



TOWN COUNCIL – REGULAR MEETING

Monday, February 02, 2026 at 7:00 PM

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

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION: Bishop Dan Ricks - The Church of Jesus Christ of Latter Day Saints, Gainesville Campus

IV. PRESENTATION: FY24 Audit Report - Michael Lupton, Robinson Farmer and Cox

V. CITIZENS TIME

VI. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Regular Monthly Meeting: January 5, 2026

B. Department Reports

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

C. Liaison Reports

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

VII. AGENDA ITEMS

1. Resolution #2026-002: Budget Amendment
2. Adoption of Revised Strategic Plan

VIII. COUNCILMEMBER TIME

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

IX. ADJOURNMENT



TOWN COUNCIL - REGULAR MONTHLY MEETING

Monday, January 05, 2026 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Joe Pasanello
Councilmember Dave Capossela

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Reverend Sean Rousseau - St. Paul's Episcopal Church

Mayor Pater introduced the Reverend Sean Rousseau from St. Paul's Episcopal Church and invited him to the podium to give the evening's invocation. Prior to the giving the invocation, Reverend Rousseau stated that it was an honor to be present at this evening's meeting recognizing the Haymarket Police Department's accreditation. He shared that his family member is an officer for Fairfax County and that this recognition is hard to accomplish and shared that he is proud to be part of this evening's celebration.

IV. HAYMARKET POLICE DEPARTMENT ACCREDITATION AWARD CEREMONY

Mayor Pater introduced and welcomed Commissioner Chief Scott Todd Clingenpeel, program manager for the Virginia Law Enforcement Professional Standards Commission (VLEPSC) and Scott Vantrease, Virginia Department of Conservation and Recreation to this evening's meeting recognizing the Haymarket Police Department for obtaining state accreditation. Mayor Pater invited the gentlemen to the podium to present the certificate to Chief of Police Al Sibert.

Mr. Clingenpeel shared that a team came to Haymarket in November 2025 looking at all aspects of the Police Department. He stated that they looked at the administration, the operations, training and personnel. He continued to state that they inspected equipment, the vehicles, they interviewed the officers, civilian personnel as well as citizens throughout the area. He shared that the team said that everyone they encountered in the department was thoughtful, dedicated and their main goal was serving the citizens of the Town and the visitors that come to Haymarket and that they had the highest regard to community policing trying to make the Town a better place.

Mr. Clingenpeel shared that with over 400 agencies within the Commonwealth only 115 have been successful with receiving accreditation.

Commissioner Scott Vantrease shared that his role is to work with over 100 rangers across the Commonwealth protecting the parks and conservation areas. He shared that receiving accreditation is a monumental task. He stated that it shows dedication to the community, to the people of the community and to community policing. Mr. Vantrease stated that accreditation is verification that they provide law enforcement services at a high level, utilize the standards that is consistently measured, evaluated and updated and enhancing the community. It shows professionalism among their peers. At this time, Mr. Vantrease and Mr. Clingenpeel presented the certificate of accreditation to Chief Sibert.

Chief Sibert stated that the certificate is a testament to the department and the community and the Town Council and staff who supports the department.

At this time, Mayor Pater took a brief recess for the audience to congratulate the department on the well deserved achievement.

V. PRESENTATION: State Senator Danica Roem and State Delegate Josh Thomas

After the recess, Mayor Pater invited State Senator Danica Roem and State Delegate Josh Thomas to the podium to share with the public their Legislative report for 2026. Senator Roem spoke first on the bills she will be presenting. She shared that 5-6 bills will be related to data centers or transmission lines. She thanked the Council for being such good advocates and shared that she will need support from them, when the times comes, by endorsing one of her bills. She stated that she will ask for that endorsement in the near future. She shared with the Town Council several other bills that she will be bringing in the Legislative Session to include:

1. A locality must be a public hearing prior to giving up public land for eminent domain that's tied to a transmission line. This gives the locality access to as much information as possible from the applicant before making a decision;
2. Data Centers will have to pay 100% of their contracted electrical demand needs;
3. Universal Free School Breakfast;
4. Donation to Virginia Highway Safety Improvement program when doing DMV transactions;
5. FOIA related charges.

At the end of her presentation, Senator Roem took questions from the Town Council.

Delegate Thomas shared with the Town Council the bills he will be presenting. These bills include:

1. Data Center
 - a. Reform Bill that would provide more information to localities
 - b. Generators - a bill that would require that a declaration is noticed by law if a generator at a data center needs to be started other than scheduled maintenance
 - c. A redo on HB2027 that would grant a certificate program when the SCC would be involved
2. Housing
 - a. BZA- The appeals process will go back to Circuit Court and then to Court of Appeals
 - b. Affordable Housing for localities to be a little more creative for funding
3. Veterans
 - a. A bill codifying VVN, a veterans network app, to keep it going
4. A Legislative Bill that would help boys and men and the issues they face. Virginia would be the first state to have this bill that would help males with family issues, social media, and work force development.

Delegate Thomas wrapped up his presentation with questions from the Town Council.

VI. PRESENTATION: Marie Pinto - White House Farm Foundation

Mayor Pater introduced Marie Pinto from Leopold's Preserve White House Farm Foundation and invited her to the podium to give this evening's Community Spotlight presentation.

Ms. Pinto shared that Leopold's Preserve is a park that is just outside of the Town of Haymarket off of Thoroughfare Road. She shared that she is the executive director of the White House Farm Foundation. She shared that they are a non profit organization that is an educational foundation with a focus on conservation, local history and wise land use. She provided history on Leopold's Preserve. Ms. Pinto shared that the idea of what Mr. Leopold envisioned with the caring relationship between humans and nature became the focus of the current founder of the foundation. She shared how the founder was able to create the foundation and showed it's boundaries. She shared that there are 7 miles of public trails on the property that is free to access. She also shared that they host educational programs for the public. She also shared a list of ideas and opportunities that the preserve has for the public to use. She shared that the access is by foot only and no bikes are allowed. Ms. Pinto gave recognition to the volunteers and their programs at the preserve. Lastly, she shared the upcoming events at the preserve. After her presentation, the Town Council thanked Ms. Pinto for coming and encouraged the public to check out the property. There were questions on invasive species and plants and how the preserve is mitigating the problem.

VII. CITIZENS TIME

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

VIII. CONSENT AGENDA

Mayor Pater asked if Council would like to pull any reports from the Consent Agenda. There was a request to pull the Town Administration Report and Police Chief Report.

Councilmember Pasanello moved that the Haymarket Town Council approve Consent Agenda items A:1, B: 2,4,5 and C: 1-5. Councilmember Baker seconded the motion. The motion carried unanimously.

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

After the pulled reports were discussed, Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Items B:1 and 3. Councilmember Luersen seconded the motion. The motion carried unanimously.

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

A. Minute Approval

1. Mayor and Council – Work Session – November 24, 2025
2. Mayor and Council – Closed Session/Regular Meeting – December 1, 2025
3. Mayor and Council - Work Session - December 18, 2025

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report

3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

1. Town Administration Report

Town Manager introduced Lydia Schauss, the new Town Planner, to the Council and audience. Mrs. Kyriazi also shared that the RFP for the Town Park engineering phase closed earlier that day and that she received several submissions. She shared that she will be starting to sort through the submissions in the next several days.

2. Police Chief Report

Chief of Police Al Sibert gave his monthly report to the Council. He shared that he was not able to provide the report at the work session in December because the ending period on his data was close to the meeting date. He gave his report for the 2025 reporting period. He stated that calls for service stayed consistent; foot patrol and business checks remained static; response time is staying consistent; traffic stop trend data, traffic violations and traffic violations to date; no changes to the quarterly reporting on DMV grant; other data on calls for service remained consistent for the period; monthly traffic volume was down a little. Chief Sibert shared that Sargent Finley received the MADD award for 2025 and that the department was awarded the grant for a new drone. He also shared that Officer Galbreath was chosen as Officer of the Year within the department. Chief Sibert ended his report with events held in 2025 and opened the floor for questions from Council.

C. Liaison Reports

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

IX. AGENDA ITEMS

1. Resolution #2026-001: Budget Amendment

Town Manager Emily Kyriazi shared that Town Treasurer Roberto Gonzalez proposed a budget amendment for reallocating revenues from the Washington Street Realty rent to go towards the redistribution of the three new tenant leases in the upstairs of the Town Hall building. And the other portion of the budget amendment is for the police department expenditure in uniforms and supplies from a HEAT grant they received after the budget was adopted. She stated the third item on the budget amendment was for the police department to use the funds from the sell of the vehicle fleet for the new in-car and body cam software.

Councilmember Beyene moved that the Haymarket Town Council approve an amendment to Fiscal Year 202-2026 Budget as designated by Resolution 2026-001. Councilmember Pasanello seconded the motion. The motion carried unanimously by a roll call vote.

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

2. Planning Commission Vacancy Appointment

Vice Mayor Gallagher moved to appoint Mahmoud Omer to the Haymarket Planning Commission filling the vacancy held by Dave Capossela with a term expiring June 30,2028. Councilmember Beyene seconded the motion. The motion carried by a roll call vote.

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

X. CLOSED SESSION, IF NEEDED

Motion to go into Closed Session

Vice Mayor Gallagher moved that the Haymarket Town Council go into closed session pursuant to Virginia Code § 2.2-3711 (A)(8): Consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to a Town lease agreement and the Compensation Study RFP. Councilmember Pasanello seconded the motion. The motion carried.

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

Certification

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

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

Directive from Closed Session

Without objection, Vice Mayor Gallagher directed for the Town Manager to move as discussed in the Closed Session.

XI. COUNCILMEMBER TIME

Councilmember Capossela

Councilmember Capossela congratulated and thanked Chief Sibert for achieving state accreditation. He also congratulated Event Co-Ordinator Julia Crofford on a successful holiday bizarre. Mr. Capossela stated that with coming into a new year, we need to remember the good and the bad of the previous year; to make sure we continue to do the good things and reflect on the things that were not so good and to make sure we don't go down that path again.

Councilmember Baker

Councilmember Baker thanked Senator Roem and Delegate Thomas for the Legislative updates> He also thanked Marie Pinto for attending and sharing on Leopold's Preserve. Councilmember Baker congratulated the Police Department on their state accreditation achievement. Lastly, he shared that he is excited to work with the Council in the upcoming year.

Councilmember Beyene

Councilmember Beyene also congratulated the Police Department on their accreditation.

Councilmember Pasanello

Councilmember Pasanello thanked Senator Roem and Delegate Thomas for attending this evening's meeting and giving their Legislative bills that they will be presenting. He shared that he feels the Town is in great hands with their representation at the state level. He also thanked Marie Pinto from Leopold's Preserve for attending and sharing about the great facility within the Town's back yard. Most importantly, he congratulated Chief Sibert and the department and thanked everyone who supported their effort. Lastly, he shared that USPS is changing how they post mark mail which could impact voting ballots, billing and invoices.

Councilmember Luersen

Councilmember Luersen recognized and thanked Board of Supervisor George Stewart for coming to this evening's meeting to be a part of the Police Department's celebration for achieving accreditation. He also congratulated the Chief for successfully bringing other revenue to the Police Department by obtaining various grants.

Vice Mayor Gallagher

Vice Mayor Gallagher stated that in the interest of time, he said ditto to all the accolades and recognitions brought forth during citizens time. He brought attention to the subject from Delegate Thomas' bills that he will present regarding teens and particularly young men. He shared that this is something he is passionate about and that he will be attending an event on the weekend that focuses on the youth and what they are facing in today's world. He welcomed other Councilmembers to attend with him. Lastly, he wished everyone a Happy New Year.

Mayor Pater

Mayor Pater wished everyone a Happy 2026. She shared that she reflected on the past year and started mapping out the next year in good things to come in Haymarket. She shared that she is proud of the Haymarket Police Department and that they show authenticity along with the rest of staff and the Council. She also shared that she enjoyed Cocoa and movie with an officer event that took place in Town Hall before Christmas. Lastly Mayor Pater stated that she is very honored to serve and be a part of this community.

XII. ADJOURNMENT

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

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

Town of Haymarket Town Manager Report and Tracking Log			
Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Completed another walkthrough of the site to discuss the chips in the sidewalk and the singular crack near the driveway entry. Contractor repaired the chips and cracks in the sidewalk - the outlets at the top of the streetlights are not functioning. We are awaiting the contractor's notification that the lights are fully functioning prior to setting a final walkthrough of the site.
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing
GOGov App	Emily and Julia		No issues with the app, running smoothly at this time. Working to continue advertising the Contact Us/Submit a Request feature to the community. The GoGov Request feature has been added to our website. Residents can now submit requests on both the app and our website. Met with GoGov marketing team on November 21st to discuss ways to better advertise the new feature.
County Contact RE: Stormwater Assessment Program	Emily		UPDATE: Uploading site plan files into the Dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project. UPDATE: Sent all final documents to the consultant. Awaiting next steps.
Comprehensive Zoning Inspection	Emily K		Town Planner has issued a Notice of Violation for a residential property. There are 2 weeks remaining on the window of time to remedy the issues. Town Planner is making contact with the property owner to discuss further.
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 2026 Business Roundtable schedule has been set and our first meeting will be held on February 10th. I am working with PWC Department of Economic Development to discuss possible guest speakers. Winners of the promotional video raffle will be filmed on January 27th and February 3rd. Working with the PWC Print Shop on branded signage and notepads for the meetings.
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Council held the Strategic Plan work session retreat on November 1st. UPDATE: Updated the priorities document to add two footnotes and a note regarding the point system. The Strategic Plan Draft and Priority document were presented in the Town Council Updates at both the Planning Commission and the Architectural Review Board. I will notify Council of any feedback from the Commission and Board. UPDATE: Will be presenting feedback from the Planning Commissioners at the next TC meeting
Museum: ArtsVanGo	Emily/ Tracylynn		Working with ArtsVanGo on the signing of the Museum Lease Agreement.
Town Park/Playground	Emily K.		Shade structure was removed for the season
Meeting with CXO/County Correspondence	Emily K		Next CXO meeting will be in the February timeframe, we will be discussing the County Budget
Haymarket Compensation Study	Emily		Reviewing the draft contract, preparing to send to the consultant

Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Our project manager has reached out with first steps for the redesign and will reach out again in 4-6 weeks with a more detailed timeline along with a rough draft of the new site. After that is completed, we will schedule a training to learn how to update the new site.
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 work on discussion with contractors for quotes on the repairs. Structural Engineer could not prepare a quote for review
Old Post Office Building	Emily		Unable to receive a quote for the long term repairs without further work on a scope of work/scope of service and formal RFP process.
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.	Currently discussing the continuation of the Mayors Message Series for 2026. Received really positive feedback from business owners and residents/viewers.
Robinson's Paradise - Stormwater Concerns, Flooding			Requested a meeting with DR Horton to discuss the issues on site, recommended repairs. DR Horton has not responded with a meeting date or point of contact. The developers of the Heathcote Commons development have requested contact information for the homeowners experiencing the flooding issues. I have done an introductory email between the developer and the homeowners.
Franchise Agreement for Comcast	Emily/Olaun		The Town has received a draft Franchise Agreement from Comcast. I am also reaching out to Verizon regarding a franchise agreement. The citizens have requested the Town explore options for Verizon. Awaiting the draft from Verizon
Town Policy Updates	Emily/Roberto/Chief		Investment Policy, Travel/Training Policy and Procurement Policy -- Policies are currently being reviewed by the Finance Liaisons
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily/Katie/Lydia	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. Received the quotes for the building plans as well as the estimated construction costs, will be discussing the plans with the Finance Liaisons October 29th
Haymarket Iceplex (Buildout)	Emily/Katie Lydia		The Haymarket Iceplex -- old site plan and now in building department with permitting and construction
Chick Fil A (SUP, Site Plan Review)	Emily/Katie/Lydia		7/22/2025--In April 2025, the Town Council approved the SUP application for Chick Fil A's drive through. Town Staff returned comments to the applicant August 22, 2025. Applicant submitted a second submission on September 16, 2025. Engineering comments are in process. 12/09/2025: The Drive Through Expansion Site Plan was discussed in the regular PC Meeting, where it was conditionally approved. Applicant submitted the 4th Major Site Plan for review, Engineering comments are being expedited for approval 01/21/2026
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie/Lydia		Chick Fil A did not submit as built back in 2017 following the completion of the project. Comments for as built were finalized by the Town Engineer in May 2025. Chick Fil A has large quantities of dead plant material that needs to be replaced prior bond release. Discussing with the business/applicant if they want to replace all of the plant material prior to the proposed construction work on site UPDATE: Received an updated SWM Agreement 01/22/2026

Robinson's Paradise (As-Built, Bond Release)	Emily/Katie		11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff UPDATE 4/30/2025--7/22/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon. E/S bond release discussed as well. Town expecting resubmission of as-built plans soon. UPDATE: Requested a meeting and awaiting a response and Geotech Investigation Report for review.
Van Metre -- Robinson Village (Bond Release)	Emily/Katie		7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024--6/30/2025 E/S Bond Release Approved on December 13th 2024 - UPDATE: 10-2025 Returned the landscaping inspection report to Van Metre, awaiting notification of replacement of dead material prior to reinspection
Crossroads Village Center (As-Built, Bond Release)	Emily/Katie		2022---12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions UPDATE: 09-2025 Engineer to schedule a E&S Bond Release Inspection for the site. Reviewing the road utility trench behind the CVS and the need for restoration -- As-Builts were received for review on October 21st. 01/22/2026 - Received recorded copy of SWM Maintenance Agreement as well as as-built, Town Engineer has issued a as-bult approval letter, awaiting hardcopies for signature approval. Requested meeting regarding hotel & retail, awaiting response.
Taco Bell (As-Built, Bond Release)	Emily/Katie		7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finaled by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site. 5/28/2025--6/30/2025 Owner and Town discussing next steps for bond release, Owner has requested 90% of the landscaping bond to be released, inspection of site to be scheduled in the next two weeks. UPDATE 09-2025 Need to follow up with the applicants to request a proper as built submission. Katie to send out the updated landscaping inspection comments regarding replacement of dead plant material. 01/22/2026 - Meeting to discuss landscape bond release set for next week.
Crossroads Village, Kiddie Academy (Construction)	Emily/Katie		4/3/2023--10/30/2023: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30/2024--12/30/2024 Site work continues, applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/2025--8/18/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town. Deed and plat resubmitted to reflect change of ownership in agreement. 01/21/2026 -- developer submitted as-builts following walkthrough early January. Occupancy letter to be provided for presentation to PWC for interior.
Karter School (Plan Review)	Emily/Katie		Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025. 5/28/2025--6/30/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street. PW Water has returned comments to Applicant for them to address. UPDATE: 10/23/2025 Town Engineer sent 2nd submission comments to applicant for review.
Self Storage (preliminary plan)	Emily/Katie		7/22/2025--15250, 15251 Kapp Valley Way, a previous rezoning from 1997 and SUP under review in 2014 never had a site plan approved before operation. Town Staff are working with current property owner to ensure the site is in compliance with the zoning ordinance. 10-2025 Comments were returned to the applicant, awaiting response and next submission. UPDATE 12/23/2025 Second submission comments prepared by town engineer have been shared with applicant, awaiting response.

Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie		6/1/2023: preliminary and final site plans reviewed, Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town 3/26/2024--11/26/2024 Site work completed, Lifetime Smiles granted occupancy 2/25/2025--7/22/2025 No recent updates, will coordinate with owner when bond release requested. 8/18/2025--Town Planner has notified the Owner of the as-built submission requirements.
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Emily/Katie		4/3/2023--10/1/2024: plan under review 10/1/2024--12/30/2024: Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. COA for demolition of three single family homes issued. 1/29/2025--Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025--site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025--8/18/2025 deed and plat acceptance and bond submissions to be coordinated with applicant prior to grading and construction. COA for demolition of the three single family homes expires December 6, 2025. UPDATE: Demolition Permit Expired, applicant has not reached out to Town Staff regarding renewal.
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan (Bond Submission)	Emily/Katie		4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE: 09-2025 Town Manager to reach out to the Masonic Lodge to determine the Lodge's intent to proceed forward
South Fayette Street - 6792 & 6794 Fayette			Town received first submission of the site plan for 6792 & 6794 Fayette Street. Town Engineer has plan for review, comments due week of 11-05
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. 2/1/2024--4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024--12/30/2024 Site work continues 1/29/2025--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete. 6/30/2025, zoning inspections performed, zoning release for occupancy given to site. 7/22/2025 90% landscaping bond release requested. 09-2025 Town Manager to follow up with the developer regarding the submission of the as builds, landscaping bond inspection and action items required by applicant to proceed with releases of bonds. UPDATE 1/20/2026 Town Manager & Town Planner meet with developer regarding landscaping & lighting next steps, awaiting amendments to plan for approval.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	I gave the Oath of Office to Mahmoud Omer to the Planning Commission at the January 20th meeting. There is still a vacancy on the Board of Zoning Appeals. Eric Matthews has moved out of the Town. His term expires January 2026. We will keep searching. There is also still a vacancy on the ARB.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	All approved minutes are current on the website. I have started time stamping the meetings. Planning Commission is going to continue their review the rezoning application for 14600 Washington Street at their February 10th meeting
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Julia and I are working on a one page resource for citizens to have on services the Town offers.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The Town of Herndon hosted the last TANV meeting on January 15th. The Town of Dumfries will be hosting the next meeting. The VMCA Annual conference will be in Blacksburg April 15-17. I plan on attending this conference and have been asked to serve on the Clerk of the Year nomination committee for 2027
Maintenance			
Town Park/Playground	No issues to report at this time.		
Town Hall	Installed carpeted stair treads to both side entrances to second floor. Installed soundproof panels in stairwell of west side second floor entrance. Applied thermal window tint for tenant in room #201. Installed touchless soap dispensers in all bathrooms.		

Copper Cricket/ Cupcake Heaven/Museum	Storage above Copper Cricket: currently reorganizing and storing holiday décor. No issues for Copper Cricket at this time. No issues for Cupcake Heaven at this time. Post Office heat is working, temps staying around 60 degrees. NOTE: Left both post office and museum faucets dripping during cold snaps.		
Events	Holiday breakdown still in progress, will be working on organizing and repair in the next few weeks.		
Streetscape	Light pole bulb retrofit will hopefully resume next month. Estimate for new benches for town park submitted to town manager, estimated install and continued bench overhaul TBD.		
Event/Business Marketing			
Farmers Market	Julia		Received positive feedback on the survey from 2025 vendors. I have created the schedule for the 2026 season. Working through ideas on the layout and fee structure for this year. Applications will go out by the end of this month. I have started to book musicians.
Summer Concert 8/16	Julia		Starting to discuss potential themes and decoration ideas for the 2026 concert. I have begun reaching out to potential bands for this event. Also starting to book rentals.
Haymarket Day	Julia		I have started discussing the layout for Haymarket Day this year based on feedback from last years event. Once the layout is finalized I will reach out and book rentals for this event. I have started to discuss potential themes for this years parade.
Holiday Event 12/13	Julia		Our Holiday Bazaar took place on December 13th and was well attended. Our merchandise sold well at this event and our reorder on campfire mugs have arrived.
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	Coordinating film days with Skipper Films for the business roundtable winners. (Goal 4.4). To date, we have secured \$29,000 in sponsorships and I have started to make a list of potential sponsors for next year. I will begin to reach out to potential sponsors for the upcoming fiscal year. I have also continued to send the survey to businesses after we have posted their Mayor's Message video to get their feedback on the initiative. We have received positive feedback from both viewers and business owners. The reorder of campfire mugs has arrived and I will be promoting them on our social media.
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, and public notices. 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 January 16th, we have a total of 761 app downloads. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Working on a Community Connection one pager to include all forms of communications and the services provided in the Town.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 2026 first-quarter newsletter was mailed to all residents and posted in town display boards.
Real Estate Tax	Alexandra		Responded to tax inquiries; recorded payments; added past due & finance fees; Mailed late real estate tax invoices 1/12
Administrative	Alexandra		Processed daily mail; assisted inquiries from residents and businesses. Processed purchase orders, entered monthly invoices into QuickBooks; prepared invoices and payments for finance meetings and filed backup documentation. Followed up on outstanding invoices and managed late BPOL filings; BPOL renewal letters will go out the week of 1/26; Business Roundtable schedule has been emailed to in-town businesses and will be included with BPOL letters.
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	The January ARB meeting was canceled as there were no items to review.
Office Misc.:	Alexandra		All 2026 forms have been updated and are posted on the website. Assisted with holiday clean-up
New/Old Business Updates			
New Businesses			



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

To: Honorable Mayor and Town Council

From: Roberto Gonzalez, Town Treasurer

Date: February 02, 2026

Re: Treasurer's Report

Highlights:

- Actuals as of 01.28.2026 are included in this agenda.
- The comparison report to where the Town was financially last year as of 01.28.2026.
- Working on renewal process for Health Insurance, General Liability insurance (Town Policy), and VRS semi-annual policy assessment.
- The final draft of the Town's Investment Policy has been completed and is now ready for review by the full Town Council. We are seeking your comments and feedback with the goal of securing approval during FY2026.
- Continue to work on FY2027 Draft budget.
- Working with Town Manager on drafting policies for Council to review.
- Business License renewal applications have been mailed out to in Town businesses.
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of January 28, 2026

Section VI, ItemB.

	Jan 28, 26
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	9,072,566.97
11010 · Virginia Investment Pool	377,408.78
Total Checking/Savings	9,449,975.75
Accounts Receivable	
12000 · Accounts Receivable	107,167.82
12010 · A/R Permits	-2,159.99
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,529.52
Total Accounts Receivable	109,298.79
Other Current Assets	
11499 · Undeposited Funds	213,166.40
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	167,540.58
Total Current Assets	9,726,815.12
Fixed Assets	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	16,703,633.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	152,844.63
Total Accounts Payable	152,844.63
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-6,258.91
20042 · PD Credit Card - SONA 0277	94.47
Total Credit Cards	-6,164.44
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20096 · Deferred Revenue - Other	2,246,884.41
20098 · Deferred Revenue - ARPA Funds	1,042,757.67
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	47,401.58

Town of Haymarket
Statement of Net Position
As of January 28, 2026

Section VI, Item B.

	Jan 28, 26
22000 · Security Deposits	13,851.48
22010 · Escrow Deposits	202,317.10
Total Other Current Liabilities	3,562,116.04
Total Current Liabilities	3,708,796.23
Long Term Liabilities	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deferred Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	4,822,090.21
Equity	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	5,551,871.96
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,917,972.07
33000 · Amt Long Term Obligations	-317,230.27
Net Income	402,854.50
Total Equity	11,881,543.72
TOTAL LIABILITIES & EQUITY	16,703,633.93

REVENUE	Actuals	Budget	Percentage of Budget Collected	Comments
3110 · GENERAL PROPERTY TAXES				
				Real Estate invoices have been entered; includes
3110-01 · Real Estate - Current	483,978.47	501,770.00	96.5%	exemptions approved by the County.
3110-02 · Public Service Corp RE Tax	26,860.57	23,724.00	113.22%	Higher than expected assessments from SCC
3110-03 · Interest - All Property Taxes	440.33	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	2,427.24	1,000.00	242.72%	
Total 3110 · GENERAL PROPERTY TAXES	513,706.61	526,494.00	97.57%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	213,284.35	300,000.00	71.1%	Collections cover up to December 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	13,231.11	350,000.00	3.8%	
3120-03 · Cigarette Tax	81,950.51	132,466.00	61.9%	Collections cover up to December 2025
3120-04 · Consumer Utility Tax	67,416.22	158,000.00	42.7%	
3120-05 · Meals Tax - Current	877,761.51	1,600,000.00	54.9%	Collections cover up to December 2025
3120-06 · Sales Tax Receipts	75,200.67	170,000.00	44.2%	Collections cover up to November 2025
3120-07 · Penalties (Non-Property)	4,202.50	5,000.00	84.1%	
3120-08 · Interest (Non-Property)	857.89	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,333,904.76	2,785,466.00	47.9%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	1,050.00	4,500.00	23.3%	
3130-02 · Inspections Fee	500.00	0.00	100.0%	
3130-03 · Motor Vehicle Licenses	183.00	0.00	100.0%	
3130-05 · Other Planning & Permits	30,060.00	1,000.00	3,006.0%	Due to Zoning Amendment Application
3130-06 · Pass Through Fees	13,746.25	15,000.00	91.6%	
Total 3130 · PERMITS,FEES & LICENSESES	45,539.25	20,500.00	222.1%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	13,527.67	25,000.00	54.1%	Collections cover up to December 2025
Total 3140 · FINES & FORFEITURES	13,527.67	25,000.00	54.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	9,316.96	13,500.00	69.0%	reconciled up to December 2025
3150-03 · Interest on Bank Deposits	154,346.05	89,500.00	172.5%	reconciled up to December 2025
Total 3150 · REVENUE - USE OF MONEY	163,663.01	103,000.00	158.9%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	31,003.76	50,683.00	61.2%	
				Lease has been terminated as of September 4th
3151-08 · 15020 Washington Realty	13,470.14	34,294.00	39.3%	2025
3151-09 · 15026 Copper Cricket	18,293.31	29,009.00	63.1%	
3151-11 · Cupcake Heaven and Cafe LLC	21,899.28	38,021.00	57.6%	
3151-15 · Revolution Mortgage	4,792.41	8,215.00	58.3%	
3151-17 · Yew Tree Wellness LLC	4,549.78	13,156.00	34.6%	New Tenant; Prorated for November 2025
				New Tenant; amendment coming for new Revenue
3151-18 · WSR Solutions LLC	3,334.59	6,222.00	53.6%	\$6,222.00
				New Tenant; amendment coming for new Revenue
3151-19 · Red Rock Title & Settlement LLC	1,943.57	6,426.00	30.2%	\$6,426.00
Total 3151 · RENTAL (USE OF PROPERTY)	99,286.84	186,026.00	53.4%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	29,517.50	20,000.00	147.6%	Need to amend budget for the additional funds
3165-01 · Town Event	81,182.00	80,000.00	101.5%	
3165-02 · Farmer's Market	9,224.25	14,000.00	65.9%	
3165-03 · Town Ornaments	8,257.10	10,000.00	82.6%	
3165-04 · Town Shirts	2,502.75	0.00	100.0%	
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%	
3165-06 · Town Hats	457.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	5,021.90	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	69.00	0.00	100.0%	

3165-09 · Town Tote / Bag	120.00	0.00	100.0%	
3165-10 · Town Mug	462.00	0.00	100.0%	
3165-11 · Town Blanket	220.00	0.00	100.0%	
3165-12 · Holiday Market	3,060.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	140,441.77	124,000.00	113.3%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	57.94	300.00	19.3%	
3180-01 · Citations & Accident Reports	90.00	0.00	100.0%	
3180-02 · Vetern Banners	2,900.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
				Unclaimed funds that have met the State Code
3180-07 · Unclaimed Property Funds	4,510.00	4,510.00	100.0%	requirement to be submitted to VA Treasury
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
3190 · SALE OF SALVAGE & SURPLUS				
				Sold 3 PD SUV (older ones that were replaced this
3190-01 · Public Safety - Surplus Sales	16,900.00	16,900.00	100.0%	fiscal year)
3190-02 · Administration - Surplus Sales	17.00	0.00	100.0%	
Total 3190 · SALE OF SALVAGE & SURPLUS	16,917.00	16,900.00	100.1%	
3180 · Miscellaneous	239.37	0.00	100.0%	
Total 3180 · MISCELLANEOUS	25,039.31	21,710.00	115.3%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	18,896.00	37,790.00	50.0%	2 of 4 FY2026 disbursement received
3200-05 · Communications Tax	39,870.09	72,000.00	55.4%	Collections to cover up to September 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	FY2026 Annual disbursement received
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	FY2026 Annual State disbursement received
3200-12 · Railroad Rolling Stock	1,546.16	1,300.00	118.9%	Annual Tax collection for FY2026
3200-16 · DMV Select Grant	6,458.10	26,240.00	24.6%	
3200-17 · LOLE Grant	0.00	3,200.00	0.0%	
3200-19 · HEAT Grant	10,000.00	10,000.00	100.0%	Grant for the Flock system the Town PD purchased
Total 3200 · REVENUE FROM COMMONWEALTH	110,397.32	184,157.00	59.9%	
3500 · Reserve Funds	0.00	89,160.00	0.0%	Fire Funds, Comp Study funding
Total Revenue	2,445,506.54	4,065,513.00	60.2%	
Gross Revenue	2,445,506.54	4,065,513.00	60.2%	

EXPENDITURES

01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	4,599.60	10,050.00	45.8%
111002 · FICA/Medicare	960.06	2,000.00	48.0%
111003 · Meals and Lodging	4,427.42	6,300.00	70.3%
111004 · Mileage Allowance	285.60	1,800.00	15.9%
111005 · Salaries & Wages - Regular	12,625.00	22,000.00	57.4%
Total 11100 · TOWN COUNCIL	22,897.68	42,150.00	54.3%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	297,653.84	528,794.00	56.3%
1211002 · Salaries/Wages - Overtime	1,843.49	4,500.00	41.0%
1211003 · Salaries/Wages - Part Time	10,575.25	41,588.00	25.4%
1211004 · FICA/Medicare	23,269.03	43,633.00	53.3%
1211005 · VRS	45,088.16	85,854.00	52.5%
1211006 · Health Insurance	37,296.00	63,936.00	58.3%
1211007 · Life Insurance	3,466.16	6,377.00	54.4%
1211008 · Disability Insurance	852.46	3,360.00	25.4%
1211009 · Unemployment Insurance	1,128.13	5,995.00	18.8%
1211010 · Worker's Compensation	283.00	481.00	58.8%
1211011 · Gen Property/Liability Ins.	20,380.00	21,261.00	95.9%
1211012 · Accounting Services	3,167.58	14,000.00	22.6%
1211014 · Printing & Binding	4,899.66	8,298.00	59.0%
1211015 · Advertising	97.17	9,000.00	1.1%
1211016 · Computer, Internet &Website Svc	7,332.84	28,550.00	25.7%

1211017 · Postage	1,544.99	5,000.00	30.9%	
1211018 · Telecommunications	4,771.13	7,500.00	63.6%	
1211019 · Mileage Allowance	997.50	3,250.00	30.7%	
1211020 · Meals & Lodging	2,970.21	7,000.00	42.4%	
1211021 · Convention & Education	2,195.00	10,000.00	22.0%	
1211022 · Miscellaneous	220.00	2,000.00	11.0%	
1211024 · Books, Dues & Subscriptions	4,681.86	12,075.00	38.8%	
1211025 · Office Supplies	3,188.31	8,500.00	37.5%	
1211030 · Capital Outlay-Machinery/Equip	4,700.59	5,000.00	94.0%	
1211032 · Professional Services	0.00	20,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	482,602.36	945,952.00	51.0%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	40,338.01	100,000.00	40.3%	legal services covering up to November 2025
Total 12210 · LEGAL SERVICES	40,338.01	100,000.00	40.3%	
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	545,838.05	1,116,152.00	48.9%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	394,824.82	726,867.00	54.3%	
3110003 · Salaries & Wages - OT Premium	23,094.04	24,000.00	96.2%	
3110004 · Salaries & Wages - Holiday Pay	31,641.51	39,182.00	80.8%	
3110005 · Salaries & Wages - Part Time	22,610.00	27,000.00	83.7%	
3110007 · Salary & Wages - DMV Grant	10,406.58	26,240.00	39.7%	
3110012 · Salaries & Wages - PT Admin.	9,037.50	39,000.00	23.2%	
3110020 · FICA/MEDICARE	35,862.72	67,018.00	53.5%	
3110021 · VRS	52,531.36	95,438.00	55.0%	
3110022 · Health Insurance	74,982.40	135,206.00	55.5%	
3110023 · Life Insurance	4,721.04	8,521.00	55.4%	
3110024 · Disability Insurance	1,183.83	3,070.00	38.6%	
3110025 · Unemployment Insurance	0.00	4,800.00	0.0%	
3110026 · Workers' Compensation Insurance	27,496.00	32,868.00	83.7%	
3110027 · Line of Duty Act Insurance	5,117.00	5,120.00	99.9%	
3110028 · Legal Services	11,792.46	30,379.00	38.8%	legal services covering up to November 2025
3110032 · Computer, Internet & Website	1,372.50	10,000.00	13.7%	
3110033 · Postage	11.60	100.00	11.6%	
3110034 · Telecommunications	5,912.00	18,700.00	31.6%	
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%	
3110037 · Meals and Lodging	1,456.19	5,000.00	29.1%	
3110038 · Convention & Edu. (Training)	364.00	10,800.00	3.4%	
3110040 · Annual Dues & Subscriptions	9,033.15	21,000.00	43.0%	
3110041 · Office Supplies	2,476.06	10,000.00	24.8%	
3110042 · Vehicle Fuels	15,684.80	36,700.00	42.7%	
3110043 · Vehicle Maintenance/Supplies	9,037.43	22,000.00	41.1%	
3110045 · Uniforms & Police Supplies	37,557.53	55,901.00	67.2%	Flock system being paid by this line item
3110056 · Capital Outlay-Machinery/Equip	120,169.45	159,900.00	75.2%	
Total 31100 · POLICE DEPARTMENT	915,840.97	1,622,440.00	56.4%	
32100 · FIRE & RESCUE				
				will hold a Public Hearing for budget amendment for FY2026 to move Fire Funds over to budget the Town has received towards this contribution
3210001 · Contributions to other Govt Ent	69,159.87	84,160.00	82.2%	
Total 32100 · FIRE & RESCUE	69,159.87	84,160.00	82.2%	
Total 03 · PUBLIC SAFETY	985,000.84	1,706,600.00	57.7%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	106,364.88	216,995.00	49.0%	Covering up to December 2025 services
Total 43200 · REFUSE COLLECTION	106,364.88	216,995.00	49.0%	

