



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 5, 2022

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation

IV. Haymarket Day Recap

V. 2022 Farmer's Market Recap

VI. Public Hearing

1. Public Notice
2. Citizen Comment
3. Close Public Hearing

VII. Citizens Time

VIII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Closed Session Meeting - Oct 24, 2022 6:00 PM
2. Mayor and Council - Work Session - Oct 24, 2022 7:00 PM
3. Mayor and Council - Closed Session Meeting - Nov 7, 2022 6:00 PM
4. Mayor and Council - Regular Meeting - Nov 7, 2022 7:00 PM
5. Mayor and Council - Closed Session Meeting - Nov 28, 2022 6:00 PM
6. Mayor and Council - Work Session - Nov 28, 2022 7:00 PM

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance
2. Business/Community
3. Planning Commission
4. Architectural Review Board

IX. Agenda Items

1. Ordinance #2022-005 Meals Tax Free Weekend
2. Ordinance #2022-006
3. December 27, 2022 Work Session
4. 2023 Meeting Schedule
5. Re-Appointment of Police Chief, Town Treasurer, Town Clerk
6. Select Employee Compensation
7. Personnel Policy

X. Councilmember Time

1. Vice Mayor Pater

2. Councilmember Ramirez
3. Councilmember Schneider
4. Councilmember Pasanello
5. Councilmember Weir
6. Mayor Luersen

XI. Adjournment

TOWN OF HAYMARKET NOTICE OF PUBLIC HEARING

Notice is hereby given that the Town of Haymarket Town Council will hold a Public Hearing on Monday, December 5, 2022 at 7:00 P.M. in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, to consider the adoption of general and comprehensive amendments to the Zoning and Subdivision Ordinance, Chapter 58 of the Town Code. The proposed amendments include updating Subdivision Section to reflect the appropriate Chesapeake Bay Preservation Act requirements for plat notations provided by the Department of Environmental Quality.

The text additions are available on the Town's website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. The Town of Haymarket does not discriminate on the basis of disability in admission or access to its programs and activities. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk at the above address or by telephone at the above number.

If you wish to comment but cannot attend the public hearing, please send your comments to the Clerk of the Council, Kim Henry, by December 5, 2022 at 4:30pm, via email khenry@townofhaymarket.org or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.



TOWN OF HAYMARKET TOWN COUNCIL

CLOSED SESSION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 24, 2022

6:00 PM

Council Chambers

A Closed Session Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Closed Session Motion

1. Motion

Councilmember Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager and the Chief of Police; and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to Transient Occupancy Tax and current MOU's. Vice Mayor Pater seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

2. Certification

Councilmember Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Morris, Pasanello, Weir, Pater, Ramirez, Luersen
ABSENT:	Marchant Schneider

3. Motion

Councilmember Weir moved that the Town Council authorize the Mayor to execute the amended and restated Memorandum of Understanding with Haymarket Hotel Venture, LLC. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Oct 24, 2022 6:00 PM (Minute Approval)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: TracyLynn Pater, Vice Mayor
AYES: Morris, Pasanello, Weir, Pater, Ramirez
ABSENT: Marchant Schneider

III. Recess

The Town Council recessed until the 7 pm scheduled Work Session meeting.

Minutes Acceptance: Minutes of Oct 24, 2022 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 24, 2022

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 Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Late (7:05 PM), Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

After the Pledge of Allegiance, Mayor Luersen recognized and welcomed the government class students from Battlefield High School who was in attendance at this evenings meeting fulfilling one of the class requirements. Mayor Luersen paused the meeting briefly.

III. Presentation: Police Department Officer Recognition

Chief Al Sibert stated that in the 13 months that he has been with the Town of Haymarket, he has had two observations. First, he addressed the Town Council on the achievements of his officers. He stated that the Town has a first rate group of officers. Chief Sibert particularly recognized Officer Charles "Chip" Burgoon at this evening's meeting. Chief Sibert shared that Officer Burgoon has been with the Haymarket Police Department for a little over 3 years and is a valuable asset to the department. Chief Sibert shared that Officer Burgoon can patrol, fly a drone and everyone knows that he can sing. Chief Sibert wanted to bring attention to one particular event that Officer Burgoon was involved in on April 26th. He stated that Officer Burgoon was on duty when he received notification that vehicle pursuit was in the Town's jurisdiction that initiated in Fauquier County. Chief Sibert continued to state that Officer Burgoon prepared himself and asked Prince William County to deploy spike strips prior to entering the Town limits to protect the Town and its citizens. The suspect was still able to enter the Town with Fauquier County in pursuit. The Chief stated that Officer Burgoon engaged in the pursuit and followed the suspect with the suspect striking the Fauquier County Deputies car and almost hit Officer Burgoon as he was exiting his vehicle. Chief Sibert stated that the suspect attempted to leave the area by getting on Washington Street and in doing so purposely struck two additional law enforcement vehicles. Chief Sibert shared that after witnessing all the suspects actions and being almost hit himself, Officer Burgoon took decisive action to end the pursuit. Chief Sibert stated that there was no doubt in his mind that the actions Officer Burgoon took stopped additional property damage, injuries or loss of life. Chief Sibert awarded Officer Charles "Chip" Burgoon with a commendation for his selfless act of valor and for his commendable and dedicated service to our community.

Chief Sibert shared on his second observation. He stated that he has been in law enforcement for 33 years. He stated that during that time he has worked for various Councils, City Managers, Board of Supervisors and County Administrators. He shared that until he came on staff with the Town of Haymarket in September 2021, he has never had 100% support from Council and Staff. He shared that staff all work well together and are truly vested in this community. He continued to state that the same is true for the Council Members by being vested in the community and in support of him and his department. He thanked the Council for their support of the police department and wished every law enforcement could work for an entity like the Haymarket Town Council. In addition, Chief Sibert thanked the community for their support of the department. Chief Sibert gave particular attention to Council Member Chris Morris who is leaving Council and recognized him as a great police department liaison, a great friend and a fine example of leadership. Chief Sibert thanked Mr. Morris for his dedication to the community and to the

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department who is a great inspiration to the community and will be greatly missed. Chief Sibert presented a blue line flag which was signed by each officer.

In addition, Mayor Luersen presented Council Member Morris with a presentation of appreciation for his years of dedication and service to the Town. Mayor Luersen also thanked Mr. Morris' wife, Dahlia, for sharing her husband with the Town. Mayor Luersen presented Mr. Morris with a plaque of appreciation and Mrs. Morris with a lovely bouquet of flowers. Several residents from Longstreet Commons were present at the meeting showing their appreciation and gratitude to Council Member Morris.

IV. Agenda Items

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly financial report. Mr. Gonzalez reported that the real estate refund checks were mailed out. He stated that the letter explaining about how the refund came about and how it was calculated. Mr. Gonzalez asked for any questions on the monthly report. A discussion followed on particular line items of the report. Some of the items addressed was the expenses on seminars and education and events contractual services, A discussion followed on 2nd quarter budget amendment. Mr. Gonzalez stated that he has been keeping track of the line items that need to be adjusted and will be bringing forth information for a public hearing. There was also discussion on the annual audit. Mr. Gonzalez stated that the annula audit should be on schedule for the week of Thanksgiving.

2. Police Department Office Assistant Position Discussion

Town Manager Emily Kyriazi requested to add Town Administration Admin Assistant Position after the Chief's report. There was no objection in adding the line item.

Chief Sibert addressed the Town Council on the subject of adding a part time administrative assistant position for the Police Department. The Chief shared that he had done a lot of number crunching and provided a list of the duties that the position would hold. He shared an analysis of how many hours of administrative duties being spent by himself and Lieutenant Davis. He provided the breakdown of hours of the administrative duties within the last year from the data they collected. He stated that approximately 78% of those items could be done by a civilian admin assistant at a part time rate. Chief Sibert also provided a cost saving analysis for that position in comparison to the rate of a salaried sworn officer. He stated that the department has a huge amount of reporting that a lot of time away from the administrative staff within the department that they could be using on other projects that are more important. Chief Sibert opened the floor for questions from the Town Council. There was a question and discussion adding to the job description someone who has experience in grant writing. Chief Sibert responded by adding that someone who has that kind of experience would need to have a specific skill and advised that the salary would need to increase. He stated that he would look for someone who has retired and who would want to get back in the field with experience in the grant writing experience. Discussion also followed on the position that could help with the accreditation process and if benefits would be offered. There was also a question about combining and sharing that position with the Town Administration side and making if a full time position. Chief Sibert stated that it would be cost effective and probably doable. However, it would put a strain on that person if both sides had deadlines to meet or a project that would need immediate action. There was a discussion on a start date and financing for the position. Chief Sibert stated that he would like January 1 to be the start date if the department could start the application process so that they could properly vet the right candidate and would be able to fit well in the office. There was a consensus of the Town Council for Chief Sibert to start the process by putting the application online, proceed with the interview process with a target start date of January 1. In summary, Town Manager Emily Kyriazi and Chief Sibert will work with Town Treasurer Roberto Gonzalez to determine the numbers and present them to the Town Council at a future meeting in order to get a directive and motion. In the meantime, the Chief will proceed with the application and interviewing process.

3. Town Administration Admin Assistant Position

Town Manager Emily Kyriazi distributed a job description for the administrative assistant going from a part time to a full time position. She shared that there will be additional responsibilities and roles to this position and would expand it to a full time position. She stated that based on the past 6 months, the staffing needs and demands in the administrative offices and the upcoming work schedules, the staff found that the additional hours are necessary for the Town Hall to run in an efficient and productive manner. Historically, the office had always run with 4

full time employees. Mrs. Kyriazi stated that with only three full time members that the administrative office is in the need for additional manpower. She stated that this would take the part time administrative assistant part time position of 32 hours a week to a full time status at 40 hours a week with the benefits package as well. Mrs. Kyriazi asked for any questions on the subject. A question followed on the time line of the part time employee's review. Mrs. Kyriazi responded that staff members evaluation review would be done within the next 2 weeks. There was a discussion of an immediate need to proceed in making this a full time position. Mrs. Kyriazi stated that, with Council approval, she would like to initiate this position as soon as possible so that the Acting Town Manager would have everything in place by the time she would go on leave. Town Treasurer Roberto Gonzalez was asked for the budget impacts on upgrading the part time position to a full time position. Mr. Gonzalez gave the projected numbers until the end of the fiscal year. There was also a discussion on the current responsibilities and additional responsibilities that this position would be taking over. Mrs. Kyriazi was asked what time line was she looking at and what directive would she like from the Town Council. She stated ideally she would like to have the full time position be effective by November 1 so that she could clearly define the new expectations and the proper training could start prior to her maternity leave. Discussion followed on getting the true numbers from the Treasurer and what the cost will be to the Town. The Town Council gave a conditional directive to proceed with the transition after the finance meeting later that week so the Town Treasurer Roberto Gonzalez can provide the accurate numbers and sends those numbers to the Council for any comment.

At this time, Councilmember Schneider left the meeting.

4. Snow Policy

Town Manager Emily Kyriazi shared a draft snow removal policy in response to some of the feedback that was heard at the beginning of 2022. With a discussion with the Town Attorney, Mrs. Kyriazi stated that she would like to defer this item until the November 7th meeting in order to make some modifications to the policy. A short discussion followed on the subject. This subject was deferred until the November work session.

5. Communication Plan Update - Vice Mayor Pater

Vice Mayor Pater shared that she received 17 responses on the link to a survey that was recently sent out on a communication plan. She stated that this number was in a 7 day time frame of when the survey went live. She gave the Town Council a snapshot of what she will be doing with the responses that will provide a communication standard which will include social media. A short discussion followed on getting the link and the QR Code for citizens to answer the survey. Vice Mayor Pater shared that she will continue to take the tallies from the survey and report back to the Council.

6. Amendment to ZTA - Chesapeake Bay Preservation Act Public Notice Directive

Town Manager Emily Kyriazi introduced Thomas Britt, the new Town Planner, to the Town Council. She shared that she has started turning items over to him. She gave the floor to Mr. Britt on the subject of the amendment to the ZTA. Mr. Britt shared that the Town's Zoning Text Amendment needs to be updated to include the Chesapeake Bay Preservation Act guidelines being passed down by the Department of Environmental Quality. He shared that the Planning Commission held a public hearing on the subject. With no public comment, the Planning Commission forwarded the amendment on to Town Council with a recommendation to approve the CBPA requirements into the ZTA. A short discussion followed.

Without objection from the Town Council, Councilmember Weir directed staff to proceed with the publication notice to hold the public hearing at their December 5th regular monthly meeting.

V. Adjournment

With no further business before the Town Council, Councilmember Chris Morris moved to adjourn and seconded by Councilmember Joe Pasanello. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Morris, Pasanello, Weir, Pater, Ramirez
ABSENT:	Marchant Schneider

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Oct 24, 2022 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

CLOSED SESSION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 7, 2022

6:00 PM

Council Chambers

A Closed Session Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Remote, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Closed Session

1. Motion

Councilmember Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager, the Chief of Police, the Town Clerk and the Town Treasurer. Councilmember Ramirez seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

III. Certification

1. Certification of Closed Session

Councilmember Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Morris, Pasanello, Weir, Ramirez, Luersen
ABSENT:	Marchant Schneider, TracyLynn Pater

2. Motion or Directives from Closed Session

There were no motions or directives coming out of the closed session.

IV. Recess

The Town Council took a recess before proceeding to the regular monthly meeting.

Minutes Acceptance: Minutes of Nov 7, 2022 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 7, 2022

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 Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Remote, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Ken Luersen invited everyone to stand for the Pledge of Allegiance.

III. Invocation: Pastor Brian Johnson - Haymarket Church

Pastor Johnson from Haymarket Church gave the evening's invocation.

IV. Community Spotlight: Rooted in Education - Recap on Haymarket's Community Gardens

Mayor Luersen invited Nadia Stewart from Rooted in Education to the podium for the evening's Community Spotlight. Mrs. Stewart gave the end of season spotlight and report on her first year of taking over the management of the Haymarket community gardens. She first thanked the Town Council, the staff and the police department for all of the support and help during the first year. She stated that this opportunity has been a lot of fun and has given her the time to reflect on the totality of the success of the garden. She stated that this year was a success but not without the support of the Town and everyone involved. She continued by stating that the purpose of the garden was three fold: to provide access to produce for the community at large, to be an educational space, and to be a local sanctuary. She stated that approximately 40 pounds of produce was recorded that was taken by people in the community; 30 of which went directly home from those who had a space in the garden. She shared her excitement that people in community knows that the garden is there and looking forward to even more participants in the next growing season. She shared that these numbers are not truly reflective of what was actually grown. She stated that her goal for next season is more signage and better tracking of people weighing what they are taking. She shared that one of the challenges this season that she will strongly address next growing season would be the water supply. As part of the educational space, there were several events held over the summer. She shared that a local Girl Scout troop held some education days, a half day gardening workshop for kids, and Councilmember Ramirez helped with the beehive hotel workshop for the kids. They also held several meet-ups for the public for general maintenance of the garden. She shared several incidents of the garden being a sanctuary place. Lastly she shared some quotes from the harvest tracking sheet. She stated in terms of going forward to the next season she plans on start filling out the schedule of events for 2023, adjusting the crop plant accordingly based on her experience from this past year, and working with staff at installing a compost bin. After her presentation she asked for any questions from the Council. The Town Council thanked Mrs. Stewart for her hard work in her first year at the garden.

V. Citizens Time

No citizens were present at this meeting.

Minutes Acceptance: Minutes of Nov 7, 2022 7:00 PM (Minute Approval)

VI. Consent Agenda

Councilmember Weir asked to have the Police Chief's report and Town Treasurer Report.
Councilmember Pasanello asked to pull the Town Admin report. Mayor Luersen asked to pull the minutes from the October 6th regular meeting.

**Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4.
Councilmember Pasanello seconded the motion. The motion carried.**

After the items pulled were discussed, Councilmember Weir moved to adopt Consent Agenda items A:5, B:1, B:2 and B:3. Councilmember Morris seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Closed Session Meeting - Aug 29, 2022 6:30 PM

**Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4.
Councilmember Pasanello seconded the motion. The motion carried.**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

2. Mayor and Council - Work Session - Aug 29, 2022 7:00 PM

**Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4.
Councilmember Pasanello seconded the motion. The motion carried.**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

3. Mayor and Council - Work Session - Sep 26, 2022 7:00 PM

**Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4.
Councilmember Pasanello seconded the motion. The motion carried.**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

4. Mayor and Council - Closed Session Meeting - Oct 6, 2022 6:00 PM

**Councilmember Weir moved to adopt Consent Agenda items A:1-4, B:4-5, and C:1-4.
Councilmember Pasanello seconded the motion. The motion carried.**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

5. Mayor and Council - Regular Meeting - Oct 6, 2022 7:00 PM

After the items pulled were discussed, Councilmember Weir moved to adopt Consent Agenda items A:5, B:1, B:2 and B:3. Councilmember Morris seconded the motion. The motion carried.

Minutes Acceptance: Minutes of Nov 7, 2022 7:00 PM (Minute Approval)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

B. Department Reports

1. Town Administration Report

Councilmember Pasanello stated that he wanted to give Town Manager Emily Kyriazi an opportunity to speak on any issues since this could be her last meeting before going on maternity leave. Mrs. Kyriazi shared that since she will soon be on maternity leave, she would ask the Council to appoint an acting Town Manager in her absence. She stated that she would like to add that item to the agenda so that an appointment could be made with discussion on a start date. She shared that the office has started the transition with her expected leave to start November 18th. She shared that the new Town Planner has started and is prepared to take over the tasks at hand. A question was addressed on the shipment of the new audio/visual equipment. Mrs. Kyriazi stated the final shipment is tentatively set for end of November. A discussion followed on a complaint on a event that was recently held. Mrs. Kyriazi shared that she will loop the Chief into the complaint and will report back to the Council. Finally, the Town Council thanked Matt Burrows, the Town Maintenance employee, for the all hard work preparing for and during the Haymarket Day event.

2. Treasurer Report

There was a discussion on coming up with a policy if a citizen states that they didn't receive their real estate refund check. Mr. Gonzalez shared that he would like to come up with a policy after 90 days of when the check was issued since it may incur a cost to the Town on a stop payment fees for each check not cashed. Mr. Gonzalez stated that he has been tracking the checks cashed on a regular basis and shared at this time most of the checks have been cashed.

3. Police Chief Report

There was a discussion on the police chief's report particularly officer initiated calls. Chief Sibert shared that the numbers increased in the past few months to be more proactive approach on the increase numbers of larcenies in the area and having a bigger presence. The discussion on the out of town activity. Chief Sibert there was an error in the numbers given to him and realized the agenda was posted before it was caught.

A discussion followed on the emergency management text alert that rolled out on Haymarket Day.

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison

2. Business/Community Liaison Report

3. Planning Commission Report

4. ARB Liaison Report

VII. Agenda Items

1. Snow Removal Policy

Town Manager Emily Kyriazi presented a draft language of the snow removal policy. She stated that this was drafted after a discussion with Town Attorney Martin Crim. She asked for any questions and shared that Mr. Crim was also available for any questions from the Town Council. Mr. Crim stated that a lot of localities do not have the resources available for snow removal so they encourage the adjacent property owners to do that for them. Mr Crim gave examples on how surrounding localities handle it situation if the sidewalk is not shoveled in front of their property. A discussion followed on the subject. Some of the items discussed were the sidewalk adjacent to a development that has an HOA and the sidewalk is not within the HOA who would be responsible. Another discussion point would be the elderly who are unable to clear the property. The Town Council collectively agreed in having a public hearing on this subject at a future meeting and asked Mrs. Kyriazi if she could gather enough information for the next Work

Session, such as the area HOA guidelines and regulations relative to their snow removal policies. The Town Council directed staff to address the policy on section at a time and establish a schedule of when each section would be addressed. There was no action on this item and was directed by Council to hold this item on upcoming agendas.

2. Town Administrative Assistant Position

Town Treasurer Roberto Gonzalez shared the expense breakdown from moving the administrative assistant part time position to a full time position. Mr. Gonzalez went over the budget line item to bring the position to full time effective November 7, 2022. Mr. Gonzalez stated that the biggest expense with moving this position from part time to full time would be the benefits associated with a full time position. Mr. Gonzalez stated that the current budget would be able to fund this position by doing a 2nd quarter budget amendment.

Councilmember Pasanello moved to convert the part time admin to a full time admin as presented effective November 7, 2022. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

3. Police Department Office Assistant Position

Town Treasurer Roberto Gonzalez stated this position would be a newly generated position that is not currently in the budget. Mr. Gonzalez shared that Chief Sibert would like this position to be effective January 1, 2023. Since this is a part time position, Mr. Gonzalez stated that there would be no benefit package associated. He shared that the police department budget will fund this position. Chief Sibert shared that he has received a large amount of applications and feels that this position will not be difficult to fill.

Councilmember Weir moved to authorize the Chief to continue with the hiring process for a part time administrator to start January 1, 2023 and direct the Treasurer to draft the appropriate budget amendment as part of the second quarter budget amendment. Councilmember Morris seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

4. Communication Plan Update

Town Manager Emily Kyriazi gave a brief update by sharing some information on the survey that was put out. She shared that they were able to capture 25 results from the citizens survey that has since closed. Mrs. Kyriazi also shared that the business communication survey has gone out. She stated that the responses from the businesses have been helpful. Mrs. Kyriazi stated Vice Mayor Pater will be analyzing the results from both surveys and will bring a detailed communications plan that best fits the Town moving forward.

5. Appointment of Acting Town Manager

Town Manager Emily Kyriazi stated that she plans on her last day in the office will be November 18th before she starts maternity leave. She stated that she would be working from home during the beginning of the next week but would recommend that the Town Council appoint Roberto Gonzalez as acting Town Manager effective November 18th.

Councilman Joe Pasanello moved to appoint Roberto Gonzalez as the Acting Town Manager during the absence of Town Manager Emily Kyriazi effective 4:30 pm on November 18, 2022 lasting the duration of Mrs. Kyriazi's maternity leave. Councilmember Weir seconded the motion. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Nov 7, 2022 7:00 PM (Minute Approval)

RESULT:	ADOPTED [UNANIMOUS]
SECONDER:	Bob Weir, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

VIII. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater was absent for this meeting.

2. Councilmember Weir

Councilmember Weir reminded the citizens about the Town Council election being held the next day, November 8, 2022.

3. Councilmember Pasanello

Councilmember Pasanello reminded everyone about Veterans Day on Friday, November 11th. He thanked staff for the hanging of the military banners. Lastly, Mr. Pasanello thanked Councilmember Morris for his service to the Town of Haymarket and wished him well on his transfer and the next season of his career.

4. Councilmember Schneider

Councilmember Schneider was not present at this meeting.

5. Councilmember Ramirez

Councilmember Ramirez apologized for the wet flags being distributed during Haymarket Day. She stated that it was an accident and assured it would not happen next year. She thanked everyone who was involved with Haymarket Day. She commented on the beautiful weather and was grateful for the community of volunteers, the community of teachers that represented each school with their colors as the Grand Marshals of the parade and appreciated the hard work of staff for organizing a successful event. She also reminded the citizens to use their voting power at the elections on November 8th. She shared that the correct polling place for Town elections would be Tyler Elementary School. Councilmember Ramirez wished everyone a peaceful Veteran's Day and reflect on those who gave up so much for our freedom. Lastly, she wished everyone a Happy Thanksgiving and stated that she is thankful for her fellow councilmembers and citizens of this Town.

6. Councilmember Morris

Councilmember Morris thanked all the residents of the Town of Haymarket for their vote of confidence by electing him and allowing him to serve his community for over eight years. He also thanked his fellow Councilmembers and Staff that he served with during that time.

7. Mayor Luersen

Mayor Luersen shared that he will be doing his Mayor's walk on Saturday, November 12th. He also shared that with Mr. Morris leaving office prior to the new Council taking over, the vacancy would need to be filled.

IX. Adjournment

With no further business before the Town Council, Councilmember Morris moved to adjourn with a second by Councilmember Ramirez. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, Mary Ramirez
ABSENT:	Marchant Schneider, TracyLynn Pater

Submitted:

Approved:

Minutes Acceptance: Minutes of Nov 7, 2022 7:00 PM (Minute Approval)

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor



Minutes Acceptance: Minutes of Nov 7, 2022 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

CLOSED SESSION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 28, 2022

6:00 PM

Council Chambers

A Closed Session Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Joe Pasanello: Present, Vice Mayor TracyLynn Pater: Present, Councilman Bob Weir: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Closed Session

1. Closed Session Motion

Councilmember Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager, Police Chief, Town Clerk and Acting Town Manager; and as permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to the pending case of Bean vs. the Town of Haymarket; and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to land use and easement law. Vice Mayor Pater seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Pater, Weir, Ramirez

2. Certification

Councilmember Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Pasanello, Pater, Weir, Ramirez, Luersen
ABSENT:	Marchant Schneider

3. Motion or Directive from Closed Session

There was no directive or motion coming out of Closed Session.

Minutes Acceptance: Minutes of Nov 28, 2022 6:00 PM (Minute Approval)

III. Recess

The Town Council took a 5 minute recess before going into the Work Session meeting.

DRAFT

Minutes Acceptance: Minutes of Nov 28, 2022 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 28, 2022

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 Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. Swearing In Ceremony

Prince William County Clerk of Court Jacqueline Smith gave the Oath of Office to the newly elected Mayor and Town Council at this evening's meeting with their term beginning January 1, 2023. Council Member Ramirez's daughter was present holding the bible of Mrs. Ramirez's mother while she was sworn in.

IV. Agenda Items

With no objection, Mayor Luersen moved the CBPA Public Notice to be the first item on the agenda.

1. Public Notice - CBPA

Town Planner Thomas Britt shared that the Council will hold a public hearing at the December 5, 2022 regular monthly meeting to consider an amendment to the Town's Zoning Text Amendment that is a requirement from the State's DEQ regarding the Chesapeake Bay Preservation Act. Mr. Britt stated that the Planning Commission held their public hearing and recommended approval to the Town Council. A short discussion followed.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez presented the monthly financial report. He shared that the meals tax revenue was not accurate because the Town had not yet received filing or revenue from a particular business. There was also a discussion on the cigarette tax and the Transient Occupancy Tax revenue up to October. Mr. Gonzalez shared that he is still waiting on the reimbursement invoice from the hotel. Mr. Gonzalez asked for any questions on the monthly report. Discussion followed on certain line items such as revenue on sponsorship's for events against the expense side for events, grants and increases on some revenue items, deadlines on bank stock tax and business licenses. He also shared that he will be adding separate revenue and expense lines for maintenance and farmer's market budget.

Town Treasurer Roberto Gonzalez also updated on the Proffer funds received from the Robinson Village project. A lengthy discussion followed on the process of expensing the proffer funds.

3. Ordinance 2022-005: Meals Tax Free Weekend

Town Treasurer Roberto Gonzalez shared that during the Christmas and Holiday Event in December, the Town establishes a meals tax free weekend for In Town restaurants. He presented the draft ordinance for review and requested that the Town Council adopt the ordinance at the regular monthly meeting.

4. Re-Appointment of Police Chief, Town Treasurer, Town Clerk

The Town Council moved this item to the next regular monthly meeting for action.

5. Draft Personnel Policy

Acting Town Manager Roberto Gonzalez stated that he and Police Chief Sibert has been working on the draft personnel policy. He asked for any edits to the draft so that this item could

Minutes Acceptance: Minutes of Nov 28, 2022 7:00 PM (Minute Approval)

be addressed at the next meeting. A discussion followed on the subject. After the discussion, the Town Council asked that the Town Attorney review the policy before adoption.

After the discussion on the Personnel Policy, Acting Town Manager Roberto Gonzalez gave quick updates on the estimated delivery of the new audio/visual system and Town Hall security system.

V. Adjournment

With no further business before the Town Council, Councilmember Pasanello moved to adjourn with a second by Councilmember Ramirez. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Nov 28, 2022 7:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log (Updated 12/5/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
CTSI Audio/Visual	Emily K		Shipment of all equipment			All necessary items/components are in, Mr. Bill Durkin has contact Town Hall Staff and we are coordinating a time for the installation will keep Council updated once we have a confirmed install date.
RFP for Sidewalk	Thomas B/Katie M.					Pre design meeting was held with Mr. Denar Antelo, the Project Manager in charge of the Town Project for the Engineering Groupe, Inc. They are setting a target date to begin surveying the site on December 5th 2022. Targeting December 31, 2022 as a date they will provide report to Town Engineer and Acting Town Manager.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater		Consultants sent deliverable			Following the review of the Communications Document sent by the consultants, the Town Council opted to complete a second communications survey with the residents during the month of October. The survey was created by Vice Mayor and the Town Manager and disseminated through the Town Council and website. To date - 25 responses have been collected. As of 11/1/2022, the survey is still open to the public for response collection. Following the analysis of the survey results Vice Mayor and the Town Manager will develop a draft communications plan for the Council's review.
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, No additional updates at this time 11/1/2022
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Following the July 28th Meeting with PWC Transportation and the FRA the key takeaways; the Town will investigate opportunities for discussion with local politicians for support of the project, the Town will provide letter of support to the County, Town will look into diagnostic discussions, the County will work through the scoping of the project and determine the correlation with the current PWC Comp Plan. UPDATE: The Town Council submitted a Letter of Support to the County on 10/0 for the Quiet Zone Grant Application funding
DEQ: CBPA Audit and Follow-Up Requirements	Emily K/Thomas B					Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission UPDATE: 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items UPDATE: 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly.

Attachment: Monthly Report 12052022 (5856 : Town Administration Report)

Comprehensive Zoning Inspection	Emily K/Thomas B					On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. UPDATE: Properties to be reinspected November for compliance. Thomas Britt, Town Planner will complete zoning inspections during my maternity leave and work with the Acting Town Manager on any necessary violation letters and correspondence UPDATE: 11/30/2022 Zoning inspections yet to be completed
Town Business Visits and Check-Ins	Emily K and Roberto					During Zoning Inspection visits noted above, the Town Manager and Treasurer visited all open businesses along the north side of Washington Street from Jefferson St west and all businesses on the south side from Sheetz (and including industrial zone) to Fayette Street. On the business checks we introduced ourselves, made contact with owner/manager or employee and offered to answer any questions they had and verified the proper business license was on display. Weekly random business checks will continue in order to stay in direct contact with the owners/managers and build connections with our business community.
Charter Amendment	Kim and Emily					Proposed Charter Amendment has been sent to Delegate Roem. Awaiting feedback and next steps.
Park Building	Emily					The Town has contacted a structural engineer to inspect the Town Park Building and provide a report on the current status of the structure and needed improvements for stability and occupancy. UPDATE 11/1/2022 The engineering team will be inspecting the structure on 11/2/2022 at 1:00pm. We will provide all feedback to the Council once it is delivered to the Town UPDATE: 11/30/2022 Town Planner has yet to receive feedback from structural engineer, will follow up soon.
Comprehensive Plan Survey	Emily K/PC					The Planning Commission's survey for the Comprehensive Plan is live on the Town's website and an article in the Town's October Newsletter covers the survey goals and objectives. The survey will remain live until December 31, 2022. The Town will continue to share information and postings to encourage participants.
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Draft Personnel Policy has been submitted to the Town Council for review and feedback. Email reminders will be sent to the Town Council for feedback on the personnel policy. Roberto and Chief will be taking over the editing of the Personnel Policy during my maternity leave.

