



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, January 5, 2015

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Presentation

- A. Police Department - Interim Chief Greg Smith

### 6. Consent Agenda

#### A. Minutes Acceptance

- A. Mayor and Council - Special Meeting - Nov 12, 2014 4:00 PM
- B. Mayor and Council - Work Session - Nov 24, 2014 5:00 PM
- C. Mayor and Council - Regular Meeting - Dec 1, 2014 7:00 PM
- D. Mayor and Council - Special Meeting - Dec 12, 2014 6:00 PM
- E. Committee - Finance - Committee - Dec 17, 2014 2:00 PM
- F. Committee - Public Safety - Committee - Dec 19, 2014 8:30 AM

#### B. Request to Council - Use of Facility

#### C. Fiscal Year 2015 Budget Amendments

#### D. Department Reports

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

### 7. Agenda Items

- A. Dominion VA Power - Planning Commission Report to Council - Matt Caudle 230 KV Transmission Lines
- B. Zoning Administrator Zoning Text Amendment

### 8. Councilmember Time

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

### 9. Adjournment



TO: Town of Haymarket Town Council  
SUBJECT: Police Department - Interim Chief Greg Smith  
DATE: 01/05/15

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Interim Chief of Police Greg Smith presents the new department uniforms



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Wednesday, November 12, 2014

4:00 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 4:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

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

### 2. Closed Session

#### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 A(7) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically matters involving a commercial lease with the Town and pursuant to 2.2-3711 A(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regard a Commercial lease held by the Town.

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

#### B. Certification of Closed Session

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

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

#### C. Directive

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

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

### 3. Councilmember Time

#### A. Chris Morris

Minutes Acceptance: Minutes of Nov 12, 2014 4:00 PM (Minutes Acceptance)

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

### 4. Adjournment

Move to adjourn

#### A. Motion to Adjourn

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

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Nov 12, 2014 4:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 24, 2014

5:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

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

### 2. Agenda Items

#### A. Draft Town Council Agenda for December 1, 2014

### 3. Closed Session

#### A. Enter into closed session

Move to enter into closed session pursuant to 2.2-3711 A(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically contract disputes potentially involving the Town

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

#### B. Certification of the Closed Session

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

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

#### C. Directive

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

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

### 4. Councilmember Time

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

Minutes Acceptance: Minutes of Nov 24, 2014 5:00 PM (Minutes Acceptance)

G. David Leake

### 5. Adjournment

#### A. Motion to Adjourn

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

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Nov 24, 2014 5:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 1, 2014

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

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

### 2. Invocation

The invocation is offered by Councilman Kurt Woods this evening

### 3. Pledge of Allegiance

### 4. Citizen's Time

#### A. Special Request from Ms. Dottie Leonard - 14801 Washington Street Sergeant Faris J. Amra, U.S. Marine Corps

##### Sgt. Faris Amra

*He is here this evening expressing his interest in having a business and living in the Town.*

##### Dottie Leonard - 14801 Washington Street

*She is very happy with her driveway improvements. She was inspired by the November proclamation adopted by the Town Council in November regarding Veterans Day 2014. She asked Sgt. Amra to come this evening because she was very moved by his story.*

##### Bob Weir -

*He is concerned that the Town Council is passing off many of their responsibilities to the Town Manager. He is also concerned with the current spending rate of this Council. He references the Charter and that Charter employees report to the Town Council. He understands that this Council is relatively inexperienced. He suggest that the Council reconsider this new direction. He see several different programs being presented in the new strategic plan and he is very concerned with this year's budget. He is curious to know what this Council will be cutting out of the budget to make these new proposed programs happen.*

### 5. Public Hearings

#### Planning Commission Special Meeting

Chairman Weir calls the special meeting of the Planning Commission to order

Roll Call: Weir, Ring, Mattox, Caudle, Maureen Carroll, James Carroll

#### PC Public Hearing SUP #20141002

This hearing is being held jointly with the Town Council

Chairman Weir ask for anyone who would like to speak in favor or opposed to the Special Use Permit Application #20141002 for an in-home business to be located at 6720 Bleight Drive  
*No public comment*

#### PC Public Hearing SUP #20141027

This hearing is being held jointly with the Town Council

Minutes Acceptance: Minutes of Dec 1, 2014 7:00 PM (Minutes Acceptance)

Chairman Weir ask for anyone who would like to speak in favor or opposed to the Special Use Permit Application #20141002 for an in-home business to be located at 6895 Track Court

*No public comment*

A. Special Use Permit #20141002 for an in-home occupation to be located at 6720 Bleight Drive  
James Carroll moves that the Planning Commission recommends approval of SUP# 20141002, Maid Brigade, for an in-home occupation at 6720 Bleight Drive as described on the special use permit application and narrative received by the Town on October 2, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations, Ring seconds;

Ayes: Ring, Weir, Caudle, Carroll, Carroll

Nays: 0

B. Special Use Permit #20141027 for an in-home occupation to be located at 6895 Track Court  
Maureen Carroll moves that the Planning Commission recommend approval of SUP# 20141027, Track Court Associates, LLC., for an in-home occupation at 6895 Track Court as described on the special use permit application and narrative received by the Town on October 27, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations, Ring seconds;

Ayes: Ring, Weir, Mattox, Caudle, Carroll, Carroll

Nays: 0

#### **Adjourn the Special Meeting of the Planning Commission**

Ring moves to adjourn the special meeting of the Haymarket Planning Commission, Mattox seconds;

Ayes: 6

Nays: 0

## **6. Agenda Items**

### **A. Special Use Permit #20141002**

Move that the Town Council approve SUP# 20141002, Maid Brigade, for an in-home occupation at 6720 Bleight Drive as described on the special use permit application and narrative received by the Town on October 27, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations; It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

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

### **B. Special Use Permit #20141027**

Move that the Town Council approve SUP# 20141027, Track Court Associates, for an in-home occupation at 6895 Track Court as described on the special use permit application and narrative received by the Town on October 27, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations; It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.



<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Aitken
<b>RECUSED:</b>	Joe Pasanello

### C. Town Council Strategic Plan

Move adopt the strategic action plan as presented this 1st Day of December 2014, it is further moved to adopt the revised organizational chart and implore upon the Town Council to readopt, personally accept, and sign the code of ethics and standards of conduct.

## HAYMARKET VISION STATEMENT

Haymarket...Where a historic past and a positive future flourish.

## HAYMARKET MISSION STATEMENT

It is the mission of Haymarket to provide residents, businesses and visitors with public services in a fiscally prudent and socially responsible way.

## HAYMARKET CORE VALUES

TRANSPARENT	INNOVATIVE
INTEGRITY	RESPECTFUL
ACCOUNTABLE	INCLUSIVE

## HAYMARKET TAGLINE

"Haymarket...everyone's hometown"

### HAYMARKET STRATEGIC DIRECTION/ACTION AGENDA 2014-2016

STRATEGIC INITIATIVE ONE: FOSTER ECONOMIC WELL-BEING  
 STRATEGIC INITIATIVE TWO: PRACTICE GOOD GOVERNANCE  
 STRATEGIC INITIATIVE THREE: STRENGTHEN COMMUNITY/CIVIC PARTNERSHIPS  
 STRATEGIC INITIATIVE FOUR: FUND THE FUTURE

#### INITIATIVE ONE: FOSTER ECONOMIC WELL-BEING.

Capitalize on Haymarket's location, heritage, and healthy mix of assets to grow, diversify and strengthen the economic well-being of town citizens and businesses.

##### ➤ ACTION AGENDA:

1. Appoint a Haymarket business relations advisory committee to assist in fostering a positive town/business relationship. (2015)
2. Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program. (2015)
3. Finalize the Town Center master plan.
4. Select a development plan for the Harrover property and commence development.
5. Draft and adopt an economic development strategy for Haymarket inclusive of an implementation schedule.
6. Complete the Main Street streetscape program.

#### INITIATIVE TWO: PRACTICE GOOD GOVERNANCE.

Good governance means focusing on the town's mission, performing defined roles and government functions effectively and being accountable to the citizens of Haymarket.

##### ➤ ACTION AGENDA:

1. Place a Mayor's message on the town's website and in the local newspaper on a quarterly basis. (2014)
2. Develop and adopt annually a Town Council Code of Performance that documents the council's commitment to witnessing the values inherent with good governance. (2014)
3. Conduct an efficiency/effectiveness audit of town sponsored programs and services with particular focus on need and cost.
4. Review and update the Haymarket comprehensive plan as well as the Haymarket zoning and subdivision ordinances.
5. Review the town charter to determine if amending is needed.
6. Develop an annual town report inclusive of a citizen's guide to town government and share it with town residents and town businesses.
7. Develop a Haymarket boards and commission policy guide inclusive of appointment procedures and membership performance expectations and required training.
8. Develop a financial/fiscal policy protocol for Haymarket.
9. Establish baseline performance measures for services and programs offered by the town of Haymarket.

### **INITIATIVE THREE: STRENGTHEN COMMUNITY/CIVIC PARTNERSHIPS**

To be effective, the town of Haymarket must have a positive and interactive relationship with town residents and must be committed to assisting citizens gain a greater understanding of their town government.

#### ➤ ACTION AGENDA:

1. Develop fact sheets for major town issues/projects and share them with the public and the media. (2015)
2. Develop and distribute a quarterly Haymarket newsletter.
3. Sponsor a Haymarket open house annually.
4. Sponsor annually a training seminar for all town appointed and elected boards and commission chairpersons.
5. Establish a Haymarket bank of volunteers and involve them in town matters.
6. Sponsor a Haymarket business appreciation day or week by way of a town council proclamation.
7. Create a local business recognition program honoring town businesses celebrating their 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup> anniversary in the town.
8. Sponsor a Haymarket Local Government Academy to help citizens learn about their town government.
9. Sponsor a Haymarket Community Planning academy to help citizens learn about town planning and zoning issues and practices.
10. Sponsor a "Welcome to Haymarket" program to be used when new businesses and new residents move into town.
11. Sponsor a Haymarket future forum to gain citizen input about the kind of future citizen's want for Haymarket.
12. Develop a "We are Haymarket" video message to be shared with town residents and businesses as well as with local economic development initiatives.

### **INITIATIVE FOUR: FUND THE FUTURE**

To make the future happen in Haymarket will require a commitment to identifying and utilizing the range of revenue options authorized by the Commonwealth of Virginia.

#### ➤ ACTION AGENDA:

1. Draft and adopt a fiscal policy for Haymarket.(2014)
2. In partnership with the county public service authority determine the capacity and condition of Haymarket's water and sewer infrastructure.
3. Identify all sources of revenue the town can use to finance local government programs and services and determine which sources Haymarket should utilize.(2015-2016)
4. Add a capital maintenance component, inclusive of life cycle costs, to the Haymarket Capital Improvement Program (CIP).

5. Develop a five-year revenue and expenditure forecast for programs and services offered by the town of Haymarket.
6. Develop a 10 year Haymarket CIP forecast inclusive of revenue and financing options.

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

#### D. Holiday Bonuses

Move to amend the adopted fiscal year 2015 budget, as amended, by reducing the General Reserves line item from \$78,575 to \$70,075 and increasing the Public Safety Salaries Line Item from \$348,544 to \$352,444; the Town Administration Salaries Line item from \$164,430 to \$166,730; the Maintenance Service Contracts- Public Works line item from \$18,000 to \$19,000 and the Town Administration Part-Time Salaries Line Item from \$71,050 to \$72,350. It is further moved to approve the Holiday bonuses as recommend recommended by the Personnel and Finance Committee.

