



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

Chris Coon, Business Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Wednesday, October 2, 2019

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance

III. Invocation - Pastor Christian Martin, Living Hope Seventh Day Adventist Church

IV. Citizens' Time

V. Agenda Items

1. Town Planner's Monthly Report
2. Town Engineer's Monthly Report
3. Treasurer's Monthly Report
4. Business Manager Report
5. Police Chief's Report
6. A Dog's Day Out Bond Release
7. Property Maintenance Code

VI. Closed Session

VII. Updates

1. Architectural Review Board Update
2. Planning Commission Update

VIII. Councilmember Time

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

IX. Adjournment

Town Planner Task List September 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Haymarket Hotel Venture, LLC - Architectural Elevations	Payne Lane Property	Emily	Aug-19		11/1/2019		The Haymarket Hotel Venture, LLC group submitted the architectural elevation plans for the proposed Hotel to be located on the former Payne Lane Development. The Board discussed in depth the materials for the building and architectural features
Taco Bell Exterior Elevations	Crossroads Village Center	Emily	Jun-19	ARB Approval	8/21/2019		Taco Bell has applied for a Certificate of Appropriateness for their proposed location in the Crossroads Village Center development. The applicant has requested several variances from the approved Design Guidelines and the approved Master Sign Plan. The applicant was asked to make modifications to the proposed documents and bring them back to our next regularly scheduled meeting, 8/21/2019. UPDATE: The applicant requested a deferral until the October Meeting.
ARB Bylaws and Historic Guideline Updates	The proposed updated ARB Guidelines and By Laws were provided to the Board in February 2019 for discussion, edits and additional changes. The Board was recently provided with an electronic link to directly edit the documents on a Google Drive, in hopes to make this an easier platform for edits. The Board shall submit all changes to Staff by the August 21, 2019 meeting. UPDATE: The Board discussed the Guidelines and By-Laws in detail with the Town Planner. Town Planner will work on editing the documents prior to the October Meeting. The updated guidelines will be presented to the Board at the September meeting for review.						
Board of Zoning Appeals							
No Activity for October 2019							
Planning Commission							
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 Planning Commission held the public hearing on July 25, 2019 at 7:00 pm on the amended application. The Planning Commission has recommended approval for the Special Use Permit application. The Town Council APPROVED the SUP for the Williams Holdings project at the September 9th meeting
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; final Engineering approval. UPDATE: VDOT has issued final approval for the site plan.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	Working with the applicant on the remaining landscape waiver comments. Applicant is working on parcel subdivision of the property.
Citizen's Survey							Survey activation has been delayed due to newsletter delay. The Town will explore the options of doing a separate mailing (postcard) for the citizen survey link, as well as an article in the newsletter
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					The Planning Commission heard the revised plan for the Van Metre SUP at the September meeting. The applicant, Roy Barnett, drafted a last minute change and will work on finalizing the plans for a second public hearing.
Planning Commission	14901 Washington Street	Emily					Applicant has submitted the minor site plans, Town Engineer and Town Planner issued comments to the applicant and is awaiting a response.
Prince William County (1 Mile Review)							
The Town received a rezoning application for a proposed 8 acre project at the intersection of Route 55 and Antioch Road. The project would be a rezoning from agricultural to office use, the proposal includes two hotels, one restaurant and one office building. Comments are due October 7th.							
Staff							

Attachment: Town Planner Report October 2019 (4191 : Town Planner's Monthly Report)

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		June-July -- Lynn Cook, August- Rosemary Gallick, September/October -- Haymarket Day contest for artists to paint the historic structures. November/December -- Craft Bazaar/Holiday Market
Playground	Town	Emily		Playground construction should be finalized by the end of September 2019.
Events Meeting				August 24th -- Haymarket Day, October 19th -- and Christmas and Holiday Event, December 7th.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Pedestrian Improvements Project	Katie	7/14/2014	9/23/2019	Town/VDOT			-Bid analysis and recommendation completed 9/16 and sent to VDOT -Coordinating with VDOT on follow up information required to review/approve project award.
Dog's Day Out Final Site Plan	Emily	12/13/2016	9/12/2019	Applicant			-As-builts resubmitted 9/11/19 -As-builts approved 9/12/19
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	9/11/2019	Applicant			-Plan submitted 9/6/19 -Engineering review comments provided 9/11/19
Morais - Aroma II	Katie/Emily	1/15/2019	9/4/2019	Applicant			-Plan resubmitted 7/22/19. Additional engineering comments required to be addressed prior to approval
14901 Washington Street	Katie	8/7/2019	8/15/2019	Applicant/Katie			-First submission plans provided ~8/14/19 -Engineering review comments provided 8/15/19 -Plan resubmission expected week of 9/23

Attachment: 2019-09 Sept Engineer's Reports_KMM (4198 : Town Engineer's Monthly Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
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
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
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: 2019-09 Sept Engineer's Reports_KMM (4198 : Town Engineer's Monthly Report)

