



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

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Monday, April 27, 2015

5:00 PM

Council Chambers

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### **1. Call to Order**

### **2. Agenda Items**

#### **A. Draft Town Council Agenda**

### **3. Adjournment**



TO: Town of Haymarket Town Council  
SUBJECT: Draft Town Council Agenda  
DATE: 04/27/15

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Please find your draft agenda attached.

**ATTACHMENTS:**

- 05-04-2015 TC Agenda (PDF)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, May 4, 2015

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Minutes Acceptance

### 6. Updates

#### A. Food Pantry Update

### 7. Public Hearings

- A. Fiscal Year 2016 Proposed Budget & Tax Rates
- B. Zoning Text Amendments - Parking Tabulations
- C. Transient Occupancy Tax Ordinance

### 8. Agenda Items

- A. Fiscal Year 2016 Proposed Budget & Tax Rates - Brian Henshaw
- B. Zoning Text Amendments - Parking Regulations - Marchant Schneider
- C. Transient Occupancy Tax Ordinance
- D. Comprehensive Plan - Marchant Schneider
- E. FY 2015 Budget Amendments- Sherrie Wilson
- F. Architectural Review Board Appointment - Councilwoman Pam Swinford
- G. Board of Zoning Appeals Vacancy

### 9. Department Reports

- A. Police Report - Greg Smith, Interim Chief of Police
- B. Engineer's Report - Holly Montague
- C. Planner's Report - Marchant Schneider
- D. Main Street Coordinator Report - Denise Hall
- E. Treasurer's Report - Sherrie Wilson
- F. Town Manager's Report - Brian Henshaw
- G. Building Official's Report- Joe Barbeau, Jr.

### 10. Councilmember Time

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

### 11. Adjournment

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
SUBJECT: Food Pantry Update  
DATE: 05/04/15

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Pamela Stutz is here this evening at the request of the Town Council




TO: Town of Haymarket Town Council  
SUBJECT: Fiscal Year 2016 Proposed Budget & Tax Rates  
DATE: 05/04/15

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**ATTACHMENTS:**

- Proposed 2015-2016 Fiscal Budget Presentation (PDF)
- 15-16 Final Draft Fiscal Budget (April 27, 2015) (PDF)
- Balance Sheet 4-21-2015 (PDF)




# PROPOSED 2015-2016 FISCAL BUDGET

TOWN OF HAYMARKET  
TOWN COUNCIL  
MAY 4, 2015

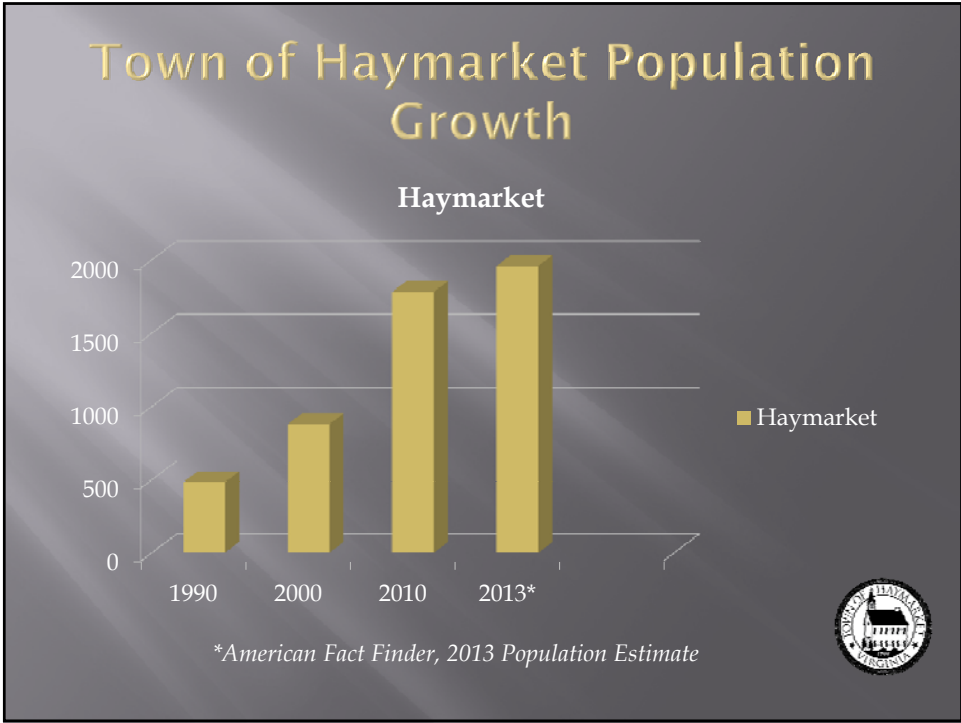
## Snapshot of Haymarket

Town of Haymarket	Prince William County
Population: 1,959*	Population: 438,580*
Median Age: 34.1 Years**	Median Age: 33.5 Years**
Median Household Income: \$126,250	Median Household Income: \$98,071**
HS Graduate or Higher: 92.4%	HS Graduate or Higher: 89.1%
Bachelors or Higher: 44.5%	Bachelors or Higher: 38.1%

\*American Fact Finder, 2013 Population Estimate  
 \*\* 2010 U.S. Census



Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



- ### Town Services and Programs
- ❑ Public Safety Services
  - ❑ Planning, Zoning and Engineering Services
  - ❑ Trash and Recycling Collection
  - ❑ Building Permits and Inspections
  - ❑ Historic Museum and Exhibits
  - ❑ Community Events
  - ❑ Notary Services

## Fiscal 2015-2016 Budget Process

- ▣ Town staff began the budget process in December of 2014 and continued working with the Town Council’s Finance Committee January-March.
- ▣ This process included the following:
  - A detailed research of the past five years of revenues.
  - Revenue Projections were formulated off findings of research.
  - An assessment of what works and what could be improved upon with regard to the Town’s Budget Presentation.
  - A Competitive Salary Survey and Analysis.
  - A focus on the ability to begin and complete major capital improvement goals.
  - The beginning process of transitioning from a traditional line item budget to Performance Based Budget. (Potentially a four year process).

## Goals of Fiscal 2015-2016 Budget

- ▣ Fund a plan that continues to invest into the Community, through Capital Improvements such as:
  - Town Center
  - Harrover Property
  - Walkability and Connectivity
  - Beautification
- ▣ Fund a plan to bring the Town’s staff to a competitive wage within the region;
- ▣ Keep Taxes low and minimize the possibilities of needing to entertain raising taxes.

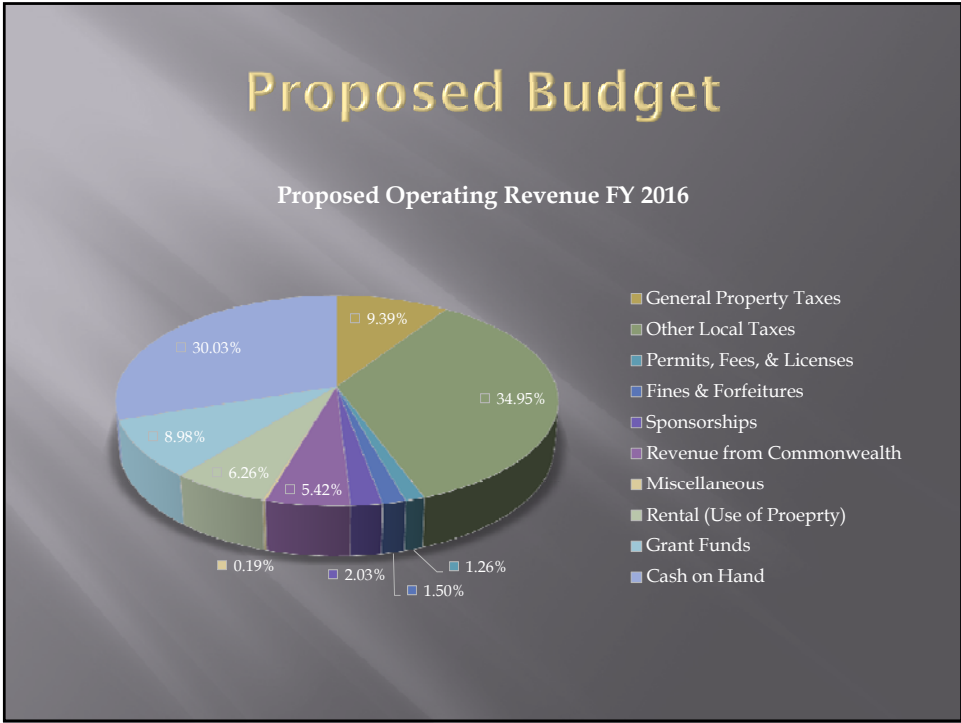


## Revenue Projection Methodology

- ▣ Staff studied the past 5 years of revenue to assess trends.
- ▣ Performed analysis to determine the 5year average of each revenue category, with the exception of Real Estate.
- ▣ Real Estate is based off assessments and tend to have an upward trajectory. Making an average skewed and not providing an accurate assessment,
- ▣ Based upon the 5 year average and the current trends, we generated conservative but accurate projections.
- ▣ In some cases, the line item’s average is lower than the continuous trends; therefore it would be overly conservative to assume that we could start a downward trend.
- ▣ The staff and finance committee feel confident with regard to the final projections of revenue.

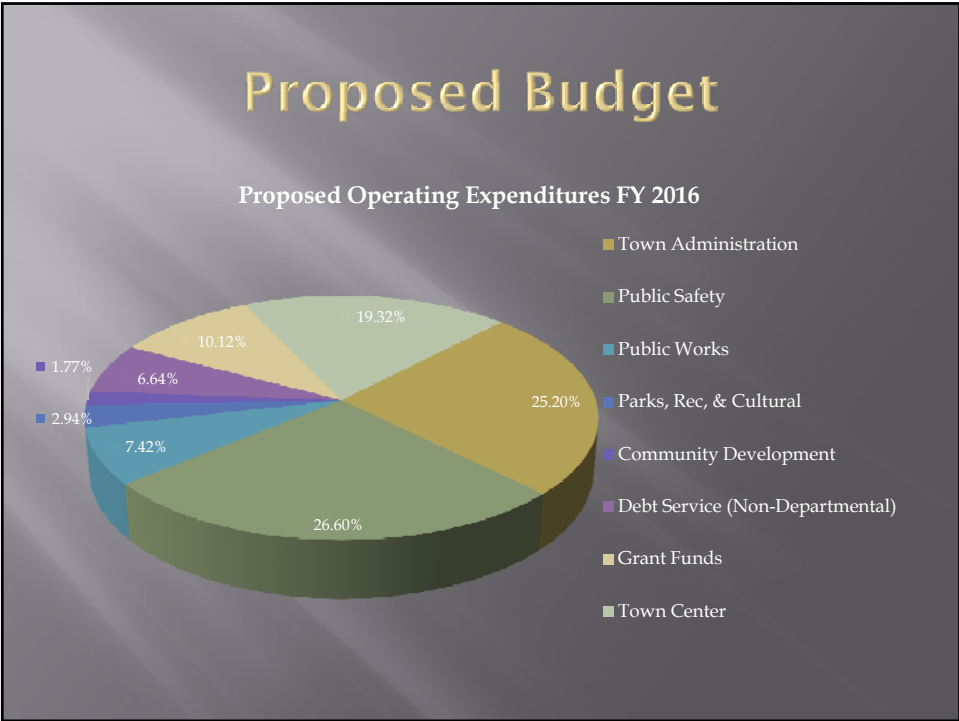
## Proposed Budget

Revenue Type	Amount
General Property Taxes	\$301,000
Other Local Taxes	\$1,121,000
Permits, Fees, & Licenses	\$40,500
Fines & Forfeitures	\$48,000
Sponsorships	\$65,000
Revenue from Commonwealth	\$173,834
Miscellaneous	\$6,100
Rental (Use of Property)	\$200,770
Grant Funds	\$288,000
Cash on Hand	\$978,000
<b>TOTAL:</b>	<b>\$ 3,222,204.00</b>



## Proposed Budget

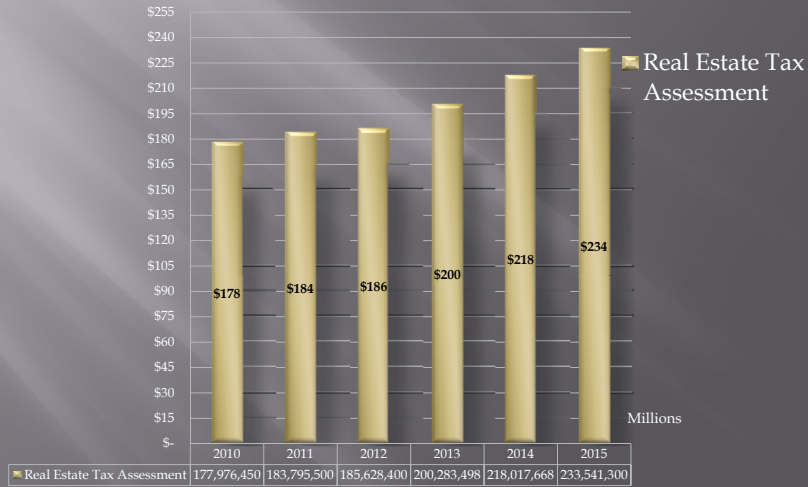
Expense Type	Amount
Town Administration	\$717,373
Public Safety	\$757,466
Public Works	\$211,400
Parks, Rec., & Cultural	\$83,600
Community Development	\$50,300
Debt Service	\$189,065
Grant Funded Projects	\$288,000
Town Center	\$550,000
Harrover Property	\$375,000
<b>TOTAL</b>	<b>\$3,222,204.00</b>



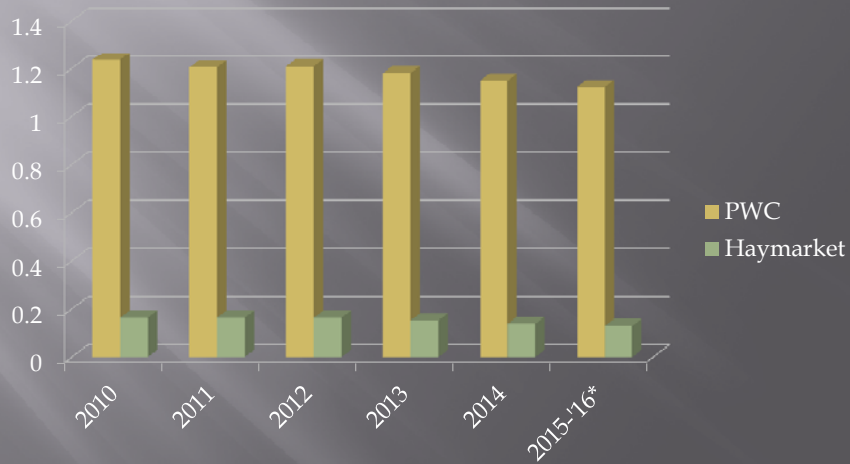
- ## Proposed Competitive Analysis Salary Adjustment (CASA)
- ❑ Built into the current proposed budget is a CASA.
  - ❑ CASA is based upon a multi approach salary survey based upon surrounding jurisdictions salary surveys.
  - ❑ Results indicated that in some positions, the Town is not as competitive in salary wages as surrounding jurisdictions.
  - ❑ If approved, Administrative Staff will perform performance reviews and potentially provide merit raises based upon the revised salary scale for each position's job description.
  - ❑ These merit increases, if justified, would be the first step to make Town wages more competitive across the administration.

