



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

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 1, 2020

7:00 PM

Council Chambers

## **I. Call To Order**

1. Zoom Meeting Invite -

<https://us02web.zoom.us/j/84510489358?pwd=EFhKZVpHUUndDbIhGazJSVnVGUkJTZz09>

## **II. Pledge of Allegiance**

## **III. Invocation - Mark Brady, Park Valley Church**

## **IV. Public Hearing**

1. Notice of Public Hearing

## **V. Public Hearing Citizens Time**

## **VI. Close Public Hearing**

## **VII. Regular Meeting**

## **VIII. Citizens Time**

## **IX. Consent Agenda**

1. Mayor and Council - Public Hearing - Apr 14, 2020 7:00 PM
2. Mayor and Council - Special Meeting - Apr 14, 2020 7:15 PM
3. Mayor and Council - Special Meeting - Apr 21, 2020 6:00 PM
4. Mayor and Council - Work Session - May 4, 2020 6:00 PM
5. Mayor and Council - Public Hearing/Regular Meeting - May 4, 2020 7:00 PM
6. Mayor and Council - Regular Meeting - May 26, 2020 7:00 PM

## **X. Agenda Items**

1. Resolution 2020-012 BB&T Overpayment Refund Amendment

## **XI. Department Reports**

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

## **XII. Councilmember Time**

1. Steve Shannon
2. Connor Leake
3. Madhu Panthi
4. Chris Morris
5. Robert Day
6. David Leake

## **XIII. Closed Seesion - As Needed**

## **XIV. Adjournment**

# NOTICE OF PUBLIC HEARING

4.1.a

## TOWN OF HAYMARKET

### FISCAL YEAR 2019/2020 AMENDMENT TO THE ADOPTED BUDGET

The Haymarket Town Council will hold a public hearing on Monday, June 01, 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 2019/2020 budget as summarized below. This amendment will not increase the adopted budget for Fiscal Year 2019- 2020 in the amounts shown below.

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 703-753-2121.

#### Budget Amendment for FY2019-2020 Budget

	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>EXPENDITURE:</u>			
Town Administration			
Health Insurance	\$ 59,195	\$ 42,898	<b>(\$16,29)</b>
Salary/Wages – Part Time	\$ 50,000	\$ 33,703	<b>(\$16,29)</b>
Non-Departmental			
BB&T Tax Refund	\$ 0	\$ 32,594	<b>\$ 32,594</b>

Attachment: AD - FY20 Budget Amendment (4484)



# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, April 14, 2020

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call To Order

Due to the COV-ID 19 pandemic and to comply by the social distancing guidelines, Vice Mayor Susan Edwards and Councilman Robert Day attended the meeting remotely from their respective homes via Zoom.

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Absent, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Pledge of Allegiance

Mayor Leake asked everyone to stand for the Pledge of Allegiance.

### III. Public Hearing- Proposed Real Property Tax

Mayor Leake opened up the Public Hearing on the proposed real tax rates for citizens comments. Mayor Leake stated that an invite through Zoom was set up for citizens to comment without entering the building. Mayor Leake also shared that the Town Clerk will read comments that were sent via email. At this time, Mayor Leake invited those in attendance to the podium to speak.

- 1. Public Hearing Notice
- 2. Citizens Comments

Bob Weir, 6853 St. Paul Drive, stated that even though there were minimal cuts and complimented the Town Council for making those cuts, the budget was no near ready. He stated that it still needed a lot of work. Mayor Leake reminded Mr. Weir that the public hearing was on just the tax rate. Mr. Weir stated that as the draft budget is incomplete, the tax rate can't be determined because of the impact from the recent pandemic the revenue side of the budget is uncertain.

Town Clerk Kim Henry read the comments sent from Charles Carnahan, 6654 Hunting Path.

**\*\*\*Below is the email from Mr. Carnahan that Ms. Henry read.\*\*\***

Mayor and Council,

I hereby grant you permission to enter my comments into the record and read them aloud at the public hearing April 14,2020. Permission is granted only on the condition that they are read in their entirety and not summarized or paraphrased when read in public or recorded in the minutes.

I am relieved to see you have maintained relevance as a public body and remain committed to open meetings by continuing to allow public comment in person, in writing or by video means during these challenging times.

With regard to the budget and the proposed tax rate... I'll repeat what I have often asked of this body for many years... Are we living within our means?

Minutes Acceptance: Minutes of Apr 14, 2020 7:00 PM (Consent Agenda)

While the Mayor may dismiss old and new poor economic outlooks as “Doom and Gloom” predictions and we are to blindly admire the Emperors new clothes. I believe this is a disastrous attitude when you are charged with a fiduciary responsibility to the citizens of this town.

I firmly believe there is some merit to those forecasts. I believe in turn there must be some prudence and realization that current economic factors will seriously affect the Towns operating revenues. And therefore affect the Town’s budgeted operations in the coming fiscal year.

If there ever was a time to present a conservative budget this is it. Why risk setting this town up for failure based on the unknown, or at the very least uncertain, revenue projections? What’s the worse that could happen if you proposed a very conservative budget and you were wrong? Heaven forbid we might end the year in the black or maybe even with a surplus next year?

With regard to the proposed tax rate... While it now looks like a convenient excuse to blame increased tax bills on our recently increased property assessments, why add insult to injury by increasing the tax rate simultaneously? At the very least it gives the outward appearance of greed. And at its worse sets the Town up for failure. Has anyone given a thought to what happens next year when, as history has proven, our assessments go down? My home lost 2/3’s or its value in 2008-2009 and has still not recovered to its former assessed value. You are leaving some future Council faced with making even deeper cuts to the budget due to reduced revenues. Presenting a fully funded budget on unknown revenue projections is just kicking the inevitable problem down the road.

I think we also have to accept the possibility that all that new development may not happen as quickly as you anticipate. Those investors have been and continue to be affected by the current economic conditions as well. What affect does that have on the towns projected revenues if that hotel doesn’t get built for a couple more years? What if those commercial properties at the fairgrounds and Van Metre don’t get built? What if more businesses don’t survive this current economic climate? Have we planned for those possibilities? Are we counting our chickens before they hatch?

So to summarize and ask that all important question again....Are we living within our means?

Regards,

Chuck Carnahan  
6654 Hunting Path Road  
Haymarket, VA 20169

With no other comment, Mayor Leake closed the public hearing.

### 3. Set Date for FY21 Budget Public Hearing

Councilman Leake suggested that the Town Council set the date during the budget work session at the 7:15 pm meeting. There were no objections to Mr. Leake’s recommendation.

## IV. Adjournment of Public Hearing

At this time, Mayor Leake closed the public hearing.



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, April 14, 2020

7:15 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:15 PM.

Mayor David Leake called the meeting to order.

### I. Call To Order

To comply by the social distancing guidelines due to the COV-ID 19 pandemic, Councilman Robert Day continued to attend the meeting remotely from his home via Zoom.

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Absent, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Citizens Time

Marchant Schneider, 14811 Rising Sun Lane candidate for Town Council, stated that he would like to respond to a statement that certain candidates running for Town Council questioned the need for the Police Department. Mr. Schneider stated he has demonstrated through his words and actions the need for the Police Department and would like to have the following recorded in the minutes and for the record: "I am a veteran. I support my fellow public servants in uniform. Since our move to Haymarket in 2004, my family has made it a point to support the Town of Haymarket and its Police Department. We attend National Night Out, participate in Town Police sponsored charity walks and rides, support the flags for our heroes program and volunteer along side Town Police during the Annual Haymarket Day. We have encouraged community interaction for the Town Police by inviting the department to participate in the Annual Longstreet Commons end of school year water balloon battle. I sought advise from Chief Lands regarding issues within Longstreet Commons. Recently during Haymarket Day, my child was located within a minute of me losing sight of her due to folks knowing her through my relationship with the Town Police and the Town Staff. Finally, my kids recognize each of the police officers on sight, if not by name, and can safely walk to the Police Department should they need to do so or in case of an emergency. In summary, I support the Haymarket Police Department. My family has benefited from community policing by the Police Department and I do not question the need of for Town Police Department. Further, since the start of this campaign, with the exception of candidate Utz because I have not had a chance to meet him yet, I have not heard any candidate question the need for the Haymarket Police Department. Regarding to tonight's budget discussions, I have asked Chief Lands and Councilman Leake about how to plan for future service demands once the hotel and other projects within and adjacent to the Town develop. My recommendation is to include an unfunded line item that is carried forward and addressed yearly and as projects come a line. Thank you for your attention. Stay safe. Stay distant."

Bob Weir, 6853 St. Paul Drive, addressed the Town Council on a couple of items. The first was on the Transient and Occupancy Tax. Mr. Weir stated that the proposed 4% going into the general fund is not provided for. Mr. Weir stated that the code which sets forth in which TOT tax can be collected. He shared to the code allows 5%; 3% going to the tourism board, 2% going to the general fund. He stated that the other 2% that is allowed to be charged is for a specific provision which is directed in the end to the transportation authorities. The other topic was the Continuity of Government proposed ordinance. Mr. Weir stated that he felt that, after reading the ordinance, it strips most of the power from the Town Council to the Town Manager, which is a position that the Town currently doesn't have. He stated that the position has never been appointed by the Town Council. The last point Mr. Weir brought to the Town Council was the budget. He stated he has not yet recovered from 2008 loss of his property value on his home.

At this time, Town Clerk Kim Henry read the email from Chuck Carnahan, 6654 Hunting Path Road, on the subject of a proposed Town Business Stimulus Package.

Minutes Acceptance: Minutes of Apr 14, 2020 7:15 PM (Consent Agenda)

**\*\*Below is the complete email from Mr. Carnahan read by the Town Clerk\*\*.**

Mayor and Council,

I hereby grant you permission to enter my comments into the record and read them aloud at the Town Council Special Meeting April 14,2020. Permission is granted only on the condition that they are read in their entirety and not summarized or paraphrased when read in public or recorded in the minutes.

