



TOWN COUNCIL – WORK SESSION MEETING

Monday, February 23, 2026 at 7:00 PM

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

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

AGENDA

I. CALL TO ORDER

II. PRESENTATION: VML/VACO - TOWN CENTER FUNDING ANALYSIS

III. TOWN MANAGER REPORT

1. Monthly Report

IV. CHIEF OF POLICE REPORT

1. Monthly Report

V. AGENDA ITEMS

1. Monthly Financial Report
2. FY27 Budget Work Session: Authorize to Proceed with Public Notice
3. Draft Investment Policy
4. Final Draft of Updated Strategic Plan
5. Draft AI Policy
6. Draft Training/Travel Policies
7. Draft on Communication and Town Services Flyer
8. Draft Proclamation: American Red Cross Month
9. Proposed Ordinance: Town Park Closing Hours Discussion

VI. CLOSED SESSION

1. Motion for Closed Session
2. Certification
3. Directive/Motion from Closed Session

VII. ADJOURNMENT

Town of Haymarket Town Manager Report and Tracking Log			
Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Completed another walkthrough of the site to discuss the chips in the sidewalk and the singular crack near the driveway entry. Contractor repaired the chips and cracks in the sidewalk - the outlets at the top of the streetlights are not functioning. We are awaiting the contractor's notification that the lights are fully functioning prior to setting a final walkthrough of the site.
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing
GOGov App	Emily and Julia		No issues with the app, running smoothly at this time. Working to continue advertising the Contact Us/Submit a Request feature to the community. The GoGov Request feature has been added to our website. UPDATE: We are actively receiving alerts and messages through the Contact Us feature on the app. We have been able to successfully correspond with residents and share feedback. We will continue to advertise this feature.
County Contact RE: Stormwater Assessment Program	Emily		UPDATE: Uploading site plan files into the Dropbox for the consultant, determining which hard files are missing to coordinate a handoff meeting. Held the kick off meeting for the Stormwater Analysis project with PWC and JMT on July 2nd. the main focus areas are 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. I will connect with the Town Engineer to determine if this focus area is still an ongoing issue, the last report we had on the issue was in 2019. If this area is not a top priority I will work with JMT to allocate the funding to a widespread analysis of the stormwater systems. JMT is preparing a new timeline for the project with an end date in Spring/Summer 2026. I will share the updated timeline when I receive it. PWC, JMT and the Town will meet on a monthly basis for the project. UPDATE: The survey team will be on site in March to complete the necessary surveying through Town for the Stormwater project
Comprehensive Zoning Inspection	Emily K		Town Planner has issued a Notice of Violation for a residential property. Town Planner held a meeting with the property owners and discussed the violation and next steps. A 2 week extension was granted for the property due to the snow and ice halting the ability to continue work on site. One week remains on the extension. A follow-up will be given to Council at the end of the period
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	Held our first business roundtable meeting of 2026, attendance was down a little bit at this meeting. We have had several businesses leave the Town during the holiday season and relocate. We did however, have a few new members join us who are new businesses or businesses that have not been able to attend previously
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		Council held the Strategic Plan work session retreat on November 1st. UPDATE: Updated the priorities document to add two footnotes and a note regarding the point system. The Strategic Plan Draft and Priority document were presented in the Town Council Updates at both the Planning Commission and the Architectural Review Board. I will notify Council of any feedback from the Commission and Board. UPDATE: The final Strategic Plan draft is in the agenda for the upcoming February 23 work session. We will be discussing any final input received from the Community, comments from the Planning Commission and a suggested edit by Staff
Museum: ArtsVanGo	Emily/ Tracylynn		Museum Lease will be signed and fully executed February 19th -- the plumbing issue has been addressed and we are working on the appropriate floor repairs.
Town Park/Playground	Emily K.		Shade structure was removed for the season
Meeting with CXO/County Correspondence	Emily K		Attended the CXO meeting on February 10th - the meeting was a brief 15 minute overview of the CXO's proposed budget, mainly focused on the tax rates being proposed. The draft budget was presented to the BoS 2-17
Haymarket Compensation Study	Emily		Held the kick-off meeting with the consultant. I am currently working through the data entry process of the study. We will have weekly check-ins to remain on schedule for the study

Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Our project manager has reached out with first steps for the redesign and will reach out again in 4-6 weeks with a more detailed timeline along with a rough draft of the new site. Website training is scheduled for February 24th and 26th to learn how to update the new site.
Town Complex Building Maintenance/Repairs	Emily		Maintenance is occurring on an as needed basis for the Town Hall and other tenant structures. To date no major issues have occurred aside from the busted pipe at the Museum. Matt checks each structure several times a week for any damages. Our tenants are also very thorough in their reporting.
Old Post Office Building	Emily		Finalized the scoping of work with Matt Burrows, Matt is obtaining quotes on the HVAC work. Following the receipt of 3-4 quotes we will discuss the work with the finance liaisons and Town Council for final approval as needed.
Mayor's Message Series	Emily, Julia, Mayor	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table Goal 4.6 Develop a plan to highlight the business community: .. etc.	Currently discussing the continuation of the Mayors Message Series for 2026. Received really positive feedback from business owners and residents/viewers.
Robinson's Paradise - Stormwater Concerns, Flooding			Requested a meeting with DR Horton to discuss the issues on site, recommended repairs. DR Horton has not responded with a meeting date or point of contact. The developers of the Heathcote Commons development have requested contact information for the homeowners experiencing the flooding issues. I have done an introductory email between the developer and the homeowners.
Franchise Agreement for Comcast	Emily/Olaun		The Town has received a draft Franchise Agreement from Comcast. I am also reaching out to Verizon regarding a franchise agreement. The citizens have requested the Town explore options for Verizon. Awaiting the draft from Verizon. No update at this time from Verizon
Town Policy Updates	Emily/Roberto/Chief		Investment Policy, Travel/Training Policy and Procurement Policy -- Policies are currently being reviewed by the Finance Liaisons
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily/Katie/Lydia	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.6 Fund and Implement the Town Hall site plan	Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). Received two quotes for the pricing, will schedule for discussion with the finance liaisons on 7-16. A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work. Received the quotes for the building plans as well as the estimated construction costs, will be discussing the plans with the Finance Liaisons October 29th
Haymarket Iceplex (Buildout)	Emily/Katie Lydia		The Haymarket Iceplex -- old site plan and now in building department with permitting and construction; No Update 02/2026
Chick Fil A (SUP, Site Plan Review)	Emily/Katie/Lydia		Chick-fil-A submitted final site plan for the drive thru expansion for signature, the Town is currently waiting until notice is received from PWC and PWW the HH Agreement is completed and PWW approves.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie/Lydia		Comments for as built were finalized by the Town Engineer in May 2025. Chick Fil A has large quantities of dead plant material that needs to be replaced prior bond release. The Town will address all landscaping requirements following completion of the drive-thru expansion as any new plantings will be disturbed during this construction period.
Robinson's Paradise (As-Built, Bond Release)	Emily/Katie		Town awaiting resubmission of as-builts (comments re-sent), additionally the Town is in conversation with DR Horton regarding the SMW agreement for termination paperwork for DEQ.
Van Metre -- Robinson Village (Bond Release)	Emily/Katie		Van Meter provided noticed of landscape corrections (01/08/2026), meeting and inspection to be scheduled with Town Engineer.

Crossroads Village Center (As-Built, Bond Release)	Emily/Katie		01/22/2026 - Received recorded copy of SWM Maintenance Agreement as well as as-built, Town Engineer has issued a as-bult approval letter, awaiting hardcopies for signature approval. Requested meeting regarding hotel & retail, awaiting response.
Taco Bell (As-Built, Bond Release)	Emily/Katie		Landscaping bond was released following inspection and approval by Town Engineer.
Crossroads Village, Kiddie Academy (Construction)	Emily/Katie		Developer submitted as-builts following walkthrough early January, comments due on February 20th. The Certificate of Appropriateness was provided to the developer for presentation to PWC and the Town processed and provided the necessary business license.
Karter School (Plan Review)	Emily/Katie		Still awaiting resubmission by applicant following 2nd submission Town Engineer comments submitted 10/23/2025
Self Storage (preliminary plan)	Emily/Katie		Applicant provided 3rd submission for review 02/13/2026.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie		8/18/2025--Town Planner has notified the Owner of the as-built submission requirements.
Bleight Drive Townhomes [Magnolia Crossing] (Plan	Emily/Katie		Demolition Permit Expired, applicant has not reached out to Town Staff regarding renewal.
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan (Bond Submission)	Emily/Katie		UPDATE: 09-2025 Town Manager to reach out to the Masonic Lodge to determine the Lodge's intent to proceed forward
South Fayette Street - 6792 & 6794 Fayette			Town received first submission of the site plan for 6792 & 6794 Fayette Street. Town Engineer has provided comments and the Town is awaiting resubmission.
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie		1/20/2026 Town Manager & Town Planner meet with developer regarding landscaping & lighting next steps, awaiting amendments to plan for approval.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Planning Commission meeting for February was cancelled. Applicant for rezoning at 14600 Washington Street was not ready to come back with alterations. They are on the agenda for March meeting. I may have an interest for the BZA vacancy. More info to come there. Emily and I have a teams meeting with a company that will help us get all Council and Boards trained in Roberts Rule. I am looking at holding another FOIA training class for those who need to get their certification and recertification.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	All approved minutes are current on the website. I have started time stamping the meetings.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Julia has drafted the communication information one pager for Council review
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	The Town of Dumfries will be hosting the next TANV meeting on Thursday, February 26th. I will be registering for the VMCA Annual Conference in Blacksburg.
Maintenance			
Town Park/Playground			No issues at this time. Pressure washing and grounds cleaning scheduled for late spring.
Town Hall			Ceiling light covers for Rm#200 and bathrooms ordered. HVAC filters changed. Will need to order battery operated smoke detectors for offices on second floor. There are only two detectors total for the entire building. Exit signs and emergency lighting working properly.
Copper Cricket			HVAC filters and smoke detector batteries changed. No issues with any flooding or heating issues from last snow storm/cold snap.
Cupcake Heaven			Sump pump working, cellar floor is practically dry. Closed off parking spots on north side of building during cold snap to prevent ice from falling on vehicles/customers. Wood on gutter fascia rotting out, will be getting repair estimates soon.

Old Post Office Building	HVAC estimates to start next week. Building has been cleaned with exception of a few holiday items that need to be removed.		
Museum	Sprinkler waterline disconnected at the rear shutoff valve causing large water leak to partially flood bathroom but mainly directed through front siding. Found that the pipe failed where it was crimped at the valve. The first ball valve was replaced this time last year when water seepage was found. Only real damage was to half of bathroom flooring and wet insulation underneath. Removed all wet insulation and bathroom flooring. Lambert Plumbing will be out this week to cap off the sprinkler system and new flooring to be installed. Full report to be uploaded to server once all work is completed.		
Events	Holiday/Events organization still in progress.		
Streetscape	Light bulb retrofit start TBA after Museum and post office issues are done. Spreadsheet with updated outage and repair items needed located in maintenance folder in company server.		
Event/Business Marketing			
Farmers Market	Julia		Received positive feedback on the survey from 2025 vendors. I have created the schedule for the 2026 season. Working through ideas on the layout and fee structure for this year. Applications are now open for the 2026 season and we have received over 60 applications already. I have started to book musicians and will continue to reach out to potential bands. I have also started to brainstorm ideas for special market days.
Summer Concert 8/16	Julia		Starting to discuss potential themes and decoration ideas for the 2026 concert. I have begun reaching out to potential bands for this event. Also starting to book rentals.
Haymarket Day	Julia		I have started discussing the layout for Haymarket Day this year based on feedback from last years event. Once the layout is finalized I will reach out and book rentals for this event. I have started to discuss potential themes for this years parade. I have also started to reach out to potential bands to perform.
Holiday Event 12/13	Julia		Our Holiday Bazaar took place on December 13th and was well attended. Our merchandise sold well at this event and our reorder on campfire mugs have arrived.
Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table	Coordinating film days with Skipper Films for the business roundtable winners. (Goal 4.4). To date, we have secured \$29,000 in sponsorships and I have started to make a list of potential sponsors for next year. I have started to reach out to potential sponsors for the upcoming fiscal year and already have a confirmed sponsor. We have received positive feedback from both viewers and business owners. The reorder of campfire mugs has arrived and I will be promoting them on our social media. Continuing to have meetings regarding the Senior Resource Summit which will take place on April 23rd.
Social Media/Website/GOGov	Emily/Alexandra /Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GOGov for events, meetings, and public notices. GOGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is now available and I have begun advertising that. As of January 16th, we have a total of 771 app downloads. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Working on a Community Connection one pager to include all forms of communications and the services provided in the Town. The new website is coming along and I will have two trainings this month to learn how to use and edit the new site.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	2nd Quarter Newsletter in draft preparations
Real Estate Tax	Alexandra		Responded to tax inquiries; recorded payments; added past due & finance fees;
Administrative	Alexandra		Processed daily mail; assisted inquiries from residents and businesses. Processed purchase orders, entered monthly invoices into QuickBooks; prepared invoices and payments for finance meetings and filed backup documentation. Followed up on outstanding invoices and managed late 2025 BPOL filings; BPOL renewal letters were mailed and incoming applications have started being processed; Business Roundtable assistance

ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	The February ARB meeting was canceled due to no agenda items.
Office Misc.:	Alexandra		All 2026 forms have been updated and are posted on the website.
New/Old Business Updates			
New Businesses	Rituality Wellness, PLLC-15100 Washington St, Ste 103		

Police Department Report to Council

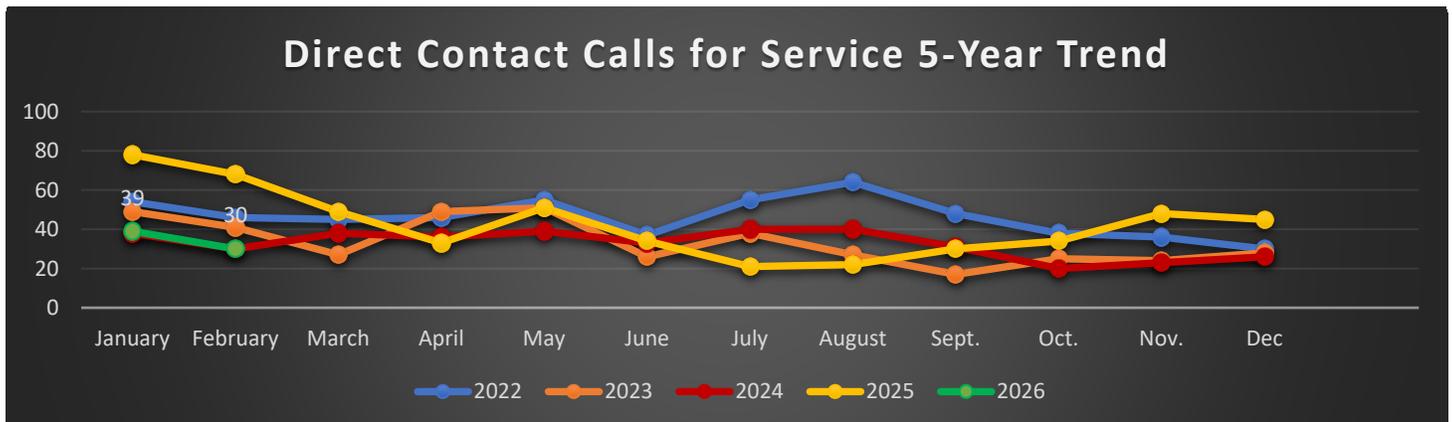
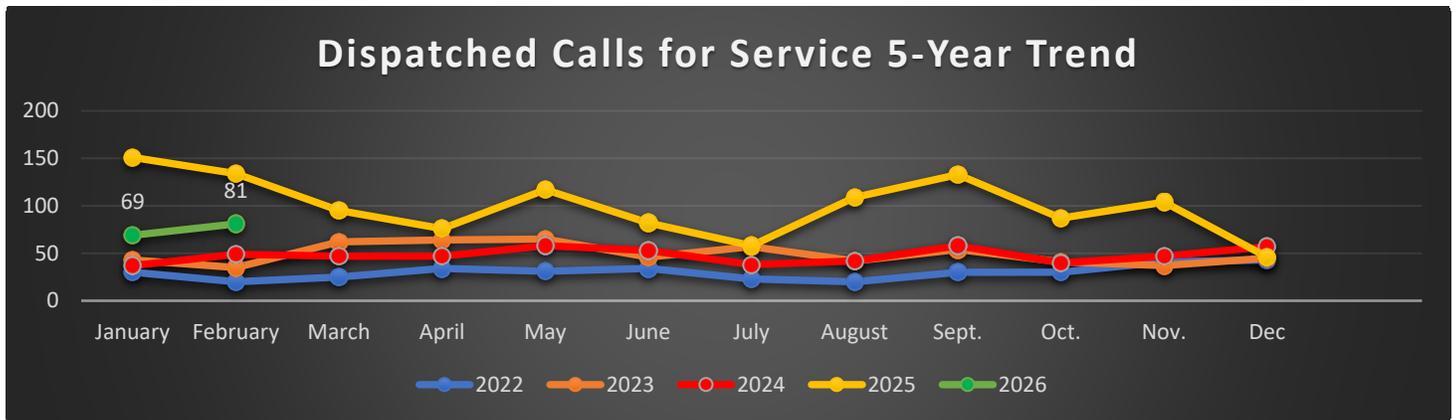
Activity Period January 15, 2025 to February 14, 2026

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

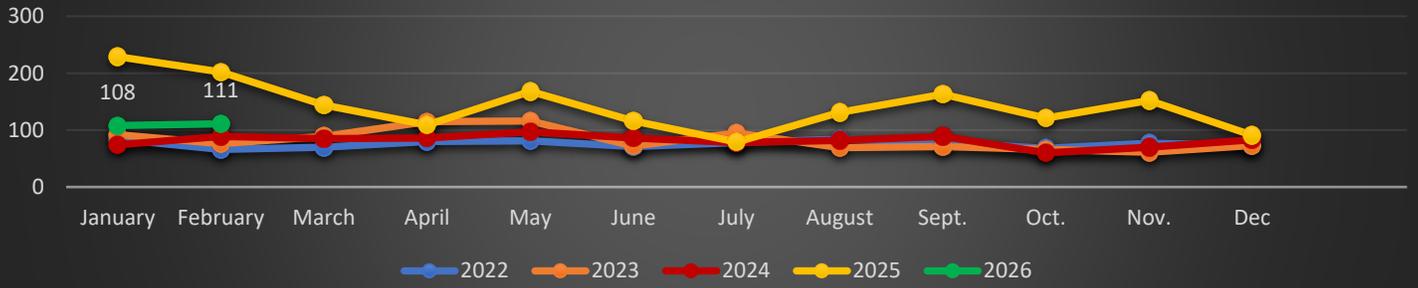
- Reportable Calls: 7
- Non-Reportable Calls: 103
- Deferments: 1



Trending Data on Calls for Service



Combined Calls for Service 5-Year Trend



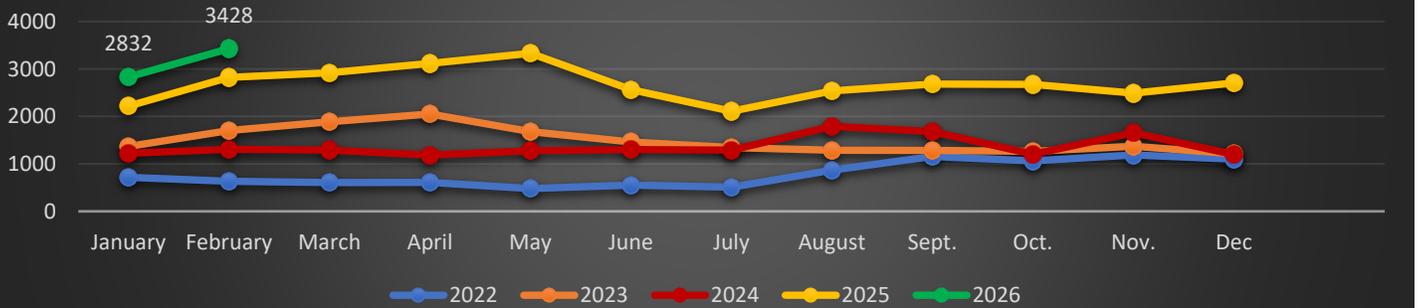
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct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

- Personal Contact: 113
- Physical Check: 3,003
- Foot Patrols: 11
- Enhanced Patrols: 301

