



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 29, 2014

5:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

A. Draft Town Council Agenda for January 5, 2015

3. Councilmember Time

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

4. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Draft Town Council Agenda for January 5, 2015
DATE: 12/29/14

Please find your draft agenda attached.

ATTACHMENTS:

- 01-05-2015 Draft TC Agenda Packet (PDF)



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. 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

6. Agenda Items

- A. Request to Council - Use of Facility
- B. Dominion VA Power - Planning Commission Report to Council - Matt Caudle 230 KV Transmission Lines
- C. Fiscal Year 2015 Budget Amendments
- D. Zoning Administrator Zoning Text Amendment

7. 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

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

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



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: Absent, 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.

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

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.

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

C. Directive

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

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

3. Councilmember Time

A. Chris Morris

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

- 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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



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: Late, 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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	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.

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

C. Directive

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Pam Swinford, Councilwoman
AYES:	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

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

G. David Leake

5. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



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

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

RESULT:	ADJOURNED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

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

RESULT:	ADJOURNED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
AYES:	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.

RESULT:	ADOPTED [5 TO 0]
MOVER:	Chris Morris, Councilman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Aitken
RECUSED:	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 1st, 5th, 10th, 20th and 25th 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 22nd, 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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Pam Swinford, Councilwoman
AYES:	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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Swinford, Morris, Woods, Pasanello, Leake
ABSENT:	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.

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

C. Directive

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

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

3. Adjournment

A. Motion to Adjourn

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



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

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

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

- 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.

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

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 since it conflicts with the Town's Earth Day Celebration.

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, 4th 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 24th, Apr 11th, May 9th, Oct 10th, Oct 17th, Dec 5th 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: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



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

ATTACHMENTS:

- Dominion Report - Final (PDF)

Haymarket 230 kV Transmission Line and Substation

Report and Finding of the Town of Haymarket Planning Commission

December 8, 2014



Haymarket Planning Commission

Robert Weir – Chairman
Ralph Ring – Vice Chairman
Matt Caudle - Council Liaison
Josh Mattox
James Carroll
Maureen Carroll

Introduction

Dominion Virginia Power (Dominion) proposes to construct a new overhead 230 kilovolt (kV) double circuit transmission line, using existing transportation corridors, where possible, and new right of way (ROW) that will tap into either the existing Gainesville to Loudoun transmission line near the Route 234 Bypass, the New Road substation in Loudoun County or the proposed Wheeler substation in Prince William County and extend to a new substation west of the Haymarket town limits.

Dominion has proposed a two-phase approach to the project. The first phase will require the addition of distribution reinforcements to the existing distribution lines (double-build) along Washington Street in the Town of Haymarket to provide “bridging power” until the new transmission lines have been completed and energized; this phase will provide dedicated 34.5 kV service to a single Dominion client, allowing them to begin operations. Phase two entails the actual construction of the overhead 230 kV double circuit transmission line. Dominion’s preliminary route for the overhead 230kV line included a corridor that spans the southern boundary of the Town of Haymarket. As a result of input from the Town of Haymarket and numerous local citizens, Dominion has identified and mapped several alternate routes consisting of both overhead and underground transmission lines.

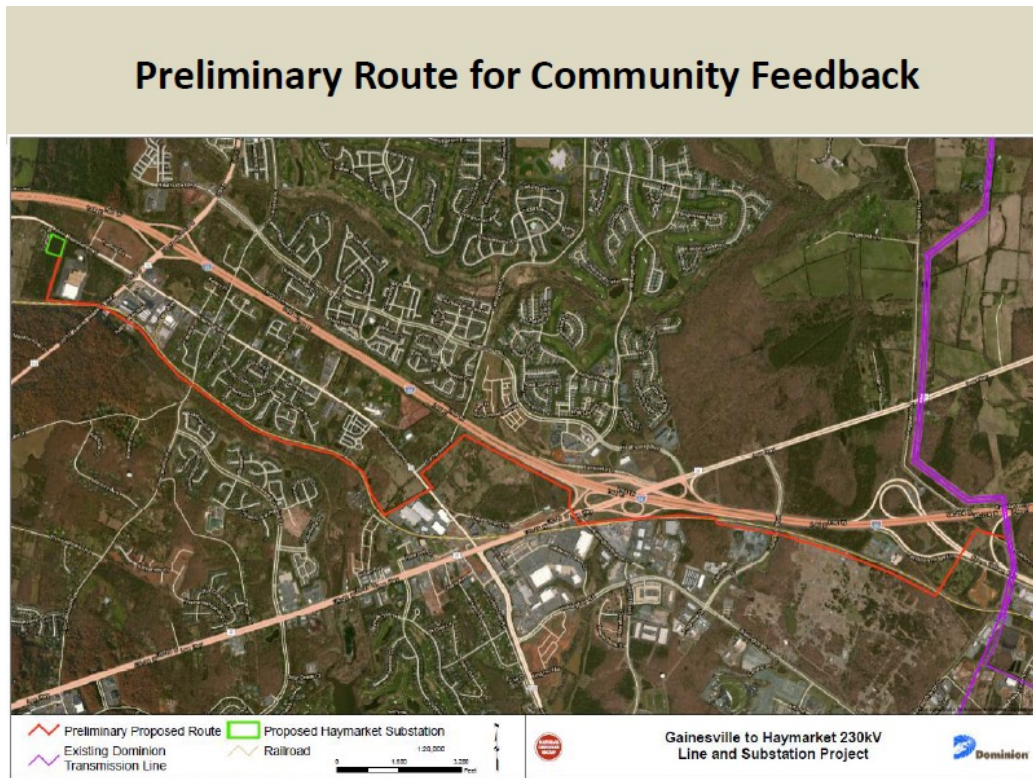
Dominion asserts the need for the Haymarket 230kV Line and Substation project is due to increased energy demand and future growth projections within the Haymarket area and western Prince William County. Dominion claims the need comes as a result of the rapid growth of the high-tech and commercial sectors in the region. Similarly, Dominion states that current demand from growth has already outgrown the steady and reliable infrastructure that is in place today, and will strain the existing system, thus causing issues for the community and its economic development efforts. Dominion holds that the proposed transmission infrastructure will address forecast increases in energy demand that will exceed the capabilities of the current distribution system beginning in 2017. Despite those assertions, Dominion has provided no indication that the local load is projected to result in violations of either federally mandated reliability criteria on existing facilities or the North American Electric Reliability Corporation (NERC) Transmission Reliability Criteria. Rather, Dominion does note that the primary driver for the

new substation is an expected block load addition from an existing local customer that has rapid and substantial plans for expansion.¹

Meetings

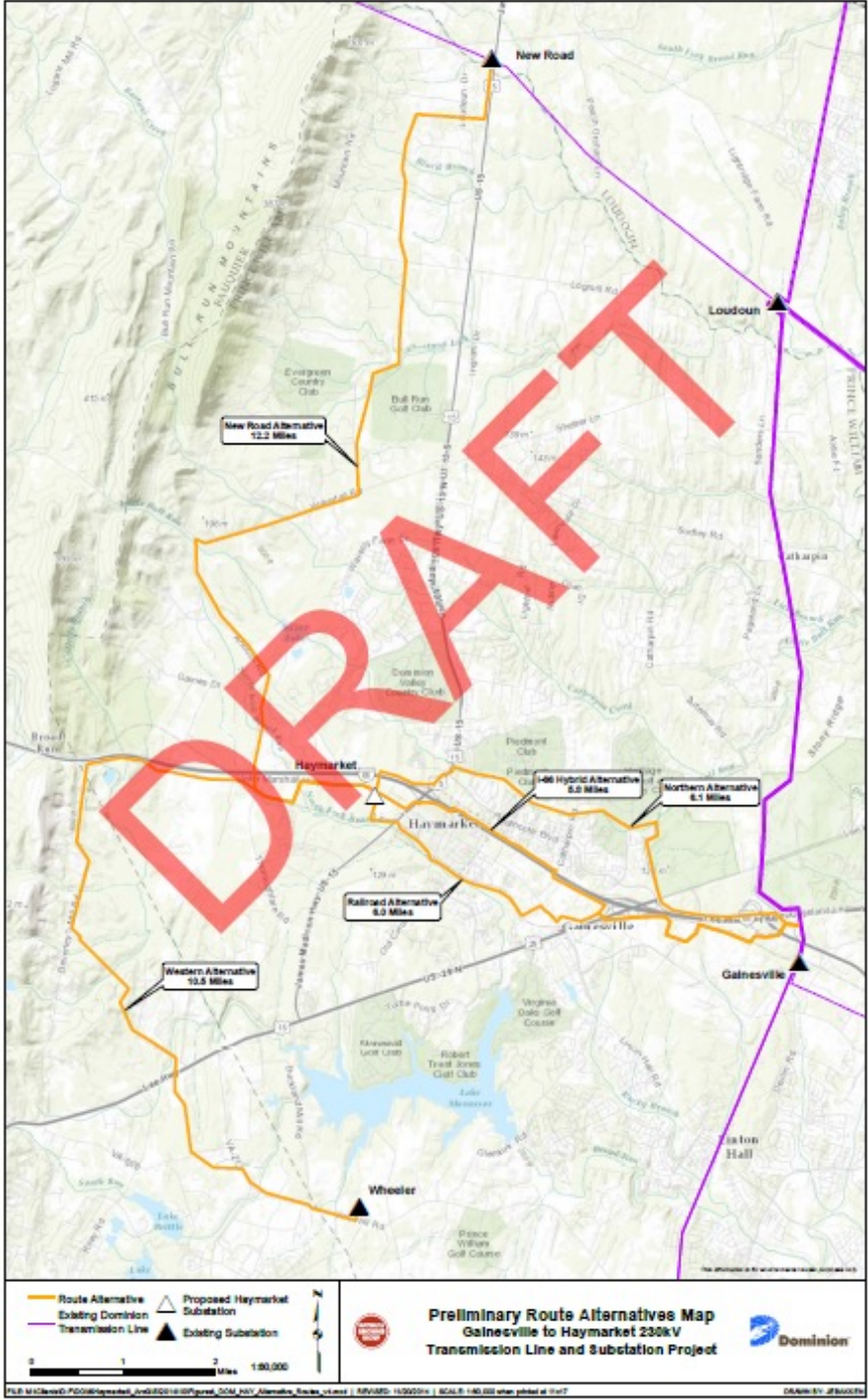
In order to present the merits of their proposal and solicit public input, Dominion held a public meeting with the Haymarket Town Council on August 25, 2014, the Haymarket Planning Commission on September 8, 2014 and an open house community outreach event at Battlefield High School on September 10, 2014.

