



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, October 9, 2018

7:00 PM

Council Chambers

I. Call to Order

II. Invocation, Pastor Mark Brady, Park Valley Church

III. Pledge Of Allegiance - Arrow of Light Den, Cub Scout Troop 42, representing Buckland Mills and Haymarket Elementary

IV. Citizens' Time

V. Minutes' Approval

1. Mayor and Council - Regular Meeting - Sep 4, 2018 7:00 PM

VI. Department Reports

1. Police Department - Chief Kevin Lands
2. Administrative Staff Reports

VII. Action Items

1. Ordinance #2018-001, Meals Tax Free Weekend
2. Bond Release - Alexandra's Keep
3. Haymarket Historic Foundation
4. Mayor's Veto

VIII. Updates

1. Planning Commission
2. Architectural Review Board

IX. Council Member Time

1. Steve Shannon
2. Connor Leake
3. Madhu Panthi
4. Susan Edwards
5. Bond Cavazos
6. Robert Day
7. David Leake

X. 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

Tuesday, September 4, 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

Councilwoman Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Present, Councilman Steve Shannon: Present (7:40 PM), Mayor David Leake: Present.

II. Invocation - Pastor Sumon Nandy, Redeemed Heart Church

Pastor Sumon Nandy from Redeemed Church gave the evening's Invocation.

III. Pledge of Allegiance - American Heritage Girls

The Pledge of Allegiance was led this evening by the American Heritage Girls.

Councilman Leake asks the Mayor if they could stand for a moment of silence in memory of Senator John McCain.

Following the Pledge, the Mayor announces a few additions to the evening's agenda including a proclamation for the National Suicide Awareness Week and a closed session after Council member time.

IV. Minute Approval

- 1. Mayor and Council - Public Hearing - Aug 6, 2018 6:30 PM
Councilman Leake makes a motion to approve the August 6, 2018 Public Hearing minutes.
Councilwoman Cavazos seconds the motion.

There was no discussion on the motion.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos
ABSENT:	Steve Shannon

- 2. Mayor and Council - Regular Meeting - Aug 6, 2018 7:00 PM
Councilman Leake makes a motion to approve the Minutes from the August 6, 2018 regular meeting.
Councilwoman Cavazos seconds the motion.

There was no discussion on the motion.

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RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos
ABSENT:	Steve Shannon

V. Citizens' Time

Maureen Carroll, 6862 Track Court, expresses her concerns with inadequate public notice of the May 2018 election. She adds that the Council needs to listen to the citizens and not the developers concerning the Crossroads Village Center. She further adds that there has been repeated false claims of what is by-right in the Town of Haymarket. She concludes that she feels all of the special use permits should be denied.

Jim Carroll, 6862 Track Court, shares his concerns with why the plans were poorly rushed and vetted. He also states that he feels that the Council did not listen to the citizens.

Laura Newman, 14657 Redhouse Road, reiterates what she had shared at the August 6th meeting speaking against the special use permits.

Jeremiah Sahlburg, 6917 Jockey Club Lane, shares his concerns as well with the drive thru restaurants at the Crossroads Village Center. He also shares concerns with the Northbound sidewalk on St. Paul not connecting completely with Washington Street.

Bob Weir, 6853 St. Paul Drive, states the only change with the plans for the Crossroads Village Center in the past month is the delineation of dumpster pads and patio seating. He adds that he feels that there are deficiencies in the plans as well an inadequate review and undo haste. He concludes stating that he does not feel the special use permits should be approved.

Joe Pasanello, address on file, states he wants to echo what he has heard this evening about the Crossroads Village. He states his comments are on record in "Inside Nova" in the letter to the editor section, page 12. He shares concerns with items on the evening's agenda including the draft of the "Vision-Mission-Values-Strategic Agenda", the update of the Comprehensive Plan, the dissolution of the position of the Community and Business Relations position, the new part-time position, the \$25 Battlefield School marching band entrance fee and Code of Ethics.

Dottie Leonard, address on file, compliments the Planning Commission on their handling of the Crossroads Village Center project. She shares that she would rather see less drive thru restaurants in the plan. She requests that the applicants bring the Town something we do not presently have.

VI. Presentation of Veteran Banners - Justin Lease, Life Scout Troop 1822

1. Veteran Banners Eagle Scout Project

Life Scout Justin Lease, presents to the Council a sample of one of the Veteran Banners that will be available to area residents. He states that the fliers and order forms will be going out soon and he will have a booth at Haymarket Day. Mayor Leake gave a little background story about where the veteran banner concept came from.

He states that Senator Black had attended a Memorial Day flag celebration in Town and offline shared with the Mayor and Clerk how his hometown in Pennsylvania started this tradition to honor their veterans. He adds that the Clerk of Council researched this further and contacted Mr. Lease. Councilman Shannon compliments Mr. Lease on doing such a fine job. Vice Mayor Edwards asks the cost of the banners. Mr. Lease responds that they can be purchased for \$75.00. Clerk of Council, Ms. Kozlowski, adds that the banners will put up in November and May in honor of Veteran's Day and Memorial Day. Mayor, Council, Staff and audience members applaud Mr. Lease's efforts.

VII. Department Reports

Mayor Leake states that the Staff reports have changed a bit to help with flow and efficiency. He adds that we will have a our Police Report and and Business Manager's report. He further adds that under the

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Business Manager's report will comprise of the weekly staff reports. He concludes that Staff are here for any questions.

1. Police Department - Chief Lands

Chief Lands reports that National Night Out was a great event and thanks Mission Barbecue for providing free barbecue. He further reports that he attended a DMV grant meeting where the department was awarded a \$6000 grant for traffic enforcement for DUI drivers. He concludes his report stating that the department conducted a traffic blitz last week where he invited the Council to ride with the officers and he would like to conduct the blitz again soon.

During "Officer Highlights" Chief Lands recognizes Officer O'Neal for his outstanding work with the National Night Out event.

2. Administrative Staff Reports

Business Manager, Jerry Schiro, reiterates what the Mayor said concerning the new "Reports" format. He states all of the reports will be under the Business Manager's Report. He adds if there are any questions or concerns with the new format to please let him know.

Vice Mayor Edwards asks what the status is with the new website? The Town Planner, Ms. Lockhart, states that they are looking at launching the new site the week following Haymarket Day.

Councilman Leake states the two reports he would like to see reported monthly at the Council meetings would be the Police report and the Town Treasurer's.

Mr. Schiro reports that all of the street lights are up and working.

VIII. Appointments

1. Appointment of Charter Employees

Councilman Leake states pursuant to Article III, § 1 (13) of the Haymarket Town Charter, he moves the Haymarket Town Council appoint Roberto C. Gonzalez as the Haymarket Town Treasurer. Vice Mayor Edwards seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

2. Motion

Councilman Leake states pursuant to Article III, § 1 (16) of the Haymarket Town Charter, he moves the Haymarket Town Council appoint Shelley Kozlowski as the Haymarket Town Clerk and Office Manager. Councilman Shannon seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

3. Motion

Councilman Leake states pursuant to Article III, § 1 (17) of the Haymarket Town Charter, he moves the Haymarket Town Council appoint Kevin Lands as the Haymarket Chief of Police. Vice Mayor Edwards seconds the motion.

There was no discussion on the motion.

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

IX. Action Items

1. Code of Ethics and Standards of Conduct (Continued Discussion)

Councilwoman Cavazos makes a motion to approve the Town of Haymarket Town Council and Appointed Officials Code of Ethics and Standards of Conduct. Councilman Shannon seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bond Cavazos, Councilwoman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

2. Draft Town of Haymarket Vision-Mission-Values-Strategic Agenda 2018-2020

Referencing the Town of Haymarket Vision-Mission-Values-Strategic Agenda 2018-2020 draft, Mayor Leake states that the Council met for two days at the Marriott in Gainesville and that it was open to the public. He asks the Council if there are any changes or thoughts this evening.

Councilman Shannon makes a motion to approve the draft Town of Haymarket Vision-Mission-Values-Strategic Agenda 2018-2020 as presented. Vice Mayor Edwards seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

3. Ordinance #2018-001, Meals Tax Free Weekend

Mayor Leake removes Ordinance #2018-001, Meals Tax Free Weekend from the evening's agenda.

4. Proclamation, Suicide Prevention Awareness Week

Councilman Leake reads the prepared Proclamation to observe Suicide Prevention Awareness Week, September 10, 2018.

At this time Mayor Leake asks for a 10 minute recess to reconvene at 8:15 PM.

