



# 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, December 30, 2013

7:00 PM

Council Chambers

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### 1. Call to Order

### 2. Agenda Items

A. Draft Town Council Agenda for January 6, 2014

### 3. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

### 4. Adjournment



TO: Town of Haymarket Town Council  
SUBJECT: Draft Town Council Agenda for January 6, 2014  
DATE: 12/30/13

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**ATTACHMENTS:**

- 01-06-2014 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, January 6, 2014

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Minutes Acceptance

- A. Mayor & Council - Special Meeting - Nov 18, 2013 7:00 PM
- B. Mayor & Council - Regular Meeting - Dec 2, 2013 7:00 PM
- C. Mayor & Council - Special Meeting - Dec 16, 2013 7:00 AM
- D. Mayor & Council - Special Meeting - Dec 16, 2013 7:00 PM
- E. Mayor & Council - Emergency Meeting - Dec 18, 2013 5:30 PM

### 4. Public Hearing

- A. Town/County Boundary Line Adjustment

### 5. Citizen's Time

### 6. Agenda Items

- A. Settlement Agreement - Daytime Playtime Enrichment Ctr, LLC - Martin Crim, Town Attorney
- B. Resolution for Special Election - Martin Crim, Town Attorney
- C. Organizational Assessment - Mayor David Leake
- D. Events Contract
- E. Budget Appropriations - 2Nd Quarter
- F. Boundary Line Adjustment
- G. Rail Safety Grant Application
- H. Historic District Overlay Amendment
- I. Parking Ordinance - Authorize RFP
- J. Employee Recognition - Mayor David Leake
- K. Request to Council - GMDDC

### 7. Department Reports

- A. Engineer's Report - Holly Montague
- B. Museum Report - Denise Hall
- C. Planner's Report - Marchant Schneider
- D. Town Manager's Report - Brian Henshaw
- E. Police Report - Chief James E. Roop
- F. Treasurer's Report - Renee DuBiel

### 8. Closed Session

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

### 9. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)

## 10. Adjournment

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 18, 2013

7:00 PM

Council Chambers

A Special Meeting of the Mayor & 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

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Absent, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Absent, Mayor David Leake: Present.

### 2. Agenda Items

#### 1. FOIA Seminar Virginia Freedom of Information Advisory Council

Mr. Alan Gernhardt came to us this evening to give a presentation and consult with town officials on FOIA matters.

### 3. Adjournment

#### Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rebecca Bare, Councilwoman
<b>SECONDER:</b>	Steve Aitken, Councilman
<b>AYES:</b>	Steve Aitken, Rebecca Bare, Katherine Harnest, Milt Kenworthy
<b>ABSENT:</b>	Mary-Lou Scarbrough, Jay Tobias

Submitted:

Approved:

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

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



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 2, 2013

7:00 PM

Council Chambers

A Regular Meeting of the Mayor & 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

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 2. Pledge of Allegiance

### 3. Moment of Silence

The Mayor asks for a moment of silence for some Town employees

### 4. Minutes Acceptance

A. Mayor & Council - Work Session - Oct 29, 2013 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Katherine Harnest, Councilwoman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. Mayor & Council - Regular Meeting - Nov 4, 2013 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Katherine Harnest, Councilwoman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

### 5. Public Hearings

A. Amend Section 58-11 of the Town Code

*No public comment*

B. Preliminary Site Plan and Associated Waiver Requests

*No public comment*

### 6. Citizen's Time

**Fred Karl - Haymarket Motors**

Mr. Karl is here this evening to bring a matter to the attention of the Mayor. There is a web site reporting erroneous information, Mr. Karl would like it corrected.

### 7. Agenda Items

**A. Organizational Assessment - Mayor David Leake**

*Defer to January 2014 regularly scheduled council meeting*

**B. Zoning Text Amendment - Section 58-11 - Parking Recreational Uses**

**ORDINANCE #ORD20131202**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING SECTION 58-11, RELATING GENERALLY TO MINIMUM OFF-STREET PARKING.**

**BE IT ORDAINED** by the Council for the Town of Haymarket, Virginia, meeting in this regular session, this \_\_\_\_ day of \_\_\_\_, 2013:

2. That Section 58-11 of the Code of Ordinances, Town of Haymarket (2004), as amended, is amended, as follows:

**Sec. 58-11. - Minimum off-street parking.**

There shall be provided that at the time of erection of any main building, or at the time any main building or its accessory uses is enlarged or the use changed, all provisions of article XIII shall be met along with minimum off-street parking space with adequate provision for entrance and exit by standard size automobiles, as follows:

- (1) In all residential districts there shall be provided, either in a private garage or on a lot, space for the parking of two automobiles for each dwelling unit located on such lot or parcel.
- (2) Lodginghouses, motels and hotels shall provide, on the lot, parking space for one automobile for each accommodation.
- (3) For church, high school, college and university auditoriums, and for theaters, general auditoriums, stadiums and other similar places of assembly, at least one parking space for every five fixed seats provided in the building.
- (4) For hospitals, at least one parking space for each two beds' capacity, including infants' cribs and children's beds.
- (5) For medical and dental clinics, at least ten parking spaces. Three additional parking spaces shall be furnished for each doctor or dentist having offices in such clinic in excess of three doctors or dentists.
- (6) For apartments, at least 2.5 parking spaces for each individual sleeping or living unit.
- (7) For liquor stores, at least ten parking spaces.
- (8) For retail stores selling directly to the public, one parking space for each 200 square feet of retail floor space in the building.
- (9) Any other commercial building erected, converted or structurally altered after the effective date of the zoning ordinance of September 19, 1983, shall provide one parking space for each 200 square feet of business floor space in the building.
- (10) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.
- (11) Reserved. For recreation, commercial, indoor, fitness and sports activity use, at least one parking space for each 300 square feet of floor space in the building.
- (12) Reserved

Tobias asks if council would direct the Planning Commission to start a study of all of our parking standards

\*\*March TC Meeting

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Katherine Harnest, Councilwoman  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

**C. Haymarket IcePlex Preliminary Site Plan & Waiver Requests - Marchant Schneider**

Move that the Town Council approve Preliminary Site Plan PRE#20130415, Haymarket Ice Rink Expansion - Preliminary Site Plan", prepared by Christopher Consultants and dated April 2013, revised through November 12, 2013;

It is further moved that the Town Council, pursuant to Sections 58-699(c) and 58-703(f) of the Town Code, approve the alternative buffer yards and waiver of perimeter parking lot landscaping as depicted on Sheet 3 of Preliminary Site Plan PRE#20130415

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Rebecca Bare, Councilwoman  
**SECONDER:** Katherine Harnest, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

**D. Police Department Matters - Mayor David Leake**

**E. Request to Council - Frank Pennel, New Life Christian Church**

Tobias moves to allow the Town Council to grant permission to New Life Christian Church to place a banner, no larger than 3'x5', to advertise their Christmas Eve service on the Town Center Green; the banner can go up no earlier than December 15 and must be taken down after the Christmas Eve services have complete on December 24, 2013.

**Discussion:** *With no objection of from the rest of Council, the Mayor asks if the applicant would like to speak. Mr. Pennel tells Council he has no problem removing the banner after the services are complete.*

**\*\*Direct staff to come up with policy for future use of advertising on the town hall property**

**RESULT:** ADOPTED [5 TO 1]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Bare, Harnest, Scarbrough, Kenworthy, Tobias  
**NAYS:** Steve Aitken

**F. Holiday Bonuses - Mayor David Leake**

Move to appropriate \$4,500 in Christmas bonuses, allocation of that amount will be provided to the Town Treasurer for her to disburse accordingly; funds to come from the general reserves line item.

**Discussion:** *Tobias asks to see the allocation prior to voting*

**RESULT:** ADOPTED [5 TO 1]  
**MOVER:** Katherine Harnest, Councilwoman  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy  
**NAYS:** Jay Tobias

**G. Code of Conduct (Draft) - Rebecca Bare, Steve Aitken, Brian Henshaw**

Deferred to January 2014

**H. Resolution for Special Election - Martin Crim, Town Attorney**



**RESULT:** TABLED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Steve Aitken, Councilman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

#### I. Consider Time Change for Work Session

Move to amend the adopted Council Rules of Procedure by changing the work session start time from 3:00 PM to 7:00 PM

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

## 8. Department Reports

- A. Police Report - Chief James E. Roop
- B. Town Manager's Report - Brian Henshaw
- C. Town Engineer's Report - Holly Montague
- D. Planner's Report - Marchant Schneider
- E. Treasurer's Report - Renee Dubiel
- F. Building Official's Report Soil Consultants, Dan Lyons
- G. Museum Report - Denise Hall

## 9. Closed Session

### A. Enter into Closed Session

Move to enter into closed session pursuant to VA §2.2-3711 for the following purpose:

**A1.** Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Performance Review of Charter Employees**

**A29.** Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. contract for event promotion, specifically the **Town Events Promotion Contract**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

### B. Certification of the Closed Session

Move to certify pursuant to VA 2.2-3712. that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

## 10. Councilmember Time

- A. Steve Aitken

B. Rebecca Bare  
C. Katherine Harnest  
D. Mary Lou Scarbrough  
E. Milt Kenworthy  
F. James Tobias  
G. David Leake

## 11. Adjournment

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 16, 2013

7:00 AM

Council Chambers

A Special Meeting of the Mayor & Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 AM

Mayor David Leake called the meeting to order.

### 1. Call to Order

### 2. Roll Call

Councilman Steve Aitken: Excused, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 3. Closed Session

#### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 A1 for Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Performance Review of Town appointed officials**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rebecca Bare, Councilwoman
<b>SECONDER:</b>	Jay Tobias, Vice Mayor
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

#### B. Certification of the Closed Session

Move pursuant to VA § 2.2-3712 to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

#### C. Enter into closed session

Move to enter into closed session pursuant to 2.2-3711 A1 for Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Performance Review of Town appointed officials**

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Rebecca Bare, Councilwoman  
**SECONDER:** Katherine Harnest, Councilwoman  
**AYES:** Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake  
**EXCUSED:** Steve Aitken

#### D. Certification of the Closed Session

Move pursuant to VA § 2.2-3712 to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Rebecca Bare, Councilwoman  
**SECONDER:** Katherine Harnest, Councilwoman  
**AYES:** Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake  
**EXCUSED:** Steve Aitken

#### E. Form a Committee

Move to appoint Aitken and Tobias as a two-member council committee to work in conjunction with the Town Attorney and the Town Attorney's office and any outside sources deemed necessary to investigate certain alleged personnel matters pertaining to certain town employees and that committee shall conduct their investigation with the full support of the Council and that committee shall conduct the investigation in an efficient manner as possible and provide a report back to Council, as soon as possible, probably in early 2014

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Milt Kenworthy, Councilman  
**AYES:** Bare, Harnest, Scarbrough, Kenworthy, Tobias  
**EXCUSED:** Steve Aitken

#### F. Censure Mayor David Leake

Move to censure Mayor David Leake for his failure to cooperate in the current matters relating to the personnel investigation by fully disclosing information that he is withholding from the rest of the Council

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Milt Kenworthy, Councilman
<b>AYES:</b>	Rebecca Bare, Mary-Lou Scarbrough, Milt Kenworthy, Jay Tobias
<b>NAYS:</b>	Katherine Harnest
<b>EXCUSED:</b>	Steve Aitken

#### 4. Adjournment

##### Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Bare, Harnest, Scarbrough, Kenworthy, Tobias
<b>EXCUSED:</b>	Steve Aitken

Submitted:

Approved:

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 Jennifer Preli, Town Clerk

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 David Leake, Mayor



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 16, 2013

7:00 PM

Council Chambers

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

called the meeting to order.

### I. Roll Call

Present this evening is Mayor David Leake, Councilman Steve Aitken, Vice Mayor Jay Tobias, and Planning Commission Chair Bob Weir

### II. Guest Meeting

#### A. Delegate Robert Marshall - Town Hall Meeting

Delegate Bob Marshall requested use of the Town Hall facility to hold a "Town Hall" meeting this evening. All Council Members were invited to attend to discuss upcoming matters affecting the Town in the 2014 session of the General Assembly

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)



# TOWN OF HAYMARKET TOWN COUNCIL

## EMERGENCY MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Wednesday, December 18, 2013

5:30 PM

Council Chambers

A Emergency Meeting of the Mayor & Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 5:30 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Absent, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 2. Agenda Items

#### A. Mayoral Veto - December 17, 2013

##### Overturn Mayoral Veto - Establishment of Investigative Committee

Move to reverse and override the Mayoral veto of December 17, 2013 that vetoed the Council approval of instituting an internal investigation committee to deal with certain personnel matters

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Rebecca Bare, Mary-Lou Scarbrough, Milt Kenworthy, Jay Tobias
<b>NAYS:</b>	Steve Aitken
<b>ABSENT:</b>	Katherine Harnest

##### Overturn Mayoral Veto - Censure of Mayor

Move to reverse and override the Mayoral veto of December 17, 2013 that vetoed the Council approval of censuring the Mayor for his failure to disclose certain information necessary for a personnel investigation

<b>RESULT:</b>	<b>DEFEATED [3 TO 2]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Rebecca Bare, Milt Kenworthy, Jay Tobias
<b>NAYS:</b>	Steve Aitken, Mary-Lou Scarbrough
<b>ABSENT:</b>	Katherine Harnest

### 3. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Jay Tobias, Vice Mayor
<b>AYES:</b>	Aitken, Bare, Scarbrough, Kenworthy, Tobias
<b>ABSENT:</b>	Katherine Harnest

Submitted:

Approved:

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Jennifer Preli, Town Clerk

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David Leake, Mayor





TO: Town of Haymarket Town Council  
SUBJECT: Settlement Agreement - Daytime Playtime Enrichment Ctr, LLC  
DATE: 01/06/14

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It is recommended that the Town Council adopt the following:

Move to authorize the Mayor to execute the Agreement between Daytime Playtime Enrichment Center, LLC and the Town of Haymarket for a settlement of lease arrearage owed to the Town, pursuant to the closed session discussions on the matter.