At the August 25, 2014 meeting with the Haymarket Town Council, Dominion presented, among other materials, a singular preferred route (denoted in red) with no alternate routes (Fig. 1). Dominion also provided a rendering of the “double-build” distribution reinforcements to be added to the existing distribution lines (Fig. 2).



(Fig. 1)

¹ Haymarket 230 kV Line and Substation Project, <https://www.dom.com/about/electric-transmission/haymarket/index.jsp>



(Fig. 1A)

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

Phase 1: Distribution Reinforcements - AFTER

HAYMARKET
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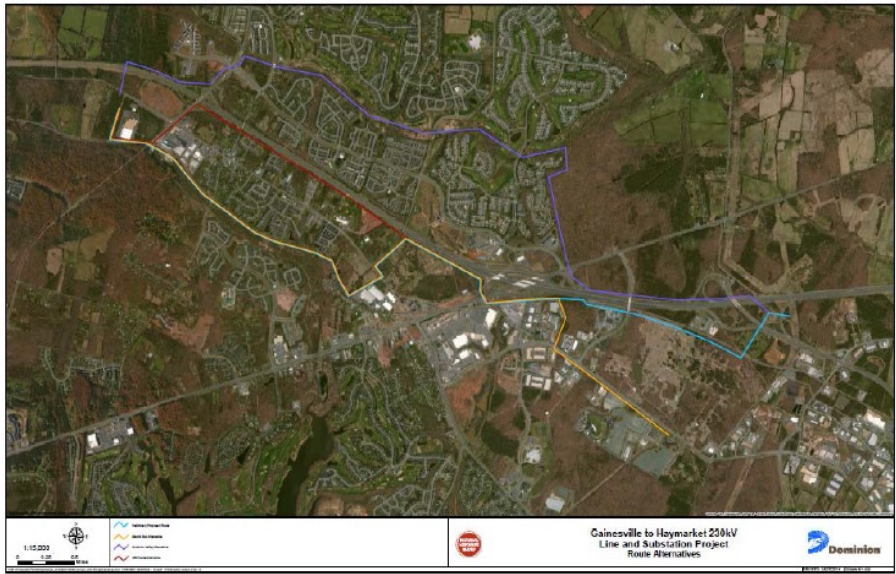
Viewpoint 10 - Intersection of Washington Street and Coach Way - Proposed View

(Fig. 2)

At the September 8, 2014 meeting with the Haymarket Planning Commission, Dominion presented, among other materials, both a map of preliminary route options that were considered (Fig. 3) as well as a map denoting modified route options based on community feedback (Fig. 4). Dominion also provided maps of the Study Area and Route Constraints (Fig. 5 and Fig. 6) as well as a map of existing transmission lines and substations in the region (Fig. 7).

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

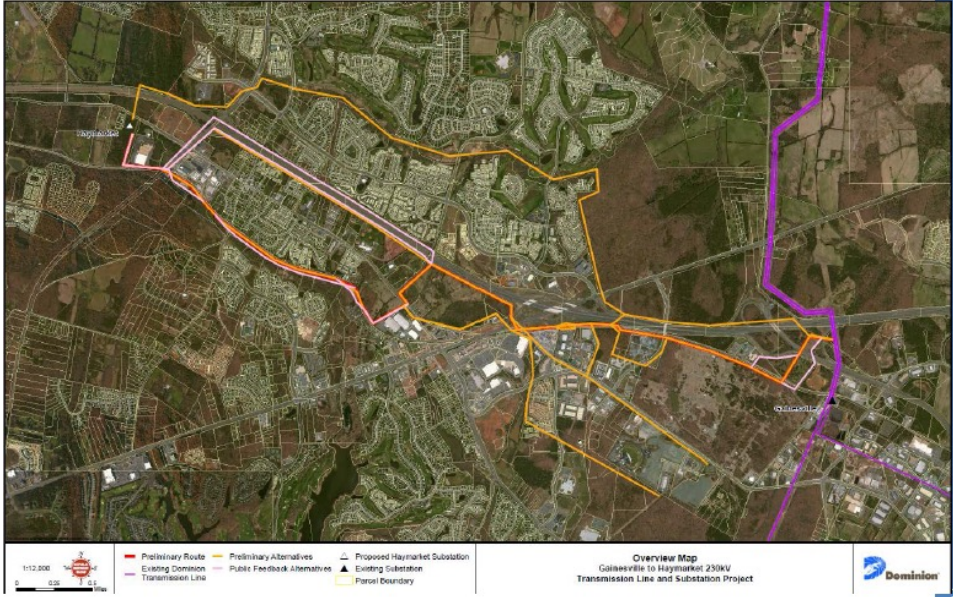
Preliminary Route Options Considered



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(Fig. 3)

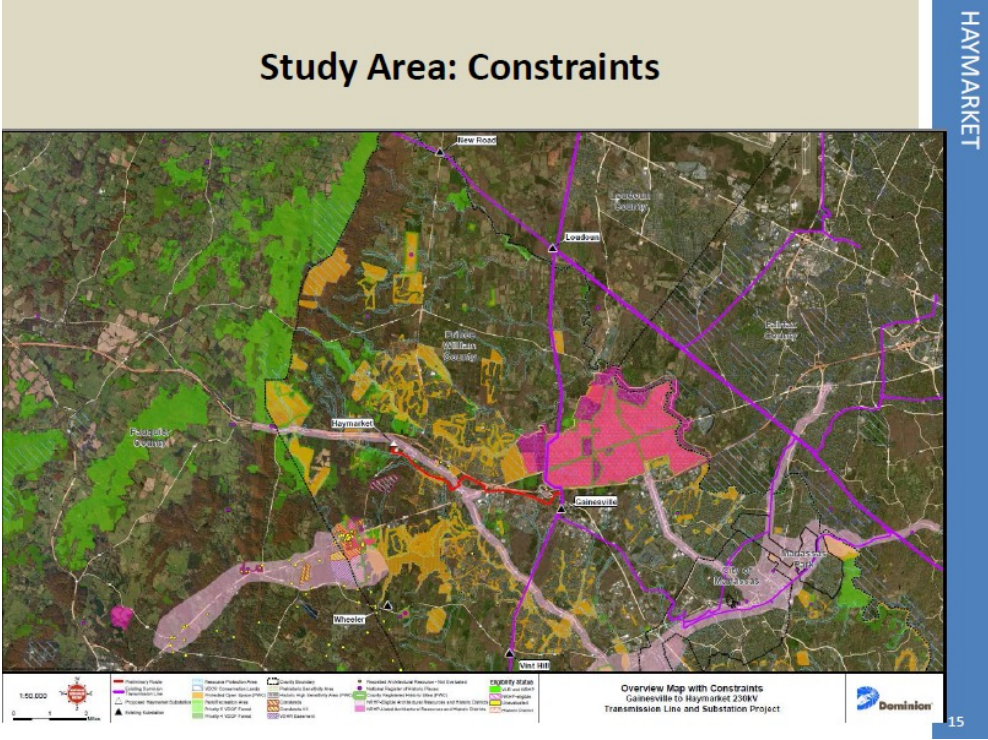
Modified Route Options Based on Community Feedback



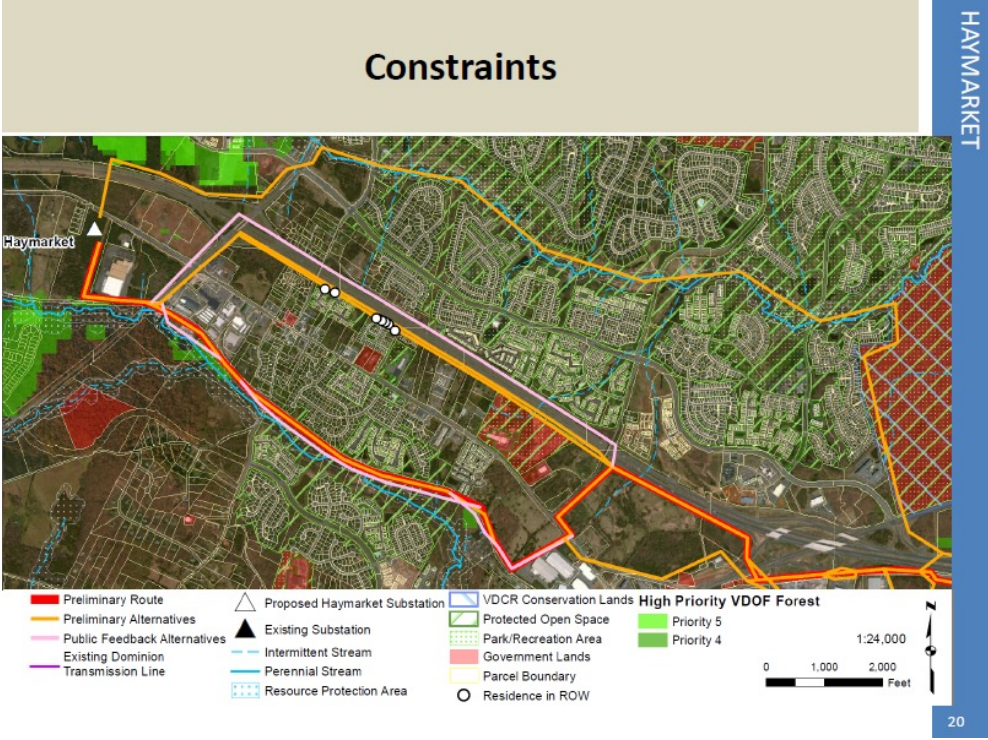
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(Fig. 4)

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



(Fig. 5)

