



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 4, 2014

7:00 PM

Council Chambers

1. Call to Order

2. Moment of Silence

3. Pledge of Allegiance

4. Public Hearing

- A. Special Use Permit - 6850 Track Court - In home business
Special Use Permit - 6850 Track Court

5. Citizen's Time

- A. Citizen's Time Procedures

6. Consent Agenda

- A. Appropriation Request - Sound System - Jennifer Preli
- B. Amend Rules of Procedure - Brian Henshaw
- C. Minutes Acceptance
 - i. Mayor and Council - Work Session - Jul 1, 2014 7:00 PM
 - ii. Mayor and Council - Regular Meeting - Jul 7, 2014 7:00 PM
 - iii. Mayor and Council - Work Session - Jul 8, 2014 4:00 PM
 - iv. Mayor and Council - Continuation Meeting - Jul 10, 2014 6:00 PM
 - v. Committee - Public Safety - Committee - Jul 22, 2014 7:00 PM
 - vi. Committee - Finance - Committee - Jul 23, 2014 2:00 PM

7. Agenda Items

- A. Planning Commission & ARB Membership
- B. VML/VACO Investment Pool
- C. Invocation Guidelines

8. Department Reports

- A. Engineer's Report - Holly Montague
- B. Building Official's Report - Joe Barbeau
- C. Planner's Report - Marchant Schneider
- D. Museum Report - Denise Hall
- E. Treasurer's Report - Staff
- F. Police Report - Chief Greg Smith
- G. Town Manager's Report - Brian Henshaw

9. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

10. Councilmember Time

- A. Chris Morris
- B. Pam Swinford
- C. Kurt Woods
- D. Matt Caudle
- E. Joe Pasanello

F. Steve Aitken
G. David Leake
Mayor Leake

11. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Special Use Permit - 6850 Track Court
DATE: 08/04/14

Date: August 4, 2014

A request for a special use permit (home occupation) at 6850 Track Court, Haymarket Station. At its June 2014 meeting, the Planning Commission scheduled a joint public hearing with the Planning Commission and Town Council for Monday, July 7, 2014. The Planning Commission held its public hearing on July 7 and motioned to continue its public hearing to July 14, 2014. The Council deferred its hearing until receipt of the Planning Commission recommendation. At the July 14, 2014, the Planning Commission forwarded the application to the Town Council with a recommendation of approval.

BACKGROUND

Danielle Davis has applied to the Town for a special use permit, #SUP20140609, for permission to operate an in-home occupation (freelance technical writing) at her home located at 6850 Track Court. The subject property is zoned R-2 and is designated Moderate Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-2 district; "Sec. 58-98 (8) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

RECOMMENDATION

It is recommended that the Town Council receive public input on this application. It is further recommended that the Town Council approve this application for special use for an in-home business to be located at 6850 Track Court.

DRAFT MOTION(S)
Town Council

1.a. I move that the Town Council approve SUP# 20140609, Capstone Copy, Inc, for an in-home occupation at 6850 Track Court as described on the special use permit application and narrative received by the Town on June 9, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations;

AND

1.b. I further move that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

OR, I move an alternate motion.

ATTACHMENTS:

- 6850 Track Court - PH for SUP In Home Business (PDF)

RECEIVED

JUN - 9 2014

TOWN OF HAYMARKET



The Town of HAYMARKET Established in 1799

Date: 4/4/2014

Special Use Permit Application

Case #: SUP20140609

Business Name: Capstone Copy Inc.

Address: 6850 Track Ct., Haymarket, VA 219

Applicant's Information

Property Owner's Information

Name: Danielle Davis
Address: 6850 Track Ct.
City: Haymarket, VA
State/Zip: VA 20169
Phone: (703) 647-0413

Name: Same as applicant's
Address:
City:
State/Zip:
Phone: Clayton.Davis.ms@gmail.com

Type of Structure: [X] SFD [] Multi [] TH Zoning District: PZ Code Section: 58-116 58-98 (8)

Name of Business: See Business Name above

Number of employees working from site: 2
Number of vehicles: 2 Type: Ford Expedition GVH:
Toyota Solara
Number of parking spaces set aside for this activity: 2
Total floor area of structure devoted to activity: 135 sq. ft.
Total floor area devoted to activity MUST be the main structure, NOT any accessory Building DD (please initial you will comply)
Will accessory storage be necessary? [] Yes [X] No
If so, where will it be? NA

Will the activity require any special tools or structure improvements? NO

Applicant agrees NO signage is allowed DD (please initial you will comply)

In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.

The business is for freelance technical writing, editing, and web copy services. Hours of operation are on an as needed basis and are not set. Number of vehicles will always only be the ones listed above as all business transactions are conducted online.

The above is a true representation of the activity and the method of operation upon approval:

Applicant Signature: Danielle Davis
Owner's Signature: Danielle Davis

[] Approved [] Rejected by Town Council Vote: Date:
Conditions: Signature:
Fee: 200.00 Paid: Date:

Attachment: 6850 Track Court - PH for SUP In Home Business (AGI-2014-91 : Special Use Permit - 6850 Track Court)



TO: Town of Haymarket Town Council
 SUBJECT: Citizen's Time Procedures
 DATE: 08/04/14

The following is from the Council's Rules of Procedure, adopted on November 13, 2012 and amended on December 2, 2013:

Section 5-3. Citizen Participation

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

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Thursday 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. There shall be a time limit for each individual speaker of 5 minutes.
8. A representative of a group may have up to ten (10) minutes to make a presentation. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.
9. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.
10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.
11. 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.
12. 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 12:00 noon on the Tuesday preceding 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 profanity or vulgar language or gestures;
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. Make non-germane or frivolous statements;
5. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
6. Engage in behavior that intimidates others;
7. Address the Council on issues that do not concern the services, policies or affairs of the Town.

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.



TO: Town of Haymarket Town Council
 SUBJECT: Appropriation Request - Sound System
 DATE: 08/04/14

SUBJECT: Audio Sound Equipment- Council Chambers

ISSUE: The audio sound equipment needs to be replaced within the Council Chambers.

BACKGROUND:

- The original equipment dates back to 2002.
- As we have continued to update equipment and added the video recording component of the Town meetings, the audio equipment has remained the same.
- Within the last year, through an update of the software utilized for minutes, live streaming and recordings, the technology has surpassed the abilities of the current sound equipment.
- This has led to interference and poor sound quality during the live and recorded meetings, in addition there is poor sound quality for the viewing audience within the Council chambers.
- While considering the upgrade of the sound system, staff explored the addition an audio loop system for citizens or visitors that are hearing impaired.
- During this past year during the budget work session, staff made it a priority to add this request into the fiscal year budget and the capital improvement plan (CIP).
- \$21,000 was placed in the CIP and allocated in the 2015 budget based off of a preliminary estimate prior to finalizing the budget.
- Staff has secured three estimates for the work to be completed (attached).

DISCUSSION:

- This is the next logical step to being able to have “E-board” capabilities.
- Improves our sound quality for live meetings for the public, live webcasts and playback for the recordings.
- Improvements also would include the audio loop system for the hearing impaired.
- The system being installed will include “goose neck” microphones that are hard wired for the Council members and will include wireless gooseneck microphones for the podium and the staff.

POTENTIAL QUESTIONS:

- Is this project in the budget?
- What is an “E-Board” system?

BUDGET IMPACT:

Project is budgeted in the 2015 Fiscal Budget and the estimated cost is less than the budgeted amount, having a positive impact on the budget.

RECOMMENDATION:

It is recommended that the Town of Haymarket enter into agreement with CTSI for the attached proposal for the installation of the sound equipment within the Council Chambers.

MOTION:

Motion of Approval:

I move to authorize staff to proceed forward to with CTSI's proposal for the installation of new sound equipment within the Council Chambers as a continued effort to provide citizens and visitors with a positive experience when attending Town meetings or utilizing the Town Council Chambers.

Motion of Denial:

I move to deny the authorization to proceed forward with the installation of the sound equipment due to...

ATTACHMENTS:

- Corbett Technology Solutions (PDF)
- AVP Consultants, LLC (PDF)
- Audio-Video Group (PDF)



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

Town of Haymarket

Town Hall Audio System Upgrade

July 17, 2014



Attachment: Corbett Technology Solutions (AGI-2014-92 : Appropriation Request - Sound System)



Presented to:

Jennifer Preli
Town of Haymarket

Proposal Date:

July 17, 2014

Presented by:

Corbett Technology Solutions, Inc.
4151 Lafayette Center Drive #700
Chantilly, VA 20151
ctsi-usa.com

Proposal Point of Contact:

Bob Garrison
703-631-3377
bgarrison@ctsi-usa.com

Proprietary Statement

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Corporate Overview

Since 1969, CTSI has focused on providing integrated technology solutions for education, healthcare, government and commercial facilities, houses of worship, and senior living. An integration leader in the mid-Atlantic region, CTSI employs over 110 professionals out of its headquarters located in Chantilly, Va. Our solutions improve learning and enhance safety for schools, provide patient safety and operational efficiency for hospitals, and improve the way our customers receive, display, hear and communicate information and media.

Our professional expertise includes architectural design services, installation, maintenance and consulting services for:

- Corporate Board Rooms/Meeting Spaces
- Healthcare Facilities
- Houses of Worship
- Educational Facilities
- Training Centers
- Lecture Halls
- Hotel Conference Areas
- Restaurants
- Sports Stadiums/Arenas
- Museums

CTSI provides high-impact communications solutions that enable people to consolidate information and collaborate effectively. We design, install and implement customized turnkey solutions using innovative, high-performance technologies, and our dedicated professionals provide complete customer care. From boardrooms and hospitals to classrooms and command centers, CTSI solutions **Engage, Inspire** and **Deliver**.



Our Partners

Superior solutions are only possible with cutting-edge technologies. CTSI is proud to partner with many of the leading manufacturers of advanced technology products. From display screens and communications systems to the high quality infrastructure that makes connections possible, we use only top of the line products from trusted names.



Attachment: Corbett Technology Solutions (AGI-2014-92 : Appropriation Request - Sound System)



Ownership and Key Management

Our leadership is actively involved from design to installation to service, because such involvement provides continuity in all project phases and ensures client satisfaction. Taking a proactive approach to design we firmly believe that interdisciplinary interaction among an expert team results in the highest quality planning and design strategies. We work closely with our customers to provide integrated systems that meet their specific requirements and over the past four decades, CTSI has inspired audiences and streamlined communication by delivering technology solutions to hundreds of satisfied clients.

Chris Corbett, President

Chris is experienced in the support of clients with specialized communications and system integration needs with over 40 years of professional experience. He has lead the design and installation of multiple critical communications, security and data systems for some of the most technologically advanced companies in the Washington Metropolitan area including: Giant Food, Safeway, AT&T, Hechinger's and IBM Corporation. Throughout the years he has earned a first-rate reputation for delivering high quality service on time and on budget.

Gino Ruta, Senior Vice President / Partner

As a member of CTSI's executive ownership team Gino is in charge of business development, sales, marketing and engineering. Equipped with an engineering degree from Pennsylvania State University his knowledge includes 20 plus years of experience in designing, executing and supporting communication infrastructure implementations and applications. A recognized leader in systems integrations Gino is a regular speaker at industry sponsored training seminars and is featured in the book Microsoft Certification Careers. In his senior management role here at CTSI Gino serves as a primary liaison to vendors and strives to build long lasting customer relationships. He is also a voice/data network design resource and an advocate for customer problem resolution.

John V. Farabaugh, CPA, VP of Finance / Partner

With over 20 years of experience in financial management and a member of the CTSI Executive Management team John proves to be an asset to our success. Earning a degree in accounting and management information systems from James Madison University in 1985 John has lead the finance departments as a Chief Financial Operator/Controller for various services and technology companies the in the Washington D.C. area. John has extensive experience working in mergers and acquisitions, corporate restructuring and turnarounds, implementation of accounting systems, implementing financial management processes and controls and financial reporting.

Qualifications

CTSI is home to some of the industry's top talent with diverse specializations across all building typologies and a shared commitment to customer care. Our expertise includes audiovisual systems, videoconferencing, professional sound, healthcare and education technologies, security & fire, voice systems, networking, and premise wiring.

We cultivate a culture where innovation, accountability and excellence are rewarded, and where every member of our team has a voice. All of our technical and engineering staff is required to maintain current manufacturer and industry certifications in their respective specializations. From Cisco Certification to BICSI - RCDD to Master Electrician's Licensure, CTSI considers the expertise of our employees as one of our most valued assets. Combine our teams' advanced level of knowledge and their expertise with a genuine desire to deliver exceptional service and CTSI employees clearly stand out as leaders in their fields.

Our Industry Certifications/Memberships include:

- Building Industry Consulting Service International - Registered Communications Distribution Designer (BICSI – RCDD)
- InfoComm International (Audiovisual Communications Association) – CAVSP Diamond – CTS, CTS-D, CTS-I
- National Systems Contractors Association (NSCA)
- National Fire Protection Association (NFPA)
- National Institute for Certification in Engineering Technologies (NICET)
- ASIS International
- Occupational Safety and Health Administration (OSHA)
- Automatic Fire Alarm Association (AFAA)
- District of Columbia Health Care Association (DCHCA)



Project Approach

CTSI prides our self on our single point of contact approach. Sales and Engineering work together from initial call to closeout. Once the award is given, the project manager acts as the customer's primary point of contact for all installation related communications. During the critical installation stages of the project, the project manager attends necessary project meetings.

Through the major installation effort of the project, there will also be a lead technician on-site. The lead technician is responsible for the day-to-day operations on site. He or she is responsible for assigning tasks to all of the other technicians on site. The lead technician ensures that all tasks relating to the installation of the system are completed to a high standard and are in line with CTSI's quality expectations. CTSI's lead technician serves as the primary on-site point of contact.

Towards the end of the installation process, a control system programmer will be onsite to configure all of the systems. The programmer will work in conjunction with the lead technician to test the systems. As a result of these test procedures, CTSI will be able to identify potential problems and remedy them before the systems are turned over to the customer. The programmer is responsible for developing the software that the customer uses to interact with the system.

Once CTSI has fully tested, configured, and programmed the systems, the user is trained on the systems. Depending on the complexity of the system, this training is performed by the control system programmer or the project manager. Both technical and end user training is conducted to ensure the technology is used appropriately.

After the customer is trained on their new systems, and the systems are functioning in a manner consistent with the customer's expectations, the project manager will receive a signed Certificate of Completion for the job. By signing this certificate of completion, the customer takes full ownership of the system. At that point, the warranty period for this system begins.

After the system is in the warranty period the customer's primary point of contact shifts from the project manager to CTSI's service manager. Although the project manager will still be available to the customer, and involved with the customer when necessary, he or she is no longer the customer's primary contact. Any service or warranty work will be coordinated through CTSI's service manager for the duration of the warranty period.



Statement of Work

CTSI will provide, install and program a new audio system in the Town Hall to replace the existing system.

Microphones:

CTSI will provide and install eight new tabletop gooseneck microphones to capture the voices of the participants at the dais. Additionally, two wireless gooseneck microphones will be provided at the podium and the table.

Audio Head-End Equipment:

A new 12-input, 8-output audio digital signal processor (DSP) will provide audio processing for microphones and audio sources from a customer furnished computer and recorder. The DSP will be programmed to optimize speech intelligibility and minimize feedback by limiting the number of active microphones. Outputs from the DSP will connect to a new amplifier that will drive the existing ceiling speakers. Other outputs will send audio to the existing MediaTraq audio encoder. The DSP offers USB connections to computers which may be utilized for audio capture and playback of the existing recording PC.

Assistive Listening System:

An assistive listening system (ALS) is included for hearing impaired audience participants. The system includes four belt pack style receivers that will work with the included earsets or neckloops for users with T-coil hearing aids.

Control:

An intuitive, simple to use control panel with iPod style controls will give the operator at the Clerk's table control of system power on and off and microphone and playback volume. The DSP will be configured and programmed such that the need for audio adjustments will be infrequent but control will be available if needed.

Equipment Rack:

A small equipment rack will reside under the dais closest to the Clerk's table to house the new audio equipment. Power management with surge protection is included to protect equipment from power surges

Notes:

1. CTSI will provide one two-hour operator training session for users of the new system.
2. Included is all necessary cable, connectors and installation hardware to provide a complete and operational system.



Proposal Pricing

Council Chamber Audio System

Item	Manufacturer	Qty	Model	Description	Price Each	Price Ext.
Equipment						
Audio System						
1	Biamp	1	TesiraFORTÉ AI	TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, and 8 channels configurable USB audio	\$ 1,623.75	\$ 1,623.75
2	Biamp	1	TEC-1S	Audio Control Panel	\$ 373.75	\$ 373.75
3	Lab Gruppen	1	E4:2	2 Channel 70 Volt Amplifier	\$ 623.75	\$ 623.75
4	Shure	8	MX412D/C	Gooseneck Microphone	\$ 262.50	\$ 2,100.00
5	Shure	2	MX890	Wireless Gooseneck Microphone Base	\$ 498.75	\$ 997.50
6	Shure	2	MX410/C	Gooseneck Mic for Above	\$ 247.50	\$ 495.00
7	Shure	2	SLX4	Wireless Receiver for Above	\$ 323.75	\$ 647.50
8	Listen	1	LS-16-072-01	Assistive Listening System w/4 receivers, 4 ear receivers, two neckloops.	\$ 1,347.89	\$ 1,347.89
Miscellaneous System						
9	MAP	1	BRK-10	Equipment Rack	\$ 105.34	\$ 105.34
10	Furman	1	PDC-915R-2	Power Distribution Unit	\$ 146.33	\$ 146.33
11	Altronix	1	RBSNTTL	Relay Module for Remote Power	\$ 30.00	\$ 30.00
12	CTSI	1	Misc.	Cable, Connectors and Installation Hardware	\$ 81.25	\$ 81.25

Pricing Summary:

Summary of : Sound System Upgrade	Totals
Equipment	\$8,572.06
Labor, Engineering and Programming	\$3,993.36
Project Total, Excl Tax	\$12,565.42

Responsibilities

Customer will provide the following:

1. All sound system equipment as identified in the equipment list.
2. Small materials as required to complete this installation.
3. All labor required for installation, programming, and delivery for audiovisual equipment as identified in this proposal and attached equipment list.
4. All audio, video, data, networking, and control cabling and connectors used to interconnect CTSI-supplied equipment.
5. All hardware, fasteners, and concrete anchors needed for mounting audiovisual display equipment.
6. CTSI will provide engineered system flow diagrams and detailed as-built drawings upon completion.

CUSTOMER will provide the following:

1. Designated points of contact for on-site coordination, testing authority, training recipient and signee for contract completion.
2. Completion date and schedule for services and/or equipment provided by the owner or owner's contractors that are required to be in place for integration with CTSI provided components.
3. Access to the facility for installation and light construction work during normal business hours.
4. Coordination with the buildings manager for hammer drilling in the floor and ceiling (if required). Access to the facility after normal business hours may be required for this effort.
5. Clearly communicated schedule with expectation for installation start date, end date, and acceptable duration for installation activities.
6. Complete and up-to-date documentation, specifications and plans concerning equipment, furniture, spaces, requirements, etc which may impact the installation, operation or specification of audiovisual and/or related components.
7. Full access to all necessary site locations during survey, installation, programming, testing, commissioning and training efforts.
8. Direction and notice to all contractors acknowledging and substantiating the AV system coordination drawings and/or requirements. Contractors shall comply with the AV system requirements or notify the owner and CTSI in the event that requirements cannot be met as specified. Additional costs to the owner from any contractors as a result of the AV requirements shall be the owner's responsibility.
9. Access to loading docks and freight elevators as needed during equipment delivery.
10. Provide necessary escort or building passes for CTSI to access the facilities as needed.
11. Accept physical security and liability for any equipment installed and delivered to their facility by CTSI during the installation.