2026 Business Checks and Foot Patrols

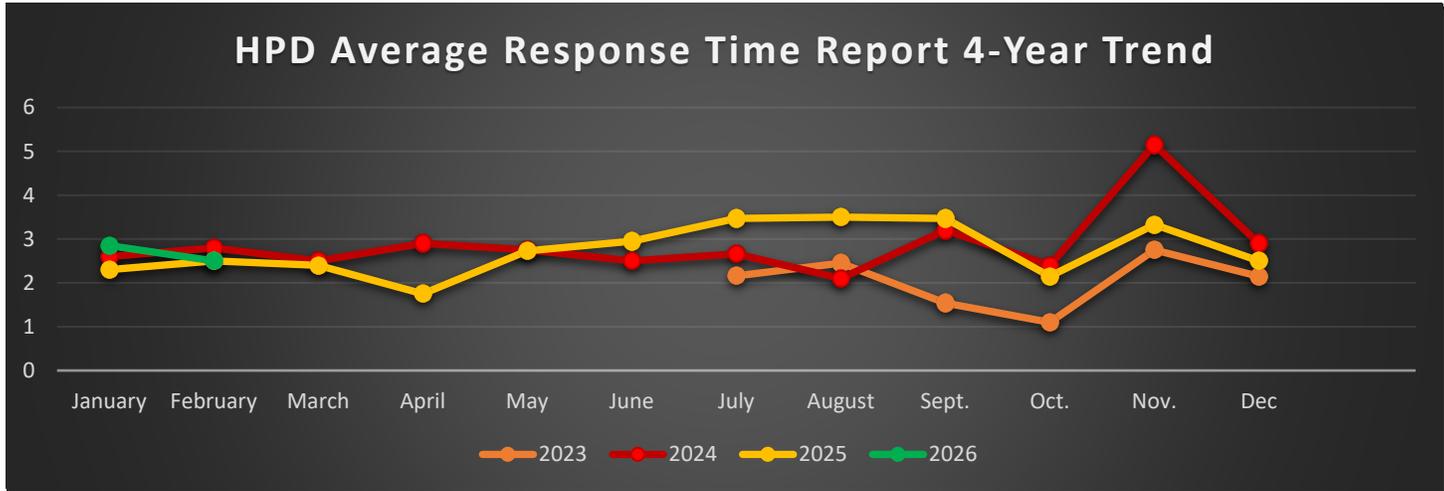


Officer Initiated Calls for Service 5-Year Trend



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

- 2 minutes 30 seconds



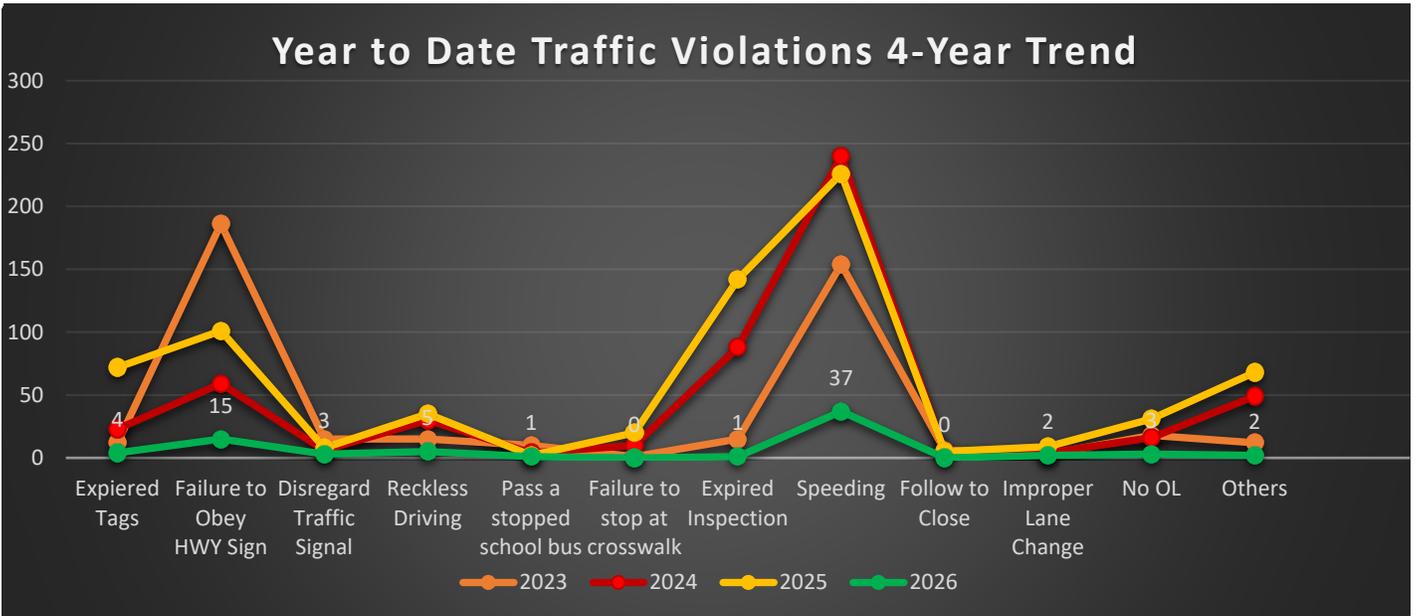
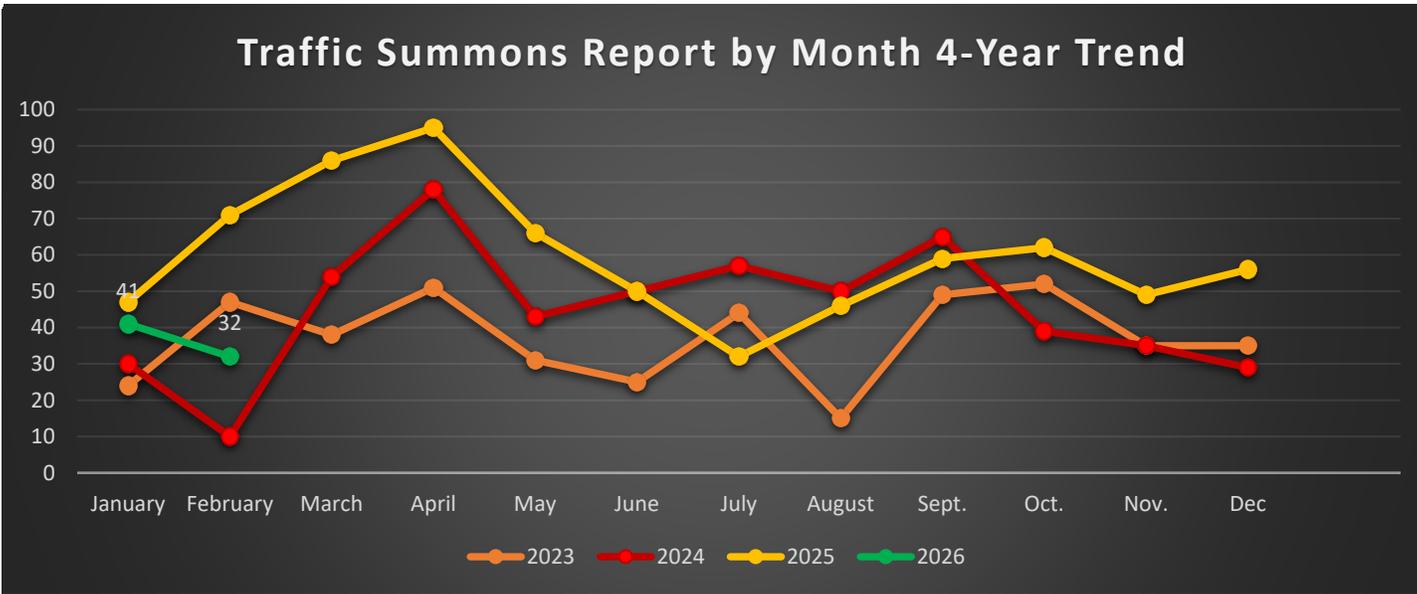
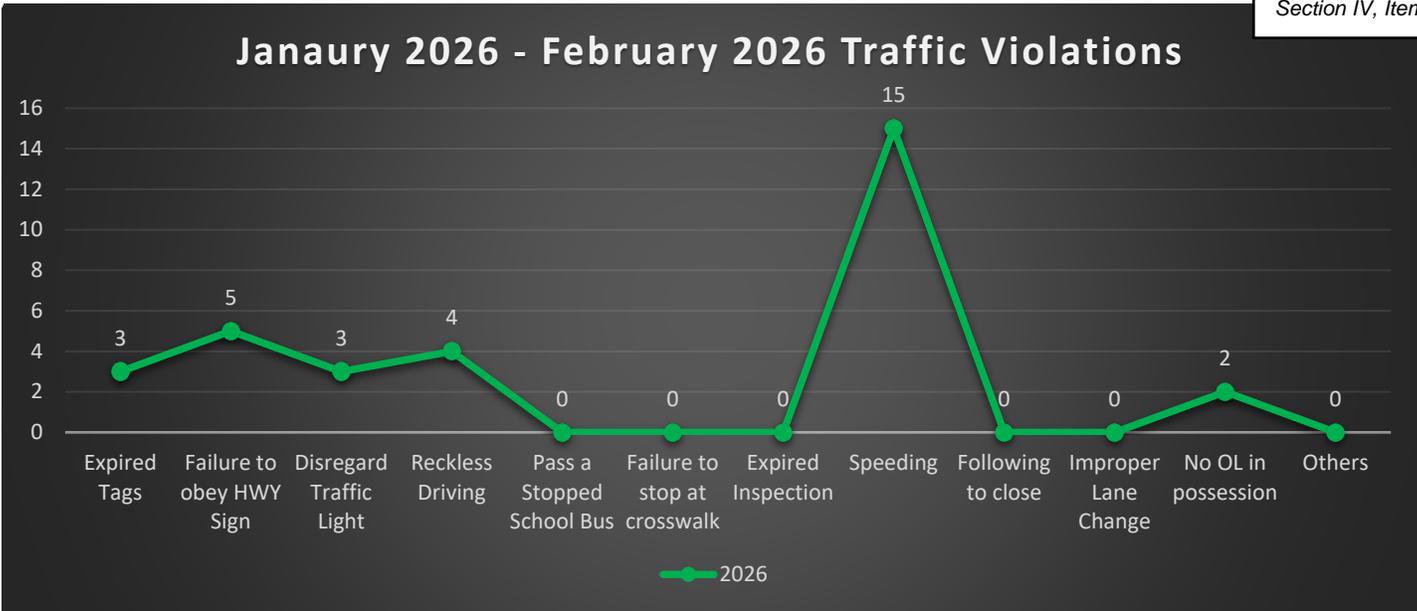
Traffic Stops: Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer may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

- Traffic Stops: 100
- Summons: 32
- Warnings: 66



Traffic Summons Issued: Summons issued for traffic violations. **32**

- | | |
|--|---|
| 46.2-646 – Expired Registration – 3 | 46.2-830 – Failure to obey a highway sign – 5 |
| 46.2-833.1 – Disregard a traffic light – 3 | 46.2-852 – Reckless Driving – 4 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 0 |
| 46.2-1158 – Expired inspection – 0 | 46.2-874 – Speeding – 15 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 0 |
| 46.2-300 – No operator’s license – 2 | Others – 0 |

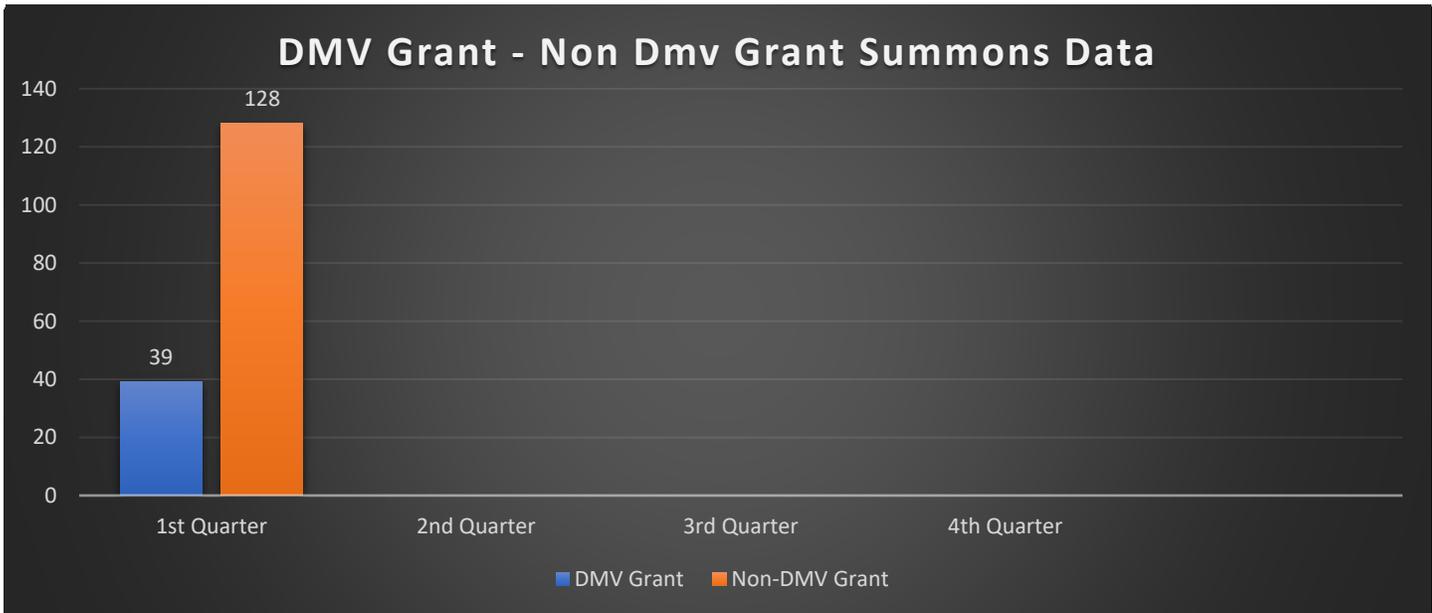
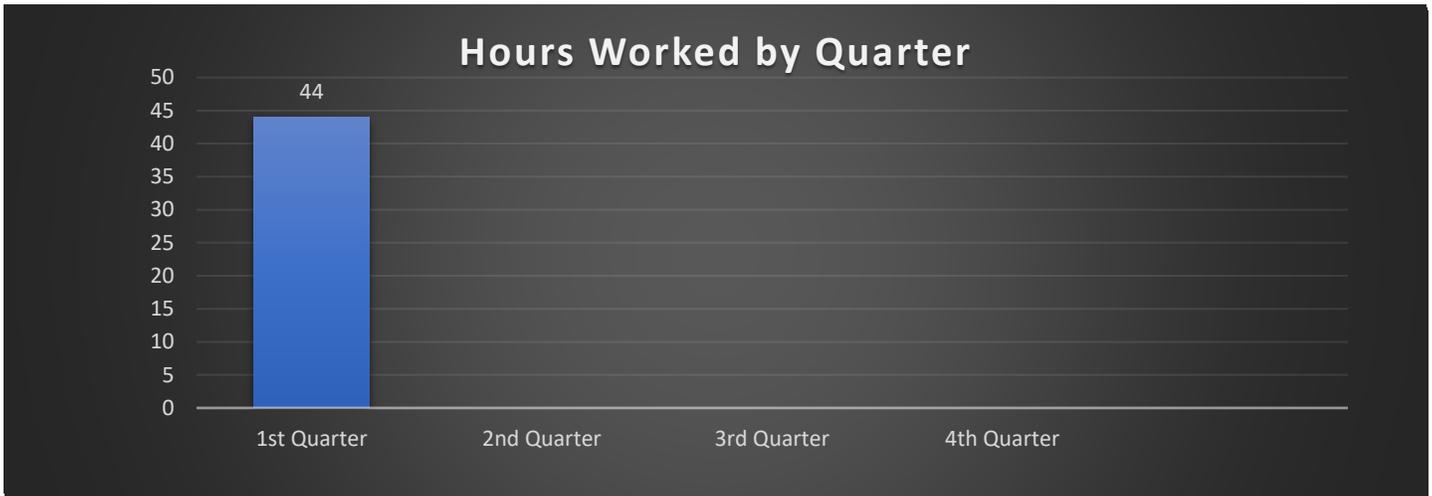
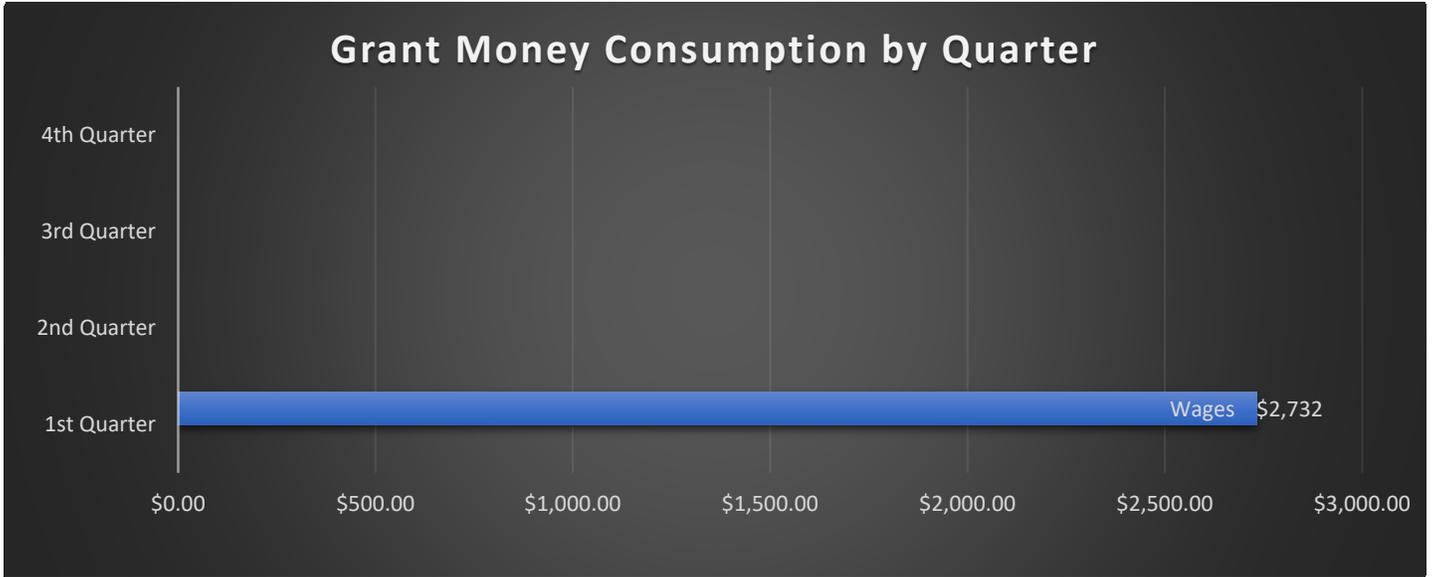


Total Summons Issued 2026: 73

DMV Grant: Quarterly reporting October 1, 2025 through September 30, 2026

Section IV, Item 1.

