

TOWN COUNCIL – PUBLIC HEARING/REGULAR MEETING

Monday, April 07, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169 http://www.townofhaymarket.org/

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INVOCATION: Rizwan Jaka, All Dulles Area Muslim Society (ADAMS)
- IV. PROCLAMATION: CHILD ABUSE PREVENTION MONTH
- V. FY26 TAX RATE PUBLIC HEARING

Public Notice

Report: Town Treasurer Roberto Gonzalez

Public Comment

Close Public Hearing

- VI. PRINCE WILLIAM COUNTY FIRE AND RESCUE BATTALION BRYAN ROSS DISCUSSION ON FIRE PROGRAM FUNDS EXPENDITURES
- VII. PRESENTATION: PWC BOARD OF SUPERVISOR BOB WEIR QUARTERLY UPDATES
- **VIII. CITIZENS TIME**
- IX. CONSENT AGENDA

A. Minute Approval

- 1. Mayor and Council Closed Session: February 24, 2025 6 PM
- 2. Mayor and Council Work Session: February 24, 2025 7 PM
- 3. Mayor and Council Closed Session: March 3, 2025 6 PM
- 4. Mayor and Council Regular Monthly Meeting: March 3, 2025 7 PM

B. Department Reports

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

C. Liaison Reports

- 1. Finance Liaison Report
- 2. Business Liaison Report

- 3. Community Relations Liaison Report
- 4. Planning Commission Liaison Report
- 5. Architectural Review Board Liaison Report

X. AGENDA ITEMS

- Adoption of Resolution #2025-002: Request to VDOT to accept Walter Robinson Lane into the VDOT system
- 2. Consideration of SUP #2024-001: Chick Fil-a Drive Through Expansion
- 3. Consideration of SUP #2024-002: Religious Assembly at 14600 Washington Street
- 4. Policies and Procedures 2nd Draft
- 5. Communication Plan 2nd Draft
- 6. FY26 Budget Work Session

XI. COUNCILMEMBER TIME

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

XII. ADJOURNMENT



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

TOWN OF HAYMARKET NOTICE OF PUBLIC HEARING PROPOSED REAL PROPERTY TAX INCREASE

Notice is hereby provided pursuant to Section 58.1-3321 of the Code of Virginia that the Town of Haymarket Virginia proposes to increase property tax levies for the Fiscal Year 2025-2026.

- 1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 13.5% percent.
- 2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.093 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
- 3. Effective Rate Increase: The Town of Haymarket proposes to adopt a tax rate of no more than its current rate of \$0.105 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.012 per \$100, or 11.4 percent. This difference will be known as the "effective tax rate increase." Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.
- 4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of the Town of Haymarket will decrease last year's by 10.3 percent.

A public hearing on the increase will be held on April 07, 2025, **at 7:00 PM** in the Haymarket Town Hall, 15000 Washington Street Suite 100, Haymarket, Virginia 20169.

BY ORDER OF THE HAYMARKET TOWN COUNCIL

Kimberly Henry Clerk to the Town Council



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

To: Honorable Mayor and Town Council

From: Roberto Gonzalez, Town Treasurer

Date: April 07, 2025

Re: Proposed FY2026 Real Estate Tax Rate Public Hearing

The proposed FY2026 Real Estate Tax Rate is currently to maintain a flat tax rate of .105 per \$100. Though the tax rate will not increase, it will increase Town Tax invoices due to increased assessments for parcels. From FY2025 assessments the Town saw a 10.3% increase in residential parcels and a 13.2% increase in the commercial parcels. The new residential parcels that have now been fully assessed from last year is an estimated 24.8% of the assessments.

Some of the key reasons the Town's real estate tax revenue are essential to the budget:

- 1. **Core Source for Local Government**: Real Estate taxes are a reliable source of revenue for the Town of Haymarket, funding essential services such as the 24/7 Police Department, trash and recycling services, Town Hall administration, and infrastructure maintenance. This revenue is critical for maintaining and improving public services, ensuring the Town can continue to provide a safe and attractive environment for residents and businesses alike.
- 2. **Economic Stability**: Real Estate tax is a stable and predictable source of revenue allowing to better plan the Town's budget, allocate resources efficiently, and avoid financial shortfalls on operational services and needs for the community. Real estate taxes provide a reliable stream of funding, helping the Town of Haymarket remain financially stable and responsive to residents' needs.
- 3. **Equity and Fairness**: Real Estate taxes are typically based on the value of a property, making them relatively fair since they align with the property's value. This system helps ensure that everyone contributes proportionally to the cost of maintaining public services.
- 4. **Long-Term Planning**: Real Estate taxes also help towns in their long-term planning and development goals. The tax revenue can be allocated to projects that ensure sustainable growth, such as improving infrastructure, parks, and public buildings.

Below is a breakdown of FY2026 assessments report:

			Tax Amount	
Units	Parcel Type	Assessments	to Town	Percentage
621	Residential	365,553,500	383,831	71.4%
2	Multi-Family	4,849,300	5,092	0.9%
74	Commercial	141,607,100	148,687	27.7%
20	HOA	-	-	0.0%
17	Exemptions	8,221,200		0.0%
734	Total Town Parcels	512,009,900	537,610	100.0%

^{**} Only 601 of the residntial homes are serviced by trash service; the 20 other parcels are lots of land but are categorized as residential parcels.**

New Townhomes & Single Family Homes							
Assessments	Tax	Amount	Percentage of Assessments				
90,479,300	\$	95,003	24.8%				

Of the 621 Residential parcels which are budgeted to produce \$ 383,831.00 in Real Estate Tax Revenue; \$95,003 of the residential parcels derive from the new Townhomes and Single-Family Homes that have been built within the Town limits.

The following will show what the proposed rate vs what alternate rates would look like to the Proposed FY2026 budget Real Estate revenues:

REAL ESTATE TAXES:											
	Estimated 2025		Current 2024	Proposed for FY2026 Flat Rate Haymarket (.105)		owered Rate Haymarket (.102)	Lowered Rate Haymarket (.098)	1	ualized Rate Haymarket (.093)	Equa - Inf	nymarket (.093) lized Rate + 2.8% flation = (.096)
2025 Assessment Report w/		_		, ,		,	, ,		,		,
Exemptions included	\$ 512,009,900	\$	458,228,700	\$ 537,610	\$	522,250	\$ 501,770	\$	476,169	\$	491,530
Increse Percentage from Last Year				13.6%		10.3%	6.0%		0.6%		3.9%
										Ec	_l ualized
				Proposed for							Rate
				FY2026 Flat Rate	L	owered Rate		Eq	ualized Rate	Ha	ymarket
				Haymarket]	Haymarket	Lowered Rate	ŀ	Haymarket	(.09	3) + 2.8%
			Current 2023	(.105)		(.102)	Haymarket (.098)		(.093)	In	flation
2025 Est. PSC Tax Assessment Re	\$ 24,218,401	\$	11,350,823	\$ 25,429	\$	24,703	\$ 23,734	\$	22,523	\$	23,250
*** PSC Assessments have not been											

The estimated average increase to Town residents with the proposed flat tax rate is as follows:

Single Family Homes \$ 50.00 for the year Town Homes \$ 26.00 for the year

The proposed real estate tax rate, unlike other revenue sources, tends to be more predictable and easier to budget for in supporting our financial stability. Over the past three years, the Town has reduced the tax rate and issued a \$250,000 tax refund in FY2023 to residents that were in good standing with their Town taxes.

This upcoming fiscal year should recognize that the real estate tax rate should be evaluated not only for the current fiscal year but also for future Town budgets. The current budget is structured to support various initiatives aligned with the Strategic Plan adopted by the Council. Keeping the proposed tax rate is important to sustain and expand the Town's development, especially with ongoing and upcoming Capital Improvement Projects having a reliable revenue source moving forward.

In summary, real estate taxes are fundamental for sustaining the community, funding essential services, maintaining infrastructure, and enabling the Town to grow in a balanced and sustainable manner.

^{**}These averages do not include the newer residential parcels as they were not fully assessed in last year's County assessments. FY2026 will be the first fully assessed year for the new homes. **



TOWN COUNCIL CLOSED SESSSION

Monday, February 24, 2025 at 6:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169 http://www.townofhaymarket.org/

DRAFT MINUTES

I. CALL TO ORDER

A Closed Session meeting of the Mayor and Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 6:00 PM.

In accordance with Virginia State Code 2.2-3708.3 (B)1 and the Town of Haymarket's adopted remote participation policy, Mayor TracyLynn Pater attended the meeting remotely from her home at 6660 Fayette Street through electronic communication means due to personal reasons preventing her from physically attending the meeting.

Vice Mayor Matt Gallagher called the Closed Session meeting to order.

PRESENT

Mayor TracyLynn Pater - via electronic means Vice Mayor Matthew Gallagher Councilmember Joe Pasanello Councilmember Mary Ramirez Councilmember Alexander Beyene Councilmember Ken Luersen - arrived at 6:30 PM Councilmember Justin Baker

II. CLOSED SESSION

1. MOTION TO GO INTO CLOSED SESSION

Councilmember Beyene moved for the Haymarket Town Council to go into closed session Pursuant to Virginia Code § 2.2-3711(A)(1): a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of the Town; specifically dealing with the Town Attorney. Councilmember Ramirez seconded the motion. The motion carried.

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

2. CERTIFICATION

It was noted from Vice Mayor Gallagher that Councilmember Luersen joined the Council while in Closed Session at 6:30 PM.

Councilmember Beyene moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in

a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

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

III. ADJOURNMENT

Councilmember Beyene moved to adjourn from this portion of the closed session. Councilmember Ramirez seconded the motion. The motion carried.

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



TOWN COUNCIL - WORK SESSION MEETING

Monday, February 24, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169 http://www.townofhaymarket.org/

DRAFT MINUTES

I. CALL TO ORDER

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

In accordance with Virginia State Code § 2.2-3708.3(B)1 and the Town of Haymarket's adopted remote participation policy, Mayor TracyLynn Pater attended the meeting remotely from her home through electronic communication means due to personal reasons that prevented her from physically attending the meeting.

Vice Mayor Gallagher called the meeting to order.

PRESENT

Mayor TracyLynn Pater - attended remotely through electronic means Vice Mayor Matthew Gallagher Councilmember Joe Pasanello Councilmember Mary Ramirez Councilmember Alexander Beyene Councilmember Ken Luersen Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

Vice Mayor Gallagher invited everyone to stand for the Pledge of Allegiance.

III. CLOSED SESSION

1. Motion to go into Closed Session

Councilmember Beyene moved that the Haymarket Town Council go into Closed Session Pursuant to Virginia Code § 2.2-3711(A)(1): A personnel matter involving the assignment, appointment, promotion, performance, demotion. salaries, discipling, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Attorney. Councilmember Ramirez seconded the motion. The motion carried.

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

2. Certification

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

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

3. Directive or Motion from Closed Session

With no objections, Vice Mayor Gallagher directed staff to perform the actions as discussed in the Closed Session.

At this time, Mayor Pater left the meeting.

IV. AGENDA ITEMS

Monthly Financial Report

Town Treasurer Roberto Gonzalez provided the monthly financial report for Council review. He shared other than a few revenues coming in higher than expected, everything else is progressing as expected. Mr. Gonzalez also shared that he is currently reviewing the FY23 annual comprehensive financial report (CAFR) so that the financial analysis can be started. A short discussion followed on the subject. There was a question if the analysis would be ready in time for the FY26 budget work session season. Mr. Gonzalez stated that it he hopes to have it soon.

2. FY26 Budget Schedule

Town Treasurer Roberto Gonzalez distributed the FY26 budget work session and public hearing schedule for review. Mr. Gonzalez requested that the Town Council give the directive at the next regular meeting to proceed with the public notice for a public hearing on April 7 for the FY26 tax rate and fee schedule and for a public hearing on the FY26 budget for May 5th. Mr. Gonzalez stated that the plan is to have the budget adopted at the June regular meeting as opposed to waiting until the last minute. A discussion followed on the subject.

Town Treasurer, Town Clerk and Chief of Police Appointments Discussion

Town Manager Emily Kyriazi stated that the appointment of Charter employees will be at the March 3 regular monthly meeting. She shared the memo in the packet is for review so that everyone is aware of the action that needs to take place at the next meeting.

4. Policies and Procedures Discussion

Town Manager Emily Kyriazi stated that in the fall of 2024, a discussion started on the policies and procedures and possible edits that were needed to the document. Mrs. Kyriazi asked for everyone to review the document and provide any suggested edits. She pointed out the section regarding committees and stated that this section needed more clarification on liaison positions

and responsibilities. She asked that each liaison draft a description of what their responsibilities are. A discussion followed on the subject regarding liaison meeting agenda and reporting.

5. Discussion of Design and RFP for Park Pavilion

Town Manager Emily Kyriazi shared that she would like to work on a draft RFP for the design of the park pavilion. She asked direction from the Council on whether they would like to do a design/build RFP or just a design RFP. A short discussion followed. The Town Council asked for her to come back with pros and cons on both options. They also asked for staff to provide the recommendations from the Architectural Review Board to review so that it can be discussed with the design.

V. ADJOURNMENT

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

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





TOWN COUNCIL CLOSED SESSION

Monday, March 03, 2025 at 6:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169 http://www.townofhaymarket.org/

DRAFT MINUTES

I. CALL TO ORDER

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

Vice Mayor Matt Gallagher called the meeting to order.

In accordance with Virginia State Code 2.2-3708.3(B) and the Town of Haymarket's adopted remote participation policy, Mayor TracyLynn Pater attended the meeting remotely from her home through electronic communication means due to an ongoing medical condition preventing her from physically attending the meeting.

PRESENT

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

II. CLOSED SESSION

Closed Session Motion

Councilmember Pasanello moved for the Haymarket Town Council to go into Closed Session Pursuant to Virginia Code § 2.2-3711 (A)(1): a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town: specifically dealing with the Town Attorney. Councilmember Beyene seconded the motion. The motion carried.

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

2. Certification

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

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

3. Directive or Motion from Closed Session

Vice Mayor Gallagher stated that there was no motion or directive coming from the Closed Session.

At this time, Mayor Pater left the meeting.

III. ADJOURNMENT

Councilmember Ramirez moved to adjourn the Closed Session seconded by Councilmember Luersen. The motion carried.

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



TOWN COUNCIL – PUBLIC HEARING/ REGULAR MEETING

Monday, March 03, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169 http://www.townofhaymarket.org/

DRAFT MINUTES

I. CALL TO ORDER

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

Vice Mayor Matt Gallagher called the meeting to order.

PRESENT

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

ABSENT

Mayor TracyLynn Pater

II. PLEDGE OF ALLEGIANCE: Webelos Scout Troop Pack 107

Vice Mayor Gallagher introduced and welcomed Webelo Scout Troop #107 to the evening's meeting as they led in the Pledge of Allegiance.

III. INVOCATION: Rabbi Shmuly Perlstein - Chabad Center for Jewish Life

Vice Mayor Gallagher introduced and invited Rabbi Perlstein from Chabad Center for Jewish Life in Gainesville to the podium to give the evening's invocation. Rabbi Perlstein shared some upcoming Jewish holidays with the Council prior to giving the invocation.

IV. INTRODUCTION OF NEW POLICE OFFICERS

At this time, Chief of Police Al Sibert introduced, Scott Madigan and Trevor Rick, the 2 new officers to the Town Council and audience. Chief Sibert invited the new officers to the podium to share a little bit about themselves. Chief Sibert shared that the department is fortunate to have these officers on board and that the department is now fully staffed. The Council welcomed both Officer Madigan and Officer Rick to the department.

V. PUBLIC HEARING: SPECIAL USE PERMIT #2024-002 - RELIGIOUS ASSEMBLY 14600 WASHINGTON STREET

1. Public Notice

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

TOWN OF HAYMARKET

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Town Council of the Town of Haymarket will hold a Public Hearing on Monday, March 3, 2025 at 7:00 P.M. in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, to consider a special use permit application for a religious assembly located at 14600 Washington Street. The Special Use Permit application materials are available on the Town's website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. The Town of Haymarket does not discriminate on the basis of disability in admission or access to its programs and activities. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk at the above address or by telephone at the above number. If you wish to comment but cannot attend the public hearing, please send your comments to the Town Clerk, Kimberly Henry, by March 3, 2025 at 4 pm, via email khenry@townofhaymarket.org, or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.

2. Citizen Comment

Vice Mayor Gallagher opened the floor for citizen comments.

Mohammed Qasim-Gul, the applicant, addressed the Town Council. He started with thanking the Council for considering the SUP application and then gave a brief description of what he would like to do regarding services and events for the Muslim community.

Bob Weir, 6853 St. Paul Drive, spoke on the application. He stated that his main concern is regarding the parcel as a whole is parking and traffic. Mr. Weir suggested that a parking or traffic mitigation plan be put into place. He also suggested a traffic study be conducted. Mohammed Malik, Gabney Circle, spoke in favor of the SUP.

Noir, 7236 Winnepeg Drive, spoke in favor of the SUP.

Kara Gallagher, 6930 Jockey Club Lane, spoke in favor of expanding the diversity of religions in the Town and would be in favor of the SUP if the parking and traffic patterns on the site could be resolved.

Barry Blackburn, 6900 Barbera Drive, did not support the SUP. He stated his concern is noise that could affect the adjacent 55+ community that he just moved into.

Lisa Kobyra, 6852 St Paul Drive, spoke her concern of traffic and parking on the site.

Two people that names could not be identified spoke in favor of the SUP.

Chris Kobyra, 6852 St. Paul Drive, asked the Council, from a planning perspective, to consider growth in traffic and the other businesses in the QBE building.

At this time, Vice Mayor Gallagher asked if there were any emails to be read into records. Town Clerk Kim Henry shared that she received several emails on the subject. Ms. Henry read the emails into the record.

*** These emails are attached to the evening's agenda and minutes. ***

Close Public Hearing

VI. CITIZENS TIME

Bob Weir, 6853 St. Paul Drive, stated that in the Towns' bylaws there is a policy of not accepting unanimous comments to be read into the record. He asked that be taken into consideration for future meetings. He also address the subject of the Towns first draft of the FY26 budget, particularly the proposed real estate tax rate. He shared with the County proposing an increase in their tax rate, the Town should take this into consider when setting the tax rate. Lastly, he stated that as the County Supervisor he will be issuing a directive to eliminate the fees for the shooting range for the Police Departments within the 4 Towns in the County.

Marchant Schneider, 6856 Jockey Club, addressed the Town Council on the subjects of the proposed budget, the Policies and Procedures, RFP of the Park pavilion and Capital projects and moving forward on those projects. He stated that the residents and businesses expects a return on their investments through taxes and asked that the Council make the capital projects a focus in this coming years budget.

VII. CONSENT AGENDA

Vice Mayor Gallagher asked for any pulled reports prior to adopting the Consent Agenda. Councilmember Ramirez asked to pull the Town Administration Report, the Police Chief Report, the Finance liaison report and the Community Outreach liaison report. Councilmember Beyene asked to pull the Business liaison report.

Councilmember Pasanello moved that the Haymarket Town Council to adopt Consent Agenda items A 1 and 2; B 2, 4 and 5 and C: 4 and 5. Councilmember Beyene seconded the motion. The motion carried.

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

After the pulled reports were discussed, Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda Items B:1 and 3 and C:1,2 and 3. Councilmember Baker seconded the motion. The motion carried.

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

A. Minute Approval

- 1. Mayor and Council Work Session: January 27, 2025
- 2. Mayor and Council Regular Meeting: February 3, 2025

B. Department Reports

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

1. Town Administration Report

Councilmember Ramirez asked for any updates on the stormwater assessment with Prince William County. Town Manager Kyriazi gave the update stating that she is received an email from her contact at Prince William County and that they are waiting on a few things to go through at the EPA level. From there she stated that they would have a meeting and release the

third party contractor to start doing the work. She shared that she should have another update by the April 7th regular meeting.

Councilmember Ramirez also asked for updates on the park building demolition. Town Manager Kyriazi shared that staff is waiting on the final approval letter from the utilities stating that all power has been disconnected so that the contractor can proceed to the County for a permit. Mrs. Kyriazi also shared that the crosswalk has been completed and that staff is waiting on the delivery of the crosswalks signs for installation. She also shared that the lights should be installed the week of March 13th.

Councilmember Ramirez also addressed the Crossroads Art Alliance agreement. She asked if there is a hard copy of the agreement that Council can review. Town Manager Kyriazi stated that she should have the agreement available to Council once the staff and Town Attorney is done working on it.

Councilmember Ramirez also asked about the meeting with the County CXO and grant opportunities. She asked if there was going to be a dedicated staff member that would be on this project. Town Manager Kyriazi stated that not at this time. Councilmember Ramirez also asked if the Town Manager could elaborate on the Jefferson and Fayette Street site plan. Town Manager Kyriazi shared some back history on the project before proceeding with the current status of the property.

Councilmember Luersen asked about the Bleight Drive townhome site plan and the time line of when it was approved. Town Planner Thomas Britt shared that the plan was approved at the December meeting. Councilmember Luersen stated that there has been some concerns from the adjoining neighborhood and asked if those concerns have been addressed and worked out. Town Planner Britt confirmed that the concerns have been worked out.

Councilmember Pasanello complimented the staff on a job well done with the sidewalk RFP and the finish product. He also complimented Vice Mayor Gallagher and staff with working on the Communication Plan. He asked if staff has been keeping track since they approved the feature that allowed feedback on the GoGov app. Town Manager Kyriazi stated that she will follow up on that feature. Councilmember Pasanello stated that in respect with the meeting with the CXO, the Town Council has heard alot about traffic. He stated that he was wondering how the County could invest more into the Town. He encouraged a discussion between staff and the County on this subject. Councilmember Pasanello complimented the staff for tying in the strategic plan items to their monthly report.

Councilmember Baker asked Town Clerk Kim Henry to expand on the relaunching of the TANV meetings. Ms. Henry gave a brief history on TANV and stated that she and the Town Manager are working on relaunching the meetings for area mayors and Town Managers to network with one another and to bounce off ideas with one another.

Councilmember Beyene followed up on the discussion earlier with the Bleight Drive townhome development, he asked Town Planner Thomas Britt if there was any conflict with the Town Engineer for the developer to connect the sewer line to the existing line in the Villages of Haymarket. Mr. Britt confirmed that the Town Engineer had no concerns and that he also spoke to PWC Service Authority and that they also gave approval to the developer. Councilmember Beyene asked if there was an issue after the connection was made, who would be the responsible party. Mr. Britt stated that he would research that and come back with an answer.

2. Police Chief Report

Councilmember Ramirez complimented the department for stepping up in the traffic enforcement for the month. She made note in the traffic stop summary in the report, that warnings were also given instead of tickets. She asked for clarification on one of the graphs in the report. Chief Sibert gave a brief summary of the report. She welcomed the two new officers to the department. She also highlighted the senior summit at Park Valley Church on April 24t. She asked Chief Sibert to elaborate on the status of the comfort station project. Chief Sibert that he had a meeting with PWC Emergency Management who came and look at the building as a comfort station. Chief Sibert shared some of the details from that meeting. He shared that the biggest take and expense coming from the meeting is for the Town to have a generator big

enough to keep the building running in case of electrical fails. He shared that once everything is completed he will shared with the Town Council and public the details of the comfort station. Councilmember Beyene asked for clarification on the zero requests from outside agency for calls for service. Chief Sibert shared that it was because our officers were able to handle all the calls that came in. He stated that PWC would respond if the department would need their assistance and that they also patrol the Town. Councilmember Beyene also addressed the eastbound traffic volume study. He asked for a timeline as to when the department will start capturing the data for westbound traffic. Chief Sibert shared that the department is already capturing it but didn't have enough volume days to report to the Council on this month's report. He stated that he will start showing the data on his next months report. There was also a discussion on having a traffic volume/speed sign installed on Jefferson Street. Councilmember Pasanello asked Chief Sibert what affirmative actions could be taken with VDOT to slow down the speeding on Jefferson/Old Carolina. Chief Sibert stated that he would need to start a conversation with VDOT to see what they are willing to do with the traffic pattern.

Councilmember Luersen addressed some of the data in the Chief's report. He gave a brief explanation of the graphs for those listening that are unfamiliar with the Chief's report system. He asked the Chief to give an update on the recent polar plunge event. Chief Sibert shared that it was the coldest polar plunge that he has participated in. He shared that they raised over \$130,000 for Virginia Special Olympics. Chief Sibert shared the dates for the upcoming women's self defense classes.

C. Liaison Reports

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

1. Finance Liaison Report

Councilmember Ramirez shared that she appreciated the comment section at the bottom of report. She asked, however, to explain the line item that refers to the FY25 budget discussion and key area of interest. She asked if the liaisons had any concerns that they would like to share with the rest of Council. The liasions answered Councilmember Ramirez's question. Councilmember Pasanello shared that they rely heavily on staff who can share with them where the problem areas are and forecast any future problem areas and how staff would suggest on how to resolve them. Councilmember Ramirez asked Councilmember Pasanello if he had the status report on the fleet update and if he could forward that to the rest of Council. Councilmember Pasanell acknowledged that he did and that he would send that to the rest of Council.

Councilmember Luersen asked if there has been detailed discussion on the tax rate at the liaison level. Town Treasurer Roberto Gonzalez. Mr. Gonzalez shared that he has not received all the assessments yet but will have that final number by the March work session. Mr. Gonzalez shared that the liaisons received an overview of the plan but this is the first time that they have seen the budget along with the rest of Council. Councilmember Beyene reiterated that the liaisons did not give any kind of direction or set any type of tone.

2. Business Liaison Report

Councilmember Beyene addressed Vice Mayor Gallaghers report on discussion with Virginia National Bank regarding the Chick Fil-a SUP and asked the Vice Mayor if he had any information that he could share with the rest of Council. Vice Mayor Gallagher shared that he met and spoke with the representative from the bank at the last Business Roundtable meeting. He stated that the Chick Fil-a SUP was part of the discussion and that the bank had deep

concerns about the SUP. Mr. Gallagher shared that he encouraged the representative to come and speak during citizens time about their concerns.

Councilmember Ramirez asked the Vice Mayor if he had any additional information on the upcoming golf tournament that will be in the area in June. Vice Mayor Gallagher shared that the businesses stated that they were not impacted by the last tournament in 2024 but would like to get more involved with this years tournament. He shared that there was a short discussion among businesses on how the could get their name and Haymarket advertised to the participants and audience alike for the upcoming tournament.

3. Community Outreach Liaison Report

Councilmember Ramirez shared that she pulled her own report so that she could update the Council on her recent meeting with staff. She shared that the Youth in Government program will be pushed to the fall and will be focusing on high school students. She also shared that there was a short discussion on the Open House for Elementary aged students.

VIII. AGENDA ITEMS

Consideration of SUP #2024-002: Religious Assembly at 14600 Washington Street

After a brief recess, Vice Mayor Gallagher asked Town Planner Thomas Britt to give the Town Council a report on the application. Mr. Britt shared the Town's Ordinance where a religious assembly would be approved by a Special Use Permit in the B-1 zoning district. He shared that the applicant wishes to operate a religious assembly space in either Suite 155 or 160 at 14600 Washington Street. He shared that it is not a grandfathered use since there has been a break in use. This means that other businesses utilized the space from the previous time it was used as a religious assembly. He shared that this has been to the Planning Commission and approval was recommended with conditions regarding parking and occupancy permit from the County. He also shared that since the Planning Commission meeting, he and the Town Manager has worked on this application to bring an updated report. He shared there would be 5 daily prayers scheduled in addition to the prayer scheduled during the month of Ramadan. Mr. Britt provided the staff report and recommendation. He provided information on two concerns with the application - wayfinding and parking. He stated by itself there would be enough parking but depending on the other uses already in the building there may be some conflicting issues on the parking. He also shared that there has not been a current traffic study on the entry and exit points. Additionally Mr. Britt shared that there had been some discussion on how the Haymarket Police Department could help in the directing of traffic during the busy times, such as Friday services and Ramadan. Mr. Britt also discussed the additional parking needed during Friday prayer service and during Ramadan even if the services were divided. He stated that it would exceed the required spaces needed. He shared that if approved, according to the Zoning Ordinance, it would be a change of use and would require the enlarging of the paving area to accommodate additional parking spaces. He shared that if the site was not paved, there would need to be some kind of all weather surfaces excluding gravel, according to the Town's Zoning Ordinance. Mr. Britt moved from parking concerns to the traffic concerns. He stated the concerns are the narrow entry and exit points and the possible confusion of both the entry and exit points. He recommended that if Council approves the SUP some kind of clear wayfinding signs be provided on the site, as well as paving. The applicant was invited to the podium to provide a quick update and for any questions from the Town Council. The applicant shared that they are looking for a place of worship for their five (5) daily prayers. He stated that they would divide the Friday prayers service into two different time slots. He shared that each prayer last for approximately 30 minutes. He shared the location where they are currently meeting and said that the venue is small and does not meet their needs. At this time, the Town Council had several questions on prayer service, Ramadan services and the anticipated attendees, events other than prayer services that would take place at the premises, occupancy permit from Prince William County, and parking tabulations.

After the discussion period, the Town Council asked for more information before making an decision on the SUP. They suggested a traffic study, checking the parking ratio that was given by the landlord, parking accommodations and better wayfinding signs to be provided by the property owner. They asked for staff to provide clarification on capacity and occupancy permits from Prince William County building officials and the site plan of the property. They also asked for VDOT traffic flow inspections and comments. The Town Council asked if staff and the applicant could have this information by the March work session. Both staff and the applicant confirmed that they would work on the listed items to be provided for the March Work Session. No further decision was made at this time.

2. Appointment of Town Treasurer, Clerk of Council and Chief of Police

Town Manager Emily Kyriazi shared that the Town Charter states the appointment of Charter employees of the Town are to be made at the March meeting following an election. She stated that this includes the Town Clerk, Town Treasurer and the Chief of Police. She also stated that their terms are for 2 years.

Councilmember Pasanello moved, Pursuant to Article III § 1-13 of the Haymarket Town Charter, that the Haymarket Town Council appoint Roberto C. Gonzalez as the Haymarket Town Treasurer. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

Councilmember Pasanello moved, Pursuant to Article III § 1-16 of the Haymarket Town Charter, that the Haymarket Town Council appoint Kimberly Henry as the Haymarket Town Clerk. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

Councilmember Pasanello moved, Pursuant to Article III §1-17 of the Haymarket Town Charter, that the Haymarket Town Council appoint Edgar Allen Sibert as the Haymarket Chief of Police. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

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

3. First Draft of FY26 Budget

Town Treasurer Roberto Gonzalez presented the first draft of the FY26 Budget. He highlighted some line items. He stated that the Council and staff will review the budget line by line at the March 31 work session. A short discussion followed on whether the financial analysis would be available when discussing the budget. Mr. Gonzalez stated that he felt certain the analysis would be in. There was no action or further discussion at this time.

4. Authorization to Advertise Tax Rate Public Hearing

Town Treasurer Roberto Gonzalez asked for a directive from the Town Council to proceed with the public notices for the public hearings on the FY26 Real Estate Tax Rate on April 7, 2025 and for the FY26 Budget on May 5, 2025. There was no objection from the Town Council for Mr. Gonzalez to proceed with both public notices.

5. Pavilion RFP: Design vs. Design/Build

Town Manager Emily Kyriazi addressed the subject of the RFP for the park pavilion. She shared that after speaking with the Town Attorney, the most efficient way to proceed is with the Design instead Design/Build. Mrs. Kyriazi stated that without objection she would like to proceed with the design phase of the pavilion. She stated that she would like to get some ideas from the Council to implement into the RFP. After a short discussion, the Town Council asked Mrs. Kyriazi to come back with preliminary ideas on the design of the pavilion.

IX. COUNCILMEMBER TIME

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

Councilmember Ramirez

Councilmember Ramirez read an excerpt recognizing Women's History Month empowering women.

Councilmember Baker

Councilmember Baker thanked the audience that came in to speak on behalf of the Islamic Center during the public hearing. He thanked the staff for their hard work, especially Mr. Gonzalez for his work on the draft FY26 budget.

Councilmember Beyene

Councilmember Pasnello

Councilmember Pasanello thanked the Webelo troop for coming to lead in the evening's Pledge. He also thanked the representatives from the Islamic Center came to speak during the public hearing. Mr. Pasanello noted the date for the St. Baldrick's Shave the Day event. Chief Sibert confirmed that he would be attending that event.

Councilmember Luersen

Councilmember Luersen thanked Mr. Schneider for coming in and speaking during citizens time during the regular meeting agenda. He stated that he understands Mr. Schneider's comments and

Vice Mayor Gallagher

Vice Mayor Gallagher took the time to recognize and name all the working in women on Council, Staff and his own wife. He thanked them for their resiliency and hard work. Mr. Gallagher noted the recent workforce reductions in the Federal Government affecting local residents, there is economic stability and hardship. He stated that no matter how each person stands politically, it is vital in a small community like ours to demonstrate patience, understanding and support. He applauded Trouvaille Brewery for acknowledging federal employees and offering them one cent beers during this time. Mr. Gallagher shared that March 29th was National Mom and Pop Business Owners Day and encouraged everyone to support our local Mom and Pop establishments.

X. ADJOURNMENT

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

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



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/Thomas B	Goal 1: Improve Transportation and Infrastructure Strategy 1.2 Complete, expand and maintain the town streetscape	Scheduling Punchlist Walkthrough with the Civil Engineering Team, to be held week of April 7th						
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement Strategy 6.1 Complete and implement the communications plan for the Town	Council provided feedback at the March 31st work session on the Communications Plan. Edits will be made by Vice Mayor Gallagher. Planning to schedule plan for adoption at the May 5th meeting						
GOGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. Staff will complete the marketing training week of April 7th and fully launch the feature. Submitting requests through the app gives users another platform to contact us and submit requests, issues seen around Town or other concerns.						
County Contact RE: Stormwater Assessment Program			UPDATE 12/30/2024-2/25/2025 Town Planner, Acting Town Manager, and Town Engineer met with PWC Officials and JMT (third party surveyor) on December 13, 2024 to discuss project goals and timelines. Goals for this project were narrowed down to focus surveying cost on three problem areas: 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. The Town also requested JMT to provide a projected cost estimate of the magnitude of other stormwater issues in the Town that would require future funding to survey. All other locations in Town not considered for surveying will be covered by As-Built information from projects, which the Town Planner will provide to JMT. The deadline for final deliverables is December 2025; follow up will be as needed, with PWC reporting status every 3 months OR until assessment report is complete. Awaiting updates from County team to kick off the work.						
Comprehensive Zoning Inspection	Emily K/Thomas B		Zoning Administrator will work on zoning inspections of the West end of Town starting in March and April.						
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	Next Business Roundtable is scheduled for May 20th. The Town will be encouraging businesses to attend in order to win a promotional video. The promotional video will be filmed by a contracted company, Skipper Films						
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure Strategy 1.1 Complete the implementation of the Town Park	All work for the demolition to be completed by April 9th.						
Staff Meetings	Staff		Staff Meetings held weekly on Tuesday						
Strategic Plan Implementation	Emily		Strategic Plan was adopted at the December 2024 Council Meeting, Staff is working on the implementation of the strategic initiatives and documentation to show the ongoing work on the strategies. Administrative Report has been modified to show the linkages of work items to the strategic plan.						
Museum: Crossroads Arts Alliance	Emily/Tracylynn		Crossroads Arts Alliance has the DRAFT agreement for review. Awaiting their feedback and any comments. Met with Kerry Molina, week of March 31st to discuss the ARTSFest that CAA is hosting on June 28th. Will bring more details to the Town Council as we draw closer to the date.						
Community Outreach : Youth in Government	Emily/Mary		Met with Councilmember Ramirez and Kurt Pauly (Government Teacher) on March 28th to discuss the Youth in Government program for this coming fall. It was discussed that the program will be focused on high school seniors and the topic will cover local and regional government relationships, town growth and the impacts. Students will participate in a debate style forum for their activity.						
Town Park/Playground	Emily K.		Will schedule the installation of the playground canopy for early April						
Meeting with CXO	Emily K		Completed the Quarterly meeting with the CXO on February 10th - CXO Shorter gave updates on the upcoming budget process for Prince William County, key dates for presentations and discussions, expected changes and proposed tax rate amounts. We all discussed questions and ideas for the next meeting - specifically requested learning more about grant opportunities with the County, and other cross jurisdictional assistance programs						
Haymarket Compensation Study	Emily		Completed the FY2025 Haymarket Compensation Study. The study will be presented to the Town Council on April 7th for discussion.						
Personnel Manual Meeting	Emily/Roberto/ Chief/Chris M		Revised draft in review by Town Manager and Chief of Police						
		Land U	Ise Planning Department						
Town Center Site Plan	Emily K and Katie		Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/20244/2/2025 Town Staff and Town Council discussing prioritization of and financing of project.						

		1 7/	/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acres of which fall within the Town of Haymarket. The
Highpointe at Haymarket	Emily K, Katie, Thomas	proj as res 9/2: apy Prim out wit hold	pject consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission is of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment sponse for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the uplicant 12/22/2023 Town Staff waiting on follow up from applicant. 2/1/2024-3/26/2024 Town Staff continue to wait on response from applicant. nee William County had issued the second round of comments for their section of the project for the applicant's response. Town Staff have reached to the developer to check the status of the Haymarket section of the project. The county application has been put on hold, Town Staff following up the applicant to ensure the proper notice is given that the application is on hold. 6/26/2024 Town Staff coordinating with applicant to ensure proper lare placed on the application. UPDATE 7/30/2024-12/30/2024 Applicant has stated since April 8 2024 that the Haymarket portion of the application on hold 2/25/20254/2/2025 Almost one year has passed since application was put on hold, will provide updates when notified of any changes in status.
Robinson's Paradise	Thomas, Katie	Nov o cor 10 Com	11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in vember for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. 12/22/20232/1/2024 Lots 4 and 20 given zoning release for occupancy. 2/28/2024 Lots 7, 13, and 19 given zoning release for occupancy 3/26/2024 Lots 10 and 14 given zoning release for occupancy. 4/30/2024 No other homes have received zoning release for occupancy, onstruction continues 6/26-10/1 Lots 1, 8, 9, 11, 12, 15, 16, 17, and 18 given zoning release for occupancy, construction of remaining lots continues. 0/31/2024-12/30/2024 All lots have received Zoning Release for Occupancy, As-built 1st submission currently under review 1/29/2025-2/25/2025 nments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. IPDATE 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff
Van Metre Robinson Village	Emily K, Thomas, Katie	and 11/2 desig Tow turn issue	5/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as builts for the development 9/26 Town Planner I Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 27 Town Staff preparing first round of comments on As-Builts 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built gn soon. 2/1/20242/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. 3/26/2024 wn Staff finalizing approval of the As Built submission for Robinson Village. 4/30/2024 Van Metre to resolve a stormwater pooling issue at the right na lane into the development, then as-built approval will be granted 6/26-8/27 Town Staff and Van Metre coordinating with VDOT to ensure ponding will be properly mitigated. Town Waiting for VDOT to provide written confirmation that the maintenance of the ponding will be handled by VDOT. Metre to reinforce erosion control measures prior to E/S bond release. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024-4/2/2025 E/S Bond Release Approved on December 13th 2024
Crossroads Village Center	Emily, Thomas, Katie	th com VDO 6/1/2 comp 9/ land	ning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with ne applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for npliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: DT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE (2023: Town Planner has finished landscaping inspection for CVC. 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost plete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 1/26 As built and landscaping bond review continue. 10/30/2023: The landscaping bond will be given 30% release. 11/27 30% release given for the discaping bond. 12/22/20234/30/2024 none 6/26-7/30 Town Engineer performed landscaping inspection, Town Staff are coordinating 90% release of landscaping bond when requirements are successfully met by Meladon. As-builts currently under review. 8/27/2024-12/30/2024 90% of the discaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release coincide with Approval of As Built Submissions 1/29/2025-4/2/2025Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits.
Taco Bell	Thomas	st 4/20/ date a franc	7/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has tarted 9/26 Taco Bell has received all architectural and site plan permits, construction continues. 10/30/2023-3/26/2024 construction continues. 0/2024 Taco Bell has installed a sidewalk connecting to the existing Washington Street sidewalk and to the rest of Crossroads Village Center. Opening set still pending while outstanding permits are processed by the PWC Building Department 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise. 7/30-10/1 Taco Bell given temporary zoning release for occupancy, the ichise has now opened, but the drive through is not operational yet. Full zoning release for occupancy will be issued when drive through features are talled. 10/31/202411/26/2024 Drive through features are being installed, will give full zoning release when installed. 12/30/20244/2/2025 Drive through approval finaled by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site.

Crossroads Village, Kiddie Academy	Thomas, Emily, Katie	4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting. 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/20234/30/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. Applicant discussed submitting application for signage in the near future 6/26/2024 Town Engineer and Town Planner to meet with new site superintendent Thursday the 27th of June to prepare for groundbreaking, signage application still pending. 7/30-10/1 Ground has been broken, site work continues, estimated completion date for site work is January 2025 10/31/2024-12/30/2024 applications for signage and other exterior elements to be submitted for ARB review. UPDATE 2/25/20254/2/2025 Site Work continues, minor plan revision adding another fire hydrant on site approved by Town.
Karter School	Thomas, Emily, Katie	Karter School initially was part of the larger Robinson Village Rezoning/SUP which included a child education center on the pad site next to Washington Street. A site plan was submitted to the Town, but the owner wished to add retail to the pad site. The final site plan has been resubmitted with general retail included. Town staff have provided comments on the first submission of the site plan as of 3/31/2025
Haymarket Lifetime Smiles	Thomas	6/1/2023: Preliminary Site Plan for dentist office submitted to Town. Second preliminary submission currently under review by Town Planner and Town Engineer. Location of the Lifetime Smiles dentist office is behind Chick Fil A and The Fauquier Bank by the Quarles Property. 9/26 Preliminary Plan to be signed soon once the conditions in the Town Engineer's approval letter are met. 10/16 Preliminary Site Plan approved, Final Site Plan received first submission comments from Town Staff. 10/30: The Town Planner and Engineer have met with J2 Engineers to review the second submission of the final site plan. Town Staff to place the final site plan on the November PC Agenda. 11/27 Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/20234/30/2024 Construction Release given, all bonds collected by the Town, Construction team to start work in early March 3/26/2024 Grading on site has begun. Routine E/S inspections are performed by our third party inspector 6/26/2024 Construction of shell near completion, E/S inspections continue 7/30-8/27 site work continues, estimated completion for site work is September 2024, with opening of facilities in November 2024. Town Planner to inspect site for zoning release for occupancy on 8/28. 10/1/2024 Town Planner has inspected lot, zoning release will not be given until interior buildout completed. 10/31/2024 Owner has applied for signage installation and ARB approved application on October 16th. UPDATE 11/26/2024 Town Planner has given zoning release for occupancy for Lifetime Smiles 2/25/20254/2/2025 No recent updates, will coordinate with owner when bond release requested
Bleight Drive Townhomes (Magnolia Crossing)	Thomas	4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant to submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon. 12/22/2023 Town Staff have denied waiver for excluding sidewalk from site plan 2/1/2024 Town Staff waiting on follow up from developer 3/26/2024 Town Staff discussed next steps with developer to ensure the sidewalk is included in the plan and the proper easement agreements are established to facilitate installation. 4/30/2024 Villages of Haymarket HOA and Developer in discussion to create easement agreement 6/26/2024-8/27/2024 Easement agreement has not been reached between HOA and Applicant, applicant will still build sidewalk up to the property line of development. Site plan approved by planning commission in June 17th PC meeting, Town Staff will continue to review the final submission before signing the site plan. 10/1/2024 Applicant to submit architecturals and demolition COA application in October ARB meeting 10/31/2024 ARB still working with applicant on both COA applications 11/26/2024 COA for demolition of single family structures issued by Town Planner. 12/30/2024 Architectural submission brought to ARB in December and approved with conditions, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval. 1/29/2025—Conditional Approval issued to builder by Town Planner, deed/plat and site plan approval pending. 2/25/2025—site plan approved, schedule for demolition of structures on site and construction schedule will be determined with applicant. UPDATE 4/2/2025 Building Plans still pending approval by Prince William County, deed and plat acceptance and bond submissions to be coordin
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas	4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26/20234/2/2025 Town Staff working with applicant on landscaping bond agreement.

Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas, Katie, Emily		4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. 3/26/2024 Site Plan Revision to be signed in the next week 4/30/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 Town Staff met with site superintendent at pre-construction meeting, groundbreaking to begin in the next month. 7/30-12/30 Site work continues, estimated completion date tbd 1/29/2025 Site Superintendent, Town Staff, and VDOT discussing change in ditch design for SWM on site, VDOT currently reviewing design, no submission yet to Town. 2/25/2025 Previous discussions with site superintendent, VDOT, and Town yielded consensus for construction to follow site plan as approved. Any other alterations to plan will be announced if applied for. UPDATE 4/2/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. VDOT is asking the Town to				
			Town Clerk				
Board/Committee Updates	Kim		The month of April will have back to back meetings. Starting with the Town Council Public Hearing/Regular Monthly Meeting on April 7, Planning Commission meeting will be on April 8 and ARB meeting will be on April 9. ARB moved their meeting up one week because of PWC School Spring Break. I will be working with Planning Commission and ARB to review and update their bylaws. Compliant to Strategic Plan 2.3 Research rules of engagement, roles and responsibilities of liaisons and council members				
Agendas/Minutes	Kim		All approved minutes are current on the website. I have scheduled clergy for invocations for the next 3 months. State Senator Roem and Delegate Thomas will be at the May 5th meeting to give information on what came out of the most recent legislative session. Compliant to strategic plan 2.4. Investigate opportunities to network with other small-town jurisdictions and VML to report to council on state legislation and local zoning regulations				
Directives	Kim		Julia and I will be scheduling a meeting with CivicPlus to for a tutorial in upgrading our website. We hope to have concrete information for the May meeting.				
Re- Launching of TANV Meetings	Kim	Goal 2: Promote Fiscal Responsibility and Organizational Excellence Strategy 2.4 Investigate opportunities to network with other small-town jurisdictions and VML to report to Council on state legislation and local zoning regulations	The Town of Vienna beat us to the punch on the TANV meetings. They are going to be the organizers. The first meeting is on May 9th in Vienna. I will be in touch with the Clerks there to set up a date where we will be the host.				
			Maintenance				
Tenant Buildings		No current issues to report. Wi	ill be working on estimates for deck replacement for Copper Cricket in the next few weeks.				
Museum			No current issues to report.				
Park House		G	one. Will be relocating a few plants from the front this month.				
Events: Haymarket Day/Holiday event	Installed a	a temporary pergola and base for the live music at the Farmers Market. Repur	posed the dirt removed to cover the area between the monument sign and Jefferson Street, seed and straw have been laid, will continue to water.				
Streetscape	Street light poles are up at park, I have the remaining surplus (arms, bolts, etc.) I will be labeling and entering those parts in inventory. Retro fitted the three lights in front of Thrive Spa and did not fix the issue. There may be an issue underground						
	Event/Business Marketing						
Farmers Market	Julia		We received over 80 applications which resulted in adding spaces to the market. We have a total of 54 weekly spots. Vendor orientation will take place on April 3rd. I am working on creating the orientation presentation. Over 32 vendors are returning from last season and we area adding 17 new vendors. We also have a variety of drop-in vendors. I am working on advertising all of our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. The special markets that we have currently planned are Mother's Day, Father's Day, Dog, and Halloween. I will continue to brainstorm more themed days for the market. Musicians have been booked for all weekends of the market. ArtsVanGo will be providing free kids crafts for 3 of our market dates. I am continuing to look into activities to incorporate at the special holiday markets. The farmers market schedule will be advertised on our social media pages and the GoGov app at the beginning of March. We will be providing free tote bags to the first 100 visitors that stop by the town hall booth and show the My Haymarket App. I have contacted Thrive Med Spa and Haymarket Dental Complete Care regarding the usage of their parking lots during the market and I will advertise those spots to the public. Parking will also be available at the museum.				

Summer Concert 8/16	Julia		The application has been updated for the 2025 Summer Concert and information has been updated on the website. The theme for the concert will be 80's. Bands have been booked for the concert. Working with sponsors to find creative crafts to include at the concert. I am continuing to research ideas and decorations to implement at the concert this year. I have created a Summer Concert flyer to be posted on the community boards outside of town hall, at the park, and the museum.
Holiday Event 12/13	Julia		The Holiday & Christmas Bazaar was a success. We received positive feedback from vendors, residents, and performers. Vendors liked the added lights in the tents and the larger signage on their tents. We continued to promote the GOGov app at the Town Hall tent during the event. Santa's mailbox was taken down after the event and we sent a total of 130 letters back to kids. The 2025 Holiday Bazaar application has been updated and added to the website calendar.
Haymarket Day 10/18	Julia		The Haymarket Day application and website has been updated for 2025. I have started reaching out and booking bands. I have started to reach out to possible event sponsors. Sponsorships will all be starting on July 1. Working to finalize vendor fees for 2025. Currently waiting on the contracts for picnic tables, stages, and potters potties. Sound engineer has been confirmed for all town events.
Event Misc.:	Julia		PWC Historic Preservation will be having a Thoroughfare pop-up exhibit in the Museum starting at the beginning of May. This will be open to the public during the farmers market. It will be advertised on our social media as well. Continuing to assist with the Senior Summit happening on April 24th. Completed necessary appendices for the Communication Plan (Goal 6.1 Complete and implement the communications plan for the Town). Working on strategic plan goal 4.5 by creating town business folders to pass out to all in-town businesses and new businesses. I am also creating folders for new town residents These folders will be hand delivered to businesses. (Goal 4.5 Investigate ways to engage face to face with existing businesses). We are also working with Skipper Films to offer a giveaway at each business roundtable for the businesses that attend to win a promotional video of their business. (Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table). Created the Q2 newsletter that will be mailed on April 4th.
Social Media/Website/GoGov	Emily/Alexandra /Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. Working on implementing the request feature on the My Haymarket app. We have a total of 474 app downloads. All event information and dates have been updated on the website for the 2025 season. Working on strategic plan goal 4.6, developing a social media plan, scripts, and brainstorming ideas for our new marketing campaign. Began advertising the farmers market vendors on social media.
		Depu	uty Clerk/Administration
Newsletter	Alexandra		Q2 Newsletter drafted and set to be mailed April 4. Working with a professional printer to print this quarters newsletter. Will evaluate the product, ease of printing and mailing and financial costs with the Town Manager for future issues.
Real Estate Tax	Roberto/Alex		Update finance charges on outstanding RE invoices; Process incoming payments; Respond to inquiries from residents and financial institutions.
Administrative	Alexandra		Daily Mail Check; process purchase orders; enter all invoices into QuickBooks; process and prepare payments for finance meetings; monitor late invoices/fees and payment processing (events, engineering fees, zoning etc.); record Square transactions; process and track tenant and meals tax payments. Communicate questions & concerns from residents and businesses; file room organization; file & track usps lost mail claim; assist with audit backup; process BPOL applications, and hand-deliver to local businesses;
ARB	Alexandra		ARB Meeting March 19; draft minutes; create ARB Information binder for board members;
Office Misc.:	Alexandra		Notify Military Banner participants of last hanging for memorial day, email updates to inquiring participants, Review/edit launch page information; Attend wed. evening virtual parliamentary procedures class; Working on strategic plan goal 4.5 Investigate ways to engage face-to-face with existing businesses -some ideas include personally handing out business licenses, organizing business walks where town staff and council walk through local businesses to meet owners and have conversations to learn about services offered or if they have concerns they want to voice; another idea perhaps holding a Town Hall Meeting dedicated to business owners to ask questions or discuss any issues affecting them such as zoning;
		Nev	w/Old Business Updates
New Businesses			



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

Treasurer's Report

To: Honorable Mayor and Town Council

From: Roberto Gonzalez, Town Treasurer

Date: April 07, 2025

Re: Treasurer's Report

Highlights:

- Actuals as of 04.02.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 04.02.2025.
- Finalized FY2023 CAFR report is now posted on the website
- Continue to work on pre-audit records collections for FY2024.
- Presented the proposed FY2026 Budget to Council during Work Session
- Worked on updates on the proposed FY2026 budget after 1st work session held with Council.
- Reviewed Administrators A/P entries and A/R entries.



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

Memorandum

To: Honorable Mayor and Town Council

From: Roberto Gonzalez, Town Treasurer

Date: April 07, 2025

Re: Proffer - Update

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

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

	Total Amount Collected		tal Amount Used		tal Amount Available	
Parks & Recreation	\$ 443,664.00	\$	-	\$	443,664.00	
Public Safety	\$ 32,760.00	\$	29,960.00	\$	2,800.00	
Transportation	\$ 444,483.00	\$	-	\$	444,483.00	
Fire and Rescue	\$ 113,958.00	\$	-	\$	113,958.00	
Town Administration	\$ 20,007.00	\$	12,051.00	\$	7,956.00	
Schools	\$ 1,205,100.00	\$	-	\$ 1	L,205,100.00	
	\$ 2,259,972.00	\$	42,011.00	\$2	,217,961.00	

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

Robinson Village (Van Metre)		Pro	ffers rec	eive	ed as of 03.0	1.2	023			
						7	Total for 38		Bal	lance Left for
		Per Unit	Units		Actuals	Т	ownhomes	Used		Use
Parks & Recreation	\$	3,792.00	38	\$	144,096.00	\$	144,096.00	\$ -	\$	144,096.00
Public Safety	\$	280.00	38	\$	10,640.00	\$	10,640.00	\$ 10,640.00	\$	-
Transportation	\$	3,799.00	38	\$	144,362.00	\$	144,362.00	\$ -	\$	144,362.00
Fire and Rescue	\$	974.00	38	\$	37,012.00	\$	37,012.00	\$ -	\$	37,012.00
Town Administration	\$	171.00	38	\$	6,498.00	\$	6,498.00	\$ 2,551.00	\$	3,947.00
Schools	\$	10,300.00	38	\$	391,400.00	\$	391,400.00	\$ -	\$	391,400.00
	\$	19,316.00		\$	734,008.00	\$	734,008.00		\$	720,817.00
Pulte (Crossroads)		Pro	ffers rec	eive	ed as of 06.1	8.2	024			
						1	Total for 79		Bal	lance Left for
		Per Unit	Units		Actuals	Т	ownhomes	USED		Use
Parks & Recreation	\$	3,792.00	79	\$	299,568.00	\$	299,568.00	\$ -	\$	299,568.00
Public Safety	\$	280.00	79	\$	22,120.00	\$	22,120.00	\$ 19,320.00	\$	2,800.00
Transportation	\$	3,799.00	79	\$	300,121.00	\$	300,121.00	\$ -	\$	300,121.00
Fire and Rescue	\$	974.00	79	\$	76,946.00	\$	76,946.00	\$ -	\$	76,946.00
Town Administration	\$	171.00	79	\$	13,509.00	\$	13,509.00	\$ 9,500.00	\$	4,009.00
Schools	\$	10,300.00	79	\$	813,700.00	\$	813,700.00	\$ -	\$	813,700.00
	Ś	19.316.00		Ś:	L.525.964.00	Ś	1.525.964.00		\$1	1.497.144.00

Town of Haymarket Statement of Net Position

As of April 4, 2025

	Apr 4, 25
ASSETS	
Current Assets Checking/Savings	
10000 · Cash & Cash Equivalents	8,339,478.70
11010 · Virginia Investment Pool	364,054.24
Total Checking/Savings	8,703,532.94
Accounts Receivable 12000 · Accounts Receivable 12010 · A/R Permits 12020 · Delinquent Real Estate 12021 · Taxes Receivable - RE 2016	89,308.12 -2,159.99 2,761.44 1,529.52
Total Accounts Receivable	91,439.09
Other Current Assets 11499 · Undeposited Funds 12099 · Allowance for Doubtful Accounts 12200 · Prepaid Expenses	102,992.35 -63,284.67 17,658.85
Total Other Current Assets	57,366.53
Total Current Assets	8,852,338.56
Fixed Assets 12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets 14003 · Accum Amort - SBITA Asset 14002 · SBITA Asset 14001 · Accum Amort - ROU Asset 14000 · Right of Use Lease Assets 12300 · Lease Receivable CP 12301 · Accrued Int Rec - G87 12350 · Lease Receivable - LT G87 19110 · Deferred Outflows - OPI 19000 · Net Pension Asset 19100 · Deferred Outflow - Pension Cont 19200 · Deferred Outflow - GLI OPEB	-4,755.96 20,609.33 -1,799.90 10,799.18 155,821.13 892.53 204,611.44 93,878.00 172,687.00 393,548.00 12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	15,829,157.37
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 20000 · Accounts Payable	5,396.04
Total Accounts Payable	<u> </u>
Credit Cards	5,396.04
20041 · ToH Credit Card - SONA 1424/269 20042 · PD Credit Card - SONA 0277	224.95 111.64
Total Credit Cards	336.59
Other Current Liabilities 20099 · Prepaid Rent 20096 · Deferred Revenue - Other 20098 · Deferred Revenue - ARPA Funds 20500 · Sales Tax Payable 21000 · Payroll Liabilities	8,812.70 2,248,634.41 1,139,445.17 92.92 67,807.84

Town of Haymarket Statement of Net Position As of April 4, 2025

22000 · Security Deposits 13,940.65 22010 · Escrow Deposits 204,941.60 Total Other Current Liabilities 3,683,675.29 Total Current Liabilities 3,689,407.92 Long Term Liabilities 28006 · SBITA Liability - Non Current 10,400.10 28005 · SBITA Liability - CP 4,978.83 28004 · Accrued Int Exp - G86 299.32 28001 · Lease Liability - LT 7,025.69 28001 · Lease Liability - CP 2,070.16 28003 · Accrued Int Exp - G87 25.09 28000 · Deffered Inflow G87 34,417.53 2000 · Accrued Interest Payable 2,748.94 23000 · Accrued Leave 36,581.32 25000 · General Obligation Bonds 277,900.00 29100 · Deferred Inflow - Pension Msmnt 378,349.00 29500 · Net OPEB Liability 39,254.00 29500 · Net OPEB Liabilities 1,113,293.98 Total Long Term Liabilities 1,113,293.98 Total Liabilities 4,802,701.90 Equity 34121 · GASB 96 Activity Offset 175.12 34121 · GASB 96 Activity Offset 25,942.00 34000 · Net Pension		Apr 4, 25
Total Current Liabilities 3,689,407.92 Long Term Liabilities 10,400.10 28006 · SBITA Liability · CP 4,978.83 28004 · Accrued Int - G96 299,32 28001 · Lease Liability · LT 7,025.69 28001 · Lease Liability · CP 2,070.16 28001 · Lease Liability · CP 25.09 28000 · Accrued Int Exp · G87 25.09 28000 · Deffered Inflow G87 344.417.53 20080 · Accrued Leave 36,581.32 25000 · General Obligation Bonds 277,900.00 29100 · Deferred Inflow - Pension Msmnt 378,349.00 29500 · Net OPEB Liability 39,254.00 29600 · Deferred Inflow - OPEB 9,244.00 Total Long Term Liabilities 1,113,293.98 Total Liabilities 4,802,701.90 Equity 34121 · GASB 96 Activity Offset 175.12 34120 · GASB 87 Activity Offset -121.66 34110 · Net OPEB Activity Offset -35,942.00 34000 · Net Pension Activity Offset 281,764.00 30000 · Unrestricted Net Assets 4,608,194.88 31000 · Restricted Net Assets 5,917,972.07	- · · · · · · · · · · · · · · · · · · ·	
Long Term Liabilities 28006 · SBITA Liability - Non Current 10,400.10 28005 · SBITA Liability - CP 4,978.83 28004 · Accrued Int - G96 299.32 28002 · Lease Liability - LT 7,025.69 28001 · Lease Liability - CP 2,070.16 28003 · Accrued Int Exp - G87 25.09 28000 · Deffered Inflow G87 344,417.53 20080 · Accrued Leave 36,581.32 25000 · General Obligation Bonds 277,900.00 29100 · Deferred Inflow - Pension Msmnt 378,349.00 29500 · Net OPEB Liability 39,254.00 29600 · Deferred Inflow - OPEB 9,244.00 Total Long Term Liabilities 1,113,293.98 Total Liabilities 4,802,701.90 Equity 34121 · GASB 96 Activity Offset 175.12 34120 · GASB 87 Activity Offset -121.66 34110 · Net OPEB Activity Offset 281,764.00 30000 · Unrestricted Net Assets 80,200.00 32000 · Investment in Capital Assets 5,917,972.07 30000 · Amt Long Term Obligations -317,230.27 Net Income 491,443.33 Total Equity 11,026,455.47	Total Other Current Liabilities	3,683,675.29
28006 · SBITA Liability - Non Current 10,400.10 28005 · SBITA Liability - CP 4,978.83 28004 · Accrued Int - G96 299.32 28001 · Lease Liability - LT 7,025.69 28001 · Lease Liability - CP 2,070.16 28003 · Accrued Int Exp - G87 25.09 28000 · Deffered Inflow G87 344,417.53 20080 · Accrued Interest Payable 2,748.94 23000 · Accrued Leave 36,581.32 25000 · General Obligation Bonds 277,900.00 29100 · Deferred Inflow - Pension Msmnt 378,349.00 29500 · Net OPEB Liability 39,254.00 29600 · Deferred Inflow - OPEB 9,244.00 Total Liabilities 1,113,293.98 Total Liabilities 1,113,293.98 Total Liabilities 1,512 34121 · GASB 96 Activity Offset 175.12 34120 · GASB 87 Activity Offset 281,764.00 34000 · Net Pension Activity Offset 281,764.00 34000 · Verestricted Net Assets 4,603,194.88 31000 · Restricted Net Assets 4,802,702.07 33000 · Amt Long Term Obligations -317,230.27 Net Income <t< td=""><td>Total Current Liabilities</td><td>3,689,407.92</td></t<>	Total Current Liabilities	3,689,407.92
29500 · Net OPEB Liability 39,254.00 29600 · Deferred Inflow - OPEB 9,244.00 Total Long Term Liabilities 1,113,293.98 Total Liabilities 4,802,701.90 Equity 34121 · GASB 96 Activity Offset 175.12 34120 · GASB 87 Activity Offset -121.66 34110 · Net OPEB Activity Offset 281,764.00 30000 · Net Pension Activity Offset 281,764.00 30000 · Unrestricted Net Assets 4,608,194.88 31000 · Restricted Net Assets 80,200.00 32000 · Investment in Capital Assets 5,917,972.07 33000 · Amt Long Term Obligations -317,230.27 Net Income 491,443.33 Total Equity 11,026,455.47	28006 · SBITA Liability - Non Current 28005 · SBITA Liability - CP 28004 · Accrued Int - G96 28002 · Lease Liability - LT 28001 · Lease Liability - CP 28003 · Accrued Int Exp - G87 28000 · Deffered Inflow G87 20080 · Accrued Interest Payable 23000 · Accrued Leave	4,978.83 299.32 7,025.69 2,070.16 25.09 344,417.53 2,748.94 36,581.32
Total Liabilities 4,802,701.90 Equity 34121 · GASB 96 Activity Offset 175.12 34120 · GASB 87 Activity Offset -121.66 34110 · Net OPEB Activity Offset -35,942.00 34000 · Net Pension Activity Offset 281,764.00 30000 · Unrestricted Net Assets 4,608,194.88 31000 · Restricted Net Assets 80,200.00 32000 · Investment in Capital Assets 5,917,972.07 33000 · Amt Long Term Obligations -317,230.27 Net Income 491,443.33 Total Equity 11,026,455.47	29500 · Net OPEB Liability	39,254.00
Equity 34121 · GASB 96 Activity Offset 175.12 34120 · GASB 87 Activity Offset -121.66 34110 · Net OPEB Activity Offset -35,942.00 34000 · Net Pension Activity Offset 281,764.00 30000 · Unrestricted Net Assets 4,608,194.88 31000 · Restricted Net Assets 80,200.00 32000 · Investment in Capital Assets 5,917,972.07 33000 · Amt Long Term Obligations -317,230.27 Net Income 491,443.33 Total Equity 11,026,455.47	Total Long Term Liabilities	1,113,293.98
34121 · GASB 96 Activity Offset 175.12 34120 · GASB 87 Activity Offset -121.66 34110 · Net OPEB Activity Offset -35,942.00 34000 · Net Pension Activity Offset 281,764.00 30000 · Unrestricted Net Assets 4,608,194.88 31000 · Restricted Net Assets 80,200.00 32000 · Investment in Capital Assets 5,917,972.07 33000 · Amt Long Term Obligations -317,230.27 Net Income 491,443.33 Total Equity 11,026,455.47	Total Liabilities	4,802,701.90
33000 · Amt Long Term Obligations -317,230.27 Net Income 491,443.33 Total Equity 11,026,455.47	34121 · GASB 96 Activity Offset 34120 · GASB 87 Activity Offset 34110 · Net OPEB Activity Offset 34000 · Net Pension Activity Offset 30000 · Unrestricted Net Assets	-121.66 -35,942.00 281,764.00 4,608,194.88
	33000 · Amt Long Term Obligations	-317,230.27
TOTAL LIABILITIES & EQUITY 15,829,157.37	Total Equity	11,026,455.47
	TOTAL LIABILITIES & EQUITY	15,829,157.37

Income	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	461,774.42	473,293.00	97.6%	
				a large increase in assessments due to increase reported by VEPCO due to underground conductors
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	and devices
3110-03 · Interest - All Property Taxes	962.75	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,084.77	1,000.00	308.5%	
Total 3110 · GENERAL PROPERTY TAXES	491,250.43	486,893.00	100.9%	-
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	229,222.36	225,000.00	101.9%	Collection up to the month of February 2025
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	246,433.19	325,000.00	75.8%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	102,272.63	140,000.00	73.1%	Collection up to the month of February 2025
3120-04 · Consumer Utility Tax	92,152.06	158,000.00	58.3%	
3120-05 · Meals Tax - Current	1,099,355.78	1,550,000.00	70.9%	Collection up to the month of February 2025
3120-06 · Sales Tax Receipts	102,664.60	160,000.00	64.2%	Collection up to the monht of January 2025
3120-07 · Penalties (Non-Property)	3,257.62	5,000.00	65.2%	
3120-08 · Interest (Non-Property)	152.48	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,875,510.72	2,587,000.00	72.5%	
3130 · PERMITS, FEES & LICENESES				
3130-01 · Application Fees	1,850.00	4,500.00	41.1%	
3130-03 · Motor Vehicle Fees	304.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,336.81	1,000.00	433.7%	
3130-06 · Pass Through Fees	7,884.53	15,000.00	52.6%	<u>.</u>
Total 3130 · PERMITS, FEES & LICENESES	14,375.34	20,500.00	70.1%	_
3140 · FINES & FORFEITURES				
3140-01 · Fines	20,276.96	20,000.00	101.4%	Collections up to January 2025
Total 3140 · FINES & FORFEITURES	20,276.96	20,000.00	101.4%	-
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	13,144.17	13,500.00	97.4%	Reconciled March 2025 currently
3150-03 · Interest on Bank Deposits	174,493.05	89,500.00	195.0%	Reconciled February 2025 currently
Total 3150 · REVENUE - USE OF MONEY	187,637.22	103,000.00	182.2%	-
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	37,625.90	49,207.00	76.5%	
3151-08 · 15020 Washington Realty	43,760.97	58,348.00	75.0%	
3151-09 · 15026 Copper Cricket	24,173.52	29,008.00	83.3%	
3151-11 · Cupcake Heaven and Cafe LLC	27,594.64	36,914.00	74.8%	
3151-15 · Revolution Mortgage	5,982.21	7,312.00	81.8%	
Total 3151 · RENTAL (USE OF PROPERTY)	139,137.24	180,789.00	77.0%	_
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	5.00	0.00	100.0%	-
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	17,685.00	20,000.00	88.4%	
3165-01 · Town Event	65,327.63	80,000.00	81.7%	
3165-02 · Farmer's Market	15,589.50	12,000.00	129.9%	
3165-03 · Town Ornaments	6,646.25	10,000.00	66.5%	
3165-05 · Museum Revenue - Art	1,198.28	0.00	100.0%	
3165-06 · Town Hats	781.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,354.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	110,659.16	122,000.00	90.7%	-
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-106.24	300.00	-35.4%	
3180-01 · Citations & Accident Reports	75.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	

3180-04 · Reimbursement from Insurance	3,088.73	0.00	100.0%	
3190 · Sale fo Salvage & Surplus				
3190-01 · Public Safety - Surplus Sales	3,300.00	0.00	100.0%	Sale of the old PD Sign Message board
Total 3190 · Sale of Salvage & Surplus	3,300.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	6,407.49	300.00	2,135.8%	
3200 · REVENUE FROM COMMONWEALTH			,	
3200-02 · 599 Law Enforcement Grant	28,341.00	36,144.00	78.4%	3 of 4 Collection for FY2025
3200-05 · Communications Tax	54,185.57	80,000.00	67.7%	Collection up to November 2024 taxes
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	15,841.83	27,213.00	58.2%	1st Qt invoice; Equipment grant and DMV Hours
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	134,326.62	182,677.00	73.5%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
4002 · Transfer from ARPA Funds	512,801.72	948,335.00	54.1%	Funds transferred to make payment on project
Total Income	3,492,387.90	4,934,494.00	70.8%	
Gross Profi	t 3,492,387.90	4,934,494.00	70.8%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	9,215.20	10,050.00	91.7%	
111002 · FICA/Medicare	1,164.40	2,000.00	58.2%	
111003 · Meals and Lodging	4,795.46	6,300.00	76.1%	
111004 · Mileage Allowance	897.15	1,050.00	85.4%	
111005 · Salaries & Wages - Regular	14,800.00	22,000.00	67.3%	
Total 11100 · TOWN COUNCIL	30,872.21	41,400.00	74.6%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	369,852.76	486,558.00	76.0%	
1211002 · Salaries/Wages - Overtime	2,477.42	4,500.00	55.1%	
1211003 · Salaries/Wages - Part Time	31,101.25	39,420.00	78.9%	
1211004 · FICA/Medicare	29,787.36	40,238.00	74.0%	
1211005 · VRS	57,573.79	78,978.00	72.9%	
1211006 · Health Insurance	46,940.80			
		78,213.00	60.0%	
1211007 · Life Insurance	4,503.50	5,857.00	76.9%	
1211008 · Disability Insurance	4,503.50 2,367.71	5,857.00 3,360.00	76.9% 70.5%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance	4,503.50 2,367.71 1,366.21	5,857.00 3,360.00 5,995.00	76.9% 70.5% 22.8%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation	4,503.50 2,367.71 1,366.21 260.00	5,857.00 3,360.00 5,995.00 481.00	76.9% 70.5% 22.8% 54.1%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance	4,503.50 2,367.71 1,366.21	5,857.00 3,360.00 5,995.00	76.9% 70.5% 22.8%	overage due to Forecasting analysis being tracked
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins.	4,503.50 2,367.71 1,366.21 260.00 17,616.00	5,857.00 3,360.00 5,995.00 481.00 21,261.00	76.9% 70.5% 22.8% 54.1% 82.9%	overage due to Forecasting analysis being tracked here
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services	4,503.50 2,367.71 1,366.21 260.00 17,616.00	5,857.00 3,360.00 5,995.00 481.00 21,261.00	76.9% 70.5% 22.8% 54.1% 82.9%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services	4,503.50 2,367.71 1,366.21 260.00 17,616.00	5,857.00 3,360.00 5,995.00 481.00 21,261.00	76.9% 70.5% 22.8% 54.1% 82.9%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet & Website Svc	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet & Website Svc 1211017 · Postage	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 5,000.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 51.7%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 5,000.00 7,500.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 51.7% 77.7%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 5,000.00 7,500.00 2,500.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 51.7% 77.7% 16.7%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance 1211020 · Meals & Lodging	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74 2,537.11	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 5,000.00 7,500.00 7,000.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 77.7% 16.7% 36.2%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance 1211020 · Meals & Lodging 1211021 · Convention & Education	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74 2,537.11 1,540.00	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 5,000.00 7,500.00 7,000.00 10,000.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 77.7% 16.7% 36.2% 15.4%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance 1211020 · Meals & Lodging 1211021 · Convention & Education 1211022 · Miscellaneous	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74 2,537.11 1,540.00 797.72	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 5,000.00 7,500.00 2,500.00 10,000.00 2,000.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 77.7% 16.7% 36.2% 15.4% 39.9%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance 1211020 · Meals & Lodging 1211021 · Convention & Education 1211022 · Miscellaneous 1211024 · Books, Dues & Subscriptions	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74 2,537.11 1,540.00 797.72 4,358.42	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 7,500.00 7,500.00 7,000.00 10,000.00 2,000.00 21,075.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 77.7% 16.7% 36.2% 15.4% 39.9% 20.7%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance 1211020 · Meals & Lodging 1211021 · Convention & Education 1211022 · Miscellaneous 1211024 · Books, Dues & Subscriptions 1211025 · Office Supplies	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74 2,537.11 1,540.00 797.72 4,358.42 5,557.45	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 7,500.00 7,500.00 7,000.00 10,000.00 2,000.00 21,075.00 8,500.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 77.7% 16.7% 36.2% 15.4% 39.9% 20.7% 65.4%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance 1211020 · Meals & Lodging 1211021 · Convention & Education 1211022 · Miscellaneous 1211025 · Office Supplies 1211030 · Capital Outlay-Machinery/Equip	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74 2,537.11 1,540.00 797.72 4,358.42 5,557.45 0.00	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 7,500.00 7,500.00 10,000.00 2,000.00 21,075.00 8,500.00 5,000.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 77.7% 16.7% 36.2% 15.4% 39.9% 20.7% 65.4% 0.0%	
1211008 · Disability Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet &Website Svc 1211017 · Postage 1211018 · Telecommunications 1211019 · Mileage Allowance 1211020 · Meals & Lodging 1211021 · Convention & Education 1211022 · Miscellaneous 1211024 · Books, Dues & Subscriptions 1211025 · Office Supplies 1211030 · Capital Outlay-Machinery/Equip Total 12110 · TOWN ADMINISTRATION	4,503.50 2,367.71 1,366.21 260.00 17,616.00 16,713.22 8,286.87 2,790.34 17,325.62 2,583.33 5,826.65 416.74 2,537.11 1,540.00 797.72 4,358.42 5,557.45 0.00	5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 8,298.00 9,000.00 28,550.00 7,500.00 7,500.00 10,000.00 2,000.00 21,075.00 8,500.00 5,000.00	76.9% 70.5% 22.8% 54.1% 82.9% 139.3% 99.9% 31.0% 60.7% 77.7% 16.7% 36.2% 15.4% 39.9% 20.7% 65.4% 0.0% 71.0%	

12240 · INDEPENDENT AUDITOR	0.00	05 500 00	0.00/	
1224001 · Auditing Services	0.00	25,500.00	0.0%	•
Total 12240 · INDEPENDENT AUDITOR	0.00	25,500.00	0.0%	ı
Total 01 · ADMINISTRATION 03 · PUBLIC SAFETY	715,658.36	1,058,184.00	67.6%	
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	457,705.33	675,291.00	67.8%	
3110003 · Salaries & Wages - Regular	23,471.54	24,000.00	97.8%	
3110004 · Salaries & Wages - Holiday Pay	29,380.36	38,041.00	77.2%	
3110005 · Salaries & Wages - Part Time	37,090.00	27,000.00	137.4%	
3110007 · Salary & Wages - DMV Grant	10,416.06	15,000.00	69.4%	
3110012 · Salaries & Wages - PT Admin.	8,712.50	39,000.00	22.3%	
3110020 · FICA/MEDICARE	42,063.58	66,545.00	63.2%	
3110021 · VRS	62,494.70	88,666.00	70.5%	
3110022 · Health Insurance	78,011.60	140,430.00	55.6%	
3110023 · Life Insurance	5,580.34	8,036.00	69.4%	
3110024 · Disability Insurance	1,632.64	3,070.00	53.2%	
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%	
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%	
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%	
3110028 · Legal Services	19,547.16	30,379.00	64.3%	
3110032 · Computer, Internet & Website	4,835.48	10,000.00	48.4%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	10,838.31	15,300.00	70.8%	
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%	
3110037 · Meals and Lodging	1,029.93	5,000.00	20.6%	
3110038 · Convention & Edu. (Training)	544.00	10,800.00	5.0%	
3110040 · Annual Dues & Subscriptions	12,698.72	24,795.00	51.2%	
3110041 · Office Supplies	4,134.57	6,000.00	68.9%	
3110042 · Vehicle Fuels	17,355.48	36,700.00	47.3%	
3110043 · Vehicle Maintenance/Supplies	22,495.07	22,000.00	102.3%	
3110045 · Uniforms & Police Supplies	32,803.85	45,901.00	71.5%	
3110049 · Grant Expenditures	11,088.58	12,213.00	90.8%	
3110056 · Capital Outlay-Machinery/Equip	147,551.87	192,405.00	76.7%	
Total 31100 · POLICE DEPARTMENT	1,076,527.65	1,581,643.00	68.1%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	1,076,527.65	1,596,643.00	67.4%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	134,746.58	208,608.00	64.6%	Paid up to February 2025 service
Total 43200 · REFUSE COLLECTION	134,746.58	208,608.00	64.6%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	44,957.57	111,892.00	40.2%	
4310002 · Maint Svc Contract-Pest Control	620.00	5,000.00	12.4%	
4310003 · Maint Svc Contract-Landscaping	19,350.00	35,000.00	55.3%	
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%	Reviewing monthly
4310007 · Electric/Gas Services	14,534.05	18,593.00	78.2%	
4310008 · Electrical Services-Streetlight	3,204.61	5,500.00	58.3%	
4310009 · Water & Sewer Services	3,964.20	3,850.00	103.0%	
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%	
4310015 · Maintenance - Vehicle Fuel	991.90	5,000.00	19.8%	
4310016 · Maint - Vehicle Maintenance	1,223.48	3,000.00	40.8%	•
Total 43100 · MAINT OF 15000 Wash St./Grounds	113,604.68	200,335.00	56.7%	ı
Total 04 · PUBLIC WORKS	250,564.26	416,156.00	60.2%	

60000 · Tourism/Traveling Marketing	98,238.15	96,429.00	101.9%	
60001 · Town Tourism	32,123.35	64,286.00	50.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	130,361.50	182,715.00	71.3%	1
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	10,141.99	25,000.00	40.6%	
7000003 · Demolition	48,524.00	161,749.00	30.0%	Initial deposit for work to begin
Total 70000 · HAYMARKET COMMUNITY PARK	58,665.99	186,749.00	31.4%	
71110 · EVENTS	,	,		
7111001 · Advertising - Events	5,015.00	5,000.00	100.3%	
7111003 · Contractural Services	49,707.86	64,950.00	76.5%	
7111004 · Events - Other	33,489.33	40,850.00	82.0%	
7111005 · Police Department Events	4,336.84	7,800.00	55.6%	
7111006 · Farmer's Market	7,272.50	12,000.00	60.6%	
Total 71110 · EVENTS	99,821.53	130,600.00	76.4%	•
72200 · MUSEUM	33,021.33	130,000.00	70.470	
7220009 · Advertising	0.00	1,000.00	0.0%	
7220003 Advertising 7220012 · Telecommunications				
	1,134.13	2,200.00	51.6%	
7200015 · Books, Dues & Subscriptions	30.00 400.00	250.00 2,500.00	12.0% 16.0%	
7220018 · Exhibits & Programs	1			•
Total 72200 · MUSEUM	1,564.13	5,950.00	26.3%	•
Total 07 · PARKS, REC & CULTURAL	160,051.65	323,299.00	49.5%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,105.00	5,670.00	19.5%	
8110002 · FICA/Medicare	72.62	500.00	14.5%	
8110003 · Consultants - Engineer	3,987.11	15,000.00	26.6%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineering - Pass Through	15,352.66	0.00	100.0%	•
Total 81100 · PLANNING COMMISSION	20,517.39	28,120.00	73.0%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,830.00	5,830.00	31.4%	
8111002 · FICA/Medicare	145.73	446.00	32.7%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,975.73	7,776.00	25.4%	
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	22,493.12	38,824.00	57.9%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
				upfront cost for the year; next payment will be in
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%	February 2025
9510003 · General Obligation Bond - Int	2,461.63	2,463.00	9a a%	Final interest payment for FY2025
Total 95100 · DEBT SERVICE	73,161.63	73,163.00	100.0%	
				•
Total 09 · NON-DEPARTMENTAL	73,161.63	73,163.00	100.0%	
94104 · Street Scape - Park Sidewalk	E40 004 70	006 500 00	04.004	2rd progress payment of the park sidewalk project
9410402 · Construction	512,801.72	836,586.00		3rd progress payment of the park sidewalk project
Total 94104 · Street Scape - Park Sidewalk	512,801.72	836,586.00	61.3%	
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.04			

Total EMPLOYEE BENEFITS	-0.04		
Total 94105 · PERSONNEL	-0.04		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	50,000.00	0.0%
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	6,553.00	55,000.00	11.9%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%
9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
Total 94108 · Capital Improvment Funds Expens	29,080.02	278,924.00	10.4%
94109 · Storm Water Grant Match	40,000.00	40,000.00	100.0%
Total Expense	3,010,699.87	4,934,494	61.0%
Net Ordinary Income	481,688.03	0	100.0%
Net Ordinary Income Other Income	481,688.03	0	100.0%
	481,688.03 0.00	50,000.00	100.0%
Other Income	·		
Other Income 50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds	0.00 0.00	50,000.00 75,000.00	0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense	0.00 0.00	50,000.00 75,000.00	0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense	0.00 0.00	50,000.00 75,000.00	0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense 98000 · Development Expenditures	0.00 0.00 0.00	50,000.00 75,000.00 125,000	0.0% 0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense 98000 · Development Expenditures 98000-1 · Parks & Recreation	0.00 0.00 0.00	50,000.00 75,000.00 125,000 75,000.00	0.0% 0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense 98000 · Development Expenditures 98000-1 · Parks & Recreation Total 98000 · Development Expenditures	0.00 0.00 0.00	50,000.00 75,000.00 125,000 75,000.00	0.0% 0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense 98000 · Development Expenditures 98000-1 · Parks & Recreation Total 98000 · Development Expenditures 97001 · American Rescue Plan Expenses	0.00 0.00 0.00	50,000.00 75,000.00 125,000 75,000.00 75,000.00	0.0% 0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense 98000 · Development Expenditures 98000 · Development Expenditures 98000 · 1 · Parks & Recreation Total 98000 · Development Expenditures 97001 · American Rescue Plan Expenses 97001 · Town Website	0.00 0.00 0.00 0.00 0.00	75,000.00 75,000.00 75,000.00 75,000.00 75,000.00	0.0% 0.0% 0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense 98000 · Development Expenditures 98000 · Development Expenditures 98000 · Development Expenditures 97001 · American Rescue Plan Expenses 97001 · American Rescue Plan Expenses	0.00 0.00 0.00 0.00 0.00	50,000.00 75,000.00 125,000 75,000.00 75,000.00 50,000.00	0.0% 0.0% 0.0% 0.0% 0.0%
Other Income 50001 · American Rescue Plan Funds 50002 · Development Funds Total Other Expense Other Expense 98000 · Development Expenditures 98000 · Development Expenditures 98000 · Development Expenditures 97001 · American Rescue Plan Expenses 97001 · American Rescue Plan Expenses 10tal 97001 · American Rescue Plan Expenses Total Other Expense	0.00 0.00 0.00 0.00 0.00 0.00	50,000.00 75,000.00 125,000 75,000.00 75,000.00 50,000.00 50,000.00	0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

	Jul 1, '24 - Apr 4	Jul 1, '23 - Apr 4	% Change
Ordinary Income/Expense			
Income 3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	461,774.42	447,701.64	3.1%
3110-02 · Public Service Corp RE Tax	25,428.49	13,659.92	86.2%
2440 02 Interest All Dresserts Toyon	000.75	2 400 05	04.00/
3110-03 · Interest - All Property Taxes 3110-04 · Penalties - All Property Taxes	962.75 3,084.77	2,480.65 1,934.21	-61.2% 59.5%
Total 3110 GENERAL PROPERTY TAXES	491,250.43	465,776.42	5.5%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	229,222.36	157,497.94	45.5%
3120-02 · Business License Tax	246,433.19	161,191.30	52.9%
3120-03 · Cigarette Tax	102,272.63	113,336.27	- 9.8%
3120-04 · Consumer Utility Tax	92,152.06	85,034.78	8.4%
3120-05 · Meals Tax - Current	1,099,355.78	961,038.59	14.4%
3120-06 · Sales Tax Receipts	102,664.60	98,727.43	4.0%
3120-07 · Penalties (Non-Property)	3,257.62	6,072.58	-46.4%
3120-08 · Interest (Non-Property)	152.48	306.99	-50.3%
Development Revenue			
Proffers	0.00	0.00	0.0%
Total Development Revenue	0.00	0.00	0.0%
Total 3120 · OTHER LOCAL TAXES	1,875,510.72	1,583,205.88	18.5%
3130 · PERMITS, FEES & LICENESES			
3130-01 · Application Fees	1,850.00	2,200.00	-15.9%
3130-03 · Motor Vehicle Licenses	304.00	513.00	-40.7%
3130-05 · Other Planning & Permits	4,336.81	10,065.00	-56.9%
3130-06 · Pass Through Fees	7,884.53	20,407.50	-61.4%
Total 3130 · PERMITS, FEES & LICENESES	14,375.34	33,185.50	-56.7%
3140 · FINES & FORFEITURES 3140-01 · Fines	20,276.96	18,025.92	12.5%
Total 3140 · FINES & FORFEITURES	20,276.96	18,025.92	12.5%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment 3150-03 · Interest on Bank Deposits	13,144.17 174,493.05	14,027.46 130,109.74	-6.3% 34.1%
Total 3150 · REVENUE - USE OF MONEY	187,637.22	144,137.20	30.2%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	37,625.90	36,920.19	1.9%
3151-08 · 15020 Washington Realty	43,760.97	42,578.91	2.8%
3151-09 · 15026 Copper Cricket	24,173.52	18,253.98	32.4%
3151-11 · Cupcake Heaven and Cafe LLC	27,594.64	29,806.74	-7.4%
3151-14 · Salman Home Realty Suite 204	0.00	5,600.00	-100.0%
3151-15 · Revolution Mortgage	5,982.21	7,098.67	-15.7%
3151-16 · Stirrup For Delegate 21	0.00	3,315.00	-100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	139,137.24	143,573.49	-3.1%
3160 · CHARGES FOR SERVICES	E 00	0.00	100.0%
FOIA Receipts 3160-01 · Public Safety	5.00	0.00	100.0%
3160-06 · DCJS Grant	0.00	12,000.00	-100.0%
3160-01 · Public Safety - Other	0.00	5,305.00	-100.0%
Total 3160-01 · Public Safety	0.00	17,305.00	-100.0%
Total 3160 · CHARGES FOR SERVICES	5.00	17,305.00	-100.0%
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	17,685.00	29,100.00	-39.2%
3165-01 · Town Event	65,327.63	58,906.49	10.9%

	Jul 1, '24 - Apr 4	Jul 1, '23 - Apr 4	% Change
3165-02 · Farmer's Market	24,188.75	21,305.54	13.5%
3165-03 · Town Ornaments	6,646.25	11,553.26	-42.5%
3165-05 · Museum Revenue - Art	1,198.28	869.30	37.8%
3165-06 · Town Hats	781.00	474.00	64.8%
3165-07 · Town Sweatshirts - Adult 3165-08 · Town Sweatshirts - Youth	3,354.00 77.50	0.00 0.00	100.0% 100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.0%
Total 3165 · REVENUE - TOWN EVENTS	119,258.41	122,208.59	-2.4%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	-106.64	123.23	-186.5%
3180-01 · Citations & Accident Reports	75.00	55.00	36.4%
3180-03 · Miscellaneous	50.00	10.00	400.0%
3180-04 · Reimbursement from Insurance 3180-05 · Recovered Costs- Private Events	3,088.73 0.00	46,018.56 300.00	-93.3% -100.0%
	0.00	000.00	100.070
3190 · Sale of Salvage & Surplus 3190-01 · Public Safety - Surplus Sales	3,300.00	0.00	100.0%
Total 3190 · Sale of Salvage & Surplus	3,300.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	0.00	32.57	-100.0%
Total 3180 · MISCELLANEOUS	6,407.09	46,539.36	-86.2%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	28,341.00	27,363.00	3.6%
3200-04 · Car Rental Reimbursement	0.00	801.09	-100.0%
3200-05 · Communications Tax	54,185.57	48,269.34	12.3%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,535.23	1,405.15	9.3%
3200-16 · DMV Select Grant	15,841.83	2,987.29	430.3%
3200-17 · LOLE Grant 3200-18 · Educational Reimbursement	0.00 796.02	579.00 0.00	-100.0% 100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	134,326.62	115,031.84	16.8%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.0%
4002 · Transfer from ARPA Funds	512,801.72	0.00	100.0%
Total Income	3,500,986.75	2,688,989.20	30.2%
Gross Profit	3,500,986.75	2,688,989.20	30.2%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL	0.045.00		4 450 004
111001 · Convention & Education	9,215.20	732.00	1,158.9%
111002 · FICA/Medicare 111003 · Meals and Lodging	1,164.40 4,795.46	920.10 156.41	26.6% 2,966.0%
111003 Meals and Loughig	897.15	0.00	100.0%
111005 · Salaries & Wages - Regular	14,800.00	13,150.00	12.6%
Total 11100 · TOWN COUNCIL	30,872.21	14,958.51	106.4%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	369,852.76	293,487.47	26.0%
1211002 · Salaries/Wages - Overtime	2,477.42	1,428.45	73.4%
1211003 · Salaries/Wages - Part Time	31,101.25	35,058.75	-11.3%
1211004 · FICA/Medicare	29,787.36	24,411.25	22.0%
1211005 · VRS	57,573.79	20,921.04	175.2%
1211006 · Health Insurance	46,940.80	39,121.20	20.0%
1211007 · Life Insurance	4,503.50	3,981.48	13.1%

