



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 5, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation

IV. Public Hearing

1. Notice of Public Hearing
2. Public Hearing Citizens Time

V. Close Public Hearing

VI. Citizens Time

VII. Minute Approval

1. Mayor and Council - Work Session - Feb 22, 2021 7:00 PM
2. Mayor and Council - Regular Meeting - Mar 1, 2021 7:00 PM
3. Mayor and Council - Continuation Meeting - Mar 4, 2021 6:00 PM

VIII. Agenda Items

1. Resolution 2021-006 Third Quarter Budget Amendment
2. FY2022 Budget Work Session Dates
3. Sidewalk Authorization
4. Meeting Policy

IX. Liaison Reports

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

X. Department Reports

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

XI. Councilmember Time

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

XII. Closed Session - As Needed

XIII. Adjournment

**NOTICE OF PUBLIC HEARING
TOWN OF HAYMARKET
FISCAL YEAR 2020/2021 AMENDMENT TO THE ADOPTED BUDGET**

The Haymarket Town Council will hold a public hearing on Monday, April 5, 2021 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2020/2021 budget as summarized below. This amendment will now increase the adopted Operating budget for Fiscal Year 2020- 2021 by \$106,025, the new overall operating adopted budget amount will be \$2,594,052.

The proposed budget amendments are available for public review both online at www.townofhaymarket.org and in the Clerk’s office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

Budget Amendment for FY2020-2021 Budget

Operational Budget

	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
REVENUE:			
Laney Detail	\$ 71,650	\$ 126,650	\$ 55,000
Pedestrian Improvement Grant	\$ 68,945	\$ 92,090	\$ 23,145
Carry-Over Surplus	\$ 139,555	\$ 167,435	\$ 27,880
EXPENDITURE:			
Police Department:			
Salaries & Wages – Laney Detail	\$ 64,485	\$ 116,065	\$ 51,580
FICA/MEDICARE	\$ 41,591	\$ 45,011	\$ 3,420
Pedestrian Improvement Project	\$ 229,500	\$ 259,525	\$ 30,025
CIP Funds Expense	\$ 55,894	\$ 76,894	\$ 21,000

TOWN OF HAYMARKET

Attachment: AD Public Notice for Budget Amendment for 04.05.2021 (4976 : Notice of Public Hearing)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 22, 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

Due to the COV-ID 19 pandemic and Governor Northam's executive order on social distancing, Councilman Joe Pasanello joined the meeting via Zoom meeting from his home.

Councilman Marchant Schneider: Absent, Councilman Chris Morris: Present, Councilman Joe Pasanello: Remote, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present, Town Manager Chris Coon: Present, Town Planner Emily Lockhart: Present, Town Treasurer Roberto Gonzalez: Remote, Police Chief Kevin Lands: Remote.

II. Pledge of Allegiance

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

III. Agenda Items

1. Presentation from Robinson Farmer and Cox: Annual Audit

Michael Lupton, the auditor from Robinson, Farmer and Cox, gave a presentation of the Town's financial statement for the past fiscal year. Mr. Lupton gave a brief summary of the process of the audit. Mr. Lupton concluded the presentation by stating that they did not find any discrepancies in their assessment process. After his presentation, there was a brief question and answer period for Mr. Lupton.

2. FY 2020-21 Budget Update

Town Manager Chris Coon shared with the Town Council the current budget report prepared by Town Treasurer Roberto Gonzalez. Mr. Gonzalez shared with the Council an update on the sales tax received from Prince William County. Lastly, Mr. Gonzalez shared that he will be presenting the first draft of the FY22 budget at the work session in March.

3. Administrative Staff Retention Bonuses

Town Manager Chris Coon shared that the revenues for cigarette and meals tax are higher than projected. He stated if the Council is considering giving the same bonus to the administrative staff like they did for the police department at the previous meeting, the funds could come from the cigarette and meals tax line items. A short discussion followed. The Council directed Mr. Coon to work with the Finance liaisons to come up with a budget amendment for the next regular meeting for the bonuses to the administrative staff.

4. Personnel Policy Update

Town Manager Chris Coon brought to the Town Council's attention some changes needed in the Town's personnel policy. Mr. Coon shared the changes regarding the definition of exempt and non-exempt employees, holiday and overtime pay. Mr. Coon asked that these changes be made at the regular meeting. He stated that he will keep reviewing the policy and may bring more requested changes at a future time. A short discussion followed.

5. DMV Select Office Discussion

Town Manager Chris Coon gave a quick description of the example of transactions provided by Town Clerk Kim Henry. Mr. Coon showed the cost of one employee vs. funds collected in a one hour time frame. Mr. Coon also shared the Town could ask for additional work from DMV headquarters to keep the employee busy and revenue coming in. Mr. Coon stated that the Town could also incorporate a night drop box service. He shared the feedback he received from citizen input. A discussion followed on the subject of return on investment and recovery time of money spent. Mr. Coon shared his vision of the DMV related employee and what roles this person would take. Mr. Coon asked for the Council to at least approve the one window that

Minutes Acceptance: Minutes of Feb 22, 2021 7:00 PM (Minute Approval)

can currently be used as a Town window until the contracts are reviewed and the permission is granted to proceed with the DMV Select Office. There was a directive by the Town Council to proceed with installing a new Town window that would service the public using CARES ACT Funds which could potentially become the DMV Select window in the future, if needed.

IV. Closed Session

1. Motion to go into Closed Session

Councilman Weir moved to go into Closed Session as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific police officers, appointees, or employees of the Town specifically dealing with the police overtime as well as permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to; and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matter requiring the provision of legal advice by such counsel, both relating to a zoning determination and zoning matter. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

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

2. Certification

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Morris, Pasanello, Shannon, Weir, Pater, Luersen
ABSENT:	Marchant Schneider

3. Directive by Town Council

Councilman Weir stated, without objection, that the Town Council direct the Town Attorney to proceed as discussed with respect to the BZA appeal. There were no objections.