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)



TO: Town of Haymarket Town Council  
SUBJECT: Resolution for Special Election  
DATE: 01/06/14

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**ATTACHMENTS:**

- Resolution to obtain special election on charter amendment (PDF)

## RESOLUTION 20131202 – 1

**RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO PROVIDE FOR  
HOLDING AN ELECTION TO DETERMINE IF THE VOTERS OF THE TOWN DESIRE  
THAT IT REQUEST THE GENERAL ASSEMBLY TO AMEND ITS EXISTING CHARTER TO  
CHANGE THE TERMS OF THE TOWN COUNCIL FROM TWO YEARS TO FOUR YEAR  
STAGGERED TERMS**

WHEREAS, the current Town Charter, Article III § 2, provides for council members to serve two year terms; and

WHEREAS, The Town Council wishes to have the voters determine whether to seek a charter amendment whereby the council would be elected to four year staggered terms instead of two year terms; and

WHEREAS, Virginia Code § 15.2-201 permits the Town Council to provide for holding an election to determine if the voters of the Town desire that it request the General Assembly to amend its existing charter;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 6<sup>th</sup> day of January, 2014, that the Council does hereby provide for holding an election at the next May general election (May 6, 2014) to determine if the voters of the Town desire that it request the General Assembly to amend Article III § 2 of the Town charter as follows:

- (2) *Council election; term; oath.* On the ~~second~~ first Tuesday in ~~June~~ May, 2016, ~~nineteen hundred and fifty one, and every two (2) years thereafter,~~ there shall be elected by the qualified voters of the town, one (1) elector of the town, who shall be denominated mayor, and six (6) other electors, who shall be denominated ~~councilmen~~ members, and the mayor and ~~councilmen~~ members shall constitute the town council. ~~They shall enter upon the duties of their offices on the first day of September next succeeding their election, and shall continue in office until their successors are duly elected and qualified.~~ Every person so elected shall take ~~an oath faithfully to execute and discharge the duties of his office to the best of his judgment, and the mayor shall take the oath prescribed by law for state officers.~~ The failure of any person elected or appointed under the provisions of this Charter to qualify or to take the oath required, within the time prescribed for entering upon the discharge of the duties of the office to which he is elected or appointed, shall vacate the said office and the council shall proceed and is hereby vested with power to fill such vacancy in the manner ~~herein~~ prescribed by general law. The person elected mayor and the three candidates for town council receiving the highest number of votes in the May 2016 election shall serve four-year terms. The other three persons elected to town council in May 2016 shall serve two-year terms. Thereafter, all council members shall be elected at the May general election for four-year terms. The persons so elected shall qualify and take office on the first day of July following their election. They shall continue to serve until their successors are duly elected, qualified and assume office.

BE IT FURTHER RESOLVED that at least ten days prior to the holding of such election, the text or an informative summary of the proposed charter amendment shall be published in a newspaper of general circulation in the Town.

BE IT FINALLY RESOLVED that the Town Clerk is directed to take such steps as are necessary to communicate the results of the election to the General Assembly if the voters are in favor of the proposed amendment.

Done this 6<sup>th</sup> day of January, 2014.

ORDER OF THE COUNCIL

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

ATTEST:

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Jennifer Preli, Town Clerk

MOTION:

SECOND:

Votes:

Ayes:

Nays:

Abstain:

Absent:



TO: Town of Haymarket Town Council  
SUBJECT: Organizational Assessment  
DATE: 01/06/14

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Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)



TO: Town of Haymarket Town Council  
SUBJECT: Events Contract  
DATE: 01/06/14

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At the regular meeting of the Town Council on , the Town Manager and Town Attorney were directed to negotiate with ATTIVA Corporation for a renewal contract for management of the Town events. An addendum has been negotiated and is presented this evening for authorization to execute. It is recommended that the Town Council authorize the Mayor to execute the contract.

**ATTACHMENTS:**

- ATTIVA Events Contract Addendum (PDF)
- ATTIVA Events Contract signed 10-05-2011 (PDF)



### CONTRACT ADDENDUM

This Addendum, dated this 18<sup>th</sup> day of December, 2013, extends and amends the Contract made and entered into on the 5<sup>th</sup> day of October, 2011, by and between the TOWN OF HAYMARKET, VIRGINIA, a body politic, herein called "Town" and ATTIVA CORPORATION, INC., dba SPEND THE DAY IN HAYMARKET, herein called "Promoter".

Per Section 6 of the October 5, 2011 Contract, the parties agree to a one year extension to that Contract effective December 31, 2013, subject to the following terms, which supersede any contrary terms in the Contract.

1. For events during which Washington Street and/or Jefferson Street will be closed, the Promoter shall be responsible at its expense for securing an agreement with a Traffic Control company or Rental Company to ensure that "message display" boards are displayed announcing upcoming events a minimum of 5 business days prior to the event. If Virginia Department of Transportation (VDOT) determines that an alternative sign style may be utilized instead of a digital message display board, this substitution will be allowed if the alternative sign style meets VDOT standards.

2. If Promoter fails to pay the Town in full within ten days of the due date of an obligation, the Town may terminate this Contract immediately by providing written notice to Promoter. Within the time specified in its contract with each subcontractor and vendor (or, if no time is specified, within seven days after presentation of an invoice), Promoter shall either:

a. Pay the full amount stated in the subcontractor's or vendor's invoice; or

b. Notify the Town and the subcontractor or vendor, in writing, of its intention to withhold all or a part of the payment with the reason for nonpayment. The reason for nonpayment must constitute a legal defense to immediate payment.

3. Promoter may not terminate the Contract during the sixty day period before Earth Day or the sixty day period before Haymarket Day. At all other times, Promoter may terminate the contract by providing 30 day written notice to the Town.

4. Promoter may not make any commitments on behalf of the Town.

5. Promoter shall notify the Town Manager of the location of all vendors and shall comply with all policies adopted from time to time by the Town Council for the

regulation of events covered by this Contract. Newly adopted policies which affect the Terms and Conditions of this Contract and any other revisions to the Agreement will be mutually agreed upon and evidenced by future written Addendums.

6. Promoter shall report to the Town Manager before each event so that the Manager can relay the Promoter's progress to the Town Council.

7. Promoter shall not have any third party invoices issued in the name of, or delivered to, the Town.

TOWN OF HAYMARKET

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

ATTEST:

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

COMMONWEALTH OF VIRGINIA  
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by David Leake, Mayor of the Town of Haymarket, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2013

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

COMMONWEALTH OF VIRGINIA  
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by Jennifer Preli, Clerk of the Town of Haymarket, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2013

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



Approved as to form:

Martin Crim, Town Attorney

ATTIVA CORPORATION, INC., dba  
SPEND THE DAY IN HAYMARKET

By: [Signature]

Print name and title: G. KENNEDY  
PRESIDENT

COMMONWEALTH OF VIRGINIA  
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by Gerry Kennedy,  
President [title] of ATTIVA CORPORATION, INC., dba Spend the Day in  
Haymarket, this 18<sup>th</sup> day of December, 2013

My commission expires: 6/30/2017

[Signature]  
Notary Public



CONTRACT

This Agreement made and entered into this 5<sup>th</sup> day of October, 2011, by and between the TOWN OF HAYMARKET, VIRGINIA, a body politic, herein called "Town" and ATTIVA CORPORATION, INC., dba SPEND THE DAY IN HAYMARKET, herein called "Promoter". This Contract shall become effective on October 5, 2011 and shall remain in effect until December 31, 2013 and supersedes the agreement between the two parties dated June 8, 2011.

## WITNESSETH:

## RECITALS

1. The Promoter is desirous of promoting, staging, conducting and arranging events on behalf of the Town of Haymarket. The Town of Haymarket is desirous of having the promoter promote, stage, conduct and arrange the identified events and requires that a "stipend" of \$500.00 be paid by the promoter for certain events as follows:  
Events for which a stipend will be paid are:

Oktoberfest – October

Earth Day - April

Haymarket Car Show – June

4<sup>th</sup> of July (or Old Fashioned Picnic and BBQ) - July

Haymarket Day – September

Events which the promoter will promote, stage, conduct and arrange for which no stipend will be paid to the Town are:

Haymarket Hoe down - March

Three (3) Concerts Between May and September



### Holiday Party – December

Any additional event not named in this contract must be approved by the town of Haymarket at least 60 days in advance of the event.

If other parties desire to organize or sponsor similar events, the Town shall first refer such parties to the Promoter to work out an agreement, but if none can be reached, such party may thereafter negotiate with the Town, realizing the Town will be reluctant to agree to other promoters.


2. The Town, acting through its Town Council, has determined that such events are in the best interests of the citizens and businesses of the Town and will promote the recreational and cultural opportunities of its citizens and business opportunities of its businesses.

3. The parties are desirous of setting forth their rights and responsibilities and relationship and to establish that the Town shall have no liability whatsoever, in any fashion for any of the activities or inactivities of the Promoter in relation to any of these events.

NOW THEREFORE, this Contract which provides as follows:

1. The foregoing recitals are incorporated by reference.
2. The Town agrees that so long as this Agreement remains in effect that it may, but shall not be required to:
  - a. Assist Promoter in getting approvals for any road closures.
  - b. Provide Town of Haymarket Police presence at all events for traffic and crowd control.



- c. Assist Promoter, if requested, in the promotion of any event as described in “d.” below. However, Town employees will not be used for the organization or conduct of any event except for the Town Police Department staff for security enforcement. The Town shall have no liability or responsibility whatsoever for the organization or conduct of any event, the safety of the site, the safety of any person going to or from or upon such site, or attending such activity in any fashion whatsoever. The Promoter shall be solely responsible for organizing, staging and conducting any event.
  - d. List the Promoter’s events on the Town’s website during the existence of this Agreement and to promote such events in such other fashions as the Town may see fit in its sole discretion.
  - e. Allow, as the Town may deem appropriate the use of town property, except for town buildings and their interiors, so as to allow vendor staging in appropriate areas designated by the Town, but upon the understanding the Town retains control of all its property.
  - f. Invoice the promoter within 15 days of any event for any personnel or other expenses incurred by the Town.
3. The Promoter shall:
- a. reimburse the Town within 10 days for any invoice for Police personnel or other costs attributable by the Town for 



accommodating or assisting the Promoter in any fashion. The Promoter shall provide, upon execution of this contract, a refundable deposit of \$1,000.00 that may be drawn upon by the Town in the event of any late payment of stipends or expenses owed to the Town. Payment will be applied to insure that the deposit amount remains \$1,000.00. The deposit, or any remaining amount of the deposit, will be refundable only at the end of the contract period or at such time as the contract is ended by mutual agreement by the two parties.

- b. make a payment (stipend) in the sum of \$500.00 within 10 days of any event to the Town's general fund to be used as the Town may hereafter lawfully determine.
- c. conduct all such events in strict conformity with all federal, state and local laws, regulations and requirements and maintain a safe and orderly site and to conduct each such event in a safe and orderly fashion adequately supervised and inspected; insure a wholesome family, and in some cases wholesome adult recreational and cultural environment and also promote the businesses in the Town which may benefit from such activities; and to do all other things necessary to conduct each and every event and organize the same so as to insure and prevent injury to property or person or death or other injury, damage or calamity whatsoever. All of the foregoing shall be the sole responsibility



of the Promoter and the Town shall have no responsibility whatsoever for any action or inaction in relation to any such matters.

- d. Name the Town of Haymarket as a co-insured on any liability insurance policy for any event named or approved under this contract.

4. Promoter's primary point of contact with the Town shall be the Town Manager or his designee and no other employee of the Town, except that any request for work by off duty Town Police Officers or any additional police activities shall be coordinated through the Chief of Police and the Town Manager or their designees as appropriate.

5. There shall be no relationship of joint venture, partnership or any other relationship between the Town and the Promoter. The Promoter understands that any thing done or not done by the Town in support of the event(s) is purely an accommodation, and the Town may refuse at any time to honor any request or accommodation by the Promoter. The Town may initiate termination of this Agreement immediately for cause or default by written notice. Upon such written notice of default, Promoter shall have 30 days to cure the cause of default to the full satisfaction of the Town, in which case termination will not occur.

6. By mutual written agreement, the term of this Contract may be extended beyond the agreed to two (2) year term.

7. "Haymarket Day" and like and similar usages are copyrighted and a registered trademark and the sole property of the Town. The Promoter shall only employ or


use such term or similar terms as may be expressly permitted by the Town. Any such use shall not confer or imply a license or permission for any other or future use or for the Promoter to acquire or have any interest whatsoever in such term or like terms.



WITNESS the signatures and seals on the following pages.



## TOWN OF HAYMARKET

By:   
Mayor


ATTEST:

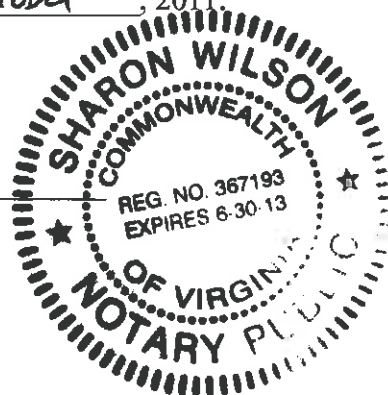
  
Clerk

STATE OF VIRGINIA  
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by Pamela E. Stutz, Mayor of the Town of Haymarket, Virginia this 6<sup>th</sup> day of October, 2011.

My Commission Expires: 6-30-13


  
Notary Public



STATE OF VIRGINIA  
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by Jennifer Preli, Town Clerk this 6<sup>th</sup> day of October, 2011.

My Commission Expires: 6-30-13

  
Notary Public






Approved as to form:

  
Town Attorney

STATE OF VIRGINIA  
COUNTY OF CULPEPER, to-wit:

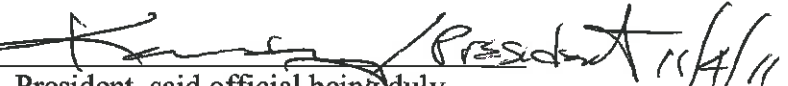
The foregoing instrument was acknowledged before me by John C. Bennett, Town Attorney this 6<sup>th</sup> day of October, 2011.

My Commission Expires: 6-30-13

  
Notary Public

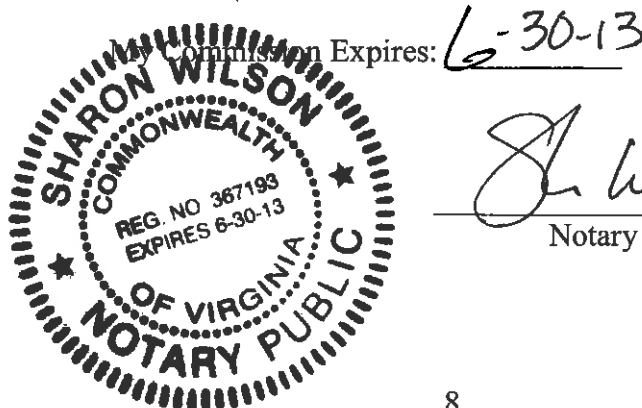
ATTIVA CORPORATION, INC., dba  
SPEND THE DAY IN HAYMARKET



By:   
President, said official being duly  
authorized therefore

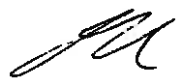
STATE OF VIRGINIA  
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by Gerry Kennedy, President of Attiva Corporation, Inc. dba Spend the Day in Haymarket this 4<sup>th</sup> day of November, 2011.