	Jul 1, '24 - Apr 4	Jul 1, '23 - Apr 4	% Change
1211008 · Disability Insurance	2,367.71	2,016.72	17.4%
1211009 · Unemployment Insurance	1,366.21	674.76	102.5%
1211010 · Worker's Compensation	260.00	279.75	-7.1%
1211011 Gen Property/Liability Ins.	17,616.00	19,130.00	-7.9%
1211012 · Accounting Services	16,713.22	1,380.50	1,110.7%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	8,286.87	5,572.69	48.7%
1211015 · Advertising	2,790.34	3,640.50	-23.4%
1211016 · Computer, Internet &Website Svc	17,325.62	17,865.30	-3.0%
1211017 · Postage	2,583.33	1,726.75	49.6%
1211018 · Telecommunications	5,826.65	5,571.54	4.6%
1211019 · Mileage Allowance	416.74	277.72	50.1%
1211020 · Meals & Lodging	2,537.11	2,138.79	18.6%
1211021 · Convention & Education	1,540.00	2,046.15	-24.7%
1211022 · Miscellaneous	797.72	387.00	106.1%
1211024 · Books, Dues & Subscriptions	4,358.42	13,410.31	-67.5%
1211025 · Office Supplies	5,557.45	4,345.60	27.9%
1211030 · Capital Outlay-Machinery/Equip	0.00	4,704.64	-100.0%
Total 12110 · TOWN ADMINISTRATION	632,580.27	503,578.36	25.6%
12210 · LEGAL SERVICES 1221001 · Legal Services	52,205.88	60,779.83	-14.1%
Total 12210 · LEGAL SERVICES	52,205.88	60,779.83	-14.1%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	18,400.00	-100.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	18,400.00	-100.0%
Total 01 · ADMINISTRATION	715,658.36	597,716.70	19.7%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	457,705.33	365,465.53	25.2%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	23,471.54	17,618.87	33.2%
3110013 · Salaries & Wages - OT Select En	0.00	3,881.05	-100.0%
3110004 · Salaries & Wages - Holiday Pay	29,380.36	25,004.93	17.5%
3110005 · Salaries & Wages - Part Time	37,090.00	51,230.00	-27.6%
3110007 · Salary & Wages - DMV Grant	10,416.06	4,394.79	137.0%
3110012 · Salaries & Wages - PT Admin.	8,712.50	9,495.00	-8.2%
3110020 · FICA/MEDICARE	42,063.58	35,543.83	18.3%
3110021 · VRS	62,494.70	23,120.31	170.3%
3110022 · Health Insurance	78,011.60	63,054.00	23.7%
3110023 · Life Insurance	5,580.34	5,062.23	10.2%
3110024 · Disability Insurance	1,632.64	1,837.22	-11.1% 91.2%
3110025 · Unemployment Insurance	120.98 23,627.00	642.65 21,692.25	-81.2% 8.9%
3110026 · Workers' Compensation Insurance 3110027 · Line of Duty Act Insurance	5,118.00	4.705.00	8.8%
3110027 · Line of Duty Act insurance	19,547.16	20,405.30	-4.2%
3110026 · Legal Services 3110032 · Computer, Internet & Website	4,835.48	3,097.50	56.1%
3110033 · Postage	0.00	41.20	-100.0%
3110034 · Telecommunications	10,838.31	9,671.19	12.1%
3110035 · General Prop Ins (Vehicles)	6,180.00	4,871.00	26.9%
3110037 · Meals and Lodging	1,029.93	2,957.09	-65.2%
3110038 · Convention & Edu. (Training)	544.00	2,491.95	-78.2%
3110040 · Annual Dues & Subscriptions	12,698.72	11,917.44	6.6%
3110041 · Office Supplies	4,134.57	4,979.96	-17.0%
3110042 · Vehicle Fuels	17,355.48	26,816.63	-35.3%
3110043 · Vehicle Maintenance/Supplies	22,495.07	10,224.22	120.0%
3110045 · Uniforms & Police Supplies	32,803.85	34,982.40	-6.2%
3110049 · Grant Expenditures	11,088.58	0.00	100.0%
3110056 · Capital Outlay-Machinery/Equip	147,551.87	63,654.20	131.8%

	Jul 1, '24 - Apr 4	Jul 1, '23 - Apr 4	% Change
Total 31100 · POLICE DEPARTMENT	1,076,527.65	828,857.74	29.9%
Total 03 · PUBLIC SAFETY	1,076,527.65	828,857.74	29.9%
04 · PUBLIC WORKS 4110002 · Street Beautification - HF 43200 · REFUSE COLLECTION	2,213.00	1,994.94	10.9%
4320001 · Trash Removal Contract	134,746.58	87,907.92	53.3%
Total 43200 · REFUSE COLLECTION	134,746.58	87,907.92	53.3%
43100 · MAINT OF 15000 Wash St./Grounds 4310001 · Repairs/Maintenance Services 4310002 · Maint Svc Contract-Pest Control 4310003 · Maint Svc Contract-Landscaping 4310004 · Maint Svc Contract Snow Removal 4310007 · Electric/Gas Services 4310008 · Electrical Services-Streetlight 4310009 · Water & Sewer Services 4310010 · Janitorial Supplies 4310011 · Real Estate Taxes 4310015 · Maintenance - Vehicle Fuel 4310016 · Maint - Vehicle Maintenance	44,957.57 620.00 19,350.00 24,197.00 14,534.05 3,204.61 3,964.20 0.00 561.87 991.90 1,223.48	66,942.90 3,194.00 20,379.31 5,252.00 13,650.91 3,381.33 3,472.05 23.98 573.29 1,113.20 1,013.30	-32.8% -80.6% -5.1% 360.7% 6.5% -5.2% 14.2% -100.0% -2.0% -10.9% 20.7%
Total 04 · PUBLIC WORKS 06 · ECONOMIC DEVELOPMENT 60000 · Tourism/Traveling Marketing 60001 · Town Tourism Total 06 · ECONOMIC DEVELOPMENT	250,564.26 98,238.15 32,123.35 130,361.50	208,899.13 67,925.14 29,281.39 97,206.53	20.0% 44.6% 9.7% 34.1%
07 · PARKS, REC & CULTURAL 70000 · HAYMARKET COMMUNITY PARK 7000001 · Grounds Maintenance/Repairs 7000003 · Demolition	10,141.99 48,524.00	10,014.00 0.00	1.3% 100.0%
Total 70000 · HAYMARKET COMMUNITY PARK	58,665.99	10,014.00	485.8%
71110 · EVENTS 7111001 · Advertising - Events 7111003 · Contractural Services 7111004 · Events - Other 7111005 · Police Department Events 7111006 · Farmer's Market	5,015.00 49,707.86 33,489.33 4,336.84 7,472.50	1,944.00 41,529.04 30,693.57 2,235.12 343.43	158.0% 19.7% 9.1% 94.0% 2,075.8%
Total 71110 · EVENTS	100,021.53	76,745.16	30.3%
72200 · MUSEUM 7220012 · Telecommunications 7200015 · Books, Dues & Subscriptions 7220018 · Exhibits & Programs	1,134.13 30.00 400.00	1,068.69 0.00 400.00	6.1% 100.0% 0.0%
Total 72200 · MUSEUM	1,564.13	1,468.69	6.5%
Total 07 · PARKS, REC & CULTURAL	160,251.65	88,227.85	81.6%
08 · COMMUNITY DEVELOPMENT 81100 · PLANNING COMMISSION 8110001 · Salaries & Wages - Regular 8110002 · FICA/Medicare 8110003 · Consultants - Engineer 8110009 · Engineer - Pass Through	1,105.00 72.62 3,987.11 15,352.66	1,675.00 130.63 5,240.93 30,162.00	-34.0% -44.4% -23.9% -49.1%
Total 81100 · PLANNING COMMISSION	20,517.39	37,208.56	-44.9%
81110 · ARCHITECTURAL REVIEW BOARD 8111001 · Salaries & Wages - Regular	1,830.00	1,575.00	16.2%

	Jul 1, '24 - Apr 4	Jul 1, '23 - Apr 4	% Change
8111002 · FICA/Medicare	145.73	96.76	50.6%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,975.73	1,671.76	18.2%
Total 08 · COMMUNITY DEVELOPMENT	22,493.12	38,880.32	-42.2%
09 · NON-DEPARTMENTAL 90002 · Payment for Stolen Check 95100 · DEBT SERVICE 9510002 · General Obligation Bond - Prin 9510003 · General Obligation Bond - Int	0.00 70,700.00 2,461.63	45,518.56 137,800.00 4,944.91	-100.0% -48.7% -50.2%
Total 95100 · DEBT SERVICE	73,161.63	142,744.91	-48.8%
Total 09 · NON-DEPARTMENTAL	73,161.63	188,263.47	-61.1%
94104 · Street Scape - Park Sidewalk 9410401 · Architectural/Engineering Fees 9410402 · Construction	0.00 512,801.72	15,732.88	-100.0% 100.0%
Total 94104 · Street Scape - Park Sidewalk	512,801.72	15,732.88	3,159.4%
94105 · PERSONNEL EMPLOYEE BENEFITS 6560 · Payroll Processing Fees	-0.04	0.00	-100.0%
Total EMPLOYEE BENEFITS	-0.04	0.00	-100.0%
Total 94105 · PERSONNEL	-0.04	0.00	-100.0%
94106 · TOWN CENTER MASTER PLAN 9410601 · Architectural/Engineering Fees	0.00	2,046.78	-100.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	2,046.78	-100.0%
94108 · Capital Improvment Funds Expens 9410801 · Washington St - Streetscape 9410805 · Town Hall / Museum Security Sys 9410806 · Message Board Trailer 94108 · Capital Improvment Funds Expens - Other	6,553.00 3,020.00 19,507.02 0.00	0.00 0.00 0.00 9,870.00	100.0% 100.0% 100.0% -100.0%
Total 94108 · Capital Improvment Funds Expens	29,080.02	9,870.00	194.6%
94109 · Storm Water Grant Match	40,000.00	0.00	100.0%
Total Expense	3,010,899.87	2,075,701.40	45.1%
Net Ordinary Income	490,086.88	613,287.80	-20.1%
Net Income	490,086.88	613,287.80	-20.1%

Police Department Report to Council

Activity Period February 15, 2025 to March 14, 2025

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

Reportable Calls: 13Non-Reportable Calls: 131

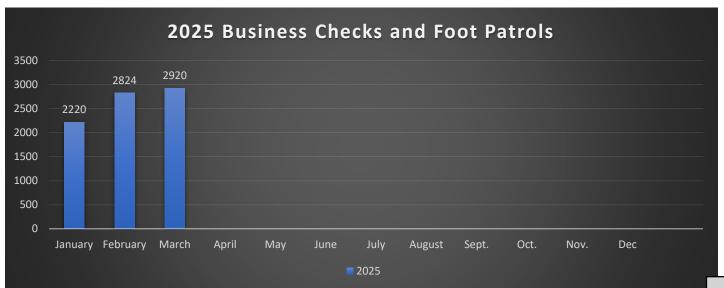
Deferments: 0



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.

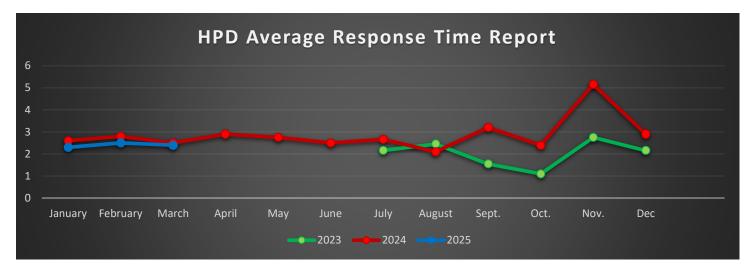
Personal Contact: 205Physical Check: 816Foot Patrols: 243

Enhanced Patrols: 1,656



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

2 minutes 20 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: 119Summonses: 86Warnings: 62



Traffic Summons Issued: Summons issued for traffic violations. 86

46.2-646 – Expired Registration – 10 46.2-833.1 – Disregard a traffic light – 3 46.2-859 – Pass a stopped school bus – 0 46.2-1158 – Expired inspection – 16 46.2-816 – Follow to close – 2 46.2-300 – No operator's license – 3 46.2-830 – Failure to obey a highway sign – 15

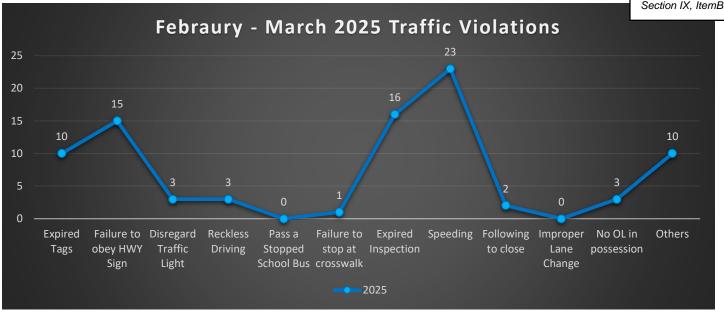
46.2-852 - Reckless Driving - 3

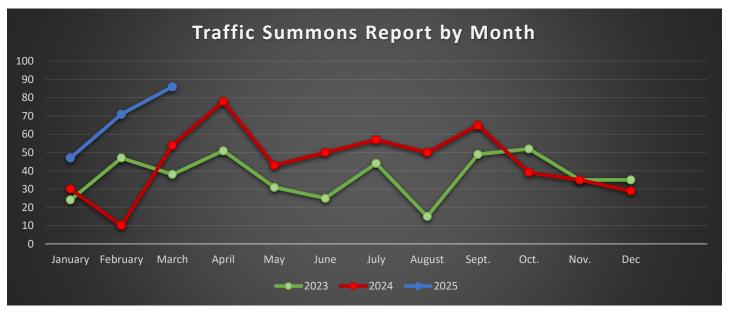
46.2-924 - Failure to stop at crosswalk - 1

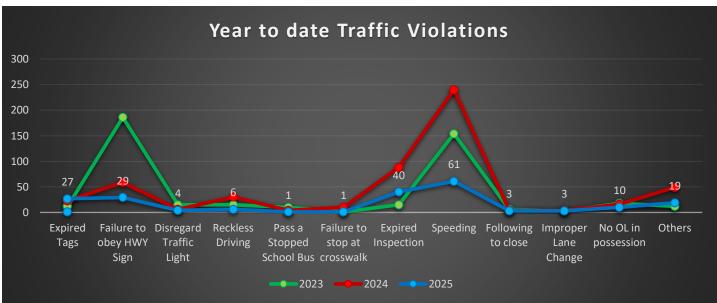
46.2-874 - Speeding - 23

46.2-804 - Improper Lane change - 0

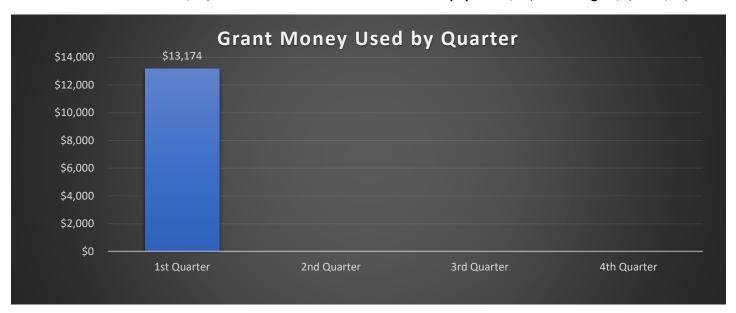
Others – 10, (Using Handheld Device, Impeding, Failure to Secure Chile)

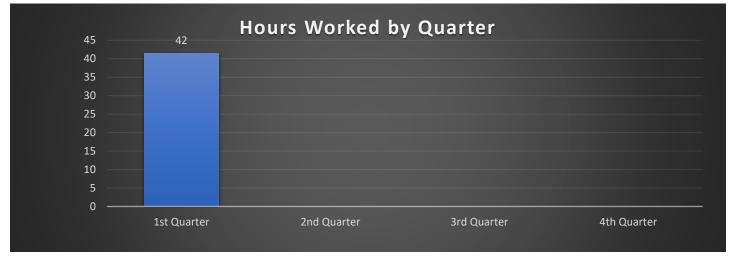


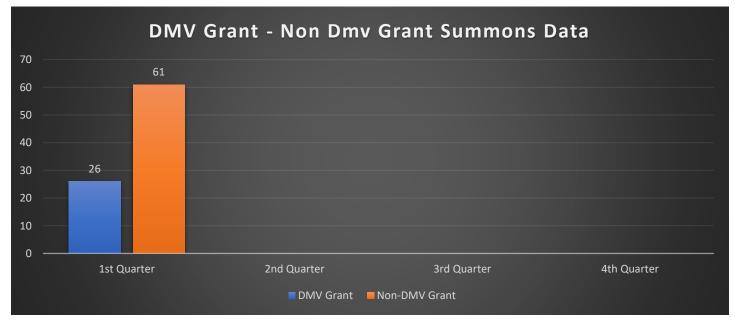




Grant Award Amount Total: \$28,173.00 Grant Amount Used to date: Equipment \$10,728 + Wages \$2,446=\$13,174.29



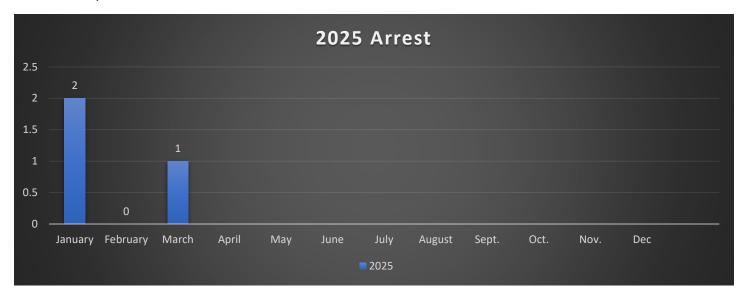




Section IX, ItemB.

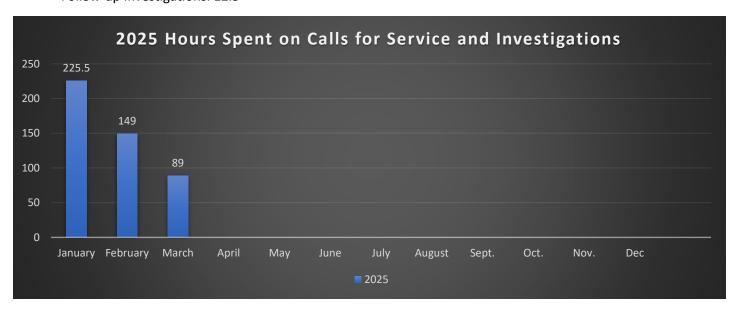
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 0



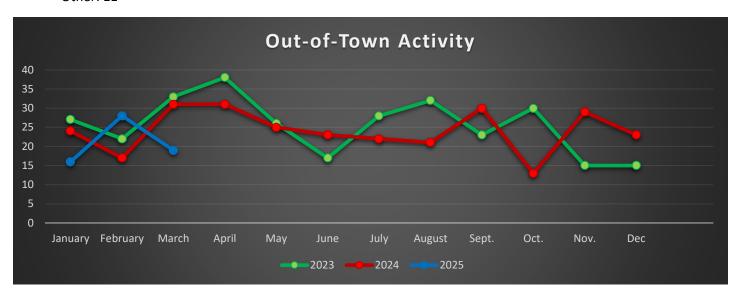
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 76.5
- Follow-up Investigations: 12.5

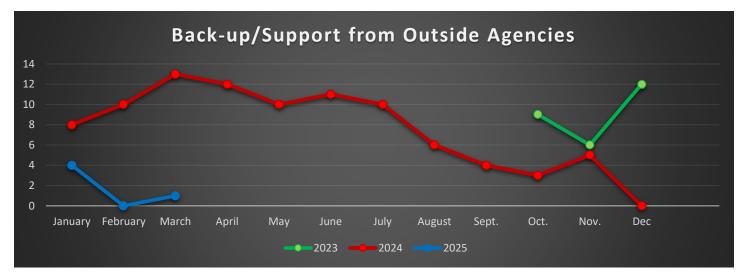


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver pa courthouse.

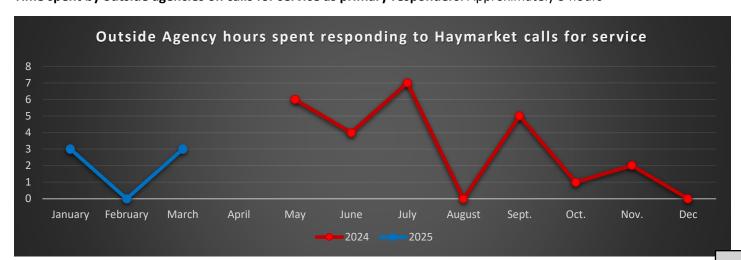
Back Up: 8Other: 11



Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: ${\bf 1}$

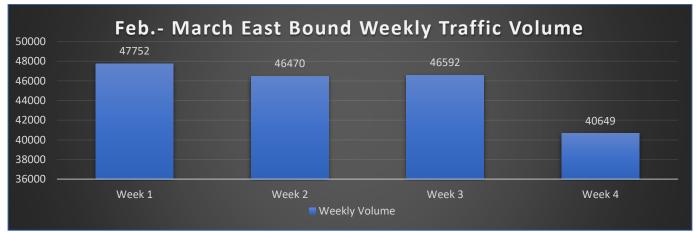


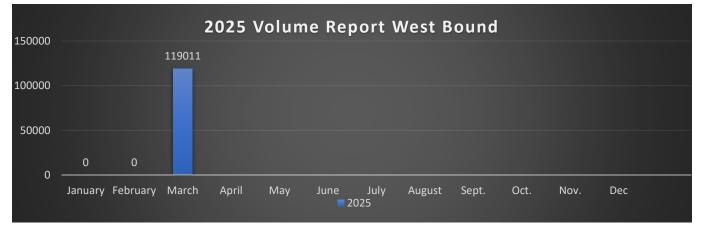
Time spent by outside agencies on calls for service as primary responders: Approximately 3 hours

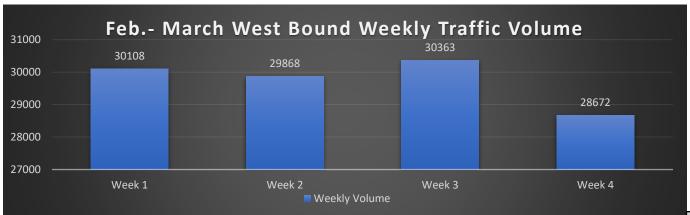


Monthly Traffic Volume









Section IX. ItemB.

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.
- Chief Sibert, Lt. Davis, and Officer Galbreath have completed all preparations for launching the RMS System. The system went live on March 18, 2025.
- The 2025 LOLE Block Grant application was submitted on February 12, 2025 in the amount of \$3,200. We received approval on February 21, 2025. As of March 11, 2025, the grant is in the "Underway Status". Chief Sibert has submitted the specifications for a new weapons security system to be installed in the office. It is currently in the "build" status and should be delivered by April 28, 2025.
- The Second Annual Senior Summit will take place on April 24, 2025 at Park Valley Church. Registration is open and marketing will begin soon.
- A walk-through of the Town Hall and Museum building will take place on March 24, 2025 by Verkada
 Inc. Verkada is a security solutions company specializing in access control, duress alarms, and video
 monitoring.
- Chief Sibert has ordered 2 new cruisers for the 2025-2026 Budget. Delivery is expected in July 2025.
- A DMV Grant audit has been scheduled for March 25, 2025.
- Haymarket Police Officers have been investigation illegal dumping on Jordan Lane. The property
 owner has blocked off the area with concrete barriers, deployed surveillance cameras, and posted "No
 Trespassing" signs to assist in mitigating this issue. The property owner has also cleaned the area.
- The Crosswalk area near the park has become operational. Message Boards have been deployed to assist with driver and pedestrian education.
- Chief Sibert and Lt. Davis attended the Small Business Roundtable on February 25, 2025.
- Chief Sibert attended the 1st Small Town Police Chief meeting held in Middleburg Virginia on February 26, 2025.
- Sgt. Burgoon completed his instructor apprenticeship on March 5, 2025.
- Chief Sibert and Lt. Davis conducted firearms, use of force, general orders, and deadly force training on March 13th and March 20th, 2025.
- The driver of a vehicle that struck an electric pole on March 5, 2025 has been charged with Reckless Driver and Using a Handheld Device While Driving.
- Lt. Davis spoke at a Basic Jail Graduation on March 11, 2025. Only one speaker is chosen by the graduating class. The honor is bestowed upon the instructor that the class felt provided the most impactful instruction.
- Chief Sibert attended the quarterly Local Law Enforcement Meeting held by Chief Newsham on March 10, 2025.
- Town Manager Kyriazi and Chief Sibert met with Fire Chief Bryan Ross to discuss available ATL Funds on March 12, 2025.
- Chief Sibert attended a CRC, (Crisis Response Center) meeting on March 18, 2025 to provide input on an MOU assisting with ECO and TDO issues.
- Chief Sibert met with Events Coordinator Julia Crafford to discuss safety plans for the Farmer's Market beginning April 6, 2025.
- Lt. Davis and Officer Matt Watson conducted a Women's Self Defense Class on March 12, 2025.

Haymarket Police Department 2025 Event Listing

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

Respectfully Submitted,
Allen Sibert

Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Karter School	Katie/Emily	8/20/2020	3/31/2025	Katie	-Plan revision submitted 12/15 -Comments provided 3/31
Park House Demo	Katie/Thomas	12/1/2024	3/31/2025	Contractor	-Lateral capped -Demo of structure completed per inspection 3/31
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	3/31/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	3/31/2025	Applicant	-Construction and Town E&S inspections ongoing -VDOT permit coordination. Revision review/approval by Town 3/17
Crossroads Village	Katie/Thomas	10/18/2018	3/31/2025	Applicant/Katie	-As-builts 2nd submission 6/10. Comments sent 12/31 -Stockpile permit coordination -E&S and landscape bond release inspection coordination for week of 3/31 reinspection
CBPA Annual Report	Thomas/Katie	2/13/2025	3/26/2025	DEQ	-Reviewed annual report and provided feedback to Thomas to submit to DEQ
Robinson's Paradise	Katie/Thomas	1/4/2021	3/25/2025	Applicant	-Construction and Town E&S inspections ongoing -As-built comments sent 1/15/25. F/U meeting 1/23 -Landscape bond release inspection 3/12. Report provided 3/25
Iceplex	Katie/Thomas	10/4/2024	3/20/2025	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination
Park Sidewalk	Katie/Thomas	4/27/2021	3/20/2025	Contractor	-Change orders approved -Deed coord w/ VDOT -Punchlist schedule coordination
Bleight Residential Plan	Katie/Thomas	8/5/2022	2/3/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3

		Date Task	Last worked		
Task	Assigned To	Started	on	Action Needed By	Comments
Active Plans					
EPA Stormwater Grant	Staff	12/4/2024	12/13/2024	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -On hold pending County providing procurement info to EPA
Robinson Village	Katie/Thomas	8/13/2020	12/6/2024	Applicant	-Performance Bond released -E&S Bond released
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	8/22/2024	Applicant	-Construction and Town E&S inspections ongoing -Sidewalk addition coordination
Chick-fil-A	Katie/Emily	11/16/2021	8/19/2024	Katie	-On hold -2nd submission SP received 7/29. Comments due 9/12 -2nd submission SUP comments sent 5/23 -As-built comments provided 5/24
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	6/27/2024	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination
Highpointe at Haymarket	Emily/Thomas/ Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate

Task	Assigned To	Date Task	Last worked	Action Needed By	Comments
		Started	on	,	
Low Activity Open Plan	ns .	ı			
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Katie to provide summary memo regarding MWCoG and rider clauses
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23/22
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant	-Plan approved 10/11/19Construction completed -Site inspection 5/22/20As builts submitted for review 7/9/20As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20



Memorandum

To: Town Council

From: Olaun Simmons, Town Attorney

Re: Town Attorney Report

Date: March 27, 2025

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

- 1. Reviewed and provided comments regarding draft deeds and plats.
- 2. Reviewed the applicable law and provided legal counsel regarding the allocation of funds received as proffers.
- 3. Reviewed and provided legal counsel regarding the renewal of a lease agreement.
- 4. Prepared license agreement regarding the use of the Town of Haymarket Museum by Crossroads Art Alliance.



Memorandum

To: Haymarket Town Council

From: Finance Liaisons

Re: March 2025 Monthly Report

Date: April 1, 2025

The finance liaison oversight during the month focused on the following:

- Comply with internal control process to review and approve invoices/expenditures, with check signing
- Review FY 2025 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - o Credit Benchmarks and Debt Capacity Analysis
 - Status of RFPs
 - o Town Center site plan
 - o Engineering/consultant support costs
 - o Contracts, leases, agreements
 - o Options for use of ARPA funds
 - Options for use of Proffer funds
 - Council concerns/recommendations raised during work sessions/submitted to staff/direct requests of liaisons

Discussion:

- The FY 2025 budget completed the 3rd quarter, with the Profit & Loss Statement showing, to date, a positive net ordinary income of over \$350K
- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a very strong financial position for the town
- The Treasurer and staff shared that the FY 2026 budget will be officially presented to council at the 3/31/25 work session
- As of 3/5/25, the HPD PT budget over the preceding four weeks stabilized only 3 hrs. charged to line item. Chief watching this closely
- Staff continues to work on discussion of use of proffer funds w/PWC FD on the comfort station concept at town hall. Staff also states there is a need to develop a draft policy for sole source procurement, which may be necessary for this investment. Staff targeted 3/19/25 for draft, pushed date to 4/2/25
- Staff performance reviews to commence week of 3/10/25. Performance increases, if any, retroactive to 1/1/25 funding included in FY 2025 budget
- Waiting on final approval letters from Columbia Gas and Dominion Energy to finalize demo
 permits for town park bldg. Staff does not anticipate additional costs due to this delay. Letters
 and permits finalized after 3/19/25 FL meeting

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

- Legal expenses projected to be on target
- BPOL tax collection due, no later than, 4/30/25
- Bank Stock Tax due May/June
- PD RMS online, training complete. No unexpected expenses at this time
- FY 2023 audit complete, CAFR TBD
- Staff discussed that they met with the PWC FD Battalion Chief of Station 4 in Gainesville re:
 ATL funds, line item 3200-06 *Department of Fire Programs* (pass-through grant from the State).
 Staff will bring a draft to council as to FD's proposed use and for council approval of disbursement of funds to the County

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member



Memorandum

To: Honorable Mayor and Town Council

From: Vice Mayor Matt Gallagher

Re: April 2025 Business Liaison Report

The role of the Business Liaison for the Town of Haymarket is to foster strong relationships with local businesses, support economic growth, and promote initiatives that enhance the vibrancy of our town. This monthly report provides an overview of the key activities I have undertaken over the past month to support these goals, including meetings with local business owners, participation in community events, and collaborative efforts with regional stakeholders. The report also shares a preview of activities I intend to support in the coming month.

Activities

- Attended "Shave the Day" event hosted by Salon B to bring awareness to children's cancer.
 - o Represented town and thanked them for their great work.
- Met with staff to discuss upcoming event fees for local wineries & breweries.
- Attended celebration recognizing the owner of Next Level Fitness.

Upcoming Activities

- Regular meetings/touchpoints with staff regarding current businesses and upcoming events
- Farmers Market begins Sunday, April 6

New Businesses

- Kiddie Academy (late 2025)
- Firehouse Subs (application submitted late 2025)



Memorandum

To: Honorable Mayor and Town Council

From: Mary Ramirez

Re: March Community Relations Report

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

I held the following meetings, please see the attached notes for details:

3/5/25 - with Staff, re: follow up from February meeting

3/21/25 - with Staff and Chief of Police, re: Community Outreach and Police Dept collaboration

3/28/25 - with Town Manager and Mr. Kurt Pauly, re: High School level Youth in Government Program

Upcoming meetings:

4/11/25 - with Staff, re: follow up of March meetings

Requests for Council:

- If you live in an HOA, please let me know when the annual meeting is held
- Consider your availability to join a Town Team for volunteer efforts and support various community events

Best,

Mary Ramirez
Councilwoman

Date: Wednesday March 5th, 2025 9:25 am

Attendees: Emily Kyriazi, Julia Crofford, Mary Ramirez, Chief Sibert

Goal: Plan Community Outreach Programs for FY2026 - Police Collaboration

- Collaboration with PD
 - 1. Existing PD events for possible involvement:
 - i. St baldricks with Studio B
 - ii. Senior summit with Park Valley Council representation
 - iii. Relay for life in Manassas * Town Team
 - iv. Torch run starts at Eastern District Station * Town Team
 - v. Child passenger safety week
 - 1. No officer certified to host event on staff
 - vi. "See tracks think train" week
 - vii. Women's defense Council/staff representation
 - viii. Operation Santa Claus
 - ix. Reading with schools still ongoing
 - 1. Offer homeschool option once a quarter, with brief PD tour
 - Calendar sharing with Event Coordinator for standing intown preschools
 - 3. Contact Barnes and Noble
 - a. Community partnership
 - b. Pop-up read aloud occasionally

Date: Friday March 21st, 2025 9:00 am

Attendees: Emily Kyriazi, Julia Crofford, Mary Ramirez

Goal: Follow Up from 2/28 meeting

Discussion:

- Open House date choice: 6/20 vs 6/13
 - PD host table with drone and equipment, one marked and one unmarked cruiser
 - o Museum open, CAA is welcome to advertise their children classes
 - PWC orgs (likely not avail 9/20 due to Juneteenth closures)
 - Share info about their sector of gov, age-relevant educational piece
 - Library
 - Trash truck (American)
 - Fire truck
 - Parks & Rec
 - Historic society
 - Budget items to consider:
 - Popcorn
 - Custom water bottles
 - Make & take craft Betsy Ross flag day craft Staff hosted Emily and Julia plan
 - Passport booklet, stamps
 - New book for read aloud
 - Goodie bag contributions by various participants
 - Town coloring book, crayons, pencils, stickers
 - Schedule: 9:30 am 3:30 pm
 - Read aloud times 30 mins
 - PWC supervisor
 - PWC school board
 - Council
 - Other stations self-paced

- Sponsorship CFA meal coupon, restaurant incentives? touch base with Matt (Julia & Emily)
- Invite Mr. Pauly to meet with staff on March 28th 1:30 pm
 - o Align YiG with HS curriculum

Follow Up steps:

Meet with staff 4/11 - 9:30 am

Date: Friday March 21st, 2025 9:00 am

Attendees: Emily Kyriazi, Mr. Kurt Pauly, Mary Ramirez

Goal: High School Level Youth in Government Program

Discussion:

Questions for Mr. Pauly

- What are some age appropriate expectations we can have of high school students?
 - Able to take notes
 - Able to work in pairs or groups
 - Deliverables students can use Canva to present anything
- Would you suggest specific grade levels that would find this experience more beneficial?
 - Senior level govt Govt class is a graduation requirement
 - Econ
- Do you have any suggestions of topics?
 - Growth of town and surrounding areas pros and cons
 - What services does the County provide for Haymarket? Where do my taxes go? *make list of services*
 - Schools
 - Water/sewage
 - Fire & rescue
 - Federal -> state -> town
- Do you think a staff recommendation is appropriate?
 - Could be helpful
 - Teacher signature on page with program description

Program outline:

Debate: pros and cons: Growth of Town

Intro night: 10/20 Get to know your local govt

- Check in: 10/27 Cause and Effect of branches of govt
- Debate night: 11/3 "should we allow more homes to be built?"
 - Budgetary impacts
 - Stress on relationships with county and state
 - Guiding questions,
 - Teams of 4-5 (16-20 students)
- Respect, act like adults, we can have different viewpoints and still be friendly and respectful

Follow up:

Flyer by June - to hand out to juniors, rising seniors

Town Open House volunteer request - send to Mr. Pauly

Volunteer opportunities: TM to email to Mr. Pauly



Memorandum

To: Honorable Mayor and Town Council

From: Justin Baker, Planning Commission Liaison

Re: March Planning Commission Report

Please be advised that the regularly scheduled meeting of the Planning Commission, set for 03/11/25, has been canceled. There are no applications to review or discuss at this time.

The next regular meeting of the Planning Commission will be held on **Tuesday, April 8, 2025, at 7:00 PM**.

Sincerely,

Justin Baker

Councilman/Planning Commission Liaison



Memorandum

To: Honorable Mayor and Town Council

From: Councilmember Ken Luersen

Re: Monthly ARB Liaison Report for March

Meeting held 4/19 @ 7:00PM.

- COA Reviews:
 - ZP#2024-0107 Kiddie Academy Signage Lighting was questioned, it will follow the Design Guidelines, **Approved**.
 - ZP#2024-1103 Zandra's Signage
 - Previously installed without approval.
 - Does not follow ordinance.
 - Request to take the Taqueria half down and to recenter.
 - Wooden Planters removed from application.
 - Approved.
 - ZP#2025-0303 6750 Door and Siding Replacement Follows like for like design guidelines, Approved.
 - o Old/New Business
 - Guidelines being reviewed
 - Question When are ARB applications required if an HOA approval takes place? – The typical rule of thumb, if property faces a Public Road, it is reviewed by Board, otherwise ARB works side by side with HOA approval, but require an application.
 - Request to add National Registry Items in town, to town registry.
 - PC Liaison Previous month meeting canceled, nothing to report
 - o Council Liaison -
 - Liaison Roles and Responsibilities requested for procedures and policies
 - SUP for Chick-fil-A drive Through being discussed.



Memorandum

To: Town Council

From: Thomas Britt, Town Planner

DATE: March 31, 2025

Re: Draft Resolution to Add Walter Robinson Lane to VDOT System

In January 2025, residents of Robinson's Paradise asked the Town about the snow removal policy in an effort to receive assistance in clearing their roads and sidewalks during the winter storms this year. Since Walter Robinson Lane is not part of VDOT's current system, road clearance could not be performed by VDOT and responsibility fell on residents and the HOA.

DR Horton has requested on behalf of the residents that Walter Robinson Lane be adopted into VDOT's secondary highway system. The applicant provided Town Staff with draft resolution language and a draft copy of the VDOT road change form for the Town Council's consideration.

As shown in the attached map, only the newly paved Walter Robinson Lane will be accepted into VDOT's system, and not the remaining portions of the existing gravel sections of Walter Robinson Lane that access the subdivision road.

Staff Recommendation: Adoption of Resolution 2025-002 in the April 7 TC meeting.

Form AM 4.3 (Rev 03/19/2025)

ICR ID: 40545767 SSAR



COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATIONForm AM 4.3

In Town of Haymarket

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official):_____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: 076 Robinson's Paradise

CHANGE TYPE	RTE NUM & STREET NAME	CHANGE DESCRIPTION	FROM TERMINI	TO TERMINI	LENGTH	NUMBER OF LANES	RECORDAT ION REFERENC E	ROW WIDTH
Addition	Rt. 4265 - Walter Robinson Lane	New subdivision street §33.2-705	Route 625, Old Carolina Road	Cul-de-Sac	0.17	2	2022112800 81197	90









RESOLUTION TO REQUEST THE ADDITION OF MILEAGE TO THE SECONDARY SYSTEM OF STATE HIGHWAYS RES 2025-002

WHEREAS, the Town of Haymarket has authority pursuant to §33.2-339, *Code of Virginia*, to request the addition of mileage to the Secondary System of State Highways as long as all proposed mileage conforms to specific Virginia Department of Transportation (VDOT) requirements addressing widths and right-of-way and not exceeding the 0.25 mile limitation of maximum allowable new Secondary System mileage per VDOT fiscal year.

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Haymarket requests the Virginia Department of Transportation to add the segment(s) described on the attached Form AM-4.3 to the Secondary System of State Highways.

BE IT FURTHER RESOLVED, the Town Council of the Town of Haymarket does guarantee to the Commonwealth of Virginia a clear and unrestricted right of way of not less than 30 feet, as required by VDOT Secondary Highway System policy and including all necessary easements for cuts, fills, and drainage structures for the segment(s) requested to be added.

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket Town Council approve and submit the request of the addition of mileage to the Secondary System of State Highways.

Done this 7 th day of April 2025	
Motion by: Seconded by: Ayes: Nays: Abstain:	
ATTEST:	
Kimberly Henry, Town Clerk	TracyLynn Pater, Mayor



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

STAFF REPORT

TC Meeting Date: April 7, 2025

Agenda Title: Special Use Permit Application #2024-001, Chick Fil A Drive Through

Zoning District: B-2 Business Commercial

Requested Action: Denial of Special Use Permit #2024-001

Staff Lead: Thomas Britt, Town Planner





The applicant is requesting to alter the drive through lanes currently serving the Chick Fil A site to allow for more efficient delivery of orders via the drive through area of the business.

The property is part of the Quarles property parcel, located on the western end of the corporate limits of Haymarket, near the intersection of Washington Street and James Madison Highway. The address for this site is 15186 Washington Street.

Staff recommends that the Town Council Deny Special Use Permit SUP#2024-001, Chick Fil A Drive Through.

BACKGROUND

Request: The applicant has requested to extend the second drive through lane (right most lane) out to the right, onto the current bank property and along the current row of landscaping. The drive through lane will then reconvene with the existing lane (left lane) at the exit/pedestrian crossing. This expansion is proposed to function as a bypass to the pickup window and an additional order pickup point.

<u>Site Location</u>: 15186 Washington Street, near the northeast corner of the intersection of Washington Street and James Madison Highway.

Zoning: This site is zoned B-2, Business Commercial.

<u>Surrounding Land Uses</u>: The site is surrounded by B-2 zoned properties, with I-1 Light Industrial zoning to the south of the site across Washington Street. To the northeast of the site is a townhouse neighborhood that was rezoned from B-2 to R-2 in 2018.

Background and Context: The Chick Fil A has operated a drive through service area and pickup location that was initially approved by Special Use Permit in December 2015. The drive-through section currently has two lanes for staff to take orders, then merges into one lane for order pickup after the menu boards. The applicant has requested to extend the second drive through lane (right most lane) out to the right, onto the current bank property and along the current row of landscaping. The drive through lane will then merge back with the existing lane (left lane) at the exit/pedestrian crossing. This expansion is proposed to function as a bypass to the pickup window and an additional order pickup point.

The expansion of the drive lane will reduce the travel lanes on the bank property to a single lane, in a counter clockwise direction. The expansion will also narrow the entry point into the parking lot of the Haymarket Lifetime Smiles dentist office at 15234 Washington Street. As part of general site improvements associated with the drive through expansion, the applicant is proposing to alter the back entry/exit point from Chick Fil A onto Crossroads Village Boulevard to a one-way exit onto Crossroads Village Boulevard with the curbed island expanded into the entry/exit point to reduce the right of way. With the proposed expansion of the drive through lane the applicant will remove the existing landscaping and relocate the removed landscaping buffer on the islands at the end of the drive through lanes and the expanded curb on the property line between Chick Fil A and Crossroads Village Boulevard (attachment G). See excerpt below for the Zoning Ordinance reference for the landscaping requirements in the parking lot.

Zoning Ordinance Reference Section 58-19.13 Parking Lot Landscaping (d) (d) Parking lots adjacent to other parking lots.

- (1) Landscape area requirements. A continuous landscape strip at least five feet in width shall be located between the property owner's parking lot and the property line.
- (2) Number of trees and shrubs. There will be two trees and six shrubs for every 30 linear feet of landscape parking strip.
- (3) Species of vegetation. All trees and shrubs planted to meet the requirements of this section shall be identified in sections 58-19.12.

The applicant has provided two additional exhibits that are provided for with the additional attachments. Differences between the initial proposal (Exhibit 1) and subsequent exhibits are as follows:

<u>Exhibit 1</u>: Landscaping buffer between Chick Fil A and VNB removed, expanded drive through lane separated by plastic delineators and bike curbs. Virginia National Bank parking remains perpendicular to the storefront.

<u>Exhibit 2</u>: Landscaping buffer between Chick Fil A and VNB removed, 2' curb installed between drive through and VNB, landscaping at the front of the bank removed to accommodate for 2' incursion onto property, bank parking perpendicular to building.

Exhibit 3: Landscaping buffer between Chick Fil A and VNB removed, 2' curb installed between the drive through and VNB, bank parking altered to 45 degree parking to accommodate for adequate aisle width, with a reduction in 2 parking spaces and an extension of the north curb to match the length of the parking spots. The landscaping stays in front of the bank façade, but its depth is reduced to accommodate for the additional space required for the curb installation. Exhibit 6: Landscaping buffer still separates the drive through and VNB parking lot, but it's shifted into the VNB lot to accommodate for the new drive through lane. Driving aisle width in the VNB lot is reduced from 21' to 15' when compared to Exhibit 1, parking is angled, sidewalk of VNB is reduced from 7' to 5'. The landscaping on the bank façade is still in place.