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

Attachment: 2019-09 Sept Engineer's Reports_KMM (4198 : Town Engineer's Monthly Report)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
October 2, 2019

Highlights:

- The financials attached are as of August 31st, 2019
- Completed entering 2019 Real Estate invoices and preparing to mail them out to residents in the coming week.
- Met with Town Business to discuss Business license late renewal; the Business Manager also attended the meeting
- Continue to work with the Town accountant Mary Earhart in preparations for the annual Town audit (CAFR). Currently the Auditors will be onsite in November to work on the annual audit.
- Met with the Finance Committee and discussed the current budget.
- Continue supporting and assist with preparations for this years upcoming Haymarket Day 2019 event.

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

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,203,770.37
11000 · CD's & Money Market Funds	3,946.08
11010 · Virginia Investment Pool	318,991.74
Total Checking/Savings	1,526,708.19
Accounts Receivable	
12000 · Accounts Receivable	114,609.66
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	118,540.14
Other Current Assets	
11499 · Undeposited Funds	15,054.48
12012 · Local Accounts Receivable-Other	-2,917.49
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-91,638.65
Total Current Assets	1,553,609.68
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	59,154.77
19200 · Deferred Outflow - GLI OPEB	2,921.00
Total Other Assets	62,075.77
TOTAL ASSETS	7,478,621.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	38,823.90
Total Accounts Payable	38,823.90
Credit Cards	
20041 · ToH Credit Card - SONA 0269	25.03
20042 · PD Credit Card - SONA 0277	350.00
Total Credit Cards	375.03
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	3,604.40
22000 · Security Deposits	12,575.25
22010 · Escrow Deposits	79,266.60
Total Other Current Liabilities	105,505.65
Total Current Liabilities	144,704.58
Long Term Liabilities	
20080 · Accrued Interest Payable	11,345.59
23000 · Accrued Leave	21,263.02

Attachment: Treasurer Report & Financials for 10-02-2019 (4197 : Treasurer's Monthly Report)

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

	Aug 31, 19
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	1,464,962.40
Equity	
34110 · Net OPEB Activity Offset	-54,079.00
34000 · Net Pension Activity Offset	17,652.77
30000 · Unrestricted Net Assets	1,793,172.05
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	-383,930.95
Total Equity	6,013,659.08
TOTAL LIABILITIES & EQUITY	7,478,621.48

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

	Aug 19
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
3120-02 · Business License Tax	2,584.37
3120-03 · Cigarette Tax	13,605.00
3120-04 · Consumer Utility Tax	12,436.35
3120-05 · Meals Tax - Current	69,575.28
3120-06 · Sales Tax Receipts	11,677.62
3120-07 · Penalties (Non-Property)	360.04
3120-08 · Interest (Non-Property)	33.78
Total 3120 · OTHER LOCAL TAXES	110,272.44
3130 · PERMITS,FEES & LICENESES	
3130-01 · Application Fees	75.00
3130-03 · Motor Vehicle Licenses	76.00
3130-05 · Other Planning & Permits	6,379.00
Total 3130 · PERMITS,FEES & LICENESES	6,530.00
3140 · FINES & FORFEITURES	
3140-01 · Fines	2,543.95
Total 3140 · FINES & FORFEITURES	2,543.95
3150 · REVENUE - USE OF MONEY	
3150-01 · Earnings on VACO/VML Investment	2,361.89
3150-02 · Interest on Bank Deposit	72.17
Total 3150 · REVENUE - USE OF MONEY	2,434.06
3151 · RENTAL (USE OF PROPERTY)	
3151-01 · Suite 200 Stronger Fitness LLC	828.33
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-03 · Suite 208 Dent-ology Inc	528.00
3151-04 · Suite 210 LF Security	580.00
3151-06 · Suite 204 MAC-ISA	420.00
3151-07 · Haymarket Church Suite 206	2,716.00
3151-08 · 15020 Washington Realty	3,889.92
3151-09 · 15026 Copper Cricket	1,737.61
3151-10 · The Very Thing For Her	2,760.00
3151-90 · Town Hall Rental Income	150.00
Total 3151 · RENTAL (USE OF PROPERTY)	14,153.26
3160 · CHARGES FOR SERVICES	
3160-01 · Public Safety	1,000.00
Total 3160 · CHARGES FOR SERVICES	1,000.00
3165 · REVENUE - TOWN EVENTS	
3165-01 · Revenue - Town Events	11,220.00
Total 3165 · REVENUE - TOWN EVENTS	11,220.00
3180 · MISCELLANEOUS	
3180-01 · Citations & Accident Reports	35.00
3180-03 · Miscellaneous	1,095.00
Total 3180 · MISCELLANEOUS	1,130.00
3200 · REVENUE FROM COMMONWEALTH	
3200-02 · 599 Law Enforcement Grant	7,887.00
3200-04 · Car Rental Reimbursement	790.33
3200-05 · Communications Tax	8,175.45
3200-11 · Personal Property Tax Reimburse	18,626.97
Total 3200 · REVENUE FROM COMMONWEALTH	35,479.75
Total Income	184,763.46

