



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, April 2, 2018

7:00 PM

Council Chambers

I. Call to Order

II. Invocation - Pastor George Carlisle, Mount Pleasant Baptist Church

III. Pledge of Allegiance - Alexander Kelly, Troop No. 93 from Holy Trinity Church

IV. Minute's Approval

1. Mayor and Council - Regular Meeting - Mar 5, 2018 7:00 PM
2. Mayor and Council - Work Session - Mar 19, 2018 6:00 PM
3. Mayor and Council - Continuation Meeting - Mar 22, 2018 7:00 PM

V. Citizens' Time

VI. Proclamation

1. Autism Awareness Month

VII. Department Reports

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

VIII. Action Items

1. Budget Public Hearing Dates

IX. Part-time, Full-time Town positions

X. Updates

1. Planning Commission
2. Architectural Review Board
3. Dominion Energy

XI. Councilmember Time

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

XII. 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, March 5, 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: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Invocation - Pastor Mark Brady, Park Valley Church

Pastor Mark Brady from Park Valley Church gave the evening's Invocation.

III. Pledge of Allegiance - Caylee Cecere, Haymarket Baptist Church Preschool and Kindergarten, Daisy Troop 5925

Daisy Scout, Caylee Cecere, lead the Mayor and Council in the Pledge of Allegiance.

IV. Minutes Approval

1. Mayor and Council - Regular Meeting - Feb 5, 2018 7:00 PM

Discussion on Minutes: Vice Mayor stated that he had a couple of comments that he shared with the Clerk, pending the inclusion of those comments about the discussion related to the Transitional Commercial, he would be okay with the minutes as they are.

Councilman Cole stated that he abstained from voting because he was not present for the February 5, 2018 meeting.

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Connor Leake, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Morris, Pasanello, Edwards, Leake, Shannon
ABSTAIN:	John Cole

V. Citizens' Time

No Citizens' Comments.

VI. Department Reports

1. Police Department Report - Chief Kevin Lands

The Mayor thanked the Chief and his Department for all of their help with the traffic light outage during the recent wind storm.

Chief Lands handed out the monthly statistics report to the Mayor and Council.

He highlighted his report including his meetings with Haymarket and Tyler Elementary, meeting with area Chiefs, the recent Women's Self Defense class, the VACP Midyear Conference and the Business Roundtable that Sgt. Shaver attended.

His "Officer Highlights" for the month included Officer Davis' work with a town search warrant and Officer Gregory's pursuit.

Minutes Acceptance: Minutes of Mar 5, 2018 7:00 PM (Minute's Approval)

Chief reported that he hired a part-time officer, William Nugent. He added he has over 30 years of law enforcement experience and retired from Loudoun County. He thanked Officer Nugent as well as Officer Davis and Officer O'Neal for their hard work during the recent storm. He also thanked VDOT for their assistance.

Discussion with the Council included cost of the defibrillators, reaching out to the high school concerning a recent altercation at the McDonald's restaurant, "Active Shooter" drills/training with Prince William County and school evacuation plans.

Referencing the recent grants, he stated he is putting in for 7 AED's and "civil unrest gear".

2. Town Planner's Report - Emily Lockhart

Town Planner, Emily Lockhart, reported that the Architectural Review Board approved the demolition application at 6810 Jefferson Street. She stated that she will continue to work with the applicant concerning ARB guidelines and procedures. She reported that she is also working on some fence issues in town. Ms. Lockhart stated that the ARB will have a gateway sign work session before the next regularly scheduled meeting on the 21nd.

In regards to the Planning Commission, Ms. Lockhart stated that they did not meet in January. She added that she received Wood Villages site plan amendments.

She continued her report stating that she is assisting the Meladon Group with their Special Use and Zoning Applications.

Ms. Lockhart added that she is working with Denise and a local Eagle Scout on a town project at the park. She concluded her report stating that she is currently working on some town street light issues.

3. Town Engineer's Report - Katie McDaniel

No comments.

4. Building Official's Report

Business Manager, Jerry Schiro, stated that this is the first report generated by Prince William County since taking over building permitting services. Since January 15, 2018, the County has logged \$378,000 in improvements. He stated that communication between the town and county has been great. He concluded his report adding that the County issues the Certificate of Occupancy permits as well.

5. Town Treasurer's Report - Roberto Gonzalez

Town Treasurer, Roberto Gonzalez, reported that all of the BPOL renewal applications have been mailed out to businesses and are due on April 30, 2018. He added he went through the business list and removed all old businesses and will be sharing this list with Staff.

He stated he would like to point out under Public Safety, the Capital Outlay-Machinery/Equipment line item, is over budget. He addressed this with the Chief. He explained that is where we have input the Mobile Units for 2 years. He added that we do have a Mobile Data line item and he will talk to the auditors.

Mr. Gonzalez further reported that he spoke with the vendors about any increases. He also added that he met with the Cigarette Board to get a better understanding and to give the Council a more educated estimate for next year's budget.

He explained that in regards to revenue, we are staying within the budget at 53% and at 50.4% in expenses.

Councilman Leake asked Mr. Gonzalez if Food Lion pays a cigarette tax. Mr. Gonzalez stated he will be meeting with the Cigarette Board soon and will inquire.

Mr. Gonzalez stated he and the Business Manager would like to set up a Finance Committee meeting before the budget work session. Councilman Morris stated that he would like to have Finance Committee meetings before each Town Council meeting.

6. Business and Community Relations Report - Denise Andrews

Business and Community Relations Specialist, Denise Andrews, updated the Council and Mayor on past events for the month. She stated the recent Town Business Roundtable was well received. The guest speaker was Timm Johnson from the Small Business Development Center in Fairfax. She explained that from that meeting, Mark Richards, small business retail and restaurant specialist, will be coming to Haymarket on April 2 and 3 to meet with our retail and restaurant merchants at Town Hall. She added that the time is to be determined.

She further reported that we have started something new in the Town called, "Foodie Friday". Mrs. Andrews stated that a different Town restaurant is featured each week on social media.

She reminded everyone of the monthly "Walk a Mile with Mayor and Council" this Saturday at 10 AM starting at Town Hall. Also, there will be an Earth Day Event's meeting this Wednesday at 3 PM. She stated that the Earth Day Celebration will be April 21st from 9-12 at the Town park.

Ms. Andrews also reported in the March issue of HEAL Cities and Town Campaigns, the Town of Haymarket will be spotlighted.

She continued stating in her report that she included the count of banners and flags that the Town has currently. She stated that she would like direction from Council on how to move forward concerning ordering more.

After discussion, the Mayor directed Ms. Andrews to order more flags and to bring the banners forward to the Architectural Review Board.

Ms. Andrews concluded her report stating that currently the Farmer's Market participants do not pay a fee to participate in other Town events. She asked the Council if this is something they would like to continue with or have them pay moving forward. Ms. Andrews was directed to discuss it at the upcoming Events Committee meeting and report back to the Council.

7. Business Manager's Report - Jerry Schiro

Business Manager, Jerry Schiro, highlighted his report.

He reported that he has been working with Mr. Gonzalez on the budget. He shared they have been working with Sona Bank and are waiting on a Resolution for the Town Attorney to review.