Additional Analysis for Matters to be Considered in Special Use Permit Application Review follows.

STAFF RECOMMENDATION

Matters to be Considered in Application Review (per Section 58-4.28 of the Zoning Ordinance)

(1) The nature of the proposed use, including factors such as traffic, noise, light, hours of operation, and number of employees involved.

As previously stated, the expansion of the drive through is intended to expedite mobile order pickup for existing customers and provide a more efficient service through the drive through lanes. The applicant has stated that in the short term the expanded lane will function as a bypass, but in the long term it will serve as a pick-up point for mobile orders, termed "mobile-through" by the applicant.

The applicant has provided a traffic impact study which shows the resulting net increase of traffic flow to be zero, with the same number of trips generated with the new design as before. The desire for more efficient pickup is shown via the proposed lane expansion, but there is no accounting for the change in customer volume despite the proposal and the traffic study. The last overall site traffic study was conducted for Crossroads Village Center in 2018. The alterations of the traffic patterns at Virginia National Bank's lot and the entry-exit point at Crossroads Village Boulevard have not been analyzed.

The applicant has stated that the hours of operation and the number of employees will not change with the expansion of the drive through.

Town Staff asked the applicant to provide potential wayfinding options on Chick Fil A's site and on adjacent sites in the hopes that pedestrians and drivers using the facilities will be less confused about the altered traffic patterns. The applicant has provided an additional exhibit proposing additional wayfinding options on site to direct pedestrian and car traffic. The proposed options include directional signage at the entry and exit points to Haymarket Lifetime Smiles and Virginia National Bank and the exit point onto Crossroads Village Boulevard, wayfinding drive through signage indicators at the Washington Street entrance into Chick Fil A, and directional signage, pedestrian crossing indicators, and a do not enter sign at the exit point of the drive through space. These proposed options are thorough in providing more visibility of the proposed new traffic patterns on site. While the wayfinding signage provided is for exhibit 1, the signage can be applied to all exhibits, provided the signage at the northeast entry/exit point of the site remains two way and is not reduced to a one way exit route.

(2) The character of the existing area, including existing structures and structures under construction, existing public facilities, and public facilities under construction, and private, commercial and/or service facilities available within the existing area.

The applicant has previously proposed to remove the landscaping buffer between the drive through lane and the Virginia National Bank parking lot to accommodate the expansion. This would require a waiver request, which the Zoning Administrator has stated she will not grant.

The applicant discussed with Town Staff that installation of a curbed island in place of the landscaping buffer would reduce the Virginia National Bank parking lot depth from 24ft to 21 ft. To mitigate the effects of this proposed alteration on Virginia National Bank, while also improving the drive through traffic for existing customers, the applicant proposed to install delineators between the two properties in the place of a hardscape curbed island. These delineators can be vertical, 3"-5" high speed humps, or a combination of the two. While the delineators will act as a passive barrier and allow for flexibility when maneuvering the site, the hardscape buffer will no longer provide protection to the vehicles in the drive through lanes, the employees working the drive through lanes or the vehicle on the bank site utilizing the parking lot. The lack of permanent buffer causes concern for increased potential for accidents within the drive through vicinity.

Exhibit 6, provided by the applicant, preserves a 5' landscaped buffer between Chick Fil A and VNB, which keeps the safety of the alteration at the same level as the existing conditions.

In all proposals, Virginia National Bank's parking lot traffic pattern will be rerouted to a one-way counterclockwise traffic flow to accommodate for Chick Fil A's bypass lane. There is concern for the long-term impacts to the site and the customer accessibility. The parking area will remain the same for the bank lot. However, the area to back up will be reduced from 24 feet to between 21-15 feet depending on the type of delineator/curb installed, requiring drivers to utilize multi-point turns to avoid backing into the delineators and thus the vehicles in the drive through lanes. The vehicle maneuvers for the bank parking lot are depicted on the third page of the site plan. Per the last correspondence with the Prince William County Fire Marshal office, exhibits 1-3 are satisfactory in allowing for emergency vehicles turn within the site. The Fire Marshal office does not recommend Exhibit 6 as an acceptable proposal based on the general aisle width proposed and that the impact of the alteration on the primary entrance way of VNB would impact fire and rescue access.

There is a stormwater drain at the corner of the Chick Fil A parcel and the Lifetime Smiles parcel that will require the appropriate measures to ensure that it is not impacted by the expansion of the drive through. The applicant will be required to update the site plan, detailing the stormwater infrastructure in this area, along with the impacts and any proposed modifications to the system. If there is no direct or indirect impact to the stormwater system, the applicant shall properly state such determination on the site plan.

The Haymarket Lifetime Smiles dentist office's main entry to the site will have two way traffic entering and exiting the site into VNB's one way aisle, which facilitates the one way traffic exiting the site towards CVS. The parking lot may need to be re-graded during the proposed alteration. The site plan associated with this SUP is on hold until Town Council votes on SUP #2024-001. If the SUP is approved, the applicant shall fully depict the site on the site plan further showing the travel lanes into and out of the parking lot, the proposed exit area for the site and the full extent of the parking.

Lastly, the reduction of entry points into Chick Fil A will force any and all potential customers of Chick Fil A—which includes nearby residents, users of the future daycare facility and adjacent businesses—and any other users or customers of the multitenant structures along Washington street, to circle around Crossroads Village Boulevard and access the Chick Fil A drive through via the Washington Street and VNB entrance to the facility. The applicant will keep the entry-exit point onto Crossroads Village Boulevard rather than reduce it to an exit point.

(3) The area's designation on the town's comprehensive plan, and relevant text provisions of the plan.

Town Comprehensive Plan. 1.2.9 Community Design Policy Industrial/Retail, West of Fayette Street

This section of town has experienced the most rapid growth over the last 10 years. Primarily a light industrial zone, retail shops and services have recently been added to create an almost even split between the two. Zoning regulations and architectural design have created a sense of age to the town as one travels from Route 15 to the center of town. As development has progressed, styles of new buildings show a regression of architectural styles from modern (Sheetz), to neo-colonial (Leaberry and Quarles shopping centers), to late-1800s urban (second Bloom building) and finally to colonial (Giuseppe's Restaurant and Remax Realtors). One historic structure has been saved, Winterham, albeit in the midst of a new shopping and professional complex. This regression is in concert with the overall goal of maintaining the feel of the town center as the oldest portion of Haymarket. Only one property of this part of town is undeveloped, the land between Quarles and Giuseppe's Restaurant. The overall design of a retail or professional complex on this site must flow into this age progression. Accordingly, the style and size of structures here should fit between mid-1800 and early 1900. Locations in this part of town should be accessible by foot traffic. Parking will generally be available on site.

The proposed expansion of the drive-through lane will reinforce and even increase vehicle dependency to access and use the site, which will also promote further reliance on vehicle

trips to this site and in this retail area. The heightened intensity of use of the land use as vehicle traffic increases will also discourage pedestrian movement on this site and when accessing other sites. Approval of this design may set a precedent for future developments to also include or apply for more high volume, vehicle-centered modes of pickup or use, which would discourage pedestrian walkability and decrease foot traffic in this area of Town.

(4) The minimum off-street parking area required, and the amount of space needed for the loading and unloading of trucks.

No cars are parked in this section of Chick Fil A and no unloading of trucks takes place at the drive through exit point either. On this site, truck deliveries have usually taken place near the dumpster enclosure and entry-exit point at the northeast corner of the site. Loading and unloading of trucks will be affected if the entry-exit point at the rear of Chick Fil A via the extension of the curbed island and creation of a one way exit point from the site. The property owner will need to designate a new loading/unloading site so as not to block traffic flow at the new exit point or other major entry-exit locations on site.

Virginia National Bank will lose 2 parking spots if exhibit 3 or 6 is approved, but the reduction still meets the Zoning Ordinance parking tabulations for the site. Bank trucks and other loading occurring at the front of the VNB building will block a higher portion of customer parking if the site has a reduction of two parking spaces.

(5) Whether the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation.

If exhibit 1 is chosen, the lack of a solid barrier between the drive through-space and VNB and Haymarket Lifetime Smiles parking lot increases the risk of vehicles driving into or out of the space, damaging property and vehicles, and injuring pedestrians or employees of Chick Fil A, VNB, and Haymarket Lifetime Smiles. The proposed curb installation in exhibits 2 and 3, while safer and more distinct of a barrier then just delineators, is a reduction in the dimensions of the original barrier between the drive through and parking lot. Exhibit 6 keeps the existing design and safety level of the drive through and landscaping buffer.

(6) Any other factors relating to the purposes of zoning that the planning commission and/or Haymarket Town Council, in its legislative discretion, shall consider as relevant.

The entire proposal is possible if a waiver of the Zoning Ordinance requirement for buffer landscaping is approved (see Section 58-19.13d, referenced earlier in this report). The Zoning Administrator has affirmed any waiver requests for this landscaping requirement would be denied. As such, Exhibits 1, 2, and 3 are based on a violation of the Zoning Ordinance. While

Chick Fil A and Virginia National Bank both sit on the same pad site, approval of this proposal will set a precedent that businesses in separate buildings may be altered as needed to meet the wants of an adjacent business with consideration only given to the business benefitting most to the proposal. Exhibit 6 provides a balance of the proposed alteration and Zoning Ordinance requirements. However, while this exhibit complies with the Zoning Ordinance, VNB takes on an undue hardship by having to alter their sidewalk, parking, and drive aisle for the sake of this proposal to a greater extreme than the other three exhibits. As stated earlier, the Fire Marshal does not accept Exhibit 6 either due to the previously mentioned impacts on fire and rescue access.

To summarize the previous sections, the proposed drive through expansion may have the following negative effects on the site and the surrounding area: increase of traffic, decrease in driver access to the site and to adjacent businesses, inconsistent safety hazards associated with the drive through design, potential detrimental effects to the operations of adjacent businesses, and inconsistency with the standards set for this section of Town in the Haymarket Comprehensive Plan. With these effects considered, Town Staff recommend denial of SUP #2024-001 for the Chick Fil A drive through expansion.

The Planning Commission Held a Public Hearing for SUP#2024-001 July 15th, 2024. In the September 10th 2024 Planning Commission Meeting, the Commission unanimously voted to recommend denial of SUP#2024-001. Please see the attached September 10th Planning Commission minutes for the Commission's comments associated with the application.

Draft Motion: "I move that the Haymarket Town Council deny SUP#2024-001, Chick Fil A Drive Through Expansion."

Or an alternate motion.

Public Notice and Input

The Town posted notice of public hearing for the SUP application for all residents of the Town in the Prince William Times on November 14th and November 21st, 2024.

STAFF CONTACT INFORMATION

Thomas Britt, (703) 753-2600 tbritt@townofhaymarket.org

ATTACHMENTS

A—Special Use Permit Application

B—Applicant Narrative

- C—Revised Special Use Permit Plan Exhibit 1—includes delineator options
- D—SUP Proposal Exhibit 2
- E—SUP Proposal Exhibit 3
- F—SUP Proposal Exhibit 6
- G—Proposed Landscaping Relocation
- H—Submitted Traffic Impact Study
- I—Proposed Signage and Wayfinding Installations on CFA and Adjacent Properties
- J—Written approval from landlord of Quarles Property for traffic rerouting
- K—September 10, 2024 Planning Commission Minutes with Vote on SUP#2024-001

SUP# 2024-001



SPECIAL USE PERMIT APPLICATION

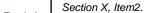
NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review/Public Hearing.

NAME OF BUSINESS/APPLICANT: Chick-fil-A, I	nc.	
SITE ADDRESS: 15180 Washington Street, Hayma	rket, VA 20169	
		CITE DI ANI DECODOSEDI E Vos.
ZONING DISTRICT: R-1 R-2 B-1 B-2		
PROPOSED USE(S): Commercial Fast Food	cc	DDE SECTION(S) #:
BRIEF DESCRIPTION OF ACTIVITY: In the space be activity including size and type of proposed/existing structur to visit the site during an average workday and any other cha SEE ATTACHED NARRATIVE	es, hours of operation	n, type of clientele, number of vehicles anticip
Supporting Documentation (attached):	e (addressing criteria	of Section 58-9(d)) 🔳 Plan/Plat
ADDITIONAL INFORMATION FOR HOME OCCU	PATIONS (SUBJE	ECT TO SECTION 58-16):
TYPE OF STRUCTURE: 🔲 SFD 🔲 TH TOTAL FLOO	R AREA OF MAIN S	STRUCTURE:(sq. ft.)
FLOOR AREA DEVOTED TO HOME OCCUPATION:	(sq	μ. ft.)
NUMBER / TYPE OF VEHICLES:		
NUMBER / TYPE OF EQUIPMENT AND METHOD OF		rge, accessory storage, etc.):
OFF-STREET PARKING SPACES PROVIDED:	NO. OF EMPLO	YEES WORKING FROM SITE:
FEE: ☐ \$500 Residential☐ \$350 Commercial (no land disturba	40.00	
APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OV	WNER INFORMATION
Chick-fil-A, Inc. / Chad Baker	Meladon Ha	ymarket, LLC
Name 5200 Buffington Road	Name 1602 Village	e Market Blvd. SE. Suite 235
Address	Address	
Atlanta, GA 30349	Leesburg, V	
City State Zip	City	State Zip
Phone#(s)	Phone#(s)	
chad.baker@cfacorp.com Email Address	Email Address	
Elliali Address	Lilian Auul C33	



SUP#

APPLICANT / PROPERTY OWNER CONSENT	*****REQUIRED*****			
foregoing application and that the information provided herei activity and method of operation described. Construction of an	arcel, do hereby certify that I have the authority to make the in or attached hereto is correct and a true representation of the ly improvements described herein and as shown on the attached es of the Town of Haymarket, any additional restrictions and/or Council, and all other applicable laws.			
Undan	Don Wooden			
Applicant Signature	Property Owner Signature			
1/25/2024 2:24 PM EST	01-25-24			
Date	Date			
OFFICE U	JSE ONLY			
DATE FILED: FEE AMOUNT:	DATE PAID:			
DATE TO ZONING ADMINISTRATOR:	STAFF REVIEW COMPLETE:			
APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMM				
	-			
ZONING ADMINISTRATOR	DATE			
DATE TO PLANNING COMMISSION:	PUBLIC HEARING DATE:			
□ RECOMMEND APPROVAL □ RECOMMEND DE RECOMMENDED CONDITIONS:	ENIAL ON NO RECOMMENDATION			
CHAIRMAN	DATE			
DATE TO TOWN COUNCIL:	PUBLIC HEARING DATE:			
☐ APPROVED ☐ DENIED				
CONDITIONS:				



BOHLER//

28 Blackwell Park La Warrenton, VA 20186 o. 540.349.4500

May 3rd, 2024 Via Hand Delivery

Town of Haymarket Planning & Zoning 15000 Washington Street Haymarket, VA 20169 (703) 753-2600

Attn: Thomas Britt

Re: Description of Activities

Chick-fil-A Haymarket 15180 Washington Street Haymarket, VA 20169 Prince William County BE # VAB230141.00

Dear Mr. Britt:

The proposed use of the subject site is unchanged. In the existing condition, the subject site has a +/- 4,904 square foot Chick-fil-A restaurant with a drive-thru and associated parking. The existing drive-thru has a two-lane entrance which tapers to one lane after the meal order point at the northwest corner of the existing building. This Special Use Permit application proposes to revise the lease lines to extend the two-lane drive-thru through the order pick-up window. The drive-thru is proposed to taper down to one lane at the exit point. The hours of operation and type of clientele will remain the same. A traffic memo has been included with this application package which indicates the number of anticipated vehicles, which will remain unchanged from the existing condition as the restaurant is not increasing in size.

The Applicant has worked with the landlord and adjacent user, Virginia National Bank, to adjust the lease lines for Chick-fil-A and Virginia National Bank. Per the attached letter, Virginia National Bank has reviewed the proposed improvements to the Chick-fil-A lease area and has approved the changes and indicated that the improvements will not adversely affect the use of the bank nor dental properties or their business operations. The Applicant is proposing the dual drive-thru lane to increase queuing capacity and allow for improved efficiency of food delivery operations.

Section X, Item2.



28 Blackwell Park Lane, Suite 201 Warrenton, VA 20186 o. 540.349.4500

Should you have any questions regarding this project or require additional information, please do not hesitate to contact me at (540) 349-4500.

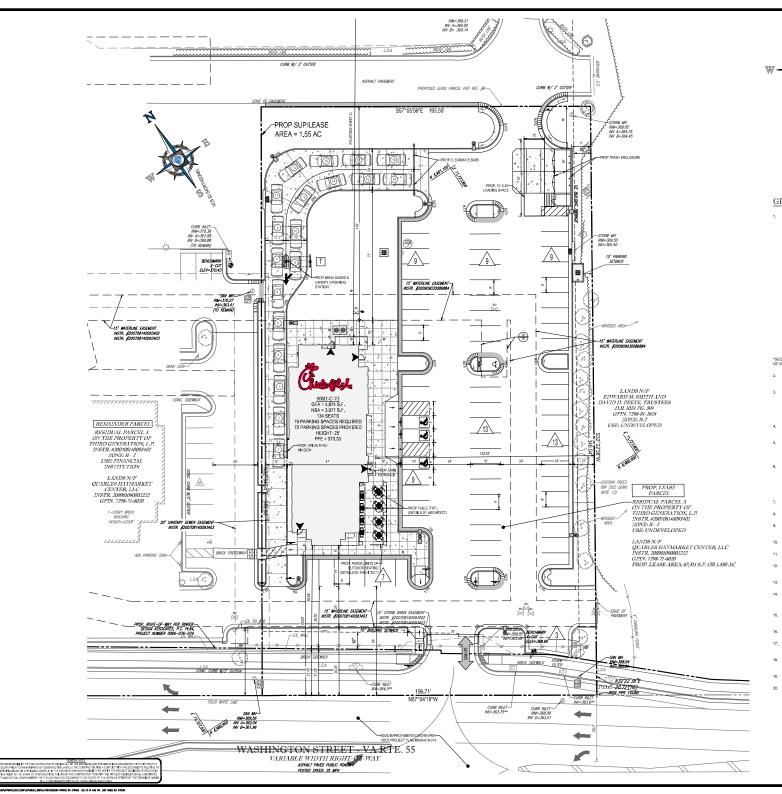
Sincerely,

Bohler Engineering VA, LLC

Katherine Roberts, P.E.

KR/tk

H:\2023\VAB230141.00\Admin\Letters\240503 SUP Narrative Description of Activity.doc





LOCATION MAP NOT TO SCALE

GENERAL NOTES

THE PROPOSED USE IS A FAST FOOD RESTAURANT WITH A DRIVE-THRU. A SPECIAL USE PERMIT IS REQUIRED FOR A FAST FOOD RESTAURANT WITH DRIVE-THRU (DRIVE-IN) BASED ON THE TOWN OF HAYMARKET ZONING ORDINANCE SECTION

58-218(7) FAST FOOD RESTAURANTS WITH DRIVE-THRU (DRIVE-IN) WINDOW, SUBJECT TO THE FOLLOWING CONDITIONS:

- (A) SUCH USE SHALL BE LOCATED WITHIN A PARCEL COMPRISING AT LEAST FIVE ACRES IN SIZE AND SHALL NOT OCCUPY MORE THAN 7,000 SQUARE FEET OF GROSS FLOOR AREA;
- 2. IS IN PROXIMITY TO AN INTERSTATE INTERSECTION:
 3. IS LOCATED IN A DEVELOPMENT ON A PARCEL THAT IS LOCATED AT THE INTERSECTION OF TWO MAJOR ROADS;
- 4. THERE ARE NO OTHER FAST FOOD RESTAURANTS WITH DRIVE-THRUS OR DRIVE-IN, DRIVE-UP OR DRIVE-THRU RESTAURANTS WITHIN THE PARCEL; AND
- 5. SO THAT IT IS NOT WITHIN 2,000 LINEAR FEET OF EITHER ANOTHER FAST-FOOD RESTAURANT WITH DRIVE-THRU
- THAT IS ZONED 8-2, OR A DRIVE-IN, DRIVE-UP OR DRIVE-THRU RESTAURANT THAT IS ZONED 8-2. (B) AN OFF-STREET STACKING AREA FOR VEHICLES IN THE DRIVE-THRU PATTERN SHALL NOT EXCEED SIX VEHICLE SPACES
- (C) THERE SHALL BE NO ALCOHOL SALES FROM THE DRIVE THRU WINDOW
- (D) THE DRIVE-THRU WINDOW TO BE LOCATED AT THE SIDE OR REAR OF THE BUILDING;
 (E) A SUMMARY OF WINDOW SALES AND GROSS SALES SHALL BE SUBMITTED AT THE TIME OF ANNUAL TOWN BUSINESS LICENSE RENEWAL;
- (F) SUCH USE SHALL NOT BE LOCATED CLOSER THAN 300 FEET TO A PROPERTY, TRACT OR PARCEL THAT IS ZONED FOR RESIDENTIAL USE: AND
- (G) VEHICULAR ACCESS SHALL BE PROVIDED ONLY VIA THE INTERNAL CIRCULATION SYSTEM OF THE SHOPPING CENTER.

*SECTION 59-218(7XB) IS PROPOSED TO BE AMENDED THROUGH SEPARATE ZONING TEXT AMENDMENT TO PERMIT THE NUMBER OF STACKING SPACES SHOWN.

- 2. A SITE PLAN AMENDMENT REFLECTING AMENDMENTS TO THE PREVIOUSLY APPROVED SITE PLAN IS SUBMITTED UNDER A SPRANATE COMER.
- THIS FAME BASED ON A BOUNDARY & TODOGRAPHICAL. AT A RUPEY SURGY PREPARED BY BOTHER ENGINEERING BYTHER PLANCESLAND ATTE SURGY POINT-CHE. HIG. PREPARED ATTEMPORATION APPEAR ON THE PROPERTY OF THEO GENERATION, L.P. HERTE, 2007951-60903402 TOWN OF HAYMARHET PRINCE WILLIAM COUNTY, VIRGINIA. PROJECTES STIESTS DATE: 04/11/13, REVISED 04/21/15
- ALL ELEVATIONS SHOWN ARE BASED ON THE SURVEYOR'S BENCHMARK, AS REFERENCED IN THE SURVEY, AND MUST BE VERIFIED BY THE GENERAL CONTRACTOR PRIOR TO GROUNDBREAK.
- OWNER

 GUARLES HAYMARKET CENTER LLC

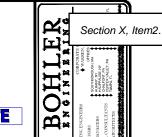
 1701 FALL HILL AVE.
 FREDERICKSBURG, VA 22404

PARCEL DATA:

ADDRESS: 15250 WASHINGTON ST., HAYMARKET, VA 20169 GPIN: 7298-71-6020 PROPOSED LIMITS OF SUP (LEASE AREA) = 1.850 AC. (67.811 S.F.)

7. ZONE: B-2 (NEIGHBORHOOD BUSINESS COMMERCIAL DISTRICT)

- 8. OVERLAY DISTRICT: OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
- ARCHITECTURAL FEATURES AND MATERIALS FOR THE RESTAURANT, TRASH ENCLOSURE AND SITE SIGNAGE ARE SUBJECT TO REVIEW AND APPROVAL BY THE ARCHITECTURE REVIEW BOARD.
- 10. BULK REQUIREMENTS PROVIDED ON SHEET 2.
- 11. NO KNOWN BURIAL GROUNDS EXIST WITHIN THE LIMITS OF THE SPECIAL USE PERMIT AREA.
- 12. NO RESOURCE PROTECTION AREA, ENVIRONMENTAL QUALITY CORRIDOR OR FLOCOPLAIN IS KNOWN TO EXIST ON THIS SUTE
- 13. THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER.
- PROPOSED CANOPY UTILITY LOCATIONS, LANDSCAPING AND PARKING LOT CONFIGURATIONS ARE SUBJECT TO FINAL ENGINEERING, CANOPY CONFIGURATION TO BE DETERMINED DURING THE SITE PLAN REVIEW BUT SHALL REMAIN IN SUBSTANTIAL CONFORMANCE AS DEPICTED.
- THE PROPOSED DEVELOPMENT EXISTS WITHIN THE LIMITS OF SPECIAL USE PERMIT AREA, PARKING AND INGRESS/EGRESS ARE PROVIDED AS SHOWN.
- 16. SIGNS WILL BE INSTALLED UNDER A SEPARATE PERMIT IN ACCORDANCE WITH THE TOWN OF HAYMARKET ORDINANCES.
- SITE LIGHTING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LIGHTING FOR QUARLES CENTER.
- SITE LANDSCAPING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LANDSCAPING FOR QUARLES CENTER.
- 19. PAVEMENT STRIPING AND MARKINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY.
- TRASH WILL BE STORED OUTSIDE AND WILL BE STORED ENTIRELY WITHIN THE PROPOSED TRASH ENCLOSURE. THE COLLECTION TIMES ARE SUBJECT TO THE TOWN REVIEW OF THE SPECIAL USE PERMIT.



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REV	DATE	COMMENT	BY					
1	03/05/14	REV. PER TOWN COMMENTS	PJC					
2	06/05/14	REV. PER TOWN COMMENTS	PJC					
3	08/29/14	REV. PER TOWN COMMENTS	KML					
4	06/05/15	REV. PER LAYOUT CHANGE	IPS					
5	9/14/15	REV. PER TOWN COMMENTS	CLY					
Г								



NOT APPROVED FOR CONSTRUCTION

SPECIAL USE PERMIT

CHICK-FIL-A

LOCATION OF SITE 15250 WASHINGTON STREET STORE #3197



22636 DAVIS DRIVE, SUITE 250 STERLING, VIRGINIA 20164 Phone: (703) 709-9500 Fax: (703) 709-9501



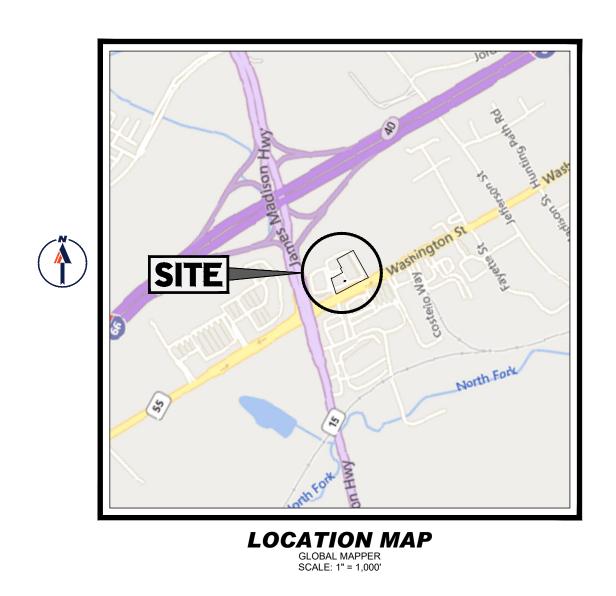
SKETCH PLAN

SPECIAL USE PERMIT PLAN FOR CHICK-FIL-A AT 15180 WASHINGTON STREET



LOCATION OF SITE

15180 WASHINGTON STREET
TOWN OF HAYMARKET, VIRGINIA
GPIN: 7298-71-6403.01



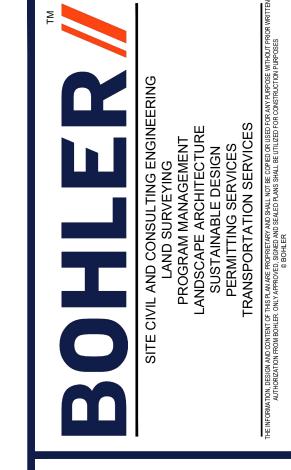




PREPARED BY



SHEET INDEX	
SHEET TITLE	SHEET NUMBER
COVER SHEET	1
SPECIAL USE PERMIT PLAN	2
VEHICLE MOVEMENT PLAN	3



	REVISIONS									
REV	DATE	COMMENT	DRAWN BY CHECKED BY							
1	05/02/2024	PER TOWN COMMENTS	MEG KSR							
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NOT APPROVED FOR CONSTRUCTION

PROJECT No.: VAB230141.00
DRAWN BY: TAL
CHECKED BY: 01/26/2024
CAD I.D.: SUP - 0

SPECIAL USE PERMIT

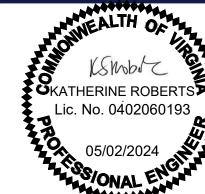
Chick-fil-1

PROPOSED
DEVELOPMENT

15180 WASHINGTON STREET TOWN OF HAYMARKET, VA

BOHLER/

28 BLACKWELL PARK LANE, SUITE 20 WARRENTON, VIRGINIA 20186 Phone: (540) 349-4500 Fax: (540) 349-0321 VA@BohlerEng.com



SHEET TITLE:

COVER SHEET

EET NUMBER:

REVISION 1 - 05/02/2024

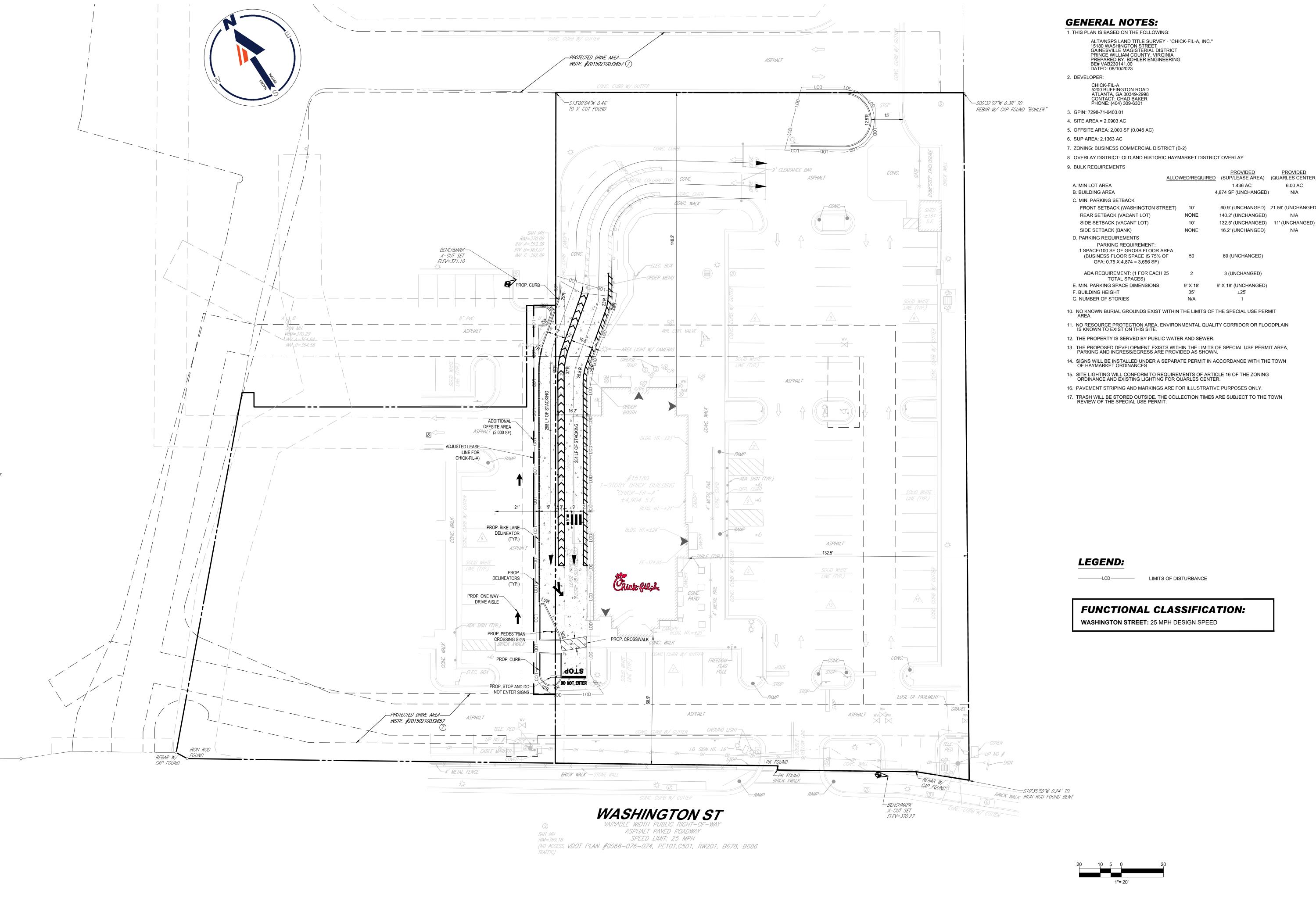
TOWN OF HAYMARKET, VA

BOHLER

28 BLACKWELL PARK LANE, SUITE 201 WARRENTON, VIRGINIA 20186 Phone: (540) 349-4500 Fax: (540) 349-0321 VA@BohlerEng.com

SPECIAL USE PERMIT PLAN

REVISION 1 - 05/02/2024











BIKE LANE DELINEATOR DETAIL

NOT TO SCALE

REV DATE COMMENT CHECK CHECK CHECK COMMENTS PER TOWN COMMENTS KS COMMENTS A COMMENTS				
1 05/02/2024 PER TOWN ME	REV	DATE	COMMENT	DRAW
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COMMENTS KS	1	05/02/2024		
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15180 WASHINGTON STREET TOWN OF HAYMARKET, VA

BOHLER/

REVISION 1 - 05/02/2024

VA@BohlerEng.com

EXHIBIT #2

1 OF 1

ORG. DATE - 01/26/2024

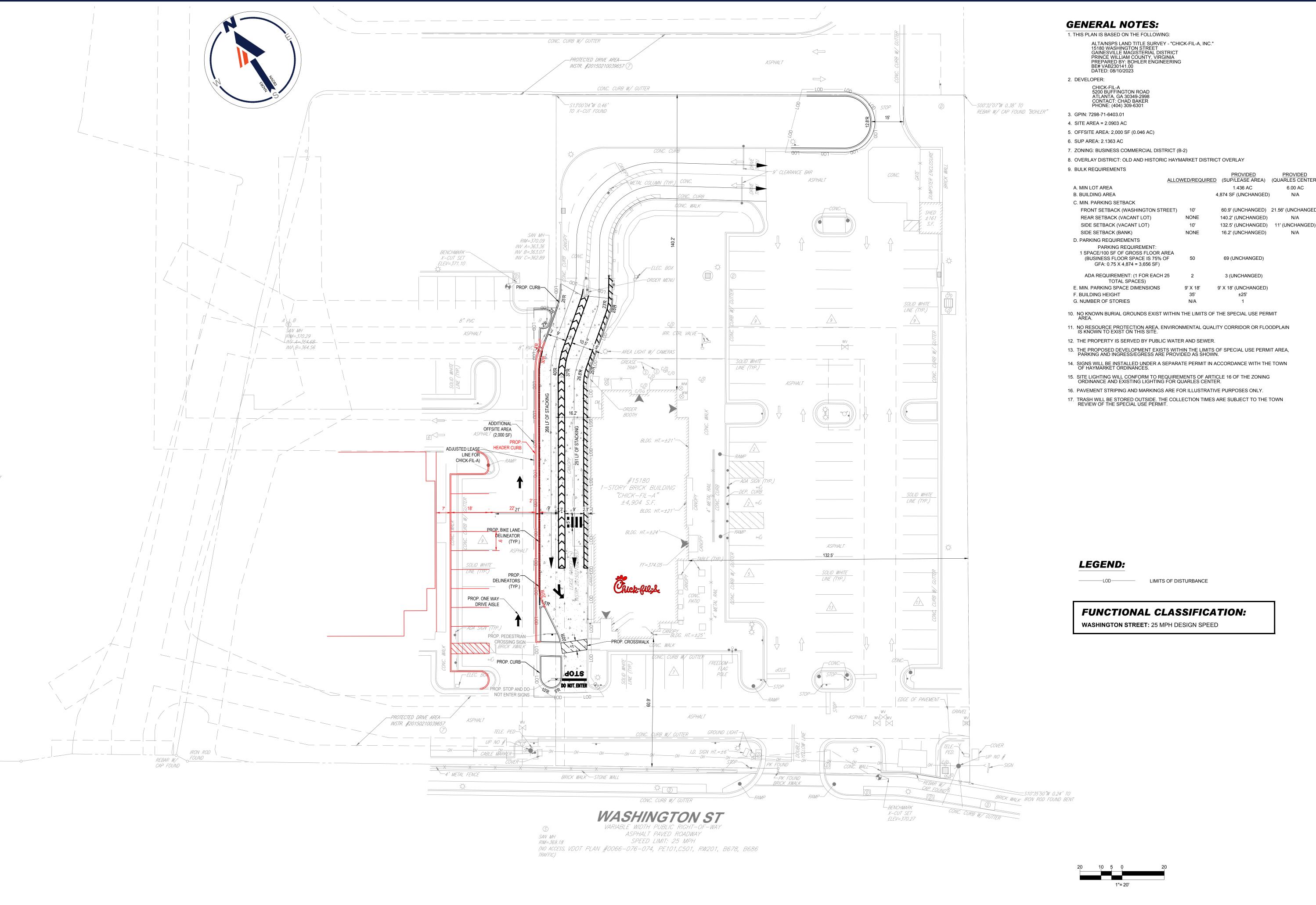
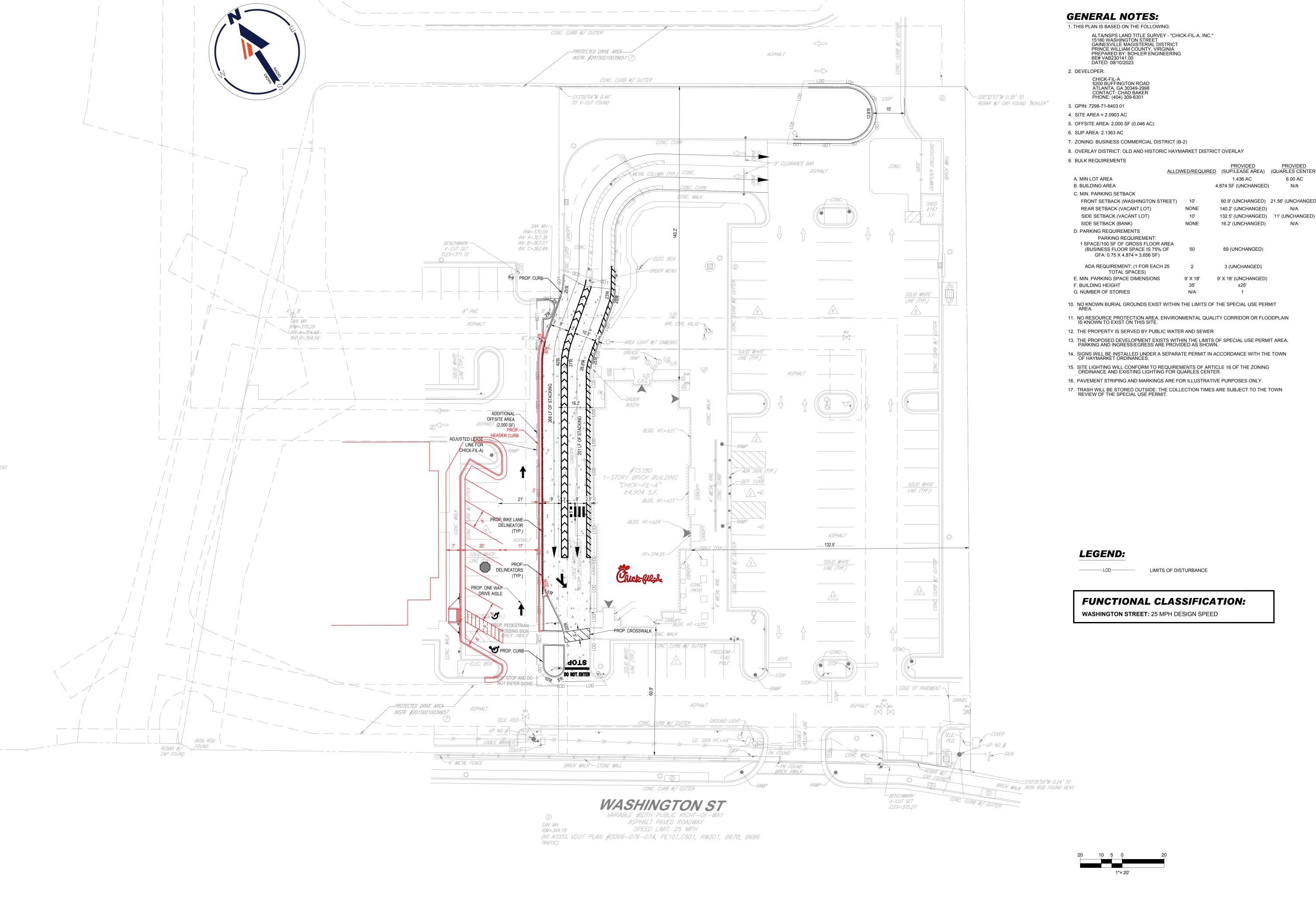
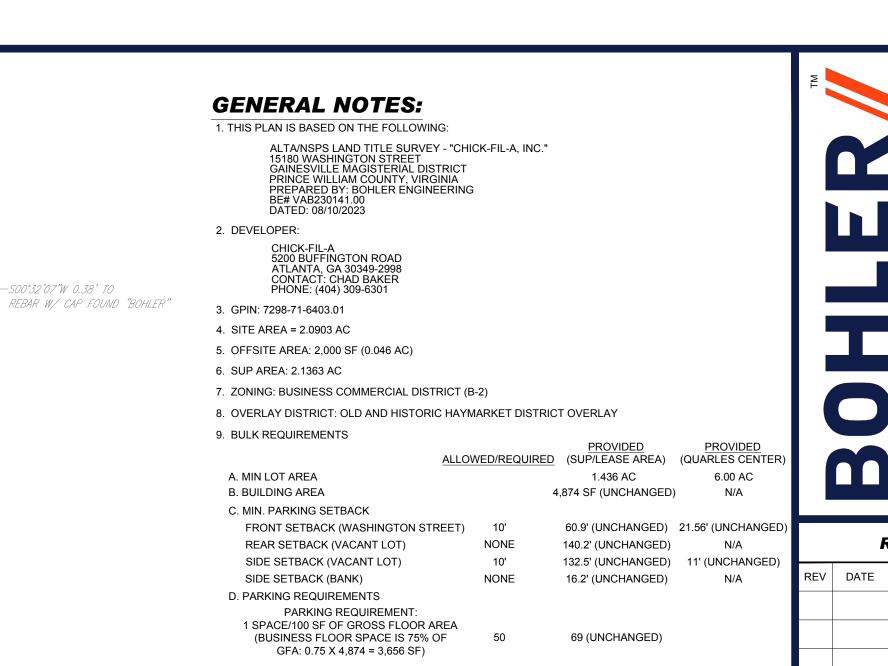


EXHIBIT #3

1 OF 1

ORG. DATE - 01/26/2024





10. NO KNOWN BURIAL GROUNDS EXIST WITHIN THE LIMITS OF THE SPECIAL USE PERMIT

- 11. NO RESOURCE PROTECTION AREA, ENVIRONMENTAL QUALITY CORRIDOR OR FLOODPLAIN IS KNOWN TO EXIST ON THIS SITE.
- 12. THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER.

ADA REQUIREMENT: (1 FOR EACH 25

TOTAL SPACES)

E. MIN. PARKING SPACE DIMENSIONS

F. BUILDING HEIGHT

G. NUMBER OF STORIES

- 13. THE PROPOSED DEVELOPMENT EXISTS WITHIN THE LIMITS OF SPECIAL USE PERMIT AREA, PARKING AND INGRESS/EGRESS ARE PROVIDED AS SHOWN.
- 14. SIGNS WILL BE INSTALLED UNDER A SEPARATE PERMIT IN ACCORDANCE WITH THE TOWN OF HAYMARKET ORDINANCES.
- 15. SITE LIGHTING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LIGHTING FOR QUARLES CENTER.
- 16. PAVEMENT STRIPING AND MARKINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY.
- 17. TRASH WILL BE STORED OUTSIDE. THE COLLECTION TIMES ARE SUBJECT TO THE TOWN REVIEW OF THE SPECIAL USE PERMIT.