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

#### E. Commendation - Officer Jeff Shaver

WHEREAS, On November 19, 2014, a vehicle driven in a reckless manner drove off the street and into the courtyard area of the Haymarket Station subdivision. The vehicle damaged property belonging to the homeowner's association, and then fled the scene. This occurred late at night, since the egregiously reckless manner in which this vehicle was being driven could have caused serious harm or death to any pedestrians that might have normally been in that area.

WHEREAS, Evidence recovered at the scene was determined to have been from a specific make and model of car. On November 22<sup>nd</sup>, while on routine patrol, observed a similar make and model vehicle drive by. He also noticed damage consistent with that of the hit and run suspect vehicle.

WHEREAS, Officer Shaver effected a traffic stop of this vehicle. Subsequent investigation by Officer Shaver led to the case being solved and the driver being charged with hit and run, as well as reckless driving. In addition, the suspect will also charged by the Prince William County Police for filing a false police report, since he had falsely filed a hit and run report after the incident to cover for the damages to his vehicle.

NOW, THEREFORE, The Mayor and Town Council would like to commend Officer Shaver on his keen observation skills that were instrumental in solving this case and for a job well done.

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

## 7. Consent Agenda

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

### 1. Department Reports

#### A. Building Official's Report - Joe Barbeau, Jr.

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

## 2. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Nov 3, 2014 7:00 PM
  - B. Committee - Public Facilities - Committee - Nov 19, 2014 4:00 PM
  - C. Committee - Finance - Committee - Nov 20, 2014 2:00 PM
- ### 3. Appropriation Request - Street Scape Funds - Holly Montague

## 8. Councilmember Time

### A. Chris Morris

- He is very impressed that this Council was able to come together and make this strategic plan happen. He asks that the public hold the Council accountable.
- He also asks that the public read the strategic plan and find out what you can do as a citizen to help make this plan happen.

### B. Pam Swinford

### C. Kurt Woods

### D. Matt Caudle

- He comments that the Town Council is responsible for providing clear direction for the Town, as elected to do so by the citizens. He believes the Council should empower the Town employees to carry out the direction set forth by the Council. Council needs to require accountability for themselves, the Town employees, ultimately all of us are responsible to the citizens to carry out their wishes.
- He asks that the Town Council take a field trip to the Reston Town Center

### E. Joe Pasanello

- He wishes everyone happy holidays
- He met with Pete Candland and he plans to meet with him on a quarterly basis

### F. Steve Aitken

### G. David Leake

He reminds of the Town's Annual Holiday Celebration on December 13, 2014 here at Town Hall

## 9. Closed Session

*The Council did not enter into closed session this evening*

### A. Enter into Closed Session

### B. Certification of Closed Session

## 10. Adjournment

### A. Motion to Adjourn

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

Submitted:

Approved:

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

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



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Friday, December 12, 2014

6:00 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

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

### 2. Closed Session

#### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically regarding the compensation of specific public officers

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

#### B. Certification of Closed Session

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

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

#### C. Directive

Move to direct the Town Attorney to proceed as directed in the closed session

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Pam Swinford, Chris Morris, Kurt Woods, Joe Pasanello
<b>ABSENT:</b>	Matt Caudle, Steve Aitken

### 3. Adjournment

#### A. Motion to Adjourn

Minutes Acceptance: Minutes of Dec 12, 2014 6:00 PM (Minutes Acceptance)

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Dec 12, 2014 6:00 PM (Minutes Acceptance)



# FINANCE COMMITTEE

## COMMITTEE ~ Minutes ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, December 17, 2014

2:00 PM

Council Chambers

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Deputy Clerk Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present.

### 2. Public Portion

#### a. Budget Update

- Ms. Wilson briefed the committee on the status of the budget, recognizing that as of the date of this meeting the budget was at 48.6% in collected revenues and 50.5 % in expenditures.
- The committee addressed each of the line items of the budget and discussed the concerns raised by a resident about the budget at the last regular Council meeting on December 1, 2014.
- Ms. Wilson also pointed out some line items that she watching closing but noted that no one budget line item category was over.
- Ms. Wilson updated the committee with an updated look at the Streetscape Project funding and the anticipated final payment totals.

#### b. Scholarship in Lieu of Stipend

- Chairman Pasanello had inquired about the possibilities of designating his stipend from Council to a scholarship fund.
- Mr. Henshaw had inquired with the parameters of setting this up with the Town Attorney.
- Mr. Henshaw reported back to Chairman Pasanello that if chose to receive the stipend, then he could designate the funds in any manner of his choosing. He also informed the committee that if Chairman Pasanello chose not receive the stipend the Council could have the ability to decide where to allocate or spend the funds. Furthermore, Mr. Henshaw advised the committee that creating a scholarship fund would be more difficult to establish for the Town and would more easily be accomplished by designating the funds to an existing scholarship program.
- Vice Mayor Aitken suggested that we move the surplus stipend over to a separate line item to allow the Council to allocate funds as approached or deemed appropriate.
- Chairman Pasanello agreed with that concept, stated that he would not be receiving the stipend and personally designating the funds and would prefer to have the Council as one governing body designate the funds. Furthermore, he suggested for the sake of time that he schedule a time to meet with the Town Manager to discuss options to present to the Council at a later date and time.
- Mr. Henshaw concurred and stated that this approach should work for this year; however he suggested that line item be created in the Fiscal '16 Budget to accommodate such requests. He also recommended that fund this fiscal year possibly be designated to organizations or to the schools serving the Haymarket residents.

#### c. Synopsis on Audit

- Mr. Henshaw briefly presented a draft synopsis of the 2013-2014 Financial Report.
- After a brief discussion, the committee decided to eliminate the section "Governmental Funds" which is addressed in the actual Financial Report.
- Mr. Henshaw stated that he would make the identified changes and include the synopsis in the Council Agenda Packet.

#### d. Draft Fiscal Policy

- Mr. Henshaw briefly presented the draft Fiscal Policy to the committee. The draft is a

Minutes Acceptance: Minutes of Dec 17, 2014 2:00 PM (Minutes Acceptance)



culmination of research of similar policies that referred to Mr. Henshaw from Michael Chandler (Facilitator of the Visioning Session).

- The draft fiscal policy is an item identified within the Strategic Action Plan.
- The committee decided to forward it to the Council Work Session.

#### e. Budget Amendments

- Mr. Henshaw briefly discussed two identified budget amendments he proposing to make at the next regular Council meeting.
- Mr. Henshaw recommended the following:
  1. Transfer \$40,000 from Accounting Services under Administration to Town Administration - Salaries and Wages Regular. An increase from \$166,730 to \$206,730.
    - This covers the raise for the Acting Treasurer
    - This also covers the New Administrative Assistant position.
  2. Transfer \$30,000 from Harrover Master Plan to Community Development- Consultants. An increase from \$30,000 to \$60,000.
    - Covers the signage study.
    - Covers the on-call Planning Services.
    - The Harrover Master Plan contract is also covered by remaining amount within the line item.
- The Committee also discussed the transfer of funds or the need to make budget amendments within the same line item category. For example moving funds from one line item in Administration to another line item in Administration that may be under funded.
- The committee deemed these to be “micro-amendments” and did not serve any true purpose and could prevent the Council and staff from seeing the true “story” for the upcoming budget process.

#### f. Fiscal 2016 Budget

- Mr. Henshaw provided the committee members with the draft budgetary forms that will be going out to the departments by the end of the year.
- He advised the committee that he would not be handing out priority budget forms out the Council due to the importance of the Strategic Action Plan and that the Action Plan addresses their agreed upon priorities.
- He stated that he was going to proceed with the budget process under the auspices of the Strategic Action Plan and that would be the basis of the funding.
- The Committee inquired about the process and Mr. Henshaw stated that it is goal to present the draft budget at the March work session and allow the Council deliberate on the budget through April and adopt the final budget at the June regular Council Meeting.

#### g. Investment Pool

- Vice Mayor Aitken requested to add an additional item to the agenda. Chairman Pasanello agreed to the addition.
- Vice Mayor Aitken inquired about the possibility of investing additional funds in to the Virginia Investment Pool.
- Chairman Pasanello agreed with the idea and stated that after the recent statement meeting in October that both the Acting Treasurer and he had discussed this possibility. He went on to describe that how if the Town invests a total \$250,000 into the pool that entitles the Town to become a voting member of the VIP.
- Ms. Wilson stated that the current state of the Town’s finances would easily allow the Town to make this investment.
- The committee decided to address the issue at the next scheduled meeting.





# PUBLIC SAFETY COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Friday, December 19, 2014

8:30 AM

Council Chambers

A Committee of the Committee - Public Safety of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 8:30 AM

Councilman Chris Morris called the meeting to order.

### 1. Call to Order

Councilman Chris Morris: Present, Chief of Police Greg Smith: Present, Town Manager Brian Henshaw: Present, Vice Mayor Steve Aitken: Present.

### 2. Public Portion

#### a. Routine Fire Suppression Inspection

Mr. Henshaw briefly introduced Battalion Chief Curt Brodie of the Prince William County Fire Marshal's office and he introduced his successor, Chief Tom Jarmon. Mr. Henshaw also stated that the Town appointed Prince William County (PWC) as the Town's Fire Marshal in January of 2013. Chief Brodie provided the committee with a brief overview of the Fire Marshal's routine maintenance and inspection program throughout the County and how the County is working with the Town to create this same inspection process. Essentially, fire safety and inspections break into two components, acceptance and maintenance. The Town is responsible for the acceptance process through the review and inspection of all new construction or renovation of existing buildings and fire suppression systems. The County is responsible for inspecting the fire suppression systems annually for all businesses, including churches, daycares and pre-schools.

Chief Brodie stressed the importance of maintaining a healthy relationship with the Town's Building Official and vice versa with regard to permitting, violations and information exchange. Furthermore the Chief explained that the County has a plan drafted and are essentially waiting for the authorization to implement by PWC Fire Chief McGee. Once approved, the Fire Marshal's office will begin a coordination campaign with the businesses. Initially the coordination with the fire marshal's office of risk assessment, but will eventually transition over to the local stations.

Chairman Morris inquired when the last time inspections were performed within the Town. Mr. Henshaw stated that prior to appointing PWC as the Town's Fire Marshal, the Town's former Building Official, Jim Lowry was a certified Fire Marshal and he would perform the routine inspections. Since then, the County has performed all needed or requested inspections on as needed basis.

The focus of the discussion shifted to the actual plan and process. Chairman Morris inquired if these inspections would lead to the Fire Marshal's office seeming "heavy handed." In other words, Chairman Morris was asking if the Fire Marshal inspections would provide assurance that they would work with local businesses to bring them into compliance. Chief Brodie stated that unless the issue created a direct safety concern that needed to be addressed immediately, it would always be the approach to work with the business or property owner to work towards compliance. Chief Brodie also explained that one of the goals of the program was to create a database throughout the Town businesses for planning and preparedness procedures. Vice Mayor Aitken was curious to how long would it take to establish the routine maintenance inspection program. Chief Brodie stated that it would take approximately a year.

Mr. Henshaw also mentioned that while we are in the process of creating this program, it is the goal to get Stations 4 & 24 involved in this committee, which could lead to making the routine inspection program stronger from a contact and implementation.

Minutes Acceptance: Minutes of Dec 19, 2014 8:30 AM (Minutes Acceptance)

Vice Mayor Aitken inquired how wide spread is this practice with regard to stations performing inspections. Chief Brodie stated that this is a fairly commonly used practice and that the County has been utilizing this program throughout the County for over 50 years.