Exceptions and Exclusions

Exclusions:

1. Backboxes, raceway, conduit, cable tray, j-hooks, sleeves, penetrations, and core drilling
2. Painting & Patching. CTSI will make a best effort to minimize new holes necessary for cable installation.
3. 120VAC power. EC is expected to provide circuits in quantity and locations as required for this work.
4. LAN requirements.
5. Permit, Bond, and applicable sales tax.

Terms and Warranty:

Progress Billing Net 30

All material and labor carry a 1-year warranty after installation, or manufacturer's warranty if less than one year on material. Customer agrees that if payment is not made as specified in the conditions portion of this contract, they will pay interest at 1% per month plus reasonable attorney fees needed in the collection of past due invoices. If customer is tax exempt, they must provide the necessary identification number next to their acceptance of this proposal. If customer is not tax exempt, they assume all liability associated with the appropriate tax, unless included in this proposal. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado and all other necessary insurance. For a period of one (1) year following the date of any Order under this Agreement, neither CTSI nor customer shall directly solicit employment or hire any employee of the other who is directly involved in the performance of this Agreement. This proposal may be withdrawn by us if not accepted within 30 days. Material is FOB origin.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date Accepted: _____

Authorized Signature: _____

Printed Name: _____

Please sign and fax back to CTSI at 703-631-3396 or email to YOUREMAIL@ctsi-usa.com. CTSI will not start work without approval.

Thank you for selecting CTSI as your integrated systems and technology solution provider.

AVP Consultants LLC

2170 Logmill Rd
Haymarket, VA, 20169

(571) 528-4985
matt.audiotech@gmail.com

Quote

26-June-2014
Quote #1003

Dear Jennifer,

Below is a cost breakdown of equipment for your upgrade

Many thanks,
Matt Buffington

#	Item Description	Quantity	Unit price	Total
1	LS-111 Listen Digital discussion public meeting system	1	10967.42	10967.42
2	LS-16-072 Listen ADA standard stationary RF system	1	1822.34	1822.34
3	CTS1200 Crown CTS series amp	1	1647.30	1647.30
4	FREIGHT TBD	1		-
Subtotal				14437.06
				0.00
Total				14437.06

Many thanks! I look forward to doing business with you.

Quote good for 30 Days.

Payment terms: to be received within 15 Business days.

3.7% surcharge on all credit card payments.

Attachment: AVP Consultants, LLC (AGI-2014-92 : Appropriation Request - Sound System)

Stephen Bon
 8415 Progress Drive, Suite G
 Frederick, MD 21701
 February 26, 2014



Jennifer Preli
 Town Clerk
 Town of Haymarket
 15000 Washington Street, Suite 100
 Haymarket, VA 20168

Dear Jennifer Preli:

Revision 1:

It is Audio-Video Group's pleasure to provide our design and build services to the Town of Haymarket. The purpose of this proposal is to provide the Town Hall with a new sound system that will increase the quality of the sound for in-room meetings, recorded audio, and video streaming feeds. Through conversation and an initial evaluation of the sound system it has been deemed that the current system is outdated and poor in quality. This is especially evident when listening to the recorded video stream. Audio-Video Group has attempted to optimize the existing system; however, the technology is limited and "clear audio" is not achievable. The technology and equipment provided with this proposal is of professional quality and meets industry standards and will meet the required expectations of clear audio.

Areas Affected:

Town Hall

Scope of work and functionality:

Microphones – Audio-Video Group (AVG) will install twelve (12) **Shure MX412D/C** desktop gooseneck microphones in various locations - one for each council member (8), three for the presenters table, and one for the clerk. These will replace the existing boundary style microphones. Two benefits the Shure MX412D/C provide over the exiting boundary microphones are:

- Provides a 12" gooseneck which places the source (person speaking) closer to the microphone element thus reducing unwanted noise.
- Provides a directional pickup pattern verses an Omni-directional pattern thus reducing unwanted noise.

The existing podium microphone will be re-used in its current location and configuration. If a defect or issue is found with this device during the installation AVG will provide the appropriate solution to correct the issue with associated cost.



Signal Processing – AVG will provide and install two (2) **Biamp Nexia CS** audio processors. These devices are critical to the sound system and provide signal processing required achieving clear audio. The following is a list of features the Biamp Nexia CS provides:

- Automatic Mixer – Controls the number of microphones that are active at one time.
- Automatic Level Control – Controls the level of each microphone to ensure each are consistent with each other.
- Routing – Send signals to multiple locations.
- Level Controls – allows a user make minor adjustments to the levels.

AVG will provide and install one (1) **Biamp Red-1 CTRL** as the interface to the sound system. This device is a digital control panel that is specifically configured for the sound system. This will allow the user to raise or lower levels of specific inputs or outputs if required. For the most part, interaction with the Biamp Red-1 CTRL will be minimal.



Speakers – During the initial system evaluation, AVG determined that the quantity and location of ceiling speakers was not sufficient for the in-room presentations. AVG will provide and install four (4) additional **JBL Control 24CT** ceiling speakers. AVG will also relocate the existing four speakers with respect to the new speakers to optimize the system coverage and performance.

Amplification – AVG will provide and install one (1) **Lab Gruppen E4:2** amplifier to provide the appropriate power to the ceiling speakers.

Assisted Listening – AVG will provide and install one (1) **Listen Technologies LS-16 ADA Standard Stationary RF System**. The LS-16 is specifically designed to meet the needs of the 2010 Americans with Disabilities Act (ADA) standards for accessible design. In addition to ensuring that public facilities are compliant; the system helps solve frustrating but common sound problems caused by distance, background noise, or poor room acoustics. The system includes a Stationary Transmitter and Universal Antenna Kit, Rack Mounting Kit, four (4) LR-400 Receivers with Ear Speakers and neck loop, alkaline batteries and Assistive Listening Notification Signage Kit.



Attachment: Audio-Video Group (AGI-2014-92 : Appropriation Request - Sound System)

Enclosure and Power Sequencing – AVG will provide and install one (1) **Middle Atlantic BRK-10** equipment rack. This equipment rack will be installed in an opening under the council table-top nearly closest to the clerk's position. This rack will house all of the new sound system equipment.

AVG will provide and install one (1) **Furman CN-1800S** rack mount power sequencing unit in the equipment rack. This device will provide AC power distribution to all of the sound system equipment and manage the start-up and shut-down sequence. This unit also provides a single button to turn the system on and off.

General – All necessary cabling, connectors, and miscellaneous hardware is included as part of the system installation. These items will be provided in quantity and quality as required to complete this project and conform to industry standards.

RESPONSIBILITIES

Audio-Video Group:

1. Coordination with Client on power, conduit, structural, and other needs as they arise
2. Cabling installation and concealment as appropriate
3. Ceiling Speakers and related accessories installation and termination
4. Microphones and related accessories installation and termination
5. Electronics installation and termination (audio signal processors, amplifiers)
6. Integration of existing equipment (audio recorder and video streaming)
7. Installation of Assisted Listening System and antenna
8. Provide as-built drawings of the system schematics
9. Provide copies of device configurations
10. Testing, initial adjustment, and set-up of system
11. Provide system commissioning and optimization
12. Training session for appropriate users

Client and/or their contractors: *(exact details to be coordinated with AVG)*

1. Provide appropriate access during normal operating hours, (M-F, 8-5pm)
 - Every attempt should be made to reduce or eliminate "traffic" through jobsite once the installation process has begun
2. Provide painting and patching – if needed
3. Provide power outlets as specified by AVG – if needed
4. Provide required testing time without interference / excessive noise
5. Select appropriate users for training session and coordinate time
6. Provide contact information for one appointed point-of-contact for the project

PROPRIETARY INFORMATION

All information provided by Audio-Video Group to the client and/or its representatives is considered proprietary and may not be duplicated, dispersed, or in any way shared with persons outside those known and approved by, or without the written permission of, Audio-Video Group. Violation of such will result in the client being charged a fee for all time, mileage, and materials involved in the evaluation and preparation of the proposal and all related information.

WARRANTY

Audio-Video Group warrants its workmanship for a period of one year from the date of accepted completion. Each installation requires the owner's and/or their representative's signature upon completion of the installation. The training session, although part of the project, is not considered part of the installation. All manufacturer warranties apply to the individual components and will be covered to the extent of the original warranty. Any additional labor or materials required to facilitate the repair or replacement of a defective unit, beyond that covered under the warranty, will be billed as expended. All relative warranties are considered null and void where abuse or misuse is determined the cause for the defect and/or damage. Any/all preexisting equipment utilized in conjunction with the system installation is not covered under any part of this warranty. Any repair or modification required due to defect will be performed at an additional charge unless accounted for elsewhere in this proposal.

ESTIMATED PROJECT SCHEDULE

A project of this magnitude and scope will require somewhere between 6-8 weeks to fully implement. We schedule our resources on a first-come-first serve basis, based on contract acceptance date and receipt of deposit. As always, we will do our best to be flexible and accommodating to all of our customers. We require a minimum of ten (10) business days advanced notice before beginning each phase of work. A response requirement of less than ten (10) business days may result in additional monies/fees being added to this contract.

CONTRACT MODIFICATION

This contract can be adjusted and/or modified only by mutual agreement between Audio-Video Group, LLC and the client's designated authorized representative. AV manufacturers regularly update their product offerings. In our efforts to provide you with the very latest technology, we reserve the right to substitute the most up to date models available at the time of installation.

INTEREST CHARGES

The client acknowledges that the monetary obligations of Client to Audio-Video Group, LLC (AVG) hereunder constitute a commercial account. Client shall pay, in addition to all other amounts owed to AVG, interest calculated at 1.5% per month on all amounts that have been due and payable by Client to AVG for 30 days or longer. If AVG employs any legal process to recover any amount due and payable from Client hereunder, Client shall pay all costs of collection and reasonable attorney fees. All claims hereunder shall be tried solely and exclusively in the Courts of Frederick County, Maryland and the Client consents to the jurisdiction and venue of such court, regardless of where the Client is residing at the time of such action.

FORCE MAJEURE

Audio-Video Group, LLC shall not be deemed in breach of contract, negligent, at fault, or liable for any delay or failure of performance resulting from Acts of God, war, accidents, riots, terrorism, civil insurrection, labor disputes, strikes or any cause not the fault of and beyond the reasonable control of AVG; provided, that AVG will give the Owner prompt notice of the delay in sufficient detail to permit the Client the opportunity to minimize the effect of such delay, if practicable.

PROJECT COST & TERMS

Audio-Video Group agrees to provide all equipment and labor to form a complete and working system as expressed in this proposal.

The cost of providing this system is: **\$20,885.00**

The terms of this proposal are that a deposit of 65% (\$ 13,575.25) is due upon its acceptance. At the completion of the installation phase, Audio-Video Group requires an owner’s representative signature, upon which the final 35% (\$7,309.75) will be due. The training session, which is not considered part of the installation phase, will be scheduled and completed as coordinated between the client and Audio-Video Group.

The cost of this project does not include monies to cover sales tax or circumstances beyond Audio-Video Group’s control such as:

1. additional shipping charges to expedite items, not as a result of AVG’s fault
2. unexpected overtime or shift differential (weekends or after-hours)
3. permits and any/all applicable fees
4. unforeseen major obstructions to installation
5. prolonged delays caused by the client and/or other trades
6. changes in equipment model or quantity, necessitated by changes by others

Additional costs for above exclusions that were not accounted for in the cost of this proposal will be invoiced, upon approval by the client, to the client when incurred by Audio-Video Group.

Insurance for any/all equipment is the obligation of the client upon delivery to the job-site. All equipment shall remain the property of Audio-Video Group until all installation and equipment charges have been paid in full.

This proposal is good for a period of 60 days. Past that period, Audio-Video Group reserves the right to change the project cost due to changes in prices, conditions, or availability.

Stephen Bon, CTS

SIGNATURE OF ACCEPTANCE

I do, as the appointed representative of the client, accept this proposal and agree to abide by the responsibilities and terms detailed in it. *Please attach a copy of your tax exempt certificate if applicable.*

Signature

Title

Printed Name of Above

Date

Attachment: Audio-Video Group (AGI-2014-92 : Appropriation Request - Sound System)



8415 Progress Drive, Suite G Frederick, MD 21701
 800-668-4988/301-668-4448
 301-668-9333 fax

Project Number 11142

06/09/2014 Page: 1

**** QUOTATION ****

Town of Haymarket
 Gene Swearingen
 Town Manager
 P.O. Box 1230
 Haymarket, VA 20168
 C20128 703-753-2600 Fax: 703-753-2800
 gswearingen@townofhaymarket.org

Town of Haymarket
 Gene Swearingen
 Town Manager
 P.O. Box 1230
 Haymarket, VA 20168

Project Title.: Replacement Sound System

2	Biamp-0194.900	NEXIA 10 mic/line inputs and 6 mic/line outputs. DSP for confere	1,249.00	2,498.00
1	Biamp-0268.900	Remote Control; surface-mounted with high contrast OLED display	374.00	374.00
1	Lab Gruppen-992292011	2 x 200 / 200 / 200 W	624.00	624.00
4	JBL-CONTROL 24CT	Control 24C with Transformer. For use on a 70.7V or 100V Distri	109.00	436.00
12	Shure-MX412D/C	CARDIOD-12" Desktop Gooseneck Condenser Microphone Attached 10'	263.00	3,156.00
1	Middle Atlantic-656747076725	10 SPACE (17 1/2"), 18" DEEP BLACK MELAMINE RACK	115.00	115.00
1	Furman-CN-1800S	1 RU PWR/COND/SMART SEQ, 15A, REMOTE SMP	312.00	312.00
1	Middle Atlantic-656747022692	2 SPACE (3 1/2") RACKSHELF	46.00	46.00
1	Middle Atlantic-656747005930	2 SPACE (3 1/2") FLANGED ECONO-BLANK, BLACK	9.00	9.00
1	Middle Atlantic-656747005879	1 SPACE (1 3/4") FLANGED ECONO-BLANK, BLACK	7.00	7.00
1	Listen-LS-16-072-01	ADA Standard Stationary FM System (72 MHz) (North America)	1,348.00	1,348.00
1		Custom panel	19.00	19.00
1000	West Penn-25291B	2 C 22 AWG STRD O/SHLD T/PR JKT, (7x30) Bare CMP	101.00 M	101.00
250	West Penn-254245	CAT5 ECMP	217.00 M	54.25
150	West Penn-25224B	2 C. 18 AWG STRD T/PR JKT	135.00 M	20.25
150	West Penn-25812	RG58/U 20 AWG STRD TC, 95% BC BRAID FLEXIBLE JKT P	445.00 M	66.75
		Equipment Subtotal		9,186.25
		AVG shipping, connectors, hardware...		653.75
		AVG Travel, Engineering, Installation, Travel...		11,045.00

Attachment: Audio-Video Group (AGI-2014-92 : Appropriation Request - Sound System)



Project Number 11142

06/09/2014 Page: 2

** QUOTATION **

8415 Progress Drive, Suite G Frederick, MD 21701
800-668-4988/301-668-4448
301-668-9333 fax

Legend: M=1000Ft

This ** QUOTATION ** is Valid for 30 Days.

=====
\$20,885.00

Stephen Bon, CTS-I, Sales Engineer

I Accept This Quote _____ Date: _____

Sales Terms: 65% Due Upon Acceptance, 35% Due Upon Completion
This quotation is proprietary and cannot be duplicated or dispersed without the written consent of Audio-Video Group, LLC. This quote is good for a period of 30 days. All prices include a 2.5% cash discount. A 15% restocking fee, return S&H, and an administrative fee apply to all cancelled orders, and returned product in new/original condition & packaging, and returned within 30 days. Fed ID# 52-2222541

Attachment: Audio-Video Group (AGI-2014-92 : Appropriation Request - Sound System)



TO: Town of Haymarket Town Council
 SUBJECT: Amend Rules of Procedure
 DATE: 08/04/14

SUBJECT: Draft Amendments to the Town Council's Rule of Procedures

ISSUE: Revise the current Rules of Procedures to reflect the change in time to the Council Work Sessions and the addition of a Consent Agenda in section 5 to the Order of Business.

BACKGROUND:

- Based on the work session held on Tuesday, July 29th at 7pm, council has decided that they would like to amend their scheduled time for the Work Sessions to the last Monday of the month at 5:00pm.
- Council felt that adding a "Consent Agenda" to the order of business would also expedite agenda items that do not require any additional deliberation or discussion.

DISCUSSION:

- Council agreed that this is time that would work for all of them.
- This time is also a little more accommodating for the staff.
- In an effort consolidate the agenda, the "consent agenda" is a tool that should prove useful to approve agenda items that do not require additional deliberation or discussion.
- These agenda items on the consent agenda will still be in the agenda packet and completely assessable by the public.
- Council members can also request that agenda items on the consent agenda be moved back to the action items if they believe there is additional information or discussion about the agenda item.
- This request would need to take place prior to the adoption of the consent agenda.

TOWN MANAGER'S COMMENTS: (July 30, 2014)

- Switching the work session to 5:00pm I think is a great benefit to the Council and staff.
- I believe it would still be convenient to the general public who would like to listen to the work session.
- I believe that it is in our best interest to continue to video the work session as this continues to promote transparency and we have the available technology.
- The consent agenda is a widely used tool in local governments and staff will work to make certain that we have a smooth transition moving into this direction with regard to agenda management.

POTENTIAL QUESTIONS:

- Can everyone on Council make the meeting time?
- Are there any additional changes we need to make to the Rules of Procedure?
- Are there any legal concerns about utilizing the Consent Agenda?

BUDGET IMPACT:

- No impact to adopted fiscal budget.

Motion of Approval:

I move to adopt the resolution to amend the 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 August 4, 2014,

with an effective date of August 5, 2014, by changing the start time of Council Work Sessions from 7:00 PM on the Tuesday prior to the Council meeting to 5:00 PM on the *last Monday of the month* prior to the regular Council meeting. Furthermore, the Town Council amends Section 5, Order of Business for Town Council to now reflect a “consent agenda” line in the agenda to pass multiple agenda items that do not require any further deliberation or discussion.

Motion of Denial:

I move to deny the resolution of amendment to the Haymarket Town Council's Rules of Procedure because...

ATTACHMENTS:

- (2) POL20121113 Council Rules of Procedure - Amended August 4, 2014 (PDF)

Resolution: 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 August 4, 2014, with an effective date of August 5, 2014, by changing the start time of Council Work Sessions from 7:00 PM on the Tuesday prior to the Council meeting to **5:00 PM** on the **last Monday of the month** prior to the regular Council meeting. Furthermore, the Town Council amends Section 5, Order of Business for Town Council to now reflect “consent agenda” line in the agenda to pass multiple agenda items that do not require any further deliberation or discussion.

Resolution: 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 December 2, 2013, with an effective date of December 3, 2013, by changing the start time of Council Work Sessions from 3:00 PM on the Tuesday prior to the Council meeting to 7:00 PM on the Tuesday prior to the Council meeting.

Resolution: ADOPT 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 with an effective date of November 13, 2012, as set forth hereafter:

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:

Tuesday, prior to regularly scheduled Council meeting, 7:00 p.m. – Work Session
 First Monday of the month, 7:00 p.m. – Regular meeting

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 2-2. 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 abode 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 abode 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 July of each year in which a Council election is held 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.

Section 2-7. Procedure for Election of Vice Mayor

A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:

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

B. The Vice Mayor shall serve until a successor is elected by the Town Council.

Section 2-8. Seating Arrangement

The Mayor shall occupy the center seat on the dais. Members of the Council shall select among seats according to seniority, unless determined otherwise by Council.

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 call a brief recess at any time;
4. 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.
- C. Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.
- D. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.
- E. 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. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.
- F. 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 the Friday prior to the Tuesday work session and the Thursday prior to the Monday regular Council meeting .

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 for public information as promptly as possible.

