



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 26, 2015

5:00 PM

Council Chambers

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: 01/26/15

Please find the draft Town Council agenda for February 2, 2015, attached.

ATTACHMENTS:

- 02-02-2015 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, February 2, 2015

7:00 PM

Council Chambers

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Citizen's Time

5. Minutes Acceptance

6. Agenda Items

- A. Trespassing Ordinance - Chief Greg Smith
- B. Board of Zoning Appeals
- C. Fiscal Policy
- D. The Very Thing for Her - Sign

7. Department Reports

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

8. Councilmember Time

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

9. Adjournment

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Trespassing Ordinance
 DATE: 02/02/15

SUBJECT: Request for Adoption of New Ordinances

ISSUE: Trespassing Enforcement Program.

BACKGROUND:

- Under prevailing state law, the owner or “agent in charge” can ban a person from trespassing on real property. Operationally, the owner or agent must place the person “on notice” they are prohibited from trespassing on the property. If an offender is criminally charged, the owner must appear in court to testify.
- Section 15.2-1717.1 of the *Code of Virginia* authorizes localities to adopt an ordinance that empowers owners of private property to designate the police department as his/her agent for purposes of enforcing trespass laws. Haymarket currently has no such ordinance. This allows a police officer to act as the agent of the property owner.
- Operationally, *should this ordinance be enacted*, an officer can serve notices on a person prohibiting them from trespassing, cite or arrest a person based on an observed offense, and testify in court for this limited purpose on behalf of the property owner. This eases the burden on the property owner, and provides an effective law enforcement tool at night or on weekends when an officer encounters a person on private property with a possible nefarious intent. It is most effective in subdivisions with common property, or business areas that attract loitering, or that are prone to thefts or vandalism. It is voluntary - only those property owners that ask to participate in the program are included. Police officers retain their ability to exercise appropriate discretion in issuing a summons or arresting a violator, and a mechanism will exist in policy for the property owner to rescind a notice against trespass for cause. Stated differently, if a police officer serves a “notice” on a person whom the owner later determines he or she desires to allow back on the property, the owner can rescind the prohibition.
- Similar ordinances and trespassing programs are in effect in Prince William County, the City of Manassas, and area localities. They have proven effective. Moreover, one existing subdivision (Greenhill Crossing) straddles the corporate boundary. They are a participant in the Prince William County program. It would be practical, for operational and enforcement purposes, to maintain consistency across the municipal boundary.

DISCUSSION:

- The Safety Committee was briefed on this recommendation at the most recent quarterly meeting and concurs this is an appropriate action.
- At this time, Council is being asked to enact the attached ordinances.

INTERIM POLICE CHIEF’S COMMENTS: (January 21, 2015)

- A similar system had been in place already. These ordinances would solidify the legal foundation and allow for full enforcement, on the occasions it is necessary.
- The majority of instances this process is utilized goes no further than a notice being served that prohibits that person from trespassing in the future. Routinely, this serves as a sufficient enough deterrent to preclude the need to cite or arrest at a later date.
- Uniformity between the Town and County Ordinances eases the familiarity in court proceedings; it eases the familiarity for prosecutors and judges. It also eases the ability of

police officers - both Town and County - when asked advice. They are able to inform a person the restrictions are the same regardless of the boundary line; this is most acute in a community such as Greenhill Crossing.

POTENTIAL QUESTIONS:

- Does this take away a police officer's sound discretion on whether to warn, cite, or arrest?
A: No
- What criteria does a police officer use in determining whether to serve a person with a "No Trespass" notice? **A:** It is much the same as in everyday police decision-making: Their explanation for being there, hour of the day or night, his/her criminal history if relevant, is he/she with friends that are legitimately on the property.

BUDGET IMPACT:

- Minimal. The cost of printing the necessary forms.

RECOMMENDATION:

Safety Committee Chair recommends the adoption of the attached ordinances, numbers 30-5.1, 30-5.2, 30-5.3, and 30-5.4, to amend the Town Code.

MOTION:

Motion of Approval:

I move to adopt the attached ordinances, numbers 30-5.1, 30-5.2, 30-5.3, and 30-5.4, to amend the Town Code.

Motion of Denial:

I move to deny the adoption because...

Take no action. Enforcement of trespassing offenses would continue under the existing statutory and case law limitations - the owner or agent would need to initiate service of notices, as well as appear in court to testify to violations.

ATTACHMENTS:

- No Trespass Ordinance-atty rev (PDF)

ORDINANCE TO ADD SECTIONS 30-5.1 THROUGH 30-5.4 TO THE TOWN CODE RELATING TO DESIGNATING THE CHIEF OF POLICE OR HIS DESIGNEES AS “PERSONS LAWFULLY IN CHARGE OF PROPERTY” FOR PURPOSES OF ENFORCING LAWS PROHIBITING TRESPASSING

WHEREAS, the Town of Haymarket, Virginia, in order to preserve public order and the protection of property within the Town, desires to allow the owners of private property to cooperate with, and to enable to the extent they can support, the police department to deter and prevent trespassing, or the ensuing criminal activity that may follow, and

WHEREAS, Authorizing such a program is mutually beneficial to the good order of the Town, maximizes the efficiency of its police officers, and provides a benefit to the property owner by minimizing court appearance, and

WHEREAS, Virginia Code § 15.2-1717.1 authorizes local governments to adopt, by ordinance, a procedure by which the owner, lessee, custodian, or other person lawfully in charge of real property may designate the local law-enforcement agency as a “person lawfully in charge of the property” for the purpose of forbidding another to go or remain upon the lands, buildings, or premises as specified in the designation, and

WHEREAS, Prince William County has adopted an ordinance as permitted by Virginia Code § 15.2-1717.1, which is codified in the Prince William County Code as §§ 16-41.1 through 16-41.4, and

WHEREAS, the Town Council desires to amend the Town Code to adopt ordinances modeled on Prince William County Code §§ 16-41.1 through 16-41.4,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this ___ day of ___, 2015, in _____ session, that the Town Council finds that amending the Town Code as stated in the preamble to this ordinance serves to protect the public health, safety, and welfare, and therefore the Town Council hereby amends the Town Code by adding §§ 30-5.1, 30-5.2, 30-5.3, and 30-5.4 as follows:

Sec. 30-5.1 – Designation of Chief of Police and designees as “persons lawfully in charge of property” for the purposes of enforcing laws prohibiting trespassing.

