



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 6, 2022

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Dr. Ruth Anne Sawyer, Prince William County Police Chaplin

IV. Community Spotlight - Boxes of Basics

V. Public Hearing - FY23 Budget

1. Public Notice
2. Citizen Commnet

VI. Close Public Hearing

VII. Citizens Time

VIII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Work Session - Apr 19, 2022 7:00 PM
2. Mayor and Council - Work Session - Apr 25, 2022 7:00 PM
3. Mayor and Council - Regular Meeting - May 2, 2022 7:00 PM

B. Department Reports

1. Town Administration Report
2. Police Chief Report
3. Town Treasurer Report
4. Town Planner/Zoning Administrator Report
5. Town Engineer Report
6. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Police/Personnel Liaison Report
3. Business Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

IX. Agenda Items

1. DMV Select Contract
2. Ordinance 2022-002 Meeting Time Change

X. Councilmember Time

1. Vice Mayor TracyLynn Pater
2. Councilman Chris Morris
3. Councilwoman Mary Ramirez
4. Councilman Marchant Schneider
5. Councilman Joe Pasanello
6. Councilman Bob Weir
7. Mayor Ken Luersen

XI. Closed Session

XII. Adjournment



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

TOWN OF HAYMARKET

ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2022-2023

Notice is hereby given that the Mayor and Council of the Town of Haymarket will hold a Public Hearing on **Monday, June 6, 2022 at 7:00 P.M.** in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the Town of Haymarket's Proposed Budget for Fiscal Year 2022-2023 (July 1, 2022-June 30, 2023) in the amount of \$2,961,093 pursuant to Virginia Code § 15.2-2506. The following is a synopsis of the proposed budget:

FY2022-2023

PROJECTED REVENUES

Meals Tax	\$ 975,000
Other Locals Tax	\$ 640,000
General Property Tax	\$ 421,018
BPOL Tax	\$ 220,000
Transfer from ARPA Funds	\$ 209,600
Revenue from Commonwealth	\$ 205,069
Rental Revenue	\$ 171,056
Town Event Sponsorship	\$ 74,350
Fines & Forfeitures	\$ 20,500
Permits, Fees & Licenses	\$ 20,000
Interest (Bank, Investment Pool)	\$ 4,500

Total Revenue **\$ 2,961,093**

FY2022-2023

PROJECTED EXPENDITURES

Public Safety	\$ 936,313
Administration	\$ 875,008
Public Works	\$ 295,705
Debt Service	\$ 168,745
CIP Expenditure Funds	\$ 155,624
Park Sidewalk	\$ 144,318
Economic Development	\$ 142,000
Museum, Town Events	\$ 79,500
Town Center Master	\$ 65,057
Blight Mitigation	\$ 40,000
Community Development	\$ 38,823
Haymarket Park	\$ 20,000

Total Expenditures **\$ 2,961,093**

The Budget is 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. Handicapped accommodations are available. This hearing will be open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

BY ORDER OF THE TOWN COUNCIL
Kimberly Henry
Clerk to the Town Council

Publish: no later than May 19, 2022
Posted at Town Hall: May 19, 2022



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, April 19, 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: Absent, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Budget Work Session

1. Proposed FY2023 Budget

The purpose of this meeting was for the Town Council to go over line by line of the proposed FY23 budget with Town Treasurer Roberto Gonzalez. The Council started on the revenue side of the budget. Mr. Gonzalez shared that the proposed budget is based on the equalized real tax rate at .117 cents per \$100. He explained how the tax rate was determined. A discussion followed. Mr. Gonzalez went over the new line item for Transient and Occupancy Tax revenue. After a short discussion on the TOT, Mr. Gonzalez finished the local tax section of the budget. With no questions, he continued onto the permit application fees and fines section. Mr. Gonzalez provided information on the VML/VACO Investment line item. He explained that the bonds in this investment is not trending well and provided options to reinvest at another bank or reinvest in a less risky account with VML/VACO. A discussion followed and a direction was given to Mr. Gonzalez to look at different options for the bonds. Mr. Gonzalez continued on to the other revenue line items, including rental income, town events, revenues from the Commonwealth: the fire programs funds grant and the 599 Law Enforcement Grant, Communication tax, Railroad Rolling Stock and Personal Property tax reimbursement. There was a discussion on the DMV Select Commission line item and the future of the DMV Select Office. The Council directed staff to have this item on the work session agenda for further discussion and on May 2nd agenda for a decision on the future of the Select prior to advertising the budget for the public hearing. There was also a short discussion on the LOLE grant that the Police Department applied for and received. Lastly, Mr. Gonzalez explained the Reserve Funds line item which was used for ballistic vests for Prince William County Fire and Rescue and the carry over surplus which would be used to help fund the park sidewalk and Town Center project.

Town Treasurer Gonzalez proceed onto the expenditure side of the budget. He went over each line item. There was a short discussion on Town election expense. The Town Council asked for staff to follow up with Board of Elections to verify that the Town will not bear the expense of the election in November. In addition, there was a short discussion on the Town Administration line item, particularly the DMV Clerk Salaries and Wages and the proposed COLA raise for the employees. Mr. Gonzalez continued with the remainder of the line items on the administration section of the budget. There was a short discussion on the education and convention line item. The Town Council continued onto the legal services line item and the change in charges from the Town Attorney's firm that will take effect July 1. The Council discussed changing the agenda order so that the Town Attorney would not have to be at the entire meeting.

At this time, Chief Sibert presented the Police Department portion of the budget. Chief Sibert provided his budget in a book format that showed a snapshot with line item breakdowns. He continued onto the suggested salaries and wages for the department. Chief Sibert used pie charts to show where the line item is being spent with the COLA increase and a possible promotion and increase in salary of an officer. He continued with the Holiday pay and offered a

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different option on paying an officer who works the holiday. A discussion followed to include part time officers as well and the line item that would reflect that pay. Chief Sibert proceeded to the legal services line item, IT services and meals and lodging line item. Chief Sibert explained the reasoning behind the increase in the vehicle fuel line item was due to increase in fuel prices. Chief Sibert stated that he has a five year plan for vehicle replacement that he has shared with the finance liaisons. He continued with his report on office supplies line item and equipment. The Council discussed the department's accreditation and what is needed.

Town Treasurer Roberto Gonzalez continued with the expenditure line items on the proposed budget. There was a discussion on the fire program funds grant, the Town's trash contract proposed increase due to the 4% annual increase in the contract and the new town homes being constructed within the fiscal year. He continued with the line items associated with town maintenance service by contracts. There was a brief discussion on the maintenance of the Town's light poles. Acting Town Manager Emily Kyriazi provided information on properly maintaining the poles. The discussion continued with Councilman Morris offering to meet with Mrs. Kyriazi and the maintenance employee to have a yearly plan established with a scope of work. A discussion continued on establishing and documenting a scheduled maintenance plan for all Town owned property. Councilman Morris asked for some time to gather the information and to bring a plan to the Council at a future meeting. Mr. Gonzalez continued onto the economic development line item. He shared information on TOT expenditures through this line item. He continued on with the expenditures for Town park. Acting Town Manager Emily Kyriazi asked for an increase on the Town park building expenditures. She stated that the purpose is to get the building up to code in order to open it up to the public. She shared that the building is in need of some repairs in order to meet code. Mr. Gonzalez continued with the expenditures for the Town events, museum, Planning Commission expenditures, ARB expenditures, Board of Zoning Appeals expenditures, debt obligation line item, blight mitigation, and capital improvement funds. Discussion followed on the subject of the caboose.

III. Adjournment

With no further discussion before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Apr 19, 2022 7:00 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, April 25, 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 (8:30 PM), Councilman Chris Morris: Present, Councilman Joe Pasanello: Absent, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Absent, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

At this time, Councilman Weir asked to have two items added to the evening's agenda. The items are crosswalk paving options and the disposition of the Town's VML/VACO investment funds. There were no objections to add these to the agenda.

III. Closed Session

1. Motion Closed Session

Councilman Weir moved to go into closed session as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving the acquisition of real property for a public purpose, specifically involving 14600 Washington Street, where discussion in an open meeting would adversely affect the Town's bargaining position; 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, where such consultation or briefing in open meeting would adversely affect the negotiating or bargaining position of the Town; 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 the collection of Town taxes. Vice Mayor Pater seconded the motion. The motion carried.

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

2. Certification

Councilman 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.

Councilman Weir stated the items to report out of the closed session was a resolution to be added to the agenda for 6712 Jefferson Street and without objection Councilman Weir directed the Town Attorney to proceed as discussed. At this time, Town Attorney Crim left the meeting.

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

IV. Agenda Items

1. Informational Discussion on Metropolitan Washington Council of Governments

Acting Town Manager Emily Kyriazi shared that after speaking with the Town Engineer, the Town cannot participate in this program because of its size. This item was removed from the agenda.

2. Monthly Financial Report

Town Treasurer Roberto Gonzalez joined the meeting remotely. However there was issues with the audio and video that kept Mr. Gonzalez from giving his report. The Town Council did not have any questions. Acting Town Manager Emily Kyriazi gave a brief report on the status of business licenses.

3. FY23 Budget Work Session

Town Treasurer Roberto Gonzalez briefly discussed the FY23 budget. He stated that he will present the updated budget with the fee schedule and request to advertise for the public hearing at the regular meeting in May.

4. Banner Program

Acting Town Manager Emily Kyriazi provided updated numbers for the discussion on the military banner program. She also provided information on the hanging basket program, the timing of when the baskets would be displayed and the maintenance. Mrs. Kyriazi stated that she would continue to work on the banner program and come back with more information at a future meeting. A short discussion followed.

5. DMV Select Update

Vice Mayor Pater stated that she recently met with the DMV assistant commissioner and the DMV Select Director. She shared information with the Council from that meeting. She shared that there has been a proposal to keep the Select in Haymarket by providing and installing directional signs, media coverage and extended quarterly contract. A discussion followed on the subject. Vice Mayor Pater stated that she would follow up with the questions that Council had with the DMV Select Director and come back at the regular meeting with a follow up report.

6. Job Description of Town Manager

Acting Town Manager Emily Kyriazi presented the job description for the Town Manager position for Council review. She stated that she worked with Jerry Schiro to present the first draft and asked for any questions. There was a short discussion.

7. Job Description of Part Time Office Assistant

Acting Town Manager Emily Kyriazi also presented the job description for the Part time Town Planner assistant position. She stated that she worked with Jerry Schiro to draft the job description for this position for Council review. A short discussion followed on the requirements.

8. Discussion on Change of Agenda Order

There was a discussion about changing the order of the agenda with moving closed session to the beginning of the meeting since the Town Attorney rates will change effective July 1. There was a short discussion on subject by having a closed session meeting at 6 pm when warranted. The Council directed the Town Clerk to draft the language and a resolution for the change effective for the July meeting.

At this time, the Town Council took a recess to give time for Councilman Schneider to arrive so that he would be present for the next agenda item.

9. Crosswalk Paving Option

Councilman Schneider arrived at the meeting. Acting Town Manager Emily Kyriazi provided information on the crosswalk paving options. She stated that VDOT has given a spec sheet regarding the materials that they would like to use for the Town's crosswalks. Mrs. Kyriazi stated that after speaking with VDOT and the contractor doing the work, the coloring agent and the sealer that the Town used before would only last up to 2 years. She stated that VDOT recommends a thermo plastic option which would hold up for the lifetime of the asphalt, which is

approximately 10 years and does well with inclement weather that affects asphalt. She also stated that the Town is responsible for the maintenance of the crosswalk. Mrs. Kyriazi provided warranty information on the thermo plastic option. Mrs. Kyriazi stated that she would recommend the thermo plastic option and ask for the extended two year warranty. A discussion followed on the maintenance cost if the Council went with the coloring agent option. There was also a discussion on using the thermo plastic option and having the right conditions to lay the crosswalk. Mrs. Kyriazi stated that VDOT would like to move on this project as soon as possible and asked for direction from the Town Council. The Council asked for a cost comparison for the maintenance on the coloring agent vs the thermo plastic option.

10. VML/VACO Resolution

Town Treasurer Roberto Gonzalez provided the date of the initial investment. Mr. Gonzalez provided his recommendations with the money market funds to the Stable NAV liquidity pool and the ARPA funds.

