



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 4, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Pastor Brian Johnson, Haymarket Church

IV. Delegate Danica Roem

V. Citizen's Time

VI. Agenda Items

1. Bond Release - 6655, 6665, and 6675 Fayette Street

VII. Liaison Reports

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

VIII. Department Reports

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

IX. Councilmember Time

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

X. Closed Session

XI. Adjournment



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 December 7th to 11th, 2020

Administration

- Meetings
 - Held Town Council Regular Meeting (Emily, Kim, Roberto, and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Video Production Agency filmed Town Businesses Video (Chris)
 - Met with Prince William County IDA regarding CARES ACT Agreement (Chris)
 - Met with Prince William County Tourism regarding advertising (Chris)
 - Met with Residents regarding potential rental (Emily and Chris)
 - Met regarding Jefferson Street Project (Katie, Roberto, and Chris)
- New Items/Businesses
 - No New Business
 - Maintaining Virtual Operations due to COVID-19
 - Researched information for Town Council Members
 - Collected Vouchers from Town Businesses
 - Sent Business Grants and Voucher amount to IDA to process
 - Worked on final Advertisement photos to Prince William County Tourism
 - Working to audit Prince William County Town of Haymarket page
 - Updated Town Website and Social Media

Town Staff

- Held Town Council Regular Meeting
- Entered Tax Payments into Quickbooks
- Completed Planning Commission Minutes
- Completed and Posted ARB Agenda
- Started Planning Commission Meeting
- Worked on 2021 meeting Schedule for ARB and Planning Commission
- Received Plans from multiple projects
- Reviewed First Draft Town Business Video

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
12/11/2020	Vanderpool, Frostick& Nis	Legal Services	\$ 15,257.10
12/11/2020	Mary K. Earhart PLLC	Accountant – Audit preparations	\$ 3,575.00
12/11/2020	Miles Friedman	CARES Act Consultant	\$ 3,200.00
12/11/2020	Republic Services	Trash Contract – December 2020	\$ 7,082.18
12/11/2020	Axon	Police Dept. – Body cams annual service	\$ 4,662.00

Attachment: Manager's Report 12720 (4821 : Town Administration Staff)



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TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of December 14th to 18th, 2020

Administration

- Meetings
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Video Production Agency filmed Town Businesses Video (Chris)
 - Met with Prince William County Tourism regarding updated advertising (Chris)
 - Met with Homeowner and Developer for Bond Release (Katie, Mayor, and Chris)
 - Finance Meeting (Councilman Pasanello & Weir, Roberto, and Chris)
 - Met with DMV Select Director (Kim and Chris)

- New Items/Businesses
 - No New Business
 - Maintaining Virtual Operations due to COVID-19
 - Researched information for Town Council Members
 - Payments sent out for Business Grants and Vouchers
 - Working to audit Prince William County Town of Haymarket page
 - Updated Town Website and Social Media
 - Posted Town Business Promo Video
 - Working on Draft Personnel Policy Updates

Town Staff

- Completed Reports for Planning Commission Agenda
- Worked on Draft Zoning Text Amendments
- Completed Reports for Architectural Review Board Agenda
- Completed and Posted Planning Commission and Architectural Review Board Agendas
- Site Plan review – Karter School 2nd Submission
- Started Site Plan review – Transform Power Yoga
- Meeting with Van Metre – discussed status of Robinson Village Site Plan
- Met with Haymarket Coffee to discuss a future request to modify front door
- Coordinated with Annandale Sports to finalize Shop Small shirts

- Working with DR Horton to Discuss the Possibilities of Renewing Robinson Paradise Site Plan
- Facebook posts for Santa readings
- Reached out to Fellow Treasurers to Research Draft Town Policies
- Began to prepare for FY2021 budget
- Collected and sent online invoices for outstanding real estate taxes
- Reconciled Town Ornaments Purchased with Town Planner
- Discussed Cares Act Expenses with Town Manager
- Continued to Work with Lenders/Residents on Real Estate Invoices
- Processed Payroll for the Pay Period
- Assisted with Wire Transfer set up with TFB and IDA
- Communicated with Councilman Morris about possible DMV Select Office
- Completed Town Council November 30 Work Session minutes
- Started December Town Council Regular Meeting Minutes
- Uploaded Approved Minutes to the Website

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
12/18/2020	Madden Media	Cares Act Expense – Social Media	\$ 10,000.00
12/18/2020	Treetop Products	Cares Act Expense – outdoor tables	\$ 17,338.00

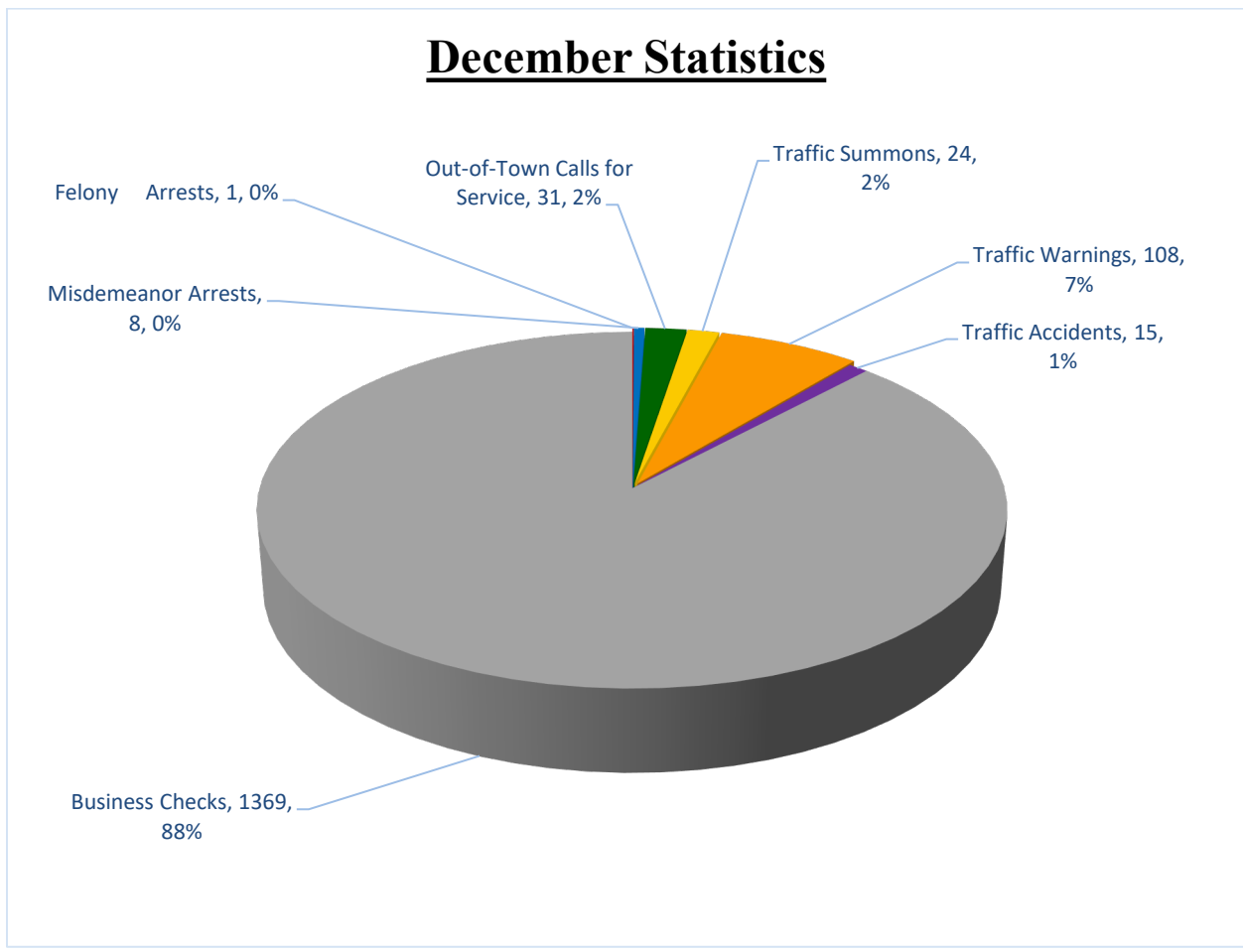
Attachment: Manager's Report 12/14/20 (4821 : Town Administration Staff)



