



# TOWN COUNCIL – WORK SESSION MEETING

Tuesday, May 27, 2025 at 7:00 PM

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

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

---

## AGENDA

---

### **I. CALL TO ORDER**

### **II. PLEDGE OF ALLEGIANCE**

### **III. PRESENTATION: LITTLE FREE LENDING LIBRARY - HAYMARKET/GAINESVILLE KIWANIS CLUB**

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

### **V. AGENDA ITEMS**

1. Monthly Financial Report
2. Resolution #2025-006; Budget Amendment to FY25 Budget
3. IT Recommendations
4. Policies & Procedures and Code of Ethics Revisions
5. FY26 Budget Work Session

### **VI. CLOSED SESSION**

1. MOTION FOR CLOSED SESSION
2. CERTIFICATION FROM CLOSED SESSION
3. DIRECTIVE/MOTION FROM CLOSED SESSION

### **VII. ADJOURNMENT**

Income	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	461,774.42	473,293.00	97.6%	
				a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	
3110-03 · Interest - All Property Taxes	1,265.53	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,066.79	1,000.00	306.7%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>491,535.23</b>	<b>486,893.00</b>	<b>101.0%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	260,727.96	225,000.00	115.9%	Collection up to the month of March 2025
3120-01 · Bank Stock Tax	80,164.00	24,000.00	334.0%	Collected for FY2025
3120-02 · Business License Tax	431,084.62	325,000.00	132.6%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	113,297.89	140,000.00	80.9%	Collection up to the month of April 2025
3120-04 · Consumer Utility Tax	104,348.81	158,000.00	66.0%	
3120-05 · Meals Tax - Current	1,355,573.09	1,550,000.00	87.5%	Ongoing Collection up to the month of April 2025 Taxes
3120-06 · Sales Tax Receipts	115,113.61	160,000.00	71.9%	Collection up to the monht of February 2025
3120-07 · Penalties (Non-Property)	4,960.60	5,000.00	99.2%	
3120-08 · Interest (Non-Property)	152.96	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>2,465,423.54</b>	<b>2,587,000.00</b>	<b>95.3%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	2,100.00	4,500.00	46.7%	
3130-03 · Motor Vehicle Fees	334.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,986.81	1,000.00	498.7%	
3130-06 · Pass Through Fees	10,939.60	15,000.00	72.9%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>18,360.41</b>	<b>20,500.00</b>	<b>89.6%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	23,856.07	20,000.00	119.3%	Collections up to April 2025
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>23,856.07</b>	<b>20,000.00</b>	<b>119.3%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	14,477.89	13,500.00	107.2%	Reconciled April 2025 currently
3150-03 · Interest on Bank Deposits	210,063.56	89,500.00	234.7%	Reconciled April 2025 currently
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>224,541.45</b>	<b>103,000.00</b>	<b>218.0%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	41,388.49	49,207.00	84.1%	
3151-08 · 15020 Washington Realty	53,485.63	58,348.00	91.7%	
3151-09 · 15026 Copper Cricket	26,590.85	29,008.00	91.7%	
3151-11 · Cupcake Heaven and Cafe LLC	33,807.20	36,914.00	91.6%	
3151-15 · Revolution Mortgage	7,311.59	7,312.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>162,583.76</b>	<b>180,789.00</b>	<b>89.9%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-01 · Public Safety	5.00	0.00	100.0%	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>5.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	17,685.00	20,000.00	88.4%	
3165-01 · Town Event	65,442.63	80,000.00	81.8%	
3165-02 · Farmer's Market	16,939.50	12,000.00	141.2%	
3165-03 · Town Ornaments	7,281.25	10,000.00	72.8%	
3165-05 · Museum Revenue - Art	1,420.43	0.00	100.0%	
3165-06 · Town Hats	821.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,388.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>113,055.31</b>	<b>122,000.00</b>	<b>92.7%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-134.84	300.00	-44.9%	
3180-01 · Citations & Accident Reports	395.00	0.00	100.0%	
3180-03 · Miscellaneous	60.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	9,379.56	0.00	100.0%	
<b>3190 · Sale fo Salvage &amp; Surplus</b>				
				Sale of the old PD Sign Message board; Sale off 2017 Cruiser
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%	

Total 3190 · Sale of Salvage & Surplus	9,400.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	19,099.72	300.00	6,366.6%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	28,341.00	36,144.00	78.4%	3 of 4 Collection for FY2025
3200-05 · Communications Tax	60,799.54	80,000.00	76.0%	Collection up to March 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	21,144.24	27,213.00	77.7%	1st Qt invoice; Equipment grant and DMV Hours
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	146,243.00	182,677.00	80.1%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
4002 · Transfer from ARPA Funds	592,801.72	948,335.00	62.5%	Funds transferred to make payment on project
Total Income	4,257,505.21	4,934,494.00	86.3%	
Gross Profit	4,257,505.21	4,934,494.00	86.3%	
<b>Expense</b>				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	10,082.97	10,050.00	100.3%	
111002 · FICA/Medicare	1,278.58	2,000.00	63.9%	
111003 · Meals and Lodging	5,020.48	6,300.00	79.7%	
111004 · Mileage Allowance	897.15	1,050.00	85.4%	
111005 · Salaries & Wages - Regular	17,575.00	22,000.00	79.9%	
Total 11100 · TOWN COUNCIL	34,854.18	41,400.00	84.2%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	424,409.45	486,558.00	87.2%	
1211002 · Salaries/Wages - Overtime	2,552.42	4,500.00	56.7%	
1211003 · Salaries/Wages - Part Time	35,185.75	39,420.00	89.3%	
1211004 · FICA/Medicare	34,205.29	40,238.00	85.0%	
1211005 · VRS	66,762.55	78,978.00	84.5%	
1211006 · Health Insurance	54,078.40	78,213.00	69.1%	
1211007 · Life Insurance	5,209.31	5,857.00	88.9%	
1211008 · Disability Insurance	2,418.11	3,360.00	72.0%	
1211009 · Unemployment Insurance	1,430.97	5,995.00	23.9%	
1211010 · Worker's Compensation	260.00	481.00	54.1%	
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%	
1211012 · Accounting Services	26,402.72	12,000.00	220.0%	overage due to Forecasting analysis being tracked here
1211014 · Printing & Binding	9,544.11	8,298.00	115.0%	
1211015 · Advertising	5,374.24	9,000.00	59.7%	
1211016 · Computer, Internet &Website Svc	22,177.54	28,550.00	77.7%	
1211017 · Postage	2,433.24	5,000.00	48.7%	
1211018 · Telecommunications	7,938.27	7,500.00	105.8%	
1211019 · Mileage Allowance	704.72	2,500.00	28.2%	
1211020 · Meals & Lodging	2,587.97	7,000.00	37.0%	
1211021 · Convention & Education	2,535.00	10,000.00	25.4%	
1211022 · Miscellaneous	897.72	2,000.00	44.9%	
1211024 · Books, Dues & Subscriptions	5,739.25	21,075.00	27.2%	
1211025 · Office Supplies	7,820.02	8,500.00	92.0%	
1211030 · Capital Outlay-Machinery/Equip	2,917.39	5,000.00	58.3%	
Total 12110 · TOWN ADMINISTRATION	741,200.44	891,284.00	83.2%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	62,743.63	100,000.00	62.7%	Services up to April 2025
Total 12210 · LEGAL SERVICES	62,743.63	100,000.00	62.7%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	21,200.00	25,500.00	83.1%	
Total 12240 · INDEPENDENT AUDITOR	21,200.00	25,500.00	83.1%	
Total 01 · ADMINISTRATION	859,998.25	1,058,184.00	81.3%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	536,804.65	675,291.00	79.5%	

3110003 · Salaries & Wages - OT Premium	27,327.03	24,000.00	113.9%	
3110004 · Salaries & Wages - Holiday Pay	29,380.36	38,041.00	77.2%	
3110005 · Salaries & Wages - Part Time	39,560.00	27,000.00	146.5%	
3110007 · Salary & Wages - DMV Grant	11,469.42	15,000.00	76.5%	
3110012 · Salaries & Wages - PT Admin.	10,212.50	39,000.00	26.2%	
3110020 · FICA/MEDICARE	48,582.91	66,545.00	73.0%	
3110021 · VRS	72,372.80	88,666.00	81.6%	
3110022 · Health Insurance	93,104.00	140,430.00	66.3%	
3110023 · Life Insurance	6,468.10	8,036.00	80.5%	
3110024 · Disability Insurance	1,674.64	3,070.00	54.5%	
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%	
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%	
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%	
3110028 · Legal Services	24,888.35	30,379.00	81.9%	
3110032 · Computer, Internet & Website	5,494.23	10,000.00	54.9%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	12,280.42	15,300.00	80.3%	
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%	
3110037 · Meals and Lodging	2,045.88	5,000.00	40.9%	
3110038 · Convention & Edu. (Training)	1,389.26	10,800.00	12.9%	
3110040 · Annual Dues & Subscriptions	14,114.73	24,795.00	56.9%	
3110041 · Office Supplies	5,149.42	6,000.00	85.8%	
3110042 · Vehicle Fuels	23,399.54	36,700.00	63.8%	
3110043 · Vehicle Maintenance/Supplies	25,598.22	22,000.00	116.4%	
3110044 · Repair/ Maintenance Supplies	9,134.56	0.00	100.0%	
3110045 · Uniforms & Police Supplies	35,416.23	45,901.00	77.2%	
3110049 · Grant Expenditures	14,520.93	12,213.00	118.9%	
3110056 · Capital Outlay-Machinery/Equip	147,551.87	192,405.00	76.7%	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>1,232,986.03</b>	<b>1,581,643.00</b>	<b>78.0%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>1,232,986.03</b>	<b>1,596,643.00</b>	<b>77.2%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	168,346.58	208,608.00	80.7%	Paid up to April 2025 services
<b>Total 43200 · REFUSE COLLECTION</b>	<b>168,346.58</b>	<b>208,608.00</b>	<b>80.7%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	55,376.21	111,892.00	49.5%	
4310002 · Maint Svc Contract-Pest Control	775.00	5,000.00	15.5%	
4310003 · Maint Svc Contract-Landscaping	23,600.00	35,000.00	67.4%	
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%	Reviewing monthly
4310007 · Electric/Gas Services	15,566.45	18,593.00	83.7%	
4310008 · Electrical Services-Streetlight	3,515.84	5,500.00	63.9%	
4310009 · Water & Sewer Services	4,377.15	3,850.00	113.7%	
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%	
4310015 · Maintenance - Vehicle Fuel	1,195.45	5,000.00	23.9%	
4310016 · Maint - Vehicle Maintenance	1,223.48	3,000.00	40.8%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>130,388.45</b>	<b>200,335.00</b>	<b>65.1%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>300,948.03</b>	<b>416,156.00</b>	<b>72.3%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
				overage is due to increase in revenue from TOT collections
60000 · Tourism/Traveling Marketing	111,740.56	96,429.00	115.9%	
60001 · Town Tourism	36,673.35	64,286.00	57.0%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>149,483.50</b>	<b>182,715.00</b>	<b>81.8%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	11,391.99	25,000.00	45.6%	
7000003 · Demolition	161,749.00	161,749.00	100.0%	Completion of project
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>173,140.99</b>	<b>186,749.00</b>	<b>92.7%</b>	

<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	5,015.00	5,000.00	100.3%
7111003 · Contractural Services	74,526.98	64,950.00	114.7%
7111004 · Events - Other	34,074.60	40,850.00	83.4%
7111005 · Police Department Events	6,957.84	7,800.00	89.2%
7111006 · Farmer's Market	8,044.34	12,000.00	67.0%
<b>Total 71110 · EVENTS</b>	<b>128,618.76</b>	<b>130,600.00</b>	<b>98.5%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	1,256.47	2,200.00	57.1%
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
<b>Total 72200 · MUSEUM</b>	<b>1,686.47</b>	<b>5,950.00</b>	<b>28.3%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>303,446.22</b>	<b>323,299.00</b>	<b>93.9%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	1,360.00	5,670.00	24.0%
8110002 · FICA/Medicare	92.90	500.00	18.6%
8110003 · Consultants - Engineer	4,641.70	15,000.00	30.9%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineering - Pass Through	19,809.49	0.00	100.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>25,904.09</b>	<b>28,120.00</b>	<b>92.1%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	2,025.00	5,830.00	34.7%
8111002 · FICA/Medicare	170.02	446.00	38.1%
8111005 · Convention & Education	0.00	1,500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,195.02</b>	<b>7,776.00</b>	<b>28.2%</b>
<b>81111 · Board Of Zoning Appeals</b>			
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%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,928.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>28,099.11</b>	<b>38,824.00</b>	<b>72.4%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
9510003 · General Obligation Bond - Int	2,461.63	2,463.00	99.9%
<b>Total 95100 · DEBT SERVICE</b>	<b>73,161.63</b>	<b>73,163.00</b>	<b>100.0%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>73,161.63</b>	<b>73,163.00</b>	<b>100.0%</b>
<b>94104 · Street Scape - Park Sidewalk</b>			
9410402 · Construction	513,631.97	836,586.00	61.4%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>513,631.97</b>	<b>836,586.00</b>	<b>61.4%</b>
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.03		
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.03</b>		
<b>Total 94105 · PERSONNEL</b>	<b>-0.03</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>
<b>94108 · Capital Improvment Funds Expens</b>			
9410801 · Washington St - Streetscape	6,846.58	55,000.00	12.4%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%
9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
<b>Total 94108 · Capital Improvment Funds Expens</b>	<b>29,373.60</b>	<b>278,924.00</b>	<b>10.5%</b>
<b>94109 · Storm Water Grant Match</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>100.0%</b>

upfront cost for the year; next payment will be in February 2025  
Final interest payment for FY2025

3rd progress payment of the park sidewalk project

Total Expense	3,531,128.31	4,934,494	71.6%
Net Ordinary Income	726,376.90	0	100.0%
Other Income			
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 · Development Funds	0.00	75,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Other Expense			
98000 · Development Expenditures			
98000-1 · Parks & Recreation	0.00	75,000.00	0.0%
Total 98000 · Development Expenditures	0.00	75,000.00	0.0%
97001 · American Rescue Plan Expenses			
97001-2 · Town Website	0.00	50,000.00	0.0%
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Net Other Income	0.00	0.00	0.0%
Total Net Income Operational / Other Budget	726,376.90	0.00	100.0%



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Roberto Gonzalez, Town Treasurer  
Date: June 02, 2025  
Re: Fiscal Year 2024-2025 Budget Amendment

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment that exceeds one percent of the total expenditure shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at the June 02, 2025, meeting.

### REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2024-2025 is to amend line item 3180-04 Reimbursement from Insurance by increasing funding by \$9,380 due to collecting the insurance claims for the collision accidents involving the Police Department vehicles not being at fault in accidents. Line item 3110044 Repairs / Maintenance will be amended by \$9,380 for the repairs.

Revenue Source Line Item				
Line Item	Adopted 2024-25 Budget		Amended Budget	Change
<u>REVENUE:</u>				
Reimbursement from Insurance	\$	0	\$ 9,380	\$ 9,380
<u>EXPENDITURE:</u>				
Police Department:				
Vehicle / Maintenance	\$	0	\$ 9,380	\$ 9,380

2. The requested amendment to the adopted budget for Fiscal Year 2024-2025 is to amend line item 3150-03 Interest on Bank Deposits by increasing funds by \$20,250 due to collecting over budget expectations to address Council’s Strategic Plan consulting and the VML/VACO benchmark and 5 year forecasting report requested by Council. Line items 111001 – Convention & Education (Town Council) will be increased by \$2,000 and line item 1211012 – Accounting Services will be increased by \$18,250 for the VML/VACO reporting on benchmark and 5-year forecasting.

