



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

Chris Coon, Business Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, March 1, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Pastor Mark Brady, Park Valley Church

IV. Delegate Danica Roem

V. Citizen Input on DMV Select Office

VI. Citizens Time

VII. Minute Approval

1. Mayor and Council - Work Session - Jan 25, 2021 7:00 PM
2. Mayor and Council - Regular Meeting - Feb 1, 2021 7:00 PM

VIII. Agenda Items

1. Administrative Staff Retention Bonuses
2. DMV Select Office
3. Personnel Policy

IX. Liaison Reports

1. Finance
2. Police
3. Planning Commission
4. Architectural Review Board
5. Business Roundtable

X. Department Reports

1. Town Administration Staff
2. Police Chief
3. Town Treasurer
4. Town Planner
5. Town Engineer
6. Town Attorney

XI. Councilmember Time

1. Chris Morris
2. Joe Pasanello
3. TracyLynn Pater
4. Marchant Schneider
5. Steve Shannon
6. Bob Weir
7. Ken Luersen

XII. Closed Session

1. Closed Session Motion
2. Certification

XIII. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Chris Coon, Business Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, January 25, 2021

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

Due to the COV-ID 19 pandemic and Governor Northam's executive order on social distancing, Councilman Joe Pasanello attended this evening's meeting via Zoom meeting from his home. Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Remote, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Closed Session

1. Motion to go into Closed Session

Councilman Weir moved to go into a Closed Session Pursuant to Virginia Code § 2.2-3711(A)(1) a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific police officers, appointees, or employees of the Town specifically dealing with the hiring of police officers, dispositions of 599 funds and the Town Clerk's salary. The motion was seconded by Councilman Shannon. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater, Luersen

3. Directive

Councilman Weir stated, without objection, to direct Chief Lands to proceed with the hiring process for the 6th police officer. There was no objection from the directive.

IV. Agenda Items

1. Town Park Building

Town Manager Chris Coon shared that an inspection was recently completed on the Park Building. He stated that one of the items that needs to be addressed is securing the foundation and addressing problems in the basement. Mr. Coon shared that a local resident is interested in

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entering into a private/public partnership with the Town to better utilize the Park Building. Mr. Coon introduced Mr. & Mrs. Chuck Mason and invited them to share their ideas with the Council, Mr. & Mrs Mason gave a presentation of their visions for the Park Building. After their presentation, the Council asked several questions and expressed their support on the ideas presented.

2. 2020-21 Finance Budget Report

Town Manager Chris Coon gave a brief update on the FY2020-21 budget report. A short discussion followed on the subject of the fire program funds disbursements. Town Treasurer Roberto Gonzalez provided more information on the current budget and answered questions regarding the workers comp budget line item, 599 funds line item and the Laney detail funds. Mr. Gonzalez shared that the Town's auditor will be at the next work session to give a presentation on the Town's finances.

At this time, there was a lengthy discussion on the subject of the Laney Detail project extension and the availability of officers. After the discussion, Councilman Weir asked for the Treasurer to provide the data on what the Town's operational cost is outside the salaries for the detail and for the Chief to provide a two week sample schedule for the departments regular shift and the detail to ensure that the officers are not being overextended by working the detail for the next Regular meeting. A discussion followed on the subject. There was a general consensus of the Council for the Treasurer to provide the data for the next Regular Meeting.

3. Take Home Vehicle Policy

Councilman Morris gave a presentation on the subject of the Police Department Vehicle Take Home Policy. He shared the comparisons of the fuel usage from the time the Council took away the vehicle take home against the usage when the officers had a vehicle to take home. After the presentation, Councilman Morris proposed that he and Chief find funds within the police department budget to take from so that the Council could re-institute the take home policy. A discussion followed. The Council tasked Town Treasurer Roberto Gonzalez and the finance liaisons to research the data and report at the next meeting before determining if the take home policy should be re-instituted.

4. Budget Amendment Discussion

Town Manager Chris Coon shared that there will be a Budget Amendment for the third quarter. He stated that the Town received the final numbers on the Jefferson Street project that could be part of the amendment. A short discussion followed on Mr. Coon's report.

5. CARES Act Presentation

Town Manager Chris Coon gave a presentation recapping the Cares Act Fund programs that the Town implemented to help the residents and businesses during the pandemic this past year. There was a short discussion on the subject and congratulated Mr. Coon on all the work he did. There was also discussion on future programs with the remaining funds available.

6. Proposed DMV Select Presentation

Town Manager Chris Coon was ready to give a power point presentation on the proposed DMV Select Office that he felt would answer the Council's questions. Due to the length of this meeting, the Council asked that the presentation be sent to them to review over the week and be prepared to discuss at the next Regular Meeting. Mayor Luersen suggested that, during the week when reviewing, the Council send their questions to Mr. Coon.

7. Proposed Resolution

Councilman Weir stated that, without objection, he would like to bring forth a resolution at the next meeting that would oppose SB1157 which would move Town elections from May to November. There was a short discussion and support for Mr. Weir to draft the resolution.

V. Adjournment

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

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

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Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

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TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Chris Coon, Business Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, February 1, 2021

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

Due to the COV-ID 19 pandemic and Governor Northam's executive order on social distancing, Councilman Joe Pasanello and Town Attorney Martin Crim attended this evening's meeting via Zoom meeting from their respective homes.

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Remote, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Invocation - Rev Sean Rousseau: St. Paul's Episcopal Church

The Reverend Sean Rousseau gave the evening's invocation.

IV. Citizen's Time

Jim Payne, 6680 Fayette Street, first complimented the Town Council on the decision they made at the previous work session to proceed with the hiring of the 6th police officer. He also addressed the Council on the subject of the proposed DMV Select office. Mr. Payne suggested that the Council do a traffic analysis and also have a dedicated citizens time for public input before making a decision at their next regular meeting.

V. Minute Approval

Councilman Weir moved to accept the minutes from the November 30, 2020 Work Session, the December 7, 2020 Regular Meeting, the December 28, 2020 Work Session, the January 4, 2021 Regular Meeting, the January 26, 2021 Special Meeting. The motion was carried by Councilman Shannon. The motion carried.

1. Mayor and Council - Work Session - Nov 30, 2020 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

2. Mayor and Council - Regular Meeting - Dec 7, 2020 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

3. Mayor and Council - Work Session - Dec 28, 2020 7:00 PM

Minutes Acceptance: Minutes of Feb 1, 2021 7:00 PM (Minute Approval)

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Steve Shannon, Councilman
AYES: Schneider, Morris, Pasanello, Shannon, Weir, Pater

4. Mayor and Council - Regular Meeting - Jan 4, 2021 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Steve Shannon, Councilman
AYES: Schneider, Morris, Pasanello, Shannon, Weir, Pater

5. Mayor and Council - Special Meeting - Jan 26, 2021 10:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Steve Shannon, Councilman
AYES: Schneider, Morris, Pasanello, Shannon, Weir, Pater

VI. Agenda Items

1. Budget Amendment

Town Manager Chris Coon shared that this item was discussed in the Closed Session at the previous Work Session which included the Town Clerk's salary increase, the 599 funds used for retention bonuses given to the police department, and the recruitment bonuses to the 2 new officers that will be hired. Councilman Weir stated that he would like to also grant the administrative staff retention bonuses in the same amount as the full time officers as well. A discussion followed on the subject. The decision for the administrative staff retention bonuses was tabled for further discussion until the next work session.

Councilman Morris moved that the Haymarket Town Council approve amendments to the Fiscal Year 2020-21 as designated on Resolution #2021-002 and Resolution #2021-003. Councilman Weir seconded the motion. The motion carried by a roll call vote.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Chris Morris, Councilman
SECONDER: Bob Weir, Councilman
AYES: Schneider, Morris, Pasanello, Shannon, Weir, Pater

2. Consideration of SUP 2020-002 - 14600 Washington Street

At this time, Town Planner Emily Lockhart gave a report from the Planning Commission meeting where this subject was discussed. Ms. Lockhart shared that the Planning Commission concluded the discussion with the applicant and voted by resolution a recommendation of denial of the SUP at 14600 Washington Street. Ms. Lockhart ended her report by also recommending denial of the SUP on the following basis of 1.the applicant has failed to address the concerns and comments from August 2020 and 2. the designated land for the SUP and the GDP has been rejected for a proffer amendment. There was a brief discussion with Ms. Lockhart on some of the questions raised by the Planning Commission. After Ms. Lockhart's report, Mayor Luersen gave Connor Leake, president of HPG, time to address the Town Council on the SUP application. Mr. Leake reference Virginia Code 15.2-2285B in their disagreement of the decision made by the Planning Commission. He stated that since the Planning Commission did not make a recommendation within the 100 days time frame that is referenced in the Virginia Code he cited, the SUP should have gone straight to Council for consideration. Mr. Leake continued with his presentation of the SUP and its requested use. After Mr. Leake's presentation, the Town Council asked Mr. Leake several questions regarding information that was requested by the Town Planner. A discussion followed by the Town Council. The Council questioned the Town Attorney on the Virginia Code that was referenced. Town Attorney Crim stated that the Virginia Code that was cited refers to amendments to zoning ordinances but in the case of Special Use Permits it does not apply. He stated that Special Use Permits is a use with a special exception

within the zoning ordinance. Mr. Crim also stated that it is not the Town of Haymarket's zoning ordinance that the Planning Commission has to act within the 100 days or would be deemed approve but Prince William County's zoning ordinance. Mr. Crim concluded that the recommendation given to the Town Council from the Planning Commission would stand.

At this time, Councilman Weir read the Resolution of Denial of SUP#2020-002 for 14600 Washington Street in it's entirety into the record.

Councilman Weir moved to adopt the Resolution of Denial. Councilman Morris seconded the motion. A lengthy discussion on the subject of the timeline of re-submitting applications, the resolution passed at the Planning Commission and future application protocol followed. **The motion carried by a roll call vote.**

RESULT:	ADOPTED [4 TO 0]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
ABSTAIN:	Marchant Schneider, Steve Shannon

3. Letter of Support to Deny SB1157

Town Manager Chris Coon shared that he reached to VML to obtain a draft letter asking for the State Legislatures to deny SB 1157 which was a bill to change local elections from May to November.

Councilman Morris moved that the Town of Haymarket oppose SB1157. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

There was a directive from Council for staff send the letter to the Chair to Counties, Cities, and Towns committee and to Delegate Roem - Chair to the charter sub committees to the Counties, Citites and Towns committee once all members of Council and Mayor sign the letter.

At this time, the Town Council took a brief recess.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

4. DMV Select Office

Town Manager Chris Coon gave a power point presentation on the proposed DMV Select Office. There were several questions from the Council regarding the operational hours, parking, the return on investment, and general operational cost of extra staff. A suggestion was made to have citizens come speak at the next meeting on the subject, to put the presentation on the website followed by a survey monkey to gather more data. After several questions and discussions, Town Manager Chris Coon stated that he would like to get some kind of idea from Council to move forward with obtaining quotes for the build out and to give the DMV representatives that there is still interest in having an office in Haymarket but that Council needs more information. The Town Council gave Mr. Coon the directive to continue communicating with the DMV representatives that the Town is still interested but would need to get more data.

5. Police Dept Vehicle Take Home Policy

Town Manager Chris Coon shared the requested information gathered by Town Treasurer Roberto Gonzalez on the fuel cost for the police vehicles. Mr. Gonzalez went over the report that he provided. There was a discussion on re-establishing the vehicle take home policy in order for better recruitment and retention purposes. There was also a discussion on the permitted radius and of the hybrid plan that was offered earlier in the year that the Chief did not want so those funds where moved to other line items within the budget. The discussion continued if the take home policy was re-instated the budget would need to be amended again. There was a suggestion to address this subject during the budget season rather than implement the policy at this time. A suggestion was made to give the Chief a pole of money for

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maintenance and gas with the take home policy and allowing to the Chief to manage the expenditures to determine when a vehicle should be parked. A lengthy discussion followed on the suggested ideas.

Councilman Morris moved for the Council to pursue re-instituting the take home vehicle police with a radius of 40 miles and if there is any budgetary impact an amendment will be discussed at the next work session and regular meeting. Councilman Shannon seconded the motion. A discussion followed. **The motion failed by a roll call vote.**

RESULT:	DEFEATED [2 TO 4]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Chris Morris, Steve Shannon
NAYS:	Marchant Schneider, Joe Pasanello, Bob Weir, TracyLynn Pater

6. Laney Detail

Town Manager Chris Coon shared the requested information from the discussion at the Work Session of dollars per hour breakdown which includes fuel cost, vehicle maintenance, workers compensation, taxes and admin cost. Mr. Coon shared the total loss to the Town for having the Laney Detail. Mr. Coon stated that he asked Chief Lands to contact the representative from Laney to see if they would be willing to increase the hourly amount paid to the Town to cover these costs. Chief Lands shared that Laney will increase the hourly amount to cover the cost to the Town in order for the police department to continue with the detail. A discussion followed on the timeline of when the detail would end and the scheduling demand on the officers. No further action was needed at this time.

VII. Liaison Reports

1. Finance

Councilman Weir shared that the committee and Town Treasurer Gonzalez are starting to work on the FY22 budget and asked that the Council give any budgetary needs to Mr. Gonzalez.

2. Police

Councilman Morris stated that since he started as the liaison, all daily reports have been sent to him to review. He asked the Town Council for guidelines on what they would like the Chief to share with the entire Council such as weather updates, traffic impacts and the like. There was a short discussion on the subject.

3. Architectural Review Board

Councilman Schneider shared the updates from the previous Architectural Review Board meeting. He shared that a representative from Aldi was at the last meeting with their updated sign design and the building facade. He also shared that the Board approved the Robinson Village project by Van Metre. Lastly, Mr. Schneider shared that the Board gave conditional approval on the preliminary design of Transform Power Yoga that will be located on Hunting Path Road. He stated that the Town Council may hear some push back from the citizens regarding the modern design of the building. Mayor Luersen shared that he had a request for an appeal by a citizen. He stated that according to the ordinance, an appeal must be made within 7 days of approval. He shared that with the meeting schedules of the ARB and Town Council, the time expired. He suggested that when updating the ordinance, the time for appeal be extended to 14 days.

