



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/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. AGENDA ITEMS

1. Monthly Financial Report
2. Continued Discussion on SUP #2024-002: Religious Assembly at 14600 Washington Street
3. Government Open House Proposal
4. Policies and Procedures: Discussion on Code of Ethics
5. Electronic Voting Information and Discussion
6. FY26 Budget Work Session

IV. CLOSED SESSION

1. Motion for Closed Session
2. Certification from Closed Session

V. ADJOURNMENT

Income	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	461,774.42	473,293.00	97.6%	
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices
3110-03 · Interest - All Property Taxes	962.75	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,084.77	1,000.00	308.5%	
Total 3110 · GENERAL PROPERTY TAXES	491,250.43	486,893.00	100.9%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	231,047.19	225,000.00	102.7%	Collection up to the month of February 2025
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	336,478.14	325,000.00	103.5%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	102,272.63	140,000.00	73.1%	Collection up to the month of February 2025
3120-04 · Consumer Utility Tax	92,171.72	158,000.00	58.3%	
3120-05 · Meals Tax - Current	1,234,287.61	1,550,000.00	79.6%	Ongoing Collection up to the month of March 2025 Taxes
3120-06 · Sales Tax Receipts	115,113.61	160,000.00	71.9%	Collection up to the month of February 2025
3120-07 · Penalties (Non-Property)	3,422.63	5,000.00	68.5%	
3120-08 · Interest (Non-Property)	152.48	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	2,114,946.01	2,587,000.00	81.8%	
3130 · PERMITS, FEES & LICENSES				
3130-01 · Application Fees	2,000.00	4,500.00	44.4%	
3130-03 · Motor Vehicle Fees	319.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,336.81	1,000.00	433.7%	
3130-06 · Pass Through Fees	9,110.78	15,000.00	60.7%	
Total 3130 · PERMITS, FEES & LICENSES	15,766.59	20,500.00	76.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	20,276.96	20,000.00	101.4%	Collections up to January 2025
Total 3140 · FINES & FORFEITURES	20,276.96	20,000.00	101.4%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	13,144.17	13,500.00	97.4%	Reconciled March 2025 currently
3150-03 · Interest on Bank Deposits	192,195.16	89,500.00	214.7%	Reconciled March 2025 currently
Total 3150 · REVENUE - USE OF MONEY	205,339.33	103,000.00	199.4%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	41,388.49	49,207.00	84.1%	
3151-08 · 15020 Washington Realty	48,623.30	58,348.00	83.3%	
3151-09 · 15026 Copper Cricket	24,173.52	29,008.00	83.3%	
3151-11 · Cupcake Heaven and Cafe LLC	30,700.92	36,914.00	83.2%	
3151-15 · Revolution Mortgage	5,982.21	7,312.00	81.8%	
Total 3151 · RENTAL (USE OF PROPERTY)	150,868.44	180,789.00	83.5%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	5.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	17,685.00	20,000.00	88.4%	
3165-01 · Town Event	65,327.63	80,000.00	81.7%	
3165-02 · Farmer's Market	16,289.50	12,000.00	135.7%	
3165-03 · Town Ornaments	6,786.25	10,000.00	67.9%	
3165-05 · Museum Revenue - Art	1,420.43	0.00	100.0%	
3165-06 · Town Hats	821.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,388.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	111,795.31	122,000.00	91.6%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-86.22	300.00	-28.7%	
3180-01 · Citations & Accident Reports	325.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	8,879.56	0.00	100.0%	
3190 · Sale to Salvage & Surplus				
3190-01 · Public Safety - Surplus Sales	9,400.00	0.00	100.0%	Sale of the old PD Sign Message board; Sale off 2017 Cruiser

Total 3190 · Sale of Salvage & Surplus	9,400.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	18,568.34	300.00	6,189.4%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	28,341.00	36,144.00	78.4%	3 of 4 Collection for FY2025
3200-05 · Communications Tax	60,799.54	80,000.00	76.0%	Collection up to March 2025
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	15,841.83	27,213.00	58.2%	1st Qt invoice; Equipment grant and DMV Hours
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	140,940.59	182,677.00	77.2%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
4002 · Transfer from ARPA Funds	592,801.72	948,335.00	62.5%	Funds transferred to make payment on project
Total Income	3,862,558.72	4,934,494.00	78.3%	
Gross Profit	3,862,558.72	4,934,494.00	78.3%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	9,215.20	10,050.00	91.7%	
111002 · FICA/Medicare	1,240.33	2,000.00	62.0%	
111003 · Meals and Lodging	4,795.46	6,300.00	76.1%	
111004 · Mileage Allowance	897.15	1,050.00	85.4%	
111005 · Salaries & Wages - Regular	15,925.00	22,000.00	72.4%	
Total 11100 · TOWN COUNCIL	32,073.14	41,400.00	77.5%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	387,285.64	486,558.00	79.6%	
1211002 · Salaries/Wages - Overtime	2,552.42	4,500.00	56.7%	
1211003 · Salaries/Wages - Part Time	32,445.25	39,420.00	82.3%	
1211004 · FICA/Medicare	31,271.49	40,238.00	77.7%	
1211005 · VRS	60,636.71	78,978.00	76.8%	
1211006 · Health Insurance	49,320.00	78,213.00	63.1%	
1211007 · Life Insurance	4,738.77	5,857.00	80.9%	
1211008 · Disability Insurance	2,384.51	3,360.00	71.0%	
1211009 · Unemployment Insurance	1,393.71	5,995.00	23.2%	
1211010 · Worker's Compensation	260.00	481.00	54.1%	
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%	
1211012 · Accounting Services	16,809.22	12,000.00	140.1%	overage due to Forecasting analysis being tracked here
1211014 · Printing & Binding	8,286.87	8,298.00	99.9%	
1211015 · Advertising	2,790.34	9,000.00	31.0%	
1211016 · Computer, Internet & Website Svc	20,772.45	28,550.00	72.8%	
1211017 · Postage	2,851.23	5,000.00	57.0%	
1211018 · Telecommunications	6,462.86	7,500.00	86.2%	
1211019 · Mileage Allowance	704.72	2,500.00	28.2%	
1211020 · Meals & Lodging	2,537.11	7,000.00	36.2%	
1211021 · Convention & Education	1,540.00	10,000.00	15.4%	
1211022 · Miscellaneous	797.72	2,000.00	39.9%	
1211024 · Books, Dues & Subscriptions	4,949.03	21,075.00	23.5%	
1211025 · Office Supplies	6,676.54	8,500.00	78.5%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	665,082.59	891,284.00	74.6%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	59,911.38	100,000.00	59.9%	Services up to March 2025
Total 12210 · LEGAL SERVICES	59,911.38	100,000.00	59.9%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	25,500.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	25,500.00	0.0%	
Total 01 · ADMINISTRATION	757,067.11	1,058,184.00	71.5%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				

3110001 · Salaries & Wages - Regular	484,058.69	675,291.00	71.7%	
3110003 · Salaries & Wages - OT Premium	24,511.33	24,000.00	102.1%	
3110004 · Salaries & Wages - Holiday Pay	29,380.36	38,041.00	77.2%	
3110005 · Salaries & Wages - Part Time	38,070.00	27,000.00	141.0%	
3110007 · Salary & Wages - DMV Grant	10,828.08	15,000.00	72.2%	
3110012 · Salaries & Wages - PT Admin.	9,212.50	39,000.00	23.6%	
3110020 · FICA/MEDICARE	44,195.24	66,545.00	66.4%	
3110021 · VRS	65,787.40	88,666.00	74.2%	
3110022 · Health Insurance	83,042.40	140,430.00	59.1%	
3110023 · Life Insurance	5,876.26	8,036.00	73.1%	
3110024 · Disability Insurance	1,646.64	3,070.00	53.6%	
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%	
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%	
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%	
3110028 · Legal Services	22,573.35	30,379.00	74.3%	
3110032 · Computer, Internet & Website	5,230.48	10,000.00	52.3%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	11,087.31	15,300.00	72.5%	
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%	
3110037 · Meals and Lodging	1,029.93	5,000.00	20.6%	
3110038 · Convention & Edu. (Training)	544.00	10,800.00	5.0%	
3110040 · Annual Dues & Subscriptions	13,574.72	24,795.00	54.7%	
3110041 · Office Supplies	4,184.07	6,000.00	69.7%	
3110042 · Vehicle Fuels	20,868.11	36,700.00	56.9%	
3110043 · Vehicle Maintenance/Supplies	22,979.19	22,000.00	104.5%	
3110045 · Uniforms & Police Supplies	32,953.35	45,901.00	71.8%	
3110049 · Grant Expenditures	14,520.93	12,213.00	118.9%	
3110056 · Capital Outlay-Machinery/Equip	147,551.87	192,405.00	76.7%	
Total 31100 · POLICE DEPARTMENT	1,128,752.19	1,581,643.00	71.4%	
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	1,128,752.19	1,596,643.00	70.7%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	151,546.58	208,608.00	72.6%	Paid up to March 2025 services
Total 43200 · REFUSE COLLECTION	151,546.58	208,608.00	72.6%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	48,981.49	111,892.00	43.8%	
4310002 · Maint Svc Contract-Pest Control	775.00	5,000.00	15.5%	
4310003 · Maint Svc Contract-Landscaping	21,425.00	35,000.00	61.2%	
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%	Reviewing monthly
4310007 · Electric/Gas Services	14,534.05	18,593.00	78.2%	
4310008 · Electrical Services-Streetlight	3,204.61	5,500.00	58.3%	
4310009 · Water & Sewer Services	4,151.25	3,850.00	107.8%	
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%	
4310015 · Maintenance - Vehicle Fuel	1,094.20	5,000.00	21.9%	
4310016 · Maint - Vehicle Maintenance	1,223.48	3,000.00	40.8%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	120,147.95	200,335.00	60.0%	
Total 04 · PUBLIC WORKS	273,907.53	416,156.00	65.8%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	98,238.15	96,429.00	101.9%	
60001 · Town Tourism	36,673.35	64,286.00	57.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	134,911.50	182,715.00	73.8%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	10,141.99	25,000.00	40.6%	
7000003 · Demolition	128,524.00	161,749.00	79.5%	Initial deposit for work to begin
Total 70000 · HAYMARKET COMMUNITY PARK	138,665.99	186,749.00	74.3%	
71110 · EVENTS				