## History of Real Estate Tax Assessments

Town of Haymarket Real Estate Tax Assessments 2010 - 2015



## Comparative History of Real Estate Tax Rates



\*Please Note: Rates are presented as they have been proposed, not adopted.

## Proposed 2015-2016 Tax Rates

Type of Tax	Tax Rate
Real Estate	.129 per \$100 Assessed Value
Meals Tax	4%
Personal Property Tax	Continued Moratorium
Cigarette Tax	.75 cents per pack
Proposed Hotel & Lodging Tax	8%
Business Tax (Ex. Restaurant / Retail)	.10 per \$100 Gross Receipts
Business Tax (Ex. Contractors)	.15 per \$100 Gross Receipts
Business Tax (Ex. Financial Services)	.30 per \$100 Gross Receipts
Manufacturers are Tax Exempt	\$35 Minimum License Fee
Itinerant Merchant	\$500 Annually
Carnival/ Circus/ Events	\$1,000 per occurrence
Minimum License Fee	\$35 (if tax calculations are under \$35)

## Capital Improvements

Project Description	Estimated Cost
Painting of Light Posts	\$7,000
Benches, Pads, Trashcans & Bike Racks	\$5,000
Crosswalk Repair	\$50,000
Shared Use Path	\$250,000*
Town Center Master Plan Construction	\$550,000**
Harrover Architectural/ Engineering	\$75,000**
Harrover Master Plan Construction	\$300,000**
Council Chamber Visual Enhancements	\$25,000
Gateway Signs	\$25,000
Police Cruiser	\$38,000
RADAR Speed Indicator Signs	\$15,000
Caboose Renovations	\$42,000****
<b>TOTAL:</b>	<b>\$1,382,000.00</b>

LEGEND

- Grant Funds (Connelly Funds)
- \*\* Funded by Cash on Hand
- \*\*\* Grant Funds (VDOT Enhancement Funds)

## Current Town Fund Balance

Current Accounts	Current Balance
General Checking	\$50,000
Sweep Account (from General Checking)	\$393,746
Money Market Account	\$1,149,216
Escrow Account	\$35,195
Virginia Investment Pool	\$300,000
<b>Grand Total of Fund Assets:</b>	<b>\$1,928,157*</b>

\* As of April 14<sup>th</sup>, 2015

## Proposed Budget

Revenue Type	Amount
General Property Taxes	\$301,000
Other Local Taxes	\$1,121,000
Permits, Fees, & Licenses	\$40,500
Fines & Forfeitures	\$48,000
Sponsorships	\$65,000
Revenue from Commonwealth	\$173,834
Miscellaneous	\$6,100
Rental (Use of Property)	\$200,770
Grant Funds	\$288,000
Cash on Hand	\$978,000
<b>TOTAL:</b>	<b>\$ 3,222,204.00</b>

## Property Assets

Building	Address	Building Value
Museum	15025 Washington St.	\$349,595.00
Caboose	15025 Washington St.	\$24,353.00
Town Hall	15000 Washington St.	\$1,813,748.00
Police Department	15026 Washington St.	\$450,117.00
Hullfish House	6630 Jefferson St.	\$300,000.00
Old Post Office	15020 Washington St.	\$250,000.00
Food Pantry	14740 Washington St.	\$468,370.00
Old PD	14710 Washington St.	\$540,736.00
<b>TOTAL:</b>		<b>\$4,196,919.00</b>

## Balanced Budget

Revenue Type	Amount	Expense Type	Amount
General Property Taxes	\$301,000	Town Administration	\$717,373
Other Local Taxes	\$1,121,000	Public Safety	\$757,466
Permits, Fees, & Licenses	\$40,500	Public Works	\$211,400
Fines & Forfeitures	\$48,000	Parks, Rec., & Cultural	\$83,600
Sponsorships	\$65,000	Community Development	\$50,300
Revenue from Commonwealth	\$173,834	Debt Service	\$189,065
Miscellaneous	\$6,100	Grant Funded Projects	\$288,000
Rental (Use of Property)	\$200,770	Town Center	\$550,000
Grant Funds	\$288,000	Harrover Property	\$375,000
Cash on Hand	\$978,000		
<b>TOTAL:</b>	<b>\$ 3,222,204.00</b>	<b>TOTAL</b>	<b>\$3,222,204.00</b>

**Town of Haymarket**  
**DRAFT BUDGET**

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

Ordinary Income/Expense	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
<b>Income</b>			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	289,224.70	292,415.00	\$292,000.00
Public Service Corp RE Tax	8,341.62	9,000.00	\$9,000.00
Personal Property Tax	444.50	0.00	\$0.00
Penalties - All Property Taxes	0.00	500.00	\$0.00
Interest - All Property Taxes	169.80	1,000.00	\$0.00
<b>Total GENERAL PROPERTY TAXES</b>	<b>298,180.62</b>	<b>302,915.00</b>	<b>\$301,000.00</b>
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	94,976.70	85,000.00	\$130,000.00
Meals Tax - Current	352,224.13	500,000.00	\$450,000.00
Consumer Utility Tax	93,669.78	100,000.00	\$120,000.00
Bank Stock Tax	0.00	22,000.00	\$25,000.00
Business License Tax	41,680.96	140,000.00	\$176,000.00
Cigarette Tax	167,805.50	250,000.00	\$220,000.00
<b>Total OTHER LOCAL TAXES</b>	<b>750,357.07</b>	<b>1,097,000.00</b>	<b>\$1,121,000.00</b>
<b>PERMITS,FEES &amp; LICENESES</b>			
Occupancy Permits	100.00	600.00	\$500.00
Inspection Fees	11,295.00	10,000.00	\$7,000.00
Other Planning & Permits	38,950.00	25,000.00	\$30,000.00
Application Fees	1,525.00	2,500.00	\$2,000.00
Motor Vehicle Licenses	888.00	1,000.00	\$1,000.00
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>52,758.00</b>	<b>39,100.00</b>	<b>\$40,500.00</b>
<b>FINES &amp; FORFEITURES</b>			
Fines	35,082.23	75,000.00	\$48,000.00
<b>Total FINES &amp; FORFEITURES</b>	<b>35,082.23</b>	<b>75,000.00</b>	<b>\$48,000.00</b>
<b>CHARGES FOR SERVICES</b>			
Public Safety			
Security	36.54		
<b>Total Public Safety</b>	<b>36.54</b>		
<b>Total CHARGES FOR SERVICES</b>	<b>36.54</b>		
<b>REVENUE FROM SPONSORSHIPS FOR TOWN EVENTS</b>			
Sponsorships	0.00	0.00	\$65,000.00
<b>Total Sponsorship for Town Events</b>			<b>\$65,000.00</b>
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	94,506.92	120,000.00	\$120,000.00

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



**Town of Haymarket**  
**DRAFT BUDGET**

2.A.a

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Department of Fire Programs	1,000.00	8,000.00	\$1,000.00
599 Law Enforcement Grant	21,276.00	28,368.00	\$28,334.00
DEQ Grant	0.00	1,000.00	\$0.00
Personal Property Tax Reimburse	18,626.97	18,630.00	\$18,600.00
Car Rental Reimbursement	3,742.73	4,500.00	\$4,500.00
DMV Grant	968.43	8,500.00	\$0.00
Railroad Rolling Stock	1,473.26	1,500.00	\$1,400.00
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>141,594.31</b>	<b>190,498.00</b>	<b>\$173,834.00</b>
<b>REVENUE FROM LOCAL GOVERNMENT</b>			
Categoric Aid			
Grants			
Other	17,957.08	0.00	\$0.00
<b>Total Grants</b>	<b>17,957.08</b>	<b>0.00</b>	<b>\$0.00</b>
<b>Total Categoric Aid</b>	<b>17,957.08</b>	<b>0.00</b>	<b>\$0.00</b>
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	<b>17,957.08</b>	<b>0.00</b>	<b>\$0.00</b>
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	462.48	0.00	\$0.00
<b>Total MISCELLANEOUS REVENUE</b>	<b>462.48</b>	<b>0.00</b>	<b>\$0.00</b>
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	311.54		
Sale of Salvage & Surplus	2,050.75	500.00	\$0.00
Recovered Costs - Events	9,892.60	10,000.00	\$5,000.00
Interest on Bank Deposits	26.20		\$100.00
Penalties (Non-Property)	298.01		\$0.00
Interest (Non-Property)	21.52		\$0.00
Citations & Accident Reports	1,305.00	1,000.00	\$1,000.00
<b>Total MISCELLANEOUS</b>	<b>13,905.62</b>	<b>11,500.00</b>	<b>\$6,100.00</b>
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	13,826.70	45,260.00	\$26,850.00
Suite 200 Rental Income	52,444.14	80,155.00	\$84,100.00
Suite 204 Rental Income	0.00	0.00	\$4,830.00
15020 Wash St Rental Income	30,515.67	40,700.00	\$42,735.00
6630 Jefferson St Rental Income	31,975.18	39,100.00	\$41,055.00
Town Hall Rental Income	2,550.00	2,000.00	\$1,200.00
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>131,311.69</b>	<b>207,215.00</b>	<b>\$200,770.00</b>
INTEREST ON BANK DEPOSITS	1,888.33		
TRANSFER OF CASH RESERVES	0.00	724,757.00	\$978,000.00

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
SAFETY LU/MAP 21 GRANT	705,048.29	590,479.00	
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	\$38,500.00
PEDESTRIAN IMPROVEMENT GRANT	50,014.00	90,000.00	\$250,000.00
<b>Total Income</b>	<b>2,198,596.26</b>	<b>3,359,264.00</b>	<b>\$1,266,500.00</b>
<b>Total Gross Profit</b>	<b>2,198,596.26</b>	<b>3,359,264.00</b>	<b>\$3,222,704.00</b>
<b>Expense</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	20,725.00	21,750.00	\$32,100.00
FICA/Medicare	1,273.73	1,600.00	\$2,000.00
Unemployment Insurance	186.24	1,000.00	\$1,350.00
Mileage Allowance	347.20	1,500.00	\$750.00
Meals and Lodging	2,368.66	2,500.00	\$2,500.00
Convention & Education	4,681.89	3,000.00	\$5,000.00
<b>Total 11100 - TOWN COUNCIL</b>	<b>29,582.72</b>	<b>31,350.00</b>	<b>\$43,700.00</b>
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	134,944.03	206,730.00	\$264,725.00
Salaries/Wages - Overtime	5,644.18	8,000.00	\$8,000.00
Salaries/Wages - Part Time	62,340.84	72,350.00	\$92,700.00
FICA/Medicare	17,367.98	18,788.00	\$22,165.00
VRS	9,766.63	12,000.00	\$15,660.00
Health Insurance	30,034.01	30,550.00	\$46,772.00
Life Insurance	1,121.30	1,000.00	\$3,151.00
Disability Insurance	1,192.50	1,600.00	\$2,600.00
Unemployment Insurance	3,445.68	1,975.00	\$2,550.00
Worker's Compensation	360.68	300.00	\$350.00
Liability Insurance	8,478.00	9,000.00	\$9,000.00
Accounting Services	6,420.46	15,000.00	\$8,000.00
Cigarette Tax Administration	4,160.98	6,000.00	\$4,000.00
Printing & Binding	4,863.94	5,700.00	\$8,000.00
Advertising	8,468.94	10,000.00	\$10,000.00
Computer, Internet &Website Svc	18,210.54	19,400.00	\$30,000.00
Postage	1,298.34	2,500.00	\$4,500.00
Telecommunications	5,295.80	3,700.00	\$4,500.00
Mileage Allowance	1,581.53	1,500.00	\$2,500.00
Meals & Lodging	3,657.22	3,000.00	\$5,000.00
Convention & Education	2,722.42	4,000.00	\$15,000.00
Misc - Discretionary Fund	0.00	0.00	\$2,000.00
Books, Dues & Subscriptions	1,727.56	3,500.00	\$2,000.00
Office Supplies	4,437.96	4,400.00	\$4,500.00
Capital Outlay-Machinery/Equip	17,688.51	21,000.00	\$0.00
66900 - Reconciliation Discrepancies	317.75		
Miscellaneous	1,846.64		

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**Town of Haymarket**  
**DRAFT BUDGET**

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
12110 - TOWN ADMINISTRATION - Other	-16.94		
<b>Total 12110 - TOWN ADMINISTRATION</b>	<b>357,377.48</b>	<b>461,993.00</b>	<b>\$567,673.00</b>
<b>12210 - LEGAL SERVICES</b>			
Legal Services	75,140.64	110,000.00	\$90,000.00
<b>Total 12210 - LEGAL SERVICES</b>	<b>75,140.64</b>	<b>110,000.00</b>	<b>\$90,000.00</b>
<b>12240 - INDEPENDENT AUDITOR</b>			
Auditing Services	15,950.00	15,000.00	\$16,000.00
<b>Total 12240 - INDEPENDENT AUDITOR</b>	<b>15,950.00</b>	<b>15,000.00</b>	<b>\$16,000.00</b>
<b>Total 01 - ADMINISTRATION</b>	<b>478,050.84</b>	<b>618,343.00</b>	<b>\$717,373.00</b>
<b>03 - PUBLIC SAFETY</b>			
<b>31100 - POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	303,963.33	352,444.00	\$369,376.00
Salaries & Wages - Overtime	4,377.31	15,000.00	\$12,000.00
Salaries & Wages - Part Time	4,320.87	10,500.00	\$10,500.00
FICA/MEDICARE	20,991.99	28,154.00	\$23,000.00
VRS	10,312.19	21,500.00	\$22,385.00
Health Insurance	61,535.23	55,000.00	\$81,700.00
Life Insurance	1,477.04	5,000.00	\$3,505.00
Disability Insurance	1,531.27	3,200.00	\$2,250.00
Unemployment Insurance	1,616.33	2,800.00	\$2,600.00
Workers' Compensation Insurance	7,088.32	8,000.00	\$6,900.00
Line of Duty Act Insurance	1,521.00	2,000.00	\$1,550.00
Legal Services	12,077.11	15,500.00	\$15,500.00
Repairs & Maintenance	7,799.84	2,000.00	\$8,000.00
Advertising	0.00	250.00	\$150.00
Electrical Services	2,521.40	5,500.00	\$5,500.00
Computer, Internet & Website	3,307.48	5,000.00	\$5,000.00
Postage	243.80	300.00	\$300.00
Telecommunications	5,493.60	5,900.00	\$9,000.00
General Prop Ins (Veh. & Bldg)	7,636.00	8,000.00	\$10,450.00
Mileage Allowance	269.09	250.00	\$300.00
Meals and Lodging	85.32	500.00	\$500.00
Convention & Education	350.00	500.00	\$500.00
Misc - Discretionary Fund	1,066.20	1,000.00	\$1,500.00
Books Dues & Subscriptions	5,635.40	5,000.00	\$6,000.00
Office Supplies	3,078.94	3,500.00	\$4,000.00
Vehicle Fuels	9,799.21	20,000.00	\$17,000.00
Vehicle Maintenance/ Supplies	9,266.86	27,000.00	\$27,000.00
Uniforms & Police Supplies	6,972.86	8,000.00	\$8,000.00
Grant Expenditures	0.00	8,500.00	\$0.00
Capital Outlay-Machinery/Equip	0.00	10,000.00	\$53,000.00