In general, closing both Chief Jarmon and Chief Brodie mentioned the Emergency Management monthly meeting and PD Chief Smith mentioned that he has reconnected with the committee and begun attending the meetings. Both Chief Brodie and Jarmon had to leave to attend another meeting but thanked the committee for the time and pledged to dedicate more time to working with the Town.

**b. PD Assessment**

Chief Smith briefly described the Assessment that he has presented the Council which is an overview of the operation the department. Chief Smith did mention that while this is a public document, there are portions of the text that would need to be redacted due to the tactical nature of the language with regard to department operations.

**c. PD Ordinance**

Chief Smith briefly introduced the concerns that he has with regard to a couple of ordinances that need to be updated to bring them into legal compliance and make enforcement effective. The first ordinance that the Chief discussed was a Trespassing Ordinance. Chief Smith explained the premise of the ordinance and described it as a useful tool. Residents, property owners and businesses would need to sign up to participate in the program, which would provide officers with the ability to cite trespassing and issue summonses without the direct participation of the resident, property owner or business. Vice Mayor Aitken inquired if this would apply to door to door salespersons. Chief Smith addressed solicitations and explained how technically even HOA's cannot prohibit solicitations, but they can ban them from their common area property and property owners can ban individual solicitors from their property. The way the law works, trespassing is trespassing and this is much easier to enforce, hence the need for the suggested changes to the Ordinance. Chief Smith stated that he would work with Mr. Henshaw and the Town's legal staff.

Chief Smith also mentioned two additional ordinances that he wants to review and bring up date. The parking ordinance needs to better define the violations for parking in designated areas and a review of the 10 day parking rule. Furthermore, the Noise Ordinance needs to be updated based off some recent court decisions. He stated that the City of Manassas is currently working on these amendments; he would keep a watch on this process and work on draft changes.

Chairman Morris suggested that it might be appropriate to review most of our ordinances for legal compliance with regard to the ever changing landscape of the law.

**d. Building Official Update**

Mr. Joe Barbeau, Building Official could not make the meeting. Mr. Henshaw briefly updated the committee on some the side project Mr. Barbeau has been working on since taking over as the Building Official. Mr. Barbeau has updated our permitting process and the building permit forms. The implemented changes seem to be working very well. Mr. Barbeau will be at the next committee meeting.

**e. Graffiti Removal**

Mr. Henshaw briefed the committee on the Town's efforts to get a few isolated instances of graffiti removed. Essentially the administration is reaching out to the property owners at this time to encourage the removal at this time. Chief Smith added that it is important to stop the vandalism before it happens, and quick removal discourages the problem from escalating. Also, some graffiti is being assessed to determine if the markings are gang related. Vice Mayor inquired if Chief Smith felt that there could be gangs in Haymarket. Chief Smith believes they exist in and around the area, but does not believe it to be a problem at this time. Chairman Morris felt that the issue is about educating to ensure that it doesn't escalate into a larger problem.

In wrapping up the meeting, Chief Smith offered a few more items for consideration of the committee. Due to some departmental injuries, the PD is operating as efficiently as possible, but Mr. Henshaw and Chief Smith are looking into bringing on some part-time help with one of the

Town's auxiliary officers. Chief Smith also notified the committee that they might see a "ghost" car parked around the Town. This is the oldest car in the fleet and is no longer in active service. Finally Chief Smith notified the committee that he has been invited to speak at Mt. Pleasant Baptist Church with regard to cultural relations and law enforcement.

Chairman Morris stated that he was planning on getting with Officer Jake Davis about any suggestions that might have come from observations of the Holiday Party event. Chairman Morris also stated that he would like to invite HOA representatives to the next scheduled meeting.



TO: Town of Haymarket Town Council  
SUBJECT: Request to Council - Use of Facility  
DATE: 01/05/15

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It has been the Town Council's practice to consider a waiver of Town Hall rental fees for not-for-profit organizations to use the facility at no cost for up to 4 times per year. Council has typically given the waiver to the American Legion for 4 meetings plus two blood drives, for a total of 6 dates at no cost to them.

The American Legion has requested the following dates for 2015:

January 24  
April 11  
May 9  
October 10  
October 17  
December 5

It is recommended that the Town Council approve these dates, with the exception of April 11 and December 5, 2015, since the dates conflict with the Town events.

#### Recommended Motion

Move to approve the Request for Waiver of Town Hall Rental fees for American Legion Post 1799 for up to six dates in calendar year 2015. The dates should not conflict with any Town scheduled events and are subject to rescheduling should the Town need the use of the facility.

#### ATTACHMENTS:

- Request to Council - American Legion Use of Facility 2015 (PDF)

REQUEST FOR WAIVER OF FEES

I am hereby requesting a waiver of the Town Hall Rental Fees, for the following reason:  
(please provide your intended use of the Town Hall and your reasoning for wanting a waiver of said fees):

It is respectfully requested that you waive the rental fees associated with the use of the Town Hall facilities for the American Legion, Haymarket Post 1799.

We have been a part of Haymarket since our founding in 2005, from that modest beginning with the 25 members needed to form a post we have grown to over 130 today. We realize only \$6 per member per year to belong to the post. That, plus what we receive as donations on Memorial Day, 4<sup>th</sup> of July, Labor Day and Veterans Day has sustained our support for several local community based programs.

We don't have our own facility and right now our Post only uses the Town Hall for four meetings and 2 blood drives. If we are not granted a waiver of fees we will have to make a decision on whether to relocate, or cut our programs.

Michael High, Commander  
American Legion Post 1799

\_\_\_\_\_  
Applicant Printed Name

Michael High  
\_\_\_\_\_  
Applicant Signature

9/23/2014  
Date of Appeal

Jan 24<sup>th</sup>, Apr 11<sup>th</sup>, May 9<sup>th</sup>, Oct 10<sup>th</sup>, Oct 17<sup>th</sup>, Dec 5<sup>th</sup> 2015  
Date Requested for Town Hall Use

\*\*\*\*\*

Date presented to Town Council: 1-5-2015

**Town Council's decision on Waiver Request:**

**Waiver Granted:** \_\_\_\_\_

**Waiver Denied:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment: Request to Council - American Legion Use of Facility 2015 (2177 : Request to Council - Use of Facility)



TO: Town of Haymarket Town Council  
 SUBJECT: Fiscal Year 2015 Budget Amendments  
 DATE: 01/05/15

**SUBJECT:** Request for Budget Amendment

**ISSUE:** Line items in the Budget that need more funding.

**DISCUSSION:** As we are midway thru the Budget year, staff has identified line items that are not being used as actively as originally budgeted for, and other line items, that need additional funding. After careful review of the Budget, the following amendments are recommended:

<u>Budget Line Item to pull from</u>	<u>Budget Line Item to move to</u>	<u>Amount</u>
TOWN ADMIN: Accounting Services	TOWN ADMIN: Salary & Wages	\$40,000

This will increase the Salary & Wages Line Item from \$166,730.00, to \$206,730.00. And will decrease the Accounting Services from \$55,000.00, to \$15,000.00

The reason for this amendment is to fund the raise for the Acting Treasurer, and fund the new Administrative Assistant position. The original \$55,000.00 under Accounting Services was for the salary for the former Treasurer.

HARROVER MASTER PLAN/Drafting	COMM DEVELOPMENT/Consulting	\$30,000
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This will increase Planning Commission/Consultants from \$30,000.00 to \$60,000.00. And will decrease Harrover Master Plan/Drafting of Plan from \$50,000.00 to \$20,000.00. The reason for this amendment is to cover the Sign Study, and On-Call Planning Services.

POLICE DEPT: Vehicle Fuels	POLICE DEPT: Salaries & Wages/PT	\$5,000
POLICE DEPT: Vehicle Supplies	POLICE DEPT: Salaries & Wages/PT	\$5,000

This will increase Salary & Wages Part Time from \$500.00 to \$10,500.00. And will decrease POLICE DEPT: Vehicle Fuels from \$25,000.00 to \$20,000.00, and decrease POLICE DEPT Vehicle/Powered Equip Supplies from \$32,000.00 to \$28,000.00.

The reason for this amendment is to cover wages for a Part-time Officer while two Full Time Officers are on light duty.

**MOTION:**

I Move to approve the amendments of the adopted fiscal year 2015 budget, as listed above.

**Motion of Denial:**

I move to ...



TO: Town of Haymarket Town Council  
SUBJECT: Building Official's Report  
DATE: 01/05/15

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### Inspections Report for the Month of December, 2014

#### Permits Issued:

- December 12: Permit issued to Verizon to install an A/C Unit in their facility at 6736 Madison Street.

#### Certificates of Occupancy Issued:

- No Certificates of Occupancy have been issued this month.

#### Inspections:

- December 2: Final Inspection for work to repair Motor Vehicle Accident damage to Town Hall Building, repair work done by Genesis Contracting. This work was completed and was approved.
- December 8: Final Inspection for a deck installation at 6648 Hunting Path Lane, all work was done per Code, and was approved.

#### Document Review:

No documents for review at this time. An Application for a Building Permit has been filed by Winterham, LLC to construct the second structure. However no plans have been submitted for this work. It has been indicated that the original plans are to be revised; these must take into account Code changes and thus must meet criteria established by the 2009 ICC Building Code, which is the minimum allowed at this time. The Code for the Commonwealth is now the 2012 ICC w/ Virginia revisions, but until July 2015 an applicant can opt to use either the 2009 or the 2012.

#### Actions:

We are waiting for an after the fact application for an illegally constructed deck found at the property located at 6660 Fayette Street. The owner has been notified, as has Marchant, and if this has not been filed by year's end, further action may be required.

#### Recommendations:

That each of you has happiness and enjoyment during this holiday season!



TO: Town of Haymarket Town Council  
SUBJECT: Town Engineer's Report  
DATE: 01/05/15

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### **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.
- The work on Ms. Leonard's driveway was completed. I expect a second Request for Contract Time Extension for this 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 graded the swale between the Food Pantry and the inlet at the Haymarket Baptist Church. Genesis is waiting for the water to recede between the Food Pantry and the Old Police Station before installing the new pipe at the Food Pantry and clearing the swale between the Food Pantry and the Old Police Station.
- Remaining items to be done include finishing the brick sidewalk, finish installing the conduit for the streetlights and bringing them on-line, final signing and punch-out items. I do not expect much work to be done between the writing of this report and New Year's.

### **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. According to latest coordination with VDOT, "the package will be posted on the webpage, likely before the end of the year."





TO: Town of Haymarket Town Council  
SUBJECT: Town Planner's Report  
DATE: 01/05/15

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**ATTACHMENTS:**

- Town Planner Report Jan 2015 (PDF)

Renewal of Winterham #2 Certificate of Appropriateness. The ARB renewed a COA for the previously approved Winterham 2 building at the corner of Fayette Street and Washington Street. Construction of the building is anticipated to start by summer of 2015.

Sheetz Rebuild / Signs. The ARB approved a Certificate of Appropriateness for the reconstruction of the store and fuel canopy as well as several signs. Continued work on the associated development plans is described below.

Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the recommended revisions by the Council is expected next year.

