



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/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION: Pastor Don Meeks - Greenwich Presbyterian Church

IV. MEET THE CANDIDATES

George Stewart - Gainesville District Board of Supervisor Candidate

Patrick Harders - Gainesville District Board of Supervisor Candidate

Delegate Josh Thomas - 21st District Virginia Delegate Candidate

V. PRESENTATION: Delegate Josh Thomas/Senator Danica Roem

VI. PRESENTATION: Boxes of Basics - Sarah Tyndall

VII. PRESENTATION

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

VIII. CITIZENS TIME

IX. CONSENT AGENDA

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
2. Ordinance #2025-001: Outdoor Events Ordinance
3. Ordinance #2025-002: Meals Tax Free Weekend
4. Transportation Improvement Sub-Committee

XI. COUNCILMEMBER TIME

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

XII. ADJOURNMENT



NOTICE OF PUBLIC HEARING TOWN OF HAYMARKET

Notice is hereby given that the Town of Haymarket Town Council will hold a public hearing on Monday, October 6, 2025 at 7 PM or as soon thereafter as may be heard at the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket VA to receive public comment on proposed Ordinance #2025-001: An ordinance amending Chapter 15 - Outdoor Events of the Haymarket Town Code. A full copy of the proposed ordinance is available upon request and available for review at the Office of the Town Clerk at 15000 Washington Street, Suite 100, Haymarket, VA 20169 between the hours of 9 am - 4 pm. The public hearing will be held in a public facility accessible to people with disabilities. Any person with questions on the accessibility of the facility or requesting special accommodations for a disability may contact the Town Clerk at 703-753-2600 x205.

If you wish to comment but cannot attend the public hearing, please send your comments to the Clerk of the Council, Kim Henry, by February 5, 2024 at 4:00pm, via email at Khenry@townofhaymarket.org or via mail to 15000 Washington Street, Ste. 100, Haymarket, VA 20169.



TOWN COUNCIL – WORK SESSION MEETING

Monday, August 25, 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 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 Ken Luersen
Councilmember Justin Baker

ABSENT

Councilmember Alexander Beyene

II. PLEDGE OF ALLEGIANCE

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

III. TOWN MANAGER REPORT

1. Town Manager Report

Town Manager Emily Kyriazi gave her monthly report to the Town Council. She highlighted several items to include:

1. staff finished the punch list on the town park sidewalk project. They are working on final items and will be doing walk through in the near future. Area that they are keeping an eye on is grass growth.
2. Staff will be resubmitting the final deed.
3. Staff is meeting with Prince William County's consulting firm on stormwater assessment project and doing a walk through at the 3 major areas. She shared that she will have an update at the next week regular monthly meeting.
4. Town Managers meeting with Prince William County CXO Chris Shorter is scheduled for later in the week. She said she will be asking to have the fees waived at the shooting range for the Police Department.

She continued with other items of note. Those included:

1. Finalizing the strategic planning update meeting with Stephanie Davis scheduled for November 1.
2. Met with Crossroads Arts Alliance on the new program roll out in 2026.
3. Moving forward with the redesign of the Town's website.
4. Moved forward with the IT contractor moving some internal file systems and proceeding with

the .gov email format.

5. Mayors message series is being posted every two weeks. She shared that the recent video will be shown at the next Business Roundtable scheduled for the following morning and that Skipper films, who has been doing the segments, will be there to discuss with the businesses advertising tips on social media for the upcoming holiday season.

6. Gave quick planning updates for the Town Center and shared that she is working with the architect on the building plan estimates and exterior plans. She shared that she would still like to have a joint meeting with ARB on exterior plans in the near future and will have plans available for the strategic planning meeting in November.

7. Gave an update on the Chick Fil-a drive thru expansion project and shared that they have received their first comments back.

8. Gave a brief update on future Town events.

After her report, the floor was opened for any questions. A question was raised on providing landfill information on the Town's website. Mrs. Kyriazi shared that she is waiting on a little more information from the County prior to putting it on the website. There was a question about getting the curb painted near the new fire hydrant on Jefferson and Fayette Street. Mrs. Kyriazi shared that she will follow up and get it painted. There was a question about measuring the mulch level at the playground to ensure that everything is ADA compliant. Mrs. Kyriazi shared that a playground inspector visits the playground twice a year to ensure everything is up to code. There was a request for Town Manager Kyriazi to give feedback to the CXO of Prince William County regarding the services the Town is receiving from the County, especially the flooding. Mrs. Kyriazi shared information on the recent flooding concerns of some of the homes in Robinson Paradise and that the County building officials confirmed that everything was done to code. She continued to share that a geotechnical report has been requested in order to look at the soils in the area and that it is still between the Town and the contractor, not the County. Mrs. Kyriazi further explained the storm water grant assessment areas of concerns in the Town. There was a question on yard waste not being picked up by the trash service. Mrs. Kyriazi shared that staff reached out to the trash service on the concern and that staff will keep monitoring. She stated that she will be setting up a meeting with the contract manager to discuss.

Mrs. Kyriazi updated the Council on the intern that will be doing the asset inventory list. Lastly, Mrs. Kyriazi shared information on a Prince William County TAP grant for a sidewalk extension from Somerset connecting to the Town's sidewalk on Fayette. She shared that the County has applied for the grant and will be looking to see if there is a local match and the expectations from the Town. She shared that she will be bringing additional information at the next meeting. A short discussion followed.

IV. CHIEF OF POLICE REPORT

1. Chief of Police Report

Chief of Police Al Sibert gave his monthly report pointing out some areas to include:

1. Calls for service has been static after the small spike at the beginning of the year.
2. Business checks and foot patrols have been tracking adequately, as well.
3. Response time has remained good with traffic stops and summons have been on track overall.
4. DMV quarterly reporting is also on track and sharing all purchases needed to be done during the first quarter
5. Back up has remain stagnant since the increase in personnel.
6. He continued with status of current projects to highlight the success of the National Night Out event and the summer concert. He also highlighted that the department applied for the HEAT (Help Eliminate Auto Theft) grant and was approved. The department will purchase automated

license plate readers with the grant money which will cover the 4 main areas coming into and leaving town. Chief Sibert congratulated Officer Galbreath for taking the lead on the project and his quick action on getting the location of the cameras approved.

7. The department has decommissioned two old cruisers since the purchase of new cruisers.

8. Accreditation process is moving along. Full assessment will be at the end of the year.

After his report, Chief Sibert asked for any questions. There was a short discussion and compliments on the new design on the cruisers. There was a question on Officer Finley's nomination for the 2025 MADD award. Chief Sibert explained the process of the nomination.

V. AGENDA ITEMS

1. Monthly Financial Report

In the absence of Town Treasurer Roberto Gonzalez, Town Manager Emily Kyriazi shared that she would answer any questions and also gave Councilmember Pasanello an opportunity to answer questions as the finance liaison. Councilmember Pasanello shared the date of the next liaison meeting. Mr. Pasanello shared that the budget shows a negative during the first part of the fiscal year but said the revenues will catch up in November and December.

2. Outdoor Event Ordinance

Town Attorney Olaun Simmons provided some edits to the Ordinance for Council review before authorizing the public hearing. He shared that there were only a few edits and that it is enforceable and ready for public notice. There was a short discussion. Town Manager Emily Kyriazi stated that staff would provide a clean version at the next meeting for authorization to proceed with public notice for a public hearing at the October regular meeting.

3. Town Park Pavilion RFP

Town Manager Emily Kyriazi distributed the proposed RFP, a print out of the previously approved drawing of the Harrover master plan and the entirety of the Harrover master plan. She provided the scope of services that she recommended for Council to consider and move forward with. She shared that it is for the entirety of the design and engineering services in one step. She further explained the scope. She also provided a time line on posting due date, review and awarding the RFP. She stated that since this is a larger project and getting full site plans through, it could go into early 2027 before the next phase. She continued with the master plan and the approved drawing. She shared that there would be a charette with the public to see if these plans would change. A discussion followed on the time line. She stated that this topic will be discussed at the strategic planning meeting on November 1. She asked for the Council to spend the next few days reviewing the document so that they can have a final discussion at the next meeting for the directive to proceed at the October 6 meeting. She stated that she would like to have everything secure and moving along in case there is a change in Council at the 2026 elections. Discussion continued on proceeding for posting in October and public input.

4. Budget Amendment: Resolution 2025-0008

Town Manager Emily Kyriazi shared that at a previous meeting, the Council approved the purchase of swift water gear for the fire department using Fire Program Funds grant money. She shared that the invoice did not come during the last fiscal year. So the treasurer needed to put the funds in reserves. She stated that since the beginning of this fiscal year, the town received the invoice and that the treasurer needs to move those funds to the expenditure line item with a budget amendment to this years budget.

VI. CLOSED SESSION

Before going into Closed Session, Town Manager Emily Kyriazi presented the draft proclamation for the late Bob Weir. After a short discussion, the Town Council agreed to make April 13th, which is University of Virginia Founder's Day, Bob Weir Open Government Day.

1. Closed Session Motion

Councilmember Pasanello moved that the Town Council go into Closed Session pursuant to Virginia Code § 2.2-3711(A)(1): a personnel matter involving the assignment, appointment, promotion performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with an employee of the Town of Haymarket; and 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. Vice Mayor Gallagher seconded the motion. The motion carried.

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

2. Certification from Closed Session

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: Mayor Pater, Vice Mayor Gallagher, Councilmember Pasanello,
Councilmember Ramirez, Councilmember Luersen, Councilmember Baker
Absent: Councilmember Beyene**

3. Directive or Motion from Closed Session, If Needed

Without objection, Vice Mayor Gallagher directed the Town Manager to proceed as discussed and agreed upon in the closed session.

VII. ADJOURNMENT

With no further discussion 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 Luersen, Councilmember Baker
Absent: Councilmember Beyene**



TOWN COUNCIL/ARB JOINT MEETING

Tuesday, September 02, 2025 at 5:30 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

A Joint Meeting with the Mayor, Town Council and Architectural Review Board of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 5:30 PM.

Mayor TracyLynn Pater called the meeting to order.

TOWN COUNCIL MEMBERS PRESENT

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

TOWN COUNCIL MEMBERS ABSENT

Councilmember Justin Baker

ARCHITECTURAL REVIEW BOARD MEMBERS PRESENT

Chairman Ken Luersen
Board Member Dave Capossela

ARCHITECTURAL REVIEW BOARD MEMBERS ABSENT

Board Member Ben Barben
Board Member Chuck Mason
Board Member Joanna Mason

II. PRESENTATION: LOVE SIGN AND WALL MURAL - 15030 Washington Street

The purpose of this evening's meeting was to hear a presentation on a LOVE sign and town mural along Washington Street. Mayor Pater introduced Meghan Bogue and Crystalline Boyett who came up with the design. Mayor Pater asked Town Manager Emily Kyriazi for a brief history prior to the presentation. Mrs. Kyriazi shared that there has been talk for many years about incorporating art work into the town, growing tourism and community efforts. She shared that when she was approached by Ms. Bogue about a mural idea, she thought it was a good idea since the Maintenance Supervisor was cleaning up a retaining wall near the Town Hall on Washington Street. Mrs. Kyriazi invited Ms. Bogue and Ms. Boyett to the podium for their presentation.

Ms. Bogue stated that she owns a small business that she and Ms. Boyett would love to do a mural for Haymarket. She shared that it adds character and draws people to the Town and would add a nice and cozy feeling. She shared that they would like to portray some of the local roots and traditions of Haymarket in the mural and LOVE sign. She presented the design of the LOVE sign and explained in detail each letter. Ms. Bogue shared places that Council could see her work. She continued with the design of the mural. She stated that it would be on the retaining wall across from

the museum to be more of a visual in the heart of Haymarket. At this time, Town Manager Kyriazi introduced a representative from Century Stair who will be partnering with the Town by donating the material and making the LOVE sign. Mrs. Kyriazi shared that the sign would be above the retaining wall near Thrive Med Spa but could be moved. She stated that Thrive Med Spa is on board with having the sign on their property. Ms. Bogue shared that the LOVE sign meets the criteria to be on the state registry. They also shared that the mural should last at least 10 years and the life expectancy of the sign would be less because of it being wood and how the Town should maintain it. After the presentation, Mayor Pater opened the floor for questions. There was a question on the Town's current sign ordinance. Town Manager Kyriazi stated that the ordinance does not have anything of this nature and it would be a unique situation. She stated that it is a temporary structure but the Town could set a specific ordinance for it will likely set a precedent. There was also a discussion on the location of the sign. Mrs. Kyriazi also shared that she has been working with the Town Attorney on an agreement with Thrive Med Spa to have the sign on the property. There was also a financial question on if the job needed to be put out to bid. Mrs. Kyriazi stated that it is under the spending limit threshold. There was also a question if the letters would be staggered or in line. Ms. Bogue stated that they would be in line. There was also a question on the coloring. They shared that the landscaping would reflect the seasons represented but the buildings would be true to color. There was also a question on the liability and how the sign is secured. Town Manager Kyriazi stated that the Town would install and maintain the sign so that it remains secure and safe. There was also a brief discussion on a large wall building mural. There was a safety concern of having the sign above the retaining wall. In general, the Council expressed their concerns but overall gave positive feedback of the idea. There was a question to the Town Attorney about installing the sign on private property. He shared that this is not a unique situation and that there would be an agreement that would protect the Town. He also addressed the Town's sign ordinance, which has a government exception. He shared that if the sign is recommended by a governmental body, there would be an exception for needing a sign permit. He gave a language recommendation for Council if they decided to amend the sign ordinance. The Council took a brief recess to visit the space for a better visual. After the visit, a discussion continued on the placement of the LOVE sign at the property. Chairman Luersen stated that from the Architectural Review Board recommendation, he would prefer the sign to be at a 30 degree angle and the sign be no more the 16 feet in width and no more than 5 feet tall. He stated that since the ARB does not have a quorum, a vote cannot be made. He shared that they can only give a suggestion to the Council. The Council questioned the Town Attorney again on the ordinance change. He shared the provisions of the ordinance to add the Virginia Love sign program. A short discussion followed with the required public notice for adding the provision. Town Manager Emily Kyriazi suggested that the Town proceed with the mural and LOVE sign for Haymarket Day. And the LOVE sign would temporarily be set up at the property for Haymarket Day then proceed with the proper changes to the ordinance to have it permanently installed. There was also a question if the mural is allowable per ordinance. The Town Attorney stated that he would need to do some research on it. The topic will be further discussed at the regular meeting that was to follow.

III. ADJOURNMENT

With no further discussion on the subject, Councilmember Ramirez moved to adjourn seconded by Vice Mayor Gallagher. The motion carried.

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



TOWN COUNCIL – PUBLIC HEARING/REGULAR MEETING

Tuesday, September 02, 2025 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

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

ABSENT

Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Rev Chelsea Morse - Haymarket Church

Mayor Pater introduced the Reverend Chelsea Morse, the new pastor of Haymarket Church, and invited her to the podium to give the evening's invocation. Prior to the invocation, Pastor Morse shared some events that the church is doing.

