



# 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, March 5, 2018

7:00 PM

Council Chambers

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

### **II. Invocation - Pastor Mark Brady, Park Valley Church**

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

### **IV. Minutes Approval**

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

### **V. Citizens' Time**

### **VI. 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's Report
5. Town Treasurer's Report - Roberto Gonzalez
6. Business and Community Relations Report - Denise Andrews
7. Business Manager's Report - Jerry Schiro

### **VII. Agenda Items**

1. Fiscal Year 2017-2018 Budget Amendments
2. Proclamation - American Red Cross Month

### **VIII. Updates**

1. Planning Commission
2. Architectural Review Board

### **IX. Councilmember Time**

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.
2. Certification of Closed Session

### **XI. 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, February 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: Absent, 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. Pledge of Allegiance

### III. Invocation - Rev. Sean Rousseau, St. Paul's Episcopal Church

Rev. Sean Rousseau, from St. Paul's Episcopal Church, gave the evening's Invocation.

Mayor Leake announced that they will be changing the order of the presentations on the Agenda. Due to time constraints, he stated that they will be doing the Flags of Valor presentation first, followed by the American Heart Awareness Month Proclamation. He further stated that they will be adding Agenda item number 8, House Bill 556, that Vice Mayor Pasanello will be presenting.

### IV. Minutes Approval

1. Mayor and Council - Regular Meeting - Jan 18, 2018 7:00 PM

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ACCEPTED [4 TO 0]</b>                                  |
| <b>MOVER:</b>    | Susan Edwards, Councilwoman                               |
| <b>SECONDER:</b> | Steve Shannon, Councilman                                 |
| <b>AYES:</b>     | Joe Pasanello, Susan Edwards, Connor Leake, Steve Shannon |
| <b>ABSTAIN:</b>  | Chris Morris  |
| <b>ABSENT:</b>   | John Cole   |

### V. Citizens' Time

Dottie Leonard, 14801 Washington Street, stated that she would like to call to the attention of the Council the postcard she received. She added that she is also the Chair for the Citizens for the Betterment and Harmony of Haymarket and Western Prince William County. She shared concerns with the going to Prince William County instead of Town Hall for building permits and inspections. She stated that she understands the reasoning, but doesn't agree with it. She stated that she was on the Council when we celebrated the 200th Anniversary of our Town in 1999, and for the past 217 years we have gotten all of those things done in Haymarket. She concluded by stating that she does not want to see it change nor does the members of the Citizens for the Betterment and Harmony of Haymarket.

Bob Weir, 6853 St. Paul Drive, spoke against the building permitting being transferred to the County as well. He shared concerns with the impact it could have on the budget, more fees, significantly less consistent services from the County and less accountability from the Council and Staff to the residents. He concluded by stating that the Town is eliminating one of the few services left that the town offers its residents.

### VI. Public Hearings

1. ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application

Maria Rafferty, one of the 2 owners of the 3 properties, addressed the Council. She stated that they originally applied for a B-1 zoning, but after the last Planning Commission meeting it was suggested to change to Transitional Commercial. She said that she and her husband were fine with that. She added that she thought B-1 was the best fit since they were the only ones not B-1. Ms. Rafferty further stated that they have been receiving a mix of calls for B-1 and Transitional Commercial. She concluded by stating that in no way should it remain Residential and that they are fine with either B-1 or Transitional Commercial.

Dottie Leonard, 14801 Washington Street, addressed the Council at this time. She stated that she was speaking for herself and for the citizens of the Betterment and Harmony of Haymarket. She stated that she was on the Planning Commission when the Rafferty's first came for rezoning. She stated that she, Ms. Rafferty and everyone else on the Planning Commission that at the time of the purchase that property was planned B-1 and that at that time no one had ever heard of Transitional Commercial at that point. She shared concerns with parts of the Watts' property being taken by developers as well as a portion of hers. She further stated that Ms. Rafferty deserves her reasonable benefit to her investment that was planned B-1 not Transitional. She stated that Mr. Weir and Mr. Marchant implemented the term Transitional. She concluded that an appropriate way to finish that block is to let everyone on that block be B-1.

Bob Weir, 6853 St. Paul Drive, responded to Ms. Leonard's comments. He stated that he was not here when the supposed "taking" occurred and neither was Mr. Marchant. He stated that Ms. Leonard's property was not taken, that the developers paid her for the property. He further stated that he did not have an issue with the Transitional Commercial, however, he did have an issue with B-1 and an issue with the process and recapped what he had stated at the previous Planning Commission meeting. He concluded stating that he would recommend deferring the public hearing until the Council receives a report on the impact of what the rezonings will do particularly on the traffic.

With no further comments, Mayor Leak closed the public hearing for ZTA#2017-001.

## **2. ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning Application**

Ann York, 6021 Erinblair Loop, addressed the Town Council. She stated that she is a Real Estate Broker representing the Watts family. She stated that you have a plan for your Town and nothing is going to happen to your main street unless you let it happen. She concluded by stating that there will always be objections, but she feels that it would be the best plan for your town and that the Council needs to go forward.

Further discussion ensued between Ms. Leonard and Mr. Weir concerning issues that occurred in the past with the properties.

With no further comments, Mayor Leake closed the public hearing for ZTA#2017-002

## **3. ZTA#2017-003 - a Dog's Day Out Zoning Text Amendment Application**

Andrea and Jim Payne, applicants for A Dog's Day Out at 6680 Fayette Street. Ms. Payne stated that they wanted to ensure the Council members and citizens that they have not made changed any of their services within their business. She stated that they have applied for a zoning text ordinance change, one for the insertion of personal services in the B-1 district of a new business called "dog daycare". Ms. Payne added that she feels that they have put in sufficient language to protect the town from anyone opening up a doggie daycare. She highlighted the changes that were made. She concluded by stating that they ask the Council for their consideration and approval this evening.

Others who spoke in favor of ZTA#2017-003 included:  
 Pauline Stowell, 15740 Rothschild Court, Haymarket, VA  
 Abby Newton, 5867 Tulloch Spring Court, Haymarket, VA  
 Melissa Dezeew, 15065 Sawgrass Place, Haymarket VA  
 Kirk Gillespie, 4199 Benvenue Road, Haymarket, VA  
 Mary Shaup, 272 Terrie Drive, Potomac Falls, VA

Bob Weir 6853 St. Paul Drive, asked the Council to consider deferring this for about a month referencing several bills in the General Assembly including HB-79. He further stated that it is

regarding "group play" at a facility such as this and that it could alter the business model. He also shared concerns with the Zoning Text Amendment. He stated that originally it was introduced as a dog salon with some ancillary boarding. He also shared concerns with allowing this in a B-1 zone and not Industrial.

Dottie Leonard addressed the Council stating that she was here at the meeting when the couple stated what they were going to do and that has not changed. She further added that this would only contribute to being a better place to have a pet. She stated that the applicants were told they needed to please the Architectural Review Board and they did. She concluded by stating that she would not like to see this held up another day much less another month.

With no further comments, Mayor Leake closed the public hearing for ZTA#2017-003.

## VII. Department Reports

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

Town Planner, Emily Lockhart, reported that at the January Architectural Review Board meeting, they discussed the demolition application for 6810 Jefferson Street. She added that they toured the home on Saturday and requested that the applicant come back with a Structural Engineer's analysis at the next meeting. She reported that the Planning Commission is still awaiting some documents for the Wood Village parking lot and Town Center. Ms. Lockhart stated that she has been corresponding with the Fairgrounds developer and they will be submitting documents soon. She continued by stating that she attended a VDOT meeting in regards to the fly over ramps for the express lanes that will be at the Sudley Road exit ramp. She stated that it does not appear to impact us. She also added that Bill Backus, from the Prince William County Historic Preservation Office reached out to Staff about a possible walking tour. She concluded her report by stating that she had one zoning violation with excess trash at the Winterham property, but it has been taken care of.

Vice Mayor Pasanello shared concerns with the demolition process. Ms. Lockhart stated that in the guidelines some of the requirements of a demolition permit allow for requesting a structural engineer's analysis and concept plans prior to approving the demolition permit. Once these documents are received the ARB will make a decision.

Councilman Shannon asked if it was only one parcel. Ms. Lockhart stated that it has been clarified that it is two parcels, 6810 and 6812 Jefferson Street.

Ms. Lockhart added that the person who has the contract on the parcels is paying for the structural engineer.

Vice Mayor Pasanello asked Ms. Lockhart which type of glass is School of Rock putting on the doors. Ms. Lockhart reported that the ARB approved the tempered glass with the condition that they have 90 days to get their stained glass approved. Councilwoman Edwards added that the original doorbell was saved and that they will be putting it in the new door and that the doors might be donated to the town museum.