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

	Aug 19
Gross Profit	184,763.46
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
111002 · FICA/Medicare	164.47
111005 · Salaries & Wages - Regular	2,150.00
Total 11100 · TOWN COUNCIL	2,314.47
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	25,055.25
1211003 · Salaries/Wages - Part Time	4,599.00
1211004 · FICA/Medicare	2,166.62
1211005 · VRS	1,899.10
1211006 · Health Insurance	4,920.40
1211007 · Life Insurance	234.18
1211008 · Disability Insurance	126.43
1211009 · Unemployment Insurance	303.23
1211012 · Accounting Services	2,341.47
1211013 · Cigarette Tax Administration	409.47
1211014 · Printing & Binding	484.13
1211015 · Advertising	2,904.50
1211016 · Computer, Internet & Website Svc	281.25
1211017 · Postage	532.03
1211018 · Telecommunications	380.68
1211021 · Convention & Education	39.00
1211022 · Miscellaneous	-1,781.36
1211024 · Books, Dues & Subscriptions	958.31
1211025 · Office Supplies	926.56
1211026 · Equipment Rental	339.57
1211027 · Insurance Pass-Through	0.00
Total 12110 · TOWN ADMINISTRATION	47,119.82
12210 · LEGAL SERVICES	
1221001 · Legal Services	12,330.92
Total 12210 · LEGAL SERVICES	12,330.92
Total 01 · ADMINISTRATION	61,765.21
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	48,013.65
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	2,820.85
3110004 · Salaries & Wages - Holiday Pay	0.00
3110005 · Salaries & Wages - Part Time	3,912.50
3110007 · Salary & Wages - DMV Grant	586.32
3110020 · FICA/MEDICARE	4,100.43
3110021 · VRS	3,654.59
3110022 · Health Insurance	8,466.39
3110023 · Life Insurance	487.68
3110024 · Disability Insurance	174.15
3110028 · Legal Services	1,544.50
3110032 · Computer, Internet & Website	2,705.53
3110034 · Telecommunications	803.09
3110038 · Convention & Edu. (Training)	402.05
3110040 · Annual Dues & Subscriptions	2,198.00
3110041 · Office Supplies	1,340.21
3110042 · Vehicle Fuels	1,645.73
3110043 · Vehicle Maintenance/Supplies	2,121.41
3110045 · Uniforms & Police Supplies	2,931.62
3110046 · Community Events	2,720.00

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

	Aug 19
3110050 · Insurance Pass-Through	-2,639.27
Total 31100 · POLICE DEPARTMENT	87,989.43
Total 03 · PUBLIC SAFETY	87,989.43
04 · PUBLIC WORKS	
4110001 · Town Public Works	6,650.79
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	6,406.84
Total 43200 · REFUSE COLLECTION	6,406.84
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	13,651.17
4310003 · Maint Svc Contract-Landscaping	2,825.00
4310005 · Maint Svc Cont- Street Cleaning	500.00
4310007 · Electric/Gas Services	1,497.78
4310008 · Electrical Services-Streetlight	334.35
4310009 · Water & Sewer Services	143.35
4310010 · Janitorial Supplies	5.98
Total 43100 · MAINT OF 15000 Wash St./Grounds	18,957.63
Total 04 · PUBLIC WORKS	32,015.26
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	139.50
Total 70000 · HAYMARKET COMMUNITY PARK	139.50
71110 · EVENTS	
7111003 · Contractural Services	6,688.68
Total 71110 · EVENTS	6,688.68
72200 · MUSEUM	
7220012 · Telecommunications	131.70
Total 72200 · MUSEUM	131.70
Total 07 · PARKS, REC & CULTURAL	6,959.88
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110001 · Salaries & Wages - Regular	255.00
8110002 · FICA/Medicare	24.10
8110003 · Consultants - Engineer	2,280.00
Total 81100 · PLANNING COMMISSION	2,559.10
81110 · ARCHITECTURAL REVIEW BOARD	
8111001 · Salaries & Wages - Regular	255.00
8111002 · FICA/Medicare	14.92
Total 81110 · ARCHITECTURAL REVIEW BOARD	269.92
Total 08 · COMMUNITY DEVELOPMENT	2,829.02
09 · NON-DEPARTMENTAL	
95100 · DEBT SERVICE	
9510005 · Capital Lease Pmt - Principal	15,796.19
Total 95100 · DEBT SERVICE	15,796.19
Total 09 · NON-DEPARTMENTAL	15,796.19
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.05

