



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, June 1, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Agenda Items

1. FY21 Budget Report
2. Crossroads Village: SUP 2021-001 Update
3. Shade Structure
4. Hours of Operation
5. Police Officer Salary Increase
6. Planning Commission Reduction to 5 Members

IV. Closed Session - As Needed

V. Adjournment

Town of Haymarket
Actuals vs Annual Budget
As of 05.25.2021

	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	292.34				
3110-04 · Penalties - All Property Taxes	1,291.41	1,000.00	129.1%		
Total 3110 · GENERAL PROPERTY TAXES	384,388.40	389,535.00	98.7%		
3120 · OTHER LOCAL TAXES					
3120-01 · Bank Stock Tax	24,355.00	20,000.00	121.8%		Town should be receiving another payment for SONA(PRMIS Bank); part of 4th QT amendment
3120-02 · Business License Tax	207,167.99	154,376.00	134.2%		Taxes were due on April 30, 2021
3120-03 · Cigarette Tax	111,656.52	135,000.00	82.7%		Collections up to April 30, 2021
3120-04 · Consumer Utility Tax	119,222.64	158,000.00	75.5%		Collections up to April 30, 2021
3120-05 · Meals Tax - Current	699,356.36	746,876.00	93.6%		Collected 15 of 19 meals taxes for April 30, 2021 as today 05.25.2021
3120-06 · Sales Tax Receipts	112,924.96	129,376.00	87.3%		Revenues collect up to March 31, 2021; this is 12.3% more than what we should be budget wise
3120-07 · Penalties (Non-Property)	6,158.15				
3120-08 · Interest (Non-Property)	47.38				
Total 3120 · OTHER LOCAL TAXES	1,280,889.00	1,343,628.00	95.3%		
3130 · PERMITS, FEES & LICENSES					
3130-01 · Application Fees	1,675.00	4,500.00	37.2%		
3130-02 · Inspection Fees	0.00	15,000.00	0.0%		
3130-03 · Motor Vehicle Licenses	751.50	1,900.00	39.6%		
3130-05 · Other Planning & Permits	17,037.55	25,000.00	68.2%		
3130-06 · Pass Through Fees	15,923.60				Pass through revenue
Total 3130 · PERMITS, FEES & LICENSES	35,387.65	46,400.00	76.3%		
3140 · FINES & FORFEITURES					
3140-01 · Fines	29,373.90	50,000.00	58.7%		Collection up to January 31, 2021; this revenue is below expected budget revenues
Total 3140 · FINES & FORFEITURES	29,373.90	50,000.00	58.7%		
3150 · REVENUE - USE OF MONEY					
3150-01 · Earnings on VACO/VML Investment	693.81	10,000.00	6.9%		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	4,419.16	10,000.00	44.2%		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	5,112.97	20,000.00	25.6%		
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	9,831.74	10,433.00	94.2%		
3151-06 · Suite 204 MAC-ISA	6,160.00	6,720.00	91.7%		
3151-07 · Haymarket Church Suite 206	30,772.28	33,570.00	91.7%		
3151-08 · 15020 Washington Realty	29,643.75	32,937.50	90.0%		1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	19,681.20	20,851.00	94.4%		
3151-11 · Cupcake Heaven and Cafe LLC	30,037.23	32,797.00	91.6%		
3151-12 · Haymarket Coffee Company LLC	9,900.00				new tenant; part of 4th QT amendment
Total 3151 · RENTAL (USE OF PROPERTY)	143,647.03	144,929.00	99.1%		
3160 · CHARGES FOR SERVICES					
FOIA Receipts	54.73				

Attachment: FY2021 Actuals vs Budget Report with Comments_CURRENT_05.25.2021 (5046 : FY21 Budget Report)