IV. PROCLAMATION FOR BOB WEIR

At this time, Mayor Pater and the Town Council gave tribute to a great colleague and friend, Bob Weir. Mayor Pater read into the record a Proclamation honoring Bob and declaring April 13th as Bob Weir Government Open House Day to encourage transparency and communication between citizens and their local elected officials. Mayor Pater presented the Proclamation to Bob's staff on behalf of the Weir family.

After the proclamation, Town Manager Emily Kyriazi gave a brief explanation why the Council chose April 13th as Bob Weir Government Open House Day. She shared that the date is Founder's Day at the University of Virginia where Bob attended and was so proud of. She continued to share the vision that the Council and staff have for the day. On behalf of staff, Town Manager Kyriazi shared thoughts on the loss of Bob and how it has affected the office. Following, each Councilmember shared some special memories of Bob. Mayor Pater introduced and invited Chairperson Deshundra Jefferson, Prince William County Board of Supervisors, to the podium to share some memories.

After Ms. Jefferson spoke, Mayor Pater invited anyone from audience to come speak on memories and pay tribute to Bob Weir. Those who spoke were: State Senator Danica Roem, Board of Supervisor Victor Angry, Rick Berry, Elena Schlosberg, George Stewart, Karen Sheehan, Jerome Gonzalez, Patrick Harders, Michael Whitlock, Steve Ward, and a letter from Delegate Josh Thomas. The common remark from those listed was that Bob Weir brought people together and worked hard for the good of the citizens in Western Prince William County and the Town of Haymarket. He stood with integrity and compassion. The Council took a brief recess.

V. PUBLIC HEARING: Amendment to FY2025-26 Budget

1. Public Notice

Mayor Pater asked Town Clerk Kim Henry to read the public notice into the record.

Notice of Public Hearing
Town of Haymarket
Fiscal Year 2025/2026 Amendment to the Adopted Budget

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

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

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

2. Citizen Comments

Mayor Pater opened the floor for citizen comment.

3. Close Public Hearing

Being there were no comments, Mayor Pater closed the public hearing.

VI. CITIZENS TIME

Mayor Pater opened the floor for Citizen's Time in the Regular Meeting. There were no comments.

VII. CONSENT AGENDA

Mayor Pater asked if anyone would like to pull any items off the Consent Agenda. There was a request to pull the Police Chief Report, the Finance Liaison report, and Town Administration Report.

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

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

After the pulled reports were discussed, Councilmember Pasanello moved to adopt Consent Agenda Items B:1 and 3 and C:1. Vice Mayor Gallagher seconded the motion. The motion carried.

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

A. Minute Approval

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

B. Department Reports

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

Town Administration Report

Town Manager Emily Kyriazi gave some updates on her report from the previous week's Work Session. She shared that staff held a site visit with the consultant on the PWC Storm Water grant funding that the Town is receiving. She shared that they were able to speak with the residents at Robinson Paradise who came to a previous meeting about flooding issues. She shared that the next visit the consultants will be doing some surveying along Fayette Street as well as the Robinson Paradise community. She also shared information from her Town Managers meeting with Prince William County CXO. She stated that she was able to speak about events, such as Haymarket Day, and having a safe event and partnering with Fire and Rescue to have a first aid station on Town property. She shared that she will be following up with the Fire and Rescue Chief to get that set up. She also shared that the town will be resourcing the County print shop for the Town's print needs. She also shared that the County transportation department is working on the sidewalk connection at Somerset Crossing and also at the north end of Fayette from Heathcote. She shared that she asked the County for help with the traffic light and intersection of Jefferson and Washington Street. She shared that the conversation with the County will continue on the subject. She also shared that she spoke with the building permit department on being proactive with inspections. She shared that she asked that the fire marshal come and inspect all town owned properties to insure safety of the structures. Lastly, she shared that she brought up the subject of the police department utilizing the training facility. She shared that PWC is going to follow up by retrieving the minutes when this discussion and the directive that followed.

Police Chief Report

Councilmember Beyene thanked Chief Sibert for updating and clarifying a graph on his report. Councilmember Beyene asked Chief Sibert if he would start and collect data on speed with the cameras. Chief Sibert stated that he would start putting the data in his monthly 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

Finance Liaison Report

Councilmember Ramirez noted in the report about Food Pantry assistance and food drive. She asked if this could be a Community Outreach effort. Town Manager Emily Kyriazi further explained that at the liaisons meeting, there was a discussion on ways the Town could help. She stated that she would like to invite them to the events to speak on the needs within the community. There was a short discussion on the Council and staff finding out about some volunteer opportunities. There was also a discussion on the spending policy/procurement amendment that was in the liaison report. Councilmember Ramirez asked what the amendment might entail. Councilmember Pasanello shared that once the liaisons are ready, they may bring to Council a request to increase the limits on the spending policy. He also shared that they had a conversation on sole sourcing, which would give the Town Manager some flexibility in awarding contracts that may not be competitive. He shared that they will continue the conversation at their next finance liaison meeting.

VIII. AGENDA ITEMS

1. Resolution 2025-008: Budget Amendment for FY 2025-2026

Town Treasurer Roberto Gonzalez gave a brief update on the proposed resolution. He stated that the funds were held over from the FY25 budget from the Fire Program Funds grant and was put in the FY26 reserves. He stated that the invoice from the approved purchase of fire equipment did not come in until after the start of the FY26 budget. He stated that since it was over the 1% threshold, a public hearing was held and is recommending Council adopt the resolution to move funds from the reserves to the expenditure line item for payment of the equipment.

Councilmember Beyene moved for the Haymarket Town Council approve the amendment to Fiscal Year 2025-2026 budget as designated by Resolution #2025-008. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

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

2. Town Park Pavilion RFP

Town Manager Emily Kyriazi presented the proposed scope of work for the Park Pavilion RFP from the previous Work Session and asked if Council had any questions or edits before she proceeds. A short discussion followed on the restroom facilities design options. Councilmember Pasanello suggested the concept of a smart toilet. Town Manager Kyriazi explained the smart toilet concept. Mrs. Kyriazi shared that Council will be able to talk about the design options at a later date in the process. The Council directed Town Manager Kyriazi to proceed with the RFP.

3. Outdoor Event Ordinance: Final Draft - Authorize for Public Hearing

Town Manager Emily Kyriazi provided the final clean draft of the Outdoor Event Ordinance. She asked for any questions and edits. With no edits or questions, the Council directed Town Manager Kyriazi to proceed with public notice for a public hearing at the October 6th regular meeting.

4. Resolution #2025-009: Prince William County Tap Grant Support

Town Manager Emily Kyriazi apologized that she was unable to give a draft resolution for Council review. Mrs. Kyriazi asked for the Council to proceed with the mural and LOVE sign discussion so that she could provide the Council with more information.

After the discussion on the mural and LOVE sign and a brief recess, Town Manager Emily Kyriazi shared that she is seeking a letter of support requested by the Prince William County Board of Supervisors on an application process they would be doing for the upcoming TAP (transportation alternatives program) grant that is administered by VDOT. She shared the proposed resolution. She shared that this resolution would include the project that comes from Somerset Crossing that will meet up with the shared use path and come up to Fayette Street and continue north on Fayette where there is a ramp. She provided the visual for the Council. She shared that it requires a 20% local funding match. A discussion followed if the Town is required to meet the match. Mrs. Kyriazi confirmed that the Town would need to meet the match. The discussion continued on if the Town would be responsible for part of the grant match and how it would fit into the Town's strategic plan and future budgets. The Council directed the Town Manager to communicate with the County that the Town is in support of the grant but is not able to make a decision until the Council understands if the County is requesting a financial match and at what percent of the project.

5. Discussion on Wall Mural and LOVE Sign - Continued

The Town Council discussed the subject of the mural design and placement that was presented to them earlier in the evening. There was a discussion of having both the LOVE sign and the mural done but to hold off on the placement of the LOVE sign. The Council discussed temporarily placing it on the proposed property for Haymarket Day and then decide later where it would permanently be placed. There was also a discussion of updating the sign ordinance. There was a suggestion to get citizen feed back on Haymarket Day on placement of the LOVE sign. Town Attorney Simmons stated that he would follow up the ordinances regarding signs and sculpture. A discussion continued on the subject. The Council decided to hold off until Town Attorney interpretation of the ordinance on murals.

IX. COUNCILMEMBER TIME

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

Councilmember Ramirez

Councilmember Ramirez thanked everyone for coming to the meeting this evening to pay tribute to Bob Weir. She also thanked and congratulated the staff and the police department for hosting the recent events.

Councilmember Baker

Councilmember Baker was not present and did not provide any written report.

Councilmember Beyene

Councilmember Beyene thanked the staff for creating and organizing the proclamation for Bob Weir.

Councilmember Pasanello

Councilmember Pasanello remarked that the evening was a wonderful tribute to Bob. He shared that the County Board of Supervisors will be doing a proclamation at their next meeting on September 9th. He also shared information on the celebration of life event for Bob at Giuseppe's on September 27th. He continued to share information on a fall festival at Leopold's Preserve on September 20th. He asked that the staff post the event on social media. He shared information about rail safety week from September 15-September 21. He provided additional information on statistics involving rail accidents. Lastly, he brought attention to the gold bows on the light poles in the Town and recognized Alex's Army for bringing awareness that September is Childhood Cancer Awareness month. He shared that September is also Blood Cancer Awareness month. He shared statistics on childhood cancer.

Councilmember Luersen

Councilmember Luersen expressed his condolences to Bob's family and appreciated all the tributes from this evening's meeting. He thanked the staff for their engagement with County on the storm water management program.

Vice Mayor Gallagher

Vice Mayor Gallagher shared that the evening was great and most everything about Bob had already been said on how Bob touched everybody's lives. He also shared that he enjoyed the conversations on the dais on the mural and sign and reminded him of the businesses in the Town that have murals on their walls of the Town. He encouraged everyone to visit the businesses and view the murals. Lastly, he delightfully shared that September 23rd was National Dog's in Politics and Government Day.

Mayor Pater

Mayor Pater shared that there was a great turnout at the last Business Roundtable meeting. She also shared on the success of the Summer Concert event in August. She congratulated and thanked the staff for organizing such a great event. She shared her excitement and the date of Haymarket Day on October 18th. She also shared that she will be at the September 7th Farmer's Market. Lastly, she thanked everyone for coming to share their stories about Bob at this evening's meeting.

X. ADJOURNMENT

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

Motion made by Councilmember Ramirez, Seconded by Councilmember Beyene.

Voting Yea: Vice Mayor Gallagher, Councilmember Beyene, Councilmember Luersen, Councilmember Pasanello, Councilmember Ramirez

Absent: Councilmember Baker

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	Scheduling a second walkthrough with the Engineering Groupe and M&F Concrete. Deed and Plat have been handed off to Attorney for recording at the County
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	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: Held a follow up meeting post-site visit. I need to return a few more documents to the consultant. Consultant is scheduling surveying work in the Town
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, invovlement 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.
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
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		Vice Mayor Gallagher and Councilman Baker are reviewing the proposals that were received. 13 proposals were received.
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 will be provided at the 9-29-2025 meeting.
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			I have contacted the developer and have requested the Geotechnical Report - I am still awaiting the submission of the report
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. Recieved the quotes for the building plans as well as the estimated construction costs, will be discussing the plans with the Finance Liaisons October 1
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's back in 2017 following the completion of the project. Comments for as built's 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: 09-2025 Following up with DR Horton on the submission of the geotechnical report and the updated as built
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: 09-2025 Scheduled a landscaping inspection for the property with the Town Engineer
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
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 09-2025 Town Engineer to return comments to the applicant week of October 13th

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 September. They will 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. We also had a recent resignation of an ARB member. Her term expires June 30, 2027. We will post both vacancies on our website.
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. Public notice on the Outdoor Events Ordinance has been sent to the paper for the October 6 public hearing. Starting to work on 2026 meeting schedule.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	I will be contacting ARB members to have a joint meeting with Council on the front façade design of Town Hall building
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	I have everything ready for the Mayor, Vice Mayor, Councilmember Baker and Emily to attend the VML Annual Conference in Roanoke in October. Mayor and Vice Mayor will be attending the Willing Warriors 10th anniversary gala on November 1, 2025. I will be attending the Records Managements Conference in Virginia Beach October 22-25. Next TANV meeting will be hosted by the Town of Middleburg on November 5, 2025.
Maintenance			
Town Park/Playground	Spring Rider at playground fixed. Playground Specialists replaced broken C-spring, and did visual inspection of equipment. No issues to report at this time.		

Town Hall	Found HVAC ducting leak at unit in outside electrical/HVAC room. Top ducting separated from unit leaving one inch gap, unable to shift ducting back into place. Reinforced with aluminum strip and foil tape, no other leaks found and now PD side A/C blowing colder.		
Copper Cricket/ Cupcake Heaven/Museum	Squirrels back in attic at Copper Cricket, chewed through patch at A/C line to attic that Environmental Pest Control (EPC) fixed last May. Tech out to reinforce that patch as of today. Wasps nesting behind siding at chimney at Cupcake Heaven. Separate work order opened with EPC for technician to come asses the issue. Siding may have to be removed to treat area, estimate and scope of work to be determined at this time.		
Events	Currently prepping all Haymarket Day signage and equipment.		
Streetscape	Light pole numbering has been completed. Light pole repair/overhaul still in progress. All fall banners are up, had many compliments from residents regarding fall banners and how well the town looks. Powerwashed and re-oiled all refurbished benches in town as well as installed all replacement memorial plaques.		
Event/Business Marketing			
Farmers Market	Julia		We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. We had our Fathers Day market on June 8th, were we raffled off two gift baskets. The dog market will take place on September 14th and will include 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. We have completed 21 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance. I am continuing to book drop-in vendors as spaces open. 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 order for the 2025 Holiday Bazaar. Applications will go out by the end of this month.
Haymarket Day 10/18	Julia		All bands, picnic tables, stages, and portable restrooms have been booked for Haymarket Day 2025. Golf cart rentals have been confirmed for the event. I am working on an agreement for the new location of the beer garden to include the after hours being held by Trouvaille. The sound engineer has also been confirmed. Vendor applications were sent to previous participants on June 3rd and opened to the public on June 11th. All vendors spaces are now full, we have a total of 280 vendors and 33 parade participants. This year’s parade theme is Haymarket Homecoming, and participants are encouraged to showcase their Haymarket pride. I have started brainstorming the parade float and outfits for council. I have ordered promotional hand outs for the town tent and parade hand outs. I am finalizing the brochure to have available at Haymarket Day which will include vendors, maps, restrooms, history, sponsors, etc. I have recieved approval for parking at Tyler Elementary, Pace West, and Haymarket Elementary. Wakefield, Kiddie Academy, Haymarket Childresn Academy, and Heritage Village will each be providing shuttle busse. I am working to create a volunteer job list for the event and will begin taking sign ups. Continuing to work on new fall merch to be sold at Haymarket Day. I am also working on booth assignments and will have them sent out to vendors on October 3rd. I have continued to create flyers to be posted on our social media accoutns and app to advertise the bands, sponsors, parade, and other event info. Working to create banners for the beer garden and stage. Also, in the process of painting signage for the event.