V. Adjournment

With no further business before the Town Council at this evening's Work Session, Councilman Weir moved to adjourn with a second by Councilman Shannon. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Feb 22, 2021 7:00 PM (Minute Approval)

Kimberly Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Feb 22, 2021 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 1, 2021

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Due to the COV-ID 19 pandemic and Governor Northam's executive order on social distancing, Councilman Joe Pasanello attended this evening's meeting via Zoom meeting from his home. Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Remote, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present, Town Manager Chris Coon: Present, Town Planner Emily Lockhart: Present, Town Treasurer Roberto Gonzalez: Remote, Police Chief Kevin Lands: Present, Town Clerk Kimberly Henry: Remote.

II. Pledge of Allegiance

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

III. Invocation - Pastor Mark Brady, Park Valley Church

Pastor Mark Brady from Park Valley Church thanked the Town Council for their dedication and service to the Town and the community before giving this evening's invocation. After the invocation, Mayor Luersen asked for a moment of silence for the two fallen police officers who tragically lost their lives in the line of duty.

IV. Delegate Danica Roem

Delegate Roem gave updates to the Town Council on the bills that were passed during the last General Assembly session. She shared that the bill she presented referring to it as "Joe's Law" passed which would allow an elected official from a Town or City to serve on their County's Board of Zoning Appeals. She shared various other bills that could affect the Town of Haymarket. There was a short question and answer period after Delegate Roem's presentation. The main question was the bill that changed local elections to November from May. Ms. Roem gave information on the bill and stated that the Town would be saving money with the Town elections being part of the general elections in November but felt it should have been handled differently with the request from each Town to change their elections and charter than to have it as a State enforced bill.

V. Citizen Input on DMV Select Office

Town Manager Chris Coon stated that he did not have any updates since the work session on the questionnaire that was conducted on survey monkey regarding the possible DMV Select Office in Town Hall.

VI. Citizens Time

Town Planner Emily Lockhart read an email into record that was received from Ken Luersen, 6752 Jefferson Street, regarding the engineers report on the Jefferson Street's tributary and storm water management assessment.

Valerie Boykin, 6758 Jefferson Street, was present and also addressed the Town Council on the subject of the storm water waste management and the erosion on her property due to the overflow. She asked the Town's help in resolving the problem instead of the burden being put on the few properties that are affected.

John Soto, 6764 Jefferson Street, also addressed the Town Council on the same subject of the storm water that backs up onto the properties on Jefferson Street. Mrs. Soto stated that the water on her

Minutes Acceptance: Minutes of Mar 1, 2021 7:00 PM (Minute Approval)

property is like a creek and has taken away about a third of her property. The Soto's also asked for the Town to help with this problem that only affects the five houses on Jefferson Street.

Asad Mirza, 6770 Jefferson Street, also addressed the Town Council on the same subject of the storm water issue that affects his property. He stated that his property has flooded previously where there was 5-6 feet of water. Mr. Mirza asked for some action to be taken by the Town since the water is coming from the Town not from the few properties on Jefferson Street.

Jim Payne owner of a Dog's Day Out, 6680 Fayette Street, addressed the Town Council on the subject of the proposed DMV Select office. He stated he was not sure that this venture would benefit the Town. He stated that after talking with Town Manager Chris Coon, he would support the DMV Select office in Town Hall.

Dottie Leonard, 14801 Washington Street, stated that her concerns on the subject of the proposed DMV Select office would be the increase in traffic and lack of parking at Town Hall.

VII. Minute Approval

1. Mayor and Council - Work Session - Jan 25, 2021 7:00 PM

Councilman Weir moved to approve the minutes from January 25, 2021 Work Session and February 1, 2021 Regular Meeting. Vice Mayor Pater seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

2. Mayor and Council - Regular Meeting - Feb 1, 2021 7:00 PM

Councilman Weir moved to approve the minutes from the January 25, 2021 Work Session and the February 1, 2021 Regular Meeting. Vice Mayor Pater seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

VIII. Agenda Items

1. Administrative Staff Retention Bonuses

Councilman Weir moved that the Haymarket Town Council approve an appropriation to the Fiscal Year 2020-2021 budget as designated on Resolution #2021-005. Councilman Morris seconded the motion. The motion carried by a roll call vote.

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

2. DMV Select Office

Town Manager Chris Coon shared that he did not have any further updates since the Work Session and asked for Town Council to instruct Town Staff to move forward with the DMV Select Office and to advertise the position. There was a short discussion period regarding parking. Mr. Coon shared that since the office would operate on appointment only, parking would be designated to the front of the building. There was also a discussion on the yearly contract, reviewing the revenue vs expenses in December 2021 before the next budget season, and the Town's return on the investment.

Councilman Shannon moved that the Town of Haymarket Town Council instruct Town Staff to move forward with installation of a new service window AND receive draft agreement for DMV for the Town Attorney to review AND advertise and interview for a full-time Deputy Town Clerk/DMV Select Clerk. Councilman Morris seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir, Pater

3. Personnel Policy

Town Manager Chris Coon presented the updated version of the personnel policy from the suggested edits at the previous work session.

Councilman Weir moved that the Haymarket Town Council adopt the Town of Haymarket Personnel Policies as revised and presented. Councilman Morris seconded the motion. The motion carried by a roll call vote.

Councilman Weir proceeded to state that without objection from the Town Council, he would direct that all Town Staff to forward all receipts to the Town Clerk for disbursement to the appropriate agencies or departments so that there is a full accounting for all invoices, payments and contracts. The discussion followed. The Town Council directed the Town Manager to draft a policy to be added to the policy manual for the next meeting.

