



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

Denise Andrews, Interim Clerk  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, March 6, 2017

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation - Reverend Ruth Anne Sawyer, Haymarket Baptist Church

### 3. Pledge of Allegiance

### 4. Citizen's Time

A. Danny Humphreys - Letter

### 5. Minutes Acceptance

A. Mayor and Council - Special Meeting - Feb 15, 2017 12:00 PM

### 6. Agenda Items

- A. Board of Zoning Appeals (BZA) - Appointments
- B. Dominion Virginia Power - Update
- C. VRE - Gainesville/Haymarket Extension - Update
- D. Discussion: Police Department Vehicle Lease - Mayor Leake

### 7. Department Reports

- A. Building Official's Report
- B. Town Engineer's Report - Holly Montague
- C. Police Department Report - Chief Kevin Lands
- D. Planner's Report - Susannah Smith
- E. Business & Community Relations Report - Denise Andrews
- F. Treasurer's Report - Roberto Gonzalez
- G. Town Manager's Report - Kimberly Murray

### 8. Councilmember Time

- A. John Cole
- B. Susan Edwards
- C. Steve Aitken
- D. Chris Morris
- E. Joe Pasanello
- F. Connor Leake
- G. David Leake

### 9. Closed Session

A. Enter Into Closed Session

CLOSED SESSION PURSUANT TO 2.2-3711 A (1) 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, and

Pursuant to 2.2-3711A (7) Consultation with legal counsel or briefing by staff about probable litigation involving a contract for services to the Town as consultation or briefing in open meeting would adversely affect the Town's negotiating or litigating posture.

B. Certification of the Closed Session

### 10. Adjournment

Enter into the  
record

March 6, 2017

Via Hand Delivery

Town of Haymarket Town Council  
15000 Washington Street, Suite 100  
Haymarket, VA 20169

Re: 15200 Kapp Valley Way

Dear Council Members

Good evening, my name is Danny Humphreys and I am a business owner in the Town of Haymarket. I currently own Pickle Bob's Ice Cream & Treatery, which I have owned since 2013. I also own and operate Advantage Lawn & Landscaping ("Advantage"). For purposes of your discussion tonight, I wanted to discuss the property that I own located at 15200 Kapp Valley Way (the "Property"). I have owned the Property since December 2000 and would like to operate my landscaping business on the Property.

I am writing today to discuss the Property and my desire to locate Advantage on the Property. When I purchased the Property in 2000 I was under the assumption that the Property was zoned I-1, Limited Industrial. In fact, I received previous Town documentation indicating that the Property is zoned I-1, including the business license to operate my business. However, it appears that the Property is actually zoned C-1, Conservation District.

I would like to pursue having the Property rezoned to I-1. The Property abuts I-1, zoned property to the north. In addition, the Property is located behind the train tracks and is sufficiently screened from view. From a tax perspective, it makes sense to allow the industrial zoning that would generate a greater tax base. My desire is to continue to operate my businesses in the Town of Haymarket and I am committed to making the Property the permanent location for my Advantage business if the rezoning were permitted.

I understand that there is a normal process that must be undertaken for a rezoning and I would need to work with Town Planning staff. However, based on the circumstances and past confusion pertaining to the zoning of the Property, I would like to work with Town staff and the Town Council to determine the best path moving forward to hopefully rezone the Property as expeditiously as possible. I look forward to speaking with you and your staff on the best next steps to begin this rezoning effort.

Very truly yours,



Danny Humphreys



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

Denise Andrews, Interim Clerk  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Wednesday, February 15, 2017

12:00 PM

Giuseppe's Restaurant

### 1. 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 Aitken: Absent, Mayor David Leake: Present.

### 2. Agenda Items

The Town of Haymarket hosted the local Town's Association of Northern Virginia (TANV) quarterly meeting.

The meeting was held at Giuseppe's Restaurant located at 15120 Washington Street, Haymarket, VA 20169.

This meeting was an opportunity for town managers and mayors to discuss current and proposed state legislation that affect the local municipalities as well as listen to ideas and discuss challenges that may face other jurisdictions.

President and CEO of Visit Loudoun Beth Erickson spoke on the AirBnB Legislation.

