



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, June 4, 2018

7:00 PM

Council Chambers

### **I. Call to Order**

### **II. Invocation - Rev. Christopher Murphy, St. Katharine Drexel Mission Church**

### **III. Pledge of Allegiance - Girl Scout Troop 90064, Hannah Wells, Lauren Rasmussen, Naomi Burruel and Stella Rodes**

### **IV. Minutes Approval**

1. Mayor and Council - Regular Meeting - May 7, 2018 7:00 PM
2. Mayor and Council - Public Hearing - May 29, 2018 7:00 PM

### **V. Mayor and Council Swearing In Ceremony - The Honorable Jacqueline C. Smith, Prince William County Clerk of the Circuit Court**

### **VI. Citizens' Time**

### **VII. Mayor's Announcement - Boy Scout Alexander Kelly**

### **VIII. Proclamation**

1. Legg Calve Perthes Awareness Month

### **IX. Department Reports**

1. Police Department Report - Chief Kevin Lands
2. Town Planner's Report - Emily Lockhart
3. Town Engineer's Report - Katie McDaniel
4. Building Official Report - Prince William County
5. Business & Community Relation Specialist's Report - Denise Andrews
6. Town Treasurer's Report - Roberto Gonzalez
7. Business Manager's Report - Jerry Schiro

### **X. Action Item**

1. Approval of the Fiscal Year 2018-2019 Budget and Tax Rate

### **XI. Updates**

1. Planning Commission
2. Architectural Review Board Update

### **XII. Councilmember Time**

1. Joe Pasanello
2. Chris Morris
3. John Cole
4. Steve Shannon
5. Connor Leake
6. Susan Edwards
7. David Leake

### **XIII. Adjournment**



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, May 7, 2018

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Absent, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Pledge of Allegiance - Boy Scout Troop 1882

The Pledge of Allegiance was lead by Robert and Jeffrey Lazar from Boy Scout Troop 1882.

### III. Invocation - Rev. Ruth Anne Sawyer, Haymarket Baptist Church

The evening's Invocation was given by Rev. Ruth Anne Sawyer from Haymarket Baptist Church.

### IV. Minutes Approval

- 1. Mayor and Council - Regular Meeting - Apr 2, 2018 7:00 PM
- 2. Mayor and Council - Work Session - Apr 10, 2018 4:00 PM
- 3. Mayor and Council - Special Meeting - Apr 16, 2018 5:00 PM

Councilwoman Edwards makes a motion *to approve the minutes from the April 2, 2018 regular meeting, the April 10, 2018 work session, and the April 16, 2018 special meeting.* The motion is seconded by Councilman Leake.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Cole, Morris, Edwards, Leake, Shannon
<b>ABSENT:</b>	Joe Pasanello

### V. Proclamation - ALS Awareness Month

#### 1. ALS Awareness Month

Councilman Morris read the Proclamation for ALS Awareness Month recognizing former Councilman Steve Aitken and his wife Debbie for their efforts to bring public awareness to this cause. Mr. and Mrs. Aitken were both present at the meeting to accept the Proclamation. The Town Museum will be lit blue for the month of May in recognition.

### VI. Citizens' Time

Bob Weir, 6853 St. Paul Drive, addresses the Council. He shares with the Council an update concerning the Haymarket power line. He also shares concerns with statutes and policies that he feels are being ignored specifically with votes at work session's on agenda items that weren't there. He states that past policies and practices of the town do not allow for the addition of agenda items and votes at work sessions that you have published as a work session. He adds that they are not appropriate for recorded votes and is pretty much a standard within the state. He also shares concerns with the profit and loss figures from March 18th. He also comments on an 18% increase in real estate taxes from last year. He concludes by referencing Mayor Leake's comments from a previous meeting, he states that the Town has not been "in the black" since June, 2014.

Minutes Acceptance: Minutes of May 7, 2018 7:00 PM ( Minutes Approval)

Jim Payne, 15073 Valhalla Court and 6680 Fayette Street, shares his concerns transferring the building permitting to the County. He states the he doesn't recall a public hearing referencing the permitting change that impacts the residents as well as businesses. He feels the it is not as friendly and personal as coming in to the Haymarket Town Hall and might be challenging for the elderly generation. He adds that there might have been some problems with the previous contractor but he feels there are others that might fit better and to take another look at this service. He further adds that it meant a lot to be able to come to Town Hall and do everything under one roof. He concludes by congratulating those who were re-elected in the recent Town election.

Dottie Leonard, 14801 Washington Street, states she dittos everything Mr. Payne just said. She states that she doesn't want to go to Prince William County. She adds that she knows that in the past we did not have good inspectors and many homeowners suffered. However, she further adds that the Town did get better people and feels it is possible to get a retired person from another county and it wouldn't be too costly. She also shares concerns with doing everything online and driving 45 minutes for this service. Ms. Leonard states that this decision was recommended by a Staff member with no input from the residents. She states that during her many years on the Town Council and other Boards and Commissions, we never did things like that and we also did not spend so much time in executive session. She adds that decisions this big should not be made with the public's knowledge. She further adds that she would have said something about this earlier, but, she wanted to wait til after the election.

Ms. Leonard continues her Citizens' Time referencing the comments that were made previously by Mr. Weir. She also states that when she was drumming up votes for the election, she heard a lot of comments from citizens concerning the Architectural Review Board. She states that the ARB should be looking at the guidelines that have been set up and she shares concerns with the recent "modern" homes on Bleight Drive and the plastic sign on Washington Street Realty.

Debbie Dallesandro, 14947 Madison Court, addresses the Council. She states that this is her first time at a Haymarket Town Council meeting. She shares concerns with a recent solicitor who visited her house concerning a possible funeral home that is trying to buy or rent the BB&T building. She states that this would directly impact her and to please consider what is put in the bank building. The Mayor thanks Ms. Dallesandro for coming and voicing her concerns. He also directed her to contact Town Planner, Emily Lockhart, and maybe get with her to learn more information concerning who is going door to door. He concludes that this is the first the Council has heard of this.

## VII. Mayor's Announcement

Mayor Leake states this evening he will be presenting the first annual "Mayor's Volunteer of the Year Award. He recognizes Town volunteer, Lonnie Milsted as the first recipient of this award. The Mayor highlights all the volunteer efforts Mr. Milsted has made to the police department over the years. He was honored with a volunteer plaque and standing ovation.

## VIII. Public Hearing

### 1. 2018-2019 Revised Budget Draft

Business Manager, Jerry Schiro, highlights this year's budget presentation. The presentation includes Budget Priorities, Revenues and Expenditures Breakout, FY2018-2019 Operating Revenues and Operating Expenses. Copies of the budget presentation packet are available at Town Hall.

Bob Weir, 6853 St. Paul Street, addresses the dais. He states that he is not in favor of this budget as presented. He shares concerns with giving a budget presentation weeks before discussing the rate. He also states the budget itself doesn't reflect the actuals from the previous year's Comprehensive Annual Financials Reports. He adds that tonight he has been presented with a minimal budget presentation. He shares concerns with the CIP, funding for the park and authorization for the new roof on the Harrover house.

Dottie Leonard, 14801 Washington Street, states that she is opposed to the Blight Ordinance expenditures. She states that she would like to be a volunteer to help with the blighted properties in Town. She adds that one of the reasons many of these properties are blighted is because they have come before the Town for approvals and they were denied. She states that it is hard when homeowners come before the ARB several times. She concludes that if there

was someone on the Board that could show them how to use the guidelines to approve their application, they wouldn't be in the dark and they would know what to do. She reiterates that she is here to help free of charge.

With no one else to speak at the Public Hearing, the Mayor closes the Hearing and asks to hear from the Finance Committee Chair, Councilman Morris. Councilman Morris states that in reviewing the budget presentation, the Council failed in adjusting the salaries for four of our police officers. He further adds that the Committee met earlier and is proposing to the rest of the Council to look at doing a salary adjustment. He is proposing that we take 50% from Legal and 50% from the Park which would be an approximate total of \$14,000. He concludes this would allow us to stay within budget.

Councilman Shannon states that he is in full support of it. He adds that we need to compensate our officers for what they bring to this Town. He further adds we have missed our duties in the past for not doing this. He concludes that he 100% in support of the Chairman's recommendation.

Councilman Leake states that he too is 100% in favor of the Chairman's recommendation. He adds the last thing that we want to do is lose officers to other jurisdictions because our pay not being competitive. He further adds this is not a raise but a salary adjustment bringing these gentlemen up to the salary that they need to be paid for a secure future. He concludes this is something we need to look at each year.

Councilwoman Edwards states that she is support of it and thinks that those are two good places to take the money from with regards to us working on grants and partnerships for the Park. She also feels that Staff and Council have been good with our legal bills and we are under this year.

