



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 26, 2020

6:30 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Closed Session

IV. Certification

V. Closed Session Adjournment

VI. Open Work Session

VII. Presentation of Cares Act Funds

VIII. Agenda Items

1. First Quarter Budget Amendment Public Notice and Discussion
2. Special Use Permit Public Notice - 6611 Jefferson Street
3. Proffer Amendment Public Notice
4. Communication Plan
5. Invocation Discussion
6. Police Officer Hire Discussion
7. Personnel Policy
8. Public Meeting Space in Town Hall
9. Cares Act Draft Agreement with PWC IDA

IX. 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, November 02, 2020 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 decrease the adopted operating budget for Fiscal Year 2020- 2021 by \$119,929, the new overall operating adopted budget amount will be \$2,480,665.

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:			
Bank Stock Tax	\$ 12,000	\$ 20,000	\$ 8,000
VACO/VML Investment	\$ 0	\$ 10,000	\$ 10,000
Rental Property	\$ 144,929	\$ 138,573	(\$ 6,356)
Public Safety	\$ 0	\$ 74,215	\$ 74,215
Town Events	\$ 80,000	\$ 20,000	(\$ 60,000)
Miscellaneous	\$ 1,000	\$ 4,783	\$ 3,783
Revenue from Commonwealth	\$ 264,746	\$ 237,620	(\$ 27,126)
DMV Grant	\$ 6,000	\$ 14,000	\$ 8,000
Reserve Funds for CIP	\$ 270,000	\$ 0	(\$ 270,000)
Carry-Over Surplus	\$ 0	\$ 139,555	\$ 139,555
EXPENDITURE:			
Town Council	\$ 41,350	\$ 31,750	(\$ 9,600)
Administration	\$ 550,760	\$ 564,870	\$ 14,110
Police Department	\$ 801,577	\$ 876,013	\$ 74,436
Public Works	\$ 286,338	\$ 289,621	\$ 3,283
Events	\$ 80,000	\$ 20,000	(\$ 60,000)
Planning Commission	\$ 98,620	\$ 53,620	(\$ 45,000)
Architectural Review Board	\$ 10,680	\$ 8,680	(\$ 2,000)
Debt Service	\$ 214,236	\$ 183,644	(\$ 31,592)
Pedestrian Improvement Project	\$ 339,571	\$ 229,500	(\$ 110,071)
Blight Mitigation	\$ 20,000	\$ 40,000	\$ 20,000
CIP Funds Expense	\$ 29,389	\$ 55,894	\$ 26,505

****Please view Town website for more details**

TOWN OF HAYMARKET



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

ROBERTO GONZALEZ
TOWN TREASURER

STAFF REPORT
November 2, 2020

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 amend the Bank Stock Tax Revenue line item to adjust for the increase in revenues per prior year trends.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Other Local Taxes:				
Bank Stock Tax	\$ 12,000	\$ 20,000	\$ 8,000	

2. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the VACO/VML Investments Revenue line item to adjust for the increase in revenues per prior year trends.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Revenue - Use of Money:				
VACO/VML Investments	\$ 0	\$ 10,000	\$ 10,000	

- The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Stronger Fitness Revenue line item to adjust for loss of tenant. The tenant had informed the Town they were exercising their right to not renew lease after the budget had been adopted.

Revenue Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Rental (Use of Property):			
Stronger Fitness LLC	\$ 7,184	\$ 828	(\$ 6,356)

- The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Public Safety – VDOT Detail line item to adjust for additional security work during the paving work. The second amendment is for the Laney Detail line item to adjust the revenue expected for the security work during this fiscal year.

Revenue Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Public Safety:			
VDOT Detail	\$ 0	\$ 2,565	\$ 2,565
Laney Detail	\$ 0	\$ 71,650	\$ 71,650

- The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Town Events Revenue line item to adjust for decrease in expected revenues. Due to the current COVID-19 pandemic, the Town will not host the annual Town events for the first quarter of the current fiscal year. This also amends the Events line item on the expenditure side as well.

Revenue Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Town Events	\$ 80,000	\$ 20,000	(\$ 60,000)
Expenditure Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Events:			
Contractual Services	\$ 80,000	\$ 10,000	(\$ 70,000)
Events - Other	\$ 0	\$ 10,000	\$ 10,000

- 6. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Citations & Accident Reports Revenue line item to adjust for decrease in expected revenues.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Miscellaneous:				
Citations & Accident Reports	\$ 1,000	\$ 0	(\$ 1,000)	
Reimbursement from Insurance	\$ 0	\$ 4,783	\$ 4,783	

- 7. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Commonwealth Revenue - Car Rental Reimbursement line item to adjust for decrease in expected revenues, due to the only U-Haul store moving out of Town limits which was the only vendor that generated this revenue for the Town annually. The following amendment is to adjust for an insurance reimbursement that the Town received due to a vehicle accident that damaged a Town light pole.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Revenue from Commonwealth:				
Car Rental Reimbursement	\$ 6,500	\$ 0	(\$ 6,500)	
Pedestrian Improvement Grant	\$ 89,571	\$ 68,945	(\$ 20,626)	

- 8. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Federal Government Revenue - DMV Transportation Safety Grant line item to adjust for increase in expected revenues. The increase is due to additional grants awarded to the Police Department for this fiscal year.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Revenue from Federal Government:				
DMV Transp Safety Grant	\$ 6,000	\$ 14,000	\$ 8,000	

9. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Reserve Funds for CIP line item to remove it from the adopted budget. The Council wishes to use prior years surplus to fund the Town’s portion of the Jefferson Street project.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Reserve Funds for CIP	\$ 270,000	\$ 0	(\$ 270,000)	

10. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Carry-Over Surplus line item to increase it by \$139,555. The Council wishes to use prior years surplus to fund the Town’s portion of the Jefferson Street project.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Carry-Over Surplus	\$ 0	\$ 139,555	\$ 139,555	

11. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Town Council budget by decreasing Convention & Education line item, Meals & Lodging line item, and Salaries & Wages line items by a total of (\$9,600).

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Town Council:				
Convention & Education	\$ 5,000	\$ 2,500	(\$ 2,500)	
Meals & Lodging	\$ 2,000	\$ 1,000	(\$ 1,000)	
Salaries & Wages - Regular	\$ 32,100	\$ 26,000	(\$ 6,100)	

12. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Town Administration budget by decreasing Printing & Binding line item, Meals & Lodging line item, and Convention & Education line items. This amendment will also increase Salaries & Wages - Regular line item, VRS line item, and Capital Outlay-Machinery/Equip. The decreases are due to current COVID-19 regulations not allowing for in person conferences, which means less funding is needed. The decrease to Printing & Binding is due to not producing a Town Calendar this year. The increase in Salaries/Wages - Regular is to adjust for the increase in Town Administration wages, which was addressed after FY2020-2021 was adopted on May 26, 2020. This adjustment also increased the VRS line item in this current budget. The total adjustment in the Town Administration budget will be \$14,110.