43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	59,853.96	100,000.00	59.9%
4310002 · Maint Svc Contract-Pest Control	668.00	2,500.00	26.7%
4310003 · Maint Svc Contract-Landscaping	14,625.00	45,000.00	32.5%
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%
4310007 · Electric/Gas Services	9,356.02	18,593.00	50.3%
4310008 · Electrical Services-Streetlight	2,291.97	5,500.00	41.7%
4310009 · Water & Sewer Services	2,488.39	6,350.00	39.2%
4310011 · Real Estate Taxes	577.48	1,500.00	38.5%
4310015 · Maintenance - Vehicle Fuel	890.05	3,000.00	29.7%
4310016 · Maint - Vehicle Maintenance	46.96	3,000.00	1.6%
4310017 · Military Banner	3,092.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	93,890.08	205,443.00	45.7%
Total 04 · PUBLIC WORKS	200,254.96	422,438.00	47.4%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	45,994.86	128,571.00	35.8%
60001 · Town Tourism	28,310.64	85,714.00	33.0%
60003 · Advertising	1,069.59	22,000.00	4.9%
Total 06 · ECONOMIC DEVELOPMENT	75,375.09	236,285.00	31.9%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	7,245.00	15,000.00	48.3%
Total 70000 · HAYMARKET COMMUNITY PARK	7,245.00	15,000.00	48.3%
71110 · EVENTS			
7111001 · Advertising - Events	9,214.07	9,950.00	92.6%
7111003 · Contractural Services	68,199.67	64,150.00	106.3%
7111004 · Events - Other	32,749.89	35,900.00	91.2%
7111005 · Police Department Events	6,043.85	7,800.00	77.5%
7111006 · Farmer's Market	1,501.96	14,000.00	10.7%
Total 71110 · EVENTS	117,709.44	131,800.00	89.3%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	736.14	2,200.00	33.5%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%
Total 72200 · MUSEUM	1,236.14	5,950.00	20.8%
Total 07 · PARKS, REC & CULTURAL	126,190.58	152,750.00	82.6%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,065.00	5,670.00	18.8%
8110002 · FICA/Medicare	64.65	500.00	12.9%
8110003 · Consultants - Engineer	8,792.43	10,000.00	87.9%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineer - Pass Through	23,716.25	0.00	100.0%
Total 81100 · PLANNING COMMISSION	33,638.33	23,120.00	145.5%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,200.00	5,830.00	20.6%
8111002 · FICA/Medicare	87.60	446.00	19.6%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,287.60	7,776.00	16.6%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	34,925.93	33,824.00	103.3%

09 · NON-DEPARTMENTAL

90004 · VA Treasury - Unclaimed Property	4,510.00	4,510.00	100.0%	
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	74,725.45	74,730.00	100.0%	

94105 · PERSONNEL

EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.00			
Total EMPLOYEE BENEFITS	0.00			
Total 94105 · PERSONNEL	0.00			

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 Improvement 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 Improvement Funds Expens	0.00	317,734.00	0.0%	

Total Expense	2,042,310.90	4,065,513	50.2%	
Net Ordinary Income	403,195.64	0.00	100.0%	

OTHER REVENUE

50001 · Amerian Rescue Plan Funds	16,687.50	108,000.00	15.45%	
50002 · Development Funds	0.00	443,664.00	0.0%	
Total Other Revenue	16,687.50	551,664.00	3.03%	

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

97001-1 · Park Sidewalk	5,627.50	8,000.00	70.34%	additional cost for as builts / plat designation
97001-2 · Town Website	0.00	50,000.00	0.0%	

97001-3 · Town Center	11,060.00	50,000.00	22.12%	
Total 97001 · American Rescue Plan Expenses	16,687.50	108,000.00	15.45%	

Total Other Expenditures	16,687.50	551,664.00	3.03%	
Net Other Revenue	0.00	0.00	0.0%	
Total Net Revenue Operational / Other Budget	403,195.64	0.00	100.0%	

Downy Scott LLC Pricing report ; Financial Analysis Report

Total of Operational budget and Other Income Budget 4,617,177

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2025 through January 28, 2026

	Jul 1, '25 - Jan 2...	Jul 1, '24 - Jan 2...	% Change
Ordinary Income/Expense			
Income			
315150 · Returned Check Charges	0.00	0.00	0.0%
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	483,637.33	462,441.91	4.6%
3110-02 · Public Service Corp RE Tax	26,860.57	25,428.49	5.6%
3110-03 · Interest - All Property Taxes	440.33	1,841.77	-76.1%
3110-04 · Penalties - All Property Taxes	2,427.24	3,066.79	-20.9%
Total 3110 · GENERAL PROPERTY TAXES	513,365.47	492,778.96	4.2%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	213,284.35	183,456.49	16.3%
3120-02 · Business License Tax	13,231.11	41,878.10	-68.4%
3120-03 · Cigarette Tax	81,950.51	71,996.37	13.8%
3120-04 · Consumer Utility Tax	67,416.22	56,587.32	19.1%
3120-05 · Meals Tax - Current	877,761.51	850,106.49	3.3%
3120-06 · Sales Tax Receipts	75,200.67	72,521.34	3.7%
3120-07 · Penalties (Non-Property)	4,202.50	2,966.12	41.7%
3120-08 · Interest (Non-Property)	857.89	152.48	462.6%
Total 3120 · OTHER LOCAL TAXES	1,333,904.76	1,279,664.71	4.2%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	1,050.00	1,525.00	-31.2%
3130-02 · Inspection Fees	500.00	0.00	100.0%
3130-03 · Motor Vehicle Licenses	183.00	229.00	-20.1%
3130-05 · Other Planning & Permits	30,060.00	3,101.56	869.2%
3130-06 · Pass Through Fees	13,746.25	7,469.40	84.0%
Total 3130 · PERMITS,FEES & LICENESES	45,539.25	12,324.96	269.5%
3140 · FINES & FORFEITURES			
3140-01 · Fines	13,527.67	14,028.67	-3.6%
Total 3140 · FINES & FORFEITURES	13,527.67	14,028.67	-3.6%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	9,316.96	9,136.58	2.0%
3150-03 · Interest on Bank Deposits	154,346.05	139,610.09	10.6%
Total 3150 · REVENUE - USE OF MONEY	163,663.01	148,746.67	10.0%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	31,003.76	30,100.72	3.0%
3151-08 · 15020 Washington Realty	13,470.14	34,036.31	-60.4%
3151-09 · 15026 Copper Cricket	18,293.31	16,921.53	8.1%
3151-11 · Cupcake Heaven and Cafe LLC	21,899.28	21,382.08	2.4%
3151-15 · Revolution Mortgage	4,792.41	5,317.52	-9.9%
3151-17 · Yew Tree Wellness LLC	4,549.78	0.00	100.0%
3151-18 · WSR Solutions LLC	3,334.59	0.00	100.0%
3151-19 · Red Rock Title & Settlement LLC	1,943.57	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	99,286.84	107,758.16	-7.9%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	0.00	5.00	-100.0%
Total 3160 · CHARGES FOR SERVICES	0.00	5.00	-100.0%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	29,517.50	17,685.00	66.9%
3165-01 · Town Event	81,182.00	65,327.63	24.3%
3165-02 · Farmer's Market	9,224.25	8,588.75	7.4%
3165-03 · Town Ornaments	8,257.10	6,486.25	27.3%
3165-04 · Town Shirts	2,502.75	0.00	100.0%
3165-05 · Museum Revenue - Art	348.27	1,108.28	-68.6%
3165-06 · Town Hats	457.00	764.00	-40.2%
3165-07 · Town Sweatshirts - Adult	5,021.90	3,320.00	51.3%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2025 through January 28, 2026

	Jul 1, '25 - Jan 2...	Jul 1, '24 - Jan 2...	% Change
3165-08 · Town Sweatshirts - Youth	69.00	77.50	-11.0%
3165-09 · Town Tote / Bag	120.00	0.00	100.0%
3165-10 · Town Mug	462.00	0.00	100.0%
3165-11 · Town Blanket	220.00	0.00	100.0%
3165-12 · Holiday Market	3,060.00	0.00	100.0%
Total 3165 · REVENUE - TOWN EVENTS	140,441.77	103,357.41	35.9%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	57.94	18.74	209.2%
3180-01 · Citations & Accident Reports	90.00	75.00	20.0%
3180-02 · Vetern Banners	2,900.00	0.00	100.0%
3180-03 · Miscellaneous	25.00	50.00	-50.0%
3180-04 · Reimbursement from Insurance	0.00	905.50	-100.0%
3180-07 · Unclaimed Property Funds	4,510.00	0.00	100.0%
3180-05 · Recovered Costs- Private Events	300.00	0.00	100.0%
3190 · Sale of Salvage & Surplus			
3190-01 · Public Safety - Surplus Sales	16,900.00	0.00	100.0%
3190-02 · Administration Surplus Sales	17.00	0.00	100.0%
3190 · Sale of Salvage & Surplus - Other	0.00	0.00	0.0%
Total 3190 · Sale of Salvage & Surplus	16,917.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	239.37	0.00	100.0%
Total 3180 · MISCELLANEOUS	25,039.31	1,049.24	2,286.4%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	18,896.00	18,894.00	0.0%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	39,870.09	40,398.29	-1.3%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,546.16	1,535.23	0.7%
3200-16 · DMV Select Grant	6,458.10	15,841.83	-59.2%
3200-17 · LOLE Grant	0.00	0.00	0.0%
3200-18 · Educational Reimbursement	0.00	796.02	-100.0%
3200-19 · HEAT Grant	10,000.00	0.00	100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	110,397.32	111,092.34	-0.6%
4002 · Transfer from ARPA Funds	0.00	431,327.00	-100.0%
Total Income	2,445,165.40	2,702,133.12	-9.5%
Gross Profit	2,445,165.40	2,702,133.12	-9.5%
Expense			
9510016 · Bank Service Charges	0.00	0.00	0.0%
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	4,599.60	9,215.20	-50.1%
111002 · FICA/Medicare	960.06	851.70	12.7%
111003 · Meals and Lodging	4,427.42	4,795.46	-7.7%
111004 · Mileage Allowance	285.60	897.15	-68.2%
111005 · Salaries & Wages - Regular	12,625.00	10,800.00	16.9%
Total 11100 · TOWN COUNCIL	22,897.68	26,559.51	-13.8%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	297,653.84	276,133.13	7.8%
1211002 · Salaries/Wages - Overtime	1,843.49	2,477.42	-25.6%
1211003 · Salaries/Wages - Part Time	10,575.25	24,289.25	-56.5%
1211004 · FICA/Medicare	23,269.03	22,265.20	4.5%
1211005 · VRS	45,088.16	42,360.91	6.4%
1211006 · Health Insurance	37,296.00	35,044.80	6.4%
1211007 · Life Insurance	3,466.16	3,337.89	3.8%
1211008 · Disability Insurance	852.46	1,907.63	-55.3%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1, 2025 through January 28, 2026

	Jul 1, '25 - Jan 2...	Jul 1, '24 - Jan 2...	% Change
1211009 · Unemployment Insurance	1,128.13	1,125.42	0.2%
1211010 · Worker's Compensation	283.00	260.00	8.9%
1211011 · Gen Property/Liability Ins.	20,380.00	17,616.00	15.7%
1211012 · Accounting Services	3,167.58	10,587.22	-70.1%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	4,899.66	5,956.44	-17.7%
1211015 · Advertising	97.17	2,363.29	-95.9%
1211016 · Computer, Internet & Website Svc	7,332.84	15,500.06	-52.7%
1211017 · Postage	1,544.99	2,219.22	-30.4%
1211018 · Telecommunications	4,771.13	5,032.89	-5.2%
1211019 · Mileage Allowance	997.50	416.74	139.4%
1211020 · Meals & Lodging	2,970.21	2,537.11	17.1%
1211021 · Convention & Education	2,195.00	1,540.00	42.5%
1211022 · Miscellaneous	220.00	637.72	-65.5%
1211024 · Books, Dues & Subscriptions	4,681.86	3,274.56	43.0%
1211025 · Office Supplies	3,188.31	5,052.29	-36.9%
1211030 · Capital Outlay-Machinery/Equip	4,700.59	0.00	100.0%
Total 12110 · TOWN ADMINISTRATION	482,602.36	481,935.19	0.1%
12210 · LEGAL SERVICES			
1221001 · Legal Services	40,338.01	46,782.85	-13.8%
Total 12210 · LEGAL SERVICES	40,338.01	46,782.85	-13.8%
Total 01 · ADMINISTRATION	545,838.05	555,277.55	-1.7%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	394,824.82	328,107.11	20.3%
3110003 · Salaries & Wages - OT Premium	23,094.04	17,715.58	30.4%
3110013 · Salaries & Wages - OT Select En	0.00	0.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	31,641.51	24,539.72	28.9%
3110005 · Salaries & Wages - Part Time	22,610.00	29,940.00	-24.5%
3110007 · Salary & Wages - DMV Grant	10,406.58	6,593.13	57.8%
3110012 · Salaries & Wages - PT Admin.	9,037.50	6,312.50	43.2%
3110020 · FICA/MEDICARE	35,862.72	30,872.92	16.2%
3110021 · VRS	52,531.36	43,831.60	19.9%
3110022 · Health Insurance	74,982.40	52,857.60	41.9%
3110023 · Life Insurance	4,721.04	3,903.04	21.0%
3110024 · Disability Insurance	1,183.83	1,273.86	-7.1%
3110025 · Unemployment Insurance	0.00	120.98	-100.0%
3110026 · Workers' Compensation Insurance	27,496.00	23,627.00	16.4%
3110027 · Line of Duty Act Insurance	5,117.00	5,118.00	0.0%
3110028 · Legal Services	11,792.46	14,619.21	-19.3%
3110032 · Computer, Internet & Website	1,372.50	4,175.48	-67.1%
3110033 · Postage	11.60	0.00	100.0%
3110034 · Telecommunications	5,912.00	8,449.67	-30.0%
3110035 · General Prop Ins (Vehicles)	7,465.00	6,180.00	20.8%
3110037 · Meals and Lodging	1,456.19	971.38	49.9%
3110038 · Convention & Edu. (Training)	364.00	245.00	48.6%
3110040 · Annual Dues & Subscriptions	9,033.15	11,409.87	-20.8%
3110041 · Office Supplies	2,476.06	3,499.90	-29.3%
3110042 · Vehicle Fuels	15,684.80	14,977.07	4.7%
3110043 · Vehicle Maintenance/Supplies	9,037.43	16,482.79	-45.2%
3110045 · Uniforms & Police Supplies	37,557.53	25,992.16	44.5%
3110049 · Grant Expenditures	0.00	11,088.58	-100.0%
3110056 · Capital Outlay-Machinery/Equip	120,169.45	147,551.87	-18.6%
Total 31100 · POLICE DEPARTMENT	915,840.97	840,456.02	9.0%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	69,159.87	0.00	100.0%
Total 32100 · FIRE & RESCUE	69,159.87	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2025 through January 28, 2026

	Jul 1, '25 - Jan 2...	Jul 1, '24 - Jan 2...	% Change
Total 03 · PUBLIC SAFETY	985,000.84	840,456.02	17.2%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	-100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	106,364.88	101,009.70	5.3%
Total 43200 · REFUSE COLLECTION	106,364.88	101,009.70	5.3%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	59,853.96	39,546.09	51.4%
4310002 · Maint Svc Contract-Pest Control	668.00	465.00	43.7%
4310003 · Maint Svc Contract-Landscaping	14,625.00	15,200.00	-3.8%
4310004 · Maint Svc Contract Snow Removal	0.00	17,199.00	-100.0%
4310007 · Electric/Gas Services	9,356.02	9,867.95	-5.2%
4310008 · Electrical Services-Streetlight	2,291.97	2,461.35	-6.9%
4310009 · Water & Sewer Services	2,488.39	3,364.19	-26.0%
4310011 · Real Estate Taxes	577.48	561.87	2.8%
4310015 · Maintenance - Vehicle Fuel	890.05	901.38	-1.3%
4310016 · Maint - Vehicle Maintenance	46.96	55.60	-15.5%
4310017 · Military Banner	3,092.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	93,890.08	89,622.43	4.8%
Total 04 · PUBLIC WORKS	200,254.96	192,845.13	3.8%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	45,994.86	78,624.21	-41.5%
60001 · Town Tourism	28,310.64	21,744.81	30.2%
60003 · Advertising	1,069.59	0.00	100.0%
Total 06 · ECONOMIC DEVELOPMENT	75,375.09	100,369.02	-24.9%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	7,245.00	8,414.99	-13.9%
7000003 · Demolition	0.00	48,524.00	-100.0%
Total 70000 · HAYMARKET COMMUNITY PARK	7,245.00	56,938.99	-87.3%
71110 · EVENTS			
7111001 · Advertising - Events	9,214.07	6,239.54	47.7%
7111003 · Contractural Services	68,199.67	47,021.93	45.0%
7111004 · Events - Other	32,749.89	33,489.33	-2.2%
7111005 · Police Department Events	6,043.85	4,317.90	40.0%
7111006 · Farmer's Market	1,501.96	6,947.50	-78.4%
Total 71110 · EVENTS	117,709.44	98,016.20	20.1%
72200 · MUSEUM			
7220012 · Telecommunications	736.14	889.87	-17.3%
7200015 · Books, Dues & Subscriptions	0.00	30.00	-100.0%
7220018 · Exhibits & Programs	500.00	400.00	25.0%
Total 72200 · MUSEUM	1,236.14	1,319.87	-6.3%
Total 07 · PARKS, REC & CULTURAL	126,190.58	156,275.06	-19.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,065.00	1,005.00	6.0%
8110002 · FICA/Medicare	64.65	72.62	-11.0%
8110003 · Consultants - Engineer	8,792.43	3,388.59	159.5%
8110009 · Engineer - Pass Through	23,716.25	14,158.91	67.5%
Total 81100 · PLANNING COMMISSION	33,638.33	18,625.12	80.6%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,200.00	1,200.00	0.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2025 through January 28, 2026