Councilman Cole states that he wants to make sure that it is \$68,000 for the Park and \$73,000 in Legal? Mayor Leake responds, correct. Councilman Cole adds that he supports that as well.

Mayor Leake concurs with all of the comments made at the dais. He states that when talking to the residents over the past couple of weeks, there was an overall theme of safety and support in our Town by our officers. The Mayor directed Staff to make those changes on the draft budget.

## IX. Department Reports

### 1. Police Department Report - Chief Kevin Lands

Chief Kevin Lands asks the Mayor and Council if they have any questions concerning the statistics for the month. After discussion at the dais, it is the consensus of the Council to eliminate the "Out of Town" incident report. The Chief continues his report stating that the department's Autism Awareness Month activities were well received by the community. He adds that a week in April was also "Telecommunications Week" and the department delivered cupcakes to the dispatchers. He reports that the department had a VCIN audit.

Sgt. Shaver reports on a recent commercial vehicle inspection that was done May 1st and 2nd. The inspection was conducted off Route 15.

Councilman Morris asks the Chief if he is doing anything for ALS Awareness Month? The Chief states no. The Mayor interjects that maybe we could look at doing something.

The Chief highlights the brave efforts of Officer Gregory concerning a emotionally disturbed individual who was threatening to harm the President of the United States and an accident on interstate 66 where Officer Gregory had to use life saving skills on an individual involved in the accident.

### 2. Town Planner's Report - Emily Lockhart

Town Planner, Emily Lockhart, reports that the Architectural Review Board had their regular meeting. She states that they are working on the final notification from VDOT on the rock facade wall and the Town banners. She continues her report stating that the Planning Commission did not have their regularly scheduled meeting on May 2nd due to lack of a

quorum. It is moved to May 17th. She further adds that we are working on the Crossroads Village project and have a joint public hearing scheduled for May 21 at 6 PM. She concludes that all of the documents, staff reports and site plans are available for any questions and/or review.

She continues her report stating that the County did not notify us concerning the John Marshall Commons project due to the fact that the use was less intense than it was before when the Town submitted their comments. She adds that other changes that were made include the reduction of housing units, an age restriction on some of the homes and removal of the proffer statement for the sidewalk improvements in front of the QBE building. She further adds the reasoning for this change was due to the QBE site plan that already included the sidewalks. Ms. Lockhart states that she has been in touch with the Planner in charge of the application, and if there are any comments that the Council would like sent to the County, to please let her know. She adds that the County is holding their public hearing for the project on May 15.

Ms. Lockhart reports that she is revising the fee schedule as well as working on replacing a damaged light pole in the Alexander's Keep community.

She concludes her report stating that she has been working on some zoning violations for some properties in Town since the Council met concerning the Blight Ordinance.

The Mayor asks Ms. Lockhart what the status is on the zoning violation letters. Ms. Lockhart states that they have not gone out yet.

Councilman Shannon states that he will not be at the Planning Commission regular meeting on the 17th and inquired if someone from the Council would like to attend in his absence. Councilman Shannon also states that he is disappointed that the County didn't come back to us concerning the John Marshall Commons project because even with the reduction of houses, the traffic will impact Haymarket dramatically.

Concerns are shared at the dais referencing the change in plans for the sidewalk for the John Marshall Commons project. Ms. Lockhart states that she is working with the Planner on a possible proffer funding for a sidewalk project in Haymarket and will be formally submitting that request.

Councilman Morris asks the Town Planner if there are any Board or Commission vacancies. Ms. Lockhart states yes, on both the Planning Commission and Architectural Review Board. She adds that any interested Town resident can contact her to learn more.

Councilman Shannon responds that he has two neighbors that are very interested in getting involved.

### 3. Engineer Report - Katie McDaniels

In reference to the Sherwood Forest bond release, Councilman Shannon states that VDOT fixed one of the drainage issues between two of the houses and that project itself will pass VDOT inspection. He adds the Town will have to get involved with a remaining easement issue for one of the homes.

Business Manager, Jerry Schiro, updated the Council on the pedestrian improvement project. He states that the paperwork has been signed and funds have been approved. He adds that the project begins at the bridge down to the Town Hall parking lot.

Councilman Morris asks if there are any plans for a crosswalk from Longstreet Commons. The Town Planner states no.

### 4. Building Official's Report - Prince William County

Councilman Cole states that he is doing a bathroom project at his residence. He added that he had a nice experience with the County Inspection Office.

Mayor Leake notes that if a resident does not have the ability or access to go online for building permitting services, the staff at Town Hall can assist them.

Councilman Leake shares his concerns about moving our permitting services to the County. He states that we had a terrible contract. He states that Councilman Cole's comments were the first positive ones he has heard and that many of the residents are speaking against the change. He adds that we need to take our citizen's comments into consideration and suggests looking at alternative solutions that are not costly to the Town. He concludes that he would be more than happy to take that project on to look for alternatives and doesn't feel the County is the right answer.

#### 5. Treasurer's Report - Roberto Gonzalez

Treasurer, Roberto Gonzalez, states that in reference to the Legal bill line item, we are at 51%. He reports business license renewals are still coming in.

#### 6. Business and Community Relations Specialist - Denise Andrews

Business and Community Relations Specialist, Denise Andrews, addresses the Council. She reports that Earth Day was held on April 21, 2018. She thanks the Staff and Council and Board members for their assistance along with Girl Scout Brownie and Daisy Troop's 90064 and 90016. She also thanks Alexander Kelly and Boy Scout Troop #91 for all their work on the community garden. She adds that if anyone is interested in adopting a planter box, please contact her.

She reports that on Sunday, May 6th the Battlefield Senior Class finished the beautification projects at the park.

She reports that the Business Roundtable will be held on Monday, May 21st at 4 pm hosted by the Fauquier Bank. She also reports that she will be a guest speaker at St. Paul's Episcopal Church.

She states that there will be 4 pet waste stations in Town including 3 at the Park and 1 in the courtyard beside the Museum. She adds that 2 area businesses will be sponsoring the waste stations...A Dog's Day Out and VCA Healthy Paws.

She reports on other upcoming events including: Chick-fil-A's Annual Military Appreciation Day on May 23rd at the Park, "Walk a mile with Mayor and Council" on May 12th and A Dog's Day Out groundbreaking on May 9th.

She concludes her report stating that the Senior Class at Battlefield High School would like to hold their end of the year barbecue at the Community Park on Thursday, May 24th. There was no objection at the dais.

#### 7. Business Manager Report - Jerry Schiro

Business Manager, Jerry Schiro, highlights his report.

##### Administration:

Worked with Town Clerk on the recent Town Election held at Town Hall.

##### Business and Community Relations:

Assisted with preparation for Earth Day.

Reviewed Town banners.

##### Finance:

Worked on the budget with the Treasurer.

##### Planning and Zoning:

Reviewed bonding requirements with the Town Planner and assisted with bond collection.

Worked with Town Planner on the Crossroads Village Center submission.

Worked with the Zoning Administrator on blight enforcement efforts.

##### Property Management and Public Works:

Obtained bids for roof replacement at Copper Cricket and the Harrover House.

Worked with Prince William County Adult Detention Center Workforce to provide maintenance services at the Park.

Worked on issues with Harrover basement flooding.  
 Showed vacant space and negotiated new leases.  
 Worked with Rinker to complete modified drawings for building and have had 3 interested contractors and 1 preliminary bid estimate.

## X. Action Item

### 1. Dangerous Structure Resolution

Town Attorney, Martin Crim, explains the Dangerous Structure Resolution. He states that this is the next step following the Dangerous Structure Ordinance that is already on the books. He states this resolution gives blanket authority to the Zoning Administrator to provide the notices and to take the steps necessary for the remedying of potentially dangerous structures. He adds that the Zoning Administrator would report back to Council on the actions taken. He further adds that this implements the \$50,000 line item for blight abatement. He concludes that part of that money would go toward this category because you would be looking at potentially putting money into securing the outside of the dangerous structures.

Councilman Morris asks if the Town will get back its investment. Mayor Leake states yes.

Councilman Cole makes a motion *to adopt Dangerous Structure Resolution #2018-2*. The motion is seconded by Councilwoman Edwards.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	John Cole, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Cole, Morris, Edwards, Leake, Shannon
<b>ABSENT:</b>	Joe Pasanello

## XI. Updates

### 1. Planning Commission

Councilman Shannon, the Planning Commission liaison, states that there was no April meeting. The next meeting will be May 17th.

### 2. Architectural Review Board

Councilwoman Edwards, Architectural Review Board liaison, states at the last meeting, the board prioritized the blighted properties. She adds they also approved a deck. She reminds everyone that there is a historic walk on June 1st at 7 pm.