While I feel the proposed stimulus for town businesses is a noble gesture... I believe it is mis-directed if we are only focusing on the meals tax and restaurants.

I feel any relief effort should be applied equitably to all businesses, not just the restaurants. Take for instance the barbershop and salons in town... they have suffered far more loss than the restaurants. Or what about Dr Gore or Dr Kayes who have been forced to close their offices? what about the retail shops? How do we give those Businesses some relief?

Yes, I realize the meals tax has the greater affect on the towns revenues and therefore merits increased attention.. but only focusing on the meals tax does not benefit all the town's businesses.. I would argue that as the Town Attorney explained at your last meeting the restaurants are only acting as the collection agency for what is the Town's tax. The Meals tax does not affect the businesses' profitability in an economic downturn. So applying relief in the form of meals tax relief or remittance extensions does not benefit the business owner. But merely decreases or delays the Town's revenue stream, albeit reduced. You are merely making a loan of Town owned assets (the revenue from the tax) to the restaurants. That's not really relief.

What form any relief should take is still up for discussion. I would suggest widening the conversations the town manager has had with the restaurants to the larger group of businesses in town. Ask them what form of relief would most benefit them.

I think the increased focus using the Town's resources to promote Town businesses (ie webpage and Facebook) is a great thing. But this effort needs to also be used to promote the other businesses as well in any we we can with current restrictions and on a more concentrated effort in weeks and months, or even years to come. This work is applauded from my seat in the audience.

Chuck Carnahan  
6654 Hunting Path Road  
Haymarket, VA 20169

At this time, Town Planner Emily Lockhart asked for a brief recess to end the Zoom meeting that invited the public for citizens time and to start a new Zoom meeting for the remainder of the meeting that would have staff and Councilman Day in attendance.

### **III. Proposed Ordinance 2020-001: Transient Occupancy Tax Reallocation**

After a short recess, Mayor Leake asked Attorney Simmons for clarification from the comments made during citizens time. Mr. Simmons stated that the ordinance was reviewed by Town Attorney Crim and that the code recited during citizen's time was for localities that are part of the MVTA, which the Town of Haymarket is not a part of at this time. Mr. Simmons stated that the Town has the authority to deposit the funds into the general fund as stated by the Ordinance.

#### **1. Ordinance 2020-001**

Councilman Morris moved to adopt Ordinance 2020-001. The motion was seconded by Councilman Leake. Councilman Leake explained that the reason for the change was something brought from the Finance Committee so that the Town could pay down the debt and move toward the 5 year plan of no real estate taxes. Mr. Leake continued stating that by putting this in

place, future councils will have the tools available to them to continue with that goal if they chose to. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

#### IV. Proposed Ordinance 2020-002: Continuity of Government

Mayor Leake brought to the attention of the Town Council a quick edit to the Ordinance, Part C, Section C #1 to striking "make other". Councilman Morris questioned the term "Town Manager" and "Town Business Manager". A short discussion followed on the subject. Councilman Morris asked that the Town Attorney clarify both terms at a future meeting.

##### 1. Ordinance 2020-002

Councilman Shannon moved to approve the Ordinance amendment 2020-002. The motion was seconded by Councilman Morris. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

#### V. Proposed Ordinance 2020-003: Town Business Stimulus Package

Business Manager Chris Coon shared that he prepared a draft ordinance that would pertain to the restaurants in the Town of Haymarket. He stated that the ordinance would allow a percentage of the meals tax collected by the restaurant to be refunded if they paid on time. Mr. Coon stated that the percentage would be determined by the Town Council. Councilman Leake stated that stimulus packages are great if the budget can fund it and if the budget can sustain it. He stated as the Town goes through this pandemic and charting unknown territories, he had meeting with the Business Manager Coon and Town Treasurer Gonzalez to talk about possible projections and shortfalls to the revenue streams and as well as expenditure cuts that could be made. Mr. Leake presented the possible shortfalls in revenue and the cuts on expenditures. Councilman Leake gave an extensive explanation on the meals tax stimulus package. Councilman Leake also presented a BPOL tax deduction for the retail businesses. Both Mr. Coon and Town Treasurer Gonzalez shared some information that they received from other localities on the subjects of meal tax and BPOL tax incentives. A lengthy discussion followed. Councilman Morris stated that he would rather reduce the real estate tax rate to .136 before funding money for a meals tax stimulus package to the restaurants. A discussion followed on incentives for BPOL. Councilman Leake stated that payment for BPOL can be deferred up to 90 days. Mr. Leake also shared that other options could be to change the rates and the same with the meals tax a percentage could be given back if paid on time. At this time Mayor Leake invited Andrea Payne, owner of A Dog's Day Out, to the podium to discuss some of the challenges the business has had since the start of the pandemic shut down order from the Governor.

Councilman Leake went over the projections for the rest of the fiscal year with the Town Council. He stated that the Town is in a great financial position in order to give the meals tax stimulus.

Mayor Leake asked the Town Council for input. Councilman Day stated that he would like to give as much as the Town can afford. Councilman Shannon stated that he would like to see the Town give 50% on meals tax and an extension on business licenses for 60 days. Councilman Leake stated that he would like to give 100% back on meals tax. Councilman Morris stated he was not in favor of giving anything back in meals tax. Councilman Panthi stated that he would like to give 25% back in meals tax and 60 days on business license applications. Councilman Morris stated that he feels the best business practice for the Town would be to hold onto the funds for right now since this is such an uncertain time. He stated that the residents could suffer greatly from the loss of income due to the shutdowns of businesses. Business Manager Coon shared some other ideas that would not only help the restaurants but also families, such as purchasing gift cards for families to use at the local restaurants. The Town Staff gave additional ideas for the Town Council to consider in helping the businesses during this time. Mayor Leake

shared that a previous Town Council gave a real estate refund back to property owners. Councilman Leake suggested that the Town Council continue the discussion on the possibility of a real estate refund to property owners.

At this time, the Town Council took a brief recess. After the recess, the Town Council finished the conversation on the meals tax stimulus and/or real estate refunds. Councilman Leake gave a general idea of the amount of the refund. Councilman Morris suggested that the Town Council considered the real estate refund, an extension on the BPOL deadline date in lieu of the meals tax refund to restaurants. Business Manager Coon asked to have the subject deferred to the May meeting so that he and Town Treasurer Gonzalez can present the numbers. The Town Council agreed to delay the BPOL deadline until May 30th and to revisit the real estate refund until the May meeting.

The Town Council agreed to drop Ordinance 2020-003: the Town Business Stimulus Package.

**1. Ordinance 2020-003**

Councilman Morris asked for the Town Council to adopt Resolution 2020-008 by Virginia Code 58.1-3916 which would allow the Town Council can be resolution provide an extension of time for the payment of business license taxes by delaying the due date by the Town Treasurer to waive the collections of BPOL for up to 30 days with no penalties, late fees, or interest. Councilman Shannon moved to approve Resolution 2020-008. The motion was seconded by Councilman Leake. The motion was carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

**VI. Refinance Updates**

Town Treasurer Gonzalez shared that he contacted Carter Bank on the possibility of refinancing the Town debt. Mr. Gonzalez shared that the information that he received from his point of contact. Business Manager Chris Coon stated that he reached out to some other local banks on possible refinance options. Mr. Coon gave the rates that he received and the projected closing costs. Mr. Coon stated that he had two other meetings with banks later in the week. Mr. Coon stated that so far he has not been able to get the rates could benefit the Town.

**VII. Proposed FY21 Budget Work Session**

**1. Proposed Budget and Memo**

Mayor Leake asked for any additional changes that the Town Council would like to put in to the budget besides the real estate tax rate. Councilman Leake asked the pedestrian project numbers be adjusted between the two fiscal years. Discussion followed on the equalized tax rate with the plan to eliminate taxes within a 5 year plan. The Town Council also discussed the time line on the public hearing for the budget and also amendments to the budget.

**2. Motion to advertise for public hearing**

Councilman Leake moved to direct staff to advertise for the annual Budget Public Hearing for Monday, May 4th at 7 PM. The motion was seconded by Councilman Shannon. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

**VIII. Adjournment**

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

Minutes Acceptance: Minutes of Apr 14, 2020 7:15 PM (Consent Agenda)



1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Madhusudan Panthi, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

Submitted:

Approved:

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

\_\_\_\_\_  
David Leake, Mayor

Minutes Acceptance: Minutes of Apr 14, 2020 7:15 PM (Consent Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, April 21, 2020

6:00 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

### I. Call To Order

Due to the COV-ID 19 pandemic and to maintain the social distancing requirements set forth by Governor Northam, Councilman Robert Day and Vice Mayor Susan Edwards was present via Zoom from their respective homes.

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Late (6:12 PM), Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Call of Special Meeting Notice

#### 1. Notice of Special Meeting

### III. Pledge of Allegiance

Mayor Leake asked everyone to stand for the Pledge of Allegiance.

### IV. Citizens Time

Mayor Leake opened the floor for Citizen's Time.

Town Planner Emily Lockhart shared that no citizens had join the meeting via Zoom at this time.

Dottie Leonard, 14801 Washington Street, complimented the Town Council on their communication with one another. She also stated that she did not agree with the Town Council in striving to eliminate the real estate taxes completely. She stated that she thinks some taxes should be charged to protect the Town and the charter.

Bob Weir, 6853 St. Paul Drive, stated that he was happy to see there was some discussion on a real estate refund. He stated, however, that he was concerned on how the Town Council was going to carry it off. He stated that he doesn't see that there is a surplus in order to make it happen. Mr. Weir also stated that he applauded the effort with sending a letter regarding the extension of the Town elections to Delegate Roem and Senator Bell but felt it was a little late since they will be session before they receive the letter.