	Jul 1, '25 - Jan 2...	Jul 1, '24 - Jan 2...	% Change
8111002 · FICA/Medicare	87.60	96.58	-9.3%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,287.60	1,296.58	-0.7%
Total 08 · COMMUNITY DEVELOPMENT	34,925.93	19,921.70	75.3%
09 · NON-DEPARTMENTAL			
90004 · VA Treasury - Unclaimed Propert	4,510.00	0.00	100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	69,400.00	70,700.00	-1.8%
9510003 · General Obligation Bond - Int	815.45	2,461.63	-66.9%
Total 95100 · DEBT SERVICE	70,215.45	73,161.63	-4.0%
Total 09 · NON-DEPARTMENTAL	74,725.45	73,161.63	2.1%
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	0.00	434,413.72	-100.0%
Total 94104 · Street Scape - Park Sidewalk	0.00	434,413.72	-100.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.00	-0.06	100.0%
Total EMPLOYEE BENEFITS	0.00	-0.06	100.0%
Total 94105 · PERSONNEL	0.00	-0.06	100.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	0.00	5,633.00	-100.0%
9410805 · Town Hall / Museum Security Sys	0.00	3,020.00	-100.0%
9410806 · Message Board Trailer	0.00	19,507.02	-100.0%
Total 94108 · Capital Improvment Funds Expens	0.00	28,160.02	-100.0%
94109 · Storm Water Grant Match	0.00	40,000.00	-100.0%
Total Expense	2,042,310.90	2,440,879.79	-16.3%
Net Ordinary Income	402,854.50	261,253.33	54.2%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	16,687.50	0.00	100.0%
Total Other Income	16,687.50	0.00	100.0%
Other Expense			
97001 · American Rescue Plan Expenses			
97001-1 · Park Sidewalk	5,627.50	0.00	100.0%
97001-3 · Town Center	11,060.00	0.00	100.0%
Total 97001 · American Rescue Plan Expenses	16,687.50	0.00	100.0%
Total Other Expense	16,687.50	0.00	100.0%
Net Other Income	0.00	0.00	0.0%
Net Income	402,854.50	261,253.33	54.2%

Police Department Report to Council

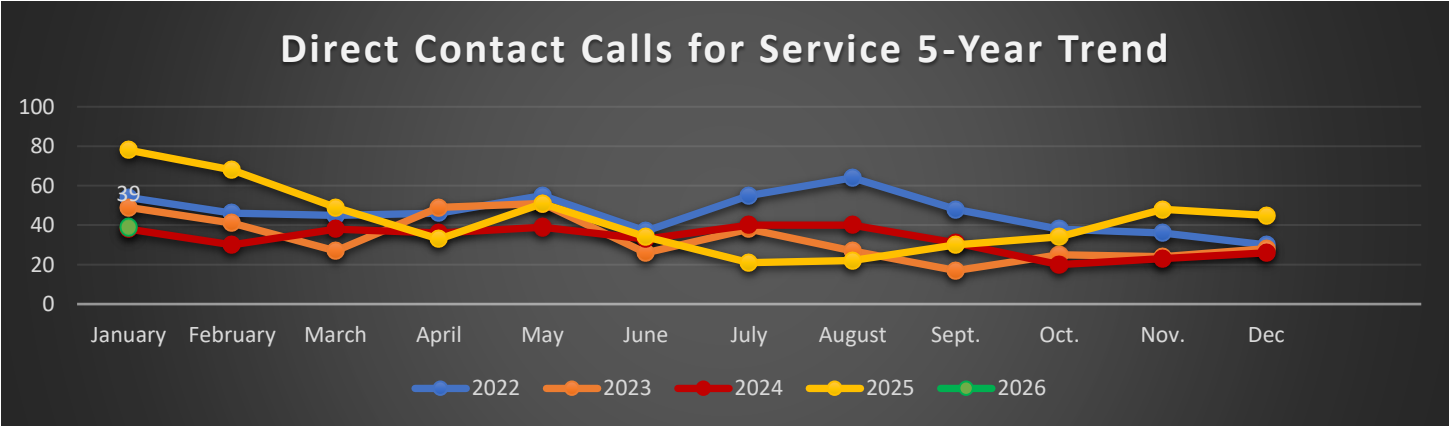
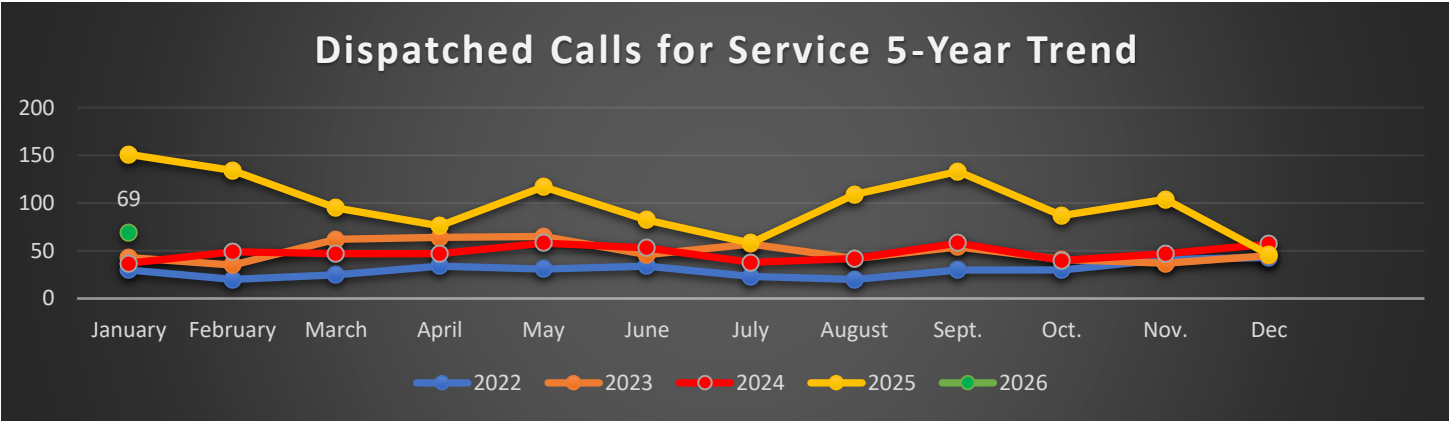
Activity Period December 15, 2025 to January 14, 2026

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: 10
- Non-Reportable Calls: 98
- Deferments: 0



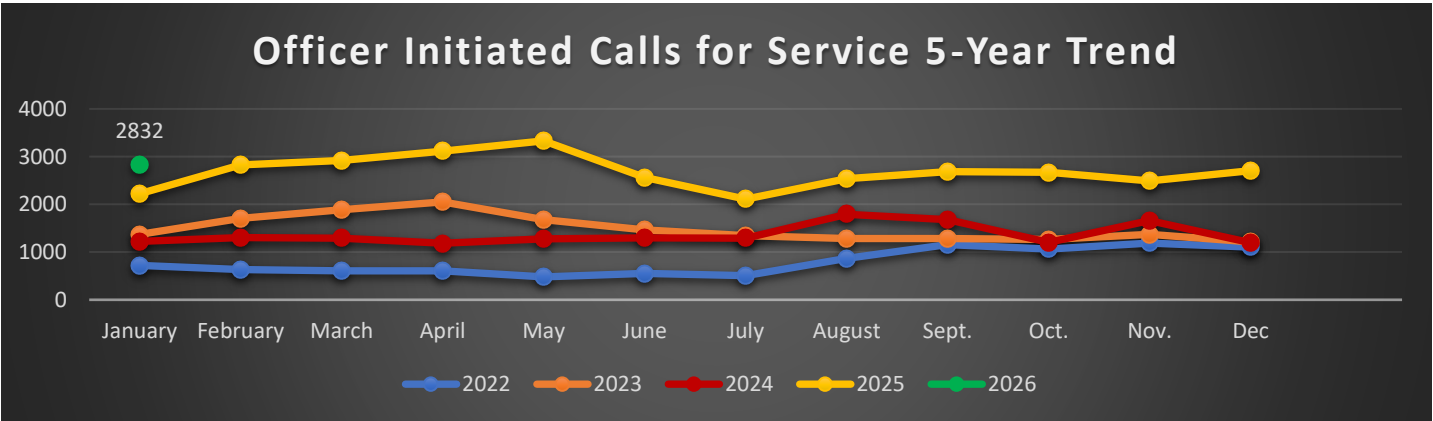
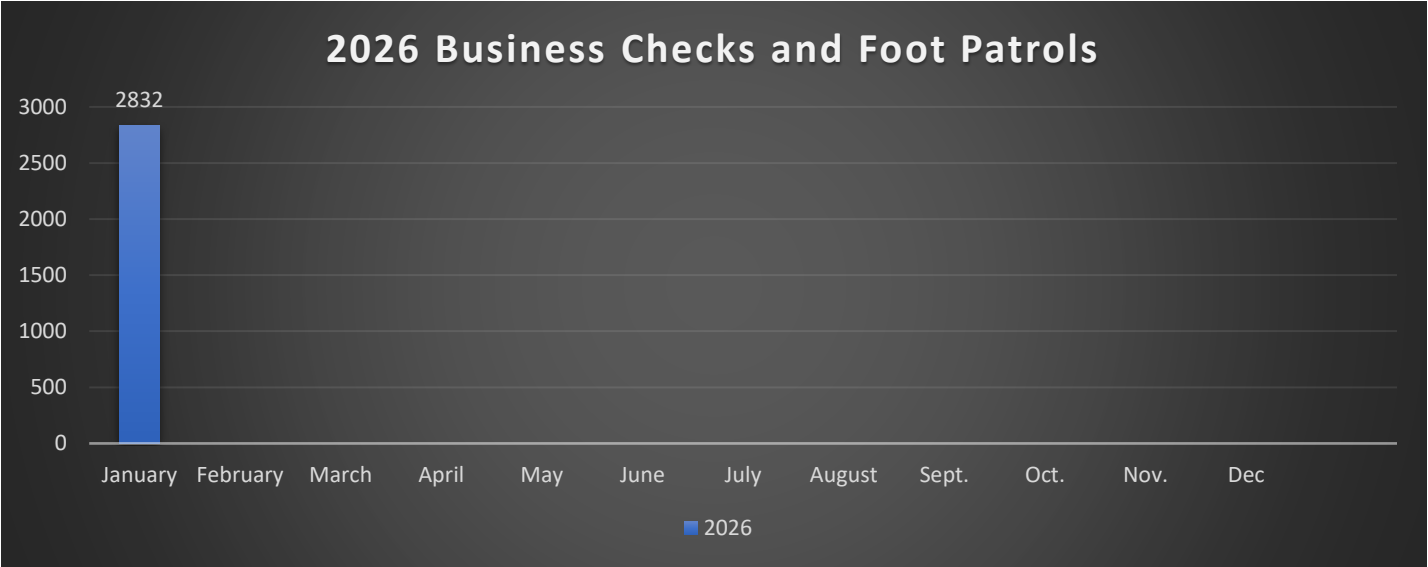
Trending Data on Calls for Service





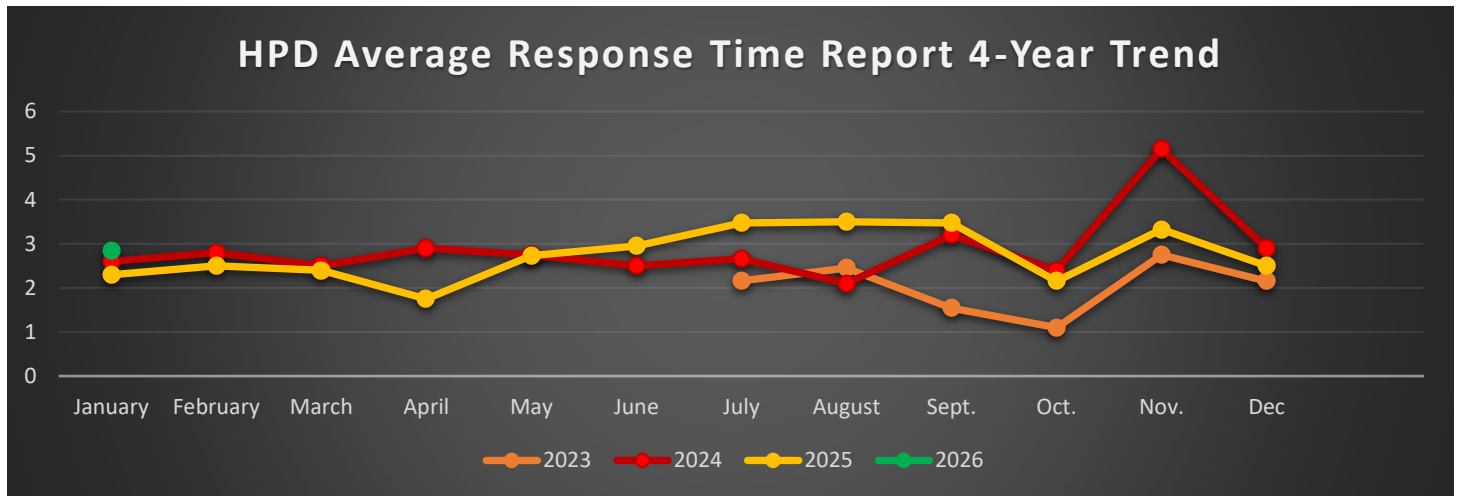
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct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

- Personal Contact: 127
- Physical Check: 2,238
- Foot Patrols: 12
- Enhanced Patrols: 455



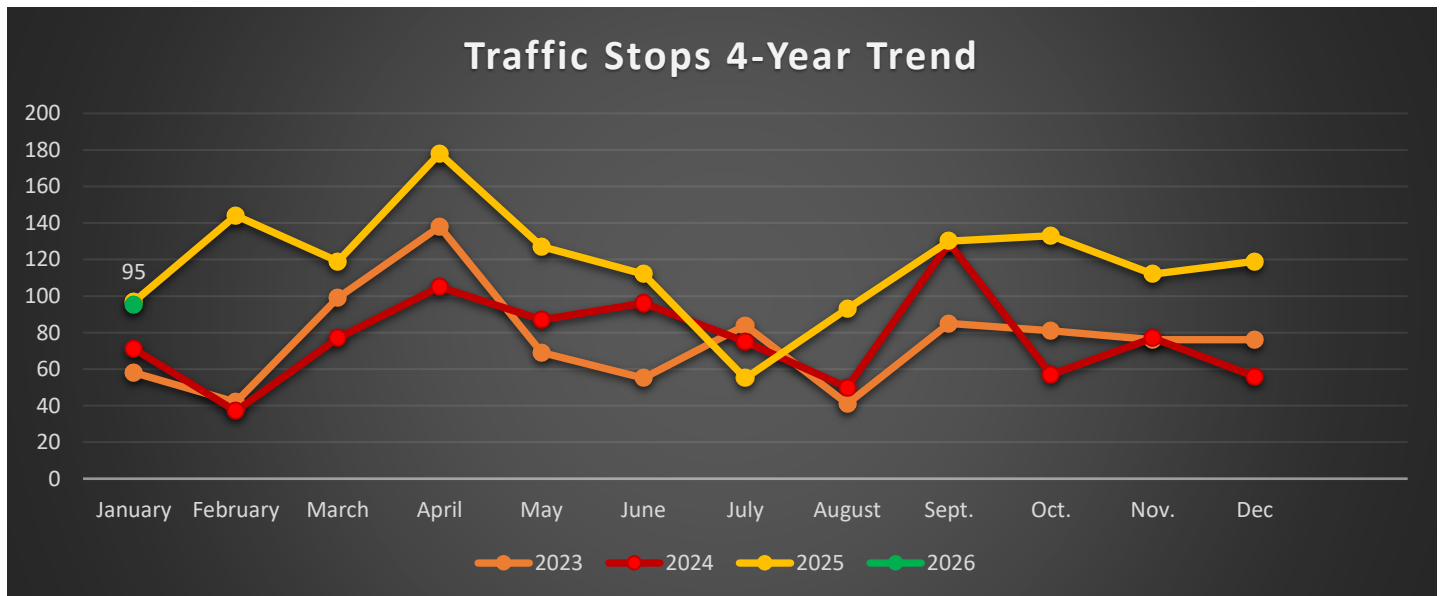
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 2 minutes 50 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.

