



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 2, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Pastor Don Meeks, Greenwich Presbyterian Church

IV. Presentation of Appreciation

V. Citizens Time

VI. Consent Agenda

A. Minute Approval

1. Mayor and Council - Public Hearing/Work Session - Jun 28, 2021 7:00 PM
2. Mayor and Council - Special Meeting - Jul 6, 2021 6:00 PM
3. Mayor and Council - Regular Meeting - Jul 6, 2021 7:00 PM

B. Department Reports

1. Town Administration Report
2. Police Department
3. Town Treasurer Report
4. Town Planner Report
5. Town Engineer Report
6. Town Attorney Report

C. Liaison Reports

1. Finance Committee
2. Police
3. Planning Commission
4. Architectural Review Board
5. Business Roundtable

VII. Agenda Items

1. Police Department Recognition
2. CIP and Town Projects Discussion
3. Part Time Job Descriptions

VIII. Councilmember Time

1. Bob Weir
2. Joe Pasanello
3. TracyLynn Pater
4. Marchant Schneider
5. Mary Ramirez
6. Chris Morris
7. Ken Luersen

IX. Closed Session

X. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 28, 2021

7:00 PM

Council Chambers

A Public Hearing/Work Session 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 Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance. After the Pledge, Councilman Weir asked that Agenda Item for Resolution 2021-011: the adoption of the tax rate be before Resolution 2021-010: the adoption of the FY22 budget so that it is in the proper order. There was no objection from the Town Council to move the agenda item. Also, Mayor Luersen asked to add an agenda item: the discussion of a grant for the park sidewalk.

III. Public Hearing Notice

Mayor Luersen announced the topic for the Public Hearing and opened the floor for Citizen comments.

IV. Citizen's Time

There were no citizens present at this meeting.

V. Close Public Hearing

Since there were no citizen's present, Mayor Luersen closed the public hearing.

VI. Agenda Items

Prior to the Agenda Items, Town Attorney affirmed that the Town Council can take action by voting on such items at a Work Session.

1. Resolution 2021-009: FY21 Budget Amendment

Councilman Weir moved that the Haymarket Town Council approve and appropriation to the Fiscal Year 2020-21 budget as designated on Resolution #2021-009. Councilman Pasanello seconded the motion. Town Treasurer Roberto Gonzalez gave a brief report on the last quarter funds and the reason for the amendment. A short discussion followed. **The motion carried by a roll call vote.**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
ABSENT:	Marchant Schneider

2. Resolution 2021-011: Tax Rate Adoption

Councilman Weir moved that Resolution 2021-010: A Resolution to adopt the tax rate and fee schedule for the fiscal year beginning July 1, 2021 ending June 30, 2022. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Jun 28, 2021 7:00 PM (Minute Approval)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
ABSENT: Marchant Schneider

3. FY21 Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly financial report. After his report, Mr. Gonzalez asked for any questions on the report. A short discussion followed.

4. Vehicle Take Home Policy

Councilman Morris addressed the Council on the subject of re-instituting the vehicle take home policy for the officers. Mr. Morris stated that the Council decided to stop the program in September 2020. He stated since then, the Town Council have discussed and has made several adjustments to the department. Mr. Morris presented the comparison sheet on the full take home and the hybrid take home policy. Mr. Morris proposed a full take home policy and asked for the Town Council to take action on the proposal. A discussion ensued on the maintenance of the vehicle when not in use vs. the full take home policy. There was also a short discussion on the allowable mileage if the Council decided to do the hybrid policy.

5. Resolution 2021-010: FY22 Budget Adoption and Appropriation

Councilman Weir moved to adopt Resolution #2021-11: the adoption and appropriation of the FY2022 operation budget and capital improvements budget beginning July 01, 2021 and ending June 30, 2022. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
ABSENT: Marchant Schneider

6. Discussion on VDOT Grant for Sidewalk Project

Town Manager Chris Coon shared information on a grant that would help fund the sidewalk in front of the Town Park to Blight Drive. Mr. Coon stated that the Council would need to adopt a resolution of support at the next meeting to follow with the grant application. Mr. Coon also shared additional information regarding the grant process. A discussion followed on the project and the funding from VDOT. The Town Council directed Mr. Coon to draft a resolution of support and to schedule a public informational meeting.

VII. Closed Session - As Needed

A closed session was not needed at this meeting.

VIII. Adjournment

With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
ABSENT: Marchant Schneider

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor



Minutes Acceptance: Minutes of Jun 28, 2021 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, July 6, 2021

6:00 PM

Council Chambers

A Special Meeting 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 Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Absent, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Mayor Kenneth Luersen: Present.

II. Closed Session

1. Closed Session Motion

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the appointment of a Town Council Member. Councilman Schneider seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Marchant Schneider, Councilman
AYES:	Marchant Schneider, Chris Morris, Bob Weir
ABSENT:	Joe Pasanello, TracyLynn Pater

2. Certification

Councilman Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilman Morris seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Marchant Schneider, Chris Morris, Bob Weir, Kenneth Luersen
ABSENT:	Joe Pasanello, TracyLynn Pater

III. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Marchant Schneider, Chris Morris, Bob Weir
ABSENT:	Joe Pasanello, TracyLynn Pater

Minutes Acceptance: Minutes of Jul 6, 2021 6:00 PM (Minute Approval)

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

DRAFT

Minutes Acceptance: Minutes of Jul 6, 2021 6:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, July 6, 2021

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 Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Late, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Late, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Ken Luersen invited everyone to stand for the Pledge of Allegiance.

III. Invocation - Councilman Morris

Councilman Chris Morris gave the evening's invocation.

IV. Vacant Town Council Seat Appointment

1. Vacant Town Council Seat Appointment

Councilman Morris nominated Mary Ramirez to fill the vacancy on the Haymarket Town Council effective immediately ending November 2022. Councilman Schneider seconded the motion. A discussion followed on the special election since there is a general election before the next Town election. There was an amendment to the term ending November 2, 2021. The motion carried by a roll call vote.

At this time, Prince William County Clerk of the Courts performed the Oath of Office to Mary Ramirez.

RESULT:	ADOPTED [3 TO 0]
MOVER:	Chris Morris, Councilman
SECONDER:	Marchant Schneider, Councilman
AYES:	Marchant Schneider, Chris Morris, Bob Weir
AWAY:	Joe Pasanello, TracyLynn Pater, Mary Ramirez

V. Citizens Time

Prior to Citizens Time, Councilman Joe Pasanello entered the meeting.

Town Planner Emily Lockhart read into the record an email from Jim Payne, 6680 Fayette Street, for Citizens Time.

Dottie Leonard, 14801 Washington Street, addressed the Council on the subject of the Planning Commission. She stated that she felt the Planning Commission is malfunctioning by the possibility of building towers on the edge of Town. She also stated that she would like to see the Town finished and protect the historic overlay of the Town.

VI. Consent Agenda

Councilman Morris asked that the Police Department report be pulled from the Consent Agenda so that the Sergeant can give a verbal update of the changes to the department. Councilman Weir asked that the Treasurer's Report be pulled from the Consent Agenda for the purpose of discussing the ARPA funding.

Minutes Acceptance: Minutes of Jul 6, 2021 7:00 PM (Minute Approval)

Councilman Weir moved to adopt the Consent Agenda Sections A: 1-2; Sections B: 1, 3-6 and Sections C: 1-5. Councilman Morris seconded the motion. The motion carried by a roll call vote.

A. Minutes

1. Mayor and Council - Work Session - Jun 1, 2021 7:00 PM

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Ramirez
AWAY:	TracyLynn Pater

2. Mayor and Council - Public Hearing/Regular Meeting - Jun 7, 2021 7:00 PM

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Ramirez
AWAY:	TracyLynn Pater

B. Department Reports

1. Town Administration

RESULT:	ADOPTED [5 TO 0]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Ramirez
AWAY:	TracyLynn Pater

2. Town Treasurer

Councilman Weir asked for Town Treasurer Roberto Gonzalez to share information on the receipt of the ARPA funds. Mr. Gonzalez gave a short report up to date on the funding. Councilman Weir suggested that the Town Council set a meeting date to discuss the item only and what the Town's strategies will be. Mr. Gonzalez also stated that the Town will need to hold a public hearing to amend the first quarter budget. A short discussion followed. The Town Council directed staff to schedule the public hearing for the October 4, 2021 regular meeting and to schedule the work session specific to the ARPA funds and to set the strategies and goals for August 23, 2021 at 7 pm.

RESULT:	ADOPTED [5 TO 0]
MOVER:	Bob Weir, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Ramirez
AWAY:	TracyLynn Pater

3. Police Department

Sergeant Davis introduced Officer Joe Coppage to the Town as the most recent officer to the department. Mr. Davis shared Officer Coppage's experience and the roles he will be taking on with the department. Sergeant Davis spent time with the Council going over the new format of his monthly reporting. After his reporting, Sergeant Davis shared of the new hiring of a full time and a part time officer, which would bring the department back up to full force with 24/7 coverage. The Town Council had a few questions and comments for Sergeant Davis.

Minutes Acceptance: Minutes of Jul 6, 2021 7:00 PM (Minute Approval)

RESULT: ADOPTED [5 TO 0]
MOVER: Bob Weir, Councilman
SECONDER: Chris Morris, Councilman
AYES: Schneider, Morris, Pasanello, Weir, Ramirez
AWAY: TracyLynn Pater

4. Town Planner

RESULT: ADOPTED [5 TO 0]
MOVER: Bob Weir, Councilman
SECONDER: Chris Morris, Councilman
AYES: Schneider, Morris, Pasanello, Weir, Ramirez
AWAY: TracyLynn Pater

5. Town Engineer

RESULT: ADOPTED [5 TO 0]
MOVER: Bob Weir, Councilman
SECONDER: Chris Morris, Councilman
AYES: Schneider, Morris, Pasanello, Weir, Ramirez
AWAY: TracyLynn Pater

6. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Police Liaison Report
3. Planning Commission Liaison Report
4. Architectural Review Board Liaison Report
5. Business Roundtable

VII. Agenda Items

1. Vehicle Take Home Policy

Councilman Morris stated that he received some good feedback from the Council since the work session regarding the take home policy. Mr. Morris stated even though he is in support of the full take home policy, he felt the Council is in need of some hard data. Mr. Morris recommended to start with a trial period of the hybrid plan until the Council can obtain some hard data. Discussion followed on the subject.

After the discussion, the Town Council directed the Police Sergeant to move proceed with the hybrid plan as discussed effective immediately while the details will be gathered for the October work session on accumulated costs for the hybrid plan for an agenda item at the November regular meeting.

RESULT: ADOPTED [6 TO 0]
AYES: Schneider, Morris, Pasanello, Weir, Ramirez, Luersen
AWAY: TracyLynn Pater

2. Resolution 2021-012: Support for Sidewalk Grant

Town Manger Chris Coon distributed the draft resolution for the VDOT grant application to install a sidewalk in front of the Town Park to Blight Drive. A short discussion followed. The Council took a brief recess to edit the resolution to clarify the Town's and VDOT's contribution to the grant.

Councilman Weir moved to adopt Resolution #2021-012: a VDOT TA grant application for funding in the amount \$650,000 with a 20% match by the Town in the amount of \$162,500 for a sidewalk project in front of the Town Park between Haymarket Baptist Church and the intersection of Washington Street and Blight Drive. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

VIII. Councilmember Time

1. Mary Ramirez

Councilwoman Ramirez thanked everyone for the welcome to the Town Council and allowing her to participate immediately. She stated that she is looking forward to working with everyone and serving the community. Ms. Ramirez also thanked the Police Department for the recent events and engaging with the community.

2. Bob Weir

Councilman Weir addressed the comments made during Citizens Time in regards to the subject of the Planning Commission considering additional towers in the Town. Mr. Weir stated that there has been no discussion of expanding the zoning to allow any additional towers other than what already exists. He also addressed the 50 year status for historic structure. He stated that although he agrees with the comments made during by the citizen, the ordinance was not clearly defined when the ordinance was drafted. Mr. Weir read into the record the ordinance. He stated the Planning Commission is looking at better defining the language.

3. Joe Pasanello

Councilman Pasanello asked the Town Planner to respond to the comment made during citizen's time about the change of color on the map. Town Planner Emily Lockhart stated that she looked up the 2 maps that are on the Town's website and that the planned land use map in the comprehensive plan reflects the different color changes that was mentioned at citizens time not the zoning map. She confirmed the colors on the zoning map has not changed and that the property in question was still zoned B-1. Ms Lockhart reiterated that there has been no changes in either map.