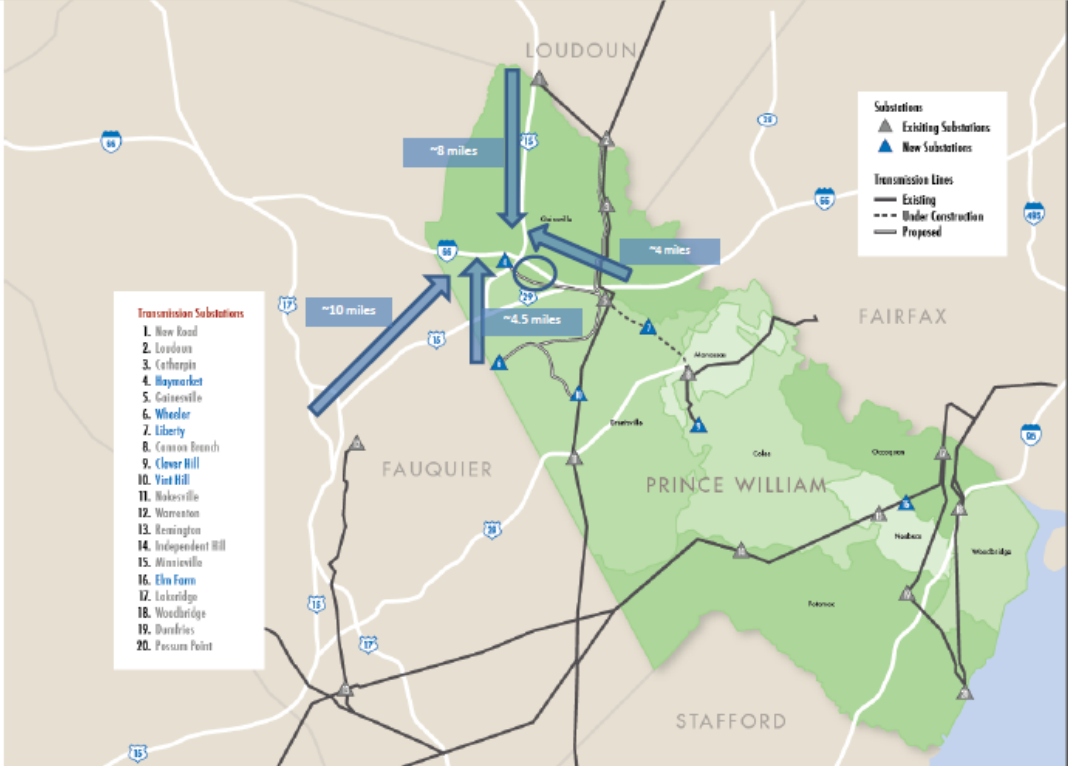


(Fig. 6)

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

Prince William County and Surrounding Counties Transmission Lines and Substations (Existing and Proposed)

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(Fig. 7)

At the September 10, 2014 Open House held at Battlefield High School, Dominion presented all materials, updated as required, previously presented to the Haymarket Town Council and the Haymarket Planning Commission as well as additional renderings of project details and route photo simulations denoting the visual impact of the transmission lines and double-build distribution reinforcements to be added to the existing distribution lines along Washington Street.

On November 24, 2014, Dominion posted a new route alternatives map² (Figure 1A) that delineated the previous alternatives as well as a Western Alternative extending from the proposed Wheeler substation and a New Road Alternative extending from the New Road substation in Loudoun County. The Western Alternative would extend west from the proposed

² <https://www.dom.com/library/domcom/pdfs/electric-transmission/haymarket/alternative-routes.pdf>

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

Wheeler substation across Route 29 south of Buckland Mills to a point along Beverly Mill Road. The route would follow Beverly Mill Road north to its intersection with Route 55 and then turn east to its terminus at the proposed Amazon substation. The New Road Alternative would extend south from the New Road substation in Loudoun County along a path west of and parallel to Route 15, between Evergreen Country Club and Bull Run Country Club to a point on Waterfall Road, west along Waterfall Road to the intersection with Antioch Road, south along Antioch Road to the intersection with Route 55 and then east to its terminus at the proposed Amazon substation.

Duty of the Planning Commission

The Haymarket Planning Commission was created in order to promote the orderly development of the locality and its environs. As such, the primary responsibility of the Planning Commission is to ensure the public health, safety, convenience, and welfare of the citizens and to plan for the future development of the Town. To that end, the Planning Commission must ensure that transportation systems are carefully planned; new community centers are developed with adequate highway, utility, health, educational, and recreational facilities; the need for mineral resources and the needs of agriculture, industry, and business be recognized for future growth; residential areas shall be provided with healthy surroundings for family life; agricultural and forestal land be preserved; and that the growth of the community remains consonant with the efficient and economical use of public funds.³

The Haymarket Planning Commission is also charged with the responsibility of ensuring the compatibility of land use, protecting residential areas from the adverse aspects of commercial and industrial land use and identifying land best suited for residential, commercial, and industrial activities with regard to available public infrastructure, environmental constraints, as well as economic and aesthetic considerations. In so doing, the Haymarket Planning Commission is tasked with determining the optimum density of development by considering: 1) environmental capacity of land; 2) capacity of public utilities; and 3) transportation networks and reappraising their identification periodically, and amending the zoning districts if appropriate.⁴

³ Code of Virginia Title § 15.2-2200

⁴ Comprehensive Plan, Town of Haymarket, Commonwealth of Virginia 2008-2013, Chapter 2.7 Land Use

Dominion's Process Going Forward

1. Finalize proposed route or routes and impact analysis
2. Submit application to the State Corporation Commission (SCC)
3. Department of Environmental Quality (DEQ) reviews the application and issues a report. As part of the review, DEQ will coordinate additional reviews by multiple agencies, i.e.: Virginia Marine Resources Commission, Department of Conservation and Recreation, Department of Games and Inland Fisheries, Department of Historic Resources, Army Corps of Engineers and others.
4. SCC issues an order and the review schedule is set
5. Review process begins, environmental review, SCC staff review, etc. are initiated
6. Commission shall receive and give consideration to all reports that relate to the proposed facility if requested by any municipality in which the facility is proposed to be built, to local comprehensive plans that have been adopted pursuant to Article 3 (§ 15.2-2223 et seq.) of Chapter 22 of Title 15.⁵
7. Public comments are accepted by the SCC
8. Interested respondents may participate in the case after filing a notice of participation with the SCC
9. Participants may submit testimony in response to Dominion's application
10. Dominion may rebut public testimony and agency analysis
11. SCC may conduct public hearings in the affected areas, if written requests therefor are received from 20 or more interested parties, the Commission shall hold at least one hearing in the area which would be affected by construction of the line, for the purpose of receiving public comment on the proposal⁶
12. The SCC may conduct a formal evidentiary hearing in Richmond
13. Hearing Examiner's report and recommendation are forwarded to the SCC
14. Dominion, participants and SCC staff may respond to the Hearing Examiner's report
15. SCC issues final order

Factors Considered by the Planning Commission

1. Capacity required to serve growth
2. Location of future growth in demand
3. Location of past and future population growth
4. Reliability of the current electrical grid
5. Impact of the transmission line on the community and economic development opportunities
6. Cost burdens and physical impacts
7. Location of proposed lines within Town boundaries
8. Compatibility of routes with the Comprehensive Plan
9. Chesapeake Bay Act compliance
10. Possibility of mini-substations and antennae arrays within the Dominion ROW
11. Estimated cost of underground options

⁵ Code of Virginia Title § 56-46.1

⁶ Code of Virginia Title § 56-46.1

12. Use of VDOT ROW
13. Use of Norfolk Southern ROW
14. Impact of construction on residential and commercial property values
15. Construction with densely populated suburban areas
16. Construction within areas with limited ROW
17. Construction with the flood plain
18. Construction across wetlands
19. Environmental impact of the proposed route
20. Potential impact on endangered species
21. Visual impact of overhead power lines
22. Impact of construction within the context of the Town of Haymarket Historic District
23. Impact on the Journey Through Hallowed Ground National Heritage Area
24. Concordance with Prince William County Zoning and Overlay Districts
25. Health considerations
26. Alternative routes
27. Alternative substation locations

Route Analysis

The Haymarket Planning Commission has considered all preferred and alternate routes currently proposed by Dominion. For purposes of this report, the analysis will focus primarily on those routes and portions of routes that lie within or directly adjacent to the Town of Haymarket.

A primary factor for the terminus of the route is a single Dominion customer with a 100 mW power demand. Dominion states that they have a customer that will be the primary consumer of electricity provided by the 230 kV lines. This customer is the sole consumer for the power supplied by the 34.5 kV lines. Due to a confidentiality agreement, Dominion will not release the name of the customer at this time. Although not delineated in any of Dominion's presentations, Amazon is in the process of receiving approval to build a 491,625 square foot data center at 15505 John Marshall Highway⁷. Dominion's proposed substation is located on the same parcel, adjoining Amazon's proposed facility.

Distribution Reinforcements to existing distribution lines (Double-build)

Presuming the location of the proposed datacenter does not change, each route for the new transmission lines will require the addition of distribution reinforcements to the existing distribution lines along Washington Street in order to provide enough "bridging power" for the datacenter's startup operations.

Strengths

- The distribution reinforcements may provide some measure of increased reliability, redundancy and the potential for backup service for existing customers.

⁷ Prince William County Land Plan Review Status, Final Site Plan No. 15-00046R00S01, http://eservice.pwcgov.org/apps/landstatus/review.asp?CaseNo=15-00046R00S01&ParcelNo=7298-42-4221&Status=Quality_Control (as of October 9, 2014)

- Dominion will be able to use existing infrastructure and there will be no need to acquire additional ROW.
- There is no additional environmental impact

Weaknesses

- Given the power demands of the new datacenter (100mw), the distribution reinforcements will not provide capacity for its full operations or for additional future growth.
- The aesthetics of the design creates a visual image that is not in concordance with the Town's Historic District ordinances.
- The addition of the distribution reinforcements may be in violation of Chapter 58 Sec. 58-62, 58-104, 58-145, 58-185, 58-225, 58-266 and 58-305 of the Code of the Town of Haymarket.
- Dominion's engineers have stated that the distribution reinforcements will require the replacement of the existing distribution lines with new distribution line poles.
- The distribution reinforcements will minimize, but not guarantee protection from potential blackouts as a result of the new datacenter's aggressive implementation schedule.
- No alternate routes have been provided.

Conclusion

Although the distribution reinforcements will likely provide some degree of service benefits to the Town, those benefits must be weighed against the service requirements of future growth and their visual impact.

Dominion's professional staff has asserted that the planned datacenter will have an immediate 100mw power requirement, effectively negating any immediate or long-term benefits of the transmission lines to existing and/or future residents or businesses.

The Town's zoning ordinance provides that "except for transmission power lines of 34.5 kV or greater" all "utility facilities serving new uses or installed after the effective date of the ordinance except for good cause shown because of unusual soil or topographical conditions, shall be installed underground including, among others, electrical, water, sewer, power, gas, telephone and cable utilities". At this point, it is clear that the distribution reinforcements will carry at least 34.5 kV. Thus, the upgrade to the current infrastructure along Washington Street does not fall within the Town's Zoning Ordinance requirement for underground installation.

The aesthetics of the design create a visual impact that is not in concordance with the vision of the Town of Haymarket as detailed in the Historic District Ordinance and the Comprehensive Plan. Further, the requirement to replace the existing distribution poles will likely have an adverse impact on the existing Streetscape improvements.

The Planning Commission thus can not support the current distribution reinforcements plan and suggests that the Haymarket Town Council contact Dominion to secure additional information regarding the capacity of those lines and the possibility of using an alternate route to access the datacenter site.