The owner of any real property used for commercial or residential purposes in the Town, or any person legally authorized to act for the owner of such property, or the lessee, custodian, or other person lawfully in charge as those terms are used in §18.2-119, *Code of Virginia*, may designate the Chief of Police or designees as agents of the property owner and as “persons lawfully in charge of the property” for the purposes of forbidding another to go or remain upon the lands, buildings, or premises of the owner as specified in the designation, for enforcing any and all state and local laws prohibiting trespassing against such persons should they observe such persons going or remaining on such lands, buildings or premises after having been forbidden to do so. Such designations must be made in accordance with the procedure established in section 30-5.2, and are subject to the condition and limitations established by sections 30-5.3 and 30-5.4.

Sec. 30-5.2 – Procedure for designating the Chief of Police and designees as “persons lawfully in charge” of the owner’s property for purposes of enforcing laws prohibiting trespassing.

The owner of any real property used for commercial or residential purposes, or any person legally authorized to act for the owner of such property, or the lessee, custodian, or other person lawfully in charge as those terms are used in § 18.2-119, *Code of Virginia*, wishing to designate the Chief of Police as “a person lawfully in charge of the property” for the purposes set forth in section 30-5.1 must:

(1) File a written application, in a form to be established by the Chief of Police, with the Chief's office, stating the owner's intent to designate the Chief of Police for these purposes, describing the real property covered by the designation, stating whether the property owner wishes the Chief of Police to enforce the trespassing laws against individuals identified in the application, against any individual found on the property engaging in suspicious or unlawful activity in the opinion of the Chief of Police or his or her designees, against any individual to be identified in future by the property owner, or against any combination of these groups of people. The written application must be signed by a person who can demonstrate that he or she is the owner of the property, or is legally authorized to act for the property owner.

(2) Execute a written power of attorney, in a form approved by the Chief of Police and the Town Attorney, designating the Chief of Police and his or her designees as persons lawfully in charge of the property for the following purposes:

a. To orally or in writing forbid any person identified by the property owner or applicant, or any person who, in the opinion of the Chief of Police or his designees, should be forbidden to go or remain upon the lands, buildings, or premises covered by the application;

b. To initiate criminal process for trespassing and take any and all other appropriate action to enforce state and local laws prohibiting trespassing if a person returns to or remains on the property after having been forbidden to do so by the owner, lessee, custodian, or other person lawfully in charge of the property; and

c. To testify on behalf of the owner, lessee, custodian, or other person lawfully in charge of the property, as a person lawfully in charge of the property, in any criminal prosecutions arising out of any trespass notices or complaints described in this subsection.

Sec. 30-5.3 – Acceptance of designation by Chief of Police required; other conditions.

- (a) A designation of the Chief of Police and his or her designees as agent and a person lawfully in charge of the property becomes complete when the Chief of Police mails a written notification to the applicant that the application and power of attorney have been received, reviewed, and accepted, and the Chief of Police consents to being designated as a person lawfully in charge of the property for the purposes set forth in section 30-5.1. The decision whether to accept any designation is solely within the discretion of the Chief of Police, who may base his or her decision on such factors as resource levels of the police department, overall benefit to public safety, and the proper allocation of police resources.
- (b) The Chief of Police may rescind his acceptance at any time, by mailing written notification of his rescission of acceptance to the applicant. The decision to rescind any acceptance of designation is solely within the discretion of the Chief of Police, who may base his or her decision on such factors as resource levels of the police department and the proper allocation of those resources.
- (c) The Chief of Police and his designees will make reasonable efforts to issue no trespassing notices to persons specifically identified by the applicant.
- (d) The decision of whether to issue no trespassing notices to persons who have not been specifically identified by the applicant, but who are observed on the property by the Chief of Police or his or her designees are solely within the discretion of the Chief of Police and his or her designees.
- (e) The Chief of Police and his or her designees will provide written notifications to the applicant whenever they give an oral or written no trespassing notice to a person, identifying the person with reasonable specificity.
- (f) The Chief of Police will maintain on file in the police department all applications and powers of attorney in cases in which he or she has accepted designation as “a person lawfully in charge of the property”, as well as records of all no trespassing notices issued by employees of the police department acting in that capacity.

Sec. 30-5.4 – Temporary or partial suspensions or rescissions of no trespassing notices.

The property owner or applicant may temporarily or partially suspend, or rescind, a notice of no trespassing issued by the Chief of Police or his or her designees to any person, provided that the property owner or applicant first provides a written notification to the Chief of Police of the temporary or partial suspension or rescission, and sufficiently identifying the person. If a trespassing notice is to be temporarily or partially suspended, the property owner or applicant must provide, in the written notice, a reasonable specific description of the times and circumstances under which the person is authorized to be on the property.

A property owner or other applicant considering a person’s request to modify or rescind a no trespassing notice issued to him or her may request the Chief of Police or his or her designees to perform a local criminal record check. The Chief of Police may disclose the results of that local record check to the property owner for the property owner’s purposes in considering the person’s request for modification or rescission of the not trespassing notice.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this ____ day of _____, 2015.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Jennifer Preli, Town Clerk

- Motion to approve:
- Second:
- Voting Aye:
- Voting Nay:
- Absent:
- Abstaining:



TO: Town of Haymarket Town Council
SUBJECT: Board of Zoning Appeals
DATE: 02/02/15

The Town currently has one vacancy on the Board of Zoning Appeals. In addition, Mr. Ring's term expires on January 31, 2015. Mr. Ring is interested in reappointment to the Board, please find his interest attached.

ATTACHMENTS:

- Ring request for re-appointment to BZA (PDF)

From: [Ralph Ring](#)
To: [Jennifer Preli](#)
Subject: Expiring BZA appointment
Date: Sunday, January 18, 2015 8:31:41 PM

Jen, can you submit my name for re-appointment to the BZA?

Thank you

Ralph



TO: Town of Haymarket Town Council
 SUBJECT: Fiscal Policy
 DATE: 02/02/15

ISSUE: As part of the Strategic Action Plan adopted by the Town Council in December of 2014, under Initiative Four, Fund the Future, initiative number 1, the Council has identified the need to draft and adopt a fiscal policy for the Town.

BACKGROUND:

- After researching and reaching out to surrounding jurisdictions to obtain some examples of Fiscal Policies, staff was able to draft a policy for the Finance Committee to review.
- The Finance Committee began their review of the draft fiscal policy guidelines in December and completed their review at their January 20th committee meeting.

