



# 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, May 7, 2018

7:00 PM

Council Chambers

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

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

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

### **IV. Minutes Approval**

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

### **V. Proclamation - ALS Awareness Month**

1. ALS Awareness Month

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

### **VII. Mayor's Announcement**

### **VIII. Public Hearing**

1. 2018-2019 Revised Budget Draft

### **IX. Department Reports**

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

### **X. Action Item**

1. Dangerous Structure Resolution

### **XI. Updates**

1. Planning Commission
2. Architectural Review Board
3. Mobile Data Terminals

### **XII. Councilmember Time**

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

### **XIII. Adjournment**



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, April 2, 2018

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call to Order

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

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

Pastor George Carlisle from Mount Pleasant Baptist Church gave the evening's Invocation.

### III. Pledge of Allegiance - Alexander Kelly, Troop No. 91 from Holy Trinity Church

Alexander Kelly, Troop 91, led the Mayor and Council in the Pledge of Allegiance.

### IV. Minute's Approval

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

Councilwoman Edwards makes a motion to approve the minutes from the Regular Council Meeting on March 5, 2018, the Work Session on March 19, 2018 and the Continuation Meeting on March 22, 2018. Seconded by Councilman Shannon.

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

### V. Citizens' Time

Boy Scout, Alexander Kelly, 8596 Rothbury Drive, addresses the Council. He states that he will be building a community garden down by where the old food bank used to be. He explains that it will have an outside border with the dimensions of 32' X 32' with 16 individual raised beds. He adds that the boards will be Douglas fir. Mr. Kelly shows the Council a sample of the wood that will be surrounding the beds.

The Mayor congratulates Mr. Kelly on his efforts and asks him if he has collected enough funds for all his lumber. Mr. Kelly states yes.

Councilwoman Edwards states that Mr. Kelly presented this at the ARB meeting last week and was approved. She adds that he is all set to go and did a great job with his presentation.

Councilman Shannon asks Mr. Kelly if this project is for his Eagle Scout. Mr. Kelly states yes sir. Councilman Shannon congratulates Mr. Kelly and tells him that his wife is very happy to have this in town.

Bob Weir, 6853 St. Paul Drive, addresses the Council. He shares concerns with the town draft budget, the scheduling of the tax rate and budget public hearings, real estate tax increase, meals tax, the reserves and the increase in the Town administrative line item. He states that the people of this Town have to pay a whole variety of other taxes including those raised by the General Assembly. He further

Minutes Acceptance: Minutes of Apr 018 7:00 PM (Minutes Approval)

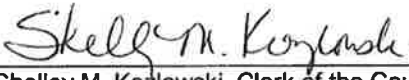
**XII. Adjournment**

**1. Motion to Adjourn**

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

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Apr 2, 2018 7:00 PM (Minutes Approval)



## TOWN OF HAYMARKET TOWN COUNCIL

### WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, April 10, 2018

4:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 4:20 PM.

Mayor David Leake called the meeting to order.

### I. Call to Order

### II. Agenda Items

#### A. Farmer's Market/Haymarket Day membership increase

Councilwoman Edwards states that at last week's Events Committee meeting, we had one of the Farmer's Market participants come. She adds that he voiced his displeasure with the fact that we raised our fees and that they would have to pay for participating in Haymarket Day. She went on to explain that our Town businesses have to pay as well and everyone has to be treated equally. She adds that they are getting a discount because we are only charging them what the Town businesses pay. She states that she told the him that she would bring his concerns to the Town Council, however, after checking with other area Farmer's Market, we are not out of bounds.

Vice Mayor Pasanello asks how much are they paying now and how much will they pay? He also asks how much will they pay for Haymarket Day? Mr. Schiro states that they will pay \$125 for the entire Farmer's Market season and prior to this that also covered Haymarket Day. Town Treasurer, Roberto Gonzalez, adds that there is no charge for the remainder of the Town's events. The Vice Mayor asks if they are paying tax. Mr. Gonzalez states no. Mayor Leake adds that it breaks down to approximately \$3.00 a day and if they only come half the season it would be \$6.00.

Mayor Leake asks if anyone has any objections with the changes in the new Farmer's Market fee schedule. There were no objections.

Mr. Gonzalez states that the participant asked at the Events meeting if he and those already participating in the market could get a one time discount. Business and Community Relations Specialist, Denise Andrews adds that the representative is asking if the Council would consider a one time fee reduction of \$50 to participate in Haymarket Day and cutting the fee for the Farmer's Market in half to \$75.

Councilman Cole asks when the new fees will take effect? Ms. Andrews states that the new fees have already taken effect.

The consensus of the Council was to leave the new few schedule as is and no one time reduction.

#### B. Part-time, Full-time Town positions

Vice-Mayor states the only question he has was for the Council or the next Council, are we going to go with a full-time manager? He adds that it is nothing personal, and that he feels Jerry is doing a great job. He states that at the initial budget meeting it was his understanding that there was no additional funding in the line item for a full-time manager. Mr. Schiro states that is correct. The Vice Mayor further adds that we need to determine if we are going to go forward with a new manager. He further adds that the Mayor is the Mayor and should not be the interim manager for a long term because he has other duties.

The Mayor asks the Business Manager his thoughts. Mr. Schiro begins by stating that it is a Council decision. He shares that through his experience here in the last 6 months, the Town has a very strong Staff with the Clerk's position now including an office manager position that takes up some of the duties that the manager was doing before. He states in regards to the Mayor being the interim manager, he understands what Vice Mayor is saying. However, he adds that you have a strong Mayor and that will

Minutes Acceptance: Minutes of Apr 2018 4:00 PM (Minutes Approval)

adds that Haymarket pays higher sales tax, gas tax and recordation tax. He concludes that last year it was suggested that he was not telling the truth. He states that his numbers come from the Comprehensive Annual Financial Report's prepared by the Town's accountants, the ones that you guys accept and sign off on. He adds that it is interesting that all of these numbers and discussions will occur well after the time for people to put their applications to run for Council.

Dottie Leonard, 14801 Washington Street, states that she has a couple of issues that she would like to bring up. She states that Haymarket is getting a big break from the County in that we are not currently assessed at out actual values. She adds that the taxes are actually lower even though the County did raise the rate. Ms. Leonard states that she has pleaded with the Council not to raise the Town's rates. She shares that her other concern has to do with the recent rezoning of the Watts and Rafferty properties being zoned Transitional. She adds that it is very upsetting and in an essence a form of spot zoning because they are the only properties in Town with that use. She continues stating she feels it will limit them and by accepting this zoning they hurt themselves because of the setbacks and the buffer requirements in the back. She concludes that this needs to be overturned and done right, it was a very unfair decision and she is sorry that happened.

## VI. Proclamation

### 1. Autism Awareness Month

A proclamation was presented to Selonia Miles, from the National Autism Society of Northern Virginia. The Haymarket Museum will be lit blue for the month of April in observance of Autism Awareness Month.

## VII. Department Reports

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

Chief Kevin Lands, addressed the Council. He reports that he attended the Bull Run ASAP meeting a week ago. He states they went over budget and there will be money for grants this year. He reports that they are continuing to do their daily school walk throughs. He adds that he is getting a very positive response from the students, faculty and parents. He further states that the police department will be participating in Autism Awareness Month. He displays the decal that will be on each patrol car for the month of April. He further adds that on the Facebook page, there will be facts concerning Autism throughout the month.

Councilwoman Edwards shares that she has recently been hearing many positive comments from residents about the Haymarket Police Department. She includes that Barbara Comstock's office has also made positive comments about the Town as well as the police department.

Chief Lands reports that the Car Show is set for June 9th. The day will include a DJ, awards and vendors. He adds that the show will be sponsored in part by the QBE Foundation and State Farm.

He concludes that on the "Rundown" there was a car that was stolen from the Longstreet Commons neighborhood. He adds that the vehicle was recovered and returned to the owner.

Councilman Shannon commended the Chief and his officers for their Women's Self Defense class.

### 2. Town Planner Report - Emily Lockhart

Town Planner, Emily Lockhart, shares her report with the Council. She states that the Architectural Review Board had their regular meeting and work session meeting recently. She explains that they are currently planning out their gateway signs. She also reports that VDOT sent over samples for the the Chick-fil-a rock facade. She adds that the ARB chose one for the wall.

Ms. Lockhart continues her report with Planning Commission updates. She states that the Planning Commission meeting's for March and April. She states that the Wood Village LLC parking lot plan was administratively approved.

Ms. Lockhart concludes her report with an announcement about the new development coming into Town. She shares that the "Fairgrounds" property has a new owner, the Meladon

Development Group. She states that the unofficial name will be the *Crossroads Village Center*. She states that it is the 20 acre parcel behind Chick-fil-A.

### 3. Engineer Report - Katie McDaniel

Councilman Shannon states that in reference to the Sherwood Forest Bond Release, the Sherwood Forest HOA president and he met with the representative from D.R. Horton. He adds that the drainage issue will be fixed.

### 4. Building Official Report

Councilman Leake asks Mr. Schiro if there are any issues with the recent building permitting change. Mr. Schiro states no.

### 5. Treasurer Report - Roberto Gonzalez

Town Treasurer, Roberto Gonzalez, states that the financials included in tonight's packet are as of February 28, 2018. He reports that on March 19th we presented the Council with the draft budget. He adds that he has made the revisions and answered questions that the Council had concerning the budget. He states that the Business License renewals have been steadily coming in. He concludes his report stating that another Budget Work Session tentatively set for April 10th. Councilman Cole asks how many members can make it to the April 10th meeting? Councilman Shannon states that he will not be able to be there. Mayor Leake asks if there is another date that we can have the meeting so that the entire Council can be present. Discussion ensued concerning dates and times. The Mayor and Council decide to hold the meeting on the 10th at 4 PM.

The Mayor asks the Council if there are any specific line item questions, please send them to Mr. Gonzalez prior to the meeting.

### 6. Business & Community Relations Report - Denise Andrews

Business and Community Relation Specialist, Denise Andrews highlights her report with the Council. She states that Marc Wilson, with the Small Business Development Center, met with Town's restaurants and retail owners as part of the Small Town and Merchant Program.

She reports that the Dominion Woman's Club will be planting their "Pinwheels for Prevention Garden" at the museum in observation of Child Abuse Prevention Month.

She states that she attended the Prince William County Tourism quarterly meeting on March 14th. She adds that Prince William County will be part of Fox News' *Zip Trip* this summer. Other topics discussed included new "Branding" of the County and new logo, new website and a newly formed Advisory Board Committees.

Ms. Andrews reminds the Council about the Earth Day Event coming up on April 21 and the Events Committee meeting will be April 5th.

She also states that they are gearing up for the monthly "Walk a Mile with Mayor and Council on Saturday, April 14th at 10 am.

She concludes her report stating that the Town will have new participants in this year's Farmer's Market and that she will be accepting a Farmer's Market award from Pete Candland's Office on behalf of the Town. She further adds that the Farmer's Market season will begin this Saturday.

### 7. Business Manager Report - Jerry Schiro

Business Manager, Jerry Schiro, reports that he and the Clerk of the Council, Shelley Kozlowski did meet earlier in the month with the Country Electoral Representative concerning the upcoming Town Election and the logistics concerning the Town Hall. Mr. Schiro asks the Council for direction on whether the office should be closed on Election Day. After discussion at the dais and with Staff, the decision was to keep the office open.

He states that he is working with the Prince William County Adult Detention Centers' workforce program for assistance with the park maintenance. He adds that they are supervised.

Mr. Schiro reports that he has been working with the Town Treasurer and Police Chief on the draft budget. He shares that he met with Steve Mulroy from VML/VACo Financing regarding Town Center project and the Virginia Investment Pool. He also states that we completed the transfer of some additional accounts to Sona Bank.

As for permitting, Mr. Schiro states that all seems to be going well with the County and that he has met with our contractor concerning procedures and policies for erosion and sedimentation.

He continues his report stating he met with the Town Engineer, Planner and Mayor along with a Town resident and Haymarket Baptist Church on some storm water issues.

Mr. Schiro reports that he met with some various contractors and vendors regarding street light problems and water issues at the Harrover house.

Mr. Schiro concludes his report stating he has at least 3 bids he is evaluating for a new roof at Copper Cricket.

**VIII. Action Items**

**1. Budget Public Hearing Dates**

Mr. Schiro suggests some dates for public hearing's on the budget and tax rates. He explains that we have to provide at least a 30 day notice on the tax rate prior to the public hearing.

**2. Motion**

Councilman Cole makes a motion to move the Haymarket Town Council to authorize the Clerk to advertise a public hearing to be held on the draft Fiscal year 2018-19 Budget on May 7, 2018 at 7 PM. The motion is seconded by Councilwoman Edwards.

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

**3. Motion**

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

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

**IX. Part-time, Full-time Town positions**

Mayor Leake states that the Vice Mayor asked him to put this on the Agenda. After a brief discussion at the dais, the Council and Mayor decided to move the Part-time, Full-time Town Positions Agenda item to the Budget Work Session Agenda.

**X. Updates**

**1. Planning Commission**

Councilman Shannon, Planning Commission Liaison, states that there was no Planning Commission meeting in March.

**2. Architectural Review Board**

Councilwoman Edwards, ARB Liaison, states that at the last meeting they worked on the gateway signs. She states they worked to formulate a plan for the street lights, banner and flags. She adds that the boy scouts will put the flags together for Memorial Day. She concludes that they had some general approvals as well.

**3. Dominion Energy**

Mayor Leake states that he spoke with Deborah Johnson today. He states that he is pleased to report that in their submission they included the route. He further adds that it will go under

Minutes Acceptance: Minutes of Apr 2, 2018 7:00 PM (Minutes Approval)

Route 66 and continues underground at the new Crossroads' project as well as under Route 15. He concludes by sharing his concerns with the additional power lines running through the Town and encourages those to read an editorial in the Gainesville Times concerning this issue. The Mayor directed Staff to put the map outlining the route on the Town website.

## XI. Councilmember Time

### 1. Steve Shannon

No comments.

