



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

Memorandum

To: Mayor and Town Council
From: Emily L. Kyriazi, Town Manager
Date: October 3, 2024
Re: Upcoming Holiday Meeting Schedule and Town Hall Holiday Week Operating Hours

Background: In review of the upcoming holiday season, Staff is proposing the following adjustments to the meeting schedule:

November Work Session has previously been rescheduled to November 18th at 6pm. The Planning Commission is no longer meeting that night, thus Staff recommends moving the work session to 7pm.

December Work Session is currently scheduled for December 30th, Staff recommends moving the work session to December 16th at 7pm.

Additionally, Town Staff will discuss a proposal for closing Town Hall to the public the week of Christmas for all employees to have the opportunity to take vacation that week or they may choose to telework, or work in office. Town Staff will also discuss the possibility of giving additional holiday time for New Year's Eve on December 31st.

Directive to proceed as discussed at the Town Council Meeting.