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

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

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Public Hearings (if any)*
4. *Approval of the meeting minutes*
5. *Citizens' Time*
6. *Updates*
7. *Consent Agenda*
8. *Agenda Items*
9. *Appropriations*
10. *Department Reports*
11. *Closed Session*
12. *Councilmember Time*
13. *Adjournment*

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

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

D. *Council elected to begin adopting a "consent agenda" based upon recommendation of the Mayor, Clerk and Town Manager for issues that do not need any additional discussion or deliberation by the Council. Please note, that any member of Council can request of the Mayor to remove an agenda item from the consent agenda prior to the adoption of the consent agenda.*

Section 5-3. Citizen Participation

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

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Thursday 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. There shall be a time limit for each individual speaker of 5 minutes.
8. A representative of a group may have up to ten (10) minutes to make a presentation. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

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

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

11. 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.

12. 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 12:00 noon on the Tuesday preceding 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 profanity or vulgar language or gestures;
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. Make non-germane or frivolous statements;
5. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
6. Engage in behavior that intimidates others;
7. Address the Council on issues that do not concern the services, policies or affairs of the Town.

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 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. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

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

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

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

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

Section 6-4. Action by the Council

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

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

Section 6-5. Motions

A. Informal discussion of a subject is permitted while no motion is pending.

B. Any voting member may make a motion.

C. Voting members are required to obtain the floor before making motions or speaking, which they can do while seated.

D. A voting member may make only one motion at a time.

E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Substantive Motions

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

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

Section 6-7. Procedural Motions

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

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

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

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

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

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

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

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

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

(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. A motion to reconsider may not be used in a land use decision involving a rezoning or a conditional use permit.

Section 6-8. Debate

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

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

Section 6-9. Duty to Vote

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

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

Section 6-10. Method of Voting

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

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

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

Section 6-11. Decisions on Points of Order

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

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.

B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, Police and Historical Commission. 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.

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.



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, July 1, 2014

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present.

2. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically personnel matters

A(7) Consultation with legal counsel on personnel issues

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

B. Certification of Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

C. Amend the Agenda

Move to amend the agenda an item considering limiting the Chief's personnel powers

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

3. Agenda Items

A. Police Department Personnel Matters

Minutes Acceptance: Minutes of Jul 1, 2014 7:00 PM (Minutes Acceptance)

Move that the authority of all personnel matters of the police department will rest with the Town Manager, effective immediately

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Pam Swinford, Councilwoman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

B. Directive

The Town Council gives the Town Attorney the authority to proceed with Council's recommendation, as discussed in closed session

C. Check Signing Policy

Move to adopt the payables, receivable, and check signing policy for the Town of Haymarket this July 1, 2014. It is further moved to create a finance committee as identified within the draft policy. Furthermore it is moved to approve Resolution 20140701-1, authorizing check signing authority.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Chris Morris, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Authorization of Check Signers - Brian Henshaw

Move to adopt Resolution 20140701-2 Authorizing Joe Pasanello, Pam Swinford, Brian Henshaw, & Renee DuBiel as signers on all bank accounts held with The Fauquier Bank and to identify Councilman Pasanello as the Finance Committee Chair & Pam Swinford as a member of the Finance Committee

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

E. Mayoral Veto - Termination of Employment

F. Mayoral Veto - Town Council Actions of 06-27-2014

Move to override the Mayoral Veto of July 1, 2014, vetoing all action take by the Town Council on Friday, June 27, 2014

RESULT: DEFEATED [1 TO 5]
MOVER: Steve Aitken, Councilman
SECONDER: Pam Swinford, Councilwoman
AYES: Steve Aitken
NAYS: Swinford, Caudle, Morris, Woods, Pasanello

G. Draft Town Council Agenda for July 7, 2014

4. Councilmember Time

- A. Joe Pasanello
- B. Chris Morris
- C. David Leake
- D. Pamela Swinford
- E. Matt Caudle
- F. Kurt Woods
- G. Steve Aitken

5. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Jul 1, 2014 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, July 7, 2014

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present.

2. Invocation - Rev. David Jones

3. Pledge of Allegiance

4. Public Hearing

A. Planning Commission Public Hearing

Chairman Weir calls the Planning Commission public hearing to order:

Roll Call: Ring, Mattox, Weir (Johnson absent)

Ring moves to hold the public hearing open for action at the regular meeting of the Planning Commission on July 14, 2014. This is being continued until such time it is confirmed that the Town is operating under a valid budget, Mattox seconds;

Roll Call Vote: Ayes: Ring, Mattox, Weir Nays: 0 Absent: Johnson

Ring Moves to adjourn, Mattox seconds;

Ayes: Ring, Mattox, Weir Nays: 0 Absent: Johnson

B. Special Use Permit - 6850 Track Court - In home business

The Town Council will not hold the public hearing until such time a recommendation is made by the Planning Commission

5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Jun 2, 2014 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

B. Mayor and Council - Continuation Meeting - Jun 5, 2014 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

C. Mayor and Council - Special Meeting - Jun 19, 2014 7:00 PM

Minutes Acceptance: Minutes of Jul 7, 2014 7:00 PM (Minutes Acceptance)

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Mayor and Council - Special Meeting - Jun 23, 2014 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

E. Mayor and Council - Special Meeting - Jun 27, 2014 6:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

F. Mayor and Council - Special Meeting - Jun 30, 2014 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

6. Citizen's Time

A. Citizen's Time Procedures

No public comment

7. Agenda Items

A. Special Use Permit - 6850 Track Court

B. Request to Council - Haymarket Quilters - Pat Widner

Move that the Town Council allow the Haymarket Quilters to use the Town Hall facilities at no charge for six dates, to be determined.

Discussion: *Aitken would like it noted that even though the Town ordinarily allows the use of the facility, at no charge, only four times throughout a one year period, the Haymarket Quilters have done extra work for the Town and it is more than worth the two extra days.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Matt Caudle, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

C. Appropriations Policy - Renee DuBiel

Move that the budget be appropriated annually, and that the Town Council approve discontinuing the current practice of quarterly appropriations.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Pam Swinford, Councilwoman
SECONDER: Chris Morris, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Spending Policy - Brian Henshaw

Move to adopt the draft amendment to the Town of Haymarket's Policies on Expenditures of Town Funds this July 7, 2014 as amended

Minutes Acceptance: Minutes of Jul 7, 2014 7:00 PM (Minutes Acceptance)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Chris Morris, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

E. Haymarket Code 42-2 - Martin Crim

Move to adopt the changes, as recommended by the Town Attorney, to section 42-2 Tax Collection and Section 42-3.

Sec. 42-2. Tax collection.

(a) All taxes levied for town purposes shall be due and payable in a single installment.

Sec. 42-3. Delinquencies; penalties; interest

License applications and annual returns of taxable tangible personal property, machinery and tools and merchants' capital, and payments of taxes or levies on real estate and tangible personal property, machinery and tools and merchants' capital, shall be delinquent on the day next after they are due, at which time a penalty of five percent of the amount due shall be additionally assessed. Interest on delinquent amounts due under this section shall accrue at eight percent per year, beginning on the first day following the day such taxes are due.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

F. Vice Mayor Appointment - Mayor David Leake

The Mayor opens up the floor for nominations for Vice Mayor

Pasanello nominates Steve Aitken & Pam Swinford. He feels they are both worthy candidates and they both have experience with service to the Town.

Mayor closes the floor for nominations

Discussion: *Swinford is caught unaware, she will let the vote decide. Aitken thanks the Council for the opportunity*

RESULT: ADOPTED [UNANIMOUS]
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

G. Harrover Master Plan Committee - Mayor David Leake

The Mayor feels the committee should be composed of two Council members, a couple of staff members, ARB member, PC member.

H. Planning Commission Liaison

Move to appointment Matt Caudle as Council liaison to the Planning Commission. Mr. Crim reminds that this would be a voting member of PC and the term would coincide with the Council term.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Chris Morris, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

I. Architectural Review Board Liaison

Move to appoint Pam Swinford to the Architectural Review Board as the Council liaison. Term to run with her Council term.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

J. Mobile Data Computers Service Fees

Move to authorize the Town staff to process the invoice from the Prince William County Government for the FY 2014 Technology Charges as identified within this report and agreed upon by the Town within the attached MOU dated April 4, 2007 with the County.

Discussion: *Aitken reminds that this is something the Town Police uses on a daily basis. We will continue to work with Supervisor Candland to see if these fees can be off-set. Pasanello clarifies that this fee will be double for FY 2015. The MOU that is signed by the Town and County does address this fee and says it should be paid by the Town annually. The fee is for a service, accessing their network. We do have alternative options, but staff feels the County network is the best option for now. Dumfries operates through a third party provider.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

K. 15020 Washington Street - Repairs - Brian Henshaw

Action on this item is not necessary now that the new spending policy has been approved

L. 15000 Washington - the Very Thing Repairs

Action on this item is not necessary now that the new spending policy has been approved

M. Building Department Fee Schedule - Brian Henshaw

Move to approve the amended Fee Schedule as identified in Section 10-5 of the Town Code which identifies "A schedule of fees for permits issued pursuant to this chapter, as adopted and amended by the Council, shall be maintained on file in the office of the Town Clerk and shall be available for public inspection during regular business hours" as amended by the Town Attorney, striking the word "penalty". Mr. Crim asks that it simply say "Note" Permit fees double for work perform to any structure within Town prior to obtaining the proper permits.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pam Swinford, Councilwoman
SECONDER:	Chris Morris, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

8. Department Reports

- A. Treasurer's Report - Renee DuBiel**
- B. Building Official's Report - Joe Barbeau, Jr.**
- C. Engineer's Report - Holly Montague**
- D. Police Report - Chief James Roop**
- E. Planner's Report - Marchant Schneider**
- F. Museum Report - Denise Hall**
- G. Town Manager's Report - Brian Henshaw**

The Town Manager announces that three grants through VDOT have been approved for the Town. There is no match required from the Town and the funds will be used for safety improvements to three of the four railroad crossings in the Town. These efforts were made possible by volunteers Joe Pasanello, Eric Titleman, and John Cole. Aitken thanks the volunteer committee and Brian Henshaw for their work on these grants and on the Quiet Zone.

The Town Manager is recommending committees for the 2014-2016 Council. The meetings would be open to the public and would advise the Council as needed.

Personnel Committee -	Joe Pasanello & Kurt Woods
Public Safety -	Chris Morris & Steve Aitken

Public Facilities - Chris Morris & David Leake
 Finance Committee - Pam Swinford & Joe Pasanello

9. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically personnel matters of the police department

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Steve Aitken, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

B. Certification of Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

C. Direct the Town Attorney

Move to direct the Town Attorney to proceed as discussed in closed session

RESULT: ADOPTED [UNANIMOUS]
MOVER: Chris Morris, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Council Directives

Council would like to add a continuation meeting for July 10, Thursday @ 6pm

10. Councilmember Time

- A. Chris Morris
- B. Pam Swinford
- C. Kurtis Woods
- D. Matthew Caudle
- E. Joe Pasanello
- F. Steve Aitken
- G. David Leake

11. Adjournment

A. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Steve Aitken, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Jul 7, 2014 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, July 8, 2014

4:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 4:00 PM

called the meeting to order.

1. Call to Order

A. Opening Statements - Brian Henshaw

2. Agenda Items

- A. Mike Chandler - Consultant
- B. Dinner with Staff
- C. Staff Introductions & Presentations
- D. Wrap Up Session - Mike Chandler

3. Adjournment

Minutes Acceptance: Minutes of Jul 8, 2014 4:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Thursday, July 10, 2014

6:00 PM

Council Chambers

A Continuation Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

2. Agenda Items

A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically personnel matters of the police department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Steve Aitken, Vice Mayor
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

B. Certification of Closed Session

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Steve Aitken, Vice Mayor
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

C. Chief Roop

Move to accept the resignation of Chief James Roop, effective immediately

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Matt Caudle, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

D. Hire Interim Chief of Police

Move to hire Greg Smith as interim part-time Chief of Police at a rate of \$55 per hour. Mr. Smith will retain all authority with regard to personnel and overall responsibility of the Police Department reverts from the Town Manager to Greg Smith

Minutes Acceptance: Minutes of Jul 10, 2014 6:00 PM (Minutes Acceptance)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Aitken, Vice Mayor
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

3. Council Member Time

Morris

- He would like to see if there are qualified individuals in the Town who could assist on the 4 committees
- He thinks the Town should be writing articles to submit to the newspapers. He thinks that further educating the public from the Town's perspective. He believes it would help kill the gossip.

Swinford

- She would like on the next agenda the consideration of additional staffing on the ARB and PC

Woods

- Nothing this evening

Caudle

- He has spoken with a few businesses; it was suggested that we have some type of business liaison from the staff. There seems to be a lot of unrest on how business friendly we are.
- He thinks it is a good idea to have a flat rate for payment to the Council members.
- With regard to events, he feels the Town businesses should have the first right of refusal to participate in the Town events rather than having competing business

Pasanello

- He feels we need to develop an outreach plan to the businesses and to the residents. We really need to hear from the public and get their input

Aitken

- He would just like to say that for once, he is looking forward to the next two years

A. Town Attorney Opins on Validity of Adopted Budget

Question that was raised by Mr. Bob Weir's email

Martin Crim - Town Attorney, Parliamentarian

Mr. Weir, Chair of the Planning Commission raised an issue that in his view the Town was not operating with a valid budget. He thanks Mr. Weir for bringing his concern to the Town. What Mr. Weir is questioning is with regard to the process. On June 23, 2014 there was a resolution for the adoption of the FY 2015 budget, reflecting no tax rebate. On June 27 Council voted to rescind that budget vote and to adopt a resolution adopting the 2015 budget with amendments. In the interim the Town Council resolved to have the rebate issued in FY 2014. There were a number of motions that were made, then there was a veto on July 1. The resolution to adopt the 2015 Budget with amendments on June 27 was vetoed. Mr. Weir's concern is with regard to the "motion to reconsider" the June 23rd adoption of the FY 2015 budget. He does feel the Town has a valid budget.

The Town Charter in Article III, Section 1 (8) provides a three-step process for the adoption of ordinances and resolutions that have the effect of an ordinance. First step is the Council votes on it; second step is the Mayor either signs it or vetoes it, and if he vetoes it, he gives his reasons for vetoing it; third step is if the Mayor has vetoed it, then it is subject to an override vote by 2/3 of the Council.

Then Roberts Rules of Order discusses the motion to reconsider suspends all action that depends on the result of the vote to be reconsidered either until the motion to reconsider has been voted on and if the motion is adopted until the reconsideration is completed or if the motion to reconsider is not taken up until the suspension terminates. So one of two things happens: When the motion to reconsider is made it suspends the action that is being

reconsidered either A) until the motion to reconsider has been voted on, and if its adopted until the reconsideration is completed, or B) time passes and the reconsideration motion is not voted on. Then the effect of the adoption of the motion to reconsider is immediately placed before the assembly again on the question of the vote that is being reconsidered and the exact procedural position. So what happened was, a motion was made to reconsider the June 23rd adoption of the budget, that action placed the matter back before the Council and then the motion was passed to reconsider, that action placed the budget back before the Council for further action. So the effect of the motion to reconsider on June 27 was to suspend the prior resolution of June 23rd not to annul it but simply to suspend it until the reconsideration was complete. Remember, there is a three step process for voting on any motion, vote, veto, override. So that reconsideration was never completed. The June 27th motion to reconsider did not nullify the prior budget it merely suspended that budget approval until the reconsideration was completed. Due to the Mayoral veto and the lack of an override, the reconsideration was completed with the reconsideration of the motion failing to have been adopted. In other words, the reconsideration failed because it didn't get to the override stage. At that point the suspension of the June 23rd motion, ended. The June 23rd budget was suspended and when the suspension ended, that budget came back into effect. Upon the completion of the reconsideration the motion to amend failed, the suspension of the resolution of the June 23rd budget adoption was lifted and you have the original budget of June 23rd. Mr. Crim's read of the parliamentary procedure, the Town Charter, and the actions that were taken by Council is that the Town has a valid budget currently.

B. Mayor Leake

The Town honors and appreciates the years of dedication and service that Chief Roop has given to the Town of Haymarket and we wish him the best in his future endeavors. At the same time, we are looking forward to the opportunity to explore the new direction under interim Chief Greg Smith and continue the mission of the Haymarket Police Department to serve and protect the citizens and the businesses of the Town

4. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Jul 10, 2014 6:00 PM (Minutes Acceptance)



PUBLIC SAFETY COMMITTEE

COMMITTEE ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Tuesday, July 22, 2014

7:00 PM

Council Chambers

A Committee of the Committee - Public Safety of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

called the meeting to order.

1. Call to Order

Councilman Chris Morris: Present, Town Manager Brian Henshaw: Present, Mayor David Leake: Present, Vice Mayor Steve Aitken: Present, Chief of Police Greg Smith: Present.

2. Agenda Items

A. Community Policing

The committee utilized this concept of Community Policing to discuss various topics as it relates to Community Policing. Chairman Morris expressed a desire to have the officers spend more time visiting and getting to know business owners and employees. He also expressed that sees the officers on patrol, but rarely out of the cars and walking the street or visiting businesses. Mr. Aitken added that the general misconception from a business owners standpoint seems to be that of "what did we do wrong?" when we are visiting or getting to know the business owners on a regular basis.

Interim Chief Smith stated that he felt this was a balancing act. Many officers when they are not used to this style of policing, because they would rather be concentrating on proactive police work. Through this discussion the committee decided that a good way to accomplish both is by having the officers' start with stopping by local businesses to update their emergency contact information. Mayor David Leake mentioned that he had a good example of an emergency contact form that he would forward to the Town Manager to get to the Police Department.

Interim Chief Smith also talked about the image of the Police Department from the stand point uniforms and the importance of upgrading and requiring officers to wear ballistic vests. Currently, there are no requirements to wear a vest all the time and currently issued vests are bulky and uncomfortable. Therefore, officers are wearing their own vests that they have purchased or simply not wearing them. Chief Smith feels that this is a priority that we need to address, along with the possibility of updating the uniforms due to disrepair and moving away from the optional military style uniform because as of right now they are the more comfortable option. Chief Smith will continue to look into the possibilities and come back to the committee with suggestions and cost estimate.

Interim Chief Smith expressed that he would look into some of these ideas about community policing and will be prepared to report back to the committee.

B. Chief Smith's Initial Assessment

Chief Smith provided a brief synopsis of what he has done since starting with the Town. The following is a general list of what he has been working on:

- Held individual meetings w/ officers
- Eye-balled the Equipment
- Working maintaining continuity
- Assessed the state of uniforms (noticed need for some replacements)
- Scheduled inventory of the Evidence room
- Visiting businesses
- Generally reviewed all policies
- Working with the Outside Investigators/ still do not have enough information to report back.
- Physically the department is doing alright. We have one officer out on medical leave at this time.

- Working on the overall outlook with regard to moving the Department forward.

C. Uniforms-Rebranding-Ballistic Vests

Interim Chief Smith also talked about the image of the Police Department from the stand point uniforms and the importance of upgrading and requiring officers to wear ballistic vests. Currently, there are no requirements to wear a vest all the time and currently issued vests are bulky and uncomfortable. Therefore, officers are wearing their own vests that they have purchased or simply not wearing them. Chief Smith feels that this is a priority that we need to address, along with the possibility of updating the uniforms due to disrepair and moving away from the optional military style uniform because as of right now they are the more comfortable option. Chief Smith will continue to look into the possibilities and come back to the committee with suggestions and cost estimate.

Interim Chief Smith expressed that he would look into some of these ideas about community policing and will be prepared to report back to the committee.

D. New Traffic Pattern - Washington/Jefferson Streets

The committee briefly discussed the newly striped intersection at the stoplight at Washington and Jefferson Street. In general, the Chief reported that we have not had any issues so far. The PD did place the cones out near the intersection to deter pedestrians from walking immediately near the street. Chairman Morris inquired if it would be necessary to have an officer stationed near the intersection. Chief Smith did not feel that was necessary. In general, the committee agreed that the change seems to be working and that the lanes seem slightly wider than anticipated.