Town of Haymarket
Actuals vs Annual Budget
As of 05.25.2021

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	
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	23,188.57	20,000.00	115.9%		
3165-02 · Farmer's Market	1,130.00				
3165-03 · Town Ornaments	4,773.00			Separate tracking to better view how the ornaments are selling	
Total 3165 · REVENUE - TOWN EVENTS	29,091.57	20,000.00	145.5%		
3180 · MISCELLANEOUS					
3180-00 · Convenience Fee	13.35	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	203.60	0.00	0.0%	Refund from Sheehy of Warrenton	
Total 3180 · MISCELLANEOUS	5,384.69	4,783.00	112.6%		
3200 · REVENUE FROM COMMONWEALTH					
3200-02 · 599 Law Enforcement Grant	24,371.00	31,548.00	77.3%	3 of 4 grant payments to the Town	
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%		
3200-05 · Communications Tax	70,504.23	117,000.00	60.3%	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	67,957.44	92,090.00	73.8%		
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	196,214.47	264,127.00	74.3%		
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%		
	2,236,983.15	2,594,052.00	86.2%		
Gross Profit	2,236,983.15	2,594,052.00	86.2%		
01 · ADMINISTRATION					
11100 · TOWN COUNCIL					
111001 · Convention & Education	0.00	2,500.00	0.0%		
111002 · FICA/Medicare	1,611.86	2,000.00	80.6%		
111003 · Meals and Lodging	0.00	1,000.00	0.0%		
111004 · Mileage Allowance	0.00	250.00	0.0%		
111005 · Salaries & Wages - Regular	21,400.00	26,000.00	82.3%		
Total 11100 · TOWN COUNCIL	23,011.86	31,750.00	72.5%		
12110 · TOWN ADMINISTRATION					
1211001 · Salaries/Wages-Regular	259,774.01	296,000.00	87.8%		
1211003 · Salaries/Wages - Part Time	7,734.00	20,000.00	38.7%		
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%		
1211004 · FICA/Medicare	21,158.64	28,197.00	75.0%		
1211005 · VRS	31,105.50	39,657.00	78.4%		
1211006 · Health Insurance	29,167.92	49,195.00	59.3%		
1211007 · Life Insurance	3,605.37	3,967.00	90.9%		
1211008 · Disability Insurance	1,820.25	2,631.00	69.2%		
1211009 · Unemployment Insurance	4,419.87	2,800.00	157.9%		

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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	4,740.60	8,000.00	59.3%	
1211014 · Printing & Binding	5,052.12	8,298.00	60.9%	
1211015 · Advertising	7,282.90	9,000.00	80.9%	
1211016 · Computer, Internet &Website Svc	9,181.61	23,650.00	38.8%	
1211017 · Postage	2,995.78	4,000.00	74.9%	
1211018 · Telecommunications	5,063.65	7,500.00	67.5%	
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	14,998.37	16,000.00	93.7%	
1211025 · Office Supplies	3,885.00	6,500.00	59.8%	
1211026 · Equipment Rental	3,860.86	4,075.00	94.7%	
1211030 · Capital Outlay-Machinery/Equip	3,052.17	10,000.00	30.5%	
66900 · Reconciliation Discrepancies	-0.01	0.00	100.0%	
Total 12110 · TOWN ADMINISTRATION	439,926.97	568,870.00	77.3%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	108,642.46	70,000.00	155.2%	
1221002 · Legal - Pass Through Fees	2,608.60			
Total 12210 · LEGAL SERVICES	111,251.06	70,000.00	158.9%	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	589,039.89	686,620.00	85.8%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	333,948.45	398,405.00	83.8%	Severence amount was paid as agreed
3110003 · Salaries & Wages - OT Premium	17,796.92	20,000.00	89.0%	
3110004 · Salaries & Wages - Holiday Pay	11,055.45	14,000.00	79.0%	
3110005 · Salaries & Wages - Part Time	47,312.14	37,000.00	127.9%	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	0.00	3,000.00	0.0%	
3110020 · FICA/MEDICARE	36,931.04	45,011.00	82.0%	
3110021 · VRS	33,278.86	45,816.00	72.6%	
3110022 · Health Insurance	35,601.03	50,919.00	69.9%	
3110023 · Life Insurance	4,131.40	5,652.00	73.1%	
3110024 · Disability Insurance	1,469.85	2,000.00	73.5%	
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	16,450.00	116.6%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	20,780.40	24,000.00	86.6%	
3110032 · Computer, Internet & Website	3,882.07	11,000.00	35.3%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	8,690.29	10,000.00	86.9%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,649.06	5,000.00	33.0%	
3110040 · Annual Dues & Subscriptions	12,739.33	13,000.00	98.0%	
3110041 · Office Supplies	3,781.26	5,000.00	75.6%	
3110042 · Vehicle Fuels	11,966.55	16,000.00	74.8%	
3110043 · Vehicle Maintenance/Supplies	8,397.52	11,000.00	76.3%	