DISCUSSION:

- All policies and guidelines identified within the draft are initiatives that may not currently be in practice but will be implemented in the months and fiscal years to come.
- The guidelines are a starting point for the Town to take our handling of finances in a more uniform and public manner.
- These guidelines set parameters for the Council and administrative staff to work within with regard to the handling of the Towns funds.
- In order to remain current and that the policy guidelines are up to date with current best management processes, this document should be reviewed annually by the Finance Committee, if not the Town Council.

TOWN MANAGER'S COMMENTS: (January 21, 2015)

- It is my recommendation that establishing a set of Fiscal Policy Guidelines is a prudent and accountable action to handling of municipal funds.
- Some of the policies identified in the draft document, the Town has already begun or practice in general terms. If adopted, staff will begin addressing the guidelines and start transitioning into the identified direction of the fiscal policy guidelines.
- It is with the utmost importance that these guidelines, if adopted are reviewed annually to remain current with best management practices.

POTENTIAL QUESTIONS:

- What is the anticipated timeline for implementation of these policies?
- Are the policies identified obtainable for our expectations?
- Who would be responsible for implementation?

FISCAL IMPACT:

- None

RECOMMENDATION:

It is recommended that the Town Council adopt the draft fiscal policy guidelines as they are an established goal within your adopted Strategic Action Plan.

MOTION:

Motion of Approval:

I move to adopt the draft Fiscal Policy Guidelines as drafted and further move that we have the Finance Committee as established, review these policies on an annual basis prior to the start of the new fiscal year for the Town.

Motion of Denial:

I move to deny the draft Fiscal Policy Guidelines

ATTACHMENTS:

- (2) Fiscal Policy Guidelines(December 2014)(PDF)



TO: Town of Haymarket Town Council
SUBJECT: The Very Thing for Her - Sign
DATE: 02/02/15

The Very Thing for Her business applied for a Sign in March 2014. It was approved by the Architectural Review Board, and the Zoning Administrator. It was then sent before the Town Council at their April 7, 2014 Meeting, as the Town is the owner of the Building. The Council denied the permit application, and directed the Town Manager and Town Attorney to proceed as discussed in the closed session. The Town Manager can update on this matter.

ATTACHMENTS:

- TVT For Her Sign Application (PDF)
- Council Action re TVT for her sign (PDF)

Revised
The Town of HAYMARKET
Established in 1799

ZONING PERMIT APPLICATION

ZONING PERMIT #: ZP 20140311

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: The Very Thing for Her

PROPOSED USE: Signage Size (Sq. Ft./Length) of Construction: 1x6

SITE ADDRESS: 6630 Jefferson Street Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

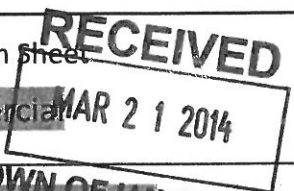
Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)
store signage - WALL SIGN SOUTHERN FACADE

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial



CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)
1x6 sign

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION		PROPERTY OWNER INFORMATION	
<u>The Very Thing for Her</u>		<u>Town of Haymarket</u>	
Name		Name	
<u>6630 Jefferson St.</u>		<u>P.O. BOX 1230</u>	
Address		Address	
<u>Haymarket</u>	<u>VA</u>	<u>HAYMARKET, VA</u>	<u>20169</u>
City	State	City	State
	<u>20155</u>		<u>20169</u>
	Zip		Zip
<u>703-743-1494</u>	<u>tvtforher@comcast.net</u>	<u>703-753-2600</u>	
Phone#	Email	Phone#	Email

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)

APPLICANT / PROPERTY OWNER SIGNATURE

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Lisa Lynn Dalby
Applicant Signature

[Signature]
Property Owner Signature

*****OFFICE USE ONLY*****

EP 20140307

Date Filed: 3-11-2014 Fee Amount: \$50.00 Date Paid: 03-11-2014

DATE TO ZONING ADMINISTRATOR: 3-25-14

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

[Signature] R. MARCHANT SCHNEIDER
SIGNATURE PRINT

CONDITIONS: APPROVED PURSUANT TO SECTION 58-343(b)(4)
WALL SIGN

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): Approved on 3-19-2014

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required): _____
SIGNATURE PRINT

CONDITIONS:

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)



The Very Thing For Her



2.A.a

MAR 11 2014

TOWN OF HAYMA

ZONING PERMIT APPLICATION

ZONING PERMIT #: ZP20140311

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: The Very Thing for Her

PROPOSED USE: store signage Size (Sq. Ft./Length) of Construction: 2 x 6

SITE ADDRESS: 6630 Jefferson St, Haymarket, Va. Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)

Have had store sign up for over a year. Was told by sign company that they had obtained approval. It is on side of building, 2 x 6 -> it matches the sign in front of store.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet photograph

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

black w/ white script letters and logo of shoe - matching front sign

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>The Very Thing for Her / Lisa Dalby</u>			<u>Town of Haymarket</u>		
Name			Name		
<u>6630 Jefferson Street</u>			<u>PO Box 1230</u>		
Address			Address		
<u>Haymarket</u>	<u>VA</u>	<u>20169</u>	<u>Haymarket Va.</u>	<u>20169</u>	
City	State	Zip	City	State	Zip
<u>703-743-1494</u>	<u>tttforher@comcast.net</u>				
Phone#	Email		Phone#	Email	

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Lisa Lynn Dolby
Applicant Signature

[Signature]
Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: 3-11-2014 Fee Amount: 50- Date Paid: 3-11-2014

DATE TO ZONING ADMINISTRATOR: 3-11-2014

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

[Signature] R. MARCHANT SCHEIDT
SIGNATURE PRINT

CONDITIONS:
WALL SIGN LIMITED TO SIX SQUARE FEET
MAXIMUM SIGN IS 12 SQUARE FEET. REVISE ACCORDINGLY

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 3-19-2014

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

[Signature] Kenneth M Luersen
SIGNATURE PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required):

SIGNATURE PRINT

CONDITIONS:

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)

*The Very Thing
For Her*



Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)



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Bull Run Middle School Students, Dev Suri and Kofi Asenso, & Noah Wong

The young men here this evening are with the Robotics team at Bull Run Middle School, they are here this evening to ask for the Town's financial support to go to the world championships in Anaheim, CA

Appropriate Funds

Move to appropriate \$1,000 from the Town Administration: Education & Training budget line item as a gift to the Bull Run Middle School Robotics Team towards their trip to Anaheim, CA for the world competition.