### 2. Joe Pasanello

Absent from the meeting.

### 3. Connor Leake

No comments.

### 4. Susan Edwards

Councilwoman Edwards states that there has been a lot of discussion about the Town Center project. She states that her personal vision is to reface the building and put in the windows and doors. She adds that we are asking our businesses and residents to maintain their properties and we should be doing that ourselves. She further states that we have taxed our residents and have put this money aside so we can do this project. She continues stating that we have plenty of reserve funds. She states that all of the committees have done a lot of work. She feels this is something the residents want from us and that this Council should move forward. She emphasizes that we were elected for two years to work and the residents expect us to work the entire time.

Councilwoman Edwards continues her Council member time stating that there was mention that we weren't doing our job on the park. She explains that at a work session we came to a consensus that the Town Center was the priority and the park should be the second priority. She adds that we have made and continue to make improvements to the park and that the staff has been working on grant money and sponsors for the walking trails and the pavilion. She states that the park has not been forgotten and this needs to be recognized.

She continues her comments concerning the budget. She states that she was taken aback at the budget meeting. She adds that she was disappointed how infrequently the Finance Committee has met and that there were questions that should have been addressed at their Committee time. She states that in her opinion it is their task to vet these things and bring them forward to the Council. She concludes that she is disappointed that we are in the 11th hour getting the budget ready and a lot of these ideas and research have not been brought forward.

### 5. John Cole

Councilman Cole states that he would like to see us move forward with the Town Center project as well. He adds at the last meeting he had requested a milestone/schedule. Mr. Schiro states that he has reached out to Rinker and they have not been very responsive. Councilman Cole states that we should sit down and gather enough information to put out a proposal. He explains that there should be a two-tiered request, one for just the building wrap alone and one with the building wrap and site. Councilman Cole adds that there is a lot that needs to be done. He states that he would love to vote on whether or not we need to borrow money before the end of the current Council term. He concludes that if we do not get to that, it should be one of the first things for the new Council to do. He concludes stating that the Staff is doing a great job and as for the budget process, we are much more timely than in previous years.

### 6. Chris Morris

Absent from the meeting.

### 7. David Leake

No comments.



probably be the case regardless if you have a full or part-time manager. Mr. Schiro states he is only here part-time and has been doing this for a long time so he doesn't see it as a problem for him. He adds that building the responsibilities in your Staff gives you a lot more depth in the organization. He further adds that a lot of town's have a very strong Clerk and Haymarket did not have a full-time manager for years. He concludes that you have a very strong Treasurer and Planner.

Councilman Cole states this is something worthy to look at. He adds that it is very hard to hire on a part-time basis and that Mr. Schiro is in a unique situation and we are very fortunate for that. He states that we could identify a place where that money could come from if necessary and we don't necessarily have to budget it. He concludes that he feels that we have a very strong Staff and if the current Town Manager believes that we don't need a full-time manager right now, we shouldn't necessarily budget for it.

Councilman Leake asks the Vice Mayor if there was a particular line item that he thought about reducing or allocating the funds for? The Vice Mayor states not at this point. Councilman Leake expresses that he is open for the conversation and part of the discussion should be with Mr. Schiro to hear his plans. He concludes that he doesn't feel it is the appropriate time or place to put him on the spot now.

Councilwoman Edwards states that the current full-time Town Planner, Ms. Lockhart is doing a phenomenal job with the applicants, businesses and issues that come up, taking a lot off the plate of the Business Manager. She asks if the Town Charter states that we have to have a Town Manager? Mr. Schiro states that he does not think it does, and he believes the Charter uses the title Business Manager. She concludes that maybe we can redefine it.

Councilman Shannon states that he feels it is worth looking at and applauds the Vice Mayor for bringing it up. He states that in his opinion, the team that Jerry has built here along with the support of the Council is top-notch. He adds that with everything he has done and with the Staff we have, I think we are doing great and not opposed to leaving as is. He further adds that he likes what Councilman Cole says, if Jerry leaves us we need to ready to make the adjustment if the need is there.

Mr. Schiro states that he would like to reduce the hours back due to other obligations including as a Councilman in Luray and pass on more responsibility to the individual staff members.

Vice Mayor follows up stating that he agrees about the title and adds that we have been criticized before with the Mayor being interim manager. Vice Mayor Pasanello states that it is important for the public to see the Business Manager as the go to person in Town. Mr. Schiro responds that VRS states that he cannot fill a prior covered position.

Addressing the Business Manager, the Vice Mayor states publicly that as long as Mr. Schiro wants to be here, He is fine with that.

Mr. Gonzalez states that before the Council is a scenario of what the difference is between the part-time and full-time Business Communications Development position. He adds that for the part-time position he went with 64 hours. He further adds that the rate stays the same but VRS health benefits are not offered as a part-time position but the full-time does have these benefits. He concludes that making this a part-time would save the Town \$25,699.51.

Councilman Shannon and Councilwoman Edwards both state to remain as is.

Councilman Leake asks if this position can be executed at a part-time role? He adds that the events take a good amount of time and at the same time we value our businesses and we want to have that communication and level of direction with all of our businesses as well.

Councilman Cole states that he thinks this is a full-time position especially with the big development at the fairgrounds.

Vice Mayor Pasanello states he feels he has been clear about this position, it's well worth it and he thinks there is a lot of opportunities there so he not would change the budget. However, if the next Council wants to come in and make some adjustments to that, that's their right and privilege.

Minutes Acceptance: Minutes of Apr 10, 2018 4:00 PM (Minutes Approval)

Mayor Leake concludes that we have a consensus to leave this position as is.

**C. Budget Review**

**1. 2018-2019 Budget Draft Revised 04-03-2018 Option**

Mayor Leake states that at the last Finance Committee meeting and Budget Work Session, we went through each line item. Tonight he asks if we could go around the dais with any changes the Council would like to see implemented. The Mayor adds, as we are going through this we can ask the Business Manager and Treasurer what would be their suggestions and/or recommendations.

Councilman Leake asks for clarification under "Rental", Suite 206. Mr. Schiro stated that the suite is empty at this juncture, but has showed the space twice. Mayor Leake asks if that projected revenue is for a whole year at this coming budget? Mr. Schiro states that it is a minimum if they rent just the office suites. Mr. Schiro adds that it would be more if they were to take the entire space. Mayor Leake suggests that we lose the name for the budget.

Councilman Leake asks if there is any projected revenue from the Crossroads Village Center? Mr. Gonzalez responds no and that we will probably not see those revenues until 2020-21.

Councilwoman Edwards states that she is against equalizing the tax rate. She adds that she feels we have been very generous over the years and understands that there might be a few residents upset with that. However, she states we have gotten in quite a bind with our infrastructure in Town and if we continue to equalize the tax rate we will never get out of this. She further adds that we really need to maintain the residents' vision of the Town. She states that she would like to take some money from the reserves and put it in the budget for the Blight Ordinance because we really need to move forward on a couple of these historic properties that the owner's are committing demolition by neglect. Councilwoman Edwards concludes that she has already asked Mr. Gonzalez her budget questions and he has answered them.

Mayor Leake states that Councilman Morris could not attend this evening's meeting, however, he wants his position known that he is definitely not in favor of equalizing the tax rate.

Councilman Cole states that he thinks this is a good budget and he likes the conservative look. He adds that we have equalized the tax rate before and have neglected some things because of that. He states that the revenue generated from the increase in property values really helps in that public works area. He concludes that he has no further questions about the budget and he would like to keep the tax rate as it stands.

Councilman Shannon states that he agrees with Councilman Cole and Councilwoman Edwards, he is not in favor of equalizing.

Vice Mayor Pasanello states that he is in favor of equalization. He states that last year we raised taxes approximately 18% for Town residents and we still have that revenue coming in this year as well. He adds that we essentially have more money than the year before from Town residents. He suggests if we are not going to do the equalization, we need to do a better job communicating to the residents exactly what they are getting for their increase. He states for the record that he is not in favor of pulling reserve unless it is for capital improvements. Vice Mayor Pasanello's questions, recommendations and adjustments for the budget include business license tax adjustment, cigarette tax adjustment, revenues on use of money for bank deposits, actual projection on the tenant's revenues, communication tax decrease, part-time employment purchase of health insurance, convention/education decrease in the future, add description on the note section for Police Department's MV Unit and documentation with bids for roof and wrap of the Town Center.

Mayor Leake questions the 18% tax increase from the prior year. Vice Mayor Pasanello states that definitely for him it was 18%.

For the record Mayor Leake asks each member of the Council if they would like to see the tax rate equalized or not.

Minutes Acceptance: Minutes of Apr 2018 4:00 PM (Minutes Approval)

Vice-Mayor Pasanello - Equalize  
 Councilman Cole - Remain the same, no equalize  
 Councilman Leake - Remain the same, no equalize  
 Councilwoman Edwards - Remain the same, no equalize  
 Councilman Shannon - Remain the same, no equalize

Vice Mayor asks if we could get a sense of what we might do at the park for the upcoming year. He adds that this might be a place that we could pull from. Mayor Leake states that he is happy to announce that we have a meeting with Dominion Energy on Friday for the submission that he put in to their website to receive grant money for a pavilion.

Councilwoman Edwards states that Councilman Passanello is talking about pulling from the \$75,000 of the park money which goes directly against what he said about CIP projects and using that money for other things. She adds that she doesn't agree with that and that at the last meeting he stated that he was very disappointed the park hasn't moved forward so we put money aside and now there is a discussion to move it someplace else. She further adds that the residents do not mind paying their taxes when they see something getting done. She states that these projects need to move forward and we need to leave the money in the projects. Ms. Edwards concludes that we have over and above what we need to have in reserves and we need to use that money and get these projects done.

Vice Mayor Pasanello responds that it does sound like quite a contradiction on his part but he believes that we can do something there, not sure what that is. He adds that if you can pull money from Dominion, that's a big win. He further adds that would reduce the need for the \$75,000. He concludes that his suggestion was this might be a place where we can draw from but that would be up to Council.

For clarification, Mr. Schiro asks the Vice Mayor what he would like to see that demonstrates we are not using reserves for operations. Vice Mayor Pasanello responds that he believes they did, however, the question is before we lean toward the reserves, we have to know what we are spending it on. He adds that he thinks we need to show this to the public because that has been some of the accusations. He further adds that if we are in the black, we need to show that.

Mayor Leake states that we have always been in the black and he does not recall any year when we have had to draw from our reserves to fund operating. He concludes that we definitely need to put in for this infrastructure especially since we are a walking town.

Discussion ensues concerning funding the Blight Ordinance. Mayor Leake suggests taking \$50,000 from reserves and put it in a Blight line item and use it as necessary to enforce the Blight Ordinance.

Councilman Cole states that he feels we need to have a longer policy discussion on what we are prepared to do before we start adding a line item number. He also shares concerns with taking it from reserves.

Vice Mayor Pasanello feels that Councilman Cole makes a good point. He states in his opinion priority is the blight versus the building. He asks that if we use the money for blight we let the public know and understand that we are going to get that money back. He adds that he sees the wisdom of the blight line item but it just has to be done the right way and what policy are we enforcing, our Ordinance or are we going to do something with the County.

Councilman Leake states that he agrees with Councilman Cole and Vice Mayor Pasanello. He adds that he isn't sure how far \$50,000 will get us. He further adds that he thinks it is up for discussion and maybe look at which properties we are actually considering. He concludes that having a game plan and a clear direction on what our intentions are would be key before allocating that \$50,000, even as a place holder.

Councilwoman Edwards states that just last month we had to approve a demolition permit because someone basically demolished their building by neglect. She adds that the Firehouse

and the "Colonel's House" are in similar condition. She explains that if we let these two properties go, we are losing a significant part of our history. She states, why did we put in a Blight Ordinance if we are not going to give it any "teeth". She concludes that we have already had the discussion to institute the Blight Ordinance, now we have to carry it out.

Councilman Shannon states that if we are enforcing existing policy or ordinance than we need to have the funds to back it up. He adds that he receives a lot of questions from residents concerning some of the blighted properties in town. He concludes that if we are enforcing an existing ordinance, lets do it.

Chief Lands explains to the Mayor and Council how blighted properties were handled in Halifax. He states that the Town Manager and Mayor would pick a number of properties they wanted to address that particular year. He adds that they would come to a consensus how much the repairs would cost the Town and budget accordingly. He further adds that the homeowner's would have to pay for some repairs and other times the town would fix or demolish a building at their own cost and put a lien on the building. The Chief further explains that the Council would determine what the issues are, the Clerk or Planner would type up the Ordinance and he would tape it on the door of the building, pictures would be taken and put into the file. He concludes the property owner would be notified and they would be given a time limit before the town would act on it.

Mayor Leake states that his thought is not to do a renovation, but fixing some immediate concerns that will self preserve the buildings.

Vice Mayor Pasanello asks the Chief about the assessment process of the properties that were determined to be blighted. Chief Lands responds that the Town Staff determined what buildings they wanted to concentrate on with the Mayor having the final say. He adds that he wasn't involved in the calculations of the repairs.

Councilman Cole suggests holding a Special Meeting to discuss the Blight Ordinance line item. Councilman Leake adds that he feels a work session would be a better time and place to discuss this line item. He also suggests bringing this to the Architectural Revie Board for their recommendations.

Councilwoman Edwards states that she is very disappointed that we spent all this time when Mr. Pasanello is on the Finance Committee and a lot of his questions could have been answered previous to this. She further states that there are things like this that need to be discussed and now we are not going to have time to discuss policy things that need to be added into the budget.

The Council scheduled a Special Meeting for Monday, April 16, 2018 at 5 PM.

**D. Fee Schedule FY19**

**1. 2018-19 Fee Schedule Changes**

Mayor Leake asks if there are any suggestions or recommendations other than what is presented.

The Town Planner, Ms. Lockhart explains the schedule and the changes made.

Vice Mayor Pasanello shares concerns Mr. Lockhart and Chief Lands about the door to door solicitation in Haymarket.

Ms. Lockhart states that there is nothing in our Ordinance that backs up that they need a permit. She further adds that we need to fix the Ordinance to enforce this in Town.