### 2. Town Engineer's Report - Katie McDaniel

No comments on Town's Engineer Report.

### 3. Police Department's Report - Chief Kevin Lands

Chief Lands passed out the monthly statistics for the out of town calls.

He reported that he attended a 2019 Grant Workshop. He stated that he has applied for 2 grants and will be applying for a third one. He stated that they are equipment and overtime grants for the officers.

Councilman Morris asked the Chief to share what his wish list is for the grants. He stated that they currently need patrol rifles, upgrades for the shot guns and AED's for the police cars.

Chief Lands highlighted his goals for 2018. He stated that they will continue with their events...Car Show, National Night Out, Breast Cancer Walk and Women's Self Defense classes were all big hits and they will improve and fine tune those events. He stated that they will be

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adding some as well. He continued by stating that they will be reaching out to two schools right outside of the town to get into the schools with a little more presence.

Chief Lands concluded his report with "Officer Highlights". He stated that Officer Coire O'Neal received a Meritorious Action Award from the Loudoun County Sheriff's Office for his assistance in helping to locate and capture an escaped inmate from their county. Last week Officer Gregory assisted Prince William County police with a shooting call. He added that Officer Gregory identified and assisted the victim, secured the scene and called the rescue squad.

#### **4. Town Treasurer's Report - Roberto Gonzalez**

Town Treasurer, Roberto Gonzalez, thanked the Mayor and Council for their kinds words and well wishes for the birth of his new baby boy.

He reported the financials are as of December 2017. He stated that the Cigarette Tax line item is recognizing higher than normal revenues due to a double deposit that was issued by the Tax Board. He further reported that he has been notified by the Deputy Administrator that the 2nd transfer will be cancelled, and we should see a correction in our next months statements.

He continued his report by stating that December marks the halfway point of our fiscal year and as you can see in my report we have reached 48.9% of our budgeted revenue, while only being 44.9% in expenses of the fiscal budget.

He reported that the BPOL renewal applications will be out in Mid-February to Town businesses and that the applications along with payment will be due on April 30, 2018.

He concluded his report by stating that the Finance Committee met last Thursday. He added that they discussed the budget and he was able to give a few projections. He said that they set a tentative budget work session on Monday, March 19th. Mr. Gonzalez also shared highlights from the Town Auditor's report stating that the assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$6,098,820 (net position). Of the amount, \$1,511,728 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors. He further stated that as of close of the current fiscal year, the Town's general fund reported ending fund balance of \$1,422,119, an increase of \$38,380 to the prior year. Approximately 99% of this total amount, \$1,416,119 is available for spending at the Town's discretion (unassigned fund balance).

Vice Mayor Pasanello congratulated Councilman Morris on being elected as the Chairman of the Finance Committee.

#### **5. Business and Community Relations Report - Denise Andrews**

Business and Community Relations Specialist, Denise Andrews, reported that she and the Clerk of the Council, Shelley Kozlowski, along with Vice Mayor and Commissioner Pasanello attended the 4th annual Monte Carlo Night. She further reported that it is the biggest fundraiser for Serve Our Willing Warriors.

She continued her report stating that the next Town Business Roundtable will be held in late February in the morning at Group Therapy and Associates.

She further stated that on January 29th, she along with Councilwoman Edwards, and Town Planner, Emily Lockhart, met with William Backus with Prince William County Preservation Division regarding collaboration with the Town of Haymarket, Dumfries, Occoquan and Buckland on a summer series walking tour. She added that Haymarket will be the first Friday in June. She added that it is an hour long tour and the properties that they had discussed highlighting included the Winterham building (School of Rock), the Museum, St. Paul's Church and the McCormick/Cobb house.

Ms. Andrews stated that there are two upcoming Town events this Saturday; Next Level Fitness Open House at 9 AM and "Walk a Mile with the Mayor" at 10 AM.

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She concluded her report highlighting the (2017) year's events and total sponsorship funds. She stated that she would like direction from Council on what they would like to see on the 2018 events calendar this year. She included in her report: Earth Day, Health and Fitness Day, National Night Out, Haymarket Day, and the Christmas and Holiday Celebration.

After discussion with Mayor and Council, the Mayor directed Ms. Andrews to scale back Earth Day, keep the Health and Fitness Fair and to look at ideas for Patriot and Veteran's Day at the next Events meeting.

Councilman Morris stated that he would like to donate the lights next year for the Town Christmas tree.

#### **6. Business Manager's - Jerry Schiro**

Business Manager, Jerry Schiro, covered the highlights from his report including working through personnel and leave policies along with overtime policies and holiday pay with the police chief. He also reported that he reviewed proposals for a possible new copier.

He stated that he discussed with the Town Treasurer and members of the Finance Committee about tracking the revenue and expenditures for the various town events.

Mr. Schiro also reported that he is working on issues with the new website and would like direction from Council on how they would like to proceed.

After discussion at the dais, the Council and Mayor directed Staff to put a committee together to work on the website issues. Mayor Leake and Councilwoman Edwards volunteered to join Staff on the committee.

Continuing with his report, Mr. Schiro stated that during the Finance Committee, Staff was given a few directives including reviewing Town contracts.

He reported that the permitting services are going well.

He continued by stating that he worked on a few property management issues concerning some water leaks and a new hot water heater as well as some street light concerns.

He concluded his report by stating he has been meeting with the project manager for the Town Center project and will get back to Council on the change order. He added that he has reviewed bid documents with the Town Attorney for the advertising submission package for VDOT. He also stated that he picked up the Mayor's contact regarding Verizon FIOS and received input from the Town Attorney on franchising requirements.

Vice Mayor Pasanello asked if we are able to recover any cost concerning the museum through insurance. Mr. Schiro responded that he has been in contact and will be submitting.

### **VIII. Agenda Items**

#### **1. ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application**

At this time Councilman Leake read into the minutes the Conflict of Interests Act Declaration dated February 5, 2018. He stated that the party listed above 14845, 14851, 14871 Washington Street Rezoning Application is a client of his firm but he does not personally represent or provide services to the client. He further declared that he is able to participate in the transaction fairly, objectively and in the public interest. He concluded by stating that this declaration is continuing in nature, so as to apply to any later meetings regarding the same transaction; however, an oral disclosure shall be made during each meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

Councilman Morris and Vice Mayor Pasanello both stated that they felt that it would be in the best interest for Councilman Leake to abstain from voting.

Councilman Leake stated that he has no financial or personal gain or personal interest within this matter except for one of the 150 agents in his firm one of them happens to be a client.

Councilman Morris made a motion *to move the Town Council to approve Rezoning Application ZTA#2017-001 to rezone 14845, 14851 and 14871 Washington Street from Residential 1 to Transitional Commercial.*

Discussion ensued amongst the Council concerning the process, the Comprehensive Plan, setbacks, parking allowances, building heights and other zoning differences between the B-1 zone and the Transitional Commercial.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Joe Pasanello, Vice Mayor  
**AYES:** Morris, Pasanello, Edwards, Leake, Shannon  
**ABSENT:** John Cole

## 2. ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning Application

Councilman Morris made a motion *to move the Town Council to approve Rezoning Application, ZTA#2017-002 to rezone 14841 Washington Street and 6802 Saint Paul Drive to Transitional Commercial zoning.*

Vice Mayor Pasanello stated that all of his previous comments apply to this rezoning as well. He thanked all those who attended the meeting and shared their comments.

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

## 3. ZTA#2017-003 - a Dog's Day Out Zoning Text Amendment Application

Vice Mayor Pasanello asked if anyone has read HB-79 which was referenced earlier during the Public Hearings. Councilman Leake read the Bill to Council and Mayor.

Councilman Shannon stated that he resides near this property. He has talked to neighbors and really hasn't found anyone opposed. He concluded that he was originally concerned with the traffic impact and the apartment use, but, the applicants have addressed it.

Councilwoman Edwards stated that she has never been against the business but thought that it was not the right location for the business. She added that the applicants went to the Architectural Review Board and did their due diligence. She concluded by stating that as long as the apartment is used for its proper use and what is defined, she will support it.

Councilman Morris made a motion *to move the Town Council to approve zoning text amendment application, ZTA#2017-003 to Amend the Zoning and Subdivision Ordinance to allow accessory apartments on the second story within the B-1 Zoning District and to add dog day care center to the ordinance as a by-right use in the B-1 Zoning District.*

Councilwoman Edwards was concerned with the wording "ancillary apartment" not being addressed in the motion. Counsel stated that "accessory" is part of the definition.

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

## 4. Little Free Library Presentation - Casey Rives

Town Planner, Emily Lockhart, stated the Casey Rives was ill and could not be at the meeting for the presentation. Oh her behalf, Ms. Lockhart outlined Ms. Rives plan for the "Little Free

Library". She stated that it will be going to the Architectural Review Board on February 21st. She concluded that Ms. Rives will be installing and maintaining it.