7111001 · Advertising - Events	5,015.00	5,000.00	100.3%
7111003 · Contractural Services	49,707.86	64,950.00	76.5%
7111004 · Events - Other	33,489.33	40,850.00	82.0%
7111005 · Police Department Events	4,336.84	7,800.00	55.6%
7111006 · Farmer's Market	7,572.50	12,000.00	63.1%
Total 71110 · EVENTS	100,121.53	130,600.00	76.7%
72200 · MUSEUM			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	1,134.13	2,200.00	51.6%
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
Total 72200 · MUSEUM	1,564.13	5,950.00	26.3%
Total 07 · PARKS, REC & CULTURAL	240,351.65	323,299.00	74.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,360.00	5,670.00	24.0%
8110002 · FICA/Medicare	92.90	500.00	18.6%
8110003 · Consultants - Engineer	4,641.70	15,000.00	30.9%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineering - Pass Through	19,677.67	0.00	100.0%
Total 81100 · PLANNING COMMISSION	25,772.27	28,120.00	91.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	2,025.00	5,830.00	34.7%
8111002 · FICA/Medicare	170.02	446.00	38.1%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,195.02	7,776.00	28.2%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	27,967.29	38,824.00	72.0%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
9510003 · General Obligation Bond - Int	2,461.63	2,463.00	99.9%
Total 95100 · DEBT SERVICE	73,161.63	73,163.00	100.0%
Total 09 · NON-DEPARTMENTAL	73,161.63	73,163.00	100.0%
94104 · Street Scape - Park Sidewalk			
9410402 · Construction	513,631.97	836,586.00	61.4%
Total 94104 · Street Scape - Park Sidewalk	513,631.97	836,586.00	61.4%
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.06		
Total EMPLOYEE BENEFITS	-0.06		
Total 94105 · PERSONNEL	-0.06		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	50,000.00	0.0%
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvment Funds Expens			
9410801 · Washington St - Streetscape	6,553.00	55,000.00	11.9%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%
9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
Total 94108 · Capital Improvment Funds Expens	29,080.02	278,924.00	10.4%
94109 · Storm Water Grant Match	40,000.00	40,000.00	100.0%
Total Expense	3,218,830.83	4,934,494	65.2%

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

2025

Final interest payment for FY2025

3rd progress payment of the park sidewalk project

Net Ordinary Income		643,727.89	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		643,727.89	0.00	100.0%

Event type/Name:

Government Open House Day

Event Leader, Council Supporters

Councilwoman Ramirez

Strategic Plan points that apply

Value: Community, Collaborative, Inclusive, Transparency

Goals: Enhance Community Engagement

Objectives:

6.2. Provide list of events, purpose, costs/revenue on an annual basis for Council feedback and input

3.2. Continue community engagement for community policing initiative including daily interactions, community events, bicycle patrol, school bus stops, etc.

Timeline

June 13th 2025, 9:30 AM – 3:30 PM

- Read Aloud scheduled every 30 mins
- Tents/Stations in Town Hall Parking Lot and Grass area – self paced

Budget line item

Events * Requesting Council's support in inclusion of the Government Open House Day as a permanent event offered by the Town of Haymarket

(Council Education and Convention will be ideal for funding educational experiences with limited capacity like the Youth in Government Program)

*Emily Kyriazi, Town Manager and Julia Crofford, Event Coordinator have reviewed the current FY25 budget and are in support of funding this event through the existing Event Budget. Town Staff is in strong support of the Open House Government day becoming an annual event, each June. This year's event will feature a hands-on tie dye craft for the children and a special goodie bag, featuring the Town's first ever Coloring Book. Both items will be funded through the FY25 Event budget, line item 7111004 Events – Other. For budget specific questions please ask Emily, Julia, or Roberto. (Statement added by Emily Kyriazi)

Possible expenses:

- Tie-Dye Shirt station; Town provided shirt for youth, red, white and blue tie-dye, **Tie-Dye Shirts will be available for purchase for ADULTS attending the event. Youth shirts are complimentary for event, only youth present receive a shirt
- printed Town Hall handouts
- Popcorn and water
- Government/Town-related swag (Town Coloring Book, ex: last year we offered a government related book)

Staff Involvement

- Event Planning
- Outreach & Collaboration with PWC entities
- Marketing
- Make & Take Craft
- Set-Up and Take Down
- Day-of Town Tent/Table/Popcorn Station
- Count Public attendees *clicker- count every person in attendance, not just kids

Council Involvement

- Champion role:
 - o Event Planning
 - o Outreach & Collaboration with PWC entities
 - o Marketing
 - o Make & Take Craft
 - o Set-Up and Take Down
 - o Day-of Town Tent/Table/Popcorn Station
 - o Count Public attendees *clicker- count every person in attendance, not just kids
- Overall Council:
 - o Read aloud speakers
 - o Day-of Town Tent/Table
 - o Make & Take Craft
 - o Popcorn Station

Opportunity for Outside Community Involvement

- Prince William County School Board
- Prince William Organizations
 - o Library
 - o Fire & Rescue

- Parks & Rec
- Historic Preservation Dept
- Economic Development & Tourism
- Prince William Board of Supervisors
- American Disposal Services
- Crossroads Art Alliance
- Leopold Preserve

Public Requirements for Participation in Event

No requirements or cost - however, the event will be aimed towards elementary aged families

-Tie-Dye Shirts will be available for purchase for ADULTS attending the event.
Youth shirts are complimentary for event, only youth present receive a shirt

Feedback/Debrief

- Public survey – printed QR code in swag bag and posted on-site at Town Hall during event
- Survey participating presenters
- Survey third party vendors/partners
- Collect number of attendees

Phases of growth

- Become built-in annual Town event
- Expand on partnerships and sponsorship



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

Memorandum

TO: Town Council

FROM: Councilwoman Ramirez, Community Outreach Liaison

DATE: April 21, 2025

SUBJECT: Proposal for Government Open House – June 13, 2025

Dear Council,

I am writing to propose the planning and execution of a **Government Open House on Friday, June 13th, 2025**, hosted at Town Hall. This event would invite **elementary-aged children and their families** to visit our municipal offices and engage directly with the departments and staff that serve our town every day.

The goal of this initiative is to **make local government more tangible, accessible, and engaging** for young residents and their families. By creating an interactive environment that highlights how various departments function — from Town Police Department and staff to American Trash Services, as well as various Prince William County departments — we can cultivate early civic awareness and reinforce the value of public service in our community.

To move forward, I am seeking **Council's approval and modest funding** to support logistics such as printed materials, light refreshments, and an engaging craft for participants to take home. With your support, we can create a welcoming and informative experience that strengthens community trust and connection with local government.

I look forward to discussing this further at our upcoming meeting and welcome any input or suggestions you may have.

Sincerely,

Councilwoman Ramirez

Community Outreach Liaison



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

At the April 7, 2025 meeting, I attached the adopted Payables, Receivables and Check Signing policy with the Policies and Procedures and Code of Ethics. This policy was adopted at the November 6, 2023 Town Council meeting. The policy states that the Town Council would appoint 2 Councilmembers as finance liaisons.

I would like to have a definitive direction from Council if they are continuing with 2 finance liaisons. If a decision is made to go to one, Council will also need to amend the Payables, Receivables and Check Signing Policy. The policy and the minutes from the November 2023 meeting is attached.

3. Policy and Procedures Revision - Payables Policy

At this time, Councilmember Pasanello suggested that the Council move on to Councilmember Time while waiting on Councilmember Schneider's arrival since he wanted to be present during this discussion. After Councilmember Time, Mr. Schneider had not arrived so they continued on with the Policy and Procedures agenda item.

Vice Mayor Pater gave the floor to Town Treasurer Roberto Gonzalez on any updates. Mr. Gonzalez shared that he received feedback from the finance liaisons on making the policies and procedures more clearer in regards to authorized signatures on checks. He stated that he wanted to clear up the policy from 2016 to be more transparent and fiscally responsible. He also stated that there was an addition to the policy by sending any checks in the amount of \$10,000 or more would be sent via certified mail with a sign receipt. A discussion followed on the policy on making electronic payments whenever possible. Mr. Gonzalez stated that he will make ACH payments whenever possible. Mr. Gonzalez shared other procedures that were recently put in place.

Councilmember Pasanello moved that the Haymarket Town Council accept the payables, receivables, and check signing policy effective November 6, 2023. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.

Town Treasurer Roberto Gonzalez also discussed the subject of the transferring of funds. The discussion was a carryover from the Work Session, directing Mr. Gonzalez as the Treasurer would be able to convert the existing escrow account into a premium money market and also transferring funds from the General Operating account to a higher interest return account. Mr. Gonzalez shared that he would recommend that the first initial transfer be set up as a 9 month CD because of the higher interest rate. Discussion followed on the recommendations that Mr. Gonzalez proposed. After the discussion, the Town Council gave the directive for Mr. Gonzalez to proceed once he checks with the bank in the FDIC insurance with the bank and presents that to the finance liaisons. The finance liaison committee will report back to the Council in their reports.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	Matthew Gallagher, Councilman
AYES:	Joe Pasanello, Matthew Gallagher, Alexander Beyene, Mary Ramirez
ABSENT:	Marchant Schneider

IX. Councilmember Time**1. Vice Mayor Pater**

Vice Mayor Pater reminded everyone how important for their voice to be heard by getting out and voting at the upcoming election. She also thanked Chief Sibert and Ms. Henry for their years of service to the Town. She thanked everyone who participated in the last Haymarket Day and its success. She reminded and encouraged everyone to stop by the Town's museum to support the Crossroads Art Alliance. Ms. Pater shared that there are 2 more Sundays left for the Farmer's Market for the season. She shared information on the Town's Christmas and Holiday Event and Operation Santa Claus sponsored by the Police Department.

2. Councilmember Beyene

Councilmember Beyene reminded everyone about the elections the next day. He shared a little about himself during this time so that the citizens are informed when they go to the polling place.