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
<b>Total 31100 · POLICE DEPARTMENT</b>	494,337.99	630,298.00	\$707,466.00
<b>34100 · BUILDING OFFICIAL</b>	32,410.00	65,000.00	\$50,000.00
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	8,000.00	\$0.00
<b>Total 32100 · FIRE &amp; RESCUE</b>	0.00	8,000.00	\$0.00
<b>Total 03 · PUBLIC SAFETY</b>	526,747.99	703,298.00	\$757,466.00
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	56,331.42	71,000.00	\$80,000.00
<b>Total 43200 · REFUSE COLLECTION</b>	56,331.42	71,000.00	\$80,000.00
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	32,917.09	35,500.00	\$65,200.00
Maint Svc Contract-Pest Control	1,415.00	2,000.00	\$1,500.00
Maint Svc Contract - Public Wks	21,869.27	19,000.00	\$0.00
Maint Svc Contract-Landscaping	24,856.00	15,000.00	\$30,000.00
Maint Svc Contract Snow Removal	3,210.50	4,000.00	\$4,000.00
Maint Svc Cont- Street Cleaning	7,129.25	10,500.00	\$11,000.00
Electric Services	2,043.18	3,500.00	\$10,000.00
Electrical Services-Streetlight	2,003.96	2,600.00	\$5,200.00
Water & Sewer Services	168.34	400.00	\$1,000.00
General Property Insurance	2,800.00	2,800.00	\$0.00
Janitorial Supplies	664.25	1,000.00	\$1,000.00
Real Estate Taxes			\$2,500.00
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	99,076.84	96,300.00	\$131,400.00
<b>43201 · RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	136.00	2,000.00	\$0.00
Electrical Services	2,043.12	3,000.00	\$0.00
Water and Sewer Services	168.33	400.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	314.80	500.00	\$0.00
Repair/Maintenance Supplies	0.00	750.00	\$0.00
<b>Total 43201 · RENTAL PROPERTY - SUITE 110</b>	2,662.25	7,150.00	\$0.00
<b>43202 · RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	0.00	1,000.00	\$0.00
Electrical Services	2,043.14	3,000.00	\$0.00
Water and Sewer Services	168.32	400.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	0.00	1,000.00	\$0.00
Repair/Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43202 · RENTAL PROPERTY - SUITE 200</b>	2,211.46	6,400.00	\$0.00
<b>43203 · RENTAL PROPERTY - SUITE 204</b>			

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Repairs/Maintenance Services	0.00	1,000.00	\$0.00
Electrical Services	2,043.09	3,000.00	\$0.00
Water and Sewer Services	168.26	400.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	0.00	150.00	\$0.00
Repair/Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43203 · RENTAL PROPERTY - SUITE 204</b>	<b>2,211.35</b>	<b>5,550.00</b>	<b>\$0.00</b>
<b>43204 · RENTAL PROPERTY - 15020 WASH ST</b>			
Repairs/Maintenance Services	0.00	1,000.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	111.13	1,000.00	\$0.00
Repair/Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43204 · RENTAL PROPERTY - 15020 WASH ST</b>	<b>111.13</b>	<b>3,000.00</b>	<b>\$0.00</b>
<b>43205 · RENTAL PROPERTY-HULFISH HOUSE</b>			
Repairs/Maintenance Services	1,086.50	1,000.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	452.73	400.00	\$0.00
Repairs/Maintenance Supplies	0.00	500.00	\$0.00
Utilities	164.70		\$0.00
<b>Total 43205 · RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,703.93</b>	<b>2,400.00</b>	<b>\$0.00</b>
<b>43206 · 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	122.25	1,000.00	\$0.00
Electrical Services	258.99	1,000.00	\$0.00
Gas Services	1,045.70	1,000.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Repair & Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43206 · 14710 WASHINGTON STREET</b>	<b>1,426.94</b>	<b>4,000.00</b>	<b>\$0.00</b>
<b>RENTAL PROPERTY - 14740 Wash St</b>			
Repairs/Maintenance Services	280.00	500.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Repairs/Maintenance Supplies	0.00	1,000.00	\$0.00
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>280.00</b>	<b>2,000.00</b>	<b>\$0.00</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>166,015.32</b>	<b>197,800.00</b>	<b>\$211,400.00</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractural Services	8,482.06	7,500.00	\$65,000.00
<b>Total 71110 · EVENTS</b>	<b>8,482.06</b>	<b>7,500.00</b>	<b>\$65,000.00</b>
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	12,650.42	20,300.00	\$0.00
FICA/Medicare	902.06	1,500.00	\$0.00
VRS	646.80	1,300.00	\$0.00
Health Insurance	2,097.21	3,450.00	\$0.00

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Life Insurance	72.60	120.00	\$0.00
Disability Insurance	152.46	225.00	\$0.00
Unemployment Insurance	141.12	200.00	\$0.00
Workers' Comp Insurance	0.00	25.00	\$0.00
Repairs & Maintenance Services	6,282.25	6,500.00	\$0.00
Advertising	2,194.50	1,500.00	\$2,000.00
Electrical Services	434.47	900.00	\$0.00
Heating Services	780.00	1,200.00	\$0.00
Water & Sewer Services	151.63	300.00	\$0.00
Postage	0.00	100.00	\$100.00
Telecommunications	1,358.07	2,200.00	\$1,500.00
General Property Insurance	0.00	500.00	\$0.00
Convention & Education	0.00	500.00	\$500.00
Mileage Allowance	63.31	100.00	\$200.00
Books, Dues & Subscriptions	100.00	500.00	\$500.00
Office Supplies	676.80	500.00	\$800.00
Repair & Maintenance Supplies	0.00	500.00	\$0.00
Exhibits & Programs	1,524.05	2,000.00	\$3,000.00
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	\$10,000.00
72200 - MUSEUM - Other	295.46		\$0.00
<b>Total 72200 - MUSEUM</b>	<b>40,478.21</b>	<b>56,420.00</b>	<b>\$18,600.00</b>
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>48,960.27</b>	<b>63,920.00</b>	<b>\$83,600.00</b>
<b>08 - COMMUNITY DEVELOPMENT</b>			
<b>81100 - PLANNING COMMISSION</b>			
Salaries & Wages - Regular	4,310.30	5,000.00	\$6,000.00
FICA/Medicare	302.07	300.00	\$850.00
Consultants	29,302.00	60,000.00	\$30,000.00
Mileage Allowance	0.00	1,000.00	\$500.00
Meals & Lodging	0.00	1,500.00	\$1,500.00
Convention/Education	0.00	2,000.00	\$2,000.00
Books/Dues/Subscriptions	0.00	750.00	\$300.00
<b>Total 81100 - PLANNING COMMISSION</b>	<b>33,914.37</b>	<b>70,550.00</b>	<b>\$41,150.00</b>
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,890.00	3,750.00	\$5,500.00
FICA/Medicare	109.01	300.00	\$850.00
Mileage Allowance	0.00	1,000.00	\$500.00
Meals & Lodging	0.00	1,000.00	\$1,000.00
Convention & Education	0.00	1,000.00	\$1,000.00
Books/Dues/Subscriptions	0.00	500.00	\$300.00
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<b>1,999.01</b>	<b>7,550.00</b>	<b>\$9,150.00</b>
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	<b>35,913.38</b>	<b>78,100.00</b>	<b>\$50,300.00</b>
<b>09 - NON-DEPARTMENTAL</b>			
<b>95100 - DEBT SERVICE</b>			

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

2.A.a

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
General Obligation Bond	192,119.63	196,818.00	\$189,065.00
<b>Total 95100 · DEBT SERVICE</b>	<b>192,119.63</b>	<b>196,818.00</b>	<b>\$189,065.00</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>192,119.63</b>	<b>196,818.00</b>	<b>\$189,065.00</b>
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>			
Beautification	0.00	12,000.00	
Maintenance	600.00	18,000.00	
Street Scape Construction	761,375.51	752,410.00	
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<b>761,975.51</b>	<b>782,410.00</b>	
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>			
Construction	2,920.48	38,500.00	\$38,500.00
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	<b>2,920.48</b>	<b>38,500.00</b>	<b>\$38,500.00</b>
<b>TOWN CENTER MASTER PLAN</b>			
Construction	0.00	400,000.00	\$500,000.00
Architectural/Engineering Fees	19,902.84	100,000.00	\$50,000.00
<b>Total TOWN CENTER MASTER PLAN</b>	<b>19,902.84</b>	<b>500,000.00</b>	<b>\$550,000.00</b>
<b>HARROVER MASTER PLAN</b>			
Drafting of Plan	5,225.00	20,000.00	\$0.00
Architecture/ Engineering Fees	0.00	0.00	\$75,000.00
Construction			\$300,000.00
<b>Total HARROVER Design/ Construction</b>	<b>5,225.00</b>	<b>20,000.00</b>	<b>\$375,000.00</b>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	52,885.00	90,000.00	\$250,000.00
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>52,885.00</b>	<b>90,000.00</b>	<b>\$250,000.00</b>
General Reserve	0.00	70,075.00	
<b>Total Expense</b>	<b>2,290,716.26</b>	<b>3,359,264.00</b>	<b>\$3,222,704.00</b>
<b>Net Ordinary Income</b>	<b>-92,120.00</b>	<b>0.00</b>	
<b>Net Income</b>	<b>-92,120.00</b>	<b>0.00</b>	<b>\$3,222,704.00</b>
			<b>\$3,222,704.00</b>
			<b>\$3,222,704.00</b>
			<b>\$0.00</b>

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

1:39 PM  
04/21/15  
Accrual Basis

Town of Haymarket  
Balance Sheet  
As of April 21, 2015

	Apr 21, 15	Jun 30, 14
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>10000 · Cash &amp; Cash Equivalents</b>		
10100 · The Fauquier Bank Operating		
10110 · TFB General Checking 6501	-168,947.79	45,941.51
10120 · TFB Sweep General Checking 1701	616,375.42	815,798.99
10130 · TFB Employee Benefit 7601	810.33	123.26
<b>Total 10100 · The Fauquier Bank Operating</b>	448,237.96	861,863.76
10300 · Petty Cash Fund-Town Hall	200.00	200.00
10500 · Clearing Account	-49.99	0.00
<b>Total 10000 · Cash &amp; Cash Equivalents</b>	448,387.97	862,063.76
<b>11000 · CD's &amp; Money Market Funds</b>		
111000 · The Fauquier Bank		
11200 · TFB Money Market Account 8401	1,149,215.79	1,147,491.84
11300 · TFB Escrow/Secy Dep MM 0301	35,195.12	47,325.72
11400 · TFB Historic Book Club	3,642.39	7,615.91
<b>Total 111000 · The Fauquier Bank</b>	1,188,053.30	1,202,433.47
<b>Total 11000 · CD's &amp; Money Market Funds</b>	1,188,053.30	1,202,433.47
11010 · Virginia Investment Pool	300,465.50	0.00
<b>Total Checking/Savings</b>	1,936,906.77	2,064,497.23
<b>Accounts Receivable</b>		
12000 · Accounts Receivable	191,340.65	173,274.94
12010 · A/R Permits	7,828.00	178.00
12020 · Delinquent Real Estate	7,564.03	16,319.42
<b>Total Accounts Receivable</b>	206,732.68	189,772.36
<b>Other Current Assets</b>		
12030 · Due from Commonwealth	54,152.62	54,152.62
13000 · Allowance for Doubtful Accounts	4,757.76	-601.51
Prepaid Expenses	0.00	11,078.00
1499 · Undeposited Funds	62,073.26	19,357.13
<b>Total Other Current Assets</b>	120,983.64	83,986.24
<b>Total Current Assets</b>	2,264,623.09	2,338,255.83
<b>Fixed Assets</b>		
<b>2500 · General Property</b>		
2505 · Land	1,181,511.46	1,181,511.46
2510 · Buildings & Improvements	555,677.00	555,677.00
2515 · Accumulated Deprec - Buildings	-190,673.47	-190,673.47
2520 · Infrastructure	1,472,567.90	1,472,567.90
2525 · Accumulated Deprec - Infrastruc	-366,915.25	-366,915.25
2530 · Historic Town Museum	292,853.00	292,853.00
2535 · Accum Deprec - Museum	-96,373.18	-96,373.18
2540 · Equipment	208,339.89	208,339.89
2545 · Accumulated Deprec - Equip	-157,973.82	-157,973.82
2550 · Police Dept. Vehicles	185,487.42	185,487.42
2555 · Accum Deprec - Vehicles	-138,756.23	-138,756.23
<b>Total 2500 · General Property</b>	2,945,744.72	2,945,744.72
<b>2600 · Rental Property</b>		
2610 · Land - Rentals	600,000.00	600,000.00
2620 · Buildings - Rental	650,000.00	650,000.00
2630 · Building Improvements - Rentals	353,431.00	353,431.00
2699 · Accumulated Deprec - Rentals	-408,240.27	-408,240.27
<b>Total 2600 · Rental Property</b>	1,195,190.73	1,195,190.73
<b>Total Fixed Assets</b>	4,140,935.45	4,140,935.45
<b>TOTAL ASSETS</b>	<b>6,405,558.54</b>	<b>6,479,191.28</b>

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



1:39 PM  
04/21/15  
Accrual Basis

Town of Haymarket  
Balance Sheet  
As of April 21, 2015

	Apr 21, 15	Jun 30, 14
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	19,152.51	51,985.07
<b>Total Accounts Payable</b>	19,152.51	51,985.07
<b>Credit Cards</b>		
Town Credit Card - 5979	3,947.59	2,073.49
<b>Total Credit Cards</b>	3,947.59	2,073.49
<b>Other Current Liabilities</b>		
Retainage Payable	0.00	25,941.07
VA Dept of Housing & Comm. Dev.	173.40	68.40
Accrued Leave	20,463.74	20,463.74
<b>2100 · Payroll Liabilities</b>		
Employee Receivables	3,074.68	0.00
Life/Disability Payable	-2,072.72	0.00
Health Insurance Payable	2,222.50	0.00
VRS	2,602.49	6,061.58
MSA AFLAC	-212.93	0.00
<b>2110 · Direct Deposit Liabilities</b>	25.77	0.00
AFLAC Premiums	269.06	173.04
<b>2100 · Payroll Liabilities - Other</b>	196.36	413.78
<b>Total 2100 · Payroll Liabilities</b>	6,105.21	6,648.40
Security Deposits	27,992.23	28,842.65
Escrow Deposits	985.28	12,526.00
<b>Total Other Current Liabilities</b>	55,719.86	94,490.26
<b>Total Current Liabilities</b>	78,819.96	148,548.82
<b>Long Term Liabilities</b>		
General Obligation Bonds	1,701,500.00	1,701,500.00
<b>Total Long Term Liabilities</b>	1,701,500.00	1,701,500.00
<b>Total Liabilities</b>	1,780,319.96	1,850,048.82
<b>Equity</b>		
33000 · Amt Long Term Obligations	-1,721,963.74	-1,721,963.74
32000 · Investment in Capital Assets	4,140,935.45	4,140,935.45
30000 · Unrestricted Net Assets	2,174,970.75	1,958,037.58
31000 · Restricted Net Assets		
31010 · Alexandra's Keep-Historic	6,000.00	6,000.00
31030 · Fire Funds	29,200.00	29,200.00
<b>Total 31000 · Restricted Net Assets</b>	35,200.00	35,200.00
Net Income	-3,903.88	216,933.17
<b>Total Equity</b>	4,625,238.58	4,629,142.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,405,558.54</b>	<b>6,479,191.28</b>

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Zoning Text Amendments - Parking Tabulations  
 DATE: 05/04/15

The Planning Commission held a public hearing on March 9, 2015, and has forwarded the attached zoning ordinance text amendments with a recommendation of approval. The recommended Ordinance amendments establish parking standards for individual uses listed within the zoning ordinance, allow for shared and off-site parking options, and add clarifying definitions. The recommendations are based on the final work product for parking study commissioned by the Town Council in May 2014.

