



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 30, 2020

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Crossroads Village Concept Presentation

IV. Agenda Items

1. Budget Discussion
2. Landscaping Contract
3. Proffer Amendment Application - 14600 Washington Street
4. 2021 Draft Meeting Schedule
5. Bond Release 6655 6665 6675 Fayette Street
6. DMV Select Office Concepts
7. Public Meeting Space
8. Police Officer Vacancy

V. Closed Session - As Needed

VI. Adjournment

	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	368,559.64	375,326.00	98.2%	Due on December 5th 2020
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	Due on December 5th 2020
3110-03 · Interest - All Property Taxes	26.07			
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	382,420.72	389,535.00	98.2%	
3120 · OTHER LOCAL TAXES				
				Tax will be collected around early to mid May 2021
3120-01 · Bank Stock Tax	0.00	20,000.00	0.0%	
3120-02 · Business License Tax	6,214.77	154,376.00	4.0%	
3120-03 · Cigarette Tax	50,109.32	134,000.00	37.4%	Collections up to October 31, 2020
3120-04 · Consumer Utility Tax	47,657.91	158,000.00	30.2%	Collections up to September 30, 2020
				Collected meals tax up to September 30, 2020 (at 3 months we should be at 25%)
3120-05 · Meals Tax - Current	239,777.03	743,876.00	32.2%	
				Revenue collected up to the month of August 2020, this is a delayed tax collected by he County
3120-06 · Sales Tax Receipts	12,338.38	129,376.00	9.5%	
3120-07 · Penalties (Non-Property)	2,738.29			
3120-08 · Interest (Non-Property)	34.69			
Total 3120 · OTHER LOCAL TAXES	358,870.39	1,339,628.00	26.8%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	625.00	4,500.00	13.9%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	421.50	1,900.00	22.2%	
3130-05 · Other Planning & Permits	4,968.05	25,000.00	19.9%	
3130-06 · Pass Through Fees	3,072.35			Pass through revenue
Total 3130 · PERMITS,FEES & LICENESES	9,086.90	46,400.00	19.6%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	16,251.31	50,000.00	32.5%	Collection up to September 30, 2020
Total 3140 · FINES & FORFEITURES	16,251.31	50,000.00	32.5%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/MML Investment	539.70	10,000.00	5.4%	
3150-03 · Interest on Bank Deposits	1,614.55	10,000.00	16.1%	
Total 3150 · REVENUE - USE OF MONEY	2,154.25	20,000.00	10.8%	
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	2,798.51	6,792.50	41.2%	
3151-04 · Suite 210 LF Security	4,422.14	10,433.00	42.4%	
3151-06 · Suite 204 MAC-ISA	2,800.00	6,720.00	41.7%	
3151-07 · Haymarket Church Suite 206	13,987.40	33,570.00	41.7%	
				1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-08 · 15020 Washington Realty	9,881.25	32,937.50	30.0%	
3151-09 · 15026 Copper Cricket	8,946.00	20,851.00	42.9%	
3151-11 · Cupcake Heaven and Cafe LLC	13,397.50	32,797.00	40.9%	
3151-12 · Haymarket Coffee Company LLC	1,100.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	58,161.13	144,929.00	40.1%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	23.00			
3160-01 · Public Safety				
3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%	
3160-05 · Laney Detail	65,650.00	71,650.00	91.6%	
Total 3160-01 · Public Safety	68,350.00	74,215.00	92.1%	
Total 3160 · CHARGES FOR SERVICES	68,373.00	74,215.00	92.1%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	19,958.57	20,000.00	99.8%	
3165-02 · Farmer's Market	150.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	20,108.57	20,000.00	100.5%	
3180 · MISCELLANEOUS				
3180-00 · Covenience Fee	8.58	0.00	100.0%	