HAYMARKET POLICE DEPARTMENT



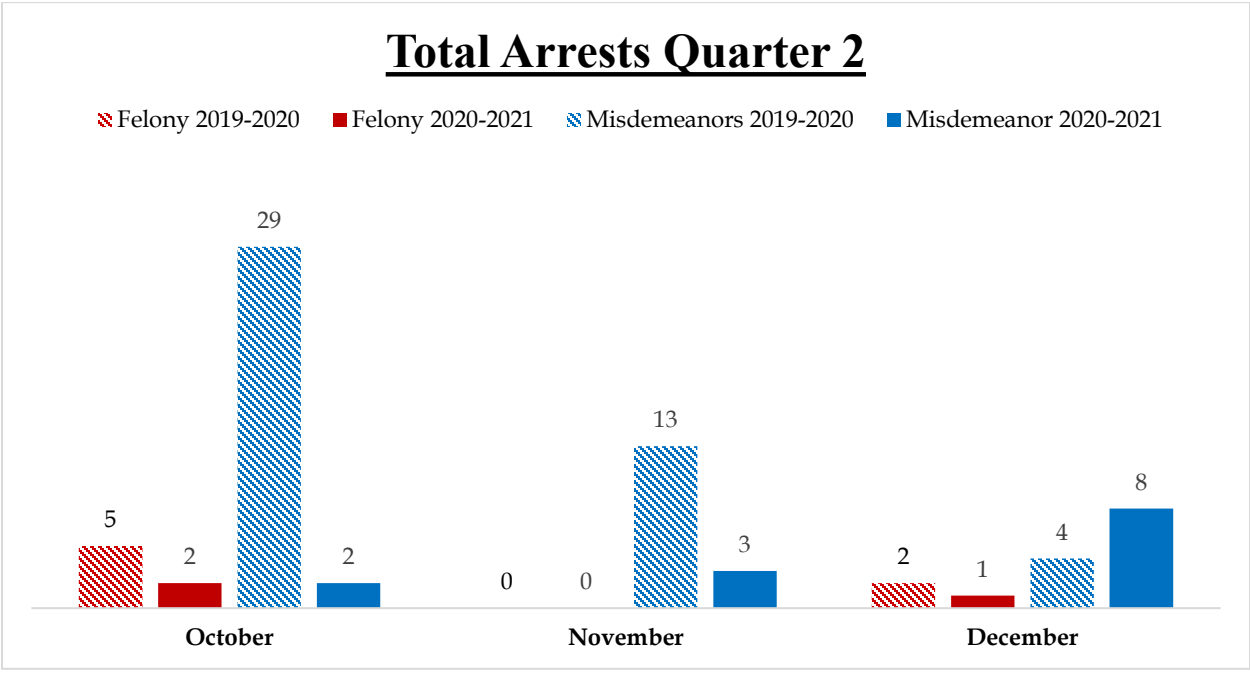
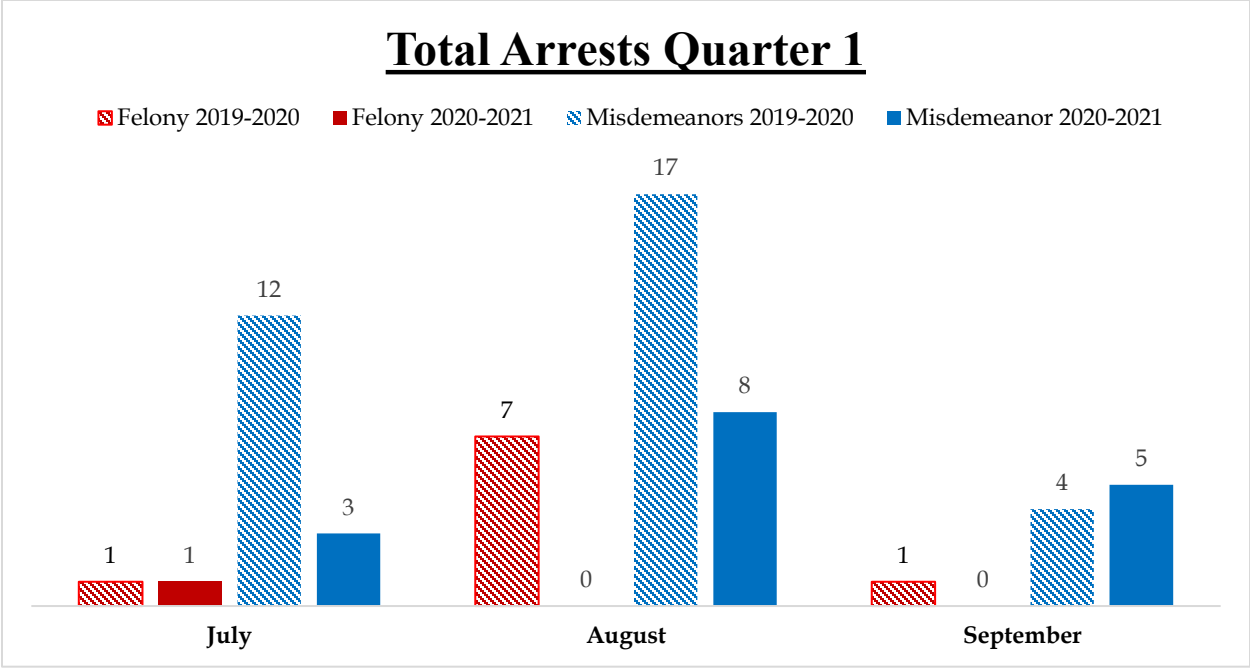
To: Mayor Luersen and Council Members
From: Chief Lands
Date: 12-21-2020
Subject: Monthly Report for December 2020