LEGEND:

LIMITS OF DISTURBANCE

FUNCTIONAL CLASSIFICATION:

WASHINGTON STREET: 25 MPH DESIGN SPEED

CONC. CURB W/ GUTTER

CONC. CURB W/ GUTTER

ASPHALT

ASPHALT PAVED ROADWAY SAN MH SPEED LIMIT: 25 MPH RIM=369.18 (NO ACCESS, VDOT PLAN #0066-076-074, PE101,C501, RW201, B678, B686 TRAFFIC)

BRICK WALK —STONE WALL

CONC. CURB W/ GUTTER

--PROTECTED DRIVE AREA----INSTR. #20150210039657 (7)

-513°00'04"W 0.46'

TO X-CUT FOUND

R/M = 370.09INV A=363.36

INV B=363.07

INV C=362.89

BENCHMARK — X-CUT SET ELEV=371.10

 $\langle -$

PARKING TO BE

STRIPED FOR

—PROTECTED DRIVE AREA——

INSTR. #20150210039657

4' METAL FENCE

ADJUSTED LEASE

/CHICK-FIL-A)

ASPHALT

ADDITIONAL— OFFSITE AREA *ASPHALT* (2,000 SF)

PROP. BIKE LANE— DELINEATOR

PROP.—

B DELINEATORS

PROP. ONE WAY— DRIVE AISLE

PROP.—

SAN MH

IRON ROD

REBAR W/ CAP FOUND

RIM=370.29

INV A=364.68 INV B=364.56 CONC. CURB W/ GUTTER

NC. WALK

IRR. CTRL VALVE

BLDG. HT.=±21'—

BLDG. HT.=±21'—

STORY BRICK BUILDING

BLDG. HT.=±24'—

"CHICK-FIL-A"

STOP

SOLID WHITE

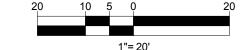
LBENCHMARK X-CUT SET ELEV=370.27

ASPHALT ___132.5'____

SOLID WHITE LINE (TYP.)

9' CLEARANCE BAR

—S00°32'07"W 0.38' TO



=510°35′50″W 0.24′ TO

BRICK WALK IRON ROD FOUND BENT

NGED)		F	REVISIONS	
IGED)	REV	DATE	COMMENT	DRAW

Section X, Item2.



CONSTRUCTION

01/26/2024 SUP - 0



15180 WASHINGTON STREET TOWN OF HAYMARKET, VA

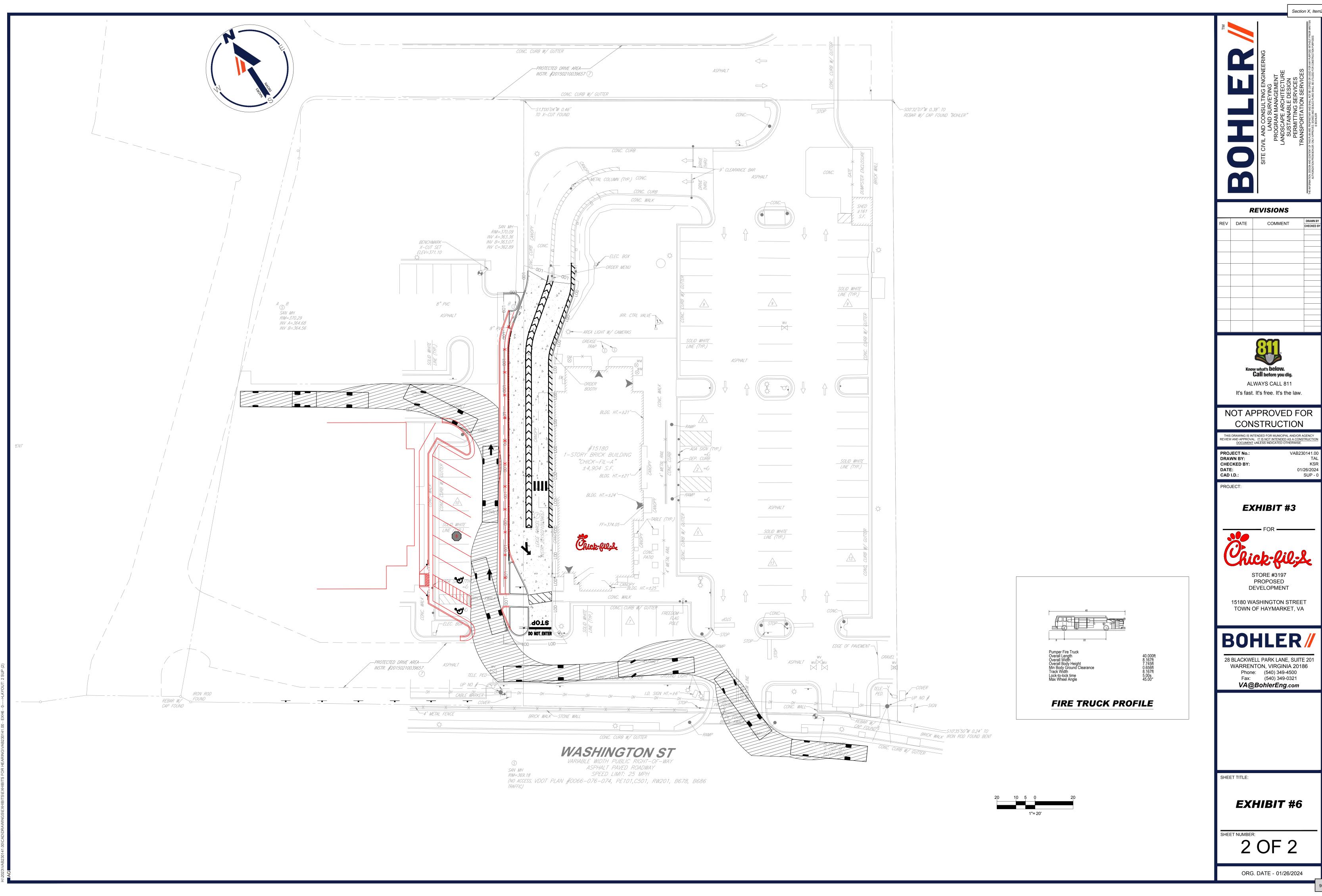
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28 BLACKWELL PARK LANE, SUITE 201 WARRENTON, VIRGINIA 20186 Phone: (540) 349-4500 Fax: (540) 349-0321 VA@BohlerEng.com

EXHIBIT #6

1 OF 2

ORG. DATE - 01/26/2024



MEMORANDUM

TO: Thomas Britt, Town Planner

Emily Kyriazi, Zoning Administrator

FROM: Lester Adkins, P.E., PTOE, PTP

RE: Chick-fil-A Haymarket – Special Use Permit

Town of Haymarket, Virginia

DATE: May 1, 2024



11220 Assett Loop Suite 202, Manassas, VA 20109 703-365-9262

WellsandAssociates.com

Introduction

This memorandum provides a traffic impact analysis completed for the Chick-fil-A Special Use Permit (SUP) application in the Town of Haymarket, Viriginia. Chick-fil-A proposes to extend the dual-drive through lane at the existing Chick-fil-A restaurant located at 15180 Washington Street. Specifically, the application site is identified as parcel GPIN 7298-71-6403.01 (part) and is located south of I-66, east of James Madison Highway (Route 15), north of Washington Street (Route 55) and west of Turner Hill Road shown in Figure 1.

Figure 1 - Site Location



MEMORANDUM

This traffic impact analysis is provided to address the SUP application completeness review comment #7, dated April 12, 2024. Comment #7 requested a traffic study of the proposed expansion. Additional correspondence with the Town and Bohler Engineering coordinated on the scope of the traffic study to document the traffic impact associated with the drive-through extension.

Existing Chick-fil-A Restaurant and Drive-Through

The existing Chick-fil-A restaurant currently consists of a ±4,874 square-foot (SF) building with a dual drive-through lane serving the ordering area which tapers into a single drive-through lane at the northwest corner of the building for food delivery, as shown in Figure 2. Access to the site is provided at one full-movement entrance to Washington Street and two interparcel connections to the north and west.

Figure 2 - Existing Chick-fil-A Layout

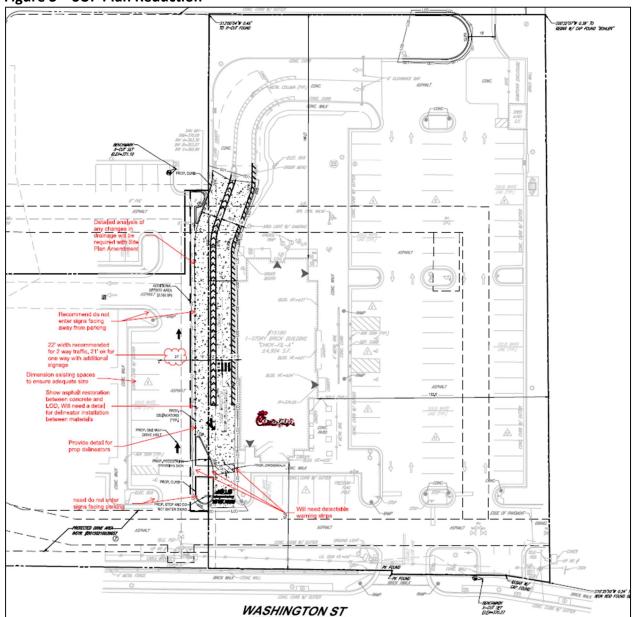


MEMORANDUM

SUP Proposed Concept for Drive-Through

With the proposed SUP, the existing ±4,874 SF building would remain unchanged. As shown in Figure 3, the dual drive-through lane would be extended from the current taper point (at the northwest corner of the building) to the southwest corner of the building. The extension would provide for dual drive-through lanes at the food delivery area. The extension would increase queueing capacity for the drive-through operations and allow for improved efficiency of food delivery operations.

Figure 3 – SUP Plan Reduction



MEMORANDUM

Site Trip Generation

A trip generation analysis was conducted to compare the existing and proposed conditions. The trip generation analysis was conducted using locally collected Chick-fil-A data at nearby similar restaurants in the region. As previously noted, the existing ±4,874 SF building would remain unchanged; therefore, there would be no net change in trip generation with the proposed drive-through lane extension.

Table 1 – Site Trip Generation Comparison (Existing vs Proposed)

									Weekday			
			<u>AM</u>	Peak Ho	<u>our⁽¹⁾</u>	<u>PM</u>	Peak Ho	our ⁽¹⁾	Average	SAT	Peak Ho	our ⁽¹⁾
Scenario	Amount	Units	In	Out	Total	In	Out	Total	Daily Trips ⁽²⁾	In	Out	Total
Existing Chick-fil-A	4,874	GSF	122	116	238	145	136	281	2,810	204	181	385
Proposed Chick-fil-A	4,874	GSF	122	116	238	145	136	281	2,810	204	181	385
Net Change in Trip Generation		0	0	0	0	0	0	0	0	0	0	

Note(s):

Conclusion

The proposed Chick-fil-A SUP application would extend the dual drive-through lane for both ordering and food delivery to increase queueing capacity and allow for improved efficiency of operations. The existing $\pm 4,874$ SF building would remain unchanged; therefore, there would be no net change in trip generation with the proposed drive-through lane extension.

Should you have any questions on the analysis presented herein, please contact Les Adkins at 703-365-9262 or via email at leadkins@wellsandassociates.com.

VA

⁽¹⁾ Trip generation based on Chick-fil-A data collection at five (5) local existing Chick-fil-A restaurants using building size to develop an average rate of 48.76 AM peak hour trips/1,000 SF, 57.69 PM peak hour trips/1,000 SF, and 78.95 SAT midday peak hour trips/1,000 SF. Reference locations included: 5815 Burke Center Parkway (Fairfax County), 3454 Historic Sully Way (Fairfax County), 4516 Fair Knoll Drive (Fairfax County), 43310 Defender Drive (Loudoun County), and 256 W Lee Highway (Town of Warrenton).

⁽²⁾ Weekday average daily trip generation estimated assuming a k-factor of 0.1 (or 10 times the PM peak period).

⁽³⁾ Pass-by Trips percentage based on ITE's Trip Generation Handbook, 3rd Edition, Tables E.31 & E.32. Saturday Pass-by Trips percentage assumed 50%.



Thomas Britt

From:

Don Wooden <dwooden@meladon.net>

Sent:

Friday, April 26, 2024 2:54 PM Lee, Gideon; Michael Lewis

To: Cc:

Lauren Johnson; Hannahlee Walker; Azarian, Bailey; Chad Baker; Igor Levine; Graham

Ride

Subject:

CFA #3197 Haymarket

Follow Up Flag:

Flag for follow up

Flag Status:

Flagged

Caution: Message from external sender

To whom it may concern,

Meladon Haymarket, LLC. reaffirms that it has reviewed the anticipated plans/work that Chick-Fila is requesting and approves of the changes. The altered one way North traffic pattern on the East side of the bank will not adversely affect the use of the bank nor dental properties or their business operations.

Thank you,



Don Wooden

1602 Village Market Blvd. SE Suite 235 Leesburg, Virginia 20175

O: (571) 375.1750 D: (571) 375.1755 M: (703) 732.4665 www.meladon.com

[&]quot;Our expertise and value lies in our knowledge of market driven land use/acquisitions, contract negotiation, entitlements, concept planning and development."



PLANNING COMMISSION - REGULAR MEETING

Tuesday, September 10, 2024 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169 http://www.townofhaymarket.org/

MINUTES

I. CALL TO ORDER

A Regular Monthly Meeting of the Town of Haymarket Planning Commission was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Alexander Beyene called the meeting to order.

PRESENT
Chairman Alexander Beyene
Vice Chairman Jerome Gonzalez
Commissioner Walt Young

Commissioner Justin Baker

ABSENT

Commissioner Pankaj Singla

II. PLEDGE OF ALLEGIANCE

Chairman Beyene invited everyone to stand for the Pledge of Allegiance.

III. CITIZENS TIME

There were no citizens present at this meeting.

IV. MINUTE APPROVAL

Commissioner Young moved to approve the August 13, 2024 Planning Commission minutes as presented. Commissioner Gonzalez seconded the motion. The motion carried.

Motion made by Commissioner Young, Seconded by Vice Chairman Gonzalez. Voting Yea: Chairman Beyene, Vice Chairman Gonzalez, Commissioner Young, Commissioner Baker

1. Planning Commission Regular Monthly Meeting: August 13, 2024

V. AGENDA ITEMS

1. SUP Application Chick Fila Drive Thru Expansion

Town Planner Thomas Britt gave a brief update on the application and what was discussed at the last meeting. He also shared the deliverables that were discussed with the representatives from Bohler Engineering and JLL. He shared that the concerns from the past meeting were traffic concerns, safety concerns and parking issues with the Virginia National Bank parcel. He clarified that he might have been too general with the Planning Commission on the delineator

term. He stated that although it is not a solid physical barrier, it is a physical barrier between the Chick Fil-a parcel and the bank parcel. He also shared that Bohler presented a curb installation option as well for the Planning Commission to consider. Mr. Britt also provided an email conversation between Mr. Chad Baker from Chick Fil-a and staff, including Town Manager Emily Kyriazi. Mr. Britt stated that the zoning items have been addressed and resolved in terms of landscaping buffers. But it was up to the Planning Commission if they are satisfied with the safety concerns, particularly the delineators and traffic patterns. He asked the Planning Commission to consider if the addition or alteration is necessary for the business and the surrounding lots, in particular. Mr. Britt stated that he still recommends the denial of the SUP. He stated that the upon the Planning Commission's decision, the Town Council would have the final say on the application. At this time, the Planning Commission continued to ask questions to the applicants regarding the delineators between the drive thru lanes. Mr. Lee from JLL stated that there would be a 3 foot stripping between lanes for employees. There was a question on capacity and current procedures on larger orders that would could hold up the delivery process. Mr. Lee agreed with the Planning Commission observation that currently the customer with the big order is asked to drive to a designated parking spot and the team member would deliver the order to that customer to keep the traffic going. Mr. Lee stated that this is not the preferred method. Chairman Beyene voiced his concerns with pedestrian and vehicular safety on and around the site. Commissioner Young questioned the Town Planner on the bank parking lot and if this space would still allow the customers to back out of a space safely. Mr. Britt stated that the plans in the packet are shown with the delineators installed and is the preferred option from the applicant. There was a question if staff was still recommending denial. Mr. Britt confirmed the recommendation to deny. Commissioner Baker thanked the applicant for coming back each time with requested alternations to the plans but still stated his concerns. His concerns was the capacity and increase traffic volume at the site. He stated that he doesn't think the expansion is functional on that site and taking space from the bank parcel. The representative stated that they are addressing the traffic issues by narrowing the northern entrance to one way and reducing the bank parking lot to one way. They stated that they are also adding wayfinding signs within the development. Commissioner Gonzalez stated that there are a lot of positives but his concerns was the pedestrian and vehicular traffic safety. He stated that the trips per day could remain the same but the demands could shift. He addressed the safety at the entrance point to the parcel. He also has concerns with the lack of a landscaping buffer between the parcels.

With no further discussion, Chairman Beyene moved to recommend denial of Special Use Permit Application #2024-001 for the following reasons: The proposed drive thru expansion will have the following negative effects on the site and surrounding area, will result in: 1. Increase of vehicular traffic or trips per day as a result of increasing the capacity and the eventual dedication of one of the drive thru lanes for mobile order pick up; 2. Increase in potential safety hazards to pedestrians and employees as a result of the drive thru design and increase in vehicular traffic; 3. Decrease in driver access to the site and adjacent businesses, and 4. Negative effects to the operation of the adjacent businesses. Commissioner Young seconded the motion. The motion carried by a roll call vote.

Motion made by Chairman Beyene, Seconded by Commissioner Young. Voting Yea: Chairman Beyene, Vice Chairman Gonzalez, Commissioner Young, Commissioner Baker

VI. OLD BUSINESS

Town Planner Thomas Britt gave the updates on Old Business items. He stated that staff and the Architectural Review Board is still making adjustments on the Historic District Overlay making sure



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

STAFF REPORT

TC Meeting Date: April 7, 2025

Agenda Title: Special Use Permit Application #2024-002, Religious Assembly for

Haymarket Islamic Center

Zoning District: B-1 Town Center

Requested Action: TC to review Special Use Permit #2024-002 and citizen feedback

Staff Lead: Thomas Britt, Town Planner





The applicant is requesting to operate a tenant space at 14600 Washington Street, Suite 155 or Suite 160, as a place of religious assembly.

The property is part of the QBE property, located on the eastern end of the corporate limits of Haymarket, at the intersection of Washington Street and Greenhill Crossing Drive.

The Haymarket Planning Commission previously recommended approval of SUP#2024-001 with conditions in the January 14th 2025 meeting. Please see the attached Planning Commission minutes for reference.

BACKGROUND

<u>Request</u>: The applicant, Haymarket Islamic Center, has requested to operate a single tenant space as a space for religious assembly.

<u>Site Location</u>: 14600 Washington Street, north of the intersection of Washington Street and Greenhill Crossing Drive. The potential tenant location within this address is either Suite 155 or Suite 160, noted on their proposal.

Zoning: This site is zoned B-1, Town Center.

<u>Surrounding Land Uses</u>: Immediately on site near the main building is a Lewis Home single family home that has been repurposed as a restaurant carry out use. The site is surrounded by R-2 zoned properties to the north, west, and south of the property, with R-1 zoned single family neighborhoods and the Town Park just outside of the adjacent R-2 zoned properties. To the east of the site in Prince William County are a multitenant commercial building and residential subdivisions.

Background and Context: The QBE building has housed multiple tenants representing various types of businesses in Town. Haymarket Islamic Center, the applicant, has been using a community space in a nearby neighborhood outside of Haymarket to hold prayer service multiple times a day as part of the Muslim faith. The applicant is proposing to use a tenant space in the QBE building to hold these daily prayer services as well as an assembly space to hold Ramadan services during the month it takes place. The goal of this use is to provide a more convenient location for prayer services in the Muslim community in west Prince William County. Currently the closest area to hold daily prayer services is in Manassas, and small community spaces are being temporarily used for prayer services currently. This proposal will allow for a more permanent location for the Haymarket Islamic Center to hold daily prayer services for the Muslim community in West Prince William County.

There would be five daily prayer services held, with the number of attendees varying based on the day of the week and time of day. Attached to this Staff Report is a proposal from the applicant describing the use of the tenant space with the prayer schedule. Since March 3 Town Council Meeting, the applicant has provided an updated narrative with the start time of the earliest prayer service depending on the time of the year (attachments D and E). Additionally, Ramadan services may have social activities taking place in the tenant space afterward. Friday afternoon Jummah prayer service will be split into 1:45pm and 2:45pm services to ease traffic on site (attachment E).

The proposal does not expand the existing site and will occupy only a single tenant space.

Town Staff are reviewing this application based on the below definition of religious assembly in the Zoning Ordinance. Per this definition, this use is approved by-right only in the T-C Transition Commercial zone and approved via SUP in the B-1 Town Center, B-2 Business Commercial, and I-1 Light Industrial zones, necessitating an SUP application for religious assembly at this location.

Zoning Ordinance Reference Article II: Definitions

Public assembly. Facilities that accommodate public assembly for sports, amusements, or entertainment purposes. Typical uses include auditoriums, sports stadiums, convention facilities, religious, and incidental sales, and exhibition facilities.

Additional Analysis for Matters to be Considered in Special Use Permit Application Review follows.

STAFF RECOMMENDATION

Matters to be Considered in Application Review (per Section 58-4.28 of the Zoning Ordinance)

(1) The nature of the proposed use, including factors such as traffic, noise, light, hours of operation, and number of employees involved.

The use will be contained to the tenant space the applicant has leased. There will be little to no additional light or noise greater than that of existing tenants at this building. Depending on the time of year, the dawn prayer service may be much earlier than most tenants at this building. There is a significant increase in projected car traffic potentially during Friday afternoon prayer service, and especially during the month of Ramadan. The applicant has provided a submittal showing the projected amount of traffic and vehicles that would use the parking on the property. The property owner has provided a tabulation for each individual tenant space's parking requirements (adjusted to allowable occupancy standards) for consideration. Current Zoning Ordinance requirements for religious assemblies are 1 per 4 seats. The minimum number of parking spaces required to be provided for this use is 37.5, rounded up to 38 spaces. On site the application claims 185 spaces, which replaced the crossed out 150 spaces. The Town Planner inspected the site on March 25, 2025, and counted 132 marked spaces on site. Additional spaces were parked by cars at Suite 137 (the southeast corner of the building) but there are no visible markings for spaces in that area of the site. Town Staff recalculated the landlord submitted parking tabulations for the entire site (161.4) and calculated 161 spaces for just the current uses plus the addition of the religious assembly. The proposed number of patrons and cars as stated in the applicant narrative will exceed not only the required amount of spaces for the site but would also cause the site to

potentially require upwards of 183-223 spaces for Jummah prayers and Ramadan events. Existing conditions of the parking spaces on site are visibly marked spaces on the west side of the QBE building; re-striping is most needed on the east side of the site along the border of the Town and Prince William County, especially by the dumpster enclosures.

The applicant has provided a service by service estimate of the amount of vehicles that would use the site. Currently no traffic study for the site has been conducted to account for current vehicle traffic or future traffic projections if this use is approved. VDOT statistics from January 2022 show average daily traffic along the section of Washington Street that passes QBE is 10,000 vehicles per day. The last data available for the back of the QBE site or anywhere else on site is from 1994, which is not reflective of modern traffic.

During Ramadan events, members of the congregation will volunteer to help guide cars to parking when traffic increases during that event. The Haymarket Police Department has confirmed they help with guiding traffic for Sunday services for one of the existing churches in Haymarket. However, the current number of officers employed and on duty at that time can only limit their help to the one church. The volume of services that might require traffic help by this proposed use would strain the Police Department's resources that are already allocated within the existing community. Please see the attached email from Haymarket's Police Chief on this subject. Prince William Police can also be contacted to aid in traffic movement if necessary, per attached email correspondence with Haymarket's Police Chief and the landlord.

(2) The character of the existing area, including existing structures and structures under construction, existing public facilities, and public facilities under construction, and private, commercial and/or service facilities available within the existing area.

The use will not alter the existing structure in any way unless doors are added to aid in increasing occupancy, and there are no areas under construction that will be affected by this use. Customers from the other tenant spaces may struggle to find parking in the existing lot at certain times of day and during parts of Ramadan due to the frequency/length of the prayer services, but for most hours of the day the parking of this lot will not be significantly affected. There will be a moderate noise increase for neighboring residents during the evening Isha prayer service in the summer, which would start around 10pm.

(3) <u>The area's designation on the town's comprehensive plan, and relevant text provisions of the plan.</u>

Town Comprehensive Plan. 1.2.9 Community Design Policy

Commercial/Residential Blend East of Town's Center

"Traveling east from the central portion of town, Haymarket unfolds in a pleasant mix of older, residential homes and low intensity commercial uses such as a veterinary clinic and a Baptist Church. This blend of uses continues to the eastern town limit, where a neo-colonial residential development is across the street from public uses in two Sears houses fronted by a planned village green. The two Sears structures fit this area architecturally and historically and should be preserved, if at all possible. Almost all the land north and south of Washington Street is developed. Much of the available land on the north side of Washington Street seems well suited to low intensity commercial uses, with adequate buffering to separate it from residential neighborhoods. Whenever possible, existing residential buildings should be converted to commercial use, rather than have new buildings constructed, to continue the open, small town atmosphere and sense of place."

The proposed use has adequate buffering from existing residential neighborhoods within the Town because of the open space separating the building from Bleight Drive and Alexandra's Keep Lane, but there is minimal buffering between the QBE building and the adjacent subdivision in Prince William County. This proposal does not qualify as an adaptive reuse of a residential building. This use will continue the open small town atmosphere due to no structural changes. While the traffic volume may increase heavily in this area due to the proposed use, the use itself as a place of religious assembly reflects existing businesses mentioned in the comprehensive plan, and the use does not alter the sense of place within the community.

(4) The minimum off-street parking area required, and the amount of space needed for the loading and unloading of trucks.

Section 58-7.1 of the Zoning Ordinance is written below:

Sec. 58-7.1. - Minimum off-street parking and loading.

- (a) Minimum standards. At the time of erection of any main building, or at the time any main building or its accessory uses is enlarged, or the use changed, all provisions of article XIII shall be met along with minimum required off-street parking and loading space with adequate provision for entrance and exit of motor vehicles, in accordance with the following table
- (b) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 750 feet. Every parcel of land used as a public parking area and motor vehicle ways shall be surfaced with all- weather surfaces, excluding gravel surfaces. It shall have

appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.

The minimum parking requirements for a religious assembly or church are 1 spot per 4 seats or attendees. While this site can accommodate this tenant's proposed use during regular prayer services, the Friday services and Ramadan celebrations may cause overflow of the parking onto the grass on site. In meeting with the applicant and the Zoning Administrator, the amount of spaces the applicant may need to use is 250, which exceeds the 132 marked spaces provided on site. Due to two of the current uses on site being restaurants and breweries, there is a chance on some weeknights and Fridays that parking will overflow into the grass or elsewhere on the lot. Per Section 58-7.1(a) of the Zoning Ordinance, approval of this SUP would be a change and an enlarging of an accessory use on site and necessitates the paving of the lot to accommodate. Per Section 58-7.1(b) of the Ordinance, if paving is not completed by landlord to accommodate for overflow, if public parking is needed, overflow areas must still be surfaced with all-weather surfaces.

Town Staff and the landlord met on site on March 31, 2025 to discuss Town Council's request to provide striping on the paved portions of the site to provide more visible parking options on site for this use as part of a potential condition of approval. Per the discussion on site and a landlord submitted sketch of a draft striping plan, the site could be striped to show 201 marked spaces (attachment H). The number of spaces on the striping proposal may be reduced to 198 based on fire lane requirements.

The routine loading and unloading of trucks will not be affected by the change in use, as the entry and exit points onto the site and the existing loading bay into the building will not be obstructed.

(5) Whether the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation.

The increases in vehicle traffic at certain times of the day caused by the proposed use may negatively affect the pedestrian and car traffic using the existing tenant spaces due to overcrowding. Consideration should be given to conditions where the applicant provides Town Staff with an occupancy card and the final occupancy permit.

(6) Any other factors relating to the purposes of zoning that the Planning Commission and/or Haymarket Town Council, in its legislative discretion, shall consider as relevant.

The current Zoning Ordinance only states religious assembly as defined within "Public Assembly." Aside from the parking requirements for religious assembly, there are no congregation attendance requirements or other measurable factors that would allow Town Staff or the Town Council to evaluate at face value a church site versus a smaller tenant use such as the one presented in this application. Town Staff have reached out to Prince William County's Building Department for projected occupancy standards for each tenant space. In conversation with staff from the Prince William County Building Department, it is possible for either tenant space to hold the projected number of attendees to the prayer services, but there would need to be additional doors installed in the tenant space depending on the building's ingress/egress arrangement, and potentially a new fire alarm and sprinkler system depending on the final occupancy calculation. As referenced in the above sections, the proposed use of a religious assembly for the Haymarket Islamic Center does not significantly alter the site as it is contained within one tenant space and reflects the existing character of this side of the Town.

The frequency of the prayer services and the projected attendance of Friday services and Ramadan events may cause a highly intensive use of the parking lot that will be of detriment to the other tenants at the QBE building unless managed. The space must have adequate parking as well to accommodate for the change in use and intensity of this new use in order to comply with Section 58-7.1 of the Zoning Ordinance.

With these effects in mind, Town Staff recommend that the Town Council consider the impact of the use on the parking of the site and of the current tenants operating on site prior to voting on this application.

Public Notice and Input

The Town posted notice of public hearing for the SUP application for all residents of the Town in the Prince William Times on Thursday February 13th 2025, and Thursday, February 20th 2025.

STAFF CONTACT INFORMATION

Thomas Britt, (703) 753-2600 tbritt@townofhaymarket.org

ATTACHMENTS

- A—Special Use Permit application for SUP#2024-002
- **B**—Planning Commission minutes
- C—Satellite imagery of site
- D—Applicant submitted narrative
- E—Updated applicant narrative

- F—Landlord submitted Parking Tabulation with Staff tabulation included
- G—Landlord resubmitted Parking Tabulation based on current tenants
- H—Landlord sketch of proposed striping plan of paved surface on site
- I—correspondence with Haymarket PD on directing traffic on site
- J—landlord and Haymarket PD correspondence discussing PWC Police directing traffic on site



SPECIAL USE PERMIT APPLICATION

NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review/Public Hearing.

NAME OF BUSINESS/APPLICANT: Haymarket Isla	imic Center
SITE ADDRESS: 14600 Washington St, Haymark	
ZONING DISTRICT: R-1 R-2 B-1 B-2 C	☐ I-1 ☐ C-1 SITE PLAN PROPOSED: ☐ Yes ☐ No
PROPOSED USE(S): Religious Use	CODE SECTION(S) #:
BRIEF DESCRIPTION OF ACTIVITY: In the space below activity including size and type of proposed/existing structures, to visit the site during an average workday and any other change	ov or in an attached narrative, please describe in detail the proposed hours of operation, type of clientele, number of vehicles anticipated es that will affect the nature or appearance of the structure(s) or site. In worship. There is a pressing need for a small space to facilitate
the five daily prayers for the local Muslim community.	We are aiming to lease one of the two Suites located at
14600 Washington St. for this purpose and further	details are provided in the attached document.
Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) □ Plan/Plat
ADDITIONAL INFORMATION FOR HOME OCCUPA	ATIONS (SUBJECT TO SECTION 58-16):
TYPE OF STRUCTURE: SFD TH TOTAL FLOOR	AREA OF MAIN STRUCTURE:(sq. ft.)
FLOOR AREA DEVOTED TO HOME OCCUPATION:	(sq. ft.)
NUMBER / TYPE OF VEHICLES:	
NUMBER / TYPE OF EQUIPMENT AND METHOD OF ST	
150.0	
OFF-STREET PARKING SPACES PROVIDED: 185	NO. OF EMPLOYEES WORKING FROM SITE: See attached
90 grays (20 39 pt 3 € 30 5 pt 1)	\$200 Residential In-Home Business
■ \$350 Commercial (no land disturban	ce) 🗖 \$1,500 Commercial (land disturbance)
APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Muhammad Qasim Gul	HAYMARKET PROPERTIES GROUP LLC
Name	Name
15082 Stepping Stone Dr	14600 WASHINGTON ST 137
Address	Address
Haymarket VA 20169	HAYMARKET VA ZO169
City State Zip	City State Zip
202-368-2566	703 895 0677
Phone#(s)	Phone#(s)
qasim.gul@gmail.com Email Address	CONNOR. LEAKE @QBE. NET
-man Address	Email Address

APPLICANT / PROPERTY OWNE	ER CONSENT	*****REQUIRED****			
foregoing application and that the in activity and method of operation desc plat, plan and/or specifications will co conditions prescribed by the Planning	formation provided herein or cribed. Construction of any im omply with the ordinances of Commission or the Town Cou	do hereby certify that I have the authority to make the attached hereto is correct and a true representation of the provements described herein and as shown on the attached the Town of Haymarket, any additional restrictions and/or notil, and all other applicable laws. Some where Signature			
Applicant Signature /	Ρή	perty Owned Signature			
October 21, 2024		1-04-2024			
Date	Da	te			
	OFFICE USE	ONLY			
DATE FILED:	_ FEE AMOUNT:	DATE PAID:			
DATE TO ZONING ADMINISTRA	ATOR:	STAFF REVIEW COMPLETE:			
APPLICABLE ZONING ORDINANCE	SECTION(S) / RECOMMEND	ED CONDITIONS:			
ZONING ADMINISTRATOR		DATE			
DATE TO PLANNING COMMISS	ION:	PUBLIC HEARING DATE:			
☐ RECOMMEND APPROVAL	☐ RECOMMEND DENIA	□ NO RECOMMENDATION			
RECOMMENDED CONDITIONS:					
CHAIRMAN		DATE			
DATE TO TOWN COUNCIL:		PUBLIC HEARING DATE:			
☐ APPROVED ☐ DENIED					
CONDITIONS:					

Councilmember Singla moved to close the nominations with a second by Commissioner Baker. The motion carried.

Councilmember Young moved to appoint Jerome Gonzalez as the Chairman for the Planning Commission. Commissioner Baker seconded the motion. The motion carried.

Motion made by Commissioner Young, Seconded by Councilmember Baker. Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla, Commissioner Young, Commissioner Capossela

Chairman Gonzalez nominated Justin Baker as the Vice Chairman for the Planning Commission. Commissioner Young seconded the nomination. With no other nominations, Commissioner Singla moved to close the nominations seconded by Councilmember Baker.

Commissioner Singla moved to appoint Justin Baker as the Vice Chairman for the Planning Commission. Councilmember Baker seconded the motion. The motion carried.

Motion made by Commissioner Singla, Seconded by Councilmember Baker. Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla, Commissioner Young, Commissioner Capossela

V. CITIZENS TIME

There were no citizens present at this evening's meeting wishing to address the Planning Commission.

VI. MINUTE APPROVAL

1. Planning Commission - Public Hearing/Regular Meeting: December 10, 2024

Chairman Gonzalez asked for any edits to the draft minutes.

Commissioner Singla moved to accept the Planning Commission minutes from December 10, 2024 as presented. Commissioner Young seconded the motion. The motion carried.

Motion made by Commissioner Singla, Seconded by Commissioner Young. Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla, Commissioner Young, Commissioner Capossela

VII. AGENDA ITEMS

1. Consideration of SUP #2024-002- Religious Assembly: 14600 Washington Street

Chairman Gonzalez asked Town Planner Thomas Britt for any updates. Mr. Britt gave a brief follow up from the December meeting. He stated that a public hearing was held for the Haymarket Islamic Center who wishes to operate one of the tenant spaces at the QBE building located at 14600 Washington Street as a place of religious assembly to hold prayer services and Ramadan celebrations. He shared that at the public hearing discussion mostly revolved around occupancy for the tenant space at QBE, parking related concerns and traffic related discussion and fire safety. Mr. Britt stated that he spoke with both the Town's Police Chief and the landlord of the QBE building. He addressed the fire safety concerns first. Mr. Britt stated all

fire lanes would be respected when parking on site. He also addressed the parking concerns with the Town's zoning ordinance. He shared that there is nothing in zoning that prohibits parking on the grass or on impervious surfaces. Mr. Britt also addressed the occupancy concerns and referenced Virginia Building Code and shared the information with the Commission. Additionally, he stated he spoke with the Police Chief regarding traffic and parking concerns with the Chief stating that he would not see any concerns except for some of the larger services and would be no threat or concerns to the other tenants at the property. In conclusion, Mr. Britt stated that he would recommend approval with the condition of providing occupancy, which has been done with other religious assembly SUP's.

At this time, Mr. Britt invited the applicant to the podium for further discussion with the Board. The applicant came to the podium and provided some time estimates for Ramadan. The applicant provided the information to the Commissioners for review. A discussion followed on the information provided. There was also some clarifying questions from the Planning Commission to the Town Planner. Some of the questions were related to the parking and traffic flow especially during Ramadan. Mr. Britt gave input on the parking and stated that an agreement with the landlord regarding temporary signs would help with both the parking and the flow of traffic on the parcel. A question was raised to the applicant on how the church could help free up congestion and traffic flow on the site. The applicant shared that they will have volunteer parking attendants that will help with parking and traffic so that everything is done in an orderly manner.

With no further discussion, Chairman Gonzalez moved to recommend approval of SUP #2024-002 for religious assembly use for the Haymarket Islamic Center with the following condition: The applicant provides a certificate of occupancy for the space to determine the maximum number of attendees. Commissioner Young seconded the motion. The motion carried by a roll call vote.

Motion made by Chairman Gonzalez, Seconded by Commissioner Young. Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla, Commissioner Young, Commissioner Capossela

VIII. OLD BUSINESS

Town Planner Thomas Britt provided the Old Business updates. Mr. Britt shared that SUP #2024-001: Chick Fil-a Drive Through Expansion is still before the Town Council for consideration. He stated that main discussion is still focusing on landscaping, curb installation and traffic flow. He stated that at the last meeting, the applicant asked for a deferral until the March Work Session.

IX. NEW BUSINESS

Town Planner Thomas Britt provided New Business Updates. Mr. Britt stated that once Town Manager/Zoning Administrator Emily Kyriazi returns from maternity leave, he will be working with her on future zoning text amendments and maps as well as the Comprehensive Plan.

X. ARB UPDATES

Town Planner Thomas Britt gave the ARB updates. He shared that the Board reviewed some sign and fence applications. He stated that the ARB conditionally approved the elevations for 11 townhomes off of Bleight Drive. He also stated that they have started the discussion on a Certificate of Appropriateness for a demolition permit application for the Lane Motors building located at 14920 Washington Street. He stated that the ARB has scheduled a site visit with the applicant at a future meeting.



- --available tenant space options
- --existing site one-way entry/exit points
- --Bleight Drive entry/exit onto Washington St
- --Greenhill Crossing Drive entry/exit onto Washington Street

Overview

The Muslim community in the Haymarket/Gainesville area currently lacks a local place for worship. The nearest proper facilities are the Manassas Muslim Association (9059 Euclid Ave, Manassas, VA 20110) and Zakaria Islamic Academy (26243 Gum Spring Rd, Chantilly, VA 20152), both located approximately 13 miles away. There is a pressing need for a small space to facilitate the five daily prayers for the local Muslim community.

Schedule of Prayers

Muslims gather for congregational prayers five times a day. Additionally, a Friday prayer service is held weekly shortly after noon. During the sacred month of Ramadan, the schedule includes longer Sunset and Nighttime prayers.

Below are the estimated times and anticipated attendance:

Prayer Name	Prayer Time	Recurrence	Duration	Expected	Expected
-			(Approx.)	Attendance	Vehicles
Fajr	Early Morning	Daily	15 – 20	10 – 20	10 – 20
	(Usually 90 minutes before Sunrise)		Minutes		
Dhuhr	Noon	Daily	10 - 15	10 – 12	10 – 12
	(Usually around 1:30pm)		Minutes		
Asr	Late Afternoon	Daily	10 – 15	10 – 12	10 – 12
	(Usually around: 4pm)		Minutes		
Maghrib	Sunset	Daily	15 – 20	20 – 30	20 – 30
			Minutes		
Isha	Nighttime	Daily	20 – 30	20 – 40	20 – 40
	(Usually 90 minutes after Sunset)		Minutes		
Jummah	Friday – Noon	Weekly	30 – 45	100 – 125	60 – 90
			Minutes		
Taraweeh	30 Days of Ramadan Month	Annually	3 – 4	100 – 150	60 – 100
	Sunset thru Nighttime		Hours		

Property

We are interested in leasing an available suite or one that will soon be available (around February 2025) at QBE Business Park, located at 14600 Washington St, Haymarket, VA 20169.

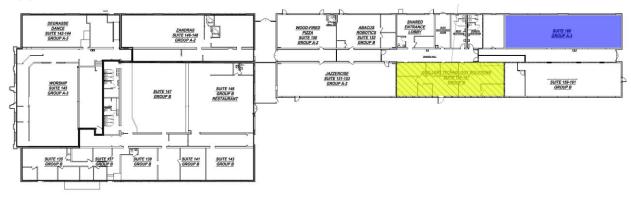
- **Suite 155** (marked in yellow in Appendix A) Available for immediate lease Square Footage: Approximately 2,146 SF
- Suite 160 (marked in blue in Appendix A) Available for lease around February 2025 Square Footage: Approximately 2,200 SF

Total Building Square Footage: Approximately 32,000 G.S.F.

Total Parking Spots: 150 Surface Parking Spaces

Note: Property details and floor plan images were obtained from the property listing and realtor.

Appendix A



SUP 2024-002 - HAYMARKET ISLAMIC CENTER

Supporting Document

https://hicva.org

Table of Contents

Overview	2
Daily Prayer Schedule	
Daily Prayer Times At Different Times of Year	
Friday Prayer	
Friday Prayer Year-on-Year Projection (Estimated)	
Ramadan Taraveeh Prayer	

Overview

The Muslim community in the Haymarket/Gainesville area currently lacks a local place for worship. The nearest proper facilities are the Manassas Muslim Association (9059 Euclid Ave, Manassas, VA 20110) and Zakaria Islamic Academy (26243 Gum Spring Rd, Chantilly, VA 20152), both located approximately 13 miles away. There is a pressing need for a small space to facilitate the five daily prayers for the local Muslim community.

Daily Prayer Schedule

Muslims gather for congregational prayers five times a day. Below are the estimated times and anticipated attendance:

Prayer	Prayer Time	Recurrence	Duration	Expected	Expected
Name			(Approx.)	Attendance	Vehicles
Fajr	Early Morning (Usually 60 minutes before Sunrise)	Daily	15 – 20 Minutes	10 – 20	10 – 20
Dhuhr	Noon (Usually around 1:30pm)	Daily	10 – 15 Minutes	10 – 12	10 – 12
Asr	Late Afternoon (Usually around: 4pm)	Daily	10 – 15 Minutes	10 – 12	10 – 12
Maghrib	Sunset	Daily	15 – 20 Minutes	20 – 30	10 – 15
Isha	Nighttime (Usually 90 minutes after Sunset)	Daily	20 – 30 Minutes	20 – 40	10 – 20

Daily Prayer Times At Different Times of Year

Muslim DAILY Prayer Schedule - Haymarket, VA - 2025

Date	Fajr (Morning Prayer)	Dhuhr (Afternoon Prayer)	Asr (Late Afternoon Prayer)	Maghrib (Sunset Prayer)	Isha (Evening Prayer)
March 22, 2025	6:30 AM	1:19 PM	5:37 PM	7:25 PM	8:39 PM
June 22, 2025	5:00 AM	1:13 PM	6:23 PM	8:39 PM	10:14 PM
September 22, 2025	6:30 AM	1:03 PM	5:20 PM	7:07 PM	8:20 PM
December 22, 2025	6:30 AM	12:09 PM	3:12 PM	4:53 PM	6:13 PM

Notes:-

- Gray highlighted times indicate earliest Morning Prayer & latest Evening Prayer.
- Prayer times are given for four separate days in 2025, spaced evenly across each quarter..

Friday Prayer

A Friday prayer service is held weekly in early afternoon hours. Below is Friday Prayer schedule for 2025.

First Friday Prayer 1:45 PM

Second Friday Prayer 2:45 PM

Notes:-

- Friday Prayer times stay more or less the same year around.
- Each Friday Prayer takes about 30 minutes, (15 minutes for people to arrive & 15 minutes to pray).
- Additional 30 minutes are to ensure orderly exit of people.
- Both Friday prayers take place after the peak lunch hours and conclude before the evening commute begins, ensuring they do not overlap with other peak traffic periods.

Friday Prayer Year-on-Year Projection (Estimated)

Friday Prayer, Expected Attendance / Vehicles 5 Years Projection Based on 10% Year-on-year Increase

Curi	rent	20	26	20	27	20	28	20	29
Expected	Expected								
Attendance	Vehicles								
80	40	88	44	97	49	107	54	118	59

Friday Prayer, Expected Attendance / Vehicles 5 Years Projection Based on 12% Year-on-year Increase

Cur	rent	20	26	20	27	20	28	20	29
Expected	Expected								
Attendance	Vehicles								
80	40	89	45	100	50	112	56	125	63

Ramadan Taraveeh Prayer

A Taraveeh Prayer is held daily in evening for 30 days in the month of Ramadan. <u>Usual duration of Taraveeh Prayer is 90 minutes</u>. Below is Taraveeh Prayer schedule for 2025.

March 01 – March 10: 8:30 PM – 10:00 PM March 11 – March 20: 8:45 PM – 10:15 PM March 21 – March 30: 9:00 PM – 10:30 PM

Notes:-

- Ramadan moves back by 10 days every year.
- Expected attendance varies from day-to-day, more people attend over the weekends.
- Expected attendance & vehicles are comparable to Friday Prayer over the weekends.