As for permitting services, he again stated it is going well. He referenced the blighted property issues in the Town. He stated if the Town were to adopt the Virginia Property Maintenance Code, the County would enforce this for us through a Memorandum of Understanding. He added that he has started a dialogue with the County. He concluded stating he thought it might be a good work session discussion.

After discussion at the dais, the Mayor directed Mr. Schiro to reach out to the county for the Memorandum of Understanding and to bring back a report that the Council can decipher and make a decision on. He also added to identify the 5 blighted properties in question.

Discussion ensued concerning the properties across the street from Town Hall. Town Attorney, Martin Crim, stated that they did take care of a number of the worst safety risks.

Mr. Schiro continued his report stating they are working with two contractors on the lights. He added on Saturday he contacted the County Emergency Services Management. They came out doing inventory for a possible FEMA reimbursement.

He reported he has been working on some tenant leases and working with possible new tenants.

Vice Mayor Pasanello asked about the new website and the additional cost. Mr. Schiro stated if we are looking to stay with the current company, they are looking at an additional cost of \$2000-\$2500. The committee is meeting Wednesday and will report back.

Mr. Schiro concluded stating he has been reviewing contracts and has modified the Town Engineer contract.

VII. Agenda Items

1. Fiscal Year 2017-2018 Budget Amendments

Mr. Schiro stated that there are some expenditures not in the current budget. They meet the threshold for a budget amendment and public hearing and publicly approve or not approve the amendment. The two items are an invoice from Rinker in January for \$32,544 and a change order of \$36,551. He stated that he is proposing a budget amendment taking the money out of our Capital Improvements Projects. He added that we had a revenue source line item in Capital Improvements of \$155,000, \$80,00 of which was going to the pedestrian improvements program and the remaining \$75,000 was going to the Harrover Park Master Plan. He recommended transferring that money from that line item to the Town Center Master Plan. That amount would be \$72,500 leaving a remainder of \$2500.

Chief Lands addressed the Council with the second line item. He stated that this is for the Incident Based Reporting System. He stated that the program will be sun setting next year. Chief Lands stated that he, along with the 4 police chiefs in the County, went to an RMS dealer and asked what they could do for them as a group. He stated that as a group they would qualify for a discount of \$14,000 prior to March 31, 2018 on the program. He further added that we can wait to the July budget, but, that we would lose the discount. The Chief stated he met with this vendor 2 weeks ago and is meeting with another on Wednesday, but either way the cost will be about the same. He explained that the system that they are using now is very antiquated, it is very limiting and takes officers off the streets, where as the new system is a cloud based system.

Discussion ensued about possible financing, annual fee, additional price quotes, updated features and process. There were also shared concerns why this was not brought through the Finance Committee first.

A motion was made by Councilwoman Edwards *to move that the Haymarket Town Council direct the Business Manager to provide notice of a Public Hearing to be held on Thursday, March 22, 2018 for the purpose of considering Amendments to the current budget and I further move that the Business Manager advertise this Public Hearing with as many funding sources as he can identify for the Police Department capital outlay. The motion was seconded by Councilman Leake.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Shannon

2. Proclamation - American Red Cross Month

Erwin Stierle, Executive Director of the American Red Cross for Loudoun and Prince William Counties, was presented with a Proclamation in honor of National American Red Cross Month. The Haymarket Museum will be lit red for the month of March.

VIII. Updates

1. Planning Commission

Councilman Shannon, Planning Commission Liaison, stated that there was no meeting.

2. Architectural Review Board

Councilwoman Edwards, ARB Liaison, stated the Jefferson Street demolition was approved. She added that they had a very lively discussion about demolition by neglect. She stated that Board Member Cavazos will be visiting the house with the realtor and property owner to remove any historic items out of the house for the museum, providing us documentation. The board also gave them ideas to find photographic documentation. She further stated that the Haymarket Baptist fence was another issue at the last meeting. She explained that the property over time had many additions to it that did not go through the process, so they are working to get that under control. Ms. Edwards added that they have a gateway sign work session before the

March meeting at 6 PM. She concluded by stating that Food Lion shopping center came forward with an initial presentation for a menu sign.

IX. Councilmember Time

Before entering into closed session, Vice Mayor Pasanello reported that House Bill No. 1558 passed through the Senate on Friday, 27-13. He further stated that includes the under grounding, the pilot program that calls for 3.1 miles underground and 2.2 overhead. Mayor Leake added that he spoke with the Deborah and that it went on to a full vote and they are actually going to use Haymarket as their pilot project as they go forward. Mayor Leake concluded that the owner of the fairgrounds property, Guy Gravett, was here earlier tonight and shared that it is going to closing on Friday.

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

X. Closed Session

1. Enter into Closed Session; Pursuant to Virginia Freedom of Information Act at Virginia Code 2.2-3711 (A) (1) for the Discussion of Assignment, Appointment, Promotion, Performance, Demotion, Salaries, Disciplining, or Resignation of Specific Public Officers, Appointees, or Employees of Any Public Body; Specifically Employees of the Town.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Shannon

2. Certification of Closed Session

The Attorney read the following motion: To the best of each Member of the Council's knowledge, only those matters which are lawfully exempt from open meeting discussion under the provisions of the Virginia Freedom of Information Act, were considered in the closed session and only those items that were named in the motion enter Closed Session were heard, discussed or considered by the Town Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Shannon, Leake

XI. Adjournment

A continuation meeting was scheduled for Thursday, March 22, 2018 at 7 PM.



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 19, 2018

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:15 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Also in attendance were declared Council Candidates Tracy Lynn Pater and Madhu Panthi. Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present, Clerk of Council Shelley M. Kozlowski: Present, Town Treasurer Roberto Gonzalez: Present, Business Manager Jerry Schiro: Present, Town Planner Emily Lockhart: Present.

II. Review of the Draft Line Item Budget

1. 2018-2019 Budget Draft Revised 03-13-2018

The Council and Staff reviewed the draft budget line by line.

Town Treasurer, Roberto Gonzalez, made a correction in the recommendations/notes section stating it should read, "on an average a Parcel would see a \$46.22 increase in their real estate bill which includes refuse collection", not \$36.09.

Revisions that were made include:

Administration

Convention & Education - Increase for new Council Members.
Discretionary Fund - Reduce amount from \$2500 to \$1000. The Mayor directed the Clerk locate the Special funding Request Policy.

Legal Services

Directed the Business Manager and Town Treasurer to look into reducing legal services.

Public Safety

In his budget presentation, Chief Lands included changes to the overtime policy for the police department.
Repairs and Maintenance - Delete line item.
Advertising - Delete line item.
Misc. - Discretionary Fund - Clarify what it can be used for.
Office Supplies - breakdown request.
Repairs/Maintenance Supplies - breakdown request.
General Prop Ins (Vehicles) - Concerns shared with the "Actual as of 2/28/18" being \$7330.00 with a budget amount of \$5000. Mr. Gonzalez explained that the line item is indicating old and new cars.
Capital Outlay-Machinery/Equip. - Add \$72.38.
Mr. Panthi stated that he would reach out to the local Walmart concerning bike donations for the upcoming police department's "National Night Out".

Building Official

Reduce Erosion and Sediment amount from \$50,000 to \$40,000 and allocate \$10,000 to the Building Official line item.