My Commission Expires: 6-30-13

  
Notary Public





TO: Town of Haymarket Town Council  
SUBJECT: Budget Appropriations  
DATE: 01/06/14

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Pursuant to Policy #20100816 adopted by the Town Council on August 16, 2010, it is requested that the Council appropriate the following for the third quarter of Fiscal Year 2014:

Police & Public Safety: \$177,672; Administration: \$190,069; Public Works: \$56,763; Community Development: \$35,773

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)



TO: Town of Haymarket Town Council  
 SUBJECT: Boundary Line Adjustment  
 DATE: 01/06/14

On September 3, 2013, the Town Council took action to approve and execute an agreement between Prince William County and the Town of Haymarket for a boundary line adjustment. The agreement allows the entirety of the PACE West School property to be incorporated into the Town limits.

During the preparation of the necessary documents and petitions to execute the agreement, it was determined that two notices for the required public hearing were necessary. The public hearing held by the Town Council on June 27, 2013, was only noticed once. Therefore, a second public hearing is necessary in order to execute the boundary line adjustment agreement.

Staff has amended the resolution for the previous action to incorporate second public hearing (see attached). It has been approved to form by the Town Attorney.

DRAFT MOTION(S)

1. I move that the Town Council adopt Resolution 20140106 - 1 to approve and execute an agreement with Prince William County authorizing adjustments to the corporate boundary line of the Town of Haymarket regarding the PACE West School property.

OR

2. I move an alternate motion

**ATTACHMENTS:**

- 02-RESOLUTION 20140106-1 BLA PACE WEST authorize execution (PDF)
- 03-TOWN-COUNTY BLA AGREEMENT\_REVISED 06-27-13 (PDF)
- 04-BLA Agreement - EXHIBIT A\_BLA AREA (PDF)

## RESOLUTION 20140106 - 1

**RESOLUTION OF THE HAYMARKET TOWN COUNCIL  
TO APPROVE AND EXECUTE AN AGREEMENT WITH PRINCE WILLIAM COUNTY AUTHORIZING  
ADJUSTMENTS TO THE CORPORATE BOUNDARY LINE OF THE TOWN OF HAYMARKET  
RE: PACE WEST SCHOOL PROPERTY**

WHEREAS, QBE Global, LLC is the contract purchaser on the property owned by the Prince William County School Division, known as the PACE West School ("Property"), GPIN 7397-19-1734; and

WHEREAS, the Town boundary of the Town of Haymarket bifurcates the PACE West School building resulting in the majority of the Property, including recreation fields utilized by the Prince William County Department of Parks & Recreation, being located within the Town boundary; and

WHEREAS, QBE Global, LLC by letter dated May 3, 2013, petitioned the Haymarket Town Council requesting support of QBE Global's efforts to redevelop the Property and allow for continued use of the onsite recreation fields; specifically, support for a boundary line adjustment to include the entire Property within the Town of Haymarket's corporate limits; and

WHEREAS, the proposed boundary line adjustment would cause approximately 2.0783 acres of Property located within Prince William County to be added to the Town of Haymarket; and

WHEREAS, in accordance with Code of Virginia Section 15.2-3106, *et seq.*, two localities may, by agreement, relocate a common boundary line; and

WHEREAS, the Haymarket Town Council, by letter dated June 4, 2013, expressed to the Prince William Board of County Supervisors its support and interest in initiating a boundary line adjustment based on QBE Global's filing and pursuit of a rezoning of the PACE West School property from a residential district to a business district; and

WHEREAS, on June 7, 2013, QBE Global, LLC, and Haymarket Properties Group, LLC, filed a rezoning application and thereafter the requisite public hearings were held by the Town Council and Planning Commission; and

WHEREAS, on June 27, 2013, AND on January 6, 2014, the Town Council conducted a public hearing on the Boundary Line Adjustment Agreement after advertisement of its intention to do so, together with a descriptive summary of the proposed agreement in the Gainesville Times, a newspaper of general circulation in the Town and County; and

WHEREAS, on July 1, 2013, the Town Council, by formal resolution, stated its interest in entering into an agreement with Prince William County authorizing adjustments to the corporate boundary line of the Town of Haymarket and requested that the Prince William Board of County Supervisors authorize a public hearing to consider the same agreement in the form of Exhibit A attached hereto; and

WHEREAS, on August 5, 2013, the Town Council approved a rezoning of the PACE West School property from a residential district to a business district effective upon the execution of an order by the Circuit Court approving a Boundary Line Adjustment Agreement bringing the entirety of the Property within the Town corporate boundary; and

WHEREAS, on August 6, 2013, the Prince William Board of County Supervisors conducted a public hearing and took action to approve and execute an agreement between Prince William County and the Town of Haymarket for a boundary line adjustment in the form of Exhibit A attached hereto, contingent upon execution of a lease between the Board of County Supervisors and the contract purchaser of the PACE West School for use of the ballfields on the Property; and

WHEREAS, the Haymarket Town Council has determined that QBE Global's proposal is consistent with the Town's land use vision and would be a mutually beneficial arrangement for both the County and the Town; and

WHEREAS, the proposed boundary line adjustment would eliminate the cost of duplicative development review and permitting by both jurisdictions and would expedite QBE Global's effort to repurpose the Pace West School building and Property for benefit of the community; and

WHEREAS, a proposed agreement in the form attached hereto as Exhibit A has been drafted by staff for the Town of Haymarket, addressing the parcel lying partially in the Town and partially within the County;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 6<sup>th</sup> day of January, 2014, that the Council does hereby approve an agreement to adjust a boundary line between Prince William County and the Town of Haymarket, as approved in final form by the Town Attorney; and

BE IT FURTHER RESOLVED that the Mayor is authorized to endorse, on behalf of the Town, an agreement with Prince William County substantially in the form of Exhibit A attached hereto; and

BE IT FINALLY RESOLVED that the Town directs the Town Attorney to file any necessary documents and petitions with the Prince William County Circuit Court to effect the boundary line adjustment.

Done this 6<sup>th</sup> day of January, 2014

#### ORDER OF THE COUNCIL

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

ATTEST:

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

MOTION: Aitken  
SECOND: Harnest

Votes:

Ayes: Aitken, Bare, Harnest, Scarbrough, Kenworthy  
Nays: Tobias  
Abstain: 0  
Absent: 0

**AGREEMENT BETWEEN  
PRINCE WILLIAM COUNTY AND THE TOWN OF HAYMARKET FOR  
2013 BOUNDARY LINE ADJUSTMENT**

**THIS AGREEMENT** (this “Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the Board of County Supervisors of Prince William County, a political subdivision of the Commonwealth of Virginia, (the “County”), and the Town of Haymarket, a Municipal Corporation of the Commonwealth of Virginia, (the “Town”).

**WITNESSETH:**

**WHEREAS**, the Town has identified a certain location more particularly described herein and on the plat attached hereto and incorporated herein as Exhibit A, wherein adjustment of the existing Town/County boundary is desired; and

**WHEREAS**, the County and the Town have agreed to enter into this Agreement to adjust the Town/County boundary line, pursuant to Code of Virginia Section 15.2-3106, et seq., which provides for the adjustment of boundaries between localities by agreement;

**WHEREAS**, the County and Town have properly advertised the adoption of this agreement, in accordance with Section 15.2-3107 VA Code Ann;

**NOW, THEREFORE**, in consideration of the foregoing, the County and the Town agree as follows:

1. The County/Town boundary shall be adjusted as provided herein in accordance with the procedures set forth in Sections 15.2-3106, et seq., VA Code Ann.
2. The boundary between the County and Town shall be adjusted so that the following area will be included within the jurisdiction of the Town:

All that certain area containing approximately 2.0783 Acres (90,530 sq. ft.) contained within GPIN 7397-19-1734 (owned by the County School Board of Prince William County) as described in the attached metes and bounds property description and as shown on the attached plat entitled "PLAT SHOWING A BOUNDARY LINE ADJUSTMENT OF THE TOWN OF HAYMARKET CORPORATE LINE ON THE LAND OF THE COUNTY SCHOOL BOARD OF PRINCE WILLIAM COUNTY THE TOWN OF HAYMARKET, VIRGINIA" as prepared by William G. Lippy, Jr., land surveyor, Rice Associates, Manassas, Virginia and dated May, 2013 (stamped 5-23-13). The metes and bounds property description and the plat are incorporated by this reference.

3. The County and the Town shall cooperate in the production of all exhibits necessary to effect the aforesaid boundary adjustment.

4. The County and the Town shall jointly petition the Circuit Court of Prince William County seeking the aforesaid adjustments to the County/Town boundary, and the County Attorney and the Town Attorney are hereby authorized to execute such a petition on behalf of the County and Town respectively.

**WHEREFORE**, in consideration of the foregoing, the authorized representatives of the County and the Town have executed this Agreement in duplicate on behalf of the parties on the date and year first hereinabove written.

**BOARD OF COUNTY SUPERVIORS OF  
PRINCE WILLIAM COUNTY, VIRGINIA**

---

**COREY A STEWART, CHAIRMAN**

ATTEST

---

CLERK TO THE BOARD

**TOWN OF HAYMARKET, VIRGINIA**

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**DAVID LEAKE, MAYOR**

ATTEST:

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TOWN CLERK



NOTES:

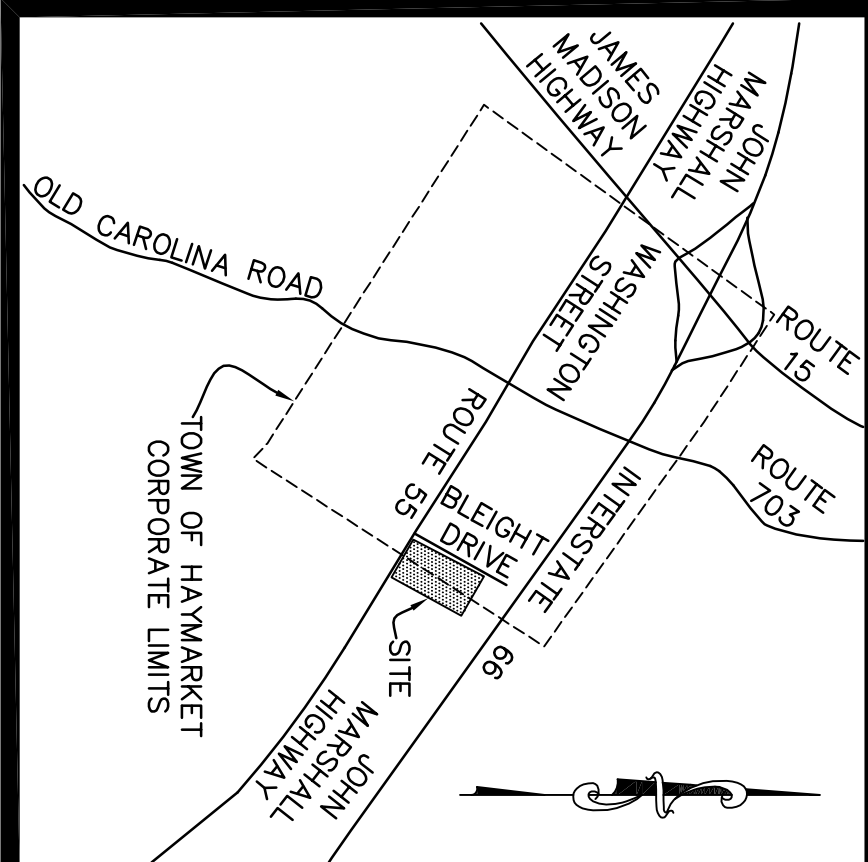
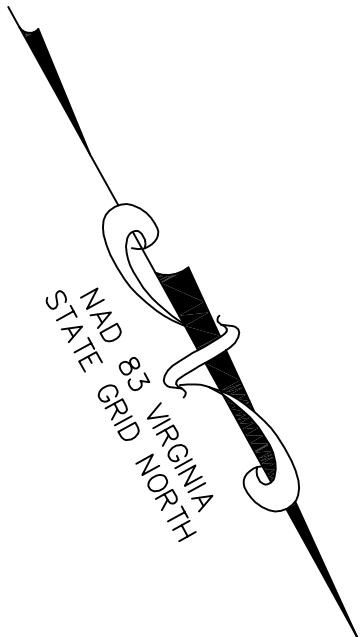
- 1) THE PROPERTY SHOWN HEREON IS CURRENTLY IN THE NAME OF THE COUNTY SCHOOL BOARD OF PRINCE WILLIAM COUNTY PER DEED BOOK 97 AT PAGE 445, DEED BOOK 99 AT PAGE 260 AND DEED BOOK 177 AT PAGE 503 RECORDED AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
- 2) THE GEOGRAPHIC PARCEL IDENTIFICATION NUMBER FOR THE PROPERTY SHOWN HEREON IS 7397-19-1734.
- 3) NO TITLE REPORT FURNISHED. THIS SURVEY IS SUBJECT TO ANY EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY. UNDERLYING EASEMENTS ARE NOT SHOWN ON THIS SURVEY. ALL EXISTING PHYSICAL IMPROVEMENTS ARE NOT SHOWN HEREON.
- 4) THIS SURVEY IS BASED UPON A FIELD RUN SURVEY PERFORMED BY RICE ASSOCIATES IN MAY, 2013
- 5) THE PLAT OF THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 (VCS 1983) WHICH IS TIED TO PRINCE WILLIAM COUNTY MONUMENTS: GANESVILLE 2, PM11 AND PM12, PER RECORD PLAT FOR ALEXANDRAS KEEP SUBDIVISION, RECORDED AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA AT INSTRUMENT NUMBER 200906050054872. THE PLAT DISTANCES ARE INTENDED TO BE HORIZONTAL DISTANCES MEASURED AT THE MEAN ELEVATION OF THIS PROJECT. THE BEARINGS SHOWN ARE REFERENCED TO VCS 1983 GRID NORTH.
- 6) LOCATION OF FENCES (IF SHOWN) ARE APPROXIMATE AND DO NOT CERTIFY OWNERSHIP.
- 7) THIS PLAT WAS FORWARDED ELECTRONICALLY IN READ ONLY FORMAT. ANY ATTEMPT AT ALTERATION INVALIDATES THE SEAL AND SIGNATURE. AN ORIGINAL HARD COPY REMAINS ON FILE AT RICE ASSOCIATES.