Councilman Weir read and moved the resolution to move the VML/VACO high quality bonds to the short term Stable NAV liquidity pool investment. Councilman Schneider seconded the motion. The motion carried by a roll call vote.

Resolution 2022-003 is as follows:

**WHEREAS, the Town of Haymarket invested \$300,000 in VML/VACO high quality bonds, and
WHEREAS, the Town is losing interest by maintaining the account in its current investment account, and
WHEREAS, the Town can move the funds to a short term investment Stable NAV liquidity Pool, and
WHEREAS, the Town can move the funds on April 29, 2022 without penalty,
NOW, THEREFORE BE IT RESOLVED that the Haymarket Town Council elects to move those funds to the Stable NAV liquidity pool and directs the Town Treasurer to convert the funds from the Bond investment fund into the short term Stable NAV liquidity investment pool.**

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

11. Consideration of Resolution 2022-004

Mayor Luersen stated that the consideration of Resolution 2022-004 was the result of coming out of Closed Session.

Councilman Weir read and moved to adopt Resolution 2022-004: the rezoning of 6712 Jefferson Street from R-1 to transitional commercial, refer the rezoning to the Planning Commission and schedule a public hearing. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote. The resolution is as follows:

**WHEREAS, the Town is currently in litigation with the owners of 6712 Jefferson Street; and
WHEREAS, the parties have reached a possible resolution; and
WHEREAS, the Town has identified a possible use for the property;
NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council initiates a Comp Plan Amendment and Rezoning of the property from R-1 to TC and refers it to the Planning Commission, directs staff to draft the appropriate language and the Planning Commission to schedule a public hearing.**

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

V. Adjournment

With no further discussion before the Town Council, Councilman Schneider moved to adjourn with a second by Councilman Weir. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Apr 25, 2022 7:00 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, May 2, 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: Late (8:30 PM), Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Absent, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Invocation - Pastor Tim MacGowan, Living Hope Evangelical Presbyterian Church

Mayor Luersen introduced Pastor Tim MacGowan and invited him to the podium to give the evenings invocation.

IV. Community Spotlight - Jill McCutcheon, Crossroads Connections

Mayor Luersen invited Jill McCutcheon from Crossroads Connections to share information about their non profit organization. Mrs. McCutcheon thanked the Town Council for the invitation to learn more about Crossroads Connection and how they are working to alleviate hunger as a barrier to learning for local school children. She shared how the organization formed in 2010 and provided weekend meals to one school in Haymarket. In 2014, Crossroads became a chartered organization of Heritage Hunt. In 2019, the organization moved to a Lutheran Church in Haymarket, where they exist today. She stated that this a community organization, not just those from Heritage Hunt or the Lutheran Church. Mrs. McCutcheon stated that they currently serve 100 local students. She also shared that in 2021, the children were being provided with meals to take home through the CARES Act but this funding is almost over and their needs will dramatically start to increase. She stated that their goal for this next school year is to increase the number of children that they will be feeding from 100 to 210. She shared that the organization received ARPA funding but it can't be used for food related items, only infrastructure. As part of the funding, they have established "food insecurities zip codes" and will be able to bring a Haymarket Middle School into the program this year. She gave the cost to provide meals for a student for 42 weeks of the school year. She stated that their food cost could rise between 3 and 4 percent this year. Mrs. McCutcheon stated that the organization is on a mission to raise awareness, encourage volunteering and implementing a program where a local business can sponsor a child. At the conclusion of her presentation, Mrs. McCutcheon left a flier that provided more information about the organization and opened the floor for any questions.

V. Citizens Time

Jim Payne, local business owner at 6680 Fayette Street, addressed the subject the DMV Select Office. He stated that the Council said that they would be fiscally responsible and asked that they keep that in mind when making a decision about the future of the DMV Select Office.

VI. Delegate Danica Roem

Delegate Danica Roem attended virtually and gave updates that came from the General Assembly. She stated the General Assembly passed 95 bills and that some will affect the Town directly. The first bill that was passed that would affect the Town was HB616 which addresses the Board of Zoning Appeals and getting outside counsel. She stated that the next 2 bills were not passed but appreciated the Town's support on the bills. These bills were HB599 concerning FOIA fees and HB626 which addresses an

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official that had financial interest in land development requires them to recuse themselves. Delegate Roem went over other bills that were on the floor at General Assembly and shared which ones passed and which ones failed but will be back on the floor next year. After her presentation, Delegate Roem opened the floor for any questions from the Council.

VII. Consent Agenda

Councilman Weir moved to approve Consent Agenda Items A: 1-3, B: 2,3,5,6 and C:1-5. Councilman Morris seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Work Session - Mar 28, 2022 6:00 PM

Councilman Weir moved to approve Consent Agenda Items A: 1-3, B:2,3,5,6, and C:1-5. Councilman Morris seconded the motion. The motion carried.

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

2. Mayor and Council - Work Session - Mar 28, 2022 7:00 PM

Councilman Weir moved to approve Consent Agenda Items A: 1-3, B:2,3,5,6, and C:1-5. Councilman Morris seconded the motion. The motion carried.

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

3. Mayor and Council - Regular Meeting - Apr 4, 2022 7:00 PM

Councilman Weir moved to approve Consent Agenda Items A: 1-3, B:2,3,5,6, and C:1-5. Councilman Morris seconded the motion. The motion carried.

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

B. Department Reports

1. Town Administration Report

Mayor Luersen asked Acting Town Manager Emily Kyriazi about the time line for the shade structure. She stated that she has been in contact with the shade inspector to schedule an appointment for the annual inspection and to install the shade structure. She stated that she will track it in her weekly report once she has the date. A short discussion followed.

Mayor Luersen asked Mrs. Kyriazi about the County's storm water assessment program and when would a decision have to be made. Mrs. Kyriazi stated that Prince William County submitted an application to Congresswoman Wexton's and has been accepted for review. She shared that the County has asked for a letter of support from the Town. She stated that she has drafted a letter and will have the Mayor sign it stating that the Town is in support of the storm water application that was submitted for funding. A short discussion followed on all of Council signing the letter and the match that the Town would provide.

There was a short discussion of when the personnel manual would be presented to the Council. Mrs. Kyriazi stated that she hopes to have it before Council at the May work session.

2. Police Chief Report

3. Town Treasurer Report

4. Town Planner Report

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Councilman Weir asked about the lack of buffer between the business and residential area at 14871 Washington Street. Mrs. Kyriazi stated that she has a meeting scheduled with the business owner to address the issue. The Council asked for Mrs. Kyriazi to put that on as a sub topic to her Town Planner report so that it's not forgotten.

5. Town Engineer Report

6. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report

2. Police Liaison Report

3. Business Liaison Report

4. Planning Commission Report

5. Architectural Review Board Report

VIII. Agenda Items

1. FY23 Budget - Authorize to Advertise for Public Hearings

Town Treasurer Roberto Gonzalez shared that the investment funds have been transferred as directed.

Town Treasurer Roberto Gonzalez also asked for the Town Council to authorize the advertisement for public hearings for the Real Estate Tax Rates and Fee Schedule, and for the FY23 Budget. There was a directive for Mr. Gonzalez to publish the proposed FY23 budget, the real estate tax rate and fee schedule. There was no other action needed for this topic.

2. DMV Select Annual Contract

Vice Mayor Pater provided an update on the future of the DMV Select Office. She shared that she spoke with the Acting Commissioner about the concerns that were raised at the previous meeting. Ms. Pater stated that DMV agreed to provide additional directional signs. She also shared additional information regarding extending the contract for 3 months and have the DMV mobile Connect office to draw and awareness to the Haymarket Office. A discussion followed. Since all of Town Council was not present, there was not a decision made at that this meeting.

3. Crosswalk Paving Option

Acting Town Manager Emily Kyriazi provided the cost of the crosswalks that VDOT is requesting to do. She gave a cost of \$230,000. She stated that they did not have the cost of the general maintenance in case a portion needed to be replaced. Mrs. Kyriazi shared the two options presented by VDOT. The first would be the thermo plastic product that would last up to 10 years and would give a 2 year warranty. The second option would be the stamped concrete with a coloring agent, which would last approximately 3 years. The Council asked the staff to find out from VDOT their street closure schedule. Without objection, Vice Mayor Pater directed that the staff to proceed with the thermo plastic product option.

4. ZTA for Group Homes

Councilman Weir shared that the Town Council needs to address the definition and allowable uses of Group Homes in the Zoning Text Amendment. Councilman Weir read Resolution 2022-006 into the record.

Councilman Weir moved to adopt Resolution 2022-006. Councilman Schneider seconded the motion. A short discussion followed on the definition. The motion carried.

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

IX. Councilmember Time

1. Vice Mayor TracyLynn Pater

Vice Mayor Pater shared that she attended both ribbon cutting ceremonies for the new Haymarket Hilton Garden Inn. Ms. Pater also shared her appreciation and excitement on the success thus far of the Farmer's Market. She encouraged the public to attend the Flags for Heroes event in June. Lastly, Vice Mayor Pater thanked Mrs. McCutcheon from Crossroads

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Connection for coming to this evening's meeting and sharing about their organization and needs.

2. Councilman Chris Morris

Councilman Morris reminded Council that during the discussion period to not share their voting preference on items because it could throw off those who are listening that the Council has already made a decision.

3. Councilman Joe Pasanello

Councilman Pasanello did not have anything to report.

4. Councilwoman Mary Ramirez

Councilwoman Ramirez did not provide any written report since she was absent.

5. Councilman Marchant Schneider

Councilman Schneider apologized for his tardiness to the meeting. He apologized that he was not present for the Chief's report and reiterated the Vice Mayor's comments.

6. Councilman Bob Weir

Councilman Weir thanked Chief Sibert for his efforts in helping the Coalition for Prince William County by helping to advertise their most recent event. Councilman Weir commented on the upcoming proposed budget season and public hearings.

7. Mayor Ken Luersen

Mayor Luersen announced his upcoming monthly Mayor's walk.

There was a discussion on changing the agenda and meeting times for the next fiscal year. Town Attorney Crim stated that an Ordinance would need to be adopted to change the meeting times and could prepare a draft Ordinance for review at the May Work Session.

X. Closed Session - As Needed

There was no need for a Closed Session at this meeting.

XI. Adjournment

With no further business before the Town Council, Councilman Pasanello motioned to adjourn with a second by Councilman Weir. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of May 2, 2022 7:00 PM (Minute Approval)

Town of Haymarket Work Tracker (Updated 4/29/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager						
Transition Updates	Staff					Status: Emily and Jerry held a meeting this week to work on the job descriptions. Will work on posting the Town Planner Part Time Position week of 5/2
CTSI Audio/Visual						Awaiting product shipments in order for work to move forward
RFP for Sidewalk						Notice Sent out 4/28. Documents Due June 13, @ 3pm
Economic Development Meeting	Staff					Michelle and Miles attended the work session on 3/28 to discuss the communications plan for the Town. Met again with VM TracyLynn and Mary on Wednesday, 3/30 to start next steps. Sent out the survey request from Michelle to Council, Boards, and Businesses
County Contact RE: Stormwater Assessment Program						Received correspondence from the County requesting permission to include the Town's stormwater assessment application as a request for funding. The Town responded with a yes and will await further updates
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Working through the language update of the Personnel Policy
Land Use Planning Department						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County
Site Plan Reviews	Emily K. and Katie					Awaiting resubmissions of Lidl and Taco Bell; spoke with Lidl regarding the resubmission and the comments from the Engineer. Received resubmission of the Taco Bell Plan
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA
Quarles Property	Emily K					Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. No update.
Crossroads Village Center	Emily K					Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project UPDATE: Comments sent to Igor re: the deeds and bonds. Awaiting Final Documents to be submitted
Hotel Zoning Release	Emily K					Released a zoning approval for the conditional release of the hotel site work to allow the a Temporary Occupancy to be issued. Hotel has opened. Sent the As Built comments to the Hotel Engineer for their review. As built have been resubmitted, working on the review
Plat for Robinson Village	Emily K & M Crim					Documents ready for pickup
Finance Department						
Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					continued to collect BPOL renewals

Attachment: Weekly Report 042922 (5578 : Town Administration Report)

