



# 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, July 1, 2019

7:00 PM

Council Chambers

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

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

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

### **IV. Presentation - Haymarket Hotel Venture, LLC**

### **V. Consent Agenda**

1. Mayor and Council - Public Hearing - May 20, 2019 7:00 PM
2. Mayor and Council - Public Hearing - May 21, 2019 7:00 PM
3. Mayor and Council - Joint Public Hearing - Jun 3, 2019 6:00 PM
4. Mayor and Council - Regular Meeting - Jun 3, 2019 7:00 PM
5. **Police Department Report - Chief Lands**
6. **Administrative Staff Report - Shelley M. Kozlowski, Clerk of the Council/Office Manager**
7. **Town Council September and October Meeting Discussion**
8. **Board of Zoning Appeals Recommendation Revision**
9. **Motion to Amend Funding Source for Lily Konopka's Donation**

### **VI. Citizen's Time**

### **VII. Action Items**

1. **Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson Street**
2. **Public Hearing Authorization for Revenue Projection Amendment**

### **VIII. Closed Session**

### **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

## PUBLIC HEARING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, May 20, 2019

7:00 PM

Council Chambers

A Public Hearing of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 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. Pledge of Allegiance

### III. Public Hearing - Proposed Real Property Tax

- 1. Town Treasurer Report on Tax Rate
- 2. Proposed Real Property Tax Public Notice

Town Treasurer, Roberto Gonzalez discusses the different tax rate scenarios and how it would impact the various town neighborhoods.

At this time Mayor Leake opens the public hearing. There is no one for comments.

With no objection, Mayor Leake closes the public hearing.

### IV. Discussion

The Council discuss a possible 1% meals tax increase.

Discussion includes decreasing or eliminating the real estate tax, possible options for renovating the town hall building and paying down the Town debt.

### V. Adjournment

#### 1. Motion to Adjourn

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

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of May 20, 2019 7:00 PM (Consent Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, May 21, 2019

7:00 PM

Council Chambers

A Public Hearing of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 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. Pledge of Allegiance

### III. Public Hearings

- 1. Proposed Meals Tax 1% Increase
- 2. Proposed Budget for Fiscal Year 2019-2020

Per the Council request at a previous Town Council work session concerning a possible 1% meals tax increase, Town Treasurer, Roberto Gonzalez, highlights the proposed 2019-2020 budget with two scenarios. During his presentation Mr. Gonzalez shares Exhibit A (\$2,964,726.00) with no increase in Real Estate Tax and Exhibit B (\$3,124,726.00) which references no increase in Real Estate Tax and a 1% meals tax increase.

Councilman Shannon asks how many properties has the Town issued blight letters to? Town Planner and Zoning Administrator, Emily Lockhart, addresses the question and responds 3 total. She adds that she has written letters and publicly noticed the "firehouse" and "bungalow". She further adds that she has not received any adequate feedback from the property owner. She concludes that she will be reaching out again and at the June 3rd Town Council meeting she would like to present a course of action plan.

Mayor Leake opens the public hearing for both the proposed Meals Tax increase and proposed Town Budget.

Joseph Pasanello, 6895 Track Court, feels that the Council is not ready. Shares concerns with the Town being more reliant on taxes and does not believe the town needs to raise the real estate tax. Also feels we need to look closer at the expenditures. He adds that the town needs a 5 year plan rooted in the Comprehensive Plan. He also comments on better communication with the town and residents and concern for no town manager position in the budget and police department's expenditures.

With no objection, the Mayor closes the public hearing.

### IV. Discussion

Mayor discusses with Council the plans for the Town Center in possible phases, debt reduction, town rental properties, potential meals tax increase and the current tax rate.

Minutes Acceptance: Minutes of May 21, 2019 7:00 PM (Consent Agenda)

## V. Adjournment

### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

Submitted:

Approved:

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

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

DRAFT

Minutes Acceptance: Minutes of May 21, 2019 7:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL
JOINT PUBLIC HEARING
~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 3, 2019

6:00 PM

Council Chambers

A Joint Public Hearing of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order - Town Council

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. Call to Order - Planning Commission

Chairman Caudle: present, Councilman Shannon: present, Commissioner Kharel: present, Commissioner Pulire: present, Commissioner James: absent.

III. Pledge of Allegiance

Following the Pledge of Allegiance, Mayor Leake asks for a moment of silence for the victims in Virginia Beach.

IV. Presentation- SUP#2019-003 Wonderful Haymarket, LLC Medical Office Use in B-1, 14901 Washington St

1. SUP#2019-003 Wonderful Haymarket LLC Application, Narrative, Staff Report

At this time Mayor Leake states that this evening's Joint Public Hearing is for SUP#2019-003, Wonderful Haymarket, LLC Medical Office Use in B-1, 14901. Mayor Leake briefly explains the rules of this public hearing and invites the Planning Commission chair to call the Planning Commission to order.

V. Joint Public Hearing SUP#2019-003 Wonderful Haymarket, LLC Medical Office Use in B-1, 14901 Washington St.

A. Planning Commission Open Public Hearing

Chairman Caudle opens the Planning Commission's public hearing.

B. Town Council Open Public Hearing

The Mayor opens the Town Council's public hearing.

Town Planner, Emily Lockhart states the dental office will provide a local personal health option for our residents and community and it is in accordance with our comprehensive plan as well as zoning ordinance policies. She adds that currently our town's zoning ordinance allows medical offices by right in the transitional commercial and B-2 zoning districts which surround the property and recommends this use.

The applicant, Dr. Jeff Moon, addresses the board and shares his plans for his dental office.

Member of the Town Council and Planning Commissioner discuss hours of operation as well as possible future expansions with the applicant.

Mayor Leake invites those to speak at the public hearing.

Joseph Pasanello, 6895 Track Court, shares that he thinks that this is a wonderful thing for the Town.

There is no one else to speak at the public hearing.

Minutes Acceptance: Minutes of Jun 3, 2019 6:00 PM (Consent Agenda)

**C. Planning Commission Close Public Hearing**

Chairman Caudle closes the public hearing for the Planning Commission.

**D. Town Council Close Public Hearing**

Mayor Leake closes the public hearing for the Town Council.

**E. Planning Commission Discussion and Action**

Chairman Caudle states that the trips generated by a dental office pales in comparison with the former bank. He adds that he doesn't want Dr. Moon to limit his business and doesn't see any issues with this business. There were no further questions or comments from the Planning Commission.

Commissioner Pulire moves *that the Planning Commission recommend approval to the Town Council for SUP#2019-003, Wonderful Haymarket LLC to open and operate a dental office in the B-1 zoning district at 14901 Washington Street.* Councilman Shannon seconds the motion. The Planning Commission unanimously votes to recommend approval.

There is no discussion on the motion.

At this time Commissioner Kharel *moves to adjourn.* Commissioner Pulire seconds the motion. The Planning Commission unanimously votes to adjourn.

There is no discussion on the motion.

**F. Town Council Discussion and Action**

Mayor Leake opens the floor for discussion.

Councilman Shannon states that he feels the dental office would be a great business for this property.