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

IX. Liaison Reports

Mayor Luersen asked, in the sake of time, for any items that needs to be addressed to the appropriate department liaison. Councilman Pasanello addressed the subject brought up during citizens time from the residents on Jefferson Street and the storm water issues they are having. At this time, Mayor Luersen stated that he is one of the residents involved with the problem and recuse himself. Vice Mayor Pater took over the meeting for this subject. Town Manager Chris Coon shared that Councilman Pasanello would like the staff to further investigate the storm water management issue that was brought forth during citizens time. Mr. Coon asked for consensus of the Council to proceed. There was a consensus of Council to proceed with the research and bring findings to the Council as soon as possible.

1. Finance

There was nothing additional to report.

2. Police

There was no report from Councilman Morris.

3. Planning Commission

Councilman Weir shared that Prince William County Board is starting to consider the Route 29 small area plan which would involve widening of Old Carolina Road and Route 29 in addition to Old Carolina and Rte 55 in the Town. Mr. Weir stated that he feels that the plan is not in the best interest of the Town and asked for the Town Planner to give a presentation at the Board meeting on this subject that would give the Town's opinion on the proposal. There was a short discussion with the support of the Town Planner representing the Town of Haymarket's view on the proposal.

4. Architectural Review Board

There was no report from Councilman Schneider.

5. Business Roundtable

There was no report from Vice Mayor Pater.

X. Department Reports

The Town Council did not have any questions for any department reports presented in the agenda.

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

6. Town Attorney

XI. Closed Session

1. Closed Session Motion

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1), for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Chief of Police and one member of Town Council and pursuant to Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to: Probable litigation involving the Bean Property; and pursuant to 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 contracts and grants. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

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

2. Certification

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

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

3. Directive

Councilman Weir asked, without objection, to have the Council direct the Town Attorney to proceed as directed with respect to communication with the Chief of Police. There was no objection from the Town Council on the directive.

4. Motion of Continuation Meeting

Councilman Weir moved that the Town Council continue the March 1, 2021 meeting to March 4, 2021 at 6 pm. Councilman Morris seconded the motion. The motion carried.

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

XII. Councilmember Time

Council Member Time was continued until the March 4, 2021 Continuation Meeting.

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

Minutes Acceptance: Minutes of Mar 1, 2021 7:00 PM (Minute Approval)

XIII. Adjournment

The meeting was continued until March 4, 2021 at 6 pm

DRAFT

Minutes Acceptance: Minutes of Mar 1, 2021 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, March 4, 2021

6:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Steve Shannon: 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, Chief of Police Kevin Lands: Present, Town Attorney Martin Crim: Present.

II. Closed Session

1. Closed Session Motion

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1), a personnel matter involving consideration of interviews of candidates for employment or appointment; or the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Chief of Police and pursuant to Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matter requiring the provision of legal advice by such counsel, relating to DMV and extra duty contracts and grants. Councilman Morris seconded the motion. Councilman Pasanello stated that at the end of the closed session, he would leave the building and join via Zoom from his home. The motion carried.

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

2. Motion to Add Citizens Time

Councilman Shannon moved to add Citizen's Time to the agenda after the Town Council comes out of Closed Session. Councilman Pasanello seconded the motion. The motion carried.

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

3. Certification

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

Minutes Acceptance: Minutes of Mar 4, 2021 6:00 PM (Minute Approval)

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

4. Motion

Councilman Weir moved to have the Mayor communicate to the Chief the performance evaluation and other actions as decided by Town Council. Councilman Pasanello seconded the motion. There was a tie vote with 3 in favor and 3 opposed. Mayor Luersen voted in favor of the motion to break the tie.

RESULT:	ADOPTED [4 TO 3]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Joe Pasanello, Bob Weir, TracyLynn Pater, Kenneth Luersen
NAYS:	Marchant Schneider, Chris Morris, Steve Shannon

III. Councilmember Time

Prior to Council Member Time time, Mayor Luersen took a ten minute recess so that Councilman Pasanello could leave the building and rejoin the meeting from his home via Zoom.

1. Ken Luersen

Mayor Luersen started the evening's Council Member Time with a statement regarding an email that was sent from a Council Member to other members of Council and Staff. Mayor Luersen stated that the email has had a detrimental effect on the Town Council's standing in the community and cannot be tolerated. Mayor Luersen stated that the Council Member has apologized to his colleagues but felt a public apology is in order because the matter has now become a matter of public concern.

2. Bob Weir

Councilman Weir made a public apology statement. The following was the statement made by Mr. Weir;
 "Last Saturday I wrote an email to the Mayor, fellow Council Members and Town Staff regarding County taxes. In the email, I referred to the Governor by his college nickname which is a racially offensive term. My intent was to express displeasure with the Governor. However, I acknowledge that my intent is not what matters here and that the impact of my using that nickname was to convey a racially offensive message that reflects poorly on me and on the Council. For that reason, I apologize to the public for using that term and commit for being responsible for the affects of my words in the future."

Councilman Weir did not have any other statement.

3. TracyLynn Pater

Vice Mayor Pater shared that date for the next Business Roundtable meeting.

4. Marchant Schneider

Councilman Schneider congratulated Prince William County Schools for the seamless transition in reopening the schools back up. Mr. Schneider also shared the passing of Haymarket resident Susan Serrano. He asked that the Town Council keep her family in their thoughts and prayers.

5. Steve Shannon

Councilman Shannon addressed Mr. Weir's email. He stated that although he doesn't believe it was racist in nature but with the possibility of negative press coverage that could arise he would recommend the resignation of Mr. Weir for the better of the Town.

6. Chris Morris

Councilman Morris stated that we are living in interesting times and wished that the Town Council could openly discuss items that are in the closed session. He stated that there is a reason for it and because of that, the Council has to respect it. He asked that the Town Council respect the process and that some decisions may not be liked but that he and the rest of Council should strive to be fair.

7. Joe Pasanello

Councilman Pasanello thanked Councilman Weir thanked Councilman Weir for the public apology. Mr. Pasanello shared the date of September 18th for the Officers Down Memorial Ride.

IV. Citizen's Time

Robert Day, 6945 Jockey Club Lane, shared his support for Chief Lands and the Police Department. His stated that he felt that are some members of Council who have an agenda by dismantling the police department and personally attacking the Chief Lands. He stated that he feels that the Council is not only hurting the Town and themselves.