Five members Council were present.

No official public matters were voted on.

### 3. Adjournment

A. Meeting Adjourned at 2:08 pm

Minutes Acceptance: Minutes of Feb 15, 2017 12:00 PM (Minutes Acceptance)

Submitted:

Approved:

\_\_\_\_\_  
Denise Andrews, Interim Clerk

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

Minutes Acceptance: Minutes of Feb 15, 2017 12:00 PM (Minutes Acceptance)



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

**Denise Andrews**  
Interim Town Clerk

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Denise Andrews, Interim Town Clerk  
DATE: March 6, 2017  
SUBJECT: Appointment of Board of Zoning Appeals Member

### Background:

The Town Council has been accepting applications from residents who are interested in filling the two vacant seats on the Board of Zoning Appeals.

We received an application from Mr. Donald Meeks (and is attached for your review) for consideration for appointment to one of the two vacant seats.

### Purpose:

The BZA would like for the Town Council to fill one of the two vacant seats this evening, by appointing Mr. Donald Meeks. Current BZA Members include:

Mr. Eric Mathews	Term Ends: January 31, 2021
Mr. Matthew Gallagher	Term Ends: January 31, 2020
Ms. Dottie Leonard	Term Ends: January 31, 2018

### Budgetary Impact:

There are no budgetary impacts.

### Staff Recommendation:

Staff recommends that Mr. Donald M. Meeks be appointed as a new Board member to the Board of Zoning Appeals.

### Draft Motion:

"I move to nominate Donald M. Meeks to serve on the Board of Zoning Appeals for the term of March 6, 2017 through March 5, 2022."

David Leake, Mayor  
Joseph Pasanello, Vice Mayor  
Council Members:  
Susan Edwards  
Steve Aitken  
John Cole  
Chris Morris  
Connor Leake



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
703-753-2800 Fax  
Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: Donald ("Don") M. Meeks

Address: 14896 Greenhill Crossing Dr. Haymarket VA 20169

Cell Phone: 703-402-7724

Email Address: dmeeks@greenwichpres.org

- Architectural Review Board
- Planning Commission
- Board of Zoning Appeals
- Special Committee (please name committee) \_\_\_\_\_

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Interim Town Clerk, Denise Andrews, at [DAndrews@townofhaymarket.org](mailto:DAndrews@townofhaymarket.org) or by phone at 703-753-2600.

I have lived in Haymarket for nearly 16 years and feel that I should participate in the life of the community in this way. I serve as the pastor of a local church and have some sense of the dynamics of community decision-making and would like to offer myself in this regard.

RECEIVED  
FEB 16 2017

TOWN OF HAYMARKET

Attachment: BZA Candidate - Donald M. Meeks (AGI-2017-6 : Board of Zoning Appeals (BZA) - Appointments)





Permit No.	Project Name	Permit Address	Permit Close Date	R/C	Project Status	Project End Goal	Comments
B20170004	Haymarket Baptist Church	14800 Washington Stret	1/15/18	C	Complete	Installation of Awning	Permit Issued without proper ARB Review, said review is pending
B20160004 Primary Permit	Ice Rink	15111 Washington Street	extended to 12/17/17	C	Partial Electrical Rough for installation of ceiling mounted lights	Addition to accommodate a second ice rink and services.	Inspected the installation of Ceiling Light devices and wiring in advance of rink installation.
E20160002	6896 Jockey Club Lane	6896 Jockey Club Lane	1/17/18	R	Rough Electrical Inspection on 2/8/2017	Installation of storage shed	Rough Inspection for electrical installations.
Pending	Foster's Grille	14550 Washington St	TBD	C	Proposed Project Meeting	Two Additional Stories above existing structure	Met with property owner to discuss the proposed additional two stories to be constructed above the existing buiding and the potential phasing of such construction.
B20170005	6857 St. Paul Drive	6857 St. Paul Drive	2/14/18	R	Under slab rough Plumbing Inspection 2/8/2017	Renovation of existing basement to complete bathroom that was roughed in at original construction	Change in bathroom design required the reconfiguration of the plumbing waste lines.
E20160002	6896 Jockey Club Lane	6896 Jockey Club Lane	6/12/17	R	Final Electrical Inspection 2/14/2017	Installation of Electricity to new shed.	Work complete, Permit closed
Plumbing Permit	Frontier Kitchen	14600 Washington Street	5/4/17	C	Final Plumbing Inspection 2/14/2017	Installation of new grease Interceptor tankand dishwasher	Work complete, Permit closed
B20160004 Primary Permit	Ice Plex	15111 Washington Street	extended to 12/17/17	C	Partial Plumbing Rough Inspection - Tank Installation 2/14/2017	Addition to accommodate a second ice rink and services.	Tank Installation complete
TBD	Century Stair	15175 Washington Street	2/17/2018	C	Permit Issued 2/17/2017	Installation of whole building dust removal system	ARB considering exterior screening only.

