



TOWN COUNCIL – PUBLIC HEARING/REGULAR MEETING

Monday, May 05, 2025 at 7:00 PM

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

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION: Pastor Tim MacGowan - Living Hope Evangelical Presbyterian Church

IV. PRESENTATION: Senator Roem and Delegate Thomas - Legislative Updates

V. PRESENTATION: PWC Board of Supervisor Bob Weir - Quarterly Updates

VI. FY26 BUDGET PUBLIC HEARING

[Public](#) Notice

FY26 Budget Presentation: Town Manager Emily Kyriazi/Town Treasurer Roberto Gonzalez

Public Comment

Close Public Hearing

VII. CITIZENS TIME

VIII. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Budget Work Session: March 31, 2025
2. Mayor and Council - Work Session: March 31, 2025
3. Mayor and Council – Closed Session: April 7, 2025
4. Mayor and Council - Public Hearing/Regular Monthly Meeting: April 7, 2025

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

IX. AGENDA ITEMS

1. Consideration of SUP #2024-002: Religious Assembly at 14600 Washington Street
2. Resolution #2025-004: Adoption of Policies and Procedures and Code of Ethics
3. Crisis Response Center Memorandum of Understanding - Chief of Police Al Sibert
4. FY26 Budget Work Session

X. COUNCILMEMBER TIME

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

XI. ADJOURNMENT



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

TOWN OF HAYMARKET

ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2025-2026

Notice is hereby given that the Mayor and Council of the Town of Haymarket will hold a Public Hearing on **Monday, May 05, 2025 at 7:00 P.M.** in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the Town of Haymarket's Proposed Budget for Fiscal Year 2025-2026 (July 1, 2025-June 30, 2026) and proposed tax rates in support of budget pursuant to Virginia Code § 15.2-2506. The following is a synopsis of the proposed budget:

FY2025-2026

PROJECTED REVENUES

Other Locals Tax	\$ 2,785,466
General Property Tax	\$ 564,039
Development Funds	\$ 443,664
Rental Revenue	\$ 186,026
Revenue from Commonwealth	\$ 174,157
Town Events	\$ 124,000
Interest (Bank, Investment Pool)	\$ 103,000
ARPA Funds	\$ 100,000
Fines & Forfeitures	\$ 25,000
Permits, Fees & Licenses	\$ 20,500
Miscellaneous	\$ 300

Total Revenue **\$ 4,526,152**

FY2025-2026

PROJECTED EXPENDITURES

Public Safety	\$ 1,610,540
Administration	\$ 1,096,152
Parks & Recreation	\$ 443,664
Public Works	\$ 434,330
Economic Development	\$ 236,285
Town Hall Security Sys	\$ 173,387
Parks, Rec & Cultural	\$ 137,750
Non-Departmental	\$ 70,220
Washington St. - Scape	\$ 55,000
Town Center Master	\$ 50,000
Sidewalk Repairs	\$ 50,000
Town Gateway Signs	\$ 50,000
Town Website	\$ 50,000
Community Development	\$ 33,824
Blight Mitigation	\$ 20,000
Haymarket Park	\$ 15,000

Total Expenditures **\$ 4,526,152**



FY2026 Proposed Tax Rates in Support of the Budget

Real Property Tax Rate	\$.105/\$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$.75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%
Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<u>Business Professional & Occupational License Tax:</u>	<u>Tax Rate Per \$100/Gross Receipt</u>
Contractors	\$0.15
Wholesale	\$0.05/Purchases
Retail	\$0.15
Repair Services	\$0.15
Personal Services	\$0.15
Hotel	\$0.15
Business Service	\$0.15
Restaurants	\$0.15
Public Service Corporation	\$0.10
Financial Services	\$0.30
Professional Services	\$0.30
Real Estate Services	\$0.30
Itinerant Merchant/Peddler	\$500 Annual Flat Fee
Outdoor Event	\$300 Per Event
Mobile Food Establishment	\$200 Annual Flat Fee
Percent of Revenue from Real Estate Tax	14.2%
2024 Estimated Assessed Value of Property-Town of Haymarket	\$512,009,900
Assessed Value of Property Exempt from Taxation (FY24)	\$8,221,200
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	1.61%

The Budget is 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. Handicapped accommodation is available. This hearing will be open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

BY ORDER OF THE TOWN COUNCIL

Kimberly Henry

Clerk to the Town Council

Publish: no later than April 24, 2025

Posted at Town Hall: April 24, 2025



TOWN COUNCIL FY26 BUDGET WORK SESSION

Monday, March 31, 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 Budget Work Session of the Haymarket Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 6 PM.

Vice Mayor Matthew Gallagher called the meeting to order.

PRESENT

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

ABSENT

Mayor TracyLynn Pater

II. AGENDA ITEMS

1. FY26 Budget Work Session

Vice Mayor Gallagher asked Town Treasurer Roberto Gonzalez to lead the discussion on the proposed FY26 budget. He stated that when working on the budget, he and the Town Manager tried to stay align with the strategic plan. Those being financial accountability, essential services, long term planning, managing the revenues and expenditures and economic stability. Mr. Gonzalez started with the revenue side of the budget. He has proposed a flat tax rate at .105 which would increase the revenue coming from commercial property and residential properties that have completed construction. He stated that staff is proposing the same rate because the taxes have been lowered the past two years and a tax refund three years ago. He stated that with the proposed projects in the CIP, the town needs to look to the future. He shared that with this rate, the revenue will increase by 13.6%. Mr. Gonzalez highlighted major line items for Council to review. Mr. Gonzalez stated that the representatives will be at the April 28th work session. After Mr. Gonzalez went over the revenues, he asked if Council had any questions or discussion on any revenue line item.

There was a discussion on the proposed real estate tax rate. Councilmember Pasanello asked for comparisons on different tax rates and, if possible, how it would impact the budget. Mr. Gonzalez stated that he will present the comparisons but feels very strongly that the Town needs to watch out for the Town. He shared that the Town is not getting any help from the County. He stated that he feels the reduced tax rates could hurt the residents in the long term. A discussion followed on the proposed tax rate. There was also a discussion regarding a presentation from VML/VACO who discussed the town's tax rate. The Council also asked for the

data on the number of new homes that would be assessed this year since their completion. Mr. Gonzalez stated that he could bring those numbers at the next meeting.

There was a discussion on the fee schedule and the capital improvements plan. Mr. Gonzalez shared that ARPA funds would be available for one time expenses. Councilmember Pasanello stated that it would be helpful when working on the expense side to see where the pots of money are for some of the projects. There was a discussion about the funds in escrow. There was also a discussion on the proffers. Mr. Gonzalez shared that some of the proffers can not be part of the budget because they are a pass through to the County for schools and such. He stated that there are some proffers that can be used. However the Council would need to decide how the funds will be used. Mr. Gonzalez showed on the expenditure side the tracking of the proffers and the ARPA funds. There was a question if the Town had any under performing assets. Mr. Gonzalez shared that there is currently space in the Town Hall that is not rented because they are not ADA compliant. A short discussion on making the second floor ADA compliant through the Town center master site plan.

There was a short discussion with Chief Sibert on the DMV grant revenues. Chief Sibert shared that everything is looking positive. Chief Sibert shared additional information on the grant and annual audit.

The Town Council asked for any surplus in previous years. Mr. Gonzalez stated that the surplus is at the bottom of the revenue page for each year. There was also a question on consumer utility taxes are trending down especially since there are more homes. Mr. Gonzalez stated that he would follow up.

In the interest of time, Mr. Gonzalez briefly went over the expenditures of the budget. Mr. Gonzalez shared that since there was an increased interest from Council to attend conferences this past year, he did a budget amendment for that line item. He shared that he kept the conferences and education for Council the same as the amended amount to accommodate those wishing to attend conferences this upcoming year. He continued onto the administrative line item and shared that he added a 2.5% COLA with a possible 3% merit increase. Mr. Gonzalez also addressed the health insurance, general liability insurance, software contract and legal and auditing fees line items. Mr. Gonzalez continued onto the Police department line items. He brought attention to the COLA and merit increases, dmv grant, health insurance and vehicle line items. Mr. Gonzalez shared the public works line item that showed the increase in the trash service fees. He also addressed the pest control services, landscaping services and snow removal services. He continued with the engineering fees, the Planning Commission, ARB and BZA line items. He addressed the debt obligation line item by sharing that this would be the Town's last payment on the loan which the Town will then have zero debt. The park sidewalk will be complete and will not need to be in this upcoming budget. The Town Center plans have also been removed since it will be funded through the ARPA funds. He also stated that he reduced the blight mitigation expenses because of the legal procedures that need to be in place to enforce. He continued to the CIP funds. He shared that this budget is funding alot of the CIP projects that the Council addressed during their strategic planning sessions.

Because of the time running out and the Council needing to move forward to the Work Session, Vice Mayor Gallagher suggested that the Council add this item to the Work Session agenda to further discuss the expenditures of the proposed budget. There was no objection to adding this item to the Work Session agenda.

III. ADJOURNMENT

With no further discussion at this time and due to the time limit for this meeting, Councilmember Ramirez moved to adjourn with a second by Councilmember Beyene. The motion carried.

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

DRAFT



TOWN COUNCIL – WORK SESSION MEETING

Monday, March 31, 2025 at 7:00 PM

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

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

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.

Vice Mayor Matthew Gallagher called the meeting to order.

PRESENT

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

ABSENT

Mayor TracyLynn Pater

II. PLEDGE OF ALLEGIANCE

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

III. AGENDA ITEMS

At this time, Vice Mayor Gallagher stated that the Council was not able to finish their discussion of the FY26 Budget Work Session earlier and asked if there were any objections to adding this item to the agenda. The Town Council did not have any objections. The FY26 Budget Work Session was added to the agenda.

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez presented the monthly financial report to the Town Council. He shared that the revenue side is coming in strong with some line items ahead of projection. He shared that the Treasurer's Report at the regular meeting will show the funds transfer for payment of the park sidewalk. He shared that once he meets with the Town Engineer, he will have a final cost available for the Council for the sidewalk. A short discussion followed on the subject. Mr. Gonzalez stated that overall the budget is in the black and opened the floor up for any additional questions. A short discussion followed on the sale of the old message board.

2. Draft Resolution #2025-002: A Request for Virginia Department of Transportation to accept Walter Robinson Lane into the system

Town Planner Thomas Britt shared a brief history regarding Walter Robinson Lane and the snow removal policy for the street. He shared that he told the residents of Walter Robinson that

the snow removal would be the responsibility of the HOA since the street is not in the VDOT public system. He stated that staff is still reviewing the as-builts for Robinson Paradise. He provided information to the Council on the process for Walter Robinson Lane to be accepted into the VDOT system. Mr. Britt provided a draft resolution for Council review to send to VDOT. Town Manager Emily Kyriazi stated that this is a standard procedure with VDOT. A short discussion followed.

3. Continue Discussion on Consideration of SUP #2024-001: Chick Fil-a Drive Through Expansion

Town Planner Thomas Britt provided some updates regarding the SUP. He shared that after speaking with Prince William County Fire Marshal about the safety and access to the building in case of a fire, the Fire Marshall was ok with exhibit 3 that included the hardscape curve and angle parking at the adjacent Virginia National Bank property and 17ft drive aisle. Mr. Britt shared that he met with the applicant after speaking with the Fire Marshal. He shared that the applicant presented a different exhibit that would keep the landscaping buffer and reduce the sidewalk and drive aisle at the Virginia National Bank property. Mr. Britt shared that all the alterations would meet the Town's zoning ordinance since the Town would not give a landscaping buffer exemption. He shared that he presented the latest exhibit to the Fire Marshal. He stated that the Fire Marshal was not in favor of the newest exhibit because of the reduced space.

At this time, Mr. Britt took questions from the Council. A question was raised regarding the Fire Marshal and the latest exhibit. Mr. Britt reiterated that the Fire Marshal would not be favor of latest exhibit 6 because of the reduce size and the firetrucks would have difficulty fitting in the space. Town Manager Emily Kyriazi shared that staff has met with the Fire Marshal several times on this application. She stated that because Prince William County serves as the Town's building official and fire marshal, the staff was trying to take a proactive approach on the review of the SUP. She shared that the Fire Marshal was understanding about the angled parking at the bank and other alterations except for the 15 foot aisle width. She shared that the Fire Marshal stated that the 17 foot aisle width is needed for accessibility of a fire truck on the bank property and surrounding buildings such as the Chick Fil-a building and the new dental office building. There was a question on the depth of the angle parking. Kristina Hughes, Bohler Engineering representing Chick Fil-a, answered the question on the angle parking at the bank. There were questions from Council to Mr. Britt if the bank or dentist office had any comments on the changes. Mr. Britt stated that the dentist office building was constructed with these changes in mind and that locally the bank is concerned with the proposed changes. There were questions to Ms. Hughes about the reduction of the bank sidewalk being ADA compliant. She confirmed that the reduction would meet ADA requirements. There were questions about the internal wayfinding signage on the Crossroads property. A discussion followed on the signage. There was also a discussion on the parcel east of the Chick Fil-a and the frontage road that would connect the parcels. Don Wooden, Meladon Group and owner of the Crossroads Village Center, stated that the frontage road in front of the parcel would be one way by the request of the Town when the parcel was approved.

A question was asked of staff if they still recommend denial even based on the changes that were made. Mr. Britt confirmed that, even though the latest exhibit meets the Town's zoning ordinance, staff would still recommend denial based on the changes that could negatively affect the surrounding businesses and based on the potential increase in traffic volume. In conclusion of the discussion, the Council raised their concerns on the encroachment of the bank's property and the traffic flow at the site, the Crossroads property and visible useful wayfinding signs.

4. Continue Discussion on SUP #2024-002: Religious Assembly at 14600 Washington Street

Town Planner Thomas Britt gave a brief update on the SUP. He shared that staff met with the applicant after the last meeting to discuss the concerns of parking, traffic and occupancy. Mr. Britt stated that staff worked with the applicant to provide some answers at this evening's

meeting. Mr. Britt stated that he spoke with a representative from Prince William County Building Department regarding the occupancy. He stated that occupancy is a "B" use as long as it does not exceed 50 persons. Once it exceeds 50, it changes to an "A" type use, which would require specific certain entrance and exit points to allow occupants to safely enter and exit the facility. Mr. Britt shared that this particular use would likely be an "A3" use and that the applicant would need to provide a plan to the building department with an adjustment of the need for additional doors for entry/exit. He gave updates on the parking. Mr. Britt stated that he did a separate tabulation compared to what the landlord submitted. He stated that the numbers are pretty even. He provided an update to the tabulation and shared that staff met with the landlord at the property. He also provided additional information on the parking plan sketch from landlord. He stated that an updated striping plan will be provided by the next meeting from the contractor. A discussion followed on the plan provided by the landlord. Town Manager Emily Kyriazi provided answers regarding the back part of property when staff walked it with the landlord. She also provided information from when staff met with the Fire Marshal to review the whole site for the accessibility of fire trucks to be able to get onto the property. Mrs. Kyriazi stated that the landlord intends on being at the next meeting to answer any questions that Council may have. There was a question if there was an original site plan showing the striping. Mrs. Kyriazi gave a brief history regarding the property site plan. Councilmember Luersen stated that he would like to see the approved parking spaces that they have from an updated site plan. There was also a question about the storage of vehicles on the property and if it is permitted in the Town's zoning ordinance. Town Manager Kyriazi stated that she would follow up once she does some research. A discussion continued on occupancy permits and requirements needed if the number of occupants exceeded the threshold number. A discussion also continued on the updated parking spaces that were provided by the landlord. Mrs. Kyriazi shared that when staff walked the site with the landlord, the existing pavement would be utilized and striping. She continued to state that there would no parking on the grass permitted. There was also discussion on wayfinding and traffic control. Mrs. Kyriazi shared that this would need to be a conversation with the landlord. There was also a discussion on peak times for their services and the peak times for the other businesses within the property. Mrs. Kyriazi stated that, based on the sheet provided on the times of services, there would need to be a study on how the use would conflict with parking issues with the other users in the direct end of the building. A question was raised on the availability of either Haymarket Police Department of Prince William County police department being able to have available man power for traffic control. There was a question to the applicant if there would be any events other than the prayer services. The applicant shared that there would be scheduled events but it would not be on a regular basis. The Council re-addressed the subject of the site plan. Mrs. Kyriazi gave the history from when the owner bought the property from Prince William County. She stated that a site plan was submitted by the owner however it was never bonded. With that the site plan has now expired. She shared that the owner would need to either bring an updated site plan or provide a new site plan for approval. The Council asked how could they consider an SUP if there is no site plan. Mrs. Kyriazi responded that the Town has considered and approved other SUP's within the Town without updated site plans but at the this capacity. She provided information on the last religious assembly SUP that was approved was on occupancy with less than 49 attendees and that the other users in the building were Monday-Friday and this assembly would meet during the off hours.

5. Discussion on Policies and Procedures

Town Clerk Kim Henry lead the conversation on updating the Council's Policies and Procedures. She provided the first draft for Council's review and discussion. She stated that she added the policy on remote participation, cross referenced emergency meetings with the remote participation policy, changed the date of the Organizational Meeting and updated the agendas and the roles of the liaisons. She shared that she pulled some of the language from other jurisdictions and also provided suggestions that Council provided. The Council went through

each section to review the added language. After the Council reviewed the entire draft policy, there were questions and suggested edits to the draft. Some of the suggested edits were if a citizen want to send a comment through email they would need to provide a name and address, to give a more clear explanation to not have interaction with the speaker at the podium during citizens' time or during public comment at a public hearing, a discussion of having the Town Manager and Chief of Police report a separate line on the agenda, and discussion about the seating on the dais. There was also a discussion on the delivery of the agenda and it being made available to the public concurrently. A discussion followed on the recommendation of having all the department reports on the work session agenda. There was a discussion on the liaisons positions and roles. There was a discussion particularly on having two finance liaisons. Councilmember Ramirez suggested that the Council consider having one liaison so that if another member of Council wanted to sit in a liaison meeting, they would be able to do that. Councilmember Pasanello stated that anyone can sit in on a finance meeting, even if there are two liaisons. A lengthy discussion followed on the subject. Town Treasurer Roberto Gonzalez stated that the main roles for the finance liaisons is to review the payables and sign any checks that need to be signed. He continued to state that any decision on expenditures of funds is made at the Council level not at the liaison meetings. At the conclusion of the discussion, Vice Mayor Gallagher summarized that if a third member wanted to attend the scheduled finance meetings staff would be flexible and make arrangements to be in attendance for the purpose of taking minutes. He continued by stating that if three in attendance started to become an issue, staff would alert the Council so that Council could assess the policy and make changes, if needed. But for now, leave the policy as is with two members. All members except Councilmember Ramirez was in agreement with the recommendation from the Vice Mayor.

6. Communication Plan Discussion

Vice Mayor Gallagher lead the conversation on the first draft of the Communication Plan. Mr. Gallagher presented the draft for Council review and stated that he appreciated all the help he received from Council and staff in drafting the document for consideration. He shared that he met with the Event Coordinator who provided detail to the document. He asked for edits and questions from Council. Discussion followed on various suggested edits to the Communication Plan. Vice Mayor Gallagher gathered all the edits and shared that he would bring back the updated version at the next meeting for consideration of approval.

7. FY26 Budget Work Session Continued

Town Treasurer Roberto Gonzalez presented an updated draft FY26 budget for the Council to review. Vice Mayor Gallagher opened the floor for questions and suggested edits. There was a brief discussion on the cigarette tax and BPOL revenue line items. A discussion followed on the revenue vs expenditures. Councilmember Beyene stated that looking at the differences from last year, it looks like the expenses are out pacing the income. A discussion followed on the subject on this subject. Councilmember Beyene also addressed the surplus from previous years. He stated that since there is such a big surplus why not considered minimizing the increase in real estate taxes. Mr. Gonzalez responded to Mr. Beyene's question by stating that the Town has a surplus because they have not executed any projects in the past two years. He stated that this year there are projects being executed. There was also a discussion on available ARPA funds. Town Treasurer Gonzalez shared that his concern about lowering the real estate tax rate is the debt assumed on the projects in the future and the Town would still be paying the loans on the projects. There was a discussion on legal fees and Council conventions and lodging line items. Mr. Gonzalez stated that the convention and education for Council is an unknown until a policy is established. He stated that this year was the first time that there was a large interest of Council wanting to attend conferences. He shared on the administrative side, he feels confident in the number. He also addressed the cost in legal fees. He stated that staff has been able to use templates for items such as leases to keep down the cost of legal fees. A

question was raised to the Police Chief on the office supplies and offsetting the copier fees from the admin side of the budget. There was also a discussion on fuel cost for the year. Chief Sibert suggested that, even though costs are down a bit currently, he would like to leave that number alone because of the volatile market. A question was asked on Blight mitigation and how many properties are there in the Town under blight. Town Manager Emily Kyriazi responded to the question by stating that there is not enough staff to properly pursue and that it requires a lot of legal steps. She shared when the staff is able to communicate directly with the property owner, they are able to get more accomplished. Councilmember Pasanello stated that it would be very helpful to see where all the "pots of money" are so that everyone can see what the Town has in hand, restricted and unrestricted funds, such as proffer and ARPA funds.

IV. ADJOURNMENT

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

Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.

Voting Yea: Councilmember Pasanello, Councilmember Ramirez, Councilmember Beyene, Councilmember Luersen, Councilmember Baker



TOWN COUNCIL CLOSED SESSION

Monday, April 07, 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.

Mayor TracyLynn Pater called the meeting to order.

II. ROLL CALL

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Ken Luersen
Councilmember Mary Ramirez

ABSENT

Councilmember Alexander Beyene
Councilmember Joe Pasanello

III. CLOSED SESSION

1. Motion for Closed Session

Councilmember Luersen 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 of Haymarket employees. Councilmember Gallagher seconded the motion. The motion carried.

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

2. Certification

Councilmember Luersen moved that the Haymarket Town 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 Luersen, Seconded by Councilmember Ramirez.
Voting Yea: Mayor Pater, Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Ramirez
Absent: Councilmember Beyene, Councilmember Pasanello**

3. Motion/Directive from Closed Session

There was no motion or directive coming out of the Closed Session.

IV. ADJOURNMENT

Vice Mayor Gallagher moved to adjourn from the Closed Session seconded by Councilmember Ramirez. The motion carried.

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



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/>

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Justin Baker
Councilmember Ken Luersen
Councilmember Mary Ramirez

ABSENT

Councilmember Alexander Beyene
Councilmember Joe Pasanello

II. PLEDGE OF ALLEGIANCE

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

III. INVOCATION: Rizwan Jaka, All Dulles Area Muslim Society (ADAMS)

Mayor Pater invited Rizwan Jaka from the All Dulles Area Muslim Society (ADAMS) to the podium to give the evening's invocation. Prior to the invocation, Mr. Jaka shared the importance of the month of April for all religions.

IV. PROCLAMATION: CHILD ABUSE PREVENTION MONTH

Mayor Pater invited the ladies from the Dominion Woman's Club to the podium to receive a proclamation recognizing April as Child Abuse Awareness Month and their involvement. After Vice Mayor Gallagher read the proclamation into the record, Mayor Pater and Council presented the proclamation to the women and thanked them for their service with the display of the pinwheels at the museum bringing awareness to the community.

V. FY26 TAX RATE PUBLIC HEARING

Public Notice

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

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.

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.

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."

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.

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.

Report: Town Treasurer Roberto Gonzalez

Town Treasurer Roberto Gonzalez gave a brief report on the proposed tax rate. Mr. Gonzalez proposed a flat tax rate. He stated that due to an increase in assessments, residents will see an increase in the tax bill. He provided a report showing a lower tax rate, an equalized tax rate and an equalized tax rate with inflation. He also provided an estimate on the average bill. He shared that the trash service contract fee increased this year, which the Town bears the cost. He provided a summary on past years tax rates. In conclusion, Mr. Gonzalez stated that in the past year the Council has started to address some of the CIP items and recommends keeping the tax at a flat rate so that the Council can continue with the projects and to maintain the Town's operational services.

Public Comment

There were no citizens in attendance wishing to comment on the subject of the public hearing.

Close Public Hearing

With no comments, Mayor Pater closed the public hearing.

VI. PRINCE WILLIAM COUNTY FIRE AND RESCUE BATTALION BRYAN ROSS - DISCUSSION ON FIRE PROGRAM FUNDS EXPENDITURES

Mayor Pater invited Bryan Ross from Prince William County Fire and Rescue to the podium to discuss the department's needs using the Aids to Localities fire program funds grant. Town Manager Emily Kyriazi shared that the Mr. Ross is in attendance at this evening's meeting to speak to the Council about the expenditures of the ATL fire funds. She shared that she and Chief Sibert have been working with Prince William County to determine the best use of the funds that the Town receives from the state annually as a pass thru to help the fire department. She stated that the department is asking to purchase swift water suits and a swift water boat. Mrs. Kyriazi gave the floor to Mr. Ross. He shared that the local fire department is certified and the "go to" station for swift water rescues. However, they are lacking equipment. Mr. Ross brought an example of the swift water suit and the swift water boat for the Council to see. The Council took a brief recess so that they could see the boat outside of the chamber building. He shared that this department helps outside of Prince William County as well.

Following the demonstration of the swift water boat, the Town Council gave the directive for the Town Manager to continue working with Mr. Ross for the purchase of the equipment using the ATL fire program funds.

VII. PRESENTATION: PWC BOARD OF SUPERVISOR BOB WEIR - QUARTERLY UPDATES

Supervisor Weir was not able to attend this evening's meeting and will be rescheduled to the May meeting.

VIII. CITIZENS TIME

Riley Faison, 14725 Dogwood Park Lane, addressed the Town Council on the demolition of the Park House. He stated that he felt an absence of communication from the Town on the demo of the house and the early hours that construction started. He stated that with the recent commercial buildings popping up, he is concerned of lack of infrastructure to improve the roads. He also addressed his concerns of the construction of the pavilion and the possibility of increased vandalism and homeless. He urged that the Council consider the impacts to the community if a pavilion is built.

Stacey Imel, 14729 Dogwood Park Lane, addressed the Town Council on the demolition of the Park House, as well. She shared that she was disappointed that there was no communication with the adjoining neighborhood about the demolition. She stated that she works from and had to relocate a few days because of the noise. She stated that she also has concerns of people loitering the park after dark. She stated that she would like the Council address those issues and provide a plan to the neighborhood.

IX. CONSENT AGENDA

Mayor Pater asked if Council would like to pull any reports from the Consent Agenda. Councilmember Luersen asked to pull the Town Administration report.

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

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

After the discussion on the Town Administration Report, Vice Mayor Gallagher moved to adopt Consent Agenda Item B:1. Councilmember Ramirez seconded the motion. The motion carried.

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

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

1. Town Administration Report

Councilmember Luersen asked for any updates on the Town Park Building. Town Manager Emily Kyriazi shared that the only thing left is the punch out and the final walk with the contractor and the release of the demolition permit being released by Prince William County. He also asked about the shade being installed at playground. Mrs. Kyriazi stated that staff will promote the installation on the Town's social media platform. Councilmember Luersen also asked if there was any feedback on the opening of the Farmer's Market. Mrs. Kyriazi stated that all the feedback has been positive thus far. She stated that vendors and shoppers was appreciative of the new layout for the season by closing off the entrance at Washington Street making it solely pedestrian within the market. She gave a brief update on the new format of the quarterly newsletters.

Councilmember Luersen inquired about the site plan for the property at Jefferson and Fayette Street. Town Planner Thomas Britt provided the update. Mr. Britt stated that VDOT did not have any record of approval of the original site plan. With that, the application had to make sure that the entrances and driveways of the plan were re-submitted to VDOT. He continued to state that the Town had to sign a maintenance agreement for the sidewalks before VDOT would approve the site plan. A short discussion followed.

Town Manager Kyriazi shared that staff did a soft quiet launch to the contact us feature on the GoGov app. She shared that staff is still working through some of the final kinks. But this will allow any of the users of the MyHaymarket app to submit certain requests such as submitting a work ticket if they see something wrong. She shared that once all the kinks are worked out, staff will share that the feature is live within the next couple of weeks.