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



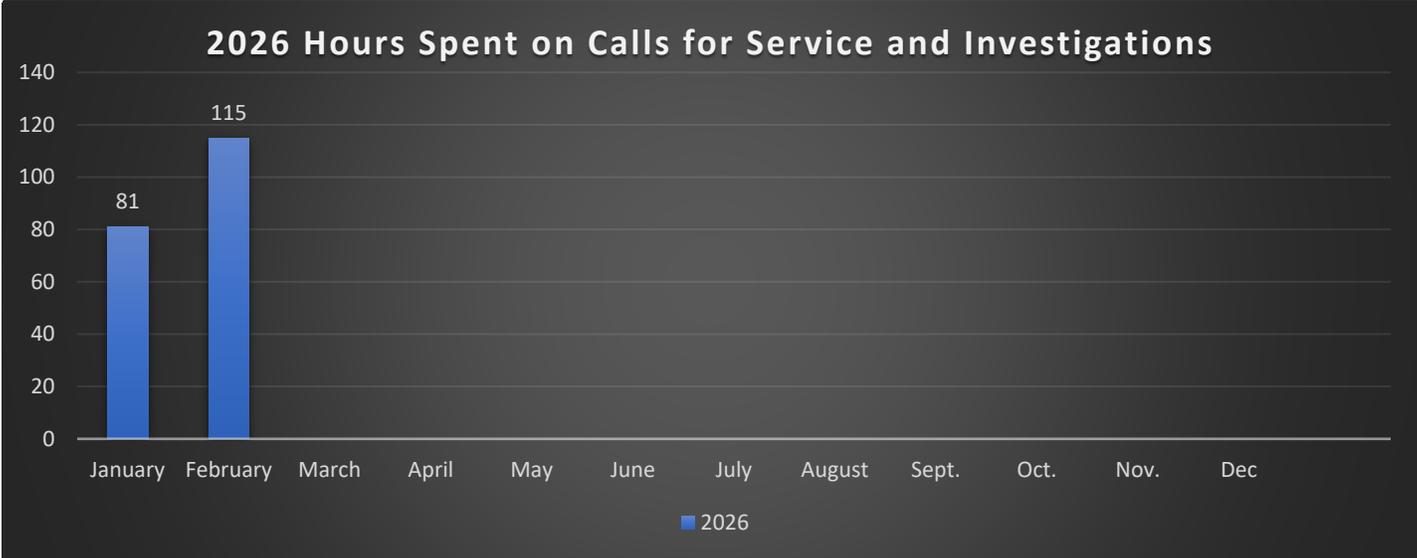
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 4



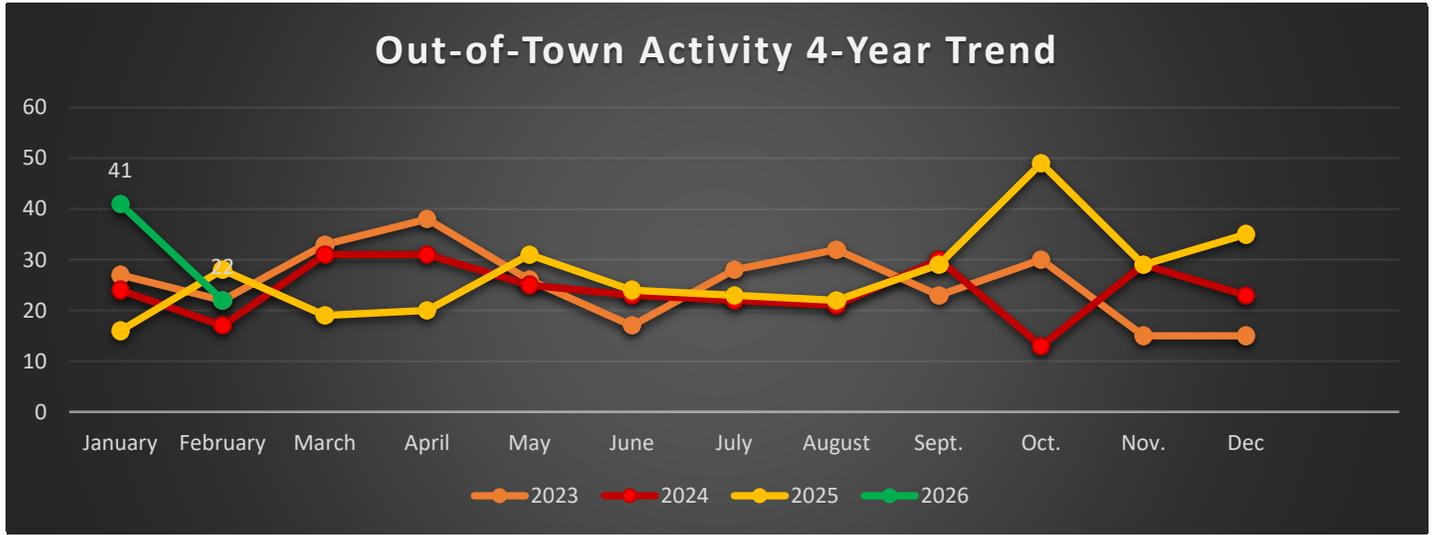
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 84
- Follow-up Investigations: 31

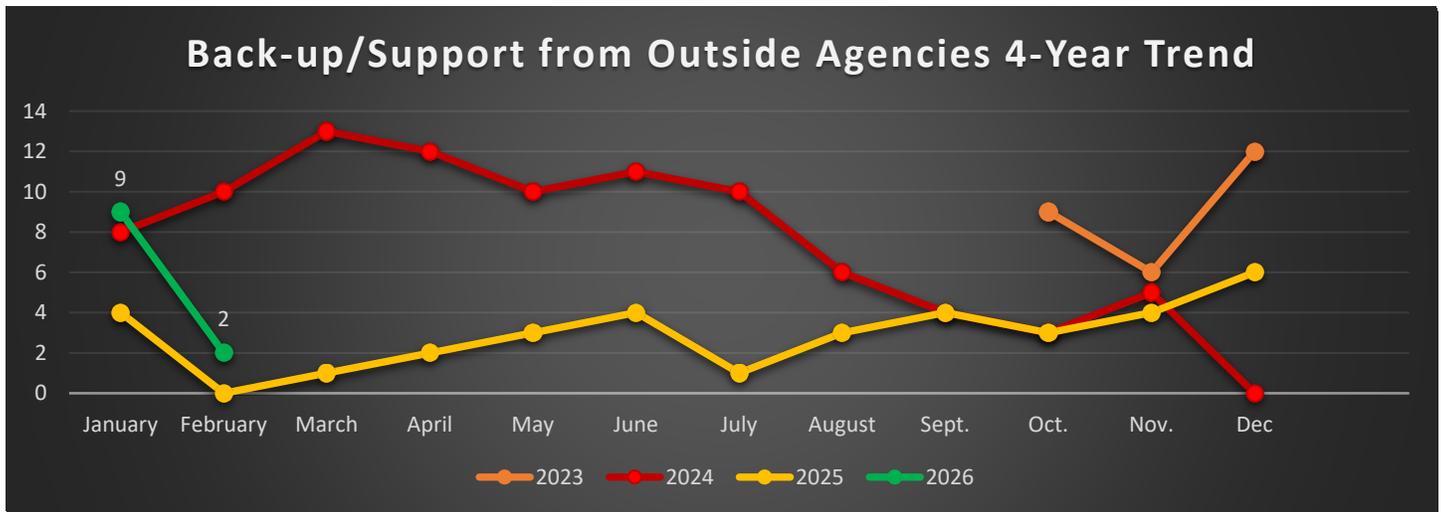


Out of Town Activity: On occasion, Officers will assist Prince William County Police Department, Prince William Fire Department and Virginia State Police with calls for service outside of town.

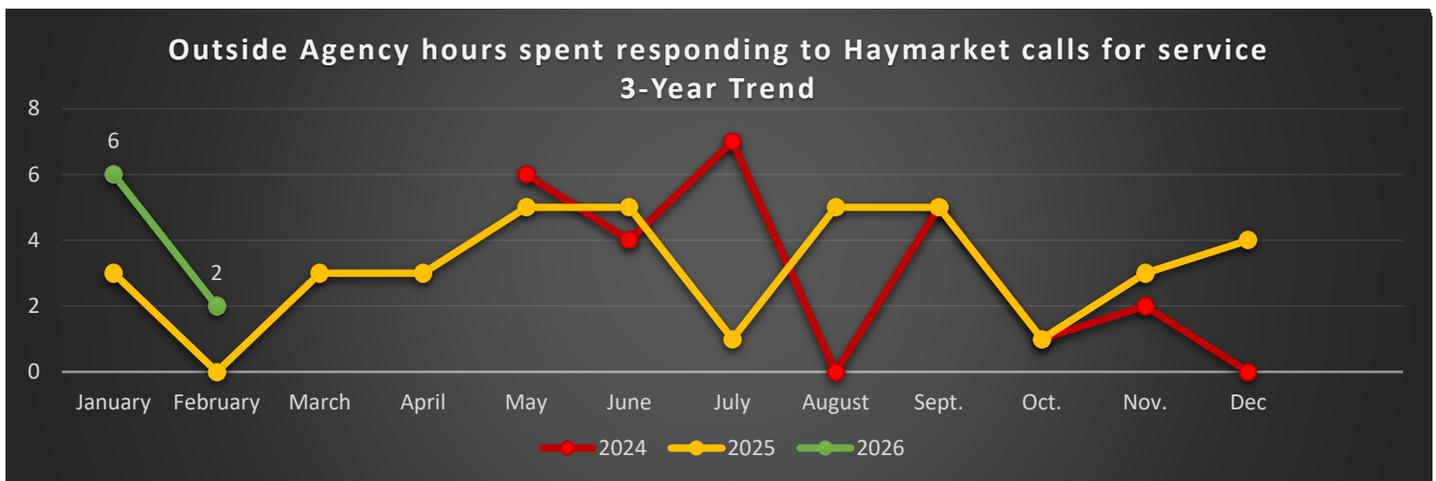
- Back Up: 22



Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 2

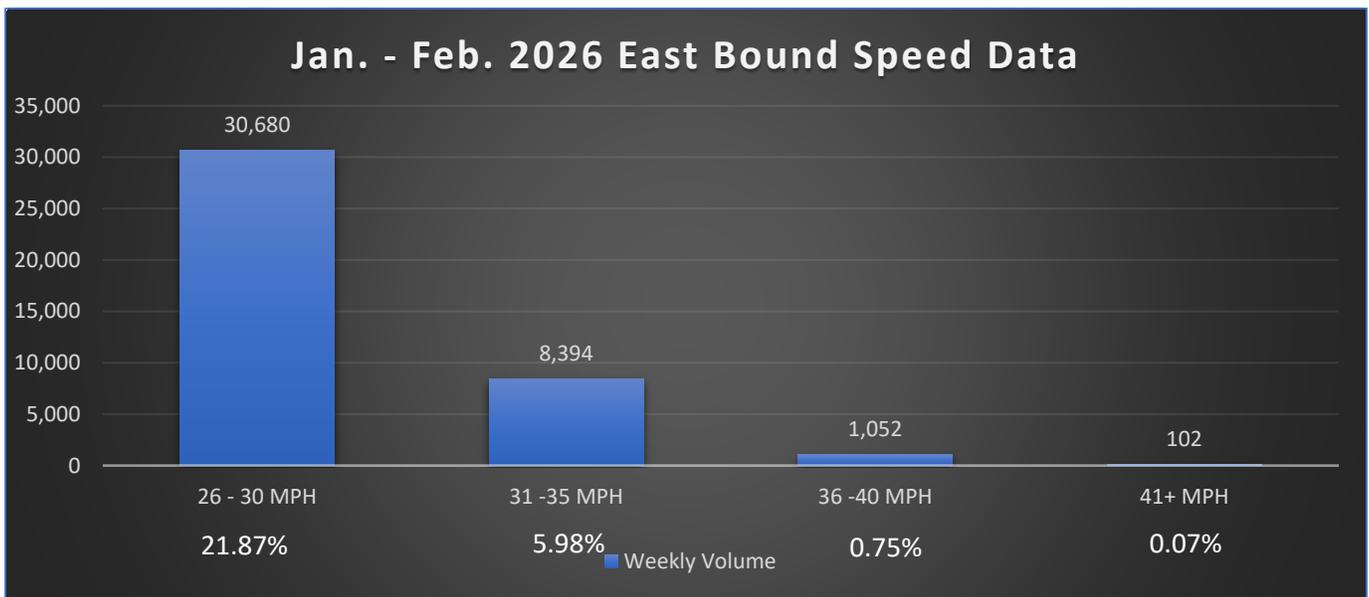
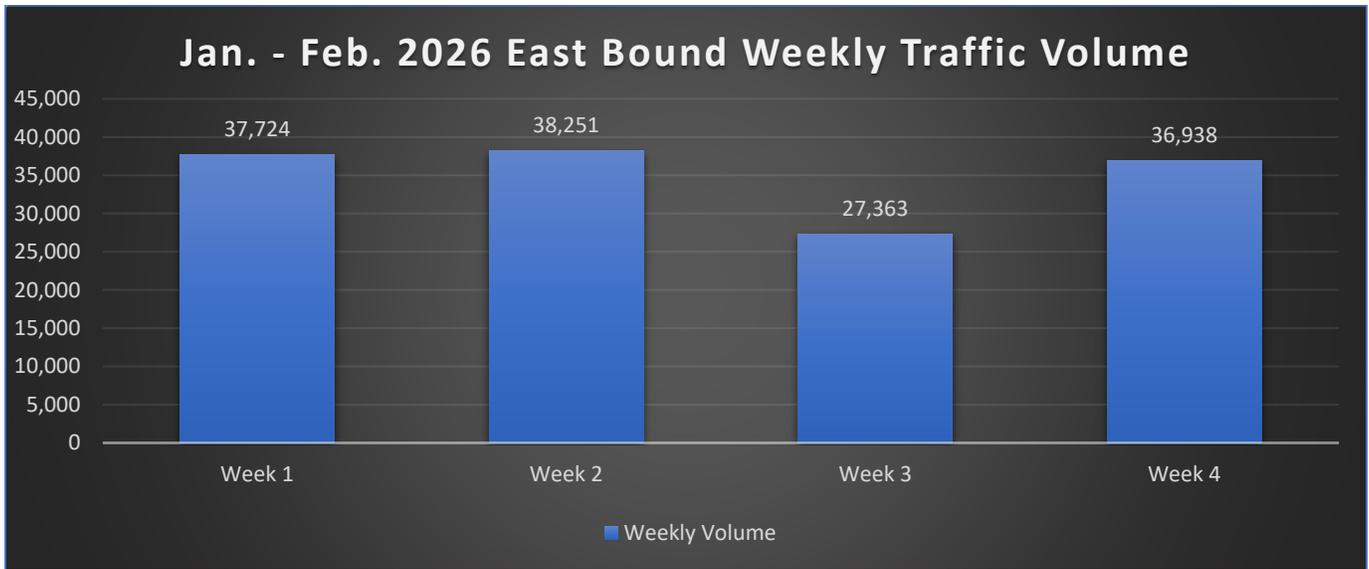
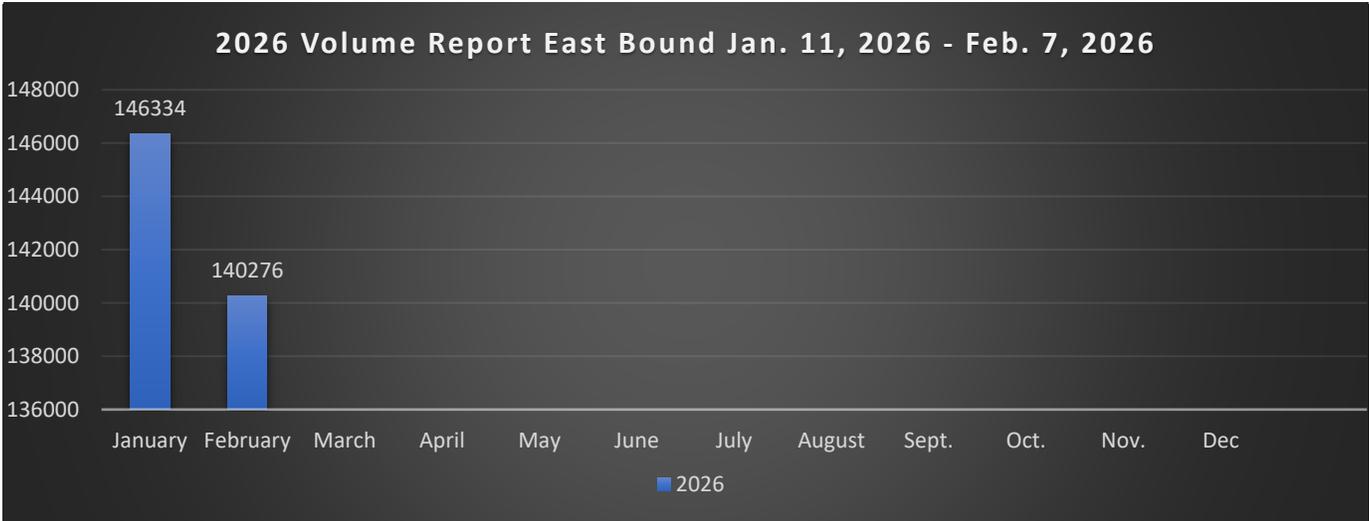


Time spent by outside agencies on calls for service as primary responders: Approximately 2 hours

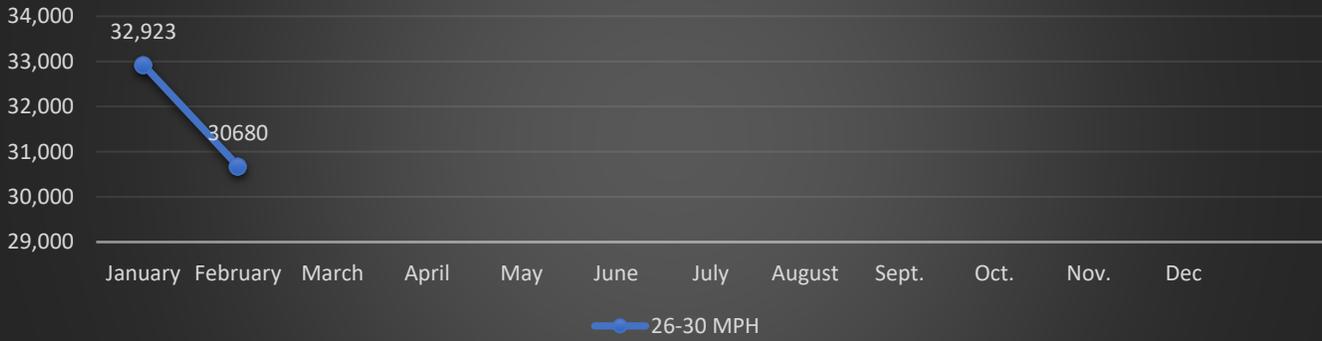


Monthly Traffic Volume

Section IV, Item 1.



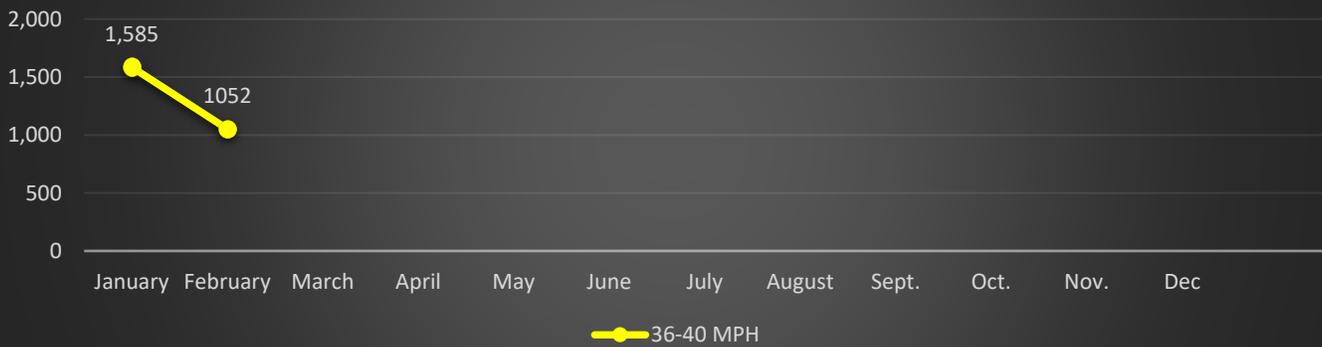
Speed 26-30 MPH Annual Trending East Bound



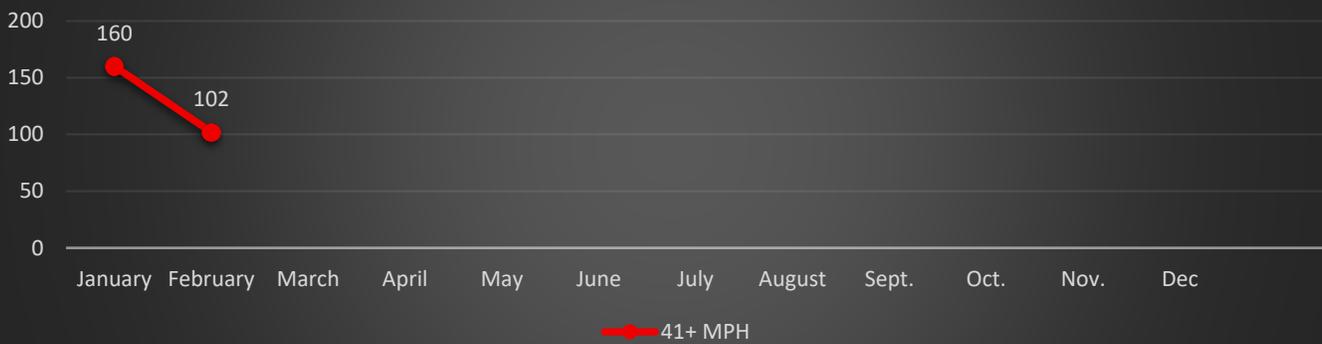
Speed 31-35 MPH Annual Trending East Bound