4. Planning Commission

Councilman Weir gave the Planning Commission updates. He also addressed the subject of the Transform Power Yoga design. He stated that a site plan should be approved prior to a certificate of appropriateness through the Architectural Review Board. He also shared that the Planning Commission is working on the zoning text amendment and will address and redefine the historic area of the Town.

5. Business Roundtable

Vice Mayor Pater gave the date for the next business roundtable meeting. She shared that the staff has been working on an updated contact list for the businesses so that everyone is reached regarding future meetings.

VIII. Department Reports

1. Town Administration Staff

Town Manager Chris Coon asked for any questions on his written weekly reports. There was a short discussion from a previous meeting about complaints of smoking on the patio of the museum. Mr. Coon stated that he had not received any complaints.

2. Police Chief

Chief Lands thanked the Town Council for the retention bonuses on behalf of the officers. Chief Lands gave an update on filling the vacancies within the department. Chief Lands also updated the Town Council on information he received from the Northern Virginia Police Chiefs meeting. Chief Lands asked for any questions from his report. There was a short discussion on the availability of the officers getting the COVID vaccine.

At this time, Town Manager Chris Coon read into the record an email from Dottie Leonard that was not received during citizen's time.

The email will be attached at the end of the minutes.

3. Town Treasurer

Town Treasurer Roberto Gonzalez gave a brief update on his report. Mr. Gonzalez shared that the auditor will be at the next work session to go over the audit report. Mr. Gonzalez asked for any questions from his report. No questions were asked however the Town Council recognized Mr. Gonzalez on his anniversary with the Town.

4. Town Planner

Town Planner Emily Lockhart gave a brief update on her report. She addressed the conversation regarding the Transform Power Yoga design and related ordinances that were discussed. Ms. Lockhart also shared that the Planning Commission will hold a public hearing at their next meeting for a drive thru restaurant and 2 over 2 condominiums at the Crossroads Village property. Ms. Lockhart gave an update on the Pardo House and the communications that staff has had with the owner. Lastly, Ms. Lockhart shared that 3 properties were reported to the County for property maintenance code violations. There were no questions for the Town Planner.

5. Town Engineer

Town Planner Emily Lockhart went over Town Engineer Katie McDaniel's written report. There were no questions on the Town Engineer's report.

6. Town Attorney

Town Attorney Crim asked for any questions from his written report. There were no questions for the Attorney.

IX. Councilmember Time

1. Christopher Morris

Councilman Morris thanked the Town Council's input on the subject of the vehicle take home policy.

2. Joe Pasanello

Councilman Pasanello thanked Ryan Morgan from Haymarket Hotel Venture, LLC on the site visit of the hotel property.

3. TracyLynn Pater

Vice Mayor Pater thanked her fellow Council Members and the fact that they can have the opportunity and freedom to have lively conversations.

4. Marchant Schneider

Councilman Schneider shared that he hopes in the future that the Town Council can have conversations, particularly about the Police Department, and be patient with one another. Mr. Schneider also shared his conversation with Ryan Morgan from Haymarket Hotel Venture regarding re-locating the Verizon lines. He also stated that he will be working with staff on parking study, threshold of population before addressing the Crossroads Village concept.

5. Steve Shannon

Councilman Shannon stated that appreciates that the Town Council can agree to disagree and have the opportunity to engaged in lively conversations.

6. Bob Weir

Councilman Weir did not have anything to address.

7. Ken Luersen

Mayor Luersen thanked the Town Council for their work and dedication.

X. Closed Session - As Needed

1. Motion to go into Closed Session

Councilman Pasanello moved to go into Closed Session pursuant to Virginia Code § 2.2-3711 (A)(8) consultation with legal counsel regarding a specific legal matters specifically email investigations of the Town. The motion was seconded by Councilman Weir. The motion carried.

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

2. Certification

Councilman Weir moved that 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. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater, Luersen

XI. Adjournment

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

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Feb 1, 2021 7:00 PM (Minute Approval)



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

ROBERTO GONZALEZ
TOWN TREASURER

STAFF REPORT
February 24, 2021

FISCAL YEAR 2020-21 BUDGET AMENDMENT

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at this meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to appropriate a bonus for the Town Administration.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Other Local Taxes:				
Cigarette Tax	\$ 134,000	\$ 135,000	\$ 1,000	
Meals Tax	\$ 743,876	\$ 746,876	\$ 3,000	
Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Town Administration:				
Salaries & Wages - Bonus	\$ 0	\$ 4,000	\$ 4,000	

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2020-21 as designated on Resolution #2021-005.

Or

Alternative Motion



RESOLUTION 2021-005

FISCAL YEAR 2020-2021 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2021 Budget on May 26, 2020, and

WHEREAS, The proposed budget amendment will increase Meals Tax revenue line item by \$3,000; and

WHEREAS, The proposed budget amendment will increase Cigarette Tax revenue line item by \$1,000; and

WHEREAS, The proposed budget amendment will appropriate the Administration – Salaries & Wages - Bonus expenditure line item by \$4,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2020-2021 Budget as reflected below:

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Other Local Taxes:				
Cigarette Tax	\$ 134,000	\$ 135,000	\$ 1,000	
Meals Tax	\$ 743,876	\$ 746,876	\$ 3,000	
Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Town Administration:				
Salaries & Wages – Bonus	\$ 0	\$ 4,000	\$ 4,000	

Done this 01st Day of March 2021

Motion By:
Seconded By:
Ayes:
Nays:
Absent:

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: RES 2021-003 FY2021 Budget Amendment_03-01.2021 (4918 : Administrative Staff Retention Bonuses)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: February 24, 2021
SUBJECT: DMV Select Office

Background:

The Town Council has been discussing the DMV Select Office since the Town Council Work Session on November 30, 2020. The Town Council has had the DMV Deputy Director come to a Town Council Work Session to provide answers to questions for Town Council. Staff has prepared and presented information relating to the DMV. That Presentation has been posted on the Town Website and Public Input has been collected for the past month.

Fiscal Impact

There will be minimal fiscal impact to the FY21 Budget. The items that will be accomplished prior to July 1, 2021 will be within the current FY 21 Budgeted amounts. The FY22 Draft Budget will incorporate the Fiscal Impacts of having the DMV Select Office.

Staff Recommendation:

Staff recommends moving forward with installation of a new service window, receiving Draft Agreements from DMV for the Town Attorney to review and advertising and interviewing for a full-time Deputy Town Clerk/DMV Select Clerk

Draft Motion:

"I move the Town of Haymarket Town Council instruct Town Staff to move forward with installation of a new service window AND Receive Draft Agreements from DMV for the Town Attorney to review AND advertise and interview for a full-time Deputy Town Clerk/DMV Select Clerk."

Other action deemed appropriate by Council.

Attachment: DMV Select Memo (4919 : DMV Select Office)

Breakdown on commissions we would receive on various transactions

Transaction	Cost	Commission at 5%
Registration renewal for 1 year - (standard car)	\$40.75	\$2.04
Registration renewal for 2 years - (standard car)	\$81.50	\$4.08

Time to complete transaction 10 minutes at most

Titling a Vehicle and registration

Cost of Vehicle = \$10,000		
Title	\$450.00	\$22.50
Title fee	\$ 15.00	.75
Registration fee for 1 year (standard car)	\$ 40.75	<u>\$2.04</u>
Total		\$25.29

Estimated time to complete transaction 15 minutes (could push to 10 minutes)

Titling a Vehicle and registration

Cost of Vehicle = \$20,000		
Title	\$900.00	\$45.00
Title fee	\$ 15.00	.75
Registration fee for 1 year (standard car)	\$ 40.75	<u>\$2.04</u>
Total		\$47.79

Estimated time to complete transaction 15 minutes (could push to 10 minutes)

Cost of Vehicle (pick up truck) = \$30,000	\$1,350.00	\$67.50
Title	\$15.00	.75
Registration fee for 1 yr. gross weight 6500lb	\$55.75	<u>\$2.79</u>
Total		\$71.04

Estimated time to complete transaction 15 minutes

\$48,000 + Full Benefits for DMV Employee hourly rate = \$36.54

*Example of 1 hour

Title (pick-up truck)	\$71.04	15 mins
Registration renewal	+ \$2.04	~10 mins
Title Standard Car	+ \$25.29	10-15 mins
Registration renewal	+ \$4.08	~10 mins
Title Standard Car	+ \$47.79	<u>10-15 mins</u>
	\$150.24	55-65 mins

\$150.24 = 4.1 hours of Full-Time Employee hourly rate (in 55-65 mins) allows for HQ work, Dropbox work, or Out of State Dealership work on slower hours.

Attachment: dmV sample of transactions (4919 : DMV Select Office)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: February 23, 2021
SUBJECT: Personnel Policies Update

Background:

The Town Council Priority List completed in August of 2020 indicated that updating Town Policies and Procedures was a Tier 2 priority. Tier 2 items were defined as important items that could wait a couple of months before they were completed. After completing all the Tier 1 and Tier 2 items the last Tier 2 item was Updating Town Policies and Procedures. Upon review there are a couple items in the Personnel Policies that are out of date and need to be updated.

Fiscal Impact

The current FY21 Budget Line Item impacted for this service would be the following:
3110003 - Salaries & Wages - OT Premium
3110004 - Holiday Pay

The updates will not change the budgeted amount for 3110003 - Salaries & Wages - OT Premium and will slightly reduce the 3110004 - Holiday Pay which will be reflected in the FY22 Draft Budget.

Staff Recommendation:

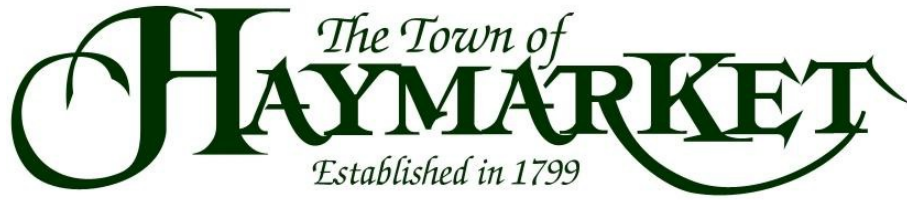
Staff recommends adoption of the Town of Haymarket Personnel Policies as presented.

Draft Motion:

"I move the Town of Haymarket Town Council adopt the Town of Haymarket Personnel Policies as presented."

Other action deemed appropriate by Council.

Attachment: Personnel Policies Update Memo (4920 : Personnel Policy)



**TOWN OF HAYMARKET, VIRGINIA
PERSONNEL POLICIES**



ADOPTED BY THE HAYMARKET TOWN COUNCIL
AT ITS REGULAR SESSION ON AUGUST 2, 2010
AND AS AMENDED BY THE TOWN COUNCIL ON JUNE 2, 2014

Attachment: Haymarket Employee Manual amended 02-22-2021 (4920 : Personnel Policy)

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TOWN OF HAYMARKET, VIRGINIA PERSONNEL POLICIES¹

I. PURPOSE

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

It is the policy of the Town to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the Town and its employees. THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS, AN EXPLICIT OR IMPLIED CONTRACT, SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY TOWN EMPLOYEE, AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. THE TERM AT-WILL MEANS EMPLOYEES CAN TERMINATE OR BE TERMINATED AT WILL. EXCEPTIONS ARE EMPLOYEES HAVING WRITTEN CONTRACTS SIGNED BY THE MANAGER OR MAYOR.

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

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

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

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

¹ The Town reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice. See Section XVI.

The Manager or Chief of Police (and the Mayor when acting) shall observe all budget authorizations and restrictions in filling, creating or terminating any position and all salary limits for any such position.

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

II. DEFINITIONS

- A. **Contract Employee** - an employee of the Town who works under a contract approved by the Town Council. Contract employees are not entitled to benefits.
- B. **Exempt Employee** – a salaried employee who performs executive, administrative or professional duties as defined under the Fair Labor Standards Act and its regulations. Full-time, part-time, and temporary employees may be exempt.
- C. **Full-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work a minimum of forty (40) hours per week and eighty (80) hours per pay period.
- D. **Non-exempt Employee** - an employee entitled to receive overtime compensation under the Fair Labor Standards Act, ~~for all hours worked in excess of 40 in a given work week. Non-exempt positions are the Town Clerk, Deputy Town Clerk, Police Sergeant, Police Officers and Police Administrative Assistant.~~
- E. **Part-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work an established period of time that is less than forty (40) hours per week. Elected officials are considered Part-time Employees.
- F. **Probationary Employee** – a full-time or part-time employee who has worked for the Town for less than six (6) months.
- G. **Temporary Employee** – an individual hired on a term basis, e.g., day, week, period of months or on a project basis. Temporary Employees are classified as non-exempt employees and are not entitled to benefits.
- H. **Manager** – the Town Manager.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

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

1. Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, gender, age, national origin, disability or citizenship, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. Other personnel actions such as compensation, benefits, transfers, layoffs, training, assignments, will be administered without regard to race, color, religion, gender, age, national origin, disability or citizenship.

B. Harassment

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

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

C. Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is either explicitly or implicitly made a term of condition of employment;
2. submission or rejection of such conduct is used as a basis for employment decisions;
3. the conduct is severe or pervasive enough to create an intimidating, hostile, or offensive work environment.

D. Accommodating Individuals with Disabilities

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

E. Violations

An employee who believes that this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome and (2) should report it immediately to the Manager. If the employee believes the manager is the offending person, he or she should report it to the Mayor. The report should be made in writing; however, a report will also be accepted by phone or in person, with the requirement that a written report will be submitted within two (2) business days on the form attached as Attachment B.

Charges will be promptly and thoroughly investigated and notification of the outcome of the investigation will be provided within 45 days of the report of violation. Corrective actions will be taken immediately if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

An employee violating this policy will be subject to disciplinary action up to and possibly including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

All information concerning violations or reports of alleged violations are considered personnel issues, will be confidential, and not subject to FOIA requests.

