



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, August 3, 2015

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Consent Agenda

#### A. Minutes Acceptance

- i. Mayor and Council - Special Meeting - Jun 10, 2015 7:00 PM
- ii. Mayor and Council - Work Session - Jun 29, 2015 5:00 PM
- iii. Mayor and Council - Regular Meeting - Jul 6, 2015 7:00 PM

#### B. Department Reports

- i. Police Report - Greg Smith, Interim Chief of Police
- ii. Main Street Coordinator's Report - Denise Hall
- iii. Town Engineer's Report - Holly Montague
- iv. Treasurer's Report - Sherrie Wilson

#### C. Salary Adjustment Proposal

#### D. Award of Lease of Public Lands to Operate Electric Power

### 6. Agenda Items

- A. Initiate Zoning Text Amendments
- B. Dominion Virginia Power 230 KV Transmission Lines
- C. Town Properties
- D. Mr. Ring Residency
- E. Town Manager's Report - Brian Henshaw
- F. Request to Waive Spending Policy

### 7. Closed Session

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

### 8. Councilmember Time

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

### 9. Adjournment



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Wednesday, June 10, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

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

### 2. Agenda Items

#### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711

A 7. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, specifically actual litigation Blue Sky Events, LLC vs. Town of Haymarket

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Pam Swinford, Councilwoman
<b>AYES:</b>	Swinford, Woods, Pasanello, Aitken, Leake
<b>ABSENT:</b>	Matt Caudle, Chris Morris

#### B. Certification of Closed Session

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

Minutes Acceptance: Minutes of Jun 10, 2015 7:00 PM (Minutes Acceptance)

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

### 3. Adjournment

#### A. Motion to Adjourn

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Pam Swinford, Kurt Woods, Joe Pasanello, Steve Aitken  
**ABSENT:** Matt Caudle, Chris Morris

Submitted:

Approved:

\_\_\_\_\_  
 Jennifer Preli, Town Clerk

\_\_\_\_\_  
 David Leake, Mayor

Minutes Acceptance: Minutes of Jun 10, 2015 7:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 29, 2015

5:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 5:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

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

### 2. Agenda Items

#### A. Dominion VA Power 230 KV Transmission Lines

The Town Manager provides an brief update with regard to the Dominion Virginia Power 230KV Transmission Lines. Letters went out to the public announcing an open public information session sponsored by Dominion will be held on July 15, 2015 at Battlefield High School, 5:00 PM

The Mayor requests that this matter be placed on all future agendas of the Town Council.

The Council requests a special meeting for Tuesday, July 14, 2015 at 7:00 PM

#### B. Draft Town Council Agenda - July 6, 2015

### 3. Closed Session

#### A. Enter into Closed Session

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

A3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically lease negotiations for 15026 Washington Street

A7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; specifically Blue Sky Events LLC vs. Town of Haymarket

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

#### B. Certification of the Closed Session

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

Minutes Acceptance: Minutes of Jun 29, 2015 5:00 PM (Minutes Acceptance)

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

**C. Closed Session Directive**

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

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

## 4. Adjournment



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, July 6, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

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

### 2. Invocation

The invocation is given by Councilman Joe Pasanello

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Consent Agenda

Move to adopt the consent agenda

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Steve Aitken, Vice Mayor
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Aitken
<b>ABSENT:</b>	Pam Swinford

#### A. Department Reports

- i. Engineer's Report - Holly Montague, PE
- ii. Police Report - Interim Police Chief Greg Smith
- iii. Building Official's Report - Joe Barbeau, Jr.
- iv. Main Street Coordinator Report - Denise Hall
- v. Treasurer's Report - Sherrie Wilson
- vi. Town Manager's Report - Brian Henshaw

#### B. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - Jun 1, 2015 7:00 PM
- ii. Committee - Personnel - Committee - May 26, 2015 1:30 PM
- iii. Committee - Events - Committee - Jun 17, 2015 10:00 AM
- iv. Committee - Events - Committee - Jun 8, 2015 10:00 AM
- v. Committee - Finance - Committee - May 27, 2015 2:00 PM

#### C. Iceplex Expansion

#### D. Change Order - Town Center Master Plan

#### E. Ordinance Amendment - Chapter 19 Haymarket Town Code

#### F. ARB Appointments

#### G. FY 2016 Budget Appropriations

### 6. Agenda Items

- A. Swearing in of Ken Luersen to the ARB
- B. Ordinance - Outdoor Events

Minutes Acceptance: Minutes of Jul 6, 2015 7:00 PM (Minutes Acceptance)

Move to repeal Sections 7 & 8 of the 14<sup>th</sup> Chapter of the Town Code and enact Chapter 15- Outdoor Events by adopting Ordinance #2015-007

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Aitken
<b>ABSENT:</b>	Pam Swinford

### C. Dominion VA Power 230 KV Transmission Lines

Dominion Virginia Power will be holding a public information session on July 15, 2015 5:00 PM - 8:00 PM at Battlefield High School regarding the Gainesville/Haymarket 230 KV Transmission Line preferred routes. The Prince William County Board of Supervisors will be considering a resolution at the meeting on July 14, 2015 @ 2:00 PM. The Town Council would like to schedule a special meeting for 7 PM on the 14th to consider the BOCS's resolution and consider their own resolution.

## 7. Councilmember Time

### A. Pam Swinford

Councilwoman Swinford is absent this evening

### B. Steve Aitken

Vice Mayor Aitken stresses his support of the salary adjustments and he is ready to vote on them tonight, but understands the other members desire to wait until August. He does not think it should wait any longer than a month however. He does not believe we need to address the benefits factor, that can come later.

### C. Matt Caudle

He ran into a resident who is very concerned about the conditions of some of the properties on Washington Street.

### D. Kurt Woods

Councilman Woods also stresses his support of the salary adjustment as it was proposed in the work session and in committee. There has been a lot of work put into it. He does not support changing it at this time. It is well research and well defended as it was presented. He would suggest that if we can come to an agreement that we bring it up at the special meeting July 14.

### E. Chris Morris

Councilman Morris agrees with Councilman Woods, he would like to see the salary adjustment on July 14 because he will most likely not be at the August 3 Council meeting. He does think the salary adjustment proposed needs a little work as far as the base salary is concerned. His only objection is that the starting salary amounts really need to reflect what they should actually be. He thanks the police again for their great work in the community.

### F. Joe Pasanello

There are some items he feels are outstanding from the salary adjustment proposal. He thinks there could be some tweaking, but ultimately it is the Council's decision. He reminds that it has been a year for this Council and it is a great time to reflect. He thinks we should recognize what has been done over the last year, at the August meeting.

### G. David Leake

Mayor Leake reflects over the last year. A lot of goals were met and made a lot of new ones. He is pleased with the direction and the support of the staff. He attending the Willing Warriors ribbon cutting over the weekend, it was a very unique and moving event.

## 8. Adjournment

### A. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Aitken
<b>ABSENT:</b>	Pam Swinford

Submitted:

Approved:

\_\_\_\_\_  
 Jennifer Preli, Town Clerk

\_\_\_\_\_  
 David Leake, Mayor

Minutes Acceptance: Minutes of Jul 6, 2015 7:00 PM (Minutes Acceptance)





TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 08/03/15

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**ATTACHMENTS:**

- August 2015 Police Report (PDF)
- Crime Report Table June 2015 (PDF)
- Commendation - Jason Davis (PDF)
- 2015 NNO (PDF)

Activity	June	April	May
Mileage	3659	3280	4774
Parking Tickets	39	9	3
Uniform Traffic Summonses	43	46	74
Criminal Felony	0	1	1
Criminal Misdemeanor	7	5	10
Reports	9	10	13
Complaints/Incidents	31	67	52
Crashes	3	4	1
Hours Worked	1171	1243.15	1254.25

Haymarket Police Department Staff participated in the following:

- Community Policing at Ice Plex with student hockey teams
- Performed Mini License Checking Detail
- Assisted with traffic for event

**Incident or Complaint Types:**

Suspicious Persons	6	Suspicious Vehicles	8
Trespassing	0	Hit and Run	1
Assist other Agency	16	Crashes	3
Domestic Disputes	0	Motorist Assist	5
Assault	0	Welfare Check	1
Citizen Assist	1	Traffic Obstruction	0
Alarms	3	Parking Violation	1
Disorderly	2	BOL	1
Vandalism	2	Shoplifting	0
Business Check	13	Larceny	0
Foot Patrol	11	Burglary	1
Open Door	0	Missing Person	0
Emerg. Cust. Order	0	Runaway	0
Medical Emergency	0	Fire	0
Drugs	1	DUI	1
DUID	0	Solicitor	0
Public Intoxication	0	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	0	Forced Entry	0
Property Check	0	Disabled Vehicle	0
RR Crossing Problem	0	Panhandling	0
Annoy/Threat Calls	0	Identity Theft/Fraud	0
Contributing to minor	0	False ID to Police	0
Possible Gunshot	0	Civil Dispute	0
Medical Call	0	Barking Dogs	0
Possible Gas Leak	0	Animal Call Snake	1
Inmate Transfer	0	Suicide Threat	0
Lock Out of Vehicle	0	Pedestrian Struck	0
911 Hang Up	0	Animal Bite (Dog)	0
Text while driving	1	Checking Detail (License)	1

Attachment: August 2015 Police Report (2477 : Police Report)

## HAYMARKET POLICE DEPARTMENT MONTHLY SUMMARY OF KEY INCIDENTS AND ARRESTS

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Unlawful Entry	06/04/2015	10:45 am	6800 Block Saint Paul Dr	Reported that someone allegedly entered the home using a hidden key not realizing someone was at home. Suspect exited through rear door. Nothing was taken. No suspect information at this time.
Vandalism (Unfounded)	06/05/2015	7:00 – 7:30 pm	Sheetz	Reported that while victim's vehicle was parked at Sheetz someone caused damage to driver's side. Upon review of security camera footage it was determined damage did not occur at this location.
Vandalism	06/12-06/13/2015	Noon – 9:30 am	6900 Block Little John Ct	Reported that while victim's vehicle was parked in front of his home someone knocked the side mirror off of vehicle. No suspect information at this time.
Possession of Marijuana	06/12/2015	6:41 pm	Jefferson & Payne	Traffic stop for improper tag and inspection resulted in 1 adult male arrested for Possession of Marijuana.
Possession of Marijuana, Drive while Revoked, Underage Possession of Alcohol, DIP, and Contributing to Minor, Speeding, Fail to stop for Police, False Information to Law Officer, and Curfew Violation	06/13/2015	3:02 am	Caboose & Southern Crossing	Traffic stop for speeding resulted in 1 adult male arrest for Possession of Marijuana, Drive Revoked, and Contributing, Speeding, Fail to stop; 1 adult female arrest for DIP, Underage Possession of Alcohol, Contributing and False ID to Law Officer. 1 juvenile was cited for Curfew Violation and Underage Possession of Alcohol
Unlawful Entry	06/22/2015	12:15 pm	14800 Block Gap Way	Reported that unidentified female entered home through rear door while resident was at home. When intruder was questioned claimed she wanted to use phone. Warrant was obtained and 1 adult female was arrested for Unlawful Entry
Possession of Marijuana	06/28/2015	8:19 pm	Washington and Costello Way	Traffic stop for speeding resulted in 1 juvenile cited for Possession of Marijuana and transported home where he was released to his parent
Hit and Run	06/23/2015	7:00 am – 4:30 pm	CVS Parking Lot	Reported that someone struck vehicle while parked. No suspect information available at this time.



(This contains key events and should not be considered all-inclusive. Traffic crashes are not normally included)

Attachment: Crime Report Table June 2015 (2477 : Police Report)

HAYMARKET POLICE DEPT.  
5026 Washington Street  
Haymarket, Virginia 20169



703-753-2700  
Fax 703-753-1954  
www.townofhaymarket.org  
Facebook: Haymarket Police Dept

July 17, 2015

TO: Officer Jason M. Davis  
FROM: Interim Chief G. P. Smith *GP*  
RE: Commendation

The attached card was received from Gill and Peter Hosie, New Zealanders touring the United States, expressing appreciation for recently assisting them change a tire on their travel trailer.

It is obvious the help to international travelers left a positive impression. I found it notable that day when Mrs. Hosie commented that law enforcement officers in the United States have been subject to such harsh criticism, which eclipse good deeds like this, that happen daily. It is rewarding to know a half-hour's worth of time and ambassadorship will undoubtedly be mentioned far beyond the boundaries of our little community.

Keep up the good work!

CC: Mayor and Town Council

Attachment: Commentation - Jason Davis (2477 : Police Report)

one visit New Zealand  
some day. look us up

connections  
from  
Hallmark

Hallmark Cares  
Visit Hallmark.com/ourplanet  
THIS CARD IS MADE WITH PAPER FROM  
WELL-MANAGED FORESTS.