3180-01 · Citations & Accident Reports	0.00	0.00	0.0%	
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%	Reimbursement for damaged Light pole
Total 3180 · MISCELLANEOUS	4,791.32	4,783.00	100.2%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	7,887.00	31,548.00	25.0%	1 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%	
3200-05 · Communications Tax	24,181.36	117,000.00	20.7%	Collections up to August 31, 2020
3200-06 · Department of Fire Programs	10,000.00	0.00	100.0%	Additonal 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	105,085.88	237,620.00	44.2%	
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%	
	1,026,817.99	2,480,665.00	41.4%	
Gross Profit	1,026,817.99	2,480,665.00	41.4%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	658.29	2,000.00	32.9%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	8,675.00	26,000.00	33.4%	
Total 11100 · TOWN COUNCIL	9,333.29	31,750.00	29.4%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	109,686.19	290,000.00	37.8%	
1211003 · Salaries/Wages - Part Time	2,556.00	25,000.00	10.2%	
1211004 · FICA/Medicare	9,267.87	28,197.00	32.9%	
1211005 · VRS	13,902.57	35,070.00	39.6%	
1211006 · Health Insurance	13,368.63	49,195.00	27.2%	
1211007 · Life Insurance	1,619.20	3,852.00	42.0%	
1211008 · Disability Insurance	868.05	2,631.00	33.0%	
1211009 · Unemployment Insurance	717.30	2,800.00	25.6%	
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	363.70	8,000.00	4.5%	
1211014 · Printing & Binding	3,054.50	10,000.00	30.5%	
1211015 · Advertising	1,965.22	12,000.00	16.4%	
1211016 · Computer, Internet &Website Svc	4,180.54	23,650.00	17.7%	
				Update: News letters and Real Estate tax
1211017 · Postage	2,044.67	4,000.00	51.1%	Invoices were mailed out
1211018 · Telecommunications	2,245.80	7,500.00	29.9%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	112.98	3,000.00	3.8%	
1211021 · Convention & Education	1,590.00	6,000.00	26.5%	
1211022 · Miscellaneous	0.00	1,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	4,981.19	16,000.00	31.1%	
1211025 · Office Supplies	1,132.50	6,500.00	17.4%	
1211026 · Equipment Rental	1,697.85	4,075.00	41.7%	
1211030 · Capital Outlay-Machinery/Equip	1,637.50	10,000.00	16.4%	payments up to August 31, 2020
Total 12110 · TOWN ADMINISTRATION	191,371.26	564,870.00	33.9%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	16,036.70	70,000.00	22.9%	
1221002 · Legal - Pass Through Fees	1,649.60			
Total 12210 · LEGAL SERVICES	17,686.30	70,000.00	25.3%	Legal invoiced for Services up to September 30, 2020
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	218,390.85	682,620.00	32.0%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	151,812.74	419,405.00	36.2%	
3110003 · Salaries & Wages - OT Premium	3,749.07	20,000.00	18.7%	
3110004 · Salaries & Wages - Holiday Pay	4,304.85	14,000.00	30.7%	
3110005 · Salaries & Wages - Part Time	10,142.14	16,000.00	63.4%	
3110006 · Salaries & Wages - VDOT	2,430.00	2,365.00	102.7%	
3110007 · Salary & Wages - DMV Grant	3,935.69	13,300.00	29.6%	
3110008 · Salaries & Wages - Laney Detail	52,570.71	64,485.00	81.5%	
3110020 · FICA/MEDICARE	16,277.11	41,591.00	39.1%	
3110021 · VRS	18,294.16	45,816.00	39.9%	
3110022 · Health Insurance	22,384.26	56,057.00	39.9%	
3110023 · Life Insurance	2,271.26	5,652.00	40.2%	
3110024 · Disability Insurance	851.66	2,000.00	42.6%	
3110025 · Unemployment Insurance	138.55	3,000.00	4.6%	
3110026 · Workers' Compensation Insurance	15,605.00	16,450.00	94.9%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	8,660.40	24,000.00	36.1%	
3110032 · Computer, Internet & Website	996.22	11,000.00	9.1%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	3,510.05	10,000.00	35.1%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	562.12	5,000.00	11.2%	
3110040 · Annual Dues & Subscriptions	7,672.33	13,000.00	59.0%	Front loaded cost to Town
3110041 · Office Supplies	1,236.91	5,000.00	24.7%	
3110042 · Vehicle Fuels	5,487.05	16,000.00	34.3%	
3110043 · Vehicle Maintenance/Supplies	4,147.34	11,000.00	37.7%	
3110045 · Uniforms & Police Supplies	3,312.07	20,000.00	16.6%	
3110056 · Captial Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%	Front loaded cost to Town
Total 31100 · POLICE DEPARTMENT	364,783.28	876,013.00	41.6%	
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	364,783.28	891,013.00	40.9%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	28,661.54	86,625.00	33.1%	Expenses up to September 30, 2020
Total 43200 · REFUSE COLLECTION	28,661.54	86,625.00	33.1%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	18,002.49	119,783.00	15.0%	
4310002 · Maint Svc Contract-Pest Control	310.00	3,000.00	10.3%	
4310003 · Maint Svc Contract-Landscaping	11,612.42	35,000.00	33.2%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	1,800.00	6,500.00	27.7%	
4310007 · Electric/Gas Services	4,823.42	16,500.00	29.2%	
4310008 · Electrical Services-Streetlight	1,306.86	5,500.00	23.8%	
4310009 · Water & Sewer Services	809.80	3,000.00	27.0%	
4310010 · Janitorial Supplies	10.27	2,000.00	0.5%	
4310011 · Real Estate Taxes	1,255.75	2,500.00	50.2%	1st half payment to County
Total 43100 · MAINT OF 15000 Wash St./Grounds	39,931.01	200,783.00	19.9%	
Total 04 · PUBLIC WORKS	68,592.55	289,621.00	23.7%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	269.05	20,000.00	1.3%	
Total 70000 · HAYMARKET COMMUNITY PARK	269.05	20,000.00	1.3%	
71110 · EVENTS				
7111003 · Contractural Services	37.62	10,000.00	0.4%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	
Total 71110 · EVENTS	5,471.50	20,000.00	27.4%	

