state similar work experience in the space provided below. Give references and other detailed information that will help the Town of Haymarket to judge the Offeror's responsibility, experience, skill, and financial standing. Proposals from inexperienced contractors will not be considered.

[illegible]

SCHEDULE "A"
INSURANCE COVERAGE

The kinds and amounts of insurance provided are as follows:

- Workers’ Compensation:** Statutory
- Automobile Liability:** Provide a minimum of \$2,000,000 combined single limit for each occurrence because of bodily injury including death. The policy shall cover all persons involved, at any time, and arising out of the ownership, maintenance, or use of owned, non-owned, or hired automobiles.
- Comprehensive General Liability:** Insurance shall be furnished with the limits of not less than:

<u>Liability</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$500,000	\$2,000,000

- Additional Insured:** The Town of Haymarket’s Council, Town of Haymarket Administrator, its officers, agents, employees, and volunteers shall be named as Additional Insured on the Automobile and Comprehensive General Liability coverage listed above.
- Engineers Professional Liability:** “Errors and Omissions” coverage in the amount of two million dollars (\$2,000,000) shall be provided.

Virginia State Corporation Commission (SCC) Registration Information

The Offeror:

☐ is a corporation or other business entity with the following SCC identification number:
_____ -OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror’s out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror’s current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

☐ if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Town of Haymarket reserves the right to determine in its sole discretion whether to allow such waiver):

Firm Name

Name

Authorized Signature

Title

Date

ATTACHMENT A

TRADE SECRETS/PROPRIETARY INFORMATION IDENTIFICATION

IF NO PROTECTION IS NEEDED STATE "N/A" ON THE TABLE BELOW AND

Trade secrets or proprietary information submitted by any Bidder/Offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Bidder/Offeror must invoke the protection of §2.2-4342(F) of the Code of Virginia, in writing, prior to or upon submission of the data or other materials, and must clearly and specifically identify the data or other materials to be protected, and state the reasons why protection is necessary. **The proprietary or trade secret material submitted must be identified by the Bidder/Offeror on the table below.** If the Bidder/Offeror fails to identify any protected information on the table below, the Bidder/Offeror by return of this form, hereby releases the Town of Haymarket and all of its employees from any and all claims, damages, demands or liabilities associated with the Town of Haymarket’s release of such information, and agrees to indemnify it for all costs, expenses and attorney’s fees incurred by the Town of Haymarket as a result of any claims made by Bidder/Offeror regarding the release of such information. By submitting its bid or proposal, Bidder/Offeror understands and agrees that any language seeking protection from public disclosure, any specific documents or information, unless identified on the table below, are null and void and of no legal or binding effect on the Town of Haymarket. The classification of line item prices, and/or total bid prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Bidder/Offeror refuses to withdraw such a classification designation, the bid/proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

COMPANY NAME:_____

SIGNATURE:_____

DRAFT 7-29-24

DRAFT

Chapter 15 OUTDOOR EVENTS

DIVISION I GENERALLY

Sec. 15-1. Overview

This section establishes regulations for the use of property for outdoor events within the town limits, applicable to commercial properties only.

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

If upon review of the Outdoor Event NotificationRequest, the town determines that the event may significantly impact public safety, the applicant will be required to complete and submit Outdoor Event Commercial Permit. This permit must include 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.

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Sec. 15-24. Definitions.

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

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

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

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

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

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

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

Sec. 15-32. Location.

Outdoor events shall be located where permissible by chapter 58 of the town Ecode. 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. 15-43. Structures.

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

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

Sec. 15-54. 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, ~~and~~ proper containment ~~and disposal~~[of](#) all structures, signs, trash, or debris from the ~~outdoor event~~[site](#) and the immediate vicinity upon termination of the outdoor event, and shall ~~complete~~[accomplish](#) such removal and containment within 24 hours after permit expiration. All trash and garbage generated by the event shall be properly disposed of off-site 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. 15-65. Emergency services.

For any proposed outdoor event where the expected number of attendees exceeds ~~100~~[50](#), and for any outdoor event where alcohol will be offered for consumption or for sale, supplemental police, fire, or rescue services 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

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subsection (c) of this section or creates an unreasonable risk of injury to pedestrians or unreasonable interference with lawful businesses, commerce, professions, non-profit organizations, or civic events. For a renewal, the town will require a new security plan (and a new application fee) if the existing security plan provide inadequate under this standard.