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 have received the promotional videos and sent them to the businesses (Goal 4.4). I am continuing to reach out to potential sponsors. Current confirmed sponsors include Wegmans, Golden Rule Builders, Kiddie Academy, Dunegan & Cole, School of Rock, and Huntington Learning Center, i9 Sports, F.H. Furr, Floor Coverings International, and Heritage Village. To date, we have secured \$26,000 in sponsorships. I am currently waiing 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 postive feedback from both viewers and business oweners. Skipper Films attended the August business roundtable to teach businesses tips and tricks on marketing their business during the holidays. The 2025 Christmas ornament has been approved and will be available by Haymarket Day.
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 September 23rd, we have a total of 623 app downloads. I will be encourgaing all Haymarket Day vendors to download the My Haymarket app to stay up to date on event information. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Continuing to advertise the farmers market vendors weekly on social media. I am finalizing the 4th quarter newsletter which will be sent out next week.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	The 4th Quarter edition is drafted and being processed for mailing to all residents and in-town businesses by Oct. 1st
Real Estate Tax	Alexandra		Real Estate Taxes: Begin invoicing for 2025; Continue processing late RE 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; Record all incoming Haymarket Day payments and process new vendors
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	At the August ARB meeting, the demolition of both structures at 14841 Washington Street was approved. AT the September 17 ARB Meeting, the Board approved an application for 6691 Fayette Street for exterior residential modifications. The ARB Guidelines update is currently on hold due to a staffing change.
Office Misc.:	Alexandra		The Military Banner Program is still accepting applications. We currently have 20 confirmed applications, with a few others pending. Complete applications have been submitted to the company for draft approval before placing the final order.
New/Old Business Updates			
New Businesses	Mobile Food Establishment: Essie Gourmet Company		



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

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: October 06, 2025
Re: Treasurer's Report

Highlights:

- Actuals as of 09.30.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 09.30.2025.
- The FY2024 audit is being finalized by the auditors.
- Attended Educational course in Roanoke for certification requirements.
- Working with Town Manager on Lease matters.
- Attended my Fall District meeting virtually for the Treasurer Association.
- Onboarded new Police officer.
- Reviewed Administrators A/P entries and A/R entries.



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: October 06, 2025
Re: Proffer - Update

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

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

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

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

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

Town of Haymarket
Statement of Net Position
As of September 30, 2025

Section IX, ItemB.

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	8,765,370.39
11010 · Virginia Investment Pool	370,863.16
Total Checking/Savings	9,136,233.55
Accounts Receivable	
12000 · Accounts Receivable	73,596.90
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	75,727.87
Other Current Assets	
11499 · Undeposited Funds	17,891.04
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	-27,734.78
Total Current Assets	9,184,226.64
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	16,161,045.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	178,238.71
Total Accounts Payable	178,238.71
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	741.35
Total Credit Cards	966.30
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	82,257.90

Town of Haymarket
Statement of Net Position
As of September 30, 2025

Section IX, Item B.

	Sep 30, 25
22000 · Security Deposits	11,288.98
22010 · Escrow Deposits	202,317.10
Total Other Current Liabilities	3,606,537.36
Total Current Liabilities	3,785,742.37
Long Term Liabilities	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deferred Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	4,899,036.35
Equity	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	5,527,929.75
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	-192,737.91
Total Equity	11,262,009.10
TOTAL LIABILITIES & EQUITY	16,161,045.45

REVENUE	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
				Real Estate invoices have been entered; includes
3110-01 · Real Estate - Current	485,397.71	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	340.29	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	55.78	1,000.00	5.58%	
Total 3110 · GENERAL PROPERTY TAXES	512,654.35	526,494.00	97.37%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	65,038.56	300,000.00	21.7%	Collections cover up to August 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	2,198.47	350,000.00	0.6%	
3120-03 · Cigarette Tax	37,137.55	132,466.00	28.0%	Collections cover up to September 2025
3120-04 · Consumer Utility Tax	19,009.67	158,000.00	12.0%	
3120-05 · Meals Tax - Current	303,733.68	1,600,000.00	19.0%	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)	1,467.27	5,000.00	29.3%	
3120-08 · Interest (Non-Property)	15.75	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	443,879.86	2,785,466.00	15.9%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	525.00	4,500.00	11.7%	
3130-03 · Motor Vehicle Licenses	60.00	0.00	100.0%	
3130-05 · Other Planning & Permits	7,460.00	1,000.00	746.0%	
3130-06 · Pass Through Fees	6,551.25	15,000.00	43.7%	
Total 3130 · PERMITS,FEES & LICENSESES	14,596.25	20,500.00	71.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	3,600.85	25,000.00	14.4%	Collections cover up to August 2025
Total 3140 · FINES & FORFEITURES	3,600.85	25,000.00	14.4%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	2,771.34	13,500.00	20.5%	reconciled up to August 2025
3150-03 · Interest on Bank Deposits	65,447.51	89,500.00	73.1%	reconciled up to August 2025
Total 3150 · REVENUE - USE OF MONEY	68,218.85	103,000.00	66.2%	
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	9,474.16	38,021.00	24.9%	
3151-15 · Revolution Mortgage	2,738.52	8,215.00	33.3%	
3151 · RENTAL (USE OF PROPERTY) - Other	1,024.59	0.00	100.0%	New Tenant; WSR Solutions LLC
Total 3151 · RENTAL (USE OF PROPERTY)	52,662.61	186,026.00	28.3%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	22,517.50	20,000.00	112.6%	
3165-01 · Town Event	74,922.00	80,000.00	93.7%	
3165-02 · Farmer's Market	9,174.25	14,000.00	65.5%	
3165-03 · Town Ornaments	100.00	10,000.00	1.0%	
3165-05 · Museum Revenue - Art	51.91	0.00	100.0%	
3165-06 · Town Hats	37.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	106,802.66	124,000.00	86.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	3.90	300.00	1.3%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-02 · Vetern Banners	1,600.00	0.00	100.0%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
				Sold 2 PD SUV (older ones that were replaced this
3190 · Sale of Salvage & Surplus	10,650.00	0.00	100.0%	fiscal year)

3180 · Miscellaneous	57.25	0.00	100.0%	
Total 3180 · MISCELLANEOUS	12,671.15	300.00	4,223.7%	
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	6,242.29	72,000.00	8.7%	Collections to cover up to July 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%	
Total 3200 · REVENUE FROM COMMONWEALTH	50,863.42	174,157.00	29.2%	
3500 · Reserve Funds		69,160.00	0.0%	
Total Revenue	1,265,950.00	4,014,103.00	31.5%	
Gross Revenue	1,265,950.00	4,014,103.00	31.5%	
EXPENDITURES				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	1,730.00	10,050.00	17.2%	
111002 · FICA/Medicare	401.81	2,000.00	20.1%	
111003 · Meals and Lodging	500.00	6,300.00	7.9%	
111004 · Mileage Allowance	0.00	1,800.00	0.0%	
111005 · Salaries & Wages - Regular	5,225.00	22,000.00	23.8%	
Total 11100 · TOWN COUNCIL	7,856.81	42,150.00	18.6%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	116,894.25	528,794.00	22.1%	
1211002 · Salaries/Wages - Overtime	58.22	4,500.00	1.3%	
1211003 · Salaries/Wages - Part Time	8,586.50	41,588.00	20.6%	
1211004 · FICA/Medicare	9,284.98	43,633.00	21.3%	
1211005 · VRS	19,355.64	85,854.00	22.5%	
1211006 · Health Insurance	15,984.00	63,936.00	25.0%	
1211007 · Life Insurance	1,483.12	6,377.00	23.3%	
1211008 · Disability Insurance	365.34	3,360.00	10.9%	
1211009 · Unemployment Insurance	164.79	5,995.00	2.7%	
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	2,738.58	14,000.00	19.6%	
1211014 · Printing & Binding	1,311.98	8,298.00	15.8%	
1211015 · Advertising	0.00	9,000.00	0.0%	
1211016 · Computer, Internet & Website Svc	3,650.20	28,550.00	12.8%	
1211017 · Postage	640.87	5,000.00	12.8%	
1211018 · Telecommunications	2,186.88	7,500.00	29.2%	
1211019 · Mileage Allowance	283.50	3,250.00	8.7%	
1211020 · Meals & Lodging	749.89	7,000.00	10.7%	
1211021 · Convention & Education	1,085.00	10,000.00	10.9%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	1,744.93	12,075.00	14.5%	
1211025 · Office Supplies	1,001.40	8,500.00	11.8%	
1211030 · Capital Outlay-Machinery/Equip	539.30	5,000.00	10.8%	
Total 12110 · TOWN ADMINISTRATION	208,772.37	925,952.00	22.5%	
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	230,065.28	1,096,152.00	21.0%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	152,121.09	726,867.00	20.9%	

3110003 · Salaries & Wages - OT Premium	10,786.55	24,000.00	44.9%	
3110004 · Salaries & Wages - Holiday Pay	5,391.52	39,182.00	13.8%	
3110005 · Salaries & Wages - Part Time	7,490.00	27,000.00	27.7%	
3110007 · Salary & Wages - DMV Grant	5,873.28	26,240.00	22.4%	
3110012 · Salaries & Wages - PT Admin.	5,600.00	39,000.00	14.4%	
3110020 · FICA/MEDICARE	13,736.94	67,018.00	20.5%	
3110021 · VRS	21,959.44	95,438.00	23.0%	
3110022 · Health Insurance	29,913.60	135,206.00	22.1%	
3110023 · Life Insurance	1,973.52	8,521.00	23.2%	
3110024 · Disability Insurance	483.66	3,070.00	15.8%	
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%	legal services covering up to August 2025
3110032 · Computer, Internet & Website	475.00	10,000.00	4.8%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	2,421.78	18,700.00	13.0%	
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%	
3110037 · Meals and Lodging	557.60	5,000.00	11.2%	
3110038 · Convention & Edu. (Training)	0.00	10,800.00	0.0%	
3110040 · Annual Dues & Subscriptions	7,512.30	21,000.00	35.8%	
3110041 · Office Supplies	803.41	10,000.00	8.0%	
3110042 · Vehicle Fuels	4,923.89	36,700.00	13.4%	
3110043 · Vehicle Maintenance/Supplies	6,210.60	22,000.00	28.2%	
3110045 · Uniforms & Police Supplies	15,190.73	45,901.00	33.1%	Flock system being paid by this line item
3110056 · Capital Outlay-Machinery/Equip	114,602.45	143,000.00	80.1%	
Total 31100 · POLICE DEPARTMENT	452,942.70	1,595,540.00	28.4%	
32100 · FIRE & RESCUE				
				will hold a Public Hearing for budget amendment for FY2026 to move Fire Funds over to budget the Town has received towards this contribution
3210001 · Contributions to other Govt Ent	69,159.87	84,160.00	82.2%	
Total 32100 · FIRE & RESCUE	69,159.87	84,160.00	82.2%	
Total 03 · PUBLIC SAFETY	522,102.57	1,679,700.00	31.1%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	35,402.64	216,995.00	16.3%	Covering up to August 2025 services
Total 43200 · REFUSE COLLECTION	35,402.64	216,995.00	16.3%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	12,550.85	100,000.00	12.6%	
4310002 · Maint Svc Contract-Pest Control	155.00	2,500.00	6.2%	
4310003 · Maint Svc Contract-Landscaping	6,225.00	45,000.00	13.8%	
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%	
4310007 · Electric/Gas Services	2,776.64	18,593.00	14.9%	
4310008 · Electrical Services-Streetlight	529.20	5,500.00	9.6%	
4310009 · Water & Sewer Services	1,049.34	6,350.00	16.5%	
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	353.07	3,000.00	11.8%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	23,639.10	205,443.00	11.5%	
Total 04 · PUBLIC WORKS	59,041.74	422,438.00	14.0%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	14,248.80	128,571.00	11.1%	
60001 · Town Tourism	15,333.80	85,714.00	17.9%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
Total 06 · ECONOMIC DEVELOPMENT	30,652.19	236,285.00	13.0%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	4,180.00	15,000.00	27.9%	

Total 70000 · HAYMARKET COMMUNITY PARK	4,180.00	15,000.00	27.9%	
71110 · EVENTS				
7111001 · Advertising - Events	3,303.50	9,950.00	33.2%	
7111003 · Contractural Services	8,079.60	64,150.00	12.6%	
7111004 · Events - Other	1,381.16	35,900.00	3.8%	
7111005 · Police Department Events	2,056.22	7,800.00	26.4%	
7111006 · Farmer's Market	1,100.00	14,000.00	7.9%	
Total 71110 · EVENTS	15,920.48	131,800.00	12.1%	
72200 · MUSEUM				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	244.40	2,200.00	11.1%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%	
Total 72200 · MUSEUM	744.40	5,950.00	12.5%	
Total 07 · PARKS, REC & CULTURAL	20,844.88	152,750.00	13.6%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	610.00	5,670.00	10.8%	
8110002 · FICA/Medicare	49.73	500.00	9.9%	
8110003 · Consultants - Engineer	1,513.93	10,000.00	15.1%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	7,271.25	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	9,444.91	23,120.00	40.9%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	750.00	5,830.00	12.9%	
8111002 · FICA/Medicare	52.22	446.00	11.7%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	802.22	7,776.00	10.3%	
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	10,247.13	33,824.00	30.3%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	69,400.00	69,400.00	100.0%	Final Debt payment
9510003 · General Obligation Bond - Int	815.45	820.00	99.4%	Final Debt payment
Total 95100 · DEBT SERVICE	70,215.45	70,220.00	100.0%	
Total 09 · NON-DEPARTMENTAL	70,215.45	70,220.00	100.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01			
Total EMPLOYEE BENEFITS	-0.01			
Total 94105 · PERSONNEL	-0.01			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	5,000.00	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	5,000.00	0.0%	
94108 · Capital Improvment Funds Expens				
9410801 · Washington St - Streetscape	0.00	55,000.00	0.0%	
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%	
9410805 · Town Hall / Museum Security Sys	0.00	212,734.00	0.0%	
Total 94108 · Capital Improvment Funds Expens	0.00	317,734.00	0.0%	
Total Expense	943,169.23	4,014,103.00	23.5%	
Net Ordinary Income	322,780.77	0.00	100.0%	

OTHER REVENUE

50001 · Amerian Rescue Plan Funds	4,560.00	100,000.00	4.56%	Funds moved from deffered account
50002 · Development Funds	0.00	443,664.00	0.0%	
Total Other Revenue	4,560.00	543,664.00	0.84%	