**1. Citizens Comments Electronically- Join Zoom Meeting Via URL or Go on Town Website to Click on the Link <https://Zoom.us/j/94632412969>**

### V. Agenda Items

Councilman Leake asked that the tax rate agenda item be moved to later in the meeting when Vice Mayor Edwards is able to attend. Mayor Leake moved to the letter to Delegate Roem while waiting for Vice Mayor to join the meeting.

#### 1. Approval of FY 20-21 Tax Rate

Councilman Morris asked for clarification from the Town Attorney on a comment that was made during citizen's time that the refund would need to come from a surplus. Town Attorney Crim confirmed that Virginia Code 15.2 -2511.1 states a locality may by ordinance develop a method for returning surplus real tax property revenues to taxpayers in any fiscal year in which a locality reports a surplus. Mayor Leake referred to Councilman Leake and Town Treasurer Roberto Gonzalez for further explanation of the surplus the Town would still have even in a worst case scenario situation. A discussion followed on the subject of the real estate refund. Councilman Morris stated that the subject of the proposed real estate tax rate and the refund are tied together and that is why he wanted to address it during this time. Councilman Leake stated that the tax rate is for the proposed FY21 budget and the real estate refund is the surplus on current

Minutes Acceptance: Minutes of Apr 21, 2020 6:00 PM (Consent Agenda)

budget. Councilman Leake also presented to the Town Council a tax rate lower than the .136 that was discussed earlier. A discussion followed on Mr. Leake's presentation.

Councilman Shannon moved to adopt Resolution 2020-009 adopting the Fiscal Year 2020-2021 Tax Rates and Fee Schedule. The motion was seconded by Councilman Morris. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Edwards, Day, Leake, Panthi, Shannon

## 2. Letter to Delegate Roem and Senator Bell Regarding Local Town Election Date

Mayor Leake presented an article referencing an alternative to moving local elections to a date other than the November date that Governor Northam had requested. Mayor Leake gave the Town Council a few minutes to read the article while waiting for Vice Mayor Edwards to connect to the audio of the Zoom meeting. To maintain the social distancing guidelines, Vice Mayor Edwards joined the meeting via Zoom from her home at 6:10 PM.

Mayor Leake stated that he had Business Manager Chris Coon draft a letter to Delegate Roem and Senator Bell asking them to not support the November date change. A discussion followed on the different date changes.

With 3 dates suggested by council members, Town Attorney Crim advised that Robert's Rule of Order provides for motions to be made in order of the date with the least apparent support, then proceeding in order through the remaining dates, stopping when a motion for a specific date received a majority vote.

Councilman Shannon moved for the Council to consider sending a letter to the Governor and our legislators regarding the date of the election to be set as provided by the Council vote with consideration of the November general election date, the June 16th proposed date and the May 5th election date with a vote to be held by 3 consecutive roll call votes. The motion was seconded by Councilman Leake.

Town Clerk Henry called the roll for the November General Election Date:

Shannon - Nay  
 Leake - Nay  
 Morris - Nay  
 Panthi - Nay  
 Day - Nay  
 Edwards - Nay

Town Clerk Henry called the roll for the June 16th proposed election date:

Shannon - Aye  
 Leake - Nay  
 Morris - Nay  
 Panthi - Nay  
 Day - Aye  
 Edwards - Aye

With the vote a tie, Mayor Leake broke the tie with an Aye vote, providing a majority to write the letter with the requested election date of June 16th.

<b>RESULT:</b>	<b>ADOPTED [5 TO 2]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Shannon, Leake
<b>NAYS:</b>	Chris Morris, Madhusudan Panthi

## 3. Discussion on FY 2019-2020 Real Estate Refund

## VI. Adjournment

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

### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Morris, Edwards, Day, Leake, Panthi, Shannon

Submitted:

Approved:

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

\_\_\_\_\_  
David Leake, Mayor

Minutes Acceptance: Minutes of Apr 21, 2020 6:00 PM (Consent Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, May 4, 2020

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

### I. Call To Order

Due to the COV-ID 19 pandemic and to maintain the social distancing guidelines, Councilman Robert Day attended the meeting from his home via Zoom. In addition to Mr. Day, Town Treasurer Roberto Gonzalez was also in attendance from his home via Zoom.

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Absent, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

2. Zoom Invite #<https://Us02web.zoom.us/j/81691981782>

### II. Agenda Items

#### 1. Future Town Events

Town Planner Emily Lockhart addressed the Town Council on upcoming events for the Town of Haymarket. Ms. Lockhart shared that the picnic at the park would be delayed until September and that the Town would dedicate the park to Alex Green. She stated that this would coincide with childhood cancer awareness month. She stated that the music fest would likely be cancelled. A discussion followed to proceed with a music fest but at a smaller scale. There was also a discussion about Haymarket Day. The discussion was to proceed with the October 17th date but also scale it back. The Christmas festivities would also take place but a determination on how to proceed would be discussed later on in the year. Ms. Lockhart asked the Town Council if they would consider moving funds collected from events during this fiscal year to next fiscal year to help off set some expenses to hold such events. The consensus was to move the funds.

#### 2. FY21 Budget Presentation

Business Manager Chris Coon gave the proposed budget presentation to the Town Council. He stated that the real estate tax was approved at the equalized rate of .136/\$100 of the assessed value and the TOT was included in anticipation of the hotel being completed by early 2021. A short discussion followed on the TOT line item revenue and expenses. Mr. Coon also shared information on the Jefferson Street pedestrian project. Mr. Coon finished his presentation in regards to meals tax, real estate assessments, the projected operating revenue and expenses and future budget amendments.

Councilman Leake complimented Mr. Coon on his presentation and the ease of understanding the proposed budget. Mr. Leake asked Mr. Coon to do the presentation at the regular meeting as well for the listening audience.

#### 3. BB&T Refund

Town Treasurer Roberto Gonzalez shared that this was brought to his attention through the Virginia Treasurer's Association. He stated that there was a potential that several localities would have to pay back monies from an overpayment of the bank franchise tax from BB&T. He stated that BB&T in the years 2012-2014 over estimated their net capital which resulted in an overpayment to the localities. Mr. Gonzalez stated that once he received this information, he and Mr. Coon brought this to the attention to the Town Attorney. After further research from the Town Attorney and the attorneys from other localities, it was determined that the localities would have to pay back the monies to Truist- the new owner of BB&T banks. Mr. Gonzalez stated that penalty and interest would be waived if paid by May 1st. Mr. Gonzalez continued to state that Mr. Coon called the representative from the bank asking for any extension from the May 1st deadline with no penalty or interest. He stated that the representative gave the Town an

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extension to June 30. Mr. Gonzalez shared the amount of \$32,594.00 would need to be paid to Truist by June 30th. He stated that even though this is a substantial amount, the payment can be made before the deadline. A short discussion followed.

**4. Additional Meetings for May and June**

Mayor Leake shared that since things have been changing quite rapidly in the past few months, Councilman Leake suggested that the Town Council schedule additional meetings until the current Council terms ends in June to discuss and take care of budget and other necessary items. Mayor Leake suggested that the Town Council to consider having meetings on the books for every other Monday until June 29th. Business Manager Coon also recommended to have meetings after May 20 and June 20 once meals tax comes in, amendments can be made in a timely manner. A short discussion followed on the dates.

**III. Adjournment**

With no additional items for the Town Council to discuss during the Work Session, Councilman Shannon moved to adjourn with a second by Councilman Leake. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

Submitted:

Approved:

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

\_\_\_\_\_  
David Leake, Mayor

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# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, May 4, 2020

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call To Order

In order to comply by the social distancing regulations set forth due to the COVID 19 pandemic, Councilman Robert Day and Town Treasurer Roberto Gonzalez attended the evenings meeting via Zoom from their respective homes.

**1. Zoom Invite <https://us02web.zoom.us/j/81691981782>**

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Absent, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Pledge of Allegiance

Mayor Leake invited everyone to stand for the Pledge of Allegiance.

### III. Invocation

Mayor Leake asked Councilman Morris to give the invocation for the evening's meeting.

### IV. Public Hearing - FY2021 Budget

Prior to public comment, Business Manager Chris Coon gave the budget presentation that he also gave during the evening's Work Session.

**1. Proposed FY21 Budget**

### V. Public Hearing Citizen's Time

At this time, Mayor Leake opened the floor for public comment on the public hearing.

Marchant Schneider, 14811 Rising Sun Lane and candidate for Town Council, suggested that the Town petition the local, state and federal legislators to get help for local businesses that is suffering with rent and utility expenses related to the COVID 19 pandemic. Mr. Schneider continued by suggesting the that Town Council look into rent relief for the tenants of the Town properties. Mr. Schneider stated that even though he attends Haymarket Church, which he attends, did not ask him to make that request.

Bob Weir, 6853 St. Paul Drive, stated that he would take a cautious view since no one knows what the numbers are going to be on the revenue side because of the pandemic. Mr. Weir recognized and complimented the Town Staff for their continuous review of the numbers to make the necessary changes for the next couple of months. Mr. Weir suggested that additional cuts should be made now in anticipation of the decrease in revenue sources for the coming year.

Dottie Leonard, 14801 Washington Street, stated that she trust the Town Council's judgment. She stated that she appreciates that the Town Council has looked at paying off the debt and reducing expenses. Ms. Leonard thanked for the hard work on the budget. She continued that she would like the Town Council work toward reducing the real estate tax but not eliminating it completely in order to secure the Town Charter.

### VI. Close Public Hearing

With no further comment, Mayor Leake closed the budget public hearing.

