



**TOWN OF HAYMARKET TOWN COUNCIL**  
**REGULAR MEETING**  
**~ AGENDA ~**

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, July 6, 2021

7:00 PM

Council Chambers

**I. Call To Order**

**II. Pledge of Allegiance**

**III. Invocation - Councilman Morris**

**IV. Citizens Time**

**V. Consent Agenda**

**A. Minutes**

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

**B. Department Reports**

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

**VI. Agenda Items**

1. Vehicle Take Home Policy
2. Resolution 2021-012: Support for Sidewalk Grant

**VII. Councilmember Time**

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

**VIII. Closed Session - As Needed**

**IX. Adjournment**



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, June 1, 2021

7:00 PM

Council Chambers

A 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: Late (9:30 PM), Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present, Town Manager Chris Coon: Present, Clerk of Council Kimberly Henry: Present, Police Sergeant Jacob Davis: Present, Town Planner Emily Lockhart: Present.

### II. Pledge of Allegiance

Mayor Ken Luersen invited everyone to stand for the Pledge of Allegiance. After the Pledge, Mayor Luersen read a letter of resignation from Councilman Steve Shannon. Mayor Luersen directed the staff to put together a certificate of appreciation for Mr. Shannon and to have flowers for Mrs. Shannon for their dedication and commitment to the Town. In addition, Mayor Luersen directed the staff to post the vacancy on the website.

### III. Agenda Items

#### 1. FY21 Budget Report

Town Manager Chris Coon gave the monthly financial report. Mr. Coon shared the Town exceeded the budgeted amount on business license tax. Mr. Coon stated that staff has prepared a budget amendment for the 4th quarter to accommodate for the additional revenue and expenses to finish out the year. There was a short discussion on the business license tax. Councilman Morris suggested that Council send an appreciation to the businesses for sticking with the Town through the tough times during COVID. Councilman Pasanello congratulated that businesses on how well they adapted during the pandemic. Mr. Coon stated that he will have that added to his annual report.

#### 2. Crossroads Village: SUP 2021-001 Update

Town Planner Emily Lockhart shared that additional information has been provided in regards to the restaurant with a drive thru SUP. Ms. Lockhart stated that the applicant provided different layouts of the business in the area. She also shared that the applicant provided information on traffic flow and stacking during the peak hours. She also provided an update on the pedestrian walkway at the site. There was a short discussion on the items presented by Ms. Lockhart.

#### 3. Shade Structure

Town Manager Chris Coon provided updated quotes on shade structures for the Town playground. Mr. Coon stated that the quotes varied greatly and recommended that the Town use the same company that installed the playground equipment. There were questions on the maintenance of the structure and the take down process during inclement weather. Town Planner Emily Lockhart gave information on the load bearing in case of snow. Ms. Lockhart also stated that the recommended company would take it down the first year in order to show the proper way of tear down and storage. She also stated that the representative could come and inspect the structure once a year and perform a general cleaning of the shade. There was also a discussion on the storing the shade during the off season.

#### 4. Hours of Operation

Town Manager Chris Coon stated that the DMV Select office hours will be from 9 am to 4 pm. He asked for the Town Council to have the Town Hall office hours coincide with the DMV office hours. There was a short discussion on the subject. There was a consensus of the Council for the Town Hall hours be the same with the DMV hours. The Town Council asked that staff start

Minutes Acceptance: Minutes of Jun 1, 2021 7:00 PM (Minutes)

advertising the changed hours. The Town Council discussed several items regarding the opening and operations of the DMV Select office.

**5. Police Officer Salary Increase**

Town Manager Chris Coon gave a written memo on the salary increase request for Officer Burgoon and was available to answer any questions. The Council did not have any objections to moving forward with the increase.

**6. Planning Commission Reduction to 5 Members**

Mayor Luersen stated that when this Council took office in July 2020 they increased the members to 7 but due to the lack of getting members, the request was made to take the members back down to 5. A short discussion followed on the subject. The Council directed staff to prepare a resolution for the next meeting to reduce the members to 5 for an effective date of July 1.

**IV. Closed Session - As Needed**

**1. Closed Session Motion**

**Councilman Morris moved to go into Closed Session Pursuant to Virginia Code § 2.2-3711 (A)(19), a matter involving discussion of plans to protect public safety as it relates vulnerabilities and briefings by staff members or law-enforcement officials concerning actions taken to respond to such matters; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705(2) where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure. Councilman Pasanello seconded the motion. The motion carried.**

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

**2. Certification**

Before Certifying, Councilman Schneider entered the meeting.

**Councilman Morris 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.**

<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>AYES:</b>	Morris, Pasanello, Weir, Pater, Luersen
<b>ABSTAIN:</b>	Marchant Schneider

**V. 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**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater

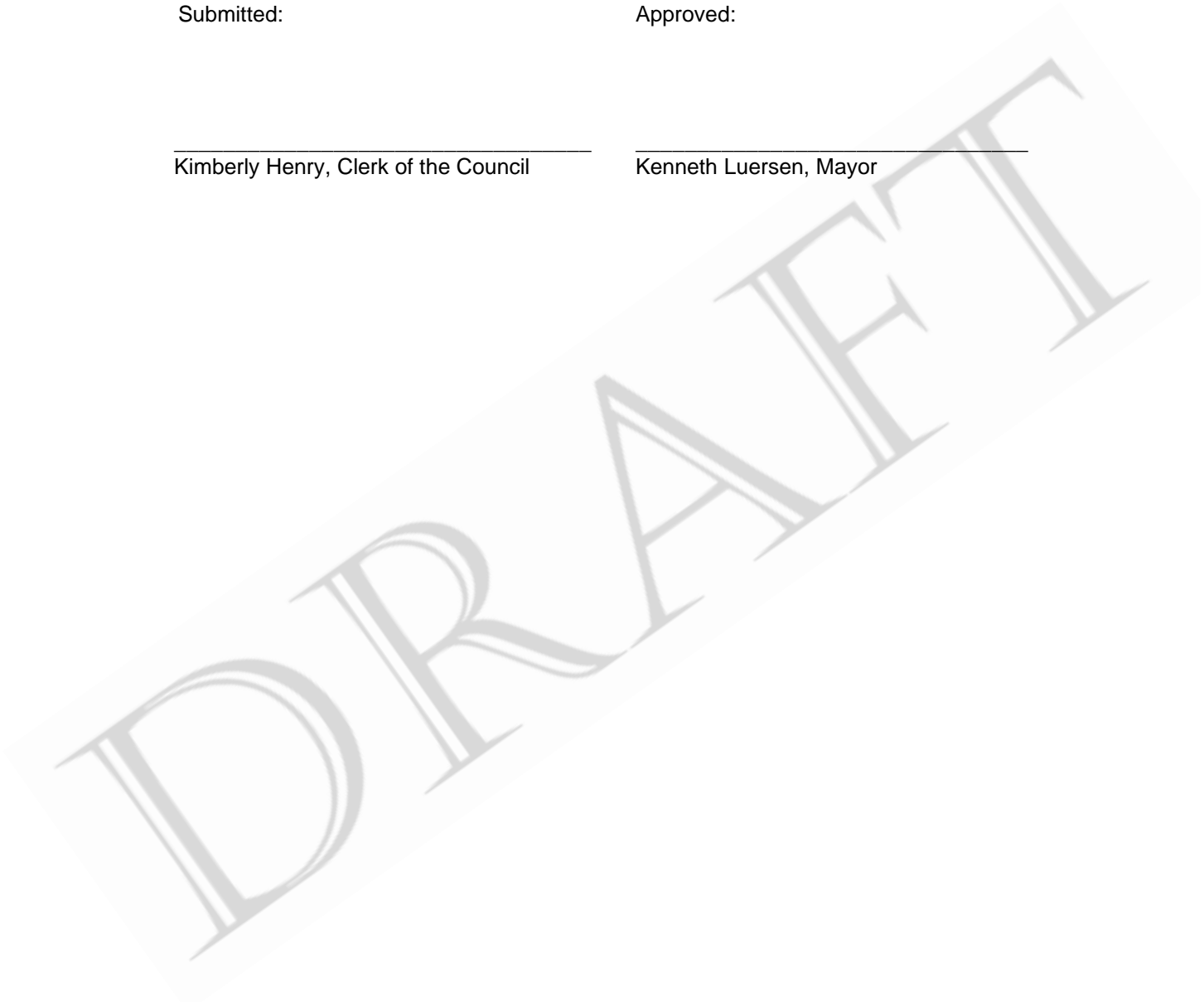
Minutes Acceptance: Minutes of Jun 1, 2021 7:00 PM (Minutes)