C. Liaison Reports

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

X. AGENDA ITEMS

1. Adoption of Resolution #2025-002: Request to VDOT to accept Walter Robinson Lane into the VDOT system

Mayor Pater stated that Resolution #2025-002 is a resolution to VDOT to accept Walter Robinson Lane into the VDOT public system. Mayor Pater asked for any questions before proceeding.

Councilmember Ramirez moved to adopt Resolution #2025-002 as stated.

Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.

Motion made by Councilmember Ramirez, Seconded by Vice Mayor Gallagher.

Voting Yea: Vice Mayor Gallagher, Councilmember Baker, Councilmember Luersen, Councilmember Ramirez

Absent: Councilmember Beyene, Councilmember Pasanello

2. Consideration of SUP #2024-001: Chick Fil-a Drive Through Expansion

Mayor Pater asked if Council had any additional questions for the staff or the applicant. Town Planner Thomas Britt provided additional information on the SUP by stating that staff received a letter from the headquarters of Virginia National Bank in support of the exhibit 6 that was presented by the applicant. Mr. Britt also read into the record an email from Prince William County Fire Marshal in regards to exhibit 6 stating that he would not recommend exhibit 6 due to the impact on the primary entrance way to the adjoining business, the bank. He stated that the Fire Marshal stated that both businesses would negatively impact fire and rescue access. Mr. Britt provided the different exhibits. He stated due to concerns regarding safety, traffic, and the Fire Marshal's concerns for access, he still recommends denial of the SUP. Discussion followed on the subject of exhibit 6. Town Manager Kyriazi shared that if any exhibit, but particularly exhibit 6 was approved by Council, the applicant would then proceed with an application for an amended site plan. She continued to state that during that time, the site plan would be submitted to all outside agencies to include Prince William County Fire Marshal. She stated that the agencies, including the Fire Marshal, would go through their typical review process and provide feedback and ultimately an approval or denial. She stated that if Council proceeded with an approval on any of the exhibits that the Fire Marshal has provided preliminary feedback specifically on exhibit 6 as well as the other exhibits. She continued to share that if the Fire Marshal gave denial on exhibit 6 in the formal setting of the site plan then the applicant would have to come back to the Town with an amended site plan addressing the concerns. Town Manager Kyriazi stated that the Town of Haymarket has Prince William County act as their Fire Marshals. She shared that when the Town receives site plans and SUP's where the Fire Marshal evaluates them based on the ability for their equipment to access the site. She stated that the Town is taking their word that this is a conflict for their equipment to provide adequate safety measures. She continued to state that she would have some concern if the Council moved forward without taking into consideration of the recommendations of the Fire Marshal. At this time, the applicant stated that they had not heard about the opinion of the Fire Marshal until this evening's meeting. Town Manager Kyriazi stated that it would be to the Council's discretion if they wanted to engage in a conversation with the applicant. The Council decided to discussed the subject with the applicant.

Kristina Hughes, Bohler Engineering, addressed the Council. She noted that a pumper tank can navigate the site and not impact the parking spaces on the bank property. She also stated that they were not asked to lengthen the striping of the parking spaces until exhibit 6. She stated that she believes the Fire Marshal is used to seeing 17ft drive aisles because of the County's regulations. Ms. Hughes shared that because of the request for longer parking spaces, they went by VDOT standards of drive aisle, which is 15 ft. She also stated that she could not find anything in the Town's Zoning Ordinance any regulations on parking standards. So they referred to Prince William County. After the explanation from Ms. Hughes, Don Wooden from Meladon, the property owner, stated that they will work with the Fire Marshal to get the approval. The Council discussed the information presented to them and asked for the Town Attorney's opinion. Attorney Oluan Simmons shared that his recommendation would be for the applicant to ask for additional time so that they could meet with the Fire Marshal and resolve the issues that were presented.

Councilmember Luersen moved that the Town of Haymarket Town Council approve SUP #2024-001 Chick Fil-a drive through expansion under the condition that the site plan they submit is fully vetted and approved by all outside agencies incorporating exhibit #6. Councilmember Ramirez seconded the motion. At this time, the Town Council took a brief recess for the Town Attorney to draft a motion.

After the recess, Councilmember Luersen withdrew his previous motion.

Councilmember Luersen moved to approve Special Use Permit application #2024-001 contingent upon the applicant obtaining site plan approval from the Town of Haymarket

and from all applicable government and regulatory agencies including but not limited to the approval of the Fire Marshal of Prince William County regarding exhibit 6. Councilmember Ramirez seconded the motion. The motion was carried by a roll call vote.

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

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

Town Manager Emily Kyriazi shared that staff received an email earlier in the day that the applicant would like to defer until the April 28th work session.

4. Policies and Procedures - 2nd Draft

Town Clerk Kim Henry shared that she added and changed the suggested edits from the last meeting. She also provided the draft of the Code of Ethics for review. Councilmember Ramirez stated that she would like to continue having the discussion of two finance liaisons and asked for the opinions from the other Councilmembers. The Town Council continued the discussion of two finance liaisons and were in support of having two liaisons for checks and balances. Councilmember Ramirez stated that she does not have an issue with the liaisons themselves. She stated that she wanted to assure that all Councilmembers have access and the flexibility to attend a finance meeting. There were questions to the Town Treasurer on the operations and decision making. Town Treasurer Gonzalez shared that no decisions are made in the finance meetings. He also shared that the Town Manager has the authority to sign checks and a Councilmember is the second signature on the checks over the threshold of \$1500.00. A short discussion followed on the Code of Ethics. There was a consensus of Council to defer both the Policies and Procedures and the Code of Ethics for further discussion at the next work session. No further action was taken at this time.

5. Communication Plan - 2nd Draft

Vice Mayor Gallagher provided an updated version to the Communication Plan. He stated that he made the minor changes that was brought forth at the previous work session. A short discussion followed.

Councilmember Ramirez moved that the Town Council adopt the Town of Haymarket Communication Plan as presented effective immediately. Councilmember Baker seconded the motion. The motion carried by a roll call vote.

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

6. FY26 Budget Work Session

Town Treasurer Roberto Gonzalez presented the updated working document of the FY26 Budget for discussion. Mr. Gonzalez shared that he made the two minor adjustments from the last work session. He stated that he lowered the revenue on the cigarette tax and the communications tax and balanced it out on the expenditure side by lowering the CIP section on security system for Town Hall. He stated that the proposed budget is balanced using the

proposed flat tax rate. Mr. Gonzalez asked for any changes and questions on the proposed budget. A question was raised if the tax rate was lowered what line item would it affect on the expenditure side. Mr. Gonzalez stated that the CIP on the security system would likely be affected but it would be the Council's decision on what to cut. With no questions, Mr. Gonzalez stated that he would send this proposed budget out for public notice for a public hearing on May 5th.

XI. COUNCILMEMBER TIME

1. Vice Mayor Gallagher

Vice Mayor Gallagher thanked the Council for the input on the Communication Plan. He also thanked the staff for the hard work with their help in putting it together. He shared that he is looking forward in implementing the plan and also in learning from it. He also thanked everyone on their attention of the proposed budget and working at being fiscally responsible. He stated that the Town has some projects coming up and that they need to take a hard look. He thanked Town Treasurer Roberto Gonzalez on his hard work on putting together a healthy budget and presenting options for the Council to look at. Lastly, the Vice Mayor mentioned that this day was National Beer Day and gave a shout out to the two breweries in town. He concluded wishing everyone a Happy Easter and a Happy Passover.

2. Councilmember Pasanello

Councilmember Pasanello was not present to give a report and did not present a written report.

3. Councilmember Beyene

Councilmember Beyene was not present to give a report and did not present a written report.

4. Councilmember Luersen

Councilmember Luersen addressed the citizens comments on growth issues. He stated that this Council is trying to correct some of the issues generated from a previous Council. He address the possible vagrancies at the Town Park and shared that there are policies in place in regards to evening closures of the park and police presence in the park.

5. Councilmember Ramirez

Councilmember Ramirez reiterated what Councilmember Luersen commented about the citizens concerns during Citizens Time and would like to continue the conversation with those residents. She stated that she hopes everyone is coming out and enjoying the Farmer's Market. She concluded with reminding everyone to be cautious and mindful of children out playing since this was Spring Break week for the schools.

6. Councilmember Baker

Councilmember Baker started with thanking staff for their hard work, especially Town Treasurer Roberto Gonzalez on the proposed budget. He stated that he was proud of the Council on the dialogue and the resolution regarding the SUP earlier. He congratulated Event Planner Julia Crofford on a successful first Farmer's Market.

7. Mayor Pater

Mayor Pater thanked everyone for being supportive during her absence. She shared that she will continue having meet the Mayor on the first Sunday of the month at the Farmer's Market. She shared that she had good conversations at the first market and looking forward to future markets. She also stated that she was excited about the new format of the quarterly newsletter. She shared that she appreciates those who participate in citizens time. She shared that it is an overall goal for their to be more interaction and voicing from the citizens. She concluded by thanking her colleagues on the dais for their collaboration and the dedication and hard work of the staff.

XII. ADJOURNMENT

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

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

DRAFT

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--UPDATE 4/30/2025 The walkthrough is completed, Town Staff coordinating with Engineering Groupe on outstanding items
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Communications Plan adopted in April 2025
GOGov App	Emily and Julia		"Start a Request" feature is live on the GoGov app. Staff completed training on the reouest features. Request Us feature is now ready for full implementation and advertizing. 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. April 10, 2025 PWC Contact let me know that we are awaiting feedback from the EPA central office regarding the procurement. Will update the Town Council as soon as I hear more.
Comprehensive Zoning Inspection	Emily K/Thomas B		Zoning Inspections have been delayed due to current workload. Zoning Administrator reached out to the owner of 14801 Washington Street to address the storage of household items in the front and side yards. Will follow up again with the owner.
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 demolition work is completed. Awaiting final E&S measures to take hold, ie. grass growth
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. CAA met with Mayor and discussed the agreement, CAA has concerns with the agreements level of detail. CAA has been told to reach out to Town Staff to discuss.
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. Open House Government Day was proposed as a standing Town Event at the 4-28 meeting. Council was accepting of the proposal. Staff will work on details of the event and report it back to Council
Town Park/Playground	Emily K.		Canopy installed
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. Next Meeting May 2025
Haymarket Compensation Study	Emily		Completed the FY2025 Haymarket Compensation Study. The study is under review by the Town Council
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M		Revised draft in review by Town Manager and Chief of Police
Land Use 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 2/1/2024--4/30/2025 Town Staff and Town Council discussing prioritization of and financing of project.
Highpointe at Haymarket	Emily K, Katie, Thomas	7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acres of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant 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. Prince William County had issued the second round of comments for their section of the project for the applicant's response. Town Staff have reached out 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 with 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 hold are 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 is on hold 2/25/2025--4/30/2025 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	11/3/2023--12/30/2024: Construction of Lots and Zoning Release for Occupancy completed, and As-built 1st submission currently under review 1/29/2025-2/25/2025 Comments given on 1st submission, Town Staff waiting for second submission. Walter Robinson lane to be made public road and part of VDOT's system. 4/2/2025 Draft Resolution to admit Walter Robinson Lane into VDOT's system to be voted on by TC in April 7 meeting, As Built Review and Landscaping Bond release inspections continue with Town Staff UPDATE 4/30/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendaiton for release to be sent soon.
Van Metre -- Robinson Village	Emily K, Thomas, Katie	7/6/23--8/27/2024 All homes are granted occupancy and all proffers are collected. As-builts approved after site improvement bond released. VDOT confirmed on site visit that ponding in right turn lane into subdivision will be their responsibility. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024-4/2/2025 E/S Bond Release Approved on December 13th 2024
Crossroads Village Center	Emily, Thomas, Katie	2022---12/30/2024: Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. All site work completed for commercial and residential properties. 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions 1/29/2025-4/30/2025--Town and Owner coordinating inspections for site improvements and E/S bond release, will take place when weather permits. Comments from latest bond release inspection to be prepared and sent to owner later this week.
Taco Bell	Thomas	7/27/2023--11/26/2024 : All bonds collected, construction completed, Drive through features are being installed, will give full zoning release when installed. 12/30/2024--4/30/2025 Drive through approval finalized 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--7/27/2023: Final site plan submissions reviewed by Town Staff 9/26/2023: 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 10/30/2024: Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--6/26/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. 7/30-10/1 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 2/25/2025--4/30/2025 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 and final site plans reviewed, Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town 3/26/2024 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 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 2/25/2025--4/2/2025 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 architectural 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 coordinated with applicant prior to grading and construction
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 9/26/2023--4/30/2025 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. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024-- 4/20/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 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--4/30/2025 per VDOT request, site superintendent and their engineer to submit updated plans with new driveway entrances. Revision approved by the Town and VDOT, site work to be completed in the next six weeks.
Town Clerk			
Board/Committee Updates	Kim	2.5 Procure a consultant to conduct the Update to the Town's Comprehensive Plan	Planning Commission is reviewing their by-laws. They have provided some edits and is on the agenda for the May meeting to consider adoption. They also discussed sourcing to complete Comprehensive Plan
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	All approved minutes are current on the website. Senator Roem, Delegate Thomas and Prince William County Board of Supervisor Weir will be in attendance at the May meeting to give legislative updates. Finishing the final draft of the Policies and Procedures and Code of Ethics for adoption at the May meeting.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	Julia, Emily and I had a teams meeting with CivicPlus on the website redesign. We are gathering information so that they can give us a quote.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions and VML to report to Council on state legislation and local zoning regulations	Attended Virginia Association of Government Archives and Records Administrators one day conference at the Library of Virginia in Richmond for Records Day. Morning Sessions were on electronic archiving and afternoon session was touring the facility.
Maintenance			
Copper Cricket	Copper Cricket: Squirrels are back in attic space, work order opened for Environmental Pest Control. Neighbors tree branches keep allowing squirrels to pry open soffits to enter.		
Town Hall	Tenant complained A/C INOP, issue resolved. One of the two oldest outside units freon was low on freon and no power to upstairs thermostat. H&H Mechanical out to fix thermostat wiring and recharge freon in outside unit. NOTE: The two oldest outside units are almost 25 years old and may need to be replaced soon. All the other units are over ten years old. All thermostats upstairs are now set to A/C.		
Museum: Crossroads Arts Alliance	Patio umbrellas are back out. Cleaned leaves and dirt out of electrical shed, door frame is rotting and will need to be replaced this summer. Found and partially treated six fire ant mounds on east side flower bed, no signs of them entering building.		
Events	Nothing to note at this time.		
Streetscape	Currently working on planting flowers in baskets and brick planters this week. Should be able to finish light pole numbering now that we have warmer weather.		
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. Over 32 vendors are returning from last season and we are adding 17 new vendors. We also have a variety of drop-in vendors. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. The special markets that we have currently planned are Mother's Day, Father's Day, Dog, and Halloween. Our mothers day market is scheduled for May 4th and we will be doing a gift basket raffle for moms. 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. We kicked off the season with free tote bags to the first 100 visitors that stopped by the town hall booth and showed they had the My Haymarket App. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 3 Sundays and all days have been well attended. I have received positive feedback from residents and vendors regarding the new market layout.
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. The stage, picnic tables, and potties have been booked for the event.
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. The stage, picnic tables, and potties have been ordered for the 2025 Holiday Bazaar.
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. Contracts have been signed for picnic tables, stages, and potters potties. Sound engineer has been confirmed for all town events. Currently brainstorming themes for the Haymarket Day parade. Applications will open to previous vendors on May 19th and open to the public on June 2nd.
Event Misc.:	Julia		PWC Historic Preservation will be having a Thoroughfare pop-up exhibit in the Museum starting at on May 6th. This will be open to the public during the farmers market. It will be advertised on our social media as well. Assisted with the Senior Summit on April 24th which was well attended and received among the community. Continuing to work 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). Continuing to talk with PWC organizations regarding the Open House. Will begin advertising the event this week, working to create a coloring book, and a design for t-shirts.
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.
Deputy Clerk/Administration			
Newsletter	Alexandra		Mailed to In-Town Residents and Businesses week of April 7. Hand-delivered some extras to local businesses.
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 monthly 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; track USPS lost mail claim & request remaining balance from postage meter; assist with audit backup; record and process BPOL applications, hand-deliver to local businesses;
ARB	Alexandra		ARB Meeting April 9; draft minutes;
Office Misc.:	Alexandra		Review final edits to Military Banner launch page; Attend Wed. evening virtual parliamentary procedures class; Assist with farmers market orientation and opening days; Working on strategic plan goal 4.5 Investigate ways to engage face-to-face with existing businesses - hand delivering business license to those that have regular hours; other ideas include -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;
New/Old Business Updates			
New Businesses		Ribbon Cutting for Himalayan Grill (April 18- was their 100th day of being open)	



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: May 05, 2025
Re: Treasurer's Report

Highlights:

- Actuals as of 04.30.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 04.30.2025.
- Facilitated Financial 5 year forecast presentation by VML/ VACO representatives, Steve Mulroy and David McQuillen to Council.
- Continue to work on pre-audit preparations for FY2024.
- Presented the proposed FY2026 Budget to Council during Work Session and held discussions with Finance Liasian and Council on proposed budget.
- Worked with Town Manager to prepare FY2026 Budget presentation for the Public Hearing.
- Attended Virtual Class for Virginia Tax Training for new website access for Treasurers / Directors of Finance in municipalities.
- Attended Educational Course in Stafford, VA; working towards the Master Governmental Treasurer Certification.
- 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: May 05, 2025
Re: Proffer - Update

Below are the proffer amounts that have been fully collected. The funds are being held separately from the operational account, until Council approves usage of the funds for the intent in what they are collected for in the future.

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

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

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

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

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

Section VIII, ItemB.

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	8,637,643.26
11010 · Virginia Investment Pool	364,054.24
Total Checking/Savings	9,001,697.50
Accounts Receivable	
12000 · Accounts Receivable	83,243.87
12010 · A/R Permits	-2,159.99
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,529.52
Total Accounts Receivable	85,374.84
Other Current Assets	
11499 · Undeposited Funds	17,922.91
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	-27,702.91
Total Current Assets	9,059,369.43
Fixed Assets	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	16,036,188.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	88,987.94
Total Accounts Payable	88,987.94
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	92.21
Total Credit Cards	317.16
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20096 · Deferred Revenue - Other	2,248,634.41
20098 · Deferred Revenue - ARPA Funds	1,059,445.17
20500 · Sales Tax Payable	92.92
21000 · Payroll Liabilities	66,343.73

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

Section VIII, ItemB.

	Apr 30, 25
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	204,941.60
Total Other Current Liabilities	3,602,211.18
Total Current Liabilities	3,691,516.28
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 Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	4,804,810.26
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	696,365.84
Total Equity	11,231,377.98
TOTAL LIABILITIES & EQUITY	16,036,188.24

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 and devices
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	
3110-03 · Interest - All Property Taxes	955.56	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,066.79	1,000.00	306.7%	
Total 3110 · GENERAL PROPERTY TAXES	491,225.26	486,893.00	100.9%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	260,727.96	225,000.00	115.9%	Collection up to the month of March 2025
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	344,044.89	325,000.00	105.9%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	113,297.89	140,000.00	80.9%	Collection up to the month of April 2025
3120-04 · Consumer Utility Tax	97,401.38	158,000.00	61.6%	
3120-05 · Meals Tax - Current	1,253,771.62	1,550,000.00	80.9%	Ongoing Collection up to the month of March 2025 Taxes
3120-06 · Sales Tax Receipts	115,113.61	160,000.00	71.9%	Collection up to the monht of February 2025
3120-07 · Penalties (Non-Property)	4,526.35	5,000.00	90.5%	
3120-08 · Interest (Non-Property)	152.48	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	2,189,036.18	2,587,000.00	84.6%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	2,025.00	4,500.00	45.0%	
3130-03 · Motor Vehicle Fees	334.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,336.81	1,000.00	433.7%	
3130-06 · Pass Through Fees	9,110.78	15,000.00	60.7%	
Total 3130 · PERMITS,FEES & LICENESES	15,806.59	20,500.00	77.1%	
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	192,195.16	89,500.00	214.7%	Reconciled March 2025 currently
Total 3150 · REVENUE - USE OF MONEY	205,339.33	103,000.00	199.4%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	41,388.49	49,207.00	84.1%	
3151-08 · 15020 Washington Realty	48,623.30	58,348.00	83.3%	
3151-09 · 15026 Copper Cricket	24,173.52	29,008.00	83.3%	
3151-11 · Cupcake Heaven and Cafe LLC	30,700.92	36,914.00	83.2%	
3151-15 · Revolution Mortgage	5,982.21	7,312.00	81.8%	
Total 3151 · RENTAL (USE OF PROPERTY)	150,868.44	180,789.00	83.5%	
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	16,639.50	12,000.00	138.7%	
3165-03 · Town Ornaments	6,786.25	10,000.00	67.9%	
3165-05 · Museum Revenue - Art	1,420.43	0.00	100.0%	
3165-06 · Town Hats	821.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,388.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	112,145.31	122,000.00	91.9%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-119.85	300.00	-40.0%	
3180-01 · Citations & Accident Reports	325.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	8,879.56	0.00	100.0%	
3190 · Sale fo Salvage & Surplus				
				Sale of the old PD Sign Message board; Sale off 2017
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%	Cruiser

Total 3190 · Sale of Salvage & Surplus	9,400.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	18,534.71	300.00	6,178.2%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	28,341.00	36,144.00	78.4%	3 of 4 Collection for FY2025
3200-05 · Communications Tax	60,799.54	80,000.00	76.0%	Collection up to March 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	21,144.24	27,213.00	77.7%	1st Qt invoice; Equipment grant and DMV Hours
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	146,243.00	182,677.00	80.1%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	

4002 · Transfer from ARPA Funds 592,801.72 948,335.00 62.5% Funds transferred to make payment on project

Total Income	3,942,282.50	4,934,494.00	79.9%
Gross Profit	3,942,282.50	4,934,494.00	79.9%

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	9,475.20	10,050.00	94.3%
111002 · FICA/Medicare	1,278.58	2,000.00	63.9%
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	16,425.00	22,000.00	74.7%

Total 11100 · TOWN COUNCIL 32,871.39 41,400.00 79.4%

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	405,897.67	486,558.00	83.4%
1211002 · Salaries/Wages - Overtime	2,552.42	4,500.00	56.7%
1211003 · Salaries/Wages - Part Time	33,747.25	39,420.00	85.6%
1211004 · FICA/Medicare	32,733.17	40,238.00	81.3%
1211005 · VRS	63,699.63	78,978.00	80.7%
1211006 · Health Insurance	51,699.20	78,213.00	66.1%
1211007 · Life Insurance	4,974.04	5,857.00	84.9%
1211008 · Disability Insurance	2,401.31	3,360.00	71.5%
1211009 · Unemployment Insurance	1,405.95	5,995.00	23.5%
1211010 · Worker's Compensation	260.00	481.00	54.1%
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%
1211012 · Accounting Services	16,809.22	12,000.00	140.1%
1211014 · Printing & Binding	8,990.55	8,298.00	108.3%
1211015 · Advertising	2,790.34	9,000.00	31.0%
1211016 · Computer, Internet &Website Svc	21,719.45	28,550.00	76.1%
1211017 · Postage	2,851.23	5,000.00	57.0%
1211018 · Telecommunications	6,462.86	7,500.00	86.2%
1211019 · Mileage Allowance	704.72	2,500.00	28.2%
1211020 · Meals & Lodging	2,537.11	7,000.00	36.2%
1211021 · Convention & Education	2,005.00	10,000.00	20.1%
1211022 · Miscellaneous	897.72	2,000.00	44.9%
1211024 · Books, Dues & Subscriptions	5,331.44	21,075.00	25.3%
1211025 · Office Supplies	7,073.48	8,500.00	83.2%
1211030 · Capital Outlay-Machinery/Equip	1,639.75	5,000.00	32.8%

Total 12110 · TOWN ADMINISTRATION 696,799.51 891,284.00 78.2%

12210 · LEGAL SERVICES

1221001 · Legal Services	59,911.38	100,000.00	59.9%	Services up to March 2025
Total 12210 · LEGAL SERVICES	59,911.38	100,000.00	59.9%	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	21,200.00	25,500.00	83.1%
Total 12240 · INDEPENDENT AUDITOR	21,200.00	25,500.00	83.1%

Total 01 · ADMINISTRATION 810,782.28 1,058,184.00 76.6%

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	510,470.91	675,291.00	75.6%
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3110003 · Salaries & Wages - OT Premium	26,097.53	24,000.00	108.7%	
3110004 · Salaries & Wages - Holiday Pay	29,380.36	38,041.00	77.2%	
3110005 · Salaries & Wages - Part Time	38,430.00	27,000.00	142.3%	
3110007 · Salary & Wages - DMV Grant	11,469.42	15,000.00	76.5%	
3110012 · Salaries & Wages - PT Admin.	9,712.50	39,000.00	24.9%	
3110020 · FICA/MEDICARE	46,356.81	66,545.00	69.7%	
3110021 · VRS	69,080.10	88,666.00	77.9%	
3110022 · Health Insurance	88,073.20	140,430.00	62.7%	
3110023 · Life Insurance	6,172.18	8,036.00	76.8%	
3110024 · Disability Insurance	1,660.64	3,070.00	54.1%	
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	22,573.35	30,379.00	74.3%	
3110032 · Computer, Internet & Website	5,230.48	10,000.00	52.3%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	11,087.31	15,300.00	72.5%	
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)	1,174.00	10,800.00	10.9%	
3110040 · Annual Dues & Subscriptions	13,764.73	24,795.00	55.5%	
3110041 · Office Supplies	4,564.82	6,000.00	76.1%	
3110042 · Vehicle Fuels	20,868.11	36,700.00	56.9%	
3110043 · Vehicle Maintenance/Supplies	23,106.58	22,000.00	105.0%	
3110045 · Uniforms & Police Supplies	33,429.53	45,901.00	72.8%	
3110049 · Grant Expenditures	14,520.93	12,213.00	118.9%	
3110056 · Capital Outlay-Machinery/Equip	147,551.87	192,405.00	76.7%	
Total 31100 · POLICE DEPARTMENT	1,170,851.27	1,581,643.00	74.0%	
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	1,170,851.27	1,596,643.00	73.3%	
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	151,546.58	208,608.00	72.6%	Paid up to March 2025 services
Total 43200 · REFUSE COLLECTION	151,546.58	208,608.00	72.6%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	50,852.67	111,892.00	45.4%	
4310002 · Maint Svc Contract-Pest Control	775.00	5,000.00	15.5%	
4310003 · Maint Svc Contract-Landscaping	21,425.00	35,000.00	61.2%	
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%	Reviewing monthly
4310007 · Electric/Gas Services	15,566.45	18,593.00	83.7%	
4310008 · Electrical Services-Streetlight	3,515.84	5,500.00	63.9%	
4310009 · Water & Sewer Services	4,151.25	3,850.00	107.8%	
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%	
4310015 · Maintenance - Vehicle Fuel	1,094.20	5,000.00	21.9%	
4310016 · Maint - Vehicle Maintenance	1,223.48	3,000.00	40.8%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	123,362.76	200,335.00	61.6%	
Total 04 · PUBLIC WORKS	277,122.34	416,156.00	66.6%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	111,740.56	96,429.00	115.9%	overage is due to increase in revenue from TOT collections
60001 · Town Tourism	36,673.35	64,286.00	57.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	148,413.91	182,715.00	81.2%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	10,141.99	25,000.00	40.6%	
7000003 · Demolition	128,524.00	161,749.00	79.5%	Initial deposit for work to begin
Total 70000 · HAYMARKET COMMUNITY PARK	138,665.99	186,749.00	74.3%	
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	33,775.52	40,850.00	82.7%
7111005 · Police Department Events	4,336.84	7,800.00	55.6%
7111006 · Farmer's Market	7,672.50	12,000.00	63.9%
Total 71110 · EVENTS	100,507.72	130,600.00	77.0%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	1,134.13	2,200.00	51.6%
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 · MUSEUM	1,564.13	5,950.00	26.3%
Total 07 · PARKS, REC & CULTURAL	240,737.84	323,299.00	74.5%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,360.00	5,670.00	24.0%
8110002 · FICA/Medicare	92.90	500.00	18.6%
8110003 · Consultants - Engineer	4,641.70	15,000.00	30.9%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineering - Pass Through	19,677.67	0.00	100.0%
Total 81100 · PLANNING COMMISSION	25,772.27	28,120.00	91.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	2,025.00	5,830.00	34.7%
8111002 · FICA/Medicare	170.02	446.00	38.1%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,195.02	7,776.00	28.2%
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	27,967.29	38,824.00	72.0%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
9510003 · General Obligation Bond - Int	2,461.63	2,463.00	99.9%
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			
9410402 · Construction	513,631.97	836,586.00	61.4%
Total 94104 · Street Scape - Park Sidewalk	513,631.97	836,586.00	61.4%
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.07		
Total EMPLOYEE BENEFITS	-0.07		
Total 94105 · PERSONNEL	-0.07		
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	3,331,748.48	4,934,494	67.5%

upfront cost for the year; next payment will be in February

2025

Final interest payment for FY2025

3rd progress payment of the park sidewalk project

Net Ordinary Income		610,534.02	0	100.0%
Other Income				
50001 · American Rescue Plan Funds		0.00	50,000.00	0.0%
50002 · Development Funds		0.00	75,000.00	0.0%
Total Other Expense		0.00	125,000	0.0%
Other Expense				
98000 · Development Expenditures				
98000-1 · Parks & Recreation		0.00	75,000.00	0.0%
Total 98000 · Development Expenditures		0.00	75,000.00	0.0%
97001 · American Rescue Plan Expenses				
97001-2 · Town Website		0.00	50,000.00	0.0%
Total 97001 · American Rescue Plan Expenses		0.00	50,000.00	0.0%
Total Other Expense		0.00	125,000	0.0%
Net Other Income		0.00	0.00	0.0%
Total Net Income Operational / Other Budget		610,534.02	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 2024 through April 2025