Finance Committee Meeting	Roberto/Emily K.					Met with the finance committee for weekly meeting, checking approvals and signing
P/T Admin. Assist.	Roberto / Emily K.					began to train new Admin. on data entry
FY2023 Budget	Roberto/ Chief Sibert/ Emily K.					Revised Proposed FY2023 Budget for May 2nd agenda
Office of the Clerk						
Meeting Minutes	Kim					Finished Town Council minutes for March 28 and April 4.
Agendas	Kim					Drafted and posted TC Work Session Agenda
Directives	Kim					Completed and submitted FPF grant application. Sent BZA recommendations to Town Attorney. Communicated with ARB and Planning Commission members on submitting resignation letters at end of their terms. Two ARB vacancies and on PC vacancy effective July 1
DMV Select						
Routine Services	Kim					Dolores' last day was Thursday, April 21st. We are now operating by appointment only. Had a meeting with DMV Select Director, Asst. to the DMV Commissioner and Vice Mayor Pater on the future of the office. Vice Mayor and I are working with them
Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, working on refinishing the well house repairs					
Staff						
Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 7 posts this week. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Kaite			4/2022/5/2022		Working on the updates to the Newsletter
Business Roundtable	Emily K. Erin TL					Hosted our first Rooted in Haymarket Business Roundtable on 3/29 at the Haymarket Hilton Garden Inn, very successful first meeting, over 25 attendees
Event Coordinator, part time	Erin M and Emily K					Held our first Farmers Market on 4/24. The market was very successful and will continue each Sunday from 9:30am to 1:30 pm until November 20, 2022
New/Old Business Updates						
Upcoming Schedules -- Leave/Vacation/Time Out of Office						
Kim Henry	Regular Schedule					
Roberto Gonzalez	Regular Schedule					
Katie Frame	Tuesday through Friday Regular Schedule 9am to 3pm					
Emily Lockhart	Regular Schedule					
Erin Mann	In office W. from 9:30 to 4:00pm, Teleworking all other hours					
Matt Burrows	M, W, F days					

Attachment: Weekly Report 042922 (5578 : Town Administration Report)

Town of Haymarket Work Tracker (Updated 5/6/2022)						
Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager						
Transition Updates	Staff					Status: Working on posting the Town Planner Assistant job
CTSI Audio/Visual						Awaiting product shipments in order for work to move forward
RFP for Sidewalk						Notice Sent out 4/28. Documents Due June 13, @ 3pm
Economic Development Meeting	Staff					Michelle and Miles attended the work session on 3/28 to discuss the communications plan for the Town. Met again with VM TracyLynn and Mary on Wednesday, 3/30 to start next steps. Sent out the survey request from Michelle to Council, Boards, and Businesses
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Working through the language update of the Personnel Policy
Land Use Planning Department						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County
Site Plan Reviews	Emily K. and Katie					Reviewing the Taco Bell site plan. Received two site plans this week for review (one single family home off of Jordan Lane and one Revision to Crossroads Village Center)
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA
Quarles Property	Emily K					Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. No update.
Crossroads Village Center	Emily K					Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project. UPDATE: Comments sent to Igor re: the deeds and bonds. Received final documents, should have all documents recorded in system and Zoning Approval released for CVC by end of next week.
Hotel Zoning Release	Emily K					Released a zoning approval for the conditional release of the hotel site work to allow the a Temporary Occupancy to be issued. Hotel has opened. Sent the As Built comments to the Hotel Engineer for their review. As built have been resubmitted, working on the review
Plat for Robinson Village	Emily K & M Crim					Documents recorded
Finance Department						
Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					continued to collect BPOL renewals

Attachment: Weekly Report 0050622 (5578 : Town Administration Report)

Finance liaisons Meeting	Roberto/Emily K.					Met with the finance committee for weekly meeting, checking approvals and signing
VML/VACO	Roberto					Per resolution voted by Council moved investment funds to Stable Liquidity Pool
FY2023 Budget	Roberto					Created Public Notices for FY2023 Tax rates and Budget hearings
Office of the Clerk						
Meeting Minutes	Kim					Finished PC and ARB minutes. Started on TC work session minutes
Agendas	Kim					Drafted PC and ARB agendas. Started TC work session agenda
Directives	Kim					Communication with Martin on change of agenda order. Drafted Resolutions for ZTA amendment for Martin. Printed signed and posted approved minutes for PC, ARB and TC.
DMV Select						
Routine Services	Kim					Went back to primarily appointment basis. I have been taking some walk in appointments if the transaction is quick such as handicap placards, registration renewals. Basically a slow week.
Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, working on refinishing the well house repairs					
Staff						
Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 7 posts this week. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Kaite			4/2022/5/2022		Working on the updates to the Newsletter
Business Roundtable	Emily K. Erin TL					Hosted our first Rooted in Haymarket Business Roundtable on 3/29 at the Haymarket Hilton Garden Inn, very successful first meeting, over 25 attendees
Event Coordinator, part time	Erin M and Emily K					Held our first Farmers Market on 4/24. The market was very successful and will continue each Sunday from 9:30am to 1:30 pm until November 20, 2022
New/Old Business Updates						
Upcoming Schedules -- Leave/Vacation/Time Out of Office						
Kim Henry	Regular Schedule					
Roberto Gonzalez	Regular Schedule					
Katie Frame	Tuesday through Friday Regular Schedule 9am to 3pm					
Emily Lockhart	Regular Schedule					
Erin Mann	In office W. from 9:30 to 4:00pm, Teleworking all other hours					
Matt Burrows	M, W, F days					

Attachment: Weekly Report 0050622 (5578 : Town Administration Report)

Town of Haymarket Work Tracker (Updated 5/13/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager						
Transition Updates	Staff					Status: Working on posting the Town Planner Assistant job
CTSI Audio/Visual						Awaiting product shipments in order for work to move forward
RFP for Sidewalk						Notice Sent out 4/28. Documents Due June 13, @ 3pm -- Held a preproposal meeting, had one attendee
Economic Development Meeting	Staff					Michelle and Miles attended the work session on 3/28 to discuss the communications plan for the Town. Met again with VM TracyLynn and Mary on Wednesday, 3/30 to start next steps. Sent out the survey request from Michelle to Council, Boards, and Businesses
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Working through the language update of the Personnel Policy
Land Use Planning Department						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County
Site Plan Reviews	Emily K. and Katie					Reviewing the Taco Bell site plan. Received two site plans this week for review (one single family home off of Jordan Lane and one Revision to Crossroads Village Center)
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA
Quarles Property	Emily K					Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. No update.
Crossroads Village Center	Emily K					Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project. UPDATE: Comments sent to Igor re: the deeds and bonds. Received final documents, should have all documents recorded in system and Zoning Approval released for CVC by end of next week.
Hotel Zoning Release	Emily K					Released a zoning approval for the conditional release of the hotel site work to allow the a Temporary Occupancy to be issued. Hotel has opened. Sent the As Built comments back to the Hotel Rep and will work with them on a possible TCO Extension
Grass Cutting Issues in Town	Emily K					Two property owners were notified of tall grass issues and requested to immediately remedy the issues. Grass should be cut this coming week.
Plat for Robinson Village	Emily K & M Crim					Documents recorded
Finance Department						

Attachment: Weekly Report 051322 (5578 : Town Administration Report)

Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					Continued to collect BPOL renewals
Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
IT	Roberto/Emily K.					after discussion with the finance liaisons; approved Ralph (IT Contractor) to move forward with purchase of new routers for PD and Town Hall
FY2022 Budget Amendment	Roberto					Worked on year end budget amendments to address current FY2022 budget
FY2023 Budget	Roberto					Submitted Public Notices for FY2023 Tax rates and Budget hearings
Office of the Clerk						
Meeting Minutes	Kim					Finished TC budget Work Session minutes. Started TC monthly work session minutes
Agendas	Kim					Planning Commission and ARB agendas finalized and posted. Started on TC work session and regular monthly meeting agendas
Directives	Kim					No new directives
DMV Select						
Routine Services	Kim					Business has picked up some. Still running by appointment only
Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, working on refinishing the well house repairs					
Staff						
Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Facebook stories have been active this week. Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Katie			4/2022/5/2022		Updated the newsletter for May-July.
Business Roundtable	Emily K. Erin TL					Hosted our first Rooted in Haymarket Business Roundtable on 3/29 at the Haymarket Hilton Garden Inn, very successful first meeting, over 25 attendees
Event Coordinator, part time	Erin M and Emily K					Held our first Farmers Market on 4/24. The market was very successful and will continue each Sunday from 9:30am to 1:30 pm until November 20, 2022
New/Old Business Updates						
Upcoming Schedules -- Leave/Vacation/Time Out of Office						
Kim Henry	Regular Schedule					
Roberto Gonzalez	Regular Schedule					
Katie Frame	Tuesday through Friday Regular Schedule 9am to 3pm					
Emily Lockhart	Regular Schedule					
Erin Mann	In office W. from 9:30 to 4:00pm, Teleworking all other hours					
Matt Burrows	M, W, F days					

Attachment: Weekly Report 051322 (5578 : Town Administration Report)

Town of Haymarket Work Tracker (Updated 5/20/2022)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager						
Transition Updates	Staff					Status: Working on posting the Town Planner Assistant job
CTSI Audio/Visual						Awaiting product shipments in order for work to move forward
RFP for Sidewalk						Notice Sent out 4/28. Documents Due June 13, @ 3pm -- Held a preproposal meeting, had one attendee
Economic Development Meeting	Staff					Michelle and Miles attended the work session on 3/28 to discuss the communications plan for the Town. Met again with VM TracyLynn and Mary on Wednesday, 3/30 to start next steps. Sent out the survey request from Michelle to Council, Boards, and Businesses. UPDATE: Met with Tracylynn and Mary on 5/20, to discuss the next steps and the follow up meeting with Michelle in regards to the survey and communications plan
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application
Aroma II	Emily K					Working on a resolution to a complaint regarding the buffer zone at the Morais Vineyard. The business has proposed installation of a 6 ft fence to aid in buffering the lights and noise from the rear of the building. Also working with the Town Treasurer on a complaint regarding a nonpermitted food truck on site. Contact has been made with the business regarding the food truck complaint and the Town is discussing the steps for proper permitting. The Town was notified by the business that the truck was parked, not running and the food was served inside of the facility to ticketed customers for a pre arranged wine pairing event (in which tickets were sold).
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Working through the language update of the Personnel Policy
Land Use Planning Department						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County
Site Plan Reviews	Emily K. and Katie					Reviewing the Taco Bell site plan. Received two site plans this week for review (one single family home off of Jordan Lane and one Revision to Crossroads Village Center)
Town Center Site Plan	Emily K and Katie					Received the first submission of the Town Hall Site Plan from RDA
Quarles Property	Emily K					Met with Don Wooden and Igor Levine, new owners of the Quarles property, to discuss a future site plan development. They are looking into submitting a site plan for build out the remainder of the property to include two new buildings. No update.
Crossroads Village Center	Emily K					Working on the review of the bonds, bond agreements and the subdivision plat for the CVC project. UPDATE: Comments sent to Igor re: the deeds and bonds. Received final documents, should have all documents recorded in system and Zoning Approval released for CVC by end of next week.

Attachment: Weekly Report 052022 ELK (5578 : Town Administration Report)

Hotel Zoning Release	Emily K					Released a zoning approval for the conditional release of the hotel site work to allow the a Temporary Occupancy to be issued. Hotel has opened. Still working through the Hotel as-builts, have submitted a letter requesting the TLO extension for a 45-day time period to allow the Town time to finalize the site approval documents with the applicant
Grass Cutting Issues in Town	Emily K					Grass was cut at the properties -- all properties will continue to be monitored through grass cutting season
Finance Department						
Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					Continued to collect BPOL renewals
Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
IT	Roberto/Emily K.					had Ralph set up Town Managers new laptop
FY2022 Budget Amendment	Roberto					discussed with Finance liaisons proposed budget amendment for June 27 2020
FY2023 Budget Schedule	Roberto					sent memo to Council and Mayor a timeline for the rest of the month and next month concerning public hearings for tax rate and budget hearing
FY2022 Budget	Roberto					worked on agenda items for May 31st work session
FY2023 Budget	Roberto					Submitted Public Notices for FY2023 Tax rates and Budget hearings
Office of the Clerk						
Meeting Minutes	Kim					Finished TC Work Session minutes. Started 5/2 TC regular meeting minutes. Attended PC and ARE meeting
Agendas	Kim					Started TC 5/31 Public hearing agenda and 6/6 public hearing agenda
Directives	Kim					Budget Public hearing notices published in this weeks paper
DMV Select						
Routine Services	Kim					Nothing new in DMV World
Maintenance Department						
Maintenance Department	Matt took care of standing trash duties, working on identifying any building repairs required at the Town Museum					
Staff						
Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Facebook stories have been active this week Emily K has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Katie			4/2022/5/2022		Updated the newsletter for May-July.