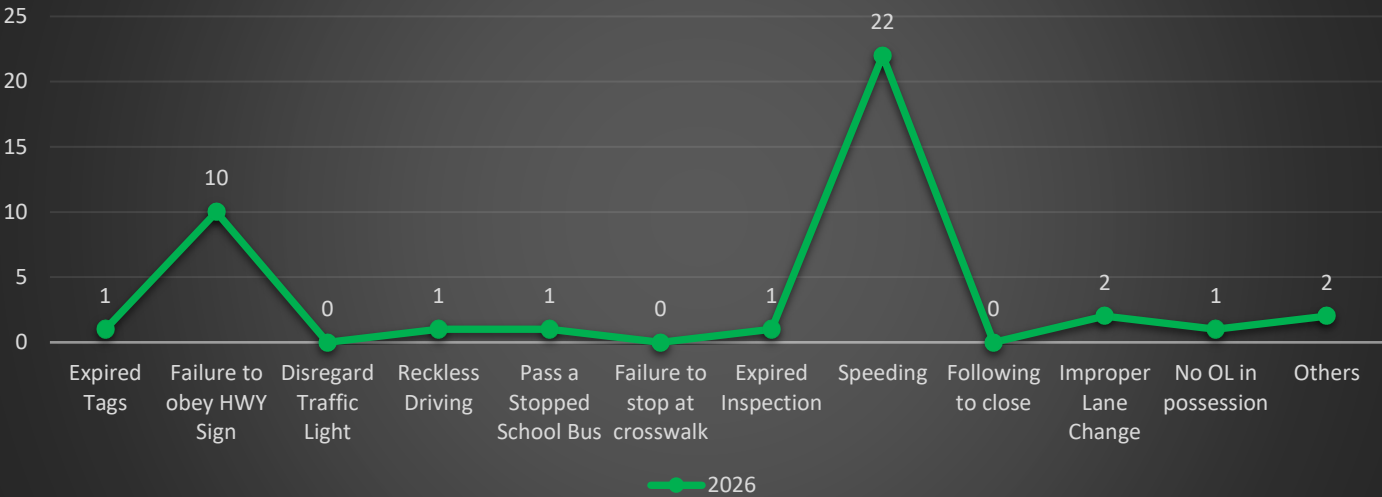
- Traffic Stops: 95
- Summons: 41
- Warnings: 56



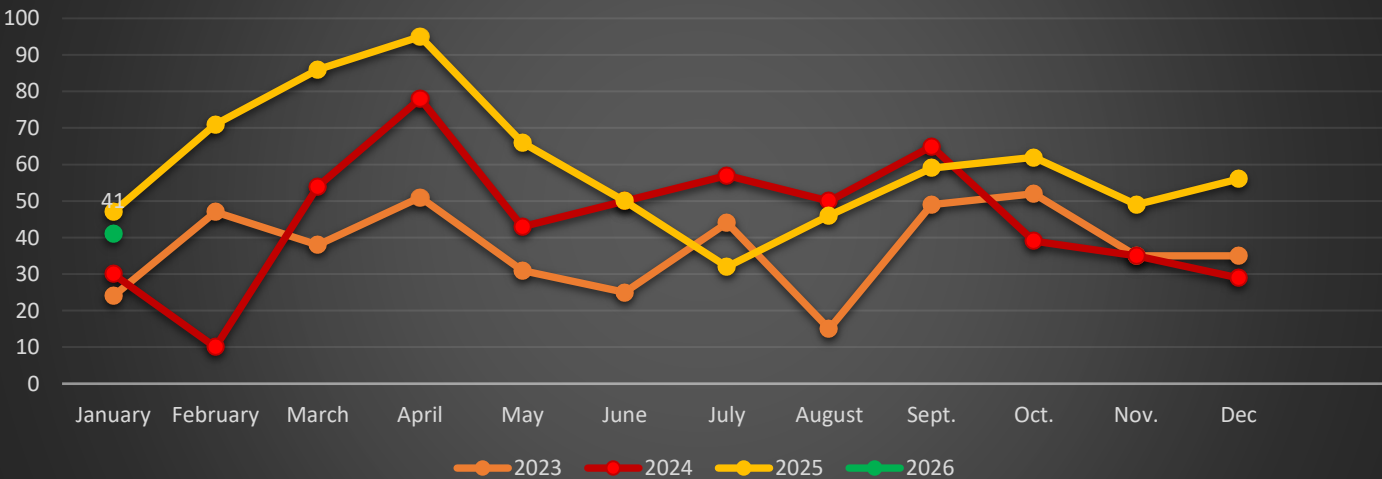
Traffic Summons Issued: Summons issued for traffic violations. **41**

- | | |
|--|--|
| 46.2-646 – Expired Registration – 1 | 46.2-830 – Failure to obey a highway sign – 10 |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 1 |
| 46.2-859 – Pass a stopped school bus – 1 | 46.2-924 – Failure to stop at crosswalk – 0 |
| 46.2-1158 – Expired inspection – 1 | 46.2-874 – Speeding – 22 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 2 |
| 46.2-300 – No operator’s license – 1 | Others – 2 (Handheld Device and Moped Violation) |

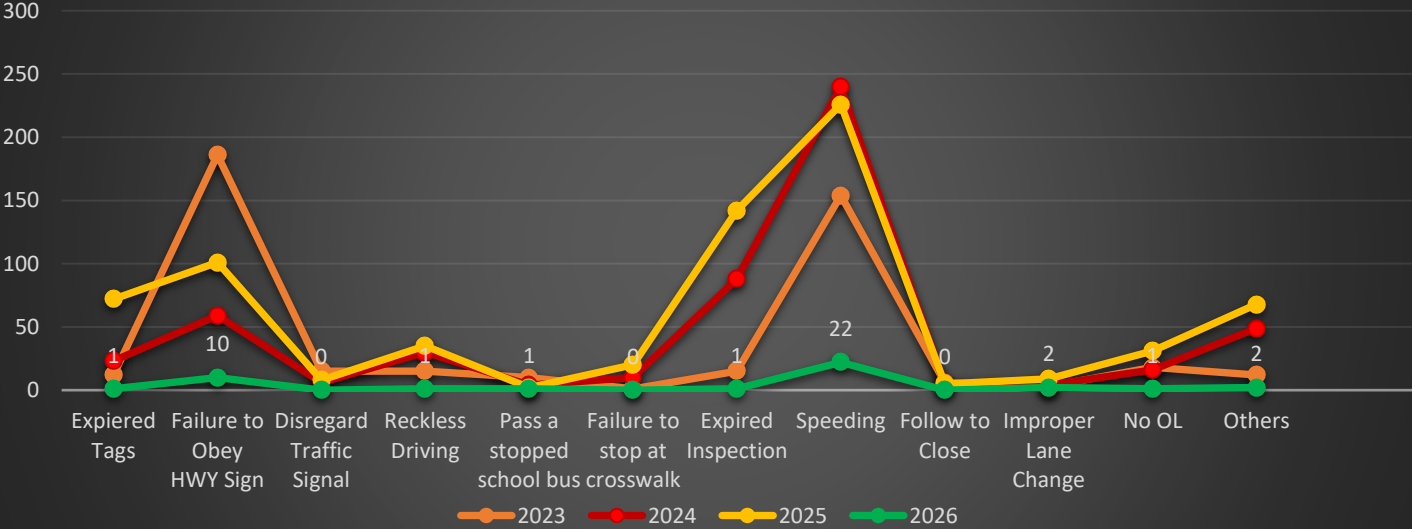
December 2025 - January 2026 Traffic Violations



Traffic Summons Report by Month 4-Year Trend

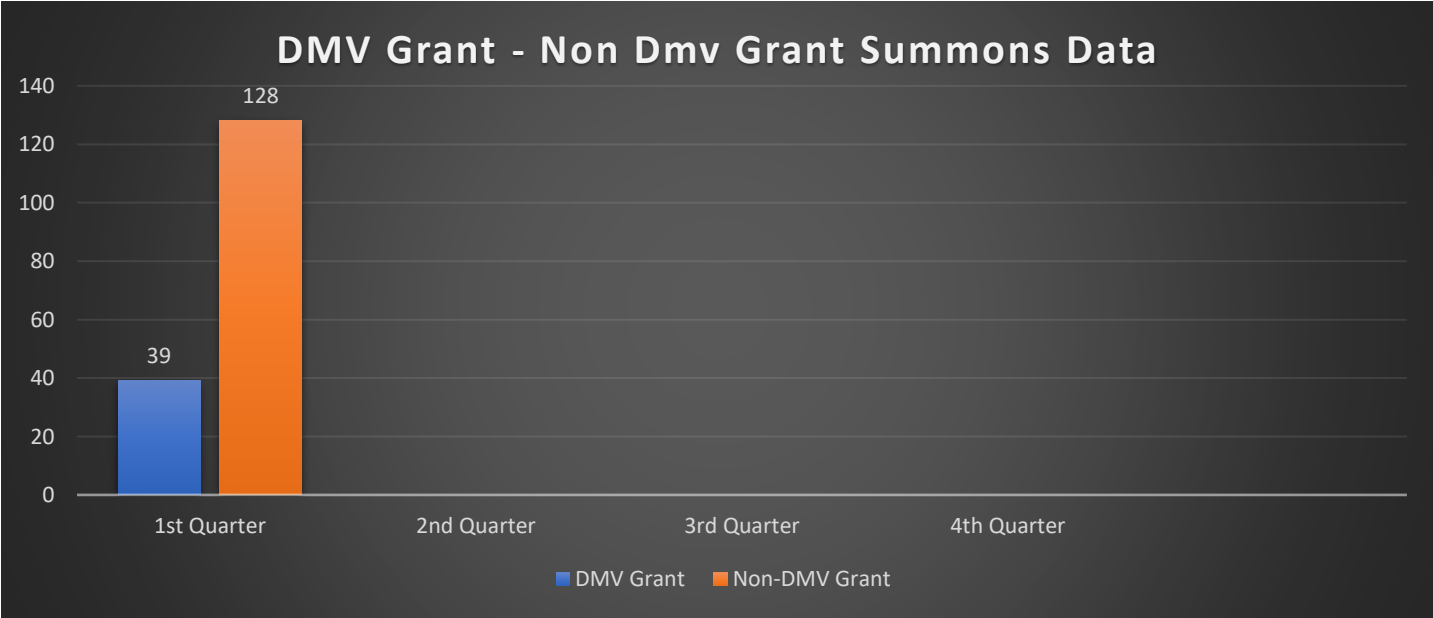
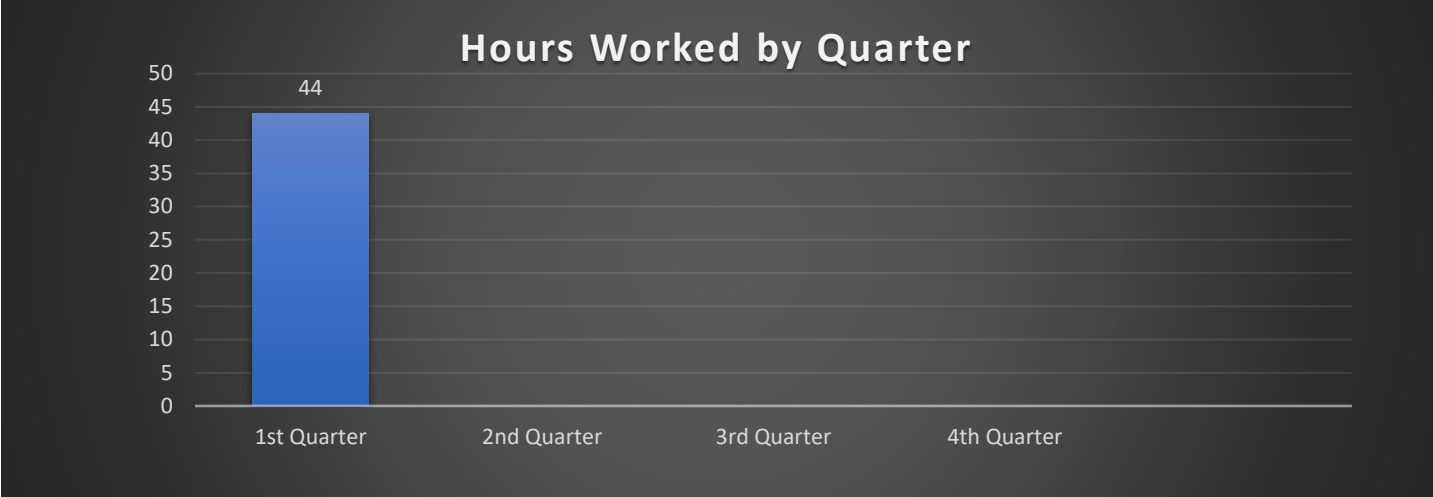
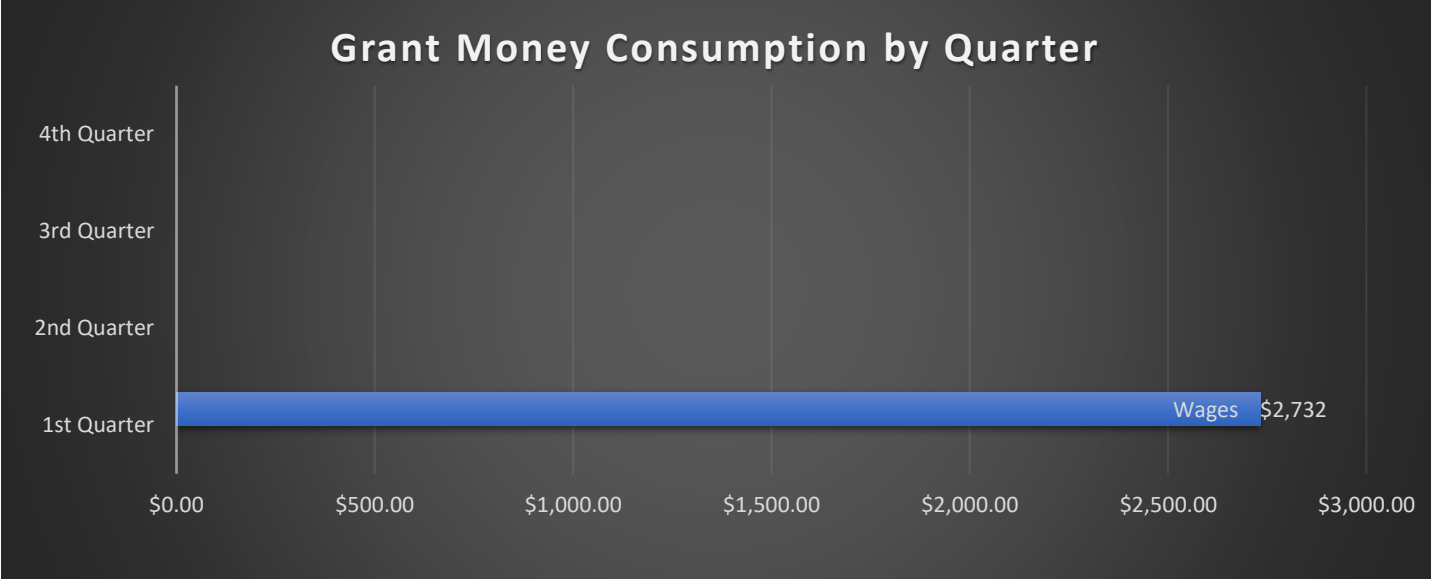


Year to Date Traffic Violations 4-Year Trend



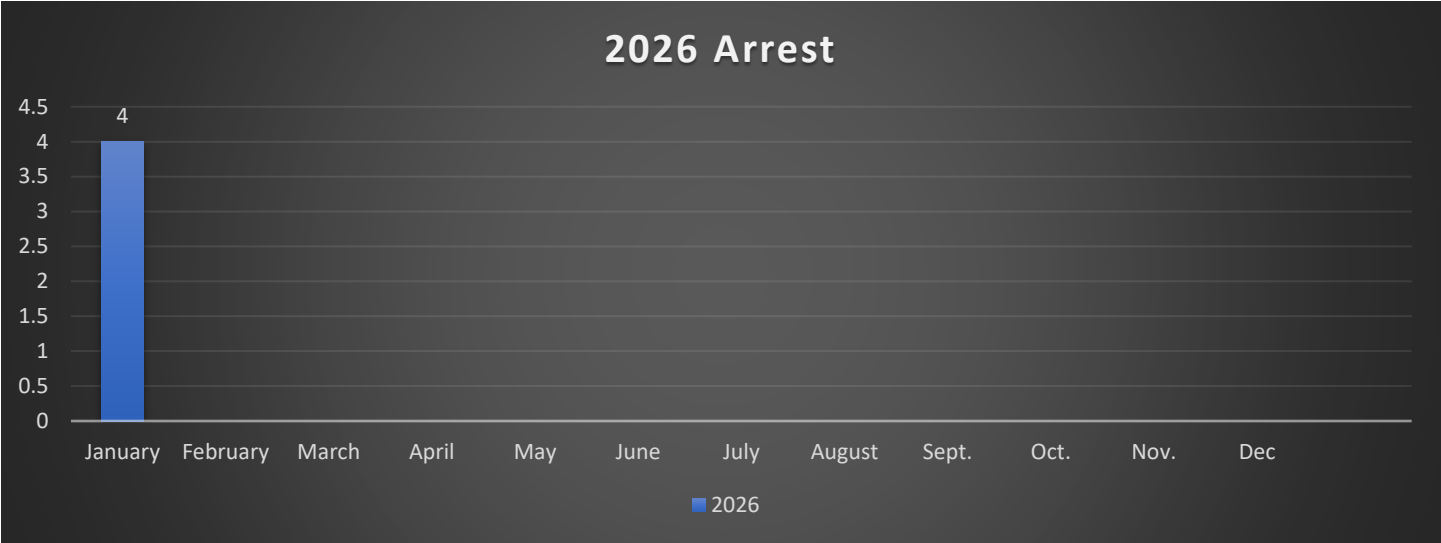
Total Summons Issued 2026: 41

Grant Award Amount Total: \$20,240 - 1st Quarter Consumed: \$2,732 - Remaining Amount: \$17,508



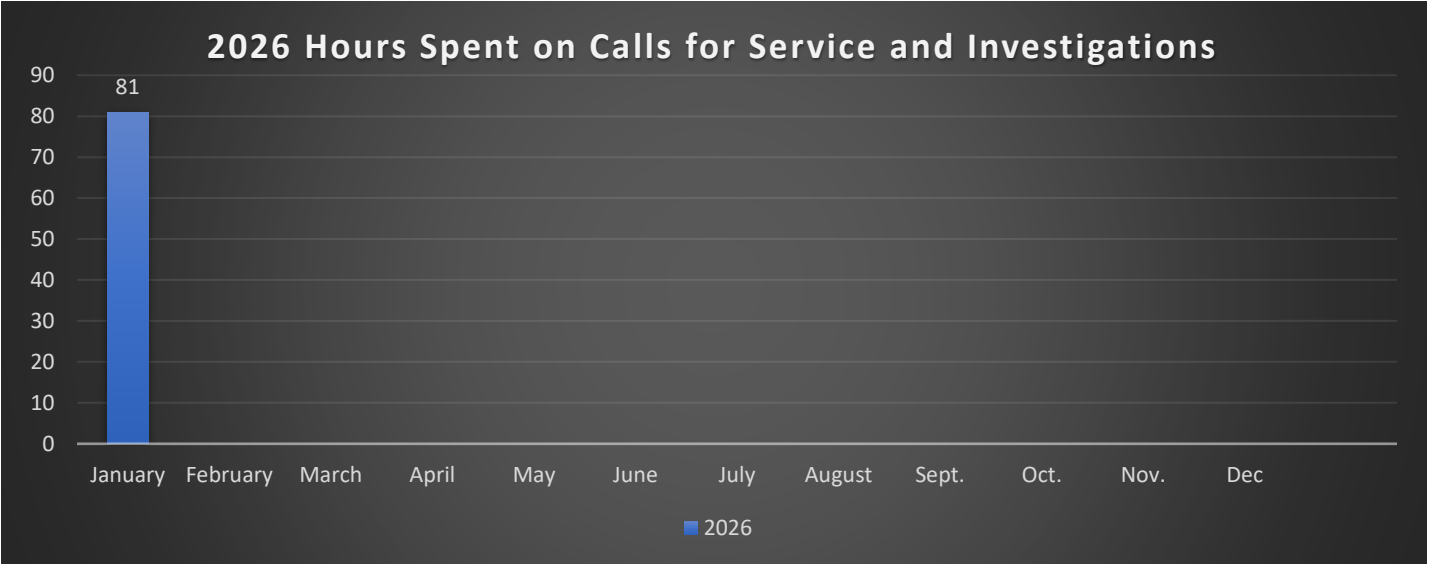
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 2
- Felony: 2