Dottie Leonard, 14801 Washington Street, shared her disappointment and appalled at the motion that came out of Closed Session. She stated that the motion is detrimental to the Police Chief and stated her support for Chief Lands. She also directed a comment to Councilman Weir's public apology by stating that she does not accept his apology.

Connor Leake, 15111 Washington Street, first thanked the Council for their service and the work that they do to the community. Mr. Leake stated that there has been a vendetta against the police department. He stated that the Council ran on transparency yet the motion made coming out of closed session was vague and the future of Chief Lands. He supported Chief Lands and the work he has done in the community. Mr. Leake also addressed the topic of Councilman Weirs email by stating the action taken was reactive not proactive. He stated that he was disappointed that an action was not taken on Councilman Weir.

Andrea Payne, 6680 Fayette Street, expressed her disappointment in the decisions made at the evenings meeting. Ms. Payne emotionally supported Chief Lands and the police department.

Shawn Landry, 14600 Washington Street, also expressed his support for the police department and stated that he sees the loss from the police department in the Council. He also shared his disappointment of the lack of hiring the fifth and sixth officer. He stated that no clear decisions have been made and no clear vision of where the Town is going. Mr. Landry also addressed Councilman Weir's public apology. He stated that it was a check box not a true apology and is disappointed that Mayor Luersen would accept the statement made by Mr. Weir as an apology.

Town Clerk Kim Henry read two emails into the record.

Pam Magill, 14888 Greenhill Crossing, stated her support in Chief Lands and stated that the police department is under attack in her email.

Matt, a resident of Greenhill Crossing, emailed the Mayor in support of the police department and Chief Lands. He stated that he is concerned that the Town Council is trying to disband the police department.

Mayor Luersen thanked all the citizens for their comments and concerns and stated that the Council will take everything said into consideration.

The emails will be attached to the end of the approved minutes.

V. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Mar 4, 2021 6:00 PM (Minute Approval)

Kim Henry, Clerk of the Council

Ken Luersen, Mayor



Minutes Acceptance: Minutes of Mar 4, 2021 6:00 PM (Minute Approval)



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

ROBERTO GONZALEZ
TOWN TREASURER

STAFF REPORT
April 5, 2021

FISCAL YEAR 2020-21 BUDGET AMENDMENT

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment exceeds that amount, a Public Hearing is required. The Council may adopt the amendment at this meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to appropriate the additional revenue from the Laney Detail for the Police Department. This amendment will also address the addition cost in FICA/MEDICARE to work this detail.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Laney Detail	\$ 71,650	\$ 126,650	\$ 55,000	
Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Police Department:				
Salaries & Wages - Laney Detail	\$ 64,485	\$ 116,065	\$ 51,580	
FICA/MEDICARE	\$ 41,591	\$ 45,011	\$ 3,420	

- 2. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to appropriate the additional revenue from the remaining Pedestrian Improvement Grant revenue and additional funds from the Carry-Over Surplus to complete the Jefferson street project, that incurred some additional work due to having discovered a gas line that need to be moved to complete the project. The remaining Carry-Over Surplus will be used to fund CIP expense.

Revenue Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Pedestrian Improvement Grant	\$ 68,945	\$ 92,090	\$ 23,145
Carry-Over Surplus	\$ 139,555	\$ 167,435	\$ 27,880
Expenditure Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Pedestrian Improvement Project	\$ 229,500	\$ 259,525	\$ 30,025
CIP Funds Expense	\$ 55,894	\$ 76,894	\$ 21,000

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2020-21 as designated on Resolution #2021-006.

Or

Alternative Motion



RESOLUTION 2021-006

FISCAL YEAR 2020-2021 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2021 Budget on May 26, 2020, and

WHEREAS, The proposed budget amendment will increase Laney Detail revenue line item by \$55,000; and

WHEREAS, The proposed budget amendment will increase Pedestrian Improvement Grant revenue line item by \$23,145; and

WHEREAS, The proposed budget amendment will increase Carry-Over Surplus revenue line item by \$27,880; and

WHEREAS, The proposed budget amendment will increase the Police Department – Salaries & Wages – Laney Detail expenditure line item by \$51,580; and

WHEREAS, The proposed budget amendment will increase the Police Department – FICA/MEDICARE expenditure line item by \$3,420; and

WHEREAS, The proposed budget amendment will increase the Pedestrian Improvement Project expenditure line item by \$30,025; and

WHEREAS, The proposed budget amendment will increase the CIP Funds Expense expenditure line item by \$21,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2020-2021 Budget as reflected below:

Revenue Source Line Item

Line Item	Adopted 2020-21 Budget	Amended Budget	Change
Laney Detail	\$ 71,650	\$ 126,650	\$ 55,000
Pedestrian Improvement Grant	\$ 68,945	\$ 92,090	\$ 23,145
Carry-Over Surplus	\$ 139,555	\$ 167,435	\$ 27,880

Expenditure Source Line Item

Line Item	Adopted 2020-21 Budget	Amended Budget	Change
Police Department:			
Salaries & Wages – Laney Detail	\$ 64,485	\$ 116,065	\$ 51,580
FICA/MEDICARE	\$ 41,591	\$ 45,011	\$ 3,420
Pedestrian Improvement Project	\$ 229,500	\$ 259,525	\$ 30,025
CIP Funds Expense	\$ 55,894	\$ 76,894	\$ 21,000

Done this 05th Day of April 2021

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

Kimberly Henry, Clerk of Council



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 February 22nd to 26th, 2021