Councilman Leake discloses that Dr. Moon is his dentist, however, he states per Va. Code Chapter 31 Conflict of Interest Act, he does not have any conflict of interest, own any shares in this company. Adds that this was a big oversight when we, the Planning Commission, were rewriting the zoning ordinance. He concludes that it would be his recommendation that Planning Commission look at removing medical offices off of the SUP list and move back to a by right use and feels this is a good fit for the town.

Councilman Day states that he has no objection.

**1. Motion**

Vice Mayor Edwards *moves that the Town Council approve SUP#2019-003, Wonderful Haymarket LLC to open and operate a dental office in the B-1 zoning district located at 14901 Washington Street.* Councilwoman Cavazos seconds the motion.

There is no discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Bond Cavazos, Councilwoman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

**VI. Adjournment**

Councilman Shannon moves *to adjourn the meeting.* Vice Mayor Edwards seconds the motion.

There is no discussion on the motion.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Susan Edwards, Vice Mayor
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

Minutes Acceptance: Minutes of Jun 3, 2019 6:00 PM (Consent Agenda)

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Jun 3, 2019 6:00 PM (Consent Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 3, 2019

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 Council Chambers, commencing at 7:00 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. Pledge of Allegiance - Girl Scout Troop 90034

The girl scouts lead the pledge.

### III. Invocation - Rev. Brian Johnson, Haymarket Church

Rev. Johnson from Haymarket Church gives the evening's invocations.

### IV. Minutes Acceptance

- 1. Mayor and Council - Work Session - May 6, 2019 6:00 PM
  - 2. Mayor and Council - Regular Meeting - May 6, 2019 7:00 PM
- Councilman Leake moves to accept the minutes from the May 6, 2019 work session and May 6, 2019 regular Town Council meeting.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

### V. Washington Realty Presentation - Chris Howell

Presentation was canceled.

### VI. Former Mayor Lily Konopka, VML essay award winner Presentation

Former "Mayor for the Day" and VML essay winner, Lily Konopka presents her plans to have students from her school participate in baby sitting training and first aid to assist the Carried to Full Term house in Haymarket. She asks the Mayor and Council for \$500 for her endeavor.

Councilman Leake moves *to allocate \$500 out of the line item Public Safety - Misc.- Discretionary Fund to Carried to Full Term for the purpose CPR training for Red Cross.* Councilman Shannon seconds the motion.

Mayor Leake asks if there is discussion on the motion.

Town Attorney, Martin Crim, asks for confirmation on the type of training beside the CPR. Ms. Konopka states the funding would be for babysitting/first aid.

Councilman Leake amends his motion *to babysitting/first aid training.* Councilman Shannon seconds the amended motion.

Mayor Leake asks Vice Mayor Edwards the reason for her abstention? She states there is no reason.

#### 1. Motion

Minutes Acceptance: Minutes of Jun 3, 2019 7:00 PM (Consent Agenda)



<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Day, Leake, Panthi, Cavazos, Shannon
<b>ABSTAIN:</b>	Susan Edwards

## VII. Department Reports

At this time, Mayor Leake, expresses his appreciation to DC Fox 5 and Staff for the recent Zip Trip event. He adds that it was an awesome event showcasing our Town, businesses and residents.

### 1. Administrative Staff Report - Shelley M. Kozlowski, Clerk of the Council/Office Manager

Clerk of Council and Office Manager, Shelley Kozlowski highlights the Administrative Staff Reports including the recent Fox 5 Zip Trip event.

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

Chief Lands gives his report and highlights the departments activities.

## VIII. Citizen's Time

Bob Weir, 6853 St. Paul Drive, shares concerns about increasing meals tax again. Recommends the town stick to one plan.

Joe Pasanello, 6895 Track Court, shares concerns with the tax rate and reads portions of the letter that he sent on May 31, 2019 to the members of the Council and Town Staff.

Dottie Leonard, 14801 Washington Street, speaks on behalf of the citizens group and herself concerning trash and debris on Fayette, overgrown grass on pavement, tax rate, the clean up of the blighted properties and the recent Fox 5 Zip Trip.

## IX. Action Items

### 1. Approval of the Fiscal Year 2019-2020 Budget and Tax Rate

The Mayor and Council discuss the 2019-2020 budget including the Town Center renovations, possible phases and allocated funds from the FY2018-2019 budget.

Discussion also ensues regarding the real estate rate and possible increase in the Town's meals tax.

Vice Mayor Edwards moves *to maintain the current Real Estate tax rate of \$0.146 per \$100 for the Fiscal Year 2020*. Councilwoman Cavazos seconds the motion.

There is no discussion on the motion.

It is the consensus of the majority of the Council not to raise the meals tax.

<b>RESULT:</b>	<b>ADOPTED [4 TO 2]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Bond Cavazos, Councilwoman
<b>AYES:</b>	Susan Edwards, Madhusudan Panthi, Bond Cavazos, Steve Shannon
<b>NAYS:</b>	Robert Day, Connor Leake

### 2. Motion

At this time the Council take a 10 minute recess.

After the 10 minute recess, Vice Mayor Edwards moves *that the Council approve Resolution #2019-002, adopting the budget for Fiscal Year 2019-2020 in the amount of \$2,987,771.83 thereby adopting the operating and capital budget, the tax rate and fee schedules to support the budget and make an annual appropriation of the budgeted amounts for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020*. Councilman Shannon seconds the motion.

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

Discussion ensues regarding adjusting the budget to pay down the debt.

After a consensus of the Council, the budget was amended to adjust the meals tax revenue line item.

Vice Mayor Edwards amends her motion to \$3,002,771.83. Councilman Shannon seconds the amended motion.

The Council discuss the matching funds with VDOT on the sidewalk enhancement project as well as the current decision concerning the renovations of the Town Center.

There is no additional discussion on the motion.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

**3. Motion**

An addition is made to the evening's agenda.

Vice Mayor Edwards *moves to allocate from the Town Center master plan line item #94106, not to exceed \$150,000, for the Town Center improvements and also forward the project to the ARB for material and color selection.* Councilwoman Cavazos seconds the motion.

Vice Mayor Edwards amends her motion *to authorize the Mayor to execute the contracts.* Councilwoman Cavazos seconds the amended motion.

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

Councilwoman Cavazos confirms that the contracts will not be executed until after the materials are selected. Vice Mayor Edwards states yes.

Councilman Leake asks the Town Treasurer if this line item is an operational line item? Mr. Gonzalez replies yes.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Bond Cavazos, Councilwoman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

**X. Updates**

**1. Planning Commission**

Councilman Shannon, liaison, reports that the Planning Commission reviewed Michelle William's plans for 7 town homes and retail space and gave conditional to Morais Vineyards.

Ms. Lockhart adds that there will be a public hearing with the Planning Commission for the William's plan on June 17th at 7pm.

**2. Architectural Review Board**

Councilwoman Cavazos, liaison, reports that the ARB approved the exterior designs for the Aroma II tasting room, Eugene's Sausage and Fries signs and a color for the new informational sign that will be erected in front of town hall.

**XI. Councilmember Time**

**1. Steve Shannon**

Councilman Shannon thanks the Staff for the Zip Trip event.

**2. Connor Leake**

Minutes Acceptance: Minutes of Jun 3, 2019 7:00 PM (Consent Agenda)

Councilman Leake thanks the Staff for all they do to keep the Town running professionally and to please reach out if they need anything.