3.57  
GTY 895J

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hosie@gmail.com

If it werent for  
Great  
People  
like you...

To Greg + Jason

A very special thank you to you both for your assistance helping us to change the tyre on our travel trailer. We were in a very stressful situation in a country which isn't our home, and you both so kindly assisted your willingness, expertise & tools were so much appreciated. Greg sorry we delayed you buying your lunch! If either of you ever travel overseas to our country we hope a New Zealanders would so willingly assist you.

...There  
wouldn't be  
**GRATEFUL**  
**PEOPLE!**  
like me!  
US!

Thank you from some grateful Kiwis.

Regards

Gill + Peter Hoisie

# National Night Out

Haymarket Event

**Tuesday August 4<sup>th</sup> 5PM-9PM**

## **Highlights & Activities:**

- Meet and greet with all Town PD staff
- Dunk tank for charity (Evergreen VFD to fill and empty)
- Live music
- Drawing for bicycle give away
- Hula Hoop contest
- Papa John's pizza
- Drinks and snacks
- NNO goodies for kids; info for adults

## **Anticipated Participants:**

- MADD representative
- Various elected Town officials and staff
- Evergreen Fire and Rescue
- Members of Supervisor Candland's staff
- Tim Judd and bloodhound
- VSP Trooper Rodgers
- PWC motorcade with McGruff (est arrival 7:30)
- PWC Fire and Rescue (if available)
- Red Cross (if available)
- ADT (National Sponsor)
- Gainesville Towing
- Representative Comstock (invited but has not confirmed)
- Calling All Souls – Homeless Advocacy

Attachment: 2015 NNO (2477 : Police Report)



TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator's Report  
 DATE: 08/03/15

### **Haymarket Day 2015**

The Town of Haymarket will host its annual Haymarket Day on Saturday, September 19<sup>th</sup> from 9 am until 4 pm. This year's theme is, "Haymarket... Everyone's Hometown."

- Our Grand Marshal this year in honor of our theme, will be our Town's historian Sarah Turner represented by her son James Shepard
- Foster's Grille will sponsor a hot dog eating contest
- The Very Thing for Her will have its first children's fashion show
- Dominion Women's Club will sponsor "The Haymarket Day Pub" located on the front lawn of Details for the Home
- Our music headliner will be country-rock, Hackens Boys
- Face painting by Imagine Entertainers
- Live dance and fitness demonstrations by various gyms & dance companies.
- Rock climbing wall sponsored by QBE and the National Capital Area Boy Scouts of America

### **The American Civil War Exhibit "Blue & Grey... 150 Years"**

The Haymarket Museum will have its first Civil War exhibit every weekend starting Saturday, August 8<sup>th</sup> thru Sunday, August 30<sup>th</sup>. The exhibit will commemorate the 150<sup>th</sup> anniversary of the most divided time in history of our nation. Visitors will get the opportunity to learn about the role Haymarket played during the Civil War and how it affected the people of the "Town." Read the diary of Haymarket enlister, William Randolph Smith, of company F of the 17<sup>th</sup> Regiment of the VA Infantry as well as letters sent home from other enlisted soldiers. You'll see on display many of the items used in the "day and life" of a soldier. Also on display will be replicated Union and Confederate jackets and hats.

### **Coffee & Conversation**

The next Town business social is scheduled for Monday, August 17<sup>th</sup> at 8:30 am.

Discussion topics include:

- Haymarket Day
- Business Appreciation Month
- Updates from our Town Planner/Zoning Administrator
- Updates from our Interim Chief of Police

### **Group Therapy & Associates**

Group Therapy & Associates would like to partner with the Town and other wellness focused businesses in a quarterly "Town Hall" health & wellness panel discussion. The health & wellness panels would be held once each season and talk about a relatable topic. The first panel discussion will take place on Saturday, November 21<sup>st</sup> from 10 am until 11:30 am. The workshop will focus on the holidays and how to manage stress during the holidays while continuing to make healthy eating choices.

### **Museum Visitors**

June - 54 visitors





TO: Town of Haymarket Town Council  
 SUBJECT: Town Engineer's Report  
 DATE: 08/03/15

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### Enhancement Project

- All outstanding work orders for material and labor have been received and approved. All progress invoices have been received.
- While the final invoice has not been prepared at this time due to some outstanding coordination with the Contractor, it appears that the project will come in approximately \$140,000 +/- under the original bid amount. This amount includes all approved work orders but does not include budgeted contingency that was not used and does not include any Liquidated Damages.
- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion. At the writing of this report, there are no agreed upon claims for Request for Time Extension.
- At a meeting with Finley on July 22, Finley stated they are interested in negotiating a settlement on the Liquidated Damages. I advised that their attorney contact our attorney to discuss.
- Also at the meeting with Finley on July 22, we went over outstanding items:
  - I advised that the raking to remove the rock and re-establishing the grass in the buffer strip was not sufficient and needed to be re-done, using topsoil as needed.
  - Finley provided a report on why they believe the driveway aprons have the spalling/scaling/flaking (they believe it is due to de-icing materials used in the winter). Before reading the report I stated I believe that it is due to improper screeding/too much water being used during the finishing. I am in the process of reviewing the report and coordinating with the VDOT inspectors on a response.
  - Finley had instructed their concrete contractor to repair the concrete header with signs of cracking before the meeting. I informed them that one hour prior to the meeting it had not been repaired and a visual inspection after the meeting also showed it had not been corrected.

### I-66/Rte 15 Interchange

- Work within the Right of Way between I-66 and Heathcote Blvd. is tentatively scheduled to begin in August. In order for work to begin, federal approvals and the NEPA document (an environmental document) approvals must be received.
- VDOT is hoping to hold a "Pardon Our Dust Meeting" the second week of August. The timing of holding this meeting is dependent on receiving the above mentioned approvals. When the Town receives notice of this meeting, we will post it to our website and Facebook page.



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 08/03/15

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- The current year Profit & Loss report is attached.
- The Town's CPA Consultant, Mary Earhart, will work with the Town Staff on August 25<sup>th</sup> to help prepare for the annual Audit scheduled to take place in September. After the Audit is complete, a report will be provided showing the Auditors results.
- I am still following up on several Businesses in the Town that have not filed for their 2015 Business License, which were due April 30<sup>th</sup>. and approximately \$6,300.00 in unpaid Real Estate Taxes. Notifications and collection efforts continue to all those in violation.
- The Finance Committee met on July 22<sup>nd</sup>. Topics of discussion were beginning of Fiscal Year Profit & Loss, Update on A La Carte Taxes, update on Town Event sponsorship and monies, Bank funds successfully moved, an update on the current balance of the Virginia Investment Pool monies, Harrover property cleanup, and Salary Adjustment.
- The Town did move funds from The Fauquier Bank Money Market Account, and transferred those funds to Sona Bank. This relocation of funds will benefit the Town's financial investment greatly. For example, monthly interest at The Fauquier Bank was approximately \$230/month. Whereas, monthly interest at Sona Bank will yield approximately \$1100/month. This particular account at Sona Bank is designated for Capital Projects and is considered the Capital Fund.

**ATTACHMENTS:**

- (2) Treasurers Report Profit and Loss Statement (PDF)

1:56 PM  
07/22/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through July 22, 2015

	Jul '15 - Jun 16	Budget
Ordinary Income/Expense		
Income		
GENERAL PROPERTY TAXES		
Real Estate - Current	510.59	292,000.00
Public Service Corp RE Tax	0.00	9,000.00
Interest - All Property Taxes	37.80	
Total GENERAL PROPERTY TAXES	548.39	301,000.00
OTHER LOCAL TAXES		
Sales Tax Receipts	0.00	130,000.00
Meals Tax - Current	-20,196.83	450,000.00
Consumer Utility Tax	2,086.32	120,000.00
Bank Stock Tax	0.00	25,000.00
Business License Tax	270.00	176,000.00
Cigarette Tax	0.00	220,000.00
Total OTHER LOCAL TAXES	-17,840.51	1,121,000.00
PERMITS,FEES & LICENESES		
Occupancy Permits	0.00	500.00
Inspection Fees	270.00	7,000.00
Other Planning & Permits	0.00	30,000.00
Application Fees	100.00	2,000.00
Motor Vehicle Licenses	405.00	1,000.00
Total PERMITS,FEES & LICENESES	775.00	40,500.00
FINES & FORFEITURES		
Fines	122.09	48,000.00
Total FINES & FORFEITURES	122.09	48,000.00
REVENUE - SPONSORED TOWN EVENTS	8,245.00	65,000.00
REVENUE FROM COMMONWEALTH		
Communications Tax	10,568.41	120,000.00
Department of Fire Programs	0.00	41,200.00
599 Law Enforcement Grant	0.00	28,334.00
Personal Property Tax Reimburse	0.00	18,600.00
Car Rental Reimbursement	0.00	4,500.00
Railroad Rolling Stock	0.00	1,400.00
Total REVENUE FROM COMMONWEALTH	10,568.41	214,034.00
MISCELLANEOUS REVENUE		
Miscellaneous	1.00	
Total MISCELLANEOUS REVENUE	1.00	
MISCELLANEOUS		
Sale of Salvage & Surplus	0.00	0.00
Recovered Costs- Private Events	0.00	5,000.00
Interest on Bank Deposits	35.00	100.00
Citations & Accident Reports	160.00	1,000.00
Total MISCELLANEOUS	195.00	6,100.00
RENTAL (USE OF PROPERTY)		
Suite 110 Rental Income	0.00	26,850.00
Suite 206 Rental Income	6,679.58	84,100.00
Suite 200 Rental Income	402.50	4,830.00
15020 Wash St Rental Income	3,559.83	42,735.00
6630 Jefferson St Rental Income	2,810.00	41,055.00
Town Hall Rental Income	0.00	1,200.00
Total RENTAL (USE OF PROPERTY)	13,451.91	200,770.00
TRANSFER OF CASH RESERVES	0.00	1,178,499.00
CABOOSE ENHANCEMENT GRANT	0.00	38,500.00
PEDESTRIAN IMPROVEMENT GRANT	1,555.00	250,000.00
Total Income	17,621.29	3,463,403.00
Gross Profit	17,621.29	3,463,403.00

Attachment: (2) Treasurers Report Profit and Loss Statement (2476 : Treasurer's Report)

1:56 PM  
07/22/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through July 22, 2015

Expense	Jul '15 - Jun 16	Budget
<b>01 · ADMINISTRATION</b>		
<b>11100 · TOWN COUNCIL</b>		
Salaries & Wages - Regular	2,075.00	32,100.00
FICA/Medicare	0.00	2,000.00
Unemployment Insurance	0.00	1,350.00
Mileage Allowance	0.00	750.00
Meals and Lodging	0.00	2,500.00
Convention & Education	0.00	5,000.00
<b>Total 11100 · TOWN COUNCIL</b>	<u>2,075.00</u>	<u>43,700.00</u>
<b>12110 · TOWN ADMINISTRATION</b>		
Salaries/Wages-Regular	18,992.22	243,600.00
Salaries/Wages - Overtime	1,345.31	8,000.00
Salaries/Wages - Part Time	3,785.25	92,700.00
FICA/Medicare	4,289.82	22,165.00
VRS	2,621.02	15,660.00
Health Insurance	3,901.62	46,772.00
Life Insurance	120.76	3,151.00
Disability Insurance	169.33	2,600.00
Unemployment Insurance	68.05	2,550.00
Worker's Compensation	500.00	350.00
Liability Insurance	8,689.00	9,000.00
Accounting Services	233.13	8,000.00
Cigarette Tax Administration	0.00	4,000.00
Printing & Binding	0.00	8,000.00
Advertising	396.00	10,000.00
Computer, Internet & Website Svc	2,935.85	30,000.00
Postage	0.00	4,500.00
Telecommunications	0.00	4,500.00
Mileage Allowance	0.00	2,500.00
Meals & Lodging	0.00	5,000.00
Convention & Education	3,000.00	15,000.00
Discretionary Fund	0.00	2,000.00
Books, Dues & Subscriptions	1,195.00	2,000.00
Office Supplies	40.00	4,500.00
Capital Outlay-Machinery/Equip	0.00	25,000.00
<b>Total 12110 · TOWN ADMINISTRATION</b>	<u>52,282.36</u>	<u>571,548.00</u>
<b>12210 · LEGAL SERVICES</b>		
Legal Services	27,217.44	90,000.00
<b>Total 12210 · LEGAL SERVICES</b>	<u>27,217.44</u>	<u>90,000.00</u>
<b>12240 · INDEPENDENT AUDITOR</b>		
Auditing Services	0.00	16,000.00
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<u>0.00</u>	<u>16,000.00</u>
<b>Total 01 · ADMINISTRATION</b>	<u>81,574.80</u>	<u>721,248.00</u>
<b>03 · PUBLIC SAFETY</b>		
<b>31100 · POLICE DEPARTMENT</b>		
Salaries & Wages - Regular	28,402.56	359,000.00
Salaries & Wages - Overtime	859.95	12,000.00
Salaries & Wages - Part Time	1,169.28	10,500.00
FICA/MEDICARE	0.00	23,000.00
VRS	0.00	22,385.00
Health Insurance	5,553.96	81,700.00
Life Insurance	273.14	3,505.00
Disability Insurance	186.00	2,250.00
Unemployment Insurance	0.00	2,600.00
Workers' Compensation Insurance	9,110.00	6,900.00
Line of Duty Act Insurance	1,554.00	1,550.00
Legal Services	1,320.00	15,500.00
Repairs & Maintenance	0.00	8,000.00
Advertising	0.00	150.00
Electrical Services	301.55	5,500.00

