



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

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Monday, November 24, 2014

5:00 PM

Council Chambers

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### 1. Call to Order

### 2. Agenda Items

A. Draft Town Council Agenda for December 1, 2014

### 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 December 1, 2014  
DATE: 11/24/14

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Please find your draft agenda attached.

**ATTACHMENTS:**

- 12-01-2014 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, December 1, 2014

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Public Hearings

- A. Special Use Permit #20141002 for an in-home occupation to be located at 6720 Bleight Drive
- B. Special Use Permit #20141027 for an in-home occupation to be located at 6895 Track Court

### 6. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Nov 3, 2014 7:00 PM

### 7. Agenda Items

- A. Special Use Permit #20141002
- B. Special Use Permit #20141027
- C. Town Council Strategic Plan
- D. Appropriation Request - Good Will Measures for Street Scape - Holly Montague
- E. Holiday Bonuses

### 8. 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

### 9. Councilmember Time

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

### 10. Closed Session

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

### 11. Adjournment

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 3, 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

Councilman Chris Morris offers the invocation this evening

### 3. Pledge of Allegiance

### 4. Citizen's Time

**Paul Vick - 6833 Saint Paul Drive**

*He is concerned with the change of the tax deadline. It coincides with the County taxes*

**Mike Cerny - President, Fosters Grille**

- Town Events: He understands there is a change in event management. He thinks they should be scaled down. 3 or 4 events should be plenty, per year. The Oktoberfest was a flop. He is hoping that whatever the change to be made*
- He understands there is a meal's tax and Foster's Grille pays over \$40,000 per year. He suggests that the Town start investing in these businesses that pay this tax by providing some additional advertising. He thinks the money should*
- Signage: He's been with Foster's Grille for 10 years. He would like help with signage. There are 17 locations, he has an obligation*

**Dottie Leonard - 14801 Washington Street**

*We have had issues with signage, she hears it all the time. We need the PC to look at that.*

### 5. Consent Agenda

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

- A. Surplus Property - Firearms - Greg Smith**
- B. Surplus Property - Rifle - Greg Smith**
- C. Town Events Coordination**
- D. Department Reports**
  - A. Engineer's Report - Holly Montague**
  - B. Planner's Report - Marchant Schneider**
  - C. Police Report - Greg Smith**
  - D. Building Official's Report - Joe Barbeau, Jr.**

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)

- E. Treasurer's Report - Sherrie Wilson
- F. Museum Report - Denise Hall
- G. Town Manager's Report - Brian Henshaw
- E. Minutes Acceptance

- A. Mayor and Council - Special Meeting - Sep 23, 2014 8:00 PM
- B. Mayor and Council - Work Session - Sep 29, 2014 5:00 PM
- C. Mayor and Council - Regular Meeting - Oct 10, 2014 6:00 PM
- D. Mayor and Council - Work Session - Oct 27, 2014 5:00 PM
- E. Committee - Personnel - Committee - Oct 15, 2014 12:00 PM
- F. Committee - Finance - Committee - Oct 15, 2014 1:30 PM

## 6. Public Hearing

### A. Planning Commission Public Hearing

Chairman Weir calls the special meeting of the Planning Commission to order and opens up the public hearing for Special Use Permit #20141007 for an in-home business to be located at 6864 Saint Paul Drive

*No public comment received*

### B. Special Use Permit

Ring moves that the Planning Commission recommend approval of SUP# 20141007, Lovely Rita's Cupcakes, for an in-home occupation at 6864 Saint Paul Drive as described on the special use permit application and narrative received by the Town on October 7, 2014, pursuant to Section 58-53 (6) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations, Mattox seconds;

Ayes: Ring, Caudle, Mattox, Weir

### C. Adjourn Planning Commission

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

Ayes: Caudle, Ring, Weir, Mattox

### D. SUP #20141007 Lovely Rita's Cupcakes - 6864 Saint Paul Drive

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

## 7. Agenda Items

### A. Special Use Permit #20141007 - Marchant Schneider

Move that the Town Council approve SUP# 20141007, Lovely Rita's Cupcakes, for an in-home occupation at 6864 Saint Paul Drive as described on the special use permit application and narrative received by the Town on October 7, 2014, pursuant to Section 58-53 (6) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations; it is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

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

**B. Sign Ordinance Assessment**

Move that the Town Council appropriate and allocate funds from the Community Development budget line item for the said service, not to exceed \$17,000

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

**C. Dominion Virginia Power**

The Mayor briefs the Council and public on the current status of the proposed Dominion Virginia Power 230KV transmission lines. There are now four draft routes that they are considering. They have taken the Somerset route off as their primary and are now just presenting the four options.

**D. Veterans' Day 2014**

## RESOLUTION 20141103-1

RECOGNIZING VETERANS DAY 2014 AS A SPECIAL "Welcome Home Commemoration" for all who have served in the military since September 14, 2001

WHEREAS the United States, pursuant to the Authorization for Use of Military Force (Public Law 107-40), commenced a war against individuals responsible for the 9/11 attacks;

WHEREAS in the intervening 13 years, members of the United States Armed Forces have engaged in warfare around the globe, especially in Iraq and Afghanistan;

WHEREAS there have been 2,600,000 deployments to Iraq and Afghanistan and more than 500,000 soldiers have completed multiple tours;

WHEREAS over 110,000 sailors have deployed as individual augmentees in support of the war ashore and additional sailors have deployed on navy vessels serving over 180,000 days at sea, providing power projection, regional stability, and global presence;

WHEREAS over 238,000 airmen have deployed to Iraq and Afghanistan and more than 201,000 airmen have deployed to the Area of Responsibility, delivering flights in support of the war effort;

WHEREAS over 330,000 Marines have deployed afloat and ashore, ensuring peace in some of the most dangerous provinces in Iraq and Afghanistan;

WHEREAS, between January 1, 2000 and January 10, 2014 287,911 cases of traumatic brain injury (TBI), often referred to as a signature wound of the wars in Iraq and Afghanistan, were diagnosed among members of the Armed Forces, and approximately 7,100 cases were classified as severe or penetrating;

WHEREAS of the members of the Armed Forces who have been deployed to Iraq and Afghanistan since October 2001, more than 6,800 have been killed in action and more than 52,000 have been wounded in action;

WHEREAS United States Operation Iraqi Freedom and Operation New Dawn combat military operations in Iraq are complete and United States direct military operations in Afghanistan will end in 2014 as the United States transitions to a training and assistance role;

WHEREAS the sacrifices of United States servicemembers and their families during the last 13 years should be recognized by all citizens of the United States;

WHEREAS November 11, 1918, is generally regarded as the end of hostilities in World War I and Veterans Day has been a legal holiday since May 13, 1938, when it was originally dedicated as "Armistice Day" to honor veterans of World War I and was subsequently amended to honor United States veterans of all wars in 1954; and

WHEREAS November 11<sup>th</sup> is the day for the Nation to reflect on the service and sacrifice of every generation of veterans:

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket

1. Recognizes Veterans Day 2014 as a special "Welcome Home Commemoration" for all who have served in the United States Armed Forces since September 14, 2001
2. Promotes awareness of the services and contributions of all post-9/11 veterans; and
3. Encourages the citizens of the Town of Haymarket to support all who have served during this time

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

**E. Harrover Property RFP - Engineering Services**

Move to authorize the Town Manager to execute a contract proposal for the Harrover Property Master Plan with Sympoetica. Furthermore the funds for this contract shall come from the designated line item for the Harrover Master Plan

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

**F. Architectural Review Board Appointment**

Move to appoint Robert Day of 6945 Jockey Club Lane to the Architectural Review Board. The term for the appointment is November 3, 2014 - November 2, 2018

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

**G. Planning Commission Appointment**

Move to appoint Mr. James Carroll of 6862 Track Court to the Planning Commission for a term beginning November 3, 2014 through June 30, 2018; it is further moved to appoint Ms. Maureen Carroll to the Planning Commission for a term beginning November 3, 2014 through June 30, 2018.

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

**H. On-Call Planning Services**

Move to authorize the Town Manager to execute a contract proposal for On-Call Planning Services with the Berkley Group

**Discussion:** Woods would like to know what items the on-call planner will handle. The Town Manager responds that it will be the day-to-day operations

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)

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

## 8. 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

**RESULT:** ADOPTED [6 TO 0]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Steve Aitken, Vice Mayor  
**AYES:** Caudle, Morris, Woods, Pasanello, Aitken, Leake  
**RECUSED:** Pam Swinford

### 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 [6 TO 0]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Aitken, Leake  
**RECUSED:** Pam Swinford

### C. Directive

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

**RESULT:** ADOPTED [5 TO 0]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Aitken  
**RECUSED:** Pam Swinford

### D. Amend Agenda

Move to amend the agenda to allow consideration of a request from Spend the Day in Haymarket organization

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

### E. Spend the Day in Haymarket Contract Obligations

Move to waive late fees, for a period of 30 days, associated with the stipend for the Oktoberfest Celebration held on October 22, 2014

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

### F. Request form Spend the Day in Haymarket



Move to table discussion of the request from Spend the Day in Haymarket organization to waive the stipend for the Oktoberfest Haymarket Day

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

## 9. Councilmember Time

### A. Chris Morris

- Reminds everyone to vote tomorrow
- He continues to receive positive comments about the police department

### B. Pam Swinford

- She discusses that the Town will be taking back the events. She plans to have the staff work closely with the businesses

### C. Kurt Woods

### D. Matt Caudle

- He has heard from several business owners about the deficiencies in our sign ordinance. He is very sensitive to the business owners and their continued success
- He is hearing a lot from people about the bridge closure and he asks if the Catharpin Bridge

### E. Joe Pasanello

- He thanks the Town Manager for the retreat last week.
- He reminds that we passed the sign ordinance assessment tonight

### F. Steve Aitken

- He commends the Police Chief on seeing an officer out walking through Greenhill Crossing last week.

### G. David Leake

- The Mayor responds that he has heard Ms. Leonard's concerns. He assures that he will be talking with Council to properly address her issues.
- He acknowledges that the signage is a problem. He went years not knowing that there was a florist in the Town

## 10. Adjournment

### A. Motion to Adjourn

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

Submitted:

Approved:

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

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



TO: Town of Haymarket Town Council  
 SUBJECT: Special Use Permit #20141002  
 DATE: 12/01/14

A request for a special use permit (home occupation) at 6720 Bleight Drive. At its November 2014 meeting, the Planning Commission scheduled a joint public hearing with the Planning Commission and Town Council for Monday, December 1, 2014.

### BACKGROUND

Barbara Best has applied to the Town for a special use permit, #SUP20141002, for permission to operate an in-home occupation (Cleaning Company) at her home located at 6720 Bleight Drive. The subject property is zoned R-2 and is designated Moderate Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-2 district; "Sec. 58-98 (8) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

### RECOMMENDATION

It is recommended that the Town Council and Planning Commission receive public input on this application. It is further recommended that both the Planning Commission and Town Council approve this application for special use for an in-home business to be located at 6895 Track Court.

### DRAFT MOTION(S)

#### Planning Commission

1. I move that the Planning Commission recommend 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.
2. I move an alternate motion.

#### Town Council

- 1.a. I 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;

AND

- 1.b. I further move 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.

OR, I move an alternate motion.

**ATTACHMENTS:**

- SUP20141002 6720 Bleight Drive - Maid Brigade (PDF)



SUP# SUP20141002

2.A.a

# SPECIAL USE PERMIT APPLICATION

RECEIVED

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

OCT - 2 2014

NAME OF BUSINESS/APPLICANT: Barbara A. Best

SITE ADDRESS: 6720 Bleight Drive Haymarket, VA 20169

ZONING DISTRICT:  R-1  R-2  B-1  B-2  I-1  C-1 SITE PLAN PROPOSED:  Yes  No

PROPOSED USE(S): Home office CODE SECTION(S) #: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY: In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.