Chief Lands adds that this needs to be addressed because the solicitors are not listening.

**2. 2018 Fee Schedule Comparison**

Minutes Acceptance: Minutes of Apr 2018 4:00 PM (Minutes Approval)

**E. REZ#2018-004 - Rezoning referral added to Agenda**

The Mayor asks the Council if there is any objection to adding to the Agenda a motion to refer the rezoning application for the Crossroads Village town houses to the Planning Commission. There were no objections.

Councilman Leake made a motion *to refer the rezoning for the town houses at Crossroads Village to the Planning Commission for consideration.* The motion was seconded by Councilwoman Edwards.

Town Planner, Emily Lockhart states that the rezoning application came to her office about 2 weeks prior. She explains to follow the right process, the Town Council needs to refer it to the Planning Commission for their review and they can set a public hearing. She adds that the applicant also submitted the General Development Plan, several use applications, rezoning application and the traffic impact analysis for review. She concludes that there will be a Staff report drawn up by the time we put the public notices out.

Councilman Leake amended his motion *to include the rezoning number, REZ#2018-004.* The amended motion was seconded by Councilwoman Edwards.

Mayor Leake asks if there is any discussion on the motion.

Councilman Shannon expresses concern about a proper buffer between the town houses and Sherwood Forest. He adds that he is not opposed to it, but wants it stated up front.

Vice Mayor Pasanello states that his question is more of a procedural question. He asks since we are in work session is this a directive or a vote and is it proper to vote in a work session? Business Manager, Jerry Schiro, states that he had the same concerns and questioned it with the Town Attorney. He adds that the Council can vote at a work session. Mr. Pasanello asks how it was explained? Mr. Schiro states that if it is a called meeting of the entire Council and everyone is aware of it and you have a quorum you can amend your Agenda and take action on any business.

**1. Motion**

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

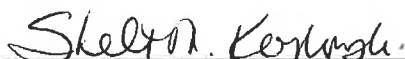
**III. Adjournment**

**1. Motion to Adjourn**

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

Submitted:

Approved:

  
Shelley M. Kozlowski, Clerk of the Council

  
David Leake, Mayor

Minutes Acceptance: Minutes of Apr 10, 2018 4:00 PM (Minutes Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

Monday, April 16, 2018

15000 Washington St  
Haymarket, VA 20169

Council Chambers

5:00 PM

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 5:00 PM.

Mayor David Leake called the meeting to order.

### I. Call to Order

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

### II. Agenda Item

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

Mayor Leake asks Council if there is any objection to adding to this evening's agenda, Public Hearing Notice for Proposed Real Property Tax Increase. There was no objection. It was the consensus of the Council to hold the Public Hearing on Tuesday, May 29, 2018 at 7 PM. The Council also set the Public Hearing on the Draft Budget for the May 7, 2018 Regular Meeting and June 4, 2018 Regular Meeting for adoption.

#### 2. Blight Ordinance Review

Mayor Leake summarizes that at the last work session one of the proposals was to add a line item for Blight that we would be able to use if needed for payments for actions the Town might take against a property owner to resolve the situation.

Business Manager, Jerry Schiro, states that in his opinion the current Blight Ordinance is a workable one. He states the question is the cost associated with enforcing it and officials inspecting the property. He adds that he included at the dais a letter that he wrote in 2016 when he was the Interim Manager referencing the property across the street that outlines how the process might work. He also adds that the building officials report is attached as well.

Councilman Cole states that he wanted to call this meeting to put a rough plan in place to determine if we need to put a line item in the budget and how much money to put in that line item. He states that there are several properties that are languishing in Town and he thinks tonight the Council can make some determination on some of these properties right away.

Town Attorney, Martin Crim, describes the different scenarios the Town might encounter including demolitions.

Councilwoman Edwards reminds the Council that all demolitions have to go through the Architectural Review Board. She asks Mr. Crim if the ones that he is referring to are different? Mr. Crim states no. He explains that under the Historic Preservation Law, under the historic overlay district, every building in the Town has to either receive a Certificate of Appropriateness for demolition or it has to be condemned by the building official. He adds the third way is if the owner wants to market it for a year and no one wants to buy it for preservation purposes than the owner has a right to demolish it. Mr. Crim further adds that the Town Council could be the applicant to the ARB and ask for a Certificate of Appropriateness.

Councilwoman Edwards personally feels that immediately we should only address the houses that are turning into demolition by neglect. She states that there are only about 5 properties left in Town that people are not taking care of that if we don't get onboard with this Blight Ordinance, we are going to lose them all. She adds that she would prioritize those properties.

She further adds that she is not saying renovate the home, just get it to the point where it is not falling down and not a safety issue.

Mr. Cirm explains the process of issuing a notice of violation to someone for demolition by neglect. He states that you can take them to court and try and get an injunction or court order to repair the building. However, if the property owner states to the judge that they do not have the money to do the repairs or are not willing to sell, the court will not hold them in contempt.

Discussion ensued on how to prioritize the properties.

Councilman Cole states he feels it would be valuable for this current Council to give an initialized list to the next Council.

Councilman Leake states that as he said at the work session, he is onboard with this. He states he just wants to make sure we have a clear plan in mind before we allocate those funds into a line item. He adds that we had a rough estimate on what it would cost, he would be than happy to vote in favor. He shares concerns with strict parking regulations within the town hindering future businesses.

Councilman Shannon agrees with everything Councilman Leake said. He adds that the historic value in our walking town is major. However, he feels \$50,000 will not go far. He adds that we will have to set standards and historic would be number one. He suggests rating the properties on a point scale.

Mayor Leake adds that he originally thought this \$50,000 would a place setter.

Mayor Leake suggests adding public safety as a priority as well.

Councilman Cole asks Chief Lands how often do they receive calls about people being in the abandon structures? Chief Lands states that since he has been here they haven't had to run anyone out.

Town Planner, Emily Lockhart, states that the Town have received complaints concerning the "Colonel's" house. She explains that the student's of St. Michael's Academy use the backyard as a play area. She adds that when a ball goes over the fence, teachers have been seen climbing the fence to retrieve the ball. She further adds that teenagers often times walk up close to the buildings to take pictures.

Referencing the letter dated June 24, 2016, Councilman Shannon asks if there was any follow up? Ms. Lockhart answers that there was another letter dated August 25, 2016 that was sent by Business Manager, Jerry Schiro. Mayor Leake states that Mr. Smith did repair the roof and front of the house at one time. He further states that since the last wind storm he doesn't believe we have sent him anything nor he has he made any recent repairs on his own.

Councilman Cole makes a motion to have the Town Staff send out inquiry letters to property owners who have Town properties that have concerns giving them 3 weeks to respond before sending out a formal letter. The letters will include property photos and a copy of the Town's Blight Ordinance. The motion was seconded by Councilman Shannon.

Mayor Leake asks if there is any discussion on the motion.

Councilman Leake asks Staff if we have an updated address for Mr. Smith? Ms. Lockhart states we have a phone number to contact him and can request an updated address.

For clarification, Mr. Schiro asks the Council to identify the 5 properties in question. Councilman Cole references the properties listed in the Building Inspector's report from 2016.

Mayor Leake asks the Town Attorney if we should include any immediate safety issues in the letter.

Mr. Crim states that we probably do not want to give the property owners 3 weeks if there is an immediate issue. He explains that if there is an immediate safety hazard the County will step in but they will need a resolution by Council. He adds if there is an immediate safety hazard that we can remedy, we have the right to do that, however, it will cost the Town.

Councilman Cole states that he doesn't believe we have any safety issues.

Councilman Cole suggests asking the Architectural Review Board to prioritize the list of the properties that they want stabilized first.

Councilman Leake asks if the Firehouse is going to be on the list? Mayor Leake asks the Council if there is any objections to adding the Firehouse (14941 Washington Street) and bungalow (6706 Jefferson Street) to the list. There was no objection to adding the two structures to the list.

Councilman Leake also asks to add to the list property, 14881 Washington Street. There was no objection.

Referencing the structures across the street from Town Hall, Councilwoman Edwards asks if we have to send individual letters for each parcel or one letter to the property owner? Mr. Crim responds we only need to send one letter.

Mr. Schiro states to Council, when considering all of the properties on Payne Lane, there are actually 11 properties that will be considered for repair.

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

3. Motion

Councilman Leake moves to add to our draft budget \$50,000 coming out of our unrestricted reserves for the purpose allocated towards our Blight Ordinance. The motion was seconded by Councilman Shannon.

Mayor Leake asks if there is any discussion on the motion.

Councilman Cole asks what were we going to use the allocated reserves for originally? Mr. Schiro states that we used some of it for the building renovations.

Councilman Leake asks Town Treasurer, Roberto Gonzalez how much is in the unrestricted reserves? Mr. Gonzalez states \$548,564.79. Councilman Cole interjects that we are transferring \$200,000 for wrapping this building. Councilman Leake states that it is not touching our 30% or touching our operating. He further states that this is extra money on top of our 30% that we have the opportunity to use to actually make a difference. Mayor Leake adds that it is getting some percent interest.



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

**III. Adjournment**

**1. Motion to Adjourn**

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

Submitted:

Approved:

*Shelley M. Kozlowski*

Shelley M. Kozlowski, Clerk of the Council

*David Leake*

David Leake, Mayor



Attachment: Proclamation - ALS Awareness Month (3579 : ALS Awareness Month)

**A Proclamation to Observe Amyotrophic Lateral Sclerosis Awareness Month**

**Whereas**, Amyotrophic Lateral Sclerosis or ALS is better known as Lou Gehrig’s disease; and

**Whereas**, ALS is a fatal neurodegenerative disease characterized by a progressive degeneration of motor nerve cells in the brain (upper motor neurons) and spinal cord (lower motor neurons); and

**Whereas**, ALS affects as many as 30,000 people in the United States, with 5,000 new cases diagnosed each year; and

**Whereas**, most people who develop ALS are between the ages of 40 and 70, although the disease can occur at a younger age; and

**Whereas**, on average, patients diagnosed with ALS only survive two to five years from the time of diagnosis; and

**Whereas**, ALS has no known cause, means of prevention or cure; and

**Whereas**, education and awareness are essential tools in support of research efforts to eradicate this terrible disease, and

**Whereas**, observance of ALS Awareness Month is an effort to increase the public’s awareness of ALS patients’ circumstances and acknowledge the severe impact this disease has not only on the patient but on his or her family, friends, and community;

**Now, Therefore, Be It Proclaimed** that the Town Council of Haymarket, Virginia does hereby recognize the month of May 2018 as ALS Awareness Month and urge all citizens to support efforts and activities to bring awareness and education in the race to finding the cause(s), means of prevention, and a cure for ALS during the month of May and throughout the year.

**In Witness Thereof**, this 7th day of May 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

**BUDGET DRAFT - 04/23/2018**

Ordinary Income/Expense	2016 Actual	2017 Actual	2018 Budget	Difference	Proposed 2019 Budget	Percentage
Income						
Miscellaneous Revenue		5.00				
<b>3110 · GENERAL PROPERTY TAXES</b>						
Real Estate - Current	287,862.44	285,702.84	346,048	\$ 21,618	\$ 367,666	6.2%
Public Service Corp RE Tax				\$ -	\$ -	
Public Service Corp RE Tax - Other	10,080.19	9,810.12	10,000	\$ 1,274	\$ 11,274	11.3%
<b>Total Public Service Corp RE Tax</b>	<b>10,080.19</b>	<b>9,810.12</b>	<b>10,000</b>	<b>\$ 1,274</b>	<b>\$ 11,274</b>	<b>11.3%</b>
Interest - All Property Taxes				\$ -	\$ -	
Penalties - All Property Taxes	304.79	224.49		\$ -	\$ -	
Penalties - All Property Taxes - Other	681.97	1,366.09		\$ -	\$ -	
<b>Total Penalties - All Property Taxes</b>	<b>681.97</b>	<b>1,590.58</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>	
Personal Property Tax				\$ -	\$ -	
Uncollected Tax Write Offs		113.91		\$ -	\$ -	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>298,929.39</b>	<b>297,217.45</b>	<b>356,048</b>	<b>\$ 23,892</b>	<b>\$ 379,940</b>	<b>6.7%</b>
<b>3120 · OTHER LOCAL TAXES</b>						
Bank Stock Tax	39,338.75	44,584.00	18,000	\$ -	\$ 18,000	0.0%
Business License Tax	175,320.47	156,025.85	209,200	\$ (29,200)	\$ 180,000	-14.0%
Cigarette Tax	213,739.50	168,838.56	190,000	\$ (55,000)	\$ 135,000	-28.9%
Consumer Utility Tax	140,467.36	154,507.14	130,000	\$ 20,000	\$ 150,000	15.4%
Meals Tax - Current	457,125.14	607,326.53	600,000	\$ 50,000	\$ 650,000	8.3%
Sales Tax Receipts	152,690.60	155,343.72	150,000	\$ 5,000	\$ 155,000	3.2%
Penalties (Non-Property)	5,854.33	2,276.33		\$ -	\$ -	
Interest (Non-Property)	37.31	526.71		\$ -	\$ -	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,184,573.46</b>	<b>1,289,428.84</b>	<b>1,297,200</b>	<b>\$ (9,200)</b>	<b>\$ 1,288,000</b>	<b>-0.7%</b>
<b>3130 · PERMITS,FEES &amp; LICENSES</b>						
Application Fees	2,625.00	6,051.00	2,700	\$ -	\$ 2,700	0.0%
Inspection Fees	13,380.00	9,719.60	15,000	\$ (5,000)	\$ 10,000	-33.3%
Motor Vehicle Licenses	2,183.00	1,380.00	1,900	\$ -	\$ 1,900	0.0%
Occupancy Permits	550.00	200.00	600	\$ (600)	\$ -	-100.0%
Other Planning & Permits	25,964.70	22,504.80	70,000	\$ (45,000)	\$ 25,000	-64.3%
<b>Total 3130 · PERMITS,FEES &amp; LICENSES</b>	<b>44,702.70</b>	<b>39,855.40</b>	<b>90,200</b>	<b>\$ (50,600)</b>	<b>\$ 39,600</b>	<b>-56.1%</b>
<b>3140 · FINES &amp; FORFEITURES</b>						
				\$ -	\$ -	