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor



Minutes Acceptance: Minutes of Jun 1, 2021 7:00 PM (Minutes)



# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 7, 2021

7:00 PM

Council Chambers

A Public Hearing/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: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

### II. Pledge of Allegiance - Girl Scout Troop #90064

Mayor Ken Luersen asked everyone to stand and introduced Girl Scout Troop #90064 who lead the Pledge of Allegiance.

### III. Invocation - Pastor Allan Smith, Haymarket Baptist Church

Mayor Luersen introduced Pastor Allan Smith from Haymarket Baptist Church who gave the evening's invocation.

### IV. Public Hearing - FY2022 Budget

Town Manager Chris Coon gave the proposed budget hearing presentation giving details on particular line items, future Town services and programs being implemented. After Mr. Coon's presentation, the Council made some positive points on the staffing and importance of the Police Department and also thanked the Administrative staff on the work they did on the presentation and suggested edits to the budget so that it would balance. Councilman Morris thanked his colleagues for the hard work on the budget.

There were no citizen comments for the public hearing.

### V. Close Public Hearing

With no additional comments from the Council and no comments from the citizens, Mayor Luersen closed the public hearing.

### VI. Citizen's Time

Prior to citizen's time, Councilman Morris asked for a line item to be added to the agenda on the subject of discussion of a special election and the subsequent action. There were no objections from the Council to add the item.

At this time, Mayor Luersen opened the floor for citizen's time. There were no citizen's wishing to address the Council at this time.

### VII. Introduction of New Police Officers

Sergeant Jake Davis introduced Officer King Chan to the Town as one of the newest police officers to the Haymarket Police Department. Sergeant Davis shared with the Council Officer Chan's work experience and invited everyone to welcome Officer Chan to the Department. Sergeant Davis also shared of the hiring of Office Joe Coppage to the Haymarket Police Department, who could not be in attendance at this evening's meeting.

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

## VIII. Consent Agenda

Councilman Weir moved to adopt the Consent Agenda items 1-6 as presented. Councilman Schneider seconded the motion. The motion carried.

1. Mayor and Council - Work Session - Apr 12, 2021 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Marchant Schneider, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater

2. Mayor and Council - Work Session - Apr 26, 2021 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Marchant Schneider, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater

3. Mayor and Council - Public Hearing/Regular Meeting - May 3, 2021 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Marchant Schneider, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater

4. Mayor and Council - Work Session - May 10, 2021 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Marchant Schneider, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater

### 5. Department Reports

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

### 6. Monthly Liaison Reports

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

## IX. Agenda Items

### 1. Consideration of SUP 2021-001: Drive Thru Restaurant at Crossroads Village Center

Town Planner Emily Lockhart gave a brief update on the application. She stated she shared the site plan updates showing the additional sidewalk that was requested to go across the entrance of the site. Ms. Lockhart stated that based on the applicant's due diligence in regards to stacking, traffic flow and previous concerns and recommended approval of the SUP. There was a discussion on why the original SUP's in 2018. Ms. Lockhart stated that the difference in the application now vs. the 2018 applications was that the applicant has provided who the businesses would be and more detailed information on each parcel. She stated that this application is more thorough than the previous application. There was also a short discussion on the joint tenancy at the pad site. The applicant provided information regarding the subject of the adjoining tenant at the building site. Ms. Lockhart shared that the Planning Commission



recommended approval for the application at their meeting. There was also a discussion on the traffic study. Councilman Schneider provided some conditions if the SUP was to be approved.

**Councilman Schneider moved that the Town Council approve SUP 2021-001- Restaurant with Drive Thru subject to the following conditions dated June 7, 2021: 1.) Site Development. The property shall be developed in conformance with the Special Use Permit entitled Restaurant with Drive In Special Use permit plan Crossroads Village Center prepared by J2 Engineers dated March 19, 2021 revised through June 3, 2021 "The SUP Plan": Approval of this SUP should not relieve the applicant or the owners of the property from the obligation to comply with and conform to any other applicable zoning ordinance, codify ordinance or any other regulatory requirement; 2.) Use limitations. The use approved with this SUP shall be limited to a Drive In facility in connection with a by-right restaurant use, term of our SUP use. 3.) Directional signage. The applicant shall provide one (1) vehicle way finding sign as shown generally on the SUP plan prior to the first occupancy permit for the SUP use. 4.) Pedestrian Crosswalks. The applicant shall provide a pedestrian crosswalks as shown generally on the SUP plan prior to the first occupancy permit for the SUP use. Councilman Morris seconded the motion. At this time, the Council debated the motion and their opinions whether to be for or against the SUP. The motion failed by a roll call vote.**

<b>RESULT:</b>	<b>DENIED [2 TO 3]</b>
<b>MOVER:</b>	Marchant Schneider, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Marchant Schneider, Chris Morris
<b>NAYS:</b>	Joe Pasanello, Bob Weir, TracyLynn Pater

**2. FY21 Budget Amendment Discussion and Set Public Hearing**

Town Manager Chris Coon asked for the Council to approve the ad for the last budget amendment for this fiscal year and schedule the public hearing for the June 28th work session. A short discussion followed. The Council directed staff to proceed with the public hearing ad and scheduling the public hearing for June 28, 2021.