The Council liked the idea but feels that someone in the Town should have an oversight of what books go in the library.

#### 5. Proclamation - American Heart Awareness Month

In recognition of American Heart Awareness Month, the Mayor and Council presented Gail Mates, National Spokesperson for the American Heart Association Go Red for Women, with a Proclamation. The Haymarket Museum will be lit red for the remainder of the month.

#### 6. Flags of Valor Presentation

Mike Taylor and Brian Steorts, from Flags of Valor, presented a handmade wooden flag to the Haymarket Police Department to thank them for their service. Flags of Valor is a company from Ashburn, Virginia that is owned and operated by Veterans. They produce American wall art.

#### 7. Town Center Project Change Order

The Town Center Project Change Order was tabled to a later date.

#### 8. House Bill No. 556

Vice Mayor Pasanello stated that he had an opportunity to discuss with Delegate Roem her bill, House Bill No. 556, patroned with Delegates Rasoul and Carter, that will be discussed on Tuesday in a Commerce and Labor subcommittee. He further stated that essentially the bill seeks to establish a process by which public interest groups, like the Coalition and Somerset Crossing, may seek compensation (all or in part) for expenses directly incurred by groups if those expenses are related to the contentions/arguments or recommendations that result in a substantial contribution to a decision, as determined by the SCC. This bill, if enacted, would apply to requests statewide, if specific conditions are met.

Vice Mayor Pasanello made a motion *To Adopt Resolution #2018-1, A Resolution in Support of House Bill No. 556 State Corporation Commission; Chapter 6 Intervenor Compensation.*

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

## IX. Updates

#### 1. Planning Commission

Councilman Shannon, Planning Commission Liaison, stated the February meeting was cancelled.

#### 2. Architectural Review Board

Councilwoman Edwards, Architectural Review Board Liaison, stated that they toured the house at 6810 Jefferson Street in reference to the demolition application. She added that they are still working on the gateway entry signs in conjunction with VDOT. She concluded by stating that they approved the School of Rock doors.

## X. Councilmember Time

#### 1. Chris Morris

Councilman Morris commended the Town on the most recent Financial Audit. He added that the Town is in good shape and congratulated the Town Treasurer, Roberto Gonzalez, on a job well done.

#### 2. John Cole

John Cole was absent.

#### 3. Susan Edwards

Councilwoman Edwards stated that she would like to give the new Town Planner, Emily Lockhart, a glowing report on all of her hard work, staff reports and following up with the applicants.

#### 4. Connor Leake

No comments.

#### 5. Joe Pasanello

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Vice Mayor Pasanello congratulated the Eagles! He also wanted to make sure everyone is aware that they can go search for House Bill No.1558. He further stated that pages 47-52 is the language related to under grounding the pilot program. He added that he would give a copy to staff.

#### 6. Steve Shannon

Councilman Shannon stated that he is proud to serve.

#### 7. David Leake

No comments.

## XI. 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.

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

### 2. Certification of the Closed Session

The Town Attorney Reads 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, and only those items that were named in the motion to enter Closed Session were heard, discussed, or considered by the Town Council.

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

## XII. Adjournment

### 1. Motion to Adjourn

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

Submitted:

Approved:

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

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

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## HAYMARKET POLICE DEPARTMENT



To: Jerry Schiro, Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 2-20-2018  
 Subject: Monthly Report for February 2018

|                               |      |   |
|-------------------------------|------|---|
| Felony Arrests                | 2    | Poss. of Cocaine, Hit and Run, Larceny, etc.        |
| Misdemeanor Arrests           | 17   | DUI, Refusal, Wanted, Poss. of Marijuana, etc.      |
| In Town Calls for Service     | 1486 | Various   |
| Out of Town Calls for Service | 28   | Various   |
| Traffic Summons               | 53   | Speeding, Suspended, Reckless, Equipment Violations |
| Traffic Warnings              | 235  | Speeding, Taillight, Stop Sign etc.                 |
| Traffic Accidents             | 3    | If Injuries – Transported to Hospital               |
| House Checks                  | 2    | Residents who were out of town                      |
| Business Checks               | 530  | All Town Businesses                                 |

### **Points of Interest:**

Meetings with Haymarket and Tyler Elementary  
 Meeting with Area Chiefs  
 VACP Midyear Conference  
 Business Roundtable

### **Officer Highlights:**

Search Warrant (Davis)  
 Pursuit (Gregory)

Attachment: Monthly Council Report February 18 (3493 : Police Department Report - Chief Kevin Lands)

| Town Planner  |                          |                |   |                 |   |                       |                  |   |
|---|--------------------------|----------------|---|-----------------|---|-----------------------|------------------|---|
| Task List 02/01/2018 - 02/23/2018                                   |                          |                |   |                 |   |                       |                  |   |
| 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.   |
| 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.  |
| Door replacement application for School of Rock                     | 15101 Washington Street  | Emily Lockhart |   |                 | Applicant needs to submit stained-glass designs                               |                       | 1/17/2018        | School of Rock needs to replace their front doors due to damage and broken stained glass features. The applicant presented the Board with a plan to replace the existing doors with custom built doors to match. The applicant presented two options for the glass features in the door; 1) to replace the stained-glass with tempered glass and 2) to replace the stained-glass with new stained-glass with a different design. The ARB approved the application with the condition that the applicant must present the stained-glass to the Board within 90 days of approval.   |
| Historic Home Remodel   | 6760 Madison Street      | Emily Lockhart | 2/9/2018  | 2/21/2018       | Applicant has received all approvals  | 2/21/2018             | 2/21/2018        | Property owner applied for minor exterior changes on the home she is having remodeled. Applicant submitted requests for a roof change, outdoor lighting approval, and gable vent replacement with a window. All requests were approved.   |
| 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 requested an amendment to the approved site plan fence. The fencing company has stated that the space where the fence is to be installed is too tight to fit the board on board fence against the existing chain link fence. The original request was for a different style of board on board fence. The ARB approved a 4 foot white picket fence to replace existing chain link fence on the west property line and a white vinyl privacy fence to extend from the dumpster enclosure the length of the property. Mr. Sawyer stated he will try to talk to the Church regarding this but that they may still go with the approved board on board and find a way to make it work. |
| Shalvey Fence Amendment   | 6748 Bleight Drive       | Emily Lockhart |   | 2/22/2018       | Planner will send letter to the HOA Management Company                        | 3/21/2018             |                  | The Shalvey's have asked for an amendment to their approved fence application from November 2017. The HOA has denied their fence application due to guidelines and covenants in place for the Villages of Haymarket. The ARB has discussed the matter with the applicants and decided that they will only accept the already approved fence as it matches the style of homes and the fences across the street. ARB has directed the Planner to write a letter to the HOA Management Company to disucss this matter. A Letter will be sent to the company by COB Monday 2/26/2018  |
| Fence Application   | 6761 Madison Street      | Emily Lockhart |   | 2/21/2018       | Application Approved  | 2/21/2018             | 2/21/2018        | Applicant requested fence approval to build a fence around his property. This fence style is not normally approved by the ARB however the style matches the existing fences on his neighbor's property so approval was granted  |
| Gateway Signs   | Town Project             | Emily Lockhart | I will be working on gathering cost estimates, permit information and other sign details for the Work Session scheduled on March 21, 2018 |                 |   |                       |                  |   |
| Board of Zoning Appeals   |                          |                |   |                 |   |                       |                  |   |
| No Activity for February 2017                                       |                          |                |   |                 |   |                       |                  |   |
| Planning Commission   |                          |                |   |                 |   |                       |                  |   |

|   |                                       |  |           |           |  |                             |  |  |
|---|---------------------------------------|--|-----------|-----------|--|-----------------------------|--|--|
| #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. <b>02/23 UPDATE:</b> Awaiting revisions from the applicant's engineer. I have notified property owner and the engineer regarding the status of the project. |
| #SP2017-03 Town Center Final Site Plan            | 15000 Washington St.                  | Emily Lockhart                                   | 9/20/2017 | 9/26/2017 | Planner finish reviews and make a Staff recommendation at PC. PC approval of Plan    | Seeking Approval 11/01/2017 |  | Reviewed Plans, awaiting outside comments and revising tree selection 11/27 UPDATE: Landscape and Parking Waivers approved by the Planning Commission. <b>02/23 UPDATE:</b> All Staff comments have been sent to Rinker, awaiting further action from Rinker. Town Business Manager is working with Rinker on the change order   |
| A Dog's Day Out                                   | 6680 Fayette Street                   | Emily Lockhart                                   | 9/6/2017  | 2/12/2018 | Awaiting bond acceptance   | Feb-18                      |  | The Zoning Text Amendment was approved for A Dog's Day Out. Staff is working with the owners to accept the bonds   |
| Rezoning Application                              | Rafferty Properties                   | Emily Lockhart                                   | 11/1/2017 | 2/5/2018  |  | Feb-18                      |  | Rezoning Application Approved 2/5  |
| Rezoning Application                              | Acie Watts Jr./ 14841 Washington St.  | Emily Lockhart                                   | 11/1/2017 | 2/5/2018  |  | Feb-18                      |  | Rezoning Application Approved 2/5  |
| Planning Commission did not meet in February      |                                       |  |           |           |  |                             |  |  |
| Prince William County (1 Mile Review)             |                                       |  |           |           |  |                             |  |  |

