



TOWN COUNCIL – REGULAR MEETING

Monday, June 02, 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: Daisy Troop #90223

III. INVOCATION: Pastor Mark Brady - Park Valley Church

IV. CITIZENS TIME

V. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council – Financial Forecasting Meeting – April 28, 2025 6 PM
2. Mayor and Council - Work Session - April 28, 2025 7 PM
3. Mayor and Council – Public Hearing/Regular Meeting – May 5, 2025 7 PM

B. Department Reports

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

C. Liaison Reports

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

VI. AGENDA ITEMS

1. Resolution #2025-006: FY25 Budget Amendment
2. Resolution #2025-003: Adoption of FY26 Tax Rate
3. Resolution #2025-007: Adoption of FY26 Budget and Appropriation of Funds
4. Resolution #2025-004: Adoption of Town Council Policies and Procedures

VII. COUNCILMEMBER TIME

1. Vice Mayor Gallagher
2. Councilmember Ramirez
3. Councilmember Baker

4. Councilmember Beyene
5. Councilmember Pasanello
6. Councilmember Luersen
7. Mayor Pater

VIII. ADJOURNMENT



TOWN COUNCIL FINANCIAL FORECASTING MEETING

Monday, April 28, 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 Financial Forecasting Meeting of the Mayor and Town of Council of the Town of Haymarket, VA was held on Monday, April 28, 2025 in the Haymarket Town Hall, commencing at 6:00 PM.

Mayor TracyLynn Pater called the meeting to order.

PRESENT

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

II. PRESENTATION: VML/VACO ON FINANCIAL FORECASTING FOR THE TOWN

Town Treasurer Roberto Gonzalez introduced Steve Mulroy and David McQuillen from VML/VACO to give a presentation on the Town's financial forecasting for the next five years. The forecast was to evaluate the Revenues and Expenditures to answer the question is the Town headed in the right direction. They provided the forecasting methodology by reviewing the current and projected revenues sources and growth rates against the expenses by category and outstanding debt. They provided financial scenarios for projects, such as the Town Center project. They stated that the Town has been very conservative in the past and is in a strong financial position based on the past three fiscal years audits. They recommended that the Town finance the Town Center project with a combination of the remaining ARPA funds and debt and should spread the cost of the project over the long term while preserving a healthy fund balance for unexpected expenditures or a downturn in the economy. At the end of the presentation, they took questions from the Council. There was a suggestion for staff to provide concrete numbers of where the money is sitting so that when the Council starts go through the process, it would be helpful to see how much money the Town has.

** The handout of the presentation follows the minutes.**

III. ADJOURNMENT

The Town Council took a brief recess before starting the monthly work session.



TOWN COUNCIL – WORK SESSION MEETING

Monday, April 28, 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.

Mayor TracyLynn Pater called the meeting to order.

PRESENT

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

II. PLEDGE OF ALLEGIANCE

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

After the Pledge, Mayor Pater stated that Councilmember Ramirez wanted to move Agenda Item 3 up to be the first on the agenda. The Council did not have any objections in moving the item up.

III. AGENDA ITEMS

1. Government Open House Proposal

Councilmember Ramirez presented her Government Open House proposal to the Council. She shared that this would be similar to last years Open House with it focusing on elementary school aged children. She stated that she has met with the Mayor and staff in organizing the event. Town Manager Emily Kyriazi shared that she would like this event to become part of the standing annual event for the Town. She stated that the event can be fully covered under the events line item of the budget. Mrs. Kyriazi also shared that this event would be something the Town would partner with Prince William County on. She outlined the major expense for this years event would be a tie dye t-shirt station for the kids to do. Councilmember Ramirez shared that the Event Coordinator has been working on a coloring book of Council and staff for the kids. There was a question regarding the cost for the event. Mrs. Kyriazi stated that she felt that the whole event would not go over \$2500. There was also question if there is an opportunity to involve businesses and religious organizations as a sponsor. Councilmember Ramirez stated that the Event Coordinator has reached out to businesses that cater to young children to provide a flier to put in the goody bags. She stated that her focus was to keep this event government focused to show the services the Town provides. She proceeded with the Council involvement opportunities. A discussion followed on a projected attendance. Councilmember Ramirez and Town Manager Kyriazi shared that various resources they plan to use for advertising the event.

They also shared the educational section of what it entailed. In conclusion, Councilmember Ramirez summarized the take aways from the discussion: 1. Different book options for the read aloud sessions, 2. Invite Prince William County Water as well as offering a table to the Board of Supervisors and the School Board as well as participate in the read aloud, 3. include the impact on staff and police hours in the template as well as budget line items. Lastly, Councilmember Ramirez asked for support from Council to proceed with the event. The Council did not have any objection with Councilmember Ramirez continuing to organize the event.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly financial report. He stated that some invoices and payments came in after the report was generated but will show in the Treasurer's report at the regular monthly meeting. Mr. Gonzalez asked for questions on the report. There was a question on projections for the rest of the fiscal year. There was also a question on the remaining ARPA funds. Mr. Gonzalez shared the amount of money coming out of ARPA on the current park sidewalk project and the park house demolition.

3. Continued Discussion on SUP #2024-002: Religious Assembly at 14600 Washington Street

The Town Council continued the discussion on SUP #2024-002 a religious assembly at 14600 Washington Street. Mayor Pater asked if staff had any updates. Town Planner Thomas Britt provided an updated staff report along with satellite drone imagery of the property. Mr. Britt shared that the landlord has paved some of the potholes and other issues that were with the existing impervious surface on the property. He also shared that the property was recently striped to show the parking spots available and counted. Mr. Britt stated that staff is still concerned with some of spaces, particularly in the back lot. A question was raised on the requirement of a site plan and if the additional parking spaces would need to be reflected on the site plan. Town Manager Emily Kyriazi stated that she would need to finalize her research through the Town's zoning. She stated that the ordinance states an SUP triggers a full site plan. She stated that staff had a meeting with the applicant earlier to convey the information to them. She shared that the applicant is present at this evening's meeting should Council need to ask them any questions. Discussion continued on allowable parking spaces and available spaces within the building for lease. The Council thanked the applicant for coming to the evening's meeting so that they can make a determination at the next regular monthly meeting. At this time, Councilmember Ramirez left the meeting.

A discussion also followed on the subject of the site plan. The Council asked the applicant if the landlord has mentioned anything about an updated site plan. The applicant stated that their understanding from the landlord was that there would be no site plan submitted. There was a question to the Town Manager if there is a current site plan. The Town Manager confirmed that there is no current site plan in place. She stated that if the SUP is approved, the owner would need to submit a site plan within one year per the Town's Zoning Ordinance. She confirmed that a site plan would need to be approved prior to the occupancy on the SUP. A discussion ensued on the potential sale of the property. Town Manager Kyriazi shared that she met with the potential buyer and was informed that they are in a feasibility study. Town Manager Kyriazi shared that the applicant has answered all the questions and requests that Council has put before them.

In addition to their concerns about parking on the property, they were also concerned about the traffic flow. They recognized that the potholes were filled and some directional arrows at the entrance and exit points. However, there was a question if the landlord would be installing additional wayfinding signs. The applicant confirmed that the landlord would be installing additional directional signage. A question was raised about getting comments from outside agencies such as the Fire Marshal and VDOT. Town Manager Kyriazi shared that she thought it would be a good idea as it would help with the overall cost of the site plan. Mrs. Kyriazi also shared the by right use and what triggers a Special Use permit and the requirements within the

Special Use Permit process. A discussion continued with the applicant feeling frustrated that they have addressed all the concerns from Council regarding parking and traffic but can't afford to address the cost of a site plan with out the owners help. The Council thanked the applicant for coming to this evening's meeting and addressing most of Council's concerns so that they will be able to make a determination at the next regular monthly meeting.

4. Policies and Procedures: Discussion on Code of Ethics

Mayor Pater asked for Town Clerk Kim Henry to lead in the discussion of the drafts on the Policies and Procedures and the Code of Ethics. Ms. Henry shared that she made the requested adjustments from Council at the previous meeting. She also shared that a policy was adopted in 2023 on Payables and Receivables. She stated that in the resolution was a directive that 2 members of Council would serve on as the Finance liaisons. She stated that if the Council decided now to have one liaison, this policy would also need to be changed. Mayor Pater read into the record a note from Councilmember Ramirez that since the majority of Council supports the 2 member finance liaisons, she would then support it as well. Councilmember Pasanello suggested that the items be tabled until Council has a chance to review the clean copy vs the red line version. There was a consensus of Council to table this item to a future date.

5. Electronic Voting Information and Discussion

Town Manager Emily Kyriazi shared that when the Town switched software systems for agendas and minutes, there is a capability within the system to vote electronically. She provided information on how the electronic voting works and that staff would like to start implementing the vote system in July. A short discussion followed.

6. FY26 Budget Work Session

Town Treasurer Roberto Gonzalez shared that the public hearing for the proposed budget will be at the next regular monthly meeting on June 5. He stated that there have not been any major changes since the last meeting. He shared that this budget was maintaining a flat tax rate at .105/\$100. He also shared that it is expected to fund the CIP from expected revenues. Mr. Gonzalez asked the Council if they had any edits or questions. A discussion continued from the last meeting on the real estate tax rates. The Council acknowledged the great job that Mr. Gonzalez does on the budget and maintaining a good reserve. Councilmember Pasanello proposed that the Council get away from the drops and spikes in the rates by dropping the rate to a 5-6% increase and increase the percentage over time with the cost of inflation. He stated that he would like to discuss the proposal further at the next budget work session. A discussion continued on the tax rate. The Council also discussed the line items on the expenditure side that they would reduce if the tax rate was lowered on the revenue side. Mr. Gonzalez stated that this is the first budget that he has created that he is not relying on reserves for Capital Improvement projects. He shared that created a budget that is balanced from expected revenues. He stated that he will need direction from Council when where they want to cut if they drop the tax rate. Mr. Gonzalez stated that he will provide information on the reserves and ARPA funds that could be dedicated to the CIP at the next meeting.

IV. CLOSED SESSION

1. Motion for Closed Session

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

the Town of Haymarket employees. Councilmember Pasanello seconded the motion. The motion carried.

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

2. Certification from Closed Session

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

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

No action was discussed or taken from the Closed Session.

V. ADJOURNMENT

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

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



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/>

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Councilmember Justin Baker
Councilmember Alexander Beyene
Councilmember Ken Luersen

ABSENT

Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez

II. PLEDGE OF ALLEGIANCE

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

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

Mayor Pater introduced Reverend Tim MacGowan of Living Hope Evangelical Presbyterian Church and invited him to the podium to give the evening's invocation.

After the invocation, Mayor Pater took the time to recognize Clerk of Council Kim Henry and Deputy Town Clerk Alexandria Elswick for Municipal Clerk's Week. Mayor Pater thanked them for their dedication and hard work. The Council showed their appreciation by presenting them with a box of cupcakes.

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

Mayor Pater invited State Senator Danica Roem to the podium to share the legislative updates that came from the recent General Assembly. Senator Roem shared that Delegate Thomas was not able to attend this evening's meeting but will provide his report as well. She shared that 13 of her bills cleared the General Assembly with 9 being signed into law. She stated that she addressed the topic of food insecurity which had 5 bills. The next item she shared was the Data Center reform legislation. She share that this bill would have had the Department of Energy create a report to include a Demand Response Program for the Commonwealth but it was vetoed. The next bill she presented was to have tuition covered for families of veterans. The next bill was SB1024 which would create a voluntary donation at the DMV when processing renewals that would go towards the

Virginia Highway Safety Improvement Fund. She said this could directly affect Haymarket with the railroad tracks overpass that has been over looked because of the cost. She said this topic is going to be her top priority for the fall and getting the funding to get the overpass built. The next bill was Government Transparency which would require each registrar in each locality to report the provisional ballot results to that particular precinct.

She proceeded to Delegate Thomas' bills. The first was on Data Center Reform. HB1601 which would require applicants to submit electrical transmission infrastructure disclosures as well as sound studies on neighboring residential areas and schools. She stated that it got bi partisan support but was vetoed by the Governor. The next bill enables prosecutors to charge drug dealers with involuntary manslaughter if they knowingly sell fentanyl that caused a fatal overdose. The next bill limited kids to one hour of social media when parental restrictions are not set on the child's device. HB2065 updates the emergency data reporting by requiring localities to utilize the new fire reporting system so that first responders can keep communities safe. HB2071 will require jails and prisons to use the Veterans Reentry Search Service to identify incarcerated veterans and provide them with specialized services to get them back on track. HB1629 will require hospitals and other health care providers to provide patients with one free copy of their medical records to support a Social Security of Veterans Affairs claim. HB1626 caps the amount of non academic trainings that teachers can be required to participate in each year. She stated that all of these bills passed the General Assembly and was signed into law. After her presentation, Senator Roem took questions from the Town Council.

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

Mayor Pater introduced Prince William County Board of Supervisor Bob Weir to the podium to give the quarterly County updates. Mr. Weir shared that the County will be seeking the grant moneys to extend the sidewalk pedestrian improvements from Somerset and connect to the Haymarket sidewalk and construct will start in the near future for the sidewalk pedestrian improvement from Heathcote to the I66 bridge overpass. He also shared that some park improvements are coming to Long Park and the park at Catharpin. He continued that despite improvements to Old Carolina, there are 2 new housing developments coming to the area. He stated his traffic frustration since there won't be any road improvements between Somerset and Route 29 on Old Carolina because of easement issues. The next topic he brought forth was the County budget. He shared that the budget was passed and that all real estate bills will be going up with those in the Haymarket area going up significantly. He stated that he sees a parallel between the County's budget and the Town 's budget. At the conclusion of his report, Supervisor Weir asked for any questions from the Council.

VI. FY26 BUDGET PUBLIC HEARING

Public Notice

Clerk of Council Kim Henry read the public notice into the record.

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

Town Manager Emily Kyriazi and Town Treasurer Roberto Gonzalez gave a brief presentation on the proposed budget. They gave the budget highlights by providing 1. Financial Accountability; 2. Essential Services with trash and 24 hour police coverage; 3. Long Term Planning by investing in future ready projects which supports town growth; 4. Revenue and Expenditure Management; and 5. Economic Stability. They provided a snapshot of Haymarket by showing the population, median age, median household income, and educational status. They also provided consideration for the FY26 budget which included maintaining a real estate tax rate at .105 per \$100, addressing the increase in trash contract services, funding the replacement of 2 police cruisers, funding the 5 year capital improvement plan, proposing a 2.5% COLA and merit program for staff, addressing the increase of the Town's General Liability Insurance, addressing the 12% increase in health insurance premiums

and continue to provide exceptional and professional service to residents and businesses of the Town. They continued by showing a jurisdictional map of Haymarket and the current services and programs the Town provides. They provided the budget process timeline and the 5 year capital improvement plan. Mrs. Kyriazi showed the FY26 proposed revenues and expenditures. She passed the floor to Town Treasurer Roberto Gonzalez who showed the proposed real estate tax rate vs alternate rate options. They also provided the tax rate chart for the other taxes collected by the Town. They also provided the assets on Town owned properties. They concluded their presentation with a snapshot of the balanced budget.

At this time, Mayor Pater opened the floor for public comment.

Public Comment

Bob Weir, 6853 St. Paul Drive, addressed the proposed tax rate. He stated that the Town has spent a lot of Cares Act and ARPA money in the past few years that has skewed the budget. He also stated that the Town has reduced its debts. He stated that despite the reduction of debts services, the budget continues to rise. He stated that the citizens will see not only an increase in Town taxes, but also in County taxes and increased in electric bills. He stated that he hopes that if the Town increases the taxes by 13.6% that they return some of the surplus at the end of the year.

Close Public Hearing

With no other public comments, Mayor Pater closed the public hearing.

VII. CITIZENS TIME

Mayor Pater opened the regular meeting and opened the floor for Citizens time.

Mohammed Quasin Gul, the Special Use permit application for a religious assembly at 14600 Washington Street, addressed the Town Council on the subject of the pending Special Use Permit. He stated that he would like to take this opportunity to talk about the application before it comes up in the agenda items later that evening. He stated that he submitted the permit so that he could rent a space within the Town to establish a place of worship for the Muslim community. He stated that for the past few months, discussions have taken place about several things. But what he is trying to accomplish is to provide a place of worship and guidance for Muslims that does not exist in the Haymarket area. He shared that they have addressed a lot of concerns brought forth from Council about the property and space. But there is one item that still is in place which is the submission of a site plan. He asked the Council for a waiver of that requirement and re visit the subject in one year. He shared that the requirements to provide a site plan would put a financial burden on them that they would not be able to meet. In conclusion, he asked that the Council consider approving the application without the requirement of a site plan.