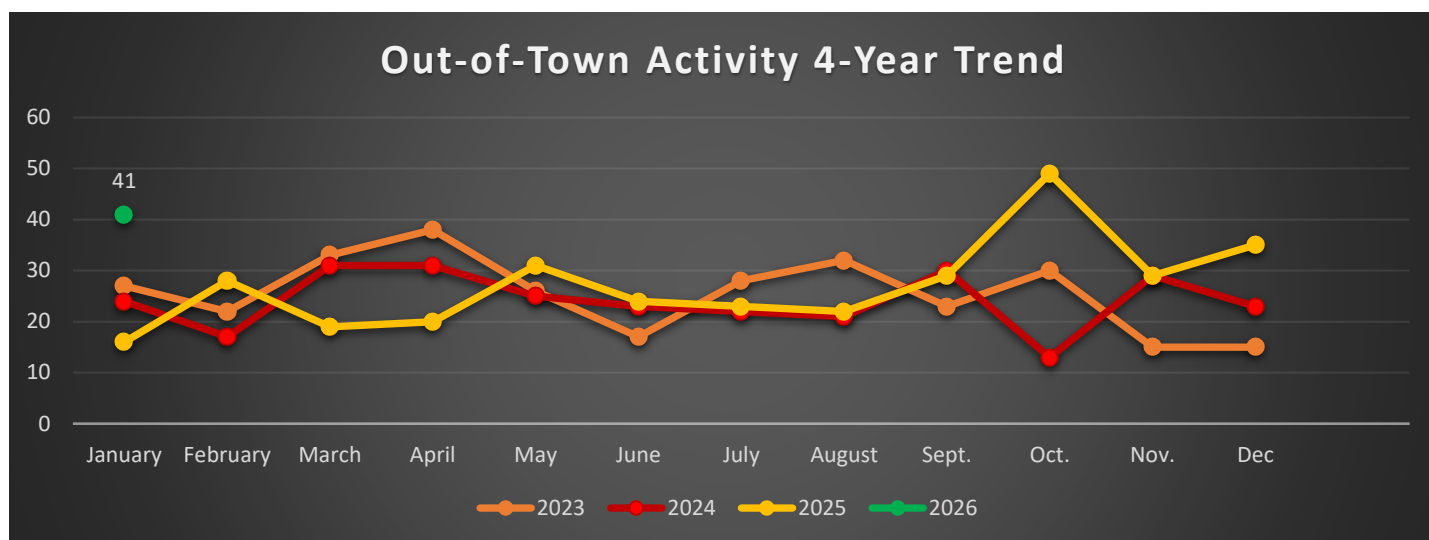
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 59
- Follow-up Investigations: 22

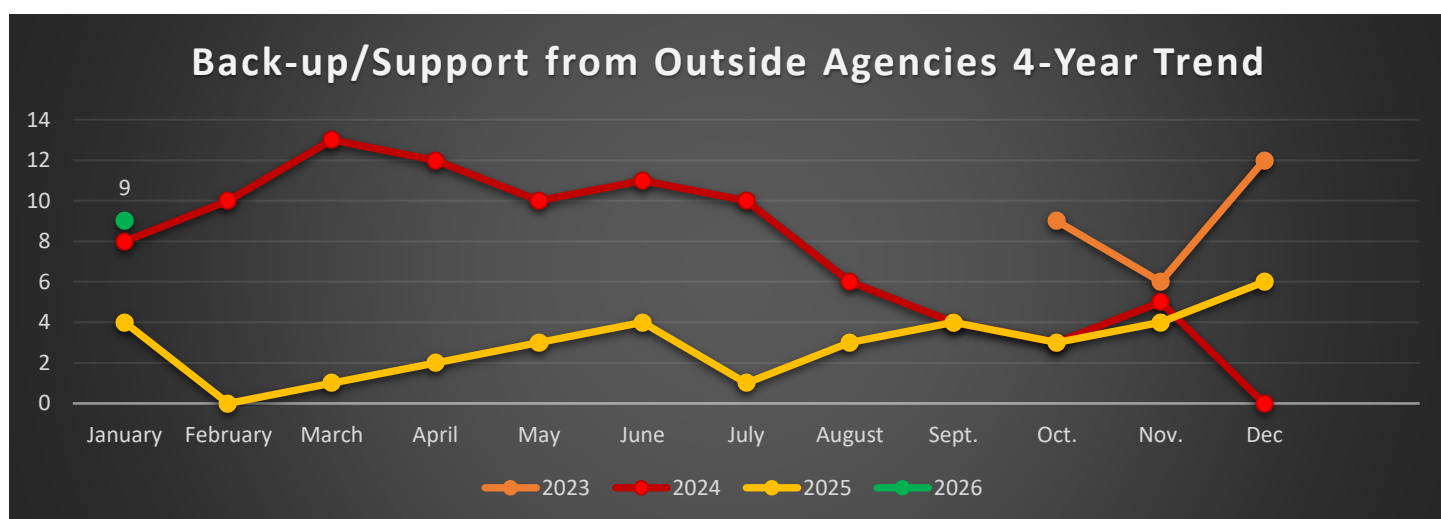


Out of Town Activity: On occasion, Officers will assist Prince William County Police Department, Prince William Fire Department and Virginia State Police with calls for service outside of town.

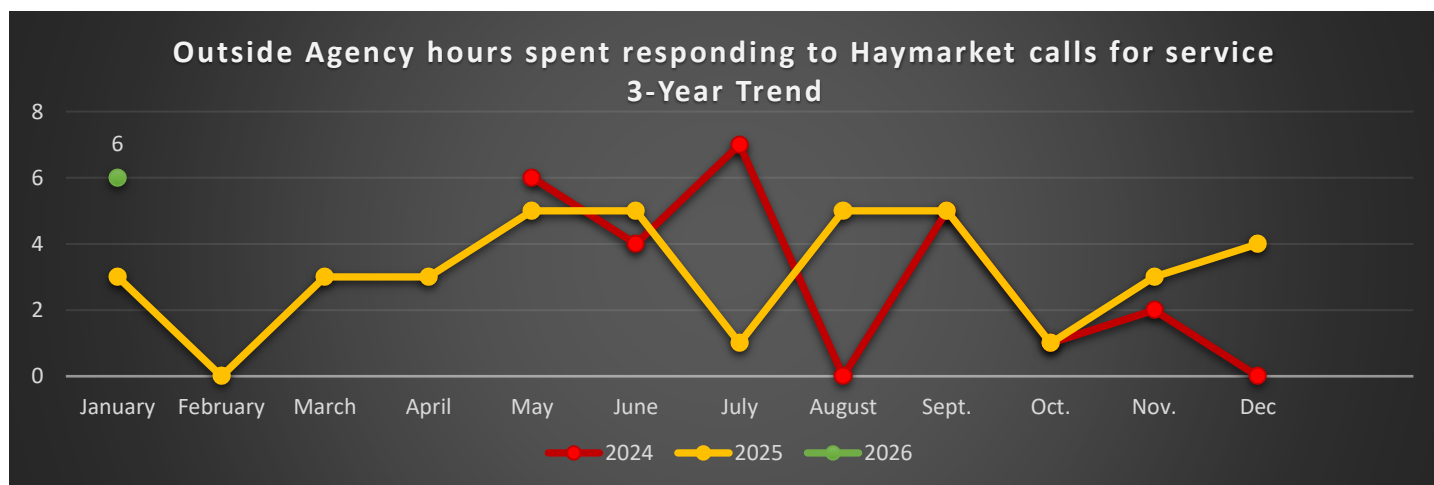
- Back Up: 41



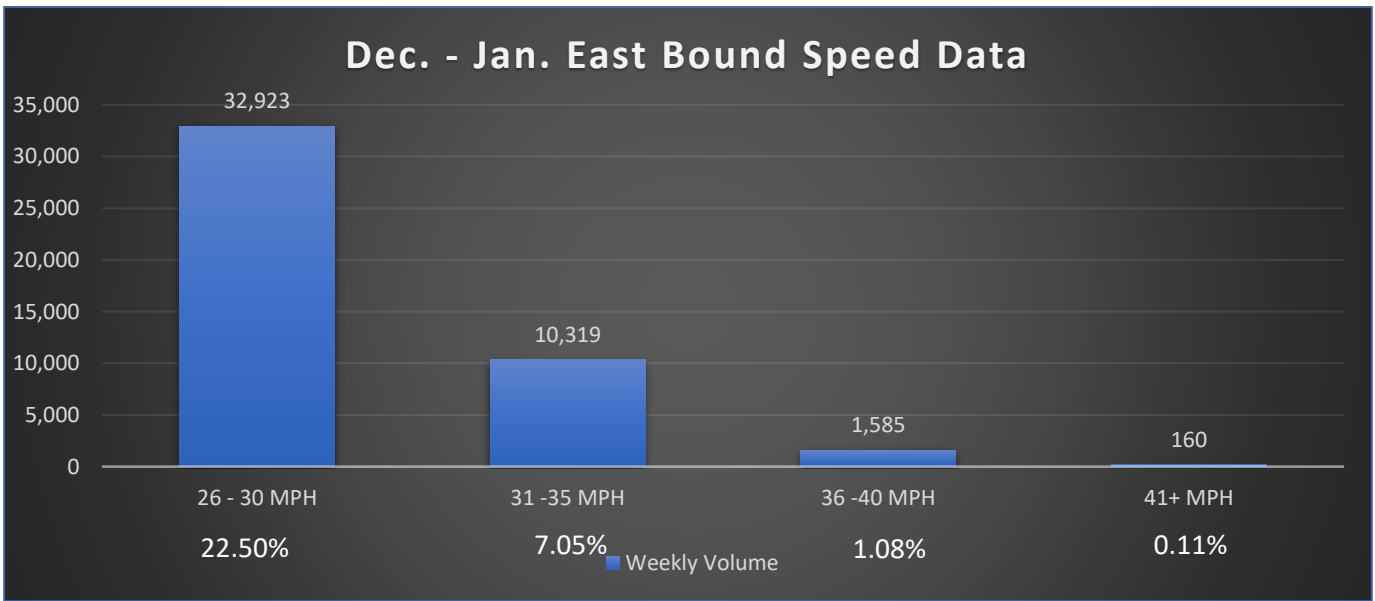
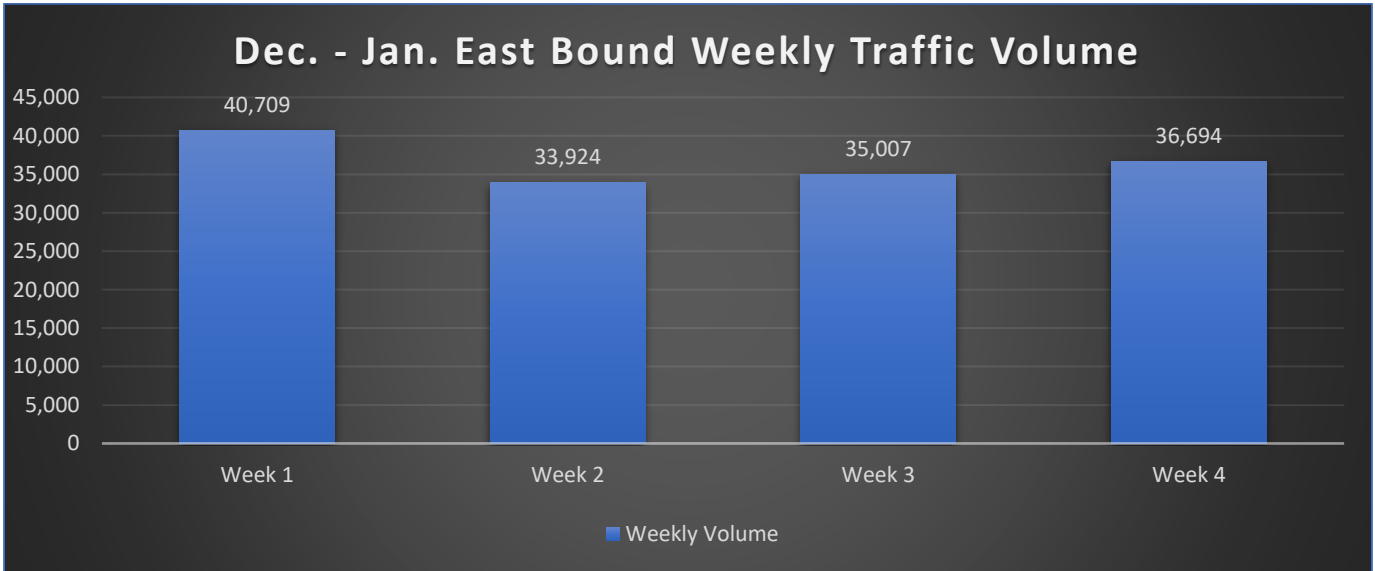
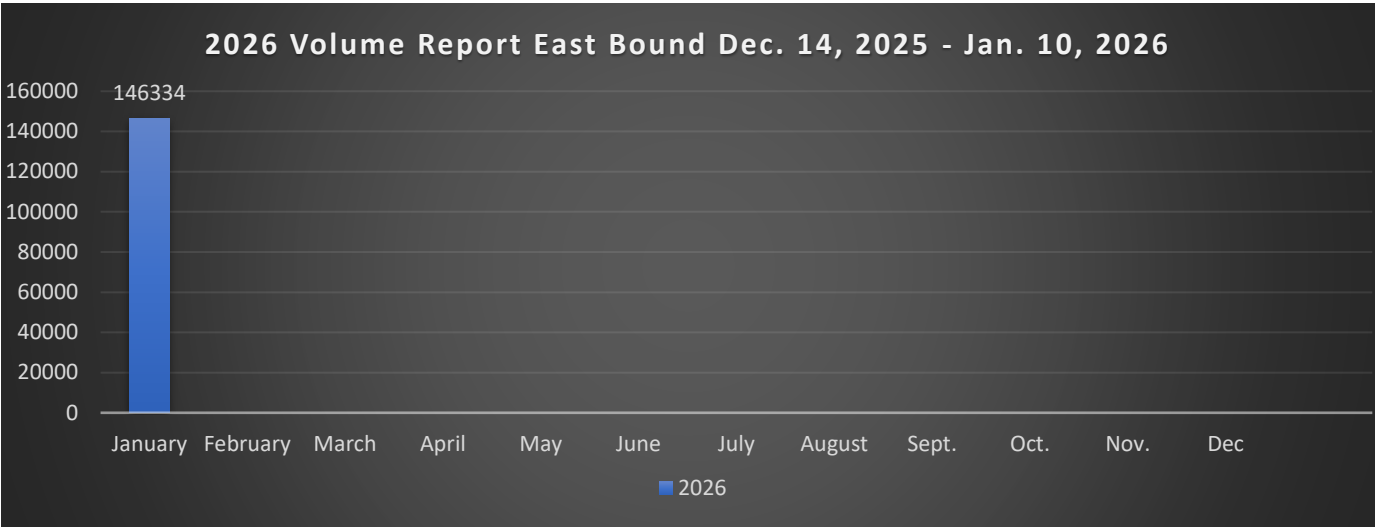
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 9



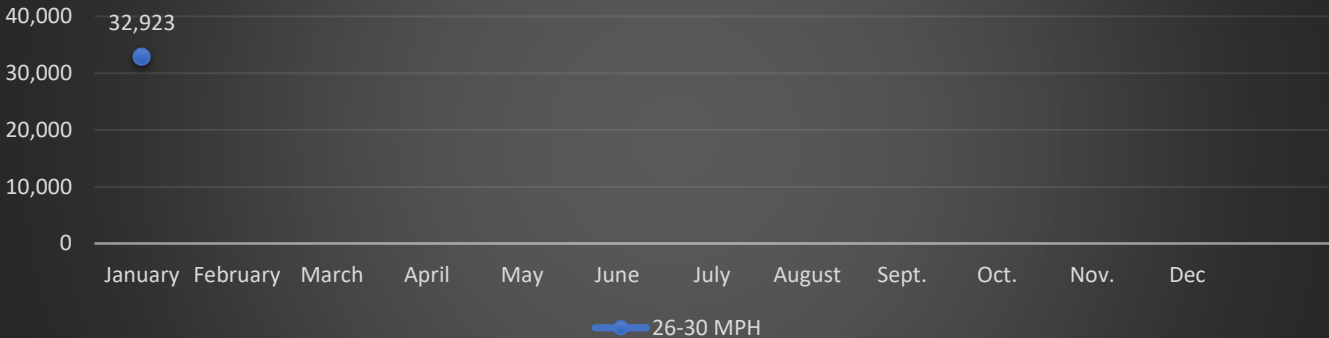
Time spent by outside agencies on calls for service as primary responders: Approximately 6 hours



Monthly Traffic Volume



Speed 26-30 MPH Annual Trending East Bound



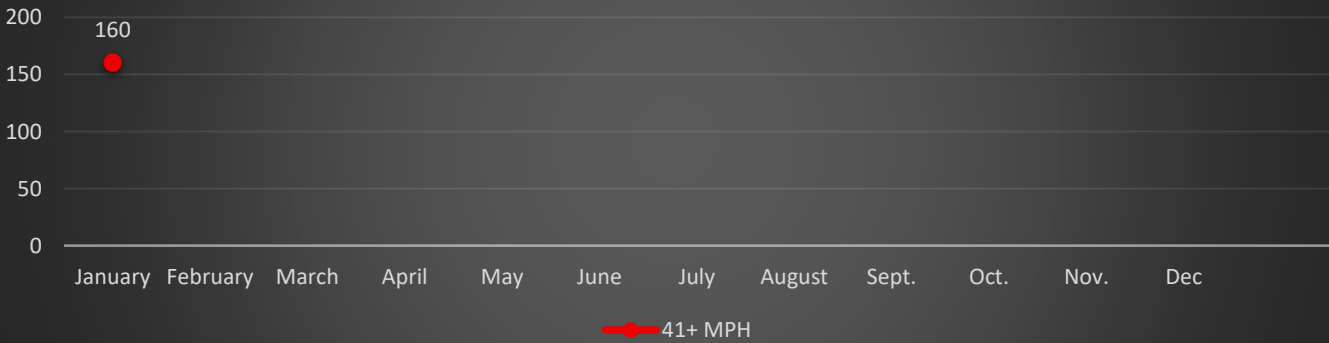
Speed 31-35 MPH Annual Trending East Bound