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Town of Haymarket
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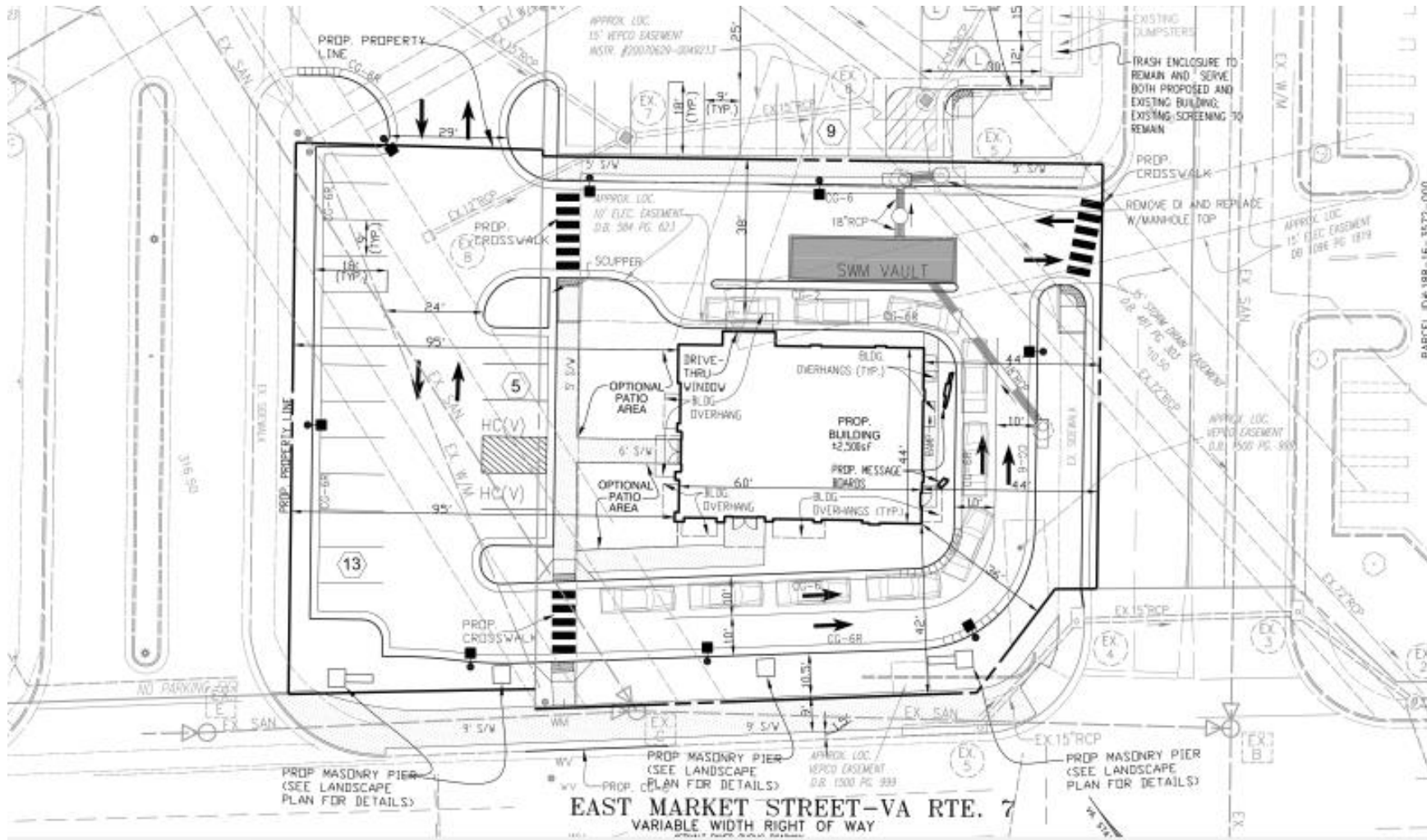
3110045 · Uniforms & Police Supplies	5,473.15	20,000.00	27.4%	
3110056 · Captial Outlay-Machinery/Equip	31,592.38	31,592.00	100.0%	2 of 2 payments have been made
Total 31100 · POLICE DEPARTMENT	776,412.02	934,375.00	83.1%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	776,412.02	949,375.00	81.8%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	71,820.26	86,625.00	82.9%	Trash services up to May 2021
Total 43200 · REFUSE COLLECTION	71,820.26	86,625.00	82.9%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	73,892.18	119,783.00	61.7%	
4310002 · Maint Svc Contract-Pest Control	930.00	3,000.00	31.0%	
4310003 · Maint Svc Contract-Landscaping	24,437.42	35,000.00	69.8%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	6,230.00	6,500.00	95.8%	
4310007 · Electric/Gas Services	13,158.53	16,500.00	79.7%	
4310008 · Electrical Services-Streetlight	3,896.97	5,500.00	70.9%	
4310009 · Water & Sewer Services	2,448.20	3,000.00	81.6%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,468.14	2,500.00	58.7%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	131,789.81	200,783.00	65.6%	
Total 04 · PUBLIC WORKS	203,610.07	289,621.00	70.3%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,272.57	20,000.00	6.4%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,272.57	20,000.00	6.4%	
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	1,341.52	2,200.00	61.0%	
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	1,907.84	5,150.00	37.0%	
Total 07 · PARKS, REC & CULTURAL	15,958.34	45,150.00	35.3%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,265.00	5,670.00	39.9%	
8110002 · FICA/Medicare	178.62	500.00	35.7%	
8110003 · Consultants - Engineer	10,782.24	30,000.00	35.9%	
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	12,973.75	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	26,416.01	53,620.00	49.3%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,845.00	5,830.00	31.6%	
8111002 · FICA/Medicare	140.08	850.00	16.5%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,985.08	8,680.00	22.9%	