**3. Resolution 2021- 008: Reduce Planning Commission to 5 Members**

There was a short discussion on reducing the size of the Planning Commission from 7 to 5 members. There were questions to the Town Attorney regarding quorum and voting.

**Councilman Weir moved to adopt Resolution 2021-008 to reduce the size of the Haymarket Planning Commission to 5 members effective July 1, 2021. Councilman Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater

**4. Park Sun Shade: Authorization to Purchase**

Town Manager Chris Coon updated that quote for the shade at the Town Park. Mr. Coon requested that the Council move to authorize the Town Staff to move forward with the purchase and installation of the shade system not to exceed \$48,500. A short discussion followed.

**Councilman Pasanello moved for the Haymarket Town Council authorize the Staff to move forward with the purchase and installation of the shade system at the Town Park not to exceed \$48,500. Councilman Schneider seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Marchant Schneider, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater

**5. Police Officer Salary Increase**

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

Councilman Pasanello moved for the Town of Haymarket increase Officer Burgoon's salary to \$65,000 effective May 1, 2021. Councilman Weir seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Bob Weir, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater

**6. Special Election**

Town Manager Chris Coon shared with the resignation of Councilman Steve Shannon, the Town Council would need to meet some deadlines in appointment of a Council Member to fill the vacancy until the time of a special election. He also stated that the Council would need to decide when to hold the special election. Town Attorney Crim shared the legislative guidelines on the special election options. A discussion followed on the cost estimate and the precinct costs to the Town if the special election would be held at the same time as the general election.

Councilman Pasanello moved to direct the Town Attorney to file a RIF for a special election for the November 2nd general election date. Councilman Weir seconded the motion. The motion carried.

After the motion, the Town Council discussed filling the vacancy. The Town Council set a special meeting for 6 pm on Tuesday, July 6th for the purpose of interviewing for the vacancy.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Bob Weir, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater

**X. Closed Session - As Needed**

**1. Motion to go into Closed Session**

Vice Mayor Pater 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 vacant Town Council seat; and 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 DMV investigation and reorganization. Councilman Weir seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	TracyLynn Pater, Vice Mayor
<b>SECONDER:</b>	Bob Weir, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater

**2. Certificaton**

Vice Mayor Pater 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.

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



<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	TracyLynn Pater, Vice Mayor
<b>SECONDER:</b>	Bob Weir, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Luersen

### XI. Council Member Time

**1. Chris Morris**

Councilman Morris shared the date on the Flags for Heroes event in the Town Park. Mr. Morris also shared that he was saddened by the resignation of Councilman Shannon. He stated that he wished Mr. Shannon the best and to publicly thank him for his years of service to the Town. Lastly, Mr. Morris welcomed the newly sworn police officers to the Police Department and to the Town of Haymarket.

**2. Marchant Schneider**

Councilman Schneider also thanked Councilman Shannon for his years of service. In addition, Mr. Schneider welcomed the new officers to the Town. Mr. Schneider reminded the Town Council of the annual end of school year water balloon fight in Longstreet Commons on June 11th. Lastly, Mr. Schneider stated that he agreed with Councilman Pasanello on updating the core and mission statements at the beginning of the next fiscal year.

**3. TracyLynn Pater**

Vice Mayor Pater shared the information on the next Business Roundtable meeting. She also shared information on the Summer Concert scheduled for August 14th.

**4. Joe Pasanello**

Councilman Pasanello welcomed the new officers to the Town of Haymarket. Mr. Pasanello also thanked the Haymarket Town and Country Garden Club for their hard work on the Town's planter boxes.

**5. Bob Weir**

Councilman Weir shared that the Town of Haymarket has one of the two lowest tax rates due to the Council and Boards basically volunteering their time unlike other jurisdictions in the County.

**6. Ken Luersen**

Mayor Luersen did not have anything to report.

### XII. 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**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor

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



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 June 7<sup>th</sup> to June 11<sup>th</sup>, 2021

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#### Administration

- Meeting
  - Held Town Council Regular Meeting (Emily, Kim, and Chris)
  - Held Business Roundtable (Vice Mayor, Emily, and Sgt. Davis)
  - Met with Rotary Club (Chris)
  - Interviewed Several Police Officer Candidates (Sgt. Davis, Greg, and Chris)
  - Met with Town Attorney (Chris)
  - Met with Rotary Club regarding Flags for Heroes Event (Chris)
  - Met with Town CPA in preparation for FY21 Audit (Roberto)
- New Items
  - Continued work on Town Manager Annual Report for Town Council
  - Town Playground Parking Lot scheduled for next week
  - IT Contractor on-site to resolve several issues and prepare for DMV
  - Completed Town Priority List Update
  - Set-up for Flags for Heroes event on June 12<sup>th</sup>
  - Prepared for DMV Select Employee Arrival June 14<sup>th</sup>
  - Prepared for and flawlessly executed Long Street Water Balloon Fight Strategy

#### Town Staff

- Processed Haymarket Day Vendor and Parade Applications
- Pulled and Scanned invoices for FY21 Audit
- Update DMV Select and other information on Town website
- Continued work on ZTA
- Working on DMV Select Signage installation
- Completed ARB Agenda
- Ordered and Received Councilmember Shannon's Plaque
- Working to get final ADA approval for Town Hall
- Participated in Long Street Water Balloon Fight

### Town Expenses

Date	Vendor	Description	Amount
06.11.2021	ARC Acquisitions	PD computers	\$ 8,010.00
06.11.2021	Republic Services	Trash Service	\$ 4,995.00
06.11.2021	Vanderpool, Forstick	Legal Services	\$ 7,108.96
06.11.2021	Hight Point Earthworks LLC	Park Grounds work - Deposit	\$ 4,930.00

Attachment: Manager's Report 6721 (5053 : Town Administration)



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 June 12<sup>th</sup> to June 18<sup>th</sup>, 2021

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#### Administration

- Meeting
  - Met with Rotary Club (Chris)
  - Assisted with Rotary Club Flags for Heroes Event (Ofc. Coppage, Sgt. Davis, Mayor, and Chris)
  - Met with Town Attorney (Chris)
  - Met with Christopher Consultants (Emily and Chris)
  - DMV was onsite for install and set-up (Dolores, Kim, and Chris)
  - Held ARB Meeting (Samantha and Emily)
  
- New Items
  - Continued work on Town Manager Annual Report for Town Council
  - Town Playground Parking Lot work completed
  - IT Contractor on-site to resolve several issues and prepare for DMV
  - Completed Town Priority List Update
  - Set-up for Flags for Heroes event on June 12<sup>th</sup>
  - Research on Grant opportunities for Train Quiet Zone, street repair, and Town Park Sidewalk