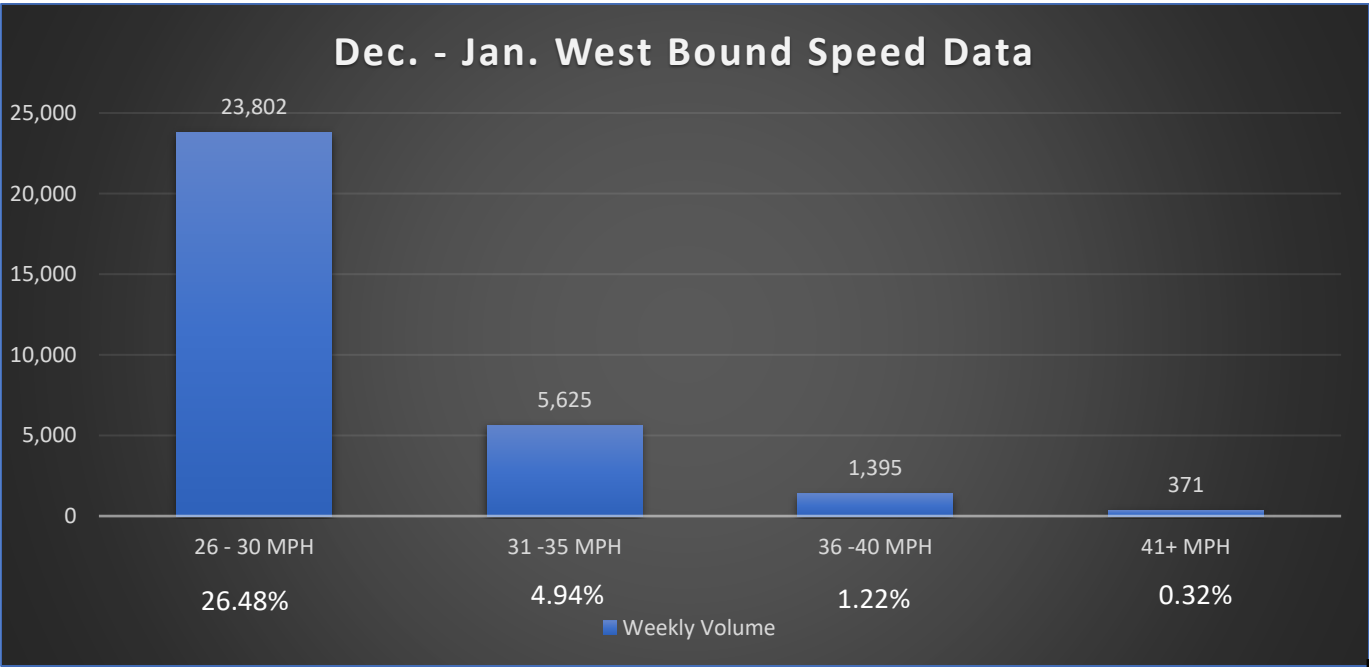
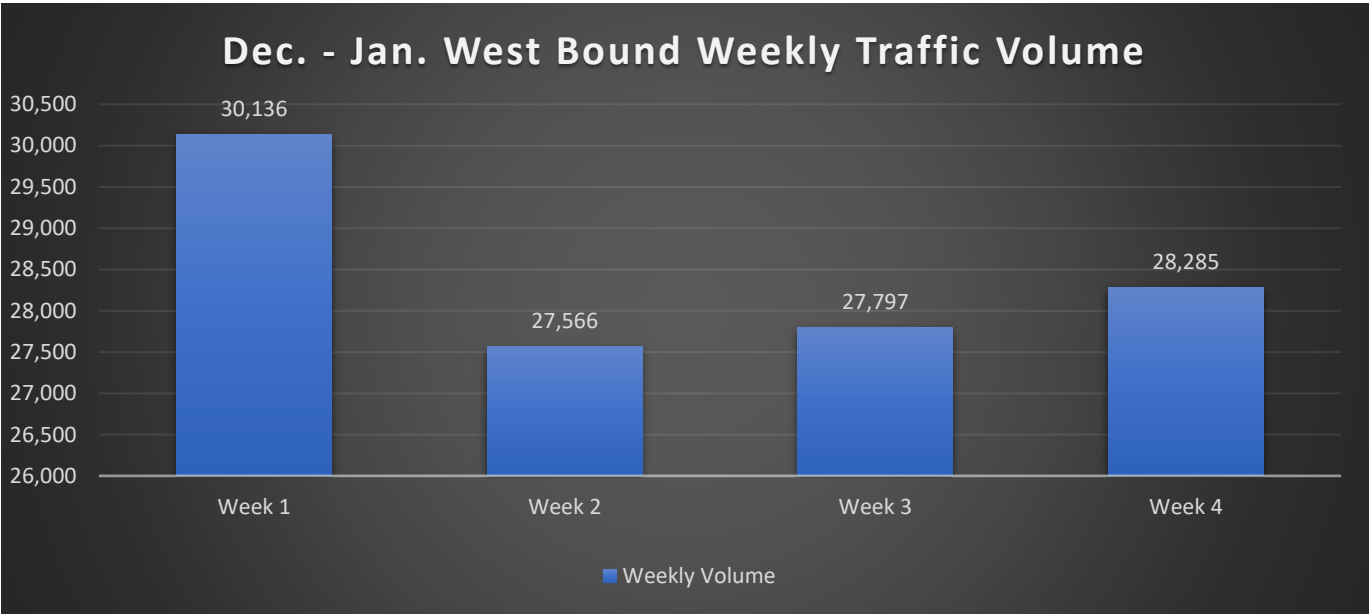


Speed 36-40 MPH Annual Trending East Bound

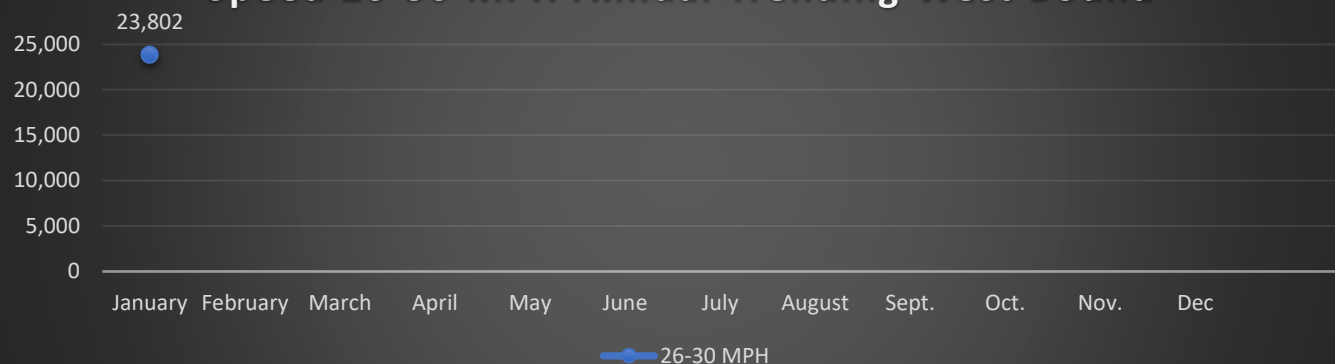


Speed 41+ MPH Annual Trending East Bound





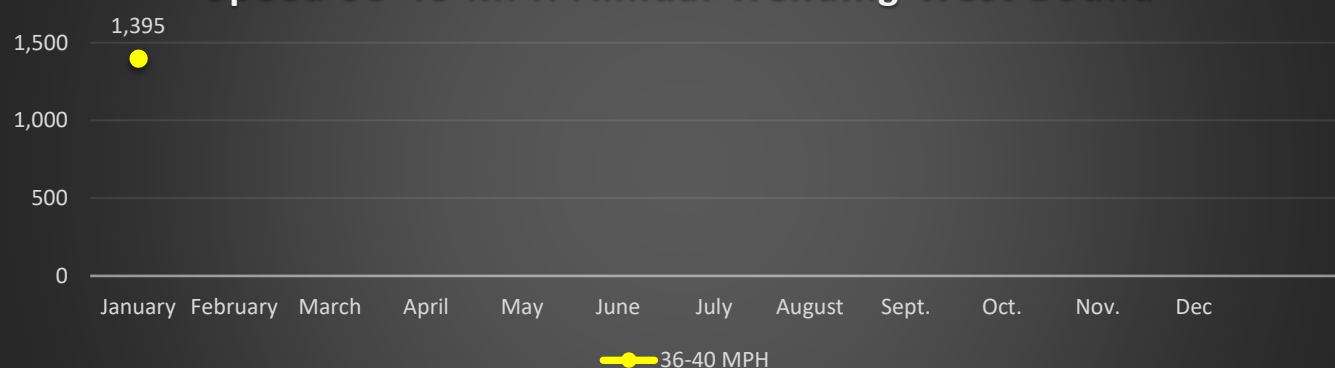
Speed 26-30 MPH Annual Trending West Bound



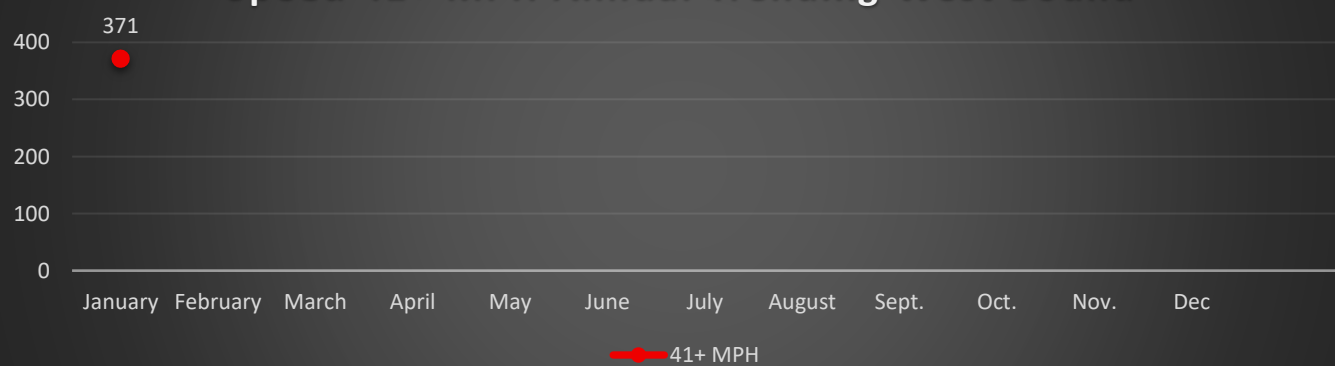
Speed 31-35 MPH Annual Trending West Bound



Speed 36-40 MPH Annual Trending West Bound



Speed 41+ MPH Annual Trending West Bound



Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- On January 5, 2026, VLEPSC President Todd Clingenpeel along with Chief Scott Vantrease of the Virginia Department of Conservation & Recreation presented the Haymarket Police Department and Town Council with their Accreditation Certificate.
- Planning continues for our 3rd Annual Senior Summit event to be held at Park Valley Church on April 23, 2026 from 10am to 2pm. Registration is open.
- We have received our verification letter informing the Town that we have been approved for the DCJS Drone Replacement Grant in the amount of \$20,231. Town Manager Kyriazi has signed the S.O.G.A. which has been accepted by DCJS. We are currently in the status of procurement.
- The Haymarket Police Department has entered into an agreement with Motorola Solutions for both In-Car and Body Worn Cameras. Chief Sibert has signed the Notice to Proceed document. Our "kick-off" meeting was held on January 9, 2026.
- We have been awarded the Firehouse Subs Foundation Grant for 9 new AEDs. The amount of the grant awarded is \$14,031.60. We are in the procurement stage of the grant. The equipment is expected to be shipped on January 22, 2026. Current AEDs will be used to provide emergency lifesaving equipment in Town Hall, other town buildings, and for broader deployment during town functions and events.
- Officer Coopage spoke to students at Primrose Academy about safety and Law Enforcement work.
- Sgt. Finley spoke to a local girl scout group about the topic of "Stranger Danger" and being safe while interacting with the public. This is an annual occurrence preceding the sale of Girl Scout Cookies.
- A Protest was held at intersection of Route 15 and Heathcote BLVD on Sunday January 11, 2026 from 2pm to 3:45pm. Approximately 100 protesters were in attendance. There were no issues.
- On January 8, 2026, a Planning and Research meeting was held with an E-Summons vendor. We are still exploring other E-Summons vendors and options.
- Per Virginia Code, Chief Sibert completed the quarterly "Deaths in Custody" report for DCJS.
- The Haymarket Police Department along with members of the community collected over 100 pounds of food for the Haymarket Food Pantry during the month of December 2025. All collected items have been delivered to the pantry.
- The Haymarket Police Department has updated our First Aid Kits, and they will be ready for deployment in mid-January.
- All borrowed equipment from Prince William County Emergency Services that was deployed for the town's Christmas event has been returned. Chief Sibert has submitted request for both the 2026 Haymarket Day and Christmas event.
- Ballistic Plates and Plate Carriers have been deployed to all PD cruisers. These items are beneficial to the safety of our officers.
- Accreditation Graphics for the PD cruiser haven been designed and ordered.
- Per Virginia Code, Chief Sibert completed the annual "Use of Force" report for DCJS.
- The Haymarket Police Department supported the annual holidays Drive Sober or Get Pulled Over Campaign from December 10, 2025 through January 1, 2026.

Haymarket Police Department 2026 Event Listing

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Campaign	January 1, 2026	Completed
2	Fans don't let fans drive drunk Campaign	February 8, 2026	Upcoming
3	Polar Plunge	February 14, 2026	Upcoming
4	Woman's Self Defense Class 1 (NL)	TBA	Upcoming
5	Vehicle Safety Recall Week	March 2, – 8, 2026	Upcoming
6	Buzzed Driving is Drunk Driving Campaign	March 17, 2026	Upcoming
7	Woman's Self Defense Class 2	TBA	Upcoming
5	St. Baldricks Event	TBA	Upcoming
8	Put the phone away or Pay Campaign	April 6, – 13, 2026	Upcoming
9	Farmer's Market	April 12, - Nov. 15, 2026	Upcoming
10	Drug Impaired Driving Campaign	April 20, 2026	Upcoming
11	HPD Senior Summit	April 23, 2026	Upcoming
12	Woman's Self Defense Class 3 (NL)	TBA	Upcoming
13	Drug Take Back	April 25, 2026	Upcoming
14	Heat Stroke Prevention Day	May 1, 2026	Upcoming
15	Click it or Ticket Initiative	May 10, – May 31, 2026	Upcoming
16	Woman's Self Defense Class 4	TBA	Upcoming
17	Torch Run for Special Olympics	TBA	Upcoming
18	Ice Cream Social	June 12, 2026	Upcoming
19	Water Balloon Fight	June 12, 2026	Upcoming
20	Government Open House	June 18, 2026	Upcoming
21	Buzzed Driving is Drunk Driving	July 4, 2026	Upcoming
22	Speed Campaign	July 6, - July 31, 2026	Upcoming
23	Family Bike Patrol	TBA	Upcoming
24	National Night Out	August 3, 2026	Upcoming
25	Labor Day Impaired Driving DSOGPO	August 12, – Sept. 7, 2026	Upcoming
26	Summer Concert	August 15, 2026	Upcoming
27	Child Passenger Safety Week	September 20, - 26, 2026	Upcoming
28	See Tracks, think Train Week	September 21, – 27, 2026	Upcoming
29	Flags for Hero's	TBA	Upcoming
30	Prince William County Public Safety Expo	October 3, 2026	Upcoming
31	Coffee with a Cop	October 7, 2026	Upcoming
32	Sweet Julia Grace Trunk or Treat	TBA	Upcoming
33	Haymarket Day	October 17, 2026	Upcoming
34	Brooks Heating and Air Truck or Treat	TBA	Upcoming
35	Drug Take Back	TBA	Upcoming
36	Prince William County Truck or Treat	TBA	Upcoming
37	Teen Driver Safety Week	October 19, 2026	Upcoming
38	Halloween Candy Handout	October 31, 2026	Upcoming
39	Buzzed Driving is Drunk Driving Campaign	October 31, 2026	Upcoming
40	Fair at the Square, (Courthouse Event)	TBA	Upcoming
41	Buzzed Driving is Drunk Driving Campaign	Nov. 25, – Nov. 26, 2026	Upcoming
42	Operation Santa Claus	December 5, 2026	Upcoming
43	Christmas in Haymarket	December 12, 2026	Upcoming
44	Santa Cops (West)	TBA	Upcoming
45	Impaired Driving Initiative	Dec. 1, 2026 – Dec. 15, 2026	Upcoming
46	Drive Sober or get pulled over Initiative	Dec. 16, 2026 – Jan. 1, 2027	Upcoming

Respectfully Submitted,
Allen Sibert, Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
EPA Stormwater Grant	Staff	12/4/2024	1/27/2026	Town/County	-Scope will focus on known drainage issues in Town. Added Robinson Paradise to scope -Coordinated CVC plans to JMT -Coordinating drive access to research JBIII office plans -Scheduling meeting for 1st week of Feb
Karter School	Katie/Emily	8/20/2020	1/23/2026	Applicant/Town	-2nd submission comments sent to Applicant 10/23 -E&S review approval letter requested by Applicant for DEQ
Schoolhouse Commons	Katie/Emily	6/11/2025	1/22/2026	Katie	-2nd Submission received 12/23. Comments due ASAP -Public hearing 1/20 -Follow up meeting with Applicant 1/28
Crossroads Village	Katie/Emily	10/18/2018	1/22/2026	Emily	-Stockpile permit coordination -E&S bond release inspection completed. Report provided 11/4 -As-builts approved. Emily to sign. J2 to provide pdf copy of Town signed plans
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	1/22/2026	Katie	-Construction and Town E&S inspections ongoing -As-builts submitted 1/21. Comments due 2/20 -Zoning approval sent 1/22
Robinson's Paradise	Katie/Emily	1/4/2021	1/21/2026	Applicant	-Landscape bond released -Site visit for resident flooding concerns 7/23 -Received geotech report 10/20 -Waiting on as-built resub and need to provide feedback on SWM agreement and sort ownership of SWM facility before bond release -Meeting with developer to be set up
Chick-fil-A SUP + Site Plan	Katie/Emily	11/16/2021	1/21/2026	Katie	-2nd submission plan amendment comments sent 11/24 -Plan submitted for approval 1/21. Review/approval due 1/30