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through July 22, 2015

	Jul '15 - Jun 16	Budget
Computer, Internet & Website	0.00	5,000.00
Postage	0.00	300.00
Telecommunications	675.86	9,000.00
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00
Mileage Allowance	0.00	300.00
Meals and Lodging	0.00	500.00
Convention & Education	0.00	500.00
Misc - Discretionary Fund	227.82	1,500.00
Books Dues & Subscriptions	0.00	6,000.00
Office Supplies	0.00	4,000.00
Vehicle Fuels	0.00	17,000.00
Vehicle Maintenance/Supplies	1,295.75	27,000.00
Uniforms & Police Supplies	714.90	8,000.00
Mobile Data Computer Netwk Svc	0.00	10,000.00
Capital Outlay-Machinery/Equip	0.00	53,000.00
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>61,292.77</b>	<b>707,090.00</b>
34100 · BUILDING OFFICIAL	0.00	50,000.00
32100 · FIRE & RESCUE		
Contributions to other Govt Ent	0.00	40,200.00
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>40,200.00</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>61,292.77</b>	<b>797,290.00</b>
<b>04 · PUBLIC WORKS</b>		
43200 · REFUSE COLLECTION		
Trash Removal Contract	6,703.60	80,000.00
<b>Total 43200 · REFUSE COLLECTION</b>	<b>6,703.60</b>	<b>80,000.00</b>
43100 · MAINT OF 15000 Wash St./Grounds		
Repairs/Maintenance Services	1,352.85	65,200.00
Maint Svc Contract-Pest Control	0.00	1,500.00
Maint Svc Contract-Landscaping	0.00	30,000.00
Maint Svc Contract Snow Removal	0.00	4,000.00
Maint Svc Cont- Street Cleaning	0.00	11,000.00
Electric Services	973.25	10,000.00
Electrical Services-Streetlight	411.46	5,200.00
Water & Sewer Services	56.25	1,000.00
Janitorial Supplies	0.00	1,000.00
Capital Outlay-Machinery/Equip	0.00	37,000.00
Real Estate Taxes	1,394.72	2,500.00
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>4,188.53</b>	<b>168,400.00</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>10,892.13</b>	<b>248,400.00</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>		
71110 · EVENTS		
Contractual Services	2,112.74	65,000.00
<b>Total 71110 · EVENTS</b>	<b>2,112.74</b>	<b>65,000.00</b>
72200 · MUSEUM		
Salaries & Wages - Part Time	0.00	
Advertising	0.00	2,000.00
Electrical Services	61.86	
Postage	0.00	100.00
Telecommunications	0.00	1,500.00
Convention & Education	0.00	500.00
Mileage Allowance	0.00	200.00
Books, Dues & Subscriptions	0.00	500.00
Office Supplies	0.00	800.00
Exhibits & Programs	0.00	3,000.00
Capital Outlay-Furn/Fixtures	0.00	10,000.00
<b>Total 72200 · MUSEUM</b>	<b>61.86</b>	<b>18,600.00</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>2,174.60</b>	<b>83,600.00</b>

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1:56 PM  
07/22/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through July 22, 2015

	Jul '15 - Jun 16	Budget
<b>08 · COMMUNITY DEVELOPMENT</b>		
<b>81100 · PLANNING COMMISSION</b>		
Salaries & Wages - Regular	375.00	6,000.00
FICA/Medicare	0.00	850.00
Consultants	0.00	30,000.00
Mileage Allowance	0.00	500.00
Meals & Lodging	0.00	1,500.00
Convention/Education	0.00	2,000.00
Books/Dues/Subscriptions	0.00	300.00
<b>Total 81100 · PLANNING COMMISSION</b>	<u>375.00</u>	<u>41,150.00</u>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>		
Salaries & Wages - Regular	630.00	5,500.00
FICA/Medicare	0.00	850.00
Mileage Allowance	0.00	500.00
Meals & Lodging	0.00	1,000.00
Convention & Education	0.00	1,000.00
Books/Dues/Subscriptions	0.00	300.00
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<u>630.00</u>	<u>9,150.00</u>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	1,005.00	50,300.00
<b>09 · NON-DEPARTMENTAL</b>		
<b>95100 · DEBT SERVICE</b>		
General Obligation Bond	0.00	189,065.00
<b>Total 95100 · DEBT SERVICE</b>	<u>0.00</u>	<u>189,065.00</u>
<b>Total 09 · NON-DEPARTMENTAL</b>	0.00	189,065.00
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>		
Maintenance/Beautification	0.00	50,000.00
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<u>0.00</u>	<u>50,000.00</u>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>		
Construction	0.00	38,500.00
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	<u>0.00</u>	<u>38,500.00</u>
<b>TOWN CENTER MASTER PLAN</b>		
Construction	14,625.00	500,000.00
<b>Total TOWN CENTER MASTER PLAN</b>	<u>14,625.00</u>	<u>500,000.00</u>
<b>HARROVER MASTER PLAN</b>		
Construction	0.00	300,000.00
Architecture/Engineering Fees	0.00	75,000.00
Drafting of Plan	0.00	0.00
<b>Total HARROVER MASTER PLAN</b>	<u>0.00</u>	<u>375,000.00</u>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>		
Architectural/Engineering Fees	0.00	250,000.00
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<u>0.00</u>	<u>250,000.00</u>
General Reserve	0.00	160,000.00
<b>PERSONNEL</b>		
<b>EMPLOYEE BENEFITS</b>		
6560 · Payroll Processing Fees	88.17	
<b>Total EMPLOYEE BENEFITS</b>	<u>88.17</u>	
<b>Total PERSONNEL</b>	<u>88.17</u>	
<b>Total Expense</b>	<u>171,652.47</u>	<u>3,463,403.00</u>
<b>Net Ordinary Income</b>	<u>-154,031.18</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>-154,031.18</u></u>	<u><u>0.00</u></u>

Attachment: (2) Treasurers Report Profit and Loss Statement (2476 : Treasurer's Report)



TO: Town of Haymarket Town Council  
SUBJECT: Salary Adjustment Proposal  
DATE: 08/03/15

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**ATTACHMENTS:**

- Memo - Salary Adjustment Proposal (July 2015)revised (PDF)
- Salary Scales (revised 07-27-2015)(PDF)
- Salary Scales (revised 07-27-2015 (PDF)
- Historic Raise Data per Position (July 2015)- Revised (PDF)



## Salary Adjustment Proposal August 2015

### Introduction:

The Haymarket Town Council requested that the staff conduct a comprehensive compensation study. The last study was performed in 2010; however, no adjustments were made at that time.

The Town of Haymarket has experienced growth of unusual proportions over the past fifteen years. Simultaneously, the Town has increasingly grown more integral to the Northern Virginia dynamic and economic world. As development and professional expectations of the community change, it becomes necessary to evaluate the level of service provided to the community by the government. Efficiency and effectiveness are crucial to the maintenance and expansion of services. The Town of Haymarket recognizes the importance and contribution of its staff in pursuing, achieving, and supporting the Town's mission and its changing needs. Therefore, the Town wishes to maintain a total compensation program directed toward attracting retaining and rewarding a qualified, high performing and diverse workforce.

As a general rule, most organizations conduct new and comprehensive classification and compensation studies every five to seven years, ensuring their ability to hire and retain qualified employees and maintain equitable internal relationships. When compensation levels fall below those in the regional marketplace, the organization can experience difficulty hiring people and increased employee turnover as employees seek jobs with other organizations that will pay the market rates for their skills and abilities. Loss of tenured employees can have a serious effect on any organization. There is also substantial cost in turnover that comes with training new employees. Employees receive significant on-the-job training, which diverts the attention of other employees away from their regular duties to assist in training. While these costs are not necessarily visible in financial reporting, they will show up in performance data in the form of reduced service outcomes.

As the Town continues to experience change, it will also be important to offer competitive salaries to attract the best staff possible to serve the citizens of the Town of Haymarket. Completion of a comprehensive classification and compensation update also enables an organization to account for changes in technology, changes in the work processes, organizational structure, tools and equipment and other factors that can affect job responsibilities. It is critical that a compensation program provide fair and equitable compensation to employees in an increasingly competitive and changing labor market; maintaining a competitive pay structure that takes into consideration the Town's fiscal resources; ensuring that employee compensation is based on individual performance that meets or exceeds expectations and reflects changing economic conditions; and provides consistent administration of pay policies and procedures among all departments.



## Salary Study:

The Town's staff proceeded to perform an internal salary study based upon three studies from the past 8 years. The first study reviewed was a salary study originally performed by Springsted Inc. for the Town of Dumfries in 2007. The staff also utilized an internal study performed by staff in 2010 and initiated by the Town Manager at that time. Finally, staff utilized another salary study performed by Springsted, Inc. for the City of Harrisonburg in 2013. All of these surveys provided diversified results but demonstrated a distinct discrepancy in current salaries. The results, as well as the jurisdictions included in these studies are included on page 3 in this proposal. Ultimately, Council had the option to hire an independent firm to perform our own independent salary study; however, the selected salary studies do provide merit to the rationale of potentially creating a salary adjustment.

Furthermore, The Town also joined the Technology Net's Compensation Survey System which is utilized by the Weldon Cooper Center for Public Service of the University of Virginia. This data also provided comparative data to the Town to utilize as a comparison to other Virginia localities.

## Creation of a Salary Scale:

Through the initiative of revising of the Town's Personnel Policy, the Town's first-ever salary scale has been created. In the past, all salaries for paid positions within the Town have been offered through a negotiation process without establishing any type of direction for an employee about where the pay scale may evolve to through a position. The Salary Scale took into account the level of services Town employees provide to citizens, as well as the salaries needed to produce a competitive wage for both attraction and retention of current and future employees. The scale was based on creating a low, mid and high scale that would be a target point for the salary compensation of employees over an average career of 20 years with the Town. Through a performance based system and cost of living adjustment (COLA), the scale anticipates that the average employee would grow in salary over the course 20 years an average \$25,000 throughout the course of a career with the Town.

The Salary Scale can be found on page 4 of this proposal.

## Methodology for the CASA (Competitive Analysis Salary Adjustment):

In order to perform an accurate salary adjustment, it was first important to determine the Annual Rate of Growth of Salary Increase for each position based on the salary scale for a 20 year period. The following is the process of calculating the projected Salary Adjustments:

1. Divide increased salary by the previous salary. (Example- Divide the high salary by the low salary in the scale).
2. Divide the number of years it took to earn the salary increase, per the salary scale, low to high = 20 year. (Example – 1 year/ 20 years= Co-efficient of .05)
3. Calculate step 1 result raised to the power of the step 2 result. (Example- Number from step 1 raised to the .05 power)
4. Subtract 1 from the result to find the annual rate of growth of the salary increase. This is the rate per each job category per year in our salary scale to reach a competitive salary within our general vicinity.

A table presenting the results demonstrates the projected salaries through 12 years of service (due to printing space/ readability constraints); however, I have a completed table available for review that demonstrates the salaries through a 20 year time span. The table is on page 5.

**Notes regarding Proposed Salary Adjustment Table:**

- The table took years of service at these rates of the annual growth/ raise and started from the low starting point as the starting salary for each position.
- As noted on the table, two employees have started in new positions within the last year that are different from the position they began their careers with the Town of Haymarket.
- If an employee is already making more at their current salary, they will remain at the current salary. This only applies to one current employee.
- Neither of the two administratively appointed positions is included in the salary proposal. Currently, the Police Chief position is being hire permanently and will be negotiated with the selected candidate. The Town Manager’s compensation shall be determined by the Council as a whole since the position directly reports to the Council.

**Budget Outlook FY’16/ Actual Impact:**

Below is a table that shows the current and proposed salary adjustments and total amount in salary adjustments proposed for the respective position.