VIII. CONSENT AGENDA

Mayor Pater asked the Town Council if they would like to pull anything off the Consent Agenda. Councilmember Beyene asked to pull the Chief of Police Report.

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

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

After the discussion on the Chief of Police Report, **Councilmember Luersen moved to adopt Consent Agenda item B:3. Councilmember Beyene seconded the motion. The motion carried.**

Motion made by Councilmember Luersen, Seconded by Councilmember Beyene.

Voting Yea: Councilmember Baker, Councilmember Beyene, Councilmember Luersen

Absent: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez

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

3. Police Chief Report

Councilmember Beyene referred to the calls for service in the data and asked if the Chief could provide prior years for a comparison. Chief Sibert stated that the department has been tracking the data for 3 years and will provide that in the reports going forward. Councilmember Luersen commented that the data graphs are showing that the calls for service is going down but the business checks are going up. He stated that this indicates that police presence is being seen and complimented the Chief and the department.

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

Mayor Pater asked for any updates from the staff prior to the Council considering the SUP. Town Planner Thomas Britt began with thanking the applicant for his comments during citizens time. Mr. Britt provided a time line from the time the inquiry started on the possible use of the site and the time line on the procedures itself including to where they are at this time. Mr. Britt read out the definition of public assembly per the Town's Zoning Ordinance, which facilitated the review process for the Special Use Permit application. He stated that a very broad range of uses fall under the definition and that public assembly is only allowed by right in the Transitional Commercial District in the Town. Mr. Britt continued with the time line of the application. He stated that the Planning Commission held a public hearing on December 10, 2024 to consider the application and on January 14, 2025 the Planning Commission recommended approval of the SUP with conditions to the Council. He continued to state that the Town Council held their public hearing on March 3rd to consider the application. Mr. Britt shared that the first mention of a site plan was discussed at the March 24 Work Session. The applicant asked that consideration of the application be deferred at the April 7th meeting until the Work Session so that they could go into further discussion with staff on the topic of the site plan requirement. The application was discussed at the April 28th Work Session. He stated that from the start of the

application submission to the evening's meeting was 5 months, which is a normal review process. Mr. Britt stated that the applicant has worked very diligently to ensure everything asked from the Planning Commission and Town Council and that those items have been adequately met to include wayfinding, traffic mitigation, striping of parking spaces. He continued with pointing out the site plan would also address the entry and exit points on the property and other traffic issues which would need to meet VDOT standards. He continued with the hours of operation and that it would mesh with the other businesses on the property. Mr. Britt addressed the available parking spaces and shared that staff believes that the use could be adequately parked with the available open spaces. He concluded that it comes down to 58-4.30: Special Use Permit - General Provisions of the Town zoning on the requirement of the site plan and Article 3 of the Zoning Ordinance: General review procedures. Mr. Britt stated that staff recommends approval of the SUP with conditions involving occupancy and occupancy permit as well as submitting a site plan within one year of approval of the SUP with submission of a traffic study that would coincide with the site plan to fill any outside zoning requirements.

At this time, Mr. Britt opened the floor for questions from Council to staff or the applicant. A question was raised on submission of the traffic impact analysis. Mr. Britt stated that it would be part of the site plan review. There was a suggestion to waive the traffic study under the conditions to see if they follow the patterns of the COA and the occupancy permit and to make it a revisit in a year. Discussion followed on a traffic impact study.

After discussion, **Councilmember Beyene moved that the Haymarket Town Council approve to adopt Resolution #2025-005: A Resolution to approve SUP #2024-002. Councilmember Baker seconded the motion. Councilmember Luersen asked for a friendly amendment to add that the SUP will be reviewed annually. Councilmember Baker agreed to the amendment. Councilmember Beyene agreed to the amendment. The motion carried by a roll call vote with the amendment added.** ***Resolution 2025-005 can be found at the end of these minutes.***

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

2. Resolution #2025-004: Adoption of Policies and Procedures and Code of Ethics

Mayor Pater gave the floor to Clerk of Council Kim Henry to discuss the draft Policies and Procedures and the Code of Ethics. Ms. Henry shared that she added the request from Vice Mayor Gallagher to add the method of voting to the Policies. She stated that she has not received any feedback on the Code of Ethics and would like direction on how to proceed. A short discussion followed and that the topic be deferred until the work session at the end of May for when there is a full Council present to discuss.

Councilmember Luersen moved to table this discussion until the Work Session on May 27, 2025. Councilmember Baker seconded the motion. The motion carried.

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

3. Crisis Response Center Memorandum of Understanding - Chief of Police Al Sibert

Police Chief Al Sibert shared that several departments are looking to enter into this Memorandum of Understanding with the Crisis Response Center. He shared that there a couple already up and running in Fairfax County. He also shared that they are supported and funded by an array of Substance Abuse Mental Health Services funding sources. He stated that they

provide a Crisis Center for those under an Emergency Custody Order (ECO) or Temporary Detention Order (TDO) who is in a mental health crisis. He shared that previously when the department receives either one of these cases, the officer has to sit with the patient until they are admitted to a local hospital, which could be days. He shared that the center will be able to alleviate the strain on police services. Chief Sibert presented the draft MOU for Council review and stated that he did not see anything in the MOU that would cause any concern. After a short discussion with the Chief, the Town Council stated that they would like a couple of days to review the document and gave a directive for the Chief to proceed with signing the Memorandum of Understanding if he didn't receive any comments or suggested edits by May 8th.

4. FY26 Budget Work Session

Mayor Pater stated that she would share her thoughts before the Council proceeded with discussion of the budget. The Mayor stated that she attended a recent Finance Liaison meeting and was part of the discussion on the budget and real estate tax rate. She stated that after careful consideration and meeting with staff, she would like to propose consideration of the 6% tax increase as opposed to a 13.6% which would be a rate reduction from the current 0.105 per \$100 to 0.098 per \$100 of assessed value. She continued to state she would propose the following expenditure reductions to find the reduction of revenue from the tax rate reduction: 1. reduce \$50,00 on the Town Center CIP gateway signs line item; 2. reduce the Blight Mitigation line item by \$15,000 leaving it at \$5,000; 3. reduce Repairs and Maintenance Services line item by \$11,892 leaving it at an even \$100,000. She stated that this does come as risk with the 4% annual increase in trash services and possible increase in landfill tipping fees in the future imposed by the County and the possibility of not having any funding for future capital projects. Mayor Pater stated that this reduction will give assistance to the residents in Town taxes since there has been an increase in County taxes and increase in assessments. At this time, Mayor Pater opened the floor for discussion of the FY26 draft budget.

Town Treasurer Roberto Gonzalez thanked Supervisor Weir for coming to this evening's meeting and sharing the County updates. Mr. Gonzalez stated that he distributed the forecasting for Council review for the loans that were being discussed. Discussion followed on the proposed reduced tax rate vs. the current proposed tax rate. Mr. Gonzalez stated that the Council will have one more work session at the end of May prior to voting on the budget in June. No action was taken.

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

1. Vice Mayor Gallagher

Vice Mayor Gallagher was absent from this meeting and did not present any written report for Council.

2. Councilmember Luersen

Councilmember Luersen congratulated the Town Clerks for Municipal Clerks Week and thanked them for their service to the Town.

3. Councilmember Pasanello

Councilmember Pasanello was absent from this meeting and did not present any written report for Council.

4. Councilmember Beyene

Councilmember Beyene thanked the Town Clerks for everything they do. He also wished the Town Treasurer a Happy Wedding Anniversary and thanked him for being at the meeting on his anniversary.

5. Councilmember Baker

Councilmember Baker also thanked the Town Clerks for their hard work and dedication to the Town. He also extended an early Happy Mother's Day to all the mothers especially his own mother. Lastly, he wished everyone a safe and Happy Memorial Day.

6. Councilmember Ramirez

Councilmember Ramirez was absence from this meeting and did not present a written report to Council.

7. Mayor Pater

Mayor Pater thanked the Town Clerks for everything they do and shared how much she appreciates them. Mayor Pater shared that the last Farmer's Market had to be canceled due to inclement weather but encouraged everyone to come out the market on Mother's day and to stop by the Town tent to enter in a raffle for a Mother's Day giveaway.

XI. ADJOURNMENT

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

Motion made by Councilmember Luersen, Seconded by Councilmember Baker.

Voting Yea: Councilmember Baker, Councilmember Beyene, Councilmember Luersen

Absent: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez

Town of Haymarket Town Manager Report and Tracking Log			
Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
RFP for Sidewalk	Emily K/Thomas B	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.2 Complete, expand and maintain the town streetscape	Scheduling Punchlist Walkthrough with the Civil Engineering Team, to be held week of April 7th--UPDATE 5/29/2025 The walkthrough is completed, Town Staff coordinating with Engineering Groupe and M&F Concrete 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 request features. Request Us feature is now ready for full implementation and advertising. Submitting requests through the app gives users another platform to contact us and submit requests, issues seen around Town or other concerns. Staff will begin advertising the new app feature June 2nd - we will be promoting the app at the Government Open House
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. No further updates have been provided by the County POC
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 - issue of storing household furniture in the side yards has been remedied.
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	May 20th our Business Roundtable met at the Hilton Garden Inn - we had our largest turn out to date, to include several new businesses to the community. At the meeting we had Guest Speaker, Kevin Costello attend from Prince William County Tourism to discuss the Haymarket tourism trends and the upcoming LIV Golf tournament in the Gainesville/Haymarket area. Three promotional videos were given away at the meeting, our winners include, the Hilton, Jim Shadyac (owner of 15125 Washington St - video will be of all businesses in building) Fosters Grille. Town Staff will coordinate the filming date for the businesses and Skipper Films. The next business roundtable meeting will be August 26th at the Hilton. Additionally, I am coordinating with our Chief of Police to host a forum with our Business Owners to discuss public safety in the Community, safety precautions for opening/closing businesses daily and other safety tips. The forum will be held in July at Town Hall.
Park Building	Emily	Goal 1: Improve Transportation and Infrastructure ... Strategy 1.1 Complete the implementation of the Town Park	All demolition work is completed. Awaiting final E&S measures to take hold, i.e.. grass growth
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. Will be discussing the Strategic Plan at the June 30th work session, will cover work to date on the plan, upcoming initiatives and future planning efforts
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. Scheduling meeting with Kerry for Week of June 2nd
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. Staff is finalizing details of the Open House event and preparing for the event day.
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 30, 2025
Haymarket Compensation Study	Emily		Completed the FY2025 Haymarket Compensation Study. Town Council directed Staff to prepare an RFP for a Consultant to Complete a Compensation Study.
Personnel Manual Meeting	Emily/Roberto/Chief		Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department			
Town Center Site Plan	Emily K and Katie		Town Center Site Plan was approved and signed August 10, 2023. Recently, Town Manager Kyriazi discussed the site plan with the Town Council at the May 27th Work Session. A directive was given to hire a consultant to provide updated pricing for the Town Center Site Plan (EXTERIOR SITE WORK ONLY). A second directive was given to engage with the Architectural Firm that completed the previous Town Hall building plans. The engagement with the architect will determine the next steps, timeline, proposed costs and coordination of the building improvements with the site work.
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--5/28/2025: Town Council approved resolution to add Walter Robinson Lane to secondary highway system, all forms submitted to VDOT for acceptance. Follow up 90% landscaping bond release inspection completed, comments/recommendation for release to be sent soon.
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--5/28/2025 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--5/28/2025--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. UPDATE 5/28/2025 Owner and Town discussing next steps for bond release.
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--5/28/2025 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. UPDATE 5/28/2025 Applicant met with Town Staff to discuss and resolve comments, is currently submitting to outside agencies. Discussion in meeting on pedestrian access points to businesses along Washington Street.
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--5/28/2025 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 4/2/2025-5/28/2025 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--5/28/2025 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 tad 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. 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. 5/28/2025 Town Planner will perform zoning release inspections once site work is complete.
Town Clerk			
Board/Committee Updates	Kim	2.5 Procure a consultant to conduct the Update to the Town's Comprehensive Plan	Planning Commission meeting for May was canceled - no agenda items. They will have the By-laws before them at the June Meeting for 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. Finished cleaning up the website agendas and minutes from migration. Everything is complete from 2011 to current date. We will be testing the new voting platform with Planning Commission and ARB at their June meetings.
Directives	Kim	6.1. Complete and implement the communications plan for the Town	I will present the draft Code or Ethics/Standards of Conduct to the Planning Commission for review and receive comments to bring back to Council.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	Haymarket will be hosting the TANV meeting in July. Emily and I are starting to plan that event.
Maintenance			
Copper Cricket	Environmental Pest Control repaired soffit and disinfected attic space. Squirrels have now chewed a new hole on opposite side of building where A/C line enters attic. Pest control will be out again on 05/29 to fix that issue as well. Awaiting estimate from Premier Landscaping to remove all tree branches hanging over the property.		
Town Hall	All outside A/C units on all properties have been cleaned and power washed under the units as well. All handicap signage will be repainted in the next two weeks.		
Cupcake Heaven	Washed front porch and all lower exterior siding on building. Noticed that upper level fascia boards are rotting out causing gutters to sag, working on estimate for repair this summer. Installed tenant supplied exterior light scones on back porch.		
Events	No issues regarding farmer's market at this time. Preparing to clean up front of Town Hall for open house on June 13th.		
Streetscape	All planting is completed, just a few minor fixes and back onto watering schedule. All flags and final round of veterans banners are up and will remain up until after open house on 06/13. Buried the exposed fiber optic casing on Washington street sidewalk in front of McDonald's, he casing for the lines presented a large trip hazard on town sidewalk.		
Event/Business Marketing			

Farmers Market	Julia		We have continued to receive interest from vendors requesting a spot at the farmers market. I am continuing to advertise our vendors on social media and will continue to do so throughout the season. I have created a farmers market schedule to include the special markets, Talk with the Mayor, and canceled markets. The Mothers Day market was well attended and we received around 100 tickets for the raffle. The special markets that we have planned for the future is Father's Day, Dog, and Halloween. I will continue to brainstorm more themed days for the market. Musicians have been booked for all weekends of the market. Parking is available at the museum, Thrive Med Spa, and Haymarket Dental and Complete Care. We have completed 5 Sundays and all days have been very well attended. I have continued to receive positive feedback from both residents and vendors regarding the new market layout and attendance.
Open House	Julia		Finalizing the town coloring book which will be handed out to kids at the event. Created a t-shirt design for the tie dye craft and have placed the order. Continuing to share event logistics with participating organizations including the library, parks and recreation, Leopolds preserve, historic preservation, fire and rescue, and economic development and tourism. I have created flyers to advertise on our community boards, social media, and the GoGov app. Crossroads Arts Alliance will be providing a free craft at the museum. Working on ordering necessary supplies for the tie dye craft. Also working on creating a vendor map.
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. I have started to reach out to potential vendors 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 are currently being reviewed by the attorney and will be sent to previous vendors as soon as it has been approved. Applications will then open to the public a week after. All bands have been booked.
Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table	PWC Historic Preservation currently has the Thoroughfare pop-up exhibit in Town Hall. The Thoroughfare exhibit has been advertised on our social media encouraging people to come and view it. Assisted with the Senior Summit on April 24th and had a debrief meeting to discuss future changes for the event. 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 raffled off 2 promotional videos with Skipper Films at the business roundtable. (Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table). Started filming the Mayors Message and will begin sharing those on social media very soon.
Social Media/Website/GoGov	Emily/Alexandra /Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses 4.6. Develop a plan to highlight the business community	Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. The request feature on the My Haymarket app is now available and I will begin advertising that. As of May 6th, we have a total of 548 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. Continuing to advertise the farmers market vendors weekly on social media.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	Working on 3rd Quarter draft
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	4.5. Investigate ways to engage face to face with existing businesses	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; assist with audit backup; record and process BPOL applications, hand-deliver BPOLs to local in-town businesses ; Track late BPOL filings;
ARB	Alexandra		ARB Meeting May 21; Minutes are up to date and posted
Office Misc.:	Alexandra	6.1. Complete and implement the communications plan for the Town 4.5. Investigate ways to engage face to face with existing businesses	Meet with Matt to discuss a plan of return for Military Banners; Assist with the farmers market; Prepare Business Roundtable Agenda- Email Reminders to Businesses and send follow-up after meeting ; Prepare lesson plan & teach local Daisy troop for "Democracy for Daisies" badge; Reach out to new businesses to welcome them, provide town staff contact info, and discuss ribbon cutting opportunity