Councilman Pasanello welcomed Ms. Ramirez to the Council.

4. TracyLynn Pater

Vice Mayor Pater was still absent during this time.

5. Marchant Schneider

Councilman Schneider stated that the Town cannot re-zone properties without proper notice and public hearing regardless of a map color. He also stated that the definition of the historic should be more clearly defined and looked forward to entertaining the conversation with the Planning Commission. Mr. Schneider welcomed Councilwoman Ramirez to the Council and complimented the Police Department on their recent community events.

6. Chris Morris

Councilman Morris congratulated Sergeant Davis on his leadership in the Police Department. Mr. Morris stated that Mr. Davis has brought on some good officers and that they are making an impression in the community.

7. Ken Luersen

Mayor Luersen welcomed the Councilwoman Ramirez to the Council. The mayor also congratulated Sergeant Davis on a job well done in regards to the Police Department. Lastly, Mayor Luersen congratulated Town Clerk Kim Henry and Town Manager Chris Coon for the success on the opening of the Haymarket DMV Select Office.

IX. Closed Session - As Needed

1. Closed Session Motion

Councilman Weir moved that the Town Council go into closed session to discuss the following: as permitted to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town- specifically dealing with the Police Department; and as permitted to Virginia Code § 2.2-3711 (A)(3), a matter involving acquisition of real property for public purposes specifically involving with property within the Town limits because discussion in an open meeting would adversely affect the Town's bargaining position; and as permitted to Virginia Code § 2.2-3711(A)(6), for the discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to the proffers of 14600 Washington Street. Councilman Pasanello seconded the motion. The motion carried.

RESULT: ADOPTED [5 TO 0]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Schneider, Morris, Pasanello, Weir, Ramirez
AWAY: TracyLynn Pater

2. Certification

Prior to Certification of the Closed Session, Mayor Luersen announced that Vice Mayor Pater entered the meeting during Closed Session.

Councilman Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

3. Town Council Directive

The Town Council directed the Town Attorney to proceed as discussed in Closed Session.

RESULT: ADOPTED [UNANIMOUS]
AYES: Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

X. Adjournment

With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Schneider, Morris, Pasanello, Weir, Pater, Ramirez

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Jul 6, 2021 7:00 PM (Minute Approval)



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of July 5th to July 9th, 2021

Administration

- Meeting
 - Held Town Council Regular Meeting (Emily, Roberto, Kim, and Chris)
 - Met with Town Attorney (Chris)
 - Met with HVAC Contractors for replace Museum HVAC System (Chris)
 - Met with Prince William County Clerk of Court for Meeting 7/6/2021 (Chris)
 - Scheduled meeting with Prince William County Transportation and Public Works (Emily and Chris)
- New Items
 - Scheduled Contractor to remove Squirrels from Park Building
 - Updated Microsoft Users to include New Officers and Councilwoman Ramirez
 - Continued changes to DMV Select Operations
 - Update to Phone System (Menu and direct phone connections)

Town Staff

- Discussed ARP Fund options with Town's Bank Manager
- Continued work on end of FY20 budget adjustments
- Continued for annual Worker's Compensation payroll audit
- Finalizing Zoning Ordinance Updates
- Worked on onboarding new Officers
- Haymarket Day Applications
- Zoning Approvals processed
- Reviewed site plan comments for Karter School
- DMV completed 268 transactions

Town Expenses

Date	Vendor	Description	Amount
07.09.2021	LC Campbell	Museum HVAC Replacement	\$12,200.00
07.09.2021	Premier Turf & Landscape	Landscape	\$6,700.00
07.09.2021	Vanderpool, Frostick & Nis	Monthly Legal	\$8,909.90



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of July 12th to July 18th, 2021

Administration

- Meeting
 - Met Falcon Phone System Technician (Chris)
 - Met with Prince William County Transportation (Emily and Chris)
 - Met with VDOT regarding Park Sidewalk Grant (Chris)
 - Met with Prince William County Attorney and Parks and Rec. (Martin and Chris)
 - Met with Pest Control Contractor (Chris)
 - Met with Councilwoman Ramirez (Emily, Roberto, and Chris)
 - Held DMV Event (All Staff)
 - Met with Delegate Roem's Staff (Chris)
 - Met with Town Attorney (Chris)
 - Met with 2nd Deck Contractors for Copper Cricket Ramp/Decking (Chris)
 - Interviewed one candidate for the Part-time Maintenance Position (Chris)
 - Conducted Interviews for Town Police Chief (Greg, Mayor, Councilman Morris, and Chris)

- New Items
 - Park Slide repair scheduled for mid-September
 - Contractor installed trap to remove Squirrels from Park Building
 - Contracted two Porta-johns in Town Park until October
 - HVAC work in Cupcake Heaven
 - Roundabout outside of Town should be complete by the end of August

Town Staff

- Posted on Social Media
- Discussed ARP Funds with Contractor
- Continued work on end of FY21 budget audit
- Zoning Ordinance Work/Updates
- Looked into Grants for Shade Structures
- Worked on Closed Session Items
- Haymarket Day Applications
- DMV completed 229 transactions

Town Expenses

Date	Vendor	Description	Amount
07.16.2021	Carter Bank	Town Debt Obligation Payment	\$165,138.76

Attachment: Manager's Report 71221 (5117 : Town Administration Report)



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of July 19th to July 23rd, 2021

Administration

- Meeting
 - Held Planning Commission Meeting (Emily, Sam, and Kim)
 - Held Architectural Review Board Meeting (Emily and Sam)
 - Met with Residents regarding the Park Proposal (Emily)
 - Met with Councilman Schneider (Emily and Chris)
 - Met with Vice Mayor (Emily)
 - Met with Councilwoman Ramirez (Chris)
 - Met with Councilman Weir (Emily and Roberto)
 - Met with Councilman Pasanello (Emily and Roberto)
 - Met with Mayor (Emily and Chris)
 - Met with Park Valley regarding events (Emily)
 - Met for National Night Out (Sgt. Davis, Ofc. Finley, and Emily)
 - Met with Haymarket Regional Food Pantry (Chris)
 - Met with Economic Development Contractors (Chris)
- New Items
 - Registered Town with National Night Out Organization
 - Started Background Checks on Police Chief Finalists
 - Part-time Maintenance Position filled, will begin July 26th
 - Two Porta-johns in Town Park will be installed July 26th

Town Staff

- Gained access and started posting on Twitter
- Posted on Social Media
- Reviewed Site Plan Resubmission
- Worked on Budget Amendment for 1st Quarter FY22
- Zoning Ordinance Work/Updates
- Finished Town Council Meeting Minutes
- Completed and Posted Town Council Work Session Agenda
- DMV completed 283 transactions

Town Expenses

Date	Vendor	Description	Amount
07.23.2021	JES Foundation Repair	Park Building	\$5,441.25

Attachment: Manager's Report 71921 (5117 : Town Administration Report)

Police Department Report to Council

Police Department Activity from June 15 to July 14

Important Notes:

- This report allows you to see the actual coverage and reporting of calls done by the Police Department.

Dispatched Calls: Calls received from Prince William County Dispatch. These calls are broken down into two categories Reportable and Non-Reportable.

- Reportable Calls: 4
 - Of these Calls there was 1 arrest
 - 1 Misdemeanors
 - One of these calls generated a misdemeanor warrant and the subject is still at large
- Non-Reportable Calls: 15

Flag Downs/Phone Calls: Calls that are generated by a citizen (waving us down or calling the station). These calls are broken down into three categories Reportable, Non-Reportable, and Referred to County/State.

- Reportable Calls: 0
- Non-Reportable Calls: 24
- Referred to County/State: 2 (phone calls in to the office are no longer counted)

Self-Initiated Calls: Calls that are based on the officer's own observations. There are 4 categories: Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 71
- Foot Patrols: 59
- Traffic Stops: 49
 - Summonses 27
 - Warnings 33
 - Note: Total traffic stops will not equal summonses and warnings. An officer can cite multiple summonses or give multiple warnings at one stop.

Business Checks: These calls are accounted for in three different categories. Those categories are personal contact (where the officer speaks to customers/employees), physical door and window checks (usually at night when the officer gets out of their vehicle and checks the building, and drive by business checks (when the officer takes approximately 5-10 seconds and slowly drives by the building and visually inspects the building).

- Personal Contact: 281
- Physical Check: 165
- Drive By: 2387

Out of Town Activity: Calls that occur when the officer leaves the Town. There are two categories here: Backing up county (provide a back-up unit for Prince William County or State Police) and other (court, magistrate office, training, etc).

- Back Up: 29(all calls averaged on scene between 10-15 minutes)
- Other: 2 (Court and Paperwork Delivery to Court House)

Status of Current Projects:

- New Hires: We have hired two new officers:
 - Full Time Officer Donald Finley
 - Part Time Officer Arthur Culbertson
 - Currently the staff is:
 - 1 supervisor
 - 4 full time patrol officers
 - 3 part time patrol officers
- Officer Finley completed his field training program and is currently working a patrol shift.
- We have implemented a hot weather uniform; the lightweight shirt will be worn under the vest during heat index of 85 degrees or more.
- Officers are getting out more in the community making their presence known. Facebook Posts are well received.
- Starting in August there will be training days, so all officers' skills sets can improve.
- Officers have been signed up for a wide array of classes to include Police Bicycle School, Active Incident Response Instructor, and Armorer (a class that will certify an officer to service our weapons).
- Crosswalks have been monitored and enforcement actions have been taken.
- Events in the area, for example Concerts in the area, are being considered and extra staffing has been added for those days.
- We are currently planning for Haymarket Day, we plan on bringing back hand delivered notices to residents explaining all roadways affected and solutions to common issues (parking, access for emergency vehicles, etc.).

Special Notes:

- Community Events that are upcoming:
 - National Night Out August 3rd at the Park from 4pm to 8pm
 - Women's Self Defense Class at Next Level Fitness on August 10th from 6pm to 830pm.
The cost for this class is \$10 all proceeds will go to Carried to Full Term.
- I spoke with a mother of an autistic child she will be providing insight and training aids for the officers on how to handle children on the spectrum.



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
August 2, 2021

Highlights:

- The financials attached are as of July 27, 2021.
- Met with Finance Committee and discussed current budget.
- Met with TFB Branch manager for set up of new account specifically for ARP funds.
- Transfer funds from Operational account to Merchant account to increase the return rate for the Town funds.
- Included in this months report is the unaudited FY2021 budget, the Town did end the FY2021 year with a surplus.
- Worked on CARES act audit.
- Continue to work on preliminary audit reports with audit accountant.
- Assisted Town Planner with Haymarket Day 2021 preparations and collection of vendor payments.