Development Plan Review Status. 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 under review by staff. Engineer review complete.
<b>ROBINSON'S PARADISE REZONING</b>	Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes	Awaiting Applicant response.
<b>HAYMARKET SELF STORAGE SPECIAL USE PERMIT / PRELIMINARY SITE PLAN</b>	Outdoor storage of vehicles and equipment	2 <sup>nd</sup> submission under review by staff. Engineer review complete.
<b>SHEETZ SPECIAL USE PERMIT/ SITE PLAN / ZONING TEXT AMENDMENT</b>	Rebuild of convenience store and pump islands. Propose new sign standards	Awaiting Applicant's response to staff's 1 <sup>st</sup> submission comments.
<b>CHIC-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. 2 <sup>nd</sup> submission of site plan under review by staff. Engineer review complete.
<b>HAYMARKET ICE RINK FINAL SITE PLAN</b>	Proposal for second ice rink	2 <sup>nd</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 under review by staff. Engineer review complete.
<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.	1 <sup>st</sup> submission under review by staff. Continued discussion of related Traffic Impact Analysis.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 01/05/15

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**ATTACHMENTS:**

- 01-2015 Police Report (PDF)
- PD Organizational Assessment 2014 - Redacted (PDF)

**Town Police Statistics for  
September, October, & November 2014**

Activity	September	October	November
<b>Mileage</b>	<b>4878</b>	<b>4900</b>	<b>4371</b>
<b>Parking Tickets</b>	<b>3</b>	<b>1</b>	<b>2</b>
<b>Uniform Traffic Summons`</b>	<b>91</b>	<b>83</b>	<b>42</b>
<b>Criminal Felony</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Criminal Misdemeanor</b>	<b>6</b>	<b>3</b>	<b>12</b>
<b>Reports</b>	<b>11</b>	<b>13</b>	<b>11</b>
<b>Complaints</b>	<b>376</b>	<b>328</b>	<b>251</b>
<b>Crashes</b>	<b>3</b>	<b>4</b>	<b>4</b>
<b>Hours Worked</b>	<b>918.25</b>	<b>1023.75</b>	<b>876.5</b>

During the month of November 2014, the Haymarket Police Department participated in the following:

- Officers conducted foot patrols
- Officers had refresher training
- Calibrations completed on speed control equipment

Activity Stats for November 2014  
Haymarket Police Department

1. Suspicious Person = 20
2. Domestic = 2
3. Hit and Run = 1
4. Suspicious Vehicles = 11
5. Vandalism = 1
6. Assist Fire = 1
7. Alarms = 3
8. BOL Reckless = 1
9. Open Door = 1
10. Accidents = 10
11. Abandoned Vehicle = 2
12. Fire = 1
13. Community Policing = 2
14. Assist VSP = 1
15. Assist PWC = 14
16. Citizen Assist = 7
17. Traffic Obstruction = 6
18. Disorderly = 1
19. Motorist Assist = 13
20. Destruction of Property = 1
21. Business Check = 1
22. Parking Violation = 7
23. Foot Patrol = 11



## ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

Prepared for the Town Council – December 2014

Prepared by Greg P. Smith, Interim Chief of Police

Mayor and Members of Town Council: As requested, this report is intended as a macro-level assessment of the Police Department, and includes projections based on the philosophy and policy changes implemented since August, 2014. The report is divided into these major topical areas:

- Current Operations
- Traffic
- Tasks Unique to the Town Police Department
- Administration
- Tasks and performance levels in the absence of a Town police officer

Some elements of this document are tactical in nature and should be withheld from FOIA disclosure, pursuant to §2.2-3706 (A.2.e), *Code of Virginia*. The specific information related to patrol coverage by the Town and County Police, coverage areas, and response times; as well as mention of vulnerable facilities, denoted by gray highlighting, should not be disclosed.

### CURRENT OPERATIONAL SITUATION

**Town Police Department.** The budgeted strength of the Town of Haymarket Police Department is six full-time sworn members. At the present time, it consists of five full-time officers and the current part-time Police Chief. It also employs a full-time civilian Administrative Assistant. Additionally, the Department has three unpaid auxiliary officers. The auxiliaries are “Level-1” certified (armed and carry full arrest authority) in accordance with the Virginia Department of Criminal Justice Services standards.

Haymarket is one of four incorporated towns in Prince William County. All four have some level of a municipal police force (refer to table 1). Historically, Haymarket has employed at least one or two police officers dating back into the 1960’s. The staffing has fluctuated at times over recent years; at one time the auxiliary force was larger; was entirely eliminated; then restored to the present size. The present strength of six regular/paid members has existed since late 2012. It is my understanding the desire of an earlier Council, when expanding to the current strength, was to achieve 24/7 coverage.

The Town Police are dispatched by, and their activity is tracked through, the Prince William County Public Safety Communications Center. Town officers operate on the same radio channel as do the County Police in the Western District, so each maintains situational awareness of activity in and around the Town. Radio interoperability exists with the Fire/Rescue service, surrounding jurisdictions, and emergency management. Haymarket is the only Town police force in Prince William County that is directly interfaced with the Computer-Aided-Dispatch (CAD) system. Officers, through their in-car computer, can read the actual call detail, make license and wanted person checks through the state and national databases (VCIN/NCIC), etc.

## ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

Officers are scheduled on 12 hour work shifts, from 0500-1700 and 1700-0500. When all members are available, this affords 24/7 coverage, with few exceptions. The chief is not in this rotation and generally works M-F daywork. However, the chief ideally should flex his or her time to work other hours and occasionally fill shift gaps. [REDACTED] that go uncovered. In such cases the County Police answer calls in the Town. [REDACTED]

[REDACTED] Under the previous administration, the chief and deputy chief, plus an officer, would often work M-F daywork. This duplication has since been eliminated. Normally, one officer is on duty at a time.

During this calendar year (2014), disciplinary action and extended injury leave has impacted coverage. In January, February and March it was severely reduced during disciplinary suspensions. More recently, injuries and illness has been the primary factor. [REDACTED]

**Prince William County Police Department.** Prince William County is one of nine counties in the Commonwealth that has created a county police force (separate from the Sheriff's Office). By virtue of §15.2-528, *Code of Virginia*, County officers have concurrent jurisdiction in the Town for violations of **state law**, when so consented to by the governing body (this was granted by resolution by the Haymarket Town Council in 1970, when the County Police were constituted). The County Police serving the area are based at their Western District Station, located at Freedom Center Blvd and Wellington Road, near Manassas. Additionally, they maintain a satellite office at Fire Station #15 (Evergreen). [REDACTED], and officers have access to the fire company's fueling facility.

Additionally, the County Police regularly make many other resources available to the Town. These include investigative support, crime analysis, forensics assistance, K-9 officers, SWAT, Search and Rescue, and the Civil Disturbance Team to name a few. The Animal Control Bureau of the County Police handle animal control-related duties within the Town. There is no question the County Police are supportive to the Town Police Department; from the street level to the command staff.

As was mentioned, the response to calls in the Town, in the absence of a Town officer, is seamless. This is not to suggest there is no difference in response time. The Town is geographically compact, so a Town officer, if on-duty and available, is going to be nearby. [REDACTED]

[REDACTED] For proper context, it should also be understood that other police staff is typically "out and about" in the field during the daytime and into the evening, and they would respond to emergencies. Included are detectives, traffic officers, police supervisors, and other support staff. It is reasonable to project their response times to emergencies or "in progress" serious crimes will be reasonably comparable to that of a Town officer. [REDACTED]

## ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

There are many variables to this prediction, such as the time of day, call volume as a whole, staffing on a given day, and the distance away the beat officer may be.

One other gap exists that is worthy of mention. Optimal success in police work depends on the proper flow of information. Overall, the exchange of information between the Town and County police is excellent.

The street-level relationship between Town and County members is very positive, and many will make the extra effort to share information through an email or other message, but the system is imperfect.

**Sheriff's Office.** In Virginia counties that create a separate police force, the Sheriffs' Offices typically limit their functional responsibilities to civil process, court security, and jail operations. That is the case in Prince William County, excepting that the local detention center is managed separately by a Regional Jail Board (Prince William County and the City of Manassas). The Sheriff's Office does offer support to the Town during special events, sobriety checkpoints, and upon special request.

**State Police.** Also in the area are troopers from the Virginia State Police (VSP). In the Northern Virginia division (7<sup>th</sup> Division), the primary focus of VSP is the Interstate Highway System. The troopers assigned to I-66 are based in the area office in Fairfax County and cover from I-495 (Capitol Beltway) to the Prince William/Fauquier County line. They, of course, have jurisdiction off the Interstate system, but they do not routinely patrol elsewhere or answer general police calls. They will, of course, assist when requested to do so.

**Town Police Workload.** Typically, officers in *communities* are less driven by radio calls than more suburban and rural counterparts, which is true here. In a smaller jurisdiction, police needs are a mix of dispatched calls, in-person encounters, or persons stopping by at the police station. This is also true here. The "tighter" community environment, and the concept of community policing, lends itself to a familiarity and "comfort" level between residents and "their police department," so they will more freely seek out or hail an officer on patrol. These are viewed as hallmarks of community policing.

In addition to the typical incidents and needs an officer might be dispatched to or self-initiates on, there are a range of activities he or she may also be responsible for that are not necessarily captured in monthly activity summaries. These are represented in Table 2.

Determining a credible "staffing strength" figure is complex. Table 1 represents a sampling of comparable localities, and the staffing ratio per thousand residents is one element. As a benchmark, the national average overall is 2.4 (officers-per-thousand population).<sup>1</sup> More specifically, for cities with less than 10,000 inhabitants it is 3.6; for counties it is 2.6.<sup>2</sup> However, modern social scientists are seemingly

<sup>1</sup> FBI *Crime in the United States, Law Enforcement Agency Personnel Report*, year 2012 (most recent figures available), table 71.

<sup>2</sup> *Ibid.*

**ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT**

universal in their assertion police staffing-to-population ratios should be a very minor consideration. In fact, the International Association of Chiefs of Police warns, “Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions.”<sup>3</sup> Better methods exist, but require more detailed workload analysis. Other factors for consideration include the extent to which commercial development exists and the workload it generates; geographical area encompassed, nearby support, distinct characteristics of a jurisdiction, and others. It must also take into account the service level expectations of the community in question. In short, in our setting, the question of what staffing level is appropriate is best answered by understanding what the community – residents and businesses – desires as the level of police service.

My own observation to-date is that the present staff is able to keep pace with the current workload. The addition of a part-time member would afford better flexibility in covering shift gaps during periods of illness, injury, leave, etc.

**Serious Crime Capabilities.** Efforts have been made to define what the proper role of Haymarket officers should be as it relates to serious criminal offenses. Town officers are not equipped to handle; or lack the necessary experience, time or resources, for extensive investigations and to build the solid criminal case expected and necessary for a successful prosecution. That is not at all an indication of a lack of competence, but merely the reality today as it pertains to forensic crime scene processing, proper interrogation (including suitable interview areas, ability to video record, etc) and investigative resources (extra detectives, specialized interviewers, etc.). While a Town officer may be the first to arrive and actually arrest a serious offender, it requires quite a bit of additional investigative work to assure a solid case for court and a conviction. A simple analogy is that a uniformed County patrol officer would similarly only handle minimally complex crimes; a detective will arrive and assume the lead role in the actual investigation and prosecution. Ideally, the Town officers will be trained and experienced to be superior first responders; the County Police detectives and/or crime scene unit will arrive and assume the lead role.

Since my appointment, we have sought to more clearly define those roles. A list of crimes – those with investigative complexities or sensitivities – have been mutually defined and agreed to by the County Police, and me, as to who will assume the lead role. Examples include homicides, armed robberies, child abuse, sex offenses, and fatal traffic crashes. This parallels a system instituted with the Town of Dumfries, and it has worked very well there.