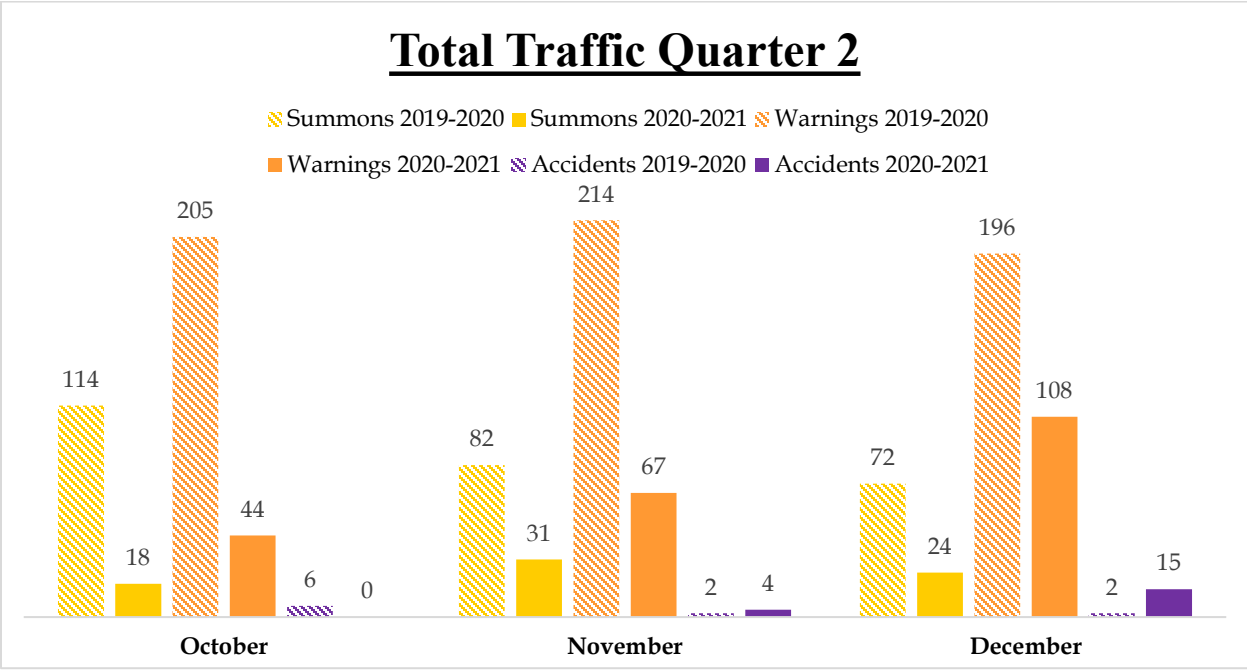
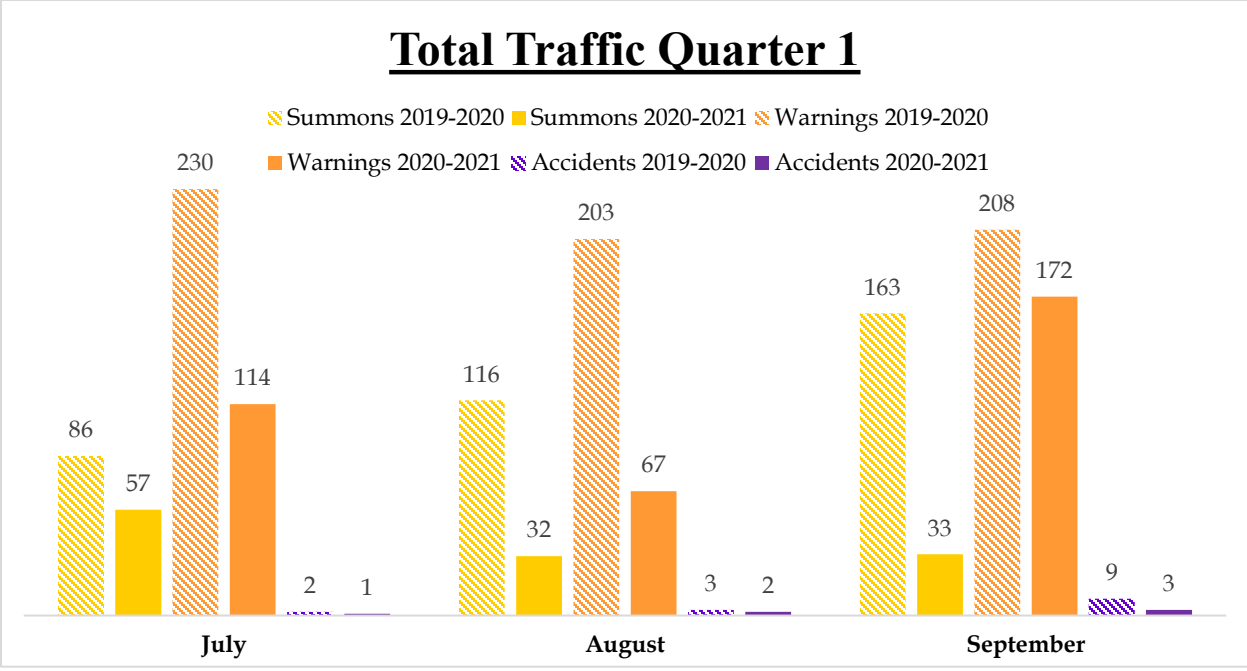
Attachment: Monthly Council Report December 20 PD (4822 : Police Chief Report)

Points of Interests:

- Full Time Officer Vacancy
- Part Time Officer Vacancy
- Haymarket Baptist Church Partnership
- Winter Weather Event (Diverging Diamond)

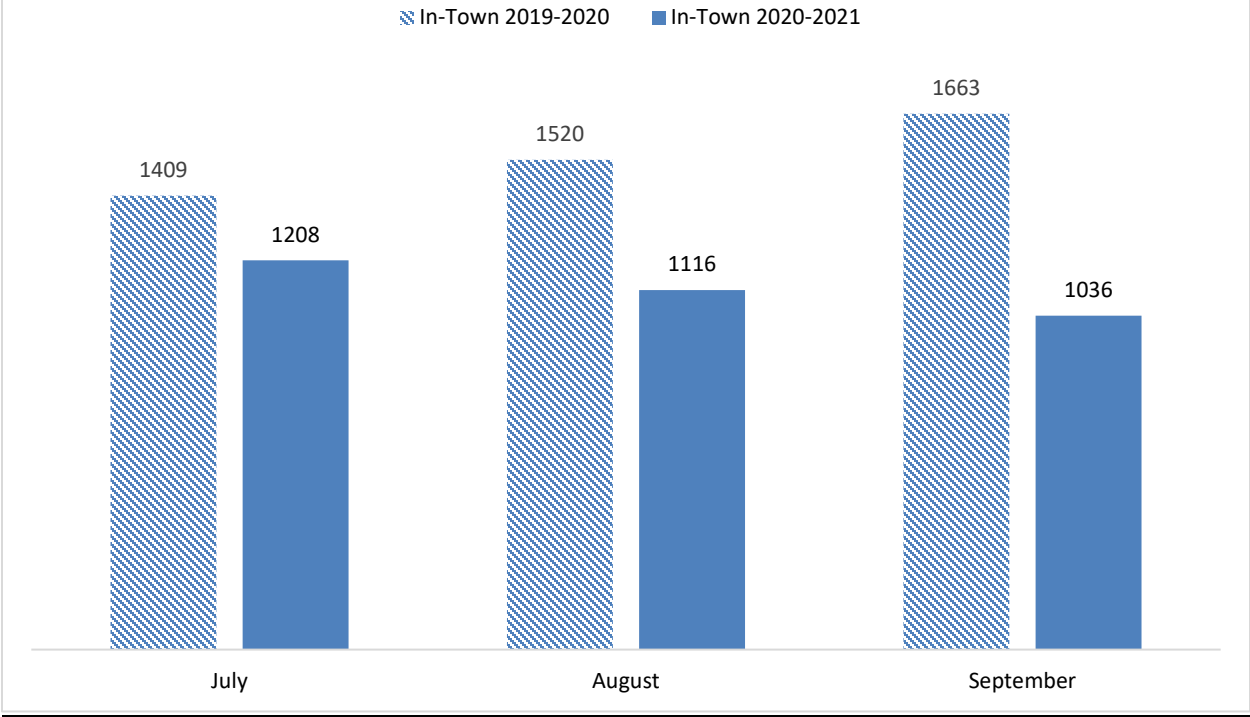


Attachment: Monthly Council Report December 20 PD (4822 : Police Chief Report)