Discussion: *Harnest asks why only \$1,000? Tobias explains that we do not really have a policy about gifts and donations and it could open up "Pandora's Box". Harnest would really like to do a \$2,000 donation to get our name on the robot. Motion stands.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Steve Aitken, Councilman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

6. Agenda Items**A. Special Use Permit - Saint Paul's School****B. Historic District Overlay**

Table to the next Council meeting of May 5, 2014

RESULT: TABLED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

C. Bull Run Middle School - Request to Council**D. Parking Study Analysis Proposals**

Move to send the parking analysis proposals to the Planning Commission for their review

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

E. The Very Thing...For Her Certificate of Appropriateness

Move to deny request to council for approval of the Certificate of Appropriateness for a sign to be located on the Hulfish building for The Very Thing for Her

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

F. Appointment of Building Official - Brian Henshaw

Tobias asks if Mr. Smith would be open to a minor modification. He asks if Total Construction Solutions could strike the mileage provision of the contract. Mr. Smith agrees to strike.

Move to approve the proposed contract with Total Construction Solutions, LLC, authorize the Town Manager to execute the Contract, striking the mileage reimbursement provision, and authorize TCS to designate its employee, Mr. Joe Barbeau, as the Town's interim Building Official to perform the services and responsibilities identified within the contract.



TO: Town of Haymarket Town Council
 SUBJECT: Town Engineer's Report
 DATE: 02/02/15

Enhancement Project

- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion.
- The Contractor submitted a Request for Contract Time Extension per the contract documents on August 28, 2014. The Engineer coordinated with the Town Attorney and sent a response to their request on October 13, 2014. Finley sent an email stating they did not want to accept the response. I informed them if they wanted to appeal my decision they needed to follow the appeals process as set out in the Contract. As of the writing of this report, no appeal has been received.
- I expect a second Request for Contract Time Extension for the Ms. Leonard driveway work and other minor out of scope work since the first request. As of the writing of this report, a second Request for Contract Time Extension has not been received.
- The Contractor is performing Final Punch Out items the week of 1/19 and I expect them to be completed during the week of 1/19 or 1/26.
- Over the course of the next several weeks, I expect all outstanding invoices and claims for time extensions to be received and worked on so final invoicing can occur.

I-66/Rte 15 Interchange Project

- As of the writing of this report, the comments from the Citizen's Information Meeting (including the Town Council's concerns about pedestrians) and the VDOT responses are not available. However, VDOT's responses to the Council's requests regarding changes to the pedestrian facilities were forwarded to the Council via email. There is a separate agenda item for this discussion.

Pedestrian Improvement Project (Connelly Money)

- The engineer has submitted electronic PFI plans (Preliminary Field Inspection or Preliminary Plans) to VDOT and we are expected the hard copies to be delivered to VDOT and the Town shortly.

I-66 Corridor Improvements from Route 15 to the Beltway

- A Public Information Meeting will be held at Battlefield High School on Wednesday, January 28 regarding the proposed improvements. The meeting is from 6:00 pm to 8:30pm with a brief presentation at 7:00 pm.
- The Town Engineer will attend this meeting, but all are encouraged to attend.



TO: Town of Haymarket Town Council
 SUBJECT: Building Official's Report
 DATE: 02/02/15

Inspections Report for the Month of January 2015, for the Town of Haymarket,

Permits Issued

- January 16: Plumbing Permit for repairs to frozen pipe in the Fire Suppression system at the Remax property at 15100 Washington Street.
- January 20: Primary and sub Building Permits issued for the construction of the second building on the Winterham site. This process issues one overall permit for the project, and successive sub-permits for each distinct area (i.e., each residential unit, each commercial unit, and common areas); in this way individual CO's may be issued, and a more complete record of inspections can be retained.

Certificates of Occupancy Issued

- No Certificates of Occupancy have been issued this month.

Inspections

- January 14: Pace West School building 14600 Washington Street, Building and Electrical Inspections for petitions to create office space within an existing classroom. This work was approved.
- January 22: Complaint investigation non-working fire doors at 15100 Washington Street (Remax building).
- January 29: Scheduled Inspection to repair work, done for freeze up that occurred to elements of the Fire suppression system at 15100 Washington Street (Remax building).

Document Review

- Plan review has been completed for the plans to construct a new building at the Winterham site. This review was first done by this official, and then sent for more in depth review by TCS's engineer.

Actions

- We are slowly bringing the owner of 6660 Fayette Street into compliance for a deck that was constructed without permits or approvals from the town. This owner located this deck in a way that blocks the access to the crawl space; an oversight discovered by the property owner when the plumbing froze during a recent cold snap.
- It was reported to the department by the HOA that the owner of 6607 Brave Court had recently done work on his deck without permitting this work. An inspection from outside the owner's property revealed that both the decking and the railings had been replaced. This inspector spoke with the owner of the unit, who stated that in his opinion no permit was required. Further he stated that the work was done by a contractor, upon reaching the contractor by phone, this inspector was informed that he was only working in a not-for-profit circumstance, repaying a family favor. As such he was not, but the owner was responsible to permit this work. We are awaiting action by the HOA before determining what action this department should take.
- A determination letter was produced by this official regarding whether or not there were Building Code violations that required the builder's intervention to repair the property, owned by Mr. Zachary Hart, located at 14721 Alexandra's Keep Lane, concerning storm water issues. This official is aware and has attempted along with the Both Brian and Holly to address these in the interests of the homeowners. A breakdown in communications between all parties had hindered

any attempts to address these issues. The contentious nature of the relationship between the builders, DR Horton and their sub-contractors, and the owners has impeded any significant results towards ending these concerns. This official came into the position long after the Certificates of Occupancy had been issued for these properties, and became aware and involved in the storm water issue this past summer. The documents reveal that the buildings were constructed per the approved, submitted plans, and as such the Certificates were issued upon completion of the units. DR Horton has agreed to make some changes to improve the situation and has done some work to this end. At this time this official can only consider that the property was properly built per approved plans and that occupancy was then allowed. Without an egregious situation that presents a condition of life safety or structural instability there is no action that can be taken through the limited power of the Building Official to litigate what is entirely a Civil Action between the builder and the homeowner. Though this may not sit well, and understandably so, with the frustrated homeowners, it remains the situation. This department remains committed to providing service to these property owners with any matter that is with our purview.