	Jul '24 - Apr 25	Jul '23 - Apr 24	% 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%
3110-03 · Interest - All Property Taxes	955.56	2,480.65	-61.5%
3110-04 · Penalties - All Property Taxes	3,066.79	1,934.21	58.6%
Total 3110 · GENERAL PROPERTY TAXES	491,225.26	465,776.42	5.5%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	260,727.96	172,786.79	50.9%
3120-02 · Business License Tax	355,547.56	372,315.44	-4.5%
3120-03 · Cigarette Tax	113,297.89	125,186.19	-9.5%
3120-04 · Consumer Utility Tax	97,401.38	96,117.41	1.3%
3120-05 · Meals Tax - Current	1,253,771.62	1,087,475.80	15.3%
3120-06 · Sales Tax Receipts	115,113.61	111,737.34	3.0%
3120-07 · Penalties (Non-Property)	4,526.35	6,835.11	-33.8%
3120-08 · Interest (Non-Property)	152.48	1,349.39	-88.7%
Development Revenue			
Proffers	0.00	0.00	0.0%
Total Development Revenue	0.00	0.00	0.0%
Total 3120 · OTHER LOCAL TAXES	2,200,538.85	1,973,803.47	11.5%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	2,025.00	2,350.00	-13.8%
3130-03 · Motor Vehicle Licenses	334.00	513.00	-34.9%
3130-05 · Other Planning & Permits	4,336.81	10,065.00	-56.9%
3130-06 · Pass Through Fees	9,110.78	20,407.50	-55.4%
Total 3130 · PERMITS,FEES & LICENESES	15,806.59	33,335.50	-52.6%
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	13,144.17	15,578.64	-15.6%
3150-03 · Interest on Bank Deposits	192,195.16	152,180.57	26.3%
Total 3150 · REVENUE - USE OF MONEY	205,339.33	167,759.21	22.4%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	41,388.49	40,682.78	1.7%
3151-08 · 15020 Washington Realty	48,623.30	47,309.90	2.8%
3151-09 · 15026 Copper Cricket	24,173.52	20,282.20	19.2%
3151-11 · Cupcake Heaven and Cafe LLC	30,700.92	29,806.74	3.0%
3151-14 · Salman Home Realty Suite 204	0.00	5,600.00	-100.0%
3151-15 · Revolution Mortgage	6,646.90	7,098.67	-6.4%
3151-16 · Stirrup For Delegate 21	0.00	3,315.00	-100.0%
3151-90 · Town Hall Rental Income	0.00	50.00	-100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	151,533.13	154,145.29	-1.7%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	5.00	0.00	100.0%
3160-01 · Public Safety			
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%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2024 through April 2025

	Jul '24 - Apr 25	Jul '23 - Apr 24	% Change
3165-01 · Town Event	65,327.63	58,976.49	10.8%
3165-02 · Farmer's Market	25,238.75	22,293.30	13.2%
3165-03 · Town Ornaments	6,786.25	11,593.26	-41.5%
3165-04 · Town Shirts	0.00	911.00	-100.0%
3165-05 · Museum Revenue - Art	1,420.43	1,014.65	40.0%
3165-06 · Town Hats	821.00	474.00	73.2%
3165-07 · Town Sweatshirts - Adult	3,388.00	0.00	100.0%
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.0%
Total 3165 · REVENUE - TOWN EVENTS	120,744.56	124,362.70	-2.9%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	-119.79	107.31	-211.6%
3180-01 · Citations & Accident Reports	325.00	55.00	490.9%
3180-03 · Miscellaneous	50.00	10.00	400.0%
3180-04 · Reimbursement from Insurance	8,879.56	46,018.56	-80.7%
3180-05 · Recovered Costs- Private Events	0.00	600.00	-100.0%
3190 · Sale of Salvage & Surplus			
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%
Total 3190 · Sale of Salvage & Surplus	9,400.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	0.00	45,562.13	-100.0%
Total 3180 · MISCELLANEOUS	18,534.77	92,353.00	-79.9%
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	889.52	-100.0%
3200-05 · Communications Tax	60,799.54	55,271.34	10.0%
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	21,144.24	2,987.29	607.8%
3200-17 · LOLE Grant	0.00	579.00	-100.0%
3200-18 · Educational Reimbursement	796.02	0.00	100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	146,243.00	122,122.27	19.8%
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	592,801.72	0.00	100.0%
Total Income	3,963,049.17	3,168,988.78	25.1%
Gross Profit	3,963,049.17	3,168,988.78	25.1%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	9,475.20	918.95	931.1%
111002 · FICA/Medicare	1,240.33	1,043.84	18.8%
111003 · Meals and Lodging	4,795.46	156.41	2,966.0%
111004 · Mileage Allowance	897.15	0.00	100.0%
111005 · Salaries & Wages - Regular	15,925.00	14,900.00	6.9%
Total 11100 · TOWN COUNCIL	32,333.14	17,019.20	90.0%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	387,285.64	325,473.66	19.0%
1211002 · Salaries/Wages - Overtime	2,552.42	2,268.45	12.5%
1211003 · Salaries/Wages - Part Time	32,445.25	39,484.00	-17.8%
1211004 · FICA/Medicare	31,271.48	27,101.11	15.4%
1211005 · VRS	60,636.71	23,279.24	160.5%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2024 through April 2025

	Jul '24 - Apr 25	Jul '23 - Apr 24	% Change
1211006 · Health Insurance	49,320.00	43,468.00	13.5%
1211007 · Life Insurance	4,738.77	4,430.66	7.0%
1211008 · Disability Insurance	2,384.51	2,241.32	6.4%
1211009 · Unemployment Insurance	1,393.71	767.99	81.5%
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	16,809.22	13,880.20	21.1%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	8,990.55	6,433.39	39.8%
1211015 · Advertising	4,390.34	3,913.91	12.2%
1211016 · Computer, Internet & Website Svc	21,719.45	21,576.78	0.7%
1211017 · Postage	2,851.23	1,949.34	46.3%
1211018 · Telecommunications	6,462.86	6,256.22	3.3%
1211019 · Mileage Allowance	704.72	703.84	0.1%
1211020 · Meals & Lodging	2,537.11	2,937.67	-13.6%
1211021 · Convention & Education	2,005.00	2,820.15	-28.9%
1211022 · Miscellaneous	897.72	387.00	132.0%
1211024 · Books, Dues & Subscriptions	5,331.44	14,144.88	-62.3%
1211025 · Office Supplies	7,073.48	4,594.17	54.0%
1211030 · Capital Outlay-Machinery/Equip	1,639.75	4,704.64	-65.2%
1211031 · Capital Outlay - Improvements	0.00	34,214.60	-100.0%
Total 12110 · TOWN ADMINISTRATION	671,317.36	606,440.97	10.7%
12210 · LEGAL SERVICES			
1221001 · Legal Services	59,911.38	63,943.93	-6.3%
Total 12210 · LEGAL SERVICES	59,911.38	63,943.93	-6.3%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	21,200.00	18,400.00	15.2%
Total 12240 · INDEPENDENT AUDITOR	21,200.00	18,400.00	15.2%
Total 01 · ADMINISTRATION	784,761.88	705,804.10	11.2%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	484,058.69	398,845.27	21.4%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	24,511.33	19,223.87	27.5%
3110013 · Salaries & Wages - OT Select En	0.00	4,281.05	-100.0%
3110004 · Salaries & Wages - Holiday Pay	29,380.36	25,004.93	17.5%
3110005 · Salaries & Wages - Part Time	38,070.00	60,110.00	-36.7%
3110007 · Salary & Wages - DMV Grant	10,828.08	6,246.74	73.3%
3110012 · Salaries & Wages - PT Admin.	9,212.50	10,245.00	-10.1%
3110020 · FICA/MEDICARE	44,195.24	39,095.13	13.1%
3110021 · VRS	65,787.40	25,321.79	159.8%
3110022 · Health Insurance	83,042.40	68,979.20	20.4%
3110023 · Life Insurance	5,876.26	5,544.25	6.0%
3110024 · Disability Insurance	1,646.64	2,009.00	-18.0%
3110025 · Unemployment Insurance	120.98	642.65	-81.2%
3110026 · Workers' Compensation Insurance	23,627.00	21,692.25	8.9%
3110027 · Line of Duty Act Insurance	5,118.00	4,705.00	8.8%
3110028 · Legal Services	22,573.35	41,763.30	-46.0%
3110032 · Computer, Internet & Website	5,230.48	3,097.50	68.9%
3110033 · Postage	0.00	41.20	-100.0%
3110034 · Telecommunications	11,087.31	10,735.05	3.3%
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)	1,174.00	3,889.95	-69.8%
3110040 · Annual Dues & Subscriptions	13,764.73	12,357.32	11.4%
3110041 · Office Supplies	4,564.82	5,235.85	-12.8%
3110042 · Vehicle Fuels	20,868.11	29,482.70	-29.2%
3110043 · Vehicle Maintenance/Supplies	23,106.58	10,224.22	126.0%
3110045 · Uniforms & Police Supplies	33,429.53	38,761.78	-13.8%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 2024 through April 2025

	Jul '24 - Apr 25	Jul '23 - Apr 24	% Change
3110049 · Grant Expenditures	14,520.93	0.00	100.0%
3110056 · Capital Outlay-Machinery/Equip	147,551.87	63,654.20	131.8%
3110060 · Capital Outlay - Improvements	0.00	11,856.60	-100.0%
Total 31100 · POLICE DEPARTMENT	1,130,556.52	930,873.89	21.5%
Total 03 · PUBLIC SAFETY	1,130,556.52	930,873.89	21.5%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	2,213.00	1,994.94	10.9%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	151,546.58	96,557.37	57.0%
Total 43200 · REFUSE COLLECTION	151,546.58	96,557.37	57.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	50,852.67	93,805.04	-45.8%
4310002 · Maint Svc Contract-Pest Control	775.00	3,349.00	-76.9%
4310003 · Maint Svc Contract-Landscaping	21,425.00	22,914.85	-6.5%
4310004 · Maint Svc Contract Snow Removal	24,197.00	5,252.00	360.7%
4310007 · Electric/Gas Services	15,566.45	15,050.12	3.4%
4310008 · Electrical Services-Streetlight	3,515.84	3,712.18	-5.3%
4310009 · Water & Sewer Services	4,151.25	3,534.75	17.4%
4310010 · Janitorial Supplies	0.00	23.98	-100.0%
4310011 · Real Estate Taxes	561.87	573.29	-2.0%
4310015 · Maintenance - Vehicle Fuel	1,094.20	1,217.61	-10.1%
4310016 · Maint - Vehicle Maintenance	1,223.48	1,013.30	20.7%
Total 43100 · MAINT OF 15000 Wash St./Grounds	123,362.76	150,446.12	-18.0%
Total 04 · PUBLIC WORKS	277,122.34	248,998.43	11.3%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	111,740.56	69,062.64	61.8%
60001 · Town Tourism	36,673.35	36,277.74	1.1%
Total 06 · ECONOMIC DEVELOPMENT	148,413.91	105,340.38	40.9%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	11,391.99	10,354.00	10.0%
7000003 · Demolition	128,524.00	0.00	100.0%
Total 70000 · HAYMARKET COMMUNITY PARK	139,915.99	10,354.00	1,251.3%
71110 · EVENTS			
7111001 · Advertising - Events	5,015.00	1,944.00	158.0%
7111003 · Contractural Services	49,707.86	55,576.90	-10.6%
7111004 · Events - Other	33,775.52	30,693.57	10.0%
7111005 · Police Department Events	4,336.84	2,235.12	94.0%
7111006 · Farmer's Market	7,672.50	928.43	726.4%
Total 71110 · EVENTS	100,507.72	91,378.02	10.0%
72200 · MUSEUM			
7220012 · Telecommunications	1,134.13	1,189.27	-4.6%
7200015 · Books, Dues & Subscriptions	30.00	0.00	100.0%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	1,564.13	1,589.27	-1.6%
Total 07 · PARKS, REC & CULTURAL	241,987.84	103,321.29	134.2%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,360.00	1,870.00	-27.3%
8110002 · FICA/Medicare	92.90	164.09	-43.4%
8110003 · Consultants - Engineer	4,641.70	5,284.85	-12.2%
8110009 · Engineer - Pass Through	19,677.67	31,549.50	-37.6%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 2024 through April 2025

	Jul '24 - Apr 25	Jul '23 - Apr 24	% Change
Total 81100 · PLANNING COMMISSION	25,772.27	38,868.44	-33.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	2,025.00	2,190.00	-7.5%
8111002 · FICA/Medicare	170.02	135.39	25.6%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,195.02	2,325.39	-5.6%
Total 08 · COMMUNITY DEVELOPMENT	27,967.29	41,193.83	-32.1%
09 · NON-DEPARTMENTAL			
90002 · Payment for Stolen Check	0.00	45,518.56	-100.0%
90003 · VRSA Refund	0.00	45,518.56	-100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	137,800.00	-48.7%
9510003 · General Obligation Bond - Int	2,461.63	4,944.91	-50.2%
Total 95100 · DEBT SERVICE	73,161.63	142,744.91	-48.8%
Total 09 · NON-DEPARTMENTAL	73,161.63	233,782.03	-68.7%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	0.00	15,732.88	-100.0%
9410402 · Construction	513,631.97	0.00	100.0%
Total 94104 · Street Scape - Park Sidewalk	513,631.97	15,732.88	3,164.7%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.07	-0.01	-600.0%
Total EMPLOYEE BENEFITS	-0.07	-0.01	-600.0%
Total 94105 · PERSONNEL	-0.07	-0.01	-600.0%
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	6,553.00	0.00	100.0%
9410805 · Town Hall / Museum Security Sys	3,020.00	0.00	100.0%
9410806 · Message Board Trailer	19,507.02	0.00	100.0%
94108 · Capital Improvment Funds Expens - Other	0.00	9,870.00	-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	3,266,683.33	2,396,963.60	36.3%
Net Ordinary Income	696,365.84	772,025.18	-9.8%
Net Income	696,365.84	772,025.18	-9.8%

Police Department Report to Council

Activity Period March 15, 2025 to April 14, 2025

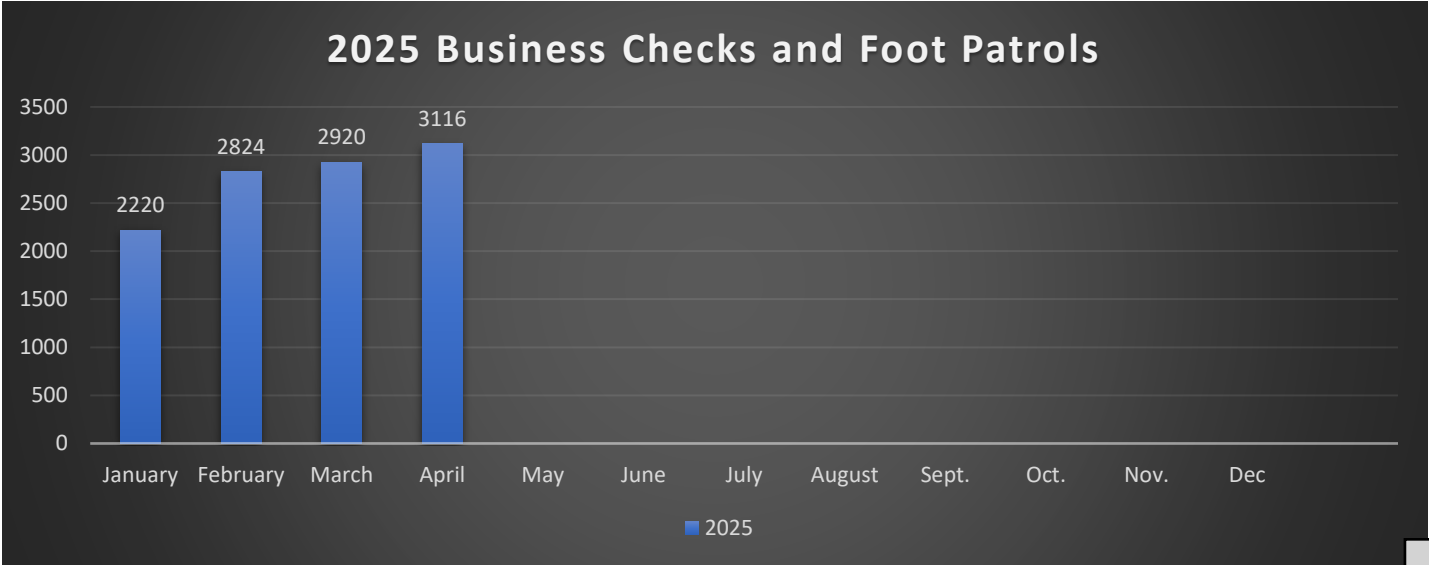
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 9
- Non-Reportable Calls: 96
- Deferments: 4



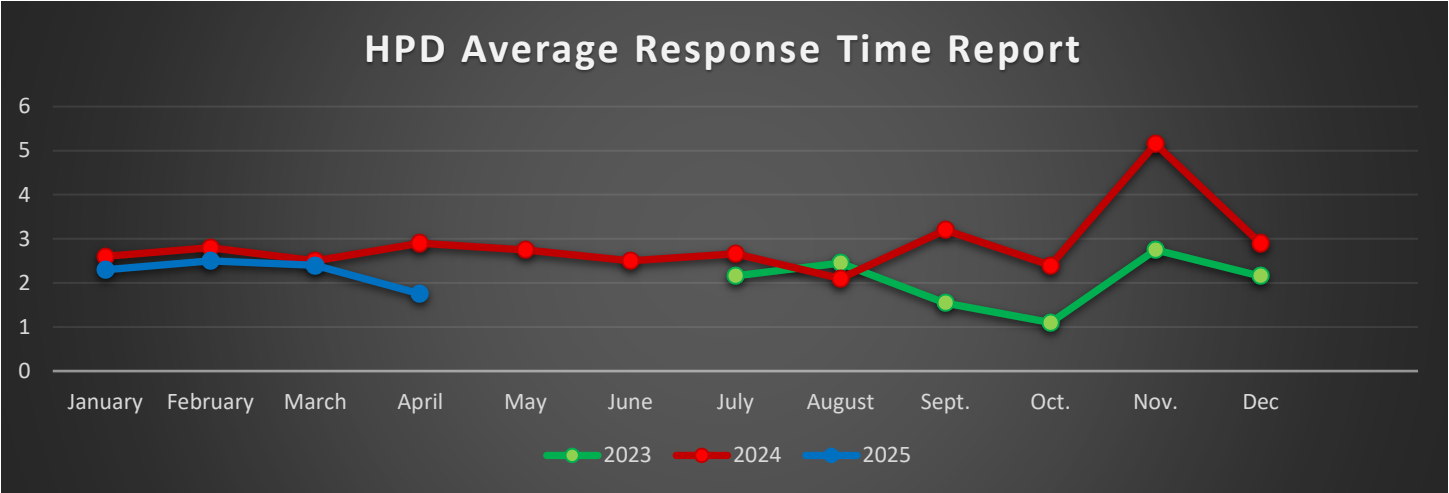
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct 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: 975
- Physical Check: 278
- Foot Patrols: 175
- Enhanced Patrols: 1,688



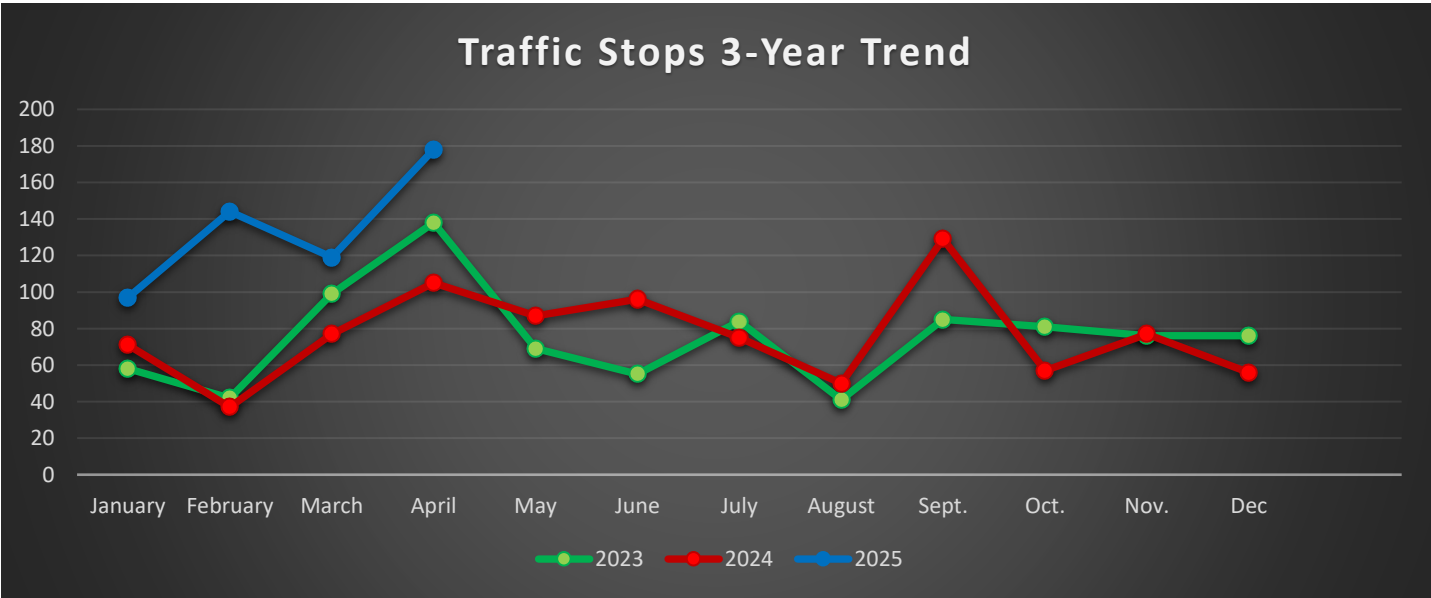
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Police Officers.

- 1 minute 45 seconds



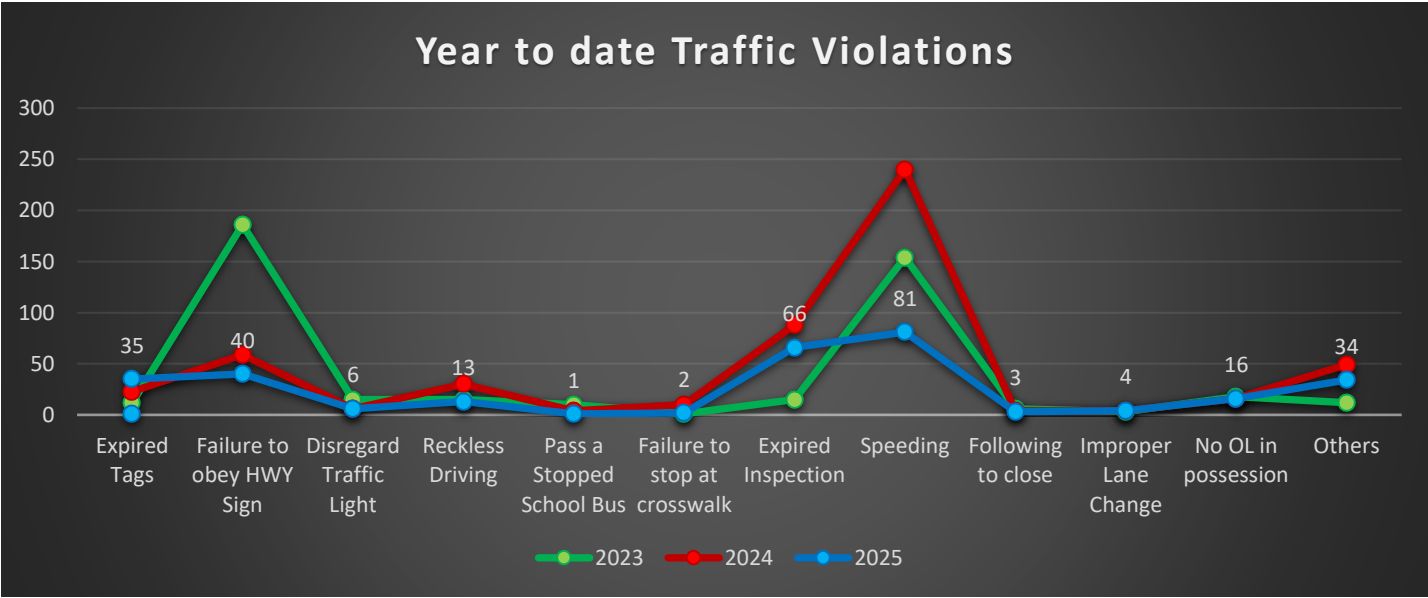
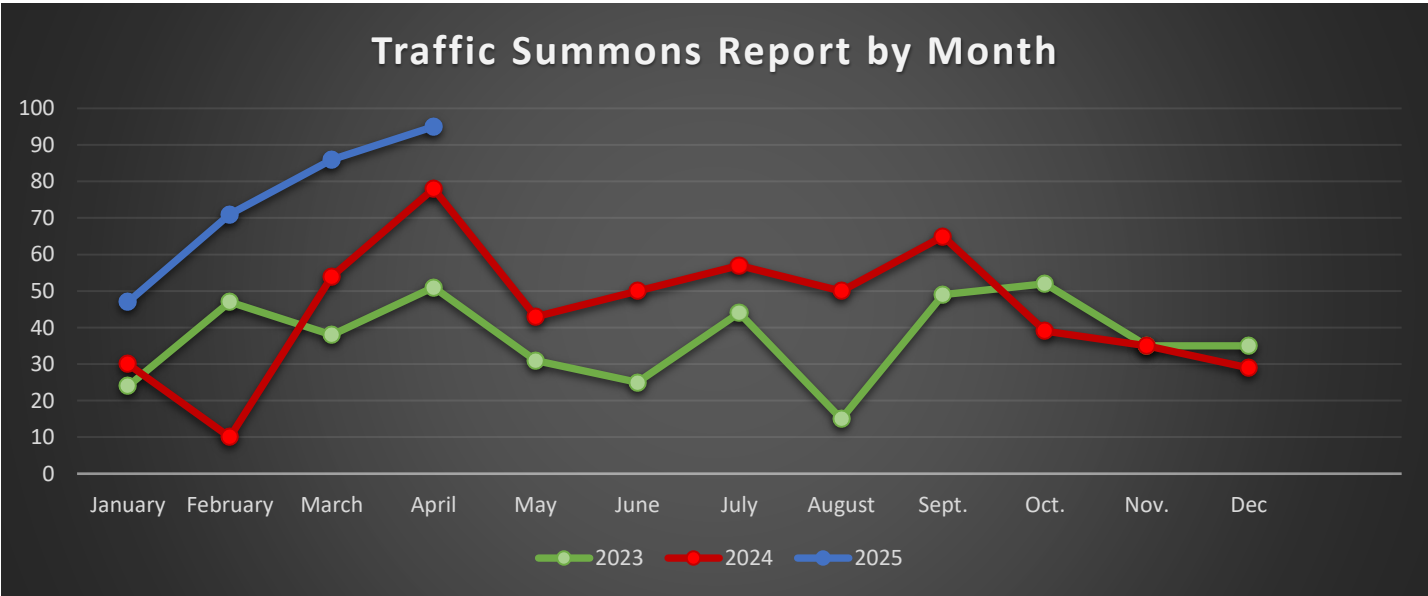
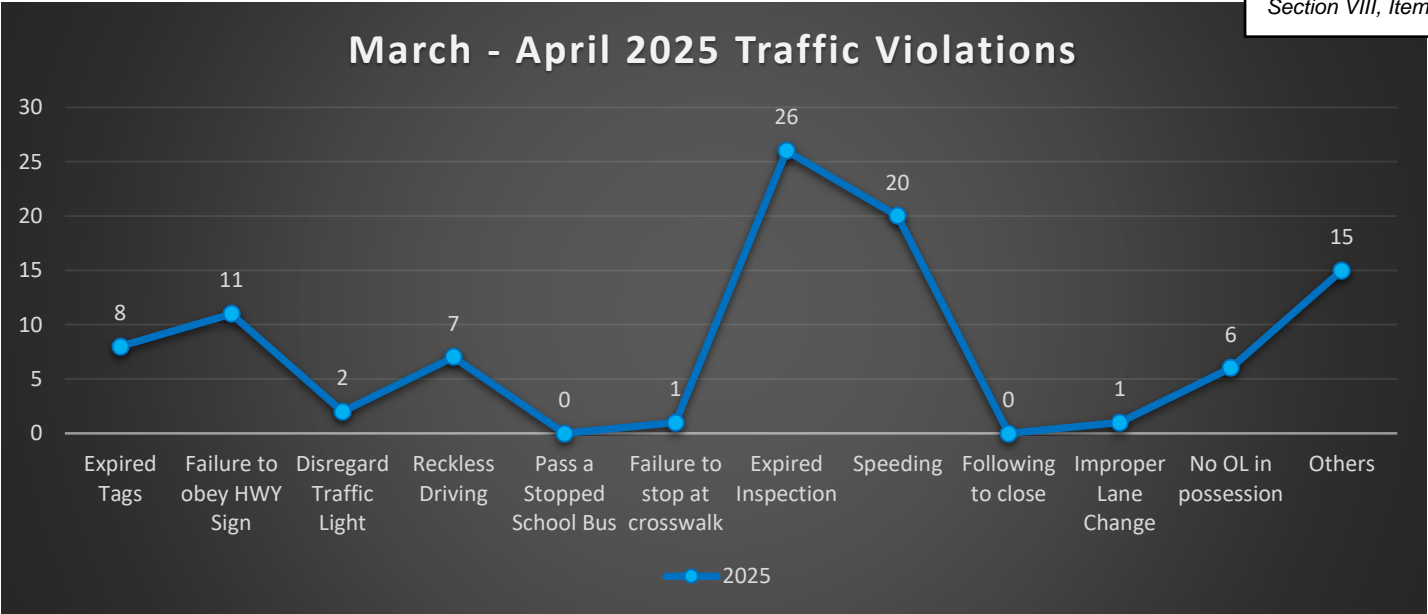
Traffic Stops: Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer may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