Administration

- Meeting
 - Held Town Council Work Session (Emily, Roberto, and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Ricoh Document Digitization (Chris)
 - Met with Rotary Club Meeting (Chris)
 - Met with Hotel Venture regarding Historic Meeting (Emily and Chris)
 - Met with Town Attorney (Chris)
 - Met to discuss FY22 Draft Budget (Roberto and Chris)
 - Met with DMV Program Manager regarding DMV Grants (Chris)
 - Met to discuss DMV Grants (Chief Lands and Chris)
 - Met with Crossroads Development (Emily)
 - Met with Window Contractor (Chris)
 - Met with Finance Liaisons (Roberto, and Chris)
 - Met with Planning Assistant Intern (Emily)

- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Working on Record Digitization, received second quote
 - Moving forward with Town Museum Front Walkway, deposit processed
 - Updated Priority List
 - Moving forward with Window Installation
 - Continued work on Employee Manual items that need Immediate Attention

Town Staff

- Finalizing Draft Budget for FY2022
- Worked on Time sheet research
- Processed weekly A/R and A/P
- Processed Payroll
- Worked on Monthly Reconciliations
- Met with Finance Liaison to review payables for the week
- Continue to collect Business License renewals that have been submitted

- Reviewed Research with Town Manager
- Continue transferring financial data to new server
- Assist Town businesses with renewal questions
- Entered final Audit adjustment from Town Auditor
- Finished Town Council February Regular Meeting Minutes
- Finished and posted Town Council Regular meeting agenda
- Started Planning Commission March Agenda
- Finished Planning Commission February Work Session Minutes
- Started Planning Commission February Public Hearing/Regular Meeting Minutes
- Transform Power Yoga Site Plan Review
- Aldi Zoning Approval for the building department
- Shoppes at Haymarket -- Assisted with Sign Conversations regarding the Aldi monument sign
- Working with part-time Assistant to Prepare Offices
- Prepared Town Planner Report
- Met with Crossroads Village Center regarding Planning Commission Comments
- Attended Town Council Work Session Meeting

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amo
02/26/2021	Christopher Consultants	Town Engineering for January 21	\$ 2,654.07
02/26/2021	Signature Public Funding	Police Vehicles Lease	\$ 15,796.19
02/26/2021	Republic Service	February Trash Service	\$ 7,082.18

Attachment: Manager's Report 22221 (4966 : Town Administration Staff)



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 March 1st to 5th, 2021

Administration

- Meeting
 - Held Town Council Regular Meeting (Emily, Roberto, and Chris)
 - Held Town Council Continuation Meeting (Kim and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met to Discuss Business Roundtable/Farmer Market (Vice Mayor and Emily)
 - Met with Aldi regarding Sign
 - Met with Town Attorney (Chris)
 - Met with Finance Liaison to review payable (Roberto)
 - Met to finalize FY22 Draft Budget (Roberto and Chris)
 - Met with DMV Program Manager regarding DMV Grants (Chris)
- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Moving forward with Town Museum Front Walkway, Putting on Calendar
 - Updated Priority List, adding items for next Work Session discussion
 - Scheduling Building inspections for 15020 and 6630 Jefferson
 - Window Installation, pushed back 1 week because of counter back order
 - Continued work on Employee Manual updates
 - Gravel and Grading behind Town Hall, contractor checking schedule
 - Scheduled HVAC Spring Service for next week

Town Staff

- Finalized Draft Budget for FY2022, will present at Work Session
- Continued collecting Business License Renewals
- Assisted Town Businesses with Business License Renewal Questions
- Updated Business License List
- Worked with IT to set up new remote access
- Requested Updated insurance information from VRSA
- Worked on Residential Updates for Zoning Text Amendment
- Discussed upcoming Planning Commission and ARB Agendas

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amour
03/05/2021	Robinson Farmer Cox Associates	Annual Audit for FY2020	\$ 14,850.00

Attachment: Manager's Report 3121 (4966 : Town Administration Staff)



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 March 15th to 19th, 2021

Administration

- Meetings
 - Held Planning Commission Meeting (Kim, Emily, and Chris)
 - Held ARB Meeting, no quorum meeting rescheduled (Emily and Kim)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with DMV Select Deputy Directory (Kim)
 - Met with Resident regarding fence (Emily)
 - Met with possible 2021 Farmer's Market vendors (Emily)
 - Met with Business Owner regarding occupancy permit (Emily)
 - Met with Rebecca Pardo regarding property maintenance (Emily)
 - Met with Contractor regarding DMV Service Window (Kim)
 - Met with Finance Liaison to review payable (Roberto)
- Town Buildings
 - Maintaining Virtual Operations due to COVID-19
 - Final work on Town Museum Front Walkway scheduled for next week
 - 6630 Jefferson HVAC System checked; issues identified
 - Contacted Dominion Energy regarding 6630 Jefferson
 - Gravel and Grading behind Town Hall Completed
 - HVAC Spring Service Completed for 4 or 6 Town Buildings
 - Park Building Work waiting on Permits from Prince William County

Town Staff

- Finalized Draft Budget for FY2022, will present at Work Session
- Finished Town Council Work Session Meeting Minutes
- Scanned received Business Licenses
- Assist Town Businesses with License renewal questions
- Started Town Council Regular Meeting Minutes
- Completed 2 Zoning Approvals
- Continued work on Town Zoning Text Amendment
- Started April Newsletter

- Completed Town Street Light inventory map
- Submitted advertisement for 2021 Farmers Market

Town Council Tasks

- Sent separately

Town Expenses

No expenses over \$3,000



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 March 22nd to 26th, 2021

Administration

- Meetings
 - Held ARB Meeting (Emily and Kim)
 - Held Staff Meeting (Emily, Kim, and Chris)
 - Met with Town Attorney (Chris)
 - Met with DMV Select Deputy Directory (Kim)
 - Met with Resident (Chris)
 - Met with Business (Emily and Katie)
 - Met with Rebecca Pardo regarding Roof (Emily)
 - Met with Contractor regarding DMV Service Window (Kim)
 - Met with Finance Liaison to review budget (Chris)
 - Met with Prince William County Regarding CARES ACT site visit (Chris)
- Town Buildings
 - Maintaining Virtual Operations due to COVID-19
 - Town Museum Front Walkway repairs completed
 - Dominion Energy issues regarding 6630 Jefferson has been resolved
 - HVAC Unit replaced in 6630 Jefferson Building
 - Park Building Work waiting on Permits from Prince William County