OTHER EXPENDITURES

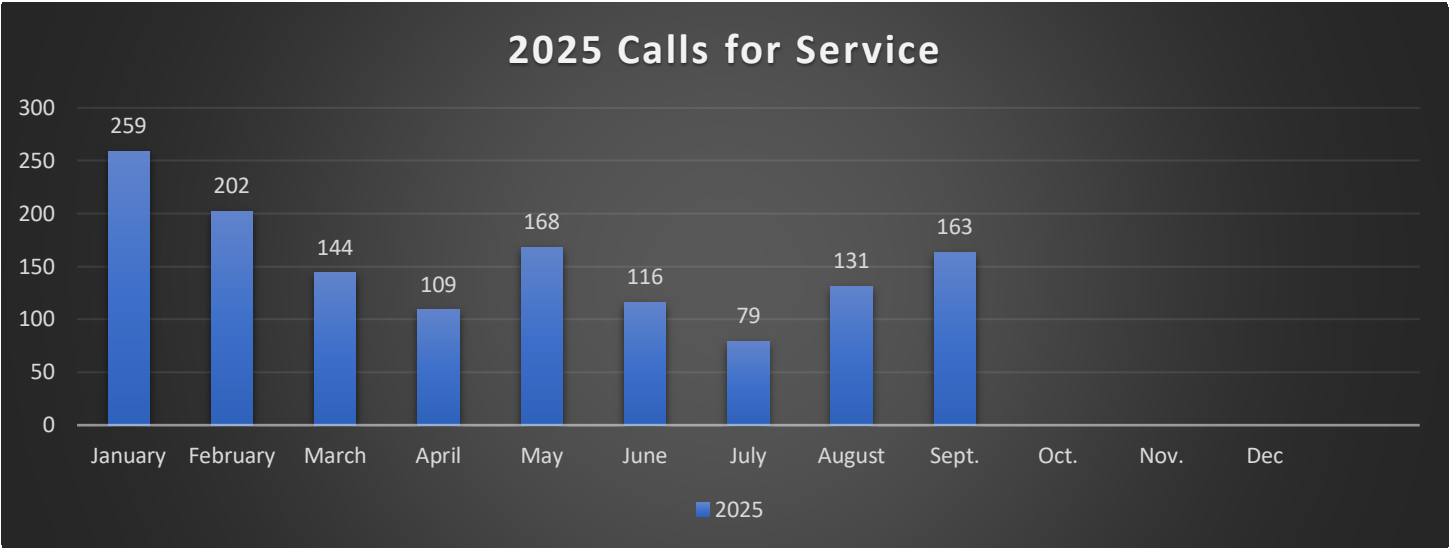
98000 · Development Expenditures				
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%	
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%	
97001 · American Rescue Plan Expenses				
97001-2 · Town Website	0.00	50,000.00	0.0%	
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%	
97001-3 · Town Center	4,560.00	50,000.00	9.12%	
Total Other Expenditures	4,560.00	543,664.00	0.84%	
Net Other Revenue	0.00	0.00	0.0%	
Total Net Revenue Operational / Other Budget	322,780.77	0.00	100.0%	

Police Department Report to Council

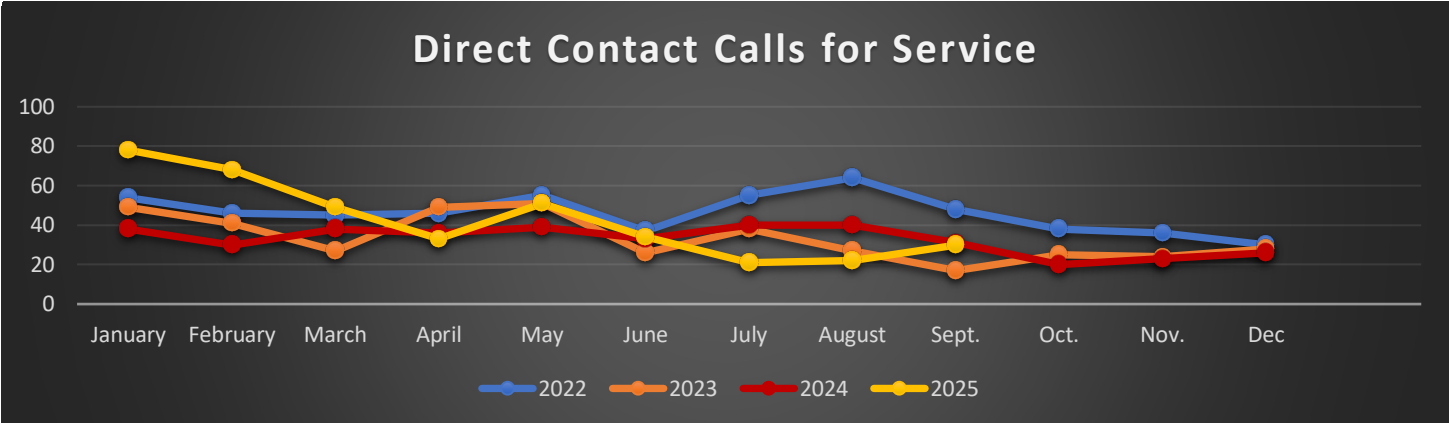
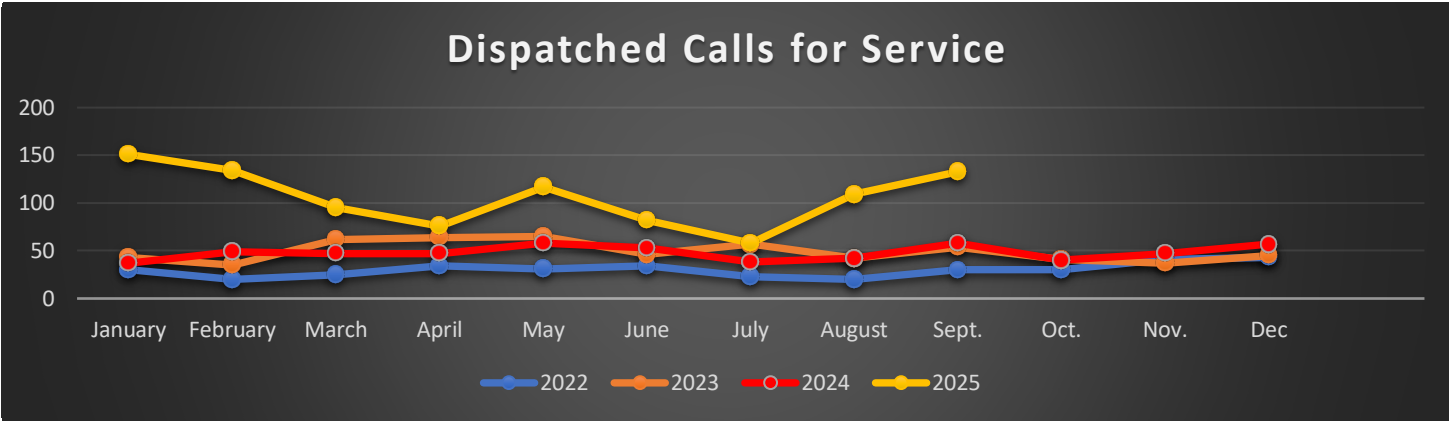
Activity Period August 15, 2025 to September 14, 2025

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

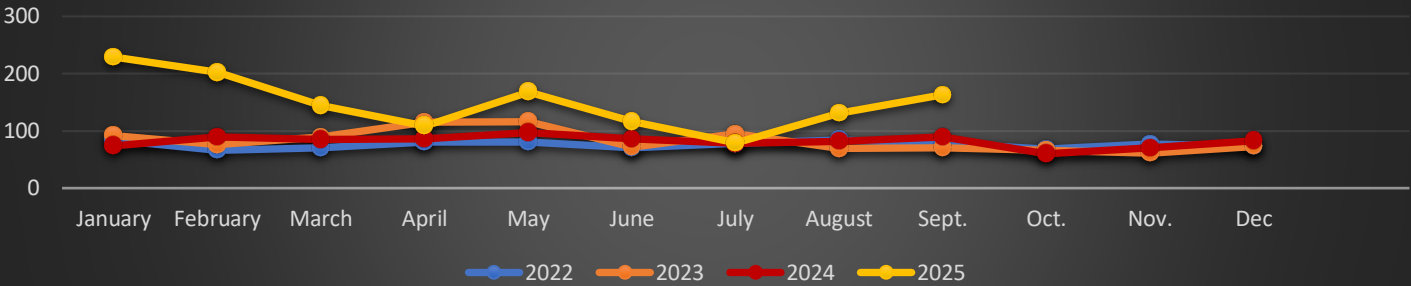
- Reportable Calls: 2
- Non-Reportable Calls: 161
- Deferments: 0



Trending Data on Calls for Service



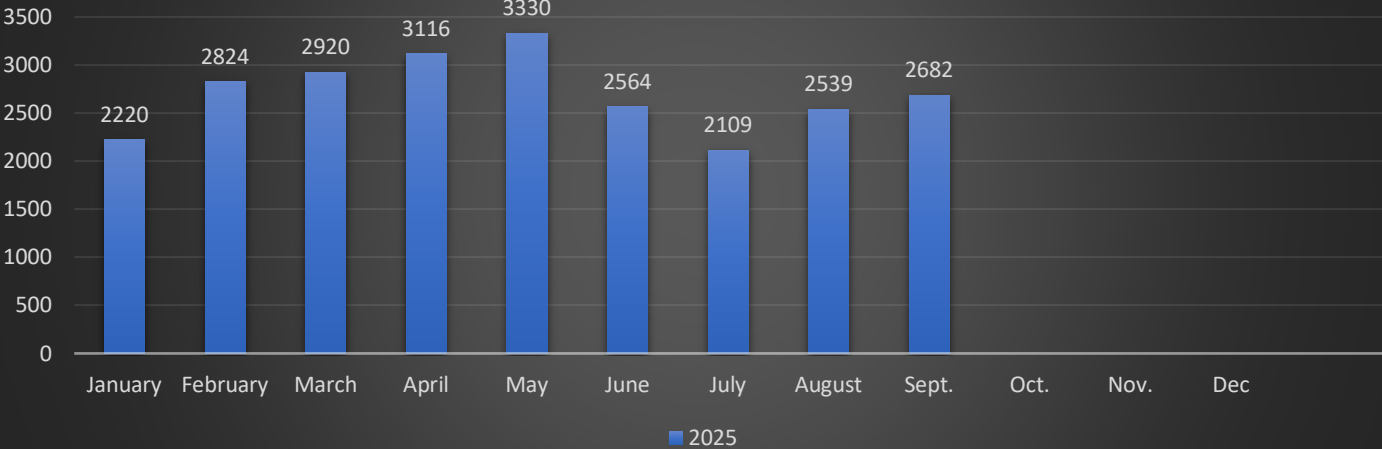
Combined Calls for Service



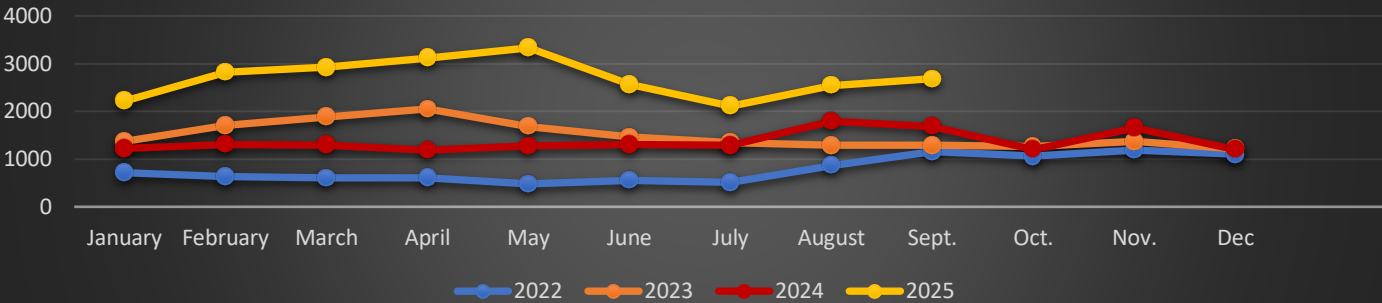
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct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

- Personal Contact: 95
- Physical Check: 1380
- Foot Patrols: 128
- Enhanced Patrols: 1079

2025 Business Checks and Foot Patrols

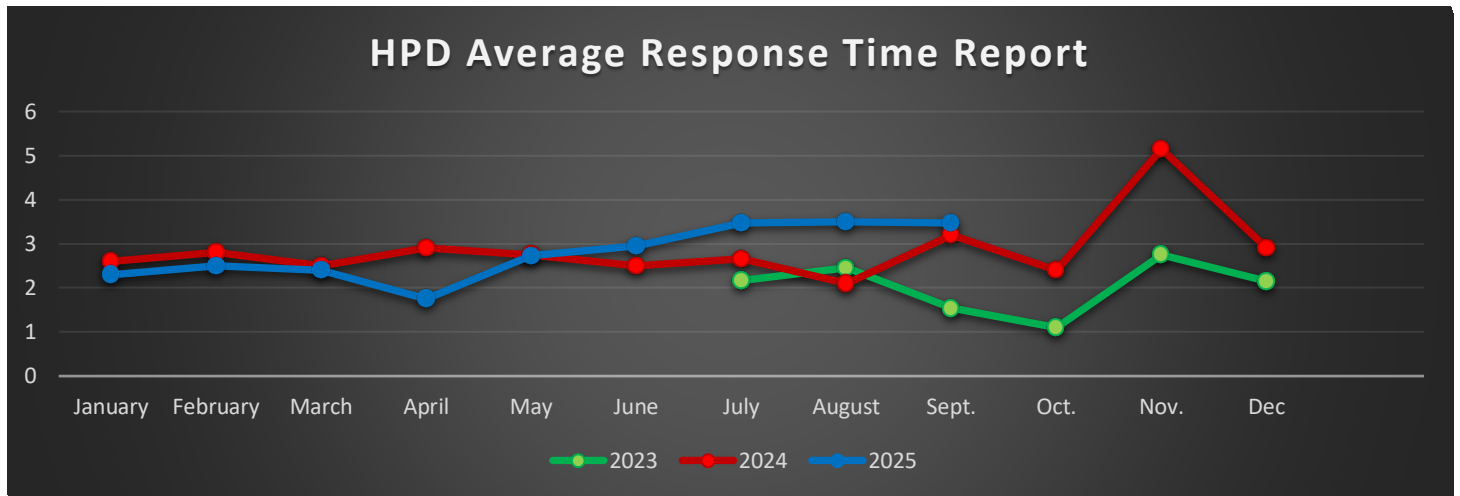


Officer Initiated Calls for Service



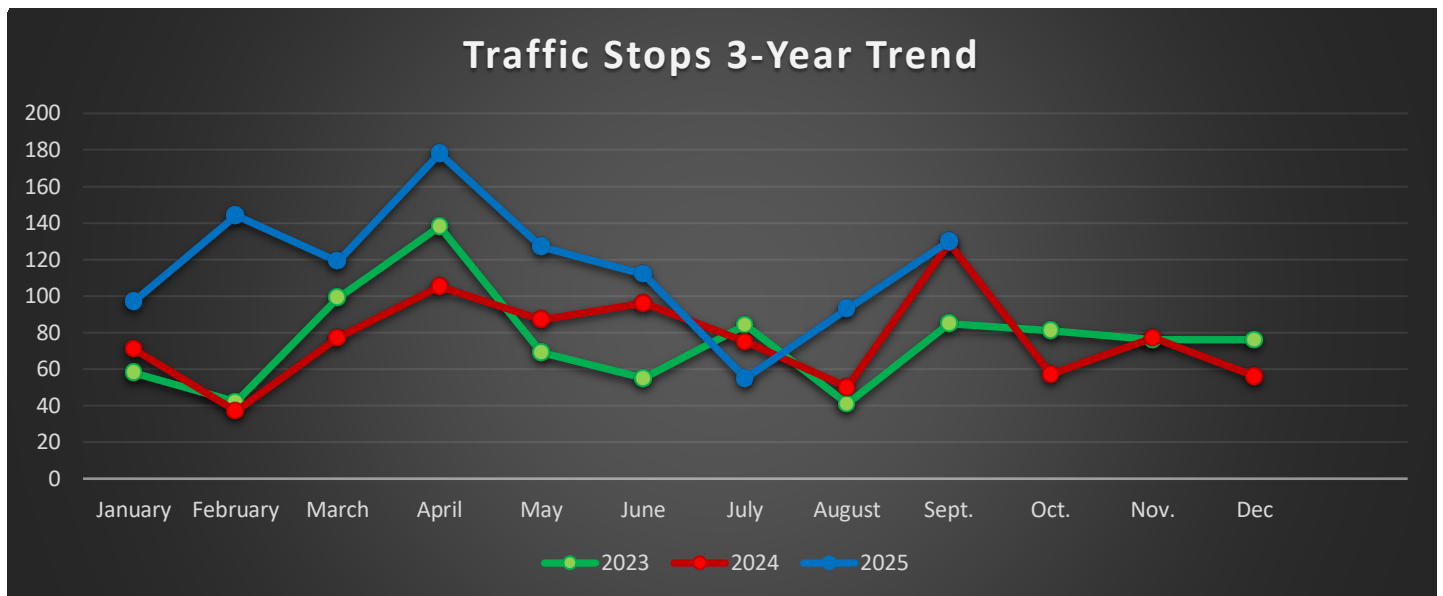
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 3 minute 27 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.