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## VII. Open Regular Meeting

## VIII. Citizen's Time

Marchant Schneider, 14811 Rising Sun Lane and candidate for Town Council, addressed the Town Council on the continuous assertions that certain candidates for Town Council questioned the need for the Police Department and the recent assertion of suggestions for the elimination of police department staff or town hall staff. Mr. Schneider stated that, for the record, he doesn't question the need for the police department or town hall staff and supports the police department and town staff. Mr. Schneider addressed a recent letter that suggested that he had an unethical relationship with a property owner and Van Metre, the company who would be developing the property. He stated that two months before the project was submitted that he disclosed to the Town Attorney, Mayor Leake and the Town Planner of his relationship to Van Metre through his work in Loudoun County and due to his property abutting the project. And that due to that relationship, he would limit his interaction with Van Metre, that recuse himself while serving on the ARB to any and all decisions made about Van Metre project and that he would disclose his relationship with Van Metre if he chose to speak publicly about the project. He stated that, for the record, he was not solicited to support nor did he offer support on the Smith Property/Van Metre project and that no exchange of land was offered or discussed. He stated also that he did not speak at any meeting or public hearing regarding the application or project matter.

Bob Weir, 6853 St. Paul Drive, complimented the Town Staff on the agenda for the evening's meeting and also for the budget presentation that was prepared and presented during both the Work Session and during the Public Hearing segment of the Regular Meeting. He also complimented the staff on the suggestion of additional meetings so that revisions can be made to the budget before July 1. He also complimented staff on the history of the real estates taxes in the past five years in detail. He continued to state that the staff realized that the tax refund was not sustainable for the Town. Lastly, Mr. Weir suggested that the Town Council be very conservative within the next couple of months due to the decrease in revenue sources from the COVID pandemic.

Dottie Leonard, on behalf of the Citizens for the Betterment and Harmony of Haymarket and Western Prince William County, addressed the subject of the speed bump on Jefferson Street. She stated that members of the organization wondered if the votes and opinions from a previous meeting was counted in with the votes at the meeting where there was a special citizens time for this subject. Ms. Leonard stated that she felt the citizens living on Fayette Street should not have so much weight because it doesn't adversely affect them. She stated that the organization is requesting that the speed hump not be so high when it is reinstalled. Ms. Leonard also addressed the letter that was sent out from the organization during the election campaign. Ms. Leonard stated that she apologizes if it was offensive but the group felt it needed to be brought to the citizens of Haymarket's attention.

At this time, Town Clerk Henry read the following email from Bunny Barrett, Haymarket Town and Country Garden Club to the Town Council for the record.

Dear Mayor Leake,

As the end of our club year approaches, I wanted to write a note of appreciation to let you know how much Haymarket Town and Country Garden has enjoyed our association with you as mayor and the employees at Haymarket Town Hall. You have been open to us as a community service organization and have encouraged our participation in making Haymarket a wonderful small town to call home.

Under your leadership the town has been revitalized. Vacant buildings have been removed and new businesses are opening. We thank you so much for making us a part of the community and look forward to working together with you and for the town of Haymarket.

Sincerely,  
Bunny Barrett, President  
Haymarket Town and Country Garden Club

With no other citizens wishing to address the Town Council, Mayor Leake closed Citizens Time.



## IX. Minute Approval

1. Mayor and Council - Regular Meeting - Apr 6, 2020 7:00 PM

**Councilman Shannon moved to approved the minutes from the April 6th Regular Meeting. The motion was seconded by Councilman Leake. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

## X. Agenda Items

Councilman Chris Morris stated that at the previous meeting he asked that the position of Business Manager/Town Manager be put on the agenda and it was not added. Mayor Leake stated that the item will be item #4.

### 1. BB&T Refund

Town Treasurer Roberto Gonzalez gave a brief report stating the BB&T made mistakes in filings for 2012, 2013 and 2014 which resulted in an overpayment to the Town of Haymarket for those years. Mr. Gonzalez stated that Business Manager spoke with the representative from the bank asking for an extension. Mr. Gonzalez stated that the representative granted the extension with no penalty or interest if payment in the amount of \$32,594 is made by June 30th. Mayor Leake stated that the Council would need to approve the advertisement of a public hearing.

Councilman Morris restated for the general public that this amount must be paid because its a refund that was overpaid to the Town of Haymarket and that the penalties and interest are waived if paid by June 30.

Mayor Leake asked staff the advertising guidelines to set the public hearing. Town Attorney Crim stated that action can be taken the same meeting as the public hearing. The staff suggested having the public hearing at the June 1st regular Town Council meeting. No further action was needed.

### 2. Real Estate Refund

Mayor Leake asked if the Town Council had any desire to move forward with the refund or would they like to take each month at a time. Councilman Leake stated that he felt the refund is doable but the Council could look at lower the rates even more instead of doing a refund. With no objection, the subject was tabled until the June meeting for further discussion.

### 3. Set Additional Meetings for May and June

Town Business Manager suggested that the Council consider setting the meetings after the 20th of each month once the meals tax come in. Mayor Leake stated that even though those numbers are important it may be more beneficial to set the meetings more frequently as other matters may come up that also affect the budget. Mayor Leake asked for Town Council input on the setting a schedule. Councilman Leake suggested that the Town Council establish meetings every 2 weeks after the Memorial Day holiday. The Town Council discussed the several dates. Because of the advertising requirements, the Town Council set May 26, June 8 and June 29 for additional meetings.

**Councilman Morris moved to approve Resolution 2020-010 to set additional Town Council meetings for May 26, June 8 and June 29th at 7 p.m. The motion was seconded by Councilman Shannon. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

### 4. Roles of the Town Manager/Business Manager

Councilman Morris stated that he did not want to discuss the legality of the Mayor being the Town Manager because the attorney at the previous meeting stated that it was legal. Mr. Morris stated that he believes the Mayor invests more time than any other Council Member in the day to day operations of the Town and does not get compensated for that time. Mr. Morris stated that the reason he wanted this on the agenda was to start discussing whether there is a need now to have the Mayor as the acting Town Manager now that there is a competent Business Manager that can fill that role. And to put to rest the perception of having an elected official as the chief administrative officer. Mayor Leake gave a brief history on the subject of the Town Manager/Business Manager. Mayor Leake asked Town Attorney Crim for more interpretation of the roles. Mayor Leake stated that, in his opinion, the Town Manager position should soon be given to Mr. Coon. Mayor Leake asked the Town Council for their opinion on the making Mr. Coon the Town Manager. Most of the Town Council stated that they are prepared to make Mr. Coon the Town Manager. There was a suggestion to have an evaluation before promoting Mr. Coon to Town Manager. Town Attorney Crim stated that it would be wise to do an evaluation so that Mr. Coon knows where he stands and to set expectations and goals for the future. No further action was taken at this time.

## XI. Department Reports

### 1. Town Administration Staff Reports

Before moving onto the Department Reports, the Town Council took a brief recess.

After the recess, Business Manager Chris Coon shared that the speed table on Jefferson Street should be reinstalled in June 2020. Mr. Coon also shared that the Jefferson Street pedestrian project would start later that week. Mayor Leake asked if there were any updates on logistics on traffic flow around the project and if the Town would need to give out any notices. Mr. Coon answered that VDOT was notified about the traffic flow and that the project manager and VDOT were in communication with one another. Mr. Coon also shared that as soon as the staff gets information, the push to text notifications will be utilized as well as facebook postings. Mayor Leake shared that the administrative offices have opened back up with a plexiglass covering at the service window. He also shared that a drop box had been added to the police department side for those wishing to have interactions with the Town Staff without having contact with them.

### 2. Chief of Police Staff Reports

Police Chief Lands asked for any questions on the stats for the month. Chief Lands shared that there has been no reduction in services or in response time during the pandemic. Chief Lands gave a brief update on the new officer to the department. Councilman Morris asked for the department along with the Town Planner to follow up at construction sites to confirm that those directing traffic are properly trained and equipped with vests to ensure safety to not only the workers but to those in vehicles coming upon the site. A short discussion followed on the subject. Councilman Leake and Mayor Leake complimented the Chief and the Police Department staff on a job well done.

### 3. Town Treasurer Report

Town Treasurer Roberto Gonzalez gave a few updates on BPOL and meals tax revenues for this fiscal budget year. Councilman Leake thanked Mr. Gonzalez for the updates and commended the staff and the Mayor for keeping track of the numbers to project a strong finish to this years fiscal budget.

### 4. Town Planner Report

Town Planner Emily Lockhart asked for any questions. Mayor Leake stated that it was exciting to see a new business come into the Town and close to opening. Ms. Lockhart stated that this business, Aroma II Tasting Room, would like to use a photograph of the museum for a label on one of their wines that would be specifically for Haymarket. Ms. Lockhart stated that the wine would be named 1862 which was the devastating fire of the Town and would like the Town Council's blessing. After a short discussion, the Town Council gave the blessing on the label. Ms. Lockhart shared the start date of the sidewalk project. She also shared that Van Metre will be submitting site plans sometime in June or July. Ms Lockhart gave Planning Commission and Architectural Review Board updates. A short discussion followed on the ARB By-Laws and Guidelines. The Town Council gave Ms. Lockhart direction to inform the ARB that it is imperative that they establish the By-Laws and Guidelines in a timely manner.

5. Town Engineer Report

There were a few questions on the Engineer's report.

XII. Councilmember Time

Before Councilmember time, Councilman Morris recognized the many things that the Town Attorney does without notice. Mr. Morris suggested that the Town Attorney give a brief monthly report on items that he working on. Town Attorney Crim stated he could give a brief report, however most of items that he works on is typically on the agenda. He stated that one thing that he worked on recently that was not on the agenda was the solid waste contract.

1. Steve Shannon

Councilmember Shannon stated that he appreciates the staff, Councilmembers Morris and Leake, and the Mayor on the amount of work they have done on the budget. Mr. Shannon also stated that he appreciates how well this Council works together. He thanked the staff for their hard work.