Revenue Source Line Item			
Line Item	Adopted 2024-25 Budget	Amended Budget	Change
<u>REVENUE:</u>			
Interest on Bank Deposits	\$ 89,500	\$ 109,750	\$ 20,250
<u>EXPENDITURE:</u>			
Town Council:			
Convention & Education	\$ 10,050	\$ 12,050	\$ 2,000
Town Administration:			
Accounting Services	\$ 12,000	\$ 30,250	\$ 18,250

*Sample Motion*  
*I move the Haymarket Town Council to approve an amendment to the Fiscal Year 2024 - 2025 budget as designated by Resolution #2025-006.*

*Or*

*Alternative Motion*



RESOLUTION 2025-006

FISCAL YEAR 2024-2025 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2025 Budget on June 17, 2024, and

WHEREAS, The proposed budget amendment will increase Reimbursement from Insurance revenue line item by \$9,380; and

WHEREAS, The proposed budget amendment will increase expenditure line item Vehicle Repairs / Maintenance Expenditures by \$9,380; and

WHEREAS, The proposed budget amendment will increase Interest on Bank Deposits revenue line item by \$20,250; and

WHEREAS, The proposed budget amendment will increase expenditure line item Town Council – Convention & Education Expenditures by \$2,000; and

WHEREAS, The proposed budget amendment will increase expenditure line item Town Administration – Accounting Services Expenditures by \$18,250; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2024-2025 Budget as reflected below:

**Budget Amendment for FY2024-2025 Budget**

<b>Operational Budget</b>				
		<u>Adopted 2024-25 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>				
3180-04				
Reimbursement from Insurance	\$	0	\$ 9,380	\$ 9,380
3150-03				
Interest on Bank Deposits	\$	89,500	\$ 109,750	\$ 20,250
<u>EXPENDITURE:</u>				
Town Council:				
111001				
Convention & Education	\$	10,050	\$ 12,050	\$ 2,000
Town Council:				

1211012				
Accounting Services	\$	12,000	\$	30,250
Police Department:				\$ 18,250
3110044				
Vehicle Repairs / Maintenance	\$	0	\$	9,380
				\$ 9,380

Done this 02nd Day of June 2025

Motion By:  
Seconded By:

Ayes:  
Nays:  
Absent:

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Kim Henry, Clerk of Council  
**Re:** Policies and Procedures and Code of Ethics

---

Attached is the latest clean version of the Policies and Procedures with the Attorney Contact Policy. Also is the latest clean version of the Code of Ethics Policy. I have also attached a few code of ethics policies from a couple other jurisdictions so that you can compare and make any edits. Most of the local government websites have their code of ethics on the main page. Since Julia and I are working at establishing a new website, I would like direction from Council if this is something you would like to do as well. I would like to get these finalized so that they can be adopted by July 1.

**Recommended Motion:** *I move that the Haymarket Town Council adopt Resolution #2025-003: Policies and Procedures and the Code of Ethics as presented effective July 1, 2025.*

Or Alternate Motion.



## **Resolution #2025-004**

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on May 05, 2025, with an effective date upon adoption.

### Section 2 Meetings

- 2-1.2. Policy on Participation in meeting electronically. This amendment will effect at the Town Council regular monthly meeting on July 5,2022;
- 2.2-6 Adding acknowledgement of Code of Ethics
- 2.2-8 Seating Arrangement

### Section 4 Agendas

- 4-1. Requirements in adding items to an agenda at a special meeting
- 4-2. Changing days on agenda delivery

### Section 5 Order of Business for Council Meetings

- 5-1A. Adding Work Session agenda
- 5-2B. Adding Closed Session to Regular meeting
- 5-2D. Adding explanation of Consent Agenda
- 5-3B(7) Citizen comments through email deadline
- 5-12. Guidelines on council comment through citizen time
- 5-13. Adding guidelines for citizens on readdressing items

### Section 6 Rules of Procedures for Council meetings

- 6-1. Quorum – adding language for a quorum

### Section 7 Boards, Authorities, Commissions and Committees

- 7-2. Standing Committees – Adding roles and guidelines to committees

### Section 9 Correspondence Policy

- 9-2 Adding Policy POL2014-09021 contacting the Town Attorney
- 9-3 Adding Policy on directive to staff

# RULES OF PROCEDURE

## Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in Robert’s Rules of Order Newly Revised and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council.

Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

## SECTION 1 - PURPOSE AND BASIC PRINCIPLES

### Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

### Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council’s rules of procedure must be followed consistently;
- C. Town Council’s actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

# SECTION 2 – MEETINGS

## Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

First Monday of the month at 6:00 PM for Closed Sessions and 7:00 PM for Regular meetings Last Monday of the month, 7:00 PM for Work Sessions Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

### Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

### Section 2-1.2. Policy on Participation in Meetings Electronically in the Event of Emergency or Personal Matter; Certain Disabilities; State of Emergency

As Permitted Pursuant to Virginia Code § 2.2-3708.3 and Town of Haymarket Resolution #2023-004:Remote Participation, a member of the Council may participate in a meeting of the Town Council or a meeting of a committee or sub-committee of the Town Council through electronic communication means from a remote location ONLY as follows and subject to the following requirements, which shall be applied strictly and uniformly without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted upon at the meeting:

- A. Remote participation shall be subject to the approval of the presiding officer of the applicable public body, appealable to the body as a whole in accordance with Robert’s Rules of Order.
- B. On or before the day of a meeting, a member of the public body wishing to participate remotely shall notify the presiding officer that such member is unable to attend the meeting due to:
  - 1. a temporary or permanent disability or other medical condition that prevents physical attendance,

2. a medical condition of a member of the member's family requiring the member to provide care that prevents the member's physical attendance;
  3. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting; or
  4. the member being unable to attend the meeting due to personal reasons, in which case the member shall identify with specificity the nature of the personal reason.
- C. A member's participation from a remote location will only be approved if the member's voice is clearly audible to council members and citizens at Town Hall (or such other location as specified in the notice of the meeting) and if the member can hear persons speaking into the microphones at the Town Hall (or other specified location).
- D. If a member's participation from a remote location is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity.
- E. Each member's participation due to personal reasons shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- F. A quorum of members participating in person must be physically assembled at the meeting location that was announced in the notice of the meeting or if no location is specified, at Town Hall.
- G. The public body shall record in the minutes all instances of remote participation, and the remote location from which a member participates. The remote location need not be open to the public and may be identified in the minutes by a general description.
- H. If participation is approved pursuant to subsection B:1 or B:2 of this policy, the public body shall include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subsection B:3 the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subsection B:4 the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

- I. Instances of remote participation shall be included in the total of meetings attended for the purpose of calculating the monthly compensation of the Town's elected and appointed officials.
- J. A Councilmember who is participating in a meeting electronically may not be prohibited or restricted from voting on matters.
- K. This policy shall be adopted annually by a recorded vote of the Town Council during a public meeting, at which time, it shall be updated to include any changes required by the Code of Virginia in order to hold meetings through electronic communication means.
- L. Council may also meet electronically as permitted by Virginia Code § 2.2-3708.2 when the Governor has declared a state of emergency in accordance with § 4.4-146.17 or the Council has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Town or the discharge of its lawful purposes, duties and responsibilities. In convening a meeting under this policy, the Town shall:
  - 1. (a). Give public notice using the best available method given the nature of the emergency, said notice to be given contemporaneously with the notice provided to members of Council.
  - (b) Make arrangements for the public to access the meeting through electronic communication means, including video conferencing if already used by the Town Council.
  - (c). Provide the public with the opportunity to comment at those meetings of the Town Council when public comment is customarily received.
  - 2. The nature of the emergency, the fact that the meeting was held electronically and the type of electronic means used shall be stated in the meeting minutes.
  - 3. Council shall otherwise comply with Virginia Code § 2.2-3708.2

## Section 2-2. Special and Emergency Meetings

The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.

Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of residence or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

A. Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of residence or place of business or via e-mail. Only matters specified in the notice of the emergency meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

B. In accordance with the Code of Virginia, 2.2-3707(D) Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting, the Town Attorney, and the Town Manager.

## Section 2-3. Legal Holiday

When a regularly scheduled Monday meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless the meeting is canceled or otherwise rescheduled by a majority vote of the Council.

## Section 2-4. Adjourned or Recessed Meetings

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such

a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

## Section 2-5. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Council shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore.

The public and the media shall be notified promptly of the change.

## Section 2-6. Organizational Meeting

- A. The first meeting in January following the Council general election shall be known as the organizational meeting.
- B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in accordance with the procedures set out in Section 2-7.
- C. Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate.
- D. The Rules and Procedures and any other guidelines, such as Spending Policy or Check Signing Policy, shall be reviewed and edited at the Organizational Meeting.
- E. At each Organizational Meeting, the Town Clerk will read the Code of Ethics into the record with each Councilmember acknowledging them with an affirmative vote.
- F. Upon taking office, all Councilmembers will take the required Freedom of Information (FOIA) training and the Conflict of Interest Act (COIA) training as required by State law. The Town Clerk shall arrange the training either in person or remotely.

## Section 2-7. Procedure for Election of Vice Mayor

- A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:
  - 1. The Mayor shall call for nominations from the Council.
  - 2. Any Council member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
  - 3. After all nominations have been made the Mayor shall close the nominating process and open the floor for discussion.
  - 4. After discussion the Mayor shall call for the vote on each nominee in the order his or her name was placed into nomination.
  - 5. A majority of those voting shall be required to elect the Vice Mayor.
- B. The Vice Mayor shall serve until a successor is elected by the Town Council.

## Section 2-8. Seating Arrangement

The Mayor shall occupy the center seat on the dais. The Vice Mayor shall be seated beside the Mayor. The Mayor shall determine the seating arrangement for the remaining Members of Council at the dais.

# SECTION 3 – OFFICERS

## Section 3-1. Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Council; and, shall only vote in the case of a tie, as provided by the Town Charter. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

## Section 3-2. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian. All legal questions from Mayor and Council on all Town business shall be addressed to the Town Attorney.

## Section 3-3. Preservation of Order

- A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:
1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
  2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
  3. To entertain and answer questions of parliamentary law or procedures;
  4. To call a brief recess at any time;
  5. To adjourn in an emergency.
- B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of

appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

## SECTION 4 – AGENDA

### Section 4-1. Preparation

- A. The Town Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".
- B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.
- C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.
- D. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Adding items to a special or emergency meeting agenda requires the presence of all members of Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.
- E. Unless required by law, no item will be scheduled for a public hearing unless by the vote of a majority of the Council to hold a public hearing on the item.

### Section 4-2. Delivery of Agenda

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney either electronically or hand delivered five (5) calendar days prior to the Work Session and no later than noon on the Thursday prior to the Monday regular Council meeting . Such materials shall be posted to the Town website on those dates in accordance with Virginia Code 2.2-3707 (G)

### Section 4-3. Copies

The Town Clerk shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the Town Hall for public inspection.

### Section 4-4. Internet

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet and displayed at Town Hall for public information as promptly as possible. All meetings are posted on the Town’s social media pages with related link to view the agenda on the Town website.

## SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

### Section 5-1. Order of Business

A. The Town Council Work Sessions are held on the last Monday of the month. The order of business shall be generally as follows:

- 1. Call To Order
- 2. Roll Call
- 3. Agenda Items
  - a. Monthly Financial Report
  - b. Department Reports
  - c. Any items to be discussed in order for action at the Regular Monthly meeting
- 4. Adjournment

B. At regular meetings of the Council on the 1<sup>st</sup> Monday of the month, the order of business shall generally be as follows:

6 PM Closed Session, When Needed

- 1. Call To Order
- 2. Roll Call
- 3. Closed Session Motion
- 4. Certification
- 5. Directive or Motion from Closed Session
- 6. Adjournment

7 PM Regular Meeting

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. Invocation or Moment of Silence
- 5. Presentations or Special Recognitions
- 6. Public Hearings (if any)
- 7. Citizens’ Time Consent Agenda
- 8. Minute Approval
- 9. Department Reports

- 10. Liaison Reports
- 11. Agenda Items
- 12. Councilmember Time
- 13. Adjournment

- A. The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.
- B. Council work sessions are less formal meetings and the agenda may be prepared by the Town Manager and Town Clerk to best facilitate the business of the Council.
- C. The Consent agenda is for items that do not need any additional discussion or deliberation by the Council such as Minute Approval, Department and Liaison Reports. Please note, that any member of Council can request of the Mayor to remove an agenda item for discussion from the consent agenda prior to the adoption of the consent agenda.

### Section 5-3. Citizen Participation

- A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.
- B. Public Comment
  - 1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Monday prior to the regular meeting date.
  - 2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.
  - 3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.
  - 4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.
  - 5. The presiding officer shall open the Public Comments.
  - 6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.
  - 7. If a citizen is unable to attend the meeting but would like to have their voice heard, they are encouraged to send an email to the Town Clerk by 3 pm on the day of the meeting. The Town Clerk will read their email into the record identifying them and their address. If an email does not have a name and address associated with the email, the Clerk will not read the comment into the record.

8. There shall be a time limit for each individual speaker of 5 minutes.
  9. A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.
  10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.
  11. Councilmembers shall not discuss issues raised by the public except by consent of the presiding officer at the conclusion of the Public Comment section.
  12. Once the Council has heard a presentation from an individual or organization on a particular subject that has been previously denied by the Town Council or for which the Town Council declined to advance consideration thereof, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Council present and voting.
  13. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.
- C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.
- D. No speaker's time shall be extended except by a majority vote of the Council members present.
- E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 3 PM on the Date of the Council meeting.

## Section 5-4. Prohibited Conduct

- A. Persons appearing before the Council will not be allowed to:
1. Market or solicit business from the Town;
  2. Use obscenities or other speech tending to create a breach of the peace;
  3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;

4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
  5. Engage in behavior that intimidates others;
- B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

## Section 5-5. Public Hearings

- A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.
- B. The presiding officer shall conduct all public hearings.
- C. The order of public hearings shall be as follows:
1. The presiding officer shall open the public hearing.
  2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee upon recognition of the presiding officer. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.
  3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
  4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking. There shall be a time limit of five (5) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of ten (10) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by majority vote of the members present, may allow any speaker to proceed past the time limit.
  5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
  6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.

- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

This section of the agenda shall include items of a general nature to be considered by the Council. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. Items Not on the Agenda

With the Council’s unanimous consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8. Closed Meetings

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.
- B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.
  - 1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.
  - 2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.
- C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

- 1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;
  - 2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
  - 3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.
- E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.
- F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

Individuals attending a Closed Meeting should respect the Council’s decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

# SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

## Section 6-1. Quorum

- A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. A quorum is four (4) members of Council in the absence of the Mayor or three (3) members of Council and the Mayor. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.
- B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next

regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.

C. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

## Section 6-2. Priority in Speaking on the Council

When two or more members of the Council wish to speak at the same time, the presiding officer shall name the one to speak first.

## Section 6-3. Comments, Queries of Council Members

Council members are to observe the following rules during the discussion of agenda items:

- A. The presiding officer shall keep discussion germane to the subject.
- B. Council members may address questions to the Town Manager, staff or other appropriate individuals present at the meeting. All legal questions should be addressed to the Town Attorney.

## Section 6-4. Action by the Council

- A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

## Section 6-5. Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any voting member may make a motion.
- C. Voting members are required to obtain the floor before making motions or speaking, which they can do while seated.
- D. A voting member may make only one motion at a time.
- E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

## Section 6-6. Substantive Motions

- A. A substantive motion is any motion that deals with the merits of an item of business and is within the Council's legal powers, duties and responsibilities.
- B. A substantive motion is out of order while another substantive motion is pending.

## Section 6-7. Procedural Motions

- A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.
- B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.
  1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.
  2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
  3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
  4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.
  5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:
    - (a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a

motion to “take from the table” is needed to bring the item back before the public body for discussion.

- (b) (b) The motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

Section 15.2-2286 of the State Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

## Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. A member of the Council may vote against his or her motion, but may not speak against his or her motion.
5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

## Section 6-9. Duty to Vote

A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.

B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

## Section 6-10. Method of Voting

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

## Section 6-11. Decisions on Points of Order

Any Council member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the presiding officer to the full Council which shall decide the matter by majority decision.

# SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

## Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

- A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.
- B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance,, Community Outreach and Business. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.
- C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

## Section 7-2. Standing Committees Roles and Guidelines

The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.

### A. Finance Liaison

The Finance Liaisons (FLs) are appointed by the Council at the beginning of each new term to be the representatives that liaise between the Town Staff and the duly elected governing body. The FLs main responsibility is to perform financial oversight of the Town’s budget, expenditures, and all other financial related issues for the Council. Nothing in their duties prevent all Council Members from discussing financial matters with Staff by reaching out directly and asking questions, and if necessary, making an appointment to delve into a more detailed discussion.

Role, Responsibility, and Tasks of FLs:

- The FLs and Staff meet ~~every second Wednesday @ 2 PM~~ on a regular basis and will advertise meeting date and time, using a pro-forma agenda and cover the following items -
  - Review all invoices and check signing utilizing best practices and internal controls (one liaison reviews checks and approves invoices, and the other signs and approves checks/expenditures)
  - Review the current fiscal year budget, with Staff and the Chief of HPD (CHPD), and discuss line items, comparing projected to actuals and discussing causes and potential solutions for those that are not in-line with expectations

- During budget season, Staff develops their proposed budget and keeps FLs abreast of overall progress, timeline, and highlights. However, a full detailed review and discussion of proposed budgets are the responsibility of Council and, accordingly, covered in their meetings
- Discuss current and proposed /planned expenditures with CHPD and Staff, as needed
- The FLs, at times, are a sounding board for Staff on budget matters related to the analysis of revenue, expenses and new initiatives to be brought to council for general discussion
- The FLs prepare a monthly summary of the bi-weekly meetings for inclusion into the agenda packet for the regular monthly meeting
- The FLs are available to Council, Staff and public to field any questions they may have regarding matters related to their role, responsibility, and tasks.