3. Councilmember Pasanello

Councilmember Pasanello congratulated both Ms. Henry and Chief Sibert on their respective employment anniversaries. He also thanked Supervisor Weir for coming to this evening's meeting to share some topics prior to the election and encouraged everyone to get out and vote. He thanked and congratulated everyone involved with the Youth in Government program, particularly the youth.

4. Councilmember Schneider

Councilmember Schneider was not present at this time to give his report.



Payables, Receivables, & Check Signing Policy

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

PAYABLES, RECEIVABLES, & CHECK SIGNING POLICY

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

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

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

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

Manager, and only in emergency situations the Mayor. (The Mayor would sign the check in the absence of the Town Manager or Finance Liaison, but only under special circumstances.)

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

Receivables:

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

Check Signing:

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

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

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

Adopted this Motion by: Pasanello
Seconded by: Gallagher
Ayes: Beyene, Gallagher, Pasanello, Ramirez
Nays:
Absent: Schneider, Luersen

Attest:

Kimberly Henry, Clerk of Council

Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE

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

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

RULES OF PROCEDURE

Introduction

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

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

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

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

Section 1-2. Basic Principles Underlying Rules of Procedure

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

SECTION 2 – MEETINGS

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

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

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

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

Section 2-1.1. Continued Meetings

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

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

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

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

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

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

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

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

Section 2-2. Special and Emergency Meetings

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

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

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.

C. Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of 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.

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

Section 2-3. Legal Holiday

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

Section 2-4. Adjourned or Recessed Meetings

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

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

Section 2-5. Cancellation or Rescheduling of Meetings

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

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

Section 2-6. Organizational Meeting

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

Section 2-7. Procedure for Election of Vice Mayor

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

Section 2-8. Seating Arrangement

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

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

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

Section 3-2. Parliamentarian

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

Section 3-3. Preservation of Order

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

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

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

SECTION 4 – AGENDA

Section 4-1. Preparation

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

Section 4-2. Delivery of Agenda

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

Section 4-3. Copies

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

Section 4-4. Internet

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

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

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

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*Call to Order*

- 1. *Roll Call*
- 2.
- 3. *Pledge of Allegiance*
- 4. *Invocation or Moment of Silence*
- 5. *Presentations or Special Recognitions*
- 6. *Public Hearings (if any)*
- 7. *Citizens' Time*
 - Consent Agenda*
 - a. *Minute Approval*
 - b. *Department Reports*
 - c. *Liaison Reports*
- 8. *Agenda Items*
- 9. *Councilmember Time*

10. *Adjournment*

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

Section 5-3. Citizen Participation

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

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

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



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

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

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

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

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.

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

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

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

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

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

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

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

Section 6-4. Action by the Council

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

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

Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

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

Section 6-6. Substantive Motions

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

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

Section 6-7. Procedural Motions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 6-8. Debate

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

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

Section 6-9. Duty to Vote

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

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

Section 6-10. Method of Voting

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

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

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

Section 6-11. Decisions on Points of Order

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

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

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

Section 7-2. Standing Committees Roles and Guidelines

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

A. Finance Liaison

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

Role, Responsibility, and Tasks of FLs:

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

of proposed budgets are the responsibility of Council and, accordingly, covered in their meetings

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

B. Business Liaison

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

Key Responsibilities:

1. Business Engagement & Advocacy

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

2. Economic Development & Promotion

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

3. Business Roundtable & Networking

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

4. Strategic Collaboration & Representation

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

5. Infrastructure & Business-Friendly Initiatives

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

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:

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

E. Community Outreach Liaison

Position Overview:

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

Key Responsibilities

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

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

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.

Resolution #2025-003

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

- Section 2 Meetings
- 2-1.2. Policy on Participation in meeting electronically. This amendment will effect at the Town Council regular monthly meeting on July 5,2022;
- 2.2-6 Adding acknowledgement of Code of Ethics
- 2.2-8 Seating Arrangement
- Section 4 Agendas
- 4-1. Requirements in adding items to an agenda at a special meeting
- 4-2. Changing days on agenda delivery
- Section 5 Order of Business for Council Meetings
- 5-1A. Adding Work Session agenda
- 5-2B. Adding Closed Session to Regular meeting
- 5-2D. Adding explanation of Consent Agenda
- 5-3B(7) Citizen comments through email deadline
- 5-12. Guidelines on council comment through citizen time
- 5-13. Adding guidelines for citizens on readdressing items
- Section 6 Rules of Procedures for Council meetings
- 6-1. Quorum – adding language for a quorum
- Section 7 Boards, Authorities, Commissions and Committees
- 7-2. Standing Committees – Adding roles and guidelines to committees
- Section 9 Correspondence Policy
- 9-2 Adding Policy POL2014-09021 contacting the Town Attorney
- 9-3 Adding Policy on directive to staff

RULES OF PROCEDURE

Introduction

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

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

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

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

Section 1-2. Basic Principles Underlying Rules of Procedure

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

SECTION 2 – MEETINGS

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

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

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

Section 2-1.1. Continued Meetings

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

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

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

- A. Remote participation shall be subject to the approval of the presiding officer of the applicable public body, appealable to the body as a whole in accordance with Robert's Rules of Order.
- B. On or before the day of a meeting, a member of the public body wishing to participate remotely shall notify the presiding officer that such member is unable to attend the meeting due to:
 - 1. a temporary or permanent disability or other medical condition that prevents physical attendance,
 - 2. a medical condition of a member of the member's family requiring the member to provide care that prevents the member's physical attendance;
 - 3. the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - 4. the member being unable to attend the meeting due to personal reasons, in which case the member shall identify with specificity the nature of the personal reason.
- C. A member's participation from a remote location will only be approved if the member's voice is clearly audible to council members and citizens at Town Hall (or such other location as specified in the notice of the meeting) and if the member can hear persons speaking into the microphones at the Town Hall (or other specified location).
- D. If a member's participation from a remote location is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity.
- E. Each member's participation due to personal reasons shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- F. A quorum of members participating in person must be physically assembled at the meeting location that was announced in the notice of the meeting or if no location is specified, at Town Hall.
- G. The public body shall record in the minutes all instances of remote participation, and the remote location from which a member participates. The remote location need not be open to the public and may be identified in the minutes by a general description.

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

Section 2-2. Special and Emergency Meetings

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

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

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

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

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

Section 2-3. Legal Holiday

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

Section 2-4. Adjourned or Recessed Meetings

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

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

Section 2-5. Cancellation or Rescheduling of Meetings

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

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

Section 2-6. Organizational Meeting

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

Section 2-7. Procedure for Election of Vice Mayor

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

Section 2-8. Seating Arrangement

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

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

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

Section 3-2. Parliamentarian

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

Section 3-3. Preservation of Order

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

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

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

SECTION 4 – AGENDA

Section 4-1. Preparation

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

Section 4-2. Delivery of Agenda

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

Section 4-3. Copies

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

Section 4-4. Internet

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

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

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

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

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

6 PM Closed Session, When Needed

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

7 PM Regular Meeting

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

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

Section 5-3. Citizen Participation

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

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

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

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

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

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

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

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

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

Section 5-4. Prohibited Conduct

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

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

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

Section 5-5. Public Hearings

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

B. The presiding officer shall conduct all public hearings.

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

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

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

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

Section 5-6. Action Items

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

Section 5-7. Items Not on the Agenda

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

Section 5-8. Closed Meetings

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

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

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

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

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

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

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

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

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

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

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

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council

shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

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

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

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

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

Section 6-4. Action by the Council

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

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by

unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

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

Section 6-6. Substantive Motions

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

Section 6-7. Procedural Motions

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

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

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

- (a) The motion to “lay on the table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to “take from the table” is needed to bring the item back before the public body for discussion.
- (b) The motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

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

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

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

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

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

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any

Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

Section 6-8. Debate

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

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

Section 6-9. Duty to Vote

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

Section 6-10. Method of Voting

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

Section 6-11. Decisions on Points of Order

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

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

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

Section 7-2. Standing Committees Roles and Guidelines

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

A. Finance Liaison

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

Role, Responsibility, and Tasks of FLs:

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

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

B. Business Liaison

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

Key Responsibilities:

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

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

Alignment with the Town's Strategic Plan

The Business Liaison role directly supports multiple objectives, including:

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

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

C. Architectural Review Board Liaison

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

Role:

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

Responsibility:

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

D. Planning Commission Liaison

Reports To: Town Manager, Mayor, Chairman

Position Summary:

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

Key Responsibilities:

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

E. Community Outreach Liaison

Key Responsibilities

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

SECTION 8 -- GENERAL OPERATING POLICY

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

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

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

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

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

Section 8-3. Minutes of the Council Meetings

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

Section 8-4. Amending the Rules of Procedure

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

Section 8-5. Special Rules of Procedure

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

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

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

Section 9-2. Town Attorney

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

Section 9-3. Staff Members

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

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



Preamble

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

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

CODE OF ETHICS

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

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

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

A member should identify any associations with an organization or interest group that presents in any manner to the body on which the member serves prior to any discussion or decision related to that organization or interest group

At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.

Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.