**Summary:**

Work coninues to complete the Ice Plex Addition, with current activities to install refrigeration equipment prior to the placement of concret

**Engineer's Report - 1/27/17 thru 2/23/17**

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
QBE Preliminary Plan	Holly/ Susannah	1/20/2017	2/21/2017	Applicant	4/1/2017		1st Submission received. Completeness review completed. 1st Submission review completed and comments returned 2/13/17. Outside agency comments except PWC returned to applicant.
Villages of Haymarket Ph II As-Built Survey	Holly	1/5/2017	2/22/2017	Applicant	N/A		Applicant has begun coordination efforts in order to submit As-Built Survey.
Dog's Day Out Preliminary Site Plan	Holly/ Susannah	12/13/2016	2/22/2017	Susannah/ Applicant/ PC	3/6/2017		Applicant resubmitted plan 2/15/17. Holly reviewed and provided recommendation for approval with conditions on 2/22/17.
Haymarket Town Center Final Site Plan	Holly/ Susannah	9/8/2016	2/23/2017	RDA	4/30/2017		RDA working on Final Site Plan. Additional subsurface investigation complete.
Pedestrian Improvements Project	Holly	7/14/2014	1/23/2017	RDA/ Utility Companies	6/30/2017		Utility relocations are authorized, gas company performed relocations, waiting for other utility companies to begin work. RDA working on final construction plans. Drainage & entrance revisions required due to further development of Town Center Final Site Plan design.
Fairgrounds GDP	Susannah/ Holly	N/A	6/6/2016	Applicant	N/A		1st and 2nd Submission comments returned. Awaiting next submittal by applicant.
Sherwood Forest Bond Release	Holly	N/A	1/26/2017	Applicant	N/A		Landscaping and E&S Bond released. Applicant must finish Street Acceptance Process with VDOT before Holly brings Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.

Attachment: March 2017 Engineer's Report (3078 : Town Engineer's Report - Holly Montague)



## Engineer's Report - 1/27/17 thru 2/23/17

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Holly	N/A	2/16/2017	Holly/ Applicant	N/A		Applicant submitted As-Built survey for review on 2/6/17. Review to be completed by 3/6/17. Applicant must have Blieght Drive street lights put on meter to turn over to Town for ownership/maintenance. Alexandra's Keep and QBE coordinating in order to share a meter.
Advantage Landscaping RPA Restoration Plan	Holly	6/1/2016	8/8/2016	Applicant	N/A		1st Submission received 6/1/2016 Comments returned. Awaiting next submittal by applicant.
Eagle Scout Project Coordination to stencil storm drains	Susannah/ Holly	6/22/2016	1/5/2017	Eagle Scout/ARB/ Susannah	N/A		Eagle Scout provided graphic of proposed stencil. Graphic shown to ARB in Feb.
Stamped Asphalt Crosswalk Estimate and RFP	Holly	10/15/2016	2/23/2017	Holly	1/31/2017		Will have estimate by 12/31/2016 and RFP by 1/31/2017.
NOVA Hazard Mitigation Plan	Holly	6/28/2016	2/14/2017	Fairfac County/ FEMA	3/31/2017		NOVA Hazard Mitigation Plan Update led by Fairfax County. FEMA review completed, comments returned. Minor additional efforts completed. When conditional approval from FEMA received (Feb or March), a resolution for adoption will be brought to Town Council for adoption
VDOT I-66/Rte 15 Coordination	Holly	N/A	2/23/2017	VDOT	8/31/2017		Web updates about lane closures for following week done every Monday. See additional notes below.
<b>Completed Projects</b>							
Sheetz Final Site Plan	Holly/ Susannah	6/29/2016	1/24/2017		2/6/2017	2/6/2017	PC Approved 2/1/17 and TC Approved Bond Amount 2/6/17
Sight Distance at Jefferson St/Payne Lane	Holly	7/27/2016	11/23/2016		N/A	11/23/2016	
6710 Madison St (Haymarket Charitable Lodge) Prelim & Final Site Plan	Holly	5/18/2015	11/9/2016		12/5/2016	12/5/2016	PC recommended approval 11/9/16. TC approved 12/5/2016. Could be futher engineer coordination during construction.