## No Activity for February 2018

| Staff               |   |                |            |           |   |
|---------------------|---|----------------|------------|-----------|---|
| Fairgrounds Lead    | 15150 Washington Street   | Emily Lockhart | 10/18/2017 | 2/20/2018 | Developer requested Town Planner set up a meeting with Dominion Energy to discuss the power lines and plans for the site. Dominion, Meladon and Staff (Jerry and myself) met on 2/16 to discuss both projects. The Developer and Dominion led the meeting, staff answered questions as necessary. Project is still moving forward with submissions expected within the next two weeks   |
| VDOT Meeting        | Manassas National Battlefield   | Emily Lockhart | 1/24/2018  | 2/21/2018 | Attended a VDOT meeting regarding the Transform I66 project. The goal for this meeting was to continue the National Historic Preservation Act, Section 106 Process with the consulting parties. VDOT and FAM (the consultant construction company) gave a presentation on the purpose and reason for flyover ramps. VDOT is looking to add two fly-over ramps at the Sudley Rd/I66 exit to service the Express lanes. These ramps would allow users the option to access the Express Lanes via Sudley Road and exit the Express Lanes prior to Sudley Road. The proposed ramps are in the viewshed of the Manassas National Battlefield. During the NEPA process the Project's Tier 2 process resulted in a Finding of No Significant Impact (FONSI). The addition of the fly-over ramps at Sudley Road and I 66 do not impact Haymarket's access to the Express lanes and do not impact any land within Town. Future expansion of the Express lanes will provide access starting at the beginning of the HOV lanes. The consulting parties are not convinced there isn't an alternative to the proposed placement. Additional alternatives may be presented at next month's meeting.<br>Additional Updates will be given after each monthly meeting. If you would like any more information please email me/let me know. |
| Little Free Library | Town Hall property or Museum property   | Emily Lockhart | 1/16/2018  | 2/21/2018 | Casey Rives was unable to attend the February ARB Meeting, I will be contacting Ms. Rives to discuss the donation and the ARB's suggestions. Ms. Rives will need to come back to the ARB in March to receive final approval.  |
| Community Garden    | Town/Park   |                |            | 2/22/2018 | Assisted in linking up an Eagle Scout with Denise to help us with the Community Garden at the park. I will be talking with the Eagle Scout to give him some ideas on the style, size and general concept for the garden.  |
| Street Lights       | I have been working with Jeff Beachy, Sherwood Forest and Alexandra's Keep Bond Manager to finish several punch list items prior to the bonds being released for Alexandra's Keep. I have been working on finding a new source for light poles in Town due to the closure of the manufacturer, Union Metal. |                |            |           |   |

|   |   |                |           |           |   |
|---|---|----------------|-----------|-----------|---|
| SUP for a Funeral Home at Old BB&T Building | Assisted a potential applicant with zoning questions regarding a SUP for a funeral home and crematory at the old BB&T bank building, 14901 Washington Street. |                |           |           |   |
| Zoning Violations                           |   |                |           |           |   |
| Various Properties Throughout Town          |   | Emily Lockhart | 2/21/2018 | 2/22/2018 | It has been brought to my attention that there are several properties throughout Town that need to take care of downed trees, broken fences and other general property maintenance items. I will be working on compiling several letters to go out to the property owners in the coming days. |



| 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        | 12/20/2017     | Katie            |                    |                 | -Applicant met with Town to discuss proposed layout and uses 11/29<br>-Applicant coordinating with Town/VDOT on scope for TIA   |
| Dog's Day Out Final Site Plan                          | Emily       | 12/13/2016        | 2/9/2018       | Applicant        |                    |                 | -Approved by Planning Commission 7/5. Site plan approval notification letter sent 7/18<br>-Applicant provided revised site plan per building height. Plan has been approved/signed<br>-Applicant to provide summary and justification for proposed landscaping species not listed in Zoning Ordinance |
| 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<br>-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.<br>-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-buils approved 11/15.<br>-Landscaping and E&S Bond released.<br>-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.                 |
| 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 to document sidewalk/crosswalk/curb deficiencies<br>-Submitted Transportation Alternatives Program application to VDOT 11/1<br>-VDOT may have funding for curb repair   |

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

6.3.a

|                     |       |           |            |           |  |   |
|---------------------|-------|-----------|------------|-----------|--|---|
| Wood Village        | Katie | 8/21/2017 | 10/26/2017 | Applicant |  | <ul style="list-style-type: none"> <li>-Plan revision re-submitted for Abel Properties approved plan 10/10</li> <li>-Comments provided by Katie and Emily</li> <li>-Applicant to provide photometric information and final revisions to address comments</li> </ul> |
| QBE Final Site Plan | Emily | 1/20/2017 | 12/15/2017 | Applicant |  | <ul style="list-style-type: none"> <li>-Approved by Planning Commission 6/7. Site Plan approval notification letter sent 7/18</li> <li>-Bonds to be provided prior to construction</li> <li>-Town Attorney accepted deeds/plats per 2nd submission</li> </ul>       |

Attachment: Feb 2018 Engineer's Reports\_KMM (3520 : Town Engineer's 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  
March 5, 2018

**Highlights:**

- The financials attached are as of January 31<sup>st</sup> 2018.
- BPOL renewal applications have been mailed out to Businesses and are due on April 30<sup>th</sup> 2018.
- The Business Manager and I have begun to work on a draft of the budget for the next fiscal year to present to Council on March 19<sup>th</sup> 2018.

**Town of Haymarket**  
**Statement of Net Position**  
As of January 31, 2018

|   | Jan 31, 18          |
|---|---------------------|
| <b>ASSETS</b>                           |                     |
| <b>Current Assets</b>                   |                     |
| <b>Checking/Savings</b>                 |                     |
| 10000 · Cash & Cash Equivalents         | 1,041,320.16        |
| 11000 · CD's & Money Market Funds       | 347,282.09          |
| 11010 · Virginia Investment Pool        | 304,210.05          |
| <b>Total Checking/Savings</b>           | 1,692,812.30        |
| <b>Accounts Receivable</b>              |                     |
| 12000 · Accounts Receivable             | 115,879.05          |
| 12010 · A/R Permits                     | -75.41              |
| 12020 · Delinquent Real Estate          | 3,204.93            |
| 12021 · Taxes Receivable - RE 2016      | 1,822.91            |
| <b>Total Accounts Receivable</b>        | 120,831.48          |
| <b>Other Current Assets</b>             |                     |
| 11499 · Undeposited Funds               | 6,127.46            |
| 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>       | 35,847.83           |
| <b>Total Current Assets</b>             | 1,849,491.61        |
| <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>7,975,544.81</b> |
| <b>LIABILITIES &amp; EQUITY</b>         |                     |
| <b>Liabilities</b>                      |                     |
| <b>Current Liabilities</b>              |                     |
| <b>Accounts Payable</b>                 |                     |
| 20000 · Accounts Payable                | 11,406.00           |
| <b>Total Accounts Payable</b>           | 11,406.00           |
| <b>Credit Cards</b>                     |                     |
| 20040 · Town Credit Card                | 2,552.58            |
| <b>Total Credit Cards</b>               | 2,552.58            |
| <b>Other Current Liabilities</b>        |                     |
| 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             | 10.32               |
| 22000 · Security Deposits               | 20,230.00           |
| 22010 · Escrow Deposits                 | 304,569.54          |
| <b>Total Other Current Liabilities</b>  | 335,138.55          |
| <b>Total Current Liabilities</b>        | 349,097.13          |
| <b>Long Term Liabilities</b>            |                     |

Attachment: Treasurer &amp; Financial Report for 03-05-2018 (3499 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Statement of Net Position**  
As of January 31, 2018

|   | Jan 31, 18          |
|---|---------------------|
| 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>      | <b>1,449,349.40</b> |
| <b>Total Liabilities</b>                | <b>1,798,446.53</b> |
| <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                              | 78,725.17           |
| <b>Total Equity</b>                     | <b>6,177,098.28</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b>7,975,544.81</b> |