**3. Madhu Panthi**

No Comment.

**4. Susan Edwards**

No Comment.

**5. Bond Cavazos**

No Comment.

**6. Robert Day**

Councilman Day thanks the Staff and Police Department for all that they do.

**7. David Leake**

Mayor Leake encourages the Council to attend the VML training available. Thanks Fox 5 for highlighting our Town.

**XII. Closed Session**

No Closed Session.

**XIII. Adjournment**

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Susan Edwards, Vice Mayor
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Jun 3, 2019 7:00 PM (Consent Agenda)



**HAYMARKET POLICE  
DEPARTMENT**



To: Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 6-20-2019  
 Subject: Monthly Report for June 2019

Felony Arrests	3	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	10	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1716	Various
Out of Town Calls for Service	30	Various
Traffic Summons	53	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	212	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	4	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	433	All Town Businesses

**Points of Interest:**

Longstreet Commons Water Balloon Fight  
 Flags for Hero's  
 Stars and Stripes Event



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  
Treasurer

Jacque Patrick  
Administrative Assistant

TOWN STAFF – MONTH IN REVIEW  
June 2019

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### Administration

- Held weekly staff meetings.
- Attended Mayor's weekly staff meeting with Police Chief Lands.
- Coordinating with Sublett Services on building maintenance repairs.
- Coordinating with LC Campbell on HVAC maintenance for town buildings.
- Continue work with Town Planner and project manager for Stan Smith on demolition progress.
- Worked with Town Attorney on Board of Zoning Appeals recommendations.
- Continue work with electrical contractor regarding issues with Washington Street light poles and Haymarket Station
- Completed meeting minutes for Town Council, Planning Commission and Architectural Review Board.
- Prepared Town Council meeting agenda packets.
- Continuing to work with Premier Landscaping regarding fixing uneven bricks in the sidewalks from Jefferson to Greenhill Crossing.
- Working with area contractors on bids for crosswalk repairs.
- Working with Admin. Asst. on website notifications to all town businesses on upcoming events.
- Worked with Administrative Assistant administering business licenses.
- Continue to Coordinate with Treasurer lease agreements for Town rental spaces

## Planning/Zoning

- Continuing to work on the blight ordinance properties; Payne Lane Property nearing the final stages, new clean up work to begin at 14881 Washington Street following conversations with property owners.
- Processing Special Use Permit application for Van Metre at 14860 & 14850 Washington Street, application will be presented at the July 15<sup>th</sup> regularly scheduled planning commission meeting.
- Processing Special Use Permit application for Williams Holdings, at 6604 & 6608 Jefferson Street, application will be presented at the July 15<sup>th</sup> regularly scheduled planning commission meeting.
- Finalizing the outstanding comments on Crossroads Village Center
- Processing demolition permit for 6706 Jefferson Street, ARB has tabled the application until July's meeting
- Planning Commission Update: Tony James has resigned from Planning Commission, June 17<sup>th</sup> meeting cancelled due to a lack of quorum.
- Prepared Planning Commission and Architectural Review Board agendas.

## Treasurer

- Continuing to work on Town Budget.
- Worked with Town Attorney on meals tax notifications.
- Assisted with lease agreements.
- Assisted Town businesses with Business license renewal applications.
- Attended Annual Treasurer's Association of Virginia Conference

## Events

**Historic Walk** was well received! There were approximately 40 people in attendance.

**Stars and Stripes concert in conjunction with the Police Department Car show** on Sunday, June 30<sup>th</sup>, 2-6pm. The day will feature children's activities and entertainment.

Town Planner							
Task List July 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>							
Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2019		All permitted demolition permits have been executed. As of June 25th, two concrete slabs, one hydraulic lift and the fencing remain on the property. These items will be removed in the coming weeks as the contract continues to clean the property.
Demolition Permits	6706 Jefferson Street	Emily	Apr-19	ARB approval			An applicant, Haymarket Hotel Venture LLC presented a demolition permit to the Architectural Review Board on June 19th at the regular meeting. The Board discussed with the applicant their plans for the property as well as the historic character and importance of retaining the structure. The ARB has tabled the application until additional information is provided and the Commission and Council have had an opportunity to hold a meeting in regards to the application.
Fence Application	Fayette Street, 3 Single Family Homes	Emily	Jun-19	ARB approval		6/19/2019	Developer, Domenick Mingione requested a COA for three fences to be installed at the single family home currently in construction phase on Fayette. The application was approved for a 4 foot fence to start at the front façade of the home and continue to the rear facade, at which point the fence can be transitioned into a 6 foot fence to the rear property line.
<b>Board of Zoning Appeals</b>							
No Activity for June 2019							
<b>Planning Commission</b>							
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. UPDATE: The June 17th Meeting was canceled due to a lack of quorum, the Planning Commission is working to reschedule the public hearing for July 15th at 7:00 pm.
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	Feb-19	PC Approval	May-19		Conditional Approval has been received and will remain conditional until the applicant has addressed all outstanding comments to include; VDOT approval and final Engineering approval
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	14901 Washington Street	Emily	Planning Commission and Town Council held a Joint Public Hearing in which the application was recommended for approval by the Planning Commission and the Town Council moved to give approval of the SUP. Town Planner is currently working with the applicant on the site plan amendments and the building renovations. Plans are expected by the end of the summer.				
<b>Prince William County (1 Mile Review)</b>							
No Activity for PWC 1 Mile Review June 2019							
<b>Staff</b>							
ZTA#2019-001		Emily	Town Council has referred Zoning Text Amendment Application 2019-001 to the Planning Commission for review and a recommendation.				
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	Nov-17	Awaiting final changes to site plan. Applicant has received conditional approval.			

Attachment: Town Planner Report June 2019 (4091) : Administrative Staff Report - Shelley M. Kozlowski,

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-July -- Lynn Cook, September/October - Haymarket Day contest for artists to paint the historic structures. November/December -- Craft Bazaar/Holiday Market
Blight Ordinance Update	Town	Emily		Working with two property owners on blight abatement. 14881 Washington Street will begin work to clean the exterior of the house beginning in July. Town Planner attempting to reconnect with the Firehouse and Bungalow owner to address the blight prior to another round of violation letters and public notices.
Playground	Town	Emily		The Planning Commission and Town Council held a joint work session to discuss the exact location of the playground at the Park. The location will be in the footprint the previous home on the site. For a map of the location please contact the Town Planner.
Historic Walking Tour	Town/Museum	Emily & Shelley		Town Planner created a walking tour and brochure for the 2nd Annual Historic Walking Tour on June 7th. We had a great turn out, approximately 40 people. The Tour lasted for 2 hours and covered the historic sites along Washington Street. Marchant Schneider and Paige Gibbons-Backus assisted with the walk and providing information. Staff would like to build on the walking tour and have the brochure available for all to access.
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 of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
July 1, 2019

**Highlights:**

- The financials attached are as of May 31st, 2019
- As of May 31st, 2019, we are at 80.9% mark of our budgeted Revenues and 72.4% of our budgeted Expenditures.
- As we are coming to the end of the Fiscal Year there are a few line items I would like to address:
  - We have received our Bank Stock tax revenue and would like to inform Council that we received more than expected considering this year was the first year were BB&T was no longer in the Town limits. These tax revenues consist of the only 2 banks left within the Town limits. I address this line item in response to the concern the Council had with the Town losing a bank institution within the Town limits.
  - This year we made a bank change for the Town accounts and we have seen a better interest return to the money being held in our new bank than prior years. Our VML account has seen a great return rate this past year. In Total in the bank interest revenue we currently have seen an 85.9% increase from the previous year as of May 2019. This return depends on how the Federal rates are set at and it could change.
- We have been receiving early payments for Haymarket Day 2019 and have moved those funds into the deferred line item, you can find that entry in the Net Position report : Deferred - Events in the amount of \$34,100.00; which \$8,500.00 is Sponsorship funds and the remaining \$25,600.00 are vendor fees.
- I will be working along with Mary Earhart the Town's accountant to begin preparations for the end of the fiscal year and preparing for the annual audit.
- Attended the annual Treasurer Association of Virginia conference and was asked to join the Town Treasurer Committee.