New/Old Business Updates	
New Businesses	My Haberdasher-coming soon to 2nd floor of Hidden Jules building Italia Performing Arts-opening summer 2025 in QBE Building



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: June 02, 2025
Re: Treasurer's Report

Highlights:

- Actuals as of 05.28.2025 are included in this agenda.
- The comparison report to where the Town was financially last year as of 05.28.2025.
- Completed work on pre-audit preparations for FY2024.
- Began FY2024 Audit work.
- Presented the proposed FY2026 Budget to Council with the revisions requested on the May 05, 2025's Council meeting.
- Attended Educational Course in Chesapeake Virginia.
- Prepare documents for Real Estate Rate adoption and FY2026 Budget Adoption.
- 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: June 02, 2025
Re: Proffer - Update

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

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

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

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

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

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	1,265.61	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,066.79	1,000.00	306.7%	
Total 3110 · GENERAL PROPERTY TAXES	491,535.31	486,893.00	101.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	290,121.78	225,000.00	128.9%	Collection up to the month of April 2025
3120-01 · Bank Stock Tax	80,164.00	24,000.00	334.0%	Collected for FY2025
3120-02 · Business License Tax	432,113.27	325,000.00	133.0%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	125,180.88	140,000.00	89.4%	Collection up to the month of April 2025
3120-04 · Consumer Utility Tax	115,105.42	158,000.00	72.9%	
3120-05 · Meals Tax - Current	1,397,168.44	1,550,000.00	90.1%	Collection up to the month of April 2025 Taxes
3120-06 · Sales Tax Receipts	115,113.61	160,000.00	71.9%	Collection up to the monht of February 2025
3120-07 · Penalties (Non-Property)	4,960.60	5,000.00	99.2%	
3120-08 · Interest (Non-Property)	152.96	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	2,560,080.96	2,587,000.00	99.0%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	2,200.00	4,500.00	48.9%	
3130-03 · Motor Vehicle Fees	334.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,986.81	1,000.00	498.7%	
3130-06 · Pass Through Fees	10,939.60	15,000.00	72.9%	
Total 3130 · PERMITS,FEES & LICENESES	18,460.41	20,500.00	90.1%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	23,856.07	20,000.00	119.3%	Collections up to April 2025
Total 3140 · FINES & FORFEITURES	23,856.07	20,000.00	119.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	14,477.89	13,500.00	107.2%	Reconciled April 2025 currently
3150-03 · Interest on Bank Deposits	210,063.56	89,500.00	234.7%	Reconciled April 2025 currently
Total 3150 · REVENUE - USE OF MONEY	224,541.45	103,000.00	218.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	41,388.49	49,207.00	84.1%	
3151-08 · 15020 Washington Realty	53,485.63	58,348.00	91.7%	
3151-09 · 15026 Copper Cricket	26,590.85	29,008.00	91.7%	
3151-11 · Cupcake Heaven and Cafe LLC	33,807.20	36,914.00	91.6%	
3151-15 · Revolution Mortgage	7,311.59	7,312.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	162,583.76	180,789.00	89.9%	
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	65,442.63	80,000.00	81.8%	
3165-02 · Farmer's Market	17,214.50	12,000.00	143.5%	
3165-03 · Town Ornaments	7,281.25	10,000.00	72.8%	
3165-05 · Museum Revenue - Art	1,420.43	0.00	100.0%	
3165-06 · Town Hats	821.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,388.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	113,330.31	122,000.00	92.9%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-132.12	300.00	-44.0%	
3180-01 · Citations & Accident Reports	395.00	0.00	100.0%	
3180-03 · Miscellaneous	60.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	9,379.56	0.00	100.0%	Reimbursement from Insurance
3190 · Sale fo Salvage & Surplus				
				Sale of the old PD Sign Message board; Sale off 2017 Cruiser
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%	

Total 3190 · Sale of Salvage & Surplus	9,400.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	19,102.44	300.00	6,367.5%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	37,790.00	36,144.00	104.6%	4 of 4 Collection for FY2025
3200-05 · Communications Tax	67,754.19	80,000.00	84.7%	Collection up to April 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	162,646.65	182,677.00	89.0%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
4002 · Transfer from ARPA Funds	592,801.72	948,335.00	62.5%	Funds transferred to make payment on project
Total Income	4,368,944.08	4,934,494.00	88.5%	
Gross Profit	4,368,944.08	4,934,494.00	88.5%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	10,082.97	10,050.00	100.3%	
111002 · FICA/Medicare	1,278.58	2,000.00	63.9%	
111003 · Meals and Lodging	5,020.48	6,300.00	79.7%	
111004 · Mileage Allowance	897.15	1,050.00	85.4%	
111005 · Salaries & Wages - Regular	17,575.00	22,000.00	79.9%	
Total 11100 · TOWN COUNCIL	34,854.18	41,400.00	84.2%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	424,409.45	486,558.00	87.2%	
1211002 · Salaries/Wages - Overtime	2,552.42	4,500.00	56.7%	
1211003 · Salaries/Wages - Part Time	35,185.75	39,420.00	89.3%	
1211004 · FICA/Medicare	34,205.29	40,238.00	85.0%	
1211005 · VRS	66,762.55	78,978.00	84.5%	
1211006 · Health Insurance	54,078.40	78,213.00	69.1%	
1211007 · Life Insurance	5,209.31	5,857.00	88.9%	
1211008 · Disability Insurance	2,418.11	3,360.00	72.0%	
1211009 · Unemployment Insurance	1,430.97	5,995.00	23.9%	
1211010 · Worker's Compensation	260.00	481.00	54.1%	
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%	
1211012 · Accounting Services	26,402.72	12,000.00	220.0%	overage due to Forecasting analysis being tracked here
1211014 · Printing & Binding	9,670.43	8,298.00	116.5%	
1211015 · Advertising	5,374.24	9,000.00	59.7%	
1211016 · Computer, Internet & Website Svc	22,933.54	28,550.00	80.3%	
1211017 · Postage	2,433.24	5,000.00	48.7%	
1211018 · Telecommunications	7,938.27	7,500.00	105.8%	
1211019 · Mileage Allowance	993.96	2,500.00	39.8%	
1211020 · Meals & Lodging	2,652.73	7,000.00	37.9%	
1211021 · Convention & Education	2,535.00	10,000.00	25.4%	
1211022 · Miscellaneous	897.72	2,000.00	44.9%	
1211024 · Books, Dues & Subscriptions	5,739.25	21,075.00	27.2%	
1211025 · Office Supplies	7,820.02	8,500.00	92.0%	
1211030 · Capital Outlay-Machinery/Equip	2,917.39	5,000.00	58.3%	
Total 12110 · TOWN ADMINISTRATION	742,436.76	891,284.00	83.3%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	62,743.63	100,000.00	62.7%	Services up to April 2025
Total 12210 · LEGAL SERVICES	62,743.63	100,000.00	62.7%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	21,200.00	25,500.00	83.1%	
Total 12240 · INDEPENDENT AUDITOR	21,200.00	25,500.00	83.1%	
Total 01 · ADMINISTRATION	861,234.57	1,058,184.00	81.4%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	536,804.65	675,291.00	79.5%	

3110003 · Salaries & Wages - OT Premium	27,327.03	24,000.00	113.9%	
3110004 · Salaries & Wages - Holiday Pay	29,380.36	38,041.00	77.2%	
3110005 · Salaries & Wages - Part Time	39,560.00	27,000.00	146.5%	
3110007 · Salary & Wages - DMV Grant	11,469.42	15,000.00	76.5%	
3110012 · Salaries & Wages - PT Admin.	10,212.50	39,000.00	26.2%	
3110020 · FICA/MEDICARE	48,582.91	66,545.00	73.0%	
3110021 · VRS	72,372.80	88,666.00	81.6%	
3110022 · Health Insurance	93,104.00	140,430.00	66.3%	
3110023 · Life Insurance	6,468.10	8,036.00	80.5%	
3110024 · Disability Insurance	1,674.64	3,070.00	54.5%	
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%	
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%	
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%	
3110028 · Legal Services	24,888.35	30,379.00	81.9%	
3110032 · Computer, Internet & Website	5,494.23	10,000.00	54.9%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	12,280.42	15,300.00	80.3%	
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%	
3110037 · Meals and Lodging	2,045.88	5,000.00	40.9%	
3110038 · Convention & Edu. (Training)	1,389.26	10,800.00	12.9%	
3110040 · Annual Dues & Subscriptions	14,114.73	24,795.00	56.9%	
3110041 · Office Supplies	5,370.58	6,000.00	89.5%	
3110042 · Vehicle Fuels	23,399.54	36,700.00	63.8%	
3110043 · Vehicle Maintenance/Supplies	25,960.68	22,000.00	118.0%	
3110044 · Repair/ Maintenance Supplies	9,134.56	0.00	100.0%	
3110045 · Uniforms & Police Supplies	37,891.41	45,901.00	82.6%	
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	1,236,044.83	1,581,643.00	78.1%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	1,236,044.83	1,596,643.00	77.4%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	168,346.58	208,608.00	80.7%	Paid up to April 2025 services
Total 43200 · REFUSE COLLECTION	168,346.58	208,608.00	80.7%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	55,376.21	111,892.00	49.5%	
4310002 · Maint Svc Contract-Pest Control	775.00	5,000.00	15.5%	
4310003 · Maint Svc Contract-Landscaping	23,600.00	35,000.00	67.4%	
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%	Reviewing monthly
4310007 · Electric/Gas Services	15,566.45	18,593.00	83.7%	
4310008 · Electrical Services-Streetlight	3,515.84	5,500.00	63.9%	
4310009 · Water & Sewer Services	4,377.15	3,850.00	113.7%	
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%	
4310015 · Maintenance - Vehicle Fuel	1,195.45	5,000.00	23.9%	
4310016 · Maint - Vehicle Maintenance	1,223.48	3,000.00	40.8%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	130,388.45	200,335.00	65.1%	
Total 04 · PUBLIC WORKS	300,948.03	416,156.00	72.3%	
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	37,039.35	64,286.00	57.6%	
60003 · Advertising	1,069.59	22,000.00	4.9%	
Total 06 · ECONOMIC DEVELOPMENT	149,849.50	182,715.00	82.0%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	11,731.99	25,000.00	46.9%	
7000003 · Demolition	161,749.00	161,749.00	100.0%	Completion of project
Total 70000 · HAYMARKET COMMUNITY PARK	173,480.99	186,749.00	92.9%	

71110 · EVENTS			
7111001 · Advertising - Events	5,015.00	5,000.00	100.3%
7111003 · Contractural Services	74,526.98	64,950.00	114.7%
7111004 · Events - Other	34,074.60	40,850.00	83.4%
7111005 · Police Department Events	6,957.84	7,800.00	89.2%
7111006 · Farmer's Market	8,144.34	12,000.00	67.9%
Total 71110 · EVENTS	128,718.76	130,600.00	98.6%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	1,256.47	2,200.00	57.1%
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 · MUSEUM	1,686.47	5,950.00	28.3%
Total 07 · PARKS, REC & CULTURAL	303,886.22	323,299.00	94.0%
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	19,809.49	0.00	100.0%
Total 81100 · PLANNING COMMISSION	25,904.09	28,120.00	92.1%
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	28,099.11	38,824.00	72.4%
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	-0.03		
Total EMPLOYEE BENEFITS	-0.03		
Total 94105 · PERSONNEL	-0.03		
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			
94107 · Blight Mitigation	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens			
9410801 · Washington St - Streetscape	6,846.58	55,000.00	12.4%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%
9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
Total 94108 · Capital Improvement Funds Expens	29,373.60	278,924.00	10.5%
94109 · Storm Water Grant Match	40,000.00	40,000.00	100.0%

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

3rd progress payment of the park sidewalk project

Total Expense		3,536,229.43	4,934,494	71.7%
Net Ordinary Income		832,714.65	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		832,714.65	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2024 through May 28, 2025

	Jul 1, '24 - May ...	Jul 1, '23 - May ...	% 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	1,265.61	2,480.65	-49.0%
3110-04 · Penalties - All Property Taxes	3,066.79	1,934.21	58.6%
Total 3110 · GENERAL PROPERTY TAXES	491,535.31	465,776.42	5.5%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	290,121.78	197,424.97	47.0%
3120-01 · Bank Stock Tax	80,164.00	69,294.00	15.7%
3120-02 · Business License Tax	432,113.27	377,201.68	14.6%
3120-03 · Cigarette Tax	125,180.88	125,186.19	0.0%
3120-04 · Consumer Utility Tax	115,105.42	106,817.51	7.8%
3120-05 · Meals Tax - Current	1,397,168.44	1,210,485.97	15.4%
3120-06 · Sales Tax Receipts	115,113.61	111,737.34	3.0%
3120-07 · Penalties (Non-Property)	4,960.60	7,227.47	-31.4%
3120-08 · Interest (Non-Property)	152.96	1,431.31	-89.3%
Development Revenue			
Proffers	0.00	0.00	0.0%
Total Development Revenue	0.00	0.00	0.0%
Total 3120 · OTHER LOCAL TAXES	2,560,080.96	2,206,806.44	16.0%
3130 · PERMITS,FEES & LICENSESES			
3130-01 · Application Fees	2,200.00	2,550.00	-13.7%
3130-03 · Motor Vehicle Licenses	334.00	513.00	-34.9%
3130-05 · Other Planning & Permits	4,986.81	10,065.00	-50.5%
3130-06 · Pass Through Fees	10,939.60	20,407.50	-46.4%
Total 3130 · PERMITS,FEES & LICENSESES	18,460.41	33,535.50	-45.0%
3140 · FINES & FORFEITURES			
3140-01 · Fines	23,856.07	19,384.76	23.1%
Total 3140 · FINES & FORFEITURES	23,856.07	19,384.76	23.1%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	14,477.89	15,578.64	-7.1%
3150-03 · Interest on Bank Deposits	210,063.56	152,180.57	38.0%
Total 3150 · REVENUE - USE OF MONEY	224,541.45	167,759.21	33.9%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	41,388.49	44,445.37	-6.9%
3151-08 · 15020 Washington Realty	53,485.63	52,040.89	2.8%
3151-09 · 15026 Copper Cricket	26,590.85	22,310.42	19.2%
3151-11 · Cupcake Heaven and Cafe LLC	33,807.20	32,822.55	3.0%
3151-14 · Salman Home Realty Suite 204	0.00	6,160.00	-100.0%
3151-15 · Revolution Mortgage	7,311.59	7,098.67	3.0%
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)	162,583.76	168,242.90	-3.4%
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			

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2024 through May 28, 2025

	Jul 1, '24 - May ...	Jul 1, '23 - May ...	% Change
3165-00 · Sponsorships	17,685.00	29,100.00	-39.2%
3165-01 · Town Event	65,442.63	72,258.49	-9.4%
3165-02 · Farmer's Market	25,813.75	22,743.30	13.5%
3165-03 · Town Ornaments	7,281.25	11,713.26	-37.8%
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	514.00	59.7%
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	121,929.56	138,254.70	-11.8%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	-132.12	121.83	-208.5%
3180-01 · Citations & Accident Reports	395.00	90.00	338.9%
3180-03 · Miscellaneous	60.00	10.00	500.0%
3180-04 · Reimbursement from Insurance	9,379.56	46,018.56	-79.6%
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	19,102.44	92,402.52	-79.3%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	37,790.00	36,484.00	3.6%
3200-04 · Car Rental Reimbursement	0.00	913.61	-100.0%
3200-05 · Communications Tax	67,754.19	62,133.33	9.1%
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	5,717.84	269.8%
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	162,646.65	140,859.90	15.5%
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	4,377,543.33	3,450,327.35	26.9%
Gross Profit	4,377,543.33	3,450,327.35	26.9%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	10,082.97	918.95	997.2%
111002 · FICA/Medicare	1,278.58	1,137.55	12.4%
111003 · Meals and Lodging	5,020.48	156.41	3,109.8%
111004 · Mileage Allowance	897.15	0.00	100.0%
111005 · Salaries & Wages - Regular	17,575.00	16,125.00	9.0%
Total 11100 · TOWN COUNCIL	34,854.18	18,337.91	90.1%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	424,409.45	358,868.91	18.3%
1211002 · Salaries/Wages - Overtime	2,552.42	2,268.45	12.5%
1211003 · Salaries/Wages - Part Time	35,185.75	45,244.50	-22.2%
1211004 · FICA/Medicare	34,205.29	30,008.34	14.0%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1, 2024 through May 28, 2025