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

|  | Jan 18     |
|--|------------|
| Ordinary Income/Expense                |            |
| Income                                 |            |
| 3110 · GENERAL PROPERTY TAXES          |            |
| Interest - All Property Taxes          | 95.83      |
| Penalties - All Property Taxes         | 726.20     |
| Total 3110 · GENERAL PROPERTY TAXES    | 822.03     |
| 3120 · OTHER LOCAL TAXES               |            |
| Business License Tax                   | 245.00     |
| Cigarette Tax                          | 3,582.55   |
| Consumer Utility Tax                   | 14,289.53  |
| Meals Tax - Current                    | 53,543.13  |
| Sales Tax Receipts                     | 12,860.91  |
| Total 3120 · OTHER LOCAL TAXES         | 84,521.12  |
| 3130 · PERMITS,FEES & LICENESES        |            |
| Application Fees                       | 50.00      |
| Motor Vehicle Licenses                 | 105.00     |
| Total 3130 · PERMITS,FEES & LICENESES  | 155.00     |
| 3140 · FINES & FORFEITURES             |            |
| Fines                                  | 9,503.19   |
| Total 3140 · FINES & FORFEITURES       | 9,503.19   |
| 3150 · REVENUE - USE OF MONEY          |            |
| Earnings on VACO/VML Investment        | -805.91    |
| Total 3150 · REVENUE - USE OF MONEY    | -805.91    |
| 3151 · RENTAL (USE OF PROPERTY)        |            |
| Suite 110 Rental Income                | 2,873.75   |
| 315110 · Suite 200 Genesis Contracting | 443.76     |
| 315125 · Suite 204 MAC-ISA             | 420.00     |
| 315130 · Suite 206 Xcellent Technology | 2,737.00   |
| 315150 · 15020 Washington Realty       | 3,559.83   |
| 315160 · The Very Thing For Her        | 2,810.00   |
| Total 3151 · RENTAL (USE OF PROPERTY)  | 12,844.34  |
| 3180 · MISCELLANEOUS                   |            |
| Miscellaneous                          | 20.03      |
| Total 3180 · MISCELLANEOUS             | 20.03      |
| 32 · REVENUE FROM COMMONWEALTH         |            |
| Car Rental Reimbursement               | 307.48     |
| Communications Tax                     | 9,622.74   |
| Total 32 · REVENUE FROM COMMONWEALTH   | 9,930.22   |
| Total Income                           | 116,990.02 |
| Gross Profit                           | 116,990.02 |
| Expense                                |            |
| 01 · ADMINISTRATION                    |            |
| 11100 · TOWN COUNCIL                   |            |
| FICA/Medicare                          | 78.41      |
| Salaries & Wages - Regular             | 1,225.00   |
| Total 11100 · TOWN COUNCIL             | 1,303.41   |
| 12110 · TOWN ADMINISTRATION            |            |
| Salaries/Wages-Regular                 | 19,698.55  |
| Salaries/Wages - Part Time             | 3,780.00   |
| FICA/Medicare                          | 1,561.87   |

Attachment: Treasurer &amp; Financial Report for 03-05-2018 (3499 : Town Treasurer's Report - Roberto Gonzalez)

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

|  | Jan 18           |
|--|------------------|
| VRS  | 1,980.48         |
| Health Insurance                               | 3,675.64         |
| Life Insurance                                 | 258.18           |
| Disability Insurance                           | 36.70            |
| Unemployment Insurance                         | 447.12           |
| Worker's Compensation                          | 100.00           |
| Accounting Services                            | 279.48           |
| Advertising                                    | 1,528.00         |
| Computer, Internet & Website Svc               | 1,107.12         |
| Postage  | 119.49           |
| Telecommunications                             | 159.82           |
| Meals & Lodging                                | 100.00           |
| Books, Dues & Subscriptions                    | 749.71           |
| Office Supplies                                | 709.91           |
| <b>Total 12110 · TOWN ADMINISTRATION</b>       | <b>36,292.07</b> |
| <b>12210 · LEGAL SERVICES</b>                  |                  |
| Legal Services                                 | 2,880.00         |
| <b>Total 12210 · LEGAL SERVICES</b>            | <b>2,880.00</b>  |
| <b>Total 01 · ADMINISTRATION</b>               | <b>40,475.48</b> |
| <b>03 · PUBLIC SAFETY</b>                      |                  |
| <b>31100 · POLICE DEPARTMENT</b>               |                  |
| Salaries & Wages - Regular                     | 22,779.05        |
| Salaries & Wages - OT Regular                  | 0.00             |
| Salaries & Wages - OT Premium                  | 66.78            |
| Salaries & Wages - Holiday Pay                 | 5,083.76         |
| FICA/MEDICARE                                  | 2,217.42         |
| VRS  | 3,125.86         |
| Health Insurance                               | 4,224.88         |
| Life Insurance                                 | 360.60           |
| Disability Insurance                           | 151.26           |
| Workers' Compensation Insurance                | 2,929.50         |
| Legal Services                                 | 900.00           |
| Electrical Services                            | 206.89           |
| Computer, Internet & Website                   | 0.00             |
| Postage  | 10.05            |
| Telecommunications                             | 524.50           |
| Books Dues & Subscriptions                     | 225.00           |
| Office Supplies                                | 76.48            |
| Vehicle Maintenance/Supplies                   | 136.00           |
| Uniforms & Police Supplies                     | 1,161.31         |
| <b>Total 31100 · POLICE DEPARTMENT</b>         | <b>44,179.34</b> |
| <b>34100 · BUILDING OFFICIAL</b>               | <b>1,500.00</b>  |
| <b>Total 03 · PUBLIC SAFETY</b>                | <b>45,679.34</b> |
| <b>04 · PUBLIC WORKS</b>                       |                  |
| Town Public Works                              | 360.00           |
| <b>RENTAL PROPERTY - 14740 Wash St</b>         |                  |
| Repairs/Maintenance Services                   | 55.45            |
| <b>Total RENTAL PROPERTY - 14740 Wash St</b>   | <b>55.45</b>     |
| <b>43100 · MAINT OF 15000 Wash St./Grounds</b> |                  |
| Repairs/Maintenance Services                   | 1,645.00         |
| Maint Svc Contract-Pest Control                | 155.00           |
| Maint Svc Contract-Landscaping                 | 2,075.00         |
| Maint Svc Contract Snow Removal                | 220.00           |
| Electric/Gas Services                          | 1,982.01         |
| Electrical Services-Streetlight                | 482.16           |
| Water & Sewer Services                         | 62.65            |

Attachment: Treasurer &amp; Financial Report for 03-05-2018 (3499 : Town Treasurer's Report - Roberto Gonzalez)

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

|   | Jan 18     |
|---|------------|
| 43100 · MAINT OF 15000 Wash St./Grounds - Other | 84.99      |
| Total 43100 · MAINT OF 15000 Wash St./Grounds   | 6,706.81   |
| Total 04 · PUBLIC WORKS                         | 7,122.26   |
| 07 · PARKS, REC & CULTURAL                      |            |
| 71110 · EVENTS                                  |            |
| Contractual Services                            | 3,375.76   |
| Total 71110 · EVENTS                            | 3,375.76   |
| 72200 · MUSEUM                                  |            |
| Telecommunications                              | 193.50     |
| Total 72200 · MUSEUM                            | 193.50     |
| Total 07 · PARKS, REC & CULTURAL                | 3,569.26   |
| 08 · COMMUNITY DEVELOPMENT                      |            |
| 81100 · PLANNING COMMISSION                     |            |
| Salaries & Wages - Regular                      | 690.00     |
| FICA/Medicare                                   | 68.09      |
| Consultants                                     | 1,480.00   |
| 81100 · PLANNING COMMISSION - Other             | 89.88      |
| Total 81100 · PLANNING COMMISSION               | 2,327.97   |
| 81110 · ARCHITECTURAL REVIEW BOARD              |            |
| FICA/Medicare                                   | 0.00       |
| Total 81110 · ARCHITECTURAL REVIEW BOARD        | 0.00       |
| Total 08 · COMMUNITY DEVELOPMENT                | 2,327.97   |
| 09 · NON-DEPARTMENTAL                           |            |
| 95100 · DEBT SERVICE                            |            |
| General Obligation Bond                         | 12,899.91  |
| Total 95100 · DEBT SERVICE                      | 12,899.91  |
| Total 09 · NON-DEPARTMENTAL                     | 12,899.91  |
| 94100 · WASH ST. ENHANCEMENT PROJECT            | 20,550.00  |
| 94105 · PERSONNEL                               |            |
| EMPLOYEE BENEFITS                               |            |
| 6560 · Payroll Processing Fees                  | 0.00       |
| Total EMPLOYEE BENEFITS                         | 0.00       |
| Total 94105 · PERSONNEL                         | 0.00       |
| 94106 · TOWN CENTER MASTER PLAN                 |            |
| Architectural/Engineering Fees                  | 2,537.69   |
| Total 94106 · TOWN CENTER MASTER PLAN           | 2,537.69   |
| Total Expense                                   | 135,161.91 |
| Net Ordinary Income                             | -18,171.89 |
| Net Income                                      | -18,171.89 |

