



TOWN COUNCIL – REGULAR MEETING

Monday, November 03, 2025 at 7:00 PM

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

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

IV. PRESENTATION: CHIEF OF POLICE SIBERT

V. PRESENTATION: Eileen Smith - Haymarket Food Pantry

VI. CITIZENS TIME

VII. ARB and TOWN COUNCIL VACANCY INTERVIEWS

1. Architectural Review Board Vacancy

2. Town Council Vacancy

VIII. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Closed Session – September 29, 2025 6 PM
2. Mayor and Council - Monthly Work Session - September 29, 2025 7 PM
3. Mayor and Council – Public Hearing/Regular Meeting – October 6, 2025 7 PM

B. Department Reports

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

C. Liaison Reports

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

IX. AGENDA ITEMS

1. Award Contract for Compensation Study: Vice Mayor Gallagher/Councilmember Baker
2. Old Post Office Structural Report: Town Manager Kyriazi

3. 2025 Holiday Schedule for Town Hall Office: Town Manager Emily Kyriazi

X. COUNCILMEMBER TIME

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

XI. ADJOURNMENT

TracyLynn Pater, Mayor Matt
Gallagher, Vice Mayor Council
Members:

Mary Ramirez
Joseph Pasanello
Ken Luersen
Alexander Beyene
Jusin Baker



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: SREEJA NAIR

Address: 14813 Caboose Trl, Haymarket, VA 20169

Cell Phone: 571 363 6615

Email Address: surendran.sachin@gmail.com

Please Circle One Below;
Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the

Town's governmental process and how you feel you can contribute.

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

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



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
www.townofhaymarket.org

Appointed Boards, Committees & Commission:
Application for Appointment Consideration

Full Name: DAVID LEONARD CAPOSSELA

Address: 6885 JOCKEY CLUB LANE, HAYMARKET, VA 20169

Cell Phone: 202/748-7469

Email Address: DCAPOSSELA@GMAIL.COM

Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

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

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

David L. Capossela
 6885 Jockey Club Lane
 Haymarket, Virginia 20169

I am seeking an appointment for the open **Haymarket Town Council position**, bringing a history of service and a focus on "**smart growth**" and **traffic solutions**.

- **Current Service:**

- Currently serve on the **Architectural Review Board (ARB)** and the **Planning Commission**.
- Acts as the Planning Commission liaison to the ARB.

- **Deep Community Roots:**

- We Moved to the Gainesville/Haymarket region in **1997** and have lived within **town limits since 2013**, motivated by the desire for a walkable community.
- Our family looks forward to and regularly attends town events such as Haymarket Day.
- Recently helped town staff set up Haymarket Day.
- I am married to an elementary school teacher; and have two college-aged children (JMU and GMU).

- **Key Priorities if Appointed:**

- I Advocate "**smart growth**" to manage change effectively.
- I would like to Address frequent **traffic issues** within the town by working closely with the Council, Police Chief, and VDoT.
- Enhance the town's **walkability**.

- **Motivation:** I am committed to "**giving back**" to the community and helping the town and its residents to the best of their ability.



TOWN COUNCIL CLOSED SESSION

Monday, September 29, 2025 at 6:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

PRESENT

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

CLOSED SESSION

Closed Session Motion

Councilmember Luersen 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 Town leases; and Pursuant to Virginia Code § 2.2-3711(A)(29), discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Vice Mayor Gallagher seconded the motion.

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

Certification

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

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

Directive or Motion from Closed Session

Without objection, Vice Mayor Gallagher directed the Town Staff to proceed as discussed in the Closed Session.

II. ADJOURNMENT

With no other items, Councilmember Pasanello moved to adjourn from the Closed Session seconded by Councilmember Ramirez. The motion carried.

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

DRAFT



TOWN COUNCIL – WORK SESSION MEETING

Monday, September 29, 2025 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

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

II. PLEDGE OF ALLEGIANCE

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

III. TOWN MANAGER REPORT

1. Monthly Report

Mayor Pater invited Town Manager Emily Kyriazi to the podium to give the monthly Town Manager's report. Town Manager Kyriazi updated the Town Council on several items to include:

1. Staff is still working on the RFP to close out the sidewalk project at the Town Park. She shared that the Town Attorney will be recording the plat and deed. She also shared that the Town Engineer will be addressing the chips in the sidewalk with the contractor. The contractor will be submitting their as-builts in the near future. Discussion followed on the financials and the standards of the color of the stamped concrete on the project.
2. Update on Storm Water Assessment Program. Staff recently had a grant follow up meeting with the County and survey work will begin. She shared that this project is moving along very well focusing on areas 1 and 2 - the Fayette and Jefferson Streets corridor.
3. Strategic Planning Meeting on November 1, 2025 8 am-12 pm. Dr. Stephanie Davis from Virginia Tech will be here to discuss one year in review and bring forth any revisions or amendments.
4. Website redesign agreement has been signed with CivicPlus. Updates will be coming in the near future.
5. Planning and Architectural Engineering RFP on Park Pavilion is being worked on with the Town Attorney so that it can be sent out by October 14th.
6. Prince William County has given approval for Haymarket Police Department to use the training facility. Discussion followed on the CXO meetings with the Town Managers. Mrs. Kyriazi shared that at the last meeting she brought up her concerns of the Washington Street/Jefferson

Street intersection with the new 250 townhouses planned construction on Heathcote and Old Carolina. She asked for a future meeting with the County to speak on the potential traffic issues at the intersection.

7. Updates on maintenance work on the Town Hall building and other Town owned buildings.
8. Storm water concern at Robinson Paradise. Mrs. Kyriazi shared that staff is still waiting on the geotechnical report from D.R. Horton. She shared that bonds have not been released.
9. Draft franchise agreement from Comcast. Mrs. Kyriazi shared that she has also reached out to Verizon regarding a franchise agreement.
10. Staff is working on procurement, investment and travel and conference policy amendments that will be coming before Council in the future.
11. Land Use updates. Largest one currently is the Chick Fil-a SUP for drive through expansion, site plan for storage lot behind Sheetz, last submission for Karter School site plan, and 2 single family homes at the end of Fayette Street. A discussion followed on the subject of projects and bonds.
12. Nothing new to report with the office of clerk or maintenance subject items.
13. Events. Staff has marked the spaces for Haymarket Day. Based on the new layout, additional spaces have opened up. Event Coordinator Julia Crofford is looking for more volunteers for the day.
14. Real Estate tax bills are going out by early October.
15. Details on this year's Christmas Ornament was shared.
16. The staff is still accepting applications for the Military Banner program. Deputy Clerk Alexandra Elswick shared that there are approximately 20 spots still open.

IV. CHIEF OF POLICE REPORT

1. Monthly Report

Chief of Police Al Sibert gave his monthly report to the Town Council. Items included are:

1. Calls for Service was up a little bit at 163. Chief Sibert shared that there were no real concerns.
2. Business checks and residential enhance patrols are up, which is good.
3. Response time remain static.
4. Traffic Stops were at 130 with 59 summons and 91 warnings written during those stops.
5. No changes on DMV grant reporting for the quarter. Grant for FY26 has been approved and contract has been signed. New grant to start October 1.
6. Out of Town calls for service was up a little bit.
7. Traffic data was given.
8. Community safety cameras are all operational.
9. New officer has started.
10. Stop the Bleed training date was given for Council and staff.
11. Upcoming event dates were given.

Discussion continued on speed enforcement and the traffic data from the cameras.

V. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided updates on the Monthly financial report. He shared that the town is at the 25% mark of the current budget. He stated that all of the Real Estate tax bills have been entered and Council will start and see payments come in. He also provided all line items are looking on target and some are stronger than anticipated. Mr. Gonzalez provided updates on rental income and event sponsorships. He also shared the revenues from the recently sold police cruisers. A question was asked if there anything of concern on the budget

since the town is 3 months in. Mr. Gonzalez shared that there is nothing of concern at this time. He shared that the only thing that may come up is additional maintenance work of some of the town owned buildings. He also shared that the recent audits have come back with a positive outcome. Mr. Gonzalez stated that he is working on creating a investment policy following state regulations.

2. Ordinance #2025-002: Tax Free Weekend

Town Treasurer Roberto Gonzalez shared that Haymarket Day is the biggest event and most attended event of the year for Haymarket. He shared that, in previous years, the Town Council adopted an ordinance to waive meals tax for all food vendors and restaurants for Saturday and Sunday of Haymarket Day. A brief discussion followed on informing the businesses and the consumers of the tax free weekend.

3. Outdoor Event Ordinance

Town Manager Emily Kyriazi provided the clean final draft of the Outdoor Event Ordinance. She shared that this ordinance has been discussed in detail. However, there was a recent event that took place that the ordinance did not address. She shared that there needs to be something in the ordinance that would allow the Town Manager and the Chief of Police to quickly adapt to community request to hold an event within a very short timeline. She shared that the staff recently had a request to hold a public vigil at the Town park. She shared that she would like to ensure the the Outdoor Events Ordinance addresses those types of scenarios so that staff is able to act quickly on the request. Mrs. Kyriazi asked for direction from Council on whether they would like a separate ordinance to handle those matters or to hold off on this ordinance in order to add that language. A discussion followed. After the discussion, the Town Council directed staff and the Town Attorney to draft an ordinance that would address unexpected events that would give the Town Manager and Chief of Police to act upon as appropriately needed.

VI. CLOSED SESSION

1. Closed Session Motion

Councilmember Luersen moved that the Haymarket Town Council go into closed session as permitted by Virginia Code § 2.2-3711 (A)(29), Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Pasanello seconded the motion. The motion carried.

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

2. Certification

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

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

3. Directive from Closed Session

Without any objections, Vice Mayor Gallagher directed staff to proceed as discussed in Closed Session.

VII. ADJOURNMENT

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

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



TOWN COUNCIL – PUBLIC HEARING/REGULAR MEETING

Monday, October 06, 2025 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Pastor Don Meeks - Greenwich Presbyterian Church

Mayor Pater introduced Pastor Don Meeks and invited him to the podium to give the evening's invocation.

IV. MEET THE CANDIDATES

George Stewart - Gainesville District Board of Supervisor Candidate

George Stewart, Democratic candidate for the Gainesville District Board of Supervisor seat shared with the Council and audience a brief autobiography and his desire to fill the vacancy on the Board. He shared that he is opposed to the data centers. He shared that he would like to keep the schools fully funded and backs the revenue sharing agreement that the County has with the school board. He shared his background as a derivative trader in the finance industry and his desire to obtain affordable housing for those working in the County to live in the County. He concluded by sharing his combat experience and his ambition to fight the data center complex. He thanked the Council for the time to speak at the meeting.

Patrick Harders - Gainesville District Board of Supervisor Candidate

Patrick Harders, Republican candidate for the Gainesville District Board of Supervisor seat, shared with the Council and audience a brief autobiography and his moving to the Gainesville District in 2016. He shared his business concept and his desire to serve the Gainesville District. He shared his passion on preserving this area in the fighting of the data centers. He shared that he would like to follow the steps of what Bob Weir started. His concluded by thanking the Council and Staff for the invitation to come speak and thanked the Council for their service to the community.

Delegate Josh Thomas - 21st District Virginia Delegate Candidate

Delegate Josh Thomas shared that he is running for election for the State House of Delegates. He shared, unlike the first time he spoke at the podium, he has a record from being in the House to see whether he has served the County and the Town of Haymarket with honor and integrity. He shared what he set out to do in the past two years in the House: 1. Create and support a family first economy, 2. to make sure that the public school system remains world class, 3. protecting our communities. He gave examples of each item.

V. PRESENTATION: Delegate Josh Thomas/Senator Danica Roem

Mayor Pater invited Delegate Josh Thomas and Senator Danica Roem to the podium to give a presentation. Senator Roem shared that the State would like to recognize and give honor to Councilmember Ken Luersen when he served two terms as the Mayor for the Town of Haymarket. They presented Councilmember Luersen with a declaration of resolution from the State House.

VI. PRESENTATION: Boxes of Basics - Sarah Tyndall

Sarah Tyndall, founder and executive director of Boxes of Basics, gave a brief update on the success of the organization that provides seasonal clothing for children in need within Prince William County. She shared that they have expanded into Fauquier and Warren Counties and is starting to go into parts Fairfax County. She shared items that goes into a box for a child. She thanked the Town of Haymarket, particularly the Haymarket Police Department, for their generosity on being the busiest drop off location for items. She presented Chief Sibert a certificate for recognition and gratitude in providing help for local children.

VII. PRESENTATION

1. Public Notice

Town Clerk Kim Henry read the public notice into the record.

2. Citizen Comment

There was no public comment or emails on the subject of the public hearing.

3. Close Public Hearing

With no comments, Mayor Pater closed the Public Hearing.

VIII. CITIZENS TIME

Sarah Ford, executive director for Willing Warriors, shared that the organization is celebrating their 10 year anniversary hosting warrior families at the retreat. She shared the numbers of families the retreat has hosted. She shared that it is refreshing to see everyone support one another. She thanked the Council for creating that atmosphere. She invited the Council to the warrior retreat for the 10th anniversary gala.

IX. CONSENT AGENDA

Mayor Pater asked for any pulled reports from the Consent Agenda.

With no pulled reports, **Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda items A:1-3, B:1-5 and C:1-5. Councilmember Ramirez seconded the motion. The motion carried.**

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

A. Minute Approval

1. Mayor and Council – Work Session – August 25, 2025
2. Mayor and Council – Town Council/ARB Joint Meeting: September 2, 2025, 5:30 PM
3. Mayor and Council - Public Hearing/Regular Monthly Meeting: September 2, 2025 7 PM

B. Department Reports

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

C. Liaison Reports

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

X. AGENDA ITEMS

1. Haymarket Day Updates: Julia Crofford - Event Coordinator

Town Event Coordinator Julia Crofford gave a brief update on the upcoming Haymarket Day Event. She shared that the parade would kick off the event and that the route has changed this year with it ending on Jefferson Street. Ms. Crofford shared that she is working with Prince William County print shop and that this year there will be a brochure that gives the vendor spots and a little history on the event and on the Grand Marshal for the parade, the late Bob Weir. She shared that there will be additional parking spots and information on the bus service. She stated that this event would not be possible without the generosity of the sponsors. She concluded her presentation by sharing that she is still looking for volunteers to help out for the day. A short discussion followed.

2. Ordinance #2025-001: Outdoor Events Ordinance

Mayor Pater asked for any discussion on the item. Town Manager Emily Kyriazi shared that she spoke with the Town Attorney on the discussion from the work session regarding the need for another ordinance or policy relating to the quick and spare of the moment request and the use of Town property to hold such events, such as a community gathering. Mrs. Kyriazi shared that she will work with the Town Attorney on establishing a policy and will be bringing that to Council at a future meeting. Regarding the current ordinance before the Council, Town Manager Kyriazi shared that she has not received any feedback from the community, including the businesses.

Councilmember Ramirez moved that the Haymarket Town Council adopt Resolution 2025-010: A resolution to adopt Ordinance #2025-001- an ordinance to amend Chapter 15 of the Haymarket Town Code, Outdoor Event Ordinance. Councilmember Luersen seconded the motion. The motion carried by a roll call vote.

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

3. Ordinance #2025-002: Meals Tax Free Weekend

Town Treasurer Roberto Gonzalez shared that this ordinance has been something the Town has been doing for restaurants during the Haymarket Day weekend to encourage patrons to shop and eat local. He stated that the dates would be October 18-19 and that staff would be notifying the businesses of the tax free weekend.

Councilmember Pasanello moved that the Town of Haymarket Town Council adopt Ordinance #2025-002: An ordinance to waive meals tax on October 18 through October 19, 2025 set by Section 42-186 of the Code of Ordinances, Town of Haymarket, Virginia (2014), as amended, relating to food and beverages. Councilmember Luersen seconded the motion. The motion carried by a roll call vote.

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

4. Transportation Improvement Sub-Committee

Town Manager Emily Kyriazi shared that in a recent finance liaison committee meeting, there was a discussion on some of the priorities in the strategic plan as well as some of the projects that they would like to work on. She shared that the majority of the discussion was centered around transportation. Mrs. Kyriazi shared some of the key subjects regarding transportation that was discussed. She stated that she suggested that the Council form a transportation sub-committee. She shared that the liaisons are looking for Council to create the sub-committee of Council to help staff champion some of the areas discussed by setting meetings with the County transportation department and Gainesville Supervisor to ask for help and support. She shared that she has asked Councilmember Pasanello lead the committee and suggested that Councilmember Luersen and Councilmember Beyene join as well. A discussion followed on the subject. Mr. Pasanello shared that this is also a state level. He shared that Chief Sibert has provided some helpful data. Councilmember Luersen and Councilmember Beyene agreed to be on the sub committee. Since this constitutes a quorum, the Town Clerk will be present to take minutes. A discussion continued on considering a pedestrian study as well as vehicular study. After the discussion, Town Manager Kyriazi shared that she will provide the Council with the date and time of the kick off meeting once she talks with the sub-committee.

At this time, Vice Mayor Gallagher asked for a Closed Session at the end of this evening's meeting. There was no objection and a directive was made to add closed session to the agenda.

XI. COUNCILMEMBER TIME

1. Vice Mayor Gallagher

Vice Mayor Gallagher welcomed everyone who was in the audience at this evening's meeting. He thanked the candidates for coming to the meeting and also shared that it was good to see them being friendly with one another. He also thanked the Event Coordinator for all her hard work and is looking forward to Haymarket Day.

2. Councilmember Luersen

Councilmember Luersen shared that he was humbled with being recognized up to the State level for his contributions. He shared the recognition will not be taken for granted and encouraged others to serve.

3. Councilmember Pasanello

Councilmember Pasanello congratulated Councilmember Luersen for being recognized at this evening's meeting. He thanked the students for attending and encouraged them to get involved in their community. He shared that October is National Pizza month and mentioned the local pizzerias in Haymarket. He also recognized that October is Breast Cancer Awareness month and encouraged everyone to get a mammogram. Lastly, he shared that he visited Leopold's Reserve and that they will be at the meeting in January.

4. Councilmember Beyene

Councilmember Beyene thanked the Event Coordinator for all her hard work for Haymarket Day. He also thanked the Town Manager and Chief of Police for providing weekly updates and detailed reporting at the Monthly Work Sessions. He also complimented the staff on proposing solutions by updating and creating new policies.

5. Councilmember Baker

Councilmember Baker thanked everyone for attending the evening's meeting. He also thanked the staff for all their hard work. He particularly thanked the Event Coordinator for all the hard work on Haymarket Day. He also congratulated Councilmember Luersen for the recognition he received earlier in the evening.