#### Town Staff

- Drafted the ARB and Planning Commission Agendas
- Started the Town Council 6/28 Public Hearing/Work Session Agenda
- Started on June 1 Town Council Work Session Minutes
- Processed Haymarket Day Applications
- Posted on social media
- Completed Accounts Receivable and Payable
- Picked up Town shirts
- Worked on Maintenance Schedule for Town Buildings
- Additional DMV Work to prepare for Training and Ribbon Cutting July 14<sup>th</sup>

### Town Expenses

Date	Vendor	Description	Amount
06.17.2021	Christopher Consultants	Engineering	\$ 9,815.16
06.17.2021	Playground Specialists Inc	Shade system material	\$27,617.00

Attachment: Manager's Report 61221 (5053 : Town Administration)



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

## Town Council Priority List

The Tier System is as follows:

- Tier 1: (3 Items) Items that must be completed as soon as possible.
- Tier 2: (3 Items) Items that are important but can wait a couple months.
- Tier 3: (5-10 Items) Items to be completed within a year.
- Tier 4: (5-10 Items) Items to be completed during the 2020-2022 term.
- Tier 5: Items not needing a timeline at this time.

Tier Rank 1-5	Task	Description
Tier 3	Establish 5-year Capital Asset Maintenance Program	Program for maintenance of all Assets (Vehicles, Buildings, etc.)
Tier 5	Participate in TANV Meeting	Town Manager to attend Meetings
Tier 4	Start Meeting with PWC Towns	Town Manager to start meetings with Prince William County Towns
Tier 1	Policies and Procedures	Update Policies and Procedures as adopted by Town Council
Tier 4	File/Document Library on Website	Put Town Documents online
Tier 4	Develop Plan for Grant Applications	Apply for grants for infrastructure
Tier 4	New Resident/Business Packet	Create a packet for new residents and businesses full of information for the Town
Tier 3	Jefferson Turn Lane and Sidewalk	Installation of Turn Lanes N and S on Jefferson Street and sidewalk next to Town Property
Tier 2	Plan, Advertise, Sponsor, and Hold/Staff Town Events	Farmers Market, Haymarket Day, Concerts, Cultural Day
Tier 1	Comprehensive Plan Update	Update the Comprehensive Plan draft from 2015
Tier 5	Update Museum Displays	Change Displays in Museum to share information
Tier 3	Communication Plan	Developing a communication plan for outreach to our citizens



Tier 5	DEQ Recommendations	(Required by State) Processes, Forms, Comprehensive Plan and Zoning Ordinance need to be changed
Tier 4	Park Building Repairs	Repair the park building to a rentable standard
Tier 2	VDOT Paving Issues	Contractor Damaged Curb/Gutters, Sidewalks, and Crosswalks (Should resolve in Spring 2022)
Tier 3	Town Hall Parking Lot Improvements and Repairs	Develop an action plan for repairing the parking lot and completing the improvements
Tier 1	Disburse final CARES ACT Funds	Complete 2 <sup>nd</sup> Voucher Program
Tier 4	Franchise Agreements (Electric & Cable/Internet)	Town's franchise agreements with electric and cable internet providers
Tier 3	Zoning Ordinance Update	Update Ordinance
Tier 3	Sidewalk Maintenance Plan	Update the draft sidewalk maintenance plan
Tier 2	Park Sidewalk	Develop an action plan for the park sidewalk
Tier 3	Develop Plan for ARPA Funds	Town will receive ~\$750,000 guidance is not out yet
Tier 4	ARB Guidelines Update	Update the ARB Guidelines
Tier 4	Establish Economic Development Plan	Contract with Economic Development Team
Tier 3	Track Tenants/Buildings	Track Revenues vs. Expenses
Tier 4	Disburse Fire Program funds	Need to donate funds received by State to a PWC Fire Department
Tier 4	Develop Weekly/Monthly/Quarterly Maintenance Schedule	Develop schedule for Town Buildings and Town Property
Tier 5	GFOA Distinguished Budget Award	Apply for FY 2022 Distinguished Budget Award
Tier 5	Transition Plan	Establish a Plan to transition between Town Councils

Updated on 6/11/2021



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CHRISTOPHER S. COON  
TOWN MANAGER

EMILY K. LOCKHART  
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ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## TOWN MANAGER'S REPORT

### Weeks of June 21<sup>st</sup> to June 25<sup>th</sup>, 2021

#### Administration

- Meeting
  - Completed Weekly DMV Select Training (Dolores, Kim, and Chris)
  - Met with Town Attorney (Emily)
  - Attended Treasurers Conference (Roberto)
  - Met with Haymarket Baptist (Emily)
  - Held Weekly Meeting (Mayor, Greg, Sgt. Davis, and Chris)
  - Held Planning Commission Meeting (Samantha and Emily)
  - Met with Lidl regarding sign ordinance (Emily)
- New Items
  - Submitted Town Manager Annual Report Article to go in Newsletter
  - Scheduled Contractors to provide quotes for Sandblasting and painting Caboose
  - Scheduled Contractors to provide quotes to repair/replace Copper Cricket Deck
  - Work on Personnel Policy, reviewed Leesburg and Middleburg Policies
  - Examined Town light poles, flags, and banner arms

#### Town Staff

- Prepared resolution for 06.28.2021 meeting for Budget Adoption of FY2021-2022
- Prepared resolution for 06.28.2021 meeting for FY2021 Budget Amendment
- Answered questions concerning Pre-Audit preparations for FY2021.
- Worked on CARES Act funds audit
- Processed Meals Tax
- Posted on Social Media and Updated Website

#### Town Expenses

Date	Vendor	Description	Amount
06.25.2021	Witmer Public Safety	Police Department Uniforms/Equipment	\$ 9,815.16



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

**Kimberly Henry**  
Town Clerk

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Kimberly Henry, Town Clerk  
DATE: June 17, 2021  
SUBJECT: DMV Select Opening Updates

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Dolores started on Monday, June 14<sup>th</sup> and has the DMV office set up and ready to go. We are so happy to have her on board with us. We appreciate her knowledge and organizational skills. The crew from headquarters came on June 16<sup>th</sup> to install all the DMV select application to the 2 DMV designated computers. There were some hiccups and couldn't finish the installation until June 17<sup>th</sup>. We now have the application in the computers and the printer has been installed and correctly mapping to the application. We also have all of our inventory in the computer and working on getting the license plates ready for use.

We finished setting up our appointment bookings through Microsoft bookings and by Thursday afternoon had 7 appointments booked with no advertisement, just word of mouth. The press release will go to the papers on Monday, June 21 and we hope to see a large increase in bookings starting the end of the month. We will start and post that we are now booking appointment on Facebook starting June 21<sup>st</sup>.

Chris, Dolores and I will be at the Manassas CSC the week of June 21<sup>st</sup> for training. We will leave the office door open before the meeting on June 28<sup>th</sup> for you to see how we have everything set up. This is a very exciting venture for the Town and we are looking forward in making this a very profitable office.