## B. Business Liaison

The Town Council Business Liaison serves as a bridge between the Town Council and the business community, working in collaboration with Town Staff to promote business engagement, economic growth, and community development. The Liaison ensures that business interests are represented while fostering strong partnerships to enhance the local economy in alignment with the Town of Haymarket's Strategic Plan.

### Key Responsibilities:

1. Business Engagement & Advocacy
  - a. Work in collaboration with Town Staff (Town Manager, Town Treasurer, and Town Events Coordinator), who serve as the primary contacts for local businesses.
  - b. Maintain awareness of business concerns, providing updates to the Town Council and escalating issues as needed.
2. Economic Development & Promotion
  - a. Encourage local businesses to actively participate in town events, including Haymarket Day, the Farmers Market, and the Town Holiday Event to strengthen community ties and business visibility.
  - b. Support the development of an advertising campaign to showcase and attract businesses to the town.
  - c. Work with Town Staff to highlight local businesses through Business Spotlights, social media promotions, and tourism initiatives.
3. Business Roundtable & Networking
  - a. Work with Town Staff to plan, coordinate, and host Quarterly Business Roundtable events to foster discussion and collaboration.

- b. Serve as an active participant in Business Roundtables, ensuring business feedback is captured and addressed by the Town Council as needed.
4. Strategic Collaboration & Representation
  - a. Represent the Town of Haymarket at local business events, including the Haymarket-Gainesville Business Association and Prince William County Chamber of Commerce meetings, to strengthen regional economic ties.
  - b. Collaborate with the Town Council, Economic Development partners, and business organizations to align business initiatives with town policies.
  - c. Monitor state legislation and zoning regulations, working with the Virginia Municipal League (VML) and other municipalities to provide insights to the Town Council.
5. Infrastructure & Business-Friendly Initiatives
  - a. Advocate for business-friendly infrastructure improvements, such as parking solutions, streetscapes, and pedestrian-friendly access.
  - b. Provide input on economic development policies that benefit local businesses, ensuring alignment with the Town’s Strategic Plan.

#### Alignment with the Town’s Strategic Plan

The Business Liaison role directly supports multiple objectives, including:

- Fostering Economic Development, Tourism, and Supporting Businesses (Business Spotlights, Town Event Participation, Business Roundtables).
- Enhancing Community Engagement (Business Networking, Regional Collaboration).
- Improving Transportation & Infrastructure (Supporting projects that benefit businesses).

By working alongside Town Staff and local businesses, the Business Liaison helps ensure Haymarket remains a thriving, business-friendly community while preserving its small-town charm and economic vitality.

#### C. Architectural Review Board Liaison

The ARB Liaison is an active ARB seat that represents Council. It is intended to assist with bridging communication between the Board and Town Council as well as assisting the Board with understanding the vision Council sees as the town’s architectural style.

##### Role:

- Active seat on the Board
- Town Council Representative
- Communication Bridge between Town Council and the ARB members
- Responsibility:
  - Participate as an active member of the ARB
  - Report Council Activity to the ARB members
  - Submit a monthly Liaison report to Council summarizing ARB meeting activity

D. Planning Commission Liaison

Reports To: Town Manager, Mayor, Chairman Position Summary:

The Planning Commission Liaison serves as the primary point of contact. This role ensures effective communication, coordination, and facilitation of planning-related activities, including land use, zoning, and development initiatives. The Liaison provides administrative and technical support, assists in policy development, and helps align planning objectives with broader community and governmental goals.

Key Responsibilities:

- a. Serve as a bridge between the Planning Commission, Town Council, and local government officials.
- b. Provide guidance on planning and land-use regulations to commissioners, council members, developers, and citizens.
- c. Support the implementation of comprehensive plans, planning projects, and council directives.
- d. Serve as a liaison between the Town Council and Planning Commission to ensure planning and development efforts align with town policies and strategic goals.

E. Community Outreach Liaison

Key Responsibilities

- a. Develop and maintain relationships with community groups, HOA’s, and residents to understand concerns and priorities.
- b. Organize and attend public events, town halls, and meetings to share information and gather community input.
- c. Serve as a point of contact for residents with questions or concerns about town initiatives and policies.
- d. Collaborate with local organizations, nonprofits, and stakeholders to support community programs and projects.
- e. Create and implement community programming that fosters engagement, civic education, and local involvement.
- f. Assist in creating and distributing public communications, including newsletters, social media updates, and town announcements.
- g. Advocate for community needs by relaying feedback to the Town Council and helping shape policy decisions.
- h. Promote volunteer opportunities and encourage civic engagement among residents.
- i. Represent the Town of Haymarket at local events, ensuring a visible and approachable presence in the community.

- j. Collaborate with the Business Liaison to foster connections within the town, utilizing the Communications Plan for guidance.

SECTION 8 -- GENERAL OPERATING POLICY

Section 8-1. Live Streaming via Webcast and Recording of Town Business

All meetings and work sessions of the Council, Planning Commission, Architectural Review Board, Historic Commission and Board of Zoning appeals will be aired live via Webcast. Any additional gatherings may be aired via Webcast at the discretion of the Town Manager when in the best interest of the public, notwithstanding technology failures, power outages, and other complications beyond the control of the Town Staff. Copies of the broadcast may be obtained via the Town’s website by download. If a copy of a meeting is desired, charges may apply.

Section 8-2. Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.

Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

Section 8-3. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 8-5. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

# SECTION 9 – CORRESPONDENCE POLICY

## Section 9-1. Town Clerk

All correspondence for Council, Commissions, Boards and Staff should be copied to Town Clerk to ensure proper recording keeping.

## Section 9-2. Town Attorney

Mayor and Council need to address all legal questions to the Town Attorney. The Town Attorney should be copied on any and all correspondence on town municipal matters in accordance to the Town of Haymarket’s POL2014-0902-1 (see attached)

## Section 9-3. Staff Members

All requested directives from the Town Council either as a whole or individually will go through the Town Manager as stated in #16 of the Town of Haymarket’s Code of Ethics.



## **Attorney/ Staff Contact Policies Policy #POL20140902-1**

The Town Council appoints a Town Attorney to advise and represent it as the elected leaders of the municipal corporation. The Town Attorney acts in the Town's interest but takes direction from the Town Council as a whole, not from any individual member of the Council or other citizen of the Town.

In general council members are all allowed to contact the Town Attorney in cases of emergency situations where a legal opinion is needed in an expedited manner. However, the following guidelines are being applied in order to curtail the direct contact and the discontinuity that is created when the Town Attorney or representative of the Town's law firm is contacted by multiple members of Town Council, appointed officials, or staff. There are some issues where members of the Council and/or Staff need direct contact for a legal opinion; however the policies identified will also provide a procedure and path to obtain the answer or legal opinion being requested.

### ***Appointed Officials:***

- Appointed officials of the Town should contact the Town Attorney or law firm through the use of staff that serves their particular board for the Town.
- Should the Town Attorney or law firm need further clarification on the subject of interest, the Town Attorney will reach out to the appointed local official directly.
- In general, the Town Council does not believe that appointed officials of the Town should have direct communication with the Town Attorney or legal staff, unless the Town Attorney determines otherwise.

### ***Staff Members:***

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager.
- The Town Manager is to have an established time to meet or discuss Town business or concerns with the Town Attorney or staff at minimum of once a month, as needed.
- The Town Manager can authorize staff to directly work or contact the Town Attorney or legal staff as it relates to their position and the various ways they serve the Town on a day to day basis. However, the Town Manager also strongly suggests that in these circumstances that all correspondence with the Town's legal representatives be limited to strategically planned communications on as needed basis.

### ***Police Department:***

- In general, all communication shall coordinate with the Town Attorney or legal staff through the Police Chief.

- However, Officers are authorized by the Chief to discuss cases and case load with the Town's Prosecuting Attorney at a predetermined general time, unless the Prosecuting Attorney contacts the officer directly.

***Town Council:***

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager, Mayor or Vice Mayor.
- General questions, concerns or issues that are not of an urgent matter, should be brought to the Town Manager and the Town Manager will discuss and obtain the needed information during the Attorney and Manager's regular monthly meeting.
- The Mayor can authorize members of Council to work directly the Town Attorney or legal staff if the Mayor believes that the direct communication will yield more efficient results.

The goal of this policy is to encourage better management of communication and efficiency of Haymarket's legal representation to better serve the needs of the Council, appointed officials, town staff, and citizens.

Adopted this 2<sup>nd</sup> Day of September 2014

ATTEST:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

**Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE**

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on June 27, 2022, with an effective date of July 1, 2022.

Section 2-1: Meetings was amended changing time of regular monthly meetings to 6 pm, Section 2-6 (A): Organizational Meeting by changing the date of the meeting from July to the January after the November Town Council election and Section 5-1: Order of Business by moving closed session to the top of Order of Business that will start at 6 pm, when closed session is needed. This amendment will effect at the Town Council regular monthly meeting on July 5,2022

**RULES OF PROCEDURE**

**Introduction**

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert’s Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council.

Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

# SECTION 1 - PURPOSE AND BASIC PRINCIPLES

## Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

## Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

**Commented [KH1]:** J. Baker suggested "Every member has an equal right to participate and vote on matters before the Council"

**Commented [KH2]:** J. Baker suggested "The Council must act as a body and ensure the will of the majority is carried out, while respecting the rights of the minority"

# SECTION 2 – MEETINGS

## Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

First Monday of the month at 6:00 PM for Closed Sessions and 7:00 PM for Regular meetings Last Monday of the month, 7:00 PM for Work Sessions

Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

## Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

**Section 2-1.2. Policy on Participation in Meetings Electronically in the Event of Emergency or Personal Matter; Certain Disabilities; State of Emergency**

**Commented [KH3]:** This is added based on the adopted remote participation policy of 2023

As Permitted Pursuant to Virginia Code § 2.2-3708.3 and Town of Haymarket Resolution #2023-004: Remote Participation, a member of the Council may participate in a meeting of the Town Council or a meeting of a committee or sub-committee of the Town Council through electronic communication means from a remote location ONLY as follows and subject to the following requirements, which shall be applied strictly and uniformly without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted upon at the meeting:

- A. Remote participation shall be subject to the approval of the presiding officer of the applicable public body, appealable to the body as a whole in accordance with Robert's Rules of Order.
- B. On or before the day of a meeting, a member of the public body wishing to participate remotely shall notify the presiding officer that such member is unable to attend the meeting due to:
  - 1. a temporary or permanent disability or other medical condition that prevents physical attendance,
  - 2. a medical condition of a member of the member's family requiring the member to provide care that prevents the member's physical attendance;
  - 3. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting; or
  - 4. the member being unable to attend the meeting due to personal reasons, in which case the member shall identify with specificity the nature of the personal reason.
- C. A member's participation from a remote location will only be approved if the member's voice is clearly audible to council members and citizens at Town Hall (or such other location as specified in the notice of the meeting) and if the member can hear persons speaking into the microphones at the Town Hall (or other specified location).
- D. If a member's participation from a remote location is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity.
- E. Each member's participation due to personal reasons shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

- F. A quorum of members participating in person must be physically assembled at the meeting location that was announced in the notice of the meeting or if no location is specified, at Town Hall.
- G. The public body shall record in the minutes all instances of remote participation, and the remote location from which a member participates. The remote location need not be open to the public and may be identified in the minutes by a general description.
- H. If participation is approved pursuant to subsection B:1 or B:2 of this policy, the public body shall include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subsection B:3 the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subsection B:4 the public body shall also include in its minutes the specific nature of the personal matter cited by the member.
- I. Instances of remote participation shall be included in the total of meetings attended for the purpose of calculating the monthly compensation of the Town's elected and appointed officials.
- J. A Councilmember who is participating in a meeting electronically may not be prohibited or restricted from voting on matters.
- K. This policy shall be adopted annually by a recorded vote of the Town Council during a public meeting, at which time, it shall be updated to include any changes required by the Code of Virginia in order to hold meeting through electronic communication means.
- L. Council may also meet electronically as permitted by Virginia Code § 2.2-3708.2 when the Governor has declared a state of emergency in accordance with § 4.4-146.17 or the Council has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Town or the discharge of its lawful purposes, duties and responsibilities. In convening a meeting under this policy, the Town shall:
  - 1. (a). Give public notice using the best available method given the nature of the emergency, said notice to be given contemporaneously with the notice provided to members of Council.
  - (b) Make arrangements for the public to access the meeting through electronic communication means, including video conferencing if already used by the Town Council.

(c). Provide the public with the opportunity to comment at those meeting of the Town Council when public comment is customarily received.

2. The nature of the emergency, the fact that the meeting was held electronically and the type of electronic means used shall be stated in the meeting minutes.

3. Council shall otherwise comply with Virginia Code § 2.2-3708.2

Section 2-2. Special and Emergency Meetings

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.

B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be .

**Commented [KH4]:** Remote participation in case of State or Town of Emergencies is provided in subsection L. Jbaker commented that clarification language needs to included in what constitutes a emergency and the parameters of reasonable notice. Subsection C defines procedures in calling an emergency meeting.

delivered to each member of the Council by giving reasonable notice at his or her place of ~~abode~~ residence or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

~~B.C.~~ Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of ~~abode~~ residence or place of business or via e-mail. Only matters specified in the notice of the emergency meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

~~C.D.~~ In accordance with the Code of Virginia, 2.2-3707(D) Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting, the Town Attorney, and the Town Manager.

## Section 2-3. Legal Holiday

When a regularly scheduled Monday meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless the meeting is canceled or otherwise rescheduled by a majority vote of the Council.

Section 2-4. Adjourned or Recessed Meetings

- A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.
- B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5. Cancellation or Rescheduling of Meetings

- A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Council shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore.
- The public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

- A. The first meeting in January following ~~the November the~~ Council general election shall be known as the organizational meeting.
- B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in accordance with the procedures set out in Section 2-7.
- ~~C.~~ Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate.
- ~~D.~~ The Rules and Procedures and any other guidelines, such as Spending Policy or Check Signing Policy, shall be reviewed and edited at the Organizational Meeting.
- ~~E.~~ At each Organizational Meeting, the Town Clerk will read the Code of Ethics into the record with each Councilmember acknowledging them with an affirmative vote.
- ~~F.~~ Upon taking office, all Councilmembers will take the required Freedom of Information (FOIA) training and the Conflict of Interest Act (COIA) training as required by State law. The Town Clerk shall arrange the training either in person or remotely.

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Commented [KH5]: After speaking to several other Clerks, they read the Code of Ethics for Council to acknowledge and confirm

Formatted: Not Expanded by / Condensed by

Commented [KH6]: This was added after 3/31 work session

Section 2-7. Procedure for Election of Vice Mayor

- A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:
  - 1. The Mayor shall call for nominations from the Council.

- 2. Any Council member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
- 3. After all nominations have been made the Mayor shall close the nominating process and open the floor for discussion.
- 4. After discussion the Mayor shall call for the vote on each nominee in the order his or her name was placed into nomination.
- 5. A majority of those voting shall be required to elect the Vice Mayor.
- B. The Vice Mayor shall serve until a successor is elected by the Town Council.

Section 2-8. Seating Arrangement

~~The Mayor shall occupy the center seat on the dais. Members of the Council shall select among seats according to seniority, unless determined otherwise by Council.~~  
The Mayor shall occupy the center seat on the dais. The Vice Mayor shall be seated beside the Mayor. The Mayor shall determine the seating arrangement for the remaining Members of Council at the dais.

**Commented [KH7]:** Added language after the 3/31 work session.

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Council; and, shall only vote in the case of a tie, as provided by the Town Charter. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian. All legal questions from Mayor and Council on all Town business shall be addressed to the Town Attorney.

Section 3-3. Preservation of Order

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;

2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;

2-3. To entertain and answer questions of parliamentary law or procedure;

3-4. To call a brief recess at any time;

4-5. To adjourn in an emergency.

B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

Commented [KH8]: Found this in Middleburg's Policies and Procedures.

# SECTION 4 – AGENDA

## Section 4-1. Preparation

A. The Town Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".

~~B.~~ Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.

~~C-B.~~ Any Any-member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.

~~D-C.~~ All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.

~~E-D.~~ Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Adding items to a special or emergency meeting agenda requires the presence of all members of Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.

~~F-E.~~ Unless required by law, no item will be scheduled for a public hearing unless by the vote of a majority of the Council to hold a public hearing on the item.

Formatted: Indent: Left: 0.14", First line: 0", Right: 0.19"

Formatted: Indent: Left: 0.14", First line: 0"

## Section 4-2. Delivery of Agenda

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney ~~either electronically or hand delivered one week prior to the Monday work session five (5) calendar days prior to the Work Session and one week prior no later than noon on the Thursday prior~~ to the Monday regular Council meeting . Such materials shall be posted to the Town website on those dates.

## Section 4-3. Copies

The Town Clerk shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the Town Hall for public inspection.

### Section 4-4. Internet

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet and displayed at Town Hall for public information as promptly as possible. All meetings are posted on the Town’s social media pages with related link to view the agenda on the Town website.