2. Connor Leake

Councilman Leake thanked the Town Staff for all their hard work during the pandemic. He stated that he appreciates the sacrifices that each employee has made to keep the day to day operations going. Councilman Leake also reminded the public of the upcoming elections.

3. Madhu Panthi

Councilman Panthi had no report at this time.

4. Susan Edwards

Vice Mayor Edwards did not submit any report for Councilmember Time in her absence.

5. Chris Morris

Councilman Morris shared that he and Councilman Leake worked the Town distributing lawn signs purchased by the Town for the area restaurants indicating that they were open. Mr. Morris also stated that he spoke with Haymarket Food Pantry and shared some information to the Council on their needs.

6. Robert Day

Councilman Day stated that he appreciates all the work the Mayor has done for the Town of Haymarket. He stated that he appreciates how Haymarket is thriving, how well the staff works together and how the Council supports the Mayor's efforts. Mr. Day stated that the accomplishments and the way the Town has grown is obvious because of David Leake serving as the Mayor of the Town. Lastly, Mr. Day stated that he holds everyone on the Town Council with the highest respect and is honored to work with everyone of them.

7. David Leake

Mayor Leake shared a most recent moment when the Blue Angels flew over Haymarket to honor the frontline workers at the hospital during this pandemic. Mr. Leake stated that as he was standing on top of the QBE building, with an American flag stretched out over the building and the fighter jets flew over, was a moment in history that he will never forget. Mayor Leake thanked all the council members for their time, service and encouragement. Mayor Leake also thanked the citizens of the Town for giving him the opportunity to serve them. Mr. Leake also thanked the staff and the Town Attorney for their service as well.

XIII. Closed Session- As Needed

1. Enter Into Closed Session

Councilman Morris moved to enter into a Closed Session pursuant to Virginia Code § 2.2-3711 (A)(1) for the purpose of discussion of the performance of specific public officers, specifically the Town Business Manager and members of the ARB. The motion was seconded by Councilman Shannon. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

2. Certification

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Councilman Shannon moved that Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilman Morris seconded the motion . The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon, Leake
<b>ABSENT:</b>	Susan Edwards

### 3. Appointment to the ARB

At this time, Mayor Leake informed the listening audience that the Town Council received an email this evening from Vice Mayor Edwards indicating her resignation from the Haymarket Town Council effective immediately. Town Attorney Crim stated that, with her resignation, the Town Council needed to appoint a liaison to the Architectural Review Board.

**Councilman Morris moved to nominate Councilman Leake as the liaison the Architectural Review Board with the term ending June 30, 2020. Councilman Shannon seconded the motion. There were no other nominations brought forth. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Chris Morris, Robert Day, Madhusudan Panthi, Steve Shannon
<b>ABSTAIN:</b>	Connor Leake
<b>ABSENT:</b>	Susan Edwards

### 4. Appointment of Vice Mayor

Mayor Leake also stated with Ms. Edwards resignation, the Town Council needed to appoint a new Vice Mayor.

**Councilman Shannon moved to appoint Chris Morris as Vice Mayor for the remainder of this term ending June 30, 2020. Councilman Leake seconded the motion. There were no other nominations brought forth. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

### 5. Vacant Town Council Seat

There was a consensus of the Town Council to discuss filling the vacant seat at the June Town Council meeting. No further action was taken.

## XIV. Adjournment

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

1. Motion to Adjourn

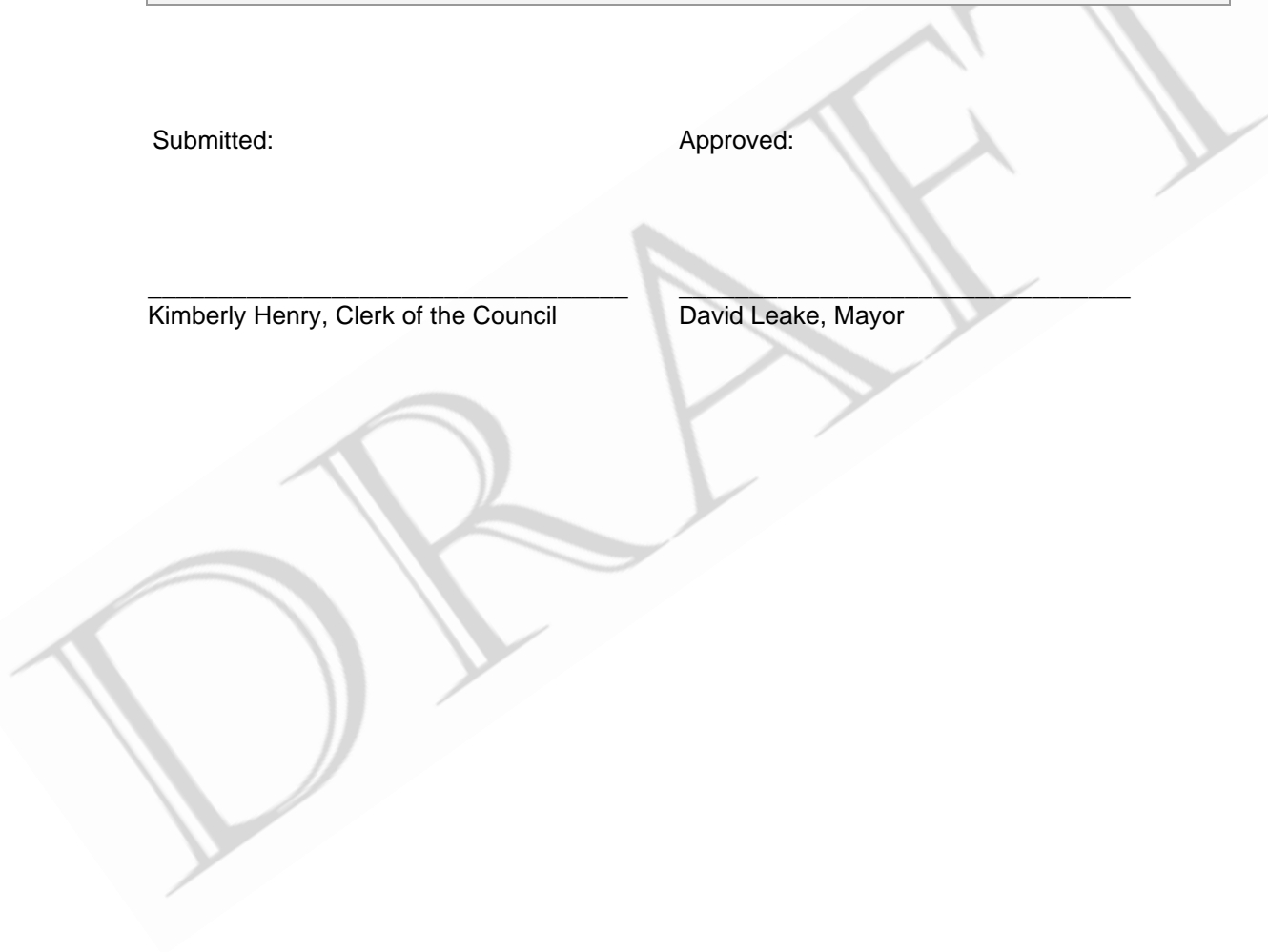
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Day, Leake, Panthi, Shannon
<b>ABSENT:</b>	Susan Edwards

Submitted:

Approved:

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

\_\_\_\_\_  
David Leake, Mayor



Minutes Acceptance: Minutes of May 4, 2020 7:00 PM (Consent Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, May 26, 2020

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call To Order

#### 1. Zoom Invite

<https://us02web.zoom.us/j/82191678254?pwd=DVRqTzloV1V0Q3RIRm5XdzI2QzJjQT09>

Councilman Chris Morris: Present, Councilman Robert Day: Absent, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Citizen's Time

The citizens that were present did not wish to address the Town Council at this time.

### III. Adoption FY21 Budget

#### 1. Proposed FY2021 Budget

Business Manager Chris Coon gave a brief report on the proposed budget. Mr. Coon shared that the public hearing was held at the May 4th Town Council meeting. Mayor Leake asked for any questions or comments regarding the FY21 proposed budget.

#### 2. Resolution 2020-011 Adoption of FY21 Budget

Councilman Leake moved to approve Resolution 2020-011, The motion was seconded by Councilman Panthi. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Madhusudan Panthi, Councilman
<b>AYES:</b>	Chris Morris, Connor Leake, Madhusudan Panthi, Steve Shannon
<b>ABSENT:</b>	Robert Day

### IV. FY20 Budget Update

Town Treasurer Roberto Gonzalez gave the Town Council updates to the current budget. Mr. Gonzalez updated that business license tax revenue, meals tax and sales tax remittances from Prince William County up to this meeting date and the projection to the end of the year. Mayor Leake asked for any questions from the Town Council for Mr. Gonzalez. A short discussion followed on the effect of COVID on the meals tax revenue.

### V. Closed Session - As Needed

There was no need for a Closed Session.

### VI. Adjournment

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

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1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Chris Morris, Connor Leake, Madhusudan Panthi, Steve Shannon
<b>ABSENT:</b>	Robert Day

Submitted:

Approved:

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

\_\_\_\_\_  
David Leake, Mayor

VII. Information Items

1. Zoom Invite

<https://us02web.zoom.us/j/82191678254?pwd=DVRqTzloV1V0Q3RlRm5XdzI2QzJjQT09>

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

**ROBERTO GONZALEZ**  
TOWN TREASURER

**STAFF REPORT**  
**June 1, 2020**

**FISCAL YEAR 2019-20 BUDGET AMENDMENT**

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested expenditure exceeds that amount, a meeting is required. The notice must be provided 7 days prior to the meeting. The Council may adopt the amendment at the advertised meeting.