Respectfully  
Kim

Attachment: Memo to Council DMV updates 061721 (5053 : Town Administration)



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

**Roberto Gonzalez**  
 Town Treasurer

TREASURER'S REPORT  
 TOWN COUNCIL REGULAR MEETING  
 July 6, 2021

**Highlights:**

- The financials attached are as of June 28, 2021.
- Met with Finance Committee and discussed current budget.
- Attended annual Treasurer's Association of Virginia Conference.
- Prepared report for FY2021 budget amendments.
- Prepared resolution for FY2022 budget adoption.
- Preparing transition from FY2021 to FY2022 budget.
- Attended Cigarette Tax Board meeting via Zoom.
- Worked on CARES act audit.
- Began to work on preliminary audit reports with audit accountant.
- Hosted Amy Leddon's (AFLAC) annual onsite visit for open enrollment presentation.
- Assisted Town Planner with Haymarket Day 2021 preparations and collection of vendor payments.
- Processed shade canopy invoice for Town Park.
- Onboarded new Town employee for DMV Select office
- Closing out Jefferson project with final payment for completion of project.

**Town of Haymarket**  
**Statement of Net Position**  
As of June 28, 2021

	Jun 28, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	2,100,702.79
11010 · Virginia Investment Pool	330,307.48
<b>Total Checking/Savings</b>	2,431,010.27
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	151,558.96
12010 · A/R Permits	-4,204.00
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	151,360.85
<b>Other Current Assets</b>	
11499 · Undeposited Funds	37,546.76
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
<b>Total Other Current Assets</b>	-72,912.38
<b>Total Current Assets</b>	2,509,458.74
<b>Fixed Assets</b>	
12500 · General Property	4,609,531.99
12600 · Rental Property	1,413,944.03
<b>Total Fixed Assets</b>	6,023,476.02
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	292,319.00
<b>TOTAL ASSETS</b>	<b>8,825,253.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	33,092.78
<b>Total Accounts Payable</b>	33,092.78
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 0269	88.82
20042 · PD Credit Card - SONA 0277	44.89
<b>Total Credit Cards</b>	133.71
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	14,222.55
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	21,505.44
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	101,640.50
<b>Total Other Current Liabilities</b>	148,572.51
<b>Total Current Liabilities</b>	181,799.00

Attachment: Treasurer Financial reports for 07.06.2021 (5054 : Town Treasurer)

**Town of Haymarket**  
**Statement of Net Position**  
As of June 28, 2021

	Jun 28, 21
<b>Long Term Liabilities</b>	
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
<b>Total Long Term Liabilities</b>	
<b>Total Liabilities</b>	1,291,617.30
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-44,767.00
34000 · Net Pension Activity Offset	80,873.00
30000 · Unrestricted Net Assets	1,998,756.38
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	322,903.36
	7,533,636.46
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	8,825,253.76

Attachment: Treasurer Financial reports for 07.06.2021 (5054 : Town Treasurer)



Town Of Haymarket  
Actuals vs Budget To-Date  
June 28, 2021

5.B.2.a

	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
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%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>384,483.23</b>	<b>391,135.00</b>	<b>98.3%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-01 · Bank Stock Tax	24,355.00	24,355.00	100.0%	Town should be receiving another payment for SONA(PRMIS Bank); part of 4th QT amendment
3120-02 · Business License Tax	216,057.61	211,000.00	102.4%	Taxes were due on April 30, 2021
3120-03 · Cigarette Tax	122,966.36	135,000.00	91.1%	Collections up to May 31, 2021
3120-04 · Consumer Utility Tax	141,166.89	158,000.00	89.3%	Collections up to May 31, 2021
3120-05 · Meals Tax - Current	799,163.73	840,000.00	95.1%	Collected 19 of 19 meals taxes for May 31, 2021 as today 06.21.2021
3120-06 · Sales Tax Receipts	125,966.11	129,376.00	97.4%	Revenues collect up to April 30, 2021; this is 14.1% more than what we should be budget wise
3120-07 · Penalties (Non-Property)	8,213.53	5,600.00	146.7%	
3120-08 · Interest (Non-Property)	54.03	50.00	108.1%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,437,943.26</b>	<b>1,503,381.00</b>	<b>95.6%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
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	796.50	1,900.00	41.9%	
3130-05 · Other Planning & Permits	18,537.55	25,000.00	74.2%	
3130-06 · Pass Through Fees	18,218.60			Pass through revenue
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>39,377.65</b>	<b>46,400.00</b>	<b>84.9%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	29,373.90	50,000.00	58.7%	Collection up to January 31, 2021; this revenue is below expected budget revenues
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>29,373.90</b>	<b>50,000.00</b>	<b>58.7%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	797.76	1,000.00	79.8%	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	4,699.04	5,000.00	94.0%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>5,496.80</b>	<b>6,000.00</b>	<b>91.6%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
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
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>157,198.95</b>	<b>156,229.00</b>	<b>100.6%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	54.73			

Attachment: Treasurer Financial reports for 07.06.2021 (5054 : Town Treasurer)

Town Of Haymarket  
Actuals vs Budget To-Date  
June 28, 2021

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	
<b>Total 3160-01 · Public Safety</b>	<b>124,353.75</b>	<b>129,215.00</b>	<b>96.2%</b>		
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>124,408.48</b>	<b>129,215.00</b>	<b>96.3%</b>		
3165 · REVENUE - TOWN EVENTS					
3165-01 · Revenue - Town Events	36,508.57	20,000.00	182.5%		
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	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>42,486.57</b>	<b>20,000.00</b>	<b>212.4%</b>		
3180 · MISCELLANEOUS					
3180-00 · Convenience Fee	9.78	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%		
3180-03 · Miscellaneous	0.01	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	203.60	0.00	0.0%	Refund from Sheehy of Warrenton	
<b>Total 3180 · MISCELLANEOUS</b>	<b>5,381.13</b>	<b>4,783.00</b>	<b>112.5%</b>		
3200 · REVENUE FROM COMMONWEALTH					
3200-02 · 599 Law Enforcement Grant	31,548.00	31,548.00	100.0%	4 of 4 grant payments to the Town	
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%		
3200-05 · Communications Tax	78,161.85	117,000.00	66.8%	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)	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>230,817.93</b>	<b>264,127.00</b>	<b>87.4%</b>		
3300 · REVENUE FROM FEDERAL GOVERNMENT					
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%		
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>3,084.99</b>	<b>14,000.00</b>	<b>22.0%</b>		
Reserve Funds For CIP	0.00	0.00	0.0%		
Carry-Over Surplus	0.00	167,435.00	0.0%		
	<b>2,460,052.89</b>	<b>2,752,705.00</b>	<b>89.4%</b>		
<b>Gross Profit</b>	<b>2,460,052.89</b>	<b>2,752,705.00</b>	<b>89.4%</b>		
01 · ADMINISTRATION					
11100 · TOWN COUNCIL					
111001 · Convention & Education	0.00	2,500.00	0.0%		
111002 · FICA/Medicare	1,738.08	2,000.00	86.9%		
111003 · Meals and Lodging	0.00	1,000.00	0.0%		
111004 · Mileage Allowance	0.00	250.00	0.0%		
111005 · Salaries & Wages - Regular	23,050.00	26,000.00	88.7%		
<b>Total 11100 · TOWN COUNCIL</b>	<b>24,788.08</b>	<b>31,750.00</b>	<b>78.1%</b>		
12110 · TOWN ADMINISTRATION					
1211001 · Salaries/Wages-Regular	283,642.38	297,731.00	95.3%		
1211003 · Salaries/Wages - Part Time	9,939.00	20,000.00	49.7%		
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%		
1211004 · FICA/Medicare	23,287.97	28,329.00	82.2%		
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%		