**TRAFFIC**

One of the regular responsibilities is traffic enforcement. Everyone is keenly aware of the exponential growth in traffic volume through Town in the past 10 years. In the past, traffic enforcement was seemingly the highest priority and it received the most attention. It appears to have been open-ended, with no defined strategy. Moreover, in years past, substantial time was spent on I-66. While this is lawful, the generally accepted practice statewide is for local and county law enforcement to defer

<sup>3</sup> Wilson, Jeremy M. PhD et al. “Staffing the Small Department: Taking Stock of Existing Benchmarks and Promising Trends.” *The Police Chief magazine*. October, 2014.

Attachment: PD Organizational Assessment 2014 - Redacted (2179 : Police Report)



**ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT**

routine enforcement on the Interstate Highway system to VSP. The routine presence on the Interstate, and open-ended and aggressive traffic enforcement perpetuates the “small town speed trap” reputation Haymarket has been saddled with. It appears some direction was provided in the last year or two to reduce the presence on I-66, and the data affirms that.

In the past few months, the traffic enforcement strategy has been to make traffic safety, with specific inclusion on **pedestrian** safety, the underpinning of our traffic enforcement mission. The strategy is to raise awareness and seek voluntary compliance, such as by increased use of the speed enforcement trailer, variable message board, and public awareness campaigns. This does not diminish the importance and necessity of enforcement of other traffic violations, but rather an operational priority and a primary basis for proactive enforcement efforts. Stated differently, the public is more apt to support enforcement activity centered on keeping pedestrians, bicyclists and children safe. Sometimes, this is as simple as explaining it, in these terms, to someone being warned or cited: Haymarket desires to be a walkable community.

Small communities will always be targets for the “speed trap” label. Sometimes, it is deserved. Rarely will it be eliminated. It should be noted that the General Order addressing officer discretion provides guidance/direction that speed violations are afforded a 10 MPH tolerance as a general rule. For aggravated traffic conditions, school zones or special circumstances it is 5 MPH. It is anticipated traffic will continue to increase, and the challenges of managing it will not diminish.

Motor vehicle crash investigations are another responsibility. As evidenced in Table 2, the number of reportable crashes has been trending upward, and rose significantly in 2013.

**TASKS MORE UNIQUE TO THE TOWN POLICE DEPARTMENT**

**Commercial Area Presence.** A substantial portion of the Town is commercial in nature, and commercial activity requires police attention and generates police activity. Additionally, a linkage exists between a “pedestrian friendly” community and the commercial areas. Residents and visiting patrons must feel safe walking to and from; this necessitates a police presence for their safety and the perception of security.

**Robbery suppression.** The western end of Town is in very close proximity to two primary highways and an Interstate highway. Fast “getaway” access and the transient nature of traffic passing through make robberies a real possibility.

**Burglary suppression.** The commercial area described above, as well as the mix of older construction and hard-to-patrol areas require a presence to maintain the very low burglary rate we enjoy.

**Shoplifting.** The various businesses generate shoplifting complaints. The number of complainants in recent years has been: 2011 (8), 2012 (14), and 2013 (8). This is likely a situation of under-reporting, as many of the chain-store establishments have taken a very liberal view of reporting or prosecuting shoplifters.

Attachment: PD Organizational Assessment 2014 - Redacted (2179 : Police Report)

## ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

**Daycare facilities.** At the present time, two larger day school/day care facilities operate at three distinct locations in Town (two by St Paul’s Episcopal and one by Haymarket Baptist). All three require frequent police attention at three peak periods – early AM, the noontime switchover, and afternoon dismissal. Parents are often in a hurry, and a police presence is needed at times to maintain safe driving habits and to keep traffic from being obstructed by the cueing up process that backs up onto the public streets.



### ADMINISTRATION

Presently, the Department is supervised by the part-time Chief of Police. By Charter, the Chief of Police is also the “Town Sergeant” (an archaic term typical in small communities in the Southern states to denote the officer-in-charge). The Town has employed a Chief or Town Sergeant invariably for decades; the title of Chief being used in the last twenty+ years. For the past 10+ years, a second supervisor existed in some form. This position was a sergeant, and then a deputy chief. At one time, a corporal also existed. However, the Town budget and personnel system does not contain actual position descriptions or categorizations for any ranks.

Ideally, the present staffing would also include a second supervisor, ideally at the rank of sergeant (the true rank, not to be confused with Town Sergeant). This would provide a secondary supervisor, who would assist the Chief in day-to-day administrative needs and oversight, and provide a second-in-command in the Chief’s absence. The sergeant should not routinely work the same days and hours as the chief, as this is duplicative.

One Auxiliary member holds the rank of captain. This member (Captain Berglund) was assigned to handle internal investigations as they would periodically arise. The rank was created to provide higher-level authority commensurate with conducting sensitive investigations. This arrangement (a non-compensated member conducting internal investigations) at first glance seemed unusual to me, but I have since reviewed his credentials and past work and found it very sound. Captain Berglund was a career member of the Secret Service and Department of Homeland Security, rising to what was then the GS-14 level. He is most qualified for these especially sensitive duties.

**Policies.** The Department operates under a sound set of General Orders, in addition to direction and operational guidance mandated by state law. The General Orders were revised and re-adopted in October, and a set was issued to each member. They parallel those of larger and reputable agencies, but are scaled to the Town’s size and operational limitations.

**Files / Recordkeeping.** The filing systems have needed minor adaptations, but are in order. The major file topics include Arrest, Traffic Citations, Crash Investigations, Incident Reports, Personnel, and Internal Affairs. The first three listed are largely electronic, backed up by paper copy for the period required by state records retention law. Crash Investigation reports are directly inputted to the state Department of

## ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

Motor Vehicle's system at the time of creation. Arrest data is filed on a monthly basis to VSP, who compiles the State's crime report and compiles the data for the FBI Uniform Crime Report.

**Disciplinary Control.** Under the previous administration, the disciplinary oversight was managed differently. The keys to a successful and defensible system is accountability, fairness, and the concept of progressiveness (disciplinary action increases with successive infractions), and this is now our philosophy. Records, to the extent they were maintained, were co-mingled with a member's personnel file. These have since been segregated out and only disciplinary records with a disposition of sustained are maintained in the member's official personnel file. Overall, I have found the conduct of the staff to be very stable and not requiring intensive supervision or scrutiny.

Unrelated to any of the more recent national discussion, although later proving to be very timely nonetheless, I had conducted a brief review several months ago to examine for indicators suggestive of bias-based policing. None were observed. It is, of course, prohibited by policy. This topic will remain in the national discourse for the foreseeable future, so my intent is to ensure we proactively seek out relevant training opportunities.

**Use of Force Oversight.** To date, I have found no consolidated files associated with uses of force, but it seems instances of force being used were minimal. The appropriate policies were in place, and a system of reporting and supervisory review was in-place and utilized. However, the records were apparently filed along with the Incident Report for the event. These should be filed separately, and some level of periodic review and analysis (at least annually) should occur to identify any trends related to the deficiency of training, or the irregular use of force by any individual member. To date I have observed no indicators of concern related to the use of force.

### FACILITIES

The Department moved into the present facility in 2013. It provides ample space for the present and future needs. The work areas are suitable. Each regular member has his/her own desk area and PC workstation. A secure evidence room exists. Two rooms are configured for training or meeting needs. Additional securable closet space, for property storage, is being worked on at the present time. The building is alarmed. Parking is sufficient. The Department also has use of the garage at the Harrover property, which is used to store equipment, including the speed trailer. Ideally, future investments should be made to increase the lighting in front of the station, as well as video surveillance in and to the front of the facility. As the planning for the Harrover property proceeds, consideration should be given to some sort of a garage for present and future Town needs.

## ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

### EQUIPMENT

**Fleet.** The Department has 7 vehicles, as described below:

HPD Vehicle #	Year	Make	Mileage	Condition	In-Car Camera
1 (chief's car)	2013	Ford	24,030	Excellent	No
2	2006	Dodge	136,186	Fair	
3 (back-up only)	2004	Ford	103,622	Fair; mechanical issues	Yes
4	2009	Dodge	62,656	Good	Yes
5	2009	Dodge	77,235	Good	Yes
6	2011	Dodge	33,369	Excellent	Yes
7 (unmarked)	2002	Chev Trailblazer	122,608	Good	No

Until recently, this ratio allowed for the assignment of individual cars, plus one spare. However, vehicle #3 is only used for special events and the decision has been made to not invest in any further significant costs to repair it. In the not-too-distant future it will be dead-lined. The spare (#7) is actually a seized SUV, and is only marginally suited for patrol work (not pursuit rated). It is, of course, useful for snowy weather, when the need for a “plain” vehicle (surveillance) arises, and for towing the speed enforcement trailer and variable message board.

The current fleet size is generous. There are merits to having individually-assigned cruisers, which is worthy of further exploration and discussion in the future. My initial assessment going forward is to collapse vehicles 3 and 7 (through disposal and a new purchase) into a single, marked police package SUV. I would also propose migration of all but one vehicle to more traditional markings (including overhead lightbars). The entire fleet being “slicktops” likely contributes to the small town speed trap perception.

The Department is equipped with six RADAR units. Of these, five are fixed units (to the vehicle) and one is portable/hand-held. The Department has one handheld LIDAR (Laser speed measurement devices). RADAR and LIDAR units, and the tuning forks used for operator calibration, must be calibrated by an independent laboratory yearly. The speedometers in the cruisers must be calibrated on a certified dynamometer every six months. The Prince William County Fleet Shop performs this for us.

**Video Recording Equipment.** The three regularly-used patrol cars are equipped with in-car cameras and digital recording devices. The reliability of two of the three is sporadic. These units are nearing the end of their life expectancy.

Additionally, two officers are equipped with reliably-working body cameras. These two, and several more, were obtained free of cost to test through the Virginia Municipal League. They are low-end models and have quickly proven to be prone to malfunction.

This topic has recently generated an intense groundswell with the general public across the United States. It warrants further study, and it is more complex than often is understood. There are varying

## ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

opinions related to privacy (e.g. recording certain victims of sensitive crimes), data storage and retention, and the rapid obsolescence of the technology involved (the current demand will accelerate this even further).

**Take-Home Car Program.** Sworn, regular members are permitted to take a cruiser home 1) during their scheduled shift; 2) if their court date immediately precedes or follows their scheduled shift, or 3) with permission of a supervisor in special situations. The exception is the chief's car, which is a full-time take-home due to the likelihood of recall to duty.

This was the program in place prior to my arrival. At some time in the past, it was a "full-time" take-home program, but this was scaled back by a previous Council when fuel prices were very high. As might be expected, there is some carryover disappointment by the staff to having the program scaled back.

In the meantime, I imposed several additional restrictions as the General Orders were re-issued. Anticipating that one day a new hire could live much farther away, and with no limits being in place, I added a maximum allowable "air mile" distance (from Town) limit, as well as a requirement they reside in Virginia (for eligibility only). Moreover, I added that a member residing within 2 miles of Town can have a full-time take-home, based on availability. This would encourage members to live in or nearer to Town, and enable a realistic rapid response for an emergency recall. At this time, no member partakes of this option (only one lives within that parameter).