Expenditure Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Town Administration:			
Salaries/Wages - Regular	\$ 280,830	\$ 290,000	\$ 9,170
VRS	\$ 35,070	\$ 39,010	\$ 3,940
Printing & Binding	\$ 12,000	\$ 10,000	(\$ 2,000)
Meals & Lodging	\$ 6,000	\$ 3,000	(\$ 3,000)
Convention & Education	\$ 10,000	\$ 6,000	(\$ 4,000)
Capital Outlay-Machinery/Equip	\$ 0	\$ 10,000	\$ 10,000

13. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Police Department budget by decreasing Salaries/Wages - OT line item, Holiday Pay line item, Salaries/Wages - Part Time line item, Computer/Internet/Website line item, Miscellaneous line item, Vehicle Fuels line item, Uniforms & Police Supplies line item, Community Events line item to a total of (\$42,500). This amendment will also increase Salaries/Wages - DMV Grant line item, Laney Detail line item, FICA/Medicare line item, and Capital Outlay-Machinery Equipment line item to a total of \$114,571. The Salaries/Wages decrease is due to schedule changes. The decrease to Computer/Internet/Website line item is due to the renegotiated contracts. The decrease to the Miscellaneous line item is due to the department not needing the funds this fiscal year. The decrease in Vehicle Fuels is due to the department no longer implementing a take home vehicle policy. Uniforms & Supplies were also decreased due to making purchases of equipment/supplies in prior years to be used for this fiscal year. Community Events was decreased due to current COVID restrictions not allowing for events to be held this year. The Capital Outlay-Machinery/Equipment is being amended back to the Police Department as this line item tracks the lease cost to of the Police vehicles.

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 -				
OT Premium	\$ 34,000	\$ 20,000		(\$ 14,000)
Salaries/Wages -				
Holiday Pay	\$ 17,000	\$ 14,000		(\$ 3,000)
Salaries/Wages -				
Part Time	\$ 20,000	\$ 16,000		(\$ 4,000)
Salaries/Wages -				
VDOT	\$ 0	\$ 2,365		\$ 2,365
Salaries/Wages -				
DMV Grant	\$ 0	\$ 13,300		\$ 13,300
Salaries/Wages -				
Laney Detail	\$ 0	\$ 64,485		\$ 64,485
FICA/Medicare	\$ 36,397	\$ 41,591		\$ 5,194
Computer/Internet				
& Website	\$ 14,000	\$ 11,000		(\$ 3,000)
Miscellaneous	\$ 1,500	\$ 0		(\$ 1,500)
Vehicle Fuels	\$ 19,000	\$ 16,000		(\$ 3,000)
Uniforms & Police				
Supplies	\$ 32,000	\$ 20,000		(\$ 12,000)
Community Events	\$ 2,000	\$ 0		(\$ 2,000)
Capital Outlay -				
Machinery/Equip	\$ 0	\$ 31,592		\$ 31,592

14. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Public Works - Town Public Works line item by removing the budgeted amount into Maintenance - Repair/Maintenance Services line item. The Town does not have a Public Works department but does maintain and repair Town properties and buildings. This amendment also includes an appropriation for an Insurance reimbursement that the Town received due to a vehicle accident that damaged a Town light pole.

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Miscellaneous:				
Reimbursement from				
Insurance	\$ 0	\$ 4,783		\$ 4,783

Expenditure Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Public Works:			
Town Public Works	\$ 50,000	\$ 0	(\$ 50,000)
Maint Of			
Wash St./Grounds	\$ 65,000	\$ 119,783	\$ 54,783

15. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Real Estate Taxes line item for the Town leased properties. The decrease is to adjust for this change as the Town is now being reimbursed for these taxes by the tenant.

Expenditure Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Maint of Grounds:			
Real Estate Taxes	\$ 4,000	\$ 2,500	(\$ 1,500)

16. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Consultants - Engineer line item and the Comp Plan line item. The Consultant - Engineer line item will be decreased due to some of the costs being passed to the developer/contractor. The Comp plan line item is being decreased due to minimal editing to the Town comp plan.

Expenditure Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Community Development:			
Consultants - Engineer	\$ 50,000	\$ 30,000	(\$ 20,000)
Consultants - Comp Plan	\$ 40,000	\$ 15,000	(\$ 25,000)

17. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Architectural Review Board: Salaries/Wages - Regular line item. The amendment is to address one less meeting a month to the board.

Expenditure Source Line Item			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>

Architectural Review Board:

Salaries/Wages – Regular	\$	7,830	\$	5,830	(\$ 2,000)
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18. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Capital Lease – Payment - Principle line item. The amendment is to place the expenditure into the Police Department budget, as it is a Police Department expense.

Expenditure Source Line Item

<u>Line Item</u>		<u>Adopted 2020-21 Budget</u>		<u>Amended Budget</u>	<u>Change</u>
Capital Lease – Payment - Principle	\$	31,592	\$	0	(\$ 31,592)

19. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Pedestrian Improvement Project line item. The amendment is to decrease the expenditure for this fiscal year due to more of the work being done in the prior fiscal year.

Expenditure Source Line Item

<u>Line Item</u>		<u>Adopted 2020-21 Budget</u>		<u>Amended Budget</u>	<u>Change</u>
Pedestrian Improvement Project	\$	339,571	\$	229,500	(\$ 110,071)

20. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the Blight Mitigation line item. The amendment is to increase the expenditure for this fiscal year.

Expenditure Source Line Item

<u>Line Item</u>		<u>Adopted 2020-21 Budget</u>		<u>Amended Budget</u>	<u>Change</u>
Blight Mitigation - Other	\$	20,000	\$	40,000	\$ 20,000

21. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend the CIP Funds Expense line item. The amendment is to increase the expenditure for this fiscal year from the cuts in other expenditure line items in current budget.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
CIP Funds Expense	\$ 29,389	\$ 55,894	\$ 26,505	

Sample Motion
I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2020-21 as designated on Resolution #2020-019.