#### BACKGROUND

At its December 2013 meeting, the Town Council directed the Planning Commission to review the Town's parking ordinance. Parking requirements, as well as limited commercial sign options, were consistently mentioned by the business community as impediments to development within the Town. The Commission subsequently discussed the Council's directive and instructed the Town Planner to work with Town Manager to draft a Request for Proposals (RFP) to conduct an analysis of the parking demand for existing and planned land uses within the Town as well as an analysis the Town's Parking Ordinance. The RFP was to include recommendations regarding parking standards and/or alternate parking options. The general consensus of the Commission was that the current parking ordinance, combined with no on-street parking along the Town's major corridors or municipal parking, hampered redevelopment within the Town and limited the Town's ability to achieve its desired "walking town". As such, a holistic approach was deemed appropriate. The study was authorized by the Council on May 5, 2014 and EPR, P.C., in association with Herd Planning and Design and Sympoetica, presented the final study to the Commission on October 13, 2014. A summary of the consultant's findings is included with this memorandum.

Revisions by the Planning Commission to the standards drafted by the consultant removed standards for apartment / multi-family dwellings and motor-vehicle sales / storage (non-permitted uses), increased spaces for medical office, and removed references to recreational uses which otherwise fell under the definition of Public Recreational Facility or Club.

#### RECOMMENDATION

Staff supports the attached text amendments forwarded by the Planning Commission and recommends the Council hold a public hearing and take action accordingly. Staff is preparing a draft Ordinance for use by the Council.

#### SUGGESTED MOTIONS

1. I move that the Town Council adopt Ordinance ORD# \_\_\_\_\_ amending Chapter 58 of The Haymarket Town Code to address revised parking standards as described in the May 4, 2015 Staff Memorandum to Council.

OR

2. I move that the Town Council forward the proposed zoning text amendments to the Planning Commission for further discussion;

OR

3. I move an alternate motion.

**ATTACHMENTS:**

- 1 - Consultant Parking Ordinance Memorandum (PDF)
- 2 - Ad Proof - TC PH 04-06-2015 (PDF)
- 3 - Version 1.3 - 02-23-2015 Planning Commission ZTAs - Parking Regulations (PDF)

MEMORANDUM

URGENT     FOR YOUR USE     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

TO: BRIAN HENSHAW, AICP / MARCHANT SHNEIDER, AICP

FROM: BILL WUENSCH, P.E., PTOE

ORGANIZATION: TOWN OF HAYMARKET

DATE: OCTOBER 31, 2014

PHONE NUMBER:

SENDER'S REFERENCE NUMBER:

RE: PARKING ORDINANCE MATERIAL

YOUR REFERENCE NUMBER:

### Background and Introduction

The Town of Haymarket is experiencing issues with its current parking ordinance brought on by both new development and redevelopment proposals that call into question the appropriateness of that ordinance's principles and suburban-style land use-based standards. New uses for adaptively re-used industrial buildings and proposed new mixed-use projects have unique parking demands and opportunities that are not applicable to the current ordinance requirements, thereby making the site plan review and approval process difficult. An initial element of a comprehensive review and update of the parking strategies is to update and modify the Town's current parking ordinance. The updated ordinance should mesh well, and strike a balance with, the Town's broader comprehensive planning and connectivity goals, particularly for the Town Center area.

### Study Methodology

In the spring of 2014, the Town contracted with a team of consultants to review the existing parking ordinance and suggest modifications to update the ordinance. Key elements of the study effort included:

- Conducting a review and analysis of the Town's current parking ordinance.
- Performing a weekday and weekend inventory and utilization analysis for the existing parking supply
- Researching parking ordinances per other localities in the region, specifically as it relates to required parking thresholds and alternative provisions for parking (see Tables in this document)
- Meeting with a representative group of stakeholders to identify issues and opportunities related to parking needs
- Providing final recommendations for an update (re-write) of the Town's parking ordinance. (see Tables in this document)

*Note that a companion document was also provided(dated 9-9-14) with this study that*

*included details of the inventory and utilization study, stakeholder input, and a concept level planning framework plan.*

## **Comparison of Parking Standards in Other Jurisdictions**

The Town's current parking requirements, by use type, were reviewed and compared to the current parking requirements of several nearby comparable jurisdictions (towns and counties) and to recognized industry standards as reflected in the Manual of the Institute of Transportation Engineers (ITE). A complete review of this comparative analysis is shown a table format in this document. Comparative jurisdictions included the towns of Warrenton and Leesburg, and the counties of Prince William and Loudoun. These localities were chosen because they are in the same geographic region as Haymarket, are subject to similar demographic and economic forces, have a somewhat larger population, and have long and venerable histories of sophisticated planning and zoning efforts.

This comparative analysis resulted in two key aspects for the new draft parking standards:

Proposed standards for parking and loading are provided for a longer and more complete list of uses, thereby creating a "finer grain" of regulation, which is more accurate than the very broad approach of the Town's existing standards.

The proposed standards aim to avoid an excess of parking which is wasteful for both landowners and the Town, yet still provide an adequate and functional level of parking to meet the market demand.

Additional research was conducted for shared parking. The latest Urban Land Institute guidelines for shared parking were reviewed and considered in this analysis, as were shared parking provisions of the Town of Leesburg and the City of Harrisonburg, as well as other technical studies of shared parking techniques. Additionally, payment in-lieu for parking, in combination with municipal parking, was examined.

## **Recommendations**

### **Draft Parking Regulations**

A key implementation tool is the preparation of a revised parking ordinance for adoption into the Town Code. A proposed parking ordinance is included in the Appendix and a summary table of basic standards for parking and loading by type of use is shown in the following table.

Key components of the draft ordinance include:

- **Refined Parking Requirements by Use:** The following table provides a summary of the recommended parking and loading standards, based upon the field analysis and the comparative analysis. These proposed standards cover an expanded list of uses based on the particular needs of Haymarket.
- **Shared Parking Parameters:** Shared parking should be allowed by the Town under provisions of the new parking regulations. The sharing of parking facilities may be between private property/business owners or between those owners and the Town under these regulations. A process for determining shared parking requirements is provided within the draft parking ordinance.
- **Payment In Lieu of Parking:** A payment in lieu of parking (PILOP) program can be a source of funding for new municipal parking development. Through this program developers would be able to reduce their on-site parking requirement and help to fund better designed, more efficient, more centrally located public parking facilities. The draft ordinance does not include a particular proposed amount for a PILOP provision, because this will depend on how the Town chooses to implement this approach in relation to the CIP, etc.

See Draft Ordinance Revision in the tables at the end of this document.

## Shared Parking Techniques

If and when parking thresholds cannot be met, or if a landowner wishes to increase density on their parcel(s), then consideration could be given to allowing for shared parking. An effective strategy for optimizing parking supply in a mixed use environment is through the use of shared parking. The Urban Land Institute (ULI) is a leading source of information relative to shared parking. The ULI Shared Parking manual, 2nd Edition, is an industry standard reference for defining shared parking, its benefits, applications, and methods for calculating parking demand under a shared parking scenario.

Per ULI, shared parking is defined as the use of a parking space to serve two or more individual land uses without conflict or encroachment. The ability to share parking spaces is the result of two conditions:

1. Variations in the accumulation of vehicles by hour, by day, or by season at the individual land uses, and
2. Relationships among the land uses that result in visiting multiple land uses on the same auto trip.

Shared parking is a critically important concept when looking to optimize the parking supply against expected demand. The cost of providing surface parking is significant, both in capital costs, environmental impacts, and opportunity costs. The ULI manual proves out, through case studies and examples, that parking supply can be significantly reduced without any adverse

impact to businesses or the community, when considering shared use principles. The calculation methodology is somewhat complex and considers parking characteristics of all uses, monthly demand variations, time of day factors, captive versus non captive interaction of uses, and mode split when applicable. ULI suggests that oversimplifying the process can be detrimental to the planning process, thus it is suggested that shared parking calculations be performed by traffic engineers or parking professionals, using the ULI methodology. ULI sells software for an automated approach the calculations, and they provide a clear explanation of the manual calculations with numerous examples in their Shared Parking manual.

### **Near Term Next Steps**

- Refine and Adopt Parking Regulations into Zoning Ordinance
- Initiate an Amendment to the Comprehensive Plan to incorporate connectivity and municipal parking

Attachments :  
Existing Ordinance Comparison with Other Jurisdictions  
DRAFT Parking Ordinance

- Leesburg Today
  - Sun Gazettes
  - Ashburn Today
  - Middleburg Life
  - Loudoun Business
  - Prince William Today
- National Award Winning Web-site. [www.leesburgtoday.com](http://www.leesburgtoday.com)

From: Tonya Fields 703-771-8831 ph • 703-771-8833 fax • [tfields@sungazette.net](mailto:tfields@sungazette.net)

Pre-payment is required. We accept all Major Credit Cards, Cash, Check or Money Order.

**Today's Date: 4/8/15**

**Contact: Jennifer Preli, Town of Haymarket**

**Ad Size: 4 col. x 4.25"**

**Pub Date(s): 4/17 & 4/24/15**

**Deadline: Wednesday by noon**

**Prince William County: (Weekly Publication - Friday)**

**Publication(s): Prince William Today & Inside Nova (Print & Online)**

**Weekly Cost: \$255.00**

**Total Cost: \$510.00**



NOTICE OF PUBLIC HEARING AND INTENTION TO RECOMMEND ADOPTION OF ORDINANCE CHANGES TO THE TOWN OF HAYMARKET CODE

KINDLY TAKE NOTICE that the Town Council of Haymarket, Virginia will hold a public hearing on the 4th Day of May 2015 beginning at 7:00 p.m. local time at the Town Hall of Haymarket, 15000 Washington Street, #100, Haymarket, Virginia 20169, for the purposes of considering and adopting ordinance additions, amendments and revisions to Chapter 58 of the Zoning Ordinance. The proposed amended sections are as follows:

Chapter 58 ZONING: Article I: General/Definitions;  
58-11 Minimum off-street parking and loading.

The amendments to the sections listed above are intended to accomplish the following:

- Provide parking standards for each use listed in the zoning ordinance.

A complete copy of the proposed ordinance additions, amendments and revisions is available for public inspection during normal business hours at the Clerk's Office of the Town of Haymarket, 15000 Washington Street, Suite 100, Haymarket, Virginia 20169 immediately upon the advertising of this notice. All are invited to attend the public hearing at the time and place aforesaid and present their views. The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by telephone at (703) 753-2600.

TOWN COUNCIL, TOWN OF HAYMARKET, VIRGINIA

4/17 & 4/24/15

Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



## Chapter 58 - Zoning

### Sec. 58-11. Minimum off-street parking and loading.

~~(a) *Minimum Standards.* There shall be provided that~~ At the time of erection of any main building, or at the time any main building or its accessory uses is enlarged or the use changed, all provisions of article XIII shall be met along with minimum required off-street parking and loading space with adequate provision for entrance and exit of motor vehicles, by standard size automobiles as follows in accordance with the following table. Modifications to these requirements may be approved if shared parking is provided in accordance with Sec. 58-11 (b):

- ~~(1) In all residential districts there shall be provided, either in a private garage or on a lot, space for the parking of two automobiles for each dwelling unit located on such lot or parcel.~~
- ~~(2) Lodginghouses, motels and hotels shall provide, on the lot, parking space for one automobile for each accommodation.~~
- ~~(3) For church, high school, college and university auditoriums, and for theaters, general auditoriums, stadiums and other similar places of assembly, at least one parking space for every five fixed seats provided in the building.~~
- ~~(4) For hospitals, at least one parking space for each two beds' capacity, including infants' cribs and children's beds.~~
- ~~(5) For medical and dental clinics, at least ten parking spaces. Three additional parking spaces shall be furnished for each doctor or dentist having offices in such clinic in excess of three doctors or dentists.~~
- ~~(6) For apartments, at least 2.5 parking spaces for each individual sleeping or living unit.~~
- ~~(7) For liquor stores, at least ten parking spaces.~~
- ~~(8) For retail stores selling directly to the public, one parking space for each 200 square feet of retail floor space in the building.~~
- ~~(9) Any other commercial building erected, converted or structurally altered after the effective date of the zoning ordinance of September 19, 1983, shall provide one parking space for each 200 square feet of business floor space in the building.~~
- ~~(10) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.~~
- ~~(11) Reserved.~~

(b) *Shared Parking.* The minimum required parking spaces may be reduced if a land owner can provide parking that will be shared by complementary adjacent land uses. Such a proposal must be prepared using the methods set forth in the latest edition of the *Shared Parking Manual* of the Urban Land Institute (ULI). The necessary calculations and other data that show the suitability of a shared parking proposal must be submitted to the Town in conjunction with a site plan or other applicable development application, and will be evaluated by the Town as part of the normal application review process.

(c) *Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator.*

Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.