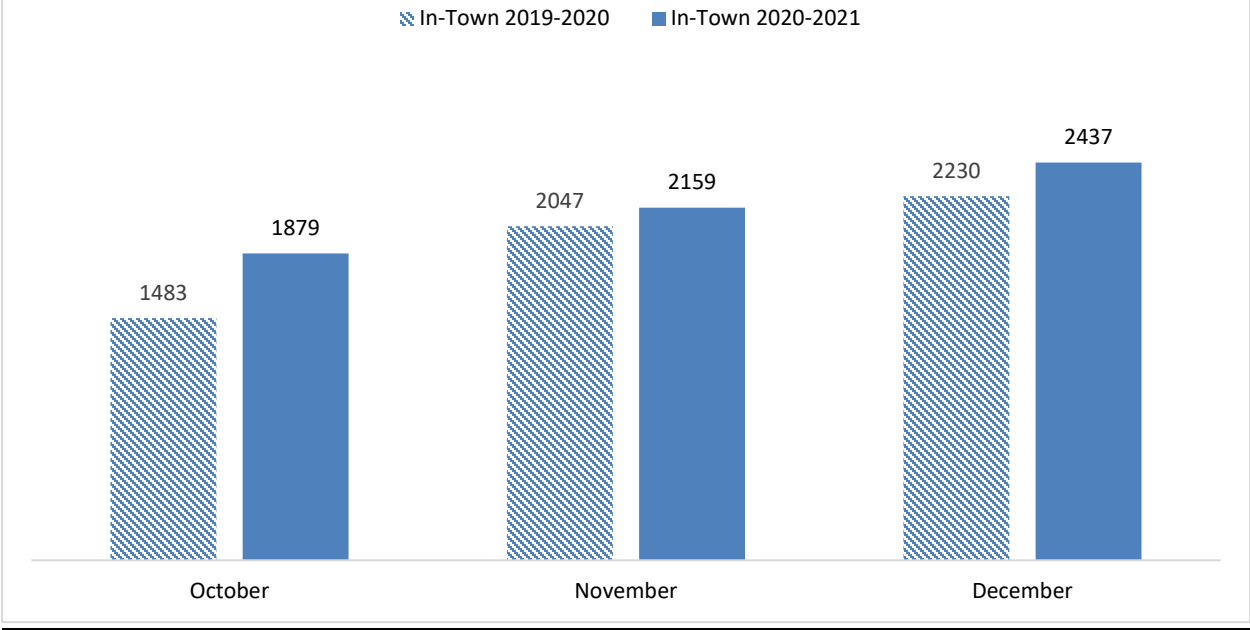


Attachment: Monthly Council Report December 20 PD (4822 : Police Chief Report)