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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%	
Total 08 · COMMUNITY DEVELOPMENT	28,465.68	64,223.00	44.3%	
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	235,008.98	259,525.00	90.6%	In Final stages of closing project
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	0.00	76,894.00	0.0%	
Total Expense	2,023,200.37	2,594,052.00	78.0%	
Net Ordinary Income	213,782.78	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%	2nd Cares Act funds have been received by Town from the County
Total Other Income	295,452.00	295,452.00	100.0%	
Other Expense				
97000 · CARES Act Expenses	226,638.28	295,452.00	76.7%	Vouchers and Grants have been turned into the IDA and will be disbursed to businesses
Total Other Expense	226,638.28	295,452.00	76.7%	
Net Other Income	68,813.72	0.00	100.0%	Net income of CARES Act funds
Net Income	282,596.50	0.00	100.0%	Total net income/loss of both Operational Budget and CARES Act budget combined

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Attachment: Starbucks Data Leesburg Warrenton_Manassas (5040 : Crossroads Village: PARCEL ID# 18B-1E-3572-000

Leesburg Starbucks Exhibit



Attachment: Starbucks Data Leesburg Warrenton Manassas (5040 : Crossroads Village:

Leesburg Starbucks - Photos



Attachment: Starbucks Data Leesburg Warrenton_Manassas (5040 : Crossroads Village:

Leesburg Starbucks - Photos

Manassas Sudley Manor Peak

M – F: 7am-9am

Sat – Sun: 9am-11am

Typical Stack during peak* - 11-12 cars

Route 29 N-Warrenton Peak

M – F: 7am-9am

Sat – Sun: 9am-11am

Typical Stack during peak* - 11-12 cars

**Pre-Pandemic (Pre 2020/2021- Café areas inside our stores will reopen by the end of May 2021)*

Source: Starbucks Corp.

<u>Traffic Signal Timing (Design/Installation)*</u>	<u>Comments</u>
Signal Justification Report Submitted for Main Site Access	Completed
Approvals Received for Signal Warrant/SJR from VDOT	Completed
Preliminary Signal Layout Completed	Completed
Traffic Signal Design Commencement (Preliminary & Final)	Planned to commence in the next 30-90 days
Traffic Signal Installation Work Commencement**	Planned to commence in Q1/Q2 2022
Traffic Signal Installed	Planned to complete in Q3/Q4 2022

*Overall signal design/installation timing is dependent on VDOT review/approval timing

**Assumes overall development to commence summer 2021

Attachment: Traffic Light Timing (5040 : Crossroads Village: SUP 2021-001 Update)

N. 7298-71-5820
HAYMARKET CENTER, LLC
B-2, USE: RETAIL
#200901090002222

J2 Engineers - X:\DRAWINGS\ACTIVE\Crossroads Village Center\RETAIL PRELIMINARY PLAN\VPBASE.dwg [EXHIBIT 2]X36 (3) May 20, 2021 - 9:24am ischwojpe