Minutes Acceptance: Minutes of Mar 19, 2018 6:00 PM (Minute's Approval)

Public Works

Mr. Gonzalez stated that this was added in the 2018 budget and increased in the draft budget to address work that needs attention such as street lights and storm repairs.

Move town decorations to Public Works.

Move Haymarket Day street cleaning to Events.

Maintenance Service Contract - Public Works - Delete line item.

Janitorial Supplies - Need an "Actual".

Maintenance of 15000 Washington Street/Grounds - Other - what does this include?

Community Development

Planning & Eng. Consultants - Recommended dividing the \$90,000. \$50,000 to Engineer and \$40,000 designated to Comprehensive Plan Assistance.

Councilman Morris directed the Treasurer to include explanations in the recommendations/notes column.

Discussions also included the Town Center schedule, analyzing existing properties that the town owns to offset debt service as well as the Mobile Data Units. Vice Mayor Pasanello and Councilman Cole stated that they would work with the Police Chief concerning reaching out to Supervisor Pete Candland with more data.

III. Adjournment

The work session adjourned at 8:20 PM.

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of Council

David Leake, Mayor

Minutes Acceptance: Minutes of Mar 19, 2018 6:00 PM (Minute's Approval)



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, March 22, 2018

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Public Hearing

1. Notice of Public Hearing FY 2017-2018 Amendment to the Adopted Budget

Mayor Leake asks if there is anyone that would like to speak at this time. With no one addressing the Council, Mayor Leake closes the Public Hearing.

3. Action items

1. Budget Amendment

Councilwoman Edwards makes a motion *to move the Haymarket Town Council approve an amendment to the Fiscal Year 2017-18 Capital Improvements budget moving \$72,500 from the Harrover Park Master Plan to the Town Center Master Plan.* The motion is seconded by Councilman Cole.

Discussion on the motion: Vice Mayor Pasanello states that it has been a disappointment that we have done nothing with the Community Park. He adds that he understands that we have to pay for bills that were previously charged to complete this but he would be remiss if he didn't say that he was extremely disappointed that we didn't do something with some of that money in the park this year.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	John Cole, Councilman
AYES:	John Cole, Susan Edwards, Connor Leake, Steve Shannon
NAYS:	Joe Pasanello
ABSENT:	Chris Morris

2. Amended Minutes Request - February 5, 2018 Regular Meeting

Mayor Leake clarifies by reading the previous motion and discussion of the February 5, 2018 minutes. Vice Mayor Pasanello asked that the transcript of his discussion on Transitional Commercial be added to the minutes. After discussion at the dais, Councilman Cole makes a motion *to reconsider the minutes of the February 5, 2018 regular meeting.* The motion is seconded by Councilman Edwards.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Pasanello, Edwards, Leake, Shannon
ABSENT:	Chris Morris

2. Motion

Minutes Acceptance: Minutes of Mar 22, 2018 7:00 PM (Minute's Approval)

Councilman Cole made a motion *to include the text that has been presented to the Council tonight as a part of the new approved minutes from February 5, 2018.* The motion was seconded by Councilwoman Edwards.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Pasanello, Edwards, Leake, Shannon
ABSENT:	Chris Morris

4. Councilmember Time

Discussion ensues concerning Dominion Virginia Power lines coming into Haymarket and how it will impact our landscape going over the divergent diamond to the new substation as well as concerns with the potential development of the fairgrounds.

Mayor Leake states the plans for the Home Depot are still going forward.

1. Chris Morris

Absent from the meeting.

2. John Cole

Councilman Cole states he thought the Budget work session was good and commends Staff, Town Treasurer, Business Manager and Chief. He felt that is was probably the best he has seen as a first cut draft of the budget. He adds that there is still work to be done, but felt it was a very productive if not long session. He adds in conjunction with that there was discussion on the Town Center project and the timing. He states that what he would like to see a timeline on this project maybe by the April 2nd meeting.

3. Susan Edwards

Councilwoman Edwards states that the Architectural Review Board's meetings have been postponed til next Wednesday.

4. Connor Leake

No comments.

5. Joe Pasanello

Vice Mayor Pasanello states that there is a child in the town, Braxton Fulk, that is going through chemo. He adds that he spoke with the Chief about arranging a visit with Braxton and Officer Jake Davis. He also wants to thank Delegate Roem on keeping us informed on a lot of issues. He states that we need to take a look at making a decision on our structure here and decide if we are going to go with a full-time manager. He shares concerns with not having a full-time manager budgeted for next year and should take a look at that sooner rather than later. He concludes that we can talk about it more at the next meeting and perhaps put it on the agenda.

6. Steve Shannon

Councilman Shannon states that he would like to echo what Councilman Cole has stated about this year's draft budget. He adds that it was easy to follow. He commends the Town Treasurer and Business Manager on a job well done. He shares concerns with the loan but is anxious to see the Town Center come to fruition. He concludes that he appreciates all of the hard work the Council, Architectural Review Board and Planning Commission have done on this project.

7. David Leake

Mayor Leake asks the Council their opinion on bringing back the Consent Agenda and work sessions. He states that there are some items that need that extra time in work sessions. He adds that in the past they may have been long, but it made the actual regular meeting go really quick. Councilman Cole states that work sessions work for him. He adds that you can hammer out a lot questions and information and then the meeting is really just a decision process. He concludes that again work sessions are open to the public. Councilwoman Edwards states that she is not opposed to work sessions, just thinks everyone should be doing their homework before the meeting. Councilman Leake states that he agrees with Councilwoman Edwards. He goes on to say that it is good to see the interaction of the Council being recorded and live with our constituents. He adds that he agrees with Councilman Cole, that the work sessions are open to the public, but sometimes the public does not have the time or opportunity to be able to get to town hall at such time or take two times out of their month to join us. He concludes that he is open to it but leans in favor of leaving it the way it is. Vice Mayor Pasanello states that he

is a proponent of work sessions and strongly encourages it. He states that the work sessions are streamed live. He feels that it improves team communication, it allows for more discussion on critical, complicated issues, it allows for more time to prepare and consider the issues, and it enhances the opportunity for the Council to develop the agenda. He adds that this is very important and lacking and thinks the Council should develop the agenda as well and agree to it prior to the meeting. The Vice Mayor concludes stating more importantly the new Council will benefit from it. Councilman Shannon states he is not opposed to work sessions and that he gets more out of them, but is flexible. Mayor Leake stated that he will reach out to Councilman Morris as well.

Mayor Leake concludes his council member time stating he is going to institute a "Mayor's Volunteer of the Year" award. He added that there is one particular volunteer that has prompted him to recognize this and he will present the award at the next regular meeting.

5. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	John Cole, Councilman
AYES:	Cole, Pasanello, Edwards, Leake, Shannon

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Mar 22, 2018 7:00 PM (Minute's Approval)



A Proclamation to Observe National Autism Awareness Month

Whereas, Autism is a pervasive development disorder affecting the social, communication and behavioral skills of those affected by it; and

Whereas, as more health professionals become proficient in diagnosing autism, more children are being diagnosing on the autism spectrum, resulting in rates as high as 1 in 68 children nationally; and

Whereas, while there is no cure for autism, it is well-documented that if individuals with autism receive early and intensive treatment throughout their lives, they lead significantly improved lives; and

Whereas, individuals with autism often require a lifetime of specialized and community support services to ensure their health and safety and to support families' resilience as they manage the psychological and financial burdens autism can represent; and

Whereas, organizations such as the Autism Society of Northern Virginia is spearheading awareness efforts to educate parents, professionals and the general public about autism and its effects; and

Whereas, on April 2, 2018, the Town of Haymarket supported the Autism Society of Northern Virginia in celebration of "Light It Up Blue" in commemoration of the United Nations sanctioned World Autism Awareness Day.

Now, Therefore, Be It Proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of April 2018 as National Autism Awareness Month and ask all citizens to join and support the efforts and activities to bring awareness and education during the month of April and throughout the year.

In Witness Thereof, this 2nd day of April 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



**HAYMARKET POLICE
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members
 From: Chief Lands
 Date: 3-20-2018
 Subject: Monthly Report for March 2018

Felony Arrests	2	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	10	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1412	Various
Out of Town Calls for Service	36	Various
Traffic Summons	39	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	212	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	6	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	542	All Town Businesses

Points of Interest:

Bull Run ASAP Meeting
 Daily School Walkthroughs
 Autism Awareness Month

Officer Highlights:

Overview of Statistics Pertaining Haymarket Police Units Responding to Incidents outside of Town Limits

Statistic Data from Dates: 02/10/2018 to 03/09/2018

Total number of incidents outside of town responded to by Haymarket units	22
Different type of calls	11
Total number of incidents a Haymarket unit was specifically asked to respond by the County	0
Haymarket units were assigned primary on the incident	4
Haymarket units were not assigned primary on the incident	18
Haymarket units were first on the scene of the incident	16
Haymarket units were first on the scene but not assigned primary on the incident	12
Incidents generated by a call to the Prince William County Communications Center	17
Police Officer radio call to the Prince William County Communications Center	5
Police Officer radio call when Haymarket units were assigned primary on the incident	1

Percentage Data

Of the 22 incidents outside of town responded to by Haymarket units

Haymarket units were assigned primary on the incident	18%
Haymarket units were not assigned primary on the incident	82%
Haymarket units were first on the scene of the incident	73%
Incidents generated by a call to the Prince William County Communications Center	77%
Police Officer radio call to the Prince William County Communications Center	23%
Police Officer radio call when Haymarket units were assigned primary on the incident	5%

Of the 18 incidents that Haymarket Units were not assigned primary

Haymarket units were first on the scene but not assigned primary on the incident	67%
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Attachment: types of stats % 02-10-18 to 03-09-18 (002) (3550 : Police Department Report - Chief Kevin Lands)

Of the 5 incidents that a Police Officer radioed to the Prince William County Communications Center

Police Officer radio call when Haymarket units were assigned primary on the incident 20%

Time Statistics

	<u>HH:MM</u>
<u>Total time Haymarket units on scene when assigned primary on the incident</u>	00:55
<u>Total time Haymarket units on scene and were not assigned primary on the incident</u>	08:58
<u>Total time difference between a Haymarket unit first on scene and a first on scene Prince William County unit when a County unit was assigned as primary on the incident</u>	00:49
<u>Total time Haymarket units on scene of all incidents outside of town</u>	09:53

Cost Analyses

<u>Prince William County Police Officer One hourly rate of pay</u>	<u>\$23.56</u>
<u>Total cost if a Prince William officer was on scene of all incidents outside of town where a Haymarket officer responded</u>	<u>\$224.53</u>

Incident Type and Totals

911 Hang-up	1
Crash	7
Domestic	3
Emotionally Disturbed Person	1
Motorist Assist	2
Traffic Obstruction	1
Traffic Stop	3
Intoxicated in Public	1
Medical	1
Open Door	1
DUI Lookout	1

Attachment: types of stats % 02-10-18 to 03-09-18 (002) (3550 : Police Department Report - Chief Kevin Lands)

Town Planner								
Task List 03/01/2018 to 03/26/2018								
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board								
Demolition Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	2/21/2018	Applicant needs to submit site plans for the new construction on these sites	2/21/2018	2/21/2018	The demolition permit for 6810 Jefferson Street was approved at the Feb ARB meeting with the following conditions; 1) the owner hire a professional photographer to document the home in accordance with the Historic Guidelines and 2) the demolition may occur only following receipt of a building permit for the new construction and 3) any materials unique and original to the home that may salvaged should be considered for donation to the Haymarket Museum. No Update since March TC Meeting.
Sign Application	Leaberry Shopping Center	Emily Lockhart	1/29/2018	2/21/2018	Application Tabled, applicant needs to work with Planner to clarify the plans	3/21/2018		Applicant will be working with the Planner to discuss the features of the sign. Applicant also needs to discuss the Food Lion monument sign currently on the property with Food Lion. This sign will need to come down in order to construct the menu sign. Other property concerns will be addressed with the property manager during upcoming discussions. 3/26/2018 UPDATE: Applicant has not made adjustments to the application, the application will be tabled until April's ARB Meeting
Door replacement application for School of Rock	15101 Washington Street	Emily Lockhart			Applicant needs to submit stained-glass designs		1/17/2018	The Applicant will be attending the March ARB meeting on 3/28 to present the stain glass options for the front door.
Haymarket Baptist Church Amendment to Approved Board on Board fence	14800 Washington Street	Emily Lockhart	12/1/2018	2/21/2018	Dan Sawyer, HBC representative will be discussing the options with the Church	3/21/2018		The applicant has met with the Church's Board and is working on pricing out the project. Planner is working with the applicant to amend the approved fence.
Shalvey Fence Amendment	6748 Bleight Drive	Emily Lockhart		2/22/2018	Planner will send letter to the HOA Management Company	3/21/2018		The Villages of Haymarket HOA has approved the fence style previously approved by the Town's ARB in November 2017.
Installation of Bollards	6610 Fayette Street	Emily Lockhart	3/1/2018	3/16/2018	ARB needs to hear application	3/28/2018		Applicant lives behind Details for the Home and has trouble with the customers parking on his property and driving across his lawn to exit out of the back of the parking lot. Applicant is requesting approval to install 6 bollards along the property line as he does not wish to install additional fencing.
Allstate Sign	15125 Washington St, Suite 316	Emily Lockhart				3/28/2018		Applicant is submitting an application for 4 signs on the property; a directory sign on a preexisting menu board, an oval hanging sign on the front of the building, a sign above the front door on the back of the building and an individual letter sign on the front of the building. The applicant has been informed the individual letter sign does not fall within the sign plan, the ARB will review and approve the application 3/28
Chick-fil-a Wall Façade			VDOT has responded to the email requests for information on the Chick-fil-a retaining wall. VDOT is planning to install a rock veneer on the wall. They have sent over several options for the ARB to pick from. A decision will be made on 3/26 regarding the facade color.					
Community Garden	Town Park	Denise/Emily						Worked with the applicant, Alexander Kelly to fill out the applications and understand the processes required by the Town. Alexander is working on his Eagle Scout Rank and will be at the April Town Council meeting to present his ideas to the Council and introduce himself. He will be leading the Community Garden event during Earth Day.
Gateway Signs	Town Project	Emily Lockhart	ARB will hold a work session on 3/28 to move forward with the Gateway Signs project					
Board of Zoning Appeals								
No Activity for March 2018								
Planning Commission								