Attachment: Weekly Report 052022 ELk (5578 : Town Administration Report)

Business Roundtable	Emily K. Erin TL					June 28th Roundtable is scheduled, the Office of Tourism will come to speak to our businesses.
Event Coordinator, part time	Erin M and Emily K					Held our first Farmers Market on 4/24. The market was very successful and will continue each Sunday from 9:30am to 1:30 pm until November 20, 2022

New/Old Business Updates

--	--	--	--	--	--	--

Upcoming Schedules -- Leave/Vacation/Time Out of Office

Kim Henry	Regular Schedule
Roberto Gonzalez	Out of office Monday to Friday
Katie Frame	Tuesday through Friday Regular Schedule 9am to 3pm
Emily Lockhart	Regular Schedule M-W Out of Office, Th and F
Erin Mann	In office W. from 9:30 to 4:00pm, Teleworking all other hours
Matt Burrows	M, W, F days



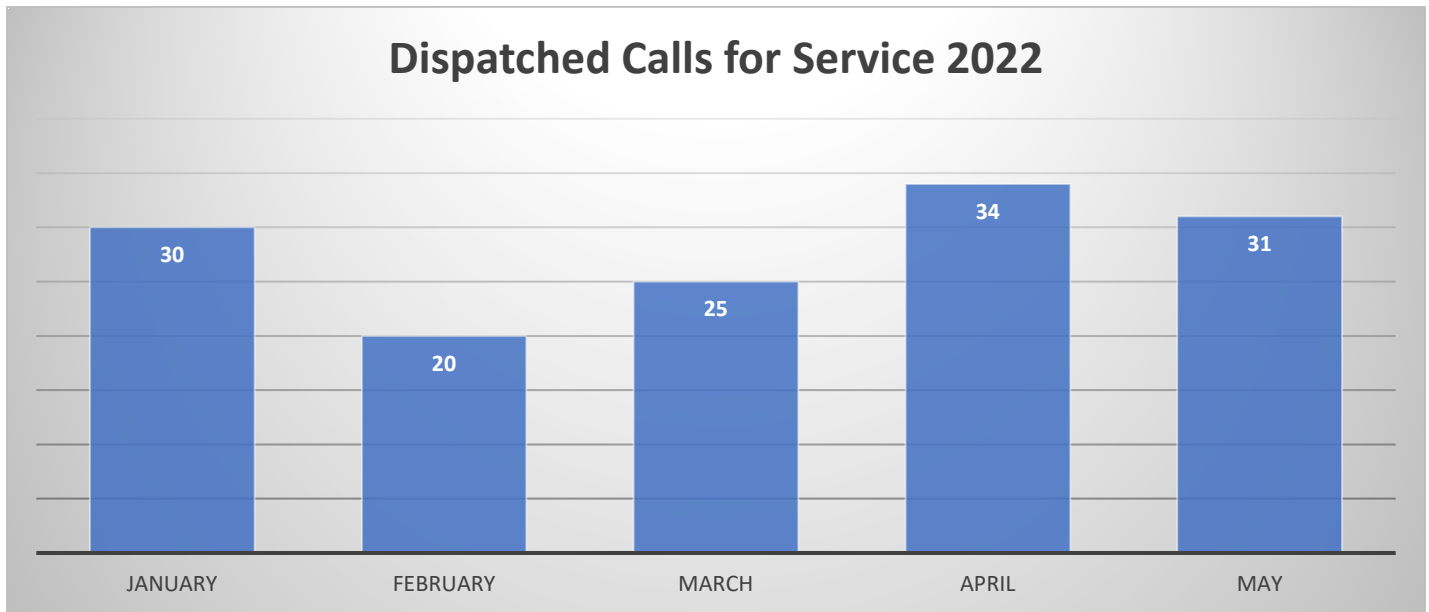
Police Department Report to Council

Police Department Activity from April 15 to May 14

This report allows you to see coverage and reporting of calls for service by the Officer of the Haymarket Police Department.

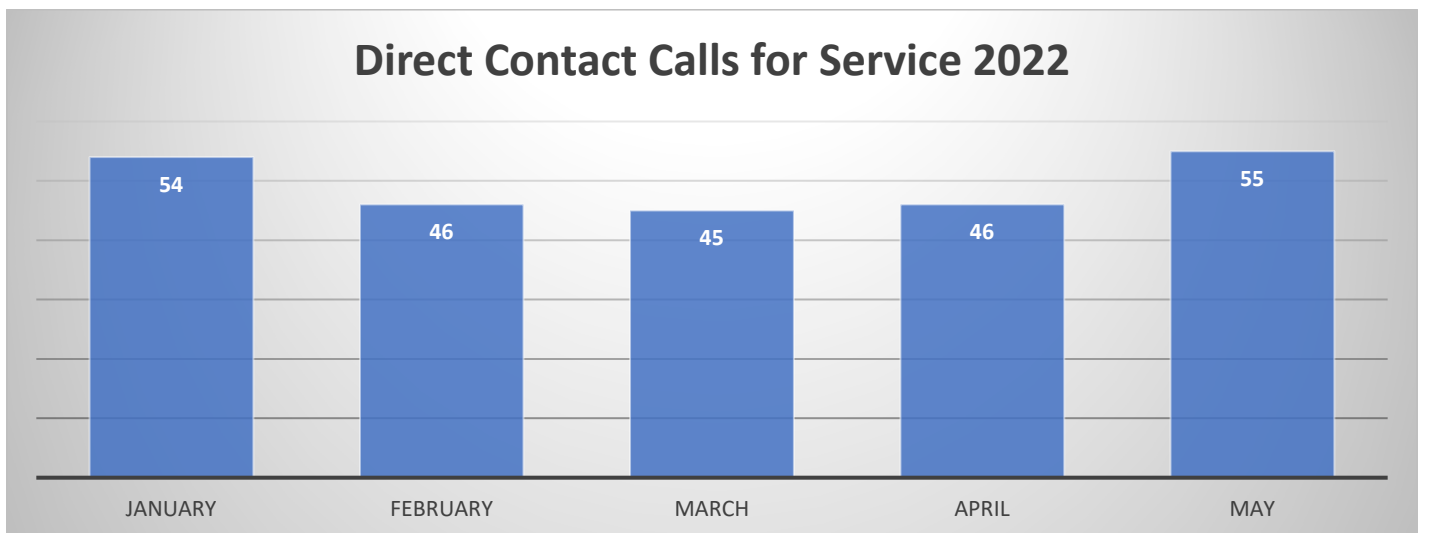
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 2 (Both ended in Felony arrest)
- Non-Reportable Calls: 29



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.

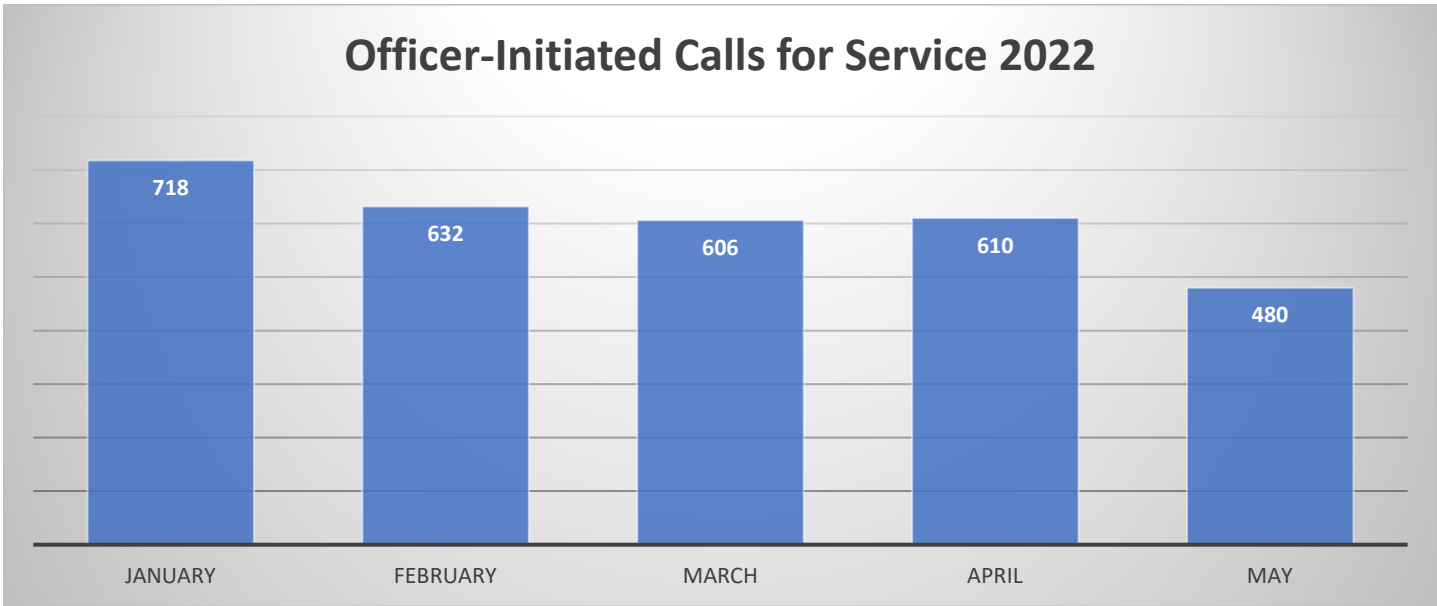
- Reportable Calls: 1 (Which resulted in a Felony Warrant being Obtained)
- Non-Reportable Calls: 52
- Referred to County/State: 2



Attachment: Report to council April 2022 to May 2022 (5579 : Police Chief Report)

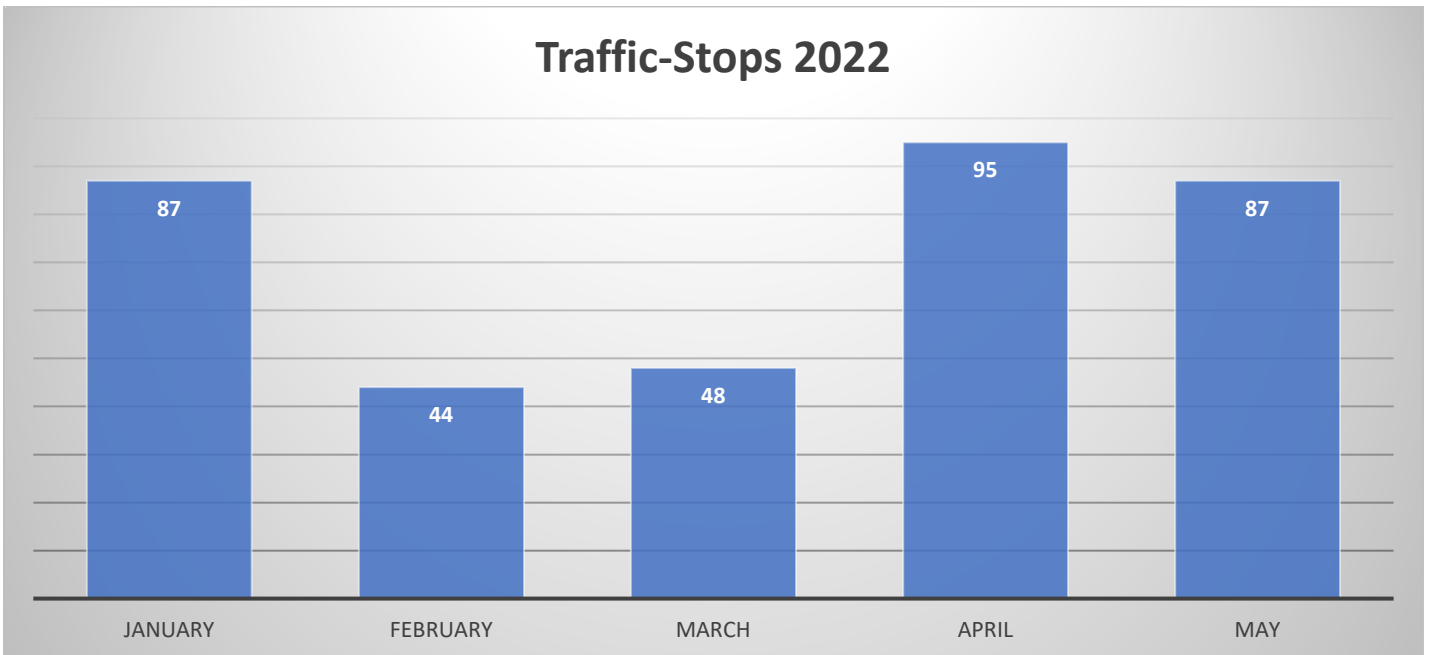
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 377
- Foot Patrols: 103



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.