- Traffic Stops: 178
- Summonses: 87
- Warnings: 106



Traffic Summons Issued: Summons issued for traffic violations. 95

- | | |
|--|--|
| 46.2-646 – Expired Registration – 8 | 46.2-830 – Failure to obey a highway sign – 11 |
| 46.2-833.1 – Disregard a traffic light – 2 | 46.2-852 – Reckless Driving – 7 |
| 46.2-859 – Pass a stopped school bus – 0 | 46.2-924 – Failure to stop at crosswalk – 1 |
| 46.2-1158 – Expired inspection – 26 | 46.2-874 – Speeding – 20 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 1 |
| 46.2-300 – No operator’s license – 6 | Others – 15, (Using Handheld Device, Equipment, Child Seat, & DUI) |

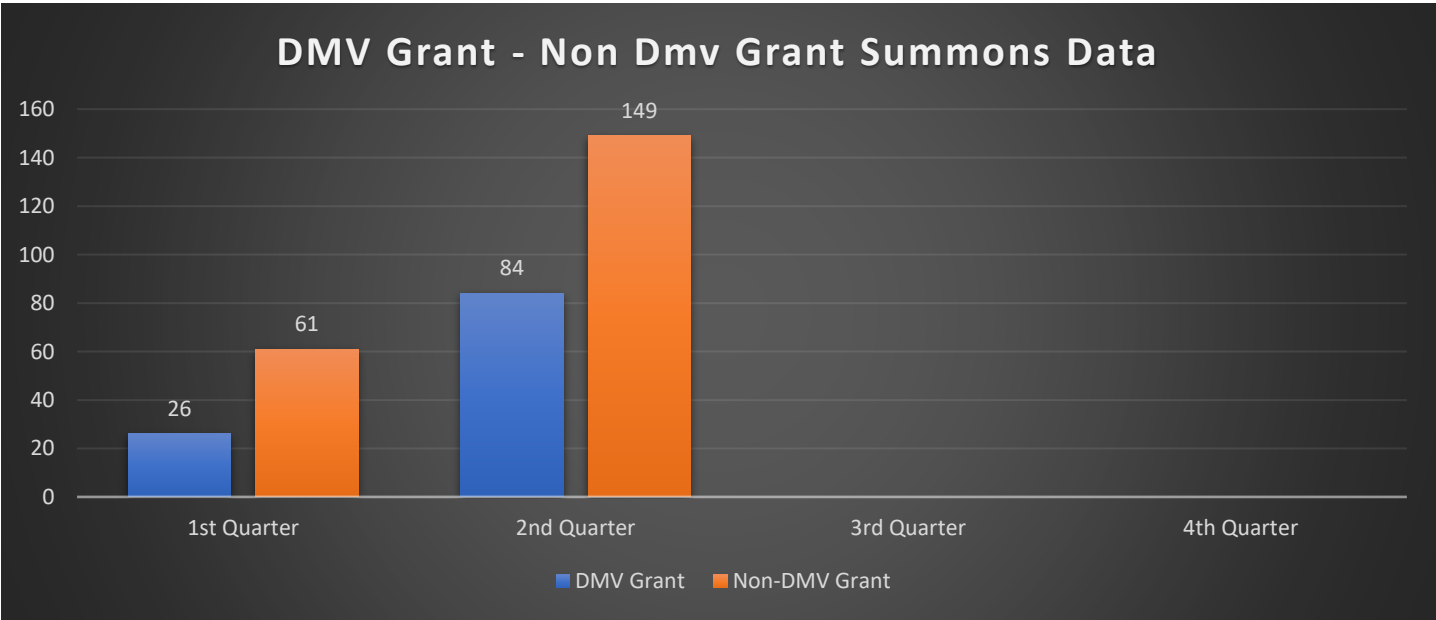
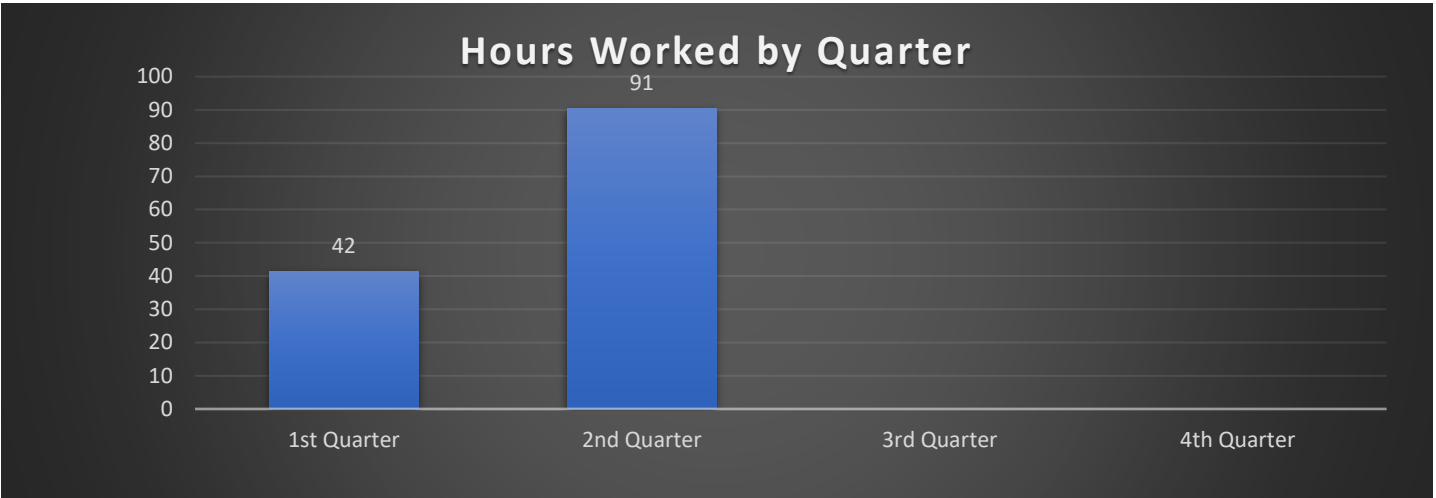
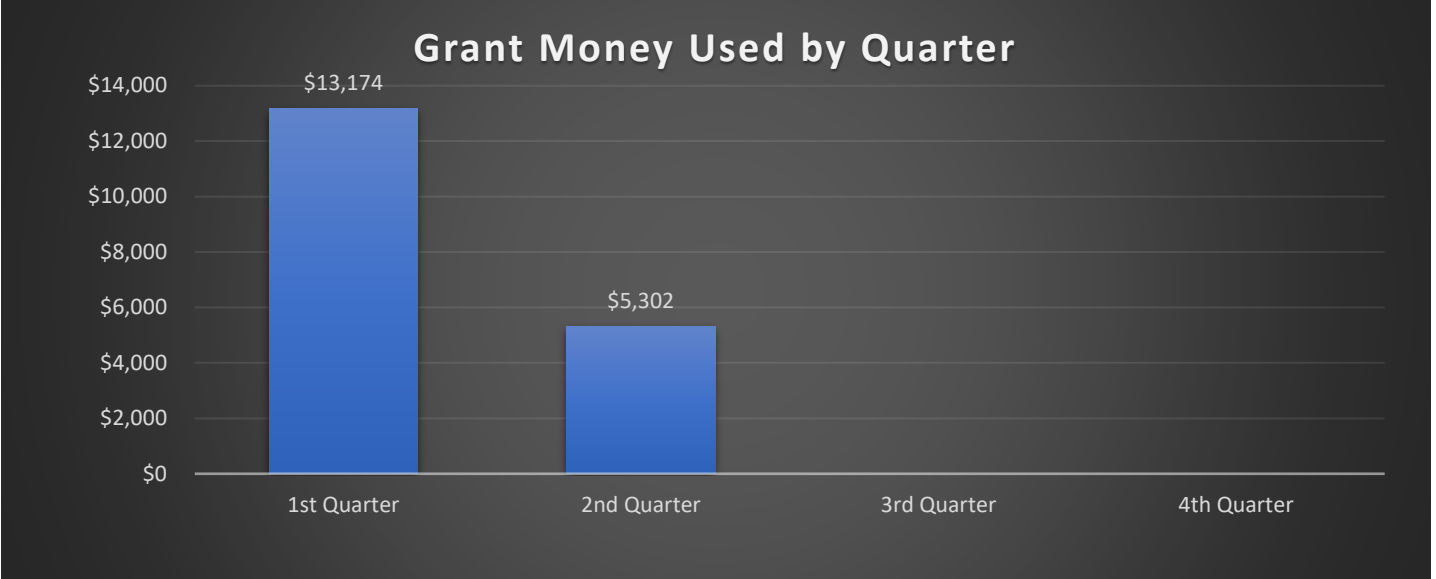


Total Summons Issued 2025: 301

DMV Grant: 1st, 2nd, 3rd and 4th quarter reporting October 1, 2024 through September 30, 2025

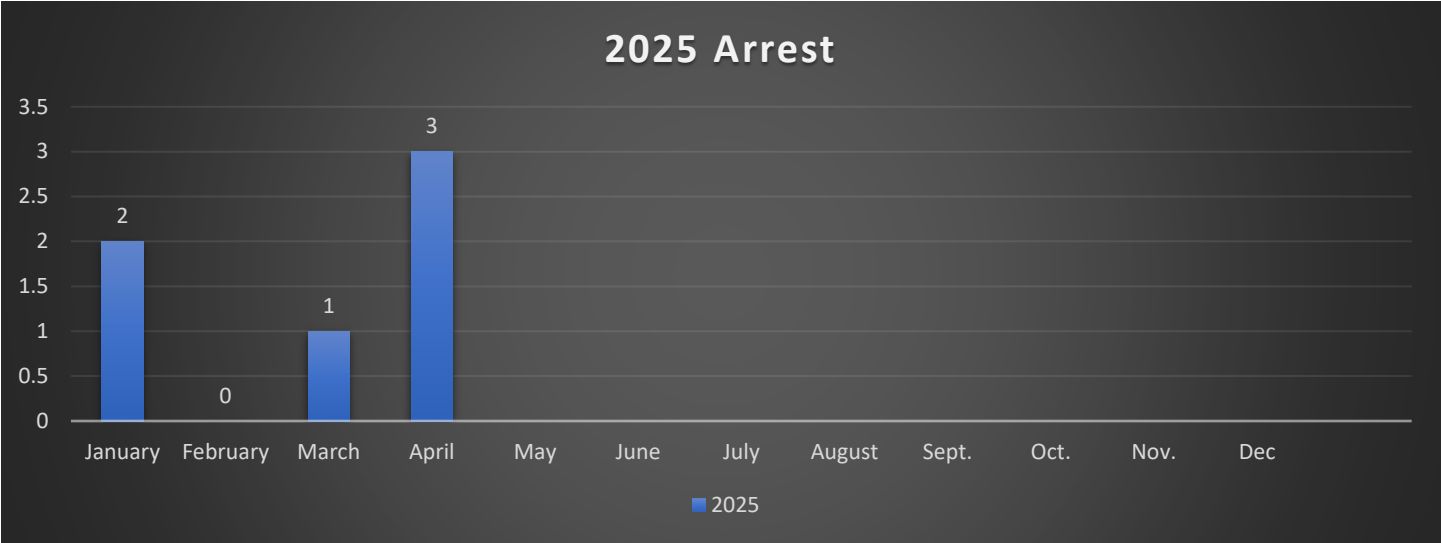
Section VIII, Item B.

Grant Award Amount Total: \$28,173.00 1st Quarter: \$13,174.29 2nd Quarter: \$5,302.41 TTD:\$18,476.70



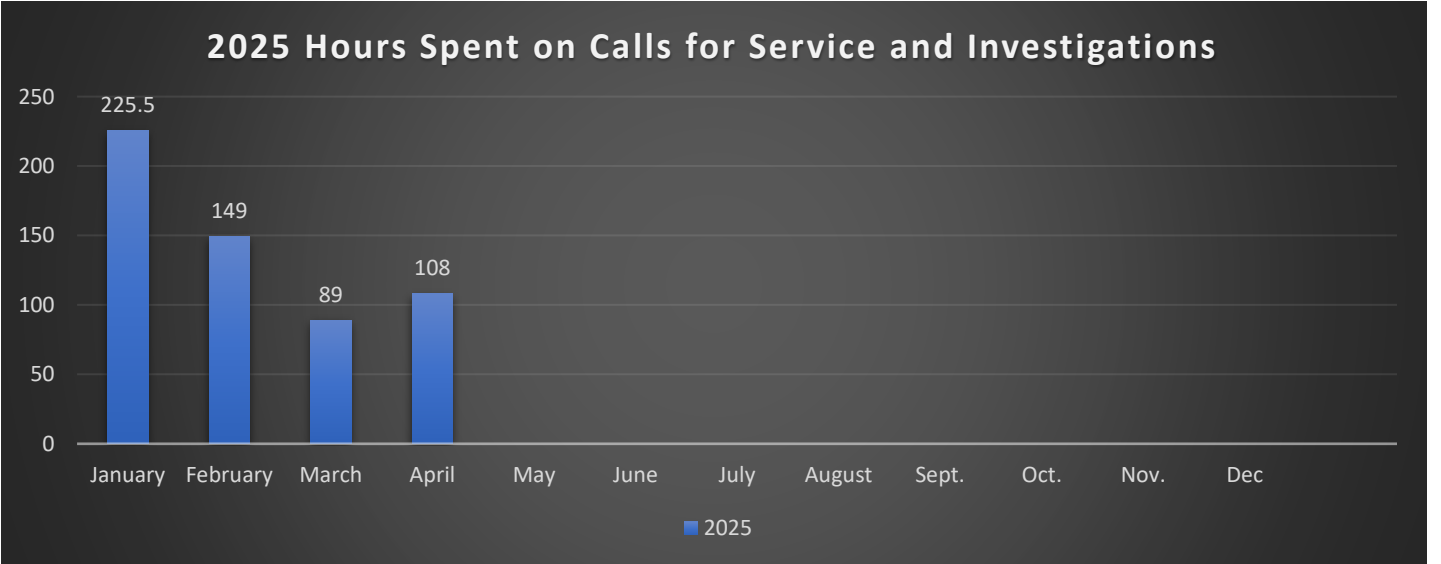
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 3
- Felony: 0



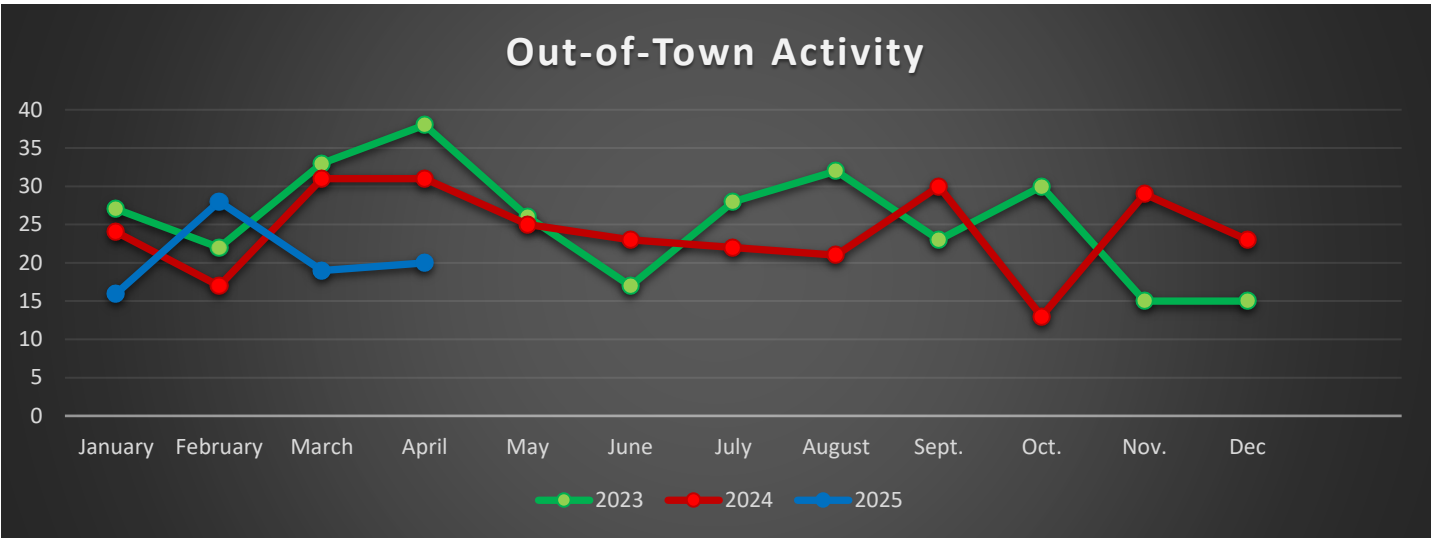
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 96
- Follow-up Investigations: 12