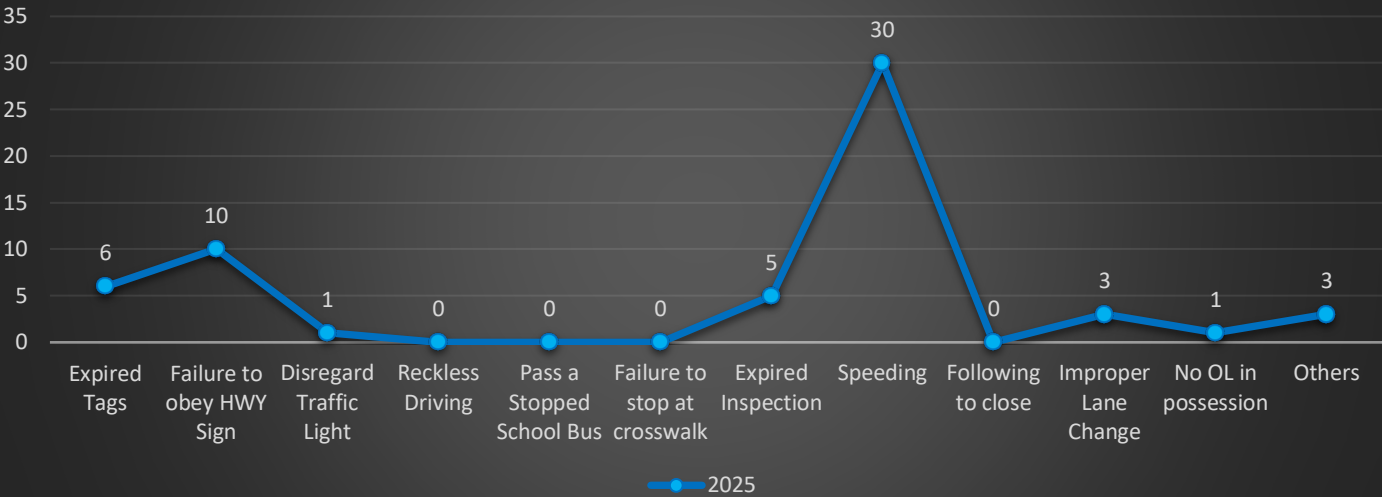
- Traffic Stops: 130
- Summons: 59
- Warnings: 91



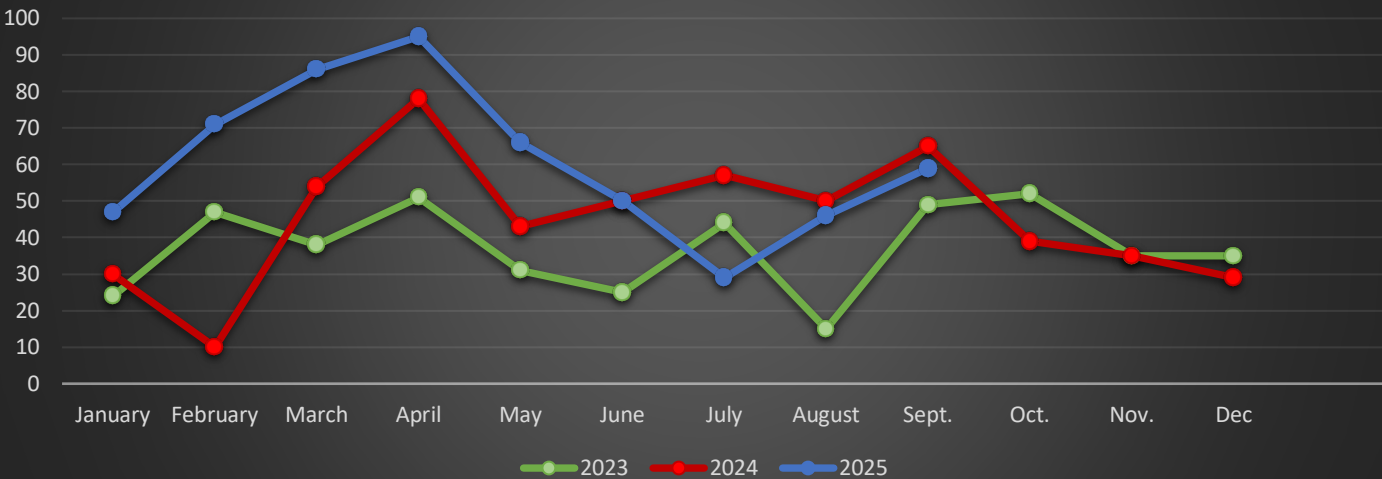
Traffic Summons Issued: Summons issued for traffic violations. 59

- | | |
|--|---|
| 46.2-646 – Expired Registration – 6 | 46.2-830 – Failure to obey a highway sign – 10 |
| 46.2-833.1 – Disregard a traffic light – 1 | 46.2-852 – Reckless Driving – 0 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 0 |
| 46.2-1158 – Expired inspection – 5 | 46.2-874 – Speeding – 30 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 3 |
| 46.2-300 – No operator’s license – 1 | Others – 3, (Distracted Driving and Parking in a fire lane) |

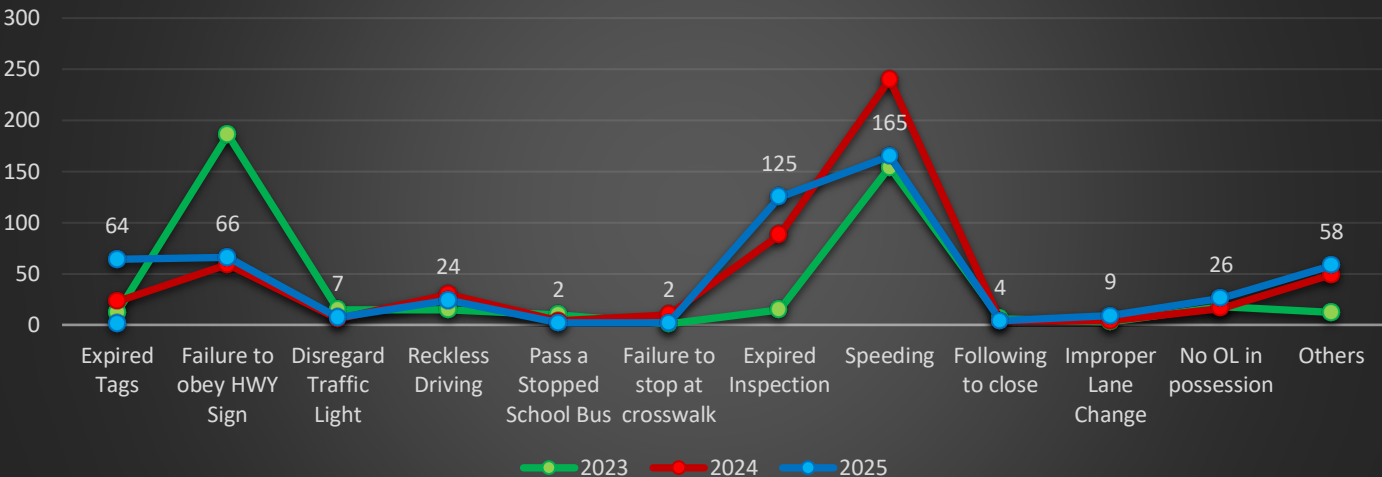
August - September 2025 Traffic Violations



Traffic Summons Report by Month



Year to date Traffic Violations

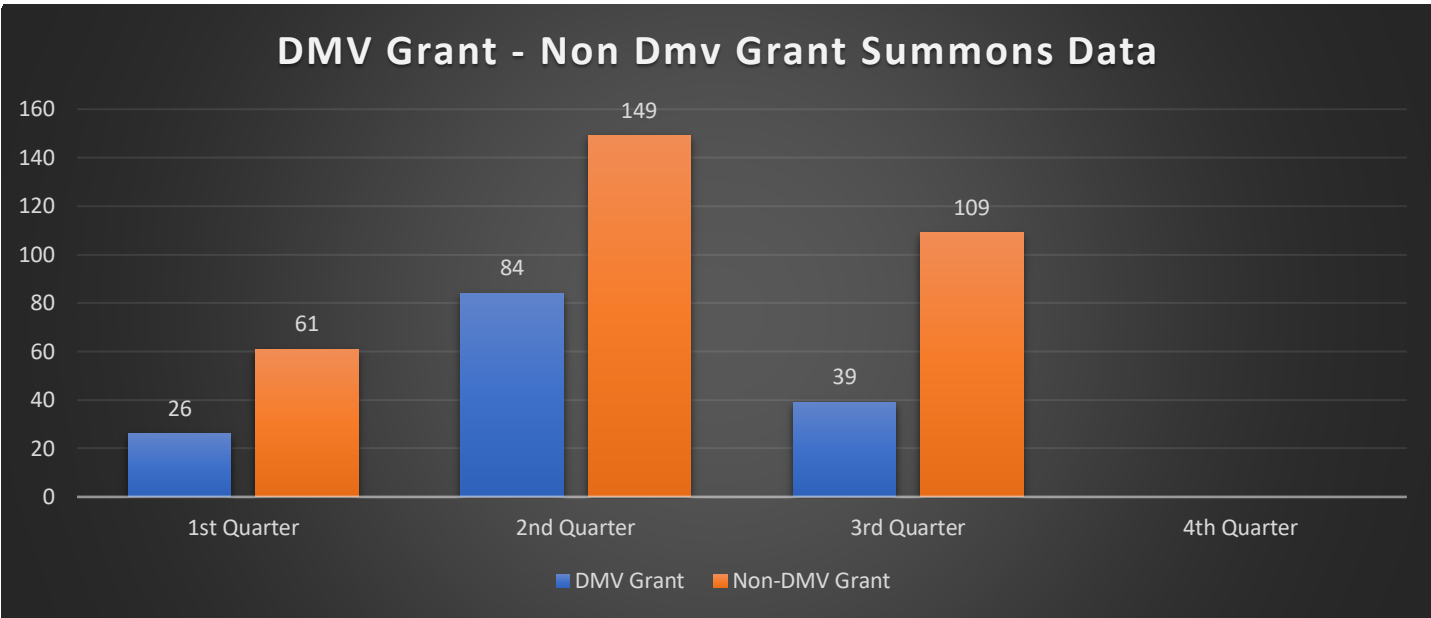
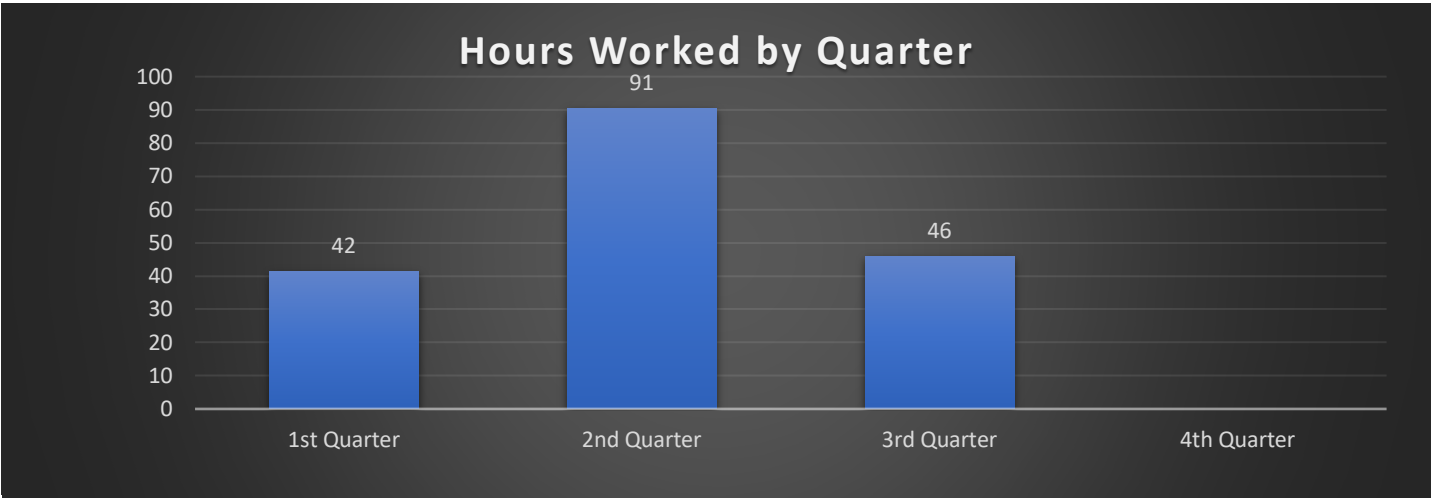
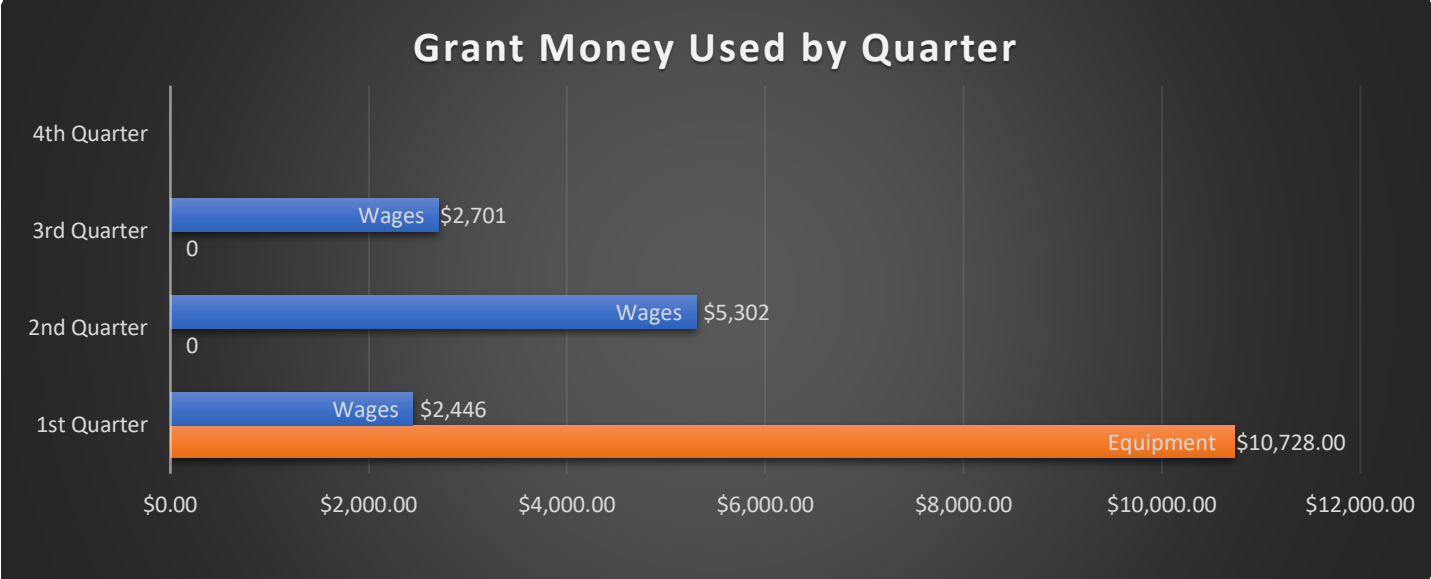


