



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

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

15000 Washington St
Haymarket, VA 20169

Monday, October 5, 2020

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Presentation of Certificate of Excellence

IV. Public Hearing Notice and Citizen Comments

V. Public Hearing Adjournment

VI. Citizens Time

VII. Minute Approval

1. Mayor and Council - Work Session - Aug 31, 2020 7:00 PM
2. Mayor and Council - Regular Meeting - Sep 8, 2020 7:00 PM

VIII. Agenda Items

1. Consideration of Resolution 2020-018: Budget Amendment
2. Bond Release - 6655 6665 and 6675 Fayette Street
3. First Quarter Budget Amendment and Public Hearing Advertisement

IX. Liaison Reports

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

X. Department Reports

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

XI. Councilmember Time

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

XII. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 31, 2020

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Agenda Items

1. IT Proposal

Town Manager Chris Coon shared that he is addressing the IT security which was on the Town Council's top priority task list. Mr. Coon introduced Ralph Altman, the representative from the Computer Doctor and invited him to the podium to give a brief presentation on his proposal. He stated that the proposal for the server will help improve and protect the data within the network. Mr. Altman also stated that it is recommended and is the best small business practice to have a server. He gave a general review of the security issues faced with the Town's current data storage system. He stated that the office has outgrown its current system and programs and that this is why he suggested a new server. He stated that although this is a recommendation, the most important thing is to protect the data and to have better control over the security environment. There were several questions from the Town Council. Some of the questions raised was the accessibility of retrieving other users emails, deleting emails, the files stored in the server, the archival needs of the Town using Microsoft 365, the lifespan and the amount of data storage of a server, the cost of the associated fees, and the process of backing up the system.

The Council discussed the cost and the budgeted funds associated with the proposal. Mr. Coon stated that if Council would like to proceed with this offer, he could have the Town Attorney review the contract before the regular meeting. There were questions and concerns with the current security company if the directive from the Council would be to proceed for staff to have contract reviewed by the Town Attorney for action at the regular meeting. Mr. Coon stated with no objection from the Town Council, he would send both contracts to Attorney Crim for review and have a recommendation for the Town Council at their regular monthly meeting.

2. Bond Release

Town Planner Emily Lockhart shared that she visited the site and shared the photos that she took. She stated that the drainage along the streets and under the driveways was installed was approved by VDOT. She stated that other than some clearing of leaves at the drainage point, the water was moving freely down the drain and there were no issues at the 3 properties in question. She stated that the back up of water and issue lies at a different property that already existed prior to these homes being built. She shared that when heavy rains come into the area, the water coming down Fayette Street is not coming from the new homes but from the existing property which affects the drainage point in front of the new homes. She stated that the developer of the new homes who is asking for the bond release did everything that was required of him to do. There was a discussion on the subject. The concern of releasing the bond was the lack of the grass growing. Ms. Lockhart stated that she could look at the Erosion and Sediment inspection reports for the property to determine if the grass was growing properly. Ms. Lockhart

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stated that the homes sold late winter/early spring and that the grass was growing at the time. She continued to state that the new homeowners have been in the homes since spring and that they may have let the grass die. There was a discussion on the condition of the soil when the grass was planted. The discussion was that before releasing the landscaping bond, appropriate soil should be put down so that the grass can grow. A discussion continued on the subject. Ms. Lockhart stated that, after further research, the grass is under the performance bond not the landscaping bond. She also shared that the bond is for both the landscaping and performance bond together. Ms. Lockhart suggested that she would get with the Town Engineer and the developer of the property to address the bond. The Town Council deferred this to the October work session.

3. Disabled American Veterans Anniversary Resolution

Mayor Luersen shared that the DAV is celebrating their 100th anniversary and asked to be recognized by a resolution. He shared that Town Clerk Henry is preparing a resolution and will invite the commander of the Chapter 7 division to attend the next meeting to receive the resolution.

4. Cares Act Relief Fund

Town Manager Chris Coon shared that the Town Council directed him to find a professional who could assist the Town with ways to dispense the CARES Act relief funds money. Mr. Coon shared that the last Town election expense was higher than budgeted because of the additional safeguards put into place due to COV-ID which can be covered under the CARES Act. He also shared, after doing some research, some ideas that would also qualify under the Act. At this time, Mr. Coon introduced Mr. Miles Friedman and gave a brief description on how he could assist the Council. Town Manager Coon invited Mr. Friedman to the podium to share his presentation on how he could assist the Council. Mr. Friedman spoke to the Town Council about ways he could assist in finding ways to disperse the funds equally and quickly in the Town. He addressed the immediate need of some of the residents and businesses. He also addressed the possibility of assisting some non profits that can assist those in need. Mr. Friedman shared with the Town Council his expertise and past experiences with relief funds. Mr. Friedman shared some information on how businesses are being creative in marketing their product but stated that it may not be enough to survive. So he stated that the Town needs to get the word out of the funding that is available. He also stated that there needs to be an outreach program in place and it must be accessible. He stated that the CARES Act money may be audited and close attention will be made on how the money is spent. He stated the attention will be that everyone who received help was directly impacted by COVID-19. He stated that being in a small community is tough because you know everyone and want to help everyone you can but the resources are limited. Mr. Friedman concluded his presentation by stating his goals is to talk with Council individually to see what their visions and priorities are in dispensing the CARES Act money. There was several questions from the Town Council. One of the questions asked was how can the Town help prepare the businesses for the immediate future if they can't spend the money by the deadline of December 31st; where does the Town start helping the businesses. Mr. Friedman stated that he would talk to the businesses individually to establish a guideline for help and also a resource guide for both businesses and residents that would be useful not only in the present but in the future. Another question was one the plan of how to expedite the funds quickly since there is a deadline. Mr. Friedman stated that he plans on reaching out to the Chamber of Commerce, the press, and other organizations. There was a question about the auditing procedures. Mr. Friedman gave his outline of how the in house audit would work. There was a question and concern about getting the funds dispersed in a short period of time. Mr. Friedman responded that the Town of Haymarket is not the only locality that has not spent the funds allocated to them and that he is confident that these funds will be dispersed prior to the deadline of December 31st.

With no further questions, Town Manager Chris Coon stated that he will provide the proposal to the Town Attorney for review and will have a recommendation at the next meeting.

5. Town Appointments

Mayor Luersen stated that the Town Appointments speak for themselves and that it is on the agenda for the citizens to review and voice their opinion at the next meeting, if they care to.

6. Budget Discussion

At this time, Mayor Luersen called for a brief recess so that Town Treasurer Roberto Gonzalez could set up his presentation.

After the short recess, Mr. Gonzalez shared the proposed budget amendments for the quarter. He shared the changes on both the revenue and the expenditure side of the adopted budget. Town Manager Chris Coon stated that because some funds still need to be allocated from the previous budget, this would be a draft of the amendments suggested. Once the allocations are made, the staff will bring back the final amendment suggestions and approve the advertisement of public hearing at the October meeting. He also stated that there would be a public hearing in October to appropriate the Cares Act Fund monies so that purchases could be made, such as the picnic tables and the such. Councilman Pasanello shared that this is like a finance committee meeting and the intent for this is for all council members to see the changes, ask questions, make comments or revisions. Town Treasurer Gonzalez went over each line item change with an explanation for each change. There was a discussion on the line items on the revenue side. There was a particular discussion on the carry over surplus from prior year and removing the reserve funds for CIP from the budget. The Town Council also discussed the expense line items that were being amended. Most of the expense line items amended was the line items in the police department that was presented to the Town Council from Chief Lands with an additional \$1000 reduction in fuel expenses that was recommended by the finance liaisons. A discussion followed on the fuel reduction. There was a lengthy discussion on the fuel reduction from the budget and adopting a take home policy. Each Council Member had an opportunity to voice their opinion on this line item and gave suggestions in regards to this item. There was also a short discussion on the over time hours associated with providing classes such as a self defense class.

After this discussion, Town Treasurer Gonzalez finished going over the rest of the line items on the expenditure side of the budget. There was a discussion on the maintenance line item for the park. After an explanation from Town Manager Coon and Town Treasurer Gonzalez, there was a decision to reduce the line item to maintenance to \$20k, give back \$10k to the administrative line item for part time, give back \$4k to the police department fuel line item, \$5k will go to the consultants for the comp plan and the remainder to the CIP fund expense line item. There was also a short discussion on the Town Council liaisons pay to the Architectural Review Board and the Planning Commission. Councilman Weir stated that he asked for Town Clerk Henry to research the minutes on the liaison pay for meetings. Ms. Henry shared the information she found. It was suggested by Councilman Weir that the Council liaisons be paid at \$60 a meeting since there was no clear definition of the increase for the liaisons. There was a discussion on adopting a draft policy for the Council liaison pay. There was also discussion on adding funds to the Blight Mitigation line item.

7. Zoning Text

Councilman Weir shared that he, Councilman Schneider and Town Planner Emily Lockhart will be actively working on the zoning ordinance so that it is consistent throughout. Mr. Weir stated that the team will be fixing those items that take a relative short period of time first and then will be concentrating more heavily on the zoning text as a whole in the very near future. Councilman Schneider also weighed in on the subject.

8. Building Maintenance Report

Councilman Chris Morris shared that he is working on establishing a building maintenance report with the help from Chuck Carnahan, a resident volunteer. Councilman Morris stated that he and Mr. Carnahan have done some preliminary inspections of Town buildings and properties since Mr. Carnahan has some knowledge of the Town's past inspections and has a love for the Town to serve in this capacity.

IV. Adjournment

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

1. Motion to Adjourn

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

Minutes Acceptance: Minutes of Aug 31, 2020 7:00 PM (Minute Approval)

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

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TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, September 8, 2020

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Late, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

After the Pledge, Councilman Chris Morris requested the vehicle take home policy be added to the agenda. There was no objection from the Town Council for this item to be added to the agenda.

III. Resolution 2020-017: DAV 100th Anniversary

Mayor Luersen read Resolution 2020-017 honoring the 100th anniversary of Disabled American Veterans organization. At this time, Mayor Luersen presented the resolution to Will King, the commander of the Fredericksburg DAV Chapter 7 and asked Mr. King to give some history regarding the DAV. Mayor Luersen and the members of the DAV gathered together for the exchange of the resolution and the certificate of appreciation from the DAV Chapter 7.

IV. Citizens Time

There were no citizens present at this evenings meeting.

V. Minute Approval

1. Mayor and Council - Work Session - Jul 6, 2020 6:00 PM
Councilman Steve Shannon moved to approve the minutes for the work session from July 6, 2020. Councilman Joe Pasanello seconded the motion. The motion carried.

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Steve Shannon, Councilman |
| SECONDER: | Joe Pasanello, Councilman |
| AYES: | Morris, Pasanello, Shannon, Weir, Pater |
| ABSENT: | Marchant Schneider |

2. Mayor and Council - Regular Meeting - Jul 6, 2020 7:00 PM
Councilman Steve Shannon moved to approve the regular meeting minutes from July 6, 2020. The motion was seconded by Councilman Joe Pasanello. There was a request for the engineers estimate from Blight Drive to the church to be researched. The motion carried.

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Steve Shannon, Councilman |
| SECONDER: | Joe Pasanello, Councilman |
| AYES: | Morris, Pasanello, Shannon, Weir, Pater |
| ABSENT: | Marchant Schneider |

3. Mayor and Council - Work Session - Jul 27, 2020 7:00 PM

Minutes Acceptance: Minutes of Sep 8, 2020 7:00 PM (Minute Approval)

Councilman Joe Pasanello moved to approve the work session minutes from July 27, 2020. Councilman Steve Shannon seconded the motion. The motion carried.

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Joe Pasanello, Councilman |
| SECONDER: | Steve Shannon, Councilman |
| AYES: | Morris, Pasanello, Shannon, Weir, Pater |
| ABSENT: | Marchant Schneider |

4. Mayor and Council - Regular Meeting - Aug 3, 2020 7:00 PM

Councilman Joe Pasanello moved to approve the regular meeting minutes dated August 3, 2020. The motion was seconded by Councilman Steve Shannon. The motion carried.

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Joe Pasanello, Councilman |
| SECONDER: | Steve Shannon, Councilman |
| AYES: | Morris, Pasanello, Shannon, Weir, Pater |
| ABSENT: | Marchant Schneider |

VI. Agenda Items

1. IT Proposal

Town Manager Chris Coon stated that the proposal presented was to enter into a contract with Ralph from the Computer Dr. Mr. Coon stated that he would be working with the Town Attorney to bring the Computer Dr.'s contract into the town's form to make sure everything is appropriate. Town Attorney Crim shared some edits made to the contract and also answered the questions regarding the contract.

Councilman Weir moved that the Town of Haymarket enter into the contract as amended with the Computer Dr for IT services pending approval from the Town Attorney. Councilman Pasanello seconded the motion. A short discussion followed on the contract regarding the termination of services. There was a suggestion that the termination of service clause in the contract be modified to 60 days. **After the discussion, Councilman Weir withdrew his motion.**

Councilman Weir moved that the Town of Haymarket enter into the contract as amended with a further stipulation that the severance period be 60 days rather than 30 days with the Computer Dr. for IT services pending approval from the Town Attorney. Councilman Morris seconded the motion. Mayor Luersen clarified that the motion also includes what the Town Attorney has already recommended. Councilman Weir confirmed that his motion included what was previously amended. **With no further discussion, the motion carried by a roll call vote.**

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| RESULT: | ADOPTED [UNANIMOUS] |
| AYES: | Morris, Pasanello, Shannon, Weir, Pater |
| ABSENT: | Marchant Schneider |

2. IT Server Equipment

Town Manager Chris Coon continued with the proposal from the Computer Dr for the suggested items related to the server equipment. Mr. Coon stated that his suggested motion would be not a not to exceed amount of \$10K.

Councilman Joe Pasanello moved that the Town Staff move forward with recommendations from the Computer Dr for Town Hall IT Security with a not-to-exceed amount of \$10,000. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Sep 8, 2020 7:00 PM (Minute Approval)

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

3. Cares Act Relief Fund

Town Manager Chris Coon stated that Town Attorney Crim reviewed the contract submitted by Miles Friedman. Mr. Coon shared the recommendations that the Town Attorney added to the contract. There was a short discussion on the measurable goals added to the contract.

Councilman Pasanello moved that the Town of Haymarket enter into a contract with Miles Friedman for CARES Act consulting pending approval from Town Attorney. The motion was seconded by Councilman Shannon. The motion carried unanimously by a roll call vote.

At this time, Councilman Bob Weir asked that the Town Council direct the Town Clerk to advertise a public hearing on Monday, October 5th at 7 pm to consider amending the FY2020-21 budget to increase the adopted budget for that year in the amount of \$295,452 for a new budget total of \$2,896,046 so that the Cares Act funds can be appropriated and allocated. A short discussion followed with combining this public hearing with the quarterly budget amendment public hearing. Mr. Weir shared because of the timing of the funds, he felt that this public hearing was necessary so that the funds could be allocated rapidly. Town Manager asked the Town Attorney if there would need to be a motion for the Town to accept the funds from the County.

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

4. Motion to accept and execute Cares Act Funds

At this time, the Town Council directed the Town Clerk to advertise a public hearing on Monday, October 5th at 7 pm to consider amending the FY2020-21 budget to increase the adopted budget for that year in the amount of \$295,452 for a new budget total of \$2,896,046 so that the Cares Act funds can be appropriated and allocated. A short discussion followed with combining this public hearing with the quarterly budget amendment public hearing. Mr. Weir shared because of the timing of the funds, he felt that this public hearing was necessary so that the funds could be allocated rapidly. Town Manager asked the Town Attorney if there would need to be a motion for the Town to accept the funds from the County.

Councilman Weir moved that the Mayor, Town Manager and the Town Treasurer accept the funds and execute the agreement. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

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

5. Town Appointments

Town Manager Chris Coon shared that Town Charter states that the September meeting after an election, the Town Treasurer, Town Clerk and Police Chief shall be appointed.