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Town Of Haymarket  
Actuals vs Budget To-Date  
June 28, 2021

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	6,136.01	8,298.00	73.9%	
1211015 · Advertising	8,599.19	9,000.00	95.5%	
1211016 · Computer, Internet &Website Svc	12,824.11	23,650.00	54.2%	
1211017 · Postage	3,124.78	4,000.00	78.1%	
1211018 · Telecommunications	5,570.20	7,500.00	74.3%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	629.30	2,000.00	31.5%	
1211021 · Convention & Education	1,840.00	6,000.00	30.7%	
1211022 · Miscellaneous	180.06	1,000.00	18.0%	
1211024 · Books, Dues & Subscriptions	17,074.90	16,000.00	106.7%	
1211025 · Office Supplies	4,107.36	6,500.00	63.2%	
1211026 · Equipment Rental	4,200.43	4,075.00	103.1%	
1211030 · Capital Outlay-Machinery/Equip	4,651.17	10,000.00	46.5%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>487,477.55</b>	<b>572,928.00</b>	<b>85.1%</b>	
12210 · LEGAL SERVICES				
1221001 · Legal Services	113,395.82	130,643.00	86.8%	
1221002 · Legal - Pass Through Fees	2,608.60			
<b>Total 12210 · LEGAL SERVICES</b>	<b>116,004.42</b>	<b>130,643.00</b>	<b>88.8%</b>	will need to amend this line item in June 2021
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	14,850.00	16,000.00	92.8%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,850.00</b>	<b>16,000.00</b>	<b>92.8%</b>	
<b>Total 01 · ADMINISTRATION</b>	<b>643,120.05</b>	<b>751,321.00</b>	<b>85.6%</b>	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	356,336.53	398,405.00	89.4%	Severence amount was paid as agreed
3110003 · Salaries & Wages - OT Premium	18,827.72	20,000.00	94.1%	
3110004 · Salaries & Wages - Holiday Pay	12,065.69	14,000.00	86.2%	
3110005 · Salaries & Wages - Part Time	52,262.14	53,753.00	97.2%	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	39,108.83	45,011.00	86.9%	
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%	Annual Audit completed and addtinal funds were needed for PD W/C
3110026 · Workers' Compensation Insurance	19,185.00	19,185.00	100.0%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	
3110028 · Legal Services	22,780.40	24,800.00	91.9%	
3110032 · Computer, Internet & Website	14,619.89	16,000.00	91.4%	
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)	1,849.06	5,000.00	37.0%	
3110040 · Annual Dues & Subscriptions	12,909.23	13,000.00	99.3%	
3110041 · Office Supplies	3,817.36	5,000.00	76.3%	
3110042 · Vehicle Fuels	12,661.51	16,000.00	79.1%	
3110043 · Vehicle Maintenance/Supplies	9,136.72	11,000.00	83.1%	

Attachment: Treasurer Financial reports for 07.06.2021 (5054 : Town Treasurer)

Town Of Haymarket  
Actuals vs Budget To-Date  
June 28, 2021

3110045 · Uniforms & Police Supplies	9,604.15	25,000.00	38.4%	
3110056 · Captial Outlay-Machinery/Equip	31,592.38	31,592.00	100.0%	2 of 2 payments have been made
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>835,967.75</b>	<b>964,663.00</b>	<b>86.7%</b>	
<b>34100 · BUILDING OFFICIAL</b>				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>835,967.75</b>	<b>979,663.00</b>	<b>85.3%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	79,235.26	86,625.00	91.5%	Trash services up to May 2021
<b>Total 43200 · REFUSE COLLECTION</b>	<b>79,235.26</b>	<b>86,625.00</b>	<b>91.5%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	77,368.25	119,783.00	64.6%	
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	15,177.91	16,500.00	92.0%	
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	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	2,097.41	2,500.00	83.9%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>141,319.06</b>	<b>200,783.00</b>	<b>70.4%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>220,554.32</b>	<b>289,621.00</b>	<b>76.2%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	13,073.33	20,000.00	65.4%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>13,073.33</b>	<b>20,000.00</b>	<b>65.4%</b>	
<b>71110 · EVENTS</b>				
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
<b>Total 71110 · EVENTS</b>	<b>12,777.93</b>	<b>20,000.00</b>	<b>63.9%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,477.55	2,200.00	67.2%	
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
<b>Total 72200 · MUSEUM</b>	<b>2,043.87</b>	<b>5,150.00</b>	<b>39.7%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>27,895.13</b>	<b>45,150.00</b>	<b>61.8%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	2,715.00	5,670.00	47.9%	
8110002 · FICA/Medicare	217.64	500.00	43.5%	
8110003 · Consultants - Engineer	18,108.65	30,000.00	60.4%	
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	17,641.93	0.00	100.0%	Costs that are paid by the developer/contractor
<b>Total 81100 · PLANNING COMMISSION</b>	<b>38,899.62</b>	<b>53,620.00</b>	<b>72.5%</b>	
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>				
8111001 · Salaries & Wages - Regular	2,415.00	5,830.00	41.4%	
8111002 · FICA/Medicare	179.10	850.00	21.1%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,594.10</b>	<b>8,680.00</b>	<b>29.9%</b>	

Attachment: Treasurer Financial reports for 07.06.2021 (5054 : Town Treasurer)