Attachment: Treasurer Report & Financials for 10-02-2019 (4197 : Treasurer's Monthly Report)

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

	Aug 19
Total EMPLOYEE BENEFITS	0.05
Total 94105 · PERSONNEL	0.05
94106 · TOWN CENTER MASTER PLAN	
9410601 · Architectural/Engineering Fees	-495.00
9410602 · Construction (Renovations)	94,290.00
Total 94106 · TOWN CENTER MASTER PLAN	93,795.00
94107 · BLIGHT MITIGATION	1,500.00
Total Expense	302,650.04
Net Ordinary Income	-117,886.58
Net Income	-117,886.58

Attachment: Treasurer Report & Financials for 10-02-2019 (4197 : Treasurer's Monthly Report)

**Revenue Expenditures Actual To-Date vs Annual Budget
July 1, 2019 to August 31, 2019**

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	0.00	374,257.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	11,784.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	0.00	387,041.00	0.0%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	5,144.15	195,000.00	2.6%	
3120-03 · Cigarette Tax	28,170.00	160,000.00	17.6%	
3120-04 · Consumer Utility Tax	12,436.35	150,000.00	8.3%	
3120-05 · Meals Tax - Current	66,657.79	700,000.00	9.5%	taxes collected for July 2019
3120-06 · Sales Tax Receipts	0.00	155,000.00	0.0%	
3120-07 · Penalties (Non-Property)	471.15	0.00	100.0%	
3120-08 · Interest (Non-Property)	33.78	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	112,913.22	1,382,000.00	8.2%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	325.00	4,500.00	7.2%	
3130-02 · Inspection Fees	300.00	15,000.00	2.0%	
3130-03 · Motor Vehicle Licenses	229.00	1,900.00	12.1%	
3130-05 · Other Planning & Permits	6,379.00	25,000.00	25.5%	
Total 3130 · PERMITS,FEES & LICENESES	7,233.00	46,400.00	15.6%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	2,543.95	50,000.00	5.1%	
Total 3140 · FINES & FORFEITURES	2,543.95	50,000.00	5.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	2,208.19			
3150-02 · Interest on Bank Deposit	567.90			
3150-03 · Interest on Bank Deposits	842.95	8,000.00	10.5%	
Total 3150 · REVENUE - USE OF MONEY	3,619.04	8,000.00	45.2%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	1,656.66	7,183.65	23.1%	
3151-02 · 15026 Suite 210 Body Mind	1,311.68	4,648.01	28.2%	
3151-03 · Suite 208 Dent-ology Inc	792.00	3,168.00	25.0%	
3151-04 · Suite 210 LF Security	1,160.00	7,460.25	15.5%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	1,260.00	5,512.50	22.9%	
3151-07 · Haymarket Church Suite 206	8,148.00	32,592.00	25.0%	
3151-08 · 15020 Washington Realty	11,662.80	46,679.11	25.0%	
3151-09 · 15026 Copper Cricket	5,212.83	20,851.32	25.0%	
3151-10 · The Very Thing For Her	5,520.00	33,534.00	16.5%	
3151-90 · Town Hall Rental Income	300.00			
Total 3151 · RENTAL (USE OF PROPERTY)	37,391.47	166,077.81	22.5%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	0.00	0.00	0.0%	
3160-01 · Public Safety				
3160-02 · Donation/Grants	1,376.00	3,000.00	45.9%	
3160-01 · Public Safety - Other	5,000.00			
Total 3160-01 · Public Safety	6,376.00	3,000.00	212.5%	
Total 3160 · CHARGES FOR SERVICES	6,376.00	3,000.00	212.5%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	68,730.00	70,000.00	98.2%	
Total 3165 · REVENUE - TOWN EVENTS	68,730.00	70,000.00	98.2%	
3170 · HISTORICAL FUND				
3170-01 · Historical Fund	0.00	4,262.02	0.0%	

Revenue Expenditures Actual To-Date vs Annual Budget July 1, 2019 to August 31, 2019