Attachment: 2018-2019 Budget Draft Revised\_04-23-2018 REVISED\_FINAL for Announcement (3580 : 2018-2019 Revised Budget Draft)

Fines	61,961.33	69,773.34	50,000	\$	15,000	\$	65,000	23.1%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>61,961.33</b>	<b>69,773.34</b>	<b>50,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>65,000</b>	<b>0.0%</b>
<b>3150 · REVENUE - USE OF MONEY</b>								
Earnings on VACOVML Investment	4,795.09	25.79		\$	-	\$	-	
Interest on Bank Deposit	863.02	1,420.92		\$	-	\$	-	
Interest on Bank Deposits	13,088.44	8,465.63	10,000	\$	(2,000)	\$	8,000	-25.0%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>18,746.55</b>	<b>9,912.34</b>	<b>10,000</b>	<b>\$</b>	<b>(2,000)</b>	<b>\$</b>	<b>8,000</b>	<b>-25.0%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>								
Suite 110 Rental Income		10,868.49		\$	23,781	\$	23,781	
315110 · Suite 200 Genesis Contractin	4,970.91	5,663.23		\$	8,040	\$	8,040	
315120 · Suite 202 Metis Group	635.25	3,176.25		\$	4,002	\$	4,002	
315125 · Suite 204 MAC-ISA	-	4,000.00		\$	5,040	\$	5,040	
315130 · Suite 206 - VACANT	84,196.12	37,471.24		\$	-	\$	-	
315150 · 15020 Washington Realty	42,717.96	42,717.96		\$	42,718	\$	42,718	
315155 · 15026 Copper Cricket	-	19,078.34		\$	19,656	\$	19,656	
315160 · 6630 The Very Little Thing	30,470.00	25,920.00		\$	33,720	\$	33,720	
315190 · Town Hall Rental Income	800.00	200.00		\$	-	\$	-	
<b>3151 · RENTAL (USE OF PROPERTY) - Other</b>		4,002.00		\$	-	\$	-	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>163,790.24</b>	<b>153,097.51</b>	<b>131,335</b>	<b>\$</b>	<b>5,622</b>	<b>\$</b>	<b>136,957</b>	<b>4.3%</b>
<b>3160 · CHARGES FOR SERVICES</b>								
FOIA Receipts	-	-		\$	-	\$	-	
Security	-	-		\$	-	\$	-	
Public Safety	500.00	-		\$	-	\$	-	
Donation/Grants	-	3,762.51		\$	5,000	\$	5,000	100.0%
Public Safety - Other	-	1,807.50		\$	-	\$	-	
<b>Total Public Safety</b>	<b>500.00</b>	<b>5,570.01</b>	<b>-</b>	<b>\$</b>	<b>5,000</b>	<b>\$</b>	<b>5,000</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>500.00</b>	<b>5,570.01</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>								
Revenue - Town Events	28,033.17	79,165.82	65,000	\$	5,000	\$	70,000	7.7%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>28,033.17</b>	<b>79,165.82</b>	<b>65,000</b>	<b>\$</b>	<b>5,000</b>	<b>\$</b>	<b>70,000</b>	<b>7.7%</b>
<b>3180 · MISCELLANEOUS</b>								
Citations & Accident Reports	2,610.00	1,320.00	1,900	\$	(900)	\$	1,000	-90.0%
Miscellaneous	233.48	526.81	-	\$	-	\$	-	
Recovered Costs- Private Events	-	-	-	\$	-	\$	-	
Charitable Contributions	-	-	-	\$	-	\$	-	
Recovered Costs- Private Events - Other	900.00	916.96	-	\$	-	\$	-	
<b>Total Recovered Costs- Private Events</b>	<b>900.00</b>	<b>916.96</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	
<b>Sale of Salvage &amp; Surplus</b>	<b>5.00</b>	<b>-</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	

3180 · MISCELLANEOUS - Other									
				2,933.29					\$
<b>Total 3180 · MISCELLANEOUS</b>	<b>3,748.48</b>	<b>5,697.06</b>	<b>1,900</b>	<b>\$</b>	<b>(900)</b>	<b>\$</b>	<b>1,000</b>	<b>\$</b>	<b>-90.0%</b>
<b>32 · REVENUE FROM COMMONWEALTH</b>									
VDOT Grant Revenue		19,954.90							
599 Law Enforcement Grant	28,368.00	29,280.00	28,000				28,000		0.0%
AG - Asset Forfeiture Grant									
Car Rental Reimbursement	4,988.55	6,488.68	5,500				5,500		0.0%
Communications Tax	121,902.18	118,717.89	120,000		(3,000)		117,000		-2.6%
Department of Fire Programs	10,000.00		10,000		(10,000)				-100.0%
State Litter Prevention Grant	549.23	1,031.00			1,000		1,000		
Other		500.00							
Personal Property Tax Reimburse	18,626.97	18,626.97	18,500		127		18,627		0.7%
Railroad Rolling Stock	1,514.70	1,352.04	1,500				1,500		0.0%
State Disaster Recovery Funds									
		4,050.00							
<b>32 · REVENUE FROM COMMONWEALTH - O</b>		<b>200,001.48</b>	<b>183,500</b>	<b>\$</b>	<b>(11,873)</b>	<b>\$</b>	<b>171,627</b>	<b>\$</b>	<b>-6.9%</b>
<b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>									
DMV Transp Safety Grant		8,643.96					13,000		
DMV Grant - Federal	2,160.21	1,892.43							
FEMA Emergency Response Funds									
CABOOSE ENHANCEMENT GRANT	18,346.90		9,359		(2,259)		7,100		-31.8%
PEDESTRIAN IMPROVEMENT GRANT	58,270.00	59,580.00							
SAFETY LUMAP 21 GRANT		335.75							
Proceeds from Bonds									
			208,600				208,600		0.0%
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>78,777.11</b>	<b>70,452.14</b>	<b>217,959</b>	<b>\$</b>	<b>10,741</b>	<b>\$</b>	<b>228,700</b>	<b>\$</b>	<b>4.9%</b>
<b>35 · RESERVE FUNDS FOR CIP</b>									
			155,000		95,000		250,000		61.3%
<b>TOTAL REVENUE</b>	<b>2,069,712.06</b>	<b>2,220,171.39</b>	<b>2,558,142</b>	<b>\$</b>	<b>85,682</b>	<b>\$</b>	<b>2,643,824</b>	<b>\$</b>	<b>3.3%</b>

Expense									
<b>01 · ADMINISTRATION</b>									
11100 · TOWN COUNCIL									
Convention & Education	3,924.40	3,440.00	3,000		2,000		5,000		40.0%
FICA/Medicare	1,822.62	2,045.84	2,000				2,000		0.0%
Meals and Lodging	2,912.29	2,004.14	1,500				1,500		0.0%
Mileage Allowance	699.09	757.70	750				750		0.0%
Salaries & Wages - Regular	22,725.00	26,235.00	32,100				32,100		0.0%
Town Elections	989.15		1,200		(1,200)				-100.0%

	207.36												
Unemployment Insurance													
<b>Total 11100 · TOWN COUNCIL</b>	<b>33,279.91</b>	<b>34,482.68</b>	<b>40,550</b>	<b>\$ 800</b>	<b>\$ 41,350</b>	<b>1.9%</b>							
12110 · TOWN ADMINISTRATION													
Salaries/Wages-Regular	264,147.31	256,630.13	349,000	\$ (107,200)	\$ 241,800	-30.7%							
Salaries/Wages - Overtime	8,300.38	6,571.10				0.0%							
Salaries/Wages - Part Time													
Sa Salaries/Wages - Part Time - Other	65,791.25	51,892.50	5,000	\$ 65,200	\$ 70,200	1304.0%							
<b>Total Salaries/Wages - Part Time</b>	<b>65,791.25</b>	<b>51,892.50</b>	<b>5,000</b>	<b>\$ 65,200</b>	<b>\$ 70,200</b>	<b>1304.0%</b>							
FICA/Medicare	25,817.04	24,476.31	28,500	\$ (8,500)	\$ 20,000	-42.5%							
VRS	16,098.25	21,192.50	21,000	\$ 16,000	\$ 37,000	76.2%							
Health Insurance	49,724.63	41,511.23	74,150	\$ (24,150)	\$ 50,000	-32.6%							
Life Insurance	3,136.39	2,379.50	3,500	\$ 500	\$ 4,000	12.5%							
Disability Insurance	2,149.76	1,299.57	2,600	\$ 300	\$ 2,900	10.3%							
Unemployment Insurance	1,048.48	1,641.00	2,800	\$ (800)	\$ 2,000	-40.0%							
Worker's Compensation	543.55	400.00	400	\$ (100)	\$ 300	-33.3%							
Gen Property/Liability Ins.	10,689.00	15,491.00	16,000		\$ 16,000	0.0%							
Accounting Services													
Accounting Services - Other	10,217.65	19,251.63	11,000	\$ (3,000)	\$ 8,000	-27.3%							
<b>Total Accounting Services</b>	<b>10,217.65</b>	<b>19,251.63</b>	<b>11,000</b>	<b>\$ (3,000)</b>	<b>\$ 8,000</b>	<b>-27.3%</b>							
Cigarette Tax Administration	5,712.08	771.42	5,500		\$ 5,500	0.0%							
Printing & Binding	14,742.27	6,960.57	15,000	\$ (2,000)	\$ 13,000	-15.4%							
Advertising	10,649.00	9,719.19	12,000		\$ 12,000	0.0%							
Computer, Internet & Website Svc	18,819.88	48,666.68	30,000	\$ (6,350)	\$ 23,650	-26.8%							
Postage	3,799.56	1,932.76	4,000		\$ 4,000	0.0%							
Telecommunications	6,179.54	4,973.66	6,000		\$ 6,000	0.0%							
Mileage Allowance	2,453.98	1,050.67	2,500		\$ 2,500	0.0%							
Meals & Lodging	3,432.94	1,111.16	6,000		\$ 6,000	0.0%							
Convention & Education	12,797.30	2,062.02	8,000		\$ 8,000	0.0%							
Miscellaneous	15.23	325.32											
Discretionary Fund	1,419.51	1,701.76	2,500	\$ (1,500)	\$ 1,000	-150.0%							
Books, Dues & Subscriptions	6,030.45	24,470.17	15,000		\$ 15,000	0.0%							
Office Supplies	3,401.33	5,873.96	4,000		\$ 4,000	0.0%							
Equipment Rental		100.00											
Capital Outlay-Machinery/Equip	9,997.00	10,425.19	7,000		\$ 7,000	0.0%							
12210 · TOWN ADMINISTRATION - OTHI:		125.24											
66900 · Reconciliation Discrepancies	0.03												
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>557,113.79</b>	<b>563,006.24</b>	<b>631,450</b>	<b>\$ (71,600)</b>	<b>\$ 559,850</b>	<b>-11.3%</b>							
12210 · LEGAL SERVICES													
Legal Services	138,384.23	82,717.55	90,000	\$ (10,000)	\$ 80,000	-12.5%							
<b>Total 12210 · LEGAL SERVICES</b>	<b>138,384.23</b>	<b>82,717.55</b>	<b>90,000</b>	<b>\$ (10,000)</b>	<b>\$ 80,000</b>	<b>-12.5%</b>							

12240 - INDEPENDENT AUDITOR

Auditing Services	16,150.00	14,350.00	16,500	\$	-	16,500	0.0%
<b>Total 12240 - INDEPENDENT AUDITOR</b>	<b>16,150.00</b>	<b>14,350.00</b>	<b>16,500</b>	<b>\$</b>	<b>-</b>	<b>16,500</b>	<b>0.0%</b>
<b>Total 01 - ADMINISTRATION</b>	<b>744,927.93</b>	<b>694,556.47</b>	<b>778,500</b>	<b>\$</b>	<b>(80,800)</b>	<b>697,700</b>	<b>-10.4%</b>

03 - PUBLIC SAFETY

<b>31100 - POLICE DEPARTMENT</b>				\$	\$		
Salaries & Wages - Regular	401,598.01	392,200.97	351,616	\$	(9,998)	341,618	-2.8%
Salaries & Wages - OT Regular	11,893.46	6,185.42	9,000	\$	5,000	14,000	55.6%
Salaries & Wages - OT Premium	-	8,571.25	4,100	\$	15,900	20,000	387.8%
Salaries & Wages - Holiday Pay	-	13,367.68	11,000	\$	(1,000)	10,000	-9.1%
Salaries & Wages - Part Time	12,108.33	15,145.48	35,500	\$	(21,500)	14,000	-60.6%
Salaries & Wages - VDOT	-	15,809.04	-	\$	-	-	-
FICA/MEDICARE	32,180.87	32,338.89	31,124	\$	(9,124)	22,000	-29.3%
VRS	21,338.74	37,668.02	38,189	\$	(189)	38,000	-0.5%
Health Insurance	72,305.05	71,851.58	62,100	\$	(5,100)	57,000	-8.2%
Life Insurance	4,459.23	4,465.59	4,648	\$	852	5,500	18.3%
Disability Insurance	2,235.29	3,536.58	1,864	\$	436	2,300	23.4%
Unemployment Insurance	540.77	-	1,636	\$	864	2,500	52.8%
Workers' Compensation Insurance	9,937.45	8,984.00	11,950	\$	(1,950)	10,000	-16.3%
Line of Duty Act Insurance	1,554.00	1,590.00	1,383	\$	317	1,700	22.9%
Legal Services	14,306.77	15,847.82	15,000	\$	(3,000)	12,000	-20.0%
Computer, Internet & Website	2,568.42	2,103.50	4,700	\$	9,300	14,000	66.4%
Postage	318.49	420.68	300	\$	-	300	0.0%
Telecommunications	14,688.36	9,884.64	15,200	\$	(4,850)	10,350	-31.9%
General Prop Ins (Vehicles)	9,648.00	4,648.00	5,000	\$	-	5,000	0.0%
Mileage Allowance	98.33	-	200	\$	(200)	-	-100.0%
Meals and Lodging	203.53	1,801.68	500	\$	(500)	-	-100.0%
Convention & Education (TRAINING)	2,537.00	1,185.00	2,100	\$	1,400	3,500	66.7%
Misc - Discretionary Fund	881.82	58.62	500	\$	-	500	0.0%
Books Dues & Subscriptions (ANNUAL D	3,117.68	7,960.88	6,800	\$	724	7,524	10.6%
Office Supplies	2,650.03	3,266.39	3,100	\$	400	3,500	12.9%
Vehicle Fuels	14,377.44	15,821.91	16,000	\$	-	16,000	0.0%
Vehicle Maintenance/Supplies	19,235.33	13,162.10	8,000	\$	-	8,000	0.0%
Repairs/Maintenance Supplies	-	-	-	\$	-	-	-
Uniforms & Police Supplies	7,824.82	24,751.67	13,400	\$	8,900	22,300	66.4%
Community Events	-	1,459.42	1,000	\$	4,000	5,000	400.0%
Equipment Maintenance	-	81.00	-	\$	-	-	-
Grant Expenditures	-	224.00	-	\$	13,000	13,000	-
Insurance Pass-Thru	-	-	-	\$	-	-	-
Police Supplies	-	306.20	-	\$	-	-	-
Mobile Data Computer Netwk Svc	-	-	10,000	\$	5,000	15,000	50.0%

