



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 6, 2019

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance

III. Invocation

IV. VML "If I Were Mayor" Essay Contest Presentation

V. Gainesville/Haymarket Rotary Club - Flags for Heroes Presentation

VI. Minute's Approval

1. Mayor and Council - Work Session - Mar 25, 2019 6:00 PM
2. Mayor and Council - Work Session - Apr 1, 2019 6:00 PM
3. Mayor and Council - Regular Meeting - Apr 1, 2019 7:00 PM

VII. Department Reports

1. Administrative Staff Reports - Shelley Kozlowski, Clerk of the Council/Office Manager
2. Police Department - Chief Kevin Lands

VIII. Brief Recess

IX. Citizen's Time

X. Board of Zoning Appeals Vacancy

XI. Action Items

1. Town Decal Ordinance
2. Proposed Meals Tax Increase

XII. Updates

1. Planning Commission
2. Architectural Review Board

XIII. Councilmember Time

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

XIV. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 25, 2019

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Amended Minutes

1. Amended Minutes TC Feb. 4, 2019

Mayor Leake states that there are revised, amended minutes requested by Councilwoman Cavazos. Councilwoman Cavazos concurs with the additions/changes. Councilman Leake moves to accept the amended minutes of February 4, 2019. Vice Mayor Edwards seconds the motion.

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

III. Haymarket Community Park Events

1. Events

Staff updates the Council on the upcoming events including the Stars and Stripes concert on June 30th, Haymarket Music Festival on August 24th and Christmas and Holiday event on December 7, 2019.

Councilman Leake departs at 6:46 PM.

IV. Reviewing Draft Budget FY2019-20

1. Draft Budget

The Council and Town Staff discuss the draft budget reviewing each line item. Town Treasurer, Roberto Gonzalez, states that there is no tax rate increase but an increase from the County wide tax assessments. Discussion also includes the Town Manager full time position, Town Center renovations and possibly increasing the meals tax.

Councilwoman Cavazos departs at 7:46 PM.

Minutes Acceptance: Minutes of Mar 25, 2019 6:00 PM (Minute's Approval)

V. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Susan Edwards, Robert Day, Madhusudan Panthi, Steve Shannon
ABSENT:	Connor Leake, Bond Cavazos

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

DRAFT

Minutes Acceptance: Minutes of Mar 25, 2019 6:00 PM (Minute's 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

Monday, April 1, 2019

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Absent, Councilman Steve Shannon: Absent, Mayor David Leake: Present.

II. Agenda Items

1. Historic Preservation Intern

Discuss the possibility of an intern including responsibilities, hours and salary. Consensus to move to the regular meeting at 7pm.

2. Computers at Dais

Discussion ensues concerning cost of printing the agendas as well as the implementation of the computers during the meetings.

3. Board of Zoning Appeals Vacancy

The Mayor and Council discuss the openings available on the Board of Zoning Appeals and recent application. Mayor explains the procedure for recommending future Board members.

4. Playground

Town Planner, Emily Lockhart, states that she has brought the playground back to Council due to a significant cost change. She highlights the changes that she has made to the Council. She proposes to Council to approve funding and construction of the Haymarket Community Park Playground, specifically for the equipment to be purchased in FY2019 and the construction to occur in FY2020. Consensus to move it to the regular meeting at 7PM.

III. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Connor Leake, Councilman
AYES:	Susan Edwards, Robert Day, Connor Leake, Madhusudan Panthi
ABSENT:	Bond Cavazos, Steve Shannon

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Apr 1, 2019 6:00 PM (Minute's Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

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Council Chambers

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Mayor David Leake called the meeting to order.

I. Call to Order

Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Absent, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Pledge of Allegiance - Alvey Elementary School Cub Scouts

Bears Den 4 Pack 1382 leads the evening's pledge.

III. Invocation - Pastor Mark Brady, Park Valley Church

Pastor Mark Brady gives the evening's Invocation.

IV. Minutes Approval

- 1. Mayor and Council - Work Session - Mar 4, 2019 6:00 PM
 - 2. Mayor and Council - Regular Meeting - Mar 4, 2019 7:00 PM
- Vice Mayor Edwards moves to accept the March 4, 2019 6 PM work session minutes and the March 4, 2019 7 PM regular meeting minutes. Councilman Leake seconds the motion.

There is no discussion on the motion.

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

V. Department Reports

- 1. **Administrative Staff Reports - Shelley Kozlowski, Clerk of Council/Office Manager**
Clerk of the Council and Office Manager, Shelley Kozlowski, highlights the Administrative Reports including the Engineer's Report, Planning and Zoning and Treasurer. Announces the upcoming Fox 5 Zip Trip live broadcast slated for Friday, May 31st in Haymarket.
- 2. **Police Department Report - Chief Kevin Lands**
Chief Lands highlights his report and events happening within the police department.

VI. Citizen's Time

Mayor asks that a letter that was emailed to the Mayor and Council be made part of Citizen's Time.

Bob Weir, 6853 St. Paul Drive, shares concerns with the playground plan, the draft budget, specifically the police department, and items on the draft CIP.

VII. Agenda Items

- 1. **Washington Street Crepe Myrtles**
Ms. Kozlowski presents the 4 proposals to the Council for the removal of 28 Hawthorne trees and the planting of 38 Crepe Myrtles with funding coming from the Historic Foundation line item.

Minutes Acceptance: Minutes of Apr 1, 2019 7:00 PM (Minute's Approval)

Councilman Shannon moves *the Town Council to approve the replacement of existing street trees with Red Rocket Crepe Myrtles, and to direct Staff to award the proposal to Premier Turf and Landscaping \$14,000.* Vice Mayor Edwards seconds the motion. Councilman Shannon amends his motion *to include that the funding will be taken from the Historic Foundation line item.* Vice Mayor Edwards agrees to the amended motion.

There is no further discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Susan Edwards, Vice Mayor
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

2. Painting Bids for Town Rental Properties

Ms. Kozlowski shares with the Council the painting proposals.

Vice Mayor Edwards moves *that the Town Council accept the bid from Alex Painting in the amount of \$23,700.00 for the exterior painting of the Museum, the Washington Street Realty Building, and the Hulfish House and shed.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

3. Computer at the Dais

Councilman Shannon moves *that the Town Council proceed with Staff's recommendation to purchase 8 14" HP Touchscreen Chromebooks for the Dais.* Councilman Panthi seconds the motion.

