



TOWN COUNCIL FINANCE LIASON MEETING

Wednesday, July 16, 2025 at 2:00 PM

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

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

MINUTES

Present: Councilmember Alexander Beyene, Councilmember Joe Pasanello, Mayor TracyLynn Pater, Town Manager Emily Kyriazi, Town Treasurer Roberto Gonzalez, Chief of Police Al Sibert

Town Manager Emily Kyriazi called the meeting to order. Mrs. Kyriazi presented a new agenda format for the liaisons to consider. She shared that this format will keep them on track and gives her an aide on follow up items during the meeting. The agenda is attached to this report.

1. Review of Invoices and check signing The liaisons and Emily reviewed the invoices for the period.

2. Police Department Emily gave the floor to Chief Sibert on a question that was raised at the last meeting regarding hot spot charges on the AT&T First Net bill for the Police Department. Chief Sibert said that he looked at the bill and has a meeting with the First Net representative. He shared that even though the phones have hot spot capabilities, they do not use the capability. He stated that the rep can get rid of the feature and will discuss decreasing the bill. There was a concern at the last meeting about packages being delivered to personal addresses. Chief stated that this was Amazon only purchases because of the sensitivity of some of packages, the Amazon driver does not make sure the package is received by a person even though instructions on shipment state that instruction. It was decided that the delivery will be Town Hall for signatures and staff will let PD know of the package.

3. FY25 Budget: Roberto shared that the FY25 year ended in the positive. He said he did not have too many concerns on the expense side. His only real concern was the invoices for the park sidewalk posting. Liaisons complimented staff on a good job with projections.

4. Review of FY26 Budget Process: A discussion took place on what was done right in the last budget season and what went wrong. And a solution going forward. Roberto suggested that in order to have a budget resolution ready for approval, the tax rate should be adopted at an earlier date. Discussion also took place on a more detailed timeline and possibly more budget work session meetings and encouraging Council to come with input at each meeting with changes and recommended answers to the change. Discussed a meeting in the fall with Stephanie Davis from Virginia Tech on updating strategic plan and incorporating it to the FY27 budget.

5. FY26 Budget: Roberto shared that right now the year is in the negative because of some front loading expenses. He said it will balance out in the fall. This brought up the leases and the repairing the AC unit at Washington Street Realty building. Discussion followed on the lease agreement with Washington Street Realty and rent abatement for the two weeks that they were without electricity. Also on the start date to replace the unit. Emily shared that Washington Street Realty is ending their lease early. They gave a move out date of August 15. Discussed and gave directive for Emily to start advertising the space. Emily shared that she has been in touch with architectural engineer who will be evaluating the building, the museum and the Cupcake Heaven building.

6. **Internship:** Emily will be checking with Stephanie Davis for recommendations.

7. **Compensation Study Update:** Emily shared that she met with the Councilmembers that were assigned to this study.

8. **Event Accounting:** Emily showed the spreadsheet that staff uses to track revenues and expenses on Events. Haymarket Day revenues funds the other Town events throughout the year. Agreed to add Government Open House to the Town's yearly events funded by sponsorships and Haymarket Day. Youth in Government to be funded by a different line item.

9. **Website Quote:** Emily provided the quote to redesign the Town's website. Questions on what the fee would be after 3 years and do we own the code. Emily will follow up and report back.

10. **Washington Street Realty:** Discussed in item #5

11. **Town Owned Structures:** Discussed in item #5

12. **Town Center Interior Building Plan:** Emily still waiting on numbers from John Hetzel

13. **Town Center Site Plan Quotes:** Emily provided quotes. Liaisons directed her to proceed and will share with Council

14. **Tenant Space:** Emily presented a proposal on utilizing one of the upstairs office spaces for the Town Engineer. Roberto shared that there may be a new tenant in one of spaces. Liaisons directed Emily to proceed with conversation with the Engineer to negotiate terms.

15. **Food For Thought:** Emily asked if Town should give donation to the local food pantry. She provided some information on their needs. She will get back with additional information. Maybe promote Town Hall as a drop off point and do a food drive at events like Farmer's Market.

16. **Other/New Items:** None to discuss

17. **Next Meeting Date/Time:** Because the July 28th work session has an early closed session scheduled, liaisons will meet on Thursday, July 31st at 2 pm.