Or
Alternative Motion

REVENUES	Adopted on 05/26/2020	Changes	Amendment on 06/08/2020	Changes	Amendment on 10/05/2020	Changes	Proposed Amendment on 11/02/2020	Overall Percentage Change
GENERAL PROPERTY TAXES								
Real Estate - Current	\$ 375,326.00		\$ 375,326.00		\$ 375,326.00		\$ 375,326.00	0.0%
Public Service Corp RE Tax	\$ 13,209.00		\$ 13,209.00		\$ 13,209.00		\$ 13,209.00	0.0%
Penalties - All Property Taxes	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	0.0%
Total GENERAL PROPERTY TAXES	\$ 389,535		\$ 389,535		\$ 389,535		\$ 389,535	0.0%
OTHER LOCAL TAXES								
Bank Stock Tax	\$ 12,000		\$ 12,000		\$ 12,000	\$ 8,000	\$ 20,000	66.7%
Business License Tax	\$ 195,000	\$ (40,624)	\$ 154,376		\$ 154,376		\$ 154,376	-20.8%
Cigarette Tax	\$ 146,500	\$ (12,500)	\$ 134,000		\$ 134,000		\$ 134,000	-8.5%
Consumer Utility Tax	\$ 158,000		\$ 158,000		\$ 158,000		\$ 158,000	0.0%
Meals Tax - Current	\$ 800,000	\$ (56,124)	\$ 743,876		\$ 743,876		\$ 743,876	-7.0%
Sales Tax Receipts	\$ 140,000	\$ (10,624)	\$ 129,376		\$ 129,376		\$ 129,376	-7.6%
Transient Occupancy Tax	\$ 17,000	\$ (17,000)	\$ -		\$ -		\$ -	-100.0%
Total OTHER LOCAL TAXES	\$ 1,468,500	\$ (136,872)	\$ 1,331,628		\$ 1,331,628		\$ 1,339,628	-9.3%
PERMITS,FEES & LICENESES								
Application Fees	\$ 4,500		\$ 4,500		\$ 4,500		\$ 4,500	0.0%
Inspection Fees	\$ 15,000		\$ 15,000		\$ 15,000		\$ 15,000	0.0%
Motor Vehicle Licenses	\$ 1,900		\$ 1,900		\$ 1,900		\$ 1,900	0.0%
Other Planning & Permits	\$ 25,000		\$ 25,000		\$ 25,000		\$ 25,000	0.0%
Total PERMITS,FEES & LICENESES	\$ 46,400		\$ 46,400		\$ 46,400		\$ 46,400	0.0%
FINES & FORFEITURES								
Fines	\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000	0.0%
Total FINES & FORFEITURES	\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000	0.0%
REVENUE - USE OF MONEY								
Earnings on VACO/VML Investment						\$ 10,000	\$ 10,000	100.0%
Interest on Bank Deposit	\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000	0.0%
Interest on Bank Deposits								
Total REVENUE - USE OF MONEY	\$ 10,000		\$ 10,000		\$ 10,000	\$ 10,000	\$ 20,000	100.0%
RENTAL (USE OF PROPERTY)								
Total RENTAL (USE OF PROPERTY)	\$ 151,285.00		\$ 151,285.00		\$ 151,285.00	\$ (6,356.00)	\$ 144,929	-4.2%
3160 · CHARGES FOR SERVICES								
Public Safety	\$ -							
Donation/Grants								
VDOT Detail						\$ 2,565.00	\$ 2,565.00	100.0%
Laney Detail	\$ -					\$ 71,650.00	\$ 71,650.00	100.0%
Total Public Safety	\$ -							
Total 3160 · CHARGES FOR SERVICES	\$ -					\$ 74,215.00	\$ 74,215.00	100.0%
REVENUE - TOWN EVENTS								
Revenue - Town Events	\$ 80,000		\$ 80,000		\$ 80,000	\$ (60,000)	\$ 20,000	-75.0%
Total REVENUE - TOWN EVENTS	\$ 80,000		\$ 80,000		\$ 80,000	\$ (60,000)	\$ 20,000	-75.0%
MISCELLANEOUS								
Citations & Accident Reports	\$ 1,000		\$ 1,000		\$ 1,000	\$ (1,000)	\$ -	-100.0%
Reimbursement from Insurance	\$ -					\$ 4,783	\$ 4,783	100.0%
Total MISCELLANEOUS	\$ 1,000		\$ 1,000		\$ 1,000	\$ 3,783	\$ 4,783	378.3%
REVENUE FROM COMMONWEALTH								
599 Law Enforcement Grant	\$ 31,548		\$ 31,548		\$ 31,548		\$ 31,548	0.0%

