



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

Kimberly Henry, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, November 27, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Oath of Office: Alexander Beyene

IV. Agenda Items

1. Monthly Financial Report
2. Mobile Food Establishment Ordinance
3. December Work Session and 2024 Meeting Schedule
4. Board of Zoning Appeals Vacancy

V. Adjournment

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	440,191.23	455,783.00	96.6%	
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	453,851.15	469,383.00	96.7%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	70,276.07	175,000.00	40.2%	collections up to September 30, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
				collections of new businesses and delinquent businesses
3120-02 · Business License Tax	23,580.10	250,000.00	9.4%	
3120-03 · Cigarette Tax	54,849.30	140,000.00	39.2%	Collectionbns up to October 31, 2023
3120-04 · Consumer Utility Tax	30,635.12	158,000.00	19.4%	collections up to September 30, 2023
3120-05 · Meals Tax - Current	430,280.48	1,200,000.00	35.9%	partial collections of October 31, 2023
3120-06 · Sales Tax Receipts	43,820.47	160,000.00	27.4%	collections up to September 30, 2023
3120-07 · Penalties (Non-Property)	2,850.98	5,000.00	57.0%	
3120-08 · Interest (Non-Property)	223.73	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	656,516.25	2,112,000.00	31.1%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,450.00	4,500.00	32.2%	
3130-03 · Motor Vehicle Licenses	242.00	1,000.00	24.2%	
3130-05 · Other Planning & Permits	2,895.00	15,000.00	19.3%	
3130-06 · Pass Through Fees	9,787.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESES	14,374.50	20,500.00	70.1%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	5,860.18	20,000.00	29.3%	
Total 3140 · FINES & FORFEITURES	5,860.18	20,000.00	29.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	6,166.31	1,500.00	411.1%	Collections up to October 31, 2023
3150-03 · Interest on Bank Deposits	37,944.52	10,000.00	379.4%	Collections up to October 31, 2023
Total 3150 · REVENUE - USE OF MONEY	44,110.83	11,500.00	383.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	18,107.24	49,207.00	36.8%	
3151-08 · 15020 Washington Realty	23,654.95	56,772.00	41.7%	
3151-09 · 15026 Copper Cricket	10,141.10	24,338.00	41.7%	
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	35,838.00	32.7%	
3151-14 · Salman Home Realty Suite 204	2,800.00	5,600.00	50.0%	
3151-15 · Revolution Mortgage	3,226.67	7,099.00	45.5%	Paid 5 months upfront
3151-16 · Stirrup For Delegate 21	1,989.00	3,315.00	60.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	71,630.84	182,169.00	39.3%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5,305.00	0.00	100.0%	Surplus sale of PD vehicle (Taurus)
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	25,600.00	10,000.00	256.0%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	58,220.99	80,000.00	72.8%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	9,218.30	8,000.00	115.2%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	4,816.76	5,000.00	96.3%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	234.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	98,213.50	103,000.00	95.4%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	102.29	0.00	100.0%	
3180-01 · Citations & Accidents Reports	20.00	0.00	100.0%	
				\$45,518.56 for Stolen check reimbursed by VRSA
3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	

Attachment: FY2024 Actuals on 11.21.2023 (6386 : Monthly Financial Report)

Total 3180 · MISCELLANEOUS	46,440.85	0.00	
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,121.00	31,548.00	28.9% Quarterly grant
3200-05 · Communications Tax	20,317.66	80,000.00	25.4% collections up to September 30, 2023
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0% collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1% As of August 2023
3200-17 · LOLE Grant	0.00	4,393.00	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	64,470.78	145,868.00	44.2%
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%
Total Income	1,460,773.88	3,264,420.00	44.7%
Gross Profit	1,460,773.88	3,264,420.00	44.7%

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	272.00	2,500.00	10.9%
111002 · FICA/Medicare	459.38	2,000.00	23.0%
111003 · Meals and Lodging	15.00	1,000.00	1.5%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	7,300.00	25,000.00	29.2%
Total 11100 · TOWN COUNCIL	8,046.38	30,750.00	26.2%