Administrative office - no clientele visits office and only 1 part-time employee - 8A-5P - 2-3 vehicles park at any any given time - no physical changes to home.

Supporting Documentation (attached):  Narrative (addressing criteria of Section 58-9(d))  Plan/Plat

### ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE:  SFD  TH TOTAL FLOOR AREA OF MAIN STRUCTURE: 2200 (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: 300 (sq. ft.) HOA APPROVAL:  Yes  No

NUMBER / TYPE OF VEHICLES: 2-3 / Cars/Vans/SUVs

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.):  
N/A

OFF-STREET PARKING SPACES PROVIDED: 8 NO. OF EMPLOYEES WORKING FROM SITE: 1

FEE:  \$500 Residential  \$200 Residential In-Home Business  
 \$350 Commercial (no land disturbance)  \$1,500 Commercial (land disturbance) PAID

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
<u>Barbara A. Best</u> Name	<u>Barbara A. Best</u> Name
<u>6720 Bleight Drive</u> Address	<u>6720 Bleight Drive</u> Address
<u>Haymarket VA 20169</u> City State Zip	<u>Haymarket VA 20169</u> City State Zip
<u>703-517-4811</u> Phone#(s)	<u>703-517-4811</u> Phone#(s)
<u>bbest@maidbrigade.com</u> Email Address	<u>bbest@maidbrigade.com</u> Email Address

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# 20141002

APPLICANT / PROPERTY OWNER CONSENT

\*\*\*\*\*REQUIRED\*\*\*\*\*

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described.

[Signature]
Applicant Signature

[Signature]
Property Owner Signature

9/19/14
Date

9/19/14
Date

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

DATE FILED: 10-2-2014 FEE AMOUNT: 200.00 DATE PAID: 10-2-2014

DATE TO ZONING ADMINISTRATOR: STAFF REVIEW COMPLETE:

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR DATE

DATE TO PLANNING COMMISSION: 10-14-2014 PUBLIC HEARING DATE: 11-3-2014

- RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN DATE

DATE TO TOWN COUNCIL: PUBLIC HEARING DATE:

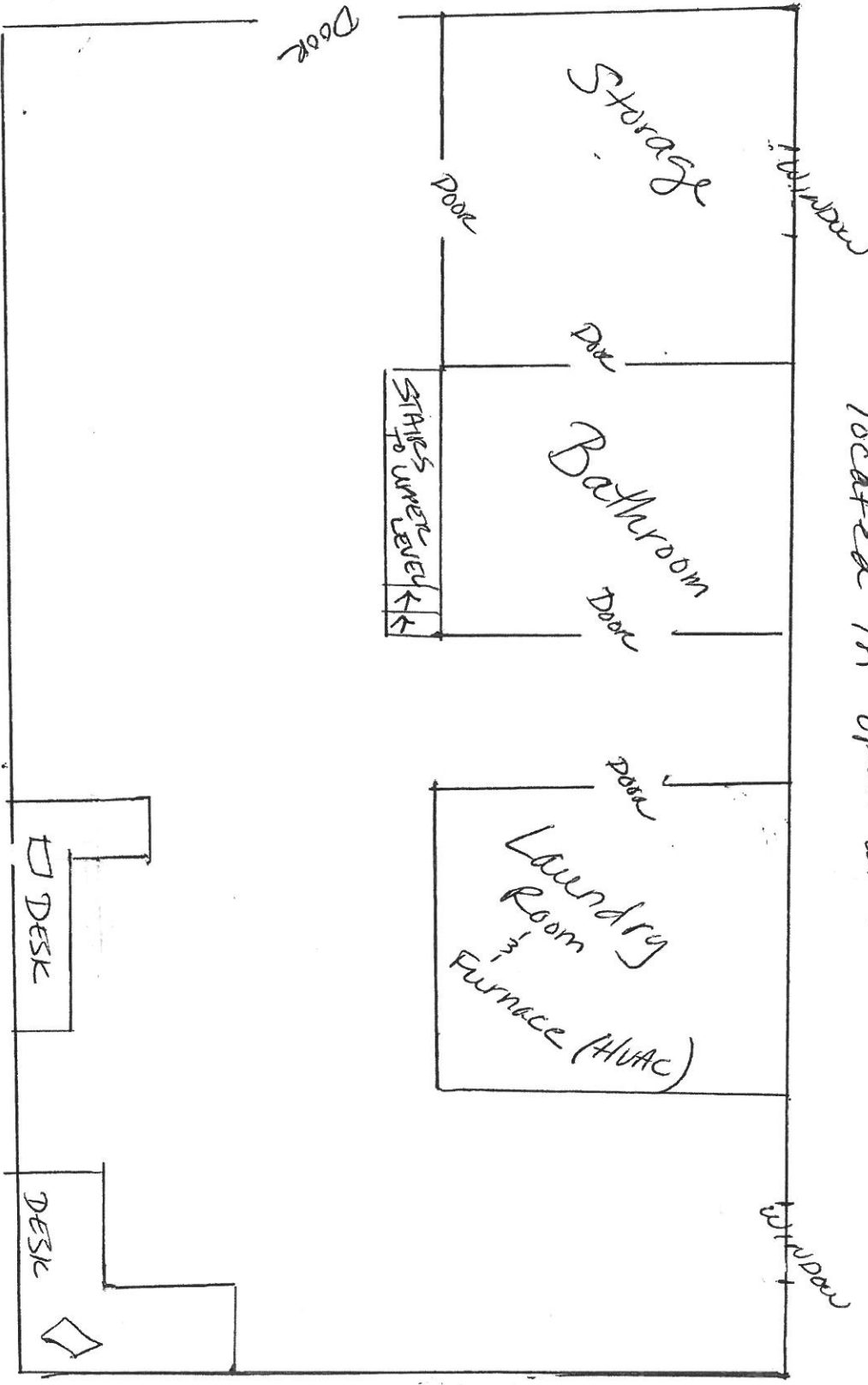
- APPROVED DENIED

CONDITIONS:

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)

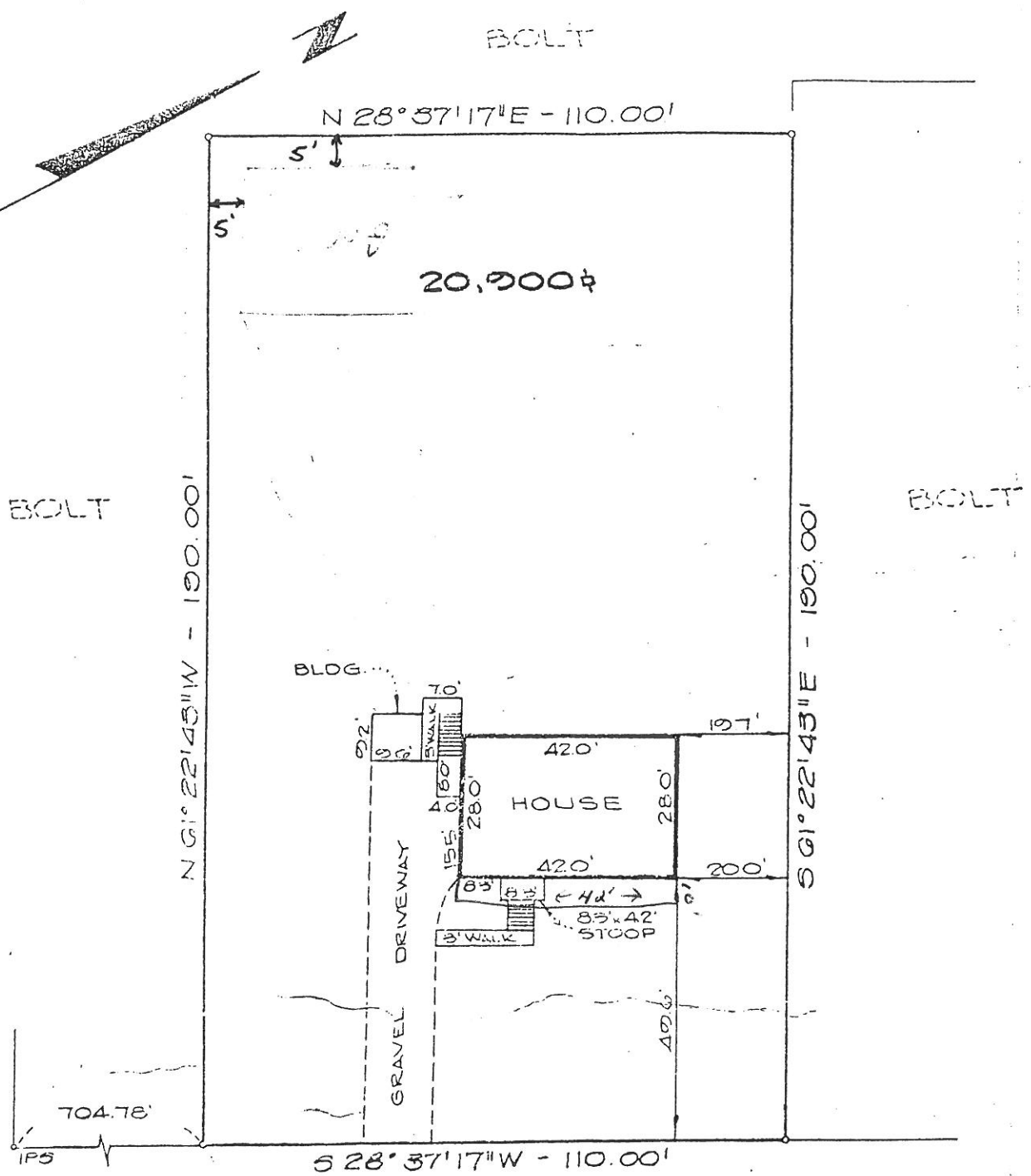
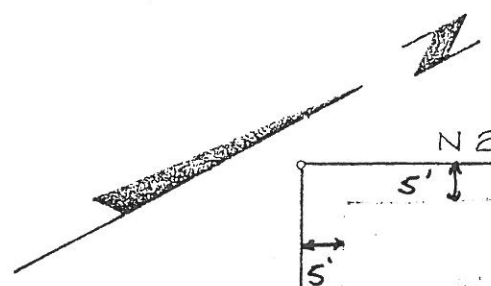
6720 BLEIGHT DRIVE  
Haymarket, VA 20169

Lower Level - Approximately 1100 sq ft  
Office consists of two desks  
located in open area



Updated Legend 1992

STATE ROUTE 55



BLEIGHT DRIVE

84 Lumber 22' x 28' 3000 Area

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)



TO: Town of Haymarket Town Council  
 SUBJECT: Special Use Permit #20141027  
 DATE: 12/01/14

A request for a special use permit (home occupation) at 6895 Track Court, Haymarket Station. At its November 2014 meeting, the Planning Commission scheduled a joint public hearing with the Planning Commission and Town Council for Monday, December 1, 2014.

### BACKGROUND

Joseph Pasanello has applied to the Town for a special use permit, #SUP20141027, for permission to operate an in-home occupation (Consulting Services) at his home located at 6895 Track Court. The subject property is zoned R-2 and is designated Moderate Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-2 district; "Sec. 58-98 (8) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

### RECOMMENDATION

It is recommended that the Town Council and Planning Commission receive public input on this application. It is further recommended that both the Planning Commission and Town Council approve this application for special use for an in-home business to be located at 6895 Track Court.

### DRAFT MOTION(S)

#### Planning Commission

1. I move 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.
2. I move an alternate motion.

#### Town Council

- 1.a. I 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;

AND

- 1.b. I further move 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.

OR, I move an alternate motion.



**ATTACHMENTS:**

- SUP 20141027 - 6895 Track Court (PDF)



# SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: TRACK COURT ASSOCIATES LLC

SITE ADDRESS: 6895 TRACK COURT

ZONING DISTRICT:  R-1  R-2  B-1  B-2  I-1  C-1 SITE PLAN PROPOSED:  Yes  No

PROPOSED USE(S): HOME OFFICE CODE SECTION(S) #: Sec. 58-16

BRIEF DESCRIPTION OF ACTIVITY: In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.