Company	Use	SQFT	Ratio	# allocated			
161 (Vacant)	Office		1840 1 per 300	6.1		Out Front	77
160 (Religious)	Religious		2200 1 per 4 seats	30.0	based off 120	Front Parallel	15
155 (Vacant)	Office		1946 1 per 300	6.5		Zandras Head In	7
Jazz	Gen Retail		1800 1 per 300	6.0		C&C Rear	3
Brewery	Restaurant		2715 1 per 100	27.2		Brewery Side	4
Zandras	Restaurant		2535 1 per 100	25.4		North / Alex Keep	10
Magellan	Gen Retail		2208 1 per 300	7.4		Rear West Row	24
QBE	Office		4804 1 per 300	16.0		Dumbster Row	25
VFI	Office		800 1 per 300	2.7	1	QBE / VFI Row	20
149 (vacant)	Office		1210 1 per 300	4.0			
Braz Jiu Jitsu	Gen Retail		5170 1 per 300	17.2		Total	185
Cookie & Cream	Restaruant		1300 1 per 100	13.0			
					1		

Total	161.4
Current Have	185.0
Total Left	23.6

Town Staff Calculation: each tabulation rounded up to the next whole number

155 Religious: 1 per 4 seats: from 150sf, 38 151 Jazzercize: 1 per 300: from 1800sf, 6 149 Commercial Kitchen: 1 per 300, 1210sf, 5

Zandras: 1 per 100: 2535sf, 26 Trouvaille: 1 per 100: 2715sf, 28 Magellan: 1 per 300: 2208sf, 8 QBE: 1 per 300: 4804sf, 16 VFI: 1 per 300: 800sf, 3

Battlefield: 1 per 300: 5170sf, 18 Cookies and Cream: 1 per 100sf, 13

oodiloo ana ordani. 1 por 1000i, 10

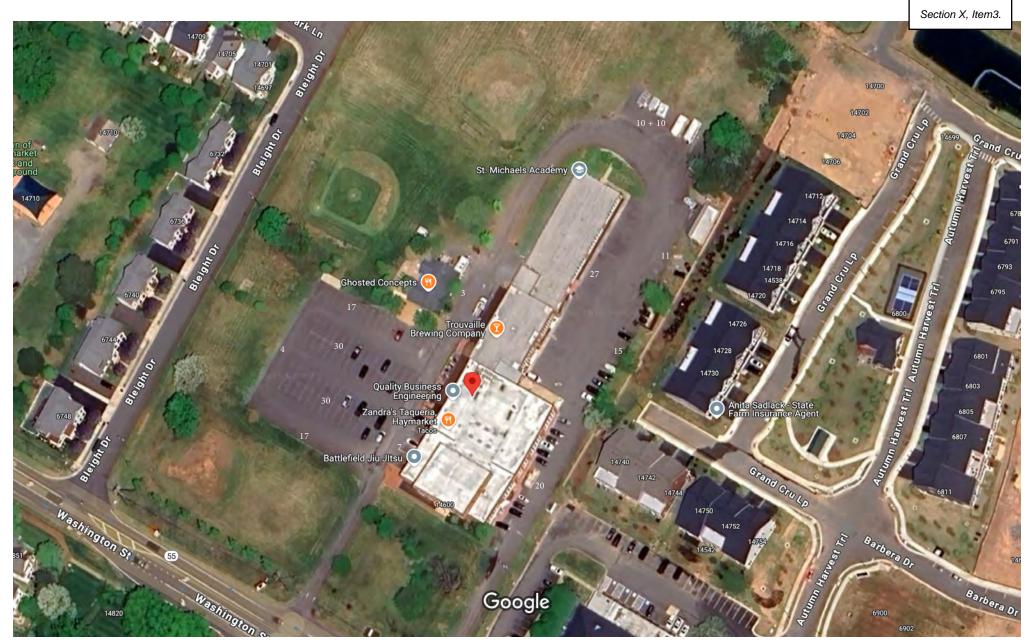
Total: 162

Company	Use	SQFT	Ratio	# allocated
161 (Vacant)	Office	1840	1 per 300	6.1
160 (Religious)	Religious	2200	1 per 4 seats	30.0
Italia Per Arts	Gen Retail	1946	1 per 250	7.8
Jazz	Gen Retail	1800	1 per 250	7.2
Brewery	Restaurant	2715	1 per 100	27.2
Zandras	Restaurant	2535	1 per 100	25.4
Magellan	Gen Retail	2208	1 per 250	8.8
QBE	Office	4804	1 per 300	16.0
VFI	Office	800	1 per 300	2.7
149 (vacant)	Office	1210	1 per 300	4.0
Braz Jiu Jitsu	Gen Retail	5170	1 per 250	20.7
Cookie & Cream	Restaruant	1300	1 per 100	13.0

		Re	count	
	Out Front	77	98	
based off 120	Front Parallel	15	0	
	Zandras Head In	7	7	
	C&C Side	3	3	
	Brewery Side	4	0	
	North / Alex Keep	10	20 10 +	10 (trailer)
	Rear West Row	24	27	
	Dumbster Row	25	26	
	QBE / VFI Row	20	20	
	Total	185	201	

recount

Total	168.8	168.8
Current Have	185.0	201
Total Left	16.2	32.2



Imagery ©2025 Airbus, Maxar Technologies, Map data ©2025 Google 50 ft

3/31/25, 10:45 AM

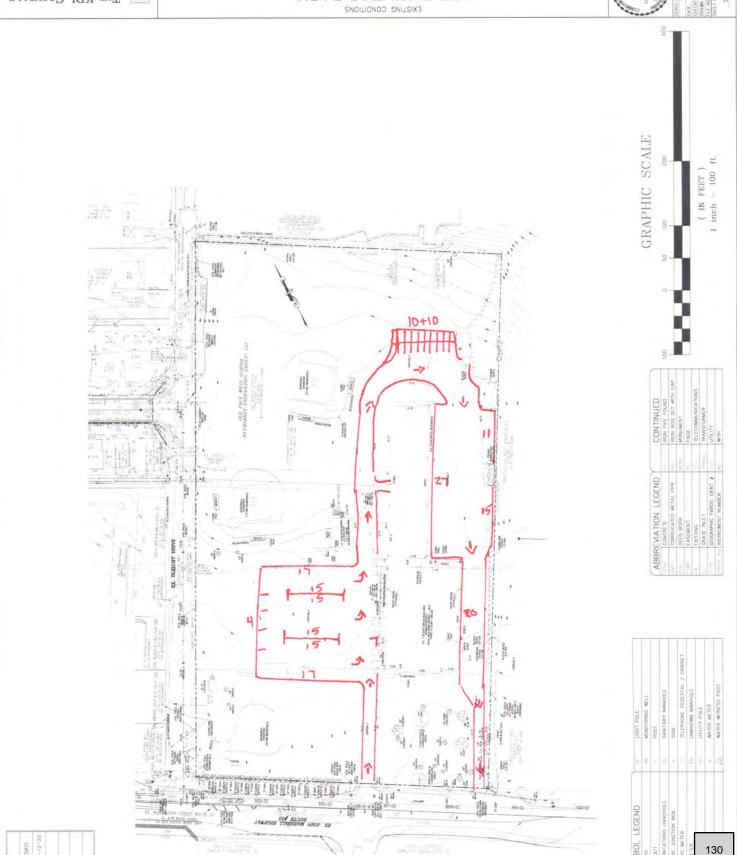
DANS STORY

TOWN OF HAYMARKET

PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL DEVELOPMENT PLAN

HVLKVEREZ B. 202-1093
HVLKVEREZ B. VX 103 163-1693
HVLKVEREZ B. VX 1019



Thomas Britt

From: Chief Al Sibert

Sent: Wednesday, December 18, 2024 3:10 PM

To: Thomas Britt
Cc: Roberto Gonzalez

Subject: Questions Regarding Places of Worship Security Security and Traffic

Thomas,

In response to your question about off-duty Haymarket PD Officers assisting with places of worship, ie. Security and traffic.

The Haymarket Police Department currently assist the Haymarket Baptist Church. This is the only religious entity to request our assistance in town.

Each Sunday, we staff the church with one officer from 9am to 12pm. During this time, the officer will maintain a preventive presence while services are being conducted. Upon completion of services, the officer will assist with traffic control by helping vehicles exit the parking lot onto Washington Street.

The church pays the officer's salary for his time.

Due to the distance that most of our officers live from the department, there is currently only one officer that signs up for the detail. Although we attempt to cover every Sunday, sometimes we are not able to do so. On the days we are not able to cover, we enhance our on-duty officer's patrol pattern to have a heavier presence in the area. Since that officer is answering calls and conducting preventive patrol throughout town, he is not able to help with traffic.

If a second or third place of worship requested the same service, it is highly unlikely that we would be able to accommodate.

Please let me know if you need further information or assistance. Always willing to help. Merry Christmas!

Thanks, Big Al



Allen Sibert Chief of Police Town of Haymarket Police Department 15000 Washington Street, Suite 110 Haymarket, VA 20169

RE: Phone Call Follow Up - 1/14/25 Subject:

Tuesday, January 14, 2025 at 11:56:16 AM Eastern Standard Time Date:

From: Chief Al Sibert To: Connor Leake Attachments: image001.jpg

Connor,

Yes sir. It was great to hear from you and I was happy to explain in detail the email vou referenced.

There is absolutely no issue with Prince William County PD and/or the Sheriff' Office staffing any services in which they are requested. I should have addressed that in the December email. I cannot comment on their process nor availability.

If requested, we will make every attempt to provide staffing.

Lastly, yes indeed. The Town and I are committed to providing needed services to the community. We adjust our schedule to meet the needs of the community during events, road closures, and safety concerns.

Please let me know if you need further.

Have a great day!

Thanks, Big Al



Allen Sibert Chief of Police Town of Haymarket Police Department 15000 Washington Street, Suite 110 Haymarket, VA 20169 703-753-2700 Non Emergency 571-469-8300 Cell 703-753-1954 Fax

From: Connor Leake <connor.leake@thehpgteam.net>

Sent: Tuesday, January 14, 2025 11:23 AM

To: Chief Al Sibert <Asibert@townofhaymarket.org>

Subject: Phone Call Follow Up - 1/14/25

You don't often get email from connor.leake@thehpgteam.net. Learn why this is important Chief.

Thank you for taking my call today, the purpose of this email is to summarize our phone call which will be provided to the Planning Commission for further clarification.

We referenced your email sent to Thomas Britt on Wednesday December 18, 2024 (attached hereto for quick reference).

The Town currently has Four (4) religious uses; Chabad Center for Jewish Life, Haymarket Baptist Church, St Paul's Episcopal Church, Haymarket Church

Detailed officer defined as an officer electing to sign up and come in for a detail such as Security, VDOT, Traffic Control, ext

Duty Officer defined as an officer that is scheduled for that regularly scheduled shift.

In your email you state that only one of the four above religious uses currently requests a detailed office. And currently only one officer elects to sign up for this detail due to the distance the officers live from the department, and that it's not always filled but you attempt to fill it.

On the days it cannot be filled you attempt to provide a presence in that area.

I asked you if there was anything stopping the Haymarket Islamic Center, or any religious use from contracting a detail with Prince William County Police Department or Prince William County Sheriff's Office if the Town of Haymarket Police Department were not able to fill the requested detail and you said that there was no issue with that.

I further asked for clarification on

"If a second or third place of worship requested the same service, it is highly unlikely that we would be able to accommodate."

What this sentence is referring to is that the Town could not provide multiple details at this time, but the solution is the PWCPD or PWCSO.

You further stated that if the demand rose for more officers on duty during a particular time of day or day in general, that the Town Police Department would fill any void as they have done over the years with new businesses and housing developments.

Please let me know if any of this is incorrect, please feel free to correct any statement or add to. If you could reply before close of business today that would be great as the meeting is this evening.

I greatly appreciate your time and help!

cwl

Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE

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

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

RULES OF PROCEDURE

Introduction

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

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

Page 1 of 16 Council Rules of Procedure

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

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

Section 1-2. Basic Principles Underlying Rules of Procedure

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

SECTION 2 - MEETINGS

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

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

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

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

Section 2-1.1. Continued Meetings

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

Page 2 of 16 Council Rules of Procedure Commented [KH1]: J. Baker suggested "Every member has an equal right to participate and vote on matters before the Council

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

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

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

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

Page 3 of 16
Council Rules of Procedure

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

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

Page 4 of 16
Council Rules of Procedure

- (c). Provide the public with the opportunity to comment at those meeting of the Town Council when public comment is customarily received.
- 2. The nature of the emergency, the fact that the meeting was held electronically and the type of electronic means used shall be stated in the meeting minutes.
 - 3. Council shall otherwise comply with Virginia Code § 2.2-3708.2

Section 2-2. Special and Emergency Meetings

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

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

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

Page 5 of 16 Council Rules of Procedure delivered to each member of the Council by giving reasonable notice at his or her place of abode-residence or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

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

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

Section 2-3. Legal Holiday

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

Page 3 of 16 Council Rules of Procedure

Section 2-4. Adjourned or Recessed Meetings

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

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

Section 2-5. Cancellation or Rescheduling of Meetings

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

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

Section 2-6. Organizational Meeting

A. The first meeting in January following the November the Council general election shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in accordance with the procedures set out in Section 2-7.

C. Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate,

D. The Rules and Procedures and any other guidelines, such as Spending Policy or Check Signing Policy, dshall be reviewed and edited at the Organizational Meeting.

E. At each Organizational Meeting, the Town Clerk will read the Code of Ethics into the record with each Councilmember acknowledging them with an affirmative vote.

C-F. Upon taking office, all Councilmembers will take the required Freedom of Information (FOIA) training and the Conflict of Interest Act (COIA) training as required by State law. The Town Clerk shall arrange the training either in person or remotely.

Section 2-7. Procedure for Election of Vice Mayor

A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:

1. The Mayor shall call for nominations from the Council.

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

Section 2-8. Seating Arrangement

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

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

Page 5 of 16 Council Rules of Procedure

SECTION 3 - OFFICERS

Section 3-1. Mayor and Vice Mayor

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

Section 3-2. Parliamentarian

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

Section 3-3. Preservation of Order

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

- 1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
- 2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- 2.3. To entertain and answer questions of parliamentary law or procedure
- 3.4. To call a brief recess at any time;
- 4.5. To adjourn in an emergency.
- B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

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

Page 6 of 16 Council Rules of Procedure

SECTION 4 - AGENDA

Section 4-1. Preparation

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

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

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

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

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

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

Section 4-2. Delivery of Agenda

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

Section 4-3. Copies

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

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Page 7 of 16 Council Rules of Procedure

Section 4-4. Internet

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

Page 8 of 16 Council Rules of Procedure

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business A, The Town Council Work Sessions are held on the last Monday of the month. The order of business shall be generally be as follows: 1. Call To Order 2. Roll Call 3. Agenda Items a. Monthly Financial Report b. Department Reports c. Any items to be discussed in order for action at the Regular Monthly meeting 4. Adjournment

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- <u>B</u> At regular meetings of the Council on the 1st Monday of the month, the order of business shall generally be as follows:
 - 6 PM Closed Session, When Needed
 - 1. Call To Order
- 2. Roll Call
- 3. Closed Session Motion
- 4. Certification
- 5. Directive or Motion from Closed Session
- 6. Adjournment

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- A. 7 PM Regular Meeting
- 4. Call to Order
- 2.1. Roll Call
- 3. Closed Session, As Needed
- 4.2. Adjourn Closed Session
- Pledge of Allegiance
- 4. Invocation or Moment of Silence,
- 5. <u>Presentations or Special Recognitions</u>
- 6. Public Hearings (if any)
- 7. Citizens' Time

Consent Agenda

a. Minute Approval

Page 9 of 16
Council Rules of Procedure

- b. Department Reports
- c. Liaison Reports
- 8. Agenda Items
- 9. Councilmember Time
- 10. Adjournment
- B. The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.
- C. Council work sessions are less formal meetings and the agenda may be as prepared by the Town Manager and Town Clerk to best facilitate the business of the Council.
- D. Council elected to begin adopting. The Consent agenda is based upon recommendation of the Mayor, Clerk and Town Manager for issues items that do not need any additional discussion or deliberation by the Council such as Minute Approval, Department and Liaison Reports. Please note, that any member of Council can request of the Mayor to remove an agenda item for discussion from the consent agenda prior to the adoption of the consent agenda.

Section 5-3. Citizen Participation

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

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

Page 10 of 16 Council Rules of Procedure 7.8. There shall be a time limit for each individual speaker of 5 minutes.

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

Page 11 of 16 Council Rules of Procedure

- 9.10. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.
- 11. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.
- 12. Councilmembers shall not discuss issues raised by the public except by consent of the presiding officer at the conclusion of the Public Comment section.
- 13. Once the Council has heard a presentation from an individual or organization on a particular subject that has been previously denied by the Town Council or for which the Town Council declined to advance consideration thereof, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Council present and voting.

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

- C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.
- D. No speaker's time shall be extended except by a majority vote of the Council members present.
- E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 12:00 noon 3 PM on the Date of the Council meeting.

Section 5-4. Prohibited Conduct

- A. Persons appearing before the Council will not be allowed to:
- 1. Market or solicit business from the Town;
- 2. Use obscenities or other speech tending to create a breach of the peace;
- 3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
- 4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
- 5. Engage in behavior that intimidates others;
- B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion

Page 12 of 16 Council Rules of Procedure **Commented [KH13]:** Clarification: This means that there would be no discussion with the public or applicant during public hearing or citizens time unless by consent of the presiding officer.

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may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one

year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

Section 5-5. Public Hearings

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

Page 13 of 16 Council Rules of Procedure

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

Section 5-6. Action Items

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

Section 5-7. Items Not on the Agenda

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

Page 14 of 16 Council Rules of Procedure

Section 5-8. Closed Meetings

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.
- B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.
- 1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

Page 15 of 16 Council Rules of Procedure

- 2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.
- C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:
- 1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;
- 2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
- 3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.
- E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.
- F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.
- G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

Page **16** of **16** Council Rules of Procedure

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. A quorum is four (4) members of Council in the absence of the Mayor or three

(3) members of Council and the Mayor. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

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

Section 6-4. Action by the Council

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Page 10 of 16 Council Rules of Procedure

- Section 6-5. Motions
 A. Informal discussion of a subject is permitted while no motion is pending.
 - B. Any voting member may make a motion.
 - $C.\ \ Voting\ members\ are\ required\ to\ obtain\ the\ floor\ before\ making\ motions\ or\ speaking,\ which\ they\ can$ do while seated.
 - D. A voting member may make only one motion at a time.
 - $\hbox{\bf E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of the council committee and the council c$ procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Substantive Motions

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

Page 11 of 16 Council Rules of Procedure

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

Section 6-7. Procedural Motions

- A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.
- B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.
- 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.
- 2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
- 3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending
- 4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.
- 5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:
 - (a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.
 - (b) (b) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.
- (c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for

Page 12 of 16 Council Rules of Procedure consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

Page 13 of 16 Council Rules of Procedure

- 6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.
- 7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.
- 8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.
- 9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.
- 10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

Section 6-8. Debate

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

Section 6-9. Duty to Vote

- A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.
- B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

Page 14 of 16 Council Rules of Procedure

 $Section \ 6-10. \ Method \ of \ Voting \\ \text{A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.}$

Page 15 of 16 Council Rules of Procedure

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

Section 6-11. Decisions on Points of Order

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

Page 16 of 16 Council Rules of Procedure

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.

B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, Police and Historical Commission, Community Outreach and Business. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.

C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. Standing Committees Roles and Guidelines

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

A. Finance Liaison

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

Role, Responsibility, and Tasks of FLs:

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

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

B. Business Liaison

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

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Key Responsibilities:

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1. Business Engagement & Advocacy

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

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2. Economic Development & Promotion

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

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Page 18 of 16
Council Rules of Procedure

Formatted: Font: (Default) Arial, Not Bold Work with Town Staff to plan, coordinate, and host Quarterly Business Roundtable events Formatted: Font: (Default) Arial to foster discussion and collaboration. Serve as an active participant in Business Roundtables, ensuring business feedback is captured and addressed by the Town Council as needed. Strategic Collaboration & Representation Formatted: Font: (Default) Arial, Not Bold . Represent the Town of Haymarket at local business events, including the Haymarket-Formatted: Font: (Default) Arial Gainesville Business Association and Prince William County Chamber of Commerce meetings, to strengthen regional economic ties. Collaborate with the Town Council, Economic Development partners, and business organizations to align business initiatives with town policies. Monitor state legislation and zoning regulations, working with the Virginia Municipal League (VML) and other municipalities to provide insights to the Town Council. Infrastructure & Business-Friendly Initiatives Formatted: Font: (Default) Arial, Not Bold Advocate for business-friendly infrastructure improvements, such as parking solutions, Formatted: Font: (Default) Arial streetscapes, and pedestrian-friendly access. Provide input on economic development policies that benefit local businesses, ensuring alignment with the Town's Strategic Plan. Alignment with the Town's Strategic Plan Formatted: Font: (Default) Arial, Not Bold Formatted: Font: (Default) Arial The Business Liaison role directly supports multiple objectives, including: Fostering Economic Development, Tourism, and Supporting Businesses (Business Spotlights, Formatted: Font: (Default) Arial, Not Bold Town Event Participation, Business Roundtables). Formatted: Font: (Default) Arial Enhancing Community Engagement (Business Networking, Regional Collaboration). Formatted: Font: (Default) Arial, Not Bold Improving Transportation & Infrastructure (Supporting projects that benefit businesses). Formatted: Font: (Default) Arial Formatted: Font: (Default) Arial, Not Bold Formatted: Font: (Default) Arial By working alongside Town Staff and local businesses, the Business Liaison helps ensure Haymarket remains a thriving, business-friendly community while preserving its small-town charm and economic vitality. C. Architectural Review Board Liaison Formatted: Font: 12 pt, Bold Formatted: Font: 12 pt, Bold, Font color: Black Page 19 of 16 Council Rules of Procedure

Business Roundtable & Networking

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

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Role:

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

Responsibility:

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

D. Planning Commission Liaison

Reports To: Town Manager, Mayor, Chairman

Position Summary:

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

Key Responsibilities:

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

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E. Community Outreach Liaison

Position Overview:

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

Key Responsibilities

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

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Page 21 of 16
Council Rules of Procedure

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SECTION 8 -- GENERAL OPERATING POLICY

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

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

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

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

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

Section 8-3. Minutes of the Council Meetings

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

Section 8-4. Amending the Rules of Procedure

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

Section 8-5. Special Rules of Procedure

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

Page 22 of 16 Council Rules of Procedure

SECTION 9 - CORRESPONDENCE POLICY

Section 9-1. Town Clerk

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

Section 9-2. Town Attorney

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

Section 9-3. Staff Members

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

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



Preamble

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

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

CODE OF ETHICS

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

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

 Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.

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

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

17. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of Commented [KH2]: Added from Middleburg's

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inappropriate direction to staff.

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

STANDARDS OF CONDUCT

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

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

IMPLEMENTATION

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

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

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

COMPLIANCE and ENFORCEMENT

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

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

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

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

Signed	Date



Attorney/ Staff Contact Policies Policy #POL20140902-1

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

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

Appointed Officials:

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

Staff Members:

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

Police Department:

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

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

Town Council:

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

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

Adopted this 2 nd Day of September 201	4
ATTEST:	
Jennifer Preli Town Clerk	



Payables, Receivables, & Check Signing Policy

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Payables, Receivables, & Check Signing Policy with an effective date of November 06, 2023, as set forth hereafter:

PAYABLES, RECEIVABLES, & CHECK SIGNING POLICY

The Town's Treasurer or designee in the case of absence shall be responsible for all payables processed by the Town. The Treasurer or designee will process all invoices or requests for payment for the Town and will work to ensure that all invoices or payments requested are processed in a timely and efficient manner to the benefit of the Town's fiscal responsibilities and due dates. The Treasurer will ensure the proper categorization of all payments with regard to budget management.

The Treasurer or designee will process payments for the Town on a weekly basis, unless determined mutually with authorized check signors and/or the Town Manager or designee that there is not a needed run of payments or holidays interfere with the weekly schedule to process such payments.

All payables for a local Government shall be put through a checks and balances system that allows various departments or key Town officials to review the outgoing payments of the Town with regard to the day-to-day operations. Following is the process in which the Town will conduct checks and balances system:

- Deputy Clerk or designee receives an invoice or payment request.
- The treasurer analyzes the request and will go over the request with the Town Manager and determine the proper category for the payment to be taken from within the adopted fiscal budget.
- Treasurer will only process the invoices or requests received by the Tuesday at Noon prior to the scheduled check run on Wednesday morning. Any request received after that time will be processed the following week.
- Treasurer or designee will process the checks by Wednesday at Noon.
- The treasurer will submit all payments and supporting documentation to the Town Manager for review and approval.
- The Town Manager and Finance Liaisons will review all payments and supporting documentation to ensure that the payments fit within the approved fiscal budget and that the payment is justified.
 The Town Manager and Finance Liaisons will initial on the payment request for approval of payment.
 - A Finance Liaisons or Town Manager is allowed to be the sole signature on the check providing the check total amount is not greater than \$1,500.
 - On amounts greater than \$1,500, the check is required to have two signatures. One signature will be the designated Finance Liaison. The second signatory shall be the Town

- Manager, and only in emergency situations the Mayor. (The Mayor would sign the check in the absence of the Town Manager or Finance Liaison, but only under special circumstances.)
- In essence, checks and balances are created by having an appointed official of the Town being one signature and an elected official being the other signatory for any amount over \$1,500.
- Once the checks have been reviewed and signed, the Town Treasurer will return the checks to the
 Deputy Clerk who will review the checks one last time to verify this is the payment and the correct
 amount that they issued the check for.
- The Deputy Clerk will then mail or deliver the checks to the vendor.
- Checks that are picked up by the payee will be required to sign off on pick up to verify check has been picked up by a designee from payee.
- Checks that are greater than \$10,000 will be mailed by registered mail for tracking purposes to ensure payment is received by designated vendor.

Receivables:

The Deputy Clerk receives all payments to the Town and allocates to the revenues of the adopted fiscal budget. If the Deputy Clerk is unsure as to where to allocate the received funds, the Deputy Clerk will consult with the Town Treasurer or Town Manager. The Treasurer will prepare the deposits on a weekly basis. All deposits are verified by the Clerk of Council. The Town Treasurer reconciles the accounts as the Town Treasurer is not a signor on the Town checking accounts.

Check Signing:

The primary check signatory responsibilities are that of the Town Manager. The Town Manager would be authorized to sign any check solely (1 required signature) for any amount under \$1,500. Any amount over \$1,500 issued from the Town would require two signatures. This would include the Town Manager's signature and the second signatory would be the Town Council appointed Finance Liaison. As the need may arise for additional signatories due to absences or special circumstances, the Council also authorizes another designee of the Town Council (This may be the Mayor, Vice Mayor or other designee) **Creation of a Town Council Finance Liaisons:**

In preparation for this policy, it is intended that the Town Council appoint two Finance Liaisons from town Council that will coordinate, discuss and forward any and all financial related issues related to the Town to the rest of Town Council. The Liaisons will meet with the Town Manager, Chief of Police, and the Treasurer to review and approve payables.

The Finance Liaisons and Staff members would be meeting on a standing date and time. The liaisons and staff would only need to meet if there was actual business for the committee to meet about aside from the general Treasurer's report on a monthly basis.

Adopted this Motion by: Pasanello Seconded by: Gallagher
Ayes: Beyene, Gallagher, Pasanello, Ramirez Navs:
Absent: Schneider, Luersen
Attest:
Kimberly Henry, Clerk of Council



TOWN OF HAYMARKET COMMUNICATION PLAN

Version 1.0

April 2025

Table of Contents

Executive Summary	2
Objectives and Goals	3
Our Audience	4
Internal Stakeholders:	4
External Stakeholders:	4
Key Messages	6
Core Message Themes	6
Communication Channels	8
Traditional Media	8
Digital Media	8
Direct Engagement	9
Content Strategy	11
Crisis Communication Plan	12
Internal Protocols	12
Pre-Approved Messaging	12
Rapid Response and Dissemination	12
Regional Coordination	13
Feedback Mechanisms	14
Evaluation and Adjustment	15
Legal and Ethical Considerations	16
Data Protection and Privacy	16
Public Records and Transparency (FOIA)	16
Accessibility Compliance	16
Non-Discrimination and Cultural Sensitivity	16
Appropriate Use of Public Resources	16
Conclusion	17
Appendices	18

Executive Summary

The Town of Haymarket's Communication Plan is a strategic guide designed to strengthen transparency, promote engagement, and enhance the connection between the Town and its stakeholders. Grounded in the Town's mission, vision, and core values—including transparency, inclusiveness, fiscal responsibility, and community—this plan outlines the frameworks, tools, and protocols necessary to ensure clear, consistent, and responsive communication.

As a small town with a growing regional presence, Haymarket serves a diverse audience of residents, businesses, visitors, and partners. This plan supports the Town's Strategic Goals by advancing initiatives that:

- Enhance Community Engagement
- Foster Economic Development and Support Town Businesses
- Promote Fiscal Responsibility and Organizational Excellence
- Preserve Haymarket's History and Identity

The Communication Plan defines the Town's audiences, key messaging priorities, communication channels, content management practices, and feedback loops. It also outlines a clear framework for crisis communication, legal and ethical compliance, and ongoing evaluation. With a focus on collaboration and two-way dialogue, the plan reinforces the Town's commitment to building trust, strengthening civic pride, and fostering a vibrant and connected community.

Objectives and Goals

The Town of Haymarket is dedicated to serving our residents, businesses, and visitors by delivering public services with fiscal responsibility, social awareness, and a commitment to inclusive governance. Rooted in our historic charm and driven by a forward-looking vision, our efforts are guided by core values such as transparency, integrity, accountability, innovation, inclusiveness, and collaboration.

With a population of approximately 1,700 residents and a growing regional presence, Haymarket is a diverse and vibrant community that values its small-town character while embracing opportunities for thoughtful growth. The Town is home to over **160 registered businesses**, ranging from locally owned shops and restaurants to professional services, contributing to a dynamic economic landscape that serves residents and attracts visitors throughout the local region.

This Communication Plan is designed to reflect and support our values while advancing key goals outlined in the Town's Strategic Plan. Specifically, it supports:

- Enhancing Community Engagement by strengthening outreach, participation, and transparency
- Fostering Economic Development, Tourism, and Supporting Town Businesses by promoting local offerings and increasing visibility
- Promoting Fiscal Responsibility and Organizational Excellence by improving communication systems and operational efficiency

The objectives of this Communication Plan are to:

- Strengthen community engagement by encouraging participation from residents, businesses, and visitors
- Provide timely and accurate dissemination of both emergency and non-emergency information
- Raise awareness of town-sponsored events, initiatives, and opportunities
- Promote civic involvement through volunteer and community programs
- Support local businesses by increasing visibility of their services and contributions to the town

Our Audience

Internal Stakeholders:

The success of the Town of Haymarket's Communication Plan relies on active participation and collaboration among internal stakeholders. These include elected officials such as the Mayor, Vice Mayor, and Town Council Members, as well as administrative leaders like the Town Manager, Town Clerk, and Treasurer. In addition, appointed bodies such as the Planning Commission, Architectural Review Board (ARB), and Board of Zoning Appeals (BZA) contribute to communication efforts through community engagement and policy development. The Haymarket Police Department, led by the Chief of Police, plays a critical role in both emergency and community communications.

Each of these individuals and groups holds specific responsibilities that support timely, accurate, and consistent messaging to the public. To enhance coordination and maintain alignment with strategic goals, all internal stakeholders should receive training on effective communication practices and the proper use of communication tools.

Strong interdepartmental coordination is essential to ensure unified messaging, avoid duplication of efforts, and maintain clear lines of communication—particularly during emergencies, major events, and high-impact policy changes. Regular internal check-ins, shared calendars, and cross-departmental updates will be utilized to keep all relevant parties informed and aligned. In cases where external messaging spans multiple departments or functions, the Town Manager or their designee will serve as the central coordination point to streamline communication and ensure accuracy.

For a complete overview of these roles and contacts, refer to the following appendices:

- Appendix A Town Council & Liaison Assignments
- Appendix B Board Directory
- Appendix C Town Staff Directory
- Appendix D Police Department Directory

External Stakeholders:

External stakeholders are at the heart of the Town of Haymarket's communication efforts. They include residents, business owners, non-profit organizations, houses of worship, homeowners associations (HOAs), and individuals who live or work just beyond town limits but actively engage with and support Haymarket. These individuals and groups help shape the town's identity and play a vital role in the success of local initiatives, events, and overall community well-being.

This Communication Plan is designed to ensure that external stakeholders are kept informed, engaged, and empowered to participate in civic life. Communication efforts will be tailored to promote transparency, accessibility, and inclusion—supporting the Town's

strategic goals to Enhance Community Engagement, Foster Economic Development and Support Town Businesses, and Preserve Haymarket's Small-Town Character.

Additionally, **Town Sponsors and Partners** make significant contributions to our community (whether financial, logistical, or in-kind) and are essential to the success of community events and public programming. These sponsors help the Town deliver high-quality experiences for residents and visitors alike, while strengthening public-private collaboration. A consistent communications approach will ensure sponsors receive appropriate recognition and visibility for their support.

For detailed listings and further reference, see the following appendices:

- Appendix E Town Map with HOA Boundaries
- **Appendix F** HOA Directory
- Appendix G Listing of Town Businesses
- Appendix H Directory of Houses of Worship and Non-Profit Organizations
- Appendix I Farmers Market Brochure (Participating Businesses)
- Appendix J Town Sponsors & Partners

Key Messages

The Town of Haymarket is committed to clear, consistent, and values-driven communication. All messaging should reinforce the Town's mission, align with its core values, and support the strategic goals outlined in the Town's Strategic Plan.

As a Town, we must develop key messages that reflect our priorities—transparency, fiscal responsibility, inclusiveness, and community engagement. These messages should remain consistent across all communication channels, including print, digital, verbal, and visual platforms. At the same time, messaging must be tailored to resonate with specific audiences, with consideration given to accessibility, tone, and language preferences.

Core Message Themes

- 1. We are a welcoming, connected community.
- 2. We honor our history while building a vibrant future.
- 3. We support our local businesses and community partners.
- 4. We are committed to public safety and well-being.
- 5. We value transparency, accountability, and inclusion.
- 6. We engage, listen, and adapt to serve our community.
- 7. We practice responsible stewardship of public funds to ensure a sustainable future.

Key categories of information that must be communicated consistently and clearly include:

Public Safety

- Emergencies and Alerts (e.g., weather events, natural disasters, emergency service impacts)
- Non-Emergency Updates (informational bulletins from public safety)
- Health & Safety Notices (e.g., flu outbreaks, pandemic/epidemic guidance, water or air quality concerns)

Government Updates

- Public Notices (e.g., Town Council meetings, Public Hearings, Planning Commission hearings, special sessions)
- Election Information (e.g., voter registration deadlines, polling locations, candidate filing processes)
- o **Cross-Jurisdictional Information** (updates from Federal, State, County, and regional agencies that impact Haymarket residents and businesses)
- Town Hall Closures (holiday and emergency closures, service interruptions, and remote access options)

Community Events

 Signature events such as Haymarket Day, Holiday Celebrations, Farmers Market, Summer Concert Series, and Police-Sponsored Events (e.g., Coffee with a Cop, National Night Out)

• Community Programs

- Recreational Programs (e.g., VSL, GHBL)
- Arts and Cultural Activities (e.g., Crossroads Art Alliance events, museum exhibits)
- Youth Programs (e.g., Youth in Government)
- Volunteer Opportunities and civic engagement initiatives
- Ongoing promotion and updates related to the Town Community Park, including programs, features, and improvements

Public Works

 Notifications regarding road closures, utility work, construction, and trash/recycling schedules

• Financial and Tax Information

 Updates and deadlines related to property taxes, business registration, meals tax, vehicle registration, and decal issuance

Education

 Communication around local school updates, partnership events, and adult education or continuing learning opportunities

Communication Channels

The Town of Haymarket utilizes a variety of communication channels to effectively reach internal and external stakeholders. These tools are selected based on their accessibility, timeliness, and ability to foster two-way engagement. All messaging should be consistent across platforms while being tailored to the needs and preferences of different audiences.

Traditional Media

Traditional communication outlets remain a vital component of the Town's outreach strategy, especially for reaching residents and stakeholders who prefer print or in-person updates. These methods help reinforce official messages and ensure accessibility across all age groups and preferences.

- **Local Newspapers** The Town may issue press releases or collaborate with regional news outlets to share updates on events, public safety, economic development, or governance. These include:
 - o Bull Run Observer
 - Prince William Times
 - Potomac Local News
 - Inside NOVA
- Town Message Boards Located at three central community hubs—Town Hall,
 Town Park, and the Town Museum—these boards are regularly updated with flyers,
 notices, and event information to keep residents and visitors informed in real time.
- **Printed Newsletters** Delivered or distributed periodically to provide summaries of recent Town initiatives, upcoming events, and community programs.
- Other Published Materials From time to time, the Town may produce special mailers, brochures, or printed inserts to inform stakeholders about targeted programs, public initiatives, or community opportunities.

Digital Media

Digital platforms allow the Town to deliver timely, accessible, and engaging content to a wide range of audiences. These tools support two-way communication, help expand the Town's outreach and reinforce transparency and responsiveness.

• **Town Website** – The primary source for official Town information, including meeting agendas, minutes, announcements, permit applications, and event calendars. It serves as the digital anchor for all Town communications.

- My Haymarket App A mobile app that allows residents and stakeholders to access Town services, submit requests or concerns, and stay connected to real-time updates in a user-friendly format.
- **Social Media** The Town maintains an active presence on both **Facebook** and **Instagram**, which are used to share community highlights, promote events, post emergency notifications, and engage directly with the public.
- **Email Communication** Email is used for newsletters, event notifications, public alerts, and targeted outreach to specific groups (e.g., HOA contacts, business owners, volunteers). This tool supports both scheduled messaging and real-time updates.
- Local Digital News Outlets The Town collaborates with digital-first news platforms to share relevant updates, public service announcements, and stories. These include:
 - InsideNOVA
 - Potomac Local News
 - Prince William Times
- Town Emergency Text Platform A dedicated SMS system used to share urgent or time-sensitive information with residents and businesses, particularly during emergencies.
- **Digital Signage at Town Hall** A screen located at Town Hall displays rotating announcements, event reminders, and important updates, providing another point of access for visitors and residents.

Direct Engagement

Face-to-face engagement is a cornerstone of Haymarket's communication strategy. These direct interactions build trust, encourage two-way dialogue, and foster stronger relationships between the Town and its diverse stakeholders. By offering multiple in-person and participatory opportunities, the Town ensures that communication is not only delivered but also received and reflected upon.

- **Town Meetings** Public meetings of the Town Council, Planning Commission, and other boards provide a formal platform for sharing information, gathering public input, and advancing transparency in decision-making.
- Walk With/Talk With the Mayor An informal opportunity for residents to speak directly with the Mayor, share feedback, and ask questions while enjoying the town's walkable spaces.

- **Council-Hosted Meet & Greets** Periodic gatherings hosted by the Town Council to connect personally with residents and businesses, answer questions, and foster open dialogue in a relaxed setting.
- **Surveys** Distributed digitally or in print to gather public input on Town projects, services, priorities, and strategic planning initiatives.
- **Town Events** Signature events such as Haymarket Day, the Farmers Market, holiday celebrations, and summer concerts serve as key touchpoints for in-person outreach and information sharing.
- **Business Roundtable** A recurring forum that brings together local business owners and Town representatives to discuss needs, share updates, and collaborate on initiatives that support economic development.

Content Strategy

A coordinated content strategy ensures that the Town of Haymarket's messaging is timely, engaging, and aligned with strategic goals. To manage this effectively, the Town will implement and maintain a **Content Calendar** that tracks regular updates, announcements, and event-related messaging.

The Content Calendar will:

- Include scheduled posts and publications for Town events, recurring updates, and relevant news
- Identify the **responsible party** for content creation or contribution
- Be updated weekly by the Town Events Coordinator and reviewed during regular staff meetings

This calendar ensures that all communication efforts are organized, consistent, and proactively managed across departments.

In addition, the Town Events Coordinator will oversee a **centralized content resource hub** where internal content producers can access approved assets including:

- Official Town logos and branding elements
- Infographics and visual templates
- Approved photos, videos, and iconography

This shared repository promotes brand consistency and supports the creation of high-quality, visually engaging content across all platforms.

Looking forward, the Town will explore the development of a **community-driven platform** to encourage residents to share their personal stories, photos, and reflections on Haymarket. This initiative will not only foster community pride but also help document and preserve the rich history and identity of the Town for future generations.

Crisis Communication Plan

In the event of an emergency or crisis, the Town of Haymarket is committed to delivering clear, timely, and coordinated information to protect public safety, reduce confusion, and maintain public trust. The Town's Crisis Communication Plan outlines internal protocols, key contacts, and public outreach strategies designed to ensure a rapid and effective response.

Internal Protocols

Established internal protocols guide staff and leadership in coordinating communications during a crisis. These protocols include:

- A current Emergency Contact List for key personnel involved in crisis response and communication
- Defined roles and responsibilities for message creation, approval, and dissemination
- Coordination across departments, with the Chief of Police, Town Manager or other designee serving as the lead for centralized communication as appropriate

Pre-Approved Messaging

To ensure quick and accurate communication during emergencies, the Town maintains a set of **pre-approved message templates** for various crisis scenarios, including:

- Natural disasters (e.g., severe storms, flooding, winter weather)
- Public health emergencies (e.g., disease outbreaks, contamination)
- Infrastructure issues (e.g., power outages, road closures, utility disruptions)
- Public safety incidents (e.g., police activity, evacuations)

These templates can be quickly customized to suit the specific situation and are designed for use across multiple platforms.

Rapid Response and Dissemination

When a crisis occurs, the Town will activate **Rapid Response Protocols**, which include:

- Immediate dissemination of information via the **Town Emergency Text Platform**, **Town Website**, and **Social Media**.
- Coordination with **local news outlets** (e.g., InsideNOVA, Potomac Local News, Prince William Times) for broader coverage
- Regular updates as the situation evolves, including recovery information and followup instructions

All crisis-related communications will prioritize accuracy, accessibility, and clarity. Whenever possible, updates will include visuals, links to additional resources, and

information in multiple formats and languages if necessary to ensure accessibility for all residents.

Regional Coordination

In any emergency, the Town of Haymarket will coordinate closely with **Prince William County Emergency Management**, **Virginia Department of Emergency Management (VDEM)**, **VDOT**, **National Weather Service (NWS)**, **Federal Emergency Management Agency (FEMA)**, and other relevant **state and federal agencies** as needed. This coordination ensures consistency in messaging, access to regional resources, and integration into broader response efforts. The Town will share critical updates received from these agencies and may assist in amplifying joint public communications through local channels.

Feedback Mechanisms

The Town of Haymarket is committed to maintaining open lines of communication with its residents, businesses, and stakeholders. Actively seeking feedback is a cornerstone of responsive governance and essential to improving the effectiveness of all communication efforts.

To ensure continuous improvement and meaningful engagement, the Town will prioritize the following feedback channels:

- **Citizen's Time at Public Meetings** A designated time during Town Council meetings where residents are invited to voice questions, concerns, or suggestions directly to elected officials in a public forum.
- Quarterly Business Roundtable An ongoing forum for business owners and representatives to provide input on Town initiatives, policies, and programs affecting the business community.
- "Contact Us" Feature on the My Haymarket App A mobile-friendly tool that allows residents to submit comments, concerns, or service requests directly to Town staff with ease and convenience.

Additional feedback mechanisms include:

- **Surveys and Polls** Conducted on a regular basis to gather insights from residents and businesses regarding communication effectiveness, service delivery, and community priorities.
- Open Forums Scheduled in-person or virtual events that encourage dialogue on key topics and give residents a platform to contribute ideas and feedback directly to Town leadership.
- Online Feedback Forms Available on the Town Website and other digital platforms to enable ongoing, on-demand feedback submissions.

All feedback will be reviewed regularly by the Town Mayor, Vice Mayor, Council, and staff, and key insights will be incorporated into future communication strategies. These mechanisms directly support the Town's strategic goal to **Enhance Community Engagement** and reflect the Town's values of **transparency**, **accountability**, and **collaboration**.

Evaluation and Adjustment

To ensure the Communication Plan remains effective and responsive to community needs, the Town of Haymarket will conduct **periodic evaluations** of communication strategies, tools, and content.

These reviews will include both **qualitative and quantitative assessments**, using available analytics tools to track:

- Public engagement across digital platforms (e.g., website visits, social media interaction)
- Feedback trends from surveys, public forums, and app submissions
- Participation rates in Town events and programs

In addition to data-driven analysis, input from internal stakeholders, residents, businesses, and partners will be used to assess strengths, identify gaps, and inform improvements.