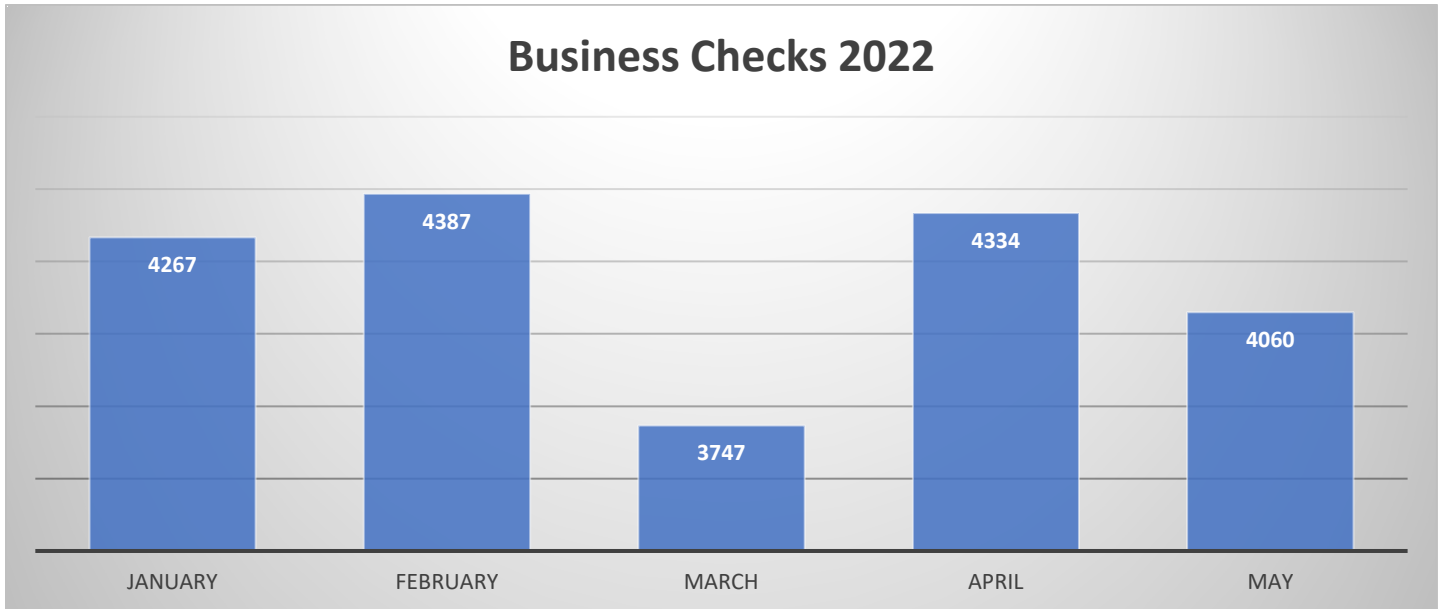
- Traffic Stops: 87
 - Summonses 22
 - Warnings 73



Attachment: Report to council April 2022 to May 2022 (5579 : Police Chief Report)

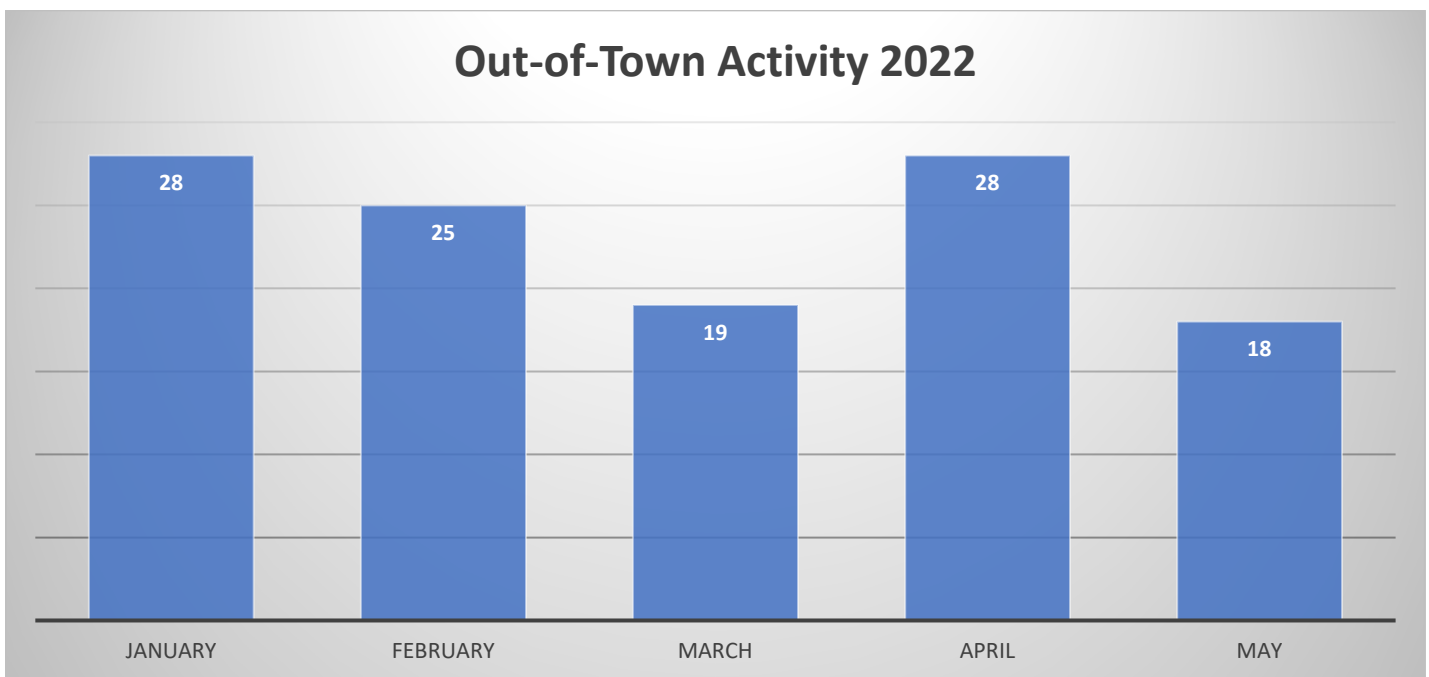
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is 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: 447
- Physical Check: 548
- Drive By: 3,067



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

- Back Up: 15
- Other: 3



Attachment: Report to council April 2022 to May 2022 (5579 : Police Chief Report)

Status of Current Projects/Events:

- Chief Sibert took part in the Prince William Relay for Life Event.
- Chief Sibert read to children at a local school for Literacy with Law Enforcement.
- Chief Sibert partnered with UVA Health, Prince William County Police Department, Manassas Police Department, and the DEA for National Drug Take Back Day. Our joint location received 203 pounds of prescription medication during the day.
- Chief Sibert, Sgt. Davis, and Officer Chan delivered donuts to UVA Health Surgical Services Unit for Nurses Week.
- Officers have been assisting with the Town's weekly Farmers Market.
- We are working with Prince William Emergency Management to move forward with the mass communication platform.
- Plans have been finalized for the Department Blood Drive. We are partnering with UVA Health, Hilton Garden Inn, and Haymarket Baptist Church.
- 2020 LOLE Grant was written, applied for, and approved as of May 20, 2022. This the second LOLE grant in which the Haymarket Police Department has applied. The first Grant, (2019 LOLE) was awarded in the amount of \$1,547. Reimbursement documentation has been submitted. The 2020 LOLE grant was awarded in the amount of \$1,520.
- Crosswalk work began on May 23, 2022. This was a "last-minute" scheduling by VDOT. The public was informed through social media and the department message board.
- We currently have 40 events planned for this year.
- We are currently in discussion with the Attorney General's Office to co-sponsor an educational event for the elderly.

#	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	On-going
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 1, 2022	Upcoming
11	Torch Run for Special Olympics	June 9, 2022	Upcoming
12	Flags for Hero's	June 11, 2022	Upcoming
13	Ice Cream Social	June 15, 2022	Upcoming
14	Water Balloon Fight	June 15, 2022	Upcoming
15	Coffee with a Cop	June 21, 2022	Upcoming
16	Bike Safety Camp	June 29, 2022	Upcoming
17	Literacy with Law Enforcement	July 6, 2022	Upcoming
18	Blood Drive	July 12, 2022	Upcoming
19	National Night Out	August 2, 2022	Upcoming
20	Literacy with Law Enforcement	August 3, 2022	Upcoming
21	Coffee with a Cop	August 16, 2022	Upcoming
22	Summer Concert	August 20, 2022	Upcoming
23	Literacy with Law Enforcement	September 7, 2022	Upcoming
24	Police Officer Day	September 22 and 23, 2022	Upcoming
25	Literacy with Law Enforcement	October 5, 2022	Upcoming

26	Coffee with a Cop	October 5, 2022	Upcoming
27	Haymarket Day	October 15, 2022	Upcoming
28	Halloween Candy Handout	October 31, 2022	Upcoming
29	Literacy with Law Enforcement	November 2, 2022	Upcoming
30	Literacy with Law Enforcement	December 7, 2022	Upcoming
31	Christmas in Haymarket	December 10, 2000	Upcoming
32	Operation Santa Claus	December 17, 2022	Upcoming
33	Blood Drive	TBA	Upcoming
34	Woman's Self Defense Class 1	TBA	Upcoming
35	Woman's Self Defense Class 2	TBA	Upcoming
36	Drug Take Back	TBA	Upcoming
37	Cupcakes with a Cop	TBA	Upcoming
38	Cupcakes with a Cop	TBA	Upcoming
39	Cookies with a Cop	TBA	Upcoming
40	Cookies with a Cop	TBA	Upcoming

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: June 06, 2022
SUBJECT: Treasurer's Report

Highlights:

- The financials attached are as of June 01, 2022
- Met with Finance Committee and discussed current budget.
- Held the Tax Rate Public Hearing concerning the FY2023 rates
- Training new Administrative Assistant
- Began conversations with Accounting Firm to begin preparations for FY2022 annual audit
- Worked with Acting Town Manager on Personnel Manual and FY2023 Budget Presentation
- Prepared for FY2023 Budget Public Hearing

Town of Haymarket
Statement of Net Position
As of June 1, 2022

	Jun 1, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	3,582,548.93
11010 · Virginia Investment Pool	319,146.19
Total Checking/Savings	3,901,695.12
Accounts Receivable	
12000 · Accounts Receivable	149,156.54
12010 · A/R Permits	-4,195.30
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	148,967.13
Other Current Assets	
11499 · Undeposited Funds	65,457.56
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-38,318.08
Total Current Assets	4,012,344.17
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	37,926.00
19000 · Net Pension Asset	183,796.00
19100 · Deferred Outflow - Pension Cont	59,298.00
19200 · Deferred Outflow - GLI OPEB	11,299.00
Total Other Assets	292,319.00
TOTAL ASSETS	10,397,125.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	31,816.93
Total Accounts Payable	31,816.93
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	393.96
20042 · PD Credit Card - SONA 0277	358.90
Total Credit Cards	752.86
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	19,271.69
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	430,774.50
Total Other Current Liabilities	472,974.44
Total Current Liabilities	505,544.23
Long Term Liabilities	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22

Town of Haymarket
Statement of Net Position
As of June 1, 2022

	Jun 1, 22
25000 · General Obligation Bonds	596,000.00
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	200,147.00
29500 · Net OPEB Liability	49,794.00
29600 · Deferred Inflow - OPEB	6,272.00
Total Long Term Liabilities	918,706.15
Total Liabilities	1,424,250.38
Equity	
34110 · Net OPEB Activity Offset	-44,767.00
34000 · Net Pension Activity Offset	80,873.00
30000 · Unrestricted Net Assets	2,227,697.90
31000 · Restricted Net Assets	65,200.00
32000 · Investment in Capital Assets	6,093,729.90
33000 · Amt Long Term Obligations	-663,760.35
Net Income	1,213,902.04
Total Equity	8,972,875.49
TOTAL LIABILITIES & EQUITY	10,397,125.87