Town Staff

- Scanned received Business Licenses
- Assist Town Businesses with License renewal questions
- Working on Town Council Regular Meeting Minutes
- Working on BZA Meeting Minutes
- Continued work on Town Zoning Text Amendment
- Continued work April Newsletter
- Prepared PowerPoint for FY22 Draft Budget
- Submitted Bag design for 2021 Farmers Market

Town Council Tasks

- Sent separately

Town Expenses

No expenses over \$3,000



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
April 5, 2021

Highlights:

- The financials attached are as of March 30, 2021.
- Met with Finance Committee and discussed current budget.
- Presented with Town Manager the proposed draft budget for FY2021-2022
- Continue to assist businesses with renewal, which are due by April 30th 2020.
- Worked on 3rd quarter amendments and resolution to present to Council during Public Hearing.

Town of Haymarket
Statement of Net Position
As of March 30, 2021

	Mar 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	2,091,366.79
11010 · Virginia Investment Pool	330,161.01
Total Checking/Savings	2,421,527.80
Accounts Receivable	
12000 · Accounts Receivable	148,110.03
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	147,920.25
Other Current Assets	
11499 · Undeposited Funds	60,520.09
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-49,939.05
Total Current Assets	2,519,509.00
Fixed Assets	
12500 · General Property	4,609,531.99
12600 · Rental Property	1,413,944.03
Total Fixed Assets	6,023,476.02
Other Assets	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
Total Other Assets	123,047.00
TOTAL ASSETS	8,666,032.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	14,985.57
Total Accounts Payable	14,985.57
Credit Cards	
20041 · ToH Credit Card - SONA 0269	999.52
20042 · PD Credit Card - SONA 0277	1,005.94
Total Credit Cards	2,005.46
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	18,955.12
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	101,640.50
Total Other Current Liabilities	141,799.64
Total Current Liabilities	158,790.67

Attachment: Treasurer Report Financials for 04.05.2021 (4968 : Town Treasurer)

Town of Haymarket
Statement of Net Position
As of March 30, 2021

	Mar 30, 21
Long Term Liabilities	
20080 · Accrued Interest Payable	7,885.75
23000 · Accrued Leave	29,760.60
25000 · General Obligation Bonds	754,300.00
25010 · Captial Leases Payable	61,658.95
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
Total Long Term Liabilities	996,354.30
Total Liabilities	1,155,144.97
Equity	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
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	355,961.95
Total Equity	7,510,887.05
TOTAL LIABILITIES & EQUITY	8,666,032.02

Attachment: Treasurer Report Financials for 04.05.2021 (4968 : Town Treasurer)

Town of Haymarket

Current as of
March 30, 2021

	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	369,849.10	375,326.00	98.5%	
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	
3110-03 · Interest - All Property Taxes	176.81			
3110-04 · Penalties - All Property Taxes	1,286.05	1,000.00	128.6%	
Total 3110 · GENERAL PROPERTY TAXES	385,146.97	389,535.00	98.9%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	20,000.00	0.0%	Tax will be collected around early to mid May 2021
3120-02 · Business License Tax	89,685.73	154,376.00	58.1%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	92,949.73	135,000.00	68.9%	Collections up to February 28, 2021
3120-04 · Consumer Utility Tax	103,453.15	158,000.00	65.5%	Collections up to February 28, 2021
3120-05 · Meals Tax - Current	551,875.64	746,876.00	73.9%	Collected up to February 28, 2021 Meals Taxes
3120-06 · Sales Tax Receipts	88,698.92	129,376.00	68.6%	Revenues collect up to January 31, 2021; this is 10.5% more than what we should be budget wise
3120-07 · Penalties (Non-Property)	4,267.39			
3120-08 · Interest (Non-Property)	34.69			
Total 3120 · OTHER LOCAL TAXES	930,965.25	1,343,628.00	69.3%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	1,375.00	4,500.00	30.6%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	691.50	1,900.00	36.4%	
3130-05 · Other Planning & Permits	14,387.55	25,000.00	57.6%	
3130-06 · Pass Through Fees	13,211.10			Pass through revenue
Total 3130 · PERMITS,FEES & LICENSESES	29,665.15	46,400.00	63.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	23,240.90	50,000.00	46.5%	Collection up to January 31, 2021; this revenue is below expected budget revenues
Total 3140 · FINES & FORFEITURES	23,240.90	50,000.00	46.5%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	651.29	10,000.00	6.5%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates which have been low; we should be at 66.4% of budget as of February 28, 2021.
3150-03 · Interest on Bank Deposits	3,478.84	10,000.00	34.8%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates which have been low; we should be at 66.4% of budget as of February 28, 2021.
Total 3150 · REVENUE - USE OF MONEY	4,130.13	20,000.00	20.7%	
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	5,651.36	6,792.50	83.2%	
3151-04 · Suite 210 LF Security	8,028.54	10,433.00	77.0%	
3151-06 · Suite 204 MAC-ISA	5,600.00	6,720.00	83.3%	
3151-07 · Haymarket Church Suite 206	27,974.80	33,570.00	83.3%	
3151-08 · 15020 Washington Realty	23,056.25	32,937.50	70.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	16,102.80	20,851.00	77.2%	
3151-11 · Cupcake Heaven and Cafe LLC	27,277.34	32,797.00	83.2%	

Attachment: Treasurer Report Financials for 04.05.2021 (4968 : Town Treasurer)