**Table of Parking Requirements**

Abbreviations:

GFA means gross square feet of floor area, as defined

NFA means net square feet of floor area, as defined. For the purposes of these parking standards, Net Floor Area is equivalent to 75% of the Gross Floor Area

SF means square feet

DU (d.u.) means dwelling unit

BR means bedroom

Residential Uses	Minimum Parking <sup>1</sup>	Minimum Loading
Single Family Detached Dwelling	2 per dwelling unit (d.u.) exclusive of garage	
Single Family Attached Dwelling (townhouse) and Two-family dwelling (duplex)	2.25 per d.u. (inclusive of minimum of 0.25 for visitor parking which must be distinct from dwelling units)	
Apartment/Multi-family  Efficiency Studio 1-BR unit 2-BR unit 3 or more BR	1.0 per d.u. 1.25 per d.u. 2.0 per d.u. 2.5 per d.u. (for 3 Bedrooms or less) and additional 0.20 for visitor parking	1 per building
Apartments on the second floor of structures designed for commercial uses	1.5 per d.u. (spaces must be assigned to each dwelling)	
Elderly/independent	1 per 4 d.u. plus 1 per employee	
Active Adult/Age restricted	1.5 per d.u.	
Accessory Apartment as defined	1 per d.u.	
Group home	See standard for the residential unit type <sup>2</sup>	
Home occupations	Meet the residential requirement plus 1 per non-resident employee	
Lodging, hotels, motels	1.1 per room (restaurant/meeting rooms subject to separate standards)	
Bed and Breakfast facilities	Meet residential requirement plus 1 per guest room	
Medical Clinics; medical or dental clinics medical or dental offices	1 per 250 square feet of gross floor area (GFA)	
Retail Store (Stores or shops for the conduct of retail business)	1 per 250 SF of GFA	None for first 10,000 SF then 1/30,000 up to 70,000 SF plus 1/100,000 SF thereafter
Other low-intensity commercial and personal service uses, as defined	1 per 300 SF of GFA	Same as retail
(other) Retail sales and services and similar uses not addressed, including shopping centers	1 per 300 SF of GFA	Same as retail

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

Food store, grocery store, supermarket (excluding quick-service food store)	1 per 250 SF of GFA	1 up to 12,000 GSF, then 1 per 24,000 GSF
Funeral home, mortuary or wedding chapel	1 per 4 seats plus 1 per 2 employees plus 1 for each hearse	1
Motor Vehicle <del>Sales and/or</del> Repair:		Same as industrial
Indoor display, sales, waiting, and offices	1.0 per 400 SF of GFA of enclosed area plus 1.0 per employee, and	
<del>Outdoor sales and storage area</del>	<del>1.0 per 2,500 SF of open sales area, and</del>	
Service area	3.0 per service bay	
Retail Fuel Sales (service station)	<i>[in addition to pump spaces]:</i>	
Fuel only	1 per fueling position	1
Fuel w/ service	3.0 for service bay	1
Fuel w/ convenience retail	0.75 per fueling position plus 1 per 200 SF of GFA	1
Nursery/garden center	1 per 200 SF of GFA plus 1 per 1,300 square feet of outdoor area	1 per 60,000 GSF
Office, general business or professional	1 per 300 SF of GFA	None for first 30,000 SF then one/100,000 SF thereafter
Quick service food store (convenience store)	1 per 200 SF of GFA	
Recreational uses:		
Billiard parlor	1 per 150 SF of NFA	
Bowling Alley	4 per lane	
<del>Retail area</del>	<del>1 per 300 SF of NFA</del>	
<del>Restaurant</del>	<del>1 per 400 SF of NFA</del>	
<del>Court Sports Facility</del>	<del>4 per court plus 1 per 3 seats on stands</del>	
Fairground/Carnival/Circus	1 per 400 SF of NFA	
Miniature Golf/ <del>Driving Range</del>	2 per tee for 36 tees, then 1 per tee	
Public Recreational Facility or Club; Commercial, indoor, fitness and sports activities	1 per 300 SF of GFA	
Active recreational uses, parks and playgrounds	3 per acre	
Hard or soft courts	4 per court	
Indoor uses not pools or courts	1 per 250 SF of NFA	
<del>Retail, ancillary use</del>	<del>1 per 300 SF of NFA</del>	
Swimming pools	1 per 150 SF of water space	
Freestanding restaurant (w/o drive-in or fast food)	1 per 100 SF of GFA	1 per 40,000 SF GFA
Freestanding drive-in, drive-up, drive-through, including fast food	1 per 100 SF of GFA	1 per 40,000 SF GFA
In line (attached)	1 per 100 SF of GFA	1 per 40,000 SF GFA
Outdoor craft/antique shows/sales; farmers	1 per 500 SF of GFA of sales area	

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

markets		
Veterinary or dog or cat hospital, kennels	1 per 300 SF of GFA	
Theater and similar establishment	1 per 3.5 seats by design capacity	1
Any other commercial use not otherwise listed	1 per 300 SF of GFA	

<sup>1</sup>Employee always refers to the number of employees on the largest shift

<sup>2</sup>Code of Virginia (§ 15.2-2291) requires that group homes be regulated like single family homes

Institutional Uses	Minimum Parking	Minimum Loading
Schools, public and private	1 per classroom and other room used by students plus 0.2 per student above driving age	
Municipal Building	1 per 300 SF of GFA	
Other Public uses	(Same as municipal building)	
Churches; Religious Institution <sup>1</sup>	1 per 5 seats of design capacity	1 per 100,000 SF of GFA
Places of Assembly, Private Clubs, Lodges or Meeting Halls	1 per 5 seats of design capacity	1 per 100,000 SF of GFA
Self Storage center/Mini Warehouse	1 per 250 SF of GFA of office space plus 1 per employee	
General Manufacturing, Assembly and Manufacture	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
Cabinets, furniture and upholstery shops	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
Laboratories, pharmaceutical and/or medical	1 per 300 SF of GFA	1 per 50,000 SF of GFA
Monumental stone works	1 per 300 SF of GFA of enclosed area (interior space)	1 per 50,000 SF of GFA
Outdoor storage of equipment	1 per 300 SF of GFA of office area	1 per 50,000 SF of GFA
Warehouse and wholesale businesses, storage warehouses	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
If office space exceeds 50% of net floor area of any industrial use	(parking for the office areas must meet parking requirements for office uses)	

(Code 1989, § 12-11; Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990; Ord. of 7-6-1998, § 1(12-11); Ord. of 6-2-2003; Ord. of 11-15-2011; Ord. No. 20121221, 5-6-2013)

**Cross reference—** Parking generally, § 46-81 et seq.

**Other Related Proposed Amendments**

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

**Sec. 58-1. Definitions.**

Accessory Apartment means a dwelling unit, whether attached or detached from the main dwelling, that is ancillary to the main dwelling on the parcel.

Dwelling unit means one or more rooms in a building designed or used as a place of residence for one household.

Other low intensity commercial use means a commercial use that is permitted or permissible by this ordinance but is not otherwise defined and does not exceed 0.30 floor area ratio of gross developed square feet of space.

Service Bay means an enclosed or partially enclosed area where motor vehicles are parked while they are serviced or repaired.

Service Stall means a non-enclosed area where motor vehicles are parked while they are serviced or repaired, which may be covered but not enclosed by walls or doors.

Square feet, gross means all enclosed, usable space within a structure, including unfinished service areas such as stairwells and elevators.

Square feet, net means all enclosed, usable finished space within a structure, not including unfinished service areas such as stairwells and elevators.



TO: Town of Haymarket Town Council  
 SUBJECT: Transient Occupancy Tax Ordinance  
 DATE: 05/04/15

---

**BACKGROUND:**

- A Hotel and Lodging Tax was presented and recommended to previous Council's before but was tabled during the budgeted process in 2013.
- In the current proposed fiscal budget, staff has recommended adopting a hotel and lodging tax.

**DISCUSSION:**

- The purpose and intent of the Transient Occupancy Tax (hotel and lodging tax), is to implement the tax on transient room rentals authorized by the Code of Virginia, subject to such limitations on amount, collection, and use of the tax proceeds as are now or hereafter in effect.
- To the extent any provision of this ordinance is inconsistent with the law, it shall be deemed amended so as to be in compliance with the law then in effect, to the minimum extent needed to eliminate any inconsistency.
- The implementation of this tax does not affect our current budget, but could produce a positive revenue source if a bed and breakfast, hotel or motel was ever to be established within the Town.

**TOWN MANAGER'S COMMENTS: (April 20, 2015)**

- It is my recommendation that Town establish a hotel and lodging tax at this time prior to the Town being able to establish a hotel or even a Bed and Breakfast.
- It is important to establish it now, as it would be more difficult to establish after the expressed interest of a potential hotel.

**POTENTIAL QUESTIONS:**

- Why adopt a hotel and lodging tax now?
- Is there a percentage that we have to go with?
- Who would be responsible for collection?

**FISCAL IMPACT:**

- None, at this time.
- Once a hotel or bed and breakfast was established in the Town, this would have a positive impact on the revenue of the Town.

**RECOMMENDATION:**

It is recommended that the Town Council adopt the drafted Transient Occupancy Tax Ordinance to be set at the proposed 8%.

**MOTION:**

**Motion of Approval:**

I move to adopt the Transient Occupancy Tax Ordinance as drafted and to be set at the proposed 8%.

**Motion of Denial:**

I move to deny the draft Transient Occupancy Tax Ordinance, because...

**ATTACHMENTS:**

- (2) Hotel Tax Ordinance--atty rev (PDF)

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY ADDING AN ARTICLE VI TO CHAPTER 42, TAXATION, RELATING TO TRANSIENT OCCUPANCY TAX.**

**WHEREAS, Virginia Code § 58.1-3840 authorizes any town having general taxing powers established by charter to impose excise taxes on transient room rentals, and**

**WHEREAS, Town Charter Article IV § 1 (3) grants general taxing powers to the Town;**

**NOW, THEREFORE,**

**BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 4<sup>th</sup> Day of May 2015:**

**That the Transient Occupancy Tax be adopted into Haymarket’s Code of Ordinances, Chapter 42, TAXATION, as a new Article VI, consisting of Sections 42-190 through 42-200**

**ORDINANCE 20130506-1  
Chapter 42 TAXATION  
ARTICLE VI – Transient Occupancy Tax**

**Sec. 42-190. – Purpose and intent.**

The purpose and intent of this Article VI, Transient Occupancy Tax, is to implement the tax on transient room rentals authorized by the Code of Virginia, subject to such limitations on amount, collection, and use of the tax proceeds as are now or hereafter in effect. To the extent any provision of this Article VI is inconsistent with the law, it shall be deemed amended so as to be in compliance with the law then in effect, to the minimum extent needed to eliminate any inconsistency.

**Sec. 42-191. - Definitions.**

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them by this section.

**Hotel** shall mean any public hotel, inn, apartment hotel, hostelry, tourist home or house, motel, rooming house or other lodging place within the country, offering lodging for four or more persons at any one time, and the owner and operator thereof who, for compensation, furnishes lodging to any transient.

**Room rental** shall mean the total charge made by any hotel for lodging or space furnished any transient. If the charge made by a hotel to a transient includes any charge for services or accommodations in addition to that of lodging or the use of space, then such a portion of the total charge as represents only room or space rental shall be distinctly set out and billed to such transient as separate item.

**Transient** shall mean any person who, for any period of not more than 29 consecutive days, either at his own expense or at the expense of another, obtains lodging or the use of any space in any hotel or travel campground, for which lodging or use of space is made.

**Travel campground** shall mean any site, lot, field or tract of land within the country offering spaces for recreational vehicles or campsites for transient dwelling purposes, temporary dwelling during travel, recreational or vacation use.

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



**Travel campground space rental** shall mean the total charge made for recreational vehicle space or campsite to a transient during travel or recreational and vacation uses.

**Sec. 42-192. - Levied; amount.**

In addition to all other taxes of every kind now or hereafter imposed by law, there is hereby imposed and levied on each and every transient a tax equivalent to eight percent of the total paid for room rental or travel campground space rental by or for any such transient to any hotel or travel campground.

**Sec. 42-193. - Exceptions.**

No tax shall be payable under this Article on room rental paid to any hospital, medical clinic, convalescent home or home for the aged.

**Sec. 42-194. - Collection.**

Every person receiving any payment for room rental or space rental with respect to which a tax is levied under this Article shall collect the amount of such tax from the transient on whom the same is levied or from the person paying for such rental, at the time payment for such rental is made. The tax required to be made under this Article shall be deemed to be held in trust for the Town by the person required to collect the taxes until the tax shall have been remitted to the Town as provided by this Article.

**Sec. 42-195. - Reports and remittances generally.**

The person collecting any tax pursuant to this Article shall make out a report, upon such forms and setting forth such information as the Treasurer may prescribe and require, showing the amount of room or space rental charges collected and the tax required to be collected, and shall sign and deliver such report to the Treasurer with the remittance of such tax. Such reports and remittances shall be made on or before the last day of the month following each quarter and covering the amount of tax collected during the preceding quarter. Such quarterly reports and remittances shall be made on or before the last day of January, April, July, and October, in each year; provided however, that any person operating a hotel or travel campground may make such reports and remittances on a monthly basis.

**Sec. 42-196. - Duty of collector going out or disposing of business.**

Whenever any person required to collect and pay to the Town a tax under this Article shall quit or otherwise dispose of his business, any tax payable, under the provisions of this Article to report the country shall become immediately due and payable, and such person shall immediately make a report and pay the tax due.

**Sec. 42-197 - Penalty and interest for late remittance.**

If any person shall fail or refuse to remit to the Treasurer the tax required to be collected and paid under this Article within the time and in the amount specified in this Article, there shall be added to such tax a penalty of ten percent. If the tax shall remain delinquent and unpaid for a period of one month from the date such is due and payable, there shall, in addition, be added to such tax interest at the rate of ten percent per year on the amount of tax for each month or portion thereof from the date upon which the tax is due.

**Sec. 42-198 - Disposition of remittances.**

The remittances received under this Article from that portion of the tax up to two percent by the Treasurer shall be promptly paid into the country general fund. The remittances received under this Article from that portion of the tax over two percent shall be designated and spent for promoting tourism, travel or business that generates tourism or travel in the Town.

**Sec. 42-199. - Powers and duties of the Treasurer under Article.**

- (a) It shall be the duty of the Treasurer to ascertain the name of every person operating a hotel or travel campground in the Town, who is liable for the collection of the tax levied by this Article. The Treasurer shall have the power to adopt rules and regulations, not inconsistent with the provisions of this Article, for the purposes of carrying out and enforcing the payment, collection and remittance of the tax levied by this Article, and a copy of such rules and regulations shall be on file and available for public examination in the director's office. Failure or refusal to comply with any rules and regulations promulgated under this section shall be deemed a violation of this Article.
- (b) If any person required to collect and remit the tax imposed by this Article fails to file a report and make a remittance, or if the Treasurer has reasonable cause to believe that an erroneous report has been filed, the Treasurer may proceed to determine the amount due to the Town, and in connection therewith, shall make such investigations and take such testimony and other evidence as may be necessary; provided, however, that notice and opportunity to be heard shall be given who may become liable for the amount owing prior to any determination by the director.

**Sec. 42-200. - Violations of Article.**

Any person violating or failing to comply with any of the provisions of this Article shall be guilty of a Class 3 misdemeanor. Each such violation or failure shall constitute a separate offense, but conviction thereof shall not relieve any person from the payment of such tax, penalties and interests, as provided in this Article.