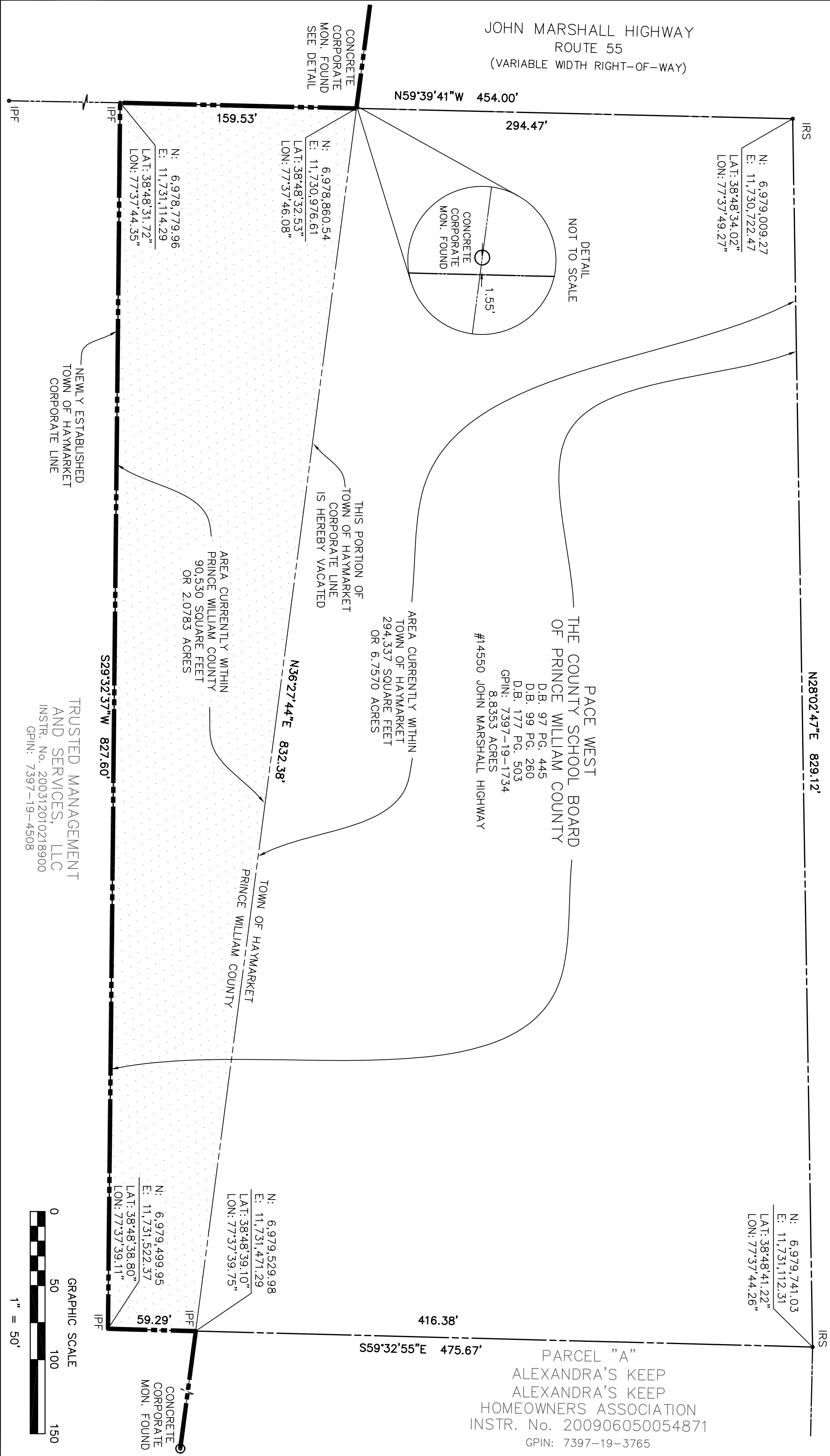
ABBREVIATION LEGEND	
D.B.	DEED BOOK
MON.	MONUMENT
PG.	PAGE
IPF	IRON PIPE FOUND
INSTR.	INSTRUMENT
No.	NUMBER
IRS	IRON ROD SET WITH CAP
GPIN	GEOGRAPHIC PARCEL IDENTIFICATION NUMBER

BLEIGHT DRIVE  
(40' RIGHT-OF-WAY)  
D.B. 1092 PG. 1944

N28°02'47"E 829.12'



VICINITY MAP  
1" = 2000'



REVISIONS		
DATE	REVISION	BY

SCALE: 1" = 50'
DATE: MAY, 2013
DRAWN BY: CGW
CHECKED BY: WGL
FILE NAME: ID1301.00
SHEET 1 OF 1

PLAT SHOWING A  
BOUNDARY LINE ADJUSTMENT  
OF  
THE TOWN OF HAYMARKET  
CORPORATE LINE  
ON THE LAND OF  
THE COUNTY SCHOOL BOARD  
OF PRINCE WILLIAM COUNTY  
THE TOWN OF HAYMARKET, VIRGINIA

# RICE ASSOCIATES

LAND SURVEYING MAPPING CONSULTANTS

10625 GASKINS WAY  
MANASSAS, VIRGINIA 20109  
(703) 968-3200 FAX (703) 968-2705  
WWW.RICESURVEYS.COM



TO: Town of Haymarket Town Council  
 SUBJECT: Rail Safety Grant Application  
 DATE: 01/06/14

## BACKGROUND

Per our meeting with FRA (Federal Rail Administration) with regard to the creation of the Haymarket/Gainesville Quiet Zone, we were informed that the rail speeds for this area have been increased and that we would need to re-calculate our safety measures for the Quiet Zone Designation. In contacting the rail company, Norfolk Southern, we were also informed that there would need to be additional safety improvements made to the crossings included in the proposed Quiet Zone. Prior to making any improvements the Town would need to have an assessment performed by Norfolk Southern to determine what would be needed at each intersection.

It has come to our attention that VDOT current has grants available through their "Rail Safety" Division to make the vast majority of these improvements. These improvements would most likely be installing a Constant Warning Time module at each crossing to upgrade the equipment at each crossing. Not included in the grant would be the installation of Power Out Indicators which is for the rail traffic.

This information has presented yet another setback to what has already been a lengthy process, however, the upgrades at the railroad crossings are safety improvements for the residents of Haymarket and surrounding area. Making these improvements would not necessarily affect rather or not the Town wishes to create a Quiet Zone, but would enhance the safety each railroad crossing.

## RECOMMENDATION

I would recommend that Council authorize the Town Manager to continue to work with the Quiet Zone Subcommittee on a grant application for rail safety funds to make the needed improvements at the crossings identified within the proposed Haymarket/Gainesville Quiet Zone. I would furthermore recommend the Town Council authorize the \$2,800 for the assessment of the current crossings by Norfolk Southern.

Now it is unclear at this time if the assessment will need to be performed prior to applying for the grant, however, that would give us a clearer picture as to what would be needed for the improvements. So I would defer to the Council if you would prefer for us to have the assessment done prior to grant application or performed upon the award of the grant.

## MOTION:

I move to authorize the Town Manager to move forward with the grant application for rail safety improvements through VDOT and \$2,800 for the assessment of the crossing by Norfolk Southern out of the General Fund Reserves.

Or

I move to ...



TO: Town of Haymarket Town Council  
 SUBJECT: Historic District Overlay Amendment  
 DATE: 01/06/14

At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundary. The district overlay boundary currently encompasses all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text describing the boundary. The joint public hearing was held on April 1, 2013. At the conclusion of its discussion on April 1, the Council motioned to send the item back to the Planning Commission and directed the Commission to draft a formal resolution for a small central historic district with due consideration of all four entryways into the Town. Subsequent meetings held by the Commission expanded the discussion of the overlay boundary to include additional edits to the text the Old and Historic Haymarket District Overlay Ordinance regarding the Architectural Review Board's review of Certificates of Appropriateness. It was later decided by the Commission that a smaller district boundary may affect the content of the various text revisions under consideration and therefore scaled back its discussion to only the historic district overlay boundary. The amended boundary recommended by the Planning Commission includes all four major corridors into downtown Haymarket and excludes most residential properties governed by HOA review.

The Planning Commission held a public hearing on December 9, 2013. All property owners within the Town were notified of the hearing via U.S. Mail. Several members of the public spoke at the hearing. Most were in favor of keeping the current boundary of the district (i.e. the entire Town) while others suggested Madison Street and Madison Court continue to be included in the district. Following the hearing, the Commission voted 3-0 to forward the attached Resolution supporting the amended district boundary as advertised.

At its December 18, 2013 meeting, the Architectural Review Board (ARB) discussed the revised district boundary and recommended 3-1 (Ring opposed) that the parcel containing Ala Carte Catering (south of Sheetz, bordering Route 15) and the entirety of the old fairgrounds property continued to be included in the overlay district. The general consensus was that these properties were "highly visible gateways" into the Town as seen from Route 15 and I-66. The ARB also recommended the Century Stair warehouse complex south of the Fosters building continued to be included in the overlay district due to the high visibility of the site from Washington Street.

#### STAFF RECOMMENDATION

Staff recommends that the Town Council review the Planning Commission recommendation and public hearing comments as well as the ARB recommendation, reach consensus on an appropriate district boundary, and then instruct staff to advertise the district boundary for public hearing in February. This would include a review of the language of the district boundary text by the Town Attorney.

A copy of the PC and ARB recommended boundaries and associated text are attached as well as a copy of the previous staff analysis and summary of the Planning Commission discussion regarding the historic district overlay.

**ATTACHMENTS:**

- (1) PC Resolution 12-09-13 (PDF)
- (2) PC RECOMMENDED BOUNDARY 12-09-13 (PDF)
- (3) ARB RECOMMENDED BOUNDARY 12-18-13 (PDF)
- (4) ARTICLE XIV REVISIONS 58-553\_10-21-13 (PDF)
- (5) 04-01-13 Consider Amendments to Historic Overlay (PDF)

**PLANNING COMMISSION RESOLUTION  
RES#20131209**

**A RESOLUTION RECOMMENDING AMENDMENTS TO THE  
CODE OF HAYMARKET, VIRGINIA, CHAPTER 58, ARTICLE  
XIV, OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY**

WHEREAS, the Town of Haymarket, Virginia, in order to preserve the unique cultural heritage of the town, has established an overlay district known as the "Old and Historic Town of Haymarket," which includes all that area which lies within the corporate limits of the town, § Sec. 58-553; and

WHEREAS, the Town has enacted Article XIV, Old and Historic Haymarket District Overlay, pursuant to Code of Virginia, § 15.2-2306, as amended, for the purpose of imposing special requirements in addition to the requirements pertaining to the underlying zoning in the town, in order to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest, § Sec. 58-552(a); and

WHEREAS, the regulations imposed in this district are intended to protect against destruction of, or encroachment upon, such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences, § Sec. 58-552(b); and

WHEREAS, in its administration of the Ordinance, the Planning Commission has concluded that the Old and Historic Haymarket District Overlay includes areas or structures which are not of historic, architectural or cultural interest to the town; and

WHEREAS, a majority of those areas or structures which have been determined not to be of historic, architectural or cultural interest to the town are either subject to restrictive covenants of a Homeowners Association (HOA) or are not otherwise contiguous to an arterial street within the town (Washington Street and Jefferson Street); and

WHEREAS, amending the boundary of the Old and Historic Haymarket District Overlay to exclude areas or structures which have been determined not to be of historic, architectural or cultural interest to the town will reduce the number of Certificate of Appropriateness (COA) applications required to erect, reconstruct, alter, restore or raze a building within the Old and Historic Haymarket District Overlay, § Sec. 58-554; and

WHEREAS, reducing the number of Certificate of Appropriateness (COA) applications will result in a cost savings to the Town through a reduction in staff time and resources required to process such applications as well as reduce a duplicative layer of regulation imposed on homeowners subject to an HOA; and,

WHEREAS, the Planning Commission, pursuant to § Sec. 58-425, held a public hearing on December 9, 2013, and has recommended that the Old and Historic Haymarket District Overlay boundary be amended; and

WHEREAS, the public necessity, convenience, general welfare and good zoning practice are served by amending Old and Historic Haymarket District Overlay;

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission does hereby recommend an amendment to the text § Sec. 58-553 as outlined in the attached text and amended Old and Historic Haymarket District Overlay map, dated December 9, 2013.