Land Use Planning Department

Attachment: Monthly Report 12052022 (5856 : Town Administration Report)

Playground Shade Structure	Emily K.					<p>Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County. Working with Bob Weir on assistance in discussing permit issues with the County. UPDATE: 9/29/2022 Building Official determined the structure did not need building permits and the case is closed with the County. UPDATE: Working with the playground consultant to get quotes up removing the shade structure for the winter months and the installation of additional woodcarpet. Aiming to schedule the removal and installation by the week of 11/28/2022 UPDATE: 11/30/2022 The shade structure has been removed.</p>
Site Plan Reviews	Emily K. and Katie					<p>Site Plan Reviews will be turned over to Thomas Britt, Town Planner. Thomas, Katie McDaniel and I will be meeting on 11/3 to discuss the current status of each Site Plan currently under review and expected submissions. Thomas will also work on a Town Planner monthly report for submission to the Town Council, as previously done by the Town Planner. UPDATE: 11/30/2022 Katie McDaniel and Thomas Britt have met and are working on current site plan reviews.</p>
Town Center Site Plan	Emily K and Katie					<p>Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and outside agencies.</p>
Quarles Property	Emily K					<p>The stormwater pond was cleaned up and the CVC trailer moved to the rear of the property behind CVS. The owners have not submitted any amendments to the site plan or new site plans for the site.</p>
Van Metre -- Robinson Village	Emily K					<p>The Robinson Village development has started to receive conditional zoning release for 30 of the 30 townhouses in the community. The additional townhouses will quickly be slated for zoning approval based on the current timeline. With each occupancy permit approval the Town of Haymarket is receiving the condition of approval money that was voluntarily imposed and approved by Council at the time of the approval for the SUP.</p>
Crossroads Village Center	Emily K					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates.</p>
Finance Department						
Real Estate Tax Invoices	Roberto / Katie					<p>Mailed out the Real Estate Tax Invoices on October 5, 2022 to all property owners. The payments are due by December 5, 2022</p>
Real Estate Tax Refund	Roberto/Emily K.					<p>The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issued the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website</p>
Finance liaisons Meeting	Roberto/Emily K.					<p>Met with the finance liaisons for weekly meeting, checking approvals and signing</p>
VDOT Audit	Roberto					<p>Completed Pedestrian FY2021 Audit for VDOT</p>

Attachment: Monthly Report 12052022 (5856 : Town Administration Report)

FY2022	Roberto					working on closing out FY2022 entries
FY2023	Roberto					new FY2023 budget is online
FY2022	Roberto					Collecting data for FY2022 audit
Office of the Clerk						
Meeting Minutes	Kim					Current on all meetings including November 28th work session
Agendas	Kim					Current on agendas through 12/5/2022
Directives	Kim					Since Matt has been focusing on the Christmas and Holiday event, Kim and Thomas is holding off until January to work on the file room. The first objective is to get the room cleaned out so that they can concentrate on the files.
Maintenance Department						
Maintenance Department	Matt is hard at work getting the decorations up for Christmas. We obtained a 20' tree from Premier Landscaping, which Matt and Council Member Schneider plan on decorating December 2nd weekend. The wreaths were put up on December 2nd by Premier.					
Staff						
Holiday & Christmas Event		Katie/Erin				Sending invoices to Vendors for the Holiday Event. As of 11/22 we have 19 Vendors attending the event. With 1 possibly 2 more spots available. Event meeting 11/30 will confirm if we are adding anymore spots. All spots have been paid by vendor and updated in the spreadsheet.
Social Media		Katie				Keeping up with any messages on Facebook. Posted the Town Video on Facebook and Instagram. Been posting when Town Hall is closing and re-opening. Posting updates on Christmas Events and updates on the new 2022 Ornament
Filing		Katie				Have been working on shredding 2018 and older files, reorganizing, alphabetizing and filing new invoices preparing for audit. Spent 2 days on the first drawer and currently working on 2nd drawer, which will take me 1-2 days.
Newsletter		Katie				Starting newsletter for months Jan-March. It will be done and ready to mail out by December 28th.
Real Estate Tax		Roberto/Katie				Collecting Real Estate Taxes for 2022. Sending outstanding payments via email. Currently working on packets sent by Core Logic and Wells Fargo with Real Estate Tax payments. Wells Fargo will be done asap, Core Logic may take me 2-3 days as its about 100 pages.
Invoices		Roberto/Katie				Checking Mail daily, entering all invoices for Holiday Event and bills into Quickbooks; give to Roberto once entered.
Filing		Katie				Updating files, shredding 2018 and older and reorganizing. Filing new invoices preparing for the audit.
New/Old Business Updates						

Attachment: Monthly Report 12052022 (5856 : Town Administration Report)



TOWN OF HAYMARKET
15000 Washington Street, Suite 100
Haymarket, Virginia 20169
Instagram: @townofhaymarketVA



703-753-2600
Fax 703-753-2800
www.townofhaymarket.org
Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: December 5, 2022
SUBJECT: Treasurer's Report

Highlights:

- Actuals as of 11.29.2022 are included in this agenda
- Have begun to assist residents with refund check questions
- Assisting Town residents with questions over their 2022 real estate tax invoices
- Met with Town Manager to discuss agenda/items during their leave
- Joined Events meeting
- Continue to work on FY2022 audit preparations
- Working on FY2023 budget amendments
- Worked on annual evaluation financial impact in current budget
- Attended weekly Staff meeting
- Attended Council work session
- Reviewed Administrators A/P entries and A/R entries

Town of Haymarket
Statement of Net Position
As of November 29, 2022

	Nov 29, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	5,057,087.03
11010 · Virginia Investment Pool	322,007.69
Total Checking/Savings	5,379,094.72
Accounts Receivable	
12000 · Accounts Receivable	331,125.14
12010 · A/R Permits	2,578.42
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	337,709.45
Other Current Assets	
11499 · Undeposited Funds	73,670.75
Total Other Current Assets	73,670.75
Total Current Assets	5,790,474.92
Fixed Assets	
12500 · General Property	4,667,548.67
12600 · Rental Property	1,424,914.03
Total Fixed Assets	6,092,462.70
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	12,140,118.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	33,196.03
Total Accounts Payable	33,196.03
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	15.48
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	129.38
Other Current Liabilities	
20096 · Deferred Revenue - Other	550,848.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	31,357.63
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	430,596.50
Total Other Current Liabilities	2,764,633.88
Total Current Liabilities	2,797,959.29

Attachment: Treasurer Report 12.05.2022 (5857 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of November 29, 2022

	Nov 29, 22
Long Term Liabilities	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22
25000 · General Obligation Bonds	596,000.00
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
	865,436.15
Total Long Term Liabilities	
Total Liabilities	3,663,395.44
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,737,415.44
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	6,093,729.90
33000 · Amt Long Term Obligations	-663,760.35
Net Income	174,900.19
	8,476,723.18
Total Equity	
TOTAL LIABILITIES & EQUITY	12,140,118.62

Attachment: Treasurer Report 12.05.2022 (5857 : Town Treasurer Report)

	FY2023			Comments
	Actuals	Budget	% of Budget	
Income				
3110 · GENERAL PROPERTY TAXES				
				RE invoices have been mailed out this week; there will be supplemental real estate assessments in coming months
3110-01 · Real Estate - Current	398,618.07	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	12,713.69	12,022.00	105.8%	invoices have been mailed our this week
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	411,331.76	413,165.00	99.6%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	93,579.22	168,000.00	55.7%	Collections up to October 31, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	18,935.03	240,000.00	7.9%	
3120-03 · Cigarette Tax	68,065.80	130,000.00	52.4%	Collections up to November 30, 2022
3120-04 · Consumer Utility Tax	55,032.47	158,000.00	34.8%	Collections up to September 30, 2022
3120-05 · Meals Tax - Current	386,269.47	1,000,000.00	38.6%	Collections up to October 31, 2022
3120-06 · Sales Tax Receipts	41,920.78	160,000.00	26.2%	Collections up to September 30, 2022
3120-07 · Penalties (Non-Property)	4,910.38	5,000.00	98.2%	
3120-08 · Interest (Non-Property)	1,020.26			
Total 3120 · OTHER LOCAL TAXES	669,733.41	1,885,000.00	35.5%	
Development Revenue				
				Moved to Escrow account to await all 38 proffers submissions
Proffers	0.00	0.00	0.0%	
Total Development Revenue	0.00	0.00	0.0%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	900.00	4,500.00	20.0%	
3130-03 · Motor Vehicle Licenses	45.00	1,000.00	4.5%	
3130-05 · Other Planning & Permits	5,075.00	15,000.00	33.8%	
3130-06 · Pass Through Fees	8,580.33		100.0%	
Total 3130 · PERMITS,FEES & LICENESES	14,600.33	20,500.00	71.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	7,125.60	20,000.00	35.6%	
Total 3140 · FINES & FORFEITURES	7,125.60	20,000.00	35.6%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	2,565.46	1,500.00	171.0%	
3150-03 · Interest on Bank Deposits	2,832.74	6,000.00	47.2%	
Total 3150 · REVENUE - USE OF MONEY	5,398.20	7,500.00	72.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	1,670.75	4,010.00	41.7%	
3151-06 · Suite 204 MAC-ISA	2,940.00	3,528.00	83.3%	
3151-07 · Haymarket Church Suite 206	17,807.10	35,614.00	50.0%	
3151-08 · 15020 Washington Realty	23,017.35	55,241.00	41.7%	
3151-09 · 15026 Copper Cricket	9,845.75	23,629.00	41.7%	
3151-11 · Cupcake Heaven and Cafe LLC	17,056.14	34,793.00	49.0%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	72,337.09	171,056.00	42.3%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,730.00	70,000.00	79.6%	
3165-02 · Farmer's Market	2,727.50	1,500.00	181.8%	
3165-03 · Town Ornaments	2,228.96	4,350.00	51.2%	
3165 · REVENUE - TOWN EVENTS - Other	320.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	72,506.46	75,850.00	95.6%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	26.84		100.0%	
3180-01 · Citations & Accident Reports	20.00		100.0%	
3180 · MISCELLANEOUS - Other	388.17		100.0%	
Total 3180 · MISCELLANEOUS	435.01		100.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	17,344.00	31,548.00	55.0%	2 of 4 collected
3200-04 · Car Rental Reimbursement	148.26	0.00	100.0%	
3200-05 · Communications Tax	29,195.26	80,000.00	36.5%	Collections up to October 31, 2022
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	

Attachment: Treasurer Report 12.05.2022 (5857 : Town Treasurer Report)

3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.9%	
3200-16 · DMV Select Commission	180.33	60,500.00	0.3%	
3200-17 · LOLE Grant	4,366.00	3,094.00	141.1%	Collection up to October 14, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	86,146.58	205,069.00	42.0%	
4000 · Carry-Over Surplus	0.00	250,000.00	0.0%	
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%	
Total Income	1,339,614.44	3,257,740.00	41.1%	
Gross Profit	1,339,614.44	3,257,740.00	41.1%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

Town has received its refunds pertaining to VML

111001 · Convention & Education	250.00	2,500.00	10.0%	Conference
111002 · FICA/Medicare	567.82	2,000.00	28.4%	
111003 · Meals and Lodging	77.22	1,000.00	7.7%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	8,100.00	25,000.00	32.4%	
Total 11100 · TOWN COUNCIL	8,995.04	30,750.00	29.3%	

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	114,721.68	357,513.00	32.1%	
1211102 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%	
1211003 · Salaries/Wages - Part Time	26,119.15	56,615.00	46.1%	
1211004 · FICA/Medicare	10,560.19	35,389.00	29.8%	
1211005 · VRS	9,527.87	36,809.00	25.9%	
1211006 · Health Insurance	15,258.62	66,466.00	23.0%	
1211007 · Life Insurance	1,693.63	4,685.00	36.2%	
1211008 · Disability Insurance	851.45	2,640.00	32.3%	
1211009 · Unemployment Insurance	418.08	6,160.00	6.8%	
1211010 · Worker's Compensation	322.00	335.00	96.1%	
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%	Front loaded costs
1211012 · Accounting Services	662.13	8,000.00	8.3%	
1211014 · Printing & Binding	2,814.99	8,298.00	33.9%	
1211015 · Advertising	1,077.50	9,000.00	12.0%	
1211016 · Computer, Internet & Website Svc	2,475.00	23,650.00	10.5%	
1211017 · Postage	1,367.79	4,000.00	34.2%	
1211018 · Telecommunications	1,917.37	7,500.00	25.6%	
1211019 · Mileage Allowance	231.25	1,000.00	23.1%	
1211020 · Meals & Lodging	550.90	2,000.00	27.5%	
1211021 · Convention & Education	123.90	6,000.00	2.1%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	5,594.58	16,000.00	35.0%	
1211025 · Office Supplies	1,605.61	6,500.00	24.7%	
1211026 · Equipment Rental	339.57	4,075.00	8.3%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	216,035.26	736,138.00	29.3%	

12210 · LEGAL SERVICES

1221001 · Legal Services	13,310.80	80,000.00	16.6%	Services up to October 31, 2022
Total 12210 · LEGAL SERVICES	13,310.80	80,000.00	16.6%	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	17,120.00	0.0%	

Total 01 · ADMINISTRATION

Total 01 · ADMINISTRATION	238,341.10	864,008.00	27.6%	
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	186,715.98	464,487.00	40.2%	
3110003 · Salaries & Wages - OT Premium	7,796.83	23,000.00	33.9%	
3110013 · Salaries & Wages - OT Select En	1,824.44	12,000.00	15.2%	
3110004 · Salaries & Wages - Holiday Pay	12,649.28	32,310.00	39.2%	
3110005 · Salaries & Wages - Part Time	22,252.30	36,000.00	61.8%	
3110020 · FICA/MEDICARE	17,149.27	43,437.00	39.5%	
3110021 · VRS	14,704.15	28,427.00	51.7%	
3110022 · Health Insurance	30,294.74	78,379.00	38.7%	
3110023 · Life Insurance	2,806.86	5,904.00	47.5%	
3110024 · Disability Insurance	1,098.79	2,400.00	45.8%	

Attachment: Treasurer Report 12.05.2022 (5857 : Town Treasurer Report)

3110025 · Unemployment Insurance	559.49	3,000.00	18.7%	
3110026 · Workers' Compensation Insurance	20,067.00	22,825.00	87.9%	Front loaded costs
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	8,820.00	27,300.00	32.3%	Services up to September 30, 2022
3110032 · Computer, Internet & Website	1,475.00	5,000.00	29.5%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	3,237.89	12,000.00	27.0%	
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 · Meals and Lodging	108.94	5,000.00	2.2%	
3110038 · Convention & Edu. (Training)	124.00	10,000.00	1.2%	
3110040 · Annual Dues & Subscriptions	10,422.35	14,000.00	74.4%	
3110041 · Office Supplies	2,310.75	5,000.00	46.2%	
3110042 · Vehicle Fuels	10,225.19	43,200.00	23.7%	
3110043 · Vehicle Maintenance/Supplies	4,482.89	15,000.00	29.9%	
3110045 · Uniforms & Police Supplies	3,819.97	26,000.00	14.7%	
3110052 · Office Equipment Rental	2,013.20	3,094.00	65.1%	
Total 31100 · POLICE DEPARTMENT	373,664.75	926,313.00	40.3%	
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	373,664.75	936,313.00	39.9%	
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	38,641.53	110,820.00	34.9%	Services up to October 31, 2022
Total 43200 · REFUSE COLLECTION	38,641.53	110,820.00	34.9%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	24,890.56	97,672.00	25.5%	
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	8,695.00	35,000.00	24.8%	
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	7,424.69	16,500.00	45.0%	
4310008 · Electrical Services-Streetlight	1,712.65	5,500.00	31.1%	
4310009 · Water & Sewer Services	2,051.85	3,000.00	68.4%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	665.33	2,500.00	26.6%	
4310015 · Maintenance - Vehicle Fuel	274.50	2,500.00	11.0%	
4310016 · Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	46,794.09	177,672.00	26.3%	
Total 04 · PUBLIC WORKS	85,435.62	295,705.00	28.9%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	72,000.00	0.0%	
60001 · Town Tourism	15,241.80	48,000.00	31.8%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	15,241.80	142,000.00	10.7%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,669.30	20,000.00	8.3%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,669.30	20,000.00	8.3%	
71110 · EVENTS				
7111001 · Advertising - Events	1,305.00	5,000.00	26.1%	
7111003 · Contractural Services	42,676.49	50,000.00	85.4%	
7111004 · Events - Other	6,685.90	19,350.00	34.6%	
Total 71110 · EVENTS	50,667.39	74,350.00	68.1%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	554.96	2,200.00	25.2%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%	
Total 72200 · MUSEUM	954.96	5,150.00	18.5%	
Total 07 · PARKS, REC & CULTURAL	53,291.65	99,500.00	53.6%	
08 · COMMUNITY DEVELOPMENT				