Attachment: March 2017 Engineer's Report (3078 : Town Engineer's Report - Holly Montague)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Inactive Projects</b>							
Lincoln Court Grading Plan	Holly/Susannah	N/A	8/6/2015	Applicant	N/A		1st Submission comments returned. Applicant has chosen not to resubmit.
Robinson's Paradise Rezoning & Preliminary Plan	Holly/Susannah	N/A	7/18/2015	Applicant	N/A		Preliminary Plan recommended for approval by Holly & Marchant. PC did not approve and asked for changes. Applicant has chosen not to resubmit.
Haymarket Village Square (Payne Lane) Prelim Plan	Holly/Susannah	N/A	12/17/2014	Applicant	N/A		1st Submission comments returned. Applicant has chosen not to resubmit.

**I-66/Rte 15 Interchange - Diverging Diamond**

The Diverging Diamond configuration opened the weekend of 2/27/17.

I have contacted VDOT regarding concerns about the lack of pedestrian access leading up to and crossing Rte 15. Awaiting response from VDOT.

I have contacted VDOT regarding conflicting pavement marking and sign at the bottom of the I-66 eastbound on-ramp. Awaiting response from VDOT.

Attachment: March 2017 Engineer's Report (3078 : Town Engineer's Report - Holly Montague)



# HAYMARKET POLICE DEPARTMENT



To: Kimberly Murray, Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 2-22-2017  
 Subject: Monthly Report for February 2017

Felony Arrests	0	None
Misdemeanor Arrests	4	DUI, Wanted Suspect, Poss.
Protective Orders	0	None
Medical Transports	0	None
Calls for Service	338	Various
Traffic Summons	41	Speeding, Suspended, Reckless, Equipment Violations
Traffic Accidents	1	No Injuries

### **Points of Interest:**

NoVa Chiefs Meeting  
 TANV Meeting  
 Rehab Grand Opening  
 VACP Conference  
 Accreditation  
 Inoperable Vehicles