Pursuant to Article III, § 1 (13) of the Haymarket Town Charter, Councilman Steve Shannon moved that the Haymarket Town Council appoint Roberto C. Gonzalez as the

Haymarket Town Treasurer

AND;

Pursuant to Article III, § 1 (16) of the Haymarket Town Charter, Councilman Steve Shannon moved that the Haymarket Town Council appoint Kimberly Henry as the Haymarket Town Clerk

AND;

Pursuant to Article III, § 1 (17) of the Haymarket Town Charter, Councilman Steve Shannon moved that the Haymarket Town Council appoint Kevin Lands as the Haymarket Chief of Police.

The motion was seconded by Councilman Morris. The motion carried unanimously by a roll call vote.

At the conclusion of the vote, Councilman Shannon stated that he was proud to make the motion because of the professionalism of the Town of Haymarket staff. Councilman Morris also stated and thanked the staff for doing their job which allows the Town Council to do their job.

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

6. Town Council Pay Structure Policies

Town Manager Chris Coon shared that the Town Clerk was able to draft a pay structure policy based on the discussion from the previous work session discussion.

Councilman Weir moved that the Town Council adopt Town Council Pay Structure Policy 2020-09-08. Councilman Morris seconded the motion. The motion carried unanimously by a roll call vote.

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

7. 2020 Museum Ornament

Town Planner Emily Lockhart provided the pricing for the 2020 Town Christmas ornament. There was a short discussion on the subject regarding the quantity to order.

Councilman Morris moved the Town Council to approve the purchase of the 2020 ornaments for the quantity of 500 ornaments for sale. Councilman Pater seconded the motion. The motion carried unanimously by a roll call vote.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Chris Morris, Councilman |
| SECONDER: | TracyLynn Pater, Vice Mayor |
| AYES: | Morris, Pasanello, Shannon, Weir, Pater |
| ABSENT: | Marchant Schneider |

8. Police Department Vehicle Take Home Policy

Councilman Chris Morris asked for this item to be added to the agenda prior to the meeting. Mr. Morris gave a brief history regarding the Police Department. He stated that in 2014, the police department was trying to serve the community with limited resources and that the maintenance cost on the vehicles had driven up the budget which forced the Town Council in looking at purchasing a new fleet of vehicles. He shared that in 2017, 6 new vehicles were obtained through a lease program with the leases expiring in 2022. He shared the current mileage on those vehicles. Before sharing the proposal he established, Mr. Morris stated that during the last

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work session a reduction of fuel cost was discussed. Mr. Morris stated that he felt instead of reduction of fuel, a policy should be established.

Councilman Morris moved to adopt the draft "No Take Home Vehicle Policy" provided by the Chief of Police on September 4, 2020 for officers below the rank of a supervisor effective September 8, 2020 pending approval from our Town Attorney. Councilman Weir seconded the motion. A discussion followed on this particular subject and on securing the vehicles on the property. The motion carried by a roll call vote.

The Town Council also directed the Town Manager to pursue camera security options for the Town Hall property.

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| RESULT: | ADOPTED [4 TO 1] |
| MOVER: | Chris Morris, Councilman |
| SECONDER: | Bob Weir, Councilman |
| AYES: | Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater |
| NAYS: | Steve Shannon |
| ABSENT: | Marchant Schneider |

VII. Liaison Reports

1. Finance

Councilman Pasanello shared with the Town Council items that he and Councilman Weir have been working regarding the budget. Mr. Pasanello shared some budget analysis that the Finance committee is working on. Councilman Weir also provided additional information on this subject. A short discussion followed.

At this time, Councilman Schneider entered the meeting.

2. Police Dept

Councilman Morris asked to give his report after the Police Chief's report.

3. Architectural Review Board

Councilman Schneider gave the ARB updates. He shared that Lidl Food Markets came to the meeting to share their design concept with the Board in order to see if there was an interest in coming to the Town. There was a question on the Crossroad Villages site plan. Town Planner Emily Lockhart answered the questions and stated that she was working with the property owner.

4. Planning Commission

Councilman Bob Weir gave the Planning Commission updates. He stated that the proffer amendment public hearing for 14600 Washington Street will be before the Planning Commission at their next meeting. He also stated that there will be a public hearing on a Special Use Permit for 6611 Jefferson Street. Mr. Weir shared that he, Ms. Lockhart and Councilman Schneider are starting to work on edits and changes to proposed zoning text amendments.

5. Business Roundtable/Planning

Vice Mayor Pater gave a brief update on the Business Roundtable meetings that are being held monthly. She stated that because of the low turnout, those in attendance decided not to hold a meeting the day after a holiday. There was a short discussion on reaching out to the businesses about the next meeting and the Haymarket Gainesville Business Association.

VIII. Department Reports

1. Town Administrator Staff Reports

Town Manager Chris Coon asked for any questions after giving his monthly administrative report. There were questions on Jefferson Street project and the relocation of the gas lines. Mr. Coon stated that the Town is sitting at the mercy of Columbia Gas waiting for a final approval from headquarters. A short discussion followed on that subject.

There was also a request that the website be updated at some point in the near future. There was also a question about making online payments through the website. Town Manager Coon provided an update in regards to the online payment question.

There was also a short discussion on establishing written policy and procedures when accepting applications or documents from each staff member. Town Planner Lockhart stated

that those written guidelines and a checklist is being worked on. Town Planner Lockhart shared that she would keep this on a running line item in her monthly report.

2. Chief of Police Report

Chief Lands gave his monthly report to the Council and asked for any questions.

At this time, Councilman Morris asked the Chief about the monthly reports that come before the Town Council. He asked the Chief Lands about how he calculates the numbers in his monthly reports and also stated that he had a recommendation and proposals for future reporting. Chief Lands explained his report. After the explanation of the Chief, Councilman Morris asked if the Chief could give a more detail reporting by officer in a formatted spreadsheet by percentages so that the Chief could ascertain the day and time of the when the "hot spots" happen in the Town to help with scheduling and the demands for possible extra coverage on a particular day. A discussion followed.

Police Chief Lands shared that last year Prince William County IT Department was charging the Town for the in car computer licensing fees. He stated that this has been an on going battle with the County and will negotiate the terms at the end of the contract. He continued to state that in addition to the licensing fess, the County was charging for the accessibility fees for the radios. He stated that he started researching and found that when the radios turn to encrypted system at the beginning of next year, he verified that the County Chief stated that the Town would not be charged for the service. Chief Lands stated that this change over to the encrypted service is expensive. He stated that since then, that Chief retired and the County is now expecting the Town to bear the cost of the switch over. He stated that the County shared that the solution was for the Town, along with other jurisdictions, apply for a multi - jurisdictional federal grant. Chief Lands stated that it could take up to a year to get the approval. Until then, Prince William County would lend out a few to the department until the grant approval would come through. Chief Lands a few could mean 2 or 3 radios which would not be enough for the department to operate. Chief Lands asked the Council to reach out Prince William County executives to see if they could help out the Town on this matter. There was a discussion on this subject.

Councilman Weir stated that he would draw a very hard line with the County on this matter since the Town citizens pay County taxes as well as Town and feels that this puts our officers at risk since they would not be able to communicate properly with dispatch. Mr. Weir stated that he contacted the Deputy County Executive who is in charge of their budget and that it will be looked into by them.

There was also a suggestion from Councilman Pasanello for the department to start up the bike safety program. There was also a short discussion on sharing evacuation plans on social media from the department.

The Town Council directed the Chief to pursue and execute any grant applications on behalf of the Town as an individual entity for communications equipment and upon provision of the equipment by the County at no cost to the Town to authorize the Chief to execute any multiple jurisdictional grant for said equipment but not to pursue the multiple jurisdictional grant until an arrangement is reached with the County with respect to the current situation.

Councilman Chris Morris also addressed the subject of an advisory board and working with that board in getting important information out to the citizens.

3. Town Treasurer Report

Town Treasurer Roberto Gonzalez shared that his reports will be more current as requested. He gave the monthly budget actual report as of August 24th. Mr. Gonzalez also shared that the new accounts have been opened at The Fauquier Bank and that he will start transferring funds from Sona Bank. Mr. Gonzalez also went over some actual line items. There was a short discussion on the actual budget report.

4. Town Planner Report

Town Planner Emily Lockhart gave her monthly report. She shared that the ARB will be working on the guidelines. She also gave updates on Planning Commission projects. She stated that Van Metre will be bringing their site plan to the Planning Commission at their next meeting. She also stated that she would be meeting with Morais Vineyards on the topic of food trucks, entertainment and the landscaping barrier on their property. Ms. Lockhart also gave a brief update on the Crossroads Village and Williams Holdings properties. Ms. Lockhart gave more

detailed information regarding the QBE SUP and Proffer Amendment application that will be before the Planning Commission. She also updated the Council on progress at the Pardo House.

Ms. Lockhart shared some pricing information on the sidewalk in front of the park that was requested by Councilman Pasanello. There was a short discussion on the different type of sidewalk, for example installing brick vs stamped asphalt. The Council tasked the staff to proceed with getting more pricing comparison on sidewalk installation options.

Ms. Lockhart also shared that the developer requesting the bond release for the homes he built on Fayette Street has been notified and will be in attendance at the October Work Session to answer any questions from the Town Council.

There was a suggestion to have Van Metre come to the next meeting to update the Council on the new development just outside of the Town limits.

There was a short discussion on the one mile review that was mentioned in Ms. Lockhart's report. The Town Council asked for regular updates on this subject so that they are better informed for when citizen questions come their way. Town Planner Lockhart shared with the Town Council the comments that the Planning Commission came up with to send back to the County.

5. Town Engineer Report

There was no report from the Town Engineer.

6. Town Attorney Report

Town Attorney Martin Crim did not have anything to report.

IX. Councilmember Time

1. Marchant Schneider

Councilman Schneider asked to have the Town Hall Master Plan on the agenda for the next meeting. Mr. Schneider gave a brief history and asked that the Council revisit the plan especially with the development of the hotel across the street. Councilman Schneider complimented the administrative and teaching staff of the Prince William County Schools on the first day of virtual learning.

Lastly, Mr. Schneider encouraged the Council to get out and meet the businesses and share the Council's vision with them.

2. Joe Pasanello

Councilman Pasanello reminded the Council of the anniversary of 9/11 and shared that September is childhood cancer awareness month. Mr. Pasanello stated that he recognized all the gold ribbons on the lamp posts on Washington Street and thought it was a nice touch. He also shared that September is blood cancer awareness month and how it personally affects him.

Mr. Pasanello congratulated Haymarket Coffee and staff for the great work on getting the museum opened on the weekends.

Lastly, Mr. Pasanello suggested that a message board be placed on the property for meeting information dates.

3. TracyLynn Pater

Vice Mayor Pater thanked everyone for the great input for ideas, input from the community and the business round table, the help with planning and that she was looking forward to working with everyone.

4. Steve Shannon

Councilman Shannon thanked the Town Staff and fellow Council Members, the team, for all their hard work. Mr. Shannon also recognized the children suffering with blood cancer and asked that everyone keep these children in prayer.

5. Chris Morris

Councilman Morris also recognized Haymarket Coffee and the decision to join with them in getting the museum opened on the weekends. Mr. Morris also recognized the Flags for Heroes event that took place in the Town park on the previous weekend. Mr. Morris thanked Chief Lands for his participation in the event. Lastly, Mr. Morris was asked by the residents of Longstreet Commons to pass on to the Council their appreciation for leadership and transparency since they have taken office.

6. Bob Weir

Councilman Weir did not have anything additional to report.

7. Ken Luersen

Mayor Luersen shared that he participated in the Flags for Heroes event and was honored to be a part of the ceremony. He also shared that he attended the Willing Warriors Open House and encouraged everyone to attend that campus.

Lastly, Mayor Luersen also shared that he will start doing a mayor's walk on the second Saturday of each month starting in front of the Town Hall building at 9 am. He encouraged the public to attend.

X. Closed Session

1. Closed Session Motion

Councilman Pasanello moved to go into Closed Session Pursuant Virginia Code § 2.2-3711 (A)(7) to discuss 2 active litigation matters 1- Blue Sky Events vs The Town of Haymarket, Circuit Court Case 15-4905 and 2- The Town of Haymarket vs Dottie Leonard, Circuit Court Case 11-2674; and under Virginia Code § 2.2-3711(A)(8) other legal matters requiring advice of legal counsel specifically public records and the non-disclosure agreements with former employees. The motion was seconded by Councilman Shannon. The motion carried.

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

2. Certification

Councilman Pasanello moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting under the provisions of the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Weir seconded the motion. The motion carried by a roll call vote.

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

3. Directive

The Town Council directed the Town Attorney to clarify the terms of NDA non-disparage agreement entered into by certain former employees and to move forward with the public records matter, as directed.

XI. Adjournment

With no further business before the Town Council, Councilman Weir motioned to adjourn with a second by Vice Mayor Pater. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Sep 8, 2020 7:00 PM (Minute Approval)

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

DRAFT

Minutes Acceptance: Minutes of Sep 8, 2020 7:00 PM (Minute Approval)



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

ROBERTO GONZALEZ
TOWN TREASURER

STAFF REPORT
October 5, 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 expenditure exceeds that amount, a meeting is required. The notice must be provided 7 days prior to the meeting. The Council may adopt the amendment at the advertised meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to appropriate the CARES Act funds the Town has received from Prince William County. These funds will be used to assist Town residents or Businesses affected during the COVID pandemic. The requested appropriation will be tracked separate from the Operations budget as other income and other expense.

Expenditure Source Line Item

| <u>Line Item</u> | <u>Adopted 2020-21 Budget</u> | <u>Change</u> | <u>Amended Budget</u> |
|------------------|-------------------------------|---------------|-----------------------|
| Other Income | | | |
| CARES Act Funds | \$ 0 | \$295,452 | \$ 295,452 |

Expenditure Source Line Item

| <u>Line Item</u> | <u>Adopted 2020-21 Budget</u> | <u>Change</u> | <u>Amended Budget</u> |
|--------------------|-------------------------------|---------------|-----------------------|
| Other Expense | | | |
| CARES Act Expenses | \$ 0 | \$295,452 | \$ 295,452 |

Sample Motion

I move the Haymarket Town Council approve an amendment to the Fiscal Year 2020-2021 as designated on resolution #2020-018, to appropriate the CARES Act funds line item Revenue and CARES Act Expense line item.

Or

Alternative Motion

Attachment: FY20 Cares Act Budget Amendment Resolution (4680 : Consideration of Resolution 2020-018: Budget Amendment)



RESOLUTION 2020-018

FISCAL YEAR 202-2021 BUDGET AMENDMENT

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

WHEREAS, Fiscal Year 2021 Budget did not fund the CARES Act funds, Council is asked to appropriate the funds to Other Income – CARES Act funds line item to budget CARES Act funds in FY2020-2021 in the amount of \$295,452.00.

WHEREAS, The proposed 2020-2021 Budget appropriation will increase expenditures for Other Expenses – CARES Act Expenses line item by \$295,452.00, and

WHEREAS, the Town has advertised and held a public hearing, as required by Virginia §15.2-2507

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

Expenditure Source Line Item

| <u>Line Item</u> | <u>Adopted 2020-21 Budget</u> | <u>Change</u> | <u>Amended Budget</u> |
|------------------|-------------------------------|---------------|-----------------------|
| Other Income | | | |
| CARES Act Funds | \$ 0 | \$295,452 | \$ 295,452 |

Expenditure Source Line Item

| <u>Line Item</u> | <u>Adopted 2020-21 Budget</u> | <u>Change</u> | <u>Amended Budget</u> |
|--------------------|-------------------------------|---------------|-----------------------|
| Other Expense | | | |
| CARES Act Expenses | \$ 0 | \$295,452 | \$ 295,452 |

Done this 05th Day of October 2020

Motion By:
Seconded By:
Ayes:
Nays:
Absent:

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: FY20 Cares Act Budget Amendment Resolution (4680 : Consideration of Resolution 2020-018: Budget Amendment)



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: September 30, 2020
SUBJECT: CARES ACT Fund Disbursement Plan

Background:

The CARES Act allocated funding for state and local government based on U.S. Census population estimates, including towns. Prince William County received a share of Coronavirus Relief Fund from the Commonwealth of Virginia. The funding received from the state included funding intended for the Towns. The Town of Haymarket’s portion of that calculated amount will be \$295,452. The Town has received that portion of the CARES Act funding. In previous meetings Town Staff was tasked with identifying the need of Town Businesses and Town Residents if possible.