Total In-Town Calls for Service Quarter 1

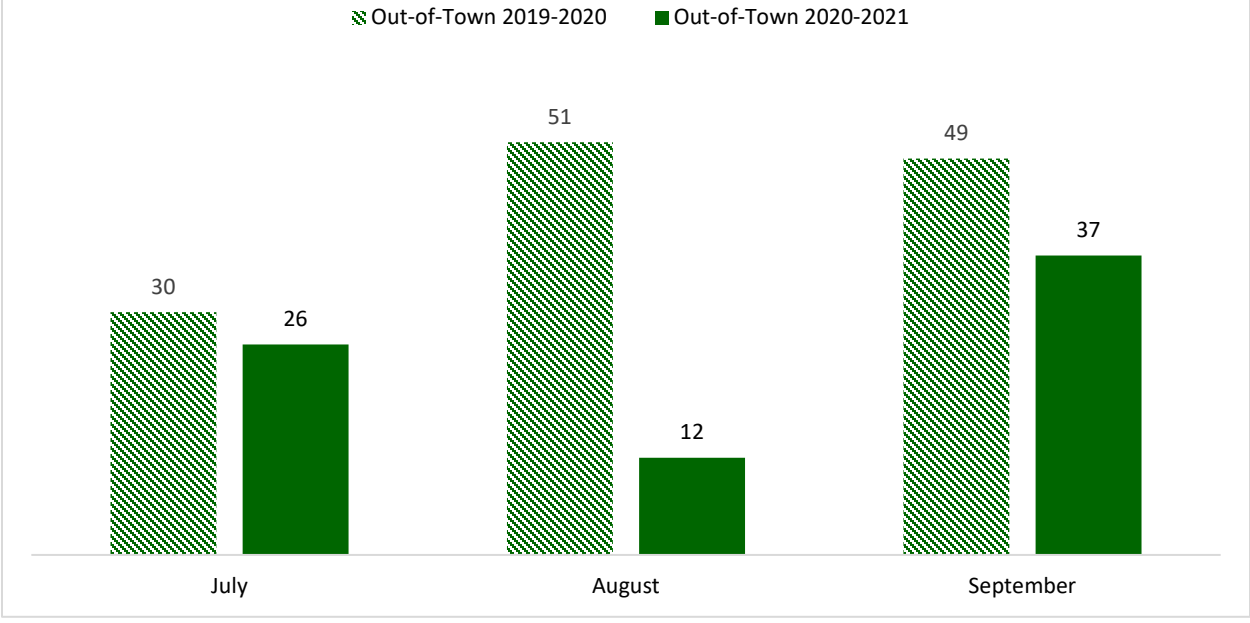


Total In-Town Calls for Service Quarter 2

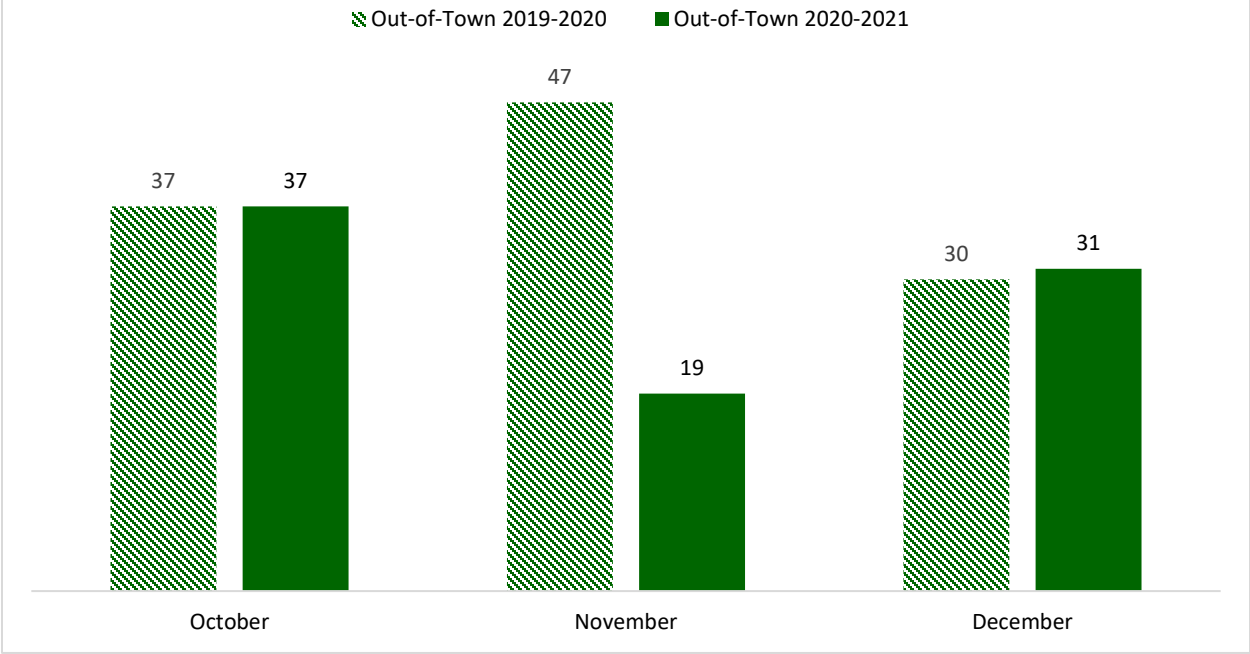


Attachment: Monthly Council Report December 20 PD (4822 : Police Chief Report)

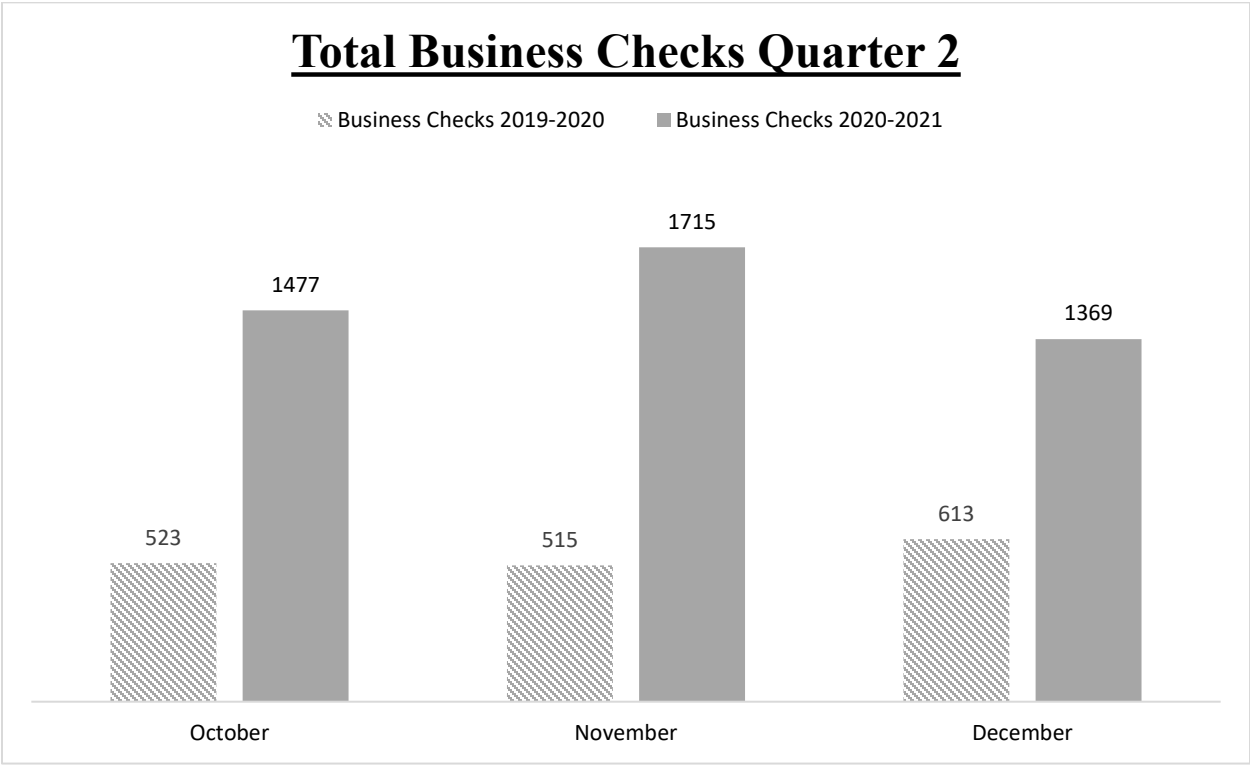
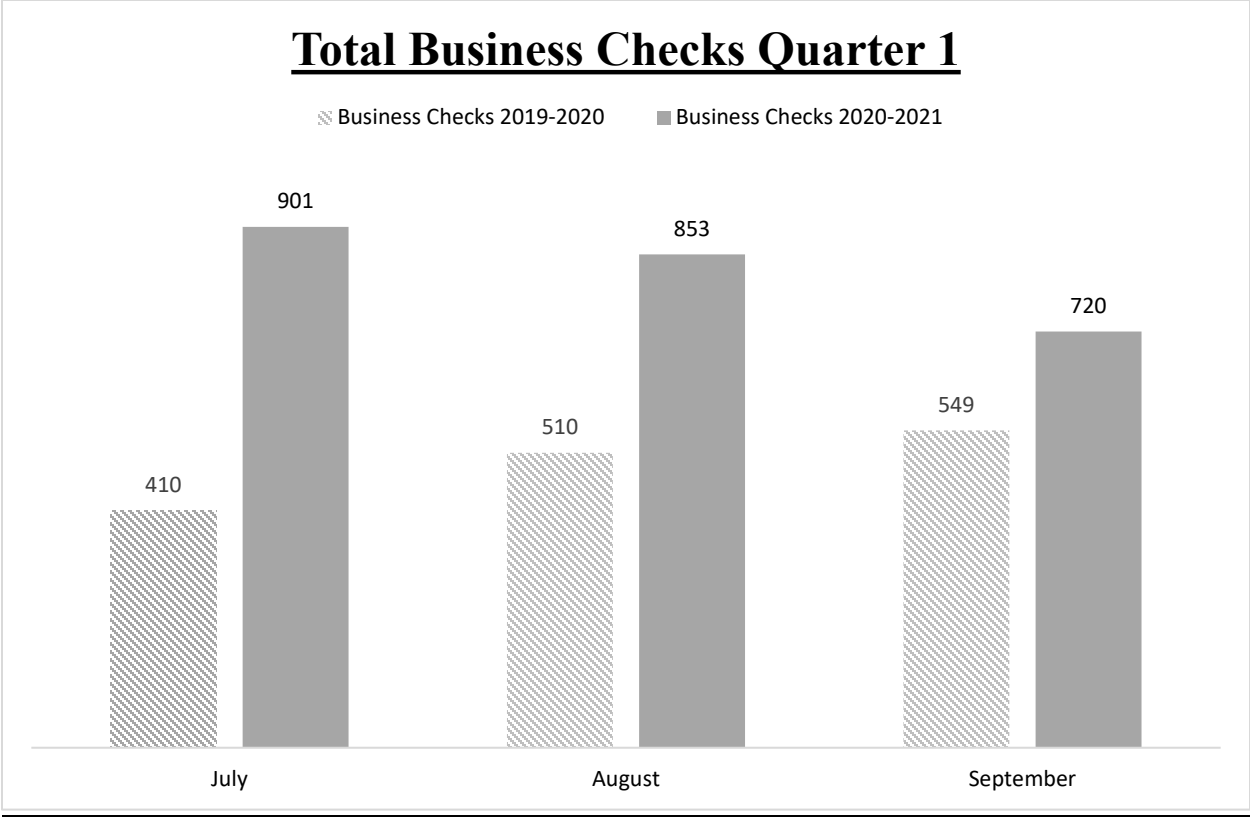
Total Out-of-Town Calls for Service Quarter 1