8. Recognize that interaction with the media is a vital link in maintaining good communication with the public. All media inquiries shall be forwarded to the Town Manager or designee for a response. Staff comments to the media shall be in a courteous, statesmanlike manner and shall maintain the propriety of the Town when speaking to public issues.
9. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
10. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
11. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager

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

13. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.
14. Review orally and in public session at the annual organizational meeting each of these principles.
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

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

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

IMPLEMENTATION

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

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

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

COMPLIANCE and ENFORCEMENT

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

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

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

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

Proposed Budget for FY2025 - 2026	Adopted FY2025 Budget	Amended FY2025 Budget	Proposed Budget FY2026	% Changed	Amount Changed
General Fund Revenues					
GENERAL PROPERTY TAXES \$	486,893	\$ 486,893	\$ 564,039	15.8%	\$ 77,146
OTHER LOCAL TAXES \$	2,587,000	\$ 2,587,000	\$ 2,785,466	7.7%	\$ 198,466
PERMITS,FEES & LICENSES \$	20,500	\$ 20,500	\$ 20,500	0.0%	\$ -
FINES & FORFEITURES \$	20,000	\$ 20,000	\$ 25,000	25.0%	\$ 5,000
REVENUE - USE OF MONEY \$	103,000	\$ 103,000	\$ 103,000	0.0%	\$ -
RENTAL (USE OF PROPERTY) \$	180,789	\$ 180,789	\$ 186,026	2.9%	\$ 5,237
Charges for Services \$	-	\$ -	\$ -		\$ -
TOWN EVENTS \$	122,000	\$ 122,000	\$ 124,000	1.6%	\$ 2,000
MISCELLANEOUS \$	300	\$ 300	\$ 300	0.0%	\$ -
REVENUE FROM COMMONWEALTH \$	170,464	\$ 182,677	\$ 174,157	-4.7%	\$ (8,520)
Reserve Funds \$	283,000	\$ 283,000	\$ -	-100.0%	\$ (283,000)
ARPA FUNDS \$	-	\$ 948,335	\$ -	-100.0%	\$ (948,335)
Other Income:					
American Rescue Plan Funds \$	50,000	\$ 50,000	\$ 100,000	100.0%	\$ 50,000
DEVELOPMENT FUNDS (Proffers) \$	75,000	\$ 75,000	\$ 443,664	491.6%	\$ 368,664
TOTAL INCOME \$	4,098,946	\$ 5,059,494	\$ 4,526,152	-10.5%	
General Fund Expenditures:					
ADMINISTRATION \$	1,051,784	\$ 1,058,184	\$ 1,096,152	3.6%	\$ 37,968
PUBLIC SAFETY \$	1,584,430	\$ 1,596,643	\$ 1,610,540	0.9%	\$ 13,897
PUBLIC WORKS \$	416,156	\$ 416,156	\$ 434,330	4.4%	\$ 18,174
ECONOMIC DEVELOPMENT \$	182,715	\$ 182,715	\$ 236,285	29.3%	\$ 53,570
PARKS,REC & CULTURAL \$	136,550	\$ 136,550	\$ 137,750	0.9%	\$ 1,200
COMMUNITY DEVELOPMENT \$	38,823	\$ 38,824	\$ 33,824	-12.9%	\$ (5,000)
NON-DEPARTMENTAL \$	73,163	\$ 73,163	\$ 70,220	-4.0%	\$ (2,943)
HAYMARKET PARK \$	75,000	\$ 186,749	\$ 15,000	-92.0%	\$ (171,749)
TOWN CENTER MASTER PLAN \$	50,000	\$ 50,000	\$ -	-100.0%	\$ (50,000)
PARK SIDEWALK \$	-	\$ 836,586	\$ -	-100.0%	\$ (836,586)
BLIGHT MITIGATION \$	40,000	\$ 40,000	\$ 20,000	-50.0%	\$ (20,000)
CAPITAL IMPROVEMENT EXPENDITURES:					
STORM WATER GRANT MATCH \$	-	\$ 40,000	\$ -	-100.0%	\$ (40,000)
WASHINGTON - STREET SCAPE \$	55,000	\$ 55,000	\$ 55,000	0.0%	\$ -
SIDEWALK REPAIRS \$	50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
TOWN GATEWAY SIGNS \$	50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
VDOT HISTORIC DISTRICT SIGNAGE \$	50,000	\$ 50,000	\$ -	-100.0%	\$ (50,000)
TOWN HALL / MUSEUM SECURITY SYSTEM \$	120,324	\$ 53,924	\$ 173,387	221.5%	\$ 119,463
MESSAGE BOARD TRAILER \$	-	\$ 20,000	\$ -	-100.0%	\$ (20,000)
OTHER EXPENDITURES:					
PARKS & RECREATION \$	75,000	\$ 75,000	\$ 443,664	491.6%	\$ 368,664
TOWN WEBSITE \$	50,000	\$ 50,000	\$ 50,000	0.0%	\$ -
TOWN CENTER MASTER PLAN \$	-	\$ -	\$ 50,000	0.0%	\$ 50,000
TOTAL INCOME \$	4,098,945	\$ 5,059,494	\$ 4,526,152	-10.5%	

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

Section III, Item6.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
Income											
3110 · GENERAL PROPERTY TAXES											
3110-01 · Real Estate - Current	376,124.12	368,969.64	366,123.33	371,142.74	447,701.64	461,774.42	473,293.00	64,317	537,610	13.6%	Increased based off of Parcel assessments \$512,009,900; keeping it at Flat Tax Rate .105/\$100
3110-02 · Public Service Corp RE Tax	14,174.08	13,835.01	13,493.59	10,940.97	13,659.92	25,428.49	12,600.00	12,829	25,429	101.8%	based of the increase on Estimated \$24,218,401 assessments; keeping it at Flat Tax Rate .105/\$100
3110-03 · Interest - All Property Taxes	815.17	813.42	1,620.20	2,482.64	2,163.03	962.75	0.00		0	0.0%	
3110-04 · Penalties - All Property Taxes	1,087.33	1,291.45	1,003.16	1,611.54	1,864.65	3,084.77	1,000.00		1,000	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	392,200.70	384,909.52	382,240.28	386,177.89	465,389.24	491,250.43	486,893.00	77,146	564,039	15.8%	
3120 · OTHER LOCAL TAXES											
3120-00 · Transient Occupancy Tax	0.00	0.00	55,651.04	225,474.54	264,891.74	229,222.36	225,000.00	75,000	300,000	33.3%	
3120-01 · Bank Stock Tax	36,141.00	24,355.00	24,163.00	31,323.76	69,294.00	0.00	24,000.00	46,000	70,000	191.7%	
3120-02 · Business License Tax	233,161.18	217,042.12	272,150.08	364,791.15	378,890.51	279,827.27	325,000.00	25,000	350,000	7.7%	
3120-03 · Cigarette Tax	147,645.00	134,995.60	139,446.86	156,776.46	150,684.50	102,272.63	140,000.00	(7,534)	132,466	-5.4%	
3120-04 · Consumer Utility Tax	154,839.67	153,614.80	161,880.25	148,706.83	126,956.86	92,152.06	158,000.00		158,000	0.0%	
3120-05 · Meals Tax - Current	778,012.80	887,341.25	1,039,274.04	1,268,130.09	1,503,425.49	1,100,455.78	1,550,000.00	50,000	1,600,000	3.2%	
3120-06 · Sales Tax Receipts	142,990.57	153,950.37	171,198.74	161,886.05	168,667.97	102,664.60	160,000.00	10,000	170,000	6.3%	
3120-07 · Penalties (Non-Property)	6,161.47	8,308.48	7,989.34	10,649.02	8,004.27	3,422.63	5,000.00		5,000	0.0%	
3120-08 · Interest (Non-Property)	2,564.29	69.46	374.99	1,252.48	1,431.31	152.48	0.00		0	0.0%	
Development Revenue							0.00		0	0.0%	
Proffers	0.00	0.00	0.00	13,191.00	0.00		0.00		0	0.0%	
Total Development Revenue	0.00	0.00	0.00	13,191.00	0.00	0.00	0.00	-	0	0.0%	
Total 3120 · OTHER LOCAL TAXES	1,501,515.98	1,579,677.08	1,872,128.34	2,382,181.38	2,672,246.65	1,910,169.81	2,587,000.00	198,466	2,785,466	7.7%	
3130 · PERMITS,FEES & LICENESES											
3130-01 · Application Fees	4,450.50	1,850.00	5,495.00	3,850.00	2,775.00	1,875.00	4,500.00		4,500	0.0%	
3130-02 · Inspection Fees	4,165.00	405.00	0.00	0.00	0.00		0.00		0	0.0%	
3130-03 · Motor Vehicle Licenses	865.00	826.50	678.00	377.00	603.00	319.00	0.00		0	0.0%	
3130-05 · Other Planning & Permits	33,263.05	18,537.55	9,925.00	23,975.00	10,065.00	4,336.81	1,000.00		1,000	0.0%	
3130-06 · Pass Through Fees	0.00	18,542.35	27,451.25	28,663.58	26,004.38	7,884.53	15,000.00		15,000	0.0%	
Total 3130 · PERMITS,FEES & LICENESES	42,743.55	40,161.40	43,549.25	56,865.58	39,447.38	14,415.34	20,500.00	-	20,500	0.0%	
3140 · FINES & FORFEITURES											
3140-01 · Fines	52,194.17	32,615.20	23,736.84	16,429.68	25,667.83	20,276.96	20,000.00	5,000	25,000	25.0%	
3140-02 · Asset Forfeitures	0.00	0.00	0.00	0.00	0.00		0.00			0.0%	
Total 3140 · FINES & FORFEITURES	52,194.17	32,615.20	23,736.84	16,429.68	25,667.83	20,276.96	20,000.00	5,000	25,000	25.0%	
3150 · REVENUE - USE OF MONEY											
3150-01 · Earnings on VACO/VML Investment	12,726.17	488.03	-10,555.52	12,729.02	18,738.82	13,144.17	13,500.00		13,500	0.0%	
3150-02 · Interest on Bank Deposit	4,098.49	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3150-03 · Interest on Bank Deposits	9,032.04	5,039.84	8,520.31	53,310.67	195,619.84	185,751.27	89,500.00		89,500	0.0%	Federal rates are unknown if in when rates could be cut; staff will monitor
Total 3150 · REVENUE - USE OF MONEY	25,856.70	5,527.87	-2,035.21	66,039.69	214,358.66	198,895.44	103,000.00	-	103,000	0.0%	
3151 · RENTAL (USE OF PROPERTY)											
3151-01 · Suite 200 Stronger Fitness LLC	9,111.63	828.33	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-02 · 15026 Suite 210 Body Mind	6,202.28	6,792.50	4,764.27	0.00	0.00	0.00	0.00		0	0.0%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-04 · Suite 208 B&B Security	9,827.60	10,733.34	6,460.45	3,341.50	0.00	0.00	0.00		0	0.0%	
3151-05 · Suite 202 Metis Group	367.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3151-06 · Suite 204 MAC-ISA	6,300.00	6,720.00	6,944.00	5,880.00	0.00	0.00	0.00		0	0.0%	
3151-07 · Haymarket Church Suite 206	32,592.00	33,569.76	34,576.80	35,614.20	44,445.37	37,625.90	49,207.00	1,476	50,683	3.0%	
3151-08 · 15020 Washington Realty	50,562.00	32,937.50	47,035.80	55,241.64	56,771.88	48,623.30	58,348.00	1,750	60,098	3.0%	
3151-09 · 15026 Copper Cricket	20,851.32	21,470.40	22,114.56	23,629.80	24,338.64	24,173.52	29,008.00		29,008	0.0%	
3151-10 · The Very Thing For Her	11,090.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3151-11 · Cupcake Heaven and Cafe LLC	21,436.00	32,797.12	33,781.08	34,794.52	35,838.36	30,700.92	36,914.00	1,107	38,021	3.0%	
3151-12 · Haymarket Coffee Company LLC	0.00	11,350.00	12,850.00	0.00	0.00		0.00		0	0.0%	
3151-13 · A1 Testing Solutions LLC	0.00	0.00	2,350.00	0.00	0.00		0.00		0	0.0%	
3151-14 · Salman Home Realty Suite 204	0.00	0.00	0.00	1,120.00	6,160.00		0.00		0	0.0%	
3151-15 · Revolution Mortgage	0.00	0.00	0.00	645.33	7,744.00	5,982.21	7,312.00	903	8,215	12.3%	
3151-16 · Stirrup For Delegate 21	0.00	0.00	0.00	464.10	3,315.00		0.00		0	0.0%	