5. Crossroads Village Center

Ms. Lockhart begins by stating that since the last Town Council meeting on August 6th, we have received an additional condition letter from the applicant. She reads the conditions as follows:

- Drive-Ins for Restaurants
 - The store-front of the restaurants shall face Washington Street.
 - All four sides of each restaurant shall be finished to a standard to present aesthetically pleasing facades on all sides.
 - Two of the restaurants with drive-ins shall have a minimum patio size of 150 square feet.

She adds that the applicant has submitted a revised GDP dated August 28, 2018 showing dumpster pad locations.

Gifford Hampshire, Blankingship and Keith, representing the applicant, addresses the Council recapping the timeline of the Crossroads Village Center. He states that the technical memorandum dated June 8, 2018 from Gorove/Slade concerning traffic generation indicates

that the traffic impact is not significantly different with drive-ins. He also discusses the addition of the large patios. He concludes by reminding the Council what was shared by Mr. Wooden in previous meetings, that today any sort of restaurant is going to want a drive-in component.

Discussion ensues at the dais concerning the addition of the patios, by-right uses, the Special Use Permits, loading areas, interior maintenance and letters of intent.

6. Motion

Councilman Leake makes a motion to deny SUP #2018-002 for a drive-thru restaurant at the "western restaurant" location in accordance with the GDP. Councilwoman Cavazos seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Connor Leake, Madhusudan Panthi, Bond Cavazos, Steve Shannon
NAYS:	Susan Edwards, Robert Day

7. Motion

There was some confusion concerning the motion amongst some members of the Council.

After consulting with Counsel, Councilman Leake makes a motion to recast votes for SUP#2018-002. Vice Mayor Edwards seconds the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

8. Motion

Councilman Leake makes a motion to deny SUP#2018-002 for a drive-thru restaurant at the "western" restaurant in accordance with the GDP. Councilwoman Cavazos seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

With a tie vote, Mayor Leake chooses not to cast his vote. The motion fails with a 3-3 split.

RESULT:	DEFEATED [3 TO 3]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Connor Leake, Bond Cavazos, Steve Shannon
NAYS:	Susan Edwards, Robert Day, Madhusudan Panthi

9. Motion

Councilman Day makes a motion to approve Special Use permit, SUP#2018-002 for a drive thru restaurant at the "western" restaurant location in accordance with the GDP and the following conditions. The store-front of the restaurant shall face Washington Street, all four sides of the restaurant shall be finished to a standard to present aesthetically pleasing facades on all sides and the development shall be in general conformance with the GDP including sidewalks along both sides of main roadway. Vice Mayor Edwards seconds the motion.

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

Councilman Leake states that he feels the application is not complete.

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Councilman Shannon asks if we can approve this with a clause? There was discussion on deferring the decision.

Mayor Leake asks Councilman Day if he would like to amend his motion, Councilman Day states that he would like to have the motion stand as presented.

With a tie vote, Mayor Leake chooses not to cast his vote. The motion fails with a 3-3 split.

RESULT:	DEFEATED [3 TO 3]
MOVER:	Robert Day, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Susan Edwards, Robert Day, Madhusudan Panthi
NAYS:	Connor Leake, Bond Cavazos, Steve Shannon

10. Motion

Vice Mayor Edwards makes a motion to approve Special Use Permit, SUP#2018-003 for a drive-thru restaurant at the "central" restaurant in accordance with the GDP and the following conditions. The store-front of the restaurant shall face Washington Street, all four sides of the restaurant shall be finished to a standard to present aesthetically pleasing facades on all sides, the development shall be in general conformance with the GDP including sidewalks along both sides of main roadway and the restaurant with drive-in shall have a minimum patio size of 150 sq. ft.. Councilman Day seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Robert Day, Councilman
AYES:	Susan Edwards, Robert Day, Madhusudan Panthi, Steve Shannon
NAYS:	Connor Leake, Bond Cavazos

11. Motion

Councilman Leake makes a motion to deny Special Use Permit, SUP#2018-004 for a drive-thru restaurant at the "eastern" Restaurant location in accordance with the GDP. Councilwoman Cavazos seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT:	DEFEATED [2 TO 4]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Connor Leake, Bond Cavazos
NAYS:	Susan Edwards, Robert Day, Madhusudan Panthi, Steve Shannon

12. Motion

Councilman Day makes a motion to approve Special Use Permit, SUP#2018-004 for a drive-thru restaurant at the "eastern" restaurant location in accordance with the GDP with the following conditions. The store-front of the restaurant shall face Washington Street, all four sides of the restaurant shall be finished to a standard to present aesthetically pleasing facades on all sides, the development shall be in general conformance with the GDP including sidewalks along both sides of main roadway and the restaurant with drive-in shall have a minimum patio size of 150 sq. ft.. Councilman Panthi seconds the motion.

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

Councilman Leake states that we are cutting a blank check. He adds that the application is not complete. Vice Mayor Edwards responds that these things can be addressed at site plan.

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Councilman Day asks Councilman Leake if there is a modification he could recommend? Councilman Leake responds once they have the applicant they want to put on the application at that time we can look at it. Councilman Leake adds that he would even be willing to waive the \$1500 fee, if allowed, so they would not have to resubmit another SUP. Councilman Shannon concurs with Councilman Leake.

Further discussion ensues on the application.

Councilman Day states that he is comfortable with the motion as is.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Robert Day, Councilman
SECONDER:	Madhusudan Panthi, Councilman
AYES:	Susan Edwards, Robert Day, Madhusudan Panthi, Steve Shannon
NAYS:	Connor Leake, Bond Cavazos

13. Motion

Councilman Leake makes a motion to approve Resolution #2018-010 as presented. Vice Mayor Edwards seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

14. Motion

Councilman Leake makes a motion to approve Resolution #2018-011 as presented. Councilman Shannon seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

15. Motion

Councilman Leake makes a motion to approve Resolution #2018-012 as presented. Councilman Shannon seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

16. Motion

Councilman Leake makes a motion to deny Resolution #2018-014 as presented. Councilwoman Cavazos seconds the motion.

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

Councilman Leake reiterates that we are writing a blank check.

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RESULT: DEFEATED [2 TO 4]
MOVER: Connor Leake, Councilman
SECONDER: Bond Cavazos, Councilwoman
AYES: Connor Leake, Bond Cavazos
NAYS: Susan Edwards, Robert Day, Madhusudan Panthi, Steve Shannon

17. Motion

Vice Mayor Edwards makes a motion to approve Resolution #2018-014 as written along with inserting the following conditions, the store front of the restaurant will face Washington Street, all four sides of the restaurant shall be finished to a standard to present aesthetically pleasing facades on all sides, the development shall be in general conformance with the GDP including sidewalks along both sides of the main roadway and restaurant with drive-in shall have a minimum of 150 sq. ft.. Councilman Shannon seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT: ADOPTED [4 TO 2]
MOVER: Susan Edwards, Councilwoman
SECONDER: Steve Shannon, Councilman
AYES: Susan Edwards, Robert Day, Madhusudan Panthi, Steve Shannon
NAYS: Connor Leake, Bond Cavazos

18. Motion

Vice Mayor Edwards makes a motion to approve that Resolution as written inserting the conditions, the store front of the restaurant will face Washington Street, all four sides of the restaurant shall be finished to a standard to present aesthetically pleasing facades on all sides, the development shall be in general conformance with the GDP including sidewalks along both sides of the main roadway and restaurant with drive-in shall have a minimum of 150 sq. ft.. Councilman Shannon seconds the motion.

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

Councilman Leake asks Vice Mayor to include the Resolution name in her motion. Vice Mayor Edwards amends her motion to add Resolution #2018-015.

RESULT: ADOPTED [4 TO 2]
MOVER: Susan Edwards, Councilwoman
SECONDER: Steve Shannon, Councilman
AYES: Susan Edwards, Robert Day, Madhusudan Panthi, Steve Shannon
NAYS: Connor Leake, Bond Cavazos

X. Updates

Mayor Leake announces that the Town received a check for \$21,230.02 that will be used for the Town streetscape project that the Haymarket Historic Foundation has sent over to the Town. He adds that it will be turned over to the Town Attorney to see how this money can be used and accepted.

In other updates, the Copper Cricket building's repairs were complete. He concludes that the repairs were at a very minimal cost considering the damage that was involved.

XI. Councilmember Time

1. Steve Shannon

Councilman Shannon states that if he did not have a sense of duty to our great little town, he would not be sitting up here. He expresses that this is not fun because either way we go we please some and we don't please some. He further adds that he casts his votes on his feelings what he feels is best for this town. He continues his Council member time stating that he has that sense of duty and he looks forward to serving his two years. He concludes asking if Meladon has looked at another exit only off of the onto the interstate. Councilman Day states

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that they did look at it. He added that they checked with VDOT and because it was so close to the traffic light that it couldn't happen and he will forward the email to Councilman Shannon.