Preferred Preliminary Route, Alternate Preferred Preliminary Route and Public Input Preferred Alternate Preliminary Route

Dominion's preferred preliminary route (now referred to as the Railroad Alternative see Figure 1a), an overhead transmission line, designated by the red line in Figure 1, traverses the length of the Town of Haymarket's southern boundary and is virtually identical to both the alternate preferred preliminary route and the public input preferred alternate route designated by the orange and pink lines respectively at the same general locations as the preferred preliminary route in Figure 4. This report contemplates both overhead and underground construction of the lines.

Strengths

- The routes make use of existing ROW.

Weaknesses

- The routes bisect two heavily populated residential subdivisions.
- The routes bisect several commercial parcels within the Town.
- The routes traverse most of the Town's Conservation District.
- The routes traverse two of the Gateways into the Town's Historic District.
- The routes traverse that area of the Town that constitutes a portion of the Journey Through Hallowed Ground.
- Given the power demands of the new datacenter (100mw), the new transmission lines will not provide capacity for additional future growth.
- The aesthetics of the design creates a visual image that is not in concordance with the Town's Historic District ordinances.
- The routes are not in accordance with the Town's Comprehensive Plan.
- The routes are not in accordance with Prince William County's Comprehensive Plan.
- The routes, terminus point and proposed substation are not located in the principal area of future residential, commercial and industrial growth.
- The overhead routes will adversely impact the value of many existing residential units.^{8 9}
- Diminished property values do not appear to be explicitly considered as a factor by the SCC.¹⁰

⁸ Report of the Joint Legislative Audit and Review Commission to the Governor and the General Assembly of Virginia, Evaluation of Underground Electric Transmission Lines in Virginia, page 106.

⁹ The Price Effects of HVTLs on Abutting Homes, (Appraisal Journal, Oct. 2, 2013)

¹⁰ Report of the Joint Legislative Audit and Review Commission to the Governor and the General Assembly of Virginia, Evaluation of Underground Electric Transmission Lines in Virginia, page 106.

- The routes will adversely impact several existent commercial properties in the Town's southwestern corner.
- The routes will be constructed largely within the 100-year flood plain.
- The routes will traverse several designated wetlands.
- The routes may jeopardize the Town's ability to comply with the provisions of the Chesapeake Bay Act.
- Upon information and belief, the routes will traverse areas containing several endangered species.
- In addition to the fiscal impact that will be absorbed by residential ratepayers, many of those residential ratepayers within the Town limits will also have to absorb the visual impact of the overhead lines on their view shed.
- The overhead lines would allow for the construction of substations and communication arrays on the towers and within Dominion's ROW without public hearings or public facilities reviews.
- Upon information and belief, Dominion has not negotiated with the Norfolk Southern Railroad (NS) regarding use of NS's existing ROW.
- The overhead routes have a ROW that is severely limited by existing utility and railroad ROWs and numerous conservation easements.
- Due to environmental and topographical constraints, placing the transmission lines underground would be prohibitively expensive.
- Due to environmental and topographical constraints, placing the transmission lines underground would present significant engineering challenges.
- The overhead routes present a potential health hazard.

Conclusion

As a preliminary matter, the Planning Commission notes that on October 21, 2014 the Prince William County Board of Supervisors adopted a resolution urging Dominion and the SCC to "consider alternatives to the preliminary route".¹¹

Although the Preferred Preliminary Route, Alternate Preferred Preliminary Route and Public Input Preferred Alternate Route all allow Dominion to make use of existing ROW and by default are purported to be the most cost-effective routes offered by Dominion, the cost benefits must be weighed against the fiscal and physical impacts on existing residents and business, the service requirements of future growth and the visual impact of the overhead lines.

Dominion's professional staff has asserted that the planned datacenter will have an immediate 100mw power requirement, effectively negating any immediate or long-term benefits of the transmission lines to existing and/or future residents or businesses. Similarly, the proposed routes are not located in the principal area of future residential, commercial and industrial growth as designated by both the Town of Haymarket and Prince William County Comprehensive Plans.

¹¹ <http://eservice.pwcgov.org/documents/bocs/agendas/2014/1021/10-B.pdf>

Further, the routes do not fall within the “Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More” as delineated in the Long Range Land Use Chapter of the Prince William County Comprehensive Plan¹² (Fig. 8) and thus do not comport with Land Use Policy 3.14, “Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More,” that designates the corridors that all future electric utility lines of 150 kilovolts or more should follow.

Additionally, the aesthetics of the overhead lines create a visual impact that is not in concordance with the vision of the Town of Haymarket as detailed in the Historic District Ordinance and the Comprehensive Plan. Similarly, the aesthetics of the overhead lines create a similar circumstance with regard to that area of the proposed route designated as a portion of the Journey Through Hallowed Ground.

Further, as the routes traverse that portion of the Town that lies within the 100-year flood plain, contain several areas designated as wetlands and potentially contain several endangered species, the routes present significant environmental issues. Given those circumstances, the proposed routes may make the Town’s concordance with the provisions of the Chesapeake Bay Act difficult and expensive.

Upon review, the proposed routes of the overhead lines will have a significant, detrimental impact on the assessed value of a considerable percentage of the Town’s residential properties and several commercial parcels. Although the SCC tends to disregard that as a factor in their review, the Planning Commission cannot ignore the potential for a negative financial impact on the Town’s residents and businesses.

Upon further review, it appears that the proposed routes may be restricted by existing railroad and utility ROW and potentially constrained by existing conservation easements. It must be noted that as regards said existing ROW, Dominion has informed the Town that it has not as of yet contacted the Norfolk Southern Railroad to negotiate use of their ROW.

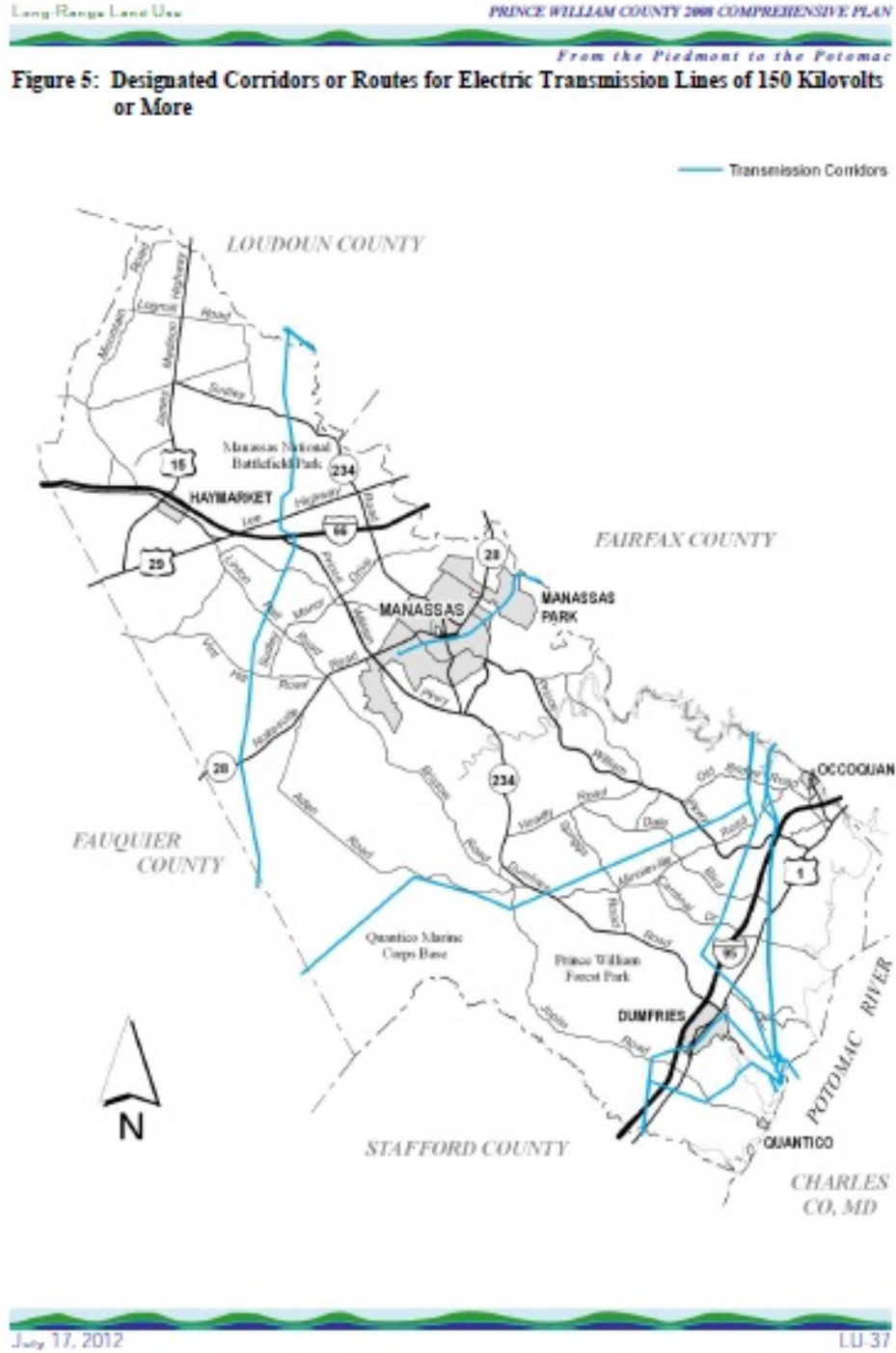
Additionally, the Planning Commission finds the potential for unrestricted construction of additional Dominion electrical infrastructure and third-party communication arrays on the proposed transmission towers and within the Dominion ROW an unacceptable condition, particularly as such construction within Prince William County requires neither a public facilities review nor public hearing.

Lastly, although the subject of heated debate, the Planning Commission cannot ignore the potential hazard to the public health that may be attributed to the electromagnetic field surrounding high voltage transmission lines.

Thus, the Planning Commission cannot support these proposed routes and suggests the Haymarket Town Council adopt a resolution in opposition to those routes, enumerating the weaknesses of the proposed routes in the text of the resolution and appending this report as an exhibit to the resolution. The Planning Commission recommends forwarding

¹² Prince William County Long-Range Land Use Plan, pages LU-7, LU-37

any such resolution and a copy of this report to Dominion prior to their submission of their proposed route or routes to the SCC.



(Fig. 8)

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

Alternate Preliminary Route and Public Input Alternate Preliminary Route, South of I-66

Dominion has presented an alternate preliminary route, an overhead transmission line, designated by the orange line just to the south of I-66 in Figure 4 that traverses the length of the Town of Haymarket's northern boundary and is virtually identical to the underground public input alternate route designated by the pink line at the same general location as the alternate preliminary route in Figure 4.