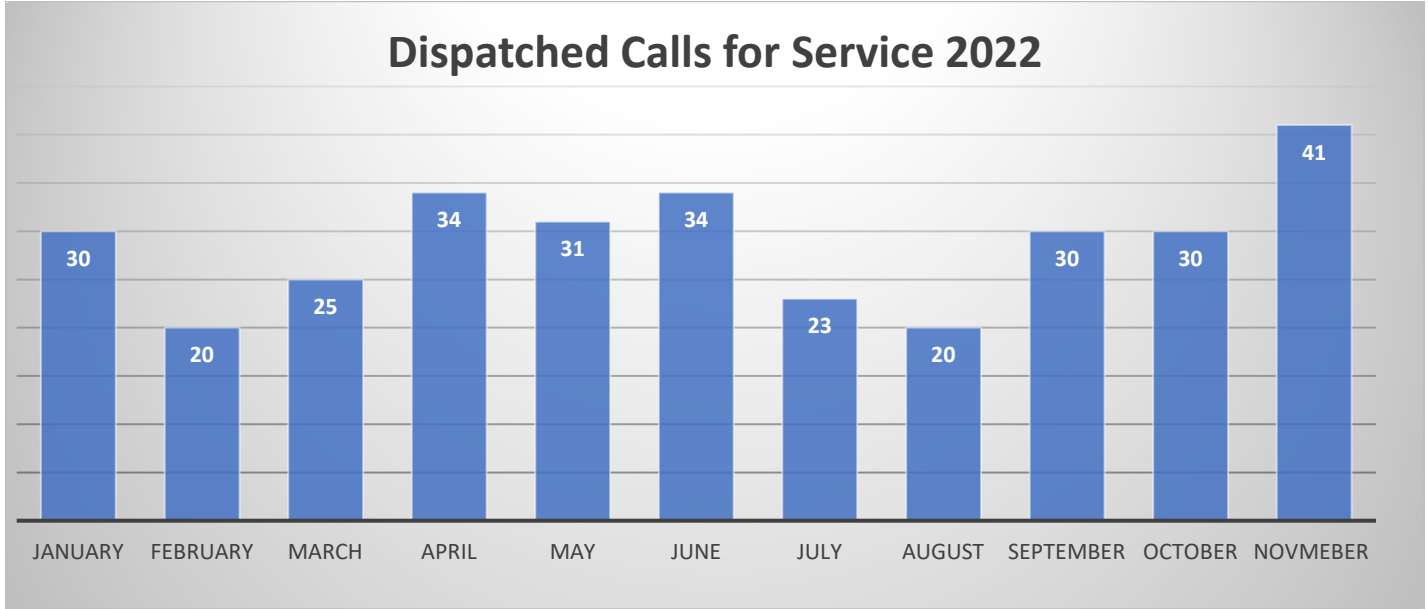
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	750.00	5,670.00	13.2%
8110002 · FICA/Medicare	75.36	500.00	15.1%
8110003 · Consultants - Engineer	2,776.79	10,000.00	27.8%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	2,000.00	0.0%
8110009 · Engineer - Pass Through	11,686.25		
Total 81100 · PLANNING COMMISSION	15,288.40	24,120.00	63.4%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	450.00	5,830.00	7.7%
8111002 · FICA/Medicare	20.47	446.00	4.6%
8111005 · Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	470.47	6,776.00	6.9%
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	15,758.87	33,823.00	46.6%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	249,323.53	250,000.00	99.7% Surplus Refund of FY2022 RE Taxes
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.9% Front loaded costs
9510003 · General Obligation Bond - Int	5,258.16	8,545.00	61.5% Front loaded costs
Total 95100 · DEBT SERVICE	165,358.16	168,745.00	98.0%
Total 09 · NON-DEPARTMENTAL	414,681.69	418,745.00	99.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	1,667.50	144,318.00	1.2%
Total 94104 · Street Scape - Park Sidewalk	1,667.50	144,318.00	1.2%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04		
Total EMPLOYEE BENEFITS	-0.04		
Total 94105 · PERSONNEL	-0.04		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	4,754.07	65,057.00	7.3%
Total 94106 · TOWN CENTER MASTER PLAN	4,754.07	65,057.00	7.3%
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvment Funds Expens	0.00	218,271.00	0.0%
Total Expense	1,202,837.01	3,257,740.00	36.9%
Net Ordinary Income	136,777.43	0.00	100.0%
Net Income	136,777.43	0.00	100.0%

Police Department Report to Council

Police Department Activity from October 15 to November 14, 2022

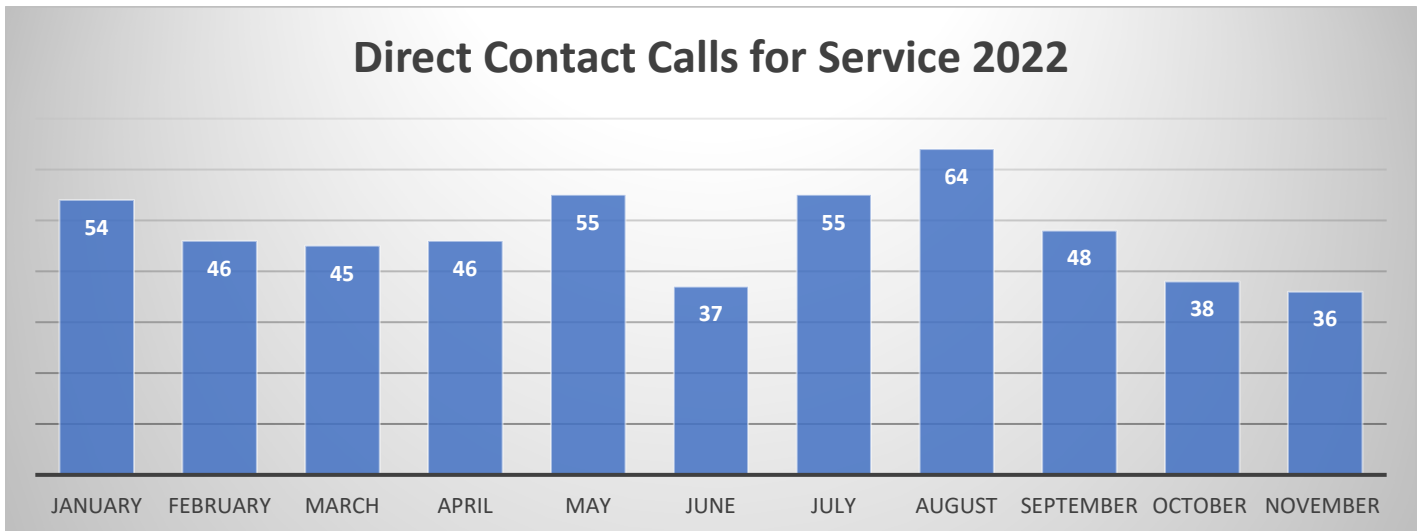
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 7
- Non-Reportable Calls: 34



Flag Downs/Phone Calls: Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

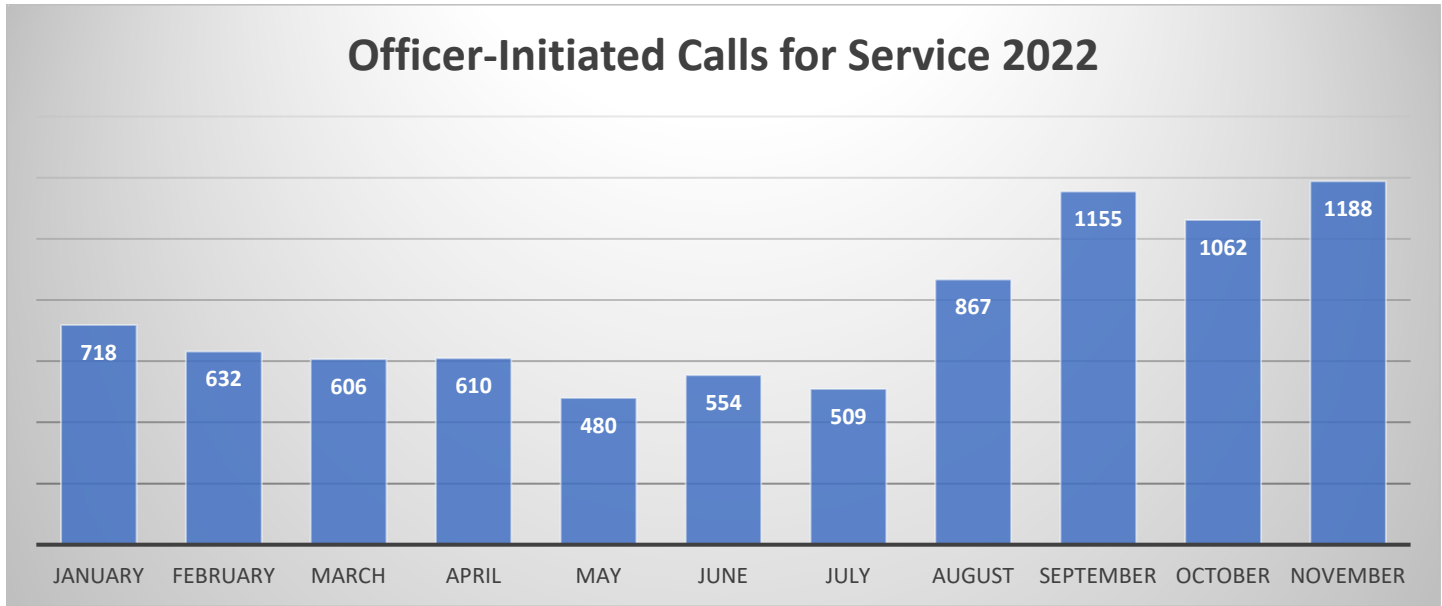
- Reportable Calls: 4
- Non-Reportable Calls: 32



Attachment: Report to council October 15 2022 to November 14 2022 (5858 : Police Chief Report)

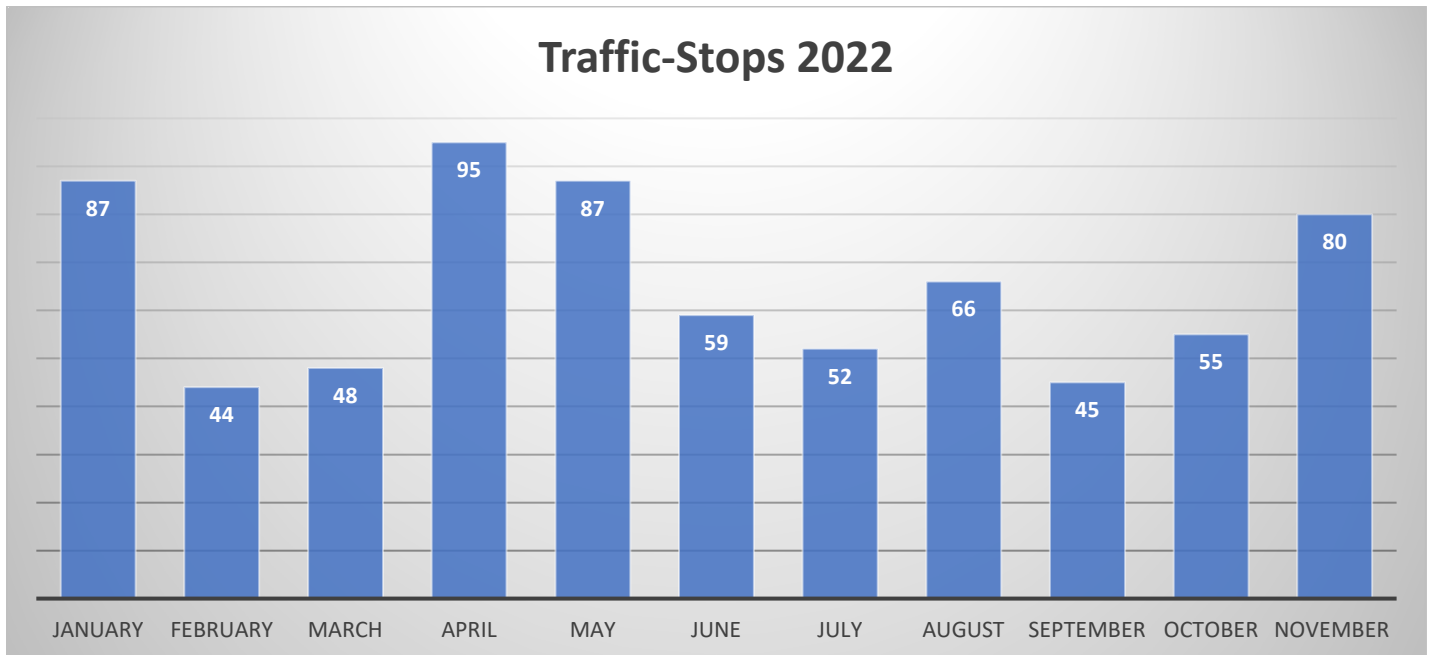
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 1,188
- Foot Patrols: 93



Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

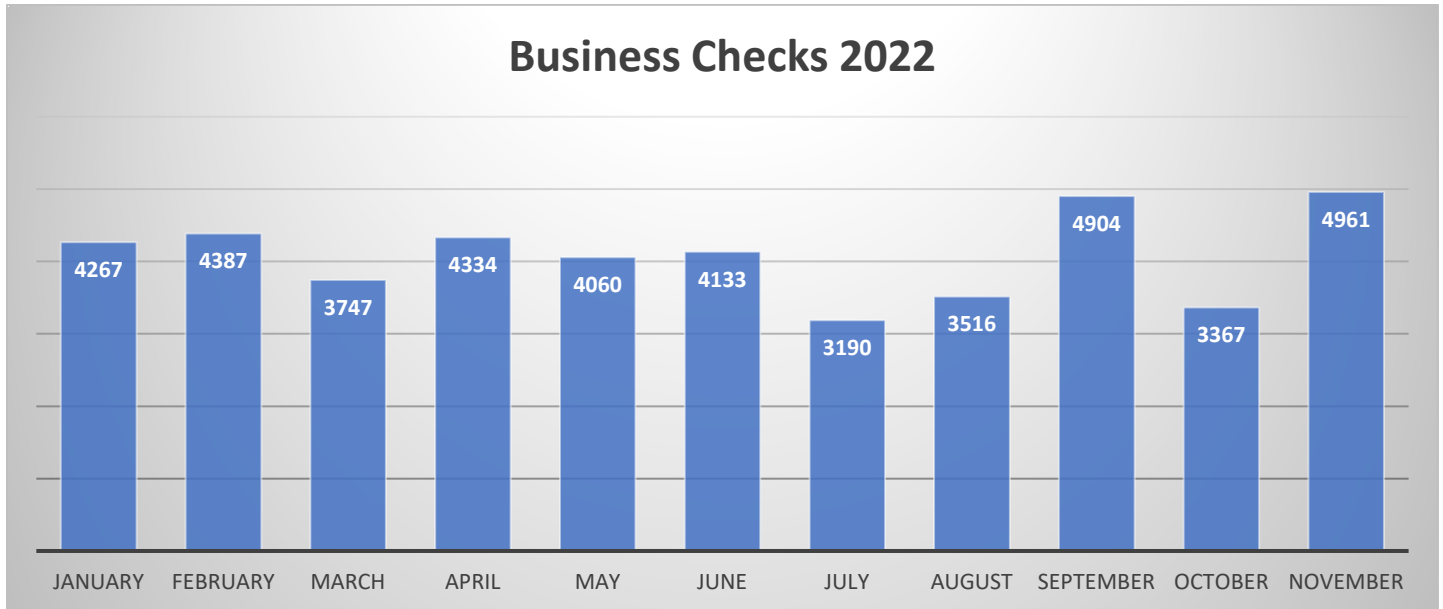
- Traffic Stops: 80
 - Summonses 22
 - Warnings 63