There is no discussion on the motion.

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

4. Town Center Bid Report

Council discuss the recent Town Center Bid Report, time frame of project and possible funding.

5. Draft CIP

Council reviews the CIP that was reviewed and recommended for approval by the Planning Commission. After much discussion, the Planning Commission decided to keep the Quiet Zone in the CIP. Discussion also included other items in the CIP including the police cruisers as well as some expenditure for infrastructure to assist with what is already in place.

6. Proposed Public Hearing Dates

Mayor Leake indicates that there is no increased tax rate. Discussion ensues concerning increasing the meal's tax.

The Mayor asks for a 5 minute recess.

The Mayor and Council reconvene at 8:20 PM.

Vice Mayor Edwards moves *the Haymarket Town Council authorize the Clerk to advertise a public hearing for May 20,2019 at 7 PM for public comments on the FY 2019-20 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.
Councilman Leake seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Connor Leake, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

7. 2019-2020 Budget Draft

Vice Mayor Edwards moves *the Haymarket Town Council authorize the Clerk to advertise a public hearing to be held on the draft Fiscal year 2019-20 Budget on May 21, 2019 at 7 PM.*
Councilman Shannon seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

VIII. Board of Zoning Appeals Board Member Vacancy

Vice Mayor Edwards moves *to recommend to the Circuit Court of Prince William County to appoint John King to the Town of Haymarket's Board of Zoning Appeals for a term ending January 31, 2023.*
Councilman Shannon seconds the motion.

There is no discussion on the motion.

1. Motion

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

IX. Playground Proposal

At the consensus of the Mayor and Council, the Playground agenda item from the work session is added to the evening's regular agenda.

1. Motion

Councilman Leake moves *to approve the funding and construction of the Haymarket Community Park Playground, specifically for the equipment to be purchased in FY2019 and the construction to occur in FY 2020.* Councilman Shannon seconds the motion.

There is no discussion on the motion.

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

X. Updates

1. Planning Commission

Councilman Shannon, Planning Commission Liaison, states that they discussed the CIP, playground and street trees.

2. Architectural Review Board

Ms. Lockhart states that at the ARB meeting they had an application for residential solar panels which was approved. She continues stating that they also recommended for approval the crepe myrtles and discussed the status on the property across the street.

XI. Historic Preservation Intern

At the consensus of the Mayor and Council, the Historic Preservation Intern agenda item from the work session is added to the evening's regular agenda.

1. Motion

Vice Mayor Edwards moves *that the Town Council direct staff to post the Historic Preservation Intern job by Friday, April 5, 2019 to include the revised job description as amended April 1, 2019, with the pay rate of \$12 an hour per period not to exceed 32 hours a week for 12 weeks.* Councilman Leake seconds the motion.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Connor Leake, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

XII. Councilmember Time

1. Steve Shannon

Councilman Shannon updates the Town Planner and Council regarding Sherwood Forest's concrete and asphalt work. Reiterates that he is proud to be part of the team and takes his hat off to the Town Staff and Chief.

2. Connor Leake

No comments.

3. Madhu Panthi

No comments.

4. Susan Edwards

Vice Mayor Edwards announces to the Council that, Michael Spence, from Mary Washington University is coming on Thursday. She states that he will be shooting elevations and getting the measurements of the buildings for our records free of charge.

5. Bond Cavazos

Absent.

6. Robert Day

No comments.

7. David Leake

No comments.

XIII. Closed Session

Enter into Closed Session: Move *that the Council convene in closed session to discuss legal issues with regard to town rental property leases as permitted by Va. Code section 2.2-3711A (8).* Vice Mayor Edwards moves. Councilman Shannon seconds.

There is no discussion on the motion.

1. Motion

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

2. Motion

Certification of Closed Session: Move that the Council certify that in the closed session that just concluded nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Vice Mayor Edwards moves. Councilman Leake seconds.

There is no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Connor Leake, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Leake
ABSENT:	Bond Cavazos

XIV. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Connor Leake, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon
ABSENT:	Bond Cavazos

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Apr 1, 2019 7:00 PM (Minute's Approval)



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

David Leake
Mayor

Shelley M. Kozlowski
Clerk of Council
Office Manager

Emily K. Lockhart
Town Planner/
Zoning Administrator

Roberto C. Gonzalez
Town Treasurer

Jacque Patrick
Administrative Assistant

TOWN STAFF – MONTH IN REVIEW
April 2019

Administration

- Held weekly staff meetings.
- Attended Mayor's weekly staff meeting with Police Chief Lands.
- Continue to work with electrical contractor regarding issues with Washington Street light poles.
- Completed meeting minutes for Town Council, Planning Commission and Architectural Review Board.
- Prepared Town Council meeting agenda packets.
- Worked with Premier Landscaping on brick planter box designs, Street tree plantings and other Town landscaping concerns.
- Worked with Manassas Asphalt to implement repairing, sealing and striping of the Town Hall parking lot.
- Responded to a FOIA request.
- Worked with Administrative Assistant administering business licenses.
- Coordinated with Treasurer lease agreements for Town rental space.
- Worked with tenants at Copper Cricket on plumbing issues.
- Coordinated repairs for Council Chamber's video/audio equipment.
- Met with Postmaster to determine a new placement of the town center mailbox box.
- Continue to coordinate with PWC Tourism Department and Fox 5 producers on the upcoming Zip Trip Event slated for May 31.

Planning/Zoning

- Working with the Town Engineer to readvertise the Jefferson Street sidewalk plan
- Working with the Events Committee and other in town business partners to plan the Summer Concerts and Haymarket Day. Reached out to our previous Sponsors to share our new events lineup, to date we have 4 sponsors committed for a total of 11,000 dollars.
- Assisted the Office Manager with the Street Tree project permitting and placement.
- Working closely with the demolition team for the Stan Smith property to ensure the disconnections and permits are properly completed.
- Processing several site plans for various projects throughout town to include; Crossroads Village Center, Haymarket Diner, Morais Vineyard.
- Working on scheduling events/exhibits for the Haymarket Museum artists.