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

A, The Town Council Work Sessions are held on the last Monday of the month. The order of business shall be generally be as follows:

- 1. Call To Order
- 2. Roll Call
- 3. Agenda Items
  - a. Monthly Financial Report
  - b. Department Reports
  - c. Any items to be discussed in order for action at the Regular Monthly meeting
- 4. Adjournment

**Formatted:** Not Expanded by / Condensed by

**Formatted:** Indent: Left: 0.75"

**Commented [KH9]:** This line item was suggested by J. Pasanello

**Formatted:** Not Expanded by / Condensed by

**Formatted:** No Spacing, Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

**Formatted:** Normal, Left, Indent: Left: 0.39", No bullets or numbering

**Formatted:** Left, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0.64" + Indent at: 0.89"

**Formatted:** Normal, Left, Indent: Left: 0.64", No bullets or numbering

B At regular meetings of the Council on the 1<sup>st</sup> Monday of the month, the order of business shall generally be as follows:

- 6 PM Closed Session, When Needed
  - 1. Call To Order
  - 2. Roll Call
  - 3. Closed Session Motion
  - 4. Certification
  - 5. Directive or Motion from Closed Session
  - 6. Adjournment

A. 7 PM Regular Meeting

- 1. Call to Order
- 2.1. Roll Call
- 3. Closed Session, As Needed
- 4.2. Adjourn Closed Session
- 3. Pledge of Allegiance
- 4. Invocation or Moment of Silence
- 5. Presentations or Special Recognitions
- 6. Public Hearings (if any)
- 7. Citizens' Time
  - Consent Agenda
  - a. Minute Approval

**Formatted:** Normal, Left, Indent: Left: 0.39", No bullets or numbering

**Formatted:** Normal, Indent: Left: 0.39", Right: 0.16", Space Before: 1.4 pt, No bullets or numbering, Tab stops: 0.64", Left + Not at 0.89"

**Formatted:** Font: Italic

**Formatted:** Normal, Indent: Left: 0.39", No bullets or numbering

**Formatted:** Not Expanded by / Condensed by

**Formatted:** Not Expanded by / Condensed by

- b. Department Reports
- c. Liaison Reports

- 8. Agenda Items
- 9. Councilmember Time
- 10. Adjournment

B. The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.

C. Council work sessions are less formal meetings and the agenda may be ~~as~~ prepared by the Town Manager and Town Clerk to best facilitate the business of the Council.

D. ~~Council elected to begin adopting~~ The Consent agenda is ~~based upon recommendation of the Mayor, Clerk and Town Manager for issues items~~ that do not need any additional discussion or deliberation by the Council ~~such as Minute Approval, Department and Liaison Reports~~. Please note, that any member of Council can request of the Mayor to remove an agenda item for discussion from the consent agenda prior to the adoption of the consent agenda.

## Section 5-3. Citizen Participation

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on ~~the Thursday~~ the Monday prior to the regular meeting date.

2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.

3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.

4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.

5. The presiding officer shall open the Public Comments.

6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.



~~6-7.~~ If a citizen is unable to attend the meeting but would like to have their voice heard, they are encouraged to send an email to the Town Clerk by 3 pm on the day of the meeting. The Town Clerk will read their email into the record identifying them and their address. If an email does not have a name and address associated with the email, the Clerk will not read the comment into the record.

**Commented [KH10]:** Jbaker added: " but must be relevant to town matters

**Commented [KH11]:** Added " and address" to the

**Commented [KH12]:** J Pasanello requested to have this added

~~7.8.~~ There shall be a time limit for each individual speaker of 5 minutes.

 ~~8.9.~~ A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine.The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.  


~~9-10.~~ There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.

~~11.~~ Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.

~~12.~~ Councilmembers shall not discuss issues raised by the public except by consent of the presiding officer at the conclusion of the Public Comment section.

~~13.~~ Once the Council has heard a presentation from an individual or organization on a particular subject that has been previously denied by the Town Council or for which the Town Council declined to advance consideration thereof, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Council present and voting.

**Commented [KH13]:** Clarification: This means that there would be no discussion with the public or applicant during public hearing or citizens time unless by consent of the presiding officer.

**Formatted:** Normal, Left, No bullets or numbering

~~10.~~ ~~13.~~ The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.

D. No speaker's time shall be extended except by a majority vote of the Council members present.

E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by ~~12:00 noon~~ 3 PM on the Date of the Council meeting.

**Commented [KH14]:** Although noon is a good time, in order to give the public ample time, this could be changed to 2 pm

**Commented [KH15R14]:** Changed to be consistent with 5-3.7

## Section 5-4. Prohibited Conduct

A. Persons appearing before the Council will not be allowed to:

1. Market or solicit business from the Town;
2. Use obscenities or other speech tending to create a breach of the peace;
3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
5. Engage in behavior that intimidates others;

B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion

may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

## Section 5-5. Public Hearings

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.

- B. The presiding officer shall conduct all public hearings.
- C. The order of public hearings shall be as follows:
1. The presiding officer shall open the public hearing.
  2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee upon recognition of the presiding officer. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.
  3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
  4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking. There shall be a time limit of five (5) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of ten (10) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by majority vote of the members present, may allow any speaker to proceed past the time limit.
  5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
  6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.
- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

This section of the agenda shall include items of a general nature to be considered by the Council. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. Items Not on the Agenda

With the Council's unanimous consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

## Section 5-8. Closed Meetings

A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.

B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.

1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;
2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

## SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

### Section 6-1. Quorum

- A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. A quorum is four (4) members of Council in the absence of the Mayor or three (3) members of Council and the Mayor. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.
- B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.
- C. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

### Section 6-2. Priority in Speaking on the Council

When two or more members of the Council wish to speak at the same time, the presiding officer shall name the one to speak first.

### Section 6-3. Comments, Queries of Council Members

- Council members are to observe the following rules during the discussion of agenda items:
- A. The presiding officer shall keep discussion germane to the subject.
- B. Council members may address questions to the Town Manager, staff or other appropriate individuals present at the meeting. All legal questions should be addressed to the Town Attorney.

### Section 6-4. Action by the Council

- A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

## Section 6-5. Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any voting member may make a motion.
- C. Voting members are required to obtain the floor before making motions or speaking, which they can do while seated.
- D. A voting member may make only one motion at a time.
- E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

## Section 6-6. Substantive Motions

- A. A substantive motion is any motion that deals with the merits of an item of business and is within the Council's legal powers, duties and responsibilities.

B. A substantive motion is out of order while another substantive motion is pending.

## Section 6-7. Procedural Motions

A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.

4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.

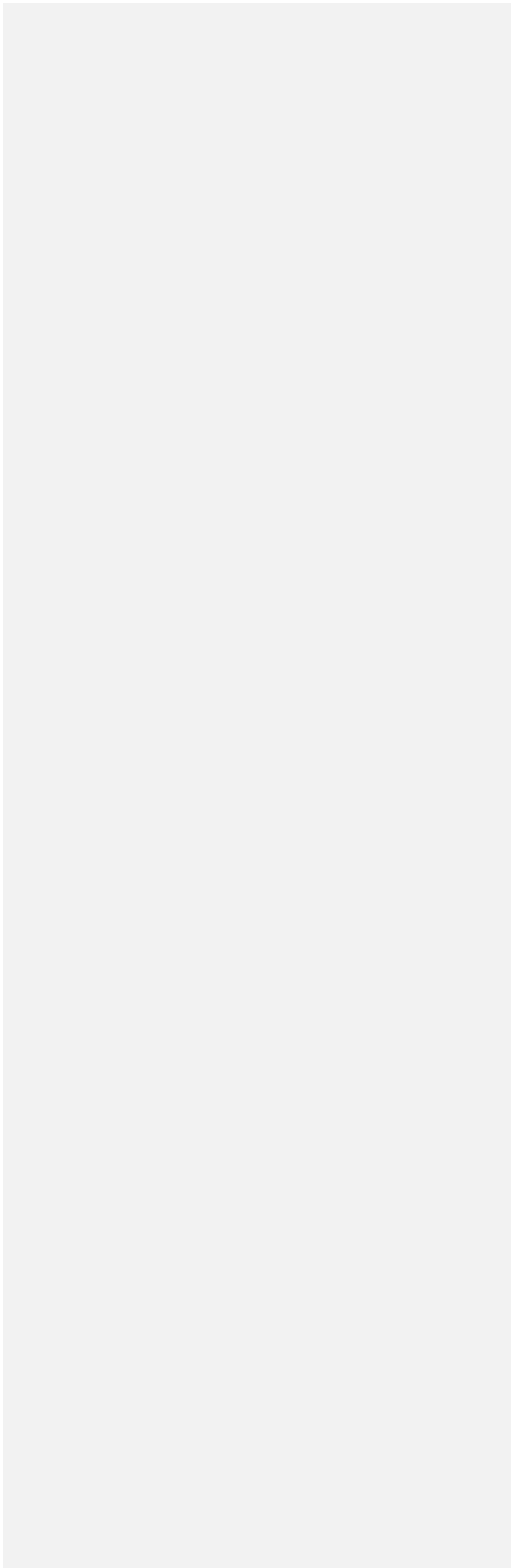
5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:

(a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.

(b) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for

consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.



6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

## Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. A member of the Council may vote against his or her motion, but may not speak against his or her motion.
5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

## Section 6-9. Duty to Vote

A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.

B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

## Section 6-10. Method of Voting

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

- B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 6-11. Decisions on Points of Order

Any Council member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the presiding officer to the full Council which shall decide the matter by majority decision.

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

- A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.
- B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, ~~Police and Historical Commission~~, Community Outreach and Business. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.
- C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. Standing Committees Roles and Guidelines

The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.

A. Finance Liaison

The Finance Liaisons (FLs) are appointed by the Council at the beginning of each new term to be the representatives that liaise between the Town Staff and the duly elected governing body. The FLs main responsibility is to perform financial oversight of the Town's budget, expenditures, and all other financial related issues for the Council. Nothing in their duties prevent all Council Members from discussing financial matters with Staff by reaching out directly and asking questions, and if necessary, making an appointment to delve into a more detailed discussion.

Role, Responsibility, and Tasks of FLs:

- The FLs and Staff meet every second Wednesday @ 2 PM using a pro-forma agenda and cover the following items -
  - Review all invoices and check signing utilizing best practices and internal controls (one liaison reviews checks and approves invoices, and the other signs and approves checks/expenditures)
  - Review the current fiscal year budget, with Staff and the Chief of HPD (CHPD), and discuss line items, comparing projected to actuals and discussing causes and potential solutions for those that are not in-line with expectations

Formatted: Font: 12 pt, Bold

Formatted: List Paragraph

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 0.5"

Formatted: Indent: First line: 0.5"

- During budget season, Staff develops their proposed budget and keeps FLs abreast of overall progress, timeline, and highlights. However, a full detailed review and discussion of proposed budgets are the responsibility of Council and, accordingly, covered in their meetings
- Discuss current and proposed/planned expenditures with CHPD and Staff, as needed
- The FLs, at times, are a sounding board for Staff on budget matters related to the analysis of revenue, expenses and new initiatives to be brought to council for general discussion
- The FLs prepare a monthly summary of the bi-weekly meetings for inclusion into the agenda packet for the regular monthly meeting
- The FLs are available to Council, Staff and public to field any questions they may have regarding matters related to their role, responsibility, and tasks.

Formatted: Font: 12 pt, Bold

**B. Business Liaison**

The Town Council Business Liaison serves as a bridge between the Town Council and the business community, working in collaboration with Town Staff to promote business engagement, economic growth, and community development. The Liaison ensures that business interests are represented while fostering strong partnerships to enhance the local economy in alignment with the Town of Haymarket's Strategic Plan.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) Arial

Formatted: List Paragraph

Key Responsibilities:

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

1. Business Engagement & Advocacy

Formatted: Font: (Default) Arial, Not Bold

- Work in collaboration with Town Staff (Town Manager, Town Treasurer, and Town Events Coordinator), who serve as the primary contacts for local businesses.
- Maintain awareness of business concerns, providing updates to the Town Council and escalating issues as needed.

Formatted: Font: (Default) Arial

2. Economic Development & Promotion

Formatted: Font: (Default) Arial, Not Bold

- Encourage local businesses to actively participate in town events, including Haymarket Day, the Farmers Market, and the Town Holiday Event to strengthen community ties and business visibility.
- Support the development of an advertising campaign to showcase and attract businesses to the town.
- Work with Town Staff to highlight local businesses through Business Spotlights, social media promotions, and tourism initiatives.

Formatted: Font: (Default) Arial

3. Business Roundtable & Networking

- Work with Town Staff to plan, coordinate, and host Quarterly Business Roundtable events to foster discussion and collaboration.
- Serve as an active participant in Business Roundtables, ensuring business feedback is captured and addressed by the Town Council as needed.

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

4. Strategic Collaboration & Representation

- Represent the Town of Haymarket at local business events, including the Haymarket-Gainesville Business Association and Prince William County Chamber of Commerce meetings, to strengthen regional economic ties.
- Collaborate with the Town Council, Economic Development partners, and business organizations to align business initiatives with town policies.
- Monitor state legislation and zoning regulations, working with the Virginia Municipal League (VML) and other municipalities to provide insights to the Town Council.

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

5. Infrastructure & Business-Friendly Initiatives

- Advocate for business-friendly infrastructure improvements, such as parking solutions, streetscapes, and pedestrian-friendly access.
- Provide input on economic development policies that benefit local businesses, ensuring alignment with the Town's Strategic Plan.

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

Alignment with the Town's Strategic Plan

\_\_\_\_\_

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

The Business Liaison role directly supports multiple objectives, including:

- Fostering Economic Development, Tourism, and Supporting Businesses (Business Spotlights, Town Event Participation, Business Roundtables).
- Enhancing Community Engagement (Business Networking, Regional Collaboration).
- Improving Transportation & Infrastructure (Supporting projects that benefit businesses).

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

By working alongside Town Staff and local businesses, the Business Liaison helps ensure Haymarket remains a thriving, business-friendly community while preserving its small-town charm and economic vitality.

C. Architectural Review Board Liaison

Formatted: Font: 12 pt, Bold

Formatted: Font: 12 pt, Bold, Font color: Black

The ARB Liaison is an active ARB seat that represents Council. It is intended to assist with bridging communication between the Board and Town Council as well as assisting the Board with understanding the vision Council sees as the town’s architectural style.

Role:

- Active seat on the Board
- Town Council Representative
- Communication Bridge between Town Council and the ARB members

Responsibility:

- Participate as an active member of the ARB
- Report Council Activity to the ARB members
- Submit a monthly Liaison report to Council summarizing ARB meeting activity

**D. Planning Commission Liaison**

Reports To: Town Manager, Mayor, Chairman

Position Summary:

The Planning Commission Liaison serves as the primary point of contact. This role ensures effective communication, coordination, and facilitation of planning-related activities, including land use, zoning, and development initiatives. The Liaison provides administrative and technical support, assists in policy development, and helps align planning objectives with broader community and governmental goals.

Key Responsibilities:

- Serve as a bridge between the Planning Commission, Town Council, and local government officials.
- Provide guidance on planning and land-use regulations to commissioners, council members, developers, and citizens.
- Support the implementation of comprehensive plans, planning projects, and council directives.
- Serve as a liaison between the Town Council and Planning Commission to ensure planning and development efforts align with town policies and strategic goals.

Formatted: List Paragraph

Formatted: Indent: Left: 0.5"

Formatted: Indent: First line: 0.5"

Formatted: Indent: First line: 0.5"

Formatted: Font: 12 pt, Bold, Underline, Font color: Black

Formatted: Font: 12 pt, Bold, Font color: Black

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial, 11 pt

Formatted: Indent: First line: 0.25"

Formatted: Indent: Left: 0.25"

Formatted: Indent: First line: 0.25"

E. Community Outreach Liaison

Position Overview:

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

Key Responsibilities

- Develop and maintain relationships with community groups, HOA's, and residents to understand concerns and priorities.
- Organize and attend public events, town halls, and meetings to share information and gather community input.
- Serve as a point of contact for residents with questions or concerns about town initiatives and policies.
- Collaborate with local organizations, nonprofits, and stakeholders to support community programs and projects.
- Create and implement community programming that fosters engagement, civic education, and local involvement.
- Assist in creating and distributing public communications, including newsletters, social media updates, and town announcements.
- Advocate for community needs by relaying feedback to the Town Council and helping shape policy decisions.
- Promote volunteer opportunities and encourage civic engagement among residents.
- Represent the Town of Haymarket at local events, ensuring a visible and approachable presence in the community.
- Collaborate with the Business Liaison to foster connections within the town, utilizing the Communications Plan for guidance.