**Town of Haymarket**  
**Statement of Net Position**  
As of May 31, 2019

	May 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,562,528.77
11000 · CD's & Money Market Funds	3,873.91
11010 · Virginia Investment Pool	313,109.69
<b>Total Checking/Savings</b>	1,879,512.37
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	116,581.26
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	120,511.74
<b>Other Current Assets</b>	
11499 · Undeposited Funds	49,875.07
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
<b>Total Other Current Assets</b>	82,948.62
<b>Total Current Assets</b>	2,082,972.73
<b>Fixed Assets</b>	
12500 · General Property	4,460,992.00
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,862,936.03
<b>Other Assets</b>	
19100 · Deferred Outflow - Pension Cont	62,075.77
<b>Total Other Assets</b>	62,075.77
<b>TOTAL ASSETS</b>	<b>8,007,984.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	100,128.36
<b>Total Accounts Payable</b>	100,128.36
<b>Credit Cards</b>	
20040 · Town Credit Card	13.88
<b>Total Credit Cards</b>	13.88
<b>Other Current Liabilities</b>	
20095 · Deferred Revenue - Events	34,100.00
20096 · Deferred Revenue - Other	12,716.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	-6,989.62
22000 · Security Deposits	12,746.92
22010 · Escrow Deposits	79,266.60
<b>Total Other Current Liabilities</b>	131,899.30
<b>Total Current Liabilities</b>	232,041.54
<b>Long Term Liabilities</b>	

**Town of Haymarket**  
**Statement of Net Position**  
As of May 31, 2019

	May 31, 19
20080 · Accrued Interest Payable	11,345.59
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
<b>Total Long Term Liabilities</b>	<b>1,320,257.82</b>
<b>Total Liabilities</b>	<b>1,552,299.36</b>
<b>Equity</b>	
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	225,900.88
<b>Total Equity</b>	<b>6,455,685.17</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,007,984.53</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**May 2019**

	May 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3120 · OTHER LOCAL TAXES</b>	
Bank Stock Tax	14,204.00
Business License Tax	6,094.91
Cigarette Tax	13,327.50
Consumer Utility Tax	12,887.25
Meals Tax - Current	63,508.06
Sales Tax Receipts	22,106.20
Penalties (Non-Property)	374.64
Interest (Non-Property)	0.20
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>132,502.76</b>
<b>3130 · PERMITS,FEES &amp; LICENESES</b>	
Application Fees	175.00
Inspection Fees	3,000.00
Motor Vehicle Licenses	195.00
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>3,370.00</b>
<b>3140 · FINES &amp; FORFEITURES</b>	
Fines	5,762.78
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>5,762.78</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>	
Suite 110 Rental Income	1,541.14
315120 · Suite 202 Metis Group	367.50
315125 · Suite 204 MAC-ISA	840.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,687.00
315160 · The Very Thing For Her	2,760.00
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>10,755.47</b>
<b>3165 · REVENUE - TOWN EVENTS</b>	
Revenue - Town Events	0.00
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>0.00</b>
<b>32 · REVENUE FROM COMMONWEALTH</b>	
Car Rental Reimbursement	386.38
Communications Tax	9,134.69
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	<b>9,521.07</b>
<b>Total Income</b>	<b>161,912.08</b>
<b>Gross Profit</b>	<b>161,912.08</b>
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
FICA/Medicare	88.74
Meals and Lodging	46.67
Salaries & Wages - Regular	1,200.00
<b>Total 11100 · TOWN COUNCIL</b>	<b>1,335.41</b>
<b>12110 · TOWN ADMINISTRATION</b>	
Salaries/Wages-Regular	16,751.75
Salaries/Wages - Part Time	3,304.00
FICA/Medicare	1,465.82
VRS	1,899.10
Health Insurance	3,313.60
Life Insurance	234.18
Disability Insurance	126.43
Unemployment Insurance	158.62

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**May 2019**

	May 19
Cigarette Tax Administration	417.00
Printing & Binding	896.38
Advertising	160.94
Computer, Internet & Website Svc	729.42
Postage	82.93
Discretionary Fund	202.00
Books, Dues & Subscriptions	2,766.42
Office Supplies	108.66
Capital Outlay-Machinery/Equip	2,790.40
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>35,407.65</b>
<b>12210 · LEGAL SERVICES</b>	
Legal Services	5,328.00
<b>Total 12210 · LEGAL SERVICES</b>	<b>5,328.00</b>
<b>Total 01 · ADMINISTRATION</b>	<b>42,071.06</b>
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
Salaries & Wages - Regular	32,009.10
Salaries & Wages - OT Regular	0.00
Salaries & Wages - OT Premium	1,259.10
Salaries & Wages - Holiday Pay	0.00
Salaries & Wages - Part Time	1,440.00
Salary & Wages - DMV Grant	374.85
FICA/MEDICARE	2,609.21
VRS	3,404.38
Health Insurance	5,644.26
Life Insurance	454.30
Disability Insurance	195.88
Legal Services	2,508.00
Computer, Internet & Website	1,412.50
Telecommunications	810.93
Office Supplies	336.32
Vehicle Fuels	1,747.97
Vehicle Maintenance/Supplies	1,096.50
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>55,303.30</b>
<b>34100 · BUILDING OFFICIAL</b>	
Erosion & Sedimentation Ins.	750.00
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>750.00</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>56,053.30</b>
<b>04 · PUBLIC WORKS</b>	
Town Public Works	38,237.05
Street Beautification - HF	18,917.19
<b>43200 · REFUSE COLLECTION</b>	
Trash Removal Contract	6,220.98
<b>Total 43200 · REFUSE COLLECTION</b>	<b>6,220.98</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>	
Repairs/Maintenance Services	9,568.96
Maint Svc Contract-Pest Control	155.00
Maint Svc Contract-Landscaping	3,825.00
Maint Svc Cont- Street Cleaning	400.00
Electric/Gas Services	981.45
Electrical Services-Streetlight	386.08
Water & Sewer Services	154.20
Real Estate Taxes	557.85
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>16,028.54</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**May 2019**