6. Councilmember Ramirez

Councilmember Ramirez shared that she won't be at the Haymarket Day event but hopes everyone has a wonderful time. At this time, Councilmember Ramirez prepared a statement of resignation. The resignation letter is attached to the approved minutes.

7. Mayor Pater

Mayor Pater expressed her condolences on the decision that Councilmember Ramirez made to step down. She stated that it was her hope as the leader of the Town to build a bridge between community, the businesses and those sitting on the dais. She congratulated Councilmember Luersen and said she was privileged to have witnessed the honor given to him. She also expressed her excitement for the upcoming Haymarket Day and thanked the Event Coordinator for all her hard work. She also thanked the candidates for coming to this evening's meeting and for them to share with the audience their visions. She also thanked the students that attended this evening's meeting and encouraged them to reach out to her with any questions. Lastly, she thanked Councilmember Pasanello for bringing awareness of Breast Cancer Awareness month.

XII. CLOSED SESSION

1. Closed Session Motion

Councilmember Luersen moved that the Haymarket Town Council go into closed session as permitted by Virginia Code § 2.2-3711 (A)(29), Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Vice Mayor Gallagher seconded the motion. The motion carried.

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

At this time, Councilmember Ramirez left the meeting.

2. 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 Pasanello seconded the motion. The motion carried by a roll call vote.

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

3. Directive/Motion

Without objection, Councilmember Baker directed the staff and Town Treasurer to move forward as directed in the Closed Session.

XIII. ADJOURNMENT

With no further business before the Town Council, Councilmember Beyene moved to adjourn seconded by Councilmember Baker. 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, Mayor Pater**

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	Deed and Plat are recorded, photos sent to the engineering group regarding concerns about chips in the sidewalk
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
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: Next meeting is scheduled for October 30th.
Comprehensive Zoning Inspection	Emily K		Town Manager will complete urgent Zoning Inspections and reviews in a timely manner. Other comprehensive zoning inspections will be delayed until December/January timeframe due to staffing changes in the office
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	The next business roundtable meeting will be November 18th. We will be discussing marketing prior the holidays, Deck the Door contest, involvement with our Holiday event and more!
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth - monitoring site for complete growth
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Following discussion at the Town Council work session June 30th -- Council will make recommendations for additions to the Strategic Plan, additions will be compiled and discussed/reviewed at the Fall Retreat meeting with consultant and the plan amended as appropriate. I have also suggested at the fall retreat meeting that the Council have a discussion on prioritizing items in the plan for the Staff to work on. Councilmember Pasanello suggested adding the Compensation Study and Analysis to the Strategic Plan under Goal #2. I will track recommended additions in my Strategic Plan working document as discussed by the Town Council. UPDATE: Sent a working document to the Town Council for review and discussion prior to the Nov 1st Meeting on the plan
Museum: Crossroads Arts Alliance	Emily/Tracylynn		UPDATE: Met with CAA on August 21 follow -up with the organization after they received notice of the new plan for the Museum going forward. Working on an agreement plan and fee structure for the new rental terms. UPDATE: A business owner and community member has reached out to Mayor and I to discuss a proposal for the Town Museum. I will share additional details as we communicate with the individual
Community Outreach : Youth in Government	Emily/Mary		At our 7-17 meeting, I discussed with Councilwoman Ramirez the upcoming Fall schedule and work load for the Town Staff. Based on Staff bandwidth, I requested the program be moved to February and be offered as a two day (2 hr. evening) program. Additional details will follow from Councilwoman Ramirez -- TBD
Town Park/Playground	Emily K.		Repaired one of the play structures that was damaged. Will be removing the shade structure post-Haymarket Day for the season

Meeting with CXO/County Correspondence	Emily K		Next CXO Meeting is November 21st
Haymarket Compensation Study	Emily		A Special Meeting is being scheduled for October 27th for next steps
Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Will be receiving a timeline for the website redesign in coming weeks.
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: Complete the Structural Evaluation of the Museum, Old Post Office Building and the Hulfish house, awaiting the submission of the report
Old Post Office Building	Emily		Completed the structural analysis on October 17th. Awaiting the report back for the preparation of the RFP
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	Mayor's Message has been running very successfully, the business owners are excited to be working on this series with Staff and Mayor. We will continue to gather data and report back to the Town Council
Robinson's Paradise - Stormwater Concerns, Flooding			The Geotechnical Report was submitted to the Town on October 20th, Engineer and Town Manager met to discuss. Further review of the Geotechnical Report is required - working to issue a response to the homeowners no later than October 29th
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
Town Policy Updates	Emily/Roberto/Chief		Following several discussions with the Finance Liaisons the Town Staff will be working on proposing amendments to the Procurement Policy, preparing an Investment Policy, and a Travel & Conference Policy
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	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		The Haymarket Iceplex -- old site plan and now in building department with permitting and construction
Chick Fil A (SUP, Site Plan Review)	Emily/Katie		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 due to the applicant October 29, 2025.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie		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

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: Received the Geotechnical Report, currently in 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 od 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
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
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.
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: 09-2025 Applicant has resubmitted the site plan as of September 8th. Comments from the Town Engineer are due October 22, 2025.
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. UPDATE 10-2025 Comments were returned to the applicant, awaiting response and next submission

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.
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 UPDATE 09-2025 Town Manager to follow up with the developer regarding the submission of the as built, landscaping bond inspection and action items required by applicant to proceed with releases of bonds.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission did not have a meeting in October. We have a vacancy on the Board of Zoning Appeals. Eric Matthews has moved out of the Town. His term expires January 2026. I will keep searching for BZA appointment. I have received one application and one pending for the Town Council vacancy. Interviews are set up for the November 3rd meeting.
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. Starting to work on 2026 meeting schedule.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	I have sent the recent updated Outdoor Events Ordinance to Municode for updating in Town Code. I have posted election location information on our display board at Town Hall and on social media.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	I will be attending the Virginia Association of Government Records Management and Archives conference October 22-24. Mayor and Vice Mayor will be attending the Willing Warriors 10th anniversary gala on November 1, 2025. Next TANV meeting will be hosted by the Town of Middleburg on November 5, 2025. I am working with Danny Davis from Middleburg in organizing that event.
Maintenance			
Town Park/Playground	Installed padlocks on both outlets and main shutoff on electrical box by playground. A few more dead branches fell during high winds around park, all areas have been cleaned up.		

Town Hall	Nothing to report at this time.		
Copper Cricket/ Cupcake Heaven/Museum	Environmental Pest Control re-sealed squirrel entrance on A/C pipe entering attic on Copper Cricket. Squirrels have stopped entering shop entrance and have moved on.		
Events	Currently restructuring garage and all events storage spaces to make way for new items as well as prep for next event.		
Streetscape	During Haymarket Day setup at Town Park, found that none of the upper outlets on new light poles work. Those poles are tied to two photocells at electrical box and outlets do not come on with street lights.		
Event/Business Marketing			
Farmers Market	Julia		We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. We had our Fathers Day market on June 8th, where we raffled off two gift baskets. The dog market took place on September 28th and included a dog-themed raffle, goodies for dogs, and dog related vendors. Musicians have been booked for all weekends of the market. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. There are only 4 markets left. I will be having our Halloween themed market on October 26th. All days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. I am continuing to book drop-in vendors as spaces open. The last farmers market will be on November 16th.
Open House	Julia		The event was a great success with a good turnout from the community. Over 150 youth t-shirts were handed out and tie-dyed during the craft activity, and more than 100 town coloring books were distributed. Partner organizations including the library, Parks and Recreation, Leopold’s Preserve, Historic Preservation, Fire and Rescue, American Trash Disposal, and the Girl Scouts attended the event and provided engaging hands-on activities and touch-a-truck experiences, which were very well received. Crossroads Arts Alliance also hosted a free children’s craft at the museum. The event was advertised through social media, the GOGov app, and print advertisements. Overall, the event received very positive feedback from attendees and was a successful collaboration across departments and community partners.
Summer Concert 8/16	Julia		The monument sign was successfully ordered and installed ahead of the event. Maps and detailed instructions were distributed to all vendors and sponsors to ensure a smooth setup. I worked to advertise the summer concert through the My Haymarket app and social media platforms. I created photo ops and painted decorations for the concert. The event was well attended and received positive feedback from vendors, performers, and attendees. Participating vendors included Trouvaille, Flynn's Wood Fired Pizza, Wooden Shoe Bakery, Junie’s, Aroma II, Foster's, Smokin' Shawn's, and Bruster’s. Sponsors in attendance were Park Valley, Golden Rule Builders, Dunegan & Cole, i9 Sports, Huntington Learning Center, and Haymarket Baptist Church. I am currently developing a post-event survey to gather additional feedback from vendors.
Holiday Event 12/13	Julia		The 2025 Holiday Bazaar application has been updated and added to the website calendar. The stage, picnic tables, and potties have been ordered for the 2025 Holiday Bazaar. Applications are now available on our website. I will begin advertising the event on social media. I am brainstorming ideas for the event to include decorations, crafts, and more! Working on confirming performances for the event. Will begin to reach out to local businesses regarding craft tables at the event.
Haymarket Day 10/18	Julia		Haymarket Day took place on Saturday, October 18th and was very well attended. We had a total of 422 vendors. I will work with Prince William County office of Economic Development to get a estimated number of attendees. Brochures were distributed at each entrance, and directional signage was placed throughout the event area to assist guests. The parade was a highlight, with all participating organizations participating in this year’s theme. Parade judges scored each float as it passed through, and I will be announcing the winners on the Town’s social media pages in the coming week. Feedback from both guests and vendors was overwhelmingly positive, particularly regarding the new event layout. Shuttle bus service was provided from Tyler Elementary, Haymarket Elementary, and the VDOT Commuter Lot, with sponsorships from Wakefield School, Haymarket Children’s Academy, and Heritage Village. Volunteers assisted with both parade and vendor setup, as well as tear down at the end of the event. The new Town merchandise, available at the Town Hall Tent, was very popular and received great feedback from attendees. We also displayed the 2025 Town Ornament.

Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table	Continuing work on creating informational folders for both in-town businesses and new residents, which will be hand-delivered as part of our face-to-face engagement efforts (Strategic Plan Goal 4.5). At the most recent Business Roundtable, we raffled off three more promotional videos with Skipper Films; I will be coordinating film days with Skipper Films soon (Goal 4.4). I am continuing to reach out to potential sponsors. Current confirmed sponsors include Wegmans, Golden Rule Builders, Kiddie Academy, Dunegan & Cole, School of Rock, and Huntington Learning Center, i9 Sports, F.H. Furr, Floor Coverings International, and Heritage Village. To date, we have secured \$26,000 in sponsorships. I am currently waiting on payment for 2 other sponsorships. I have continued to share the Mayors Message videos weekly on our social media. 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. Currently working on a plan for the upcoming Business Roundtable. The 2025 Christmas ornament has arrived and we started sales on Haymarket Day.
Social Media/Website/GOGov	Emily/Alexandra/ Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GOGov for events, meetings, public notices, and park sidewalk updates. GOGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is now available and I have begun advertising that. As of October 19th, we have a total of 729 app downloads. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Continuing to advertise the farmers market vendors weekly on social media. 4th quarter newsletters were sent out at the beginning of October.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 4th Quarter Newsletter was mailed to all residents the first week of October
Real Estate Tax	Alexandra		Real Estate Taxes: Review, Edit & Finalize RE Invoices; All were mailed on Oct. 6.; Begin processing payments
Administrative	Alexandra		check and sort daily mail; process purchase orders; enter monthly invoices into QuickBooks; process and prepare payments for finance meetings; monitor and follow up on late invoices/fees and payment processing (including events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate with residents and businesses regarding questions and concerns; assist with audit backup documentation; record and process late BPOL applications; Track delinquent BPOL filings and prepare letters to all past due filers; cont. recording Haymarket Day payments; Review & process payments to vendors for Haymarket Day
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the September 17 ARB Meeting, the Board approved an application for 6691 Fayette Street for exterior residential modifications. The ARB will not hold a meeting in October as there were no applications to review.
Office Misc.:	Alexandra		The Military Banner Program is still accepting applications. We have received our first 15 banners, and have approximately 10 more waiting for final approval. Assist with Haymarket Day set up & preparations
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: November 03, 2025
Re: Treasurer's Report

Highlights:

- Actuals as of 10.28.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 10.28.2025.
- The FY2024 audit is being reviewed by Quality Control by the firm.
- Discussed with Auditor a Zoom presentation to Council once audit is finalized.
- Attended one of the annual recertification courses required for Virginia State Taxation Department; ongoing
- Working with Town Manager on Lease matters.
- Reviewed Administrators A/P entries and A/R entries.

Town of Haymarket
Statement of Net Position
As of October 29, 2025

Section VIII, ItemB.

	Oct 29, 25
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	8,857,058.94
11010 · Virginia Investment Pool	372,198.08
Total Checking/Savings	9,229,257.02
Accounts Receivable	
12000 · Accounts Receivable	543,130.79
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	545,261.76
Other Current Assets	
11499 · Undeposited Funds	22,358.79
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	-23,267.03
Total Current Assets	9,751,251.75
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	16,728,070.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	244,188.57
Total Accounts Payable	244,188.57
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-3,553.78
20042 · PD Credit Card - SONA 0277	741.35
Total Credit Cards	-2,812.43
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20096 · Deferred Revenue - Other	2,246,884.41
20098 · Deferred Revenue - ARPA Funds	1,054,885.17
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	44,301.03

Town of Haymarket
Statement of Net Position
As of October 29, 2025

Section VIII, ItemB.

	Oct 29, 25
22000 · Security Deposits	11,288.98
22010 · Escrow Deposits	202,317.10
Total Other Current Liabilities	3,568,580.49
Total Current Liabilities	3,809,956.63
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	4,923,250.61
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	5,550,542.89
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	327,459.80
Total Equity	11,804,819.95
TOTAL LIABILITIES & EQUITY	16,728,070.56

REVENUE	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
				Real Estate invoices have been entered; includes
3110-01 · Real Estate - Current	485,393.73	501,770.00	96.7%	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	349.89	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	28.14	1,000.00	2.81%	
Total 3110 · GENERAL PROPERTY TAXES	512,632.33	526,494.00	97.37%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	107,321.33	300,000.00	35.8%	Collections cover up to September 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	12,401.59	350,000.00	3.5%	
3120-03 · Cigarette Tax	49,128.21	132,466.00	37.1%	Collections cover up to October 2025
3120-04 · Consumer Utility Tax	33,231.74	158,000.00	21.0%	
3120-05 · Meals Tax - Current	454,096.59	1,600,000.00	28.4%	Collections cover up to August 2025
3120-06 · Sales Tax Receipts	15,278.91	170,000.00	9.0%	Collections cover up to July 2025
3120-07 · Penalties (Non-Property)	1,955.01	5,000.00	39.1%	
3120-08 · Interest (Non-Property)	22.25	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	673,435.63	2,785,466.00	24.2%	
3130 · PERMITS,FEES & LICENSES				
3130-01 · Application Fees	650.00	4,500.00	14.4%	
3130-03 · Motor Vehicle Licenses	78.00	0.00	100.0%	
3130-05 · Other Planning & Permits	26,460.00	1,000.00	2,646.0%	Due to Zoning Amendment Application
3130-06 · Pass Through Fees	8,095.00	15,000.00	54.0%	
Total 3130 · PERMITS,FEES & LICENSES	35,283.00	20,500.00	172.1%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	6,708.07	25,000.00	26.8%	Collections cover up to August 2025
Total 3140 · FINES & FORFEITURES	6,708.07	25,000.00	26.8%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	4,106.26	13,500.00	30.4%	reconciled up to September 2025
3150-03 · Interest on Bank Deposits	96,174.11	89,500.00	107.5%	reconciled up to September 2025
Total 3150 · REVENUE - USE OF MONEY	100,280.37	103,000.00	97.4%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	15,501.88	50,683.00	30.6%	
				Lease has been terminated as of September 4th
3151-08 · 15020 Washington Realty	13,470.14	60,098.00	22.4%	2025
3151-09 · 15026 Copper Cricket	10,453.32	29,009.00	36.0%	
3151-11 · Cupcake Heaven and Cafe LLC	12,580.44	38,021.00	33.1%	
3151-15 · Revolution Mortgage	2,738.52	8,215.00	33.3%	
3151 · RENTAL (USE OF PROPERTY) - Other	1,602.09	0.00	100.0%	New Tenant; WSR Solutions LLC
Total 3151 · RENTAL (USE OF PROPERTY)	56,346.39	186,026.00	30.3%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	23,517.50	20,000.00	117.6%	
3165-01 · Town Event	85,732.00	80,000.00	107.2%	
3165-02 · Farmer's Market	9,324.25	14,000.00	66.6%	
3165-03 · Town Ornaments	220.00	10,000.00	2.2%	
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%	
3165-06 · Town Hats	37.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	119,179.02	124,000.00	96.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	12.47	300.00	4.2%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-02 · Vetern Banners	2,200.00	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%	

				Sold 3 PD SUV (older ones that were replaced this fiscal year)
3190 · Sale of Salvage & Surplus	16,900.00	0.00	100.0%	
3180 · Miscellaneous	59.25	0.00	100.0%	
Total 3180 · MISCELLANEOUS	24,041.72	4,810.00	499.8%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	9,448.00	37,790.00	25.0%	1 of 4 FY2026 disbursement received
3200-05 · Communications Tax	20,092.99	72,000.00	27.9%	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	0.00	26,240.00	0.0%	
3200-17 · LOLE Grant	0.00	3,200.00	0.0%	
3200-19 · HEAT Grant	10,000.00	0.00	100.0%	Grant for the Flock system the Town PD purchased
Total 3200 · REVENUE FROM COMMONWEALTH	74,714.12	174,157.00	42.9%	
3500 · Reserve Funds	0.00	89,160.00	0.0%	Fire Funds, Comp Study funding
Total Revenue	1,602,620.65	4,038,613.00	39.7%	
Gross Revenue	1,602,620.65	4,038,613.00	39.7%	