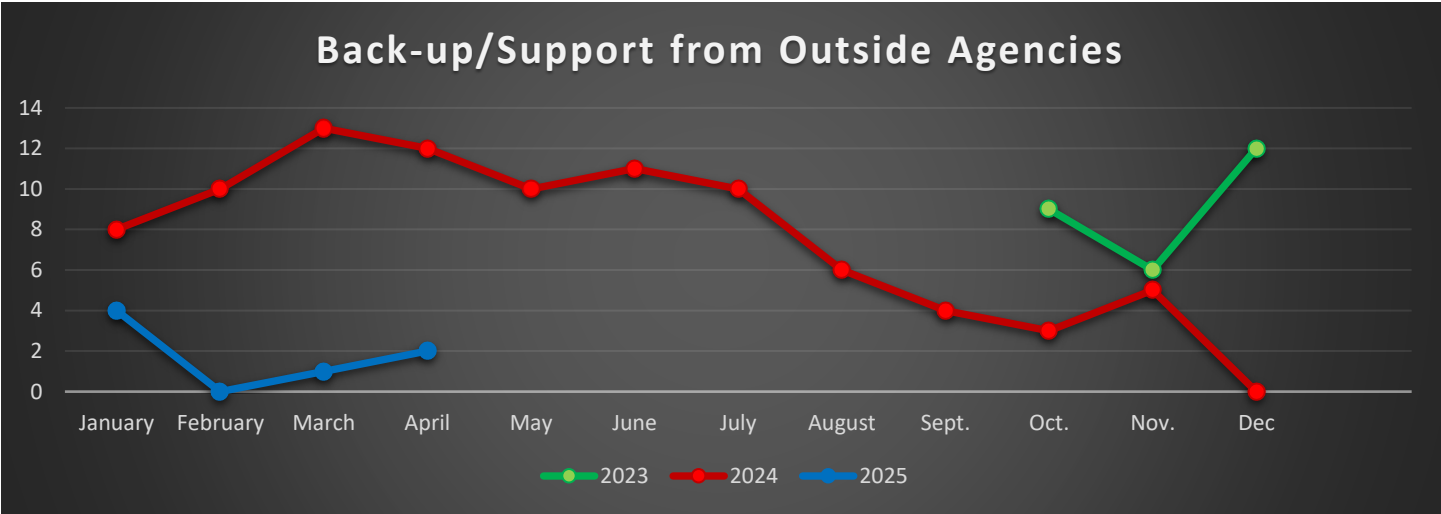


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

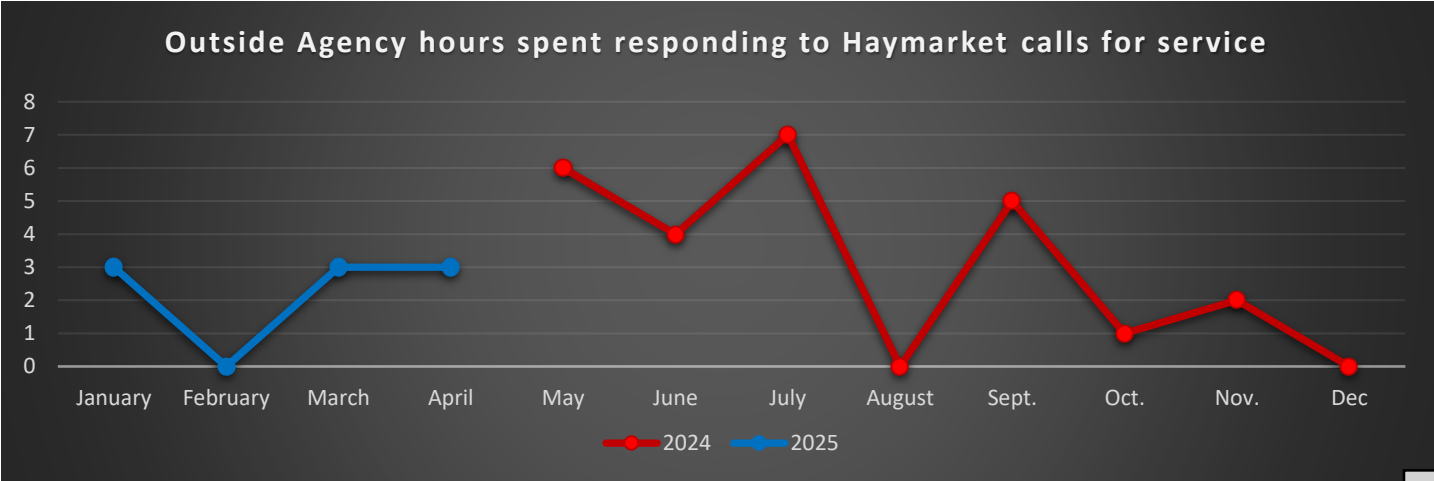
- Back Up: 8
- Other: 12



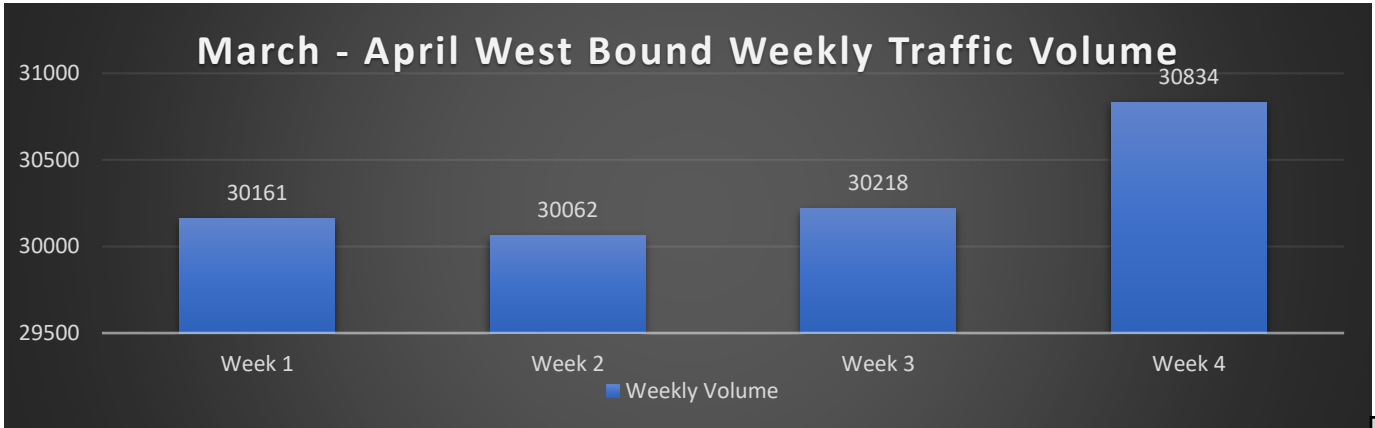
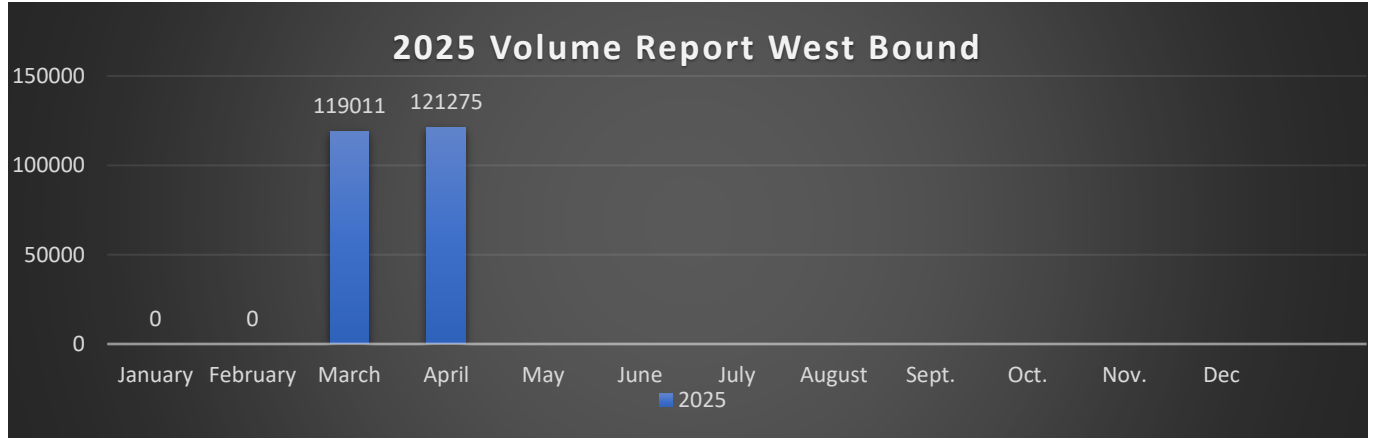
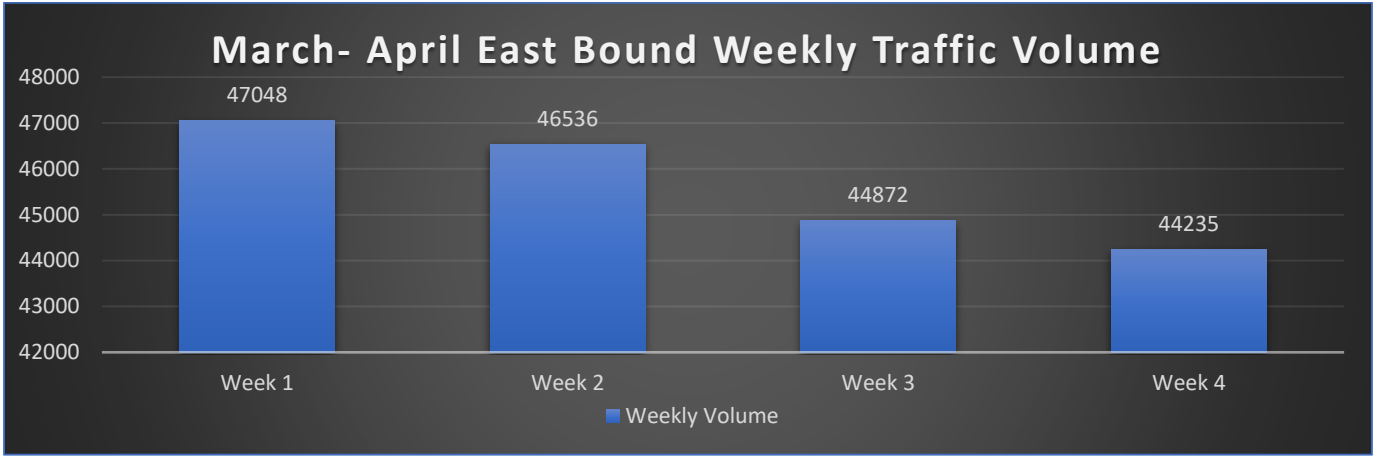
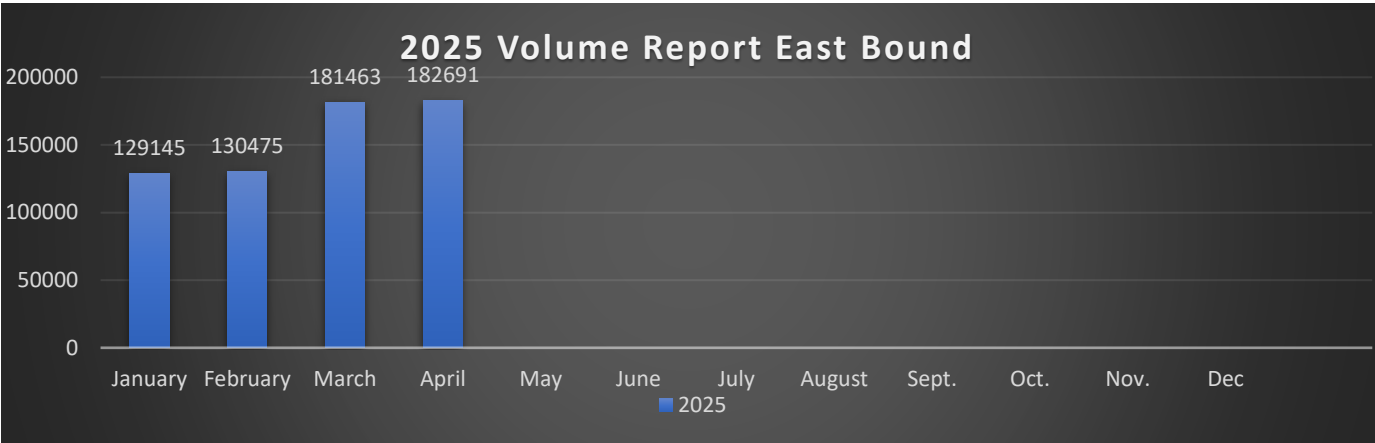
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 2



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



Monthly Traffic Volume



Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- On April 9, 2025, the HPD deployed our mobile speed sign to track southbound traffic on Jefferson Street between Heathcote Blvd. and Washington Street. Volume data collected for 21 days indicated 78,203 trips made, (southbound traffic only).
- 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. The system arrived and has been installed.
- The Second Annual Senior Summit took place on April 24, 2025 at Park Valley Church. The event was well attended and received. Early data indicates over 200 attendees and 66 vendors took part. Mayor Pater represented the Town and Rooted in Haymarket.
- Chief Sibert and Lt. Davis conducted firearms, use of force, general orders, and deadly force training on March 13th and March 20th, 2025.
- On April 10, 2025, Chief Sibert attended the Prince William County Police Departmental Crime Briefing to take part in recognizing individuals from the criminal intelligence bureau that assisted in implementing the Haymarket Police Department's new Incident Based Reporting Software.
- Chief Sibert attended a meeting regarding the new CRC, (Crisis Response Center) on April 24, 2025. Completion of the MOU will be the main topic of discussion.
- On April 16, 2025, Chief Sibert and Lt. Davis provided Apple Cinnamon Donuts to the Prince William County Emergency Communications Staff in recognition of their dedicated service to our community.
- The Haymarket Police Department has agreed to take part in the 2026 Hazard Mitigation Plan.
- Lt. Davis has updated BWC retention schedules in keeping with good police practices.
- On March 26, 2025, Chief Sibert attended the quarterly Virginia Law Enforcement Accreditation Coalition meeting.
- Chief Sibert attended on-line training from VRSA on Employee Corrective Actions.
- Officers joined community members on March 26, 2025 at Cookies and Cream for an Ice Cream Social.
- On March 31, 2025, Chief Sibert completed the annual Death in Custody survey from DCJS.
- On April 3, 2025 Lt. Davis, Sgt. Burgoon, and Officer Galbreath met with Eugene Lee of the Attorney General's Office. We discussed current crime trends in the area and how the AG can assist in the area.
- On April 4, 2025, Chief Sibert took part in an interview with Potomac News to discuss the upcoming Senior Summit.
- The HPD has received 5 applications for internships this summer.
- We have sold one of our surplus vehicles on the Public Surplus Website for \$6,100.
- A new speed limit sign was installed on Jordan Lane March 30, 2025.
- On April 14, 2025, Councilman Baker noticed suspicious activity in his neighborhood and relayed the facts to Chief Sibert. Officer Trevor Rick responded to the area and was able to thwart criminal activity. Furthermore, Officer Rick coordinated the information of the suspects with Prince William County Police Department and was able solve an open destruction of property case.
- Officer Galbreath assisted a senior residing in Nebraska who was being frauded out of \$25,000. Due to the actions of Officer Galbreath, the victim was able to recover the funds.

Haymarket Police Department 2025 Event Listing

Section VIII, ItemB.

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2025	Completed
2	Drive Sober or get pulled over Initiative	February 8 th -9 th , 2025	Completed
3	Polar Plunge	February 15, 2025	Completed
4	Woman's Self Defense Class 1 (NL)	March 12, 2025	Completed
5	Drive Sober or get pulled over Initiative	March 15 th -17 th , 2025	Completed
6	Woman's Self Defense Class 2	March 24, 2025	Completed
7	St. Baldricks Event	March 29 th , 2025	Completed
8	National Distracted Driving Month	April 1 st – 30 th , 2025	Ongoing
9	Put the phone away Campaign	April 1 st – 30 th , 2025	Ongoing
10	Farmer's Market	April 6 th – Nov. 16, 2025	Ongoing
11	Woman's Self Defense Class 3 (NL)	April 23, 2025	Completed
12	Drug Take Back	April 26, 2025	Completed
13	HPD Senior Summit	April 24, 2025	Completed
14	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2025	Upcoming
15	Woman's Self Defense Class 4	May 5, 2025	Upcoming
16	Click it or Ticket Initiative	May 19 th – June 1 st , 2025	Upcoming
17	Torch Run for Special Olympics	June 10, 2025	Upcoming
18	Ice Cream Social	June 12, 2025	Upcoming
19	Water Balloon Fight	June 12, 2025	Upcoming
20	Drive Sober or get pulled over Initiative	July 3 rd – July 5 th , 2025	Upcoming
21	National Night Out	August 5, 2025	Upcoming
22	Drive Sober or get pulled over Initiative	August 13 th – Sept. 2 nd , 2025	Upcoming
23	Summer Concert	August 16, 2025	Upcoming
24	Flags for Hero's	TBA	Upcoming
25	Child Passenger Safety Week	September 21 st – 27 th , 2025	Upcoming
26	See Tracks, think Train Week	TBA	Upcoming
27	Coffee with a Cop	October 1, 2025	Upcoming
28	Prince William County Public Safety Expo	October 4, 2025	Upcoming
29	Haymarket Day	October 18, 2025	Upcoming
30	Prince William County Truck or Treat	TBA	Upcoming
31	Drug Take Back	TBA	Upcoming
32	Halloween Candy Handout	October 31, 2025	Upcoming
33	Operation Santa Claus	December 6, 2025	Upcoming
34	Christmas in Haymarket	December 13, 2025	Upcoming
35	Santa Cops (West)	TBA	Upcoming
36	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					
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	4/30/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	4/30/2025	Applicant	-Construction and Town E&S inspections ongoing -VDOT revision approval by Town/VDOT 4/18
Park Sidewalk	Katie/Thomas	4/27/2021	4/23/2025	Groupe/Town	-Change orders approved -Deed coord w/ VDOT and ROW monument installation -Punchlist walk completed 4/23 -Katie to coordinate as-built scheduling
Crossroads Village	Katie/Thomas	10/18/2018	4/23/2025	Applicant/Katie	-As-builts 3rd submission 4/18. Comments due 6/4 -Stockpile permit coordination -E&S and landscape bond release re-inspection completed. Report to be provided
Robinson's Paradise	Katie/Thomas	1/4/2021	4/23/2025	Applicant/Katie	-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+4/23. Approval pending update from Contractor
Karter School	Katie/Emily	8/20/2020	4/1/2025	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
CBPA Annual Report	Thomas/Katie	2/13/2025	3/26/2025	DEQ	-Reviewed annual report and provided feedback to Thomas to submit to DEQ
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
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

Task	Assigned To	Date Task Started	Last worked 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 Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
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 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: May 1, 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 Deed of Easement and Vacation and the related Plat and provided legal counsel and recommendations to Town staff.
2. Performed legal research and provided legal opinion regarding land use matters.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: April 2025 Monthly Report
Date: May 1, 2025

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

- Follow 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:
 - Credit Benchmarks and Debt Capacity Analysis
 - Status of RFPs
 - Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - 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:

- FL and staff met during the month on 4/2/25, 4/16/25 and 4/30/25. The meetings on 4/16/25 and 4/30/25 were attended by a third council member necessitating Town Clerk's minutes and attached for Council's information
- The FY 2025 budget is one month into the final quarter, with the Profit & Loss Statement showing, to date, a positive net ordinary income of over \$600K. The Treasurer shared that the end of fiscal year surplus may be higher at the close on June 30, 2025 (unaudited)
- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- Public hearing for FY 2026 budget is scheduled for May 5th, 2025
- Staff continues to work on discussion of use of proffer funds w/PWC FD on the comfort station concept at town hall. Staff also says 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. Draft TBD
- Town Park building demo complete. Staff does not expect added costs due to the delay. Final costs pending project close out
- Legal expenses projected to be on target but may end up under budget. This raised a question by the FLs re: the Personnel Manual completion. TM and Chief to evaluate what outstanding items

are necessary to bring the manual to completion and figure out what funding is needed by next FL meeting

- Staff will be looking into communication related costs for/at the museum, and opportunities for cost savings/reduction
- Staff will be looking into why there is a reduction in consumer utility tax revenue this fiscal year in comparison to past fiscal years
- Staff advised there will be upcoming expenditures of Economic Development funds from line items 60001 *Town Tourism* and 60003 *Advertising* in support of the initiatives related to the Business Roundtable and Interactive Videos - Mayor's Messages, w/PD Chief
- Stormwater Assessment Project update – EPA's central office is currently reviewing the procurement documentation. As council may recall this is a request for a federal grant of \$200K, with the town match of 20% = \$40K budgeted in FY 2025, managed by PWC

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member



TOWN COUNCIL FINANCE LIASON MEETING

Wednesday, April 16, 2025 at 2:00 PM

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

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

MINUTES

Call To Order

Town Treasurer Roberto Gonzalez called the meeting to order. Those in attendance were Town Manager Emily Kyriazi, Chief of Police Al Sibert, Councilmember Justin Baker, Councilmember Alexander Beyene and Councilmember Joe Pasanello.

Town Manager Kyriazi shared that she has reviewed and initialed all the checks presented for approval. She passed the folder to Councilmember Beyene for his review and approval. Mr. Gonzalez shared that the check for the first phase of the park house demolition was in the stacked to be approved. He stated that he would be moving the funds over from ARPA to reflect. There was a question on the different colors of sidewalks in Town. Mr. Gonzalez stated that a clear protective coating should have been put on some of the sidewalks but was not. There was a discussion on the potential cost to the Town in the future to make them all similar. Mrs. Kyriazi shared that it would be part of the CIP. She recommended the Town develops a sidewalk mast plan for repair and maintenance strategy. There was also a discussion on crosswalks within developments in the Town. Mrs. Kyriazi stated that she would need to research who the responsible party would be when VDOT took the street into the system.

Mr. Gonzalez went over a few line items in the current budget. He shared that there is nothing out of the ordinary that needs attention. He shared that BPOL's are still coming in and are due by the end of the month. There was a short discussion as to when to expect the bank franchise tax. Mr. Gonzalez stated that the Town should receive those funds by mid to the end of May. There was a question on risks vs FDIC insurance. Mr. Gonzalez shared that he has to report quarterly to the state who will make sure that the bank is qualified to hold the FDIC limits to make sure the Town is insured.

A discussion ensued on ARPA funds and the possibility of returning those funds. Mr. Gonzalez stated that when the funds were available to the Town, the Council decided to take the one time allotment offered. With this one time allotment the Town would not need to return any of the funds.

Mr. Gonzalez stated that the representatives from VML/VACO will be at the April 28th work session to discuss the financial forecasting. There was a suggestion that staff also include the information that Mr. Mulroy provided at the July 2024 meeting as a refresher for Council. Mr. Gonzalez stated that he will be move funds to the accounting services to cover the cost for the financial forecasting. He also shared that the FY23 audit is done and that the report has been provided by the auditors. He shared that he will distribute and address the



TOWN COUNCIL FINANCE LIASON MEETING

Wednesday, April 30, 2025 at 2:00 PM

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

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

MINUTES

Call To Order

Town Treasurer Roberto Gonzalez called the meeting to order. Those in attendance were Town Manager Emily Kyriazi, Chief of Police Al Sibert, Councilmember Alexander Beyene and Councilmember Joe Pasanello and Mayor TracyLynn Pater.

Mr. Gonzalez gave updated information on the monthly financial report from Monday night's work session. On the revenue side, Mr. Gonzalez provided the updated meals and cigarette tax percentages. Chief Sibert stated that he filed for the 2nd quarter DMV grant. On the expenditure side, Chief Sibert stated that he is still monitoring numbers on the vehicles. He stated that the maintenance line item has gone up some but not requesting any increases because of the fleet are new vehicles. There was a question if an extended warranty is an option and if it would be beneficial. Chief Sibert did not recommend this option.

At this time since the Mayor had not yet arrived, Town Clerk Kim Henry stepped out. Once the Mayor arrived, Ms. Henry came back into the meeting.

There was a discussion on the RFP for the design of the Town Park pavilion and also on a timeline on the Town Centre Master Plan project. Town Manager Kyriazi stated that staff will need to develop a parking plan once the Town Centre project is underway and communicate those plans with the neighboring businesses. There was a recommendation that Mrs. Kyriazi provide a detail timeline to share with the public on both projects.

The remainder of the meeting focused on a discussion of the proposed real estate tax rate. Mr. Gonzalez shared a general number on the assessments of the newly constructed homes and the percentage of those homes contribute to the overall tax income. Mr. Gonzalez stated that the Council needs to think about the future and replenish the funds that are diminished from the 2 current projects – i.e. the Town Park sidewalk and the Town Park house demolition and design of the pavilion. Mr. Gonzalez showed the comparisons in the current expenses and the future expenses like the increase in trash service expenses over the next 5 years.

Before the meeting ended, Town Manager Kyriazi gave the date of the next meeting – May 14 and stated she will in the meantime meet with the Town Engineer to bring back numbers and timelines for the future pavilion project and Town Centre project. Councilmember Pasanello stated that he will provide a conceptual idea on a path moving forward in regards to the tax rate for the next work session.

The meeting concluded at 3:45 PM



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

Memorandum

To: Honorable Mayor and Town Council
From: Vice Mayor Matt Gallagher
Re: May 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

- Met with potential buyers for 14600 Washington Street
 - Open discussion on their ideas for the property
- Met with Trouvaille Brewery with Staff
 - Discussed expanded participation in town events such as Haymarket Day and the town's support for events at the brewery
- Congratulations to Next Level Fitness on their 15th Anniversary in business May 1.
 - Attended Anniversary celebration

Upcoming Activities

- Regular meetings/touchpoints with staff regarding current businesses and upcoming events
- Support for ongoing Farmers Market
- Business Roundtable May 27

New Businesses

- Italia Performing Arts – 14600 Washington Street complex
 - Reached out to welcome them to the community
- Kiddie Academy (late 2025)
- Firehouse Subs (application submitted – late 2025)



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

Memorandum

To: Honorable Mayor and Town Council
From: Mary Ramirez
Re: April Community Outreach 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:

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

4/21/25 - with Staff re: Government Open House

Upcoming meetings:

5/9/25 - with Staff, re: follow up of April meetings, and finalize Open House details

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 - more information to come

Best,
Councilwoman Mary Ramirez

Date: Friday April 11th, 9:30 AM

Attendees: Emily Kyriazi, Julia Crofford, Mary Ramirez

Goal: Follow Up from 3/21 meeting

Discussion:

- Open House: **6/13; 9:30-3:30**
 - Confirm participation:
 - PD - host table with drone and equipment, one marked and one unmarked cruiser
 - Museum open, CAA is welcome to advertise their children classes - to be confirmed
 - PWC orgs
 - Library - confirmed
 - Fire truck - confirmed, more info
 - Parks & Rec - TBD
 - Historic Preservation Dept - confirmed
 - Trash truck (American) - making arrangements
 - Leopold Preserve - confirmed
 - Purchase needs:
 - Popcorn - plenty of popcorn on hand
 - Make & take craft supplies
 - Tie dye: shirts, rubber bands, dye, tubs, table
 - ~~Passport booklet, stamps~~
 - New book for read aloud
 - Swag 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
- Status on Sponsorship?
 - Prefer sponsorships to be part of the annual offering, if Council supports this event becoming a yearly town event
 - Mary and Matt hand out flyers to food businesses to alert them to a possible increase in families in town
 - Possible Business Partnerships - flyers
 - Lottatech
 - Mathnasium
 - Julia to review business list and reach out to all businesses who cater to elementary-aged students

Follow Up Steps:

- Mary:
 - Youth in Govt - HS - Create Champion Doc - spring break
 - Update Government Open House Day Document
 - Mary & Matt* share flyer with in-town food businesses re: Government Open House Day
- Julia & Emily:
 - Check in-town business list for elementary age-related businesses for flyers
 - Coloring book
 - Price out crafts and other budget items
 - Contact PWC Parks & Rec
 - Contact CAA to confirm museum open

Date: Monday April 21st, 9:30 AM

Attendees: Emily Kyriazi, Julia Crofford, Mary Ramirez

Goal: Follow Up from 4/11 meeting

Discussion:

- Open House: **6/13; 9:30-3:30**
 - Confirm participation:
 - PD - host table with drone and equipment, one marked and one unmarked cruiser
 - Museum open, CAA is welcome to advertise their children classes - plan to host craft in museum
 - PWC orgs
 - Library - confirmed
 - Fire truck - confirmed, more info
 - Parks & Rec - looking to staff, confirmed
 - Historic Preservation Dept - confirmed
 - Econ & Tourism - confirmed
 - Trash truck (American) - confirmed
 - Leopold Preserve - confirmed
 - Purchase needs:
 - Popcorn - plenty of popcorn on hand
 - Make & take craft supplies
 - Tie dye: shirts, rubber bands, dye, tubs, table
 - New book for read aloud - Mary chooses
 - Swag bag - contributions by various participants
 - Town coloring book
 - Crayons
 - Schedule: 9:30 am - 3:30 pm

- Read aloud times - 30 mins
 - PWC supervisor
 - PWC school board
 - Council
- Other stations self-paced
- Status on Sponsorship?
 - Prefer sponsorships to be part of the annual offering, if Council supports this event becoming a yearly town event
 - Mary and Matt hand out flyers to food businesses to alert them to a possible increase in families in town
 - Plan for handing out flyers week of 4/28
 - Possible Business Partnerships - flyers
 - Julia to review business list and reach out to all businesses who cater to elementary-aged students
 - Mathnasium - confirmed to drop off
 - School of Rock - confirmed to drop off

Follow Up Steps:

- Mary:
 - New book to read aloud
 - Mary & Matt* share flyer with in-town food businesses re: Government Open House Day
 - Share flyer with PWCS, School Board, Board of Supervisors, HOA's, businesses
 - Coupon code for CI
 - Send Emily & Julia champ docs
- Julia & Emily:
 - Coloring book
 - Tie dye design
 - Price out crafts and other budget items

- Discuss expenses - Julia to reach out, staff to provide statement to go with Champ Doc

Next Meeting: Friday, May 9th at 3 pm



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

Memorandum

To: Honorable Mayor and Town Council
From: Justin Baker, Planning Commission Liaison
Re: April Planning Commission Report

PLANNING COMMISSION - REGULAR MEETING Tuesday, April 08, 2025, 07:00 PM. The Town Planner updated the Commission on efforts to secure an outside consultant for the Comprehensive Plan update, with \$5,000 allocated in the FY 2025 budget. The Commission. Additionally, began reviewing its bylaws with draft.

Sincerely,

Justin Baker

Councilman/Planning Commission Liaison

Town of Haymarket



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

Memorandum

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

Meeting held 4/9 @ 7:00PM.

- COA Reviews:
 - None
- Agenda
 - ARB Guideline Review – Thomas briefed Board and asked we review for future approval
- Old/New Business –
 - Lane Motor Demolition date TBD
 - Park Building Demo and Pavilion design briefed
 - Sidewalk close out detail briefed
- PC Liaison –
 - No Site submissions for the month
 - started Comp Plan review for update
- Council Liaison –
 - Briefed Budget planning that is in process
 - Briefed the 2 SUPs are under review - QBE and CFA .



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

STAFF REPORT

TC Meeting Date: May 5, 2025
Agenda Title: Special Use Permit Application #2024-002, Religious Assembly for Haymarket Islamic Center
Zoning District: B-1 Town Center
Requested Action: Approval of SUP#2024-002
Staff Lead: Thomas Britt, Town Planner



The applicant is requesting to operate a tenant space at 14600 Washington Street, as a place of public assembly, with the assembly type being religious assembly.

The property is 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#2024-002 with conditions in the January 14th 2025 meeting. Please see the attached Planning Commission minutes for reference.

BACKGROUND

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

Site Location: 14600 Washington Street, north of the intersection of Washington Street and Greenhill Crossing Drive. The tenant space is suite #160, noted on their proposal. Suite 155 has since been occupied by another tenant.

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

Surrounding Land Uses: 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 main building at 14600 Washington street 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 this building to hold these daily prayer services as well as an assembly space to hold Ramadan celebration 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 (suite 160).

Town Staff are reviewing this application based on the definition of public assembly in the Zoning Ordinance below. Per this definition religious assembly falls within the , 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. Since 14600 Washington Street falls in the B-1 Town Center zone, the app

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.”

Additionally, the property owner must submit a site plan to fulfil Section 58-4.30(a) of the Zoning Ordinance, related to general provisions of SUP review: *“After approval of a special use permit by the Haymarket Town Council, the applicant shall have one year to submit site or subdivision plans for the approved use and shall occupy the site and commence the use within five years of approval of the site plan, provided that the Haymarket Town Council may allow, at the time and as part of approval, a longer period. If the use has not begun as provided above, the special use permit shall be void, and the use may not thereafter be begun except upon approval of another special use permit.”*

Sec. 58-4.29. - Conditions attached to the approval of a special use permit.

- (a) “In approving a special use permit, the Haymarket Town Council may attach reasonable conditions, including an expiration date, to such approval with or without the applicant's consent. Once a special use permit is approved with conditions attached, such conditions shall be considered as a part of the text of this chapter and may be administered and enforced by the zoning administrator. A violation of an attached condition shall be considered a violation of this chapter.*
- (b) A condition attached to the approval of a special use permit may only be modified by a subsequent application for a special use permit or by the approval of a minor modification in accordance with section 58-3.30.”*

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 site, which within includes 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 the site is 10,000 vehicles per day. The last available traffic data or anywhere else on site is from 1994, which is not reflective of modern traffic.

The applicant has stated that 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. The Haymarket Police Department has stated willingness to aid in guiding traffic if requested by the applicant, if officers are . 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.

The site plan submission requirement in Section 58-4.30(a) of the Zoning Ordinance can help mitigate entry exit conflicts on the site and other traffic issues by bringing it to VDOT standards through a site plan.

(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) 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
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 site 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 of this tenant space as a place of public assembly for religious use 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 per the Zoning Ordinance. 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. 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.

Subsequently, the landlord has striped the site to include per their count 204 spaces. In the rear of the property by Suite 160 there are 20 parking spaces stacked 2 by 10, with the only access to the back 10 spaces being through the grass. Town staff do not count these back 10 spaces as part of the total count due to no access to the spots from the paved surface on the site, reducing the count of available striped spaces to 194. There are 3 striped spots near the loading area close to the rear of the property that cause a very narrow aisle between the striped parking areas on site. The narrow aisle created by these three striped spots may create issues with the loading and unloading of trucks in the adjacent bay. Until Town staff receive comment from Prince William County’s Fire Marshal on emergency vehicle access through that aisle width, these three spots will not count toward the parking total, leaving available spaces at 191.

The Haymarket Police Department has provided drone footage of the site Friday the 25th of April at 1:45pm, 2:15pm, and 3:10pm to show the existing parking conditions of the site when the Friday afternoon prayer service would take place. Based on the above pictures, there is adequate parking on the main lot on site at the time of the busiest prayer service, with additional parking open at the rear of the site near Suite 160, where the proposed public assembly will operate, and many spots further along the rear and side of the building.

Based on a submitted tabulation from the landlord and a recalculation by Town Staff (exhibit F and exhibit G), the number of spaces required on site for all uses are 168.8 (rounded down to 168). With the subsequent striping of the site since the March work session, the addition of this proposed use is shown to be able to utilize the site and total uses will not exceed the 191 parking spaces on site, per the Zoning Ordinance parking requirements.

(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 approval conditions where the applicant provides Town Staff with an occupancy card and the final occupancy permit. Town Staff are meeting with a member of the Prince William County Fire Marshal on site to receive comment on the aisle width near the loading bay of the building to ensure it can be safely navigated by emergency vehicles.