Total 3170 · HISTORICAL FUND	0.00	4,262.02	0.0%
3180 · MISCELLANEOUS			
3180-01 · Citations & Accident Reports	35.00	1,000.00	3.5%
3180-02 · Vetern Banners	-228.00	0.00	100.0%
3180-03 · Miscellaneous	1,095.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	902.00	1,000.00	90.2%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	7,887.00	30,364.00	26.0%
3200-04 · Car Rental Reimbursement	1,233.43	6,500.00	19.0%
3200-05 · Communications Tax	8,175.45	117,000.00	7.0%
3200-06 · Department of Fire Programs	10,000.00		
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,349.52	1,500.00	90.0%
Total 3200 · REVENUE FROM COMMONWEALTH	47,272.37	173,991.00	27.2%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	6,000.00	0.0%
3300 · REVENUE FROM FEDERAL GOVERNMENT -	0.00	250,000.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	256,000.00	0.0%
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%
Total Income	286,981.05	2,987,271.83	9.6%
Gross Profit	286,981.05	2,987,271.83	9.6%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	0.00	5,000.00	0.0%
111002 · FICA/Medicare	242.89	2,000.00	12.1%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	2,875.00	32,100.00	9.0%
111006 · Town Elections	0.00	3,200.00	0.0%
Total 11100 · TOWN COUNCIL	3,117.89	44,550.00	7.0%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	34,337.73	284,000.00	12.1%
1211003 · Salaries/Wages - Part Time	6,459.00	50,000.00	12.9%
1211004 · FICA/Medicare	2,760.58	24,257.00	11.4%
1211005 · VRS	3,798.20	31,862.00	11.9%
1211006 · Health Insurance	8,234.00	59,195.00	13.9%
1211007 · Life Insurance	468.36	3,852.00	12.2%
1211008 · Disability Insurance	252.86	2,631.00	9.6%
1211009 · Unemployment Insurance	462.55	2,363.00	19.6%
1211010 · Worker's Compensation	200.00	553.00	36.2%
1211011 · Gen Property/Liability Ins.	12,937.00	16,000.00	80.9%
1211012 · Accounting Services	2,644.19	8,000.00	33.1%
1211013 · Cigarette Tax Administration	855.61	5,500.00	15.6%
1211014 · Printing & Binding	1,510.76	8,925.00	16.9%
1211015 · Advertising	2,904.50	12,000.00	24.2%
1211016 · Computer, Internet &Website Svc	4,147.64	23,650.00	17.5%
1211017 · Postage	542.38	4,000.00	13.6%
1211018 · Telecommunications	761.36	6,000.00	12.7%
1211019 · Mileage Allowance	0.00	500.00	0.0%
1211020 · Meals & Lodging	0.00	6,000.00	0.0%
1211021 · Convention & Education	628.00	10,000.00	6.3%
1211022 · Miscellaneous	0.00	1,000.00	0.0%
1211024 · Books, Dues & Subscriptions	2,132.02	16,000.00	13.3%
1211025 · Office Supplies	1,410.71	6,500.00	21.7%
1211026 · Equipment Rental	679.14	4,075.00	16.7%
Total 12110 · TOWN ADMINISTRATION	88,126.59	586,863.00	15.0%

this grant had was increased from what the Town expected; \$1,184 more than what was projected for this fiscal year.

Attachment: Treasurer Report & Financials for 10-02-2019 (4197 : Treasurer's Monthly Report)

Revenue Expenditures Actual To-Date vs Annual Budget

July 1, 2019 to August 31, 2019

12210 · LEGAL SERVICES			
1221001 · Legal Services	12,330.92	73,000.00	16.9%
Total 12210 · LEGAL SERVICES	12,330.92	73,000.00	16.9%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	16,000.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%
Total 01 · ADMINISTRATION	103,575.40	720,413.00	14.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	62,659.21	424,457.00	14.8%
3110003 · Salaries & Wages - OT Premium	4,090.11	34,000.00	12.0%
3110004 · Salaries & Wages - Holiday Pay	2,431.68	14,000.00	17.4%
3110005 · Salaries & Wages - Part Time	4,362.50	20,000.00	21.8%
3110007 · Salaries & Wages - DMV Grant	586.32	0.00	100.0%
3110020 · FICA/MEDICARE	5,741.10	32,471.00	17.7%
3110021 · VRS	7,058.97	45,884.00	15.4%
3110022 · Health Insurance	14,110.65	73,375.20	19.2%
3110023 · Life Insurance	941.98	5,560.00	16.9%
3110024 · Disability Insurance	348.30	2,500.00	13.9%
3110025 · Unemployment Insurance	0.00	2,180.00	0.0%
3110026 · Workers' Compensation Insurance	12,309.00	12,964.00	94.9%
3110027 · Line of Duty Act Insurance	4,969.00	1,740.00	285.6%
3110028 · Legal Services	1,544.50	24,000.00	6.4%
3110032 · Computer, Internet & Website	2,921.03	14,000.00	20.9%
3110033 · Postage	0.00	300.00	0.0%
3110034 · Telecommunications	1,578.87	10,000.00	15.8%
3110035 · General Prop Ins (Vehicles)	3,072.00	5,000.00	61.4%
3110038 · Convention & Edu. (Training)	607.85	4,500.00	13.5%
3110039 · Miscellaneous	0.00	1,000.00	0.0%
3110040 · Annual Dues & Subscriptions	7,504.02	12,000.00	62.5%
3110041 · Office Supplies	2,264.86	5,000.00	45.3%
3110042 · Vehicle Fuels	3,553.22	16,000.00	22.2%
3110043 · Vehicle Maintenance/Supplies	5,115.03	10,000.00	51.2%
3110045 · Uniforms & Police Supplies	14,805.93	22,000.00	67.3%
3110046 · Community Events	3,220.00	5,000.00	64.4%
3110047 · Donation Expenditure	1,376.00	3,000.00	45.9%
3110049 · Grant Expenditures	0.00	6,000.00	0.0%
3110050 · Insurance Pass-Through	-2,639.27	0.00	100.0%
3110051 · Mobile Data Computer Netwk Svc	0.00	17,000.00	0.0%
Total 31100 · POLICE DEPARTMENT	164,532.86	823,931.20	20.0%
34100 · BUILDING OFFICIAL			
3410001 · Erosion & Sedimentation Ins.	300.00	30,000.00	1.0%
Total 34100 · BUILDING OFFICIAL	300.00	30,000.00	1.0%
Total 03 · PUBLIC SAFETY	164,832.86	853,931.20	19.3%
04 · PUBLIC WORKS			
4110001 · Town Public Works	11,376.12	50,680.20	22.4%
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	19,163.68	78,789.80	24.3%
Total 43200 · REFUSE COLLECTION	19,163.68	78,789.80	24.3%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	17,616.20	55,000.00	32.0%
4310002 · Maint Svc Contract-Pest Control	0.00	2,000.00	0.0%
4310003 · Maint Svc Contract-Landscaping	5,725.00	35,000.00	16.4%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	900.00	3,000.00	30.0%
4310007 · Electric/Gas Services	2,902.63	15,000.00	19.4%
4310008 · Electrical Services-Streetlight	676.38	5,500.00	12.3%
4310009 · Water & Sewer Services	275.85	2,000.00	13.8%
4310010 · Janitorial Supplies	5.98	1,000.00	0.6%
4310011 · Real Estate Taxes	0.00	4,000.00	0.0%