	Jul 1, '24 - May ...	Jul 1, '23 - May ...	% Change
1211005 · VRS	66,762.55	25,820.79	158.6%
1211006 · Health Insurance	54,078.40	47,814.80	13.1%
1211007 · Life Insurance	5,209.31	4,910.91	6.1%
1211008 · Disability Insurance	2,418.11	2,507.98	-3.6%
1211009 · Unemployment Insurance	1,430.97	766.46	86.7%
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	26,402.72	17,694.70	49.2%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	9,670.43	6,780.09	42.6%
1211015 · Advertising	5,374.24	3,913.91	37.3%
1211016 · Computer, Internet & Website Svc	22,933.54	22,314.16	2.8%
1211017 · Postage	2,433.24	1,949.34	24.8%
1211018 · Telecommunications	7,938.27	6,956.52	14.1%
1211019 · Mileage Allowance	993.96	703.84	41.2%
1211020 · Meals & Lodging	2,652.73	3,648.10	-27.3%
1211021 · Convention & Education	2,535.00	3,400.15	-25.4%
1211022 · Miscellaneous	897.72	387.00	132.0%
1211024 · Books, Dues & Subscriptions	5,739.25	15,113.35	-62.0%
1211025 · Office Supplies	7,820.02	4,866.01	60.7%
1211030 · Capital Outlay-Machinery/Equip	2,917.39	11,293.60	-74.2%
1211031 · Capital Outlay - Improvements	0.00	34,214.60	-100.0%
Total 12110 · TOWN ADMINISTRATION	742,436.76	670,856.26	10.7%
12210 · LEGAL SERVICES			
1221001 · Legal Services	62,743.63	69,140.79	-9.3%
Total 12210 · LEGAL SERVICES	62,743.63	69,140.79	-9.3%
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	861,234.57	776,734.96	10.9%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	536,804.65	432,225.01	24.2%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	27,327.03	21,307.27	28.3%
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	39,560.00	70,720.00	-44.1%
3110007 · Salary & Wages - DMV Grant	11,469.42	7,091.24	61.7%
3110012 · Salaries & Wages - PT Admin.	10,212.50	11,082.50	-7.9%
3110020 · FICA/MEDICARE	48,582.91	42,650.21	13.9%
3110021 · VRS	72,372.80	27,523.27	163.0%
3110022 · Health Insurance	93,104.00	74,904.40	24.3%
3110023 · Life Insurance	6,468.10	6,026.27	7.3%
3110024 · Disability Insurance	1,674.64	2,180.78	-23.2%
3110025 · Unemployment Insurance	120.98	732.44	-83.5%
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	24,888.35	48,637.90	-48.8%
3110032 · Computer, Internet & Website	5,494.23	3,335.00	64.7%
3110033 · Postage	0.00	41.20	-100.0%
3110034 · Telecommunications	12,280.42	11,791.56	4.2%
3110035 · General Prop Ins (Vehicles)	6,180.00	4,871.00	26.9%
3110037 · Meals and Lodging	2,045.88	2,957.09	-30.8%
3110038 · Convention & Edu. (Training)	1,389.26	3,889.95	-64.3%
3110040 · Annual Dues & Subscriptions	14,114.73	12,357.32	14.2%
3110041 · Office Supplies	5,370.58	5,553.45	-3.3%
3110042 · Vehicle Fuels	23,399.54	29,482.70	-20.6%
3110043 · Vehicle Maintenance/Supplies	25,960.68	10,483.28	147.6%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2024 through May 28, 2025

	Jul 1, '24 - May ...	Jul 1, '23 - May ...	% Change
3110044 · Repairs/Maintenance Supplies	9,134.56	0.00	100.0%
3110045 · Uniforms & Police Supplies	37,891.41	41,996.16	-9.8%
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	1,236,044.83	1,003,034.03	23.2%
Total 03 · PUBLIC SAFETY	1,236,044.83	1,003,034.03	23.2%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	2,213.00	1,994.94	10.9%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	168,346.58	105,132.33	60.1%
Total 43200 · REFUSE COLLECTION	168,346.58	105,132.33	60.1%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	55,376.21	96,751.37	-42.8%
4310002 · Maint Svc Contract-Pest Control	775.00	3,349.00	-76.9%
4310003 · Maint Svc Contract-Landscaping	23,600.00	24,989.85	-5.6%
4310004 · Maint Svc Contract Snow Removal	24,197.00	5,252.00	360.7%
4310007 · Electric/Gas Services	15,566.45	16,052.68	-3.0%
4310008 · Electrical Services-Streetlight	3,515.84	3,970.77	-11.5%
4310009 · Water & Sewer Services	4,377.15	4,282.70	2.2%
4310010 · Janitorial Supplies	0.00	23.98	-100.0%
4310011 · Real Estate Taxes	561.87	1,135.16	-50.5%
4310015 · Maintenance - Vehicle Fuel	1,195.45	1,323.68	-9.7%
4310016 · Maint - Vehicle Maintenance	1,223.48	1,013.30	20.7%
Total 43100 · MAINT OF 15000 Wash St./Grounds	130,388.45	158,144.49	-17.6%
Total 04 · PUBLIC WORKS	300,948.03	265,271.76	13.5%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	111,740.56	77,621.34	44.0%
60001 · Town Tourism	37,039.35	38,027.74	-2.6%
60003 · Advertising	1,069.59	0.00	100.0%
Total 06 · ECONOMIC DEVELOPMENT	149,849.50	115,649.08	29.6%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	11,731.99	11,324.22	3.6%
7000003 · Demolition	161,749.00	0.00	100.0%
Total 70000 · HAYMARKET COMMUNITY PARK	173,480.99	11,324.22	1,432.0%
71110 · EVENTS			
7111001 · Advertising - Events	5,015.00	1,944.00	158.0%
7111003 · Contractural Services	74,526.98	55,618.56	34.0%
7111004 · Events - Other	34,074.60	31,411.57	8.5%
7111005 · Police Department Events	6,957.84	2,235.12	211.3%
7111006 · Farmer's Market	8,144.34	1,328.43	513.1%
Total 71110 · EVENTS	128,718.76	92,537.68	39.1%
72200 · MUSEUM			
7220012 · Telecommunications	1,256.47	1,309.85	-4.1%
7200015 · Books, Dues & Subscriptions	30.00	0.00	100.0%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	1,686.47	1,709.85	-1.4%
Total 07 · PARKS, REC & CULTURAL	303,886.22	105,571.75	187.9%
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%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
July 1, 2024 through May 28, 2025

	Jul 1, '24 - May ...	Jul 1, '23 - May ...	% Change
8110003 · Consultants - Engineer	4,641.70	5,284.85	-12.2%
8110007 · Convention/Education	0.00	0.00	0.0%
8110009 · Engineer - Pass Through	19,809.49	31,549.50	-37.2%
Total 81100 · PLANNING COMMISSION	25,904.09	38,868.44	-33.4%
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	28,099.11	41,193.83	-31.8%
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	16,422.88	-100.0%
9410402 · Construction	513,631.97	0.00	100.0%
Total 94104 · Street Scape - Park Sidewalk	513,631.97	16,422.88	3,027.5%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.03	-0.01	-200.0%
Total EMPLOYEE BENEFITS	-0.03	-0.01	-200.0%
Total 94105 · PERSONNEL	-0.03	-0.01	-200.0%
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	6,846.58	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	19,611.61	-100.0%
Total 94108 · Capital Improvment Funds Expens	29,373.60	19,611.61	49.8%
94109 · Storm Water Grant Match	40,000.00	0.00	100.0%
Total Expense	3,536,229.43	2,579,318.70	37.1%
Net Ordinary Income	841,313.90	871,008.65	-3.4%
Net Income	841,313.90	871,008.65	-3.4%

Police Department Report to Council

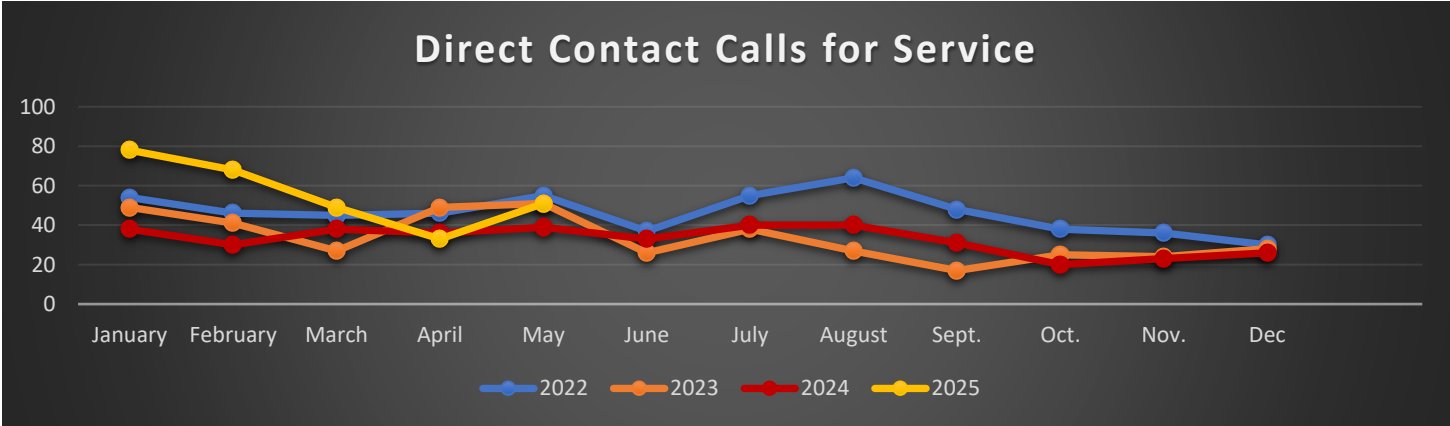
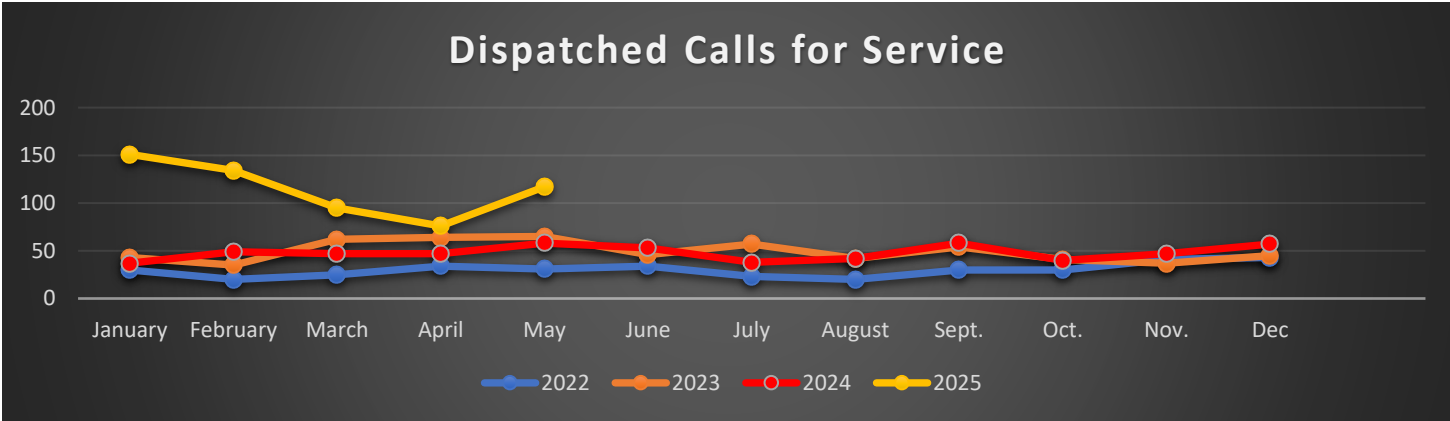
Activity Period April 15, 2025 to May 14, 2025

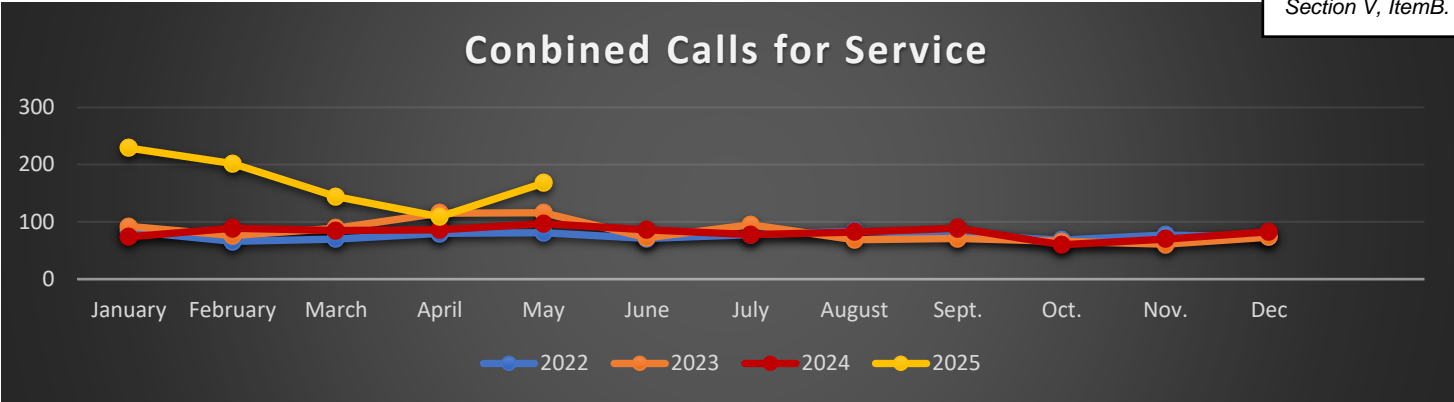
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

- Reportable Calls: 16
- Non-Reportable Calls: 150
- Deferments: 2



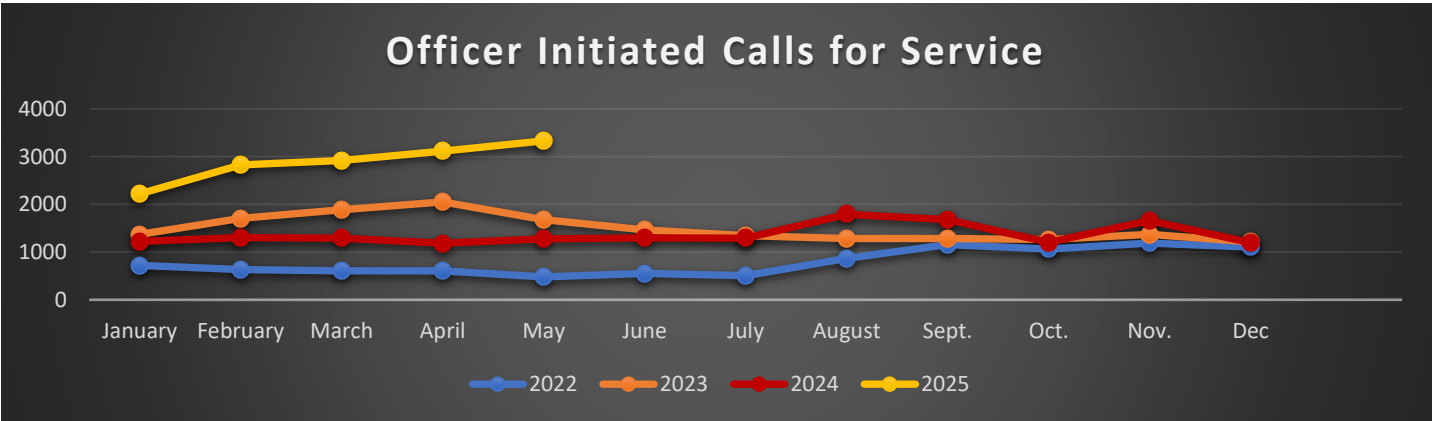
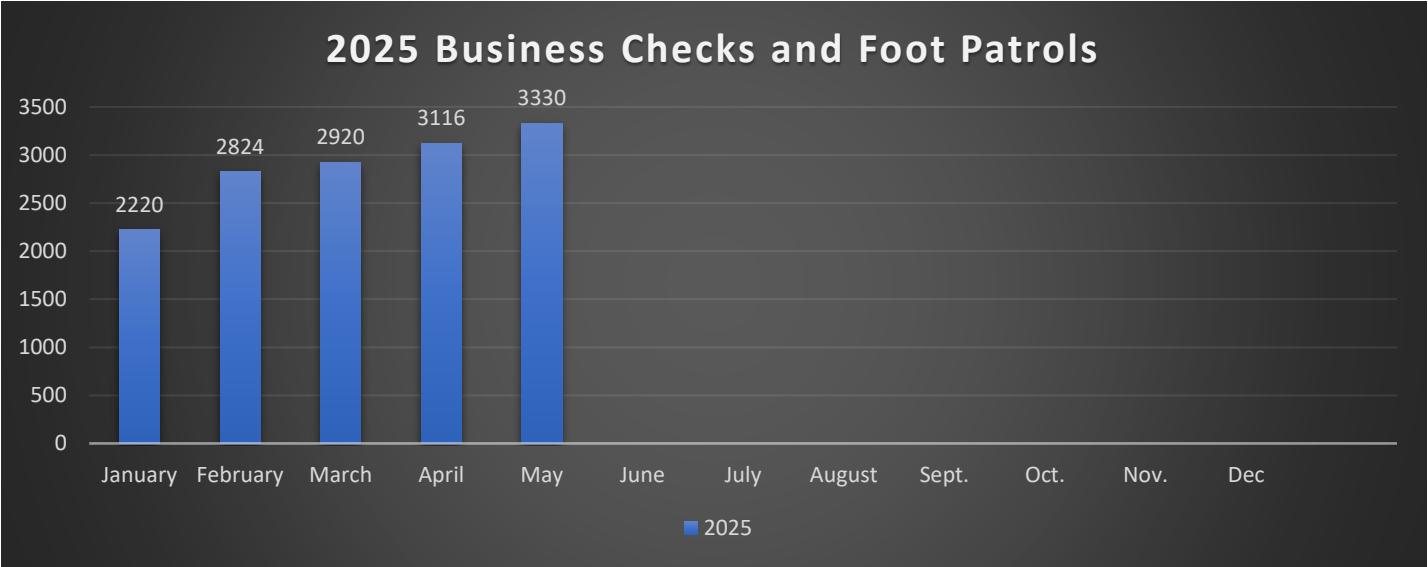
Trending Data on Calls for Service