<b>Position</b>	<b>Current Salary</b>	<b>CASA</b>	<b>Difference</b>
Police Officer	\$42,536.00	\$47,078.74	\$4,542.74
Police Officer	\$61,193.60	\$60,328.53	-----
Police Officer	\$41,100.80	\$46,029.27	\$4,928.47
Police Officer	\$41,100.80	\$46,029.27	\$4,928.47
Police Officer	\$46,841.60	\$51,521.41	\$4,679.81
Adm. Asst.	\$42,681.60	\$43,855.91	\$1,174.31
Adm. Asst.	\$35,360.00	\$36,000.00	\$640.00
Town Clerk	\$55,473.60	\$60,393.79	\$4,920.19
Town Treasurer	\$48,713.60	\$50,000.00	\$1,286.40
Main St. Coordinator	\$39,644.80	\$42,000.00	\$2,355.20
		<b>TOTAL:</b>	<b>\$29,455.59</b>
		<b>Total Incidentals:</b>	<b>\$3,961.84</b>
		<b>GRAND TOTAL:</b>	<b>\$33,417.43</b>

The total does not include the current part time positions of the Town Planner and Town Engineering and I am recommending that Council allow the Town Manager to perform a performance review and make a decision to raise their current hourly rate or provide a one-time bonus. Within the Police Department, currently our part time officer on staff is paid the lowest-paid full time officer hourly rate and there would be consideration given by the Chief of Police to adjust his hourly rate, but this would only be a minor adjustment. Furthermore, the total does not reflect the taxes and salary impacts to other portions of the compensation package for employees; however the general reserve will cover these associated costs. Finally, as mentioned the table above does not reflect any salary changes for the Chief of Police or the Town Manager.

**Historic Raise Data (July 6, 2015):**

I have provided an additional data set that lays out the historical raises for each position since 2005. In 2005, the Town began working with Quick Books accounting software which allowed for easier tracking of such data, prior to this date, raises can only be tracked by looking at hard copy data, but this would only include two employees at this time. The table lays out the historical raise data for each position within the Police Department and Administrative Staff. The table also provides for comparison sake the “Cost of Living Adjustment” (COLA) by the Social

Attachment: Memo - Salary Adjustment Proposal (July 2015)revised (2473 : Salary Adjustment Proposal)

Security Administration annually from 2005. In the legend, there are various color codes. The red color designation indicates that there was a merit raise which was determined at that time by the Council. The blue color designation indicates COLA increase and was across the board. The orange color indicates a year that included both a COLA raise and some form of merit. In most of the cases where an orange color is designated, the merit was given because of an end of a probationary period or a promotion was given. In the case of the Deputy Clerk, the individual began their career with the Town in one position and was recently promoted to a new position that has additional roles and responsibilities. This circumstance has been designated by the addition of an asterix. Finally, the green designation indicates an across the board raise. This may have included a COLA and a merit raise, but cumulative total for raises were the same for each employee.

This data demonstrates that there have been raises given in employees, but it does not establish a pattern and it did not raise current positions to a competitive salary within the greater Northern Virginia area. The proposed Salary Adjustment and Salary Scale provide a structure to monetary compensation and provides the next logical step towards additional research and a comprehensive compensation analysis.

### **Moving Forward:**

Through the revision of the Town's Personnel Policy, a performance- based system will be developed. The Town will also need to re-evaluate the Salary Scale on a systematic basis. The Council and Administrative Staff should continue to look into the Town's compensation and benefits package as a whole component and in time consider changing the employees contribution to benefits, but at this time would recommend "grandfathering" current employees under the current allowances. Currently the Town's benefits package is comparable to surrounding jurisdictions; staff has created a table comparing the benefits of surrounding jurisdictions that can be provided upon request. Furthermore, the Town's benefits do not surpass surrounding areas in overall benefits, as many of the jurisdictions offer the same or slightly better benefit packages. As time moves forward and the Town continues to grow and there are needed services, these findings will continue to need to be investigated and determined if they are making the Town competitive in the attraction and retention of personnel. The long term sustainability of these salary adjustments and future adjustments as based upon the ability of the Town fund such increases, which is determined each fiscal year through the budget process and will be based upon performance based reviews for each employee.

The Competitive Analysis Salary Adjustment is a one time opportunity for the Council to catch current positions up to a reasonably competitive salary within the Northern Virginia area. In general, the studies and the salary scale demonstrates that we are not as far behind as once believed, however failing to act at this time could create a continued downward turn, rendering the Town not as competitive for retaining current excellent employees or having an ability to attract quality employees in the future.

The Council has the ability to bring in additional third party consultants to perform a more in-depth and comprehensive salary study with regard to benefits analysis; however I would advise that this could be at a substantial cost that could render greater discrepancies in competitiveness.

It is my belief staff has conducted this research in a pragmatic and strategic manner, utilizing the studies that were available to us while exhibiting ethical character, given the nature of the materials that were being studied and keeping a balanced perspective comparing Northern Virginia Communities with those in rural areas of the state. A good deal of the information is not the easiest to understand or to analyze since we do not practice these skills on a daily basis. However, many hours and research have gone into making this proposal. It is with sincerest

intent that I recommend you consider the methodology and allow us to move forward with the proposed CASA.

The Council's next step would be to discuss the proposal and render a decision on moving forward. As always, I will follow through on the Council's direction and decision on this matter, but in fairness to the staff, it is my intent that Council consider the option presented to you soon and allow me to institute the proposal presented. However, if this is not the direction of the Council, I would ask for clearer direction on how to move forward with regard to potential salary adjustments.

In closing, I would ask that you consider the staff as a whole, police and administrative staff. It is my belief and recommendation that the Council acts on behalf of the staff as a whole. Each member of the staff is striving towards meeting the needs and desires of the Town residents.

Respectfully Submitted,

Brian P. Henshaw  
Town Manager

Salary Proposal:

Title	Years of Service	Salary Scale Application per year																				
		Current Salary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Officer	4	\$42,536.00	\$44,000.00	\$45,003.20	\$46,029.27	<b>\$47,078.74</b>	\$48,152.14	\$49,250.00	\$50,372.90	\$51,521.41	\$52,696.09	\$53,897.57	\$55,126.43	\$56,383.31	\$57,668.85	\$58,983.70	\$60,328.53	\$61,704.02	\$63,110.87	\$64,549.80	\$66,021.54	\$67,526.83
Officer	15	\$61,193.60	\$44,000.00	\$45,003.20	\$46,029.27	\$47,078.74	\$48,152.14	\$49,250.00	\$50,372.90	\$51,521.41	\$52,696.09	\$53,897.57	\$55,126.43	\$56,383.31	\$57,668.85	\$58,983.70	<b>\$60,328.53</b>	\$61,704.02	\$63,110.87	\$64,549.80	\$66,021.54	\$67,526.83
Officer	3	\$41,100.00	\$44,000.00	\$45,003.20	<b>\$46,029.27</b>	\$47,078.74	\$48,152.14	\$49,250.00	\$50,372.90	\$51,521.41	\$52,696.09	\$53,897.57	\$55,126.43	\$56,383.31	\$57,668.85	\$58,983.70	\$60,328.53	\$61,704.02	\$63,110.87	\$64,549.80	\$66,021.54	\$67,526.83
Officer	3	\$41,100.00	\$44,000.00	\$45,003.20	<b>\$46,029.27</b>	\$47,078.74	\$48,152.14	\$49,250.00	\$50,372.90	\$51,521.41	\$52,696.09	\$53,897.57	\$55,126.43	\$56,383.31	\$57,668.85	\$58,983.70	\$60,328.53	\$61,704.02	\$63,110.87	\$64,549.80	\$66,021.54	\$67,526.83
Officer	8	\$46,841.60	\$44,000.00	\$45,003.20	\$46,029.27	\$47,078.74	\$48,152.14	\$49,250.00	\$50,372.90	<b>\$51,521.41</b>	\$52,696.09	\$53,897.57	\$55,126.43	\$56,383.31	\$57,668.85	\$58,983.70	\$60,328.53	\$61,704.02	\$63,110.87	\$64,549.80	\$66,021.54	\$67,526.83
Adm. Asst.	8	\$42,681.60	\$36,000.00	\$37,029.60	\$38,088.65	\$39,177.98	\$40,298.47	\$41,451.01	\$42,636.51	<b>\$43,855.91</b>	\$45,110.19	\$46,400.34	\$47,727.39	\$49,092.40	\$50,496.44	\$51,940.64	\$53,426.14	\$54,954.13	\$56,525.81	\$58,142.45	\$59,805.33	\$61,515.76
Adm. Asst.	1	\$35,360.00	<b>\$36,000.00</b>	\$37,029.60	\$38,088.65	\$39,177.98	\$40,298.47	\$41,451.01	\$42,636.51	\$43,855.91	\$45,110.19	\$46,400.34	\$47,727.39	\$49,092.40	\$50,496.44	\$51,940.64	\$53,426.14	\$54,954.13	\$56,525.81	\$58,142.45	\$59,805.33	\$61,515.76
Clerk	12	\$55,473.60	\$48,000.00	\$49,012.80	\$50,046.97	\$51,102.96	\$52,181.23	\$53,282.26	\$54,406.51	\$55,554.49	\$56,726.69	\$57,923.62	\$59,145.81	<b>\$60,393.79</b>	\$61,668.10	\$62,969.29	\$64,297.95	\$65,654.63	\$67,039.95	\$68,454.49	\$69,898.88	\$71,373.75
Treasurer	10*	\$48,713.60	<b>\$50,000.00</b>	\$51,000.00	\$52,020.00	\$53,060.40	\$54,121.61	\$55,204.04	\$56,308.12	\$57,434.28	\$58,582.97	\$59,754.63	\$60,949.72	\$62,168.72	\$63,412.09	\$64,680.33	\$65,973.94	\$67,293.42	\$68,639.29	\$70,012.07	\$71,412.31	\$72,840.56
MS Coord.	3*	\$39,644.80	<b>\$42,000.00</b>	\$42,991.20	\$44,005.79	\$45,044.33	\$46,107.38	\$47,195.51	\$48,309.32	\$49,449.42	\$50,616.43	\$51,810.98	\$53,033.72	\$54,285.31	\$55,566.45	\$56,877.81	\$58,220.13	\$59,594.13	\$61,000.55	\$62,440.16	\$63,913.75	\$65,422.11

Notes:

\* - Designating only 1 year of service in new role under Salary Scale

The Town Planner and Town Engineer are not currently full time employees and will be given a performance review and recommended for an individual bonus or adjustment to their current hourly rates.



Notes	Position	Low	Mid	High
A	Town Manager	\$70,000	\$82,500	\$95,000
A	Chief of Police	\$68,000	\$80,250	\$92,500
A	Town Clerk	\$48,000	\$60,500	\$73,000
A	Town Treasurer	\$50,000	\$62,500	\$75,000
A,C	Administrative Assistant	\$33,000	\$45,500	\$58,000
	Main Street Coordinator	\$42,000	\$54,500	\$67,000
B	Town Planner	\$35,000	\$47,500	\$60,000
B	Town Engineer	\$40,000	\$52,500	\$65,000
	Officer	\$44,000	\$56,500	\$69,000
	Sergeant	\$53,000	\$65,000	\$77,000

Notes:

- A. Experience and tenure establishes scale placement
- B. Part-time positions, no benefits included
- C. Same salary scaled utilized for administrative assistants in other departments

Salary scale created with the assistance of the Technology Net’s Comparison Survey System that the Town is a member of. Salary scales were also based upon a detailed salary studies from various jurisdictions surrounding the Town and through conducted phone surveys to neighboring communities.

History of Raises:

<b>Police Department:</b>															
Position	Starting Salary	Hired Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Current Salary	CASA Proposed Salary
Police Officer	N/A	Mar-00	\$43,992.00	8%	3%	3%	3%	3%	5%	5%	0%	3%		\$61,193.00	\$61,193.00
Police Officer	\$35,401.60	Jul-07			\$35,401.60	3%	3%	6%	5%	5%	0%	3%		\$46,841.00	\$51,521.41
Police Officer	\$38,000.00	Nov-11							\$38,000.00	3.50%	0%	8%		\$42,536.00	\$47,078.74
Police Officer	\$38,000.00	Dec-12								\$38,000.00	0%	3%	5%	\$41,100.80	\$46,029.47
Police Officer	\$38,000.00	Jan-07								\$38,000.00	0%	8%		\$41,100.80	\$46,029.47
Adm. Asst.	\$33,363.20	Dec-07			\$33,363.20	3%	4%	6%	5%	5%	0%	3%		\$42,681.00	\$43,855.91
<b>Administrative Staff:</b>															
Town Clerk	\$38,399.92	Feb-03	\$41,499.00	4%	3%	3%	3%	3%	5%	5%	0%	3%		\$55,473.00	\$60,393.79
Dep. Clrk/ Treasurer	\$31,990.40	Aug-05	\$31,990.40	4%	3%	3%	4%	6%	5%	5%	0%	8%*	5%*	\$48,713.00	\$50,000.00
Adm Asst./MS Coord.	\$15hr	Aug-12									\$38,480.00	3%		\$39,644.00	\$42,000.00
Adm. Asst.	\$35,360.00												\$35,360.00	\$35,360.00	\$36,000.00
History of the COLA (SSI)			2.70%	4.10%	3.30%	2.30%	5.80%	0.00%	0.00%	3.60%	1.70%	1.50%	1.70%		

Legend:

- Merit Increase
- COLA Increase
- Combination COLA and Merit Increase
- Across the board increase



TO: Town of Haymarket Town Council  
 SUBJECT: Award of Lease of Public Lands to Operate Electric Power  
 DATE: 08/03/15

---

**SUBJECT:** Award of Lease of Public Lands to Operate Electric Power Transmission and Distribution Lines

**BACKGROUND:**

- As part of upgrading the distribution and transmission lines within the Town, Dominion Virginia Power is replacing the poles within the Town.
- The Town Engineer coordinated with Dominion to locate the poles further back on the Town owned properties (the Town Center and the Harrover properties) to allow for future planned development.
- By moving the poles further back on Town owned property, Dominion is requesting easements for these poles.
- Per state laws and regulations, the Town advertised for bids for any power company to operate the electric power transmission and distribution lines.
- Bids were called for and opened at the Special Town Council Meeting held July 14, 2015. Dominion was the only bid submitted in the amount of \$1 for the easements.