SEE ATTACHED

Supporting Documentation (attached):  Narrative (addressing criteria of Section 58-9(d))  Plan/Plat

### ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE:  SFD  TH TOTAL FLOOR AREA OF MAIN STRUCTURE: 14,000 + (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: 250 (sq. ft.) HOA APPROVAL:  Yes  No

NUMBER / TYPE OF VEHICLES: N/A

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.):  
N/A

OFF-STREET PARKING SPACES PROVIDED: N/A NO. OF EMPLOYEES WORKING FROM SITE: SELF

FEE:  \$500 Residential  \$200 Residential In-Home Business  \$350 Commercial (no land disturbance)  \$1,500 Commercial (land disturbance) **PAID OCT 27 2014**

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Name: <u>JOSEPH R PASANELLO</u>	Name: <u>SAME AS APPLICANT</u>
Address: <u>6895 TRACK COURT</u>	Address: _____
City: <u>Haymarket VA</u> State: <u>VA</u> Zip: <u>20169</u>	City: _____ State: _____ Zip: _____
Phone#(s): _____	Phone#(s): _____
Email Address: <u>JCPASA@COMCAST.NET</u>	Email Address: _____



TOWN OF HAYMARKET  
SPECIAL USE PERMIT APPLICATION

SUP# 2014027

APPLICANT / PROPERTY OWNER CONSENT

\*\*\*\*\*REQUIRED\*\*\*\*\*

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

[Signature]  
Applicant Signature

[Signature]  
Property Owner Signature

10/27/14  
Date

10/27/14  
Date

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

DATE FILED: 10-27-2014 FEE AMOUNT: 200.00 DATE PAID: 10-27-2014

DATE TO ZONING ADMINISTRATOR: 10-27-2014 STAFF REVIEW COMPLETE: 11-6-14

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

SUBJECT TO STANDARDS OF SB-16, HOME OCCUPATIONS.

USE LIMITED AS DESCRIBED IN ATTACHED NARRATIVE. SEPARATE BUSINESS LICENSE REQUIRED.

[Signature]  
ZONING ADMINISTRATOR

11-6-14  
DATE

DATE TO PLANNING COMMISSION: 11-10-2014 PUBLIC HEARING DATE: \_\_\_\_\_

RECOMMEND APPROVAL     RECOMMEND DENIAL     NO RECOMMENDATION

RECOMMENDED CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

DATE TO TOWN COUNCIL: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_

APPROVED     DENIED

CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

Joseph R Pasanello  
Track Court Associates LLC  
6895 Track Court  
Haymarket, VA 20169-4911  
October 27, 2014

Planning Commission  
Town of Haymarket  
15000 Washington Street, Suite 100  
Haymarket, VA 20169

Dear Planning Commission:

Track Court Associates LLC (TCA) is a Virginia based company owned and operated by Joseph R, Pasanello. TCA provides consulting services and related transportation expertise to the Transportation industry, specifically to passenger and freight railroads, as well as other forms of transit operations. TCA does not manufacture nor offer products other than business services such as reports, plans, analyses and analytics, as well as advice/counsel related to operations, planning functions and regulatory compliance to existing and new start commuter rail and transit ventures.

TCA is a part-time, at-home venture servicing a number of clients across the United States and seeks to conduct business out of a small home office to service clients *either over the phone, via computer or in-person at the client's base of operations.* At no time will there be a need to accommodate clients at the subject residence; therefore, the use does not require any modification to the residence, does not require additional parking nor does it require the use of signage.

Should you require any additional information, please feel free to contact me at the above address.

Sincerely,



Joseph R Pasanello  
Track Court Associates LLC

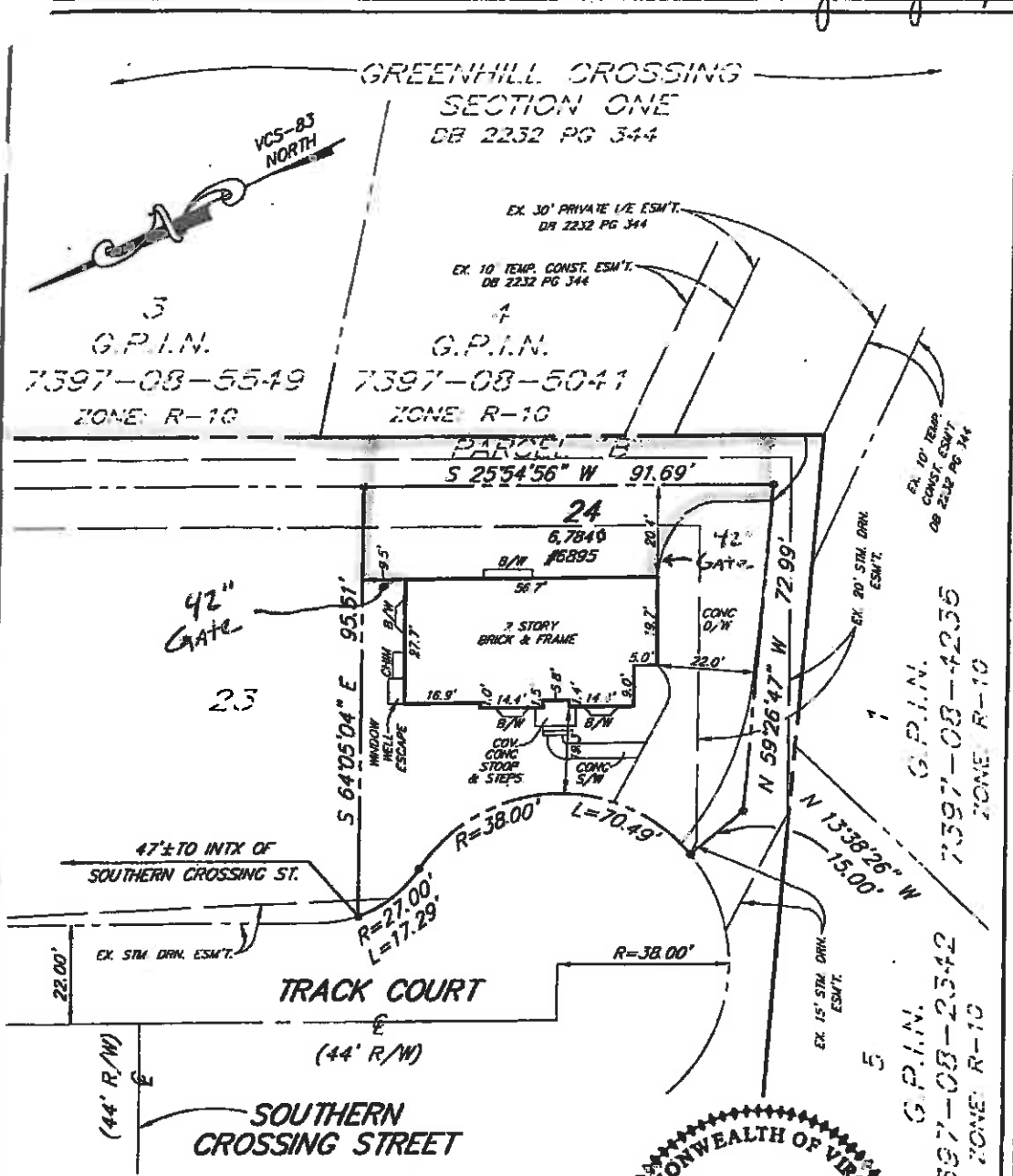
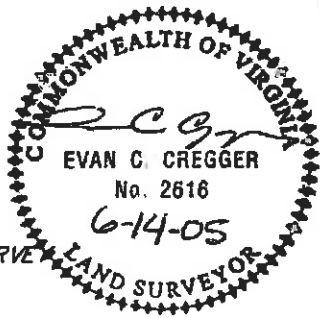


Photo 6  
Proposed  
Picket Fence

Photo 5  
Existing 6'  
Board on Board  
fence.

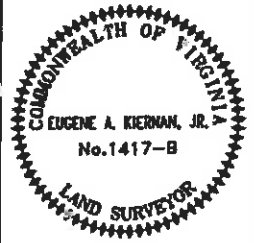
THE PROPERTY DELINEATED HEREON IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN) AS DELINEATED ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S, FLOOD INSURANCE RATE MAP OF PRINCE WILLIAM COUNTY, VIRGINIA COMMUNITY-PANEL NUMBER 51153C0267-D EFFECTIVE JANUARY 3, 1995



WALL CHECK: 02-04-05  
FINAL: 06-13-05

HOUSE LOCATION SURVEY  
**LOT 24**  
**HAYMARKET STATION**  
TOWN OF HAYMARKET  
GAINESVILLE ELECTION DISTRICT  
PRINCE WILLIAM COUNTY, VIRGINIA

ALL EXISTING ESM'T. SHOWN HEREON ARE RECORDED IN INSTR. NO. 200407230124526 UNLESS OTHERWISE NOTED.



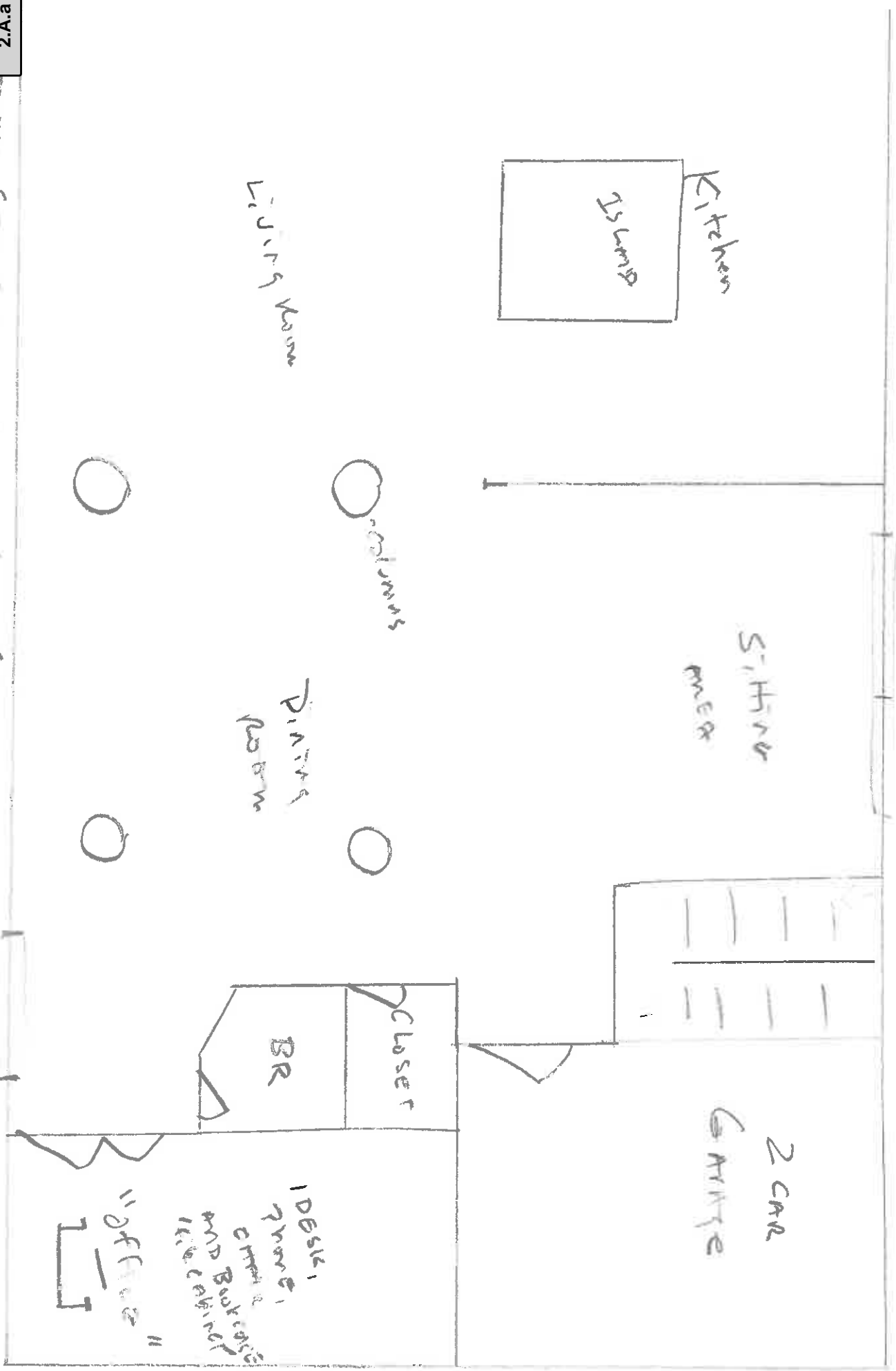
<b>BC Consultants</b> Planners • Engineers • Surveyors • Landscape Architects 12800 Fair Lakes Circle, Suite 100, Fairfax, VA 22033 (703) 449-8100 (703) 449-8108 (Fax) www.bcon.com		
REFERENCE	DRAWN BY: FR	CHECKED: M.J.
INSTR. NO. 200407230124526	SCALE: 1" = 30'	DATE: 02-16-05
	FILE NO.: 02052-71	