- A request to inspect the doors in the fire stairs at the Remax building at 15100 Washington Street has been received regarding the operability of these doors. It seems that they are not opening properly; this will be investigated on January 22.

Recommendations

- A bullet point report was delivered regarding the viability of the two Craftsman Style structures that occupy the Harrover Property to be considered for re-use if and when this property is redeveloped. It is believed that these structures could and should be considered for re-use. As they represent the character of the town and its past, it would be fitting that these structures be rehabilitated and tasked to new uses, yet leaving the quaint charm of the exteriors intact. The structures themselves are in sound condition, and are designed to accommodate residential floor loads. Any significant use with a higher level of hazard or occupancy will require this issue, along with ADA Compliance, and Code mandated fire safety and egress elements to be addressed. It should be noted that this said; these buildings could be retrofitted to accommodate such uses, without egregious expense.

Other

- A meeting was held with a resident, at his residence on 14907 Greenhill Crossing Drive, to help determine the viability of a project that is being considered to add a bedroom suite for his in-laws to the rear of his home. Discussion involved setbacks, needed upgrades to existing incorporated sections of the structure, permitting, and ARB and Zoning reviews. The homeowner is now working to locate a contractor for this work.

End of Report, submitted on January 21, 2015.



TO: Town of Haymarket Town Council
 SUBJECT: Museum Report
 DATE: 02/02/15

50th Anniversary of the Voting Rights Act

On Saturday, January 17th Prince William County Human Rights Commission celebrated the 50th Anniversary of the Voting Rights Act of 1965. The Human Rights Commission recognized five community leaders and or organizations for their continued work to promote the principles of Human Rights. Remarks were given by the five awardees as well as U.S. Congressman, Gerry Connolly and Prince William County Board of Supervisors, Vice Chair Maureen Caddigan. This event was the first in a yearlong celebration.

Museum Exhibits -2015

With the museum currently closed for the season, the museum director and volunteer staff are researching possible 2015 exhibitions.

A meeting this month has been scheduled with Jordan Noble the director of the theater department at Battlefield H.S. Mr. Noble's students will be participating in the Earth Day event as well as the re-opening of the museum on May 2nd. Details TBD.

Haymarket Town Events 2015

The following are the Town events scheduled for 2015:

- Saturday, April 11th Earth Day
- Saturday, June 27th Health & Fitness Day
- Saturday, September 19th Haymarket Day
- Saturday, December 5th Haymarket Holiday Party
- **Times TBD**

Museum is Closed for the Season

Total visitors for the 2014 season = 1265



TO: Town of Haymarket Town Council
 SUBJECT: Police Report
 DATE: 02/02/15

Activity (Current month and two month historical comparison):

Activity	December	November	October
Mileage	3760	4371	4900
Parking Tickets	4	2	1
Uniform Traffic Summons	58	42	83
Criminal Felony	1	0	0
Criminal Misdemeanor	3	12	3
Reports	19	11	13
Complaints/Incidents	178	251	328
Crashes	2	4	4
Hours Worked	1142.5	876.5	1023.75

Incident or Complaint Types:

Suspicious Persons	9	Suspicious Vehicles	9
Trespassing	0	Hit and Run	1
Assist other Agency	4	Crashes	5
Domestic Disputes	1	Motorist Assist	5
Assault	1	Welfare Check	3
Citizen Assist	4	Traffic Obstruction	4
Alarms	3	Parking Violation	5
Disorderly	2	BOL	0
Vandalism	1	Shoplifting	0
Business Check	4	Larceny	2
Foot Patrol	8	Burglary	0
Open Door	0	Missing Person	1 (Juvenile)
Emerg. Cust. Order	1	Runaway	1
Medical Emergency	0	Fire	0
Drugs	2	DUI	1
DUID	1	Solicitor	1
Public Intoxication	0	Weapons Violation	0

Funeral Escort	1	Abandoned Vehicle	1
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Notable:

- Coordinated and assisted with the Town's Christmas event.
- The staff of the Department, at their own personal expense, helped a family in Town for the Christmas holiday.
- The transition to the new uniforms and shoulder patches occurred on 12/13/2014
- Street staffing impacted due to injuries
- Staff from Department assisted with the annual Santa Cop program



TO: Town of Haymarket Town Council
 SUBJECT: Town Planner's Report
 DATE: 02/02/15

Zoning Permits. Three zoning permits approved for changes of tenant (office and retail).

Signage. A menu sign for tenants of Winterham installed the weekend of January 17.

Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the Plan is on hold during discussion of Dominion power line extensions to the area.

Development Plan Review Status. Please see below.

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

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 02/02/15

Action Items

Draft Fiscal Policy Guidelines:

- Report and Recommendation included in your packet.

Updates

Fiscal Budget 2015-2016:

- Staff is currently working on the expenditures and their forms are due to me on February 11th.
- I have looking in detail at the revenues and performing a 5 year annual analysis. I will work with our Treasurer on these findings to provide a more comprehensive view of our actual revenues over the past 5 years as a basis for generating revenue estimates for this budget cycle.
- I will be working with our Finance Committee and reporting some of early findings this February.
- I intend to present a draft budget to the Council at the April Council meeting.

Supervisor Candland:

- Recently Mayor Leake and Council member Pasanello was discussing the possibilities of establishing a standing quarterly meeting with Supervisor Candland.
- I reached out to Supervisor Candland's office to discuss arranging the first meeting and they have suggested that it might be easier to have Supervisor Candland attend one of our regularly scheduled meetings on a quarterly basis.
- I have suggested that Supervisor Candland attend the work sessions.
- Does this meet your intended outcomes of setting up the meeting with Supervisor Candland?

Administrative Assistant:

- We have conducted interviews and anticipate introducing our new Administrative Assistant at the February Council meeting.

Planning Project Updates:

- Sympoetica has received a report from our Building Official on the conditions of the Harrover Property buildings and recently completed their own assessment of the structures. They will be compiling their report and then we will schedule our Public Forum for some time in February.
- EPR, Inc. has conducted their meetings with the various stakeholders around Town and met with the Planning Commission. They are wrapping up their findings and hope to wrap up their report in February and present in the March.
- The Berkley Group has just about completed their diagnostic on the Subdivision and Zoning Ordinance and will be turning their attention to the Comprehensive Plan next. They hope to have the final report to Marchant and I by mid-February at the latest.
- RDA is moving forward with the Design Engineering for the Town Center Project and has been coordinating this project with the Pedestrian Improvements along Jefferson Street. The Jefferson Street plans are being submitted to VDOT for review this week (January 19-23). We will be meeting with our design firm in the coming weeks to discuss progress.