Town of Haymarket
Statement of Net Position
As of July 27, 2021

	Jul 27, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	2,794,679.39
11010 · Virginia Investment Pool	329,997.75
Total Checking/Savings	3,124,677.14
Accounts Receivable	
12000 · Accounts Receivable	148,006.72
12010 · A/R Permits	-4,204.00
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	147,808.61
Other Current Assets	
11499 · Undeposited Funds	6,625.48
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-103,833.66
Total Current Assets	3,168,652.09
Fixed Assets	
12500 · General Property	4,609,531.99
12600 · Rental Property	1,413,944.03
Total Fixed Assets	6,023,476.02
Other Assets	
19110 · Deferred Outflows - OPI	37,926.00
19000 · Net Pension Asset	183,796.00
19100 · Deferred Outflow - Pension Cont	59,298.00
19200 · Deferred Outflow - GLI OPEB	11,299.00
Total Other Assets	292,319.00
TOTAL ASSETS	9,484,447.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	28,410.73
Total Accounts Payable	28,410.73
Credit Cards	
20041 · ToH Credit Card - SONA 0269	2,100.00
20042 · PD Credit Card - SONA 0277	377.62
Total Credit Cards	2,477.62
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	33,745.36
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	101,640.50
Total Other Current Liabilities	156,589.88
Total Current Liabilities	187,478.23

Attachment: Financial Reports and Memorandum 08.02.2021 (5119 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of July 27, 2021

	Jul 27, 21
Long Term Liabilities	
20080 · Accrued Interest Payable	7,885.75
23000 · Accrued Leave	29,760.60
25000 · General Obligation Bonds	754,300.00
25010 · Captial Leases Payable	61,658.95
29100 · Deferred Inflow - Pension Msmnt	200,147.00
29500 · Net OPEB Liability	49,794.00
29600 · Deferred Inflow - OPEB	6,272.00
	1,109,818.30
Total Long Term Liabilities	
Total Liabilities	1,297,296.53
Equity	
34110 · Net OPEB Activity Offset	-44,767.00
34000 · Net Pension Activity Offset	80,873.00
30000 · Unrestricted Net Assets	2,270,495.51
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	6,024,743.22
33000 · Amt Long Term Obligations	-854,872.50
Net Income	704,678.35
	8,187,150.58
Total Equity	
TOTAL LIABILITIES & EQUITY	9,484,447.11

Attachment: Financial Reports and Memorandum 08.02.2021 (5119 : Town Treasurer Report)

	Actuals	Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	1,206.62	371,903.00	0.3%	
3110-02 · Public Service Corp RE Tax	0.00	13,114.00	0.0%	
3110-03 · Interest - All Property Taxes	149.73	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	1,356.35	386,017.00	0.4%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	0.00	1,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	25,000.00	0.0%	
3120-02 · Business License Tax	1,843.68	200,000.00	0.9%	
3120-03 · Cigarette Tax	0.00	125,000.00	0.0%	
3120-04 · Consumer Utility Tax	0.00	158,000.00	0.0%	
3120-05 · Meals Tax - Current	59.64	800,000.00	0.0%	
3120-06 · Sales Tax Receipts	0.00	145,000.00	0.0%	
3120-07 · Penalties (Non-Property)	273.27	0.00	100.0%	
3120-08 · Interest (Non-Property)	27.55	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	2,204.14	1,454,000.00	0.2%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	200.00	2,500.00	8.0%	
3130-03 · Motor Vehicle Licenses	30.00	1,000.00	3.0%	
3130-05 · Other Planning & Permits	1,500.00	25,000.00	6.0%	
Total 3130 · PERMITS,FEES & LICENESES	1,730.00	28,500.00	6.1%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	0.00	60,000.00	0.0%	
Total 3140 · FINES & FORFEITURES	0.00	60,000.00	0.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	0.00	1,500.00	0.0%	
3150-03 · Interest on Bank Deposits	0.00	1,500.00	0.0%	
Total 3150 · REVENUE - USE OF MONEY	0.00	3,000.00	0.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-02 · 15026 Suite 210 Body Mind	1,169.67	7,132.00	16.4%	
3151-04 · Suite 210 LF Security	901.60	9,660.00	9.3%	
3151-06 · Suite 204 MAC-ISA	560.00	6,720.00	8.3%	
3151-07 · Haymarket Church Suite 206	5,762.80	34,577.00	16.7%	
3151-08 · 15020 Washington Realty	3,359.63	40,316.00	8.3%	
3151-09 · 15026 Copper Cricket	1,842.88	22,114.00	8.3%	
3151-11 · Cupcake Heaven and Cafe LLC	5,519.78	34,765.00	15.9%	
3151-12 · Haymarket Coffee Company LLC	1,500.00	5,460.00	27.5%	
Total 3151 · RENTAL (USE OF PROPERTY)	20,616.36	160,744.00	12.8%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Town Event	31,758.00	20,000.00	158.8%	
3165-03 · Town Ornaments	60.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	31,818.00	20,000.00	159.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-65.08			
Total 3180 · MISCELLANEOUS	-65.08			
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%	
3200-05 · Communications Tax	0.00	103,165.00	0.0%	
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%	
3200-12 · Railroad Rolling Stock	0.00	1,500.00	0.0%	
3200-16 · DMV Select Commission	0.00	60,500.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	0.00	215,340.00	0.0%	
	57,659.77	2,327,601.00	2.5%	
Total Income				
	57,659.77	2,327,601.00	2.5%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				

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111001 · Convention & Education	0.00	2,500.00	0.0%
111002 · FICA/Medicare	87.98	2,000.00	4.4%
111003 · Meals and Lodging	0.00	1,000.00	0.0%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	1,150.00	26,000.00	4.4%
Total 11100 · TOWN COUNCIL	1,237.98	31,750.00	3.9%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	25,870.62	337,464.00	7.7%
1211102 · Salaries & Wages - DMV Clerk	1,771.45	29,666.00	6.0%
1211003 · Salaries/Wages - Part Time	2,382.50	30,000.00	7.9%
1211004 · FICA/Medicare	2,257.07	30,381.00	7.4%
1211005 · VRS	3,443.68	48,545.00	7.1%
1211006 · Health Insurance	4,389.00	64,134.00	6.8%
1211007 · Life Insurance	430.29	4,685.00	9.2%
1211008 · Disability Insurance	214.89	2,631.00	8.2%
1211009 · Unemployment Insurance	1,604.96	4,240.00	37.9%
1211010 · Worker's Compensation	263.00	300.00	87.7%
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%
1211012 · Accounting Services	0.00	8,000.00	0.0%
1211014 · Printing & Binding	0.00	8,298.00	0.0%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet & Website Svc	0.00	23,650.00	0.0%
1211017 · Postage	242.10	4,000.00	6.1%
1211018 · Telecommunications	411.67	7,500.00	5.5%
1211019 · Mileage Allowance	0.00	1,000.00	0.0%
1211020 · Meals & Lodging	0.00	2,000.00	0.0%
1211021 · Convention & Education	0.00	6,000.00	0.0%
1211022 · Miscellaneous	0.00	1,000.00	0.0%
1211024 · Books, Dues & Subscriptions	3,289.71	16,000.00	20.6%
1211025 · Office Supplies	41.77	6,500.00	0.6%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	62,849.71	671,200.00	9.4%
12210 · LEGAL SERVICES			
1221001 · Legal Services	0.00	70,000.00	0.0%
Total 12210 · LEGAL SERVICES	0.00	70,000.00	0.0%
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	64,087.69	788,950.00	8.1%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	26,788.68	425,000.00	6.3%
3110003 · Salaries & Wages - OT Premium	2,745.01	20,000.00	13.7%
3110013 · Salaries & Wages - OT Select En	0.00	10,000.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	1,025.04	14,000.00	7.3%
3110005 · Salaries & Wages - Part Time	6,210.00	18,720.00	33.2%
3110011 · Salaries & Wages - Recruit. Bonus	1,000.00	0.00	100.0%
3110020 · FICA/MEDICARE	2,835.90	36,724.00	7.7%
3110021 · VRS	2,672.85	46,102.00	5.8%
3110022 · Health Insurance	5,333.29	80,752.00	6.6%
3110023 · Life Insurance	261.94	5,717.00	4.6%
3110024 · Disability Insurance	70.98	2,200.00	3.2%
3110025 · Unemployment Insurance	0.00	3,000.00	0.0%
3110026 · Workers' Compensation Insurance	19,806.00	22,942.00	86.3%
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%
3110028 · Legal Services	0.00	26,000.00	0.0%
3110032 · Computer, Internet & Website	0.00	11,000.00	0.0%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	362.94	10,000.00	3.6%
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%
3110038 · Convention & Edu. (Training)	0.00	10,000.00	0.0%

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3110040 · Annual Dues & Subscriptions	3,483.00	13,000.00	26.8%
3110041 · Office Supplies	0.00	5,000.00	0.0%
3110042 · Vehicle Fuels	0.00	16,000.00	0.0%
3110043 · Vehicle Maintenance/Supplies	241.11	11,000.00	2.2%
3110045 · Uniforms & Police Supplies	0.00	20,000.00	0.0%
3110056 · Capital Outlay-Machinery/Equip	0.00	31,592.00	0.0%
Total 31100 · POLICE DEPARTMENT	80,961.74	847,449.00	9.6%
Total 03 · PUBLIC SAFETY	80,961.74	847,449.00	9.6%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	0.00	90,090.00	0.0%
Total 43200 · REFUSE COLLECTION	0.00	90,090.00	0.0%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	12,321.71	102,248.00	12.1%
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%
4310003 · Maint Svc Contract-Landscaping	6,700.00	35,000.00	19.1%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	6,500.00	0.0%
4310007 · Electric/Gas Services	0.00	16,500.00	0.0%
4310008 · Electrical Services-Streetlight	0.00	5,500.00	0.0%
4310009 · Water & Sewer Services	240.20	3,000.00	8.0%
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	19,261.91	183,248.00	10.5%
Total 04 · PUBLIC WORKS	19,261.91	280,551.00	6.9%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%
60003 · Advertising	0.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	0.00	22,430.00	0.0%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK	1,550.00	20,000.00	7.8%
71110 · EVENTS			
7111001 · Advertising - Events	0.00	5,000.00	0.0%
7111003 · Contractural Services	0.00	10,000.00	0.0%
7111004 · Events - Other	0.00	5,000.00	0.0%
Total 71110 · EVENTS	0.00	20,000.00	0.0%
72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	0.00	2,200.00	0.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	0.00	1,700.00	0.0%
Total 72200 · MUSEUM	0.00	5,150.00	0.0%
Total 07 · PARKS, REC & CULTURAL	1,550.00	45,150.00	3.4%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	255.00	5,670.00	4.5%
8110002 · FICA/Medicare	19.51	500.00	3.9%
8110003 · Consultants - Engineer	0.00	15,000.00	0.0%
8110004 · Consultants - Comp Plan	0.00	15,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	2,000.00	0.0%
Total 81100 · PLANNING COMMISSION	274.51	39,120.00	0.7%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	255.00	5,830.00	4.4%
8111002 · FICA/Medicare	19.50	446.00	4.4%
8111005 · Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	274.50	6,776.00	4.1%
81111 · Board Of Zoning Appeals			

8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	549.01	48,823.00	1.1%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	7,178.36	12,425.00	57.8%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	165,178.36	171,925.00	96.1%	
Total 09 · NON-DEPARTMENTAL	165,178.36	171,925.00	96.1%	
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01			
Total EMPLOYEE BENEFITS	-0.01			
Total 94105 · PERSONNEL	-0.01			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%	
94108 · Capital Improvment Funds Expens	0.00	82,323.00	0.0%	
Total Expense	331,588.70	2,327,601.00	14.2%	
Net Ordinary Income	-273,928.93	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%	Funds will be tracks seperately from operational budget, will be appropriated in 1st Qt amendment
50001 · Amerian Rescue Plan Funds	869,439.00			
Total Other Income	937,897.12	68,814.00	1,362.9%	
Other Expense				
97000 · CARES Act Expenses	0.00	68,814.00	0.0%	
	0.00		0.0%	
Total Other Expense	0.00	68,814.00	0.0%	
Net Other Income	937,897.12	0.00	100.0%	
Net Income	663,968.19	0.00	100.0%	

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

ROBERTO GONZALEZ
Town Treasurer

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: July 27, 2021
SUBJECT: ARP Funds and Increase interest rate on Town Funds

BACKGROUND:

During a discussion with the Branch manager at The Fauquier Bank (Virginia National Bank) on the type of account we would like to open for the ARP funds, it came to our attention that the Town holds an account that could increase the interest rate by .05 percent. The account in discussion is an existing Money Market account that has a current interest rate of .30% by increasing the balance amount being held in this Money Market it would go up to .35%. The money market account in this case is where the Town's Reserves are currently being held and is separate from our Operational account. After further discussion with the branch manager, Finance Liaisons, and Town manager we were able to move funds in the amount of \$131,519.00 to the account for the additional .05% increase in return. This transfer does not affect the Town's ability to continue business as usual in the operational side, but only helps increase returns on the Town's funds. The Town can retrieve/transfer funds without penalty 6 times per month if there were a need for the funds. Below is the breakdown of the Premium Money Market account:

Premium Money Market

- \$100K to open
- \$100K minimum balance
- \$25 maintenance if balance falls below \$100K
- Limit of 6 withdrawals per month, \$15 for each withdrawal over 6
- Tiered interest 0.30% (for anything over 1 million it is 0.35%)

The American Rescue Plan funds are now set aside in its own Money Market account like the one above, receiving a return rate of .30% currently for the 1st tranche received of \$869,439.00. Once we receive the 2nd tranche it will increase the return rate to .35%.