### **Officer Highlights:**

Daytime/Playtime  
 Bike Program

**TOWN PLANNER  
TASK LIST - 1/31/2017 through 2/27/2017**

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Anticipated End Date	Actual End Date	Comments
<b>Architectural Review Board</b>							
#2016-033 (Foster's Grille) Signage and Lighting	Susannah	11/10/2016	2/22/2017	Applicant	1/19/2017	2/15/2017	I was informed the unapproved signage had been removed.
#2016-035 (Chris Dixon)	Incomplete	12/5/2016	12/19/2016	Applicant			Fence proposed on residential property.
#2016-037 (Z Companies)	Incomplete	12/19/2016	12/19/2016	Applicant			Demolition of two buildings in Town Core. Met w/ applicant and design team, they need to address missing items.
#2016-038 (Dog's Day Out)	ARB	1/5/2017	3/1/2017	Applicant	2/15/2017		ARB heard revisions, tabled again pending resubmission of revised designs & specifications prior to next meeting
#2017-002 (Haymarket Baptist Church)	ARB	1/9/2017	2/15/2017	ARB	3/15/2017		Proposed canopies tabled until March meeting
Storm drain stencil project	ARB	1/18/2017	2/15/2017	Eagle Scout project team	4/22/2017		Presentation by Eagle Scout Ethan Marsh. ARB requested more information and examples.
<b>Board of Zoning Appeals</b>							
Appeal of Notice of Violation (#BZA-2017-004)	Susannah	1/6/2017	3/1/2017	Staff, Town Attorney, BZA	3/13/2017		Met with applicant's attorneys twice to review case and site. Advertised & notifications sent; BZA to hear Appeal at their regular meeting in March. Request to defer rec'd from applicant's attorneys, forwarded to Chairman.
Active Board Recruitment	BZA, Susannah	11/1/2016	3/1/2017	Town Council			BZA met in January for information items, elected officers and adopted 2017 calendar. Need appointees for 2 vacancies.
Variance: QBE (#BZA-2017-005)	Incomplete	1/30/2017	3/1/2017	Staff, BZA	3/13/2017		Application advertised & notifications sent. On agenda for review by Chairman
<b>Planning Commission</b>							
Update: Zoning & Subdivision Ordinance	Planning Commission	9/26/2016	3/1/2017	Planning Commission, Consultant	3/1/2017		Consultant presented in joint PC & TC work session 2/27. PC tentatively scheduled to hold public hearing 4/5/17 pending receipt of clean copy from consultant next week. Advertisements & notifications being drafted.
Site Plan: Sheetz	Susannah, Planning Commission	11/16/2016	2/8/2017	Planning Commission, Town Council	2/1/2017		Final Site Plan approved, bonding under review by TM & Town Attorney.
Site Plan: A Dog's Day Out	Susannah, Holly, Planning Commission	11/21/2016	3/1/2017	Staff; Applicant	4/5/2017		Preliminary Site Plan conditionally approved by PC 3/1; Buffer modification review 4/5
Site Plan: QBE Improvements	Holly, Susannah, Planning Commission	1/20/2017	3/1/2017	Applicant			Staff provided comments and forwarded agency reviews. On hold pending the engineer and applicant addressing all comments.
<b>Prince William County</b>							
One-Mile Review: Carter's Mill	Susannah, Holly	10/5/2016	2/8/2017	Staff			6th submission under review by Staff to provide comments to PWC planning.
One-Mile Review: John Marshall Commons	Holly, Susannah, Planning Commission	11/1/2016	2/22/2017	Applicant; PWC Staff			Staff has provided comments to PWC planning. Applicant wants to meet with us to go over our comments. PC declined to add them to agenda 3/1 due to working on ordinance & # of reviews.
One-Mile Review: Heathcote Tire & Auto SUP	Holly, Susannah, Planning Commission	12/22/2016	2/8/2017	Applicant; PWC Staff	2/28/2017		Staff provided comments to PWC planning.
<b>Staff</b>							
Process Review: Forms, Fees, Submittals	Susannah, Kimberly	9/26/2016	1/30/2017	Staff	6/1/2017		In process. Fees to reflect actual costs including E&S, Stormwater, etc. Drafting memo to Kim with results.
SUP #2017-003: K&K Sarees	Staff	1/5/2017	n/a	n/a			Applicant has withdrawn but will wait to see if zoning ordinance will include home occupations as a use-by-right. Refunded fees
Details from the Home, Gossom Manor p	Property owners	2/22/2017	2/27/2017	n/a			Issues with parking & cut-throughs. They would like to extend a fence to address this problem. Mtg scheduled.

Attachment: Task Log - Town Planner - March TC Mtg (3083 : Planner's Report - Susannah Smith)

**TOWN PLANNER  
TASK LIST - 1/31/2017 through 2/27/2017**

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Anticipated End Date	Actual End Date	Comments
Signage issues on Industrial Properties	Susannah	12/15/2016	2/13/2017	Staff			To address a signage plan and individual signs on properties affected by VDOT work on Hwy 15
Winterham & Iceplex: Shared parking, Subdivision Plan & Major Site Plan revisions	Susannah	11/30/2016	2/13/2017	Staff; Town Attorney			Met with property owner reps, surveyor, continued research, emails with town attorney, and discussed issues with property owner's representative. Sent all information to property owners.
Zoning Ordinance Update- Directive from PC	Susannah	2/6/2017	2/13/2017	PC	4/5/2017		Met w/ property owners along Washington St to get their input regarding rezoning of properties.