### 3. Mobile Data Terminals

No further update.

## XII. Councilmember Time

### 1. Steve Shannon

Councilman Shannon expresses appreciation for all of those who came out to vote. He was impressed with parents who brought their children with them when they voted and educated them on the process.

### 2. Joe Pasanello

Vice Mayor was absent from the meeting. Councilman Morris read his comments prepared earlier via email. Vice Mayor's email has been entered into the minutes below.

Folks,

As I will not be able to attend the regularly scheduled council meeting on Monday, May 7, 2018 and likely will not have the opportunity to comment on the agenda, I wish to share some thoughts for the record either as part of councilmember time or for inclusion in the developing agenda.

For the invocation:

1. Invocation - I ask that during this portion of the agenda that we remember and remind our citizens about the grace and dignity of an American icon, Barbara Bush, and her contributions to our society as a wife, mother, grandmother, and first lady of the United States.

2. Invocation - I just heard about the passing of Mayor Leake's father after a long illness. Please include David's father, the Mayor and the Leake family/friends in your thoughts and prayers as well.

Councilmember Morris, I hope you will do me the honor of sharing this information at the appropriate time:

3. First, congratulations to the citizens of Haymarket for participating in your local elections and congratulations to those who have been elected to serve. My personal thanks for putting yourselves out there and I wish you well as you contemplate your role in moving Haymarket forward representing all our citizens, businesses, and stakeholders. Best wishes for a successful tenure beginning July 1, 2018.

4. Special recognition to Steve and Debbie Aitken for their efforts to engage publicly an awareness campaign about ALS. Channeling your energy during this challenging time is worthy of acknowledgement as it helps to raise awareness about ALS and the need for significant funding for research and education to find a cure. Thank you so much. You are in our thoughts and prayers.

5. Finally, I'd like to point out as a father and family member of law enforcement the importance of reminding all our citizens of the upcoming National Police Week from May 13 through May 19. Also, National Peace Officers Memorial Day is May 15, 2018. This day is an observance in the United States that pays tribute to the local, state and federal peace officers who have died, or who have been disabled, in the line of duty. The week long observance reminds us of the need for special recognition. Thanks to HPD and all our law enforcement personnel who put themselves on the line everyday.

Best wishes for a productive meeting and I look forward to seeing you all the upcoming joint public hearing.

Joe Pasanello, MBA  
Vice Mayor  
Town of Haymarket  
914.224.4649

"Don't Forget to Thank our Vets and Remember Those Who Served"

### 3. Connor Leake

Councilman Leake congratulates all who were re-elected and those who were elected for their first term. He states that it was great to see everyone that came out to vote and glad to beat the County's prediction of a 10% voter turnout. He adds that he would like to thank Mrs. Aitken and Mr. Swinford for taking the time to come to Town Hall and vote. He concludes by thanking the Staff and Police Department for all that they do behind the scenes and if there is anything they need from Council, to please let them know.

### 4. Susan Edwards

Councilwoman Edwards states that she excited about the next 2 years. She adds that she thinks there will be a lot of positive change. She concludes that she is going to keep doing what she knows is right for the people in this Town.

### 5. John Cole

Councilman Cole congratulates all those you ran and won and thanks them for their service. He also thanks the police for the daily reports especially the school bus checks.

### 6. Chris Morris

Councilman Morris congratulates all of the newly elected and re-elected officials. He states that he is really proud to know that the Town of Haymarket government is in a better place than it was 3 1/2 years ago. He adds that he is excited in the direction our Town is heading into. He



concludes his time by thanking the Police Department for all that they do and to thank them for the privilege he has had representing them on the Finance Committee.

**7. David Leake**

Mayor Leake expresses his gratitude to Mr. Swinford and Mrs. Aitkens for coming out to vote. He thanks everyone and shares how excited he is to be a part of a vision of a business friendly, walking town.

**XIII. Adjournment**

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	John Cole, Councilman
<b>AYES:</b>	Cole, Morris, Edwards, Leake, Shannon
<b>ABSENT:</b>	Joe Pasanello

Submitted:

Approved:

\_\_\_\_\_  
Shelley M. Kozlowski, Clerk of the Council

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

Minutes Acceptance: Minutes of May 7, 2018 7:00 PM ( Minutes Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING ~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Tuesday, May 29, 2018

7:00 PM

Council Chambers

A Public Hearing of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

### I. Call to Order

### II. Roll Call

Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Absent, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Shannon: Absent, Mayor David Leake: Present.

### III. Pledge of Allegiance

### IV. Public Hearing - Proposed Real Property Tax

#### 1. Proposed Real Property Tax Increase Public Notice

Mayor Leake opened the public hearing. There was no one to speak at the public hearing. With no objection, the Mayor closed the public hearing.

### V. Discussion

#### 1. Business Manager Staff Report on Tax Rate

Business Manager, Jerry Schiro, states the property tax rate did not increase from last year, however, the assessed value of property in Haymarket increased by 6.2%. He adds the additional revenue generated by the increased assessment is approximately \$21,618. He further adds that the rate that we are proposing is the same as last year, \$0.146 per \$100 of assessed property values. He notes if we were to lower the rate to meet the same revenue threshold as last year, that rate would be \$0.137 per \$100. He concludes stating the total revenues from last year's real property tax was \$346,048.00 and anticipates revenue for this year at \$367,666.00

#### 2. Proposed FY19 Fee Schedule

Mr. Schiro states that the proposed fee schedule was shared with Council at an earlier meeting. He adds that these are Zoning and Planning application fees and that the only changes are the Town Attorney and Town Engineer's review costs which is passed through to the applicant. He concludes that this was not clearly identified in the schedule before.

### VI. Adjournment

#### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	John Cole, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	John Cole, Chris Morris, Susan Edwards, Connor Leake
<b>ABSENT:</b>	Joe Pasanello, Steve Shannon

Submitted:

Approved:

Minutes Acceptance: Minutes of May 29, 2018 7:00 PM ( Minutes Approval)

\_\_\_\_\_  
Shelley M. Kozlowski, Clerk of the Council

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

Minutes Acceptance: Minutes of May 29, 2018 7:00 PM ( Minutes Approval)



## A Proclamation to Observe Legg Calve Perthes Awareness Month

**Whereas** it is estimated that 1 in 20,000 people have Legg Calve Perthes Disease, or simply Perthes; and

**Whereas** Perthes is a rare disease where the blood supply to the hip is temporarily interrupted causing bone and tissue damage; and

**Whereas** the disease most often effects children ages 4-9 and occurs more often in boys than girls; and

**Whereas** the disease occurs in stages lasting many years during which time children with Perthes may experience severe pain; and

**Whereas** treatment ranges from activity restriction including bracing or casting and wheelchair restriction to surgeries; and

**Whereas** bone deterioration eventually stops, Perthes survivors may experience early onset arthritis, gait abnormalities, muscle weakness, and decreased range of motion in adulthood; and

**Whereas** for those effected by Perthes awareness, education, and a community of support is key. The Legg Calve Perthes Foundation is committed to be that resource.

**Now, Therefore,** be it proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of June 2018 as Legg Calve Perthes Month and encourage all citizens to observe and support the activities, programs, and ceremonies that bring awareness during the month of June and throughout the year.

**In Witness Thereof,** this 4th day of June 2018.

David M. Leake  
Mayor

Joseph R. Pasanello  
Vice Mayor

Chris Morris  
Councilman

Connor Leake  
Councilman

John Cole  
Councilman

Susan Edwards  
Councilwoman

Steve Shannon  
Councilman

Attachment: A Proclamation to Observe Legg Calve Perthes Awareness Month (3634 : Legg Calve Perthes Awareness Month)



**HAYMARKET POLICE  
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 5-15-2018  
 Subject: Monthly Report for May 2018

Felony Arrests	2	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	36	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1426	Various
Out of Town Calls for Service	39	Various
Traffic Summons	50	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	257	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	3	If Injuries – Transported to Hospital
House Checks	1	Residents who were out of town
Business Checks	651	All Town Businesses

**Points of Interest:**

Increase in Vehicle Thefts  
 SOMA Training  
 Rotary Club Event  
 Health and Fitness Day

**Officer Highlights:**

Vehicle Thefts (Entire Team)  
 RMS Implementation (Shaver)