Town of Haymarket
Actuals vs Annual Budget
As of 06.01.2021

	Actuals	Budget	% of Budget		
3110 · GENERAL PROPERTY TAXES					
3110-01 · Real Estate - Current	368,969.64	375,326.00	98.3%		
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%		
3110-03 · Interest - All Property Taxes	387.17	300.00			
3110-04 · Penalties - All Property Taxes	1,291.41	2,300.00	56.1%		
Total 3110 · GENERAL PROPERTY TAXES	384,483.23	391,135.00	98.3%		
3120 · OTHER LOCAL TAXES					
3120-01 · Bank Stock Tax	24,355.00	24,355.00	100.0%		
3120-02 · Business License Tax	217,042.12	211,000.00	102.9%		Collections up to June 30, 2021
3120-03 · Cigarette Tax	134,995.60	135,000.00	100.0%		Collections up to June 30, 2021
3120-04 · Consumer Utility Tax	143,489.34	158,000.00	90.8%		Collections up to May 31, 2021
3120-05 · Meals Tax - Current	887,281.61	840,000.00	105.6%		Collections up to June 30, 2021
3120-06 · Sales Tax Receipts	125,966.11	129,376.00	97.4%		Collections up to April 30, 2021
3120-07 · Penalties (Non-Property)	8,308.48	5,600.00	148.4%		
3120-08 · Interest (Non-Property)	69.46	50.00	138.9%		
Total 3120 · OTHER LOCAL TAXES	1,541,507.72	1,503,381.00	102.5%		
3130 · PERMITS, FEES & LICENSES					
3130-01 · Application Fees	1,825.00	4,500.00	40.6%		
3130-02 · Inspection Fees	0.00	15,000.00	0.0%		
3130-03 · Motor Vehicle Licenses	826.50	1,900.00	43.5%		
3130-05 · Other Planning & Permits	18,537.55	25,000.00	74.2%		
3130-06 · Pass Through Fees	18,218.60				Pass through revenue
Total 3130 · PERMITS, FEES & LICENSES	39,407.65	46,400.00	84.9%		
3140 · FINES & FORFEITURES					
3140-01 · Fines	32,615.20	50,000.00	65.2%		Collection up to January 31, 2021; this revenue is below expected budget revenues
Total 3140 · FINES & FORFEITURES	32,615.20	50,000.00	65.2%		
3150 · REVENUE - USE OF MONEY					
3150-01 · Earnings on VACO/VML Investment	488.03	1,000.00	48.8%		this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
3150-03 · Interest on Bank Deposits	4,806.63	5,000.00	96.1%		this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
Total 3150 · REVENUE - USE OF MONEY	5,294.66	6,000.00	88.2%		
3151 · RENTAL (USE OF PROPERTY)					
3151-01 · Suite 200 Stronger Fitness LLC	828.33	828.00	100.0%		Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	6,792.50	6,792.50	100.0%		
3151-04 · Suite 210 LF Security	10,733.34	10,433.00	102.9%		
3151-06 · Suite 204 MAC-ISA	6,720.00	6,720.00	100.0%		
3151-07 · Haymarket Church Suite 206	33,569.76	33,570.00	100.0%		
3151-08 · 15020 Washington Realty	32,937.50	32,937.50	100.0%		1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	21,470.40	20,851.00	103.0%		
3151-11 · Cupcake Heaven and Cafe LLC	32,797.12	32,797.00	100.0%		
3151-12 · Haymarket Coffee Company LLC	11,350.00	11,300.00	100.4%		new tenant; part of 4th QT amendment
Total 3151 · RENTAL (USE OF PROPERTY)	157,198.95	156,229.00	100.6%		
3160 · CHARGES FOR SERVICES					
FOIA Receipts	54.73				
3160-01 · Public Safety					
3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%		
3160-05 · Laney Detail	121,653.75	126,650.00	96.1%		Completed PO order

Attachment: Financial Reports and Memorandum 08.02.2021 (5119 : Town Treasurer Report)

Town of Haymarket
Actuals vs Annual Budget
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Total 3160-01 · Public Safety	124,353.75	129,215.00	96.2%	
Total 3160 · CHARGES FOR SERVICES	124,408.48	129,215.00	96.3%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	6,925.57	20,000.00	34.6%	
3165-02 · Farmer's Market	1,205.00			
3165-03 · Town Ornaments	4,773.00			Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	12,903.57	20,000.00	64.5%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	15.89	0.00	100.0%	
3180-01 · Citations & Accident Reports	10.00	0.00	100.0%	
3180-02 · Veteran Banners	75.00	0.00	0.0%	
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%	Reimbursement for damaged Light pole
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
3180 · Miscellaneous - OTHER	206.61	0.00	0.0%	Refund from Sheehy of Warrenton
Total 3180 · MISCELLANEOUS	5,390.24	4,783.00	112.7%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	31,548.00	31,548.00	100.0%	3 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%	
3200-05 · Communications Tax	85,722.18	117,000.00	73.3%	Collections up to April 30, 2021; Revenue source is lower than expected, should be closer to 83%
3200-06 · Department of Fire Programs	10,000.00	0.00	100.0%	Additional revenue funds not budgeted
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,300.21	1,500.00	86.7%	
3200-14 · Pedestrian Improvement Grant	87,726.28	92,090.00	95.3%	
3200 · Revenue From Commonwealth - Other	3,362.00	3,362.00	100.0%	DCJS Additional Funds for PD (Retention/Recruitment/Criminal Justice reform)
Total 3200 · REVENUE FROM COMMONWEALTH	238,378.26	264,127.00	90.3%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	3,084.99	14,000.00	22.0%	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	167,435.00	0.0%	
	2,544,672.95	2,752,705.00	92.4%	
Gross Profit	2,544,672.95	2,752,705.00	92.4%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	1,776.33	2,000.00	88.8%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	23,550.00	26,000.00	90.6%	
Total 11100 · TOWN COUNCIL	25,326.33	31,750.00	79.8%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	297,353.23	297,731.00	99.9%	
1211003 · Salaries/Wages - Part Time	11,794.42	20,000.00	59.0%	
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%	
1211004 · FICA/Medicare	24,453.34	28,329.00	86.3%	
1211005 · VRS	34,115.94	39,902.00	85.5%	
1211006 · Health Insurance	31,598.58	49,195.00	64.2%	
1211007 · Life Insurance	4,018.27	3,967.00	101.3%	
1211008 · Disability Insurance	1,988.54	2,631.00	75.6%	
1211009 · Unemployment Insurance	5,628.74	4,750.00	118.5%	
1211010 · Worker's Compensation	256.00	400.00	64.0%	
1211011 · Gen Property/Liability Ins.	14,123.00	15,000.00	94.2%	Front loaded cost to Town
1211012 · Accounting Services	5,941.62	8,000.00	74.3%	
1211014 · Printing & Binding	6,384.93	8,298.00	76.9%	
1211015 · Advertising	9,174.43	9,000.00	101.9%	

Attachment: Financial Reports and Memorandum 08.02.2021 (5119 : Town Treasurer Report)

Town of Haymarket
Actuals vs Annual Budget
As of 06.01.2021

1211016 · Computer, Internet &Website Svc	16,469.11	23,650.00	69.6%	
1211017 · Postage	3,238.78	4,000.00	81.0%	
1211018 · Telecommunications	5,570.20	7,500.00	74.3%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	1,168.72	2,000.00	58.4%	
1211021 · Convention & Education	1,885.00	6,000.00	31.4%	
1211022 · Miscellaneous	180.06	1,000.00	18.0%	
1211024 · Books, Dues & Subscriptions	17,916.55	16,000.00	112.0%	
1211025 · Office Supplies	5,649.12	6,500.00	86.9%	
1211026 · Equipment Rental	4,200.43	4,075.00	103.1%	
1211030 · Capital Outlay-Machinery/Equip	4,651.17	10,000.00	46.5%	
66900 · Reconciliation Discrepancies	0.00	0.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	511,760.18	572,928.00	89.3%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	120,305.72	130,643.00	92.1%	
1221002 · Legal - Pass Through Fees	3,088.60			
Total 12210 · LEGAL SERVICES	123,394.32	130,643.00	94.5%	will need to amend this line item in June 2021
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	14,850.00	16,000.00	92.8%	
Total 12240 · INDEPENDENT AUDITOR	14,850.00	16,000.00	92.8%	
Total 01 · ADMINISTRATION	675,330.83	751,321.00	89.9%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	366,927.76	398,405.00	92.1%	Severence amount was paid as agreed
3110003 · Salaries & Wages - OT Premium	19,608.12	20,000.00	98.0%	
3110004 · Salaries & Wages - Holiday Pay	13,075.93	14,000.00	93.4%	
3110005 · Salaries & Wages - Part Time	54,872.14	53,753.00	102.1%	Amendment will need to be made for the a coverage Part-Time officers are working
3110006 · Salaries & Wages - VDOT	2,430.00	2,365.00	102.7%	
3110007 · Salary & Wages - DMV Grant	6,532.01	13,300.00	49.1%	
3110008 · Salaries & Wages - Laney Detail	101,080.71	116,065.00	87.1%	
31100010 · Salaries & Wages - Bonus	5,500.00	5,500.00	100.0%	
31100011 · Salaries & Wages - Recruit. Bonus	2,000.00	3,000.00	66.7%	
3110020 · FICA/MEDICARE	40,290.23	45,011.00	89.5%	
3110021 · VRS	35,641.66	45,816.00	77.8%	
3110022 · Health Insurance	38,395.19	50,919.00	75.4%	
3110023 · Life Insurance	4,354.90	5,652.00	77.1%	
3110024 · Disability Insurance	1,526.83	2,000.00	76.3%	
3110025 · Unemployment Insurance	2,571.75	3,000.00	85.7%	
3110026 · Workers' Compensation Insurance	19,185.00	19,185.00	100.0%	Annual Audit completed and addtinal funds were needed for PD W/C
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	24,780.40	24,800.00	99.9%	
3110032 · Computer, Internet & Website	14,699.89	16,000.00	91.9%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	10,542.69	10,000.00	105.4%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	2,443.06	5,000.00	48.9%	
3110040 · Annual Dues & Subscriptions	12,909.23	13,000.00	99.3%	
3110041 · Office Supplies	4,141.25	5,000.00	82.8%	
3110042 · Vehicle Fuels	13,868.33	16,000.00	86.7%	
3110043 · Vehicle Maintenance/Supplies	10,369.07	11,000.00	94.3%	
3110045 · Uniforms & Police Supplies	10,905.15	25,000.00	43.6%	
3110056 · Capital Outlay-Machinery/Equip	31,592.38	31,592.00	100.0%	2 of 2 payments have been made
Total 31100 · POLICE DEPARTMENT	858,879.08	964,663.00	89.0%	
34100 · BUILDING OFFICIAL				

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Town of Haymarket
Actuals vs Annual Budget
As of 06.01.2021

3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	858,879.08	979,663.00	87.7%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	79,235.26	86,625.00	91.5%	Trash services up to May 2021
Total 43200 · REFUSE COLLECTION	79,235.26	86,625.00	91.5%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	80,663.63	119,783.00	67.3%	
4310002 · Maint Svc Contract-Pest Control	1,290.00	3,000.00	43.0%	
4310003 · Maint Svc Contract-Landscaping	26,612.42	35,000.00	76.0%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	6,630.00	6,500.00	102.0%	
4310007 · Electric/Gas Services	15,364.58	16,500.00	93.1%	
4310008 · Electrical Services-Streetlight	4,170.50	5,500.00	75.8%	
4310009 · Water & Sewer Services	2,644.20	3,000.00	88.1%	
4310010 · Janitorial Supplies	167.07	2,000.00	8.4%	
4310011 · Real Estate Taxes	2,097.41	2,500.00	83.9%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	144,845.06	200,783.00	72.1%	
Total 04 · PUBLIC WORKS	224,080.32	289,621.00	77.4%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	18,654.08	20,000.00	93.3%	
Total 70000 · HAYMARKET COMMUNITY PARK	18,654.08	20,000.00	93.3%	
71110 · EVENTS				
7111001 · Advertising - Events	1,412.92	0.00	100.0%	
7111003 · Contractural Services	5,931.13	10,000.00	59.3%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	12,777.93	20,000.00	63.9%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,616.83	2,200.00	73.5%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	566.32	1,700.00	33.3%	Civil War Trails Plaque
Total 72200 · MUSEUM	2,183.15	5,150.00	42.4%	
Total 07 · PARKS, REC & CULTURAL	33,615.16	45,150.00	74.5%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,955.00	5,670.00	52.1%	
8110002 · FICA/Medicare	236.00	500.00	47.2%	
8110003 · Consultants - Engineer	29,877.65	30,000.00	99.6%	
8110004 · Consultants - Comp Plan	0.00	15,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	216.40	1,500.00	14.4%	
8110009 · Engineer - Pass Through	20,113.18	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	53,398.23	53,620.00	99.6%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	2,670.00	5,830.00	45.8%	
8111002 · FICA/Medicare	198.61	850.00	23.4%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,868.61	8,680.00	33.0%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	4.59	98.00	4.7%	
8111103 · Salaries & Wages - Regular	60.00	1,325.00	4.5%	
Total 81111 · Board Of Zoning Appeals	64.59	1,923.00	3.4%	