	May 19
Total 04 · PUBLIC WORKS	79,403.76
<b>07 · PARKS, REC &amp; CULTURAL</b>	
<b>70000 · HAYMARKET COMMUNITY PARK</b>	
Grounds Maintenance/Repairs	52,139.50
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	52,139.50
<b>71110 · EVENTS</b>	
Advertising - Events	125.99
71110 · EVENTS - Other	280.00
<b>Total 71110 · EVENTS</b>	405.99
<b>72200 · MUSEUM</b>	
Advertising	504.00
Telecommunications	129.38
<b>Total 72200 · MUSEUM</b>	633.38
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	53,178.87
<b>08 · COMMUNITY DEVELOPMENT</b>	
<b>81100 · PLANNING COMMISSION</b>	
Salaries & Wages - Regular	195.00
FICA/Medicare	19.51
Consultants - Engineer	2,625.52
<b>Total 81100 · PLANNING COMMISSION</b>	2,840.03
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>	
Salaries & Wages - Regular	450.00
FICA/Medicare	25.25
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	475.25
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	3,315.28
<b>09 · NON-DEPARTMENTAL</b>	
<b>95100 · DEBT SERVICE</b>	
General Obligation Bond - Prin	11,004.56
<b>Total 95100 · DEBT SERVICE</b>	11,004.56
<b>Total 09 · NON-DEPARTMENTAL</b>	11,004.56
<b>94105 · PERSONNEL</b>	
<b>EMPLOYEE BENEFITS</b>	
6560 · Payroll Processing Fees	0.03
<b>Total EMPLOYEE BENEFITS</b>	0.03
<b>Total 94105 · PERSONNEL</b>	0.03
<b>94106 · TOWN CENTER MASTER PLAN</b>	
Architectural/Engineering Fees	4,711.40
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	4,711.40
<b>Total Expense</b>	249,738.26
<b>Net Ordinary Income</b>	-87,826.18
<b>Net Income</b>	-87,826.18

Attachment: Treasurer Report &amp; Financials for 07-01-2019 (4091) : Administrative Staff Report - Shelley M. Kozlowski, Clerk of the Council/Office

06/26/19

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

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	Jul '18 - May 19	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
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%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>375,491.12</b>	<b>379,940.00</b>	<b>98.8%</b>
<b>3120 · OTHER LOCAL TAXES</b>			
Bank Stock Tax	26,989.00	18,000.00	149.9%
Business License Tax	199,286.98	180,000.00	110.7%
Cigarette Tax	140,661.75	135,000.00	104.2%
Consumer Utility Tax	147,896.61	150,000.00	98.6%
Meals Tax - Current	653,091.71	650,000.00	100.5%
Sales Tax Receipts	133,408.86	155,000.00	86.1%
Penalties (Non-Property)	1,517.19	0.00	100.0%
Interest (Non-Property)	27.63	0.00	100.0%
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,302,879.73</b>	<b>1,288,000.00</b>	<b>101.2%</b>
<b>3130 · PERMITS,FEES &amp; LICENESES</b>			
Application Fees	7,870.00	2,700.00	291.5%
Inspection Fees	12,690.00	10,000.00	126.9%
Motor Vehicle Licenses	2,150.00	1,900.00	113.2%
Other Planning & Permits	17,280.63	25,000.00	69.1%
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>39,990.63</b>	<b>39,600.00</b>	<b>101.0%</b>
<b>3140 · FINES &amp; FORFEITURES</b>			
Fines	33,589.08	65,000.00	51.7%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>33,589.08</b>	<b>65,000.00</b>	<b>51.7%</b>
<b>3150 · REVENUE - USE OF MONEY</b>			
Earnings on VACO/VML Investment	8,014.83	0.00	100.0%
Interest on Bank Deposit	5,545.85	8,000.00	69.3%
Interest on Bank Deposits	9,086.39	0.00	100.0%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>22,647.07</b>	<b>8,000.00</b>	<b>283.1%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	20,316.34		
315110 · Suite 200 Genesis Contracting	2,010.00		
315120 · Suite 202 Metis Group	4,235.00	0.00	100.0%
315125 · Suite 204 MAC-ISA	5,040.00	0.00	100.0%
315150 · 15020 Washington Realty	39,158.13	0.00	100.0%
315155 · 15026 Copper Cricket	19,944.00	0.00	100.0%
315160 · The Very Thing For Her	30,710.00	0.00	100.0%
3151 · RENTAL (USE OF PROPERTY) - Other	365.85	136,957.00	0.3%
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>121,779.32</b>	<b>136,957.00</b>	<b>88.9%</b>
<b>3160 · CHARGES FOR SERVICES</b>			
FOIA Receipts	120.00		
Public Safety			
Donation/Grants	6,008.00	5,000.00	120.2%
Public Safety - Other	125.00	0.00	100.0%
<b>Total Public Safety</b>	<b>6,133.00</b>	<b>5,000.00</b>	<b>122.7%</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>6,253.00</b>	<b>5,000.00</b>	<b>125.1%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			
Revenue - Town Events	73,108.82	70,000.00	104.4%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>73,108.82</b>	<b>70,000.00</b>	<b>104.4%</b>

06/26/19

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

	Jul '18 - May 19	Budget	% of Budget
<b>3170 · HISTORICAL FUND</b>			
Historical Fund	21,230.02	21,230.02	100.0%
<b>Total 3170 · HISTORICAL FUND</b>	21,230.02	21,230.02	100.0%
<b>3180 · MISCELLANEOUS</b>			
Citations & Accident Reports	585.00	1,000.00	58.5%
Vetern Banners	729.00		
Miscellaneous	4,632.47	0.00	100.0%
Recovered Costs- Private Events			
Donations			
Charitable Contributions	2.00		
Total Donations	2.00		
Total Recovered Costs- Private Events	2.00	0.00	100.0%
<b>Total 3180 · MISCELLANEOUS</b>	5,948.47	1,000.00	594.8%
<b>32 · REVENUE FROM COMMONWEALTH</b>			
599 Law Enforcement Grant	22,773.00	28,000.00	81.3%
Car Rental Reimbursement	5,768.03	5,500.00	104.9%
Communications Tax	99,612.44	117,000.00	85.1%
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%
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	148,113.75	171,627.00	86.3%
<b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>			
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%
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	5,581.30	228,700.00	2.4%
<b>35 · Reserve Funds For CIP</b>	0.00	250,000.00	0.0%
<b>Total Income</b>	2,156,612.31	2,665,054.02	80.9%
<b>Gross Profit</b>	2,156,612.31	2,665,054.02	80.9%
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
Convention & Education	2,352.46	5,000.00	47.0%
FICA/Medicare	1,189.96	2,000.00	59.5%
Meals and Lodging	1,160.78	1,500.00	77.4%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	17,182.65	32,100.00	53.5%
<b>Total 11100 · TOWN COUNCIL</b>	21,885.85	41,350.00	52.9%
<b>12110 · TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	202,328.87	219,697.00	92.1%
Salaries/Wages - Part Time	60,505.00	70,200.00	86.2%
FICA/Medicare	19,168.38	22,044.00	87.0%
VRS	17,868.61	20,236.00	88.3%
Health Insurance	40,112.44	38,677.00	103.7%
Life Insurance	2,519.09	4,000.00	63.0%
Disability Insurance	1,429.37	2,900.00	49.3%
Unemployment Insurance	3,346.50	2,000.00	167.3%
Worker's Compensation	415.00	300.00	138.3%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	5,065.92	8,000.00	63.3%
Cigarette Tax Administration	4,595.58	5,500.00	83.6%
Printing & Binding	9,402.92	13,000.00	72.3%
Advertising	10,077.61	12,000.00	84.0%