Attachment: Task Log - Town Planner - March TC Mtg (3083 : Planner's Report - Susannah Smith)

## **Business & Community Relations Report 02/28/2016 – 03/31/2017**

### **St. Baldrick's at Lion & Bull**

On Saturday, March 11<sup>th</sup> from 11 am to 4 pm Lion & Bull located at 5351 Merchants View Square, Haymarket, VA 20169 will host "St. Baldrick's at the Lion & Bull."

They are seeking volunteers, supporters and participants willing to shave their heads to raise money for childhood cancer research.

Every 2 minutes another child is diagnosed with cancer.

For more information visit: <http://www.stbaldricks.org/events/mypage/12777/2017>

### **Haymarket Library – Haymarket History Presentation**

On Monday, March 20<sup>th</sup> at 12 pm, Museum Staff has been asked to do a presentation on the Haymarket History as part of Silver Series at the Haymarket library.

The Silver Series is a monthly program aimed at seniors which presents topics that are of to interest to them.

### **2017 Earth Day in Haymarket**

Earth Day will be held on Saturday, April 22<sup>nd</sup> from 9 am until 2 pm. The activities that day include:

- A Town wide clean up including commercial areas and residential communities
- Beautification project with the Senior Class from Battlefield H.S. at the Haymarket Community Park
- Live musical performances by Contemporary Music and Haymarket Church
- Activities, games, and BBQ

### **2017 Museum Exhibits**

The Haymarket will reopen for the 2017 season on Saturday, May 6<sup>th</sup> with the following exhibits:

- Where Heritage Meets Progress: The Many Lives of Haymarket's Historical Buildings
- Safety First!: Keeping Safe on the Iron Rails
- A Stitch in Time: Historical Projects from the Haymarket Quilters Guild
- Christmas in 1975: A Haymarket Holiday

### **Town Business Roundtable**

The next Town Business Roundtable will be held on Wednesday, April 19<sup>th</sup> at 4 pm location TBD.

### **Media Coverage**

- 02/17/2017 Rapid Rehabilitation Center - Ribbon Cutting Ceremony
- 03/1/2017 INOVA – 2017 Guide to Local Food and Wellness
- 03/01/2017 Haymarket Lifestyle Magazine – *Where we are, and where we are going*



**Town of Haymarket**  
**Statement of Net Position**  
As of January 31, 2017    DRAFT

	<b>Jan 31, 17</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	937,844.97
11000 · CD's & Money Market Funds	325,748.06
11010 · Virginia Investment Pool	304,556.93
<b>Total Checking/Savings</b>	1,568,149.96
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	108,413.06
12010 · A/R Permits	1,044.59
12020 · Delinquent Real Estate	3,448.26
12021 · Taxes Receivable - RE 2016	28,622.97
<b>Total Accounts Receivable</b>	141,528.88
<b>Other Current Assets</b>	
11499 · Undeposited Funds	4,437.21
12012 · Local Accounts Receivable-Other	340.59
12099 · Allowance for Doubtful Accounts	-97,931.22
<b>Total Other Current Assets</b>	-93,153.42
<b>Total Current Assets</b>	1,616,525.42
<b>Fixed Assets</b>	
12500 · General Property	4,384,066.65
12600 · Rental Property	1,460,194.77
<b>Total Fixed Assets</b>	5,844,261.42
<b>Other Assets</b>	
19000 · Net Pension Asset	81,563.00
19100 · Deferred Outflow - Pension Cont	36,959.45
<b>Total Other Assets</b>	118,522.45
<b>TOTAL ASSETS</b>	<b>7,579,309.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	71,891.46
<b>Total Accounts Payable</b>	71,891.46
<b>Other Current Liabilities</b>	
20030 · VA Dept of Housing & Comm. Dev.	175.20
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	18.72
21000 · Payroll Liabilities	-3,531.28
22000 · Security Deposits	18,540.25
22010 · Escrow Deposits	278,371.73
<b>Total Other Current Liabilities</b>	303,574.62
<b>Total Current Liabilities</b>	375,466.08
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	13,878.48
23000 · Accrued Leave	26,391.15
25000 · General Obligation Bonds	1,378,900.00
29100 · Deferred Inflow - Pension Msmnt	31,292.00
<b>Total Long Term Liabilities</b>	1,450,461.63
<b>Total Liabilities</b>	1,825,927.71
<b>Equity</b>	
34000 · Net Pension Activity Offset	87,230.45
30000 · Unrestricted Net Assets	1,313,631.23
31000 · Restricted Net Assets	6,000.00