Sub-committee meetings:

- The minutes from the Events, Finance and Public Facilities Committee Minutes will be in the

- agenda packet for the regular meeting.
- The Personnel Committee did not meet this past month.

VML Day at the Capitol:

- Mayor Leake, Councilman Pasanello and I will be attending.
- Wednesday, January 28th in Richmond, VA. The event starts at 3pm in Richmond and lasts till 7pm.
- This is a chance for us to meet with our representatives.
- Governor McAuliffe will also be addressing the attendees on the state of Virginia.
- We will let you know how the event goes.

Public Works Update:

- Genesis was scheduled to be performing the drainage ditch and culvert work at the Food Pantry entrance this January.
- I met with Genesis to discuss the possibilities of doing some interior remodeling to proceed with the re-orientation of the Administration area.
- They are getting me final numbers at this time and I am working with the Facilities Committee to discuss the concept.
- I have authorized Genesis to upgrade the lighting around the Town Center to provide for heightened safety.

VDOT Presentation:

- I am working with VDOT representatives to possibly set up a presentation to the Council at the March Work Session with regard to all of the various projects taking place around the greater Haymarket area.

Business Open House:

- The next meeting is scheduled for Tuesday, February 17th. Time to be announced at a later date.
- Denise Hall, our Main Street Coordinator will be coordinating this.

February Holiday Hours:

- Town Offices will be closed on Monday, February 16th for "President's Day".



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer's Report
 DATE: 02/02/15

- The current Year-to-Date Profit & Loss report is attached.
- Street Scap Enhancement Project: As of the January 13, 2015 billing to VDOT for reimbursement, the remaining out-of-pocket money the Town may owe could still potentially be a lot lower than expected. I hope to have a more accurate number by the end of February 2015, as the project is slowly coming to an end. We could possibly come out-of-pocket at approximately \$500,000. Or, it could be less based on other contingencies that we will not know until the project is concluded. I am working with Holly Montague weekly on these numbers.
- The Finance Committee met on January 20, 2015. One of the items discussed, was further investment into the Virginia Investment Pool (VIP). Currently the town has invested \$100,000.00. The Market Value to date on the investment is at \$100,404.10. The Finance Committee is proposing to invest an additional \$150,000 - \$200,000. My recommendation would be to wait until our final invoicing for the Streetscape project, to see where the Town is financially, as we're unsure at this time exactly what our out-of-pocket expense will be. But it is at the Town Council's discretion to make that decision. I will defer to Councilman Joe Pasanello, and Steve Aitken for further recommendations and suggestions.
- I will be attending a Treasurers & Commissioners of the Revenue Legislative Day Education Program on Monday, January 26th in Richmond. They will be doing Legislative Updates and sessions. On Tuesday, January 27th, we have an opportunity to visit the General Assembly Building and visit with the Legislators.

ATTACHMENTS:

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

9:55 AM
01/22/15
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	288,601.55	292,415.00	98.7%
Real Estate - Delinquent	0.00	0.00	0.0%
Public Service Corp RE Tax	7,888.88	9,000.00	87.7%
Personal Property Tax	444.50	0.00	100.0%
Penalties - All Property Taxes	0.00	500.00	0.0%
Interest - All Property Taxes	89.08	1,000.00	8.9%
Total GENERAL PROPERTY TAXES	297,024.01	302,915.00	98.1%
OTHER LOCAL TAXES			
Sales Tax Receipts	66,410.25	85,000.00	78.1%
Meals Tax - Current	264,869.56	500,000.00	53.0%
Consumer Utility Tax	60,763.44	100,000.00	60.8%
Bank Stock Tax	0.00	22,000.00	0.0%
Business License Tax	5,185.83	140,000.00	3.7%
Cigarette Tax	129,492.50	250,000.00	51.8%
Total OTHER LOCAL TAXES	526,721.58	1,097,000.00	48.0%
PERMITS,FEES & LICENSESES			
Occupancy Permits	100.00	600.00	16.7%
Inspection Fees	11,145.00	10,000.00	111.5%
Other Planning & Permits	36,100.00	25,000.00	144.4%
Application Fees	1,175.00	2,500.00	47.0%
Motor Vehicle Licenses	558.00	1,000.00	55.8%
Total PERMITS,FEES & LICENSESES	49,078.00	39,100.00	125.5%
FINES & FORFEITURES			
Fines	25,565.70	75,000.00	34.1%
Total FINES & FORFEITURES	25,565.70	75,000.00	34.1%
REVENUE FROM COMMONWEALTH			
Communications Tax	73,824.41	120,000.00	61.5%
Department of Fire Programs	1,000.00	8,000.00	12.5%
599 Law Enforcement Grant	14,184.00	28,368.00	50.0%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,630.00	100.0%
Car Rental Reimbursement	2,789.89	4,500.00	62.0%
DMV Grant	968.43	8,500.00	11.4%
Railroad Rolling Stock	1,473.26	1,500.00	98.2%
Total REVENUE FROM COMMONWEALTH	112,866.96	190,498.00	59.2%
REVENUE FROM LOCAL GOVERNMENT			
Categoric Aid			
Grants			
Other	17,957.08		
Total Grants	17,957.08		
Total Categoric Aid	17,957.08		
Total REVENUE FROM LOCAL GOVERNMENT	17,957.08		
MISCELLANEOUS REVENUE			
Miscellaneous	462.48		
Total MISCELLANEOUS REVENUE	462.48		
MISCELLANEOUS			
Earnings on VACO/VML Investment	19.90		
Sale of Salvage & Surplus	0.00	500.00	0.0%
Recovered Costs - Events	4,092.60	10,000.00	40.9%
Interest on Bank Deposits	20.61		
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Citations & Accident Reports	1,040.00	1,000.00	104.0%
Total MISCELLANEOUS	5,492.64	11,500.00	47.8%

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)