Town Planner								
Task List May 2018								
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>								
Zoning Permit COA ZP#2018-014	6610 Jefferson Street	Emily	Apr-18	May-18	Complete		5/23/2018	The ARB approved the application with the condition that the applicant work with the Town Planner to change the color of the fence from Forest Green to Black or White. The applicant has chosen the black vinyl fence option.
Zoning Permit COA ZP#2018-015	Code Red Karate (Haymarket DOJO) Foster's Building	Emily	Apr-18	May-18	Notify the applicant			The ARB denied the sign application for the new business based on it's nonconformity with the pre-approved sign plan for the building. The Town Planner will work with the applicant to administratively approve a sign meeting the sign plan.
Zoning Permit COA ZP#2018-016 and COA ZP#2018-017	14845 and 14871 Washington Street	Emily	Apr-18	May-18	Complete		5/16/2018	Application for repainting the exterior, updating outside fixtures, replacing the roofs and other minor exterior adjustments have been approved by the ARB with no additional requirements/conditions
Zoning Permit COA ZP#2018-018	Keavy Place/ Jackie Walker	Emily	Apr-18	May-18	Complete		5/16/2018	Applicant submitted an application to expand her front porch on her single family home. The existing front porch will be updated with stone features and allow for a small seating area. ARB gave approval at May's Meeting
<b>Board of Zoning Appeals</b>								
No Activity for May 2018								
<b>Planning Commission</b>								
#SP2017-04 Wood Village LLC Parking Lot Site Plan	Parking Lot to be used by the Iceplex	Previously Steve G. Taken Over by Emily Lockhart	9/7/2017	1/24/2018			10/4/2017	May-2018 Update: Work has started on site
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017	2/12/2018	Awaiting bond acceptance		Feb-18	Grading site work is in the process. Working with the applicant on calling in E&S Inspections, answering questions for the building department and touching base for regular updates
Diner	6606 James Madison Highway	Emily/Katie						Applicant met with Katie and myself to discuss a site plan and submission. Site plan expected in coming weeks
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017	4/30/2018	Awaiting Public Hearing			First public hearing was held on 5/21/2018. The Planning Commission has requested more information on the SUPS and the rezoning application prior to making a decision to refer the application to Council. Working with the applicant to make the necessary changes and gather additional details for the application. The public hearing meeting was continued and will reconvene June 18th at 7 pm
Planning Commission met May 17, 2018 for their regular May meeting. The Commission discussed the Meladon project, the PC purview, the process and the steps after the public hearing								
<b>Prince William County (1 Mile Review)</b>								
Camp Synder: Expanding the shooting range to allow different types of guns.								
Attended the Public Hearing for John Marshall Commons on May 15, 2018. Used this opportunity to learn more about the most recent changes to the project and form a line of communication with the Developer. The following Thursday I met with Denise Harrover with Van Metre to discuss the project, proffers, and potential options for a partnership with the Town								
<b>Staff</b>								
Fee Schedule								Presented updated fee schedule to the Town Council at the last budget meeting. Finalized the fee schedule for 5/29 meeting on the proposed tax rate.
Streetlights								Worked with ARB to finalize plans for the banners and placement.
Boundary Line Adjustment								Working with a resident off of Walter Robinson Lane, to submit a Boundary Line Adjustment application. Conducted a site visit to discuss setbacks and land surveys. Expecting the BLA early June

Attachment: May TC Planner Report\_ (3635 : Town Planner's Report - Emily Lockhart)

3 New Single Family Detached Residential Dwellings					Working with an applicant on the ARB Guidelines and Site Plan requirements for 3 SFDs. Met several times for pre-application meetings. Expecting submissions early June.			
Funeral Home SUP					Working with an interested business owner regarding a property in Town and a potential SUP application for a funeral home. Discussing several concerns regarding the traffic and parking on site			
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	4/1/2018	Applicant needs to submit site plans for the new construction on these sites			Working with the new owner of the property to provide pre-application meetings for the subdivision and site plan process.
<b>Zoning Violations</b>								
Payne Lane, Firehouse/Bungalow, Pardo House		Emily Lockhart	2/21/2018	May-18	Blight Ordinance letter has been mailed, awaiting the response and following the timeline closely.			

## Engineer's Report -4/27/18 thru 5/24/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Fairgrounds	Staff	11/29/2017	5/21/2018	Planning Commission			-Applicant met with Town to Discuss proposed layout and uses 11/29 -Town signed off on TIA scope 3/8. Town reviewed TIA 4/18. VDOT comments received and addressed by applicant. TIA resubmitted and awaiting approval.
Wood Village	Katie	8/21/2017	3/28/2018	Applicant			-Plan revision re-submitted for Abel Properties approved plan 10/10. -Plan approved 3/28. Applicant to provide bond estimate information.
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/11/2018	RDA			-RDA submitted Final Site Plan for review/approval. All agency comments have been provided to RDA. RDA preparing to resubmit. -PWC submitted VDOT revenue sharing application including Town request on 10/31/17. Notice of award received 3/22/18. -Town declined acceptance of revenue sharing funding.
Pedestrian Improvements Project	Katie	7/14/2014	5/21/2018	RDA/Town/V DOT			-RDA submitted final construction plans, quantities and cost estimate to VDOT. -Funding deficit of \$143,500 to be covered by Town. VDOT submitted application for funding assistance through Pedestrian/Bike Safety (BPS) Program. BPS Funding application approved. VDOT transferring funds to fully fund project for advertisement.
Sherwood Forest Bond Release	Katie	N/A	11/29/2017	Applicant			-As-builts approved 11/15. -Landscaping and E&S Bond released. -Applicant must finish Street Acceptance Process with VDOT before bringing Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.



Engineer's Report -4/27/18 thru 5/24/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Washington Street Sidewalks, Curb Ramps and Crosswalks	Katie/Emily	8/2/2017	11/1/2017	VDOT			-Walked Washington Street with Steve Shannon on 9/7/17 to document sidewalk/crosswalk/curb deficiencies. -Submitted Transportation Alternatives Program application to VDOT 11/1/17. -VDOT may have funding for curb repair.
QBE Final Site Plan	Emily	1/20/2017	12/15/2017	Applicant			-Approved by Planning Commission 6/7/17. Site plan approval notification letter sent 7/18/17. -Bonds to be provided prior to construction. -Town attorney accepted deeds/plats per 2nd submission.

Attachment: May 2018 TC Engineer's Report\_KMM (3631 : Town Engineer's Report - Katie McDaniel)

## **Business & Community Relations Report 05/21/2018 – 06/18/2018**

### **2018 Haymarket Health & Fitness Day**

The 2018 Health & Fitness Day was held on Saturday, June 2, 2018.

Activities for the day included:

- Live fitness and health demonstrations on the fitness stage
- Live cooking demonstrations on the fitness stage
- Hula-hoop challenge - sponsored by The Very Thing for Her...
- Misting tent – in the Museum Courtyard
- Prince William Co. Fire & Rescue Station #4 was on sight with their fire engine
- Free face painting
- Safari Bingo played games with the children
- Free health screenings – sponsored by Novant Health/UVA Health System
- Free vision & hearing screenings – sponsored by The Lions Club

### **Town Business Roundtable**

The Town Business Roundtable was held on Monday, May 21, 2018, at 4:00 pm at The Fauquier Bank. Ann Marie Maher, Director of Prince William County Tourism was the guest speaker. Ann Marie shared details of the new County website launching in July, marketing and visitor initiatives for Prince William, and the importance and benefits of capturing the “TOT” (transit occupancy tax) here in Prince William County.

### **St. Paul’s Episcopal Church – History of Haymarket**

On Sunday, May 20, 2018, at 9:30 am, Denise Andrews, Business & Community Relations Specialist was honored as the guest speaker for the monthly congregation meeting for St. Paul’s Episcopal Church. The 30-minute presentation included a brief history of the Town, where the Town is now and potential future projects.

### **Walking Tour of Historic Prince William Towns – Haymarket**

On Friday, June 1, 2018, at 7 pm, the Town of Haymarket participated in the first Walking Tour of Historic Prince William Towns. Visitors, residents and surrounding community members had the opportunity to learn more about the Town of Haymarket, as well as 5 historic structures in the town. This tour is the first of its kind for the County and plans are to continue the series every summer featuring different structures from each town.

### **Haymarket Museum – Art Shows & Exhibits**

Starting in July, the Haymarket Museum will feature local artist displaying various forms of artwork.

More details to come.

## **2018 Haymarket Day (Updates)**

2018 Haymarket Day will be held on Saturday, September 15<sup>th</sup> from 9 am until 4 pm.

- This year's 30<sup>th</sup> Anniversary theme is "Americana" Red, White & Blue
- The main stage will be located at Haymarket Community Park while the secondary/demo stage will be in front of Town Hall
- We are working to solidify off-site satellite parking for vendors and spectators
- The featured band will be One Hot Mess
- Karina Alvarez will be back as the parade coordinator
- Our next Events Committee Meeting will be held on Wednesday, June 6<sup>th</sup> at 10 am

## **Museum Lighting Ceremony – Legg Calve Perthes**

Legg Calve Perthes also known as Perthes is a rare disease where the blood supply to the hip is temporarily interrupted causing bone and tissue damage. Perthes occurs in stages lasting many years. Treatment ranges from activity restrictions including bracing, casting, and wheelchair restriction, and surgery. Perthes survivors may experience early onset arthritis, muscle weakness, and decreased range of motion.