Total Out-of-Town Calls for Service Quarter 2



Attachment: Monthly Council Report December 20 PD (4822 : Police Chief Report)



Attachment: Monthly Council Report December 20 PD (4822 : Police Chief Report)

December Vehicle Maintenance and Fuel Costs

Vehicle Number	Ending Milage	Fuel Costs	Maintenance Costs	Maintenance Work
1	89006	\$251.70	\$0	None
2	51715	\$131.87	\$119.52	Tire/Alignment
3	34206	\$242.63	\$0	None
4	56072	\$126.80	\$0	None
5	61481	\$141.21	\$0	None
6	76711	\$106.84	\$296.23	Diagnostic/Battery
7	77713	\$50.09	\$9.36	Light Bulb
Totals		\$1051.14	\$425.11	

December West End Speed Sign

Total # of Vehicles	Lowest Speed	Highest Speed	Average Speed	25th Percentile	50th Percentile	85th Percentile
215960	15	75	26	22	27	32

(10/3-10/7, 11/17)

December East End Speed Sign

Total # of Vehicles	Lowest Speed	Highest Speed	Average Speed	25th Percentile	50th Percentile	85th Percentile
108294	15	75	27	23	27	31

Attachment: Monthly Council Report December 20 PD (4822 : Police Chief Report)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
January 04, 2020

Highlights:

- The financials attached actuals as of December 29, 2020.
- Began to audit expenses made with Cares Act funds to ensure all expenses have been captured.
- Began to work on the Draft budget for FY2022.
- Began to research any potential changes that would affect FY2022 budget.

Town of Haymarket
Statement of Net Position
As of December 29, 2020

	Dec 29, 20
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,966,943.31
11010 · Virginia Investment Pool	330,178.15
Total Checking/Savings	2,297,121.46
Accounts Receivable	
12000 · Accounts Receivable	165,010.92
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	164,821.14
Other Current Assets	
11499 · Undeposited Funds	52,048.78
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-58,410.36
Total Current Assets	2,403,532.24
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	8,550,055.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	3,534.41
Total Accounts Payable	3,534.41
Credit Cards	
20041 · ToH Credit Card - SONA 0269	2,757.30
20042 · PD Credit Card - SONA 0277	-2,120.31
Total Credit Cards	636.99
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	10,462.71
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	61,517.50
Total Other Current Liabilities	93,184.23
Total Current Liabilities	97,355.63

Attachment: Treasurer Report and Financials for 01.04.2021 (4823 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of December 29, 2020

	Dec 29, 20
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
	996,354.30
Total Long Term Liabilities	
Total Liabilities	1,093,709.93
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	301,420.23
	7,456,345.33
Total Equity	
TOTAL LIABILITIES & EQUITY	8,550,055.26

Attachment: Treasurer Report and Financials for 01.04.2021 (4823 : Town Treasurer Report)

	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	369,178.62	375,326.00	98.4%	
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	
3110-03 · Interest - All Property Taxes	26.07			
3110-04 · Penalties - All Property Taxes	39.67	1,000.00	4.0%	
Total 3110 · GENERAL PROPERTY TAXES	383,079.37	389,535.00	98.3%	
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	6,823.96	154,376.00	4.4%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	62,522.76	134,000.00	46.7%	Collections up to November 30, 2020
3120-04 · Consumer Utility Tax	61,747.65	158,000.00	39.1%	Collections up to November 30, 2020
3120-05 · Meals Tax - Current	349,977.23	743,876.00	47.0%	We are still missing reports; we have received 16 of the 19 businesses's taxes as of today 12.29.2020 Revenue collected up to September 30, 2020; we have collected 2.6% more than the expected 25%
3120-06 · Sales Tax Receipts	36,945.70	129,376.00	28.6%	
3120-07 · Penalties (Non-Property)	2,842.09			
3120-08 · Interest (Non-Property)	34.69			
Total 3120 · OTHER LOCAL TAXES	520,894.08	1,339,628.00	38.9%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	1,125.00	4,500.00	25.0%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	511.50	1,900.00	26.9%	
3130-05 · Other Planning & Permits	11,539.30	25,000.00	46.2%	
3130-06 · Pass Through Fees	5,508.60			Pass through revenue
Total 3130 · PERMITS,FEES & LICENSESES	18,684.40	46,400.00	40.3%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	17,931.30	50,000.00	35.9%	Collection up to November 30, 2020; this revenue is lower than the expected 41.7% at this time per what was budgeted.
Total 3140 · FINES & FORFEITURES	17,931.30	50,000.00	35.9%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	668.43	10,000.00	6.7%	
3150-03 · Interest on Bank Deposits	2,651.86	10,000.00	26.5%	
Total 3150 · REVENUE - USE OF MONEY	3,320.29	20,000.00	16.6%	
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	3,939.65	6,792.50	58.0%	
3151-04 · Suite 210 LF Security	5,323.74	10,433.00	51.0%	
3151-06 · Suite 204 MAC-ISA	3,360.00	6,720.00	50.0%	
3151-07 · Haymarket Church Suite 206	19,582.36	33,570.00	58.3%	
3151-08 · 15020 Washington Realty	13,175.00	32,937.50	40.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	10,735.20	20,851.00	51.5%	
3151-11 · Cupcake Heaven and Cafe LLC	16,237.78	32,797.00	49.5%	
3151-12 · Haymarket Coffee Company LLC	2,550.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	75,732.06	144,929.00	52.3%	
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	83,600.00	71,650.00	116.7%	
Total 3160-01 · Public Safety	86,300.00	74,215.00	116.3%	
Total 3160 · CHARGES FOR SERVICES	86,354.73	74,215.00	116.4%	

Attachment: Treasurer Report and Financials for 01.04.2021 (4823 : Town Treasurer Report)