9:55 AM
01/22/15
Accrual Basis

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

	Jul '14 - Jun 15	Budget	% of Budget
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	8,378.02	45,260.00	18.5%
Suite 200 Rental Income	37,877.48	80,155.00	47.3%
Suite 204 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	23,734.41	40,700.00	58.3%
6630 Jefferson St Rental Income	24,444.80	39,100.00	62.5%
Town Hall Rental Income	2,325.00	2,000.00	116.3%
Total RENTAL (USE OF PROPERTY)	96,759.71	207,215.00	46.7%
INTEREST ON BANK DEPOSITS	1,416.39		
TRANSFER OF CASH RESERVES	0.00	724,757.00	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	26,378.00	90,000.00	29.3%
Total Income	1,864,770.84	3,359,264.00	55.5%
Gross Profit	1,864,770.84	3,359,264.00	55.5%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	16,825.00	21,750.00	77.4%
FICA/Medicare	1,108.87	1,600.00	69.3%
Unemployment Insurance	196.13	1,000.00	19.6%
Mileage Allowance	347.20	1,500.00	23.1%
Meals and Lodging	2,314.65	2,500.00	92.6%
Convention & Education	4,681.89	3,000.00	156.1%
Town Elections	0.00	0.00	0.0%
Total 11100 - TOWN COUNCIL	25,473.74	31,350.00	81.3%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	104,682.74	206,730.00	50.6%
Salaries/Wages - Overtime	5,076.50	8,000.00	63.5%
Salaries/Wages - Part Time	49,422.07	72,350.00	68.3%
FICA/Medicare	14,100.33	18,788.00	75.0%
VRS	7,692.37	12,000.00	64.1%
Health Insurance	24,207.92	30,550.00	79.2%
Life Insurance	784.72	1,000.00	78.5%
Disability Insurance	927.50	1,600.00	58.0%
Unemployment Insurance	2,409.31	1,975.00	122.0%
Worker's Compensation	270.51	300.00	90.2%
Liability Insurance	8,478.00	9,000.00	94.2%
Accounting Services			
Consultants	57.00		
Accounting Services - Other	5,401.56	15,000.00	36.0%
Total Accounting Services	5,458.56	15,000.00	36.4%
Cigarette Tax Administration	3,255.99	6,000.00	54.3%
Printing & Binding	3,028.11	5,700.00	53.1%
Advertising	5,729.94	10,000.00	57.3%
Computer, Internet & Website Svc	15,060.65	19,400.00	77.6%
Postage	1,291.15	2,500.00	51.6%
Telecommunications	3,758.11	3,700.00	101.6%
Mileage Allowance	994.03	1,500.00	66.3%
Meals & Lodging	3,193.66	3,000.00	106.5%
Convention & Education	1,480.00	4,000.00	37.0%
Books, Dues & Subscriptions	1,193.88	3,500.00	34.1%
Office Supplies	3,784.92	4,400.00	86.0%
Capital Outlay-Machinery/Equip	16,367.51	21,000.00	77.9%
66900 - Reconciliation Discrepancies	317.75		
Miscellaneous	1,846.64		
12110 - TOWN ADMINISTRATION - Other	-16.94		
Total 12110 - TOWN ADMINISTRATION	284,795.93	461,993.00	61.6%
12210 - LEGAL SERVICES			
Legal Services	65,834.30	110,000.00	59.8%

Attachment: 02-02-2015 TC Agenda (2232 : Draft Town Council Agenda)

9:55 AM
01/22/15
Accrual Basis

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

	Jul '14 - Jun 15	Budget	% of Budget
Total 12210 · LEGAL SERVICES	65,834.30	110,000.00	59.8%
12240 · INDEPENDENT AUDITOR			
Auditing Services	15,950.00	15,000.00	106.3%
Total 12240 · INDEPENDENT AUDITOR	15,950.00	15,000.00	106.3%
Total 01 · ADMINISTRATION	392,053.97	618,343.00	63.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	240,349.91	352,444.00	68.2%
Salaries & Wages - Overtime	3,615.84	15,000.00	24.1%
Salaries & Wages - Part Time	0.00	10,500.00	0.0%
FICA/MEDICARE	15,754.90	28,154.00	56.0%
VRS	7,762.31	21,500.00	36.1%
Health Insurance	52,069.43	55,000.00	94.7%
Life Insurance	1,016.80	5,000.00	20.3%
Disability Insurance	1,156.75	3,200.00	36.1%
Unemployment Insurance	345.60	2,800.00	12.3%
Workers' Compensation Insurance	5,374.99	8,000.00	67.2%
Line of Duty Act Insurance	1,521.00	2,000.00	76.1%
Legal Services	9,357.11	15,500.00	60.4%
Repairs & Maintenance	6,193.80	2,000.00	309.7%
Maintenance Service Contracts	0.00	0.00	0.0%
Advertising	0.00	250.00	0.0%
Electrical Services	1,609.33	5,500.00	29.3%
Heating Services	0.00	0.00	0.0%
Computer, Internet & Website	2,511.86	5,000.00	50.2%
Postage	194.80	300.00	64.9%
Telecommunications	4,238.98	5,900.00	71.8%
General Prop Ins (Veh. & Bldg)	10,436.00	8,000.00	130.5%
Mileage Allowance	269.09	250.00	107.6%
Meals and Lodging	85.32	500.00	17.1%
Convention & Education	350.00	500.00	70.0%
Misc - Discretionary Fund	1,066.20	1,000.00	106.6%
Books Dues & Subscriptions	5,292.00	5,000.00	105.8%
Office Supplies	3,457.22	3,500.00	98.8%
Vehicle Fuels	8,148.72	20,000.00	40.7%
Vehicle/Powered Equip Supplies	6,224.18	27,000.00	23.1%
Uniforms & Police Supplies	5,705.32	8,000.00	71.3%
Grant Expenditures	0.00	8,500.00	0.0%
Capital Outlay-Machinery/Equip	0.00	10,000.00	0.0%
Total 31100 · POLICE DEPARTMENT	394,107.46	630,298.00	62.5%
34100 · BUILDING OFFICIAL	22,835.00	65,000.00	35.1%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	8,000.00	0.0%
Total 03 · PUBLIC SAFETY	416,942.46	703,298.00	59.3%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
Trash Removal Contract	43,257.04	71,000.00	60.9%
Total 43200 · REFUSE COLLECTION	43,257.04	71,000.00	60.9%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	13,051.62	35,500.00	36.8%
Maint Svc Contract-Pest Control	550.00	2,000.00	27.5%
Maint Svc Contract - Public Wks	17,030.82	19,000.00	89.6%
Maint Svc Contract-Landscaping	20,616.00	15,000.00	137.4%
Maint Svc Contract Snow Removal	1,490.50	4,000.00	37.3%
Maint Svc Cont- Street Cleaning	6,696.65	10,500.00	63.8%
Electric Services	1,346.53	3,500.00	38.5%
Electrical Services-Streetlight	1,127.97	2,600.00	43.4%
Water & Sewer Services	134.78	400.00	33.7%
General Property Insurance	0.00	2,800.00	0.0%