Attachment: Report to council October 15 2022 to November 14 2022 (5858 : Police Chief Report)

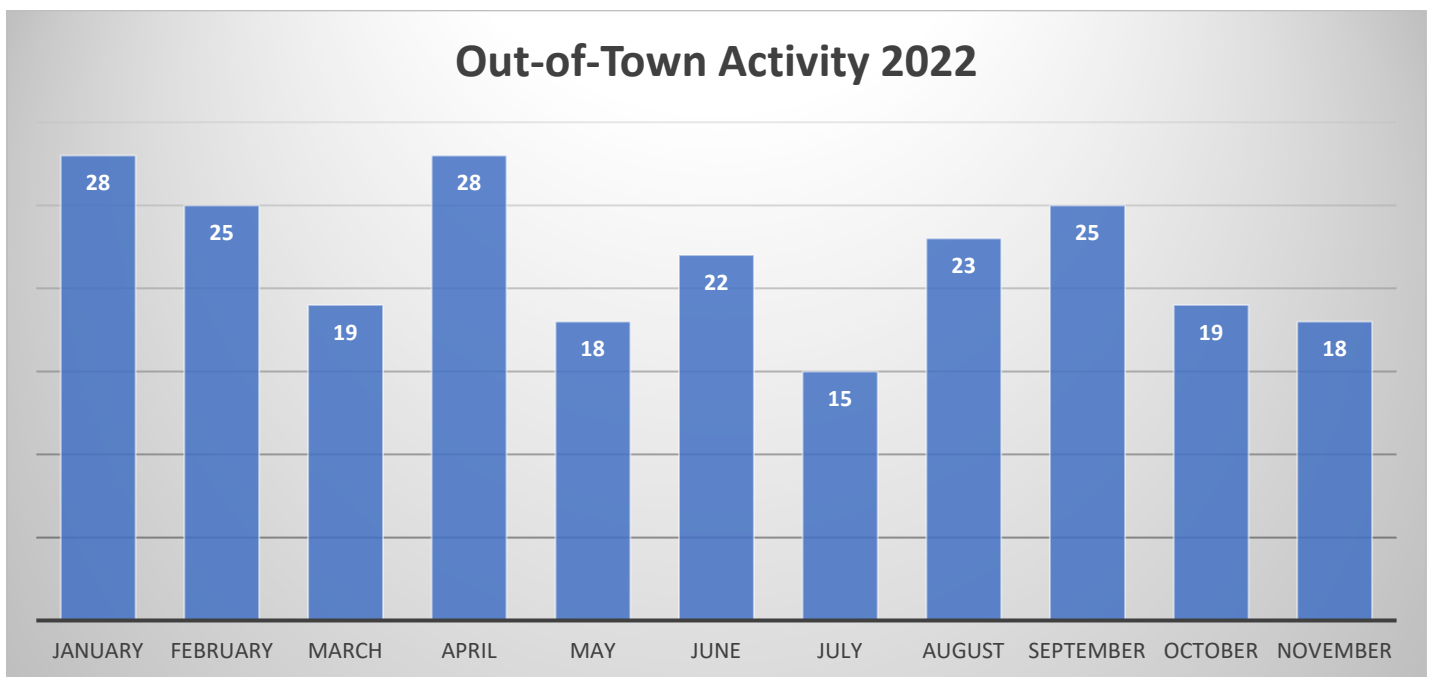
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to assure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 599
- Physical Check: 613
- Drive By: 3,749



Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 19
- Other: 61



Attachment: Report to council October 15 2022 to November 14 2022 (5858 : Police Chief Report)

Status of Current Projects/Events:

- Officers have been assisting with the Town’s weekly Farmers Market during the summer. This project was completed on November 20, 2022.
- Please subscribe for the Town of Haymarket’s Emergency Management notification system. Text the word “Haymarket” to 888777 to subscribe.
- The Haymarket Police Department partnered with Advent Health and the Prince William County Police Department for National Drug Take Back Day on October 29, 2022. Several Haymarket residents turned out for the event that collected over 200 pounds of unused prescription drugs.
- The Haymarket Police Department took part in the Prince William County Police Department’s Trunk or Treat event on October 26, 2022. The event was held in the City of Manassas. There was a large attendance and several Haymarket Residents commented that it was great that the HPD was represented.
- The Haymarket Police Department partnered with Studio B Salon for our annual Halloween Candy Handout. Officers braved the elements and provided candy to local trick or treaters.
- The Haymarket Police Department conducted it’s second woman’s self defense class on November 15, 2022. The class was filled with 30 hours of its announcement. Proceeds from this event went to the Haymarket Food Pantry.
- Haymarket Police Department Staff have been preparing for the Town’s Annual Christmas Event being held on December 10, 2022. Chief Sibert has filed for the street closure beginning at noon on day of and lasting until 8pm. As of November 22, 2022, the application was approved and we are ready to move forward with the event. Chief Sibert will be picking up lighting towers from the Prince William County EOC on December 7, 2022.
- The Haymarket Police Department has partnered with Studio B Salon for Operation Santa Claus which will take place on December 17, 2022. Preparations are underway for this event as well.
- Food collection in the lobby of the Police Department is underway for the Haymarket Food Pantry. Residents are asked to drop their donations by anytime.
- Our first 2023 Blood Drive is set for January 11, 2023. We will be going live on the sign-up for this event soon.

• #	Name of Event	Date of Event	Status
1	Literacy with Law Enforcement	March 2, 2022	Completed
2	Polar Plunge	February 19, 2022	Completed
3	Literacy with Law Enforcement	February 22, 2022	Completed
4	St. Baldricks	March 26, 2022	Completed
5	Literacy with Law Enforcement	April 6, 2022	Completed
6	Farmers Market	April 24 thru Nov. 20, 2022	Completed
7	Drug Take Back	April 30, 2022	Completed
8	Literacy with Law Enforcement	May 11, 2022	Completed
9	Relay for Life	May 21, 2022	Completed
10	Literacy with Law Enforcement	June 6, 2022	Completed
11	Torch Run for Special Olympics	June 9, 2022	Completed
12	Flags for Hero’s	June 11, 2022	Completed
13	Ice Cream Social	June 15, 2022	Completed
14	Water Balloon Fight	June 15, 2022	Completed
15	Coffee with a Cop	June 21, 2022	Completed
16	Bike Safety Camp	June 29, 2022	Completed
17	Literacy with Law Enforcement	July 6, 2022	Completed
18	Blood Drive	July 12, 2022	Completed
19	National Night Out	August 2, 2022	Completed
20	Literacy with Law Enforcement	August 3, 2022	Completed

21	Dominion Valley Regency Grand-Kids Day	August 7, 2022	Completed
22	Cookies & Cream with a Cop	August 15, 2022	Completed
23	Coffee with a Cop	August 16, 2022	Completed
24	Summer Concert	August 20, 2022	Completed
25	Cupcakes with a Cop	August 31, 2022	Completed
26	Literacy with Law Enforcement	September 7, 2022	Completed
27	Woman's Self Defense Class 1	September 13, 2022	Completed
28	Cookies and Cream and Cops	September 20, 2022	Completed
29	Police Officer Day	September 22 and 23, 2022	Completed
30	Literacy with Law Enforcement	October 5, 2022	Completed
31	Coffee with a Cop	October 5, 2022	Completed
32	Haymarket Day	October 15, 2022	Completed
33	Cupcakes with a Cop	October 26, 2022	Completed
34	Prince William Co. Truck or Treat	October 26, 2022	Completed
35	Drug Take Back	October 29, 2022	Completed
36	Halloween Candy Handout	October 31, 2022	Completed
37	Literacy with Law Enforcement	November 2, 2022	Completed
38	Woman's Self Defense Class 2	November 15, 2022	Completed
39	Literacy with Law Enforcement	December 7, 2022	Upcoming
40	Christmas in Haymarket	December 10, 2022	Upcoming
41	Operation Santa Claus	December 17, 2022	Upcoming
42	Haymarket PD Blood Drive	January 11, 2022	Upcoming

Respectfully Submitted,

Allen Sibert

Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans/Projects						
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	11/29/2022	Applicant		-Preliminary plan first submission engineering comments provided -Digital 2nd submission received 11/7. Approved 11/29
CBPA Map Comp Plan Update	Katie/Thomas	11/9/2022	11/29/2022	Katie		-Producing an updated exhibit to be incorporated into the Comprehensive Plan showing Chesapeake Bay Preservation Areas (RPAs) within the Town
Robinson's Paradise	Katie/Thomas	1/4/2021	11/23/2022	Applicant		-Changes reviewed/approved per Town Ordinance. Signature set coordination -Construction and Town E&S inspections ongoing
Robinson Village	Katie/Thomas	8/13/2020	11/23/2022	Applicant		-Construction and Town E&S inspections ongoing -Pavement design submission expected
Crossroads Village	Katie/Thomas	10/18/2018	11/23/2022	Katie		-Construction and Town E&S inspections ongoing -Revision 3 submitted 10/20. Comments due 12/1
Park Sidewalk	Katie/Thomas	4/27/2021	11/22/2022	TEG/Katie		-Contract signed by TEG and Town -Virtual kickoff meeting 11/22 -Notifications to be sent to property owners prior to beginning survey work -Town to provide adjacent project plans of record -Survey work expected to be delivered early January
Bleight Residential Plan	Katie/Thomas	8/5/2022	11/22/2022	Applicant		-Conditional engineering approval provided 11/23
Crossroads Village - Lidl	Katie/Thomas	1/6/2022	11/22/2022	Applicant		-Issued conditional approval and accepted inserts -Signature sets provided to applicant 11/22
Parrando's Patio	Katie/Emily	4/7/2022	11/8/2022	Applicant		-Minor site plan engineering approval provided 11/8
Park Building Assessment	Katie/Thomas	10/5/2022	11/2/2022	IMEG		-Site visit performed 11/2 -Awaiting completion of assessment/condition analysis

Attachment: 2022-11 Nov Engineer's Reports_KMM (5860 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans						
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	10/27/2022	Agencies		-Test pit change order approved -2nd Submission sent out. Comments due 12/8
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	8/11/2022	Applicant		-Engineering plan review comments provided 2/17 -3rd submission approval 8/11
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
QBE	Katie/Emily	1/20/2017	10/8/2021	Applicant		-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant		-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23

Attachment: 2022-11 Nov Engineer's Reports_KMM (5860 : Town Engineer Report)

Low Activity Plans						
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval

Attachment: 2022-11 Nov Engineer's Reports_KMM (5860 : Town Engineer Report)



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Finance Liaisons
DATE: December 5, 2022
SUBJECT: November Monthly Report

The finance liaisons oversight during the month focused on the following:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2023 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFP for sidewalk at town park
 - Status of Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted for consideration

Additional budget related items discussed:

- Maintenance vehicle repairs
- Business videos
- Legal fees contractual increase (effective July 1, 2023)
- GIS subscription
- Town Hall security

The liaisons and/or the Treasurer and staff remain available to discuss any questions, comments, concerns, or suggestions you may have.

Respectfully submitted,

Joe Pasanello and Bob Weir



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Tracylynn Pater
DATE: December 5, 2022
SUBJECT: Business/Community Liaison Report

- I attended weekly meetings with Emily, Roberto and Event Coordinator Erin Mann.
- Followed up with Erin Mann on Farmers Market events and reports
- Attended Prince William Tourism event
- Continued work and support on Holiday event scheduled for December 10th
- We launched the shop small shop local media campaign
- I am continuing to gather information and working on the communication plan. I hope to be able to bring a draft to Council at the Work Session in January

Attachment: Memo Council liaison Report - Business 120522 (5863 : Business/Community)



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

To: Haymarket Town Council
From: Bob Weir
RE: Planning Commission Liaison Report
Date: December 5, 2022

MEMORANDUM

The Planning Commission meeting for November was cancelled.

Respectfully submitted,

Bob Weir

Attachment: Memo to Council PC Liaison report 070522 (5864 : Planning Commission)



**AN ORDINANCE TO WAIVE MEALS TAX ON
DECEMBER 10, through 11, 2022 SET BY SECTION 42-186
OF THE CODE OF ORDINANCES, TOWN OF
HAYMARKET, VIRGINIA (2019), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2022-005

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Holiday and Christmas Event on December 10, 2022 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate the holiday season, we believe our local restaurants and businesses will benefit from a second day of celebration and our hope is that foot traffic generated at the Holiday and Christmas Event will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on December 10, 2022 through December 11, 2022;

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 5th day of December 2022, that the Meals Tax is waived solely for the 10th and 11th day of December, 2022.

By Order of Council:

Kenneth M. Luersen, Mayor

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: Meals Tax Waiver Ordinance 2022-005 (5899 : Ordinance #2022-005 Meals Tax Free Weekend)



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

Emily L. Kyriazi
Town Planner/Zoning Administrator

MEMORANDUM

TO: Planning Commission
FROM: Emily L. Kyriazi, Town Planner
DATE: September 14, 2022
SUBJECT: Town Ordinance Clean-Up

Background:

The Town of Haymarket needs to update the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance needs to be amended as shown in the highlighted text below. The highlighted text additions are plat requirements provided to the Town from our partner at DEQ who recently completed an audit of the Town documents and found this deficiency to meet the required standards.

Items for the Planning Commission's consideration:

Sec. 58-22.23 – Preliminary plat requirements.

The subdivider shall present to the administrator six prints of a preliminary layout at a scale of 100 feet to the inch as a preliminary plat. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point, and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an inset map at a scale of not less than two inches equal to one mile showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and, where appropriate, the existing zoning of the land and adjoining property.
- (3) The boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than 1:2,500, with reference to a known, permanent monument, total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, and the names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
- (4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas and parking spaces; culverts, drains and watercourses and their names; flood profile and other pertinent data.
- (5) The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.
- (6) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location, type, profile, percentage of slope, pipe size, and location of manholes for all sewers shall be shown. The distance between manholes shall not exceed 300 feet. The location, type and sizes of all water

- lines shall be shown as well as the location of necessary control valves and fire hydrants.
- (7) A cross section showing the proposed street construction, depth and type of base, type of surface, etc.
 - (8) A profile or contour map showing the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets, together with the proposed connecting grade lines.
 - (9) A location map tying the subdivision into the present road system, by using either aerial photographs or topographic maps of the United States Geological Survey.
 - (10) All parcels of land to be dedicated for public use and the condition of dedication.
 - (11) Plat notation of the requirement to show RPA and RMA boundaries,
 - (12) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
 - (13) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
 - (14) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;
 - (15) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
 - (16) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Sec. 58-22.24 – Final plat requirements.

The subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not smaller than 100 feet to the inch on sheets having a size of not more than 24 inches by 36 inches. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- (1) A blank space three inches by five inches, reserved for the use of the approving authority.
- (2) Certificates signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (3) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds.
- (4) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes, and the identification of the respective tracts shall be placed on the plat.
- (5) The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements; parks; school sites; all existing public and private streets, their names, numbers and widths; existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (6) Distances and bearings must balance and close with an accuracy of not less than 1:10,000.
- (7) The data of all curves along the street frontage shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearings.

- (8) Plat notation of the requirement to show RPA and RMA boundaries,
- (9) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
- (10) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
- (11) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;
- (12) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
- (13) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Draft Directive:

"The Planning Commission directs Town Staff to schedule and post public notice for a public hearing on the Zoning Text Amendment as presented September 19, 2022, adding the appropriate language for the Chesapeake Bay Preservation Act plat requirements. The public hearing shall be held on October 17, 2022 at 7:00 pm."

