



**TOWN OF HAYMARKET TOWN COUNCIL**  
**REGULAR MEETING**  
**~ AGENDA ~**

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

15000 Washington St  
Haymarket, VA 20169

Monday, July 6, 2020

7:00 PM

Council Chambers

**a. Citizens Time**

**b. Department Reports**

1. Town Administrative Staff Reports
2. Chief of Police Staff Report
3. Town Treasurer's Report
4. Town Planner Report

**c. Agenda Items**

1. PWC Resolution for Rt 15 and Railroad Tracks
2. Appointments
  1. Planning Commission Vacancy
  2. Architectural Review Board Vacancy
  3. Board of Zoning Appeal Vacancy
3. Event Schedule/Haymarket Day
4. Laney Detail
5. Public Body Payments
6. Cares Act Fund

**d. Closed Session**

**e. Councilmember Time**

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

**f. Adjournment**



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

CHRISTOPHER S. COON  
BUSINESS MANAGER

EMILY K. LOCKHART  
TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of May 25 to May 29, 2020

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#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Held Town Council Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town and Country Garden Club (Emily)
  - Met with Town Attorney (Chris)
  - Met with Prince William County Economic Recovery Task Force (Chris)
  - Held Meeting for Jefferson Street Pedestrian Project (Emily, and Katie)
  - 2 Meetings with Northern Virginia Regional Commission (Chris)
- New Items/Businesses
  - No New Businesses
  - Completed Employee Evaluations
  - Completed Self Evaluation
  - Provided Town Council Business Manager Evaluation Forms
  - Received Quotes for HVAC work
  - Completed Temporary Outside Dining Area Application for Restaurants
- Continued Items
  - Received Quotes for Hulfish House work
  - Completed Draft Leases for Town Property
  - Jefferson Street Pedestrian Project began project will have a full week of work next week

#### Town Staff

- Collecting/Issuing Town Business Licenses
- Sent Reimbursement form for Jefferson Street Pedestrian Project
- Adopted FY21 Budget at May 26 Meeting
- Held Town Council Meeting
- Review County Rezoning Application (1-mile review)
- Completed Employee Evaluation
- Completed Town Council Agenda



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TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of June 1 to June 5, 2020

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#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Held Town Council Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Chris)
  - Met with Prince William County Economic Recovery Task Force (Chris)
  - Held Meeting for Jefferson Street Pedestrian Project (Katie and Chris)
  - Had Meeting with Northern Virginia Regional Commission (Chris)
- New Items/Businesses
  - No New Businesses
  - Scheduled HVAC work for next week
  - Worked to Schedule Town Council 2020-2022 Swearing-in Ceremony
  - Received a Complaint about a Couch set on Curb in Residential Neighborhood
  - Received and Completed Temporary Outside Dining Area Application for 2 Restaurants
- Continued Items
  - Not Moving Forward on Hulfish House work
  - Sent Draft Leases for Town Property
  - Working with Treasurer on delinquent BPOL
  - Jefferson Street Pedestrian Project is currently ahead of schedule

#### Town Staff

- Collecting/Issuing Town Business Licenses
- Compiling and Organizing Town Council Minutes and Placing on Website
- Working on ARB Meeting Minutes
- Processed Payments for Jefferson Street Pedestrian Project
- Held Town Council Meeting
- Review County Rezoning Application (1-mile review)



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TOWN CLERK

## TOWN MANAGER'S REPORT

### Week of June 15 to June 19, 2020

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#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Held Planning Commission Meeting (Emily and Chris)
  - Held Architectural Review Board Meeting (Emily, Kim, and Chris)
  - Met with the Garden Club to work on Planter Boxes (Emily)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Prince William County Economic Recovery Task Force (Chris)
- New Items/Businesses
  - No New Businesses
  - Completed VADFP Annual Form
  - Worked on Rezoning Application (1-Mile Review) Comments to send to Prince William County
  - Discussed CARE Act allocation with Prince William County
- Continued Items
  - Scheduled Town Council 2020-2022 Swearing-in Ceremony
  - Completed and Executed Leases for Town Property
  - Submitted Request to Bank for Delinquent BPOL
  - Jefferson Street Pedestrian Project is progressing as anticipated

#### Town Staff

- Held Town Planning Commission Meeting
- Held Town Architectural Review Board Meeting
- Collecting/Issuing Town Business Licenses
- Compiling and Organizing Town Council Minutes and Placing on Website
- Working on Town Council, Planning Commission, and ARB Meeting Minutes
- Reviewed Multiple Zoning Applications, Site Plans, and SUP
- Fielded Several Development/Building questions
- Completed Zoning Violation
- Worked on County Rezoning Application Comments (1-Mile review)



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TOWN CLERK

## TOWN MANAGER'S REPORT

### Week of June 22 to June 26, 2020

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#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Held Town Council Swearing-In and Orientation Meeting (Emily, Kim, Roberto, Chief, Lt. Shaver, and Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Town IT Contractor (Chris)
  - Met with Cigarette Tax Board (Roberto)
  - Met with RDA, M&F, VDOT, and Christopher Consultants for Jefferson Sidewalk (Emily and Chris)
  - Met with VDOT for Town Sidewalk Concerns (Emily)
  - Met with Property Owner regarding Stop Work Order (Emily and Chris)
  - Met with Homeowner for Development Project (Emily)
  - Met with Commercial Developers (Emily and Chris)
  - Met with VDOT for Route 55 Paving (Emily)
  - Met with Town Business regarding sign (Emily)
- New Items/Businesses
  - No New Businesses
  - Town Light Pole was destroyed, Replacement Process has begun
  - Completed CARES Act Memo and Request for June 29<sup>th</sup> meeting
  - Stop Work Order was issued at 6611 Jefferson Street for paving without plans, permits or approvals. Meeting with Owner, Town Planner, and Town Engineer scheduled for Monday.
  - Completed Memos and Agenda for June 29<sup>th</sup> Town Council Meeting
  - Assisted Business with questions about purchasing another Business in Town
  - Discussed QBE SUP with multiple residents
- Continued Items
  - Held Town Council 2020-2022 Swearing-in Ceremony
  - Continued work with Treasurer on delinquent BPOL
  - Jefferson Street Pedestrian Project is currently ahead of schedule

**Town Staff**

- Worked on quote requests for damaged light pole on Bleight by Able Movers
- Audit preparation
- Uploaded FY2020-2021 adopted budget to website
- Scheduled Street Sweeping for Sunday Morning
- Collecting/Issuing Town Business Licenses
- Compiling and Organizing Town Council Minutes and Placing on Website
- Working on ARB Meeting Minutes
- Processed Payments for Jefferson Street Pedestrian Project
- Held Town Council Orientation Meeting
- Reviewed and Completed SUP Reports
- Reviewed and Completed Proffer Amendment Report
- Review County Rezoning Application (1-mile review)



**HAYMARKET POLICE  
DEPARTMENT**



To: Mayor Luerson and Council Members  
 From: Chief Lands  
 Date: 6-20-2020  
 Subject: Monthly Report for June 2020

Felony Arrests	0	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	2	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1305	Various
Out of Town Calls for Service	36	Various
Traffic Summons	51	Speeding, Suspended, Reckless, etc.
Traffic Warnings	92	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	932	All Town Businesses

**Points of Interest:**

BLM Protests  
 BLM Forum  
 Ethan's Parade  
 Conference Call w/ Congresswoman Wexton  
 Steps Taken on Police Reforms

Attachment: Monthly Council Report June 20 (4544 : Chief of Police Staff Report)



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**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
July 6, 2020

**Highlights:**

- The financials attached are as of May 31, 2020.
- As of June 30, 2020, the fiscal year for FY2019-2020 has closed. There will be a few revenue items that have not been collected. The latest revenue receivable may come as last as **August 2020**. Some of these line items that the Town will still receive funds for are as follow:

<u>Revenue Item:</u>	<u>Estimated Receivables</u>
Consumer Utility Tax	\$ 10,000
Meals Tax for the month of June	\$ 55,000
Sales Receipts	\$ 27,000
Communications Tax	\$ 8,000
Pedestrian Improvement Grant Reimbursement	<u>\$ 134,900</u>
<b>Estimated Total in Revenues to collect:</b>	<b>\$ 234,900</b>

<u>Expenditure Item:</u>	
Pedestrian Project – Jefferson St	\$ 134,900

\*\*These are revenue sources should all be collected by mid-August at the latest to be credited to June 30, 2020.\*\*

- Fiscal Year 2019-2020 is estimated to close with a surplus, as of June 30<sup>th</sup> 2020 without the above revenue being received the Town has an estimated \$159,202.00 currently.
- The following is a list of front-loaded payments the Town will be making in the first quarter:

Date	Vendor	Description	Amount
7/1/2020	Anthem Insurance	Monthly Health insurance policy	\$ 8,752.00
7/1/2020	Republic Service	Monthly trash service	\$ 7,802.18
7/1/2020	VRSA	Annual Town Insurance Policy	\$ 38,562.00
	Rappahannock Regional Criminal Justice Academy	Annual Academy Dues (Police Dept.)	\$ 2,642.50
7/1/2020	PowerDMS	File Management System (Police Dept.)	\$ 2,460.00
8/1/2020	Carter Bank	Debt Obligation Bond payment	\$ 167,398.48
			<u>\$ 227,617.16</u>



- The Town does hold 3 Debt obligations loans, which I have included a breakdown of in this month's reports for the new Council to be informed
- I have also attached a breakdown on the Police Department vehicle loans for the new Council's to review
- There is also a breakdown of expenses the Town will be front loading in the coming months.
- The Police Department has an overnight security detail for the drilling contractor Laney that will need to be discussed. The Chief entered an agreement to provide overnight detail on the sites within Town jurisdiction. The contract is estimated for up to \$120,000, which the department has already billed \$48,350 leaving a balance of \$71,650 for the new fiscal year that will need to be appropriated in the FY2020-2021 adopted budget.
- The following is a snapshot of the adopted budget for FY2020-2021:

FY2020-2021 Projected Revenue		FY2020-2021 Projected Expenses	
Meals Tax	\$743,876	Police Department	\$801,577
Other Local Taxes	\$433,376	Administration	\$678,110
General Property Taxes	\$389,535	Pedestrian Improvement Prj (Jefferson St.)	\$339,571
Reserve Funds for CIP	\$270,000	Public Works	\$286,338
Revenue from Commonwealth	\$264,746	Debt Service	\$182,644
BPOL Taxes	\$154,376	Community Development	\$111,223
Rental Revenue	\$151,285	Museum / Town Events	\$85,150
Town Events	\$80,000	Capital Lease	\$31,592
Fines and Forfeitures	\$50,000	CIP Expenditure Funds	\$29,389
Permits, Fees, & Licenses	\$46,400	Haymarket Community Park	\$20,000
Interest (Bank, Investment Pool)	\$10,000	Blight Mitigation	\$20,000
Revenue from Government	\$6,000	Building Official	\$15,000
Miscellaneous	\$1,000		
<b>Total Operating Revenue</b>	<b>\$2,600,594</b>	<b>Total Operating Expenditures</b>	<b>\$2,600,594</b>

- Copy of the adopted FY2020-2021 budget (which was amended on June 8<sup>th</sup>, 2020) is included in this month's report as well.