Attachment: Planner Report for April's TC Meeting (3553 : Town Planner Report - Emily Lockhart)

#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	Awaiting revisions from applicant's engineer and letter from adjacent property owner	10/4/2017	Met with the Applicant, Applicant's Engineer, and Katie to discuss the site plan and missing details for the plan. The adjustments fall under minor adjustments to an approved Final site plan and will be approved by the Zoning Administrator upon review by the engineer and planner. 03/26 UPDATE: The amended plans have been submitted for the 3rd time on 3/26, the plans will be given to the Engineer for review
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017	2/12/2018	Awaiting bond acceptance	Feb-18	Staff is awaiting the submission of bonds for the project to move forward
Rezoning Applications from Feb 2018	The information regarding the rezoning has been shared with the County Real Estate Assessment Office						

Planning Commission did not meet in March

Prince William County (1 Mile Review)

No Activity for March 2018

Staff

Fairgrounds Lead	15150 Washington Street	Emily Lockhart	10/18/2017	2/20/2018	Awaiting an update from the Property Owners/Developer on the status of the project		
VDOT Meeting	Manassas National Battlefield	Emily Lockhart	1/24/2018	2/21/2018	VDOT Meeting for the I66 flyover ramps and park n' ride was rescheduled to April 3, 2018		
Fee Schedule					Working on a comparison of other localities' fee schedule in order to update our fee schedule for the new fiscal year.		
Alexandra's Keep /Streetlights in General					Working with a representative of Alexandra's Keep to install a new streetlight in place of the one that was hit by a vehicle. Also working with the Business Manager on finding a new source for the street lights.		
Stormwater Issues	6770 Sycamore Park Drive				Assisting the Town Engineer and Business Manager in researching the site plans, deeds and other documents pertaining to the stormwater issues at this residence.		
Little Free Library	Museum Courtyard	Emily Lockhart	1/16/2018	3/14/2018	The application will be presented at the 3/28 ARB Meeting for review and approval		

Zoning Violations

Payne Lane		Emily Lockhart	2/21/2018	3/22/2018	Working on a Notice of Violation for the missing roof located on one of the structures on Payne Lane		
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Attachment: Planner Report for April's TC Meeting (3553 : Town Planner Report - Emily Lockhart)

Engineer's Report -1/30/18 thru 2/27/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Fairgrounds	Staff	11/29/2017	3/8/2018	Applicant			-Applicant met with Town to discuss proposed layout and uses 11/29 -Town signed off on TIA scope 3/8
Wood Village	Katie	8/21/2017	3/15/2018	Applicant			-Plan revision re-submitted for Abel Properties approved plan 10/10 -Comments provided by Katie and Emily -Applicant resubmitted plan for review with photometrics. Engineer Comments provided to Emily 3/15
Standing Water at 6770 Sycamore Park Drive	Katie	2014	3/15/2018	HOA			-Town received complaint about standing water in 2014 -Town's investigation shows HOA responsible for storm drain easement maintenance. Memo provided to homeowner accordingly. -Meeting with stakeholders tentatively scheduled for 3/28
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	11/15/2017	RDA			-RDA submitted Final Site Plan for review/approval. All agency comments have been provided to RDA -PWC submitted application VDOT revenue sharing program on 10/31/17
Pedestrian Improvements Project	Katie	7/14/2014	2/9/2018	RDA/Town			-Utility relocations are complete. RDA working on final construction plans, quantities and cost estimate. -RDA is working on putting the bid documents together for the VDOT Advertisement package submission
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.

Attachment: March 2018 TC Engineer's Reports_KMM (3554 : Engineer Report - Katie McDaniel)

Engineer's Report -1/30/18 thru 2/27/18

<p>Washington Street Sidewalks, Curb Ramps and Crosswalks</p>	<p>Katie/Emily</p>	<p>8/2/2017</p>	<p>11/1/2017</p>	<p>VDOT</p>			<p>-Walked Washington street with Steve Shannon on 9/7 to document sidewalk/crosswalk/curb deficiencies -Submitted Transportation Alternatives Program application to VDOT 11/1 -VDOT may have funding for curb repair</p>
<p>QBE Final Site Plan</p>	<p>Emily</p>	<p>1/20/2017</p>	<p>12/15/2017</p>	<p>Applicant</p>			<p>-Approved by Planning Commission 6/7. Site Plan approval notification letter sent 7/18 -Bonds to be provided prior to construction -Town Attorney accepted deeds/plats per 2nd submission</p>

Attachment: March 2018 TC Engineer's Reports_KMM (3554 : Engineer Report - Katie McDaniel)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
April 2, 2018

Highlights:

- The financials attached are as of February 28th 2018.
- On March 19th of 2018 the Business Manager and Town Treasurer had a work session with council to review the 1st draft of the proposed budget for Fiscal Year 2018-2019.
- The Finance Committee met in February to review financials and did meet before the Budget work session as well on March 19th 2018.

Town of Haymarket
Statement of Net Position
As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,064,114.36
11000 · CD's & Money Market Funds	347,344.20
11010 · Virginia Investment Pool	304,210.05
Total Checking/Savings	1,715,668.61
Accounts Receivable	
12000 · Accounts Receivable	114,119.49
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	1,688.71
Total Accounts Receivable	118,937.69
Other Current Assets	
11499 · Undeposited Funds	2,525.00
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
Total Other Current Assets	32,245.37
Total Current Assets	1,866,851.67
Fixed Assets	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,960,724.75
Other Assets	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
Total Other Assets	165,328.45
TOTAL ASSETS	7,992,904.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	24,541.91
Total Accounts Payable	24,541.91
Other Current Liabilities	
20030 · VA Dept of Housing & Comm. Dev.	325.20
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	3.49
21000 · Payroll Liabilities	-881.48
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	304,569.54
Total Other Current Liabilities	334,246.75
Total Current Liabilities	358,788.66
Long Term Liabilities	
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95

Town of Haymarket
Statement of Net Position
As of February 28, 2018

	Feb 28, 18
29100 · Deferred Inflow - Pension Msmnt	34,420.00
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,808,138.06
Equity	
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	86,393.70
Total Equity	6,184,766.81
TOTAL LIABILITIES & EQUITY	7,992,904.87