Done this 9<sup>th</sup> day of December, 2013



PLANNING COMMISSION  
TOWN OF HAYMARKET, VIRGINIA

BY \_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
Clerk

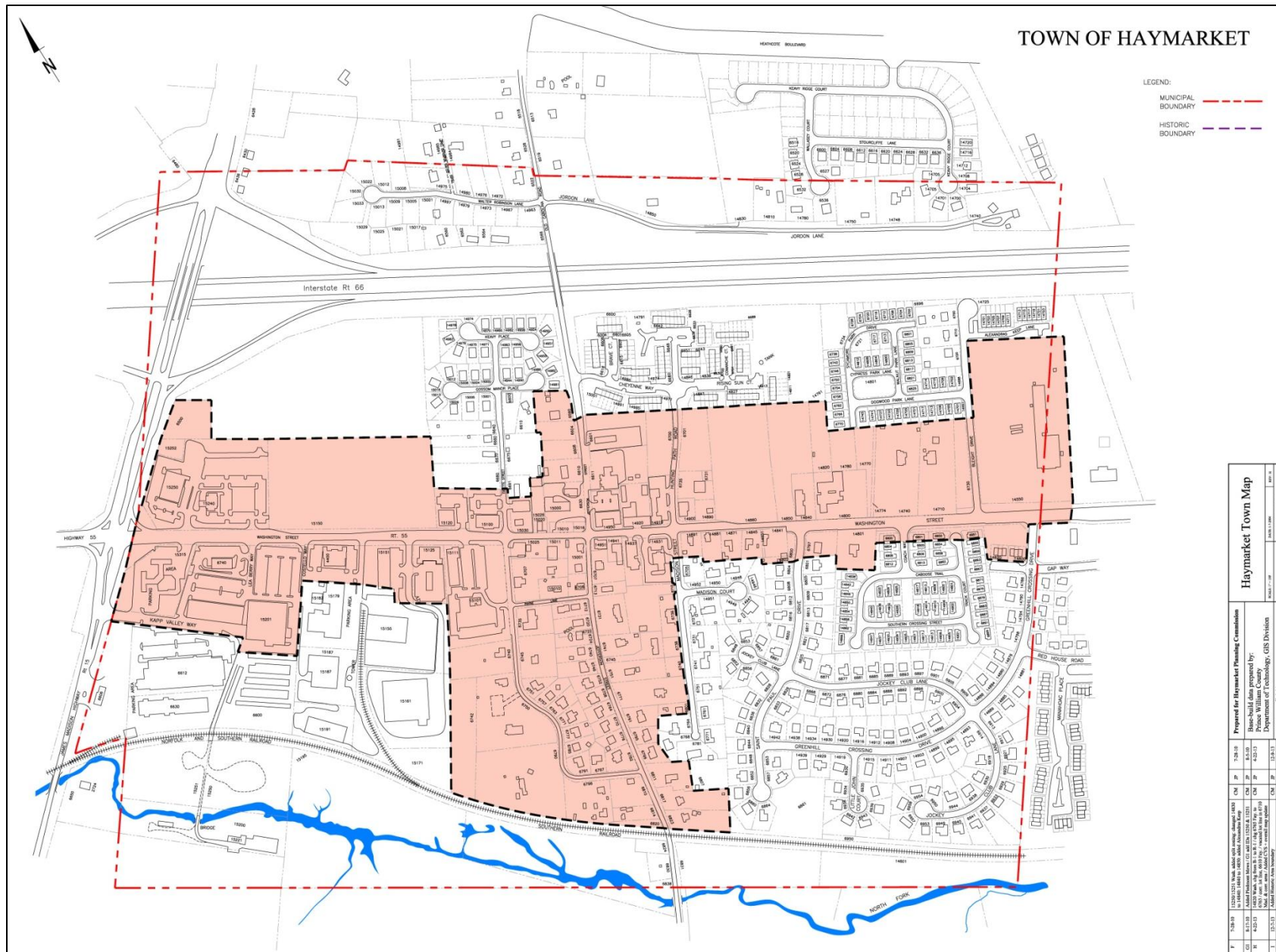
Voting Aye: \_\_\_\_\_

Voting Nay: \_\_\_\_\_

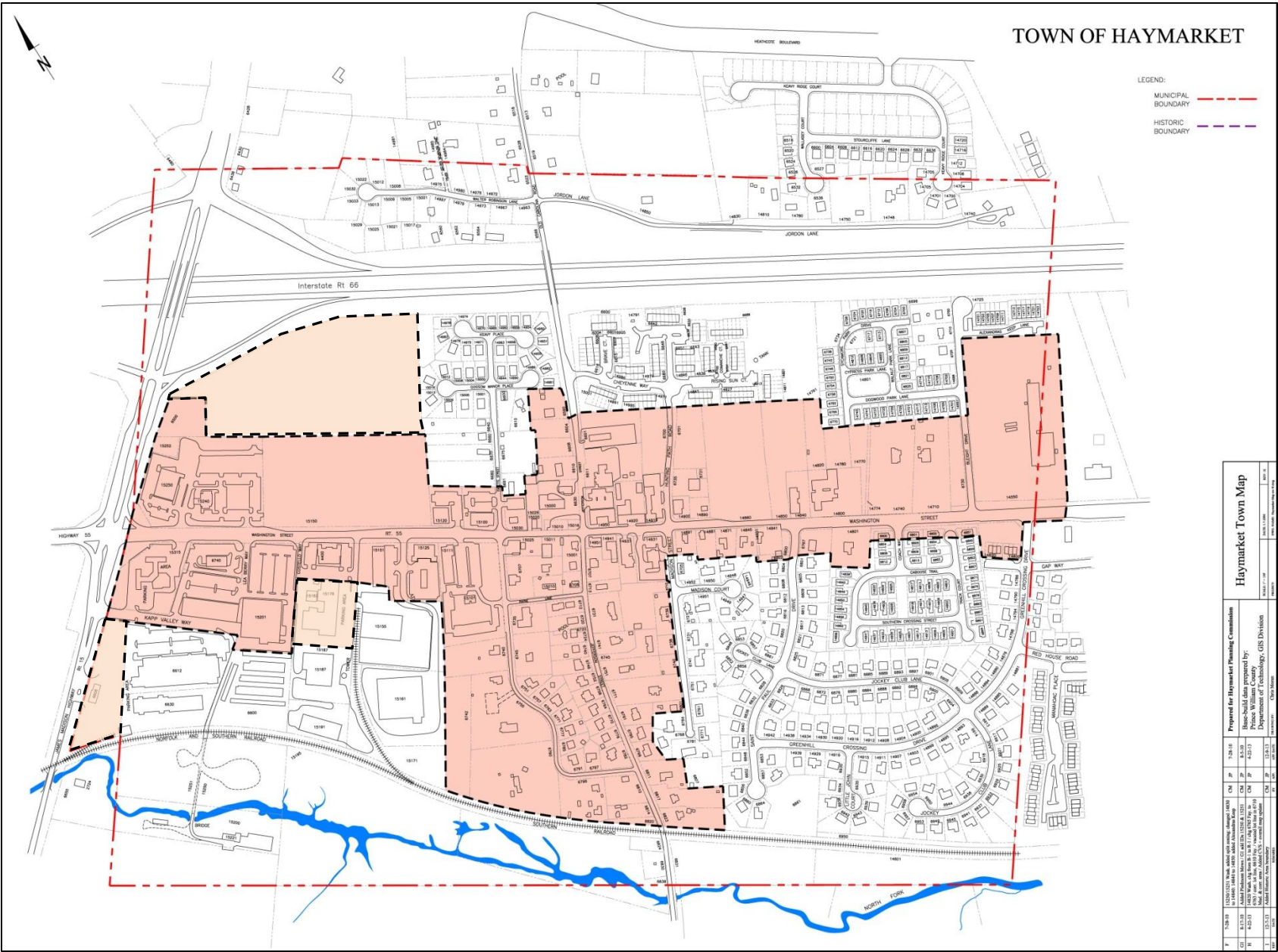
Abstaining: \_\_\_\_\_

Absent: \_\_\_\_\_

PLANNING COMMISSION RECOMMENDATION – AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY 12-09-13



ARCHITECTURAL REVIEW BOARD RECOMMENDATION – AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY 12-18-13



Haymarket Town Map									
Prepared for Haymarket Planning Commission									
Map scale and prepared by:									
Pete Williams County									
Department of Technology GIS Division									
Map scale: 1" = 100'									
Map scale: 1" = 100'									
Map scale: 1" = 100'									
Map scale: 1" = 100'									
Map scale: 1" = 100'									



**Sec. 58-553. Creation; boundaries.**

In order to preserve the unique cultural heritage of the town, there is hereby established an overlay district to be known as the "Old and Historic Town of Haymarket," which shall include all that area bounded by [ ] and which lies within the corporate limits of the town. The boundary of this district shall overlay the boundaries of districts as shown on the official zoning map. Development of property lying in this district shall comply with both the requirements of the underlying district and of the overlay district. Where the requirements are in conflict, the requirements of this district shall take precedence.

(a) The Old and Historic Town of Haymarket district boundaries shall in general be drawn so as to include lands closely related to and bearing upon the character of those areas or structures which are of historic, architectural, or cultural interest, thus providing an area needed to control potentially adverse influences. Said boundary shall include land on both sides of a street or streets where desirable to accomplish the preservation objective. Said boundary shall also include parcels of land contiguous to streets or highways that are routes of tourist access to the Town or to the Old and Historic Town of Haymarket district boundaries. Whenever a portion of a lot or parcel lies within the district as described above, the entire lot or parcel shall be subject to the provision of this ordinance. The concept of the Old and Historic Town of Haymarket district shall include groupings of structures which have significance relative to their patterns of development and/or interrelationships among such structures, while some of the structures might not possess significant merit when considered alone.

(b) The Old and Historic Town of Haymarket district boundaries, regulations and amendments thereto may be initiated (i) by resolution of the Town Council, (ii) by motion of the Planning Commission, or (iii) by petition of the owner, contract purchaser with the owner's written consent, or the owner's agent therefore, of the property which is the subject of the proposed amendment, addressed to the governing body or the local planning commission. Any such resolution or motion by the Town Council or Planning Commission proposing the amendment shall state the public purposes therefore.



## INTEROFFICE MEMORANDUM

**TO:** MAYOR AND TOWN COUNCIL, MEMBERS OF THE PLANNING COMMISSION

**FROM:** MARCHANT SCHNEIDER, TOWN PLANNER

**SUBJECT:** **\*\*JOINT PUBLIC HEARING\*\* CONSIDER AMENDMENTS TO THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY BOUNDARIES OF THE TOWN OF HAYMARKET, VIRGINIA**

**DATE:** 04-01-13

**CC:** STAFF

**Please see packet page 53 for additional materials**

At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundaries. The district overlay boundaries currently encompass all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text (see attached). Should the Town Council further consider the amendment, it is recommended that the Council adopt a resolution of intent to amend Zoning Ordinance pursuant to Section 58-425 and 15.2-2285 of the Code of Virginia. Staff will provide a brief presentation to Town Council regarding the proposed amendments.

### **BACKGROUND**

The Old and Historic Haymarket District Overlay was created in the late 1990s. The Town's Zoning Ordinance and Comprehensive Plan speak to the Town's intent and goals with regard to preservation of the Town's areas and structures which are of historic, architectural, and cultural interest to the Town. Currently all property owners within the Town's corporate limits must file a Certificate of Appropriateness (COA) when improving the exterior of existing structures or constructing new structures. The Town Council previously considered amending the district overlay boundaries in July 2011. The Council voted down the proposal 4-3. In the fall of 2012, the Council's liaison on the Architectural Review Board (ARB) inquired as to the whether or not the Town should consider pursuing a Certified Local Government (CLG) status with the Virginia Department of Historic Resources. Designation as a CLG would give the Town access to, among other resources, state and federal resources, matching grants, technical assistance, and a network of other state CLGs. Participation in the CLG program is subject to several requirements, one of which is minimum qualifications for ARB members. During the Council and Planning Commission discussion of the CLG certification, the question again arose as to whether the existing boundaries of the district overlay should be amended.

## **PLANNING COMMISSION REVIEW AND RECOMMENDATION**

During its discussion, the Commission noted several potential benefits to amending the historic district overlay boundaries:

1. A more defined and compact district overlay would aide in CLG certification.
2. A more defined and compact district overlay would be a “true” overlay district and would allow for greater flexibility in many areas of the Zoning Ordinance text (i.e. signage, allowable uses, etc.).
3. A more defined and compact district overlay would eliminate the COA requirement for residents and businesses outside of a more narrowly defined district overlay. In many instances, the same residents are already subject to architectural covenants through respective Homeowner’s Associations (HOAs).
4. The reduction of the number of COA’s would result in a cost savings to the Town (i.e. reduction of staff / ARB resources necessary to process applications).
5. The reduction in the size of the district overlay would limit the number of residents / businesses that otherwise have to incur the cost of a COA.

The revised district overlay boundaries recommended by the Planning Commission remove all residential developments subject to HOAs as well as residential structures along the east side of Madison Street. The revised boundaries also remove commercial and industrial properties on the west side of Town that do not include contributing historic resources listed in the Comprehensive Plan; however, the revised boundaries do continue to include the Town’s eastern and southern entrance corridors. The Commission also recommended corresponding Zoning Ordinance text amendments.

The Planning Commission is concurrently considering an entrance corridor overlay which would take the place of the exiting district overlay boundary governing the commercial and industrial properties on the west side of town.

## **STAFF REVIEW AND RECOMMENDATION**

Staff recommends that the Council consider amendments to the district overlay boundaries which better align with the intent of the Old and Historic Haymarket District Overlay; however, it is noted that § 15.2-2306 of State Code does permit “...parcels of land contiguous to arterial streets or highways found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein, or in a contiguous locality...” to be included in a local historic district overlay. Due to the high visibility of the Town’s western entrance corridor and its linkage to the Journey Through Hallowed Ground National Heritage Area, and due to the considerable investment made by property owners within the corridor, staff does recommend that the western entrance corridor continue to be included in the historic district overlay as permitted by the State Code.

Staff will make a brief presentation at the April 1 meeting providing some additional background regarding the historic district overlay, the various historic district designations, opportunities and weaknesses of the existing district overlay boundaries, historic district vs. entrance corridor overlays, and recommendations regarding next steps.

**DRAFT MOTIONS**

1. I move that the Town Council instruct staff to draft a Resolution of Intent to Amend Chapter 58, Article XIV, Old and Historic Haymarket District Overlay.

Or,

2. I move that the Town Council take no action regarding \_\_\_\_\_.

Or,

3. I move an alternate motion.



TO: Town of Haymarket Town Council  
SUBJECT: Parking Ordinance - Authorize RFP  
DATE: 01/06/14

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At its December 2013 meeting, the Town Council directed the Planning Commission to review the Town's Parking Ordinance and return to the Council in March 2014 with recommended changes. The Commission discussed the Council's directive at their December meeting and instructed the Town Planner to work with Town Manager to draft a Request for Proposals (RFP) to conduct an analysis of the parking demand for existing and planned land uses within the Town as well as an analysis of the Town's Parking Ordinance. The RFP would include recommendations regarding parking standards and/or alternate parking options. The general consensus of the Commission was that the current parking ordinance, combined with no on-street parking along the Town's major corridors or municipal parking, hampered redevelopment within the Town and limited the Town's ability to achieve its desired "walking town". As such, a holistic approach would be appropriate. The Commission requested that Staff provide the draft RFP for review at their January meeting.

#### STAFF RECOMMENDATION

Staff recommends that the Town Council authorize Staff to draft an RFP for the Planning Commission's consideration and return to the Council in February with the draft RFP and estimated budget to complete the scope of the RFP.



TO: Town of Haymarket Town Council  
SUBJECT: Employee Recognition  
DATE: 01/06/14

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Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)



TO: Town of Haymarket Town Council  
SUBJECT: Request to Council  
DATE: 01/06/14

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Please see the attached requests from the Gainesville Magisterial District Democratic Committee

**ATTACHMENTS:**

- GMDDC Request to Council - Waiver of Facility Rental Fees (PDF)

## V. APPEAL OF FEES

At times the Town Council may consider waivers of the above fees by formal application, and the majority approval vote by Town Council.