Town Of Haymarket  
 Acutals vs Budget To-Date  
 June 28, 2021

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%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>64.59</b>	<b>1,923.00</b>	<b>3.4%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>41,558.31</b>	<b>64,223.00</b>	<b>64.7%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
<b>95100 · DEBT SERVICE</b>				
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
<b>Total 95100 · DEBT SERVICE</b>	<b>174,534.13</b>	<b>182,644.00</b>	<b>95.6%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>174,534.13</b>	<b>182,644.00</b>	<b>95.6%</b>	
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>235,008.98</b>	<b>259,525.00</b>	<b>90.6%</b>	In Final stages of closing project
<b>94105 · PERSONNEL</b>				
<b>EMPLOYEE BENEFITS</b>				
6560 · Payroll Processing Fees	-0.02			
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.02</b>			
<b>Total 94105 · PERSONNEL</b>	<b>-0.02</b>			
<b>94107 · BLIGHT MITIGATION</b>				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
94107 · BLIGHT MITIGATION - Other	171.24			for Public Notice
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>171.24</b>	<b>40,000.00</b>	<b>0.4%</b>	
<b>94108 · Capital Improvement Funds Expens</b>	<b>27,617.00</b>	<b>140,558.00</b>	<b>19.6%</b>	
<b>Total Expense</b>	<b>2,206,426.89</b>	<b>2,752,705.00</b>	<b>80.2%</b>	
<b>Net Ordinary Income</b>	<b>253,626.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>50000 · CARES Act Funds</b>	<b>295,452.00</b>	<b>295,452.00</b>	<b>100.0%</b>	2nd Cares Act funds have been received by Town from the County
<b>Total Other Income</b>	<b>295,452.00</b>	<b>295,452.00</b>	<b>100.0%</b>	
<b>Other Expense</b>				
<b>97000 · CARES Act Expenses</b>	<b>226,993.88</b>	<b>295,452.00</b>	<b>76.8%</b>	Vouchers and Grants have been turned into the IDA and will be disbursed to businesses
<b>Total Other Expense</b>	<b>226,993.88</b>	<b>295,452.00</b>	<b>76.8%</b>	
<b>Net Other Income</b>	<b>68,458.12</b>	<b>0.00</b>	<b>100.0%</b>	Net income of CARES Act funds
<b>Net Income</b>	<b>322,084.12</b>	<b>0.00</b>	<b>100.0%</b>	<b>Total net income/loss of both Operational Budget and CARES Act budget combined</b>

Attachment: Treasurer Financial reports for 07.06.2021 (5054 : Town Treasurer)

Police Department Report to Council

Police Department Activity from May 15, 2021 to June 14, 2021

**Important Notes:**

- This report allows you to see the actual coverage and reporting of calls done by the Police Department.
- On June 12, 2021, we resumed 24/7 coverage in Town.

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

- Reportable Calls: 2
- Non-Reportable Calls: 13

**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: 1
- Non-Reportable Calls: 21
- Referred to County/State: 17

**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: 1
- Non-Reportable Calls: 93
- Foot Patrols: 46
- Traffic Stops:
  - Summons 0
  - Warnings 20

**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: 78
- Physical Check: 87
- Drive By: 1,796

**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: 6 (all calls averaged on scene between 10-15 minutes)

Attachment: Police Department Report to Council for June 2021 (5055 : Police Department)



- Other: 1 (which was General District Court)

#### Status of Current Projects:

- Staff: With Officers Chan and Coppage completing their orientation/training we have resumed 24/7 coverage.
- With upcoming concerts (Jiffy Lube) and holidays the police department will be adding part timers and the sergeant to weekend coverage to ensure the safety of our residents.
- Scheduling: Officers have started the 8-week cycle, meaning they will rotate back and forth from dayshift to nightshift. This will allow our residents and business owners/customers to meet and become familiar with all their officers.
- New Hire: The final full time officer vacancy has been filled. The applicant accepted our offer and will be starting July 7, 2021.
- We are finishing a background investigation for a third part time officer.
- On June 11<sup>th</sup> we had the privilege of attending the Longstreet Commons end of the school year water balloon battle. This community event was incredible, and we cannot wait till next year.
- We are having a bicycle rodeo on June 26, 2021. We will be working with the Prince William Police Bike Units and will be having it in the Haymarket Baptist Church Parking Lot from 9:00am to 12:00. We will be teaching bicycle safety with the targeted age group of 5-10 years of age. The community seems very excited, and we are too.
- Equipment and Uniforms that have been ordered are starting to arrive.
- Computers used for the dispatch system have been sent to Prince William for programing.
- We are planning on increasing the training for officers. Currently we are looking into training pertaining to Autism awareness, child trafficking and many other topics.

#### Special Note:

- Many people have voiced concerns pertaining to crosswalk safety and speeding complaints on side roads. We will be implementing bicycle patrols during the next few weeks to address these issues.

Town Planner Task List June 2021							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>							
Historic District Overlay Work Session							Discussed the Historic District Overlay with the Architectural Review Board at the Work Session. The Planning Asst provided updated proposed maps to the Board for discussion. The Board will continue the discussion with the Planner at a later date.
Popeyes Façade and Signage Application	15125 Washington St.	Emily	May-21		Jun-21		Crossroads Village Center and Popeyes Chicken were present for the ARB meeting to discuss the propose signage and façade for the Popeyes Chicken. The application included all materials and colors for the façad proposed lighting options, proposed sigange. These items were discussed in detail with the ARB and the Board requested additional information and modifications prior to approval. The applicant will return to tl ARB in June. UPDATE: The Board gave approval for the Architectural package and the sign package so long the applicant met the conditions as provided in the motion. The applicant was asked to return to the Boar with the directional/wayfinding signs at a later date when the applicant has a better idea of what the signage would look like.
Lidl Façade and Signage Application	15125 Washington St.	Emily	May-21		Jun-21		Crossroads Village Center and Lidl were present for the ARB meeting to discuss the proposed signage and façade for the grocery store. The application included all materials and colors for the façade, proposed lighting options, proposed sigange. These items were discussed in detail with the ARB and the Board requested additional information and modifications prior to approval. The applicant will return to the ARB June. UPDATE: The applicant received approval from the Board for the Architecturals and signage so long the applicant met the conditions as set forth in the motion.
<b>Board of Zoning Appeals</b>							
<b>Council is Appealing the decision of the Board of Zoning Appeals at 6712 B Jefferson Street</b>							
<b>Planning Commission</b>							
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 appro for the residential units SUP to the Town Council for public hearing. The Town Council will hold a public hearing on May 3rd. UPDATE: The Town Council denied the SUP for the Starbucks Drive Thru
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: Applicant has started the grading work for the site
Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie					Applicant received comments from the Town Engineer. UPDATE: Town received DEQ review comments. Town received the updated plan set and will begin review in July
Robinson Paradise		Emily/Katie	Mar-21				Applicant has submitted an updated Robinson Paradise plan, the plan is undergoing review by the Town Engineer. Engineer comments have been returned to the applicant.
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 se to the applicant, the Town is awaiting the documentation of purchase for nutrient credits, bonds and agreements prior to the commencement of work.