**RECOMMENDATION:**

Staff recommends the Lease of Public Lands to Operate Electric Power Transmission and Distribution Lines be awarded to Dominion Virginia Power.

**MOTION:**

**Motion of Approval:**

I move to award the franchise to operate electric power transmission and distribution lines on Town-owned property to Virginia Electric and Power Company per the July 10, 2015 bid

**Motion of Denial:**

I move to ...

**ATTACHMENTS:**

- 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric Power Transmission and Distribution Lines (PDF)





July 10, 2015

Town of Haymarket  
15000 Washington St #100  
Haymarket, VA 20169  
Attn: Mayor David Leake

*Received 7-14-15  
Agenda Item 2A  
[Signature]*

Mayor Leake:

Please accept this request for Bid on a Franchise to Operate Electric Power Transmission and Distribution Lines on Town-Owned Property in the areas as shown on the attached Right of Way Agreement.

If you have any questions, please contact me at (703) 508-0865.

Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads 'Denise Stevens'.

Denise Stevens  
Electric Distribution Project Manager



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

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Home Current News & Information Invitation to Bid - Franchise to Operate Electric Power

## Invitation to Bid - Franchise to Operate Electric Power



### INVITATION TO BID ON A FRANCHISE TO OPERATE ELECTRIC POWER TRANSMISSION AND DISTRIBUTION LINES ON TOWN-OWNED PROPERTY

Notice is hereby given, that the Council of the Town of Haymarket, Virginia, a Municipal Corporation of the Commonwealth of Virginia, pursuant to § 15.2-2102 of the Code of Virginia, as amended, and after advertisement required by § 15.2-2101 of the Code of Virginia, as amended, and in the mode prescribed by the laws of the Commonwealth of Virginia, intends to receive bids on a franchise to permit for a term of 40 years the use of a portion of certain properties listed below for electrical distribution lines. Bids shall be in writing and delivered by July 14, 2015 at 4:00 pm to Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169. All bids shall be opened in public session and marked for identification by the mayor or other presiding officer.

The properties across which the franchises are to be granted are: GPINs 7397-09-6833 (14710 Washington Street); 7298-80-8614 (15020 Washington Street); 7298-90-0216 (15000 Washington Street); 7298-80-9407 (15010 Washington Street); and 7298-90-0102 (15004 Washington Street). The width of the easements granted by this franchise is generally twenty feet.

If awarded, the proposed Franchise would grant the Franchisee the right to install and maintain electrical distribution lines along Washington Street on properties owned by the Town. The location is approximately where the existing power lines are but the grant of franchise will provide express authority for the lines to be located there. Copies of the full text of the proposed Franchise and plat are on file in the Office of the Town Clerk, 15000 Washington Street, #100, Haymarket, Virginia 20169.

The Town reserves the right to reject any and all bids.  
TOWN COUNCIL, TOWN OF HAYMARKET, VIRGINIA

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• 703-753-2600 • 703-753-2800 (Fax)

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Attachment: 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric Power Transmission and Distribution



## Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between

TOWN OF HAYMARKET, VIRGINIA, a municipal corporation

("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Virginia Power, with its principal office in Richmond, Virginia ("GRANTEE").

### WITNESSETH:

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE**, its successors and assigns, the perpetual right, privilege and non-exclusive easement over, under, through, upon and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any other public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

1.2 to construct, operate and maintain a pole line including, without limitation, all wires, poles, attachments, ground connections, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time deem advisable, equipment, accessories and appurtenances desirable in connection therewith, including the right to increase or decrease the number of wires; the width of said non-exclusive easement shall extend variable (as shown on the attached plats) feet in width across the lands of **GRANTOR**.

Initials: \_\_\_\_\_

**This Document Prepared by Virginia Electric and Power Company and should be returned to: Dominion Virginia Power, 3072 Centreville Rd, Herndon, VA 20171.**

(Page 1 of 5 Pages)

DVPIDNo(s). 40-15-0038

Tax Map No. GPIN#'s 7397-09-6833, 7298-80-8614, 7298-90-0216, 7298-80-9407 & 7298-90-0102

Form No. 728493-1 (Aug 2014)  
© 2015 Dominion Resources Services, Inc.

## Right of Way Agreement

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in Town of Haymarket, Prince William County, Virginia, as more fully described on Plat(s) Numbered 40-15-0038 , attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on the easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop; cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

Initials: \_\_\_\_\_

(Page 2 of 5 Pages)  
DVPIDNo(s). 40-15-0038

Form No. 728493-2 (Aug 2014)  
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Attachment: 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric Power Transmission and Distribution

## Right of Way Agreement

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE'S** exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE'S** rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE'S** exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE'S** exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE'S** right to assign or transfer its rights, privileges and easements, as granted herein, shall be strictly limited to the assignment or transfer of such rights, privileges and easements to any business which lawfully assumes any or all of **GRANTEE'S** obligations as a public service company or such other obligations as may be related to or incidental to **GRANTEE'S** stated business purpose as a public service company; and any such business to which such rights, privileges and easements may be assigned shall be bound by all of the terms, conditions and restrictions set forth herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: \_\_\_\_\_

(Page 3 of 5 Pages)  
DVPIDNo(s). 40-15-0038

Form No. 728493-3 (Aug 2014)  
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Attachment: 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric Power Transmission and Distribution

### Right of Way Agreement

11. **GRANTOR** covenants that it is seized of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, right and privileges; and the **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of the **GRANTOR** warrants that he or she has been duly authorized to execute this easement on behalf of the Town of Haymarket, Virginia.

**NOTICE TO LANDOWNER:** You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through the exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

**IN WITNESS WHEREOF,** **GRANTOR** has caused its name to be signed hereto by its authorized officer or agent, described below, on the date first above written.

**TOWN OF HAYMARKET, VIRGINIA**  
a municipal corporation

APPROVED AS TO FORM:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

State of \_\_\_\_\_  
City/County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
by \_\_\_\_\_, who is the \_\_\_\_\_ on behalf of the  
(Name of Person Signing) (Title of Person Signing)  
Town of Haymarket, Virginia.

\_\_\_\_\_  
Notary Public (Name)

\_\_\_\_\_  
Notary Public (Signature)

My commission expires: \_\_\_\_\_  
Notary Registration Number: \_\_\_\_\_

(Page 4 of 5 Pages)  
DVDID No(s) 40-15-0038

Attachment: 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric Power Transmission and Distribution



# Right of Way Agreement

## EXHIBIT A

This Exhibit A shall be attached to and made a part of the RIGHT OF WAY AGREEMENT executed by the undersigned GRANTOR(s) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The following terms and conditions are incorporated therein:

- 1. Paragraph 1, Line 3 of the Right of Way is hereby amended to strike the word perpetual from the easement document. In place thereof, the following is hereby incorporated into the terms, provisions and conditions of the Right of Way Agreement:

This Right of Way Agreement shall terminate 40 years after the date of execution.

- 2. This Right of Way shall be held subject to the terms and conditions set forth in Plat Notes 1 and 2, found on Plat Sheet 2 of 2, as incorporated by reference in this Exhibit A.

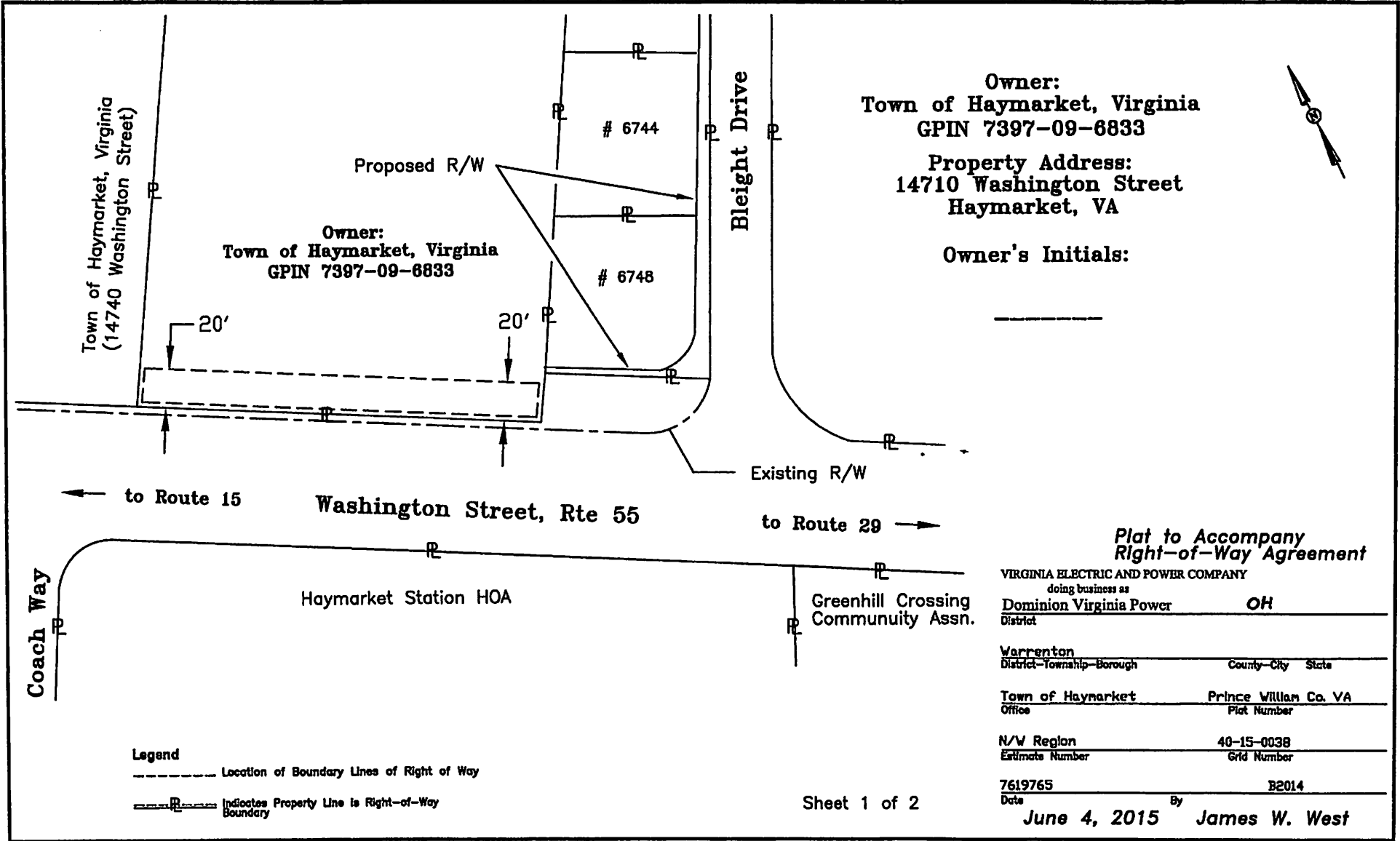
**TOWN OF HAYMARKET, VIRGINIA,**  
a municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attachment: 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric Power Transmission and Distribution