this accounts for July through September's services (3 months)

**Revenue Expenditures Actual To-Date vs Annual Budget
July 1, 2019 to August 31, 2019**

Total 43100 · MAINT OF 15000 Wash St./Grounds	28,102.04	129,500.00	21.7%
Total 04 · PUBLIC WORKS	58,641.84	263,232.02	22.3%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	13,385.95	58,504.96	22.9%
Total 70000 · HAYMARKET COMMUNITY PARK	13,385.95	58,504.96	22.9%
71110 · EVENTS			
7111003 · Contractural Services	7,688.68	70,000.00	11.0%
Total 71110 · EVENTS	7,688.68	70,000.00	11.0%
72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	263.40	2,200.00	12.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%
Total 72200 · MUSEUM	663.40	5,150.00	12.9%
Total 07 · PARKS, REC & CULTURAL	21,738.03	133,654.96	16.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	255.00	5,670.00	4.5%
8110002 · FICA/Medicare	5.74	500.00	1.1%
8110003 · Consultants - Engineer	3,204.04	50,000.00	6.4%
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
Total 81100 · PLANNING COMMISSION	3,464.78	97,170.00	3.6%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	255.00	7,830.00	3.3%
8111002 · FICA/Medicare	14.91	850.00	1.8%
Total 81110 · ARCHITECTURAL REVIEW BOARD	269.91	8,680.00	3.1%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	500.00	0.0%
8111102 · FICA / Medicare	0.00	98.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	3,734.69	108,023.00	3.5%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	168,304.43	186,925.65	90.0%
9510005 · Capital Lease Pmt - Principal	15,796.19	31,592.00	50.0%
Total 95100 · DEBT SERVICE	184,100.62	218,517.65	84.3%
Total 09 · NON-DEPARTMENTAL	184,100.62	218,517.65	84.3%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	500,000.00	0.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.04		
Total EMPLOYEE BENEFITS	0.04		
Total 94105 · PERSONNEL	0.04		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	-495.00	0.00	100.0%
9410602 · Construction (Renovations)	131,538.52	139,500.00	94.3%
Total 94106 · TOWN CENTER MASTER PLAN	131,043.52	139,500.00	93.9%
94107 · BLIGHT MITIGATION	3,245.00	50,000.00	6.5%
Total Expense	670,912.00	2,987,271.83	22.5%
Net Ordinary Income	-383,930.95	0.00	100.0%

Attachment: Treasurer Report & Financials for 10-02-2019 (4197 : Treasurer's Monthly Report)



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

CHRISTOPHER S. COON
BUSINESS MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

BUSINESS MANAGER'S REPORT

Week of September 8-14 2019

Administration

- Attended Town Council Meeting
 - Provided Town Council with job descriptions of Town Staff
 - Provided Town Council with flow chart of hierarchy for Town Staff
 - Provided Town Council with Quantico Residential Parking Ordinance
 - Posted Blue Help information to Town website and Facebook page
 - Directed Staff to post all community notices on Town's Facebook page
 - Worked to schedule Special Town Council Meeting for new ARB Liaison, next steps for filling the Town Council vacancy, and upcoming process for the position of Town Clerk.
- New Items
 - Met with Playground contractor work scheduled to begin on September 18th
 - Roads started getting milled for the scheduled paving, has caused problems with trash and recycling collection
 - Contacted Republic Services to work through trash and recycling collection during the milling and paving schedules
 - Received and began processing 3 FOIA requests from Robert Weir
 - Assisted Mayor with tenant matter, The Very Thing for Her
 - Working with remaining punch out items for the Town Center Project
- Continued Items
 - Currently no items