Treasurer

- Updated Real Estate information on Towns system vs Counties assessment records.
- Assisted with Lease agreements.
- Assisted Town businesses with Business license renewal applications.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Sheetz	Katie	6/29/2016	4/24/2019	Katie			-As built resubmitted for review 4/15/19
Pedestrian Improvements Project	Katie	7/14/2014	4/24/2019	Town/VDOT			-No bids received -Invitation to Bid readvertisement to be included in local paper as of 4/29/19. Bids due 5/29/19. -VDOT to review/approve bid analysis package prior to award.
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Second submission comments addressed. Recommended for approval contingent on outside agency approval
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	4/10/2019	Applicant			-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19
Haymarket Diner	Katie/Emily	11/15/2017	4/10/2019	Applicant			-Plan approved 4/10/19 by staff. PC approved 4/22/19
Morais - Aroma II	Katie/Emily	1/15/2019	4/10/2019	Applicant			-Reviewed first submission of site plan and provided comments on 4/10/19
McDonalds	Katie/Emily	2/12/2019	4/10/2019	Applicant			-Minor Engineering comments provided 4/10/19 -PC conditionally approved plan 4/22/19

Attachment: 2019 April Engineer's Reports_KMM (4030 : Administrative Staff Reports - Shelley

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
Sherwood Forest Bond Release	Katie	N/A	3/26/2019	Katie			-As-builts approved 11/15. -Landscaping and E&S Bond released. -Provided letter to VDOT regarding review of storm drain videos
Dog's Day Out Final Site Plan	Emily	12/13/2016	2/20/2019	N/A			-As-builts expected to be submitted
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA			-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town -Meter info to be provided

Attachment: 2019 April Engineer's Reports_KMM (4030 : Administrative Staff Reports - Shelley

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Katie	N/A	1/24/2019	Applicant/Emily	10/9/2018	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 -Performance bond released 10/9/18 -Town coordinating with applicant to find original bond documents.
QBE Final Site Plan	Emily	1/20/2017	1/14/2019	Applicant			-Site Plan amendment submitted 10/25/18. Comments provided 11/12/18. Applicant to resubmit. -Site Plan amendment bonds to be provided prior to construction
Haymarket Iceplex As-builts	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request

Town Planner							
Task List April 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2018		The applicant has erected the fence around the property. The final utility disconnections are occurring the last week of April/first week of May. The demolition was delayed due to a tenant remaining the space until April 16th.
Pergola Structure	14971 Keavy Place	Emily	April	ARB approval	4/24/2019		Applicant has received HOA approval and ARB approval to construct a pergola on his deck.
Town Park Playground	14710 Washington Street	Emily	Jul-18	ARB approval	4/24/2019		ARB granted approval for the playground color scheme
Morais Wine Tasting room	14871 Washington Street	Emily	Dec-18	ARB approval		5/15/2019	ARB reviewed the provide architectural. Has requested additional information for the brick color, window color and other details of the exterior.
Shed Structure	6860 Jockey Club Lane	Emily	Apr-19	ARB Approval	4/24/2019		Applicant has received HOA approval and ARB approval to construct the shed structure in the side yard. Planner will verify setbacks and circle back to the applicant
Sign Application	Eugene's Sausage and Fries Sign	Emily	Apr-19	ARB approval		5/15/2019	Applicant has requested a sign permit for a new business located in the Winterham building. The ARB has deferred the application until additional details can be provided.
Chick-fil-a canopies	15180 Washington Street	Emily	Mar-19	ARB approval	4/24/2019		ARB discussed the application in depth, regarding the color and the architectural details. The application was approved by the ARB.
Board of Zoning Appeals							
No Activity for April 2019							
Planning Commission							
Haymarket Diner Application	6608 James Madison Hwy	Emily/Katie	Jan-19	PC Approval	Apr-19		The applicant has received final approval for the parking lot site plan to include the landscape waiver
SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	Mar-19	PC Review, Recommendation to Council, Council Public Hearing, Council Review	Late Summer/Early Fall 2019		PC held the first public hearing to discuss the SUP application for Jefferson Street. The citizens concerns included; traffic, the building mass, and parking restraints.
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	Feb-19	PC Approval	May-19		Awaiting final approval from outside agencies, and minor comments from Town Engineer to be addressed

Attachment: April 2019 Town Planner Report (4030 : Administrative Staff Reports - Shelley Kozlowski,

Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017	Sep-18	May-19	Conditional Approval has been received and will remain conditional until the applicant has addressed all outstanding comments to include; landscape buffers and pump station mitigation.
Planning Commission	Harrover Park	Emily	Town Council has approved final design and spending. ARB approved the color scheme, finalizing the placement with the PC			
Prince William County (1 Mile Review)						
No Activity for PWC 1 Mile Review March 2019						
Staff						
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	Nov-17	Awaiting final changes to site plan. Applicant has received conditional approval.		
the ARTS at the Haymarket Museum		Emily		Artists will occupy the space in January and February for workshops. April and May are booked with individual artists, June-August -- looking to work with the local school art programs to curate a gallery, September/October -- Haymarket Day contest for artists to paint the historic structures. November/December -- Craft Bazaar/Holiday Market		
Events Meeting				Set the calendar of events for the Town -- Summer Concert & Car Show with PD, June 30th -- End of Summer Concert, August 24th -- Haymarket Day, October 19th and Christmas and Holiday Event, December 7th.		

Town Planner							
Task List April 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2018		The applicant has erected the fence around the property. The final utility disconnections are occurring last week of April/first week of May. The demolition was delayed due to a tenant remaining the space until April 16th.
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Board of Zoning Appeals							
No Activity for April 2019							
Planning Commission							
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Attachment: April 2019 Town Planner Report (4030) : Administrative Staff Reports - Shelley Kozlowski,

Morais Wine Tasting room	14871 Washington Street	Emily/Katie	Feb-19	PC Approval	May-19		Awaiting final approval from outside agencies, and minor comments from Town Engineer to be address
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	Conditional Approval has been recived and will remain conditional until the applicant has addressed outstanding comments to include: landscape buffers and pump station mitigation.
Planning Commission	Harrover Park	Emily	Town Council has approved final design and spending. ARB approved the color scheme, finalizing the placement with the PC				

Prince William County (1 Mile Review)

No Activity for PWC 1 Mile Review March 2019

Staff

Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	Nov-17	Awaiting final changes to site plan. Applicant has received conditional approval.			
the ARTS at the Haymarket Museum		Emily		Artists will occupy the space in January and February for workshops. April and May are booked with individual artists, June-August -- looking to work with the lo school art programs to curate a gallery, September/October -- Haymarket Day contest for artists to paint the historic structures. November/December -- Craft Bazaar/Holiday Market			
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Attachment: April 2019 Town Planner Report (4030 : Administrative Staff Reports - Shelley Kozlowski,



