



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, September 28, 2020

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Agenda Items

1. Bond Release Discussion - 6655 6665 and 6675 Fayette Street
2. Budget Discussion - Finance Liaisons
3. Certificate of Appreciation - Luersen
4. Discussion on Invocation - Morris
5. Town Center Master Plan
6. Small Business Saturday Discussion
7. 14600 Washington Street Update
8. Planning Commission Vacancy
9. Cares Act Expenditure Items
10. 2021 Calendar Discussion
11. Sidewalk Discussion
12. Quarterly Newsletter Update
13. Discussion of Displaying Banners
14. Haymarket Hotel Update

IV. Closed Session

V. Adjournment

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

The Haymarket Town Council will hold a public hearing on Monday, October 5, 2020 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2020/2021 budget as summarized below. This amendment will increase the adopted budget for Fiscal Year 2020-2021 in the amounts shown below. The new total budget amount will be \$2,896,046.

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

Budget Amendment for FY2020-2021 Budget

	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
CARES ACT Fund	\$0	\$295,452	\$295,452
 <u>EXPENDITURE:</u>			
CARES Act Expense	\$0	\$295,452	\$295,452

TOWN OF HAYMARKET

Attachment: Public Notice CARES ACT Budget Amendment 09.08.2020 (4678 : Budget Discussion - Finance Liaisons)

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: FY2021 Actuals vs Budget Report with Comments 09.22.2020 (4678 : Budget Discussion - Finance Liaisons)

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%	Additonal revenue funds not budgeted
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,300.21	1,500.00	86.68%	
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: FY2021 Actuals vs Budget Report with Comments 09.22.2020 (4678 : Budget Discussion - Finance Liaisons)

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: FY2021 Actuals vs Budget Report with Comments 09.22.2020 (4678 : Budget Discussion - Finance Liaisons)

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: FY2021 Actuals vs Budget Report with Comments 09.22.2020 (4678 : Budget Discussion - Finance Liaisons)



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 21, 2020
SUBJECT: CARES ACT Fund Disbursement Discussion

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 Town Staff has identified two ways to spend the money that increases the aid the businesses and residents. For example, the Voucher program will cost about \$55,000 in CARES ACT funds however the Residents will receive \$55,000 in products from participating Businesses and the Businesses will be compensated for that sale with CARES ACT funds. This allows \$55,000 to provide a total of \$110,000 in aid. 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

Staff Recommendation:

Staff has no recommendations at this time.



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 21, 2020
SUBJECT: Sidewalk Discussion

Background:

The Town needs substantial investment of the sidewalk maintenance. At this point the town has a unique opportunity to discuss changing from brick sidewalks to something that looks similar with less maintenance cost. All of the Town's governing documents that dictate that the sidewalks must be brick are in the process or will shortly be updated. Also, with three major developments on the horizon there is a potential 5,500 square feet of the Towns estimated 32,000 square feet of sidewalks in town.

The numbers provided below are estimates based on square foot price for installation that could be found, no contractors or professionals have been consulted yet. The brick sidewalk is calculated at \$30 s/f, stamped concrete is calculated at \$15 s/f and stamped asphalt is calculated at \$9 s/f. The annual maintenance cost is calculated as 32,000/ by the highest possible lifespan and multiplied by the square foot price for installation. The cost per year of life span is a calculation of Installation and Annual Maintenance divided by an estimated lifespan the lifespan used are as follows: stamped concrete 40 years, stamped asphalt 15 years and brick sidewalk 32.5 years. This is only preliminary research and final prices could vary depending on materials and contractors in the area. This is an opportunity for the Town Council to have an open discussion about the possibility of changing the material of the sidewalks and move forward with everything required to make those changes.

Material	Installation Cost	Annual Maintenance	Lifespan	Cost per year of Lifespan
Stamped Concrete	\$480,000.00	\$9,600.00	30-50 years	\$21,600.00
Stamped Asphalt	\$288,000.00	\$14,400.00	Up to 20 years	\$33,600.00
Brick Sidewalk	\$960,000.00	\$24,000.00	25-40 years	\$53,538.46

Staff Recommendation:
Staff has no recommendations at this time.