Attachment: Treasurer & Financial Report for 03-05-2018 (3499 : Town Treasurer's Report - Roberto Gonzalez)

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

|   | Jul '17 - Jan 18 | Budget       | % of Budget |
|---|------------------|--------------|-------------|
| <b>Ordinary Income/Expense</b>                    |                  |              |             |
| <b>Income</b>                                     |                  |              |             |
| <b>3110 · GENERAL PROPERTY TAXES</b>              |                  |              |             |
| Real Estate - Current                             | 340,270.78       | 346,048.00   | 98.3%       |
| Public Service Corp RE Tax                        | 11,273.29        | 10,000.00    | 112.7%      |
| <b>Total 3110 · GENERAL PROPERTY TAXES</b>        | 352,385.30       | 356,048.00   | 99.0%       |
| <b>3120 · OTHER LOCAL TAXES</b>                   |                  |              |             |
| Bank Stock Tax                                    | 0.00             | 18,000.00    | 0.0%        |
| Business License Tax                              | 3,524.23         | 209,200.00   | 1.7%        |
| Cigarette Tax                                     | 79,032.56        | 190,000.00   | 41.6%       |
| Consumer Utility Tax                              | 97,085.66        | 130,000.00   | 74.7%       |
| Meals Tax - Current                               | 381,219.20       | 600,000.00   | 63.5%       |
| Sales Tax Receipts                                | 90,596.01        | 150,000.00   | 60.4%       |
| <b>Total 3120 · OTHER LOCAL TAXES</b>             | 652,342.70       | 1,297,200.00 | 50.3%       |
| <b>3130 · PERMITS,FEES &amp; LICENESES</b>        |                  |              |             |
| Application Fees                                  | 3,385.00         | 2,700.00     | 125.4%      |
| Inspection Fees                                   | 4,555.00         | 15,000.00    | 30.4%       |
| Motor Vehicle Licenses                            | 705.00           | 1,900.00     | 37.1%       |
| Occupancy Permits                                 | 500.00           | 600.00       | 83.3%       |
| Other Planning & Permits                          | 9,460.00         | 70,000.00    | 13.5%       |
| <b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>  | 18,605.00        | 90,200.00    | 20.6%       |
| <b>3140 · FINES &amp; FORFEITURES</b>             |                  |              |             |
| Fines   | 46,953.98        | 50,000.00    | 93.9%       |
| <b>Total 3140 · FINES &amp; FORFEITURES</b>       | 46,953.98        | 50,000.00    | 93.9%       |
| <b>3150 · REVENUE - USE OF MONEY</b>              |                  |              |             |
| Interest on Bank Deposit                          | 342.34           | 10,000.00    | 3.4%        |
| <b>Total 3150 · REVENUE - USE OF MONEY</b>        | 4,577.20         | 10,000.00    | 45.8%       |
| <b>3151 · RENTAL (USE OF PROPERTY)</b>            | 87,161.29        | 131,335.00   | 66.4%       |
| <b>3165 · REVENUE - TOWN EVENTS</b>               |                  |              |             |
| Revenue - Town Events                             | 74,959.00        | 65,000.00    | 115.3%      |
| <b>Total 3165 · REVENUE - TOWN EVENTS</b>         | 74,959.00        | 65,000.00    | 115.3%      |
| <b>3180 · MISCELLANEOUS</b>                       |                  |              |             |
| Citations & Accident Reports                      | 445.00           | 1,900.00     | 23.4%       |
| <b>Total 3180 · MISCELLANEOUS</b>                 | 1,520.39         | 1,900.00     | 80.0%       |
| <b>32 · REVENUE FROM COMMONWEALTH</b>             |                  |              |             |
| 599 Law Enforcement Grant                         | 14,640.00        | 28,000.00    | 52.3%       |
| Car Rental Reimbursement                          | 3,448.31         | 5,500.00     | 62.7%       |
| Communications Tax                                | 68,088.91        | 120,000.00   | 56.7%       |
| 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%       |
| <b>Total 32 · REVENUE FROM COMMONWEALTH</b>       | 106,978.35       | 183,500.00   | 58.3%       |
| <b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>       |                  |              |             |
| CABOOSE ENHANCEMENT GRANT                         | 0.00             | 9,359.00     | 0.0%        |
| 33 · REVENUE FROM FEDERAL GOVERNMENT - Other      | 0.00             | 208,600.00   | 0.0%        |
| <b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b> | 3,875.72         | 217,959.00   | 1.8%        |
| <b>35 · Reserve Funds For CIP</b>                 | 0.00             | 155,000.00   | 0.0%        |
| <b>Total Income</b>                               | 1,368,196.73     | 2,558,142.00 | 53.5%       |
| <b>Gross Profit</b>                               | 1,368,196.73     | 2,558,142.00 | 53.5%       |
| <b>Expense</b>                                    |                  |              |             |

Attachment: Treasurer & Financial Report for 03-05-2018 (3499 : Town Treasurer's Report - Roberto Gonzalez)

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

|  | Jul '17 - Jan 18  | Budget            | % of Budget  |
|--|-------------------|-------------------|--------------|
| <b>01 · ADMINISTRATION</b>               |                   |                   |              |
| <b>11100 · TOWN COUNCIL</b>              |                   |                   |              |
| Convention & Education                   | 1,067.64          | 3,000.00          | 35.6%        |
| FICA/Medicare                            | 678.55            | 2,000.00          | 33.9%        |
| Meals and Lodging                        | 0.00              | 1,500.00          | 0.0%         |
| Mileage Allowance                        | 163.93            | 750.00            | 21.9%        |
| Salaries & Wages - Regular               | 8,750.00          | 32,100.00         | 27.3%        |
| Town Elections                           | 0.00              | 1,200.00          | 0.0%         |
| <b>Total 11100 · TOWN COUNCIL</b>        | <b>10,660.12</b>  | <b>40,550.00</b>  | <b>26.3%</b> |
| <b>12110 · TOWN ADMINISTRATION</b>       |                   |                   |              |
| Salaries/Wages-Regular                   | 187,851.24        | 349,000.00        | 53.8%        |
| Salaries/Wages - Part Time               | 17,170.00         | 5,000.00          | 343.4%       |
| FICA/Medicare                            | 14,939.52         | 28,500.00         | 52.4%        |
| VRS                                      | 16,266.92         | 21,000.00         | 77.5%        |
| Health Insurance                         | 28,416.54         | 74,150.00         | 38.3%        |
| Life Insurance                           | 1,971.30          | 3,500.00          | 56.3%        |
| Disability Insurance                     | 275.25            | 2,600.00          | 10.6%        |
| Unemployment Insurance                   | 850.26            | 2,800.00          | 30.4%        |
| Worker's Compensation                    | 302.64            | 400.00            | 75.7%        |
| Gen Property/Liability Ins.              | 14,827.00         | 16,000.00         | 92.7%        |
| Accounting Services                      | 4,649.09          | 11,000.00         | 42.3%        |
| Cigarette Tax Administration             | 0.00              | 5,500.00          | 0.0%         |
| Printing & Binding                       | 7,958.30          | 15,000.00         | 53.1%        |
| Advertising                              | 3,612.00          | 12,000.00         | 30.1%        |
| Computer, Internet & Website Svc         | 12,738.21         | 30,000.00         | 42.5%        |
| Postage                                  | 1,543.26          | 4,000.00          | 38.6%        |
| Telecommunications                       | 1,479.60          | 6,000.00          | 24.7%        |
| 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              | 7,711.99          | 15,000.00         | 51.4%        |
| Office Supplies                          | 2,924.64          | 4,000.00          | 73.1%        |
| Capital Outlay-Machinery/Equip           | 304.00            | 7,000.00          | 4.3%         |
| <b>Total 12110 · TOWN ADMINISTRATION</b> | <b>329,688.13</b> | <b>631,450.00</b> | <b>52.2%</b> |
| <b>12210 · LEGAL SERVICES</b>            |                   |                   |              |
| Legal Services                           | 24,261.21         | 90,000.00         | 27.0%        |
| <b>Total 12210 · LEGAL SERVICES</b>      | <b>24,261.21</b>  | <b>90,000.00</b>  | <b>27.0%</b> |
| <b>12240 · INDEPENDENT AUDITOR</b>       |                   |                   |              |
| 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>378,959.46</b> | <b>778,500.00</b> | <b>48.7%</b> |
| <b>03 · PUBLIC SAFETY</b>                |                   |                   |              |
| <b>31100 · POLICE DEPARTMENT</b>         |                   |                   |              |
| Salaries & Wages - Regular               | 192,569.54        | 351,616.00        | 54.8%        |
| Salaries & Wages - OT Regular            | 4,848.89          | 9,000.00          | 53.9%        |
| Salaries & Wages - OT Premium            | 7,901.77          | 4,100.00          | 192.7%       |
| Salaries & Wages - Holiday Pay           | 10,576.72         | 11,000.00         | 96.2%        |
| Salaries & Wages - Part Time             | 1,270.00          | 35,500.00         | 3.6%         |
| FICA/MEDICARE                            | 17,025.51         | 31,124.00         | 54.7%        |
| VRS                                      | 19,693.26         | 38,189.00         | 51.6%        |
| Health Insurance                         | 30,302.97         | 62,100.00         | 48.8%        |
| Life Insurance                           | 2,311.60          | 4,648.00          | 49.7%        |
| Disability Insurance                     | 1,217.92          | 1,864.00          | 65.3%        |
| 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%       |
| Legal Services                           | 5,400.00          | 15,000.00         | 36.0%        |