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Town of Haymarket
Actuals vs Annual Budget
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Total 08 · COMMUNITY DEVELOPMENT	56,331.43	64,223.00	87.7%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.3%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	16,234.13	16,500.00	98.4%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	174,534.13	182,644.00	95.6%	
Total 09 · NON-DEPARTMENTAL	174,534.13	182,644.00	95.6%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	236,614.90	259,525.00	91.2%	Project completed
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.02			
Total EMPLOYEE BENEFITS	-0.02			
Total 94105 · PERSONNEL	-0.02			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
94107 · BLIGHT MITIGATION - Other	171.24			for Public Notice
Total 94107 · BLIGHT MITIGATION	171.24	40,000.00	0.4%	
94108 · Capital Improvement Funds Expens	27,617.00	140,558.00	19.6%	Purchase of canopy material
Total Expense	2,287,174.07	2,752,705.00	83.1%	
Net Ordinary Income	257,498.88	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	226,993.88	295,452.00	76.8%	Remaing funds were deferred to FY2022 Budget
Total Other Income	226,993.88	295,452.00	76.8%	
Other Expense				
97000 · CARES Act Expenses	226,993.88	295,452.00	76.8%	Vouchers and Grants have been turned into the IDA and will be disbursed to businesses
Total Other Expense	226,993.88	295,452.00	76.8%	
Net Other Income	0.00	0.00	0.0%	Net income of CARES Act funds
Net Income	257,498.88	0.00	100.0%	Total net income/loss of both Operational Budget and CARES Act budget combined

Attachment: Financial Reports and Memorandum 08.02.2021 (5119 : Town Treasurer Report)

Town Planner Task List July 2021

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Historic District Overlay Work Session							The Planning Asst provided updated proposed maps to the Board for discussion. The Board will continue discussion with the Planner at a later date.
Baker/Bean House Demolition Permit	6712 Jefferson Street	Emily	Jul-21	Decision by the ARB	Aug-21		The Baker/ Bean House located at 6712 Jefferson Street is listed on the Haymarket Contributing Structure list. The property owners have given approval for a third party to apply for a demolition permit for the original house on site, the Baker/Bean House. Mr. Bonaventure Gonsalves has applied for the demolition permit and cited infrastructure damages and overall disrepair as supporting arguments for the tear down. The Architectural Review Board heard the application at the July 21st meeting. At the meeting the Board discussed the applicant's request and requested a site visit of the property. The site visit is scheduled for July 28th @ 5:30 pm. The Board tabled the application until the August meeting and requested the applicant and staff provide additional research findings
Board of Zoning Appeals							
Council is Appealing the decision of the Board of Zoning Appeals at 6712 B Jefferson Street.							
Planning Commission							
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		9/1/2018	May-19	Planning Commission recommended approval for the Restaurant drive thru SUP and recommended approval for the residential units SUP to the Town Council for public hearing. The Town Council will hold a public hearing on May 3rd. UPDATE July 28th: The applicant, has applied for a new SUP request for a Starbucks/Coffee Shop Drive Thru. The applicant has submitted a newly designed layout for the drive-thru. The Planning Commission will hold a public holding for the SUP on August 16th at 7:00pm
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant submitted bonds and agreements to the Town, Grading permit and letter issued. UPDATE: Van Metre is continuing the site work for the Karter Robinson Development. The company will be contacted regarding planning for Haymarket Day road closures and event details.
Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie					Applicant received comments from the Town Engineer. UPDATE: Town finalized comments for the second submission. The applicant/engineer will need to reevaluate the first and second submission comments. A majority of the Town Engineer's original comments were not addressed with the second submission. The applicant will need to resubmit an addition 1-2 iterations of the plan prior to Town approval. Prior to the next submission, the Town Staff will recommend the applicant address the DEQ comments and receive DE feedback prior to resubmission to the Town.
Robinson Paradise		Emily/Katie	Mar-21				Applicant has received the Town's first submission comments. In response, the applicant has submitted plans to DEQ for review. After receipt of DEQ comments, the applicant will resubmit to the Town and DEQ the same time for concurrent tracking with the outside agencies. Second submission is pending -- project for late summer/early fall
McDonald's	6740 Lea Berry Way	Emily/Katie					The Town Engineer released approval for the proposed site work at McDonald's. An approval letter was sent to the applicant, the Town is awaiting the documentation of purchase for nutrient credits, bonds and agreements prior to the commencement of work. UPDATE: Bonds and Agreements are projected to arrive Town Friday, July 30th for processing.
Karter School Site Plan	14850 Washington Street	Emily/Katie					Planning Commission gave approval of the Karter School site plan so long as all engineering comments were adequately addressed.
Zoning Text Amendment	Working with the Commission on the Zoning Text Amendment. Final Draft for the Planning Commission will be submitted at the August 16th Planning Commission Meeting						

Attachment: Town Planner Report July 2021 (5121 : Town Planner Report)

Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in 2021, following the Zoning Text Amendment.
Prince William County (1 Mile Review)	
Staff	
Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper. UPDATE: Owner is working on replacing the roof of the structure
Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment discussion
Events	National Night Out - August 3rd, Summer Concert - August 14th, Breast Cancer Walk - October 2nd, Haymarket Day - October 16th
Newsletter	Newsletter completed by the Town Part Time Assistant and Interns. Mailed out in July. Next Newsletter will be mailed out late September/early October
Museum	A historic tour has been scheduled for August 20, 2021 at 7:00pm. Tour starts at the Museum
Farmers' Market	Farmers' Market open weekly
New/Old Business Updates	
Zoning Violations and Property Maintenance Cases	
Property Maintenance Code Concern	Following an analysis of properties in Town, several concerns will be sent to the County Inspector for Property Maintenance Code issues. UPDATE: County inspected properties

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	7/26/2021	Town		-Engineering first submission review comments provided end of March -Resubmission received 6/21. Engineering comments provided 7/26
Robinson Village	Katie/Emily	8/13/2020	7/23/2021	Applicant		-Construction and Town E&S inspections ongoing -Pavement design submission expected
Karter School	Katie/Emily	8/20/2020	7/22/2021	Applicant		-Received resubmission ~6/16. Comments sent to applicant for coordination of inserts for plan approval 7/22
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	7/21/2021	Applicant		-Town E&S inspections ongoing
Crossroads Village	Katie/Emily	10/18/2018	7/20/2021	Applicant		-Preapplication meeting with applicant 5/20 -Preliminary plan comments provided 7/13
Robinson's Paradise	Katie/Emily	1/4/2021	7/14/2021	Applicant		-First submission engineering comments provided 5/28 -Applicant to resubmit after DEQ comments received/addressed. Second Submission expected around October.

Attachment: 2021-07 July Engineer's Reports_KMM (5122 : Town Engineer Report)

Active Projects						
McDonalds	Katie/Emily	2/12/2019	6/29/2021	Applicant		-Plan approval letter issued 6/29 -Bond coordination and construction
Pedestrian Improvements Project	Katie	7/14/2014	6/28/2021	N/A		-Project Complete
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	6/24/2021	RDA/Town		-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 -CIP Projects scope discussed for installing curb and paving parking lot - cost estimate detail and report provided 6/24
Park Sidewalk	Katie/Emily	4/27/2021	6/24/2021	Town		-CIP Projects scope discussed for installing curb and paving parking lot - cost estimate detail and report provided 6/24
QBE	Katie/Emily	1/20/2017	5/3/2021	Applicant		-Minor Site plan revision requirements provided to applicant for first submission -SP construction to begin 2022. Bonds to be provided prior to construction
Low Activity Projects						
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20
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

Attachment: 2021-07 July Engineer's Reports_KMM (5122 : Town Engineer Report)



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

To: Haymarket Town Council
 From: Joseph (Joe) R. Pasanello / Robert
 (Bob) Weir, Finance Liaisons
 CC: Chris Coon, Roberto Gonzalez
 Date: August 2, 2021
 Re: Finance Liaison Monthly Report

MEMORANDUM

With the advent of a new budget year, the finance liaisons wish to remind council that the dynamic of a new fiscal year is such that a number of expenses, like insurance and debt obligations, are “front-loaded” and result in overall expenses exceeding revenues in the PL short-term. However, this should smooth-out as the budget year progresses and all sources of revenue are collected.

We will continue to meet with the Treasurer and staff on a regular basis to review expenses, billing and check signing as part of our oversight responsibility for the council. The checks and balances remain place. Any suggestions for improvement or adjustments are welcome.

Lastly, we fully support the Treasurer’s efforts to maximize the return on investments, as is his purview as our chief financial officer for the town.

If you have any questions or concerns we encourage you to reach out to the Treasurer and Town Manager or finance liaisons.

Respectfully submitted,

Joe Pasanello & Bob Weir
 Finance Liaisons



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

Kimberly Henry
Clerk to the Council

MEMORANDUM

To: Haymarket Town Council
From: Robert (Bob) Weir, Planning Commission Liaison
CC: Chris Coon
Date: July 26, 2021
Re: Planning Commission Liaison Monthly Report

The Planning Commission meeting of July 19, 2021 addressed the following:

- Continued consideration and amendment of the Town Zoning Ordinance generally, final draft to be reviewed in August and a public hearing scheduled for September.
- Planning Commission elected Alexander Beyene as the Chairman.
- Planning Commission elected Robert Hallet Vice-Chairman
- Planning Commission was updated on the Demolition Application for 6712 Jefferson Street

Respectfully submitted,

Bob Weir

Attachment: Memo to Council pc liaison report 082021 (5126 : Planning Commission)



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

To: Haymarket Town Council
 From: Marchant Schneider, ARB Liaison
 Date: July 28, 2021
 Re: ARB Liaison Report – July 2021

MEMORANDUM

Chair King and Vice Chair Luersen were reappointed to their respective positions. We thank them for their continued service!

The ARB deferred action regarding a COA to demolish the Baker / Bean House at 6712 Jefferson Street (the residence is listed as a contributing architectural resource within the Town's Old and Historic Overlay District) in order to schedule a site visit (July 28), review additional information regarding the background of the property, and to allow the Council ARB Liaison to confer with the Council regarding pending Town litigation with the property owner as the applicant states the request to demolish the historic structure is related to a proposed negotiated settlement of the Town litigation.

Staff briefed the ARB on the status of the recommended amendments to the boundary of the Old and Historic Haymarket Overlay District. The ARB was generally in agreement with the proposed amendments. Discussion of the proposed boundary changes and corresponding Zoning Ordinance text amendments will continue through the Fall.

Staff noted sign options for the Town Center building continue to be developed. Staff and the liaison will brief the Council once a sign option is selected



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

TracyLynn Pater
Vice Mayor

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: TracyLynn Pater, Vice Mayor
DATE: July 28, 2021
SUBJECT: July 13, Business Round Table Notes

Background:

The DMV Select has opened and Dolores Goodall is the newest Town Hall employee, specifically hired to work at the DMV. In 13 days, DMV processed 500 transactions. Appointments can be made at the town website. Bookings are available two weeks out.

The Acting Chief for the Haymarket Police Department continues to be Jake Davis. The town has 24/7 police presence as of June 12th. Business checks are back in place.

Aldi plans to open by the end of summer. Currently, they are finalizing the inside set up. Old Carolina Road closure is planned for July 26th. Haymarket Hotel has completed a substantial part of the exterior with a projected finish of October 2021. Van Metre continues grading and site work, and Village Crossroads has resubmitted the Starbucks drive-thru permit. A public hearing is planned for August 16th.

National Night Out is August 3rd from 4- 8PM at the park. The summer concert is August 14th, 3-9 PM at the park. The Breast Cancer walk is October 2nd 8 am- 11 am, the route is to be determined. Haymarket Day is October 16th, 10 am -4 pm. The parade is 10am-11 am. The parade's theme is 'Spooktacular'. The possible parade route is West to East. Haymarket Day will feature live music, 2 Silos tents, and kids' activities. Vendors are needed; there is 25% open availability.