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06/26/19

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

	Jul '18 - May 19	Budget	% of Budget
Computer, Internet & Website Svc	18,295.24	23,650.00	77.4%
Postage	3,072.41	4,000.00	76.8%
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	405.35	1,000.00	40.5%
Books, Dues & Subscriptions	14,377.32	15,000.00	95.8%
Office Supplies	4,750.77	4,000.00	118.8%
Insurance Pass-Through	-2,692.38		
Capital Outlay-Machinery/Equip	2,790.40	7,000.00	39.9%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>436,120.64</b>	<b>511,704.00</b>	<b>85.2%</b>
<b>12210 · LEGAL SERVICES</b>			
Legal Services	49,861.95	73,000.00	68.3%
<b>Total 12210 · LEGAL SERVICES</b>	<b>49,861.95</b>	<b>73,000.00</b>	<b>68.3%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
Auditing Services	14,550.00	16,500.00	88.2%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,550.00</b>	<b>16,500.00</b>	<b>88.2%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>522,418.44</b>	<b>642,554.00</b>	<b>81.3%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	354,091.77	380,741.00	93.0%
Salaries & Wages - OT Regular	0.00	14,000.00	0.0%
Salaries & Wages - OT Premium	19,455.43	20,000.00	97.3%
Salaries & Wages - Holiday Pay	15,785.24	10,000.00	157.9%
Salaries & Wages - Part Time	16,214.94	14,000.00	115.8%
Salary & Wages - DMV Grant	4,343.55		
FICA/MEDICARE	30,607.84	29,879.00	102.4%
VRS	33,378.66	42,221.00	79.1%
Health Insurance	61,736.31	67,380.00	91.6%
Life Insurance	4,765.43	4,648.00	102.5%
Disability Insurance	2,053.17	1,313.00	156.4%
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	18,951.30	12,000.00	157.9%
Computer, Internet & Website	13,085.70	14,000.00	93.5%
Postage	22.10	300.00	7.4%
Telecommunications	7,943.89	10,350.00	76.8%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-35.80		
Convention & Edu. (Training)	3,628.47	3,500.00	103.7%
Miscellaneous	428.81	500.00	85.8%
Annual Dues & Subscriptions	10,111.90	7,524.00	134.4%
Office Supplies	4,538.12	3,500.00	129.7%
Vehicle Fuels	17,024.83	16,000.00	106.4%
Vehicle Maintenance/Supplies	9,591.18	8,000.00	119.9%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	31,088.17	22,300.00	139.4%
Community Events	4,509.98	5,000.00	90.2%
Grant Expenditures	1,837.05	13,000.00	14.1%
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%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>724,531.72</b>	<b>768,330.00</b>	<b>94.3%</b>
<b>34100 · BUILDING OFFICIAL</b>			
Erosion & Sedimentation Ins.	12,750.00	40,000.00	31.9%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%

Attachment: Treasurer Report &amp; Financials for 07-01-2019 (4091) : Administrative Staff Report - Shelley M. Kozlowski, Clerk of the Council/Office

06/26/19

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

	Jul '18 - May 19	Budget	% of Budget
Total 34100 · BUILDING OFFICIAL	12,750.00	50,000.00	25.5%
Total 03 · PUBLIC SAFETY	737,281.72	818,330.00	90.1%
<b>04 · PUBLIC WORKS</b>			
Town Public Works	67,977.81	70,426.00	96.5%
Street Beautification - HF	19,017.19	21,230.02	89.6%
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	75,694.20	78,000.00	97.0%
Total 43200 · REFUSE COLLECTION	75,694.20	78,000.00	97.0%
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	48,417.09	55,000.00	88.0%
Maint Svc Contract-Pest Control	2,709.00	2,000.00	135.5%
Maint Svc Contract-Landscaping	25,564.84	35,000.00	73.0%
Maint Svc Contract Snow Removal	2,100.90	7,000.00	30.0%
Maint Svc Cont- Street Cleaning	4,515.00	2,000.00	225.8%
Electric/Gas Services	15,020.27	15,000.00	100.1%
Electrical Services-Streetlight	4,809.27	5,500.00	87.4%
Water & Sewer Services	1,844.47	2,000.00	92.2%
Janitorial Supplies	766.06	1,000.00	76.6%
Real Estate Taxes	1,673.76	4,000.00	41.8%
Total 43100 · MAINT OF 15000 Wash St./Grounds	107,420.66	128,500.00	83.6%
Total 04 · PUBLIC WORKS	270,109.86	298,156.02	90.6%
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
Grounds Maintenance/Repairs	65,608.06	68,000.00	96.5%
Total 70000 · HAYMARKET COMMUNITY PARK	65,608.06	68,000.00	96.5%
<b>71110 · EVENTS</b>			
Advertising - Events	10,203.67	0.00	100.0%
Contractual Services	55,771.17	70,000.00	79.7%
71110 · EVENTS - Other	987.27	0.00	100.0%
Total 71110 · EVENTS	66,962.11	70,000.00	95.7%
<b>72200 · MUSEUM</b>			
Advertising	1,008.00	750.00	134.4%
Telecommunications	1,898.64	2,200.00	86.3%
Books, Dues & Subscriptions	30.00	250.00	12.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	700.27	1,700.00	41.2%
Total 72200 · MUSEUM	3,636.91	5,150.00	70.6%
Total 07 · PARKS, REC & CULTURAL	136,207.08	143,150.00	95.1%
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	3,885.00	5,000.00	77.7%
FICA/Medicare	316.44	500.00	63.3%
Consultants - Engineer	28,442.86	50,000.00	56.9%
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	32,644.30	98,750.00	33.1%
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	4,125.00	4,000.00	103.1%
FICA/Medicare	361.47	850.00	42.5%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%

Attachment: Treasurer Report &amp; Financials for 07-01-2019 (4091 : Administrative Staff Report - Shelley M. Kozlowski, Clerk of the Council/Office

06/26/19

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>% of Budget</u>
Convention & Education	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>4,486.47</b>	<b>5,850.00</b>	<b>76.7%</b>
<b>81111 · Board Of Zoning Appeals</b>			
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%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,173.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>37,130.77</b>	<b>106,773.00</b>	<b>34.8%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond - Prin	180,504.47	186,440.00	96.8%
<b>Total 95100 · DEBT SERVICE</b>	<b>180,504.47</b>	<b>186,440.00</b>	<b>96.8%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>180,504.47</b>	<b>186,440.00</b>	<b>96.8%</b>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>	<b>0.00</b>	<b>7,100.00</b>	<b>0.0%</b>
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	13,367.00		
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other</b>	<b>0.00</b>	<b>208,600.00</b>	<b>0.0%</b>
<b>Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>13,367.00</b>	<b>208,600.00</b>	<b>6.4%</b>
<b>94106 · TOWN CENTER MASTER PLAN</b>			
Architectural/Engineering Fees	33,692.09	203,951.00	16.5%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>33,692.09</b>	<b>203,951.00</b>	<b>16.5%</b>
<b>94107 · BLIGHT MITIGATION</b>			
Building Official/Engr.	0.00	50,000.00	0.0%
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,930,711.43</b>	<b>2,665,054.02</b>	<b>72.4%</b>
<b>Net Ordinary Income</b>	<b>225,900.88</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>225,900.88</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: Treasurer Report &amp; Financials for 07-01-2019 (4091 : Administrative Staff Report - Shelley M. Kozlowski, Clerk of the Council/Office