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 6, 2019

Highlights:

- The financials attached are as of March 31st, 2019
- As of March 31st, 2019, we are at 66.3% mark of our budgeted Revenues and 58.5% of our budgeted Expenditures.
- This month worked on weekly payables and processed payrolls
- Created and sent for publication Public hearing notices for next fiscal year's tax rates and budget hearing.
- This month I worked on updating Real Estate contact information for our residents invoicing. Unfortunately, our system is not linked with Prince William County, which leads us to compare the assessment report given to the Town from the County and make manual updates to parcel information.
- Business Licenses renewal applications were sent out last month and we have been receiving many of them back early.
- Assisted the Clerk of Council with lease renewals and new tenant leases
- Began to assist with Haymarket Day applications
- Continued preparations for May's Public meetings concerning the Tax rate and Budget for the next fiscal year.

Town of Haymarket
Statement of Net Position
As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,430,534.07
11000 · CD's & Money Market Funds	3,873.91
11010 · Virginia Investment Pool	310,676.12
Total Checking/Savings	1,745,084.10
Accounts Receivable	
12000 · Accounts Receivable	121,818.02
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	125,748.50
Other Current Assets	
11499 · Undeposited Funds	35,770.36
12012 · Local Accounts Receivable-Other	81,906.19
12025 · Due from Prince William County	32,896.75
12030 · Due from Commonwealth	20,051.79
12040 · Due from Federal Government	1,994.46
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	68,843.91
Total Current Assets	1,939,676.51
Fixed Assets	
12500 · General Property	4,460,992.00
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,862,936.03
Other Assets	
19100 · Deferred Outflow - Pension Cont	62,075.77
Total Other Assets	62,075.77
TOTAL ASSETS	7,864,688.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	9,187.64
Total Accounts Payable	9,187.64
Credit Cards	
20040 · Town Credit Card	4,499.56
Total Credit Cards	4,499.56
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	-6,161.59
22000 · Security Deposits	10,030.92
22010 · Escrow Deposits	79,266.60
Total Other Current Liabilities	93,195.33
Total Current Liabilities	106,882.53
Long Term Liabilities	
20080 · Accrued Interest Payable	11,345.59

Town of Haymarket
Statement of Net Position
As of March 31, 2019

	Mar 31, 19
23000 · Accrued Leave	21,263.02
25000 · General Obligation Bonds	1,068,200.00
25010 · Captial Leases Payable	120,947.21
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
Total Long Term Liabilities	1,320,257.82
Total Liabilities	1,427,140.35
Equity	
34110 · Net OPEB Activity Offset	-54,079.00
34000 · Net Pension Activity Offset	17,652.77
30000 · Unrestricted Net Assets	1,625,366.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,857,867.23
33000 · Amt Long Term Obligations	-1,223,023.02
Net Income	207,763.67
Total Equity	6,437,547.96
TOTAL LIABILITIES & EQUITY	7,864,688.31

Town of Haymarket
Statement of Revenue & Expenditures for Month
March 2019

	Mar 19
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	80,795.21
Cigarette Tax	10,454.25
Consumer Utility Tax	15,268.15
Meals Tax - Current	57,992.70
Sales Tax Receipts	10,402.93
Penalties (Non-Property)	220.93
Total 3120 · OTHER LOCAL TAXES	175,134.17
3130 · PERMITS,FEES & LICENSESES	
Application Fees	2,525.00
Inspection Fees	2,400.00
Motor Vehicle Licenses	120.00
Other Planning & Permits	1,500.00
Total 3130 · PERMITS,FEES & LICENSESES	6,545.00
3140 · FINES & FORFEITURES	
Fines	1,935.95
Total 3140 · FINES & FORFEITURES	1,935.95
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	2,366.85
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,687.00
315160 · The Very Thing For Her	2,760.00
Total 3151 · RENTAL (USE OF PROPERTY)	10,793.68
3180 · MISCELLANEOUS	
Miscellaneous	4,572.47
Total 3180 · MISCELLANEOUS	4,572.47
32 · REVENUE FROM COMMONWEALTH	
Communications Tax	8,955.29
Total 32 · REVENUE FROM COMMONWEALTH	8,955.29
Total Income	207,936.56
Gross Profit	207,936.56
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
FICA/Medicare	135.40
Meals and Lodging	98.74
Salaries & Wages - Regular	1,850.00
Total 11100 · TOWN COUNCIL	2,084.14
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	24,886.00
Salaries/Wages - Part Time	5,810.00
FICA/Medicare	2,259.21
VRS	1,820.34
Health Insurance	4,920.40
Life Insurance	351.27
Disability Insurance	126.43
Unemployment Insurance	371.49
Accounting Services	296.04
Cigarette Tax Administration	371.57

Town of Haymarket
Statement of Revenue & Expenditures for Month
March 2019

	Mar 19
Printing & Binding	584.47
Computer, Internet & Website Svc	591.58
Postage	114.00
Meals & Lodging	242.09
Convention & Education	295.00
Discretionary Fund	100.00
Books, Dues & Subscriptions	839.65
Office Supplies	320.99
Total 12110 · TOWN ADMINISTRATION	44,300.53
12210 · LEGAL SERVICES	
Legal Services	4,092.00
Total 12210 · LEGAL SERVICES	4,092.00
12240 · INDEPENDENT AUDITOR	
Auditing Services	14,550.00
Total 12240 · INDEPENDENT AUDITOR	14,550.00
Total 01 · ADMINISTRATION	65,026.67
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	48,639.73
Salaries & Wages - OT Regular	0.00
Salaries & Wages - OT Premium	1,993.57
Salaries & Wages - Holiday Pay	1,215.84
Salaries & Wages - Part Time	940.00
Salary & Wages - DMV Grant	0.00
FICA/MEDICARE	3,922.72
VRS	3,404.38
Health Insurance	8,466.39
Life Insurance	681.45
Disability Insurance	195.88
Legal Services	1,548.00
Computer, Internet & Website	178.00
Telecommunications	762.65
Convention & Edu. (Training)	207.87
Office Supplies	323.99
Vehicle Maintenance/Supplies	509.13
Uniforms & Police Supplies	620.31
Total 31100 · POLICE DEPARTMENT	73,609.91
34100 · BUILDING OFFICIAL	
Erosion & Sedimentation Ins.	1,650.00
Total 34100 · BUILDING OFFICIAL	1,650.00
Total 03 · PUBLIC SAFETY	75,259.91
04 · PUBLIC WORKS	
Town Public Works	2,526.18
43200 · REFUSE COLLECTION	
Trash Removal Contract	505.32
Total 43200 · REFUSE COLLECTION	505.32
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	2,759.75
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	800.00
Electric/Gas Services	1,545.16
Electrical Services-Streetlight	429.48
Water & Sewer Services	175.90