Strengths

- The routes make use of existing ROW.
- The routes do not fall within the 100-year flood plain.
- The routes do not traverse any known designated wetlands.

Weaknesses

- The routes pass through at least eighteen (18) residential lots.
- The routes cross four heavily populated residential subdivisions.
- The routes cross several commercial parcels within the Town.
- The routes traverse most of the Town's Planned Interchange Park.
- The routes traverse two of the Gateways into the Town's Historic District.
- The routes traverse that area of the Town that constitutes a portion of the Journey Through Hallowed Ground.
- Given the power demands of the new datacenter (100mw), the new transmission lines will not provide the capacity for additional future growth.
- The aesthetics of the design creates a visual image that is not in concordance with the Town's Historic District ordinances.
- The routes are not in accordance with the Town's Comprehensive Plan.
- The routes, terminus point and proposed substation are not located in the principal area of future residential, commercial and industrial growth.
- The overhead routes will adversely impact the value of many existing residential units.¹³
- Diminished property values do not appear to be explicitly considered as a factor by the SCC.¹⁴
- The routes will adversely impact several commercial properties in the Town's northwestern corner.
- In addition to the fiscal impact that will be absorbed by residential ratepayers, many of those residential ratepayers within the Town limits will also have to absorb the visual impact of the overhead lines on their view shed.
- The overhead lines would allow for the construction of substations and communication arrays on the towers and within Dominion's ROW without public hearings or public facilities reviews.

¹³ Report of the Joint Legislative Audit and Review Commission to the Governor and the General Assembly of Virginia, Evaluation of Underground Electric Transmission Lines in Virginia, page 106.

¹⁴ Report of the Joint Legislative Audit and Review Commission to the Governor and the General Assembly of Virginia, Evaluation of Underground Electric Transmission Lines in Virginia, page 106.

- The overhead routes present a potential health hazard.

Conclusion

Although the Alternate Preliminary Route and Public Input Alternate Preliminary Route, South of I-66 both allow Dominion to make use of existing ROW and are cost-effective routes offered by Dominion, the cost benefits must be weighed against the fiscal and physical impacts on existing residents and business, the service requirements of future growth and the visual impact of the overhead lines.

The most immediate impact of these proposed routes would be the likely demolition of approximately eighteen existing residential units within the Town limits, many of them built within the last five years. Additionally, the routes would require the construction of the transmission lines in the backyards of several dozen additional residential properties. Given that the Dominion would have to acquire those properties through condemnation proceedings, the acquisition costs would likely be greater than the savings realized from the existing ROW.

Dominion's professional staff has asserted that the planned datacenter will have an immediate 100mw power requirement, effectively negating any immediate or long term benefits of the transmission lines to existing and/or future residents or businesses. Similarly, the proposed routes are not located in the principal area of future residential, commercial and industrial growth as designated by both the Town of Haymarket and Prince William County Comprehensive Plans.

The routes do not fall within the "Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More" as delineated in the Long Range Land Use Chapter of the Prince William County Comprehensive Plan¹⁵ (Fig. 8) and thus do not comport with Land Use Policy 3.14, "Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More," that designates the corridors that all future electric utility lines of 150 kilovolts or more should follow.

Additionally, the aesthetics of the overhead lines create a visual impact that is not in concordance with the vision of the Town of Haymarket as detailed in the Historic District Ordinance and the Comprehensive Plan. Similarly, the aesthetics of the overhead lines create a similar circumstance with regard to that area of the proposed route designated as a portion of the Journey Through Hallowed Ground.

Upon review, the proposed routes of the overhead lines will have a significant, detrimental impact on the assessed value of a considerable percentage of the Town's residential properties and several commercial parcels. Although the SCC tends to disregard that as a factor in their review, the Planning Commission cannot ignore the potential for a negative financial impact on the Town's residents and businesses.

¹⁵ Prince William County Long-Range Land Use Plan, pages LU-7, LU-37

Additionally, the Planning Commission finds the potential for unrestricted construction of additional Dominion electrical infrastructure and third-party communication arrays on the proposed transmission towers and within the Dominion ROW an unacceptable condition, particularly as such construction within Prince William County requires neither a public facilities review nor public hearing.

Lastly, although the subject of heated debate, the Planning Commission cannot ignore the potential hazard to the public health that may be attributed to the electromagnetic field surrounding high voltage transmission lines.

Thus, the Planning Commission cannot support these proposed routes and suggests the Haymarket Town Council adopt a resolution in opposition to those routes, enumerating the weaknesses of the proposed routes in the text of the resolution and appending this report as an exhibit to the resolution. The Planning Commission recommends forwarding any such resolution and a copy of this report to Dominion prior to their submission of their proposed route or routes to the SCC.

Alternate Public Input Alternate Preliminary Route, North of I-66

Dominion's has presented a public input alternate route designated by the pink line just to the north of I-66 in Figure 4 that traverses the length of the Town of Haymarket's northern boundary. Dominion has presented no information with regard to whether the proposed route is to be overhead or underground but has agreed to provide cost estimates for both options.

Strengths

- The route makes use of existing ROW.
- The route does not fall within the 100-year flood plain.
- The route does not traverse any known designated wetlands.
- The route does not require the demolition of any existing residential units.

Weaknesses

- The route traverses the Town's Planned Interchange Park.
- The route traverses one of the Gateways into the Town's Historic District.
- The route traverses that area of the Town that constitutes a portion of the Journey Through Hallowed Ground.
- Given the power demands of the new datacenter (100mw), the new transmission lines will not provide the capacity for additional future growth.
- The aesthetics of the design creates a visual image that is not in concordance with the Town's Historic District ordinances.
- The route is not in accordance with the Town's Comprehensive Plan.
- The route, terminus point and proposed substation are not located in the principal area of future residential, commercial and industrial growth.

- The overhead route will adversely impact the value of many existing residential units.¹⁶
- Diminished property values do not appear to be explicitly considered as a factor by the SCC.¹⁷
- The rout will adversely impact a large commercial parcel in the Town’s northwestern corner.
- In addition to the fiscal impact that will be absorbed by residential ratepayers, many of those residential ratepayers within the Town limits will also have to absorb the visual impact of the overhead lines on their view shed.
- The overhead routes present a potential health hazard.

Conclusion

Although the Public Input Alternate Route, north of I-66 allows Dominion to make use of existing ROW and is a cost-effective route offered by Dominion, the cost benefits must be weighed against the fiscal and physical impacts on existing residents and business, the service requirements of future growth and the visual impact of the overhead lines.

Dominion’s professional staff has asserted that the planned datacenter will have an immediate 100mw power requirement, effectively negating any immediate or long term benefits of the transmission lines to existing and/or future residents or businesses. Similarly, the proposed routes are not located in the principal area of future residential, commercial and industrial growth as designated by both the Town of Haymarket and Prince William County Comprehensive Plans.

The routes do not fall within the “Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More” as delineated in the Long Range Land Use Chapter of the Prince William County Comprehensive Plan¹⁸ (Fig. 8) and thus do not comport with Land Use Policy 3.14, “Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More,” that designates the corridors that all future electric utility lines of 150 kilovolts or more should follow.

Additionally, the aesthetics of the overhead lines create a visual impact that is not in concordance with the vision of the Town of Haymarket as detailed in the Historic District Ordinance and the Comprehensive Plan. Similarly, the aesthetics of the overhead lines create a similar circumstance with regard to that area of the proposed route designated as a portion of the Journey Through Hallowed Ground.

Upon review, the proposed routes of the overhead lines will have a significant, detrimental impact on the assessed value of a considerable percentage of the Town’s residential properties and several commercial parcels. Although the SCC tends to

¹⁶ Report of the Joint Legislative Audit and Review Commission to the Governor and the General Assembly of Virginia, Evaluation of Underground Electric Transmission Lines in Virginia, page 106.

¹⁷ Report of the Joint Legislative Audit and Review Commission to the Governor and the General Assembly of Virginia, Evaluation of Underground Electric Transmission Lines in Virginia, page 106.

¹⁸ Prince William County Long-Range Land Use Plan, pages LU-7, LU-37

disregard that as a factor in their review, the Planning Commission cannot ignore the potential for a negative financial impact on the Town's residents and businesses.

Additionally, the Planning Commission finds the potential for unrestricted construction of additional Dominion electrical infrastructure and third-party communication arrays on the proposed transmission towers and within the Dominion ROW an unacceptable condition, particularly as such construction within Prince William County requires neither a public facilities review nor public hearing.

Moreover, although the subject of heated debate, the Planning Commission cannot ignore the potential hazard to the public health that may be attributed to the electromagnetic field surrounding high voltage transmission lines.

If however, the transmission lines were placed underground in the northern I-66 ROW from Catharpin Road to a point west of the I-66/Route 15 interchange and then to the terminus at the planned substation, many of the Planning Commission's concerns would be alleviated.

Underground transmission lines would not create an adverse visual impact and thus would have a far less detrimental impact on the assessed value of the Town's residential properties, commercial properties, Gateways to the Town's Historic District or the Journey Through Hallowed Ground.

Similarly, underground transmission lines would dramatically decrease the potential hazard to the public health that may be attributed to the electromagnetic field surrounding high voltage transmission lines.

Further, underground service from Catharpin Road to the terminus at the substation location would provide greater security for both the transmission line and the end-user's facility, effectively diminishing the potential for intentional or accidental damage or disruption.

Dominion has asserted that the cost of constructing underground transmission lines is prohibitively expensive in that it is several orders of magnitude more costly than the construction of overhead lines. While Dominion's professional staff has stated that historically such underground construction costs upwards of ten times that of overhead construction, data from similar projects indicates that the true cost is less than twice that of overhead construction. That being said, the Planning Commission has been advised that dedicated fiber optic lines servicing the Amazon site have already been buried in the southern I-66 ROW and that on or about October 8, 2014, Dominion filed a request with VDOT to bury the transmission lines on the north side of I-66.

Moreover, the Planning Commission notes that Dominion has undertaken or completed the construction of several underground transmission lines in Arlington County, Loudoun County and the City of Alexandria. The Planning Commission notes that said underground transmission lines ranged in length from one half to nearly four miles and

traversed variously, densely populated urban and suburban areas, areas with limited ROW, and areas where overhead transmission lines were deemed unacceptable for visual amenity reasons.