**Owner:**  
 Town of Haymarket, Virginia  
 GPIN 7397-09-6833

**Property Address:**  
 14710 Washington Street  
 Haymarket, VA

**Owner's Initials:**  
 \_\_\_\_\_

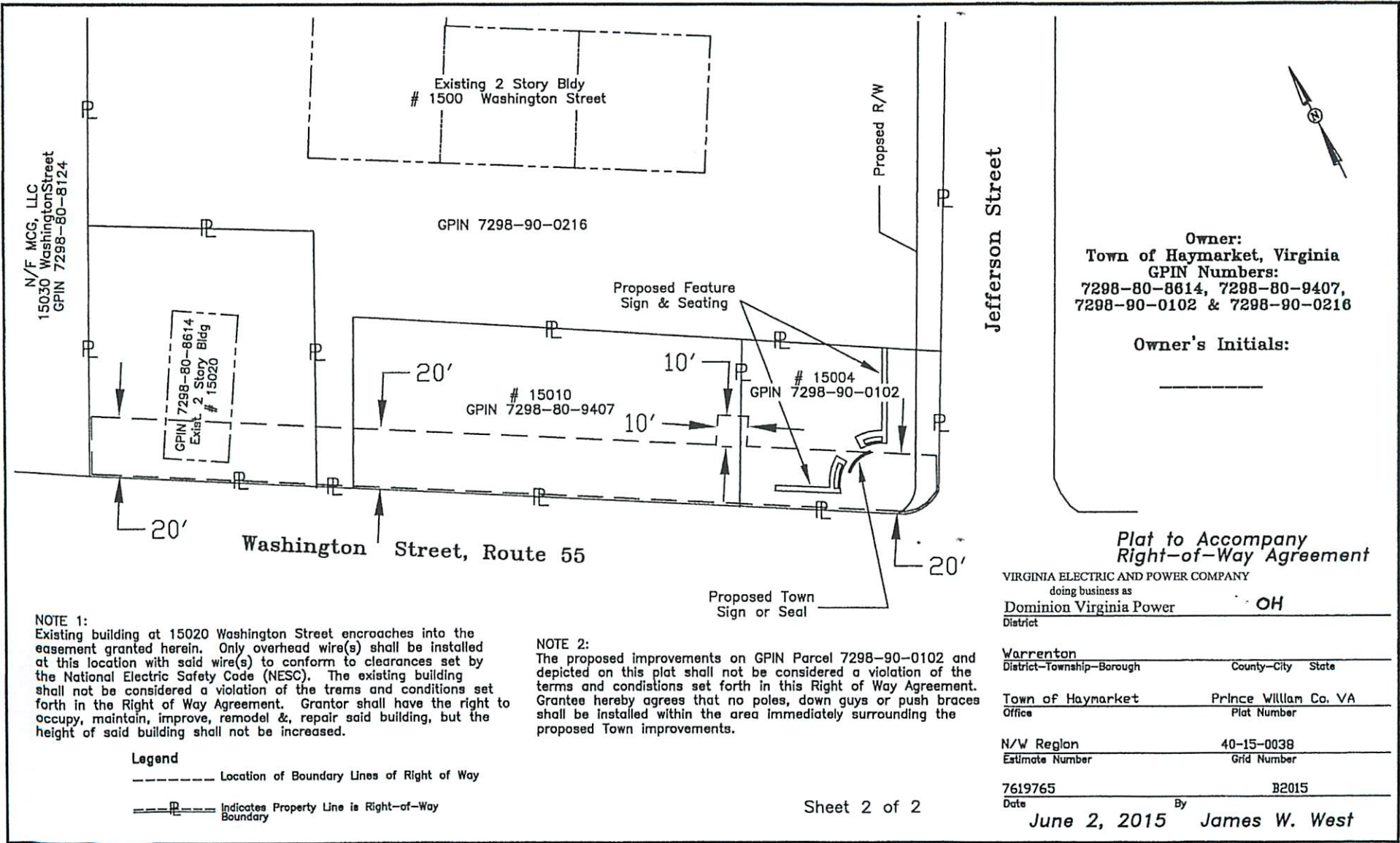
**Plat to Accompany  
 Right-of-Way Agreement**

VIRGINIA ELECTRIC AND POWER COMPANY		
doing business as		
Dominion Virginia Power	OH	
District		
Warrenton	County	State
District-Township-Borough		
Town of Haymarket	Prince William Co. VA	
Office	Plat Number	
N/W Region	40-15-0038	
Estimate Number	Grid Number	
7619765	B2014	
Date	By	
June 4, 2015	James W. West	

**Legend**  
 - - - - - Location of Boundary Lines of Right of Way  
 ————|——— Indicates Property Line is Right-of-Way Boundary

Attachment: 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric





**Owner:**  
 Town of Haymarket, Virginia  
 GPIN Numbers:  
 7298-80-8614, 7298-80-9407,  
 7298-90-0102 & 7298-90-0216

**Owner's Initials:**  
 \_\_\_\_\_

**Plat to Accompany  
 Right-of-Way Agreement**

VIRGINIA ELECTRIC AND POWER COMPANY  
 doing business as  
 Dominion Virginia Power **OH**  
 District

Warrenton \_\_\_\_\_  
 District-Township-Borough County-City State

Town of Haymarket Prince William Co. VA  
 Office Plat Number

N/W Region 40-15-0038  
 Estimate Number Grid Number

7619765 B2015  
 Date By  
 June 2, 2015 James W. West

Attachment: 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric



TO: Town of Haymarket Town Council  
 SUBJECT: Initiate Zoning Text Amendments  
 DATE: 08/03/15

**SUBJECT: APPLICATION FOR ZONING TEXT AMENDMENT - ADOPT RESOLUTION OF INTENT TO AMEND CHAPTER 58 OF THE TOWN CODE (ZONING ORDINANCE) ON BEHALF OF STEICO, INC. (AKA SHEETZ)**

**Marian B. Harders, Walsh Colucci, Lubeley, & Walsh, PC, on behalf of Sheetz, has submitted a Zoning Text Amendment Application to amend Haymarket Town Code Sections: 58-1, 58-258, 58-260(6), and 58-344. Pursuant to Section 58-425 of the Zoning Ordinance, it is recommended that the Town Council forward the application to the Planning Commission for consideration.**

**BACKGROUND**

The Applicant has submitted concurrent preliminary site plan (PRE#20140220), special use permit (SUP#20140220), and zoning text amendment (ZTA#20140220) applications associated with the reconstruction of the Sheetz Service Station at 15315 Washington Street. A narrative explaining the ZTA proposal is attached.

Section 58-425 of the Zoning Ordinance states proposed amendments to Chapter 58 shall be referred to the Planning Commission for its recommendation.

**RECOMMENDATION**

It is recommended that the Town Council adopt a resolution of intent to amend Chapter 58 of the Town Code and to forward the resolution to the Planning Commission for consideration pursuant to Section 58-425 of the Haymarket Town Code and the Code of Virginia, 15.2-2285, as amended. A draft resolution will be forwarded to the Town Council prior to the Town Council meeting on November 13. The resolution will direct the Planning Commission to consider such amendments and forward their recommendation to the Town Council.

**DRAFT MOTION(S)**

1. I move that the Town Council adopt the attached Resolution of Intent to Amend Chapter 58 (Zoning) of the Haymarket Town Code.

Or,

2. I move that the Town Council take no action regarding \_\_\_\_\_.

Or,

3. I move an alternate motion

**RESOLUTION 2015-0010**

**RESOLUTION TO INITIATE CONSIDERATION OF ZONING TEXT AMENDMENTS (ZTA#20140220) TO CHAPTER 58 (ZONING) OF THE CODE OF THE TOWN OF HAYMARKET, VIRGINIA, ON BEHALF OF STEICO, INC. (AKA SHEETZ)**

**WHEREAS**, certain zoning text amendments have been submitted for consideration by the Town Council pursuant to the provisions § 15.2-2286(A)(7) of the Code of Virginia and § 58-422 of the Code of the Town of Haymarket, Virginia;

**WHEREAS**, the Town Council may consider such petitions in furtherance of the purposes of zoning as set out in § 15.2-2283 of the Code of Virginia and to further implement the Town's Comprehensive Plan;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council states its intention to consider amending Chapter 58 of the Code of the Town of Haymarket, Virginia, to adopt new provisions on the following matters:

1. Amend § 58-260, Requirements for Special Uses, to remove the requirement that special use permits within the Limited Industrial District I-1 shall be applied for annually;
2. Amend § 58-258, Special Uses, to permit "Quick Service Food Store, as accessory use to Service Station with fuel sales with repairs under roof" within the Limited Industrial District I-1;
3. Amend § 58-344, Industrial Signs, to permit Service Station signs;
4. Amend § 58-1, Definitions, to implement the proposed text changes;
5. Initiate revisions to other Sections of Chapter 58 of the Code of Haymarket, Virginia, as may be necessary to ensure that these amendments are fully implemented and achieve the full intent of this Resolution;

**AND BE IT FURTHER RESOLVED** that the Town Council, pursuant to § 58-425 of the Haymarket Town Code, hereby refers these matters to the Planning Commission to consider whether these amendments are in furtherance of the public necessity, convenience, general welfare, and good zoning practice; to consider whether these amendments are consistent with the Town's Comprehensive Plan; to consider the impact of these amendments on the services, character, and needs of the community; to prepare draft amendments for consideration; and for the Planning Commission's recommendation in regard to these matters referred.

Done this 3<sup>rd</sup> day of August 2015

Motioned By:  
 Seconded By:  
 Ayes:  
 Nays:  
 Abstain:  
 Absent:



ATTEST:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

Attachment: 1 - RES2015-0010\_INITIATE SHEETZ ZTAs (2482 : Initiate Zoning Text Amendments)

Statement of Justification  
Zoning Text Amendment Application

Sections: 58-1, 58-258, 58-260 and 58-344

December 15, 2014

1. Overview. Steico, Inc. (aka "Sheetz") is the owner/Applicant of the Property identified GPIN 7298-70-1093 consisting of approximately 2.257 acres, located on the southeast corner of Washington Street and Route 15. The property is zoned I-1, Limited Industrial District and is designated on the Comprehensive Plan as Planned Interchange Park.

A Sheetz fuel station has been operating on the Property since 1994. Sheetz has selected this site to be upgraded and renovated to meet current Sheetz standards. With the proposed upgrade, Sheetz recognizes that two currently grandfathered uses, the quick service food store and a comprehensive sign program, are not contemplated in the current Zoning Ordinance and therefore Sheetz is requesting specific text amendments that are narrowly drafted in order to substantiate the specific regulatory provisions as they relate to site specific signs and uses. The proposed amendments affect the following sections of the Zoning Ordinance:

- Section 58-1. Definitions - "Quick Service Food Store" and "Service Station" to include the provision of outdoor seating, outdoor storage and outdoor displays.
- Section 58-258. Special Uses – to allow quick service food stores as an accessory use to a service station.
- Section 58-260. Requirements for Special Uses – to exempt approved service stations from the requirement to apply annually for the special use permit.
- Section 58-344. Industrial Signs – to create a specific service station sign category within the Industrial Sign section.

2. Justification

- A. Section 58-1. Definitions. The existing service station provides areas for outdoor storage and outdoor display areas. The redevelopment plans also utilize outdoor storage and displays as well as outdoor seating. In order to continue to accommodate these functions, the applicant requests to amend the definitions for "quick service food store" and "service station" to provide for these uses.
- B. Section 58-258. Special Uses. Sections 58-257 and 258, outline the by-right and SUP uses in the I-1 District but, they do not address Quick Service Food Stores which, is currently an accessory use within the existing facility. The Applicant is proposing a minor text amendment to Section 58-258 to allow Quick Service Food Stores as an accessory use to a service station fuel sales with repairs under roof.

- C. Section 58-260. Requirements for Special Uses. Section 58-260(6) identifies the requirements for special uses. Subparagraph (6) stipulates that “the special use permit shall be for a one-year period and to be applied for annually.” Given the somewhat “permanent” nature of a service station, i.e., physical structure and economic investment in its operations, the requirement for annually application would appear to be an unnecessary and burdensome task both for Staff and the SUP holder. With Staff’s support, the Applicant is recommending that in the case of approved SUPs for service stations, the annual permit application would not be required.
- D. Section 58-344. Industrial Signs. Section 58-344 addresses industrial signage, however, unlike the other twelve sign types defined in this section, the standards for Service Station signs is not called out. The applicant is proposing specific language to address Service Station signage, as it is applied to the umbrella category of "Industrial Signage."
3. Fulfillment of Zoning Ordinance Section 58-429 - Matters to be considered in reviewing proposed amendments.

Proposed amendments shall be considered with reasonable consideration for the following:

- (1) Criteria: Existing use and character of the area.  
Response: The property is currently developed with a Sheetz gas station and is surrounded by I-1 uses. The proposed text amendments are narrowly drafted in order to address only service station uses. There are no known adverse implications of the proposed text changes on the surrounding uses or the character of the area.
- (2) Criteria: Suitability of the property for various uses.  
Response: The Property is located in critical transit-oriented corridor which is an ideal location for the existing service station. The proposed text amendments are in keeping with the dynamic nature of the I-1 District and will provide necessary tools for upgrading and redeveloping the site in ways that benefit the Town.
- (3) Criteria: Trends of growth or change.  
Response: The Route 15/Route 55 intersection is an active area of growth and change. As the Town continues to grow its economic base and support existing commercial uses located within this corridor, the proposed text amendments refreshes the means in which the Town meets future trends.
- (4) Criteria: Current and future requirements of the town as to land for various purposes as determined by population and economic studies and other studies.  
Response: The service station use on the Property is an appropriate use that has provided long and strong economic vitality to the Town. The current and

future requirements of the Town are met by implementation of a Zoning Ordinance that is capable of adapting to the future land use demands. In light of the growing demographics in this area and the projected increase in patronage of this station, the proposed text amendments provide minor adjustments that address the future goals of the Town.