EXPENDITURES

01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	1,730.00	10,050.00	17.2%	
111002 · FICA/Medicare	550.98	2,000.00	27.5%	
111003 · Meals and Lodging	745.42	6,300.00	11.8%	
111004 · Mileage Allowance	0.00	1,800.00	0.0%	
111005 · Salaries & Wages - Regular	7,175.00	22,000.00	32.6%	
Total 11100 · TOWN COUNCIL	10,201.40	42,150.00	24.2%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	175,398.07	528,794.00	33.2%	
1211002 · Salaries/Wages - Overtime	1,009.07	4,500.00	22.4%	
1211003 · Salaries/Wages - Part Time	9,066.50	41,588.00	21.8%	
1211004 · FICA/Medicare	14,051.27	43,633.00	32.2%	
1211005 · VRS	25,824.98	85,854.00	30.1%	
1211006 · Health Insurance	21,312.00	63,936.00	33.3%	
1211007 · Life Insurance	1,978.88	6,377.00	31.0%	
1211008 · Disability Insurance	487.12	3,360.00	14.5%	
1211009 · Unemployment Insurance	274.36	5,995.00	4.6%	
1211010 · Worker's Compensation	283.00	481.00	58.8%	
1211011 · Gen Property/Liability Ins.	20,380.00	21,261.00	95.9%	
1211012 · Accounting Services	2,900.58	14,000.00	20.7%	
1211014 · Printing & Binding	2,818.17	8,298.00	34.0%	
1211015 · Advertising	97.17	9,000.00	1.1%	
1211016 · Computer, Internet &Website Svc	3,887.70	28,550.00	13.6%	
1211017 · Postage	1,260.16	5,000.00	25.2%	
1211018 · Telecommunications	2,709.25	7,500.00	36.1%	
1211019 · Mileage Allowance	724.50	3,250.00	22.3%	
1211020 · Meals & Lodging	1,081.63	7,000.00	15.5%	
1211021 · Convention & Education	2,010.00	10,000.00	20.1%	
1211022 · Miscellaneous	60.00	2,000.00	3.0%	
1211024 · Books, Dues & Subscriptions	3,592.86	12,075.00	29.8%	
1211025 · Office Supplies	1,354.13	8,500.00	15.9%	
1211030 · Capital Outlay-Machinery/Equip	539.30	5,000.00	10.8%	
1211032 · Professional Services	0.00	20,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	293,100.70	945,952.00	31.0%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	13,436.10	100,000.00	13.4%	legal services covering up to August 2025
Total 12210 · LEGAL SERVICES	13,436.10	100,000.00	13.4%	
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	316,738.20	1,116,152.00	28.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	232,389.55	726,867.00	32.0%
3110003 · Salaries & Wages - OT Premium	18,313.10	24,000.00	76.3%
3110004 · Salaries & Wages - Holiday Pay	8,143.52	39,182.00	20.8%
3110005 · Salaries & Wages - Part Time	13,730.00	27,000.00	50.9%
3110007 · Salary & Wages - DMV Grant	7,301.58	26,240.00	27.8%
3110012 · Salaries & Wages - PT Admin.	6,687.50	39,000.00	17.1%
3110020 · FICA/MEDICARE	20,827.96	67,018.00	31.1%
3110021 · VRS	28,986.82	95,438.00	30.4%
3110022 · Health Insurance	41,180.80	135,206.00	30.5%
3110023 · Life Insurance	2,605.08	8,521.00	30.6%
3110024 · Disability Insurance	650.01	3,070.00	21.2%
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	4,837.34	30,379.00	15.9%
3110032 · Computer, Internet & Website	712.50	10,000.00	7.1%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	2,960.12	18,700.00	15.8%
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%
3110037 · Meals and Lodging	1,057.93	5,000.00	21.2%
3110038 · Convention & Edu. (Training)	364.00	10,800.00	3.4%
3110040 · Annual Dues & Subscriptions	7,797.15	21,000.00	37.1%
3110041 · Office Supplies	1,504.65	10,000.00	15.0%
3110042 · Vehicle Fuels	7,754.30	36,700.00	21.1%
3110043 · Vehicle Maintenance/Supplies	6,494.40	22,000.00	29.5%
3110045 · Uniforms & Police Supplies	25,286.03	45,901.00	55.1%
3110056 · Capital Outlay-Machinery/Equip	120,169.45	143,000.00	84.0%
Total 31100 · POLICE DEPARTMENT	599,831.79	1,595,540.00	37.6%
32100 · FIRE & RESCUE			
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	668,991.66	1,679,700.00	39.8%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	52,874.64	216,995.00	24.4%
Total 43200 · REFUSE COLLECTION	52,874.64	216,995.00	24.4%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	14,414.58	100,000.00	14.4%
4310002 · Maint Svc Contract-Pest Control	310.00	2,500.00	12.4%
4310003 · Maint Svc Contract-Landscaping	8,300.00	45,000.00	18.4%
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%
4310007 · Electric/Gas Services	3,991.08	18,593.00	21.5%
4310008 · Electrical Services-Streetlight	809.27	5,500.00	14.7%
4310009 · Water & Sewer Services	1,288.19	6,350.00	20.3%
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	494.63	3,000.00	16.5%
4310016 · Maint - Vehicle Maintenance	12.49	3,000.00	0.4%
4310017 · Military Banner	1,311.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	30,931.49	205,443.00	15.1%
Total 04 · PUBLIC WORKS	83,806.13	422,438.00	19.8%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	45,994.86	128,571.00	35.8%

will hold a Public Hearing for budget amendment
for FY2026 to move Fire Funds over to budget the
Town has received towards this contribution

Covering up to September 2025 services

60001 · Town Tourism	16,192.42	85,714.00	18.9%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
Total 06 · ECONOMIC DEVELOPMENT	63,256.87	236,285.00	26.8%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	5,655.00	15,000.00	37.7%	
Total 70000 · HAYMARKET COMMUNITY PARK	5,655.00	15,000.00	37.7%	
71110 · EVENTS				
7111001 · Advertising - Events	7,609.17	9,950.00	76.5%	
7111003 · Contractural Services	57,338.67	64,150.00	89.4%	
7111004 · Events - Other	15,344.81	35,900.00	42.7%	
7111005 · Police Department Events	5,324.75	7,800.00	68.3%	
7111006 · Farmer's Market	1,400.00	14,000.00	10.0%	
Total 71110 · EVENTS	87,017.40	131,800.00	66.0%	
72200 · MUSEUM				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	366.61	2,200.00	16.7%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%	
Total 72200 · MUSEUM	866.61	5,950.00	14.6%	
Total 07 · PARKS, REC & CULTURAL	93,539.01	152,750.00	61.2%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	610.00	5,670.00	10.8%	
8110002 · FICA/Medicare	49.73	500.00	9.9%	
8110003 · Consultants - Engineer	2,326.11	10,000.00	23.3%	
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	9,828.75	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	12,814.59	23,120.00	55.4%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,005.00	5,830.00	17.2%	
8111002 · FICA/Medicare	71.73	446.00	16.1%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,076.73	7,776.00	13.8%	
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	13,891.32	33,824.00	41.1%	
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	-0.03			
Total EMPLOYEE BENEFITS	-0.03			
Total 94105 · PERSONNEL	-0.03			
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 Improvment Funds Expens	0.00	317,734.00	0.0%	
Total Expense	1,314,948.61	4,038,613.00	32.6%	
Net Ordinary Income	287,672.04	0.00	100.0%	
OTHER REVENUE				
50001 · Amerian Rescue Plan Funds	4,560.00	100,000.00	4.56%	
50002 · Development Funds	0.00	443,664.00	0.0%	
Total Other Revenue	4,560.00	543,664.00	0.84%	
OTHER EXPENDITURES				
98000 · Development Expenditures				
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%	
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%	
97001 · American Rescue Plan Expenses				
97001-1 · Park Sidewalk	4,942.50	0.00	100.0%	additional cost for as builts / plat designation
97001-2 · Town Website	0.00	50,000.00	0.0%	
Total 97001 · American Rescue Plan Expenses	4,942.50	50,000.00	9.89%	
97001-3 · Town Center	4,560.00	50,000.00	9.12%	Downy Scott LLC Pricing report
Total Other Expenditures	9,502.50	543,664.00	1.75%	
Net Other Revenue	-4,942.50	0.00	100.0%	
Total Net Revenue Operational / Other Budget	282,729.54	0.00	100.0%	

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July through October 2025

	Jul - Oct 25	Jul - Oct 24	% Change
Ordinary Income/Expense			
Income			
315150 · Returned Check Charges	0.00	0.00	0.0%
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	485,393.73	462,453.68	5.0%
3110-02 · Public Service Corp RE Tax	26,860.57	25,428.49	5.6%
3110-03 · Interest - All Property Taxes	349.89	1,659.26	-78.9%
3110-04 · Penalties - All Property Taxes	28.14	2,885.43	-99.0%
Total 3110 · GENERAL PROPERTY TAXES	512,632.33	492,426.86	4.1%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	107,321.33	99,537.02	7.8%
3120-02 · Business License Tax	12,401.59	39,114.10	-68.3%
3120-03 · Cigarette Tax	49,128.21	49,536.47	-0.8%
3120-04 · Consumer Utility Tax	33,231.74	32,763.03	1.4%
3120-05 · Meals Tax - Current	455,588.26	424,533.64	7.3%
3120-06 · Sales Tax Receipts	15,278.91	30,169.87	-49.4%
3120-07 · Penalties (Non-Property)	1,955.01	2,043.16	-4.3%
3120-08 · Interest (Non-Property)	22.25	36.52	-39.1%
Total 3120 · OTHER LOCAL TAXES	674,927.30	677,733.81	-0.4%
3130 · PERMITS,FEES & LICENSESES			
3130-01 · Application Fees	650.00	1,050.00	-38.1%
3130-03 · Motor Vehicle Licenses	78.00	167.00	-53.3%
3130-05 · Other Planning & Permits	26,460.00	0.00	100.0%
3130-06 · Pass Through Fees	8,095.00	4,502.26	79.8%
Total 3130 · PERMITS,FEES & LICENSESES	35,283.00	5,719.26	516.9%
3140 · FINES & FORFEITURES			
3140-01 · Fines	6,708.07	7,666.36	-12.5%
Total 3140 · FINES & FORFEITURES	6,708.07	7,666.36	-12.5%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	4,106.26	6,291.71	-34.7%
3150-03 · Interest on Bank Deposits	96,174.11	76,362.74	25.9%
Total 3150 · REVENUE - USE OF MONEY	100,280.37	82,654.45	21.3%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	19,377.35	18,812.95	3.0%
3151-08 · 15020 Washington Realty	13,470.14	19,449.32	-30.7%
3151-09 · 15026 Copper Cricket	10,453.32	9,669.54	8.1%
3151-11 · Cupcake Heaven and Cafe LLC	12,580.44	12,063.24	4.3%
3151-15 · Revolution Mortgage	3,423.15	3,323.45	3.0%
3151 · RENTAL (USE OF PROPERTY) - Other	1,602.09	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	60,906.49	63,318.50	-3.8%
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	28,517.50	17,685.00	61.3%
3165-01 · Town Event	80,732.00	62,092.38	30.0%
3165-02 · Farmer's Market	9,324.25	8,538.75	9.2%
3165-03 · Town Ornaments	220.00	2,691.00	-91.8%
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%
3165-06 · Town Hats	37.00	677.00	-94.5%
3165-07 · Town Sweatshirts - Adult	0.00	2,114.00	-100.0%
3165-08 · Town Sweatshirts - Youth	0.00	25.50	-100.0%
Total 3165 · REVENUE - TOWN EVENTS	119,179.02	93,823.63	27.0%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July through October 2025

	Jul - Oct 25	Jul - Oct 24	% Change
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	12.47	55.44	-77.5%
3180-01 · Citations & Accident Reports	35.00	75.00	-53.3%
3180-02 · Vetern Banners	2,100.00	0.00	100.0%
3180-03 · Miscellaneous	25.00	50.00	-50.0%
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	 16,900.00	 0.00	 100.0%
 3180 · MISCELLANEOUS - Other	 57.25	 0.00	 100.0%
Total 3180 · MISCELLANEOUS	23,939.72	180.44	13,167.4%
 3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,448.00	9,447.00	0.0%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	20,092.99	20,005.05	0.4%
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	0.00	2,667.54	-100.0%
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	74,714.12	68,077.81	9.8%
 4002 · Transfer from ARPA Funds	0.00	231,747.00	-100.0%
 Total Income	1,608,570.42	1,723,353.12	-6.7%
 Gross Profit	1,608,570.42	1,723,353.12	-6.7%
 Expense			
9510016 · Bank Service Charges	0.00	0.00	0.0%
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	1,730.00	8,941.89	-80.7%
111002 · FICA/Medicare	550.98	453.26	21.6%
111003 · Meals and Lodging	745.42	3,494.47	-78.7%
111004 · Mileage Allowance	0.00	619.77	-100.0%
111005 · Salaries & Wages - Regular	7,175.00	5,525.00	29.9%
 Total 11100 · TOWN COUNCIL	10,201.40	19,034.39	-46.4%
 12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	175,483.07	146,026.40	20.2%
1211002 · Salaries/Wages - Overtime	1,009.07	0.00	100.0%
1211003 · Salaries/Wages - Part Time	9,066.50	13,189.50	-31.3%
 1211004 · FICA/Medicare	 14,051.27	 11,543.80	 21.7%
1211005 · VRS	25,824.98	24,101.39	7.2%
1211006 · Health Insurance	21,312.00	19,033.60	12.0%
1211007 · Life Insurance	1,978.88	1,947.75	1.6%
1211008 · Disability Insurance	487.12	1,066.64	-54.3%
1211009 · Unemployment Insurance	274.36	117.66	133.2%
1211010 · Worker's Compensation	283.00	242.00	16.9%
1211011 · Gen Property/Liability Ins.	20,380.00	17,616.00	15.7%
1211012 · Accounting Services	2,898.32	4,893.08	-40.8%
 1211013 · Cigarette Tax Administration	 0.00	 0.00	 0.0%
1211014 · Printing & Binding	2,818.17	4,475.87	-37.0%
1211015 · Advertising	97.17	1,653.14	-94.1%
1211016 · Computer, Internet &Website Svc	3,887.70	8,712.13	-55.4%
1211017 · Postage	1,260.16	1,150.30	9.6%
1211018 · Telecommunications	2,873.64	2,676.04	7.4%
1211019 · Mileage Allowance	997.50	416.74	139.4%
1211020 · Meals & Lodging	1,105.15	2,237.42	-50.6%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July through October 2025

	Jul - Oct 25	Jul - Oct 24	% Change
1211021 · Convention & Education	2,010.00	1,345.00	49.4%
1211022 · Miscellaneous	60.00	537.68	-88.8%
1211024 · Books, Dues & Subscriptions	3,592.86	2,511.45	43.1%
1211025 · Office Supplies	1,354.13	3,058.72	-55.7%
1211030 · Capital Outlay-Machinery/Equip	539.30	0.00	100.0%
Total 12110 · TOWN ADMINISTRATION	293,644.35	268,552.31	9.3%
12210 · LEGAL SERVICES			
1221001 · Legal Services	13,436.10	26,607.65	-49.5%
Total 12210 · LEGAL SERVICES	13,436.10	26,607.65	-49.5%
Total 01 · ADMINISTRATION	317,281.85	314,194.35	1.0%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	232,389.55	170,631.73	36.2%
3110003 · Salaries & Wages - OT Premium	18,313.10	10,199.59	79.6%
3110013 · Salaries & Wages - OT Select En	0.00	0.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	8,143.52	4,650.32	75.1%
3110005 · Salaries & Wages - Part Time	13,730.00	16,350.00	-16.0%
3110007 · Salary & Wages - DMV Grant	7,301.58	3,197.28	128.4%
3110012 · Salaries & Wages - PT Admin.	6,687.50	3,462.50	93.1%
3110020 · FICA/MEDICARE	20,827.96	15,644.22	33.1%
3110021 · VRS	28,986.82	24,543.32	18.1%
3110022 · Health Insurance	41,180.80	29,836.80	38.0%
3110023 · Life Insurance	2,605.08	2,169.51	20.1%
3110024 · Disability Insurance	650.01	687.12	-5.4%
3110025 · Unemployment Insurance	0.00	120.98	-100.0%
3110026 · Workers' Compensation Insurance	27,496.00	22,668.00	21.3%
3110027 · Line of Duty Act Insurance	5,117.00	5,118.00	0.0%
3110028 · Legal Services	4,837.34	6,945.00	-30.4%
3110032 · Computer, Internet & Website	712.50	3,315.59	-78.5%
3110034 · Telecommunications	3,498.66	4,334.18	-19.3%
3110035 · General Prop Ins (Vehicles)	7,465.00	6,180.00	20.8%
3110037 · Meals and Lodging	1,057.93	505.24	109.4%
3110038 · Convention & Edu. (Training)	364.00	400.00	-9.0%
3110040 · Annual Dues & Subscriptions	7,797.15	6,617.02	17.8%
3110041 · Office Supplies	1,504.65	1,950.86	-22.9%
3110042 · Vehicle Fuels	7,754.30	10,423.81	-25.6%
3110043 · Vehicle Maintenance/Supplies	6,494.40	12,656.58	-48.7%
3110045 · Uniforms & Police Supplies	25,286.03	22,556.78	12.1%
3110049 · Grant Expenditures	0.00	5,317.18	-100.0%
3110056 · Capital Outlay-Machinery/Equip	120,169.45	147,551.87	-18.6%
Total 31100 · POLICE DEPARTMENT	600,370.33	538,033.48	11.6%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	69,159.87	0.00	100.0%
Total 32100 · FIRE & RESCUE	69,159.87	0.00	100.0%
Total 03 · PUBLIC SAFETY	669,530.20	538,033.48	24.4%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	-100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	52,874.64	50,696.88	4.3%
Total 43200 · REFUSE COLLECTION	52,874.64	50,696.88	4.3%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	28,903.80	27,969.68	3.3%
4310002 · Maint Svc Contract-Pest Control	310.00	310.00	0.0%
4310003 · Maint Svc Contract-Landscaping	8,300.00	8,875.00	-6.5%
4310007 · Electric/Gas Services	3,991.08	5,543.61	-28.0%
4310008 · Electrical Services-Streetlight	809.27	1,215.53	-33.4%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July through October 2025