	Actuals	Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	366,302.04	371,903.00	98.5%	Real estate invoices have been mailed out for 2021
3110-02 · Public Service Corp RE Tax	13,493.59	13,114.00	102.9%	Real estate invoices have been mailed out for 2022
3110-03 · Interest - All Property Taxes	483.20	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	497.69	1,000.00	49.8%	
Total 3110 · GENERAL PROPERTY TAXES	380,776.52	386,017.00	98.6%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	10,821.12	1,000.00	1,082.1%	
3120-01 · Bank Stock Tax	24,163.00	25,000.00	96.7%	
3120-02 · Business License Tax	269,545.82	200,000.00	134.8%	over budgeted revenue
3120-03 · Cigarette Tax	126,804.07	125,000.00	101.4%	collection up to May 31, 2022
3120-04 · Consumer Utility Tax	135,699.72	158,000.00	85.9%	collection up to April 30, 2022
3120-05 · Meals Tax - Current	822,358.06	875,000.00	94.0%	collection up to April 30, 2022
3120-06 · Sales Tax Receipts	127,287.62	145,000.00	87.8%	collection up to March 31, 2022
3120-07 · Penalties (Non-Property)	7,057.63	0.00	100.0%	
3120-08 · Interest (Non-Property)	331.03	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,524,068.07	1,529,000.00	99.7%	
3130 · PERMITS,FEES & LICENSES				
3130-01 · Application Fees	5,470.00	2,500.00	218.8%	
3130-03 · Motor Vehicle Licenses	647.00	1,000.00	64.7%	
3130-05 · Other Planning & Permits	9,925.00	25,000.00	39.7%	
3130-06 · Pass Through Fees	19,685.00	0.00	100.0%	Cost are passed on to developer/contractor
Total 3130 · PERMITS,FEES & LICENSES	35,727.00	28,500.00	125.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	17,794.84	60,000.00	29.7%	collections up to January 31, 2022
Total 3140 · FINES & FORFEITURES	17,794.84	60,000.00	29.7%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	-11,050.74	1,500.00	-736.7%	
3150-03 · Interest on Bank Deposits	6,983.95	1,500.00	465.6%	
Total 3150 · REVENUE - USE OF MONEY	-4,066.79	3,000.00	-135.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-02 · 15026 Suite 210 Body Mind	4,764.27	4,736.00	100.6%	Revenue lessen due to moving to smaller space within building
3151-04 · Suite 210 B&B Security (LF Security)	6,126.30	9,660.00	63.4%	
3151-06 · Suite 204 MAC-ISA	6,356.00	6,720.00	94.6%	
3151-07 · Haymarket Church Suite 206	34,576.80	34,577.00	100.0%	
3151-08 · 15020 Washington Realty	42,556.13	40,316.00	105.6%	
3151-09 · 15026 Copper Cricket	22,114.56	22,114.00	100.0%	
3151-11 · Cupcake Heaven and Cafe LLC	33,781.08	34,765.00	97.2%	
3151-12 · Haymarket Coffee Company LLC	11,450.00	5,460.00	209.7%	
3151-13 · A1 Testing Solutions LLC	2,350.00	0.00	100.0%	New tenant as of March 1, 2022
Total 3151 · RENTAL (USE OF PROPERTY)	164,075.14	158,348.00	103.6%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	291.19			new FOIA charges
Total 3160 · CHARGES FOR SERVICES	291.19			
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	1,000.00	0.00	100.0%	
3165-01 · Town Event	65,423.00	50,000.00	130.8%	
3165-02 · Farmer's Market	1,755.00	0.00	100.0%	
3165-03 · Town Ornaments	6,877.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	75,055.00	50,000.00	150.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	61.29	0.00	100.0%	

Attachment: Treasurer Financial Report 06.06.2022 (5580 : Town Treasurer Report)

3180-03 · Miscellaneous	180.00			
3180-04 · Reimbursement from Insurance	20,899.26	4,724.00	442.4%	Reimbursement from Insurance for PD vehicles
3180 · MISCELLANEOUS - Other	10.00	0.00	100.0%	Reimbursement from DMV for postage
Total 3180 · MISCELLANEOUS	21,150.55	4,724.00	447.7%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	23,664.00	31,548.00	75.0%	
3200-04 · Car Rental Reimbursement	109.13			
3200-05 · Communications Tax	67,946.16	103,165.00	65.9%	collections up to April 30, 2022
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,278.82	1,500.00	85.3%	
3200-16 · DMV Select Commission	48,916.27	60,500.00	80.9%	collections up to April 30, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	160,541.35	215,340.00	74.6%	
3500 · Reserve Funds	0.00	59,200.00	0.0%	
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%	
	2,375,412.87	2,740,129.00	86.7%	
Total Income	2,375,412.87	2,740,129.00	86.7%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	424.00	2,500.00	17.0%	
111002 · FICA/Medicare	1,376.19	2,000.00	68.8%	
111003 · Meals and Lodging	178.27	1,000.00	17.8%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	18,489.29	26,000.00	71.1%	
111006 · Town Elections	0.00	3,000.00	0.0%	
Total 11100 · TOWN COUNCIL	20,467.75	34,750.00	58.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	292,666.76	322,630.00	90.7%	
1211102 · Salaries & Wages - DMV Clerk	34,805.30	44,500.00	78.2%	
1211003 · Salaries/Wages - Part Time	31,938.68	43,800.00	72.9%	
1211004 · FICA/Medicare	27,205.49	30,381.00	89.5%	
1211005 · VRS	36,055.98	48,545.00	74.3%	
1211006 · Health Insurance	36,025.76	64,134.00	56.2%	
1211007 · Life Insurance	4,188.71	4,685.00	89.4%	
1211008 · Disability Insurance	2,158.00	2,631.00	82.0%	
1211009 · Unemployment Insurance	2,534.75	4,240.00	59.8%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	Front loaded cost to Town
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%	Front loaded cost to Town
1211012 · Accounting Services	5,513.38	8,000.00	68.9%	
1211014 · Printing & Binding	4,438.06	8,298.00	53.5%	
1211015 · Advertising	6,877.43	9,000.00	76.4%	
1211016 · Computer, Internet &Website Svc	14,725.72	23,650.00	62.3%	
1211017 · Postage	1,608.47	4,000.00	40.2%	
1211018 · Telecommunications	5,181.74	7,500.00	69.1%	
1211019 · Mileage Allowance	307.35	1,000.00	30.7%	
1211020 · Meals & Lodging	1,315.05	2,000.00	65.8%	
1211021 · Convention & Education	722.88	6,000.00	12.0%	
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%	
1211024 · Books, Dues & Subscriptions	15,224.51	16,000.00	95.2%	
1211025 · Office Supplies	4,610.29	6,500.00	70.9%	
1211026 · Equipment Rental	3,582.15	4,075.00	87.9%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	549,931.12	686,000.00	80.2%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	66,326.77	70,000.00	94.8%	services up to December 31, 2021
Total 12210 · LEGAL SERVICES	66,326.77	70,000.00	94.8%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	

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Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%	
Total 01 · ADMINISTRATION	636,725.64	806,750.00	78.9%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	368,698.62	425,000.00	86.8%	
3110003 · Salaries & Wages - OT Premium	10,121.50	20,000.00	50.6%	
3110013 · Salaries & Wages - OT Select En	9,840.36	10,000.00	98.4%	
3110004 · Salaries & Wages - Holiday Pay	15,625.03	14,000.00	111.6%	
3110005 · Salaries & Wages - Part Time	35,875.71	18,720.00	191.6%	
3110011 · Salaries & Wages - Recruit. Bonus	642.86	1,000.00	64.3%	
3110020 · FICA/MEDICARE	33,153.99	36,724.00	90.3%	
3110021 · VRS	40,757.45	46,102.00	88.4%	
3110022 · Health Insurance	54,074.27	80,752.00	67.0%	
3110023 · Life Insurance	4,987.12	5,717.00	87.2%	
3110024 · Disability Insurance	1,749.16	2,200.00	79.5%	
3110025 · Unemployment Insurance	5,682.58	3,000.00	189.4%	
3110026 · Workers' Compensation Insurance	23,809.00	22,942.00	103.8%	WC audit has been completed; will address in next amendment
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%	Front loaded cost to Town
3110028 · Legal Services	21,189.80	26,000.00	81.5%	
3110032 · Computer, Internet & Website	24,244.40	11,000.00	220.4%	This line item will be addressed during final budget amendment
3110033 · Postage	8.55	100.00	8.6%	
3110034 · Telecommunications	9,692.39	10,000.00	96.9%	
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	2,427.60	10,000.00	24.3%	
3110040 · Annual Dues & Subscriptions	12,984.58	13,000.00	99.9%	
3110041 · Office Supplies	4,168.07	5,000.00	83.4%	
3110042 · Vehicle Fuels	21,454.88	16,000.00	134.1%	
3110043 · Vehicle Maintenance/Supplies	13,099.01	11,000.00	119.1%	
3110044 · Repair/Maintenance Supplies	20,255.63	0.00	100.0%	
3110045 · Uniforms & Police Supplies	13,183.02	20,000.00	65.9%	
3110056 · Capital Outlay-Machinery/Equip	31,618.85	31,592.00	100.1%	2 of 2 - Final Payment on total loan
Total 31100 · POLICE DEPARTMENT	787,469.43	848,449.00	92.8%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	59,084.41	59,200.00	99.8%	
Total 03 · PUBLIC SAFETY	846,553.84	907,649.00	93.3%	
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	82,572.30	90,090.00	91.7%	services up to January 31, 2022
Total 43200 · REFUSE COLLECTION	82,572.30	90,090.00	91.7%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	65,017.26	97,672.00	66.6%	
4310002 · Maint Svc Contract-Pest Control	2,259.80	3,000.00	75.3%	
4310003 · Maint Svc Contract-Landscaping	30,180.35	35,000.00	86.2%	
4310004 · Maint Svc Contract Snow Removal	8,018.00	7,000.00	114.5%	
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%	
4310007 · Electric/Gas Services	15,995.98	16,500.00	96.9%	
4310008 · Electrical Services-Streetlight	3,746.57	5,500.00	68.1%	
4310009 · Water & Sewer Services	2,455.23	3,000.00	81.8%	
4310010 · Janitorial Supplies	32.13	2,000.00	1.6%	
4310011 · Real Estate Taxes	674.62	2,500.00	27.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	129,659.94	174,172.00	74.4%	
Total 04 · PUBLIC WORKS	212,232.24	271,475.00	78.2%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%	
60003 · Advertising	8,979.06	22,000.00	40.8%	
Total 06 · ECONOMIC DEVELOPMENT	8,979.06	22,430.00	40.0%	
07 · PARKS, REC & CULTURAL				

Attachment: Treasurer Financial Report 06.06.2022 (5580 : Town Treasurer Report)

70000 · HAYMARKET COMMUNITY PARK	11,432.33	20,000.00	57.2%	
700001 · Grounds Maintenance/Repairs				
Total 71110 · EVENTS				
71110 · EVENTS				
7111001 · Advertising - Events	7,063.89	5,000.00	141.3%	
7111003 · Contractural Services	42,295.59	30,000.00	141.0%	
7111004 · Events - Other	7,650.02	19,350.00	39.5%	
Total 71110 · EVENTS	57,009.50	54,350.00	104.9%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,514.44	2,200.00	68.8%	
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	1,914.44	5,150.00	37.2%	
Total 07 · PARKS, REC & CULTURAL	70,356.27	79,500.00	88.5%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,325.00	5,670.00	41.0%	
8110002 · FICA/Medicare	180.91	500.00	36.2%	
8110003 · Consultants - Engineer	6,655.55	15,000.00	44.4%	
8110004 · Consultants - Comp Plan	0.00	15,000.00	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	26,553.75	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	35,715.21	39,120.00	91.3%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,785.00	5,830.00	30.6%	
8111002 · FICA/Medicare	131.96	446.00	29.6%	
8111005 · Convention & Education	0.00	500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,916.96	6,776.00	28.3%	
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	37,632.17	48,823.00	77.1%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	12,383.17	12,425.00	99.7%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	170,383.17	171,925.00	99.1%	
Total 09 · NON-DEPARTMENTAL	170,383.17	171,925.00	99.1%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	6,653.75	150,000.00	4.4%	RFP intial cost of engineering
Total 94104 · Street Scape - Park Sidewalk	6,653.75	150,000.00	4.4%	
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.00			
Total EMPLOYEE BENEFITS	0.00			
Total 94105 · PERSONNEL	0.00			
94106 · TOWN CENTER MASTER PLAN				
9416701 · Architectural/Engineering Fees	40,216.50	95,000.00	42.3%	Town Center Final Site Plan
Total 94106 · TOWN CENTER MASTER PLAN	40,216.50	95,000.00	42.3%	
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	20,800.00	146,577.00	14.2%	
Total Expense	2,050,532.64	2,740,129.00	74.8%	
Net Ordinary Income	324,880.23	0.00	100.0%	