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	2,332.00			Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	21,535.57	20,000.00	107.7%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-5.37	0.00	100.0%	
3180-01 · Citations & Accident Reports		0.00	0.0%	
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%	Reimbursement for damaged Light pole
3180 · Miscellaneous - OTHER	167.60	0.00	0.0%	Refund from Sheehy of Warrenton
Total 3180 · MISCELLANEOUS	4,944.97	4,783.00	103.4%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	15,774.00	31,548.00	50.0%	2 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%	
3200-05 · Communications Tax	32,050.20	117,000.00	27.4%	Collections up to November 30, 2020; Revenue source is lower than expected at the 5 month mark
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%	
Total 3200 · REVENUE FROM COMMONWEALTH	120,934.34	237,620.00	50.9%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	1,514.52	14,000.00	10.8%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	1,514.52	14,000.00	10.8%	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	139,555.00	0.0%	
	1,254,925.63	2,480,665.00	50.6%	
Gross Profit	1,254,925.63	2,480,665.00	50.6%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	792.16	2,000.00	39.6%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	10,425.00	26,000.00	40.1%	
Total 11100 · TOWN COUNCIL	11,217.16	31,750.00	35.3%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	144,317.08	290,000.00	49.8%	
1211003 · Salaries/Wages - Part Time	3,270.00	25,000.00	13.1%	
1211004 · FICA/Medicare	11,905.41	28,197.00	42.2%	
1211005 · VRS	18,066.12	35,070.00	51.5%	
1211006 · Health Insurance	17,014.62	49,195.00	34.6%	
1211007 · Life Insurance	2,111.66	3,852.00	54.8%	
1211008 · Disability Insurance	1,062.94	2,631.00	40.4%	
1211009 · Unemployment Insurance	870.43	2,800.00	31.1%	
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	4,042.27	8,000.00	50.5%	
1211014 · Printing & Binding	3,524.70	10,000.00	35.2%	
1211015 · Advertising	1,980.22	12,000.00	16.5%	
1211016 · Computer, Internet &Website Svc	6,628.28	23,650.00	28.0%	
1211017 · Postage	2,044.67	4,000.00	51.1%	
1211018 · Telecommunications	2,292.45	7,500.00	30.6%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	173.30	3,000.00	5.8%	
1211021 · Convention & Education	1,590.00	6,000.00	26.5%	
1211022 · Miscellaneous	0.00	1,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	5,083.13	16,000.00	31.8%	

1211025 · Office Supplies	1,526.45	6,500.00	23.5%
1211026 · Equipment Rental	2,037.42	4,075.00	50.0%
1211030 · Capital Outlay-Machinery/Equip	1,637.50	10,000.00	16.4%
Total 12110 · TOWN ADMINISTRATION	245,557.65	564,870.00	43.5%
12210 · LEGAL SERVICES			
1221001 · Legal Services	28,836.60	70,000.00	41.2%
1221002 · Legal - Pass Through Fees	1,268.60		
Total 12210 · LEGAL SERVICES	30,105.20	70,000.00	43.0%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	16,000.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%
Total 01 · ADMINISTRATION	286,880.01	682,620.00	42.0%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	191,522.63	398,405.00	48.1%
3110003 · Salaries & Wages - OT Premium	4,755.78	20,000.00	23.8%
3110004 · Salaries & Wages - Holiday Pay	8,742.57	14,000.00	62.4%
3110005 · Salaries & Wages - Part Time	13,802.14	37,000.00	37.3%
3110006 · Salaries & Wages - VDOT	2,430.00	2,365.00	102.7%
3110007 · Salary & Wages - DMV Grant	5,882.93	13,300.00	44.2%
3110008 · Salaries & Wages - Laney Detail	68,725.71	64,485.00	106.6%
3110020 · FICA/MEDICARE	21,338.72	41,591.00	51.3%
3110021 · VRS	23,102.80	45,816.00	50.4%
3110022 · Health Insurance	26,854.11	56,057.00	47.9%
3110023 · Life Insurance	2,868.23	5,652.00	50.7%
3110024 · Disability Insurance	1,008.04	2,000.00	50.4%
3110025 · Unemployment Insurance	138.55	3,000.00	4.6%
3110026 · Workers' Compensation Insurance	15,605.00	16,450.00	94.9%
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%
3110028 · Legal Services	10,780.40	24,000.00	44.9%
3110032 · Computer, Internet & Website	2,932.07	11,000.00	26.7%
3110033 · Postage	57.40	500.00	11.5%
3110034 · Telecommunications	4,367.44	10,000.00	43.7%
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%
3110038 · Convention & Edu. (Training)	562.12	5,000.00	11.2%
3110040 · Annual Dues & Subscriptions	12,559.33	13,000.00	96.6%
3110041 · Office Supplies	1,788.29	5,000.00	35.8%
3110042 · Vehicle Fuels	6,538.19	16,000.00	40.9%
3110043 · Vehicle Maintenance/Supplies	4,909.45	11,000.00	44.6%
3110045 · Uniforms & Police Supplies	3,431.84	20,000.00	17.2%
3110056 · Capital Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%
Total 31100 · POLICE DEPARTMENT	459,077.93	876,013.00	52.4%
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	459,077.93	891,013.00	51.5%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	36,076.54	86,625.00	41.6%
Total 43200 · REFUSE COLLECTION	36,076.54	86,625.00	41.6%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	22,375.99	119,783.00	18.7%
4310002 · Maint Svc Contract-Pest Control	465.00	3,000.00	15.5%
4310003 · Maint Svc Contract-Landscaping	13,787.42	35,000.00	39.4%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%

Legal invoiced for Services up to November 30, 2020

Budget amended as voted on 12.07.2020 Council meeting to move 21k from here to part-time line item **3110005**

Budget amended as voted on 12.07.2020 Council meeting to move 21k to this line item from regular wages line item **3110001**

Front loaded cost to Town

Front loaded cost to Town

Front loaded cost to Town

1st payment of 2; next lease payemnt will be made in Spring 2021

Trash services up to December 31, 2020

Attachment: Treasurer Report and Financials for 01.04.2021 (4823 : Town Treasurer Report)

4310005 · Maint Svc Cont- Street Cleaning	2,200.00	6,500.00	33.8%	
4310007 · Electric/Gas Services	6,705.84	16,500.00	40.6%	
4310008 · Electrical Services-Streetlight	2,175.85	5,500.00	39.6%	
4310009 · Water & Sewer Services	1,005.80	3,000.00	33.5%	
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	50,094.77	200,783.00	25.0%	
Total 04 · PUBLIC WORKS	86,171.31	289,621.00	29.8%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	396.06	20,000.00	2.0%	
Total 70000 · HAYMARKET COMMUNITY PARK	396.06	20,000.00	2.0%	
71110 · EVENTS				
7111003 · Contractural Services	3,243.75	10,000.00	32.4%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	8,677.63	20,000.00	43.4%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	666.04	2,200.00	30.3%	
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	1,232.36	5,150.00	23.9%	
Total 07 · PARKS, REC & CULTURAL	10,306.05	45,150.00	22.8%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,380.00	5,670.00	24.3%	
8110002 · FICA/Medicare	110.92	500.00	22.2%	
8110003 · Consultants - Engineer	5,647.91	30,000.00	18.8%	
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	5,748.75	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	13,103.98	53,620.00	24.4%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,080.00	5,830.00	18.5%	
8111002 · FICA/Medicare	82.62	850.00	9.7%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,162.62	8,680.00	13.4%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	0.00	98.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	1,923.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	14,266.60	64,223.00	22.2%	
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	9,098.45	16,500.00	55.1%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	167,398.45	182,644.00	91.7%	
Total 09 · NON-DEPARTMENTAL	167,398.45	182,644.00	91.7%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	46,223.01	229,500.00	20.1%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.01			
Total EMPLOYEE BENEFITS	0.01			
Total 94105 · PERSONNEL	0.01			
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	

Attachment: Treasurer Report and Financials for 01.04.2021 (4823 : Town Treasurer Report)