**REQUESTED BUDGET AMENDMENT**

- The requested amendment to the adopted budget for Fiscal Year 2019-2020 is to appropriate funds for the BB&T overpayment refund for bank franchise tax for the years 2012, 2013, and 2014 in the current adopted Fiscal Year 2019-2020 budget. Staff presented this overpayment refund amount and explanation in the May 4, 2020 Town Council meeting and Council then moved for the amount to be paid in this the adopted budget for Fiscal Year 2019-2020. The requested amendment will not affect the overall adopted budget as we will be moving the funds from an existing expenditure to fund the BB&T refund expenditure line.

<b>Expenditure Source Line Item</b>			
Line Item	Adopted 2019-20 Budget	Change	Amended Budget
Administration			
Health Insurance	\$ 59,195	(\$16,297)	\$ 42,898
Salary/Wages - Part-Time	\$ 50,000	(\$16,297)	\$ 33,703
<b>Expenditure Source Line Item</b>			
Line Item	Adopted 2019-20 Budget	Change	Amended Budget
BB&T Tax Overpayment Refund	0	\$32,594	\$ 32,594

*Sample Motion*

*I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2020-012, to amend the BB&T Tax Overpayment Refund line item in the amount of \$32,594 by moving this amount from the Administration - Health Insurance line item and Administration - Salary/Wages - Part-Time line item.*

*Or*

*Alternative Motion*





RESOLUTION 2020-012

FISCAL YEAR 2019-2020 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2020 Budget on June 03, 2019, and

WHEREAS, Fiscal Year 2020 Budget did not fund the BB&T Tax Overpayment Refund, Council is asked to move funds from Administration – Health Insurance and Administration Salary/Wages – Part-Time in order to fund BB&T Tax Overpayment Refund Line item for FY2019-2020.

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

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council authorizes the Town Treasurer to amend the Fiscal Year 2019-2020 Budget as reflected below:

<b>Expenditure Source Line Item</b>			
Line Item	Adopted 2019-20 Budget	Change	Amended Budget
Administration			
Health Insurance	\$ 59,195	(\$16,297)	\$ 42,898
Salary/Wages – Part-Time	\$ 50,000	(\$16,297)	\$ 33,703
<b>Expenditure Source Line Item</b>			
Line Item	Adopted 2019-20 Budget	Change	Amended Budget
BB&T Tax Overpayment Refund		0	\$32,594
			\$ 32,594

By Order of Council:

\_\_\_\_\_  
David Leake, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Henry,  
Clerk of Council

Attachment: RES 2020-12 BB&T Tax Refund (4479 : Resolution 2020-012 BB&T Overpayment Refund Amendment)



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 April 27 to May 1, 2020

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#### Administration

- Meetings
  - Held Staff Meeting to Prepare Agenda for May Town Council Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Mayor and Chris)
  - 1 Meeting with Prince William County EOC (Chris)
  - 2 Meetings with Northern Virginia Regional Commission (Chris)
  - Met with Representative Wexton (Chris)
- New Items/Businesses
  - No New Businesses
  - Received and completed FOIA request
  - All other focus was on Town Council Agenda
- Continued Items
  - Completed Agenda Items and background for the May Town Council Meeting
  - Jefferson Street Pedestrian Project set to begin project next week May 4<sup>th</sup>

#### Town Staff

- Worked on Town Council Meeting and Special Meeting Minutes
- Completed Town Council Meeting Minutes and Agenda Items
- Collecting/Issuing Town Business Licenses
- Working with Property Owner before sending Zoning Violation
- Prepared documents for Bond Release
- Working on FY20 and FY21 Budget Trends and Updates
- Updated Town Website and Posted on Social Media
- Worked on Accounts Receivable and Accounts Payable
- Researched Items that need to be addressed for Real Estate Refunds



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 4 to May 8, 2020

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#### Administration

- Meetings
  - Held Staff Meeting to Complete Items from May Town Council Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Chris)
  - Attended White House Briefing for State, Local, and Tribal Leaders (Chris)
  - 1 Meeting with Prince William County EOC (Chris)
  - Met with Town Engineer regarding Jefferson Pedestrian Project (Emily and Katie)
  - 1 Meeting with Northern Virginia Regional Commission (Chris)
  - Met with Landscape Company wanting to Provide a Bid for Service in Town (Chris)
- New Items/Businesses
  - No New Businesses
  - Completed everything necessary for Town Council Resignation
  - Asked to Join Prince William County Economic Recovery Task Force
  - Working with Contractors about correct roadway usage and closures
- Continued Items
  - Jefferson Street Pedestrian Project began project May 4<sup>th</sup>
  - Had Banners/Flags serviced along Washington Street

#### Town Staff

- Collecting/Issuing Town Business Licenses
- Working on FY20 and FY21 Budget Trends and Updates
- Updated Town Website for Elections and Posted on Social Media
- Worked on Accounts Receivable and Accounts Payable
- Requested Additional Landscape around Town Hall



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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 11 to May 15, 2020

---

#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Prince William County Economic Recovery Task Force (Chris)
  - Met with VDOT, M&F, and RDA \*Sidewalk Project (Emily and Katie)
  - 2 Meetings with Northern Virginia Regional Commission (Chris)
- New Items/Businesses
  - No New Businesses
  - Completed New Employee Evaluation Form
  - Received Quotes for A/C Units that need to be replaced
  - Had Contractors review Hulfish House to provide quotes for work
  - Had Comcast move Town Hall Phone issues to Emergency Status
    - Should be fixed by Monday 5/18
  - Finalizing Annual Fire Report for State reimbursement
- Continued Items
  - Jefferson Street Pedestrian Project began project May 4<sup>th</sup> and held update meeting on May 15<sup>th</sup>.
  - Sent request to Property Owner to address Zoning Issues before Zoning Violation is required.

#### Town Staff

- Collecting/Issuing Town Business Licenses
- Working on FY20 and FY21 Budget Trends and Updates
- Updated Town Website for Elections and Posted on Social Media
- Reviewed and Created Reports for ARB Applications
- Completed Agenda and Scheduled Zoom Meeting for ARB Meeting



Town of Haymarket  
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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 18 to May 22, 2020

---

#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Chris)
  - Met with Prince William County Economic Recovery Task Force (Chris)
  - Held Architectural Review Board Meeting (Emily, Kim, and Chris)
  - 2 Meetings with Northern Virginia Regional Commission (Chris)
- New Items/Businesses
  - No New Businesses
  - Coronavirus relief funding was accepted by Prince William County, the town will receive a portion of those funds
  - Completed Advertisement for the Budget
  - Completed Agenda for the May 26 Meeting
  - Called Dominion for Downed Wire
- Continued Items
  - Comcast complete necessary repairs
  - Received Quotes for Hulfish House work
  - Employees working on Evaluation Forms
  - Jefferson Street Pedestrian Project began project May 4<sup>th</sup> work slowed due to Memorial Day Weekend.

#### Town Staff

- Collecting/Issuing Town Business Licenses
- Working on FY20 and FY21 Budget Update will be Provided at May 26 Meeting
- Updated Town Website for Elections and Posted on Social Media
- Held Architectural Review Board Meeting
- Completed Agenda and Scheduled Zoom Meeting for Town Council Meeting



**HAYMARKET POLICE  
DEPARTMENT**



To: Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 5-20-2020  
 Subject: Monthly Report for May 2020

Felony Arrests	0	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	6	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1623	Various
Out of Town Calls for Service	47	Various
Traffic Summons	49	Speeding, Suspended, Reckless, etc.
Traffic Warnings	109	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	0	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	921	All Town Businesses

**Points of Interest:**

Prince William Hospital Parade  
 Heathcote Medical Center Parade



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

**Roberto Gonzalez**  
 Town Treasurer

TREASURER'S REPORT  
 TOWN COUNCIL REGULAR MEETING  
 June 1, 2020

**Highlights:**

- The financials attached are as of April 30, 2020.
- BPOL applications were received this month and we have collected \$171,193.01 of the \$195,000.00 we had budgeted for the fiscal year. We did offer the extension for the applications to be submitted by May 31, 2020 without any penalties.
- Updated Council on May 26<sup>th</sup>, 2020 with revenue numbers in how they were affected by the COVID pandemic in regards to BPOL and Meals tax
- End of year preparations have begun; Mary Earhart and I have scheduled our first work date to begin to prepare for our yearly audit.
- Submitted Public announcement for our Public hearing to amend current FY2020 budget to issue BB&T tax refund in June 2020.
- Worked with Business manager with reducing adopted budget by 5% to take in account the effects of the COVID pandemic that will affected FY2021 budget, this was done with the guidance of report done by Weldon Cooper Center for Public Services. The report estimated a -2% as a minimum to -6% as a severe impact on revenue impacts for localities in the coming fiscal year.