Done this 4<sup>th</sup> Day of May 2015

TOWN OF HAYMARKET, VIRIGNIA

BY: \_\_\_\_\_  
David Leake, Mayor

ATTEST:

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

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

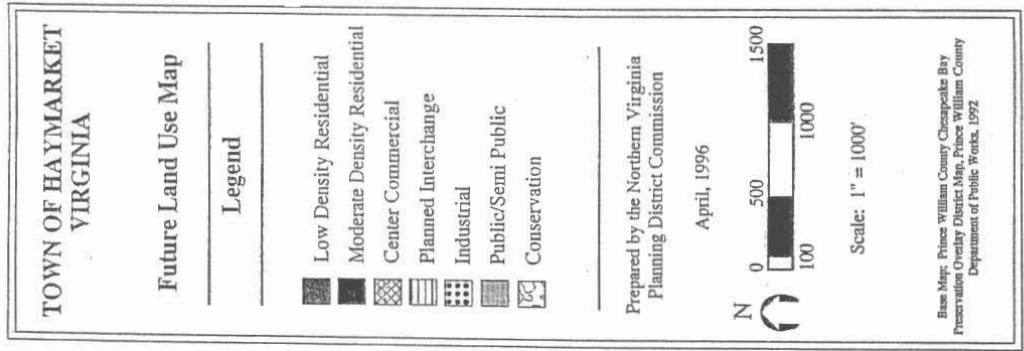


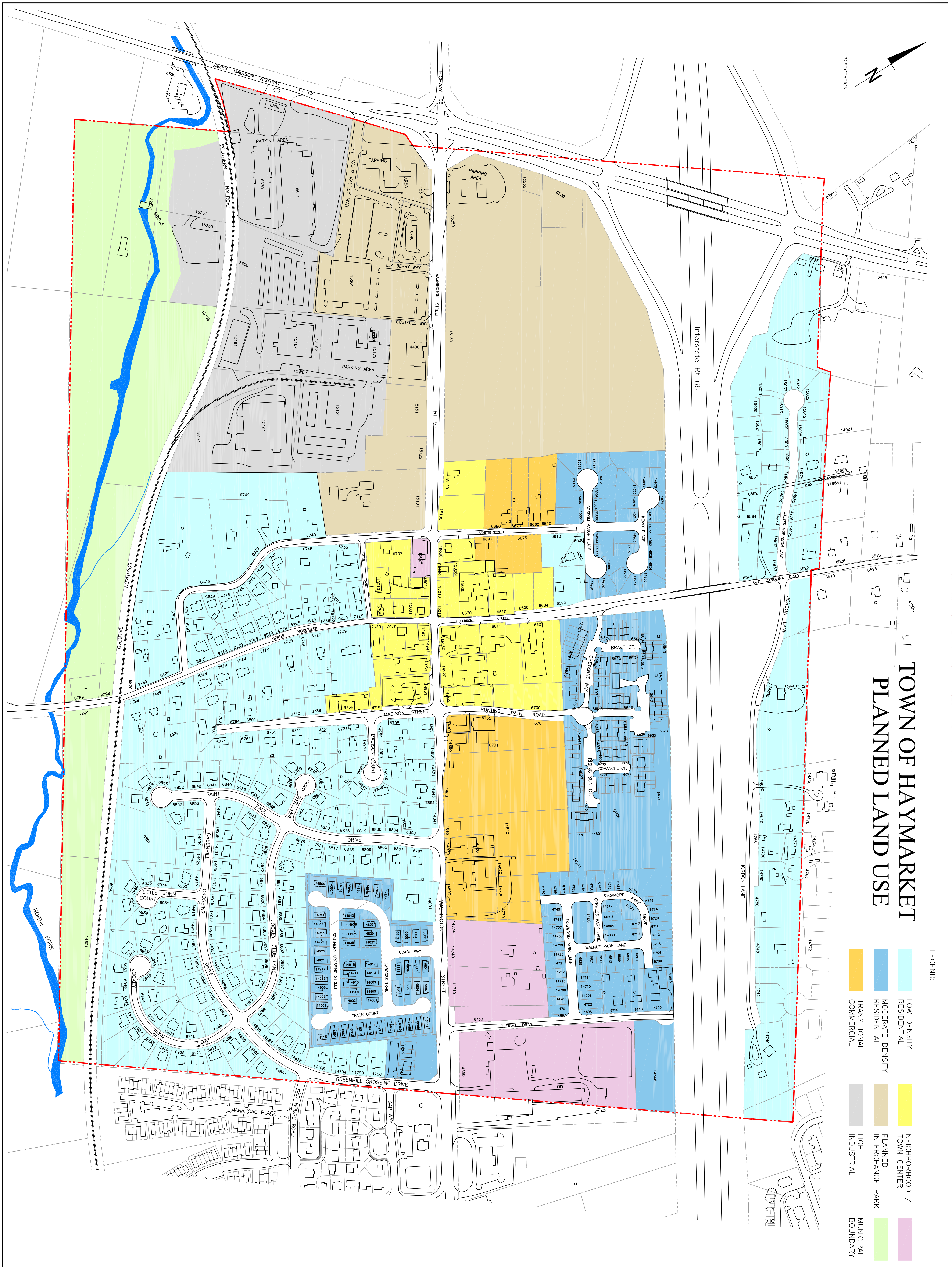
TO: Town of Haymarket Town Council  
SUBJECT: Comprehensive Plan  
DATE: 05/04/15

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**ATTACHMENTS:**

- 1996 Future Land Use Map (PDF)
- Adopted Haymarket Map CP Planned Land Use (PDF)
- Haymarket Zoning Map - January 2014 - Rev. I (PDF)





# TOWN OF HAYMARKET PLANNED LAND USE

- LEGEND:
- LOW DENSITY RESIDENTIAL
  - MODERATE DENSITY RESIDENTIAL
  - NEIGHBORHOOD / TOWN CENTER
  - PLANNED INTERCHANGE PARK
  - LIGHT INDUSTRIAL
  - PUBLIC
  - CONSERVANCY
  - MUNICIPAL BOUNDARY

			<b>Prepared for Haymarket Planning Commission</b>		
			Haymarket Planned Land Use Map Comprehensive Plan 2007		
			Base-build data prepared by: Prince William County Department of Technology, GIS Division		
			CUSTOMER: Town of Haymarket		
			DRAWING BY: Chris Moran		
			SCALE: 1" = 150'		
			DATE: 4-1-2007		
			REV: -		
			PROJECT: Haymarket Map 2007 CP Planned Land Use 174		
REV	DATE	REMARKS	BY	APP.	APP. DATE
17.0	6-10-08	Revised entire zoning scheme			
16.0	4-18-08	Revised proposed R-C District			
15.0	3-31-08	Added new R-C District			
0-14.0	4-11-07	Preliminary Comprehensive Plan			

# TOWN OF HAYMARKET ZONING

- LEGEND:
- MUNICIPAL BOUNDARY - - - - -
  - HISTORIC BOUNDARY - - - - -
  - R-1 DISTRICT NO COLOR
  - R-2 DISTRICT NO COLOR
  - B-1 DISTRICT NO COLOR
  - B-2 DISTRICT NO COLOR
  - C-1 DISTRICT NO COLOR
  - I-1 DISTRICT NO COLOR



Haymarket Zoning Map

Prepared for Haymarket Planning Commission  
 Maps & GIS files prepared by:  
 William C. Williams  
 Department of Technology, GIS Division

NO.	DATE	DESCRIPTION
01-15	01/15/15	Initial Map
02-15	02/15/15	Map Update
03-15	03/15/15	Map Update
04-15	04/15/15	Map Update
05-15	05/15/15	Map Update
06-15	06/15/15	Map Update
07-15	07/15/15	Map Update
08-15	08/15/15	Map Update
09-15	09/15/15	Map Update
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17-15	17/15/15	Map Update
18-15	18/15/15	Map Update
19-15	19/15/15	Map Update
20-15	20/15/15	Map Update
21-15	21/15/15	Map Update
22-15	22/15/15	Map Update
23-15	23/15/15	Map Update
24-15	24/15/15	Map Update
25-15	25/15/15	Map Update



TO: Town of Haymarket Town Council  
 SUBJECT: FY 2015 Budget Amendments  
 DATE: 05/04/15

**ISSUE: Public Works Expense Category is almost at 100% spent. Also, there are Sponsorship funds for the Events to be applied to the next Fiscal Year budget. These funds need to be moved out of the General fund, into a restricted fund account until the next Fiscal Year. The Police Department is also in need of transferring funds from one category line item to another.**

**DISCUSSION:**

There were unexpected repair items that have occurred over the course of this current Fiscal year in the Public Works category. Items in the Police Department building, Food Pantry building, Town Hall building, a water line break at the Museum, and additional Landscaping needs have caused the excess expenditure. Therefore a need to transfer \$40,000.00 from the General Reserve to the Public Works category is necessary, to fund the remainder of this current Fiscal Year. The Town received \$5,800.00 in sponsorship monies to be applied towards all four Town Events for 2015. \$891.00 was used for Earth Day. \$3,000.00 will be applied towards the June Health & Fitness event. Therefore, \$1,909.00 will need to be transferred to out of the General fund to be used for next Fiscal Year's events. It is recommended to transfer \$1,909.00 to the Town's Escrow account, with a percentage rate of .1% interest, until the funds are needed to be withdrawn for the next Event, which will be Haymarket Day in September.

Recently, the Police Department acquired a closed circuit security system for the police station. The system is used, but in excellent service condition, and was donated to the Town by the Greenhill Crossing Homeowner's Association. The Town had budgeted \$10,000 in the capital improvement budget for the acquisition and installation of a system. Having received the donated system, the only cost was for installation and the purchase of several replacement cameras. The total cost incurred was \$2,125. The Police Department is desirous of re-designating \$2,000 of the unexpended \$7,875 of this line item for the purchase of additional ballistic vests. This would expedite the replacement cycle the police chief originally proposed. This will increase Uniforms and Supplies Line Item from \$10,000.00 to \$12,000.00. This will enable the purchase of at least two new ballistic vests in furtherance of a defined replacement cycle. It is recommended that the Town Council adopt Resolution #2015-004 amending the Fiscal Year 2015 budget to transfer these funds as reflected below:

Budget Line Item	Adopted Budget	Amended Budget
General Reserves	\$70,075	\$30,075
Public Works/Maint Svc Contract - Landscaping	\$15,000	\$35,000
Public Works - Repairs & Maintenance Svc	\$35,500.00	\$55,500
Public Safety: Police Dept Capital Outlay- Machinery Equip	\$10,000	\$8,000
Public Safety: Police Dept Uniform & Police Supplies	\$10,000	\$12,000
Parks, Rec, Cultural Events	\$7500.00	\$11,391
<b>Total Expense</b>	<b>\$3,365,639</b>	<b>\$3,365,639</b>

<b>Revenue: Events</b>	<b>\$10,000</b>	<b>\$13,891</b>
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**ATTACHMENTS:**

- RES 2015-004 Budget Amendment #5 (PDF)





RESOLUTION 2015-004  
BUDGET AMENDMENT #5

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2015 Budget on June 23, 2014, and

WHEREAS, The Haymarket Town Council has amended the Fiscal Year 2015 Budget on September 2, 2014, December 1, 2014, January 5, 2015, & April 6, 2015, respectively, and

WHEREAS, The Town has received sponsorship funds in the amount of \$5,800 for the use toward Town events; \$3,891 of those funds are to be used toward the current fiscal year events and \$1,909, the remaining balance will be placed in restricted assets for appropriation in FY 2016, and

WHEREAS, the Town Council had budgeted \$10,000 for a surveillance system to be installed at the Police Department as a Capital Improvements, and

WHEREAS, The Chief of Police was able to purchase a used surveillance system and saved \$7,875, and

WHEREAS, The Chief of Police is requesting to use \$2,000 of that savings to purchase two additional ballistic vests, and,

WHEREAS, Certain line items in the budget have been or will be over-expended in the course of Town operations, and

WHEREAS, the Town has a reserve line item to cover such overages

NOWTHEREFORE, BE IT RESOLVED that the Haymarket Town Council authorizes the Fiscal Year 2015 Budget to be amended as follows:

Budget Line Item	Adopted Budget	Amended Budget
<b>General Reserves</b>	\$70,075	\$30,075
<b>Public Works/Maint Svc Contract - Landscaping</b>	\$15,000	\$35,000
<b>Public Works - Repairs &amp; Maintenance Svc</b>	\$35,500.00	\$55,500
<b>Public Safety: Police Dept Capital Outlay- Machinery Equip</b>	\$10,000	\$8,000
<b>Public Safety: Police Dept Uniform &amp; Police Supplies</b>	\$10,000	\$12,000
<b>Parks, Rec, Cultural Events</b>	\$7500	\$11,391
<b>Total Expense</b>	<b>\$3,365,639</b>	<b>\$3,369,530</b>
<b>Revenue: Events</b>	<b>\$10,000</b>	<b>\$13,891</b>
<b>Total Revenue</b>	<b>\$3,365,639</b>	<b>\$3,369,530</b>

Done this 4<sup>th</sup> Day of May 2015

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

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



TO: Town of Haymarket Town Council  
SUBJECT: Architectural Review Board Appointment  
DATE: 05/04/15

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Nicole Zimnoch submitted her resignation on the Board of Zoning Appeals. Ms. Zimnoch is interested in serving on the Architectural Review Board. The ARB currently has a vacant, unexpired term ending 06/30/2015. It is recommended that Ms. Zimnoch be appointed to fill the unexpired term. Please find her application attached.

**ATTACHMENTS:**

- Zimnoch - Application to serve on ARB (PDF)

David Leake, Mayor  
Steve Aitken, Vice Mayor  
Council Members:  
Pamela Swinford  
Joe Pasanello  
Kurt Woods  
Chris Morris  
Matt Caudle



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
703-753-2800 Fax  
Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: Nicole Zimnoch  
Address: 6692 Comanche Court, Haymarket Va 20169  
Cell Phone: 703-754-2356  
Email Address: zimnoch5@gmail.com

- Architectural Review Board     Planning Commission     Board of Zoning Appeals  
 Special Committee (please name committee) \_\_\_\_\_

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Town Clerk, Jennifer Preli, [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org) or 703-753-2600.

I am very interested in persevering the environment in our town. I have been a long time resident of Haymarket and feel by being a Mother of 3 and active individual in town. I could give a positive and different perspective to what the town needs.

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
SUBJECT: Board of Zoning Appeals Appointment  
DATE: 05/04/15

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The Board of Zoning Appeals currently has a vacancy for the unexpired term ending January 31, 2018, vacated by Ms. Nicole Zimnoch's resignation. This vacancy has been advertised since Ms. Zimnoch's resignation on April 13, 2015. Mr. Ralph Ring has submitted the attached application for your consideration of his nomination to the Prince William County Circuit Court for this unexpired term.

**ATTACHMENTS:**

- Application to serve on Board Commission or Committee -Ring (PDF)

David Leake, Mayor  
Steve Aitken, Vice Mayor  
Council Members:  
Pamela Swinford  
Joe Pasanello  
Kurt Woods  
Chris Morris  
Matt Caudle



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
703-753-2800 Fax  
Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: Ralph Ring  
Address: 14920 Greenhill Crossing Dr  
Cell Phone: 703.926.2675  
Email Address: Ringfamily4@comcast.net

- Architectural Review Board     Planning Commission     Board of Zoning Appeals  
 Special Committee (please name committee) \_\_\_\_\_

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Town Clerk, Jennifer Preli, [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org) or 703-753-2600.

My family has lived here since 1996; I have a nineteen year investment in Haymarket. I've seen the impact that various residential and commercial developments have had on the landscape and character of the Town. I care about the future of my home and community, and I'd like to make a contribution.

I've been active in the community over the years. I've served on the Planning Commission, Architectural Review Board, and Board of Zoning Appeals. I attended the Virginia Certified Planning Commissioners' Program. I was a member of my community's ARC for several years, drafting policies and procedures. At my own expense, I've taken courses from CAI and NOVA regarding the legal ramifications of the homeowner's governing documents. I've also been involved in charitable work, including awarding scholarships and managing blood donations. My professional career has given me experience with contract negotiations, budgets, human capital allocation and vendor management.