PROPERTY INFORMATION
 PROPERTY ADDRESS: 15150 WASHINGTON STREET (PART)
 PRINCE WILLIAM COUNTY GPIN: 7298-21-2707 (PART)
 ZONING DISTRICT: B-2 (BUSINESS COMMERCIAL)

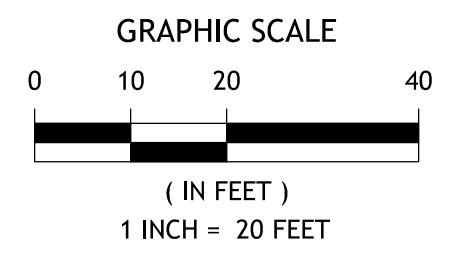
PROPOSED SPECIAL USE
 RESTAURANT W/ DRIVE-IN

S.U.P. AREA = 0.4953 AC.
 RESTAURANT SQUARE FOOTAGE = ±2,380 SQFT

PARKING TABULATIONS:
REQUIRED:
 RESTAURANT/DRIVE-IN = $\frac{1}{100}$ SQFT = 24 SPACES

PROVIDED:
 RESTAURANT W/ DRIVE-IN = 24 SPACES

LEGEND
 SUP BOUNDARY



WASHINGTON STREET

J2 Engineers, Inc.
 17739 Main Street
 Suite 180
 Dumfries, Va. 22026
 703.634.2120 (office)
 703.634.2955 (fax)
 www.j2engineers.com

RESTAURANT W/ DRIVE-IN SPECIAL USE PERMIT PLAN

CROSSROADS VILLAGE CENTER

HAYMARKET, VIRGINIA

SCALE: 1"=20'
MAY, 2021

Attachment: Starbucks DRIVE THRU SUP CVC Final (5040 : Crossroads Village: SUP_2021-001 Update)

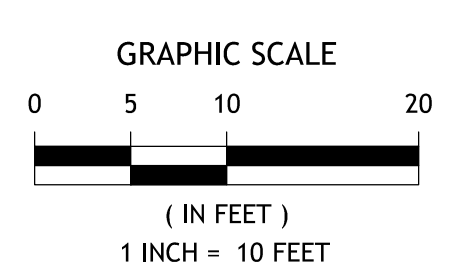
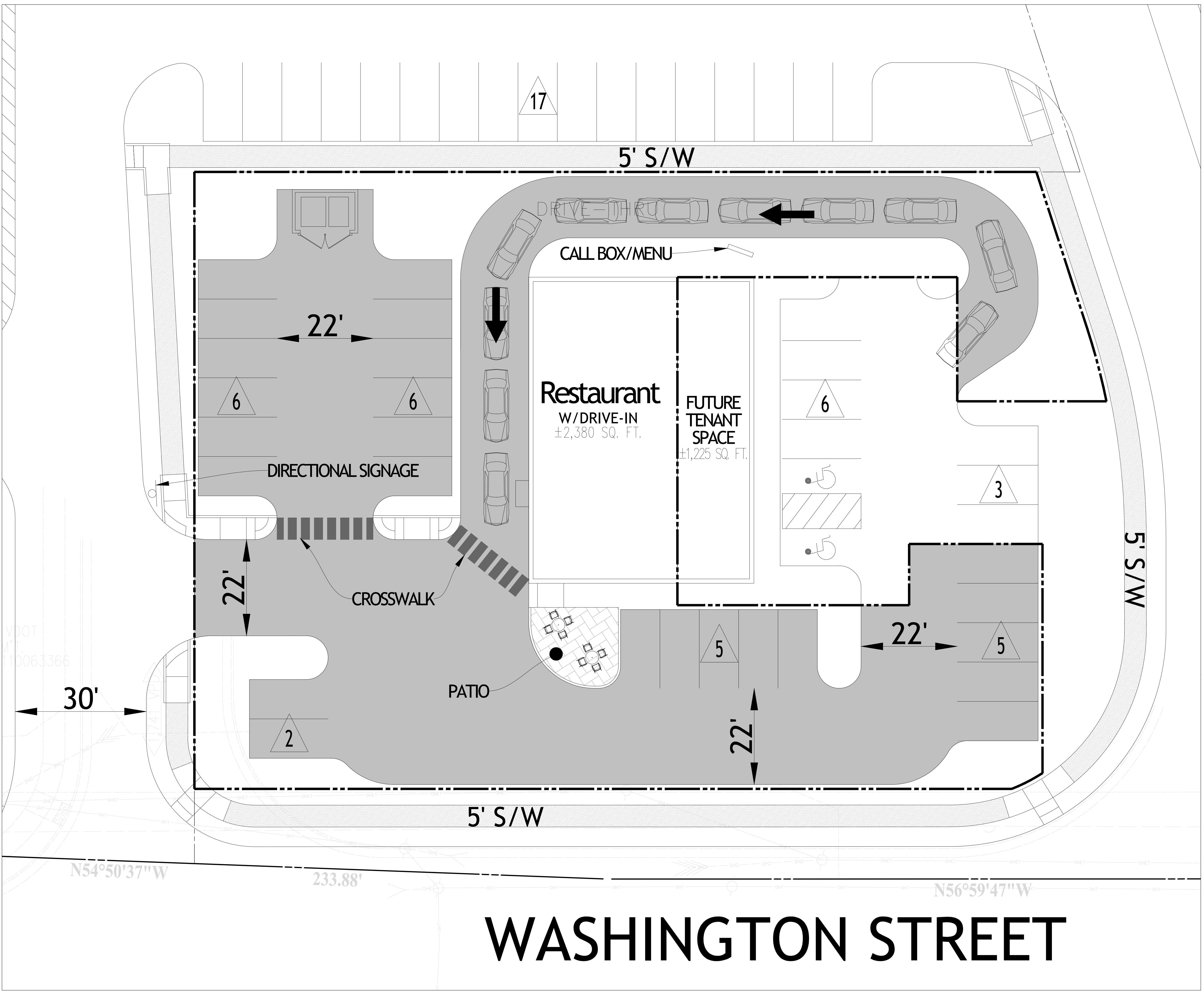
PROPERTY INFORMATION
PROPERTY ADDRESS: 15150 WASHINGTON STREET (PART)
PRINCE WILLIAM COUNTY GPIN: 7298-21-2707 (PART)
ZONING DISTRICT: B-2 (BUSINESS COMMERCIAL)