2. Connor Leake

Councilman Leake states that he has the utmost respect for everyone at the dais. He adds that we can disagree but we can still walk out of this assembly hall and still be friends. He further adds that he hopes no one ever takes anything personal, we are all speaking to our constituents that everyone at this dais represent. He expresses thoughts for the McCain family. He thanks the Staff for all their hard work.

He continues his Council member time speaking in regards to schools and over population. He states that throughout the western end of the county there are proposed residential developments that could impact the school population and encourages those to speak out at the school meetings. He adds that these proposed developments are outside of the Town's 1 mile radius. He states the rezoning application numbers include REZ#2018-00008 and REZ#2015-20003.

3. Madhu Panthi

Councilman Panthi states he concurs with everything Councilman Leake and Councilman Shannon have said. He asks the Town Planner what the status is on the Walter Robinson Lane project? Ms. Lockhart responds that she has had 2 people talk to her about this back in the fall/winter time, but, no recent updates. Councilman Panthi concludes his Council member time thanking the police chief and staff for the ride along the other night and would like to do it again soon.

4. Susan Edwards

Vice Mayor Edwards states that during the first day of school this year, the police department did a wonderful job visiting all of our schools, greeting the children and making them feel safe. She thanks the Chief and his Staff. She interjects that there was a lost child that got off at the wrong bus stop, however, do to the quick thinking of Sgt. Shaver and Officer Davis, the situation was remedied very quickly and the parents were very grateful.

5. Bond Cavazos

Councilwoman Cavazos thanks the Chief and his Staff for making the citizens of Haymarket feel so safe. She also states that she was so excited to see the police at the schools. She concludes by thanking the Staff for all of their hard work for Haymarket Day and to the Council for being so supportive.

6. Robert Day

Councilman Day echoes what Councilman Leake stated earlier. He states that he too highly respects everyone on the Town Council and Mayor and is really glad to be working with everyone. He adds that he respects everyone's opinion and he knows that everyone is voting based upon the best interest of Haymarket. He concludes that we are making the best decisions we can based on the information that is available to us and we are doing our best to guide this development to this best direction for the Town.

7. David Leake

Mayor Leake states that he concurs with what has been said already at the dais. Looking at the upcoming Haymarket Day, Mayor Leake states that the numbers are coming in and that we had to close the parade early due to being at maximum capacity. He adds that we are at our capacity for vendors as well. Ms. Lockhart inserts that we have 3 new sponsors making 11 total at \$17,000. Mayor Leake concludes his time stating that this event is cost neutral to the town.

XII. Enter into Closed Session

1. Motion

Move that the Town Council convene into closed session Pursuant to Code of Virginia 2.2-3711 (A) (1), for personnel matters in Code of Virginia section 2.2-3711 (A) (29) for the purpose of discussing the term and scope of an attorney's contract where discussion in open session would adversely affect the bargaining position and negotiation strategy of the public body where is the Virginia Freedom of Information Act permits discussion in closed session.

There was no discussion on the motion.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Connor Leake, Councilman
AYES: Edwards, Day, Leake, Panthi, Cavazos, Shannon

XIII. Certification of Closed Session

1. Motion

I move that Council certify that in closed session that just concluded, nothing was discussed except the matter specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provision of Virginia's Freedom of Information Act cited in that motion.

There was no discussion on the motion.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Connor Leake, Councilman
AYES: Edwards, Day, Leake, Panthi, Cavazos, Shannon, Leake

XIV. Adjournment

During closing comments, Councilwoman Cavazos urges everyone to keep an eye out for each other during Haymarket Day. She concludes that if you see anything suspicious, please let the police know.

1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Steve Shannon, Councilman
AYES: Edwards, Day, Leake, Panthi, Cavazos, Shannon

Submitted:

Approved:

 Shelley M. Kozlowski, Clerk of the Council

 David Leake, Mayor

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HAYMARKET POLICE
DEPARTMENT



To: Jerry Schiro, Mayor Leake and Council Members
From: Chief Lands
Date: 9-15-2018
Subject: Monthly Report for September 2018

Felony Arrests	1	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	8	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	2020	Various
Out of Town Calls for Service	44	Various
Traffic Summons	39	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	233	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	4	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	460	All Town Businesses

Points of Interest:

- VACP Conference
- Hurricane Prep
- EOC Meeting
- NOVA Chiefs Meeting
- Breast Cancer Walk

Officer Highlights:

Hurricane Prep (Sgt. Shaver/Officer Oneal)

Attachment: Monthly Council Report Sept 18 (3770 : Police Department - Chief Kevin Lands)



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

JERRY M. SCHIRO
BUSINESS MANAGER

SHELLEY M. KOZLOWSKI
TOWN CLERK
OFFICE MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

**Business Manager’s Report
Regular Council Meeting
October 9, 2018**

Month of September 2018

The following is a summary of the activities in the Administrative Offices during the month of September 2018. Specific Staff reports are also included.

The month of September was busy with the logistics of rescheduling Haymarket Day, emergency planning for a significant weather event, distributing a Town Newsletter, launching the Town’s new website, releasing an invitation for bids on the Haymarket Town Center renovation project and rebranding the Haymarket Museum for a local artist venue.

Haymarket day

Early in the month staff focused on finalizing the plans for Haymarket Day, originally scheduled for September 15th. Efforts were drastically refocused with the onset of Hurricane Florence. Early forecasts suggested the storm would impact the Haymarket area during the planned event. After checking with the availability of key participants, closely monitoring the weather forecast and looking at optional dates, a decision was made to reschedule Haymarket Day for October 20, 2018. All bands, the sound contractor, the Breweries and the Wineries are available on that date. The change was quickly made public via social media. The actual event schedule will remain unchanged, with the exception that the after-hours function will end at 7PM rather than 8PM as originally scheduled. The thinking is, it will be getting dark earlier in mid-October and the 7PM cut-off makes more sense for safety and other reasons.

Emergency Planning - Hurricane Florence

Along with Haymarket Day planning, emergency planning for the impending storm was a priority. Chief Lands and I participated in daily briefings with Prince William County Emergency Services. Daily briefings were also held with Mayor Leake. The portable generator we have was installed to accommodate emergency circuits in the Police Department. Flags and

banners were removed from the street lights. Town properties were inspected regularly to make sure those with sump pumps were functional.

Town Newsletter

Our Administrative Assistant, along with help from the Town Planner and Town Clerk printed, correlated and mailed about 800 copies of the Town Newsletter. We appreciate the assistance from the Town Clerk’s daughter Halle and her friends from the Battlefield High School Key Club for assisting with folding. Staff understands one of the goals established at the recent retreat was to provide better communications between the Town Office and the community. Along with regular newsletters, we are exploring electronic communications with the citizens by email via a program called Constant Contact. This program is a user-friendly software that would allow a “newsletter type” publication to be distributed to an email list of residents and businesses on a regular basis. The cost is minimal and allows more frequent updates.

New Website

The Town’s new website went live on September 28th. To date we have not experienced any problems. We are working with a third-party vendor to provide the ability to make payments on line for real estate taxes and other Town billing.

Town Center Renovation Bids

The Town Center Renovation Bid packet was released this month. Bids are due on October 12, 2018 by 3PM. There is interest from several contractors. Questions from all interested bidders will be compiled and a pre-bid conference will be scheduled, with the Architect in attendance, to discuss any questions or concerns. Once formal bids are received we will have a solid number to analyze the financial feasibility to proceed to construction.

Art at the Museum

The first local artist show began at the Haymarket Museum with an opening reception on September 29th. The event was well attended. This display runs through the week of Thanksgiving followed by Christmas Market Artists who will provide handmade, handcrafted goods during the Holiday Season.

Administration

Aside from the regular office duties, the Clerk to the Council responded to several FOIA requests. She completed the minutes from the September Council meeting, along with the September Planning Commission and ARB meetings. As Council is aware these were all lengthy, complex meetings that required a good deal of work to concisely document the meeting. Working with the HOA, she resolved an issue with the improper placement of trash cans in the circle at the end of Hunting Path. She worked with the Planner and the Administrative Assistance with the website launch and the Town Newsletter. She coordinated with a local resident to provide an Eagle Scout project for their son. The project included cleaning and pruning the various planting beds and trees in the Haymarket Park.