Attachment: Treasurer & Financial Report for 05-06-2019 (4030 : Administrative Staff Reports - Shelley Kozlowski, Clerk of the Council/Office

Town of Haymarket
Statement of Revenue & Expenditures for Month
March 2019

	Mar 19
Total 43100 · MAINT OF 15000 Wash St./Grounds	7,785.29
Total 04 · PUBLIC WORKS	10,816.79
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
Grounds Maintenance/Repairs	1,601.90
Total 70000 · HAYMARKET COMMUNITY PARK	1,601.90
72200 · MUSEUM	
Telecommunications	263.38
Total 72200 · MUSEUM	263.38
Total 07 · PARKS, REC & CULTURAL	1,865.28
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	450.00
FICA/Medicare	29.83
Consultants - Engineer	2,160.00
81100 · PLANNING COMMISSION - Other	80.00
Total 81100 · PLANNING COMMISSION	2,719.83
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	570.00
FICA/Medicare	39.01
Total 81110 · ARCHITECTURAL REVIEW BOARD	609.01
Total 08 · COMMUNITY DEVELOPMENT	3,328.84
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.00
Total EMPLOYEE BENEFITS	0.00
Total 94105 · PERSONNEL	0.00
Total Expense	156,297.49
Net Ordinary Income	51,639.07
Net Income	51,639.07

04/29/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through March 2019

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	Jul '18 - Mar 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	363,030.77	367,666.00	98.7%
Public Service Corp RE Tax	11,778.30	11,274.00	104.5%
Interest - All Property Taxes	81.54	0.00	100.0%
Penalties - All Property Taxes	600.51	1,000.00	60.1%
Total 3110 · GENERAL PROPERTY TAXES	375,491.12	379,940.00	98.8%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	93,628.69	180,000.00	52.0%
Cigarette Tax	116,189.25	135,000.00	86.1%
Consumer Utility Tax	121,538.58	150,000.00	81.0%
Meals Tax - Current	531,415.80	650,000.00	81.8%
Sales Tax Receipts	111,302.66	155,000.00	71.8%
Penalties (Non-Property)	937.55	0.00	100.0%
Interest (Non-Property)	18.43	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	975,030.96	1,288,000.00	75.7%
3130 · PERMITS,FEES & LICENESES			
Application Fees	7,520.00	2,700.00	278.5%
Inspection Fees	9,090.00	10,000.00	90.9%
Motor Vehicle Licenses	603.00	1,900.00	31.7%
Other Planning & Permits	13,930.63	25,000.00	55.7%
Total 3130 · PERMITS,FEES & LICENESES	31,143.63	39,600.00	78.6%
3140 · FINES & FORFEITURES			
Fines	25,319.90	65,000.00	39.0%
Total 3140 · FINES & FORFEITURES	25,319.90	65,000.00	39.0%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	5,581.26	0.00	100.0%
Interest on Bank Deposit	4,650.41	8,000.00	58.1%
Interest on Bank Deposits	7,608.47	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	17,840.14	8,000.00	223.0%
3151 · RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	17,550.06		
315110 · Suite 200 Genesis Contracting	2,010.00		
315120 · Suite 202 Metis Group	3,500.00		
315125 · Suite 204 MAC-ISA	3,360.00		
315150 · 15020 Washington Realty	32,038.47		
315155 · 15026 Copper Cricket	16,570.00		
315160 · The Very Thing For Her	25,190.00		
3151 · RENTAL (USE OF PROPERTY) - Other	365.85	136,957.00	0.3%
Total 3151 · RENTAL (USE OF PROPERTY)	100,584.38	136,957.00	73.4%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	120.00		
Public Safety	5,847.00	5,000.00	116.9%
Total 3160 · CHARGES FOR SERVICES	5,967.00	5,000.00	119.3%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	73,108.82	70,000.00	104.4%
Total 3165 · REVENUE - TOWN EVENTS	73,108.82	70,000.00	104.4%
3170 · HISTORICAL FUND			
Historical Fund	21,230.02	21,230.02	100.0%
Total 3170 · HISTORICAL FUND	21,230.02	21,230.02	100.0%

04/29/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	% of Budget
3180 · MISCELLANEOUS			
Citations & Accident Reports	585.00	1,000.00	58.5%
Veteran Banners	354.00		
Miscellaneous	4,632.47	0.00	100.0%
Recovered Costs- Private Events			
Donations	2.00		
Total Recovered Costs- Private Events	2.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	5,573.47	1,000.00	557.3%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	22,773.00	28,000.00	81.3%
Car Rental Reimbursement	4,792.56	5,500.00	87.1%
Communications Tax	81,823.89	117,000.00	69.9%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
Railroad Rolling Stock	1,333.31	1,500.00	88.9%
Total 32 · REVENUE FROM COMMONWEALTH	129,349.73	171,627.00	75.4%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	5,581.30	13,000.00	42.9%
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	5,581.30	228,700.00	2.4%
35 · Reserve Funds For CIP	0.00	250,000.00	0.0%
Total Income	1,766,220.47	2,665,054.02	66.3%
Gross Profit	1,766,220.47	2,665,054.02	66.3%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	2,352.46	5,000.00	47.0%
FICA/Medicare	959.69	2,000.00	48.0%
Meals and Lodging	1,114.11	1,500.00	74.3%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	14,132.65	32,100.00	44.0%
Total 11100 · TOWN COUNCIL	18,558.91	41,350.00	44.9%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	168,852.62	209,697.00	80.5%
Salaries/Wages - Part Time	54,011.00	70,200.00	76.9%
FICA/Medicare	16,245.49	22,044.00	73.7%
VRS	14,070.41	30,236.00	46.5%
Health Insurance	33,485.24	38,677.00	86.6%
Life Insurance	2,050.73	4,000.00	51.3%
Disability Insurance	1,176.51	2,900.00	40.6%
Unemployment Insurance	3,165.87	2,000.00	158.3%
Worker's Compensation	415.00	300.00	138.3%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	4,805.16	8,000.00	60.1%
Cigarette Tax Administration	3,702.29	5,500.00	67.3%
Printing & Binding	6,014.27	13,000.00	46.3%
Advertising	7,091.67	12,000.00	59.1%
Computer, Internet & Website Svc	14,559.25	23,650.00	61.6%
Postage	2,482.48	4,000.00	62.1%
Telecommunications	222.03	6,000.00	3.7%
Mileage Allowance	33.25	2,500.00	1.3%
Meals & Lodging	1,835.91	6,000.00	30.6%
Convention & Education	1,495.05	8,000.00	18.7%
Discretionary Fund	203.35	1,000.00	20.3%