- (5) Criteria: Transportation requirements of the community and the town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains.  
Response: The proposed text amendment will not impact the requirements for transportation, parks, playgrounds, recreation areas, public services or preservation of natural resources.
- (6) Criteria: Conservation of properties and their values and the encouragement of most appropriate use of land throughout the town.  
Response: The proposed text amendment will positively impact the conservation of properties and their values by specifically targeting and bolstering the revenue generating capacity of the service station, which, as noted above, is appropriately situated within the Town's I-1 District.

## Accessory Use – Quick Service Food Store ZTA

### Sec. 58-258. Special uses.

The following uses shall be permitted in the I-1 district with a special use permit:

- (1) Estate/liquidation auction sale.
- (2) Outdoor craft and/or antique shows/sales.
- (3) Parades.
- (4) Circuses.
- (5) Carousels; games (as defined in [section 14-9](#)).
- (6) Foodstore, grocery store, supermarket (excluding quick-service foodstore) provided that the maximum gross floor area occupied by any one use shall not exceed 45,000 square feet.
- (7) Drive-through windows. Uses permitted in the limited industrial district I-1 are permitted to have drive-through windows for service to the public subject to the following conditions:
  - a. Off-street stacking area for vehicles in drive-through pattern not to exceed six vehicle spaces;
  - b. No alcohol sales from the drive-through window;
  - c. Summary of window sales and gross sales submitted at the time of annual business license renewal;
  - d. Drive-through window located at the rear of the building; and
  - e. No use having a drive-through window for service to the public shall be permitted to be located closer than 400 feet to a property, tract or parcel in a planned interchange commercial district B-2 that is adjacent to a property, tract or parcel in a neighborhood business district B-1.
- (8) Nursery/garden center.
- (9) Construction and farm vehicles sales and repair shop under roof.
- (10) Service stations with fuel sales with repair under roof.
- (11) Building materials sales under roof.
- (12) Plumbing materials storage under roof.
- (13) State licensed contractor.
- (14) Equipment storage yard, plants and rental of equipment commonly used by contractors.
- (15) Mobile office/classroom shall only be permitted with a special use license with the following restrictions:
  - a. For use as a classroom for a period of one year and must reapply for a special use permit for each additional year thereafter;

- b. For use as an office for a period of six months and must reapply for an additional six months, with one year being the maximum for an office.
- (16) Storage for boats, travel trailers and motor homes if sufficiently screened from public ways and adjacent uses.
- (17) Farmer's market.
- (18) Public utility generating, booster or relay stations, transformer substations, transmission lines and towers, and other facilities for the provision and maintenance of public utilities, including railroads and facilities, and water and sewerage installations.
- (19) Outdoor storage of non-motorized vehicles and equipment
- (20) Quick Service Food Store, as accessory use to Service Station with fuel sales with repairs under roof.



## SUP Requirements – ZTA

### Sec. 58-260. Requirements for special uses.

The requirements for special uses are as follows:

- (1) All requirements under section 58-9 shall be met;
- (2) A new site plan must be filed;
- (3) A stormwater management plan must be filed;
- (4) The lot must be surfaced with asphalt or concrete; except that a crushed aggregate surface may be allowed for a lot used for storage of non-motorized vehicles and equipment.
- (5) Any lights used to illuminate the area must be no higher than 28 feet and shall be approved by the architectural review board;
- (6) ~~The special use permit shall be for a one-year period and to be applied for annually~~
- (7) All access roads and/or bridges must comply to state department of transportation specifications;
- (8) Approval must be obtained from the railroad if vehicles must cross the railroad track to gain access to storage facility;
- (9) A landscape plan must be submitted; and
- (10) All ordinances must be met. An allowance may be made for a security fence which must be approved by the architectural review board.

## Service Station Signage – ZTA

### Sec. 58-344. Industrial signs.

(a) *Styles.* Styles of industrial signs are:

- (1) Window.
- (2) Freestanding.
- (3) Hanging.
- (4) Wall.
- (5) Individual letter.
- (6) Menu.
- (7) Marquees, awnings, canopies.
- (8) Secondary entrance.
- (9) Directional.
- ~~(10) Service station.~~
- (104) Illuminated signs.
- (112) Security and warning.
- (12) Industrial Parks
- (13) Service station.
- (14) Outdoor vending signs

(b) *Sizes; total sign area.* The maximum sign size shall not exceed eight square feet in total area for hanging signs, 12 square feet in total area for wall-mounted signs, and 20 square feet in total area for freestanding signs.

- (1) *Window signs.* For any window sign, the maximum size shall not exceed 20 percent of the total window area in which that sign is to be displayed or ten square feet, whichever is less. Such signs shall be located no less than five feet from grade in order to create good pedestrian visibility.
- (2) *Freestanding signs.* Freestanding signs are permitted on lots which provide parking or drive-in services and which have at least 30 linear feet of road frontage. Such signs shall not exceed 20 square feet in area and 15 feet in height and be no closer than ten feet to any lot line.
- (3) *Hanging signs.* Hanging signs shall be mounted perpendicular to the facade of the building and shall project no more than six feet from the building and no closer than five feet to the edge of any travel lane, service drive or street line. Such signs shall be no less than nine feet in height from grade to the lowest part of the sign. There shall be no more than one projecting sign per business. Hanging signs are pedestrian oriented and, therefore, shall be designed accordingly. Signs shall not exceed eight square feet in area.
- (4) *Wall signs.* Wall signs shall be designed and located to complement the existing building and are to be pedestrian oriented. Wall signs shall be mounted flat on the facade of the building and shall be placed no higher than

15 feet above existing grade where the sign is to be placed or no higher than the second story window sill, whichever is lower. Such signs shall not have letters more than 12 inches in height and shall not extend more than six inches from the surface of the building. A wall sign shall not exceed 12 square feet in surface area. Buildings with multiple tenants and one common entrance shall have a directory sign containing a wall sign for each tenant facing a road frontage, not to exceed three square feet in surface area per tenant. Buildings with multiple tenants where each tenant has his own separate entrance may have a wall sign for each tenant, not to exceed eight square feet in surface area.

(5) *Individual letter signs.* Individual letter signs (and the type) shall be no larger than 12 inches in height per ten feet of building height with a maximum of 24 inches in height and shall be located so as to complement the existing building. The typestyle shall also correspond to the architectural period of the buildings.

(6) *Menu signs.* One menu sign per multi-tenant building. Signs shall not exceed 32 square feet in area and six feet in height and be no closer than ten feet to any lot line.

a. The following matrix shall be used to determine maximum sign area for buildings with four or fewer tenants.

No. of tenants	Maximum sign area	Maximum placard area
2	12 square feet	4 ½ square feet
3-4	24 square feet	4 ½ square feet
more than 4	32 square feet	4 ½ square feet

(7) *Marquees, awnings and canopy signs.* Marquees, awnings and canopy signs (made from canvas or other durable material) shall be placed only in the valance of the building with type not to exceed 12 inches in height. There shall be an allowance made for a margin of a minimum of one inch above and below the letters.

(8) *Secondary entrance signs.* Building tenants with secondary entrances may have a sign to identify the business if it is used as a client or customer entrance. Sign shall not exceed four square feet in area and must comply with all other requirements of this article.

(9) *Directional signs.* A directional sign, one end of which may be pointed or on which an arrow may be painted, indicates the direction to which attention is called. It shall be less than two square feet in area, giving only the name of the business or individual responsible for the sign.

(10) *Illuminated signs.* The regulations contained in this subsection shall override the general provisions of the sign ordinance in regard to internally non-illuminated signs and their size in the industrial-1 zoning district, where

retail shopping space is constructed in excess of 75 feet from the edge of the public right-of-way and not within 500 feet of residential property:

- a. A building located more than 75 feet from the edge of the public right-of-way shall be allowed one square foot of sign area for each linear foot of property unit width. If the tenant is located in an end unit, it is permitted to install an additional sign. The total area of the second sign may not exceed the result of one and one half times the width of the store. The total combined allowable area of the two signs may allocate between the two signs as the tenant sees fit, providing all other criteria are observed.
- b. All property signage must be located in the sign band provided above the building canopy. In order to create visual balance and continuity within the shopping center, signs are to be as closely vertically centered as possible on the major architectural features of the building such as the space between or over major piers or columns and/or the tenants' unit.
- c. The sign shall occupy a maximum sign area not taller than two feet and not longer than 80 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. To the extent possible, signs will have a consistent appearance in terms of the amount of area they occupy in front of each tenant's unit. Any store in excess of 40,000 square feet shall occupy a maximum sign area not taller than three feet six inches and not longer than 80 percent of the tenant's unit width.
- d. All signs shall maintain a centerline elevation.
  1. Specifications.
    - i. Channel letters and logos shall be mounted on and completely supported by a self-contained transformer vault/raceway. Vault/raceway shall be painted to architectural review board specifications.
    - ii. All necessary permits required by the town shall be obtained and approved by all necessary departments before installation or posting of any signs.
  2. Service door sign/storefront address.
    - i. Tenant rear service door sign is limited to the trading name and address. The tenant storefront address shall be a number only.
    - ii. Tenant name and address shall be directly applied to the rear service door. Stenciled on letters with a maximum height of six inches and two feet six

inches width total. Total not exceeding two feet six inches shall be used.

2. Restrictions.

- i. No paper or stickers utilized as signs inside or outside of glass storefronts shall be permitted.
- ii. No painted or printed signs shall be permitted.
- iii. No outrigger signs or banners shall be permitted.
- iv. No signs on vehicles parked in or on the common areas shall be permitted in the I-1 district.
- v. The character, design and layout of all signs shall be subject to the town's written approval and shall be in accordance with all ordinances and reviews.
- vi. The advertising or informative content of all sign shall be limited to letters designating the store name and/or store type only. Any designation of the store type shall be by general descriptive terms only and shall not include any specifications of the merchandise offered for sale or the services rendered.

(1~~2~~) *Security and warning signs.* Signs shall not exceed two square feet in area and may not exceed an average of one sign per 50 feet of property boundary.

(1~~2~~3) *Industrial parks.* Industrial parks shall conform to the guidelines of this section and also to the following:

- (1) One freestanding directory and identification sign on the site in close proximity to the major vehicular entrance to the industrial park.
- (2) Such signs shall not exceed 20 square feet in area and 15 feet in height and shall be no closer than ten feet to any street line, travel lane or access road.

(13) *Service Station Signs.* Service Station with fuel sales signage shall conform to the guidelines of this section or as may be approved by the Town Council as part of a Special Use Permit for a comprehensive sign package which includes, at a minimum, site identification, building façade signage, fuel pump, fuel island canopy, gas pricing, freestanding signage and illumination of said signs. Outdoor vending signs may be permitted when associated with outdoor vending machines and or operations such as propane tank dispensing cages, ice machines/containers, etc.

*(Ord. of 12-7-2009)*

## Definitions - ZTA

### Section 58-1 Definitions

Quick-service food store means any building that contains 5,000 square feet or less of net floor area, or any portion of such a building, which is used principally for the retail sale of food with outdoor seating, outdoor storage and outdoor displays or other items; but this definition shall not include restaurants, formal, informal or drive-in.

Service station means an establishment for the retail sale and direct delivery to motor vehicles of fuel, lubricants and minor accessories and including the sale of tobacco products, candy, soft drinks and related items for the convenience of the motoring public. Such establishments shall primarily serve automobile and recreational vehicle traffic and may include facilities or areas -for outdoor seating, outdoor displays, washing, lubricating, and otherwise servicing motor vehicles; however all major repairs must be completely under cover. Permissible uses do not include:

- (1) Major body work, painting or welding;
- (2) Open storage of automobiles not in operating condition;
- (3) Commercial parking or storage lots;
- (4) Parking longer than 60 minutes of vehicles requiring a commercial driver's license for lawful operation.



TO: Town of Haymarket Town Council  
SUBJECT: Dominion Virginia Power 230 KV Transmission Lines  
DATE: 08/03/15

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Mayor Leake asked that this matter be placed on each regular meeting agenda until further notice



TO: Town of Haymarket Town Council  
SUBJECT: Town Properties  
DATE: 08/03/15

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6630 Jefferson Street (Hulfish House)

Annual Rent: \$33,720

Lease Terms: May 29, 2016

15026 Washington Street (Police Department)

15020 Washington Street (Old Post Office)

Annual Rent: \$42,718

Lease terms: June 30, 2016





TO: Town of Haymarket Town Council  
SUBJECT: Mr. Ring Residency  
DATE: 08/03/15

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**ATTACHMENTS:**

- Mr Ring - Council Worksession July 17 2015 (PDF)
- 15.2-2212 (PDF)
- 58-556 Haymarket Town Code (PDF)
- 07-07-2015 Leake to Ring regarding legal residence (PDF)

15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
Twitter: @townofhaymarket



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

July 17, 2015

Mr. Ralph Ring  
14920 Greenhill Crossing Dr.  
Haymarket, VA 22655

Re: Town Council Work Session

Dear Mr. Ring:

The Town Council requests your presence at the Work Session scheduled on Monday, July 27<sup>th</sup> at 5pm. The Council would like you to be at the work session to discuss some concerns about your residency within the Town.