Finance

The Treasurer worked with the Town CPA to prepare for the annual mandated audit. This involves a good deal of work on the Treasurer's part. He reviews bank statements and pre-July 1, 2018 expenditures are reconciled back to the prior fiscal year. He must identify property taxes not collected including those properties qualifying for tax relief programs. Prepaid taxes are reported. Reports are compiled on employee benefit programs including the Virginia Retirement System (the Town's employee retirement plan), Health Care Flex Benefit programs and Health Care premiums paid by the Town and the employee. Accumulated Employee Annual leave must be reported, since accrued annual leave is carried as a liability on the Town ledger. He also worked on the annual insurance audit for VACorp, our liability insurance provider. He began to prepare for the annual Real Estate tax invoice that will go out mid-October to residents.

Planning & Zoning

The Town Planner starting processing and reviewing the application for a Zoning Text Amendment (#2018-001), to include a crematory use in our zoning ordinance. She is reviewing SUP#2018-009, for a second drive thru lane at the McDonald's-6740 Lea Berry Way and processed seven ARB applications for the 9/19/2018 ARB meeting. She continues to research the feasibility of playground equipment for the Town Park. Along with the Town Engineer she completed 2 site visits to inspect storm water drainage issues; at Bleight Drive and at Fayette Street. She prepared documentation for Bond Release on the Alexandra's Keep project. She reviewed Erosion and Sedimentation Inspection fees based on questions from a project owner. Additional work included assisting with the of the new website, preparing the Town Newsletter and successfully launching a new art program at the Haymarket Museum. She also set up a historic display in the front foyer for the Museum.

Public Works / Facility Management

I worked with the Town Planner and Treasurer to resolve two issues involving invoices brought to our attention. We met with Columbia Gas of Virginia regarding gas line relocation work completed in the Jefferson Street right of way in 2016. The company can find no documentation that they were paid for the work. They assumed that since it was in the Town, we requested the relocation. Town records have no documentation regarding the work location; nor, any indication the Town requested the work. Columbia Gas admitted their records lack any such documentation and the project was passed between engineers during the period the work was allegedly performed. No further action from the Town was requested at this time.

A second billing issue involved work from the project designer for the Town Hall renovation in the prior fiscal year. This invoice was determined to be payable and it was paid. The payment will post in the prior budget year's adjusting entries, since the expense occurred during that fiscal year.

Attachment: Business Manager's Report (3783 : Administrative Staff Reports)

One bid was received for painting the Museum, Washington Street Realty and That Very Thing for Her. The work was presented to three contractors for a bid more than 30 days ago. If no additional bids are received, the Council will be presented with the one bid for consideration.

A proposal was received to repair the street light in front of McDonalds. This is the last light that is not functioning. The problem is the service line running from McDonalds to the light. The repairs will require excavation to install a new service line from McDonalds to the street light. Since McDonalds has applied for a Special Use Permit to install a second drive thru, we might be able to work this repair into the process. We will hold on the work pending the outcome of the SUP application.

Two lease renewals were negotiated and one existing tenant moved out. HVAC repairs were necessary in the Town Hall and the Copper Cricket building. Plumbing repairs were also made in the Town Hall and the overhead lighting in the Administrative Offices was repaired.

I worked with a potential bidder and the Architect to clarify window details, exterior columns and shutters regarding the Town Hall renovation project. The contractor also had questions regarding façade demo and additional structural drawings. A subsequent meeting was held with the bidder’s demo subcontractor.

Electrical service was re-installed at the old garage in the Haymarket Community Park. Additional exterior lighting was also installed. The Police will use the building for various work and storage.

We installed a customer service window in the PD Friday. The window will allow the on-duty officers to communicate with walk ins without allowing the public to access to the PD.

Attachment: Business Manager's Report (3783 : Administrative Staff Reports)

Town Planner
Task List September 2018

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Foster's Grille	4410 Costello Way	Emily	Aug-18	ARB approval	9/19/2018		Applicant received approval to install the patio lights at the Sept meeting
Verizon Wireless	Unmanned Shelter	Emily	Jun-18	ARB Approval			Working with the applicant to determine the best brick color and the proper approved plants for the landscaping. Accepted completion by mid October
Storage Shed	6836 St Paul Drive	Emily	Sep-18	ARB approval		9/19/2018	Applicant received approval for a resin based shed in Greenhill Crossing
Demolition Application	14801 Washington Street	Emily	Sep-18	ARB approval		TBD	Applicant is seeing a demolition permit for her residential home. ARB discussed with the applicant the condition of the house and reasoning for the demolition. Application tabled until the October Meeting
Shed	6939 Little John Court	Emily	Aug-18	ARB approval and HOA approval			Awaiting HOA approval before issuing the final approval from the ARB for the shed underneath the deck.
Patio	6859 Track Court	Emily	Sep-18	ARB approval		9/1/2018	Applicant received approval to install a patio

Board of Zoning Appeals

No Activity for July 2018

Planning Commission

McDonald's	6740 Leaberry Way	Emily/Katie	May-18	Public Hearing	Dec-18		Applicant has submitted a Special Use Permit for a second drive through lane on the property. The application is processed and will be sent for public notice in the papers the first week of October.
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017				Applicant's received the building permits
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18		Public Hearing for the project was held on August 6, Council deferred the three SUPs for the restaurants, approved the bank with a drive thru, denied the auto repair service, approved the hotel with a height not to exceed 75ft, assisted living facility not to exceed 50 ft, rezoning for 9.94 acres for 79 townhomes-- approve UPDATE 9/28 -- Awaiting action from the Applicant
Planning Commission	Harrower Park	Emily					Working with the Planning Commissioners to get feedback and comments on the Comprehensive Plan and the priorities for the update. Worked with the Planning Commission to set priority list for the Park. Trash Cans and a Bike Rack have been ordered and the bike rack delivered. The Bike rack will be installed the first week of October.

Prince William County (1 Mile Review)

No Activity for PWC 1 Mile Review Spetmeber 2018

Staff

Funeral Home SUP	14901 Washington Street	Emily					Working with an interested business owner regarding a property in Town and a potential SUP application for a funeral home. Discussing several concerns regarding traffic and parking on site. Applicant is working on prepping a Special Use Permit application. Applicant has requested a Zoning Determination --- ZONING DETERMINATION mailed to the applicant and received. UPDATE 9/28 -- Applicant has submitted a Zoning Text Amendment; application has been processed. A public hearing will be set for the October 18th Planning Commission Meeting. Public Notices will go out next week
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Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	Plats have been recorded, Applicant working on drafting their site plan
Website				Working with Team AHA on updates to our New Website. Website live on September 28, 2018. Working in house with Staff on necessary changes and updates
the ARTS at the Haymarket Museum				Working on creating an Arts space at the Haymarket Museum. Our first artist will have an opening reception on 9/28 from 6:30pm to 9pm.
Haymarket Day				Accepting and processing applications, held two events meetings, making progress on the layout and logistics. Making adjustments as needed for the new Haymarket Day Date October 20, 21018
Zoning Violations				
Blight Ordinance	Payne Lane	Emily Lockhart	2/21/2018	Blight Ordinance letter has been mailed, response has been received, working with the property owner to remedy the issues. Scheduled a pre-application meeting with an interested developer. Also working with new developer on the requirements for demolish permits. ARB has granted the permission to the ZA to administratively approve demo permits for Big Fred and the "shedlike" structures on the property. NO historic homes and NO buildings with active businesses UPDATE 9/28/2018 - Working with the Attorney on the demolition permit applications.
Blight Ordinance	14981 & 14991 Washington Street	Emily Lockhart		Met with a current tenant on the property to discuss some of the maintenance issues pertaining to her business/portion of the property. Notified the tenant of my intent to address the issues in a friendly manner and my intent to contact the property owner regarding the status of the properties. Following back up with the tenant to discuss the repairs.
Blight Ordinance	14941 Washington Street	Emily Lockhart		Firehouse & Bungalow: In contact with the realtor representing the properties, awaiting a follow-up. Expected follow-up for the last week of August , UPDATE 9/28-- word from the applicant on the property, will be publicly noticing the property on 10/01/2018
Outside Storage	14845 Washington Street	Emily Lockhart		Sending out violation letters 10/01 for outdoor storage on a commercial property
Outside Storage/Trash	14871 Washington Street	Emily Lockhart		Sending out a violation letter 10/01 for excessive trash, debris, and blighted shed structure.