Town Council welcomed its newest member, Mary Ramirez.

Questions:

Fire Hall Property. The blight process has started and a notice of violation for overgrowth has been sent.

QBE Fields. Town staff is working on additional information.

New Businesses:

A brewery at QBE, and near Next Level Fitness. Karter School site plan is expected soon. Home Depot's anticipated opening is the end of July/August 2021.

Attachment: BRT Memo (5128 : Business Roundtable)

Next meeting is planned for August 10th at 8:30 AM at Town Hall.

Attachment: BRT Memo (5128 : Business Roundtable)



Town of Haymarket
2021 Through 2026 Capital Improvements Plan

	Town Contributions					Total Project Costs
	Upcoming Year	Future Years				
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
GENERAL GOVERNMENT						
Washington Street Beautification						
Light Post, Benches, Pads Trashcans, Bike Racks	\$20,000	\$5,000	\$5,000	\$5,000	\$25,000	\$60,000
Crosswalk Repair	\$50,000				\$20,000	\$70,000
Streets, Sidewalks, Parking						
Haymarket Park Sidewalk to Bleight Drive	\$250,000	\$750,000				\$1,000,000
Jefferson Street Turn Lane (Southbound Rte 625)		\$800,000	\$1,500,000			\$2,300,000
Jefferson Street Turn Lane (Northbound Rte 625)				\$1,500,000	\$2,000,000	\$3,500,000
Town Center Property						
Master Plan Construction	\$500,000	\$250,000				\$750,000
Haymarket Community Park						
Master Plan Engineering	\$75,000					\$75,000
Construction		\$235,000	\$2,000,000	\$2,000,000	\$2,000,000	\$6,235,000
Town Signage						
Gateway Sign Program (Design, Engineering, Construction)	\$15,000	\$35,000	\$35,000			\$85,000
Post & Panel Gateway Signs (Qty 2)	\$16,000					\$16,000
Quiet Zone						
Quiet Zone Implementation		\$150,000	\$150,000	\$250,000		\$550,000
POLICE DEPARTMENT						
Police Cruiser		\$35,000	\$35,000			\$70,000
MUSEUM						
						\$0
Totals	\$926,000	\$2,260,000	\$3,725,000	\$3,755,000	\$4,045,000	

Attachment: 2021 Draft CIP 5 Year Plan (2) (5151 : Capital Improvement Projects Discussion)



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

Kathryn M. McDaniel, P.E.
TOWN ENGINEER

MEMORANDUM

TO: Chris Coon, Town Business Manager
Emily Lockhart, Town Zoning Administrator
FR: Kathryn McDaniel, Town Engineer
DATE: June 24, 2021
SUBJECT: Haymarket Capital Projects Estimate Report

The Town of Haymarket has identified three high priority capital improvement projects within the Town; these include installation of the Haymarket Town Center site improvements, the westbound Jefferson Street Turn Lane, and Streetscape Improvements to install a sidewalk along the Town Park property frontage. The locations of these projects are depicted in the images below for reference.



Figure-1: Town of Haymarket Town Center Renovation and Turn Lane Location in yellow.

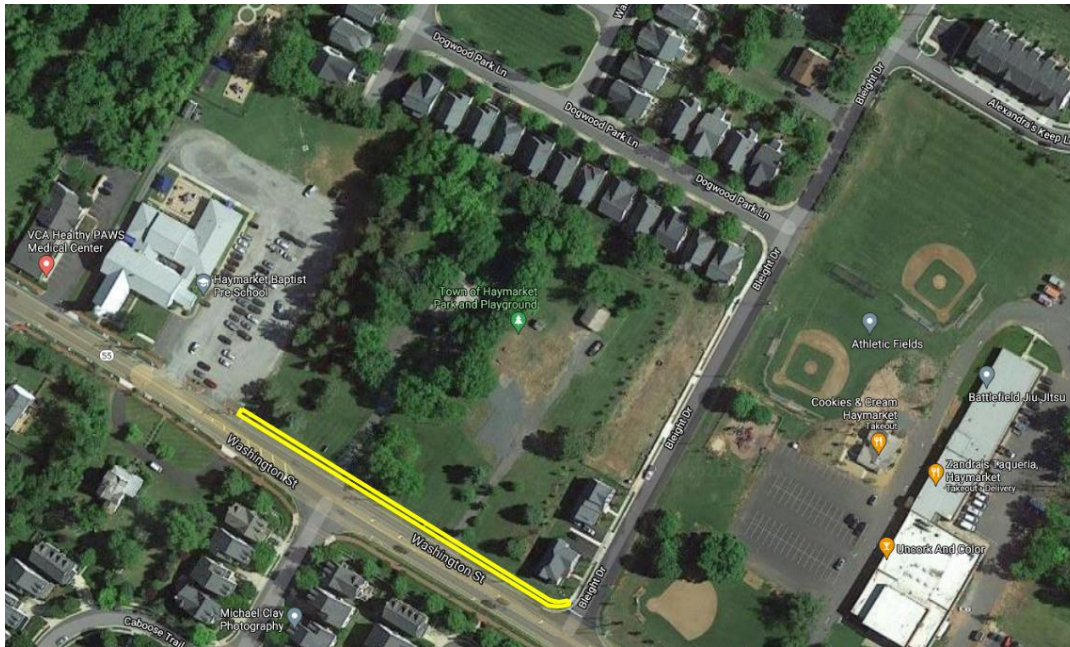


Figure-2: Town of Haymarket Town Park Sidewalk location in yellow.

christopher consultants, ltd (christopher) prepared cost estimates for each of these three projects to assist the Town with budgeting estimates and prioritization of projects. This report summarizes the information used to prepare the cost estimates for the Town of Haymarket Town Center Renovation (Figure-1), the Town Center Jefferson Street turn lane (Figure-1), and the Town Park Sidewalk (Figure-2). The report provides an analysis of each capital project based on available information. Information gathered to prepare this cost estimate report includes satellite and street view data on Google Maps and Google Earth, *Haymarket Town Center Redevelopment Plan* set created by Rinker Design Associates (RDA) dated 9/12/2017 and the Town of Haymarket Comprehensive Plan and Zoning Ordinance. Pricing for the estimates for the three capital improvements projects was compiled from unit price lists for Prince William and Fairfax Counties, the 2-year VDOT District Averages for the Northern Virginia (NOVA) region, published on June 2, 2021, the *50% Construction Documents Estimate Report* dated July 13, 2017, by Downey and Scott, and the bid tabulations from the recently completed Jefferson Street Pedestrian Improvements project. The scope of the Town Center redevelopment and Jefferson Street turn lane projects are both included in the Haymarket Town Center Redevelopment Plan but have been separated for cost estimation purposes. There are currently no design plans for the Park sidewalk.

Town of Haymarket Town Center Site Improvements

The Haymarket Town Center Redevelopment project, as reflected in the SP2017-003 *Haymarket Town Center Redevelopment Plan* prepared by RDA on September 19th, 2017, includes building renovations as well as site improvements. The Town is currently only interested in constructing the site improvements portion of the project, which is estimated to cost approximately \$2M including all items, bonds, insurance, and contingency. The scope of the work for the Town Center project includes installation of the Town Center site improvements with associated

demolition, grading, pavement, erosion control, drainage items, and utilities. The demolition related work includes removal of the existing asphalt parking lot, gravel, signs and removal or relocation of conflicting utilities such as water, sanitary, and power. Clearing of areas currently consisting of grass will also be required to install the new curb and parking lot configuration as designed. The extents of the Town Center improvements were assumed to extend to the beginning of the proposed sidewalk alongside Jefferson Street. Any work proposed between this point and the centerline of the road is included in the Jefferson Street Turn Lane project (Figure-3).

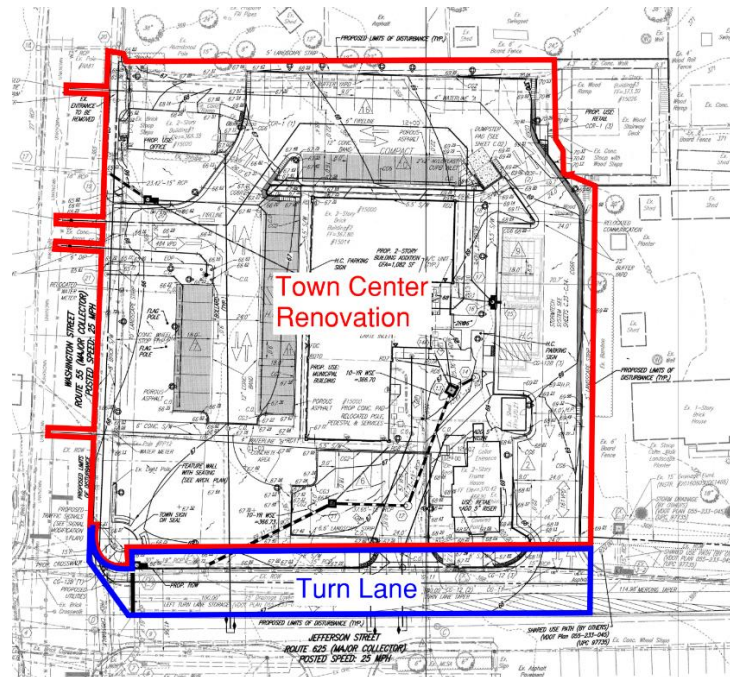


Figure-3: Town Center Renovation and Turn Lane work areas.

The bulk of the cost will come from demolition, utilities, and paving related work and materials. Utility work primarily includes storm drainage and dry utility relocation related items. The water and sewer utility work was pulled out as a separate set of costs as an option to reduce the overall cost of the project by waiting until constructing the building improvements to install those items. However, if these are determined to be necessary to install at a later date, the work will require demolition and patching of the new parking lot pavement areas. Paving related work will include the installation of permeable pavement, sidewalks, curb and gutter, and asphalt.

The scope of work for installing the proposed Town Center site improvements will result in land disturbance in excess of 2,500 square feet, which therefore requires installation of the proposed water quality and water quantity controls proposed with the site plan to treat the ultimate development, including the Jefferson Street turn lane. The stormwater management (SWM) and best management practice (BMP) devices proposed include the permeable pavement sections and underground Stormtech Isolator Row system.

Prior to proceeding with the work, the site plan prepared by RDA needs to be finalized and approved by the Town and outside agencies, including VDOT, PWCSA and DEQ. A Virginia Stormwater Management (VSMP) permit from the state for disturbance greater than an acre, and a VDOT land use permit will be required for any work within the ROW and for a construction entrance. A clear delineation of the scope of work between the Town Center and Jefferson Street turn lane projects should be prepared to include with the advertisement for bid.

Haymarket Town Center Jefferson Street Turn Lane

The Haymarket Town Center Jefferson Street turn lane project, as reflected in the SP2017-003 *Haymarket Town Center Redevelopment Plan* prepared by RDA on September 19th, 2017, is estimated to cost approximately \$590,000. This estimation includes the work and materials required for the widening of the pavement on southbound Jefferson Street to accommodate an additional lane for dedicated turning movements. The scope of this work, in addition to the Town Center work, is also shown in the SP2017-003 *Haymarket Town Center Redevelopment Plan* prepared by RDA and includes work within the limits of disturbance from the edge of the proposed sidewalk along Jefferson Street to the centerline of the road.

The project will widen the pavement at the intersection to add an eleven (11) foot wide right turn/through lane to designate the existing single lane as a dedicated eastbound left turn lane from southbound Jefferson Street adjacent to the Town Hall property onto eastbound Washington Street. The pavement widening to accommodate the dedicated left turn lane includes 100 feet of eleven-foot-wide storage for the left turn lane and a 100' taper as the pavement widens before the turn lane. The demolition work required for installation of the turn lane work includes pavement and underground utility lines. The proposed work includes installation of the sidewalk along Jefferson Street with CG-12 ramps and detectable warning surfaces in addition to the proposed pavement widening within the roadway. The project also includes installation of two CG-11 entrances that will meet VDOT standards and serve as an entrance and exit into the Town Center parking lots.

The project will result in land disturbance in excess of 2,500 square feet, however, the stormwater quality and quantity treatment for the project is included with the Haymarket Town Center Redevelopment Plan, therefore the Town Center site improvements will need to be constructed before the turn lane work begins or concurrent with the turn lane. Otherwise, additional SWM and BMP will be required for the project which will also require an update to the design.