F. Retaliation

Retaliation is illegal and contrary to the policy of the Town. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the Manager. If the Manager is being accused of retaliation, a written report will be made to the Mayor. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

If any such report is received by the Town Police Department, it shall be reported to the Manager and Mayor within 24 hours of receipt.

IV. RECRUITMENT AND SELECTION

A. Open Positions

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

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

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

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

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

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

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

B. Probationary Period

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

1. The employee is given full time status (see the Town Compensation Plan for the pay policy at the end of the probationary period).
2. Extension of the probationary period. The total period of probation may not exceed one year.
3. Termination of the probationary employee.

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

C. Hiring Authority

The Manager has authority for hiring, promoting and discharging town staff employees except those which are described in the charter and the Town Attorney in accordance with these policies. The Chief of Police has authority for hiring, promoting and discharging Town Police Department Employees. The Manager has the responsibility and

authorization for administering the personnel system established by these policies. In the absence of the Manager, the Mayor shall assume responsibility for administering the personnel policies. The Chief of Police, the Town Manager and the Town Attorney report directly to the Town Council in accordance with the policies and funding of the Town Council. All persons shall observe the budget and funding policies of the Town Council.

V. EMPLOYEE COMPENSATION

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

A. Compensation Plan

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

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

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

B. Hours of Work

1. The Manager shall establish the hours of work for all Town staff employees. The standard scheduled work week for which salary is paid consists of 40 hours, generally Monday through Friday. This does not preclude the establishment of specified schedules other than (40) hours in a given work week for employees if approved by the Manager. The Chief shall establish the hours and schedules for the employees of the Police Department.
2. Flexible work scheduling may be considered within the standard work week, Monday through Friday, so long as the standard hours in a work week, normally 40, are not altered and so long as the core work day, 8:30 AM to 4:30 PM is not left uncovered. Some examples of flexible scheduling are:
 - a. Arrive earlier in the morning and leave earlier in the afternoon.

- b. Arrive later in the morning and leave later in the afternoon.
- c. Work four 10-hour days.
- d. Work four 9-hour days and one 4-hour day.
- e. Work some other similar permanent or seasonal scheduling option(s)
- f. Add time to meal break and arrive earlier and leave later.

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

- 3. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to contact with his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.
- 4. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the Manager or his designee within the established work week and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.

C. Pay Increases

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

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

D. Overtime

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

E. Bonuses

The Manager, with the authorization of the Town Council, may grant a bonus to an employee to recognize superior service to the Town.

F. Retirement

The Town of Haymarket Retirement Plan is described in a separate document.

VI. HOLIDAYS AND LEAVE

A. Holidays

The Town generally observes the holiday schedule adopted by the Commonwealth of Virginia with the exception of the Lee/Jackson Day holiday as described below. Full-time, part-time and probationary ~~salaried~~ employees shall be granted time off for these days without charging the time against leave balances:

New Year's Day	January 1
Martin Luther King, Jr.	3 rd Monday in January
George Washington Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Day	December 25
Discretionary Day	Date Determined by Employee*

* The Discretionary day is provided in Lieu of Lee/Jackson Day, the Friday before Martin Luther King Day. Town offices will be open on Lee/Jackson Day.

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

~~When an employee is required to work on one of these holidays, overtime or compensatory time off will be given on an hour and one half for hour basis for the hours worked on the holiday. Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday respectively as announced by the Town. For Police Officers on Shifts, refer to SOP.~~

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

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

Part-time employees are not entitled to paid holidays.

Temporary or seasonal employees are not entitled to paid holidays

B. Leave

1. Annual Leave

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

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

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

All employees and key employees may accumulate a maximum of 160 hours of annual leave. Annual leave above that amount, shall expire and may not be accumulated or used. Any amount of accrued annual leave over 160 hours will be removed from the employee’s total annual leave at the end of the fiscal year in which the 160 hours was reached.

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

employee's estate shall be entitled to payment for any unused balance of annual leave allowances at the time of death.

2. Sick Leave

Sick leave shall accrue at the rate of eight (8) hours per month (12 days annually), and, when taken, shall be used on an hour for hour basis. Sick leave shall be used for:

- a. FMLA leave, pursuant to section D.1
- b. Illness or injury incapacitating the employee and preventing the employee from performing assigned duties, doctor or dental appointments during working hours. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement.
- c. Medically-necessary care of family members living in the same household as the employee.
- d. Under certain circumstances, and with the approval of the Manager, to assist with medically necessary care or provision of treatment for a close relative who does not reside with the employee.

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

Exceptions to this policy may be considered on a case-by-case basis and approved by the manager.

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

Donation of sick leave to either a sick leave "bank" or to another employee is allowed. A description of this program is being developed for approval by the Town Council.

3. **Military Leave**

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the

purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence and upon the resolution of Town Council be paid the difference between his or her salary and the pay received for such military duty during the period of such activity, not to exceed fifteen (15) consecutive calendar days for training duty and five (5) working days for emergency active duty.

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

4. Bereavement Leave

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

5. Compensatory Leave

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

6. Civil Leave

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

7. Snow/Weather Leave

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

C. Workers' Compensation Leave

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

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

D. Leave Without Pay

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

1. Family & Medical Leave (FMLA)

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

Eligible Employees

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

Purposes for which FMLA leave may be taken:

- a. to care for an employee's child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
- b. to care for an employee's spouse, child, or parent (does not include in-laws) who has a serious health condition,
- c. When the employee is unable to work because of a serious health condition.

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

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

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

FMLA Benefits

a. Leave

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

An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is

foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The Town may designate leave as FMLA leave without a request from an employee.

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

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

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

b. Job Restoration

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

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

c. Health Benefits

If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional

fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

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

2. Extended Leave without Pay

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

3. Disciplinary Leave without Pay

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

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

VII. EMPLOYEE DEVELOPMENT

It is the policy of the Town to encourage employees to obtain training designed to develop the employee's value to the organization. Leave with partial pay or leave without pay may be available under the Education Leave provisions.

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

VIII. PERFORMANCE APPRAISALS

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

IX. HEALTH AND SAFETY

A. Workers' Compensation

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

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

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

B. Occupational Safety and Health

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

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

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention

any potential hazards that might exist within their workstation. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

Specifically, employees shall:

1. Report all injuries, regardless of severity, to the supervisor immediately but no later than 24 hours. If the supervisor is not available, the injury must be reported to the Manager before medical treatment is sought. Medical treatment should be sought immediately if the injury or illness is life-threatening.
2. Report and, if possible, correct all unsafe conditions or acts;
3. Avoid horseplay and mischief, which could cause injury;
4. Take all standard safety precautions to prevent injury;
5. Follow all safety rules.

X. USE OF TECHNOLOGY

A. Acceptable Use Policy

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

- a. All content generated by or residing in any Town electronic communication device is the property of the Town at all times. Employees should have no reasonable expectation of privacy for any interactions conducted on any Town electronic communication device. This content may be accessed, reviewed, copied, disclosed, removed or deleted by supervisors or managers without prior notification to or consent by employees who use electronic communication. Audits are periodically performed for security, network maintenance and to ensure compliance with this policy.
- b. As depicted by the 'Freedom of Information and Virginia Government Data Collection and Dissemination Practices Act, employees should be aware that certain electronic communications are "official records" and may be subject to disclosure under those laws.

- c. Upon termination of employment, all devices must be returned to the Town of Haymarket in working order and without undergoing data manipulation.
- d. Town employees may on occasion use electronic communication for personal use, but only in complete accordance with this policy and as long as it does not affect productivity. Employees shall not generate, disseminate or retain personal communications using electronic communication tools if the content is defamatory (whether or not it is true), contributes to a hostile work environment, or might otherwise subject the Town to liability or litigation.
- e. Content generated for personal use on Town-provided electronic communication tools is the property of the Town and subject to supervisory review even if it is not related to the business of the Town. Authorization for personal use of electronic communication may be withdrawn or restricted by the Town Manager or Chief of Police for any employee for any reason during any period of time. Personal use of electronic communication is a privilege permitted for convenience only. During business hours, it should be used sparingly within reasonable limits.
- f. As with office telephone, to facilitate the efficient conduct of Town business, the use of personal communication devices should be kept to a minimum and not be disruptive or cause a distraction to the office setting. Supervisors have the authority to restrict or prohibit use of Town assigned and/or personal communication devices at any time on-the-job.
- Disruptive activity will be defined as but not limited to phone use in meetings, training sessions, or other public places when their use would reasonably be deemed annoying and intrusive.
 - Distraction: Any time the use of a communication device would unnecessarily or unreasonably divert the attention of an employee from official duties and/or cause a potential hazardous situation.
- g. Use of communication devices for conducting Town-business is considered hours worked. Non-exempt employees are not authorized to work overtime without prior approval by their supervisor.
- h. Access to the Town's IT Infrastructure is permitted only with proper authentication and or supervision. Any infraction of this should be immediately reported to the Town Manager or Chief of Police.

- i. Employees are to access the Town's IT Infrastructure using only their assigned USER-ID(S) and PASSWORD(S). Under no circumstances are these credentials to be shared or attempt to be forged.
- j. Employees shall not connect unauthorized equipment to the Town's IT Infrastructure. Unauthorized equipment includes, but is not limited to, hubs, routers, external drives and proxy servers. USB flash drives are permitted.
- k. Town employees must also adhere to all procedures established by the Town Administration.

B. Social Media

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

- a. Use of Social Media for Town Business
 - 1. All official Town presence on social media sites or services are considered an extension of the Town's website and are to be governed with a level of professionalism consistent with that of our current website.
 - 2. All Town social media sites shall be (1) approved by the Town Manager; (2) published using approved social networking platform and tools; and (3) administered by a department employee, designated to be the Social Media Site Administrator (SMSA) by the requesting Department Head, that has a complete understanding of this policy and has appropriate content and technical experience.
 - 3. Employees shall not create or participate in social media websites on an official basis without the necessary oversight and approval.
- b. Personal Use of Social Media
 - 1. When employees create their own blogs, comment on a blog, contribute to a discussion forum or website, create a Facebook page or LinkedIn profile or otherwise contribute to online discussions, they are impacting their personal image and potentially affecting the Town. A supervisor may require an employee to remove content that violates this policy, and may take appropriate disciplinary action if the employee refuses. The posting of content which is contrary to the Town's interest in maintaining the efficiency and effectiveness of the workplace, and the public reputation of the Town of Haymarket may result in immediate disciplinary action.
 - 2. The following rules apply when publishing content online:

- a. Do not post the Town seal, official badges, patches, emblems, logos, or uniforms since these are protected official images and symbols of the Town.
- b. Do not post content that is inconsistent with your duties and obligations as an employee of the Town. Content that is related to your job responsibilities and which has an adverse effect upon the workplace or your ability to perform your responsibilities may form the basis of an adverse employment action up to and including termination. Employees should be especially sensitive to the potential for the following types of information to adversely affect the public confidence required for their position:
 - Provocative or inappropriate photographs or information
 - Content regarding the abuse of alcohol or use of illegal drugs
 - Negative comments about their supervisor, co-workers or clients
 - Discriminatory comments (race, sex, national origin, or religion, for example)
 - Posting confidential or sensitive information obtained in the course of employment
- c. Do not post confidential, sensitive, or copyrighted information to which you have access because of your employment with the Town. Before removing a public record or copy from the workplace, comply with Virginia Freedom of Information Act requirements by identifying the record and asking for a copy from the keeper of the record. Before posting the record, consult with your supervisor to determine whether doing so is consistent with your job responsibilities.
- d. Employees who have responsibility for public safety, public money, valuable assets, people's children, animals, the disabled, or the elderly all depend upon public trust and confidence for the successful performance of their jobs. They should be especially mindful of the potential for their online content to adversely affect their employment.
- e. If you identify yourself as an employee of the Town of Haymarket, then be sure to make it clear that you are expressing your own views and not those of the Town or your Position. Don't give the appearance that you are speaking or acting on the Town's behalf.
- f. Supervisors should not initiate a social networking relationship with a subordinate. If your subordinates are included in your social network, then be sure that your online content, including content you post about yourself and any comments you may make about your subordinates, is consistent with your role as a supervisor.
- g. If your co-workers are included in your social network, then be sure that your content is consistent with Town policy regarding how to treat co-workers. For example, do not post content that would violate the Town's policy against sexual harassment or other discrimination.

- h. Employees may comment on issues of general or public concern (as opposed to personal grievances), including local issues and criticism of local officials and local policies, so long as the comments do not disrupt the workplace, interfere with important working relationships or with efficient work flow, or undermine public confidence in your ability to perform your job. These instances must be judged on a case-by-case basis.
- Matters of public concern are those matters of interest to the community as a whole, whether for social, political or other reasons.
 - Employees have a statutory right to participate in political activities while they are off duty, out of uniform and not on the employer's premises. Virginia Code §15.2-1512.2
 - Employees have a statutory right to communicate opinions on matters of public concern directly to state or local elected officials regardless of the impact on the workplace. Virginia Code §15.2-1512.4.
- i. Examples of personal grievances include disciplinary action, work schedule, morale, and complaints about supervisors or co-workers that do not involve actual wrongdoing, illegal discrimination, corruption, or waste. These topics are not protected as matters of public concern. These comments may subject an employee to disciplinary action if they constitute insubordination or if they otherwise violate general rules of conduct.

XI. Alcohol and Drug Free Workplace

A. Employee Responsibilities

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the manager within five days after the conviction.
3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.

5. No employee shall represent the Town in an official capacity while impaired by or under the influence of alcohol or illegal drugs, or impaired by medication.
6. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Town.
7. If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

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

B. Drug & Alcohol Testing

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

1. When an applicant for a position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an on-duty serious accident or has endangered others in the workplace.
4. On a random basis.
5. As a condition for return to duty after testing positive for controlled substances or alcohol.
6. As part of follow-up procedures to return-to-duty related drug or alcohol violations.