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	151,884.46	407,469.00	37.3%
1211002 · Salaries/Wages - OverTime	1,081.95	0.00	100.0%
1211003 · Salaries/Wages - Part Time	18,749.00	66,560.00	28.2%
1211004 · FICA/Medicare	14,762.27	36,264.00	40.7%
1211005 · VRS	11,608.50	37,852.00	30.7%
1211006 · Health Insurance	21,734.00	63,963.00	34.0%
1211007 · Life Insurance	2,208.80	4,850.00	45.5%
1211008 · Disability Insurance	1,118.32	3,360.00	33.3%
1211009 · Unemployment Insurance	143.51	5,995.00	2.4%
1211010 · Worker's Compensation	279.75	435.00	64.3%
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%
1211012 · Accounting Services	689.50	8,000.00	8.6%
1211014 · Printing & Binding	2,356.90	8,298.00	28.4%
1211015 · Advertising	1,456.50	9,000.00	16.2%
1211016 · Computer, Internet & Website Svc	4,828.88	28,550.00	16.9%
1211017 · Postage	813.15	4,000.00	20.3%
1211018 · Telecommunications	2,830.17	7,500.00	37.7%
1211019 · Mileage Allowance	277.72	1,000.00	27.8%
1211020 · Meals & Lodging	2,065.61	2,000.00	103.3%
1211021 · Convention & Education	1,206.15	6,000.00	20.1%
1211022 · Miscellaneous	312.00	2,000.00	15.6%
1211024 · Books, Dues & Subscriptions	7,142.83	16,000.00	44.6%
1211025 · Office Supplies	1,058.98	6,500.00	16.3%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	267,738.95	753,999.00	35.5%

12210 · LEGAL SERVICES

1221001 · Legal Services	26,161.08	83,200.00	31.4%	payments up to September 30, 2023
Total 12210 · LEGAL SERVICES	26,161.08	83,200.00	31.4%	services

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	18,400.00	17,120.00	107.5%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	17,120.00	107.5%

Total 01 · ADMINISTRATION

	320,346.41	885,069.00	36.2%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	191,108.86	516,406.00	37.0%
3110003 · Salaries & Wages - OT Premium	13,515.46	30,000.00	45.1%
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%
3110004 · Salaries & Wages - Holiday Pay	9,992.17	35,541.00	28.1%
3110005 · Salaries & Wages - Part Time	23,120.00	65,000.00	35.6%
3110012 · Salaries & Wages - PT Admin.	5,995.00	39,000.00	15.4%
3110020 · FICA/MEDICARE	16,386.73	53,240.00	30.8%
3110021 · VRS	12,783.03	31,604.00	40.4%

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3110022 · Health Insurance	35,030.00	72,272.00	48.5%	
3110023 · Life Insurance	2,798.87	6,146.00	45.5%	
3110024 · Disability Insurance	1,015.70	2,400.00	42.3%	
3110025 · Unemployment Insurance	10.44	3,360.00	0.3%	
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%	
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	8,079.70	28,392.00	28.5%	
3110032 · Computer, Internet & Website	2,095.00	5,000.00	41.9%	
3110033 · Postage	41.20	100.00	41.2%	
3110034 · Telecommunications	4,110.47	13,800.00	29.8%	
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%	
3110037 · Meals and Lodging	1,419.88	5,000.00	28.4%	
3110038 · Convention & Edu. (Training)	1,732.00	10,000.00	17.3%	
3110040 · Annual Dues & Subscriptions	10,474.24	17,200.00	60.9%	
3110041 · Office Supplies	1,520.76	5,000.00	30.4%	
3110042 · Vehicle Fuels	11,069.32	36,700.00	30.2%	
3110043 · Vehicle Maintenance/Supplies	6,299.05	21,500.00	29.3%	
3110045 · Uniforms & Police Supplies	3,231.37	36,000.00	9.0%	
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%	vehicle will be picked up this coming week
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%	
Total 31100 · POLICE DEPARTMENT	460,632.75	1,157,858.00	39.8%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%	
Total 03 · PUBLIC SAFETY	460,632.75	1,167,858.00	39.4%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	44,189.28	123,750.00	35.7%	For services up to November 30, 2023
Total 43200 · REFUSE COLLECTION	44,189.28	123,750.00	35.7%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	29,087.55	105,222.00	27.6%	
4310002 · Maint Svc Contract-Pest Control	2,759.00	3,000.00	92.0%	
4310003 · Maint Svc Contract-Landscaping	11,979.31	35,000.00	34.2%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 · Electric/Gas Services	4,999.33	18,593.00	26.9%	
4310008 · Electrical Services-Streetlight	1,687.17	5,500.00	30.7%	
4310009 · Water & Sewer Services	1,389.28	3,850.00	36.1%	
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%	
4310011 · Real Estate Taxes	573.29	2,500.00	22.9%	
4310015 · Maintenance - Vehicle Fuel	508.44	5,000.00	10.2%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	53,007.35	192,665.00	27.5%	
Total 04 · PUBLIC WORKS	97,196.63	323,628.00	30.0%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	19,604.21	75,075.00	26.1%	
60001 · Town Tourism	24,397.91	50,050.00	48.7%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	44,002.12	147,125.00	29.9%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,700.00	25,000.00	6.8%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,700.00	25,000.00	6.8%	
71110 · EVENTS				
7111001 · Advertising - Events	1,365.00	5,000.00	27.3%	
7111003 · Contractural Services	29,266.18	50,000.00	58.5%	
7111004 · Events - Other	29,332.70	30,850.00	95.1%	
7111005 · Police Department Events	2,235.12	7,500.00	29.8%	
7111006 · Farmer's Market	343.43	8,000.00	4.3%	
Total 71110 · EVENTS	62,542.43	101,350.00	61.7%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	471.45	2,200.00	21.4%	