Trying to spread the funds as much as possible, while abiding by the CARES ACT requirements, Town Staff has identified two ways to spend the money that increases the aid the businesses and residents. A table describing recommended programs is provided below. The Vouchers and Outdoor Furniture will benefit both the residents and businesses. This item provides Town Council the opportunity to discuss CARES ACT disbursement plan with staff and provide direction.

| | | | | |
|---------------|---------------------------|---------------------------|----------------------------------|----------------------|
| Residents | Non-profits - \$65,000 | Vouchers- \$55,000 | Outdoor furniture- \$20,000 | Total - \$140,000 |
| Businesses | Grants - \$105,000 | Vouchers- \$55,000 | Outdoor furniture- \$20,000 | Total - \$180,000 |
| Miscellaneous | Contract - \$16,000 | Payment Fees - \$8,000 | Postage/Advertising - \$5,000 | Total - \$29,000 |

Non-Profits:

In order to assist local organizations to provide aid to the community to members in need, the Town will partner with four organizations to provide a variety of services. The

Attachment: CARES ACT disbursement memo (4680 : Consideration of Resolution 2020-018: Budget Amendment)

Haymarket Regional Food Pantry, who provide food assistance to individuals and families in need. The House of Mercy provide food and clothing assistance for those in need. Action in Community Through Service (ACTS) provides utility and rent/mortgage assistance for those in need as well as food assistance for non-profits to disburse. Novant Health is working on an education initiative with infographics to help the community understand the differences between flu/common cold/COVID-19 symptoms. They are also assisting the Town with other health related items; more details will be made available when possible. The suggested amounts are \$10,000 for Haymarket Regional Food Pantry, \$10,000 for the House of Mercy, \$15,000 for Novant Health, and \$30,000 for ACTS.

Vouchers:

The Town will mail four (4) \$25.00 vouchers to all residential properties in the Town of Haymarket. The cost of the vouchers will be an estimated \$55,000, some printing and processing fees may modify that amount slightly. Vouchers will be able to be redeemed at participating Town businesses, expiration date is still being determined and will be clearly identified on each voucher. Town Businesses are actively being recruited to participate and the Town will provide and maintain a comprehensive list on the Town website.

Business Grants:

The Town will be accepting applications from Town businesses that have a current license in the Town of Haymarket. ***Businesses must be licensed in the Town of Haymarket to participate.** The Town is working on creating guidelines that are in accordance with the CARES ACT requirements. The Town has a committee to review the applications and determine which business applications adhere the guidelines. The total amount to be disbursed will be \$100,000, individual allocation amounts will depend on number of qualified applicants and funds available.

Staff Recommendation:

Staff recommends moving forward with the CARES ACT fund disbursements.

Draft Motion:

I move the Town of Haymarket approve the CARES ACT Fund disbursement plan as presented.

Or

Other action deemed necessary



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

ROBERTO GONZALEZ
Town Treasurer

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: October 5, 2020
SUBJECT: 1st Quarter Budget Amendments to FY2020-2021

BACKGROUND:

The attached draft budget amendment consists of all the changes the Finance Liaisons and Council have discussed concerning FY2020-2021 current budget. The total change to the approved operational budget will be a decrease in the amount of \$119,929. This would bring the amended budget from its current \$2,600,594 to \$2,480,665 on the operational budget.

If Council agrees with the proposed budget amendments presented in this report, staff would like to get approval to announce a public hearing to be held on November 2nd 2020 at 7:00pm for the proposed budget amendments. 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 expenditure exceeds that amount, a Public Hearing is required. The Council may adopt the amendment at this meeting.

**Proposed Budget Amendments for
Quarter 1 of FY2021**

REVENUES:

| | 2018 Actuals | 2019 Actuals | 2020 Actuals (Pre Audit) | Actual as of 09/22/2020 | 2021 Adopted Budget | Quarter 1 Adjustments | Proposed Budget Amendments | % of proposed Budget change | Comments |
|---|---------------------|---------------------|-----------------------------|----------------------------|---------------------|--------------------------|-------------------------------|--------------------------------------|---------------------|
| 3110-01 · Real Estate - Current | 340,658.41 | 361,088.09 | 376,124.12 | 533.70 | 375,326 | | 375,326 | 0.0% | |
| 3110-02 · Public Service Corp RE Tax | 11,273.29 | 11,778.30 | 14,174.08 | 0.00 | 13,209 | | 13,209 | 0.0% | |
| 3110-03 · Interest - All Property Taxes | 115.03 | 81.54 | 337.72 | 26.07 | 0 | | 0 | 0.0% | |
| 3110-04 · Penalties - All Property Taxes | 726.20 | 600.51 | 1,038.03 | 0.00 | 1,000 | | 1,000 | 0.0% | |
| Total 3110 · GENERAL PROPERTY TAXES | 352,772.93 | 373,548.44 | 391,673.95 | 559.77 | 389,535 | | 389,535 | 0.0% | |
| 3120 · OTHER LOCAL TAXES | | | | | | | | | |
| 3120-01 · Bank Stock Tax | 24,239.00 | 26,989.00 | 36,141.00 | 0.00 | 12,000 | 8,000 | 20,000 | 40.0% | |
| 3120-02 · Business License Tax | 184,705.45 | 200,166.48 | 233,161.18 | 3,260.07 | 154,376 | | 154,376 | 0.0% | |
| 3120-03 · Cigarette Tax | 124,931.80 | 153,299.25 | 147,645.00 | 25,556.12 | 134,000 | | 134,000 | 0.0% | |
| 3120-04 · Consumer Utility Tax | 165,987.08 | 160,299.60 | 154,839.67 | 14,834.07 | 158,000 | | 158,000 | 0.0% | |
| 3120-05 · Meals Tax - Current | 671,603.48 | 721,569.04 | 773,870.60 | 140,738.76 | 743,876 | | 743,876 | 0.0% | |
| 3120-06 · Sales Tax Receipts | 152,958.74 | 137,499.00 | 117,687.27 | 0.00 | 129,376 | | 129,376 | 0.0% | |
| 3120-09 · Transient Occupancy Tax | | | | | | | 0 | | |
| 3120-07 · Penalties (Non-Property) | 3,860.36 | 1,762.59 | 6,173.91 | 1,549.69 | | | 0 | | |
| 3120-08 · Interest (Non-Property) | 200.48 | 37.42 | 2,564.29 | 24.64 | | | 0 | | |
| Total 3120 · OTHER LOCAL TAXES | 1,328,486.39 | 1,401,622.38 | 1,472,082.92 | 185,963.35 | 1,331,628 | | 1,339,628 | 0.6% | |
| 3130 · PERMITS,FEES & LICENSESES | | | | | | | | | |
| 3130-01 · Application Fees | 4,885.00 | 8,170.00 | 1,900.00 | 425.00 | 4,500 | | 4,500 | 0.0% | |
| 3130-02 · Inspection Fees | 8,442.97 | 13,440.00 | 4,165.00 | 0.00 | 15,000 | | 15,000 | 0.0% | |
| 3130-03 · Motor Vehicle Licenses | 1,128.00 | 2,285.00 | 865.00 | 241.00 | 1,900 | | 1,900 | 0.0% | |
| 3130-04 · Occupancy Permits | 500.00 | 0.00 | 0.00 | 0.00 | 0 | | 0 | 0.0% | |
| 3130-05 · Other Planning & Permits | 14,860.00 | 17,705.63 | 33,411.25 | 3,384.30 | 25,000 | | 25,000 | 0.0% | |
| 3130-06 · Pass Through Fees | | | | 1,268.60 | 0 | | 0 | 0.0% | |
| Total 3130 · PERMITS,FEES & LICENSESES | 29,815.97 | 41,600.63 | 40,341.25 | 5,318.90 | 46,400 | | 46,400 | 0.0% | |
| 3140 · FINES & FORFEITURES | | | | | | | | | |
| 3140-01 · Fines | 68,459.29 | 38,542.11 | 52,194.17 | 8,801.23 | 50,000 | | 50,000 | 0.0% | |
| 3140-02 · Asset Forfeitures | 0.00 | -1,427.28 | | 0.00 | | | | | |
| Total 3140 · FINES & FORFEITURES | 68,459.29 | 37,114.83 | 52,194.17 | 8,801.23 | 50,000 | | 50,000 | 0.0% | |
| 3150 · REVENUE - USE OF MONEY | | | | | | | | | |
| 3150-01 · Earnings on VACO/VML Investment | -22.92 | 11,688.69 | 12,726.17 | 325.56 | | 10,000 | 10,000 | | |
| 3150-02 · Interest on Bank Deposit | 1,044.13 | 6,557.58 | 4,098.49 | 0.00 | | | 0 | | |
| 3150-03 · Interest on Bank Deposits | 12,202.64 | 10,560.64 | 9,032.04 | 1,007.56 | 10,000 | | 10,000 | 0.0% | |
| Total 3150 · REVENUE - USE OF MONEY | 13,223.85 | 28,806.91 | 25,856.70 | 1,333.12 | 10,000 | | 20,000 | 50.0% | |
| 3151 · RENTAL (USE OF PROPERTY) | | | | | | | | | |
| 3151-01 · Suite 200 Stronger Fitness LLC | 0.00 | 0.00 | 9,111.63 | 828.33 | 7,184 | -6,356 | 828 | -88.5% | Quarter Amendment 1 |
| 3151-02 · 15026 Suite 210 Body Mind | 0.00 | 0.00 | 6,202.28 | 1,657.37 | 6,792.50 | | 6,793 | 0.0% | |
| 3151-03 · Suite 208 Dent-ology Inc | 0.00 | 0.00 | 3,024.00 | 0.00 | 0.00 | | 0 | | |
| 3151-04 · Suite 210 LF Security | 0.00 | 0.00 | 9,827.60 | 2,618.94 | 10,433 | | 10,433 | 0.0% | |
| Suite 110 Rental Income | 20,191.96 | 21,424.34 | 0.00 | 0.00 | 0.00 | | 0 | | |
| 315110 · Suite 200 Genesis Contracting | 4,890.08 | 2,010.00 | 0.00 | 0.00 | 0.00 | | 0 | | |
| 3151-05 · Suite 202 Metis Group | -2,500.00 | 4,235.00 | 367.50 | 0.00 | 0.00 | | 0 | | |
| 3151-06 · Suite 204 MAC-ISA | 4,790.00 | 5,040.00 | 6,300.00 | 1,680.00 | 6,720 | | 6,720 | 0.0% | |
| 3151-07 · Haymarket Church Suite 206 | 0.00 | 0.00 | 32,592.00 | 8,392.44 | 33,570 | | 33,570 | 0.0% | |
| 3151-08 · 15020 Washington Realty | 42,717.96 | 42,717.96 | 50,562.00 | 3,293.75 | 32,937.50 | | 32,938 | 0.0% | |
| 3151-09 · 15026 Copper Cricket | 19,656.00 | 19,944.00 | 20,851.32 | 5,367.60 | 20,851 | | 20,851 | 0.0% | |
| 3151-10 · The Very Thing For Her | 29,820.00 | 33,470.00 | 11,090.00 | 0.00 | 0.00 | | 0 | | |

Attachment: Memo to Council - 1st Quarter Budget Amendment FY2020-2021 (4718 : First Quarter Budget

| | | | | | | | | | |
|--|---------------------|---------------------|---------------------|-------------------|------------------|--------------|------------------|---------------|----------------------------|
| Total 3300 - REVENUE FROM FEDERAL GOVERNMENT | 16,683.02 | 3,586.84 | 93,303.09 | 0.00 | 6,000 | | 14,000 | 57% | |
| 3500 - Reserve Funds For CIP | 0.00 | 0.00 | 0.00 | 0.00 | 270,000 | -270,000 | 0 | -100.0% | Quarter Amendment 1 |
| 4000 - Carry-Over Surplus | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 139,555 | 139,555 | 100.0% | Quarter Amendment 1 |
| Total Income | 2,232,882.51 | 2,275,739.86 | 2,563,202.00 | 390,512.94 | 2,600,594 | | 2,480,665 | -4.83% | |
| Gross Profit | 2,232,882.51 | 2,275,739.86 | 2,563,202.00 | 390,512.94 | 2,600,594 | | 2,480,665 | -4.8% | |
| Expense | | | | | | | | | |
| 01 - ADMINISTRATION | | | | | | | | | |
| 11100 - TOWN COUNCIL | | | | | | | | | |
| 111001 - Convention & Education | 1,067.64 | 3,287.46 | 662.80 | 0.00 | 5,000 | -2,500 | 2,500 | -100.0% | |
| 111002 - FICA/Medicare | 1,460.00 | 1,363.98 | 1,109.26 | 351.90 | 2,000 | | 2,000 | 0.0% | |
| 111003 - Meals and Lodging | 257.30 | 1,160.78 | 0.00 | 0.00 | 2,000 | -1,000 | 1,000 | -100.0% | Quarter Amendment 1 |
| 111004 - Mileage Allowance | 163.93 | 0.00 | 237.80 | 0.00 | 250 | | 250 | 0.0% | |
| 111005 - Salaries & Wages - Regular | 18,825.00 | 20,057.65 | 14,500.00 | 4,600.00 | 32,100 | -6,100 | 26,000 | -23.5% | Quarter Amendment 1 |
| 111006 - Town Elections | 3,161.04 | 0.00 | 5,534.68 | 0.00 | 0 | | 0 | 0.0% | |
| Total 11100 - TOWN COUNCIL | 24,934.91 | 25,869.87 | 22,044.54 | 4,951.90 | 41,350 | | 31,750 | -30.2% | Quarter Amendment 1 |
| 12110 - TOWN ADMINISTRATION | | | | | | | | | |
| 1211001 - Salaries/Wages-Regular | 289,887.00 | 218,051.91 | 247,273.29 | 67,670.60 | 280,830 | 9,170 | 290,000 | 3.2% | Quarter Amendment 1 |
| 1211003 - Salaries/Wages - Part Time | 48,967.00 | 63,009.00 | 24,384.00 | 2,142.00 | 25,000 | | 25,000 | 0.0% | Quarter Amendment 1 |
| 1211100 - Salaries/Wages - Hazard Pay | | | 5,680.00 | | | | | | |
| 1211004 - FICA/Medicare | 24,792.02 | 20,804.34 | 20,167.08 | 5,712.15 | 24,257 | | 24,257 | 0.0% | |
| 1211005 - VRS | 27,650.54 | 22,892.45 | 28,362.50 | 7,143.17 | 35,070 | 3,940 | 39,010 | 10.1% | Quarter Amendment 1 |
| 1211006 - Health Insurance | 49,932.10 | 43,426.04 | 35,695.12 | 7,291.98 | 49,195 | | 49,195 | 0.0% | |
| 1211007 - Life Insurance | 3,391.29 | 2,753.27 | 3,256.98 | 809.60 | 3,852 | | 3,852 | 0.0% | |
| 1211008 - Disability Insurance | 1,375.25 | 1,555.80 | 1,491.95 | 447.33 | 2,631 | | 2,631 | 0.0% | |
| 1211009 - Unemployment Insurance | 5,107.13 | 3,739.37 | 3,649.07 | 440.80 | 2,800 | | 2,800 | 0.0% | |
| 1211010 - Worker's Compensation | 402.64 | 660.02 | 200.00 | 256.00 | 400 | | 400 | 0.0% | |
| 1211011 - Gen Property/Liability Ins. | 14,827.00 | 14,700.00 | 13,802.00 | 14,123.00 | 15,000 | | 15,000 | 0.0% | |
| 1211012 - Accounting Services | 6,406.61 | 7,149.77 | 7,536.63 | 280.53 | 8,000 | | 8,000 | 0.0% | |
| 1211013 - Cigarette Tax Administration | -317.80 | 5,145.49 | 5,274.74 | 0.00 | 0 | | 0 | | |
| 1211014 - Printing & Binding | 12,136.39 | 10,513.36 | 8,464.87 | 1,024.80 | 12,000 | -2,000 | 10,000 | -20.0% | Quarter Amendment 1 |
| 1211015 - Advertising | 8,919.95 | 13,345.71 | 8,050.96 | 0.00 | 12,000 | | 12,000 | 0.0% | |
| 1211016 - Computer, Internet & Website Svc | 30,189.22 | 21,736.14 | 22,465.91 | 1,068.09 | 23,650 | | 23,650 | 0.0% | |
| 1211017 - Postage | 2,379.50 | 3,225.86 | 3,424.37 | 920.78 | 4,000 | | 4,000 | 0.0% | |
| 1211018 - Telecommunications | 2,743.58 | 391.62 | 5,959.64 | 1,328.79 | 7,500 | | 7,500 | 0.0% | Quarter Amendment 1 |
| 1211019 - Mileage Allowance | 372.76 | 33.25 | 265.64 | 0.00 | 1,000 | | 1,000 | 0.0% | |
| 1211020 - Meals & Lodging | 2,104.71 | 2,480.54 | 2,587.07 | 100.00 | 6,000 | -3,000 | 3,000 | -100.0% | Quarter Amendment 1 |
| 1211021 - Convention & Education | 5,266.78 | 1,495.05 | 3,220.49 | 1,440.00 | 10,000 | -4,000 | 6,000 | -66.7% | Quarter Amendment 1 |
| 1211022 - Miscellaneous | 76.45 | 0.00 | 766.97 | 0.00 | 1,000 | | 1,000 | 0.0% | |
| 1211023 - Discretionary Fund | 154.70 | 585.25 | 0.00 | 0.00 | 0 | | 0 | | |
| 1211024 - Books, Dues & Subscriptions | 15,491.10 | 14,557.20 | 16,376.23 | 1,509.47 | 16,000 | | 16,000 | 0.0% | |
| 1211025 - Office Supplies | 4,606.72 | 4,931.03 | 6,562.79 | 98.42 | 6,500 | | 6,500 | 0.0% | |
| 1211026 - Equipment Rental | 0.00 | 0.00 | 4,377.69 | 1,018.71 | 4,075 | | 4,075 | 0.0% | |
| 1211027 - Insurance Pass-Through | 0.00 | -2,692.38 | 0.00 | 0.00 | 0 | | 0 | | |
| 1211030 - Capital Outlay-Machinery/Equip | 708.46 | 2,790.40 | 0.00 | 0.00 | 0 | 10,000 | 10,000 | 100.0% | Quarter Amendment 1 |
| 1211031 - Advertising - Tourism | | | | | 0 | | 0 | | |
| 66900 - Reconciliation Discrepancies | -0.01 | 0.00 | 0.00 | 0.00 | 0 | | 0 | | |
| 12110 - TOWN ADMINISTRATION - Other | 15.00 | 0.00 | 0.00 | 0.00 | 0 | | 0 | | |
| Total 12110 - TOWN ADMINISTRATION | 557,586.09 | 477,280.49 | 479,295.99 | 114,826.22 | 550,760 | | 564,870 | 2.5% | |
| 12210 - LEGAL SERVICES | | | | | | | | | |
| 1221001 - Legal Services | 48,969.22 | 59,114.48 | 72,610.96 | 7,517.49 | 70,000 | | 70,000 | 0.0% | |
| 1221002 - Legal - Pass Through Fees | | | | 1,370.20 | | | | | |
| Total 12210 - LEGAL SERVICES | 48,969.22 | 59,114.48 | 72,610.96 | 8,887.69 | 70,000 | | 70,000 | 0.0% | |
| 12240 - INDEPENDENT AUDITOR | | | | | | | | | |

| | | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|----------------|----------------|-------------|---------------------|
| 1224001 · Auditing Services | 14,350.00 | 14,550.00 | 14,550.00 | 0.00 | 16,000 | 16,000 | 0.0% | |
| Total 12240 · INDEPENDENT AUDITOR | 14,350.00 | 14,550.00 | 14,550.00 | 0.00 | 16,000 | 16,000 | 0.0% | |
| Total 01 · ADMINISTRATION | 645,840.22 | 576,814.84 | 588,501.49 | 128,665.81 | 678,110 | 682,620 | 0.7% | |
| 03 · PUBLIC SAFETY | | | | | | | | |
| 31100 · POLICE DEPARTMENT | | | | | | | | |
| 3110001 · Salaries & Wages - Regular | 339,017.80 | 388,904.31 | 375,153.16 | 95,688.82 | 419,405 | 419,405 | 0.0% | |
| 3110002 · Salaries & Wages - OT Regular | 7,434.92 | 0.00 | 0.00 | 0.00 | 0 | 0 | | |
| 3110003 · Salaries & Wages - OT Premium | 8,520.98 | 20,191.98 | 26,407.02 | 2,934.18 | 34,000 | 20,000 | -70.0% | Quarter Amendment 1 |
| 3110004 · Salaries & Wages - Holiday Pay | 13,378.56 | 17,001.08 | 17,701.92 | 2,235.12 | 17,000 | 14,000 | -21.4% | Quarter Amendment 1 |
| 3110005 · Salaries & Wages - Part Time | 7,742.18 | 17,404.94 | 40,155.00 | 5,355.00 | 20,000 | 16,000 | -25.0% | Quarter Amendment 1 |
| 3110006 · Salaries & Wages - VDOT | 7,993.92 | 0.00 | 2,900.94 | 0.00 | 0 | 2,365 | 0.0% | Quarter Amendment 1 |
| 3110007 · Salary & Wages - DMV Grant | 0.00 | 4,796.57 | 8,346.47 | 2,163.60 | 0 | 13,300 | 100.0% | |
| 3110008 · Salary & Wages - Laney Detail | 0.00 | 0.00 | 48,302.80 | 33,015.00 | 0 | 64,485 | 100.0% | Quarter Amendment 1 |
| 3110009 · Salary & Wages - Hazard Pay | | | 16,193.00 | 0.00 | | 0 | | |
| 3110020 · FICA/MEDICARE | 28,828.27 | 33,078.45 | 40,490.66 | 10,124.08 | 36,397 | 41,591 | 12.5% | Quarter Amendment 1 |
| 3110021 · VRS | 35,474.34 | 39,907.77 | 39,282.67 | 9,430.25 | 45,816 | 45,816 | 0.0% | |
| 3110022 · Health Insurance | 53,972.08 | 67,380.57 | 67,664.15 | 12,936.24 | 56,057 | 56,057 | 0.0% | |
| 3110023 · Life Insurance | 4,294.90 | 5,219.73 | 5,222.73 | 1,170.80 | 5,652 | 5,652 | 0.0% | |
| 3110024 · Disability Insurance | 2,055.13 | 2,227.32 | 2,303.13 | 460.51 | 2,000 | 2,000 | 0.0% | |
| 3110025 · Unemployment Insurance | 0.00 | 2,624.24 | 4,082.00 | 138.55 | 3,000 | 3,000 | 0.0% | |
| 3110026 · Workers' Compensation Insurance | 11,781.36 | 14,401.98 | 12,309.00 | 15,605.00 | 16,450 | 16,450 | 0.0% | |
| 3110027 · Line of Duty Act Insurance | 1,662.00 | 1,740.00 | 4,969.00 | 4,969.00 | 5,000 | 5,000 | 0.0% | |
| 3110028 · Legal Services | 11,231.10 | 21,988.82 | 18,945.80 | 4,000.00 | 24,000 | 24,000 | 0.0% | |
| 3110030 · Advertising | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | |
| 3110032 · Computer, Internet & Website | 9,649.43 | 13,113.70 | 11,133.57 | 516.25 | 14,000 | 11,000 | -27.3% | Quarter Amendment 1 |
| 3110033 · Postage | 139.78 | 22.10 | 5.19 | 0.00 | 500 | 500 | 0.0% | |
| 3110034 · Telecommunications | 7,429.41 | 8,675.60 | 10,054.10 | 1,801.17 | 10,000 | 10,000 | 0.0% | |
| 3110035 · General Prop Ins (Vehicles) | 7,330.00 | 4,089.00 | 3,072.00 | 3,609.00 | 3,800 | 3,800 | 0.0% | |
| 3110036 · Mileage Allowance | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | |
| 3110037 · Meals and Lodging | 323.30 | -35.80 | 0.00 | 0.00 | 0 | 0 | | |
| 3110038 · Convention & Edu. (Training) | 479.58 | 3,781.82 | 4,728.40 | 275.00 | 5,000 | 5,000 | 0.0% | |
| 3110039 · Miscellaneous | 0.00 | 428.81 | 1,353.92 | 0.00 | 1,500 | 0 | -100.0% | Quarter Amendment 1 |
| 3110040 · Annual Dues & Subscriptions | 6,073.90 | 10,111.90 | 12,945.09 | 7,672.33 | 13,000 | 13,000 | 0.0% | |
| 3110041 · Office Supplies | 5,118.28 | 4,538.12 | 6,280.96 | 80.11 | 5,000 | 5,000 | 0.0% | |
| 3110042 · Vehicle Fuels | 18,810.59 | 18,573.31 | 17,791.40 | 3,158.13 | 19,000 | 16,000 | -18.8% | Quarter Amendment 1 |
| 3110043 · Vehicle Maintenance/Supplies | 10,842.18 | 10,369.48 | 11,691.48 | 709.56 | 11,000 | 11,000 | 0.0% | |
| 3110044 · Repairs/Maintenance Supplies | 8,736.42 | 165.05 | 0.00 | 0.00 | 0 | 0 | | |
| 3110045 · Uniforms & Police Supplies | 46,947.15 | 31,154.67 | 41,764.26 | 1,518.50 | 32,000 | 20,000 | -60.0% | Quarter Amendment 1 |
| 3110046 · Community Events | 2,209.60 | 4,509.98 | 12,338.89 | 0.00 | 2,000 | 0 | -100.0% | Quarter Amendment 1 |
| 3110047 · Donation Expenditure | 0.00 | 0.00 | 9,457.50 | 0.00 | 0 | 0 | | |
| 3110049 · Grant Expenditures | 0.00 | 1,837.05 | 2,006.30 | 0.00 | 0 | 0 | | |
| 3110050 · Insurance Pass-Through | -8,421.97 | 1,775.01 | 67.13 | 0.00 | 0 | 0 | | |
| 3110051 · Mobile Data Computer Netwk Svc | 25,897.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | |
| 3110056 · Capital Outlay-Machinery/Equip | 0.00 | 5,517.00 | 0.00 | 0.00 | 0 | 31,592 | 100.0% | |
| 310057 · Capital Outlay-Furniture/Fixture | 2,675.90 | 0.00 | 0.00 | 0.00 | 0 | 0 | | |
| Total 31100 · POLICE DEPARTMENT | 672,509.81 | 750,956.44 | 875,119.64 | 219,566.20 | 801,577 | 876,013 | 8.5% | |
| 32100 · FIRE & RESCUE | | | | | | | | |
| 3210001 · Contributions to other Govt Ent | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Total 32100 · FIRE & RESCUE | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 34100 · BUILDING OFFICIAL | | | | | | | | |
| 3410001 · Erosion & Sedimentation Ins. | 0.00 | 13,350.00 | 4,654.20 | 0.00 | 15,000 | 15,000 | 0.0% | |
| 34100 · BUILDING OFFICIAL - Other | 28,555.00 | 0.00 | 0.00 | 0.00 | | | | |
| Total 34100 · BUILDING OFFICIAL | 28,555.00 | 13,350.00 | 4,654.20 | 0.00 | 15,000 | 15,000 | 0.0% | |
| Total 03 · PUBLIC SAFETY | 701,064.81 | 764,306.44 | 879,773.84 | 219,566.20 | 816,577 | 891,013 | 8.4% | |
| 04 · PUBLIC WORKS | | | | | | | | |
| 4110001 · Town Public Works | 45,460.75 | 70,445.10 | 17,083.64 | 944.05 | 50,000 | 0 | -100.0% | Quarter Amendment 1 |

Attachment: Memo to Council - 1st Quarter Budget Amendment FY2020-2021 (4718 : First Quarter Budget

| | | | | | | | | |
|--|-------------------|-------------------|-------------------|------------------|----------------|---------------|----------------|----------------------------|
| 4110002 · Street Beautification - HF | 0.00 | 19,017.19 | 0.00 | 0.00 | 2,213 | 2,213 | 0.0% | |
| 43200 · REFUSE COLLECTION | | | | | | | | |
| 4320001 · Trash Removal Contract | 73,656.59 | 76,027.02 | 86,226.38 | 14,497.18 | 86,625 | 86,625 | 0.0% | |
| Total 43200 · REFUSE COLLECTION | 73,656.59 | 76,027.02 | 86,226.38 | 14,497.18 | 86,625 | 86,625 | 0.0% | |
| 43100 · MAINT OF 15000 Wash St./Grounds | | | | | | | | |
| 4310001 · Repairs/Maintenance Services | 54,046.29 | 57,616.82 | 72,396.70 | 8,010.33 | 65,000 | 54,783 | 119,783 | 45.7% Quarter Amendment 1 |
| 4310002 · Main Svc Contract-Pest Control | 1,420.00 | 2,709.00 | 1,290.00 | 155.00 | 3,000 | | 3,000 | 0.0% |
| 4310003 · Maint Svc Contract-Landscaping | 24,900.00 | 29,177.01 | 32,332.74 | 6,912.42 | 35,000 | | 35,000 | 0.0% |
| 4310004 · Maint Svc Contract Snow Removal | 345.00 | 2,100.90 | 35.88 | 0.00 | 7,000 | | 7,000 | 0.0% |
| 4310005 · Maint Svc Cont. - Street Cleaning | 6,375.00 | 5,915.00 | 5,940.00 | 900.00 | 6,500 | | 6,500 | 0.0% |
| 4310007 · Electric/Gas Services | 16,763.30 | 16,201.27 | 15,139.92 | 3,302.13 | 16,500 | | 16,500 | 0.0% |
| 4310008 · Electrical Services-Streetlight | 4,557.99 | 5,158.42 | 4,534.08 | 929.68 | 5,500 | | 5,500 | 0.0% |
| 4310009 · Water & Sewer Services | 2,228.98 | 2,009.52 | 1,696.30 | 477.50 | 3,000 | | 3,000 | 0.0% |
| 4310010 · Janitorial Supplies | 109.11 | 795.07 | 410.41 | 10.27 | 2,000 | | 2,000 | 0.0% |
| 4310011 · Real Estate Taxes | 1,625.17 | 1,932.75 | 816.84 | 722.06 | 4,000 | -1,500 | 2,500 | -60.0% Quarter Amendment 1 |
| 43100 · MAINT OF 15000 Wash St./Grounds - Other | 0.00 | -196.62 | | 0.00 | | | | |
| Total 43100 · MAINT OF 15000 Wash St./Grounds | 112,370.84 | 123,419.14 | 134,592.87 | 21,419.39 | 147,500 | | 200,783 | 26.5% |
| Total 04 · PUBLIC WORKS | 231,488.18 | 288,908.45 | 237,902.89 | 36,860.62 | 286,338 | | 289,621 | 1.1% |
| 07 · PARKS, REC & CULTURAL | | | | | | | | |
| 70000 · HAYMARKET COMMUNITY PARK | | | | | | | | |
| 7000001 · Grounds Maintenance/Repairs | 0.00 | 65,731.36 | 45,060.25 | 269.05 | 20,000 | | 20,000 | 0.0% Quarter Amendment 1 |
| Total 70000 · HAYMARKET COMMUNITY PARK | 0.00 | 65,731.36 | 45,060.25 | 269.05 | 20,000 | | 20,000 | 0.0% |
| 71110 · EVENTS | | | | | | | | |
| 7111001 · Advertising - Events | 4,786.35 | 10,203.67 | 13,087.60 | 0.00 | 0 | | 0 | |
| 7111003 · Contractual Services | 57,888.31 | 60,721.15 | 58,183.61 | 37.62 | 80,000 | -70,000 | 10,000 | -87.5% Quarter Amendment 1 |
| 71110 · EVENTS - Other | 285.67 | 987.27 | | 0.00 | 0 | 10,000 | 10,000 | 100.0% Quarter Amendment 1 |
| Total 71110 · EVENTS | 62,960.33 | 71,912.09 | 71,271.21 | 37.62 | 80,000 | | 20,000 | -75.0% |
| 72200 · MUSEUM | | | | | | | | |
| 7220008 · Unemployment Insurance | 0.00 | 0.00 | | 0.00 | 0 | | 0 | |
| 7220009 · Advertising | 0.00 | 1,008.00 | 0.00 | 0.00 | 750 | | 750 | 0.0% |
| 7220012 · Telecommunications | 2,314.40 | 2,028.02 | 1,624.12 | 266.16 | 2,200 | | 2,200 | 0.0% |
| 7220014 · Mileage Allowance | 0.00 | 0.00 | | 0.00 | 0 | | 0 | 0.0% |
| 7200015 · Books, Dues & Subscriptions | 0.00 | 30.00 | 0.00 | 0.00 | 250 | | 250 | 0.0% |
| 7200016 · Office Supplies | 0.00 | 19.99 | 0.00 | 0.00 | 250 | | 250 | 0.0% |
| 7220018 · Exhibits & Programs | 1,141.40 | 700.27 | 400.00 | 566.32 | 1,700 | | 1,700 | 0.0% |
| Total 72200 · MUSEUM | 3,455.80 | 3,786.28 | 2,024.12 | 832.48 | 5,150 | | 5,150 | 0.0% |
| Total 07 · PARKS, REC & CULTURAL | 66,416.13 | 141,429.73 | 118,355.58 | 1,139.15 | 105,150 | | 45,150 | -132.9% |
| 08 · COMMUNITY DEVELOPMENT | | | | | | | | |
| 81100 · PLANNING COMMISSION | | | | | | | | |
| 8110001 · Salaries & Wages - Regular | 3,420.00 | 4,095.00 | 1,365.00 | 570.00 | 5,670 | | 5,670 | 0.0% |
| 8110002 · FICA/Medicare | 247.86 | 360.04 | 100.98 | 52.79 | 500 | | 500 | 0.0% |
| 8110003 · Consultants - Engineer | 59,908.46 | 25,947.22 | 24,590.99 | 1,925.95 | 50,000 | -20,000 | 30,000 | -66.7% Quarter Amendment 1 |
| 8110004 · Consultants - Comp Plan | 0.00 | 0.00 | 0.00 | 0.00 | 40,000 | -25,000 | 15,000 | -62.5% Quarter Amendment 1 |
| 8110005 · Mileage Allowance | 230.05 | 0.00 | | 0.00 | 250 | | 250 | 0.0% |
| 8110006 · Meals & Lodging | 22.62 | 0.00 | | 0.00 | 700 | | 700 | 0.0% |
| 8110007 · Convention/Education | 69.99 | 0.00 | 0.00 | 191.40 | 1,500 | | 1,500 | 0.0% |
| Total 81100 · PLANNING COMMISSION | 63,898.98 | 30,402.26 | 26,056.97 | 2,740.14 | 98,620 | | 53,620 | -44.2% |
| 81110 · ARCHITECTURAL REVIEW BOARD | | | | | | | | |
| 8111001 · Salaries & Wages - Regular | 2,220.00 | 4,065.00 | 1,605.00 | 630.00 | 7,830 | -2,000 | 5,830 | -34.3% Quarter Amendment 1 |
| 8111002 · FICA/Medicare | 148.42 | 366.07 | 98.67 | 39.02 | 850 | | 850 | 0.0% |
| 8111003 · Mileage Allowance | 0.00 | 0.00 | | 0.00 | 0 | | 0 | 0.0% |
| 8111004 · Meals & Lodging | 0.00 | 0.00 | | 0.00 | 0 | | 0 | 0.0% |
| 8111005 · Convention & Education | 0.00 | 0.00 | | 0.00 | 2,000 | | 2,000 | 0.0% |
| Total 81110 · ARCHITECTURAL REVIEW BOARD | 2,368.42 | 4,431.07 | 1,703.67 | 669.02 | 10,680 | | 8,680 | -23.0% |
| 81111 · Board Of Zoning Appeals | | | | | | | | |