Arlington County, Radnor Heights 230 kV Underground Transmission Lines and Substation¹⁹

Dominion is constructing 3.7 miles of new 230kV underground electric transmission lines and a new electrical substation to support future growth and continue to provide reliable electricity to customers in Arlington County. (Fig. 9)

Arlington County, City of Alexandria, Glebe – Potomac River Substation New 230kV Line and Substation Modifications²⁰

Dominion is proposing a new underground transmission line between Dominion’s Glebe Substation located at the intersection of S. Glebe Road and S. Eads Street, and Pepco’s Station C Substation at the intersection of Slaters Lane and E. Abingdon Drive. (Fig. 10)

Loudoun County, Beaumeade - NIVO 230kV Double-Circuit Line²¹

In the Ashburn area of Loudoun County Dominion installed a 230 kV double circuit underground transmission line, approximately 2700 feet (0.5 mile±) long, from the existing Beaumeade substation to a new substation (NIVO) located near the intersection of Smith Switch Road and Chilum Place. (Fig. 11)

Although, the Planning Commission can not support the proposed overhead route, it can support the proposed route if the transmission lines are constructed underground and suggests in the interest of the public health, safety, convenience, and welfare, the Haymarket Town Council adopt a resolution in support of said underground route, enumerating the strengths of the proposed route in the text of the resolution and appending this report as an exhibit to the resolution. The Planning Commission recommends forwarding any such resolution and a copy of this report to 1. Dominion, prior to their submission of their proposed route or routes to the SCC, 2. The Commonwealth of Virginia State Corporation Commission, 3. The Gainesville Magisterial District Supervisor, The Honorable Peter Candland, and 4. The Chairman of the Prince William County Board of County Supervisors, The Honorable Corey Stewart.

¹⁹ <https://www.dom.com/about/electric-transmission/radnor/index.jsp>

²⁰ <https://www.dom.com/about/electric-transmission/glebe/index.jsp>

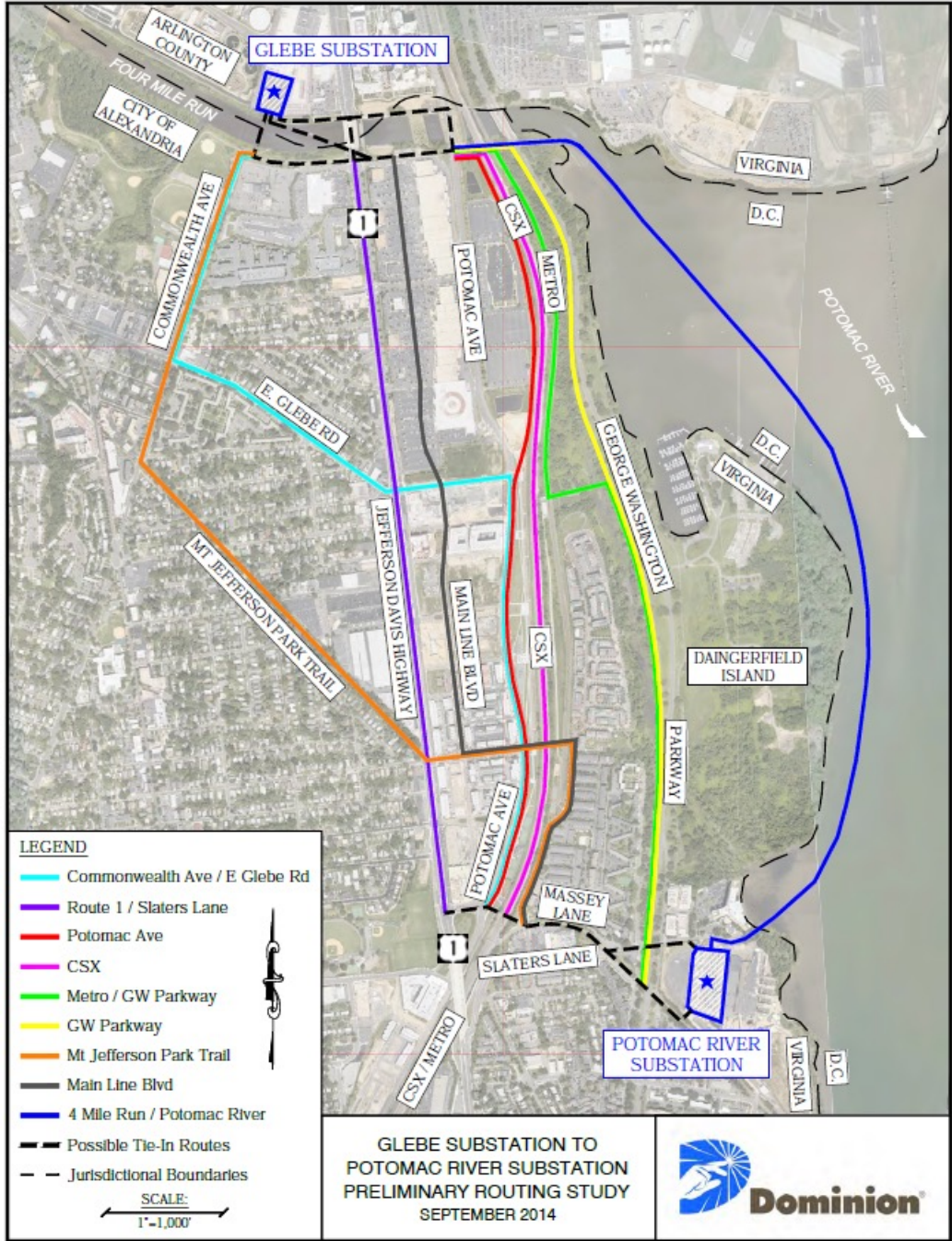
²¹ <https://www.dom.com/about/electric-transmission/ashburn/index.jsp>

Radnor Heights Proposed 230 kV Line & Substation



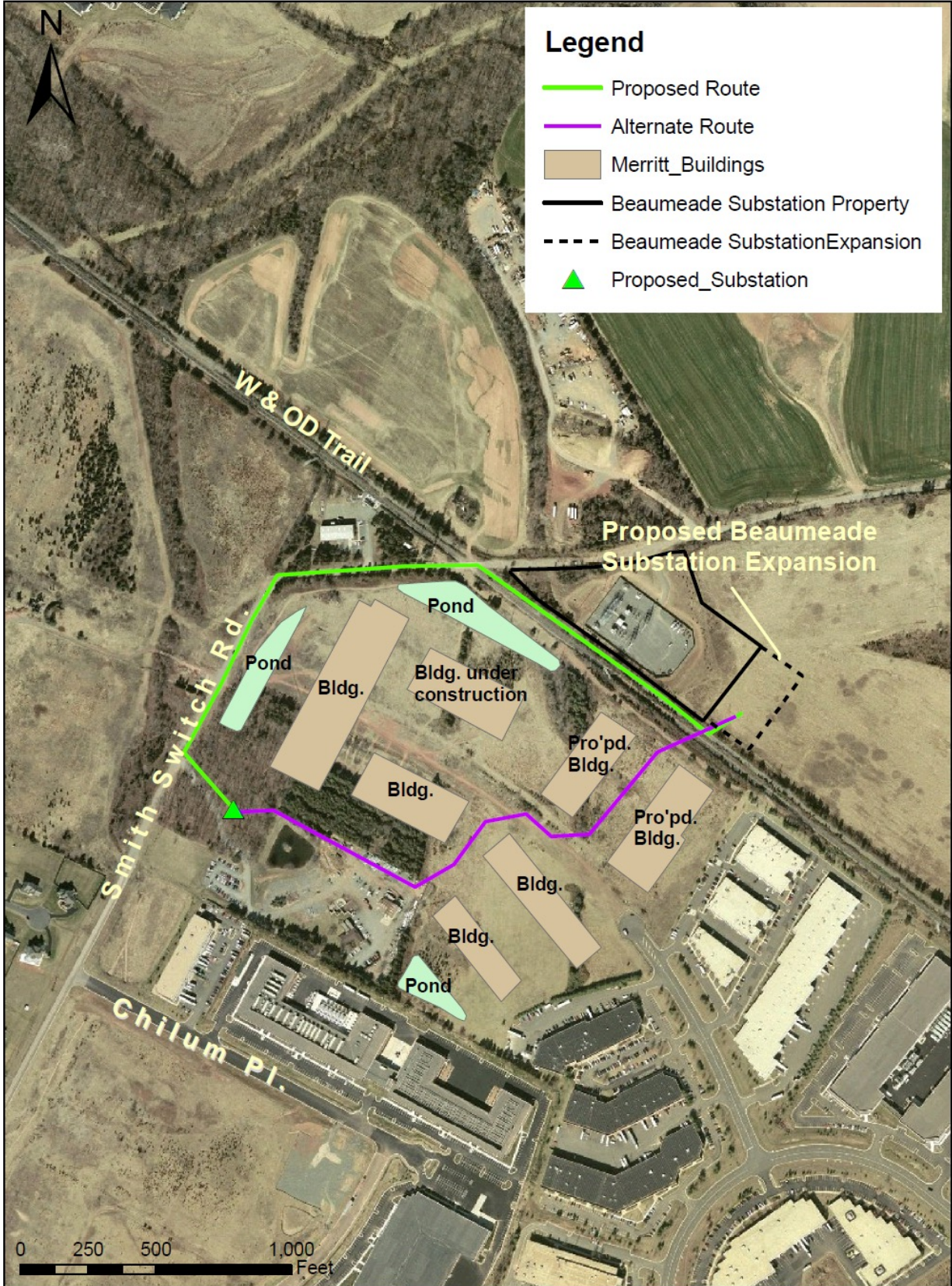
(Fig. 9)

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



(Fig. 10)

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

(Fig. 11)

Preliminary and Public Input Alternate Preliminary Piedmont Route

Among the options initially presented by Dominion was a route that extended along the northern boundary of I-66 from the 234 Bypass to its intersection with Route 29 in Gainesville. From that point the route proceeded north along the boundary between Conway Robinson State Park and the Heritage Hunt subdivision, swung west through the Heritage Hunt Golf Course and wetlands separating the Piedmont communities to a point north of the intersection of Route 15 and Heathcote Boulevard, skirted the Haymarket Hospital site, crossed I-66 and terminated at the Amazon substation site. As of November 3, 2014, Dominion has “effectively ruled out” that route due to the State Park lands crossed.²²

Western and New Road Alternatives

Although both the Western and New Road Alternatives fall entirely without the Town’s boundaries, the Planning Commission notes that many of the concerns regarding overhead power lines within the Town boundaries, would seemingly also apply to the Western and New Road Alternatives. As with the other routes, these two alternatives do not fall within the “Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More” as delineated in the Long Range Land Use Chapter of the Prince William County Comprehensive Plan (Fig. 8) and thus do not comport with Land Use Policy 3.14, “Designated Corridors or Routes for Electric Transmission Lines of 150 Kilovolts or More,” that designates the corridors that all future electric utility lines of 150 kilovolts or more should follow.