REVENUES	Adopted on 05/26/2020	Amendment on 06/08/2020
<b>GENERAL PROPERTY TAXES</b>		
Real Estate - Current	\$ 375,326.00	\$ 375,326.00
Public Service Corp RE Tax	\$ 13,209.00	\$ 13,209.00
Penalties - All Property Taxes	\$ 1,000.00	\$ 1,000.00
<b>Total GENERAL PROPERTY TAXES</b>	<b>\$ 389,535</b>	<b>\$ 389,535</b>
<b>OTHER LOCAL TAXES</b>		
Bank Stock Tax	\$ 12,000	\$ 12,000
Business License Tax	\$ 195,000	\$ 154,376
Cigarette Tax	\$ 146,500	\$ 134,000
Consumer Utility Tax	\$ 158,000	\$ 158,000
Meals Tax - Current	\$ 800,000	\$ 743,876
Sales Tax Receipts	\$ 140,000	\$ 129,376
Transient Occupancy Tax	\$ 17,000	\$ -
<b>Total OTHER LOCAL TAXES</b>	<b>\$ 1,468,500</b>	<b>\$ 1,331,628</b>
<b>PERMITS,FEES &amp; LICENESES</b>		
Application Fees	\$ 4,500	\$ 4,500
Inspection Fees	\$ 15,000	\$ 15,000
Motor Vehicle Licenses	\$ 1,900	\$ 1,900
Other Planning & Permits	\$ 25,000	\$ 25,000
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>\$ 46,400</b>	<b>\$ 46,400</b>
<b>FINES &amp; FORFEITURES</b>		
Fines	\$ 50,000	\$ 50,000
<b>Total FINES &amp; FORFEITURES</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>REVENUE - USE OF MONEY</b>		
Earnings on VACO/VML Investment		
Interest on Bank Deposit	\$ 10,000	\$ 10,000
Interest on Bank Deposits		
<b>Total REVENUE - USE OF MONEY</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>RENTAL (USE OF PROPERTY)</b>		
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>\$ 151,285.00</b>	<b>\$ 151,285.00</b>
<b>REVENUE - TOWN EVENTS</b>		
Revenue - Town Events	\$ 80,000	\$ 80,000
<b>Total REVENUE - TOWN EVENTS</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>
<b>MISCELLANEOUS</b>		
Citations & Accident Reports	\$ 1,000	\$ 1,000
<b>Total MISCELLANEOUS</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>REVENUE FROM COMMONWEALTH</b>		
599 Law Enforcement Grant	\$ 31,548	\$ 31,548
Car Rental Reimbursement	\$ 6,500	\$ 6,500
Communications Tax	\$ 117,000	\$ 117,000
Personal Property Tax Reimburse	\$ 18,627	\$ 18,627

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

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

Railroad Rolling Stock	\$	1,500	\$	1,500
PEDESTRIAN IMPROVEMENT GRANT	\$	89,571	\$	89,571
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>\$</b>	<b>264,746</b>	<b>\$</b>	<b>264,746</b>
<b>REVENUE FROM FEDERAL GOVERNMENT</b>				
DMV Grant - Tranp Safety Grant	\$	6,000	\$	6,000
<b>Total REVENUE FROM FEDERAL GOVERNMENT</b>	<b>\$</b>	<b>6,000</b>	<b>\$</b>	<b>6,000</b>
Reserves for Capital Improvement Project	\$	270,000	\$	270,000
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>2,737,466</b>	<b>\$</b>	<b>2,600,594</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATION</b>				
Convention & Education	\$	5,000	\$	5,000
FICA/Medicare	\$	2,000	\$	2,000
Meals and Lodging	\$	2,000	\$	2,000
Mileage Allowance	\$	250	\$	250
Salaries & Wages - Regular	\$	32,100	\$	32,100
<b>Total TOWN COUNCIL</b>	<b>\$</b>	<b>41,350</b>	<b>\$</b>	<b>41,350</b>
<b>TOWN ADMINISTRATION</b>				
Salaries/Wages-Regular	\$	280,830	\$	280,830
Salaries/Wages - Part Time - Other	\$	50,000	\$	25,000
<b>Total Salaries/Wages - Part Time</b>	<b>\$</b>	<b>50,000</b>	<b>\$</b>	<b>25,000</b>
FICA/Medicare	\$	24,257	\$	24,257
VRS	\$	35,070	\$	35,070
Health Insurance	\$	49,195	\$	49,195
Life Insurance	\$	3,852	\$	3,852
Disability Insurance	\$	2,631	\$	2,631
Unemployment Insurance	\$	2,800	\$	2,800
Worker's Compensation	\$	400	\$	400
Gen Property/Liability Ins.	\$	15,000	\$	15,000
Accounting Services	\$	8,000	\$	8,000
Printing & Binding	\$	12,000	\$	12,000
Advertising	\$	12,000	\$	12,000
Computer, Internet & Website Svc	\$	23,650	\$	23,650
Postage	\$	4,000	\$	4,000
Telecommunications	\$	7,500	\$	7,500
Mileage Allowance	\$	1,000	\$	1,000
Meals & Lodging	\$	6,000	\$	6,000
Convention & Education	\$	10,000	\$	10,000
Miscellaneous	\$	1,000	\$	1,000
Books, Dues & Subscriptions	\$	16,000	\$	16,000
Office Supplies	\$	6,500	\$	6,500
Equipment Rental	\$	4,075	\$	4,075
Advertising - Tourism	\$	7,300	\$	-
<b>Total TOWN ADMINISTRATION</b>	<b>\$</b>	<b>583,060</b>	<b>\$</b>	<b>550,760</b>
<b>LEGAL SERVICES</b>				

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

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

Legal Services	\$	70,000	\$	70,000
<b>Total LEGAL SERVICES</b>	<b>\$</b>	<b>70,000</b>	<b>\$</b>	<b>70,000</b>
<b>INDEPENDENT AUDITOR</b>				
Auditing Services	\$	16,000	\$	16,000
<b>Total INDEPENDENT AUDITOR</b>	<b>\$</b>	<b>16,000</b>	<b>\$</b>	<b>16,000</b>
<b>Total ADMINISTRATION</b>	<b>\$</b>	<b>710,410</b>	<b>\$</b>	<b>678,110</b>
<b>PUBLIC SAFETY</b>				
<b>POLICE DEPARTMENT</b>				
Salaries & Wages - Regular	\$	419,405	\$	419,405
Salaries & Wages - OT Premium	\$	34,000	\$	34,000
Salaries & Wages - Holiday Pay	\$	17,000	\$	17,000
Salaries & Wages - Part Time	\$	20,000	\$	20,000
FICA/MEDICARE	\$	36,397	\$	36,397
VRS	\$	45,816	\$	45,816
Health Insurance	\$	56,057	\$	56,057
Life Insurance	\$	5,652	\$	5,652
Disability Insurance	\$	2,000	\$	2,000
Unemployment Insurance	\$	3,000	\$	3,000
Workers' Compensation Insurance	\$	16,450	\$	16,450
Line of Duty Act Insurance	\$	5,000	\$	5,000
Legal Services	\$	24,000	\$	24,000
Computer, Internet & Website	\$	14,000	\$	14,000
Postage	\$	500	\$	500
Telecommunications	\$	10,000	\$	10,000
General Prop Ins (Vehicles)	\$	3,800	\$	3,800
Convention & Education	\$	5,000	\$	5,000
Miscellaneous	\$	1,500	\$	1,500
Books Dues & Subscriptions	\$	13,000	\$	13,000
Office Supplies	\$	5,000	\$	5,000
Vehicle Fuels	\$	19,000	\$	19,000
Vehicle Maintenance/Supplies	\$	11,000	\$	11,000
Uniforms & Police Supplies	\$	32,000	\$	32,000
Community Events	\$	2,000	\$	2,000
<b>Total POLICE DEPARTMENT</b>	<b>\$</b>	<b>801,577</b>	<b>\$</b>	<b>801,577</b>
<b>34100 · BUILDING OFFICAL</b>				
Erosion & Sedimentation	\$	15,000	\$	15,000
<b>BUILDING OFFICIAL</b>	<b>\$</b>	<b>15,000</b>	<b>\$</b>	<b>15,000</b>
<b>Total PUBLIC SAFETY</b>	<b>\$</b>	<b>816,577</b>	<b>\$</b>	<b>816,577</b>
<b>PUBLIC WORKS</b>				
Town Public Works	\$	50,000.00	\$	50,000.00
Street Beautification - HF	\$	2,213.00	\$	2,213.00
<b>REFUSE COLLECTION</b>				
Trash Removal Contract	\$	86,625.00	\$	86,625.00
<b>Total REFUSE COLLECTION</b>	<b>\$</b>	<b>86,625.00</b>	<b>\$</b>	<b>86,625.00</b>
<b>MAINT OF 15000 Wash St./Grounds</b>				

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

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

Repairs/Maintenance Services	\$	65,000	\$	65,000
Maint Svc Contract-Pest Control	\$	3,000	\$	3,000
Maint Svc Contract-Landscaping	\$	35,000	\$	35,000
Maint Svc Contract Snow Removal	\$	7,000	\$	7,000
Maint Svc Cont- Street Cleaning	\$	6,500	\$	6,500
Electric/Gas Services	\$	16,500	\$	16,500
Electrical Services-Streetlight	\$	5,500	\$	5,500
Water & Sewer Services	\$	3,000	\$	3,000
Janitorial Supplies	\$	2,000	\$	2,000
Real Estate Taxes	\$	4,000	\$	4,000
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>\$</b>	<b>147,500</b>	<b>\$</b>	<b>147,500</b>
<b>Total PUBLIC WORKS</b>	<b>\$</b>	<b>286,338.00</b>	<b>\$</b>	<b>286,338.00</b>
<b>PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET CUMMUNITY PARK</b>				
Grounds Maintenance/Repairs (Park Dev.)	\$	58,000.00	\$	20,000.00
<b>Total 70000 · HAYMARKET CUMMUNITY PARK</b>	<b>\$</b>	<b>58,000.00</b>	<b>\$</b>	<b>20,000.00</b>
<b>EVENTS</b>				
Contractural Services	\$	80,000	\$	80,000
<b>Total EVENTS</b>	<b>\$</b>	<b>80,000</b>	<b>\$</b>	<b>80,000</b>
<b>MUSEUM</b>				
Advertising	\$	750	\$	750
Telecommunications	\$	2,200	\$	2,200
Books, Dues & Subscriptions	\$	250	\$	250
Office Supplies	\$	250	\$	250
Exhibits & Programs	\$	1,700	\$	1,700
<b>Total MUSEUM</b>	<b>\$</b>	<b>5,150</b>	<b>\$</b>	<b>5,150</b>
<b>Total PARKS, REC &amp; CULTURAL</b>	<b>\$</b>	<b>143,150.00</b>	<b>\$</b>	<b>105,150.00</b>
<b>COMMUNITY DEVELOPMENT</b>				
<b>PLANNING COMMISSION</b>				
Salaries & Wages - Regular	\$	5,670	\$	5,670
FICA/Medicare	\$	500	\$	500
Consultant - Engineer	\$	50,000	\$	50,000
Consultant - Comp Plan	\$	40,000	\$	40,000
Mileage Allowance	\$	250	\$	250
Meals & Lodging	\$	700	\$	700
Convention/Education	\$	1,500	\$	1,500
<b>Total PLANNING COMMISSION</b>	<b>\$</b>	<b>98,620</b>	<b>\$</b>	<b>98,620</b>
<b>ARCHITECTURAL REVIEW BOARD</b>				
Salaries & Wages - Regular	\$	7,830	\$	7,830
FICA/Medicare	\$	850	\$	850
Convention & Education	\$	2,000	\$	2,000
<b>Total ARCHITECTURAL REVIEW BOARD</b>	<b>\$</b>	<b>10,680</b>	<b>\$</b>	<b>10,680</b>
<b>BOARD OF ZONING APPEALS</b>				
Salaries & Wages - Regular	\$	1,325	\$	1,325
FICA/Medicare	\$	98	\$	98
Convention & Education	\$	500	\$	500