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04/29/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	% of Budget
Books, Dues & Subscriptions	11,261.02	15,000.00	75.1%
Office Supplies	4,388.07	4,000.00	109.7%
Insurance Pass-Through	-2,692.38		
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	363,574.29	511,704.00	71.1%
12210 · LEGAL SERVICES			
Legal Services	41,461.95	73,000.00	56.8%
Total 12210 · LEGAL SERVICES	41,461.95	73,000.00	56.8%
12240 · INDEPENDENT AUDITOR			
Auditing Services	14,550.00	16,500.00	88.2%
Total 12240 · INDEPENDENT AUDITOR	14,550.00	16,500.00	88.2%
Total 01 · ADMINISTRATION	438,145.15	642,554.00	68.2%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	290,073.57	380,741.00	76.2%
Salaries & Wages - OT Regular	0.00	14,000.00	0.0%
Salaries & Wages - OT Premium	17,143.70	20,000.00	85.7%
Salaries & Wages - Holiday Pay	15,785.24	10,000.00	157.9%
Salaries & Wages - Part Time	13,134.94	14,000.00	93.8%
Salary & Wages - DMV Grant	3,968.70		
FICA/MEDICARE	25,426.22	29,879.00	85.1%
VRS	26,569.90	42,221.00	62.9%
Health Insurance	50,447.79	67,380.00	74.9%
Life Insurance	3,856.83	4,648.00	83.0%
Disability Insurance	1,661.41	1,313.00	126.5%
Unemployment Insurance	2,624.24	2,178.00	120.5%
Workers' Compensation Insurance	11,871.00	12,964.00	91.6%
Line of Duty Act Insurance	1,740.00	1,440.00	120.8%
Legal Services	14,031.30	12,000.00	116.9%
Computer, Internet & Website	11,645.20	14,000.00	83.2%
Postage	22.10	300.00	7.4%
Telecommunications	6,381.77	10,350.00	61.7%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-35.80		
Convention & Edu. (Training)	3,112.53	3,500.00	88.9%
Misc - Discretionary Fund	428.81	500.00	85.8%
Annual Dues & Subscriptions	10,111.90	7,524.00	134.4%
Office Supplies	4,079.05	3,500.00	116.5%
Vehicle Fuels	12,375.87	16,000.00	77.3%
Vehicle Maintenance/Supplies	8,294.27	8,000.00	103.7%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	31,048.77	22,300.00	139.2%
Community Events	4,509.98	5,000.00	90.2%
Grant Expenditures	1,802.13	13,000.00	13.9%
Insurance Pass-Through	1,775.01	0.00	100.0%
Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%
Capital Outlay-Machinery/Equip	37,109.38	31,592.00	117.5%
Total 31100 · POLICE DEPARTMENT	615,249.86	768,330.00	80.1%
34100 · BUILDING OFFICIAL			
Erosion & Sedimentation Ins.	10,200.00	40,000.00	25.5%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
Total 34100 · BUILDING OFFICIAL	10,200.00	50,000.00	20.4%
Total 03 · PUBLIC SAFETY	625,449.86	818,330.00	76.4%
04 · PUBLIC WORKS			
Town Public Works	29,867.90	70,426.00	42.4%
Street Beautification - HF	0.00	21,230.02	0.0%

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04/29/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	% of Budget
43200 · REFUSE COLLECTION			
Trash Removal Contract	57,031.26	78,000.00	73.1%
Total 43200 · REFUSE COLLECTION	57,031.26	78,000.00	73.1%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	37,446.23	55,000.00	68.1%
Maint Svc Contract-Pest Control	815.00	2,000.00	40.8%
Maint Svc Contract-Landscaping	18,675.00	35,000.00	53.4%
Maint Svc Contract Snow Removal	2,100.90	7,000.00	30.0%
Maint Svc Cont- Street Cleaning	4,115.00	2,000.00	205.8%
Electric/Gas Services	12,962.41	15,000.00	86.4%
Electrical Services-Streetlight	4,030.04	5,500.00	73.3%
Water & Sewer Services	1,557.77	2,000.00	77.9%
Janitorial Supplies	766.06	1,000.00	76.6%
Real Estate Taxes	1,115.91	4,000.00	27.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	83,584.32	128,500.00	65.0%
Total 04 · PUBLIC WORKS	170,483.48	298,156.02	57.2%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
Grounds Maintenance/Repairs	13,093.98	68,000.00	19.3%
Total 70000 · HAYMARKET COMMUNITY PARK	13,093.98	68,000.00	19.3%
71110 · EVENTS	65,890.49	70,000.00	94.1%
72200 · MUSEUM			
Advertising	0.00	750.00	0.0%
Telecommunications	1,639.88	2,200.00	74.5%
Books, Dues & Subscriptions	30.00	250.00	12.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	580.87	1,700.00	34.2%
Total 72200 · MUSEUM	2,250.75	5,150.00	43.7%
Total 07 · PARKS, REC & CULTURAL	81,235.22	143,150.00	56.7%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	3,690.00	5,000.00	73.8%
FICA/Medicare	296.93	500.00	59.4%
Consultants - Engineer	23,217.34	50,000.00	46.4%
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%
81100 · PLANNING COMMISSION - Other	80.00		
Total 81100 · PLANNING COMMISSION	27,284.27	98,750.00	27.6%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	3,675.00	4,000.00	91.9%
FICA/Medicare	336.22	850.00	39.6%
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	4,011.22	5,850.00	68.6%
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%