Prior to proceeding with the work, the site plan prepared by RDA needs to be finalized and approved by the Town and outside agencies, including VDOT, PWCSA and DEQ. A VSMP permit separate from the Town Center VSMP permit will not be required for the turn lane improvements individually, since the construction will disturb less than an acre, however a VDOT land use permit will still be required to do the work.

Town of Haymarket Town Park Sidewalk

Several years ago, Haymarket installed streetscape improvements, including brick sidewalks and light poles, along a portion of Washington Street, the Town's 'Main Street'. There are still several locations where there are gaps between connections for these sidewalks, one of which occurs across the Town of Haymarket Park and Playground near the eastern edge of the Town. The Park Sidewalk project is estimated to cost approximately \$605,000. This estimation includes the materials and installation of the proposed sidewalk, an allowance for SWM, maintenance of traffic, and utility relocation.



Figure-4: Typical Streetscape Sidewalk previously installed within the Town of Haymarket.

The Park Sidewalk project has not yet been designed but will consist of minor grading required for the installation of approximately 515 linear feet of curb and gutter and concrete sidewalk that will be stamped to match the existing brick (Figure-4). The sidewalk will be designed to meet all minimum requirements set forth by the Town of Haymarket Zoning and Subdivision Ordinance; the sidewalks will be 6 feet wide with stamped Regimental Red colored concrete with a minimum of 3" of compacted blue stone dust and a minimum 4" concrete base, the sidewalk will follow grade of Washington Street. It will connect the existing sidewalk from Haymarket Baptist Church to the existing curb ramp at the corner of Bleight Drive and Washington Street across the

frontage of the Town Park along Washington Street. The project also includes installation of two CG-11 entrances that will meet VDOT standards and serve as an entrance and exit into the Town Park parking lots. The Town is also considering including a crosswalk across Washington Street where one of the park entrances lines up with Coach Way to provide an easy and safe pedestrian route for residents that live across from the Park to access it.

Prior to proceeding with the work, a site plan showing the design for the site needs to be developed and approved by the Town and outside agencies, including VDOT and PWCSA. The project will result in land disturbance in excess of 2,500 square feet, which will require treatment of stormwater for quality and quantity. Since the disturbance is less than an acre, the SWM and BMP design will not need to be reviewed and approved by DEQ as an outside agency but will be required to be reviewed and approved by the Town. A VSMP permit will not be required for the project, since the construction will disturb less than an acre, however a VDOT land use permit will still be required to do the work. VDOT requires the Town to maintain the sidewalks since they deviate from VDOT standard details to create the 'Main Street' aesthetic. Design costs are typically 10-20% of the construction cost of a project, so the design cost for this sidewalk would be in the range of \$60,000-\$120,000, which is not included in the construction cost estimate.

These three high priority capital improvement projects within the Town of Haymarket represent a significant investment in necessary infrastructure to improve traffic flow and pedestrian accessibility to locations within the Town. The Town Center Site Improvements will cost approximately \$2M, the Jefferson Street turn lane will cost approximately \$590,000, and the Town Park sidewalk will total to \$605,000, which is a total of over \$3M. The Town will investigate cost sharing options and grants where available to help fund these capital projects for needed improvements within the Town in the coming years. I have attached the detailed line item estimates for each project. Please let me know if you have any additional questions regarding these comments. I can be reached at kmcdaniel@townofhaymarket.org.

COST ESTIMATE

Prepared by: christopher consultants, ltd
 9900 main street, suite 400 • Fairfax, VA 22031

TOWN OF HAYMARKET TOWN CENTER REDEVELOPMENT PROJECT TOWN OF HAYMARKET, VIRGINIA

				Engineering Estimate	
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST
GRADING ITEMS					
1	MOBILIZATION	LS	1	\$165,538.13	\$165,538.13
2	CONSTRUCTION SURVEYING	LS	1	\$25,000.00	\$25,000.00
3	EARTHWORK	LS	1	\$62,000.00	\$62,000.00
4	UNDERCUT & HAUL - CUT, LOAD, HAUL, DISPOSE	CY	490	\$22.88	\$11,211.20
5	BACKFILL CURB	LF	1290	\$4.18	\$5,392.20
6	ROUGH GRADING OF DISTURBED AREA	SY	6990	\$1.30	\$9,087.00
7	FINE GRADING OF SITE	SF	62907	\$0.91	\$57,245.37
DEMOLITION ITEMS					
8	DEMOLITION OF PAVEMENT	SY	4419	\$107.00	\$472,833.00
9	CLEARING AND GRUBBING	ACRE	1.55	\$15,000.00	\$23,250.00
10	DEMO COMMERCIAL SIGN	EA	1	\$150.00	\$150.00
11	DEMO COMMERCIAL LIGHTING	EA	4	\$500.00	\$2,000.00
12	RELOCATE EX. UTILITIES	LF	368	\$556.00	\$204,608.00
PAVEMENT ITEMS					
13	STAND. COMB. CURB & GUTTER CG-6	LF	1158	\$30.00	\$34,740.00
14	RAD. COMB. CURB & GUTTER CG-6	LF	132	\$33.00	\$4,356.00
15	STD. CURB CG-2	LF	576	\$43.74	\$25,194.24
16	RAD. CURB CG-2	LF	33	\$41.25	\$1,361.25
17	STAMPED CONCRETE SIDEWALK 4"	SF	6375	\$4.26	\$27,157.50
18	GRAVEL BASE FOR CONCRETE SIDEWALK 4"	SF	6375	\$1.36	\$8,670.00
19	TOP COURSE SM-9.5A BITUMINOUS CONC.	TON	176	\$69.00	\$12,144.00
20	BASE COURSE BM-25.0 BITUMINOUS CONC.	TON	351	\$92.68	\$32,530.68

Attachment: Town of Haymarket Projects Cost Estimate Report (5151 : Capital Improvement Projects

COST ESTIMATE

Prepared by: christopher consultants, ltd
 9900 main street, suite 400 • Fairfax, VA 22031

TOWN OF HAYMARKET TOWN CENTER REDEVELOPMENT PROJECT TOWN OF HAYMARKET, VIRGINIA

				Engineering Estimate	
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST
21	SUBBASE COURSE NO. 21A	TON	779	\$50.00	\$38,950.00
22	POUROUS ASPHALT PAVEMENT	SY	490	\$139.00	\$68,110.00
23	SAW CUT CURB, CUTTER, AND ENTRANCES	LF	256	\$26.60	\$6,809.60
24	ENTRANCE GUTTER CG-11	SY	79	\$90.00	\$7,110.00
25	PAINT STRIPING (ALL)	LF	1598	\$2.56	\$4,090.88
26	PAINT SYMBOLS	EA	3	\$99.71	\$299.13
27	MILL AND OVERLAY	SY	453	\$22.24	\$10,074.72
INCIDENTAL ITEMS					
28	RIGHT OF WAY MONUMENTS	EA	4	\$695.00	\$2,780.00
29	HYDRAULIC CONCRETE (CG-12 RAMPS)	SY	98	\$45.00	\$4,410.00
30	CG-12 DETECTABLE WARNING SURFACE	SY	15	\$366.08	\$5,491.20
PROTECTIVE ITEMS					
31	MAINTENANCE OF TRAFFIC	LS	1	\$32,460.00	\$32,460.00
EROSION CONTROL					
32	TOP SOIL/SOD/SEEDING	SY	1896	\$8.00	\$15,168.00
33	INLET PROTECTION. TYPE A	EA	3	\$266.33	\$798.99
34	INLET PROTECTION. TYPE B	EA	8	\$307.66	\$2,461.28
35	TEMP. SAFETY FENCE	LF	160	\$66.09	\$10,574.40
36	TEMP. SILT FENCE	LF	387	\$5.00	\$1,935.00
37	DUST CONTROL	LS	1	\$2,835.72	\$2,835.72
38	CONSTRUCTION ENTRANCE	TONS	95	\$37.83	\$3,593.85
DRAINAGE ITEMS					
39	15" STORM SEWER PIPE - RCP	LF	137	\$308.00	\$42,196.00
40	18" STORM SEWER PIPE - RCP	LF	70	\$308.00	\$21,560.00

Attachment: Town of Haymarket Projects Cost Estimate Report (5151 : Capital Improvement Projects

COST ESTIMATE

Prepared by: christopher consultants, ltd
 9900 main street, suite 400 • Fairfax, VA 22031

TOWN OF HAYMARKET TOWN CENTER REDEVELOPMENT PROJECT TOWN OF HAYMARKET, VIRGINIA

				Engineering Estimate	
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST
41	MH-1	EA	2	\$5,743.00	\$11,486.00
42	DROP INLET DI-5	EA	1	\$4,545.45	\$4,545.45
43	DROP INLET DI-3C L=6'	EA	1	\$4,540.00	\$4,540.00
44	DROP INLET DI-3B L=6'	EA	1	\$6,944.44	\$6,944.44
45	DROP INLET DI-7	EA	1	\$8,214.00	\$8,214.00
46	NYLOPLAST INLET	EA	3	\$1,406.36	\$4,219.08
47	UNDERGROUND DETENTION (STORMTECH)	CF	1706	\$50.00	\$85,300.00
MISCELANEOUS ITEMS					
48	FLAGPOLE	EA	2	\$2,289.90	\$4,579.80
49	BOLLARDS, INCL. FOUNDATION	EA	4	\$1,055.87	\$4,223.48
50	SIGNAGE, H/C, TRAFFIC, FIRELANE	EA	6	\$150.60	\$903.60
51	DUMPSTER PAD	SF	224	\$14.00	\$3,136.00
52	WHEEL STOP	EA	7	\$117.80	\$824.60
53	LIGHT POLE - 12', SINGLE LAMP	EA	31	\$3,109.89	\$96,406.59
54	ENTRANCE SIGN WITH SEATING	EA	1	\$35,260.48	\$35,260.48
55	LANDSCAPING	LS	1	\$49,364.67	\$49,364.67
COST ESTIMATE					
All Items 1-55				\$1,786,125.53	
BONDS			1.32%	\$23,576.86	
INSURANCE			0.54%	\$9,645.08	
CONTINGENCY			15.00%	\$267,918.83	
TOTAL COST ESTIMATE					

\$2,087,266.29

COST ESTIMATE

Prepared by: christopher consultants, ltd
 9900 main street, suite 400 • Fairfax, VA 22031

TOWN OF HAYMARKET TOWN CENTER REDEVELOPMENT PROJECT TOWN OF HAYMARKET, VIRGINIA

					Engineering Estimate	
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST	
OPTIONAL UTILITY ITEMS						
56	FIRE WATER LINE 6"	LF	407	\$81.00	\$32,967.00	
57	WATERLINE 4"	LF	478	\$81.00	\$38,718.00	
58	HYDRANT	EA	1	\$8,000.00	\$8,000.00	
59	SANITARY SEWER	LF	485	\$100.00	\$48,500.00	
60	TEST PIT	EA	20	\$328.91	\$6,578.20	
61	TIE IN TO EX. STRUCTURE	LOC	7	\$754.30	\$5,280.10	
Cost Estimate						
All Items 1-62					\$1,926,168.83	
BONDS			1.32%		\$25,425.43	
INSURANCE			0.54%		\$10,401.31	
CONTINGENCY			15.00%		\$288,925.32	
TOTAL COST ESTIMATE						
					\$2,250,920.89	

Attachment: Town of Haymarket Projects Cost Estimate Report (5151 : Capital Improvement Projects

COST ESTIMATE

Prepared by: christopher consultants, ltd
 9900 main street, suite 400 • Fairfax, VA 22031