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

b.3.a

Total BOARD OF ZONING APPEALS	\$	1,923	\$	1,923
Total COMMUNITY DEVELOPMENT	\$	111,223	\$	111,223
<b>NON-DEPARTMENTAL</b>				
<b>DEBT SERVICE</b>				
General Obligation Bond - Prin	\$	166,144.00	\$	166,144.00
General Obligation Bond - Int	\$	16,500.00	\$	16,500.00
Capital Lease Pmt	\$	31,592	\$	31,592
Total DEBT SERVICE	\$	214,236	\$	214,236
Total NON-DEPARTMENTAL	\$	214,236	\$	214,236
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>				
PEDESTRIAN IMPROVEMENT PROJECT	\$	339,571	\$	339,571
Total PEDESTRIAN IMPROVEMENT PROJECT	\$	339,571	\$	339,571
<b>94107 · BLIGHT MITIGATION</b>				
Building Official/Engr.	\$	20,000	\$	20,000
Total 94107 · BLIGHT MITIGATION	\$	20,000	\$	20,000
<b>94108 · CIP FUND EXPENSE</b>				
CIP FUND EXPENSE	\$	95,961	\$	29,389
Total 94107 · BLIGHT MITIGATION	\$	95,961	\$	29,389
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>2,737,466</b>	<b>\$</b>	<b>2,600,594</b>
<b>Revenues</b>				
	\$	2,737,466	\$	2,600,594
<b>Expenditures</b>				
	\$	2,737,466	\$	2,600,594

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

**Town of Haymarket**  
**Statement of Net Position**  
As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,707,630.33
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	329,327.35
<b>Total Checking/Savings</b>	2,037,013.28
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	168,100.55
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	167,910.77
<b>Other Current Assets</b>	
11499 · Undeposited Funds	17,346.81
12012 · Local Accounts Receivable-Other	-2,917.49
12025 · Due from Prince William County	-27,197.46
12030 · Due from Commonwealth	36,606.34
12099 · Allowance for Doubtful Accounts	-103,775.64
12200 · Prepaid Expenses	33,487.00
<b>Total Other Current Assets</b>	-46,450.44
<b>Total Current Assets</b>	2,158,473.61
<b>Fixed Assets</b>	
12500 · General Property	4,343,848.91
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,745,792.94
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	123,047.00
<b>TOTAL ASSETS</b>	<b>8,027,313.55</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	66,770.17
<b>Total Accounts Payable</b>	66,770.17
<b>Credit Cards</b>	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	3,495.47
20042 · PD Credit Card - SONA 0277	589.12
<b>Total Credit Cards</b>	3,994.65
<b>Other Current Liabilities</b>	
20095 · Deferred Revenue - Events	5,000.00
20096 · Deferred Revenue - Other	8,560.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	-1,886.74

**Town of Haymarket**  
**Statement of Net Position**  
As of May 31, 2020

	May 31, 20
22000 · Security Deposits	12,180.75
22010 · Escrow Deposits	38,845.00
<b>Total Other Current Liabilities</b>	<b>62,764.61</b>
<b>Total Current Liabilities</b>	<b>133,529.43</b>
<b>Long Term Liabilities</b>	
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
<b>Total Long Term Liabilities</b>	<b>1,182,457.03</b>
<b>Total Liabilities</b>	<b>1,315,986.46</b>
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
30000 · Unrestricted Net Assets	1,786,788.19
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	232,155.99
<b>Total Equity</b>	<b>6,711,327.09</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,027,313.55</b>



**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**May 2020**

	May 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3120 · OTHER LOCAL TAXES</b>	
3120-01 · Bank Stock Tax	36,141.00
3120-02 · Business License Tax	49,328.17
3120-03 · Cigarette Tax	22,905.00
3120-04 · Consumer Utility Tax	11,880.25
3120-05 · Meals Tax - Current	58,889.82
3120-06 · Sales Tax Receipts	20,821.80
3120-07 · Penalties (Non-Property)	1,743.23
3120-08 · Interest (Non-Property)	887.76
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>202,597.03</b>
<b>3130 · PERMITS,FEES &amp; LICENESES</b>	
3130-01 · Application Fees	150.00
3130-03 · Motor Vehicle Licenses	45.00
3130-05 · Other Planning & Permits	2,272.40
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>2,467.40</b>
<b>3140 · FINES &amp; FORFEITURES</b>	
3140-01 · Fines	5,552.10
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>5,552.10</b>
<b>3150 · REVENUE - USE OF MONEY</b>	
3150-01 · Earnings on VACO/VML Investment	621.10
3150-02 · Interest on Bank Deposit	294.14
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>915.24</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>	
3151-01 · Suite 200 Stronger Fitness LLC	828.33
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-04 · Suite 210 LF Security	858.67
3151-07 · Haymarket Church Suite 206	2,716.00
3151-08 · 15020 Washington Realty	3,889.92
3151-09 · 15026 Copper Cricket	1,737.61
3151-11 · Cupcake Heaven and Cafe LLC	2,679.50
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>13,253.43</b>
<b>3160 · CHARGES FOR SERVICES</b>	
3160-01 · Public Safety	
3160-02 · Donation/Grants	5,000.00
3160-05 · Laney Detail	12,000.00
<b>Total 3160-01 · Public Safety</b>	<b>17,000.00</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>17,000.00</b>
<b>3180 · MISCELLANEOUS</b>	
3180-01 · Citations & Accident Reports	10.00
3180-02 · Vetern Banners	75.00
<b>Total 3180 · MISCELLANEOUS</b>	<b>85.00</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>	
3200-05 · Communications Tax	8,823.88
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>8,823.88</b>

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**May 2020**

	May 20
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	
3300-01 · DMV Transp Safety Grant	-3,629.72
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	22,310.44
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNME...</b>	18,680.72
<b>Total Income</b>	269,374.80
<b>Gross Profit</b>	269,374.80
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
111002 · FICA/Medicare	0.00
<b>Total 11100 · TOWN COUNCIL</b>	0.00
<b>12110 · TOWN ADMINISTRATION</b>	
1211001 · Salaries/Wages-Regular	20,235.46
1211004 · FICA/Medicare	1,510.03
1211005 · VRS	2,475.76
1211006 · Health Insurance	2,156.04
1211007 · Life Insurance	284.38
1211008 · Disability Insurance	168.29
1211009 · Unemployment Insurance	-849.86
1211012 · Accounting Services	63.69
1211013 · Cigarette Tax Administration	1,000.20
1211014 · Printing & Binding	151.66
1211015 · Advertising	519.50
1211016 · Computer, Internet & Website Svc	156.25
1211017 · Postage	-72.95
1211018 · Telecommunications	456.42
1211020 · Meals & Lodging	266.61
1211021 · Convention & Education	1,100.00
1211022 · Miscellaneous	64.95
1211024 · Books, Dues & Subscriptions	1,100.65
1211025 · Office Supplies	83.01
<b>Total 12110 · TOWN ADMINISTRATION</b>	30,870.09
<b>12210 · LEGAL SERVICES</b>	
1221001 · Legal Services	9,767.30
<b>Total 12210 · LEGAL SERVICES</b>	9,767.30
<b>Total 01 · ADMINISTRATION</b>	40,637.39
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
3110001 · Salaries & Wages - Regular	31,876.30
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	1,653.99
3110004 · Salaries & Wages - Holiday Pay	0.00
3110005 · Salaries & Wages - Part Time	1,800.00
3110007 · Salary & Wages - DMV Grant	1,613.16
3110008 · Salaries & Wages - Laney Detail	12,000.00
3110020 · FICA/MEDICARE	3,689.95
3110021 · VRS	3,438.30
3110022 · Health Insurance	4,312.08
3110023 · Life Insurance	452.40
3110024 · Disability Insurance	229.60
3110025 · Unemployment Insurance	1,215.24
3110028 · Legal Services	1,549.40
3110034 · Telecommunications	869.70
3110040 · Annual Dues & Subscriptions	65.00
3110041 · Office Supplies	188.86

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**May 2020**

	May 20
3110042 · Vehicle Fuels	1,146.27
3110043 · Vehicle Maintenance/Supplies	301.07
3110045 · Uniforms & Police Supplies	633.68
3110047 · Donation Expenditure	2,622.00
3110050 · Insurance Pass-Through	0.00
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>69,657.00</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>69,657.00</b>
<b>04 · PUBLIC WORKS</b>	
4110001 · Town Public Works	614.40
<b>43200 · REFUSE COLLECTION</b>	
4320001 · Trash Removal Contract	14,164.36
<b>Total 43200 · REFUSE COLLECTION</b>	<b>14,164.36</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>	
4310001 · Repairs/Maintenance Services	956.92
4310002 · Maint Svc Contract-Pest Control	155.00
4310003 · Maint Svc Contract-Landscaping	2,165.42
4310005 · Maint Svc Cont- Street Cleaning	500.00
4310007 · Electric/Gas Services	808.65
4310008 · Electrical Services-Streetlight	326.40
4310009 · Water & Sewer Services	118.65
4310010 · Janitorial Supplies	100.33
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>5,131.37</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>19,910.13</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>	
<b>70000 · HAYMARKET COMMUNITY PARK</b>	
7000001 · Grounds Maintenance/Repairs	119.40
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>119.40</b>
<b>72200 · MUSEUM</b>	
7220012 · Telecommunications	130.21
<b>Total 72200 · MUSEUM</b>	<b>130.21</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>249.61</b>
<b>08 · COMMUNITY DEVELOPMENT</b>	
<b>81100 · PLANNING COMMISSION</b>	
8110002 · FICA/Medicare	0.00
8110003 · Consultants - Engineer	3,458.21
<b>Total 81100 · PLANNING COMMISSION</b>	<b>3,458.21</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>	
8111002 · FICA/Medicare	0.00
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>0.00</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>3,458.21</b>
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>13,893.89</b>

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**May 2020**

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	<u>May 20</u>
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.01
<b>Total EMPLOYEE BENEFITS</b>	<u>0.01</u>
<b>Total 94105 · PERSONNEL</b>	<u>0.01</u>
<b>Total Expense</b>	<u>147,806.24</u>
<b>Net Ordinary Income</b>	<u>121,568.56</u>
<b>Net Income</b>	<u><u>121,568.56</u></u>

Attachment: Treasurer Report Financials for 07.06.2020 (4545 : Town Treasurer's Report)

Town of Haymarket  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 1st 2019 through June 30th 2020

	Actuals	Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	376,124.12	374,257.00	100.5%	
3110-02 · Public Service Corp RE Tax	14,174.08	11,784.00	120.3%	
3110-03 · Interest - All Property Taxes	337.72	0.00		
3110-04 · Penalties - All Property Taxes	1,038.03	1,000.00	103.8%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>391,673.95</b>	<b>387,041.00</b>	<b>101.2%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-01 · Bank Stock Tax	36,141.00	22,000.00	164.3%	
3120-02 · Business License Tax	224,132.07	195,000.00	114.9%	<i>collections up to May 31, 2020</i>
3120-03 · Cigarette Tax	135,150.00	160,000.00	84.5%	<i>collections up to May 31, 2020</i>
3120-04 · Consumer Utility Tax	131,541.47	150,000.00	87.7%	<i>collections up to April 30, 2020</i>
3120-05 · Meals Tax - Current	647,234.64	700,000.00	92.5%	<i>collections up to April 30, 2020</i>
3120-06 · Sales Tax Receipts	95,519.19	155,000.00	61.6%	<i>collections up to February 29, 2020</i>
3120-07 · Penalties (Non-Property)	5,592.04	0.00	100.0%	
3120-08 · Interest (Non-Property)	2,478.72	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,277,789.13</b>	<b>1,382,000.00</b>	<b>92.5%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	1,825.00	4,500.00	40.6%	
3130-02 · Inspection Fees	4,118.75	15,000.00	27.5%	
3130-03 · Motor Vehicle Licenses	744.00	1,900.00	39.2%	
3130-05 · Other Planning & Permits	23,086.65	25,000.00	92.3%	
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>29,774.40</b>	<b>46,400.00</b>	<b>64.2%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	48,398.20	50,000.00	96.8%	<i>collections up to April 30, 2020</i>
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>48,398.20</b>	<b>50,000.00</b>	<b>96.8%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	12,543.80			
3150-02 · Interest on Bank Deposit	3,751.23			
3150-03 · Interest on Bank Deposits	8,066.06	8,000.00	100.8%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>24,361.09</b>	<b>8,000.00</b>	<b>304.5%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-01 · Suite 200 Stronger Fitness LLC	9,111.63	7,183.65	126.8%	
3151-02 · 15026 Suite 210 Body Mind	6,202.28	4,648.01	133.4%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	8,968.93	7,460.25	120.2%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	5,740.00	5,512.50	104.1%	
3151-07 · Haymarket Church Suite 206	32,592.00	32,592.00	100.0%	
3151-08 · 15020 Washington Realty	46,672.08	46,679.11	100.0%	
3151-09 · 15026 Copper Cricket	19,113.71	20,851.32	91.7%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	18,756.50	0.00	100.0%	
3151-90 · Town Hall Rental Income	300.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>161,938.63</b>	<b>166,077.81</b>	<b>97.5%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	49.01	0.00	100.0%	
3160-01 · Public Safety				
3160-02 · Donation/Grants	12,835.50	3,000.00	427.9%	
3160-03 · VDOT Detail	3,008.75	3,008.75	100.0%	<i>Reimbursement for detail work regarding road paving on Jefferson St &amp; Old Carolina</i>