Town of Haymarket
 Adopted Budget FY2021
 July 1, 2020 to June 30, 2021

Car Rental Reimbursement	\$ 6,500	\$ 6,500	\$ 6,500	\$ (6,500)	\$ -	-100.0%
Communications Tax	\$ 117,000	\$ 117,000	\$ 117,000		\$ 117,000	0.0%
Personal Property Tax Reimburse	\$ 18,627	\$ 18,627	\$ 18,627		\$ 18,627	0.0%
Railroad Rolling Stock	\$ 1,500	\$ 1,500	\$ 1,500		\$ 1,500	0.0%
PEDESTRIAN IMPROVEMENT GRANT	\$ 89,571	\$ 89,571	\$ 89,571	\$ (20,626)	\$ 68,945	-23.0%
Total REVENUE FROM COMMONWEALTH	\$ 264,746	\$ 264,746	\$ 264,746	\$ (27,126.00)	\$ 237,620	-10.2%
REVENUE FROM FEDERAL GOVERNMENT						
DMV Grant - Tranp Safety Grant	\$ 6,000	\$ 6,000	\$ 6,000	\$ 8,000	\$ 14,000	133.3%
Total REVENUE FROM FEDERAL GOVERNMENT	\$ 6,000	\$ 6,000	\$ 6,000	\$ 8,000	\$ 14,000	133.3%
Reserves for Capital Improvement Project	\$ 270,000	\$ 270,000	\$ 270,000	\$ (270,000)	\$ -	-100.0%
Carry-Over Surplus				\$ 139,555	\$ 139,555	100.0%
TOTAL REVENUE	\$ 2,737,466	\$ 2,600,594	\$ 2,600,594		\$ 2,480,665	-10.4%
EXPENDITURES						
ADMINISTRATION						
Convention & Education	\$ 5,000	\$ 5,000	\$ 5,000	\$ (2,500)	\$ 2,500	-50.0%
FICA/Medicare	\$ 2,000	\$ 2,000	\$ 2,000		\$ 2,000	0.0%
Meals and Lodging	\$ 2,000	\$ 2,000	\$ 2,000	\$ (1,000)	\$ 1,000	-50.0%
Mileage Allowance	\$ 250	\$ 250	\$ 250		\$ 250	0.0%
Salaries & Wages - Regular	\$ 32,100	\$ 32,100	\$ 32,100	\$ (6,100)	\$ 26,000	-19.0%
Total TOWN COUNCIL	\$ 41,350	\$ 41,350	\$ 41,350	\$ (9,600)	\$ 31,750	-23.2%
TOWN ADMINISTRATION						
Salaries/Wages-Regular	\$ 280,830	\$ 280,830	\$ 280,830	\$ 9,170	\$ 290,000	3.3%
Salaries/Wages - Part Time - Other	\$ 50,000	\$ 25,000	\$ 25,000		\$ 25,000	0.0%
Total Salaries/Wages - Part Time	\$ 50,000	\$ (25,000)	\$ 25,000		\$ 25,000	-50.0%
FICA/Medicare	\$ 24,257	\$ 24,257	\$ 24,257		\$ 24,257	0.0%
VRS	\$ 35,070	\$ 35,070	\$ 35,070	\$ 3,940	\$ 39,010	11.2%
Health Insurance	\$ 49,195	\$ 49,195	\$ 49,195		\$ 49,195	0.0%
Life Insurance	\$ 3,852	\$ 3,852	\$ 3,852		\$ 3,852	0.0%
Disability Insurance	\$ 2,631	\$ 2,631	\$ 2,631		\$ 2,631	0.0%
Unemployment Insurance	\$ 2,800	\$ 2,800	\$ 2,800		\$ 2,800	0.0%
Worker's Compensation	\$ 400	\$ 400	\$ 400		\$ 400	0.0%
Gen Property/Liability Ins.	\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000	0.0%
Accounting Services	\$ 8,000	\$ 8,000	\$ 8,000		\$ 8,000	0.0%
Printing & Binding	\$ 12,000	\$ 12,000	\$ 12,000	\$ (2,000)	\$ 10,000	-16.7%
Advertising	\$ 12,000	\$ 12,000	\$ 12,000		\$ 12,000	0.0%
Computer, Internet &Website Svc	\$ 23,650	\$ 23,650	\$ 23,650		\$ 23,650	0.0%
Postage	\$ 4,000	\$ 4,000	\$ 4,000		\$ 4,000	0.0%
Telecommunications	\$ 7,500	\$ 7,500	\$ 7,500		\$ 7,500	0.0%
Mileage Allowance	\$ 1,000	\$ 1,000	\$ 1,000		\$ 1,000	0.0%
Meals & Lodging	\$ 6,000	\$ 6,000	\$ 6,000	\$ (3,000)	\$ 3,000	-50.0%
Convention & Education	\$ 10,000	\$ 10,000	\$ 10,000	\$ (4,000)	\$ 6,000	-40.0%
Miscellaneous	\$ 1,000	\$ 1,000	\$ 1,000		\$ 1,000	0.0%
Books, Dues & Subscriptions	\$ 16,000	\$ 16,000	\$ 16,000		\$ 16,000	0.0%
Office Supplies	\$ 6,500	\$ 6,500	\$ 6,500		\$ 6,500	0.0%
Equipment Rental	\$ 4,075	\$ 4,075	\$ 4,075		\$ 4,075	0.0%
Capital Outlay-Machinery/Equip	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
Advertising - Tourism	\$ 7,300	\$ (7,300)	\$ -		\$ -	-100.0%
Total TOWN ADMINISTRATION	\$ 583,060	\$ (32,300)	\$ 550,760	\$ 14,110	\$ 564,870	-3.1%

Attachment: FY2020-2021 Adopted Budget_Amendments Timeline 11-02-2020 (4722 : First Quarter Budget

Town of Haymarket
 Adopted Budget FY2021
 July 1, 2020 to June 30, 2021

LEGAL SERVICES									
Legal Services	\$	70,000	\$	70,000	\$	70,000	\$	70,000	0.0%
Total LEGAL SERVICES	\$	70,000	\$	70,000	\$	70,000	\$	70,000	0.0%
INDEPENDENT AUDITOR									
Auditing Services	\$	16,000	\$	16,000	\$	16,000	\$	16,000	0.0%
Total INDEPENDENT AUDITOR	\$	16,000	\$	16,000	\$	16,000	\$	16,000	0.0%
Total ADMINISTRATION	\$	710,410	\$	678,110	\$	678,110	\$	682,620	-2.6%
PUBLIC SAFETY									
POLICE DEPARTMENT									
Salaries & Wages - Regular	\$	419,405	\$	419,405	\$	419,405	\$	419,405	0.0%
Salaries & Wages - OT Premium	\$	34,000	\$	34,000	\$	34,000	\$	20,000	-41.2%
Salaries & Wages - Holiday Pay	\$	17,000	\$	17,000	\$	17,000	\$	14,000	-17.6%
Salaries & Wages - Part Time	\$	20,000	\$	20,000	\$	20,000	\$	16,000	-20.0%
Salaries & Wages - VDOT	\$	-	\$	-	\$	-	\$	2,365	100.0%
Salaries & Wages - DMV Grant	\$	-	\$	-	\$	-	\$	13,300	100.0%
Salaries & Wages - Laney Detail	\$	-	\$	-	\$	-	\$	64,485	100.0%
FICA/MEDICARE	\$	36,397	\$	36,397	\$	36,397	\$	41,591	14.3%
VRS	\$	45,816	\$	45,816	\$	45,816	\$	45,816	0.0%
Health Insurance	\$	56,057	\$	56,057	\$	56,057	\$	56,057	0.0%
Life Insurance	\$	5,652	\$	5,652	\$	5,652	\$	5,652	0.0%
Disability Insurance	\$	2,000	\$	2,000	\$	2,000	\$	2,000	0.0%
Unemployment Insurance	\$	3,000	\$	3,000	\$	3,000	\$	3,000	0.0%
Workers' Compensation Insurance	\$	16,450	\$	16,450	\$	16,450	\$	16,450	0.0%
Line of Duty Act Insurance	\$	5,000	\$	5,000	\$	5,000	\$	5,000	0.0%
Legal Services	\$	24,000	\$	24,000	\$	24,000	\$	24,000	0.0%
Computer, Internet & Website	\$	14,000	\$	14,000	\$	14,000	\$	11,000	-21.4%
Postage	\$	500	\$	500	\$	500	\$	500	0.0%
Telecommunications	\$	10,000	\$	10,000	\$	10,000	\$	10,000	0.0%
General Prop Ins (Vehicles)	\$	3,800	\$	3,800	\$	3,800	\$	3,800	0.0%
Convention & Education	\$	5,000	\$	5,000	\$	5,000	\$	5,000	0.0%
Miscellaneous	\$	1,500	\$	1,500	\$	1,500	\$	-	-100.0%
Books Dues & Subscriptions	\$	13,000	\$	13,000	\$	13,000	\$	13,000	0.0%
Office Supplies	\$	5,000	\$	5,000	\$	5,000	\$	5,000	0.0%
Vehicle Fuels	\$	19,000	\$	19,000	\$	19,000	\$	16,000	-15.8%
Vehicle Maintenance/Supplies	\$	11,000	\$	11,000	\$	11,000	\$	11,000	0.0%
Uniforms & Police Supplies	\$	32,000	\$	32,000	\$	32,000	\$	20,000	-37.5%
Community Events	\$	2,000	\$	2,000	\$	2,000	\$	-	-100.0%
Capital Outlay-Machinery/Equip	\$	-	\$	-	\$	-	\$	31,592	100.0%
Total POLICE DEPARTMENT	\$	801,577	\$	801,577	\$	801,577	\$	876,013	9.3%
34100 - BUILDING OFFICAL									
Erosion & Sedimentation	\$	15,000	\$	15,000	\$	15,000	\$	15,000	0.0%
BUILDING OFFICIAL	\$	15,000	\$	15,000	\$	15,000	\$	15,000	0.0%
Total PUBLIC SAFETY	\$	816,577	\$	816,577	\$	816,577	\$	891,013	9.1%
PUBLIC WORKS									
Town Public Works	\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	-	-100.0%
Street Beautification - HF	\$	2,213.00	\$	2,213.00	\$	2,213.00	\$	2,213.00	0.0%
REFUSE COLLECTION									
Trash Removal Contract	\$	86,625.00	\$	86,625.00	\$	86,625.00	\$	86,625.00	0.0%