- (a) Street closures and parades.
 - (1) The security plan shall be accompanied by 1) proof of insurance with an insurance company licensed to do business in the commonwealth and insuring against personal injury, death, and property damage resulting from the temporary use of the street in a coverage amount of at least \$1,000,000.00, naming the town as an additional insured, as authorized for by Code of Virginia, § 15.2-2013(2); and 2) an approved closure permit issued by the Virginia Department of Transportation (VDOT). However, under Code of Virginia, § 15.2-2014, the [town](#) manager may temporarily close any public right-of-way to vehicular traffic when in his or her judgment the public safety so requires, and if an applicant is unable to obtain insurance. This provision will be utilized only under unusual or exigent circumstances and not meant to supplant the requirement to secure the VDOT permit.
 - (2) The security plan shall provide for sworn law enforcement personnel to direct traffic for any parade or for a street closure if necessary for public safety. The number of officers required shall be a based solely on the number of participants and the location of the event. For purposes of this section, counter-demonstrators are not participants.
- (b) An applicant shall submit any required security plan to the town with the application.
- (c) Any person hired to provide security under a security plan shall be either sworn law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justices Services. The chief of police may require that security be provided by sworn law enforcement personnel for active crowd control needs, traffic control on streets and highways, and events with anticipated attendance over 100.
- (d) The chief of police or designee will review all security plans within ten business days of the application's receipt and notify the applicant immediately if the plan is rejected, giving the reasons for the rejection. The applicant may revise a rejected plan and resubmit it at least five business days before the event. If the resubmitted plan resolves the deficiencies noted in the rejection and there are no other grounds for rejecting the permit, the permit shall be granted. No changes may be made to an approved security plan without express, written consent of the town.
- (e.) If the chief of police or designee rejects the proposed safety plan, he or she will inform the applicant of the right to appeal his or her decision to the town manager.
- (f.) The security plan shall provide for the applicant to pay costs of any law enforcement personnel or private contractors as proposed under the security plan, including any actual overtime pay but not including any overhead, fuel, or incidental costs. The applicant shall pay all costs incurred within ten calendar days after billing. Late payment shall incur a ten percent penalty and ten percent per year interest.

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

Sec. 15-76. Ingress and egress, traffic control and parking.

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-~~87~~. 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-~~98~~. Noise control.

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

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

DIVISION 2. PERMIT

Sec. 15-~~109~~. Filing and general contents of application.

- (a) No person shall conduct, maintain, organize, advertise, or permit the use of his premises for, any outdoor event, without first obtaining a permit so to do issued in accordance with this 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-~~114~~0. 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.](#) ~~of \$300.00~~. An application for a permit at the same venue and

possessing a similar footprint by the same applicant will be reduced ~~in accordance with the Town of Haymarket fee schedule to \$100.00 for additional applications.~~

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

Sec. 15-~~1241~~. 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 [division 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-~~1312~~. Maximum number of events annually as an accessory use.

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

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

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

- (a) The town manager or designee 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 all standards of the applicable federal, state and local laws, of the state and ordinances, and regulations of this town applicable thereto.~~ [and provided to the town.](#)
 - (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 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 [division article](#) will be furnished and that all prior approvals required by this [division 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.

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(Supp. No. 18)

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

Sec. 15-~~1514~~. 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-~~1615~~. 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 [chaptercode](#) 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 may~~ close the outdoor event upon revocation.

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

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

Violations of this [chapterarticle](#) shall constitute a Class 2 misdemeanor.

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

Sec. 15-~~187~~. Exceptions to permit requirement.

- (a) No permit shall be required for any outdoor event conducted:
 - ~~(1a)~~ By or on behalf of any federal, state, or local government agency; ~~or~~
 - ~~(2b)~~ On a property which consists of at least three contiguous acres, has at least one on-site parking spot for every three people expected at the event, and has an entrance from the public right-of-way which meets the Virginia Department of Transportation standards for a "commercial entrance."
- (b) Without exception, no applicant can hold an event conflicting with the town's event schedule of public or privately sponsored events.

(Supp. No. 18)

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(Ord. No. 2015-008, § 1, 9-8-2015)

(Supp. No. 18)

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