72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	532.32	2,200.00	24.2%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	566.32	1,700.00	33.3%	Civil War Trails Plaque
Total 72200 · MUSEUM	1,098.64	5,150.00	21.3%	
Total 07 · PARKS, REC & CULTURAL	6,839.19	45,150.00	15.1%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,065.00	5,670.00	18.8%	
8110002 · FICA/Medicare	86.83	500.00	17.4%	
8110003 · Consultants - Engineer	4,270.95	30,000.00	14.2%	
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	2,637.50	0.00	100.0%	to help track costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	8,276.68	53,620.00	15.4%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	825.00	5,830.00	14.2%	
8111002 · FICA/Medicare	63.11	850.00	7.4%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	888.11	8,680.00	10.2%	
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	9,164.79	64,223.00	14.3%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.3%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	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				
94103	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%	
94107 · BLIGHT MITIGATION - Other	171.24			for Public Notice
Total 94107 · BLIGHT MITIGATION	171.24	40,000.00	0.4%	
94108 · Capital Improvement Funds Expens	0.00	55,894.00	0.0%	
Total Expense	881,563.37	2,480,665.00	35.5%	
Net Ordinary Income	145,254.62	0.00	100.0%	Net Income of Operational Budget
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	97,330.67	295,452.00	32.9%	Cares act expenses
Total Other Expense	97,330.67	295,452.00	32.9%	
Net Other Income	198,121.33	0.00	100.0%	Net income of CARES Act funds
Net Income	343,375.95	0.00	100.0%	Total net income/loss of both Operational Budget and CARES Act budget combined

Attachment: FY2021 Actuals vs Budget Report with Comments_CURRENT 11.23.2020 (4777 : Budget Discussion)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: November 23, 2020
SUBJECT: Landscape Contractor

Background:

The Town Manager has been trying to obtain multiple quotes for landscape services for the Town of Haymarket. After reaching out to 6 landscape companies all but two did not respond or declined submitting a proposal. The contract length will be for one year with options to extend including 2021, 2022, and 2023. The companies were provided a comprehensive landscaping services list to be performed on Town Owned Property.