Town Staff

- Began Real Estate Tax invoices to QuickBooks
- Submitted the annual paperwork for our Worker's Compensation audit with VACORP for last fiscal year
- Work on Town audit preparation for November 18, 2019 site visit
- Prepared Planning Commission and Architectural Review Board Agendas
- Worked on processing Haymarket Hotel Preliminary Site Plan
- Finalized comments and outstanding items with Morais Vineyard
- Reviewed Van Metre's updated submission for the proposed SUP Townhouse project

- Worked with Dominion Woman's Club to coordinate the Fall and Winter arts and crafts event
- Received a one-mile review package for a rezoning at the corner of Antioch Road and Route 55. Town Staff is reviewing plans to prepare comments. This item will be presented to the Planning Commission on September 16, 2019 for comments.

Events

- Haymarket Day is currently full for both the parade and all vendor slots. We currently have three vendors on the wait list.
 - Haymarket Day Parade has 63 participants/units
- Total Booths - 201
 - Commercial Vendors - 89
 - Crafter Vendors - 51
 - Non-Profit Vendors - 45
 - Food Vendors - 10
 - Novelty Food Vendors - 6
- Sponsorship Funds - \$21,000 - we are still collecting money from three of our sponsors.



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

CHRISTOPHER S. COON
BUSINESS MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

BUSINESS MANAGER'S REPORT

Week of September 15-21, 2019

Administration

- Meetings
 - Met with Town Engineer about upcoming projects (Emily and Chris)
 - Staffed Planning Commission Meeting (Jacque and Emily)
 - Met with Prince William County Building Official (Mayor, Emily, and Chris)
 - Met with Attorney for final walk through with tenant (Roberto and Chris)
 - Town Staff Meeting (Mayor, Chief, and Chris)
 - Had Events Meeting (Jacque, Emily, Roberto, Chief, and Chris)
 - Met with Meladon/Crossroads Development (Mayor, Martin, Emily and Chris)
 - Met with Town Attorney (Mayor and Chris)
 - Staffed Special Town Council Meeting (Jacque, Emily, and Chris)
 - Staffed Architectural Review Board Meeting (Jacque, Emily, and Chris)
 - Town Business License Delinquency Meeting (Roberto and Chris)
 - Met with Contractor to get space available for rent (Mayor)
- New Items
 - Roads getting paved according to the schedule
 - Assisted Mayor with tenant turnover of town space
 - Significant drywall damage due to glued shelving units.
 - Posted Town Council Vacancy Application to Town Website
 - Spoke with Prince William County about Food Truck items
 - Updated Town contact information for Department of Conservation and Recreation
 - Citizen provided information about deed of dedication of private property to create a turn around at the end of Madison Street.
 - VDOT was provided the information to start the discussion.
- Continued Items
 - Playground contractor began work on September 18th
 - Sent 3 FOIA requests to Robert Weir
 - Provided final punch out list items for the Town Center Project
 - Republic Services scheduled to begin at 6 a.m. until milling and paving has finished.

Town Staff

- Finalized Real Estate Tax invoices to QuickBooks
- Work on Town audit preparation for November 18, 2019 site visit
- Prepare for Finance Committee meeting next week
- Worked on processing Haymarket Hotel Preliminary Site Plan
- Received a one-mile review package for a rezoning at the corner of Antioch Road and Route 55. Town Staff is reviewing plans to prepare comments. This item will be presented to the Town Council on October 2, 2019 for comments.

Events

- Haymarket Day is currently full for both the parade and all vendor slots. We currently have three vendors on the wait list.
 - Haymarket Day Parade has 62 participants/units
- Total Booths - 204
 - Commercial Vendors - 90
 - Crafter Vendors - 51
 - Non-Profit Vendors - 46
 - Food Vendors - 11
 - Novelty Food Vendors - 6
- Sponsorship Funds - \$23,000 - we are still collecting money from three of our sponsors.