During the month of June, the Haymarket Museum will be lit "Blue" in observance of Perthes Awareness Month.

## **Media Coverage**

- 6/1 - Haymarket Lifestyle magazine advertisement for Haymarket Farmers' Market
- 6/1 – Gainesville Lifestyle magazine advertisement for Haymarket Farmers' Market

## **Updates/Coming Soon**

- Annual Car Show – Saturday, June 9<sup>th</sup> from 12 noon to 3 pm



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
June 4, 2018

**Highlights:**

- The financials attached are as of April 30<sup>th</sup> 2018
- Business Licenses have been collected and the first round of delinquent follow up letter have been mailed out to businesses
- As of April 30<sup>th</sup>, 2018, we collected 78.4% of budgeted business license revenue
- As of April 30, 2018, we are at 74.1% mark of our Revenues and 67.1% of our Expenditures.
- We have held our public hearings over the Proposed Budget for Fiscal Year 2018/2019 and our Tax Rate public hearing

**Town of Haymarket**  
**Statement of Net Position**  
As of April 30, 2018

	Apr 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,167,360.36
11000 · CD's & Money Market Funds	365,609.57
11010 · Virginia Investment Pool	304,210.05
<b>Total Checking/Savings</b>	1,837,179.98
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	120,645.93
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	1,688.71
<b>Total Accounts Receivable</b>	125,464.13
<b>Other Current Assets</b>	
11499 · Undeposited Funds	6,931.54
12012 · Local Accounts Receivable-Other	67,099.88
12025 · Due from Prince William County	18,972.08
12030 · Due from Commonwealth	47,424.05
12099 · Allowance for Doubtful Accounts	-103,775.64
<b>Total Other Current Assets</b>	36,651.91
<b>Total Current Assets</b>	1,999,296.02
<b>Fixed Assets</b>	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,960,724.75
<b>Other Assets</b>	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
<b>Total Other Assets</b>	165,328.45
<b>TOTAL ASSETS</b>	<b>8,125,349.22</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	31,487.57
<b>Total Accounts Payable</b>	31,487.57
<b>Credit Cards</b>	
20040 · Town Credit Card	1,938.44
<b>Total Credit Cards</b>	1,938.44
<b>Other Current Liabilities</b>	
20030 · VA Dept of Housing & Comm. Dev.	325.20
20095 · Deferred Revenue - Events	7,500.00
20096 · Deferred Revenue - Other	13,500.00
20500 · Sales Tax Payable	3.49
21000 · Payroll Liabilities	144.26
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	322,624.04
<b>Total Other Current Liabilities</b>	364,326.99
<b>Total Current Liabilities</b>	397,753.00

**Town of Haymarket**  
**Statement of Net Position**  
As of April 30, 2018

	Apr 30, 18
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95
29100 · Deferred Inflow - Pension Msmnt	34,420.00
<b>Total Long Term Liabilities</b>	1,449,349.40
<b>Total Liabilities</b>	1,847,102.40
<b>Equity</b>	
34000 · Net Pension Activity Offset	130,908.45
30000 · Unrestricted Net Assets	1,415,669.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,960,724.75
33000 · Amt Long Term Obligations	-1,414,929.40
Net Income	179,873.71
<b>Total Equity</b>	6,278,246.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,125,349.22</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**April 2018**

	Apr 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3120 · OTHER LOCAL TAXES</b>	
Business License Tax	91,482.13
Cigarette Tax	11,906.05
Consumer Utility Tax	13,154.69
Meals Tax - Current	57,358.21
Sales Tax Receipts	10,477.77
Penalties (Non-Property)	826.08
Interest (Non-Property)	56.84
<b>Total 3120 · OTHER LOCAL TAXES</b>	185,261.77
<b>3130 · PERMITS,FEES &amp; LICENESES</b>	
Application Fees	175.00
Motor Vehicle Licenses	137.00
Other Planning & Permits	350.00
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	662.00
<b>3140 · FINES &amp; FORFEITURES</b>	
Fines	90.00
<b>Total 3140 · FINES &amp; FORFEITURES</b>	90.00
<b>3151 · RENTAL (USE OF PROPERTY)</b>	11,217.01
<b>3165 · REVENUE - TOWN EVENTS</b>	
Revenue - Town Events	1,600.00
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	1,600.00
<b>3180 · MISCELLANEOUS</b>	
Citations & Accident Reports	20.00
3180 · MISCELLANEOUS - Other	550.00
<b>Total 3180 · MISCELLANEOUS</b>	570.00
<b>32 · REVENUE FROM COMMONWEALTH</b>	
Car Rental Reimbursement	207.17
Communications Tax	9,050.17
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	9,257.34
<b>Total Income</b>	208,658.12
<b>Gross Profit</b>	208,658.12
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
FICA/Medicare	167.92
Salaries & Wages - Regular	2,275.00
<b>Total 11100 · TOWN COUNCIL</b>	2,442.92
<b>12110 · TOWN ADMINISTRATION</b>	
Salaries/Wages-Regular	18,815.15
Salaries/Wages - Part Time	5,760.00
FICA/Medicare	1,813.49
VRS	2,130.48
Health Insurance	3,675.64
Life Insurance	258.18
Disability Insurance	36.70
Unemployment Insurance	113.73
Accounting Services	165.49
Printing & Binding	94.77
Advertising	1,260.50
Computer, Internet & Website Svc	3,447.11

Attachment: Treasurer &amp; Financial Report for 06-04-2018 (3636 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**April 2018**

	Apr 18
Postage	20.00
Telecommunications	159.78
Convention & Education	250.00
Books, Dues & Subscriptions	131.20
Office Supplies	211.56
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>38,343.78</b>
<b>12210 · LEGAL SERVICES</b>	
Legal Services	2,780.00
<b>Total 12210 · LEGAL SERVICES</b>	<b>2,780.00</b>
<b>Total 01 · ADMINISTRATION</b>	<b>43,566.70</b>
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
Salaries & Wages - Regular	26,819.14
Salaries & Wages - OT Regular	186.73
Salaries & Wages - OT Premium	81.15
Salaries & Wages - Holiday Pay	0.00
Salaries & Wages - Part Time	1,122.25
FICA/MEDICARE	2,088.41
VRS	2,975.86
Health Insurance	4,224.88
Life Insurance	360.60
Disability Insurance	151.26
Legal Services	900.00
Computer, Internet & Website	666.00
Telecommunications	513.16
Convention & Education	344.58
Office Supplies	129.00
Vehicle Fuels	4,642.79
Vehicle Maintenance/Supplies	271.59
Repairs/Maintenance Supplies	206.73
Uniforms & Police Supplies	1,603.44
Equipment Maintenance	-78.95
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>47,208.62</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>47,208.62</b>
<b>04 · PUBLIC WORKS</b>	
Town Public Works	3,035.91
<b>43200 · REFUSE COLLECTION</b>	
Trash Removal Contract	6,007.50
<b>Total 43200 · REFUSE COLLECTION</b>	<b>6,007.50</b>
<b>RENTAL PROPERTY - 14740 Wash St</b>	
Repairs/Maintenance Services	-499.05
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>-499.05</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>	
Repairs/Maintenance Services	26,456.20
Maint Svc Contract-Pest Control	360.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	500.00
Electric/Gas Services	1,990.71
Electrical Services-Streetlight	364.07
Water & Sewer Services	628.00
Janitorial Supplies	23.42
<b>43100 · MAINT OF 15000 Wash St./Grounds - Other</b>	<b>-3,031.17</b>
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>29,366.23</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>37,910.59</b>

Attachment: Treasurer &amp; Financial Report for 06-04-2018 (3636 : Town Treasurer's Report - Roberto Gonzalez)



**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**April 2018**

	Apr 18
<b>07 · PARKS, REC &amp; CULTURAL</b>	
<b>71110 · EVENTS</b>	
Contractual Services	1,675.85
71110 · EVENTS - Other	55.98
<b>Total 71110 · EVENTS</b>	1,731.83
<b>72200 · MUSEUM</b>	
Advertising	0.00
Telecommunications	203.10
<b>Total 72200 · MUSEUM</b>	203.10
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	1,934.93
<b>08 · COMMUNITY DEVELOPMENT</b>	
<b>81100 · PLANNING COMMISSION</b>	
Salaries & Wages - Regular	120.00
FICA/Medicare	0.00
Consultants	4,400.00
Meals & Lodging	22.62
81100 · PLANNING COMMISSION - Other	0.00
<b>Total 81100 · PLANNING COMMISSION</b>	4,542.62
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>	
Salaries & Wages - Regular	510.00
FICA/Medicare	39.01
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	549.01
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	5,091.63
<b>94105 · PERSONNEL</b>	
<b>EMPLOYEE BENEFITS</b>	
6560 · Payroll Processing Fees	0.01
EMPLOYEE BENEFITS - Other	-162.25
<b>Total EMPLOYEE BENEFITS</b>	-162.24
<b>Total 94105 · PERSONNEL</b>	-162.24
<b>Total Expense</b>	135,550.23
<b>Net Ordinary Income</b>	73,107.89
<b>Net Income</b>	73,107.89