E. General Discussion

I-66 Patrol: Chairman Morris questioned if it was needed for the Town Police Department to be out on I-66. Mayor Leake was led to believe that it was part of the regular patrols. Mr. Henshaw stated that he did not believe that they were out on I-66 as frequently as a while ago. Chief Smith essentially said that there are some benefits to patrolling I-66, but stressed that it is a balance and that by no means should that be our main patrolling duties. Chief Smith explained how being out on I-66 during late night hours involves more active policing, plus it leads to working relationships with our State Police, which is beneficial when we are called to assist on a call. In general, the committee felt that the decision was ultimately up to the Chief.

24- Hour Coverage: Chairman Morris asked that the Interim Chief could look into the benefit of the Town providing 24-hour coverage and rather or not we are able to achieve it. Mr. Aitken stated that the chances of achieving true 24-hour coverage for a PD our size may never really be obtained. Chief Smith explained that between vacations, court appearances and other similar issues there will always be a gap. Currently we are operating on a modified schedule that achieves the maximum coverage for our size. This discussion led to a discussion of the role of the Deputy Chief with regard to patrolling. Chief Smith stated that the Deputy Chief does spend a good bit of time out of the office on patrol and truly in a department the size of our department, even the Chief should have a role in patrolling as well. In general, the committee asked the Interim Chief to assess the best ways to maximize the use of the 6 officers that we do have. The Interim Chief felt he would need more time to address these issues.

General Orders: The committee inquired as to where we are as a Department with our general orders. The Chief gave his initial findings after a cursory review of the general orders. He explained to the committee how the general orders are combination policy and training. It requires cross training and that to have a successful and well organized General Orders it requires good policy being supplemented with good training enacting the policies. Chief Smith's assessment was that operationally everything seemed sound; however the body of the policies was messy that in some sections that lacked clear direction. He found lots of notes of changes to be made, but there are no records of the change taking place. He felt that there are certain areas that need to be addressed and that cleaning up these sections were the most important. He did not go into specific areas, but stated that these are the issues that the attorney's would need to review, however there are other sections that could be copied and rewritten based on surrounding jurisdictions. Mr. Henshaw also stated that once these changes are made to the General Orders, the General Orders need to be recognized and approved by the Council, however this would not necessarily allow the Council to make major changes, because like by-laws for another body in the Town's Government (like the Planning Commission) governs

themselves by their by-laws and the Town Council's role to recognize the adoption of the document.

Training: The committee raised the issue of training and questioned rather or not we should join the Prince William County Training Academy verses being part of the Rappahannock Training Academy. The Chief explained the advantages and disadvantages of joining the Prince William County Training Academy and discussed some possible reasons why this relationship has not been created in the past. The committee asked the Interim Chief to explore these possibilities.

Resources: Mayor Leake inquired about the state of the police department equipment. Chief Smith discussed that he has only had the opportunity to perform a cursory review of the equipment. He stated that he would need more time to explore and report back.

Phone Coverage: The committee generally inquired about the difficulties of reaching someone at the department after hours. The Chief expressed some concerns of having the officers having to field calls while out on patrol after hours. We discussed that maybe we need to provide better voice mail, information about who to contact after hours. It was also discussed that administratively we will look into phone systems and encouraging the staff, including the officers to check the general mailbox while on duty after regular business hours more frequently. Mr. Henshaw also mentioned that we are working on improving communications by outfitting key staff members with town issued cell phones and could look into issuing the officers phones as well.

Inventory and Evidence Room: The committee inquired if the Chief has had an opportunity to go over the inventory or go through the evidence room. Chief Smith stated that he has not had the opportunity to go through the inventory as of yet and that he has scheduled two former retired colleagues to perform an audit of the evidence room. Furthermore, the Chief stated that this is a common practice and is a good practice to have done annually. Mr. Aitken did inquire about the process of evidence recordation and how long the Town maintained custody of evidence. Chief Smith explained the process.

Interim Status: Mr. Aitken inquired about the length of time or how long before we start searching for a permanent replacement. Mr. Henshaw stated that graciously Mr. Smith is here to establish some new foundations for the department and we would want to utilize his experience and expertise in finding us a permanent replacement; however that might take 6 months or longer to get to that point. In general, this time may be what the Council needs to truly have an organizational assessment and that Interim Chief Smith may be able to provide the long term answers to these questions about directions and needs.

Citizen Comment Period

Typically, there is not a citizen's comment period during sub-committee meetings; however, Chairman Morris opened the floor to our citizen attendees. Mr. Ring expressed concerns of not really knowing what was going on from a residents point of view and felt that this was not at the fault of the Interim Chief Smith, but was concerned about the amount of information or lack thereof that the Council has released. He felt that this subject was a fairly polarizing issue for a community and wanted to present these concerns from informative process.

In general, the committee felt that it would be in the best interest to provide additional information through a letter to residents or a more formalized statement by the Town Council and would discuss in greater detail with the Town Council at the work session.

Chairman Morris concluded the meeting by stating that he would work with Vice Mayor Aitken on setting a more permanent time for the standing meeting and that this time would be announced.

Hearing no additional comments, Chairman Morris adjourned the meeting at 8:10pm.



FINANCE COMMITTEE

COMMITTEE ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, July 23, 2014

2:00 PM

Council Chambers

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

called the meeting to order.

1. Call to Order

Town Clerk Jennifer Preli: Present, Councilman Joe Pasanello: Present, Deputy Clerk Sherrie Wilson: Present, Town Manager Brian Henshaw: Present, Vice Mayor Steve Aitken: Present.

2. Agenda Items

A. VML/VACO Investment Pool

Ms. Preli briefed the committee on the background of this initiative with the previous Council but is proposing that the Town Council act on the investment initiative. Ms. Preli is recommending that the Town make a modest initial investment of \$100,000 into the VML/VACO Investment Pool. Furthermore she explained the process for joining and the committee discussed some of the risks and merits to joining in the pool.

After a brief discussion, Chairman Pasanello and Vice Mayor Aitken felt like this was a good idea and asked Ms. Preli to forward a recommendation and the resolution to the Council for the work session. Chairman Pasanello was going to review the VML/VACO information in greater detail and asked if Ms. Preli could find out how many Virginia jurisdictions is currently part of the investment pool before the Council work session.

B. Real Estate Tax Collection - Due Date Change

Based upon concerns raised by Chairman Pasanello, the staff looked into options to soften the change in the tax due date for the coming year's due date. In response to the concerns, staff has recommended that we include a note on the tax bill that no penalties or interests will be applied to the bill for this year until the former due date of March 1, 2015. The following fiscal year the due date will be December 5, 2015 as stated in the revise tax section of the code. Chairman Pasanello felt that this is fair compromise, but did raise the question of how this change may affect the business community.

C. Treasurer Responsibilities - Interim Solutions

Mr. Henshaw briefly explained what his plan was with regard to replacing the recently resigned Treasurer's position. He explained that he felt that Ms. Wilson could handle the majority of the day to day operations and recommended, per staff recommendation to him, to bring in Mary Earhart, a consultant in on a quarterly basis or on an as needed basis. Chairman Pasanello and Vice Mayor Aitken asked Ms. Wilson her opinion on the suggested role and new responsibilities. Ms. Wilson stated that she was excited about the opportunity, but did not anticipate much change from what she currently does on a day to day basis. Ms. Preli did state the importance of continuing education and providing Ms. Wilson with the opportunities to function in that capacity of the Treasurer for the Town while at the same time making sure that we have enough cumulative staff to fill in any needed gaps in service.

D. Treasurer's Report

Ms. Wilson briefly presented the Treasurer's report and inquired about what the committee, representing the Council would like to see included in the Treasurer's report. Chairman Pasanello stated he would like to see a balance sheet included, but otherwise a summation of the budget is a good place to start. It was agreed that specific questions could be presented to Ms. Wilson and we could continue to develop the Treasurers report as needed.

E. Sound System Proposals

Ms. Preli presented her recommendation for the replacement of the sound equipment for the Council Chambers. Chairman Pasanello and Vice Mayor Aitken felt comfortable with the

Minutes Acceptance: Minutes of Jul 23, 2014 2:00 PM (Minutes Acceptance)

recommendation and forwarded the recommendation the Council.

In general, it was discussed about what purchases would constitute coming to the sub-committees. Mr. Henshaw stated that the best approach would be to follow the newly amended spending policy, which states that anything over \$10,000 would require a bid process and final approval by Council.

F. Pay Structures

Mr. Henshaw briefly presented the draft Council Pay Structure Policy for review. Vice Mayor Aitken and Chairman Pasanello discussed the merits and decided that this is a starting point and deferred the matter to the work session.



TO: Town of Haymarket Town Council
 SUBJECT: Planning Commission & ARB Membership
 DATE: 08/04/14

SUBJECT: Addition of two members to the Planning Commission and Architectural Review Board.

ISSUE: Per the Council's discussion at the Work Session held on Tuesday, July 29th, the Council is looking to add two new members to the PC and ARB.

BACKGROUND:

- Council discussed the possibilities of adding additional members to the PC and ARB.
- Town Attorney advised the Council, that per State Code, jurisdictions are allowed to add up to as many as 15 members to the Planning Commission and are required to have 5 at the minimum. The Architectural Review Board is more under the purview of the Council and has no true limit on the number of members.
- It was discussed that there will need to be some Zoning Ordinance amendments; however these would be in the months to come.

DISCUSSION:

- Once a decision is rendered by the Council, if the Council decides to add additional members to the appointed boards of the Council, Council would authorize the Town Clerk to advertise these open positions to the Planning Commission and Architectural Review Board.
- Historically, the Town has just accepted a letter of interest in serving accompanied by the applicant's resume. However, if the Council wishes, staff could draft an actual application and review process.

POTENTIAL QUESTIONS:

- Does the Council want an actual application and review process created?
- Should Council or committee thereof interview for these appointments?
- Does anyone have any potential appointees in mind?
- How long should the Zoning Text Amendments take to draft and bring back to the Council?

BUDGET IMPACT:

This decision will have a negative impact on the adopted 2015 fiscal budget. Staff will be recommending a budget amendment at the next scheduled Council meeting to cover the additional appointee's compensation. Furthermore, additional impacts may be encumbered due to additional training; however staff will look for ways to maximize this year's fiscal budget and further address the issue in the 2016 Fiscal Budget.

RECOMMENDATION:

There is no formal recommendation from staff at this time as the request and recommendation came from Council. However, staff does not see that there are any concerns with adding additional members to these appointed boards of Council.

MOTION:

Motion of Approval:

I move to approve the addition of two members to the Planning Commission per the State Code 15.2-2212 that allows jurisdictions in the State of Virginia to have up to fifteen members on the appointed Planning Commission. Furthermore, I move to approve the addition of two members to the Town's

Architectural Review Board and authorize the Town Clerk to advertise the open positions to the PC and ARB as soon as possible.

Motion of Denial:

I move to deny the addition of two members to the Planning Commission and Architectural Review Board because...



TO: Town of Haymarket Town Council
 SUBJECT: VML/VACO Investment Pool
 DATE: 08/04/14

SUBJECT:

Resolution authorizing the Town of Haymarket's participation in the VACO/VML Investment Pool Trust Fund for the purpose of investing funds belonging to the Town of Haymarket in certain authorized investments in accordance with Sections 2.2-4501 and 15.2-1300 of the Code of Virginia.

BACKGROUND:

- In November 2013, staff attended a work shop held courtesy of the Northern VA Regional Commission regarding the investment pool. Having had just begun the construction phase of the street scape project, it was decided that it would be in the Town's best interest to wait to invest its surplus funds until the project was significantly under way.
- The Town currently has all of its funds, approximately \$1.9 million, on deposit with The Fauquier Bank in various accounts types, the highest of which is yielding .20% annually. The Virginia Investment Pool ("VIP") is a pooled investment program that local governments and other political subdivisions use to invest assets they expect to hold for one year or longer. Joining the trust is legally authorized as a joint exercise of public powers under Va. Code Section 15.2-1-1300. The law requires counties, cities or towns to adopt an ordinance to approve any arrangement to exercise powers jointly with other governmental units.
- The first step is for the Town of Haymarket to adopt the attached Ordinance #20140804-1. This Ordinance authorizes the participation and also authorizes the designee of the Town to execute the Joinder Agreement (also attached for your review)
- Once the ordinance has been approved by the Town, the Treasurer, currently Brian Henshaw executes a Trust Joinder Agreement, which indicates that the Town of Haymarket is becoming a participant in the VACo/VML Virginia Investment Pool and is bound by the terms of the Trust Agreement. The Trust Agreement has been executed by the founding participants, the Cities of Chesapeake and Roanoke.
- The final step is to complete an application and submit it along with the executed Ordinance and Trust Joinder Agreement. As soon as the Board of Trustees of the Virginia Investment Pool accepts the Joinder Agreement, VACo/VML will open a Participant account for the Town of Haymarket at Regions Bank (the custodian bank).

DISCUSSION:

- There are approximately 24 localities that have executed the Ordinance and approximately 18 of those localities are on deposit.
- Included in your packets are handouts describing the program, including the investment risks, policies and procedures, the procedure for starting an account.

BUDGET IMPACT:

- This policy has no effect on the adopted 2015 budget, funds would come from cash on hand.

RECOMMENDATION:

- It is recommended that the Town Council adopt the attached ordinance so that the Town can begin investing in the pool.

RECOMMENDED MOTION:

Move to adopt Ordinance 20140804-1 authorizing the Town of Haymarket's participation in the VACO/VML Investment Pool Trust Fund for the purpose of investing funds belonging to the Town of Haymarket in certain authorized investments in accordance with Sections 2.2-4501 and 15.2-1300 of the Code of Virginia.

ATTACHMENTS:

- 02-ORDINANCE 20140804-1 (PDF)
- 02-Investment Pool 2014 (PDF)
- 03-Custom Total Return for Report_VML (40529) Annualized June 30 2014 (PDF)
- 03-VIP Joinder Agreement (2) (PDF)

**AN ORDINANCE TO AUTHORIZE PARTICIPATION BY THE TOWN OF HAYMARKET IN THE
VACO/VML VIRGINIA INVESTMENT POOL TRUST FUND FOR THE PURPOSE OF INVESTING IN
ACCORDANCE WITH SECTION 2.2-4501 OF THE VIRGINIA CODE**

ORDINANCE #20140804-1

WHEREAS, Va. Code § 15.2-1500 provides, in part, that every locality shall provide for all the governmental functions of the locality, including without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

WHEREAS, the Investment of Public Funds Act (Va. Code §§ 2.2-4500 through 2.2-4519) details the eligible categories of securities and investments in which municipal corporations, other political subdivisions and other public bodies are authorized to invest funds other than sinking funds, belonging to them or within their control; and

WHEREAS, Va Code § 15.2-1300 provides that any power, privilege or authority exercised by any political subdivision of the Commonwealth of Virginia may be exercised jointly with any other political subdivision having a similar power, privilege or authority, by agreements with one another for joint action in accordance with the provisions of that Code section; and

WHEREAS, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have jointly established and participate in the VACo/VML Virginia Investment Pool (the "Trust Fund") for each such city; and

WHEREAS, it appearing to the Town Council of the Town of Haymarket that it is otherwise in the best interests of the Town of Haymarket to become a participating locality in the Trust Fund; and

WHEREAS, Brian Henshaw, the Treasurer Town of Haymarket, has the authority and responsibility under Virginia law to determine the manner in which public funds other than sinking funds under his/her control will be invested;

NOW, THEREFORE THE TOWN COUNCIL OF THE TOWN OF HAYMARKET HEREBY ORDAINS:

§ 1 That the Town Council of the Town of Haymarket hereby establishes a trust pursuant to Section 2.2-4501 of the Virginia Code for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the

Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund. A copy of the VACo/VML Virginia Investment Pool Trust Fund Agreement (the "Agreement") is attached and incorporated in this ordinance as Exhibit A.

§ 2 That the Town Council of the Town of Haymarket agrees to become a "Participating Political Subdivision" in the Trust Fund, as further defined in the Agreement.

§ 3 That the Town Council of the Town of Haymarket does hereby designate the Treasurer of the Town of Haymarket to serve as the trustee of the Town of Haymarket with respect to the Trust Fund, and to determine what funds under the Treasurer's control shall be invested in the Trust Fund.

§ 4 That the Town Council of the Town of Haymarket hereby authorize the Treasurer to execute and deliver the Trust Joinder Agreement for Participating Political Subdivisions under VACo/VML Virginia Investment Pool ("Trust Joinder Agreement"), a copy of which is attached and incorporated by reference in this ordinance as Exhibit B.

§ 5 This ordinance shall become effective upon its adoption.

Exhibits: VACo/VML Virginia Investment Pool Trust Fund Agreement ("Exhibit A")
Trust Joinder Agreement ("Exhibit B")



VACo/VML Virginia Investment Pool
INFORMATIONAL STATEMENT

November 12, 2013

The VACo/VML Virginia Investment Pool is a governmental trust established through the joint exercise of powers of its Participants. VIP is administered by VML/VACo Finance, 919 E. Main Street, Suite 1100, Richmond, VA 23219 Phone (804) 648-0635 Fax (804) 783-2286 valocalfinance.org



VACo/VML Virginia Investment Pool
INFORMATIONAL STATEMENT

MEMBERS OF THE BOARD OF TRUSTEES 2013-2014

Barbara O. Carraway, MGT, CPA
Chairman
City of Chesapeake

Evelyn W. Powers, MGT
Vice Chairman
City of Roanoke

Richard A. Cordle
County of Chesterfield

James P. DuVal
City of Richmond

Ellen Minga
Town of Smithfield

Francis X. O'Leary
Arlington County

Fred W. Parker
County of Washington

Laura M. Rudy
County of Stafford

B. Allen Scarbrough
Prince William County

Valerie Tweedie
Town of Christiansburg

Ronald H. Williams, Sr.
City of Suffolk

R. Michael Amyx
Virginia Municipal League (*ex officio*)

James D. Campbell
Virginia Association of Counties (*ex officio*)



VACo/VML Virginia Investment Pool
INFORMATIONAL STATEMENT

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VACo/VML Virginia Investment Pool INFORMATIONAL STATEMENT

Introduction

The Informational Statement is designed to set forth the policies and procedures governing the Virginia Association of Counties (VACo) / Virginia Municipal League (VML) Virginia Investment Pool. This document summarizes the information that each prospective participant should be aware of prior to investing in the Virginia Investment Pool Portfolio ("Portfolio"). In the event there are any inconsistencies between the Informational Statement and the Trust Agreement, the Trust Agreement shall prevail.

The Virginia Investment Pool Trust Fund (the "Trust" or "VIP") is a Section 115 governmental trust fund created under the Joint Exercise of Powers statute of the Commonwealth of Virginia to provide political subdivisions with an investment vehicle to pool their surplus funds and to invest such funds into one or more investment portfolios under the direction and daily supervision of a professional fund manager. Initially, VIP will consist of a single portfolio whose performance benchmark will be the Bank of America Merrill Lynch 1-3 Year Corporate / Government Index. The Trust was established and created by the City of Chesapeake, Virginia and the City of Roanoke, Virginia (the "Founding Participants") and operates under the Trust Agreement dated September 13, 2013.

The Trust is governed by a Board of Trustees, which shall have 14 members. During the first year of the Trust's existence (FY 2014), the Board of Trustees will be composed of 1) five appointees of VACo; 2) five appointees of VML; 3) the Treasurers of the two Founding Participants; and 4) the Executive Directors of VACo and VML who shall serve as non-voting *ex officio* members.