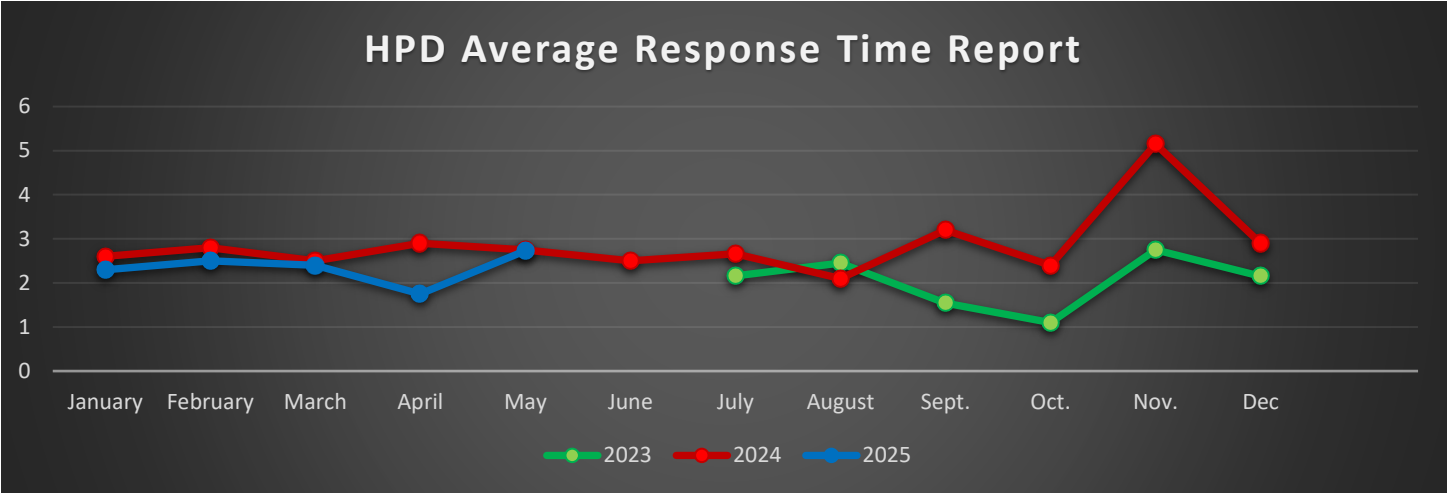
Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct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

- Personal Contact: 1,209
- Physical Check: 349
- Foot Patrols: 222
- Enhanced Patrols: 1,550



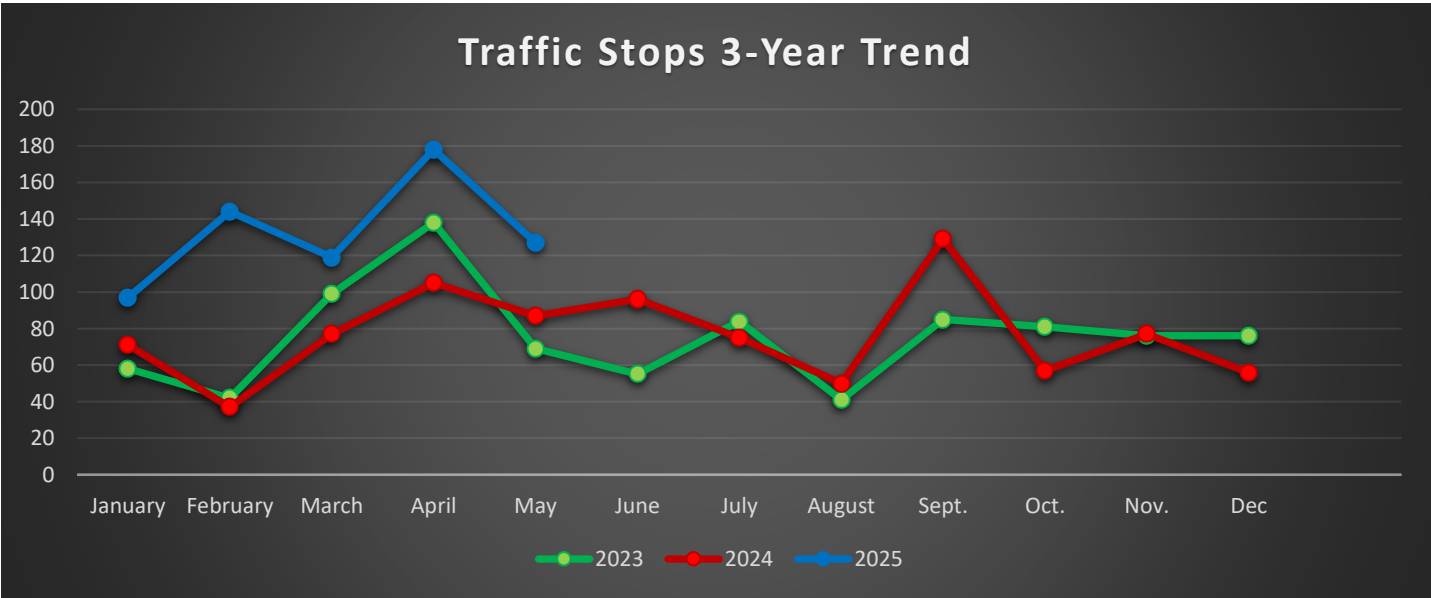
Average Response Time: This is the average of all response times to calls for service answered by Haymarket Officers.

- 2 minute 45 seconds



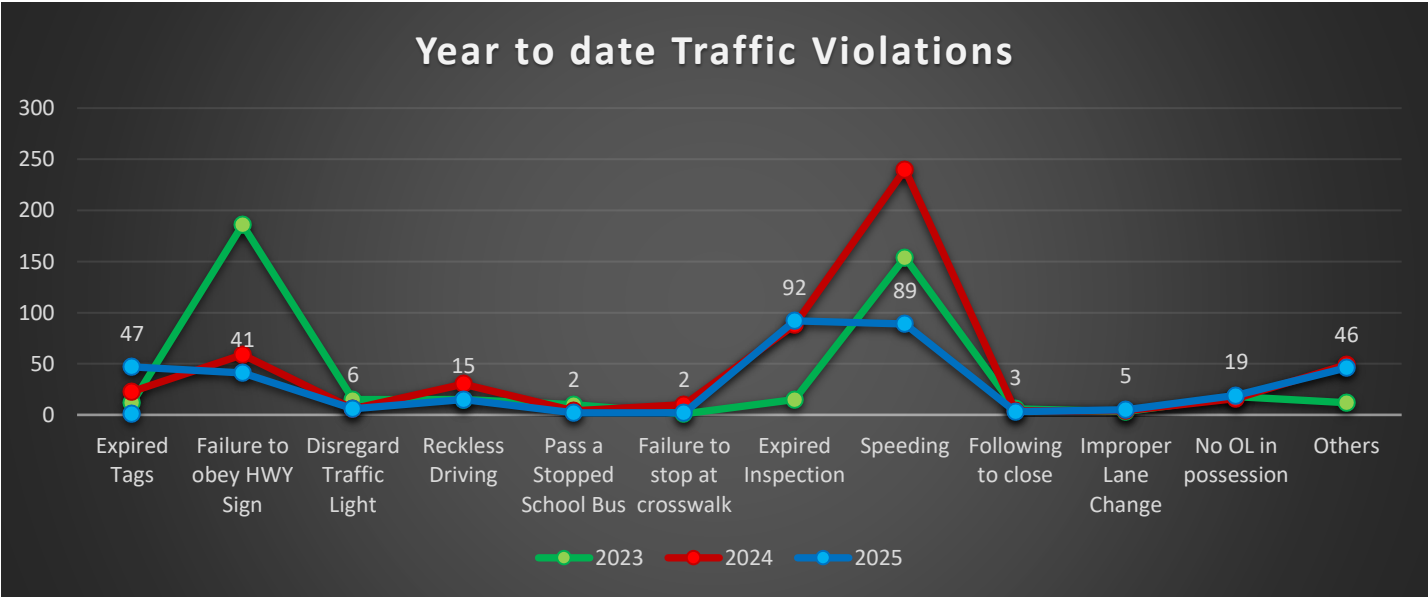
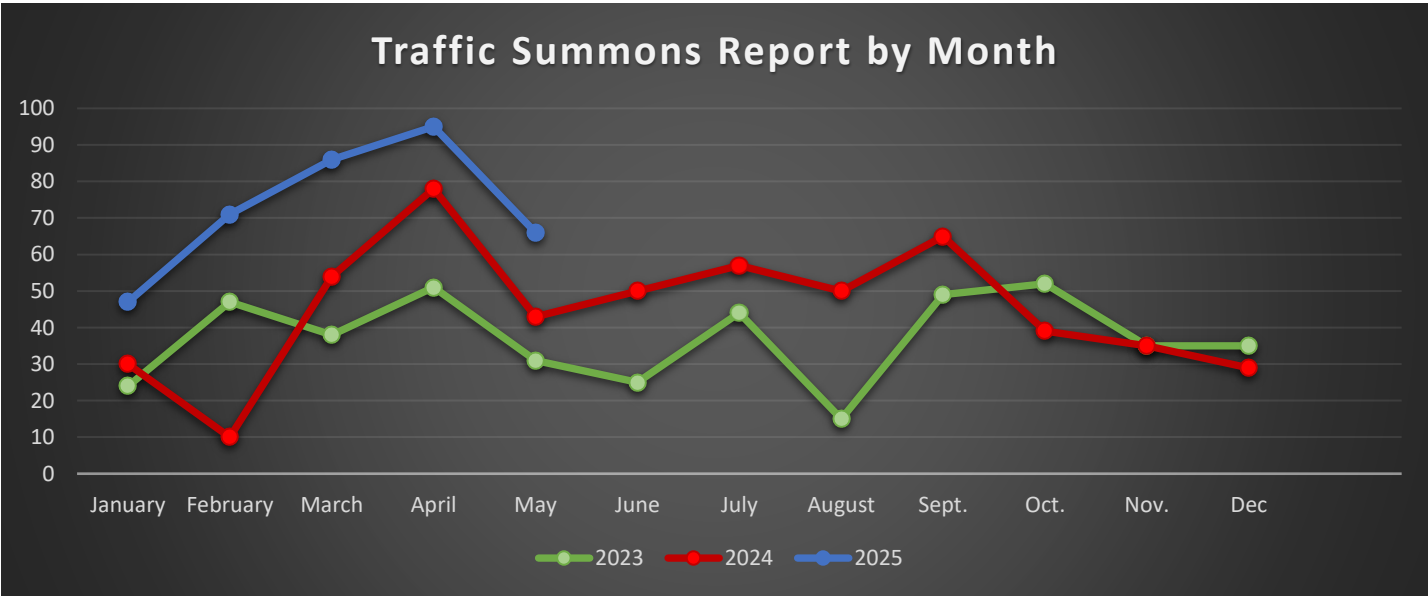
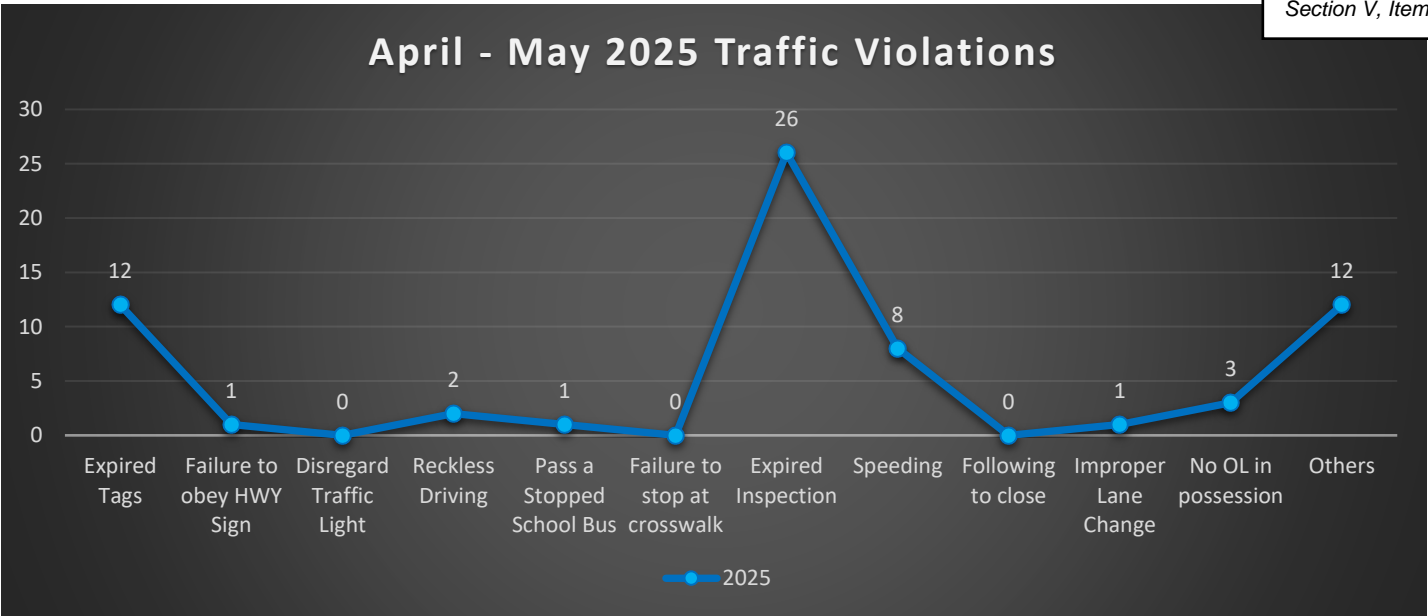
Traffic Stops: Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer may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

- Traffic Stops: 127
- Summons: 66
- Warnings: 77



Traffic Summons Issued: Summons issued for traffic violations. 66

- | | |
|--|---|
| 46.2-646 – Expired Registration –12 | 46.2-830 – Failure to obey a highway sign – 1 |
| 46.2-833.1 – Disregard a traffic light – 0 | 46.2-852 – Reckless Driving – 2 |
| 46.2-859 – Pass a stopped school bus – 1 | 46.2-924 – Failure to stop at crosswalk – 0 |
| 46.2-1158 – Expired inspection – 26 | 46.2-874 – Speeding – 8 |
| 46.2-816 – Follow to close – 0 | 46.2-804 – Improper Lane change – 1 |
| 46.2-300 – No operator’s license – 3 | Others – 12, (Using Handheld Device, Equipment, Insurance, Turning) |