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 05/04/15

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**ATTACHMENTS:**

- May 2015 Police Report (PDF)

Activity (Current month and two month historical comparison):

Activity	March	January	February
Mileage	6473	4394	4573
Parking Tickets	9	3	1
Uniform Traffic Summonses	39	70	31
Criminal Felony	1	1	1
Criminal Misdemeanor	3	4	6
Reports	12	20	21
Complaints/Incidents	120	188	88
Crashes	3	1	4
Hours Worked	1036.9	1125.75	1130

#### Incident or Complaint Types:

Suspicious Persons	1	Suspicious Vehicles	5
Trespassing	0	Hit and Run	2
Assist other Agency	29	Crashes	4
Domestic Disputes	1	Motorist Assist	9
Assault	1	Welfare Check	0
Citizen Assist	1	Traffic Obstruction	3
Alarms	2	Parking Violation	6
Disorderly	4	BOL	6
Vandalism	0	Shoplifting	0
Business Check	2	Larceny	1
Foot Patrol	21	Burglary	0
Open Door	1	Missing Person	0
Emerg. Cust. Order	0	Runaway	0
Medical Emergency	0	Fire	0
Drugs	0	DUI	2
DUID	0	Solicitor	1
Public Intoxication	0	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	0	Forced Entry	0
Property Check	1	Disabled Vehicle	0
RR Crossing Problem	6	Panhandling	1
Annoy/Threat Calls	0	Identity Theft/Fraud	1
Contributing to minor	0	False Report to Police	1
Possible Gunshot	1	Civil Dispute	1
Medical Call	1	Barking Dogs	1
Possible Gas Leak	1		

Notable:

- Members of Police Department and Town staff attended Valor Award Presentation Ceremony in support of Officer O'Neal who was a recipient of an award.
- Donation of stuffed toys from local church group for officers to give to children who are involved with traumatic or troubling experiences.



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 05/04/15

### Enhancement Project

- All outstanding work orders for material and labor have been received and approved. I am coordinating with the VDOT Inspectors, Town Attorney and the Contractor to close out the project.
- 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.
- I have communicated with the Contractor that until the Liquidated Damages are fully determined, the Town will not pay any outstanding invoices to insure that there is enough money to cover the Liquidated Damages.
- The As-Built Survey and survey back up information has been received. We are still awaiting the streetlights (now two) to be fixed. The lighting manufacturer has recommended that the wiring be checked.
- A registered letter was sent to the Contractor stating the Liquidated Damages are still accruing while items are outstanding on the project. At the writing of this report, there has been no response from the Contractor.

### VDOT Projects

- VDOT has postponed the "Pardon Our Dust" meeting for the I-66/Rte 15 Interchange until mid-May (date not determined). Once VDOT has let us know the definite meeting date, we will post the information on the Town's website and Facebook page.

### Pedestrian Improvement Project (Connelly Money)

- Starting the week of March 27, utility test hole borings and soil/pavement borings will be taking place on Jefferson Street between Washington Street and the bridge closure at I-66.

### VRE Extension to Haymarket

- I have tentatively confirmed that VRE will come to the May 25 Agenda Meeting to speak to the Town Council about the possibility of VRE expanding to Haymarket. Once confirmation is finalized, an item will be put on the May 25 agenda.





TO: Town of Haymarket Town Council  
 SUBJECT: Planner's Report  
 DATE: 05/04/15

Development Plan Review Status (as of April 20, 2015). Please see below.

PROJECT NAME	DESCRIPTION	STATUS
<b>HAYMARKET INDUSTRIAL PARK / PARCEL A-1 / SIGNATURE COMPANIES FINAL SITE PLAN AMENDMENT</b>	Site plan upgrades associated with enclosure of loading bays	3 <sup>rd</sup> submission review by Staff complete. Awaiting applicant response.
<b>ROBINSON'S PARADISE REZONING</b>	Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes	2 <sup>nd</sup> submission under review by Staff. Engineer review complete.
<b>HAYMARKET SELF STORAGE SPECIAL USE PERMIT / PRELIMINARY SITE PLAN</b>	Outdoor storage of vehicles and equipment	3 <sup>rd</sup> submission under review by Staff.
<b>SHEETZ SPECIAL USE PERMIT/ SITE PLAN / ZONING TEXT AMENDMENT</b>	Rebuild of convenience store and pump islands. Propose new sign standards	2 <sup>nd</sup> submission under review by Staff.
<b>CHICK-FIL-A SPECIAL USE PERMIT / FINAL SITE PLAN AMENDMENT / ZONING TEXT AMENDMENT</b>	Fast food restaurant with drive thru. Propose new sign standards	Awaiting applicant response to SUP and ZTA. Review of site plan suspended.
<b>HAYMARKET ICE RINK FINAL SITE PLAN</b>	Proposal for second ice rink	3 <sup>rd</sup> submission under review by Staff.
<b>HAYMARKET VILLAGE SQUARE PRELIMINARY SITE PLAN</b>	Redevelopment plan for 31,396 square feet of mixed-use retail.	1 <sup>st</sup> submission review complete. Awaiting applicant response.
<b>FAIRGROUNDS AT HAYMARKET REZONING</b>	Residential rezoning of 15 acres from R-1 to R-2 to permit up to 120 single-family attached units.	Staff review suspended at request of the Applicant. Revised application materials pending.

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator Report  
 DATE: 05/04/15

### **Earth Day 2015**

On Saturday, April 11<sup>th</sup> the Town of Haymarket held its Earth Day Celebration. The event began at 8 am with a Town wide cleanup and ended at 12 noon after a morning of games, activities and crafts. This year the theme was “Water” and the format was “learning stations” where at each station kids and adults could learn; the water treatment cycle, organic farming, the proper labeling of a storm drain, make your own biodegradable pine cone as well as several other activities. Sponsors for this event were: Wegmans-Lake Manassas, Dominion Virginia Power and QBE. It is estimated the attendance for Earth Day was over 200 people!

### **Food & Farming in Haymarket & the Piedmont Region**

On Saturday, May 2<sup>nd</sup> the Haymarket Museum will open for the 2015 Season. The opening exhibit for this year will focus on farming in Haymarket and the Piedmont Region. The Museum will take a look at how manual labor played a significant role in the production of crops in our area all the way through the evolution of farm equipment and heavy machinery. On display: Virginia tobacco leaves, a portrait of the 1905 Haymarket Agricultural Club, farming implements, real & faux vegetables, informational write-ups and free farm equipment coloring sheets for the kids.

The Museum hours are Saturdays & Sundays 11 am until 2 pm and also by appointment. The exhibit will run May 2<sup>nd</sup> through May 31<sup>st</sup> excluding Memorial weekend.

### **Museum Collaboration with Beverley Mills**

The Haymarket Museum will collaborate with Frances Allhouse the director of the Chapman-Beverly Mill in Broad Run, Virginia. This collaboration will include an historical display of the Chapman-Beverly Mill from 1742 when it was built, through the fire that nearly destroyed it in 1998, to the present time of the “Turn the Mill Around Campaign” where funds are currently being raised to build walking trails, install informational signs, and expand the operational hours. Currently archeologists have unearthed over 10,000 artifacts and the Haymarket Museum will proudly house some of those artifacts. This partial exhibition will run simultaneously with the Food & Farming exhibit.

### **Business Coffee & Conversation**

Monday, May 18<sup>th</sup> from 4:30 pm until 5:30 pm will be our next coffee & conversation social meeting with our Town businesses. Topics for discussion: Town sponsored events, Town Sign Ordinance, The Harrover Master Plan Study, and a police update from Chief Smith.

### **Health & Fitness Day 2015**

The Town of Haymarket will host its very first Health & Fitness Day on Saturday, June 27 from 8 am until 2 pm. This event will focus on various disciplines of health & fitness. We anticipate having free of charge; vision screenings, a mammogram van to conduct onsite mammograms, blood pressure & cholesterol screenings as well as live aerobic and yoga demonstrations. More details will follow in the coming weeks.



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 05/04/15

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- The current Year-to-Date Profit & Loss report is attached.
- There is a need for a Budget amendment to move some funds out of the General Reserve to the Public Works category, and move event sponsorship money out of the General Fund into the Town's Escrow account until the funds are needed in September. The Police Department also has made a request for a Budget amendment.
- The Town did transfer \$200,000.00 from the General Checking account into the Virginia Investment Pool (VIP). This brings our total investment with the VIP to \$300,000.00, and allows the Town to become a voting member into the Investment Pool.

**ATTACHMENTS:**

- (2) Treasurer Profit-Loss Statement(PDF)

3:29 PM  
04/20/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	289,224.70	292,415.00	98.9%
Real Estate - Delinquent	0.00	0.00	0.0%
Public Service Corp RE Tax	8,341.62	9,000.00	92.7%
Personal Property Tax	444.50	0.00	100.0%
Penalties - All Property Taxes	0.00	500.00	0.0%
Interest - All Property Taxes	220.65	1,000.00	22.1%
<b>Total GENERAL PROPERTY TAXES</b>	<b>298,231.47</b>	<b>302,915.00</b>	<b>98.5%</b>
OTHER LOCAL TAXES			
Sales Tax Receipts	94,976.70	85,000.00	111.7%
Meals Tax - Current	451,266.43	500,000.00	90.3%
Consumer Utility Tax	93,694.72	100,000.00	93.7%
Bank Stock Tax	0.00	22,000.00	0.0%
Business License Tax	116,950.10	140,000.00	83.5%
Cigarette Tax	184,770.50	250,000.00	73.9%
<b>Total OTHER LOCAL TAXES</b>	<b>941,658.45</b>	<b>1,097,000.00</b>	<b>85.8%</b>
PERMITS,FEES & LICENESES			
Occupancy Permits	100.00	600.00	16.7%
Inspection Fees	11,385.00	10,000.00	113.9%
Other Planning & Permits	39,600.00	25,000.00	158.4%
Application Fees	1,575.00	2,500.00	63.0%
Motor Vehicle Licenses	1,009.00	1,000.00	100.9%
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>53,669.00</b>	<b>39,100.00</b>	<b>137.3%</b>
FINES & FORFEITURES			
Fines	38,687.42	75,000.00	51.6%
<b>Total FINES &amp; FORFEITURES</b>	<b>38,687.42</b>	<b>75,000.00</b>	<b>51.6%</b>
CHARGES FOR SERVICES			
Public Safety			
Security	36.54		
<b>Total Public Safety</b>	<b>36.54</b>		
<b>Total CHARGES FOR SERVICES</b>	<b>36.54</b>		
REVENUE FROM COMMONWEALTH			
Communications Tax	105,302.74	120,000.00	87.8%
Department of Fire Programs	10,000.00	8,000.00	125.0%
599 Law Enforcement Grant	21,276.00	28,368.00	75.0%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,630.00	100.0%
Car Rental Reimbursement	3,742.73	4,500.00	83.2%
DMV Grant	968.43	8,500.00	11.4%
Railroad Rolling Stock	1,473.26	1,500.00	98.2%
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>161,390.13</b>	<b>190,498.00</b>	<b>84.7%</b>
REVENUE FROM LOCAL GOVERNMENT			
Categoric Aid			
Grants			
Other	17,957.08		
<b>Total Grants</b>	<b>17,957.08</b>		
<b>Total Categoric Aid</b>	<b>17,957.08</b>		
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	<b>17,957.08</b>		
MISCELLANEOUS REVENUE			
Miscellaneous	462.48		
<b>Total MISCELLANEOUS REVENUE</b>	<b>462.48</b>		

Attachment: 05-04-2015 TC Agenda (2339 : Draft Town Council Agenda)

3:29 PM  
04/20/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	465.50		
Sale of Salvage & Surplus	2,050.75	2,500.00	82.0%
Recovered Costs - Events	11,292.60	10,000.00	112.9%
Interest on Bank Deposits	26.20		
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Citations & Accident Reports	1,445.00	1,000.00	144.5%
<b>Total MISCELLANEOUS</b>	<b>15,599.58</b>	<b>13,500.00</b>	<b>115.6%</b>
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	16,064.20	45,260.00	35.5%
Suite 200 Rental Income	59,123.72	80,155.00	73.8%
Suite 204 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	33,906.30	40,700.00	83.3%
6630 Jefferson St Rental Income	35,282.68	39,100.00	90.2%
Town Hall Rental Income	2,600.00	2,000.00	130.0%
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>146,976.90</b>	<b>207,215.00</b>	<b>70.9%</b>
INTEREST ON BANK DEPOSITS	2,289.81		
TRANSFER OF CASH RESERVES	0.00	729,132.00	0.0%
SAFETY LU/MAP 21 GRANT	705,048.29	590,479.00	119.4%
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	52,885.00	90,000.00	58.8%
<b>Total Income</b>	<b>2,434,892.15</b>	<b>3,365,639.00</b>	<b>72.3%</b>
<b>Gross Profit</b>	<b>2,434,892.15</b>	<b>3,365,639.00</b>	<b>72.3%</b>
<b>Expense</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	22,900.00	21,750.00	105.3%
FICA/Medicare	1,383.51	1,600.00	86.5%
Unemployment Insurance	173.71	1,000.00	17.4%
Mileage Allowance	347.20	1,500.00	23.1%
Meals and Lodging	2,368.66	2,500.00	94.7%
Convention & Education	4,681.89	3,000.00	156.1%
Town Elections	0.00	0.00	0.0%
<b>Total 11100 - TOWN COUNCIL</b>	<b>31,854.97</b>	<b>31,350.00</b>	<b>101.6%</b>
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	150,697.41	206,730.00	72.9%
Salaries/Wages - Overtime	6,653.61	8,000.00	83.2%
Salaries/Wages - Part Time	70,443.95	72,350.00	97.4%
FICA/Medicare	18,981.55	18,788.00	101.0%
VRS	10,677.15	12,000.00	89.0%
Health Insurance	32,815.98	30,550.00	107.4%
Life Insurance	1,289.59	1,000.00	129.0%
Disability Insurance	1,325.00	1,600.00	82.8%
Unemployment Insurance	3,502.14	1,975.00	177.3%
Worker's Compensation	360.68	300.00	120.2%
Liability Insurance	8,478.00	9,000.00	94.2%
Accounting Services	7,110.46	15,000.00	47.4%
Cigarette Tax Administration	4,645.25	6,000.00	77.4%
Printing & Binding	4,863.94	10,075.00	48.3%
Advertising	8,723.94	10,000.00	87.2%
Computer, Internet & Website Svc	19,082.37	19,400.00	98.4%
Postage	2,488.25	2,500.00	99.5%
Telecommunications	6,067.49	3,700.00	164.0%
Mileage Allowance	1,780.33	1,500.00	118.7%
Meals & Lodging	3,782.11	3,000.00	126.1%
Convention & Education	2,812.42	4,000.00	70.3%
Books, Dues & Subscriptions	1,942.56	3,500.00	55.5%
Office Supplies	5,373.70	4,400.00	122.1%
Capital Outlay-Machinery/Equip	17,688.51	21,000.00	84.2%
66900 - Reconciliation Discrepancies	317.75		