Sincerely,

A handwritten signature in cursive script that reads "Brian P. Henshaw".

Brian P. Henshaw  
Town Manager

Cc: Mayor David Leake  
Martin Crim, Town Attorney

Attachment: Mr Ring - Council Worksession July 17 2015 (2488 : Mr. Ring Residency)

Code of Virginia  
 Title 15.2. Counties, Cities and Towns  
 Chapter 22. Planning, Subdivision of Land and Zoning

## § 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions

A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.

One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.

Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.

Code 1950, §§ 15-901, 15-916, 15-963; 1956, cc. 282, 497; 1960, c. 309; 1962, c. 407, § 15.1-437; 1973, c. 160; 1974, c. 521; 1986, c. 208; 1988, c. 256; 1997, c. 587; 2006, c. 687.

Sec. 58-556. - Architectural review board; creation, membership.

- (a) For the purpose of making effective the provisions of this article, an architectural review board is established. The board shall consist of up to seven members, but not less than five, appointed by the town council, and shall be legal residents of the town. Where qualified and acceptable candidates are available, one member of the board shall be a licensed professional engineer, architect or land surveyor; one board member will be appointed from the town council and one from the planning commission; one member should be a person with knowledge of local real estate conditions, and one member should be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage of the town.
- (b) The term of office of the members shall be for three years, except that the term of the council member and planning commission member shall correspond to their official tenure of office. Any appointed member of the board may be removed from office by the council, after public hearing, for inefficiency, neglect of duty, malfeasance or other just cause, after charges have been made in writing. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves.

(Ord. of 1-3-1994)

July 7, 2015

Ralph Ring  
14920 Greenhill Crossing Drive  
Haymarket, Virginia 20169

Re: Architectural Review Board Term ending 06/30/2017  
Planning Commission Term ending 11/2016

Dear Mr. Ring:

It has come to the Town's attention that you have vacated your home in Greenhill Crossing and are now residing outside of the Town limits. There is a requirement that you legally reside within the Town in order to serve on both the Commission and the ARB.

If you could please communicate with the Town Manager, Brian Henshaw as to what date you moved out of the Town so that the records can reflect the accurate date your terms ended. In addition, please forward your new mailing address for year-end payroll tax purposes.

Your service to the Town has been appreciated.

Sincerely,

David Leake  
Mayor

Attachment: 07-07-2015 Leake to Ring regarding legal residence (2488 : Mr. Ring Residency)



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 08/03/15

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**Salary Adjustment Proposal:**

- Proposal included in packet.

**Public Safety Capital Appropriation:**

- It was determined that the total Public Safety Capital Outlay Expenditures included a total of \$53,000. This amount included the appropriation for the patrol car, but the remainder covered the purchase and installation of RADAR Speed Indicator signs along Washington Street.
- Appropriation for the \$15,000 for the purchase and installation of Permanent RADAR Speed Indicator is included in packet.

**Updates:**

**Chief Search Committee:**

- The Chief Search Committee will be conducting the first rounds of interviews the first week of August.

**Draft BZA MOU:**

- The Draft MOU for consideration to be sent to the County for potential review and adoption to appoint the County's BZA as the Town's BZA.

**2015 Retreat (Thursday, August 27<sup>th</sup>):**

- I have asked Mike Chandler to come back and work with the Town in a couple of capacities.
- We are working on creating a mini workshop the afternoon of the 27<sup>th</sup> with the staff and addressing Staff/ Council relations and needed information.
- I would to have Mike work with the Council the late afternoon and early evening the 27<sup>th</sup> to address our progress on the Strategic Action Plan, answer your own questions and areas of interest and possibly discuss meeting management and maybe a few other topics as time permits.
- Please check your calendars to see if Thursday, August 27<sup>th</sup> from 5-8pm will work with your schedules.
- We still have time, if we need to reschedule.

**VML Conference:**

- It is still early, however I want you all to get the conference on your calendars.
- The conference is in Richmond, VA, October 4-6.
- Please let me know if you're interested in attending. It would be great to bring a couple of Council members and staff to the conference this year.

**Town Manager Continuing Education:**

- I am at SEI (Senior Executive Institute) at UVA's Weldon Cooper Center for Public Service and will be back for the regular meeting on Monday August 3<sup>rd</sup>.

# In-Person Absentee Voting

for

## November 3, 2015

### Can't get to the poll on Election Day?

#### You may be eligible to vote absentee if:

- ◆ You commute and work long hours or plan to travel outside the County for business or leisure
- ◆ You are a student or spouse of a student attending school outside Prince William County
- ◆ You are a military member or the spouse or dependent of a military member
- ◆ You are pregnant or have an illness or disability
- ◆ You are a first responder
- ◆ You are the caretaker for an ill or disabled family member
- ◆ You are confined awaiting trial
- ◆ You have a religious obligation on Election Day
- ◆ You have been designated to work all day at a voting precinct at which you cannot vote

### In-Person Absentee Voting will begin Friday, September 18

*All sites are closed Monday, October 12, for the Columbus Day holiday.*

LOCATION	Weekdays 8:30 am to 5 pm	Late Tuesday 8:30 am to 6 pm 2 to 6 pm	Late Thursdays 8:30 am to 6 pm 2 to 6 pm	Half-day Saturdays 8:30 am to 12 pm	Full-day Saturdays 8:30 am to 5 pm
Main Office 9250 Lee Avenue, Suite 1 Manassas, VA 20110	Sept. 18 – Oct. 30	October 27 8:30 am to 6 pm	October 22 October 29		October 24 October 31
Satellite Office Woodbridge DMV 2731 Caton Hill Road Woodbridge, VA 22192	Sept. 18 – Oct. 30	October 27 8:30 am to 6 pm	October 22 October 29	September 19 September 26 October 3 October 10 October 17	October 24 October 31
Haymarket Town Hall 15000 Washington St. Haymarket, VA 20169		October 27 2 to 6 pm	October 22 October 29 2 to 6 pm		October 24 October 31
James J. McCoart Bldg. Occoquan Room 1 County Complex Court Prince William, VA 22192		October 27 2 to 6 pm	October 22 October 29 2 to 6 pm		October 24 October 31

Applications are available at each location and are not required to be completed before your visit. Do not send the application to the office if you wish to vote at one of these locations.

\*\* The last day to register to vote or update voter registration information is October 13, 2015.

### **PHOTO ID REQUIRED FOR IN-PERSON VOTING**

*For a list of acceptable forms of ID, visit [www.pwcgov.org/vote](http://www.pwcgov.org/vote)*

**Prince William County Office of Elections**  
**9250 Lee Avenue, Suite 1, Manassas, VA 20110**  
**(703) 792-6470**  
[absenteevoting@pwcgov.org](mailto:absenteevoting@pwcgov.org)



TO: Town of Haymarket Town Council  
 SUBJECT: Request to Waive Spending Policy  
 DATE: 08/03/15

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**ISSUE:** Job cost exceeded the adopted spending policy

**BACKGROUND:**

- The Town Council adopted a revised spending policy in July 2014.
- The policy requires that purchases exceeding \$10,000 require a formal bid package

**DISCUSSION:**

- The Town Council discussed the need to have the landscaping & tree cover trimmed up at the Harrover properties
- It was announced at the July Town Council meeting that the clean-up would begin within the next two weeks by the Town's public works contractor, Genesis.
- On Tuesday, July 21 the Town Manager received a phone call from Genesis that the extent of the work would cost approximately \$12,000. They were authorized to proceed

**FISCAL IMPACT:**

- The adopted budget has a \$300,000 line item for Harrover Property Construction

**RECOMMENDATION:**

It is recommended that the Town Council suspend the spending policy with regard to this purchase and authorize the Town Treasurer to pay Genesis Contracting & Consulting the amount of \$12,925, funds to come from the Harrover Property CIP Construction line item, It is further recommended that the Town Council appropriate \$15,000 from the CIP Harrover Property Construction Line Item.

**MOTION:**

**Motion of Approval:**

I move to appropriate \$15,000 from the FY 2016 Adopted Budget, Line Item CIP: Harrover Property: Construction, it is further moved to authorize the expenditure of \$12,925 to Genesis Contracting & Consulting for the Landscaping Brush Clean-Up as presented by Genesis dated 07/22/2015 (attached) by suspending the adopted Spending Policy POL#20140707 and waiving the requirement of a formal bid process.

**Motion of Denial:**

I move to deny.....





## Policies Regarding the Expenditure of Town Funds POL20140707

- **Budgeted Expenditures**

The Town Manager and Police Chief may spend up to the limits described in the attached Budget Appropriations policy. Generally, the Town Manager and Police Chief may spend up to the amount appropriated by the Town Council for the Town and Police Department Budgets.

- **For purchase of equipment, repairs and other budgeted capital items the following guidelines apply:**

Purchases of up to \$10,000, including Public Safety purchases, may be authorized and approved by the Town Manager with at least one acceptable estimate. Any purchase over \$3,000 will be reported back to the appropriate sub-committee of Town Council as well as the Town Council for informational purposes.

Purchases of over \$10,000 require a formal bid package approved by the Town Manager, advertisement for bids, and submission to the Town Manager for selection and approval of the winning bid. The winning bid means the bid from the lowest responsive and responsible bidder. The Town Manager will report to the Town's appropriate sub-committee who will forward a recommendation Town Council for final approval prior to awarding contract.

The Town Manager may establish maintenance agreements with vendors for the maintenance and general repair of certain systems such as HVAC or electrical. However, the spending guidelines above apply to expenditures above \$10,000.

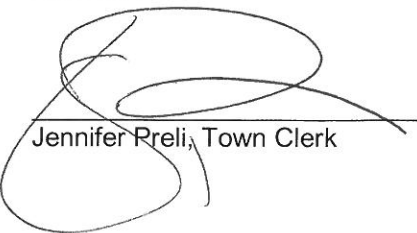
- **Exceptions to the spending policy:**

In instances of failure of equipment or damage to town-owned property which may lead to further damage or may create a hazardous situation, the Town Manager, with the knowledge and approval of the Mayor, may spend up to \$25,000 for needed repairs and may exceed the budgeted or appropriated line item amounts if necessary. Town-owned property includes buildings, grounds and vehicles. The expenditure must be reported to the Town Council for their approval after the fact.

Adopted this 7<sup>th</sup> Day of July 2014

Motioned by: Aitken  
 Seconded by: Morris  
 Ayes: Morris, Swinford, Woods, Caudle, Pasanello, Aitken  
 Nays: 0

ATTEST:

  
 Jennifer Preli, Town Clerk

## Town of Haymarket, Virginia

### Harrover Landscaping/ Brush Clean Up- Scope of Work

- Clear all overgrown brush away from the buildings and out buildings (sheds) Strip top layer of vegetation by use of skid steer machine. Grind all remaining stumps to 6" below grade.
- Remove all trash and debris (Town will provide dumpster if needed) Dumpsters provided by Genesis. Debris includes brick, railway timbers, lawn furniture, large rocks, etc...
- Trim and Shape all salvageable bushes. Only stand alone bushes that are clearly one species and not overgrown with weeds and ivy.
- Clear and remove all overgrown bushes and overgrowth (This includes the bush/ tree line between the two properties) Strip top layer of vegetation by use of skid steer machine. Grind all remaining stumps to 6" below grade.
- Trim all low hanging branches on mature trees. There are 2 full size trees in addition to braches that are dead on the property and will be removed. All limbs and trunks will be ground to mulch and removed from premises via dumpsters.
- Remove bushes and fence on western side of Food Pantry. Area will be striped of vegetation and top soil added.
- Remove Tree/ Bush at the "Y" intersection of the Food Pantry Drive
- Plan, with proper timing being considered, seeding and straw on exposed clear cut areas. (This may be completed at a later date if better for grass growth) Clear cut striped areas will have top soil added immediately and covered with straw.
- Mow entire property (Can be performed on a scheduled mowing, but would like a lower deck height, if possible).

Should you need to reach me in case of emergency or to notify me of progress, please call or text me at 571-284-8207.

Respectfully submitted,

Brian P. Henshaw  
Town Manager

Edited by Genesis Contracting and Consulting 7/22/15

Total Cost \$12925.00



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 08/03/15

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



TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 08/03/15

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

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