XII. Political Activity

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

- B. An employee shall not engage in political activity on work premises during work hours.
- C. An employee shall not use Town-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

XIII. Smoking – Town-owned and controlled buildings and work places

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

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

XIV. DISCIPLINE

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

A. Disciplinary Actions

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

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

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

2. Willfully falsifying Town records (including time records, leave records, job applications, or pay or reimbursement vouchers);
3. Negligence with Town property or misuse of Town property;
4. Violating any workplace rule;
5. Performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the manager;
7. Using or being impaired at work by intoxicants, drugs, or alcohol or being impaired by prescription medications or being impaired by lack of sleep;
8. Violating the Town's drug free workplace rules.
9. Grossly neglecting duty or continually being unable or unwilling to render satisfactory performance;
10. Taking property of the Town for one's personal use, for sale to another or for a gift to another;
11. Inducing, or attempting to induce, an officer or employee in the service of the Town to commit an unlawful act or to act in violation of any lawful or official regulation or order;
12. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the Town;
13. Failing to report for work or being absent without prior notice to supervisor;
14. Unsatisfactory attendance, excessive absences, or excessive tardiness.
15. Harassing other employees or the public.
16. Using the internet for personal reasons.

B. Appeal Procedure

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

response to the appeal in writing within ten calendar days. A complaint against the Manager will be appealed to the Mayor.

XV. TERMINATION OF EMPLOYMENT

A. Resignation

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

B. Lay-off

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

C. Termination for Inability to Perform

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

XVI. MODIFICATION OF POLICIES

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



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of January 25th to 29th, 2021

Administration

- Meetings
 - Held Town Council Work Session Meeting (Emily, Kim, Roberto, and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met about Town Council Meeting (Chief Lands and Chris)
 - Met with Middleburg, Purcellville, and VML regarding SB1157 (Chris)
 - Met with Haymarket Hotel Venture (Mayor, Councilman Pasanello, Schneider, and Weir, and Emily)
 - Met with VDOT for final meeting on Jefferson Street Project (Emily)
 - Met with Town Attorney (Chris)
 - Met with Park Building Contractor regarding foundation (Chris)
 - Met with Record Digitization Company (Chris)
 - Met with Public Document Portal for website (Chris)
 - Met with Virginia DEQ Representatives (Chris)
 - Met to discuss FY21 3rd quarter Draft Budget Amendment (Roberto and Chris)

- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Contractor for Park Building Basement/Foundation had questions for quote
 - Working on Record Digitization
 - Working on having Portal for Public Documents on Website
 - Met with VML for Draft Language for Opposition Letter to SB1157
 - Purchased Spreader for Ice Met and Sand
 - House Masters Inspected Town Properties and Provided Reports

Town Staff

- Met with Finance Liaison to review Payables
- Worked on Budget Amendment preparations to present to Council in coming work session
- Worked on Financial reports from Works Session
- Working on moving Files to Server
- Continue to collect Expense information for FY22 Budget

- Prepared Financial Reports for Town Council Meeting
- Reviewed plats for Van Metre
- Completed Public Notices for Planning Commission Public Hearing
- Completed Public Notice for the Blight Ordinance
- Prepared and Posted BZA Agenda
- Prepared and Posted Town Council Regular Meeting Agenda

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
1/29/2021	Christopher Consultants	Engineering	\$4,472.50

Attachment: Manager's Report 12521 (4905 : Town Administration Staff)



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TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of February 1st to 5th, 2021

Administration

- Meetings
 - Held Town Council Regular Meeting (Emily, Kim, Roberto, and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Held BZA Meeting (Emily, Kim, and Chris)
 - Met with Town Attorney (Chris)
 - Met with multiple developers on current projects (Emily, Katie, and Chris)
 - Met to discuss FY21 3rd quarter Draft Budget Amendment (Roberto and Chris)
 - Met to discuss FY22 Draft Budget (Roberto and Chris)
 - Met with Property Owner regarding Blight Property (Emily and Chris)
- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Received quote for Park Building Basement/Foundation
 - Continued Working on Record Digitization
 - Answered Questions regarding Portal for Public Documents on Website
 - Met with VML regarding Town Council Opposition Letter to SB1157
 - Purchased Spreader for Ice Met and Sand
 - House Masters Inspected Town Properties and Provided Reports
 - Starting developing Survey for Residents/Businesses regarding DMV Select

Town Staff

- Met with Finance Liaison to review Payables
- Attended Town Council Regular meeting
- Attended BZA Meeting
- Telephone conversation with Councilman Morris on DMV Select office
- Telephone conversation with Vice Mayor Pater on DMV Select office
- Reached out to 2 contractors regarding DMV build out
- Completed Minutes Planning Commission January Work Session and Regular Meeting
- Began Town Council February Work Session Agenda

- Scheduled Meeting with Crossroads Developers in preparation for Planning Commission Meeting
- Worked with County on the recordation of the Van Metre Boundary Line Adjustment
- Forwarded Engineering comments for Karter School
- Sent Business Roundtable Email
- Emailed Vice Mayor about Business Roundtable and weekly updates
- Working with McDonalds on items required for next phase of site plan review
- Working with Van Metre on temporary trailer and final approval of site plan
- Completed several zoning approvals for residential properties to obtain PWC Permits

Town Council Tasks

- Sent separately

Town Expenses

No Expenses over \$3,000



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TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of February 8th to 12th, 2021

Administration

- Meeting
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met to discuss FY22 Draft Budget (Roberto and Chris)
 - Met with Crossroads Development (Emily and Chris)
 - Met to discuss Parking Ordinance (Officer Davis and Chris)
 - Met to discuss Employee Manual (Chief Lands and Chris)
 - Held Business Roundtable (Emily, Roberto, Vice Mayor, and Chris)
 - Met with Prince William County Planning Director (Councilman Weir and Schneider, Emily, and Chris)
 - Met with Planning Assistant Intern (Emily)
 - Met with VML regarding some requested information (Chris)
 - Met with Prince William County EOC regarding County Vaccines (Chris)

- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Moved forward with Park Building Basement/Foundation Structural Repair
 - Continued Working on Record Digitization
 - Received Updated Quote for Town Museum Front Walkway
 - Met with VML regarding Town Requirements for Populations over 3,500
 - Scheduled Ice/Snow Pre-treatment for Parking Lots and Sidewalks
 - Posted Survey for Residents/Businesses regarding DMV Select
 - Identified Sections of Employee Manual that need Immediate Attention

Town Staff

- Processed payroll and update tax tables
- Processed weekly A/R and A/P
- Met with Finance liaison to review payables for the week
- Worked on data collection for PD matter
- Worked on moving files over to server
- Continue to collect renewal information for new budget

- Met with Contractors for Town Hall window
- Finished Planning Commission Work Session and Regular Meeting Minutes
- Finished and Posted ARB Agenda
- Finished and Posted Planning Commission Public Hearing Agenda
- Finished Town Council January 25th Work Session Minutes
- Working on February 1st Town Council Regular Meeting Minutes
- Communicated with Remington DMV Select to obtain more data
- Working on February 22nd Town Council Work Session Agenda
- Started March 1st Town Council Regular Meeting Agenda
- Posted the DMV Select Information and Survey to the website
- Met with new Part Time Planning Assistant to go over Zoning Text Amendment
- Prepared Special Use Permit Staff Reports for the Crossroads Village Center
- Finalized the Planning Commission Agenda
- Met with the Crossroads Village Center Team
- Met with Van Metre to finalize Subdivision Plat for the Robinson Village
- Prepared and Sent Approval Letters to Van Metre for Temporary Sales Trailer

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
02/12/2021	Vanderpool	Legal for January 2021	\$ 5,195.30
02/12/2021	Premier Turf & Landscaping	Snow Removal and Contract	\$ 4,756.50

Attachment: Manager's Report 2821 (4905 : Town Administration Staff)



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ZONING ADMINISTRATOR

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TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of February 15th to 19th, 2021

Administration

- Meeting
 - Held Planning Commission Public Hearing and Meeting (Emily and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met to discuss FY22 Draft Budget (Roberto and Chris)
 - Met with Crossroads Development (Emily and Chris)
 - Met with Miles Friedman regarding Proposal (Vice Mayor and Chris)
 - Met to discuss Employee Manual (Finance Liaisons, Roberto, and Chris)
 - Met with Planning Assistant Intern (Emily)
- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Received an additional quote for Park Building Basement waterproofing
 - Working on Record Digitization, received quote and scheduled meeting
 - Moving forward with Town Museum Front Walkway
 - Pre-treated Town Sidewalks
 - Posted Survey for Residents/Businesses regarding DMV Select
 - Received quote for gravel grading and replacement cost for Town Hall and Park
 - Continued work on Employee Manual items that need Immediate Attention

Town Staff

- Continued to Finalize Draft Budget for FY2022
- Worked on Town Manager Requested Research
- Processed Weekly A/R and A/P
- Met with Finance Liaison to review Weekly Payables
- Continue to Collect Business License Renewals
- Assist Town Residents with Notary Service
- Reviewed Research with Town Manager
- Continue Transferring Financial Data to new server
- Assist Town businesses with renewal questions

- Consulted with Van Metre on site plan, signed and approved final site plan, working with applicant on bonds
- Prepared Zoning Determination for Crossroads Village Center
- Met with Planning Intern to discuss next week's tasks and PC Work Session
- Met with Rebecca Pardo to explain the COA application process
- Met with Mid Atlantic Permits to assist with a Master Sign Plan for McDonald's
- Completed and Posted Work Session Agenda
- Confirmed Pastor for March and April's Invocation
- Worked on Regular Meeting Agenda
- Working with Town Manager and Town of Remington for DMV Costs