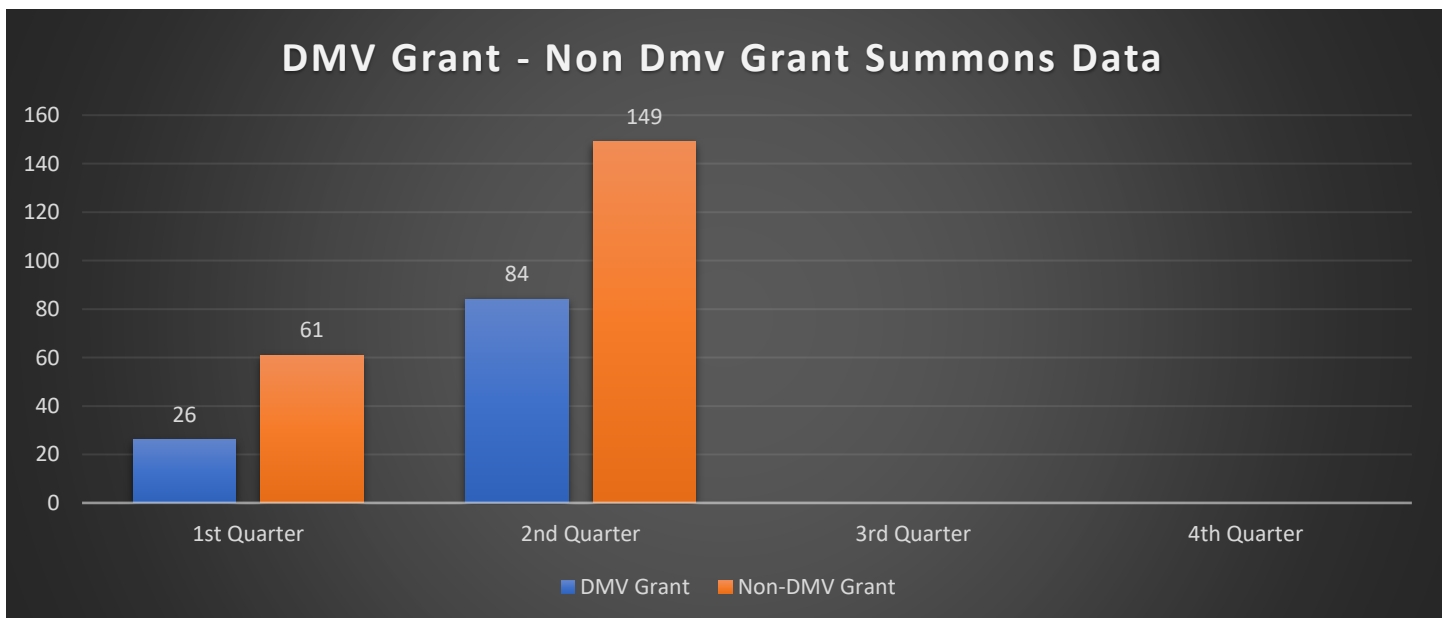
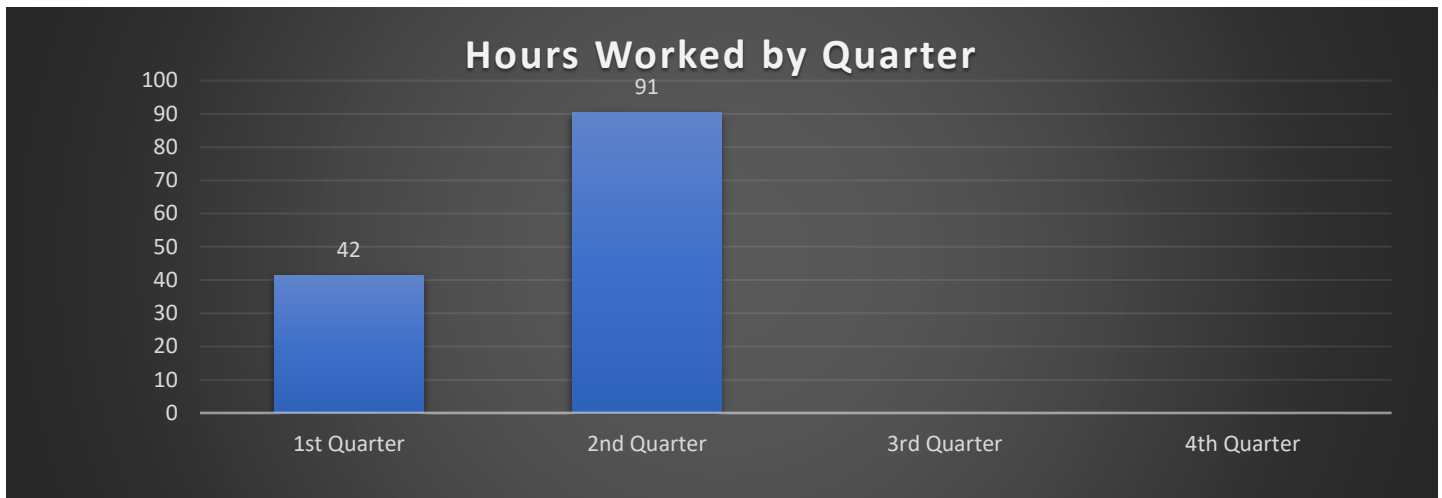
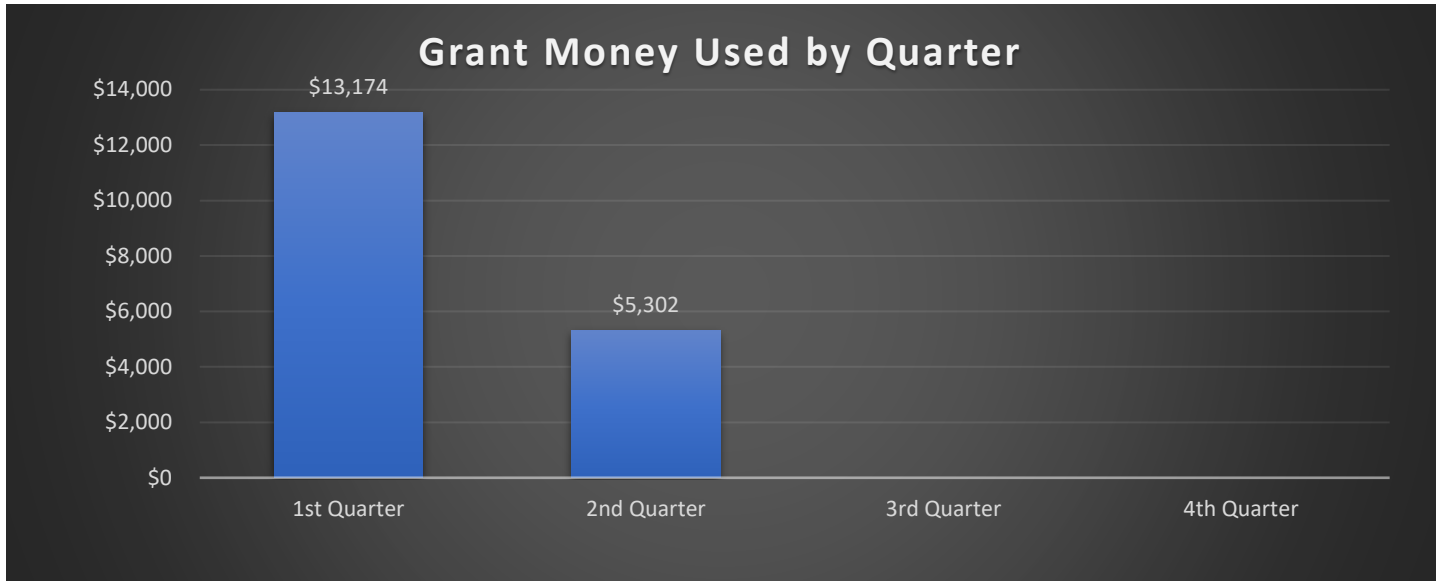


Total Summons Issued 2025: 367

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

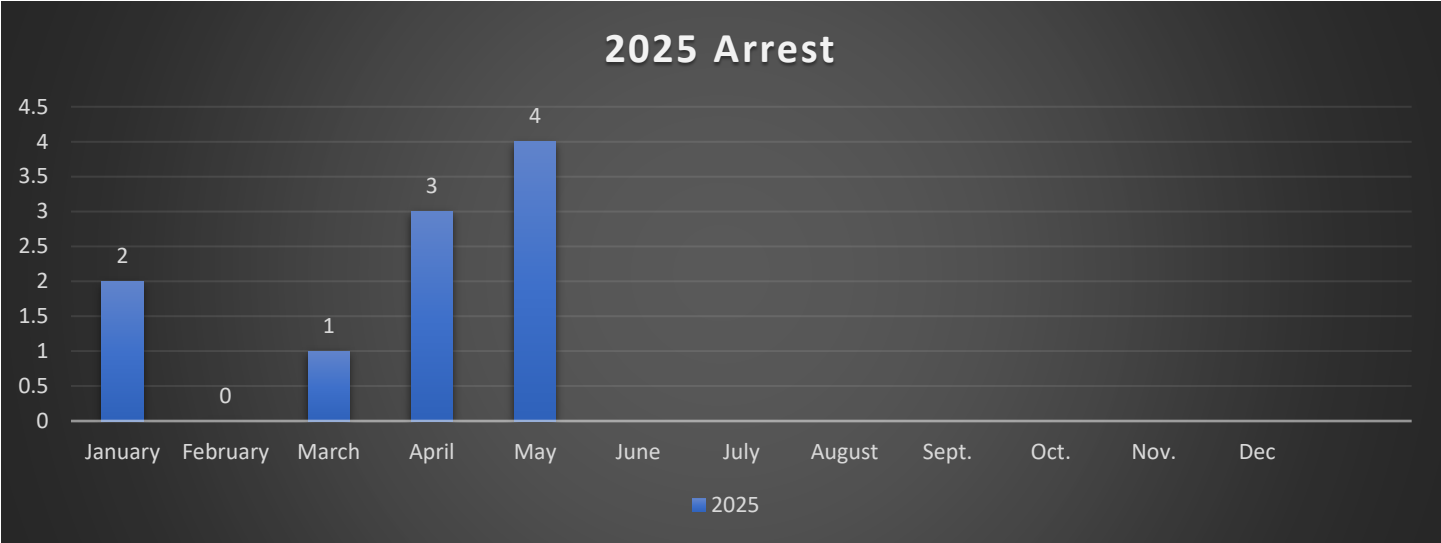
Section V, Item B.

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



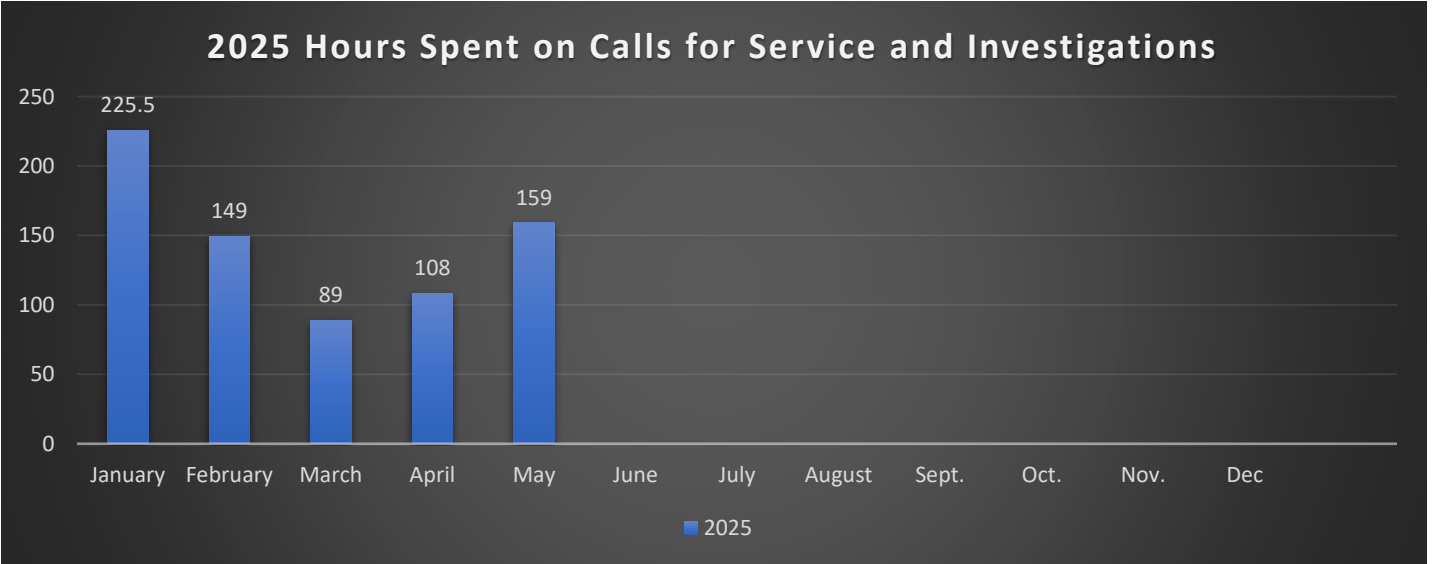
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without warrant jurisdiction papers.

- Misdemeanor: 1
- Felony: 3



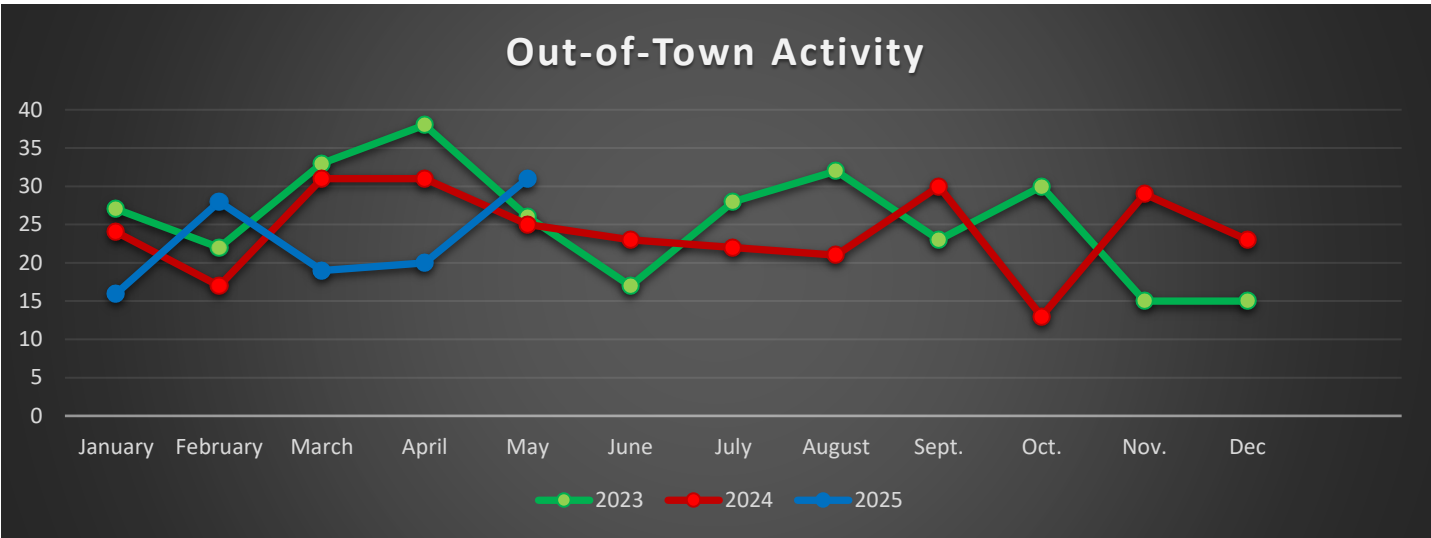
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 122
- Follow-up Investigations: 37

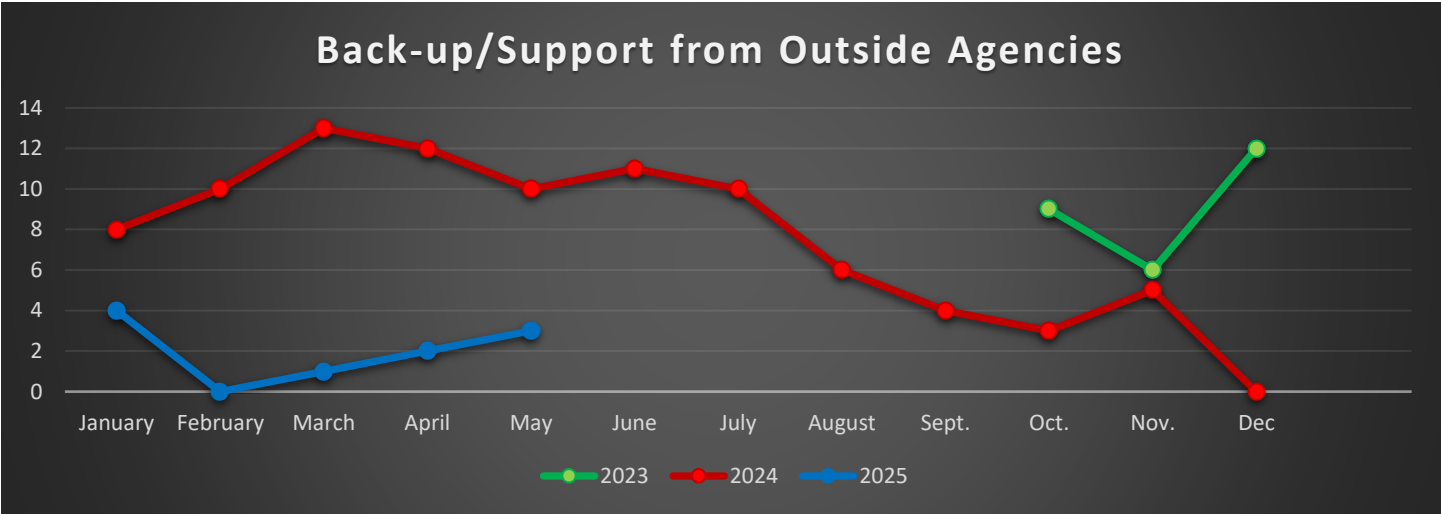


Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver papers to the courthouse.