Attachment: Treasurer Financial Report 06.06.2022 (5580 : Town Treasurer Report)

Other Income/Expense			
Other Income			
50000 - CARES Act Funds	68,458.12	68,814.00	99.5%
50001 - American Rescue Plan Funds	869,439.00	1,738,878.00	
Total Other Income	937,897.12	1,807,692.00	51.9%
Other Expense			
97000 - CARES Act Expenses	68,814.00	68,814.00	100.0%
	0.00	1,738,878.00	0.0%
Total Other Expense	68,814.00	1,807,692.00	3.8%
Net Other Income	869,083.12	0.00	100.0%
Net Income	1,193,963.35	0.00	100.0%

Funds will be tracks separately from operational budget, will be appropriated in 1st Qt amendment

The Town has exhausted the CARES Act funds

Town Planner Task List May 2022

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Demolition Request	Z Properties, Firehouse and the Bungalow Structure	Emily	16-Feb-22	Decision by the ARB	16-Mar-22		Connor Leake, representative for the Z Properties, presented to the ARB regarding the demolition permit for the firehouse structure and the bungalow structure (14941 Washington St & 6707 Jefferson St) The Board and the applicant, Connor Leake and Emily Kyriazi visited the property for a site visit at 6pm, 3/23. The ARB meet at 7 pm for a regular meeting to discuss the application. UPDATE: The Bungalow property was approved for demolition. The firehouse property was deferred to the June ARB meeting per the request of the applicant, Connor Leake. The applicant is working with a contracted engineer to have a survey of the property complete and submitted to the ARB.
Robinson Paradise	Future Walter Robinson Ln	Emily					Applicant attended the ARB meeting for the review of the Robinson Paradise architectural master plan. Applicant will return with updates to the architecturals per the ARB discussions.
Town Hall and Police Dept Signs	15000 Washington St	Emily					The Town Staff and ARB discussed several ideas and options for the signs above the Town Hall door and the Police Department door. A sign company has been contacted to supply a design and quote for further consideration and discussion. UPDATE: awaiting a design estimate for the TH and PD Signs
ARB Guidelines		Emily					The ARB is reviewing the guidelines this next month and will hold a work session on May 18th to begin the discussion of updating the guidelines. UPDATE: awaiting comments from the ARB regarding the Guidelines
Board of Zoning Appeals							
No appeal applications for the month of May							
Planning Commission							
Lidl @ Crossroads Village Center	15150 Washington Street	Emily/Katie					Applicant submitted the site plan for the Lidl at Crossroads Village Center. Comments were returned to the applicant on 2/1/2022. Lidl has submitted the second submission on May 18th.
Taco Ball Site Plan @ Crossroads Village Center	15150 Washington Street	Emily/Katie					Applicant submitted the second submission of the site plan, engineering comments were returned to the applicant 6/1/2022
Haymarket Hotel	15001 Washington Street	Emily					Haymarket Hotel has opened under a temporary occupancy. The Town has reviewed the as-builts and submitted comments to the Hotel's engineer. The Town has received the resubmission of the as-builts
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant submitted bonds and agreements to the Town, Grading permit and letter issued. UPDATE: Van Metre is fully under construction on the entirety of the townhouses site
Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie					Still awaiting a resubmission of the site plan
Robinson Paradise		Emily/Katie	Mar-21				Robinson Paradise Site Plan -- working with Engineer on the VDOT comments for the Robinson Paradise site plan
McDonald's	6740 Lea Berry Way	Emily/Katie					Work is complete on the McDonald's. Awaiting an as built submission from the applicant

Attachment: Town Planner Report May 2022 (5582 : Town Planner/Zoning Administrator Report)

Karter School Site Plan	14850 Washington Street	Emily/Katie					Karter School Site Plan has been approved. NO UPDATE
Jordan House Project		Emily/Katie					Applicant has submitted plans for a house renovation. The house renovation requires an addition to the house, therefore a minor site plan is required. Awaiting the submission of the minor site plan.
Chickfila As Builts		Emily/Katie					Working with the Chickfila to review the final as builts for the project from 2016-2017. As builts were not reviewed at the time of completion for the project
Zoning Text Amendment	Submitted 4 Zoning Text Amendment updates to the Planning Commission for review, initiation and to set a public hearing. The Planning Commission has recommended approval of the Zoning Text Amendment to the Town Council. The Town Council has authorized noticing for a public hearing on June 27th at 7:00pm.						
Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in 2022, following the Zoning Text Amendment.						
Prince William County (1 Mile Review)							
Town has submitted comments for the review of the Comprehensive Plan Land Use and Mobility Chapters. Town has received a one mile review for the Old Carolina Overlook on 6/1/2022							
Staff							
Pardo House, 14881 Washington St	All work has ceased, Town Planner will draft a plan for action to take to Council						
Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment upload						
Events	Event Coordinator posted the schedule on the website -- will work with Coordinator to add more website information						
Newsletter	Next Newsletter will be sent out for June 2022						
Museum	Museum will become vacant in May 2022. Town Planner will work with the Council to develop a plan for the next steps.						
New/Old Business Updates							
Trouville Brewery has received zoning approval for the interior and exterior modifications at QBE, estimated opening early May -- following up on the opening of the brewery after a delay at the building department							
Zoning Violations and Property Maintenance Cases							
Property Maintenance Code Concern	Following an analysis of properties in Town, several concerns will be sent to the County Inspector for Property Maintenance Code issues. UPDATE: County inspected properties						

Attachment: Town Planner Report May 2022 (5582 : Town Planner/Zoning Administrator Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans/Projects						
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/31/2022	Katie		-Met with RDA to review changes to plan. -First submission received. Comments due 5/30
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	5/31/2022	Katie		-Engineering plan review comments provided 2/17 -Received 2nd submission for review. Comments due 5/30
Crossroads Village	Katie/Emily	10/18/2018	5/25/2022	Applicant/Katie		-Construction and Town E&S inspections ongoing -Revised pavement design submitted for review 5/25 -Plan revision submitted. Comments due 6/14
Pedestrian Improvements Project	Katie	7/14/2014	5/24/2022	Staff		-Project Complete -VDOT Compliance Assessment due 6/14
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/18/2022	Katie		-Town E&S inspections ongoing (reduced to monthly) -Temporary certificate of occupancy issued by County -As-built inserts approval due 6/6
Park Sidewalk	Katie/Emily	4/27/2021	5/13/2022	Katie/Emily		-RFP advertised for 45 days 4/28/22 -Preproposal meeting held 5/13/22 -Proposals due 6/13
Parrando's Patio	Katie/Emily	4/7/2022	4/25/2022	Katie		-Minor site plan submitted for review -Comments due 6/6
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Robinson Village	Katie/Emily	8/13/2020	4/20/2022	Applicant		-Construction and Town E&S inspections ongoing -Bond reduction approval sent 2/10 -Pavement design submission expected
Robinson's Paradise	Katie/Emily	1/4/2021	4/14/2022	Applicant		-Insert review/plan approval 2/11. Bonds to be posted prior to construction -Reviewed/approved updated bond estimate -Applicant coordinating VDOT approval
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination


Attachment: 2022-05 May Engineer's Reports_KMM (5583 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans						
CBPA Annual Report	Katie/Emily	2/1/2022	3/15/2022	DEQ		-Filled out annual report and provided to Emily to submit to DEQ -Submitted to DEQ 3/15
Crossroads Village - Lidl	Katie/Emily	1/6/2022	2/1/2022	Applicant		-Engineering plan review comments provided 2/1
McDonalds	Katie/Emily	2/12/2019	12/22/2021	Applicant		-Plan approval letter issued 6/29 -Construction complete
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
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: 2022-05 May Engineer's Reports_KMM (5583 : Town Engineer Report)

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney 

Re: June 2022 Town Attorney Report

Date: May 25, 2022

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my last report, April 26, 2022:

1. Drafted an ordinance to address noise from defective or non-existent exhaust systems on motor vehicles.
2. Drafted an ordinance to update the date and time for council meetings.
3. Approved bond agreements for Crossroads Village Center.

Attachment: June 2022 Town Attorney Report (5584 : Town Attorney Report)



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

To: Haymarket Town Council

From: Finance Liaisons

Date: 6/1/22

Re: Monthly Report for 06/6/22 Council Mtg

MEMORANDUM

The finance liaisons continued financial oversight during the month of May focusing on the following items:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check endorsement
- Review FY 2022 actuals vs. budget and discuss key areas of interest/concern; discuss aligning budget line items with projections and tentative date of June 27, 2022, to review and adopt Fourth Qtr. amendments.
- Discuss options for use of American Rescue Plan Act (ARPA) funds; recommend to council to declare a standard allowance with respect to how funds are accepted and expended in compliance with the law
- Discuss status/development of FY2023 budget and tentative schedule/timeline re: public hearings on tax rates and budget for subsequent council adoption. Schedule presented on May 31 at council work session; continue to discuss tweets to budget, e.g., PD holiday pay options
- Discuss council ideas and recommendations raised during work sessions or submitted for consideration
- Discuss on an as needed basis
 - o Status of RFP for sidewalk at town park - RFP submissions are due June 13th; one vendor attended preproposal Q&A session
 - o Status of Town Center site plan
 - o Engineering/consultant support costs
 - o Contracts, leases, agreements

Additional discussion

- The town's attorney was assigned to review beginning invoices by HHV LLC to determine whether submissions, all or in part, meet the designation of "satisfactory invoice" in accordance with the Tourism and Travel Promotion MOU.
- Review and discussed latest DMV select data and performance for submission to council
- Discussed rearranging of break room and office equipment

Staff and finance liaisons convene a weekly meeting every Thursday @ 2 PM. The liaisons and/or the Treasurer and staff are available to discuss any 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

To: Haymarket Town Council
From: Vice Mayor TracyLynn Pater
RE: Business Liaison Report
Date: June 6, 2022

MEMORANDUM

I had Weekly meetings with acting Town Manager Emily Kyriazi to discuss upcoming events, new businesses and additional support.

Emily, Councilwoman Ramirez and I met to review the economic development plan and to develop questions.

The Mothers Day Farmers Market event was a beautiful day to celebrate all of our Moms and Mother figures in our community and was very well attended.

We had a Grand Opening of the Rooted in Education Haymarket Community Garden. Even though it was delayed because of inclement weather, the event turned out to be a fun day.!

I have been attending the Rotary Meetings (bimonthly).

We have our Flags for Heroes event coming up in June. Please come and show your support.

I had a meeting with Town Clerk Kim Henry to discuss the future of the DMV Select office.



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: June 6, 2022

MEMORANDUM

Planning Commission Report for Town Council –

The Planning Commission held a Public Hearing for the zoning text amendment changes to the Zoning Ordinance. No citizens were present at the public hearing for comment. The Planning Commission has recommended approval to the Town Council for the zoning text amendment.

The Planning Commission authorized the noticing of a public hearing for the Bean Rezoning Application, Zoning Text Amendment and Comprehensive Plan Amendment – 6712 Jefferson Street. The Planning Commission has requested a Joint Public Hearing with the Town Council for either June 27th or June 28th. (Council has authorized the public hearing for 6/27 at 7:00pm).

Lastly, the Commission discussed the proposed Capital Improvements Plan. A few modifications were recommended for the discussion at the Town Council meeting regarding the addition of the park master plan.