Attachment: FY2020-2021 Adopted Budget_Amendments Timeline 11.02.2020 (4722 : First Quarter Budget

Town of Haymarket
 Adopted Budget FY2021
 July 1, 2020 to June 30, 2021

Total REFUSE COLLECTION	\$	86,625.00		\$	86,625.00		\$	86,625.00		\$	86,625.00		\$	86,625.00		0.0%
MAINT OF 15000 Wash St./Grounds																
Repairs/Maintenance Services	\$	65,000		\$	65,000		\$	65,000	\$	54,783	\$	119,783				84.3%
Maint Svc Contract-Pest Control	\$	3,000		\$	3,000		\$	3,000			\$	3,000				0.0%
Maint Svc Contract-Landscaping	\$	35,000		\$	35,000		\$	35,000			\$	35,000				0.0%
Maint Svc Contract Snow Removal	\$	7,000		\$	7,000		\$	7,000			\$	7,000				0.0%
Maint Svc Cont- Street Cleaning	\$	6,500		\$	6,500		\$	6,500			\$	6,500				0.0%
Electric/Gas Services	\$	16,500		\$	16,500		\$	16,500			\$	16,500				0.0%
Electrical Services-Streetlight	\$	5,500		\$	5,500		\$	5,500			\$	5,500				0.0%
Water & Sewer Services	\$	3,000		\$	3,000		\$	3,000			\$	3,000				0.0%
Janitorial Supplies	\$	2,000		\$	2,000		\$	2,000			\$	2,000				0.0%
Real Estate Taxes	\$	4,000		\$	4,000		\$	4,000	\$	(1,500)	\$	2,500				-37.5%
Total 43100 · MAINT OF 15000 Wash St./Grounds	\$	147,500		\$	147,500		\$	147,500	\$	53,283	\$	200,783				36.1%
Total PUBLIC WORKS	\$	286,338.00		\$	286,338.00		\$	286,338.00	\$	53,283	\$	289,621.00				18.6%
PARKS, REC & CULTURAL																
70000 · HAYMARKET CUMMUNITY PARK																
Grounds Maintenance/Repairs (Park Dev.)	\$	58,000.00	\$	(38,000)	\$	20,000.00		\$	20,000.00		\$	20,000.00				-65.5%
Total 70000 · HAYMARKET CUMMUNITY PARK	\$	58,000.00	\$	(38,000)	\$	20,000.00		\$	20,000.00		\$	20,000.00				-65.5%
EVENTS																
Contractural Services	\$	80,000		\$	80,000		\$	80,000	\$	(70,000)	\$	10,000				-87.5%
EVENTS - Other	\$	-							\$	10,000	\$	10,000				100.0%
Total EVENTS	\$	80,000		\$	80,000		\$	80,000	\$	(60,000)	\$	20,000				-75.0%
MUSEUM																
Advertising	\$	750		\$	750		\$	750			\$	750				0.0%
Telecommunications	\$	2,200		\$	2,200		\$	2,200			\$	2,200				0.0%
Books, Dues & Subscriptions	\$	250		\$	250		\$	250			\$	250				0.0%
Office Supplies	\$	250		\$	250		\$	250			\$	250				0.0%
Exhibits & Programs	\$	1,700		\$	1,700		\$	1,700			\$	1,700				0.0%
Total MUSEUM	\$	5,150		\$	5,150		\$	5,150		0	\$	5,150				0.0%
Total PARKS, REC & CULTURAL	\$	143,150.00		\$	105,150.00		\$	105,150.00	\$	(60,000.00)	\$	45,150.00				-41.9%
COMMUNITY DEVELOPMENT																
PLANNING COMMISSION																
Salaries & Wages - Regular	\$	5,670		\$	5,670		\$	5,670			\$	5,670				0.0%
FICA/Medicare	\$	500		\$	500		\$	500			\$	500				0.0%
Consultant - Engineer	\$	50,000		\$	50,000		\$	50,000	\$	(20,000)	\$	30,000				-40.0%
Consultant - Comp Plan	\$	40,000		\$	40,000		\$	40,000	\$	(25,000)	\$	15,000				-62.5%
Mileage Allowance	\$	250		\$	250		\$	250			\$	250				0.0%
Meals & Lodging	\$	700		\$	700		\$	700			\$	700				0.0%
Convention/Education	\$	1,500		\$	1,500		\$	1,500			\$	1,500				0.0%
Total PLANNING COMMISSION	\$	98,620		\$	98,620		\$	98,620	\$	(45,000)	\$	53,620				-45.6%
ARCHITECTURAL REVIEW BOARD																
Salaries & Wages - Regular	\$	7,830		\$	7,830		\$	7,830	\$	(2,000)	\$	5,830				-25.5%
FICA/Medicare	\$	850		\$	850		\$	850			\$	850				0.0%
Convention & Education	\$	2,000		\$	2,000		\$	2,000			\$	2,000				0.0%
Total ARCHITECTURAL REVIEW BOARD	\$	10,680		\$	10,680		\$	10,680	\$	(2,000)	\$	8,680				-18.7%
BOARD OF ZONING APPEALS																
Salaries & Wages - Regular	\$	1,325		\$	1,325		\$	1,325			\$	1,325				0.0%
FICA/Medicare	\$	98		\$	98		\$	98			\$	98				0.0%
Convention & Education	\$	500		\$	500		\$	500			\$	500				0.0%
Total BOARD OF ZONING APPEALS	\$	1,923		\$	1,923		\$	1,923			\$	1,923				0.0%