Attachment: Treasurer &amp; Financial Report for 06-04-2018 (3636 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2017 through April 2018

05/25/18

Ordinary Income/Expense	Jul '17 - Apr 18	Budget	% of Budget
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
Real Estate - Current	340,658.41	346,048.00	98.4%
Public Service Corp RE Tax	11,273.29	10,000.00	112.7%
Interest - All Property Taxes	115.03	0.00	100.0%
Penalties - All Property Taxes	726.20	0.00	100.0%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>352,772.93</b>	<b>356,048.00</b>	<b>99.1%</b>
<b>3120 · OTHER LOCAL TAXES</b>			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	163,976.80	209,200.00	78.4%
Cigarette Tax	110,358.37	190,000.00	58.1%
Consumer Utility Tax	139,773.47	130,000.00	107.5%
Meals Tax - Current	536,003.59	600,000.00	89.3%
Sales Tax Receipts	126,921.28	150,000.00	84.6%
Penalties (Non-Property)	1,806.55	0.00	100.0%
Interest (Non-Property)	82.53	0.00	100.0%
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,078,922.59</b>	<b>1,297,200.00</b>	<b>83.2%</b>
<b>3130 · PERMITS,FEES &amp; LICENESES</b>			
Application Fees	3,735.00	2,700.00	138.3%
Inspection Fees	6,942.97	15,000.00	46.3%
Motor Vehicle Licenses	933.00	1,900.00	49.1%
Occupancy Permits	500.00	600.00	83.3%
Other Planning & Permits	10,110.00	70,000.00	14.4%
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>22,220.97</b>	<b>90,200.00</b>	<b>24.6%</b>
<b>3140 · FINES &amp; FORFEITURES</b>			
Fines	51,399.63	50,000.00	102.8%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>51,399.63</b>	<b>50,000.00</b>	<b>102.8%</b>
<b>3150 · REVENUE - USE OF MONEY</b>			
	7,972.01	10,000.00	79.7%
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
	122,038.98	131,335.00	92.9%
<b>3160 · CHARGES FOR SERVICES</b>			
Public Safety			
Donation/Grants	1,120.80	0.00	100.0%
Public Safety - Other	18,402.00	0.00	100.0%
<b>Total Public Safety</b>	<b>19,522.80</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>19,522.80</b>	<b>0.00</b>	<b>100.0%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			
Revenue - Town Events	79,284.00	65,000.00	122.0%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>79,284.00</b>	<b>65,000.00</b>	<b>122.0%</b>
<b>3180 · MISCELLANEOUS</b>			
Citations & Accident Reports	525.00	1,900.00	27.6%
Miscellaneous	80.04	0.00	100.0%
Recovered Costs- Private Events			
Donations	137.76		
<b>Total Recovered Costs- Private Events</b>	<b>137.76</b>	<b>0.00</b>	<b>100.0%</b>
<b>3180 · MISCELLANEOUS - Other</b>	<b>3,467.59</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 3180 · MISCELLANEOUS</b>	<b>4,210.39</b>	<b>1,900.00</b>	<b>221.6%</b>
<b>32 · REVENUE FROM COMMONWEALTH</b>			
VDOT Grant Revenue	824.23	0.00	100.0%
599 Law Enforcement Grant	21,960.00	28,000.00	78.4%
Car Rental Reimbursement	4,348.66	5,500.00	79.1%

Attachment: Treasurer &amp; Financial Report for 06-04-2018 (3636 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	% of Budget
Communications Tax	97,329.30	120,000.00	81.1%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.7%
Railroad Rolling Stock	1,349.93	1,500.00	90.0%
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	<b>144,439.09</b>	<b>183,500.00</b>	<b>78.7%</b>
<b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>			
DMV Transp Safety Grant	7,677.52	0.00	100.0%
CABOOSE ENHANCEMENT GRANT	0.00	9,359.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	6,157.24	6,158.00	100.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	202,442.00	0.0%
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>13,834.76</b>	<b>217,959.00</b>	<b>6.3%</b>
35 · Reserve Funds For CIP	0.00	155,000.00	0.0%
<b>Total Income</b>	<b>1,896,618.15</b>	<b>2,558,142.00</b>	<b>74.1%</b>
<b>Gross Profit</b>	<b>1,896,618.15</b>	<b>2,558,142.00</b>	<b>74.1%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
Convention & Education	1,067.64	3,000.00	35.6%
FICA/Medicare	1,163.18	2,000.00	58.2%
Meals and Lodging	157.30	1,500.00	10.5%
Mileage Allowance	163.93	750.00	21.9%
Salaries & Wages - Regular	15,125.00	32,100.00	47.1%
Town Elections	0.00	1,200.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>17,677.05</b>	<b>40,550.00</b>	<b>43.6%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	252,251.70	334,000.00	75.5%
Salaries/Wages - Part Time	37,330.00	35,000.00	106.7%
FICA/Medicare	21,165.08	28,500.00	74.3%
VRS	22,658.36	21,000.00	107.9%
Health Insurance	41,481.28	59,150.00	70.1%
Life Insurance	2,874.93	3,500.00	82.1%
Disability Insurance	403.70	2,600.00	15.5%
Unemployment Insurance	4,778.88	2,800.00	170.7%
Worker's Compensation	402.64	400.00	100.7%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	4,888.69	11,000.00	44.4%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	9,984.99	15,000.00	66.6%
Advertising	6,572.50	12,000.00	54.8%
Computer, Internet & Website Svc	19,606.55	30,000.00	65.4%
Postage	1,677.26	4,000.00	41.9%
Telecommunications	2,424.02	6,000.00	40.4%
Mileage Allowance	343.87	2,500.00	13.8%
Meals & Lodging	550.65	6,000.00	9.2%
Convention & Education	4,788.09	8,000.00	59.9%
Discretionary Fund	154.70	2,500.00	6.2%
Books, Dues & Subscriptions	10,264.51	15,000.00	68.4%
Office Supplies	4,190.94	4,000.00	104.8%
Capital Outlay-Machinery/Equip	708.46	7,000.00	10.1%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>464,328.80</b>	<b>631,450.00</b>	<b>73.5%</b>
<b>12210 · LEGAL SERVICES</b>			
Legal Services	41,446.22	90,000.00	46.1%
<b>Total 12210 · LEGAL SERVICES</b>	<b>41,446.22</b>	<b>90,000.00</b>	<b>46.1%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			

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**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	% of Budget
Auditing Services	14,350.00	16,500.00	87.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,350.00</b>	<b>16,500.00</b>	<b>87.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>537,802.07</b>	<b>778,500.00</b>	<b>69.1%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	285,416.61	351,616.00	81.2%
Salaries & Wages - OT Regular	5,791.89	9,000.00	64.4%
Salaries & Wages - OT Premium	8,064.42	4,100.00	196.7%
Salaries & Wages - Holiday Pay	12,439.76	11,000.00	113.1%
Salaries & Wages - Part Time	4,102.25	19,500.00	21.0%
Salaries & Wages - VDOT	7,993.92	0.00	100.0%
FICA/MEDICARE	24,340.38	31,124.00	78.2%
VRS	28,620.84	38,189.00	74.9%
Health Insurance	45,090.05	62,100.00	72.6%
Life Insurance	3,573.70	4,648.00	76.9%
Disability Insurance	1,747.33	1,864.00	93.7%
Unemployment Insurance	0.00	1,636.00	0.0%
Workers' Compensation Insurance	11,781.36	11,950.00	98.6%
Line of Duty Act Insurance	1,662.00	1,383.00	120.2%
Legal Services	8,177.59	15,000.00	54.5%
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	8,411.18	4,700.00	179.0%
Postage	79.19	300.00	26.4%
Telecommunications	6,318.64	15,200.00	41.6%
General Prop Ins (Vehicles)	7,330.00	5,000.00	146.6%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	323.30	500.00	64.7%
Convention & Education	479.58	2,100.00	22.8%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	6,073.90	6,800.00	89.3%
Office Supplies	4,483.72	3,100.00	144.6%
Vehicle Fuels	14,842.10	16,000.00	92.8%
Vehicle Maintenance/Supplies	8,897.00	8,000.00	111.2%
Repairs/Maintenance Supplies	8,736.42	0.00	100.0%
Uniforms & Police Supplies	38,497.74	29,400.00	130.9%
Community Events	2,146.13	1,000.00	214.6%
Insurance Pass-Through	-8,421.97	0.00	100.0%
Mobile Data Computer Netwk Svc	25,897.00	10,000.00	259.0%
Capital Outlay-Machinery/Equip	31,592.38	31,520.00	100.2%
Capital Outlay-Furniture/Fixtur	2,675.90	0.00	100.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>607,164.31</b>	<b>697,530.00</b>	<b>87.0%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>34100 · BUILDING OFFICIAL</b>	<b>26,275.00</b>	<b>65,000.00</b>	<b>40.4%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>633,439.31</b>	<b>772,530.00</b>	<b>82.0%</b>
<b>04 · PUBLIC WORKS</b>			
Town Public Works	20,271.84	34,749.00	58.3%
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	67,316.27	78,000.00	86.3%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>67,316.27</b>	<b>78,000.00</b>	<b>86.3%</b>
Town Decorations	2,107.00		
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	48,579.75	55,000.00	88.3%
Maint Svc Contract-Pest Control	1,200.00	2,000.00	60.0%
Maint Svc Contract-Landscaping	20,750.00	35,000.00	59.3%
Maint Svc Contract Snow Removal	220.00	7,000.00	3.1%