94107 · BLIGHT MITIGATION - Other	171.24		
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	1,070,494.61	2,480,665.00	43.2%
Net Ordinary Income	184,431.02	0.00	100.0%
Other Income/Expense			
Other Income			
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%
Total Other Income	295,452.00	295,452.00	100.0%
Other Expense			
97000 · CARES Act Expenses	221,995.48	295,452.00	75.1%
Total Other Expense	221,995.48	295,452.00	75.1%
Net Other Income	73,456.52	0.00	100.0%
Net Income	257,887.54	0.00	100.0%

for Public Notice

2nd Cares Act funds have been received by Town from the County

Vouchers and Grants have been turned into the IDA and will be disbursed to businesses

Net income of CARES Act funds

Total net income/loss of both Operational Budget and CARES Act budget combined

Town Planner Task List December 2020

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

ARB Meeting for December 2020 was canceled due to lack of quorum. Agenda items will be scheduled for the January ARB Mtg on 1/20/2021 at 7:00 pm

Townhouse Master Design Plan	Van Metre -- Robinson Village, Washington Street	Emily	Oct-20	Approval by ARB following modifications to the application	12/16/2020		Van Metre attended the November Architectural Review Board Meeting to discuss their Master Design Plan for the Robinson Village Property. The ARB asked several questions regarding the various color schemes and design layout. The applicant will be working on providing several additional missing items for the ARB meeting in December. Items include; outdoor light detailing, fence detailing for community, details on the play structure, mailbox details. (Council Liaison Marchant Schneider recused himself for this application as he stepped off duty, he stated that the applicant has pending applications in Loudoun County, where he is employed, and thus felt it was best to step out of room, so as not to have any bias or concern, please watch video for full statement from Marchant)
Aldi Sign	Shoppes of Haymarket Shopping Center, 15250 Washington Street	Emily	Sep-20	Approval by ARB following modifications to the application	1/1/2021		Aldi has submitted an application to the Town for new facade work and a sign at their new location in Town (former Food Lion store, Aldi will occupy half of the structure). The ARB discussed with the applicant their concerns regarding the removal of the windows, the additional windows under the awning, the size of the sign, the EFIS material and the lettering of the sign. The applicant discussed with the Board the options and will return in December to present the updated options.
Transform Power Yoga	Hunting Path Road	Emily	Dec-20		3/1/2021		Transform Power Yoga has submitted architectural plans for their new facility on Hunting Path Road. The new facility has not yet gone to Planning Commission for site plan review. The applicant would like feedback on the building design and arch plans.

Gateway Signs: Town Planner will bring the previously approved designs (ARB Approved) to the new Board for a discussion and plan for the next steps

"LOVE" Sign: Town Planner will work with the ARB to develop a plan/program for a Virginia LOVE sign to be installed in Town

ARB Bylaws and Historic Guideline Updates: The Architectural Review Board has approved their By-Laws at the June 2020 meeting. Staff will work with the new ARB Liaison and the Town Council to determine the next steps for the By-Laws and to start the Guideline updates

Board of Zoning Appeals

Application received December 21, 2020 (Electronically received 12/18/2020) -- Staff is working on processing and setting a meeting date

Planning Commission

SUP#2019-001	6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	3/1/2019		Unknown		No update at this time regarding the Williams Holding Property or Site Plan
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	2/1/2019	PC Approval	May-19		Applicant has submitted the As-Builts for review by the Engineer and Planner. Awaiting response comment from the Applicant. Applicant was emailed again to request the trees in the back of the property be replaced asap.

Attachment: Town Planner Report December 2020 (4824 : Town Planner Report)

Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017	Sep-18	May-19	Don Wooden presented at the Planning Commission meeting a new concept for the northwestern most corner of the property. The proposed concept would include 78 new residential units in the form of two-over-two models. Mr. Wooden also updated the Commission on the entirety of the plan and the next step forward. UPDATE: Applicant submitted two Special Use Permits for the Crossroads Village Center -- 1 for a Restaurant drive -thru and 1 for additional residential homes. The Town Planner has sent out the applications to outside agencies for review and comment. DEQ has been only agency to respond to date - Response was that they do not provide review of the SUPs prior to their approval.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie				Applicant has submitted their site plan. Engineer and Planner provided comments to the applicant. Applicant has received approval pending the outside agency approvals. Karter School has submitted their site plan as well for the school parcel. The KS site plan is currently under review.
OBE Application	14600 Washington St	Emily/Katie				Proffer Amendment was recommended for denial to the Town Council. The Town Council will hold a public hearing for the Proffer Amendment at November's Meeting. The Special Use Permit application was deferred until the January Meeting.
Zoning Text Amendment	Working with the Planning Commission Liaison to review the Zoning Ordinance and draft a Zoning Text Amendment. Planning Commissioners are to submit comments and draft changes to the Town Planner one week prior to the December Meeting. A work session will be held at the January Meeting to discuss the December work session edits					
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						
Zoning Determination	The Bean's applied for a Zoning Determination on 6712 B Jefferson Street. Worked with Town Attorney to respond and provide a Zoning Determination. Bean's are appealing the Zoning Determination					
Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper. UPDATE: Owner needs financial assist for the upkeep of the structure and does not plan to make any additional repairs at this time					
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 January					
Museum	Working with Vice Mayor and the Town Manager to discuss the Museum plan and logistics for Fall 2020. Will present Council with updates from the work session discussion.					
Ornament	Ornaments have been delivered and are actively for sale.					
New/Old Business Updates						
Parrando's	15125 Washington St.	A New Business has started the process to pull building permits to do a tenant fit-out in the Bloom Building, previous Cupcake Heaven space. The applicant has started the JOE Program with the County				
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: awaiting County Response					

Attachment: Town Planner Report December 2020 (4824 : Town Planner Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Robinson Village	Katie/Emily	8/13/2020	12/23/2020	Katie/Applicant		-Coordinating resolution to 2nd submission comments for plan approval
6675 Fayette Street	Katie/Emily	6/6/2018	12/23/2020	Katie/Town Council		-Site visit 12/15 to observe ponding and lack of grass growth -Bond release report to be provided 12/28
McDonalds	Katie/Emily	2/12/2019	12/14/2020	Katie		-PC conditionally approved plan 4/22/19 -Plan resubmitted for review 11/10. Comments provided
Pedestrian Improvements Project	Katie	7/14/2014	12/10/2020	Contractor		-Punchlist walk with VDOT 12/2 -Construction complete. Contractor addressing punchlist items
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	11/17/2020	Applicant		-Town E&S inspections ongoing

Attachment: 2020-12 Dec Engineer's Reports_KMM (4825 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Karter School	Katie/Emily	8/20/2020	9/25/2020	Katie		-Site plan 2nd submission expected
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
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

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Low Activity Projects						
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

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney *MRC*

Re: January 2021 Town Attorney Report

Date: December 29, 2020

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town over the past month:

1. Prepared an agreement for the Town Police Department to use with extra duty requests, under which the Town will process the payments to officers through its payroll system.
2. Reviewed the notice of appeal to the Board of Zoning Appeals on behalf of Steven and Melody Bean and discussed it with Ms. Lockhart.
3. Analyzed the COVID-19 requirements under Governor Northam's Executive Order 72 and advised the Town regarding them.
4. Advised the Town with regard to the QBE/Haymarket Property Group application for proffer amendment and special use permits.
5. Monitored the Blue Sky Events LLC bankruptcy.

Attachment: Town Attorney Report January 2021 (002) (4826 : Town Attorney Report)