Attachment: FY2020-2021 Adopted Budget_Amendments Timeline 11-02-2020 (4722 : First Quarter Budget

Total COMMUNITY DEVELOPMENT	\$ 111,223		\$ 111,223		\$ 111,223	\$ (47,000)	\$ 64,223	-42.3%
NON-DEPARTMENTAL								
DEBT SERVICE								
General Obligation Bond - Prin	\$ 166,144.00		\$ 166,144.00		\$ 166,144.00		\$ 166,144.00	0.0%
General Obligation Bond - Int	\$ 16,500.00		\$ 16,500.00		\$ 16,500.00		\$ 16,500.00	0.0%
Capital Lease Pmt	\$ 31,592		\$ 31,592		\$ 31,592	\$ (31,592)	\$ -	-100.0%
Total DEBT SERVICE	\$ 214,236		\$ 214,236		\$ 214,236	\$ (31,592.00)	\$ 182,644	-14.7%
Total NON-DEPARTMENTAL	\$ 214,236		\$ 214,236		\$ 214,236	\$ (31,592.00)	\$ 182,644	-14.7%
PEDESTRIAN IMPROVEMENT PROJECT								
PEDESTRIAN IMPROVEMENT PROJECT	\$ 339,571		\$ 339,571		\$ 339,571	\$ (110,071)	\$ 229,500	-32.4%
Total PEDESTRIAN IMPROVEMENT PROJECT	\$ 339,571		\$ 339,571		\$ 339,571	\$ (110,071)	\$ 229,500	-32.4%
94107 · BLIGHT MITIGATION								
Building Official/Engr.	\$ 20,000		\$ 20,000		\$ 20,000	\$ 20,000	\$ 40,000	100.0%
Total 94107 · BLIGHT MITIGATION	\$ 20,000		\$ 20,000		\$ 20,000	\$ 20,000	\$ 40,000	100.0%
94108 · CIP FUND EXPENSE								
CIP FUND EXPENSE	\$ 95,961	\$ (66,572)	\$ 29,389		\$ 29,389	\$ 26,505	\$ 55,894	-41.8%
Total 94108 · CIP FUND EXPENSE	\$ 95,961	\$ (66,572)	\$ 29,389		\$ 29,389	\$ 26,505	\$ 55,894	-41.8%
TOTAL EXPENSES	\$ 2,737,466		\$ 2,600,594		\$ 2,600,594		\$ 2,480,665	-10.4%
Other Income / Expense								
Other Income								
50000 · CARES Act Funds	\$ -		\$ -	\$ 295,452	\$ 295,452		\$ 295,452	100.0%
Total Other Income				\$ 295,452	\$ 295,452		\$ 295,452	100.0%
Other Expense								
97000 · CARES Act Expenses	\$ -		\$ -	\$ 295,452	\$ 295,452		\$ 295,452	100.0%
Total Other Expense				\$ 295,452	\$ 295,452		\$ 295,452	100.0%
Revenues	\$ 2,737,466		\$ 2,600,594		\$ 2,896,046		\$ 2,776,117	1.4%
Expenditures	\$ 2,737,466		\$ 2,600,594		\$ 2,896,046		\$ 2,776,117	1.4%

**NOTICE TOWN OF HAYMARKET
TOWN COUNCIL PUBLIC HEARING
TOWN OF HAYMARKET- TOWN HALL COUNCIL CHAMBERS, FIRST FLOOR
15000 WASHINGTON STREET, STE. 100
November 2, 2020 at 7:00 pm**

Notice is hereby given that the Town of Haymarket Town Council will conduct a public hearing on the following Special Use Permit Request. All interested parties are encouraged to present their views at these hearings.

Special Use Permit for Religious Assembly at 6611 Jefferson Street.

To consider allowing by special use religious assembly at 6611 Jefferson Street, Haymarket VA 20169. The existing zoning for 6611 Jefferson Street is B-1, Town Center. Full text of the Town Zoning Code can be found at <http://www.townofhaymarket.org/index.php/government/ordinance>.

This meeting is being held at 15000 Washington Street, St. 100, in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Clerk of the Council at the above address or by telephone at 703/753-2600. Persons needing interpreter services for the deaf must notify the Clerk of the Council no later than October 26, 2020.

For additional information, contact the Town Planner, Emily Lockhart at 703/753-2600 or ELockhart@townofhaymarket.org.

Run 10/14 and 10/21

**NOTICE TOWN OF HAYMARKET
TOWN COUNCIL
TOWN OF HAYMARKET- TOWN HALL COUNCIL CHAMBERS
15000 WASHINGTON STREET, STE. 100
November 2, 2020 at 7:00 pm**

Notice is hereby given that the Town of Haymarket Town Council will conduct a public hearing on the following Proffer Amendment Statement. All interested parties are encouraged to present their views at these hearings.

Proffer Amendment Statement for 14600 Washington Street

To consider amending the proffer statement in correlation with rezoning 2013-0528 from 2013; this proffer amendment would reduce the overall size of the recreational field use proffered from 4.51 acres to 0 acres. The existing zoning for 14600 Washington Street, GPIN 7397-19-1734 is B-1, Town Center. Full text of the Town Zoning Code can be found at <http://www.townofhaymarket.org/index.php/government/ordinance>.

This meeting is being held at 15000 Washington Street, St. 100, in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Clerk of the Council at the above address or by telephone at 703/753-2600. Persons needing interpreter services for the deaf must notify the Clerk of the Council no later than October 26, 2020.

For additional information, contact the Town Planner, Emily Lockhart at 703/753-2600 or ELockhart@townofhaymarket.org.