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Haymarket Baptist Church	Katie	1/4/2019	6/25/2019	Applicant			-Coordinating sealing of abandoned manholes and documentation on asbuilts -Asbuilts to be resubmitted for approval
Dog's Day Out Final Site Plan	Emily	12/13/2016	6/12/2019	Applicant			-As-builts submitted/reviewed. Comments provided 6/12/19
Morais - Aroma II	Katie/Emily	1/15/2019	5/24/2019	Applicant			-Reviewed second submission of site plan and provided comments on 5/24/19
QBE Final Site Plan	Emily	1/20/2017	5/21/2019	Applicant			-Site Plan amendment approved 5/21/19 -Site Plan amendment bonds to be provided prior to construction

Attachment: 2019 June Engineer's Reports\_KMM (4091 : Administrative Staff Report - Shelley M.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant			-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval
Pedestrian Improvements Project	Katie	7/14/2014	4/30/2019	Town/VDOT			-No bids received -VDOT to review/approve bid analysis package prior to award.
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Recommended for approval contingent on outside agency approval -DEQ, PWCSA and VDOT approvals provided.
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 June Engineer's Reports\_KMM (4091 : Administrative Staff Report - Shelley M.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Low Activity Projects</b>							
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
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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Low Activity Projects</b>							
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.
Haymarket Iceplex As-builts	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request

Attachment: 2019 June Engineer's Reports\_KMM (4091 : Administrative Staff Report - Shelley M.



**Shelley M. Kozlowski**  
Clerk of the Council/Office Manager

## MEMORANDUM

TO: Mayor and Town Council

FROM: Shelley M. Kozlowski, Clerk of the Council/Office Manager

DATE: June 18, 2019

SUBJECT: September and October Town Council Regular Meeting Date Change

Summary: The Virginia Municipal League's Mayor's Institute and Annual Conference will be held the second week of October. Members of the Town Council will be attending this conference. The Town Council regular meeting is set for Monday, October 7, 2019 at 7 pm, with a 6 pm work session.

Staff Recommendation: To consider rescheduling the October Town Council regular meeting and work session from Monday, October 7, 2019 to Wednesday, October 9, 2019.

Due to Labor Day falling on September 2, 2019 and the availability of Council members, it is suggested that Town Council discuss moving the September meeting to September 9, 2019.

Draft Motion: *I move the Haymarket Town Council reschedule the October 7, 2019 regular meeting to Wednesday, October 9, 2019 at 7 pm along with the 6 pm work session.*

*Or*

*Alternate Motion*

Draft Motion: *I move the Haymarket Town Council reschedule the September 2, 2019 regular meeting to Monday, September 9, 2019 at 7 pm along with the 6 pm work session.*

*Or*

*Alternate Motion*





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

**Shelley M. Kozlowski**  
Clerk of the Council/Office Manager

## MEMORANDUM

TO: Mayor and Town Council  
FROM: Shelley Kozlowski, Clerk of the Council/Office Manager  
DATE: June 18, 2019  
SUBJECT: Recommendation for Board of Zoning Appeals

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### Summary:

At the May 6, 2019 regular meeting the Town Council recommended, Daniel Magill, to the Haymarket Board of Zoning Appeals. However, based on records from previous staff, the Board of Zoning Appeals term will end January 31, 2024 not January 31, 2020 as previously stated.

### Draft Motion:

*I move to recommend to the Circuit Court of Prince William County that it appoint Daniel Magill to the Town of Haymarket Board of Zoning Appeals, term ending January 31, 2024.*

Or

Alternate Motion



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: July 1, 2019  
SUBJECT: Donation to Carried to Full Term

Mayor and Council,

During the June 3<sup>rd</sup> 2019 meeting Council approved a donation in the amount of \$500 per Lily Konopka's presentation for a babysitting training session. This program would assist the local nonprofit, Carried to Full Term by providing assistance to the young mothers. During the approval, Council cited the Public Safety - Discretionary fund line item as a source for the funds. However, it should have been the Town Administration - Discretionary Fund line item as the source for the funds. The following motion would be to amend the action taken at the June 3<sup>rd</sup> 2019 meeting for this donation.

### *Sample Motions*

*I move to amend the action taken on June 3, 2019 Council meeting to donate \$500 to Carried to Full Term by changing the source of the funds from Public Safety to Town Administration Discretionary funds.*



**Emily K. Lockhart**  
Town Planner and Zoning Administrator

## MEMORANDUM

TO: Mayor and Town Council

FROM: Emily K. Lockhart

DATE: June 27, 2019

SUBJECT: Blight Ordinance – 14941 Washington Street and 6707 Jefferson Street

Summary: In the Fall of 2018, Blight Ordinance letters were sent to several properties in Town to begin the blight abatement process. A certified letter was sent to the property owner of 14941 Washington Street and 6707 Jefferson Street. The property owner failed to make contact following the letter and the public notice in the local newspaper. In an effort to maintain friendly contact and work with the property owner, emails and phone calls were exchanged asking the owner to comply with the Blight Ordinance and the work to improve the safety and maintenance of the structures. To date this work has not been completed, no noticeable actions have occurred on the property to abate the blight and the owner has failed to work with the Town to set a plan in motion to have the blight addressed. At this time, the next step in the process is for the Town Planner receive a directive from the Town Council to create a plan for Blight Abatement and have Council appropriate the funds to address the plan. Attached is a proposal to start the process by having the overgrowth of vegetation on the structure and the surrounding property addressed.

Staff Recommendation: Town Council shall discuss the blight abatement letter that was sent to the property owner and develop a directive for the Town Planner to begin working on creating a plan for Council to appropriate at the next Town Council meeting. Suggestions for areas to focus on – broken windows, areas of easy access into the structures, unsecured materials, overgrowth of vegetation, and other safety hazards. The goal of this plan is to address the blight in a manner that ensures the safety and wellbeing of the citizens is not jeopardized. The blight abatement funds will not be used to renovate the property, rather secure the property and address immediate safety hazards.