Or other motion.



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

Kimberly Henry
TOWN CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly Henry, Clerk of Council
DATE: November 28, 2022
SUBJECT: 2023 Meeting Schedule

Background: Every year, the Town Council sets the meeting schedule for the next calendar year. Our Town Policy and Procedures states that if a holiday falls on a meeting night, the meeting will be held the next evening.

Findings: The 2023 calendar only has two Mondays that would affect the meeting schedule; Memorial Day and Labor Day.

Summary: I would recommend that Council adopt the meeting schedule as presented.

Directive or Motion: *I move that the Haymarket Town Council adopt the 2023 meeting schedule as presented.*

Attachment: Memo Template for Council-Staff Use (5894 : 2023 Meeting Schedule)

2023 Meeting Schedule of the Haymarket Town Council

Work Session

Tuesday, December 27, 2022 - ???
 Monday, January 30, 2023
 Monday, February 27, 2023
 Monday, March 27, 2023
 Monday, April 24, 2023
Tuesday, May 30, 2023
 Monday, June 26, 2023
 Monday, July 31, 2023
 Monday, August 28, 2023
 Monday, September 25, 2023
 Monday, October 30, 2023
 Monday, November 27, 2023
 December 26, 2023 Work Session - TBD

Regular Monthly Meetings

Tuesday, January 3, 2023 – *Organizational Meeting*
 Monday, February 6, 2023
 Monday, March 6, 2023
 Monday, April 3, 2023
 Monday, May 1, 2023
 Monday, June 5, 2023
 Monday, July 3, 2023
 Monday, August 7, 2023
Tuesday, September 5, 2023
 Monday, October 2, 2023
 Monday, November 6, 2023
 Monday, December 4, 2023

Attachment: 2023 Meeting Schedule of the Haymarket Town Council - Draft (5894 : 2023 Meeting Schedule)



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

Kimberly Henry
TOWN CLERK

9.5.a

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly Henry, Clerk of Council
DATE: December 5, 2022
SUBJECT: Re-Appointment of Town Treasurer, Town Clerk and Police Chief

Background:

The Haymarket Town Charter sets forth requirements for the appointment of certain employees at the Council's first regular meeting in September. Article III, § 1 of the Charter reads:

Article III, § 1 Haymarket Town Charter

(13) Treasurer-Generally. There shall be appointed by the council at its first meeting in September, or as soon as practicable thereafter, a treasurer, who shall hold office for a term of two (2) years. The council may provide a salary for the treasurer. He shall give such bond, with surety and in such penalty as the council prescribes. He shall receive all money belonging to the town and keep correct accounts of all receipts from all sources and of all expenditures of all departments. He shall be responsible for the collection of all taxes, license fees, levies and charges due to the town, and shall disburse the moneys of the town in the manner prescribed by the council as it may by ordinance direct.

(16) Clerk. There shall be appointed by the council, at its first regular meeting in September after its election, a clerk of the council, who shall hold office at the pleasure of the council. He shall attend the meetings of the council and keep its minutes and records and have charge of the corporate seal and shall attest the same. He shall keep all papers required to be kept by the council, shall publish such reports and ordinances as are required to be published, and shall perform such other duties as the council may from time to time require. His compensation shall be fixed by the council. Any vacancy in this office shall be filled by the council.

(17) Chief of police. There shall be appointed by the council at its first regular meeting in September or as soon as practicable thereafter, a town sergeant, who shall also be chief of police; and shall hold office at the pleasure of the council. His duties shall be such as the council prescribes. He shall be vested with the powers of a conservator of the peace. His compensation shall be fixed by the council.

Attachment: Memo reappointment of staff (5895 : Re-Appointment of Police Chief, Town Treasurer, Town Clerk)

Draft Motion:

1.) Pursuant to Article III, § 1 (13) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Roberto C. Gonzalez as the Haymarket Town Treasurer

AND;

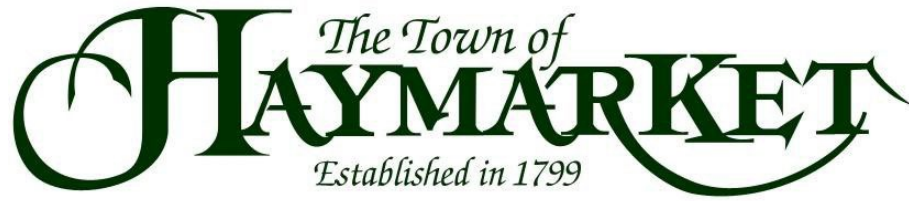
Pursuant to Article III, § 1 (16) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Kimberly Henry as the Haymarket Town Clerk.

AND;

Pursuant to Article III, § 1 (17) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Allan Sibert as the Haymarket Chief of Police.

OR

Alternate Motion



TOWN OF HAYMARKET, VIRGINIA PERSONNEL POLICIES



ADOPTED BY THE HAYMARKET TOWN COUNCIL AT ITS REGULAR SESSION ON March 1, 2021

TOWN OF HAYMARKET, VIRGINIA PERSONNEL POLICIES

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Attachment: Haymarket Employee Manual DRAFT 11.30.2022 RG (5896 : Personnel Policy)

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TOWN OF HAYMARKET, VIRGINIA PERSONNEL POLICIES (1)

PURPOSE

The objective of these Personnel Policies (“Policies”) is to provide a uniform system of personnel administration for the staff of the Town of Haymarket (“Town”), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities. Not included under these provisions unless the language or context clearly requires, is the Town Police Department and all of its full and part-time employees.

This document contains the primary employment policies and procedures that provide guidance to effectively manage human resources within the Town of Haymarket. While no set of written policies can address every possible situation, these policies, when used as a whole, provide overall guidance for reasonable, consistent decision-making. To that end, these policies are established to:

- To provide equitable conditions of employment for Town employees;
- To establish and maintain uniform standards of employment; and
- To provide assistance to Department Heads and supervisors in their administration of personnel matters.

The personnel policies set forth in this manual supersede all previous personnel policies and serve as the official personnel policies of the Town of Haymarket, Virginia.

Employment At-Will

Except as otherwise provided by law, all employees are employed “at-will” and no employee has any vested, contractual or property rights to continued employment for any specific duration. “At will” means that regardless of any provision in this handbook, either the employee or the Town may terminate the employment relationship at any time, for any reason, with or without cause. Neither this handbook nor any other policy or procedure of the Town of Haymarket is intended to create a contract of employment, either express or implied, and the Town of Haymarket disavows any representations, oral or written, contrary to the foregoing at-will employment relationship.

The Town will strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

The policies in this manual do not supersede personnel related departmental rules or policies of the Town Police Department.

The Town Manager shall be responsible for maintaining a complete set of current policies and distributing changes to the policies to all employees. The Town Manager is responsible for personnel administration and interpretation of these policies for the Town of Haymarket, except for the Town Police Department. In the absence of the Town Manager, the Town Treasurer or Chief of Police assumes responsibility for Personnel Administration.

Whenever responsibilities fall to the Town Manager under these Policies, he or she or the Mayor may designate another to fulfill the Manager’s responsibilities while the Manager is absent or unable to perform such duties.

1. The Town reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice. See Section XVI. The Chief of Police and The Manager (and the Mayor when acting) shall observe all budget authorizations and restrictions in filling, creating or terminating any position and all salary limits for any such position. Upon approval by Council.

The Town Attorney is not an employee, but a contractor with the Town.

DEFINITIONS

The following definitions are intended for use throughout the Employee Handbook. However, not all terms used in the Employee Handbook are defined. In the event of a conflict, the Town Manager, in his/her sole discretion, may determine the meaning of a term.

Anniversary Date: The anniversary date of the initial employment, promotion or demotion date.

Break In Service: Any separation from service with the Town, whether by resignation, lay-off, disability or retirement, when an employee is subsequently re-employed. An authorized leave without pay shall not be considered as constituting a break in service.

Charter Official (Charter Employee): Appointive officers of the Town of Haymarket who serve in positions of extraordinary trust and confidence. These positions are identified in the Haymarket Town Charter and include the Town Manager, Town Attorney, Chief of Police, Town Clerk and Town Treasurer.

Chief of Police: The individual hired by the Town of Haymarket to be the top official in the chain of command of the Haymarket Police Department.

COIA: The Conflicts of Interest Act as identified in the Code of Virginia.

Continuous Service: Employment without interruption, except for approved absences.

Contract Employee: an employee of the Town who works under a contract approved by the Town Council. Contract employees are not entitled to benefits.

Demotion: Assignment of an employee from one position to one with a lower maximum rate of pay.

Disability: A physical or mental impairment which prevents, hinders or adversely affects an individual's ability to perform the essential functions of his/her job with or without reasonable accommodation.

Emergency Leave: Paid leave granted to all employees and Charter Officers of the Town of Haymarket in an emergency situation, such as inclement weather.

Exempt Employees: Employees of the Town of Haymarket who are exempt from overtime pay provisions based upon the tests regarding their job duties and salary as identified by the Fair Labor Standards Act. Job titles do not determine exempt status.

FLSA: The Fair Labor Standards Act as administered by the United States Department of Labor.

FMLA: The Family & Medical Leave Act as administered by the United States Department of Labor.

Full-Time Employee: An individual who is hired to work a minimum of forty (40) hours per week.

Grievance: A complaint or dispute by an employee related to his/her employment as set forth in Section X of this handbook, including but not necessarily limited to: disciplinary actions, including terminations, disciplinary demotions and suspensions, provided that terminations shall be grievable whenever resulting from formal discipline or unsatisfactory job performance; the application of personnel policies, procedures, rules and regulations; complaints of discrimination on the basis of veteran status, uniformed service member status, race, color, religion, sex, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law; acts of retaliation as the result of the utilization of the grievance procedures or the participation in the grievance of another Town employee or because the employee has complied with any law of the United States, the Commonwealth of Virginia or the Town of Haymarket, has reported any violations of such law to a governmental authority or sought any change in law before the Congress of the United States, Virginia General Assembly or Town Council, or has reported any incidence of fraud, abuse or gross mismanagement.

Immediate Family: The employee's spouse, children, parents, stepparents, brothers, sisters, grandparents and grandchildren. Also, the children, parents, stepparents, brothers, sisters, grandparents and grandchildren of the employee's spouse.

Job Description: A written narrative detailing the essential functions, responsibilities and minimum or desirable qualifications for a position.

Liberal Leave: Any unscheduled leave taken in the event that extreme weather, or a similar emergency, prevents the employee from coming into work as usual. Liberal leave may also be known as unscheduled leave.

Non-Charter Employee: Employees of the Town of Haymarket who do not serve in a position of a Charter Official.

Non-Exempt Employee: Employees of the Town of Haymarket who are not exempt from overtime pay provisions based upon the tests regarding their job duties and salary as identified under the Fair Labor Standards Act.

Non-Exempt Law Enforcement Officers: An individual who is eligible for overtime payment for any hours worked in excess of 80 hours per pay period.

Part-Time Employee: An individual who is hired to regularly work less than forty (40) hours per week. Elected officials are considered Part-time Employees.

Performance Evaluation: A formal evaluation system, using printed forms completed by the evaluator (normally one's immediate supervisor), which are rendered at least annually for each employee to document job performance and are made a part of the employee's personnel records. Satisfactory performance, however, is a condition of employment throughout the year and an employee's performance is monitored throughout the year.

Position: Any office or employment, whether occupied or vacant; full-time or part-time, temporary or contractual, consisting of duties and responsibilities assigned to the individual by the Town Administrator or his/her designee.

Probationary Employee: Virginia is an "employment at-will" state. Neither these policies nor any other document constitutes an express or implied employment contract or any right to continued employment. These policies are not intended to and do not imply or create a vesting of property rights or a contract

entitling Town employees to any specific benefits or policies from the Town. The contents of this manual and the Town's policies and procedures may be changed at any time by Town Council. The term "at-will" means employment with the Town of Haymarket can terminate voluntarily or be terminated by the Town at will. The probationary period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is considered a trial period or extension of the selection process, which is used to evaluate employee capabilities, work habits, and overall performance.

Promotion: The assignment of an employee to a position which has a higher maximum rate of pay.

Retirement: A voluntary departure from active service where the employee qualifies for the payment of benefits from the Virginia Retirement System or may qualify to remain eligible for other Town benefits at the employee's expense.

Sensitive Personal Information: Information that identifies a specific individual or business which could cause material economic damage or compromise their identity and for which an exemption from disclosure exists under the Virginia Freedom of Information Act as amended.

Separation: Vacating a position, either through resignation, termination, disability or death.

Suspension: A period of involuntary leave, for disciplinary purposes or pending investigation of, among other things, charges made against an employee.

Teleworking: A voluntary work arrangement in which an eligible employee, with the advance approval of the Town Manager, works from home instead of commuting to their work.

Temporary Employee: an individual hired on a term basis, e.g., day, week, period of months or on a project basis. Temporary Employees are classified as non-exempt employees and are not entitled to benefits.

Termination: The involuntary separation from Town employment.

Town Manager: The official hired by the Town of Haymarket to serve as the director of all Town services and employees or his/her designee, also referred to as Manager

Unsatisfactory Service: The performance of assigned duties and responsibilities that fall below the accepted standards including work habits, attitudes and personal conduct, among other things.

Workplace: Any site for the performance of work by a Town employee, including but not limited to any Town building or premise; any Town-owned vehicle or equipment; any building or premises used by the Town for Town business; and any non-Town property during any Town sponsored or Town-approved public activity, event or function. It shall also include all Town owned property such as, but not limited to, offices, desks, safes, file cabinets, toolboxes, etc.

EQUAL EMPLOYMENT OPPORTUNITY

Policy Statement

It is the policy of the Town to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, gender, age, national origin, disability, or citizenship. This policy applies to every aspect of employment practices including, but not limited to the following:

Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, gender, age, national origin, disability or citizenship, except where such a factor can be demonstrated as a bona fide occupational qualification.

All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.

Other personnel actions such as compensation, benefits, transfers, layoffs, training, assignments, will be administered without regard to race, color, religion, gender, age, national origin, disability or citizenship.

Harassment

The Town is committed to having a diverse workforce with all employees being valued for their individual capabilities and contributions, complying with all federal, state, and local laws on equal employment opportunity. In particular, the hostile atmosphere created by non-work-related conduct including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, requests for sexual favors, or other similar conduct is not permitted.

Harassment based on race, color, religion, gender, age, national origin, disability or citizenship will not be tolerated. Harassment arises from the dynamics of the workplace and can be based on nuances, subtle perceptions, and implicit communications. Conduct that may rise to the level of harassment includes verbal remarks (epithets, derogatory statements, slurs, jokes), physical contact (assaults, physical interference with movement or work, touching), visual displays (displaying of printed or photographic materials, objects), and other actions that are demeaning or hostile if the foregoing are prohibited by law.

Sexual and Other Unlawful Harassment

a. Policy

1. It is the Town policy that sexual and other unlawful harassment of its employees in any form is prohibited and that all employees shall be treated with respect. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, disability, religion; or any other legally protected characteristic shall not be tolerated.

2. Any employee who engages in or who perpetuates or condones sexual and other unlawful harassment shall be subject to disciplinary action, including dismissal.

b. Definitions

1. Sexual Harassment: Behavior that constitutes sexual harassment, as currently defined in guidelines published by the U.S. Equal Employment Opportunity Commission (EEOC), includes sexual advances, requests for sexual favors, and other verbal or physical conduct

of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; and
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. Sexual Discrimination: The EEOC has determined that sexual harassment is a form of sexual discrimination.

3. Employee: An individual employed by the Town on a full-time, part-time, regular, grant, term, or temporary basis is considered to be an employee for the purpose of this policy.

c. Persons Covered

Employees, as defined in Section II, are covered by the provisions of this policy.

d. Prohibited Conduct

1. The following types of conduct are examples of sexual or other unlawful harassment and are prohibited. These examples do not necessarily represent all the ways in which sexual harassment may occur and are not intended to limit the definition of sexual harassment.