Run 10/14 and 10/21

Legislative Prayer Policy

Being mindful of the responsibility of all levels of government, as enumerated in Article I, § 16 of the Constitution of Virginia, with the intent to always comply with applicable law and to avoid conferring any particular privileges or advantages on the basis of religion, the Town Council chooses to solemnize its meetings and to create an opportunity to reflect on its responsibilities towards all citizens by inviting representatives of religious organizations in Prince William County to provide an invocation at the beginning of each of its regular meetings, in accordance with the following guidelines:

These guidelines are intended to make sure that any prayer given is sensitive and nurturing to all religious beliefs, traditions and customs in a pluralistic environment. The prayer should be sensitive to all religions and non-religions. Violations of these guidelines may result in the representative not being invited to offer a prayer in the future. These guidelines call for prayer that:

- Seeks the highest common denominator without compromise of conscience;
- Calls upon a divine presence on behalf of the group as a whole and avoids individual petitions;
- Uses forms and vocabulary that allow persons of difference faiths to give assent to what is said;
- Uses universal, inclusive terms for the deity rather than proper names for divine manifestations. Some opening ascriptions are: "Mighty God," "Our Maker," "Source of All Being," or "Creator and Sustainer." Possible closing words include "Hear Our Prayer," "In Thy Name," "or simply "Amen"; and
- Remains faithful to the purposes of acknowledging divine presence and seeking blessing; not preaching, arguing, or testifying.

The Town of Haymarket would like to thank you for your participation with the invocation. Please sign below or respond via email to _____ to acknowledge your receipt of these guidelines.

Signature

Date: _____

Attachment: invocation guidelines (4725 : Invocation Discussion)

COVID-19 SMALL BUSINESS GRANT and RESIDENT VOUCHER AGREEMENT

THE TOWN OF HAYMARKET COVID-19 SMALL BUSINESS GRANT AND RESIDENT VOUCHER AGREEMENT (herein referred to as "Agreement"), made this __ day of NOVEMBER 2020 by and among the TOWN OF HAYMARKET TOWN COUNCIL a body corporate and politic (the "TOWN" or "COUNCIL"), and the INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF PRINCE WILLIAM, (hereinafter referred to as "IDA"), a political subdivision of the Commonwealth of Virginia, individually a "Party" and collectively the "Parties."

WITNESSETH

WHEREAS, the IDA has been created to promote the economic development of Prince William County, Virginia (the "County") pursuant to enabling legislation under Section 15.2- 4900 *et seq.*, VA Code Ann.; and

WHEREAS, the IDA has the authority to make grants of money or property for economic development pursuant to Section 15.2-4905(13), VA Code Ann.; and

WHEREAS, the COVID-19 shutdown and forced closure of non-essential businesses in the Town of Haymarket has severely impacted small business particularly in the retail, restaurant and travel-related sectors and residents throughout the Town; and

WHEREAS, it is now necessary to provide financial relief in emergencies to small businesses and residents in the Town of Haymarket, Virginia in response to the economic impact of COVID- 19 as an essential part of the Town's economic development and recovery efforts; and

WHEREAS, the Council desires to set up a COVID-19 Small Business Grant Program ("Grant Program"), implemented by the IDA, that will assist Haymarket small businesses by providing needed cash for working capital to support rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business and a Resident Voucher Program ("Voucher Program") to assist residents in covering the essential costs of living day to day;

WHEREAS, the Council was notified that it will receive \$295,000 of Corona Virus Relief Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and

WHEREAS, the Town Council duly authorized the budget, appropriation and transfer of \$_____ of CARES Act funds to the IDA for distribution pursuant to the Grant Program, and Voucher Program as set forth herein; and

WHEREAS, upon execution of this Agreement the Town shall transfer to the IDA the CARES Act Funds of _____ Dollars (the "Transferred Funds") to be distributed pursuant to the Grant Program, and Voucher Program in accordance with this Agreement; and

WHEREAS, the Council and the IDA desire to enter into this Agreement to memorialize the understandings and conditions under which the Grant Program and Voucher Program will operate and to set forth the obligations and responsibilities of the parties in connection therewith;

NOW, THEREFORE, in consideration of the mutual promises of the parties and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby state and agree as follows:

- **Incorporation of Recitals** - The preceding recitals are an integral part of the Agreement and set forth the intentions of the Parties and the premises on which the Parties have entered into

this Agreement. Accordingly, the recitals are fully incorporated into this Agreement by this reference as if fully set forth herein.

- **Definitions** - In addition to any other capitalized term for which meaning is expressly defined in this Agreement, the following terms shall be defined as follows:
 - "Effective Date" means November __, 2020.
 - "Town Manager" means the Haymarket Town Manager or designee.
- **IDA Covenants and Obligations**
 - The IDA agrees to use the CARES Act Grant Funds for the purpose of providing Grants to Haymarket small businesses in the areas of hospitality and entertainment, retail trade and employment and administrative support services. This would include, but is not limited to, locally owned hotels, restaurants, retail stores, personal services establishments, office and facility support services, and tourism venues.
 - The IDA will retain 5% of the Transferred Funds as a processing fee .
 - The IDA agrees to redeem Covid-19 relief vouchers issued by the Town and presented by participating businesses to the IDA in accordance with the terms of this Agreement.
 - The IDA acknowledges and agrees that the CARES Act grant funds are Town funds for which the IDA is serving as a conduit and that the IDA's obligation to disburse these Grants to the small businesses is wholly contingent upon the IDA's receipt of the CARES Act grant funds from the County in the first instance and to honor and redeem Resident Vouchers issued by the County and presented on time by Participating Businesses who present them.
 - The IDA acknowledges and agrees that the IDA has designated the Town Manager to administer the Grant Program for the IDA in all respects, including, but not limited to, making determinations as to which businesses receive Grants, and the process for selecting the Grant recipients as well as designating the Town Manger to make these decisions regarding the Resident Vouchers. Upon receipt of the requisite monies from the County to fund the Grant and Voucher Programs, the IDA shall, subject to the Disbursement Prerequisites in Section 5, disburse the Grant payments to the selected small businesses pursuant to Section 6. The IDA shall also redeem the Vouchers presented by businesses, will return any unutilized CARES Act grant fund monies to the County within 30 days of December 30, 2020. Any CARES Act grant funds that are not distributed by the IDA by December 30, 2020, shall be returned to the Town.
- **Small Business Qualification Criteria**
 - Small businesses in the Hospitality and Entertainment, Retail Trade and Employment, and Administrative Support Services are given preference. This would include, but not limited to hotels, restaurants, retail stores, personal services establishments, office and facility support services, and tourism venues. All small businesses, regardless of sector, would be eligible for the grants if they meet the criteria below.
 - Business would have to have a minimum of one employee (which could be the owner) and a maximum of 50 full-time employees on site in the Town of Haymarket and have gross receipts less than \$2,000,000.
 - Businesses would have to have a physical location in the Town of Haymarket.