Attachment: Treasurer & Financial Report for 05-06-2019 (4030 : Administrative Staff Reports - Shelley Kozlowski, Clerk of the Council/Office

04/29/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>	<u>Budget</u>	<u>% of Budget</u>
Total 08 · COMMUNITY DEVELOPMENT	31,295.49	106,773.00	29.3%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond - Prin	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			
Architectural/Engineering Fees	13,367.00		
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	0.00	208,600.00	0.0%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	13,367.00	208,600.00	6.4%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	28,980.69	203,951.00	14.2%
Total 94106 · TOWN CENTER MASTER PLAN	28,980.69	203,951.00	14.2%
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	1,558,456.80	2,665,054.02	58.5%
Net Ordinary Income	207,763.67	0.00	100.0%
Net Income	207,763.67	0.00	100.0%

Attachment: Treasurer & Financial Report for 05-06-2019 (4030 : Administrative Staff Reports - Shelley Kozlowski, Clerk of the Council/Office

Town of Hay

Permit Number	Main Address	Description	Permit Type
MEC2019-01893	6665 FAYETTE ST	INSTALL 1 HVAC SYSTEM WITH DUCTWORK	Mechanical
PLB2019-01135	6665 FAYETTE ST	WATER & SEWER - SITE WORK BLD'S	Plumbing
PLB2019-01328	6665 FAYETTE ST	Install plumbing in new single family dwellir	Plumbing
BLD2019-01548	6675 FAYETTE ST	SFD LOT C	Building
ELE2019-03099	6675 FAYETTE ST	WIRING NEW SFD	Electrical
GAS2019-01508	6675 FAYETTE ST	Install gas piping in new single family dwell	Gas
ELE2019-01218	6680 FAYETTE ST	TEMP POWER FOR CONSTRUCTION	Electrical
MEC2018-01426	6795 JEFFERSON ST	REPLACE EXISTING FIREPLACE WITH	Mechanical
ELE2018-03174	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODEL	Electrical
MEC2018-02128	6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODEL	Mechanical
ELE2019-03955	6958 JOCKEY CLUB LN	Install 22KW Generac generator with 200 €	Electrical
FPP2018-00496	6711 LEA BERRY WAY	ONE FOR ONE REPLACEMENT OF FLO	Fire Protection Permit
BLD2019-02868	6721 MADISON ST	REMODEL INTERIOR OF HOME - BUILD	Building
BLD2019-02869	6721 MADISON ST	ADDING FRONT AND SIDE PORCHES	Building
ELE2019-03717	6721 MADISON ST	ELECTRICAL FOR ADDITIONS	Electrical
ELE2019-03718	6721 MADISON ST	INSTALL NEW 200AMP SERVICE AND R	Electrical
PLB2019-02096	6721 MADISON ST	TWO SEPARATE ADDITIONS TO HOUSE	Plumbing
BLD2018-03757	6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL	Building
BLD2018-03760	6760 MADISON ST	}}JXB 28' 4" x 25' 6" TWO STORY REAR /	Building
BLD2019-04362	6760 MADISON ST	OPEN DECK 10' x 12' PER COUNTY TYP	Building
ELE2018-03248	6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL	Electrical
ELE2018-03249	6760 MADISON ST	}}JXB 28' 4" x 25' 6" TWO STORY REAR /	Electrical
MEC2018-02180	6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL	Mechanical
PLB2018-01955	6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL	Plumbing
PLB2018-02189	6760 MADISON ST	}}JXB 28' 4" x 25' 6" TWO STORY REAR /	Plumbing
ELE2019-03527	6813 SAINT PAUL DR	install 10 fixtures 8 switches 10 plugs dishv	Electrical
ELE2018-03465	14925 SOUTHERN CROSSIN	FINISH BASEMENT (EXISTING EGRESS)	Electrical
PLB2018-02093	14925 SOUTHERN CROSSIN	FINISH BASEMENT (EXISTING EGRESS)	Plumbing
BLD2019-02279	14600 WASHINGTON ST	NEW TENANT TO OCCUPY EXISTING TI	Building
BLD2019-02851	14600 WASHINGTON ST	A/R FOR VACANT SUITE - REMANAING	Building
GAS2019-00366	14800 WASHINGTON ST	ALTERATION/REPAIR TO REPLACE EXI	Gas
BLD2018-04908	15100 WASHINGTON ST	1 -NON-ILLUMINATED WALL SIGN (SUIT	Building
BLD2018-06741	15180 WASHINGTON ST	EXTERNALLY-ILLUMINATED FREESTAN	Building
BLD2019-02807	15187 WASHINGTON ST	INSTALLING NEW GENERATOR W/BELL	Building
ELE2019-03614	15250 WASHINGTON ST	ALTERATIONS/REPAIRS TO REPLACE L	Electrical
MEC2019-02085	15250 WASHINGTON ST	ALTERATIONS/REPAIRS TO REPLACE L	Mechanical
BLD2019-01209	15315 WASHINGTON ST	ELECTRIC VEHICLE CHARGING STATIC	Building

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Attachment: Permit Report Town of Haymarket 2019-05-01-08-00-52 (4030 : Administrative Staff Reports - Shelley Kozlowski, Clerk of the