Town of Haymarket
Statement of Revenue & Expenditures for Month
February 2018

	Feb 18
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
Real Estate - Current	387.63
Total 3110 · GENERAL PROPERTY TAXES	387.63
3120 · OTHER LOCAL TAXES	
Business License Tax	2,924.01
Cigarette Tax	10,136.00
Consumer Utility Tax	4,206.41
Meals Tax - Current	53,504.88
Sales Tax Receipts	15,024.64
Penalties (Non-Property)	59.75
Total 3120 · OTHER LOCAL TAXES	85,855.69
3130 · PERMITS,FEES & LICENESES	
Application Fees	100.00
Inspection Fees	-312.03
Motor Vehicle Licenses	16.00
Total 3130 · PERMITS,FEES & LICENESES	-196.03
3140 · FINES & FORFEITURES	
Fines	4,235.65
Total 3140 · FINES & FORFEITURES	4,235.65
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,717.75
315110 · Suite 200 Genesis Contracting	443.76
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	3,276.00
315160 · The Very Thing For Her	2,810.00
Total 3151 · RENTAL (USE OF PROPERTY)	12,227.34
3180 · MISCELLANEOUS	2,060.00
32 · REVENUE FROM COMMONWEALTH	
599 Law Enforcement Grant	7,320.00
Communications Tax	9,579.50
Total 32 · REVENUE FROM COMMONWEALTH	16,899.50
33 · REVENUE FROM FEDERAL GOVERNMENT	
DMV Transp Safety Grant	1,727.80
PEDESTRIAN IMPROVEMENT GRANT	6,157.24
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	7,885.04
Total Income	129,354.82
Gross Profit	129,354.82
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
FICA/Medicare	138.47
Salaries & Wages - Regular	1,750.00
Total 11100 · TOWN COUNCIL	1,888.47
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	17,643.27
Salaries/Wages - Part Time	5,760.00
FICA/Medicare	1,718.03
VRS	2,130.48

Attachment: Treasurer & Financial Report for 04-02-2018 (3556 : Treasurer Report - Roberto Gonzalez)

Town of Haymarket
Statement of Revenue & Expenditures for Month
February 2018

	Feb 18
Health Insurance	3,775.64
Life Insurance	258.18
Disability Insurance	36.70
Unemployment Insurance	333.86
Printing & Binding	1,528.10
Advertising	1,700.00
Computer, Internet & Website Svc	801.95
Telecommunications	159.82
Books, Dues & Subscriptions	1,336.66
Office Supplies	595.01
Capital Outlay-Machinery/Equip	343.75
Total 12110 · TOWN ADMINISTRATION	38,121.45
12210 · LEGAL SERVICES	
Legal Services	4,380.00
Total 12210 · LEGAL SERVICES	4,380.00
Total 01 · ADMINISTRATION	44,389.92
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	26,150.19
Salaries & Wages - OT Regular	382.82
Salaries & Wages - OT Premium	0.00
Salaries & Wages - Holiday Pay	924.32
FICA/MEDICARE	2,035.65
VRS	2,975.86
Health Insurance	4,224.88
Life Insurance	360.60
Disability Insurance	151.26
Legal Services	900.00
Electrical Services	167.06
Computer, Internet & Website	884.75
Telecommunications	513.68
Meals and Lodging	80.27
Books Dues & Subscriptions	42.00
Office Supplies	331.74
Vehicle Maintenance/Supplies	718.25
Uniforms & Police Supplies	3,113.60
Insurance Pass-Through	-3,748.64
Capital Outlay-Machinery/Equip	15,796.19
Total 31100 · POLICE DEPARTMENT	56,004.48
Total 03 · PUBLIC SAFETY	56,004.48
04 · PUBLIC WORKS	
Town Public Works	2,430.00
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,007.50
Total 43200 · REFUSE COLLECTION	6,007.50
RENTAL PROPERTY - 14740 Wash St	
Repairs/Maintenance Services	55.45
Total RENTAL PROPERTY - 14740 Wash St	55.45
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	2,675.70
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	400.00
Electric/Gas Services	1,597.64
Electrical Services-Streetlight	421.95
Water & Sewer Services	62.65

Attachment: Treasurer & Financial Report for 04-02-2018 (3556 : Treasurer Report - Roberto Gonzalez)

Town of Haymarket
Statement of Revenue & Expenditures for Month
February 2018

	Feb 18
43100 · MAINT OF 15000 Wash St./Grounds - Other	111.21
Total 43100 · MAINT OF 15000 Wash St./Grounds	7,344.15
Total 04 · PUBLIC WORKS	15,837.10
07 · PARKS, REC & CULTURAL	
71110 · EVENTS	
Contractural Services	90.00
Total 71110 · EVENTS	90.00
72200 · MUSEUM	
Telecommunications	193.50
Exhibits & Programs	400.00
Total 72200 · MUSEUM	593.50
Total 07 · PARKS, REC & CULTURAL	683.50
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
FICA/Medicare	0.00
Consultants	800.00
81100 · PLANNING COMMISSION - Other	67.50
Total 81100 · PLANNING COMMISSION	867.50
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	255.00
FICA/Medicare	14.92
Total 81110 · ARCHITECTURAL REVIEW BOARD	269.92
Total 08 · COMMUNITY DEVELOPMENT	1,137.42
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.01
Total EMPLOYEE BENEFITS	-0.01
Total 94105 · PERSONNEL	-0.01
Total Expense	118,052.41
Net Ordinary Income	11,302.41
Net Income	11,302.41

Attachment: Treasurer & Financial Report for 04-02-2018 (3556 : Treasurer Report - Roberto Gonzalez)

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

03/26/18

	Jul '17 - Feb 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	340,658.41	346,048.00	98.4%
Public Service Corp RE Tax	11,273.29	10,000.00	112.7%
Total 3110 · GENERAL PROPERTY TAXES	352,772.93	356,048.00	99.1%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	6,448.24	209,200.00	3.1%
Cigarette Tax	89,168.56	190,000.00	46.9%
Consumer Utility Tax	101,292.07	130,000.00	77.9%
Meals Tax - Current	434,724.08	600,000.00	72.5%
Sales Tax Receipts	105,620.65	150,000.00	70.4%
Total 3120 · OTHER LOCAL TAXES	738,198.39	1,297,200.00	56.9%
3130 · PERMITS,FEES & LICENESES			
Application Fees	3,485.00	2,700.00	129.1%
Inspection Fees	4,242.97	15,000.00	28.3%
Motor Vehicle Licenses	736.00	1,900.00	38.7%
Occupancy Permits	500.00	600.00	83.3%
Other Planning & Permits	9,460.00	70,000.00	13.5%
Total 3130 · PERMITS,FEES & LICENESES	18,423.97	90,200.00	20.4%
3140 · FINES & FORFEITURES			
Fines	51,189.63	50,000.00	102.4%
Total 3140 · FINES & FORFEITURES	51,189.63	50,000.00	102.4%
3150 · REVENUE - USE OF MONEY			
Interest on Bank Deposit	404.45	10,000.00	4.0%
Total 3150 · REVENUE - USE OF MONEY	5,033.98	10,000.00	50.3%
3151 · RENTAL (USE OF PROPERTY)	99,388.63	131,335.00	75.7%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	74,959.00	65,000.00	115.3%
Total 3165 · REVENUE - TOWN EVENTS	74,959.00	65,000.00	115.3%
3180 · MISCELLANEOUS			
Citations & Accident Reports	445.00	1,900.00	23.4%
Total 3180 · MISCELLANEOUS	3,580.39	1,900.00	188.4%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	21,960.00	28,000.00	78.4%
Car Rental Reimbursement	3,448.31	5,500.00	62.7%
Communications Tax	77,668.41	120,000.00	64.7%
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%
Total 32 · REVENUE FROM COMMONWEALTH	123,877.85	183,500.00	67.5%
33 · REVENUE FROM FEDERAL GOVERNMENT			
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%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	11,760.76	217,959.00	5.4%
35 · Reserve Funds For CIP	0.00	155,000.00	0.0%
Total Income	1,498,023.33	2,558,142.00	58.6%
Gross Profit	1,498,023.33	2,558,142.00	58.6%