Attachment: Treasurer & Financial Report for 03-05-2018 (3499 : Town Treasurer's Report - Roberto Gonzalez)



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

|  | Jul '17 - Jan 18  | Budget            | % of Budget  |
|--|-------------------|-------------------|--------------|
| Advertising  | 0.00              | 100.00            | 0.0%         |
| Computer, Internet & Website                         | 6,860.43          | 4,700.00          | 146.0%       |
| Postage  | 56.78             | 300.00            | 18.9%        |
| Telecommunications                                   | 4,777.74          | 15,200.00         | 31.4%        |
| General Prop Ins (Vehicles)                          | 7,330.00          | 5,000.00          | 146.6%       |
| Mileage Allowance                                    | 0.00              | 200.00            | 0.0%         |
| Meals and Lodging                                    | 137.66            | 500.00            | 27.5%        |
| Convention & Education                               | 0.00              | 2,100.00          | 0.0%         |
| Misc - Discretionary Fund                            | 0.00              | 500.00            | 0.0%         |
| Books Dues & Subscriptions                           | 5,858.50          | 6,800.00          | 86.2%        |
| Office Supplies                                      | 3,661.31          | 3,100.00          | 118.1%       |
| Vehicle Fuels  | 8,519.95          | 16,000.00         | 53.2%        |
| Vehicle Maintenance/Supplies                         | 7,743.96          | 8,000.00          | 96.8%        |
| Uniforms & Police Supplies                           | 26,221.50         | 13,400.00         | 195.7%       |
| Community Events                                     | 2,146.13          | 1,000.00          | 214.6%       |
| Mobile Data Computer Netwk Svc                       | 0.00              | 10,000.00         | 0.0%         |
| Capital Outlay-Machinery/Equip                       | 41,693.19         | 31,520.00         | 132.3%       |
| <b>Total 31100 · POLICE DEPARTMENT</b>               | <b>431,847.19</b> | <b>697,530.00</b> | <b>61.9%</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>25,915.00</b>  | <b>65,000.00</b>  | <b>39.9%</b> |
| <b>Total 03 · PUBLIC SAFETY</b>                      | <b>457,762.19</b> | <b>772,530.00</b> | <b>59.3%</b> |
| <b>04 · PUBLIC WORKS</b>                             |                   |                   |              |
| Town Public Works                                    | 6,623.00          | 34,749.00         | 19.1%        |
| <b>43200 · REFUSE COLLECTION</b>                     |                   |                   |              |
| Trash Removal Contract                               | 42,808.25         | 78,000.00         | 54.9%        |
| <b>Total 43200 · REFUSE COLLECTION</b>               | <b>42,808.25</b>  | <b>78,000.00</b>  | <b>54.9%</b> |
| <b>43100 · MAINT OF 15000 Wash St./Grounds</b>       |                   |                   |              |
| Repairs/Maintenance Services                         | 18,144.40         | 55,000.00         | 33.0%        |
| Maint Svc Contract-Pest Control                      | 685.00            | 2,000.00          | 34.3%        |
| Maint Svc Contract-Landscaping                       | 16,976.25         | 35,000.00         | 48.5%        |
| Maint Svc Contract Snow Removal                      | 220.00            | 7,000.00          | 3.1%         |
| Maint Svc Cont- Street Cleaning                      | 3,775.00          | 8,000.00          | 47.2%        |
| Electric/Gas Services                                | 8,697.72          | 15,000.00         | 58.0%        |
| Electrical Services-Streetlight                      | 2,705.18          | 5,500.00          | 49.2%        |
| Water & Sewer Services                               | 1,124.70          | 2,000.00          | 56.2%        |
| Janitorial Supplies                                  | 0.00              | 1,000.00          | 0.0%         |
| Real Estate Taxes                                    | 453.70            | 2,500.00          | 18.1%        |
| <b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b> | <b>55,606.02</b>  | <b>133,000.00</b> | <b>41.8%</b> |
| <b>Total 04 · PUBLIC WORKS</b>                       | <b>107,532.42</b> | <b>245,749.00</b> | <b>43.8%</b> |
| <b>07 · PARKS, REC &amp; CULTURAL</b>                |                   |                   |              |
| <b>71110 · EVENTS</b>                                |                   |                   |              |
| Contractural Services                                | 52,668.47         | 65,000.00         | 81.0%        |
| <b>Total 71110 · EVENTS</b>                          | <b>52,668.47</b>  | <b>65,000.00</b>  | <b>81.0%</b> |
| <b>72200 · MUSEUM</b>                                |                   |                   |              |
| Unemployment Insurance                               | 0.00              | 750.00            | 0.0%         |
| Telecommunications                                   | 1,317.99          | 2,200.00          | 59.9%        |
| 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                                  | 616.41            | 1,500.00          | 41.1%        |
| <b>Total 72200 · MUSEUM</b>                          | <b>1,934.40</b>   | <b>5,150.00</b>   | <b>37.6%</b> |

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

|   | Jul '17 - Jan 18 | Budget       | % of Budget   |
|---|------------------|--------------|---------------|
| <b>Total 07 · PARKS, REC &amp; CULTURAL</b>     | 58,304.08        | 70,150.00    | 83.1%         |
| <b>08 · COMMUNITY DEVELOPMENT</b>               |                  |              |               |
| <b>81100 · PLANNING COMMISSION</b>              |                  |              |               |
| Salaries & Wages - Regular                      | 2,175.00         | 5,000.00     | 43.5%         |
| FICA/Medicare                                   | 175.57           | 500.00       | 35.1%         |
| Consultants                                     | 40,462.24        | 90,000.00    | 45.0%         |
| 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%          |
| <b>Total 81100 · PLANNING COMMISSION</b>        | 43,202.73        | 98,750.00    | 43.7%         |
| <b>81110 · ARCHITECTURAL REVIEW BOARD</b>       |                  |              |               |
| Salaries & Wages - Regular                      | 825.00           | 4,000.00     | 20.6%         |
| FICA/Medicare                                   | 44.76            | 850.00       | 5.3%          |
| 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> | 869.76           | 5,850.00     | 14.9%         |
| <b>81111 · Board Of Zoning Appeals</b>          |                  |              |               |
| Convention & Education                          | 0.00             | 500.00       | 0.0%          |
| FICA / Medicare                                 | 0.00             | 98.00        | 0.0%          |
| <b>81111 · Board Of Zoning Appeals - Other</b>  | 0.00             | 1,575.00     | 0.0%          |
| <b>Total 81111 · Board Of Zoning Appeals</b>    | 0.00             | 2,173.00     | 0.0%          |
| <b>Total 08 · COMMUNITY DEVELOPMENT</b>         | 44,072.49        | 106,773.00   | 41.3%         |
| <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>               | 183,382.10       | 231,440.00   | 79.2%         |
| <b>Total 09 · NON-DEPARTMENTAL</b>              | 183,382.10       | 231,440.00   | 79.2%         |
| <b>94101 · CABOOSE ENHANCEMENT PROJECT</b>      | 0.00             | 11,000.00    | 0.0%          |
| <b>94102 · HAYMARKET COMMUNITY PARK</b>         | 0.00             | 75,000.00    | 0.0%          |
| <b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>   | 6,157.24         | 267,000.00   | 2.3%          |
| <b>Total Expense</b>                            | 1,289,471.56     | 2,558,142.00 | 50.4%         |
| <b>Net Ordinary Income</b>                      | 78,725.17        | 0.00         | 100.0%        |
| <b>Net Income</b>                               | <b>78,725.17</b> | <b>0.00</b>  | <b>100.0%</b> |

Attachment: Treasurer & Financial Report for 03-05-2018 (3499 : Town Treasurer's Report - Roberto Gonzalez)

## **Business & Community Relations Report 02/24/2018 – 03/22/2018**

### **Town Business Roundtable**

Our next Town Business Roundtable will be held on Tuesday, February 27, 2018, at 8:30 am. Group Therapy and Associates will be the host. Timm Johnson, from the Small Business Development Center in Fairfax, Virginia will be the guest speaker.