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

CHRISTOPHER S. COON
BUSINESS MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

BUSINESS MANAGER'S REPORT

Week of September 22-28, 2019

Administration

- Meetings
 - Town Staff Meeting (Mayor and Chief)
 - Had Events Meeting (Jacque, Emily, Roberto and Chief)
 - Met with Town Attorney (Chris)
 - Met with Contractors to get space available for rent (Mayor)
 - Painting
 - HVAC
 - Flooring
 - Finance Committee Meeting (Roberto and Chris)
 - Interview with Town Clerk applicant (Mayor, Chief and Chris)
- New Items
 - Created Fall Newsletters
 - Received quote for trimming trees along Town Hall property
 - Pest control serviced all Town properties
 - Performed Street Light and Town Hall maintenance
 - Discussed Speed Table on Jefferson Street with Mr. Stevens of PWC
 - The replacement will be smaller in scale
 - Reported some line of sight issues at Coach Way and Caboose Trail to VDOT
- Continued Items
 - Received Town Council Vacancy Applications
 - Assisted Mayor with tenant turnover of town space
 - Contractor repaired drywall damage and painted.
 - Playground contractor on track to complete work by September 30th
 - Contractor completed final punch out list for the Town Center Project
 - Republic Services scheduled pickups at 6 a.m. until milling and paving has finished.

Town Staff

- Finalized Real Estate Tax invoices preparing for mail out next week
- Processed Payroll

- Completed report for Town Council Agenda
- Work on Town audit preparation for November 18, 2019 site visit
- Worked on processing Haymarket Hotel Preliminary Site Plan
- Processed several zoning approval applications
- Working on a one-mile review package for a rezoning at the corner of Antioch Road and Route 55. Town Staff is reviewing plans to prepare comments. This item will be presented to the Town Council on October 2, 2019 for comments.

Events

- Haymarket Day is currently full for both the parade and all vendor slots. We currently have six vendors on the wait list.
 - Haymarket Day Parade has 62 participants/units
- Total Booths - 204
 - Commercial Vendors - 92
 - Crafter Vendors - 52
 - Non-Profit Vendors - 46
 - Food (including Novelty) Vendors - 16
 - Sponsors- 9
- Sponsorship Funds - \$24,000 - we have collected all funds from our sponsors.



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 9-16-2019
 Subject: Monthly Report for September 2019

Felony Arrests	1	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	4	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1663	Various
Out of Town Calls for Service	49	Various
Traffic Summons	163	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	208	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	9	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	549	All Town Businesses

Points of Interest:

CPR/AED/Narcan Training
 Women's Self Defense Class
 Blue Help 5K
 Patrolling in Pink
 Breast Cancer Walk



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

Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily Lockhart, Town Planner and Zoning Administrator
DATE: September 27, 2019
SUBJECT: A Dogs Day Out Bond Release Letter

Background:

The A Dogs Day Out as-built plan prepared by Christopher Consultants Engineering, has been approved. All requirements of the Haymarket Ordinances and Prince William County Administrative Procedures Manual Section 4.12.1 have been satisfied.

Purpose:

The applicant has completed construction and development for the project and wishes to release the Performance Bond and a portion of the Landscape Bond. Based on inspections, the development activities appear to be in general conformance with the approved plan, and the Town has received documentation of all final building inspection reports.

Budgetary Impact:

Not Applicable

Staff Recommendation:

I have no objections to releasing the Performance Bond and Landscape Bond for this project. I recommend that the Performance Bond be released and a portion of the Landscape Bond.

Draft Motion:

1. *I move the Town Council release the Performance Bond for A Dogs Day Out*

Or,

2. Alternate Motion

ORDINANCE TO ADOPT SECTION 10-13 OF THE TOWN CODE RELATING TO
PROPERTY MAINTENANCE CODE

WHEREAS, Prince William County is responsible for enforcing the Building Code of the Commonwealth of Virginia, including the Property Maintenance Code; and

WHEREAS, The Town has exercised its authority to cede enforcement of the Building Code to Prince William County, pursuant to Virginia Code § 36-105 A.; and

WHEREAS, Prince William County will not enforce the Property Maintenance Code in the Town unless the Town adopts the County’s ordinances relating to the Property Maintenance Code, Article VI of Chapter 5 of the County Code, “Building Maintenance Code”;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this ___ day of ____, 2019, in _____ session, that (i) the Town Council finds that enforcement of the Property Maintenance Code (denominated the Building Maintenance Code in Prince William County) serves the public health, safety and welfare, (ii) the Town Council requests that Prince William County enforce the Building Maintenance Code of the County within the town limits, and (iii) the Town Council hereby adopts Section 10-13 of the Town Code as follows:

Sec. 10-13. Adoption of Prince William County Building Maintenance Code provisions by reference.

The Town hereby adopts Article VI of Chapter 5 of the Prince William County Code by reference in its entirety, consisting of Sections 5-91 through 5-105, both inclusive, including all documents referenced in that Article VI. The building official appointed by the county executive shall serve as the code official and local enforcement officer for administration and enforcement of the building maintenance code hereby adopted.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

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

ATTEST:

_____, Town Clerk

- Motion to approve:
- Second:
- Voting Aye:
- Voting Nay:
- Absent:
- Abstaining:

Attachment: ORDINANCE to adopt County Property Maintenance Code by reference (4196 : Property Maintenance Code)