Attachment: Memo to Council PC Liaison report 060622 (5590 : Planning Commission Liaison Report)



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

To: Haymarket Town Council

From: Marchant Schneider

RE: ARB Liaison Report

Date: June 6, 2022

MEMORANDUM

ARB Liaison Report / May 2022

At its May Meeting, the ARB recommended revisions to building elevations submitted for Robinson's Paradise.

A freestanding sign for the Haymarket Park Community Garden was approved.

ARB discussion of the Firehouse demolition was again deferred in order for the applicant to continue to complete supplemental structural analyses of the building.

Sign options for the Town Center building continue to be developed. Staff and the ARB Liaison will brief the Council once a sign option is selected.

At a Work Session held before the regular meeting, the ARB began its comprehensive review of the ARB Guidelines.



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, Town Clerk
DATE: June 6, 2022
SUBJECT: DMV Select Contract

Background:

Virginia DMV enters into an annual contract with Towns to have DMV Select Offices in their government buildings. This contract runs fiscally from July 1 to June 30. The Town's annual contract has not been sent yet from DMV Headquarters. However, once received, the contract would need to be signed and sent back to Headquarters to renew the contract for another year.

Since November 2021, the Select office has seen a decrease in revenue due to lack of used vehicle inventory and the decision from DMV to open full service customer service centers without an appointment. We have remained by appointment only. Due to prior mismanagement, we also have not been able to place directional signs to inform the public that we had an office here in Town Hall. In April, our DMV employee left employment here in which a decision was made to limit and extend appointment times so that the Town Clerk could also concentrate on her duties. This vacant position has not been filled because of the contract renewal discussion started at that time. The limited appointments have also decreased the revenues for this office.

Below are the 4 scenarios that I provided the Town Council with at the March Work Session when the discussion started about the future of this office.

Scenario 1: Proceed with Current Operational Status

Keep the one full time employee and remain at appointments only. Kim would be the back up for lunches and in case the employee needs a day off or vacation. This option limits the Town Clerk responsibilities especially if time off is needed for vacation, sick leave or extended leave. The concern here is if one of us is out on vacation and the other would get sick or need time off for personal reasons, that leaves no one to operate the window, and DMV Select would need to close.

Scenario 2: Opening Up Operations

Open the doors for walk ins, no appointments required. Depending on the foot traffic this may require coverage at both windows on a daily if not hourly basis. Again, dependent on foot traffic, the walk ins may exceed the current DMV Select layout potential. The vestibule is limited in spacing options and with walk ins, the lines may limit accessibility for Town related business. Other areas of concern include but are not limited to; parking issues on site, outdoor lines, difficulty conducting Town Business at Town

window, controlling entry/exit traffic, etc. To best accommodate this scenario the Town would need to hire additional part time employees to fulfill DMV Select duties, and the FT position could transition into the DMV Manager position for optimum efficiency and coverage.

Scenario 3: Hybrid Operations

Keep appointments with a hybrid walk in plan. This could be as simple as using our meeting sandwich board with “Walk Ins Welcome today” when the appointment schedule is light or developing specific days and times that the office would take walk-ins. This could require an additional employee. The full time employee would stay as solely a DMV employee with an advancement to DMV manager and would be responsible for the flow of the business, advertisement and marketing of the Select. The part time hours would be up to 20 hours a week. We recently conducted a short survey for the customers to fill out while we processed their transactions. Typically, if the customer was a walk in they would like the office to be open to walk ins and with no appointments option. If the customer had an appointment, they preferred the appointment basis because of the ease of setting up the appointment and the fact that they didn’t have to stand in line. They liked having their transaction done quickly at the appointed time.

Scenario 4: Closure of DMV Select

When first researching the option for a DMV Select Office at Haymarket Town Hall, we were given the impression by DMV headquarters that they would never open back up to the general public without the appointment requirement. If we knew that appointment requirements would be removed, we would have reevaluated the DMV Select potential in this office location due to the limited operational space for the Town Hall administration and general Town Hall business operations. If the Town chooses not to renew the contract, the office space would be repurposed into the main Town Hall Service Desk, staffed during all hours opened to the public. The Town Treasurer’s assistant would relocate to the front desk, the Clerk would remain at current desk. The investment of the upfront costs for construction would not be at a loss, it would be utilized for its utmost potential.

Recommendation:

I would not recommend continuing with our Current Operational Status Scenario based on the information presented and the current budget trends for the DMV Select Office. In order to reach our maximum potential, we would need to open up the DMV Select Office with no appointment, however, there are costs involved, such as additional employees, advertising, spacing, parking restrictions, layout limitations, etc. At this time, I do not find that the budget could afford a full time and 2 part time employees for optimum coverage of the DMV Select; filling and obtaining consistent part time help for the long term could be difficult.

In conclusion, the route that the Town Council takes would depend on how you see the DMV Select in 3 years. I don’t believe that the Town will see any substantial profit for at least that long. Being the climate in car sales as it is right now with no inventory, all DMV offices are slow. My top recommendation is to not renew the DMV Select contract because of the lack of space to operate efficiently by doing walk ins. If the committee decided to renew the contract, I would recommend a hybrid plan that would allow walk ins but those with appointments would take priority. This may require myself to work the DMV counter periodically.

ORDINANCE TO AMEND SECTION 2-31 OF THE TOWN CODE RELATING TO TOWN COUNCIL MEETING DATE AND TIME

WHEREAS, The Town’s charter requires Town Council to “fix the time for their regular meetings,” and

WHEREAS, Current Town council practice is to hold closed sessions after conclusion of the regular agenda, which results in important discussions being held late in the evening, and

WHEREAS, The Town Council wishes to have closed session meetings before its regular agenda begins, in order to devote appropriate time and attention to those matters,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 6th day of June, 2022, in regular session, that (i) the Town Council finds that an earlier start time will allow discussion in closed session to occur at an appropriate hour, (ii) the Town Council recognizes that interested citizens attend or watch the council meetings starting at 7:00 p.m., and (iii) the Town Council therefore amends Section 2-31 of the Town Code as follows:

Sec. 2-31. - Meetings of council.

Pursuant to the Charter, article III, section 1, subsection (10), the regular monthly meetings of the town council shall be held on the first Monday of each month beginning at 6:00 p.m. at the town hall with closed session agenda items, if any. The council’s open meeting will begin no earlier than 7:00 p.m. and may begin later if the closed session concludes after 7:00 p.m. If the council’s agenda has no closed session items, then the meeting shall convene at 7:00 p.m. Nothing in this ordinance limits the council’s ability to add a closed session item to its agenda during a meeting. The Town Council may, by resolution, (1) provide for rescheduling regular meetings that fall on holidays or during periods of inclement weather, (2) set a schedule for additional regular meetings (whether termed “work sessions” or otherwise), and (3) adopt rules for continued, special, and emergency meetings.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this ___ day of _____, 2022.

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Kimberly Henry, Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay:

Absent:

Abstaining:

Attachment: Council meeting time ordinance v2 draft (5596 : Ordinance 2022-002 Meeting Time Change)

-DRAFT-

Resolution: AMEND COUNCIL RULES OF PROCEDURE

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on July 6,2020, with an effective date of July 6, 2020.

Section 2-1: Meetings was amended changing time of regular monthly meetings to 6 pm and Section 5-1: Order of Business by moving closed session to the top of Order of Business that will start at 6 pm, when closed session is needed. This amended took effect at the Town Council regular monthly meeting on June 6, 2022

RULES OF PROCEDURE

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

First Monday of the month, 6:00 p.m. Closed Session, As Needed 7:00 p.m. – Regular meeting
Last Monday of the month, 7:00 p.m. – Work Session

Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Special and Emergency Meetings

- A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.
- B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be

delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the emergency meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

D. In accordance with the Code of Virginia, 2.2-3707(D) Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting, the Town Attorney, and the Town Manager.

Section 2-3. Legal Holiday

When a regularly scheduled Monday meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless the meeting is canceled or otherwise rescheduled by a majority vote of the Council.

Section 2-4. Adjourned or Recessed Meetings

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Council shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore. The public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

A. The first meeting in July of each year in which a Council election is held shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in accordance with the procedures set out in Section 2-7.

C. Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate.

Section 2-7. Procedure for Election of Vice Mayor

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

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

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

Section 2-8. Seating Arrangement

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

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Council; and, shall only vote in the case of a tie, as provided by the Town Charter. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian. All legal questions from Mayor and Council on all Town business shall be addressed to the Town Attorney.

Section 3-3. Preservation of Order

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency.

B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

SECTION 4 – AGENDA

Section 4-1. Preparation

- A. The Town Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".
- B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.
- C. Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.
- D. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.
- E. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.
- F. Unless required by law, no item will be scheduled for a public hearing unless by the vote of a majority of the Council to hold a public hearing on the item.

Section 4-2. Delivery of Agenda

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney one week prior to the Monday work session and one week prior to the Monday regular Council meeting . Such materials shall be posted to the Town website on those dates.

Section 4-3. Copies

The Town Clerk shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the Town Hall for public inspection.

Section 4-4. Internet

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet for public information as promptly as possible.

DRAFT

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS**Section 5-1. Order of Business**

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

1. *Call to Order*
2. *Roll Call*
3. *Closed Session, As Needed*
4. *Adjourn Closed Session*
5. *Pledge of Allegiance*
6. *Public Hearings (if any)*
7. *Citizens' Time*
8. *Consent Agenda*
 - a. *Minute Approval*
 - b. *Department Reports*
 - c. *Liaison Reports*
9. *Agenda Items*
10. *Councilmember Time*
11. *Adjournment*

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

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

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

Section 5-3. Citizen Participation

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

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Thursday prior to the regular meeting date.

2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.

3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.

4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.

5. The presiding officer shall open the Public Comments.

6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.

7. There shall be a time limit for each individual speaker of 5 minutes.
8. A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

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

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

11. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.

D. No speaker's time shall be extended except by a majority vote of the Council members present.

E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 12:00 noon on the Date of the Council meeting.

Section 5-4. Prohibited Conduct

A. Persons appearing before the Council will not be allowed to:

1. Market or solicit business from the Town;
2. Use obscenities or other speech tending to create a breach of the peace;
3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
5. Engage in behavior that intimidates others;

B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

Section 5-5. Public Hearings

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.

- B. The presiding officer shall conduct all public hearings.
- C. The order of public hearings shall be as follows:
1. The presiding officer shall open the public hearing.
 2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee upon recognition of the presiding officer. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.
 3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
 4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking. There shall be a time limit of five (5) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of ten (10) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by majority vote of the members present, may allow any speaker to proceed past the time limit.
 5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
 6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.
- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

This section of the agenda shall include items of a general nature to be considered by the Council. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. Items Not on the Agenda

With the Council's unanimous consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8. Closed Meetings

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.
- B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.
1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

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

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

Section 6-2. Priority in Speaking on the Council

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

Section 6-3. Comments, Queries of Council Members

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

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

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

Section 6-4. Action by the Council

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

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

Section 6-5. Motions

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

B. Any voting member may make a motion.

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

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

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

Section 6-6. Substantive Motions

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

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

Section 6-7. Procedural Motions

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

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

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

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

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

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

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

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

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

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

Section 6-8. Debate

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

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

Section 6-9. Duty to Vote

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

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

Section 6-10. Method of Voting

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

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

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

Section 6-11. Decisions on Points of Order

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

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

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

B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, Police and Historical Commission. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.

C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. Standing Committees Roles and Guidelines

The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.

SECTION 8 -- GENERAL OPERATING POLICY

Section 8-1. Live Streaming via Webcast and Recording of Town Business

All meetings and work sessions of the Council, Planning Commission, Architectural Review Board, Historic Commission and Board of Zoning appeals will be aired live via Webcast. Any additional gatherings may be aired via Webcast at the discretion of the Town Manager when in the best interest of the public, notwithstanding technology failures, power outages, and other complications beyond the control of the Town Staff. Copies of the broadcast may be obtained via the Town's website by download. If a copy of a meeting is desired, charges may apply.

Section 8-2. Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.

Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

Section 8-3. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 8-5. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

All correspondence for Council, Commissions, Boards and Staff should be copied to Town Clerk to ensure proper recording keeping.

Section 9-2. Town Attorney

Mayor and Council need to address all legal questions to the Town Attorney. The Town Attorney should be copied on any and all correspondence on town municipal matters.