Town Council Tasks

- Sent separately

Town Expenses

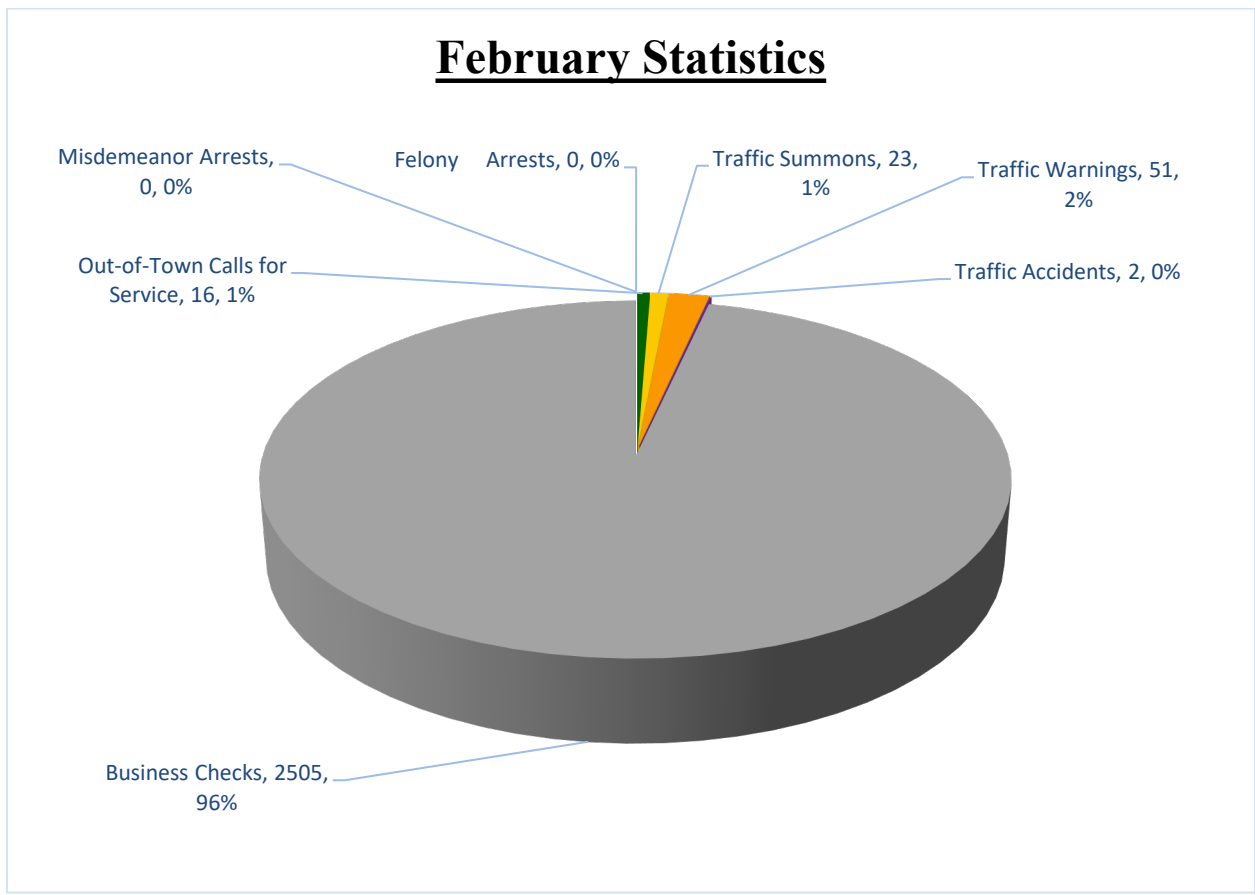
No Expense exceeded \$3,000



HAYMARKET POLICE DEPARTMENT

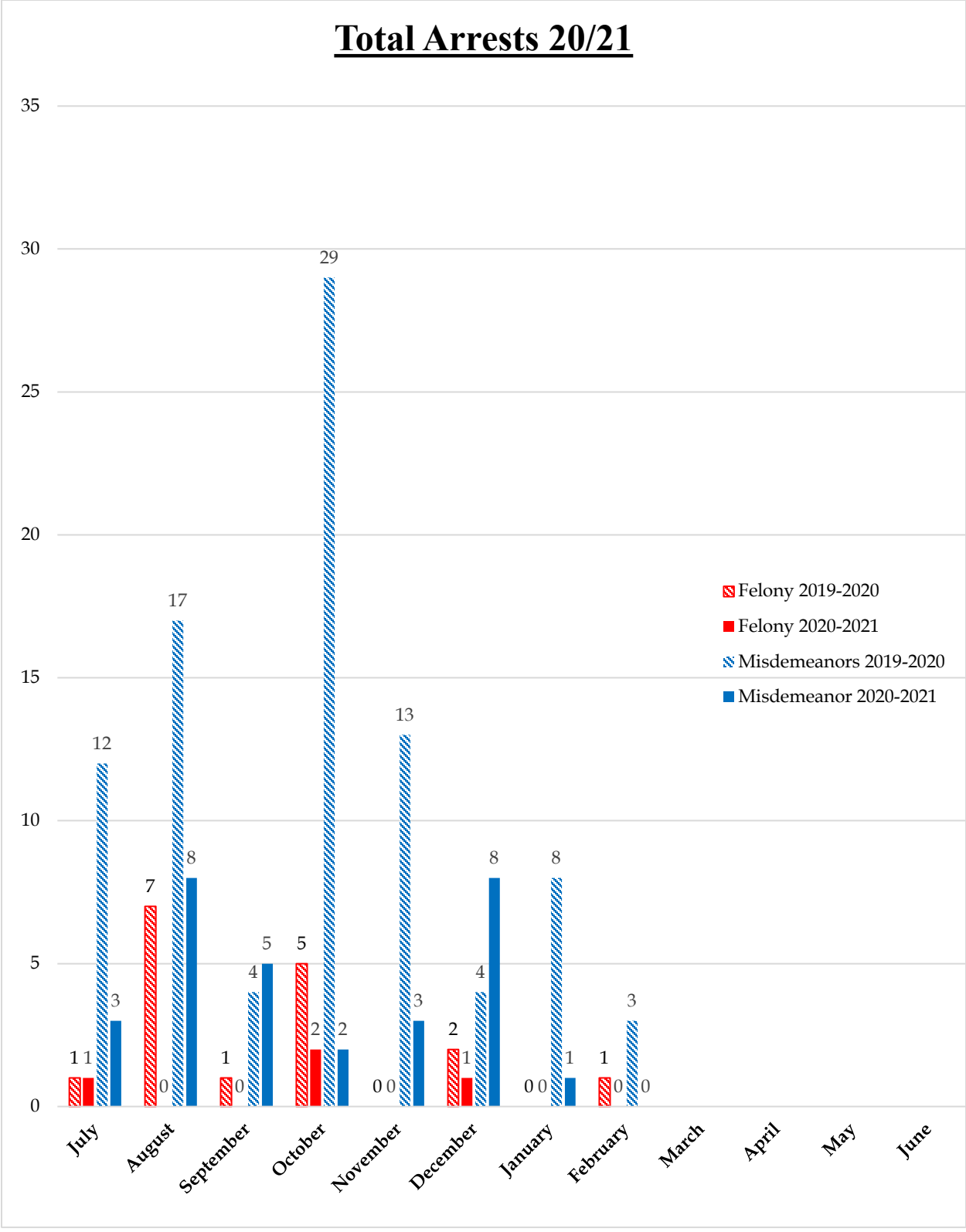


To: Mayor Luersen and Council Members
From: Chief Lands
Date: 2-23-2021
Subject: Monthly Report for February 2021



Attachment: Monthly Council Report March 21 (4906 : Police Chief)

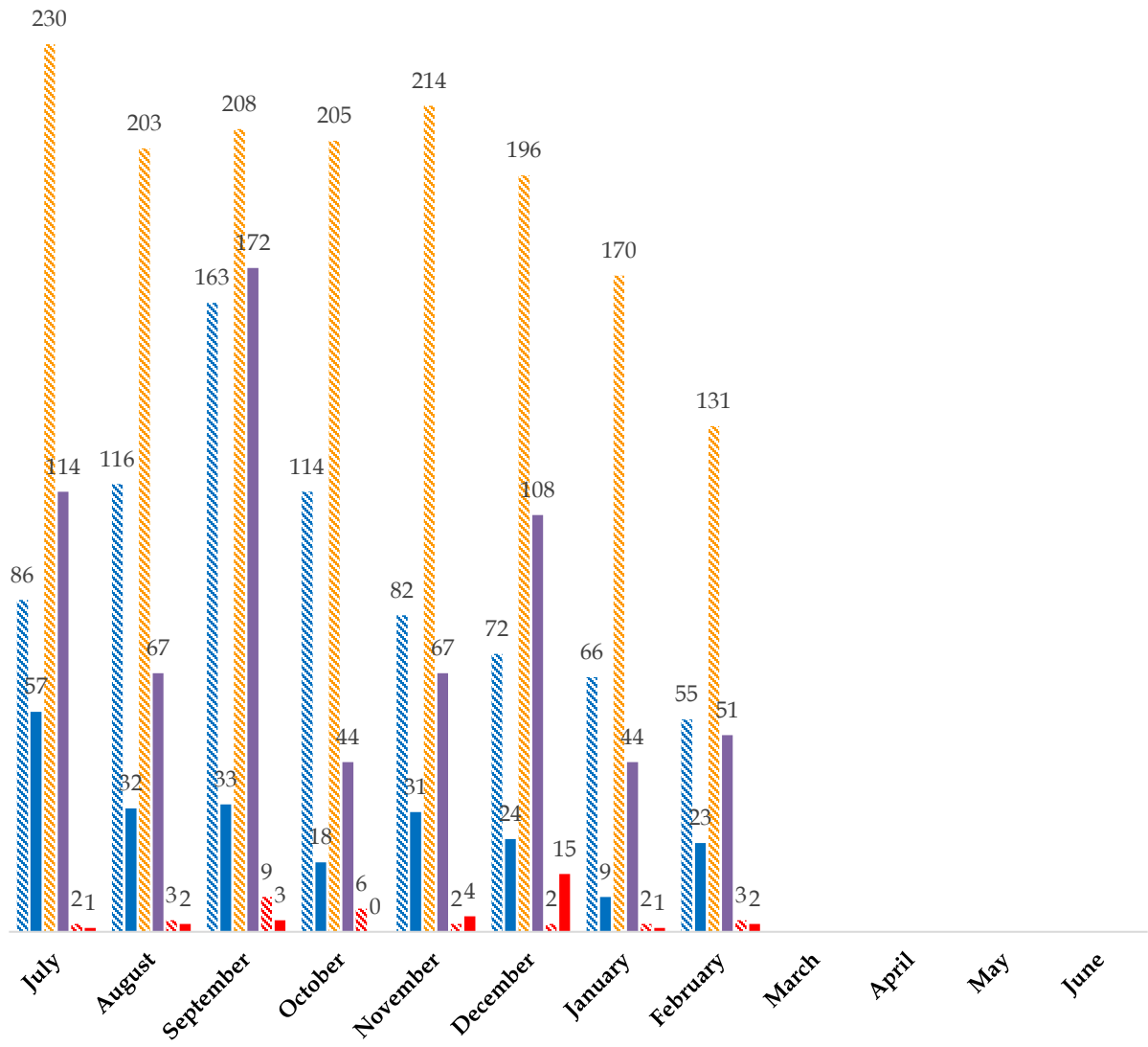
Points of Interests:
Full Time Officer Vacancy
DMV Grants Applications
Northern Virginia Chiefs Meeting



Attachment: Monthly Council Report March 21 (4906 : Police Chief)

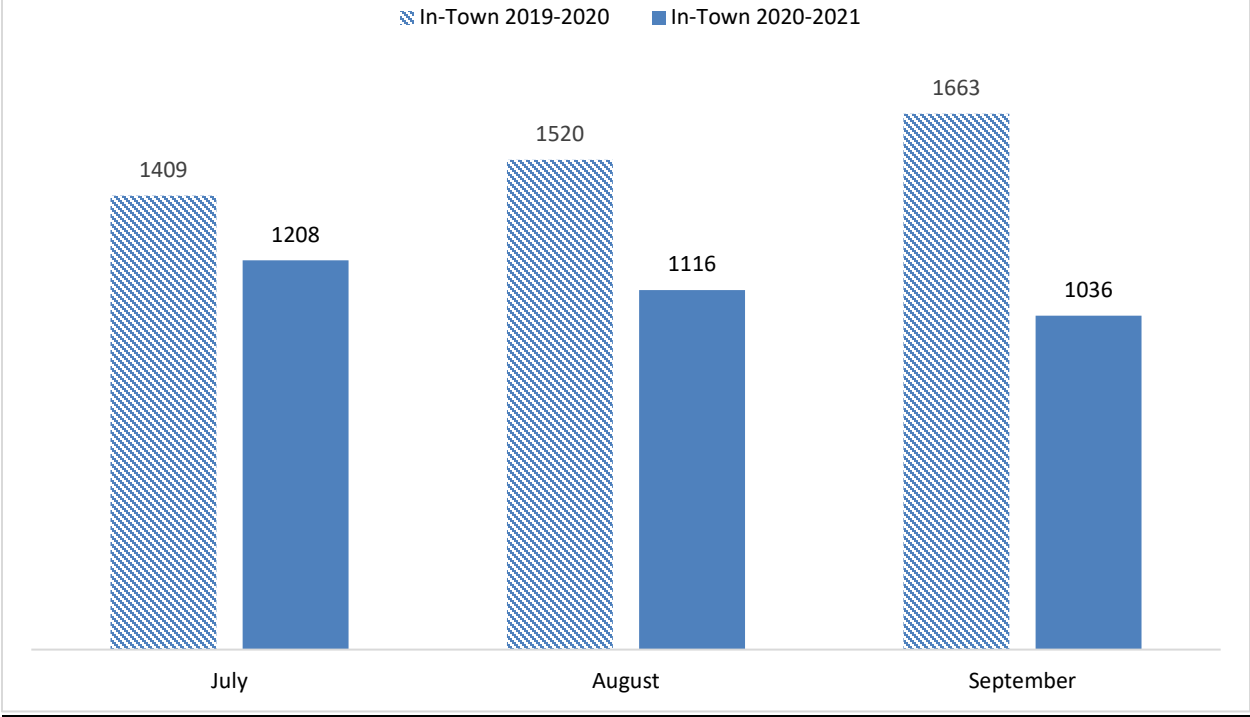
Total Traffic 20/21

Summons 2019-2020 Summons 2020-2021 Warnings 2019-2020
Warnings 2020-2021 Accidents 2019-2020 Accidents 2020-2021

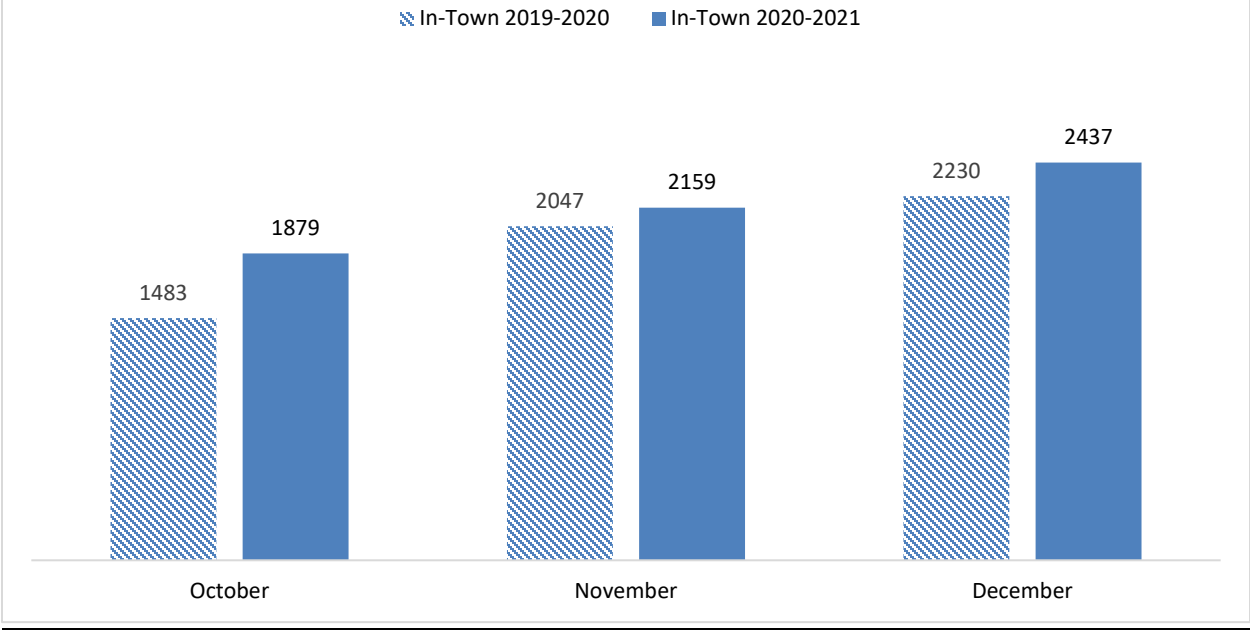


Attachment: Monthly Council Report March 21 (4906 : Police Chief)