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3151-90 · Town Hall Rental Income	300.00	0.00	0.00	-3,800.53	50.00		0.00		0	0.0%	
3151-91 · Interest Revenue - G87	0.00	0.00	0.00	11,602.37	0.00		0.00		0	0.0%	
3151-92 · Lease Revenue Offset - G87	0.00	0.00	0.00	-159,592.04	0.00		0.00		0	0.0%	
3151-93 · Lease Revenue - G87	0.00	0.00	0.00	149,094.83	0.00		0.00		0	0.0%	
3151 · RENTAL (USE OF PROPERTY) - Other	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	171,664.33	157,198.95	170,876.96	158,035.72	178,663.25	147,105.85	180,789.00	5,237	186,026	2.9%	
3160 · CHARGES FOR SERVICES											
FOIA Receipts	49.01	54.73	291.19	0.00	0.00	5.00	0.00			0.0%	
3160-01 · Public Safety										0.0%	
3160-02 · Donation/Grants	12,835.50	0.00	0.00	10.00	0.00		0.00		0	0.0%	
3160-03 · VDOT Detail	3,008.75	2,700.00	5,880.00	0.00	0.00		0.00		0	0.0%	
3160-04 · Sponsorships	6,500.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3160-05 · Laney Detail	48,350.00	121,653.75	0.00	0.00	0.00		0.00		0	0.0%	
3160-06 · DCJS Grant	0.00	0.00	0.00	0.00	12,000.00		0.00		0	0.0%	
3160-01 · Public Safety - Other	0.00	0.00	0.00	0.00	5,305.00		0.00	-	0	0.0%	
Total 3160-01 · Public Safety	70,694.25	124,353.75	5,880.00	10.00	17,305.00	0.00	0.00	-	0	0.0%	
Total 3160 · CHARGES FOR SERVICES	70,743.26	124,408.48	6,171.19	10.00	17,305.00	5.00	0.00	-	0	0.0%	
3165 · REVENUE - TOWN EVENTS											
3165-00 · Sponsorships	0.00	0.00	1,000.00	9,300.00	27,350.00	17,685.00	20,000.00		20,000	0.0%	
3165-01 · Town Event	64,124.43	7,050.57	66,158.00	58,955.00	59,976.49	65,327.63	80,000.00		80,000	0.0%	
3165-02 · Farmer's Market	0.00	1,205.00	2,002.50	4,859.20	14,904.55	15,839.50	12,000.00	2,000	14,000	16.7%	
3165-03 · Town Ornaments	7,030.20	4,773.00	6,807.00	7,563.96	11,813.28	6,786.25	10,000.00		10,000	0.0%	
3165-04 · Town Shirts	0.00	0.00	0.00	1,625.00	911.00		0.00		0	0.0%	
3165-05 · Museum Revenue - Art	0.00	0.00	0.00	0.00	1,014.65	1,198.28	0.00		0	0.0%	
3165-06 · Town Hats	0.00	0.00	0.00	0.00	574.00	821.00	0.00		0	0.0%	
3165-07 · Town Sweatshirts - Adult	0.00	0.00	0.00	0.00	0.00	3,388.00	0.00	-	0	0.0%	
3165-08 · Town Sweatshirts - Youth	0.00	0.00	0.00	0.00	0.00	77.50	0.00		0	0.0%	
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.00	358.00	0.00		0.00		0	0.0%	
Total 3165 · REVENUE - TOWN EVENTS	71,154.63	13,028.57	75,967.50	82,661.16	116,543.97	111,123.16	122,000.00	2,000	124,000	1.6%	
3170 · HISTORICAL FUND											
3170-01 · Historical Fund	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total 3170 · HISTORICAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0	0.0%	
3180 · MISCELLANEOUS											
3180-00 · Convenience Fee	0.00	16.92	63.52	-233.31	119.42	-122.00	300.00		300	0.0%	
3180-01 · Citations & Accident Reports	135.00	10.00	0.00	40.00	90.00	75.00	0.00		0	0.0%	
3180-02 · Vetern Banners	72.00	75.00	0.00	0.00	0.00		0.00		0	0.0%	
3180-03 · Miscellaneous	2,048.80	0.01	255.90	-1,528.72	10.00	50.00	0.00		0	0.0%	
3180-04 · Reimbursement from Insurance	0.00	4,782.74	26,817.73	0.00	46,018.56	8,879.56	0.00		0	0.0%	
3180-05 · Recovered Costs- Private Events									0	0.0%	
Donations									0	0.0%	
Charitable Contributions	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
Total Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0	0.0%	
3180-05 · Recovered Costs- Private Events - Other	0.00	300.00	0.00	0.00	600.00		0.00		0	0.0%	
Total 3180-05 · Recovered Costs- Private Events	0.00	300.00	0.00	0.00	600.00	0.00	0.00	-	0	0.0%	
3190 · Sale of Salvage & Surplus										0.0%	
3190-01 · Public Safety - Surplus Sales	4,776.95	0.00	0.00	0.00	0.00	3,300.00	0.00		0	0.0%	
Total 3190 · Sale of Salvage & Surplus	4,776.95	0.00	0.00	0.00	0.00	3,300.00	0.00	-	0	0.0%	
3180 · MISCELLANEOUS - Other	174.98	206.60	10.00	770.27	45,562.13		0.00		0	0.0%	
Total 3180 · MISCELLANEOUS	7,207.73	5,391.27	27,147.15	-951.76	92,400.11	12,182.56	300.00	-	300	0.0%	
3200 · REVENUE FROM COMMONWEALTH											
3200-02 · 599 Law Enforcement Grant	31,548.00	31,548.00	31,552.00	34,687.00	36,484.00	28,341.00	36,144.00	1,646	37,790	4.6%	
3200-04 · Car Rental Reimbursement	414.58	92.62	224.76	201.74	948.98		0.00		0	0.0%	
3200-05 · Communications Tax	104,259.34	92,605.84	89,883.89	87,275.21	75,959.88	54,185.57	80,000.00	(8,000)	72,000	-10.0%	
3200-06 · Department of Fire Programs	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00		15,000	0.0%	
3200-10 · Other	0.00	0.00	0.00	0.00	0.00		0.00		0	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%	
3200-12 · Railroad Rolling Stock	1,349.52	1,300.21	1,278.82	1,285.76	1,405.15	1,535.23	1,300.00		1,300	0.0%	