- Businesses would have to be current on local taxes and fees prior to March 1, 2020 and have a current Prince William County Business License.
- Businesses must have experienced a revenue loss of 20% or greater attributable to Covid-19 OR have been required to expend at least \$2,000 to address COVID-19 restrictions and/or safety measures.
- Businesses must be a for profit business in business prior to March 1, 2020.
- Business may have received or requested a rent reduction or mortgage deferral, whichever is applicable.
- Businesses are eligible for a grant of \$2,000.00
- The following businesses are not eligible for the program:
 - Banks and financial institutions
 - Chain businesses, except those that are locally owned and operated
 - Vape and tobacco retailers
- **Disbursement Prerequisites** - The IDA's obligation to disburse the individual Micro- Grants to the selected small businesses is subject to and conditioned upon the following pre-conditions ("Disbursement Prerequisites"):
 - **Receipt of Application.** The small business must have provided the Town Manager or designee with a complete Grant application, a sample of which is attached as **Exhibit A.**
 - **Certification of Application.** The Town Manager must have certified that the small business qualifies for the Grant program and that the small business has provided all the information required to make this determination.
 - **Selection of Recipients.** The Town Manager (and/or his designees) must have selected the recipients of the Grants from the pool of certified applicants and the amount of the Grant each recipient is qualified to receive.
- **List of Recipients.** The Town Manager must have electronically transmitted the names, business addresses, and other information to the IDA in the format prescribed by the attached template - see Exhibit B.
- All of the Above shall apply to the **Resident Voucher Program** and the vouchers submitted to the Town Manager by the participating businesses.
- For the **Resident Vouchers**, all vouchers must include the name, address and signature of the resident and the name, business name and address of the business which received the voucher from the resident, signed by the business representative, along with the date that the voucher was redeemed.
- **Transmission of Funds.** The Town Manager must have wire transferred the Grant and Voucher funds to the IDA's bank account in accordance with the procedures appended as Exhibit C.

- Disbursement of CARES ACT Grants
- If all Disbursement Prerequisites are met, and upon receipt of the Town Manager’s written instructions, the IDA shall disburse individual grants not to exceed Two Thousand and 00/100 Dollars (\$2,000.00) to the recipients of the Grant program and appropriate amounts to those redeeming Resident Vouchers as determined by the Town Manager. The IDA shall disburse the funds within 10 days after the later of the date that the Town Manager transmits the list of Grant recipients and the Vouchers to the IDA {see Section 5(d) above) and the date that the Town Manager transfers the Funds (see Section 5(e) above).
- The IDA shall disburse all Grant funds and Voucher reimbursements by means of "Bill Pay" checks generated by the IDA's bank.

- Repayment of CARES ACT Grant and Credits

- If a small business recipient of the Grant program terminates his/her business within ninety (90) days or moves his/her principal place of business outside of the Town of Haymarket within one (1) year of receiving the Grant funds then the small business recipient shall reimburse the IDA the full amount of the grant funds received by it within sixty (60) days of receipt of notification by the Town. Any refund paid by Grant fund recipients to the IDA under this provision shall be repaid to the Town within sixty (60) days of receipt of the funds from the Grant recipient.
- On behalf of the IDA, the Town, through the Town Manager, shall enforce the repayment provisions.

- Miscellaneous Provisions

- **Notices** - Communications between the Parties. Formal notices between the Parties shall be given by (i) electronic mail, with a copy by first class mail, postage prepaid, to the following addresses:

To the Town:

With Copies to:

To the IDA:

Town of Haymarket

Attachment: Draft Agreement Between Haymarket and PWC IDA edited (4730 : Cares Act Draft Agreement with PWC IDA)

Office of the Town Manager

Attn: Chris Coon, Town Manager Email: ccoon@TownofHaymarket.org

Town of Haymarket

Office of the Town Attorney

Attn:

Industrial Development Authority of the County Of Prince William

PO Box 2636

Manassas, VA 20108

Email: idaofpwc@pwcida.org

- **Entire Agreement Amendments** - This Agreement constitutes the full agreement between the parties, and neither party shall be bound by any terms, conditions, or representations not contained herein. This Agreement may be modified only by written agreement signed by both parties hereto with the same formality, and with the consent of the County.
- **Assignment-This** Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
- **Governing Law: Venue** - This Agreement is made and is intended to be performed in Haymarket, Virginia, and shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia.
- **Determination: Disbursements**
- Any determination by the Town Manager of fulfillment or non fulfillment of the terms of this Agreement by a Grant applicant or Resident Voucher recipient shall be binding on the IDA. The IDA may request such determinations by the Town Manager, as necessary.
- The IDA shall have no responsibility to disburse any funds to the small business applicants or Grant recipients or Voucher redeemers beyond the amount that the IDA has received from or on behalf of the Town for that purpose.
- **Non-Liability of Officials, Employees and Agents** - No member, official, employee or agent of the Town or of the IDA shall be personally liable to a small business applicant or Grant recipient or Voucher recipient in the event of any default or breach by the Town or by the IDA or for any amount that may become due to a small business applicant or Grant recipient or its successors or assigns under the terms of this Agreement.

- **Business Day Convention** - If the date of any required action falls upon a weekend day or a holiday or other day when the Town of Haymarket, VA government is not open for business, the required action may be deferred to the next business day.
- **Counterparts** - This Agreement may be signed in duplicate, and each of said duplicates shall constitute an original.

.IN WITNESS WHEREOF, the parties hereto have hereafter set their signatures and seals by their respective duly authorized representatives.

Approved as to:

Digitally signed by

Chair

ATTEST: INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF PRINCE
WILLIAM

Laurie Wieder Secretary Treasurer

Pat O'Leary Chairman, IDA

EXHIBIT A

COVID 19 GRANT APPLICATION and RESIDENT VOUCHER REGULATIONS

Attachment: Draft Agreement Between Haymarket and PWC IDA edited (4730 : Cares Act Draft Agreement with PWC IDA)

DRAFT

TOWN OF HAYMARKET Small Business Relief Grant Application

Attachment: Draft Agreement Between Haymarket and PWC IDA edited (4730 : Cares Act Draft Agreement with PWC IDA)