Based on these evaluations, the Town will make targeted adjustments to content, delivery methods, messaging priorities, and outreach tactics. This process of ongoing review and refinement ensures that Town communications remain relevant, accessible, and aligned with strategic goals—particularly **Enhancing Community Engagement**, **Promoting Organizational Excellence**, and **Supporting Town Businesses**.

Regular updates to the Communication Plan will be shared with leadership and staff, with key improvements communicated to the public as appropriate to maintain transparency and build trust.

Legal and Ethical Considerations

The Town of Haymarket is committed to maintaining the highest standards of legal compliance, ethical communication, and public transparency in all outreach efforts. All communication activities—whether internal or public-facing—will adhere to applicable local, state, and federal laws and regulations.

This includes, but is not limited to:

Data Protection and Privacy

The Town will protect personal information and ensure that data collection, storage, and use complies with all relevant privacy laws and best practices. Sensitive data will only be collected when necessary and will be handled with appropriate safeguards.

Public Records and Transparency (FOIA)

The Town recognizes the importance of open government and the public's right to access information. All communications—digital, printed, and verbal—may be subject to disclosure under the **Virginia Freedom of Information Act (FOIA)**. The **Town Clerk serves as the official FOIA Officer**, responsible for receiving and responding to FOIA requests in accordance with Virginia law. Staff and officials must maintain records appropriately and be mindful of FOIA requirements when creating or sharing content.

Accessibility Compliance

The Town is committed to ensuring that all communications are accessible to individuals with disabilities in accordance with the **Americans with Disabilities Act (ADA)**. This includes providing content in alternative formats when needed and using accessible design principles for digital communications.

Non-Discrimination and Cultural Sensitivity

All Town communications must reflect the diversity of the Haymarket community. Content should use inclusive language and avoid stereotypes or assumptions based on race, ethnicity, gender, religion, age, ability, or background. Communications will reflect the Town's commitment to respectful, equitable public service.

Appropriate Use of Public Resources

Communication platforms and materials provided by the Town must be used solely for official Town business and in the public interest. They must not be used for personal purposes, political campaigning, or commercial advertising.

To uphold these standards, all staff, elected officials, and appointed board and commission members will receive training on FOIA compliance, privacy protocols, accessibility standards, and ethical communication practices. This ensures that everyone involved in Town communications understands their responsibilities and contributes to a culture of trust, transparency, and accountability.

Conclusion

The Town of Haymarket's Communication Plan is a living document—intended to evolve alongside the needs of the community it serves. It provides a comprehensive roadmap to ensure that the Town's messaging is timely, inclusive, and aligned with our strategic vision. By equipping staff, elected officials, and appointed board members with clear guidelines and coordinated tools, the plan fosters consistency, accountability, and public trust.

As Haymarket continues to grow and thrive, the success of this plan will rely on ongoing collaboration, regular feedback, and a shared commitment to excellence in communication. Together, we will strengthen the connection between the Town and its people—ensuring that every voice is heard, every message is clear, and every resident is engaged.

Appendices

Appendix A: Town Council & Liaisons

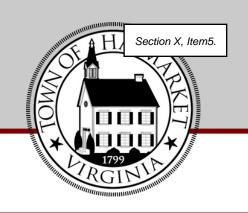


		Town Council	
CONTACT:	POSITION:	LIAISONS	EMAIL
TracyLynn Pater	Mayor	N/A	tpater@townofhaymarket.org
Matthew Gallagher	Vice Mayor	Business	mgallagher@townofhaymarket.org
Justin Baker	Councilman	Planning Commission	jbaker@townofhaymarket.org
Alexander Beyene	Councilman	Finance	abeyene@townofhaymarket.org
Ken Luersen	Councilman	Architectural Review Board	kluersen@townofhaymarket.org
Mary Ramirez	Councilwoman	Community Outreach	mramirez@townofhaymarket.org
Joseph Pasanello	Councilman	Finance	jpasanello@townofhaymarket.org

Appendix B: Board Directory

	Planning Commission (PC)					
CONTACT:	POSITION:	EMAIL					
Jerome Gonzalez	Chairman	jgonzalez@townofhaymarket.org					
Justin Baker	Vice Chairman	jbaker@townofhaymarket.org					
Pankaj Singla	Commissioner	psingla@townofhaymarket.org					
Walt Young	Commissioner	wyoung@townofhaymarket.org					
Dave Capossela	Commissioner	dcapossela@townofhaymarket.org					
A	Architectural Review Board	I (ARB)					
Ken Luersen	Chairman	kluersen@townofhaymarket.org					
David Capossela	Vice Chairman	dcapossela@townofhaymarket.org					
Chuck Mason	Board Member	cmason@townofhaymarket.org					
Ben Barben	Board Member	bbarben@townofhaymarket.org					
JoAnna Mason	Board Member	jmason@townofhaymarket.org					
	Board of Zoning Appea	als					
To contact a member of the Board	of Zoning Appeals please email the Town	Clerk at khenry@townofhaymarket.org					
Don Meeks	Vice Chair						
Eric Matthews	Board Member						
John King	Board Member						
Jarome Gonzalez	Board Member						
Dan Magill	Board Member		197				

Appendix C: Town Staff Directory



	A	dministrative	
CONTACT:	POSITION:	PHONE:	EMAIL
Emily Kyriazi	Town Manager & Zoning Administrator	(571)469-0323 (703)753-2600 ext 204	ekyriazi@townofhaymarket.org
Roberto Gonzalez	Town Treasurer	(703)753-2600 ext 201	rgonzalez@townofhaymarket.org
Kim Henry	Town Clerk	(703)753-2600 ext 205	khenry@townofhaymarket.org
Alexandra Elswick	Deputy Clerk & Administrative Assistant	(703)753-2600 ext 203	aelswick@townofhaymarket.org
Thomas Britt	Town Planner	(703)753-2600 ext 208	tbritt@townofhaymarket.org
Julia Crofford	Event Coordinator	(703)753-2600 ext 206	jcrofford@townofhaymarket.org
Matt Burrows	Maintenance Coordinator	(703)753-2600	mburrows@townofhaymarket.org

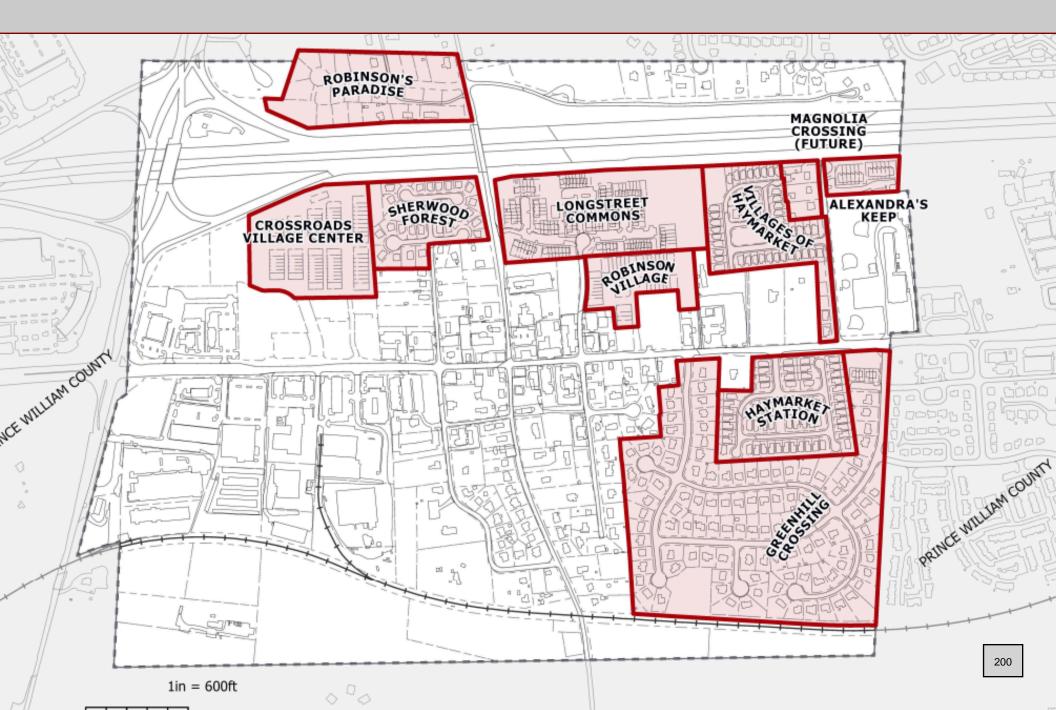
Appendix D: Police Department Directory



Police Department

CONTACT:	Work Cell	EMAIL
Chief Allen Sibert	(571)469-8300	asibert@townofhaymarket.org
Lt. Jake Davis	(571)486-6718	jdavis@townofhaymarket.org
Sgt. Charles Burgoon	(571)486-0719	cburgoon@townofhaymarket.org
Sgt. Donald Finley	(571)486-6723	dfinley@townofhaymarket.org
Ofc. Joe Coppage	(571)486-6724	jcoppage@townofhaymarket.org
Ofc. James Galbreath	(571)486-6703	jgalbreath@townofhaymarket.org
Ofc. Scott Madigan	(571)469-5702	smadigan@townofhaymarket.org
Ofc. Trevor Rick	(571)469-5704	trick@townofhaymarket.org
Ofc. Randy Anderson	(571)486-0783	randerson@townofhaymarket.org
Ofc. Art Culbertson	(571)486-0783	aculbertson@townofhaymarket.org
Ofc. Mike Danielson	(571)486-0783	mdanielson@townofhaymarket.org
Ofc. Matt Watson	(571)486-0783	mwatson@townofhaymarket.org
FM Lonnie Milstead	(703)946-4642	lmilstead@townofhaymarket.org
Admin. Brenda Dodd	N/A	bdodd@townofhaymarket.org

Appendix E: HOA Map



Appendix F: HOA Directory

Alexandra's Keep

SEQUOIA MANAGEMENT sshields@sequoiamgmt.com p: 703-803-9641

Greenhill Crossing

SEQUOIA MANAGEMENT neakins@sequoiamgmt.com p: 703-803-9641 x302

Haymarket Station

FIRST SERVICE RESIDENTIAL kelly.bernard@fsresidential.com President - Melissa Topper p: 571-436-4945 Melissa.topper@yahoo.com

Longstreet Commons

LEGACY COMMUNITY SERVICES mpeck@legacycommunityservi ces.com HOA President - Ben Barben brbarben@gmail.com

Villages of Haymarket

National Realty Partners, LLC Klsaksen@NRPartnersLLC.com p: 703-435-3800 President - Alexander Beyene beyenea5@yahoo.com

Robinson's Paradise

Property Management People Patrick.vasold@pmpbiz.com p:703-771-9355

Robinson Village Community

SFMC COMMUNITY
ASSOCIATION MANAGEMENT

Sherwood Forest

SEQUOIA MANAGEMENT sshields@sequoiamgmt.com p: 703-803-9641

Parks of Piedmont

COMMUNITY MANAGEMENT CORP jschwab@cmc-management.com p: 571-261-5734 ext.1

Appendix G: Business Brochure

as of July, 2024



DINE | SHOP | RELAX

SHOPPING

- Aldi
- Copper Cricket
- CVS
- Details
- Haymarket Bicycles
- Peace & Laughter Holistic Boutique
- · Saddlery Liquidators
- · Sheetz
- The Evocative Atelier
- Tobaccology

FOOD & DRINK

- 1971 Coffee
- Aroma II
- Bruster's Real Ice Cream
- · Chick-Fil-A
- · Cookies & Cream
- · Crossroads Café
- · Crumbl Cookie
- · Cupcake Heaven
- · Duck Donuts
- · Edible Arrangements
- El Vaguero West
- · Five Guvs
- Foster's Grille
- · Ghosted Concepts
- Giusseppe's Italian Restaurant
- Good Fella's Pizza
- Great Mane Brewery
- · Hidden Julles Café
- · Himalayan Grill
- Kung Fu Tea
- McDonald's
- Papa Johns
- Parrandos Tex Mex Grill
- Popeye's

- · Red House Tavern
- Subway
- · Swirlie's
- · Taco Bell
- Trouvaille Brewing Company
- · Young Chow Café
- · Zandra's Taqueria

BEAUTY & SPA

- ·Angelic Nail
- ·Ash Salon & Spa
- ·Cathy's Hair Design
- · Crossroads Valley Barbershop
- Haymarket Barber Shop
- Haymarket Barber Shop
- · Joy Yoga & Massage LLC
- · Kai Salon
- · Luxe Nail Bar
- · Mane Masters
- Simply Beauty
- · Studio B Salon & Beauty Bar
- · The Beauty Effect
- · Thrive Medical Spa
- Tranquility Day Spa & Salon

SERVICE

- · 4R's Preschool
- · A Pup's Valley
- · ABBA Driving School
- Ace Cabinet & Granite
- Acc Cabillet & Grainte
- Acorn to Oaks Child Care
- Advantage Landscape
- B&M International Steel
- · Boundary Haymarket
- Century Stair Company
- · Edward Jones & Co.
- Evoke Boudoir
- Fortiline Waterworks
- · Haymarket Baptist Preschool

- · Haymarket Motors
- · Haymarket RV Storage
- · Hilton Garden Inn
- iDEZINE
- · Law Firm of Russell R. Johnson III
- Life Enrichment Counseling Center
- M&M Exteriors
- · Madison Mortgage Services
- · Melanie's Florist
- Piedmont Tire & Auto
- Remax
- Revolution Mortgage
- Sheetz
- Signature Company
- · Spherion Staffing & Recruiting
- St.Michaels Academy
- The Hive
- The Polished Pooch
- · VCA Animal Hospital
- Veteran's First Initiative
- Virginia National Bank
- Virginia Women & Family Support Center
- · Washington Street Realty
- Wellness Solutions
- Youth For Tomorrow

ENTERTAINMENT

- · Contemporary Music Center
- · Gainesville Dance Center
- · Haymarket Iceplex
- · Hitchcock School of Rock
- · Little Diva Day Spa
- · Lotta Tech
- Mathnasium

HEALTH & FITNESS

- · Acadian Health Center
- · Battlefield Iiu Iitsu
- · Bridge to Balance
- Capital Women's Care
- · Chronic Pain Center
- Comprehensive Chiropractic & Sports Injury
- Dentists of Haymarket
- · Dr. David R. Gore, Optometrist
- Group Therapy Associates
- · Havmarket Complete Dental
- · Haymarket Counseling
- Haymarket Family & Cosmetic Dentistry

- Haymarket Implant & Cosmetic Dentistry
- · Haymarket Pediatrics
- Jazzercise Haymarket Fitness Center
- · Mountain Spring Podiatry
- Next Level Training
- · Planet Fitness
- RXR3 Recovery Lounge
- · Smiles on Haymarket
- · Transform Power Yoga

HISTORIC HAYMARKET

- Town Park
- Town Museum
- Town Hall
- Haymarket Police
 Department

CHURCHES

- Havmarket Baptist Church
- · Haymarket Church
- St Paul's Episcopal Church





Appendix H: Houses of Worship & Non-Profits

Houses of Worship

Haymarket Baptist Church

14800 Washington St, Haymarket, VA 20169

St. Paul's Episcopal Church

6750 Fayette St, Haymarket, VA 20169

Iglesia Cristiana Vida y Luz

6611 Jefferson St, Haymarket, VA 20169

Haymarket Church

15000 Washington St, Haymarket, VA 20169

Chabad of Greater Gainesville & Manassas

14914 Washington St, Haymarket, VA 20169

Non-Profit Organizations

Virginia Women & Family Support Center

6740 Fayette St, Haymarket, VA 20169

Crossroads Arts Alliance

15025 Washington St. Haymarket, VA 20169

Appendix I: Farmers Market Brochure

as of March, 2025



Full Time

- Al'Dente Life
- Bad Ass Pickles
- Basel LLC
- Baseline Botanicals
- Baskin Robbins
- Blackstone Honey Bee Farm
- Colonial Kettle Corn
- Earth, Wind, and Flower Farm
- El Viajero Coffee
- Flynns Wood Fired Pizza
- Freed's Biscuit Company
- Gathering Springs
- Great Harvest
- Hi Food
- Hidden Creek Farm
- Ignacios Produce
- J & J Greenhouse
- Jewelry by Roz
- Jimmys Hatch Pepper Salsa
- Kaya Kuisine
- Loving Paws Big & Small
- Manassas Olive Oil Company
- MarshaMello
- Mary Louise Skin & Wick Co.
- Out on a Limb Orchard
- Persimmons Hollow Farm
- Quattro Soft
- Renzinnia Floral Farm
- Rynwood Farm
- Sticky Bean Coffee
- Sweet Cups

Part Time

- 42 Farms
- All Passion & Sass
- · Branch & Vine
- Carb Perfection
- Crockey Grove Creations
- Fahrenheit 99 & co
- · Love Bites
- · Loves Affect
- Mabel's Bakeshop
- · Mandi's Dandie's
- · ParTea Queen
- Phoenix Artisan Soaps
- PWC Library
- · Soil Head Mojo
- Uchu LLC

Drop in

- CMS Supply Co
- · Mark Baker Designs
- Papa Bruces BBQ Sauce
- Spyglass Stained Glass
- Duke and Clover
- Susies Scones
- Junies
- PatchDanas
- Arts Vango
- Luvelle Rose LLC
- Brissa Crochet

Appendix J: Town Sponsors & Partners

as of March, 2025



Wegmans



Park Valley Church



School of Rock Haymarket



Golden Rule Builders



Thrive Med Spa & Wellness



66 Express



Caring Senior Service



Premier Turf & Landscaping



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

Memorandum

To: Honorable Mayor and Town Council

From: Roberto Gonzalez, Town Treasurer

Date: April 04, 2025

Re: Proposed FY2026 Budget – Work Session Revisions

The proposed FY2026 budget focuses on supporting the continued growth of our town and ensuring we effectively meet both our current needs and the challenges of the future. As well as aligning with the adopted Strategic Plan by the Council.

Key Points of the Proposed Budget:

1. Financial Accountability:

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

2. Essential Services:

- **24-Hour Community Policing**: Ensures safety and a welcoming environment for both current and new residents and businesses in Haymarket.
- Weekly Trash and Recycling Services: Maintains cleanliness and sustainability through regular waste management.
- **Community Events**: Supports and organizes events that foster a strong sense of community and connection among residents.
- Town Promotion: Invests in efforts to attract more residents and businesses to Haymarket.
- **Town Administration**: Provides oversight and execution of the Council's agendas, including services such as Maintenance, Events, Tourism, and Planning, while addressing residents' needs and concerns.

3. Long-Term Planning:

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

4. Revenue and Expenditure Management:

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

5. Economic Stability:

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

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

Proposed Budget for FY2025 - 2026	Ad	dopted FY2025 Budget	Α	mended FY2025 Budget	Pro	oposed Budget FY2026	% Changed		Amount Changed
General Fund Revenues									
GENERAL PROPERTY TAXES	\$	486,893	\$	486,893	\$	564,039	15.8%	\$	77,146
OTHER LOCAL TAXES	\$	2,587,000	\$	2,587,000	\$	2,786,000	7.7%	\$	199,000
PERMITS, FEES & LICENSES	\$	20,500	\$	20,500	\$	20,500	0.0%	\$	-
FINES & FORFEITURES	\$	20,000	\$	20,000	\$	25,000	25.0%	\$	5,000
REVENUE - USE OF MONEY	\$	103,000	\$	103,000	\$	103,000	0.0%	\$	-
RENTAL (USE OF PROPERTY)	\$	180,789	\$	180,789	\$	186,026	2.9%	\$	5,237
Charges for Services	\$	-	\$	-	\$	-		\$	-
TOWN EVENTS	\$	122,000	\$	122,000	\$	124,000	1.6%	\$	2,000
MISCELANEOUS	\$	300	\$	300	\$	300	0.0%	\$	-
REVENUE FROM COMMONWEALTH	\$	170,464	\$	182,677	\$	174,157	-4.7%	\$	(8,520)
Reserve Funds	\$	283,000	\$	283,000	\$	-	-100.0%	\$	(283,000)
ARPA FUNDS	\$	-	\$	948,335	\$	-	-100.0%	\$	(948,335)
Other Income:									
American Rescue Plan Funds	\$	50,000	\$	50,000	\$	100,000	100.0%	\$	50,000
DEVELOPMENT FUNDS (Proffers)	\$	75,000	\$	75,000	\$	443,664	491.6%	\$	368,664
TOTAL INCOME	\$	4,098,946	\$	5,059,494	\$	4,526,686	-10.5%		
General Fund Expenditures:									
ADMINISTRATION	\$	1,051,784	\$	1,058,184	\$	1,096,152	3.6%	\$	37,968
PUBLIC SAFETY	\$	1,584,430	\$	1,596,643	\$	1,610,540	0.9%	\$	13,897
PUBLIC WORKS	\$	416,156	\$	416,156	\$	434,330	4.4%	\$	18,174
ECONOMIC DEVELOPMENT	\$	182,715	\$	182,715	\$	236,285	29.3%	\$	53,570
PARKS, REC & CULTURAL	\$	136,550	\$	136,550	\$	137,750	0.9%	\$	1,200
COMMUNITY DEVELOPMENT	\$	38,823	\$	38,824	\$	33,824	-12.9%	\$	(5,000)
NON-DEPARTMENTAL	\$	73,163	\$	73,163	\$	70,220	-4.0%	\$	(2,943)
HAYMARKET PARK	\$	75,000	\$	186,749	\$	15,000	-92.0%	\$	(171,749)
TOWN CENTER MASTER PLAN	\$	50,000	\$	50,000	\$	-	-100.0%	\$	(50,000)
PARK SIDEWALK	\$	-	\$	836,586	\$	-	-100.0%	\$	(836,586)
BLIGHT MITIGATION	\$	40,000	\$	40,000	\$	20,000	-50.0%	\$	(20,000)
CAPITAL IMPROVEMENT EXPENDITURES:									
STORM WATER GRANT MATCH	\$	-	\$	40,000	\$	-	-100.0%	\$	(40,000)
WASHINGTON - STREET SCAPE	\$	55,000	\$	55,000	\$	55,000	0.0%	\$	-
SIDEWALK REPAIRS	\$	50,000	\$	50,000	\$	50,000	0.0%	\$	-
TOWN GATEWAY SIGNS	\$	50,000	\$	50,000	\$	50,000	0.0%	\$	-
VDOT HISTORIC DISTRICT SIGNAGE	\$	50,000	\$	50,000	\$	-	-100.0%	•	(50,000)
FOWN HALL / MUSEUM SECURITY SYSTEM	\$	120,324	\$	53,924	\$	173,921	222.5%	\$	119,997
MESSAGE BOARD TRAILER	\$	- -	\$	20,000	\$	-		\$	(20,000)
OTHER EXPENDITURES:									
PARKS & RECREATION	\$	75,000	\$	75,000	\$	443,664	491.6%	\$	368,664
TOWN WEBSITE	\$	50,000	\$	50,000	\$	50,000	0.0%	\$	-
TOWN CENTER MASTER PLAN	\$	· -	\$	· -	\$	50,000	0.0%	\$	50,000
TOTAL INCOME	\$	4,098,945	\$	5,059,494	\$	4,526,686	-10.5%		

Section X, Item6.

Proposed Actuals for Actuals for Actuals for Actuals for FY2026 Draft As of **Budget for** Proposed **Proposed FY2026 Budget** FY2022 FY2020 FY2021 FY2023 FY2024 03.24.2025 FY2025 **Changes Budget** Percentage Comments Income 3110 · GENERAL PROPERTY TAXES Increased based off of Parcel assessments \$512,009,900; keeping it at Flat Tax Rate 473,293.00 64,317 3110-01 · Real Estate - Current 376,124.12 368,969.64 366,123.33 371,142.74 447,701.64 461,774.42 537,610 13.6% .105/\$100 based of the increase on Estimated \$24,218,401 assessments; keeping it at Flat Tax Rate 3110-02 · Public Service Corp RE Tax 14,174.08 13,835.01 13,493.59 10,940.97 13,659.92 25,428.49 12,600.00 12,829 25,429 101.8% .105/\$100 3110-03 · Interest - All Property Taxes 815.17 813.42 1,620.20 2,482.64 2,163.03 837.43 0.00 0.0% 3110-04 · Penalties - All Property Taxes 1,087.33 1,291.45 1,003.16 1,611.54 1,864.65 3,084.77 1,000.00 1,000 0.0% **Total 3110 · GENERAL PROPERTY TAXES** 392,200.70 384,909.52 382,240.28 386,177.89 465,389.24 491,125.11 486,893.00 564,039 77,146 15.8% 3120 · OTHER LOCAL TAXES 264.891.74 229.222.36 225.000.00 75,000 300.000 33.3% 3120-00 · Transient Occupancy Tax 0.00 0.00 55,651.04 225,474.54 24,355.00 3120-01 · Bank Stock Tax 36,141.00 24,163.00 31,323.76 69,294.00 0.00 24,000.00 46,000 70,000 191.7% 217,042.12 272,150.08 364,791.15 378,890.51 181,652.16 325,000.00 25,000 350,000 3120-02 · Business License Tax 233,161.18 7.7% 139,446.86 150,684.50 92.970.85 140.000.00 133,000 3120-03 · Cigarette Tax 147,645.00 134 995 60 156,776.46 (7,000)-5.0% 84,922.83 158,000.00 158,000 3120-04 · Consumer Utility Tax 154,839.67 153,614.80 161,880.25 148,706.83 126,956.86 0.0% 1,268,130.09 3120-05 · Meals Tax - Current 778,012.80 887,341.25 1,039,274.04 1,503,425.49 1,069,681.99 1,550,000.00 50,000 1,600,000 3.2% 142,990.57 153,950.37 171,198.74 161,886.05 168,667.97 102,664.60 160,000.00 10,000 170,000 3120-06 · Sales Tax Receipts 6.3% 3120-07 · Penalties (Non-Property) 6,161.47 8,308.48 7,989.34 10,649.02 3,257.62 5,000.00 5,000 8,004.27 0.0% 3120-08 · Interest (Non-Property) 2,564.29 374.99 1,252.48 1,431.31 69 46 152.48 0.00 0.0% **Development Revenue** 0.00 0.0% **Proffers** 0.00 0.000.00 13.191.00 0.00 0.00 0.0% **Total Development Revenue** 0.00 0.00 0.00 13,191.00 0.00 0.00 0.00 0.0% 1,579,677.08 1,872,128.34 2,672,246.65 1,764,524.89 199,000 2,786,000 Total 3120 · OTHER LOCAL TAXES 1,501,515.98 2,382,181.38 2,587,000.00 7.7% 3130 · PERMITS, FEES & LICENESES 3130-01 · Application Fees 4,450.50 1,850.00 5,495.00 3,850.00 2,775.00 1,775.00 4,500.00 4,500 0.0% 4,165.00 405.00 0.00 0.00 0.00 0.00 3130-02 · Inspection Fees 0.0% Ω 678.00 0.00 3130-03 · Motor Vehicle Licenses 865.00 826.50 377.00 603.00 304.00 0.0% 3130-05 · Other Planning & Permits 33.263.05 18.537.55 9.925.00 23.975.00 10.065.00 4.336.81 1.000.00 1.000 0.0% 3130-06 · Pass Through Fees 0.00 18,542.35 27,451.25 28,663.58 26,004.38 7,469.40 15,000.00 15,000 0.0% Total 3130 · PERMITS.FEES & LICENESES 42,743.55 40,161.40 43,549.25 56.865.58 39,447.38 13,885.21 20,500.00 20,500 0.0% 3140 · FINES & FORFEITURES 3140-01 · Fines 52,194.17 32,615.20 23,736.84 16,429.68 25,667.83 20,276.96 20,000.00 5,000 25,000 25.0% 3140-02 · Asset Forfeitures 0.00 0.00 0.00 0.00 0.00 0.0% 0.00 Total 3140 · FINES & FORFEITURES 32,615.20 23,736.84 16,429.68 25,667.83 20,276.96 20,000.00 5,000 25,000 52,194.17 25.0% 3150 · REVENUE - USE OF MONEY 3150-01 · Earnings on VACO/VML Investment 12,726.17 488.03 -10,555.52 12,729.02 18,738.82 13,500.00 13,500 0.0% 11,768.23 4.098.49 0.00 0.00 0.00 0.00 0.00 3150-02 · Interest on Bank Deposit 0 0.0% 53,310.67 3150-03 · Interest on Bank Deposits 9,032.04 5,039.84 8,520.31 195,619.84 174,458.90 89,500.00 89,500 0.0% Federal rates are unknown if in when rates could be cut: staff will monitor Total 3150 · REVENUE - USE OF MONEY 25.856.70 5.527.87 -2.035.21 66.039.69 214.358.66 186.227.13 103.000.00 103.000 0.0% 3151 · RENTAL (USE OF PROPERTY) 3151-01 · Suite 200 Stronger Fitness LLC 9,111.63 828.33 0.00 0.00 0.00 0.00 0.00 0 0.0% 6,792.50 4,764.27 3151-02 · 15026 Suite 210 Body Mind 6,202.28 0.00 0.00 0.00 0.00 0.0% 3151-03 · Suite 208 Dent-ology Inc 0.00 0.00 0.00 0.00 0.00 3,024.00 0.00 0.0% 10,733.34 3151-04 · Suite 208 B&B Security 9,827.60 6,460.45 3,341.50 0.00 0.00 0.00 0.0% 3151-05 · Suite 202 Metis Group 0.00 367.50 0.00 0.00 0.00 0.00 0.00 0.0% 6,720.00 5,880.00 0.00 3151-06 · Suite 204 MAC-ISA 6,300.00 6,944.00 0.00 0.00 0.0% 44,445.37 33,863.31 49,207.00 1,476 50,683 3151-07 · Haymarket Church Suite 206 32,592.00 33,569.76 34,576.80 35,614.20 3.0% 3151-08 · 15020 Washington Realty 50,562.00 32,937.50 47,035.80 55,241.64 56,771.88 43,760.97 58,348.00 1,750 60,098 3.0% 3151-09 · 15026 Copper Cricket 20,851.32 24,338.64 21,756.19 29,008.00 29,008 21,470.40 22,114.56 23,629.80 0.0% 3151-10 · The Very Thing For Her 11,090.00 0.00 0.00 0.00 0.00 0.00 0 0.0% 21,436.00 32,797.12 33,781.08 34,794.52 35,838.36 27,594.64 36,914.00 1,107 38,021 3151-11 · Cupcake Heaven and Cafe LLC 3.0% 3151-12 · Haymarket Coffee Company LLC 0.00 11,350.00 12,850.00 0.00 0.00 0.00 0 0.0% 3151-13 · A1 Testing Solutions LLC 0.00 0.00 2,350.00 0.00 0.00 0.00 0 0.0% 3151-14 · Salman Home Realty Suite 204 0.00 0.00 1,120.00 6,160.00 0.00 0.0% 0.00 3151-15 · Revolution Mortgage 0.00 0.00 0.00 645.33 7.744.00 5.982.21 7.312.00 903 8.215 12.3%

Section X, Item6.

Comments

Proposed Actuals for Actuals for Actuals for Actuals for FY2026 Draft As of **Budget for** Proposed **Proposed FY2026 Budget** FY2020 FY2021 FY2022 FY2023 FY2024 03.24.2025 FY2025 **Changes Budget** Percentage 3151-16 · Stirrup For Delegate 21 0.00 0.00 464.10 3,315.00 0.00 0.00 0.0% 3151-90 · Town Hall Rental Income 300.00 0.00 0.00 -3,800.53 50.00 0.00 0.0% 3151-91 · Interest Revenue - G87 0.00 0.00 0.00 11,602.37 0.00 0.00 0.0% 3151-92 · Lease Revenue Offset - G87 0.00 0.00 0.00 -159,592.04 0.00 0.00 0.0% 0.00 0.00 3151-93 · Lease Revenue - G87 0.00 0.00 149,094.83 0.00 0.0% 3151 · RENTAL (USE OF PROPERTY) - Other 0.00 0.00 0.00 0.00 0.00 0.00 0.0% 171,664.33 157,198.95 170,876.96 158,035.72 178,663.25 132,957.32 180,789.00 5,237 186,026 Total 3151 · RENTAL (USE OF PROPERTY) 2.9% 3160 · CHARGES FOR SERVICES **FOIA Receipts** 49.01 54.73 291.19 0.00 0.00 5.00 0.00 0.0% 3160-01 · Public Safety 0.0% 3160-02 · Donation/Grants 12,835.50 0.00 0.00 10.00 0.00 0.00 0.0% 3160-03 · VDOT Detail 2,700.00 5,880.00 0.00 3,008.75 0.00 0.00 0.0% 0.00 3160-04 · Sponsorships 6,500.00 0.00 0.00 0.00 0.00 0.0% 3160-05 · Laney Detail 48,350.00 121,653.75 0.00 0.00 0.00 0.00 0.0% 3160-06 · DCJS Grant 12,000.00 0.00 0.00 0.00 0.00 0.00 0.0% 0.00 0.00 0.00 0.00 5,305.00 0.00 3160-01 · Public Safety - Other 0.0% 17,305.00 Total 3160-01 · Public Safety 70,694.25 124,353.75 5,880.00 10.00 0.00 0.00 0.0% Total 3160 · CHARGES FOR SERVICES 70,743.26 124,408.48 6.171.19 10.00 17,305.00 5.00 0.00 0.0% 3165 · REVENUE - TOWN EVENTS 27,350.00 20,000 3165-00 · Sponsorships 0.00 0.00 1,000.00 9,300.00 17,685.00 20,000.00 0.0% 64,124.43 7,050.57 66,158.00 58,955.00 59,976.49 65,327.63 80,000.00 80,000 3165-01 · Town Event 0.0% 0.00 1,205.00 2,002.50 14,904.55 14,989.50 12,000.00 2,000 3165-02 · Farmer's Market 4,859.20 14,000 16.7% 7,030.20 4,773.00 6,807.00 11,813.28 10,000.00 10,000 3165-03 · Town Ornaments 7,563.96 6,626.25 0.0% 3165-04 · Town Shirts 0.00 0.00 0.00 1,625.00 911.00 0.00 0 0.0% 3165-05 · Museum Revenue - Art 0.00 0.00 0.00 0.00 1,014.65 1,108.28 0.00 0.0% 3165-06 · Town Hats 0.00 0.00 0.00 0.00 574.00 764.00 0.00 0.0% 3165-07 · Town Sweatshirts - Adult 0.00 0.00 0.00 0.00 0.00 3,354.00 0.00 0.0% 0.00 3165-08 · Town Sweatshirts - Youth 0.00 0.00 0.00 0.00 77.50 0.00 0 0.0% 3165 · REVENUE - TOWN EVENTS - Other 0.00 0.00 0.00 358.00 0.00 0.00 0.0% Total 3165 · REVENUE - TOWN EVENTS 71,154.63 13,028.57 75,967.50 82,661.16 116,543.97 109.932.16 122,000.00 2.000 124.000 1.6% 3170 · HISTORICAL FUND 3170-01 · Historical Fund 0.00 0.00 0.0% 0.00 0.00 0.00 Total 3170 · HISTORICAL FUND 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0% 3180 · MISCELLANEOUS 63.52 119.42 300 3180-00 · Convenience Fee 0.00 16.92 -233.31 -104.55 300.00 0.0% 3180-01 · Citations & Accident Reports 135.00 10.00 0.00 40.00 90.00 75.00 0.00 0.0% 0 3180-02 · Vetern Banners 72.00 75.00 0.00 0.00 0.00 0.00 0.0% 3180-03 · Miscellaneous 2,048.80 0.01 255.90 -1,528.72 10.00 50.00 0.00 0.0% 4,782.74 26,817.73 0.00 46,018.56 2,593.73 0.00 3180-04 · Reimbursement from Insurance 0.00 0.0% 3180-05 · Recovered Costs- Private Events 0.0% **Donations** 0.0% **Charitable Contributions** 0.00 0.00 0.00 0.00 0.00 0.00 0.0% 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0% 3180-05 · Recovered Costs- Private Events - Other 0.00 300.00 0.00 0.00 600.00 0.00 0.0% 0.00 300.00 0.00 0.00 Total 3180-05 · Recovered Costs- Private Events 0.00 600.00 0.00 0.0% 3190 · Sale of Salvage & Surplus 0.0% 3190-01 · Public Safety - Surplus Sales 4.776.95 0.00 0.00 0.00 0.00 3.300.00 0.00 0 0.0% 3,300.00 Total 3190 · Sale of Salvage & Surplus 4,776.95 0.00 0.00 0.00 0.00 0.00 0.0% 3180 · MISCELLANEOUS - Other 10.00 174.98 206.60 770.27 45,562.13 0.00 0.0% Total 3180 · MISCELLANEOUS 7,207.73 5,391.27 27,147.15 -951.76 92,400.11 5,914.18 300.00 300 0.0% 3200 · REVENUE FROM COMMONWEALTH 3200-02 · 599 Law Enforcement Grant 31,548.00 31,548.00 31,552.00 34,687.00 36,484.00 28,341.00 36,144.00 1,646 37,790 4.6% 414.58 3200-04 · Car Rental Reimbursement 92.62 224.76 201.74 948.98 0.00 0 0.0% 3200-05 · Communications Tax 104,259.34 92,605.84 89,883.89 87,275.21 75,959.88 54,185.57 80,000.00 (8,000)72,000 -10.0% 3200-06 · Department of Fire Programs 10.000.00 10.000.00 15.000.00 15.000.00 15,000.00 15.000.00 15.000.00 15.000 0.0%