Draft Motion: *I move the Town Council direct the Town Planner to develop a Blight Abatement Plan for 14941 Washington Street and 6707 Jefferson Street to specifically address (INSERT THE SPECIFIC ACTION ITEMS TO BE ADDRESSED). The plan shall*

*be presented to the Town Council at the regularly scheduled August Town Council meeting for the funding to be appropriated.*

*Or*

*Alternate Motion*

15000 Washington Street  
 Suite 100  
 Haymarket, Virginia 20169  
 Twitter: @townofhaymarket



703-753-2600  
 Fax 703-753-2800  
 www.townofhaymarket.org  
 Facebook: Haymarket Town Hall

October 16, 2018

BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED  
**RRR# 7015 0640 0004 9030 0294**

Z Properties LLC  
 PO Box 947  
 Marshall, VA 20116

RE: Abatement Plan Required- 14941 Washington Street and 6707  
 Jefferson Street, Haymarket, VA 20169

To Whom It May Concern,

I hereby inform you that the properties located at 14941 Washington Street and 6707 Jefferson Street, have buildings, walls and structures that might endanger the public health or safety of other residents of the Town pursuant to Haymarket Town Code Section 22-5. Please see the attached photographs documenting the conditions of the property. You are therefore required to remove, repair or secure the buildings, walls and structures on the above-mentioned properties.

Pursuant to Haymarket Town Code Section 22-5(a)(2), the Town is required to notify you of this action. This letter and the associated newspaper advertisement published October 17, 2018 and October 24, 2018 in the Prince William Times constitute notice.

You are hereby required to submit to me a plan to address the deficiencies mentioned above. Your plan must include swift and specific time frames for beginning and completing the work. Prior to any repair or demolition of structures, you must obtain Town or County approval (as appropriate) for the repair or demolition plan, demolition permits, and building permits, and you must otherwise comply with the applicable laws.

If you do not provide an adequate plan within 30 days, the Town may exercise such remedies as provided by law including removing, repairing or securing the structures, the expenses of which shall be chargeable to you and may be collected by the Town as taxes are collected. In addition, you may be subject to the assessment of up to \$1,000.00 in civil penalties (fines).

If you have any questions regarding this notice, please contact me at (703) 753-2600 ext. 204.

Sincerely,

A handwritten signature in cursive script that reads "Emily K. Lockhart". The signature is written in black ink and is positioned above the typed name.

Emily K. Lockhart  
Town Planner/Zoning Administrator  
Town of Haymarket



Attachment: Certified Letter 14941 Washington St 6707 Jefferson St (4097 : Blight Ordinance Action Item - 14941 Washington Street and 6707



Attachment: Certified Letter 14941 Washington St 6707 Jefferson St (4097 : Blight Ordinance Action Item - 14941 Washington Street and 6707



U.S. Postal Service™  
CERTIFIED MAIL® RECEIPT  
Domestic Mail Only

7.1.c

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

MARSHALL VA 20116

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.50  
Total Postage and Fees \$3.95

0325  
Postmark Here  
10/22/2018  
USPS

Sent To Z Properties LLC  
Street and Apt. No., or PO Box No. PO Box 947  
City, State, ZIP+4® Marshall, VA 20116

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 0640 0004 9030 0294

Attachment: Certified Letter Documentation 14941 Washington Street (4097 : Blight Ordinance Action



Fauquier Times | Prince William Times | Gainesville Times

41 CULPEPER ST. WARRENTON, VA 20186 | 540.347.4222 F: 540.349.8676

RECEIVED

OCT 26 2018

TOWN OF HAYMARKET

TOWN OF HAYMARKET 15000 WASHINGTON ST STE 100 HAYMARKET VA 20169 (703)753-2600		Account: 309099 Ad Number: 4826770 Size: 3 X 2.86 Sales Rep: JCLG Words: 86 Lines: 84
Cost of Ad <b>169.00</b>	Payments <b>0.00</b>	Total Due <b>169.00</b>
Class: LGS LEGALS	SubClass: 492	PUBLIC NOTICES
Description: violation		
GVTC and PWTC Class	Oct 17,24	
Web Ads Class	Oct 17,24	

AD MAKEUP NOTES



**NOTICE OF VIOLATION  
FOR THE  
FOLLOWING PROPERTIES;**

**14941 Washington Street  
and 6707 Jefferson Street,  
Haymarket, VA 20169**

Notice is hereby given that Prusuant to Town Code Section 22-5. The above-mentioned properties are in violation of the dangerous structure, derelict buildings and spot blight abatement ordinance. Notice of Violation has been issued by the Town Zoning Administrator to the property owners. Any interested parties may contact the Zoning Administrator, Emily Lockhart, for additional information at elockhart@townofhaymarket.org or (703) 753-2600.

Run dates: October 17th and October 24th, 2018

Attachment: Blight Ordinance Public Notice Affidavit (002) (4097 : Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson

RECEIVED

OCT 26 2018

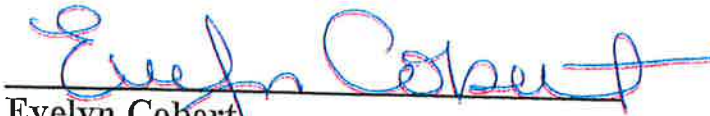
TOWNE OF HAYMARKET

**AFFIDAVIT OF PUBLISHER  
PURSUANT TO SECTION 8.01-415  
OF THE 1950 CODE OF VIRGINIA  
AD AMENDED**

I Evelyn Cobert, being duly sworn deposes and says that the attached order of publication was published in the Gainesville / Prince William Times, a newspaper published in the County of Prince William, State of Virginia, on

10-17-18, 10-24-18, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

and that deponent is duly authorized agent of the Publisher of said newspaper



Evelyn Cobert  
Advertising Representative  
State of Virginia  
County of Prince William

COMMONWEALTH of VIRGINIA  
IN THE COUNTY OF PRINCE WILLIAM, to-wit:

on 10-24, 2018

Evelyn Cobert

who is known to me and whose name as Advertising Representative in the County Prince William, State of Virginia, is signed to the foregoing affidavit, personally appeared before me, a Notary Public in and for the jurisdiction aforesaid, to affirm that the foregoing affidavit was sworn & subscribed to in front of me and executed the same by proper authority.



Notary Public  
Notary Registration No. 7274066  
My commission expires: **October 31, 2021**



Jean E. Cobert  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. #7274066  
My Commission Expires  
October 31, 2021

Attachment: Blight Ordinance Public Notice Affidavit (002) (4097 : Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson



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

**ROBERTO GONZALEZ**  
TOWN TREASURER

**Town of Haymarket Council Meeting**  
**July 01, 2019**

**FISCAL YEAR 2019-20 BUDGET AMENDMENT**

**ISSUE**

A public hearing will also be required for a proposed revenue increase adjustment of \$45,000 to fund wages in the Administration Salaries/Wages - Regular. The proposed amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested expenditure exceeds that amount, a meeting is required. The notice must be provided 7 days prior to the meeting. The Council may adopt the amendment at the advertised meeting.

**Proposed Budget Amendment for FY2019-2020 Budget**

	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<b>REVENUE:</b>			
Meals Tax	\$685,000	\$700,000	\$15,000
Business License Tax	\$185,000	\$195,000	\$10,000
Fines	\$ 30,000	\$ 50,000	\$20,000
<b>EXPENDITURE:</b>			
Town Administration			
Salaries/Wages Regular	\$219,000	\$264,000	\$45,000

*Sample Motions*

*I move the Haymarket Town Council authorize the Clerk to advertise a public hearing to be held on the amendment of adopted budget for Fiscal Year 2019-20 on (DATE TO BE DETERMINED) at 7PM.*

*Or*  
*Alternative Motions*