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Miscellaneous	437.85		
12110 · TOWN ADMINISTRATION - Other	-16.94		
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>392,325.05</b>	<b>466,368.00</b>	<b>84.1%</b>
<b>12210 · LEGAL SERVICES</b>			
Legal Services	82,580.64	110,000.00	75.1%
<b>Total 12210 · LEGAL SERVICES</b>	<b>82,580.64</b>	<b>110,000.00</b>	<b>75.1%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
Auditing Services	15,950.00	15,000.00	106.3%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>15,950.00</b>	<b>15,000.00</b>	<b>106.3%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>522,710.66</b>	<b>622,718.00</b>	<b>83.9%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	329,190.62	352,444.00	93.4%
Salaries & Wages - Overtime	4,896.79	15,000.00	32.6%
Salaries & Wages - Part Time	5,161.29	10,500.00	49.2%
FICA/MEDICARE	23,230.42	28,154.00	82.5%
VRS	11,587.13	21,500.00	53.9%
Health Insurance	65,743.83	55,000.00	119.5%
Life Insurance	1,664.28	5,000.00	33.3%
Disability Insurance	1,701.91	3,200.00	53.2%
Unemployment Insurance	1,870.36	2,800.00	66.8%
Workers' Compensation Insurance	7,088.32	8,000.00	88.6%
Line of Duty Act Insurance	1,521.00	2,000.00	76.1%
Legal Services	14,117.11	15,500.00	91.1%
Repairs & Maintenance	8,376.64	2,000.00	418.8%
Maintenance Service Contracts	0.00	0.00	0.0%
Advertising	0.00	250.00	0.0%
Electrical Services	3,088.88	5,500.00	56.2%
Heating Services	0.00	0.00	0.0%
Computer, Internet & Website	3,630.29	5,000.00	72.6%
Postage	243.80	300.00	81.3%
Telecommunications	6,432.04	5,900.00	109.0%
General Prop Ins (Veh. & Bldg)	7,636.00	8,000.00	95.5%
Mileage Allowance	269.09	250.00	107.6%
Meals and Lodging	85.32	500.00	17.1%
Convention & Education	375.00	500.00	75.0%
Misc - Discretionary Fund	2,316.20	1,000.00	231.6%
Books Dues & Subscriptions	5,635.40	5,000.00	112.7%
Office Supplies	3,221.53	3,500.00	92.0%
Vehicle Fuels	10,763.35	20,000.00	53.8%
Vehicle/Powered Equip Supplies	12,926.55	27,000.00	47.9%
Uniforms & Police Supplies	7,535.56	10,000.00	75.4%
Grant Expenditures	0.00	8,500.00	0.0%
Capital Outlay-Machinery/Equip	2,125.00	10,000.00	21.3%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>542,433.71</b>	<b>632,298.00</b>	<b>85.8%</b>
<b>34100 · BUILDING OFFICIAL</b>	<b>51,612.50</b>	<b>65,000.00</b>	<b>79.4%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>594,046.21</b>	<b>705,298.00</b>	<b>84.2%</b>
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	62,702.20	71,000.00	88.3%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>62,702.20</b>	<b>71,000.00</b>	<b>88.3%</b>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>43100 - MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	50,534.61	35,500.00	142.4%
Maint Svc Contract-Pest Control	1,635.00	2,000.00	81.8%
Maint Svc Contract - Public Wks	14,391.46	19,000.00	75.7%
Maint Svc Contract-Landscaping	24,856.00	15,000.00	165.7%
Maint Svc Contract Snow Removal	9,340.50	4,000.00	233.5%
Maint Svc Cont- Street Cleaning	13,171.26	10,500.00	125.4%
Electric Services	2,457.83	3,500.00	70.2%
Electrical Services-Streetlight	2,406.61	2,600.00	92.6%
Water & Sewer Services	190.54	400.00	47.6%
General Property Insurance	2,800.00	2,800.00	100.0%
Janitorial Supplies	757.25	1,000.00	75.7%
<b>Total 43100 - MAINT OF 15000 Wash St./Grounds</b>	<b>122,541.06</b>	<b>96,300.00</b>	<b>127.2%</b>
<b>43201 - RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	2,457.76	3,000.00	81.9%
Water and Sewer Services	190.53	400.00	47.6%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	314.80	500.00	63.0%
Repair/Maintenance Supplies	0.00	750.00	0.0%
<b>Total 43201 - RENTAL PROPERTY - SUITE 110</b>	<b>3,099.09</b>	<b>7,150.00</b>	<b>43.3%</b>
<b>43202 - RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	2,457.78	3,000.00	81.9%
Water and Sewer Services	190.52	400.00	47.6%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	1,000.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43202 - RENTAL PROPERTY - SUITE 200</b>	<b>2,648.30</b>	<b>6,400.00</b>	<b>41.4%</b>
<b>43203 - RENTAL PROPERTY - SUITE 204</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	2,457.73	3,000.00	81.9%
Water and Sewer Services	190.46	400.00	47.6%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	150.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43203 - RENTAL PROPERTY - SUITE 204</b>	<b>2,648.19</b>	<b>5,550.00</b>	<b>47.7%</b>
<b>43204 - RENTAL PROPERTY - 15020 WASH ST</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	111.13	1,000.00	11.1%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43204 - RENTAL PROPERTY - 15020 WASH ST</b>	<b>111.13</b>	<b>3,000.00</b>	<b>3.7%</b>
<b>43205 - RENTAL PROPERTY-HULFISH HOUSE</b>			
Repairs/Maintenance Services	1,086.50	1,000.00	108.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	452.73	400.00	113.2%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
Utilities	164.70		
<b>Total 43205 - RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,703.93</b>	<b>2,400.00</b>	<b>71.0%</b>
<b>43206 - 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	292.58	1,000.00	29.3%
Gas Services	1,161.13	1,000.00	116.1%
General Property Insurance	0.00	500.00	0.0%
Repair & Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43206 - 14710 WASHINGTON STREET</b>	<b>1,575.96</b>	<b>4,000.00</b>	<b>39.4%</b>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>RENTAL PROPERTY - 14740 Wash St</b>			
Repairs/Maintenance Services	280.00	500.00	56.0%
General Property Insurance	0.00	500.00	0.0%
Repairs/Maintenance Supplies	0.00	1,000.00	0.0%
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>280.00</b>	<b>2,000.00</b>	<b>14.0%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>197,309.86</b>	<b>197,800.00</b>	<b>99.8%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractual Services	9,436.17	7,500.00	125.8%
<b>Total 71110 · EVENTS</b>	<b>9,436.17</b>	<b>7,500.00</b>	<b>125.8%</b>
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	14,296.73	20,300.00	70.4%
FICA/Medicare	1,028.75	1,500.00	68.6%
VRS	739.20	1,300.00	56.9%
Health Insurance	2,359.36	3,450.00	68.4%
Life Insurance	90.75	120.00	75.6%
Disability Insurance	169.40	225.00	75.3%
Unemployment Insurance	175.60	200.00	87.8%
Workers' Comp Insurance	0.00	25.00	0.0%
Repairs & Maintenance Services	6,282.25	6,500.00	96.7%
Advertising	2,194.50	1,500.00	146.3%
Electrical Services	486.20	900.00	54.0%
Heating Services	906.00	1,200.00	75.5%
Water & Sewer Services	151.63	300.00	50.5%
Postage	0.00	100.00	0.0%
Telecommunications	1,526.47	2,200.00	69.4%
General Property Insurance	0.00	500.00	0.0%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	92.43	100.00	92.4%
Books, Dues & Subscriptions	188.50	500.00	37.7%
Office Supplies	676.80	500.00	135.4%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Exhibits & Programs	1,615.06	2,000.00	80.8%
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	83.0%
Dues & Subscriptions	0.00	0.00	0.0%
<b>72200 · MUSEUM - Other</b>	<b>295.46</b>		
<b>Total 72200 · MUSEUM</b>	<b>43,230.09</b>	<b>56,420.00</b>	<b>76.6%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>52,666.26</b>	<b>63,920.00</b>	<b>82.4%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	4,310.30	5,000.00	86.2%
FICA/Medicare	326.17	300.00	108.7%
Consultants	40,152.00	60,000.00	66.9%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,500.00	0.0%
Convention/Education	1,500.00	2,000.00	75.0%
Books/Dues/Subscriptions	0.00	750.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>46,288.47</b>	<b>70,550.00</b>	<b>65.6%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	2,280.00	3,750.00	60.8%
FICA/Medicare	109.01	300.00	36.3%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,389.01</b>	<b>7,550.00</b>	<b>31.6%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>48,677.48</b>	<b>78,100.00</b>	<b>62.3%</b>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond	192,119.63	196,818.00	97.6%
<b>Total 95100 · DEBT SERVICE</b>	<u>192,119.63</u>	<u>196,818.00</u>	<u>97.6%</u>
<b>Total 09 · NON-DEPARTMENTAL</b>	192,119.63	196,818.00	97.6%
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>			
Beautification	0.00	12,000.00	0.0%
Maintenance	975.00	18,000.00	5.4%
Street Scape Construction	761,375.51	752,410.00	101.2%
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<u>762,350.51</u>	<u>782,410.00</u>	<u>97.4%</u>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>			
Construction	2,920.48	38,500.00	7.6%
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	<u>2,920.48</u>	<u>38,500.00</u>	<u>7.6%</u>
<b>TOWN CENTER MASTER PLAN</b>			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	20,836.87	100,000.00	20.8%
<b>Total TOWN CENTER MASTER PLAN</b>	<u>20,836.87</u>	<u>500,000.00</u>	<u>4.2%</u>
<b>HARROVER MASTER PLAN</b>			
Drafting of Plan	10,462.50	20,000.00	52.3%
<b>Total HARROVER MASTER PLAN</b>	<u>10,462.50</u>	<u>20,000.00</u>	<u>52.3%</u>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	54,688.00	90,000.00	60.8%
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<u>54,688.00</u>	<u>90,000.00</u>	<u>60.8%</u>
General Reserve	0.00	70,075.00	0.0%
<b>PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	224.42		
<b>Total EMPLOYEE BENEFITS</b>	<u>224.42</u>		
<b>Total PERSONNEL</b>	<u>224.42</u>		
<b>Total Expense</b>	<u>2,459,012.88</u>	<u>3,365,639.00</u>	<u>73.1%</u>
<b>Net Ordinary Income</b>	<u>-24,120.73</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-24,120.73</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

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TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 05/04/15

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**Fiscal Budget 2015-2016:**

- I will be presenting the Proposed Budget on Monday, May 4<sup>th</sup>, prior to the Public Hearing.
- The Advertisement will be made for the May Public Hearing which includes the tax rates.
- We will look to adopt the Budget at the June meeting.

**Updates:**

**Hotel and Lodging Tax Proposal:**

- Report and Recommendation included in agenda packet.

**Food Pantry:**

- I am working with Ms. Pam Stutz to attend and present about the Food Pantry at the May 4<sup>th</sup> regular Council meeting.

**Harrover Master Plan- Next Steps:**

- Both the ARB and PC will be working on compiling recommendations or comments on the Preliminary Master Plan and forwarded them to the Council.
- Council will finalize comments and/or recommendations and return back to the consultant to complete the Final Master Plan.
- Mr. Carpenter will finalize the Master Plan based upon the comments and recommendations.

**Planning Project Updates:**

- Marchant and I met with EPR and their sub-consultants to go over the findings of the Sign Study; they will be finishing up their report and presenting their findings in the coming months.
- The Berkley Group has completed their draft diagnostic on the Comprehensive Plan, Subdivision and Zoning Ordinance. They have also completed their draft Proffer Guidelines as well. Both documents will go before the Planning Commission next month and will eventually be forwarded to the Council for review and acceptance.
- RDA is moving forward with the Design Engineering for the Town Center Project. I received a change order from our engineering consultants and I am still negotiating the change order at this time. Once we reach an agreement, I will take the change order through the Public Facilities Committee and they will forward it to the Council. This change order will include the architectural services for the façade and interior building improvements.

**Job Descriptions and Salary Scale:**

- I have completed a comprehensive update on the Town's job descriptions and have created a salary scale for each position.
- I will be making a few changes based upon the Personnel and Finance Committee meetings but intend to have them forward the proposed Salary Scale to the Council for the June, regular Council meeting.

**Sub-committee meetings:**

- The minutes from the Personnel and Finance Committee from this month are in the agenda packet for the work session.
- The minutes from the Public Facilities Committee meeting will be included in your regular meeting

agenda packet.

**VRE Presentation:**

- Holly and I are working with contacts from VRE to have them come present to you all the importance of the study at the May work session.



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 05/04/15

**Permits Issued:**

- March 30: Permit was issued to install a new Water Line to the existing Winterham Mansion.
- April 6: Permit was issued to replace a Water Line that had burst at the Museum Building.

**Certificates of Occupancy Issued:**

- No Certificates of Occupancy have been issued this month.

**Inspections:**

- March 31: Final Inspection was conducted for the Installation of an Air Conditioning unit at the Verizon Building, this work was Approved.
- April 17: Site visit Inspection was made to square away the amusement rides scheduled to be at the event at The Fauquier Bank property. The inspection reports shall be filed with this office, with the Inspection being conducted by a County Inspector. (See more detailed item under Recommendations).

**Document Review:**

- I have been working with PWC Fire and Rescue to iron out a couple of minor issues that will allow them to conduct both Plan Review and Inspection for projects in this jurisdiction in a cost neutral fashion. As this is the Response Unit for our Town, this work falls within their jurisdiction, and represents an important aspect of governmental inter-operability. For a cost neutral result, the fees charged for this work are the responsibility of the contractor/developer, and all contact goes through the Building Office for Plan review or Inspection. The cooperation provided through PWC Fire and Rescue has been excellent.

**Actions:**

- April 8: I met with Genesis Construction to develop a plan for repair of side porch roof leaks at the Food Pantry building. The edge of this roof has degraded to a point that allows run-off unobstructed access. The repair considered will arrest the issue at minimal cost, providing a bit of time to determine a long term repair.
- April 17: Walk thru at the Old Bank Building to discuss possible Use-related building issues if some part were allowed for Assembly Use. This structure presents itself well, but the client was instructed to speak with the Zoning Administrator, as the first order of business is to determine if it conforms to established zoning. If that allowance can be secured they were then instructed to secure the services of a design professional to provide them the plans for any Code Compliance issues the Use creates, such as Egress and Capacity.

**Recommendations:**

Two issues that should be resolved have arisen:

- The most recent was the carnival rides that were part of the event held at the Quarles property (The Fauquier Bank parking area) this past weekend. We are not properly prepared for this type of amusement device(s) under our Event Permit structure. Special Amusement devices are governed by specific Code regulations under the Virginia Codes. Special Certifications are required to conduct such Inspections. This recent event was handled using a PWC Inspector working as a Third Party. I am working to create an Addendum that can become part of the Event Permit Application, to be filed whenever Special Amusements will be included. We can

continue to allow the use of Third Party Inspection, however the law allows us to require these inspections to be conducted during regular Building Office hours, so that we can verify both the Inspection and the Certification. This can be revenue neutral in that the law also sets the fee schedule for these permits, which will act to offset any administrative expense. Under the laws governing this aspect of the Code, the jurisdictional responsibility is Local, thus we must be ready and able to enforce this code. A more detailed package will be submitted in the coming weeks to address this matter (forms etc.).

- Another issue to consider is our current policy of accepting Permit Applications without a base fee at the time of submission. In a few cases we receive an application review it and act on it, and nothing is then ever done, or the permit is not paid for. I recommend that we only accept permit applications that are accompanied by a non-refundable \$ 25 Administrative Fee. In this way some of the cost associated with processing these applications is recovered if no other action is undertaken. When a permit is rejected there would be no additional fee to refile, and any remittal would not include the initial Administrative Fee. If a Permit is approved this fee can be applied to the overall cost of the permit. Guidance is appreciated from the Council on this matter.