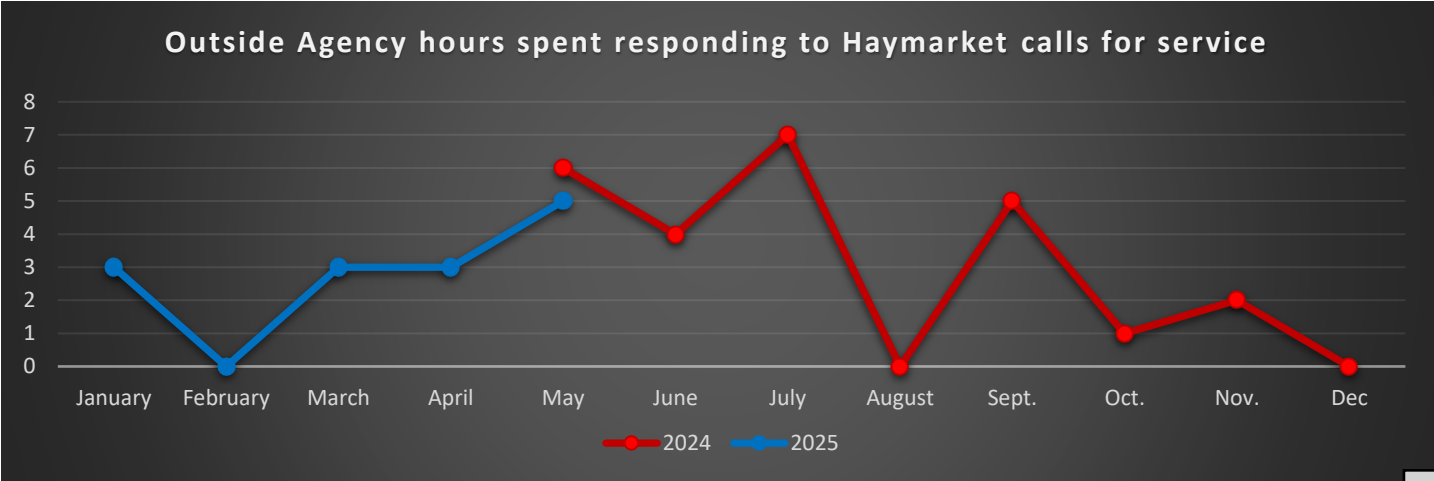
- Back Up: 12
- Other: 19



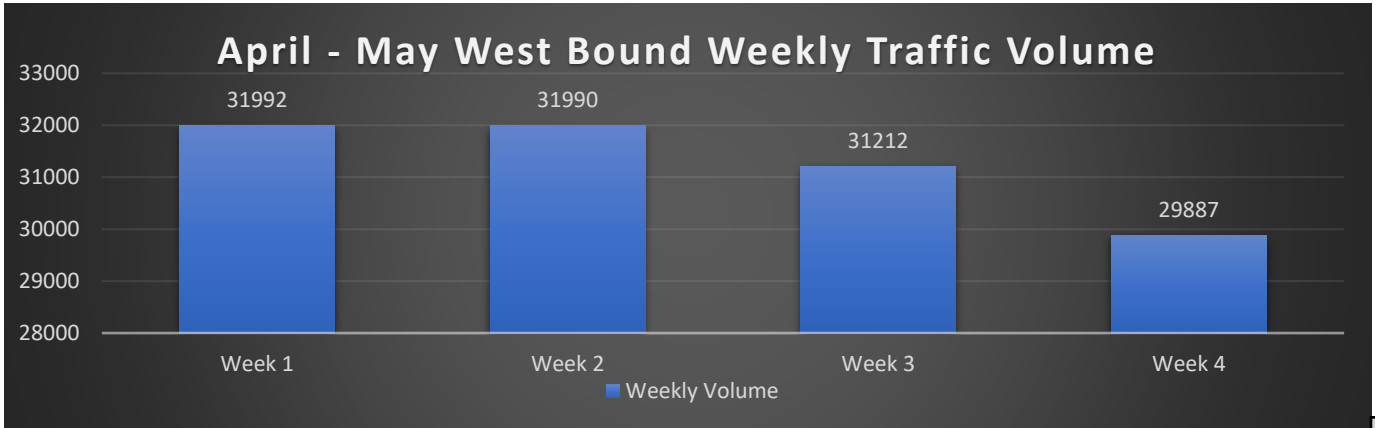
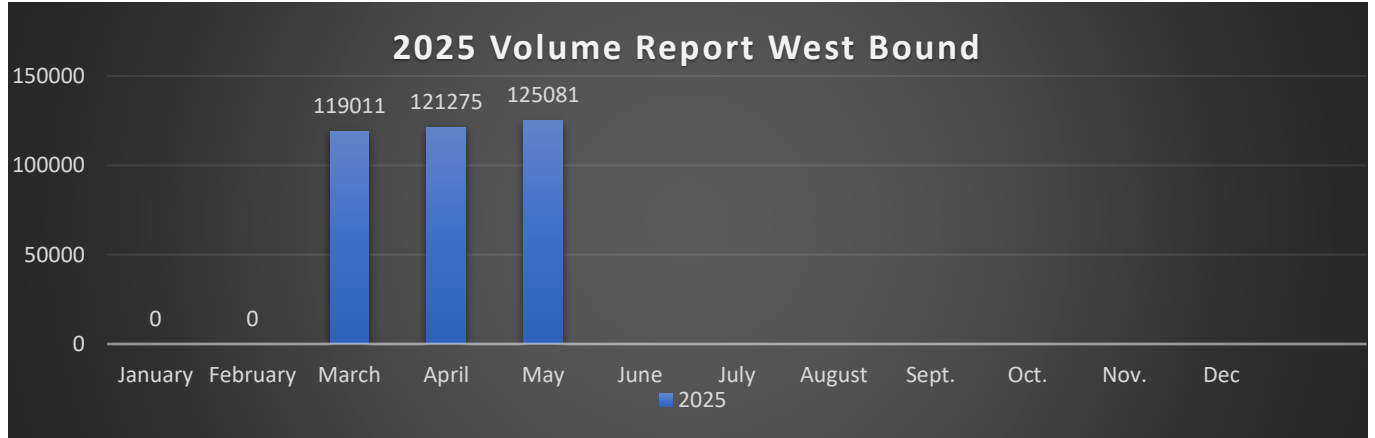
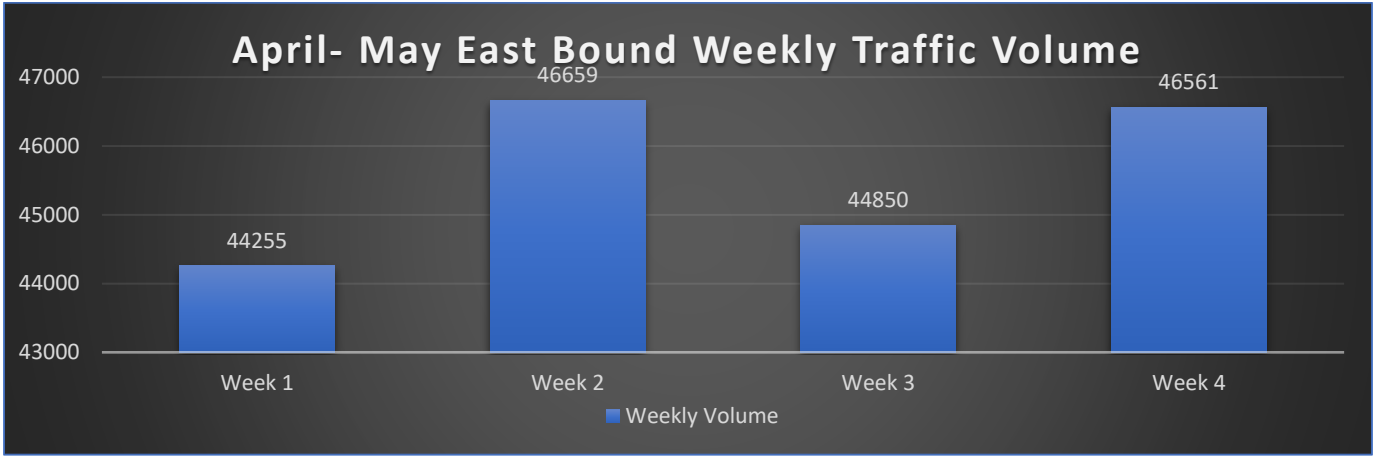
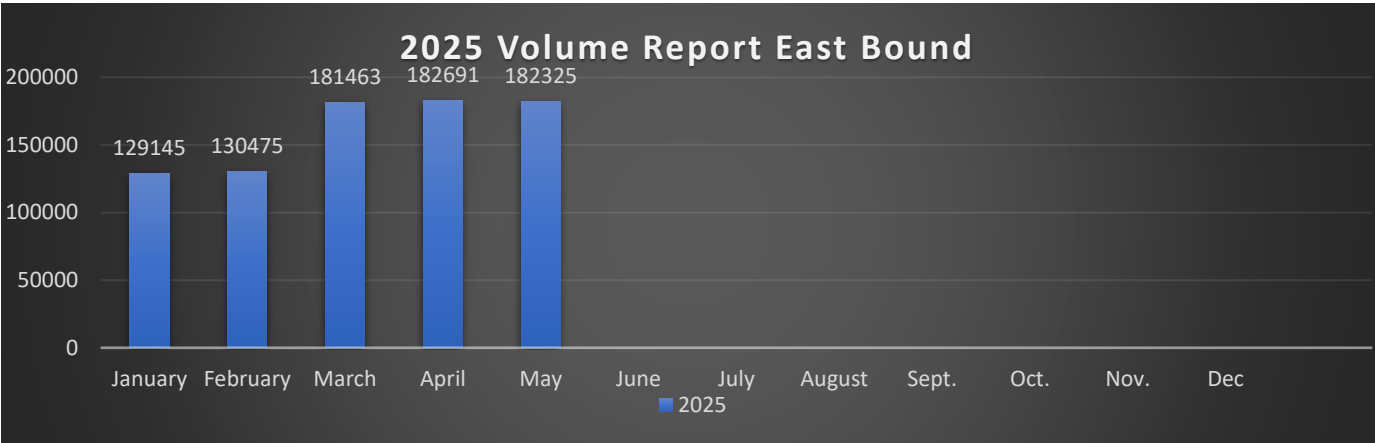
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 3

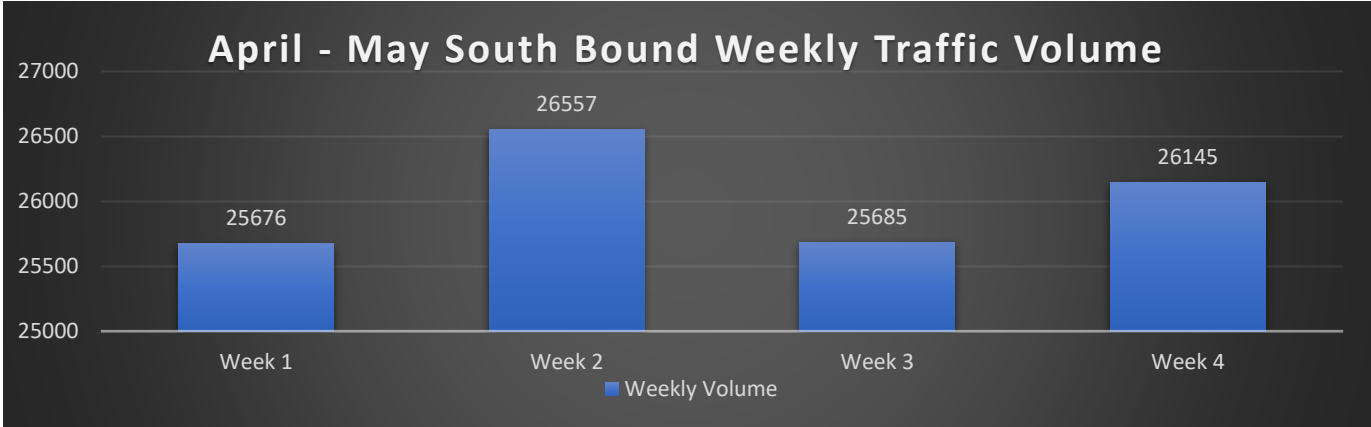
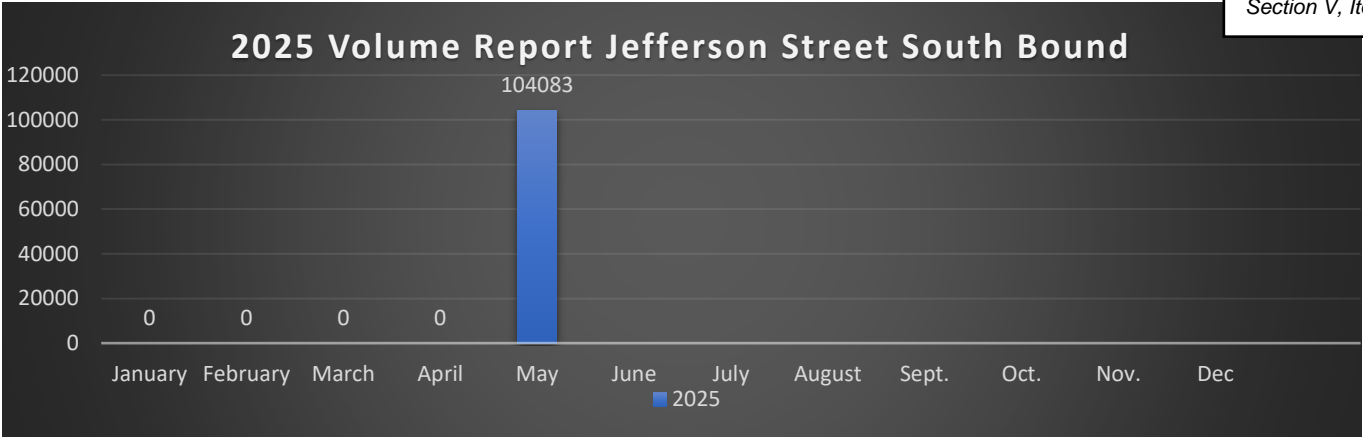


Time spent by outside agencies on calls for service as primary responders: Approximately 5 hours



Monthly Traffic Volume





Departmental Status on next page.