Bidder	Monthly Cost	Annual Cost
Advantage Landscape	\$2,327.08	\$27,925.00
Premier Landscaping	\$2,075.00	\$24,900.00

Fiscal Impact

The current FY21 Budget Line Item impacted for this service would be the following:
4310003 – Maintenance Server Contract-Landscaping - \$35,000

The FY21 Budget Line Item utilized Premier Landscaping's previous contract of \$24,900 and additional minor landscaping jobs around town. If the Town Council wanted to enter into a contract with Advantage Landscape, the line item may need to be adjusted.

Staff Recommendation:

Staff recommendations entering into a contract with Premier Landscaping utilizing current budgeted funds.

Draft Motion:

"I move the Town of Haymarket enter into a Contract with Premier Landscaping for landscaping services."

Other action deemed appropriate by Council.

Attachment: Landscaping Memo (4773 : Landscaping Contract)



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

Kimberly Henry
Town Clerk

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly Henry, Town Clerk
DATE: November 30, 2020
SUBJECT: Town Calendar of Meetings and Holidays

Town Staff is working on the 2021 calendar to mail out in the quarterly newsletter and to post on the website. Staff is proposing the following meeting dates and Holiday Schedule.

2021 Meeting Calendar:

- **December 2020** - TC Work Session 12/28. Need directive from Council as to whether to hold a work session
- **January:** TC Reg Mtg - 1/4; **PC - 1/18**; ARB - 1/20; TC Work Session - 1/25
*PC is on a holiday, will need to move meeting
- **February:** TC Reg Mtg - 2/1; **PC - 2/15**; ARB - 2/17; TC Work Session - 2/22
*PC is on a holiday, will need to move meeting
- **March:** TC Reg Mtg - 3/1; PC - 3/15; ARB - 3/17; TC Work Session - 3/29
- **April:** TC Reg Mtg - 4/5; PC - 4/19; ARB - 4/21; TC Work Session - 4/26
- **May:** TC Reg Mtg - 5/3; PC - 5/19; ARB - 5/19; **TC Work Session - 5/31**
**TC Work Session is on a holiday, will need to move meeting
- **June:** TC Reg Mtg - 6/7; PC - 6/21; ARB - 6/16; TC Work Session - 6/28
- **July:** **TC Reg Mtg - 7/5**; PC - 7/19; ARB - 7/21; TC Work Session - 7/26
**TC Reg Mtg is on a holiday, will need to move meeting
- **August:** TC Reg Mtg - 8/2; PC - 8/16; ARB - 8/18; TC Work Session - 8/30
- **September:** **TC Reg Mtg - 9/6**; PC - 9/20; ARB - 9/15; TC Work Session - 9/27
**TC Reg Mtg is on a holiday, will need to move meeting
- **October:** TC Reg Mtg - 10/4; PC - 10/18; ARB - 10/20; TC Work Session - 10/25
- **November:** TC Reg Mtg - 11/1; PC - 11/15; ARB - 11/17; TC Work Session - 11/29
- **December:** TC Reg Mtg - 12/6; PC - 12/20; ARB - 12/22; TC Work Session - 12/27

2021 Virginia State Holiday Calendar

- **January 1** - New Year's Day
- **January 18** - Martin Luther King, Jr. Day

Attachment: 2021 meeting calendar memo (4776 : 2021 Draft Meeting Schedule)

- **February 15** - George Washington Day
- **May 31** - Memorial Day
- **June 18** - Juneteenth (Observed)
- **July 5** - Independence Day (Observed)
- **September 6** - Labor Day
- **October 11** - Columbus Day
- **November 2** - Election Day
- **November 11** - Veterans Day
- **November 24** - Thanksgiving Holiday Close at Noon
- **November 25** - Thanksgiving Day
- **November 26** - Thanksgiving Holiday
- **December 23** - Christmas Holiday: additional holiday time
- **December 24** - Christmas Holiday (Observed)
- **December 31** - New Years (Observed)