Discussion topics will include:

- Website SEO and how to improve your visibility with Google
- Social Media including Facebook, Google, LinkedIn
- Reputation Management
- Email marketing and loyalty programs
- Storefront marketing and optics

### **Museum Lighting Ceremony – American Red Cross Month**

The American Red Cross is a humanitarian organization that provides emergency assistance, disaster relief and education across the United States and abroad. During the month of March, the Haymarket Museum will be lit “Red” in observance of American Red Cross Month.

### **Haymarket - “Foodie Fridays”**

Every Friday one of the Town’s restaurants or eateries will be featured on social media. The post includes: pictures of the restaurant & owner, menu options as well as business location & hours. This has been a great way to engage the community while also promoting our local food establishments.

### **Seasonal Banners and American Flags**

Currently the Town has 83 light poles along Washington Street. The current inventory status for banners and flags are as follows:

- Museum Banners – 38
- Winter Banners – 29
- Spring Banners – 34
- Summer Banners – 39
- U.S. Flags - 64

### **2018 Earth Day Celebration**

Earth Day will be held on Saturday, April 21<sup>st</sup> 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

**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, March 10<sup>th</sup> at 10:00 am.

**Media Coverage/Business Highlights**

Coming Soon – Ground Breaking Ceremony for A Dog's Day Out

March Issue of HEAL Cities & Town Campaigns -Spotlight feature on the Town of Haymarket



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

**JERRY M. SCHIRO**  
BUSINESS MANAGER

Date of Report: February 23, 2018

**STAFF REPORT**  
**Town of Haymarket Council Meeting**  
**March 05, 2018**

**BUSINESS MANAGER'S REPORT**

The following is a highlight of the activities for the Business Manager covering a period from the prior Council meeting until the date of this report.

**The activities will be updated at the meeting.**

Administration

- Held meetings with Administrative Staff and attended weekly staff meetings with the Police Chief and Mayor
- Held telephonic meetings with the Town Attorney as required
- Provide customer service at the window
- Assist staff with various projects and answer questions as needed
- Review payroll and payables

Business and Community Relations

- Work with Denise and other staff regarding the website launch and associated issues
- Attended the Website Committee mtg., follow-up with the contractor
- Reviewed policies for banners and flags
- Reviewed permit request for an event in Harrover Park, permit denied

Finance

- Worked with the Town Treasurer regarding budget preparation
- Participated in a Finance Committee Meeting
- Reviewed current Town contracts as directed by the Finance Committee
- Reviewed estimated real estate assessments for Fiscal Year Ending (FYE) 2019
- Reviewed requests for additional spending in the current budget and prepared recommendations for a budget amendment
- Met with representatives from SONA bank regarding opening additional accounts

Permitting Services

- Assisted the Town Planner in coordination with County Permitting Services
- Reviewing TCS invoices with the Town Treasurer
- Reviewed updates from County Permitting services and protocol for reports

Attachment: 03.05.18 Staff Report-Business Manager (3501 : Business Manager's Report - Jerry Schiro)



Planning and Zoning

- To strengthen our efforts to enforce blight issues within the Town, I am working with the Town Planner/Zoning Administrator to evaluate the benefits of adopting the Virginia Property Maintenance Code and having the County enforce the Code. I would like an opportunity to discuss this with Council, perhaps in work session
- Met with representatives from Dominion Power and the Meladon group regarding the fairgrounds property development project

Property Management and Public Works

- Established an additional contact to perform maintenance and repairs on the Town's ornamental street lighting, attempting to find a new vendor for the poles, the old vendor went out of business
- Completed repairs to the sprinkler system in the Museum, reviewing proposals for restoration on downstairs ceiling and associated water damage
- Provided documentation to our insurance carrier for reimbursement
- Showed vacant lease space to potential tenants (formerly Xcellent Technology)
- Worked through several lease issues with tenants
- Reviewed leases and provided notice to tenants (currently under average rent) of an increase and renegotiated lease



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

**JERRY M. SCHIRO**  
**BUSINESS MANAGER**

**STAFF REPORT**  
**Regular Council Meeting**  
**March 05, 2018**

**FISCAL YEAR 2017-18 BUDGET AMENDMENTS**

**ISSUE**

Several expenditures are requested that were not included in the adopted Fiscal Year 2017-18 Budget. In order for the Mayor and Council to appropriate funding for these expenditures a formal budget amendment must be approved.

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested expenditure exceeds that amount, a meeting is required. The notice must be provided 7 days prior to the meeting. The Council may adopt the amendments at the advertised meeting.

**REQUESTED BUDGET AMENDMENTS**

Two of the requested expenditures relate to capital improvements, specifically the Town Center Redevelopment. The current Budget does not contain funding for this project, other than anticipated debt service on the bond to fund the project. Costs for completion of the design work and associated engineering work were not included in the FYE 2018 budget. From August 2017 – January 2018, \$32,544 was expended for design services and project cost estimates. In September 2017, the project was reduced in scope. The additional work involved with this redesign generated a change order in the amount of approximately \$36,551 to complete the construction documents. This change order has not been approved pending additional appropriation. Since the adoption of the current budget Council's priorities for capital programs shifted from the Harrover Park Development to the Town Center Project. The amendment reflects this new priority and provides funding in the current budget to complete the construction documents.

| Revenue Source Line Item                      |                        |            |                |
|---|------------------------|------------|----------------|
| 35- Reserves for Capital Improvements Project |                        |            | \$155,000      |
| Capital Improvement Projected Expenditures    |                        |            |                |
| Line Item                                     | Adopted 2017-18 Budget | Change     | Amended Budget |
| 94102 Harrover Master Plan                    | \$75,000               | (\$72,500) | \$ 2,500       |
| 94106 Town Center Master Plan                 | \$ -0-                 | \$72,500   | \$ 72,500      |

The third request is for the Police Department to purchase software to implement a new **Incident Based Reporting System**. The cost is approximately \$27,000. Chief Lands will be presenting the information on this request. Should Council wish to proceed with this request, staff recommends the following Budget Amendment.

| Operating Revenue                             | Adopted 2017-18 Budget | Proposed Amendment |
|---|------------------------|--------------------|
| *Transfer in of Cash Reserves                 | \$-0-                  | \$ 27,000          |
| Total Operating Revenue                       | \$2,738,660            | \$2,765,660        |
| Operating Expenditures                        |                        |                    |
| Line Item                                     | Adopted 2017-18 Budget | Proposed Amendment |
| 31100 PD Capital Outlay                       | \$ 31,520              | \$ 58,520          |
|   |                        |                    |
| *Net Unassigned Fund Balance Audited FYE 2017 | \$1,416,119            |                    |
| Reserve policy 30% of total revenues          | \$ 821,598             |                    |
| Available unrestricted funds                  | \$ 594,521             |                    |

#### COUNCIL ACTION REQUESTED

Should Council wish to proceed with these expenditures, it should direct the Business Manager to advertise for a Public Hearing to be held on (Council's preference) for the purpose of considering amendments to the current budget.

#### *Sample Motion*

*I move the Haymarket Town Council direct the Business Manager to provide notice of a public hearing to be held on (Council's preference) for the purpose of considering amendments to the current budget.*

*Or*

#### *Alternative Motion*



## A Proclamation to Observe American Red Cross Month

**Whereas** for more than 135 years, the American Red Cross has stepped into the breach, providing shelter, food and emotional support to victims of natural disaster, war, conflict, and unexpected hardship; and

**Whereas** today, the American Red Cross is responsible for over 40% of our Nation's blood supply; and

**Whereas** the Red Cross teaches life-saving techniques to volunteer citizens, and leads the world in international humanitarian aid; and

**Whereas** 2016, Red Cross volunteers responded to 180 significant incidents, including wildfires, storms, flooding, Hurricane Matthew, and other emergencies; and

**Whereas** nearly 800 emergency shelters, served more than 4.1 million meals and snacks, and distributed more than 2.1 million relief items; and

**Whereas** to perform its vital role, the Red Cross relies on volunteers and the support of the American people; and

**Whereas** the Red Cross needs our continued commitment of time, resources, and funds to be successful.

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

**In Witness Whereof,** this 5th day of March 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