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 May 11, 2025, Officers responded to a report of an armed robbery at the Subway Restaurant off Lea Berry Way. Over the next few days, Officers gathered enough evidence to identify and obtain warrants for Ray Anthony Holman of Manassas, Virginia. Officers worked with several other agencies to track and arrest Mr. Holman in Fairfax County. He is currently being held with no bond at the Prince William County Adult Detention Center.
- The Second Annual Senior Summit took place on April 24, 2025 at Park Valley Church. The event was well attended and received. Stakeholders held a debrief of the event on May 15, 2025 and have plans to expand and improve the event in 2026.
- Chief Sibert and Lt. Davis attended the business roundtable. Chief Sibert spoke on recent events in the town along with crime prevention information.
- We have accepted two Internships this year. The first intern began on May 19, 2025.
- On May 11, 2025, Haymarket Police were notified of a disorderly subject in the Crossroads area of town. The suspect had left the area prior to police arrival. Officer Rick contacted the victim who decided that she did not want to prosecute.
- On May 12, 2025, Sgt. Finley and Officer Coppage responded to a shooting in progress, (15000 block Fells Bridge Place). Sgt. Finley and Officer Coppage arrived on the scene and confronted the gunman. Although the gunman did not comply with their orders, he was taken into custody without incident and turned over to Prince William County Police. No one was injured, but there was property damage.
- On April 25, 2025, Officers responded to a complaint of objects being thrown at vehicles in the Foster's building parking lot. Upon arriving, Sgt. Burgoon and Officer Rick located 2 intoxicated juveniles on the roof. The juveniles attempted to flee but were unable to do so due to their intoxication level and their location on the roof. Sgt. Burgoon and Officer Rick were able to safely remove them both from the roof. Upon further investigation, the two juveniles were tied to larceny complaints we had received earlier in the week from Sheetz. Juvenile petitions, (12) were applied for on May 23, 2025.
- On April 25, 2025, Officer Rick conducted a traffic stop which ultimately led to the arrest of the driver for Possession of Methamphetamine and Possession of Heroin.
- On May 18, 2025, Officer Anderson was working a safety detail at the Haymarket Baptist Church. He noticed a suspicious vehicle in the parking lot and approached it with Officer Coppage. There was a homeless individual sleeping in the vehicle. Upon speaking with him, the individual advised that it was not his car but decided to sleep in it since it was unlocked. Officers made a positive ID of the subject and released him after confirming the car had not been reported stolen. Officers continued their efforts to speak to the company that owned the vehicle. On May 21, 2025, Officer Galbreath was able to confirm that the vehicle was stolen. The company was unaware since they had dropped the vehicle at a mechanics shop in Henrico County. Over the next few days, Officers assisted Henrico PD by gathering video evidence both in and around Haymarket showing the subject driving the vehicle. Warrants were obtained and the subject was arrested by Officer Galbreath on May 23, 2025.
- Officer Galbreath reported a sinkhole just off the east side of the townhall lot. Town Manager Kyriazi was notified and VDOT contacted. VDOT responded quickly and temporarily repaired the area. VDOT will continue monitoring the location and provide permanent repairs in the future.

- On April 24, 2025, Officer Madigan assisted Prince William County Police with a warrant a service at the Hilton Garden Inn. The subject was staying in room #105. Officers knocked on the door, the subject began breaking out the room window with a hatchet. The subject was confronted at the window at which time he barricaded himself in the bathroom. Officers evacuated the adjoining rooms. Shortly after evacuating the rooms, the subject emerged from room #105 with a hatchet and hammer. He threatened officers along with making statements that they were going to have to kill him. At that time, an officer from PWCPD deployed his electronic stun device on the subject. The subject was then placed in cuffs and searched. A box cutter and scissors were found in his pockets. The subject was treated at UVA Health.
- On April 22, 2025, the railroad safety devices on Jefferson Street and Route 15 both malfunctioned. Railroad personnel were notified and responded. Officers assisted with traffic until the devices could be repaired.
- On April 25, 2025, a small group of protesters gathered at the Jefferson Street / Interstate 66 overpass. The group placed banners on the metal grating of the overpass. VSP asked that the banners be removed. The group stayed on the sidewalk area and did not cause any issues. We increased patrols in the area to ensure the safety of the group.
- Officer Trevor Rick attended and graduated from Drone Pilot Training. He will be testing sometime in early June.
- Officer Trevor Rick attended Drug Interdiction training.

Event Listing on Next page.

Haymarket Police Department 2025 Event Listing

Section V, Item B.

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2025	Completed
2	Drive Sober or get pulled over Initiative	February 8 th -9 th , 2025	Completed
3	Polar Plunge	February 15, 2025	Completed
4	Woman's Self Defense Class 1 (NL)	March 12, 2025	Completed
5	Drive Sober or get pulled over Initiative	March 15 th -17 th , 2025	Completed
6	Woman's Self Defense Class 2	March 24, 2025	Completed
7	St. Baldricks Event	March 29 th , 2025	Completed
8	National Distracted Driving Month	April 1 st – 30 th , 2025	Completed
9	Put the phone away Campaign	April 1 st – 30 th , 2025	Completed
10	Farmer's Market	April 6 th – Nov. 16, 2025	Ongoing
11	Woman's Self Defense Class 3 (NL)	April 23, 2025	Completed
12	Drug Take Back	April 26, 2025	Completed
13	HPD Senior Summit	April 24, 2025	Completed
14	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2025	Completed
15	Woman's Self Defense Class 4	May 5, 2025	Completed
16	Click it or Ticket Initiative	May 19 th – June 1 st , 2025	Completed
17	Torch Run for Special Olympics	June 10, 2025	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	Katie/Thomas	10/18/2018	5/29/2025	Applicant	-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
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	5/28/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	5/28/2025	Applicant	-Construction and Town E&S inspections ongoing -VDOT revision approval by Town/VDOT 4/18
Robinson's Paradise	Katie/Thomas	1/4/2021	5/28/2025	Applicant/Katie	-Construction and Town E&S inspections ongoing -Landscape bond release inspection 3/12+4/23. Approval pending update from Contractor -Sent Contractor E&S reports 5/5 -As-builts resubmitted 4/18. Comments due 6/4
Iceplex	Katie/Thomas	10/4/2024	5/28/2025	Applicant/Town	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination
Karter School	Katie/Thomas	8/20/2020	5/16/2025	Applicant	-Plan revision submitted 12/15 -Comments provided 3/31 -Met with applicant
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	5/16/2025	Katie	-Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination
Park Sidewalk	Katie/Thomas	4/27/2021	5/14/2025	Groupe/Town	-Change orders approved -Deed coord w/ VDOT and ROW monument installation. ROW to be dedicated to Town rather than VDOT -Punchlist walk completed 4/23 -Katie to coordinate as-built scheduling

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Bleight Residential Plan	Katie/Thomas	8/5/2022	5/14/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Drive by site 5/14
EPA Stormwater Grant	Staff	12/4/2024	4/10/2025	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -On hold pending County providing procurement info to EPA
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
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: Haymarket Town Council
From: Finance Liaisons
Re: May 2025 Monthly Report
Date: June 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 5/14/25 and 5/27/25
- The Liaisons and staff discussed and agreed to adjust the meeting schedule (on a trial basis) to accommodate personal and professional demands by shifting to a monthly format, with the meeting to be held prior to the work session. *Assessment TBD*
- Discussed on 5/14/25 the budget process and ways to improve future budget development to ensure a smoother effort in a process that is inherently an exercise in negotiation and compromise. One suggestion was to ensure that the council be more involved on the front end of the process, at a work session at the beginning of budget development, so that staff clearly understand council's preferences as they relate to taxes and fees, salary adjustments, services, and programs
- The FY 2025 budget is 92% complete, with the Profit & Loss Statement showing, to date, a positive net ordinary income of over \$700K.
- The Balance Sheet where Assets = Liabilities and Owner's Equity, continues to show a strong financial position for the town
- 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 and closed 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 funding requirements by next FL meeting. *Discussion TBD*
- At the request of an FL member, the Treasurer undertook some initial research and obtained information related to the reduction in consumer utility tax revenue this fiscal year in comparison to past fiscal years and will continue research into potential factors
- Bank Stock tax receipts are almost four times the projected amount. The Treasurer will evaluate impact on FY 2026 proposed budget and discuss in more detail at the next FL meeting
- Streetscape – Park Sidewalk is complete and may result in approx. \$180K under budget

Respectfully,

Alexander Beyene, Council Member and Joe Pasanello, Council Member



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

Memorandum

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

Meeting held 5/21 @ 7:00PM.

- COA Reviews:
 - ZP #2025-0503 – Issues: There is an ordinance violation where the Town Planner recommends denial. Discussions were held identifying ARB purpose with respect to Ordinance enforcement and determined that Ordinance violations are Zoning /Land Planning responsibility. ARB denied application due to unknown sign placement resulting from violation compliance activity; but offered to wave the resubmission time restriction if resolution is immediate.
- Agenda
 - ARB Guideline Review – Thomas briefed Board and asked we review for future approval. Ben Barben will be working with Thomas to complete.
 - Land Planning Flowchart was revealed, and comments were made: include timeline; reuse whatever possible from other municipalities. Dave Capossela offered Visio support.
- Old/New Business –
 - Still waiting for Bleight Drive Town home site plan
 - No further Demolition details yet revealed for Lane Motor properties
 - Carter Daycare working with staff for site plan submission
- PC Liaison –
 - No meeting held in May
- Council Liaison –
 - Budget planning still in process.
 - The 2 SUPs Vote made - QBE and CFA. Both Conditionally approved.
 - Resolution of Adoption for Policies and Procedures and Code of Ethics tabled.



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: May Planning Commission Report

The Planning Commission meeting for May was canceled due to no pending agenda items. The Planning Commission will review the final draft of our By-laws for possible adoption at the June 10th meeting. I also have a conversation with the Commission from a directive from the Town Council on the Code of Ethics and will be bringing back any suggested changes.



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

Memorandum

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

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

REQUESTED BUDGET AMENDMENT

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

Revenue Source Line Item

Line Item	Adopted 2024-25 Budget	Amended Budget	Change
<u>REVENUE:</u>			
Reimbursement from Insurance	\$ 0	\$ 9,380	\$ 9,380

EXPENDITURE:

Police Department:			
Vehicle / Maintenance	\$ 0	\$ 9,380	\$ 9,380

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

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

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

Or

Alternative Motion



RESOLUTION 2025-006

FISCAL YEAR 2024-2025 BUDGET AMENDMENT

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

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

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

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

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

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

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

Budget Amendment for FY2024-2025 Budget

Operational Budget

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

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

Done this 02nd Day of June 2025

Motion By:
Seconded By:

Ayes:
Nays:
Absent:

ATTEST:

Approved:

Kimberly Henry, Clerk of Council

TracyLynn Pater, Mayor



RESOLUTION #2025-003

**RESOLUTION TO ADOPT THE REAL ESTATE TAX RATE FOR THE FISCAL YEAR
BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.**

WHEREAS, the Real Estate Tax Rate for FY 2025-2026 was advertised on March 19, 2025 and a public hearing was held on April 07, 2025, in accordance with Section 58.1-3321 of the Code of Virginia;

NOW, THEREFORE, BE IT RESOLVED by the Town Council for the Town of Haymarket, Virginia, meeting in regular session this 2nd day of June 2025, adopts real estate the tax rate at \$_____ per \$100 in this Resolution.

BY ORDER OF THE HAYMARKET TOWN COUNCIL
Done this 2nd day of June 2025

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

TracyLynn Pater, Mayor

ATTEST:

Kimberly Henry
Clerk of the Council



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: May 21, 2025
Re: Proposed FY2026 Budget – Work Session

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

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

To reflect this adjustment:

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

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

Breakdown by Neighborhoods of average annual increase/decrease:

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

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

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

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

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

Key Considerations:

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

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

Key Points of the Proposed Budget:

1. Financial Accountability:

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

2. Essential Services:

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

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

3. **Long-Term Planning:**

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

4. **Revenue and Expenditure Management:**

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

5. **Economic Stability:**

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

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

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

Section VI, Item3.

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

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

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

Expense

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

Town of Haymarket

Revenue & Expenditures Actual To-Date vs Annual Budget

July 2018 through June 2025

Section VI, Item3.

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

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

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

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

Section VI, Item3.

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



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

Memorandum

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

Attached is the clean version of the Policies and Procedures with the Attorney Contact Policy and the Resolution.

Recommended Motion: *I move that the Haymarket Town Council adopt Resolution #2025-004: Policies and Procedures as presented effective July 1, 2025.*

Or Alternate Motion.



Town of Haymarket

Resolution #2025-004

Resolution to Adopt Town Council Policies and Procedures

Whereas, the Town of Haymarket Council addressed the need to update the Council Policies and Procedures; and

Whereas, the Town Council held several public meetings drafting and editing the Policies and Procedures from 2022; and

Whereas, the Town Clerk presented the final version of the Policies and Procedures at the May 5, 2025 Regular Meeting and the May 27, 2025 Work Session for final review;

Now, Therefore, Be It Resolved by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following the Council Rules and Procedures be adopted, as presented on this day the 2nd day of June, 2025 with an effective July 1, 2025.

Motion:

Second:

Ayes:

Nays:

Abstain:

Absent:

Attest:

Approved:

Kimberly Henry, Clerk of Council

TracyLynn Pater, Mayor



Resolution #2025-004

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on May 05, 2025, with an effective date on July 1, 2025

Section 2 Meetings

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

Section 4 Agendas

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

Section 5 Order of Business for Council Meetings

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

Section 6 Rules of Procedures for Council meetings

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

Section 7 Boards, Authorities, Commissions and Committees

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

Section 9 Correspondence Policy

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

RULES OF PROCEDURE

Introduction

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

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

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

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

Section 1-2. Basic Principles Underlying Rules of Procedure

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

SECTION 2 – MEETINGS

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

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

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

Section 2-1.1. Continued Meetings

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

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

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

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

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

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

Section 2-2. Special and Emergency Meetings

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

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

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

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

Section 2-3. Legal Holiday

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

Section 2-4. Adjourned or Recessed Meetings

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

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

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

Section 2-5. Cancellation or Rescheduling of Meetings

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

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

Section 2-6. Organizational Meeting

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

Section 2-7. Procedure for Election of Vice Mayor

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

Section 2-8. Seating Arrangement

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

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

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

Section 3-2. Parliamentarian

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

Section 3-3. Preservation of Order

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

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

SECTION 4 – AGENDA

Section 4-1. Preparation

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

Section 4-2. Delivery of Agenda

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

Section 4-3. Copies

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

Section 4-4. Internet

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

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

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

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

B. At regular meetings of the Council on the 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. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.
 10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.
 11. Councilmembers shall not discuss issues raised by the public except by consent of the presiding officer at the conclusion of the Public Comment section.
 12. Once the Council has heard a presentation from an individual or organization on a particular subject that has been previously denied by the Town Council or for which the Town Council declined to advance consideration thereof, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Council present and voting.
 13. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.
- C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.
- D. No speaker's time shall be extended except by a majority vote of the Council members present.
- E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 3 PM on the Date of the Council meeting.

Section 5-4. Prohibited Conduct

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

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

Section 5-5. Public Hearings

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

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

Section 5-6. Action Items

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

Section 5-7. Items Not on the Agenda

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

Section 5-8. Closed Meetings

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

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

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

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

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

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

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

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

Section 6-4. Action by the Council

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

Section 6-5. Motions

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

Section 6-6. Substantive Motions

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

Section 6-7. Procedural Motions

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

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

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

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

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

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

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

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

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

Section 6-8. Debate

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

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

Section 6-9. Duty to Vote

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

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

Section 6-10. Method of Voting

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

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

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

Section 6-11. Decisions on Points of Order

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

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

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

Section 7-2. Standing Committees Roles and Guidelines

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

A. Finance Liaison

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

Role, Responsibility, and Tasks of FLs:

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

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

B. Business Liaison

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

Key Responsibilities:

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

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

Alignment with the Town’s Strategic Plan

The Business Liaison role directly supports multiple objectives, including:

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

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

C. Architectural Review Board Liaison

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

Role:

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

D. Planning Commission Liaison

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

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

Key Responsibilities:

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

E. Community Outreach Liaison

Key Responsibilities

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

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

SECTION 8 -- GENERAL OPERATING POLICY

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

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

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

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

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

Section 8-3. Minutes of the Council Meetings

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

Section 8-4. Amending the Rules of Procedure

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

Section 8-5. Special Rules of Procedure

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

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

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

Section 9-2. Town Attorney

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

Section 9-3. Staff Members

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



Attorney/ Staff Contact Policies Policy #POL20140902-1

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

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

Appointed Officials:

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

Staff Members:

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

Police Department:

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

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

Town Council:

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

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