| | | | | | | | | |
|---|---------------------|---------------------|---------------------|-------------------|------------------|----------|------------------|----------------|
| 8111101 · Convention & Education | 0.00 | 0.00 | 0.00 | 0.00 | 500 | | 500 | 0.0% |
| 8111102 · FICA / Medicare | 0.00 | 0.00 | 0.00 | 0.00 | 98 | | 98 | 0.0% |
| 8111103 · Salaries & Wages - Regular | 0.00 | 0.00 | 0.00 | 0.00 | 1,325 | | 1,325 | 0.0% |
| 81111 · Board Of Zoning Appeals - Other | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Total 81111 · Board Of Zoning Appeals | 0.00 | 0.00 | 0.00 | 0.00 | 1,923 | | 1,923 | 0.0% |
| Total 08 · COMMUNITY DEVELOPMENT | 66,267.40 | 34,833.33 | 27,760.64 | 3,409.16 | 111,223 | | 64,223 | -73.2% |
| 09 · NON-DEPARTMENTAL | | | | | | | | |
| 90000 · BB&T Tax Overpayment Refund | | | 32,594.00 | | | | | |
| 95100 · DEBT SERVICE | | | | | | | | |
| 9510002 · General Obligation Bond - Prin | 155,700.00 | 156,600.00 | 177,402.92 | 158,300.00 | 166,144 | | 166,144 | 0.0% |
| 9510003 · General Obligation Bond - Int | 27,682.10 | 23,904.47 | | 9,098.45 | 16,500 | | 16,500 | 0.0% |
| 9510005 · Capital Lease Pmt - Principal | 28,783.74 | 29,353.57 | 31,592.38 | 15,796.19 | 31,592 | -31,592 | 0 | -100.0% |
| 9510006 · Capital Lease - Interest Payment | 2,808.64 | 2,238.81 | | 0.00 | 0 | | 0 | 0.0% |
| Total 95100 · DEBT SERVICE | 214,974.48 | 212,096.85 | 208,995.30 | 183,194.64 | 214,236 | | 182,644 | -17.3% |
| Total 09 · NON-DEPARTMENTAL | 214,974.48 | 212,096.85 | 241,589.30 | 183,194.64 | 214,236 | | 182,644 | -17.3% |
| 94101 · CABOOSE ENHANCEMENT PROJECT | 0.00 | 0.00 | | 0.00 | | | | |
| 94102 · HAYMARKET COMMUNITY PARK | 0.00 | 0.00 | | 0.00 | | | | |
| 94103 · PEDESTRIAN IMPROVEMENT PROJECT | | | | | | | | |
| 9410301 · Architectural/Engineering Fees | 6,790.00 | 13,367.00 | | 0.00 | 0 | | 0 | |
| 94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other | 33,964.24 | 0.00 | 87,796.27 | 40,223.05 | 339,571 | -110,071 | 229,500 | -48.0% |
| Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT | 40,754.24 | 13,367.00 | 87,796.27 | 40,223.05 | 339,571 | | 229,500 | -48.0% |
| 94105 · PERSONNEL | | | | | | | | |
| EMPLOYEE BENEFITS | | | | | | | | |
| 6560 · Payroll Processing Fees | 0.00 | -0.02 | 0.03 | 0.02 | | | | |
| Total EMPLOYEE BENEFITS | 0.00 | -0.02 | 0.03 | 0.02 | | | | |
| Total 94105 · PERSONNEL | 0.00 | -0.02 | 0.03 | 0.02 | | | | |
| 94106 · TOWN CENTER MASTER PLAN | | | | | | | | |
| 9410601 · Architectural/Engineering Fees | 62,447.77 | 45,970.84 | | 0.00 | 0 | | 0 | |
| 9410602 · Construction (Renovations) | 0.00 | 0.00 | 138,273.52 | 0.00 | 0 | | 0 | 0.0% |
| Total 94106 · TOWN CENTER MASTER PLAN | 62,447.77 | 45,970.84 | 138,273.52 | 0.00 | 0 | | 0 | 0.0% |
| 94107 · BLIGHT MITIGATION | | | | | | | | |
| 9410701 · Building Official/Engr. | 0.00 | 0.00 | | 0.00 | | | | |
| 94107 · BLIGHT MITIGATION - Other | 0.00 | 0.00 | 2,595.00 | 171.24 | 20,000 | 20,000 | 40,000 | 50.0% |
| Total 94107 · BLIGHT MITIGATION | 0.00 | 0.00 | 2,595.00 | 171.24 | 20,000 | | 40,000 | 50.0% |
| 94108 · CIP FUNDS EXPENSE | | | | | | | | |
| 94108-01 · CIP Funds Expense | 0.00 | 0.00 | 0.00 | 0.00 | 29,389 | 26,505 | 55,894 | -100.0% |
| Total 94108 · CAPITAL IMPROVEMENT PROJECT | | | 0.00 | | 29,389 | | 55,894 | -100.0% |
| Total Expense | 2,029,253.23 | 2,077,727.46 | 2,322,548.56 | 613,229.89 | 2,600,594 | | 2,480,665 | -4.8% |
| Net Ordinary Income | 203,629.28 | 198,012.40 | 240,653.44 | -222,716.95 | 0.00 | | 0.00 | |
| Other Income/Expense | | | | | | | | |
| Other Income | | | | | | | | |
| 50000 · CARES Act Funds | | | | 147,726.00 | 0 | 295,452 | 295,452 | 100.0% |
| Total Other Income | | | | 147,726.00 | 0 | | 295,452 | 100.0% |
| Other Expense | | | | | | | | |
| 97000 · CARES Act Expense | | | | 0.00 | 0 | 295,452 | 295,452 | 100.0% |
| Total Other Expense | | | | 0 | 0 | | 295,452 | 100.0% |
| Net Other Income | | | | 147,726.00 | | | 0 | |
| Net Income | | | | (74,990.95) | | | 0 | |

Quarter Amendment 1
 Quarter Amendment 1
 Quarter Amendment 1

Attachment: Memo to Council - 1st Quarter Budget Amendment FY2020-2021 (4718 : First Quarter Budget



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

Week of August 31 to September 04, 2020

Administration

- Meetings
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Held Town Council Work Session (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Individual regarding CARES ACT Staffing (Chris)
 - Met with Business Owner with Building Concerns (Emily and Chris)
 - Met with Residents about Future Events (Emily and Chris)
 - Met with Gainesville-Haymarket Rotary Club (Chris)
 - Met with Finance Liaisons (Roberto and Chris)

- New Items/Businesses
 - No New Business
 - Prepared for Flags for Heroes Event at Town Park
 - Researching grants for Town Museum
 - Researching information for Town Council Members
 - Called contractors for Repairs/quotes for Town Buildings

Town Staff

- Working on Town Council Work Session Meeting Minutes
- Held Town Council Work Session
- Created and Posted Town Council Regular Meeting Agenda
- Fixed Museum Displays
- Site Plan and GDP Reviews
 - QBE
 - Karter School
- Processed Accounts Payable and Receivable
- Continued Work on FY20 Audit
- Finalized transfer of Town Bank
- Finalizing Town Square System to receive Credit/Debit Card payments
- Finalized Draft of 2020 Christmas Ornament

Town Council Tasks

- Sent separately

Town Expenses

No Expenses over \$3,000



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Week of September 7 to September 11, 2020

Administration

- Meetings
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Held Town Council Regular Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Held Business Round Table (Vice Mayor, Emily, and Chris)
 - Met with Residents about Halloween Event (Emily)
 - Met with Gainesville-Haymarket Rotary Club (Chris)
 - Met with Finance Liaisons (Roberto and Chris)
 - Met with PWC Building Department (Emily and Chris)
 - Met with Haymarket Hotel Venture (Emily and Chris)
 - Erosions and Sediment meeting with Haymarket Hotel Venture Contractors (Katie and Chris)

- New Items/Businesses
 - No New Business
 - Flags for Heroes Event at Town Park
 - Recommendations provided from DEQ compliance review
 - Researching information for Town Council Members
 - Repaired Town Hall siding
 - Began working on Communication Plan
 - Working on prices for Brick vs Stamped Concrete

Town Staff

- Working on Town Council Work Session Meeting Minutes
- Held Town Council Regular Meeting
- Created and Posted ARB Meeting Agenda
- Processed Accounts Payable and Receivable
- Continued Work on FY20 Audit
- Finalized transfer of Town Bank

Town Council Tasks

- Sent separately

Town Expenses

| Date | Vendor | Description | Amount |
|-------------|-----------------------------|----------------------------|---------------|
| 09/11/2020 | Republic Services | September 2020 Service | 7,082.18 |
| 09/11/2020 | Vanderpool, Frostick, & Nis | Legal Fees for August 2020 | 5,114.90 |

Attachment: Manager's Report 9720 (4685 : Town Administration Staff Report)



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

Week of September 14 to September 18, 2020

Administration

- Meetings
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Held Architectural Review Board Meeting (Emily and Kim)
 - Met with Town Attorney (Chris)
 - Attended HGBA Meeting (Vice Mayor and Chris)
 - Called in to Rep. Wexton Regional Call (Mayor)
 - Met with Offix regarding printing contract (Roberto and Chris)
 - Met with Gainesville-Haymarket Rotary Club (Chris)
 - Met with Finance Liaisons (Roberto and Chris)
 - Met with Miles Friedman for CARES ACT Programs (Chris)
 - Met with VDOT to get Columbia Gas Permit approved (Emily)
 - Met with Town Business regarding Food Trucks (Roberto and Chris)
 - Met with Haymarket Hotel Venture (Emily)
 - Met with Developer (Emily)
 - Verified the Round-about will be installed on Route 55
- New Items/Businesses
 - No New Business
 - Researching information for Town Council Members
 - Researching items for Work Session
 - Paving began on Route 55 between Route 15 and Catharpin
 - Scheduled Meeting with Novant Health
 - Scheduled Meeting with Going Gainesville
 - Scheduled Meeting with House of Mercy Non-profit

Town Staff

- Working on Town Council Work Session Meeting Minutes
- Held ARB Meeting
- Created and Posted PC Meeting Agenda

- Began funds transfers from Sona Bank to TFB; picked up checks from Warrenton branch
- Began to enter Real Estate Tax invoices
- Continue to gather files for Audit preparations
- Began to work on changing banking information with Vendors
- Emailed VDOT regarding Stamped Crosswalks
- Posted on Social Media
- Reviewed Properties for Violations
- Posted Public Hearing Notices on Properties

Town Council Tasks

- Sent separately

Town Expenses

| Date | Vendor | Description | Amount |
|------------|--------------------------|-------------------|-------------|
| 09/18/2020 | Rinker Design Associates | Jefferson Project | \$ 8,676.50 |

Attachment: Manager's Report 91420 (4685 : Town Administration Staff Report)



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

Week of September 21 to September 25, 2020

Administration

- Meetings
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Held Architectural Review Board Meeting (Emily and Kim)
 - Met with Town Attorney (Chris)
 - Met with Offix to amend printing contract (Roberto and Chris)
 - Met with Going Gainesville
 - Met with House of Mercy Non-profit
 - Met with Finance Liaisons (Roberto and Chris)
 - Met with Mr. Burke at VDOT for Stamped Asphalt Crosswalks (Emily and Chris)
 - Met with Miles Friedman and Christina Winn for CARES ACT Programs (Chris)

- New Items/Businesses
 - No New Business
 - Researching information for Town Council Members
 - Completed contract for Miles Friedman, with Town Attorney approval
 - Sent IT Contract for Computer Doctor to Town Attorney for approval
 - Working on IDA Agreement for CARES ACT disbursement
 - Paving began on Route 55 between Route 15 and Catharpin
 - Town portion should be complete Tuesday 9/29
 - Rescheduled Meeting with Novant Health
 - Scheduled Meeting with PWC ACTS

Town Staff

- Completed Town Council Regular Meeting Minutes
- Began Town Council Regular Meeting Agenda
- Invited Distinguished Guests to October Town Council Meeting
- Working on Certificate of Excellence for Presentation
- Held Planning Commission Meeting
- Created and Posted Town Council Work Session Meeting Agenda
- Closed out Accounts from Sona Bank; picked up checks from Warrenton Branch

- Finalizing Real Estate Tax invoices
- Changing banking information with Vendors
- Completed Ornament Design and Ordered 500 (Expected Delivery 10/31)
- Finalized Farmers Market Applications
- Reviewed Site Plans

Town Council Tasks

- Sent separately

Town Expenses

| Date | Vendor | Description | Amount |
|------------|--------------|-------------------|--------------|
| 09/25/2020 | M&F Concrete | Jefferson Project | \$207,265.34 |

Attachment: Manager's Report 92120 (4685 : Town Administration Staff Report)