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Accrual Basis

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

	Jul '14 - Jun 15	Budget	% of Budget
Janitorial Supplies	419.04	1,000.00	41.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	62,463.91	96,300.00	64.9%
43201 · RENTAL PROPERTY - SUITE 110			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	1,346.52	3,000.00	44.9%
Water and Sewer Services	134.78	400.00	33.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	500.00	0.0%
Repair/Maintenance Supplies	0.00	750.00	0.0%
Total 43201 · RENTAL PROPERTY - SUITE 110	1,617.30	7,150.00	22.6%
43202 · RENTAL PROPERTY - SUITE 200			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,346.52	3,000.00	44.9%
Water and Sewer Services	134.77	400.00	33.7%
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%
Total 43202 · RENTAL PROPERTY - SUITE 200	1,481.29	6,400.00	23.1%
43203 · RENTAL PROPERTY - SUITE 204			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,346.47	3,000.00	44.9%
Water and Sewer Services	134.72	400.00	33.7%
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%
Total 43203 · RENTAL PROPERTY - SUITE 204	1,481.19	5,550.00	26.7%
43204 · RENTAL PROPERTY - 15020 WASH ST			
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%
Total 43204 · RENTAL PROPERTY - 15020 WASH ST	111.13	3,000.00	3.7%
43205 · RENTAL PROPERTY-HULFISH HOUSE			
Repairs/Maintenance Services	1,086.50	1,000.00	108.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	400.00	0.0%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
Total 43205 · RENTAL PROPERTY-HULFISH HOUSE	1,086.50	2,400.00	45.3%
43206 · 14710 WASHINGTON STREET			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	207.76	1,000.00	20.8%
Gas Services	506.25	1,000.00	50.6%
General Property Insurance	0.00	500.00	0.0%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Total 43206 · 14710 WASHINGTON STREET	836.26	4,000.00	20.9%
RENTAL PROPERTY - 14740 Wash St			
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%
Total RENTAL PROPERTY - 14740 Wash St	280.00	2,000.00	14.0%
Total 04 · PUBLIC WORKS	112,614.62	197,800.00	56.9%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractual Services	6,530.56	7,500.00	87.1%
Total 71110 · EVENTS	6,530.56	7,500.00	87.1%
72200 · MUSEUM			
Salaries & Wages - Part Time	9,453.10	20,300.00	46.6%

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FICA/Medicare	679.98	1,500.00	45.3%
VRS	554.40	1,300.00	42.6%
Health Insurance	1,572.91	3,450.00	45.6%
Life Insurance	36.30	120.00	30.3%
Disability Insurance	118.58	225.00	52.7%
Unemployment Insurance	0.00	200.00	0.0%
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	321.11	900.00	35.7%
Heating Services	528.00	1,200.00	44.0%
Water & Sewer Services	138.78	300.00	46.3%
Postage	0.00	100.00	0.0%
Telecommunications	1,018.32	2,200.00	46.3%
General Property Insurance	0.00	500.00	0.0%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	63.31	100.00	63.3%
Books, Dues & Subscriptions	100.00	500.00	20.0%
Office Supplies	641.82	500.00	128.4%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Exhibits & Programs	1,524.05	2,000.00	76.2%
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	83.0%
Dues & Subscriptions	0.00	0.00	0.0%
72200 · MUSEUM - Other	295.46		
Total 72200 · MUSEUM	35,477.87	56,420.00	62.9%
Total 07 · PARKS, REC & CULTURAL	42,008.43	63,920.00	65.7%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	3,510.00	5,000.00	70.2%
FICA/Medicare	243.65	300.00	81.2%
Consultants	16,200.00	60,000.00	27.0%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,500.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Books/Dues/Subscriptions	0.00	750.00	0.0%
Total 81100 · PLANNING COMMISSION	19,953.65	70,550.00	28.3%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	1,320.00	3,750.00	35.2%
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%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,429.01	7,550.00	18.9%
Total 08 · COMMUNITY DEVELOPMENT	21,382.66	78,100.00	27.4%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	192,119.63	196,818.00	97.6%
Total 95100 · DEBT SERVICE	192,119.63	196,818.00	97.6%
Total 09 · NON-DEPARTMENTAL	192,119.63	196,818.00	97.6%
94100 · WASH ST. ENHANCEMENT PROJECT			
Beautification	0.00	12,000.00	0.0%
Maintenance	600.00	18,000.00	3.3%
Street Scape Construction	761,375.51	752,410.00	101.2%
Total 94100 · WASH ST. ENHANCEMENT PROJECT	761,975.51	782,410.00	97.4%
94101 · CABOOSE ENHANCEMENT PROJECT			
Construction	2,920.48	38,500.00	7.6%
Total 94101 · CABOOSE ENHANCEMENT PROJECT	2,920.48	38,500.00	7.6%

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TOWN CENTER MASTER PLAN			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	16,923.74	100,000.00	16.9%
Total TOWN CENTER MASTER PLAN	16,923.74	500,000.00	3.4%
HARROVER MASTER PLAN			
Drafting of Plan	0.00	20,000.00	0.0%
Total HARROVER MASTER PLAN	0.00	20,000.00	0.0%
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	35,612.00	90,000.00	39.6%
Total PEDESTRIAN IMPROVEMENT PROJECT	35,612.00	90,000.00	39.6%
General Reserve	0.00	70,075.00	0.0%
PERSONNEL			
EMPLOYEE BENEFITS			
6560 - Payroll Processing Fees	236.69		
Total EMPLOYEE BENEFITS	236.69		
Total PERSONNEL	236.69		
Total Expense	1,994,790.19	3,359,264.00	59.4%
Net Ordinary Income	-130,019.35	0.00	100.0%
Net Income	-130,019.35	0.00	100.0%

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