Town of Haymarket

Current as of
March 30, 2021

3151-12 · Haymarket Coffee Company LLC	5,450.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	119,969.42	144,929.00	82.8%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	54.73			
3160-01 · Public Safety				
3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%	
3160-05 · Laney Detail	117,926.25	71,650.00	164.6%	We have begun to invoice Laney Construction at \$52.50 hourly rate for the detail work
Total 3160-01 · Public Safety	120,626.25	74,215.00	162.5%	
Total 3160 · CHARGES FOR SERVICES	120,680.98	74,215.00	162.6%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	19,028.57	20,000.00	95.1%	
3165-02 · Farmer's Market	175.00			
3165-03 · Town Ornaments	4,613.00			Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	23,816.57	20,000.00	119.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-1.74	0.00	100.0%	
3180-01 · Citations & Accident Reports	10.00	0.00	100.0%	
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	5,294.60	4,783.00	110.7%	
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	55,046.21	117,000.00	47.0%	Collections up to February 28, 2021; Revenue source is lower than expected, should be closer to 66.4%
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	43,090.34	68,945.00	62.5%	
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	155,889.35	240,982.00	64.7%	
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	139,555.00	0.0%	
	1,801,884.31	2,488,027.00	72.4%	
Gross Profit	1,801,884.31	2,488,027.00	72.4%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	1,256.90	2,000.00	62.8%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	16,800.00	26,000.00	64.6%	
Total 11100 · TOWN COUNCIL	18,056.90	31,750.00	56.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	213,455.09	296,000.00	72.1%	
1211003 · Salaries/Wages - Part Time	5,919.75	20,000.00	29.6%	
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%	
1211004 · FICA/Medicare	17,567.75	28,197.00	62.3%	
1211005 · VRS	25,274.97	39,657.00	63.7%	
1211006 · Health Insurance	24,306.60	49,195.00	49.4%	

Attachment: Treasurer Report Financials for 04.05.2021 (4968 : Town Treasurer)

Town of Haymarket

Current as of
March 30, 2021

1211007 · Life Insurance	2,938.01	3,967.00	74.1%	
1211008 · Disability Insurance	1,483.67	2,631.00	56.4%	
1211009 · Unemployment Insurance	3,528.36	2,800.00	126.0%	
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	4,498.76	8,000.00	56.2%	
1211014 · Printing & Binding	4,554.71	8,298.00	54.9%	
1211015 · Advertising	5,894.94	9,000.00	65.5%	
1211016 · Computer, Internet & Website Svc	8,540.76	23,650.00	36.1%	
1211017 · Postage	2,753.68	4,000.00	68.8%	
1211018 · Telecommunications	4,190.70	7,500.00	55.9%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	315.99	2,000.00	15.8%	
1211021 · Convention & Education	1,590.00	6,000.00	26.5%	
1211022 · Miscellaneous	80.06	1,000.00	8.0%	
1211024 · Books, Dues & Subscriptions	11,162.43	16,000.00	69.8%	
1211025 · Office Supplies	2,124.28	6,500.00	32.7%	
1211026 · Equipment Rental	3,181.72	4,075.00	78.1%	
1211030 · Capital Outlay-Machinery/Equip	1,637.50	10,000.00	16.4%	
Total 12110 · TOWN ADMINISTRATION	363,378.73	568,870.00	63.9%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	43,826.08	70,000.00	62.6%	
1221002 · Legal - Pass Through Fees	2,608.60			
Total 12210 · LEGAL SERVICES	46,434.68	70,000.00	66.3%	Legal invoiced for Services up to February 28, 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	442,720.31	686,620.00	64.5%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	263,703.70	398,405.00	66.2%	
3110003 · Salaries & Wages - OT Premium	6,422.19	20,000.00	32.1%	
3110004 · Salaries & Wages - Holiday Pay	11,055.45	14,000.00	79.0%	
3110005 · Salaries & Wages - Part Time	35,807.14	37,000.00	96.8%	
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	97,885.71	64,485.00	151.8%	
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	31,501.18	41,591.00	75.7%	
3110021 · VRS	30,110.84	45,816.00	65.7%	
3110022 · Health Insurance	32,463.36	50,919.00	63.8%	
3110023 · Life Insurance	3,738.22	5,652.00	66.1%	
3110024 · Disability Insurance	1,313.19	2,000.00	65.7%	
3110025 · Unemployment Insurance	2,571.75	3,000.00	85.7%	
3110026 · Workers' Compensation Insurance	19,185.00	16,450.00	116.6%	Annual Audit completed and addtinal funds were needed for PD W/C
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	16,780.40	24,000.00	69.9%	
3110032 · Computer, Internet & Website	3,644.57	11,000.00	33.1%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	7,830.83	10,000.00	78.3%	
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%	

Attachment: Treasurer Report Financials for 04.05.2021 (4968 : Town Treasurer)

Town of Haymarket

Current as of
March 30, 2021

3110040 · Annual Dues & Subscriptions	12,739.33	13,000.00	98.0%	
3110041 · Office Supplies	2,919.08	5,000.00	58.4%	
3110042 · Vehicle Fuels	9,893.61	16,000.00	61.8%	
3110043 · Vehicle Maintenance/Supplies	7,075.36	11,000.00	64.3%	
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	658,452.91	879,375.00	74.9%	
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	658,452.91	894,375.00	73.6%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	57,655.90	86,625.00	66.6%	Trash services up to March 2021
Total 43200 · REFUSE COLLECTION	57,655.90	86,625.00	66.6%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	46,944.63	119,783.00	39.2%	
4310002 · Maint Svc Contract-Pest Control	775.00	3,000.00	25.8%	
4310003 · Maint Svc Contract-Landscaping	20,112.42	35,000.00	57.5%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	3,500.00	6,500.00	53.8%	
4310007 · Electric/Gas Services	11,577.53	16,500.00	70.2%	
4310008 · Electrical Services-Streetlight	2,989.71	5,500.00	54.4%	
4310009 · Water & Sewer Services	2,012.00	3,000.00	67.1%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,255.75	2,500.00	50.2%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	94,495.41	200,783.00	47.1%	
Total 04 · PUBLIC WORKS	152,151.31	289,621.00	52.5%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,016.40	20,000.00	5.1%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,016.40	20,000.00	5.1%	
71110 · EVENTS				
7111001 · Advertising - Events	547.92	0.00	100.0%	
7111003 · Contractural Services	3,331.13	10,000.00	33.3%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	9,312.93	20,000.00	46.6%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,070.14	2,200.00	48.6%	
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	1,636.46	5,150.00	31.8%	
Total 07 · PARKS, REC & CULTURAL	11,965.79	45,150.00	26.5%	
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	9,949.74	30,000.00	33.2%	
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	10,585.00	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	23,194.76	53,620.00	43.3%	
81110 · ARCHITECTURAL REVIEW BOARD				