Attachment: Treasurer & Financial Report for 04-02-2018 (3556 : Treasurer Report - Roberto Gonzalez)

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

Expense	Jul '17 - Feb 18	Budget	% of Budget
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	1,067.64	3,000.00	35.6%
FICA/Medicare	817.02	2,000.00	40.9%
Meals and Lodging	0.00	1,500.00	0.0%
Mileage Allowance	163.93	750.00	21.9%
Salaries & Wages - Regular	10,500.00	32,100.00	32.7%
Town Elections	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	12,548.59	40,550.00	30.9%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	205,494.51	349,000.00	58.9%
Salaries/Wages - Part Time	22,930.00	5,000.00	458.6%
FICA/Medicare	16,657.55	28,500.00	58.4%
VRS	18,397.40	21,000.00	87.6%
Health Insurance	32,192.18	74,150.00	43.4%
Life Insurance	2,229.48	3,500.00	63.7%
Disability Insurance	311.95	2,600.00	12.0%
Unemployment Insurance	1,184.12	2,800.00	42.3%
Worker's Compensation	302.64	400.00	75.7%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	4,707.62	11,000.00	42.8%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	9,486.40	15,000.00	63.2%
Advertising	5,312.00	12,000.00	44.3%
Computer, Internet & Website Svc	13,540.16	30,000.00	45.1%
Postage	1,543.26	4,000.00	38.6%
Telecommunications	1,639.42	6,000.00	27.3%
Mileage Allowance	343.87	2,500.00	13.8%
Meals & Lodging	430.11	6,000.00	7.2%
Convention & Education	2,967.69	8,000.00	37.1%
Discretionary Fund	154.70	2,500.00	6.2%
Books, Dues & Subscriptions	9,048.65	15,000.00	60.3%
Office Supplies	3,224.65	4,000.00	80.6%
Capital Outlay-Machinery/Equip	647.75	7,000.00	9.3%
Total 12110 · TOWN ADMINISTRATION	367,573.11	631,450.00	58.2%
12210 · LEGAL SERVICES			
Legal Services	28,641.21	90,000.00	31.8%
Total 12210 · LEGAL SERVICES	28,641.21	90,000.00	31.8%
12240 · INDEPENDENT AUDITOR			
Auditing Services	14,350.00	16,500.00	87.0%
Total 12240 · INDEPENDENT AUDITOR	14,350.00	16,500.00	87.0%
Total 01 · ADMINISTRATION	423,112.91	778,500.00	54.3%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	218,719.73	351,616.00	62.2%
Salaries & Wages - OT Regular	5,231.71	9,000.00	58.1%
Salaries & Wages - OT Premium	7,901.77	4,100.00	192.7%
Salaries & Wages - Holiday Pay	11,501.04	11,000.00	104.6%
Salaries & Wages - Part Time	1,270.00	35,500.00	3.6%
FICA/MEDICARE	19,061.16	31,124.00	61.2%
VRS	22,669.12	38,189.00	59.4%
Health Insurance	34,527.85	62,100.00	55.6%
Life Insurance	2,672.20	4,648.00	57.5%
Disability Insurance	1,369.18	1,864.00	73.5%
Unemployment Insurance	0.00	1,636.00	0.0%
Workers' Compensation Insurance	8,851.86	11,950.00	74.1%
Line of Duty Act Insurance	1,662.00	1,383.00	120.2%

Attachment: Treasurer & Financial Report for 04-02-2018 (3556 : Treasurer Report - Roberto Gonzalez)

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

03/26/18

	Jul '17 - Feb 18	Budget	% of Budget
Legal Services	6,300.00	15,000.00	42.0%
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	7,745.18	4,700.00	164.8%
Postage	56.78	300.00	18.9%
Telecommunications	5,291.42	15,200.00	34.8%
General Prop Ins (Vehicles)	7,330.00	5,000.00	146.6%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	217.93	500.00	43.6%
Convention & Education	135.00	2,100.00	6.4%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	6,073.90	6,800.00	89.3%
Office Supplies	3,993.05	3,100.00	128.8%
Vehicle Fuels	10,199.31	16,000.00	63.7%
Vehicle Maintenance/Supplies	8,462.21	8,000.00	105.8%
Uniforms & Police Supplies	29,335.10	13,400.00	218.9%
Community Events	2,146.13	1,000.00	214.6%
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%
Total 31100 · POLICE DEPARTMENT	492,183.81	697,530.00	70.6%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
34100 · BUILDING OFFICIAL	25,915.00	65,000.00	39.9%
Total 03 · PUBLIC SAFETY	518,098.81	772,530.00	67.1%
04 · PUBLIC WORKS			
Town Public Works	11,504.25	34,749.00	33.1%
43200 · REFUSE COLLECTION			
Trash Removal Contract	48,815.75	78,000.00	62.6%
Total 43200 · REFUSE COLLECTION	48,815.75	78,000.00	62.6%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	20,820.10	55,000.00	37.9%
Maint Svc Contract-Pest Control	685.00	2,000.00	34.3%
Maint Svc Contract-Landscaping	16,600.00	35,000.00	47.4%
Maint Svc Contract Snow Removal	220.00	7,000.00	3.1%
Maint Svc Cont- Street Cleaning	4,175.00	8,000.00	52.2%
Electric/Gas Services	10,295.36	15,000.00	68.6%
Electrical Services-Streetlight	3,127.13	5,500.00	56.9%
Water & Sewer Services	1,187.35	2,000.00	59.4%
Janitorial Supplies	0.00	1,000.00	0.0%
Real Estate Taxes	453.70	2,500.00	18.1%
Total 43100 · MAINT OF 15000 Wash St./Grounds	60,498.92	133,000.00	45.5%
Total 04 · PUBLIC WORKS	123,369.52	245,749.00	50.2%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractual Services	52,768.46	65,000.00	81.2%
Total 71110 · EVENTS	56,469.67	65,000.00	86.9%
72200 · MUSEUM			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	1,511.49	2,200.00	68.7%
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%
Total 72200 · MUSEUM	2,527.90	5,150.00	49.1%

Attachment: Treasurer & Financial Report for 04-02-2018 (3556 : Treasurer Report - Roberto Gonzalez)

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

03/26/18

	Jul '17 - Feb 18	Budget	% of Budget
Total 07 · PARKS, REC & CULTURAL	58,997.57	70,150.00	84.1%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	2,175.00	5,000.00	43.5%
FICA/Medicare	175.57	500.00	35.1%
Consultants	41,262.24	90,000.00	45.8%
Mileage Allowance	230.05	500.00	46.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	69.99	2,000.00	3.5%
Total 81100 · PLANNING COMMISSION	44,070.23	98,750.00	44.6%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	1,080.00	4,000.00	27.0%
FICA/Medicare	59.68	850.00	7.0%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,139.68	5,850.00	19.5%
81111 · Board Of Zoning Appeals			
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%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	45,209.91	106,773.00	42.3%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	183,382.10	231,440.00	79.2%
Total 95100 · DEBT SERVICE	183,382.10	231,440.00	79.2%
Total 09 · NON-DEPARTMENTAL	183,382.10	231,440.00	79.2%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	11,000.00	0.0%
94102 · HAYMARKET COMMUNITY PARK	0.00	75,000.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	6,157.24	267,000.00	2.3%
Total Expense	1,411,629.63	2,558,142.00	55.2%
Net Ordinary Income	86,393.70	0.00	100.0%
Net Income	86,393.70	0.00	100.0%