7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
Total 72200 · MUSEUM	871.45	5,950.00	14.6%	
Total 07 · PARKS, REC & CULTURAL	65,113.88	132,300.00	49.2%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,140.00	5,670.00	20.1%	
8110002 · FICA/Medicare	115.71	500.00	23.1%	
8110003 · Consultants - Engineer	3,247.50	10,000.00	32.5%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	15,327.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	19,830.21	23,120.00	85.8%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	690.00	5,830.00	11.8%	
8111002 · FICA/Medicare	20.07	446.00	4.5%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	710.07	7,776.00	9.1%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	20,540.28	33,823.00	60.7%	
09 · NON-DEPARTMENTAL				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	137,800.00	136,600.00	100.9%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	3,298.73	4,950.00	66.6%	Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	186,617.29	187,069.00	99.8%	
Total 09 · NON-DEPARTMENTAL	186,617.29	187,069.00	99.8%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	5,600.48	150,000.00	3.7%	
Total 94104 · Street Scape - Park Sidewalk	5,600.48	150,000.00	3.7%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.04	0.00	100.0%	
Total EMPLOYEE BENEFITS	-0.04	0.00	100.0%	
Total 94105 · PERSONNEL	-0.04	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	924.50	50,000.00	1.8%	
Total 94106 · TOWN CENTER MASTER PLAN	924.50	50,000.00	1.8%	
94107 · BLIGHT MITIGATION				
9410701 · Blight Mitigation	0.00	40,000.00	0.0%	
94108 · Capital Improvment Funds Expens	7,730.00	147,548.00	5.2%	
Total Expense	1,208,704.30	3,264,420.00	37.0%	
Net Ordinary Income	252,069.58	0.00	100.0%	
Net Income	252,069.58	0.00	100.0%	

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Mobile food establishment:

The intent of this section is to establish basic operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property. Mobile food establishments are itinerant and not permanent fixtures to a specific property.

General requirements.

For the purposes of this Section, the terms permittee, operator, and vendor all shall mean a licensed mobile food establishment.

- A. A mobile food establishment Business License and permit authorized by the Zoning Administrator and Town Treasurer shall be required prior to the operation of a mobile food establishment on a privately owned parcel.
- B. A mobile food establishment Business License and Zoning permit allows the Business to operate at any of the 3 different allowable locations. (Brewery, Winery, and Distillery), Also known as Host Business.
- C. A Zoning Permit authorized by the Zoning Administrator shall be required by the mobile food establishments owner prior to the operation of mobile food establishments on site, specifically stating the location of the mobile food establishment on site; cost is \$50.00.
- D. Mobile food establishments may operate only at in Town wineries, breweries, or distilleries.
- E. Mobile food establishments are responsible for the Town Meal's Tax and shall comply with the Meals Tax Ordinance Sec. 42-186.
- F. A mobile food establishment Business License is valid from May 1st of the current year until April 30th of the following year upon which the permit was issued. The Town business license will need to be renewed by May 1st of every year.
- G. A mobile food establishment Business License and permit may be revoked by the Zoning Administrator or Town Treasurer at any time due to the failure of the License holder to comply with all requirements of this Article and other applicable federal, state, and local laws. Notice of revocation shall be made in writing to the Business license holder.
- H. No Business License or permit authorized and issued by the Zoning Administrator and Town Treasurer shall authorize a mobile food establishment to operate on or from a public street or park.
- I. A business application will need to be submitted to Town Treasurer for approval; fee for Mobile Food Establishment license \$200.00. License will need to renewed every April 30th.