Attachment: Treasurer Report Financials for 04.05.2021 (4968 : Town Treasurer)

Town of Haymarket

Current as of
March 30, 2021

8111001 · Salaries & Wages - Regular	1,335.00	5,830.00	22.9%	
8111002 · FICA/Medicare	102.13	850.00	12.0%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,437.13	8,680.00	16.6%	
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	24,696.48	64,223.00	38.5%	
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	46,223.01	229,500.00	20.1%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.03			
Total EMPLOYEE BENEFITS	-0.03			
Total 94105 · PERSONNEL	-0.03			
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 Improvment Funds Expens	0.00	55,894.00	0.0%	
Total Expense	1,510,915.15	2,488,027.00	60.7%	
Net Ordinary Income	290,969.16	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	229,522.96	295,452.00	77.7%	Vouchers and Grants have been turned into the IDA and will be disbursed to businesses
Total Other Expense	229,522.96	295,452.00	77.7%	
Net Other Income	65,929.04	0.00	100.0%	Net income of CARES Act funds
Net Income	356,898.20	0.00	100.0%	Total net income/loss of both Operational Budget and CARES Act budget combined

Attachment: Treasurer Report Financials for 04.05.2021 (4968 : Town Treasurer)

Town Planner Task List March 2021

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
------	--------------------------	--------------	--------------------	-------------------	-----------------------	------------------	-----------

Architectural Review Board

ARB Meeting for February Canceled due to lack of quorum and no agenda items aside from training.

McDonald's Master Sign Plan	Lea Berry Way	Emily	Feb-21		Apr-21		McDonald's received approval for their Master Sign Plan
2021-002, Roof Portico Addition	6852 Jockey Club	Emily	Mar-21		Apr-21		Applicant received a conditional approval with the request from the ARB to add two siding portions on either side of the roof portico addition. The rear deck has been administratively approved.
2021-003, Fence Application	6610 Jefferson Street	Emily	Mar-21		Apr-21		The application has been conditionally approved with the request from the ARB to change the fence style pickett or paddock fencing, black or natural color, vinyl or wood material.

Board of Zoning Appeals

Council is Appealing the decision of the Board of Zoning Appeals

Planning Commission

Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		9/1/2018	May-19	Planning Commission recommended approval for the Restaurant drive thru SUP and recommended approval for the residential units SUP to the Town Council for public hearing. The Town Council will hold public hearing on May 3rd
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant submitted bonds and agreements to the Town, Grading permit and letter being prepared.
Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie					Applicant received comments from the Town Engineer
Robinson Paradise		Emily/Katie	Mar-21				Applicant has submitted an updated Robinson Paradise plan, the plan is undergoing review by the Town Engineer
Karter School Site Plan	14850 Washington Street	Emily/Katie					Karter School has received the third round of comments and is working on responses to the engineer

Zoning Text Amendment Working with the Commission on the Zoning Text Amendment. Next work session is April 19th 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.

Prince William County (1 Mile Review)

Awaiting 2nd submissions of County Review Projects

Staff

Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper. UPDATE: Owner is working on replacing the roof of the structure						
----------------------------------	--	--	--	--	--	--	--

Attachment: Town Planner Report April 2021 (4969 : Town Planner)

Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment discussion	
Newsletter	Next Newsletter will be mailed out in April	
Museum	A historic tour has been scheduled for August 2021	
Farmers' Market	Working on a Farmers' Market Opening Day event and actively accepting applications for the market. We have 10 vendors to date.	
New/Old Business Updates		
Parrando's	15125 Washington St.	Parrando's has opened officially. Working with owner to schedule a ribbon cutting event with the business
Zoning Violations and Property Maintenance Cases		
Property Maintenance Code Concern	Following an analysis of properties in Town, several concerns will be sent to the County Inspector for Property Maintenance Code issues. UPDATE: County inspected properties	

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	3/24/2021	Applicant		-Town E&S inspections ongoing -DEQ inspection 3/24/21
Karter School	Katie/Emily	8/20/2020	3/25/2021	Applicant		-Site plan 2nd submission comments provided 1/29/21. -Coordinating with applicant on review comments
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	3/19/2021	Katie		-Engineering first submission review comments provided
Pedestrian Improvements Project	Katie	7/14/2014	3/17/2021	Contractor		-As-builts submitted -RDA change order advertised with 3rd quarter budget amendment public hearing for April -Coordinating Contractor steel plate change order due to Columbia Gas (last item required for project closeout)
McDonalds	Katie/Emily	2/12/2019	2/22/2021	Applicant		-PC conditionally approved plan 4/22/19 -Plan resubmitted for review 11/10. -Minor Comments provided 12/14 -Coordinating with applicant on comment questions
Robinson Village	Katie/Emily	8/13/2020	2/18/2021	Applicant		-Third submission approved 2/8/21. Applicant to post bonds
Robinson's Paradise	Katie/Emily	1/4/2021	1/28/2021	Applicant		-Met with applicant engineer 1/28/21 to discuss requirements
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 builts submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28

Attachment: 2021-03 Mar Engineer's Reports_KMM (4970 : Town Engineer)

Low Activity Projects						
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant		-Final approval signatures 11/21/19 -Bonds to be posted
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
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA		-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town -Meter info to be provided

Attachment: 2021-03 Mar Engineer's Reports_KMM (4970 : Town Engineer)