(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 mentioned within the definition of “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 the 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. However, per Section 58-4.30(a) of the Zoning Ordinance, which has been triggered due to the special use application for public assembly, a site plan still must be submitted by the applicant (landlord) for the site to comply with this section as part of special use permit approval. The timeframe to submit the site plan is within one year of approval of the SUP.

Section 58-3.6 of the Zoning Ordinance (procedures and requirements) states the following about changes in use:

“Before a building permit shall be issued or construction commenced on any permitted use, or a permit issued for a new use or a change of use, a site plan prepared in accordance with this chapter shall be submitted for review. If the change of use does not require additional parking, change in ingress/egress, or other exterior modifications, then the site plan requirement may be waived at the discretion of the Zoning Administrator.”

Per this Ordinance section, the Zoning Administrator can waive the site plan requirement triggered by this application. However, the existing issues with the ingress and egress points onto the site are cause for the Zoning Administrator to not grant the waiver for the site plan requirement for this application.

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 and visitors to this property when entering and exiting the site onto Washington Street. The striping of the site and comparison to the parking tabulation show that the site meets minimum parking requirements with the addition of this tenant. Outside of the site plan submission requirements, the applicant has provided sufficient information to show attendance standards, mitigation of traffic within the site, and showing the site can accommodate the parking of this use.

With these effects and other factors considered, Town Staff recommend that the Town Council approve the SUP for public assembly at 14600 Washington Street Suite 160, with conditions related to providing the occupancy card from Prince William County’s Building Department, providing a copy of the occupancy permit from Prince William County’s Building Department, and the submission of a site plan within One year of the approval of the SUP.

Draft Motion(s):

Town Staff will provide a draft motion and resolution for the Town Council at the May 5 Regular Meeting.

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—Satellite imagery of striped parking spots on site
J—Timestamped drone imagery of site from Friday, April 25, 2025
K—Correspondence with Haymarket PD on directing traffic on site
L—landlord and Haymarket PD correspondence discussing PWC Police directing traffic on site



SUP#2024-0

Section IX, Item 1.

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 Islamic CenterSITE ADDRESS: 14600 Washington St, Haymarket, VA 20169 (Suite 155 or Suite 160)ZONING DISTRICT: ☐ R-1 ☐ R-2 ☒ B-1 ☐ B-2 ☐ I-1 ☐ C-1 SITE PLAN PROPOSED: ☐ Yes ☐ NoPROPOSED USE(S): Religious Use

CODE SECTION(S) #: _____

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*

Muslim community of Haymarket area lacks a local place for 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 OCCUPATIONS (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 STORAGE (i.e. garage, accessory storage, etc.): _____

OFF-STREET PARKING SPACES PROVIDED: 150/185 NO. OF EMPLOYEES WORKING FROM SITE: See attachedFEE: ☐ \$500 Residential ☐ \$200 Residential In-Home Business☒ \$350 Commercial (no land disturbance) ☐ \$1,500 Commercial (land disturbance)**APPLICANT/PERMIT HOLDER INFORMATION**

Muhammad Qasim Gul

Name

15082 Stepping Stone Dr

Address

Haymarket VA 20169

City State Zip

202-368-2566

Phone#(s)

qasim.gul@gmail.com

Email Address

PROPERTY OWNER INFORMATION

HAYMARKET PROPERTIES GROUP LLC

Name

14600 WASHINGTON ST 137

Address

HAYMARKET VA 20169

City State Zip

703 895 0677

Phone#(s)

CONNOR.LEAKE@QBE.NET

Email Address



**TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION**

SUP#2024-00

Section IX, Item1.

APPLICANT / PROPERTY OWNER CONSENT

*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

Applicant Signature

Property Owner Signature

October 21, 2024

11-04-2024

Date

Date

***** OFFICE USE ONLY *****

DATE FILED: _____ FEE AMOUNT: _____ DATE PAID: _____

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR

DATE

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

☐ RECOMMEND APPROVAL ☐ RECOMMEND DENIAL ☐ 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 (Approx.)	Expected Attendance	Expected Vehicles
Fajr	Early Morning (Usually 90 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	20 – 30
Isha	Nighttime (Usually 90 minutes after Sunset)	Daily	20 – 30 Minutes	20 – 40	20 – 40
Jummah	Friday – Noon	Weekly	30 – 45 Minutes	100 – 125	60 – 90
Taraweeh	30 Days of Ramadan Month Sunset thru Nighttime	Annually	3 – 4 Hours	100 – 150	60 – 100

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.

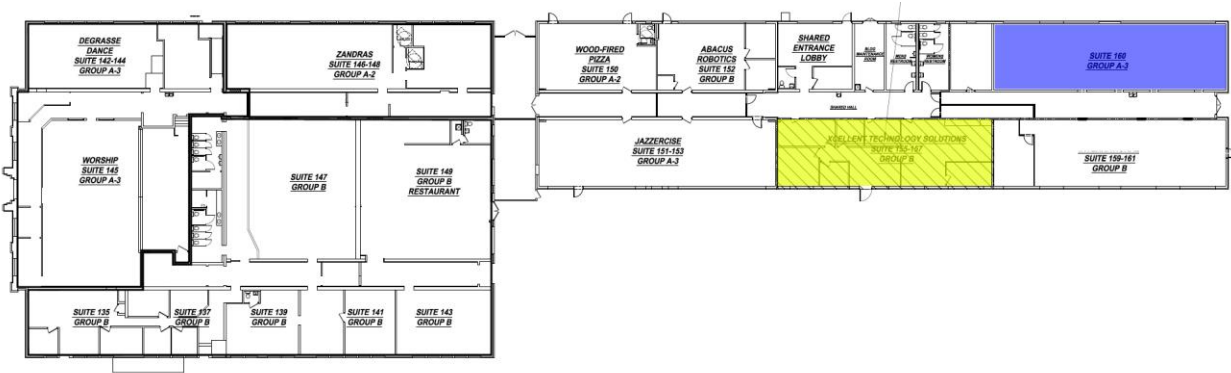
- **Suite 155** (marked in yellow in Appendix A) - Available for immediate lease
Square Footage: Approximately 2,146 SF
- **Suite 160** (marked in blue in Appendix A) - Available for lease around February 2025
Square Footage: Approximately 2,200 SF

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>
contact@hicva.org

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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

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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

Current		2026		2027		2028		2029	
Expected Attendance	Expected Vehicles	Expected Attendance	Expected Vehicles	Expected Attendance	Expected Vehicles	Expected Attendance	Expected Vehicles	Expected Attendance	Expected 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

Current		2026		2027		2028		2029	
Expected Attendance	Expected Vehicles	Expected Attendance	Expected Vehicles	Expected Attendance	Expected Vehicles	Expected Attendance	Expected Vehicles	Expected Attendance	Expected 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. Usual duration of Taraveeh Prayer is 90 minutes. 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
160 (Religious)	Religious	2200	1 per 4 seats	30.0
155 (Vacant)	Office	1946	1 per 300	6.5
Jazz	Gen Retail	1800	1 per 300	6.0
Brewery	Restaurant	2715	1 per 100	27.2
Zandras	Restaurant	2535	1 per 100	25.4
Magellan	Gen Retail	2208	1 per 300	7.4
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 300	17.2
Cookie & Cream	Restaruant	1300	1 per 100	13.0

based off 120

Out Front	77
Front Parallel	15
Zandras Head In	7
C&C Rear	3
Brewery Side	4
North / Alex Keep	10
Rear West Row	24
Dumbster Row	25
QBE / VFI Row	20
Total	185

Total	161.4
Current Have	185.0
Total Left	23.6

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

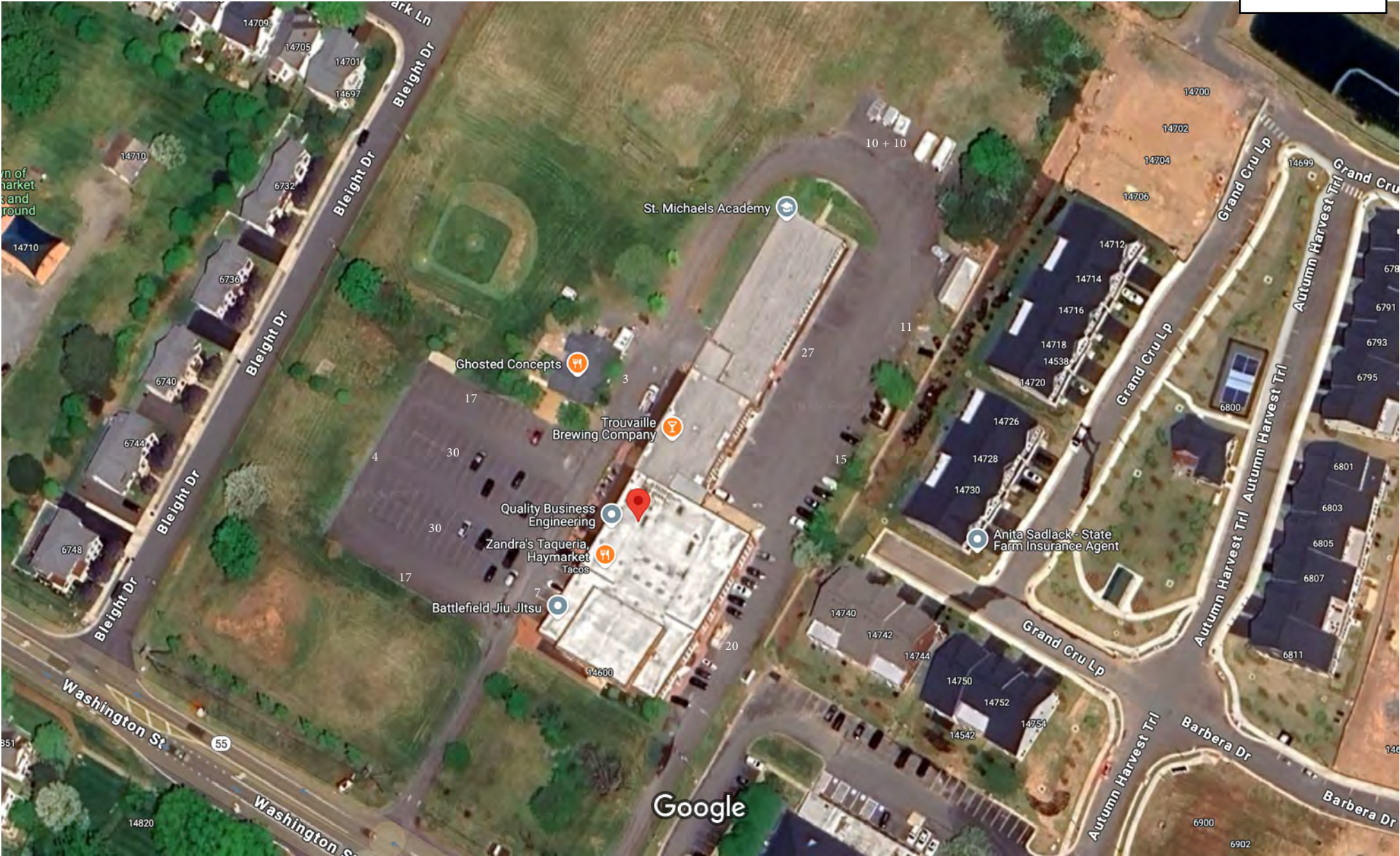
155 Religious: 1 per 4 seats: from 150sf, 38
 151 Jazzercise: 1 per 300: from 1800sf, 6
 149 Commercial Kitchen: 1 per 300, 1210sf, 5
 Zandras: 1 per 100: 2535sf, 26
 Trouville: 1 per 100: 2715sf, 28
 Magellan: 1 per 300: 2208sf, 8
 QBE: 1 per 300: 4804sf, 16
 VFI: 1 per 300: 800sf, 3
 Battlefield: 1 per 300: 5170sf, 18
 Cookies and Cream: 1 per 100sf, 13

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

	Recount	
Out Front	77	98
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

THE KDL GROUP LLC

P.O. BOX 609
HAYMARKET, VA 20169
PHONE 703-753-7592 FAX 703-753-7593
www.kdlgroup.com

EXISTING CONDITIONS

CBE BUSINESS PARK

GENERAL DEVELOPMENT PLAN

TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA

COMMITTEE ON PLANNING
JUNE 14, 2010
06/14/10

SCALE 1" = 50'

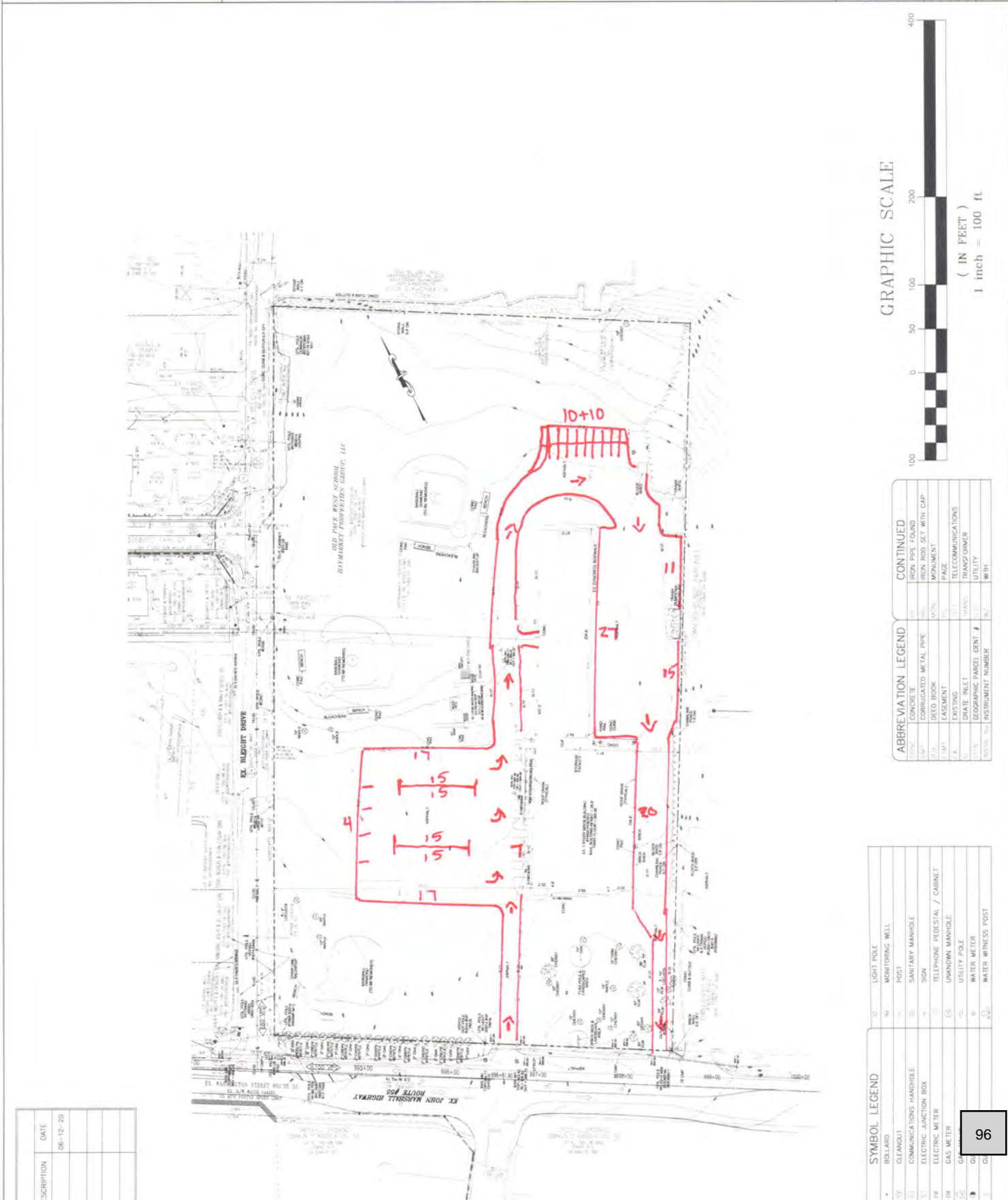
DATE: MAY 2010

BY: JVA

PROJECT: CBE BUSINESS PARK

FILE NO: PW 018-007

SHEET NO: 3 OF 4



GRAPHIC SCALE
(IN FEET)
1 inch = 100 ft

ABBREVIATION LEGEND		CONTINUED	
CONCRETE	CONCRETE	IRON PIPE FOUND	IRON PIPE FOUND
CORRUGATED METAL PIPE	CORRUGATED METAL PIPE	IRON ROD SET WITH CAP	IRON ROD SET WITH CAP
DEED BOOK	DEED BOOK	MONUMENT	MONUMENT
EASEMENT	EASEMENT	PAGE	PAGE
EXISTING	EXISTING	TELECOMMUNICATIONS	TELECOMMUNICATIONS
GRATE INLET	GRATE INLET	TRANSFORMER	TRANSFORMER
INSTRUMENT NUMBER	INSTRUMENT NUMBER	UTILITY	UTILITY
		WITH	WITH

SYMBOL LEGEND	
ROAD	ROAD
CLEARCUT	CLEARCUT
COMMUNICATIONS HANDHOLE	COMMUNICATIONS HANDHOLE
ELECTRIC JUNCTION BOX	ELECTRIC JUNCTION BOX
ELECTRIC METER	ELECTRIC METER
GAS METER	GAS METER
GAS VALVE	GAS VALVE
LIGHT POLE	LIGHT POLE
MONITORING WELL	MONITORING WELL
POST	POST
SANITARY MANHOLE	SANITARY MANHOLE
SON	SON
TELEPHONE PEDESTAL / CABINET	TELEPHONE PEDESTAL / CABINET
UNKNOWN MANHOLE	UNKNOWN MANHOLE
UTILITY POLE	UTILITY POLE
WATER METER	WATER METER
WATER WITNESS POST	WATER WITNESS POST







4/25/25, 1:44:12 PM



Section IX, Item 1.





4/25/25, 1:45:04 PM



Section IX, Item 1.





4/25/25, 2:16:58 PM



Section IX, Item1.





4/25/25, 2:17:18 PM



Section IX, Item1.





4/25/25, 3:09:46 PM



Section IX, Item 1.





4/25/25, 3:10:22 PM



Section IX, Item1.



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

Subject: RE: Phone Call Follow Up - 1/14/25
Date: Tuesday, January 14, 2025 at 11:56:16 AM Eastern Standard Time
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 you referenced.

There is absolutely no issue with Prince William County PD and/or the Sheriff's 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



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

Memorandum

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

Attached are the clean versions of the Policies and Procedures with the Contacting Town Attorney Policy (POL20140902-1) and the Code of Ethics. I have added the method of voting that was suggested at the 4/28 Work Session. Attached also is Resolution #2025-004 which would adopt these policies.

Suggested Motion: I move that the Haymarket Town Council adopt Resolution # 2025-004: Policies and Procedures and Code of Ethics effective May 5, 2025.

Or Alternate Motion

Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE

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

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

RULES OF PROCEDURE

Introduction

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

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

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

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

Section 1-2. Basic Principles Underlying Rules of Procedure

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

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

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

SECTION 2 – MEETINGS

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

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

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

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

Section 2-1.1. Continued Meetings

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

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

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

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

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

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

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

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

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

Section 2-2. Special and Emergency Meetings

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

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

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

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

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

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

Section 2-3. Legal Holiday

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

Section 2-4. Adjourned or Recessed Meetings

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

Section 2-5. Cancellation or Rescheduling of Meetings

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

Section 2-6. Organizational Meeting

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

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Section 2-7. Procedure for Election of Vice Mayor

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

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

Section 2-8. Seating Arrangement

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

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

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

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

Section 3-2. Parliamentarian

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

Section 3-3. Preservation of Order

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

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- 2-3. To entertain and answer questions of parliamentary law or procedure;
- 3-4. To call a brief recess at any time;
- 4-5. To adjourn in an emergency.

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

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

SECTION 4 – AGENDA

Section 4-1. Preparation

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

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

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

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

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

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

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Section 4-2. Delivery of Agenda

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

Section 4-3. Copies

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

Section 4-4. Internet

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

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

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

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

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B. 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

1. Call to Order

2.1. Roll Call

3. Closed Session, As Needed

4.2. Adjourn Closed Session

3. Pledge of Allegiance

4. Invocation or Moment of Silence

5. Presentations or Special Recognitions

6. Public Hearings (if any)

7. Citizens' Time

Consent Agenda

a. Minute Approval

- b. Department Reports
- c. Liaison Reports

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

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

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

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

Section 5-3. Citizen Participation

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

B. Public Comment

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

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

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

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

5. The presiding officer shall open the Public Comments.

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


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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5-4. Prohibited Conduct

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

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

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

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

Section 5-5. Public Hearings

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

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

Section 5-6. Action Items

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

Section 5-7. Items Not on the Agenda

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

Section 5-8. Closed Meetings

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

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

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

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

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

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

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

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

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

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

Section 6-4. Action by the Council

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

Section 6-5. Motions

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

Section 6-6. Substantive Motions

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

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

Section 6-7. Procedural Motions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 6-8. Debate

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

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

Section 6-9. Duty to Vote

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

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

Section 6-10. Method of Voting

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

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

Section 6-11. Decisions on Points of Order

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

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

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

Section 7-2. Standing Committees Roles and Guidelines

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

A. Finance Liaison

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

Role, Responsibility, and Tasks of FLs:

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

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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
- 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.

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B. Business Liaison

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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

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- 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

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- 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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3. Business Roundtable & Networking

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

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4. Strategic Collaboration & Representation

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

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5. Infrastructure & Business-Friendly Initiatives

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

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Alignment with the Town's Strategic Plan

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The Business Liaison role directly supports multiple objectives, including:

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

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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

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

Role:

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

Responsibility:

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

D. Planning Commission Liaison

Reports To: Town Manager, Mayor, Chairman

Position Summary:

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

Key Responsibilities:

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

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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

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

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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.

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

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

Section 9-2. Town Attorney

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

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

Section 9-3. Staff Members

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

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

Commented [KH18R17]: Referenced the Code of Ethics

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Resolution #2025-003

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on May 05, 2024, with an effective date upon adoption.

Section 2 Meetings

2-1.2. Policy on Participation in meeting electronically. This amendment will effect at the Town Council regular monthly meeting on July 5,2022;

2.2-6 Adding acknowledgement of Code of Ethics

2.2-8 Seating Arrangement

Section 4 Agendas

4-1. Requirements in adding items to an agenda at a special meeting

4-2. Changing days on agenda delivery

Section 5 Order of Business for Council Meetings

5-1A. Adding Work Session agenda

5-2B. Adding Closed Session to Regular meeting

5-2D. Adding explanation of Consent Agenda

5-3B(7) Citizen comments through email deadline

5-12. Guidelines on council comment through citizen time

5-13. Adding guidelines for citizens on readdressing items

Section 6 Rules of Procedures for Council meetings

6-1. Quorum – adding language for a quorum

Section 7 Boards, Authorities, Commissions and Committees

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

Section 9 Correspondence Policy

9-2 Adding Policy POL2014-09021 contacting the Town Attorney

9-3 Adding Policy on directive to staff

RULES OF PROCEDURE

Introduction

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

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

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

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

Section 1-2. Basic Principles Underlying Rules of Procedure

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

SECTION 2 – MEETINGS

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

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

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

Section 2-1.1. Continued Meetings

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

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

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

- A. Remote participation shall be subject to the approval of the presiding officer of the applicable public body, appealable to the body as a whole in accordance with Robert's Rules of Order.
- B. On or before the day of a meeting, a member of the public body wishing to participate remotely shall notify the presiding officer that such member is unable to attend the meeting due to:
 - 1. a temporary or permanent disability or other medical condition that prevents physical attendance,
 - 2. a medical condition of a member of the member's family requiring the member to provide care that prevents the member's physical attendance;
 - 3. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - 4. the member being unable to attend the meeting due to personal reasons, in which case the member shall identify with specificity the nature of the personal reason.
- C. A member's participation from a remote location will only be approved if the member's voice is clearly audible to council members and citizens at Town Hall (or such other location as specified in the notice of the meeting) and if the member can hear persons speaking into the microphones at the Town Hall (or other specified location).
- D. If a member's participation from a remote location is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity.
- E. Each member's participation due to personal reasons shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- F. A quorum of members participating in person must be physically assembled at the meeting location that was announced in the notice of the meeting or if no location is specified, at Town Hall.

- G. The public body shall record in the minutes all instances of remote participation, and the remote location from which a member participates. The remote location need not be open to the public and may be identified in the minutes by a general description.
- H. If participation is approved pursuant to subsection B:1 or B:2 of this policy, the public body shall include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subsection B:3 the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subsection B:4 the public body shall also include in its minutes the specific nature of the personal matter cited by the member.
- I. Instances of remote participation shall be included in the total of meetings attended for the purpose of calculating the monthly compensation of the Town's elected and appointed officials.
- J. A Councilmember who is participating in a meeting electronically may not be prohibited or restricted from voting on matters.
- K. This policy shall be adopted annually by a recorded vote of the Town Council during a public meeting, at which time, it shall be updated to include any changes required by the Code of Virginia in order to hold meeting through electronic communication means.
- L. Council may also meet electronically as permitted by Virginia Code § 2.2-3708.2 when the Governor has declared a state of emergency in accordance with § 4.4-146.17 or the Council has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Town or the discharge of its lawful purposes, duties and responsibilities. In convening a meeting under this policy, the Town shall:
 - 1. (a). Give public notice using the best available method given the nature of the emergency, said notice to be given contemporaneously with the notice provided to members of Council.
 - (b) Make arrangements for the public to access the meeting through electronic communication means, including video conferencing if already used by the Town Council.
 - (c). Provide the public with the opportunity to comment at those meeting of the Town Council when public comment is customarily received.

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

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

Section 2-2. Special and Emergency Meetings

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

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

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

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

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

Section 2-3. Legal Holiday

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

Section 2-4. Adjourned or Recessed Meetings

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

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

Section 2-5. Cancellation or Rescheduling of Meetings

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

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

Section 2-6. Organizational Meeting

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

Section 2-7. Procedure for Election of Vice Mayor

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

Section 2-8. Seating Arrangement

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

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

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

Section 3-2. Parliamentarian

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

Section 3-3. Preservation of Order

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

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

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

SECTION 4 – AGENDA

Section 4-1. Preparation

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

B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request. Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.

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

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

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

Section 4-2. Delivery of Agenda

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

Section 4-3. Copies

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

Section 4-4. Internet

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

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

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

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

B. At regular meetings of the Council on the 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

7 PM Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Invocation or Moment of Silence
5. Presentations or Special Recognitions
6. Public Hearings (if any)
7. Citizens' Time Consent Agenda
8. Minute Approval
9. Department Reports
10. Liaison Reports
11. Agenda Items
12. Councilmember Time
13. Adjournment

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

Section 5-3. Citizen Participation

- A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.
- B. Public Comment
 1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Monday prior to the regular meeting date.
 2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.
 3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.
 4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.
 5. The presiding officer shall open the Public Comments.
 6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.
 7. If a citizen is unable to attend the meeting but would like to have their voice heard, they are encouraged to send an email to the Town Clerk by 3 pm on the day of the meeting. The Town Clerk will read their email into the record identifying them and their address. If an email does not have a name and address associated with the email, the Clerk will not read the comment into the record.
 8. There shall be a time limit for each individual speaker of 5 minutes.
 9. A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

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.

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

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

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

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

Section 5-4. Prohibited Conduct

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

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

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

Section 5-5. Public Hearings

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

B. The presiding officer shall conduct all public hearings.

C. The order of public hearings shall be as follows:

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

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

E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

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

Section 5-7. Items Not on the Agenda

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

Section 5-8. Closed Meetings

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

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

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

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

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

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

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

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

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

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

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. A quorum is four (4) members of Council in the absence of the Mayor or three (3) members of Council and the Mayor. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

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

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

A. The presiding officer shall keep discussion germane to the subject.

B. Council members may address questions to the Town Manager, staff or other appropriate individuals present at the meeting. All legal questions should be addressed to the Town Attorney.