Total In-Town Calls for Service Quarter 1

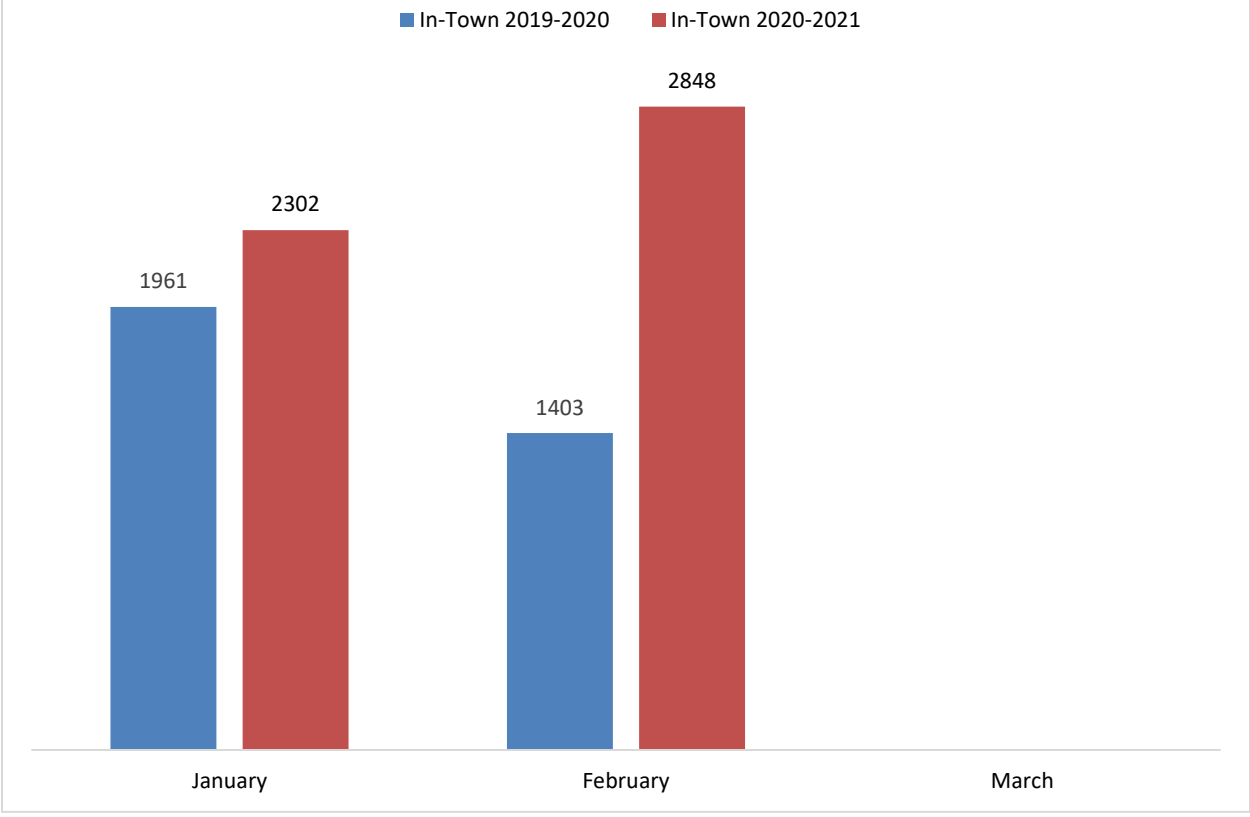


Total In-Town Calls for Service Quarter 2



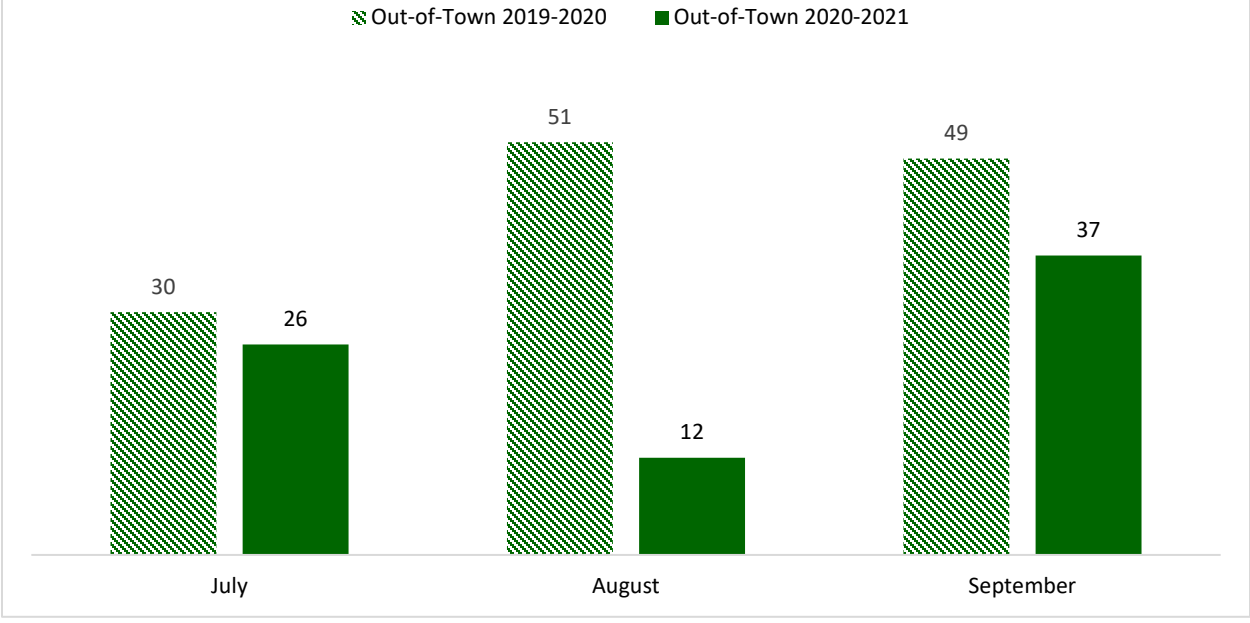
Attachment: Monthly Council Report March 21 (4906 : Police Chief)

Total In-Town Calls for Service Quarter 3

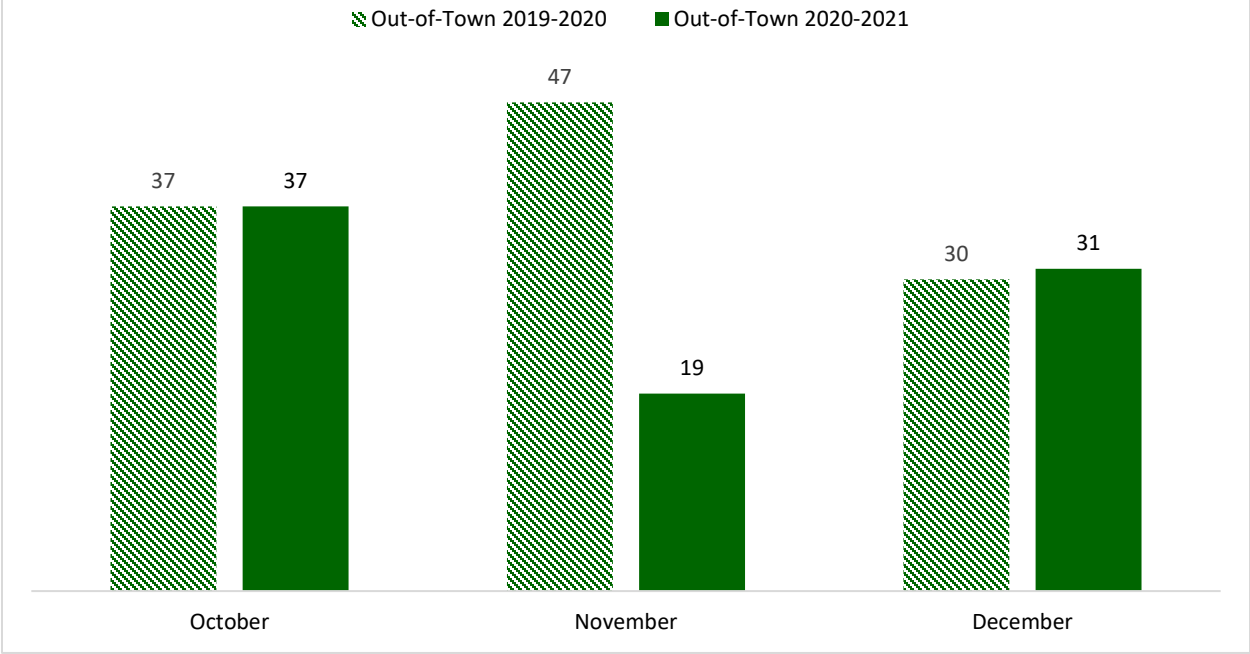


Attachment: Monthly Council Report March 21 (4906 : Police Chief)