Verbal comments and gestures of a sexual nature. This includes any type of sexually suggestive remarks, pictures, jokes, and catcalls.

Explicit or implicit promises of career advancement or preferential treatment in return for sexual favors. Such promises or preferential treatment may include, but are not limited to, hiring, promotion, training opportunities, work scheduling and leave approval, acceptance of a lower standard of performance, providing higher performance evaluations, and lax timekeeping.

Explicit or implicit threats that an employee shall be adversely affected if sexual demands are rejected. Such threats include, but are not limited to, lower performance evaluations, denial of promotions, punitive transfers, terminations, and altered or increased work assignments.

Unsolicited and repeated touching of any kind. This includes the touching, patting, or pinching of another person, and repeated brushing against another person's body.

e. Investigation of Complaints

1. Town Employees who experience sexual or other unlawful harassment shall notify the Town Manager, in writing, within two working days of the incident. Police Department Employees shall notify the Chief of Police within two working days on the incident. In the event that the Town Manager is involved, the employee shall notify the Chief of Police. In the event the Chief of Police is involved, the employee shall notify the Town Manager. The Town

- Manager/Chief of Police shall immediately notify the Mayor.
2. Upon receipt of the written complaint, the receiving official(s) shall order an investigation into the matter immediately.
 3. The investigation can be conducted by the Town Manager, Chief of Police, two un-involved members of Town Council, or an outside specialist/company.
 4. Allegations shall be promptly and thoroughly investigated. The investigation shall be completed within 7 days of the allegation(s) being made. If circumstances prevent the completion of the investigation within the allowed 7 days, a letter indicating that an extension will be needed and shall be sent to all involved parties to include any and all legal counsel. The letter should include reasoning for the extension and the expected completion date.
 5. Notification of the investigation outcome shall be provided to all parties within 10 days of the completion of the investigation. Note: These mandated timelines do not include Disciplinary action.
 6. Refer to Sections XIII and XIV of this manual regarding discipline and termination of employment.

f. Confidentiality

1. Any complaint shall be handled in a confidential manner. Every effort shall be made, by all parties involved, to protect the confidentiality and privacy of all information and documents pertaining to a claim.
2. Persons conducting investigations shall not communicate the fact that an investigation is pending nor shall they communicate the contents and findings of such investigation except to appropriate parties.
3. Breach of confidentiality may result in disciplinary action, including dismissal.

g. Policy Against Retaliation

Reprisal or retaliation is strictly prohibited. This includes both direct retaliation or reprisal, or the encouragement of others to engage in retaliation or reprisal against any person who:

1. Opposes any conduct prohibited by this policy.
2. Complies or encourages others to comply with any provision of this policy.
3. Files a complaint concerning a violation of this policy.
4. Testifies, assists, or participates in any investigation or hearing resulting from a complaint under this policy; and
5. Exercises or attempts to exercise any right conferred under this policy.

If an employee feels he/she is being retaliated against, he/she shall notify the Town Manager, in writing, within two working days of the incident. Police Department Employees shall notify the Chief of Police within two working days. The Town Manager/Chief of Police shall immediately notify the Human Resource Manager. In the event that the Town Manager is involved, the employee shall notify the Chief of Police. In the event the Chief of Police is involved, the

employee shall notify the Town Manager. The Town Manager/Chief of Police shall immediately notify the Human Resources **Manager**. The Town Manager/Chief of Police shall use their discretion to notify the Mayor immediately depending on the severity of the retaliation.

h. Discipline

Any employee found to have engaged in sexual or other unlawful harassment, who is found to have knowingly condoned, encouraged, or perpetuated an act or acts of sexual or other unlawful harassment, or who is found to have in some way participated in retaliation or reprisal, shall be subject to disciplinary action including dismissal.

i. False or misleading statements

If it is found that an employee wrongly or willingly accuses another employee of harassment, they shall immediately be terminated.

Accommodating Individuals with Disabilities

The Town provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Town, or if the employee poses a direct threat to the health and safety of him or herself or others.

RECRUITMENT AND SELECTION

Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the salary offered for the position.

First consideration will be given to current employees who desire to fill an open position if the current employee is qualified for the position and if the placement best serves the needs of the Town. The Manager may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act (COIA).

It is the policy of the Town not to interview, hire, promote, or transfer a close relative of a current employee or Town compensated individual, for a position within the Town if, as a result, the employee or Town compensated individual and the close relative would be in the same line of supervision, either directly or indirectly, or if they would be expected to work closely together. In the event that two employees marry (or otherwise become close relatives) while they are employed, they may continue to work for the Town, as long as the employees are not in the same direct or indirect line of supervision. This policy does not preclude offering employment to close relatives of former employees.

Exceptions to this policy will be made only in the case of part-time temporary employment and must be approved in writing by the Manager.

For purposes of this policy, the following will be considered close relatives:

Aunts	Grandchildren	Stepbrothers
Brothers	Grandparents	Stepchildren
Brothers-in-law	Mothers-in-law	Stepfathers
Cousins	Parents	Stepmothers
Children	Sisters	Stepsisters
Daughters-in-law	Sisters-in-law	Step-grandchildren
Domestic Partner	Sons-in-law	Step-grandparents
Fathers-in-law	Spouses	Uncles

Probationary Period

All new full-time and part-time employees will serve a six-month probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated to determine satisfactory performance. Evaluations shall be completed within 14 days of the end of the probationary period. Action by the supervisor at the end of the six-month probationary period may be:

The employee is given full time status (see the Town Compensation Plan for the pay policy at the end of the probationary period).

Extension of the probationary period. The total period of probation may not exceed one year.

Termination of the probationary employee.

During the probationary period the employee will be entitled benefits including holidays, sick leave and vacation. The probationary employee is not entitled to utilization of the disciplinary appeal procedure. If satisfactory performance is attained, the employee will be entitled to all the benefits of non-probationary status. In establishing a probationary period, the Town does not abrogate or modify in any way the employment-at-will status that applies to its employment relationship with all employees.

Probationary employee: Virginia is an “employment at-will” state. Neither these policies nor any other document constitutes an express or implied employment contract or any right to continued employment. These policies are not intended to and do not imply or create a vesting of property rights or a contract entitling Town employees to any specific benefits or policies from the Town. The contents of this manual and the Town’s policies and procedures may be changed at any time by Town Council. The term “at-will” means employment with the Town of Haymarket can terminate voluntarily or be terminated by the Town at will. The probationary period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is considered a trial period or extension of the selection process, which is used to evaluate employee capabilities, work habits, and overall performance.

a. Initial Probationary Period

1. A probationary period of 6 months is established for all new or re-employed employees appointed to full and part-time positions.
2. Personnel action may be taken against any employee whose performance does not meet the required standards. During the initial probationary period, all employees are subject to personnel action without prior notice or access to the Grievance Procedure.

3. Either the employee or the Town may end the employment relationship at any time during or after the probationary period.

b. Secondary Probation Period

1. An employee who is appointed to another position (through promotion, transfer, or demotion) must complete a secondary probationary period of six months.
2. Each probationary employee who is transferred from one position to a similar position of an equal salary range shall retain the months successfully served in the former position towards earning regular status as well as for the annual merit salary review.
3. Should an employee serve an unsatisfactory probationary period in the newly assigned position, the employee may, with the approval of the Town Manager, be allowed to return to his/her former position or to a comparable position for which the employee is qualified, prior to the end of the probationary period, without prejudice. Such an action is dependent upon the availability of such position and the Town's needs. Where no appropriate vacancy exists, the employee's position with the Town shall be severed.
4. The employee's status as a regular employee is not changed during the secondary probationary period that results from a change in position (promotion, transfer, or demotion) within the Town.

c. Extension of Probationary Period

1. In the event that the individual did not meet satisfactory standards, the Manager or Chief of Police may extend the probationary period up to a maximum of ninety (90) days, if the employee has shown forward progress in the mastery of skills required for the position in the extended period of time given.

d. Separation During Probationary Period

1. The Town Manager or Chief of Police shall provide a probationary employee the opportunity to discuss problems involving his/her position at any time during a probationary period, or extension thereof, if it is determined that a probationary employee's work performance, work attitude, or other related work activities are not at an acceptable level of competence expected for the position.
2. Should the employee's performance fail to improve, the Town may elect to terminate employment.
3. If the employee decides that the job is not what he/she desires, the employee may resign without harm to his/her employment record.

Hiring Authority

The Manager has authority for hiring, promoting and discharging town staff employees except those which are described in the Charter and the Town Attorney in accordance with these policies. The Chief of Police has authority for hiring, promoting and discharging Town Police Department Employees. The Manager has the responsibility and authorization for administering the personnel system established by these policies. In the absence of the Manager, his or her designee shall assume responsibility for administering the personnel

policies. The Chief of Police, the Town Manager and the Town Attorney report directly to the Town Council in accordance with the policies and funding of the Town Council. All persons shall observe the budget and funding policies of the Town Council.

EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular salary and authorized overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances.

Compensation Plan

The compensation plan for employees of the Town shall consist of a salary range for each full-time position.

The rates of pay for each employee within a grade shall be set by the Manager or Town Council. The normal entrance rate of pay for new employees shall be at the lower end of the paygrade for the position.

The compensation plan may be amended by Town Council resolution.

The Town Compensation Plan and associated policies are attached to this document as Attachment "A".

Hours of Work

The Manager shall establish the hours of work for all Town staff employees. The standard scheduled work week for which salary is paid consists of 40 hours, generally Monday through Friday. This does not preclude the establishment of specified schedules other than (40) hours in a given work week for employees if approved by the Manager. The Chief of Police shall establish the hours and schedules for the employees of the Police Department, as outlined in the Haymarket Police Department Policy and General Orders.

Flexible work scheduling may be considered within the standard work week, Monday through Friday, so long as the standard hours in a work week, normally 40, are not altered and so long as the core workday, 8:00 AM to 4:30 PM is not left uncovered, and shall be coordinated in advance with the Town Manager or his/her designee. Some examples of flexible scheduling are:

- Arrive earlier in the morning and leave earlier in the afternoon.
- Arrive later in the morning and leave later in the afternoon.
- Work some other similar permanent or seasonal scheduling option(s)
- Add time to meal break and arrive earlier and leave later.

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. Flexible work scheduling or compressed work weeks instituted on an ongoing basis or longer than one consecutive work week shall be pre-approved by the Manager.

The Chief of Police shall establish the hours and schedules for the employees of the Police Department, as outlined in the Haymarket Police Department Policy and General Orders.

If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as

soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to make contact with his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.


Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the Manager or his designee within the established work week and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.

Telework Policy

During certain circumstances, telework may be available for administrative staff upon the approval of the Town Manager or Chief of Police. Telework schedules must be pre-approved with set deliverables and set hours. Approved telework schedules can be revoked at any time if schedules are not kept, deliverables are not submitted in a timely manner or staffing requirements demand additional in office personnel coverage.

Pay Increases

The Town promotes excellence in its workforce. Salary increases within budget constraints may be given to that end. Each employee's performance will be reviewed annually and based on satisfactory performance and contributions to the organization, pay increases may be given. In exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

The Town of Haymarket Compensation Plan is attached to this document as Attachment "A" 

Overtime

Employees who are not exempt under the Fair Labor Standards Act will either be paid or given compensatory time off for overtime. The Manager will determine the type of reimbursement for overtime based on the financial position of the Town and/or the requirement to have staff available for duty. The pay or compensatory time off will be given at the rate of time and a half for all hours worked in excess of (80) eighty hours per pay period. Unless authorized to do so, employees should not work over (40) forty hours during a work week. Overtime must be recorded on the employee's time sheet and will be paid with the next regular payroll.

Bonuses

The Manager or Chief of Police, with the authorization of the Town Council, may grant a bonus to an employee, within their department to recognize superior service to the Town.

Retirement

The Town is a member of the Virginia Retirement System ([https:// https://www.varetire.org/](https://www.varetire.org/)). All regular full-time employees are required to enroll in VRS The Town will pay the employer's required contribution. The employee is required by VRS to pay the employee 5% contribution.

HOLIDAYS AND LEAVE

The Town generally observes the holiday schedule adopted by the Commonwealth of Virginia. Full-time, part-time and probationary employees shall be granted time off for these days without charging the time against leave balances.

New Year's Day	January 1 st
Martin Luther King, Jr Day	3 rd Monday in January
George Washington Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day & Yorktown Victory Day	2 nd Monday in October
Election Day	Tuesday after the 1 st Monday in November
Veterans Day	November 11 th
Wednesday before Thanksgiving	4 hours additional Holiday Time Wednesday prior Thanksgiving
Thanksgiving	4 th Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	December 24 th
Christmas Day	December 25 th

Other holidays may be designated by the Governor of Virginia, the President of the United States or the Mayor if recommended by the Manager and approved by the Town Council.

For purposes of compensation, each holiday is considered the 8-hour period when the Town Office is closed, unless otherwise noted in table above. If a holiday occurs on a Saturday, the preceding Friday will be observed. If a holiday occurs on a Sunday, the holiday will be observed on Monday.

Employees required to work on a holiday will be entitled to eight (8) hours of regular base pay in addition to their normal compensation for the hours worked.

Non-Exempt Law Enforcement Officers required to work on a holiday will be entitled to eight (8) hours of pay at their rate of time and a half in addition to their normal compensation for the hours worked.

Part-time Law Enforcement Officers scheduled to work on a holiday will be entitled to eight (8) hours of pay at their rate of time and a half.

Employees and Officers are entitled to paid holidays.

Part-time employees are not entitled to paid holidays.

Temporary or seasonal employees are not entitled to paid holidays.

Leave

a. Annual Leave

Full-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis.

0-3 years of service	6.7 hours per month (10 days annually)
4+ years of service	One additional day of annual leave for each year of service up to a maximum of twenty (20) days annually.

Annual leave shall be approved a minimum of two weeks in advance by the Manager or Chief of Police. Leave is not eligible at all times: the Manager and Chief of Police have a primary obligation to ensure that the Town's service to the citizens is carried out.

All employees and key employees may accumulate a maximum of 160 hours of annual leave. Annual leave above that amount, shall expire and may not be accumulated or used.

Upon separation, an employee shall be entitled to payment for all unexpired credited annual leave not to exceed 160 hours based on the employee's current rate of pay at time of separation. In the event of the death of an employee, the employee's estate shall be entitled to payment for any unused balance of annual leave allowances at the time of death.

b. Sick Leave

Sick leave shall accrue at the rate of eight (8) hours per month (12 days annually), and, when taken, shall be used on an hour for hour basis. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement. Sick leave shall be used for:

FMLA leave, pursuant to section D.1

Illness or injury incapacitating the employee and preventing the employee from performing assigned duties, doctor or dental appointments during working hours.

Medically-necessary care of family members living in the same household as the employee.

Under certain circumstances, and with the approval of the Manager, to assist with medically necessary care or provision of treatment for a close relative who does not reside with the employee.

An employee away from work for medical conditions which require absence in excess of one week or for FMLA purposes is required to (1) submit to the Town Manager or Chief of Police a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under the Family and Medical Leave Act. The Manager and Chief of Police have the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the Town will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be made a part of a file separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the Manager or Chief of Police.

No limits are placed on the accumulation of sick leave. Accrued sick leave is not paid upon termination or resignation.

An employee may donate sick leave to another full-time employee within the organization. The donation of sick time is at the discretion of the donor. Donations of sick leave shall be submitted to the Town Manager

for review and subsequently submitted to the Town Treasurer for transfer. The recipient shall be notified in writing by the Town Manager of the donated sick hours while leaving the donor anonymous.

c. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence and upon the resolution of Town Council be paid the difference between his or her salary and the pay received for such military duty during the period of such activity, not to exceed fifteen (15) consecutive calendar days for training duty and five (5) working days for emergency active duty.