Attachment: Treasurer Report (3086 : Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Statement of Net Position**  
As of January 31, 2017

	<b>Jan 31, 17</b>
32000 · Investment in Capital Assets	5,844,261.42
33000 · Amt Long Term Obligations	-1,419,169.63
Net Income	-78,571.89
Total Equity	5,753,381.58
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,579,309.29</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
 January 2017 DRAFT

	Jan 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
MISCELLANEOUS REVENUE	5.00
3110 · GENERAL PROPERTY TAXES	5,212.74
3120 · OTHER LOCAL TAXES	110,749.09
3130 · PERMITS, FEES & LICENSES	5,186.80
3140 · FINES & FORFEITURES	6,489.37
3150 · REVENUE - USE OF MONEY	782.43
3151 · RENTAL (USE OF PROPERTY)	15,055.20
3180 · MISCELLANEOUS	60.00
32 · REVENUE FROM COMMONWEALTH	10,650.14
<b>Total Income</b>	154,190.77
<b>Gross Profit</b>	154,190.77
<b>Expense</b>	
01 · ADMINISTRATION	54,061.76
03 · PUBLIC SAFETY	48,223.47
04 · PUBLIC WORKS	22,247.41
07 · PARKS, REC & CULTURAL	571.19
08 · COMMUNITY DEVELOPMENT	8,009.11
09 · NON-DEPARTMENTAL	14,782.19
94105 · PERSONNEL	1,768.96
<b>Total Expense</b>	149,664.09
<b>Net Ordinary Income</b>	4,526.68
<b>Net Income</b>	4,526.68

Attachment: Treasurer Report (3086 : Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2016 through January 2017 DRAFT

	Jul '16 - Jan 17	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
MISCELLANEOUS REVENUE	5.00		
3110 · GENERAL PROPERTY TAXES	301,986.46	302,000.00	100.0%
3120 · OTHER LOCAL TAXES	574,891.72	1,275,000.00	45.1%
3130 · PERMITS, FEES & LICENESSES	13,690.40	48,700.00	28.1%
3140 · FINES & FORFEITURES	37,425.17	50,000.00	74.9%
3150 · REVENUE - USE OF MONEY	4,966.87	10,000.00	49.7%
3151 · RENTAL (USE OF PROPERTY)	87,845.79	189,200.00	46.4%
3160 · CHARGES FOR SERVICES	2,600.00		
3165 · REVENUE - TOWN EVENTS	69,611.82	40,000.00	174.0%
3180 · MISCELLANEOUS	2,609.24	1,900.00	137.3%
32 · REVENUE FROM COMMONWEALTH	116,082.42	183,500.00	63.3%
33 · REVENUE FROM FEDERAL GOVERNMENT	60,760.43	365,000.00	16.6%
35 · TRANSFER FROM GENERAL FUND	0.00	273,360.00	0.0%
<b>Total Income</b>	<b>1,272,475.32</b>	<b>2,738,660.00</b>	<b>46.5%</b>
<b>Gross Profit</b>	<b>1,272,475.32</b>	<b>2,738,660.00</b>	<b>46.5%</b>
<b>Expense</b>			
01 · ADMINISTRATION	429,202.71	712,350.00	60.3%
03 · PUBLIC SAFETY	435,218.89	775,900.00	56.1%
04 · PUBLIC WORKS	122,090.56	212,000.00	57.6%
07 · PARKS, REC & CULTURAL	37,008.78	70,650.00	52.4%
08 · COMMUNITY DEVELOPMENT	30,546.68	64,600.00	47.3%
09 · NON-DEPARTMENTAL	186,436.36	186,440.00	100.0%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	15,000.00	0.0%
94102 · HARROVER MASTER PLAN	750.00	150,000.00	0.5%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	58,620.00	350,000.00	16.7%
94105 · PERSONNEL	3,219.81		
94106 · TOWN CENTER MASTER PLAN	47,953.42	123,360.00	38.9%
9610 · General Reserve	0.00	30,000.00	0.0%
94201 · Transfer to Capital Imp. Proj.	0.00	273,360.00	0.0%
<b>Total Expense</b>	<b>1,351,047.21</b>	<b>2,963,660.00</b>	<b>45.6%</b>
<b>Net Ordinary Income</b>	<b>-78,571.89</b>	<b>-225,000.00</b>	<b>34.9%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
99000 · Use of Carry-over surplus	0.00	225,000.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>225,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>225,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-78,571.89</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: Treasurer Report (3086 : Treasurer's Report - Roberto Gonzalez)