	Jul - Oct 25	Jul - Oct 24	% Change
4310009 · Water & Sewer Services	1,288.19	1,830.76	-29.6%
4310011 · Real Estate Taxes	0.00	561.87	-100.0%
4310015 · Maintenance - Vehicle Fuel	494.63	713.14	-30.6%
4310016 · Maint - Vehicle Maintenance	12.49	55.60	-77.5%
4310017 · Military Banner	1,311.25	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	45,420.71	47,075.19	-3.5%
Total 04 · PUBLIC WORKS	98,295.35	99,985.07	-1.7%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	45,994.86	24,076.66	91.0%
60001 · Town Tourism	16,192.42	16,295.77	-0.6%
60003 · Advertising	1,069.59	0.00	100.0%
Total 06 · ECONOMIC DEVELOPMENT	63,256.87	40,372.43	56.7%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	5,655.00	6,134.99	-7.8%
Total 70000 · HAYMARKET COMMUNITY PARK	5,655.00	6,134.99	-7.8%
71110 · EVENTS			
7111001 · Advertising - Events	7,609.17	4,459.54	70.6%
7111003 · Contractural Services	57,380.39	37,508.07	53.0%
7111004 · Events - Other	15,344.81	26,031.26	-41.1%
7111005 · Police Department Events	5,324.75	4,317.90	23.3%
7111006 · Farmer's Market	1,400.00	6,235.00	-77.6%
Total 71110 · EVENTS	87,059.12	78,551.77	10.8%
72200 · MUSEUM			
7220012 · Telecommunications	366.61	523.88	-30.0%
7220018 · Exhibits & Programs	500.00	400.00	25.0%
Total 72200 · MUSEUM	866.61	923.88	-6.2%
Total 07 · PARKS, REC & CULTURAL	93,580.73	85,610.64	9.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	610.00	375.00	62.7%
8110002 · FICA/Medicare	49.73	26.97	84.4%
8110003 · Consultants - Engineer	2,326.11	1,845.35	26.1%
8110009 · Engineer - Pass Through	9,828.75	8,407.39	16.9%
Total 81100 · PLANNING COMMISSION	12,814.59	10,654.71	20.3%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,005.00	630.00	59.5%
8111002 · FICA/Medicare	71.73	45.33	58.2%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,076.73	675.33	59.4%
Total 08 · COMMUNITY DEVELOPMENT	13,891.32	11,330.04	22.6%
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	1,646.18	-50.5%
Total 95100 · DEBT SERVICE	70,215.45	72,346.18	-3.0%
Total 09 · NON-DEPARTMENTAL	74,725.45	72,346.18	3.3%
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	0.00	430,622.08	-100.0%
Total 94104 · Street Scape - Park Sidewalk	0.00	430,622.08	-100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July through October 2025

	Jul - Oct 25	Jul - Oct 24	% Change
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.03	-0.03	0.0%
Total EMPLOYEE BENEFITS	-0.03	-0.03	0.0%
Total 94105 · PERSONNEL	-0.03	-0.03	0.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	0.00	5,052.00	-100.0%
9410805 · Town Hall / Museum Security Sys	0.00	3,020.00	-100.0%
9410806 · Message Board Trailer	0.00	19,507.02	-100.0%
Total 94108 · Capital Improvment Funds Expens	0.00	27,579.02	-100.0%
Total Expense	1,330,561.74	1,620,073.26	-17.9%
Net Ordinary Income	278,008.68	103,279.86	169.2%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	4,560.00	0.00	100.0%
Total Other Income	4,560.00	0.00	100.0%
Other Expense			
97001 · American Rescue Plan Expenses			
97001-1 · Park Sidewalk	4,942.50	0.00	100.0%
Total 97001 · American Rescue Plan Expenses	4,942.50	0.00	100.0%
97001-3 · Town Center	4,560.00	0.00	100.0%
Total Other Expense	9,502.50	0.00	100.0%
Net Other Income	-4,942.50	0.00	-100.0%
Net Income	273,066.18	103,279.86	164.4%

Police Department Report to Council

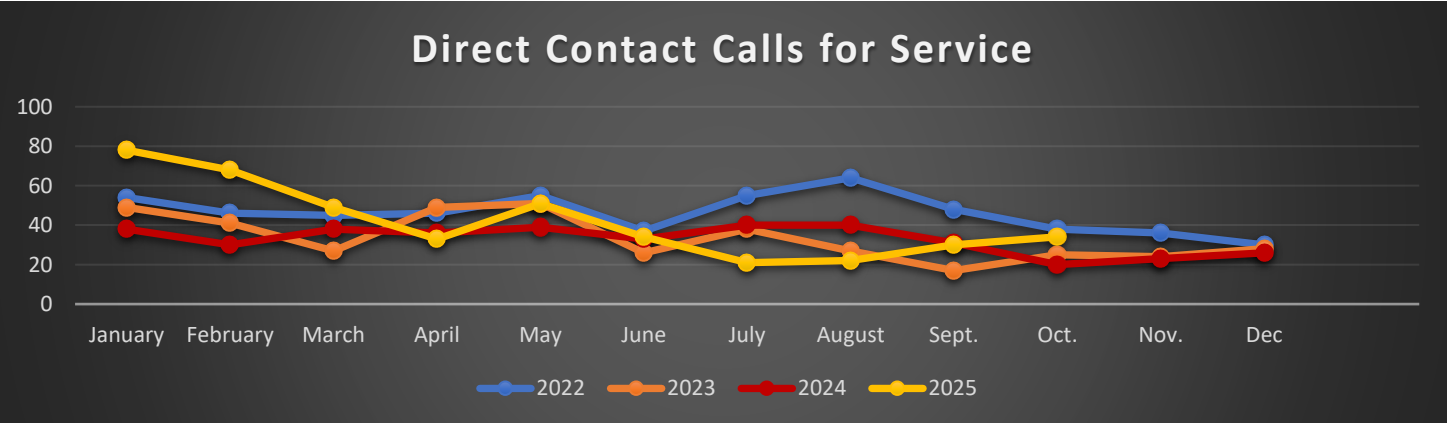
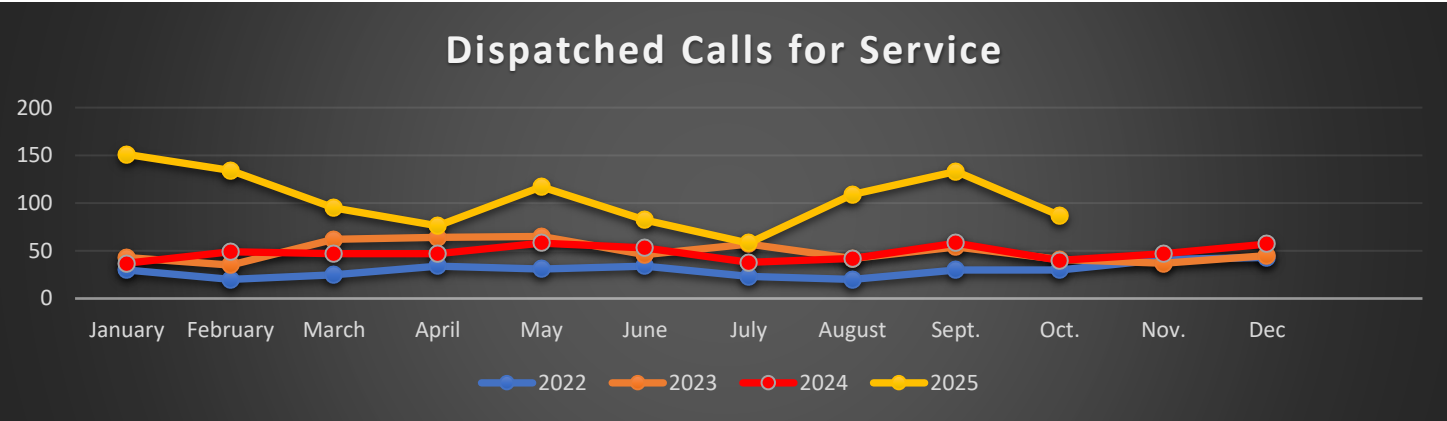
Activity Period September 15, 2025 to October 14, 2025

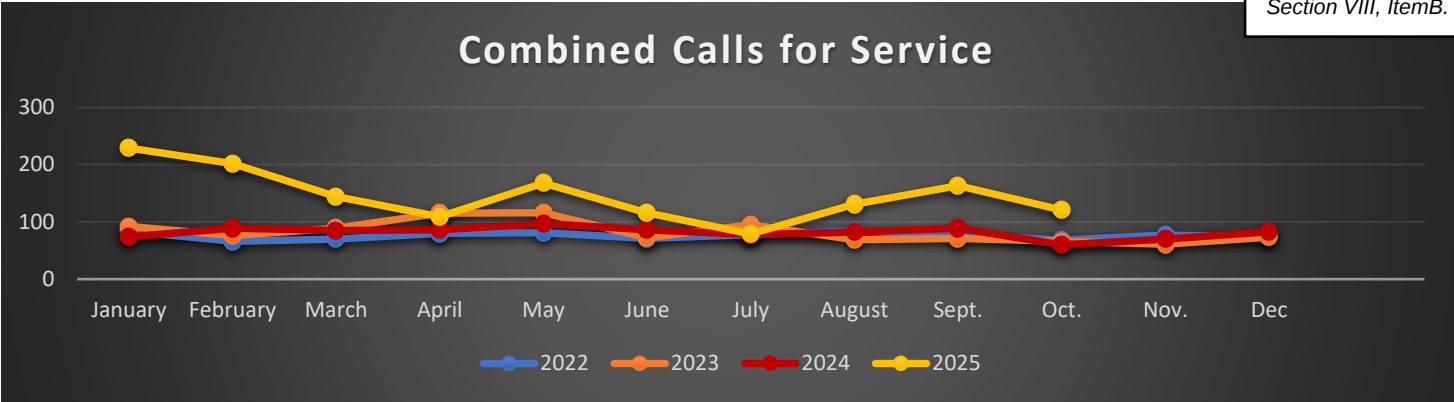
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 9
- Non-Reportable Calls: 112
- Deferments: 0



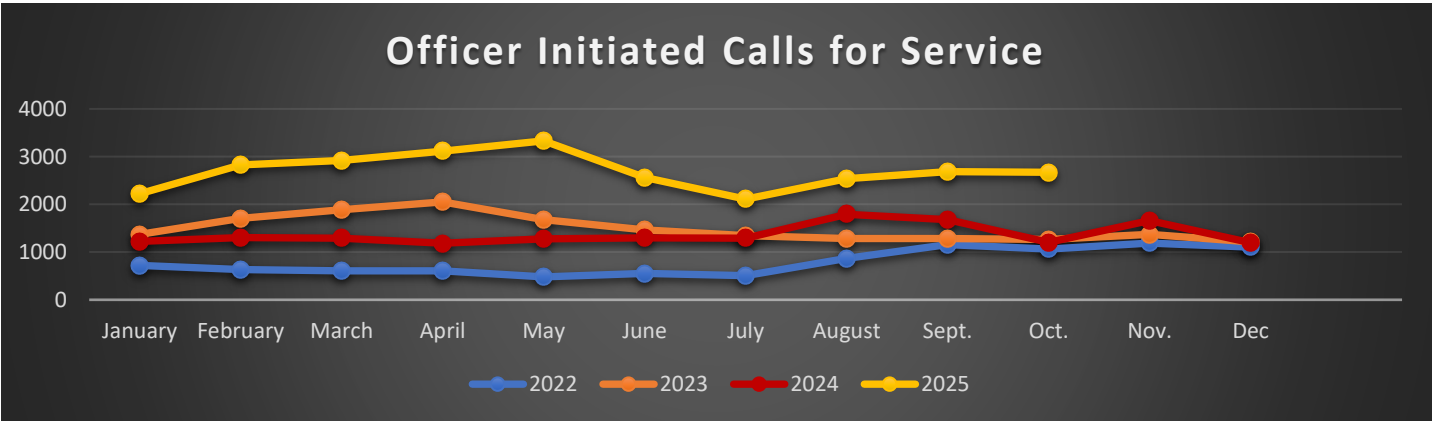
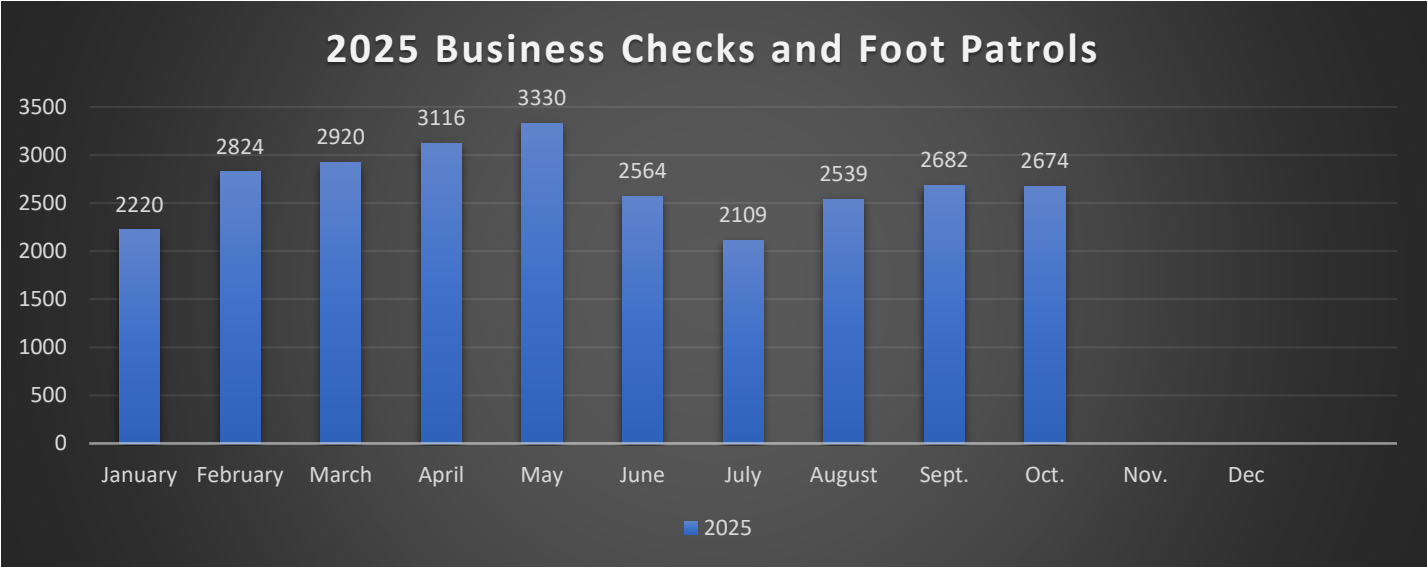
Trending Data on Calls for Service





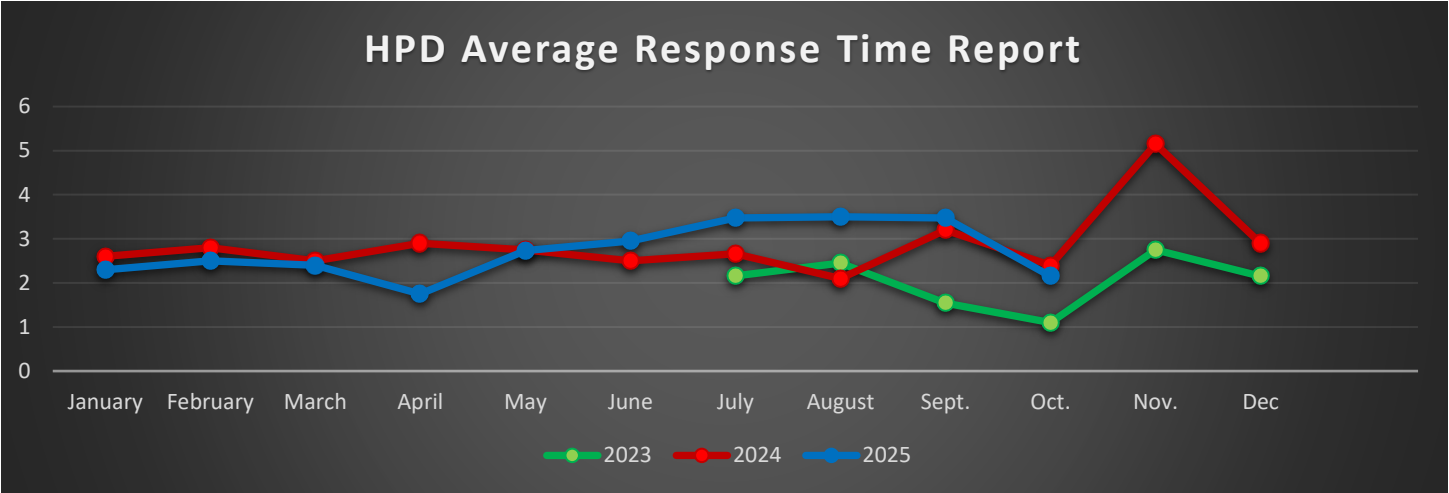
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct 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: 84
- Physical Check: 1450
- Foot Patrols: 60
- Enhanced Patrols: 1080



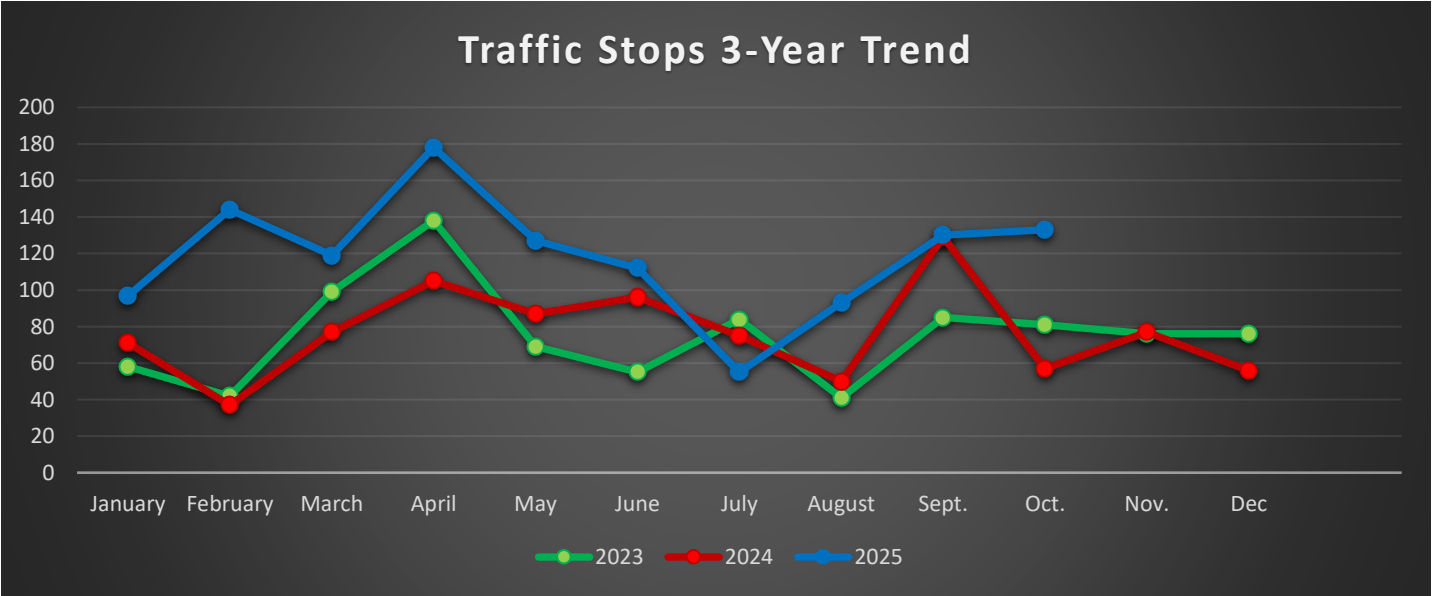
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Police Officers.