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**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	% of Budget
Maint Svc Cont- Street Cleaning	5,075.00	8,000.00	63.4%
Electric/Gas Services	14,636.94	15,000.00	97.6%
Electrical Services-Streetlight	3,894.57	5,500.00	70.8%
Water & Sewer Services	1,959.38	2,000.00	98.0%
Janitorial Supplies	62.61	1,000.00	6.3%
Real Estate Taxes	453.70	2,500.00	18.1%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>96,831.95</b>	<b>133,000.00</b>	<b>72.8%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>186,527.06</b>	<b>245,749.00</b>	<b>75.9%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Advertising - Events	3,013.80	0.00	100.0%
Contractual Services	54,944.31	65,000.00	84.5%
71110 · EVENTS - Other	243.39	0.00	100.0%
<b>Total 71110 · EVENTS</b>	<b>58,201.50</b>	<b>65,000.00</b>	<b>89.5%</b>
<b>72200 · MUSEUM</b>			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	1,908.09	2,200.00	86.7%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	1,016.41	1,500.00	67.8%
<b>Total 72200 · MUSEUM</b>	<b>2,924.50</b>	<b>5,150.00</b>	<b>56.8%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>61,126.00</b>	<b>70,150.00</b>	<b>87.1%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	2,415.00	5,000.00	48.3%
FICA/Medicare	175.57	500.00	35.1%
Consultants	50,219.62	90,000.00	55.8%
Mileage Allowance	230.05	500.00	46.0%
Meals & Lodging	22.62	750.00	3.0%
Convention/Education	69.99	2,000.00	3.5%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>53,132.85</b>	<b>98,750.00</b>	<b>53.8%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,905.00	4,000.00	47.6%
FICA/Medicare	133.50	850.00	15.7%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,038.50</b>	<b>5,850.00</b>	<b>34.8%</b>
<b>81111 · Board Of Zoning Appeals</b>			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
81111 · Board Of Zoning Appeals - Other	0.00	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,173.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>55,171.35</b>	<b>106,773.00</b>	<b>51.7%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond	183,382.10	231,440.00	79.2%
<b>Total 95100 · DEBT SERVICE</b>	<b>183,382.10</b>	<b>231,440.00</b>	<b>79.2%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>183,382.10</b>	<b>231,440.00</b>	<b>79.2%</b>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>	<b>0.00</b>	<b>11,000.00</b>	<b>0.0%</b>

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**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2017 through April 2018

	<u>Jul '17 - Apr 18</u>	<u>Budget</u>	<u>% of Budget</u>
94102 · HAYMARKET COMMUNITY PARK	0.00	2,500.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	26,707.24	267,000.00	10.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS	-0.07	0.00	100.0%
Total 94105 · PERSONNEL	-0.07	0.00	100.0%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	32,589.38	72,500.00	45.0%
Total 94106 · TOWN CENTER MASTER PLAN	32,589.38	72,500.00	45.0%
Total Expense	1,716,744.44	2,558,142.00	67.1%
Net Ordinary Income	179,873.71	0.00	100.0%
Net Income	<u>179,873.71</u>	<u>0.00</u>	<u>100.0%</u>



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

**JERRY M. SCHIRO**  
BUSINESS MANAGER

Date of Report: May 30, 2018

## BUSINESS MANAGER'S REPORT

### Town of Haymarket Council Meeting June 04, 2018

#### Administration

- Held weekly staff meetings
- Attended the Mayor's weekly staff meetings
- Attended joint public hearing with Planning Commission
- Attended Finance Committee meeting

#### Business and Community Relations

- Ordered three new light poles for Washington Street
- Attended the Website Committee meetings
- Attended Event Committee meeting

#### Finance

- Update and finalize the draft budget with the Treasurer
- Drafted resolutions for tax rate and budget approval
- Review proposed Planning & Zoning Fee Schedules with Town Planner and Treasurer
- Met with the Vice Mayor and Treasurer for a briefing on the budget

#### Planning and Zoning

- Contacted County Fire Marshall Office, requested inspection of dangerous properties
- Worked with the Planner and Town Attorney on Crossroads Village development
- Worked with Town Planner and Town Attorney on a property boundary adjustment
- Met with potential purchaser BB&T Bank building
- Met with a resident regarding an illegal business operation conducted in a residential area and associated traffic issues
- Worked with E&S contractor to provide site and construction entrance inspections for new construction on Fayette Street
- Met with the owner's representative for the proposed diner on 15. Addressed his concerns regarding site plan submission
- Attended the joint public hearing on Crossroads Village Center

#### Property Management and Public Works

- Had electrical receptacles repaired on street poles in front of Town Hall
- Met with potential contractors and the Architect for the Town Center Renovation
- Met with Contractors to obtain bids for crosswalk painting
- Stanley Steamer cleaned the carpet in the Administrative Offices and Council Chambers
- Set up final site inspection for 6740 Blight Drive

- Ordered new chairs for Council Chambers
- Followed up on complaints regarding down trees resulting from storm
- Contacted neighboring resident regarding trees encroaching on Town property
- Met with Copper Cricket regarding lease renewal
- Forwarded several complaints to VDOT reference debris on street





Town of Haymarket  
15000 Washington Street, #100  
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**JERRY M. SCHIRO**  
BUSINESS MANAGER

## STAFF REPORT

### APPROVAL OF THE FISCAL YEAR 2018-2019 BUDGET AND TAX RATE

#### BACKGROUND

Staff began budget development in January/February 2018. A review of the FY2017 Audit and a mid-year budget review was held with the Finance Committee on February 2<sup>nd</sup>. Revenue forecasts and expenditure projections were developed subsequent to that meeting.

Staff presented the first balanced draft budget to the Finance Committee and the Town Council on March 19, 2018. At that time, the budget was reviewed by line item, receiving Council input. Staff came back to Council on April 10<sup>th</sup> with revisions from the March 19<sup>th</sup> meeting which were reviewed by line item. A special meeting was held on April 16<sup>th</sup> to continue discussions on the budget, including funding for blight abatement. Council also set public hearings on the final draft budget and the tax rate. A Finance Committee meeting was held prior to May 7<sup>th</sup> Council meeting for additional consideration on the budget.

A Public Hearing on the draft budget was properly advertised and held on May 7, 2018. At that time Council authorized additional changes to the budget per the recommendation of the Finance Committee Chair.

A Public Hearing on the proposed real property tax rate was properly advertised and held on May 29, 2018.

#### COUNCIL ACTION REQUIRED

Council is required to adopt a budget and tax rates prior to July 1, 2018. Council is also required to approve an annual appropriation in the amount of the budget. These actions are included in the enclosed Council Resolution #2018-4.