Beginning with the Annual Meeting to be held in FY 2015, all voting members of the Board of Trustees, except for the two Founding Participants, will be elected by Treasurers and Chief Investment Officers of Participating Political Subdivisions ("Participants"). Trustees will be organized into three classes, with each class elected on a rotating basis. At least two seats are required to be filled by Treasurers and/or Chief Investment Officers of localities with populations of 75,000 or less. Under the Trust Agreement, the Founding Participants are automatically entitled to representation on the Board of Trustees until the Annual Meeting to be held in FY 2021. Beginning in FY 2021, all voting members of the Board of Trustees will be elected at the Annual Meetings of the Participating Political Subdivisions.

The Virginia Local Government Finance Corporation, a 501(c)(4) corporation serving as program administrator for VML/VACO Finance, is the Administrator to the Trust. Public Trust Advisors, LLC serves as Investment Manager for the Portfolio.

Pursuant to the Trust Agreement, the Board of Trustees shall have the power to conduct the affairs of the Trust including, but not limited to, the authority to invest in, reinvest in, purchase or otherwise acquire, own, hold, pledge, sell, assign, transfer, exchange, distribute, lend or otherwise deal in or dispose of investments, as provided for in the Investment Policy and as set forth by this Informational Statement. The Trust shall hold legal title to all funds, investments and assets of the Trust on behalf of the Participating Political Subdivisions.

Eligibility

Participation in the Trust is limited to political subdivisions of the Commonwealth of Virginia. Political subdivisions in the Commonwealth of Virginia include, but are not limited to, counties, cities, towns, authorities, and other governmental entities. Each prospective Participant must become a party to the Trust and agree to abide by the terms and conditions as set forth in the Trust Agreement. Prior to investing in the Trust, each prospective Participant should receive and review a copy of the Trust Agreement and Investment Policy.

Investment Objective

The VIP Portfolio is designed to provide another pooled investment alternative to those Participants that have excess funds and that have an investment horizon greater than that of money market instruments, typically one year or longer. The investment objective is to: 1) exceed the return of the Bank of America Merrill Lynch One-to Three-year Corporate & Government Index over three-year periods; and 2) preserve capital. VIP will generally invest in securities with greater potential returns and risk than those offered by money market type instruments.

Additionally, VIP enables local government to invest on a joint basis in order to achieve the following additional benefits:



VACo/VML Virginia Investment Pool INFORMATIONAL STATEMENT

1. **Diversification of investments** – The Portfolio comprises a number of investment types with the goal of reducing overall investment risk.
2. **Large number of holdings** – The Portfolio includes a large number of individual securities in order to limit each Participant's exposure to any single investment.
3. **Semi-monthly liquidity** – Although the Portfolio will be invested in securities with an average term of 1-3 years, the fund will be structured with sufficient liquidity for Participants to access their funds on a semi-monthly basis (see "Redemptions").
4. **Active oversight** – VIP offers four layers of active oversight: 1) a professional fund manager; 2) a Board of Trustees comprised of Treasurers and Chief Investment Officers; 3) a full-time program administrator; 4) regular reporting to Participants.
5. **Cost sharing** – Participants are able to share costs and take advantage of fee breakpoints available only to larger scale investment portfolios.

Due to the fact that the Portfolio will invest in securities with an average maturity of approximately 1-3 years, increases in interest rates could cause declines in the net asset value of the Portfolio. Therefore, the Portfolio may be an inappropriate investment for funds required to meet short-term needs, and should therefore be used along with a money market fund or overnight investment fund. In order to emphasize the longer-term nature of the Portfolio and to provide a disincentive to utilize the Portfolio as a money market fund alternative, the Portfolio will only be open twice a month to accept contributions or remit redemptions (please see "Contributions" and "Redemptions").

Investment Risk

Because the Portfolio invests in fixed income securities, each Participating Political Subdivision will be exposed to five types of risk associated with investing in fixed income securities: 1) Interest rate risk, which is the potential for fluctuations in bond prices due to changes in interest rates; 2) Reinvestment risk, which is the potential for a decline in the Portfolio's income due to falling market interest rates; 3) Credit risk, which is the possibility that a bond issuer will fail to make timely payment of either interest or principal to the Portfolio; 4) Prepayment risk (for Collateralized Mortgage Obligations ("CMOs") or call risk (for some agency and corporate bonds), which is the likelihood that, during periods of falling interest rates, securities with high stated interest rates will be prepaid or called prior to maturity, requiring the Portfolio to invest the proceeds at generally lower interest rates; 5) Liquidity risk, which is the possibility that the liquidity of the market for a security may decline thereby (i) making it more difficult to dispose of the security promptly; (ii) presenting difficulties in valuation of the security; and (iii) causing the security to experience greater price volatility.

The Portfolio is subject to interest rate, credit and liquidity risk, which may cause a loss of principal. The market value of the securities in which the Portfolio invests will fluctuate in value as interest rates, credit and liquidity conditions change, which will affect the Portfolio's net asset value and each Participant's net asset value per share. From inception to the date of this writing, the Bank of America Merrill Lynch 1-3 Year Corporate & Government Index's modified duration has averaged 1.78. Modified duration is used as a measure to estimate a security's and/or Portfolio's interest rate or price volatility due to changes in interest rates or how much a security and/or Portfolio is expected to increase or decrease in value for a given change in interest rates. Typically, the higher the modified duration of a security and/or portfolio, the greater its interest rate risk or price volatility. As an example, if interest rates were to increase all at once by one hundred basis points, or one percent, the market value of a bond with a modified duration of 1.5 years would decrease by approximately 1.5 percent, all other factors remaining constant. The Portfolio is expected to maintain a modified duration in a range of 1 to 2 years, thereby minimizing the adverse affect of interest rate changes on the Portfolio's market value. The calculation of modified duration involves a subjective judgment made as to the prepayment risk or call risk associated with securities in the Portfolio. Consequently, it may not be possible to calculate modified duration precisely in all circumstances. Additionally, the modified duration of the Portfolio may change even if the composition of the Portfolio does not change.



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Shares of the Portfolio are neither insured nor guaranteed by any agency of the U.S. Government, including the FDIC.

Rating and Compliance Monitoring

The Trust will seek to maintain a bond fund rating on the Portfolio of AA/V2 or better from Fitch Ratings ("Fitch"), or an equivalent rating from Standard & Poor's ("S&P"). Both S&P and Fitch are nationally recognized statistical rating organizations (NRSRO) serving investors, regulators and issuers.

Funds having a "AA" bond fund credit rating are composed of a preponderance of assets in the highest two credit rating categories of the NRSRO's. Ratings are based on an evaluation of several factors, including credit quality and diversification of assets within the portfolio, management strength and operational capabilities. Bond fund credit ratings are expressed on a scale of "AAA" through "B".

Funds having a "V2" bond fund volatility rating from Fitch are considered to have low market risk. Total returns are expected to exhibit relative stability and perform consistently across a broad range of interest rate scenarios. These funds have low risk exposure to interest rates and changing market conditions. Bond fund volatility ratings are an opinion as to the relative sensitivity of the total return (including price) on a fund's net asset value per share to a broad array of assumed changes in interest rates and other market conditions. Bond fund volatility ratings are expressed on a scale of "V1" (least volatile) through "V10" (most volatile). The "V1" rating is assigned only to money market funds and local government investment pools that should not experience loss of principal value to shareholders or participants even in severely adverse interest rate environments. Investors should understand that funds with any volatility rating other than a "V1" may experience losses in the event of adverse changes in market conditions.

Ratings are not a recommendation to buy, sell or hold any security or fund. Rating agencies do not comment on adequacy of the market price paid for any security or fund, or the suitability of any security or fund for any investor. Bond fund ratings are based on information provided to the NRSRO by sources deemed to be reliable; however, the NRSRO does not verify the accuracy of this information. Ratings may be changed, withdrawn, or suspended in the event of changes in, or the unavailability of, information or for other reasons.

There can be no assurances that the Portfolio will maintain a AA/V2 rating.

Authorized Investments

In an effort to accomplish the objectives of the Trust, the Board of Trustees has authorized the Investment Manager to invest in the same investment instruments authorized by the *Code of Virginia*, as follows:

1. Stocks, bonds, notes and other evidences of indebtedness of the Commonwealth of Virginia, and other evidences of indebtedness unconditionally guaranteed as to payment of principal and interest by the Commonwealth of Virginia.
2. Bonds, notes and other obligations of the United States, and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any agency thereof. The evidences of indebtedness enumerated by this subdivision may be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of securities of any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided that the portfolio of such investment company or investment trust is limited to such evidences of indebtedness, or repurchase agreements collateralized by such debt securities, or securities of other such investment companies or investment trusts whose portfolios are so restricted.
3. Stocks, bonds, notes and other evidences of indebtedness of any state of the United States upon which there is no default and upon which there has been no default for more than ninety days; provided, that within the twenty fiscal years next preceding the making of such investment, such state has not been in default for more than ninety days in the payment of any part of principal or interest of any debt authorized by the legislature of such state to be contracted.
4. Stocks, bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body in the Commonwealth upon which there is no default; provided, that if the principal and interest



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be payable from revenues or tolls and the project has not been completed, or if completed, has not established an operating record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, the standards of judgment and care required in Article 2 (§ 26-45.3 et seq.) of Chapter 3 of Title 26, without reference to this section, shall apply. In any case in which an authority, having an established record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, issues additional evidences of indebtedness for the purposes of acquiring or constructing additional facilities of the same general character that it is then operating, such additional evidences of indebtedness shall be governed by the provisions of this section without limitation.

5. Legally authorized stocks, bonds, notes and other evidences of indebtedness of any city, county, town or district situated in any one of the states of the United States upon which there is no default and upon which there has been no default for more than ninety days; provided, that (i) within the twenty fiscal years next preceding the making of such investment, such city, county, town or district has not been in default for more than ninety days in the payment of any part of principal or interest of any stock, bond, note or other evidence of indebtedness issued by it; (ii) such city, county, town or district shall have been in continuous existence for at least twenty years; (iii) such city, county, town or district has a population, as shown by the federal census next preceding the making of such investment, of not less than 25,000 inhabitants; (iv) the stocks, bonds, notes or other evidences of indebtedness in which such investment is made are the direct legal obligations of the city, county, town or district issuing the same; (v) the city, county, town or district has power to levy taxes on the taxable real property therein for the payment of such obligations without limitation of rate or amount; and (vi) the net indebtedness of such city, county, town or district (including the issue in which such investment is made), after deducting the amount of its bonds issued for self-sustaining public utilities, does not exceed ten percent of the value of the taxable property in such city, county, town or district, to be ascertained by the valuation of such property therein for the assessment of taxes next preceding the making of such investment.
6. Savings accounts or time deposits in any bank or savings and loan association within the Commonwealth of Virginia, provided such bank or savings and loan association is a "qualified public depository". Such savings accounts or time deposits must meet the collateralization requirements as set forth in the Virginia Security for Public Deposits Act and the regulations of the State Treasury Board. The collateral must be a security or securities allowable as a direct investment with a market value of not less than fifty percent of the deposit amount where the depository is a commercial bank and not less than one hundred percent of the deposit amount where the depository is a savings and loan or savings bank. This collateral must be pledged to the Treasury Board and held by the Board in its designated trust depository or another depository approved by the Board (§58.1-3149 and §2.2-4400)
7. Repurchase agreements which are collateralized with securities that are approved for direct investment. The Trust may require that physical possession of the collateral be taken (§2.2-4507). Physical possession must be taken when the term of the repurchase agreement exceeds ten days. Physical possession, for the purposes of this paragraph includes Tri-Party Agreements. The Trust shall execute a master repurchase agreement with the bank or broker/dealer, which is the counterparty to the repurchase transaction, prior to entering into any repurchase transaction.
8. Bankers' acceptances from "prime quality" institutions. Prime quality shall be as determined by one or more nationally recognized rating agencies. (§2.2-4504)
9. "Prime quality" commercial paper (§2.2-4502). "Prime quality" shall be as rated by at least two of the following: Moody's Investors Service, Inc., within its NCO/Moody's rating of P1; by Standard & Poor's, Inc., within its rating of A-1; by Fitch Investor's Services, Inc., within its rating of F-1; by Duff and Phelps, Inc., within its rating of D-1; or by their corporate successors (§2.2-4502.3).
10. "High quality" corporate notes (§2.2-4510). High quality shall be defined as a rating of at least AA by Standard and Poor's and at least Aa by Moody's and a maturity of no more than three years.



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11. Certificates representing ownership in either Treasury bond principal at maturity or its coupons for accrual periods. The underlying United States Treasury bonds or coupons shall be held by a safekeeping agent independent of the seller of the certificates. (§2.2-4505)
12. Open-end mutual funds, provided the funds are registered under the Security Act of Virginia or the Federal Investment Act of 1940 and that the investments by such Funds are restricted to securities approved for direct investments (§2.2-4508).
13. Negotiable certifications of deposit and negotiable bank deposit notes of domestic banks and domestic offices of foreign banks with a rating of at least A-1 by Standard & Poor's, P-1 by Moody's Investor Service, Inc., A-1, by Fitch Investor's Services, Inc., and F-1, by Duff and Phelps, Inc., for maturities of one year or less, and a rating of at least AA by Standard & Poor's and Aa by Moody's Investor Service, Inc., for maturities over one year and not exceeding five years (§2.2-4509)
14. Non-negotiable certificates of deposit of banks certified as qualified to hold Virginia Public Deposits.

Investment Policies & Procedures

In addition to the creditworthiness of an issuer, certain standards of "adequacy" and "appropriateness" are measured when purchasing investments. For example, diversification reduces overall portfolio risks while attaining market average rates of return.

The policies and standards which regulate specific investments and the composition of the Portfolio shall include, but not be limited to, the following:

1. No investment shall be purchased if its ratings from nationally recognized ratings firms are not at or above the minimum required in the Code of Virginia. Negative rating qualifications (such as AA- or A1-) will not exclude the instrument.
2. No more than thirty-five percent of the Portfolio shall be invested in commercial paper.
3. No more than five percent of the Portfolio shall be invested in the commercial paper of a single issuing corporation.
4. At no time shall the remaining maturity of an investment exceed 60 months, unless such investment has a PUT option as described in the Diversity & Maturity Section.
5. The Investment Manager shall endeavor to maintain an appropriate diversification in the Portfolio; i.e., the Investment Manager will diversify instruments and institutions in order to reduce overall portfolio risk while attaining market rates of return.

The Board may add, delete or modify standards of investment at its discretion in response to changing economic, national or international conditions.

Procedure for Opening an Account

To become a Participant of VIP, each political subdivision's governing body must approve by ordinance or resolution the entity's participation in the Virginia Investment Pool Trust Fund and provide the Treasurer or Chief Investment Officer with the appropriate authority to execute a Joinder Agreement. Upon approval by the governing body, each prospective Participant must submit a completed Participant Application Form, Joinder Agreement, and a certified copy of the document passed by the governing body to the Administrator at the following address:



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VML/VACO Finance
 Attn: Client Relations/Investment Services
 919 E. Main Street, Suite 1100
 Richmond, VA 23219
info@valocalfinance.org; FAX: (804) 783-2286

Where a unit of local government has a written investment plan that provides for the establishment of a written investment policy, it should provide a copy of its investment policy along with the enrollment forms described above.

The Participant Application Form, Joinder Agreement, and ordinance or resolution will be reviewed and, once found to be in proper order, an account will be opened. There is no limit to the number of accounts that may be opened by a Participant, provided that each account individually complies with the requirements set forth in "Contributions" and "Redemptions," below. Included with this Informational Statement are copies of the Participant Application Form, model Ordinance/Resolution, and Joinder Agreement.

Contributions

The Portfolio will be open twice a month to accept contributions from Participants. Contributions will be credited on the first business day following a Portfolio Valuation date (please see "Portfolio Valuations"). Contributions to the Portfolio, including new accounts, may be made by electronic transfer through Automated Clearing House Network (ACH) or federal wire, or by check. The minimum initial contribution amount is seventy-five thousand (75,000) dollars and ten thousand (10,000) dollars for subsequent contributions. Participants are requested to provide the Administrator with advance written notification of contributions of five (5) million dollars or more at least three business days prior to the valuation of the Portfolio. Contributions made by check must be received by the Custodian three business days prior to a Portfolio Valuation.

Contributions made by electronic transfer through ACH or federal wire must be received by the Custodian on or prior to the day of a Portfolio Valuation. Only contributions received and collected in a timely manner will be credited to the Participant's account based on the net asset value of the Portfolio as determined on the Portfolio Valuation date.

A Participant will be charged for any investment losses or any interest expense incurred on behalf of the Trust due to the Participant's failure to remit contributions in a timely manner as set forth in this Informational Statement.

Dividends

The Portfolio does not distribute income or capital gains. All income earned and capital gains realized by the Portfolio are retained and reinvested.

Redemptions

The Portfolio will be open twice a month to make redemptions to Participants. Redemptions will be made on the first business day following a Portfolio Valuation date (see "Portfolio Valuations"). The minimum redemption amount is ten thousand (10,000) dollars or, if the account balance will fall below fifty thousand (50,000) dollars with the redemption, the entire remaining account balance. Participants are required to provide the Administrator with advance written notification of a redemption five business days prior to the valuation of the Portfolio. Redemptions from the Portfolio will be made by electronic transfer through Automated Clearing House Network (ACH) or federal wire, or by check, as indicated by the Participating Political Subdivision in its Participant Application Form, on the next business day following a Portfolio Valuation. Electronic transfers will be made by the Custodian through ACH or federal wire to the financial institution specified in the Participant Application Form. Checks will be mailed by the Custodian to the Participant's address as set forth in the Participant Application Form.

A Participant requiring a single redemption of more than five (5) million dollars is requested to schedule its redemption at least 60 days in advance.

If a Participant requests a redemption of more than ten (10) percent of the Portfolio's net asset value without providing the requested 60 days' notice, the redemption may, in certain circumstances, be executed over time. If, in the opinion of the Board of Trustees in consultation with the Administrator, the Portfolio's net asset value would be adversely



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affected by honoring such a redemption request in full, the Administrator may limit the Participant's initial redemption to ten (10) percent of the Portfolio's net asset value. At times when the Board of Trustees is unavailable to make a timely determination in this regard, the Administrator may so limit such redemptions from the Portfolio, but only with the concurrence of both the Chairman and Vice Chairman. In the event that the Administrator does invoke a limitation on a Participant's redemption request, the Administrator will redeem sufficient shares of beneficial interest such as to pay the Participant the ten (10) percent of the Portfolio's net asset value each time the Portfolio is open to make redemptions until such time as the redemption request is honored in full.

The Trust may declare a suspension of the right of redemption or postpone the date of payment or redemption for the whole or part of any period (i) during which the New York Stock Exchange is closed other than customary weekend and holiday closings, (ii) during which trading on the New York Stock Exchange is restricted, or (iii) during which an emergency exists as a result of which disposal by the Trust of securities owned by it is not reasonably practicable, or it is not reasonably practicable for the Trust to fairly determine the value of its net assets.

Withdrawal & Termination

A Participating Political Subdivision must provide written notice of its intent to terminate its participation in the Trust by registered mail signed by the appropriate official and delivered to the Administrator. Upon receipt of the notice, the Administrator shall certify to the Trustees within three (3) days that a lawful notice has been received and that the Participant's assets will be redeemed at the net asset value per share as determined at the Portfolio's next valuation date. Payment for redemption will be made to the Participant in two installments: 1) a "partial distribution" of no more than 90% of the previous period's balance to be wired on the first business day following the Portfolio Valuation date and 2) the "remaining balance" of the Participant's shares to be redeemed after the period's Net Asset Value is determined and all reports/statements have been received and verified by the Administrator. In the event the amount to be redeemed equals more than ten (10) percent of the Portfolio's net asset value, the additional rules for such redemptions will apply (See "Redemptions").