Town of Haymarket  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 1st 2019 through June 30th 2020

3160-04 · Sponsorships	6,500.00	7,000.00	92.9%	
				<i>Laney Group security detail revenue (will be appropriated in June)</i>
3160-01 · Public Safety - Other	36,550.00	0.00	100.0%	
<b>Total 3160-01 · Public Safety</b>	<b>58,894.25</b>	<b>13,008.75</b>	<b>452.7%</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>58,943.26</b>	<b>13,008.75</b>	<b>453.1%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Revenue - Town Events	87,683.20	87,683.20	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>87,683.20</b>	<b>87,683.20</b>	<b>100.0%</b>	
<b>3170 · HISTORICAL FUND</b>				
3170-01 · Historical Fund	0.00	4,262.02	0.0%	
<b>Total 3170 · HISTORICAL FUND</b>	<b>0.00</b>	<b>4,262.02</b>	<b>0.0%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-01 · Citations & Accident Reports	135.00	1,000.00	13.5%	
3180-02 · Vetern Banners	72.00	0.00	100.0%	
3180-03 · Miscellaneous	2,048.80	0.00	100.0%	
<b>3190 · SALE OF SALVAGE &amp; SURPLUS</b>				
3190-01 · Public Safety - Surplus Sales	4,776.95	4,776.95	4,776.95	
<b>Total 3190 · Sale of Salvage &amp; Surplus</b>	<b>4,776.95</b>	<b>4,776.95</b>	<b>4,776.95</b>	
3180 · Miscellaneous - Other	174.98	0.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>7,207.73</b>	<b>5,776.95</b>	<b>124.8%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	23,661.00	30,364.00	77.9%	<i>Payment #3 of 4</i>
3200-04 · Car Rental Reimbursement	1,648.01	6,500.00	25.4%	
3200-05 · Communications Tax	86,859.35	117,000.00	74.2%	<i>collections up to April 30, 2020</i>
3200-06 · Department of Fire Programs	10,000.00			
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,349.52	1,500.00	90.0%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>142,144.85</b>	<b>173,991.00</b>	<b>81.7%</b>	
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>				
3300-01 · DMV Transp Safety Grant	5,506.82	6,000.00	91.8%	
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT - O</b>	<b>22,310.44</b>	<b>250,000.00</b>	<b>8.9%</b>	
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>27,817.26</b>	<b>256,000.00</b>	<b>10.9%</b>	
<b>3500 · Reserve Funds For CIP</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.0%</b>	
<b>4000 · Carry-Over Surplus</b>	<b>0.00</b>	<b>139,500.00</b>	<b>0.0%</b>	
	<b>Total Income</b>	<b>2,257,731.70</b>	<b>3,019,740.73</b>	<b>74.8%</b>
	<b>Gross Profit</b>	<b>2,257,731.70</b>	<b>3,019,740.73</b>	<b>74.8%</b>
<b>Expense</b>				
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	662.80	5,000.00	13.3%	
111002 · FICA/Medicare	1,109.26	2,000.00	55.5%	
111003 · Meals and Lodging	0.00	2,000.00	0.0%	
111004 · Mileage Allowance	237.80	250.00	95.1%	
111005 · Salaries & Wages - Regular	14,500.00	32,100.00	45.2%	
111006 · Town Elections	0.00	3,200.00	0.0%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>16,509.86</b>	<b>44,550.00</b>	<b>37.1%</b>	
<b>12110 · TOWN ADMINISTRATION</b>				
1211001 · Salaries/Wages-Regular	220,994.01	284,000.00	77.8%	
1211003 · Salaries/Wages - Part Time	24,384.00	50,000.00	48.8%	
1211004 · FICA/Medicare	17,803.79	24,257.00	73.4%	
1211005 · VRS	22,908.27	31,862.00	71.9%	
1211006 · Health Insurance	27,222.82	59,195.00	46.0%	
1211007 · Life Insurance	2,840.03	3,852.00	73.7%	
1211008 · Disability Insurance	1,323.66	2,631.00	50.3%	
1211009 · Unemployment Insurance	3,649.08	2,363.00	154.4%	

Town of Haymarket  
 Revenue Expenditures Actual To-Date vs Annual Budget  
 July 1st 2019 through June 30th 2020

1211010 · Worker's Compensation	200.00	553.00	36.2%
1211011 · Gen Property/Liability Ins.	13,802.00	14,665.00	94.1%
1211012 · Accounting Services	6,659.13	8,000.00	83.2%
1211013 · Cigarette Tax Administration	4,661.45	5,500.00	84.8%
1211014 · Printing & Binding	8,295.11	8,925.00	92.9%
1211015 · Advertising	7,023.46	12,000.00	58.5%
1211016 · Computer, Internet & Website Svc	21,104.12	23,650.00	89.2%
1211017 · Postage	3,175.07	4,000.00	79.4%
1211018 · Telecommunications	5,503.25	6,000.00	91.7%
1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	2,587.07	6,000.00	43.1%
1211021 · Convention & Education	3,195.49	10,000.00	32.0%
1211022 · Miscellaneous	447.43	1,000.00	44.7%
1211024 · Books, Dues & Subscriptions	12,333.58	16,000.00	77.1%
1211025 · Office Supplies	6,550.33	6,500.00	100.8%
1211026 · Equipment Rental	3,928.59	4,075.00	96.4%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>420,857.38</b>	<b>585,528.00</b>	<b>71.9%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	59,621.06	73,000.00	81.7%
<b>Total 12210 · LEGAL SERVICES</b>	<b>59,621.06</b>	<b>73,000.00</b>	<b>81.7%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	14,550.00	16,000.00	90.9%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,550.00</b>	<b>16,000.00</b>	<b>90.9%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>511,538.30</b>	<b>719,078.00</b>	<b>71.1%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	344,307.67	424,457.00	81.1%
3110003 · Salaries & Wages - OT Premium	24,119.00	34,000.00	70.9%
3110004 · Salaries & Wages - Holiday Pay	16,714.40	14,000.00	119.4%
3110005 · Salaries & Wages - Part Time	37,185.00	20,000.00	185.9%
3110006 · Salaries & Wages - VDOT	2,900.94	3,008.75	96.4%
3110007 · Salaries & Wages - DMV Grant	6,831.95	0.00	100.0%
3110008 · Salaries & Wages - Laney Detail	36,502.80	0.00	100.0%
3110020 · FICA/MEDICARE	35,414.19	32,471.00	109.1%
3110021 · VRS	35,823.91	45,884.00	78.1%
3110022 · Health Insurance	63,352.07	73,375.20	86.3%
3110023 · Life Insurance	4,767.60	5,560.00	85.7%
3110024 · Disability Insurance	2,084.97	2,500.00	83.4%
3110025 · Unemployment Insurance	3,966.13	2,180.00	181.9%
3110026 · Workers' Compensation Insurance	12,309.00	12,964.00	94.9%
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%
3110028 · Legal Services	16,893.60	24,000.00	70.4%
3110032 · Computer, Internet & Website	10,397.78	14,000.00	74.3%
3110033 · Postage	5.19	300.00	1.7%
3110034 · Telecommunications	9,195.69	10,000.00	92.0%
3110035 · General Prop Ins (Vehicles)	3,072.00	3,075.00	99.9%
3110038 · Convention & Edu. (Training)	3,592.88	4,500.00	79.8%
3110039 · Miscellaneous	1,353.92	1,000.00	135.4%
3110040 · Annual Dues & Subscriptions	12,945.09	12,138.00	106.6%
3110041 · Office Supplies	5,889.00	6,000.00	98.2%
3110042 · Vehicle Fuels	14,789.30	16,000.00	92.4%
3110043 · Vehicle Maintenance/Supplies	9,422.60	11,000.00	85.7%

*charges up to May 31, 2020; Includes some planning reviews that are pass throughs to the developer/contractor, \$4,814.50 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected*

*New Town detail which is being paid by Laney Group*

Town of Haymarket  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 1st 2019 through June 30th 2020

3110045 · Uniforms & Police Supplies	38,413.79	41,638.95	92.3%	
3110046 · Community Events	12,338.89	12,000.00	102.8%	
3110047 · Donation Expenditure	9,457.50	3,000.00	315.3%	
3110049 · Grant Expenditures	2,006.30	6,000.00	33.4%	
3110050 · Insurance Pass-Through	67.13	0.00	100.0%	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>781,089.29</b>	<b>840,051.90</b>	<b>93.0%</b>	
<b>34100 · BUILDING OFFICIAL</b>				
3410001 · Erosion & Sedimentation Ins.	3,900.00	30,000.00	13.0%	
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>3,900.00</b>	<b>30,000.00</b>	<b>13.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>784,989.29</b>	<b>870,051.90</b>	<b>90.2%</b>	
<b>04 · PUBLIC WORKS</b>				
4110001 · Town Public Works	16,808.39	50,680.20	33.2%	
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	78,811.38	78,789.80	100.0%	<i>Includes up to April 30, 2020 trash services</i>
<b>Total 43200 · REFUSE COLLECTION</b>	<b>78,811.38</b>	<b>78,789.80</b>	<b>100.0%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	58,866.65	55,000.00	107.0%	
4310002 · Maint Svc Contract-Pest Control	1,290.00	2,000.00	64.5%	
4310003 · Maint Svc Contract-Landscaping	29,151.40	35,000.00	83.3%	
4310004 · Maint Svc Contract Snow Removal	35.88	7,000.00	0.5%	
4310005 · Maint Svc Cont- Street Cleaning	4,400.00	3,000.00	146.7%	
4310007 · Electric/Gas Services	14,183.79	15,000.00	94.6%	
4310008 · Electrical Services-Streetlight	4,234.07	5,500.00	77.0%	
4310009 · Water & Sewer Services	1,566.60	2,000.00	78.3%	
4310010 · Janitorial Supplies	210.43	1,000.00	21.0%	
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>114,755.66</b>	<b>129,500.00</b>	<b>88.6%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>210,375.43</b>	<b>263,232.02</b>	<b>79.9%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	44,935.00	58,504.96	76.8%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>44,935.00</b>	<b>58,504.96</b>	<b>76.8%</b>	
<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	13,087.60	0.00	100.0%	
7111003 · Contractual Services	58,067.03	87,683.20	66.2%	
<b>Total 71110 · EVENTS</b>	<b>71,154.63</b>	<b>87,683.20</b>	<b>81.2%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,493.91	2,200.00	67.9%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%	
<b>Total 72200 · MUSEUM</b>	<b>1,893.91</b>	<b>5,150.00</b>	<b>36.8%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>117,983.54</b>	<b>151,338.16</b>	<b>78.0%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	1,365.00	5,670.00	24.1%	
8110002 · FICA/Medicare	100.98	500.00	20.2%	
8110003 · Consultants - Engineer	24,590.99	50,000.00	49.2%	<i>charges up to May 14, 2020; \$7,336.25 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected</i>