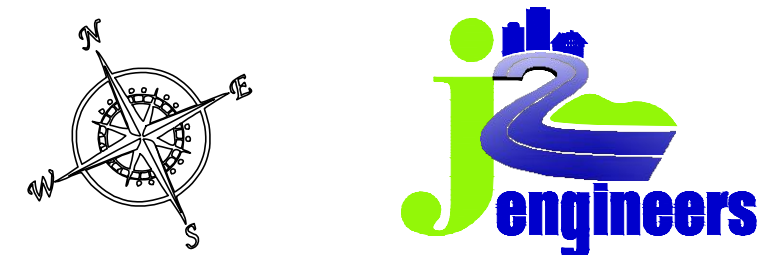
PROPOSED SPECIAL USE
RESTAURANT W/ DRIVE-IN

S.U.P. AREA = 0.4953 AC.
RESTAURANT SQUARE FOOTAGE = ±2,380 SQFT

PARKING TABULATIONS:
REQUIRED:
RESTAURANT/DRIVE-IN = $\frac{1}{100}$ SQFT = 24 SPACES
PROVIDED:
RESTAURANT W/ DRIVE-IN = 24 SPACES

LEGEND
SUP BOUNDARY ————



**J2 Engineers, Inc.**
17739 Main Street
Suite 180
Dumfries, Va. 22026
703.634.2120 (office)
703.634.2955 (fax)
www.j2engineers.com

RESTAURANT W/ DRIVE-IN SPECIAL USE PERMIT PLAN
CROSSROADS VILLAGE CENTER
HAYMARKET, VIRGINIA

SCALE: 1"=10' MARCH 19, 2021

Attachment: Drive-through SUP Plan CVC Town Council 3.25.2021 (P-078348) (3) (5040 : Crossroads Village: SUP: 2021-001 Update)

J2 Engineers - X:\DRAWINGS\ACTIVE\Crossroads Village Center\SUP & GBP\CVC LAYOUT TEST.DWG - 2.dwg [EXHIBIT 24X36 (3)] March 19, 2021 - 4:37pm ssshwapp



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: May 25, 2021
SUBJECT: Shade Structure

Background:

Town Council has discussed a Shade Structure to cover the Town Playground to prevent the equipment from getting excessively hot as well as sun protection for residents utilizing the playground. After a brief discussion with the Town Council at the work session the request for equipment was modified to the singular shade unit over the majority of the playground. The shade structure is intended to cover the large play structure and the large accessible structure. It is the Town Policy that we receive at least two additional quotes. We have requested three additional quotes from similar companies.