Portfolio Valuations and Total Return Calculations

The net asset value of the Portfolio will be determined twice a month: on the fifteenth of the month, unless such is not a business day, and the last business day of the month. If the fifteenth is not a business day, the net asset value will be determined as of the next succeeding business day. The net asset value of the Portfolio is determined as of 4:00 p.m. by calculating the fair market value of all securities and assets held by the Portfolio, including accrued interest and amounts owed to the Portfolio for securities sold or principal and income not collected as of the Portfolio Valuation date, less any liabilities of the Portfolio. The value of each Participant's account is determined by dividing the net asset value of the Portfolio by the total number of shares of beneficial interest, multiplied by the number of shares owned by the Participant.

Prices for securities held in the Portfolio shall be valued at the most recent bid price or yield equivalent as obtained from one or more market makers for such securities, except that any securities designated as money market securities may be valued using the amortized cost method based upon the Portfolio's acquisition of the security. All other securities and assets will be valued at the fair market value determined in good faith by the Board of Trustees or such other party designated by the Trustees. Market makers are to include any independent third party that the Administrator or the Trust may contract with to provide prices. Independent third parties may include the Custodian or any nationally recognized provider of security prices and other financial information.

No less frequently than quarterly, the Trust will report the Portfolio's average annual compounded returns. The Portfolio's average annual compounded rate of return refers to the rate of return which, if applied to an initial investment in the Portfolio at the beginning of a stated period and compounded over the period, would result in the redeemable value of the investment at the end of the stated period. The following formula describes the calculation of an average annual compounded rate of return:

$$P(1+T)^n = ERV, \text{ where}$$

P = a hypothetical initial investment of \$1,000
 T = average annual compounded rate of return
 n = number of years
 ERV = ending redeemable value



VACo/VML Virginia Investment Pool INFORMATIONAL STATEMENT

The Portfolio will also report its total return on a quarterly basis. Total return is determined by (i) assuming a hypothetical investment at the beginning of a period, (ii) calculating the ending value of the investment at the end of the stated period, (iii) subtracting the amount of the hypothetical original investment from the ending value of the investment, and (iv) dividing the remainder so obtained by the amount of the original investment. The calculated amount is then expressed as a percentage by multiplying by 100.

All such performance information for the Portfolio will be based on historical performance and should not be considered to be indicative of the Portfolio's future performance.

Accounting Policies

The Trust follows generally accepted accounting principles (G.A.A.P.) and industry practices for external investment pools as established by the Governmental Accounting Standards Board.

Fees and Expenses

Each Participant account is assessed a fee on a quarterly basis in arrears for the costs of administering the Trust. The fee is inclusive of all costs of program administration other than direct investment-related expenses, including client education, audit and reporting, legal services, accounting, credit rating, board expenses, and insurance. The program administration fee is applied on a sliding scale based upon each Participant's average asset value during the preceding quarterly period, as follows:

<u>Average Asset Value</u>	<u>Administrative Fee</u>
Up to \$25 million	0.14%
\$25 up to \$50 million	0.12%
\$50 million and above	0.10%

Direct investment-related expenses, including fees for investment management and custodial services are deducted from investment assets directly rather than from Participant accounts. For Fiscal Year 2014, investment-related expenses are expected to total 0.09%. In subsequent years, investment-related expenses will be determined based upon total portfolio assets within a range of 0.06% - 0.11%.

Reports to the Participants

Each Participant will receive a monthly custodial statement of its account showing the current balance and monthly activity. On a quarterly basis, Participants will receive a report from the Program Administrator detailing current and historical portfolio performance. Annually, each Participant will be provided an audited Consolidated Annual Financial Report.

Liability and Indemnification

In accordance with the Trust Agreement, no Participant shall be subject to any personal liability whatsoever to any person in connection with the Trust property or the acts, obligations, or affairs of the Trust. No Trustee, officer, employee, or agent of the Trust shall be subject to any personal liability whatsoever to any person in connection with the Trust property or the affairs of the Trust, except that arising from bad faith, willful misfeasance, gross negligence, or reckless disregard of their duty to such person; and all such persons shall look solely to the Trust property for satisfaction of claims of any nature arising in connection with the affairs of the Trust. The Trust shall indemnify and hold each Participant harmless from and against all claims and liabilities arising from the actions of the Trust to which such Participant may become subject by reason of its being or having been a Participant of the Trust and shall reimburse such Participant(s) for all legal and other expenses reasonably incurred by it in connection with any such claim or liability. Please see the Trust Agreement for additional liability limitations and indemnification.

Administrator

The Board of Trustees has entered into an agreement with the Virginia Local Government Finance Corporation (i.e., VML/VACO Finance) to serve as Administrator of the Trust's operations. The Administrator is responsible for



VACo/VML Virginia Investment Pool INFORMATIONAL STATEMENT

servicing Participants' accounts, maintaining a register of Participants, maintaining a set of books and accounting records of the Trust, determining eligibility and approving applications in accordance with the Trust Agreement, supervising and coordinating the activities of any investment advisor or manager, custodian, investment consultant, transfer agent, paying agent, accountant, auditor, attorney or other agent or service provider rendering services to the Trust, and performing any other related administrative duties. The Administrator is also responsible for assisting prospective Participants and maintaining this Informational Statement. The Administrator will advise the Custodian and Investment Manager on the timing of planned Contributions and Redemptions as reported by Participants through a process to be developed and executed by the Administrator.

Currently, the Virginia Local Government Finance Corporation acts as Administrator for two governmental trusts: the VACo/VML Virginia Investment Pool and the VACo/VML Pooled OPEB Trust.

Investment Manager

Public Trust Advisors, LLC (Public Trust) serves as investment manager to the Portfolio. Under the terms of the contract, Public Trust manages the Portfolio and directs the acquisition and disposition of the Trust's investments in accordance with the guidelines established by the Trustees. Public Trust manages investment mandates nationwide, including fixed income, equity, and balanced portfolios for public funds, employee benefit trusts, endowments and individual investors.

Custodian

Regions Bank, NA, serves as custodian bank for the Trust. The Custodian is responsible for holding all funds and securities in a separate account in the name of the Trust, collecting all income and principal due the Trust from securities held, accepting contributions and distributing redemptions, and properly accepting for delivery and/or delivering securities in accordance with the Custody Contract between the Trust and the Custodian. The Custodian will maintain a record of the shares of beneficial interest owned by Participants and will provide for the periodic calculation of the net asset value of the Portfolio.

Legal Counsel

Hefty & Wiley, P.C., Richmond, Virginia, serves as Legal Counsel to the Virginia Local Government Finance Corporation and all of the programs it administers, including VIP.

Notices

Participants shall be entitled to notice of changes to the Trust Agreement within 15 days of adoption of such amendment. If a Treasurer or Chief Investment Officer objects to such amendment, the Treasurer or Chief Investment Officer shall have ninety (90) days to provide written notice of their objection and intent to terminate participation in the Trust, such notice to be delivered by registered mail to the Administrator. If such notice is given, the amendment shall not apply to such Participating Political Subdivision for a period of up to 180 days pending termination of its participation in the Trust.

Additional Information

For additional information, please direct inquiries to the program administrator during regular business hours as follows:

VML/VACo Finance
Attn: Client Relations/Investment Services
919 E. Main Street, Suite 1100
Richmond, VA 23219
Phone: (804) 648-0635
Fax: (804) 783-2286
info@valocalfinance.org

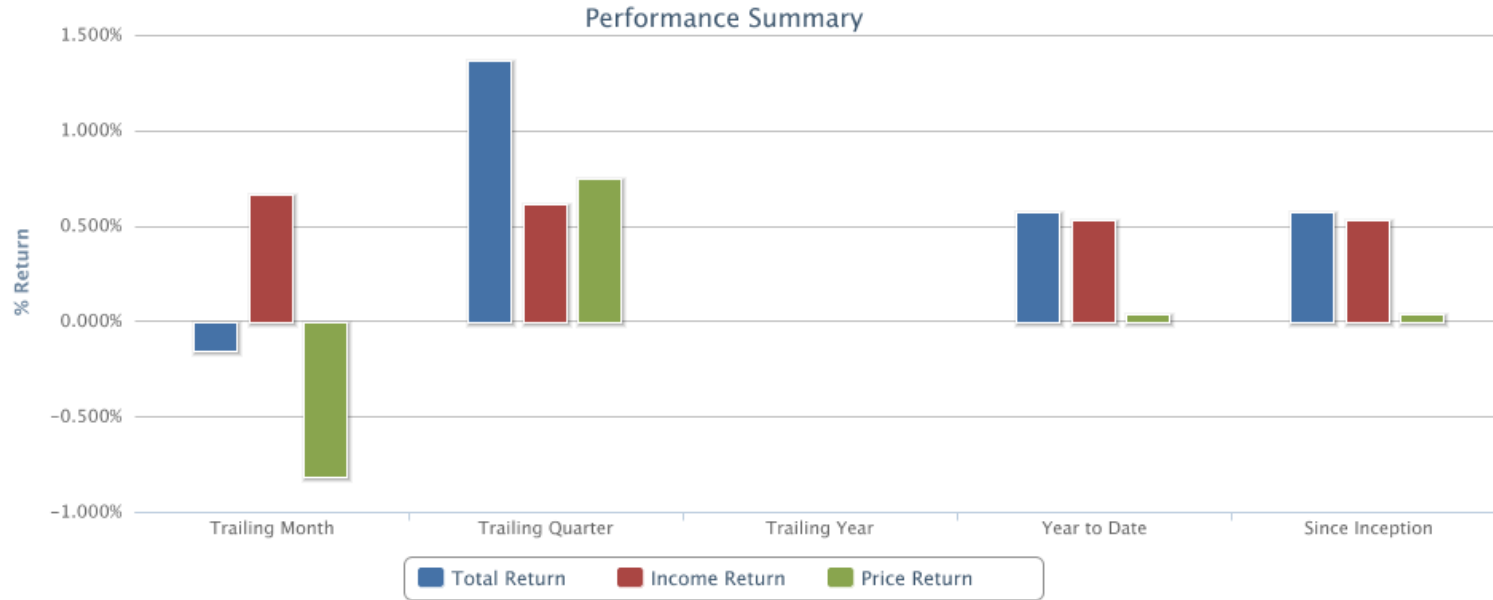
You may also access additional information through the VML/VACo Finance website: valocalfinance.org.

Custom Total Return for Report

As of 06/30/2014

VML (40529)

Dated: 07/25/2014



Period	Period Begin	Period End	Total Return	Income Return	Price Return
Trailing Month	06/01/2014	06/30/2014	-0.154%	0.666%	-0.815%
Trailing Quarter	04/01/2014	06/30/2014	1.374%	0.619%	0.752%
Trailing Year	07/01/2013	06/30/2014	---	---	---
Year to Date	02/01/2014	06/30/2014	0.577%	0.537%	0.04%
Since Inception	02/01/2014	06/30/2014	0.577%	0.537%	0.04%

Account	Index	Index Start Date	Index End Date
VML	BofA ML 1-3 Year US Gov/Corp AA Rated and Above	---	---

All Fees (includes administrative, management, and trading). Returns for all periods have been annualized. Note that data will not exist prior to the performance inception date of: 02/01/2014. No Tax Adjustment.

**TRUST JOINDER AGREEMENT
FOR PARTICIPATING POLITICAL SUBDIVISIONS IN THE
VACo/VML VIRGINIA INVESTMENT POOL**

THIS TRUST JOINDER AGREEMENT is made by and between the Treasurer/Chief Investment Officer of the Town of Haymarket, Virginia (herein referred to as the “Treasurer”), the Town of Haymarket, Virginia (herein referred to as the “Participating Political Subdivision”), and the Board of Trustees (herein collectively referred to as the “Trustees”) of the VACo/VML Virginia Investment Pool (herein referred to as the “Trust Fund”).

WITNESSETH:

WHEREAS, the governing body of the Participating Political Subdivision desires to participate in a trust for the purpose of investing monies belonging to or within its control, other than sinking funds, in investments authorized under Section 2.2-4501 of the Virginia Code; and

WHEREAS, the governing body of the Participating Political Subdivision has adopted an ordinance and/or resolution (a certified copy of which is attached hereto as Exhibit A) to authorize participation in the Trust Fund and has designated the Treasurer to serve as the trustee of the Participating Political Subdivision with respect to the Trust Fund and to determine what funds under the Treasurer’s/Chief Investment Officer’s control shall be invested in the Trust Fund, and has authorized the Treasurer/Chief Investment Officer to enter into this Trust Joinder Agreement; and

WHEREAS, the Trust Fund, in accordance with the terms of the VACo/VML Virginia Investment Pool Trust Fund Agreement (the “Agreement”), provides administrative, custodial and investment services to the Participating Political Subdivisions in the Trust Fund; and

WHEREAS, the Treasurer/Chief Investment Officer, upon the authorization of the governing body of the Town of Haymarket, Virginia, desires to submit this Trust Joinder Agreement to the Trustees to enable the Town of Haymarket, Virginia, to become a Participating Political Subdivision in the Trust Fund and a party to the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements flowing to each of the parties hereto, it is agreed as follows:

1. Pursuant to the Board of Trustees’ acceptance of this Trust Joinder Agreement, the Town of Haymarket, Virginia, is a Participating Political Subdivision in the Trust Fund, as provided in the Agreement, and the Treasurer is authorized to enter into this Trust Joinder Agreement, and to represent and vote the beneficial interest of the Town of Haymarket, Virginia, in the Trust Fund in accordance with the Agreement.
2. Capitalized terms not otherwise defined in this Trust Joinder Agreement have the meaning given to them under the Agreement.

3. The Treasurer shall cause appropriations designated by the Participating Political Subdivision for deposit in the Trust Fund to be deposited into a depository designated by the Trustees.

4. The Treasurer shall timely remit, or timely approve the remittance of, administrative fees as may be due and payable by the Participating Employer under the Agreement into a depository designated by the Trustees.

5. The Participating Political Subdivision shall have no right, title or interest in or to any specific assets of the Trust Fund, but shall have an undivided beneficial interest in the Trust Fund; however, there shall be a specific accounting of assets allocable to the Participating Political Subdivision.

6. The Treasurer shall provide to the Administrator designated by the Trustees all relevant information reasonably requested by the Administrator for the administration of the Participating Political Subdivision's investment, and shall promptly update all such information. The Treasurer shall certify said information to be correct to the best of his/her knowledge, and the Trustees and the Administrator shall have the right to rely on the accuracy of said information in performing their contractual responsibilities.

7. The Trust Fund provides administrative, custodial and investment services to the Participating Political Subdivision in accordance with the Agreement.

8. The Trustees and the Administrator, in accordance with the Agreement and the policies and procedures established by the Trustees, shall periodically report Trust activities to the Participating Political Subdivision on a timely basis.

9. The Treasurer and the Participating Political Subdivision agree to abide by and be bound by the terms, duties, rights and obligations as set forth in the Agreement, as may be amended by the Trustees, which is attached hereto and is made a part of this Trust Joinder Agreement.

10. The Treasurer, in fulfillment of his/her duties as the trustee of the Participating Political Subdivision, retains the services of the Investment Manager or Managers selected by the Trustees pursuant to the Agreement.

11. The term of this Trust Joinder Agreement shall be indefinite. The Treasurer may terminate this Trust Joinder Agreement on behalf of the Participating Political Subdivision by giving notice in writing to the Trustees. Termination shall be governed by the provisions of the Agreement.

IN WITNESS WHEREOF, the Treasurer has caused this Trust Joinder Agreement to be executed this _____ day of _____, 20_____.

Attachment: 03-VIP Joinder Agreement (2) (AGI-2014-93 : VML/VACO Investment Pool)

**TREASURER/CHIEF INVESTMENT
OFFICER OF**

_____, **VIRGINIA**

ATTEST:

* * * *

ACCEPTANCE:

**VACo/VML VIRGINIA INVESTMENT POOL
Virginia Local Government Finance Corporation**

By: _____
Administrator

Attachment: 03-VIP Joinder Agreement (2) (AGI-2014-93 : VML/VACO Investment Pool)



TO: Town of Haymarket Town Council
 SUBJECT: Invocation Guidelines
 DATE: 08/04/14

SUBJECT: Invocation Guidelines

ISSUE: A policy identified to establish guidelines for innovation for the Town Council.

BACKGROUND:

- Council discussed the pros and cons of having an invocation prior to conducting the business of the Town.
- Historically, additions to the Council Agenda are approved and designated by the Town's Mayor.
- However, the Council has discussed that there should be a set of adopted guidelines or parameters for those who are delivering the invocation.
- Staff has reached out and conducted extensive research on how other jurisdictions handle the issue.

DISCUSSION:

- Included in your packet is a draft policy of guidelines to be provided to those invited to offer an invocation as part of the regular Council meeting?
- The invocation has historically been offered as a way to prepare the Council members and those in attendance for the solemnity of what is about to take place with regard to governmental process.
- This is not an unheard of practice, however many local governments struggle with maintaining the ability to prepare their minds, but not proselytize during this opportunity.
- In reaching out to other jurisdictions we have realized that they do have a set of guidelines that are followed. Some still invite various guests in while other councils or boards will have their own members offer a thoughtful statement or a word that can be crafted so as not to offend or not welcome any visitor.
- There seems to be no one right or wrong answer and this topic is fairly well discussed throughout the United States.

POTENTIAL QUESTIONS:

- Do we need to decide on the issue right now?
- Does the draft guideline cover the issues or concerns we have about adding an invocation?
- Does this present any legal challenges?

BUDGET IMPACT:

There is no impact on the budget.

RECOMMENDATION:

There is no formal recommendation from staff at this time as the request and recommendation came from Council.

MOTION:

Motion of Approval:

I move to adopt the draft invocation guidelines as presented as a parameter for which the Town Council will conduct any invocation as part of the regular Town Council meeting.

Motion of Denial:

I move to deny the draft invocation guidelines as presented because ...

ATTACHMENTS:

- (2) Invocation Guidelines (PDF)

TOWN OF HAYMARKET INVOCATION GUIDELINES

The following guidelines were obtained from the office of the U.S. Senate. These guidelines are provided in advance to any clergy presenting or offering the invocation before Senate meetings.

Because the Town of Haymarket includes members of many faiths, the Mayor and Town Council ask that you observe the guidelines for public prayer that have been suggested by the National Conference for Community and Justice. This will make sure that any prayer given is sensitive and nurturing to all religious beliefs, traditions and customs in a pluralistic environment. The prayer should be sensitive to all religions and non-religions and be directed to the name of the God that we each pray to. With this direction, these guidelines call for prayer that:

- Seeks the highest common denominator without compromise of conscience;
- Calls upon God on behalf of the group as a whole and avoids individual petitions;
- Uses forms and vocabulary that allow persons of different faiths to give assent to what is said;
- Uses universal, inclusive terms for the deity rather than proper names for divine manifestations. Some opening ascriptions are: "Mighty God," "Our Maker," "Source of All Being," or "Creator and Sustainer." Possible closing words include "Hear Our Prayer," "In Thy Name," or simply "Amen"; and
- Remains faithful to the purposes of acknowledging divine presence and seeking blessing; not preaching, arguing, or testifying.

The Haymarket Town Council would like to thank you for your participation with the invocation. Please sign below or respond via email to jpreli@townofhaymarket.org to acknowledge your receipt of these guidelines.

Signature

Date

Attachment: (2) Invocation Guidelines (1992 : Invocation Guidelines)



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 08/04/14

Enhancement Project

- A meeting was held between the Town, the VDOT Inspectors and the Contractor on July 21 to discuss the contract completion date and the fact that it is now obvious the construction will not be complete on time - the scheduled completion date is August 29.
- The Contractor is now admitting that the project will not be complete by the deadline of August 29. Town Staff encouraged the Contractor to work/schedule additional hours in order to complete the project so long as they do not violate the Town's Noise Ordinance. Town Staff provided the Contractor a hard copy of the Town's Noise Ordinance. At the time of this report, the Contractor is in the process of providing an official revised schedule.
- The Contractor has requested the Town consider extending the contract end date without the \$1,000/day Liquidated Damages due to the utility conflicts that have been encountered.
- Town Staff informed the Contractor that they must submit a Request for Contract Time Extension per the contract documents that includes addressing the delays due to the utility conflicts as well as addressing days that they did not work when they could have. At the time of this report, the Town is awaiting this request and will evaluate the request when submitted.
- Town Staff informed the Contractor that regardless of the status or outcome of the Request for Contract Time Extension, the project must be substantially complete (road work and sidewalk) by Haymarket Day. In addition, the Harrover properties must be restored to original condition, including having grass established, by Haymarket Day.