Town of Haymarket  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 1st 2019 through June 30th 2020

8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>26,056.97</b>	<b>97,170.00</b>	<b>26.8%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	1,605.00	7,830.00	20.5%
8111002 · FICA/Medicare	98.67	850.00	11.6%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,703.67</b>	<b>8,680.00</b>	<b>19.6%</b>
<b>81111 · Board Of Zoning Appeals</b>			
8111101 · Convention & Education	0.00	500.00	0.0%
8111102 · FICA / Medicare	0.00	98.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,173.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>27,760.64</b>	<b>108,023.00</b>	<b>25.7%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	177,402.92	186,925.65	94.9%
9510005 · Capital Lease Pmt - Principal	31,592.38	31,592.00	100.0%
<b>Total 95100 · DEBT SERVICE</b>	<b>208,995.30</b>	<b>218,517.65</b>	<b>95.6%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>208,995.30</b>	<b>218,517.65</b>	<b>95.6%</b>
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>22,310.44</b>	<b>500,000.00</b>	<b>4.5%</b>
			<i>Jefferson Project invoices (submitted for reimbursement)</i>
<b>94105 · PERSONNEL</b>			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.05		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.05</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.05</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1%
			<i>Project is complete</i>
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>138,273.52</b>	<b>139,500.00</b>	<b>99.1%</b>
<b>94107 · BLIGHT MITIGATION</b>	<b>2,595.00</b>	<b>50,000.00</b>	<b>5.2%</b>
<b>Total Expense</b>	<b>2,024,821.51</b>	<b>3,019,740.73</b>	<b>67.1%</b>
<b>Net Ordinary Income</b>	<b>232,910.19</b>	<b>0.00</b>	<b>100.0%</b>



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: July 6, 2020  
SUBJECT: Police Department Vehicle payments

### BACKGROUND:

Below is a breakdown of the current Police Department vehicle loan. This loan is also front loaded in the beginning of the new fiscal year in the amount of \$15,796.19. The Town has 4 more payments to make to payoff the vehicles.

5-Year Term with Semi-annual Payments in Arrears						
Interest						
Rate	1.97%					
Payment	Date	Total Rental	Interest	Principal	Unamortized	Prepayment
Number	Due	Payments Due	Component	Component	Balance	Price*
	03/30/17	0.00	0.00	0.00	149,730.95	151,228.26
1	09/30/17	15,796.19	1,474.85	14,321.34	135,409.61	136,763.71
2	03/30/18	15,796.19	1,333.79	14,462.40	120,947.21	122,156.68
3	09/30/18	15,796.19	1,191.33	14,604.86	106,342.35	107,405.77
4	03/30/19	15,796.19	1,047.48	14,748.71	91,593.64	92,509.58
5	09/30/19	15,796.19	902.20	14,893.99	76,699.65	77,466.65
6	03/30/20	15,796.19	755.49	15,040.70	61,658.95	62,275.54
7	09/30/20	15,796.19	607.35	15,188.84	46,470.11	46,934.81
8	03/30/21	15,796.19	457.73	15,338.46	31,131.65	31,442.97
9	09/30/21	15,796.19	306.65	15,489.54	15,642.11	15,798.53
10	03/30/22	15,796.19	154.08	15,642.11	0.00	0.00
<b>Grand Totals</b>		<b>\$157,961.90</b>	<b>\$8,230.95</b>	<b>\$149,730.95</b>		

Attachment: Memo to Council - Police Vehicle Loan Breakdown 07.06.2020 (4545 : Town Treasurer's Report)

**NOTES:**

As of 6/26/2020 the Town has **\$63,184.76** as an outstanding balance on the Police Vehicle loan; \$61,658.95 as principal and \$1,525.81 as interest.

If the Town choose to pay off the balance by 06/30/2020 the amount would be **\$62,882.89**. The Pay-Off amount is composed of the semi-annual Payment Amount of \$15,796.19 due on 9/30/2020, plus the Remaining Principal of \$46,470.11, which will retire the unamortized principal and premium if prepayment were to occur on 9/30/2020, plus a 1.0% prepayment premium of \$616.59 which based upon the current outstanding principal balance as of 6/30/2020 (and before application of the 9/30/2020 payment).



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: July 6, 2020  
SUBJECT: Debt Obligation with Carter Bank

### BACKGROUND:

The Bonds were purchased by Carter Bank and Trust in June of 2014. The Series 2014A Bond has a blended tax-exempt yield of 2.283% fixed for 11 years. The blended yield consists of bonds maturing in nine years with a rate of 2.15% and bonds maturing in 11 years with a rate of 2.35%. The Series 2014B Bond has a taxable rate of 3.25%, fixed for nine years. The Series 2014A and 2014B Bonds are pre-payable in whole at any time, without penalty.

**Series 2014A & Series 2014B (Tax Exempt):** The purpose of the Series 2014A Bond was to refund the Town's tax-exempt Series 2004A, 2004C, and 2005 Bonds previously purchased by SunTrust Bank. This account is now broken up into two different account numbers, xxxxxx5322 and xxxxxx5316. The current outstanding balance is \$653,400.00.

**Series 2014B (Taxable):** The purpose of the Series 2014B Bond was to refund the Town's 2004B Bond, which was originally purchased by SunTrust Bank. This account is now xxxxxx6451. The Bond has a current outstanding balance of \$100,900.00.

Interest payments on both are due on February 1 and August 1 of each year. Principal payments are due annually on August 1. The final maturity of the Series 2014A Bond is August 1, 2025. The final maturity of the Series 2014B Bond is August 1, 2023.

### **2020/2021 Budget Year Bond Payments:**

<b><u>Series 2014A (Tax Exempt)</u></b>	<b><u>Series 2014B (Taxable)</u></b>
8/1/2020	8/1/2020
Principal: \$132,300.00	Principal: \$26,000.00
Interest: \$7,458.85	Interest: \$1,639.63
<b>Total: \$139,758.85</b>	<b>Total: \$27,639.63</b>

2/1/2021

Interest only: \$5,961.23

2/1/2021

Interest only: \$1,217.13

**Total Payments for the 2017/2018 Budget Year: \$174,576.84**

Loan Number	Maturity Date	Balance as of 6/8/2020	Interest Rate	Principal	Interest	Total
xxxxxx5322	8/1/2023	\$ 218,600.00	2.15%	\$ 218,600.00	\$ 9,006.37	\$ 227,606.37
xxxxxx5316	8/1/2025	\$ 434,800.00	2.35%	\$ 434,800.00	\$ 30,159.92	\$ 464,959.92
xxxxxx6451	8/1/2023	\$ 100,900.00	3.25%	\$ 100,900.00	\$ 6,300.15	\$ 107,200.15
		<b>\$ 754,300.00</b>			<b>\$ 45,466.44</b>	<b>\$ 799,766.44</b>

**Notes:**

If the Town continues to pay the loans as scheduled it would be paying **\$45,466.44** in interest alone for the current balances due to Carter Bank.

Carter Bank has informed us that there does not appear to be prepayment penalty for paying off the current loans early, but the Town would incur the cost for our own Bond Counsel.

Town Planner Task List June 2020

b.4.a

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>							
ZP#2020-008	6630 Jefferson St, Hulfish House	Emily	5/13/2020	ARB Approval			Applicant requested approval for a new front door with glass panes, new light fixtures for the structure, hanging sign for the existing sign structure and new decking to cover the existing porch and provide ADA accessibility to the structure. The Board discussed the material finishes, the color of the door and the finish deck product. The application was approved by the Board; the applicant may install a white or black door, by applicant, decking shall be natural wood to match the side decking. <b>UPDATE: Cupcake Heaven is continuing work with the plan to move in mid to later July, based on inspections</b>
ZP#2020-009	6777 Fayette St	Emily	5/15/2020	Engineer Review for Stormwater Requirements			Applicant applied for approval for a new front stoop patio, side stepping stones and rear patio. The front and side stepping stones are within ARB purview. ARB gave approval for the new front stoop and side stone. The application will require additional approval from the Town Engineer and Planner prior to work beginning. <b>UPDATE: Town Engineer is finalizing the review for stormwater impacts</b>
Vitality Aesthetics	15100 Washington Street	Emily					ARB granted approval for Vitality Aesthetics' new exterior sign at 15100 Washington Street. The ARB granted the approval with the understanding that the first letter of each word are different than the approved for this change is part of their logo.
Haymarket Hotel Venture, LLC - Architectural Elevations	Payne Lane Property	Emily	8/1/2019	Approved			The Haymarket Hotel Venture, LLC group submitted the architectural elevation plans for the proposed Hotel to be located on the former Payne Lane Development. The Board discussed in depth the materials for the building and architectural features. All features of the Haymarket Hotel Project have been approved as of November 20, 2019. <b>UPDATE:</b> The Hotel Venture group has demolished the last remaining structure on the property. They are working through the building department for permitting. <b>UPDATE:</b> PWC Permit Log has project in a pending status. Reached out to the applicant for an update on the project's status.
Joint Work Session	The Planning Commission has requested the ARB assist with the Historic Resources Chapter in the Comprehensive Plan revision. The Joint Work Session was CANCELED due to COVID-19 closures and precautions. Staff will work with the Board to reschedule this meeting as soon as possible.						
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						
<b>Board of Zoning Appeals</b>							
<b>No Activity for June 2020</b>							
<b>Planning Commission</b>							
SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	3/1/2019		Unknown		The applicant has posted the parcels for sale to include the Special Use Permit. No site plan has been submitted or discussed at this point in time
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
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. <b>UPDATE:</b> Applicant spoke at the Town Council meeting in March to propose additional housing opportunities within development. Council gave feedback to the applicant, for complete discussion, please see the March 2nd Town Council Recording and Minutes.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant will be submitting their site plan in the June/July timeframe. Applicant has submitted a Boundary Line Adjustment for review, 7-1-2020

Attachment: Town Planner Report June for July 2020 (4546 : Town Planner Report)

QBE Application	14600 Washington St	Emily/Katie					Applicant has submitted two SUP applications; 2020-001 for a drive- thru and 2020-002 for condominiums, as well as a proffer amendment. The Application was submitted June 1. The application was heard at a Joint Public Hearing on June 29, 2020 by the PC and the TC. Application was sent to a work session on July 20, 2020 with the PC. Town Staff has scheduled a meeting with the applicant to discuss the Town concerns -- July 7, at 3:00 pm
Comprehensive Plan	The Planning Commission has set work session dates for the Comprehensive Plan and will begin working each month on a new item for the plan update. Planning Commission has begun to discuss their priorities to guide the Comp Plan discussion. Town Staff will work with the PC Liaison to discuss the next steps for the Comprehensive Plan update						
<b>Prince William County (1 Mile Review)</b>							
Town received a 1-mile review packet for the Centre at Haymarket -- two hotels located on Rt 55 and Antioch Road. The Town has prepared response comments. Town Planner will update Council on the project's status as it progresses							
<b>Staff</b>							
Pardo House, 14881 Washington St	Staff will provide a proposal at the Town Council meeting for the next steps in the blight action at 14881 Washington Street.						
Rt 15/ Railroad Tracks	PWC has requested a Resolution of support for the planned project at Rt 15 and the Railroad Tracks. Paolo Belita will be in attendance for the Town Council Meeting on July 6, 2020						
Checklist & Forms	Town Staff would like to request permission to update all of the Land Use Applications as well as recreate checklist for all applications that are submitted to the Town. Staff will work on these application updates and provide drafts in August/September for approvals						

July 2, 2020

BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED  
**RRR#**

Property Owner Address

RE: Abatement Plan Required- 14881 Washington Street, Haymarket, VA  
 20169

To Whom It May Concern,

I hereby inform you that the property located at 149881 Washington Street has a main structure, exterior walls, foundation and deck that might endanger the public health or safety of other residents of the Town pursuant to Haymarket Town Code Section 22-5. Please see the attached photographs documenting the conditions of the property. You are therefore required to remove, repair, or secure the building, exterior walls and structures on the above-mentioned property.