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	1/20/2026	Applicant	-Construction and Town E&S inspections ongoing -As-builts to be requested -Met with developer to discuss revising plan for landscape and streetlights
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	1/16/2026	Applicant/Town	-As-builts submitted 7/8. Comments provided 8/29 -Landscape re-inspection report sent 1/16. Landscape bond to be released minus 10% escrow
Crossroads Village - Hotel Preliminary Plan	Katie/Emily	11/10/2025	1/14/2026	Applicant	-First submission comments sent 12/22 -Requested meeting with Applicant
Crossroads Village - Retail Preliminary Plan	Katie/Emily	11/10/2025	1/14/2026	Applicant	-First submission comments sent 12/22 -Requested meeting with Applicant
Park Sidewalk	Katie/Emily	4/27/2021	1/5/2026	Groupe/Town	-As-Builts in process -Waiting on information from contractor regarding final punchlist item
Meladon Self Storage	Katie/Emily	4/11/2025	12/17/2025	Applicant	-Preliminary plan 2nd submission comments sent 12/17
Lumina	Staff	11/29/2025	12/17/2025	Staff	-Met with applicant to discuss SWM facility in Conservation zone -Town comments due to PWC
Park Pavilion and Restrooms	Emily	11/13/2025	11/24/2025	Town	-RFP Response review
Chick-fil-A As-Builts, Bonds and Closeout	Katie/Emily	7/3/2025	11/19/2025	Applicant	-As-built conditional approval 12/15. Need SWM Maintenance agreement and outfall spreadsheet -Landscape bond to be kept active from original plan
Chestnut Street Lots	Katie/Emily	9/19/2025	11/10/2025	Applicant	-Site plan submitted 9/19 -Comments sent 11/10

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Bleight Residential Plan	Katie/Emily	8/5/2022	11/4/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Coordination of status of deed/plat recordation and bonds with Applicant
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	10/29/2025	Town	-Plans approved -Town to submit registration statement -Cost estimate provided to Town 7/31. Turn lane cost breakout analysis completed 10/29
Robinson Village	Katie/Emily	8/13/2020	10/8/2025	Applicant	-Performance Bond released -E&S Bond released -Landscape bond release inspection report sent 10/8
Iceplex	Katie/Emily	10/4/2024	7/14/2025	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination meeting held 7/14 - no site plan required
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 -Met with VDOT and Applicant on TIA scoping for rezoning

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



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: January 26, 2026

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

1. Reviewed the applicable law, the related RFP, the selected offeror's proposal, and provided a draft of the Compensation Study Contract, and the needed revisions thereto.
2. Reviewed the applicable law and provided a draft of the Arts VanGo lease agreement, and the requested revisions thereto.
3. Reviewed the draft of the Town's Investment Policy and the applicable law, and provided revisions and recommendations related thereto.
4. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding a pending a zoning map amendment application.
5. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding the motion needed for a closed session meeting.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: January 2026 Monthly Report
Date: January 31, 2026

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

This report provides a summary of the meetings held on January 7, 2026, and January 21, 2026. Minutes from the January 21 meeting are attached to this report:

- The Balance Sheet, where Assets = Liabilities and Owner's Equity (ALOE), continues to show a strong financial position for the town, with key financial ratios, such as Liquidity and Financial Leverage, registering strong results
- FLs reviewed and signed checks, following the internal control policy
- FY 2026 budget mostly continues in line with expectations. Note the following items of interest -
 - As of February 1, 2026, the budget is approximately 59% complete, with the following percentages as of our January 21, 2026, meeting:
 - Revenues are running strong at 56.3%, with some line items trending better than expected
 - Expenditures are at 50.1%, with expenditures mostly in line with expectations
 - Net Ordinary Income (NOI) is approximately \$253,000
 - Staff is working on late business license tax renewals, while also working on repayment of past due balances and late meals tax payments
- TM sent to FLs the Conference and Training Policy for discussion at our next meeting (February 4, 2026)
- The Treasurer reported on several initiatives:
 - A budget rebalancing policy under development to formalize the current process, and benchmarked against regional municipalities
 - Working on Investment and Procurement policies for presentation at February Work Session
 - Adjustments to PD budget to reflect recent approved amendment is complete
 - Proposed FY 2027 budget and tax rate development timeline presented and for discussion at the next Town Council meeting

- Budget amendment presented to account for events sponsorship increase to revenue line item 3165-00 and complement to line items 7111003 Contractual Services and 7111004 Events – Other
- The Treasurer and TM will be discussing funding for the Town Center Site Plan w/VNB
- The Chief reported on several initiatives:
 - The Notice to Proceed (NTP) signed for the new Drone hardware. Costs are tracked under line item 3110056 Capital Outlay - Machinery/Equip and is a pass-through cost; Drone software cost absorbed in the existing budget
 - Chief is collecting data to figure out a fair hourly pay structure for internal part-time positions compared to pay for part time staffing for town special events
 - Firehouse Subs Foundation grant – AEDs ordered and the foundation will be pay the vendor directly (value at approx. \$15,000)
 - In-car cameras/BWC received, installation TBD
 - E-summons system discussed and would require an ordinance to collect the town's share to offset the cost of software
- Proposed meeting dates for February – 4th, 11th, 17th and 25th

Open Items (with financial/policy implications):

- Completion of the Personnel Manual. TM and Chief to evaluate what outstanding items are necessary to bring the manual to completion, with projected funding needs

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

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member



TOWN COUNCIL FINANCE LIASON MEETING

Wednesday, January 21, 2026 at 2:00 PM

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

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

MINUTES

Attendees: Councilmember Joe Pasanello, Councilmember Alexander Beyene, Mayor TracyLynn Pater, Town Manager Emily Kyriazi, Town Treasurer Robert Gonzalez, Chief of Police Al Sibert, Town Clerk Kim Henry

Town Treasurer Gonzalez began the meeting by presenting the operating budget actual spending report. He stated that the revenue side of the budget is holding strong. He shared that some line items are trending better than expected. He also stated that the expenditures are on par. He shared that he made the appropriate adjustments to the Chief's budget from the recently approved budget amendment. Discussion followed on the business license tax and meals tax line items.

There was a discussion on the museum walk through after Crossroads Arts Alliance is now out of the building and before the new tenant takes occupancy. There was also a discussion on the Old Post Office building maintenance so that it can be rented.

Mr. Gonzalez stated that he will be presenting a budget amendment for the additional monies collected from events sponsorships to allocate expenditures for the event coordinator. Mr. Gonzalez also asked for support from liaisons on rebalancing the budget. He shared that it would stay within the department. Discussion followed on percentage or money limits. Finance asked for staff to get comparisons from other localities and present a draft policy at next liaison meeting. Liaisons asked that staff provide all draft policies, such as investment policy, procurement policy, conference and training policy, for next meeting for review so that they can be presented to Council at February Work Session. Finance liaisons have agreed to meet weekly during budget season. Mr. Gonzalez presented the FY27 budget schedule.

Chief Sibert provided his report to the liaisons. He updated them on the Drone grant. He shared that staff was taking the training necessary, the delivery timeline on the new drone and the return process of the old drone. He also updated them on the body worn cameras update with the new software company. Lastly he shared on the firehouse sub grant and that firehouse will be pay invoices directly.

Mrs. Kyriazi gave an asset management update. She also shared that the new Town Planner will be starting to work on the updating the Town's Comp Plan.

Mr. Gonzalez brought the FY25 pre-audit contract up for discussion with the liaisons.

Mrs. Kyriazi provided information on the new lease agreement for the museum, the Compensation Study updates and the town center site plan updates.

The meeting concluded with review and approval of the bills presented for payment.



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

Memorandum

To: Honorable Mayor and Town Council
From: Matt Gallagher, Vice Mayor/Business Liaison
Re: February 2026 Business Liaison Report

I have started meeting with Julia and Emily to begin planning Haymarket Day by going over the pros and cons of the location of the beer gardens from last year's Haymarket Day. Next Business Roundtable is scheduled for Tuesday, February 10th. Town Clerk Kim Henry has scheduled Menzie Pittman from Contemporary Music Center to attend the March meeting for the Business Spotlight section of the agenda.

Respectfully Submitted

Matt Gallagher



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

Memorandum

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

At the January 20th meeting, the Planning Commission held a public hearing to receive citizen comments on a rezoning application for 14600 Washington Street. Citizens and businesses occupying the QBE building provided a lot of comments for the Planning Commission to consider. The businesses at the QBE building are basically in favor of the rezoning. However, the citizens were concerned with the additional impact on traffic and the density. The Planning Commission provided comments to the applicant for revisions of the plan. The next meeting is Tuesday, February 10th where the discussion on the application will continue.

Upon request from the Town Council, the Planning Commission reviewed the updated draft of the Strategic Plan and Top priorities. The Commission provided some feedback for the Town Manager to take back to the Town Council prior to adoption.



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

Memorandum

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

Meeting Scheduled for 1/21 @ 7:00PM was canceled on 1/16 due to no COAs submitted.



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: January 26, 2026
Re: Request to amend FY2026 Budget for Events

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment that exceeds one percent of the total expenditure shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at the February 02, 2026 Council meeting.

REQUESTED BUDGET AMENDMENT

1. Our Town Event Coordinator successfully met the adopted budget sponsorship goal and secured additional sponsorships beyond the original projections for Town events. This amendment recognizes the additional sponsorship revenue so the coordinator can continue executing the planned events using the extra funds collected during the current budget year.

<u>Line Item</u>	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Sponsorships	\$ 20,000	\$ 29,525	\$ 9,525
<u>EXPENDITURE:</u>			
Contractual Services	\$ 64,150	\$ 68,675	\$ 4,525
Events – Other	\$ 35,900	\$ 40,900	\$ 5,000

Sample Motion

I move the Haymarket Town Council to approve an amendment to the Fiscal Year 2025 - 2026 budget as designated by Resolution #2026-002.

Or

Alternative Motion



RESOLUTION 2026-002

FISCAL YEAR 2025-2026 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2026 Budget on June 02, 2025, and

WHEREAS, The proposed budget amendment will increase Events - Sponsorships revenue line-item by \$9,525; and

WHEREAS, The proposed budget amendment will increase Events – Contractual Services expenditure line-item by \$4,525; and

WHEREAS, The proposed budget amendment will increase Events - Other expenditure line-item by \$5,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2025-2026 Budget as reflected below:

Budget Amendment for FY2025-2026 Budget

Operational Budget

	<u>Adopted 2025-26 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
3165-00 Sponsorships	\$ 20,000	\$ 29,525	\$ 9,525
<u>EXPENDITURE:</u>			
7111003 Contractual Services	\$ 64,150	\$ 68,675	\$ 4,525
7111004 Events – Other	\$ 35,900	\$ 40,900	\$ 5,000

Done this 02nd Day of February 2026

Motion By:
Seconded By:

Ayes:
Nays:
Absent:

ATTEST: _____

Kimberly Henry, Clerk of Council



Town of Haymarket, Virginia Strategic Plan

Mission:

The Town of Haymarket is a diverse, welcoming community where residents and businesses thrive through transparent governance, fiscal responsibility, and public safety to achieve a vibrant quality of life.

Vision:

Our vision is to be a forward-looking small town that preserves our unique character and traditions, while fostering a safe, pedestrian-friendly, and inclusive community where residents, businesses, and visitors can flourish for generations.

Values:

Transparency	Accountability
Fiscal Responsibility	Community
Inclusive	Collaborative
Integrity	Effective

Goals:

- Improve Transportation and Infrastructure to Enrich Quality of Life and Maintain Small Town Feel
- Promote Fiscal Responsibility and Organizational Excellence
- Enhance Public Safety and Community Policing
- Foster Economic Development, Tourism, and Support Town Businesses
- Preserve Haymarket History
- Enhance Community Engagement



Town of Haymarket, Virginia Strategic Plan

Goals and Strategies

1. Improve Transportation and Infrastructure to Enrich Quality of Life and Maintain Small Town Feel

- 1.1. Complete the implementation of the town park; to include the park pavilion and public restrooms
- 1.2. Complete, expand, and maintain the town streetscape
- 1.3. Investigate, evaluate and assess the feasibility of a municipal parking lot
- 1.4. Investigate the feasibility of a secure parking lot for Police Department and Utility Workshop for the Town
- 1.5. Collaborate with County Supervisor, Council Members, Town Manager, Chief of Police, Partners at State level, VDOT to improve traffic flow and safety including bike, rail and pedestrian
- 1.6. Investigate the feasibility and implementation of the Traffic Safety Plan initiative - Prince William County Safe Streets for All Grant, VDOT
- 1.7. Fund and implement the Town Hall site plan to include improved security and safety measures for the Town Hall Complex

2. Promote Fiscal Responsibility and Organizational Excellence

- 2.1. Volunteer Assistance/Internship to create asset inventory
- 2.2. Investigate 2, 5, 10, 20-year capital improvement plan
- 2.3. Procure a consultant to conduct the Update to the Town's Comprehensive Plan
- 2.4. Create and distribute a Town Services "one-pager"
- 2.5. Enhance cybersecurity measures within Town Hall and Police Department, to include routine audits and training and implementation of cybersecurity strategy and policy



Town of Haymarket, Virginia Strategic Plan

3. Enhance Public Safety and Community Policing

- 3.1. Investigate the feasibility and implementation of maximum speed limits throughout the Town of Haymarket
- 3.2. Continue community engagement for community policing initiative including daily interactions, community events, bicycle patrol, school bus stops, etc.
- 3.3. Investigate technological advancements to enhance public safety and make recommendations and collaborate with Council
- 3.4. Achieve initial VLEPSC certification and maintain certification every four years
- 3.5. Town Manager, Haymarket Policy Department and Security Contractor discuss options for phased implementation of immediate security upgrades that would benefit current security for staff and future Town Hall renovations

4. Foster Economic Development, Tourism, and Support Town Businesses

- 4.1. Expand the advertising campaign for the business community - funding and personnel
 - 4.1.1. Investigate ways to continue the use of economic development funds and increase participation at the Business Round Table
 - 4.1.2. Develop a plan to highlight the business community: add Business Spotlight through weekly videos, spotlight types of businesses, social media pages, Restaurant Week
- 4.2. Benchmark other towns and how they provide funding for start-up small businesses and promote businesses
- 4.3. Continue to engage face to face with existing businesses

5. Preserve Haymarket History

- 5.1. Update the contributing resources list to encompass all historic structures, and previous structures
 - 5.1.1. Document and archive historical assets
- 5.2. Develop a plan of recognition of historical sites through a walking program and signage program
- 5.3. Investigate and define a Historic Preservation program
- 5.4. Develop a museum plan



Town of Haymarket, Virginia Strategic Plan

6. Enhance Community Engagement and Placemaking

- 6.1. Track community engagement enhancements: for example, provide list of events, purpose, costs/revenue on an annual basis for Council feedback and input
- 6.2. Encourage murals and community art in partnership with the Town
- 6.3. Town design and install a LOVE sign
- 6.4. Modify ordinance to allow community artwork
- 6.5. Partner with businesses to encourage art in the community
- 6.6. Establish the annual Town Government Day
- 6.7. Define programming for youth government education



Town of Haymarket, Virginia Strategic Plan

November 3rd, 2025, Annual Strategic Plan Review

Successfully Completed Strategic Plan Strategies:

- Defined rules of engagement and clarified roles and responsibilities for liaisons and council members
- Explored networking opportunities with small-town jurisdictions and the Virginia Municipal League (VML) to provide council updates on state legislation and local zoning regulations
- Researched, developed, and implemented a comprehensive Compensation Study for all Town employees
- Conducted an annual assessment of departmental resource needs in relation to service demands, legislative changes, and evolving police practices
- Strengthened partnerships with Prince William County Economic Development and Tourism to support regional growth
- Finalized and executed the Town's Communications Plan to enhance outreach and transparency

Strategic Plan Goals and Priority of Strategies
Town of Haymarket
Strategic Plan

Section VII, Item2.

Top 10 Priorities for the Town Council, as set by the Council Survey		
<i>The lower response values equal higher priority level</i>		
Priority	Strategy	Response Average
1 *	Fund and implement the Town Hall site plan to include improved security and safety measures for the Town Hall Complex	1.50
2 **	Complete the implementation of the Town Park Plan; to include the Park Pavilion and Public Restrooms	1.50
3	Procure a consultant to conduct the Update to the Town's Comprehensive Plan	7.50
4	Collaborate with County Supervisor, Council Members, Town Manager, Chief of Police, Partners at State level, VDOT to improve traffic flow and safety including bike, rail and pedestrian	8.00
5	Enhance cybersecurity measures within Town Hall and Police Department, to include routine audits and training and implementation of cybersecurity strategy and policy	8.83
6	Complete, expand, and maintain the town streetscape	9.33
7	Volunteer Assistance/Internship to create asset inventory	9.50
8	Town Manager, Haymarket Police Chief and Security Contractor discussion options for phased implementation of immediate security upgrades that would benefit current security for staff and future Town Hall renovations	9.50
9	Investigate the feasibility and implementation of maximum speed limits throughout the Town of Haymarket.	10.50
10	Investigate 2, 5, 10, 20-year capital improvement plan	11.33

*The Town Council has been working on the Town Center Site Plan since 2015. The site plan includes improvements to the site infrastructure, stormwater management, a right turn lane on Jefferson St, sidewalk improvements, modified parking layout and general improvements. The site plan was approved in 2023, and Town Staff is finalizing the details of the funding for Town Council to consider. Funding options have been presented to the Council this past fall. Funding discussions will continue this coming budget season for FY27.

Strategic Plan Goals and Priority of Strategies
Town of Haymarket
Strategic Plan

Section VII, Item2.

**The Town Council issued a RFP for the Town Park Engineering services. The proposals are due to the Town by January 5, 2026. The Town Staff will review the proposals and make a recommendation to the finance committee and Town Council in the February-March timeframe.