Task	Assigned To	Data Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Haymarket Iceplex As-builts	Katie	8/8/2018	8/15/2018	Katie			-Asbuilts resubmitted to address first submission comments
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Katie	N/A	7/24/2018	Town Council	10/9/2018		-Landscape/E&S Bonds released 8/7 -As-Built survey approved. -Applicant/Dominion have transferred street light meter to turn over to Town for ownership/maintenance -Recommend release of performance bond
Dog's Day Out Final Site Plan	Emily	12/13/2016	6/12/2018	N/A			-Applicant provided revised sheet per PWC Building Official comments -Project is under construction. Ongoing E&S inspection coordination
Pedestrian Improvements Project	Katie	7/14/2014	4/25/2018	RDA/Town/VDOT			-RDA submitted final construction plans, quantities and cost estimate to VDOT -Funding deficit of \$143,500 to be covered by Town. VDOT submitted application for funding assistance through Pedestrian/Bike Safety (BPS) Program. BPS Funding application approved. VDOT transferring funds to fully fund project for advertisement. -christopher consultants to provide CA services under current contract

Attachment: Sept Engineer's Report_KMM (3783 : Administrative Staff Reports)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/11/2018	RDA			-RDA preparing to resubmit
QBE Final Site Plan	Emily	1/20/2017	6/7/2018	Applicant			-Approved by Planning Commission 6/7/17. Site Plan approval notification letter sent 7/18/17 -Bonds to be provided prior to construction -Town Attorney accepted deeds/plats per 2nd submission -Town met with Applicant 6/7/18 to discuss phasing of maintenance improvements related to Site Plan and will submit sketches -Town coordinating playground dedication

Attachment: Sept Engineer's Report_KMM (3783 : Administrative Staff Reports)

Town of Haymarket - Permit Report
October 2018

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City	
BLD2019-00077	6813 COACH WAY	16' 11 1/8" X 16' OPEN DECK WITH STA Building	Building	Finalized	R - Addition	07/06/2018	08/10/2018	292.00	\$13,000.00	HAYMARKET	
BLD2019-00808	4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET Building	Building	Issued	C - Tenant Layout	09/18/2018		2,260.00	\$40,000.00	HAYMARKET	
ELE2019-00950	4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET Electrical	Electrical	Pending	C - Tenant Layout			2,260.00	\$40,000.00	HAYMARKET	
MEC2019-00464	4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET Mechanical	Mechanical	Pending	C - Tenant Layout			2,260.00	\$40,000.00	HAYMARKET	
PLB2019-00448	4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET Plumbing	Plumbing	Pending	C - Tenant Layout			2,260.00	\$40,000.00	HAYMARKET	
BLD2019-01548	6675 FAYETTE ST	SFD LOT C Building	Building	Pending	R - New Single Family Dwelling			3,752.00	\$300,000.00	HAYMARKET	
BLD2019-00214	6680 FAYETTE ST	RETAINING WALL #1 - 4'-6" Building	Building	Issued	C - Retaining Wall	08/24/2018		0.00	\$15,450.00	HAYMARKET	
ELE2019-00563	6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TC Electrical	Electrical	Issued	C - New Structure	09/25/2018		5,960.00	\$1,500.00	HAYMARKET	
ELE2019-01218	6680 FAYETTE ST	TEMP POWER FOR CONSTRUCTION Electrical	Electrical	Issued	C - New Structure	09/25/2018		5,960.00	\$1,500.00	HAYMARKET	
GAS2019-00145	6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TC Gas	Gas	Pending	C - New Structure			6,039.00	\$1,200,000.00	HAYMARKET	
MEC2019-00275	6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TC Mechanical	Mechanical	Issued	C - New Structure	09/07/2018		6,039.00	\$30,000.00	HAYMARKET	
PLB2019-00232	6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TC Plumbing	Plumbing	Issued	C - New Structure	09/07/2018		6,039.00	\$50,000.00	HAYMARKET	
BLD2018-05545	15009 GOSSOM MANOR PL	FINISHED BASEMENT TO INCLUDE, NE Building	Building	Finalized	R - Alteration/Repair	04/16/2018	08/19/2018	988.00	\$10,000.00	HAYMARKET	
ELE2018-04364	15009 GOSSOM MANOR PL	FINISHED BASEMENT TO INCLUDE, NE Electrical	Electrical	Finalized	R - Alteration/Repair	04/16/2018	08/19/2018	988.00	\$10,000.00	HAYMARKET	
PLB2018-02552	15009 GOSSOM MANOR PL	FINISHED BASEMENT TO INCLUDE, NE Plumbing	Plumbing	Finalized	R - Alteration/Repair	04/16/2018	08/19/2018	988.00	\$10,000.00	HAYMARKET	
MEC2018-01426	6795 JEFFERSON ST	REPLACE EXISTING FIREPLACE WITH Mechanical	Mechanical	Issued	R - Alteration/Repair	12/06/2017		4,000.00	\$10,000.00	HAYMARKET	
ELE2018-03174	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODE Electrical	Electrical	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00	HAYMARKET	
MEC2018-02128	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODE Mechanical	Mechanical	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00	HAYMARKET	
ELE2018-04999	6901 JOCKEY CLUB LN	KITCHEN REMODEL Electrical	Electrical	Issued	R - Alteration/Repair	05/18/2018		0.00	\$1,250.00	HAYMARKET	
PLB2018-02877	6901 JOCKEY CLUB LN	RELOCATE PIPES AND SUPPLY WAST Plumbing	Plumbing	Issued	R - Alteration/Repair	05/18/2018		0.00	\$500.00	HAYMARKET	
FPP2018-00496	6711 LEA BERRY WAY	ONE FOR ONE REPLACEMENT OF FLO Fire Protection Permit	Fire Protection	Issued	Sprinkler	02/06/2018		0.00	\$500.00	HAYMARKET	
BLD2018-03757	6760 MADISON ST	COMPLETE INTERIOR REMODEL THRC Building	Building	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$31,800.00	HAYMARKET	
BLD2018-03760	6760 MADISON ST	28' 4" x 25' 6" TWO STORY REAR ADDIT Building	Building	Issued	R - Addition	03/02/2018		722.00	\$31,800.00	HAYMARKET	
ELE2018-03248	6760 MADISON ST	COMPLETE INTERIOR REMODEL THRC Electrical	Electrical	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$15,000.00	HAYMARKET	
ELE2018-03249	6760 MADISON ST	28' 4" x 25' 6" TWO STORY REAR ADDIT Electrical	Electrical	Issued	R - Addition	03/02/2018		722.00	\$31,800.00	HAYMARKET	
MEC2018-02180	6760 MADISON ST	COMPLETE INTERIOR REMODEL THRC Mechanical	Mechanical	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$31,800.00	HAYMARKET	
PLB2018-01955	6760 MADISON ST	COMPLETE INTERIOR REMODEL THRC Plumbing	Plumbing	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$16,800.00	HAYMARKET	
PLB2018-02189	6760 MADISON ST	28' 4" x 25' 6" TWO STORY REAR ADDIT Plumbing	Plumbing	Issued	R - Addition	03/02/2018		722.00	\$6,000.00	HAYMARKET	
ELE2018-03465	14925 SOUTHERN CROSSII FINISH BASEMENT (EXISTING EGRESS Electrical	Electrical	Issued	R - Alteration/Repair	R - Alteration/Repair	02/21/2018		63.00	\$300.00	HAYMARKET	
PLB2018-02093	14925 SOUTHERN CROSSII FINISH BASEMENT (EXISTING EGRESS Plumbing	Plumbing	Issued	R - Alteration/Repair	R - Alteration/Repair	02/21/2018		63.00	\$500.00	HAYMARKET	
GAS2019-00366	14800 WASHINGTON ST	ALTERATION/REPAIR TO REPLACE EX Gas	Gas	Issued	C - Alteration/Repair	09/05/2018		0.00	\$4,201.00	HAYMARKET	
BLD2018-04908	15100 WASHINGTON ST	1-NON-ILLUMINATED WALL SIGN (SUJI) Building	Building	Pending	C - Sign			0.00	\$500.00	HAYMARKET	
BLD2018-06741	15180 WASHINGTON ST	EXTERNALLY-ILLUMINATED FREESTAI Building	Building	Issued	C - Sign	07/11/2018		12.00	\$7,500.00	HAYMARKET	
BLD2019-01209	15315 WASHINGTON ST	ELECTRIC VEHICLE CHARGING STATI Building	Building	Pending	C - Alteration/Repair			2,000.00	\$120,000.00	HAYMARKET	
ELE2019-01268	15315 WASHINGTON ST	ELECTRIC VEHICLE CHARGING STATI Electrical	Electrical	Pending	C - Alteration/Repair			2,000.00	\$120,000.00	HAYMARKET	
									Total	\$1,880,301.00	

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
October 9, 2018

Highlights:

- The financials attached are as of August 31st 2018
- Currently working on audit preparations that we were asked to move to November by the Auditor.
- Assisted Town Planner and Clerk of Council with the postponement of Haymarket Day 2018.
- Currently working on getting Real Estate taxes ready to go out to residents
- Worked on updating some information for the new website launch.