REQUEST FOR WAIVER OF FEES

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

The GMDDC is the local entity of the Democratic Party. Each of the seven magisterial districts has a local organization which meets monthly to discuss political issues and have programs of interest to members. These organizations are member supported and receive no outside funding. Many meet at PWC buildings within their areas. There is no PWC building in this district. For that reason we are requesting a fee waiver to hold our meetings at Haymarket Town Hall. The Town Hall seems very well suited for the type of meeting we have. We believe having meetings there would not only be beneficial to us, but would also bring people from outside into Haymarket. Many of these people might not otherwise visit the town. We expect to hold 10-12 meetings at the Town Hall this year depending on its availability.

Jan 11, Feb 8, March 8, April 12 2014

William H Hardy (GMDDC Chair)

Applicant Printed Name

William H Hardy  
Applicant Signature

Date of Appeal

Date Requested for Town Hall Use

\*\*\*\*\*

Date presented to Town Council:

1-6-2014

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

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

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

**Comments:**

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



# APPLICATION FOR RESERVATION OF THE TOWN OF HAYMARKET FACILITIES, AND USE AGREEMENT

Name of Applicant: PWC Democratic Committee (Gainesville Magisterial District Democratic Committee)

Address of Applicant: 6386 Avington Place, Gainesville, VA 20155

Telephone No.: (Home) (571) 248-0940

(Cell) (865) 279-1090

Email address (Mandatory): bhardy69@gmail.com

Date Facility/Property is requested: 2nd Saturday morning each month in 2014

Alternate Date Requested if first date is not available: \_\_\_\_\_

Hours: 2 Number of Guests: approx 25

Type of Affair Planned: Meeting with speakers  
(e.g., dinner party, HOA meeting, yard sale, birthday party, etc.)

Insurance Company Name Auto Owners Insurance Co Policy # 43725971-12

Insurance Agent Name Janice Scarborough Phone # 7033680333

Will you be: Serving food? n What kind? (catered/cooking here) \_\_\_\_\_

Using the Town Hall Kitchen?: n

Providing music? n Type: \_\_\_\_\_  
(i.e. CD's, band, DJ, etc.)

I hereby apply for a reservation to use the Town of Haymarket. By my signature below, I hereby acknowledge that I have read the attached Rules of Use for the Town Hall which are attached hereto and incorporated herein by reference, and, if my Application is approved, I agree to comply with, abide by, and be bound by the terms of the Rules as outlined therein. Any approval granted is personal to the Applicant and may not be transferred or assigned.

William H. Hardy  
Signature of Applicant

12/16/2014

Date

\_\_\_\_\_  
Signature of Co- Applicant (if applicable)

\_\_\_\_\_  
Date

The Town of Haymarket Hereby verifies receipt of the Nonrefundable Use Fee in the amount of \$ \_\_\_\_\_ for the reservation of the on \_\_\_\_\_, 2013 and hereby, by the signature of its authorized agent set forth below provides its approval for applicant's use on and between the hours of \_\_\_\_\_ and \_\_\_\_\_ subject to the Rules and applicant's agreement to abide, comply and be subject to the Rules.

\_\_\_\_\_  
Signature of Town Manager

-----  
**FOR OFFICE USE ONLY:**

Date and Time Reservation Received: \_\_\_\_\_

Date Use Fee Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Personal check, \_\_\_\_\_ Money Order, Other \_\_\_\_\_

Date Facility Inspected Pre-Event \_\_\_\_\_ By: \_\_\_\_\_

Date Facility Re-inspected **Post-Event** \_\_\_\_\_ By: \_\_\_\_\_

Amounts Invoiced for damages/cleanup: \$ \_\_\_\_\_

Authorizing Personnel: \_\_\_\_\_



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 01/06/14

### Enhancement Project

- While constructing the drainage at the Haymarket Baptist Church, unsuitable material and rock has been encountered. Due to this and the inclement weather, progress of installing this drainage has been slow. However, the drainage has been constructed along the back of the Church, across the parking lot and up the property line.
- Finley is on Holiday break from December 24 - January 1.
- Weather permitting, the first week of January, Finley will install the inlet at the southeastern corner of Haymarket Baptist Church/Food Pantry, restore the drainage easement on the Church property and Food Pantry property line, and install a piece of drainage crossing Washington Street.

### VSMP Authority

- Brian and I met with Prince William County regarding becoming a Virginia Stormwater Management Program (VSMP) Authority.
- If Prince William County becomes the VSMP Authority in Haymarket, any costs incurred by Prince William County that are not covered by fees they collect would be charged to the Town.
- Since there would be no savings to the Town by having the County be the VSMP Authority, there are only a few large parcels to be developed that need stormwater management and we would be able to collect and utilize stormwater management fees on new construction, Brian and I are moving forward with the Town becoming the VSMP Authority. If being a VSMP Authority proves to be too burdensome to the Town, we still have the option of turning the program over to the County at a future date.
- Prince William County provided training contact information as well as other useful information to the Town that they have been using in setting up their own VSMP Authority.
- The VSMP will follow the same format and overlap the Erosion & Sediment Control Program where the Town Engineer would be the Administrator and Plan Reviewer and our Erosion & Sediment Control Inspector would also perform VSMP Inspections while performing E&S Inspections.
- Brian and I are working on the preliminary DRAFT VSMP Application, which includes DRAFT ordinances, work plan, personnel, and policies & procedures. This DRAFT application is due January 15.

- The FINAL VSMP application, which includes adopted ordinances, is due to DEQ by May 15 for final approval by July 1.



TO: Town of Haymarket Town Council  
 SUBJECT: Museum Report  
 DATE: 01/06/14

### **Carient Heart & Vascular Health Screenings**

I am currently coordinating with Walter Birch while Kellen Bagnoli, Director of Carient Heart & Vascular Foundation is on maternity leave. The following screenings will be conducted in February during heart month. Time and potential dates are as followed:

**Time:**

9:00 am - 1:00 pm

**Potential Dates:**

- February 1<sup>st</sup> 2014
- February 8<sup>th</sup> 2014
- February 22<sup>nd</sup> 2014

**\*Note a date must be selected by January 21<sup>st</sup> 2014\***

**Screenings:**

- Cholesterol
- BMI
- Blood Pressure
- Carotid Ultrasound
- Echocardiogram
- Consultation with physician

**Location:**

- Carient Heart & Vascular Haymarket Office: 15195 Heathcote Blvd., Suite 350

### **Museum Attendance for December 2013**

Museum is currently closed for the winter



TO: Town of Haymarket Town Council  
 SUBJECT: Planner's Report  
 DATE: 01/06/14

- Haymarket Village Square. The contract purchaser of the Payne Lane Property (i.e. the block encompassing Washington Street, Jefferson Street, Payne Lane, and Jefferson Street) presented a concept plan to the Architectural Review Board on December 18, 2013. A formal Certificate of Appropriateness application is to follow. The proposal includes 5 structures of varying heights and materials and total approximately 31,000 square feet. Retail uses are proposed on the ground floor, office uses above. The plan also incorporates Dr. Payne's house at the corner of Jefferson and Payne Lane.
- Firehouse Sale. The contract purchaser of the firehouse complex closed on the property last week. Prince William County no longer controls the property.
- The Haven at Haymarket Crossing. The Town has received a 1-mile notice of a proposal to rezone approximately 20 acres of agricultural zoned property to residential use in order to construct 316 multi-family units north of Heathcote Boulevard and across from the hospital.
- Midwood. The Town has received a 1-mile notice of a proposal rezone approximately 118 acres of commercial zoned property to planned mixed residential use in order to construct 550 age-restricted single-family detached and single-family attached units south of Route 55 and west of Walmart.



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 01/06/14

#### Quiet Zone Update:

- Memorandum and recommendation submitted...
- We have met with a representative from the FRA (Federal Rail Administration), VDOT and the local businesses to look at the private crossing. The private crossing surrounding business owners had safety concerns about instituting a quiet zone but otherwise the meeting went well.
- During the meeting the FRA representative also informed us that the speeds had been increased throughout the proposed quiet zone and that we would need to recalculate the safety requirements for the proposed quiet zone.
- In getting in touch with a contact from Northern Southern to verify the current speeds, we were dealt another setback. As it turns out, all of the crossings with the exception of the private crossing would need to be evaluated for needed safety upgrades.
- Until this time, we were under the impression that this would not be required as the safety improvements and grade separation at the Gainesville railroad crossings would offset any needed improvements at the other proposed quiet zone crossings.
- Furthermore, for the Quiet Zone to be enacted, the applicant (the Town) would also need to install "power outage indicators" at every crossing for the rail traffic.
- This creates a more serious investment than originally thought for the Town, however, Eric Teitelman, a resident volunteer, licensed P.E. and Chief, Capital Projects and Operations Division for Fairfax County, Virginia has researched and found that we can go after a matchless grant from VDOT's Rail Safety Division to cover the railroad crossing improvements.
- The Town may need pay for the Norfolk Southern Safety assessment, which would be approximately \$2,800. This could wait until after we receive word on the grant application, although that would delay the creation of the quiet zone even longer.
- There would also be additional costs associated with installing the power outage indicators, which would not be applicable in the grant application.
- We are currently exploring opportunities to help offset the cost of installing the power outage indicators. We would also still be responsible for the signage, if we declare a Quiet Zone.
- The memorandum is essentially a recommendation to move forward with the grant application. IF we get the grant, the improvements would not require the Town to proceed with the Quiet Zone if chose not to, but would increase the safety equipment and operation of the seven proposed crossings throughout the proposed quiet zone.

#### Temporary Off-Premises Signs Update:

- After additional research we have determined this issue to be a zoning issue as it relates to signage.
- In researching what other surrounding jurisdictions do with regard to "temporary off premise" signs within their ordinances, these signs are described as "billboards" or much larger off premise signs.
- In discussing with Marchant, my recommendation is to simply not allow temporary off premise signs as they are simply not addressed, other than a definition within our current ordinance.
- By choosing this course of action, it would not affect our grandfathered permanent off premise signs for businesses that sit "off" the street frontage.
- This would also not affect anyone renting or leasing a property on a regular or temporary basis.
- This would also not affect sponsors signs promoting their business during special events for the Town for which they are sponsoring and the event promoter are in the position of "renting" the

facility or public space.

- This would disallow temporary signs being placed on public property on a regular basis. To handle this issue, we will be sending letters to the organizations currently doing this notifying them that this is not allowed per the Town's Zoning Ordinance.
- Our current ordinance allows this course of action as it does not address it in any manner correctly, so therefore nothing else would need to be done at this time.

#### **Code of Conduct:**

- A draft copy is provided for review.

#### **Fiscal Year 2015 Budget:**

- I will begin the budget process this month by communicating with various departments and boards to obtain their initial budget needs. I plan to present you with a draft budget at your March 4 Town Council meeting.

#### **VDOT Meeting about Bike Lanes:**

- Holly, Martin and I met with VDOT officials to discuss possibilities for addressing the stop light issues at the intersection of Washington and Jefferson Streets.
- We were looking at the dedicated bike lanes and were looking at various ways that we could eliminate traffic going around vehicles making a left turn in either direction on Washington Street.
- We also discussed timings and other potential solutions to alleviate some of the traffic associated with the intersection.
- One potential solution would be to look into restriping the intersection to create dedicated turn lanes. This would eliminate the dedicated bike lane, but the right bicycles could be enforced with signage.
- VDOT officials were going to look into this possibility and get back with the Town.

#### **Change to Term Limits:**

- We have placed a polling question up on the Facebook page and on the Town's website.
- I will be reporting some of our early findings at our regular council meeting on Monday, January 6<sup>th</sup>.
- I would recommend that we move forward with the process to place the referendum on the may ballot, so that we do not wait too long to get the referendum to the ballot.

#### **Food Pantry:**

- The food pantry is having their attorney review the draft lease.
- I am waiting on a response from the Food Pantry at this time to wrap up the lease renewal.
- The current lease expires this January 2014.

#### **Attiva Contract Extension:**

- Addendum has been signed by Attiva.

#### **SOP (Standards of Operation Procedures and Policy Manual):**

- I have yet to receive any comments.
- I am open to suggestions if there is a different way you all would prefer to work through this policy work.





TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 01/06/14

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**ATTACHMENTS:**

- January 2014 Police Report (PDF)

## Town Police Statistics for September, October & November 2013

Activity	September	October	November	Total
Mileage	6336	6320	6065	18721
Parking Tickets	3	16	2	21
Uniform Traffic Summons	113	127	136	376
Criminal Felony	4	7	0	11
Criminal Misdemeanor	9	9	4	22
Reports	22	20	16	58
Complaints	367	393	269	1029
Accidents	2	7	3	12
Hours Worked	1233.5	1241	1067.5	3542

During the month of November 2013 the Haymarket Police participated in the following:

Radios updated to be in compliance with Prince William County system.

Officer qualified on firearms range.

Received a letter from Attorney General's Office notifying that department has been awarded Grant funding for technology. Application was submitted to purchase computer equipment for patrol cars and Variable Message Board.

### Criminal Stats for November 2013 Haymarket Police Department

- Suspicious Person = 6
- DIP = 2
- Solicitors = 1
- Reckless Driver = 1
- Suspicious Vehicles = 1
- Larceny = 3
- Alarm Calls = 2
- Fight w/weapons = 1
- Lockout = 1
- Warrant Service = 1
- Accidents = 9
- Shots Fired = 2
- Missing Juvenile = 1
- Domestic = 1
- Pedestrian on Highway = 1
- Disorderly = 1
- Injured Animal = 1
- Assist PWCPD = 1
- Assist VSP = 5
- DUI = 1
- Firearms Violation = 1
- Missing Adult = 1
- Motorist Assist = 10





TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 01/06/14

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**ATTACHMENTS:**

- Treasurer's Report - Jan 2014 pdf (PDF)
- Statement of Revenues Expenditures\_January 2014 (2) (PDF)
- Statement of Financial Position\_January 2014 (PDF)

**Town of Haymarket  
Treasurer's Report  
July 1 through December 27, 2013**

1.

Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget	Under Budget	Net
Summary of Revenues						
330,932.00	330,932.00	303,558.33	300,589.29		(2,969.04)	(2,969.04)
1,068,000.00	1,068,000.00	404,671.05	361,962.26		(42,708.79)	(42,708.79)
45,750.00	45,750.00	18,429.94	39,762.12	21,332.18		21,332.18
75,000.00	75,000.00	36,693.55	41,280.63	4,587.08		4,587.08
		0.00	30,000.00	30,000.00		30,000.00
190,499.00	190,499.00	105,420.89	92,644.15		(12,776.74)	(12,776.74)
14,800.00	14,800.00	8,510.22	13,356.49	4,846.27		4,846.27
239,826.00	239,826.00	117,334.22	122,636.48	5,302.26		5,302.26
1,000.00	1,000.00	489.25	1,254.98	765.73		765.73
1,290,852.00	1,290,852.00	160,612.91	0.00		(160,612.91)	(160,612.91)
1,048,771.00	1,048,771.00	0.00	0.00	0.00		0.00
4,305,430.00	4,305,430.00	1,155,720.36	1,003,486.40	66,833.52	(219,067.48)	(152,233.96)

**Summary of Expenditures**

01 · ADMINISTRATION	523,483.00	523,483.00	270,176.61	280,429.68	10,253.07		10,253.07
03 · PUBLIC SAFETY	714,794.00	714,794.00	368,062.12	365,161.72		(2,900.40)	(2,900.40)
04 · PUBLIC WORKS	216,307.00	216,307.00	126,379.12	112,323.63		(14,055.49)	(14,055.49)
07 · PARKS, REC & CULTURAL	42,479.00	42,479.00	21,612.43	19,715.00		(1,897.43)	(1,897.43)
08 · COMMUNITY DEVELOPMENT	2,379,987.00	2,379,987.00	1,497,631.13	82,535.89		(1,415,095.24)	(1,415,095.24)
09 · NON-DEPARTMENTAL	428,380.00	428,380.00	340,780.76	149,570.01		(191,210.75)	(191,210.75)
	4,305,430.00	4,305,430.00	2,624,642.17	1,009,735.93	10,253.07	(1,625,159.31)	(1,614,906.24)

**2. Additional Appropriations:**

12/2/2013 Reduced General Reserve and increased Salaries for Christmas Bonuses by \$4,500

**3. Line Items Over 2nd Qtr Appropriations:**

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
Expense					
01 - ADMINISTRATION					
Salaries & Wages - Regular	23,400.00	23,400.00	11,448.39	14,125.00	2,676.61
12110 - TOWN ADMINISTRATION					
Accounting Services	20,100.00	20,100.00	9,872.04	17,192.25	7,320.21
Office Supplies	3,500.00	3,500.00	1,712.37	1,945.17	232.80
Maintenance Service Contracts	1,500.00	1,500.00	733.87	837.30	103.43
Dues & Memberships	3,500.00	3,500.00	1,712.37	2,238.88	526.51
Books & Subscriptions	800.00	800.00	391.40	830.65	439.25
122 - Legal Services	80,000.00	80,000.00	39,139.78	43,306.23	4,166.45
03 - PUBLIC SAFETY					
31100 - POLICE DEPARTMENT					
Salaries & Wages - Regular	338,312.00	338,312.00	167,434.37	181,202.46	13,768.09
Salaries & Wages - Overtime	15,000.00	15,000.00	7,338.71	9,239.21	1,900.50
Legal Services	14,500.00	14,500.00	7,094.09	8,613.13	1,519.04
Repair/Maintenance Service	2,025.00	2,025.00	990.73	2,090.61	1,099.88
Maintenance Service Contracts	1,200.00	1,200.00	587.10	2,967.55	2,380.45
Electrical Services	2,000.00	2,000.00	978.49	1,794.30	815.81
Computer, Internet & Website	3,180.00	3,180.00	1,555.81	1,948.72	392.91
Telecommunications	4,700.00	4,700.00	2,299.46	2,708.46	409.00
Equipment Rental	500.00	500.00	244.62	623.45	378.83

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
Meals and Lodging	250.00	250.00	122.31	354.09	231.78
Dues & Subscriptions	5,400.00	5,400.00	2,641.94	3,818.50	1,176.56
Office Supplies	3,375.00	3,375.00	1,651.21	2,257.50	606.29
Police Supplies	2,700.00	2,700.00	1,320.97	2,706.70	1,385.73
<b>04 - PUBLIC WORKS</b>					
<b>34100 - BUILDING OFFICIAL</b>	30,000.00	30,000.00	26,908.60	44,225.00	17,316.40
Trash Removal Contract	67,000.00	67,000.00	32,779.57	33,609.99	830.42
<b>43100 - MAINT OF GENERAL BLDG &amp; GROUNDS</b>					
Repairs/Maintenance Services	15,000.00	15,000.00	6,491.94	7,067.34	575.40
Landscaping	15,000.00	15,000.00	7,338.71	8,058.00	719.29
Website & Internet Svcs	12,000.00	12,000.00	5,870.97	7,057.11	1,186.14
<b>43202 - RENTAL PROPERTY - SUITE 200</b>					
Repairs/Maintenance Services	1,000.00	1,000.00	489.25	591.00	101.75
<b>43204 - RENTAL PROPERTY - 15020 WASH ST</b>					
Repairs/Maintenance Services	1,000.00	1,000.00	489.25	635.00	145.75
<b>07 - PARKS, REC &amp; CULTURAL</b>					
<b>71110 - EVENTS</b>					
Contractual Services	7,500.00	7,500.00	3,919.35	4,992.68	1,073.33
<b>72200 - MUSEUM</b>					
Salaries & Wages - Part Time	12,000.00	12,000.00	5,870.97	6,975.08	1,104.11
Repairs & Maintenance Services	4,000.00	4,000.00	1,956.99	3,551.18	1,594.19
<b>Total over 2nd Qtr Appropriations:</b>					<u>66,176.91</u>

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**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
<b>Revenue</b>			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	291,258.99	291,032.00	100.08%
Public Service Corp RE Tax	8,815.07	9,400.00	93.78%
Personal Property Tax	45.09	435.48	10.35%
Penalties - All Property Taxes	0.00	1,467.74	0.0%
Interest - All Property Taxes	470.14	1,223.11	38.44%
<b>Total GENERAL PROPERTY TAXES</b>	<b>300,589.29</b>	<b>303,558.33</b>	<b>99.02%</b>
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	23,859.59	41,586.02	57.37%
Meals Tax - Current	229,969.24	237,340.65	96.89%
Consumer Utility Tax	36,107.06	35,331.48	102.2%
Business License Tax	102.37	0.00	100.0%
Cigarette Tax	71,924.00	90,412.90	79.55%
<b>Total OTHER LOCAL TAXES</b>	<b>361,962.26</b>	<b>404,671.05</b>	<b>89.45%</b>
<b>PERMITS, FEES &amp; LICENSESES</b>			
Occupancy Permits	800.00	978.49	81.76%
Inspection Fees	13,820.00	4,892.47	282.48%
Other Planning & Permits	22,745.00	11,252.69	202.13%
Application Fees	957.12	939.35	101.89%
Motor Vehicle Licenses	1,440.00	366.94	392.44%
<b>Total PERMITS,FEES &amp; LICENSESES</b>	<b>39,762.12</b>	<b>18,429.94</b>	<b>215.75%</b>
<b>FINES &amp; FORFEITURES</b>			
Fines	41,280.63	36,693.55	112.5%
FINES & FORFEITURES - Other	0.00	0.00	0.0%
<b>Total FINES &amp; FORFEITURES</b>	<b>41,280.63</b>	<b>36,693.55</b>	<b>112.5%</b>
<b>CHARGES FOR SERVICES</b>			
Public Safety			
Donation/Grants	30,000.00	0.00	100.0%
<b>Total Public Safety</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total CHARGES FOR SERVICES</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100.0%</b>

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**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	52,929.92	58,709.68	90.16%
Department of Fire Programs	0.00	8,000.00	0.0%
599 Law Enforcement Grant	14,184.00	15,866.74	89.4%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
DMV Grant	5,355.06	3,508.06	152.65%
Railroad Rolling Stock	1,548.20	709.41	218.24%
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>92,644.15</b>	<b>105,420.89</b>	<b>87.88%</b>
<b>MISCELLANEOUS</b>			
Sale of Salvage & Surplus	397.34	489.25	81.21%
Recovered Costs - Events	6,293.58	5,487.10	114.7%
Interest on Bank Deposits	51.16	733.87	6.97%
Penalties (Non BPOL)	199.11	0.00	100.0%
Gifts & Donations	10.00	1,500.00	0.67%
Citations & Accident Reports	620.00	300.00	206.67%
MISCELLANEOUS - Other	5,785.30	0.00	100.0%
<b>Total MISCELLANEOUS</b>	<b>13,356.49</b>	<b>8,510.22</b>	<b>156.95%</b>
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	24,733.16	22,806.26	108.45%
Suite 200 Rental Income	46,882.80	46,058.23	101.79%
Suite 204 Rental Income	13,604.46	13,561.94	100.31%
15020 Wash St Rental Income	16,145.85	15,655.91	103.13%
6630 Jefferson St Rental Income	19,049.48	18,273.39	104.25%
Town Hall Rental Income	1,775.00	978.49	181.4%
Interest	445.73	0.00	100.0%
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>122,636.48</b>	<b>117,334.22</b>	<b>104.52%</b>
<b>INTEREST ON BANK DEPOSITS</b>	<b>1,254.98</b>	<b>489.25</b>	<b>256.51%</b>
<b>SAFETY LU/MAP 21 GRANT</b>	<b>0.00</b>	<b>160,612.91</b>	<b>0.0%</b>
<b>Total Revenue</b>	<b>1,003,486.40</b>	<b>1,155,720.36</b>	<b>86.83%</b>
<b>Expenditures</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	14,125.00	11,448.39	123.38%
FICA/Medicare	742.05	858.63	86.42%
Mileage Allowance	0.00	733.87	0.0%
Meals and Lodging	0.00	978.49	0.0%
Convention & Education	678.28	1,000.00	67.83%
<b>Total 11100 - TOWN COUNCIL</b>	<b>15,545.33</b>	<b>15,019.38</b>	<b>103.5%</b>

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**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	77,597.59	78,952.90	98.28%
Salaries/Wages - Overtime	3,462.73	3,913.96	88.47%
Salaries/Wages - Part Time	32,341.57	35,895.16	90.1%
FICA/Medicare	13,824.65	8,893.55	155.45%
VRS	12,971.80	6,676.27	194.3%
Health Insurance	20,016.47	16,747.91	119.52%
Life Insurance	322.63	0.00	100.0%
Disability Insurance	597.92	445.22	134.3%
Unemployment Insurance	460.96	391.94	117.61%
Worker's Compensation	503.00	500.00	100.6%
Liability Insurance	11,728.00	12,000.00	97.73%
Accounting Services	17,192.25	9,872.04	174.15%
Office Supplies	2,092.07	1,712.37	122.17%
Maintenance Service Contracts	837.30	733.87	114.09%
Cigarette Tax Administration	2,138.34	3,669.35	58.28%
Computer, Internet & Website	350.00	0.00	100.0%
Printing & Binding	2,038.25	2,446.24	83.32%
Advertising	2,524.19	6,360.22	39.69%
Postage	1,058.76	978.49	108.2%
Telecommunications	1,289.55	1,272.04	101.38%
Equipment Rental	693.26	782.80	88.56%
Mileage	666.27	733.87	90.79%
Meals & Lodging	348.84	978.49	35.65%
Convention & Education	540.00	489.25	110.37%
Dues & Memberships	2,238.88	1,712.37	130.75%
Books & Subscriptions	830.65	391.40	212.23%
Educational & Training	560.00	978.49	57.23%
66900 - Reconciliation Discrepancies	-1,914.48	0.00	100.0%
Miscellaneous	535.89	489.25	109.53%
<b>Total 12110 - TOWN ADMINISTRATION</b>	<b>207,847.34</b>	<b>198,017.45</b>	<b>104.96%</b>
<b>12210 - LEGAL SERVICES</b>			
Legal Services	43,306.23	39,139.78	110.65%
<b>Total 12210 - LEGAL SERVICES</b>	<b>43,306.23</b>	<b>39,139.78</b>	<b>110.65%</b>
<b>12240 - INDEPENDENT AUDITOR</b>			
Auditing Services	13,950.00	18,000.00	77.5%
<b>Total 12240 - INDEPENDENT AUDITOR</b>	<b>13,950.00</b>	<b>18,000.00</b>	<b>77.5%</b>
<b>Total 01 - ADMINISTRATION</b>	<b>280,648.90</b>	<b>270,176.61</b>	<b>103.88%</b>

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**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
<b>03 - PUBLIC SAFETY</b>			
<b>31100 - POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	181,202.46	167,434.37	108.22%
Salaries & Wages - Overtime	9,239.21	7,338.71	125.9%
Salaries & Wages - Part Time	0.00	244.62	0.0%
FICA/MEDICARE	9,687.24	14,764.52	65.61%
VRS	9,363.05	14,677.42	63.79%
Health Insurance	37,800.14	41,586.02	90.9%
Life Insurance	2,540.41	2,349.37	108.13%
Disability Insurance	1,231.06	1,198.66	102.7%
Workers' Compensation Insurance	10,126.00	10,000.00	101.26%
Line of Duty Act Insurance	2,600.00	2,500.00	104.0%
Legal Services	8,613.13	7,094.09	121.41%
Repair/Maintenance Service	2,090.61	990.73	211.02%
Maintenance Service Contracts	2,967.55	587.10	505.46%
Advertising	0.00	244.62	0.0%
Electrical Services	1,794.30	978.49	183.37%
Heating Services	0.00	733.87	0.0%
Computer, Internet & Website	1,948.72	1,555.81	125.25%
Postage & Delivery	51.95	244.62	21.24%
Telecommunications	2,739.47	2,299.46	119.14%
General Prop Ins (Veh. & Bldg)	9,267.30	11,000.00	84.25%
Equipment Rental	623.45	244.62	254.87%
Mileage Allowance	0.00	122.31	0.0%
Meals and Lodging	354.09	122.31	289.5%
Discretionary Fund	0.00	1,500.00	0.0%
Dues & Subscriptions	3,818.50	2,641.94	144.53%
Office Supplies	2,282.76	1,651.21	138.25%
Repair & Maintenance Supplies	0.00	244.62	0.0%
Vehicle Fuels	12,100.17	12,231.18	98.93%
Vehicle/Powered Equip Supplies	3,320.89	10,763.44	30.85%
Police Supplies	2,706.70	1,320.97	204.9%
Uniforms	1,506.17	4,329.84	34.79%
Education & Training	45.00	489.25	9.2%
Grant Expenditures	538.72	3,669.35	14.68%
Capital Outlay-Machinery/Equip	433.94	6,000.00	7.23%
<b>Total 31100 - POLICE DEPARTMENT</b>	<b>320,992.99</b>	<b>333,153.52</b>	<b>96.35%</b>
<b>34100 - BUILDING OFFICIAL</b>	<b>44,225.00</b>	<b>26,908.60</b>	<b>164.35%</b>
<b>32100 - FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
<b>Total 32100 - FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.0%</b>
<b>Total 03 - PUBLIC SAFETY</b>	<b>365,217.99</b>	<b>368,062.12</b>	<b>99.23%</b>