Capital Outlay-Machinery/Equip	58,076.00	199,835.93	31,520	\$	72	\$	31,592	
<b>31100 · POLICE DEPARTMENT - Other</b>	<b>731,643.08</b>	<b>915,215.23</b>	<b>697,530</b>	<b>\$</b>	<b>8,654</b>	<b>\$</b>	<b>706,184</b>	<b>1.2%</b>
<b>Total 31100 · POLICE DEPARTMENT</b>		<b>300.00</b>						
<b>32100 · FIRE &amp; RESCUE:</b>								
Contributions to other Govt Ent	38,801.46	-	10,000	\$	(10,000)	\$	-	-100.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>38,801.46</b>	<b>-</b>	<b>10,000</b>	<b>\$</b>	<b>(55,000)</b>	<b>\$</b>	<b>10,000</b>	<b>-84.6%</b>
<b>34100 · BUILDING OFFICIAL</b>	<b>64,577.50</b>	<b>42,155.00</b>	<b>65,000</b>	<b>\$</b>	<b>40,000</b>	<b>\$</b>	<b>40,000</b>	<b>100.0%</b>
Erosion & Sedimentation Inspections	-	-	-	\$	40,000	\$	40,000	100.0%
<b>Total 03 · PUBLIC SAFETY</b>	<b>835,022.04</b>	<b>957,370.23</b>	<b>772,530</b>	<b>\$</b>	<b>(25,000)</b>	<b>\$</b>	<b>756,184</b>	<b>-3.2%</b>
<b>04 · PUBLIC WORKS</b>								
Town Public Works	-	-	34,749	\$	35,677	\$	70,426	50.7%
<b>43200 · REFUSE COLLECTION</b>								
Trash Removal Contract	78,144.68	73,830.28	78,000	\$	78,000	\$	78,000	0.0%
<b>Total 43200 · REFUSE COLLECTION &amp; TOWI</b>	<b>78,144.68</b>	<b>73,830.28</b>	<b>78,000</b>	<b>\$</b>	<b>35,677</b>	<b>\$</b>	<b>148,426</b>	<b>45.7%</b>
<b>RENTAL PROPERTY - 14740 Wash St</b>								
Repairs/Maintenance Services	-	2,643.00	-	\$	-	\$	-	
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>-</b>	<b>2,643.00</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	
Town Decorations	-	2,759.00	-	\$	-	\$	-	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>								
Repairs/Maintenance Services	54,544.94	52,320.07	55,000	\$	55,000	\$	55,000	0.0%
Maint Svc Contract-Pest Control	2,100.00	1,550.00	2,000	\$	2,000	\$	2,000	0.0%
Maint Svc Contract-Landscaping	32,841.48	34,490.00	35,000	\$	35,000	\$	35,000	0.0%
Maint Svc Contract Snow Removal	23,917.50	5,562.10	7,000	\$	7,000	\$	7,000	0.0%
Maint Svc Cont- Street Cleaning	11,161.50	3,000.00	8,000	\$	(6,000)	\$	2,000	-75.0%
Maint Svc Contract - Public Wks	-	-	-	\$	-	\$	-	100.0%
Electric/Gas Services	12,784.17	13,228.49	15,000	\$	15,000	\$	15,000	0.0%
Electrical Services-Streetlight	5,424.48	4,820.92	5,500	\$	5,500	\$	5,500	0.0%
Water & Sewer Services	1,191.55	1,045.86	2,000	\$	2,000	\$	2,000	0.0%
Janitorial Supplies	963.41	281.57	1,000	\$	1,000	\$	1,000	0.0%
Real Estate Taxes	2,274.40	3,337.39	2,500	\$	1,500	\$	4,000	37.5%
Capital Outlay-Machinery/Equip	28,854.00	-	-	\$	-	\$	-	
<b>43100 · MAINT OF 15000 Wash St./Grounc</b>		<b>715.99</b>						
<b>Total 43100 · MAINT OF 15000 Wash St./Grou</b>	<b>176,057.43</b>	<b>120,352.39</b>	<b>133,000</b>	<b>\$</b>	<b>(4,500)</b>	<b>\$</b>	<b>128,500</b>	<b>-3.4%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>254,202.11</b>	<b>199,584.67</b>	<b>245,749</b>	<b>\$</b>	<b>31,177</b>	<b>\$</b>	<b>276,926</b>	<b>12.7%</b>
<b>05 · HEALTH AND WELFARE</b>								
Tax Relief for the Elderly	-	-	-	\$	-	\$	-	
<b>Total 05 · HEALTH AND WELFARE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	



<b>07 · PARKS, REC &amp; CULTURAL</b>									
70000 · HAYMARKET COMMUNITY PARK									
Grounds Maintenance/Repairs									
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>									
71110 · EVENTS									
Advertising	532.34								
Salaries & Wages	468.30								
Contractual Services									
Haymarket Day									
71110 · EVENTS - Other									
<b>Total 71110 · EVENTS</b>	<b>50,548.50</b>	<b>42,872.16</b>	<b>65,000</b>	<b>5,000</b>	<b>70,000</b>	<b>75,000</b>	<b>75,000</b>		<b>7.1%</b>
<b>72200 · MUSEUM</b>									
Salaries & Wages - Part Time									
FICA/Medicare									
VRS									
Health Insurance									
Life Insurance									
Disability Insurance									
Unemployment Insurance									
Advertising									
Repairs & Maintenance Services									
Telecommunications									
Convention & Education									
Mileage Allowance									
Books, Dues & Subscriptions									
Office Supplies									
Electrical Services									
Heating Services									
Water & Sewer Services									
Exhibits & Programs									
Capital Outlay-Furn/Fixtures									
72200 · MUSEUM - Other									
<b>Total 72200 · MUSEUM</b>	<b>4,822.61</b>	<b>4,909.29</b>	<b>5,150</b>	<b>200</b>	<b>5,150</b>	<b>5,150</b>	<b>5,150</b>		<b>0.0%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>55,371.11</b>	<b>47,781.45</b>	<b>70,150</b>	<b>5,000</b>	<b>150,150</b>	<b>150,150</b>	<b>150,150</b>		<b>7.1%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>									
81100 · PLANNING COMMISSION									
Salaries & Wages - Regular									
FICA/Medicare									
Engineer - Consultants									
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>4,838.20</b>	<b>5,925.00</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>		<b>0.0%</b>
	<b>224.91</b>	<b>336.22</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>		<b>0.0%</b>
	<b>51,093.00</b>	<b>87,073.38</b>	<b>90,000</b>	<b>(40,000)</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>		<b>-44.4%</b>

Consultants - Comp Plan						40,000	100.0%
Mileage Allowance		500			500		0.0%
Meals & Lodging		750			750		0.0%
Convention/Education		2,000			2,000		0.0%
Books/Dues/Subscriptions							0.0%
81100 · PLANNING COMMISSION - Other	486.45	241.92					
	258.31	203.94					
	1,692.48	1,157.49					
	-	100.80					
81100 · PLANNING COMMISSION							
<b>Total 81100 · PLANNING COMMISSION</b>	<b>58,593.35</b>	<b>95,038.75</b>				<b>98,750</b>	<b>0.0%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>							
Salaries & Wages - Regular	3,445.00	3,060.00				4,000	0.0%
FICA/Medicare	150.32	159.78				850	0.0%
Mileage Allowance	-					200	0.0%
Meals & Lodging	-					300	0.0%
Convention & Education	-					500	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>3,595.32</b>	<b>3,219.78</b>				<b>5,850</b>	<b>0.0%</b>
<b>81120 · BOARD OF ZONING APPEALS</b>							
Salaries & Wages - Regular						1,575	0.0%
FICA/Medicare						98	0.0%
Mileage Allowance							
Meals & Lodging							
Convention & Education						500	0.0%
<b>Total 81120 · BOARD OF ZONING APPEALS</b>						<b>2,173</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>62,188.67</b>	<b>98,258.53</b>				<b>106,773</b>	<b>0.0%</b>
<b>09 · NON-DEPARTMENTAL</b>							
<b>95100 · DEBT SERVICE</b>							
Principal retirement							
General Obligation Bond	189,065.02	189,936.36				231,440	-19.4%
<b>Total 95100 · DEBT SERVICE</b>	<b>189,065.02</b>	<b>189,936.36</b>				<b>186,440</b>	<b>-19.4%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>							
	<b>189,065.02</b>	<b>189,936.36</b>				<b>231,440</b>	<b>-19.4%</b>
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>							
Maintenance/Beautification							
Street Scape Construction							
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>							
Maintenance/Beautification	4,057.64						
Street Scape Construction	207,922.84						
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<b>211,980.48</b>						
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>							
Construction	24,684.50					7,100	

94101 · CABOOSE ENHANCEMENT PROJEC													
Total 94101 · CABOOSE ENHANCEMENT PROJ	24,684.50	11,000	\$ (3,900)	\$ 7,100									-35.5%
94102 · Haymarket Community Park													
Drafting of Plan													
Architecture/Engineering Fees	7,912.50	75,000											
Construction	3,104.66		(75,000)										
94102 · Haymarket Community Park - Other													
Total 94102 · Haymarket Community Park	37,993.01	75,000	(75,000)										-100.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT													
Architectural/Engineering Fees	58,270.00												
94103 · PEDESTRIAN IMPROVEMENT PROJ		267,000	(58,400)	208,600									-21.9%
Total 94103 · PEDESTRIAN IMPROVEMENT PR	58,270.00	267,000	(58,400)	208,600									-21.9%
94105 · PERSONNEL													
EMPLOYEE BENEFITS													
6560 · Payroll Processing Fees	2,588.37												
Total EMPLOYEE BENEFITS	2,588.37												
94105 · PERSONNEL - Other	(60.00)												
Total 94105 · PERSONNEL	2,528.37												
94106 · TOWN CENTER MASTER PLAN													
Architectural/Engineering Fees	94,970.90		203,951	203,951									
Construction	284,388.86												
94106 · TOWN CENTER MASTER PLAN - Other													
Total 94106 · TOWN CENTER MASTER PLAN	379,359.76		203,951	203,951									
94107 · BLIGHT MITIGATION													
Building Official/Engineering Fees			50,000	50,000									
Total 94107 · BLIGHT MITIGATION			50,000	50,000									
9610 · General Reserve													
94201 · Transfer to Capital Imp. Proj.													
Total 09 NON-DEPARTMENTAL													
<b>TOTAL EXPENSES</b>	<b>2,840,445.00</b>	<b>2,331,979.32</b>	<b>85,682</b>	<b>2,643,824</b>									<b>3.3%</b>



HAYMARKET POLICE  
DEPARTMENT



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

Felony Arrests	4	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	16	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1466	Various
Out of Town Calls for Service	30	Various
Traffic Summons	29	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	176	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	3	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	620	All Town Businesses

**Points of Interest:**

Autism Awareness Month  
Telecommunications Week  
VCIN Audit

**Officer Highlights:**

EDP SS Call (Gregory)  
10-50 I66 Call (Gregory)

Attachment: Monthly Council Report April 18 (3: Police Department Report - Chief Kevin Lands)

# Incident Response Out of Town Limits Log



Incident Number	Date	Source and If Self-Initiated to the Event		Type	Location	Primary		First on Scene		Called specifically by PWC if yes by Dispatch County Officer or Supervisor		Amount of Time From Haymarket on Scene to County Unit on Scene	Total time o scene
		Call	Radio Self			Yes	No	Yes	No	Yes	No		
18031100064270	03/11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traffic Obstruction	Rt..15 at Rt..55	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		00:15
N/R	03/14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crash	Rt.29 at Dumfries	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/R	00:30
18031700069860	03/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Burglary	Rt..55 at Thoroughfare	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:36
18032300074773	03/23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EDP	13920 Promenade Com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		01:08
18032300075237	03/23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crash	Heathcote at Catharpin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:22
18032400075892	03/24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stolen Recovery	6628 Ingram Dr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		04:00
18032800079453	3/28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alarm	6590 Piedmont Ctr	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:05
N/R	03/27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crash	Rt.29 at Vint Hill Dr.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:45
18032800079530	03/28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Susp. Person	Rt..15 at Rt..55	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:06
18040300085461	03/28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	911 Hangup	Pace West	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00:05	00:05
18040600088461	04/06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Suicide in Prog.	15282 Rosemont Manor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:45
18032800080152	03/28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EDP	Haymarket Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:05
18040500087237	04/05	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Obstruction	Rt.15 at Old Carolina	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:30
18040500087879	04/05	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fight	Rt.29 at Linton Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:01
18040500088027	04/05	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alarm	Kohls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		00:29
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Attachment: Incident out of town 03-10-18 to 04-06-18 (3592 : Police Department Report - Chief Kevin