TOWN OF HAYMARKET JEFFERSON STREET (ROUTE 625) TURN LANE PROJECT TOWN OF HAYMARKET, VIRGINIA

Engineering Estimate					
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST
GRADING ITEMS					
1	MOBILIZATION	LS	1	\$70,000.00	\$70,000.00
2	CONSTRUCTION SURVEYING	LS	1	\$20,000.00	\$20,000.00
3	EARTHWORK	LS	1	\$50,000.00	\$50,000.00
4	ROUGH GRADING OF DISTURBED AREA	SY	853	\$1.30	\$1,108.90
5	FINE GRADING OF SITE	SF	7673	\$0.91	\$6,982.43
DEMOLITION ITEMS					
6	DEMOLITION OF PAVEMENT	SY	464	\$107.00	\$49,648.00
7	SAW CUT CURB, GUTTER, AND ENTRANCES	LF	379	\$26.60	\$10,081.40
PAVEMENT ITEMS					
8	STAND. COMB. CURB & GUTTER CG-6	LF	136	\$30.00	\$4,080.00
9	RAD. COMB. CURB & GUTTER CG-6	LF	20	\$33.00	\$660.00
10	STAMPED CONCRETE SIDEWALK 4"	SF	1014	\$4.26	\$4,319.64
11	GRAVEL BASE FOR CONCRETE SIDEWALK 4"	SF	1014	\$1.36	\$1,379.04
12	AGGREGATE BASE MATL. TY. I NO. 21B	LF	238	\$60.00	\$14,280.00
13	ASPHALT PAVEMENT	LF	238	\$160.00	\$38,080.00
14	ENTRANCE GUTTER CG-11	LF	50	\$50.54	\$2,527.00
15	PAINT STRIPING (LANES & TRANSITION)	LF	1190	\$2.56	\$3,046.40
16	TY B CL I PVMT LINE MRKG 12" (CROSSWALK)	LF	162	\$5.00	\$810.00
17	TY.B CL.II PAVE. LINE MARK. 24" (STOP BAR)	LF	22	\$50.00	\$1,100.00
18	PVMT SYMB MRKG THRU ARROW TY B, CL I	EA	1	\$110.83	\$110.83
19	DBL TURN ARR.THRU/LT OR RT TY B, CL I	EA	1	\$187.95	\$187.95
20	MILL AND OVERLAY (JEFFERSON ST FULL WIDTH)	SY	1050	\$22.24	\$23,352.00

COST ESTIMATE

Prepared by: christopher consultants, ltd
 9900 main street, suite 400 • Fairfax, VA 22031

TOWN OF HAYMARKET JEFFERSON STREET (ROUTE 625) TURN LANE PROJECT TOWN OF HAYMARKET, VIRGINIA

Engineering Estimate					
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST
INCIDENTAL ITEMS					
21	CG-12 DETECTABLE WARNING SURFACE	SY	9	\$366.08	\$3,294.72
22	HYDRAULIC CONCRETE (CG-12 RAMPS)	SY	40	\$90.00	\$3,600.00
PROTECTIVE ITEMS					
23	MAINTENANCE OF TRAFFIC	LS	1	\$100,000.00	\$100,000.00
EROSION CONTROL					
24	INLET PROTECTION. TYPE A	EA	1	\$266.33	\$266.33
25	INLET PROTECTION. TYPE B	EA	1	\$307.66	\$307.66
26	TEMP. SILT FENCE	LF	203	\$5.00	\$1,015.00
DRAINAGE ITEMS					
27	UNDERDRAIN UD-4	LF	236	\$20.00	\$4,720.00
28	DROP INLET DI-3B L=4'	EA	1	\$6,500.00	\$6,500.00
29	FRAME & COVER MH-1 (CONVERSION 3-7A)	EA	1	\$972.73	\$972.73
MISCELANEOUS ITEMS					
30	PEDESTRIAN ACTUATION PA-4 AND SIGNAL HEAD SP-9	EA	3	\$2,500.00	\$7,500.00
31	TRAFFIC CONTROL SIGNAGE	EA	6	\$481.00	\$2,886.00
32	UNFORSEEN UTILITY ALLOWANCE	EA	1	\$50,000.00	\$50,000.00
COST ESTIMATE					
All Items 1-32				\$482,816.03	
BONDS			1.32%	\$6,373.17	
INSURANCE			0.54%	\$2,607.21	
CONTINGENCY			20.00%	\$96,563.21	
TOTAL COST ESTIMATE					

\$588,359.61

COST ESTIMATE

Prepared by: christopher consultants, ltd
 9900 main street, suite 400 • Fairfax, VA 22031

TOWN OF HAYMARKET TOWN PARK STREETScape SIDEWALK IMPROVEMENTS PROJECT TOWN OF HAYMARKET, VIRGINIA

				Engineering Estimate	
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST
GRADING ITEMS					
1	MOBILIZATION	LS	1	\$32,645.24	\$32,645.24
2	CONSTRUCTION SURVEYING	LS	1	\$5,000.00	\$5,000.00
3	CLEARING AND GRUBBING	ACRE	0.25	\$15,000.00	\$3,750.00
4	EARTHWORK	LS	1	\$65,000.00	\$65,000.00
PAVEMENT ITEMS					
5	STAMPED CONCRETE SIDEWALK 4"	SF	3090	\$4.26	\$13,163.40
6	GRAVEL BASE FOR CONCRETE SIDEWALK 4"	SF	3090	\$1.36	\$4,202.40
7	STAND. COMB. CURB & GUTTER CG-6	LF	450	\$30.00	\$13,500.00
8	RAD. COMB. CURB & GUTTER CG-6	LF	60	\$33.00	\$1,980.00
9	ENTRANCE GUTTER CG-11	SY	79	\$90.00	\$7,110.00
10	TY B CL I PVMT LINE MRKG 12" (CROSSWALK)	LF	60	\$5.00	\$300.00
INCIDENTAL ITEMS					
11	CG-12 DETECTABLE WARNING SURFACE	SY	5	\$200.00	\$1,000.00
12	STAND. PAVEMENT EDGE DRAIN UD-4	LF	515	\$22.00	\$11,330.00
13	HYDRAULIC CONCRETE (CG-12 RAMPS)	SY	27	\$45.00	\$1,215.00
14	MILL AND OVERLAY	SY	690	\$22.24	\$15,345.60
PROTECTIVE ITEMS					
15	MAINTENANCE OF TRAFFIC	LS	1	\$45,000.00	\$45,000.00
EROSION CONTROL					
16	INLET PROTECTION. TYPE A	EA	2	\$300.00	\$600.00
17	TEMP. SILT FENCE	LF	515	\$5.00	\$2,575.00
UTILITIES					
18	RELOCATE UNIDENTIFIED UTILITIES	LS	1	\$45,000.00	\$45,000.00

COST ESTIMATE

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TOWN OF HAYMARKET TOWN PARK STREETScape SIDEWALK IMPROVEMENTS PROJECT TOWN OF HAYMARKET, VIRGINIA

				Engineering Estimate	
Item Number	Item Description	UNITS	QUANTITY	UNIT COST	EXTENDED COST
19	ADJUST SANITARY TOP	EA	1	\$1,000.00	\$1,000.00
STORM SEWER SYSTEMS					
20	SWM ALLOWANCE	LS	1	\$80,000.00	\$80,000.00
21	15" RCP	LF	515	\$156.00	\$80,340.00
22	CURB INLET STRUCTURES	EA	2	\$10,000.00	\$20,000.00
MISCELLANEOUS ITEMS					
23	SIGN ALLOWANCE	EA	2	\$60.00	\$120.00
24	STREETLIGHT ALLOWANCE	EA	9	\$799.00	\$7,191.00
25	STREET TREE ALLOWANCE	EA	20	\$95.00	\$1,900.00
COST ESTIMATE					
All Items 1-25					\$459,267.64
BONDS			1.32%		\$6,062.33
INSURANCE			0.54%		\$2,480.05
CONTINGENCY			30.00%		\$137,780.29
TOTAL COST ESTIMATE					
					\$605,590.31

Attachment: Town of Haymarket Projects Cost Estimate Report (5151) : Capital Improvement Projects



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

Position: Community Relations Coordinator	Work Schedule: 15-20 hours per week
Department: Administration	Monday-Friday
Position Type: Part-time, PT	Some Evenings and Weekends

Establishes and promotes the relationships necessary to the growth and success of the Town of Haymarket. The Community Relations Coordinator organizes community events, writes, edits, and disseminates informational releases via the print and electronic media, establishes a presence for the Town on social media and manages friendly contacts with businesses and citizens. Provides customer assistance for the various Town services at the office service window. Promotes the historic significance of the Town via the Haymarket Museum and manages the functions of that facility.

Responsibilities:

The duties described below are indicative of what the duties the Business/Community Relations Specialist may be asked to perform; others may be assigned

- Promote and educate the public about the Town via the Town Website, Town Newsletter, Facebook, Twitter and other Social Media
- Maintain the Town Website insuring it contains accurate and current information
- Prepare the Town Newsletter
- Frequently distribute messages concerning Town activities and news via the Town’s social and print media
- Serve as a point of contact and Town Liaison for existing businesses
- Provide customer service at the Town’s business window
- Coordinate a variety of events promoting the Town and its businesses
- Manage the museum displays to include quarterly updates
- Recruit, retain, educate, and supervise volunteers for the museum
- Investigate potential grants for the museum and historical displays
- Working with the Town Treasurer and Town Manager, prepare and manage a budget for the job function
- Provide weekly report to the Town Manager with regard to activities, accomplishments and data from social media outreach program

Skills and Qualifications:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

Required:

- Extensive background working with the public and business community
- Demonstration of administrative skills background.
- Bachelor’s degree in Public Relations, Communications, Journalism, or similar field
- Experience with Website and Social Media management.

Attachment: Community Relations Coordinator Job Description (5153 : Part Time Job Descriptions)



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

- Some personnel management experience.
- Some Event Planning Experience

Employer Overview:

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

Supervision:

This position reports directly to the Town Manager.



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

Position: Maintenance Worker	Work Schedule: 15-20 hours per week
Department: Administration	Monday-Friday
Position Type: Part-time, PT	Some Evenings and Weekends

Performs highly responsible public works and maintenance works in the coordination of the day-to-day maintenance of facilities and infrastructure throughout the Town of Haymarket. The Maintenance Worker is responsible for repairing and maintaining town facilities, equipment and infrastructure including town-owned buildings and grounds, stormwater facilities, streets and sidewalks, streetlights, public refuse containers, parking lots, parks, recreational facilities, and public works equipment. This position also supports the Town’s response to inclement weather and special events.

Responsibilities:

The duties described below are indicative of what the duties the Maintenance Worker may be asked to perform; others may be assigned

- Repairs and maintains town-owned brick sidewalks, asphalt roadways, concrete curbs, gutters, signage and streetlights and other public works facilities.
- Clears and maintains the town’s storm drain structures.
- Monitor performance of town contractors in the performance of public works activities including landscaping, beautification efforts, infrastructure maintenance and installation, trash collection and other contracted public works activities.
- Provides logistical and maintenance support for special events
- Maintains cleanliness and attractiveness of the town performing regular street sweeping activities, routine trash and litter removal, painting, power washing, window cleaning, repairs and other building and park beautification and maintenance activities. Mows, sweeps, rakes, shovels, etc. throughout the town, as needed.
- Maintains town tools and equipment in accordance with manufacturer recommendations.
- Operates and maintains the town maintenance and storage facilities in an organized fashion and secures and safeguards town equipment and tools located on site.
- Completes daily work orders as required
- Maintains orderly receipt tracking
- Oversees maintenance help and assigns tasks as required
- Supports seasonal clean-up events
- Participates on town’s inclement weather response team and is responsible for coordinating the clearing of ice and snow from sidewalks adjacent to town property and oversight of the town’s snow removal contractor; coordinates with VDOT contractors on snow removal activities on VDOT owned roads.
- Performs general building maintenance activities on a routine basis including light bulb replacement, painting, power washing, and minor repairs.
- Ensures cleanliness and maintenance of the Town’s Park. Reports issues to the Town Manager and schedules repairs as needed.
- Maintains working relationship with local agencies including VDOT, Prince William County Service Authority, Dominion, Comcast, etc. and reports issues to the responsible agency as needed.

Attachment: Maintenance Worker Job Description (5153 : Part Time Job Descriptions)



Skills and Qualifications:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

Required:

- Knowledge of the tools, materials and equipment used in general construction and maintenance work
- Some knowledge of safety precautions applicable to the duties of the class
- Ability to understand and follow oral and written instructions
- Ability to use common hand tools
- Ability to operate machinery and equipment
- Ability to perform manual labor for extended periods often under unfavorable weather conditions
- Ability to establish and maintain an effective working relationship with the public and associates

Physical Requirements:

- This is very heavy work requiring exertion more than 100 pounds occasionally, more than 50 pounds frequently, and more than 20 pounds regularly to move objects
- Work requires climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for depth perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly, or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities
- The worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions
- The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Employer Overview:

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Supervision:

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