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**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
<b>04 - PUBLIC WORKS</b>			
<b>43200 - REFUSE COLLECTION</b>			
Trash Removal Contract	33,609.99	32,779.57	102.53%
<b>Total 43200 - REFUSE COLLECTION</b>	<b>33,609.99</b>	<b>32,779.57</b>	<b>102.53%</b>
<b>43100 - MAINT OF GENERAL BLDG &amp; GROUNDS</b>			
Repairs/Maintenance Services	8,501.06	7,338.71	115.84%
Pest Control	515.00	1,467.74	35.09%
Maintenance Service Contracts	5,486.94	7,351.15	74.64%
Landscaping	8,058.00	7,338.71	109.8%
Maint Svc - Street Cleaning	6,382.60	11,087.10	57.57%
Electric Services	1,409.94	1,712.37	82.34%
Electrical Services-Streetlight	1,089.76	1,272.04	85.67%
Water & Sewer Services	169.53	171.24	99.0%
Website & Internet Svcs	7,173.11	5,870.97	122.18%
General Property Insurance	1,800.33	1,701.00	105.84%
Janitorial Supplies	264.69	489.25	54.1%
Capital Outlay-Major Bldg Reprs	25,022.79	30,000.00	83.41%
<b>Total 43100 - MAINT OF GENERAL BLDG &amp; GROUNDS</b>	<b>65,873.75</b>	<b>75,800.28</b>	<b>86.9%</b>
<b>43201 - RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	229.58	489.25	46.93%
Electrical Services	1,402.71	1,712.37	81.92%
Water/Sewer Services	169.53	171.24	99.0%
General Property Insurance	857.30	810.00	105.84%
Repair/Maintenance Supplies	0.00	244.62	0.0%
<b>Total 43201 - RENTAL PROPERTY - SUITE 110</b>	<b>2,659.12</b>	<b>3,427.48</b>	<b>77.58%</b>
<b>43202 - RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	591.00	489.25	120.8%
Electrical Services	1,402.72	1,712.37	81.92%
Water and Sewer Services	169.52	171.24	99.0%
General Property Insurance	857.30	810.00	105.84%
Real Property Taxes	280.77	0.00	100.0%
Repair/Maintenance Supplies	0.00	244.62	0.0%
<b>Total 43202 - RENTAL PROPERTY - SUITE 200</b>	<b>3,301.31</b>	<b>3,427.48</b>	<b>96.32%</b>
<b>43203 - RENTAL PROPERTY - SUITE 204</b>			
Repairs/Maintenance Services	0.00	489.25	0.0%
Electrical Services	1,402.69	1,712.37	81.92%
Water and Sewer Services	169.52	171.24	99.0%
General Property Insurance	857.30	810.00	105.84%
Repair/Maintenance Supplies	0.00	244.62	0.0%
<b>Total 43203 - RENTAL PROPERTY - SUITE 204</b>	<b>2,429.51</b>	<b>3,427.48</b>	<b>70.88%</b>

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**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
<b>43204 · RENTAL PROPERTY - 15020 WASH ST</b>			
Repairs/Maintenance Services	635.00	489.25	129.79%
Water and Sewer Services	16.06	171.24	9.38%
General Property Insurance	514.38	486.00	105.84%
Repair/Maintenance Supplies	112.06	244.62	45.81%
Utilities	33.34	0.00	100.0%
<b>Total 43204 · RENTAL PROPERTY - 15020 WASH ST</b>	<b>1,310.84</b>	<b>1,391.11</b>	<b>94.23%</b>
<b>43205 · RENTAL PROPERTY-HULFISH HOUSE</b>			
Repairs/Maintenance Services	546.23	489.25	111.65%
Water and Sewer Services	0.00	171.24	0.0%
General Property Insurance	600.11	570.00	105.28%
Real Property Taxes	176.50	0.00	100.0%
Repairs/Maintenance Supplies	0.00	244.63	0.0%
<b>Total 43205 · RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,322.84</b>	<b>1,475.12</b>	<b>89.68%</b>
<b>43206 · 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	715.50	1,223.12	58.5%
Electrical Services	401.42	1,956.99	20.51%
Sewer Services	0.00	171.24	0.0%
Gas Services	343.78	0.00	100.0%
General Property Insurance	1,028.76	810.00	127.01%
Repair & Maintenance Supplies	0.00	489.25	0.0%
<b>Total 43206 · 14710 WASHINGTON STREET</b>	<b>2,489.46</b>	<b>4,650.60</b>	<b>53.53%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>112,996.82</b>	<b>126,379.12</b>	<b>89.41%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractual Services	5,072.52	3,919.35	129.42%
<b>Total 71110 · EVENTS</b>	<b>5,072.52</b>	<b>3,919.35</b>	<b>129.42%</b>
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	6,975.08	5,870.97	118.81%
FICA/Medicare	398.92	525.45	75.92%
Other Contractual Services	100.00	1,467.74	6.81%
Repairs & Maintenance Services	3,551.18	1,956.99	181.46%
Maintenance Service Contracts	0.00	352.26	0.0%
Advertising	0.00	1,467.74	0.0%
Electrical Services	283.70	587.10	48.32%
Heating Services	523.00	1,223.12	42.76%
Water & Sewer Services	53.07	244.62	21.7%
Postage	0.00	48.93	0.0%
Telecommunications	992.45	733.87	135.24%

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**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
General Property Insurance	1,200.22	1,135.00	105.75%
Dues & Subscriptions	135.00	244.62	55.19%
Office Supplies	581.15	244.62	237.57%
Janitorial Supplies	0.00	122.31	0.0%
Repair & Maintenance Supplies	0.00	489.25	0.0%
Books & Subscriptions	0.00	244.62	0.0%
Miscellaneous	69.48	733.87	9.47%
<b>Total 72200 - MUSEUM</b>	<b>14,863.25</b>	<b>17,693.08</b>	<b>84.01%</b>
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>19,935.77</b>	<b>21,612.43</b>	<b>92.24%</b>
<b>08 - COMMUNITY DEVELOPMENT</b>			
<b>81100 - PLANNING COMMISSION</b>			
Salaries & Wages - Regular	1,650.00	2,446.24	67.45%
FICA/Medicare	91.80	146.77	62.55%
Mileage Allowance	0.00	733.87	0.0%
Meals & Lodging	0.00	978.49	0.0%
Convention & Education	0.00	489.25	0.0%
<b>Total 81100 - PLANNING COMMISSION</b>	<b>1,741.80</b>	<b>4,794.62</b>	<b>36.33%</b>
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,830.00	1,849.35	98.95%
FICA/Medicare	96.39	138.95	69.37%
Mileage Allowance	0.00	733.87	0.0%
Meals & Lodging	0.00	978.49	0.0%
Convention & Education	0.00	489.25	0.0%
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<b>1,926.39</b>	<b>4,189.91</b>	<b>45.98%</b>
<b>94101 - CABOOSE ENHANCEMENT PROJECT</b>			
Construction	2,450.00	42,000.00	5.83%
<b>Total 94101 - CABOOSE ENHANCEMENT PROJECT</b>	<b>2,450.00</b>	<b>42,000.00</b>	<b>5.83%</b>
<b>94100 - WASH ST. ENHANCEMENT PROJECT</b>			
Street Scape Construction	76,417.70	1,446,646.60	5.28%
<b>Total 94100 - WASH ST. ENHANCEMENT PROJECT</b>	<b>76,417.70</b>	<b>1,446,646.60</b>	<b>5.28%</b>
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	<b>82,535.89</b>	<b>1,497,631.13</b>	<b>5.51%</b>

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)

12/27/13

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through December 27, 2013

	TOTAL		
	Jul 1 - Dec 27, 13	Budget	% of Budget
<b>09 - NON-DEPARTMENTAL</b>			
<b>95100 - DEBT SERVICE</b>			
2004 A Bond Principal	6,289.87	6,213.44	101.23%
2004 A Bond Interest	3,091.61	2,967.28	104.19%
2004 B Bond Principal	8,500.60	8,444.42	100.67%
2004 B Bond Interest	7,637.66	15,059.52	50.72%
2004 C Bond Principal	15,106.21	14,947.01	101.07%
2004 C Bond Interest	8,050.43	7,712.01	104.39%
2005 Bond Principal	75,000.00	75,000.00	100.0%
2005 Bond Interest	14,996.25	18,460.77	81.23%
Capital Lease Payments	10,897.38	10,662.66	102.2%
<b>Total 95100 - DEBT SERVICE</b>	<b>149,570.01</b>	<b>159,467.11</b>	<b>93.79%</b>
Street Scape Capital Reserve	0.00	135,233.00	0.0%
General Reserve	0.00	46,080.65	0.0%
<b>Total 09 - NON-DEPARTMENTAL</b>	<b>149,570.01</b>	<b>340,780.76</b>	<b>43.89%</b>
<b>Total Expenditures</b>	<b>1,010,905.38</b>	<b>2,624,642.17</b>	<b>38.52%</b>
<b>Excess of Revenue Over Expenditures</b>	<b>-7545.64</b>	<b>-1,468,921.81</b>	<b>0.5%</b>

Attachment: 01-06-2014 Draft TC Agenda Packet (1720 : Draft Town Council Agenda for January 6, 2014)

**Town of Haymarket**  
**Statement of Financial Position**  
As of December 27, 2013

	<u>Dec 27, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>10000 · Cash &amp; Cash Equivalents</b>	
<b>10100 · The Fauquier Bank Operating</b>	
10110 · TFB General Checking 6501	80,000.00
10120 · TFB Sweep General Checking 1701	463,623.30
10130 · TFB Employee Benefit 7601	984.94
<b>Total 10100 · The Fauquier Bank Operating</b>	544,608.24
10300 · Petty Cash Fund-Town Hall	200.00
<b>Total 10000 · Cash &amp; Cash Equivalents</b>	<u>544,808.24</u>
<b>11000 · CD's &amp; Money Market Funds</b>	
<b>111000 · The Fauquier Bank</b>	
11200 · TFB Money Market Account 8401	1,146,153.47
11300 · TFB Escrow//Secy Dep MM 0301	47,298.10
11400 · TFB Historic Book Club	7,615.91
<b>Total 111000 · The Fauquier Bank</b>	<u>1,201,067.48</u>
<b>Total 11000 · CD's &amp; Money Market Funds</b>	<u>1,201,067.48</u>
<b>Total Checking/Savings</b>	1,745,875.72
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	334,063.71
12010 · A/R Permits	1,835.00
12020 · Delinquent Real Estate	14,108.28
<b>Total Accounts Receivable</b>	<u>350,006.99</u>
<b>Other Current Assets</b>	
13000 · Allowance for Doubtful Accounts	(22,877.42)
1499 · Undeposited Funds	3,115.80
<b>Total Other Current Assets</b>	<u>(19,761.62)</u>
<b>Total Current Assets</b>	2,076,121.09

**Town of Haymarket**  
**Statement of Financial Position**  
As of December 27, 2013

	<u>Dec 27, 13</u>
<b>Fixed Assets</b>	
<b>2500 · General Property</b>	
2505 · Land	1,181,511.46
2510 · Buildings & Improvements	545,688.00
2515 · Accumulated Deprec - Buildings	(114,395.47)
2520 · Infrastructure	1,472,567.90
2525 · Accumulated Deprec - Infrastruc	(331,401.25)
2530 · Historic Town Museum	292,853.00
2535 · Accum Deprec - Museum	(87,625.18)
2540 · Equipment	180,785.89
2545 · Accumulated Deprec - Equip	(151,209.82)
2550 · Police Dept. Vehicles	234,323.42
2555 · Accum Deprec - Vehicles	(160,816.23)
<b>Total 2500 · General Property</b>	<u>3,062,281.72</u>
<b>2600 · Rental Property</b>	
2610 · Land - Rentals	600,000.00
2620 · Buildings - Rental	650,000.00
2630 · Building Improvements - Rentals	353,431.00
2699 · Accumulated Deprec - Rentals	(408,240.27)
<b>Total 2600 · Rental Property</b>	<u>1,195,190.73</u>
<b>Total Fixed Assets</b>	<u>4,257,472.45</u>
<b>TOTAL ASSETS</b>	<u><u>6,333,593.54</u></u>
<b>LIABILITIES &amp; FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	18,832.65
<b>Total Accounts Payable</b>	<u>18,832.65</u>
<b>Credit Cards</b>	
Town Credit Card - 5979	145.27
<b>Total Credit Cards</b>	<u>145.27</u>

**Town of Haymarket**  
**Statement of Financial Position**  
As of December 27, 2013

	<u>Dec 27, 13</u>
<b>Other Current Liabilities</b>	
VA Dept of Housing & Comm. Dev.	192.70
Accrued Leave	21,358.89
<b>2100 - Payroll Liabilities</b>	
Life/Disability Payable	726.21
Health Insurance Payable	(15,104.07)
VRS	5,974.01
MSA AFLAC	(850.93)
2110 - Direct Deposit Liabilities	0.01
<b>Total 2100 - Payroll Liabilities</b>	<u>(9,254.77)</u>
Security Deposits	28,842.65
Escrow Deposits	12,526.00
<b>Total Other Current Liabilities</b>	<u>53,665.47</u>
<b>Total Current Liabilities</b>	72,643.39
<b>Long Term Liabilities</b>	
General Obligation Bonds	1,853,547.00
<b>Total Long Term Liabilities</b>	<u>1,853,547.00</u>
<b>Total Liabilities</b>	1,926,190.39
<b>Fund Balance</b>	
30000 - Unrestricted Net Assets	4,325,963.03
31000 - Restricted Net Assets	
31010 - Alexandra's Keep-Historic	6,000.00
31020 - Alexandra's Keep-Parks, Rec, PW	54,000.00
31030 - Fire Funds	28,200.00
<b>Total 31000 - Restricted Net Assets</b>	<u>88,200.00</u>
Excess of Revenue Over Expenditures	(6,759.88)
<b>Total Fund Balance</b>	<u>4,407,403.15</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>6,333,593.54</u></u>





TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 01/06/14

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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:

A1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Town Appointed Officials**



TO: Town of Haymarket Town Council  
SUBJECT: Certification of the Closed Session  
DATE: 01/06/14

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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.