Mobile food establishments may be operated from an approved location, subject to the following procedures:

- A. Each year, the owner or operator of any mobile food establishment doing business in the Town must file a mobile food establishment business license and permit application with the Zoning

Administrator and Town Treasurer. The permit application must be accompanied by a copy of the approved zoning permit, obtained by the property owner for the operation of mobile food establishments on the property. If a mobile food establishment operates on more than one site, only one mobile food establishment business license application is required, provided that the property owner on any additional sites has obtained a mobile food establishment location permit. The operation of any mobile food establishment is subject to all Virginia Health Department permits/licenses; and

- B. A maximum of two mobile food establishments are permitted at any one location at the same time, provided that additional mobile food establishments may be permitted in conjunction with administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit:
- C. Mobile food establishments may not be in any fire lane, travel lane, entrance/exit, or any required parking space;
- D. Mobile food establishments must be located on a level, paved, or gravel surface with safe pedestrian access.
- E. All generators and mobile food establishments shall be located no less than 100 feet from any residential properties; The vicinity around the mobile food establishment must be kept clean and free of debris; Trash receptacles must be provided; and
- F. The mobile food vendor shall comply with any request of a police officer or other public safety personnel to move or cease vending in the case of an emergency.

Operational requirements.

- A. No vendor shall remain on site at one property for more than 12 consecutive hours.
- B. Vendors shall comply with Chapter 18 of Town Code pertaining to noise control.
- C. Only food and non-alcoholic beverages incidental to the permitted vendor shall be sold from the mobile unit. Retail sales of merchandise are permitted as an accessory use to the primary use of food sales.
- D. Portable receptacles for the disposal of waste materials or other litter shall be provided. All waste shall be removed and disposed of daily by the mobile food establishment operator. Public trash receptacles shall not be used for compliance with this section.
- E. No liquid or solid waste may be discharged from the mobile unit.
- F. Signage:
 - 1) Signage may be imprinted on the exterior body of a licensed mobile food establishment and include the use of an attached or detached menu board.
 - 2) Advertisements for businesses other than the mobile food establishment may not be utilized.

- G. No tables or chairs for patron's use may be set up in association with the mobile food establishment.
- H. The operator of a permitted mobile food establishment must conspicuously display the approved permit for public inspection.
- I. All required taxes must be paid and in conformance with Chapter 42 of Town Code.
- J. A three-foot wide clearance area must be maintained around the mobile food establishment.

Location requirements.

Mobile food establishments shall only be permitted in zoning districts that permit a mobile food establishment by-right.

Mobile units shall not block any drive aisles, ingress and egress from the property, or designated fire lanes. In no situation shall vendors be permitted to operate on grass, dirt, or other non-improved parking surfaces.

No parking space that satisfies a Zoning Ordinance parking requirement shall be converted into a parking space or vending area to accommodate a mobile food establishment.

Enforcement and Penalties.

Hosting businesses are responsible for ensuring all necessary business application/permit applications have been filed with the Town of Haymarket by each mobile food establishment on site, if not the hosting business will be fined for hosting a non-compliant mobile food establishment.

Mobile units will be removed from hosting premises if they are non-compliant with Town requirements.

Any person who commits, permits, assists in, or attempts, whether by act or omission, a violation of any provision of this ordinance shall be liable and the violation will be enforced. Hosting businesses will be fined for hosting non-compliant mobile food establishments. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation of the same regulation or requirement arising from the same set of operative facts, and \$500 for each additional violation of the same regulation or requirement arising from the same set of operative facts.