Officer: \_\_\_\_\_ Unit Number: \_\_\_\_\_ Date From: \_\_\_\_\_ to: \_\_\_\_\_

Town Planner							
Task List 04/01/2018 to 03/30/2018							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:
<b>Architectural Review Board</b>							
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	
Haymarket Baptist Church Amendment to Approved Board on Board fence	14800 Washington Street	Emily Lockhart	12/11/2018	2/21/2018	Dan Sawyer, HBC representative will be discussing the options with the Church	3/21/2018	
Chick-fil-a Wall Facade					VDOT has responded to the email requests for information on the Chick-fil-a retaining wall. VDOT is planning to install a rock veneer on the wall. They have sent over several options for the ARB to pick from. ARB decided on their preference for the rock facade wall. Still awaiting a response on the timeframe for installation.		
Community Garden	Town Park	Emily/Denise					
Gateway Signs	Town Project	Emily Lockhart					
Staff is trying to work on obtaining price quotes for the Gateway Signs a long with the designs for official and final approval by the ARB.							
<b>Board of Zoning Appeals</b>							
No Activity for March 2018							
<b>Planning Commission</b>							
#SP2017-04 Wood Village LLC Parking Lot Site Plan	Parking Lot to be used by the Iceplex	Previously Stave 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	
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017	2/12/2018	Awaiting bond acceptance	Feb-18	
Diner	6606 James Madison Highway	Emily/Katie					
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017	4/30/2018	Awaiting Public Hearing		
Applicant submitted all application materials on April 4, 2018. The application has been reviewed and is set for a Joint Public Hearing on May 21, 2018							
<b>Prince William County (1 Mile Review)</b>							
Planning Commission did not meet in April, Next regularly scheduled Planning Commission meeting has been moved from May 2, 2018 to May 17, 2018.							
No Activity for March 2018							
<b>Staff</b>							
VDOT Meeting	Manassas National Battlefield	Emily Lockhart	1/24/2018	2/21/2018			
Fee Schedule							
Presented updated fee schedule to the Town Council at the last budget meeting. Finalizing minor changes, and will have ready for adoption.							

Alexandra's Keep /Streetslights in General				Working with a representative of Alexandra's Keep to install a new streetlight in place of the one that was hit by a vehicle. Also working with the Business Manager on finding a new source for the street lights. ONGOING. Expect early summer all missing light poles will be installed and functioning.		
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	4/1/2018	Applicant needs to submit site plans for the new construction on these sites	Working with the new owner of the property to provide pre-application meetings for the subdivision and site plan process.
Little Free Library	Museum Courtyard	Emily Lockhart	1/16/2018	4/15/2018	The application was approved by the ARB. The volunteer/steward has signed an agreement with the Town for the care and maintenance of the structure. I expect the structure to be installed in the coming weeks at the Museum courtyard.	
<b>Zoning Violations:</b>						
Payne Lane, Firehouse/Bungalow, Pardo House		Emily Lockhart	2/21/2018	4/27/2018	Awaiting the final review of the blight letter by the Town Attorney. Will send certified letters once the final version is received. Anticipated date for mailing no later than May 2, 2018	

Engineer's Report -3/28/18 thru 4/26/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Fairgrounds	Staff	11/29/2017	4/18/2018	Town			-Applicant met with Town to discuss proposed layout and uses 11/29 -Town signed off on TIA scope 3/8 -Reviewed TIA 4/18
Wood Village	Katie	8/21/2017	3/28/2018	Applicant			-Plan revision re-submitted for Abel Properties approved plan 10/10 -Comments provided by Katie and Emily -Plan approved 3/28. Applicant to provide bond estimate information
Standing Water at 6770 Sycamore Park Drive	Katie	2014	4/9/2018	HOA/Church			-Town received complaint about standing water in 2014 -Town's investigation shows HOA responsible for storm drain easement maintenance. Memo provided to homeowner accordingly. -Further investigation showed HOA and Church responsible for maintenance of easements on respective properties
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	4/25/2018	RDA			-RDA submitted Final Site Plan for review/approval. All agency comments have been provided to RDA -PWC submitted application VDOT revenue sharing program on 10/31/17 -Notice of award of revenue sharing funding received 3/22/18 -Town declined acceptance of revenue sharing funding
Pedestrian Improvements Project	Katie	7/14/2014	4/25/2018	RDA/Town/ VDOT			-Utility relocations are complete. RDA submitted final construction plans, quantities and cost estimate to VDOT. -Funding deficit of \$143,500 to be covered by Town. VDOT coordinating application for funding assistance through Pedestrian/Bike Safety Program



Engineer's Report -3/28/18 thru 4/26/18

9.3.a

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Sherwood Forest Bond Release	Katie	N/A	11/29/2017	Applicant			-As-builts approved 11/15. -Landscaping and E&S Bond released. -Applicant must finish Street Acceptance Process with VDOT before bringing Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.
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 -Submitted Transportation Alternatives Program application to VDOT 11/1 -VDOT may have funding for curb repair
QBE Final Site Plan	Emily	1/20/2017	12/15/2017	Applicant			-Approved by Planning Commission 6/7. Site Plan approval notification letter sent 7/18 -Bonds to be provided prior to construction -Town Attorney accepted deeds/plats per 2nd submission

Attachment: April 2018 Engineer's Reports\_KMM (3593 : Engineer's Report - Katie McDaniel)

Town of Haymarket - Permit Report  
 May 2018

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City
BLD2018-04288	5748 BLEIGHT DR	27' X 15' OPEN DECK WITH STAIRS	Building	Issued	R - Addition	02/13/2018	03/11/2018	339.00	\$9,100.00	HAYMARKET
ELE2018-02986	4416 COSTELLO WAY	STANDALONE TAKEOVER ELE FOR EXTENSION OF EXISTING CIRCUIT AND INSTALLATION OF ELECTRICAL	Electrical	Finalized	C - Alteration/Repair	01/22/2018	03/11/2018	0.00	\$1,000.00	HAYMARKET
ELE2018-02979	4416 COSTELLO WAY	WALK-IN COOLER TO EXISTING RESTAURANT FOR INSTALLING NEW WALK-IN COOLER IN EXISTING RESTAURANT	Electrical	Finalized	C - Alteration/Repair	01/25/2018	03/11/2018	0.00	\$750.00	HAYMARKET
MEC2018-02029	4416 COSTELLO WAY	WALK-IN COOLER TO EXISTING RESTAURANT - NON-STRUCTURAL	Mechanical	Finalized	C - Alteration/Repair	01/25/2018	03/11/2018	0.00	\$5,000.00	HAYMARKET
BLD2018-05323	6757 FAYETTE ST	REMODEL MASTER BATHROOM, NON-STRUCTURAL	Building	Issued	R - Alteration/Repair	04/06/2018		0.00	\$7,000.00	HAYMARKET
ELE2018-04197	6757 FAYETTE ST	REMODEL MASTER BATHROOM, NON-STRUCTURAL	Electrical	Issued	R - Alteration/Repair	04/06/2018		0.00	\$7,000.00	HAYMARKET
BLD2018-02473	6757 FAYETTE ST	FINISHED BASEMENT TO INCLUDE: NEW MEDIA ROOM, NEW FAMILY ROOM, NEW FULL BATH	Building	Issued	R - Alteration/Repair	04/16/2018		988.00	\$10,000.00	HAYMARKET
ELE2018-03545	15009 GOSSOM MANOR PL	FINISHED BASEMENT TO INCLUDE: NEW MEDIA ROOM, NEW FAMILY ROOM, NEW FULL BATH	Electrical	Issued	R - Alteration/Repair	04/16/2018		988.00	\$10,000.00	HAYMARKET
BLD2018-02552	15009 GOSSOM MANOR PL	FINISHED BASEMENT TO INCLUDE: NEW MEDIA ROOM, NEW FAMILY ROOM, NEW FULL BATH	Building	Issued	R - Alteration/Repair	02/27/2018	04/19/2018	96.00	\$1,000.00	HAYMARKET
PLB2018-04364	14896 GREENHILL CROSSING DR	CREATE LAUNDRY ROOM IN UNFINISHED SECTION OF BASEMENT AND CONVERT UPSTAIRS BUILDING	Plumbing	Finalized	R - Alteration/Repair	03/07/2018	04/19/2018	96.00	\$1,000.00	HAYMARKET
ELE2018-03715	14896 GREENHILL CROSSING DR	Replace laundry circuits to basement, wire for bathroom in its place.	Electrical	Finalized	R - Alteration/Repair	03/07/2018	04/19/2018	96.00	\$1,000.00	HAYMARKET
GAS2018-01780	14896 GREENHILL CROSSING DR	CREATE LAUNDRY ROOM IN UNFINISHED SECTION OF BASEMENT AND CONVERT UPSTAIRS MECHANICAL	Gas	Finalized	R - Alteration/Repair	03/08/2018	04/19/2018	96.00	\$10,000.00	HAYMARKET
MEC2018-02533	14896 GREENHILL CROSSING DR	CREATE LAUNDRY ROOM IN UNFINISHED SECTION OF BASEMENT AND CONVERT UPSTAIRS MECHANICAL	Mechanical	Finalized	R - Alteration/Repair	03/15/2018	04/19/2018	96.00	\$2,500.00	HAYMARKET
PLB2018-02225	14896 GREENHILL CROSSING DR	EXTERIOR REMODEL OF EXISTING	Plumbing	Pending	C - Alteration/Repair	03/08/2018	04/19/2018	17,855.00	\$121,500.00	HAYMARKET
BLD2018-01782	6612 JAMES MADISON HWY	REPLACE EXISTING FIREPLACE WITH: NEW INSERT	Building	Issued	R - Alteration/Repair	12/06/2017		4,000.00	\$1,000.00	HAYMARKET
MEC2018-01426	6795 JEFFERSON ST	NON STRUCTURAL KITCHEN REMODEL **TOWN OF HAYMARKET TAKE OVER PERMIT**	Mechanical	Issued	R - Alteration/Repair	01/22/2018		128.00	\$15,000.00	HAYMARKET
BLD2018-03716	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODEL **TOWN OF HAYMARKET TAKE OVER PERMIT**	Building	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00	HAYMARKET
ELE2018-03174	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODEL **TOWN OF HAYMARKET TAKE OVER PERMIT**	Electrical	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00	HAYMARKET
MEC2018-02129	6896 JOCKEY CLUB LN	DIRECT REPLACEMENT OF FIRE ALARM PANEL - PER DANIEL _ FIRE MARSHALL OFFICE.	Mechanical	Issued	R - Alteration/Repair	01/16/2018		0.00	\$2,000.00	HAYMARKET
FPP2018-00438	6711 LEA BERRY WAY	ONE FOR ONE REPLACEMENT OF FLOW SWITCH	Fire Protection	Permit	Fire Alarm	02/06/2018		0.00	\$550.00	HAYMARKET
FPP2018-00496	6711 LEA BERRY WAY	COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INSULATION BUILDING	Fire Protection	Permit	Sprinkler	02/06/2018		0.00	\$550.00	HAYMARKET
BLD2018-03757	6760 MADISON ST	28' 4" x 25' 6" TWO STORY REAR ADDITION **MECHANICAL WORK DONE ON MAIN PERMIT AND BUILDING	Building	Issued	R - Addition	03/02/2018		1,136.00	\$31,800.00	HAYMARKET
BLD2018-03760	6760 MADISON ST	28' 4" x 25' 6" TWO STORY REAR ADDITION	Building	Issued	R - Addition	03/02/2018		1,136.00	\$31,800.00	HAYMARKET
ELE2018-02448	6760 MADISON ST	COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INSULATION ELECTRICAL	Electrical	Issued	R - Alteration/Repair	03/02/2018		722.00	\$15,000.00	HAYMARKET
ELE2018-03249	6760 MADISON ST	COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INSULATION ELECTRICAL	Electrical	Issued	R - Alteration/Repair	03/02/2018		722.00	\$15,000.00	HAYMARKET
MEC2018-02180	6760 MADISON ST	COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INSULATION MECHANICAL	Mechanical	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$31,800.00	HAYMARKET
PLB2018-01995	6760 MADISON ST	COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INSULATION PLUMBING	Plumbing	Issued	R - Alteration/Repair	03/02/2018		722.00	\$8,000.00	HAYMARKET
BLD2018-02189	14921 SOUTHERN CROSSING ST	ADDING WET BAR AND LAUNDRY AREA IN EXISTING FINISHED BASEMENT	Building	Issued	R - Addition	03/02/2018		96.00	\$5,000.00	HAYMARKET
BLD2018-03713	14921 SOUTHERN CROSSING ST	ADDING STACKABLE WASHER AND DRYER TO BASEMENT AND WET BAR	Building	Issued	R - Addition	04/24/2018		96.00	\$2,750.00	HAYMARKET
ELE2018-03801	14921 SOUTHERN CROSSING ST	ADDING STACKABLE WASHER AND DRYER TO BASEMENT AND WET BAR	Electrical	Issued	R - Alteration/Repair	03/13/2018		0.00	\$275.00	HAYMARKET
MEC2018-02483	14921 SOUTHERN CROSSING ST	ADDING STACKABLE WASHER AND DRYER TO BASEMENT AND WET BAR	Mechanical	Issued	R - Alteration/Repair	03/13/2018		0.00	\$600.00	HAYMARKET
BLD2018-02268	14925 SOUTHERN CROSSING ST	ADDING STACKABLE WASHER AND DRYER TO BASEMENT AND WET BAR (ADDED DISHWASH-PLUMBING	Building	Issued	R - Addition	03/13/2018		83.00	\$3,500.00	HAYMARKET
BLD2018-04425	14925 SOUTHERN CROSSING ST	FINISH BASEMENT (EXISTING EGRESS) WETBAR AND DRYWALL WORK - NO ADDITIONAL BEI ELECTRICAL	Building	Issued	R - Alteration/Repair	02/21/2018		83.00	\$300.00	HAYMARKET
ELE2018-03465	14925 SOUTHERN CROSSING ST	FINISH BASEMENT (EXISTING EGRESS) WETBAR AND DRYWALL WORK - NO ADDITIONAL BEI ELECTRICAL	Electrical	Issued	R - Alteration/Repair	02/21/2018		83.00	\$300.00	HAYMARKET
PLB2018-02083	14925 SOUTHERN CROSSING ST	FINISH BASEMENT (EXISTING EGRESS) WETBAR AND DRYWALL WORK - NO ADDITIONAL BEI PLUMBING	Plumbing	Issued	R - Alteration/Repair	02/21/2018		83.00	\$600.00	HAYMARKET
ELE2018-02965	14600 WASHINGTON ST	INSTALLATION OF 4 CIRCUITS NAD AND ONE CONVENIENCE OUTLET FOR FRONTIER KITCH ELECTRICAL	Electrical	Issued	C - Alteration/Repair	01/22/2018		0.00	\$900.00	HAYMARKET
BLD2018-01742	14600 WASHINGTON ST	INSTALLATION OF 3 ICE CREAM/AGELATO MACHINES, AND BACKFLOW PREVENTOR FOR FRO PLUMBING	Building	Issued	C - Addition	01/22/2018		0.00	\$500.00	HAYMARKET
PLB2018-04908	45100 WASHINGTON ST	1-NON-ILLUMINATED WALL SIGN (SUITE 104 - ADDRESS NOT IN SYSTEM)	Plumbing	Pending	C - Sign			0.00	\$16,000.00	HAYMARKET
ELE2018-04452	45100 WASHINGTON ST	SITE LIGHTING IN TWO PARCELS IN THE TOWN OF HAYMARKET	Electrical	Pending	C - Site Lighting			0.00	\$25,000.00	HAYMARKET
BLD2018-05346	15183 WASHINGTON ST	INSTALL THREE NEW ANTENNAS AND INSTALL THREE NEW REMOTE RADIO HEADS	Building	Pending	C - Alteration/Repair			0.00	\$488,800.00	HAYMARKET