Total Summons Issued 2025: 552

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

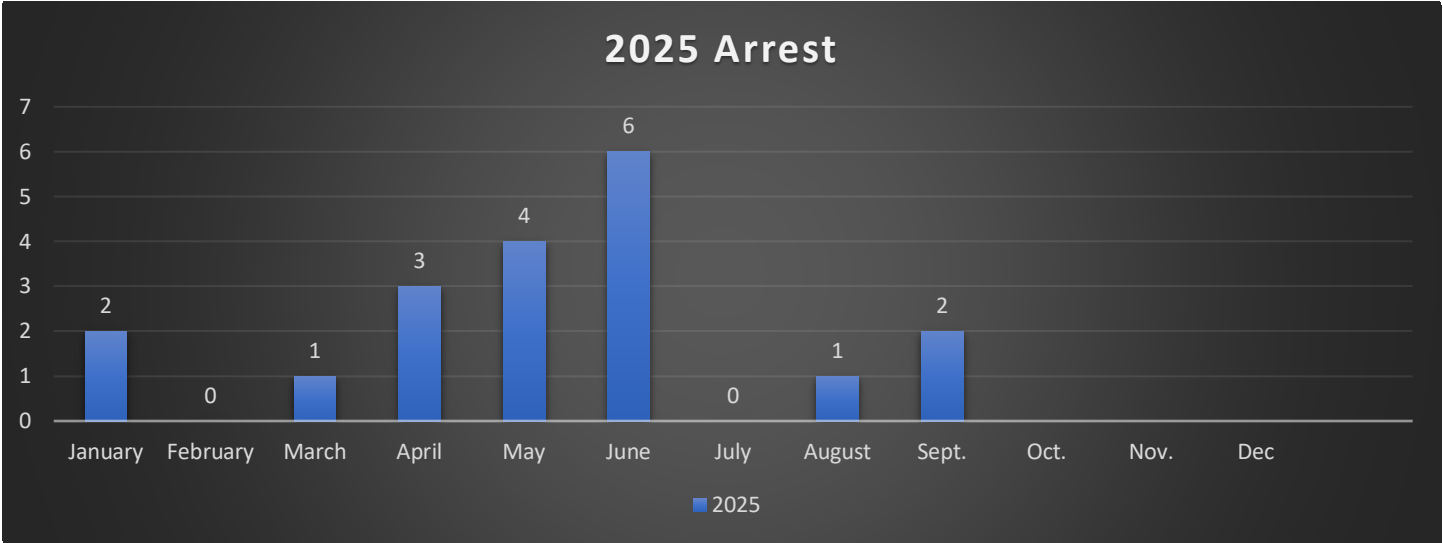
Section IX, ItemB.

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



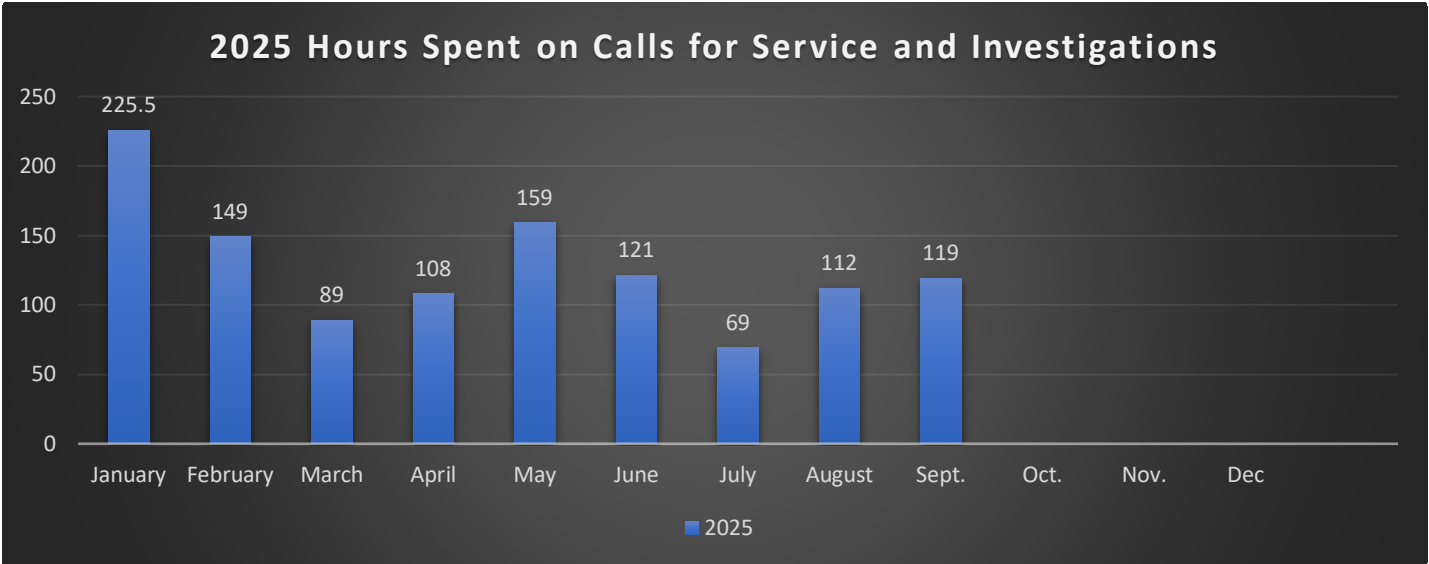
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 1



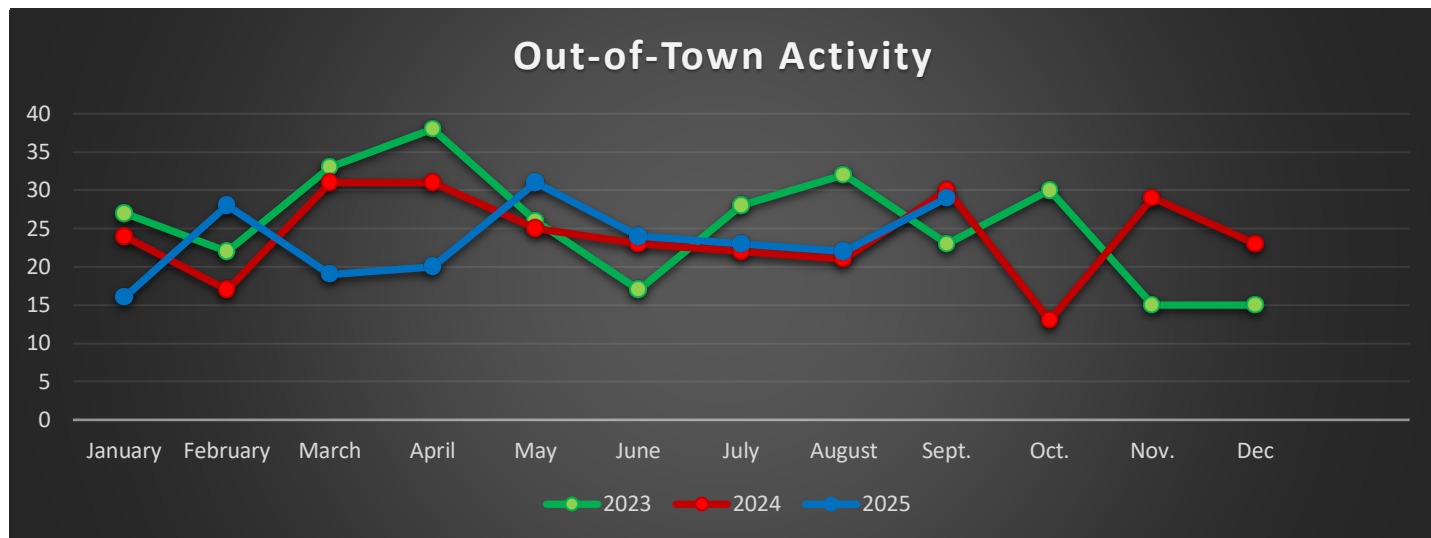
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 86
- Follow-up Investigations: 33