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of Council
Re: 2024 Meeting Schedule

The Town Council sets the schedule of meetings for the upcoming calendar year at the December regular Town Council meeting. They also determine if they would like to hold a work session in December. Section 2-3 of the Town's Policy and Procedures states that if a meeting falls on a holiday, the Town Council will meet the Tuesday after the holiday. This year is a little unique in the fact that Christmas falls on Monday and the Town is also closed on Tuesday, December 26 which is the day closest to Christmas Eve, which is also considered a holiday. The Town has 2 options. The first is to move the Work Session a week prior, which would be December 18th. This is possible because the Planning Commission moved their monthly scheduled meeting to December 11th. Or the Town Council could cancel the December Work Session.

Attached is the 2024 meeting for review and consideration. Memorial Day and Labor Day: the meeting is set for the Tuesday after the holiday, as established. The November 2024 Work Session is Thanksgiving week. The Council will need to discuss whether they would like to have that meeting.

Actions:

There needs to be a consensus of Council on the determination of December's work session. An alternative meeting date needs to be established for the November 2024 Work Session.

Motion:

I move that the Haymarket Town Council adopt the 2024 meeting schedule as presented (amended).

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www.townofhaymarket.org



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

2024 Town Council Meeting Schedule

Work Session

***December ???**
Monday, January 29, 2024
Monday, February 26, 2024
Monday, March 25, 2024
Monday, April 29, 2024
Tuesday, May 28, 2024
Monday, June 24, 2024
Monday, July 29, 2024
Monday, August 26, 2024
Monday, September 30, 2024
Monday, October 28, 2024
*Monday, November 25, 2024?
December 30, 2024 Work Session - TBD

Regular Monthly Meetings

Tuesday, January 2, 2024 – *Organizational Meeting*
Monday, February 5, 2024
Monday, March 4, 2024
Monday, April 1, 2024
Monday, May 6, 2024
Monday, June 3, 2024
Monday, July 1, 2024
Monday, August 5, 2024
Tuesday, September 3, 2024
Monday, October 7, 2024
Monday, November 4, 2024
Monday, December 2, 2024

- Town Council will need to determine whether they would like to have a December Work Session. Christmas is on the work session date. We are also closed on December 26th since Christmas Eve is also a holiday and is closer to that holiday.
- Town Council will need to determine if they would like to change the date for the November 2024 work session. November 25 is the week of Thanksgiving. Council could leave this date as their Work Session date and make a determination next year as we get closer to that date.

Attachment: 2024 meeting schedule v2 (6388 : December Work Session and 2024 Meeting Schedule)



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of the Council
Re: Board of Zoning Appeals Vacancy

Update: There was a directive from the Town Council at the October Work Session to publish the vacancy and to bring this item back at the November Work Session. I put the vacancy out on Facebook and on the website with no interest.

Background: The Board of Zoning Appeals is an appointed position from the Prince William County Circuit Court Judge. The Town Council, however, makes a recommendation to the Judge for consideration.

At the Town Council October 2, 2023 regular monthly meeting, Matthew Gallagher was appointed to the Town Council filling the vacancy from the resignation of David Leake with his term expiring on December 31, 2024. Mr. Gallagher was serving on the Board of Zoning Appeals at the time of the appointment. Mr. Gallagher cannot serve on Council and BZA. Attached is Mr. Gallagher's resignation. His term on the BZA expires January 31, 2025. I reached out to the other applicants that had an interest in the Town Council vacancy about this vacancy. Attached is an application from someone interested in the position. Once the motion is made, I will present the letter to the Town Attorney to submit to request to the Circuit Court Judge for consideration.

Recommended Motion for the December 4, 2023 Regular Monthly meeting: **A motion that the Haymarket Town Council recommend to the Circuit Court Judge of Prince William County to appoint _____ to the Haymarket Board of Zoning Appeals with the term ending January 31, 2025.**

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Attachment: Memo BZA Vacancy 103023 work session update (6402 : Board of Zoning Appeals Vacancy)



□

Ken Luersen, Mayor TracyLynn
 Pater, Vice Mayor Council Members:
 Mary Ramirez
 Joseph Pasanello
 Marchant Schneider
 Alexander Beyene

15000 Washington Street
 Suite 100
 Haymarket, Virginia 20169
703-753-2600

www.townofhaymarket.org



Appointed Boards, Committees
 & Commission: Application
 for Appointment
 Consideration

Justin Baker

Full Name:

Address:

14812 Gap Way, Haymarket, VA, 20169

Cell Phone:

Email Address: justin.baker03@yahoo.com

Please Circle One Below;

Town Council Architectural Review Board

Planning Commission Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the

Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600x205.