- 2 minute 10 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.

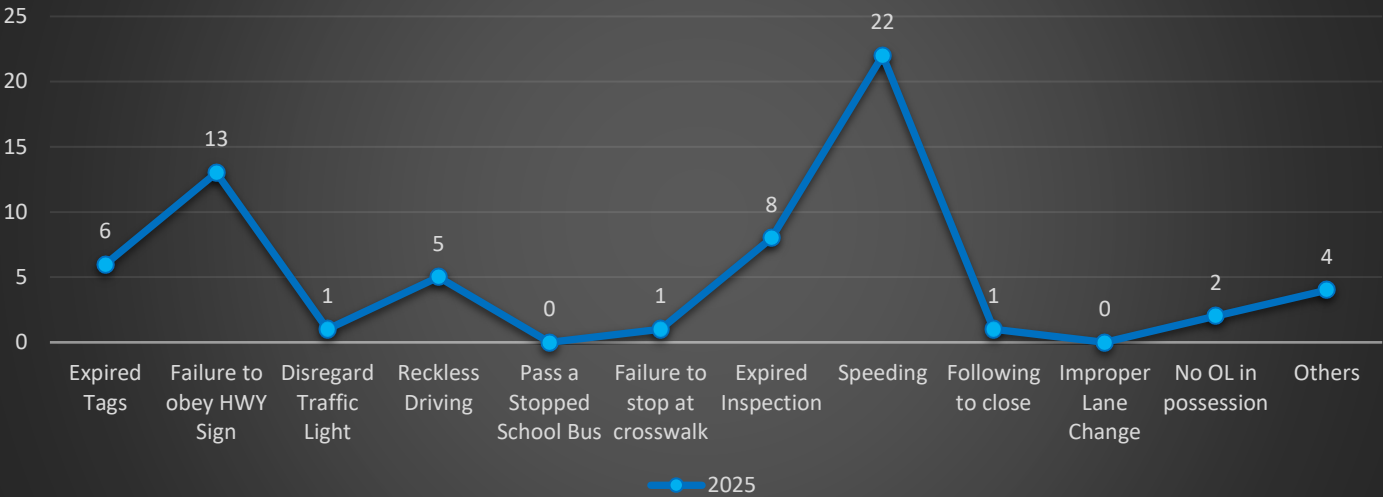
- Traffic Stops: 133
- Summons: 62
- Warnings: 91



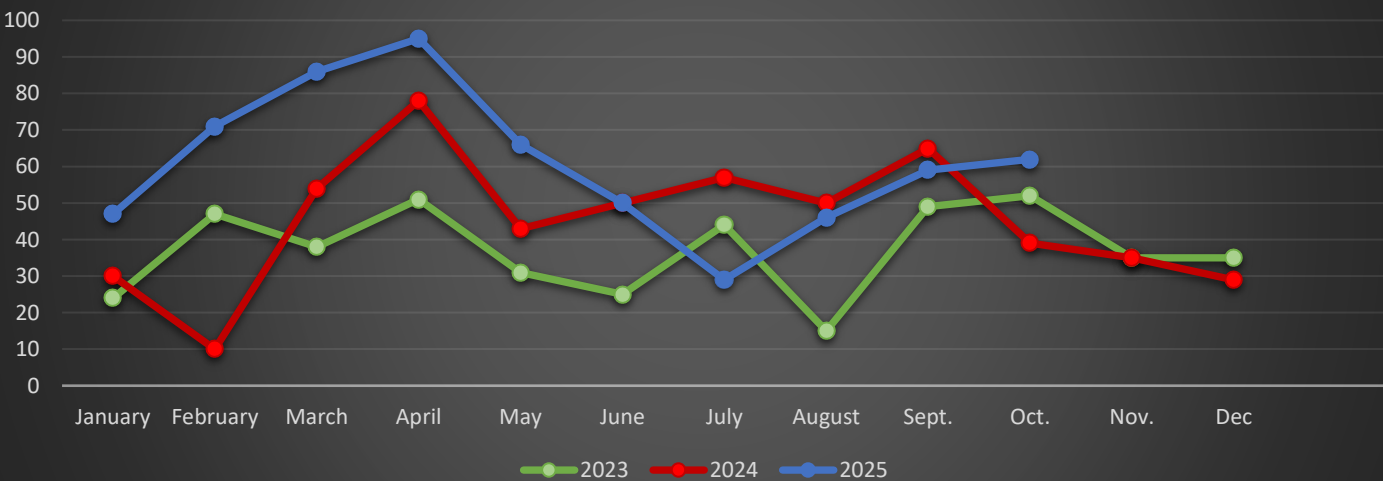
Traffic Summons Issued: Summons issued for traffic violations. **62**

- | | |
|--|---|
| 46.2-646 – Expired Registration – 6 | 46.2-830 – Failure to obey a highway sign – 13 |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 5 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 1 |
| 46.2-1158 – Expired inspection – 8 | 46.2-874 – Speeding – 22 |
| 46.2-816 – Follow to close – 1 | 46.2-804 – Improper Lane change – 0 |
| 46.2-300 – No operator’s license – 2 | Others – 4, (Distracted Driving, Driving Suspended, No Insurance) |

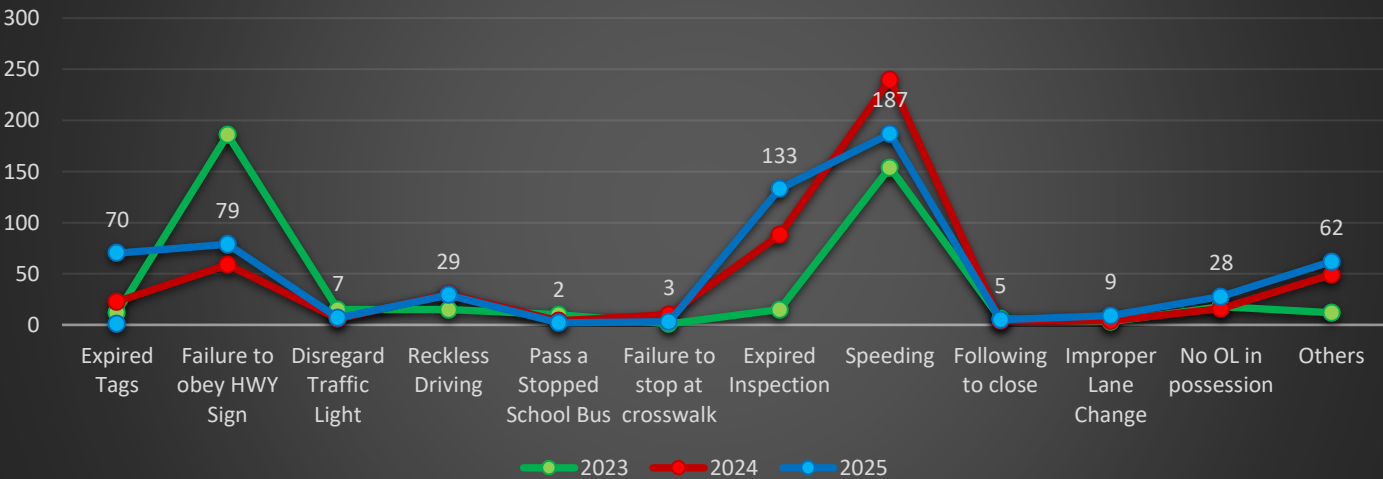
September - October 2025 Traffic Violations



Traffic Summons Report by Month



Year to date Traffic Violations

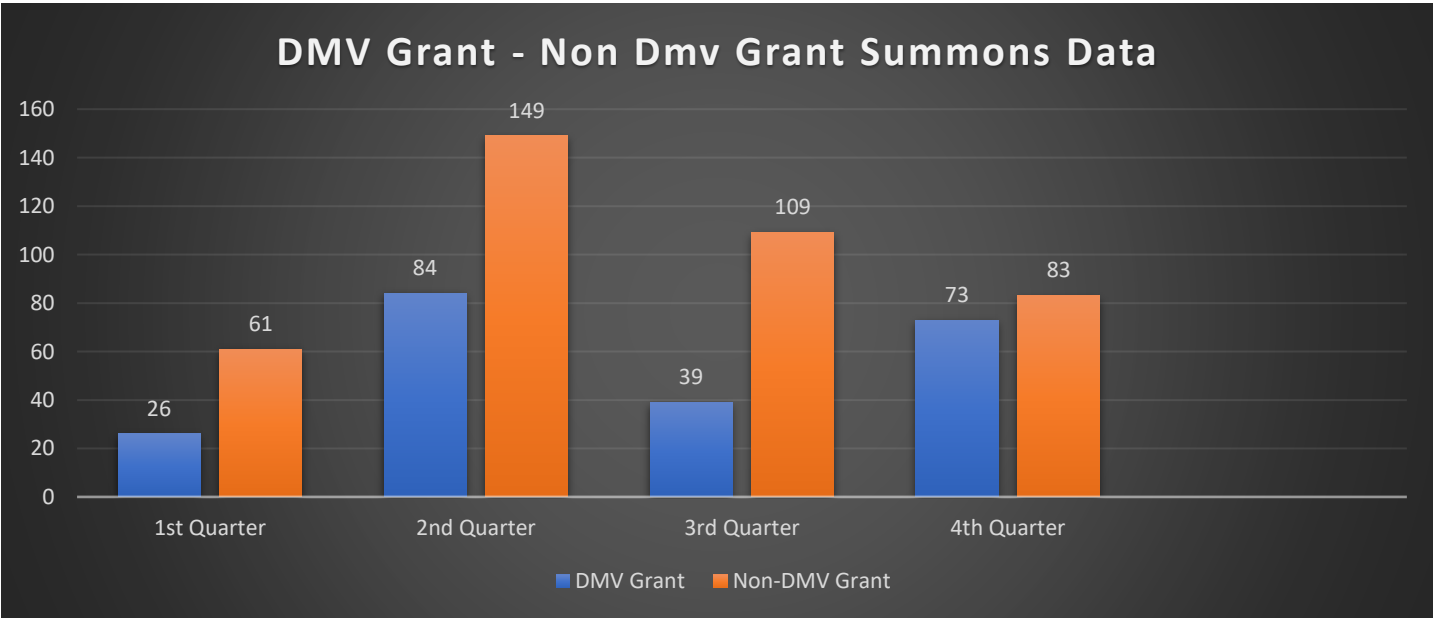
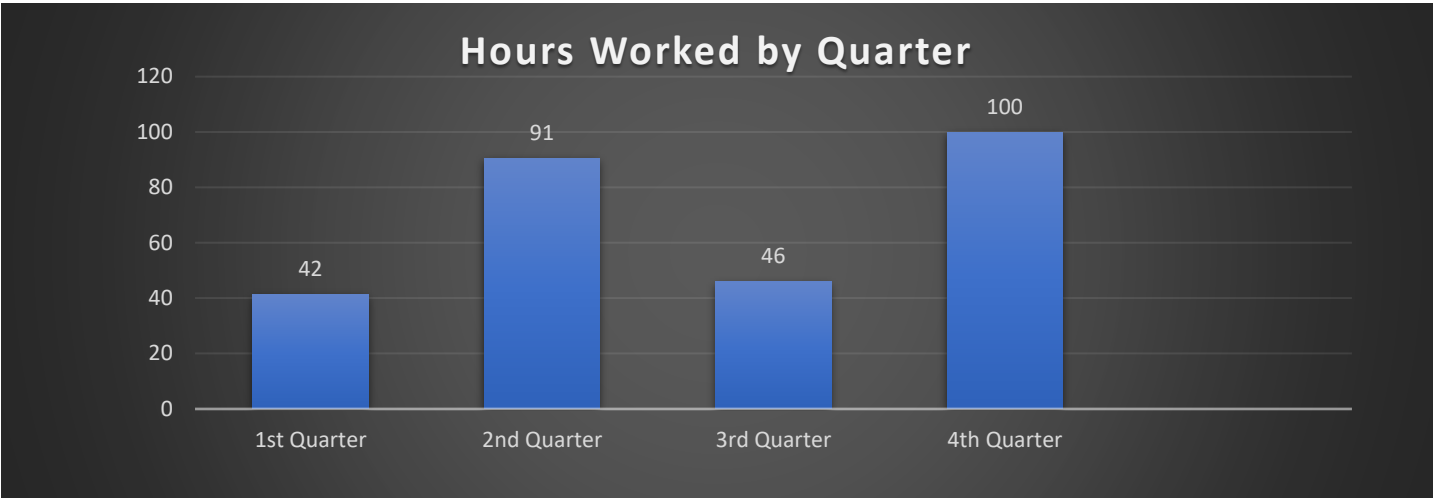
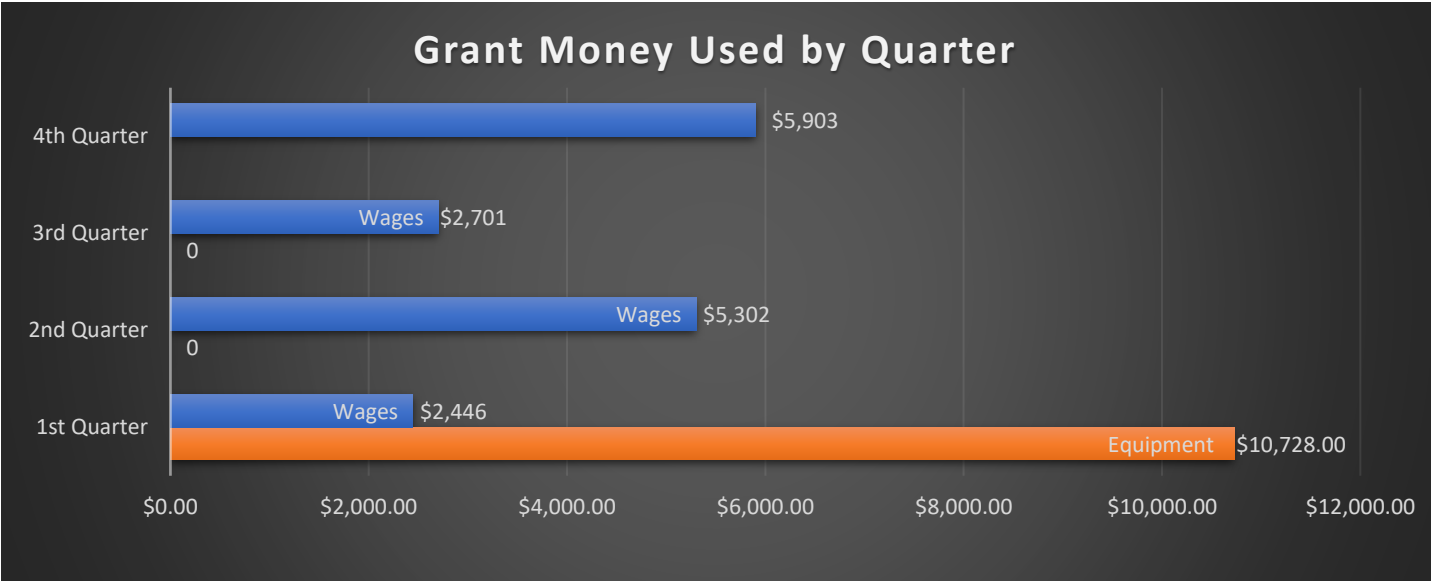


Total Summons Issued 2025: 614

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

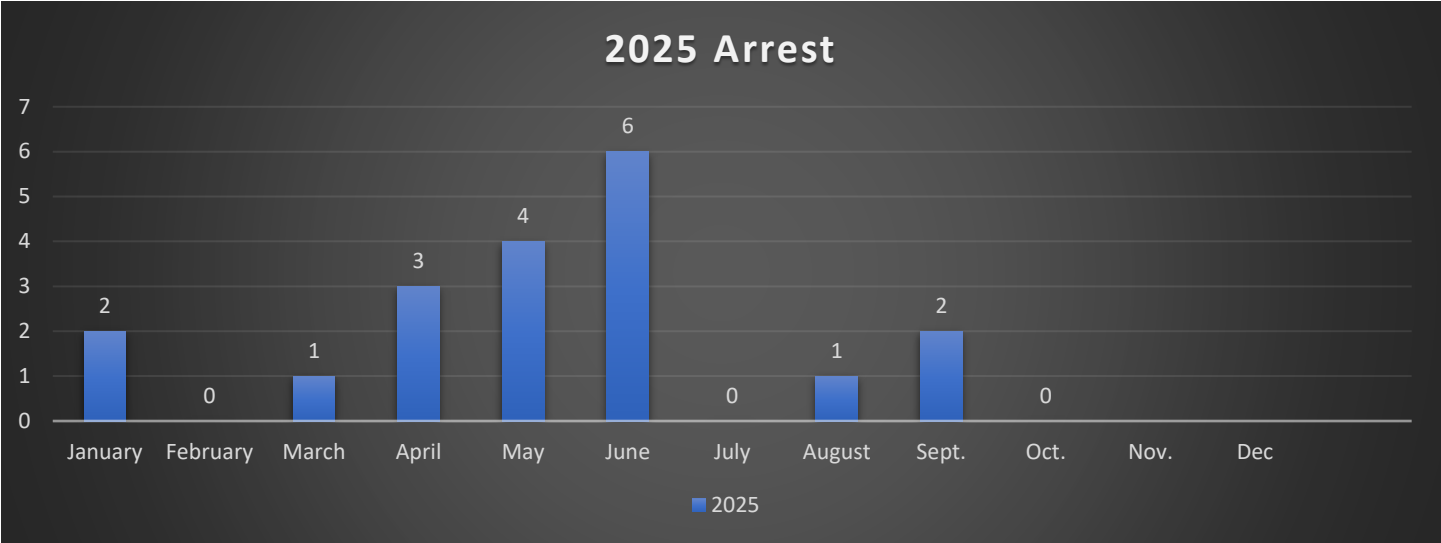
Section VIII, ItemB.