Pursuant to Haymarket Town Code Section 22-5(a)(2), the Town is required to notify you of this action. This letter and the associated newspaper advertisement published **DATE OF PUBLICATION TO BE INSERTED and -----, 2020** in the Prince William Times constitute notice.

You are hereby required to submit a plan to address the deficiencies mentioned above to the Town. Your plan must include swift and specific time frames for beginning and completing the work. Prior to any repair or demolition of structures, you must obtain Town or County approval (as appropriate) for the repair or demolition plan, demolition permits, and building permits, and you must otherwise comply with the applicable laws.

If you do not provide an adequate plan within 30 days, the Town may exercise such remedies as provided by law including removing, repairing or securing the structures, the expenses of which shall be chargeable to you and may be collected by the Town as taxes are collected. In addition, you may be subject to the assessment of up to \$1,000.00 in civil penalties (fines).



If you have any questions regarding this notice, please contact me at (703) 753-2600 ext. 204.

Sincerely,

Emily K. Lockhart  
Town Planner/Zoning Administrator  
Town of Haymarket

DRAFT

Attachment: 14881 Blight Ordinance Letter Draft (4546 : Town Planner Report)

**Resolution: Endorse Prince William County's Application for the Route 15 Improvements with Railroad Overpass project to the SMART SCALE Program for State Funding from the Commonwealth Transportation Board- *Sample Language***

WHEREAS, SMART SCALE is the statewide prioritization process required by Virginia Code 33.2-214.1 for any projects funded by the Commonwealth Transportation Board; and

WHEREAS, the application period to have projects included in the last two years of the Commonwealth's Six-Year Improvement Plan (SYIP) and secure state funding for fiscal years 2026-2027 is open and applications are due August 3, 2020; and

WHEREAS, Prince William County intends to submit an application for the Route 15 Improvements with Railroad Overpass project and has requested endorsement from the Town of Haymarket; and

WHEREAS, the Route 15 Improvements with Railroad Overpass project is located adjacent to the jurisdictional boundary of the Town of Haymarket, and consists of widening Route 15 from two to four lanes with a 10' shared-use path 1000' north of the railroad tracks to just south of Route 55 and constructing an overpass over the railroad tracks; and

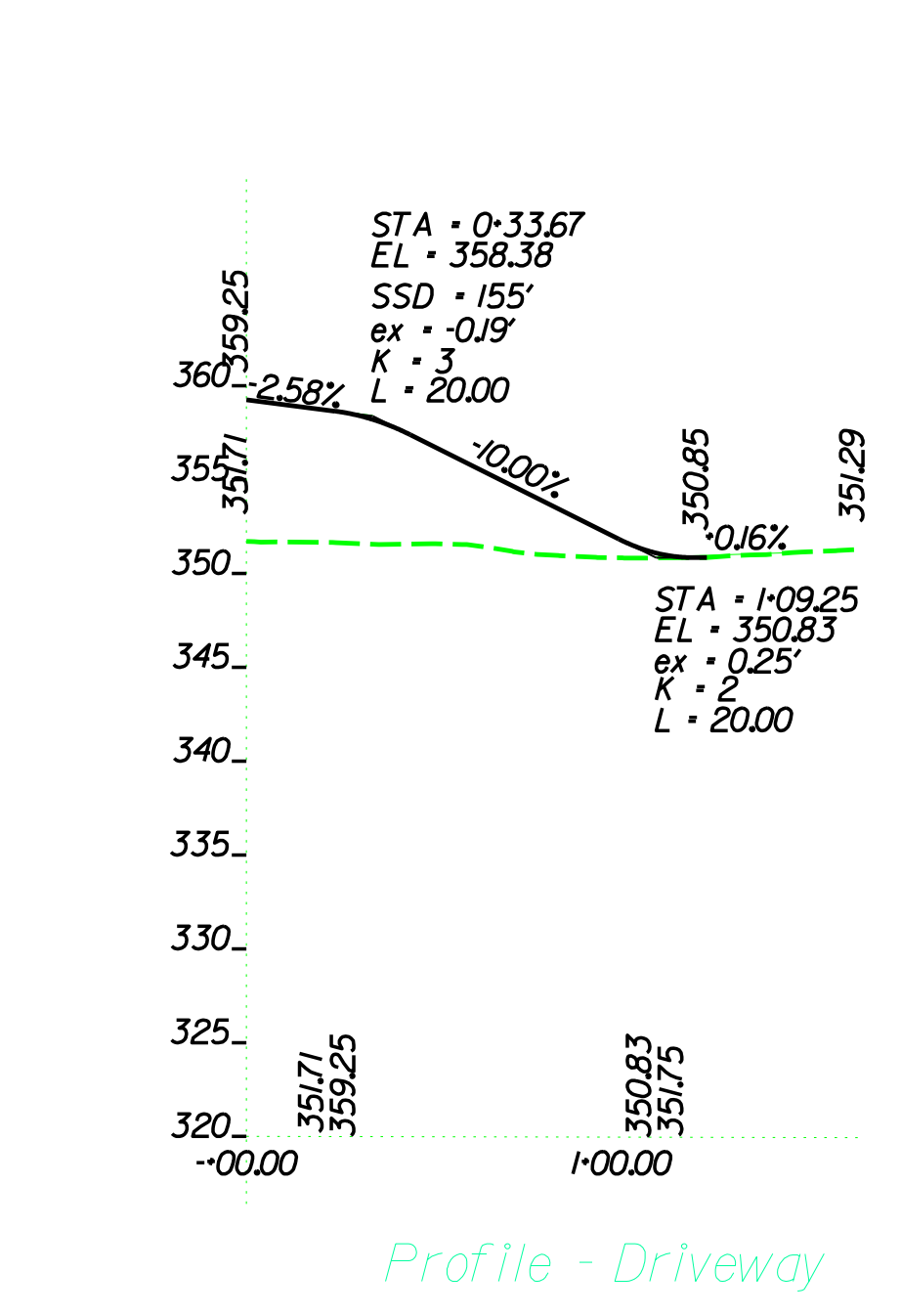
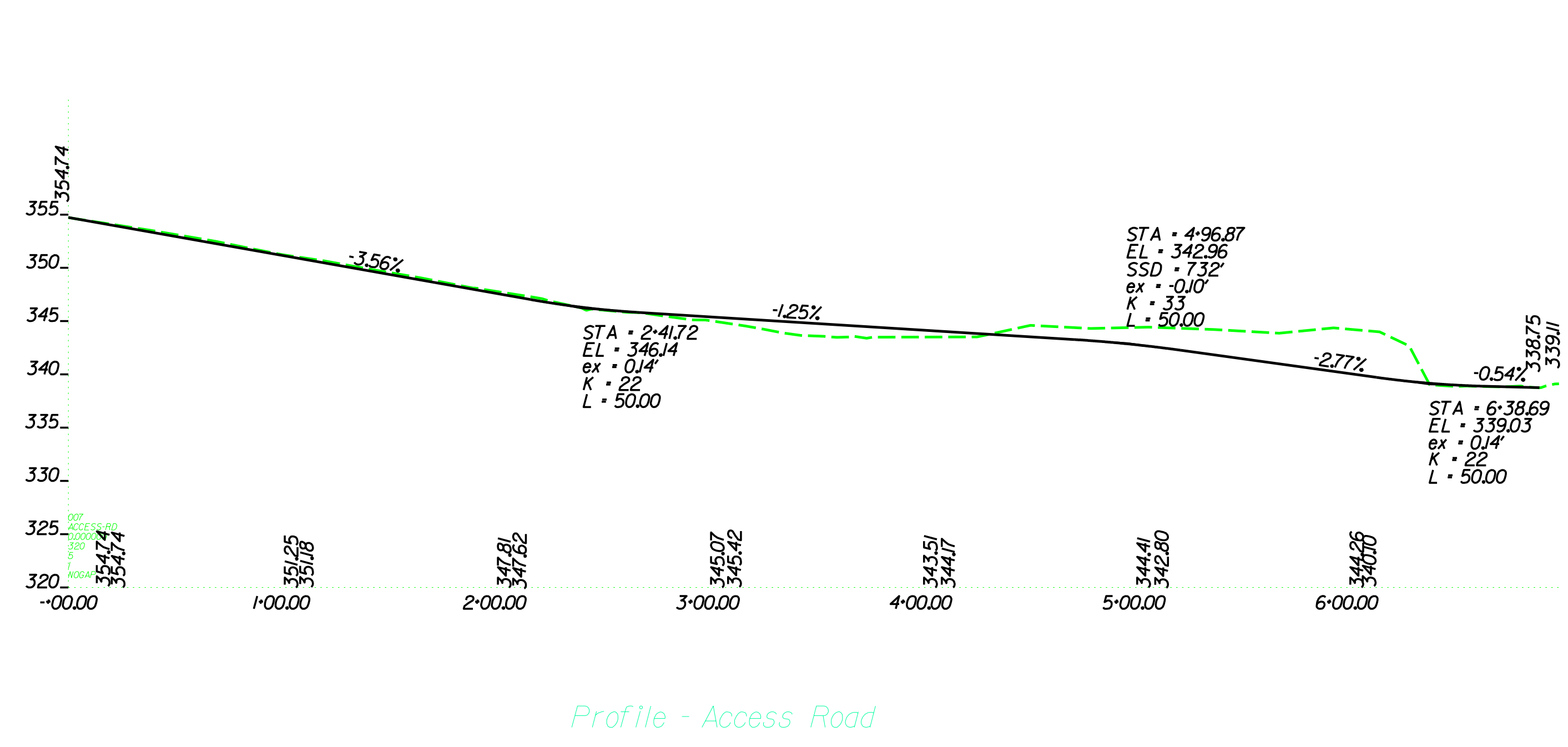
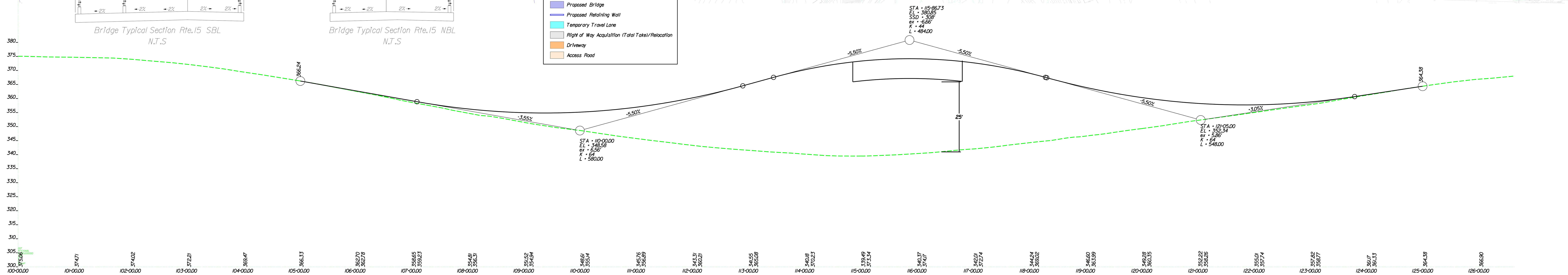
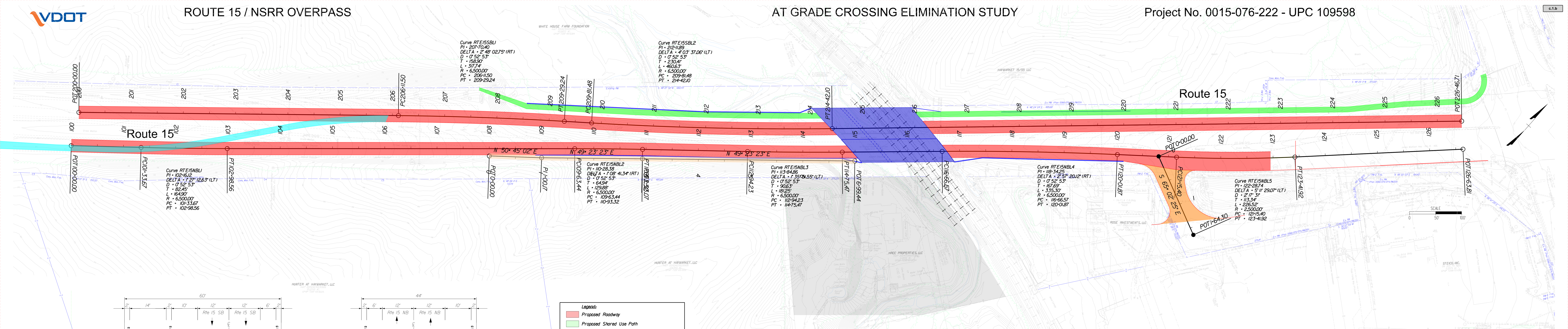
WHEREAS, this project will tie into the completed I-66/Route 15 Diverging Diamond Interchange project and create a consistent four lane roadway with pedestrian and bicycle facilities for six miles between Sudley Manor Drive (Route 234) and Thoroughfare Road (Route 682); and