Total Out-of-Town Calls for Service Quarter 1

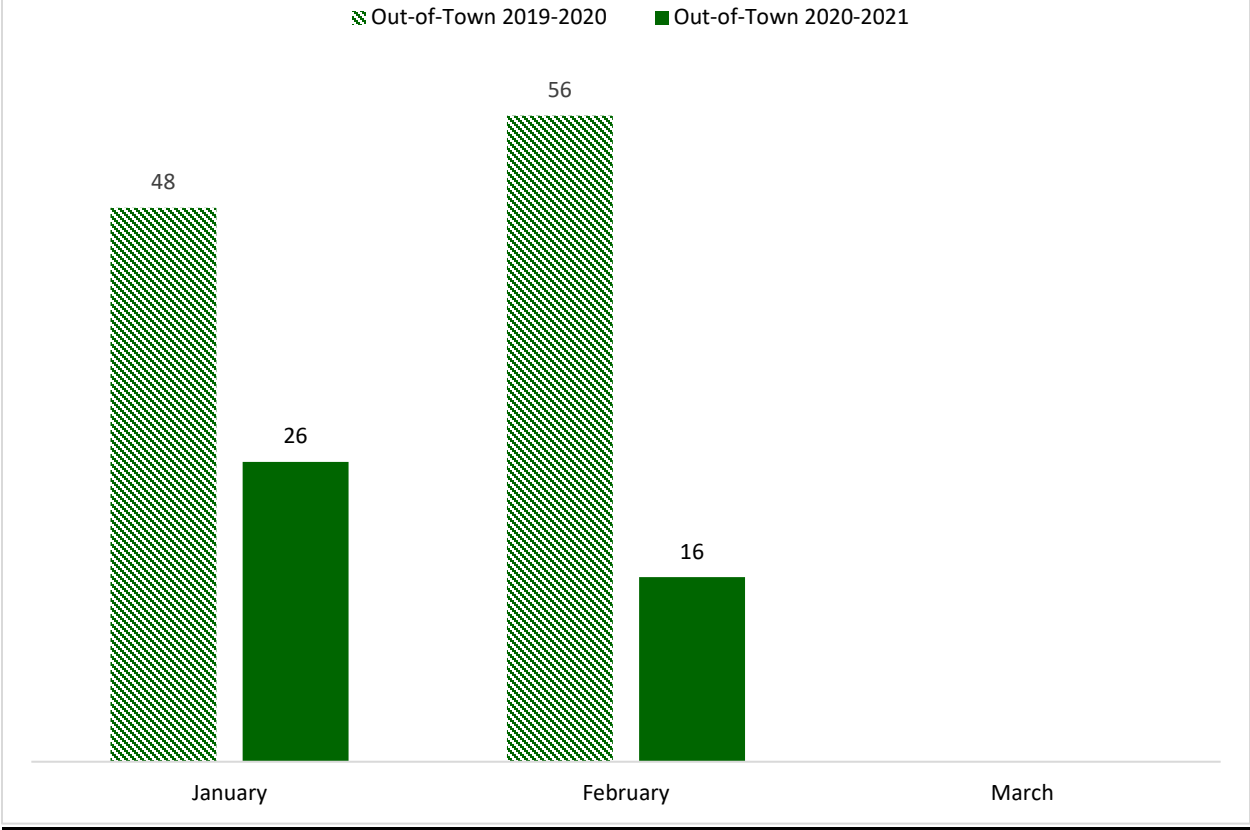


Total Out-of-Town Calls for Service Quarter 2

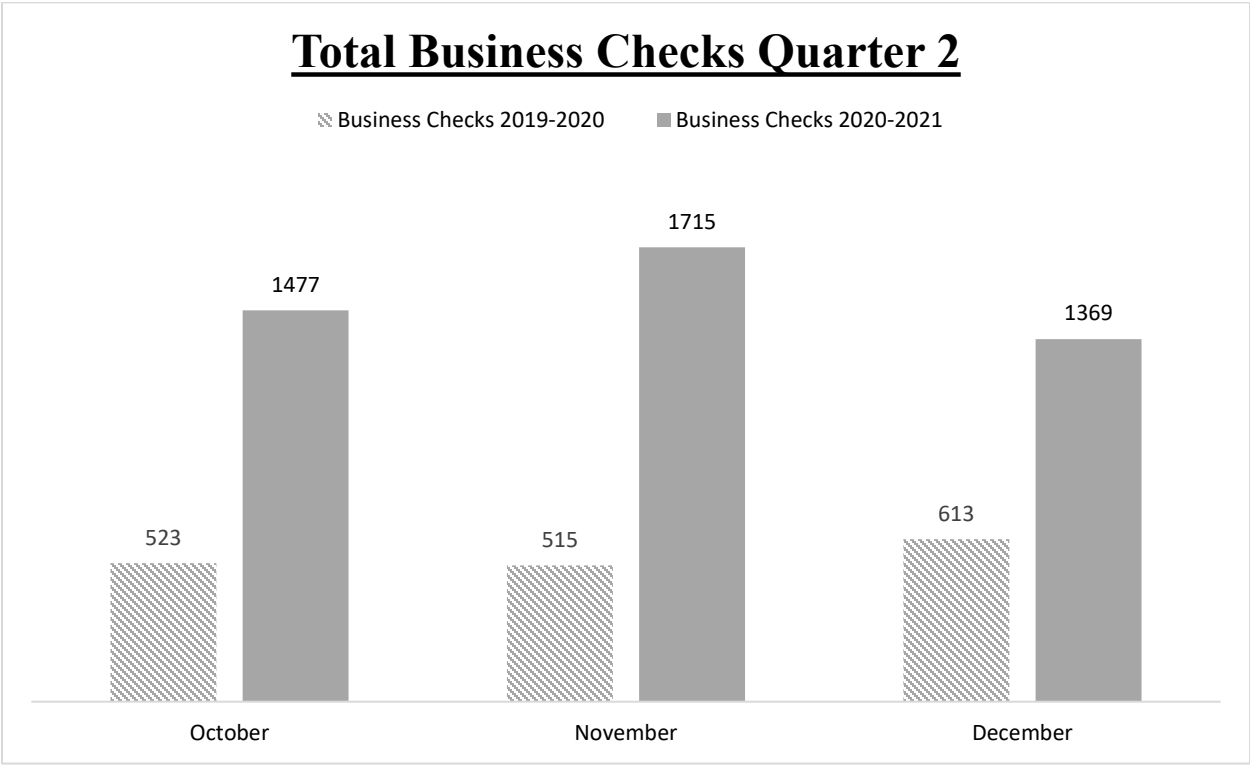
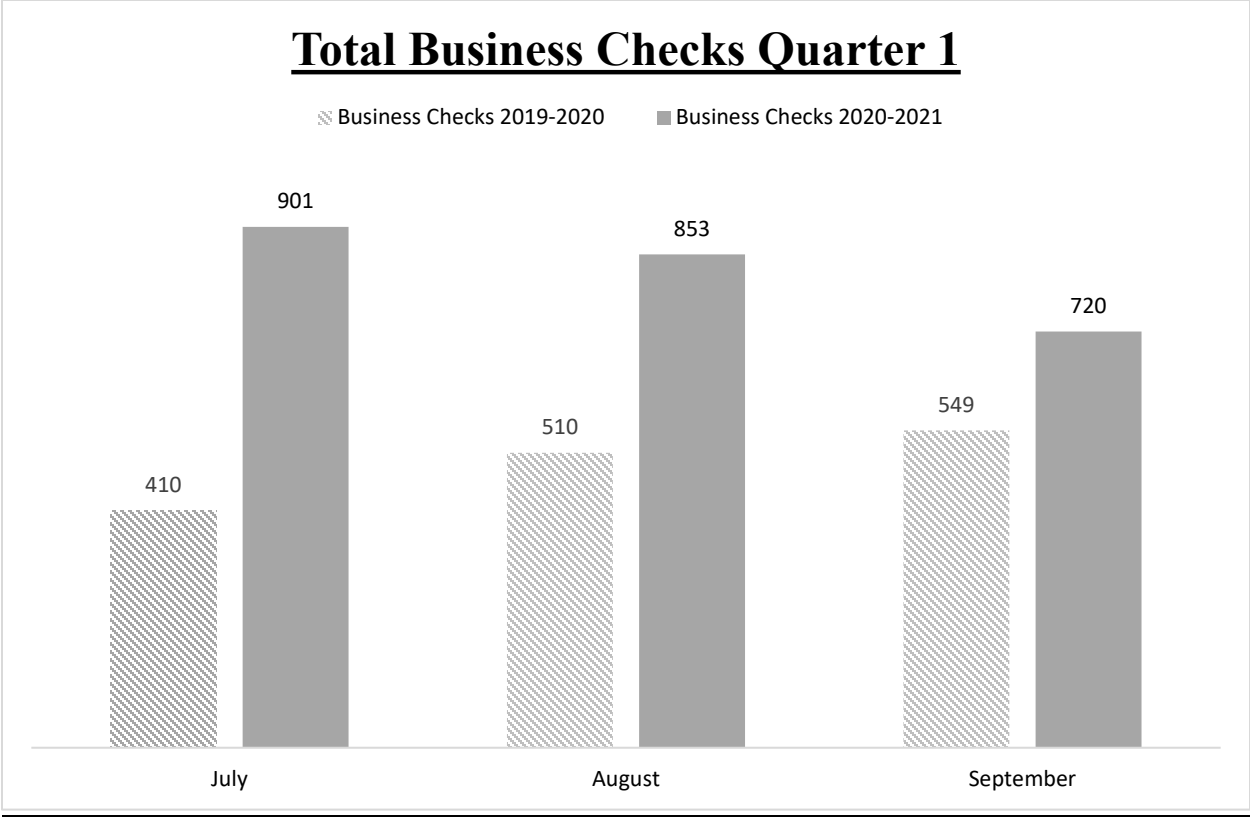


Attachment: Monthly Council Report March 21 (4906 : Police Chief)

Total Out-of-Town Calls for Service Quarter 3



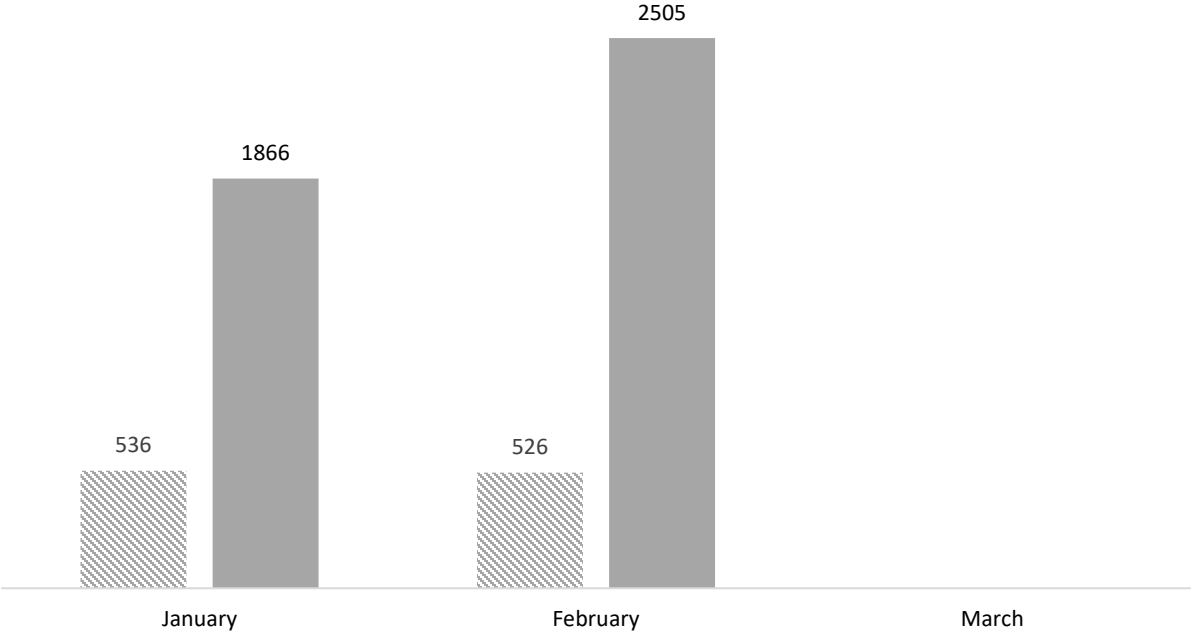
Attachment: Monthly Council Report March 21 (4906 : Police Chief)



Attachment: Monthly Council Report March 21 (4906 : Police Chief)

Total Business Checks Quarter 3

▨ Business Checks 2019-2020 ■ Business Checks 2020-2021



Attachment: Monthly Council Report March 21 (4906 : Police Chief)

January Vehicle Maintenance and Fuel Costs

Vehicle Number	Ending Milage	Fuel Costs	Maintenance Costs	Maintenance Work
1	93251	\$191.36	\$719.43	Tires/Brakes/Pads/Rotors
2	54403	\$186.06	\$0	None
3	35653	\$161.40	\$0	None
4	56611	\$122.30	\$56.68	Diagnostic Test
5	62348	\$177.71	\$0	None
6	77293	\$141.38	\$0	None
7	77844	\$51.50	\$0	None
Totals		\$1031.71	\$776.01	

December West End Speed Sign

Total # of Vehicles	Lowest Speed	Highest Speed	Average Speed	25th Percentile	50th Percentile	85th Percentile
No Data						

December East End Speed Sign

Total # of Vehicles	Lowest Speed	Highest Speed	Average Speed	25th Percentile	50th Percentile	85th Percentile
No Data						

Attachment: Monthly Council Report March 21 (4906 : Police Chief)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
March 01, 2021

Highlights:

- The financials attached actuals as of February 24, 2021.
- Continue to work on the Draft budget for FY2022.
- Met with Town Manager to review and discuss budget amendments
- Created staff report & resolution for the budget amendments for FY2021.
- Updated Business License renewal forms and update Town website with the new forms
- Answered lenders calls/emails on existing real estate balances

Town of Haymarket
Statement of Net Position
As of February 24, 2021

	Feb 24, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,982,716.48
11010 · Virginia Investment Pool	330,437.05
Total Checking/Savings	2,313,153.53
Accounts Receivable	
12000 · Accounts Receivable	149,287.52
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	149,097.74
Other Current Assets	
11499 · Undeposited Funds	102,512.11
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-7,947.03
Total Current Assets	2,454,304.24
Fixed Assets	
12500 · General Property	4,609,531.99
12600 · Rental Property	1,413,944.03
Total Fixed Assets	6,023,476.02
Other Assets	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
Total Other Assets	123,047.00
TOTAL ASSETS	8,600,827.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	32,327.47
Total Accounts Payable	32,327.47
Credit Cards	
20041 · ToH Credit Card - SONA 0269	17.39
20042 · PD Credit Card - SONA 0277	448.00
Total Credit Cards	465.39
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	15,677.30
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	57,735.50
Total Other Current Liabilities	94,616.82
Total Current Liabilities	127,409.68

Attachment: Treasurer Report & Financials for March 2021 Meeting (4907 : Town Treasurer)

Town of Haymarket
Statement of Net Position
As of February 24, 2021

	Feb 24, 21
Long Term Liabilities	
20080 · Accrued Interest Payable	7,885.75
23000 · Accrued Leave	29,760.60
25000 · General Obligation Bonds	754,300.00
25010 · Captial Leases Payable	61,658.95
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
Total Long Term Liabilities	996,354.30
Total Liabilities	1,123,763.98
Equity	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
30000 · Unrestricted Net Assets	1,998,756.38
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	6,024,743.22
33000 · Amt Long Term Obligations	-854,872.50
Net Income	322,138.18
Total Equity	7,477,063.28
TOTAL LIABILITIES & EQUITY	8,600,827.26

Attachment: Treasurer Report & Financials for March 2021 Meeting (4907 : Town Treasurer)

Town of Haymarket
Actuals vs Budget
as of 02.24.2021

	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	369,849.10	375,326.00	98.5%	
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	
3110-03 · Interest - All Property Taxes	176.81			
3110-04 · Penalties - All Property Taxes	1,286.05	1,000.00	128.6%	
Total 3110 · GENERAL PROPERTY TAXES	385,146.97	389,535.00	98.9%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	20,000.00	0.0%	Tax will be collected around early to mid May 2021
3120-02 · Business License Tax	28,642.71	154,376.00	18.6%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	83,668.05	134,000.00	62.4%	Collections up to January 31, 2021
3120-04 · Consumer Utility Tax	89,206.40	158,000.00	56.5%	Collections up to January 31, 2021
3120-05 · Meals Tax - Current	481,785.41	743,876.00	64.8%	Collected up to January 31, 2021 Meals Taxes; we currently missing 4 of 19 meals tax submissions.
3120-06 · Sales Tax Receipts	61,865.92	129,376.00	47.8%	Revenues collect up to November 30, 2020; County delayed on deposits; this is 6.3% more than what we expected as of November 30, 2020
3120-07 · Penalties (Non-Property)	3,517.78			
3120-08 · Interest (Non-Property)	34.69			
Total 3120 · OTHER LOCAL TAXES	748,720.96	1,339,628.00	55.9%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	1,225.00	4,500.00	27.2%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	586.50	1,900.00	30.9%	
3130-05 · Other Planning & Permits	14,387.55	25,000.00	57.6%	
3130-06 · Pass Through Fees	12,274.85			Pass through revenue
Total 3130 · PERMITS,FEES & LICENSESES	28,473.90	46,400.00	61.4%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	23,240.90	50,000.00	46.5%	Collection up to January 31, 2021; this revenue is lower than the expected 50% at this time per what was budgeted.
Total 3140 · FINES & FORFEITURES	23,240.90	50,000.00	46.5%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	927.33	10,000.00	9.3%	
3150-03 · Interest on Bank Deposits	3,262.76	10,000.00	32.6%	
Total 3150 · REVENUE - USE OF MONEY	4,190.09	20,000.00	21.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	828.33	828.00	100.0%	Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	5,080.79	6,792.50	74.8%	
3151-04 · Suite 210 LF Security	6,225.34	10,433.00	59.7%	
3151-06 · Suite 204 MAC-ISA	4,480.00	6,720.00	66.7%	
3151-07 · Haymarket Church Suite 206	22,379.84	33,570.00	66.7%	
3151-08 · 15020 Washington Realty	19,762.50	32,937.50	60.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	14,313.60	20,851.00	68.6%	
3151-11 · Cupcake Heaven and Cafe LLC	21,757.56	32,797.00	66.3%	
3151-12 · Haymarket Coffee Company LLC	5,450.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	100,277.96	144,929.00	69.2%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	54.73			
3160-01 · Public Safety				
3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%	

Attachment: Treasurer Report & Financials for March 2021 Meeting (4907 : Town Treasurer)