**SURVEYOR'S CERTIFICATE**  
I, HEREBY CERTIFY THAT THE LOCATIONS OF ALL EXISTING IMPROVEMENTS ON THIS PROPERTY HAVE BEEN CAREFULLY ESTABLISHED BY A TRANSIT-TAPE SURVEY AND UNLESS OTHERWISE SHOWN, THERE ARE NO ENCROACHMENTS. NO TITLE REPORT FURNISHED.

①

TRUCK COURT  
HAYMILLER VA, 20169

1<sup>ST</sup> FLOOR ≈ Total Space @ 1160<sup>+</sup>  
Office @ 250 SFT  
Separate Room, Storage Closet  
"NOT TO SCALE"



TOTAL SPACE EXCLUDES CONNECTIONS STAIRS

2.A.a

• **Sec. 58-16. - Home occupations.**

A home occupation, regardless of lot size, shall be subject to the following standards:

- (1) No signs shall be permitted.
- (2) No employees shall be permitted to work on the premises, except for family members residing in the dwelling unit.
- (3) No outside storage shall be permitted. Commercial deliveries and pick-ups of supplies associated with the use shall be limited to not more than one per day and shall be made only during business hours.
- (4) The area devoted to the home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit.
- (5) Use shall be conducted as an accessory use entirely within a single-family detached dwelling unit and shall not change the character of the dwelling unit nor have any exterior evidence of its use.
- (6) Hours of operation, excluding tutoring, education or training, shall be limited to between 7:00 a.m. and 7:00 p.m. Monday through Friday, 9:00 a.m. to 7:00 p.m. Saturday and Sunday. Hours of operation for tutoring, education or training shall be limited to between 7:00 a.m. and 9:00 p.m. Monday through Friday, 9:00 a.m. to 9:00 p.m. Saturday and Sunday.
- (7) Customers shall be received by appointment only. No more than five customers per day and no more than one customer at a time shall be scheduled, however, this shall not apply to adult daycare and tutoring. A customer shall be deemed: an individual or a group of individuals that arrive as a single unit at a destination usually by means of a motor vehicle.
- (8) The operator of a home employment use shall secure a business license, an application for a home employment, and certificate of occupancy in advance of commencing the use.
- (9) An application for a home occupation use, in addition to other items that may be required for combined permits, shall include:
  - a. A filing fee;
  - b. A copy of the latest deed or lease agreement;
  - c. A copy of the plat or house location survey;
  - d. A drawing showing the floor area of the home and shall identify the total area that will be subject to the proposed home employment use;
  - e. A statement identifying the proposed hours of operation, the estimated number of patrons, and any other information to help describe the proposed home employment use; and

- f. Any further information or documentation required to demonstrate compliance with the provisions of this section.

(10)

Whenever a home occupation use is denied, the applicant may take any of the following actions in lieu of accepting the decision as final:

a.

Revise the application to satisfy the stated reason for denial, in which event it shall be handled as a new application;

b.

Appeal the denial to the board of zoning appeals.

(11)

Approval of a home occupation use shall be revocable at any time by the town because of the failure of the owner or operator of the use covered by the approval to observe all requirements of law with respect to the maintenance and conduct of the use and all conditions imposed in connection with the approval.

(12)

Approval of a home employment use shall stand revoked, without any action by the town, if the use authorized has been intentionally abandoned, has ceased for a period of one year, or has not commenced within one year of approval.

(13)

There shall be provided either in a garage, driveway or designated lot, space for the parking of business and customer vehicles.

*(Ord. of 10-?-2006(2); Ord. of 12-3-2007)*



- **Sec. 58-9. - Special uses.**

(a)

The purpose of the special use procedure is to provide for certain uses which, by their nature, can have an undue impact upon or be incompatible with other uses of land within a certain zoning district and therefore require the exercise of planning judgment. An application for a special use permit may be made by a property owner, for his property, for any use which is listed as a special use in the zoning district in which his property is located. A duly authorized agent for an owner may make application, provided a legally sufficient power of attorney, as approved by the town attorney, has been executed.

(b)

The council, under the provisions of this section, shall evaluate the impact and compatibility of each such use, and shall specify such condition and restrictions as will assure the use being compatible with the area in which it is to be located, or where that cannot be accomplished, shall deny the use as not in accord with adopted plans and policies or as being incompatible with the existing uses permitted by right in the area.

(c)

In consideration of an application filed with the zoning administrator, the town council, after public hearings conducted by the planning commission and the town council, may authorize the special use of those uses that are expressly listed as special uses in a certain zoning district or elsewhere within the ordinance; however, no such special use procedure shall be required for a use allowed as a permitted use in such district. The town council may impose a time limit upon the special use, and the approval of such special use does not ensure nor imply that such special use may be permitted to continue after such time limit has expired. Prior to the expiration of such time limit, the applicant must reapply for the special use or cease the use.

(d)

A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:

(1)

The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.

(2)

The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.

(3)

The proposed use shall not adversely affect the use or values of surrounding properties and structures.

(4)

The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.

(5)

Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

(6)

Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.

*(Code 1989, § 12-9; Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990; Ord. of 1-4-1993; Ord. of 10-6-2009)*



TO: Town of Haymarket Town Council  
 SUBJECT: Town Council Strategic Plan  
 DATE: 12/01/14

#### BACKGROUND:

- On Wednesday, October 29<sup>th</sup> and Thursday, October 30<sup>th</sup> of 2014, the Town Council met from 4:00pm til 9:00pm to conduct a strategic visioning session in order to discuss their direction and goals during their terms as the elected officials for the Town of Haymarket.
- The Council worked Michael Chandler a professional consultant to assist the Council in reaching a consensus with regard to creating a Vision Statement, a Mission Statement, establishing Core Values and a Tagline for the Town. Mr. Chandler also assisted the Council to identify 4 strategic initiatives and goals associated with each strategic initiative.
- The strategic action plan being presented as part of this report will serve as the minutes of the two consecutive day work session.

#### DISCUSSION:

- All members of the Council actively participated in the collaboration of the strategic action plan (Exhibit A) presented.
- As discussed at the Visioning Session the Council will also adopt as part of the strategic action plan a revised Organizational Chart (Exhibit B) and each member will also sign and adopt the Code of Ethics and Standards of Conduct (Exhibit C).

#### TOWN MANAGER'S COMMENTS: (November 19, 2014)

- I would recommend that Council read the plan out loud as a matter of entering it into the public record.

#### POTENTIAL QUESTIONS:

##### Budget Impact:

The adoption of the strategic action plan does not have a immediate impact on the budget, however, through time the adoption and creation of the initiatives could have an effect on the fiscal budget over time.

#### RECOMMENDATION:

If the recommended that the Council adopt the presented Strategic Action Plan, Draft Organizational Chart and re-adopt and the sign the Code of Ethic and Standards of Conduct.

#### MOTION:

##### Motion of Approval:

I move to adopt the Strategic Action Plan as presented this 1<sup>st</sup> of December, 2014. I further move to adopt the revised organizational chart and implore upon my colleagues on Council to re-adopt, personally accept and sign the Code of Ethics and Standards of Conduct.

**Motion of Denial:**

I move to ...

**ATTACHMENTS:**

- (2) Haymarket 2014 Vision Mission and Initiatives Final Copy (PDF)
- (3) 2014 Revised Haymarket Organizational Chart (PDF)
- (4) CODE OF ETHICS AND STANDARDS OF CONDUCT (Draft January 2014) (PDF)



## HAYMARKET VISION STATEMENT

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

## HAYMARKET MISSION STATEMENT

Haymarket is committed to providing an excellent quality of life for our citizens and businesses through the delivery of desired public services and programs in a fiscally prudent, cost efficient and cost effective manner.

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

## HAYMARKET CORE VALUES

TRANSPARENT	INNOVATIVE
INTEGRITY	RESPECTFUL
ACCOUNTABLE	INCLUSIVE

## HAYMARKET TAGLINE

"Haymarket...everyone's hometown"

HAYMARKET STRATEGIC DIRECTION/ACTION AGENDA 2014-2016

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

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

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

#### ➤ ACTION AGENDA:

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

## **INITIATIVE TWO: PRACTICE GOOD GOVERNANCE.**

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

### ➤ ACTION AGENDA:

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

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

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

### ➤ ACTION AGENDA:

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

**INITIATIVE FOUR: FUND THE FUTURE**

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

➤ ACTION AGENDA:

1. Draft and adopt a fiscal policy for Haymarket.(2014)
2. In partnership with the county public service authority determine the capacity and condition of Haymarket's water and sewer infrastructure.
3. Identify all sources of revenue the town can use to finance local government programs and services and determine which sources Haymarket should utilize.(2015-2016)
4. Add a capital maintenance component, inclusive of life cycle costs, to the Haymarket Capital Improvement Program (CIP).
5. Develop a five-year revenue and expenditure forecast for programs and services offered by the town of Haymarket.
6. Develop a 10 year Haymarket CIP forecast inclusive of revenue and financing options.

# Town of Haymarket Organizational Chart

**Legend**

Current Positions

Future Positions

**Citizens**

**Town Attorney**

**Town Council**

Citizen Advisory Commissions

- Planning Commission
- Architectural Review Board
- Board of Zoning Appeals

**Town Manager**

**Police Chief**

**Main Street Coordinator**

**Adm. Asst.**

**Town Clerk**

**Town Treasurer**

**PT Town Engineer**

**PT Town Planner**

**Officers**

**Admin. Assist.**

**Ranking Promotions**

**Future Full Time**

**Future Full Time**

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1,

**TOWN OF HAYMARKET  
TOWN COUNCIL AND APPOINTED OFFICIALS  
CODE OF ETHICS AND STANDARDS OF CONDUCT**



**Preamble**

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, commissions, boards and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

**CODE OF ETHICS**

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
4. Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor and Town Council by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. However, per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a small gift of monetary value not to exceed \$25, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc.



8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
9. A member should identify any associations with an organization or interest group that presents in any manner to the Council for a decision.
10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals.
13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Mayor and Town Council.
14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager  
  
Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager, Town Clerk, Chief of Police or identified appropriate staff member.
17. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Member shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.
18. Review orally and in public session at the annual organizational meeting each of these principles.
19. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

## STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested Town of Haymarket residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government. The Mayor and every member of the Town Council should adhere to the following Standards of Conduct.

1. Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
2. Pay all taxes due to the Town, county, state or national government.
3. Attend all regularly scheduled meetings of the Town Council, commissions, boards and committees to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
4. Make a conscientious effort to be prepared for each meeting.
5. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
6. Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
7. Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and citizens will feel comfortable as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
9. Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
10. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

## IMPLEMENTATION

As an expression of the standards of conduct for members expected by the Town, the Town of Haymarket CODE OF ETHICS and STANDARDS OF CONDUCT are intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Town of Haymarket, applicants to commissions, committees and newly elected and appointed officials. Members entering office shall be provided with the Town of Haymarket Code of Ethics and Standards of Conduct. In addition, the Town Council, commissions, committees shall annually review the Code of Ethics and Standards of Conduct and the Town Council shall consider recommendations from commissions and committees to update it as necessary.

COMPLIANCE and ENFORCEMENT

The Town of Haymarket Code of Ethics and Standards of Conduct expresses standards of ethical conduct expected of members of the Town of Haymarket Town Council, commissions, and committees. Member themselves have the primary responsibility to assure that these ethical standards and that the code of conduct is understood and practiced during all times while serving the Town in order to ensure the public can continue to have full confidence in the integrity of government.

Citizens may bring complaints about the conduct of elected or appointed officials to the mayor, any member of council, or the chair of the commission, board or committee on which the appointed official serves.

The Town Council **may** impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, appointed boards, commissions, and committees from office.

A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission or committee decision.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



TO: Town of Haymarket Town Council  
 SUBJECT: Appropriation Request - Good Will Measures for Street Scape  
 DATE: 12/01/14

In an analysis of items constructed up to November 3, 2014 and the remaining items to be constructed (including the reconstruction of Parcel 17's aprons and driveway), there will be approximately \$125,000 in unused budgeted contract items. This \$125,000 does **not include** the budgeted contingency amount, which will not be used, nor does it include liquidated damages.

Since these under runs are primarily from items for maintaining traffic and pavement materials, the under runs are from the portion of the project that the Town was paying at 100% and we do not need to be concerned that the grant funds for reimbursement would be reduced. Instead, what this does is lower the amount the Town has to pay.

Staff is requesting \$10,000 of the approximate \$125,000 in under-runs noted above be dedicated to "good will measures" for the Town Manager to spend as he sees fit on additional requests from property owners who have been inconvenienced that the contractor and the Town are not obligated to perform. Examples of some of these "good will measures" could include purchasing and replanting a decorative tree that was removed from the drainage easement on the Greenhill Crossing property at the corner of Washington Street/St. Paul Drive and purchasing and replacing the front fence and gate on Parcel 11 that was not part of the Right of Way settlement.

### **Recommended Motion**

Move to authorize the Town Manager to use an amount not to exceed \$10,000, at his discretion, for "Good Will Measures" toward those property owners who experienced extreme inconvenience. Fund to come from the already budgeted and appropriated Street Scape Construction Line Item



TO: Town of Haymarket Town Council  
 SUBJECT: Holiday Bonuses  
 DATE: 12/01/14

**ISSUE:** Town Manager tasked to provide recommendation to Finance Committee for Holiday Bonuses

**BACKGROUND:**

- Since 2006, the Town Council has awarded staff with Holiday bonuses as a sign of appreciation of their dedication and service to the Town.
- These bonuses have had been handled in many different ways over the years, from a general amount, longevity based and salary based.
- In performing research into the bonus process, these are the common forms of bonuses to be distributed to staff, with only other form coming in a merit based approach.
- This has historically been championed by Mayor Leake and he requested to the Town Manager work with the appropriate committees.

**DISCUSSION:**

- In general, bonuses are a growing trend amongst municipalities due to the lack of ability to provide merit raises to staff and wanting to provide incentives and bonus compensation to employees.
- Bonuses are attractive because they do not increase insurance, retirement or other such rates as part of the budget.
- Bonuses are a onetime payment that is not guaranteed year to year.
- Based upon my research and findings, given the administrative staff size, a longevity bonus would be the best suited for our administration.

**TOWN MANAGER'S COMMENTS: (November 6, 2014)**

- It is my belief that this is nice incentive provided by Council and would be greatly appreciated by the staff.
- I would recommend that we proceed with a longevity bonus and I have provided the potential breakdown in my recommendation.

**POTENTIAL QUESTIONS:**

- Where would the bonus be allocated from?
- Do we have to provide a bonus to staff?
- How would bonuses be distributed?

**Budget Impact:**

The proposed bonus would have a impact on the general reserve, if voted upon by the Council.

**RECOMMENDATION:**

I would recommend the Council to approve a Holiday Bonus based upon longevity not to exceed the total amount of \$6,500, based upon the recommended allotments:

<i>Years of Service</i>	<i># of Employees it applies to</i>	<i>Amount</i>
-------------------------	-------------------------------------	---------------

• 7 Plus Years of Service	5	\$750
• 5-7 Years of Service	0	\$0
• 3-5 Years of Service	3	\$500
• 3 Years or less	5	\$350
		<hr/>
		\$7000

**MOTION:****Motion of Approval:**

Move to amend the adopted fiscal year 2015 budget, as amended, by reducing the General Reserves line item from \$78,575 to \$71,575 and increasing the Public Safety Salaries Line Item from \$348,544 to \$352,344; the Town Administration Salaries Line item from \$164,430 to \$166,280; and the Town Administration Part-Time Salaries Line Item from \$71,050 to \$72,400. I further move to approve the Holiday bonuses as recommend recommended by the Town Manager.

**Motion of Denial:**

I move to ...



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 12/01/14

## Inspections Report for the Month of November, 2014, for the Town of Haymarket

### Permits Issued:

- November 5: Permit was issued to rebuild and enlarge an existing deck at 6648 Hunting Path Road. Permit issued for after the fact patio and stair installation at 14812 Cypress Park Lane. The property owner had inquired about the need for permitting, and this was explained to him at length, though it is understood that there was an element of a language barrier. The concern for this office is that he is in compliance with the regulations of ZBA and ARB, and that the egress stairs comply with the Virginia State Building Code that governs such structures. The increased fee structure was applied to this permit issuance.
- November 19: Electrical and building permits were issued to Genesis Contracting to repair damage to Town Hall Building that occurred as the result of a Motor Vehicle Accident. Please find attached a Report and a Scope of Work pertaining to this incident.

### Certificates of Occupancy Issued:

- November 17: Certificate of Occupancy was issued for the Single Family Home located at 6640 Fayette Street, upon completion and approval of a complete renovation of this property.

### Inspections:

- November 5: Final Inspection was performed for the connection to the panel of a new exterior light pole installed at 6710 James Madison Highway; this work was approved.
- November 6: Emergency Inspection was performed to determine the extent of damage and the risk to the public safety this damage posed, as a result of the aforementioned MVA at Town Hall. As the structure had not received substantial structural damage, a plan to reinforce the structure until repairs could be made was developed, and undertaken. The interior areas in the affected spaces was marked as dangerous and only store personnel were allowed to enter to clear merchandise out of the area. Inspection of structural and Electrical work being done on the Masonic Hall barn to add an additional egress stairway to the exterior and improvements to the electrical system on the second level, all work was approved.
- November 7: Inspection of the installation of bracing placed by Genesis Construction to reinforce the damaged area of Town Hall, this work was approved.
- November 14: Final Inspections for all trades were performed at 6640 Fayette Street, all work was approved and a Certificate of Occupancy was issued.
- November 20: Inspection of in wall electrical work, framing repair, masonry repair, and installation of insulation was approved, for repair work to MVA damage at Town Hall Building.

### Document Review:

A floor plan of an existing commercial space being considered for use by a church was reviewed for suitability for that use. Due to the nature of a Place of Assembly a walk through the space was requested before a determination would be rendered. A meeting was scheduled and then rescinded, as apparently the tenant was not pursuing the space.

### Actions:

This is to notify the board of an upcoming action. While performing the Final Inspection at 6640 Fayette Street, I observed that a deck had been attached to the home at 6660 Fayette Street, without the benefit of a permit or inspection of the work. As this department had recently issued the Certificate of Occupancy on that home it is evident that this is new work. A letter will be sent to the owners requiring them to either properly permit and have inspected this deck, or properly permit and remove it. In doing so they must also meet the requirements of any other town boards such as ARB or ZBA that have jurisdiction for such work. As this new work was observed over an open space from a property that I was legally upon for the purpose of another inspection, there is no expectation of privacy, nor physical presence upon that property, therefore there is no issue with right of entry, as none was made.

**Recommendations:**

No recommendations at this time.

**Other:**

As we enter into the holiday season, we also enter a period of increased hazards of falls, fires, and accidents. I want to remind the Mayor and the Members of the Council the safety is a group effort. Please do not hesitate to alert me to any concerns where I may be of assistance to protect the safety for both our businesses and citizens, being pro-active in this area can save lives and property. Thank you.





TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 12/01/14

### 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. We are waiting to see if they accept the response or choose to appeal it.
- The work on Ms. Leonard's driveway will be done before Thanksgiving.
- The Contractor graded over the existing swale and did not construct the proposed swale shown in the plans between the Food Pantry and the inlet at the Haymarket Baptist Church. This is causing the additional back up of water at the Food Pantry driveway. The Contractor will grade the proposed swale back in and then Town forces will replace the pipe under the driveway and clean out the swale between the Food Pantry driveway and the old Police Station driveway.
- Over the next couple of weeks, some of the curb will be removed/replaced and pavement milled/overlaid at the corners of St. Paul Drive and at the corner near the El Vaquero Mexican restaurant. At St. Paul Drive, this is to correct an error in construction by the Contractor (solely Contractor's expense). At the El Vaquero Mexican restaurant, this is to correct a Contractor error as well as to improve an existing drainage problem that was within the project limits (shared expense between Town and Contractor).

### I-66 Widening Project

- The Old Carolina Road Bridge was closed on September 22 (the Monday after Haymarket Day) and is scheduled to be closed through Spring of 2016.
- The Old Carolina Road Bridge has been demolished.
- VDOT is evaluating if the time for the closure of the Old Carolina Bridge can be reduced.

### I-66/Rte 15 Interchange Project

- A Citizen's Information Meeting to present the Diverging Diamond Interchange concept to the public was held on October 29, 2014 at Battlefield High School, from 6:00 pm to 8:00 pm with a presentation at 6:30 pm.
- Over 92 people attended the meeting, not including VDOT or the design-build team. At the meeting, VDOT received 11 written comments. Of the 11 comments, 7 comments were in support of the interchange concept (64%). 1 comment said they were unsure if they supported the project (9%) because they were concerned about how long it would take for people to get used to driving this interchange. 3 comments were not in support (27%) for the following reasons:

- o The entire Rte15 corridor needs to be evaluated and not just this interchange. Note: Evaluating the entire Rte 15 corridor is outside the scope of this project.
  - o The project needs to be extended to include the railroad crossing. Note: Including the railroad crossing is outside the scope of this project.
  - o The person did not support the DDI concept because they did not think that the DDI concept would work with the volume of traffic using the interchange. Note: The traffic simulations shown at the meeting demonstrated that the interchange could handle the volume of traffic at this interchange.
- VDOT has stated they will evaluate the Town Council's requests for pedestrian bridges and a stopped condition at the westbound I-66 on-ramp when they are evaluating the Citizen's Information Meeting comments. It is expected that VDOT will have the response to comments in late November or early December.
- Please advise if Town Council would like for the agenda items for support/non-support of the I-66/Rte 15 revise interchange concept and shared use path switch be added to the December agenda.

#### **Access Improvements to the Southern Railway Caboose**

- The Town Attorney is reviewing the small procurement documents to solicit quotes.

#### **Pedestrian Improvement Project (Connelly Money) - Extending Sidewalk on Jefferson Street**

- The survey is complete, environmental coordination and design has begun.
- Preliminary Plans are expected in December.