- Formatted: Font: Font color: Black
- Formatted: No bullets or numbering
- Formatted: Font: 12 pt, Bold
- Formatted: Font: Bold, Font color: Black
- Formatted: List Paragraph, Space After: 0 pt, Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt
- Formatted: Indent: Left: 0.5", No bullets or numbering
- Formatted: Font: 11 pt
- Formatted: Indent: Left: 0.5", Space After: Auto, No bullets or numbering
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: List Paragraph, Indent: Left: 0.83"
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: List Paragraph, Space After: 0 pt, Bulleted + Level: 3 + Aligned at: 0.83" + Indent at: 1.02"
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) +Body (Calibri), 10.5 pt, Font color: Auto
- Formatted: Font: (Default) Arial, 11 pt, Font color: Black
- Formatted

... [1]
- Formatted: Font: Font color: Black
- Formatted: List Paragraph, No bullets or numbering

## SECTION 8 -- GENERAL OPERATING POLICY

### Section 8-1. Live Streaming via Webcast and Recording of Town Business

All meetings and work sessions of the Council, Planning Commission, Architectural Review Board, Historic Commission and Board of Zoning appeals will be aired live via Webcast. Any additional gatherings may be aired via Webcast at the discretion of the Town Manager when in the best interest of the public, notwithstanding technology failures, power outages, and other complications beyond the control of the Town Staff. Copies of the broadcast may be obtained via the Town’s website by download. If a copy of a meeting is desired, charges may apply.

### Section 8-2. Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.

Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

### Section 8-3. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

### Section 8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

### Section 8-5. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

All correspondence for Council, Commissions, Boards and Staff should be copied to Town Clerk to ensure proper recording keeping.

Section 9-2. Town Attorney

Mayor and Council need to address all legal questions to the Town Attorney. The Town Attorney should be copied on any and all correspondence on town municipal matters in accordance to the Town of Haymarket's POL2014-0902-1-

**Commented [KH16]:** J Pasanello would like the policy in contacting the Town Attorney

Section 9-3. Staff Members

All requested directives from the Town Council either as a whole or individually will go through the Town Manager as stated in #16 of the Town of Haymarket's Code of Ethics.

**Commented [KH17]:** TM Kyriazi requested this to clarify procedures

**Commented [KH18R17]:** Referenced the Code of Ethics

Normal, Indent: Left: 0.5", Space After: 0 pt, Line spacing: Multiple 1.06 li, No bullets or numbering

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



**Preamble**

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

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

**CODE OF ETHICS**

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

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

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

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

## STANDARDS OF CONDUCT

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

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

## IMPLEMENTATION

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

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

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

COMPLIANCE and ENFORCEMENT

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

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

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

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

---

---

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



Preamble

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

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

CODE OF ETHICS

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
- ~~4. Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.~~
4. Give a full measure of dedication and service to the positions of trust in which you have been placed, giving your best effort and thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member ~~should~~ shall never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not

**Formatted:** Font: 9.5 pt, Font color: Custom Color(RGB(45,45,45))

**Formatted:** Justified, Indent: Left: 1.37", Hanging: 0.36", Right: 0", Space Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.73"

**Commented [KH1]:** From Middleburg's COE/SOC

to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc. No member shall benefit from Town sponsorship of special events, such as the acceptance of free tickets or other special favors. This shall not apply to attendance at an event in which the individual is performing official Town duties.

**Commented [KH2]:** Added from Middleburg's

8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
9. A member should identify any associations with an organization or interest group that presents in any manner to the Council for a decision to the body on which the member serves prior to any discussion or decision related to that organization or interest group.
10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals. All media inquiries shall be forwarded to the Town Manager or designee for a response. Staff comments to the media shall be in a courteous, statesmanlike manner and shall maintain the propriety of the Town when speaking to public issues.
13. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager

**Commented [KH3]:** Added from Middleburg's  
Language from Middleburg's

Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police.

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

inappropriate direction to staff.

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

## STANDARDS OF CONDUCT

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

1. Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
- ~~2. Pay all taxes due to the Town, county, state or national government.~~
- ~~3.2.~~ Attend all regularly scheduled meetings of the Town Council, PC and ARB to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
- ~~4.3.~~ Make a conscientious effort to be prepared for each meeting.
- ~~5.4.~~ Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- ~~6.5.~~ Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
- ~~7.6.~~ Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and so that citizens will feel comfortable as observers or participants.
- ~~8.7.~~ Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
- ~~9.8.~~ Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
- ~~10.9.~~ Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

## IMPLEMENTATION

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

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

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

COMPLIANCE and ENFORCEMENT

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

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

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

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

**CODE OF ETHICS**  
**for**  
**TOWN OF DUMFRIES**  
**TOWN COUNCIL and TOWN-APPOINTED OFFICIALS**

**Declaration of Policy**

**Preamble**

The citizens and businesses of Town of Dumfries, Virginia, are entitled to have fair, ethical, and accountable local government, which operates to maintain the public’s full confidence for integrity. The effective functioning of a government requires that its public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the governmental operations.

Public officials must be impartial and fair in their judgment and actions. Public office must be used for the public good and not for the personal gain of the person holding that office. Public deliberations and processes must be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To these ends, the Town of Dumfries’s Town Council has adopted this policy to serve as its Code of Ethics for its members, as well as for its appointed public officials.

This Code of Ethics shall be supplemental to and not in lieu of any state law, including the Virginia Conflict of Interest Act, pertaining to the same subject matter or act.

**1. Act in the Public Interest**

Town officials owe a fiduciary duty to the Town while in the performance of their public duties, officials will work for the common good of the people of the Town of Dumfries and not for any private or personal interest, whether such private or personal interest is their own or that of another. Each official shall give fair and equitable treatment to all persons, claims, and transactions coming before the Town Council and its boards, commissions, and committees.

**2. Comply with the Law**

Each official is bound to uphold and comply with the laws of the United States, the Commonwealth of Virginia, and the Town of Dumfries whether in the performance of their public duties or in the conduct of their personal affairs. The laws of Dumfries shall include the Town’s uncodified ordinances, administrative regulations, and adopted policies.

**3. Conduct of Members**

Town officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of any member of the public, Town Council, or any board, commission, or committee appointed by the Town Council, and Town staff. The professional and personal

conduct of members shall be above reproach and avoid even the appearance of impropriety.

#### **4. Respect for Process**

Town officials shall perform their duties in accordance with applicable law, and the processes and rules of order established by the Town Council. Each official shall be prepared for the consideration of public business scheduled for a public meeting, including the discussion and deliberation of public policy issues.

#### **5. Conduct of Public Meetings**

Town officials shall listen attentively to all public discussions before the body and base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. Members shall refrain from:

- a. interrupting or talking over each other or any speakers;
- b. making personal comments not germane to the business of the body; or
- c. otherwise interfering with the orderly conduct of meetings.

#### **6. Communication**

- a. Each official shall have a duty to share with the members of their respective public body, any substantive information that they receive from sources outside of the public decision-making process if such information is relevant to a matter under consideration by that public body.
- b. No official shall be authorized to disclose information provided in a closed meeting without such disclosure being authorized by a majority vote in an open meeting. Any disclosure made without such votes shall be presumed unauthorized and a breach of confidentiality relative to the group. No unauthorized disclosure shall operate to waive the confidentiality of the group.

#### **7. Conflict of Interest/Misuse of Office**

- a. No official shall use his or her official position to influence government decisions in which the official has a material interest. In addition to any disclosure that may be required by law, each official shall disclose whether she or he has a personal or business relationship to a party in any matter coming before them.
- b. Each official shall refrain from using their position to influence the deliberations and decisions of any public body of which the official is not a current member. No official shall appear before any Town public body on a matter related to the work performed by that body, including the Town Council, on behalf, or in support, of the interests of a third party.
- c. Should an official elect to exercise his or her personal right to speak during a public hearing or comment period on a public issue or transaction before a public body of which the official

is not a member, the official shall not appear before such public body wearing, or otherwise displaying, a Town-issued identification, nor shall such official refer to his Town appointed or elected office, his or her constituents, nor his official relationship or position with the Town. When speaking pursuant to his or her personal right, each official shall disclose that his or her comments are made solely in his or her personal capacity and are not the position of the Town nor the public body of which the official is a member.

## **8. Gifts and Favors**

No official shall accept for himself or herself or for family members, personal or professional favors or benefits which might be construed by reasonable persons as influencing the official's vote or performance of governmental duties. Each official shall comply with the gift reporting and disclosure requirements imposed by law.

## **9. Confidential Information**

Each official shall respect the confidentiality of non-public information concerning the property, personnel, or affairs of the Town. No official shall disclose non-public, confidential information without proper legal authorization, nor shall an official use or divulge such information to advance his or her personal or financial interests or the interests of a third party.

## **10. Use of Public Resources/Positive Workplace**

No official shall use public resources, such as Town staff time, equipment, supplies or facilities, for the official's private purposes or personal gain. Town official shall remain mindful of the unintended influence of their positions and authority when dealing with Town employees. To that end, no individual Town official shall give direction to staff, other than through the Town Manager or designee.

## **11. Representation of Private Interests**

No official shall appear on behalf of the private interests of third parties before any public body of the Town, unless such appearance is required by the official in the performance of his or her private employment duties. Should an official be required by his or her private employment to appear before the public body in which she or he is a member, on behalf of the private interests of a third party, the official shall not participate in the discussion, consideration, or vote of the issue or transaction for which the official appeared.

## **12. Advocacy**

Town officials shall represent the official policies or positions of the Town Council, Councils, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, officials shall explicitly state they do not represent their body or the Town of Dumfries, nor will they allow the

inference that they do.

**13. Policy Role of Members**

The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, commissions, committees, and Town staff.

The Town Council delegates authority for the administration of the Town to the Town Manager. No Town official shall not interfere with the administrative functions of the Town or the professional duties of Town staff, nor impair the ability of staff to implement the policy decisions of the Town Council. Inquiries to staff shall be made through the Town Manager or designee.

**14. Independence of Council and Commissions**

Because of the value of the independent advice of its commissions and committees to the public decision-making process, members of the Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of commission or committee proceedings.

**15. Implementation**

The Town of Dumfries Code of Ethics is intended to be self-enforcing. It is most effective when each official becomes familiar with, and embrace, its provisions.

For this reason, the Code of Ethics shall be made available to the public, and included in the regular orientations of elected and appointed officials. Each public body of the Town shall biennially review the Code of Ethics, and make such recommendation for amendments or updates to the Town Council, as deemed desirable or necessary.

**16. Compliance and Enforcement**

The Town of Dumfries Code of Ethics expresses standards of ethical conduct expected of each Town official, whether elected or appointed. Each official shall have as his or her primary responsibility to ensure that ethical standards are understood and met, so that the public can continue to have full confidence in the integrity of government.

The chair of the Town Council or any commission and committee of the Town shall have the additional responsibility to make public inquiry when actions of their respective members appear to be in violation of the Code of Ethics are brought to their attention.

An official’s failure to comply with the Code of Ethics shall constitute disorderly conduct and shall be subject to punishment, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction, or a fine, as provided by Va. Code. Ann. §15.2-1400D. The determination as to whether an official has failed to comply with the Code of Ethics, and any punishment relating thereto, shall be determined by majority vote of the Town Council.

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

## Town of Herndon Code of Ethics

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

### **Preamble**

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

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

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

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

### **Ethical Responsibilities**

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

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

## **TOWN CODE OF ETHICS**

The Town Council adopted the attached Code of Ethics at its meeting on August 9, 2016. The Code addresses how members will conduct themselves in an ethical manner to earn and maintain the public's full confidence for integrity.

The Code of Ethics is adopted for execution by each elected or appointed member of a Town public body, including the Mayor and Town Council Members, the Planning Commission, Board of Zoning Appeals and Architectural Review Board.

**Mission:** In Cooperation With and For Our Citizens ... The Mayor, Town Council and the Staff of Warrenton are dedicated to providing public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment and accessibility of all.

**Values:** To Achieve Our Mission, We Strive To. . . Provide high level services in a cost-effective manner; display honesty, respectfulness, and fairness in all relationships; support the health and economic well-being of our citizens and businesses; preserve our historic small-town character; encourage opportunities, services and infrastructure that allow people of all means to live, work and visit here; and address public concerns and opportunities promptly and effectively.

We recognize our Mission can be achieved only by the exchange of information and that through team work we can maintain an environment in which we can maximize our potential.

CODE OF ETHICS

Preamble

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

To this end, the Town of Warrenton Town Council has adopted this Code of Ethics for members of the Council and of the Town's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Warrenton and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Town of Warrenton Town Council, boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the Commonwealth of Virginia and the Town of Warrenton in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the Town of Warrenton; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and Town ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, and committees, the staff or public.

#### 4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Town Council and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Town Council by Town staff.

#### 5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

#### 6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

#### 7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Town Council or boards, committees and commissions, which they may have received from sources outside of the public decision-making process.

#### 8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship that may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

#### 9. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

#### 10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

#### 11. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as Town staff time, equipment, supplies or facilities, for private gain or personal purposes.

#### 12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the Town Council or any board, committee, commission or proceeding of the Town, nor shall members of boards, committees or commissions appear before their own bodies or before the Town Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

#### 13. Advocacy

Members shall represent the official policies or positions of the Town Council, boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Warrenton, nor will they allow the inference that they do.

#### 14. Policy Role of Members

The Town Council determines the policies of the Town with the advice, information and analysis provided by the public, boards, commissions, and committees, and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager.

Members therefore shall not interfere with the administrative functions of the Town or the professional duties of Town staff; nor shall they impair the ability of staff to implement Council policy decisions.

#### 15. Independence of Board and Commissions

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, members of the Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee or commission proceedings.

## 16. Positive Work Place Environment

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

## 17. Implementation

As an expression of the standards of conduct for members expected by the Town, the Town of Warrenton Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Town Council, applicants to boards, committees and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Town of Warrenton Code of Ethics. In addition, the Town Council, boards, committees and commissions, shall annually review the Code of Ethics and the Town Council shall consider recommendations from boards, committees and commissions to update it as necessary.

## 18. Compliance and Enforcement

The Town of Warrenton Code of Ethics expresses standards of ethical conduct expected of members of the Town Council, boards, committees and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Town-appointed boards, committees and commissions from office.

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

## **RESOLUTION**

### **A RESOLUTION TO ADOPT UPDATED MISSION AND VALUES STATEMENTS AND CODE OF ETHICS FOR THE MEMBERS OF THE WARRENTON TOWN COUNCIL AND FOR THE MEMBERS OF ALL BOARDS, COMMITTEES AND COMMISSIONS APPOINTED BY THE TOWN COUNCIL**

WHEREAS, the Town Council has determined that the adoption of a Mission and Values Statements and Code of Ethics for its members and the members of all Council-appointed boards, committees and commissions will assist in achieving these ends; and

WHEREAS, the citizens and businesses of the Town of Warrenton are entitled to have fair, ethical and accountable local government which has earned the public's full confidence; and

WHEREAS, in keeping with Town Council's commitment to excellence, all public officials, both elected and appointed, must comply with both the letter and spirit of the laws and policies affecting the operation of government; and

WHEREAS, all public officials, both elected and appointed, are required to be impartial and fair in their judgment and actions and ensure that public office is used for the public good; and; now therefore, be it

RESOLVED by the Town Council 9th day of August 2016, that the following Mission and Value Statements and Code of Ethics is hereby adopted:



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:** May 21, 2025  
**Re:** Proposed FY2026 Budget – Work Session

During the May 05, 2025 regular Council meeting, the Mayor asked for a revised budget to be presented for discussion at the May work session.

The revision proposes a 6% real estate tax increase, in place of the originally proposed 13.6% increase. This change would reduce the current tax rate from \$0.105 per \$100 of assessed value to \$0.098 per \$100.

To reflect this adjustment:

- Line Item #3110-01 would be reduced from \$64,317 to \$28,477
- The Proposed FY2026 Budget would decrease from \$537,610 to \$501,770, totaling a reduction of \$35,840

Council requested that staff demonstrate how this change would affect Town residents. Below are the average Town tax bills showing the annual increases or decreases compared to the previous year at the .105 rate vs the .098 rate.

## Breakdown by Neighborhoods of average annual increase/decrease:

	<u>.105/\$100</u>	<u>.098/\$100</u>
Madison SF	\$ 29.97	\$ (4.50)
Fayette / Jefferson SF	\$ 32.77	\$ (16.47)
Greenhill Crossing TH	\$ 41.58	\$ 8.79
Greenhill Crossing SF	\$ 33.61	\$ (13.74)
Villages at Haymarket	\$ 40.05	\$ (8.08)
Haymarket Station	\$ 56.44	\$ 7.41
Sheerwood Forest	\$ 93.01	\$ 42.33
Robinson Paradise SF (Completed late 2024)	\$ 413.38	\$ 353.92
Villages of Haymarket (Bleight Drive)	\$ 45.62	\$ (4.53)
Longstreet Commons TH	\$ 23.34	\$ (4.38)
Alexandras' Keep TH	\$ 38.20	\$ (3.38)
Robinson Village (Van Metre TH)	\$ 77.84	\$ 31.15

Crossroads TH (Completed in early 2024)	\$ 38.01	\$ (3.47)
Crossroads TH (Completed in late 2024)	\$ 398.92	\$ 355.00

To accommodate this reduction, the following suggested adjustments were proposed:

- Line Item 97001-3 – Town Center (CIP Gateway Signs): Reduce by \$50,000
- Line Item 94107 – Blight Mitigation: Reduce by \$15,000 *(leaving a balance of \$5,000)*
- Line Item 431001 – Repairs/Maintenance Services: Reduce by \$11,892 *(leaving a balance of \$100,000)*

To present a balanced budget to the Council for discussion, \$39,347 was added to the Town Hall/Museum Security System CIP line item. Staff is requesting that Council provide direction on which line item(s) should be adjusted within the proposed budget, to prepare it for a vote at the June 2, 2025 meeting.