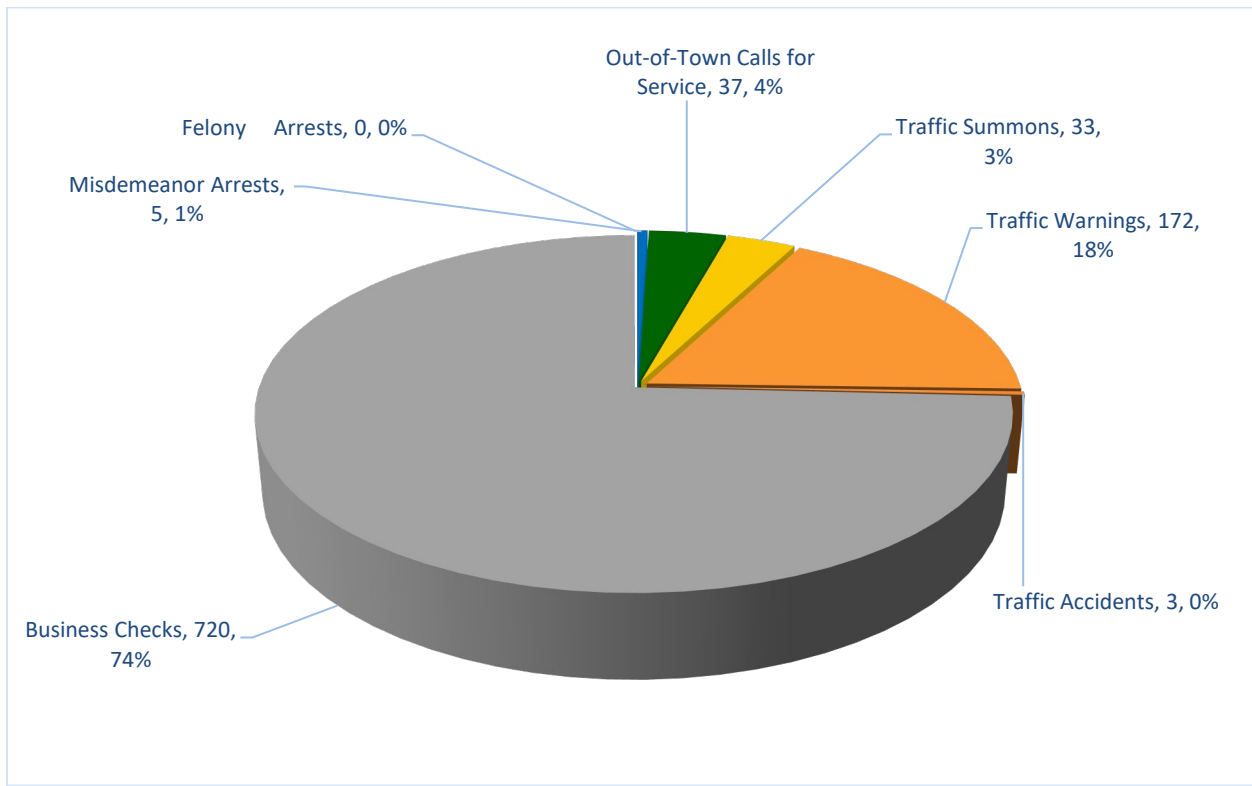


HAYMARKET POLICE DEPARTMENT



To: Mayor Luersen and Council Members
From: Chief Lands
Date: 9-25-2020
Subject: Monthly Report for September 2020

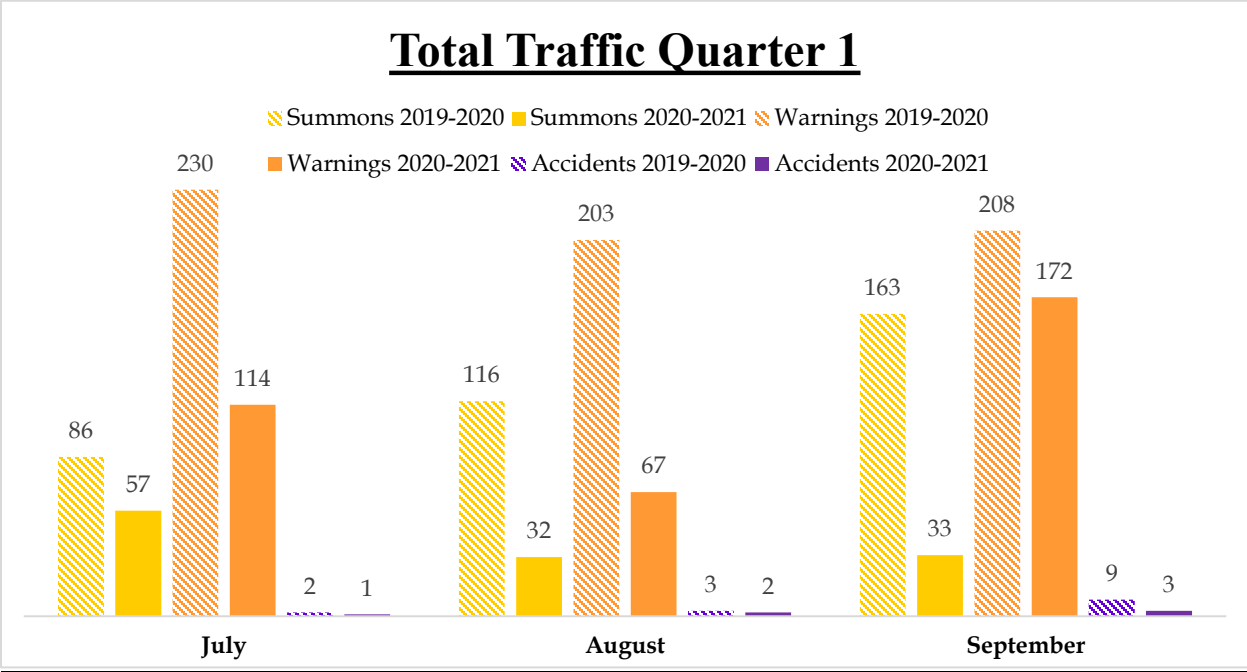
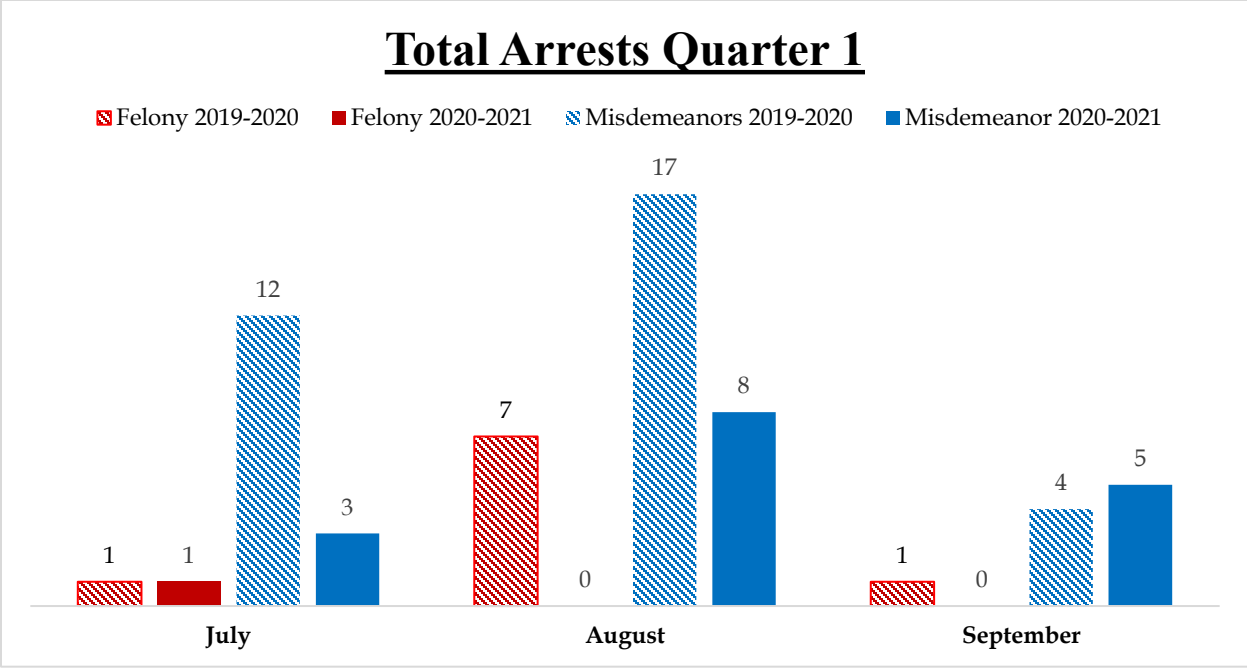
September Statistics



Points of Interest:

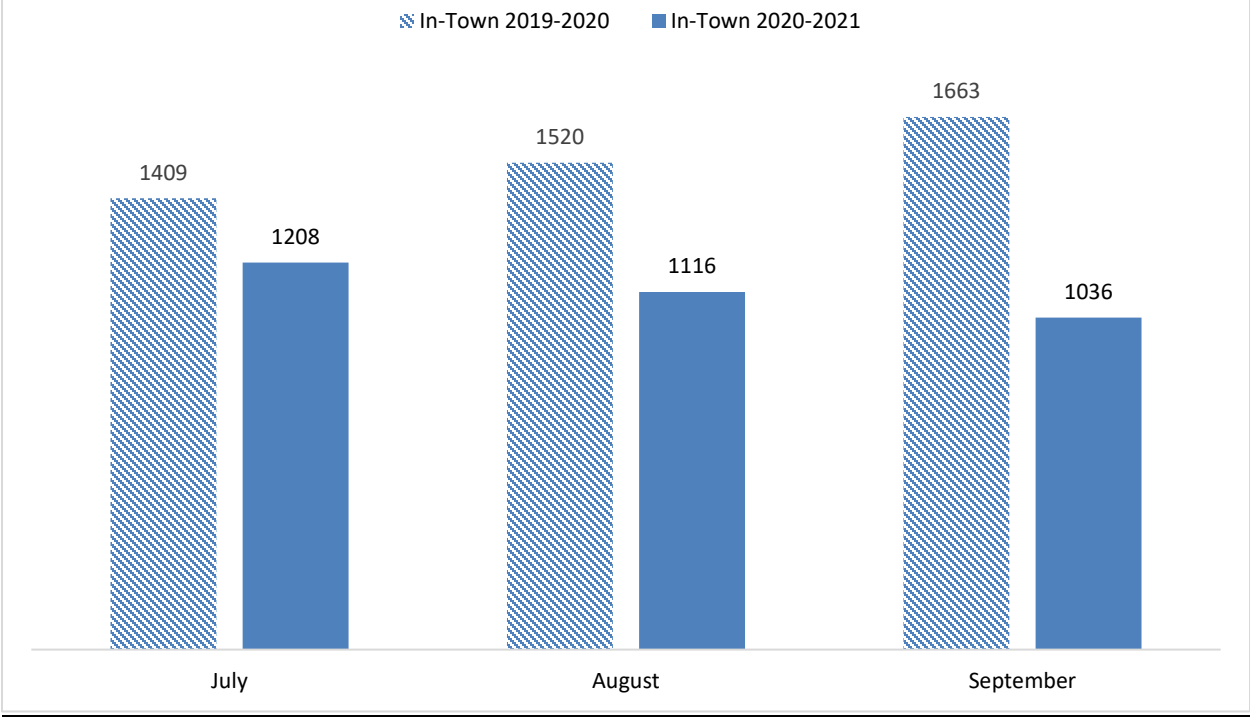
Attended VACP Conference
Attended PW Chiefs Meeting
CMV Blitz

Attachment: Monthly Council Report September 20 (4686 : Police Chief Report)

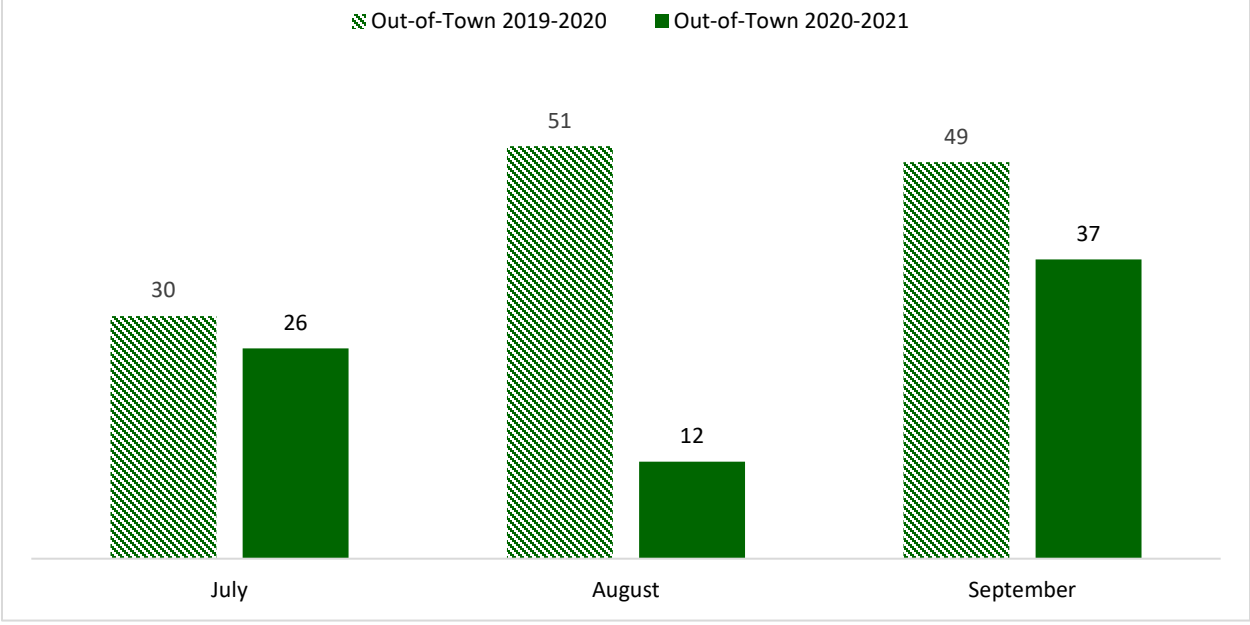


Attachment: Monthly Council Report September 20 (4686 : Police Chief Report)

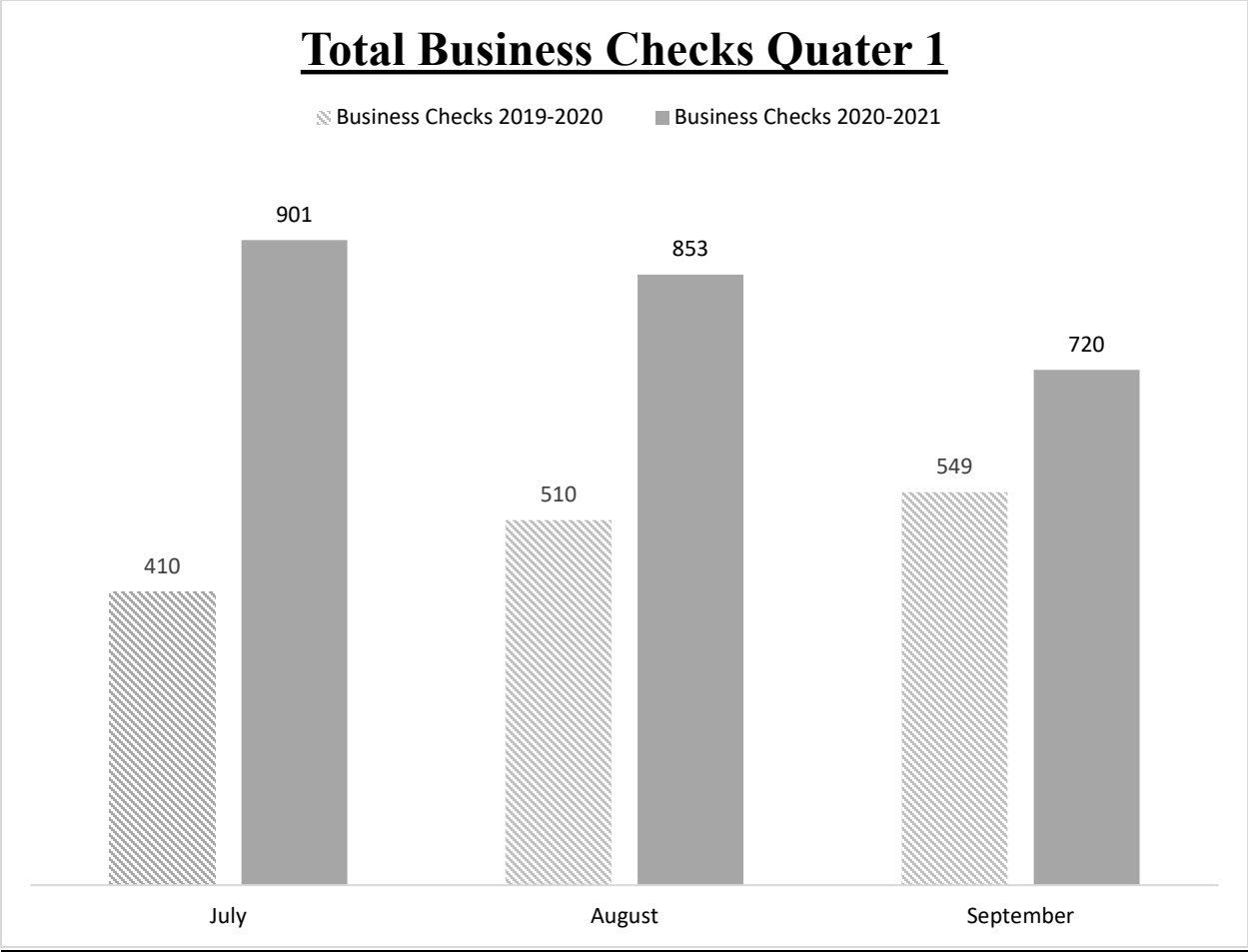
Total In-Town Calls for Service Quarter 1