#### **Washington Street/Jefferson Street Signal**

- After a meeting with the local businesses, Chief Smith requested that the Town reach out to VDOT to request that the green time for the eastbound/westbound movements on Washington Street be increased since there is less traffic northbound/southbound on Jefferson Street due to the Old Carolina Bridge closure.
- After receiving the Town's request, VDOT increased the green time for eastbound/westbound Washington Street by 20 seconds.
- Chief Smith reports that traffic is moving better at this signal since VDOT increased the green time. The timing will need to be re-evaluated once the Old Carolina Bridge is reopened.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 12/01/14

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**ATTACHMENTS:**

- 12-2014 Police Report (PDF)
- Addendum to PD Report (PDF)

## Town Police Statistics for August, September, & October 2014

Activity	August	September	October
Mileage	5221	4878	4900
Parking Tickets	5	3	1
Uniform Traffic Summons`	93	91	83
Criminal Felony	1	0	0
Criminal Misdemeanor	5	6	3
Reports	7	11	13
Complaints	338	376	328
Crashes	2	3	4
Hours Worked	1106.35	918.25	1023.75

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

- Oktoberfest Event
- Officers conducted foot patrols
- Officer Jake Davis gave safety talks with Cub Scouts and Daisy Troop
- Officer Jason Davis spent the day at Gainesville Middle School talking with students
- Officers patrolled and monitored Trick or Treating on Halloween
- Officers attended Defense Tactics Refresher Training

### Activity Stats for October 2014 Haymarket Police Department

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Suspicious Person = 8    | 22. Foot Pursuit = 1      |
| 2. Animal Bite = 1          | 23. Business Checks = 2   |
| 3. Hit and Run = 2          | 24. Disorderly = 2        |
| 4. Suspicious Vehicles = 10 | 25. Abandoned Vehicle = 1 |
| 5. Larceny = 1              | 26. Foot Patrol = 30      |
| 6. Suspicious Substance = 1 | 27. Domestic = 1          |
| 7. Alarms = 4               |                           |
| 8. Assisted RR = 1          |                           |
| 9. Open Gate = 1            |                           |
| 10. Accidents = 10          |                           |
| 11. Indecent Exposure = 1   |                           |
| 12. RD BOL = 2              |                           |
| 13. DUI = 3                 |                           |
| 14. Assist VSP = 1          |                           |
| 15. Assist PWC = 13         |                           |
| 16. Citizen Assist = 5      |                           |
| 17. Traffic Obstruction = 7 |                           |
| 18. Open Car Door = 1       |                           |
| 19. Motorist Assist = 9     |                           |
| 20. Trespass = 1            |                           |
| 21. DUI BOL = 1             |                           |



HAYMARKET POLICE DEPT.  
15026 Washington Street  
Haymarket, Virginia 20169



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

November 19, 2014

TO: Mayor and Town Council  
FROM: Interim Chief Greg P. Smith *GPS*  
RE: Police Department General Orders

On earlier occasions I have briefed you on the need to revise the body of General Orders that guide Police Department operations and administration. I wanted to update you and advise that they have been re-issued to all members of the Department.

The General Orders are based on the law (Constitutional and various statutes) and best practices in policing, and provide operational guidance to a police officer. Based on what was in place when I was appointed, many of our General Orders mirror those of the City of Manassas Police Department, and are similar to those of Prince William County Police Department and other professional agencies. They are, as necessary, tailored to the smaller operation here in our municipality. In addition, I am confident they are consistent with the body of accreditation standards under, and serve as a foundation to build upon for, the state program that we may wish to pursue in the future.

Recognizing that some or all of you may wish to review the Orders, I wanted to offer to provide a copy if you would like one. I am also available to answer any questions you may have after your review. It should be noted some elements of the Orders would **not** be subject to FOIA disclosure, given their tactical nature, so they should not be freely shared.

Please contact me if you would like to see a copy.

CC: Town Manager



TO: Town of Haymarket Town Council  
SUBJECT: Town Planner's Report  
DATE: 12/01/14

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**ATTACHMENTS:**

- Town Planner Report Dec 2014 (PDF)

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 early next year.

Development Plan Review Status. Please see below.

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

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)



TO: Town of Haymarket Town Council  
 SUBJECT: Museum Report  
 DATE: 12/01/14

### **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 “Christmas in Haymarket 1825,” exhibit will run November 22<sup>nd</sup> through December 14<sup>th</sup>. The Museum will be closed Thanksgiving weekend.
- The exhibit will be advertised in the November 14<sup>th</sup>, and December 5<sup>th</sup> edition of the Bull Run Observer.
- The exhibit will also be advertised in December 1<sup>st</sup> edition of The Haymarket Lifestyle.
- ½ page advertisement will run in the November 19<sup>th</sup> edition of the Gainesville Times.

### **Young National Readers Day**

November 18<sup>th</sup> marks the 10<sup>th</sup> annual Young National Readers Day. This event promotes literacy in elementary schools all across our nation. The Haymarket Museum will be participating in this national event at Gravely Elementary School in Haymarket, Virginia. Over 20,000 students in Prince William County will be read to that day.

### **Haymarket Holiday Party 2014**

Saturday, December 13<sup>th</sup> will mark the 24<sup>th</sup> annual Haymarket Holiday Party. Details TBD.

### **Museum Attendance for November 2014**

11/1 & 11/2 - 7

11/8 & 11/09 - 9

11/15 & 11/16 - 7

11/22 & 11/23 - TBD





TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 12/01/14

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- The current Year-to-Date Profit & Loss and Balance Sheet reports are attached. The Budget as a whole is still on target. I don't see any issues at this time.
- I met with Mary Earhart on 11/18/2014, a CPA that the Town has agreed to call upon, to help out Quarterly, or as needed, for financial consulting. A lot of small issues were cleared up on the books. Journal entries for payroll liabilities. Outstanding Receivables. Resolutions from Council. Making sure entries in QuickBooks are accurate and in the correct line item in the Budget. Adjustments from the Audit report. Basically "cleaning up" the Budget, and assisting and guiding me with any questions I may have.

**ATTACHMENTS:**

- 12-2014 Balance Sheet (PDF)
- Treasurers Profit and Loss Statement Collapsed (PDF)
- Treasurers Profit and Loss Statement (PDF)

12:16 PM  
11/21/14  
Accrual Basis

**Town of Haymarket  
Balance Sheet  
As of November 21, 2014**

	<b>Nov 21, 14</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	464,195.13
11000 · CD's & Money Market Funds	1,190,659.42
11010 · Virginia Investment Pool	100,069.02
<b>Total Checking/Savings</b>	1,754,923.57
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	421,775.14
12010 · A/R Permits	1,465.20
12020 · Delinquent Real Estate	3,514.91
<b>Total Accounts Receivable</b>	426,755.25
<b>Other Current Assets</b>	
13000 · Allowance for Doubtful Accounts	-17,518.15
1499 · Undeposited Funds	1,906.78
<b>Total Other Current Assets</b>	-15,611.37
<b>Total Current Assets</b>	2,166,067.45
<b>Fixed Assets</b>	
2500 · General Property	3,062,281.72
2600 · Rental Property	1,195,190.73
<b>Total Fixed Assets</b>	4,257,472.45
<b>TOTAL ASSETS</b>	<b>6,423,539.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	1,729.58
<b>Total Accounts Payable</b>	1,729.58
<b>Credit Cards</b>	
Town Credit Card - 5979	194.06
<b>Total Credit Cards</b>	194.06
<b>Other Current Liabilities</b>	
VA Dept of Housing & Comm. Dev.	20.40
Accrued Leave	21,358.89
2100 · Payroll Liabilities	-9,935.88
Security Deposits	27,589.73
Escrow Deposits	985.28
<b>Total Other Current Liabilities</b>	40,018.42
<b>Total Current Liabilities</b>	41,942.06
<b>Long Term Liabilities</b>	
General Obligation Bonds	1,853,547.00
<b>Total Long Term Liabilities</b>	1,853,547.00
<b>Total Liabilities</b>	1,895,489.06
<b>Equity</b>	
30000 · Unrestricted Net Assets	4,451,482.15
31000 · Restricted Net Assets	71,200.00
Net Income	5,368.69
<b>Total Equity</b>	4,528,050.84
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,423,539.90</b>

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)

4:12 PM  
11/19/14  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through November 20, 2014

	Jul '14 - Jun 15	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
GENERAL PROPERTY TAXES	296,895.11	302,915.00	98.0%
OTHER LOCAL TAXES	353,232.64	1,097,000.00	32.2%
PERMITS, FEES & LICENESSES	41,288.00	39,100.00	105.6%
FINES & FORFEITURES	17,106.31	75,000.00	22.8%
REVENUE FROM COMMONWEALTH	83,887.38	190,498.00	44.0%
REVENUE FROM LOCAL GOVERNMENT	17,957.08		
MISCELLANEOUS REVENUE	42.50		
MISCELLANEOUS	5,285.92	11,500.00	46.0%
RENTAL (USE OF PROPERTY)	65,367.64	207,215.00	31.5%
INTEREST ON BANK DEPOSITS	914.14		
TRANSFER OF CASH RESERVES	0.00	724,757.00	0.0%
SAFETY LU/MAP 21 GRANT	526,799.97	590,479.00	89.2%
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	21,839.00	90,000.00	24.3%
<b>Total Income</b>	<b>1,430,615.69</b>	<b>3,359,264.00</b>	<b>42.6%</b>
<b>Gross Profit</b>	<b>1,430,615.69</b>	<b>3,359,264.00</b>	<b>42.6%</b>
<b>Expense</b>			
01 · ADMINISTRATION	285,968.68	614,743.00	46.5%
03 · PUBLIC SAFETY	293,472.16	699,398.00	42.0%
04 · PUBLIC WORKS	83,032.70	196,800.00	42.2%
07 · PARKS, REC & CULTURAL	25,889.95	63,920.00	40.5%
08 · COMMUNITY DEVELOPMENT	17,602.92	48,100.00	36.6%
09 · NON-DEPARTMENTAL	173,608.78	196,818.00	88.2%
94100 · WASH ST. ENHANCEMENT PROJECT	518,887.16	782,410.00	66.3%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	38,500.00	0.0%
TOWN CENTER MASTER PLAN	12,063.39	500,000.00	2.4%
HARROVER MASTER PLAN	0.00	50,000.00	0.0%
PEDESTRIAN IMPROVEMENT PROJECT	21,839.00	90,000.00	24.3%
General Reserve	0.00	78,575.00	0.0%
PERSONNEL	639.36		
<b>Total Expense</b>	<b>1,433,004.10</b>	<b>3,359,264.00</b>	<b>42.7%</b>
<b>Net Ordinary Income</b>	<b>-2,388.41</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-2,388.41</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: 12-01-2014 Draft TC Agenda Packet (2159 : Draft Town Council Agenda for December 1, 2014)

4:11 PM  
11/19/14  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through November 20, 2014