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

Town of Haymarket
Statement of Net Position
As of August 31, 2018

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,045,063.24
11000 · CD's & Money Market Funds	366,311.05
11010 · Virginia Investment Pool	305,250.15
Total Checking/Savings	<u>1,716,624.44</u>
Accounts Receivable	
12000 · Accounts Receivable	109,870.35
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	<u>113,800.83</u>
Other Current Assets	
11499 · Undeposited Funds	24,533.07
12012 · Local Accounts Receivable-Other	62,452.99
12025 · Due from Prince William County	17,952.65
12030 · Due from Commonwealth	9,205.51
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	<u>10,368.58</u>
Total Current Assets	<u>1,840,793.85</u>
Fixed Assets	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
Total Fixed Assets	<u>5,960,724.75</u>
Other Assets	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
Total Other Assets	<u>165,328.45</u>
TOTAL ASSETS	<u><u>7,966,847.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	56,940.20
Total Accounts Payable	<u>56,940.20</u>
Credit Cards	
20040 · Town Credit Card	-82.47
Total Credit Cards	<u>-82.47</u>
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
21000 · Payroll Liabilities	-4,579.35
22000 · Security Deposits	13,550.42
22010 · Escrow Deposits	322,624.04
Total Other Current Liabilities	<u>341,595.11</u>
Total Current Liabilities	<u>398,452.84</u>

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

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

	Aug 31, 18
Long Term Liabilities	
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
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,847,802.24
Equity	
34000 · Net Pension Activity Offset	130,908.45
30000 · Unrestricted Net Assets	1,574,282.37
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	-137,941.36
Total Equity	6,119,044.81
TOTAL LIABILITIES & EQUITY	7,966,847.05

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

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

	Aug 18
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	1,394.34
Cigarette Tax	14,430.00
Consumer Utility Tax	12,902.61
Meals Tax - Current	61,386.58
Sales Tax Receipts	14,944.10
Penalties (Non-Property)	3.50
Interest (Non-Property)	1.16
Total 3120 · OTHER LOCAL TAXES	105,062.29
3130 · PERMITS, FEES & LICENSESES	
Application Fees	200.00
Motor Vehicle Licenses	120.00
Total 3130 · PERMITS, FEES & LICENSESES	320.00
3140 · FINES & FORFEITURES	
Fines	5,627.25
Total 3140 · FINES & FORFEITURES	5,627.25
3150 · REVENUE - USE OF MONEY	
Interest on Bank Deposit	170.54
Interest on Bank Deposits	1,274.50
Total 3150 · REVENUE - USE OF MONEY	1,445.04
3151 · RENTAL (USE OF PROPERTY)	10,964.98
3160 · CHARGES FOR SERVICES	
FOIA Receipts	30.00
Public Safety	
Donation/Grants	418.00
Total Public Safety	418.00
Total 3160 · CHARGES FOR SERVICES	448.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	21,575.00
Total 3165 · REVENUE - TOWN EVENTS	21,575.00
3170 · HISTORICAL FUND	
Historical Fund	21,230.02
Total 3170 · HISTORICAL FUND	21,230.02
3180 · MISCELLANEOUS	
Citations & Accident Reports	40.00
Miscellaneous	20.00
Total 3180 · MISCELLANEOUS	60.00
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	1,020.52
Communications Tax	9,268.61
Personal Property Tax Reimburse	18,626.97
Total 32 · REVENUE FROM COMMONWEALTH	28,916.10

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

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

	<u>Aug 18</u>
33 · REVENUE FROM FEDERAL GOVERNMENT	
DMV Transp Safety Grant	1,994.46
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	<u>1,994.46</u>
Total Income	<u>197,643.14</u>
Gross Profit	<u>197,643.14</u>
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
Convention & Education	2,250.00
FICA/Medicare	102.89
Salaries & Wages - Regular	<u>1,625.00</u>
Total 11100 · TOWN COUNCIL	<u>3,977.89</u>
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	22,337.27
Salaries/Wages - Part Time	10,137.00
FICA/Medicare	2,375.20
VRS	1,189.90
Health Insurance	4,920.40
Life Insurance	198.68
Disability Insurance	126.43
Unemployment Insurance	201.52
Accounting Services	1,924.80
Cigarette Tax Administration	371.56
Printing & Binding	24.90
Computer, Internet & Website Svc	1,590.85
Telecommunications	180.00
Miscellaneous	1,772.72
Books, Dues & Subscriptions	105.00
Office Supplies	<u>165.16</u>
Total 12110 · TOWN ADMINISTRATION	<u>47,621.39</u>
12210 · LEGAL SERVICES	
Legal Services	<u>4,142.02</u>
Total 12210 · LEGAL SERVICES	<u>4,142.02</u>
Total 01 · ADMINISTRATION	<u>55,741.30</u>
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	42,115.02
Salaries & Wages - OT Regular	818.46
Salaries & Wages - OT Premium	2,464.44
Salaries & Wages - Holiday Pay	0.00
Salaries & Wages - Part Time	2,980.00
FICA/MEDICARE	3,607.36
VRS	2,570.48
Health Insurance	6,468.12
Life Insurance	360.60
Disability Insurance	184.74
Legal Services	989.36
Computer, Internet & Website	2,554.25
Postage	2.05
Telecommunications	890.04
Convention & Edu. (Training)	565.92
Annual Dues & Subscriptions	2,198.00
Office Supplies	<u>946.78</u>

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

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

	Aug 18
Vehicle Fuels	1,745.85
Vehicle Maintenance/Supplies	271.00
Uniforms & Police Supplies	9,697.54
Community Events	150.00
Capital Outlay-Machinery/Equip	15,796.19
Total 31100 · POLICE DEPARTMENT	97,376.20
34100 · BUILDING OFFICIAL	
Erosion & Sedimentation Ins.	900.00
Total 34100 · BUILDING OFFICIAL	900.00
Total 03 · PUBLIC SAFETY	98,276.20
04 · PUBLIC WORKS	
Town Public Works	989.60
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,220.98
Total 43200 · REFUSE COLLECTION	6,220.98
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	6,529.84
Maint Svc Contract-Pest Control	65.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	400.00
Electric/Gas Services	1,483.64
Electrical Services-Streetlight	321.31
Water & Sewer Services	155.91
Janitorial Supplies	398.76
Real Estate Taxes	95.19
Total 43100 · MAINT OF 15000 Wash St./Grounds	11,524.65
Total 04 · PUBLIC WORKS	18,735.23
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
Grounds Maintenance/Repairs	2,971.80
Total 70000 · HAYMARKET COMMUNITY PARK	2,971.80
71110 · EVENTS	
Advertising - Events	1,166.00
Contractural Services	6,967.72
71110 · EVENTS - Other	585.00
Total 71110 · EVENTS	8,718.72
72200 · MUSEUM	
Advertising	0.00
Telecommunications	216.33
Total 72200 · MUSEUM	216.33
Total 07 · PARKS, REC & CULTURAL	11,906.85
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	270.00
FICA/Medicare	42.07
Consultants - Engineer	822.89
81100 · PLANNING COMMISSION - Other	0.00
Total 81100 · PLANNING COMMISSION	1,134.96

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

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

	<u>Aug 18</u>
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	450.00
FICA/Medicare	34.42
Total 81110 · ARCHITECTURAL REVIEW BOARD	<u>484.42</u>
Total 08 · COMMUNITY DEVELOPMENT	1,619.38
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.02
Total EMPLOYEE BENEFITS	<u>0.02</u>
Total 94105 · PERSONNEL	<u>0.02</u>
Total Expense	<u>186,278.98</u>
Net Ordinary Income	<u>11,364.16</u>
Net Income	<u><u>11,364.16</u></u>