Total

END OF REPORT



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

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
May 7, 2018

**Highlights:**

- The financials attached are as of March 31<sup>st</sup> 2018.
- Business Licenses have been steadily coming
- As of March 31, 2018, we are at 65.9% mark of our Revenues and 61.6% of our Expenditures.
- The Business Manager and I have met with Council in work sessions to review proposed budget for FY2018-2019.
- Chief and I have gone over his budget for the month of March and have addressed any concerns he may have with the budget.
- The Business Manager and I have had 3 works sessions with the Council and Mayor that were open to the public concerning the proposed budget to address any questions or concerns.

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

	Mar 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,039,909.34
11000 · CD's & Money Market Funds	347,442.09
11010 · Virginia Investment Pool	304,210.05
<b>Total Checking/Savings</b>	1,691,561.48
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	112,243.38
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	1,688.71
<b>Total Accounts Receivable</b>	117,061.58
<b>Other Current Assets</b>	
11499 · Undeposited Funds	50,900.06
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>	80,620.43
<b>Total Current Assets</b>	1,889,243.49
<b>Fixed Assets</b>	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,960,724.75
<b>Other Assets</b>	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
<b>Total Other Assets</b>	165,328.45
<b>TOTAL ASSETS</b>	<b>8,015,296.69</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	18,223.42
<b>Total Accounts Payable</b>	18,223.42
<b>Credit Cards</b>	
20040 · Town Credit Card	3,642.02
<b>Total Credit Cards</b>	3,642.02
<b>Other Current Liabilities</b>	
20030 · VA Dept of Housing & Comm. Dev.	325.20
20095 · Deferred Revenue - Events	7,500.00
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	3.49
21000 · Payroll Liabilities	-6,812.51
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	304,569.54
<b>Total Other Current Liabilities</b>	335,815.72
<b>Total Current Liabilities</b>	357,681.16

Attachment: Treasurer &amp; Financial Report for 05-07- (3597 : Treasurer's Report - Roberto Gonzalez)

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

	<b>Mar 31, 18</b>
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95
29100 · Deferred Inflow - Pension Msmnt	34,420.00
<b>Total Long Term Liabilities</b>	<b>1,449,349.40</b>
<b>Total Liabilities</b>	<b>1,807,030.56</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	109,893.02
<b>Total Equity</b>	<b>6,208,266.13</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,015,296.69</b>

Attachment: Treasurer & Financial Report for 05-07-2018 (3597 : Treasurer's Report - Roberto Gonzalez)

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

	Mar 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3120 · OTHER LOCAL TAXES</b>	
Business License Tax	65,734.43
Cigarette Tax	9,283.76
Consumer Utility Tax	14,494.15
Meals Tax - Current	43,921.30
Sales Tax Receipts	10,822.86
Penalties (Non-Property)	35.68
Interest (Non-Property)	25.69
<b>Total 3120 · OTHER LOCAL TAXES</b>	144,317.87
<b>3130 · PERMITS,FEES &amp; LICENESES</b>	
Application Fees	75.00
Inspection Fees	2,700.00
Motor Vehicle Licenses	15.00
Other Planning & Permits	300.00
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	3,090.00
<b>3140 · FINES &amp; FORFEITURES</b>	
Fines	120.00
<b>Total 3140 · FINES &amp; FORFEITURES</b>	120.00
<b>3151 · RENTAL (USE OF PROPERTY)</b>	
Suite 110 Rental Income	2,561.75
315110 · Suite 200 Genesis Contracting	443.76
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,638.00
315160 · The Very Thing For Her	2,810.00
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	11,433.34
<b>3160 · CHARGES FOR SERVICES</b>	
Public Safety	685.00
<b>Total 3160 · CHARGES FOR SERVICES</b>	685.00
<b>3165 · REVENUE - TOWN EVENTS</b>	
Revenue - Town Events	2,600.00
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	2,600.00
<b>3180 · MISCELLANEOUS</b>	
Citations & Accident Reports	60.00
<b>Total 3180 · MISCELLANEOUS</b>	60.00
<b>32 · REVENUE FROM COMMONWEALTH</b>	
Car Rental Reimbursement	309.27
Communications Tax	10,610.72
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	10,919.99
<b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>	
DMV Transp Safety Grant	2,074.00
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	2,074.00
<b>Total Income</b>	175,300.20
<b>Gross Profit</b>	175,300.20
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
FICA/Medicare	178.24
Meals and Lodging	157.30

Attachment: Treasurer &amp; Financial Report for 05-07- (3597 : Treasurer's Report - Roberto Gonzalez)

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

	<u>Mar 18</u>
Salaries & Wages - Regular	2,350.00
<b>Total 11100 · TOWN COUNCIL</b>	<b>2,685.54</b>
<b>12110 · TOWN ADMINISTRATION</b>	
Salaries/Wages-Regular	27,942.04
Salaries/Wages - Part Time	8,640.00
FICA/Medicare	2,694.04
VRS	2,130.48
Health Insurance	5,613.46
Life Insurance	387.27
Disability Insurance	55.05
Unemployment Insurance	3,481.03
Worker's Compensation	100.00
Printing & Binding	403.82
Computer, Internet & Website Svc	2,619.28
Postage	114.00
Telecommunications	624.82
Convention & Education	1,570.40
Books, Dues & Subscriptions	934.66
Office Supplies	653.50
Capital Outlay-Machinery/Equip	60.71
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>58,024.56</b>
<b>12210 · LEGAL SERVICES</b>	
Legal Services	10,025.01
<b>Total 12210 · LEGAL SERVICES</b>	<b>10,025.01</b>
<b>Total 01 · ADMINISTRATION</b>	<b>70,735.11</b>
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
Salaries & Wages - Regular	39,877.74
Salaries & Wages - OT Regular	373.45
Salaries & Wages - OT Premium	81.50
Salaries & Wages - Holiday Pay	938.72
Salaries & Wages - Part Time	1,710.00
FICA/MEDICARE	3,190.81
VRS	2,975.86
Health Insurance	6,337.32
Life Insurance	540.90
Disability Insurance	226.89
Workers' Compensation Insurance	2,929.50
Legal Services	977.59
Electrical Services	-1,168.28
Postage	22.41
Telecommunications	514.06
Meals and Lodging	105.37
Office Supplies	161.93
Vehicle Maintenance/Supplies	163.20
Uniforms & Police Supplies	3,361.79
Equipment Maintenance	53.97
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>63,374.73</b>
<b>34100 · BUILDING OFFICIAL</b>	<b>360.00</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>63,734.73</b>
<b>04 · PUBLIC WORKS</b>	
Town Public Works	5,701.68
<b>43200 · REFUSE COLLECTION</b>	
Trash Removal Contract	12,493.02
<b>Total 43200 · REFUSE COLLECTION</b>	<b>12,493.02</b>

Attachment: Treasurer &amp; Financial Report for 05-07-2018 (3597 : Treasurer's Report - Roberto Gonzalez)

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

	Mar 18
RENTAL PROPERTY - 14740 Wash St	
Repairs/Maintenance Services	55.45
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>55.45</b>
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	1,274.70
Maint Svc Contract-Pest Control	155.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	400.00
Electric/Gas Services	2,350.87
Electrical Services-Streetlight	403.37
Water & Sewer Services	144.03
43100 · MAINT OF 15000 Wash St./Grounds - Other	95.89
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>6,898.86</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>25,149.01</b>
07 · PARKS, REC & CULTURAL	
72200 · MUSEUM	
Telecommunications	193.50
<b>Total 72200 · MUSEUM</b>	<b>193.50</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>193.50</b>
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	120.00
FICA/Medicare	0.00
Consultants	4,400.00
81100 · PLANNING COMMISSION - Other	0.00
<b>Total 81100 · PLANNING COMMISSION</b>	<b>4,520.00</b>
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	315.00
FICA/Medicare	34.81
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>349.81</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>4,869.81</b>
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.02
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.02</b>
<b>Total 94105 · PERSONNEL</b>	<b>-0.02</b>
<b>Total Expense</b>	<b>164,682.14</b>
<b>Net Ordinary Income</b>	<b>10,618.06</b>
<b>Net Income</b>	<b>10,618.06</b>

Attachment: Treasurer &amp; Financial Report for 05-07- (3597 : Treasurer's Report - Roberto Gonzalez)



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

05/01/18

Ordinary Income/Expense	Jul '17 - Mar 18	Budget	% of Budget
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
Real Estate - Current	340,658.41	346,048.00	98.4%
Public Service Corp RE Tax	11,273.29	10,000.00	112.7%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>352,772.93</b>	<b>356,048.00</b>	<b>99.1%</b>
<b>3120 · OTHER LOCAL TAXES</b>			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	72,094.67	209,200.00	34.5%
Cigarette Tax	98,452.32	190,000.00	51.8%
Consumer Utility Tax	126,618.78	130,000.00	97.4%
Meals Tax - Current	478,645.38	600,000.00	79.8%
Sales Tax Receipts	116,443.51	150,000.00	77.6%
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>893,260.82</b>	<b>1,297,200.00</b>	<b>68.9%</b>
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>			
Application Fees	3,560.00	2,700.00	131.9%
Inspection Fees	6,942.97	15,000.00	46.3%
Motor Vehicle Licenses	796.00	1,900.00	41.9%
Occupancy Permits	500.00	600.00	83.3%
Other Planning & Permits	9,760.00	70,000.00	13.9%
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>21,558.97</b>	<b>90,200.00</b>	<b>23.9%</b>
<b>3140 · FINES &amp; FORFEITURES</b>			
Fines	51,309.63	50,000.00	102.6%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>51,309.63</b>	<b>50,000.00</b>	<b>102.6%</b>
<b>3150 · REVENUE - USE OF MONEY</b>			
Interest on Bank Deposit	502.34	10,000.00	5.0%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>6,794.75</b>	<b>10,000.00</b>	<b>67.9%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>	110,821.97	131,335.00	84.4%
<b>3165 · REVENUE - TOWN EVENTS</b>			
Revenue - Town Events	77,559.00	65,000.00	119.3%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>77,559.00</b>	<b>65,000.00</b>	<b>119.3%</b>
<b>3180 · MISCELLANEOUS</b>			
Citations & Accident Reports	505.00	1,900.00	26.6%
<b>Total 3180 · MISCELLANEOUS</b>	<b>3,640.39</b>	<b>1,900.00</b>	<b>191.6%</b>
<b>32 · REVENUE FROM COMMONWEALTH</b>			
599 Law Enforcement Grant	21,960.00	28,000.00	78.4%
Car Rental Reimbursement	4,141.49	5,500.00	75.3%
Communications Tax	88,279.13	120,000.00	73.6%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.7%
Railroad Rolling Stock	1,349.93	1,500.00	90.0%
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	<b>135,181.75</b>	<b>183,500.00</b>	<b>73.7%</b>
<b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>			
CABOOSE ENHANCEMENT GRANT	0.00	9,359.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	6,157.24	6,158.00	100.0%
<b>33 · REVENUE FROM FEDERAL GOVERNMENT - Other</b>	<b>0.00</b>	<b>202,442.00</b>	<b>0.0%</b>
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>13,834.76</b>	<b>217,959.00</b>	<b>6.3%</b>
<b>35 · Reserve Funds For CIP</b>	<b>0.00</b>	<b>155,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>1,686,257.77</b>	<b>2,558,142.00</b>	<b>65.9%</b>
<b>Gross Profit</b>	<b>1,686,257.77</b>	<b>2,558,142.00</b>	<b>65.9%</b>

Attachment: Treasurer &amp; Financial Report for 05-07-2018 (3597 : Treasurer's Report - Roberto Gonzalez)