Ordinary Income/Expense	Jul '14 - Jun 15	Budget	% of Budget
<b>Income</b>			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	288,482.01	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	79.72	1,000.00	8.0%
<b>Total GENERAL PROPERTY TAXES</b>	<b>296,895.11</b>	<b>302,915.00</b>	<b>98.0%</b>
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	41,181.04	85,000.00	48.4%
Meals Tax - Current	181,493.07	500,000.00	36.3%
Consumer Utility Tax	38,415.68	100,000.00	38.4%
Bank Stock Tax	0.00	22,000.00	0.0%
Business License Tax	4,267.85	140,000.00	3.0%
Cigarette Tax	87,875.00	250,000.00	35.2%
<b>Total OTHER LOCAL TAXES</b>	<b>353,232.64</b>	<b>1,097,000.00</b>	<b>32.2%</b>
<b>PERMITS,FEES &amp; LICENESES</b>			
Occupancy Permits	100.00	600.00	16.7%
Inspection Fees	4,035.00	10,000.00	40.4%
Other Planning & Permits	35,800.00	25,000.00	143.2%
Application Fees	900.00	2,500.00	36.0%
Motor Vehicle Licenses	453.00	1,000.00	45.3%
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>41,288.00</b>	<b>39,100.00</b>	<b>105.6%</b>
<b>FINES &amp; FORFEITURES</b>			
Fines	17,106.31	75,000.00	22.8%
<b>Total FINES &amp; FORFEITURES</b>	<b>17,106.31</b>	<b>75,000.00</b>	<b>22.8%</b>
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	52,797.46	120,000.00	44.0%
Department of Fire Programs	1,000.00	8,000.00	12.5%
599 Law Enforcement Grant	7,092.00	28,368.00	25.0%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,630.00	100.0%
Car Rental Reimbursement	1,929.26	4,500.00	42.9%
DMV Grant	968.43	8,500.00	11.4%
Railroad Rolling Stock	1,473.26	1,500.00	98.2%
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>83,887.38</b>	<b>190,498.00</b>	<b>44.0%</b>
<b>REVENUE FROM LOCAL GOVERNMENT</b>			
<b>Categoric Aid</b>			
<b>Grants</b>			
Other	17,957.08		
<b>Total Grants</b>	<b>17,957.08</b>		
<b>Total Categoric Aid</b>	<b>17,957.08</b>		
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	<b>17,957.08</b>		
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	42.50		
<b>Total MISCELLANEOUS REVENUE</b>	<b>42.50</b>		
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	69.02		
Sale of Salvage & Surplus	0.00	500.00	0.0%
Recovered Costs - Events	4,092.60	10,000.00	40.9%

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through November 20, 2014

	Jul '14 - Jun 15	Budget	% of Budget
Interest on Bank Deposits	14.77		
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Citations & Accident Reports	790.00	1,000.00	79.0%
<b>Total MISCELLANEOUS</b>	<b>5,285.92</b>	<b>11,500.00</b>	<b>46.0%</b>
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	6,140.52	45,260.00	13.6%
Suite 200 Rental Income	23,483.30	80,155.00	29.3%
Suite 204 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	16,953.15	40,700.00	41.7%
6630 Jefferson St Rental Income	17,165.67	39,100.00	43.9%
Town Hall Rental Income	1,625.00	2,000.00	81.3%
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>65,367.64</b>	<b>207,215.00</b>	<b>31.5%</b>
INTEREST ON BANK DEPOSITS	914.14		
TRANSFER OF CASH RESERVES	0.00	724,757.00	0.0%
SAFETY LU/MAP 21 GRANT	526,799.97	590,479.00	89.2%
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	21,839.00	90,000.00	24.3%
<b>Total Income</b>	<b>1,430,615.69</b>	<b>3,359,264.00</b>	<b>42.6%</b>
<b>Gross Profit</b>	<b>1,430,615.69</b>	<b>3,359,264.00</b>	<b>42.6%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
Salaries & Wages - Regular	12,275.00	21,750.00	56.4%
FICA/Medicare	598.23	1,600.00	37.4%
Unemployment Insurance	136.51	1,000.00	13.7%
Mileage Allowance	347.20	1,500.00	23.1%
Meals and Lodging	1,977.16	2,500.00	79.1%
Convention & Education	1,081.89	3,000.00	36.1%
Town Elections	0.00	0.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>16,415.99</b>	<b>31,350.00</b>	<b>52.4%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	67,340.74	164,430.00	41.0%
Salaries/Wages - Overtime	3,543.33	8,000.00	44.3%
Salaries/Wages - Part Time	35,967.13	71,050.00	50.6%
FICA/Medicare	12,756.91	18,788.00	67.9%
VRS	6,446.03	12,000.00	53.7%
Health Insurance	16,017.25	30,550.00	52.4%
Life Insurance	403.20	1,000.00	40.3%
Disability Insurance	613.19	1,600.00	38.3%
Unemployment Insurance	177.44	1,975.00	9.0%
Worker's Compensation	180.34	300.00	60.1%
Liability Insurance	8,478.00	9,000.00	94.2%
Accounting Services			
Consultants	57.00		
Accounting Services - Other	3,014.52	55,000.00	5.5%
<b>Total Accounting Services</b>	<b>3,071.52</b>	<b>55,000.00</b>	<b>5.6%</b>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through November 20, 2014

	Jul '14 - Jun 15	Budget	% of Budget
Cigarette Tax Administration	2,310.48	6,000.00	38.5%
Printing & Binding	1,992.97	5,700.00	35.0%
Advertising	4,470.44	10,000.00	44.7%
Computer, Internet & Website Svc	12,024.08	19,400.00	62.0%
Postage	1,102.31	2,500.00	44.1%
Telecommunications	2,969.31	3,700.00	80.3%
Mileage Allowance	931.31	1,500.00	62.1%
Meals & Lodging	3,025.81	3,000.00	100.9%
Convention & Education	1,330.00	4,000.00	33.3%
Books, Dues & Subscriptions	678.88	3,500.00	19.4%
Office Supplies	2,522.70	4,400.00	57.3%
Capital Outlay-Machinery/Equip	12,965.42	21,000.00	61.7%
66900 · Reconciliation Discrepancies	317.75		
Miscellaneous	271.85		
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>201,908.39</b>	<b>458,393.00</b>	<b>44.0%</b>
<b>12210 · LEGAL SERVICES</b>			
Legal Services	51,694.30	110,000.00	47.0%
<b>Total 12210 · LEGAL SERVICES</b>	<b>51,694.30</b>	<b>110,000.00</b>	<b>47.0%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
Auditing Services	15,950.00	15,000.00	106.3%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>15,950.00</b>	<b>15,000.00</b>	<b>106.3%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>285,968.68</b>	<b>614,743.00</b>	<b>46.5%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	159,557.92	348,544.00	45.8%
Salaries & Wages - Overtime	2,953.45	15,000.00	19.7%
Salaries & Wages - Part Time	0.00	500.00	0.0%
FICA/MEDICARE	7,772.47	28,154.00	27.6%
VRS	3,699.25	21,500.00	17.2%
Health Insurance	40,237.18	55,000.00	73.2%
Life Insurance	551.93	5,000.00	11.0%
Disability Insurance	688.60	3,200.00	21.5%
Unemployment Insurance	345.60	2,800.00	12.3%
Workers' Compensation Insurance	3,661.66	8,000.00	45.8%
Line of Duty Act Insurance	1,521.00	2,000.00	76.1%
Legal Services	7,277.11	15,500.00	46.9%
Repairs & Maintenance	4,830.15	2,000.00	241.5%
Maintenance Service Contracts	0.00	0.00	0.0%
Advertising	0.00	250.00	0.0%
Electrical Services	1,234.86	5,500.00	22.5%
Heating Services	0.00	0.00	0.0%
Computer, Internet & Website	1,871.24	5,000.00	37.4%
Postage	135.08	300.00	45.0%
Telecommunications	3,271.16	5,900.00	55.4%
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	2,958.54	3,500.00	84.5%
Vehicle Fuels	6,111.24	25,000.00	24.4%
Vehicle/Powered Equip Supplies	3,873.98	32,000.00	12.1%
Uniforms & Police Supplies	2,771.13	8,000.00	34.6%
Grant Expenditures	0.00	8,500.00	0.0%
Capital Outlay-Machinery/Equip	0.00	10,000.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>272,822.16</b>	<b>626,398.00</b>	<b>43.6%</b>
<b>34100 · BUILDING OFFICIAL</b>	<b>20,650.00</b>	<b>65,000.00</b>	<b>31.8%</b>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through November 20, 2014

	Jul '14 - Jun 15	Budget	% of Budget
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>293,472.16</b>	<b>699,398.00</b>	<b>42.0%</b>
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	29,598.44	71,000.00	41.7%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>29,598.44</b>	<b>71,000.00</b>	<b>41.7%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	10,089.74	35,500.00	28.4%
Maint Svc Contract-Pest Control	240.00	2,000.00	12.0%
Maint Svc Contract - Public Wks	15,512.84	18,000.00	86.2%
Maint Svc Contract-Landscaping	15,981.00	15,000.00	106.5%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	3,896.25	10,500.00	37.1%
Electric Services	1,086.32	3,500.00	31.0%
Electrical Services-Streetlight	844.17	2,600.00	32.5%
Water & Sewer Services	104.21	400.00	26.1%
General Property Insurance	0.00	2,800.00	0.0%
Janitorial Supplies	218.74	1,000.00	21.9%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>47,973.27</b>	<b>95,300.00</b>	<b>50.3%</b>
<b>43201 · RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	1,086.31	3,000.00	36.2%
Water and Sewer Services	104.21	400.00	26.1%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	500.00	0.0%
Repair/Maintenance Supplies	0.00	750.00	0.0%
<b>Total 43201 · RENTAL PROPERTY - SUITE 110</b>	<b>1,326.52</b>	<b>7,150.00</b>	<b>18.6%</b>
<b>43202 · RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,086.31	3,000.00	36.2%
Water and Sewer Services	104.20	400.00	26.1%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	1,000.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43202 · RENTAL PROPERTY - SUITE 200</b>	<b>1,190.51</b>	<b>6,400.00</b>	<b>18.6%</b>
<b>43203 · RENTAL PROPERTY - SUITE 204</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,086.27	3,000.00	36.2%
Water and Sewer Services	104.18	400.00	26.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	150.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43203 · RENTAL PROPERTY - SUITE 204</b>	<b>1,190.45</b>	<b>5,550.00</b>	<b>21.4%</b>
<b>43204 · RENTAL PROPERTY - 15020 WASH ST</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	111.13	1,000.00	11.1%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43204 · RENTAL PROPERTY - 15020 WASH ST</b>	<b>111.13</b>	<b>3,000.00</b>	<b>3.7%</b>
<b>43205 · RENTAL PROPERTY-HULFISH HOUSE</b>			
Repairs/Maintenance Services	1,086.50	1,000.00	108.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	400.00	0.0%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43205 · RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,086.50</b>	<b>2,400.00</b>	<b>45.3%</b>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through November 20, 2014

	Jul '14 - Jun 15	Budget	% of Budget
<b>43206 · 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	177.63	1,000.00	17.8%
Gas Services	98.25	1,000.00	9.8%
General Property Insurance	0.00	500.00	0.0%
Repair & Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43206 · 14710 WASHINGTON STREET</b>	<b>275.88</b>	<b>4,000.00</b>	<b>6.9%</b>
<b>RENTAL PROPERTY - 14740 Wash St</b>			
Repairs/Maintenance Services	280.00	500.00	56.0%
General Property Insurance	0.00	500.00	0.0%
Repairs/Maintenance Supplies	0.00	1,000.00	0.0%
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>280.00</b>	<b>2,000.00</b>	<b>14.0%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>83,032.70</b>	<b>196,800.00</b>	<b>42.2%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractual Services	2,567.51	7,500.00	34.2%
<b>Total 71110 · EVENTS</b>	<b>2,567.51</b>	<b>7,500.00</b>	<b>34.2%</b>
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	6,329.64	20,300.00	31.2%
FICA/Medicare	385.56	1,500.00	25.7%
VRS	277.20	1,300.00	21.3%
Health Insurance	393.23	3,450.00	11.4%
Life Insurance	0.00	120.00	0.0%
Disability Insurance	42.35	225.00	18.8%
Unemployment Insurance	0.00	200.00	0.0%
Workers' Comp Insurance	0.00	25.00	0.0%
Repairs & Maintenance Services	9,202.73	6,500.00	141.6%
Advertising	697.60	1,500.00	46.5%
Electrical Services	251.99	900.00	28.0%
Heating Services	352.00	1,200.00	29.3%
Water & Sewer Services	114.18	300.00	38.1%
Postage	0.00	100.00	0.0%
Telecommunications	680.81	2,200.00	30.9%
General Property Insurance	0.00	500.00	0.0%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	37.52	100.00	37.5%
Books, Dues & Subscriptions	100.00	500.00	20.0%
Office Supplies	525.66	500.00	105.1%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Exhibits & Programs	613.97	2,000.00	30.7%
Capital Outlay-Furn/Fixtures	3,318.00	12,000.00	27.7%
Dues & Subscriptions	0.00	0.00	0.0%
<b>Total 72200 · MUSEUM</b>	<b>23,322.44</b>	<b>56,420.00</b>	<b>41.3%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>25,889.95</b>	<b>63,920.00</b>	<b>40.5%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	1,995.00	5,000.00	39.9%
FICA/Medicare	102.51	300.00	34.2%
Consultants	14,750.00	30,000.00	49.2%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,500.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Books/Dues/Subscriptions	0.00	750.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>16,847.51</b>	<b>40,550.00</b>	<b>41.5%</b>