### Other key equipment:

- Tasers (six units, assigned to each of the regular members, exclusive of the Chief). These are not the newest generation of Taser and will need replaced in the next few years.
- Firearms: The Department owns 6 handguns for service use (Glock .45 cal). It also owns four 12 gauge shotguns. Ideally, the Department should have at least one spare handgun available and one shotgun per car.
- Speed enforcement trailer (flashing speed display). This unit is 10 years old.
- Variable Message Board (brand new, acquired thru grant funds)
- Miscellaneous traffic control equipment (cones, barrels, signs and portable lights for sobriety checkpoints).
- Preliminary Breath Testing units (PBTs): Six. Used for roadside (not admissible for court purposes) testing of suspected DUI offenders.
- Tintmeters (for measuring window tint on vehicles).
- Digital cameras (for evidentiary purposes).

## TRAINING

The Department is an affiliate member of the Rappahannock Regional Criminal Justice Academy (RRCJA). RRCJA has two campus locations – the primary in Fredericksburg and the secondary in Middletown

**ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT**

(Frederick County). The Department pays a per-member fee (each regular sworn member plus two auxiliaries<sup>4</sup>).

The state agency with law enforcement training and credentialing oversight is the Virginia Department of Criminal Justice Services (DCJS). In addition to the basic training academy course (480 hours) and initial field training (100 hours), police officers in the Commonwealth must, at a minimum, 1) complete 40 hours of in-service training biennially; and 2) qualify with their weapon(s) at least annually. RRCJA provides us with the necessary course offerings to meet the in-service mandates, plus other specialty and career development courses. Other area academies (Prince William County, Fairfax County, and Northern Virginia Regional) regularly offer classes on a “space available,” usually on a no cost basis, and we are able to take advantage of those opportunities. The RRCJA program **does not** fulfill our range qualification needs. We must seek out a suitable range and coordinate our own annual firearms qualification. At the present time, we have an informal arrangement with the Middleburg Town Police Department, who has access to a private range. The range consists of static targets. Two of our members are DCJS-certified range instructors.

It appears the regular in-service training requirements were generally being met until the past 2-3 years. At that point the records reflect gaps<sup>5</sup>. In the past three months, we have completed, or have scheduled to complete, the necessary refresher training to restore compliance. It should be noted these are baseline training levels. Ideally, range qualification would be twice yearly and other refresher training opportunities would occur more frequently than the state mandate.

Earlier, the Public Safety Committee asked me to explore changing our affiliation to the Prince William County Criminal Justice Academy. I have conducted preliminary discussions with the County Police Chief, and they are agreeable to our affiliation. It would cost more than we presently pay to RRCJA, but I expect the training would be substantially enhanced, particularly the firearms elements. However, we are bound by contract to RRCJA and they only consider withdrawals on five year cycles; the next “window” for consideration is in late 2016. I expect this will be explored in greater depth in advance of that timeframe.

As mentioned earlier, all members attend General District Court on the same date each month. Since court needs are typically completed by noon, this common date affords us the opportunity to hold a departmental meeting on those afternoons. Since August, we have been maximizing these dates for various block of instruction.

**TASKS THAT WOULD NOT BE PERFORMED AT THE SAME LEVELS IN THE ABSENCE OF THE TOWN POLICE DEPARTMENT**

These are not meant as a definitive comparison, but merely to draw out any obvious differences. Also, it does not explore any workarounds or alternatives. This is in no way an attempt to disparage the

<sup>4</sup> One auxiliary officer is a full-time lieutenant with the Northern Virginia Community College Police Department and his training needs are met by virtue of his employment there.

<sup>5</sup> The annual firearms qualification requirement **did not** lapse.

Attachment: PD Organizational Assessment 2014 - Redacted (2179 : Police Report)

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excellent services provided to all County residents, including those in the Town, by the County Police. The differences center on the service levels generally expected and provided in a suburban/rural policing environment (County) versus those in a town or city, and the expectations of the residents and business owners in each. Obviously, this requires some conjecture on my part. I am not positioned to speak for the County Police, or Chief Hudson, but I remain familiar enough with County Police procedures, range of responsibilities, and staffing realities, that I can offer an educated assessment. The County Police are kept busy, and despite some overall staff growth, there is no immediate relief of significance in sight to improve their staffing picture<sup>6</sup>. As a point of reference, the Prince William County Comprehensive Plan target is 2.0 officers-per-thousand residents; their tentative budget *projections* ranging as far forward as Fiscal Year 2019 minimally improves the projected staffing ratio to 1.58.<sup>7</sup>

The question is occasionally posed as to whether a separate Town police department is necessary. Let me first state that if it were abolished, there is no doubt the calls would be answered. However, the service level would change as it pertains to response times, responsiveness, and availability.

**Ordinance enforcement.** County ordinances are inapplicable within the limits of incorporated towns. Town ordinances, at least as structured, are not generally enforceable by County Police officers<sup>8</sup>. County officers may cite/arrest for violations of state law. Many common offenses are included in state law, and therefore no impediment exists. However, certain offenses are only set forth in local ordinances (curfew, noise violations, parking violations to name a few). So, as an example, a County officer cannot issue a parking ticket in the Town. Similarly, to charge a violation of the noise ordinance at the scene of a loud party, the officer would first need to go to the magistrate and swear out a warrant under the Town Code, then return to effect the arrest.

**House/Vacation Checks.** Would cease – these are not performed by the County Police.

**Safety Programs and Community function speaking engagements/visits.** The County Police typically assist at some, based on available activity and staffing.

**Foot Patrols.** The County Police will do these on occasion, but typically in response to a specific problem or in higher-crime areas; they are not a priority. It is worthy to note that foot patrols, and neighborhood patrols as noted below, are the hallmark features of community policing.

**Special Town Events.** Several amongst the existing format of events necessitate “all hands on deck” of the HPD staff, and the Auxiliary force is a great asset for this purpose. For the County Police, these are handled as a mix of on-duty resources and “off duty details” (the event sponsor is required to pay for off-duty officers to police the event). As a general rule, those of a “community nature” (e.g. parades)

<sup>6</sup> Expounding on the figure in Table 1, the County Police staffing ratios have remained fairly static in recent years (FY2011-FY2013 at 1.4), with the slight improvement to 1.5 this FY (once they actually achieve full authorized staffing).

<sup>7</sup> Prince William County FY-2015 Budget. P. 415 (Public Safety)

<sup>8</sup> Revision of existing ordinances *may* enable arrest/cite authority delegation to County Police officers. This has not been explored and other than in the Town of Clifton (Fairfax County), I am aware of no other comparable setting elsewhere in the state. However, there may be reluctance on the part of the County Police to accept this delegation, due to the precedent it may establish with the other towns within the County.



**ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT**

should be afforded some “on duty” resources; those of a “for profit” (profitable festivals, commercial events, etc) necessitate “off duty” (paid) resources.

The larger events require planning that is often underway months in advance. This continuity in coordination might be lost.

**Regularity of Neighborhood Patrols.** The County Police do perform these, but the expansive nature of the territory they cover significantly limits how regularly they are able to patrol neighborhoods and side streets.

**Speed enforcement.** Obviously, the County Police perform this. However, their Traffic Unit generally has a running list of 50+ complaint locations through the County. There is always more demand than there are resources, so they will prioritize the requests based on actual violation and crash data. Their beat patrol officers are sometimes equipped with RADAR or LIDAR, but enforcement effort is dictated by the call volume at any given time. It is reasonable to expect there would be significantly less speed enforcement in Town.

**THE FUTURE and CONCLUSION**

The Town of Haymarket is positioned to continue to experience growth within and without, and the growth in the immediate vicinity may be substantial. There is every indicator to support this projection. Even though the Town is somewhat built out, the desirable character of the Town and its prime location near an Interstate Highway will certainly make it appealing for the re-use of older properties. Therefore it is reasonable to project increased policing needs. The population growth and commercial expansion will dictate this to some degree, but a significant driving factor in the policing demand may in fact be traffic. There is every reason to expect additional traffic through town, and with no room or plans to significantly alter the carrying capacity of the existing arterial routes through Town, the traffic challenges will increase.

Concurrent to this, the area outside the Town will experience the same growth, perhaps at an even greater rate. It is reasonable to expect the County government will face the same struggles as today in keeping services on pace with growth. Policing will be no different.

As has been touched upon throughout this document, the Town is “growing up” and some of the necessary evolution and progression from a small, sleepy town with minimal administrative needs has not fully kept pace. With this growth comes the need for additional administrative formalization. This is true in the Police Department. We are working to correct that internally, and it should occur parallel to the Town government as a whole. Examples include a pay classification system and formally defining the benefits to employees; budgeting for, and a defined cycle for, fleet and equipment acquisition and replacement; and even seeking Accreditation through the state program.

My assessment is that the Police Department already had in place a minimally satisfactory body of policies, with mixed adherence and inconsistent, sometimes outdated direction. The existing staff, however, is an excellent blend of talent and very much wants to do right in carrying out their duties.



**ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT**

The “course corrections” have been relatively minor, and have mostly been in the form of guidance and philosophy, rather than directional. To date, many policies have been modernized and numerous training gaps are in the process of being filled.

In conclusion, I am confident in asserting we are turning the corner. To recap, I have noted below the open topics, some with budgetary impacts, for further study and consideration going forward.

- Video recording system (in-car or body-worn, proper data storage)
- Handgun (spare and/or for any growth)
- Ballistic vest replacement cycle
- Part-time officer
- Budgeted sergeant’s position (promotion from within or lateral hire option)
- Shotgun
- Video system at station
- Enhance lighting in station parking lot
- Garage storage area
- Taser replacement
- Fleet planning
- Academy affiliation

GPS/gps



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 01/05/15

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- The current Year-to-Date Profit & Loss report is attached. We have reached the half way mark thru the Budget year. There are a few Expense line items in Town Admin, Public Safety, Public Works and Museum that are over the budgeted amount, but the overall bottom line number in their category is good. As we push towards the second half of the Budget year, a close eye will be kept on these items.
- Revenue items are coming in as expected. Cigarette Tax may end up coming in at a lower amount due to the fact that Walmart is across the street, and CVS discontinued selling cigarettes. But there are other Revenue items that are coming in at a slightly higher amount than expected, such as Sales Tax, Planning & Permits and Communications Tax.
- Street Scape Enhancement Project: As of the November 25, 2014 Billing to VDOT for reimbursement, the remaining out-of-pocket money the Town may owe could potentially be a lot lower than expected. I should have a more accurate number by the February 2015 Council Meeting, as the project is slowly coming to an end. But if anyone would like to see a breakdown of the numbers so far, please let me know and I would be happy to send those out to you.
- There are some budget amendment requests in the packet. These are requests to move some funds around from a few line items that we foresee not being used, into line items where more money needs to be funded. These amendments are not changing the budget amount as a whole. Just simply moving money from one line item to another, in the same budget category.