**Town of Haymarket**  
**Statement of Net Position**  
As of April 30, 2020

	Apr 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,579,470.18
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	328,706.05
<b>Total Checking/Savings</b>	1,908,231.83
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	148,411.36
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>	148,221.58
<b>Other Current Assets</b>	
11499 · Undeposited Funds	34,182.34
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>	-29,614.91
<b>Total Current Assets</b>	2,026,838.50
<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>7,895,678.44</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	54,984.32
<b>Total Accounts Payable</b>	54,984.32
<b>Credit Cards</b>	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	817.77
20042 · PD Credit Card - SONA 0277	1,686.16
<b>Total Credit Cards</b>	2,413.99
<b>Other Current Liabilities</b>	
20095 · Deferred Revenue - Events	5,000.00
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	-792.29



**Town of Haymarket**  
**Statement of Net Position**  
As of April 30, 2020

	Apr 30, 20
22000 · Security Deposits	12,180.75
22010 · Escrow Deposits	38,845.00
<b>Total Other Current Liabilities</b>	<b>65,299.06</b>
<b>Total Current Liabilities</b>	<b>122,697.37</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>1,305,154.40</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	111,352.94
<b>Total Equity</b>	<b>6,590,524.04</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,895,678.44</b>

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

	Apr 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3120 · OTHER LOCAL TAXES</b>	
3120-02 · Business License Tax	88,274.21
3120-03 · Cigarette Tax	10,522.50
3120-04 · Consumer Utility Tax	12,934.98
3120-05 · Meals Tax - Current	58,025.38
3120-07 · Penalties (Non-Property)	421.05
3120-08 · Interest (Non-Property)	39.78
<b>Total 3120 · OTHER LOCAL TAXES</b>	170,217.90
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>	
3130-01 · Application Fees	75.00
3130-02 · Inspection Fees	968.75
3130-03 · Motor Vehicle Licenses	46.00
3130-05 · Other Planning & Permits	2,140.00
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	3,229.75
<b>3140 · FINES &amp; FORFEITURES</b>	
3140-01 · Fines	3,772.39
<b>Total 3140 · FINES &amp; FORFEITURES</b>	3,772.39
<b>3150 · REVENUE - USE OF MONEY</b>	
3150-01 · Earnings on VACO/VML Investment	1,165.26
3150-02 · Interest on Bank Deposit	286.35
3150-03 · Interest on Bank Deposits	803.39
<b>Total 3150 · REVENUE - USE OF MONEY</b>	2,255.00
<b>3151 · RENTAL (USE OF PROPERTY)</b>	
3151-01 · Suite 200 Stronger Fitness LLC	1,656.66
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-04 · Suite 210 LF Security	858.67
3151-06 · Suite 204 MAC-ISA	1,120.00
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>	15,201.76
<b>3160 · CHARGES FOR SERVICES</b>	
FOIA Receipts	24.01
<b>3160-01 · Public Safety</b>	
3160-05 · Laney Detail	11,950.00
<b>Total 3160-01 · Public Safety</b>	11,950.00
<b>Total 3160 · CHARGES FOR SERVICES</b>	11,974.01
<b>3180 · MISCELLANEOUS</b>	
3180-02 · Vetern Banners	75.00
<b>Total 3180 · MISCELLANEOUS</b>	75.00
<b>3200 · REVENUE FROM COMMONWEALTH</b>	
3200-05 · Communications Tax	8,763.56
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	8,763.56

Attachment: Treasurer Report Financials for 06.01.2020 (4467 : Town Treasurer Report)

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

	Apr 20
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	
3300-01 · DMV Transp Safety Grant	2,500.00
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNME...</b>	2,500.00
<b>Total Income</b>	217,989.37
<b>Gross Profit</b>	217,989.37
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
111002 · FICA/Medicare	55.46
111005 · Salaries & Wages - Regular	725.00
<b>Total 11100 · TOWN COUNCIL</b>	780.46
<b>12110 · TOWN ADMINISTRATION</b>	
1211001 · Salaries/Wages-Regular	20,261.46
1211004 · FICA/Medicare	1,510.05
1211005 · VRS	2,475.76
1211006 · Health Insurance	1,881.42
1211007 · Life Insurance	284.38
1211008 · Disability Insurance	168.29
1211009 · Unemployment Insurance	285.98
1211012 · Accounting Services	279.35
1211013 · Cigarette Tax Administration	486.01
1211014 · Printing & Binding	555.86
1211015 · Advertising	312.00
1211016 · Computer, Internet & Website Svc	3,132.08
1211017 · Postage	228.10
1211018 · Telecommunications	456.30
1211020 · Meals & Lodging	191.03
1211022 · Miscellaneous	224.90
1211024 · Books, Dues & Subscriptions	1,601.36
1211025 · Office Supplies	303.35
1211026 · Equipment Rental	747.06
<b>Total 12110 · TOWN ADMINISTRATION</b>	35,384.74
<b>12210 · LEGAL SERVICES</b>	
1221001 · Legal Services	4,969.24
<b>Total 12210 · LEGAL SERVICES</b>	4,969.24
<b>Total 01 · ADMINISTRATION</b>	41,134.44
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
3110001 · Salaries & Wages - Regular	30,172.14
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	1,575.77
3110004 · Salaries & Wages - Holiday Pay	0.00
3110005 · Salaries & Wages - Part Time	5,265.00
3110007 · Salary & Wages - DMV Grant	1,514.52
3110008 · Salaries & Wages - Laney Detail	11,902.80
3110020 · FICA/MEDICARE	3,802.79
3110021 · VRS	3,438.30
3110022 · Health Insurance	4,312.08
3110023 · Life Insurance	452.40
3110024 · Disability Insurance	218.16
3110028 · Legal Services	1,796.40
3110032 · Computer, Internet & Website	137.25
3110034 · Telecommunications	845.85
3110040 · Annual Dues & Subscriptions	65.00
3110041 · Office Supplies	207.67

Attachment: Treasurer Report Financials for 06.01.2020 (4467 : Town Treasurer Report)

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

	Apr 20
3110042 · Vehicle Fuels	1,545.43
3110043 · Vehicle Maintenance/Supplies	561.61
3110045 · Uniforms & Police Supplies	1,505.20
Total 31100 · POLICE DEPARTMENT	69,318.37
Total 03 · PUBLIC SAFETY	69,318.37
<b>04 · PUBLIC WORKS</b>	
4110001 · Town Public Works	291.30
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	3,823.44
4310002 · Maint Svc Contract-Pest Control	360.00
4310003 · Maint Svc Contract-Landscaping	2,075.00
4310005 · Maint Svc Cont- Street Cleaning	400.00
4310007 · Electric/Gas Services	741.83
4310008 · Electrical Services-Streetlight	381.41
4310009 · Water & Sewer Services	129.70
Total 43100 · MAINT OF 15000 Wash St./Grounds	7,911.38
Total 04 · PUBLIC WORKS	8,202.68
<b>07 · PARKS, REC &amp; CULTURAL</b>	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	147.30
Total 70000 · HAYMARKET COMMUNITY PARK	147.30
72200 · MUSEUM	
7220012 · Telecommunications	309.81
Total 72200 · MUSEUM	309.81
Total 07 · PARKS, REC & CULTURAL	457.11
<b>08 · COMMUNITY DEVELOPMENT</b>	
81100 · PLANNING COMMISSION	
8110002 · FICA/Medicare	0.00
8110003 · Consultants - Engineer	3,863.68
Total 81100 · PLANNING COMMISSION	3,863.68
81110 · ARCHITECTURAL REVIEW BOARD	
8111002 · FICA/Medicare	0.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	0.00
Total 08 · COMMUNITY DEVELOPMENT	3,863.68
94103 · PEDESTRIAN IMPROVEMENT PROJECT	8,416.55
<b>94105 · PERSONNEL</b>	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.02
Total EMPLOYEE BENEFITS	0.02
Total 94105 · PERSONNEL	0.02
Total Expense	131,392.85
Net Ordinary Income	86,596.52
Net Income	86,596.52

Attachment: Treasurer Report Financials for 06.01.2020 (4467 : Town Treasurer Report)

**Town of Haymarket**  
**Actual To Date vs Budget - as of April 30, 2020**

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
<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	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	171,193.01	195,000.00	87.8%	<i>Due date has been extended to May 31, 2020</i>
3120-03 · Cigarette Tax	112,245.00	160,000.00	70.2%	<i>collections up to March 31, 2020</i>
3120-04 · Consumer Utility Tax	119,661.22	150,000.00	79.8%	<i>collections up to March 31, 2020</i>
3120-05 · Meals Tax - Current	588,344.82	700,000.00	84.0%	<i>collections up to March 31, 2020</i>
				<i>collections up to December 31, 2019 (Update we did receive January and February payemnts in May 2020)</i>
3120-06 · Sales Tax Receipts	74,697.39	155,000.00	48.2%	
3120-07 · Penalties (Non-Property)	3,848.81	0.00	100.0%	
3120-08 · Interest (Non-Property)	1,590.96	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,071,581.21</b>	<b>1,382,000.00</b>	<b>77.5%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	1,675.00	4,500.00	37.2%	
3130-02 · Inspection Fees	4,118.75	15,000.00	27.5%	
3130-03 · Motor Vehicle Licenses	699.00	1,900.00	36.8%	
3130-05 · Other Planning & Permits	20,814.25	25,000.00	83.3%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>27,307.00</b>	<b>46,400.00</b>	<b>58.9%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	42,846.10	50,000.00	85.7%	<i>collections up to March 31, 2020</i>
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>42,846.10</b>	<b>50,000.00</b>	<b>85.7%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	11,922.50			
3150-02 · Interest on Bank Deposit	3,457.09			
3150-03 · Interest on Bank Deposits	8,066.06	8,000.00	100.8%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>23,445.65</b>	<b>8,000.00</b>	<b>293.1%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-01 · Suite 200 Stronger Fitness LLC	8,283.30	7,183.65	115.3%	
3151-02 · 15026 Suite 210 Body Mind	5,658.88	4,648.01	121.7%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	8,110.26	7,460.25	108.7%	
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	29,876.00	32,592.00	91.7%	
3151-08 · 15020 Washington Realty	42,782.16	46,679.11	91.7%	
3151-09 · 15026 Copper Cricket	17,376.10	20,851.32	83.3%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	16,077.00	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>148,685.20</b>	<b>166,077.81</b>	<b>89.5%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	49.01	0.00	100.0%	
<b>3160-01 · Public Safety</b>				
3160-02 · Donation/Grants	7,835.50	3,000.00	261.2%	
				<i>Reimbursement for detail work regarding road paving on Jefferson St &amp; Old Carolina</i>
3160-03 · VDOT Detail	3,008.75	3,008.75	100.0%	
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	24,550.00	0.00	100.0%	
<b>Total 3160-01 · Public Safety</b>	<b>41,894.25</b>	<b>13,008.75</b>	<b>322.0%</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>41,943.26</b>	<b>13,008.75</b>	<b>322.4%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Revenue - Town Events	87,683.20	87,683.20	100.0%	