Similarly, the aesthetics of the overhead lines create a visual impact that is likely not in concordance with the vision of Prince William County as detailed in the Long Range Land Use, Environmental, Transportation and Historic Chapters of the Prince William County Comprehensive Plan and/or restrictions regarding construction in the Rural Crescent and near historic areas. Similarly, the aesthetics of the overhead lines create an identical circumstance with regard to those areas of the proposed routes that are designated as a portion of the Journey Through Hallowed Ground.

Upon cursory review, these proposed routes will not have a significant, detrimental impact on the Town but will likely have a significant, detrimental impact on the assessed value of many properties both residential and commercial, in western Prince William County. Although said impacts do not fall within the purview of the Town of Haymarket Planning Commission, it cannot disregard them as a factor in its review of all proposed routes. Nevertheless, the Planning Commission would defer to the findings of Prince William County and urges the Town Council to make our local Prince William County officials aware of the newly proposed routes so that Prince William County may weigh in on the matter.

Evolution of Underground Power Transmission Lines

The use of underground routes for high voltage transmission lines has increased dramatically in recent years. Although once limited to large urban areas, New York City has not permitted

²² November 1, 2014 e-mail from Travis K Cutler (travis.k.cutler@dom.com) to Mayor Leake (dleake@townofhaymarket.org)

construction of overhead lines since the 1890's²³, underground transmission lines are increasingly being constructed in suburban and rural environments and indeed in the entirety of some jurisdictions. The State of Connecticut enacted legislation (Public Act No. 04-246, 2004) mandating the burial of high-voltage power lines and the Commonwealth of Virginia is currently underwriting the replacement of many overhead distribution lines with underground lines. Similarly, as a result of blackouts caused by the ice storm of 1998²⁴ (Fig. 12) and more recently Superstorm Sandy (Fig. 13), several northeastern states are currently giving priority to underground transmission options and/or initiating legislation to mandate that all new power transmission lines be constructed underground.

Nearly a decade ago, Connecticut Light & Power in conjunction with The United Illuminating Co., understood the need for an expansion of the transmission system in southwest Connecticut. As a result, the first of several 345-kV transmission projects with significant underground components took place as early as 2006. The growing list of projects at that time included²⁵:

- CL&P's Bethel — Norwalk project. This project included 2.1 miles (3.4 km) of 345-kV XLPE cable, from Plumtree Substation to Hoyt's Hill Road in Connecticut.
- CL&P and United Illuminating's Middletown — Norwalk project. This project included 24 miles (39 km) of 345-kV XLPE cable from East Devon to Singer and Singer to Norwalk in Connecticut.
- ComEd's Transmission Reliability Reinforcement project. This project included 10 miles (16 km) of 345-kV XLPE cable connecting the Crawford, Taylor and West Loop substations in Chicago, Illinois, U.S.
- ITCTransmission's Bismarck — Troy project. This project included 10 miles of 345 kV in Detroit, Michigan, U.S.
- Neptune Regional Transmission System (RTS) and Long Island Power Authority's (LIPA's) Duffy Avenue Converter Substation to Newbridge Road Substation project. The project included 2.5 miles (4 km) of 345-kV XLPE cable. (This was a small part of the overall Neptune RTS project, which consists of 67 miles (108 km) of a 500-kV high-voltage dc submarine cable system.)
- LIPA and New York State Department of Transportation's Newbridge Road connector project. A total of 13 miles (20 km) — 4 miles (6.4 km) of the Western Connector and 9 miles (14.5 km) of the Eastern Connector — of 345-kV XLPE cable was proposed.

²³ Testimony of Harry E. Orton, "Overhead or Underground: A Comparison", to the Commonwealth of Virginia Joint Commission On Technology And Science, Emerging Technology Issues Advisory Committee, Wednesday, May 18, 2005, <http://dls.virginia.gov/commission/pdf/overheadorunderground.pdf>

²⁴ Idem

²⁵ HV Transmission Goes Underground, Vito Longo, Technology Editor, T&D World Magazine, April 1, 2006.

Such initiatives are not limited to the United States, Belgium has banned overhead lines since 1992 and as result of the outages experienced after the winter storms of 1999, France has mandated that at least 25% of its high voltage lines be placed underground²⁶.

Dominion, in a fashion consistent with utilities in other states, has asserted that the cost of constructing underground transmission lines is prohibitively expensive, several orders of magnitude more costly than the construction of overhead lines. Nevertheless, the Planning Commission has found several examples of such underground construction in other NOVA jurisdictions.

Further examples have been located in states such as Vermont, New York and New Hampshire in which underground transmission lines extend for lengths as long as 333 miles²⁷. Other large scale examples, both existing and planned, can be found throughout New England with underground runs ranging from 150 to 230 miles.

It should be noted that the utility companies, which preferred the construction of overhead transmission lines in those jurisdictions, made similar claims regarding their expense, noting that they “would spend on average \$3million per mile on overhead and \$15-20 million per mile of underground cable”²⁸. A 2013 analysis by the Conservative Law Foundation of three such projects in New England, determined that the actual cost averaged \$5.47 million per mile²⁹, a finding supported in 2014 by the CEO of Transmission Developers Inc., the contractor for one of the projects, who noted that the actual cost for the underground portion of the project was roughly \$5 million per mile³⁰.

Further, upon review, the terrain to be traversed for the Haymarket 230 kV Transmission Line is significantly less challenging than that contemplated in the New England examples, presumably resulting in a lower cost per mile. Additionally, as underground transmission lines require a significantly smaller ROW and in the instant case could be constructed largely within existing easements, the acquisition costs should be greatly diminished.

A review of Dominion’s existing projects suggests that their opposition to placing the lines underground may be based more on a desire to monetize Dominion’s existing ROW than in determining the best option for transmission. Should the lines be placed underground and within the VDOT ROW, Dominion would not be afforded that opportunity and the state would benefit from the ownership of the ROW.

Upon consideration of similar projects in NOVA and the consistent average construction cost per mile across several projects and jurisdictions, the Planning Commission is skeptical of Dominion’s assertions regarding the actual expense of burying the instant high voltage transmission line.

²⁶ Idem

²⁷ Conservative Law Foundation, Champlain Hudson Power Express (Transmission Developers Inc.), <http://www.clf.org/wp-content/uploads/2013/11/Transmission-Line-Cost-Fact-Sheet-11-6-13.pdf>

²⁸ Burying Electrical Transmission Lines Not So Simple, Concord Monitor, Allie Morris, May 18, 2014.

²⁹ Conservative Law Foundation, Champlain Hudson Power Express (Transmission Developers Inc.), <http://www.clf.org/wp-content/uploads/2013/11/Transmission-Line-Cost-Fact-Sheet-11-6-13.pdf>

³⁰ Burying Electrical Transmission Lines Not So Simple, Concord Monitor, Allie Morris, May 18, 2014.

Strengths

- Minimal visual impact
- Low EMF
- Not affected by weather
- No corona discharge
- No potential for brush fires
- Low maintenance costs
- Lower ROW acquisition costs
- Minimal impact on the value of land and buildings
- Underground structures are more secure than overhead lines
- Potentially lower life cycle costs
- Reduced potential for accidents
- Greater physical security

Weaknesses

- Higher construction costs
- Potentially higher life cycle costs
- Higher costs will be passed on to rate payers
- Continuous trench required

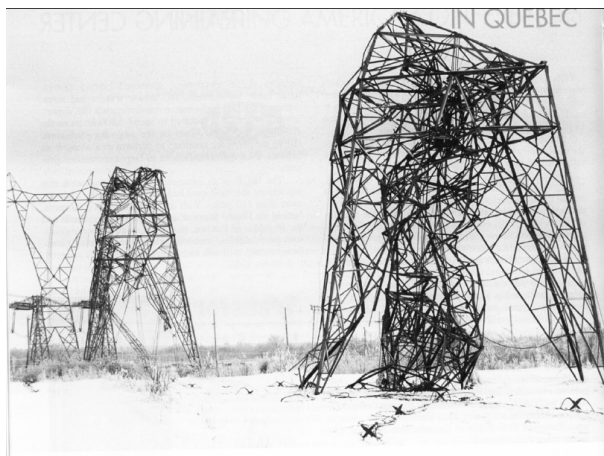
Placing the high voltage transmission lines underground would address the property values, aesthetic and health concerns of the residents. It would also provide for a transmission system largely immune to the effects of inclement weather or natural phenomena such as lightning. Likewise, it would reduce the potential for accidental damage caused by individuals, vehicles, wildlife, etc. Similarly, it would create a utility infrastructure more secure from the threat of sabotage or terrorism. Additionally, placing the lines underground would result in lower maintenance costs as well as lower ROW acquisition costs³¹.

Historically, both overhead and underground high voltage transmission lines have been presumed to have a life cycle of thirty-five years. Thus when calculating the life cycle cost for each, the initial construction cost weighs heavily in the average life cycle cost for each system. The higher construction and ultimately life cycle cost of underground lines have typically been cited by power providers as the greatest weakness of underground initiatives given that the costs are typically passed on to the ratepayers. Dominion has asserted such and further claims that fault location and repair of underground transmission lines could take days or weeks in the case of outages whereas overhead line fault location and repair could generally be accomplished in one day. While that scenario may have been true as recently as a decade ago, advances in technology render such thinking obsolete. The oil filled conduits historically used to carry underground transmission lines have been replaced with more cost-effective and lower maintenance technology and current smart grid technology provides machine learning methods that assure almost instantaneous fault location through advances in technology and monitoring

³¹ Testimony of Harry E. Orton, "Overhead or Underground: A Comparison", to the Commonwealth of Virginia Joint Commission On Technology And Science, Emerging Technology Issues Advisory Committee, Wednesday, May 18, 2005, <http://dls.virginia.gov/commission/pdf/overheadorunderground.pdf>

equipment. As a result, power companies have largely switched from reactive maintenance plans to proactive maintenance plans³².

Thus given the significantly lower average actual construction costs experienced in New England, 25%-33% of the construction costs originally estimated by the power companies, in conjunction with technological advances that allow for nearly instantaneous fault location, the life cycle cost model of past decades is likely obsolete. Further, given that underground power transmission facilities are largely secure from the effects of weather, natural phenomena, accidents and sabotage, the number of outages and subsequent repairs are fewer than those experienced by overhead transmission facilities drawing the delta of costs for the systems closer and diminishing the power companies claims of higher life cycle expenses.



(Fig. 12)



(Fig. 13)

Summary

Upon consideration of the of the potential fiscal, physical and aesthetic impacts, the Planning Commission can not support the proposed distribution enforcements, Preferred Preliminary Route, Alternate Preferred Preliminary Route, Public Input Preferred Alternate Preliminary Route, Alternate Preliminary Route (South of I-66), Public Input Alternate Preliminary Route (South of I-66) and the Overhead Public Input Alternate Preliminary Route (North of I-66).