**ATTACHMENTS:**

- (2) Treasurers Report Budget Profit and Loss thru 12-22-2014 (PDF)

4:32 PM

12/22/14

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	245,617.01	500,000.00	49.1%
Consumer Utility Tax	50,299.00	100,000.00	50.3%
Bank Stock Tax	0.00	22,000.00	0.0%
Business License Tax	4,398.57	140,000.00	3.1%
Cigarette Tax	109,851.50	250,000.00	43.9%
Total OTHER LOCAL TAXES	476,576.33	1,097,000.00	43.4%
PERMITS,FEES & LICENESES			
Occupancy Permits	100.00	600.00	16.7%
Inspection Fees	3,855.00	10,000.00	38.6%
Other Planning & Permits	35,800.00	25,000.00	143.2%
Application Fees	1,050.00	2,500.00	42.0%
Motor Vehicle Licenses	528.00	1,000.00	52.8%
Total PERMITS,FEES & LICENESES	41,333.00	39,100.00	105.7%
FINES & FORFEITURES			
Fines	21,360.01	75,000.00	28.5%
Total FINES & FORFEITURES	21,360.01	75,000.00	28.5%
REVENUE FROM COMMONWEALTH			
Communications Tax	63,464.07	120,000.00	52.9%
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	2,385.93	4,500.00	53.0%
DMV Grant	968.43	8,500.00	11.4%
Railroad Rolling Stock	1,473.26	1,500.00	98.2%
Total REVENUE FROM COMMONWEALTH	102,102.66	190,498.00	53.6%

Attachment: (2) Treasurers Report Budget Profit and Loss thru 12-22-2014 (2181 : Treasurer's Report)

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12/22/14

Accrual Basis

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

	Jul '14 - Jun 15	Budget	% of Budget
<b>REVENUE FROM LOCAL GOVERNMENT</b>			
Categoric Aid			
Grants			
Other	17,957.08		
Total Grants	17,957.08		
Total Categoric Aid	17,957.08		
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	17,957.08		
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	412.48		
<b>Total MISCELLANEOUS REVENUE</b>	412.48		
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	210.17		
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	14.77		
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Citations & Accident Reports	1,040.00	1,000.00	104.0%
<b>Total MISCELLANEOUS</b>	5,677.07	11,500.00	49.4%
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	6,140.52	45,260.00	13.6%
Suite 200 Rental Income	30,461.42	80,155.00	38.0%
Suite 204 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	20,343.78	40,700.00	50.0%
6630 Jefferson St Rental Income	20,778.14	39,100.00	53.1%
Town Hall Rental Income	1,975.00	2,000.00	98.8%
<b>Total RENTAL (USE OF PROPERTY)</b>	79,698.86	207,215.00	38.5%
<b>INTEREST ON BANK DEPOSITS</b>	949.45		
<b>TRANSFER OF CASH RESERVES</b>	0.00	724,757.00	0.0%
<b>SAFETY LU/MAP 21 GRANT</b>	593,202.33	590,479.00	100.5%
<b>CABOOSE ENHANCEMENT GRANT</b>	0.00	30,800.00	0.0%
<b>PEDESTRIAN IMPROVEMENT GRANT</b>	21,839.00	90,000.00	24.3%
<b>Total Income</b>	1,658,132.28	3,359,264.00	49.4%
<b>Gross Profit</b>	1,658,132.28	3,359,264.00	49.4%

Attachment: (2) Treasurers Report Budget Profit and Loss thru 12-22-2014 (2181 : Treasurer's Report)

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12/22/14

Accrual Basis

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

Expense	Jul '14 - Jun 15	Budget	% of Budget
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
Salaries & Wages - Regular	15,775.00	21,750.00	72.5%
FICA/Medicare	779.53	1,600.00	48.7%
Unemployment Insurance	160.70	1,000.00	16.1%
Mileage Allowance	347.20	1,500.00	23.1%
Meals and Lodging	2,316.94	2,500.00	92.7%
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>24,061.26</b>	<b>31,350.00</b>	<b>76.8%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	91,017.95	166,730.00	54.6%
Salaries/Wages - Overtime	4,494.06	8,000.00	56.2%
Salaries/Wages - Part Time	45,500.16	72,350.00	62.9%
FICA/Medicare	15,860.80	18,788.00	84.4%
VRS	8,093.27	12,000.00	67.4%
Health Insurance	21,475.95	30,550.00	70.3%
Life Insurance	634.58	1,000.00	63.5%
Disability Insurance	795.00	1,600.00	49.7%
Unemployment Insurance	269.24	1,975.00	13.6%
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	5,123.11	55,000.00	9.3%
<b>Total Accounting Services</b>	<b>5,180.11</b>	<b>55,000.00</b>	<b>9.4%</b>
Cigarette Tax Administration	2,789.89	6,000.00	46.5%
Printing & Binding	3,028.11	5,700.00	53.1%
Advertising	5,009.44	10,000.00	50.1%
Computer, Internet & Website Svc	13,178.80	19,400.00	67.9%
Postage	1,146.50	2,500.00	45.9%
Telecommunications	3,405.79	3,700.00	92.0%
Mileage Allowance	940.27	1,500.00	62.7%
Meals & Lodging	3,193.66	3,000.00	106.5%
Convention & Education	1,330.00	4,000.00	33.3%
Books, Dues & Subscriptions	678.88	3,500.00	19.4%
Office Supplies	3,529.97	4,400.00	80.2%
Capital Outlay-Machinery/Equip	16,367.51	21,000.00	77.9%
66900 · Reconciliation Discrepancies	317.75		
Miscellaneous	271.85		
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>257,258.05</b>	<b>461,993.00</b>	<b>55.7%</b>

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12/22/14

Accrual Basis

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

	Jul '14 - Jun 15	Budget	% of Budget
<b>12210 · LEGAL SERVICES</b>			
Legal Services	60,534.30	110,000.00	55.0%
<b>Total 12210 · LEGAL SERVICES</b>	60,534.30	110,000.00	55.0%
<b>12240 · INDEPENDENT AUDITOR</b>			
Auditing Services	15,950.00	15,000.00	106.3%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	15,950.00	15,000.00	106.3%
<b>Total 01 · ADMINISTRATION</b>	357,803.61	618,343.00	57.9%
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	207,587.36	352,444.00	58.9%
Salaries & Wages - Overtime	3,615.84	15,000.00	24.1%
Salaries & Wages - Part Time	0.00	500.00	0.0%
FICA/MEDICARE	10,955.59	28,154.00	38.9%
VRS	5,311.57	21,500.00	24.7%
Health Insurance	47,336.53	55,000.00	86.1%
Life Insurance	786.68	5,000.00	15.7%
Disability Insurance	969.49	3,200.00	30.3%
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	8,457.11	15,500.00	54.6%
Repairs & Maintenance	5,472.80	2,000.00	273.6%
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	2,189.05	5,000.00	43.8%
Postage	194.80	300.00	64.9%
Telecommunications	3,707.94	5,900.00	62.8%
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	3,295.20	3,500.00	94.1%
Vehicle Fuels	7,244.15	25,000.00	29.0%
Vehicle/Powered Equip Supplies	4,317.41	32,000.00	13.5%
Uniforms & Police Supplies	2,582.97	8,000.00	32.3%
Grant Expenditures	0.00	8,500.00	0.0%
Capital Outlay-Machinery/Equip	0.00	10,000.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	340,374.02	630,298.00	54.0%
<b>34100 · BUILDING OFFICIAL</b>	22,835.00	65,000.00	35.1%

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12/22/14

Accrual Basis

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

	Jul '14 - Jun 15	Budget	% of Budget
<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>	0.00	8,000.00	0.0%
<b>Total 03 · PUBLIC SAFETY</b>	363,209.02	703,298.00	51.6%
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	36,553.44	71,000.00	51.5%
<b>Total 43200 · REFUSE COLLECTION</b>	36,553.44	71,000.00	51.5%
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	11,798.32	35,500.00	33.2%
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	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	5,967.05	10,500.00	56.8%
Electric Services	1,346.53	3,500.00	38.5%
Electrical Services-Streetlight	1,117.12	2,600.00	43.0%
Water & Sewer Services	118.00	400.00	29.5%
General Property Insurance	0.00	2,800.00	0.0%
Janitorial Supplies	377.68	1,000.00	37.8%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	58,921.52	96,300.00	61.2%
<b>43201 · RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	1,346.52	3,000.00	44.9%
Water and Sewer Services	118.00	400.00	29.5%
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%
<b>Total 43201 · RENTAL PROPERTY - SUITE 110</b>	1,600.52	7,150.00	22.4%
<b>43202 · RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,346.52	3,000.00	44.9%
Water and Sewer Services	117.99	400.00	29.5%
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>	1,464.51	6,400.00	22.9%

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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
<b>43203 · RENTAL PROPERTY - SUITE 204</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,346.47	3,000.00	44.9%
Water and Sewer Services	117.96	400.00	29.5%
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>1,464.43</b>	<b>5,550.00</b>	<b>26.4%</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	0.00	400.00	0.0%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43205 · RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,086.50</b>	<b>2,400.00</b>	<b>45.3%</b>
<b>43206 · 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	207.76	1,000.00	20.8%
Gas Services	250.59	1,000.00	25.1%
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>580.60</b>	<b>4,000.00</b>	<b>14.5%</b>
<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>102,062.65</b>	<b>197,800.00</b>	<b>51.6%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractural Services	6,457.32	7,500.00	86.1%
<b>Total 71110 · EVENTS</b>	<b>6,457.32</b>	<b>7,500.00</b>	<b>86.1%</b>

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12/22/14

Accrual Basis

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

	Jul '14 - Jun 15	Budget	% of Budget
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	7,854.44	20,300.00	38.7%
FICA/Medicare	526.51	1,500.00	35.1%
VRS	369.60	1,300.00	28.4%
Health Insurance	1,310.76	3,450.00	38.0%
Life Insurance	0.00	120.00	0.0%
Disability Insurance	84.70	225.00	37.6%
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	1,547.60	1,500.00	103.2%
Electrical Services	321.11	900.00	35.7%
Heating Services	440.00	1,200.00	36.7%
Water & Sewer Services	125.93	300.00	42.0%
Postage	0.00	100.00	0.0%
Telecommunications	849.75	2,200.00	38.6%
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	3,318.00	12,000.00	27.7%
Dues & Subscriptions	0.00	0.00	0.0%
<b>Total 72200 · MUSEUM</b>	<b>25,359.83</b>	<b>56,420.00</b>	<b>44.9%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>31,817.15</b>	<b>63,920.00</b>	<b>49.8%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	3,195.00	5,000.00	63.9%
FICA/Medicare	131.20	300.00	43.7%
Consultants	14,750.00	30,000.00	49.2%
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%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>18,076.20</b>	<b>40,550.00</b>	<b>44.6%</b>

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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
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,320.00	3,750.00	35.2%
FICA/Medicare	65.41	300.00	21.8%
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>1,385.41</b>	<b>7,550.00</b>	<b>18.3%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>19,461.61</b>	<b>48,100.00</b>	<b>40.5%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond	173,608.78	196,818.00	88.2%
<b>Total 95100 · DEBT SERVICE</b>	<b>173,608.78</b>	<b>196,818.00</b>	<b>88.2%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>173,608.78</b>	<b>196,818.00</b>	<b>88.2%</b>
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>			
Beautification	0.00	12,000.00	0.0%
Maintenance	600.00	18,000.00	3.3%
Street Scape Construction	649,529.55	752,410.00	86.3%
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<b>650,129.55</b>	<b>782,410.00</b>	<b>83.1%</b>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>			
Construction	2,920.48	38,500.00	7.6%
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	<b>2,920.48</b>	<b>38,500.00</b>	<b>7.6%</b>
<b>TOWN CENTER MASTER PLAN</b>			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	16,923.74	100,000.00	16.9%
<b>Total TOWN CENTER MASTER PLAN</b>	<b>16,923.74</b>	<b>500,000.00</b>	<b>3.4%</b>
<b>HARROVER MASTER PLAN</b>			
Drafting of Plan	0.00	50,000.00	0.0%
<b>Total HARROVER MASTER PLAN</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	26,378.00	90,000.00	29.3%
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>26,378.00</b>	<b>90,000.00</b>	<b>29.3%</b>
General Reserve	0.00	70,075.00	0.0%

Attachment: (2) Treasurers Report Budget Profit and Loss thru 12-22-2014 (2181 : Treasurer's Report)

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12/22/14  
Accrual Basis

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

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	80.42		
Total EMPLOYEE BENEFITS	80.42		
Total PERSONNEL	80.42		
Total Expense	1,744,395.01	3,359,264.00	51.9%
Net Ordinary Income	-86,262.73	0.00	100.0%
Net Income	<b>-86,262.73</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: (2) Treasurers Report Budget Profit and Loss thru 12-22-2014 (2181 : Treasurer's Report)



TO: Town of Haymarket Town Council  
 SUBJECT: Museum Report  
 DATE: 01/05/15

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### **Christmas in Haymarket**

Set in the year 1825, Museum visitors will enjoy a glimpse in the past on what a family of “prominence” would have dined on and decorate their homes during the holidays. The “faux” dinner display will feature accurate replicas of dishes and table settings that would have been used in the early 1800’s in Virginia.