Key Considerations:

- Trash service costs typically increase by approximately **4% annually**, with possible additional increases due to tipping fees determined by the County.
- This revised scenario may impact on the Town’s ability to fund **future Capital Improvement Projects (CIP)** due to reduced appropriations.

Council Members present during the May 05, 2025 meeting expressed agreement with advancing this revised scenario for discussion at the upcoming work session.

Key Points of the Proposed Budget:

1. Financial Accountability:

The proposed budget focuses on maintaining responsible financial management, ensuring transparency and accountability to our taxpayers. It outlines how we will allocate revenue to fund essential services and infrastructure, while prioritizing fiscal responsibility.

2. Essential Services:

- **24-Hour Community Policing:** Ensures safety and a welcoming environment for both current and new residents and businesses in Haymarket.
- **Weekly Trash and Recycling Services:** Maintains cleanliness and sustainability through regular waste management.
- **Community Events:** Supports and organizes events that foster a strong sense of community and connection among residents.
- **Town Promotion:** Invests in efforts to attract more residents and businesses to Haymarket.

- **Town Administration:** Provides oversight and execution of the Council’s agendas, including services such as Maintenance, Events, Tourism, and Planning, while addressing residents' needs and concerns.

### 3. **Long-Term Planning:**

The proposed budget is forward-thinking, focusing on future investments. These investments include improving existing infrastructure, constructing new facilities, and funding long-term projects designed to enhance the quality of life for all.

### 4. **Revenue and Expenditure Management:**

The proposed budget also ensures that Haymarket remains financially sound staying within Towns means, avoiding unnecessary debt, and making smart investments that position Haymarket for sustainable growth.

### 5. **Economic Stability:**

The budget continues to support the town’s economic health by helping local businesses grow and attracting new ones. We’ll also put resources toward promoting our businesses and boosting the town’s profile, both locally and with visitors from outside the area.

As we all know, the Town of Haymarket has seen significant changes over the past few years, both inside and outside of our town. This budget ensures we continue to provide the services needed for our growing community.

Town of Haymarket  
Revenue & Expenditures Actual To-Date vs Annual Budget  
July 2018 through June 2025

Section V, Item5.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	05.21.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
Income											
3110 · GENERAL PROPERTY TAXES											
3110-01 · Real Estate - Current	376,124.12	368,969.64	366,123.33	371,142.74	447,701.64	461,774.42	473,293.00	28,477	501,770	6.0%	Increased based off of Parcel assessments \$512,009,900; keeping it at Flat Tax Rate .098/\$100 based of the increase on Estimated \$24,218,401 assessments; keeping it at Flat Tax Rate .098/\$100
3110-02 · Public Service Corp RE Tax	14,174.08	13,835.01	13,493.59	10,940.97	13,659.92	25,428.49	12,600.00	11,124	23,724	88.3%	
3110-03 · Interest - All Property Taxes	815.17	813.42	1,620.20	2,482.64	2,163.03	1,265.53	0.00		0	0.0%	
3110-04 · Penalties - All Property Taxes	1,087.33	1,291.45	1,003.16	1,611.54	1,864.65	3,066.79	1,000.00		1,000	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	392,200.70	384,909.52	382,240.28	386,177.89	465,389.24	491,535.23	486,893.00	39,601	526,494	8.1%	
3120 · OTHER LOCAL TAXES											
3120-00 · Transient Occupancy Tax	0.00	0.00	55,651.04	225,474.54	264,891.74	260,727.96	225,000.00	75,000	300,000	33.3%	
3120-01 · Bank Stock Tax	36,141.00	24,355.00	24,163.00	31,323.76	69,294.00	80,164.00	24,000.00	46,000	70,000	191.7%	
3120-02 · Business License Tax	233,161.18	217,042.12	272,150.08	364,791.15	378,890.51	431,119.62	325,000.00	25,000	350,000	7.7%	
3120-03 · Cigarette Tax	147,645.00	134,995.60	139,446.86	156,776.46	150,684.50	113,297.89	140,000.00	(7,534)	132,466	-5.4%	
3120-04 · Consumer Utility Tax	154,839.67	153,614.80	161,880.25	148,706.83	126,956.86	104,348.81	158,000.00		158,000	0.0%	
3120-05 · Meals Tax - Current	778,012.80	887,341.25	1,039,274.04	1,268,130.09	1,503,425.49	1,289,404.12	1,550,000.00	50,000	1,600,000	3.2%	
3120-06 · Sales Tax Receipts	142,990.57	153,950.37	171,198.74	161,886.05	168,667.97	115,113.61	160,000.00	10,000	170,000	6.3%	
3120-07 · Penalties (Non-Property)	6,161.47	8,308.48	7,989.34	10,649.02	8,004.27	4,960.60	5,000.00		5,000	0.0%	
3120-08 · Interest (Non-Property)	2,564.29	69.46	374.99	1,252.48	1,431.31	152.48	0.00		0	0.0%	
Development Revenue							0.00		0	0.0%	
Proffers	0.00	0.00	0.00	13,191.00	0.00		0.00		0	0.0%	
Total Development Revenue	0.00	0.00	0.00	13,191.00	0.00	0.00	0.00	-	0	0.0%	
Total 3120 · OTHER LOCAL TAXES	1,501,515.98	1,579,677.08	1,872,128.34	2,382,181.38	2,672,246.65	2,399,289.09	2,587,000.00	198,466	2,785,466	7.7%	
3130 · PERMITS,FEES & LICENESES											
3130-01 · Application Fees	4,450.50	1,850.00	5,495.00	3,850.00	2,775.00	2,100.00	4,500.00		4,500	0.0%	
3130-02 · Inspection Fees	4,165.00	405.00	0.00	0.00	0.00		0.00		0	0.0%	
3130-03 · Motor Vehicle Licenses	865.00	826.50	678.00	377.00	603.00	334.00	0.00		0	0.0%	
3130-05 · Other Planning & Permits	33,263.05	18,537.55	9,925.00	23,975.00	10,065.00	4,986.81	1,000.00		1,000	0.0%	
3130-06 · Pass Through Fees	0.00	18,542.35	27,451.25	28,663.58	26,004.38	10,939.60	15,000.00		15,000	0.0%	
Total 3130 · PERMITS,FEES & LICENESES	42,743.55	40,161.40	43,549.25	56,865.58	39,447.38	18,360.41	20,500.00	-	20,500	0.0%	
3140 · FINES & FORFEITURES											
3140-01 · Fines	52,194.17	32,615.20	23,736.84	16,429.68	25,667.83	23,851.07	20,000.00	5,000	25,000	25.0%	
3140-02 · Asset Forfeitures	0.00	0.00	0.00	0.00	0.00		0.00			0.0%	
Total 3140 · FINES & FORFEITURES	52,194.17	32,615.20	23,736.84	16,429.68	25,667.83	23,851.07	20,000.00	5,000	25,000	25.0%	
3150 · REVENUE - USE OF MONEY											
3150-01 · Earnings on VACO/VML Investment	12,726.17	488.03	-10,555.52	12,729.02	18,738.82	14,477.89	13,500.00		13,500	0.0%	
3150-02 · Interest on Bank Deposit	4,098.49	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3150-03 · Interest on Bank Deposits	9,032.04	5,039.84	8,520.31	53,310.67	195,619.84	210,063.56	89,500.00		89,500	0.0%	Federal rates are unknown if in when rates could be cut; staff will monitor
Total 3150 · REVENUE - USE OF MONEY	25,856.70	5,527.87	-2,035.21	66,039.69	214,358.66	224,541.45	103,000.00	-	103,000	0.0%	
3151 · RENTAL (USE OF PROPERTY)											
3151-01 · Suite 200 Stronger Fitness LLC	9,111.63	828.33	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-02 · 15026 Suite 210 Body Mind	6,202.28	6,792.50	4,764.27	0.00	0.00	0.00	0.00		0	0.0%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-04 · Suite 208 B&B Security	9,827.60	10,733.34	6,460.45	3,341.50	0.00	0.00	0.00		0	0.0%	
3151-05 · Suite 202 Metis Group	367.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-06 · Suite 204 MAC-ISA	6,300.00	6,720.00	6,944.00	5,880.00	0.00	0.00	0.00		0	0.0%	
3151-07 · Haymarket Church Suite 206	32,592.00	33,569.76	34,576.80	35,614.20	44,445.37	41,388.49	49,207.00	1,476	50,683	3.0%	
3151-08 · 15020 Washington Realty	50,562.00	32,937.50	47,035.80	55,241.64	56,771.88	53,485.63	58,348.00	1,750	60,098	3.0%	
3151-09 · 15026 Copper Cricket	20,851.32	21,470.40	22,114.56	23,629.80	24,338.64	26,590.85	29,008.00		29,008	0.0%	
3151-10 · The Very Thing For Her	11,090.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3151-11 · Cupcake Heaven and Cafe LLC	21,436.00	32,797.12	33,781.08	34,794.52	35,838.36	33,807.20	36,914.00	1,107	38,021	3.0%	
3151-12 · Haymarket Coffee Company LLC	0.00	11,350.00	12,850.00	0.00	0.00		0.00		0	0.0%	
3151-13 · A1 Testing Solutions LLC	0.00	0.00	2,350.00	0.00	0.00		0.00		0	0.0%	
3151-14 · Salman Home Realty Suite 204	0.00	0.00	0.00	1,120.00	6,160.00		0.00		0	0.0%	
3151-15 · Revolution Mortgage	0.00	0.00	0.00	645.33	7,744.00	6,646.90	7,312.00	903	8,215	12.3%	
3151-16 · Stirrup For Delegate 21	0.00	0.00	0.00	464.10	3,315.00		0.00		0	0.0%	

Town of Haymarket

Revenue & Expenditures Actual To-Date vs Annual Budget

July 2018 through June 2025

Section V, Item5.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	05.21.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3151-90 · Town Hall Rental Income	300.00	0.00	0.00	-3,800.53	50.00		0.00		0	0.0%	
3151-91 · Interest Revenue - G87	0.00	0.00	0.00	11,602.37	0.00		0.00		0	0.0%	
3151-92 · Lease Revenue Offset - G87	0.00	0.00	0.00	-159,592.04	0.00		0.00		0	0.0%	
3151-93 · Lease Revenue - G87	0.00	0.00	0.00	149,094.83	0.00		0.00		0	0.0%	
3151 · RENTAL (USE OF PROPERTY) - Other	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	171,664.33	157,198.95	170,876.96	158,035.72	178,663.25	161,919.07	180,789.00	5,237	186,026	2.9%	
3160 · CHARGES FOR SERVICES											
FOIA Receipts	49.01	54.73	291.19	0.00	0.00	5.00	0.00			0.0%	
3160-01 · Public Safety										0.0%	
3160-02 · Donation/Grants	12,835.50	0.00	0.00	10.00	0.00		0.00		0	0.0%	
3160-03 · VDOT Detail	3,008.75	2,700.00	5,880.00	0.00	0.00		0.00		0	0.0%	
3160-04 · Sponsorships	6,500.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3160-05 · Laney Detail	48,350.00	121,653.75	0.00	0.00	0.00		0.00		0	0.0%	
3160-06 · DCJS Grant	0.00	0.00	0.00	0.00	12,000.00		0.00		0	0.0%	
3160-01 · Public Safety - Other	0.00	0.00	0.00	0.00	5,305.00		0.00	-	0	0.0%	
Total 3160-01 · Public Safety	70,694.25	124,353.75	5,880.00	10.00	17,305.00	0.00	0.00	-	0	0.0%	
Total 3160 · CHARGES FOR SERVICES	70,743.26	124,408.48	6,171.19	10.00	17,305.00	5.00	0.00	-	0	0.0%	
3165 · REVENUE - TOWN EVENTS											
3165-00 · Sponsorships	0.00	0.00	1,000.00	9,300.00	27,350.00	17,685.00	20,000.00		20,000	0.0%	
3165-01 · Town Event	64,124.43	7,050.57	66,158.00	58,955.00	59,976.49	65,342.63	80,000.00		80,000	0.0%	
3165-02 · Farmer's Market	0.00	1,205.00	2,002.50	4,859.20	14,904.55	16,689.50	12,000.00	2,000	14,000	16.7%	
3165-03 · Town Ornaments	7,030.20	4,773.00	6,807.00	7,563.96	11,813.28	7,281.25	10,000.00		10,000	0.0%	
3165-04 · Town Shirts	0.00	0.00	0.00	1,625.00	911.00		0.00		0	0.0%	
3165-05 · Museum Revenue - Art	0.00	0.00	0.00	0.00	1,014.65	1,420.43	0.00		0	0.0%	
3165-06 · Town Hats	0.00	0.00	0.00	0.00	574.00	821.00	0.00		0	0.0%	
3165-07 · Town Sweatshirts - Adult	0.00	0.00	0.00	0.00	0.00	3,388.00	0.00	-	0	0.0%	
3165-08 · Town Sweatshirts - Youth	0.00	0.00	0.00	0.00	0.00	77.50	0.00		0	0.0%	
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.00	358.00	0.00		0.00		0	0.0%	
Total 3165 · REVENUE - TOWN EVENTS	71,154.63	13,028.57	75,967.50	82,661.16	116,543.97	112,705.31	122,000.00	2,000	124,000	1.6%	
3170 · HISTORICAL FUND											
3170-01 · Historical Fund	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total 3170 · HISTORICAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0	0.0%	
3180 · MISCELLANEOUS											
3180-00 · Convenience Fee	0.00	16.92	63.52	-233.31	119.42	-134.46	300.00		300	0.0%	
3180-01 · Citations & Accident Reports	135.00	10.00	0.00	40.00	90.00	395.00	0.00		0	0.0%	
3180-02 · Vetern Banners	72.00	75.00	0.00	0.00	0.00		0.00		0	0.0%	
3180-03 · Miscellaneous	2,048.80	0.01	255.90	-1,528.72	10.00	50.00	0.00		0	0.0%	
3180-04 · Reimbursement from Insurance	0.00	4,782.74	26,817.73	0.00	46,018.56	9,379.56	0.00		0	0.0%	
3180-05 · Recovered Costs- Private Events									0	0.0%	
Donations									0	0.0%	
Charitable Contributions	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0	0.0%	
3180-05 · Recovered Costs- Private Events - Other	0.00	300.00	0.00	0.00	600.00		0.00		0	0.0%	
Total 3180-05 · Recovered Costs- Private Events	0.00	300.00	0.00	0.00	600.00	0.00	0.00	-	0	0.0%	
3190 · Sale of Salvage & Surplus										0.0%	
3190-01 · Public Safety - Surplus Sales	4,776.95	0.00	0.00	0.00	0.00	9,400.00	0.00		0	0.0%	
Total 3190 · Sale of Salvage & Surplus	4,776.95	0.00	0.00	0.00	0.00	9,400.00	0.00	-	0	0.0%	
3180 · MISCELLANEOUS - Other	174.98	206.60	10.00	770.27	45,562.13		0.00		0	0.0%	
Total 3180 · MISCELLANEOUS	7,207.73	5,391.27	27,147.15	-951.76	92,400.11	19,090.10	300.00	-	300	0.0%	
3200 · REVENUE FROM COMMONWEALTH											
3200-02 · 599 Law Enforcement Grant	31,548.00	31,548.00	31,552.00	34,687.00	36,484.00	28,341.00	36,144.00	1,646	37,790	4.6%	
3200-04 · Car Rental Reimbursement	414.58	92.62	224.76	201.74	948.98		0.00		0	0.0%	
3200-05 · Communications Tax	104,259.34	92,605.84	89,883.89	87,275.21	75,959.88	60,799.54	80,000.00	(8,000)	72,000	-10.0%	
3200-06 · Department of Fire Programs	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00		15,000	0.0%	
3200-10 · Other	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%	
3200-12 · Railroad Rolling Stock	1,349.52	1,300.21	1,278.82	1,285.76	1,405.15	1,535.23	1,300.00		1,300	0.0%	

Town of Haymarket  
Revenue & Expenditures Actual To-Date vs Annual Budget  
July 2018 through June 2025