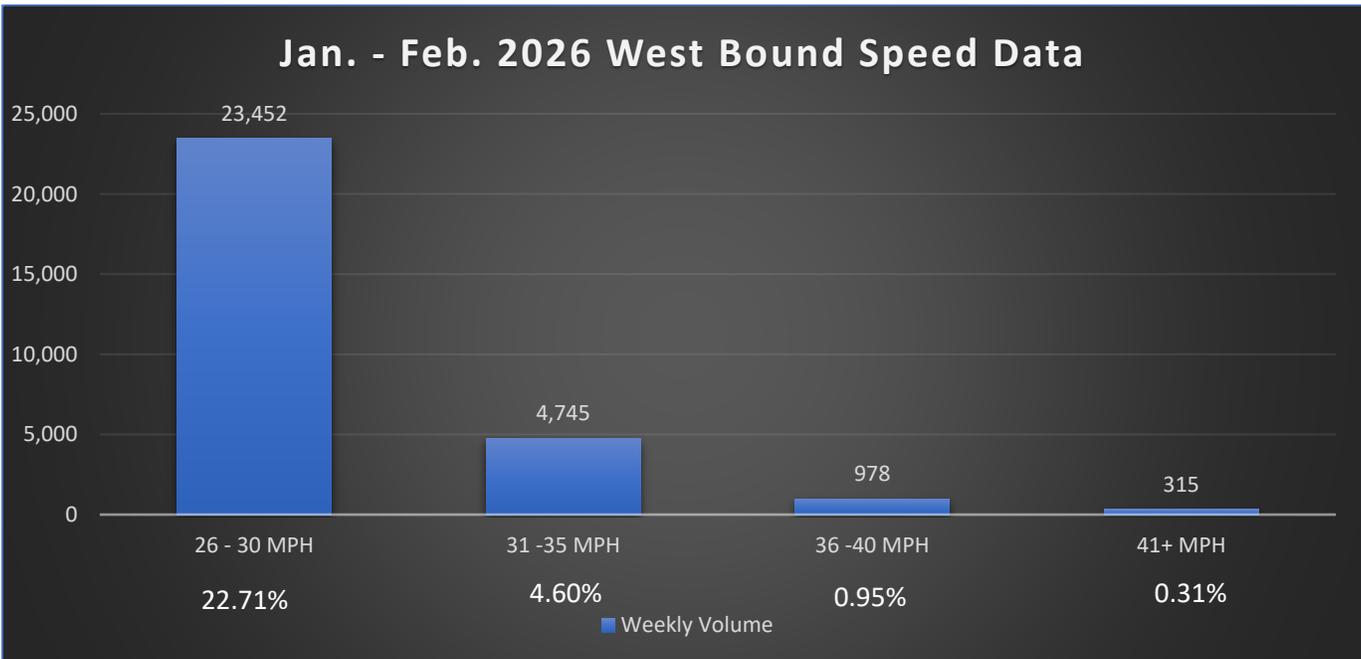
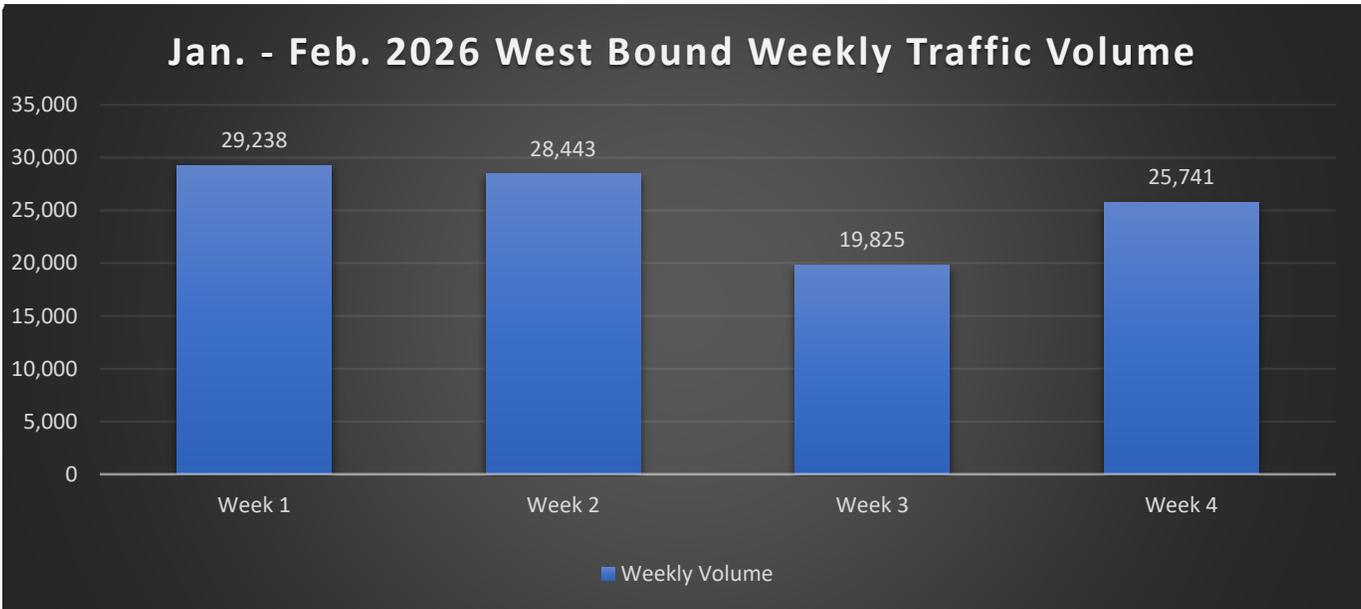
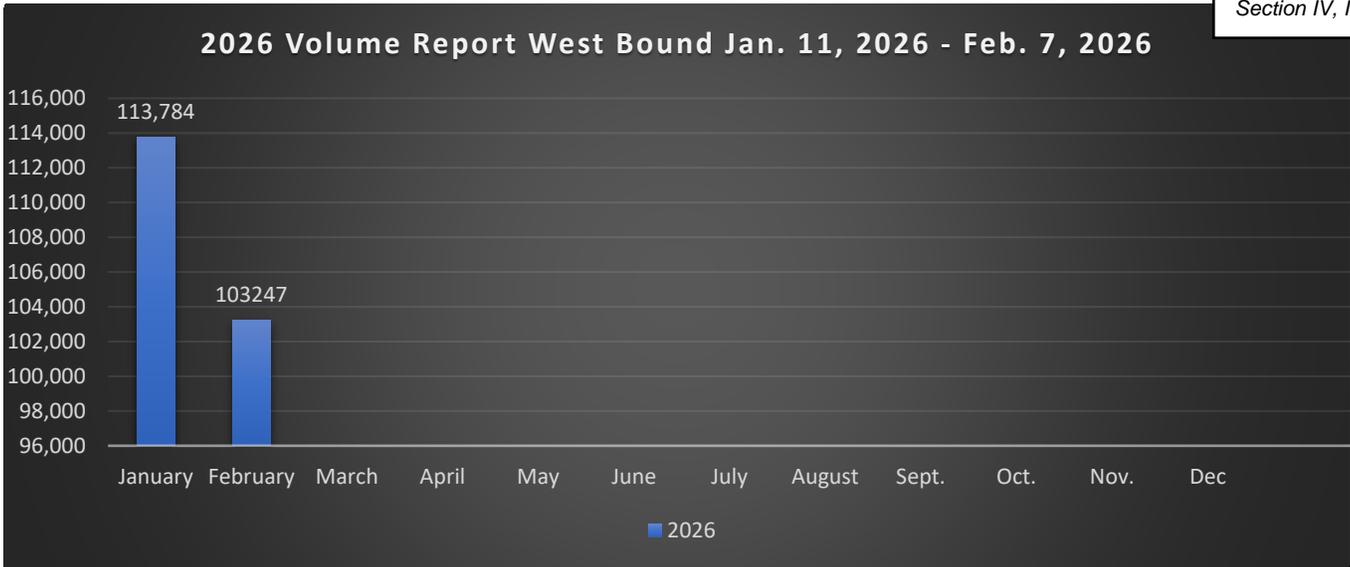


Speed 36-40 MPH Annual Trending East Bound

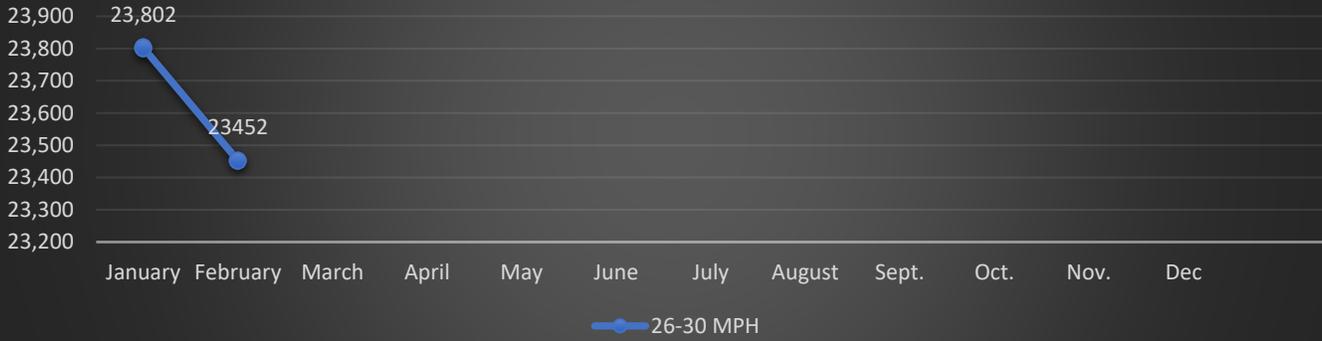


Speed 41+ MPH Annual Trending East Bound





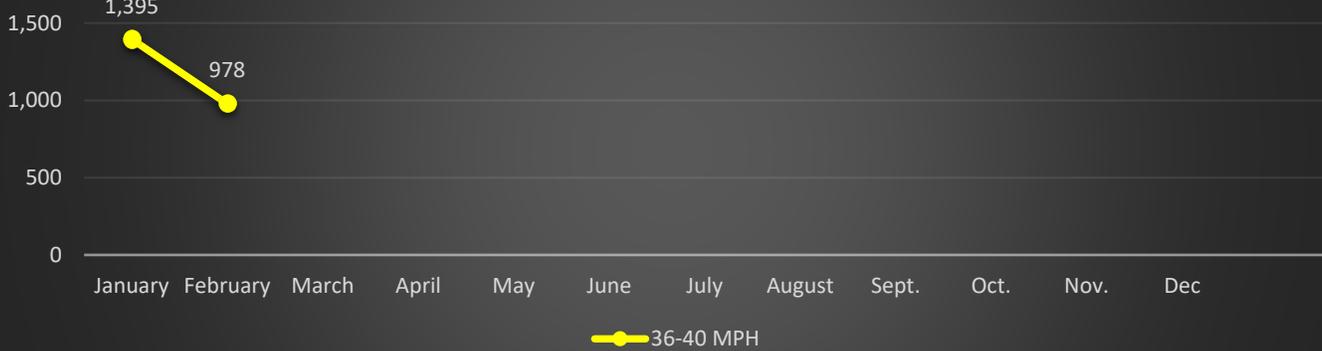
Speed 26-30 MPH Annual Trending West Bound



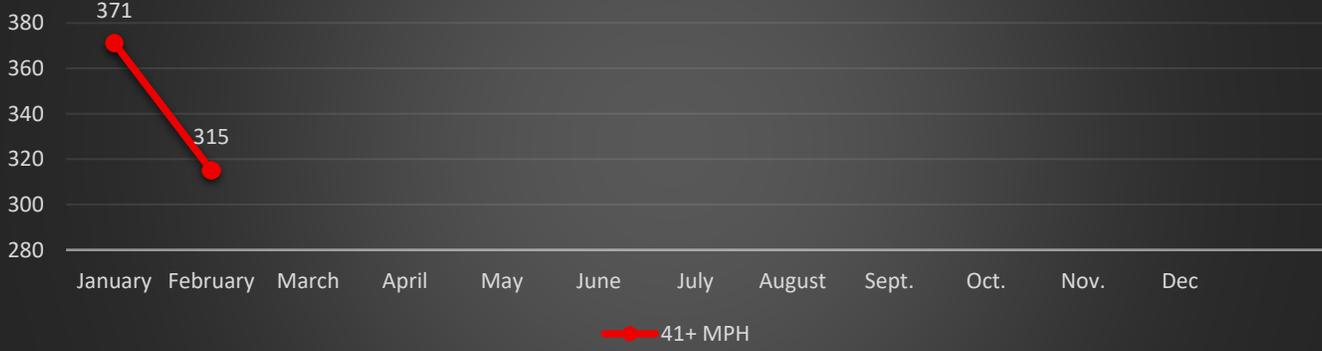
Speed 31-35 MPH Annual Trending West Bound



Speed 36-40 MPH Annual Trending West Bound



Speed 41+ MPH Annual Trending West Bound



Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- Planning continues for our 3rd Annual Senior Summit event to be held at Park Valley Church on April 23, 2026 from 10am to 2pm. Registration is open. Marketing the event has begun and you can visit our Facebook Page. Search "Senior Summit".
- We are currently in the procurement status of our \$20,231 Drone Replacement Grant.
- The Haymarket Police Department is continuing to work with Motorola Solutions on the installation and implementation of our In-Cruiser Camera Systems. Most of the equipment has been received and we will begin the installation process soon.
- All AED's and related equipment from the Firehouse Subs Foundation Grant have been received. The amount of this grant is \$14,031.60. We are working with our local Firehouse Subs Owner to have an announcement event located at the Firehouse Subs storefront.
- On January 8, 2026, a Planning and Research meeting was held with an E-Summons vendor. We will be attending another E-Summons vendor meeting on February 19, 2026.
- The Haymarket Police Department has updated our First Aid Kits. They have been deployed.
- All borrowed equipment from Prince William County Emergency Services that was obtained for the recent winter storm has been returned.
- Chief Sibert attended the Annual Special Olympics Polar Plunge on February 14, 2026. The event was held in pools due to frozen water issues. Over \$90,000 was raised for Special Olympics.
- The Haymarket Police Department supported the annual "Friends Don't Let Friends Drive Drunk" Campaign on February 8, 2026.
- Officer Galbreath obtained a warrant for the subject involved in the sexual assault case he has been working for the last two months. The subject was arrested without incident.
- The suspect from the Subway Robbery last year was recently indicted on abduction charges stemming from the event by Officer Galbreath.
- Officer Nick Broughan has accepted a position with Mary Washington College Police and has resigned.
- Officer Coppage and Sgt. Finley spoke to students at St. Michael's Academy about safety and Law Enforcement.
- Snow impacted travel throughout the area during the week of January 18, 2026. Town Staff and Police Department personnel worked with VDOT and emergency services on several issues.
- An individual that Officer Coppage charged last year with Possession of a Schedule I or II substance was located in PG County Maryland. Lt. Davis and Officer Anderson transported/extradited her back to Virginia on Thursday January 22, 2026.
- Officer Galbreath assisted Prince William County in locating a lost child during extremely cold temperatures.
- Fauquier County Sheriff's Office and Prince William County Police Department requested our assistance during a vehicle pursuit of a box truck. Officer Galbreath responded to the area to deploy Spike Strips and assist the other agencies. The suspect was arrested without further incident.
- We continue to work on the 2025 Annual report and are planning on distributing by mid-March 2026.

Haymarket Police Department 2026 Event Listing

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

*Respectfully Submitted,
Allen Sibert, Chief of Police*

REVENUE	Actuals	Budget	Percentage of Budget Collected	Comments
3110 · GENERAL PROPERTY TAXES				
				Real Estate invoices have been entered; includes
3110-01 · Real Estate - Current	483,978.47	501,770.00	96.5%	exemptions approved by the County.
3110-02 · Public Service Corp RE Tax	26,860.57	23,724.00	113.22%	Higher than expected assessments from SCC
3110-03 · Interest - All Property Taxes	676.57	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	2,507.75	1,000.00	250.78%	
Total 3110 · GENERAL PROPERTY TAXES	514,023.36	526,494.00	97.63%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	215,097.81	300,000.00	71.7%	Collections cover up to December 2025
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	29,011.16	350,000.00	8.3%	
3120-03 · Cigarette Tax	81,950.51	132,466.00	61.9%	Collections cover up to January 2026
3120-04 · Consumer Utility Tax	74,421.83	158,000.00	47.1%	
3120-05 · Meals Tax - Current	899,604.73	1,600,000.00	56.2%	Collections cover up to December 2025
3120-06 · Sales Tax Receipts	92,778.30	170,000.00	54.6%	Collections cover up to December 2025
3120-07 · Penalties (Non-Property)	5,104.18	5,000.00	102.1%	
3120-08 · Interest (Non-Property)	1,057.24	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,399,025.76	2,785,466.00	50.2%	
3130 · PERMITS, FEES & LICENESSES				
3130-01 · Application Fees	1,200.00	4,500.00	26.7%	
3130-02 · Inspections Fee	500.00	0.00	100.0%	
3130-03 · Motor Vehicle Licenses	213.00	0.00	100.0%	
3130-05 · Other Planning & Permits	30,060.00	1,000.00	3,006.0%	Due to Zoning Amendment Application
3130-06 · Pass Through Fees	19,233.75	15,000.00	128.2%	
Total 3130 · PERMITS, FEES & LICENESSES	51,206.75	20,500.00	249.8%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	18,825.09	25,000.00	75.3%	Collections cover up to December 2025
Total 3140 · FINES & FORFEITURES	18,825.09	25,000.00	75.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	10,546.11	13,500.00	78.1%	reconciled up to January 2026
3150-03 · Interest on Bank Deposits	191,185.01	89,500.00	213.6%	reconciled up to January 2026
Total 3150 · REVENUE - USE OF MONEY	201,731.12	103,000.00	195.9%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	31,003.76	50,683.00	61.2%	Lease has been terminated as of September 4th 2025
3151-08 · 15020 Washington Realty	13,470.14	34,294.00	39.3%	
3151-09 · 15026 Copper Cricket	20,906.64	29,009.00	72.1%	
3151-11 · Cupcake Heaven and Cafe LLC	25,005.56	38,021.00	65.8%	
3151-15 · Revolution Mortgage	5,477.04	8,215.00	66.7%	
3151-17 · Yew Tree Wellness LLC	6,194.28	13,156.00	47.1%	New Tenant; Prorated for November 2025
3151-18 · WSR Solutions LLC	3,912.09	6,222.00	62.9%	New Tenant; amendment coming for new Revenue \$6,222.00
3151-19 · Red Rock Title & Settlement LLC	3,994.71	6,426.00	62.2%	New Tenant; amendment coming for new Revenue \$6,426.00
Total 3151 · RENTAL (USE OF PROPERTY)	109,964.22	186,026.00	59.1%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	29,517.50	20,000.00	147.6%	Need to amend budget for the additional funds
3165-01 · Town Event	81,182.00	80,000.00	101.5%	
3165-02 · Farmer's Market	9,224.25	14,000.00	65.9%	
3165-03 · Town Ornaments	8,257.10	10,000.00	82.6%	
3165-04 · Town Shirts	2,502.75	0.00	100.0%	
3165-05 · Museum Revenue - Art	348.27	0.00	100.0%	
3165-06 · Town Hats	457.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	5,021.90	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	69.00	0.00	100.0%	
3165-09 · Town Tote / Bag	120.00	0.00	100.0%	
3165-10 · Town Mug	462.00	0.00	100.0%	
3165-11 · Town Blanket	220.00	0.00	100.0%	
3165-12 · Holiday Market	3,060.00	0.00	100.0%	

Total 3165 · REVENUE - TOWN EVENTS	140,441.77	124,000.00	113.3%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	62.33	300.00	20.8%	
3180-01 · Citations & Accident Reports	90.00	0.00	100.0%	
3180-02 · Vetern Banners	2,900.00	0.00	100.0%	
3180-03 · Miscellaneous	35.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	412.62	0.00	100.0%	
				Unclaimed funds that have met the State Code requirement to be submitted to VA Treasury
3180-07 · Unclaimed Property Funds	4,510.00	4,510.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
3190 · SALE OF SALVAGE & SURPLUS				
				Sold 3 PD SUV (older ones that were replaced this fiscal year)
3190-01 · Public Safety - Surplus Sales	16,900.00	16,900.00	100.0%	
3190-02 · Administration - Surplus Sales	17.00	0.00	100.0%	
Total 3190 · SALE OF SALVAGE & SURPLUS	16,917.00	16,900.00	100.1%	
3180 · Miscellaneous	239.37	0.00	100.0%	
Total 3180 · MISCELLANEOUS	25,466.32	21,710.00	117.3%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	18,896.00	37,790.00	50.0%	2 of 4 FY2026 disbursement received
3200-05 · Communications Tax	39,870.09	72,000.00	55.4%	Collections to cover up to September 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	FY2026 Annual disbursement received
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	FY2026 Annual State disbursement received
3200-12 · Railroad Rolling Stock	1,546.16	1,300.00	118.9%	Annual Tax collection for FY2026
3200-16 · DMV Select Grant	6,458.10	26,240.00	24.6%	
3200-17 · LOLE Grant	0.00	3,200.00	0.0%	
				Grant for the Flock system the Town PD purchased
3200-19 · HEAT Grant	10,000.00	10,000.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	110,397.32	184,157.00	59.9%	
3500 · Reserve Funds	0.00	89,160.00	0.0%	Fire Funds, Comp Study funding

Total Revenue	2,571,081.71	4,065,513.00	63.2%
Gross Revenue	2,571,081.71	4,065,513.00	63.2%

EXPENDITURES

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	4,824.60	10,050.00	48.0%
111002 · FICA/Medicare	1,007.88	2,000.00	50.4%
111003 · Meals and Lodging	4,549.03	6,300.00	72.2%
111004 · Mileage Allowance	285.60	1,800.00	15.9%
111005 · Salaries & Wages - Regular	13,250.00	22,000.00	60.2%

Total 11100 · TOWN COUNCIL	23,917.11	42,150.00	56.7%
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	339,971.97	528,794.00	64.3%
1211002 · Salaries/Wages - Overtime	1,843.49	4,500.00	41.0%
1211003 · Salaries/Wages - Part Time	10,815.25	41,588.00	26.0%
1211004 · FICA/Medicare	26,402.79	43,633.00	60.5%
1211005 · VRS	51,556.58	85,854.00	60.1%
1211006 · Health Insurance	42,624.00	63,936.00	66.7%
1211007 · Life Insurance	3,961.92	6,377.00	62.1%
1211008 · Disability Insurance	974.24	3,360.00	29.0%
1211009 · Unemployment Insurance	1,334.69	5,995.00	22.3%
1211010 · Worker's Compensation	283.00	481.00	58.8%
1211011 · Gen Property/Liability Ins.	20,380.00	21,261.00	95.9%
1211012 · Accounting Services	3,569.58	14,000.00	25.5%
1211014 · Printing & Binding	5,550.82	8,298.00	66.9%
1211015 · Advertising	97.17	9,000.00	1.1%
1211016 · Computer, Internet &Website Svc	13,305.34	28,550.00	46.6%
1211017 · Postage	1,674.05	5,000.00	33.5%
1211018 · Telecommunications	5,867.87	7,500.00	78.2%
1211019 · Mileage Allowance	997.50	3,250.00	30.7%
1211020 · Meals & Lodging	3,977.48	7,000.00	56.8%
1211021 · Convention & Education	2,420.00	10,000.00	24.2%
1211022 · Miscellaneous	220.00	2,000.00	11.0%
1211024 · Books, Dues & Subscriptions	5,098.19	12,075.00	42.2%