I-66 Widening Project

- VDOT has scheduled a "Pardon Our Dust" meeting at Town Hall at 7 p.m. on Tuesday, August 12, for the public to come and hear about the Old Carolina Road bridge closure and Catharpin Road bridge reconstruction. The public will have the opportunity to ask VDOT and the design-build team any questions they might have regarding this work.
- Town Staff encourages Town Council members and any affected Haymarket/Prince William County residents/business owners to attend this meeting.

I-66/Route 15 Interchange Project

- VDOT and the design-build team met one-on-one with businesses that have property that is impacted by construction at Town Hall on Wednesday, July 24 and Thursday, July 25.
- The intent of these meetings were to introduce the design-build team to the businesses and for the design-build team to hear what concerns the businesses have prior to the official Public Hearing or Citizen's Information Meeting to be held later this Fall.

Access Improvements to the Southern Railway Caboose

- Final submittals have been made to VDOT and Town Staff is awaiting VDOT's Approval to Advertise for Construction.

Restriping Washington Street at Jefferson Street

- VDOT restriped the Washington Street/Jefferson Street intersection the weekend of July 19.
- Cones have been placed on the sidewalk separate pedestrians from the traffic adjacent to the curb.
- Town Staff has coordinated with VDOT about the ability to use planters on the sidewalk in order to provide separation between the pedestrians and traffic. VDOT informed the Town that using planters will most likely violate ADA accessibility guidelines. VDOT recommended using flexible poles on the sidewalk. After evaluating different options, it is Town Staff's recommendation to use partial concrete wheel stops painted dark green placed next to the curb until the adjacent properties can widen the sidewalk to provide a separation or a wider sidewalk.

Site Plans

- Alexandra's Keep Drainage Issues: DR Horton's engineer provided the As-Built grades. DR Horton, residents and the Town Manager met to discuss areas to be re-graded. DR Horton is in the process of scheduling this work.
- Chick-fil-a: The Special Use Permit has been resubmitted. An amended site plan has also been submitted. Both are under review.
- Haymarket Ice Rink: The Final Site plan first submission to add an additional rink has been submitted. Comments were returned to the applicant on July 18.
- Haymarket Self-Storage: Preliminary Plan second submission to provide landscaping, SWM and paved parking area has been submitted. Engineer comments were returned to the applicant on July 24.
- Robinson's Paradise: The Preliminary Plan second submission to revise the site layout has been submitted. Engineer comments were returned to the Town Planner on July 9.
- Sheetz: First submission comments to revise the site layout were previously submitted to the applicant. Town Staff is awaiting site plan resubmittal.
- Signature Kitchens: Follow up clarification on first submission comments was requested from the applicant and clarification provided on June 27. Town Staff is awaiting site plan resubmittal.



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 08/04/14

ATTACHMENTS:

- Building Official Report for the Month of July 2014 (PDF)

Inspections Report for the Month of July 2014, for the Town of Haymarket, by Joseph E. Barbeau, Jr., Interim Building Official and Inspector.

Permits Issued:

June 30;

6640 Fayette Street, for renovations to residence.

July 16;

Old Post Office Building, to conduct repairs to the two failing columns in the first floor and any other associated work this entails.

July 18;

14724 Alexandra's Keep, to construct deck at rear of structure.

14981 Gossom Manor Place, to construct Pergola at rear of structure.

July 21;

6612 James Madison Highway, to install light pole at the Next Level Fitness area.

The Very Thing at Town Hall Building, to install sump pump and pit.

Certificates of Occupancy Issued:

July 9;

6660 Fayette Street, Permanent Certificate of Occupancy issued for this residential structure.

Inspections:

July 1;

14990 Gossom Manor Place, deck footer Inspection Approved

6660 Fayette Street, walk through to inspect premises that had been renovated without the benefit of proper permitting. Some issues were identified and then corrected by the owner. Proper permitting was applied for and granted, conditionally, upon receipt of letter from owner stating that this work had been done by him without notification to the Town, or proper permitting.

July 3;

Inspection of finish grades per DR Horton, this viewing was to look at information supplied by DR Horton regarding this on-going issue with the grading on this project.

July 14;

15101 Washington Street, Partial Rough Electrical Inspection at the Winterham Mansion, to view the connection of lighting and outlet circuits, as well as the installation of the new meter base, for service re-connection to Dominion Power. Approved.

July 15;

Old Post Office Building, meeting with Brian and Contractor to review scope of work to replace the two failing columns in the first floor of this structure.

15100 Washington Street, observed test and inspected installation of repair parts for Sprinkler system that had been red tagged by PWC Fire Marshall. Approved.

July 17;

15175 Washington Street, Inspection of equipment installations at Cell Phone Tower. Acceptance of same with copy of the Engineering Report provided. Approved.

14990 Gossom Manor Place, Final Deck Inspection, Approved.

July 18;

15101 Washington Street, walk through to view current status of work being performed on this structure, deficiencies noted were reported to the building manager. Though a Permit has been issued for this work, the contractor is failing to meet the inspection requirements on this project.

Alexandras's Keep with Brian, representatives from DR Horton and homeowners to review the status of efforts being made to correct storm water issues on this site.

July 23;

14981 Gossom Manor Place, Footing Inspection, Approved.

Pace West School, met with property owner and property manager to ensure that work being done at the St. Paul's School area will be performed and inspected in compliance with the code.

Document Review:

June 30;

6640 Fayette Street, for renovations to residence. Permit approved.

July 16;

Old Post Office Building, to conduct repairs to the two failing columns in the first floor and any other associated work this entails. Permit approved.

July 18;

14724 Alexandra's Keep, to construct deck at rear of structure, plans approved.

14981 Gossom Manor Place, to construct Pergola at rear of structure, plans approved subject to acceptance by ARB.

July 21;

6612 James Madison Highway, to install light pole at the Next Level Fitness area, plans approved.

The Very Thing at Town Hall, installation of sump pump, approved.

Actions:

July 1;

Investigation of 6764 Madison Street regarding report from Prince William County that an addition had been built that was not recorded. Sherrie Wilson later confirmed that the property in question had properly permitted the work.

July 2;

Creation of a new Permit Card for display and record keeping on the job site.
(Attached)

July 3;

Creation of a new Commercial Building Permit Application. The purpose of this is to create a system of applications that coincides with the applicable codes, and to ensure that the information collected allows the Town to meet the criteria set by the state and streamline the efficiency of our process; as well as present this in the most professional manner. (Attached)

July 7th through July 13th

This Official took a family vacation, though through the computer and cell phone I was able to be reached for any business that came up.

July 18;

Letter to Dominion Power to allow re-connection of service to the Winterham mansion at 15101 Washington Street.

Letter to PWC Fire Marshall regarding test and acceptance for work done at 15100 Washington Street to repair Sprinkler system.

July 21;

Creation of a new Residential Building Permit Application to coincide with work performed under the Virginia Residential Building Code. Such work would involve one and two family dwellings, and owner occupied residences. (Attached)

Recommendations:

I will continue to work with Brian to improve the way we collect fees for our Commercial work. It is recommended that we consider using a flat one percent fee based on verifiable construction costs. This is the methodology that is used in surrounding counties such as Fairfax, and allows us to rapidly determine the permit cost, while providing sufficient revenue to allow for the performance of required inspections without concern for the costs this will incur to the town for this service. It is allowable under the laws of Virginia to collect fees sufficient to cover all costs associated with the operation of this department, however it is prudent to not place the majority of this burden upon the homeowners, and this method will allow for that. The costs that can be covered include my services, a portion of Sherrie Wilson's salary, a portion of Brian Henshaw's salary, and any office related expenses including the purchase of computers, printing, and overhead that are expended for this department.

Other:

I want to take a moment to thank the Council for their support in approving measures to supply this department with the means to ensure that compliance with the Codes of Virginia are met. It is my goal to provide efficient, professional, and courteous service to all members of our community, for the betterment of the community. Having the support of this Council is paramount to this effort.

End of Report, submitted on July 24, 2014.



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

**Building Permit Application for any Building Other than a
 One or Two Family Dwelling**

(This Section for Official Use Only)

Building Permit Number: _____ Date Applied: _____ Building Official: _____

SECTION 1: LOCATION (Please indicate Block and Lot # for locations for which a street address is not available)

_____ Name of Building (if applicable)
 No. and Street

SECTION 2: PROPOSED WORK

Edition of VA State Code used _____ If New Construction check here or check all that apply in the two rows below

Existing Building Repair Alteration Demolition Change of Occupancy

Change of Use Other Specify _____

Are Building Plans and/or construction documents being supplied as part of this permit application? Yes No

Is an Independent Structural Engineering Peer Review required? Yes No

Brief Description of Proposed Work: _____

**SECTION 3: COMPLETE THIS SECTION IF EXISTING BUILDING IS UNDERGOING RENOVATION,
 ADDITION, OR CHANGE IN USE OR OCCUPANCY**

Check here if an existing Building Investigation and Evaluation is Enclosed (See VSBC, Part II, Section 1102.1) _____

Existing Use Group(s) _____ Proposed Use Group(s) _____

SECTION 4: BUILDING HEIGHT AND AREA

	Existing	Proposed
No. of Floors/Stories (include basement levels) & Area per Floor (Sq. Ft.)		
Total Area (Sq. Ft.) and Total Height (Ft.)		

SECTION 5: USE GROUP (Check as applicable)

A: Assembly A-1 A-2 A-3 A-4 A-5 B: Business E: Educational
 Factory: F-1 F-2 H: High Hazard H-1 H-2 H-3 H-4 H-5
 I: Institutional I-1 I-2 I-3 I-4 M: Mercantile R: Residential R-1 R-2 R-3 R-4
 S: Storage S-1 S-2 U: Utility Special Use and please describe below

Special Use:

SECTION 6: CONSTRUCTION TYPE (Check as applicable)

IA IB IIA IIB IIIA IIIB IV VA VB

Attachment: Building Official Report for the Month of July 2014 (1963 : Building Official's Report)

SECTION 7: SITE INFORMATION

Water Supply: Public ____ Private ____	Flood Zone Information: Check ____ if outside flood zone, or identify zone; _____ _____	Sewage Disposal: Indicate system Municipal ____ Onsite ____
ARB Approval: Yes ____ No ____ N/A _____		Zoning Board Approval: (if required) Yes ____ No ____ Date _____

SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY

Edition of Code: _____ Use Group(s): _____ Type of Construction: _____ Occupant Load per Floor _____
Does the Building contain a Sprinkler System? _____ Special Stipulations: _____

SECTION 9: PROPERTY OWNER AUTHORIZATION

Name and Address of Property Owner _____ **SIGNATURE:** _____

Name (Print) No. and Street City/Town Zip Code

Property Owner Contact Information:

Title Telephone No. (business) Telephone No. (cell) e-mail address

If applicable, the property owner hereby authorizes:

Name Street Address City/Town State Zip Code

To act on the property owner's behalf in all matters relative to work authorized by this building permit application.

SECTION 10: CONSTRUCTION CONTROL (Please fill out Appendix 2)
(If building is less than 35,000 cu. ft. of enclosed space and/or not under Construction Control then check here ____ and skip Section 10.1)

10.1 Registered Professional Responsible for Construction Control

_____ Name (Registrant)	_____ Telephone No.	_____ e-mail address	_____ Registration Number
_____ Street Address	_____ City/Town	_____ State	_____ Zip Code
		_____ Discipline	_____ Expiration Date

10.2 General Contractor

Company Name

Name of Person Responsible for Construction License No. and Type if Applicable

Street Address City/Town State Zip Code

Telephone No. (business) Telephone No. (cell) e-mail address

SECTION 11: CONSTRUCTION COSTS AND PERMIT FEE

Item	Estimate Costs: (labor and materials)	Total Construction Cost (from Item 6) = \$ _____
1. Building	\$ _____	Building Permit Fee + Total Construction Cost x _____ (Insert here appropriate municipal factor) = \$ _____ Note: Minimum fee = \$ _____ Enclose check payable to _____ (contact municipality) and write check number here
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Mechanical (Other)	\$ _____	
6. Total Cost	\$ _____	

Attachment: Building Official Report for the Month of July 2014 (1963 : Building Official's Report)

SECTION 12: SIGNATURE OF BUILDING PERMIT APPLICANT

By entering my name below, I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

Please print name Title Telephone No.

Street Address City/Town State Zip Code

Signature Date

Building Official to fill out this section upon approval of application: _____
Signature Date

Additional notes and stamps:

Attachment: Building Official Report for the Month of July 2014 (1963 : Building Official's Report)



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

Building Permit Application for a One or Two Family Dwelling

(This Section for Official Use Only)

Building Permit Number: _____ Date Applied: _____ Building Official: _____

SECTION 1: SITE INFORMATION

1.1 Property Address:

1.1a Is this an accepted street? Yes No

1.2 Assessors Map & Parcel Numbers

Map Number Parcel Number

1.3 Zoning Information:

Zoning District Proposed Use

1.4 Property Dimensions:

Lot Area (sq. ft.) Frontage (ft.)

1.5 Building Setbacks (ft.)

Table with 6 columns: Front Yard (Required, Provided), Side Yards (Required, Provided), Rear Yard (Required, Provided)

1.6 Water Supply:

Public Private

1.7 Flood Zone Information:

Zone: Outside Flood Zone? Check if yes

1.8 Sewage Disposal System:

Municipal On Site System

SECTION 2: PROPERTY OWNERSHIP

Owner of Record:

Name (Print) City, State, Zip Code
No. and Street Telephone Email Address

SECTION 3: DESCRIPTION OF PROPOSED WORK (Check all that apply)

New Construction Existing Building Owner-Occupied Repair(s) Alteration(s) Addition
Demolition Accessory Bldg. Number of Units Other Specify:

Brief Description of Proposed Work:

Attachment: Building Official Report for the Month of July 2014 (1963 : Building Official's Report)

SECTION 3 (cont.): DESCRIPTION OF PROPOSED WORK

When substantial work is planned, provide the information below:

Total floor area (sq. ft.) _____ (including garage, finished basement/attics, decks or porch)
 Gross living area (sq. ft.) _____ Habitable room count _____
 Number of fireplaces _____ Number of bedrooms _____
 Number of bathrooms _____ Number of half/baths _____
 Type of heating system _____ Number of decks/ porches _____
 Type of cooling system _____ Enclosed _____ Open _____

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and materials)	Official Use Only
4.1, Building	\$ _____	4.1a, Building Permit Fee: \$ _____ Indicate how fee is determined: _____ Standard City / Town Application Fee _____ Total Project Cost (Item 6) x Multiplier _____ x _____ 4.2a, Other Fees: \$ _____ List: _____ Total All Fees: \$ _____ Check No. _____ Check Amount _____ Cash Amount _____ ___ Paid in Full ___ Outstanding Balance Due: _____
4.2, Electrical	\$ _____	
4.3, Plumbing	\$ _____	
4.4, Mechanical (HVAC)	\$ _____	
4.5, Fire Suppression	\$ _____	
4.6, Total Project Cost:	\$ _____	

SECTION 5: CONSTRUCTION SERVICES

<p>5.1 Contractors License</p> <p>_____ Name of License Holder</p> <p>_____ No. and Street</p> <p>_____ City/ Town, State, Zip Code</p>	<p>_____ Telephone</p> <p>_____ Email Address</p> <p>_____ License Number</p> <p>_____ Expiration Date</p> <p>List License Type (A, B, or C): _____</p>
--	---

SECTION 6a: OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNERS AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT

I, as Owner of the subject property, hereby authorize _____
 to act on my behalf, in all matters relative to work authorized by this building permit application.

Printed Owners Name

Date

Owners Signature

SECTION 6b: OWNER OR AUTHORIZED AGENT DECLARATION

By entering my name below, I hereby attest under the pains of penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

Printed Name

Date

Signature

Attachment: Building Official Report for the Month of July 2014 (1963 : Building Official's Report)



BUILDING PERMIT

Date Issued: _____

This PERMIT is issued for construction in accordance with Provisions of the Building Code, adopted and approved by the Town Council of the Town of Haymarket, Prince William County, Virginia.

Street Address: _____

Located on Lot Number: _____

Code Addition: _____

Subdivision: _____

Scope of Work: _____

Builder/Contractor: _____

Contact Information: _____

Sitework: Utilities: Footings: Foundation: Grading:	Plumbing: Underslab: Rough-in: Final:	Electrical: Bonding: Rough-in: Final:
Gas: Underslab: Rough-in: Final:	Mechanical: Rough-in: Final:	Building: Framing: Insulation: Final: Issue CO:

Attachment: Building Official Report for the Month of July 2014 (1963 : Building Official's Report)

BUILDING PERMIT

Number: _____ Expiration Date: _____



Attachment: Building Official Report for the Month of July 2014 (1963 : Building Official's Report)

Please place in window facing the street with this side facing out



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 08/04/14

ATTACHMENTS:

- August 2014 Planner Report (PDF)

Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the recommended revisions by the Council is expected in early fall.

Parking Study. A draft has been provided by the consultant for review and comment by staff as anticipated in the contract.

Development Plan Review Status. Please see below.

PROJECT NAME	DESCRIPTION	STATUS
HAYMARKET INDUSTRIAL PARK / PARCEL A-1 / SIGNATURE COMPANIES	Site plan upgrades associated with enclosure of loading bays	Staff review of "interim" second submission materials complete. Awaiting Applicant response
ROBINSON'S PARADISE REZONING	Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes	Applicant's second submission under review by Staff
HAYMARKET SELF STORAGE	Special use permit and site plan for outdoor storage of vehicles and equipment	Applicant's second submission under review by Staff
SHEETZ REBUILD	Special use permit, zoning text amendment, and site plan for rebuild of convenience store and pump islands	Awaiting Applicant's response to first submission comments
CHICK-FIL-A	Special use permit, zoning text amendment, and site plan for fast food restaurant with drive thru	Applicant's second submission under review by Staff
HAYMARKET ICE RINK FINAL SITE PLAN	Site plan for addition of second ice rink	Staff review of first submission complete. Awaiting Applicant response
HAYMARKET INDUSTRIAL PARK / PARCEL B / ROSE	Site plan upgrades associated with change of use	Inactive



TO: Town of Haymarket Town Council
SUBJECT: Museum Report
DATE: 08/04/14

ATTACHMENTS:

- Museum Report August revised 7-30 - 2014 (PDF)



INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: DENISE HALL
SUBJECT: MUSEUM REPORT –AUGUST 2014
DATE: 8/4/2014

Please see the August 2014 Museum's Report attached.

2014 – Train Exhibit

The Haymarket Museum will have its first Train Exhibit every weekend starting Saturday, June 14th thru Sunday, July 20th. The exhibit will explore the history of the railways through the Town of Haymarket from its conception to its closing.

The Regency Model Railroad Club will have a model train on display along with railway members on hand to answer questions. A 6 Pipe Pneumatic Train Whistle has been donated by the Harnest Family to the Haymarket Museum and Caboose, it will be on display during the exhibit.

Updates:

- The train exhibit has been extended through July 20th. Original end date was June 29th.
- Exhibit will be advertised in the May 30th, June 13th and June 27th edition of the Bull Run Observer.
- Mentioned at the end of the feature article “When History Arrived by Rail” by John Toler in the June and July edition of The Haymarket Lifestyle magazine.
- Bob Cohen, train historian and author of “A Trip by Rail in the Shenandoah Valley” will be at the Museum on Saturday, June 21st for a book signing and to answer questions.
- Over 3,000 flyers were distributed to 7 local elementary schools.