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

10/01/18

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

	Jul - Aug 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	0.00	367,666.00	0.0%
Public Service Corp RE Tax	0.00	11,274.00	0.0%
Penalties - All Property Taxes	0.00	1,000.00	0.0%
Total 3110 · GENERAL PROPERTY TAXES	0.00	379,940.00	0.0%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,379.70	180,000.00	1.9%
Cigarette Tax	27,427.50	135,000.00	20.3%
Consumer Utility Tax	25,834.24	150,000.00	17.2%
Meals Tax - Current	121,730.95	650,000.00	18.7%
Sales Tax Receipts	29,079.28	155,000.00	18.8%
Penalties (Non-Property)	223.04	0.00	100.0%
Interest (Non-Property)	18.43	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	207,693.14	1,288,000.00	16.1%
3130 · PERMITS,FEES & LICENSESES			
Application Fees	600.00	2,700.00	22.2%
Inspection Fees	0.00	10,000.00	0.0%
Motor Vehicle Licenses	195.00	1,900.00	10.3%
Other Planning & Permits	300.00	25,000.00	1.2%
Total 3130 · PERMITS,FEES & LICENSESES	1,095.00	39,600.00	2.8%
3140 · FINES & FORFEITURES			
Fines	9,444.72	65,000.00	14.5%
Total 3140 · FINES & FORFEITURES	9,444.72	65,000.00	14.5%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	155.29	0.00	100.0%
Interest on Bank Deposit	345.10	8,000.00	4.3%
Interest on Bank Deposits	2,861.59	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	3,361.98	8,000.00	42.0%
3151 · RENTAL (USE OF PROPERTY)	28,264.54	136,957.00	20.6%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	30.00		
Public Safety			
Donation/Grants	2,682.00	5,000.00	53.6%
Total Public Safety	2,682.00	5,000.00	53.6%
Total 3160 · CHARGES FOR SERVICES	2,712.00	5,000.00	54.2%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	61,850.00	70,000.00	88.4%
Total 3165 · REVENUE - TOWN EVENTS	61,850.00	70,000.00	88.4%
3170 · HISTORICAL FUND			
Historical Fund	21,230.02		
Total 3170 · HISTORICAL FUND	21,230.02		
3180 · MISCELLANEOUS			
Citations & Accident Reports	115.00	1,000.00	11.5%
Miscellaneous	30.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	145.00	1,000.00	14.5%

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

10/01/18

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

	Jul - Aug 18	Budget	% of Budget
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	0.00	28,000.00	0.0%
Car Rental Reimbursement	1,577.67	5,500.00	28.7%
Communications Tax	18,468.35	117,000.00	15.8%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
Railroad Rolling Stock	5.77	1,500.00	0.4%
Total 32 · REVENUE FROM COMMONWEALTH	38,678.76	171,627.00	22.5%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	1,994.46	13,000.00	15.3%
CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	1,994.46	228,700.00	0.9%
35 · Reserve Funds For CIP	0.00	250,000.00	0.0%
Total Income	376,469.62	2,643,824.00	14.2%
Gross Profit	376,469.62	2,643,824.00	14.2%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	2,250.00	5,000.00	45.0%
FICA/Medicare	218.41	2,000.00	10.9%
Meals and Lodging	994.17	1,500.00	66.3%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	3,375.00	32,100.00	10.5%
Total 11100 · TOWN COUNCIL	6,837.58	41,350.00	16.5%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	42,847.77	241,800.00	17.7%
Salaries/Wages - Part Time	15,651.00	70,200.00	22.3%
FICA/Medicare	4,300.65	20,000.00	21.5%
VRS	2,870.76	37,000.00	7.8%
Health Insurance	8,883.24	50,000.00	17.8%
Life Insurance	456.86	4,000.00	11.4%
Disability Insurance	291.50	2,900.00	10.1%
Unemployment Insurance	313.93	2,000.00	15.7%
Worker's Compensation	100.00	300.00	33.3%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	1,924.80	8,000.00	24.1%
Cigarette Tax Administration	755.44	5,500.00	13.7%
Printing & Binding	383.43	13,000.00	2.9%
Advertising	0.00	12,000.00	0.0%
Computer, Internet & Website Svc	2,036.29	23,650.00	8.6%
Postage	509.03	4,000.00	12.7%
Telecommunications	222.03	6,000.00	3.7%
Mileage Allowance	0.00	2,500.00	0.0%
Meals & Lodging	176.55	6,000.00	2.9%
Convention & Education	0.00	8,000.00	0.0%
Miscellaneous	1,772.72		
Discretionary Fund	0.00	1,000.00	0.0%
Books, Dues & Subscriptions	639.78	15,000.00	4.3%
Office Supplies	1,011.21	4,000.00	25.3%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	99,846.99	559,850.00	17.8%
12210 · LEGAL SERVICES			
Legal Services	4,142.02	73,000.00	5.7%
Total 12210 · LEGAL SERVICES	4,142.02	73,000.00	5.7%

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

10/01/18

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

	Jul - Aug 18	Budget	% of Budget
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	110,826.59	690,700.00	16.0%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	68,398.29	355,347.00	19.2%
Salaries & Wages - OT Regular	1,084.06	14,000.00	7.7%
Salaries & Wages - OT Premium	4,607.00	20,000.00	23.0%
Salaries & Wages - Holiday Pay	1,057.68	10,000.00	10.6%
Salaries & Wages - Part Time	3,810.00	14,000.00	27.2%
FICA/MEDICARE	5,892.68	27,923.00	21.1%
VRS	5,140.96	39,457.00	13.0%
Health Insurance	10,780.20	56,057.00	19.2%
Life Insurance	721.20	4,344.00	16.6%
Disability Insurance	357.74	1,195.00	29.9%
Unemployment Insurance	0.00	2,178.00	0.0%
Workers' Compensation Insurance	3,680.00	6,813.00	54.0%
Line of Duty Act Insurance	0.00	1,304.00	0.0%
Legal Services	989.36	12,000.00	8.2%
Advertising	27.40		
Computer, Internet & Website	10,014.97	14,000.00	71.5%
Postage	2.05	300.00	0.7%
Telecommunications	1,557.69	10,350.00	15.1%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-243.48		
Convention & Edu. (Training)	1,425.10	3,500.00	40.7%
Misc - Discretionary Fund	0.00	500.00	0.0%
Annual Dues & Subscriptions	4,840.50	7,524.00	64.3%
Office Supplies	2,380.36	3,500.00	68.0%
Vehicle Fuels	3,473.54	16,000.00	21.7%
Vehicle Maintenance/Supplies	2,026.77	8,000.00	25.3%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	20,968.73	22,300.00	94.0%
Community Events	1,804.69	5,000.00	36.1%
Grant Expenditures	0.00	13,000.00	0.0%
Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%
Capital Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%
Total 31100 · POLICE DEPARTMENT	174,847.73	720,184.00	24.3%
34100 · BUILDING OFFICIAL			
Erosion & Sedimentation Ins.	2,100.00	40,000.00	5.3%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
Total 34100 · BUILDING OFFICIAL	2,100.00	50,000.00	4.2%
Total 03 · PUBLIC SAFETY	176,947.73	770,184.00	23.0%
04 · PUBLIC WORKS			
Town Public Works	1,105.10	70,426.00	1.6%
43200 · REFUSE COLLECTION			
Trash Removal Contract	18,534.42	78,000.00	23.8%
Total 43200 · REFUSE COLLECTION	18,534.42	78,000.00	23.8%

Attachment: Treasurer & Financial Report for 10-09-2018 (3763 : Administrative Staff Reports)

10/01/18

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

	Jul - Aug 18	Budget	% of Budget
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	9,128.74	55,000.00	16.6%
Maint Svc Contract-Pest Control	220.00	2,000.00	11.0%
Maint Svc Contract-Landscaping	4,150.00	35,000.00	11.9%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	400.00	2,000.00	20.0%
Electric/Gas Services	2,839.22	15,000.00	18.9%
Electrical Services-Streetlight	602.35	5,500.00	11.0%
Water & Sewer Services	343.31	2,000.00	17.2%
Janitorial Supplies	720.65	1,000.00	72.1%
Real Estate Taxes	95.19	4,000.00	2.4%
Total 43100 · MAINT OF 15000 Wash St./Grounds	18,499.46	128,500.00	14.4%
Total 04 · PUBLIC WORKS	38,138.98	276,926.00	13.8%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
Grounds Maintenance/Repairs	2,567.80	68,000.00	3.8%
70000 · HAYMARKET COMMUNITY PARK - Other	500.00		
Total 70000 · HAYMARKET COMMUNITY PARK	3,067.80	68,000.00	4.5%
71110 · EVENTS			
Advertising - Events	1,166.00	0.00	100.0%
Contractural Services	7,117.72	70,000.00	10.2%
71110 · EVENTS - Other	585.00	0.00	100.0%
Total 71110 · EVENTS	8,868.72	70,000.00	12.7%
72200 · MUSEUM			
Advertising	0.00	750.00	0.0%
Telecommunications	419.07	2,200.00	19.0%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	0.00	1,700.00	0.0%
Total 72200 · MUSEUM	419.07	5,150.00	8.1%
Total 07 · PARKS, REC & CULTURAL	12,355.59	143,150.00	8.6%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	585.00	5,000.00	11.7%
FICA/Medicare	81.47	500.00	16.3%
Consultants - Engineer	5,222.89	50,000.00	10.4%
Consultants - Comp Plan	0.00	40,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Total 81100 · PLANNING COMMISSION	5,889.36	98,750.00	6.0%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	705.00	4,000.00	17.6%
FICA/Medicare	47.81	850.00	5.6%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	752.81	5,850.00	12.9%