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

**Kimberly L. Murray, CEcD, AICP**  
TOWN MANAGER

TOWN MANAGER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
MARCH 6, 2017

Below is a summary of activities and updates for Honorable Mayor and Town Council as of February 28, 2017.

**Meetings and Highlights:**

- We hosted the quarterly Town Association of Northern Virginia (TANV) meeting on February 15, 2017. With over nine towns in attendance it was great opportunity to hear what our neighboring towns are working on and learn more about the recent short term rental property explosion via the Air B&B website. The guest speaker Beth Erickson, President and CEO, Visit Loudoun gave us an overview of the economic impact of this new short term housing phenomena and potential fiscal and public service impact on communities and the tourism industry.
- We are getting estimates to fix the eleven lights along Washington Street that are dark. We have fielded calls about why the streetlights are different colors/wattages on Bleight Drive. It is because our current street light standard for streetlights we maintain is induction lighting versus these newer LED lights, which is the current best practices but more expensive to install than induction lighting. They will also be installed at the divergent diamond intersection over Interstate 66.
- Legislative summary: The General Assembly adopts the FY2018 budget and no cuts in state assistance to local police departments occurred (HB 599). Broadband Bill HB 2108 is diluted and no longer as troubling to local municipalities regarding discouraging public/private partnerships. We will update Council further once we receive the summary from the Virginia Municipal League to any further legislative actions that may impact our capacity to provide services to our citizens.
- We received five FOIA requests this month.

**Administration and Personnel:**

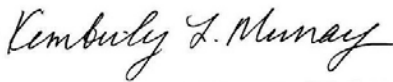
- We received several applications for the Clerk of Council/Office Manager vacancy and will begin the interview process next week.
- We continue to work with staff on improving office efficiencies and best practices. This includes a more coordinated building permit process, IT security improvements, and coordination with the Police Department. Holly Montague, our part-time Engineer's last day with the Town is March 9, 2017. We thank her for her many years of service with the town and wish her the best. We will be contracting out any engineering services we need in the interim.

- We still have the office space above the Copper Cricket for lease and another large office space on the second floor of Town Hall.
- We are distributing to all Boards the latest version of the VML guide for the Virginia Freedom of Information Act, Conflict of Interest Act, and Public Records Act. It is very informative and will be distributed to every Board member. Staff is available to answer questions and provide training if requested.

**Finance:**

- Work on the proposed FY2018 budget is underway. The FY2018 Budget Presentation meeting is planned for March 20, 2017 with a tentative adoption date of May 15, 2017. The FY18 Manager's budget will aim to be conservative yet shift resources to better meet the services we need to provide. We will schedule additional Town Council work session meetings in April.
- The Business License Tax Bills went out this month. They are due April 30, 2017. We have already received a few dozen payments.
- The Finance Committee met February 22, 2017. We discussed the VML/VACO Fixed Rate Loan Program General Obligation Bond draft analysis in preparation for the Town Center Project funding for the FY2018 budget. While we have not identified the final cost estimates for the project, as a place holder, we asked for an analysis to borrow two million and to pay down our existing debt service. The debt service would be an annual payment of \$45,708 over twenty years, decreasing approximating \$2,000 a year at a conservative 3.25% interest rate. These numbers will be used for planning purposes for the FY2018 Budget and the Finance Committee will hold further discussions.
- Attached are draft monthly financial reports ending January 31, 2017.

Respectfully Submitted,



Kimberly L. Murray, CEcD, AICP  
Town Manager