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



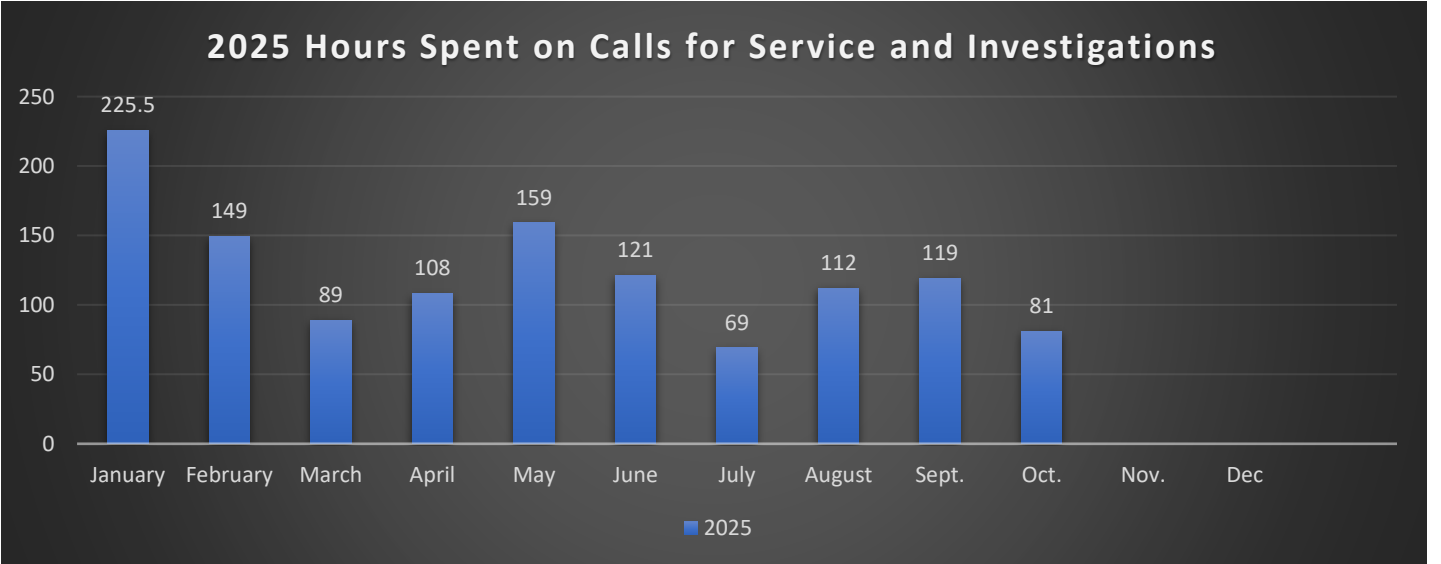
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 0
- Felony: 0



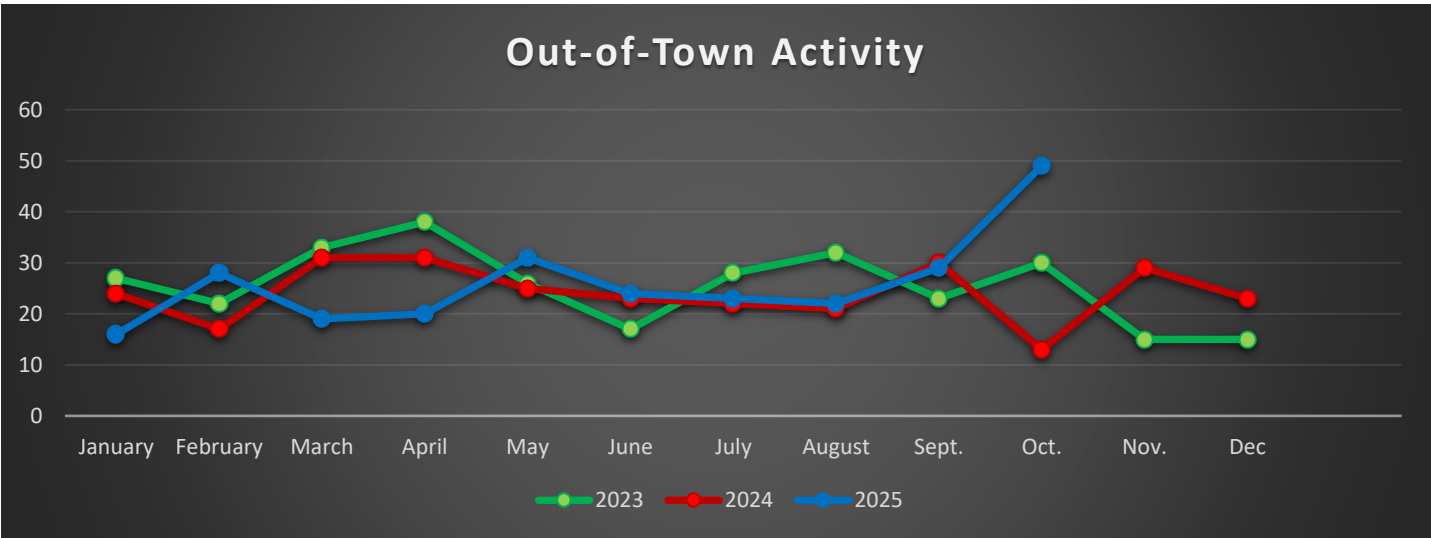
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 70
- Follow-up Investigations: 11

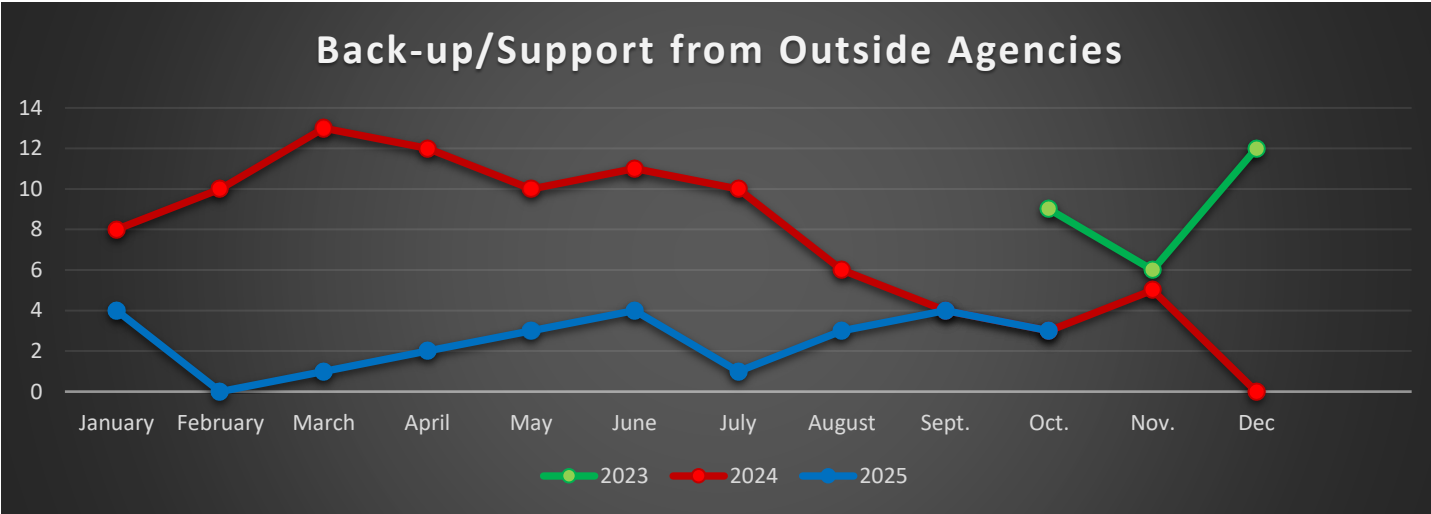


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

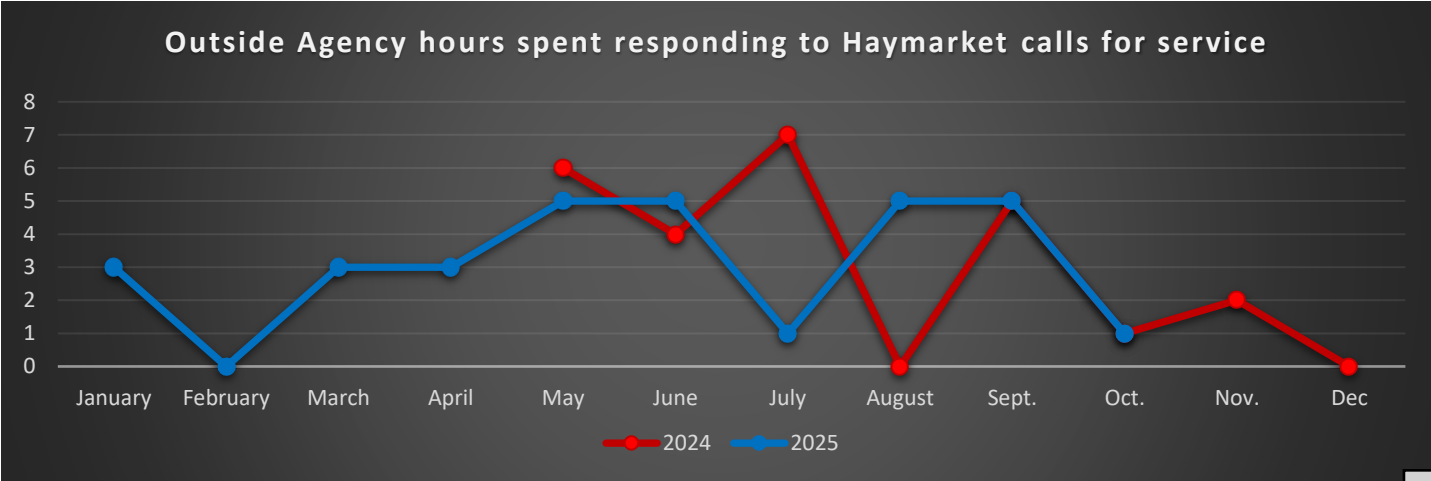
- Back Up: 44
- Other: 5



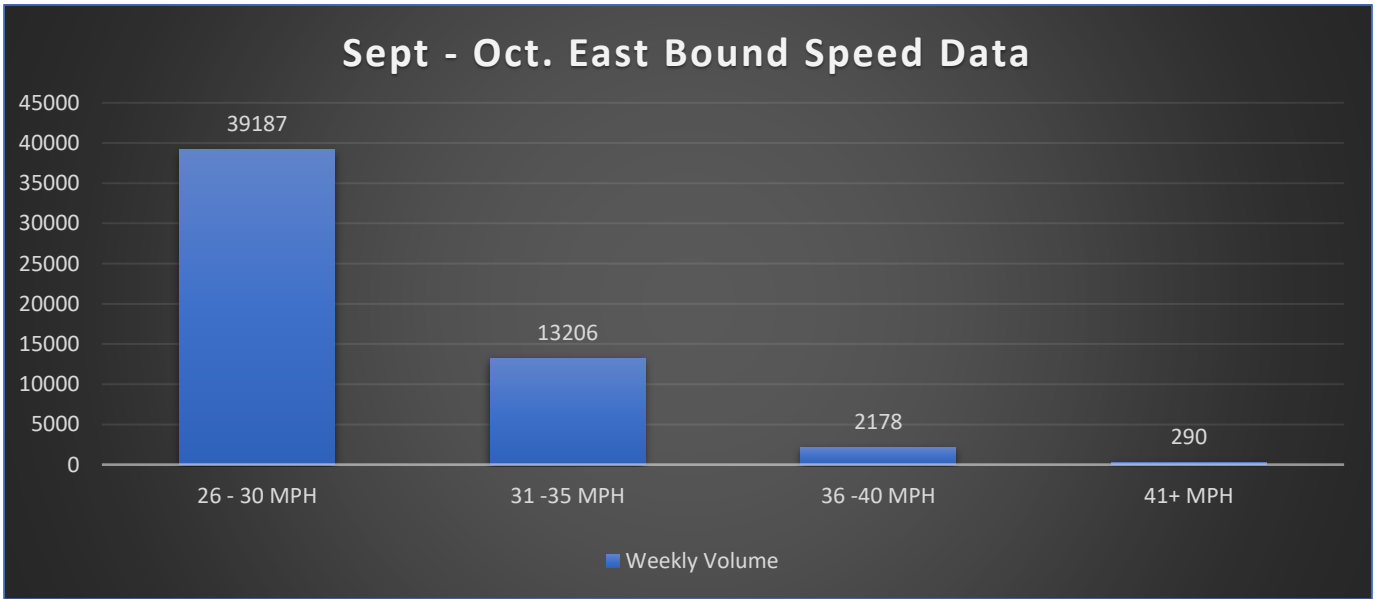
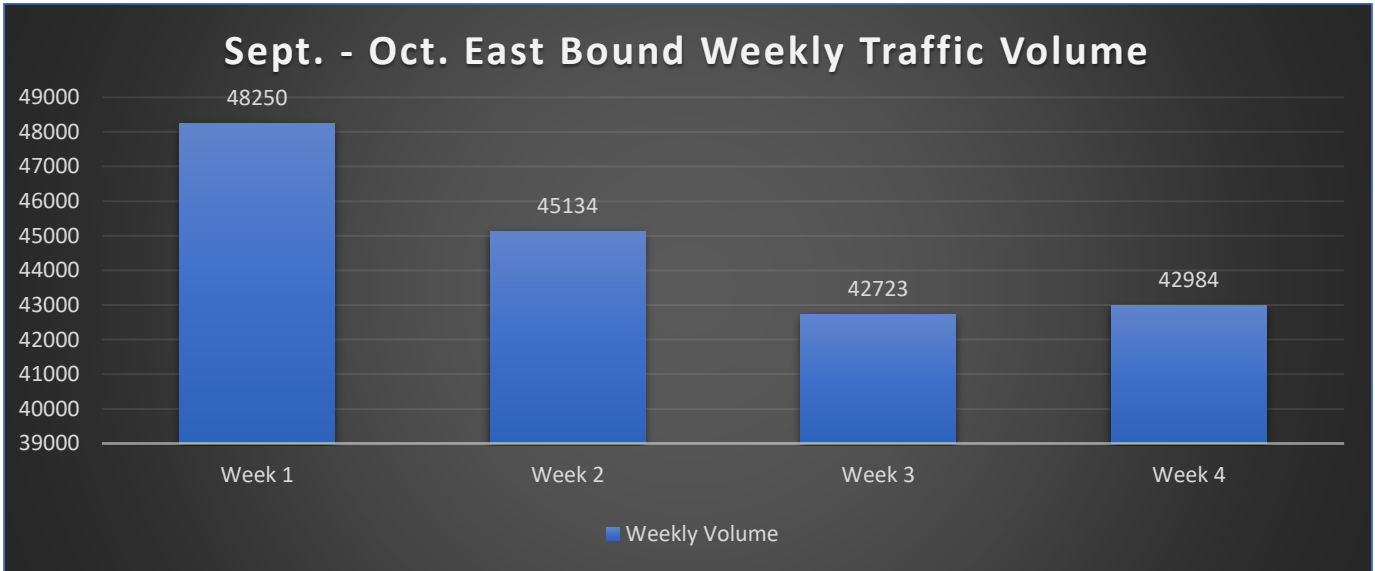
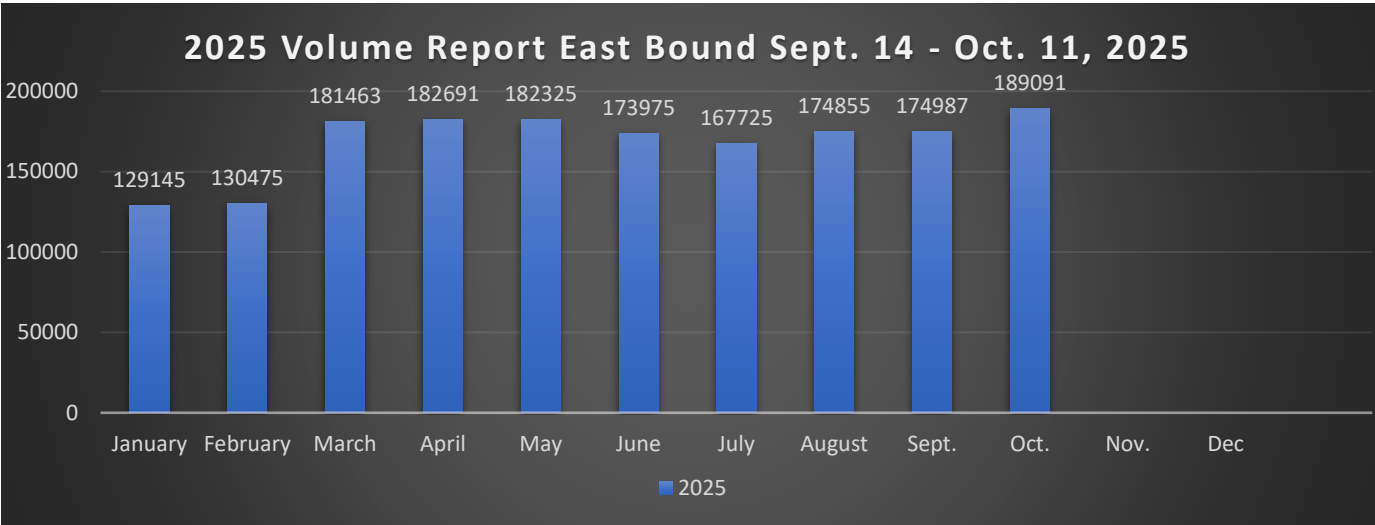
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 3