Town of Haymarket
Actuals vs Budget
as of 02.24.2021

3160-05 · Laney Detail	100,365.00	71,650.00	140.1%	We have begun to invoice Laney Construction at \$52.50 hourly rate for the detail work
Total 3160-01 · Public Safety	103,065.00	74,215.00	138.9%	
Total 3160 · CHARGES FOR SERVICES	103,119.73	74,215.00	138.9%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	19,028.57	20,000.00	95.1%	
3165-02 · Farmer's Market	175.00			
3165-03 · Town Ornaments	4,613.00			Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	23,816.57	20,000.00	119.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-1.74	0.00	100.0%	
3180-01 · Citations & Accident Reports	10.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%	Reimbursement for damaged Light pole
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
3180 · Miscellaneous - OTHER	167.60	0.00	0.0%	Refund from Sheehy of Warrenton
Total 3180 · MISCELLANEOUS	5,258.60	4,783.00	109.9%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	15,774.00	31,548.00	50.0%	2 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%	
3200-05 · Communications Tax	47,521.34	117,000.00	40.6%	Collections up to November 30, 2020; Revenue source is lower than expected at the 5 month mark
3200-06 · Department of Fire Programs	10,000.00	0.00	100.0%	Additional revenue funds not budgeted
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,300.21	1,500.00	86.7%	
3200-14 · Pedestrian Improvement Grant	43,090.34	68,945.00	62.5%	
3200 · Revenue From Commonwealth - Other	3,362.00	3,362.00	100.0%	DCJS Additional Funds for PD (Retention/Recruitment/Criminal Justice reform)
Total 3200 · REVENUE FROM COMMONWEALTH	139,767.48	240,982.00	58.0%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	3,084.99	14,000.00	22.0%	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	139,555.00	0.0%	
	1,565,098.15	2,484,027.00	63.0%	
Gross Profit	1,565,098.15	2,484,027.00	63.0%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	1,075.21	2,000.00	53.8%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	14,125.00	26,000.00	54.3%	
Total 11100 · TOWN COUNCIL	15,200.21	31,750.00	47.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	178,831.23	296,000.00	60.4%	
1211003 · Salaries/Wages - Part Time	5,322.00	20,000.00	26.6%	
1211004 · FICA/Medicare	14,630.85	28,197.00	51.9%	
1211005 · VRS	20,949.66	39,657.00	52.8%	
1211006 · Health Insurance	20,660.61	49,195.00	42.0%	
1211007 · Life Insurance	2,442.20	3,967.00	61.6%	
1211008 · Disability Insurance	1,231.24	2,631.00	46.8%	
1211009 · Unemployment Insurance	2,841.15	2,800.00	101.5%	
1211010 · Worker's Compensation	256.00	400.00	64.0%	
1211011 · Gen Property/Liability Ins.	14,123.00	15,000.00	94.2%	Front loaded cost to Town
1211012 · Accounting Services	4,324.22	8,000.00	54.1%	
1211014 · Printing & Binding	4,072.21	8,298.00	49.1%	

Attachment: Treasurer Report & Financials for March 2021 Meeting (4907 : Town Treasurer)

Town of Haymarket
Actuals vs Budget
as of 02.24.2021

1211015 · Advertising	4,582.22	9,000.00	50.9%
1211016 · Computer, Internet & Website Svc	8,303.26	23,650.00	35.1%
1211017 · Postage	2,639.68	4,000.00	66.0%
1211018 · Telecommunications	3,252.22	7,500.00	43.4%
1211019 · Mileage Allowance	0.00	1,000.00	0.0%
1211020 · Meals & Lodging	315.99	2,000.00	15.8%
1211021 · Convention & Education	1,590.00	6,000.00	26.5%
1211022 · Miscellaneous	0.00	1,000.00	0.0%
1211024 · Books, Dues & Subscriptions	9,298.01	16,000.00	58.1%
1211025 · Office Supplies	2,027.85	6,500.00	31.2%
1211026 · Equipment Rental	2,716.56	4,075.00	66.7%
1211030 · Capital Outlay-Machinery/Equip	1,637.50	10,000.00	16.4%
Total 12110 · TOWN ADMINISTRATION	306,047.66	564,870.00	54.2%
12210 · LEGAL SERVICES			
1221001 · Legal Services	38,041.46	70,000.00	54.3%
1221002 · Legal - Pass Through Fees	2,608.60		
Total 12210 · LEGAL SERVICES	40,650.06	70,000.00	58.1%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	16,000.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%
Total 01 · ADMINISTRATION	361,897.93	682,620.00	53.0%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	228,551.76	398,405.00	57.4%
3110003 · Salaries & Wages - OT Premium	5,164.61	20,000.00	25.8%
3110004 · Salaries & Wages - Holiday Pay	10,284.49	14,000.00	73.5%
3110005 · Salaries & Wages - Part Time	23,522.14	37,000.00	63.6%
3110006 · Salaries & Wages - VDOT	2,430.00	2,365.00	102.7%
3110007 · Salary & Wages - DMV Grant	6,532.01	13,300.00	49.1%
3110008 · Salaries & Wages - Laney Detail	83,553.21	64,485.00	129.6%
31100010 · Salaries & Wages - Bonus	5,500.00	5,500.00	100.0%
31100011 · Salaries & Wages - Recruit. Bonus	0.00	3,000.00	0.0%
3110020 · FICA/MEDICARE	26,615.51	41,591.00	64.0%
3110021 · VRS	26,056.97	45,816.00	56.9%
3110022 · Health Insurance	29,991.78	50,919.00	58.9%
3110023 · Life Insurance	3,234.97	5,652.00	57.2%
3110024 · Disability Insurance	1,137.72	2,000.00	56.9%
3110025 · Unemployment Insurance	2,571.75	3,000.00	85.7%
3110026 · Workers' Compensation Insurance	19,185.00	16,450.00	116.6%
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%
3110028 · Legal Services	14,780.40	24,000.00	61.6%
3110032 · Computer, Internet & Website	3,407.07	11,000.00	31.0%
3110033 · Postage	57.40	500.00	11.5%
3110034 · Telecommunications	6,113.71	10,000.00	61.1%
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%
3110038 · Convention & Edu. (Training)	829.48	5,000.00	16.6%
3110040 · Annual Dues & Subscriptions	12,739.33	13,000.00	98.0%
3110041 · Office Supplies	2,884.40	5,000.00	57.7%
3110042 · Vehicle Fuels	8,699.89	16,000.00	54.4%
3110043 · Vehicle Maintenance/Supplies	6,450.26	11,000.00	58.6%
3110045 · Uniforms & Police Supplies	5,567.44	20,000.00	27.8%
3110056 · Capital Outlay-Machinery/Equip	31,592.38	31,592.00	100.0%

Legal invoiced for Services up to January 31, 2021

Annual Audit completed and addtinal funds were needed for PD W/C
Front loaded cost to Town

Front loaded cost to Town

2 of 2 payments have been made

Attachment: Treasurer Report & Financials for March 2021 Meeting (4907 : Town Treasurer)

Town of Haymarket
Actuals vs Budget
as of 02.24.2021

Total 31100 · POLICE DEPARTMENT	576,031.68	879,375.00	65.5%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	576,031.68	894,375.00	64.4%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	43,158.72	86,625.00	49.8%	Trash services up to January 31, 2021
Total 43200 · REFUSE COLLECTION	43,158.72	86,625.00	49.8%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	31,531.16	119,783.00	26.3%	
4310002 · Maint Svc Contract-Pest Control	620.00	3,000.00	20.7%	
4310003 · Maint Svc Contract-Landscaping	17,937.42	35,000.00	51.3%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	3,100.00	6,500.00	47.7%	
4310007 · Electric/Gas Services	9,882.23	16,500.00	59.9%	
4310008 · Electrical Services-Streetlight	2,989.71	5,500.00	54.4%	
4310009 · Water & Sewer Services	1,386.75	3,000.00	46.2%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,255.75	2,500.00	50.2%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	74,031.39	200,783.00	36.9%	
Total 04 · PUBLIC WORKS	117,190.11	289,621.00	40.5%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	904.80	20,000.00	4.5%	
Total 70000 · HAYMARKET COMMUNITY PARK	904.80	20,000.00	4.5%	
71110 · EVENTS				
7111001 · Advertising - Events	547.92	0.00	100.0%	
7111003 · Contractural Services	3,331.13	10,000.00	33.3%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	9,312.93	20,000.00	46.6%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	934.79	2,200.00	42.5%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	566.32	1,700.00	33.3%	Civil War Trails Plaque
Total 72200 · MUSEUM	1,501.11	5,150.00	29.1%	
Total 07 · PARKS, REC & CULTURAL	11,718.84	45,150.00	26.0%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,695.00	5,670.00	29.9%	
8110002 · FICA/Medicare	135.02	500.00	27.0%	
8110003 · Consultants - Engineer	9,198.23	30,000.00	30.7%	
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	216.40	1,500.00	14.4%	
8110009 · Engineer - Pass Through	9,325.00	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	20,569.65	53,620.00	38.4%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,335.00	5,830.00	22.9%	
8111002 · FICA/Medicare	102.13	850.00	12.0%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,437.13	8,680.00	16.6%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	0.00	98.00	0.0%	

Attachment: Treasurer Report & Financials for March 2021 Meeting (4907 : Town Treasurer)

Town of Haymarket
Actuals vs Budget
as of 02.24.2021

8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	1,923.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	22,006.78	64,223.00	34.3%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.3%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	16,234.13	16,500.00	98.4%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	174,534.13	182,644.00	95.6%	
Total 09 · NON-DEPARTMENTAL	174,534.13	182,644.00	95.6%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	46,223.01	229,500.00	20.1%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.03			
Total EMPLOYEE BENEFITS	-0.03			
Total 94105 · PERSONNEL	-0.03			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
94107 · BLIGHT MITIGATION - Other	171.24			for Public Notice
Total 94107 · BLIGHT MITIGATION	171.24	40,000.00	0.4%	
94108 · Capital Improvement Funds Expens	0.00	55,894.00	0.0%	
Total Expense	1,309,773.69	2,484,027.00	52.7%	
Net Ordinary Income	255,324.46	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%	2nd Cares Act funds have been received by Town from the County
Total Other Income	295,452.00	295,452.00	100.0%	
Other Expense				
97000 · CARES Act Expenses	228,638.28	295,452.00	77.4%	Vouchers and Grants have been turned into the IDA and will be disbursed to businesses
Total Other Expense	228,638.28	295,452.00	77.4%	
Net Other Income	66,813.72	0.00	100.0%	Net income of CARES Act funds
Net Income	322,138.18	0.00	100.0%	Total net income/loss of both Operational Budget and CARES Act budget combined

Attachment: Treasurer Report & Financials for March 2021 Meeting (4907 : Town Treasurer)

Town Planner Task List February 2021

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
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Architectural Review Board

ARB Meeting for February Canceled due to lack of quorum and no agenda items aside from training.

Transform Power Yoga	Hunting Path Road	Emily	Dec-20		3/1/2021		Transform Power Yoga received approval on their architectural master plan for their new facility on Hunting Path Road
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Gateway Signs
Town Planner will bring the previously approved designs (ARB Approved) to the new Board for a discussion and plan for the next steps

"LOVE" Sign
Town Planner will work with the ARB to develop a plan/program for a Virginia LOVE sign to be installed in Town

ARB Bylaws and Historic Guideline Updates
The Architectural Review Board has approved their By-Laws at the June 2020 meeting. Staff will work with the new ARB Liaison and the Town Council to determine the next steps for the By-Laws and to start the Guideline updates

Board of Zoning Appeals

Board of Zoning Appeals voted to overturn the Zoning Administrator's determination. Council will discuss the outcome at the meeting.

Planning Commission

Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	Planning Commission held a public hearing for the Crossroads Village Center SUP's for 78 additional townhouse units and a drive-thru Starbucks facility. There was one citizen comment read into the record and no other public comments. The applicant, Staff and Commission discussed the applications and concerns regarding them. The full staff report can be found in the Feb. Planning Commission Agenda. Staff will meet with the applicant on 2/24/2021 to discuss the application and Commission feedback.
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Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant received final approval on the site plan. The subdivision plan will be recorded at PWC Court. A grading permit will be issued once all bonds and agreements are accepted.
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Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie					Town Planner and Engineer reviewing the first submission of the site plan
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Karter School Site Plan	14850 Washington Street	Emily/Katie					Karter School has received the second round of comments from the Town Engineer. The KS Site Plan will go before the Planning Commission in March to discuss.
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Zoning Text Amendment
Working with the Commission on the Zoning Text Amendment. Next work session is March 15th at 6:00 pm

Comprehensive Plan
Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in 2021, following the Zoning Text Amendment.

Prince William County (1 Mile Review)

Awaiting 2nd submissions of County Review Projects

Staff

Zoning Determination	The Bean's applied for a Zoning Determination on 6712 B Jefferson Street. Worked with Town Attorney to respond and provide a Zoning Determination. Bean's are appealing the Zoning Determination						
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Attachment: Town Planner Report February 2021 (4908 : Town Planner)

Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper. UPDATE: Owner is working on a plan to fix the structure, to include pulling building permits	
Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment discussion	
Newsletter	Next Newsletter will be mailed out in March	
Museum	A historic tour has been scheduled for August 2021	
Ornament	Ornaments have been delivered and are actively for sale.	
New/Old Business Updates		
Parrando's	15125 Washington St.	A New Business has started the process to pull building permits to do a tenant fit-out in the Bloom Building, previous Cupcake Heaven space. The applicant has started the JOE Program with the County
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: awaiting County Response	

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
McDonalds	Katie/Emily	2/12/2019	2/22/2021	Applicant		-PC conditionally approved plan 4/22/19 -Plan resubmitted for review 11/10. -Minor Comments provided 12/14 -Coordinating with applicant on comment questions
Robinson Village	Katie/Emily	8/13/2020	2/18/2021	Applicant		-Third submission approved 2/8/21. Applicant to post bonds
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	2/17/2021	Applicant		-Town E&S inspections ongoing
Pedestrian Improvements Project	Katie	7/14/2014	2/16/2021	Contractor		-Coordinating underdrain repairs and inspection videos for project closeout -As-builts to be submitted by Contractor
Jefferson Street Drainage	Katie	12/15/2020	2/10/2021	N/A		-Report summarizing findings of research regarding drainage submitted. Homeowners are responsible for maintenance of facility
Karter School	Katie/Emily	8/20/2020	2/9/2021	Applicant		-Site plan 2nd submission comments provided 1/29/21. -Coordinating with applicant on review comments

Attachment: 2021-02 Feb Engineer's Reports_KMM (4909 : Town Engineer)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Robinson's Paradise	Katie/Emily	1/4/2021	1/28/2021	Applicant		-Met with applicant engineer 1/28/21 to discuss requirements
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	1/28/2021	Katie		-Engineering first submission review comments due to applicant
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
Low Activity Projects						
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant		-Final approval signatures 11/21/19 -Bonds to be posted
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: 2021-02 Feb Engineer's Reports_KMM (4909 : Town Engineer)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Low Activity Projects						
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA		-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments with outside agencies for resubmission to Town -Meter info to be provided

Attachment: 2021-02 Feb Engineer's Reports_KMM (4909 : Town Engineer)