Total Out-of-Town Calls for Service Quarter 1



Attachment: Monthly Council Report September 20 (4686 : Police Chief Report)



September Vehicle Maintenance and Fuel Costs

| Vehicle Number | Ending Milage | Fuel Costs | Maintenance Costs | Maintenance Work |
|----------------|---------------|------------|-------------------|--------------------------|
| 1 | 82,535 | \$196.09 | \$0 | None |
| 2 | 48,569 | \$172.15 | \$711.43 | New Tires |
| 3 | 32,002 | \$188.22 | \$826.28 | New Tires and Oil Change |
| 4 | 54,613 | \$206.67 | \$0 | None |
| 5 | 59,672 | \$197.41 | \$79.83 | Oil Change |
| 6 | 75,311 | \$431.33 | \$0 | None |
| 7 | 77,356 | \$64.62 | \$0 | None |
| Totals | | \$1,456.49 | \$1,617.54 | |

Attachment: Monthly Council Report September 20 (4686 : 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
October 05, 2020

Highlights:

- The financials attached actuals as of September 22, 2020.
- Continued to work with VDOT on the Jefferson Street project reimbursements
- Completed set up of Town accounts with Fauquier Bank
- Worked on amendment draft for 1st quarter amendments
- Working on Real Estate Invoices and mailing out to residents
- Attended a Webinar for Local Choice our insurance providers to learn about upcoming system changes

Town of Haymarket
Statement of Net Position
As of September 22, 2020

| | Sep 22, 20 |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10000 · Cash & Cash Equivalents | 1,633,954.87 |
| 11000 · CD's & Money Market Funds | 55.60 |
| 11010 · Virginia Investment Pool | 329,835.28 |
| Total Checking/Savings | 1,963,845.75 |
| Accounts Receivable | |
| 12000 · Accounts Receivable | 386,866.59 |
| 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 | 386,676.81 |
| Other Current Assets | |
| 11499 · Undeposited Funds | 13,839.60 |
| 12012 · Local Accounts Receivable-Other | -2,917.49 |
| 12099 · Allowance for Doubtful Accounts | -103,775.64 |
| Total Other Current Assets | -92,853.53 |
| Total Current Assets | 2,257,669.03 |
| Fixed Assets | |
| 12500 · General Property | 4,343,848.91 |
| 12600 · Rental Property | 1,401,944.03 |
| Total Fixed Assets | 5,745,792.94 |
| 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 | 8,126,508.97 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 223,203.43 |
| Total Accounts Payable | 223,203.43 |
| Credit Cards | |
| 20040 · Town Credit Card | -89.94 |
| 20042 · PD Credit Card - SONA 0277 | -8,160.24 |
| Total Credit Cards | -8,250.18 |
| Other Current Liabilities | |
| 20096 · Deferred Revenue - Other | 10,000.00 |
| 20500 · Sales Tax Payable | 65.60 |
| 21000 · Payroll Liabilities | -860.06 |
| 22000 · Security Deposits | 11,138.42 |
| 22010 · Escrow Deposits | 64,068.00 |
| Total Other Current Liabilities | 84,411.96 |
| Total Current Liabilities | 299,365.21 |

Attachment: Treasurer Report and Financials for 10.05.2020 (4687 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of September 22, 2020

| | Sep 22, 20 |
|---|---------------------|
| Long Term Liabilities | |
| 20080 · Accrued Interest Payable | 9,621.55 |
| 23000 · Accrued Leave | 26,892.84 |
| 25000 · General Obligation Bonds | 911,600.00 |
| 25010 · Captial Leases Payable | 91,593.64 |
| 29100 · Deferred Inflow - Pension Msmnt | 89,749.00 |
| 29500 · Net OPEB Liability | 45,000.00 |
| 29600 · Deferred Inflow - OPEB | 8,000.00 |
| | 1,182,457.03 |
| Total Long Term Liabilities | |
| Total Liabilities | 1,481,822.24 |
| Equity | |
| 34110 · Net OPEB Activity Offset | -47,882.00 |
| 34000 · Net Pension Activity Offset | 28,180.00 |
| 30000 · Unrestricted Net Assets | 2,024,003.73 |
| 31000 · Restricted Net Assets | 6,000.00 |
| 32000 · Investment in Capital Assets | 5,747,060.14 |
| 33000 · Amt Long Term Obligations | -1,040,975.23 |
| Net Income | -71,699.91 |
| | 6,644,686.73 |
| Total Equity | |
| TOTAL LIABILITIES & EQUITY | 8,126,508.97 |

Attachment: Treasurer Report and Financials for 10.05.2020 (4687 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through September 22, 2020

| | Actuals | Budget | % of Budget | Comments |
|--|-------------------|---------------------|----------------|--------------------------------------|
| 3110 · GENERAL PROPERTY TAXES | | | | |
| 3110-01 · Real Estate - Current | 533.70 | 375,326.00 | 0.14% | |
| 3110-02 · Public Service Corp RE Tax | 0.00 | 13,209.00 | 0.0% | |
| 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 | 559.77 | 389,535.00 | 0.14% | |
| 3120 · OTHER LOCAL TAXES | | | | |
| 3120-01 · Bank Stock Tax | 0.00 | 12,000.00 | 0.0% | |
| 3120-02 · Business License Tax | 3,260.07 | 154,376.00 | 2.11% | |
| 3120-03 · Cigarette Tax | 25,556.12 | 134,000.00 | 19.07% | Collections up to August 31, 2020 |
| 3120-04 · Consumer Utility Tax | 14,834.07 | 158,000.00 | 9.39% | Collections up to August 31, 2020 |
| 3120-05 · Meals Tax - Current | 140,738.76 | 743,876.00 | 18.92% | Collections up to August 31, 2020 |
| 3120-06 · Sales Tax Receipts | 0.00 | 129,376.00 | 0.0% | |
| 3120-07 · Penalties (Non-Property) | 1,549.69 | | | |
| 3120-08 · Interest (Non-Property) | 24.64 | | | |
| Total 3120 · OTHER LOCAL TAXES | 185,963.35 | 1,331,628.00 | 13.97% | |
| 3130 · PERMITS,FEES & LICENESES | | | | |
| 3130-01 · Application Fees | 425.00 | 4,500.00 | 9.44% | |
| 3130-02 · Inspection Fees | 0.00 | 15,000.00 | 0.0% | |
| 3130-03 · Motor Vehicle Licenses | 241.00 | 1,900.00 | 12.68% | |
| 3130-05 · Other Planning & Permits | 3,384.30 | 25,000.00 | 13.54% | |
| 3130-06 · Pass Through Fees | 1,268.60 | | | Pass through revenue |
| Total 3130 · PERMITS,FEES & LICENESES | 5,318.90 | 46,400.00 | 11.46% | |
| 3140 · FINES & FORFEITURES | | | | |
| 3140-01 · Fines | 8,801.23 | 50,000.00 | 17.6% | Collection up to August 31, 2020 |
| Total 3140 · FINES & FORFEITURES | 8,801.23 | 50,000.00 | 17.6% | |
| 3150 · REVENUE - USE OF MONEY | | | | |
| 3150-01 · Earnings on VACO/VML Investment | 325.56 | | | |
| 3150-03 · Interest on Bank Deposits | 1,007.56 | 10,000.00 | 10.08% | |
| Total 3150 · REVENUE - USE OF MONEY | 1,333.12 | 10,000.00 | 13.33% | |
| 3151 · RENTAL (USE OF PROPERTY) | | | | |
| 3151-01 · Suite 200 Stronger Fitness LLC | 828.33 | 7,184.00 | 11.53% | Leased was not renewed |
| 3151-02 · 15026 Suite 210 Body Mind | 1,657.37 | 6,792.50 | 24.4% | |
| 3151-04 · Suite 210 LF Security | 2,618.94 | 10,433.00 | 25.1% | |
| 3151-06 · Suite 204 MAC-ISA | 1,680.00 | 6,720.00 | 25.0% | |
| 3151-07 · Haymarket Church Suite 206 | 8,392.44 | 33,570.00 | 25.0% | |
| 3151-08 · 15020 Washington Realty | 3,293.75 | 32,937.50 | 10.0% | |
| 3151-09 · 15026 Copper Cricket | 5,367.60 | 20,851.00 | 25.74% | |
| 3151-11 · Cupcake Heaven and Cafe LLC | 8,038.50 | 32,797.00 | 24.51% | |
| 3151-12 · Haymarket Coffee Company LLC | 200.00 | | | new tenant |
| Total 3151 · RENTAL (USE OF PROPERTY) | 32,076.93 | 151,285.00 | 21.2% | |
| 3160 · CHARGES FOR SERVICES | | | | |
| FOIA Receipts | 23.00 | | | |
| 3160-01 · Public Safety | | | | |
| 3160-05 · Laney Detail | 35,350.00 | | | |
| Total 3160-01 · Public Safety | 35,350.00 | 0.00 | 100.0% | |
| Total 3160 · CHARGES FOR SERVICES | 35,373.00 | 0.00 | 100.0% | |
| 3165 · REVENUE - TOWN EVENTS | | | | |
| 3165-01 · Revenue - Town Events | 21,528.57 | 80,000.00 | 26.91% | |
| Total 3165 · REVENUE - TOWN EVENTS | 21,528.57 | 80,000.00 | 26.91% | |
| 3180 · MISCELLANEOUS | | | | |
| 3180-01 · Citations & Accident Reports | 0.00 | 1,000.00 | 0.0% | |
| 3180-04 · Reimbursement from Insurance | 4,782.74 | 0.00 | 100.0% | Reimbursement for damaged Light pole |
| Total 3180 · MISCELLANEOUS | 4,782.74 | 1,000.00 | 478.27% | |
| 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 | 6,500.00 | 0.0% | |
| 3200-05 · Communications Tax | 16,738.10 | 117,000.00 | 14.31% | Collections up to August 31, 2020 |

Attachment: Treasurer Report and Financials for 10.05.2020 (4687 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through September 22, 2020

| | Actuals | Budget | % of Budget | Comments |
|---|-------------------|---------------------|---------------|---------------------------------------|
| 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 | 86.68% | |
| 3200-14 · Pedestrian Improvement Grant | 40,223.05 | 89,571.00 | 44.91% | |
| Total 3200 · REVENUE FROM COMMONWEALTH | 94,775.33 | 264,746.00 | 35.8% | |
| 3300 · REVENUE FROM FEDERAL GOVERNMENT | | | | |
| 3300-01 · DMV Transp Safety Grant | 0.00 | 6,000.00 | 0.0% | |
| Total 3300 · REVENUE FROM FEDERAL GOVERNMENT | 0.00 | 6,000.00 | 0.0% | |
| 3500 · Reserve Funds For CIP | 0.00 | 270,000.00 | 0.0% | |
| | 390,512.94 | 2,600,594.00 | 15.02% | |
| Gross Profit | 390,512.94 | 2,600,594.00 | 15.02% | |
| 01 · ADMINISTRATION | | | | |
| 11100 · TOWN COUNCIL | | | | |
| 111001 · Convention & Education | 0.00 | 5,000.00 | 0.0% | |
| 111002 · FICA/Medicare | 351.90 | 2,000.00 | 17.6% | |
| 111003 · Meals and Lodging | 0.00 | 2,000.00 | 0.0% | |
| 111004 · Mileage Allowance | 0.00 | 250.00 | 0.0% | |
| 111005 · Salaries & Wages - Regular | 4,600.00 | 32,100.00 | 14.33% | |
| Total 11100 · TOWN COUNCIL | 4,951.90 | 41,350.00 | 11.98% | |
| 12110 · TOWN ADMINISTRATION | | | | |
| 1211001 · Salaries/Wages-Regular | 67,670.60 | 280,830.00 | 24.1% | |
| 1211003 · Salaries/Wages - Part Time | 2,142.00 | 25,000.00 | 8.57% | |
| 1211004 · FICA/Medicare | 5,712.15 | 24,257.00 | 23.55% | |
| 1211005 · VRS | 7,143.17 | 35,070.00 | 20.37% | |
| 1211006 · Health Insurance | 7,291.98 | 49,195.00 | 14.82% | |
| 1211007 · Life Insurance | 809.60 | 3,852.00 | 21.02% | |
| 1211008 · Disability Insurance | 447.33 | 2,631.00 | 17.0% | |
| 1211009 · Unemployment Insurance | 440.80 | 2,800.00 | 15.74% | |
| 1211010 · Worker's Compensation | 256.00 | 400.00 | 64.0% | |
| 1211011 · Gen Property/Liability Ins. | 14,123.00 | 15,000.00 | 94.15% | Front loaded cost to Town |
| 1211012 · Accounting Services | 280.53 | 8,000.00 | 3.51% | |
| 1211014 · Printing & Binding | 1,024.80 | 12,000.00 | 8.54% | |
| 1211015 · Advertising | 0.00 | 12,000.00 | 0.0% | |
| 1211016 · Computer, Internet & Website Svc | 1,068.09 | 23,650.00 | 4.52% | |
| 1211017 · Postage | 920.78 | 4,000.00 | 23.02% | News letters were mailed |
| 1211018 · Telecommunications | 1,328.79 | 7,500.00 | 17.72% | |
| 1211019 · Mileage Allowance | 0.00 | 1,000.00 | 0.0% | |
| 1211020 · Meals & Lodging | 100.00 | 6,000.00 | 1.67% | |
| 1211021 · Convention & Education | 1,440.00 | 10,000.00 | 14.4% | |
| 1211022 · Miscellaneous | 0.00 | 1,000.00 | 0.0% | |
| 1211024 · Books, Dues & Subscriptions | 1,509.47 | 16,000.00 | 9.43% | |
| 1211025 · Office Supplies | 98.42 | 6,500.00 | 1.51% | |
| 1211026 · Equipment Rental | 1,018.71 | 4,075.00 | 25.0% | payments up to August 31, 2020 |
| Total 12110 · TOWN ADMINISTRATION | 114,826.22 | 550,760.00 | 20.85% | |
| 12210 · LEGAL SERVICES | | | | |
| 1221001 · Legal Services | 7,517.49 | 70,000.00 | 10.74% | |
| 1221002 · Legal - Pass Through Fees | 1,370.20 | | | |
| Total 12210 · LEGAL SERVICES | 8,887.69 | 70,000.00 | 12.7% | |
| 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 | 128,665.81 | 678,110.00 | 18.97% | |
| 03 · PUBLIC SAFETY | | | | |
| 31100 · POLICE DEPARTMENT | | | | |
| 3110001 · Salaries & Wages - Regular | 95,688.82 | 419,405.00 | 22.82% | |
| 3110003 · Salaries & Wages - OT Premium | 2,934.18 | 34,000.00 | 8.63% | |
| 3110004 · Salaries & Wages - Holiday Pay | 2,235.12 | 17,000.00 | 13.15% | |
| 3110005 · Salaries & Wages - Part Time | 5,355.00 | 20,000.00 | 26.78% | |