Section V, Item5.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	05.21.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3200-14 · Pedestrain Improvement Grant	0.00	93,742.73	0.00	0.00	0.00		0.00		0	0.0%	
3200-15 · 599 Recruitment/Retention Funds	0.00	3,362.00	0.00	0.00	0.00		0.00		0	0.0%	
3200-16 · DMV Select Grant	0.00	0.00	54,517.19	180.33	8,780.24	21,144.24	27,213.00	(973)	26,240	-3.6%	Increased DMV Grant Patrolling hours / Decreased the Grant equipment portion
3200-17 · LOLE Grant	0.00	0.00	0.00	0.00	1,201.00	0.00	4,393.00	(1,193)	3,200	-27.2%	
3200-18 · Educational Reimbursement	0.00	0.00	0.00	0.00	0.00	796.02	0.00		0	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	166,198.41	251,278.37	211,083.63	157,257.01	158,406.22	146,243.00	182,677.00	(8,520)	174,157	-4.7%	
3300 · REVENUE FROM FEDERAL GOVERNMENT											
3300-01 · DMV Transp Safety Grant	5,506.82	3,084.99	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	287,635.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-07 · Edward Byrne Mem JAG Grant	0.00	0.00	0.00	4,366.00	0.00	0.00	0.00		0	0.0%	
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	293,142.32	3,084.99	0.00	4,366.00	0.00	0.00	0.00	-	0	0.0%	
3500 · Reserve Funds	0.00	0.00	0.00	0.00	0.00	0.00	283,000.00	(283,000)	0	-100.0%	
4000 · Carry-Over Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
4002 · Transfer from ARPA Funds	0.00	0.00	0.00	0.00	0.00	592,801.72	948,335.00	(948,335)	0	-100.0%	
Total Income	2,794,621.78	2,597,281.70	2,810,865.93	3,309,072.35	3,980,428.31	4,190,341.45	4,934,494.00		3,944,943	-20.1%	
Gross Profit	2,794,621.78	2,597,281.70	2,810,865.93	3,309,072.35	3,980,428.31	4,190,341.45	4,934,494.00		3,944,943	-20.1%	

Expense

01 · ADMINISTRATION											
11100 · TOWN COUNCIL											
111001 · Convention & Education	662.80	0.00	424.00	250.00	1,945.75	10,082.97	10,050.00		10,050	0.0%	
111002 · FICA/Medicare	1,136.04	1,807.75	1,600.50	1,317.36	1,292.47	1,278.58	2,000.00		2,000	0.0%	
111003 · Meals and Lodging	0.00	0.00	178.27	77.22	360.95	5,020.48	6,300.00		6,300	0.0%	
111004 · Mileage Allowance	237.80	0.00	0.00	0.00	0.00	897.15	1,050.00	750	1,800	71.4%	
111005 · Salaries & Wages - Regular	14,850.00	23,960.71	21,421.43	17,955.36	18,200.00	17,575.00	22,000.00		22,000	0.0%	
111006 · Town Elections	5,534.68	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 11100 · TOWN COUNCIL	22,421.32	25,768.46	23,624.20	19,599.94	21,799.17	34,854.18	41,400.00	750	42,150	1.8%	
12110 · TOWN ADMINISTRATION											
1211001 · Salaries/Wages-Regular	261,613.95	301,638.15	317,035.91	313,358.75	411,837.08	424,409.45	486,558.00	42,236	528,794	8.7%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime	0.00	0.00	0.00	0.00	2,268.45	2,552.42	4,500.00		4,500	0.0%	
1211102 · Salaries & Wages - DMV Clerk	0.00	427.89	34,805.30	0.00	0.00	0.00	0.00		0	0.0%	
1211003 · Salaries/Wages - Part Time	24,384.00	12,319.87	37,879.22	56,331.22	49,384.00	35,185.75	39,420.00	2,168	41,588	5.5%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211100 · Salary & Wages - Hazard Pay	5,680.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211101 · Salaries & Wages - Bonus	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211004 · FICA/Medicare	21,264.14	24,879.52	29,507.18	27,606.06	34,281.73	34,205.29	40,238.00	3,395	43,633	8.4%	
1211005 · VRS	26,050.98	35,776.56	35,732.21	19,978.27	28,701.56	66,762.55	78,978.00	6,876	85,854	8.7%	
1211006 · Health Insurance	35,695.12	31,598.58	37,214.14	37,272.65	52,950.80	54,078.40	78,213.00	(14,277)	63,936	-18.3%	12% increase; two current employees have waviered the Town's insurance coverage
1211007 · Life Insurance	3,256.98	4,018.27	4,327.75	4,049.50	5,447.62	5,209.31	5,857.00	520	6,377	8.9%	
1211008 · Disability Insurance	1,491.95	1,988.54	2,232.35	2,026.75	2,808.24	2,418.11	3,360.00		3,360	0.0%	
1211009 · Unemployment Insurance	3,649.07	5,628.74	2,831.25	-2,034.33	580.41	1,430.97	5,995.00		5,995	0.0%	
1211010 · Worker's Compensation	200.00	256.00	263.00	322.00	279.75	260.00	481.00		481	0.0%	
1211011 · Gen Property/Liability Ins.	13,802.00	14,123.00	16,237.00	17,802.00	19,130.00	17,616.00	21,261.00		21,261	0.0%	
1211012 · Accounting Services	7,536.63	6,503.92	6,763.06	8,610.73	17,819.70	26,402.72	12,000.00	2,000	14,000	16.7%	due to increase in auditing requirements
1211013 · Cigarette Tax Administration	5,274.74	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211014 · Printing & Binding	8,464.87	6,384.93	5,115.06	6,797.49	7,534.00	9,544.11	8,298.00		8,298	0.0%	
1211015 · Advertising	8,050.96	9,355.31	10,031.93	7,773.40	5,971.91	5,374.24	9,000.00		9,000	0.0%	
1211016 · Computer, Internet &Website Svc	22,465.91	16,469.11	23,589.54	21,924.79	29,244.03	22,177.54	28,550.00		28,550	0.0%	
1211017 · Postage	3,424.37	3,238.78	1,748.45	2,266.28	2,492.47	2,433.24	5,000.00		5,000	0.0%	
1211018 · Telecommunications	5,959.64	5,570.20	5,708.23	6,626.56	7,651.29	7,579.49	7,500.00		7,500	0.0%	
1211019 · Mileage Allowance	265.64	0.00	550.71	531.94	1,188.74	704.72	2,500.00	750	3,250	30.0%	
1211020 · Meals & Lodging	2,587.07	1,168.72	1,327.05	1,622.63	3,881.96	2,587.97	7,000.00		7,000	0.0%	
1211021 · Convention & Education	3,220.49	1,885.00	1,520.85	768.90	5,250.00	2,535.00	10,000.00		10,000	0.0%	
1211022 · Miscellaneous	734.57	180.06	1,802.66	280.00	387.00	897.72	2,000.00		2,000	0.0%	
1211023 · Discretionary Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211024 · Books, Dues & Subscriptions	16,376.23	17,721.55	15,698.33	14,540.91	17,366.48	5,739.25	21,075.00	(9,000)	12,075	-42.7%	Granicus no longer used as service

Town of Haymarket  
Revenue & Expenditures Actual To-Date vs Annual Budget  
July 2018 through June 2025

Section V, Item5.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	05.21.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
1211025 · Office Supplies	6,562.79	6,123.16	5,415.79	5,637.56	5,528.88	7,820.02	8,500.00		8,500	0.0%	
1211026 · Equipment Rental	4,377.69	4,540.00	3,981.72	2,588.38	0.00	0.00	0.00		0	0.0%	
1211027 · Insurance Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	4,651.17	0.00	7,550.65	14,063.60	2,917.39	5,000.00		5,000	0.0%	
1211031 · Capital Outlay - Improvements	0.00	0.00	0.00	0.00	34,214.60	0.00	0.00		0	0.0%	
Total 12110 · TOWN ADMINISTRATION	492,389.79	520,447.03	601,318.69	564,233.09	760,264.30	740,841.66	891,284.00	34,668	925,952.10	3.9%	
12210 · LEGAL SERVICES											
1221001 · Legal Services	72,610.96	120,305.72	75,900.25	37,337.19	83,646.27	62,743.63	100,000.00		100,000	0.0%	
1221002 · Legal - Pass Through Fees	0.00	3,088.60	0.00	0.00	0.00	0.00	0.00		0	0.0%	
12210 · LEGAL SERVICES - Other	0.00	576.57	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 12210 · LEGAL SERVICES	72,610.96	123,970.89	75,900.25	37,337.19	83,646.27	62,743.63	100,000.00	0.00	100,000.00	0.0%	
12240 · INDEPENDENT AUDITOR											
1224001 · Auditing Services	14,550.00	14,850.00	16,000.00	0.00	18,400.00	21,200.00	25,500.00	2,550	28,050	10.0%	Estimating a 10% increase due to past two year
Total 12240 · INDEPENDENT AUDITOR	14,550.00	14,850.00	16,000.00	0.00	18,400.00	21,200.00	25,500.00	2,550.00	28,050.00	10.0%	
Total 01 · ADMINISTRATION	601,972.07	685,036.38	716,843.14	621,170.22	884,109.74	859,639.47	1,058,184.00	37,968	1,096,152.10	3.6%	
03 · PUBLIC SAFETY											
31100 · POLICE DEPARTMENT											
3110001 · Salaries & Wages - Regular	395,197.22	371,171.79	408,433.77	463,483.04	490,418.46	536,804.65	675,291.00	51,576	726,867	7.6%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
3110003 · Salaries & Wages - OT Premium	27,735.11	20,094.56	12,133.00	25,062.93	24,249.35	27,327.03	24,000.00		24,000	0.0%	
3110013 · Salaries & Wages - OT Select En	0.00	0.00	10,035.36	11,257.22	4,281.05	0.00	0.00		0	0.0%	
3110004 · Salaries & Wages - Holiday Pay	19,217.95	13,442.02	18,690.41	26,255.98	28,306.77	29,380.36	38,041.00	1,141	39,182	3.0%	to address propsted COLA increase
3110005 · Salaries & Wages - Part Time	41,157.86	56,136.43	38,583.21	45,930.00	75,860.00	39,560.00	27,000.00		27,000	0.0%	
3110006 · Salaries & Wages - VDOT	2,900.94	2,430.00	4,815.00	0.00	0.00	0.00	0.00		0	0.0%	
3110007 · Salary & Wages - DMV Grant	9,242.82	6,532.01	0.00	0.00	8,780.24	11,469.42	15,000.00	11,240	26,240	74.9%	
3110008 · Salaries & Wages - Laney Detail	56,017.09	101,080.71	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110009 · Salary & Wages - Hazard Pay	16,193.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110010 · Salaries & Wages - Bonus	0.00	5,500.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110011 · Salaries & Wages - Recruit. Bon	0.00	2,357.14	642.86	0.00	0.00	0.00	0.00		0	0.0%	
3110012 · Salaries & Wages - PT Admin.	0.00	0.00	0.00	8,450.00	12,332.50	10,212.50	39,000.00		39,000	0.0%	
3110020 · FICA/MEDICARE	42,977.04	42,682.13	37,087.87	43,269.40	48,089.06	48,582.91	66,545.00	473	67,018	0.7%	
3110021 · VRS	36,971.15	37,302.28	41,239.22	27,914.54	30,277.41	72,372.80	88,666.00	6,772	95,438	7.6%	to address increased wages
3110022 · Health Insurance	67,664.15	38,395.19	56,339.70	74,844.84	81,424.60	93,104.00	140,430.00	(5,224)	135,206	-3.7%	12% increase; updating as last position did not need family plan
3110023 · Life Insurance	5,222.73	4,354.90	5,229.52	6,215.98	6,620.46	6,468.10	8,036.00	485	8,521	6.0%	
3110024 · Disability Insurance	2,303.13	1,526.83	1,849.05	2,597.14	2,352.56	1,674.64	3,070.00		3,070	0.0%	
3110025 · Unemployment Insurance	4,082.00	2,571.75	5,682.58	3,235.03	770.24	120.98	4,320.00	480	4,800	11.1%	
3110026 · Workers' Compensation Insurance	12,309.00	19,185.00	23,809.00	20,067.00	21,692.25	23,627.00	29,581.00	3,287	32,868	11.1%	
3110027 · Line of Duty Act Insurance	4,969.00	4,969.00	4,705.00	4,705.00	4,705.00	5,118.00	5,120.00		5,120	0.0%	
3110028 · Legal Services	18,945.80	24,780.40	25,730.40	26,678.11	53,267.90	24,888.35	30,379.00		30,379	0.0%	
3110032 · Computer, Internet & Website	11,133.57	14,699.89	36,705.32	4,354.99	3,625.00	5,494.23	10,000.00		10,000	0.0%	
3110033 · Postage	5.19	57.40	15.93	109.44	41.20	0.00	100.00		100	0.0%	
3110034 · Telecommunications	10,054.10	10,542.69	11,190.78	12,608.69	12,866.68	12,280.42	15,300.00	3,400	18,700	22.2%	
3110035 · General Prop Ins (Vehicles)	3,072.00	3,609.00	3,420.00	3,891.00	4,871.00	6,180.00	5,950.00	1,680	7,630	28.2%	
3110037 · Meals and Lodging	0.00	0.00	0.00	2,515.01	2,957.09	2,045.88	5,000.00		5,000	0.0%	
3110038 · Convention & Edu. (Training)	4,728.40	2,443.06	2,427.60	3,926.41	4,189.95	1,389.26	10,800.00		10,800	0.0%	
3110039 · Miscellaneous	1,353.92	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110040 · Annual Dues & Subscriptions	12,945.09	12,909.23	13,009.58	12,085.09	12,917.17	14,114.73	24,795.00	(3,795)	21,000	-15.3%	
3110041 · Office Supplies	6,370.90	4,276.25	5,329.31	4,624.36	6,220.33	5,149.42	6,000.00	4,000	10,000	66.7%	to account for PD printer lease and printing; use to be carried under Admin.
3110042 · Vehicle Fuels	17,791.40	13,868.33	28,182.45	29,201.80	33,942.50	23,399.54	36,700.00		36,700	0.0%	
3110043 · Vehicle Maintenance/Supplies	11,691.48	10,369.07	14,996.05	18,933.70	13,553.26	25,598.22	22,000.00		22,000	0.0%	
3110044 · Repairs/Maintenance Supplies	0.00	0.00	24,134.58	0.00	0.00	9,134.56	0.00		0	0.0%	
3110045 · Uniforms & Police Supplies	41,664.26	11,873.97	17,218.88	28,069.06	48,251.27	35,416.23	45,901.00		45,901	0.0%	
3110046 · Community Events	12,338.89	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110047 · Donation Expenditure	9,457.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110049 · Grant Expenditures	2,006.30	0.00	0.00	0.00	0.00	14,520.93	12,213.00	(12,213)	0	-100.0%	
3110050 · Insurance Pass-Through	67.13	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110051 · Mobile Data Computer Netwk Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110052 · Office Equipment Rental	0.00	0.00	0.00	5,459.28	0.00	0.00	0.00		0	0.0%	