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)

10/01/18

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

	Jul - Aug 18	Budget	% of Budget
81111 · Board Of Zoning Appeals			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
Salaries & Wages - Regular	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	6,642.17	106,773.00	6.2%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	169,499.91	186,440.00	90.9%
Total 95100 · DEBT SERVICE	169,499.91	186,440.00	90.9%
Total 09 · NON-DEPARTMENTAL	169,499.91	186,440.00	90.9%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	7,100.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	208,600.00	0.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.01		
Total EMPLOYEE BENEFITS	0.01	0.00	100.0%
Total 94105 · PERSONNEL	0.01	0.00	100.0%
94106 · TOWN CENTER MASTER PLAN	0.00	203,951.00	0.0%
94107 · BLIGHT MITIGATION			
Building Official/Engr.	0.00	50,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	50,000.00	0.0%
Total Expense	514,410.98	2,643,824.00	19.5%
Net Ordinary Income	-137,941.36	0.00	100.0%
Net Income	-137,941.36	0.00	100.0%

Attachment: Treasurer & Financial Report for 10-09-2018 (3783 : Administrative Staff Reports)



**AN ORDINANCE TO WAIVE MEALS TAX
ON October 20th through 21st, 2018, SET BY
SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2018), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2018-001

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 20th, 2018 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 20th and 21st, 2018.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 9th day of October, 2018, that the Meals Tax is waived solely for the 20th and 21st day of October, 2018.

By Order of Council:

David Leake, Mayor

ATTEST:

Shelley Kozlowski, Clerk of Council

Sample Motion - I move the Haymarket Town Council approve Ordinance #2018-001, Meals Tax Free Weekend for October 20st and October 21st, 2018.

*Or
Alternative Motion*

Attachment: AN ORDINANCE TO WAIVE MEALS TAX (3784 : Ordinance #2018-001, Meals Tax Free Weekend)



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

Kathryn M. McDaniel, P.E.
TOWN ENGINEER

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kathryn M. McDaniel, Town Engineer
DATE: September 21, 2018
SUBJECT: Motion to Release the Performance Bond for Alexandra's Keep

Background:

The Alexandra's Keep plan and as-builts, prepared by Burgess and Niple, have been approved. The plan proposed twelve (12) single family attached lots along Alexandra's Keep Lane, a new street off Bleight Drive, and the associated utilities and road frontage improvements. Stormwater Management (SWM) was to be provided by a proposed underground stormwater management system. The developer has also completed installation of streetlights and turned the meter over to the Town.

Purpose:

The applicant has completed construction and development for the project, including coordination with Dominion to install a streetlight meter to be operated by the Town, and wishes to release the Performance Bond. Based on inspections, the land development activities appear to be in general conformance with the approved plan, and the Town has received documentation that the streetlight meter has been turned over to the Town..

Budgetary Impact:

Not applicable.

Staff Recommendation:

I have no objections to releasing the Performance Bond for this project. I recommend that the Performance Bond be released.

Draft Motion:

1. *I move that the Town Council release the Performance Bond for Alexandra's Keep.*

Attachment: TC Alex Keep Bond Release 2018 (3782 : Bond Release - Alexandra's Keep)

Or,

2. *I move an alternate motion*



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

JERRY M. SCHIRO
BUSINESS MANAGER

STAFF REPORT

DETERMINATION OF A USE OF FUNDS FROM THE HAYMARKET HISTORIC FOUNDATION

Background

The Town received a check in the amount of approximately \$20K from the Haymarket Historic Foundation. The Foundation was a non-profit corporation organized in 1996 for the purpose of accepting contributions for Haymarket landscape enhancement and street beautification. The corporation has been inactive for many years and this money remained in the account. Under the articles of incorporation, the assets can be distributed to the federal government, or to a state or local government, for a public purpose. Attached with this report is a copy of the original Articles of Incorporation.

Required Council Action

The item is on the agenda for the Council to discuss how they would like to use the money. An individual account was established for the funds to separate them from our regular General Fund revenues until a use is determined by the Council. Once that decision is made, a resolution will be prepared appropriating the funds for that use. If Council would like to reach a decision on the use at this meeting and immediately proceed with the spending, a motion can include authorization for the Mayor to sign the resolution once it is prepared by staff.

Sample Motions

I move the Haymarket Town Council direct the Clerk to prepare a Resolution, for Council approval appropriating an expenditure of \$_____ dollars from the distributed funds received from the Haymarket Historic Foundation for the purpose of _____.

OR

I move the Haymarket Town Council direct the Clerk to prepare a Council Resolution appropriating an expenditure of \$_____ dollars from the distributed funds received from the Haymarket Historic Foundation for the purpose of _____. Furthermore, I move the Council authorize the Mayor to execute the resolution once it is prepared.

OR

An alternate motion

Attachment: Haymarket Historic Foundation Funding (3779 : Haymarket Historic Foundation Funding)

HAYMARKET HISTORICAL FOUNDATION
ARTICLES OF ORGANIZATION

RECEIVED SEP 04 2011

Articles of Organization of the undersigned, a majority of whom are citizens of the United States, desiring to form a Non-Profit Organization under the Non-Profit Laws of the Commonwealth of Virginia, do hereby certify:

FIRST: The name of the Organization shall be The Haymarket Historical Foundation.

SECOND: The place in this state where the principal office of the Organization is to be located is in the Town of Haymarket, Prince William County, Virginia.

THIRD: Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal revenue Code, or the corresponding section of any future federal tax code.

FOURTH: The names and addresses of the persons who are the initial trustees of the Organization are as follows:

John R.Kapp
14947 Madison Court
Haymarket, Virginia 20169

Sarah M. Turner
PO Box 414
Haymarket, Virginia 20168-0414

Susan Edwards
6938 Little John Court
Haymarket, Virginia 20169

Robert A. Mayer, Jr.
15692 Prosperity Drive
Haymarket, Virginia 20169-2117

FIFTH: No part of the net earnings of the Organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the Organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or

Attachment: Haymarket Historic Foundation Funding (3779 : Haymarket Historic Foundation Funding)

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in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SIXTH: Upon dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this 30th day of June 1996.

[Signature]
John R. Kapp

[Signature]
Sarah M. Turner

[Signature]
Susan Edwards

[Signature]
Robert A. Mayer, Jr

Attachment: Haymarket Historic Foundation Funding (3779 : Haymarket Historic Foundation Funding)

MEMORANDUM

To: Shelley Kozlowski, Clerk of Council

From: Mayor David Leake

Date: September 5, 2018

Subject: Notice of Veto

Dear Mrs. Kozlowski, *Shelley's*

Please record the following comments into the official meeting record/minutes for the September 4, 2018 Town Council meeting books as per the charter requires. Please place this item on the next month's Council Meeting agenda for reconsideration.

As Mayor of the Town of Haymarket, I hereby veto the following motions with objections

- 1. SUP2018 - 003
- 2. SUP2018 - 004
- 3. RESOLUTION 2018 - 014
- 4. RESOLUTION 2018 - 015

The special use permit applications were not complete and missing critical information for the Town Council to make a decision. Some of the information missing is as follows;

- (1) Traffic:
 - Drive-thru entrances:
 - Vehicular Circulation:
 - Stacking Plan:
- (2) Hour of Operation Plan:
- (3) Noise (Outdoor Speaker System):
- (4) Outdoor Lighting:
- (5) Building and Drive Thru Design:
- (6) Loading Zones and Times:
- (7) Signage:
- (8) Refuse Storage Area

Attachment: Memorandum from Mayor, Notice of Veto (3776 : Mayor's Notice of Veto)

- (9) Maintenance of Property:
 - Graffiti Removal
 - Property Maintenance
- (10) Water and Sewer Connection:
- (11) Environment
 - Grease Trap
 - Storm water Management
- (12) Pedestrian Access

Regards,


David M. Leake, Mayor
Town of Haymarket

Attachment: Memorandum from Mayor, Notice of Veto (3776 : Mayor's Notice of Veto)