Attachment: Treasurer Report and Financials for 10.05.2020 (4687 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through September 22, 2020

| | Actuals | Budget | % of Budget | Comments |
|--|-------------------|-------------------|---------------|----------------------------|
| 3110007 · Salary & Wages - DMV Grant | 2,163.60 | | | |
| 3110008 · Salaries & Wages - Laney Detail | 33,015.00 | | | |
| 3110020 · FICA/MEDICARE | 10,124.08 | 36,397.00 | 27.82% | |
| 3110021 · VRS | 9,430.25 | 45,816.00 | 20.58% | |
| 3110022 · Health Insurance | 12,936.24 | 56,057.00 | 23.08% | |
| 3110023 · Life Insurance | 1,170.80 | 5,652.00 | 20.72% | |
| 3110024 · Disability Insurance | 460.51 | 2,000.00 | 23.03% | |
| 3110025 · Unemployment Insurance | 138.55 | 3,000.00 | 4.62% | |
| 3110026 · Workers' Compensation Insurance | 15,605.00 | 16,450.00 | 94.86% | Front loaded cost to Town |
| 3110027 · Line of Duty Act Insurance | 4,969.00 | 5,000.00 | 99.38% | Front loaded cost to Town |
| 3110028 · Legal Services | 4,000.00 | 24,000.00 | 16.67% | |
| 3110032 · Computer, Internet & Website | 516.25 | 14,000.00 | 3.69% | |
| 3110033 · Postage | 0.00 | 500.00 | 0.0% | |
| 3110034 · Telecommunications | 1,801.17 | 10,000.00 | 18.01% | |
| 3110035 · General Prop Ins (Vehicles) | 3,609.00 | 3,800.00 | 94.97% | Front loaded cost to Town |
| 3110038 · Convention & Edu. (Training) | 275.00 | 5,000.00 | 5.5% | |
| 3110039 · Miscellaneous | 0.00 | 1,500.00 | 0.0% | |
| 3110040 · Annual Dues & Subscriptions | 7,672.33 | 13,000.00 | 59.02% | Front loaded cost to Town |
| 3110041 · Office Supplies | 80.11 | 5,000.00 | 1.6% | |
| 3110042 · Vehicle Fuels | 3,158.13 | 19,000.00 | 16.62% | |
| 3110043 · Vehicle Maintenance/Supplies | 709.56 | 11,000.00 | 6.45% | |
| 3110045 · Uniforms & Police Supplies | 1,518.50 | 32,000.00 | 4.75% | |
| 3110046 · Community Events | 0.00 | 2,000.00 | 0.0% | |
| Total 31100 · POLICE DEPARTMENT | 219,566.20 | 801,577.00 | 27.39% | |
| 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 | 219,566.20 | 816,577.00 | 26.89% | |
| 04 · PUBLIC WORKS | | | | |
| 4110001 · Town Public Works | 944.05 | 50,000.00 | 1.89% | |
| 4110002 · Street Beautification - HF | 0.00 | 2,213.00 | 0.0% | |
| 43200 · REFUSE COLLECTION | | | | |
| 4320001 · Trash Removal Contract | 14,497.18 | 86,625.00 | 16.74% | |
| Total 43200 · REFUSE COLLECTION | 14,497.18 | 86,625.00 | 16.74% | |
| 43100 · MAINT OF 15000 Wash St./Grounds | | | | |
| 4310001 · Repairs/Maintenance Services | 8,010.33 | 65,000.00 | 12.32% | |
| 4310002 · Maint Svc Contract-Pest Control | 155.00 | 3,000.00 | 5.17% | |
| 4310003 · Maint Svc Contract-Landscaping | 6,912.42 | 35,000.00 | 19.75% | |
| 4310004 · Maint Svc Contract Snow Removal | 0.00 | 7,000.00 | 0.0% | |
| 4310005 · Maint Svc Cont- Street Cleaning | 900.00 | 6,500.00 | 13.85% | |
| 4310007 · Electric/Gas Services | 3,302.13 | 16,500.00 | 20.01% | |
| 4310008 · Electrical Services-Streetlight | 929.68 | 5,500.00 | 16.9% | |
| 4310009 · Water & Sewer Services | 477.50 | 3,000.00 | 15.92% | |
| 4310010 · Janitorial Supplies | 10.27 | 2,000.00 | 0.51% | |
| 4310011 · Real Estate Taxes | 722.06 | 4,000.00 | 18.05% | 1st half payment to County |
| Total 43100 · MAINT OF 15000 Wash St./Grounds | 21,419.39 | 147,500.00 | 14.52% | |
| Total 04 · PUBLIC WORKS | 36,860.62 | 286,338.00 | 12.87% | |
| 07 · PARKS, REC & CULTURAL | | | | |
| 70000 · HAYMARKET COMMUNITY PARK | | | | |
| 7000001 · Grounds Maintenance/Repairs | 269.05 | 20,000.00 | 1.35% | |
| Total 70000 · HAYMARKET COMMUNITY PARK | 269.05 | 20,000.00 | 1.35% | |
| 71110 · EVENTS | | | | |
| 7111003 · Contractural Services | 37.62 | 80,000.00 | 0.05% | |
| Total 71110 · EVENTS | 37.62 | 80,000.00 | 0.05% | |
| 72200 · MUSEUM | | | | |
| 7220009 · Advertising | 0.00 | 750.00 | 0.0% | |
| 7220012 · Telecommunications | 266.16 | 2,200.00 | 12.1% | |
| 7200015 · Books, Dues & Subscriptions | 0.00 | 250.00 | 0.0% | |
| 7200016 · Office Supplies | 0.00 | 250.00 | 0.0% | |

Attachment: Treasurer Report and Financials for 10.05.2020 (4687 : Town Treasurer Report)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2020 through September 22, 2020

| | Actuals | Budget | % of Budget | |
|---|--------------------|---------------------|---------------|---|
| 7220018 · Exhibits & Programs | 566.32 | 1,700.00 | 33.31% | Civil War Trails Plaque |
| Total 72200 · MUSEUM | 832.48 | 5,150.00 | 16.17% | |
| Total 07 · PARKS, REC & CULTURAL | 1,139.15 | 105,150.00 | 1.08% | |
| 08 · COMMUNITY DEVELOPMENT | | | | |
| 81100 · PLANNING COMMISSION | | | | |
| 8110001 · Salaries & Wages - Regular | 570.00 | 5,670.00 | 10.05% | |
| 8110002 · FICA/Medicare | 52.79 | 500.00 | 10.56% | |
| 8110003 · Consultants - Engineer | 1,925.95 | 50,000.00 | 3.85% | |
| 8110004 · Consultants - Comp Plan | 0.00 | 40,000.00 | 0.0% | |
| 8110005 · Mileage Allowance | 0.00 | 250.00 | 0.0% | |
| 8110006 · Meals & Lodging | 0.00 | 700.00 | 0.0% | |
| 8110007 · Convention/Education | 191.40 | 1,500.00 | 12.76% | |
| Total 81100 · PLANNING COMMISSION | 2,740.14 | 98,620.00 | 2.78% | |
| 81110 · ARCHITECTURAL REVIEW BOARD | | | | |
| 8111001 · Salaries & Wages - Regular | 630.00 | 7,830.00 | 8.05% | |
| 8111002 · FICA/Medicare | 39.02 | 850.00 | 4.59% | |
| 8111005 · Convention & Education | 0.00 | 2,000.00 | 0.0% | |
| Total 81110 · ARCHITECTURAL REVIEW BOARD | 669.02 | 10,680.00 | 6.26% | |
| 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 | 3,409.16 | 111,223.00 | 3.07% | |
| 09 · NON-DEPARTMENTAL | | | | |
| 95100 · DEBT SERVICE | | | | |
| 9510002 · General Obligation Bond - Prin | 158,300.00 | 166,144.00 | 95.28% | Front loaded cost to Town |
| 9510003 · General Obligation Bond - Int | 9,098.45 | 16,500.00 | 55.14% | Front loaded cost to Town |
| 9510005 · Capital Lease Pmt - Principal | 15,796.19 | 31,592.00 | 50.0% | Front loaded cost to Town (1 of 2 payments) |
| Total 95100 · DEBT SERVICE | 183,194.64 | 214,236.00 | 85.51% | |
| Total 09 · NON-DEPARTMENTAL | 183,194.64 | 214,236.00 | 85.51% | |
| 94103 · PEDESTRIAN IMPROVEMENT PROJECT | 40,223.05 | 339,571.00 | 11.85% | |
| 94105 · PERSONNEL | | | | |
| EMPLOYEE BENEFITS | | | | |
| 6560 · Payroll Processing Fees | 0.02 | | | |
| Total EMPLOYEE BENEFITS | 0.02 | | | |
| Total 94105 · PERSONNEL | 0.02 | | | |
| 94107 · BLIGHT MITIGATION | | | | |
| 9410701 · Building Official/Engr. | 0.00 | 20,000.00 | 0.0% | |
| 94107 · BLIGHT MITIGATION - Other | 171.24 | | | for Public Notice |
| Total 94107 · BLIGHT MITIGATION | 171.24 | 20,000.00 | 0.86% | |
| 94108 · Capital Improvement Funds Expens | 0.00 | 29,389.00 | 0.0% | |
| Total Expense | 613,229.89 | 2,600,594.00 | 23.58% | |
| Net Ordinary Income | -222,716.95 | 0.00 | 100.0% | Net Income of Operational Budget |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 50000 · CARES Act Funds | 147,726.00 | 0.00 | 100.0% | |
| Total Other Income | 147,726.00 | 0.00 | 100.0% | |
| Net Other Income | 147,726.00 | 0.00 | 100.0% | Net income of CARES Act funds |
| Net Income | -74,990.95 | 0.00 | 100.0% | Total net income/loss of both Operational Budget and CARES Act budget combined |

Attachment: Treasurer Report and Financials for 10.05.2020 (4687 : Town Treasurer Report)

Town Planner Task List June 2020

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

Architectural Review Board

| | | | | | | | |
|---|--|-------|------|-------------------|--|--|---|
| 6892 Jockey Club Lane | Front Porch Application | Emily | Sept | Approved by Board | | | Applicant submitted a Certificate of Appropriateness for a Front Porch Stoop. The Greenhill Crossing HOA has approved the application. The front porch stoop was approved by the Architectural Review Board 9/1 |
| 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

No Activity for September 2020

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 |
| Crossroads Village Center | 15150 Washington Street | Emily/Katie | Fall 2017 | | Sep-18 | May-19 | The Final Site Plan has been signed, awaiting bonding on the property prior to work beginning. UPDATE: Property Owner met with Mayor Ken Luersen, Marchant Schneider and Town Planner to discuss the current status of the project and the next steps forward. |
| 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. A Secor submission is currently being worked on and will go to the Planning Commission on 9/21. Karter School has submitted their site plan as well for the school parcel. The KS site plan is currently under review. |
| QBE 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 November Planning Commission Meeting. |

| | | | | | | | |
|-----------------------|---|--|--|--|--|--|--|
| Zoning Text Amendment | Working with the Planning Commission Liaison to review the Zoning Ordinance and draft a Zoning Text Amendment. Draft changes will be ready to present to the Planning Commission in October | | | | | | |
|-----------------------|---|--|--|--|--|--|--|

| | | | | | | | |
|--------------------|--|--|--|--|--|--|--|
| Comprehensive Plan | Staff will work on a Comprehensive Plan draft to submit to the Planning Commission later in 2020, following the Zoning Text Amendment. | | | | | | |
|--------------------|--|--|--|--|--|--|--|

Prince William County (1 Mile Review)

The Town received two one mile review cases. #1. Utterback Rezoning, to allow up to 240 Residential Single Family detached units, rezone 81.6 acres from A-1 to PMR, Planned Mixed Residential. Property located off of Lightner Road across from Mountain View Elementary. **Comments due to PWC by October 21, 2020.** #2 SK Associates, packet was emailed to all of Planning Commission and the Town Council for Comment, due to the short turn around period. SK Associates application was for a home business special use permit for a fire arms business.

Staff

Attachment: Town Planner Report October 2020 (4688 : Town Planner Report)

| | | |
|---|---|--|
| Pardo House, 14881 Washington St | Staff has advertised the property per the blight ordinance in the local paper. UPDATE: Potential Contractor visited Town Hall to discuss options, application process and how to talk to the Architectural Review Board about their plans. Town Planner recommended the contractor to bring the property owner to the next ARB meeting for a informational discussion with the Board. | |
| Checklist & Forms | Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment discussion | |
| Newsletter | Newsletter mailed out on October 1, 2020 | |
| 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 | Ornament has been designed and ordered. Delivery is expected for October 30th. Pre-orders will begin on October 5th. | |
| New/Old Business Updates | | |
| Hidden Julles Café and Pizzeria | 14950 Washington Street | Hidden Julles has purchased Pizzarama from Eli. The new business will operate at Hidden Julles Café and Pizzeria. |
| Ethel's | 15100 Washington Street | Eugene's Sausages and Fries has relocated to the Dominion Valley Shopping Center. The owners of Eugene's have opened a New York style deli, Ethel's, in the place of Eugene's |
| 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 | | |
| 6800 & 6804 Fayette Street | Property @ the corner of Jefferson and Fayette Street. A friendly email was sent to the property owner requested the grass be cut. If no response is received to the email within 24 hours, a Zoning Violation Letter will be issued. | |
| 6604 & 6608 Jefferson Street | A friendly email was sent to the property owner requested the grass be cut. If no response is received to the email within 24 hours, a Zoning Violation Letter will be issued. | |
| 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. | |

| 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 submitted. Engineering comments to be distributed by ~9/29 |
| 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 |
| Pedestrian Improvements Project | Katie | 7/14/2014 | 9/16/2020 | Columbia Gas | | -Construction completion on hold due to Columbia Gas line conflict with storm drain connection. Columbia Gas should be onsite around 10/1 -Remaining work includes installing final pipe runs, asphalt mill/overlay and surface restoration, installing traffic detector loops, pipe inspections and misc. site clean up items -Second pay request submitted to Town for payment |
| Haymarket Hotel Venture, LLC Preliminary Site Plan | Katie/Emily | 9/6/2019 | 9/10/2020 | Applicant | | -Preconstruction meeting held onsite 9/10. Waiting on VDOT permit. Town E&S inspection required once perimeter controls installed. |

Attachment: 2020-09 Sept Engineer's Reports_KMM (4689 : Town Engineer 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 | 8/20/2020 | Katie | | -Met with applicant to review 1st submission comments -2nd submission provided 9/14 |
| 6675 Fayette Street | Katie/Emily | 6/6/2018 | 7/8/2020 | Applicant | | -Bond release pending grass meeting required growth |
| Low Activity Projects | | | | | | |
| Crossroads Village | Katie/Emily | 10/18/2018 | 4/10/2019 | Applicant | | -Final approval signatures 11/21/19 -Bonds to be posted |
| Zupan Property Preliminary Site Plan | Katie/Emily | 2/25/2020 | 3/4/2020 | Applicant | | -Engineering review comments provided 3/4/20 |
| Jeffreson/Fayette Street Site Plan | Katie/Emily | 10/5/2018 | 5/14/2019 | Applicant | | -PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval |
| McDonalds | Katie/Emily | 2/12/2019 | 4/10/2019 | Applicant | | -Minor Engineering comments provided 4/10/19 -PC conditionally approved plan 4/22/19 |

Attachment: 2020-09 Sept Engineer's Reports_KMM (4689 : Town Engineer Report)

| Task | Assigned To | Date Task Started | Last worked on | Action Needed By | Actual End Date | Comments |
|---------------------------------------|-------------|-------------------|----------------|------------------|-----------------|--|
| Low Activity Projects | | | | | | |
| 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 with outside agencies for resubmission to Town -Meter info to be provided |