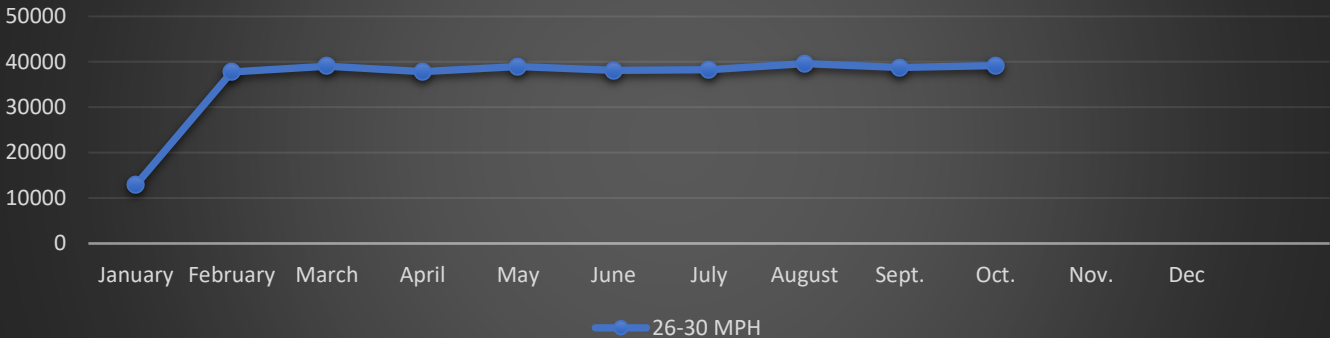
Time spent by outside agencies on calls for service as primary responders: Approximately 1 hours



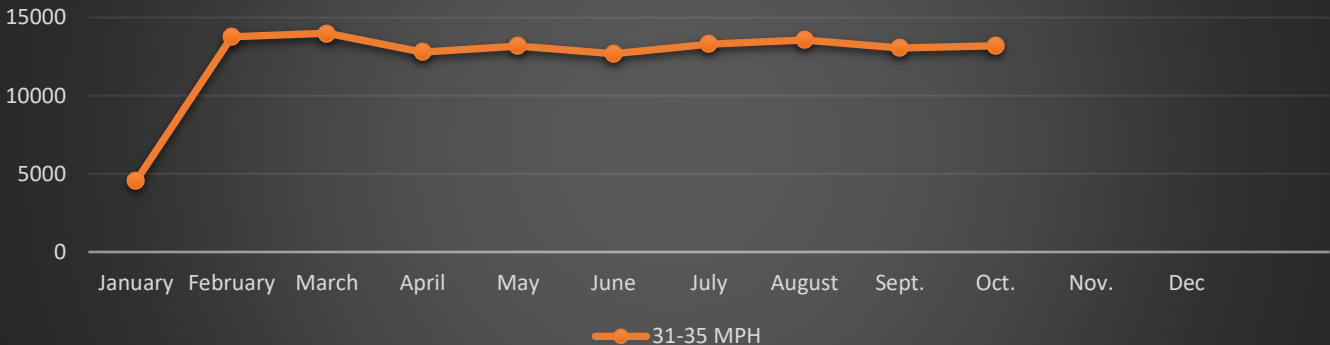
Monthly Traffic Volume



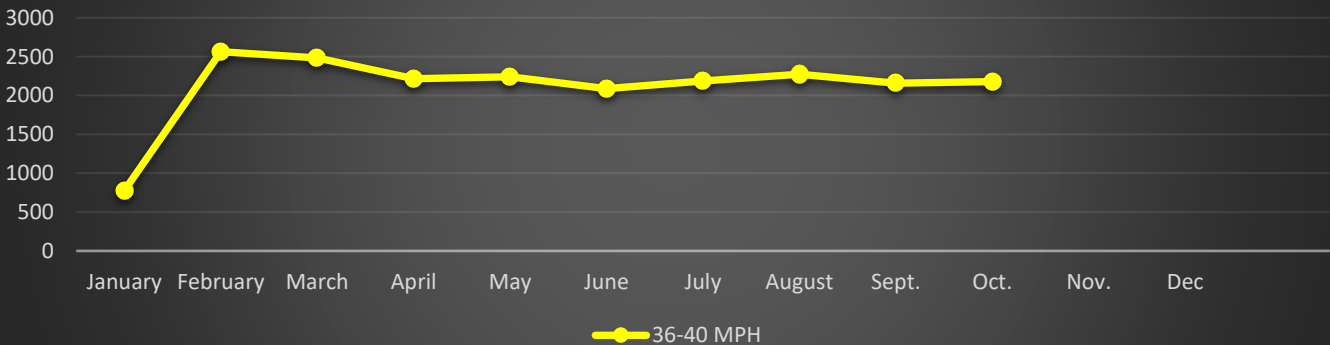
Speed 26-30 MPH Trending East Bound



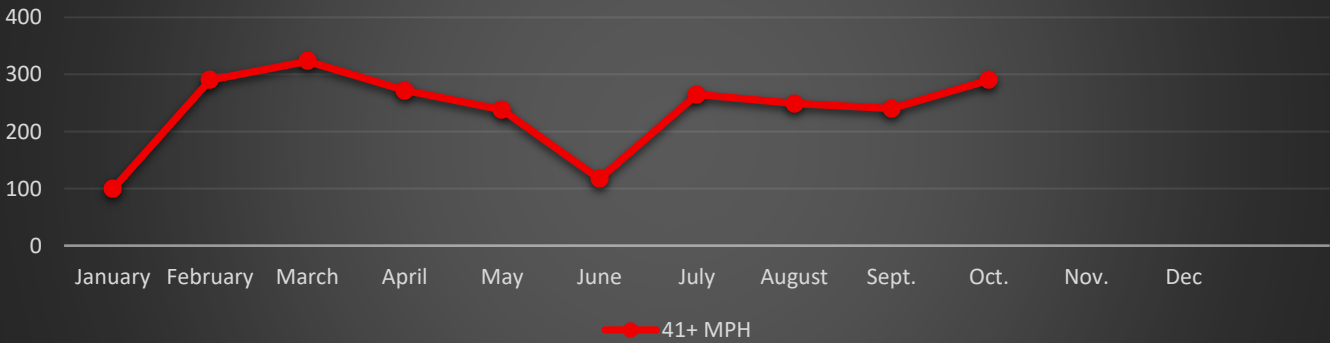
Speed 31-35 MPH Trending East Bound

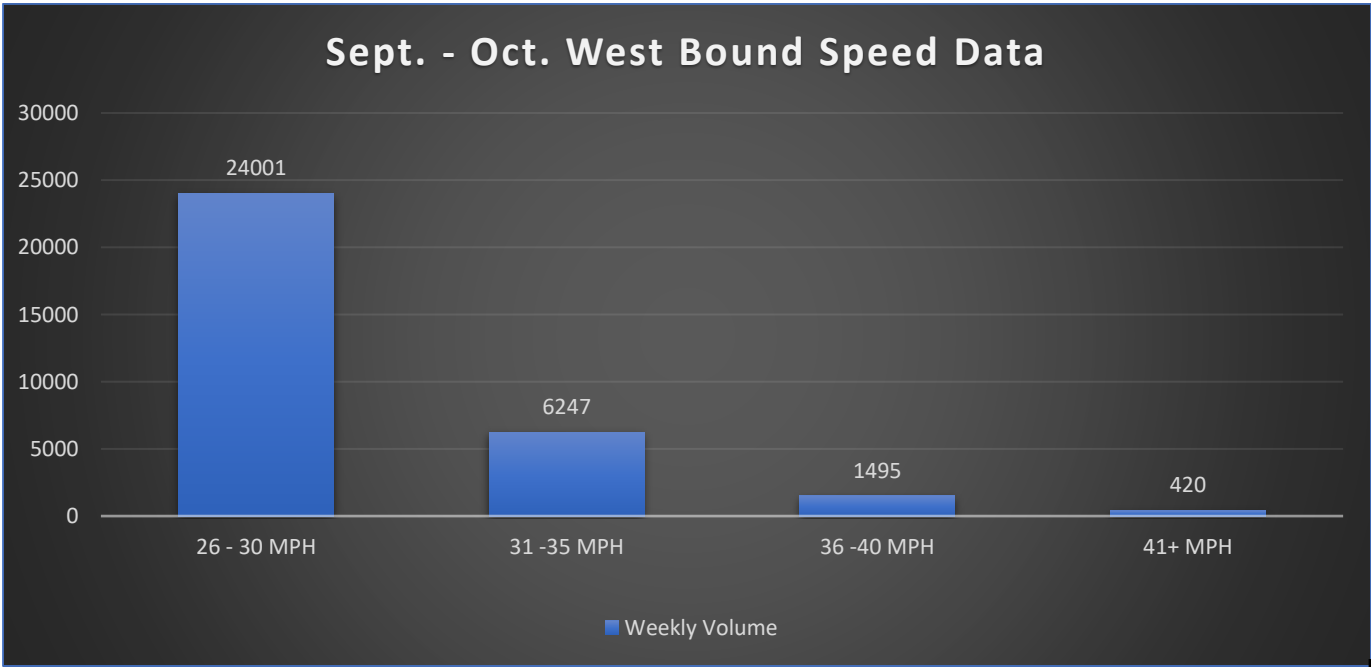
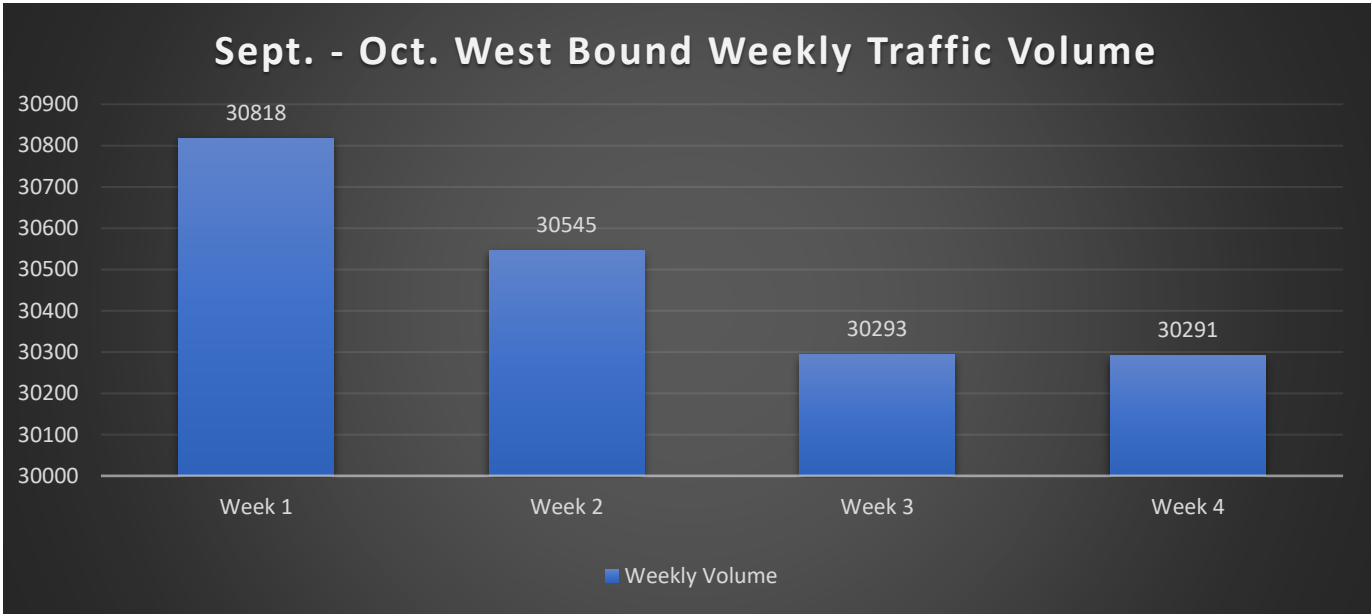
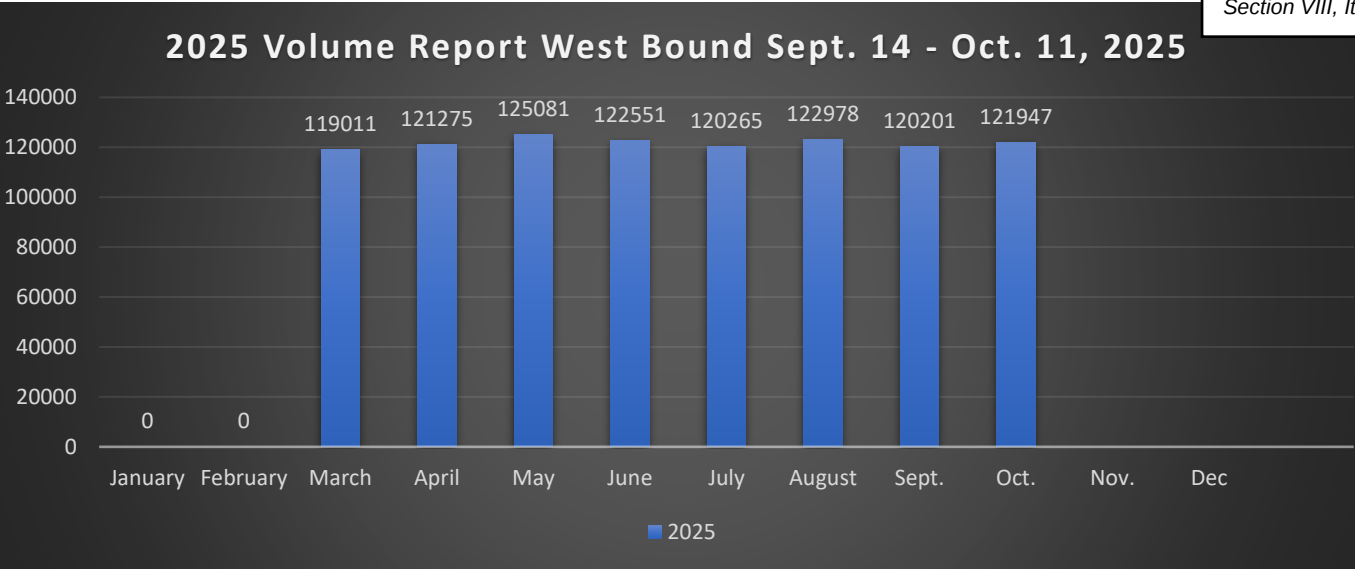