The Planning Commission does however support the Public Input Alternate Preliminary Route North of I-66 provided that the transmission lines are constructed underground and suggests in the interest of the public health, safety, convenience, and welfare, the Haymarket Town Council adopt a resolution in support of said underground route, enumerating the strengths of the proposed route in the text of the resolution and appending this report as an exhibit to the resolution. The Planning Commission recommends forwarding any such resolution and a copy of this report to 1. Dominion, prior to their submission of their proposed route or routes to the SCC, 2. The Commonwealth of Virginia State Corporation Commission, 3. The Gainesville Magisterial District Supervisor, The Honorable Peter Candland,

³² Machine Learning for the New York City Power Grid, Rudin, etal, IEEE Transactions on Pattern Analysis and Machine Intelligence archive, Volume 34 Issue 2, February 2012

and 4. The Chairman of the Prince William County Board of County Supervisors, The Honorable Corey Stewart.



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:

Table with 3 columns: Budget Line Item to pull from, Budget Line Item to move to, Amount. Row 1: 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.

Table with 3 columns: Budget Line Item to pull from, Budget Line Item to move to, Amount. Row 1: HARROVER MASTER PLAN/Drafting, COMM DEVELOPMENT/Consulting, \$30,000

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.

Table with 3 columns: Budget Line Item to pull from, Budget Line Item to move to, Amount. Row 1: POLICE DEPT: Vehicle Fuels, POLICE DEPT: Salaries & Wages/PT, \$5,000. Row 2: 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: 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_Zoning Administrator ZTA (PDF)



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 Ordinance) designates the Town Council as the “Administrator” of the Zoning Ordinance;

WHEREAS, having the Town Council serve as zoning administrator has proven to be, at times, cumbersome for both the Town and its property owners,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Haymarket, meeting this 5th day of January, 2015, in regular session, that the Town Council refers the following text amendment to the Planning Commission for public hearing and directs the Commission to return to the Council with a recommendation within 90 days.

Sec. 58-1. Definitions.

Administrator, the, means the person appointed by the Town Manager to administer and enforce 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.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Done this 5th day of January, 2015.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Jennifer Preli, Town Clerk

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

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



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

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

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

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

Attachment: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)



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

ATTACHMENTS:

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

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

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

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]

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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 (7th 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).¹ More specifically, for cities with less than 10,000 inhabitants it is 3.6; for counties it is 2.6.² However, modern social scientists are seemingly

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

² *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.”³ 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

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

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.

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.

[REDACTED]

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

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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 auxiliaries⁴).

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 gaps⁵. 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

⁴ 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.

⁵ The annual firearms qualification requirement **did not** lapse.

ASSESSMENT REPORT – TOWN OF HAYMARKET POLICE DEPARTMENT

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 picture⁶. 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 1.58.⁷

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 officers⁸. 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)

⁶ 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).

⁷ Prince William County FY-2015 Budget. P. 415 (Public Safety)

⁸ 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

- 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: 01-05-2015 Draft TC Agenda Packet (2202 : Draft Town Council Agenda for January 5, 2015)

4:32 PM
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>
REVENUE FROM LOCAL GOVERNMENT			
Categoric Aid			
Grants			
Other	17,957.08		
Total Grants	<u>17,957.08</u>		
Total Categoric Aid	<u>17,957.08</u>		
Total REVENUE FROM LOCAL GOVERNMENT	17,957.08		
MISCELLANEOUS REVENUE			
Miscellaneous	<u>412.48</u>		
Total MISCELLANEOUS REVENUE	412.48		
MISCELLANEOUS			
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	<u>1,040.00</u>	<u>1,000.00</u>	<u>104.0%</u>
Total MISCELLANEOUS	5,677.07	11,500.00	49.4%
RENTAL (USE OF PROPERTY)			
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	<u>1,975.00</u>	<u>2,000.00</u>	<u>98.8%</u>
Total RENTAL (USE OF PROPERTY)	79,698.86	207,215.00	38.5%
INTEREST ON BANK DEPOSITS	949.45		
TRANSFER OF CASH RESERVES	0.00	724,757.00	0.0%
SAFETY LU/MAP 21 GRANT	593,202.33	590,479.00	100.5%
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	<u>21,839.00</u>	<u>90,000.00</u>	<u>24.3%</u>
Total Income	<u>1,658,132.28</u>	<u>3,359,264.00</u>	<u>49.4%</u>
Gross Profit	1,658,132.28	3,359,264.00	49.4%

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

Expense	Jul '14 - Jun 15	Budget	% of Budget
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
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%
Total 11100 · TOWN COUNCIL	24,061.26	31,350.00	76.8%
12110 · TOWN ADMINISTRATION			
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%
Total Accounting Services	5,180.11	55,000.00	9.4%
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		
Total 12110 · TOWN ADMINISTRATION	257,258.05	461,993.00	55.7%

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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
12210 · LEGAL SERVICES			
Legal Services	60,534.30	110,000.00	55.0%
Total 12210 · LEGAL SERVICES	60,534.30	110,000.00	55.0%
12240 · INDEPENDENT AUDITOR			
Auditing Services	15,950.00	15,000.00	106.3%
Total 12240 · INDEPENDENT AUDITOR	15,950.00	15,000.00	106.3%
Total 01 · ADMINISTRATION	357,803.61	618,343.00	57.9%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
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%
Total 31100 · POLICE DEPARTMENT	340,374.02	630,298.00	54.0%
34100 · BUILDING OFFICIAL	22,835.00	65,000.00	35.1%

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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
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	8,000.00	0.0%
Total 03 · PUBLIC SAFETY	363,209.02	703,298.00	51.6%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
Trash Removal Contract	36,553.44	71,000.00	51.5%
Total 43200 · REFUSE COLLECTION	36,553.44	71,000.00	51.5%
43100 · MAINT OF 15000 Wash St./Grounds			
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%
Total 43100 · MAINT OF 15000 Wash St./Grounds	58,921.52	96,300.00	61.2%
43201 · RENTAL PROPERTY - SUITE 110			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	1,346.52	3,000.00	44.9%
Water and Sewer Services	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%
Total 43201 · RENTAL PROPERTY - SUITE 110	1,600.52	7,150.00	22.4%
43202 · RENTAL PROPERTY - SUITE 200			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,346.52	3,000.00	44.9%
Water and Sewer Services	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%
Total 43202 · RENTAL PROPERTY - SUITE 200	1,464.51	6,400.00	22.9%

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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
43203 · RENTAL PROPERTY - SUITE 204			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,346.47	3,000.00	44.9%
Water and Sewer Services	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%
Total 43203 · RENTAL PROPERTY - SUITE 204	1,464.43	5,550.00	26.4%
43204 · RENTAL PROPERTY - 15020 WASH ST			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	111.13	1,000.00	11.1%
Repair/Maintenance Supplies	0.00	500.00	0.0%
Total 43204 · RENTAL PROPERTY - 15020 WASH ST	111.13	3,000.00	3.7%
43205 · RENTAL PROPERTY-HULFISH HOUSE			
Repairs/Maintenance Services	1,086.50	1,000.00	108.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	400.00	0.0%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
Total 43205 · RENTAL PROPERTY-HULFISH HOUSE	1,086.50	2,400.00	45.3%
43206 · 14710 WASHINGTON STREET			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	207.76	1,000.00	20.8%
Gas Services	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%
Total 43206 · 14710 WASHINGTON STREET	580.60	4,000.00	14.5%
RENTAL PROPERTY - 14740 Wash St			
Repairs/Maintenance Services	280.00	500.00	56.0%
General Property Insurance	0.00	500.00	0.0%
Repairs/Maintenance Supplies	0.00	1,000.00	0.0%
Total RENTAL PROPERTY - 14740 Wash St	280.00	2,000.00	14.0%
Total 04 · PUBLIC WORKS	102,062.65	197,800.00	51.6%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractural Services	6,457.32	7,500.00	86.1%
Total 71110 · EVENTS	6,457.32	7,500.00	86.1%

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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>
72200 · MUSEUM			
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%
Total 72200 · MUSEUM	<u>25,359.83</u>	<u>56,420.00</u>	<u>44.9%</u>
Total 07 · PARKS, REC & CULTURAL	31,817.15	63,920.00	49.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
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%
Total 81100 · PLANNING COMMISSION	<u>18,076.20</u>	<u>40,550.00</u>	<u>44.6%</u>

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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>
81110 · ARCHITECTURAL REVIEW BOARD			
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%
Total 81110 · ARCHITECTURAL REVIEW BOARD	<u>1,385.41</u>	<u>7,550.00</u>	<u>18.3%</u>
Total 08 · COMMUNITY DEVELOPMENT	19,461.61	48,100.00	40.5%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	173,608.78	196,818.00	88.2%
Total 95100 · DEBT SERVICE	<u>173,608.78</u>	<u>196,818.00</u>	<u>88.2%</u>
Total 09 · NON-DEPARTMENTAL	173,608.78	196,818.00	88.2%
94100 · WASH ST. ENHANCEMENT PROJECT			
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%
Total 94100 · WASH ST. ENHANCEMENT PROJECT	<u>650,129.55</u>	<u>782,410.00</u>	<u>83.1%</u>
94101 · CABOOSE ENHANCEMENT PROJECT			
Construction	2,920.48	38,500.00	7.6%
Total 94101 · CABOOSE ENHANCEMENT PROJECT	<u>2,920.48</u>	<u>38,500.00</u>	<u>7.6%</u>
TOWN CENTER MASTER PLAN			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	16,923.74	100,000.00	16.9%
Total TOWN CENTER MASTER PLAN	<u>16,923.74</u>	<u>500,000.00</u>	<u>3.4%</u>
HARROVER MASTER PLAN			
Drafting of Plan	0.00	50,000.00	0.0%
Total HARROVER MASTER PLAN	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	26,378.00	90,000.00	29.3%
Total PEDESTRIAN IMPROVEMENT PROJECT	<u>26,378.00</u>	<u>90,000.00</u>	<u>29.3%</u>
General Reserve	0.00	70,075.00	0.0%

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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	<u>80.42</u>		
Total PERSONNEL	<u>80.42</u>		
Total Expense	<u>1,744,395.01</u>	<u>3,359,264.00</u>	<u>51.9%</u>
Net Ordinary Income	<u>-86,262.73</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>-86,262.73</u>	<u>0.00</u>	<u>100.0%</u>

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

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 12th edition.
- The Museum hosted over 200 visitors during the Haymarket Holiday Party.

Haymarket Holiday Party 2014

Saturday, December 13th marked the 24th 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

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 16th 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 17th. 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 31st.
- Offices are Closed January 1st and 2nd 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.