Proposed FY2026 Budge	Actuals FY20			Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 03.24.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3200-10 · Other		0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3200-11 · Personal Property Tax Reimburse	18,6	26.97 18	626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%	
3200-12 · Railroad Rolling Stock	1,3	19.52 1,	300.21	1,278.82	1,285.76	1,405.15	1,535.23	1,300.00		1,300	0.0%	
3200-14 · Pedestrain Improvement Grant			742.73	0.00	0.00	0.00		0.00		0	0.0%	
3200-15 · 599 Recruitment/Retention Funds			362.00	0.00	0.00	0.00		0.00		0	0.0%	
3200-16 · DMV Select Grant		0.00 3,	0.00	54,517.19	180.33	8,780.24		27,213.00	(973)	26,240		Increased DMV Grant Patrolling hours / Decreased the Grant equipment portion
												incleased Diffy Grant Fatiothing hours / Decreased the Grant equipment portion
3200-17 · LOLE Grant		0.00	0.00	0.00	0.00	1,201.00		4,393.00	(1,193)	3,200	-27.2%	
3200-18 · Educational Reimbursement		0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
otal 3200 · REVENUE FROM COMMONWEALTH	166,1	8.41 251.	278.37	211,083.63	157,257.01	158,406.22	134,326.62	182,677.00	(8,520)	174,157	-4.7%	
300 · REVENUE FROM FEDERAL GOVERNMENT												
3300-01 · DMV Transp Safety Grant	5,5	06.82 3,	084.99	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-02 · CABOOSE ENHANCEMENT GRANT		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	287,6	5.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-07 · Edward Byrne Mem JAG Grant		0.00	0.00	0.00	4,366.00	0.00	0.00	0.00		0	0.0%	
3300 · REVENUE FROM FEDERAL GOVERNMEN	NT - Other	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
otal 3300 · REVENUE FROM FEDERAL GOVERNME			084.99	0.00	4,366.00	0.00		0.00				
	293,1								(000,000)	0	0.0%	
500 · Reserve Funds		0.00	0.00	0.00	0.00	0.00		283,000.00	(283,000)	0	-100.0%	
1000 · Carry-Over Surplus		0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
002 · Transfer from ARPA Funds		0.00	0.00	0.00	0.00	0.00	,	948,335.00	(948,335)	0	-100.0%	
1	Total Income 2,794,6	.1.78 2,597	281.70	2,810,865.93	3,309,072.35	3,980,428.31	3,290,501.58	4,934,494.00		3,983,022	-19.3%	
	Gross Profit 2,794,6	1.78 2,597	281.70	2,810,865.93	3,309,072.35	3,980,428.31	3,290,501.58	4,934,494.00		3,983,022	-19.3%	
Expense												
•												
1 · ADMINISTRATION												
11100 · TOWN COUNCIL												
111001 · Convention & Education	6	62.80	0.00	424.00	250.00	1,945.75	9,215.20	10,050.00		10,050	0.0%	
111002 · FICA/Medicare	1,1	36.04 1,	807.75	1,600.50	1,317.36	1,292.47	1,126.15	2,000.00		2,000	0.0%	
111003 · Meals and Lodging		0.00	0.00	178.27	77.22	360.95	4,795.46	6,300.00		6,300	0.0%	
111004 · Mileage Allowance	2	37.80	0.00	0.00	0.00	0.00	897.15	1,050.00	750	1,800	71.4%	
111005 · Salaries & Wages - Regular	14.8	50.00 23,	960.71	21,421.43	17,955.36	18,200.00	14,300.00	22,000.00		22,000	0.0%	
111006 · Town Elections		34.68	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total 11100 · TOWN COUNCIL			768.46	23,624.20	19,599.94	21,799.17		41,400.00	750	42,150	1.8%	
	22,4	1.32 25,	700.40	23,024.20	19,599.94	21,799.17	30,333.90	41,400.00	730	42,100	1.0%	
12110 · TOWN ADMINISTRATION												
1211001 · Salaries/Wages-Regular	2212		000 45	0.47.005.04	040.050.75	444 007 00	054 045 00	400 550 00	40.000			
•	261,6		638.15	317,035.91	313,358.75	411,837.08		486,558.00	42,236	528,794		Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime	261,6	13.95 301, 0.00	638.15 0.00	317,035.91 0.00	313,358.75 0.00	411,837.08 2,268.45		486,558.00 4,500.00	42,236		8.7% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
c c	261,€	0.00					2,477.42		42,236	528,794		Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime		0.00 0.00	0.00	0.00	0.00	2,268.45	2,477.42 0.00	4,500.00	42,236 2,168	528,794 4,500	0.0% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination) Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk	24,3	0.00 0.00	0.00 427.89	0.00 34,805.30	0.00 0.00	2,268.45 0.00	2,477.42 0.00 29,673.25	4,500.00 0.00		528,794 4,500 0	0.0% 0.0%	
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time	24,3	0.00 0.00 34.00 12,	0.00 427.89 319.87	0.00 34,805.30 37,879.22	0.00 0.00 56,331.22	2,268.45 0.00 49,384.00	2,477.42 0.00 29,673.25 0.00	4,500.00 0.00 39,420.00		528,794 4,500 0 41,588	0.0% 0.0% 5.5%	
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus	24,3 5,6	0.00 0.00 34.00 12, 30.00 0.00	0.00 427.89 319.87 0.00 000.00	0.00 34,805.30 37,879.22 0.00 0.00	0.00 0.00 56,331.22 0.00 0.00	2,268.45 0.00 49,384.00 0.00	2,477.42 0.00 29,673.25 0.00 0.00	4,500.00 0.00 39,420.00 0.00	2,168	528,794 4,500 0 41,588 0	0.0% 0.0% 5.5% 0.0% 0.0%	
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare	24,3 5,6 21,2	0.00 0.00 84.00 12, 80.00 0.00 4, 84.14 24,	0.00 427.89 319.87 0.00 000.00 879.52	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18	0.00 0.00 56,331.22 0.00 0.00 27,606.06	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00	2,168 3,395	528,794 4,500 0 41,588 0 0 43,633	0.0% 0.0% 5.5% 0.0% 0.0% 8.4%	
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS	24,3 5,6 21,2 26,0	0.00 0.00 84.00 12, 80.00 0.00 4, 64.14 24, 50.98 35,	0.00 427.89 319.87 0.00 000.00 879.52 776.56	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00	2,168 3,395 6,876	528,794 4,500 0 41,588 0 0 43,633 85,854	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance	24,3 5,6 21,2 26,0 35,6	0.00 0.00 34.00 12, 30.00 0.00 4, 34.14 24, 50.98 35, 95.12 31,	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00	2,168 3,395 6,876 (14,277)	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7%	
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance	24,3 5,6 21,2 26,0 35,6 3,2	0.00 0.00 34.00 12, 30.00 0.00 4, 34.14 24, 50.98 35, 95.12 31, 66.98 4,	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23	4,500.00 0.00 39,420.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00	2,168 3,395 6,876	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211008 · Disability Insurance	24,3 5,6 21,2 26,0 35,6 3,2 1,4	0.00 0.00 34.00 12, 30.00 0.00 4, 34.14 24, 50.98 35, 95.12 31, 66.98 4, 91.95 1,	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75	2,268.45 0.00 49,384.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00	2,168 3,395 6,876 (14,277)	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211008 · Disability Insurance 1211009 · Unemployment Insurance	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6	0.00 0.00 34.00 12, 30.00 0.00 4, 34.14 24, 50.98 35, 95.12 31, 66.98 4, 01.95 1, 19.07 5,	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33	2,268.45 0.00 49,384.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00	2,168 3,395 6,876 (14,277)	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 0.0% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211008 · Disability Insurance	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6	0.00 0.00 34.00 12, 30.00 0.00 4, 64.14 24, 50.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5,	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00	2,268.45 0.00 49,384.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00	2,168 3,395 6,876 (14,277)	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211008 · Disability Insurance 1211009 · Unemployment Insurance	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6	0.00 0.00 34.00 12, 30.00 0.00 4, 64.14 24, 50.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5,	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33	2,268.45 0.00 49,384.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00	2,168 3,395 6,876 (14,277)	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 0.0% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211009 · Unemployment Insurance	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8	0.00 0.00 34.00 12, 30.00 0.00 4, 64.14 24, 50.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5, 10.00 12, 13, 14, 15, 16, 16, 16, 16, 16, 16, 16, 16	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00	2,268.45 0.00 49,384.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00	2,168 3,395 6,876 (14,277)	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0% 0.0% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins.	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5	0.00 0.00 34.00 12, 30.00 0.00 4, 64.14 24, 50.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5, 10.00 12, 13, 14, 15, 16, 16, 16, 16, 16, 16, 16, 16	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00	2,268.45 0.00 49,384.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00	2,168 3,395 6,876 (14,277) 520	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0% 0.0% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211013 · Cigarette Tax Administration	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5 5,2	0.00 0.00 34.00 12, 30.00 0.00 4, 34.14 24, 50.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5, 100.00 14, 36.63 6, 74.74	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00 503.92 0.00	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00 6,763.06 0.00	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00 8,610.73 0.00	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00 17,819.70 0.00	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22 0.00	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 0.00	2,168 3,395 6,876 (14,277) 520	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261 14,000 0	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 0.0% 0.0% 0.0% 0.0% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211013 · Cigarette Tax Administration 1211014 · Printing & Binding	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5 5,2	0.00 0.00 34.00 12, 30.00 0.00 4, 34.14 24, 50.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5, 10.00 14, 36.63 6, 74.74 54.87 6,	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00 503.92 0.00 384.93	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00 6,763.06 0.00 5,115.06	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00 8,610.73 0.00 6,797.49	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00 17,819.70 0.00 7,534.00	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22 0.00 7,724.88	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 0.00 8,298.00	2,168 3,395 6,876 (14,277) 520	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261 14,000 0 8,298	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211013 · Cigarette Tax Administration 1211014 · Printing & Binding 1211015 · Advertising	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5 5,2 8,4	0.00 0.00 0.00 0.00 0.00 0.00 4, 64.14 24, 60.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5, 19.07 5, 19.00 14, 18.663 6, 17.74 18.663 18.6	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00 503.92 0.00 384.93 355.31	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00 6,763.06 0.00 5,115.06 10,031.93	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00 8,610.73 0.00 6,797.49 7,773.40	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00 17,819.70 0.00 7,534.00 5,971.91	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22 0.00 7,724.88 2,790.34	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 0.00 8,298.00 9,000.00	2,168 3,395 6,876 (14,277) 520	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261 14,000 0 8,298 9,000	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211013 · Cigarette Tax Administration 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet & Website Svc	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5 5,2 8,4 8,0 22,4	0.00 0.00 0.00 0.00 0.00 0.00 4, 60.98 35, 95.12 31, 66.98 4, 19.07 5, 19.07 5, 19.07 5, 19.00 14, 18.663 6, 17.74 18.663 6, 18.74 18.663	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00 503.92 0.00 384.93 355.31 469.11	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00 6,763.06 0.00 5,115.06 10,031.93 23,589.54	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00 8,610.73 0.00 6,797.49 7,773.40 21,924.79	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00 17,819.70 0.00 7,534.00 5,971.91 29,244.03	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22 0.00 7,724.88 2,790.34 17,325.62	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 0.00 8,298.00 9,000.00 28,550.00	2,168 3,395 6,876 (14,277) 520	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261 14,000 0 8,298 9,000 28,550	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211013 · Cigarette Tax Administration 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet & Website Svc 1211017 · Postage	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5 5,2 8,4 8,0 22,4 3,4	0.00 0.00 0.00 0.00 0.00 0.00 4, 64.14 24, 60.98 35, 95.12 31, 66.98 4, 01.95 1, 19.07 5, 00.00 02.00 14, 66.63 6, 74.74 66.88 6, 65.98 66.98 14, 15, 16, 16, 16, 16, 16, 16, 16, 16	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00 503.92 0.00 384.93 355.31 469.11 238.78	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00 6,763.06 0.00 5,115.06 10,031.93 23,589.54 1,748.45	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00 8,610.73 0.00 6,797.49 7,773.40 21,924.79 2,266.28	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00 17,819.70 0.00 7,534.00 5,971.91 29,244.03 2,492.47	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22 0.00 7,724.88 2,790.34 17,325.62 2,583.33	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 0.00 8,298.00 9,000.00 28,550.00 5,000.00	2,168 3,395 6,876 (14,277) 520	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261 14,000 0 8,298 9,000 28,550 5,000	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211013 · Cigarette Tax Administration 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet & Website Svc 1211017 · Postage 1211018 · Telecommunications	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5 5,2 8,4 8,0 22,4 3,4 5,9	0.00 0.00 0.00 0.00 0.00 0.00 4, 64.14 24, 60.98 35, 95.12 31, 66.98 4, 91.95 1, 19.07 5, 10.00 12.00 14, 64.87 65.98 65.98 65.98 66.3 67.74 66.98 67.74 66.98 67.74 66.98 67.74 6	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00 503.92 0.00 384.93 355.31 469.11 238.78 570.20	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00 6,763.06 0.00 5,115.06 10,031.93 23,589.54 1,748.45 5,708.23	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00 8,610.73 0.00 6,797.49 7,773.40 21,924.79 2,266.28 6,626.56	2,268.45 0.00 49,384.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00 17,819.70 0.00 7,534.00 5,971.91 29,244.03 2,492.47 7,651.29	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22 0.00 7,724.88 2,790.34 17,325.62 2,583.33 5,705.01	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 0.00 8,298.00 9,000.00 28,550.00 5,000.00 7,500.00	2,168 3,395 6,876 (14,277) 520 2,000	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261 14,000 0 8,298 9,000 28,550 5,000 7,500	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage
1211002 · Salaries/Wages - Overtime 1211102 · Salaries & Wages - DMV Clerk 1211003 · Salaries/Wages - Part Time 1211100 · Salary & Wages - Hazard Pay 1211101 · Salaries & Wages - Bonus 1211004 · FICA/Medicare 1211005 · VRS 1211006 · Health Insurance 1211007 · Life Insurance 1211009 · Unemployment Insurance 1211009 · Unemployment Insurance 1211010 · Worker's Compensation 1211011 · Gen Property/Liability Ins. 1211012 · Accounting Services 1211013 · Cigarette Tax Administration 1211014 · Printing & Binding 1211015 · Advertising 1211016 · Computer, Internet & Website Svc	24,3 5,6 21,2 26,0 35,6 3,2 1,4 3,6 2 13,8 7,5 5,2 8,4 8,0 22,4 3,4 5,9	0.00 0.00 0.00 0.00 0.00 0.00 4, 64.14 24, 60.98 35, 95.12 31, 66.98 4, 01.95 1, 19.07 5, 00.00 02.00 14, 66.63 6, 74.74 66.88 6, 65.98 66.98 14, 15, 16, 16, 16, 16, 16, 16, 16, 16	0.00 427.89 319.87 0.00 000.00 879.52 776.56 598.58 018.27 988.54 628.74 256.00 123.00 503.92 0.00 384.93 355.31 469.11 238.78	0.00 34,805.30 37,879.22 0.00 0.00 29,507.18 35,732.21 37,214.14 4,327.75 2,232.35 2,831.25 263.00 16,237.00 6,763.06 0.00 5,115.06 10,031.93 23,589.54 1,748.45	0.00 0.00 56,331.22 0.00 0.00 27,606.06 19,978.27 37,272.65 4,049.50 2,026.75 -2,034.33 322.00 17,802.00 8,610.73 0.00 6,797.49 7,773.40 21,924.79 2,266.28	2,268.45 0.00 49,384.00 0.00 0.00 34,281.73 28,701.56 52,950.80 5,447.62 2,808.24 580.41 279.75 19,130.00 17,819.70 0.00 7,534.00 5,971.91 29,244.03 2,492.47	2,477.42 0.00 29,673.25 0.00 0.00 28,312.75 54,510.87 44,561.60 4,268.23 2,307.62 1,343.08 260.00 17,616.00 16,674.22 0.00 7,724.88 2,790.34 17,325.62 2,583.33 5,705.01	4,500.00 0.00 39,420.00 0.00 0.00 40,238.00 78,978.00 78,213.00 5,857.00 3,360.00 5,995.00 481.00 21,261.00 12,000.00 0.00 8,298.00 9,000.00 28,550.00 5,000.00	2,168 3,395 6,876 (14,277) 520	528,794 4,500 0 41,588 0 0 43,633 85,854 63,936 6,377 3,360 5,995 481 21,261 14,000 0 8,298 9,000 28,550 5,000	0.0% 0.0% 5.5% 0.0% 0.0% 8.4% 8.7% -18.3% 8.9% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0	Proposed 2.5% COLA + 3% Merit (evaluation determination) 12% increase; two current employees have wavied the Town's insurance coverage

Section X, Item6.

Proposed Actuals for Actuals for Actuals for Actuals for **Budget for** FY2026 Draft As of Proposed **Proposed FY2026 Budget** FY2020 FY2021 FY2022 FY2023 FY2024 03.24.2025 FY2025 Changes **Budget** Percentage Comments 1211021 · Convention & Education 3,220.49 1,885.00 1,520.85 768.90 5,250.00 1,540.00 10,000.00 10,000 0.0% 1211022 · Miscellaneous 734.57 180.06 1,802.66 280.00 387.00 637.72 2,000.00 2,000 0.0% 1211023 · Discretionary Fund 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0 0.0% 15,698.33 17,366.48 1211024 · Books, Dues & Subscriptions 16,376.23 17.721.55 14,540.91 4.338.42 21,075.00 (9,000)12.075 -42.7% Granicus no longer used as service 1211025 · Office Supplies 6,562.79 6,123.16 5,415.79 5,637.56 5,528.88 5,441.78 8,500.00 8,500 0.0% 4,540.00 3,981.72 0.00 1211026 · Equipment Rental 4,377.69 2,588.38 0.00 0.00 0 0.0% 1211027 · Insurance Pass-Through 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0 0.0% 1211030 · Capital Outlay-Machinery/Equip 0.00 4,651.17 0.00 7,550.65 14,063.60 0.00 5,000.00 5,000 0.0% 1211031 · Capital Outlay - Improvements 0.00 0.00 34.214.60 0.00 0.00 0.0% 0.00 0.00 Total 12110 · TOWN ADMINISTRATION 492.389.79 520,447.03 601,318.69 564,233.09 760,264.30 604.261.22 891.284.00 34.668 925.952.10 3.9% 12210 · LEGAL SERVICES 100,000 1221001 · Legal Services 72,610.96 120,305.72 75,900.25 37,337.19 83,646.27 52,205.88 100,000.00 0.0% 3,088.60 0.00 0.00 1221002 · Legal - Pass Through Fees 0.00 0.00 0.00 0.00 0 0.0% 12210 · LEGAL SERVICES - Other 576.57 0.00 0.00 0.00 0.00 0.00 0.00 0 0.0% 0.00 100,000.00 Total 12210 · LEGAL SERVICES 72,610.96 123,970.89 75,900.25 37,337.19 83,646.27 52,205.88 100,000.00 0.0% 12240 · INDEPENDENT AUDITOR 14,550.00 16,000.00 18,400.00 2,550 28,050 1224001 · Auditing Services 14,850.00 0.00 0.00 25,500.00 10.0% Estimating a 10% increase due to past two year **Total 12240 · INDEPENDENT AUDITOR** 14,550.00 14,850.00 16,000.00 0.00 18,400.00 0.00 25,500.00 2,550.00 28,050.00 10.0% 685,036.38 716,843.14 621,170.22 884,109.74 686,801.06 1,058,184.00 37,968 1,096,152.10 Total 01 · ADMINISTRATION 601,972.07 3.6% 03 · PUBLIC SAFETY 31100 · POLICE DEPARTMENT 3110001 · Salaries & Wages - Regular 395,197.22 371,171.79 408,433.77 463,483.04 490,418.46 431,489.31 675,291.00 51,576 726,867 7.6% Proposed 2.5% COLA + 3% Merit (evaluation determination) 3110003 · Salaries & Wages - OT Premium 27,735.11 20,094.56 12,133.00 25,062.93 24,249.35 21,961.53 24,000.00 24,000 0.0% 3110013 · Salaries & Wages - OT Select En 0.00 0.00 10,035.36 11,257.22 4,281.05 0.00 0.00 0 0.0% 39,182 3110004 · Salaries & Wages - Holiday Pay 19,217.95 13,442.02 18,690.41 26,255.98 28,306.77 29,380.36 38,041.00 1,141 3.0% to address propsed COLA increase 3110005 · Salaries & Wages - Part Time 41,157.86 56,136.43 38,583.21 45,930.00 75,860.00 35,910.00 27,000.00 27,000 3110006 · Salaries & Wages - VDOT 2,900.94 2,430.00 4,815.00 0.00 0.0% 0.00 0.00 0.00 9,709.74 15,000.00 11,240 26,240 3110007 · Salary & Wages - DMV Grant 9,242.82 6,532.01 0.00 0.00 8,780.24 74.9% 3110008 · Salaries & Wages - Laney Detail 101,080.71 56,017.09 0.00 0.00 0.00 0.00 0.00 0.0% 0.00 0.00 3110009 · Salary & Wages - Hazard Pay 16,193.00 0.00 0.00 0.00 0.00 0.0% 5,500.00 0.00 0.00 0.00 3110010 · Salaries & Wages - Bonus 0.00 0.00 0.00 0 0.0% 2,357.14 642.86 3110011 · Salaries & Wages - Recruit. Bon 0.00 0.00 0.00 0.00 0.00 0.0% 8,137.50 3110012 · Salaries & Wages - PT Admin. 0.00 0.00 0.00 8,450.00 12,332.50 39,000.00 39.000 0.0% 3110020 · FICA/MEDICARE 48,089.06 473 42,977.04 42,682.13 37,087.87 43,269.40 39,843.80 66,545.00 67,018 0.7% 3110021 · VRS 36,971.15 37,302.28 41,239.22 27,914.54 30,277.41 58,762.08 88,666.00 6,772 95,438 7.6% to address increased wages 3110022 · Health Insurance 67,664.15 38.395.19 56.339.70 74,844.84 81.424.60 72.980.80 140.430.00 (5,224)135.206 -3.7% 12% increase; updating as last position did not need family plan 3110023 · Life Insurance 5,222.73 4,354.90 5,229.52 6,215.98 6,620.46 5,244.88 8,036.00 485 8,521 6.0% 3110024 · Disability Insurance 2,303.13 1,526.83 1,849.05 2,597.14 2,352.56 1,545.53 3,070.00 3,070 0.0% 480 3110025 · Unemployment Insurance 4,082.00 2,571.75 5,682.58 3,235.03 770.24 120.98 4,320.00 4,800 11.1% 3110026 · Workers' Compensation Insurance 12,309.00 19,185.00 23,809.00 20,067.00 21,692.25 23,627.00 29,581.00 3,287 32,868 11.1% 3110027 · Line of Duty Act Insurance 4,969.00 4,969.00 4,705.00 4,705.00 4,705.00 5,118.00 5,120.00 5,120 0.0% 3110028 · Legal Services 18,945.80 24,780.40 25,730.40 26,678.11 53,267.90 19,547.16 30,379.00 30,379 0.0% 11,133.57 14,699.89 36,705.32 3,625.00 4,835.48 10,000.00 10,000 3110032 · Computer, Internet & Website 4,354.99 0.0% 3110033 · Postage 5.19 57.40 15.93 109.44 41.20 0.00 100.00 100 0.0% 3110034 · Telecommunications 10.054.10 10.542.69 11.190.78 12.608.69 12.866.68 10.081.86 15.300.00 3.400 18.700 22.2% 3110035 · General Prop Ins (Vehicles) 3,072.00 3,609.00 3,420.00 3.891.00 4.871.00 6.180.00 5,950.00 1.680 7.630 28.2% 3110037 · Meals and Lodging 0.00 0.00 0.00 2,515.01 2,957.09 1,029.93 5,000.00 5,000 0.0% 3110038 · Convention & Edu. (Training) 4,728.40 2,443.06 2,427.60 3,926.41 4,189.95 544.00 10,800.00 10,800 0.0% 3110039 · Miscellaneous 1,353.92 0.00 0.00 0.00 0.00 0.00 0.00 n 0.0% 3110040 · Annual Dues & Subscriptions 12,945.09 12,909.23 13,009.58 12,085.09 12,917.17 12,698.72 24,795.00 (3,795)21,000 -15.3% 3110041 · Office Supplies 5,329.31 6.220.33 6,370.90 4,276.25 4,624.36 3,913.41 6,000.00 4,000 10,000 66.7% to account for PD printer lease and printing; use to be carried under Admin. 3110042 · Vehicle Fuels 13,868.33 28,182.45 29,201.80 33,942.50 17,355.48 36,700.00 36,700 17.791.40 0.0% 3110043 · Vehicle Maintenance/Supplies 11,691.48 10,369.07 14,996.05 18,933.70 13,553.26 19,379.39 22,000.00 22,000 0.0% 3110044 · Repairs/Maintenance Supplies 0.00 0.00 24,134.58 0.00 0.00 0.00 0.00 0.0% 3110045 · Uniforms & Police Supplies 11,873.97 28,069.06 45,901 41,664.26 17,218.88 48,251.27 32,803.85 45,901.00 0.0%

Town of Haymarket Revenue & Expenditures Actual To-Date vs Annual Budget

July 2018 through June 2025

					,	ouly 2010 till ou	igii oulle 2025				
Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 03.24.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3110046 · Community Events	12,338.89	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110047 · Donation Expenditure	9,457.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110049 · Grant Expenditures	2,006.30		0.00	0.00			12,213.00	(12,213)	0	-100.0%	
3110050 · Insurance Pass-Through	67.13		0.00	0.00			0.00	(, -,	0	0.0%	
3110051 · Mobile Data Computer Netwk Svc	0.00	0.00	0.00	0.00			0.00		0	0.0%	
3110052 · Office Equipment Rental	0.00		0.00	5,459.28			0.00		0	0.0%	
3110056 · Capital Outlay-Machinery/Equip	0.00	31,592.38	0.00	45,518.56			192,405.00	(49,405)	143,000		To Fund 2 PD Cruisers, Bodycams, Dash Cams
3110057 · Capital Outlay-Furniture/Fixtur	0.00	0.00	0.00	0.00			0.00	(10,100)	0	0.0%	· · · · · · · · · · · · · · · · · · ·
3110058 · DMV Grant - Payback of Reimburs	0.00	0.00	0.00	4,974.47	•		0.00		0	0.0%	
3110060 · Capital Outlay - Improvements	0.00	0.00	0.00	0.00			0.00		0	0.0%	
Total 31100 · POLICE DEPARTMENT	907,786.12	870,753.41	851,636.43	966,238.07			1,581,643.00	13,897	1,595,540	-	
32100 · FIRE & RESCUE			,	,	.,,	.,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	.,,.		
3210001 · Contributions to other Govt Ent	0.00	0.00	59,084.41	0.00	0.00	0.00	15,000.00		15,000	0.0%	
Total 32100 · FIRE & RESCUE	0.00		59,084.41	0.00				0.00	15,000.00	-	
34100 · BUILDING OFFICIAL	0.00	0.00	00,001.11	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.070	
3410001 · Erosion & Sedimentation Ins.	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
34100 · BUILDING OFFICIAL - Other	0.00		0.00	0.00					0	0.0%	
Total 34100 · BUILDING OFFICIAL	4,654.20	0.00	0.00	0.00				0.00	0.00	_	
Total 03 · PUBLIC SAFETY	912,440.32		910,720.84	966,238.07				13,897	1,610,540.00	-	
	912,440.32	070,755.41	910,720.04	900,236.07	1, 140,003. 10	1,030,041.24	1,590,045.00	13,097	1,610,540.00	0.9%	
04 · PUBLIC WORKS	47,000,64	0.00	0.00	0.00	0.00	0.00	0.00		0	0.00/	
4110001 · Town Plublic Works	17,083.64	0.00	0.00	0.00			0.00	(0.040)	0	0.0%	This has a life at a second and a second and a second at a second
4110002 · Street Beautification - HF	0.00	0.00	0.00	0.00		2,213.00	2,213.00	(2,213)	0		This beautification will be tacked under: 9410801 Washington - Streetscape
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000)	0	-100.0%	
43200 · REFUSE COLLECTION	06 006 00	70 225 26	00 010 06	04.206.22	105 165 15	124 746 50	200 600 00	0.007	· ·	4.00/	40/ :
4320001 · Trash Removal Contract	86,226.38	79,235.26	90,210.06	94,296.33	•		208,608.00	8,387	216,995	-	4% increase per contract
Total 43200 · REFUSE COLLECTION	86,226.38	79,235.26	90,210.06	94,296.33	105,465.15	134,746.58	208,608.00	8,387	216,994.56	4.0%	
43100 · MAINT OF 15000 Wash St./Grounds	70 000 70	00 700 57	70.040.00	00.740.00	00 000 00	44.550.00	444 000 00		444.000	0.00/	
4310001 · Repairs/Maintenance Services	72,396.70	80,706.57	72,249.03	98,742.20	*	44,559.69	111,892.00	(0.500)	111,892	0.0%	
4310002 · Maint Svc Contract-Pest Control	1,290.00	1,290.00	2,774.80	854.80	3,504.00	620.00	5,000.00	(2,500)	2,500	-50.0%	moved 10k from park maintenance due to removal of structure; allow for funding for
4310003 · Maint Svc Contract-Landscaping	32,332.74	26,612.42	32,355.35	26,110.00	27,064.85	19,350.00	35,000.00	10,000	45,000	28.6%	additional landscpaing
4310004 · Maint Svc Contract Snow Removal	35.88	5,205.25	8,018.00	0.00	5,252.00	24,197.00	10,000.00	10,000	20,000	100.0%	
4310005 · Maint Svc Cont- Street Cleaning	5,940.00	6,630.00	1,280.00	0.00	0.00	0.00	0.00		0	0.0%	
4310007 · Electric/Gas Services	15,139.92	15,364.58	17,763.38	16,904.55	17,148.12	12,602.72	18,593.00		18,593	0.0%	
4310008 · Electrical Services-Streetlight	4,534.08	4,170.50	4,052.24	4,604.73	4,250.01	2,879.91	5,500.00		5,500	0.0%	
4310009 · Water & Sewer Services	1,696.30	2,644.20	2,662.28	4,186.80	4,542.19	3,964.20	3,850.00	2,500	6,350	64.9%	
4310010 · Janitorial Supplies	410.41	167.07	94.34	257.85	169.15	0.00	0.00		0	0.0%	
4310011 · Real Estate Taxes	816.84	2,097.41	1,122.02	1,429.71	1,135.16	561.87	2,500.00	(1,000)	1,500	-40.0%	
4310014 · Capital Outlay - Equip / Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	100.0%	
4310015 · Maintenance - Vehicle Fuel	0.00	0.00	0.00	755.00	1,451.81	991.90	5,000.00	(2,000)	3,000	-40.0%	
4310016 · Maint - Vehicle Maintenance	0.00	0.00	0.00	965.63	1,013.30	1,223.48	3,000.00		3,000	0.0%	
43100 · MAINT OF 15000 Wash St./Grounds - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	134,592.87	144,888.00	142,371.44	154,811.27	164,740.42	110,950.77	200,335.00	17,000.00	217,335.00	8.5%	
Total 04 · PUBLIC WORKS	237,902.89	224,123.26	232,581.50	249,107.60	272,200.51	247,910.35	416,156.00	18,174	434,330	4.4%	
06 · ECONOMIC DEVELOPMENT	0.00	0.00	F 04F 00	400 505 00	447.004.00	70.004.04	00 400 00	20.440	400 574	00.00/	h (0 II)
60000 · Tourism/Traveling Marketing	0.00		5,315.00	122,505.02			96,429.00	32,142	128,571		based off the TOT increase (3/7)
60001 · Town Tourism	0.00			31,903.56				21,428	85,714		based off the TOT increase (2/7)
60003 · Advertising	0.00		7,575.06	0.00			22,000.00	F0 F70 00	22,000	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	12,890.06	154,408.58	156,412.80	110,747.56	182,715.00	53,570.00	236,285.00	29.3%	
07 · PARKS, REC & CULTURAL											
70000 · HAYMARKET COMMUNITY PARK	15 000 5-	40.074.55	40.070.55	40.044	44.004	0.704.65	05.000.00	(10.000)	4= 0	0.0%	
7000001 · Grounds Maintenance/Repairs	45,060.25		13,978.93	13,214.30				(10,000)	15,000		with the Park house removed less maintenance needed
7000003 · Demolition	0.00		0.00	0.00				(161,749)	0	-	Demolition completed
Total 70000 · HAYMARKET COMMUNITY PARK 71110 · EVENTS	45,060.25	18,654.08	13,978.93	13,214.30	11,324.22	58,315.99	186,749.00	-171,749	15,000.00	-92.0%	

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 03.24.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
7111001 · Advertising - Events	13,087.60		6,893.89	2,094.14	1,944.00			4,950	9,950	99.0%	Comments
7111001 · Advertising - Events 7111003 · Contractural Services	58,183.61	5,931.13		58,002.80	55,810.22				64,150	-1.2%	
7111003 · Contractural Services 7111004 · Events - Other	0.00		7,710.74	12,986.80	34,089.97			(800) (4,950)	35,900	-1.2%	
7111004 · Events - Other 7111005 · Police Department Events	0.00		0.00	0.00	2,315.28			(4,930)	7,800		Funded by TOT (2/7) that goes into General Fund (85,714 - 7,000 = 78,71
7111005 · Fonce Department Events 7111006 · Farmer's Market	0.00			722.14	1,828.43			2,000	14,000		-unded by 101 (2/7) that goes into General Fund (65,714 - 7,000 - 76,7
7111006 · Farmer's Market 71110 · EVENTS - Other	0.00	5,433.88	0.00	0.00	0.00			2,000	14,000	16.7% 0.0%	
Total 71110 · EVENTS	71,271.21	12,777.93		73,805.88	95,987.90			1,200.00	131,800.00	0.9%	
72200 · MUSEUM	71,271.21	12,777.93						1,200.00		0.9%	
7220009 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00		1,000	0.0%	
7220012 · Telecommunications	1,624.12	1,616.83	1,650.42	1,650.11	1,430.43	1,012.00	2,200.00		2,200	0.0%	
7200015 · Books, Dues & Subscriptions	0.00	0.00	0.00	30.00	0.00	30.00	250.00		250	0.0%	
7200016 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
7220018 · Exhibits & Programs	400.00	566.32	400.00	400.00	400.00	400.00	2,500.00		2,500	0.0%	
Total 72200 · MUSEUM	2,024.12	2,183.15	2,050.42	2,080.11	1,830.43	1,442.00	5,950.00	0.00	5,950.00	0.0%	
Total 07 · PARKS, REC & CULTURAL	118,355.58	33,615.16	73,679.57	89,100.29	109,142.55	158,537.82	323,299.00	-170,549.00	152,750.00	-52.8%	
08 · COMMUNITY DEVELOPMENT											
81100 · PLANNING COMMISSION											
8110001 · Salaries & Wages - Regular	1,365.00	2,955.00	2,385.00	2,325.00	2,005.00	1,105.00	5,670.00		5,670	0.0%	
8110002 · FICA/Medicare	100.98		185.50	213.06	183.60				500	0.0%	
8110003 · Consultants - Engineer	30,779.31	29,877.65	10,682.90	7,549.64	9,101.85			5,000	10,000	-33.3%	
8110004 · Consultants - Comp Plan	0.00		0.00	0.00	0.00			0,000	5,000	0.0%	
8110005 · Mileage Allowance	0.00		0.00	0.00	0.00				250	0.0%	
8110006 · Meals & Lodging	0.00		0.00	0.00	0.00				700	0.0%	
8110007 · Convention/Education	0.00			820.45	0.00				1,000	0.0%	
8110009 · Engineer - Pass Through	0.00	20,113.18	33,103.75	32,252.50	35,724.64				0	0.0%	
Total 81100 · PLANNING COMMISSION	32,245.29	53,398.23	46,357.15	43,160.65	47,015.09			5,000.00	23,120.00	-17.8%	
	32,243.29	55,596.25	40,337.13	43,100.03	47,015.09	20,517.39	20,120.00	5,000.00	23,120.00	-17.8%	
81110 · ARCHITECTURAL REVIEW BOARD	4 005 00	0.070.00	4 000 00	0.040.00	0.400.00	4 545 00	5 000 00		F 000	0.00/	
8111001 · Salaries & Wages - Regular	1,605.00		1,980.00	2,340.00	2,430.00				5,830	0.0%	
8111002 · FICA/Medicare	98.67	198.61	146.88	154.73	148.39				446	0.0%	
8111003 · Mileage Allowance	0.00		0.00	0.00	0.00				0	0.0%	
8111004 · Meals & Lodging	0.00			0.00					0	0.0%	
8111005 · Convention & Education	0.00		0.00	820.45	0.00		·		1,500	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,703.67	2,868.61	2,126.88	3,315.18	2,578.39	1,636.63	7,776.00	0.00	7,776.00	0.0%	
81111 · Board Of Zoning Appeals											
8111101 · Convention & Education	0.00								1,500	0.0%	
8111102 · FICA / Medicare	0.00			0.00					103	0.0%	
8111103 · Salaries & Wages - Regular	0.00	60.00	0.00	0.00			·		1,325	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	64.59	0.00	833.90	0.00	0.00	2,928.00	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	33,948.96	56,331.43	48,484.03	47,309.73	49,593.48	22,154.02	38,824.00	5,000.00	33,824.00	-12.9%	
09 · NON-DEPARTMENTAL											
90000 · BB&T Tax Overpayment Refund	32,594.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
90001 · Return of Surplus RE Tax Rev	0.00	0.00	0.00	249,323.53	0.00	0.00	0.00		0	0.0%	
90002 · Payment for Stolen Check	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
90003 · VRSA Refund	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
95100 · DEBT SERVICE										0.0%	
9510002 · General Obligation Bond - Prin	157,300.00	158,300.00	158,000.00	160,100.00	137,800.00	70,700.00	70,700.00	(1,300)	69,400	-1.8%	
9510003 · General Obligation Bond - Int	20,102.92			8,556.89	4,944.91			(1,643)	820	-66.7%	
9510005 · Capital Lease Pmt - Principal	29,934.69		30,670.92	0.00				(-,)	0	0.0%	
9510006 · Capital Lease - Interest Paymen	1,657.69			0.00	0.00				n	0.0%	
Total 95100 · DEBT SERVICE	208,995.30	174,534.13		168,656.89	142,744.91			-2,943.00	70,220.00	-4.0%	
Total 09 · NON-DEPARTMENTAL											
	241,589.30			417,980.42	233,782.03			-2,943.00	70,220.00	-4.0%	
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00		0.00		0		
94102 · HAYMARKET COMMUNITY PARK	2.22	0.00	2.22	0.050.50	2.22	0.00	2.22		^	2.22	
Architecture/Engineering Fees	0.00			6,252.50	0.00				0	0.0%	
Total 94102 · HAYMARKET COMMUNITY PARK	0.00	0.00	0.00	6,252.50	0.00	0.00	0.00	0.00	0.00	0.0%	

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 03.24.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
94103 · PEDESTRIAN IMPROVEMENT PROJECT											
9410301 · Architectural/Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00		0	0.0%	
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
94104 · Street Scape - Park Sidewalk	,	, .	,								
9410401 · Architectural/Engineering Fees	0.00	0.00	7,902.50	63,836.00	16,713.49	0.00	0.00			0.0%	
9410402 · Construction	0.00	0.00		0.00	0.00		836,586.00	-836,586.00	0.00	-100.0%	
Total 94104 · Street Scape - Park Sidewalk	0.00	0.00		63,836.00	16,713.49	·	836,586.00	-836,586.00	0.00	-100.0%	
94105 · PERSONNEL	0.00	0.00	1,002.00	00,000.00	10,7 10.10	012,001.12	000,000.00	000,000.00	0.00	100.070	
EMPLOYEE BENEFITS											
6560 · Payroll Processing Fees	0.03	-0.02	0.05	-0.04	0.02	-0.02	0.00		0	0.0%	
Total EMPLOYEE BENEFITS	0.03	-0.02		-0.04	0.02		0.00	0.00	0.00	0.0%	
Total 94105 · PERSONNEL	0.03	-0.02		-0.04	0.02		0.00	0.00	0.00		
	0.03	-0.02	0.05	-0.04	0.02	-0.02	0.00	0.00	0.00	0.0%	
94106 · TOWN CENTER MASTER PLAN											
								/ \			***Remove and moved to other income/expense section due to using deferred ARPA funds
9410601 · Architectural/Engineering Fees	0.00	0.00	,	22,795.11	2,046.78		50,000.00	(50,000)	0		for project continuation
9410602 · Construction (Renovations)	138,273.52	0.00		0.00	0.00		0.00		0	0.0%	
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	0.00	51,237.68	22,795.11	2,046.78	0.00	50,000.00	-50,000.00	0.00	-100.0%	
94107 · BLIGHT MITIGATION											
9410701 · Building Official/Engr.	0.00	0.00		0.00	0.00		0.00		0	0.0%	
94107 · BLIGHT MITIGATION - Other	2,595.00	171.24		0.00	0.00		40,000.00	(20,000)	20,000	-50.0%	
Total 94107 · BLIGHT MITIGATION	2,595.00	171.24	0.00	0.00	0.00	0.00	40,000.00	-20,000.00	20,000	-50.0%	
94108 · Capital Improvment Funds Expens											
9410801 · Washington St - Streetscape	0.00	0.00	0.00	0.00	0.00	6,553.00	55,000.00		55,000	0.0%	
9410802 · Sidewalk Repairs	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	
9410803 · Town Gateway Signs	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	
9410804 · VDOT Historic District Signage	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	(50,000)	0	-100.0%	***Town does not qualify per State standards;
9410805 · Town Hall / Museum Security Sys	0.00	0.00	0.00	0.00	0.00		53,924.00	119,997	173,921	222.5%	
9410806 · Message Board Trailer	0.00	0.00	0.00	0.00	0.00	19,507.02	20,000.00	(20,000)	0	-100.0%	Expense was executed in FY2025 budget
94108 · Capital Improvment Funds Expens - Other	0.00	27,617.00	20,800.00	0.00	19,611.61		0.00		0	0.0%	
Total 94108 · Capital Improvment Funds Expens	0.00	27,617.00	20,800.00	0.00	19,611.61	29,080.02	278,924.00	49,997	328,921	17.9%	
94109 · Storm Water Grant Match	0.00	0.00	0.00	0.00	0.00		40,000.00	(40,000)	0	-100.0%	Expense was executed in FY2025 budget
the state of the s	2,582,139.28	2,308,796.89			2,890,296.11				3,983,022	-19.3%	
Net Ordinary Income	212,482.50	288,484.81	531,385.52	670,873.87	1,090,132.20	378,466.18	0.00		0.00	0.0%	
Other Income/Expense											
Other Income											
50000 · CARES Act Funds	0.00	226,993.88	68,458.12	0.00	0.00		0.00		0	0.0%	
50001 · Amerian Rescue Plan Funds	0.00	0.00		86,631.11	0.00		50,000.00	50,000	100,000		***Website should be in progress / Town Center Project
50002 · Development Funds	0.00	0.00		0.00	0.00		75,000.00	368,664	443,664		Parks & Rec. Proffers to fund Pavillion/ Restrooms Engineering and Construction
Total Other Income	0.00	226,993.88	68,458.12	86,631.11	0.00	0.00	125,000.00	418,664	543,664	334.9%	
Other Expense											
98000 · Development Expenditures 98000-1 · Parks & Recreation	0.00	0.00	0.00	0.00	0.00		75,000.00	368,664	442 664	401.00/	Fundad by Darka & Dag Draffara Dark ungradas
	0.00	0.00			0.00		•	368,664.00	443,664 443,664		Funded by Parks & Rec. Proffers; Park upgrades
Total 98000 · Development Expenditures 97000 · CARES Act Expenses	0.00 0.00	226,993.88		0.00 0.00	0.00 0.00		75,000.00 0.00	308,004.00	443,004	491.6% 0.0%	
97000 · CARES ACT Expenses 97001 · American Rescue Plan Expenses	0.00	220,993.00	00,014.00	0.00	0.00	0.00	0.00			0.0%	
97001-2 · Town Website	0.00	0.00	0.00	0.00	0.00	0.00	E0 000 00		E0 000	0.00/	***!Wahaita ahauld ha in pyaggaga
97001-2 · Town Website 97001-3 · Town Center	0.00 0.00	0.00		0.00 0.00	0.00 0.00		50,000.00 0.00	50,000	50,000 50,000		***Website should be in progress To Continue Project progress
97001 · American Rescue Plan Expenses - Other	0.00	0.00		0.00	0.00		0.00	50,000	50,000	0.0%	TO CONTINUE FIOJECT PIOGIESS
Total 97001 · American Rescue Plan Expenses	0.00	0.00		0.00	0.00		50,000.00	50,000.00	100,000.00	100.0%	
Total Other Expense	0.00	226,993.88		0.00	0.00		125,000.00	418,664	543,664	334.9%	
Net Other Income	0.00	0.00		86,631.11	0.00		0.00	0.00	0.00	0.0%	
Net Income	212,482.50	288,484.81	531,029.64	757,504.98			0.00	0.00	0.00	0.0%	
NOT INCOME	£ 12,402.0U	200, 404.0 I	331,023.04	131,304.30	1,030,132.20	370,400.10	0.00	0.00	0.00	0.0%	

12/27/24

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

Propos	sed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 03.24.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
	Total Operational Budget & Other	2,582,139	2,535,791	2,348,294	2,638,198	2,890,296		5,059,494		4,526,686		

Town of Haymarket

2025 Through 2030 Capital Improvements Plan

	2020 Till Gagi	•	mprovements wn Contribution				
	Current		Future				
	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	Total Project Costs
GENERAL GOVERNMENT							101111111111111111111111111111111111111
Washington Street Beautification							
Streetlights (Repairs)	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$275,000
Street Trees, Planters, Street Beautification Projects	\$5,000		\$5,000		\$5,000		\$15,000
Town Sidewalk (repairs)		\$100,000	\$100,000	\$100,000			\$300,000
Crosswalk Improvements (Signage/Markings)	\$25,000	\$50,000		\$50,000			\$125,000
Crosswalk Repair (Maintenance)			\$50,000		\$50,000		\$100,000
Streets, Sidewalks, Parking							
Haymarket Park Sidewalk to Bleight Drive	\$836,586						\$836,586
Town Center Property							
Site Plan Construction	\$50,000	\$250,000	\$250,000	\$1,000,000			\$1,550,000
Security/Camera System Including Museum	\$225,000						\$0
Haymarket Community Park							
Demolition of Park House	\$50,000						\$50,000
Town Park Site Plan (Engineering Design Phase)		\$100,000					\$100,000
Construction of Site Plan (including parking improvements)		TBD	TBD	TBD			
Security/Camera System		\$50,000					\$50,000
Town Signage							
Signage Above TH and PD Doors							\$0
Gateway Sign Program (Design, Engineering, Construction)	\$20,000	\$75,000					\$95,000
Post & Panel Gateway Signs (Qty 2)	\$25,000						\$25,000
VDOT Historic District Signage							
Electronic Message Boards at Town Hall and Park		\$50,000					
Town Administration							
Town Website		\$50,000					\$50,000
POLICE DEPARTMENT							
Police Cruiser	\$128,000	\$128,000	\$64,000		\$128,000		\$448,000
PD Awning							\$0
Administrative Office Modifications	\$15,000						\$15,000
PD Cruiser Dash Mountd Cameras		\$17,225	\$17,225	\$17,225	\$17,225	\$17,225	\$86,125
Body Worn Cameras	\$7,155	\$10,400	\$10,400	\$10,400	\$10,400		\$48,755
New Message Board Trailer	\$20,000						\$20,000
PUBLIC PARKING			T	T			I
Land Acquisition							
Site Plan							
Construction of Public Parking	** ***	****	A		****		
Totals	\$1,431,741	\$930,625	\$546,625	\$1,227,625	\$260,625	\$67,225	\$4,189,466
Future Projects for Consideration							

Caboose Renovations/Conversion to Museum Structure
Jefferson Street/Washington Street Intersection Improvements
Quiet Zone Implementation

Тс	own of Haymarket Fee Schedule Effe	ective July 1, 2025	Comments
Application Category	Application Type	Town Fees	
	Zoning Approval Request	\$50 Commercial \$25 Residential	New fee as there have been more applications
Misc. Zoning Fees	Zoning Permit		Increase as there have been more applications in past year
	Readvertise Public Hearing Zoning Administrator Determination	Cost of Advertising \$425 + TAR	Increased by \$75
	Renotify Property Owners	Cost of Notification	
Sign Permits	Permanent Signs		Increased by \$25
	Temporary Signs Requiring Permit	\$25	+
	Sign Plan	\$150	
	New Construction / Demolition	\$200 Residential \$250 Non-Residential	
		\$50 Commercial for ARB Review, \$25 for	
		Administrative Applications; \$25 Residential for ARB	
Certificate of	Exterior Alterations and Accessory Structures	Review & Admin Review	
Appropriateness	Signs	\$50	
		\$50 Commercial for ARB Review, \$25 for	
		Administrative Applications; \$25 Residential for ARB	
	Amendments to approved applications	Review & Admin Review	
	Appeal to Council	\$50	
	Preliminary Site Plan	\$1,500 + TAR + ECR	
	Final Site Plans	\$2,500 + \$95 per acre + TAR + ECR + E&S	•
	Re-submissions (2 + submissions)	\$350 + TAR + ECR	
	Completeness Review Fee		
0' DI	Amendment / Revision to an Approved Site	\$500 (minor) + ECR	
Site Plan	Plan	\$1,200 (major) + ECR	
	Parking Lot Landscaping Modification /	CAOS - Ocad of Advanticing	
	Alternate Landscape Screening	\$425 + Cost of Advertising	†
	Site Plan Weiver / Eveention	\$100 Residential (SFD only) + ECR \$425 Non-Residential + ECR	
	Site Plan Waiver / Exception	\$425 Non-Residential + ECR	
	Other Required Plats and Deeds of Dedication	\$425 + ECR + TAR	
	Sketch Plat	\$150 + ECR + TPR	1
	Preliminary Plat	\$1,750 + \$350/lot over 3 lots + ECR	
	Final Plat	\$2,000 + \$50 per final lot + TAR + ECR	
Cubdivision	Amendment / Revision to an Approved Subdivision Plan	\$500 (minor) + ECR + TAR \$1,200 (major) + ECR + TAR	
Subdivision	Subdivision Requirement Waiver /	\$1,200 (IIIaj0i) + ECK + TAK	
	Exception	\$425 + TAR	
	Subdivision Plat Extension	\$200	+
	Devendent Line Adjustment / Let Occasion (
	Boundary Line Adjustment / Lot Consolidation / Vacation of a Plat / Other Required Plats and		
	Deeds of Dedication	\$425 + TAR	
Grading Plan Review	Grading Plan	250 + ECR	4

	One House Lot Grading Plan	150 + ECR
Performance Bonds	Bond Extension	\$250 per year
and	Bond Reduction / Release	\$300 + ECR
As-Built Site Inspections	Additional Bond Inspections	200 + ECR
	As-Built Submissions	\$300 + ECR
Application Category	Application Type	Town Fees
	Zoning Map Amendment	\$3,000 for the first acre, \$1,500 each acre thereafter (conforms to Comp Plan). \$4,000 for the first acre, \$2,000 per acre thereafter (does not conform to the Comp Plan)
Land Use Applications		
	Zoning Text Amendment Proffer Review	\$2,500 + TAR \$150 Cost of TAR
	Comprehensive Plan Amendement	\$2,500 + TAR \$500 + ECR
	Special Use Permit (Residential District)	\$200 + ECR (In Home Business)
	Special Use Permit (Commercial/Industrial District)	\$350 + ECR (no disturbance) \$1,500 + ECR (disturbance)
	Temporary Special Use	\$250 + cost of advertising
BZA Applications	Appeals of Admin Decision	\$350
	Interpretation of the Zoning Map	\$350
	Application for a Variance	\$350 + Cost of Advertising
	Approve or Revoke a Special Exception	\$350
Publications	Zoning Ordinance	\$45
	Zoning Map or other Official Map	\$5 for color
	Subdivision Ordinance	\$15
	Comprehensive Plan	\$45
Site Inspections	Erosion & Sediment Control Inspections (E&S)	E&S Inspector Fee (Invoiced)
Convineince Fee	A 3.5% convinience fee will be charged for payments using Credit Card or Debit Card	
TAR = Town Attorney Review for the feet (Applicant will be sent an in	fee (Applicant will be sent an invoice) nvoice)	ECR= Engineer Consultant Review