1211025 · Office Supplies	4,678.79	8,500.00	55.0%	
1211030 · Capital Outlay-Machinery/Equip	4,700.59	5,000.00	94.0%	
1211032 · Professional Services	0.00	20,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	552,305.31	945,952.00	58.4%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	44,238.89	100,000.00	44.2%	legal services covering up to December 2025
Total 12210 · LEGAL SERVICES	44,238.89	100,000.00	44.2%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	28,050.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%	
Total 01 · ADMINISTRATION	620,461.31	1,116,152.00	55.6%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	449,599.76	726,867.00	61.9%	
3110003 · Salaries & Wages - OT Premium	24,648.87	24,000.00	102.7%	
3110004 · Salaries & Wages - Holiday Pay	34,393.51	39,182.00	87.8%	
3110005 · Salaries & Wages - Part Time	25,190.00	27,000.00	93.3%	
3110007 · Salary & Wages - DMV Grant	12,083.28	26,240.00	46.0%	
3110012 · Salaries & Wages - PT Admin.	9,787.50	39,000.00	25.1%	
3110020 · FICA/MEDICARE	40,563.62	67,018.00	60.5%	
3110021 · VRS	60,379.54	95,438.00	63.3%	
3110022 · Health Insurance	86,249.60	135,206.00	63.8%	
3110023 · Life Insurance	5,426.36	8,521.00	63.7%	
3110024 · Disability Insurance	1,361.77	3,070.00	44.4%	
3110025 · Unemployment Insurance	0.00	4,800.00	0.0%	
3110026 · Workers' Compensation Insurance	27,496.00	32,868.00	83.7%	
3110027 · Line of Duty Act Insurance	5,117.00	5,120.00	99.9%	
3110028 · Legal Services	14,107.46	30,379.00	46.4%	legal services covering up to December 2025
3110032 · Computer, Internet & Website	1,820.00	10,000.00	18.2%	
3110033 · Postage	55.92	100.00	55.9%	
3110034 · Telecommunications	7,390.15	18,700.00	39.5%	
3110035 · General Prop Ins (Vehicles)	7,465.00	7,630.00	97.8%	
3110037 · Meals and Lodging	4,775.74	5,000.00	95.5%	
3110038 · Convention & Edu. (Training)	364.00	10,800.00	3.4%	
3110040 · Annual Dues & Subscriptions	9,511.15	21,000.00	45.3%	
3110041 · Office Supplies	3,000.03	10,000.00	30.0%	
3110042 · Vehicle Fuels	17,970.60	36,700.00	49.0%	
3110043 · Vehicle Maintenance/Supplies	11,460.51	22,000.00	52.1%	
3110045 · Uniforms & Police Supplies	42,533.56	55,901.00	76.1%	Flock system being paid by this line item
3110056 · Capital Outlay-Machinery/Equip	120,169.45	159,900.00	75.2%	
Total 31100 · POLICE DEPARTMENT	1,022,920.38	1,622,440.00	63.0%	
32100 · FIRE & RESCUE				
				will hold a Public Hearing for budget amendment for FY2026 to move Fire Funds over to budget the Town has received towards this contribution
3210001 · Contributions to other Govt Ent	69,159.87	84,160.00	82.2%	
Total 32100 · FIRE & RESCUE	69,159.87	84,160.00	82.2%	
Total 03 · PUBLIC SAFETY	1,092,080.25	1,706,600.00	64.0%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	123,836.88	216,995.00	57.1%	Covering up to January service 2026
Total 43200 · REFUSE COLLECTION	123,836.88	216,995.00	57.1%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	67,309.52	100,000.00	67.3%	
4310002 · Maint Svc Contract-Pest Control	668.00	2,500.00	26.7%	
4310003 · Maint Svc Contract-Landscaping	16,700.00	45,000.00	37.1%	
				amount for additional removal of snow in town hall parking lot
4310004 · Maint Svc Contract Snow Removal	15,957.00	20,000.00	79.8%	
4310007 · Electric/Gas Services	9,777.16	18,593.00	52.6%	
4310008 · Electrical Services-Streetlight	2,291.97	5,500.00	41.7%	
4310009 · Water & Sewer Services	3,140.69	6,350.00	49.5%	
4310011 · Real Estate Taxes	577.48	1,500.00	38.5%	
4310015 · Maintenance - Vehicle Fuel	1,039.19	3,000.00	34.6%	

4310016 · Maint - Vehicle Maintenance	606.22	3,000.00	20.2%	
4310017 · Military Banner	3,092.25	0.00	100.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	121,159.48	205,443.00	59.0%	
Total 04 · PUBLIC WORKS	244,996.36	422,438.00	58.0%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	91,407.58	128,571.00	71.1%	
60001 · Town Tourism	38,310.64	85,714.00	44.7%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
Total 06 · ECONOMIC DEVELOPMENT	130,787.81	236,285.00	55.4%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	7,605.00	15,000.00	50.7%	
Total 70000 · HAYMARKET COMMUNITY PARK	7,605.00	15,000.00	50.7%	
71110 · EVENTS				
7111001 · Advertising - Events	9,214.07	9,950.00	92.6%	
7111003 · Contractural Services	69,085.70	64,150.00	107.7%	
7111004 · Events - Other	33,038.54	35,900.00	92.0%	
7111005 · Police Department Events	6,576.29	7,800.00	84.3%	
7111006 · Farmer's Market	1,501.96	14,000.00	10.7%	
Total 71110 · EVENTS	119,416.56	131,800.00	90.6%	
72200 · MUSEUM				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	859.28	2,200.00	39.1%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	500.00	2,500.00	20.0%	
Total 72200 · MUSEUM	1,359.28	5,950.00	22.8%	
Total 07 · PARKS, REC & CULTURAL	128,380.84	152,750.00	84.0%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,380.00	5,670.00	24.3%	
8110002 · FICA/Medicare	88.75	500.00	17.8%	
8110003 · Consultants - Engineer	10,715.40	10,000.00	107.2%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	28,767.50	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	40,951.65	23,120.00	177.1%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,200.00	5,830.00	20.6%	
8111002 · FICA/Medicare	87.60	446.00	19.6%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,287.60	7,776.00	16.6%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	103.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	42,239.25	33,824.00	124.9%	
09 · NON-DEPARTMENTAL				
90004 · VA Treasury - Unclaimed Property	4,510.00	4,510.00	100.0%	
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	69,400.00	69,400.00	100.0%	Final Debt payment
9510003 · General Obligation Bond - Int	815.45	820.00	99.4%	Final Debt payment
Total 95100 · DEBT SERVICE	70,215.45	70,220.00	100.0%	
Total 09 · NON-DEPARTMENTAL	74,725.45	74,730.00	100.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.00			
Total EMPLOYEE BENEFITS	0.00			
Total 94105 · PERSONNEL	0.00			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	5,000.00	0.0%	

Total 94107 · BLIGHT MITIGATION	0.00	5,000.00	0.0%
94108 · Capital Improvement Funds Expens			
9410801 · Washington St - Streetscape	0.00	55,000.00	0.0%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410805 · Town Hall / Museum Security Sys	0.00	212,734.00	0.0%
Total 94108 · Capital Improvement Funds Expens	0.00	317,734.00	0.0%

Total Expense	2,333,671.27	4,065,513	57.4%
Net Ordinary Income	237,410.44	0.00	100.0%

OTHER REVENUE

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

OTHER EXPENDITURES

98000 · Development Expenditures			
98000-1 · Parks & Recreation	0.00	443,664.00	0.0%
Total 98000 · Development Expenditures	0.00	443,664.00	0.0%

97001 · American Rescue Plan Expenses			
97001-1 · Park Sidewalk	5,627.50	8,000.00	70.34%
97001-2 · Town Website	0.00	50,000.00	0.0%

additional cost for as builts / plat designation

Downy Scott LLC Pricing report ; Financial Analysis

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

Report

Total Other Expenditures	16,687.50	551,664.00	3.03%
Net Other Revenue	0.00	0.00	0.0%
Total Net Revenue Operational / Other Budget	237,410.44	0.00	100.0%

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

Resolution #2026-003

A RESOLUTION ESTABLISHING AN INVESTMENT POLICY FOR THE TOWN OF HAYMARKET

WHEREAS, the Town of Haymarket receives, manages, and disburses public funds in accordance with the Code of Virginia, including (§ 2.2-4500 et seq.) governing the investment of public monies and the Virginia Security for Public Deposits Act (§ 2.2-4400 et seq.); and

WHEREAS, the Town Council recognizes its responsibility to ensure that all public funds are invested prudently, safeguarded appropriately, and managed in a manner consistent with sound fiscal practices; and

WHEREAS, establishing a formal Investment Policy promotes transparency, strengthens internal controls, and provides clear guidance to Town staff and financial officers responsible for deposit, investment, and reporting of Town funds; and

WHEREAS, the Town Council recognizes that a written Investment Policy supports long-term financial stability, enhances accountability, and reflects municipal best practices as recommended by the Government Finance Officers Association (GFOA); and

WHEREAS, the Town Council finds it appropriate and beneficial to establish clear authority, permitted investments, diversification standards, reporting requirements, and ethical guidelines for the management of public funds;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Haymarket, Virginia, that the **Town of Haymarket Investment Policy** is hereby adopted, establishing guidelines for the prudent management of Town funds and affirming the Town’s commitment to transparency, financial responsibility, and the protection of taxpayer resources

Motion:

Second:

Aye:

Nay:

Absent:

Attest:

Kimberly Henry, Clerk of Council

TracyLynn Pater, Mayor



-DRAFT-
Investment Policy

This Investment Policy has been established by the Treasurer of Town of Haymarket and adopted by the Haymarket Town Council (“Town”) to ensure effective management of the day-to-day investment activity for the Town, and is designed to increase non-tax revenues by investing funds when not needed for current obligations.. This Policy is adopted pursuant to the Code of Virginia, including but not limited to the Investment of Public Funds Act (§ 2.2-4500 et seq.) and the Virginia Security for Public Deposits Act (§ 2.2-4400 et seq.). The primary objectives of the Town's investment activities shall be safety, liquidity, yield, and compliance with the applicable law and regulations.

The Treasurer of Town of Haymarket is the appointed official charged with receiving, collecting, safeguarding and disbursing Town funds and with general custody of Town funds from all sources. The general custody of all funds requires the investment of those funds within the confines of the laws of the Commonwealth and a comprehensive Investment Policy developed and maintained by the Treasurer and reviewed and adopted by the Town Council.

Questions or recommendations regarding these policies should be directed to the Treasurer who will consider the recommendation and implement any changes which he or she deems to be in the best interest of the Town.

Roberto C. Gonzalez
Town Treasurer

Date: _____

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Purpose and Scope

The purpose of this Investment Policy is to establish guidelines for the safeguarding and efficient management of Town funds and for the purchase and sale of investment instruments. The goal is to minimize risk and to ensure the availability of cash to meet the Town’s expenditures, while generating revenue from the use of funds, which might otherwise remain idle. Once adopted by the Council, this Investment Policy applies to all financial assets managed by the Treasurer.

Unless otherwise noted, all citations in this policy refer to the Code of Virginia Sections §2.2-4400 et seq., §2.2-4500 et seq., and §2.2-4700 et seq., as amended.

Objectives

1. All investments shall be in compliance with the Code of Virginia Sections §2.2-4400 et seq. and §2.2-4500 et seq.
2. The cash management and investment activities of the Town shall be conducted in accordance with the prudent investor standard and generally accepted public-sector financial management practices used by local governments of similar size and financial resources.
3. The primary objectives of the Treasurer’s investment activities, in priority order, are: safety, liquidity, yield, and risk minimization.
 - Safety of Principal - Safety of principal is the foremost objective of the investment of public funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of the principal amount in the overall portfolio.
 - Maintenance of Liquidity - The investment portfolio will remain sufficiently liquid to enable the Treasurer to meet all operating requirements of the Town, which might be reasonably anticipated.
 - Maximizing Return - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles. This objective shall take into account constraints as to acceptable risk and the characteristics of the Town’s cash flow.
 - Minimization of Risk – Investment activities shall be conducted in a manner that seeks to minimize credit, market, and interest rate risks. Diversification of investments and adherence to statutory and policy guidelines will be employed to reduce exposure to potential losses.

Role of the Treasurer

The Town Treasurer, an appointed official, is responsible for receiving, safeguarding, and disbursing Town funds. The Treasurer also serves as the Town’s investment; however, specific investment decisions shall be made pursuant to the authority that is expressly granted to the Treasurer by the Town Council by way of a vote, a resolution or an ordinance. Generally, all available cash will be invested in a common portfolio. However, funds set aside for specific purposes or not expected to be spent soon may be placed in separate portfolios, subject to discussion with the Finance Liaisons and the advice and consent of the Haymarket Town Council.

The Treasurer must file an annual electronic Statement of Economic Interest with the Virginia Conflict of Interest and Ethics Advisory Council by February 1 (Code of Virginia §2.2-3116). The Treasurer may also require any employee who handles Town investments to file a similar statement. Employees involved in investing Town funds must not engage in personal business activities that could create a conflict of interest with their investment responsibilities.

Standard of Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. The “prudent person” standard states that:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

If the Treasurer and anyone they authorize follow this policy, written procedures, and act carefully, they won’t be personally responsible for losses on individual investments— unless they were negligent or acted improperly. This protection is provided by Virginia law (Code of Virginia §2.2-4516).

In accordance with §2.2-4410 of the Code of Virginia, the Treasurer is not personally liable for any loss of public funds caused by the default or failure of a qualified depository, provided there is no negligence or wrongdoing on the part of the Treasurer or their staff.

Ethics and Conflict of Interest

The Treasurer and other employees involved in the investment process shall comply with the Code of Virginia Section § 2.2-3100 et seq. and the State and Local Government Conflict of Interests Act. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

Internal Controls

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

The Treasurer will, when practical, review potential investment strategies and options with the Town’s designated Finance Liaisons to provide transparency and receive input on market conditions and cash flow priorities.

However, in accordance with Virginia Code § 2.2-4500, et seq. and other applicable law, the Treasurer retains sole authority and fiduciary responsibility for all final investment decisions made on behalf of the Town.

The internal control structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Quarterly reports on the Town’s investments shall be included as part of the Treasurer’s regular work session agenda.

Authorized Investments

The Treasurer may invest in the following securities that are in compliance with the Code of Virginia as authorized by the Town. The Treasurer, however, may impose additional requirements and restrictions in order to ensure that the Town’s goals are met. In selecting investments, the Treasurer shall adhere to the following guiding principles:

- Safety First: Prioritize U.S. government-backed and insured instruments to protect public funds.
- Liquidity: Maintain access to funds for operational needs and unforeseen expenses.
- Simplicity: Avoid complex instruments requiring daily collateral monitoring or extensive credit analysis.

Permitted Investments for the Investment Portfolio include:

1. **U.S. Treasury Obligations.** Bills, notes and any other obligation or security issued by or backed by the full faith and credit of the United States Treasury as described by Code of Virginia §2.2-4501.

Examples:

- *U.S. Treasury Bills (short-term)*
- *U.S. Treasury Notes (1–5 years)*

2. **Municipal Obligations.** Bonds, notes and other general obligations of a state or municipal government, upon which there is no default, and which otherwise meets the requirements of Code of Virginia §2.2-4501.

Examples:

- *Virginia General Obligation Bonds*
- *Bonds issued by neighboring counties or school districts*

3. **Federal Agency/ Government Sponsored Enterprise Obligations.** Bonds, notes and other obligations of the United States, and securities issued by any federal government agency or instrumentality or government sponsored enterprise, as described by Code of Virginia §2.2-4501.

Examples:

- *Federal Home Loan Bank (FHLB) Notes*
- *Fannie Mae or Freddie Mac Agency Bonds*

4. **Pools.** Pooled investment programs provided that the underlying investments by such funds are restricted to investments otherwise permitted by the Code of Virginia for political sub-divisions, as described by Code of Virginia §2.2-4513.1. The Town can invest in two (2) different types of Pools:
- a. **Principal Stability Pools** that operate in compliance with the Government Accounting Standards Board’s Statement 79 (“GASB 79”), which maintain a weighted average maturity of less than 60 days and whose primary objective is to maintain a stable net asset value; and
 - b. **Short-Term Bond Pools** that may have a longer average maturity than Principal Stability Pools and a fluctuating net asset value. Bond Pools are designed to generate a higher rate of return than Principal Stability Pools.

Examples:

- *Virginia Investment Pool (VIP) Liquidity Pool*
- *Local Government Investment Pool (LGIP)*

5. **Money Market Mutual Funds (Open-Ended Investment Funds).** Shares in open-end, no-load investment funds meeting the requirements of Code of Virginia §2.2-4508 provided that such funds are registered under the Federal Investment Company Act of 1940. The mutual fund must comply with the diversification, quality and maturity requirements of Rule 2(a)-7, or any successor rule, of the United States Securities and Exchange Commission, provided the investments by such funds are restricted to investments otherwise permitted by the Code of Virginia §2.2-4500 et seq.

Examples:

- *Federated Government Money Market Fund*

6. **Bank Deposits and Non-Negotiable Certificates of Deposit.** Demand deposits, time deposits, and other deposits that comply with all aspects of the Security for Public Deposits Act and with Code of Virginia §2.2-4518.

Examples:

- *Insured checking or savings accounts at qualified banks*
- *Non-negotiable CDs secured under Virginia’s Security for Public Deposits Act*

Investment Parameters

Mitigating Credit Risk in the Portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. It is the policy of the Town to diversify its investment portfolios to minimize risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or class of securities.

Mitigating Market Risk in the Portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The Town recognizes that, over time, longer-term/core portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The Town shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current and near-term cash flow purposes. The Town further recognizes that certain types of securities, including variable rate securities, securities with principal pay downs prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments.

Maximum Maturity

Maintenance of adequate liquidity to meet the cash flow needs is essential. Accordingly, to the extent possible, the investment portfolio will be structured in a manner that ensures sufficient cash is available to meet anticipated liquidity needs. Whenever practical, selection of investment maturities will be consistent with the Town's known cash requirements in order to minimize the forced sale of securities prior to maturity. Investments are limited to a maximum maturity of five (5) years from the transaction settlement date (with the exception of Agency Mortgage-Backed Securities ("MBS") which must have a weighted average life ("WAL") of no more than five (5) years).

To manage the volatility of the Investment Portfolio, the Treasurer shall determine an appropriate duration or weighted average maturity ("WAM") target for each component of the Investment Portfolio. At no time shall the duration or WAM of any component of the Investment Portfolio exceed three (3) years.

Debt service reserve funds with longer term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investment is made to coincide as nearly as practical with the expected use of funds.

Diversification Parameters

The following diversification parameters have been established and will be reviewed periodically by the Treasurer for all funds. The Treasurer may choose to implement limitations that are more restrictive than these parameters if he or she deems it prudent to do so. The diversification parameters will be applied across all of the Town’s investments governed by this policy, not at the individual fund level. The investment portfolios shall be diversified by security type and institution. The maximum percentage of the portfolio permitted in each eligible security is as follows:

Permitted Investment	Sector Limit	Issuer Limit	Ratings Requirement ^{1,2}	Max Maturity ³
U.S. Treasury Obligations	100%	100%	N/A	5 Years
Municipal Obligations	10%	5%	AA (S&P) and Aa (Moody’s)	3 Years
Federal Agency/ GSE Obligations	100%	35%	“AA” or equivalent to U.S. Federal Government	5 Years (5 year max WAL for MBS)
Principle Stability Pools	100%	100%	AAAm or equivalent by an NRSRO	N/A
Short-Term Bond Pools	100%	100%	AAf or equivalent by an NRSRO	Maximum duration of 3 years
Money Market Mutual Funds	100%	50%	AAAm or equivalent by an NRSRO	N/A
Bank Deposits and Non-Negotiable Certificates of Deposit	100%	100%	Collateralized in accordance with the Security for Public Deposits Act	N/A

1. Ratings by NRSROs as designated by the SEC
2. At time of purchase
3. From transaction settlement date

The Sector Limit and Issuer Limit shall be applied to the Town’s total cash and investments asset value at the date of acquisition.

When investing in a Pool, the Town shall limit its investment to ten (10) percent of the total assets of the Pool.

Security Downgrades

In the event that any security held in the Investment Portfolio is downgraded below the ratings required by this Policy, the Treasurer shall be notified immediately in order to determine any actions to be taken in relation to the downgrade.