WHEREAS, the improvements will reduce congestion and improve safety on Route 15; and

WHEREAS, Prince William Board of County Supervisors endorsed and authorized this project application on March 10, 2020 and the National Capital Region Transportation Planning Board passed a resolution of support for the application on June 5, 2020; and

WHEREAS, the Town of Haymarket has supported this project application in the last two previous rounds of SMART SCALE;

NOW THEREFORE, BE IT RESOLVED, that the Haymarket Town Council endorses Prince William County's application for the Route 15 Improvements with Railroad Overpass project to the SMART SCALE program for State Funding for the Commonwealth Transportation Board.



**DRAFT**  
 July 19, 2018  
 Concept subject to change

Attachment: Route 15 Concept (455) - PWC Resolution for Rte 15 and Railroad Tracks

TPB SR22-2020  
June 5, 2020

**NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD**  
777 North Capitol Street, N.E.  
Washington, D.C. 20002

**A RESOLUTION OF SUPPORT FOR SUBMISSION OF NORTHERN VIRGINIA PROJECTS  
FOR THE COMMONWEALTH OF VIRGINIA'S SMART SCALE TRANSPORTATION PROJECT  
PRIORITIZATION PROCESS**

**WHEREAS**, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

**WHEREAS**, on March 18, 2020, the TPB approved the 2020 Amendment to the Visualize 2045 Long-Range Transportation Plan, which was developed as specified in the Federal Planning Regulations and is the MPO's long-range plan of record; and

**WHEREAS**, localities, agencies and public transportation providers that wish to submit projects for the Commonwealth of Virginia SMART SCALE funding must demonstrate that the project is included in or is exempt from inclusion in the MPO's long-range transportation plan, or, if the project is not in the plan, the project must have an MPO resolution of support, in order to be considered for the SMART SCALE prioritization process; and

**WHEREAS**, the Virginia Department of Transportation (VDOT) receives all highway and transit SMART SCALE project submissions, has transmitted the attached list of preliminary applications received by June 1, and has worked with TPB staff in reviewing the highway and transit project submissions for submission eligibility; and

**WHEREAS**, absent a determination by TPB staff that a project is already included in the approved plan, submission of projects for SMART SCALE funding requires a resolution of support by the TPB; and

**WHEREAS**, submission of projects to the Commonwealth for the SMART SCALE process does not infer nor commit TPB to include any project into its long-range plan; and

**WHEREAS**, all projects that are awarded SMART SCALE funding and are not already included in Visualize 2045, as amended or updated, must each be treated as a new project to the TPB's process and will be evaluated accordingly as specified in the TPB's Technical Inputs Solicitation Submission Guide; and

**WHEREAS**, VDOT expects the final list of projects submitted to be a subset of the attached preliminary list and will provide the TPB with a list of projects that were submitted at the August 3 deadline, and will also provide TPB with the list of projects that were awarded funding;

**NOW, THEREFORE, BE IT RESOLVED THAT** the National Capital Region Transportation Planning Board supports submission of the following Northern Virginia projects to the Commonwealth of Virginia SMART SCALE Project Prioritization Process as listed in the attached materials:

**Approved by the TPB Steering Committee at its Virtual Meeting on June 5, 2020.**

**Attachment: TPB Resolution of Support\_Rd4 Smart Scale (4558 : PWC Resolution for Rt 15 and Railroad Tracks)**

NORTHERN VIRGINIA PROJECTS SUBMITTED TO THE COMMONWEALTH OF VIRGINIA  
2020 SMART SCALE PROJECT PRIORITIZATION PROCESS

SMART SCALE PROJECT PROPOSALS NOT CURRENTLY INCLUDED IN VISUALIZE 2045

\*\* Project listed in Visualize 2045 as a study

**Bus Transit Projects (2)**

- Upper King Street Multimodal Reconstruction Alexandria City
- South Washington Bus Stop Expansion & Access to Transit Falls Church City

**Rail Transit (1)**

- Courthouse Metro Second Elevator Arlington County

**Highway Projects (11)**

- Route 1 at E. Glebe Road Intersection Improvements Alexandria City
- Arlington Blvd Safety Improvements - Glebe to Fillmore Arlington County
- Braddock Road at Old Lee Road Improvements Fairfax County
- Braddock Road Multimodal Improvements Phase I \*\* Fairfax County
- Seven Corners Ring Road (Phase 1A Segment 1A) \*\* Fairfax County
- Sterling Road Multi-modal Improvements Herndon Town
- Worldgate Drive Extension Herndon Town
- Route 7 Improvements, Phase 3:(Route 9 to Dulles Greenway) Loudoun County
- Route 28-Centreville Road Corridor Improvements Manassas Park City
- Route 123 and Old Bridge Rd Intersection Improvements Prince William County
- North Woodbridge Mobility Improvements Prince William County

**Bicycle and Pedestrian Projects (5)**

- Route 1 South Median Refuge Island Alexandria City
- Mount Vernon Trail North Enhancements Arlington County
- Arlington National Cemetery Wall Trail Arlington County
- Chain Bridge Road Sidewalk and Bus Stop Improvements Fairfax City
- Country Club Commons Connector Trail Fairfax City

**TDM (1)**

- Town of Vienna: Park-and-Ride (Patrick Henry Library) Vienna Town

FOR INFORMATION ONLY: SMART SCALE PROJECT PROPOSALS ALREADY INCLUDED IN VISUALIZE 2045

**Bus Transit Projects (2)**

- Duke Street Transitway Alexandria City
- Landmark Mall Transit Center Alexandria City

Attachment: TPB Resolution of Support\_Rd4 Smart Scale (4558 : PWC Resolution for Rt 15 and Railroad Tracks)

### Highway Projects (22)

- |                                                               |                       |
|---------------------------------------------------------------|-----------------------|
| • Route 1 (Fraley Boulevard) Widening                         | Dumfries Town         |
| • Richmond Highway Corridor Improvements                      | Fairfax County        |
| • Soapstone Road Extension/Dulles Toll Road Overpass          | Fairfax County        |
| • Route 7 and Baron Cameron Avenue Interchange                | Fairfax County        |
| • Davis Drive Extension and Dulles Toll Rd Rock Hill Overpass | Fairfax County        |
| • Frontier Drive Extension                                    | Fairfax County        |
| • Fairfax County Parkway Widening (Route 123 to Nomes Court)  | Fairfax County        |
| • Shirley Gate Road Extension                                 | Fairfax County        |
| • Route 7 Widening (Route 123 to I-495)                       | Fairfax County        |
| • Route 7 Widening (I-495 to I-66)                            | Fairfax County        |
| • Rte 15 Leesburg Bypass Interchange with Edwards Ferry Road  | Leesburg Town         |
| • Sycolin Road-Loudoun Center Place to Crosstrail Boulevard   | Loudoun County        |
| • Route 1 & 123 Interchange and Intersection Improvements     | Prince William County |
| • Wellington Road Widening: Devlin Road to Rt. 234 Bypass     | Prince William County |
| • Wellington Road Widening: University Blvd to Balls Ford Rd  | Prince William County |
| • Route 234 and Sudley Manor Dr Intersection Improvements     | Prince William County |
| • Route 15 Improvements with Railroad Overpass                | Prince William County |
| • University Blvd Extension - Devlin Rd to Wellington Rd      | Prince William County |
| • Van Buren Road Improvements: Route 234 to Cardinal Dr       | Prince William County |
| • Rte 1 Widening from Cardinal Dr/Neabsco Rd to Rte 234       | Prince William County |
| • Rte 55 Widening and Catharpin Rd Intersection Improvements  | Prince William County |
| • Route 294 and Old Bridge Road Intersection Improvements     | Prince William County |









**Emily K. Lockhart**  
Town Planner and Zoning Administrator

**TO:** Town Council  
**FROM:** Emily K. Lockhart, Town Planner  
**DATE:** July 2, 2020  
**RE:** Haymarket Events for Calendar Year 2020

Mayor and Council,

Due to the current COVID-19 restrictions I have worked on a back-up plan for the upcoming 2020 events, please see several options below.

**May 16<sup>th</sup> Community Picnic** – CANCELLED. Reschedule for September 12<sup>th</sup> or 19<sup>th</sup>. At the Spring Community Picnic the playground was going to be officially dedicated to Alex Green, who passed away from Childhood Cancer. The rescheduled date would align with the Childhood Cancer Awareness Month. This event would be smaller scale and be geared towards the dedication and bringing the community together in the park. I would look to bring in a local food truck and ice cream truck. This event will be determined based on the budget and the status of the pandemic as the event nears.

**August 22<sup>nd</sup> Haymarket Music Festival** – This event would be our second annual music festival at the park. Based on last year's numbers the event is approximately \$8 - \$10k with all proceeds going to a charity organization. I am recommending we **CANCEL** this event for the 2020 calendar year due to funding shortfalls for our sponsorship funds. If funding comes in higher than expected this event could be rescheduled for June 2021, keeping it within the FY2021 budget year. If funding does not come in, I will proceed with an August 2021 date for the next Haymarket Music Festival.

**October 17<sup>th</sup> Haymarket Day** – I am recommending we “reimagine” Haymarket Day 2020, with a significantly smaller event or we postpone the event until 2021. **Roberto Gonzalez will provide the insurance update at the July 6<sup>th</sup> meeting.**

- Limit the number of vendors present at the event (depends on current guidelines from CDC at time of event planning)
- Provide a COVID-19 special rate for vendors, (Town Businesses discounted or free rate, out of town businesses and other vendors discounted rate. This would be

implemented to encourage our vendors to sign up and attend the event despite the hard hits they may have experienced this spring.)

- Limit the number of Contracts Purchased – one stage, limited musicians, limited advertisements, etc.
- Consolidate beer gardens and stages to one location
- Locate new public parking options to limit the Bus Contract
- Option B – Hold smaller scale concerts and movie nights at the Town Park throughout the remainder of the summer and the fall. Local craft vendors, in town businesses and in town food vendors could be invited to the events.
- Option C – try to hold a socially distanced parade and small concert in the park. Event could begin around 11 with the parade and the small concert/festival in the park ending around 4 pm

These are some of my ideas to limit our costs for Haymarket Day while still hosting the largest community event. I am working under the assumption that the event planning will change monthly and must be reactive to the Governor's orders. I will do my best to anticipate changes that may arise, but I encourage Council to provide requests and suggestions as we continue to plan for COVID.