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**Town of Haymarket**  
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July 2014 through November 20, 2014

	Jul '14 - Jun 15	Budget	% of Budget
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	690.00	3,750.00	18.4%
FICA/Medicare	65.41	300.00	21.8%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>755.41</b>	<b>7,550.00</b>	<b>10.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>17,602.92</b>	<b>48,100.00</b>	<b>36.6%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond	173,608.78	196,818.00	88.2%
<b>Total 95100 · DEBT SERVICE</b>	<b>173,608.78</b>	<b>196,818.00</b>	<b>88.2%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>173,608.78</b>	<b>196,818.00</b>	<b>88.2%</b>
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>			
Beautification	0.00	12,000.00	0.0%
Maintenance	600.00	18,000.00	3.3%
Street Scope Construction	518,287.16	752,410.00	68.9%
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<b>518,887.16</b>	<b>782,410.00</b>	<b>66.3%</b>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>			
Construction	0.00	38,500.00	0.0%
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	<b>0.00</b>	<b>38,500.00</b>	<b>0.0%</b>
<b>TOWN CENTER MASTER PLAN</b>			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	12,063.39	100,000.00	12.1%
<b>Total TOWN CENTER MASTER PLAN</b>	<b>12,063.39</b>	<b>500,000.00</b>	<b>2.4%</b>
<b>HARROVER MASTER PLAN</b>			
Drafting of Plan	0.00	50,000.00	0.0%
<b>Total HARROVER MASTER PLAN</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	21,839.00	90,000.00	24.3%
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>21,839.00</b>	<b>90,000.00</b>	<b>24.3%</b>
General Reserve	0.00	78,575.00	0.0%
<b>PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	639.36		
<b>Total EMPLOYEE BENEFITS</b>	<b>639.36</b>		
<b>Total PERSONNEL</b>	<b>639.36</b>		
<b>Total Expense</b>	<b>1,433,004.10</b>	<b>3,359,264.00</b>	<b>42.7%</b>
<b>Net Ordinary Income</b>	<b>-2,388.41</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-2,388.41</b>	<b>0.00</b>	<b>100.0%</b>

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TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 12/01/14

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**Action Items:**

**Adoption of Vision and Action Plan:**

- Report, recommendation, and Vision and Action Plan included in your packet.

**Finance/ Personnel Committee - Holiday Bonus Recommendation:**

- Report and recommendation included in your packet.

**Updates:**

**Main Street Coordinator:**

- Report included.
- I will be bringing a budget amendment recommendation to the Town's January meeting.

**Creation and solicitation of Administrative Assistant:**

- The Town will be advertising for the Full time Administrative Assistant position beginning in December.
- I will prepare a budget amendment recommendation to the Town's January meeting.

**Museum Roof Replacement:**

- The roofing company has been notified of the award of the roofing work and they are scheduled for the first week of December.

**Sub-committee meetings:**

- The minutes from the Public Facilities, Personnel and Finance Committee will be in the agenda packet for the regular meeting.
- The Public Safety committee will be scheduling a meeting for December.

**Business Open House:**

- Meeting held, Tuesday, November 18<sup>th</sup> from 8:30am-10:00am.
- I have provided a brief summation of the meeting.
- The next meeting is scheduled for Tuesday, February 17<sup>th</sup>. Time to be announced at a later date.

**Holiday Hours Reminder:**

- We follow the State Holiday's Calendar, however I am recommending additional time off.
- Thanksgiving, Town Office closes Wednesday, November 26<sup>th</sup> at Noon and is closed on Thursday, November 27<sup>th</sup> and Friday, November 28<sup>th</sup>.
- Christmas Eve, Town Manager recommends that the office close for the entire day of Christmas Eve, December 24<sup>th</sup>.
- Scheduled- Christmas Eve, Town Office closes Wednesday, December 24<sup>th</sup> at Noon.
- Christmas Day and day after, Town Office is closed Thursday, December 25<sup>th</sup> and Friday, December 26<sup>th</sup>.

**Delegate Bob Marshall Town Hall Meeting**

- Delegate Bob Marshall will be holding a Town Hall meeting here in the Council Chambers on Tuesday, January 6, 2015 @ 7:00 PM. Also expected to be in attendance is Senators Colgan and Black as well as Delegate Hugo and Supervisor Candland

**ATTACHMENTS:**

- (TM 2)Appointment of Main Street Coordinator (December 1, 2014) (PDF)
- (TM 3)Main Street Coordinator (Sept. 2014) DRAFT (PDF)
- (TM 4)Advertisement of Adm. Asst. Position (December 1, 2014) (PDF)



**Report on Creation of Main Street Coordinator:**

**AGENDA** **Town Council** **DATE: December 1, 2014**

**SUBJECT:** Creation of Main Street Coordinator

**ISSUE:** Appointment of Main Street Coordinator

**BACKGROUND:**

- Since July of 2014, based upon Council's goals to have a liaison to the business community of the Town.
- I have been exploring the creation of a position entitled "Main Street Coordinator".
- This position would serve as the Museum Curator, the Business Liaison, and events coordinator for the Town along with other duties as assigned.
- At the October Visioning Session the Council discussed the position and the importance of the creation of a position with the Town Manager.

**DISCUSSION:**

- The creation of this position does create a need of an additional staff person with the administration in the form of an Administrative Assistant.
- The creation of the Main Street Coordinator position can currently be funded within the current fiscal budget, however the new position will need to be accounted for and absorbed in the current fiscal budget.
- I have been working on some alternatives to fund the positions and will be presenting a budget amendment to the Finance Committee and Council in January of 2015.
- It is important to keep in mind that, in essence this newly created Main Street Coordinator position will have many responsibilities, and while there is a job description, the position will continually evolve through time.
- With regard to events coordination, the position will act as the coordinator, although this position could be responsible for smaller events that promote the Town and businesses within, as well as a focus on community spirit and involvement, the position will act as the head coordinator with larger events such as Haymarket Day and will rely on other members of the Administrative Staff and volunteers.
- Included is a draft job description of the position.

**TOWN MANAGER'S COMMENTS: (November 20, 2014)**

- Per my position, this is an appointment that does not require action of the Council.
- Council will need to make the budget amendment to hire the additional needed staff which will be presented at the January Council meeting.
- I am appointing Ms. Denise Hall to this position and will be working closely to ensure her success in this newly created position, as her drive and determination to achieve the goals and vision of the Town Council will be clearly on display.
- This appointment will take effect on January 1, 2015.

**POTENTIAL QUESTIONS:**

- Is there any training available for Ms. Hall within the position?
- Will this newly created position focus on Economic Development?

**BUDGET IMPACT:**

- At this time there does not appear to be a budget impact as the Town had budgeted for the Administrative Assistant/ Museum Curator throughout the year and Ms. Hall's current salary was funded for the full year. At this time, there will not be an increase in the employee's current salary and this will be evaluated for the next fiscal budget as part of the comprehensive salary study currently being performed in house.

**Town of Haymarket, Virginia  
Main Street Coordinator**

The objective of the Main Street Coordinator is to facilitate the creation of an inviting and historic Town to the residents, businesses and visitors that serves as the center of economic, cultural and social activity for the Town of Haymarket. Specific duties include: acting as the Museum curator, planning promotional events, serving the Architecture Review Board, being the liaison between the business community and the elected officials, promoting and creating promotional materials for the Town, spearheading Town beautification efforts and researching and applying for grant opportunities for Town improvements. Under the direction of the Town Manager, the position will also be responsible for implementing the Town's Preservation Ordinance and for coordinating the Town's preservation activities with state and federal agencies and with local, state and national nonprofit organizations. Furthermore this position will be responsible for applying for the Town to become a nationally recognized Main Street Community and/or a Certified Local Government within the State of Virginia through the Virginia Department of Historic Resources.

***Responsibilities:***

The duties described below are indicative of what the Main Street Coordinator may be asked to perform; other may be assigned:

- Serve as the staff liaison for the Town's established Architectural Review Board;
- Promote and educate the public about the Town and historic preservation activities;
- Act as a point of contact for existing and prospective businesses located or looking to locate within the Town;
- Coordinate a variety of events promoting Town and businesses that honor historic preservation and Main Street in general;
- Act as the voice of the elected and appointed officials, as well as the listening ears to report back to the elected and appointed officials;
- Manage and prepare a budget for the operations of this department;
- Conduct research on the history of the Town of Haymarket and surrounding areas.
- Use said research to develop interpretive programs for all ages at the museum and on the museum's website.
- Provide historical information about the Town's historic resources to Town Council and other review boards when needed.
- Develop historic programs to promote historic tourism to the Town.
- Manage the museum building and make recommendations with regard to maintenance issues and advise Town Manager concerning needed repairs and maintenance.
- Supervise volunteer work with museum and website.
- Oversee museum collection.
- Investigate potential additional uses for the museum and rotate in outside exhibits aside from ever present historical artifacts on display.

- Provide updates to the Town Manager and to the Town Council monthly with regard to activities and accomplishments.

***Skills and Qualifications:***

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

***Required:***

- Extensive background working with public.
- Demonstration of administrative skills background.
- College degree
- Background in art, art history, history, or museum management.
- Website development/ management.

***Preferred Skills (Not required):***

- Some personnel management experience.
- Some marketing experience
- Experience working with social media.

***Employer Overview:***

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

***Contact:***

If interested in this position, please submit your letter or interest and resume' to Town Manager, Brian P. Henshaw at PO Box 1230, Haymarket, VA 20168 or through e-mail at [bhenshaw@townofhaymarket.org](mailto:bhenshaw@townofhaymarket.org).



**Report on Creation of Main Street Coordinator:**

**AGENDA** **Town Council** **DATE: December 1, 2014**

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**SUBJECT:** Solicitation and Advertisement of Administrative Assistant

**ISSUE:** Advertising of New Position

**BACKGROUND:**

- Based upon the creation of the new Main Street Coordinator Position, the need for a full time administrative assistant is apparent for the Town Office.
- Without the benefit of having even a part time administrative assistant, the function of the office would be in jeopardy by disallowing the rest of the staff to fully concentrate on their specific responsibilities associated with their positions.
- The administrative assistant would be responsible for handling the phones, walk in traffic associated with Town Business from permits, applications and transactions.
- The Administrative Assistant would also be responsible in assisting other members of staff and would report directly to the Town Manager.

**DISCUSSION:**

- The creation of this position does create a need to absorb the position in the current fiscal budget.
- I will be preparing a budget amendment that will address the need and cover the cost of the position.

**TOWN MANAGER'S COMMENTS: (November 20, 2014)**

- Per my position, this is an appointment that does not require action of the Council.
- I will be advertising this position the first week of December and hope to have a the resumes, applications and interviews completed prior to the Christmas Holiday with the new hire to begin after the first of the new year.

**POTENTIAL QUESTIONS:**

- Is the timeline for hiring this position possible?
- How is the office going to be arranged to bring in a new person on staff?
- Do we have a job description?

**BUDGET IMPACT:**

- At this time there appears to be some potential locations in other line items in the adopted budget that I can draw from to cover the cost of the new position for the remainder of this fiscal year. We will need to address the compensation in the 2015 fiscal budget.





TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 12/01/14

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

A7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party.



TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 12/01/14

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

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