Purchase of Investments

Generally, investment offers must be compared to real-time market data. The Treasurer may use discretion in selecting the bidders, taking into consideration an institution's reputation, past success rate, timeliness in providing bids and any other factors which the Treasurer believes to have bearing. The Treasurer, upon receiving authorization from the Town, may purchase or sell investments at his or her discretion without competition provided that the securities involved meet all the criteria for allowed investments.

In general, the highest yielding instrument offered will be the investment selected. The Treasurer may reject an investment, even if it yields the highest rate, if he or she feels it carries an element of risk which may not be reflected in the published credit rating or if it is not in the Town's interest to hold such an investment in its portfolio.

Banks and broker/dealers shall be instructed to mail trade confirmations or similar documentation to the Treasurer.

Investments shall be made with the judgment and care which persons of discretion, prudence and intelligence exercise in the management of their own affairs, not for speculation, but for investment for the protection of principal. Consideration for the safety of capital shall be paramount over the probable income to be derived. Individuals responsible for investing Town funds shall in no way benefit personally as a result of investment decisions.

The Town has established the following procedures:

1. The Treasurer or designee shall seek to obtain competitive bid information on all purchases of investment instruments purchased on the secondary market.
2. If the Town is offered a security for which there is no readily available competitive offering on the same specific issue, then the Treasurer shall document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price.
3. The purchase and sale of investments requires the authorization of the Town.

Investment of Bond Proceeds

The Town intends to comply with all applicable sections of the Internal Revenue Code as it relates to Arbitrage Rebate and the investment of bond proceeds. All investment records will be maintained to ensure compliance with all regulations. All bond proceeds

will be invested in accordance with applicable bond resolutions with the authorization of the Town.

Collateralization of Bank Deposits

All bank deposits of the Town shall be considered Public Deposits as defined by Code of Virginia Security for Public Deposits Act (Code of Virginia Section 2.2-4400 et seq.) and all deposits must be made with Qualified Public Depositories.

Engagement of Investment Managers

The Treasurer may engage one (1) or more qualified firms to provide investment management services for the Town. All investment management firms who desire to provide investment services to the Town will be provided with current copies of the Investment Policy. Before an organization can provide investment services to the Town, it must confirm in writing that it has received and reviewed the Investment Policy and enter into a written agreement with the Town.

Only firms meeting the following requirements will be eligible to serve as investment manager for the Town:

1. Registered with the Securities and Exchange Commission under the Investment Advisers Act of 1940;
2. Must provide to the Town an annual updated copy of Form ADV, Part II;
3. Must be registered to conduct business in the Commonwealth of Virginia; and
4. Must have proven experience in providing investment management services under Code of Virginia §2.2-4500 et seq.
5. Acknowledge in writing their fiduciary responsibility to the Town;
6. Maintain minimum assets under management and demonstrate experience managing public-fund portfolios of comparable size and objectives;
7. Identify key personnel assigned to the Town and promptly notify the Treasurer of any material changes;
8. Provide historical performance data and benchmarks;
9. Maintain professional liability, fidelity, and cyber insurance coverage in amounts acceptable to the Town;

10. Disclose regulatory actions and maintain a written compliance program;
11. Utilize an independent custodian and provide custody statements directly to the Town;
12. Provide regular reporting and written certification of compliance with the Investment Policy; and
13. Fully disclose all fees and potential conflicts of interest.

Any firm engaged by the Town to provide investment services shall:

1. Maintain a list of approved security brokers/dealers selected by creditworthiness who are authorized to provide investment services in the Commonwealth of Virginia;
2. Provide monthly reports of transactions and holdings to the Treasurer;
3. Provide quarterly performance reports that display investment performance compared to an established and agreed upon investment benchmark for each portfolio;
4. Maintain sufficient records for any security purchased or sold on behalf of the Town which can be made available upon request;
5. Apply the diversification parameters across all of the Town's investments under the Investment Manager's management (excluding any of the Town's investments that are not managed by the Investment Manager); and
6. Not collect any soft dollar fees from any broker/dealer or other financial firm in relation to services provided to the Town.

Selection of Brokers/Dealers

As needed, the Treasurer will maintain a list of broker/dealers that are approved for investment purposes. All broker/dealers who desire to provide investment services to the Town will be provided with current copies of the Investment Policy. Before an organization can provide investment services to the Town, it must confirm in writing that it has received and reviewed the Town's Investment Policy, and enter into a written agreement with the Town.

At the request of the Treasurer, broker/dealers will supply the Town with information sufficient to adequately evaluate their financial capacity and creditworthiness. The following information will be provided:

1. Audited financial statements;

2. Regulatory reports on financial condition;
3. Proof of Financial Institution Regulatory Authority (“FINRA”) certification and of state registration;
4. A sworn statement by an authorized representative of the broker/dealer pledging to adhere to “Capital Adequacy Standards” established by the Federal Reserve Bank and acknowledging the broker/dealer understands that the Town has relied upon this pledge; and
5. Any additional information requested by the Treasurer in evaluating the creditworthiness of the institution.

Only firms meeting the following requirements will be eligible to serve as broker/dealers for the Town:

1. “Primary” dealers and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
2. Capital of at least \$10,000,000;
3. Registered as a dealer under the Securities Exchange Act of 1934;
4. Member of FINRA;
5. Registered to sell securities in the Commonwealth of Virginia;
6. Engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years; and.
7. Disclosure of any affiliations with other financial entities that might influence trading.

The Town shall designate broker/dealers on an annual basis. If an external third-party Investment Manager is engaged, the Town is not responsible for maintaining a list of approved broker/dealers.

Safekeeping and Custody

All investment securities purchased by the Town or held as collateral on deposits or investments shall be held by the Town or by a third-party custodial agent that may not otherwise be counterparty to the investment transaction.

All securities in the Investment Portfolio will be held in the name of the Town and will be free and clear of any liens. Further, all investment transactions will be conducted on a

delivery versus payment basis, as defined herein. The custodial agent shall issue a safekeeping receipt to the Town listing the specific instrument, rate, maturity, and other pertinent information. On a monthly basis, the custodial agent will provide reports that list all securities held for the Town, the book value of holdings, and the market value as of month-end.

The officials and representatives of the custodial agent responsible for, or in any manner involved with, the safekeeping and custody process of the Town shall be bonded in such a manner as to protect the Town from losses from malfeasance and misfeasance.

Original copies of non-negotiable certificates of deposit and confirming copies of all other investment transactions must be delivered to the Town or its custodial agent.

Records and Reports

The Treasurer will review any investment report on at least a monthly basis as provided by external and/or internal investment managers, or its custodial agent. Reports will provide an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This report will allow the Treasurer to ascertain whether investment activities during the reporting period have conformed to the Investment Policy.

These reports may include, at a minimum, the following:

1. An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate;
2. Average maturity of the portfolio and effective duration of the portfolio;
3. Maturity distribution of the portfolio;
4. Credit rating of each security within the portfolio;
5. Distribution by type of investment; and
6. Performance relative to established benchmarks.

Financial statement presentation of investments, accrual of interest, and amortization of premiums and accretion of discounts shall be according to generally accepted accounting principles as applied to municipalities. Those principles shall be as determined by the Commonwealth of Virginia Auditor of Public Accounts, the American Institute of Certified Public Accountants and its designated units, the Financial Accounting Standards Board and the Governmental Accounting Standards Board.

Performance Standards

The Investment Portfolio will be designed to obtain at least a market level rate of return, given budgetary and economic cycles, commensurate with the Town's investment risk and cash flow needs. The Town may periodically restructure the Investment Portfolio to take advantage of current and anticipated interest rate movements. The returns on the Portfolios will be compared on a quarterly basis to indices of U.S. Treasury securities having similar maturities or to other appropriate benchmarks. For funds having a weighted average maturity greater than 90 days, performance will be computed on a total return basis.

Changes to Investment Policy / Code of Virginia:

Changes (additions or deletions) to the Code of Virginia and the Securities for Public Deposits Act are automatically incorporated in this policy immediately upon legal implementation by the Commonwealth of Virginia and adoption by Town Council.

DRAFT

Glossary

Bankers' Acceptance (BA) – A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Benchmark – A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid – The price offered by a buyer of securities.

Broker – Brings buyers and sellers together for a commission.

Certificate of Deposit (CD) – A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

Collateral – Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Dealer – A dealer, as opposed to broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery versus Payment – A delivery of securities with an exchange of money for the securities.

Discount – The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Diversification – Dividing investment funds among a variety of securities offering independent returns.

Federal Agency – Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to

otherwise have restricted access to credit markets, also referred to as Government Sponsored Enterprises or GSEs. The largest are Ginnie Mae, Fannie Mae, Freddie Mac, Federal Home Loan Banks, and Federal Farm Credit Bank.

Federal Reserve System – The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Financial Industry Regulatory Authority (FINRA) - It is a non-governmental, self-regulatory organization (SRO) authorized under federal securities laws and overseen by the Securities and Exchange Commission (SEC). FINRA’s mission is to protect investors and maintain the integrity of U.S. securities markets.

Liquidity – The ability of ease with which an asset can be converted into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable.

Market Value – The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement – A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements establishes each party’s rights in the transactions. A master agreement will often specify, among other things, the right the buyer-lender has to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity – The date upon which the principal or stated value of an investment becomes due and payable.

Money Market – The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded.

Nationally Recognized Statistical Rating Organization (“NRSRO”) – A credit rating agency which issues credit ratings that the U.S. Securities and Exchange Commission (SEC) permits other financial firms to use for certain regulatory purposes. Several examples include Moody’s Investor Services, Standard & Poor’s and Fitch Ratings.

Offer – The price asked by a seller of securities.

Portfolio – Collection of securities held by an investor.

Qualified Public Depositories – A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of Virginia, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Rate of Return – The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Safekeeping – A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Secondary Market – A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission (“SEC”) – Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Weighted Average Life (WAL) - Is calculated by weighting the time to each principal payment by the amount of principal being repaid in that period, relative to the total principal. It focuses only on principal payments, not interest. A shorter WAL generally indicates **lower credit risk** and faster return of principal.

Weighted Average Maturity (WAM) - Is the average amount of time, in days or years, until the investments in a portfolio mature, weighted by the size of each investment. It measures how long, on average, the portfolio will take to reach its final maturity and is used to gauge interest rate risk and liquidity. A shorter WAM means the portfolio is less sensitive to interest rate changes and more liquid, while a longer WAM can offer higher returns but comes with greater risk if rates rise.

Uniform Net Capital Rule (SEC Rule 15C3-1) – Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield – The rate of annual income return on an investment, expressed as a percentage. Income/Current yield is obtained by dividing the current dollar income by the current market price for the security. Net yield or yield to maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



Town of Haymarket, Virginia Strategic Plan

Mission:

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

Vision:

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

Values:

Transparency	Accountability
Fiscal Responsibility	Community
Inclusive	Collaborative
Integrity	Effective

Commented [EK1]: Comment from the PC: Are the values aligned and applicable to the Town of Haymarket's Vision?

Goals:

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

Adopted December 2, 2024
Amended November 3, 2025



Town of Haymarket, Virginia Strategic Plan

Goals and Strategies

Commented [EK2]: Comment from the PC: is there going to be discussion on adding a Goal/Strategy for a Community Center?

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

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

2. Promote Fiscal Responsibility and Organizational Excellence

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

Adopted December 2, 2024
Amended November 3, 2025



Town of Haymarket, Virginia Strategic Plan

3. Enhance Public Safety and Community Policing

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

Commented [EK3]: I recommend we edit this initiative as Chief has accomplished the initial VLEPSC certification. Since it falls into a maintenance category, do we remove it from this section and relocate to the back of the document?

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

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

5. Preserve Haymarket History

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

Adopted December 2, 2024
Amended November 3, 2025



Town of Haymarket, Virginia Strategic Plan

6. Enhance Community Engagement and Placemaking

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

Adopted December 2, 2024
Amended November 3, 2025



Town of Haymarket, Virginia Strategic Plan

November 3rd, 2025, Annual Strategic Plan Review

Successfully Completed Strategic Plan Strategies:

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

Adopted December 2, 2024
Amended November 3, 2025



**Town of Haymarket, Virginia
Strategic Plan**

The Mayor and Town Council were surveyed in the Fall of 2025 during a Strategic Plan Working Retreat to determine the top 10 ranking priorities amongst the Council. The following priorities have been set based on the survey results. It shall be noted that the lower scores represent the highest-ranking priorities.

Top 10 Priorities for the Town Council, as set by the Council Survey

The lower response values equal higher priority level

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

Adopted December 2, 2024
Amended November 3, 2025



Town of Haymarket, Virginia Strategic Plan

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

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

DRAFT

Adopted December 2, 2024
Amended November 3, 2025



DRAFT

TOWN OF HAYMARKET, VIRGINIA

ARTIFICIAL INTELLIGENCE POLICY

1. PURPOSE

This policy establishes expectations and guidelines for the appropriate use of artificial intelligence (AI) technologies by the Town of Haymarket, its employees, officials, and contractors. This policy aims to ensure that AI technology is deployed responsibly, used in a lawful and ethical manner, enhances productivity and efficiency in decision-making, while complying with applicable Virginia law, respecting privacy, confidentiality, and data security.

2. SCOPE

This policy applies to all Town employees, elected officials, appointed officials, contractors, and volunteers who use AI technologies in connection with Town business or operations.

3. DEFINITIONS

Artificial Intelligence (AI): Technology that enables computer systems to perform tasks that typically require human intelligence, including learning, reasoning, problem-solving, perception, and language understanding.

4. AUTHORIZED USE

Town personnel may use AI technologies for legitimate Town business purposes that:

- Enhance efficiency of administrative functions.
- Improve delivery of public services.
- Support data analysis for informed decision-making.

- Assist in drafting routine communications or documents.

5. PROHIBITED USE

Town personnel shall not use AI technologies to:

- Process confidential citizen information without proper authorization.
- Make final decisions on matters requiring human judgment or discretion.
- Generate content that violates copyright, privacy laws, or ethical standards.
- Circumvent established Town policies, procedures, or legal requirements.
- No employee or contract employee of any agency of the Commonwealth of Virginia shall download or use the DeepSeek AI application.

6. DATA GOVERNANCE AND PRIVACY

The Town shall:

- Adhere to stringent data governance practices that comply with Virginia law.
- Safeguard all data processed through AI systems.
- Prevent unauthorized access, disclosure, or destruction of data.
- Respect privacy laws and adhere to applicable data protection regulations.
- Ensure personal and sensitive information used with AI technologies is handled with utmost care.
- Implement appropriate security measures to protect against cybersecurity threats.

7. ACCURACY AND OVERSIGHT

Town personnel shall:

- Verify the accuracy of AI-generated content before official use.
- Maintain human oversight of all AI-assisted processes.
- Document when AI tools have been used in creating official documents.
- Implement appropriate fact-checking procedures for AI-generated content.

8. COMPLIANCE AND ACCOUNTABILITY

All users of AI technologies must:

- Comply with this policy and all applicable Town policies concerning confidentiality, non-disclosure, intellectual property, and computer use.
- Report any suspected misuse of AI technologies to their supervisor.
- Complete required training on appropriate AI use.
- Acknowledge that violations of this policy may result in disciplinary action.

9. POLICY REVIEW

This policy shall be reviewed annually by the Town Manager and Town Attorney to ensure compliance with evolving laws, regulations, and best practices regarding AI technologies.

10. EFFECTIVE DATE

This policy is effective immediately upon adoption by the Town Council of Haymarket.



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER THIRTY (2024)

IMPLEMENTATION OF STANDARDS FOR THE SAFE USE OF ARTIFICIAL INTELLIGENCE ACROSS THE COMMONWEALTH

By virtue of the authority vested in me as Governor, I hereby issue this Executive Order to promulgate important safety standards to ensure the responsible, ethical, and transparent use of artificial intelligence technology by state government in order to protect the rights of Virginians, to provide best-in-class state government services, and to ensure that our students are well prepared for this technology.

Importance of the Initiative

Artificial Intelligence (AI) products are already deployed across a number of state government agencies. As the availability of AI products continue to increase, it is vital that we recognize both the usefulness of the technology and the necessity to place guardrails on its use in order to protect Virginians against potential misuse. AI technology has the capability to enhance the delivery of essential services to all Virginians, but the integration of this tool into the life of Virginians must be done through a continuously discerning and responsive approach that guarantees the protection of the privacy, security, and confidentiality of all Virginians' personally identifiable information.

It is important to implement both policy and information technology standards that safeguard the state's business applications while simultaneously protecting the individual data of all Virginians. We can take full advantage of the benefits of AI, but we must also mitigate the risks with this evolving technology.

AI's application in the educational ecosystem cannot be a substitute for teacher-facilitated instruction and learning experiences; however, it can be an important tool to transform, support, and complement tailored and effective educational experiences. Virginia's colleges and universities lead the nation in technology research and development, and the most critical national security and military intelligence institutions in the United States are headquartered in Virginia. These unique factors provide Virginia with a responsibility to spearhead a policy environment that builds trust, safety, and security in the development and

deployment of AI technologies as well as the opportunity to assemble experts in the field to provide ongoing advice and assistance in the employment of AI products.

Preamble

In order to implement the guardrails for the use of AI technologies across state government, I am directing the Virginia Information Technologies Agency (VITA) to publish the AI Policy Standards and AI Information Technology Standards and to make them available to all Executive Branch Agencies and the general public. I direct all Executive Branch Agencies to follow the approval processes and procedures as defined in those standards. I direct the Department of Education and State Council of Higher Education for Virginia, in consultation with the Virginia Community College System, to develop and issue the tools, instructional resources, and support as needed under the Education Guidelines to provide the necessary assistance around the considerations, implementation, and use of AI at all levels of education. Furthermore, the Secretary of Public Safety and Homeland Security, in conjunction with the Office of the Attorney General, is directed to develop standards for the appropriate use of AI applicable to all Executive Branch law enforcement agencies and enforcement personnel.

Directive

Accordingly, pursuant to the authority vested in me as the Chief Executive Officer of the Commonwealth, and pursuant to Article V of the Constitution of Virginia and the laws of the Commonwealth, I hereby direct all relevant Secretariats to take the following actions:

I. Policy Standards

The AI Policy Standards enacted under this Executive Order set out guiding principles for the ethical use of AI, general parameters to determine the business case for AI, a mandatory approval process for all AI capabilities, a set of mandatory disclaimers to accompany any products or outcomes generated by AI, methods to mitigate third-party risks, and measures to ensure that the data of private citizens are protected. VITA shall publish these policy standards and all Executive Branch Agencies shall follow them. AI Policy Standards

II. Information Technology Standards

The AI Information Technology standards enacted under this Executive Order provide the protocols and requirements for Commonwealth agencies and suppliers to follow if they employ AI products or technologies. These standards apply to both existing and new uses of AI; stand-alone AI embedded in commercial or government systems or applications, and generative AI within other systems or applications; AI developed either by the agency or by third parties on behalf of agencies for the fulfilment of specific agency missions, including relevant data inputs used to train AI and outputs used in support of decision making; and agencies' procurement of AI applications. VITA shall publish these technology standards and all Executive Branch Agencies shall follow them. AI IT Standards

III. Education Guidelines

The AI Education Guidelines enacted under this Executive Order recognize the dual nature—both the opportunities and risks—of this developing technology in education. K-12 schools and postsecondary institutions must embrace innovation, experimentation, and new educational opportunities for students as well as ensure appropriate guardrails and necessary constraints exist to safeguard individual data privacy and mitigate discriminatory outcomes. Governing boards and system leaders at every education level require flexibility to offer different pathways for their institutions and schools based on their readiness and willingness to integrate this technology, while also prioritizing training for students, educators, and faculty to ensure the responsible and ethical use of AI technology. The Guidelines are also meant to support education institutions to foster learning environments that prepare all students with the knowledge, competencies, and skills for successful careers that utilize AI technology.

The AI Education Guidelines applies to both K-12 and postsecondary institutions AI Education Guidelines

IV. Law Enforcement Considerations

Within nine months of the effective date of this Executive Order the Secretary of Public Safety and Homeland Security in conjunction with the Office of the Attorney General shall develop standards for the employment of AI technologies applicable to all executive branch law enforcement agencies and personnel. In addition, the Secretary of Public Safety and Homeland Security shall provide model standards upon request to local law enforcement jurisdictions to assist them in the use of AI for law enforcement purposes.

The Secretary of Public Safety and Homeland Security, in conjunction with the Secretary of Health and Human Resources, shall examine whether sufficient safeguards currently exist to protect children from online predators using AI technology.

V. Establishment of an Artificial Intelligence Task Force

The Director of the Office of Regulatory Management in conjunction with the Secretary of Administration, shall convene an Artificial Intelligence Task Force to provide ongoing recommendations on the implementation of the above standards and Education Guidelines as well as provide recommendations on the implementation of any AI pilots conducted by executive branch agencies. These recommendations shall be provided by the task force on a biannual basis.

VI. Definition

For purposes of this Executive Order the term “Executive Branch Agency,” means any agency, institution, department, board, bureau, commission, council, public institution of higher education, or other instrumentality of state government in the Executive Department as listed in the Appropriations Act.