05/01/18

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

Expense	Jul '17 - Mar 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	995.26	2,000.00	49.8%
Meals and Lodging	157.30	1,500.00	10.5%
Mileage Allowance	163.93	750.00	21.9%
Salaries & Wages - Regular	12,850.00	32,100.00	40.0%
Town Elections	0.00	1,200.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>15,234.13</b>	<b>40,550.00</b>	<b>37.6%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	233,436.55	334,000.00	69.9%
Salaries/Wages - Part Time	31,570.00	20,000.00	157.9%
FICA/Medicare	19,351.59	28,500.00	67.9%
VRS	20,527.88	21,000.00	97.8%
Health Insurance	37,805.64	74,150.00	51.0%
Life Insurance	2,616.75	3,500.00	74.8%
Disability Insurance	367.00	2,600.00	14.1%
Unemployment Insurance	4,665.15	2,800.00	166.6%
Worker's Compensation	402.64	400.00	100.7%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	4,723.20	11,000.00	42.9%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	9,890.22	15,000.00	65.9%
Advertising	5,312.00	12,000.00	44.3%
Computer, Internet & Website Svc	16,159.44	30,000.00	53.9%
Postage	1,657.26	4,000.00	41.4%
Telecommunications	2,264.24	6,000.00	37.7%
Mileage Allowance	343.87	2,500.00	13.8%
Meals & Lodging	430.11	6,000.00	7.2%
Convention & Education	4,538.09	8,000.00	56.7%
Discretionary Fund	154.70	2,500.00	6.2%
Books, Dues & Subscriptions	9,983.31	15,000.00	66.6%
Office Supplies	3,915.55	4,000.00	97.9%
Capital Outlay-Machinery/Equip	708.46	7,000.00	10.1%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>425,650.65</b>	<b>631,450.00</b>	<b>67.4%</b>
<b>12210 · LEGAL SERVICES</b>			
Legal Services	38,666.22	90,000.00	43.0%
<b>Total 12210 · LEGAL SERVICES</b>	<b>38,666.22</b>	<b>90,000.00</b>	<b>43.0%</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>493,901.00</b>	<b>778,500.00</b>	<b>63.4%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	258,597.47	351,616.00	73.5%
Salaries & Wages - OT Regular	5,605.16	9,000.00	62.3%
Salaries & Wages - OT Premium	7,983.27	4,100.00	194.7%
Salaries & Wages - Holiday Pay	12,439.76	11,000.00	113.1%
Salaries & Wages - Part Time	2,980.00	19,500.00	15.3%
FICA/MEDICARE	22,251.97	31,124.00	71.5%
VRS	25,644.98	38,189.00	67.2%
Health Insurance	40,865.17	62,100.00	65.8%
Life Insurance	3,213.10	4,648.00	69.1%
Disability Insurance	1,596.07	1,864.00	85.6%
Unemployment Insurance	0.00	1,636.00	0.0%
Workers' Compensation Insurance	11,781.36	11,950.00	98.6%
Line of Duty Act Insurance	1,662.00	1,383.00	120.2%

Attachment: Treasurer &amp; Financial Report for 05-07- ; (3597 : Treasurer's Report - Roberto Gonzalez)

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

05/01/18

	Jul '17 - Mar 18	Budget	% of Budget
Legal Services	7,277.59	15,000.00	48.5%
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	7,745.18	4,700.00	164.8%
Postage	79.19	300.00	26.4%
Telecommunications	5,805.48	15,200.00	38.2%
General Prop Ins (Vehicles)	7,330.00	5,000.00	146.6%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	323.30	500.00	64.7%
Convention & Education	135.00	2,100.00	6.4%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	6,073.90	6,800.00	89.3%
Office Supplies	4,154.98	3,100.00	134.0%
Vehicle Fuels	10,199.31	16,000.00	63.7%
Vehicle Maintenance/Supplies	8,625.41	8,000.00	107.8%
Uniforms & Police Supplies	32,696.89	29,400.00	111.2%
Community Events	2,146.13	1,000.00	214.6%
Mobile Data Computer Netwk Svc	25,897.00	10,000.00	259.0%
Capital Outlay-Machinery/Equip	31,592.38	31,520.00	100.2%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>555,558.54</b>	<b>697,530.00</b>	<b>79.6%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>34100 · BUILDING OFFICIAL</b>	<b>26,275.00</b>	<b>65,000.00</b>	<b>40.4%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>581,833.54</b>	<b>772,530.00</b>	<b>75.3%</b>
<b>04 · PUBLIC WORKS</b>			
Town Public Works	17,205.93	34,749.00	49.5%
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	61,308.77	78,000.00	78.6%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>61,308.77</b>	<b>78,000.00</b>	<b>78.6%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	22,094.80	55,000.00	40.2%
Maint Svc Contract-Pest Control	840.00	2,000.00	42.0%
Maint Svc Contract-Landscaping	18,675.00	35,000.00	53.4%
Maint Svc Contract Snow Removal	220.00	7,000.00	3.1%
Maint Svc Cont- Street Cleaning	4,575.00	8,000.00	57.2%
Electric/Gas Services	12,646.23	15,000.00	84.3%
Electrical Services-Streetlight	3,530.50	5,500.00	64.2%
Water & Sewer Services	1,331.38	2,000.00	66.6%
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>67,397.78</b>	<b>133,000.00</b>	<b>50.7%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>148,518.53</b>	<b>245,749.00</b>	<b>60.4%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractual Services	52,768.46	65,000.00	81.2%
<b>Total 71110 · EVENTS</b>	<b>56,469.67</b>	<b>65,000.00</b>	<b>86.9%</b>
<b>72200 · MUSEUM</b>			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	1,704.99	2,200.00	77.5%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	1,016.41	1,500.00	67.8%
<b>Total 72200 · MUSEUM</b>	<b>2,721.40</b>	<b>5,150.00</b>	<b>52.8%</b>

Attachment: Treasurer &amp; Financial Report for 05-07-2018 (3597 : Treasurer's Report - Roberto Gonzalez)

05/01/18

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

	Jul '17 - Mar 18	Budget	% of Budget
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	59,191.07	70,150.00	84.4%
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	2,295.00	5,000.00	45.9%
FICA/Medicare	175.57	500.00	35.1%
Consultants	45,662.24	90,000.00	50.7%
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>	48,590.23	98,750.00	49.2%
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,395.00	4,000.00	34.9%
FICA/Medicare	94.49	850.00	11.1%
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>	1,489.49	5,850.00	25.5%
<b>81111 · Board Of Zoning Appeals</b>			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
81111 · Board Of Zoning Appeals - Other	0.00	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	0.00	2,173.00	0.0%
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	50,079.72	106,773.00	46.9%
<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>	1,576,364.75	2,558,142.00	61.6%
<b>Net Ordinary Income</b>	109,893.02	0.00	100.0%
<b>Net Income</b>	109,893.02	0.00	100.0%

Attachment: Treasurer &amp; Financial Report for 05-01-18 (3597 : Treasurer's Report - Roberto Gonzalez)

## **Business & Community Relations Report 04/18/2018 – 05/21/2018**

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

Earth Day was held on Saturday, April 21, 2018, from 9 am to 12 noon at Haymarket Community Park.

Activities that day included:

- Haymarket Community Park beautification projects
- Community Garden planting lead by Alexander Kelly
- Planting wild flowers
- Trash truck demonstration by Republic Services
- Sunflower planting by Wegmans – Lake Manassas

### **Dominion Women's Club – Changes in the Town of Haymarket**

On Wednesday, April 18<sup>th</sup> at 7 pm, Denise Andrews, Business & Community Relations Specialist has been invited as the guest speaker for the monthly luncheon for the Dominion Women's Club. The 20-minute presentation included a brief history of the Town, where the Town is now and the future of the Town.

### **Museum Lighting Ceremony – ALS Month**

Amyotrophic Lateral Sclerosis (ALS), also known as Lou Gehrig's disease is a progressive neurodegenerative disease that affects nerve cells in the brain and the spinal cord. In this disease, nerve cells break down, which reduces functionality in the muscles they supply. The cause of ALS is unknown, but with medication and therapy it can slow ALS and reduce discomfort, but there is no cure.

During the month of May, the Haymarket Museum will be lit "Blue" in observance of ALS Month.

### **Town Business Roundtable**

The next Town Business Roundtable will be held on Monday, May 21, 2018, at 4:00 pm hosted by The Fauquier Bank located at: 15240 Washington Street, Haymarket VA.

Discussion topics included:

- Guest speaker Anne Marie Maher, Director of Prince William County Office of Tourism
- 2018 Health & Fitness Day
- Updates from Chief Kevin Lands

### **St. Paul's Episcopal Church – Changes in the Town of Haymarket**

On Sunday, May 20<sup>th</sup> at 9:30 am, Denise Andrews, Business & Community Relations Specialist has been invited as the guest speaker for the monthly congregation meeting for St. Paul's Episcopal Church. The 30-minute presentation included a brief history of the Town, where the Town is now and the future of the Town.

**Media Coverage**

- 04/18/2018 Gainesville Times – Earth Day in Haymarket
- 04/18/2018 Dominion Women's Club – Changes in the Town & Volunteers Needed
- 04/20/2018 Bull Run Observer – Building a community garden

**Updates/Coming Soon**

- Ground Breaking Ceremony – A Dog's Day Out on Tuesday, May 9<sup>th</sup>, 2018 at 8:30 am.
- Health & Fitness Day – Saturday, June 2, 2018 from 9 am until 2 pm
- Health & Fitness Day applications are now available online



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

JERRY M. SCHIRO  
BUSINESS MANAGER

Date of Report: April 30, 2018

## BUSINESS MANAGER'S REPORT

Town of Haymarket Council Meeting  
May 07, 2018

### Administration

- Held weekly staff meetings
- Attended the Mayor's weekly staff meetings
- Assisted the FOIA Officer with responses
- Attended blight ordinance work session
- Along with Mayor Leake and the Town Planner conferred with Dominion Power reference contribution to the Haymarket Community Park.
- Attended a follow-up onsite meeting with the County Election Official

### Business and Community Relations

- Assisted with preparation for Earth Day in the park
- Evaluated location for the Health and Fitness Event, moved it to the Town Center
- Attend Event Committee meetings
- Assisted with Farmer's Market setup requirements, fee review
- Review banner purchases
- Review dog waste collection contract for the park

### Finance

- Worked with the Town Treasurer on the budget
- Drafted and posted Public Hearing notices on the budget and tax rate
- Attended budget work session
- Prepared a maintenance plan for the upcoming budget

### Planning and Zoning

- Reviewed bonding requirements with the Town Planner and assisted with bond collection
- Worked with the Town Planner on the Crossroads Village Center submission
- Work with the Zoning Administrator on blight enforcement efforts

### Property Management and Public Works

- Obtained bids for roof replacement on Copper Cricket and Harrover House
- Coordinated the roof replacement on the Copper Cricket
- Worked with Prince William County Adult Detention Center Workforce to provide maintenance services in the Haymarket Community Park
- Arranged for dehumidifiers to be placed in the Harrover House after basement flooding
- Had the basement sump pump in the Harrover house repaired

- Obtaining quotes to stabilize water leaks in the Harrover house basement
- Negotiated new leases for upstairs tenants
- Showed vacant upstairs space to potential tenants
- Issued one notice of default (tenant is now current)
- Reviewed landscape contract and implemented services per the contract
- Worked with Rinker to complete modified drawings for building wrap bids
- Advertised request for interested contractors to secure preliminary bids
- Worked with the Town Engineer and Planner, the County and VDOT on the Jefferson Street turn lane project and the Pedestrian Improvement project. The right turn lane project is tabled until the Town Center site plan work is initiated since the two projects coincide. The pedestrian improvement project is proceeding, the Town's project cost share is included in the proposed budget.



MOTION: \_\_\_\_\_

\_\_\_\_\_, 20\_\_

SECOND: \_\_\_\_\_

Regular Meeting  
Res. No. R-20 -\_\_

**RE: AUTHORIZING THE TOWN PLANNER/ZONING ADMINISTRATOR TO DECLARE CERTAIN STRUCTURES TO BE A DANGER TO THE HEALTH OR SAFETY OF RESIDENTS OF THE TOWN AND TO ABATE SUCH DANGERS AS PROVIDED BY STATE CODE AND TOWN CODE**

**WHEREAS**, the Town Council of Haymarket has an obligation to protect the public health, safety and welfare, to promote the common good, and to preserve an attractive and harmonious community; and

**WHEREAS**, the Town Planner/Zoning Administrator of Haymarket is familiar with structures within the Town that endanger the public health or safety of residents of the Town; and

**WHEREAS**, it is the desire of the Town Council of Haymarket that dangerous structures be removed, repaired, or secured;

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Haymarket Council does hereby direct that dangerous structures shall be removed, repaired, or secured in accordance with the following process:

1. The Town Planner/Zoning Administrator shall provide notice to the property owner(s) and any lienholder(s) as provided in Town Code § 22-5.
2. If the notice period provided in that section elapses without the property owner(s) or lienholder(s) adequately removing, repairing or securing the structure, the Town Planner/Zoning Administrator may, with such funds as are budgeted for that purpose, remove, repair or secure the structure.
3. The Town Planner/Zoning Administrator shall report to the Town Council on whether the property owner(s) or lienholder(s) has corrected the dangerous condition and, if not, whether the Town has done so. If funds budgeted for the purpose are inadequate, the Town Planner/Zoning Administrator shall so report.
4. The Town Planner/Zoning Administrator shall assess the property owner(s) civil penalties, in the amount of \$1000, unless the property owner(s) or lienholder(s) corrects the dangerous condition before the notice period provided in Town Code § 22-5 elapses.

Attachment: dangerous structure resolution (RES-2018-1 : Dangerous Structure Resolution)

\_\_\_\_\_, 20\_\_\_\_  
Regular Meeting  
Res. No. R-20 \_\_\_\_ - \_\_\_\_  
Page Two

**BE IT FURTHER RESOLVED** that the Town Planner/Zoning Administrator may exercise reasonable discretion to take other action as provided by state law and Town Code to protect public health, safety and welfare with regard to such dangerous structures, bearing in mind the imminence of the risk, the magnitude of the risk, the number of dangerous structures requiring action, and the availability of Town resources.

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

ATTEST:

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

**Votes:**  
**Ayes:**  
**Nays:**  
**Absent from Vote:**  
**Absent from Meeting:**

Attachment: dangerous structure resolution ( -2018-1 : Dangerous Structure Resolution)