An employee who leaves the employ of the Town to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the Town. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the Town not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and being available and the employee being physically and mentally capable of performing the work of the vacated position. This section does not override section VI B.3. All of the foregoing shall be read in conjunction with the provisions of the Uniform Service Employment and Re-employment Rights Act of 1994 (the "Act"), as may be hereafter amended from time to time. Notwithstanding the foregoing provisions of this paragraph 3, the Town's obligations shall not exceed the requirements of such Act.

d. Bereavement Leave

Five (5) consecutive calendar days after date of loss for any one incident may be used for bereavement regarding the employee's loss of a Close Relative as defined in IV.A.

e. Compensatory Leave

The town provides compensatory leave for time worked in excess of normal working hours. Any overtime worked is either paid or offset by compensatory leave according to the Overtime policy in section V. D. above. Upon any employee's end of service, no more than 40 hours of compensatory time shall be reimbursed to the employee.

f. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, when subpoenaed as a witness to appear before a court, public body or commission, (b) serving as a blood donor, or (c) performing emergency civilian duties in connection with national defense or for the purpose of voting in a national, state, or local election. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

g. Snow/Weather Leave

Weather-related closing of Town offices will be based on the determination of the Prince William County Government. When the County Government announces closure, delayed opening or early closure the Town will do the same. No leave will be charged to employees for the hours missed due to the PWC-related weather closing. Hours missed over the amount controlled by the PWC government will be charged to

Annual Leave.

h. Workers' Compensation Leave

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven (7) days of absence full salary minus normal payroll deductions. The first seven days of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under Workers' Compensation Act. If the period of incapacity extends beyond twenty-one (21) calendar days, the employee will be required to reimburse the Town the amount of compensation awarded to the employee for the employee's first seven days of absence. This is an obligation owed to the Town and one which, if not reimbursed promptly, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the Town.

i. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status.

Extended Leave without Pay

When special circumstances require an extended leave, the manager has the authority to grant an employee leave without pay provided that the operations of the Town's program(s) will not be adversely affected.

Disciplinary Leave without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

Under certain disciplinary circumstances, an employee may be required to take leave without pay. Disciplinary Leave Without Pay must be approved by the Manager.

Family & Medical Leave (FMLA)

Employees are entitled to participate in the benefits of the Family and Medical Leave Act ("FMLA"). FMLA leave is unpaid leave. The Town requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.

Eligible Employees

To be covered under the FMLA, an employee must have worked for the Town for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.

Purposes for which FMLA leave may be taken:

To care for an employee's child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),

To care for an employee's spouse, child, or parent (does not include in-laws) who has a serious health condition,

When the employee is unable to work because of a serious health condition.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee's position.

Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy should be submitted to the Manager within thirty (30) days.

FMLA Benefits

Leave

An eligible employee is entitled to twelve weeks of unpaid leave during a rolling twelve-month period. Employees will be required to use accumulated paid leave (sick, compensatory, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period.

An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The Town may designate leave as FMLA leave without a request from an employee.

FMLA leave taken for a serious health condition of the employee or immediate family member may be taken intermittently or on a reduced hours basis.

FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the Town, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between the two employees. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

Should the Town obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

Job Restoration

Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key Employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and significant economic injury to the Town. "Key Employees" are the Town Manager, the Police Chief and the Town Clerk. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice.

Health Benefits

If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

If an employee does not return to work or returns to work and does not remain employed thereafter for 12 weeks after the conclusion of the FMLA leave, the employee shall be responsible for reimbursing the Town for the Town's share of the health care premiums paid.

EMPLOYEE DEVELOPMENT

It is the policy of the Town to encourage employees to obtain training designed to develop the employee's value to the organization. Leave with partial pay or leave without pay may be available under the Education Leave provisions in instances where the training does not apply to their job duties.

The cost of job advancement training and related expenses undertaken at the direction and approval of the Manager, or the Chief of Police shall be paid in full by the Town. In such case, the hours of training count as hours worked. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the job-related training was approved in advance by the manager and (2) the employee shows successful completion of the course.

PERFORMANCE APPRAISALS

The work of each employee will be evaluated annually by the immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may prepare comments to be attached to the supervisor's appraisal report.

Performance Appraisals must be completed within 14 days of the employee's anniversary date.

HEALTH AND SAFETY

Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job-related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but within 24 hours.

The Town may select a panel of physicians to whom employees must go for all work-related injuries. Supervisors are to inform employees of the physicians included in the panel. In the event an injury requires immediate medical attention, the employee may go directly to the nearest hospital emergency room; follow-up care must be with the panel of physicians. If the Town selects a panel, all employees will be notified.

The Town maintains insurance for injuries covered by Workman's Compensation. All employees must comply with all lawful requirements or requests from the insurance carrier or the Town relating to any job place injuries. Not all injuries are covered by Workman's Compensation.

Occupational Safety and Health

The Town attempts to provide a safe and healthy working environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, deaths, injuries, and illnesses that occur on Town property must be reported to the Manager within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their workstation. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

Specifically, employees shall:

- Report all injuries, regardless of severity, to their supervisor immediately but no later than 24 hours. Medical treatment should be sought immediately if the injury or illness is life-threatening.

- Report and, if possible, correct all unsafe conditions or acts;

- Avoid horseplay and mischief, which could cause injury;

- Take all standard safety precautions to prevent injury;

- Follow all safety rules.

USE OF TECHNOLOGY

Acceptable Use Policy

The purpose of this policy is to set forth rules, regulations and restrictions for Town employee access and use of the Town's computers; network equipment; software; servers; mobile phones; facsimile machines; other devices capable of transmitting and receiving content in the form of data, images, graphics, photographs, text, video, sound or any other form; documents; spreadsheets; code; algorithms; processes; and other data or ideas which reside in part or in whole on any electronic system or equipment in order to better preserve, protect, manage and maintain the IT Infrastructure while ensuring efficient service to the public.

All content generated by or residing in any Town electronic communication device is the property of the Town at all times. Employees should have no reasonable expectation of privacy for any interactions conducted on any Town electronic communication device. This content may be accessed, reviewed, copied, disclosed, removed or deleted by supervisors or managers without prior notification to or consent by employees who use electronic communication. Audits are periodically performed for security, network maintenance and to ensure compliance with this policy.

As depicted by the 'Freedom of Information and Virginia Government Data Collection and Dissemination Practices Act, employees should be aware that certain electronic communications are "official records" and may be subject to disclosure under those laws.

Upon termination of employment, all devices must be returned to the Town of Haymarket in working order and without undergoing data manipulation.

Town employees may on occasion use electronic communication for personal use, but only in complete accordance with this policy and as long as it does not affect productivity. Employees shall not generate, disseminate or retain personal communications using electronic communication tools if the content is defamatory (whether or not it is true), contributes to a hostile work environment, or might otherwise subject the Town to liability or litigation.

Content generated for personal use on Town-provided electronic communication tools is the property of the Town and subject to supervisory review even if it is not related to the business of the Town. Authorization for personal use of electronic communication may be withdrawn or restricted by the Town Manager or Chief of Police for any employee for any reason during any period of time. Personal use of electronic communication is a privilege permitted for convenience only. During business hours, it should be used sparingly within reasonable limits.

As with office telephone, to facilitate the efficient conduct of Town business, the use of personal communication devices should be kept to a minimum and not be disruptive or cause a distraction to the office setting. Supervisors have the authority to restrict or prohibit use of Town assigned and/or personal communication devices at any time on-the-job.

Disruptive activity will be defined as but not limited to phone use in meetings, training sessions, or other public places when their use would reasonably be deemed annoying and intrusive.

Distraction: Any time the use of a communication device would unnecessarily or unreasonably divert the attention of an employee from official duties and/or cause a potential hazardous situation.

Access to the Town's IT Infrastructure is permitted only with proper authentication and or supervision. Any infraction of this should be immediately reported to the Town Manager or Chief of Police.

Employees are to access the Town's IT Infrastructure using only their assigned USER-ID(S) and PASSWORD(S). Under no circumstances are these credentials to be shared or attempt to be forged.

Employees shall not connect unauthorized equipment to the Town's IT Infrastructure. Unauthorized equipment includes, but is not limited to, hubs, routers, external drives and proxy servers. USB flash drives are permitted.

Town employees must also adhere to all procedures established by the Town Administration.

Social Media

Town Departments may utilize social media and social network sites to further enhance communications with various stakeholder organizations in support of Town goals and objectives. The Town also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on employees in their employment. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Town employees.

a. Use of Social Media for Town Business

All official Town presence on social media sites or services are considered an extension of the Town's website and are to be governed with a level of professionalism consistent with that of our current website.

All Town social media sites shall be

- (1) approved by the Town Manager;
- (2) published using approved social networking platform and tools; and
- (3) administered by a department employee, designated to be the Social Media Site Administrator (SMSA) by the requesting Department Head, that has a complete understanding of this policy and has appropriate content and technical experience.

Employees shall not create or participate in social media websites on an official basis without the necessary oversight and approval.

b. Personal Use of Social Media

When employees create their own blogs, comment on a blog, contribute to a discussion forum or website, create a Facebook page or LinkedIn profile or otherwise contribute to online discussions, they are impacting their personal image and potentially affecting the Town. A supervisor may require an employee to remove content that violates this policy and may take appropriate disciplinary action if the employee refuses. The posting of content which is contrary to the Town's interest in maintaining the efficiency and effectiveness of the workplace, and the public reputation of the Town of Haymarket may result in immediate disciplinary action.

The following rules apply when publishing content online:

Do not post the Town seal, official badges, patches, emblems, logos, or uniforms since these are protected official images and symbols of the Town.

Do not post content that is inconsistent with your duties and obligations as an employee of the Town. Content that is related to your job responsibilities and which has an adverse effect upon the workplace or your ability to perform your responsibilities may form the basis of an adverse employment action up to and including termination. Employees should be especially sensitive to the potential for the following types of information to adversely affect the public confidence required for their position:

- Provocative or inappropriate photographs or information
- Content regarding the abuse of alcohol or use of illegal drugs
- Negative comments about their supervisor, co-workers or clients
- Discriminatory comments (race, sex, national origin, or religion, for example)
- Posting confidential or sensitive information obtained in the course of employment

Do not post confidential, sensitive, or copyrighted information to which you have access because of your employment with the Town. Before removing a public record or copy from the workplace, comply with Virginia Freedom of Information Act requirements by identifying the record and asking for a copy from the keeper of the record. Before posting the record, consult with your supervisor to determine whether doing so is consistent with your job responsibilities.

Employees who have responsibility for public safety, public money, valuable assets, people's children, animals, the disabled, or the elderly all depend upon public trust and confidence for the successful performance of their jobs. They should be especially mindful of the potential for their online content to adversely affect their employment.

Employees who identify themselves as an employee of the Town of Haymarket, shall make it clear that they are expressing their own views and not those of the Town or their Position. Employees shall not give the appearance that they are speaking or acting on the Town's behalf.

Supervisors should not initiate a social networking relationship with a subordinate. If subordinates are included in a Supervisor's social network-the Supervisor shall ensure that the online content, including content the Supervisor posts about themselves and any comments the Supervisor may make about subordinates, is consistent with their role as a supervisor.

If co-workers are included in an employee's social network, the employee shall ensure that the content is consistent with Town policy regarding how to treat co-workers. For example, employees shall not post content that would violate the Town's policy against sexual harassment or other discrimination.

Employees may comment on issues of general or public concern (as opposed to personal grievances), including local issues and criticism of local officials and local policies, so long as the comments do not disrupt the workplace, interfere with important working relationships or with efficient workflow, or undermine public confidence in their ability to perform their job. These instances must be judged on a case-by-case basis. Matters of public concern are those matters of interest to the community as a whole, whether for social, political or other reasons.

Employees have a statutory right to participate in political activities while they are off duty, out of uniform and not on the employer's premises. Virginia Code §15.2-1512.2

Employees have a statutory right to communicate opinions on matters of public concern directly to state or local elected officials regardless of the impact on the workplace. Virginia Code §15.2-1512.4.

Examples of personal grievances include disciplinary action, work schedule, morale, and complaints about supervisors or co-workers that do not involve actual wrongdoing, illegal discrimination, corruption, or waste. These topics are not protected as matters of public concern. These comments may subject an employee to disciplinary action if they constitute insubordination or if they otherwise violate general rules of conduct.

ALCOHOL AND DRUG FREE WORKPLACE

Employee Responsibilities

No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.

Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the manager within five days after the conviction.

No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.

No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches, to include evening work meetings.

No employee shall represent the Town in an official capacity while impaired by or under the influence of alcohol or illegal drugs, or impaired by medication.

No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Town.

If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.

An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

Disciplinary Action for Alcohol and Drug Use

Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, appropriate employee disciplinary action will be taken, up to and including termination.

Drug & Alcohol Testing

In order to achieve a drug-free workplace, employees in, and applicants for, all town positions may be required to participate in all the following alcohol and controlled substances testing:

When an applicant for a position has been extended a conditional offer of employment but before beginning work.

When there is a reasonable suspicion to believe that the employee is in an impaired state.

When the employee has been involved in an on-duty serious accident or has endangered others in the workplace.

On a random basis.

As a condition for return to duty after testing positive for controlled substances or alcohol.

As part of follow-up procedures to return-to-duty related drug or alcohol violations.

Smoking – Town-owned property and controlled buildings and workplaces

The Manager or Chief of Police may develop and implement policies and procedures governing the use of tobacco products and electronic smoking devices in parts of Town-owned property and controlled buildings or work areas not open to the general public in the normal course of business, except by invitation. The Manager shall enforce these policies and procedures through administrative methods.

State law reference(s) – §§ 15.2-2801, 15.2-2802

POLITICAL ACTIVITY

An employee shall not be coerced to support a political activity, whether funds or time are involved.

An employee shall not engage in political activity on work premises during work hours.

An employee shall not use Town-owned equipment, supplies or resources, and other attendant material (devices capable of transmitting and receiving content in the form of data, paper, computer online and access charges, etc.) when engaged in political activities.

An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.

An employee shall not use the employee's title or position while engaging in political activity.

DISCIPLINE

Town employees are expected to conduct themselves in a professional and courteous manner, as representatives of the Town. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the Town.

Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion, or dismissal. Other types of discipline may be used in addition to those listed.

The following are examples of misconduct that may result in discipline. The list is not all-inclusive and other misconduct may be subject to disciplinary action:

Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;

Willfully falsifying Town records (including time records, leave records, job applications, or pay or reimbursement vouchers);

Negligence with Town property or misuse of Town property;

Violating any workplace rule;

Performing official duties in a rude and discourteous manner, threatening co-workers, or using

physical violence while on duty;

Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the manager;

Using or being impaired at work by intoxicants, drugs, or alcohol or being impaired by prescription medications or being impaired by lack of sleep;

Violating the Town's drug free workplace rules.

Grossly neglecting duty or continually being unable or unwilling to render satisfactory performance;

Taking property of the Town for one's personal use, for sale to another or for a gift to another;

Inducing, or attempting to induce, an officer or employee in the service of the Town to commit an unlawful act or to act in violation of any lawful or official regulation or order;

Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the Town;

Failing to report for work or being absent without prior notice to supervisor;

Unsatisfactory attendance, excessive absences, or excessive tardiness.

Harassing other employees or the public.

Continuous use of the internet or personal communication device for personal use during work hours, so that the use interferes with job duties and performance.

Appeal Procedure

An employee who believes that disciplinary action taken against him was improper may appeal that action to the Manager. Such appeal must be made within ten calendar days of the occurrence of the incident giving rise to the appeal. The Manager will provide a response to the appeal in writing within ten calendar days. A complaint against the Manager will be appealed to the Mayor.

TERMINATION OF EMPLOYMENT

Resignation

To resign in good standing, an employee must give at least two weeks advance notice. If special circumstances exist, the notice requirement may be waived by the Manager. Failure to return to work at the expiration of an approved leave of absence shall become a resignation without notice or further action by either party.

Lay-off

The Town reserves the right to dismiss employees for lack of available work or funds. In such cases the employees affected will be given a minimum of two weeks advance notice.

Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the American's with Disabilities Act.

MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the Town without notice.

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