Section 6-4. Action by the Council

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

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

Section 6-5. Motions

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

Section 6-6. Substantive Motions

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

Section 6-7. Procedural Motions

- A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.
- B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.
 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.
 2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending
4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.
5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:
 - (a) The motion to “lay on the table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to “take from the table” is needed to bring the item back before the public body for discussion.
 - (b) The motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

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

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

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

Section 6-8. Debate

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

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

Section 6-9. Duty to Vote

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

Section 6-10. Method of Voting

- A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. Voting shall be done electronically through the voting software or by other means, such as a roll call vote which would be determined by the presiding officer. The Town Clerk shall announce the outcome of the vote. A majority is more than half.
- C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 6-11. Decisions on Points of Order

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

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

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

Section 7-2. Standing Committees Roles and Guidelines

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

A. Finance Liaison

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

Role, Responsibility, and Tasks of FLs:

- The FLs and Staff meet every second Wednesday @ 2 PM using a pro-forma agenda and cover the following items -
 - Review all invoices and check signing utilizing best practices and internal controls (one liaison reviews checks and approves invoices, and the other signs and approves checks/expenditures)
 - Review the current fiscal year budget, with Staff and the Chief of HPD (CHPD), and discuss line items, comparing projected to actuals and discussing causes and potential solutions for those that are not in-line with expectations
 - During budget season, Staff develops their proposed budget and keeps FLs abreast of overall progress, timeline, and highlights. However, a full detailed review and discussion of proposed budgets are the responsibility of Council and, accordingly, covered in their meetings
 - Discuss current and proposed/planned expenditures with CHPD and Staff, as needed

- The FLs, at times, are a sounding board for Staff on budget matters related to the analysis of revenue, expenses and new initiatives to be brought to council for general discussion
- The FLs prepare a monthly summary of the bi-weekly meetings for inclusion into the agenda packet for the regular monthly meeting
- The FLs are available to Council, Staff and public to field any questions they may have regarding matters related to their role, responsibility, and tasks.

B. Business Liaison

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

Key Responsibilities:

1. **Business Engagement & Advocacy**
 - a. Work in collaboration with Town Staff (Town Manager, Town Treasurer, and Town Events Coordinator), who serve as the primary contacts for local businesses.
 - b. Maintain awareness of business concerns, providing updates to the Town Council and escalating issues as needed.
2. **Economic Development & Promotion**
 - a. Encourage local businesses to actively participate in town events, including Haymarket Day, the Farmers Market, and the Town Holiday Event to strengthen community ties and business visibility.
 - b. Support the development of an advertising campaign to showcase and attract businesses to the town.
 - c. Work with Town Staff to highlight local businesses through Business Spotlights, social media promotions, and tourism initiatives.
3. **Business Roundtable & Networking**
 - a. Work with Town Staff to plan, coordinate, and host Quarterly Business Roundtable events to foster discussion and collaboration.
 - b. Serve as an active participant in Business Roundtables, ensuring business feedback is captured and addressed by the Town Council as needed.
4. **Strategic Collaboration & Representation**
 - a. Represent the Town of Haymarket at local business events, including the Haymarket-Gainesville Business Association and Prince William County Chamber of Commerce meetings, to strengthen regional economic ties.
 - b. Collaborate with the Town Council, Economic Development partners, and business organizations to align business initiatives with town policies.

- c. Monitor state legislation and zoning regulations, working with the Virginia Municipal League (VML) and other municipalities to provide insights to the Town Council.
5. Infrastructure & Business-Friendly Initiatives
- a. Advocate for business-friendly infrastructure improvements, such as parking solutions, streetscapes, and pedestrian-friendly access.
 - b. Provide input on economic development policies that benefit local businesses, ensuring alignment with the Town's Strategic Plan.

Alignment with the Town's Strategic Plan

The Business Liaison role directly supports multiple objectives, including:

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

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

C. Architectural Review Board Liaison

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

Role:

- a. Active seat on the Board
- b. Town Council Representative
- c. Communication Bridge between Town Council and the ARB members

Responsibility:

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

D. Planning Commission Liaison

Reports To: Town Manager, Mayor, Chairman

Position Summary:

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

Key Responsibilities:

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

E. Community Outreach Liaison

Key Responsibilities

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

SECTION 8 -- GENERAL OPERATING POLICY

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

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

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

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

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

Section 8-3. Minutes of the Council Meetings

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

Section 8-4. Amending the Rules of Procedure

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

Section 8-5. Special Rules of Procedure

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

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

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

Section 9-2. Town Attorney

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

Section 9-3. Staff Members

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

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



Preamble

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

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

CODE OF ETHICS

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

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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 acceptance of free tickets or other special favors. This shall not apply to attendance at an event in which the individual is performing official Town duties.

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

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Language from Middleburg's

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

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

inappropriate direction to staff.

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

STANDARDS OF CONDUCT

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

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

IMPLEMENTATION

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

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

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

COMPLIANCE and ENFORCEMENT

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

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

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

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

Signed _____

Date _____

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



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Town of Haymarket

Resolution #2025-004

Resolution to Adopt the revised
Policies and Procedures and Code of Ethics

Whereas, the Haymarket Town Council reviewed and discussed the old Policies and Procedures from 2022 and the Code of Ethics from 2018; and

Whereas, the Haymarket Town Council had several work sessions to edit the Policies and Procedures and the Code of Ethics; and

Now, Therefore, be it resolved by the Council of the Town of Haymarket, Virginia meeting in regular session this 5th day of May 2025 adopt the revised Policies and Procedures and the Code of Ethics of the Haymarket Town Council effective on the date of adoption.

Motion: Second:

Ayes:

Nays:

Abstain:

Absent:

Crisis Response Center Memorandum of Understanding

Between

Connections HealthVA, LLC

And

Prince William Community Services Board

And

Prince William County Police Department

And

Prince William County Sheriff's Office

And

Manassas City Police Department

And

Manassas Park City Police Department

And

Town of Haymarket Police Department

And

Town of Dumfries Police Department

This Memorandum of Understanding (MOU or Agreement) is made and entered into by and between Connections HealthVA, LLC (CHS), Prince William County Police Department, Prince William County Sheriff's Office, Manassas City Police Department, Manassas City Park Police Department, Town of Haymarket Police Department, and Town of Dumfries Police Department (collectively, "Parties" herein) and will become effective on the date of signature by the locality representatives. Jurisdictional Memorandums of Understanding will need to be in effect between Prince William County and the other jurisdictions prior to participating in Crisis Response Center (CRC).

This MOU is intended solely to outline a plan for a collaborative relationship and is not intended to create a legal entity, create rights in third persons, or to create any contractual obligations.

As a requirement of the Virginia Code, this MOU is entered into between CHS and the local law enforcement entities listed herein to effectuate the transfer of custody of mental health individuals (also referred to as client, patient, consumer, or respondent) to CHS and to document the process for allocating resources at the CRC.

Purpose of Agreement: To establish the understanding of protocols and procedures as necessary to

Transfer of Custody for individuals under an Emergency Custody Order (ECO) from law enforcement agencies within the Greater Prince William area (Prince William County Police Department, Prince William County Sheriff's Office, Manassas City Police Department, Manassas Park City Police Department, Town of Haymarket Police Department and Town of Dumfries Police Department, also individually referred to herein as a "law enforcement agency" or their members as a "law enforcement officer(s)" to staff at the CRC.

Term of Agreement: Subject to the conditions herein, this MOU shall be effective on the date of the signatures below and shall be reviewed annually by the parties.

Renewal Process: The County may renew this Agreement for four (4) successive one-year periods under the provisions of the original agreement except as stated below. Prince William County will receive written notice from Connections HealthVA, LLC intent to renew this Agreement approximately sixty (60) calendar days prior to the expiration date of each Agreement period. The understanding listed above is subject to review by either of the parties as they may deem necessary, and will remain in effect until such time as either party advises the other in writing of their desire to revise or terminate this Memorandum of Agreement.

Compliance Requirements: The parties shall comply with all federal, state and local statutes, ordinances, regulations and guidelines now in effect or hereafter adopted, in the performance of the description of services set forth.

Responsibilities of Each Party:

Pursuant to the stated purpose of the MOU, the parties entering into this Agreement shall fulfill the following responsibilities and procedures as related to the operation of the CRC:

A. Responsibilities and Procedure during the ECO Process:

1. In the event of a law enforcement officer-initiated ECO or magistrate issued ECO which is executed in the community:
 - a. The law enforcement agency shall provide transportation of the individual to the CRC.
 - b. Law enforcement officers will call the CRC prior to transport to discuss the situation and evaluate the facility's ability to provide the level of treatment needed for the individual, the general activity levels of the facility, and any other factors deemed relevant. CRC and Prince William County Community Services will coordinate to determine if there are any factors to be considered regarding the most appropriate location for evaluation and/or transfer of custody to take place: i.e. medical assessment or treatment. This contact does not replace the code requirement for LEOs to contact community services for ECO notification.
 - c. Upon determination that any factor or combination of factors indicating medical needs may exceed the CRC's ability at that time, the CRC staff will advise the law enforcement officer(s) and request that law enforcement maintain custody until such time as those factors are resolved to the satisfaction of the CRC. If those factors cannot be resolved, the law enforcement officer(s) will maintain custody of the individual and transport to another location for assessment, if necessary.
 - d. Upon completion of a transfer of custody to CRC staff, the law enforcement officer(s) are released to return to service. However, the CRC reserves the right

to request the return of the law enforcement agency at any time during the duration of the ECO, if CRC staff determines changes in the overall situation have occurred which require such return. Should there be questions or concerns regarding the transfer of custody, the matter will be promptly escalated to the appropriate Police Watch Commander or the Sheriff's Office Operations Commander and the CRC Shift Supervisor or designee.

- e. In all circumstances where custody is transferred from a law enforcement officer to the CRC, the transfer of custody form will be completed by the officer and maintained by the CRC. A copy will be provided to Community Services and one copy of the form will be submitted to the Prince William Police CIT Coordinator/Marcus Alert Coordinator or their designee.
- f. The individual shall remain in custody of the CRC until the client has been temporarily detained to an alternate facility, the client is in need of transport to another facility for medical clearance, the person is released from the ECO by PWC Emergency Services Preadmission Screener, or until the ECO has expired. Agencies required to return for any reason will respond to the CRC as soon as possible after they are notified.

- 2. In the event an ECO is needed for an individual who is already located in the CRC:
 - a. CRC staff will petition for ECO. The parties will follow the process outlined in Section III (A)(1) above and all procedures outlined in that section will be followed.
 - b. Upon completion of the transfer of custody, the law enforcement officer is released. However, as noted above, the CRC reserves the right to request the law enforcement agency return to take or resume custody of the individual at any time during the duration of the ECO, if the CRC staff determines changes in the overall situation have occurred which require such response.

B. Responsibilities and Procedures in the event the individual may be released from the ECO: Once an ECO has been initiated, regardless of whether it was initiated by LEO or issued by a magistrate and prior to its expiration, the individual may only be released by a certified preadmission screener, following their evaluation, and based upon finding that the individual does not meet criteria for a TDO. In the event the certified preadmission screener makes the finding the individual shall be released;

- 1. The ES Clinician will transmit the completed ECO paperwork to the court designated by the issued magistrate pursuant to Code of Virginia §37.2-808(C) and §16.1-340 (C), if applicable.
- 2. The CRC will release the individual from custody.

C. Process when a TDO is issued for an individual who is currently located at the CRC:

A law enforcement officer from the jurisdiction named on the TDO may retrieve the order from the Magistrate's Office and respond to the CRC where the LEO will execute the order. The LEO agency executing the TDO will provide transportation of the individual to the designated facility based on existing transportation agreements among the law enforcement agencies. In situations where client residency cannot be established, the agency initiating the ECO will be called to execute the TDO and provide transportation to the TDO facility.

D. Facility Space:

14011 Worth Ave, Woodbridge, VA 22192

E. Community Services

Community Services will have a certified preadmission screener available for assessments 24/7.

F. CRC Staff:

Registered Nurse, behavioral health specialist, shift supervisor or manager.

Payments: Nothing herein shall be construed to obligate any Law enforcement agency for the payment of any fees, expenses or damages incurred by Prince William County or Connections HealthVA during the ECO/TDO process or transfer of custody processes.

Local, State, and Federal Laws and Policies: Both parties agree to comply with applicable local, state, federal laws and policies.

The Code of Virginia at, §37.2-500 *et seq* establishes Connections HealthVA, LLC as a private provider designated by the local behavioral health authority, Prince William County Community Services Board (PWCCSB) and sets forth the powers and authority of PWCCSB. These include the responsibility to participate in the coordination of services during the involuntary commitment process. The law provides the authority to enter into a Memorandum of Understanding setting forth the terms and conditions under which the facility will accept transfer of custody provided that the facility or location may not require the law enforcement agency to pay any fees or costs for the transfer of custody. Code of Virginia §37.2-808(E).

The Code of Virginia has established law enforcement agencies herein through §15.2-1600 *et seq* and 15.2-1700 *et seq*, and as provided through general law. Further, the law authorizes law enforcement to initiate an ECO or to serve such an order issued by the Office of the Magistrate, and to provide transportation of individuals subject to such order to a location appropriate for completion of the assessment or evaluation as required by Code of Virginia §37.2-808 and §16.1-340.

Hold Harmless: All Parties agree to indemnify and hold harmless Prince William County, Virginia, its officers, agents and all employees and volunteers, from any and all injuries, damages and losses however or by whomever sustained, including cost of investigation, all reasonable attorney's fees, and the cost of appeals arising out of any such claims or suits, because of any and all acts of omission or commission of the ECO/TDO process, including its agents, Subcontractors, employees and volunteers, in connection with work under this Agreement.

Termination of the MOA: Each of the parties is authorized to terminate this MOA if it determines that another party has violated a material term of the MOA. Each of the parties may terminate its obligations under this MOA by giving each of the other parties 60 days written notice.

Changes to the MOA: No alteration, amendment, or modification in the provisions of this MOA shall be effective unless put in writing, signed by the parties, and attached hereto.

Privacy of Personal and Health Information: The parties to this MOA agree to maintain all protected information (PHI) and personally identifiable information (PII) learned about individuals receiving services confidential and agree to disclose that information only in accordance with applicable state and federal law and regulations, including the regulations promulgated under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Virginia Health Records Privacy Act, the Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers of Mental Health, Developmental, and Substance Abuse Services, and each party's own privacy policies and practices.

If applicable, a Business Associates Agreement shall be signed by both parties at the inception of a new MOA. Additional language regarding 42 CFR Part 2 may also be necessary.

Contact Information for Prince William Community Services Board
Correspondence for Prince William Community Services Board shall be delivered to:

Name:

Title:

Phone Number:

Email:

Address:

Contact Information for Connections HealthVA LLC:
Correspondence for Connections HealthVA LLC shall be delivered to:

Name:

Title:

Phone Number:

Email:

Address:

Contact Information for Prince William County Police Department
Correspondence for Prince William County Police Department shall be delivered to:

Name:

Title:

Phone Number:

Email:

Address:

Contact Information for Prince William County Sheriff's Office
Correspondence for Prince William County Sheriff's Office shall be delivered to:

Name:

Title:

Phone Number:

Email:

Address:

Contact Information for Manassas City Police Department
Correspondence for Manassas City Police Department shall be delivered to:

Name:

Title:

Phone Number:

Email:

Address:

Contact Information for Manassas Park City Police Department

Correspondence for Manassas Park City Police Department shall be delivered to:

Name: _____
Title: _____
Phone Number: _____
Email: _____
Address: _____

Contact Information for Town of Haymarket Police Department

Correspondence for Town of Haymarket Police Department shall be delivered to:

Name: _____
Title: _____
Phone Number: _____
Email: _____
Address: _____

Contact Information for Town of Dumfries Police Department

Correspondence for Town of Dumfries Police Department shall be delivered to:

Name: _____
Title: _____
Phone Number: _____
Email: _____
Address: _____

Connections HeathVA LLC

Prince William County Community Services

By: _____
(Signature)

By: _____
(Signature)

Name: _____
(Print)

Name: _____
(Print)

Title: _____

Title: _____

Date: _____

Date: _____

Prince William County Police Department

Prince William County Sherriff's Office

By: _____
(Signature)

By: _____
(Signature)

Name: _____
(Print)

Name: _____
(Print)

Title: _____

Title: _____

Date: _____

Date: _____

Manassas City Police Department

By: _____
(Signature)

Name: _____
(Print)

Title: _____

Date: _____

Town of Haymarket Police Department

By: _____
(Signature)

Name: _____
(Print)

Title: _____

Date: _____

Manassas Park City Police Department

By: _____
(Signature)

Name: _____
(Print)

Title: _____

Date: _____

Town of Dumfries Police Department

By: _____
(Signature)

Name: _____
(Print)

Title: _____

Date: _____

Proposed Budget for FY2025 - 2026	Adopted FY2025 Budget	Amended FY2025 Budget	Proposed 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	\$ 2,785,466	7.7%	\$ 198,466
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
MISCELLANEOUS \$	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	\$ 4,526,152	-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)
TOWN HALL / MUSEUM SECURITY SYSTEM \$	120,324	\$ 53,924	\$ 173,387	221.5%	\$ 119,463
MESSAGE BOARD TRAILER \$	-	\$ 20,000	\$ -	-100.0%	\$ (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	\$ 4,526,152	-10.5%	

Town of Haymarket

Revenue & Expenditures Actual To-Date vs Annual Budget

July 2018 through June 2025

Section IX, Item4.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
Income											
3110 · GENERAL PROPERTY TAXES											
3110-01 · Real Estate - Current	376,124.12	368,969.64	366,123.33	371,142.74	447,701.64	461,774.42	473,293.00	64,317	537,610	13.6%	Increased based off of Parcel assessments \$512,009,900; keeping it at Flat Tax Rate .105/\$100
3110-02 · Public Service Corp RE Tax	14,174.08	13,835.01	13,493.59	10,940.97	13,659.92	25,428.49	12,600.00	12,829	25,429	101.8%	based of the increase on Estimated \$24,218,401 assessments; keeping it at Flat Tax Rate .105/\$100
3110-03 · Interest - All Property Taxes	815.17	813.42	1,620.20	2,482.64	2,163.03	962.75	0.00		0	0.0%	
3110-04 · Penalties - All Property Taxes	1,087.33	1,291.45	1,003.16	1,611.54	1,864.65	3,084.77	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	491,250.43	486,893.00	77,146	564,039	15.8%	
3120 · OTHER LOCAL TAXES											
3120-00 · Transient Occupancy Tax	0.00	0.00	55,651.04	225,474.54	264,891.74	229,222.36	225,000.00	75,000	300,000	33.3%	
3120-01 · Bank Stock Tax	36,141.00	24,355.00	24,163.00	31,323.76	69,294.00	0.00	24,000.00	46,000	70,000	191.7%	
3120-02 · Business License Tax	233,161.18	217,042.12	272,150.08	364,791.15	378,890.51	279,827.27	325,000.00	25,000	350,000	7.7%	
3120-03 · Cigarette Tax	147,645.00	134,995.60	139,446.86	156,776.46	150,684.50	102,272.63	140,000.00	(7,534)	132,466	-5.4%	
3120-04 · Consumer Utility Tax	154,839.67	153,614.80	161,880.25	148,706.83	126,956.86	92,152.06	158,000.00		158,000	0.0%	
3120-05 · Meals Tax - Current	778,012.80	887,341.25	1,039,274.04	1,268,130.09	1,503,425.49	1,100,455.78	1,550,000.00	50,000	1,600,000	3.2%	
3120-06 · Sales Tax Receipts	142,990.57	153,950.37	171,198.74	161,886.05	168,667.97	102,664.60	160,000.00	10,000	170,000	6.3%	
3120-07 · Penalties (Non-Property)	6,161.47	8,308.48	7,989.34	10,649.02	8,004.27	3,422.63	5,000.00		5,000	0.0%	
3120-08 · Interest (Non-Property)	2,564.29	69.46	374.99	1,252.48	1,431.31	152.48	0.00		0	0.0%	
Development Revenue							0.00		0	0.0%	
Proffers	0.00	0.00	0.00	13,191.00	0.00		0.00		0	0.0%	
Total Development Revenue	0.00	0.00	0.00	13,191.00	0.00	0.00	0.00	-	0	0.0%	
Total 3120 · OTHER LOCAL TAXES	1,501,515.98	1,579,677.08	1,872,128.34	2,382,181.38	2,672,246.65	1,910,169.81	2,587,000.00	198,466	2,785,466	7.7%	
3130 · PERMITS,FEES & LICENESES											
3130-01 · Application Fees	4,450.50	1,850.00	5,495.00	3,850.00	2,775.00	1,875.00	4,500.00		4,500	0.0%	
3130-02 · Inspection Fees	4,165.00	405.00	0.00	0.00	0.00		0.00		0	0.0%	
3130-03 · Motor Vehicle Licenses	865.00	826.50	678.00	377.00	603.00	319.00	0.00		0	0.0%	
3130-05 · Other Planning & Permits	33,263.05	18,537.55	9,925.00	23,975.00	10,065.00	4,336.81	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	7,884.53	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	14,415.34	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		0.00			0.0%	
Total 3140 · FINES & FORFEITURES	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%	
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	13,144.17	13,500.00		13,500	0.0%	
3150-02 · Interest on Bank Deposit	4,098.49	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3150-03 · Interest on Bank Deposits	9,032.04	5,039.84	8,520.31	53,310.67	195,619.84	185,751.27	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	198,895.44	103,000.00	-	103,000	0.0%	
3151 · RENTAL (USE OF PROPERTY)											
3151-01 · Suite 200 Stronger Fitness LLC	9,111.63	828.33	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-02 · 15026 Suite 210 Body Mind	6,202.28	6,792.50	4,764.27	0.00	0.00	0.00	0.00		0	0.0%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-04 · Suite 208 B&B Security	9,827.60	10,733.34	6,460.45	3,341.50	0.00	0.00	0.00		0	0.0%	
3151-05 · Suite 202 Metis Group	367.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-06 · Suite 204 MAC-ISA	6,300.00	6,720.00	6,944.00	5,880.00	0.00	0.00	0.00		0	0.0%	
3151-07 · Haymarket Church Suite 206	32,592.00	33,569.76	34,576.80	35,614.20	44,445.37	37,625.90	49,207.00	1,476	50,683	3.0%	
3151-08 · 15020 Washington Realty	50,562.00	32,937.50	47,035.80	55,241.64	56,771.88	48,623.30	58,348.00	1,750	60,098	3.0%	
3151-09 · 15026 Copper Cricket	20,851.32	21,470.40	22,114.56	23,629.80	24,338.64	24,173.52	29,008.00		29,008	0.0%	
3151-10 · The Very Thing For Her	11,090.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3151-11 · Cupcake Heaven and Cafe LLC	21,436.00	32,797.12	33,781.08	34,794.52	35,838.36	30,700.92	36,914.00	1,107	38,021	3.0%	
3151-12 · Haymarket Coffee Company LLC	0.00	11,350.00	12,850.00	0.00	0.00		0.00		0	0.0%	
3151-13 · A1 Testing Solutions LLC	0.00	0.00	2,350.00	0.00	0.00		0.00		0	0.0%	
3151-14 · Salman Home Realty Suite 204	0.00	0.00	0.00	1,120.00	6,160.00		0.00		0	0.0%	
3151-15 · Revolution Mortgage	0.00	0.00	0.00	645.33	7,744.00	5,982.21	7,312.00	903	8,215	12.3%	
3151-16 · Stirrup For Delegate 21	0.00	0.00	0.00	464.10	3,315.00		0.00		0	0.0%	

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

Section IX, Item4.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3151-90 · Town Hall Rental Income	300.00	0.00	0.00	-3,800.53	50.00		0.00		0	0.0%	
3151-91 · Interest Revenue - G87	0.00	0.00	0.00	11,602.37	0.00		0.00		0	0.0%	
3151-92 · Lease Revenue Offset - G87	0.00	0.00	0.00	-159,592.04	0.00		0.00		0	0.0%	
3151-93 · Lease Revenue - G87	0.00	0.00	0.00	149,094.83	0.00		0.00		0	0.0%	
3151 · RENTAL (USE OF PROPERTY) - Other	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	171,664.33	157,198.95	170,876.96	158,035.72	178,663.25	147,105.85	180,789.00	5,237	186,026	2.9%	
3160 · CHARGES FOR SERVICES											
FOIA Receipts	49.01	54.73	291.19	0.00	0.00	5.00	0.00			0.0%	
3160-01 · Public Safety										0.0%	
3160-02 · Donation/Grants	12,835.50	0.00	0.00	10.00	0.00		0.00		0	0.0%	
3160-03 · VDOT Detail	3,008.75	2,700.00	5,880.00	0.00	0.00		0.00		0	0.0%	
3160-04 · Sponsorships	6,500.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3160-05 · Laney Detail	48,350.00	121,653.75	0.00	0.00	0.00		0.00		0	0.0%	
3160-06 · DCJS Grant	0.00	0.00	0.00	0.00	12,000.00		0.00		0	0.0%	
3160-01 · Public Safety - Other	0.00	0.00	0.00	0.00	5,305.00		0.00	-	0	0.0%	
Total 3160-01 · Public Safety	70,694.25	124,353.75	5,880.00	10.00	17,305.00	0.00	0.00	-	0	0.0%	
Total 3160 · CHARGES FOR SERVICES	70,743.26	124,408.48	6,171.19	10.00	17,305.00	5.00	0.00	-	0	0.0%	
3165 · REVENUE - TOWN EVENTS											
3165-00 · Sponsorships	0.00	0.00	1,000.00	9,300.00	27,350.00	17,685.00	20,000.00		20,000	0.0%	
3165-01 · Town Event	64,124.43	7,050.57	66,158.00	58,955.00	59,976.49	65,327.63	80,000.00		80,000	0.0%	
3165-02 · Farmer's Market	0.00	1,205.00	2,002.50	4,859.20	14,904.55	15,839.50	12,000.00	2,000	14,000	16.7%	
3165-03 · Town Ornaments	7,030.20	4,773.00	6,807.00	7,563.96	11,813.28	6,786.25	10,000.00		10,000	0.0%	
3165-04 · Town Shirts	0.00	0.00	0.00	1,625.00	911.00		0.00		0	0.0%	
3165-05 · Museum Revenue - Art	0.00	0.00	0.00	0.00	1,014.65	1,198.28	0.00		0	0.0%	
3165-06 · Town Hats	0.00	0.00	0.00	0.00	574.00	821.00	0.00		0	0.0%	
3165-07 · Town Sweatshirts - Adult	0.00	0.00	0.00	0.00	0.00	3,388.00	0.00	-	0	0.0%	
3165-08 · Town Sweatshirts - Youth	0.00	0.00	0.00	0.00	0.00	77.50	0.00		0	0.0%	
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.00	358.00	0.00		0.00		0	0.0%	
Total 3165 · REVENUE - TOWN EVENTS	71,154.63	13,028.57	75,967.50	82,661.16	116,543.97	111,123.16	122,000.00	2,000	124,000	1.6%	
3170 · HISTORICAL FUND											
3170-01 · Historical Fund	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total 3170 · HISTORICAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0	0.0%	
3180 · MISCELLANEOUS											
3180-00 · Convenience Fee	0.00	16.92	63.52	-233.31	119.42	-122.00	300.00		300	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	0.0%	
3180-03 · Miscellaneous	2,048.80	0.01	255.90	-1,528.72	10.00	50.00	0.00		0	0.0%	
3180-04 · Reimbursement from Insurance	0.00	4,782.74	26,817.73	0.00	46,018.56	8,879.56	0.00		0	0.0%	
3180-05 · Recovered Costs- Private Events									0	0.0%	
Donations									0	0.0%	
Charitable Contributions	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0	0.0%	
3180-05 · Recovered Costs- Private Events - Other	0.00	300.00	0.00	0.00	600.00		0.00		0	0.0%	
Total 3180-05 · Recovered Costs- Private Events	0.00	300.00	0.00	0.00	600.00	0.00	0.00	-	0	0.0%	
3190 · Sale of Salvage & Surplus										0.0%	
3190-01 · Public Safety - Surplus Sales	4,776.95	0.00	0.00	0.00	0.00	3,300.00	0.00		0	0.0%	
Total 3190 · Sale of Salvage & Surplus	4,776.95	0.00	0.00	0.00	0.00	3,300.00	0.00	-	0	0.0%	
3180 · MISCELLANEOUS - Other	174.98	206.60	10.00	770.27	45,562.13		0.00		0	0.0%	
Total 3180 · MISCELLANEOUS	7,207.73	5,391.27	27,147.15	-951.76	92,400.11	12,182.56	300.00	-	300	0.0%	
3200 · REVENUE FROM COMMONWEALTH											
3200-02 · 599 Law Enforcement Grant	31,548.00	31,548.00	31,552.00	34,687.00	36,484.00	28,341.00	36,144.00	1,646	37,790	4.6%	
3200-04 · Car Rental Reimbursement	414.58	92.62	224.76	201.74	948.98		0.00		0	0.0%	
3200-05 · Communications Tax	104,259.34	92,605.84	89,883.89	87,275.21	75,959.88	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%	
3200-10 · Other	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%	
3200-12 · Railroad Rolling Stock	1,349.52	1,300.21	1,278.82	1,285.76	1,405.15	1,535.23	1,300.00		1,300	0.0%	