Fiscal Impact

The Town has contacted the previous playground contractor, Playground Specialists, and received a quote for ~\$50,000. We are waiting on the additional quotes.

Staff Recommendation:

Recommend setting a not to exceed amount of \$50,000 for the shade structure to allow staff to move forward with the purchase and installation of the shade system this fiscal year.

Draft Motion:

"I move the Town of Haymarket set a not-to-exceed amount of \$50,000 for the lowest responsible bid for the Town Playground Shade System."

OR

Other action deemed appropriate by Council.

Attachment: Shade System (5041 : Shade Structure)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: May 25, 2021
SUBJECT: Town Hall Hours of Operation

Background:

On July 1, 2021, the Town Hall will also be home to the Haymarket DMV Select Office. I would like both Town Hall and the DMV Select to be open for the same hours 9:00 to 4:00 Monday through Friday. Currently Town Hall is open from 8:00 to 4:30 Monday through Friday. Staff would continue to be onsite for the 8:00 – 4:30 however the phones and front door would not be opened until 9:00. This time allows staff time to prepare for the day and have time to be organized in their close-out. This would also give staff the ability to use flex time during weeks/pay periods when multiple meetings occur without interrupting service to residents. I have also reviewed other towns in Prince William County for their current hours of operation, please see below:

Locality	Hours of Operation
Dumfries	8:30 - 4:30
Occoquan	9:00 - 4:00
Quantico	9:00 - 2:00
Haymarket	8:00 - 4:30

Fiscal Impact

There would not be a fiscal impact by amending hours of operation.

Staff Recommendation:

Recommend amending Town Hall hours of Operation for 9:00 – 4:00 Monday to Friday.

Draft Motion:

"I move the Town of Haymarket amend Town Hall hours of operation to 9:00 to 4:00 Monday to Friday effective May 1, 2021."

OR

Other action deemed appropriate by Council.

Attachment: Hours of Operation (5043 : Hours of Operation)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: May 24, 2021
SUBJECT: Increase Officer Burgoon Salary

Background:

Officer Burgoon was hired on April 1, 2020 and his Probationary Period of six months concluded on October 1, 2020. With satisfactory completion of the Probationary Period Officer Burgoon was entitled to a 4% salary increase, which should have increased his salary from \$57,640 to \$59,945.60. He has yet to receive that salary increase. Acting Chief Davis and myself recommended that Officer Burgoon deserved a Merit Increase based on performance over the past couple months. According to the Personnel Policy merit increases may be received based on performance, the financial condition of the Town at the time of the recommended increase and be recommended by the supervisor. The FY2022 Budget was completed with Officer Burgoon's salary being \$65,000. The first week of May the Town sent conditional offer letters to officers utilizing a higher salary than what Officer Burgoon was making. After our discussion and review of the Personnel Policies, Acting Chief Davis and myself agreed to increase Officer Burgoon's salary to \$65,000 effective May 1, 2021.

Fiscal Impact

With the limited Police Department Staff over the last couple months the financial impact to the Town will not be affected. This action would not require a budget amendment for FY21 Budget.

Staff Recommendation:

Recommend reaffirming the action taken by Acting Chief Davis and myself.

Draft Motion:

"I move the Town of Haymarket increase Officer Burgoon's Salary to \$65,000 effective May 1, 2021."

OR

Other action deemed appropriate by Council.

Attachment: Burgoon Increase (5044 : Police Officer Salary Increase)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: May 25, 2021
SUBJECT: Number of Planning Commissioners

Background:

On July 1, 2021, the Planning Commission will only have 4 Commissioners. It was requested that the Town Council discuss the possible reduction from 7 members to 5 members of Planning Commissioners.

Fiscal Impact

Planning Commissioners are compensated \$60 per meeting. This action would save the Town \$120 a month and \$1,440 annually.

Staff Recommendation:

Staff has no recommendation for this item.

Draft Motion:

"I move the Town of Haymarket approve Resolution 2021-008 to decrease Planning Commission from 7 members to 5."

OR

Other action deemed appropriate by Council.

Attachment: Planning Commission (5045 : Planning Commission Reduction to 5 Members)