I would also like to request from Council the permission to provide a COVID-19 refund to the Haymarket Day participants if we were to be required to cancel the event. For example, if applications go live this summer and a second wave of COVID happens this could require us to cancel the entire event.

**December 5<sup>th</sup> Christmas and Holiday Event** – I recommend we revisit the Christmas and Holiday Event at the October Town Council Meeting. I fully expect the COVID pandemic to have new updates/guidelines for the fall/winter timeframe.



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: July 6, 2020  
 SUBJECT: Laney Security Detail work for Haymarket Police Department

**BACKGROUND:**

- The Police Department has an overnight security detail for the drilling contractor Laney that will need to be discussed. The Chief entered an agreement to provide overnight detail on the sites within Town jurisdiction. The contract is estimated for up to \$120,000, which the department has already billed \$48,350 leaving a balance of \$71,650. The remaining amount will need to be appropriated in the FY2020-2021 adopted budget and a Public hearing will be needed for this amendment as it is more than 1% of the adopted budget.

<b>Revenue Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Public Safety			
Laney Detail	\$ 0	\$71,650	\$71,650
<b>Expenditure Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Change</u>	<u>Amended Budget</u>
Police Department			
Salary & Wages - Laney Detail	\$ 0	\$ 71,650	\$71,650

Attached you will find the Laney Purchase Order for this detail work.

Attachment: Memo to Council - Laney Detail 07.06.2020 (4562 : Laney Detail)



831 Crossbridge Drive  
Spring, TX 77373  
Phone: 281-540-6615  
Fax: 281-973-3564  
Purchasing@laneydrilling.com

Requested by:  
Shai Joshi  
SJoshi@laneydrilling.com - 713-816-5329

P.O. #: PO-08210  
P.O. DATE: 02/14/2020  
QUOTE #: HOURLY RATE PROVIDED BY CHIEF KEVIN LANDS

<b>VENDOR:</b>	<b>TOWN OF HAYMARKET</b> 15000 WASHINGTON STREET SUITE 100 HAYMARKET, VA 20169	<b>SHIP TO:</b>	<b>LANEY DIRECTIONAL DRILLING</b> Please coordinate with requester, Marco Moreno @ 713-816-2025
----------------	-----------------------------------------------------------------------------------------	-----------------	----------------------------------------------------------------------------------------------------

SHIPPING METHOD	TERMS
	NET 30 DAYS

VENDOR ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
ESTIMATED PERIOD OF PERFORMANCE 6 MOS. , HOURLY RATE \$50.00/ PER HR	SECURITY SERVICES, HOURS: 7pm-7am ( MONDAY-SATURDAY. (12 hrs). SUNDAY: 7am - 7am MONDAY (24 hrs)	120000	\$ 1.00	\$ 120,000.00
			<b>TOTAL</b>	\$ 120,000.00

**IMPORTANT:**

Purchase Order Numbers must appear on all invoices, packing slips, etc. Invoices without a Purchase Order Number referenced will be returned to vendors.

Invoices must be mailed to the company billing address below or e-mailed to [ap@laneygroupinc.com](mailto:ap@laneygroupinc.com)

Billing address:  
Laney Directional Drilling  
831 Crossbridge Drive  
Spring, TX 77373

Attachment: Memo to Council - Laney Detail 07.06.2020 (4562 : Laney Detail)



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: July 2, 2020  
SUBJECT: Suspending Salaries to Town of Haymarket Public Bodies

### Background:

On March 26<sup>th</sup> Town Council discussed options to reduce Fiscal Year 2020 and Fiscal Year 2021 Expenses. During that discussion the possibility to no longer pay salaries to the Town's Public Bodies to include the Town Council, Planning Commission, Architectural Review Board, and Board of Zoning Appeals. Staff reached out to the Boards for comments as requested by Council, not all members have replied but a consensus of the respondents agreed to forgo any salaries. On April 6<sup>th</sup> the 2018-2020 Town Council voted to suspend the salaries to Town of Haymarket Public Bodies for the remainder of Fiscal Year 2020.

If the Town suspended salaries for Town public bodies, it would save \$35,914.00 in Fiscal Year 2021.

### Draft Motion:

1. *I move to approve Resolution 2020-007 effective April 6, 2020.*

*Or,*

2. Alternate Motion

Attachment: Suspend Salary Memo 7.2.20 (4563 : Public Body Payments)



**HAYMARKET TOWN COUNCIL  
RESOLUTION #2020-016**

**RESOLUTION SUSPENDING SALARIES TO TOWN OF HAYMARKET  
PUBLIC BODIES**

**WHEREAS**, On March 12, 2020, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to Novel Coronavirus (COVID-19), a communicable disease of public health threats; and

**WHEREAS**, On March 13, 2020, President Donald Trump declared a National Emergency concerning the Novel Coronavirus (COVID-19) Outbreak; and

**WHEREAS**, the Novel Coronavirus (COVID-19) has resulted in a projected shortfall in the FY 2020 Budget and FY 2021 Projected Budget; and

**WHEREAS**, serving the Town Residents and Businesses is and always will be the main priority of the Town Council for the Town of Haymarket and they want to show the community they are willing and able to take action however necessary to get through the COVID-19 Pandemic; and

**WHEREAS**, the Town Council can reduce expenses in FY 2021 by \$35,914.00 if they suspend all payments to the Town of Haymarket public bodies; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Haymarket, Virginia meeting in regular session this 6<sup>th</sup> day of July 2020 suspends all salaries to members of Town of Haymarket Public Bodies to include Town Council, Planning Commission, Architectural Review Board, and Board of Zoning Appeals for the remaining of Fiscal Year 2021.

**BY ORDER OF THE HAYMARKET TOWN COUNCIL**

Done this 6th day of July 2020

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

SIGNATURES

\_\_\_\_\_  
Ken Luersen, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kimberly Henry  
Clerk of the Council

\_\_\_\_\_  
Date





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: June 24, 2020  
SUBJECT: Coronavirus Relief Fund Allocation and Certification

### Background:

The CARES Act allocated funding for state and local government based on U.S. Census population estimates, including towns. Prince William County has been notified they would receive \$41,034,915 allocated 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 \$147,726. We need to accept these revenues and complete a "Certification for Receipt of Coronavirus Relief Funds by a Town" form to receive the funds.

### Staff Recommendation:

Staff recommends accepting the funds and completing all necessary forms.

### Draft Motion:

1. *I move to accept the revenues from the Coronavirus Relief Fund from Prince William County and authorized the Town Mayor, Town Manager, and Town Treasurer sign the Certification for Receipt of Coronavirus Relief Funds by a Town form.*

Or,

2. Alternate Motion

Attachment: Coronavirus Relief Fund Memo (4564 : Cares Act Fund)


**The Board of County Supervisors**

Ann B. Wheeler, Chair

Victor S. Angry, Vice Chair

Andrea O. Bailey

Kenny A. Boddye

Pete Candland


Margaret Angela Franklin

Jeanine M. Lawson

Yesli Vega

**May 26, 2020**

**TO:** Mayor, Town of Dumfries  
Mayor, Town of Haymarket  
Mayor, Town of Occoquan  
Mayor, Town of Quantico

**FROM:** Christopher E. Martino   
County Executive

**RE:** Coronavirus Relief Fund Allocation and Certification

As I am sure you are aware, the Coronavirus Aid, Relief and Economic Security Act (CARES Act) of 2020 was enacted to provide stimulus funding to address the COVID-19 pandemic. Under the CARES Act, state and local governments were allocated funding from the Coronavirus Relief Fund (CRF) based on U.S. Census population estimates, including towns.

Prince William County has been notified we will soon receive our \$41,034,915 allocated share of CRF funding from the Commonwealth of Virginia. Because the population data for the County included the populations of the towns within its borders (Dumfries, Haymarket, Occoquan and Quantico), the funding received from the state includes funding intended for the Towns. The state guidelines specifically state, "Counties must ensure that an equitable share of CRF funds it receives are shared with and granted to each town within its jurisdiction." As such, the County has allocated funding to the four towns based on the most recently available 2018 U.S. Census population data that includes towns as follows:

	<b>Population</b>	<b>%</b>	<b>Calculated Amount</b>
Dumfries	5,234	1.12%	\$451,384
Haymarket	1,715	0.37%	\$147,726
Occoquan	1,089	0.24%	\$94,380
Quantico	524	0.11%	\$45,138
Prince William	457,673	98.16%	\$40,296,287
<b>Total</b>	<b>466,235</b>	<b>100.00%</b>	<b>\$41,034,915</b>

Just as with the funds retained by the County, the funds granted to towns must be spent in accordance with the same federal requirements and the same documentation must be retained for audit purposes. A copy of the 21 pages of guidance provided to counties and cities by the Commonwealth is attached for your reference.

As a condition of acceptance of these funds, you must certify your intent to use the funds for qualifying expenses and acknowledge that you will return funds to the County if it is determined that any of the funds were spent for purposes that do not qualify.

The County will release the funds to the Treasurer of your town once you have reviewed the attached guidelines, signed the attached "*Certification for Receipt of Coronavirus Relief Funds by a Town*" and returned the signed form to the County's Director of Finance/CFO at:

Prince William County Government  
Attn: Michelle L. Attreed  
1 County Complex Court, Suite 235  
Prince William, VA 22192

To expedite payment, a scanned copy can be emailed to [mattreed@pwcgov.org](mailto:mattreed@pwcgov.org) with an original signed copy to follow by U.S. mail. If you have any questions, please call the County's Director of Finance/CFO, Michelle L. Attreed at (703) 792-6752.

#### Attachments

cc: Board of County Supervisors  
County Attorney  
DCXOs  
Director of Finance/CFO  
Budget Director

## Certification for Receipt of Coronavirus Relief Funds by a Town

We the undersigned represent the Town of \_\_\_\_\_ and we certify that:  
(town name)

1. We have the authority to request direct payment on behalf of the town from Prince William County ("the County") revenues from the Coronavirus Relief Fund (CRF) pursuant to Section 601(b) of the Social Security Act, as added by Section 5001 of the Coronavirus, Aid, Relief and Economic Security Act, Pub. L. No 116-136, div. A, Title V (March 27, 2020).
2. We understand the County will rely on this certification as a material representation for making a direct payment to the town.
3. The town's proposed uses of the funds received as direct payment from the County under Section 601(b) of the Social Security Act will be used only to cover those costs that:
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the town; and
  - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
4. Any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the town, must be returned to the County no later than December 30, 2020. If such funds are not returned to the County within 30 days of December 30, 2020, the town understands the County will recoup the funds through withholding from other revenue sources collected on behalf of the town.
5. We understand the town will not receive continued funding from the County beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. Funds received as direct payment from the County pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. Any CRF funds expended by the town in any manner that does not adhere to official federal guidance shall be returned to the County within 30 days of a finding that the expenditure is disallowed, and that the County is entitled to invoke withholding from other revenue sources collected on behalf of the town to recover any and all funds that are not repaid within 30 days of a finding that the expenditures are disallowed.
8. As a condition of receiving the CRF funds pursuant to this certification, the town shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the County upon request.

- 9. The town must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit. The town agrees it will provide the County with a complete accounting for the funds it receives from the County within 60 days of December 30, 2020, in a form and manner specified by the County for audit purposes.
- 10. Any funds provided pursuant to this certification cannot be used as revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
- 11. Any CRF funds received pursuant to this certification will not be used for expenditures for which the town has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation or guideline.
- 12. Any interest earned on the CRF funds granted by the County to the town will only be used to fund additional expenses as identified in item 3 of this certification or will be returned to the County in accordance with the provision enumerated by item 4 of this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

**Town Mayor**

**Town Manager**

**Town Treasurer**

\_\_\_\_\_  
*(printed name of official)*

\_\_\_\_\_  
*(printed name of official)*

\_\_\_\_\_  
*(printed name of official)*

Signature:

Signature:

Signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Memo to Towns - CARES Act 2020 (1) (002) (4564 : Cares Act Fund)