Haymarket - Permit Report
May 2019

Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
Issued	R - New Single Family Dwell	02/26/2019		3,752.00	\$16,500.00
Issued	R - New Single Family Dwell	11/26/2018		0.00	\$1,000.00
Issued	R - New Single Family Dwell	12/17/2018		3,752.00	\$11,000.00
Issued	R - New Single Family Dwell	10/11/2018		3,752.00	\$300,000.00
Issued	R - New Single Family Dwell	02/21/2019		3,752.00	\$8,000.00
Issued	R - New Single Family Dwell	04/01/2019		3,752.00	\$500.00
Finalized	C - New Structure	09/25/2018	02/28/2019	5,960.00	\$1,500.00
Issued	R - Alteration/Repair	12/06/2017		4,000.00	\$1,000.00
Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00
Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00
Issued	R - Alteration/Repair	04/11/2019		2,924.00	\$2,500.00
Issued	Sprinkler	02/06/2018		0.00	\$550.00
Issued	R - Alteration/Repair	12/13/2018		900.00	\$50,000.00
Issued	R - Addition	02/04/2019		225.00	\$25,000.00
Issued	R - Addition	03/27/2019		275.00	\$1,000.00
Issued	R - Alteration/Repair	03/27/2019		900.00	\$3,200.00
Issued	R - Addition	03/28/2019		275.00	\$50,000.00
Finalized	R - Alteration/Repair	03/02/2018	03/19/2019	1,136.00	\$31,800.00
Finalized	R - Addition	03/02/2018	03/21/2019	722.00	\$31,800.00
Finalized	R - Addition	03/18/2019	04/10/2019	120.00	\$5,000.00
Finalized	R - Alteration/Repair	03/02/2018	03/19/2019	1,136.00	\$15,000.00
Finalized	R - Addition	03/02/2018	03/21/2019	722.00	\$31,800.00
Finalized	R - Alteration/Repair	03/02/2018	03/19/2019	1,136.00	\$31,800.00
Finalized	R - Alteration/Repair	03/02/2018	03/19/2019	1,136.00	\$16,800.00
Finalized	R - Addition	03/02/2018	03/21/2019	722.00	\$6,000.00
Issued	R - Alteration/Repair	03/26/2019		500.00	\$900.00
Issued	R - Alteration/Repair	02/21/2018		63.00	\$300.00
Issued	R - Alteration/Repair	02/21/2018		63.00	\$500.00
Issued	C - Tenant Layout	01/07/2019		6,582.00	\$55,000.00
Finalized	C - Alteration/Repair	01/07/2019	03/25/2019	215.00	\$1,500.00
Issued	C - Alteration/Repair	09/05/2018		0.00	\$4,201.00
Pending	C - Sign			0.00	\$500.00
Issued	C - Sign	07/11/2018		12.00	\$7,500.00
Issued	C - Accessory Structure	01/23/2019		0.00	\$15,000.00
Finalized	C - Alteration/Repair	03/20/2019	04/15/2019	0.00	\$500.00
Finalized	C - Alteration/Repair	03/20/2019	04/15/2019	0.00	\$13,764.00
Issued	C - Alteration/Repair	10/10/2018		2,000.00	\$120,000.00

ID OF REPORT

Attachment: Permit Report Town of Haymarket 2019-05-01-08-00-52 (4030 : Administrative Staff Reports - Shelley Kozlowski, Clerk of the

City

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**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 4-16-2019
 Subject: Monthly Report for April 2019

Felony Arrests	0	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	4	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1410	Various
Out of Town Calls for Service	32	Various
Traffic Summons	53	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	124	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	423	All Town Businesses

Points of Interest:

K9 for a day
 National Public Safety Telecommunications Week
 Greater PW Crisis Intervention Coalition
 Goddard School
 Chick-Fil-A Extra Patrols
 ODMR
 Ethan Ride Along
 Battle of the Beasts

ORDINANCE TO AMEND SECTION 46-44 OF THE TOWN CODE RELATING TO
MOTOR VEHICLE LICENSE TAX

Ordinance #20190506-1

WHEREAS, The Town adopted by ordinance a motor vehicle license tax prior to 1990, setting annual amounts for the license tax for four categories of motor vehicle, currently codified as Town Code § 46-44, and

WHEREAS, On December 18, 2006, the Town Council adopted a motion to change from an annual license tax to a “permanent decal,” but did not amend Town Code § 46-44, and

WHEREAS, Amendment of an ordinance requires, under Article VII, § 7 of the Constitution of Virginia, a record of the names of each member of council and how they voted, and

WHEREAS, The minutes for December 18, 2006 motion did not record how each member voted, and the notation that there four ayes and two absences does not satisfy Article VII § 7 of the Virginia Constitution as interpreted by the Virginia Supreme Court in *Town of Madison, Inc. v. Ford*, 255 Va. 429, 498 S.E.2d 235 (1998), and

WHEREAS, Virginia Code § 15.2-1427 D. requires that any amendment to or repeal of an ordinance be in the form of an ordinance itself, and

WHEREAS, The above-recited facts and law lead to the conclusion that the December 18, 2006 motion was ineffective in amending or repealing Town Code § 46-44;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this ___ day of _____, 2019, in _____ session, that the Town Council hereby amends Section 46-44 of the Town Code as follows:

Sec. 46-44. - Amount of tax; refunds.

- (a) On every motorcycle, motor scooter or vehicle of like design, there shall be a tax of \$10.00 ~~for each license year.~~
- (b) On vehicles of firefighters, there shall be no tax.
- (c) On all other motor vehicles, trailers and semitrailers, there shall be a tax of \$15.00 ~~for each license year.~~
- (d) ~~No refund shall be made when an application is made after January 1 of the current license year.~~ All taxes under this Article shall be for a permanent vehicle decal.

THIS ORDINANCE IS EFFECTIVE RETROACTIVELY TO DECEMBER 16, 2006.

Done this ___ day of _____, 2019.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Shelley Kozlowski, Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay:

Absent:

Abstaining:

Attachment: Vehicle Decal Ordinance #20190506-1 (4026 : Town Decal Ordinance)



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

Roberto Gonzalez
TOWN TREASURER

MEMORANDUM

TO: Mayor and Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: April 30, 2019
SUBJECT: Proposed 1% meals tax increase

Mayor and Council,

Staff presented to you two draft budgets, Exhibit A and Exhibit B. The difference between Exhibit A and Exhibit B, reflects how a proposed 1% Meals Tax increase would affect next year's fiscal budget. The basis for the increase would be to fund Debt Service for Capital Improvements, the Town Center project.

The two exhibits do not reflect an increase in the real estate tax rate. The real estate tax in both of Exhibits A and B show an increase of **1.8%** from last years revenue that is based on County assessments increasing, not due to an increase in the Town's real estate tax rate. The Town's real estate tax rate in both exhibits is .146/\$100, which is the current tax rate for this current fiscal year.

If council desires to pursue the increase in the Meals Tax, a public hearing needs to be scheduled for that meals tax increase. Staff recommends May 21st, 2019 as a date to hold the public hearing for the 1% meals tax increase.

Sample Motions

I move the Haymarket Town Council direct the Clerk to advertise a public hearing to be held on the 1% Meals Tax increase on May 21, 2019 at 7PM.

Attachment: Memo for Council - Meals Tax Increase (4032 : Proposed Meals Tax Increase)