#### SAMPLE MOTION

- I move the Council approve Resolution #2018-04, thereby adopting the operating and capital budget, the tax rate and fee schedules to support the budget and make an annual appropriation of the budgeted amounts for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

or

Alternative Motion



## HAYMARKET TOWN COUNCIL

### RESOLUTION #2018-04

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**RESOLUTION TO ADOPT THE ANNUAL OPERATING BUDGET  
AND CAPITAL IMPROVEMENT BUDGET,  
TO ADOPT TAX RATES AND A FEE SCHEDULE IN SUPPORT OF THE BUDGET,  
AND TO MAKE AN ANNUAL APPROPRIATION OF THE BUDGETED AMOUNTS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019**

**WHEREAS**, the Council of the Town of Haymarket held several Finance Committee meetings since January 2018 and two (2) work sessions with the Council, all open to the public, to consider the proposed FY 2018-19 budget; and

**WHEREAS**, the budget was advertised on April 25, 2018 and a public hearing was held on May 7, 2018, in accordance with Section 15.1-162 of the Code of Virginia; and

**WHEREAS**, the real property tax rate increase was advertised on April 25, 2018 and a public hearing was held on May 29, 2018, in accordance with Section 58.1-3321 of the Code of Virginia; and

**WHEREAS**, the budget is accompanied by a statement of contemplated revenue and disbursements.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Haymarket, Virginia meeting in regular session this 4th day of June, 2018, adopts the annual operating budget and capital improvement budget as presented, adopts the tax rates and fee schedule shown below in this Resolution in support of the budget, and appropriates the funds on an annual basis for the contemplated expenditures shown in the annual operating budget and capital improvement budget.

The budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 is as follows:



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

## TOWN OF HAYMARKET

### ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

### FISCAL YEAR 2018-2019

#### FY2018-2019 PROJECTED REVENUES

General Property Taxes	\$ 379,940
Meals Tax	\$ 650,000
BPOL Tax	\$ 180,000
Other Local Taxes	\$ 458,000
Permits, Fees & Licenses	\$ 39,000
Fines & Forfeitures	\$ 65,000
Rental Revenue	\$ 139,957
Public Safety	\$ 5,000
Interest (Bank, Investment Pool)	\$ 8,000
Miscellaneous	\$ 1,000
Revenue from Commonwealth	\$ 171,627
Revenue from Government	\$ 228,700
From Reserves for CIP	\$ 250,000
Town Event Sponsorship	<u>\$ 70,000</u>

**Total Revenue** **\$2,643,824**

#### FY2018-2019 PROJECTED EXPENDITURES

Administration	\$ 697,700
Police Department	\$ 706,184
Public Works	\$ 276,926
Community Development	\$ 106,773
Building Official	\$ 50,000
Museum, Town Events	\$ 75,150
Haymarket Community	
Park	\$ 75,000
Debt Service	\$ 186,440
Caboose Project	\$ 7,100
<b>Capital Improvement Projects</b>	
Town Center Project	\$ 203,951
Blight Mitigation	\$ 50,000
Pedestrian Improvement	
Project	<u>\$ 208,600</u>

**Total Expenditures** **\$2,643,824**

Haymarket Town Council  
Budget Adoption  
Resolution #2018-04



### Adopted Tax Rates Fiscal 2018 – 2019

Real Property Tax Rate	\$ .146/ \$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$ .75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%
Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<b><u>Business Professional &amp; Occupational License Tax:</u></b>	<b><u>Tax Rate Per \$100/Gross Receipt</u></b>
Contractors	\$0.15
Wholesale	\$0.05/Purchases
Retail	\$0.15
Financial Services	\$0.15
Repair Services	\$0.15
Personal Services	\$0.15
Business Service	\$0.15
Restaurants	\$0.10
Public Service Corporation	\$0.10
Professional Services	\$0.30
Real Estate Services	\$0.30
Percent of Revenue from Real Estate Tax	13.90%
2018 Estimated Assessed Value of Property-Town of Haymarket	\$252,100,100
Assessed Value of Property Exempt from Taxation (FY18-19)	\$6,131,700
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	2.43%

Town of Haymarket  
 FY 2018-19 Budget Adoption  
 Resolution #2018-04



**Town of Haymarket  
Planning and Zoning Fees  
Fiscal Year 2018-2019**

<b>Application Category</b>	<b>Application Type</b>	<b>FY 2018-2019 Fees</b>
<b>Misc. Zoning Fees</b>	Zoning Permit	\$50 Commercial \$25 Residential
	Readvertise Public Hearing	Cost of Advertising
	Zoning Administrator Determination	350 + TAR
	Renotify Property Owners	Cost of Re-Notification
<b>Sign Permits</b>	Permanent Signs	\$50
	Temporary Signs Requiring Permit	\$25
	Sign Plan	\$150
<b>Certificate of Appropriateness</b>	New Construction / Demolition	\$150 Residential, \$200 Non-Residential
	Exterior Alterations and Accessory Structures	\$50 Commercial for ARB Review, \$25 for Administrative Applications; \$25 Residential for ARB Review & Admin Review
	Signs	\$50
	Amendments to approved / disapproved applications	\$50 Commercial for ARB Review, \$25 for Administrative Applications; \$25 Residential for ARB Review & Admin Review
	Appeal to Council	\$50
<b>Site Plan</b>	Preliminary Site Plan	\$1,500 + TAR + ECR
	Final Site Plans	\$2,500 + \$95 per acre + TAR + ECR + E&S
	Re-submissions (2 + submissions)	\$350 + TAR + ECR
	Amendment / Revision to an Approved Site Plan	\$500 (minor) + ECR \$1,200 (major) + ECR
	Parking Lot Landscaping Modification / Alternate Landscape Screening	\$425 + Cost of Advertising
	Site Plan Waiver / Exception	\$100 Residential (SFD only) + ECR \$425 Non-Residential + ECR
	Other Required Plats and Deeds of Dedication	\$425 + ECR + TAR

<b>Subdivision</b>	Sketch Plat	\$150 + ECR + TPR	
	Preliminary Plat	\$1,750 + \$350/lot over 3 lots + ECR	
	Final Plat	\$2,000 + \$50 per final lot + TAR + ECR	
	Amendment / Revision to an Approved Subdivision	\$500 (minor) + ECR + TAR \$1,200 (major) + ECR + TAR	
	Subdivision Requirement Waiver / Exception	\$425 + TAR	
	Subdivision Plat Extension	\$200	
	Boundary Line Adjustment / Lot Consolidation / Vacation of a Plat / Other Required Plats and Deeds of Dedication	\$425 + TAR	
	<b>Grading Plan Review</b>	Grading Plan	250 + ECR
One House Lot Grading Plan		150 + ECR	
<b>Performance Bonds and As-Built Site Inspections</b>	Bond Extension	\$250 per year	
	Bond Reduction / Release	\$300 + ECR	
	Additional Bond Inspections	\$200 + ECR	
	As-Built Submissions	\$300 + ECR	
<b>Land Use Applications</b>	Zoning Map Amendment	\$3,000 for the first acre, \$1,500 each acre thereafter <i>(conforms to Comp Plan)</i> .  \$4,000 for the first acre, \$2,000 per acre thereafter <i>(does not conform to the Comp Plan)</i>	
	Zoning Text Amendment	\$2,500 + TAR	
	Proffer Review	\$150 Cost of TAR	
	Comprehensive Plan Amendment	\$2,500 + TAR	
	Special Use Permit (Residential District)	\$500 \$200 In-home Businesses	
	Special Use Permit (Commercial/Industrial District)	\$350 (no disturbance) \$1,500 (disturbance)	
	Temporary Special Use	\$250 + cost of advertising	
	<b>BZA Applications</b>	Appeals of Admin Decision	\$350
		Interpretation of the Zoning Map	\$350
Application for a Variance		\$350	
Approve or Revoke a Special Exception		\$350	
<b>Publications</b>	Zoning Ordinance	\$45	
	Zoning Map or other Official Map	\$5 for color	
	Subdivision Ordinance	\$15	
	Comprehensive Plan	\$45	

<b>Business License Fees</b>		<b>There is a minimum Fee of \$35 for a business license application or renewal</b>
	Contractors	\$.15/\$100 Gross Receipts
	Retail/Restaurant Merchant	\$.10 Rest/ .15 Retail/\$100 Gross Receipts
	Real Estate (includes Property Management)	\$.30/\$100 Gross Receipts
	Whole Sale Merchant	\$.05/\$100 purchases
	Financial Services	\$.30/\$100 Gross Receipts
	Personal Service	\$.15/\$100 Gross Receipts
	Repair Service	\$.15/\$100 Gross Receipts
	Business Service	\$.15/\$100 Gross Receipts
	Manufacturer	Exempt
	Professional Service	\$.30/\$100 Gross Receipts
	Carnival	\$500 Flat Fee
	Itinerant Merchant	\$500 Flat Fee
<b>Site Inspections</b>		
	Grading Site Inspections (E&S)	E&S Inspector Fee

**Resolution # 2018-04  
Budget Adoption  
Fiscal Year 2018-2019**

Resolution # 2018-04

BY ORDER OF THE HAYMARKET TOWN COUNCIL

Done this 4th day of June 2018

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

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

ATTEST:

\_\_\_\_\_  
Shelley M. Kozlowski  
Clerk of the Council