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

Section IX, Item4.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3200-14 · Pedestrian Improvement Grant	0.00	93,742.73	0.00	0.00	0.00		0.00		0	0.0%	
3200-15 · 599 Recruitment/Retention Funds	0.00	3,362.00	0.00	0.00	0.00		0.00		0	0.0%	
3200-16 · DMV Select Grant	0.00	0.00	54,517.19	180.33	8,780.24	15,841.83	27,213.00	(973)	26,240	-3.6%	Increased DMV Grant Patrolling hours / Decreased the Grant equipment portion
3200-17 · LOLE Grant	0.00	0.00	0.00	0.00	1,201.00	0.00	4,393.00	(1,193)	3,200	-27.2%	
3200-18 · Educational Reimbursement	0.00	0.00	0.00	0.00	0.00	796.02	0.00		0	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	166,198.41	251,278.37	211,083.63	157,257.01	158,406.22	134,326.62	182,677.00	(8,520)	174,157	-4.7%	
3300 · REVENUE FROM FEDERAL GOVERNMENT											
3300-01 · DMV Transp Safety Grant	5,506.82	3,084.99	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	287,635.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-07 · Edward Byrne Mem JAG Grant	0.00	0.00	0.00	4,366.00	0.00	0.00	0.00		0	0.0%	
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	293,142.32	3,084.99	0.00	4,366.00	0.00	0.00	0.00	-	0	0.0%	
3500 · Reserve Funds	0.00	0.00	0.00	0.00	0.00	0.00	283,000.00	(283,000)	0	-100.0%	
4000 · Carry-Over Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
4002 · Transfer from ARPA Funds	0.00	0.00	0.00	0.00	0.00	512,801.72	948,335.00	(948,335)	0	-100.0%	
Total Income	2,794,621.78	2,597,281.70	2,810,865.93	3,309,072.35	3,980,428.31	3,552,552.89	4,934,494.00		3,982,488	-19.3%	
Gross Profit	2,794,621.78	2,597,281.70	2,810,865.93	3,309,072.35	3,980,428.31	3,552,552.89	4,934,494.00		3,982,488	-19.3%	
Expense											
01 · ADMINISTRATION											
11100 · TOWN COUNCIL											
111001 · Convention & Education	662.80	0.00	424.00	250.00	1,945.75	9,215.20	10,050.00		10,050	0.0%	
111002 · FICA/Medicare	1,136.04	1,807.75	1,600.50	1,317.36	1,292.47	1,164.40	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	237.80	0.00	0.00	0.00	0.00	897.15	1,050.00	750	1,800	71.4%	
111005 · Salaries & Wages - Regular	14,850.00	23,960.71	21,421.43	17,955.36	18,200.00	14,800.00	22,000.00		22,000	0.0%	
111006 · Town Elections	5,534.68	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 11100 · TOWN COUNCIL	22,421.32	25,768.46	23,624.20	19,599.94	21,799.17	30,872.21	41,400.00	750	42,150	1.8%	
12110 · TOWN ADMINISTRATION											
1211001 · Salaries/Wages-Regular	261,613.95	301,638.15	317,035.91	313,358.75	411,837.08	369,857.01	486,558.00	42,236	528,794	8.7%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime	0.00	0.00	0.00	0.00	2,268.45	2,477.42	4,500.00		4,500	0.0%	
1211102 · Salaries & Wages - DMV Clerk	0.00	427.89	34,805.30	0.00	0.00	0.00	0.00		0	0.0%	
1211003 · Salaries/Wages - Part Time	24,384.00	12,319.87	37,879.22	56,331.22	49,384.00	31,101.25	39,420.00	2,168	41,588	5.5%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211100 · Salary & Wages - Hazard Pay	5,680.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211101 · Salaries & Wages - Bonus	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211004 · FICA/Medicare	21,264.14	24,879.52	29,507.18	27,606.06	34,281.73	29,800.87	40,238.00	3,395	43,633	8.4%	
1211005 · VRS	26,050.98	35,776.56	35,732.21	19,978.27	28,701.56	57,573.79	78,978.00	6,876	85,854	8.7%	
1211006 · Health Insurance	35,695.12	31,598.58	37,214.14	37,272.65	52,950.80	46,940.80	78,213.00	(14,277)	63,936	-18.3%	12% increase; two current employees have waived the Town's insurance coverage
1211007 · Life Insurance	3,256.98	4,018.27	4,327.75	4,049.50	5,447.62	4,503.50	5,857.00	520	6,377	8.9%	
1211008 · Disability Insurance	1,491.95	1,988.54	2,232.35	2,026.75	2,808.24	2,367.71	3,360.00		3,360	0.0%	
1211009 · Unemployment Insurance	3,649.07	5,628.74	2,831.25	-2,034.33	580.41	1,366.21	5,995.00		5,995	0.0%	
1211010 · Worker's Compensation	200.00	256.00	263.00	322.00	279.75	260.00	481.00		481	0.0%	
1211011 · Gen Property/Liability Ins.	13,802.00	14,123.00	16,237.00	17,802.00	19,130.00	17,616.00	21,261.00		21,261	0.0%	
1211012 · Accounting Services	7,536.63	6,503.92	6,763.06	8,610.73	17,819.70	16,746.72	12,000.00	2,000	14,000	16.7%	due to increase in auditing requirements
1211013 · Cigarette Tax Administration	5,274.74	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211014 · Printing & Binding	8,464.87	6,384.93	5,115.06	6,797.49	7,534.00	8,286.87	8,298.00		8,298	0.0%	
1211015 · Advertising	8,050.96	9,355.31	10,031.93	7,773.40	5,971.91	2,790.34	9,000.00		9,000	0.0%	
1211016 · Computer, Internet &Website Svc	22,465.91	16,469.11	23,589.54	21,924.79	29,244.03	20,377.45	28,550.00		28,550	0.0%	
1211017 · Postage	3,424.37	3,238.78	1,748.45	2,266.28	2,492.47	2,851.23	5,000.00		5,000	0.0%	
1211018 · Telecommunications	5,959.64	5,570.20	5,708.23	6,626.56	7,651.29	6,462.86	7,500.00		7,500	0.0%	
1211019 · Mileage Allowance	265.64	0.00	550.71	531.94	1,188.74	416.74	2,500.00	750	3,250	30.0%	
1211020 · Meals & Lodging	2,587.07	1,168.72	1,327.05	1,622.63	3,881.96	2,537.11	7,000.00		7,000	0.0%	
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	797.72	2,000.00		2,000	0.0%	
1211023 · Discretionary Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211024 · Books, Dues & Subscriptions	16,376.23	17,721.55	15,698.33	14,540.91	17,366.48	4,949.03	21,075.00	(9,000)	12,075	-42.7%	Granicus no longer used as service

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
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Section IX, Item4.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
1211025 · Office Supplies	6,562.79	6,123.16	5,415.79	5,637.56	5,528.88	5,606.95	8,500.00		8,500	0.0%	
1211026 · Equipment Rental	4,377.69	4,540.00	3,981.72	2,588.38	0.00	0.00	0.00		0	0.0%	
1211027 · Insurance Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	4,651.17	0.00	7,550.65	14,063.60	0.00	5,000.00		5,000	0.0%	
1211031 · Capital Outlay - Improvements	0.00	0.00	0.00	0.00	34,214.60	0.00	0.00		0	0.0%	
Total 12110 · TOWN ADMINISTRATION	492,389.79	520,447.03	601,318.69	564,233.09	760,264.30	637,227.58	891,284.00	34,668	925,952.10	3.9%	
12210 · LEGAL SERVICES											
1221001 · Legal Services	72,610.96	120,305.72	75,900.25	37,337.19	83,646.27	52,205.88	100,000.00		100,000	0.0%	
1221002 · Legal - Pass Through Fees	0.00	3,088.60	0.00	0.00	0.00	0.00	0.00		0	0.0%	
12210 · LEGAL SERVICES - Other	0.00	576.57	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 12210 · LEGAL SERVICES	72,610.96	123,970.89	75,900.25	37,337.19	83,646.27	52,205.88	100,000.00	0.00	100,000.00	0.0%	
12240 · INDEPENDENT AUDITOR											
1224001 · Auditing Services	14,550.00	14,850.00	16,000.00	0.00	18,400.00	0.00	25,500.00	2,550	28,050	10.0%	Estimating a 10% increase due to past two year
Total 12240 · INDEPENDENT AUDITOR	14,550.00	14,850.00	16,000.00	0.00	18,400.00	0.00	25,500.00	2,550.00	28,050.00	10.0%	
Total 01 · ADMINISTRATION	601,972.07	685,036.38	716,843.14	621,170.22	884,109.74	720,305.67	1,058,184.00	37,968	1,096,152.10	3.6%	
03 · PUBLIC SAFETY											
31100 · POLICE DEPARTMENT											
3110001 · Salaries & Wages - Regular	395,197.22	371,171.79	408,433.77	463,483.04	490,418.46	457,705.33	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	23,648.12	24,000.00		24,000	0.0%	
3110013 · Salaries & Wages - OT Select En	0.00	0.00	10,035.36	11,257.22	4,281.05	0.00	0.00		0	0.0%	
3110004 · Salaries & Wages - Holiday Pay	19,217.95	13,442.02	18,690.41	26,255.98	28,306.77	29,380.36	38,041.00	1,141	39,182	3.0%	to address propsed COLA increase
3110005 · Salaries & Wages - Part Time	41,157.86	56,136.43	38,583.21	45,930.00	75,860.00	37,090.00	27,000.00		27,000	0.0%	
3110006 · Salaries & Wages - VDOT	2,900.94	2,430.00	4,815.00	0.00	0.00	0.00	0.00		0	0.0%	
3110007 · Salary & Wages - DMV Grant	9,242.82	6,532.01	0.00	0.00	8,780.24	10,416.06	15,000.00	11,240	26,240	74.9%	
3110008 · Salaries & Wages - Laney Detail	56,017.09	101,080.71	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110009 · Salary & Wages - Hazard Pay	16,193.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110010 · Salaries & Wages - Bonus	0.00	5,500.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110011 · Salaries & Wages - Recruit. Bon	0.00	2,357.14	642.86	0.00	0.00	0.00	0.00		0	0.0%	
3110012 · Salaries & Wages - PT Admin.	0.00	0.00	0.00	8,450.00	12,332.50	8,712.50	39,000.00		39,000	0.0%	
3110020 · FICA/MEDICARE	42,977.04	42,682.13	37,087.87	43,269.40	48,089.06	42,063.58	66,545.00	473	67,018	0.7%	
3110021 · VRS	36,971.15	37,302.28	41,239.22	27,914.54	30,277.41	62,494.70	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	78,011.60	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	5,580.34	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	1,632.64	3,070.00		3,070	0.0%	
3110025 · Unemployment Insurance	4,082.00	2,571.75	5,682.58	3,235.03	770.24	120.98	4,320.00	480	4,800	11.1%	
3110026 · Workers' Compensation Insurance	12,309.00	19,185.00	23,809.00	20,067.00	21,692.25	23,627.00	29,581.00	3,287	32,868	11.1%	
3110027 · Line of Duty Act Insurance	4,969.00	4,969.00	4,705.00	4,705.00	4,705.00	5,118.00	5,120.00		5,120	0.0%	
3110028 · Legal Services	18,945.80	24,780.40	25,730.40	26,678.11	53,267.90	19,547.16	30,379.00		30,379	0.0%	
3110032 · Computer, Internet & Website	11,133.57	14,699.89	36,705.32	4,354.99	3,625.00	4,835.48	10,000.00		10,000	0.0%	
3110033 · Postage	5.19	57.40	15.93	109.44	41.20	0.00	100.00		100	0.0%	
3110034 · Telecommunications	10,054.10	10,542.69	11,190.78	12,608.69	12,866.68	11,087.31	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		0	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	6,370.90	4,276.25	5,329.31	4,624.36	6,220.33	4,184.07	6,000.00	4,000	10,000	66.7%	to account for PD printer lease and printing; use to be carried under Admin.
3110042 · Vehicle Fuels	17,791.40	13,868.33	28,182.45	29,201.80	33,942.50	20,868.11	36,700.00		36,700	0.0%	
3110043 · Vehicle Maintenance/Supplies	11,691.48	10,369.07	14,996.05	18,933.70	13,553.26	22,495.07	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	0.0%	
3110045 · Uniforms & Police Supplies	41,664.26	11,873.97	17,218.88	28,069.06	48,251.27	32,953.35	45,901.00		45,901	0.0%	
3110046 · Community Events	12,338.89	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110047 · Donation Expenditure	9,457.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110049 · Grant Expenditures	2,006.30	0.00	0.00	0.00	0.00	11,088.58	12,213.00	(12,213)	0	-100.0%	
3110050 · Insurance Pass-Through	67.13	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110051 · Mobile Data Computer Netwk Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110052 · Office Equipment Rental	0.00	0.00	0.00	5,459.28	0.00	0.00	0.00		0	0.0%	

Town of Haymarket
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Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3110056 · Capital Outlay-Machinery/Equip	0.00	31,592.38	0.00	45,518.56	90,481.20	147,551.87	192,405.00	(49,405)	143,000	-25.7%	To Fund 2 PD Cruisers, Bodycams, Dash Cams
3110057 · Capital Outlay-Furniture/Fixtur	0.00	0.00	0.00	0.00	7,482.00	0.00	0.00		0	0.0%	
3110058 · DMV Grant - Payback of Reimburs	0.00	0.00	0.00	4,974.47	0.00	0.00	0.00		0	0.0%	
3110060 · Capital Outlay - Improvements	0.00	0.00	0.00	0.00	11,856.60	0.00	0.00		0	0.0%	
Total 31100 · POLICE DEPARTMENT	907,786.12	870,753.41	851,636.43	966,238.07	1,146,683.10	1,080,664.86	1,581,643.00	13,897	1,595,540	0.9%	
32100 · FIRE & RESCUE											
3210001 · Contributions to other Govt Ent	0.00	0.00	59,084.41	0.00	0.00	0.00	15,000.00		15,000	0.0%	
Total 32100 · FIRE & RESCUE	0.00	0.00	59,084.41	0.00	0.00	0.00	15,000.00	0.00	15,000.00	0.0%	
34100 · BUILDING OFFICIAL											
3410001 · Erosion & Sedimentation Ins.	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
34100 · BUILDING OFFICIAL - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 34100 · BUILDING OFFICIAL	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total 03 · PUBLIC SAFETY	912,440.32	870,753.41	910,720.84	966,238.07	1,146,683.10	1,080,664.86	1,596,643.00	13,897	1,610,540.00	0.9%	
04 · PUBLIC WORKS											
4110001 · Town Plublic Works	17,083.64	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
4110002 · Street Beautification - HF	0.00	0.00	0.00	0.00	1,994.94	2,213.00	2,213.00	(2,213)	0	-100.0%	This beautification will be tacked under: 9410801 Washington - Streetscape
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000)	0	-100.0%	
43200 · REFUSE COLLECTION									0		
4320001 · Trash Removal Contract	86,226.38	79,235.26	90,210.06	94,296.33	105,465.15	151,546.58	208,608.00	8,387	216,995	4.0%	4% increase per contract
Total 43200 · REFUSE COLLECTION	86,226.38	79,235.26	90,210.06	94,296.33	105,465.15	151,546.58	208,608.00	8,387	216,994.56	4.0%	
43100 · MAINT OF 15000 Wash St./Grounds											
4310001 · Repairs/Maintenance Services	72,396.70	80,706.57	72,249.03	98,742.20	99,209.83	50,889.50	111,892.00		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%	
4310003 · Maint Svc Contract-Landscaping	32,332.74	26,612.42	32,355.35	26,110.00	27,064.85	21,425.00	35,000.00	10,000	45,000	28.6%	moved 10k from park maintenance due to removal of structure; allow for funding for 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	14,534.05	18,593.00		18,593	0.0%	
4310008 · Electrical Services-Streetlight	4,534.08	4,170.50	4,052.24	4,604.73	4,250.01	3,204.61	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	1,094.20	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	121,713.91	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	275,473.49	416,156.00	18,174	434,330	4.4%	
06 · ECONOMIC DEVELOPMENT											
60000 · Tourism/Traveling Marketing	0.00	0.00	5,315.00	122,505.02	117,094.89	98,238.15	96,429.00	32,142	128,571	33.3%	based off the TOT increase (3/7)
60001 · Town Tourism	0.00	0.00	0.00	31,903.56	38,192.19	32,123.35	64,286.00	21,428	85,714	33.3%	based off the TOT increase (2/7)
60003 · Advertising	0.00	0.00	7,575.06	0.00	1,125.72	0.00	22,000.00		22,000	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	12,890.06	154,408.58	156,412.80	130,361.50	182,715.00	53,570.00	236,285.00	29.3%	
07 · PARKS, REC & CULTURAL											
70000 · HAYMARKET COMMUNITY PARK										0.0%	
7000001 · Grounds Maintenance/Repairs	45,060.25	18,654.08	13,978.93	13,214.30	11,324.22	10,141.99	25,000.00	(10,000)	15,000	-40.0%	with the Park house removed less maintenance needed
7000003 · Demolition	0.00	0.00	0.00	0.00	0.00	128,524.00	161,749.00	(161,749)	0	-100.0%	Demolition completed
Total 70000 · HAYMARKET COMMUNITY PARK	45,060.25	18,654.08	13,978.93	13,214.30	11,324.22	138,665.99	186,749.00	-171,749	15,000.00	-92.0%	
71110 · EVENTS											
7111001 · Advertising - Events	13,087.60	1,412.92	6,893.89	2,094.14	1,944.00	5,015.00	5,000.00	4,950	9,950	99.0%	
7111003 · Contractural Services	58,183.61	5,931.13	43,045.59	58,002.80	55,810.22	49,707.86	64,950.00	(800)	64,150	-1.2%	
7111004 · Events - Other	0.00	0.00	7,710.74	12,986.80	34,089.97	33,489.33	40,850.00	(4,950)	35,900	-12.1%	
7111005 · Police Department Events	0.00	0.00	0.00	0.00	2,315.28	4,336.84	7,800.00		7,800	0.0%	Funded by TOT (2/7) that goes into General Fund (85,714 - 7,000 = 78,714)
7111006 · Farmer's Market	0.00	0.00	0.00	722.14	1,828.43	7,472.50	12,000.00	2,000	14,000	16.7%	
71110 · EVENTS - Other	0.00	5,433.88	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 71110 · EVENTS	71,271.21	12,777.93	57,650.22	73,805.88	95,987.90	100,021.53	130,600.00	1,200.00	131,800.00	0.9%	
72200 · MUSEUM											

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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	1,134.13	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	1,564.13	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	240,251.65	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	236.00	185.50	213.06	183.60	72.62	500.00		500	0.0%	
8110003 · Consultants - Engineer	30,779.31	29,877.65	10,682.90	7,549.64	9,101.85	4,218.30	15,000.00	5,000	10,000	-33.3%	
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00		5,000	0.0%	
8110005 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	250.00		250	0.0%	
8110006 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	700.00		700	0.0%	
8110007 · Convention/Education	0.00	216.40	0.00	820.45	0.00	0.00	1,000.00		1,000	0.0%	
8110009 · Engineer - Pass Through	0.00	20,113.18	33,103.75	32,252.50	35,724.64	17,435.17	0.00		0	0.0%	
Total 81100 · PLANNING COMMISSION	32,245.29	53,398.23	46,357.15	43,160.65	47,015.09	22,831.09	28,120.00	5,000.00	23,120.00	-17.8%	
81110 · ARCHITECTURAL REVIEW BOARD											
8111001 · Salaries & Wages - Regular	1,605.00	2,670.00	1,980.00	2,340.00	2,430.00	1,830.00	5,830.00		5,830	0.0%	
8111002 · FICA/Medicare	98.67	198.61	146.88	154.73	148.39	145.73	446.00		446	0.0%	
8111003 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
8111004 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
8111005 · Convention & Education	0.00	0.00	0.00	820.45	0.00	0.00	1,500.00		1,500	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,703.67	2,868.61	2,126.88	3,315.18	2,578.39	1,975.73	7,776.00	0.00	7,776.00	0.0%	
81111 · Board Of Zoning Appeals											
8111101 · Convention & Education	0.00	0.00	0.00	833.90	0.00	0.00	1,500.00		1,500	0.0%	
8111102 · FICA / Medicare	0.00	4.59	0.00	0.00	0.00	0.00	103.00		103	0.0%	
8111103 · Salaries & Wages - Regular	0.00	60.00	0.00	0.00	0.00	0.00	1,325.00		1,325	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	64.59	0.00	833.90	0.00	0.00	2,928.00	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	33,948.96	56,331.43	48,484.03	47,309.73	49,593.48	24,806.82	38,824.00	5,000.00	33,824.00	-12.9%	
09 · NON-DEPARTMENTAL											
90000 · BB&T Tax Overpayment Refund	32,594.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
90001 · Return of Surplus RE Tax Rev	0.00	0.00	0.00	249,323.53	0.00	0.00	0.00		0	0.0%	
90002 · Payment for Stolen Check	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
90003 · VRSA Refund	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
95100 · DEBT SERVICE										0.0%	
9510002 · General Obligation Bond - Prin	157,300.00	158,300.00	158,000.00	160,100.00	137,800.00	70,700.00	70,700.00	(1,300)	69,400	-1.8%	
9510003 · General Obligation Bond - Int	20,102.92	16,234.13	12,383.17	8,556.89	4,944.91	2,461.63	2,463.00	(1,643)	820	-66.7%	
9510005 · Capital Lease Pmt - Principal	29,934.69	-1,065.08	30,670.92	0.00	0.00	0.00	0.00		0	0.0%	
9510006 · Capital Lease - Interest Paymen	1,657.69	1,065.08	947.93	0.00	0.00	0.00	0.00		0	0.0%	
Total 95100 · DEBT SERVICE	208,995.30	174,534.13	202,002.02	168,656.89	142,744.91	73,161.63	73,163.00	-2,943.00	70,220.00	-4.0%	
Total 09 · NON-DEPARTMENTAL	241,589.30	174,534.13	202,002.02	417,980.42	233,782.03	73,161.63	73,163.00	-2,943.00	70,220.00	-4.0%	
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00		0.00		0		
94102 · HAYMARKET COMMUNITY PARK											
Architecture/Engineering Fees	0.00	0.00	0.00	6,252.50	0.00	0.00	0.00		0	0.0%	
Total 94102 · HAYMARKET COMMUNITY PARK	0.00	0.00	0.00	6,252.50	0.00	0.00	0.00	0.00	0.00	0.0%	

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94103 · PEDESTRIAN IMPROVEMENT PROJECT											
9410301 · Architectural/Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00		0	0.0%	
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
94104 · Street Scape - Park Sidewalk											
9410401 · Architectural/Engineering Fees	0.00	0.00	7,902.50	63,836.00	16,713.49	0.00	0.00			0.0%	
9410402 · Construction	0.00	0.00	0.00	0.00	0.00	513,631.97	836,586.00	-836,586.00	0.00	-100.0%	
Total 94104 · Street Scape - Park Sidewalk	0.00	0.00	7,902.50	63,836.00	16,713.49	513,631.97	836,586.00	-836,586.00	0.00	-100.0%	
94105 · PERSONNEL											
EMPLOYEE BENEFITS											
6560 · Payroll Processing Fees	0.03	-0.02	0.05	-0.04	0.02	-0.04	0.00		0	0.0%	
Total EMPLOYEE BENEFITS	0.03	-0.02	0.05	-0.04	0.02	-0.04	0.00	0.00	0.00	0.0%	
Total 94105 · PERSONNEL	0.03	-0.02	0.05	-0.04	0.02	-0.04	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 for
9410601 · Architectural/Engineering Fees	0.00	0.00	51,237.68	22,795.11	2,046.78	0.00	50,000.00	(50,000)	0	-100.0%	project continuation
9410602 · Construction (Renovations)	138,273.52	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	0.00	51,237.68	22,795.11	2,046.78	0.00	50,000.00	-50,000.00	0.00	-100.0%	
94107 · BLIGHT MITIGATION											
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
94107 · BLIGHT MITIGATION - Other	2,595.00	171.24	0.00	0.00	0.00	0.00	40,000.00	(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	3,020.00	53,924.00	119,463	173,387	221.5%	
9410806 · Message Board Trailer	0.00	0.00	0.00	0.00	0.00	19,507.02	20,000.00	(20,000)	0	-100.0%	Expense was executed in FY2025 budget
94108 · Capital Improvment Funds Expens - Other	0.00	27,617.00	20,800.00	0.00	19,611.61	0.00	0.00		0	0.0%	
Total 94108 · Capital Improvment Funds Expens	0.00	27,617.00	20,800.00	0.00	19,611.61	29,080.02	278,924.00	49,463	328,387	17.7%	
94109 · Storm Water Grant Match	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	(40,000)	0	-100.0%	Expense was executed in FY2025 budget
Total Expense	2,582,139.28	2,308,796.89	2,279,480.41	2,638,198.48	2,890,296.11	3,127,737.57	4,934,494.00		3,982,488	-19.3%	
Net Ordinary Income	212,482.50	288,484.81	531,385.52	670,873.87	1,090,132.20	424,815.32	0		0	0.0%	
Other Income/Expense											
Other Income											
50000 · CARES Act Funds	0.00	226,993.88	68,458.12	0.00	0.00	0.00	0.00		0	0.0%	
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.00	86,631.11	0.00	0.00	50,000.00	50,000	100,000	100.0%	***Website should be in progress / Town Center Project
50002 · Development Funds	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	368,664	443,664	491.6%	Parks & Rec. Proffers to fund Pavillion/ Restrooms Engineering and Construction
Total Other Income	0.00	226,993.88	68,458.12	86,631.11	0.00	0.00	125,000.00	418,664	543,664	334.9%	
Other Expense											
98000 · Development Expenditures											
98000-1 · Parks & Recreation	0.00	0.00	0.00	0.00	0.00		75,000.00	368,664	443,664	491.6%	Funded by Parks & Rec. Proffers; Park upgrades
Total 98000 · Development Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	368,664.00	443,664	491.6%	
97000 · CARES Act Expenses	0.00	226,993.88	68,814.00	0.00	0.00	0.00	0.00			0.0%	
97001 · American Rescue Plan Expenses											
97001-2 · Town Website	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	***Website should be in progress
97001-3 · Town Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000	50,000	100.0%	To Continue Project progress
97001 · American Rescue Plan Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 97001 · American Rescue Plan Expenses	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	100,000.00	100.0%	
Total Other Expense	0.00	226,993.88	68,814.00	0.00	0.00	0.00	125,000.00	418,664	543,664	334.9%	
Net Other Income	0.00	0.00	-355.88	86,631.11	0.00	0.00	0.00	0.00	0.00	0.0%	
Net Income	212,482.50	288,484.81	531,029.64	757,504.98	1,090,132.20	424,815.32	0	0	0	0.0%	
Total Operational Budget & Other	2,582,139	2,535,791	2,348,294	2,638,198	2,890,296		5,059,494		4,526,152		

Town of Haymarket
2025 Through 2030 Capital Improvements Plan

	Town Contributions						
	Current	Future Years					
	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	Total Project Costs
GENERAL GOVERNMENT							
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							
Land Acquisition							
Site Plan							
Construction of Public Parking							
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							