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. Next work session is July 19, 2021 at 6:00 pm					
Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in 2021, following the Zoning Text Amendment.					
<b>Prince William County (1 Mile Review)</b>						
<b>Staff</b>						
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	Working on the beginnings of Event Planning for Haymarket Day and other Town Events					
Newsletter	Next Newsletter will be mailed out in July					
Museum	A historic tour has been scheduled for August 2021					
Farmers' Market	Farmers' Market open weekly					
<b>New/Old Business Updates</b>						
<b>Zoning Violations and Property Maintenance Cases</b>						
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
<b>Active Projects</b>						
McDonalds	Katie/Emily	2/12/2019	6/29/2021	Applicant		-PC conditionally approved plan 4/22/19 -Plan resubmitted for review 11/10. Minor Comments provided 12/14 -Plan approval letter issued 6/29
Pedestrian Improvements Project	Katie	7/14/2014	6/28/2021	RDA		-Final invoice coordination with RDA
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
Robinson Village	Katie/Emily	8/13/2020	6/23/2021	Applicant		-Construction and Town E&S inspections ongoing
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	6/23/2021	Applicant		-Town E&S inspections ongoing
Karter School	Katie/Emily	8/20/2020	6/16/2021	Town		-Site plan 2nd submission comments provided 1/29/21. -Received resubmission ~6/16. Plan to be reviewed for approval
Crossroads Village	Katie/Emily	10/18/2018	6/10/2021	Katie/Emily		-Preapplication meeting with applicant 5/20 -Preliminary plan revision submitted for review 5/24. Comments due 7/7

Attachment: 2021-06 June Engineer's Reports\_KMM (5057 : Town Engineer)

Active Projects						
Robinson's Paradise	Katie/Emily	1/4/2021	5/28/2021	Applicant		-Met with applicant engineer 1/28/21 to discuss requirements -Plan submitted for first submission review in March. Applicant to submit to DEQ. -First submission engineering comments provided 5/28
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
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	3/19/2021	Applicant		-Engineering first submission review comments provided end of March -DEQ comments received 4/23 -Awaiting resubmission

Attachment: 2021-06 June Engineer's Reports\_KMM (5057 : Town Engineer)


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: 2021-06 June Engineer's Reports\_KMM (5057 : Town Engineer)



# Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney 

Re: July 2021 Town Attorney Report

Date: June 28, 2021

## NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my last report, April 27, 2021:

1. Communicated with Mr. and Mrs. Bean and a party interested in purchasing 6712 Jefferson St. regarding resolution of the appeal from the Board of Zoning Appeals. I also filed a motion requesting the court to set a trial date; the hearing on that motion is set for July 9<sup>th</sup>.
2. Advised the Police Department and Administrative Staff regarding statutory changes taking effect July 1, 2021.
3. Obtained writ of election to fill the vacancy on Town Council after consultation with the Prince William Board of Elections.
4. Provided a detailed memorandum to Ms. Lockhart regarding suggested changes to Chapter 58 of the Town Code.

Attachment: July 2021 Town Attorney Nonconfidential Report (5085 : Town Attorney Report)



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: Joseph (Joe) R. Pasanello / Robert (Bob) Weir, Finance Liaisons  
CC: Chris Coon, Roberto Gonzalez  
Date: July 1, 2021  
Re: Finance Liaison Monthly Report

As we approach the final days of the fiscal year (FY) 2021 budget, we wish to recognize staff, both PD and Administration, for their efforts to hold the line on overall expenses, while ensuring that all taxes and fees are collected as timely as possible. The Town of Haymarket's budget is strong and ending with an operating surplus.

The Finance Liaisons continue to perform oversight of the current budget by meeting with the Treasurer and Town Manager, as well as other staff members when necessary. Discussions are held on a regular basis, with an emphasis on revenue, expenses, periodic need to rebalance the current budget and check signing via our internal control process of independent review and authorization.

Liaison oversight is effectively the eyes and ears of the council and supports staff's diligent efforts to ensure budget accuracy, efficiency, and transparency, and to make sure every dollar of revenue is spent judiciously and efficiently. Working with staff on the budget continues to be positive and productive.

A few general points for your edification below:

- At the time of this report revenue continues to outstrip expenses 92.3% vs. 84.8%
- Staff continues the process of timely reporting and ensuring budget transparency
- The HPD has completed their officer hiring process (Chief TBD), requiring additional funding for uniforms and other accoutrements to adequately outfit our new officers
- Materials for the playground sunshade at the town park are on order, with the remaining installation work to be funded in FY 2022

- Legal Services unfortunately eclipsed the current budget by 86% due to additional legal counsel and independent investigative needs beyond what was foreseen but have moderated back to a more normal order of business
- July 1, 2021, we pivot to the FY 2022 budget and will close the FY 2021 budget, with an eye towards the audit this Fall.

Respectfully submitted,

Joe Pasanello and Bob Weir



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: June 27, 2021  
Re: Planning Commission Liaison Monthly Report

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The Planning Commission meeting of June 21, 2021 addressed the following:

- Continued consideration and amendment of the Town Zoning Ordinance generally, final draft to be reviewed in July.
- Planning Commission was updated on the status of the Crossroads sign application for Lidl.
- Planning Commission approved the site plan for the Carter School.

Attachment: Planning Commission Liaison report (5061 : Planning Commission Liaison Report)



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: Marchant Schneider, ARB Liaison  
Date: June 28, 2021  
Re: Architectural Review Board Monthly Report

### ARB Liaison Report – June 2021 Meeting

Two tenants at Crossroads Village Center (Lidl and Popeye’s) resubmitted architectural renderings / comprehensive sign plans for review and comment. Both sign plans continued to propose signs exceeding current sign standards. Staff and the ARB made several recommendations regarding both proposals. The ARB conditionally approved both applications, deferring to the Zoning Administrator to administratively approve revised sign plans that are within the Ordinance limits. The ARB noted that applications submitted to the ARB should be within Ordinance limits and offered that the Planning Commission was to take up the sign ordinance at their next meeting should the Applicant wish to propose amendments to current standards.

Staff briefed the ARB on the status of the Planning Commission’s review of the Zoning Ordinance and 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 next month.

Staff noted sign options for the Town Center building are being prepared. Staff and the liaison will brief the Council once a sign option is selected.

Attachment: ARB Monthly Report June (5062 : Architectural Review Board Liaison Report)



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: TracyLynn Pater, Vice Mayor  
 Date: June 27, 2021  
 Re: Business Roundtable Monthly Report

Business Round Table ReCap ~ June 8<sup>th</sup>

- \*In person attendance three plus Emily and TracyLynn
- \*Zoom attendance five
- \*New Police Officer Introduction ~ So happy you are with us!
- \*Event discussion – schedule change to Summer Concert (originally scheduled for August 21<sup>st</sup>, but moved to August 14<sup>th</sup> with the Elizabeth Lawrence Band along with bands from CMS) along with discussion of additional events and Haymarket Day
- \*DMV discussion with “coupon packets” for businesses with the ultimate goal being a pamphlet advertising all local in town businesses....want our businesses to be able to organically track business from the DMV
- \*Questions on vote from the previous evening on the Starbucks Drive Thru

Attachment: Business Roundtable report v2 (5063 : Business Roundtable)