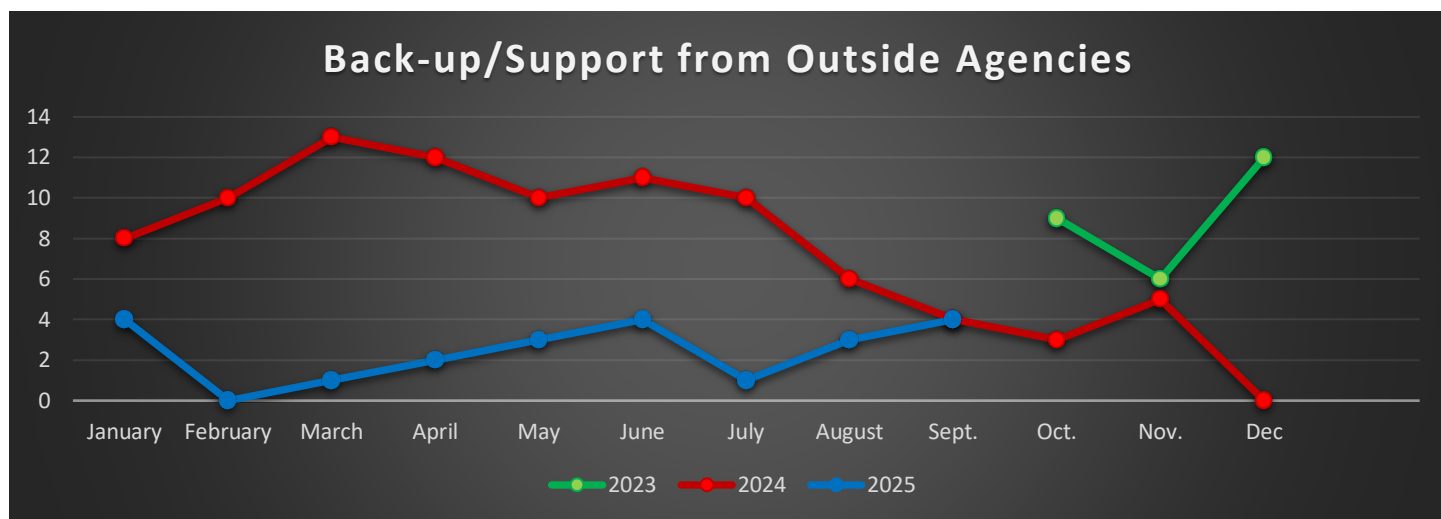


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

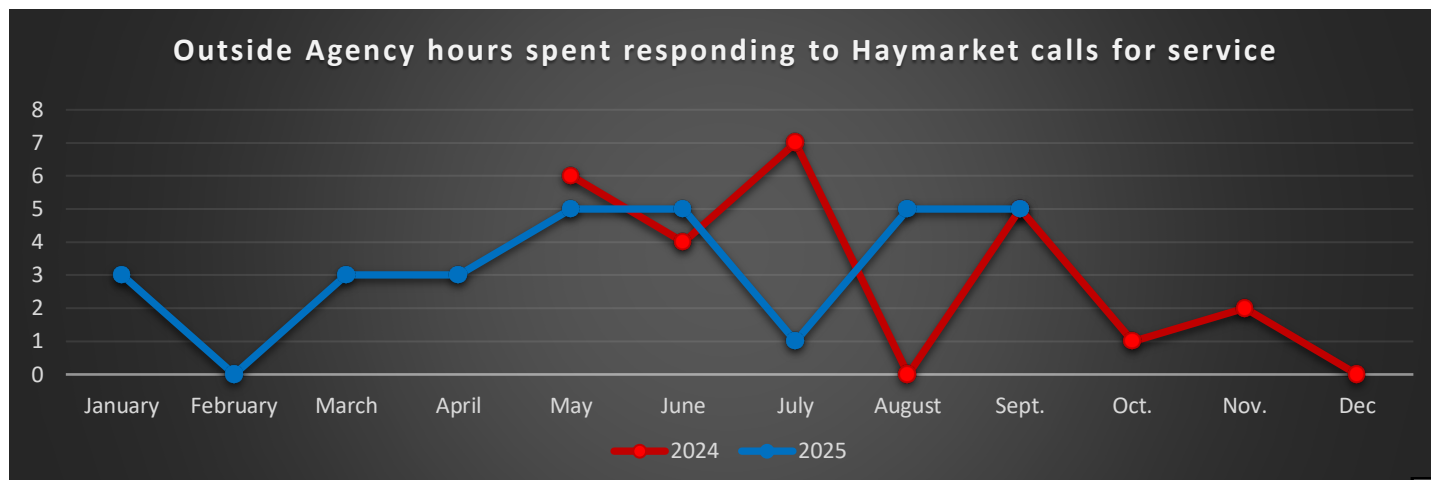
- Back Up: 23
- Other: 6



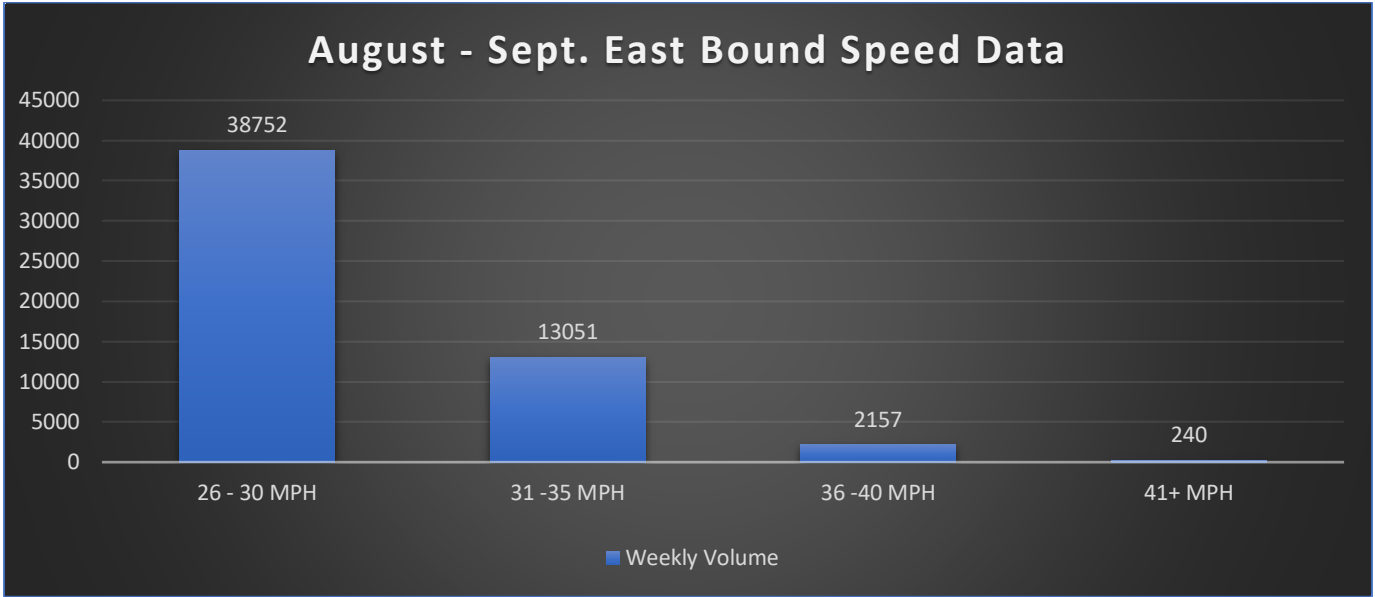
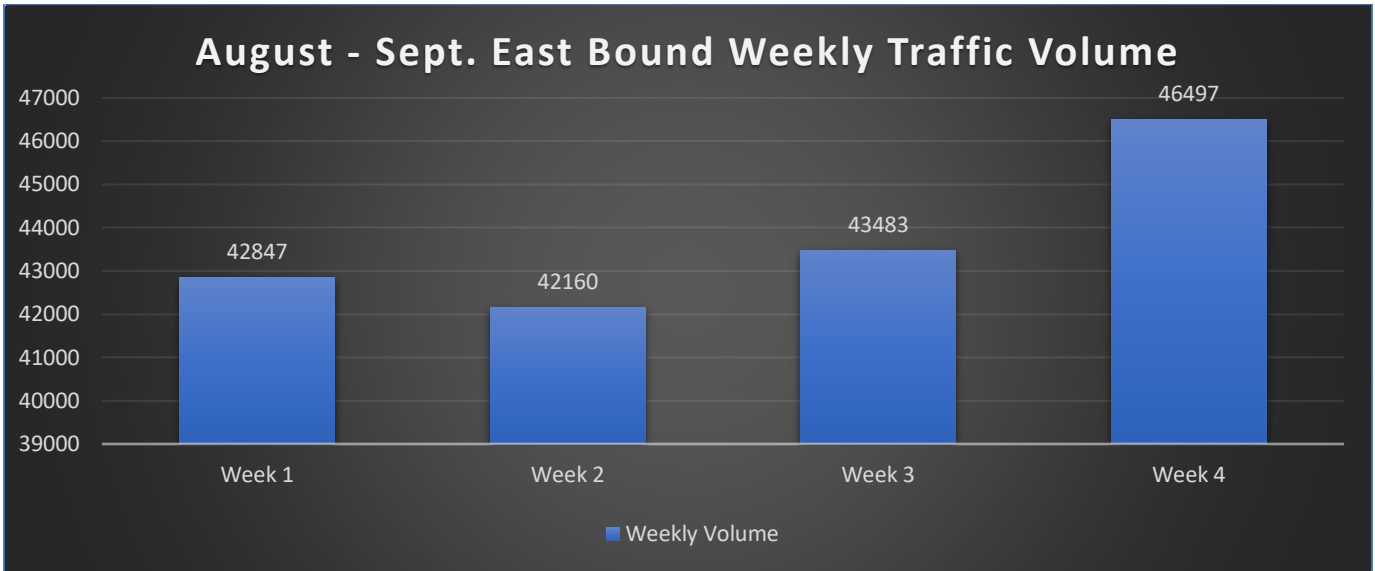
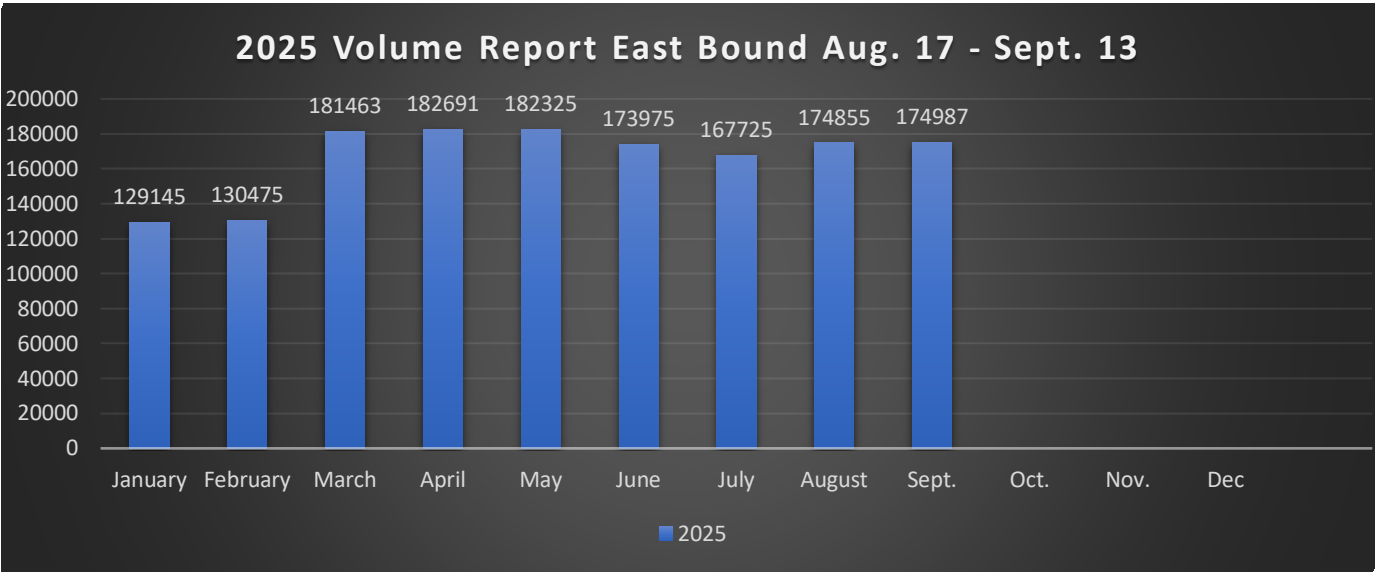
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 4

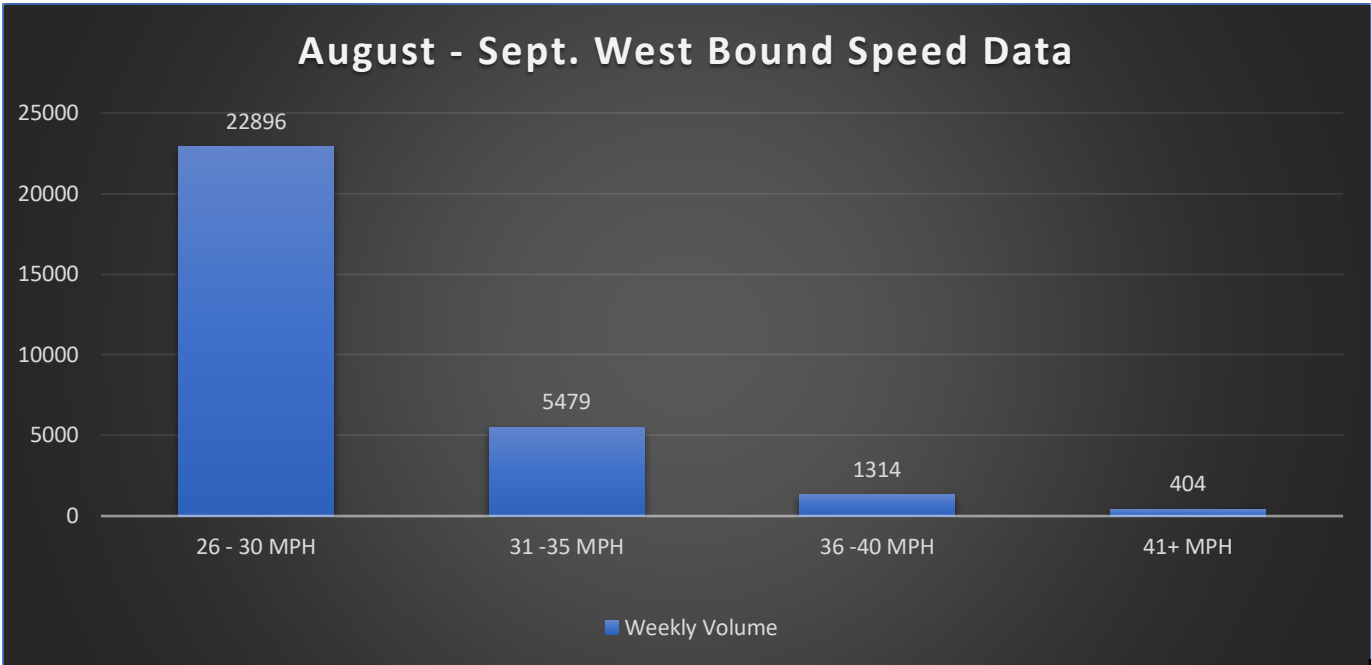
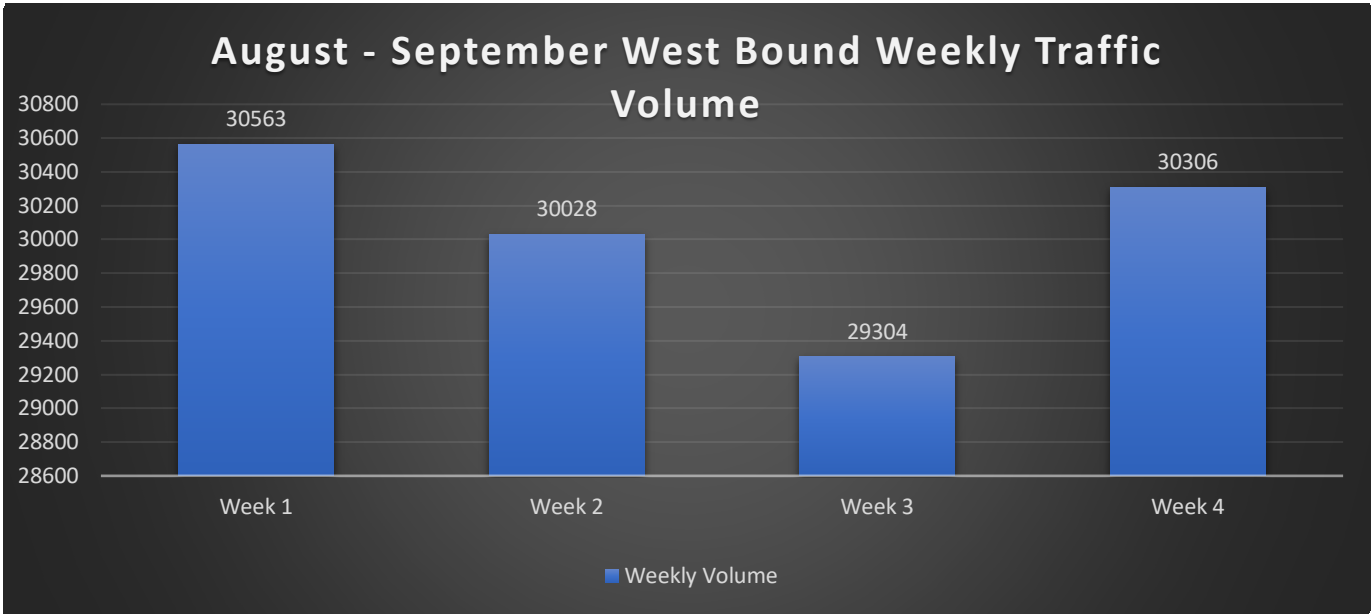
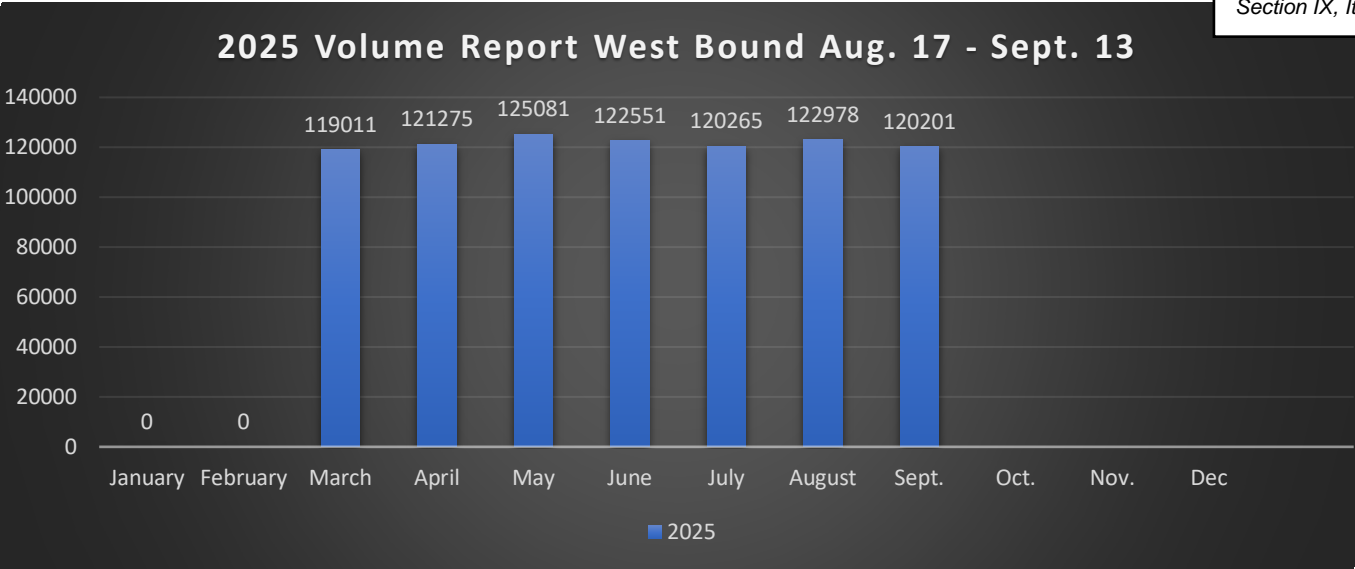