Effective Date of the Executive Order

This Executive Order shall be effective upon signing and shall remain in full force and effect unless amended or rescinded by further executive order or directive. Given under my hand and under the Seal of the Commonwealth of Virginia this 18th day of January 2024.



Glenn Youngkin
Glenn Youngkin, Governor

Attest:

Kelly Gee
Kelly Gee, Secretary of the Commonwealth



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER FORTY-SIX (2025)

BANNING THE USE OF DEEPSEEK ARTIFICIAL INTELLIGENCE ON STATE GOVERNMENT TECHNOLOGY

By virtue of the authority vested in me as Governor of the Commonwealth, I hereby issue this Executive Order to guard the security of the Commonwealth’s information technology infrastructure and the sensitive data it protects by banning the use of DeepSeek on government-owned or government-leased devices or over government-owned or government-maintained networks.

Importance of the Initiative

Information technology infrastructure is an integral part of the routine operations of state government and a critical component of serving the citizens of the Commonwealth. Safeguarding that infrastructure and the vital data it contains about the people of Virginia, including personally identifiable information, tax data, health records, and intellectual property, necessitates the restriction of applications that can be installed or websites that can be accessed on government-owned or leased technology.

On December 16, 2022, I issued Executive Order 24, which banned the download or use of any applications developed by ByteDance Limited or Tencent Holdings Limited or any visit to the TikTok or the WeChat website on any government-issued devices and the access of those applications and websites through wireless networks owned, operated or maintained by the Commonwealth, with limited exceptions for law enforcement use.¹

Today, DeepSeek, an artificial intelligence large language model natural language processing chatbot developed by Hangzhou DeepSeek Artificial Intelligence Basic Technology Research Co., Ltd., raises significant security and privacy concerns that call for similar restrictions on Commonwealth of Virginia devices.

According to the Associated Press, security researchers have discovered that the DeepSeek application contains code capable of transmitting user login information to China Mobile, a state-

owned telecommunications company banned from operating in the U.S. due to national security concerns. This raises the possibility of user data being accessed by the Chinese government.²

Security researchers have identified that DeepSeek’s application for the Apple iOS iPhone operating system disables “App Transport Security,” allowing the transmission of unencrypted data over the internet, which could lead to unauthorized access to sensitive information.³

Analyses by security experts reveal that DeepSeek lacks robust security measures, making it susceptible to “jailbreaking” attacks, meaning users can get around the security measures and ethical guardrails in place on the chatbot. According to Cisco Systems, in tests, the model failed to block harmful prompts, resulting in a 100 percent attack success rate. This vulnerability could be exploited to generate malicious content.⁴

Furthermore, an investigation by Wiz Research uncovered that DeepSeek had an exposed database containing over a million lines of sensitive information, including chat histories and internal system details.⁵

Directive

Accordingly, pursuant to the authority vested in me as Chief Executive Officer of the Commonwealth and pursuant to Article V of the Constitution of Virginia and § 2.2-103 of the Code of Virginia, I hereby direct and order that no employee or contract employee of any agency of the Commonwealth of Virginia shall download or use the DeepSeek AI application or any other application developed by Hangzhou DeepSeek Artificial Intelligence Basic Technology Research Co., Ltd., hereafter referred to as “DeepSeek,” on any government-issued devices, including state-issued cell phones, laptops, or other devices capable of connecting to the internet except for public safety purposes as certified by the Secretary of Public Safety & Homeland Security.

Further, no person or entity contracting with the Commonwealth, including but not limited to all agencies, boards, commissions, institutions of higher education, or authorities, or agents thereof, may download or use the DeepSeek AI application or any other application developed by DeepSeek on state-owned or leased equipment.

Any employee of the Commonwealth, or person or entity contracting with the Commonwealth, who has already downloaded the DeepSeek AI application, or any other application developed by DeepSeek to any government-issued devices as listed above is hereby directed to remove, delete, and uninstall these applications by February 12, 2025.

Finally, no person shall download or use the DeepSeek AI application, or any other application developed by DeepSeek, through Commonwealth owned, operated, or maintained wireless networks.

This Order applies to all Executive Offices, Secretariat Offices, and Executive Branch Agencies. Other units or entities of state government shall comply with this directive in the manner which best suits their information technology capability and network security parameters.

Accordingly, the Virginia Information Technologies Agency is directed to restrict access to these websites and applications in accordance with this Executive Order.

An authorized information technology officer or chief administrative officer for all Executive Branch Agencies shall send written confirmation and report of compliance with this directive to the Secretary of Administration by February 18, 2025.

Effective Date

This Executive Order shall be effective upon its signing and shall remain in force and effect unless amended or rescinded by further executive order or directive. Given under my hand and under the Seal of the Commonwealth of Virginia, this 11th day of February, 2025.



A handwritten signature in black ink, appearing to read "Glenn Youngkin".

Glenn Youngkin, Governor

Attest:

A handwritten signature in black ink, appearing to read "Kelly Gee".

Kelly Gee, Secretary of the Commonwealth

Policy Standards for the Utilization of Artificial Intelligence by the Commonwealth of Virginia

Overview

Virginia is positioned to be a leader and innovator in the emerging artificial intelligence (AI) industry due to its strong data center industry, robust higher education institutions, an expanding workforce, as well as a state government in need of increased efficiency and effectiveness. The technology is already utilized by many Commonwealth agencies to process data, produce automated decisions, enhance customer services and increase government efficiency. The use of AI within government is only expected to increase moving forward, and there needs to be a better understanding by the public as to how AI may be utilized by the Commonwealth. Given the increasing use of AI systems by government, it is imperative to establish comprehensive policy standards for the responsible, ethical and transparent use of AI by all Commonwealth agencies.

Policy Standards

I. The Ethical Use of AI

AI ethics are a set of guiding principles used to ensure that Artificial Intelligence is developed and used responsibly.

- a. Every Department, Agency, and Office in the Commonwealth is responsible for and must ensure that its use of AI-related capabilities and the resulting information, including generative AI, is trusted, safe and secure and that it is acting in a responsible, ethical, and transparent manner in implementing such capabilities.
- b. AI models must be well documented and available for review
- c. AI outcomes must be validated by humans for bias and unintended consequences
- d. All Departments, Agencies, and Offices of the Commonwealth shall work to ensure that their use of generative AI and other AI-related capabilities is resilient, accountable, and explainable. Unexplainable (aka, blackbox) AI shall not be used for any decision-making or approval processes.

II. Business Case for the Use of AI

- a. Any Department, Agency, or Office in the Commonwealth that considers generative AI and other AI-related capabilities should only deploy the capabilities if there is a positive outcome for the citizens of the Commonwealth, such as reducing wait times for service, removing barriers to access to government institutions and services, limiting bureaucracy and delays in government, cutting the cost in time and money of working with government for individuals and business alike, improving government services and their delivery to the citizens of the Commonwealth, and making Virginia a better, safer, more productive Commonwealth for all of our citizens, regardless of where they live and their socioeconomic status.
- b. AI must be determined to be the optimal solution for the stated outcome. Other technology or process applications should be examined before an AI solution is selected. The examination

should include the completion of a regulatory impact analysis (RIA) to assess costs and benefits, including prevalent data, sources, methods, quantification of costs and benefits, and alternatives to proposed change.

- c. A clear statement as to the intent of the AI application should be included in the registry discussed in section II. below including whether AI will be relied upon to make a recommendation to the user or if AI will be utilized to make a decision on behalf of the user.

III. Mandatory Approval Processes

- a. To ensure the trusted, safe, and secure use of generative AI and other AI-related capabilities, all Commonwealth Departments, Agencies and Offices shall implement the approval process for both internal and external uses of AI systems.
 - i. Internal AI systems are those systems employing generative AI or other AI-related capabilities that are only used internally by departments, agencies, and offices to increase efficiency, streamline internal processes, or otherwise improve the way such organizations function internally. They do not include any systems that produce a decision relating to an individual citizen or business within the Commonwealth.
 - ii. External AI systems are those systems employing generative AI or other AI-related capabilities that are used to analyze data about individual citizens or businesses within the Commonwealth, make decisions relating to such individual citizens or businesses, produce outputs directly accessible by such individual citizens or businesses.
 - iii. Any internal or external AI system which an agency or office seeks to develop, implement, employ, or procure must be entered into a registry maintained by VITA and undergo internal review and final approval by both the agency IT representative and information security officer (ISO). Following agency approvals, the planned AI use and necessary documentation will be reviewed for approval or disapproval by VITA / the CIO of the Commonwealth. The agency Secretariat shall then review and approve or disapprove the AI use. The Secretary of Administration, in consultation with the Governor’s Chief Counsel, shall review the ethical issues involved in the AI systems as discussed in section I above. VITA shall retain records of the specific AI use and approvals thereof and ensure that appropriate notifications (such as upon submission to VITA and upon approvals) are sent to both the agency and agency Secretariat.
- b. As part of the approval process, the responsible manager and where applicable, the agency IT representative and ISO responsible for approving the development, implementation, employment or procurement of an AI system shall at a minimum, consider the following:
 - i. Verify that an AI system is fair and will not result in any unlawful discrimination against any individual or group of individuals, or has any unlawful disparate impact on any individual or group of individuals on the basis of any actual or perceived differentiating characteristic, including, but not limited to: age, genetic

- information, color, ethnicity, race, creed, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, marital status, familial status, pregnancy, veteran status, disability or lawful source of income.
- ii. The use of generative AI or other AI-related capabilities will benefit the citizens of the Commonwealth and promote the objectives and key results of the Department, Agency, or Office, in the context of the intended use or application of such capability.
 - iii. Assess the extent to which human interaction with, and oversight of, the AI system is part of the program utilization.
 - iv. The potential inherent risks associated with the use of generative AI or other AI-related capabilities in the specific context, including cybersecurity, data protection and privacy, and risks to the health and safety of individuals or businesses in the Commonwealth, and, to the extent such risks are identified, that steps have been taken to address them and mitigate such risk.
 - v. Additional risk mitigation efforts and guardrails are necessary to protect citizens and business in the Commonwealth, and if so, what efforts are being undertaken and what guardrails are being put in place.
 - vi. Appropriate stewardship of data held by the Commonwealth.
 - vii. Completion of a cost impact analysis to assess the costs and benefits, including prevalent data, sources, methods, and alternatives to proposed change.
 - viii. Whether the developer of the generative AI or other AI-related capabilities is providing or should provide any warranties or assurances regarding the safety and security of the capability, including its cybersecurity and resilience, as well as any warranties or assurances related to its output and, if so, what warranties or assurances are being provided by the developer, if any and any mitigation steps taken to address any lack of such warranties or assurances.
- c. The approval process does not apply to the following:
- i. AI used in defense of COV security systems.
 - ii. AI embedded within common commercial products.
 - iii. AI research and development (R&D) activities or instructional programs at public institutions of higher education.

IV. Mandatory Disclaimers

- a. To ensure full transparency, it is the policy of the Commonwealth to require mandatory disclosure to the public when generative AI or other AI-related capabilities are utilized in any process or to produce any decision regarding individual citizens or businesses within the Commonwealth, used to make decisions relating to such individual citizens or businesses, or produce outputs directly accessible by such individual citizens or businesses.
- b. Under this policy, all Departments, Agencies, and Offices shall include a disclaimer when an AI system is used in any process or to produce any decision or output.

- i. The following disclaimer, or a similar statement, shall be included on any decision or output of an AI system:
“DISCLAIMER: This decision or output was generated by artificial intelligence.”
- ii. The following disclaimer, or a similar statement, shall be included when AI is used as part of a larger process, but not making the final decision or output:
“DISCLAIMER: This decision or output was created with assistance from artificial intelligence.”
- c. To add an increased level of transparency, AI systems making external decisions regarding citizens of the Commonwealth shall:
 - i. disclose how AI is used to arrive at a decision;
 - ii. to what extent human involvement played a role in validating and overseeing those decisions;
 - iii. and clearly list options for individuals to appeal those decisions (if appealing is an option).
- d. The disclaimer should also include the relevant information regarding any third-party AI products or programs including but not limited to:
 - i. which data sets the AI product utilizes;
 - ii. the specific cutoff date for the data set inputted into the program;
 - iii. any relevant description of the biases embedded in the program;
 - iv. any warranties specifically provided by the owner of the AI program and its data outputs.

V. Mitigating Third-Party Risks

- a. To mitigate certain third-party risks as required by II(b)(iv) of this Policy, including potential data breaches, unauthorized access, or misuse of personal information, all Commonwealth Departments, Agencies, and Offices shall review and vet any third-party AI developers, system administrators, providers, or contractors. Reviewing and vetting third parties and mitigating third-party risks shall include:
 - i. Rigorous and thorough vendor selection by evaluating their ability to deliver value to the Commonwealth and its citizens through the implementation of generative AI or other AI-related capabilities and their trust, safety, and security procedures relative to industry best practices.
 - ii. Ensuring third-party vendors apply industry standard best practices when it comes to data collection and utilization, including protecting personally identifiable information and complying with any applicable laws or regulations of the Commonwealth related to such data or information, including as described further herein.
 - iii. Review of the results of any testing or red-teaming conducted by the third-party vendor, including testing or red-teaming related to the efficacy of their generative AI or other AI-related capabilities, the cybersecurity and physical security of such capabilities, potential risks associated with such capabilities, and any potential biases that could result in unlawful discrimination, including

algorithmic bias, of such capabilities and work with the vendors to address any issues identified or testing that ought be conducted, including through the use of various methods to improve performance and remove bias that could result in unlawful discrimination, prior to implementation for public use by the Commonwealth

- iv. Review of audit reports, product roadmaps, warranties, terms of service, end user license agreements, contracts, and other documentation from third-party vendors to assist in value assessment and risk management activities with respect to acquisition of such capabilities.
- v. Maintaining an inventory of third-party material (hardware, open-source software, foundation models, open-source data, proprietary software, proprietary data, etc.) used or required for the use, implementation, and maintenance of all third-party provided generative AI or other AI-related capabilities.
- vi. Verification that third-party AI resources and personnel undergo security audits and screenings. Risk indicators may include failure of third parties to provide relevant security information.
- vii. Utilization of watermarking technologies for labeling Commonwealth materials produced by generative AI or other relevant AI-related capabilities as a deterrent to data and model extraction attacks.
- viii. Consideration of legal and ethical frameworks by ensuring that any AI systems align with existing laws, regulations, and other guidelines, and regularly reviewing and updating these AI systems to ensure continued compliance as the technology and best practices evolve.
- ix. Education of government employees and decision-makers about the benefits and risks of AI, including raising awareness about the potential biases and challenges.

VI. Protecting Citizens’ Data

- a. It shall be the policy of the Commonwealth to prioritize privacy and the protection of citizens’ data as agencies and offices move to develop, implement, employ and procure AI systems. To ensure the highest data security and protection, all Commonwealth offices and agencies seeking to develop, implement, employ and procure AI systems shall:
 - i. Ensure that only the most necessary data is used in AI systems, i.e., ensure that AI systems do not have unrestricted access to vast amounts of personal data.
 - ii. Secure all data and only keep as long as necessary to complete the intended objective or goal of the AI systems, implementing a timeframe for data retention when feasible.
 - iii. Monitor for anomalies using approaches such as control limits, confidence intervals, and integrity constraints.
 - iv. Establish and track AI system security tests and metrics (e.g., red-teaming activities, frequency and rate of anomalous events, system down-time, incident response times, time-to-bypass, etc.)
 - v. Implement proper user controls, ensuring users know when their data is being used by the AI systems to produce outcomes and make automated decisions.

- vi. Allow users the ability to consent to the use of their data by AI systems when possible.
- vii. Sensitive, confidential, and protected data shall only be used in private AI systems that are solely accessible by Commonwealth users.



Elected and Appointed Officials’ Travel Policy

The Town of Haymarket encourages the elected and appointed officials to participate in conferences, meetings, training programs, and municipal events that enhance their ability to serve the community. Training, continued learning and networking events aim to strengthen knowledge, improve effectiveness in performing official duties, deepen understanding of municipal operations and governance, support sound decision-making, and ensure professional representation of the Town at regional, state, and national levels. Participation in such activities is considered part of an official’s responsibilities when the event is in support of the Town’s goals and initiatives.

While the Town values ongoing professional development, all training and travel must be balanced with available resources. Approval is dependent on the appropriated budget, scheduling demands, and operational considerations. All requests will be evaluated based on funding availability, alignment with Town priorities, conflicts with scheduled meetings or obligations, relevance of the event to the official’s responsibilities, and the overall fiscal impact on the Town. Approval is not guaranteed; the Town Manager and/or Town Council may also consider the direct benefit to the Town, the official’s availability, applicability of the material to current or upcoming Town needs, prior participation in similar opportunities, and the official’s adherence to Town policies.

Training and Travel will be approved by ---- ????

To ensure fair and equitable access to training and representation opportunities, the following principles apply:

First-Time Priority:

If there is large interest amongst the elected and appointed officials to attend the same training, convention or networking opportunity, the Town will give priority to those members who have not attend the training/event previously. Consideration shall be taken if the official is a board or committee member of the organization hosting the event. For example,

Commented [EK1]: Does the Town Manager approve the PC, ARB and BZA training? Mayor approve Council training? TM approve Council training so long as it meets the requirements of the policy and is within budget? What triggers the issue of multiple council wanting to attend the same event and limited funding?

Commented [RG2R1]: I feel for Boards should be TM as you are more aware of needs. First Time priority; but also depends on how much funds they have in place. Obviously if all of them want to go but not enough money Council will need to approve the increase. This will bring council back to make that decision if they need more funds.

a Councilmember is an active committee member for a Virginia Municipal League (VML) committee and their attendance is preferred or required at the meeting.

Annual Conference Attendance:

In consideration of annual trainings and conferences, all elected officials who are eligible to attend will be encouraged to register and attend. If attendance is restricted due to funding availability, the Town will encourage members who have not attended in the past year to have priority. For example, if all seven councilmembers want to attend the Annual VML Conference but funding is limited to four members attending, the Town will prioritize the members who did not attend the year prior.

Annual conferences offer a wide range of educational opportunities, training and networking events. These conferences change annually to reflect the ever-changing government climate. It shall be noted that all elected officials would benefit from the attendance of the annual conference. If a member is excluded from attendance due to budgetary constraints, they may request the Council discuss an amendment to the budget to appropriate additional funds for training purposes. The Councilmember will be responsible for championing the discussion at the appropriate Council meeting.

Commented [EK3]: Do you have an exception based on the election term? Ex- first year councilmembers should all go?

Commented [EK4]: VML has two applicable conferences for our Town; annual and small towns. Do we address both in the policy as options/taking turns/only 1 a fiscal year? Do you open it to everyone and those who attended last year are at the bottom of the list for priority in attending?

1) TRAVEL AND TRAINING APPROVAL PROCESS

a) The elected/appointed official shall complete a Travel and Training Request Form (attached) prior to attending the program. This form should be submitted to the **Town Manager or Mayor** for approval as soon as the conference/training opportunity is announced. In no case should the form be submitted later than 10 days before the departure date. In the occurrence that the Town Manager is unable to provide the review and approval of requested training, the official may submit the request to the Mayor.

b) All conferences, seminars, courses, meetings, etc. must be directly related to the performance of the official's assigned duties. When requesting approval of the training or conference, the official must provide a written statement on the applicability of the training, purpose of the conference and all relative details outlining the linkages to the official's job requirements and knowledge.

c) The official shall submit an estimate travel and training cost with the approval request. The estimate shall include the conference or training fees, estimated mileage reimbursement or other travel arrangements, the hotel arrangements as applicable and any other foreseen costs. The requested funding for the expenditure must be approved in the adopted budget prior to attending the program. Failure to obtain prior approval when traveling could result in the employee not being reimbursed for travel expenses. The Town

Commented [EK5]: Does the mayor give training approval?

Commented [RG6R5]: For Council and Boards I feel like yes as she is the main representative of the Town body, but maybe have it come through you first and then her if TM is not available. ??

Manager may deny travel and training expenses even if they are applicable to the official's position based on the lack of available funding.

d) All hotel reservations, conference registrations and other items should be paid in advance by the Town following approval from the Town Manager. This payment will be made by check or credit card and will be completed prior to your arrival when possible. However, if needed, the official can check out a Town credit card to cover any expenses through the Town Treasurer. The official has the option of covering such expenses and obtaining reimbursement once they return from approved Town travel. For reimbursement, all receipts are required and subject to approval.

2) MEALS AND INCIDENTAL EXPENSES

a) The funds for meals and incidental expenses (meals tax, tips and other related items) while traveling are provided through a per diem (per day) allowance. **Receipts are required for per diem reimbursement.** The amount of per diem **shall follow the U.S. General Services Administration (GSA) max per day per diem rates for reference.**

b) Upon return from travel, the official shall submit receipts and the itemized reimbursement form for all meal expenses. The Town will reimburse the official for approved expenditures up to the maximum per diem rate. The approving body shall give consideration during the review of the following: location of travel, dietary restrictions and other extenuating circumstances.

c) In the event that meals are provided as part of the registration or conference program, the official are not eligible for a full per diem. Officials shall submit receipts and the itemized reimbursement form documenting all meal expenditures that were not covered by the event. Any dietary restrictions shall be noted to the Manager during the approval discussion so that management is informed of possible additional expenses. This applies to conferences such as the VML conferences, where meals are included in your registration. Official shall note in reimbursement form which conference days did not include all meals, such as Day 1 of the conference or the last day.

d) Prior to travel or training related business meetings, the employee may request permission to expense a business meal. Officials may further request expensing the meals of other guests or individuals. Management shall consider the nature of the meeting, the number of individuals attending the meeting and the requested location of the meeting.

e) At no time shall an official file a reimbursement for alcohol purchases. The Town of Haymarket does not reimburse employees or other Town members for the expenditure of alcohol.