2014 – Stars & Stripes Event

The Town of Haymarket held its 3rd annual Stars and Stripes event on Saturday, July 12th. The Museum hosted the Dalby Family’s “G” scale train display along with Amtrak and B & O memorabilia from several dining car experiences. The Museum had over 75 visitors that day.

2014 – Haymarket Quilt Exhibit

Coming this September, the 2nd Annual Haymarket Quilt Exhibit. Details TBD.

Museum Attendance for July 2014

7/5 & 7/6 – Closed

7/12 & 7/13 - 90 visitors

7/19 & 7/20 – 26 visitors

7/26 & 7/27 – 12 visitors

Attachment: Museum Report August revised 7-30 - 2014 (1968 : Museum Report)



Shown in picture from Left to Right:

Red Star brass and copper fire extinguisher, 6 Pipe Pneumonic Train Whistle, stamp dater, railroad lantern, and conductor's lamp.

Attachment: Museum Report August revised 7-30 - 2014 (1968 : Museum Report)



Attachment: Museum Report August revised 7-30 - 2014 (1968 : Museum Report)



Pictured:

The Dalby Family "G" scale model train shown with Amtrak and B&O Railroad memorabilia.

Attachment: Museum Report August revised 7-30 - 2014 (1968 : Museum Report)



Pictured:

The Regency Model Railroad Club "H/O" scale model train.

Attachment: Museum Report August revised 7-30 - 2014 (1968 : Museum Report)



Pictured:

Haymarket Railroad Station circa early 1900's.

Attachment: Museum Report August revised 7-30 - 2014 (1968 : Museum Report)



Attachment: Museum Report August revised 7-30 - 2014 (1968 : Museum Report)



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 08/04/14

ATTACHMENTS:

- Treasurers Report - August 2014 TC Meeting (PDF)

Town of Haymarket
Balance Sheet
As of July 31, 2014

	Jul 31, 14
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	
10100 · The Fauquier Bank Operating	
10110 · TFB General Checking 6501	-196,733.55
10120 · TFB Sweep General Checking 1701	815,798.99
10130 · TFB Employee Benefit 7601	123.26
Total 10100 · The Fauquier Bank Operating	619,188.70
10300 · Petty Cash Fund-Town Hall	200.00
10000 · Cash & Cash Equivalents - Other	-277.05
Total 10000 · Cash & Cash Equivalents	619,111.65
11000 · CD's & Money Market Funds	
111000 · The Fauquier Bank	
11200 · TFB Money Market Account 8401	1,147,491.84
11300 · TFB Escrow//Secy Dep MM 0301	47,325.72
11400 · TFB Historic Book Club	7,615.91
Total 111000 · The Fauquier Bank	1,202,433.47
Total 11000 · CD's & Money Market Funds	1,202,433.47
Total Checking/Savings	1,821,545.12
Accounts Receivable	
12000 · Accounts Receivable	188,727.70
12010 · A/R Permits	514.60
12020 · Delinquent Real Estate	15,482.17
Total Accounts Receivable	204,724.47
Other Current Assets	
13000 · Allowance for Doubtful Accounts	-22,877.42
Prepaid Expenses	11,078.00
1499 · Undeposited Funds	18,474.20
Total Other Current Assets	6,674.78
Total Current Assets	2,032,944.37
Fixed Assets	
2500 · General Property	
2505 · Land	1,181,511.46
2510 · Buildings & Improvements	545,688.00
2515 · Accumulated Deprec - Buildings	-114,395.47
2520 · Infrastructure	1,472,567.90

Attachment: Treasurers Report - August 2014 TC Meeting (1964 : Treasurer's Report)

Town of Haymarket
Balance Sheet
As of July 31, 2014

	Jul 31, 14
2525 - Accumulated Deprec - Infrastruc	-331,401.25
2530 - Historic Town Museum	292,853.00
2535 - Accum Deprec - Museum	-87,625.18
2540 - Equipment	180,785.89
2545 - Accumulated Deprec - Equip	-151,209.82
2550 - Police Dept. Vehicles	234,323.42
2555 - Accum Deprec - Vehicles	-160,816.23
Total 2500 - General Property	3,062,281.72
2600 - Rental Property	
2610 - Land - Rentals	600,000.00
2620 - Buildings - Rental	650,000.00
2630 - Building Improvements - Rentals	353,431.00
2699 - Accumulated Deprec - Rentals	-408,240.27
Total 2600 - Rental Property	1,195,190.73
Total Fixed Assets	4,257,472.45
TOTAL ASSETS	6,290,416.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	4,744.21
Total Accounts Payable	4,744.21
Credit Cards	
Town Credit Card - 5979	135.10
Total Credit Cards	135.10
Other Current Liabilities	
VA Dept of Housing & Comm. Dev.	90.60
Accrued Leave	21,358.89
2100 - Payroll Liabilities	
Employee Receivables	-3,346.68
Life/Disability Payable	-498.73
Health Insurance Payable	-9,236.92
VRS	16,350.83
MSA AFLAC	55.39
AFLAC Premiums	38.44
2100 - Payroll Liabilities - Other	-6.72
Total 2100 - Payroll Liabilities	3,355.61
Security Deposits	28,842.65

Town of Haymarket
Balance Sheet
As of July 31, 2014

	Jul 31, 14
Escrow Deposits	12,526.00
Total Other Current Liabilities	66,173.75
Total Current Liabilities	71,053.06
Long Term Liabilities	
General Obligation Bonds	1,853,547.00
Total Long Term Liabilities	1,853,547.00
Total Liabilities	1,924,600.06
Equity	
30000 · Unrestricted Net Assets	4,473,341.64
31000 · Restricted Net Assets	
31010 · Alexandra's Keep-Historic	6,000.00
31020 · Alexandra's Keep-Parks, Rec, PW	54,000.00
31030 · Fire Funds	11,200.00
Total 31000 · Restricted Net Assets	71,200.00
Net Income	-178,724.88
Total Equity	4,365,816.76
TOTAL LIABILITIES & EQUITY	6,290,416.82

Town of Haymarket
Statement of Revenue & Expenditures
 July 2014

	Jul 14	Budget
Ordinary Income/Expense		
Income		
GENERAL PROPERTY TAXES	903.42	302,915.00
OTHER LOCAL TAXES	81,229.97	1,097,000.00
PERMITS,FEES & LICENESES	1,346.00	39,100.00
FINES & FORFEITURES	0.00	75,000.00
REVENUE FROM COMMONWEALTH	11,936.30	190,498.00
MISCELLANEOUS	1,383.85	11,500.00
RENTAL (USE OF PROPERTY)	13,409.29	207,215.00
TRANSFER OF CASH RESERVES	0.00	724,757.00
SAFETY LU/MAP 21 GRANT	169,543.26	590,479.00
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00
PEDESTRIAN IMPROVEMENT GRANT	0.00	90,000.00
Total Income	279,752.09	3,359,264.00
Gross Profit	279,752.09	3,359,264.00
Expense		
01 - ADMINISTRATION	41,547.71	614,743.00
03 - PUBLIC SAFETY	60,727.74	699,398.00
04 - PUBLIC WORKS	6,335.97	196,800.00
07 - PARKS, REC & CULTURAL	2,563.51	59,420.00
08 - COMMUNITY DEVELOPMENT	2,760.00	48,100.00
09 - NON-DEPARTMENTAL	173,608.78	196,818.00
94100 - WASH ST. ENHANCEMENT PROJECT	169,543.26	782,410.00
94101 - CABOOSE ENHANCEMENT PROJECT	0.00	38,500.00
TOWN CENTER MASTER PLAN	0.00	500,000.00
HARROVER MASTER PLAN	0.00	50,000.00
PEDESTRIAN IMPROVEMENT PROJECT	1,330.00	90,000.00
General Reserve	0.00	83,075.00
PERSONNEL	60.00	
Total Expense	458,476.97	3,359,264.00
Net Ordinary Income	-178,724.88	0.00
Net Income	-178,724.88	0.00

Attachment: Treasurers Report - August 2014 TC Meeting (1964 : Treasurer's Report)



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 08/04/14

ATTACHMENTS:

- August 2014 Police Report (PDF)

**Town Police Statistics for
April, May, & June 2014**

Activity	April	May	June
Mileage	5755	3840	3269
Parking Tickets	11	6	28
Uniform Traffic Summons	67	74	71
Criminal Felony	3	0	5
Criminal Misdemeanor	5	4	4
Reports	16	11	8
Complaints	210	208	143
Accidents	0	4	4
Hours Worked	1043.9	831.5	683.5

During the month of June 2014 The Haymarket Police Department participated in the following:

Officers assisted with Car Show on June 21, 2014.

**Criminal Stats for June 2014
Haymarket Police Department**

1. Suspicious Person = 4
2. Hit and Run = 1
3. Protestors = 1 (Sheetz)
4. Suspicious Vehicles = 2
5. Larceny = 1 (Shoplifter Sheetz)
6. Alarm Calls = 1
7. Child Neglect = 1 (Unattended in vehicle)
8. House Fire = 1 (In county assisted with traffic)
9. Barking Dogs = 1
10. Accidents = 3
11. Vandalism = 1
12. Suicide Threat = 1
13. Drugs = 2
14. Assist VSP = 2
15. Assist PWC = 10
16. Citizen Assist = 4
17. Traffic Obstruction = 5
18. Motorist Assist = 6
19. Reckless Driver = 1
20. Suspended Driver = 1
21. Property Check = 1
22. False Info to Police = 1
23. Open Door = 2



Attachment: August 2014 Police Report (1962 : Police Report)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 08/04/14

The Very Thing: (Closed Session Item)

- Letter from Tenant, Report and Recommendation included in packet.

Draft Policies for Consideration:

- Draft Policy for Council Pay Structure and motion included in packet.
- Draft Policy for Council/ Staff Attorney Contact. Motion included in packet.

Business Open House:

- I would like to go ahead and schedule a Business open house or Friday morning coffee as our first step in invited the businesses to engage with the Council members.
- I am thinking mid-late August. Would the 15th or 22nd work best for you all?
- We will discuss at the work session.

Sub-committee meetings:

- I am very pleased to be working with sub-committees.
- To this date we have had a Public Safety Committee meeting and Finance Committee meeting.
- I will be working with the Chairs to schedule a Public Facilities Committee meeting and Personnel Committee meeting.
- The minutes from the other two meetings are included in your agenda packet.

RFP for Town Center Master Plan:

- We received 4 proposals for the engineering and design of the Town Center Master Plan.
- Marchant, Holly and I have reviewed and scored the proposals.
- We will interview 3 firms and be presenting our recommendation to proceed with at the August Work Session.
- After we award based upon merit of firm, staff will negotiate the contract.

RFP's:

- This month we will be releasing two additional requests for proposals.
- The first RFP will be for on-call Planning Services. This will be an ongoing contract with a planning and consulting firm for work to be done to further the policies and ordinances of the Town's planning documents or other planning needs as addressed.
- The second RFP will for the Harrover Master Plan. The RFP will be designed at hiring a firm to assist the Town in developing a strategic long range plan for the Town's Harrover Property.

Citizens Time Flyer:

- Draft provided included in packet.

Fall Retreat:

- To pick up where we left off after our Foundations Orientation, I would like to schedule our first ever Fall Retreat.
- I have tentatively scheduled that retreat for Saturday, September 13.
- I have also tentatively reserved Mike Chandler's schedule to come work with us on the day.
- As of right now, I am anticipating the retreat going from about 9-4pm that day.
- I am currently looking for possibilities for locations for the retreat and I am open to suggestions.

Project Updates:***Old Post Office***

- Contractor is proceeding with the work within the next couple weeks.

The Very Thing:

- Sump Pump has been installed.
- We will be working on the diversion dike and the stair well for the rear door.

Policies and Procedures Review:

- With the previous Council I have begun reviewing and revising several policies.
- I intend to pick this up where I left it with them and I will work within the committees as they are appropriate.
- This process is to better identify and define our policies and procedures.

VML Conference:

- The VML Conference registration has been opened up.
- I would highly recommend the conference if you are able to get away.
- The conference this year is in the City of Roanoke, VA, October 5-7.
- If you are interested in attending, please get in touch with Jen or me and we will take care of your arrangements.
- This is an excellent continuing education opportunity.

ICMA National Conference:

- I am planning on attending the National ICMA Conference in Charlotte, NC the week of September 14-17.
- This is an excellent opportunity to network and continue to learn from fellow professional managers from around the country.

ATTACHMENTS:

- (2)Citizen Time Flyer (Manager's Report) (PDF)



Citizens Time

Procedures

Good evening and thank you for being a part of your local Government. This evening you may find yourself at a Town Council, Planning Commission, or Architectural Review Board meeting. Each of these meetings have a dedicated time in the Agenda entitled "Citizen's Time". Included on this handout are some general guidelines to follow when speaking at Citizens Time. However, let's look at some frequently asked questions first:

FAQ:

1. *What's the difference between a public hearing and Citizens Time?*

A public hearing is held on a specific topic. That topic may include a rezoning being requested near to your property or neighborhood, a special use permit, a proposed policy change, an application, or the proposed fiscal budget for the Town. In general, all comments should only be about that specific topic.

Citizens Time is an open opportunity for a citizen to address a general concern that is not about a specific topic that is on the approved agenda.

2. *Can I address the general public in attendance?*

No, your comments during this time are directed at the Town Council.

3. *Will the Council answer questions and engage in a conversation during this time?*

In general, no. The Town Council is there to actively listen to your concerns or comments. The Mayor may address your concern by directing your concern to the proper department here at the Town address the issue raised. However, you should find Council members approachable and they will do what they can to make

themselves available to engage in a conversation either before or after the meeting or at another mutually convenient time.

Guidelines for Citizens Time:

1. Individuals or groups should wait to be recognized by the presiding officer of the meeting. Groups wishing to make a presentation should get with the Town Clerk to arrange the presentation prior to the agenda being set.
2. As you approach the podium, calmly give your name and address prior to speaking. (If you prefer not providing your address in public you may provide it to the clerk in private after your statement)
3. Individuals shall have 5 minutes to make their comments. Groups can have up to 10 minutes, but are only allowed one spokesperson. Groups shall also identify themselves as a group prior to presenting or making their statement.
4. The issue or topic may be discussed by the acting board or added to the agenda of a future work session of the acting board if agreed upon by the majority.
5. If the issue being discussed by the individual or the group has been previously denied by the acting board, the topic cannot be presented or discussed by the same individual or group for 3 months.
6. Written statements may be presented to the Town Clerk by noon the following day.

Unacceptable Behavior:

1. Marketing or soliciting of Town business.
2. Use of profanity or vulgar language.
3. Derogatory or demeaning language directed at members of board or staff for issues not pertinent to the topic at hand.
4. Non-germane or frivolous statements.
5. Interruption or disruption of the course of meeting through speaking, applauding, cheers, jeers, etc.
6. Use of intimidating behavior.

Finally, Citizens Time is the opportunity for the residents and citizens of the area to address genuine concerns as it



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 08/04/14

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 08/04/14

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: To the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.



TO: Town of Haymarket Town Council
SUBJECT: Mayor Leake
DATE: 08/04/14

ATTACHMENTS:

- Capital Area Food Bank (PDF)
- September National Childhood Cancer Awareness Month (PDF)
- National Payroll Week Proclamation (PDF)



capitalareafoodbank.org

Board of Directors

Peter Schnall, Chairman
Community Advocate

Dan Marett, Vice Chair
Harris Teeter, Inc.

Pete Jones, Treasurer
Wells Fargo

Carl L. Vacketta, Secretary
DLA Piper

Peter Ackerman
FreshDirect

Stephen Brady
Deutsche Bank

Denise L. Dombay
Marriott International, Inc.

Adam Goldberg
Trident Advisors, PLLC

Hannah Hawkins
Children of Mine, Inc.

John Huffman
Pepco Energy Services, Inc.

John P. Hynes, Jr.
TASC

John Jaeger
YRCA

George Jones
Bread for the City

Rick Kappler
Community Advocate

Sheri L. H. Link
Community Advisory Board

Tjada McKenna
U.S. Agency for International Development

Marion Mattingly
Mattingly & Associates

Khalim Piankhi
WUSA-TV 9

Nancy Roman
President & CEO
Capital Area Food Bank

Randy Russell
Russell Group

Linda Keene Solomon
Deloitte Consulting LLP

Greg Ten Eyck
Safeway, Inc.

Johnny A. Yataco
Washington Hispanic

Lynn Brantley
President Emeritus

General Counsel

Eric Eisenberg
DLA Piper

July 24, 2014

Ms. Pam Stutz
Governing Board Member
Haymarket Food Pantry
14740 Washington St.
Haymarket, VA 20168

Dear Ms. Stutz,

On behalf of the Capital Area Food Bank, I want to thank you for all the work you are doing to alleviate hunger in Haymarket, VA. I also want to thank you for your interest in working with Capital Area Food Bank to further awareness about hunger issues across Prince William County; specifically within Haymarket.

Our reasons in reaching out to you are two fold. First, we would like to invite you to our Elected Officials Day, happening September 4, 2014 throughout the day. We are asking current and interested former elected officials to volunteer two hours of their time to pack food bags for children and seniors while learning more about hunger in their community.

Second, as the former mayor of the Haymarket Town Council and a current Board Member for the Haymarket Regional Food Pantry I would like to schedule a time to speak with you further about the specific hunger needs in your area and how we can work together to innovate hunger solutions. We are also looking to schedule meetings with the current Mayor or Vice Mayor of the Haymarket Town Council.

We are all aware that hunger is *the* pressing and rising societal issue facing Northern Virginia communities. The next step is to take action. I look forward to hearing your opinions, value your time and ask that, after reviewing this letter and the attached email invitation, you reach back out to Johnnie Dunlap, one of our outreach coordinators in the Northern Virginia distribution center located at 6833 Hill Park Drive, Lorton, VA 22079. A long time, Prince William County resident, Johnnie is best suited to understand and address the needs of your community. He can be reached by phone at (571) 482 4773 or by email at jdunlap@capitalareafoodbank.org. I am excited to be serving with Celeste Corrigan on the Greater Prince William County Food Council and grateful to be able to have the opportunity to collaborate with you.

Sincerely,

Cecelia Vergaretti
Director,

A member of
**FEEDING™
AMERICA**

Serving the Washington metro area from:

4900 Puerto Rico Avenue, NE
Washington, DC 20017
P. 202.644.9800
F. 202.529.1767

6833 Hill Park Drive
Lorton, VA 22079
P. 571.482.4770
F. 703.541.0179

United Way #8052
CFC #30794

501 (c)(3) #52-1167581

Attachment: Capital Area Food Bank (1993 : Mayor Leake)



Childhood Cancer Awareness Month

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in more than 15,000 of our country's young people each and every year.

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Walter Reed National Military Medical Center, Children's National Medical Center in Washington, D.C., as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor nationwide Courageous Kid recognition award ceremonies and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

NOW, THEREFORE, BE IT RESOLVED that the Town Council declares September 2014 as National Childhood Cancer Awareness Month in the Town of Haymarket

David Leake, Mayor of Haymarket, Virginia
August 8, 2014



Payroll Week Proclamation

Whereas the American Payroll Association and its more than 21,000 members have launched a nationwide public awareness campaign that pays tribute to the more than 156 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

Whereas payroll professionals in the Town of Haymarket play a key role in maintaining the economic health of Haymarket, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

Whereas payroll departments collectively spend more than \$15 billion annually complying with myriad federal and state wage and tax laws; and Whereas payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

Whereas payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

Whereas payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

Whereas the week in which Labor Day falls has been proclaimed National Payroll Week, I hereby give additional support to the efforts of the people who work in the Town of Haymarket and of the payroll profession by proclaiming the first full week of September Payroll Week for this Town of Haymarket.

David Leake, Mayor of Haymarket, Virginia

August 8, 2014