### **Updates:**

- The Bull Run Observer featured an article of the “Christmas in Haymarket” exhibit in their Friday, December 12<sup>th</sup> edition.
- The Museum hosted over 200 visitors during the Haymarket Holiday Party.

### **Haymarket Holiday Party 2014**

Saturday, December 13<sup>th</sup> marked the 24<sup>th</sup> annual Haymarket Holiday Party. The holiday event featured:

- A cookie decorating table
- Hot coco table
- “Taste of Haymarket” inside town hall (7 Town restaurants participated)
- Santa and Mrs. Claus in the Museum courtyard
- Performances by Haymarket Baptist Church Preschool and St. Paul’s Preschool and members of the Battlefield H.S. Orchestra
- S’mores by the bonfire (donation were accepted on behalf of the Willing Warriors)
- The Haymarket Food Pantry was on site with a truck for non-perishable food donations.
- It is estimated that attendance was between 700 and 1,000 people

### **Museum Attendance for December 2014**

12/6 & 12/7 - 23

12/13\* & 12/14 - 230 Visitors

**\*Denotes Haymarket Holiday Party**



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 01/05/15

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### ***Action Items:***

#### **Budget Amendments:**

- Report and recommendation included in your packet.
- Acting Treasurer will address the agenda item.

### ***Updates:***

#### **Transitioning to a Council Manager Form of Government:**

- I will be addressing this transition through a brief oral presentation.

#### **Surplus Property Sale:**

- The PD seized a 2003 Chevrolet S-10 pick-up and we received the clearance to surplus the truck as the Department of Criminal Justice (DCJS).
- Administratively there is no known use for any department of the Town.
- We will advertise the truck and employ a sealed bid process for the sale of the truck.
- The advertisement will appear in publicly circulated newspaper as well our website. Sealed bids will be accepted at the Town office until January 16<sup>th</sup> at 4:00pm.
- At that time, the bids will be opened, recorded and the highest bidder will be contacted to complete the sale of the truck.
- Then the proceeds of the sale get turned over to DCJS (Asset Forfeiture Sharing Program) The PWC Commonwealth's Attorney gets 15%, DCJS receives 10% and the Town receives 75%.

#### **Solicitation of Administrative Assistant:**

- We have been receiving positive interest in the position.
- I will be reviewing the resumes in the coming week and hope to schedule interviews the first or second week of January.

#### **Synopsis of 2013-2014 Financial Report:**

- Report included in your agenda packet.

#### **Planning Project Updates:**

- Sympoetica is under contract from the Harrover Master Plan and we will be coordinating the public input session shortly after the New Year.
- EPR, Inc. is under contract and has held their initial meetings with Stakeholders with regard to the Signage study.
- The Berkley Group is under contract for the On-Call Planning Services and has begun their first task order of performing a Planning Diagnostic to review the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance.
- RDA is moving forward with the Design Engineering for the Town Center Project.

#### **Museum Roof Replacement:**

- Roof will be completed prior to the end of the year.

#### **Sub-committee meetings:**

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

- agenda packet for the regular meeting.
- The Public Facilities and Personnel Committees did not meet this past month.

**Business Open House:**

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

**Holiday Hours Reminder:**

- Office closes at Noon on December 31<sup>st</sup>.
- Offices are Closed January 1<sup>st</sup> and 2<sup>nd</sup> for New Year's.

**Synopsis of 2013-2014 Comprehensive Annual Financial Report (Audit):**

**Town Council**

**Finance Committee**

**DATE: December 19, 2014**

**SUBJECT:** Briefing on the Town's 2013-2014 Audit

On September 25, 2014, Robinson, Farmer, Cox Associates presented to the Town of Haymarket the 2013-2014 Financial Report. The report was distributed to the members of Council and due to the nature of the report; no further action was required of the Council. The report is public record and is readily available upon request to the general public. At the November Finance Committee, Chairman Pasanello requested that the administration address the 2013-2014 Financial Report in general as a way to brief the Council about the findings in the report.

In general, Robinson, Farmer and Cox conducted their research and audited the Town's financial statements of governmental activities and each major fund for the Town for the fiscal year that ended on June 30, 2014. The professional standards require that the firm provide the Town with information about the accounting firm's responsibilities under generally accepted auditing standards, *Government Auditing Standards and OMB Circular A-133*, as well as certain information related to the planned scope and timing of the audit. They communicated these criteria for the review in a letter dated June 6, 2014.

**FINDINGS:**

***Financial Highlights:***

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$4,629,143 (net position). Of this amount, \$2,189,708 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, the Town's general fund reported ending fund balance of \$2,210,172, an increase of \$216,933 in comparison with the prior year. Approximately 98% of this total amount, \$2,163, 894 is available for spending at the Town's discretion (unassigned fund balance).
- The Town's total debt decrease \$127,285 during the current fiscal year.

**CONCLUSIONS:**

According to the 2013-2014 Financial Report for the Town of Haymarket, the Town is in compliance with Government Auditing Standards issued by the Comptroller General of the United States; and the Specifications for Audits of Counties, Cities and Towns, issued by the Auditor of Public Accounts of the Commonwealth, the Virginia. Robinson, Farmer, Cox Associates has provided the Town a report and provided related notes to the financial statements on September 25, 2014. Furthermore the Town complied with all material respects, with the types of compliance requirements referred in the report that could have a direct and material effect on each of the major federal programs for the year June 30, 2014. Finally, there were no deficiencies in the internal control over compliance that the auditors considered to be of material weaknesses.



TO: Town of Haymarket Town Council  
SUBJECT: Dominion VA Power - Planning Commission Report to Council  
DATE: 01/05/15

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**ATTACHMENTS:**

- DVP transmission line resolution (PDF)



**RESOLUTION 20150105- 1**

**RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO EXPRESS SUPPORT FOR DOMINION VIRGINIA POWER’S PUBLIC INPUT ALTERNATE PRELIMINARY ROUTE NORTH OF I-66 IF THE TRANSMISSION LINES ARE CONSTRUCTED UNDERGROUND**

WHEREAS, the Virginia Electric and Power Company, d/b/a Dominion Virginia Power (“DVP”) has proposed a 230 kV Transmission Line (“the Line”) and Substation to serve a customer north of the Town limits; and

WHEREAS, DVP has proposed several routes for the Line, each of which would likely impact the Town and its citizens; and

WHEREAS, the Town’s Planning Commission has prepared a Report and Finding dated December 8, 2014, analyzing the various proposed routes and their likely impacts on the Town and its citizens and recommending opposition to all of the proposals as presented by DVP, with contingent approval of the “Public Input Alternate Preliminary Route North of I-66” provided that the Line is constructed underground;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this \_\_\_ day of \_\_\_\_\_, 20 \_\_, that the Council does hereby

1. Support the construction of the DVP Transmission Line along the “Public Input Alternate Preliminary Route North of I-66” contingent upon the Line being constructed underground, and
2. Oppose all of DVP’s proposed Transmission Line routes as presented by DVP,
3. Direct that this Resolution and the Planning Commission’s report be forwarded to DVP, the Virginia State Corporation Commission, Gainesville Magisterial District Supervisor the Honorable Peter Candland, and Chairman of the Prince William County Board of Supervisors the Honorable Corey Stewart.

Done this \_\_\_ day of \_\_\_\_\_, 20 \_\_

**ORDER OF THE COUNCIL**

\_\_\_\_\_  
David Leake, Mayor  
On Behalf of the Town Council of  
Haymarket, Virginia

Attachment: DVP transmission line resolution (2180 : Dominion VA Power - Planning Commission Report to Council)

ATTEST:

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Jennifer Preli, Town Clerk

MOTION:

SECOND:

Votes:

Ayes:

Nays:

Abstain:

Absent:



TO: Town of Haymarket Town Council  
 SUBJECT: Zoning Administrator Zoning Text Amendment  
 DATE: 01/05/15

At its October meeting, the Town Council passed Resolution 20141010-1 forwarding a zoning text amendment to the Planning Commission regarding the definition of "Administrator" listed in the Zoning Ordinance. The Commission has requested additional time to review the amendment.

### BACKGROUND

The Council resolution was intended to remove reference to the Town Council as the Zoning Administrator in light of the Council's appointment of a part-time Town Planner and Zoning Administrator. The Commission discussed the amendment at its November meeting, noting that multiple references to the "Administrator" within the Zoning Ordinance may correctly assign the Council's role and therefore all references should be reviewed as part of the amendment. The Commission also discussed the reference to the Town Manager within the definition. Lastly, the Commission was concerned that the 100 day limit for review of the amendment as described in § 15.2-2285 of the Virginia Code would not allow for enough time research, hold a public hearing, and return a recommendation to the Town Council. The Commission tabled the text amendment at its November meeting, briefly discussed the item at the December meeting, and directed staff to further research the amendment and request the Town Council extend the review of the amendment by the Commission.

### RECOMMENDATION

Staff recommends the review period be extended 90 days.

### MOTION:

1. I move to adopt Resolution 20150105-1 to extend the Planning Commission review of a Zoning Text Amendment to amend the definition of "Administrator."

OR

2. I move to deny Resolution 20150105-1 because...

OR

3. I move an alternate motion

### ATTACHMENTS:

- (1) RESOLUTION 20150105-1 revised Zoning Administrator ZTA (PDF)

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



Resolution 20150105-1

**ZONING TEXT AMENDMENT REVISING THE DEFINITION OF “ADMINISTRATOR”**

**WHEREAS**, Virginia Code § 15.2-2286 authorizes any locality with a zoning ordinance to provide in the zoning ordinance for the appointment or designation of a zoning administrator to administer and enforce the zoning ordinance, and

**WHEREAS**, Chapter 58 of the Town Code, Zoning, defines the “Administrator” as the Town Council, charged with the enforcement of the Town’s zoning ordinance; and

**WHEREAS**, having the Town Council serve as the Administrator has made the enforcement and the administration of the Town’s zoning ordinance cumbersome for both the Town and its property owners;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council refers the following text amendment to the Planning Commission for consideration:

Sec. 58-1. Definitions.

*Administrator, the*, means ~~the town council, which is charged with the enforcement person appointed by the Town Manager to administer and enforce~~ of this chapter. The Town Manager may also appoint one or more deputy and assistant zoning administrators, who shall perform such duties as may be assigned to them.

**AND BE IT FURTHER RESOLVED** that the Town Council directs the Commission to prepare additional amendments to Chapter 58, as necessary, to implement the proposed text amendment, hold a public hearing regarding said amendments, and return a recommendation to the Town Council within 90 days of the adoption of this Resolution.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Done this 5<sup>th</sup> day of January, 2015.  
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

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

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