Time spent by outside agencies on calls for service as primary responders: Approximately 5 hours



Monthly Traffic Volume





Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- On September 16, 2025, all community safety cameras, (ALPR's) have been deployed in the town. Information to the community was placed onto the Haymarket Police Department Website.
- The Department's accreditation assessment is set for November 17th through the 19th, 2025.
- Sgt. Charles Burgoon attended and completed Crisis Intervention Technique Training.
- Chief Sibert attended the Local Law Enforcement Meeting on September 12, 2025.
- The Flags for Heros Event was held on Saturday September 20, 2025 at the park. There were approximately 100 in attendance. The event lasted for an hour. There were no issues.
- A prayer vigil was held in memorial for Charlie Kirk at the park on September 21, 2025. There were approximately 150 in attendance. The event lasted 45 minutes, and some attendees lingered and socialized for approximately 30-45 minutes. There were no issues.
- HPD took part in the "See Tracks, Think Trains" campaign this week to remind individuals to be cautious when approaching train tracks.
- MPO Galbreath held a Legal Update Class for the Department on September 11, 2025.
- Chief Sibert attended the 100th anniversary Conference of the Virginia Association of Chiefs of Police in Williamsburg Virginia.
- Our new Officer, Nicholas Broughan started with the office on September 24, 2025.
- Summer concert was held on August 16, 2025. The event was well planned and executed. There were no issues.
- The Haymarket Police Department took part in the annual Drive Sober or get pulled over Initiative from August 13, 2025 thru September 2, 2025. This initiative reminded those celebrating Labor Day not to drink and drive.
- Planning for Haymarket Day is well underway. The Mayor, Town Manager, Events Coordinator, Sgt. Burgoon, and the Chief have made changes to the event to provide a safer venue for all those in attendance.
- The 2025-2026 DMV Grant in the amount of \$20,240 has been awarded to the Haymarket Police Department by NHTSA. The grant period will begin on October 1, 2025 and continue through September 30, 2026.
- Members of the Haymarket Police Department and Town Hall attended the 911 Memorial at Mission Bar-B-Que.
- Members of the Haymarket Police Department, Town Council, and Town Hall attended an American Legion Awards Event on September 22, 2025.
- The Haymarket Police Department conducted its annual firearms training and qualification on September 2nd and 3rd, 2025.
- Members of the Haymarket Police Department, Town Council, and Town Hall attended a resolution presentation for Supervisor Bob Weir, (our friend) on September 9, 2025.
- Officers from the Haymarket Police Department will hold a "Coffee with a Cop" event on October 1, 2025 at the Haymarket Chic-fil-a beginning at 9am.
- Online Training for Tactical Emergency Casualty Care was sent out to all Town Staff and Council. This training will be beneficial should there be a mass casualty occurrence.

Haymarket Police Department 2025 Event Listing

#	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	Upcoming
29	Prince William County Public Safety Expo	October 4, 2025	Upcoming
30	Haymarket Day	October 18, 2025	Upcoming
31	Drug Take Back	October 25, 2025	Upcoming
32	Prince William County Truck or Treat	October 29, 2025	Upcoming
33	Halloween Candy Handout	October 31, 2025	Upcoming
34	Operation Santa Claus	December 6, 2025	Upcoming
35	Christmas in Haymarket	December 13, 2025	Upcoming
36	Santa Cops (West)	TBA	Upcoming
37	Drive Sober or get pulled over Initiative	TBA	Upcoming

Respectfully Submitted,

Allen Sibert

Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
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
Park Sidewalk	Katie/Emily	4/27/2021	9/30/2025	Groupe/Town	-Change orders approved -Plat/deed being recorded. Property corners to be set. -Punchlist work completed. -As-Built in process
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 - Kiddie Academy	Katie/Emily	7/27/2022	9/30/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	9/30/2025	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
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	-Met with Applicant and VDOT on TIA scoping 6/11 -Follow up meeting with VDOT 8/13 -Follow up meeting with Town 9/24
Meladon Self Storage	Katie/Emily	4/11/2025	9/24/2025	Katie	-Preliminary plan submitted. Comments due 10/1 -Katie received for engineering review 9/24. Will return comments NLT 10/13
Chestnut Street Lots	Katie/Emily	9/19/2025	9/19/2025	Katie	-Site plan submitted 9/19 -Comments due 11/5

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

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

1. Reviewed and provided legal counsel and recommendations to Town staff regarding proposed leases.
2. Reviewed and provided legal counsel and recommendations to Town staff regarding proposed lease termination agreement.
3. Reviewed the law and provided legal counsel and recommendations to Town staff regarding allowable uses in the B-1 zoning district.
4. Reviewed the law and provided legal counsel and recommendations to Town staff regarding a subpoena duces tecum for business license information.
5. Reviewed the proposed Scope of Work for the Park Property RFP.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: September 2025 Monthly Report
Date: October 1, 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 meeting held on 9/17/25:

- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- The meeting on 9/24/25 rescheduled due to scheduling conflicts **is on 10/1/25**
 - In addition to the pro-forma agenda and staff items, the FLs will include any financial items/concerns, upon request, that council members wish to discuss
- Much of the discussion on 9/24/25 focused on spending and procurement policies as the staff expressed some difficulty and delays in managing asset related costs over the spending limits and time related delays/restrictions in the town's adopted procurement process. Staff to write up policy amendments for discussion with council at future meetings for consideration that balances the desire for flexibility to move more quickly, while keeping the necessary checks and balances
- Reviewed and signed checks, following policy
 - Of note, a check for \$69K was processed to buy the wet suits, previously approved in May by Council, using the town's ATL funds in escrow for the PWC Fire Department swift water rescue, etc.
- FY 2026 budget in line with expectations. CD reinvestment rate is 4.38% to December. Treasurer states that he will be developing an investment policy for council to consider adopting as there is no real guidance articulated and available
- FY 2024 draft CAFR published and finalized after completion of review. Reporting on results - TBD
- Chief reported PD investments in material and resources over the period of approximately \$20K, including enhanced safety devices, SMC vertical steel bars for new vehicles, vehicle running lights, new radar units (typical useful life of up to 7 years), protective shields, etc.
- Discussed tenant leases and updates to be presented to council
- Next meeting we anticipate discussion on Town Center pricing to help inform expectations on future RFP

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

Open Items (with financial/policy implications):

- Development of a draft policy for sole source procurement – likely to included in the update to policy as stated above
- 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 of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

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

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

Activities

- Met with Town Staff re: safety plans, vendors, and biergarten for Haymarket Day
- Met with business owner re: flag & sign requirements within town

Upcoming Activities

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

New Businesses

- Kiddie Academy – Crossroads Village (late 2025)



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

Memorandum

To: Honorable Mayor and Town Council

From: Justin Baker, Planning Commission Liaison

Re: September Report, Planning Commission — No Meeting Held.

Dear Honorable Mayor and Town Council,

The Planning Commission did not convene on 09/09/25 at its most recent scheduled meeting. There were no agenda items to consider. The Planning Commission's next meeting was moved to 10/21/25 due to the upcoming Haymarket Day event, 10/18/25.

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 September Meeting

Regular Meeting held 9/22 @ 7:00PM.

- COA Reviews:
 - ZP #2025-0901 6691 Fayette Street COA for Portico Installation – approved with constraints – administrative approval delegated for door and siding style/color when submitted.

To note: this was a long vetted decision since design was not fully presented in the application. Since this was the only agenda item, ARB worked with the applicant to finalize and approve requiring administrative approvals for some elements.
- Other Agenda Items
 - Schedule movement discussed
- Old/New Business –
 - ARB Guidelines stalled due to staffing changes
 - Love sign mural discussed – tabled for ordinance changes
 - Lane motors property to go to closure 11/1
 - Acie Watts property closed – Demo timeline TBD
 - Lidl property – no confirming of its disposition
 - Carter School site plan to come.
- PC Liaison –
 - No meeting held
- Council Liaison – given by Emily
 - Bob Weir resolution
 - Love sign wall mural as discussed earlier
 - Budget amendment for Fire Station Swift Water Suit Purchase.
 - Park pavilion RFP
 - Outdoor ordinance discussed
 - PWC TAP Grants discussed

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

This section establishes regulations for the use of property for outdoor events within the town limits, and it is applicable only to commercial properties where the expected number of attendees exceeds 100.

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

If upon review of the Outdoor Event Request, the town determines that the event may significantly impact public safety, the applicant shall be required to obtain an Outdoor Event Commercial Permit, referred to herein as the outdoor event permit. This permit shall require the applicant to provide a security plan approved by the town to address traffic disruption, parking, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals as determined by the town and as further described herein.

Sec. 15-2. Definitions.

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

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

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

Outdoor event means any scheduled event, not under roof, on privately owned, non-residential property including, but not limited to, outdoor gatherings open to the general public, circuses, carnivals, fairs, or concerts. (Ord. No. 2015-007, 7-7-2015)

Sec. 15-3. Location.

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

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

Sec. 15-4. Structures.

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

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

Sec. 15-5. Public health.

- (a) *Food.* The applicant shall provide adequate food safety measures in accordance with article II of chapter 22 of the town code; and the applicant shall secure any required permit(s) from the Prince William Health District.
- (b) *Storage, removal and disposal of garbage and trash.* The applicant shall provide adequate storage and disposal on-site for all garbage and trash generated during the event. The applicant shall guarantee in writing the removal of proper containment and disposal of all structures, signs, trash, or debris from the outdoor event site and the immediate vicinity upon termination of the outdoor event, and shall complete such removal and containment within 24 hours after permit expiration. All trash and garbage generated by the event shall be properly disposed of off-site by the applicant no later than the day following the event.
- (c) *Toilet and sanitary facilities.* The applicant shall provide adequate sanitary facilities at the site of the outdoor event as determined by the town and, when necessary, shall obtain the approval of the Prince William Health District.
- (d) *Amusement rides.* The applicant shall have all amusement rides inspected and approved by a licensed and credentialed third party inspector at applicant's expense. The inspection report and third party approval shall be submitted by the applicant to the town and reviewed by the town building official prior to the day of the event.

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

Sec. 15-6. Emergency services.

For any proposed outdoor event where the expected number of attendees exceeds 100 , and for any outdoor event where alcohol will be offered for consumption or for sale, supplemental police, fire, or rescue services shall be required as deemed necessary by the town to protect public health, safety, and welfare. The cost of these services shall be fully paid by the applicant.

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

professions, non-profit organizations, or civic events. For a renewal, the town will require a new security plan (and a new application fee) if the existing security plan provide inadequate under this standard.

(a) Street closures and parades.

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

(b) An applicant shall submit any required security plan to the town with the application.

(c) Any person hired to provide security under a security plan shall be either sworn law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justice Services. The chief of police may require that security be provided by sworn law enforcement personnel for active crowd control needs, traffic control on streets and highways, and events with anticipated attendance over 100.

(d) The chief of police or designee will review all security plans within ten business days of the application's receipt and notify the applicant immediately if the plan is rejected, giving the reasons for the rejection. The applicant may revise a rejected plan and resubmit it at least five business days before the event. If the resubmitted plan resolves the deficiencies noted in the rejection and there are no other grounds for rejecting the permit, the permit shall be granted. No changes may be made to an approved security plan without express, written consent of the town.

(e.) If the chief of police or designee rejects the proposed safety plan, he or she will inform the applicant of the right to appeal his or her decision to the town manager.

(f.) The security plan shall provide for the applicant to pay costs of any law enforcement personnel or private contractors as proposed under the security plan, including any actual overtime pay but not including any overhead, fuel, or incidental costs. The applicant shall pay all costs incurred within ten calendar days after billing. Late payment shall incur a ten percent penalty and ten percent per year interest.

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

Sec. 15-7. Ingress and egress, traffic control and parking.

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

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

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

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

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

Sec. 15-9. Noise control.

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

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

DIVISION 2. PERMIT

Sec. 15-10. Filing and general contents of application.

- (a) No person shall conduct, maintain, organize, advertise, or permit the use of his premises for, any outdoor event, without first obtaining a permit so to do issued in accordance with this chapter.
- (b) Every person desiring a permit required by this chapter shall submit an application to the town manager or designee. Such application shall be filed not less than 21 days prior to the beginning of the outdoor event and shall show thereon, or by attachment thereto, the following:
 - (1) The exact location, by street address of the premises at which it is planned to conduct the outdoor event, including therein all land to be used for parking or other uses necessary or incidental to the outdoor event, together with written permission(s) from the owner or tenant of such property authorizing or permitting the outdoor event.
 - (2) A detailed description of the proposed outdoor event including date(s) and times, location, maximum number of expected attendees per day, and a contact name and telephone number of at least one person who will be on-site during the event.
 - (3) A plat or drawing showing the location of all signs, structures, outdoor furniture, onsite and/or offsite parking, equipment, and lighting to be utilized on a lot or parcel in connection with the proposed event.
 - (4) Documentation or a letter of permission shall be provided stating the specific location of restrooms that will be available to the applicant throughout the duration of the event.
 - (5) A security plan, if required by section 15-6.
 - (6) The permit application fee, as specified in section 15-11.

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

Sec. 15-11. Application fee.

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

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

Sec. 15-12. Applicant may be required to meet additional conditions.

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

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

Sec. 15-13. Maximum number of events annually as an accessory use.

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

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

Sec. 15-14. Issuance or denial.

- (a) The town manager or designee is authorized to issue the outdoor events permit in accordance with the application and plans, deny the permit, and set conditions which must be met before a permit may be issued.
- (b) The town shall authorize the issuance of a permit for an outdoor event, if it finds that:
 - (1) The outdoor event will be held at a location which complies with and meets all of the health, building, zoning, fire and safety requirements, and all applicable federal, state and local laws, ordinances, and regulations.
 - (2) All information required by this chapter in the application and all documents required by this chapter have been filed and provided to the town.
 - (3) The proposed outdoor event will be conducted in full accordance with all requirements of this chapter and will not in any way substantially jeopardize, adversely affect, endanger or otherwise constitute a menace to the public health, safety, or general welfare, or be materially detrimental to the property of other persons located in the vicinity of such use as determined by the town.
 - (4) All facilities required by this chapter will be furnished by the applicant and that all prior approvals required by this chapter have been obtained.

- (c) Reimbursement for security services outlined in section 15-6(f), must be paid within ten days of invoicing. Should any fees remain unsatisfied, the permit for any subsequent event by the same applicant may be denied or revoked by the manager.

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

Sec. 15-15. Transfer.

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

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

Sec. 15-16. Revocation.

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

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

Sec. 15-17. Enforcement and Penalty for violation.

Violations of this chapter shall constitute a Class 2 misdemeanor.

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

Sec. 15-18. Exceptions to permit requirement.

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

(Ord. No. 2015-008, § 1, 9-8-2015)



**AN ORDINANCE TO WAIVE MEALS TAX
ON October 18th through October 19th 2025, SET BY
SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2025-002

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 18, 2025 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and are hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 18th and 19th, 2025.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 6th day of October, 2025, that the Meals Tax is waived solely for the 18th and 19th day of October, 2025.

By Order of Council:

TracyLynn Pater, Mayor

ATTEST:

Kimberly Henry, Clerk of Council