Attachment: Treasurer & Financial Report for 04-02-2018 (3556 : Treasurer Report - Roberto Gonzalez)

Business & Community Relations Report 03/23/2018 – 04/20/2018

Small Town & Merchant Program

On Monday, April 2nd and Tuesday, April 3rd, starting at 8:00 am, Retail Industry Consultant, Marc Willson with the Small Business Development Center, will meet with our Town's restaurants and retail owners as part of the Small Town & Merchant Program. This free program is designed to address the specific needs of small town restaurants and retailers through comprehensive workshops, and hands-on training.

Museum Lighting Ceremony – National Autism Awareness Month

The Autism Society of Northern Virginia helps to educate the community about Autism Spectrum Disorder (ASD). The Autism Society of NOVA also offers a course to individuals not familiar with autism on what it means to have autism, the symptoms of autism, and treatment options. The course also provides information on how members of the community can support autistic children and adults. During the month of April, the Haymarket Museum will be lit "Blue" in observance of National Autism Awareness Month.

Museum Pinwheel Garden Ceremony

On Saturday, March 31, 2018, the Town of Haymarket along with the Dominion Woman's Club and planted over 100 blue pinwheels on the front lawn of the Haymarket Museum. This ceremony is to help raise awareness of Child Abuse Prevention Month. Every year during the month of April, over 4,000 pinwheel gardens are planted across the state of Virginia in honor of children.

Prince William County Tourism

On Wednesday, March 14th 2018, the Prince William County Office of Tourism held its quarterly meeting at the Springhill Suites in Gainesville, VA. Discussion topics included:

- The newly formed Advisory Board Committees (Signature Event, Sports Tourism, & Target Markets)
- New "Branding" of the County and new logo
- Fox News Zip Trips in Prince William County
- New website launching July 1, 2018
- Marketing & Visitor Services Initiatives

2018 Earth Day Celebration

Earth Day will be held on Saturday, April 21st from 9 am until 12 noon. The activities that day include:

- A Town wide clean up including commercial areas and residential communities
- Beautification projects with the environmental club from Battlefield H.S. at the Haymarket Community Park
- Community Garden – lead by Alexander Kelly
- Planting Wildflowers – Girls Scouts & Daisy Troops
- Republic Service - will have a demo trash truck on site
- Wegmans – will give out goodie bags

Walk-a-Mile with Mayor & Council

Each month (weather permitting) residents and business owners can walk the town with the Mayor and Councilmembers. The walk gives citizens the opportunity to ask questions and get updates on what's happening in the town.

Our next walk will be held on Saturday, April 14th at 10:00 am.

Media Coverage/Business Highlights

4/20 -Bull Run Observer – Haymarket Earth Day



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

JERRY M. SCHIRO
BUSINESS MANAGER

Date of Report: March 26, 2018

BUSINESS MANAGER'S REPORT

Town of Haymarket Council Meeting April 02, 2018

Administration

Held staff meetings and attended the Mayor's Staff meeting with the Chief
Met with Clerk and the County Electoral Representative regarding the May election logistics
Advertise for the sale of the oven taken out of the Town Hall kitchen
Met the representative from VACORP (Town Insurance Carrier)
Reviewed inclement weather policies regarding office closure and payroll (closed office on March 21, per policy)

Business and Community Relations

Attended Website Committee meeting.
Solicited quotes from additional vendor for website design
Met with the Event Committee
Reviewed bids for landscape work in the Park
Discussed the possibility of using the Prince William County Adult Detention Centers' workforce program for assistance with park maintenance

Finance

Attempting to resolve outstanding reports with the Virginia Department of Fire Programs
Work with the Treasurer and Police Chief with the draft budget
Prepared Budget Amendment notice
Researched real property rates and user fees in neighboring jurisdictions
Met with Steve Mulroy, VML/VACo Financing regarding Town Center project and the Virginia Investment Pool
Establish budget schedule
Draft notices for tax rate hearings

Permitting Services

Research final inspection reports for 6614 James Madison Highway
Confer with contractor on Erosion & Sedimentation inspection policies and costs

Planning and Zoning

Assisted the Town Planner with the fairgrounds project matters
Worked with the Town Planner and Engineer regarding storm water issues
Review updated fee schedule with Town Planner and Treasurer

Property Management and Public Works

Reviewed street sweeping bids with the Town Treasurer

Met with office phone contractor re; persistent problems with office phones, appears to be corrected

Worked with various contractors and vendors regarding street light problems

Reviewed property plats regarding the responsible party for a down tree on Jefferson Street and met with property owner

Negotiated lease renewal with existing upstairs tenant

Showed vacant rental space to potential tenants

Securing bids for roof replacement, Copper Cricket

Met with a HVAC contractor to get our systems on a routine maintenance schedule

Met with and responded to resident request to assist with fence replacement along Town property, request denied

Executed the change order and authorized Rinker to complete construction documents for the Town Center project



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

JERRY M. SCHIRO
BUSINESS MANAGER

Town of Haymarket Council Meeting
April 02, 2018

Budget Public Hearing Schedule

The first balanced draft budget was presented to the Council on March 19, 2018. Council requested some changes. The Treasurer will come back with those changes at the April 2, 2018 regular Council Meeting. Should additional review be necessary we have tentatively set a work session for April 10, 2018.

If Council is satisfied with the changes at the April 2nd meeting, it should vote to direct the Clerk to advertise a public hearing on the draft budget and proposed tax rate. The Public Hearing on the proposed budget must be published a minimum 7 days before the hearing and the hearing must be held 7 days prior to approving the budget.

A public hearing will also be required on the proposed tax rate. Although we are not proposing to increase the tax rate, the increased assessment will trigger the hearing. This public hearing must be advertised 30 days prior to the hearing date. The rate can be approved at the same meeting.

Suggested publication and meeting dates:

- May 7, 2018 @ 7PM for the Public Hearing on the FY 2018-19 budget
Notice would be submitted for publication on April 25, 2018
- May 15, 2018 @ 7PM for the Public Hearing on the FY 2018-19 tax rate
Notice would be submitted for publication on April 11, 2018
- The budget and tax rate may be adopted at the May 15th meeting, if Council desires

Sample Motions

I move the Haymarket Town Council authorize the Clerk to advertise a public hearing to be held on the draft Fiscal Year 2018-19 Budget on May 7, 2018 at 7PM.

I move the Haymarket Town Council authorize the Clerk to advertise a public hearing for May 15, 2018 @ 7PM to hear comments on the FY 2018-19 real property tax rate remaining at the existing rate of \$0.146 per \$100 of assessed value. This notice shall also include the information required under Section 58.1-3321 of the Code of Virginia.

Or

Alternative Motions