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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	15,841.83	27,213.00	(973)	26,240	-3.6%	Increased DMV Grant Patrolling hours / Decreased the Grant equipment portion
3200-17 · LOLE Grant	0.00	0.00	0.00	0.00	1,201.00	0.00	4,393.00	(1,193)	3,200	-27.2%	
3200-18 · Educational Reimbursement	0.00	0.00	0.00	0.00	0.00	796.02	0.00		0	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	166,198.41	251,278.37	211,083.63	157,257.01	158,406.22	134,326.62	182,677.00	(8,520)	174,157	-4.7%	
3300 · REVENUE FROM FEDERAL GOVERNMENT											
3300-01 · DMV Transp Safety Grant	5,506.82	3,084.99	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	287,635.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3300-07 · Edward Byrne Mem JAG Grant	0.00	0.00	0.00	4,366.00	0.00	0.00	0.00		0	0.0%	
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	293,142.32	3,084.99	0.00	4,366.00	0.00	0.00	0.00	-	0	0.0%	
3500 · Reserve Funds	0.00	0.00	0.00	0.00	0.00	0.00	283,000.00	(283,000)	0	-100.0%	
4000 · Carry-Over Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
4002 · Transfer from ARPA Funds	0.00	0.00	0.00	0.00	0.00	512,801.72	948,335.00	(948,335)	0	-100.0%	
Total Income	2,794,621.78	2,597,281.70	2,810,865.93	3,309,072.35	3,980,428.31	3,552,552.89	4,934,494.00		3,982,488	-19.3%	
Gross Profit	2,794,621.78	2,597,281.70	2,810,865.93	3,309,072.35	3,980,428.31	3,552,552.89	4,934,494.00		3,982,488	-19.3%	
Expense											
01 · ADMINISTRATION											
11100 · TOWN COUNCIL											
111001 · Convention & Education	662.80	0.00	424.00	250.00	1,945.75	9,215.20	10,050.00		10,050	0.0%	
111002 · FICA/Medicare	1,136.04	1,807.75	1,600.50	1,317.36	1,292.47	1,164.40	2,000.00		2,000	0.0%	
111003 · Meals and Lodging	0.00	0.00	178.27	77.22	360.95	4,795.46	6,300.00		6,300	0.0%	
111004 · Mileage Allowance	237.80	0.00	0.00	0.00	0.00	897.15	1,050.00	750	1,800	71.4%	
111005 · Salaries & Wages - Regular	14,850.00	23,960.71	21,421.43	17,955.36	18,200.00	14,800.00	22,000.00		22,000	0.0%	
111006 · Town Elections	5,534.68	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 11100 · TOWN COUNCIL	22,421.32	25,768.46	23,624.20	19,599.94	21,799.17	30,872.21	41,400.00	750	42,150	1.8%	
12110 · TOWN ADMINISTRATION											
1211001 · Salaries/Wages-Regular	261,613.95	301,638.15	317,035.91	313,358.75	411,837.08	369,857.01	486,558.00	42,236	528,794	8.7%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211002 · Salaries/Wages - Overtime	0.00	0.00	0.00	0.00	2,268.45	2,477.42	4,500.00		4,500	0.0%	
1211102 · Salaries & Wages - DMV Clerk	0.00	427.89	34,805.30	0.00	0.00	0.00	0.00		0	0.0%	
1211003 · Salaries/Wages - Part Time	24,384.00	12,319.87	37,879.22	56,331.22	49,384.00	31,101.25	39,420.00	2,168	41,588	5.5%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
1211100 · Salary & Wages - Hazard Pay	5,680.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211101 · Salaries & Wages - Bonus	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211004 · FICA/Medicare	21,264.14	24,879.52	29,507.18	27,606.06	34,281.73	29,800.87	40,238.00	3,395	43,633	8.4%	
1211005 · VRS	26,050.98	35,776.56	35,732.21	19,978.27	28,701.56	57,573.79	78,978.00	6,876	85,854	8.7%	
1211006 · Health Insurance	35,695.12	31,598.58	37,214.14	37,272.65	52,950.80	46,940.80	78,213.00	(14,277)	63,936	-18.3%	12% increase; two current employees have waviered the Town's insurance coverage
1211007 · Life Insurance	3,256.98	4,018.27	4,327.75	4,049.50	5,447.62	4,503.50	5,857.00	520	6,377	8.9%	
1211008 · Disability Insurance	1,491.95	1,988.54	2,232.35	2,026.75	2,808.24	2,367.71	3,360.00		3,360	0.0%	
1211009 · Unemployment Insurance	3,649.07	5,628.74	2,831.25	-2,034.33	580.41	1,366.21	5,995.00		5,995	0.0%	
1211010 · Worker's Compensation	200.00	256.00	263.00	322.00	279.75	260.00	481.00		481	0.0%	
1211011 · Gen Property/Liability Ins.	13,802.00	14,123.00	16,237.00	17,802.00	19,130.00	17,616.00	21,261.00		21,261	0.0%	
1211012 · Accounting Services	7,536.63	6,503.92	6,763.06	8,610.73	17,819.70	16,746.72	12,000.00	2,000	14,000	16.7%	due to increase in auditing requirements
1211013 · Cigarette Tax Administration	5,274.74	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211014 · Printing & Binding	8,464.87	6,384.93	5,115.06	6,797.49	7,534.00	8,286.87	8,298.00		8,298	0.0%	
1211015 · Advertising	8,050.96	9,355.31	10,031.93	7,773.40	5,971.91	2,790.34	9,000.00		9,000	0.0%	
1211016 · Computer, Internet &Website Svc	22,465.91	16,469.11	23,589.54	21,924.79	29,244.03	20,377.45	28,550.00		28,550	0.0%	
1211017 · Postage	3,424.37	3,238.78	1,748.45	2,266.28	2,492.47	2,851.23	5,000.00		5,000	0.0%	
1211018 · Telecommunications	5,959.64	5,570.20	5,708.23	6,626.56	7,651.29	6,462.86	7,500.00		7,500	0.0%	
1211019 · Mileage Allowance	265.64	0.00	550.71	531.94	1,188.74	416.74	2,500.00	750	3,250	30.0%	
1211020 · Meals & Lodging	2,587.07	1,168.72	1,327.05	1,622.63	3,881.96	2,537.11	7,000.00		7,000	0.0%	
1211021 · Convention & Education	3,220.49	1,885.00	1,520.85	768.90	5,250.00	1,540.00	10,000.00		10,000	0.0%	
1211022 · Miscellaneous	734.57	180.06	1,802.66	280.00	387.00	797.72	2,000.00		2,000	0.0%	
1211023 · Discretionary Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211024 · Books, Dues & Subscriptions	16,376.23	17,721.55	15,698.33	14,540.91	17,366.48	4,949.03	21,075.00	(9,000)	12,075	-42.7%	Granicus no longer used as service

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1211025 · Office Supplies	6,562.79	6,123.16	5,415.79	5,637.56	5,528.88	5,606.95	8,500.00		8,500	0.0%	
1211026 · Equipment Rental	4,377.69	4,540.00	3,981.72	2,588.38	0.00	0.00	0.00		0	0.0%	
1211027 · Insurance Pass-Through	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	4,651.17	0.00	7,550.65	14,063.60	0.00	5,000.00		5,000	0.0%	
1211031 · Capital Outlay - Improvements	0.00	0.00	0.00	0.00	34,214.60	0.00	0.00		0	0.0%	
Total 12110 · TOWN ADMINISTRATION	492,389.79	520,447.03	601,318.69	564,233.09	760,264.30	637,227.58	891,284.00	34,668	925,952.10	3.9%	
12210 · LEGAL SERVICES											
1221001 · Legal Services	72,610.96	120,305.72	75,900.25	37,337.19	83,646.27	52,205.88	100,000.00		100,000	0.0%	
1221002 · Legal - Pass Through Fees	0.00	3,088.60	0.00	0.00	0.00	0.00	0.00		0	0.0%	
12210 · LEGAL SERVICES - Other	0.00	576.57	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 12210 · LEGAL SERVICES	72,610.96	123,970.89	75,900.25	37,337.19	83,646.27	52,205.88	100,000.00	0.00	100,000.00	0.0%	
12240 · INDEPENDENT AUDITOR											
1224001 · Auditing Services	14,550.00	14,850.00	16,000.00	0.00	18,400.00	0.00	25,500.00	2,550	28,050	10.0%	Estimating a 10% increase due to past two year
Total 12240 · INDEPENDENT AUDITOR	14,550.00	14,850.00	16,000.00	0.00	18,400.00	0.00	25,500.00	2,550.00	28,050.00	10.0%	
Total 01 · ADMINISTRATION	601,972.07	685,036.38	716,843.14	621,170.22	884,109.74	720,305.67	1,058,184.00	37,968	1,096,152.10	3.6%	
03 · PUBLIC SAFETY											
31100 · POLICE DEPARTMENT											
3110001 · Salaries & Wages - Regular	395,197.22	371,171.79	408,433.77	463,483.04	490,418.46	457,705.33	675,291.00	51,576	726,867	7.6%	Proposed 2.5% COLA + 3% Merit (evaluation determination)
3110003 · Salaries & Wages - OT Premium	27,735.11	20,094.56	12,133.00	25,062.93	24,249.35	23,648.12	24,000.00		24,000	0.0%	
3110013 · Salaries & Wages - OT Select En	0.00	0.00	10,035.36	11,257.22	4,281.05	0.00	0.00		0	0.0%	
3110004 · Salaries & Wages - Holiday Pay	19,217.95	13,442.02	18,690.41	26,255.98	28,306.77	29,380.36	38,041.00	1,141	39,182	3.0%	to address propsed COLA increase
3110005 · Salaries & Wages - Part Time	41,157.86	56,136.43	38,583.21	45,930.00	75,860.00	37,090.00	27,000.00		27,000	0.0%	
3110006 · Salaries & Wages - VDOT	2,900.94	2,430.00	4,815.00	0.00	0.00	0.00	0.00		0	0.0%	
3110007 · Salary & Wages - DMV Grant	9,242.82	6,532.01	0.00	0.00	8,780.24	10,416.06	15,000.00	11,240	26,240	74.9%	
3110008 · Salaries & Wages - Laney Detail	56,017.09	101,080.71	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110009 · Salary & Wages - Hazard Pay	16,193.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110010 · Salaries & Wages - Bonus	0.00	5,500.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110011 · Salaries & Wages - Recruit. Bon	0.00	2,357.14	642.86	0.00	0.00	0.00	0.00		0	0.0%	
3110012 · Salaries & Wages - PT Admin.	0.00	0.00	0.00	8,450.00	12,332.50	8,712.50	39,000.00		39,000	0.0%	
3110020 · FICA/MEDICARE	42,977.04	42,682.13	37,087.87	43,269.40	48,089.06	42,063.58	66,545.00	473	67,018	0.7%	
3110021 · VRS	36,971.15	37,302.28	41,239.22	27,914.54	30,277.41	62,494.70	88,666.00	6,772	95,438	7.6%	to address increased wages
3110022 · Health Insurance	67,664.15	38,395.19	56,339.70	74,844.84	81,424.60	78,011.60	140,430.00	(5,224)	135,206	-3.7%	12% increase; updating as last position did not need family plan
3110023 · Life Insurance	5,222.73	4,354.90	5,229.52	6,215.98	6,620.46	5,580.34	8,036.00	485	8,521	6.0%	
3110024 · Disability Insurance	2,303.13	1,526.83	1,849.05	2,597.14	2,352.56	1,632.64	3,070.00		3,070	0.0%	
3110025 · Unemployment Insurance	4,082.00	2,571.75	5,682.58	3,235.03	770.24	120.98	4,320.00	480	4,800	11.1%	
3110026 · Workers' Compensation Insurance	12,309.00	19,185.00	23,809.00	20,067.00	21,692.25	23,627.00	29,581.00	3,287	32,868	11.1%	
3110027 · Line of Duty Act Insurance	4,969.00	4,969.00	4,705.00	4,705.00	4,705.00	5,118.00	5,120.00		5,120	0.0%	
3110028 · Legal Services	18,945.80	24,780.40	25,730.40	26,678.11	53,267.90	19,547.16	30,379.00		30,379	0.0%	
3110032 · Computer, Internet & Website	11,133.57	14,699.89	36,705.32	4,354.99	3,625.00	4,835.48	10,000.00		10,000	0.0%	
3110033 · Postage	5.19	57.40	15.93	109.44	41.20	0.00	100.00		100	0.0%	
3110034 · Telecommunications	10,054.10	10,542.69	11,190.78	12,608.69	12,866.68	11,087.31	15,300.00	3,400	18,700	22.2%	
3110035 · General Prop Ins (Vehicles)	3,072.00	3,609.00	3,420.00	3,891.00	4,871.00	6,180.00	5,950.00	1,680	7,630	28.2%	
3110037 · Meals and Lodging	0.00	0.00	0.00	2,515.01	2,957.09	1,029.93	5,000.00		5,000	0.0%	
3110038 · Convention & Edu. (Training)	4,728.40	2,443.06	2,427.60	3,926.41	4,189.95	544.00	10,800.00		10,800	0.0%	
3110039 · Miscellaneous	1,353.92	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110040 · Annual Dues & Subscriptions	12,945.09	12,909.23	13,009.58	12,085.09	12,917.17	12,698.72	24,795.00	(3,795)	21,000	-15.3%	
3110041 · Office Supplies	6,370.90	4,276.25	5,329.31	4,624.36	6,220.33	4,184.07	6,000.00	4,000	10,000	66.7%	to account for PD printer lease and printing; use to be carried under Admin.
3110042 · Vehicle Fuels	17,791.40	13,868.33	28,182.45	29,201.80	33,942.50	20,868.11	36,700.00		36,700	0.0%	
3110043 · Vehicle Maintenance/Supplies	11,691.48	10,369.07	14,996.05	18,933.70	13,553.26	22,495.07	22,000.00		22,000	0.0%	
3110044 · Repairs/Maintenance Supplies	0.00	0.00	24,134.58	0.00	0.00	0.00	0.00		0	0.0%	
3110045 · Uniforms & Police Supplies	41,664.26	11,873.97	17,218.88	28,069.06	48,251.27	32,953.35	45,901.00		45,901	0.0%	
3110046 · Community Events	12,338.89	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110047 · Donation Expenditure	9,457.50	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110049 · Grant Expenditures	2,006.30	0.00	0.00	0.00	0.00	11,088.58	12,213.00	(12,213)	0	-100.0%	
3110050 · Insurance Pass-Through	67.13	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110051 · Mobile Data Computer Netwk Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
3110052 · Office Equipment Rental	0.00	0.00	0.00	5,459.28	0.00	0.00	0.00		0	0.0%	