Speed 36-40 MPH Trending East Bound

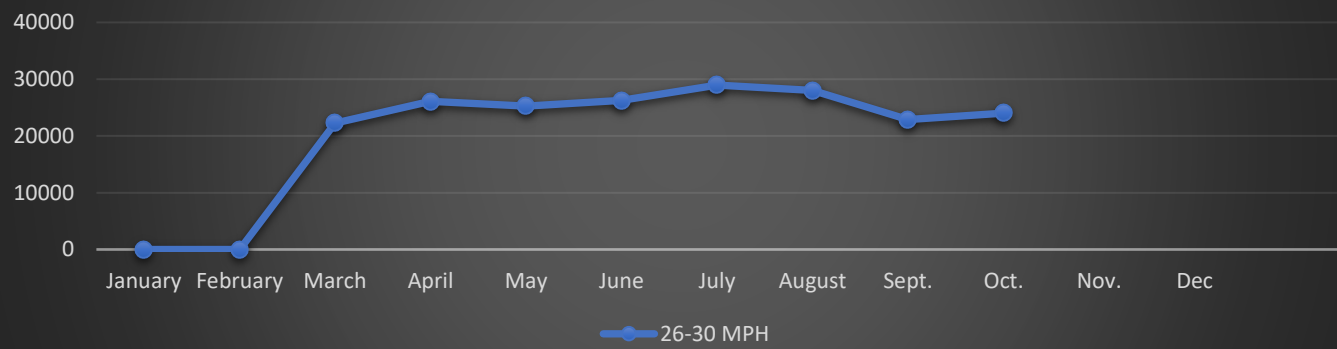


Speed 41+ MPH Trending East Bound

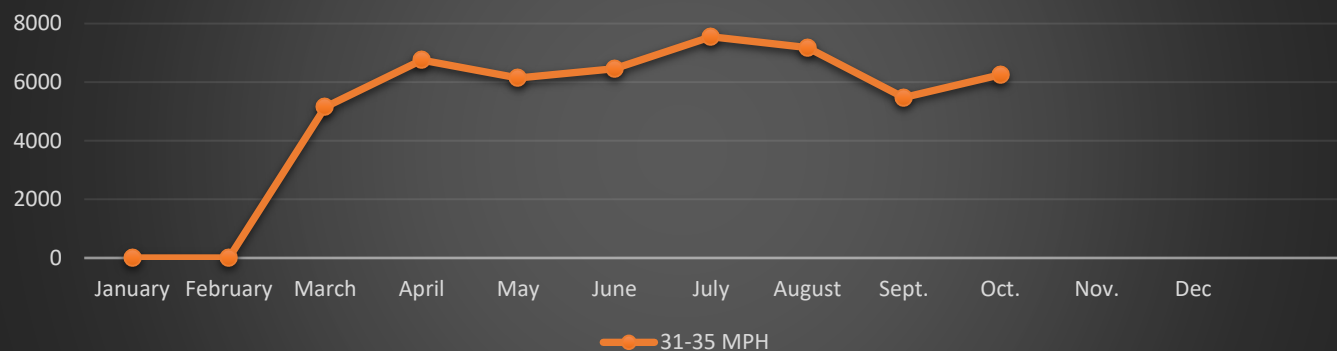




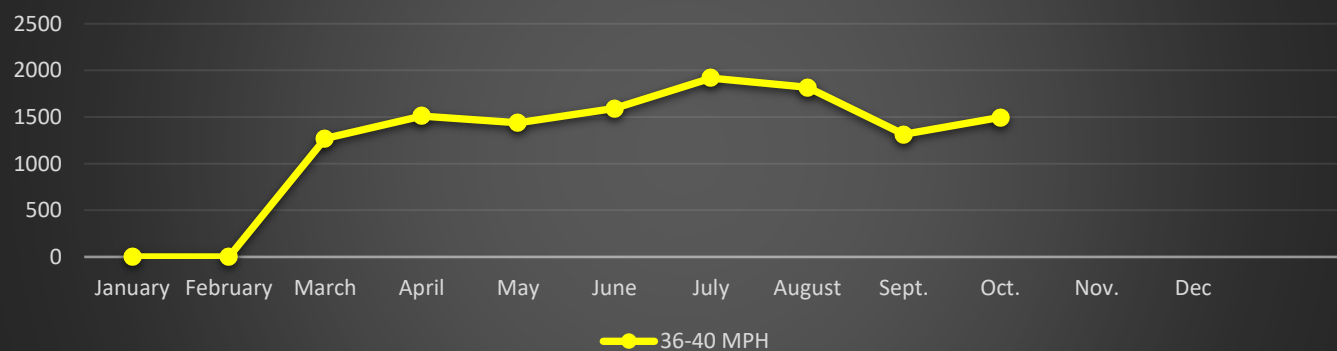
Speed 26-30 MPH Trending West Bound



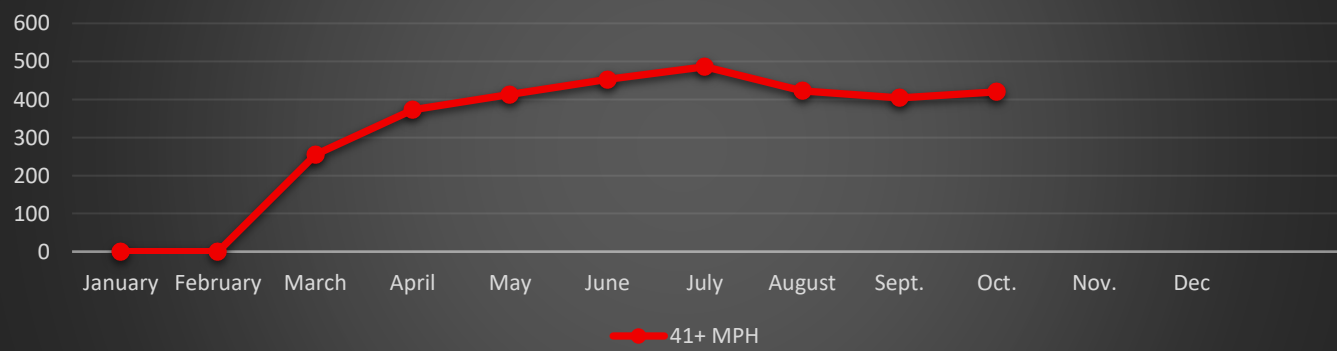
Speed 31-35 MPH Trending West Bound



Speed 36-40 MPH Trending West Bound



Speed 41+ MPH 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.
- HPD held a Mock Accreditation on October 6, 2025. The assessors felt that our status heading into the November on-site was great.
- The Department's accreditation assessment is set for November 17th through the 19th, 2025.
- Haymarket Day was held on October 18, 2025. The event was well planned and executed. A great job was done by Town Manager Emily Kyriazi, Event Coordinator Julia Crofford, and the entire town staff. HPD initiated a new traffic plan at Heathcote Blvd. and Old Carolina to enhance pedestrian safety and mitigate traffic issues. The plan worked extremely well and will be used in the future. Mobile barriers were placed on the East and West End closure points to provide better protection for attendees.
- Sgt. Burgoon attended the Annual Prince William County Public Safety Expo. The event was well attended, and Prince William County Police Department was very appreciative that we supported their event.
- MPO James Galbreath has applied for The Firehouse Subs Grant, which if awarded would fund new AED devices for the entire department. This is HPD's second attempt to obtain this grant.
- MPO James Galbreath has applied for a grant to replace our current drone. This DCJS Grant is specific to replacing departmental Drones in Virginia.
- HPD has partnered with the Prince William County Police Department, DEA, UVA Health, and Caring Senior Service for National Drug Take Back Day. At the time of this report, we do not know the amount, (weight) of drugs received.
- Fleet Manager Lonnie Milstead and Chief Allen Sibert took part in the Sweet Julia Grace Truck or Treat held at the Farm Brewery on October 11, 2025. The event was well attended, and organizers were pleased that the HPD was able to bring a cruiser and candy for the children.
- Sgt. Finley visited 4R's Preschool on two occasions, October 17, 2025. During this time, he educated the children on police practices and read stories.
- MPO Galbreath and Fleet Manager Lonnie Milstead have installed window bars in the prisoner areas of the cruisers. This will protect the windows from unruly detainees while simultaneously protecting the detainee.
- Chief Sibert attended two training sessions regarding the new egrant system for DMV. All future DMV Grant filings, beginning October 1, 2025 will be electronic.
- Officer Matt Watson held a "Stop the Bleed" class for council, town hall staff and HPD Officers on October 2, 2025.
- Stakeholders held its first 2026 Senior Summit Meeting on October 2, 2025.
- Chief Sibert filed for reimbursement in the amount of \$10,000, from the VSP HEAT Grant.
- Chief Sibert attended the first 2026 Hazard Mitigation Meeting on October 8, 2025.
- Members of the HPD Staff met with Motorola Solutions Sales Rep. Rob Roslaes on October 16, 2025 to discuss In-Car Video Camera Solutions for the Department.
- On October 18, 2025, Chief Sibert filed the 2025 Surveillance Technology Report to DCJS. This report is filed annually and must be completed by November 1st of each year.
- All borrowed equipment from Prince William County and Prince William County Office of Emergency Management has been returned.

Haymarket Police Department 2025 Event Listing

Section VIII, ItemB.

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

Respectfully Submitted,
 Allen Sibert
 Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Chick-fil-A	Katie/Emily	11/16/2021	10/29/2025	Applicant	-As-built comments provided 5/24 -2nd submission plan amendment comments sent 10/29 -Landscape bond to be kept active from original plan
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	10/29/2025	Town	-Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Cost estimate provided to Town 7/31 -Turn lane cost breakout analysis completed 10/29
Robinson's Paradise	Katie/Emily	1/4/2021	10/29/2025	Applicant/Town	-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
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	10/28/2025	Applicant	-Construction and Town E&S inspections ongoing
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	10/28/2025	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release sent 8/22. Coordinating bond release requirements between developer and homeowner -As-builts to be requested
Chestnut Street Lots	Katie/Emily	9/19/2025	10/28/2025	Katie	-Site plan submitted 9/19 -Comments due 11/5 -Update to Applicant sent 10/28
Karter School	Katie/Emily	8/20/2020	10/23/2025	Applicant	-Plan revision submitted 12/15. Comments provided 3/31 -Met with applicant. -2nd submission comments sent to Applicant 10/23

Meladon Self Storage	Katie/Emily	4/11/2025	10/22/2025	Applicant	-Preliminary plan submitted. Comments sent 10/8 -Reviewed floodplain maps with Emily for Dominion request
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Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
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
Park Sidewalk	Katie/Emily	4/27/2021	10/3/2025	Groupe/Town	-Change orders approved -Plat/deed recorded. Property corners to be set. -Punchlist work completed. -As-Built in process -Seeding needed at park house removal site
Bleight Residential Plan	Katie/Emily	8/5/2022	10/1/2025	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
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	9/30/2025	Katie	-As-builts submitted 7/8. Comments provided 8/29 -Landscape re-inspection report sent 9/30
Crossroads Village	Katie/Emily	10/18/2018	9/30/2025	Katie/Applicant	-Stockpile permit coordination -E&S bond release inspection completed. Report to be provided -As-builts resubmitted 4/18. Ready for approval pending signed copy and recorded BMP maintenance agreement
Schoolhouse Commons	Katie/Emily	6/11/2025	9/24/2025	Applicant	-TIA scoping 6/11 -Follow up meeting with VDOT 8/13 + Town 9/24

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
EPA Stormwater Grant	Staff	12/4/2024	8/26/2025	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -Re-kickoff meeting scheduled 7/2. Added Robinson Paradise to scope
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					
Nova Haymarket Hotel	Katie/Emily	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Highpointe at Haymarket	Katie/Emily	6/29/2023	9/26/2023	Applicant	-Provide review comments of plan -Meeting with Applicant
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
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: October 30, 2025

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

1. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding the proposed use of property for the Haymarket Day event.
2. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding the vacancy on Town Council.
3. Reviewed and revised the RFP for the Park Property and included the Scope of Work language.
4. Prepared draft of lease agreement and lease guaranty agreement.
5. Reviewed the applicable law and provided legal counsel and recommendations to Town staff regarding FOIA request.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: October 2025 Monthly Report
Date: October 29, 2025

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

This report provides a summary of the FLs and staff meetings held on 10/1/25 and 10/15/25 (Note that the meeting held on 10/29/25 will be included in next month's report):

- Attached to this report are the 10/1/25 and 10/15 meeting minutes for review and reference
 - Note item 1re: 10/1/25 minutes reported by TM per Procurement Policy
- The Balance Sheet, where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- FLs reviewed and signed checks, following our internal control policy
- FY 2026 budget mostly in line with expectations. Note the following items of interest -
 - The budget is approx. 33.7% or 1/3 complete. Revenues are at 37.8% and expenditures are at 29.4%, with a positive Net Ordinary Income (NOI) over \$337,000
 - Line item 3151-08, *15020 Washington Street (old Post Office Bldg.)* will experience declining revenue due to lease termination and necessary repairs resulting in a loss of approx. \$4600 per month until repairs are complete and the space is leased
 - PD Line items 3110003 *Salaries & Wage – OT Premium* and 3110005 *Salaries & Wages – Part Time* are trending a bit higher than expected due to staffing adjustment and backfilling of vacancy. The Chief is working to bring the items back into line
- The Treasurer developed a draft investment policy that is currently under review and discussion; will forward to council for review, discussion, and potential adoption as a stand-alone policy, when the draft is finalized
- A Conference and Training Policy is under development by the TM, with budget/finance implications; will forward to council for review, discussion, and potential adoption, when finalized
- Next meeting we expect a presentation by VML/VACO Finance on funding options for the Town Center Site Plan (and security elements), as well as a discussion on the engineering analysis of town owned structure, with financial implications

Open Items (with financial/policy implications):

- Development of a draft policy for sole source procurement – included in the update to the procurement policy, currently under development
- 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 LIAISON MEETING

Wednesday, October 1 2025 at 2:00 PM

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

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

MINUTES

Present: Councilmember Joe Pasanello, Mayor TracyLynn Pater, Councilmember Justin Baker, Town Manager Emily Kyriazi, Town Treasurer Roberto Gonzalez, Chief of Police Al Sibert

Town Manager Emily Kyriazi called the meeting to order and provided a brief recap of the last meeting.

1. Review of Invoices and check signing:

Emily shared that per Procurement Policy, staff must report to Finance any purchases over \$3000. She shared that staff has purchased 5 reMarkable Tablets in the amount of \$3782.90. These tablets are for the Town Manager, Town Treasurer, Chief of Police, Event Coordinator and Town/Deputy Town Clerk.

2. Spending/Procurement Policy Amendment:

Staff is working on updating different tiers of the Procurement Policy. Discussion was held on how it plays into the State Policy. Staff will work on bringing a draft to next finance meeting.

3. Police Department - Chief Updates

Chief Sibert discussed his budgeted line items and future purchases. He is looking at GSA Outlet using line item for uniforms and supplies. The last cruiser sold for \$6250. There was a suggestion from the previous Council meeting about installing enhanced speed zone signs for an increased \$200 fine. There was a discussion to follow up. A suggestion was made that Council form a traffic subcommittee to help with items to move forward with VDOT and PWC. Councilmember Pasanello stated he could be part of the subcommittee.

4. FY2026 Budget Discussion

Staff is working on an investment policy. He said this would protect the Town and is good for transparency. Discussion will continue at 10/15 finance meeting. Roberto will bring to Council once draft is complete. Roberto also shared that the Real Estate bills will go out later in the week.

5. Internship for Asset Management Discussion

Emily shared information on the FMX and GovPilot systems for the Assess Management. She has set up times for demonstrations and will take the next steps in procurement to start the inventory.

6. Compensation Study Update

Staff is waiting for next steps from Council and Compensation Study Committee

7. Town Owned Structures:

Emily has reached out to Steve Wagner to schedule the structural evaluations of the Town owned buildings.

8. Town Center Interior Building Plan:

Staff discussed with finance on shifting priorities for interior of the building. There was a discussion to just proceed with securing the building.

9. Town Center Site Plan Quotes:

There was a discussion on the importance of proceeding with the site plan and to discuss at the November 1 strategic planning meeting.

10. Upstairs Tenant Space:

Emily is working on contacting flooring companies for quotes on replacement of the flooring upstairs hallways and two tenant spaces. Looking at replacing with commercial grade carpet. Tenants given the option of LVP but will need to pay the cost difference. Other improvements include replacement of light fixtures, cleaning up cables in spaces, drywall and painting. Removed reception counter in Suite 200. The kitchen access from Suite 201 was closed. The new tenant should take occupancy on November 1

11. Other/New Items:

Not to report.

16. Previous Items to Keep Updated:

Event Accounting - Emily provided sponsorship and vendor revenue updates.

17. Next Meeting Date/Time:

October 15th at 2 pm



TOWN COUNCIL FINANCE LIAISON MEETING

Wednesday, October 15, 2025 at 2:00 PM

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

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

MINUTES

Present: Councilmember Joe Pasanello, Councilmember Alexander Beyene, Mayor TracyLynn Pater, Town Manager Emily Kyriazi, Town Treasurer Roberto Gonzalez, Chief of Police Al Sibert

Town Manager Emily Kyriazi called the meeting to order and provided a brief recap of the last meeting.

1. Review of Invoices and check signing:

Staff presented the invoices for review and signatures of checks.

2. Draft Policies

- Procurement Policy, Investment Policy, Conference & Training Policy: Staff presented drafts of the policies. The training policy has not been updated since 2014. Discussion followed on having a separate stand alone policy for Town Council Seminars and Conferences. Discussion also followed on limitations within the budget year. A draft of approval to attend was also presented.

3. Police Department - Chief Updates

Chief Sibert provided information on unclaimed properties that the Department was holding on. He stated that the monies have been handed over to the State. Chief also shared that the 3rd vehicle has been sold. A discussion will take place at the next meeting on the revenues.

4. FY2026 Budget Discussion

Town Treasurer Gonzalez shared that there is nothing out of the ordinary. He stated that the rezoning fees for the QBE property has been deposited. He also shared that he will need to do a Budget Amendment from the Police Department unclaimed monies. He said it is below the 1% so it would not require a public hearing. A Special Meeting will be called for the October 27th meeting to amend the budget.

5. Town Investments

Roberto spoke with VML/VACO Finance about funding the Town Center site plan. This will be a part of the strategic planning meeting on November 1. Mr. Mulroy from VML/VACO will be at the next finance meeting via phone to discuss further.

6. FY25 Audit

Roberto spoke with Robinson Farmer Cox on status of engagement letter. Finance asked if the auditor could come and report on the FY24 audit. Roberto stated that he would check but likely there would be a charge. He stated that he would check on the charge before scheduling.

7. Internship for Asset Management Discussion

Emily shared that staff is moving forward with Gov Pilot.

8. Compensation Study

Special meeting scheduled for October 27 to add line item to budget.

9. Town Owned Structures

Evaluation scheduled for October 27. Will hopefully discuss at next finance meeting.

10. Old Post Office Building

No update at this time.

11. Town Center Site Plan & Interior Building Plans:

There was a discussion on the importance of proceeding with the site plan and to discuss at the November 1 strategic planning meeting. There was also a discussion on going to one entry point by using the Police Department entrance lobby and moving offices around and a service window.

12. Upstairs Tenant Space:

Emily shared that she is getting final quotes on flooring for the offices upstairs.

13. Town Park RFP

Plan to post RFP next week. Needs to be open for 45 days Discussion followed on financing.

14. Youth in Government

There was a discussion on funding the program, other options and who would champion the project.

15. Other/New Items:

Emily gave updates on getting ADA accessibility to the website. Staff is working with Civic Plus.

16. Proposed Meeting Dates for October/November

Staff and Liaisons discussed dates for upcoming meetings and the Strategic Planning meeting on November 1



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

Memorandum

To: Honorable Mayor and Town Council

From: Justin Baker, Planning Commission Liaison

Re: Report, Planning Commission — **No Meetings Held 10/21/24 or 09/09/25**

Dear Honorable Mayor and Town Council,

The Planning Commission did not convene on 10/21/25 at its most recently scheduled meeting. There were no agenda items to consider. The Planning Commission's regular meeting is 11/12/25. Due to the cancellation of the last two meetings, a mandatory meeting will be held on 11/12/25.

All the best,

Justin Baker,

Councilman/Planning Commission Liaison

Town of Haymarket

15000 Washington Street, Suite 100

Haymarket, VA 20169

Office (703) 753 – 2600

Cell (949) 394-9987

jbaker@townofhaymarket.org



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

Memorandum

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

Regular Meeting moved to 10/22 @ 7:00PM during 9/22 Meeting to alleviate conflict with Haymarket Day schedule; then canceled on 10/8 due to no COA submissions per request by ARB Chair.



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

Memorandum

To: Mayor and Town Council
From: Emily L. Kyriazi, Town Manager
Date: October 27, 2025
Re: Upcoming Holiday Meeting Schedule and Town Hall Holiday Week Operating Hours

Background: In review of the upcoming holiday season, Staff is proposing the following adjustments to the meeting schedule:

November Work Session is scheduled for the week of Thanksgiving, November 24, 2025. Council can discuss with Staff different meeting date options if they choose to change that date.

December Work Session is currently scheduled for December 29th. Staff recommends moving the work session to January 5, 2026 at 6 pm followed by the Regular Monthly Meeting at 7pm.

The Town policy for observed holiday hours is described as: The Town generally observes the holiday schedule adopted by the Commonwealth of Virginia. Other holidays may be designated by the Governor of Virginia, the President of the United States or the Mayor if recommended by the Manager and approved by the Town Council. The Town policy states that the office will be closed on Christmas Eve and Christmas Day. In addition, the State is recognizing the day after Christmas (12-26-2025) as an additional 8 hours of holiday time.

In past years the Town Council has authorized the Town Hall offices to close to the public for the week of Christmas and the week following, leading up to January 1st. In the past we have very limited public interaction or in person business transactions during these two weeks. Most business discussions that would occur during this timeframe would be related to zoning and planning applications and are primarily completed via email conversations. I am proposing to the Council to close the Town Hall offices to the public starting on December 22nd at 12:00pm through January 2nd at 4:00pm. The office would reopen normal hours starting on January 5th at 9:00am. On December 20th, the meals tax is due, being it is on a Saturday, I am proposing that Staff open the office on December 22nd in the morning to accept in person payments and process payments from the dropbox. On December 22nd, Staff would like to hold our Holiday Luncheon off site around 12:00pm. Following the luncheon Staff will return to the office to process any additional payments from the dropbox.

During the closure of the offices, Town Staff have several options regarding work hours, take paid time off, work in office (while office is closed to public) or telework (Staff MUST receive approval of telework plan and deliverables prior to teleworking). In closure of the offices IS NOT paid holiday time. The only paid Holiday hours during these two weeks are as follows; Dec 24, Dec 25, Dec 26 and Jan 1.

During the closure my work cell number and email will be posted for emergencies and immediate contact. I will be on-call to handle all matters that arise while Staff is on vacation.

I am requesting Council give a directive at the November 3rd Council Meeting so that I can advertise any change in schedule to the public 3-4 weeks in advance and notify our business community, residents and current applicants.

Directive for Staff to proceed with the proposed office closure as present above.

Or other Directive.

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