3) TRANSPORTATION TO CONFERENCES

a) When travel is authorized and performed in a privately owned vehicle, round trip mileage is calculated to and from the Town Hall at a IRS **standard mileage rate**. Road tolls and parking fees are also included as a reimbursable item. Receipts and an itemized reimbursement form shall be submitted for all mileage expenses, road tolls, and parking fees. A map print out with the documented mileage shall be attached to the reimbursement form.

Commented [EK7]: Do we need to put a note in that Road Toll Violations are not reimburseable items or is that a given?

Commented [RG8R7]: I would make it know they are not reimbursable. Probably should do the same on ours as well?

b) If a rental car is needed for the conference travel. The Town will allow with Town Manager approval for a Economy category vehicle. If vehicle rental is upgraded to higher class than Economy, the official would be responsible for the additional cost for upgrade.

4) AIR TRAVEL

a) When Town business requires officials to travel outside of the State for business, air transportation can be approved by the Town **Manager**. It is important to note that the Town encourages vehicle transportation to any location within 300 miles of the Town Office. In addition, the Town encourages officials to take advantage of the numerous training and conference opportunities that exist within the State rather than travelling outside of the State for opportunities. If air travel is required and approved, this travel is at the coach rate only. If first-class travel is arranged, the official will pay in advance the difference between the coach rate and first-class travel. Airfare for the officials' spouse or guest must be paid by the official. When possible, air travel arrangements should be made at least 21 days in advance in order to take advantage of the lowest fares.

Commented [EK9]: Do we need this included? Where/How does this apply?

b) Expenses to and from airports, such as airport car service (Lyft / Uber), rental car, taxi cab or bus transportation are qualified expenses.

5) HOTEL ROOMS

a) The Town pays for the single room rate, unless a room block rate has been offered by Conference hosts. If the double room rate is cheaper than the single room rate, the double room rate may be booked. No room upgrades for traveling spouse, family or guests will be covered by the Town. The official shall pay in advance for any room upgrades.

c) Officials should stay at the designated Conference Hotel at the negotiated block rate. If multiple Conference Hotels are offered, officials may choose among them, considering cost and proximity. If no Conference Hotel is provided, select a hotel that meets U.S. General Services Administration (GSA) per diem rates, which may require using a government rate. If no hotel is available at the per diem rate, the Town Manager may grant exceptions.

If the Conference Hotel is full, choose a hotel that meets GSA per diem rates or is comparable to the block rate. Officials may select a different hotel than the Conference Hotel, provided it is not more expensive. If the chosen hotel exceeds the Conference Hotel rate, the official is responsible for the difference in cost.

d) No overnight reimbursements will be paid if the meeting is for the duration of one day and at a location that does not exceed 100 miles one way from Haymarket. However, if there are circumstances of an early class/conference, the **Town Manager** can approve in advance the overnight reimbursement.

6) EXPENSES FOR SPOUSE, FAMILY OR GUEST

It shall be noted that the Town of Haymarket expects all training and town-related events to be considered working events. In the event that a spouse or guest accompanies an official, the following shall apply and be considered.

- a) All expenses incurred by a traveling spouse, family or guest will be paid for by the employee in advance or during the trip with regard to meals and other such expenses. No expenses incurred by the spouse, family or guest shall be reimbursed by the Town of Haymarket.

 - b) **In rare occurrences, a spouse or guest may attend celebration dinners or award ceremonies to support the Town official, these circumstances shall be discussed and approved by the Town Manager prior to travel. Examples of such would be a town official receiving a Certificate of Completion for an Institute, an award for a VML related honor or the Mayor’s dinner at the VML conference.**
-

7) CONFERENCE ATTENDANCE and PARTICIPATION

Elected and appointed officials are expected to participate fully in conferences, meetings, and training events when attending on behalf of the Town. While officials do not receive compensation or paid work hours for attending educational programs, these events are considered part of their public service responsibilities. To ensure consistency and accountability, the following guidelines apply:

a) Attendance and Participation

Officials are expected to attend all scheduled conference or training sessions that relate to governance, municipal operations, leadership, or other topics that support effective service to the Town. This includes:

- Scheduled conference sessions
- Training workshops and seminars
- Official networking events that are part of the conference agenda
- Town-sponsored or required group functions (e.g., VML conference dinner)

Activities that are optional, recreational, or social in nature—such as fitness classes (e.g., yoga or pilates), late-night entertainment, or unrelated social gatherings—are not required and are not considered part of official participation.

b) Travel Schedules

Officials should plan travel in a way that allows timely participation in required conference events. Travel delays outside the official's control should be noted if they impact scheduled sessions.

Since officials are not compensated, travel time is not counted as work time, but officials are expected to attend all essential conference activities for which the Town has paid registration or travel expenses.

c) Spouses, Family Members, and Guests

Spouses, family members, and guests may accompany officials at their own expense but:

- Must not interfere with the official's participation in required conference activities
- Any additional hotel nights, personal travel days, or added costs for companions must be paid entirely by the official
- Personal extensions of a trip must be clearly separated from Town-related travel

d) Questions About Required Attendance

If an official is uncertain whether a session, event, or networking activity is considered essential to their public responsibilities, they should consult the Town Manager or Mayor before or during the conference for guidance.

e) Review of Participation

The Town Manager or Mayor may request additional information, agendas, or documentation if there are questions about an official's attendance or participation in conference activities paid for by the Town.

8) Restriction of Conference and Training Opportunities

The Town funds conferences and training opportunities for the Town Officials to work towards certifications, continued education, and networking opportunities. The Town Manager, Mayor and Town Council reserve the right to restrict conference and training opportunities for officials that misuse Town Funds, conduct themselves in an unprofessional manner or take advantage of offsite training opportunities. This list is not exhaustive and may include other performance actions. The Town Manager, Mayor and Town Council shall take all appropriate actions as stated in the Town of Haymarket Employee Manual to document the actions and provide corrective action.

Commented [EK10]: Is this Council Procedures?

Commented [EK11R10]: I am thinking through scenarios – what is the solution if a member were to conduct themselves in an unprofessional manner? Removal from appointed body? Council repercussions?

Commented [RG12R10]: Council Procedure / Policy, Agree.

Well I'm not sure maybe not being able to participate in future educational / conferences??? Think this is a good question amongs themselves....but maybe start with not being eligible for future opportunities or a year suspensions???

Conference and Training Policy

Edited: ELK January 27, 2026

The Town of Haymarket is committed to providing our employees and citizens serving on appointed/elected committees the opportunity to seek further training which is beneficial to the Town. In addition, the elected officials, appointed citizens and staff have to represent the Town at functions, on an annual basis. It is the intention of the Town to adequately compensate and reimburse the employees during this travel period based on the following policies.

The Town of Haymarket is committed to investing in the continued education of the Town Staff. It shall be noted that while continued education is desired, Town funding and resources may not support all instances and opportunities for training. The Town Manager shall take into account the following factors when approving travel and training; available funding, Town Hall staffing requirements, scheduled Town Meetings, the employee’s current workload and deliverables. Other factors may apply to the consideration and will be discussed with the employee in the event that the training is not approved.

It shall also be noted that Conference and Training Opportunities are not guaranteed for employees. The employees’ job duties, workload, deliverables, accountability and professional conduct will be taken into consideration during the approval process.

1) TRAVEL AND TRAINING APPROVAL PROCESS

a) The employee shall complete a Travel and Training Request Form (attached) prior to attending the program. This form should be submitted to the **Town Manager or Chief of Police** for approval as soon as the conference/training opportunity is announced. In no case should the form be submitted later than 10 days before the departure date. In the occurrence that the Town Manager or Chief of Police are unable to provide the review and approval of requested training, the employee may submit the request to the Mayor.

Commented [EK1]: Need to create the form – form shall include a written section explaining the conference/training being attended and the value for the employee/Town – example, training to fulfill credit hours for certification vs. annual conferences

b) All conferences, seminars, courses, meetings, etc. must be directly related to the performance of the employee’s assigned duties. When requesting approval of the training or conference, the employee must provide a written statement on the applicability of the training, purpose of the conference and all relative details outlining the linkages to the employee’s job requirements and knowledge.

c) The employee shall submit an estimate travel and training cost with the approval request. The estimate shall include the conference or training fees, estimated mileage reimbursement or other travel arrangements, the hotel arrangements as applicable and any other foreseen costs. The requested funding for the expenditure must be approved in the adopted budget prior to attending the program. Failure to obtain prior approval when traveling could result in the employee not being reimbursed for travel expenses. The Town Manager may deny travel and

training expenses even if they are applicable to the employee's position based on the lack of available funding.

d) All hotel reservations, conference registrations and other items should be paid in advance by the Town following approval from the Town Manager or Chief of Police This payment will be made by check or credit card and will be completed prior to your arrival when possible. However, if needed, the employee can check out a Town credit card to cover any expenses through the Town Treasurer. The employee has the option of covering such expenses and obtaining reimbursement once they return from approved Town travel. For reimbursement, all receipts are required and subject to approval. *[Edited for clarity; referenced Purchasing Card Policy implicitly]*

2) MEALS AND INCIDENTAL EXPENSES

a) The funds for meals and incidental expenses (meals tax, tips and other related items) while traveling are provided through a per diem (per day) allowance. **Receipts are required for per diem reimbursement.** The amount of per diem shall follow the U.S. General Services Administration (GSA) max per day per diem rates for reference.

b) Upon return from travel, the employee shall submit receipts and the itemized reimbursement form for all meal expenses. The Town will reimburse the employee for approved expenditures up to the maximum per diem rate. The approving body shall give consideration during the review of the following; location of travel, dietary restrictions and other extenuating circumstances.

c) In the event that meals are provided as part of the registration or conference program, the employees are not eligible for a full per diem. Employees shall submit receipts and the itemized reimbursement form documenting all meal expenditures that were not covered by the event. Any dietary restrictions shall be noted to the Manager during the approval discussion so that management is informed of possible additional expenses. This applies to conferences such as the VML conferences, where meals are included in your registration. Employee shall note in reimbursement form which conference days did not include all meals, such as Day 1 of the conference or the last day.

d) Prior to travel or training related business meetings, the employee may request permission to expense a business meal. Employees may further request expensing the meals of other guests or individuals. Management shall consider the nature of the meeting, the number of individuals attending the meeting and the requested location of the meeting.

e) At no time shall an employee file a reimbursement for alcohol purchases. The Town of Haymarket does not reimburse employees or other Town members for the expenditure of alcohol.

3) TRANSPORTATION TO CONFERENCES

- a) When travel is authorized and performed in a privately owned vehicle, round trip mileage is calculated to and from the Town Hall at a IRS **standard mileage rate**. Road tolls and parking fees are also included as a reimbursable item. Receipts and an itemized reimbursement form shall be submitted for all mileage expenses, road tolls, and parking fees. A map print out with the documented mileage shall be attached to the reimbursement form.
- b) If a rental car is needed for the conference travel. The Town will allow with Town Manager or Chief of Police approval for a Economy category vehicle. If vehicle rental is upgraded to higher class than Economy, the employee would be responsible for the additional cost for upgrade.

4) AIR TRAVEL

- a) When Town business requires employees to travel outside of the State for business, air transportation can be approved by the Town **Manager or Chief of Police**. It is important to note that the Town encourages vehicle transportation to any location within 300 miles of the Town Office. In addition, the Town encourages employees to take advantage of the numerous training and conference opportunities that exist within the State rather than travelling outside of the State for opportunities. If air travel is required and approved, this travel is at the coach rate only. If first-class travel is arranged, the employee will pay in advance the difference between the coach rate and first-class travel. Airfare for the employee’s spouse or guest must be paid by the employee. When possible, air travel arrangements should be made at least 21 days in advance in order to take advantage of the lowest fares.
- b) Expenses to and from airports, such as airport car service (Lyft / Uber), rental car, taxi cab or bus transportation are qualified expenses.

5) HOTEL ROOMS

- a) The Town pays for the single room rate, unless a room block rate has been offered by Conference hosts. If the double room rate is cheaper than the single room rate, the double room rate may be booked. No room upgrades for traveling spouse, family or guests will be covered by the Town. The Employee shall pay in advance for any room upgrades.
- b) If the Town Employee is acting as the host of an event, conference or training, the Town will cover the expenditure of a hotel room for the employee to minimize travel time while performing hosting duties. Approval for the hotel expenditure shall be discussed in advance. An example of such expenditure, the Town of Haymarket is hosting the Small Towns Conference in Haymarket, the Town Manager would be eligible for a hotel room to ensure they are present for all conference activities in a timely manner.
- c) Employees should stay at the designated Conference Hotel at the negotiated block rate. If multiple Conference Hotels are offered, employees may choose among them, considering cost

and proximity. If no Conference Hotel is provided, select a hotel that meets U.S. General Services Administration (GSA) per diem rates, which may require using a government rate. If no hotel is available at the per diem rate, the Town Manager may grant exceptions.

If the Conference Hotel is full, choose a hotel that meets GSA per diem rates or is comparable to the block rate. Employees may select a different hotel than the Conference Hotel, provided it is not more expensive. If the chosen hotel exceeds the Conference Hotel rate, the employee is responsible for the difference in cost.

d) No overnight reimbursements will be paid if the meeting is for the duration of one day and at a location that doesn't exceed 100 miles one way from Haymarket. However, if there are circumstances of an early class/conference, the **Town Manager or Chief of Police** can approve in advance the overnight reimbursement.

6) EXPENSES FOR SPOUSE, FAMILY OR GUEST

a) All expenses incurred by a traveling spouse, family or guest will be paid for by the employee in advance or during the trip with regard to meals and other such expenses. No expenses incurred by the spouse, family or guest shall be reimbursed by the Town of Haymarket.

7) CONFERENCE WORK TIME

a) **The Town Manager or Chief of Police will review the Employees compensable work hours during travel and conference attendance with consideration to travel, conference planned events, unexpected travel delays and other training related occurrences. Examples for compensable work hours are listed below. The list is not exhaustive and other reasonable requests for compensable hours may be reviewed by the Town Manager or Chief of Police.**

During the travel approval process the employee shall discuss the planned conference, work and travel hours with the Town Manager or Chief of Police. When available, a detailed Conference Agenda shall be submitted with the approval request.

Examples of Approval Work Hours:

- Travel time to and from the conference to include weekend travel or early weekday travel for timely arrival. Significant uncontrollable delays such as traffic shall be noted. Consideration of work hours logged, and travel time will be reviewed during timesheet review
- Conference or training hours
- Working/Networking meals at the conferences or training, such as the VML Conference Banquet Dinner
- Networking events coordinated through training or conference function

- Short conference days and travel time shall be discussed with the Manager, in advance, in relation to the employee meeting the required 80 hours per pay period without penalty.

b) Employees shall attend all conference or training related activities focused on the continued education of the employee or networking opportunities. Activities that are not required for the employee to attend would be those offered as physical activity/workout opportunities for the attendees prior to the start of the conference day, (such as morning pilates) or late-night conference hosted entertainment (such as Karaoke). c) Traveling Spouses, Family and Guests shall not interrupt the employee's duty to attend all conference or training related activities. Additional travel days, extensions of travel time and other personal related activities shall NOT be included in compensable hours. Modifications to the travel time and days shall be explicitly noted in the timesheet and reflected in the employee's paid time off.

d) If an employee is uncertain about compensable conference hours, he or she shall discuss in detail the hours in question with the Town Manager or Chief of Police for clarity and direction.

e) The Town Manager or Chief of Police reserves the right to call into question compensable hours and request further information or documentation from the employee regarding those hours in question.

8) Restriction of Conference and Training Opportunities

The Town funds conferences and training opportunities for the Town Employees to work towards certifications, continued education, and networking opportunities. The Town Manager and Chief of Police reserve the right to restrict conference and training opportunities for employees that misstate or falsify compensable hours, misuse Town Funds, conduct themselves in an unprofessional manner or take advantage of offsite training opportunities. This list is not exhaustive and may include other performance actions. The Town Manager and Chief of Police shall take all appropriate actions as stated in the Town of Haymarket Employee Manual to document the actions and provide corrective action.

COMMUNITY CONNECTIONS



*Connect with us at our
2026 Town Events*

**Farmers Market
April 12 - November 15**

**Bob Weir Government Open House
April 13 at Town Hall**

**Government Open House
June 18 at Town hall**

**National Night Out
August 4 at the Town Park**

**Summer Concert
August 15 at the Town Park**

**Haymarket Day
October 18 throughout the Town**

**Holiday Bazaar
December 12 at Town Hall**

Hope to see you there!

Contact Town Staff



Let's Connect, Here's How & What You'll Find!

TOWN SOCIAL MEDIA & ALERTS

Facebook @HaymarketTownHall

- Information on Scheduled Meetings, Holidays, Resident Notifications and other Town Related News
- Information on Town Businesses, Events, and Community Activities
- Community Outreach Posts

Instagram @townofhaymarketva

- Community Outreach Photos and Events
- Town Resident and Business Oriented Posts

Police Facebook @HaymarketPoliceDepartment

- Information on Developing Emergency Situations, i.e. Weather, Road Closures, Accidents
- Information on Scams and Other Recent Criminal Activity
- Community Policing Outreach Efforts

TOWN WEBSITE

www.townofhaymarket.org

- Information on the Town Government, Town Council, Planning Commission and Architectural Review Board
- Information on all Town Hall Related News, Closures, Holidays, Resident Notifications
- Town Events and Community Outreach
- Haymarket Museum Events, Historic Information and Articles
- Applications for Residents and Commercial Property Owners/Developers
- Complete Government Documents; to include the Town Code, Zoning Ordinance, Comprehensive Plan and Budget Documents

TOWN GOGOV APP

"My Haymarket"

- Notifications on all Town Hall Related News, Closures, Holidays, Resident Notifications, etc.
- Request feature for residents

TOWN MAILINGS & MESSAGE BOARD

Town Printed Materials

- Annual Calendar Mailed to Residents and Local Businesses
- Quarterly Newsletter Mailed to Residents, and Available for Pickup
- Notifications and Printed Materials can also be found on the Town Message Board Located at

TOWN SERVICES AND PROGRAMS

COMMUNITY PARK

PUBLIC SAFETY SERVICES

COMMUNITY EVENTS

FARMERS MARKET

REFUSE AND RECYCLING COLLECTION

TOWN APP

COMMUNICATION OUTREACH

CRIME PREVENTION

PEDESTRIAN SAFETY

NOTARY SERVICES



**AMERICAN RED CROSS MONTH, 2026
A Proclamation**

In March, we celebrate American Red Cross Month by honoring our neighbors who make its humanitarian mission possible in Haymarket Community. Every day, their acts of kindness change lives, bringing relief, comfort and hope when help can't wait. This compassionate spirit runs deep in our community, just as it has for 145 years through the American Red Cross.

Today, those who serve with the **American Red Cross of Northern Virginia** light the way during emergencies — whether it's delivering shelter, food and comfort after disasters; providing a safe, lifesaving blood supply for patients facing conditions like cancer treatments, childbirth complications and traumatic injuries; assisting military members, veterans and their families with 24/7 global support; or empowering individuals with skills like first aid and CPR that save lives.

These collective efforts are a powerful reminder that the strength of our community lies in our shared commitment to one another. As we mark Red Cross Month, let's celebrate our local heroes and resolve to continue lifting each other up, so no one faces an emergency alone.

NOW, THEREFORE, I, Mayor TracyLynn Pater of the Town of Haymarket, by virtue of the authority vested in me by the laws of the Town of Haymarket, VA and on behalf of the Haymarket Town Council, do hereby proclaim March 2026 as Red Cross Month. I encourage all citizens of the Haymarket community to reach out and support its humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 2nd day of March, in the year of our Lord two thousand twenty-six, and of the Town of Haymarket in Prince William County of the Commonwealth of Virginia.



Haymarket Police Dept.
15000 Washington St. • Haymarket, Virginia 20169
Phone (703) 753-2700 • Fax 703-753-1954
Allen Sibert, Chief



Proposed Park Ordinance

February 18, 2026

Sec. 30-5.5. - Closing hours.

It shall be unlawful for any person to go upon or remain upon the lands or premises of any park owned by the town, including any town-owned parking area appurtenant thereto, after dusk and before dawn, except as follows:

- (1) Public officials or employees in the performance of their duties;
- (2) Persons participating in or witnessing events where public authorities have given specific permission to exceed the above-stated time limits.

The town manager or their designee may issue permits for nighttime use of a town-owned park upon written application accompanied by reasonable demonstration that such use or activity is not at variance with the preservation of the public health, safety and welfare, with particular regard to lighting, noise control and sanitation, and that such use or activity shall comply with other applicable state statutes and rules and regulations and with other city ordinances and rules and regulations and accompanied by such other documentation as the governing body may reasonably require.