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Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
3110056 · Capital Outlay-Machinery/Equip	0.00	31,592.38	0.00	45,518.56	90,481.20	147,551.87	192,405.00	(49,405)	143,000	-25.7%	To Fund 2 PD Cruisers, Bodycams, Dash Cams
3110057 · Capital Outlay-Furniture/Fixtur	0.00	0.00	0.00	0.00	7,482.00	0.00	0.00		0	0.0%	
3110058 · DMV Grant - Payback of Reimburs	0.00	0.00	0.00	4,974.47	0.00	0.00	0.00		0	0.0%	
3110060 · Capital Outlay - Improvements	0.00	0.00	0.00	0.00	11,856.60	0.00	0.00		0	0.0%	
Total 31100 · POLICE DEPARTMENT	907,786.12	870,753.41	851,636.43	966,238.07	1,146,683.10	1,080,664.86	1,581,643.00	13,897	1,595,540	0.9%	
32100 · FIRE & RESCUE											
3210001 · Contributions to other Govt Ent	0.00	0.00	59,084.41	0.00	0.00	0.00	15,000.00		15,000	0.0%	
Total 32100 · FIRE & RESCUE	0.00	0.00	59,084.41	0.00	0.00	0.00	15,000.00	0.00	15,000.00	0.0%	
34100 · BUILDING OFFICIAL											
3410001 · Erosion & Sedimentation Ins.	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
34100 · BUILDING OFFICIAL - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 34100 · BUILDING OFFICIAL	4,654.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total 03 · PUBLIC SAFETY	912,440.32	870,753.41	910,720.84	966,238.07	1,146,683.10	1,080,664.86	1,596,643.00	13,897	1,610,540.00	0.9%	
04 · PUBLIC WORKS											
4110001 · Town Plublic Works	17,083.64	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
4110002 · Street Beautification - HF	0.00	0.00	0.00	0.00	1,994.94	2,213.00	2,213.00	(2,213)	0	-100.0%	This beautification will be tacked under: 9410801 Washington - Streetscape
4110003 · E & S Inspections	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000)	0	-100.0%	
43200 · REFUSE COLLECTION									0		
4320001 · Trash Removal Contract	86,226.38	79,235.26	90,210.06	94,296.33	105,465.15	151,546.58	208,608.00	8,387	216,995	4.0%	4% increase per contract
Total 43200 · REFUSE COLLECTION	86,226.38	79,235.26	90,210.06	94,296.33	105,465.15	151,546.58	208,608.00	8,387	216,994.56	4.0%	
43100 · MAINT OF 15000 Wash St./Grounds											
4310001 · Repairs/Maintenance Services	72,396.70	80,706.57	72,249.03	98,742.20	99,209.83	50,889.50	111,892.00		111,892	0.0%	
4310002 · Maint Svc Contract-Pest Control	1,290.00	1,290.00	2,774.80	854.80	3,504.00	620.00	5,000.00	(2,500)	2,500	-50.0%	
											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	21,425.00	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	14,534.05	18,593.00		18,593	0.0%	
4310008 · Electrical Services-Streetlight	4,534.08	4,170.50	4,052.24	4,604.73	4,250.01	3,204.61	5,500.00		5,500	0.0%	
4310009 · Water & Sewer Services	1,696.30	2,644.20	2,662.28	4,186.80	4,542.19	3,964.20	3,850.00	2,500	6,350	64.9%	
4310010 · Janitorial Supplies	410.41	167.07	94.34	257.85	169.15	0.00	0.00		0	0.0%	
4310011 · Real Estate Taxes	816.84	2,097.41	1,122.02	1,429.71	1,135.16	561.87	2,500.00	(1,000)	1,500	-40.0%	
4310014 · Capital Outlay - Equip / Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	100.0%	
4310015 · Maintenance - Vehicle Fuel	0.00	0.00	0.00	755.00	1,451.81	1,094.20	5,000.00	(2,000)	3,000	-40.0%	
4310016 · Maint - Vehicle Maintenance	0.00	0.00	0.00	965.63	1,013.30	1,223.48	3,000.00		3,000	0.0%	
43100 · MAINT OF 15000 Wash St./Grounds - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	134,592.87	144,888.00	142,371.44	154,811.27	164,740.42	121,713.91	200,335.00	17,000.00	217,335.00	8.5%	
Total 04 · PUBLIC WORKS	237,902.89	224,123.26	232,581.50	249,107.60	272,200.51	275,473.49	416,156.00	18,174	434,330	4.4%	
06 · ECONOMIC DEVELOPMENT											
60000 · Tourism/Traveling Marketing	0.00	0.00	5,315.00	122,505.02	117,094.89	98,238.15	96,429.00	32,142	128,571	33.3%	based off the TOT increase (3/7)
60001 · Town Tourism	0.00	0.00	0.00	31,903.56	38,192.19	32,123.35	64,286.00	21,428	85,714	33.3%	based off the TOT increase (2/7)
60003 · Advertising	0.00	0.00	7,575.06	0.00	1,125.72	0.00	22,000.00		22,000	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	0.00	0.00	12,890.06	154,408.58	156,412.80	130,361.50	182,715.00	53,570.00	236,285.00	29.3%	
07 · PARKS, REC & CULTURAL											
70000 · HAYMARKET COMMUNITY PARK										0.0%	
7000001 · Grounds Maintenance/Repairs	45,060.25	18,654.08	13,978.93	13,214.30	11,324.22	10,141.99	25,000.00	(10,000)	15,000	-40.0%	with the Park house removed less maintenance needed
7000003 · Demolition	0.00	0.00	0.00	0.00	0.00	128,524.00	161,749.00	(161,749)	0	-100.0%	Demolition completed
Total 70000 · HAYMARKET COMMUNITY PARK	45,060.25	18,654.08	13,978.93	13,214.30	11,324.22	138,665.99	186,749.00	-171,749	15,000.00	-92.0%	
71110 · EVENTS											
7111001 · Advertising - Events	13,087.60	1,412.92	6,893.89	2,094.14	1,944.00	5,015.00	5,000.00	4,950	9,950	99.0%	
7111003 · Contractural Services	58,183.61	5,931.13	43,045.59	58,002.80	55,810.22	49,707.86	64,950.00	(800)	64,150	-1.2%	
7111004 · Events - Other	0.00	0.00	7,710.74	12,986.80	34,089.97	33,489.33	40,850.00	(4,950)	35,900	-12.1%	
7111005 · Police Department Events	0.00	0.00	0.00	0.00	2,315.28	4,336.84	7,800.00		7,800	0.0%	Funded by TOT (2/7) that goes into General Fund (85,714 - 7,000 = 78,714)
7111006 · Farmer's Market	0.00	0.00	0.00	722.14	1,828.43	7,472.50	12,000.00	2,000	14,000	16.7%	
71110 · EVENTS - Other	0.00	5,433.88	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 71110 · EVENTS	71,271.21	12,777.93	57,650.22	73,805.88	95,987.90	100,021.53	130,600.00	1,200.00	131,800.00	0.9%	
72200 · MUSEUM											