Town of Haymarket

Revenue & Expenditures Actual To-Date vs Annual Budget

July 2018 through June 2025

Section V, Item5.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	05.21.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3110056 · Capital Outlay-Machinery/Equip	0.00	31,592.38	0.00	45,518.56	90,481.20	147,551.87	192,405.00	(49,405)	143,000	-25.7%	To Fund 2 PD Cruisers, Bodycams, Dash Cams
3110057 · Capital Outlay-Furniture/Fixtur	0.00	0.00	0.00	0.00	7,482.00	0.00	0.00		0	0.0%	
3110058 · DMV Grant - Payback of Reimburs	0.00	0.00	0.00	4,974.47	0.00	0.00	0.00		0	0.0%	
3110060 · Capital Outlay - Improvements	0.00	0.00	0.00	0.00	11,856.60	0.00	0.00		0	0.0%	
Total 31100 · POLICE DEPARTMENT	907,786.12	870,753.41	851,636.43	966,238.07	1,146,683.10	1,232,986.03	1,581,643.00	13,897	1,595,540	0.9%	
32100 · FIRE & RESCUE											
3210001 · Contributions to other Govt Ent	0.00	0.00	59,084.41	0.00	0.00	0.00	15,000.00		15,000	0.0%	
Total 32100 · FIRE & RESCUE	0.00	0.00	59,084.41	0.00	0.00	0.00	15,000.00	0.00	15,000.00	0.0%	
34100 · BUILDING OFFICIAL											
3410001 · Erosion & Sedimentation Ins.	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
34100 · BUILDING OFFICIAL - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 34100 · BUILDING OFFICIAL	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total 03 · PUBLIC SAFETY	912,440.32	870,753.41	910,720.84	966,238.07	1,146,683.10	1,232,986.03	1,596,643.00	13,897	1,610,540.00	0.9%	
04 · PUBLIC WORKS											
4110001 · Town Plublic Works	17,083.64	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
4110002 · Street Beautification - HF	0.00	0.00	0.00	0.00	1,994.94	2,213.00	2,213.00	(2,213)	0	-100.0%	This beautification will be tacked under: 9410801 Washington - Streetscape
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000)	0	-100.0%	
43200 · REFUSE COLLECTION									0		
4320001 · Trash Removal Contract	86,226.38	79,235.26	90,210.06	94,296.33	105,465.15	168,346.58	208,608.00	8,387	216,995	4.0%	4% increase per contract
Total 43200 · REFUSE COLLECTION	86,226.38	79,235.26	90,210.06	94,296.33	105,465.15	168,346.58	208,608.00	8,387	216,994.56	4.0%	
43100 · MAINT OF 15000 Wash St./Grounds											
4310001 · Repairs/Maintenance Services	72,396.70	80,706.57	72,249.03	98,742.20	99,209.83	55,177.39	111,892.00	(11,892)	100,000	-10.6%	
4310002 · Maint Svc Contract-Pest Control	1,290.00	1,290.00	2,774.80	854.80	3,504.00	775.00	5,000.00	(2,500)	2,500	-50.0%	
											moved 10k from park maintenance due to removal of structure; allow for funding for additional
4310003 · Maint Svc Contract-Landscaping	32,332.74	26,612.42	32,355.35	26,110.00	27,064.85	23,600.00	35,000.00	10,000	45,000	28.6%	landscpaing
4310004 · Maint Svc Contract Snow Removal	35.88	5,205.25	8,018.00	0.00	5,252.00	24,197.00	10,000.00	10,000	20,000	100.0%	
4310005 · Maint Svc Cont- Street Cleaning	5,940.00	6,630.00	1,280.00	0.00	0.00	0.00	0.00		0	0.0%	
4310007 · Electric/Gas Services	15,139.92	15,364.58	17,763.38	16,904.55	17,148.12	15,566.45	18,593.00		18,593	0.0%	
4310008 · Electrical Services-Streetlight	4,534.08	4,170.50	4,052.24	4,604.73	4,250.01	3,515.84	5,500.00		5,500	0.0%	
4310009 · Water & Sewer Services	1,696.30	2,644.20	2,662.28	4,186.80	4,542.19	4,151.25	3,850.00	2,500	6,350	64.9%	
4310010 · Janitorial Supplies	410.41	167.07	94.34	257.85	169.15	0.00	0.00		0	0.0%	
4310011 · Real Estate Taxes	816.84	2,097.41	1,122.02	1,429.71	1,135.16	561.87	2,500.00	(1,000)	1,500	-40.0%	
4310014 · Capital Outlay - Equip / Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	100.0%	
4310015 · Maintenance - Vehicle Fuel	0.00	0.00	0.00	755.00	1,451.81	1,195.45	5,000.00	(2,000)	3,000	-40.0%	
4310016 · Maint - Vehicle Maintenance	0.00	0.00	0.00	965.63	1,013.30	1,223.48	3,000.00		3,000	0.0%	
43100 · MAINT OF 15000 Wash St./Grounds - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	134,592.87	144,888.00	142,371.44	154,811.27	164,740.42	129,963.73	200,335.00	5,108.00	205,443.00	2.5%	
Total 04 · PUBLIC WORKS	237,902.89	224,123.26	232,581.50	249,107.60	272,200.51	300,523.31	416,156.00	6,282	422,438	1.5%	
06 · ECONOMIC DEVELOPMENT											
60000 · Tourism/Traveling Marketing	0.00	0.00	5,315.00	122,505.02	117,094.89	111,740.56	96,429.00	32,142	128,571	33.3%	based off the TOT increase (3/7)
60001 · Town Tourism	0.00	0.00	0.00	31,903.56	38,192.19	36,673.35	64,286.00	21,428	85,714	33.3%	based off the TOT increase (2/7)
60003 · Advertising	0.00	0.00	7,575.06	0.00	1,125.72	1,069.59	22,000.00		22,000	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	12,890.06	154,408.58	156,412.80	149,483.50	182,715.00	53,570.00	236,285.00	29.3%	
07 · PARKS, REC & CULTURAL											
70000 · HAYMARKET COMMUNITY PARK										0.0%	
7000001 · Grounds Maintenance/Repairs	45,060.25	18,654.08	13,978.93	13,214.30	11,324.22	11,391.99	25,000.00	(10,000)	15,000	-40.0%	with the Park house removed less maintenance needed
7000003 · Demolition	0.00	0.00	0.00	0.00	0.00	161,749.00	161,749.00	(161,749)	0	-100.0%	Demolition completed
Total 70000 · HAYMARKET COMMUNITY PARK	45,060.25	18,654.08	13,978.93	13,214.30	11,324.22	173,140.99	186,749.00	-171,749	15,000.00	-92.0%	
71110 · EVENTS											
7111001 · Advertising - Events	13,087.60	1,412.92	6,893.89	2,094.14	1,944.00	5,015.00	5,000.00	4,950	9,950	99.0%	
7111003 · Contractural Services	58,183.61	5,931.13	43,045.59	58,002.80	55,810.22	74,526.98	64,950.00	(800)	64,150	-1.2%	
7111004 · Events - Other	0.00	0.00	7,710.74	12,986.80	34,089.97	34,074.60	40,850.00	(4,950)	35,900	-12.1%	
7111005 · Police Department Events	0.00	0.00	0.00	0.00	2,315.28	6,957.84	7,800.00		7,800	0.0%	Funded by TOT (2/7) that goes into General Fund (85,714 - 7,000 = 78,714)
7111006 · Farmer's Market	0.00	0.00	0.00	722.14	1,828.43	8,044.34	12,000.00	2,000	14,000	16.7%	
71110 · EVENTS - Other	0.00	5,433.88	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 71110 · EVENTS	71,271.21	12,777.93	57,650.22	73,805.88	95,987.90	128,618.76	130,600.00	1,200.00	131,800.00	0.9%	
72200 · MUSEUM											

Town of Haymarket  
Revenue & Expenditures Actual To-Date vs Annual Budget  
July 2018 through June 2025

Section V, Item5.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	05.21.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
7220009 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00		1,000	0.0%	
7220012 · Telecommunications	1,624.12	1,616.83	1,650.42	1,650.11	1,430.43	1,256.47	2,200.00		2,200	0.0%	
7200015 · Books, Dues & Subscriptions	0.00	0.00	0.00	30.00	0.00	30.00	250.00		250	0.0%	
7200016 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
7220018 · Exhibits & Programs	400.00	566.32	400.00	400.00	400.00	400.00	2,500.00		2,500	0.0%	
Total 72200 · MUSEUM	2,024.12	2,183.15	2,050.42	2,080.11	1,830.43	1,686.47	5,950.00	0.00	5,950.00	0.0%	
Total 07 · PARKS, REC & CULTURAL	118,355.58	33,615.16	73,679.57	89,100.29	109,142.55	303,446.22	323,299.00	-170,549.00	152,750.00	-52.8%	
08 · COMMUNITY DEVELOPMENT											
81100 · PLANNING COMMISSION											
8110001 · Salaries & Wages - Regular	1,365.00	2,955.00	2,385.00	2,325.00	2,005.00	1,360.00	5,670.00		5,670	0.0%	
8110002 · FICA/Medicare	100.98	236.00	185.50	213.06	183.60	92.90	500.00		500	0.0%	
8110003 · Consultants - Engineer	30,779.31	29,877.65	10,682.90	7,549.64	9,101.85	4,641.70	15,000.00	5,000	10,000	-33.3%	
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00		5,000	0.0%	
8110005 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	250.00		250	0.0%	
8110006 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	700.00		700	0.0%	
8110007 · Convention/Education	0.00	216.40	0.00	820.45	0.00	0.00	1,000.00		1,000	0.0%	
8110009 · Engineer - Pass Through	0.00	20,113.18	33,103.75	32,252.50	35,724.64	19,677.67	0.00		0	0.0%	
Total 81100 · PLANNING COMMISSION	32,245.29	53,398.23	46,357.15	43,160.65	47,015.09	25,772.27	28,120.00	5,000.00	23,120.00	-17.8%	
81110 · ARCHITECTURAL REVIEW BOARD											
8111001 · Salaries & Wages - Regular	1,605.00	2,670.00	1,980.00	2,340.00	2,430.00	2,025.00	5,830.00		5,830	0.0%	
8111002 · FICA/Medicare	98.67	198.61	146.88	154.73	148.39	170.02	446.00		446	0.0%	
8111003 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
8111004 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
8111005 · Convention & Education	0.00	0.00	0.00	820.45	0.00	0.00	1,500.00		1,500	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,703.67	2,868.61	2,126.88	3,315.18	2,578.39	2,195.02	7,776.00	0.00	7,776.00	0.0%	
81111 · Board Of Zoning Appeals											
8111101 · Convention & Education	0.00	0.00	0.00	833.90	0.00	0.00	1,500.00		1,500	0.0%	
8111102 · FICA / Medicare	0.00	4.59	0.00	0.00	0.00	0.00	103.00		103	0.0%	
8111103 · Salaries & Wages - Regular	0.00	60.00	0.00	0.00	0.00	0.00	1,325.00		1,325	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	64.59	0.00	833.90	0.00	0.00	2,928.00	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	33,948.96	56,331.43	48,484.03	47,309.73	49,593.48	27,967.29	38,824.00	5,000.00	33,824.00	-12.9%	
09 · NON-DEPARTMENTAL											
90000 · BB&T Tax Overpayment Refund	32,594.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
90001 · Return of Surplus RE Tax Rev	0.00	0.00	0.00	249,323.53	0.00	0.00	0.00		0	0.0%	
90002 · Payment for Stolen Check	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
90003 · VRSA Refund	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
95100 · DEBT SERVICE										0.0%	
9510002 · General Obligation Bond - Prin	157,300.00	158,300.00	158,000.00	160,100.00	137,800.00	70,700.00	70,700.00	(1,300)	69,400	-1.8%	
9510003 · General Obligation Bond - Int	20,102.92	16,234.13	12,383.17	8,556.89	4,944.91	2,461.63	2,463.00	(1,643)	820	-66.7%	
9510005 · Capital Lease Pmt - Principal	29,934.69	-1,065.08	30,670.92	0.00	0.00	0.00	0.00		0	0.0%	
9510006 · Capital Lease - Interest Paymen	1,657.69	1,065.08	947.93	0.00	0.00	0.00	0.00		0	0.0%	
Total 95100 · DEBT SERVICE	208,995.30	174,534.13	202,002.02	168,656.89	142,744.91	73,161.63	73,163.00	-2,943.00	70,220.00	-4.0%	
Total 09 · NON-DEPARTMENTAL	241,589.30	174,534.13	202,002.02	417,980.42	233,782.03	73,161.63	73,163.00	-2,943.00	70,220.00	-4.0%	
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00		0.00		0		
94102 · HAYMARKET COMMUNITY PARK											
Architecture/Engineering Fees	0.00	0.00	0.00	6,252.50	0.00	0.00	0.00		0	0.0%	
Total 94102 · HAYMARKET COMMUNITY PARK	0.00	0.00	0.00	6,252.50	0.00	0.00	0.00	0.00	0.00	0.0%	

Town of Haymarket  
Revenue & Expenditures Actual To-Date vs Annual Budget  
July 2018 through June 2025

Section V, Item5.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	05.21.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
94103 · PEDESTRIAN IMPROVEMENT PROJECT											
9410301 · Architectural/Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00		0	0.0%	
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
94104 · Street Scape - Park Sidewalk											
9410401 · Architectural/Engineering Fees	0.00	0.00	7,902.50	63,836.00	16,713.49	0.00	0.00			0.0%	
9410402 · Construction	0.00	0.00	0.00	0.00	0.00	513,631.97	836,586.00	-836,586.00	0.00	-100.0%	
Total 94104 · Street Scape - Park Sidewalk	0.00	0.00	7,902.50	63,836.00	16,713.49	513,631.97	836,586.00	-836,586.00	0.00	-100.0%	
94105 · PERSONNEL											
EMPLOYEE BENEFITS											
6560 · Payroll Processing Fees	0.03	-0.02	0.05	-0.04	0.02	-0.03	0.00		0	0.0%	
Total EMPLOYEE BENEFITS	0.03	-0.02	0.05	-0.04	0.02	-0.03	0.00	0.00	0.00	0.0%	
Total 94105 · PERSONNEL	0.03	-0.02	0.05	-0.04	0.02	-0.03	0.00	0.00	0.00	0.0%	
94106 · TOWN CENTER MASTER PLAN											
9410601 · Architectural/Engineering Fees	0.00	0.00	51,237.68	22,795.11	2,046.78	0.00	50,000.00	(50,000)	0	-100.0%	***Remove and moved to other income/expense section due to using deferred ARPA funds for project continuation
9410602 · Construction (Renovations)	138,273.52	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	0.00	51,237.68	22,795.11	2,046.78	0.00	50,000.00	-50,000.00	0.00	-100.0%	
94107 · BLIGHT MITIGATION											
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
94107 · BLIGHT MITIGATION - Other	2,595.00	171.24	0.00	0.00	0.00	0.00	40,000.00	(35,000)	5,000	-87.5%	
Total 94107 · BLIGHT MITIGATION	2,595.00	171.24	0.00	0.00	0.00	0.00	40,000.00	-35,000.00	5,000	-87.5%	
94108 · Capital Improvment Funds Expens											
9410801 · Washington St - Streetscape	0.00	0.00	0.00	0.00	0.00	6,846.58	55,000.00		55,000	0.0%	
9410802 · Sidewalk Repairs	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	
9410803 · Town Gateway Signs	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	(50,000)	0	-100.0%	
9410804 · VDOT Historic District Signage	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	(50,000)	0	-100.0%	***Town does not qualify per State standards;
9410805 · Town Hall / Museum Security Sys	0.00	0.00	0.00	0.00	0.00	3,020.00	53,924.00	158,810	212,734	294.5%	
9410806 · Message Board Trailer	0.00	0.00	0.00	0.00	0.00	19,507.02	20,000.00	(20,000)	0	-100.0%	Expense was executed in FY2025 budget
94108 · Capital Improvment Funds Expens - Other	0.00	27,617.00	20,800.00	0.00	19,611.61	0.00	0.00		0	0.0%	
Total 94108 · Capital Improvment Funds Expens	0.00	27,617.00	20,800.00	0.00	19,611.61	29,373.60	278,924.00	38,810	317,734	13.9%	
94109 · Storm Water Grant Match	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	(40,000)	0	-100.0%	Expense was executed in FY2025 budget
Total Expense	2,582,139.28	2,308,796.89	2,279,480.41	2,638,198.48	2,890,296.11	3,530,212.99	4,934,494.00		3,944,943	-20.1%	
Net Ordinary Income	212,482.50	288,484.81	531,385.52	670,873.87	1,090,132.20	660,128.46	0		0	0.0%	
Other Income/Expense											
Other Income											
50000 · CARES Act Funds	0.00	226,993.88	68,458.12	0.00	0.00	0.00	0.00		0	0.0%	
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.00	86,631.11	0.00	0.00	50,000.00	50,000	100,000	100.0%	***Website should be in progress / Town Center Project
50002 · Development Funds	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	368,664	443,664	491.6%	Parks & Rec. Proffers to fund Pavillion/ Restrooms Engineering and Construction
Total Other Income	0.00	226,993.88	68,458.12	86,631.11	0.00	0.00	125,000.00	418,664	543,664	334.9%	
Other Expense											
98000 · Development Expenditures											
98000-1 · Parks & Recreation	0.00	0.00	0.00	0.00	0.00		75,000.00	368,664	443,664	491.6%	Funded by Parks & Rec. Proffers; Park upgrades
Total 98000 · Development Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	368,664.00	443,664	491.6%	
97000 · CARES Act Expenses	0.00	226,993.88	68,814.00	0.00	0.00	0.00	0.00			0.0%	
97001 · American Rescue Plan Expenses											
97001-2 · Town Website	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	***Website should be in progress
97001-3 · Town Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000	50,000	100.0%	To Continue Project progress
97001 · American Rescue Plan Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 97001 · American Rescue Plan Expenses	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	100,000.00	100.0%	
Total Other Expense	0.00	226,993.88	68,814.00	0.00	0.00	0.00	125,000.00	418,664	543,664	334.9%	
Net Other Income	0.00	0.00	-355.88	86,631.11	0.00	0.00	0.00	0.00	0.00	0.00	
Net Income	212,482.50	288,484.81	531,029.64	757,504.98	1,090,132.20	660,128.46	0	0	0		
Total Operational Budget & Other	2,582,139	2,535,791	2,348,294	2,638,198	2,890,296		5,059,494		4,488,607	-11.3%	



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Kim Henry, Clerk of the Council  
Re: Closed Session Motion

---

Closed Session Motion 7 pm Work Session

**I move that the Haymarket Town Council go into Closed Session pursuant to Virginia Code § 2.2-3711 (A)(19), a matter involving Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of §2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.**

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



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Kim Henry, Clerk of the Council  
Re: Closed Session Certification

---

### Certification Motion

**I move 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.**

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