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7220009 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00		1,000	0.0%	
7220012 · Telecommunications	1,624.12	1,616.83	1,650.42	1,650.11	1,430.43	1,134.13	2,200.00		2,200	0.0%	
7200015 · Books, Dues & Subscriptions	0.00	0.00	0.00	30.00	0.00	30.00	250.00		250	0.0%	
7200016 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
7220018 · Exhibits & Programs	400.00	566.32	400.00	400.00	400.00	400.00	2,500.00		2,500	0.0%	
Total 72200 · MUSEUM	2,024.12	2,183.15	2,050.42	2,080.11	1,830.43	1,564.13	5,950.00	0.00	5,950.00	0.0%	
Total 07 · PARKS, REC & CULTURAL	118,355.58	33,615.16	73,679.57	89,100.29	109,142.55	240,251.65	323,299.00	-170,549.00	152,750.00	-52.8%	
08 · COMMUNITY DEVELOPMENT											
81100 · PLANNING COMMISSION											
8110001 · Salaries & Wages - Regular	1,365.00	2,955.00	2,385.00	2,325.00	2,005.00	1,105.00	5,670.00		5,670	0.0%	
8110002 · FICA/Medicare	100.98	236.00	185.50	213.06	183.60	72.62	500.00		500	0.0%	
8110003 · Consultants - Engineer	30,779.31	29,877.65	10,682.90	7,549.64	9,101.85	4,218.30	15,000.00	5,000	10,000	-33.3%	
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00		5,000	0.0%	
8110005 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	250.00		250	0.0%	
8110006 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	700.00		700	0.0%	
8110007 · Convention/Education	0.00	216.40	0.00	820.45	0.00	0.00	1,000.00		1,000	0.0%	
8110009 · Engineer - Pass Through	0.00	20,113.18	33,103.75	32,252.50	35,724.64	17,435.17	0.00		0	0.0%	
Total 81100 · PLANNING COMMISSION	32,245.29	53,398.23	46,357.15	43,160.65	47,015.09	22,831.09	28,120.00	5,000.00	23,120.00	-17.8%	
81110 · ARCHITECTURAL REVIEW BOARD											
8111001 · Salaries & Wages - Regular	1,605.00	2,670.00	1,980.00	2,340.00	2,430.00	1,830.00	5,830.00		5,830	0.0%	
8111002 · FICA/Medicare	98.67	198.61	146.88	154.73	148.39	145.73	446.00		446	0.0%	
8111003 · Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
8111004 · Meals & Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
8111005 · Convention & Education	0.00	0.00	0.00	820.45	0.00	0.00	1,500.00		1,500	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,703.67	2,868.61	2,126.88	3,315.18	2,578.39	1,975.73	7,776.00	0.00	7,776.00	0.0%	
81111 · Board Of Zoning Appeals											
8111101 · Convention & Education	0.00	0.00	0.00	833.90	0.00	0.00	1,500.00		1,500	0.0%	
8111102 · FICA / Medicare	0.00	4.59	0.00	0.00	0.00	0.00	103.00		103	0.0%	
8111103 · Salaries & Wages - Regular	0.00	60.00	0.00	0.00	0.00	0.00	1,325.00		1,325	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	64.59	0.00	833.90	0.00	0.00	2,928.00	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	33,948.96	56,331.43	48,484.03	47,309.73	49,593.48	24,806.82	38,824.00	5,000.00	33,824.00	-12.9%	
09 · NON-DEPARTMENTAL											
90000 · BB&T Tax Overpayment Refund	32,594.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
90001 · Return of Surplus RE Tax Rev	0.00	0.00	0.00	249,323.53	0.00	0.00	0.00		0	0.0%	
90002 · Payment for Stolen Check	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
90003 · VRSA Refund	0.00	0.00	0.00	0.00	45,518.56	0.00	0.00		0	0.0%	
95100 · DEBT SERVICE										0.0%	
9510002 · General Obligation Bond - Prin	157,300.00	158,300.00	158,000.00	160,100.00	137,800.00	70,700.00	70,700.00	(1,300)	69,400	-1.8%	
9510003 · General Obligation Bond - Int	20,102.92	16,234.13	12,383.17	8,556.89	4,944.91	2,461.63	2,463.00	(1,643)	820	-66.7%	
9510005 · Capital Lease Pmt - Principal	29,934.69	-1,065.08	30,670.92	0.00	0.00	0.00	0.00		0	0.0%	
9510006 · Capital Lease - Interest Paymen	1,657.69	1,065.08	947.93	0.00	0.00	0.00	0.00		0	0.0%	
Total 95100 · DEBT SERVICE	208,995.30	174,534.13	202,002.02	168,656.89	142,744.91	73,161.63	73,163.00	-2,943.00	70,220.00	-4.0%	
Total 09 · NON-DEPARTMENTAL	241,589.30	174,534.13	202,002.02	417,980.42	233,782.03	73,161.63	73,163.00	-2,943.00	70,220.00	-4.0%	
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00	0.00	0.00		0.00		0		
94102 · HAYMARKET COMMUNITY PARK											
Architecture/Engineering Fees	0.00	0.00	0.00	6,252.50	0.00	0.00	0.00		0	0.0%	
Total 94102 · HAYMARKET COMMUNITY PARK	0.00	0.00	0.00	6,252.50	0.00	0.00	0.00	0.00	0.00	0.0%	

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

Section III, Item6.

Proposed FY2026 Budget	Actuals for FY2020	Actuals for FY2021	Actuals for FY2022	Actuals for FY2023	Actuals for FY2024	As of 04.10.2025	Budget for FY2025	Proposed Changes	Proposed FY2026 Draft Budget	Percentage	Comments
94103 · PEDESTRIAN IMPROVEMENT PROJECT											
9410301 · Architectural/Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00		0	0.0%	
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	295,061.61	236,614.90	2,339.02	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
94104 · Street Scape - Park Sidewalk											
9410401 · Architectural/Engineering Fees	0.00	0.00	7,902.50	63,836.00	16,713.49	0.00	0.00			0.0%	
9410402 · Construction	0.00	0.00	0.00	0.00	0.00	513,631.97	836,586.00	-836,586.00	0.00	-100.0%	
Total 94104 · Street Scape - Park Sidewalk	0.00	0.00	7,902.50	63,836.00	16,713.49	513,631.97	836,586.00	-836,586.00	0.00	-100.0%	
94105 · PERSONNEL											
EMPLOYEE BENEFITS											
6560 · Payroll Processing Fees	0.03	-0.02	0.05	-0.04	0.02	-0.04	0.00		0	0.0%	
Total EMPLOYEE BENEFITS	0.03	-0.02	0.05	-0.04	0.02	-0.04	0.00	0.00	0.00	0.0%	
Total 94105 · PERSONNEL	0.03	-0.02	0.05	-0.04	0.02	-0.04	0.00	0.00	0.00	0.0%	
94106 · TOWN CENTER MASTER PLAN											
											***Remove and moved to other income/expense section due to using deferred ARPA funds for
9410601 · Architectural/Engineering Fees	0.00	0.00	51,237.68	22,795.11	2,046.78	0.00	50,000.00	(50,000)	0	-100.0%	project continuation
9410602 · Construction (Renovations)	138,273.52	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	0.00	51,237.68	22,795.11	2,046.78	0.00	50,000.00	-50,000.00	0.00	-100.0%	
94107 · BLIGHT MITIGATION											
9410701 · Building Official/Engr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
94107 · BLIGHT MITIGATION - Other	2,595.00	171.24	0.00	0.00	0.00	0.00	40,000.00	(20,000)	20,000	-50.0%	
Total 94107 · BLIGHT MITIGATION	2,595.00	171.24	0.00	0.00	0.00	0.00	40,000.00	-20,000.00	20,000	-50.0%	
94108 · Capital Improvment Funds Expens											
9410801 · Washington St - Streetscape	0.00	0.00	0.00	0.00	0.00	6,553.00	55,000.00		55,000	0.0%	
9410802 · Sidewalk Repairs	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	
9410803 · Town Gateway Signs	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	
9410804 · VDOT Historic District Signage	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	(50,000)	0	-100.0%	***Town does not qualify per State standards;
9410805 · Town Hall / Museum Security Sys	0.00	0.00	0.00	0.00	0.00	3,020.00	53,924.00	119,463	173,387	221.5%	
9410806 · Message Board Trailer	0.00	0.00	0.00	0.00	0.00	19,507.02	20,000.00	(20,000)	0	-100.0%	Expense was executed in FY2025 budget
94108 · Capital Improvment Funds Expens - Other	0.00	27,617.00	20,800.00	0.00	19,611.61	0.00	0.00		0	0.0%	
Total 94108 · Capital Improvment Funds Expens	0.00	27,617.00	20,800.00	0.00	19,611.61	29,080.02	278,924.00	49,463	328,387	17.7%	
94109 · Storm Water Grant Match	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	(40,000)	0	-100.0%	Expense was executed in FY2025 budget
Total Expense	2,582,139.28	2,308,796.89	2,279,480.41	2,638,198.48	2,890,296.11	3,127,737.57	4,934,494.00		3,982,488	-19.3%	
Net Ordinary Income	212,482.50	288,484.81	531,385.52	670,873.87	1,090,132.20	424,815.32	0		0	0.0%	
Other Income/Expense											
Other Income											
50000 · CARES Act Funds	0.00	226,993.88	68,458.12	0.00	0.00	0.00	0.00		0	0.0%	
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.00	86,631.11	0.00	0.00	50,000.00	50,000	100,000	100.0%	***Website should be in progress / Town Center Project
50002 · Development Funds	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	368,664	443,664	491.6%	Parks & Rec. Proffers to fund Pavillion/ Restrooms Engineering and Construction
Total Other Income	0.00	226,993.88	68,458.12	86,631.11	0.00	0.00	125,000.00	418,664	543,664	334.9%	
Other Expense											
98000 · Development Expenditures											
98000-1 · Parks & Recreation	0.00	0.00	0.00	0.00	0.00		75,000.00	368,664	443,664	491.6%	Funded by Parks & Rec. Proffers; Park upgrades
Total 98000 · Development Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	368,664.00	443,664	491.6%	
97000 · CARES Act Expenses	0.00	226,993.88	68,814.00	0.00	0.00	0.00	0.00			0.0%	
97001 · American Rescue Plan Expenses											
97001-2 · Town Website	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		50,000	0.0%	***Website should be in progress
97001-3 · Town Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000	50,000	100.0%	To Continue Project progress
97001 · American Rescue Plan Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0.0%	
Total 97001 · American Rescue Plan Expenses	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	100,000.00	100.0%	
Total Other Expense	0.00	226,993.88	68,814.00	0.00	0.00	0.00	125,000.00	418,664	543,664	334.9%	
Net Other Income	0.00	0.00	-355.88	86,631.11	0.00	0.00	0.00	0.00	0.00	0.0%	
Net Income	212,482.50	288,484.81	531,029.64	757,504.98	1,090,132.20	424,815.32	0	0	0	0.0%	
Total Operational Budget & Other	2,582,139	2,535,791	2,348,294	2,638,198	2,890,296		5,059,494		4,526,152		

Town of Haymarket
2025 Through 2030 Capital Improvements Plan

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



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

Memorandum

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

Closed Session Motion

The motion is for the Haymarket Town Council to go into a 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.

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



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

Memorandum

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

Certification Motion

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

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