Attachment: Treasurer Report Financials for 06.01.2020 (4467 : Town Treasurer Report)

**Town of Haymarket**  
**Actual To Date vs Budget - as of April 30, 2020**

Total 3165 · REVENUE - TOWN EVENTS	87,683.20	87,683.20	100.0%
<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	125.00	1,000.00	12.5%
3180-02 · Vetern Banners	-3.00	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>7,122.73</b>	<b>5,776.95</b>	<b>123.3%</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	78,035.47	117,000.00	66.7% <i>collections up to March 31, 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>133,320.97</b>	<b>173,991.00</b>	<b>76.6%</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	9,136.54	6,000.00	152.3%
3300 · REVENUE FROM FEDERAL GOVERNMENT - C	0.00	250,000.00	0.0%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>9,136.54</b>	<b>256,000.00</b>	<b>3.6%</b>
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%
<b>Total Income</b>	<b>1,984,745.81</b>	<b>3,019,740.73</b>	<b>65.7%</b>
<b>Gross Profit</b>	<b>1,984,745.81</b>	<b>3,019,740.73</b>	<b>65.7%</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	200,758.55	284,000.00	70.7%
1211003 · Salaries/Wages - Part Time	24,384.00	50,000.00	48.8%
1211004 · FICA/Medicare	16,293.76	24,257.00	67.2%
1211005 · VRS	20,432.51	31,862.00	64.1%
1211006 · Health Insurance	25,066.78	59,195.00	42.3%
1211007 · Life Insurance	2,555.65	3,852.00	66.3%
1211008 · Disability Insurance	1,155.37	2,631.00	43.9%
1211009 · Unemployment Insurance	4,498.94	2,363.00	190.4%
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	6,595.44	8,000.00	82.4%
1211013 · Cigarette Tax Administration	3,661.25	5,500.00	66.6%
1211014 · Printing & Binding	8,143.45	8,925.00	91.2%
1211015 · Advertising	6,503.96	12,000.00	54.2%
1211016 · Computer, Internet &Website Svc	20,947.87	23,650.00	88.6%
1211017 · Postage	3,248.02	4,000.00	81.2%
1211018 · Telecommunications	5,046.83	6,000.00	84.1%
1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	2,406.90	6,000.00	40.1%
1211021 · Convention & Education	2,095.49	10,000.00	21.0%
1211022 · Miscellaneous	382.48	1,000.00	38.2%
1211024 · Books, Dues & Subscriptions	11,232.93	16,000.00	70.2%
1211025 · Office Supplies	6,467.32	6,500.00	99.5%
1211026 · Equipment Rental	3,928.59	4,075.00	96.4%

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Total 12110 · TOWN ADMINISTRATION 390,073.73 585,528.00 66.6%  
12210 · LEGAL SERVICES

*charges up to February 29, 2020; Includes some planning reviews that are pass throughs to the developer/contractor, \$2,542.10 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected*

1221001 · Legal Services 49,853.76 73,000.00 68.3%  
Total 12210 · LEGAL SERVICES 49,853.76 73,000.00 68.3%

12240 · INDEPENDENT AUDITOR  
1224001 · Auditing Services 14,550.00 16,000.00 90.9%  
Total 12240 · INDEPENDENT AUDITOR 14,550.00 16,000.00 90.9%

Total 01 · ADMINISTRATION 470,987.35 719,078.00 65.5%

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular 312,431.37 424,457.00 73.6%  
3110003 · Salaries & Wages - OT Premium 22,465.01 34,000.00 66.1%  
3110004 · Salaries & Wages - Holiday Pay 16,714.40 14,000.00 119.4%  
3110005 · Salaries & Wages - Part Time 35,385.00 20,000.00 176.9%  
3110006 · Salaries & Wages - VDOT 2,900.94 3,008.75 96.4%  
3110007 · Salaries & Wages - DMV Grant 5,218.79 0.00 100.0%

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

3110008 · Salaries & Wages - Laney Detail 24,502.80 0.00 100.0%  
3110020 · FICA/MEDICARE 31,724.24 32,471.00 97.7%  
3110021 · VRS 32,385.61 45,884.00 70.6%  
3110022 · Health Insurance 59,039.99 73,375.20 80.5%  
3110023 · Life Insurance 4,315.20 5,560.00 77.6%  
3110024 · Disability Insurance 1,855.37 2,500.00 74.2%  
3110025 · Unemployment Insurance 2,750.89 2,180.00 126.2%  
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 15,344.20 24,000.00 63.9%  
3110032 · Computer, Internet & Website 10,397.78 14,000.00 74.3%  
3110033 · Postage 5.19 300.00 1.7%  
3110034 · Telecommunications 8,325.99 10,000.00 83.3%  
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 12,880.09 12,138.00 106.1%  
3110041 · Office Supplies 5,700.14 6,000.00 95.0%  
3110042 · Vehicle Fuels 13,643.03 16,000.00 85.3%  
3110043 · Vehicle Maintenance/Supplies 9,121.53 11,000.00 82.9%  
3110045 · Uniforms & Police Supplies 37,780.11 41,638.95 90.7%  
3110046 · Community Events 12,338.89 12,000.00 102.8%  
3110047 · Donation Expenditure 6,835.50 3,000.00 227.9%  
3110049 · Grant Expenditures 2,006.30 6,000.00 33.4%  
3110050 · Insurance Pass-Through 67.13 0.00 100.0%

Total 31100 · POLICE DEPARTMENT 711,432.29 840,051.90 84.7%

34100 · BUILDING OFFICIAL

3410001 · Erosion & Sedimentation Ins. 3,900.00 30,000.00 13.0%

Total 34100 · BUILDING OFFICIAL 3,900.00 30,000.00 13.0%

Total 03 · PUBLIC SAFETY 715,332.29 870,051.90 82.2%

04 · PUBLIC WORKS

4110001 · Town Public Works 16,193.99 50,680.20 32.0%  
4110002 · Street Beautification - HF 0.00 4,262.02 0.0%

43200 · REFUSE COLLECTION

4320001 · Trash Removal Contract 64,647.02 78,789.80 82.1% *Includes up to April 30, 2020 trash services*

Total 43200 · REFUSE COLLECTION 64,647.02 78,789.80 82.1%

43100 · MAINT OF 15000 Wash St./Grounds

4310001 · Repairs/Maintenance Services 57,811.78 55,000.00 105.1%  
4310002 · Maint Svc Contract-Pest Control 1,135.00 2,000.00 56.8%

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4310003 · Maint Svc Contract-Landscaping	26,985.98	35,000.00	77.1%
4310004 · Maint Svc Contract Snow Removal	35.88	7,000.00	0.5%
4310005 · Maint Svc Cont- Street Cleaning	3,900.00	3,000.00	130.0%
4310007 · Electric/Gas Services	13,375.14	15,000.00	89.2%
4310008 · Electrical Services-Streetlight	3,907.67	5,500.00	71.0%
4310009 · Water & Sewer Services	1,447.95	2,000.00	72.4%
4310010 · Janitorial Supplies	110.10	1,000.00	11.0%
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>109,526.34</b>	<b>129,500.00</b>	<b>84.6%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>190,367.35</b>	<b>263,232.02</b>	<b>72.3%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	44,815.60	58,504.96	76.6%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>44,815.60</b>	<b>58,504.96</b>	<b>76.6%</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	1,363.70	2,200.00	62.0%
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>1,763.70</b>	<b>5,150.00</b>	<b>34.2%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>117,733.93</b>	<b>151,338.16</b>	<b>77.8%</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	21,132.78	50,000.00	42.3%
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>22,598.76</b>	<b>97,170.00</b>	<b>23.3%</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>24,302.43</b>	<b>108,023.00</b>	<b>22.5%</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>
94103 · PEDESTRIAN IMPROVEMENT PROJECT	8,416.55	500,000.00	1.7%
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	0.04		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.04</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.04</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>138,273.52</b>	<b>139,500.00</b>	<b>99.1%</b>

charges up to May 14, 2020; \$10,333.65 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected



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94107 · BLIGHT MITIGATION		2,595.00	50,000.00	5.2%
Total Expense	1,877,003.76	3,019,740.73	62.2%	
Net Ordinary Income	107,742.05	0.00	100.0%	

Town Planner Task List May 2020

11.4.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#2020-007	14884 Greenhill Crossing Drive	Emily	5/12/2020	ARB Approval	5/20/2020	5/20/2020	Applicant applied for residential fence. The fence is one that will adjoin surrounding neighbors fence structures. The applicant received approval from the Greenhill Crossing HOA, the fence matches the neighboring fences and is an approved style in the ARB Guidelines. Application was approved with no modifications.
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.
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.
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. UPDATE: The Hotel Venture group has demolished the last remaining structure on the property. They are working through the building department for permitting. UPDATE: VDOT and PWCS/ issued approval letters. DEQ will issue the approval letter in the coming days, a verbal approval was issued. Plat and Deed documents are in final review stages.
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 By Laws for the Architectural Review Board will be returned to the Board for another round of editing in March when more members are present. UPDATE : March ARB Meeting was canceled due to COVID-19 closures and precautions. The Board requested to push the ByLaws to the June Meeting when a full Board is present.						
<b>Board of Zoning Appeals</b>							
No Activity for May 2020							
<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.
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	2/1/2019	PC Approval	May-19		Applicant is working inside the property and on the site work. E&S Inspections are being performed by Christopher Consultants UPDATE: The applicant is wrapping up final approvals with PWC Building Dept. Applicant will submit as-builts in the coming weeks
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	The Final Site Plan has been signed, awaiting bonding on the property prior to work beginning. UPDATE 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

Attachment: Town Planner Report May for June 2020 (4468 : Town Planner Report)

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 for the Comprehensive Plan discussion. Due to COVID-19 the Planning Commission has not met. Town Planner is working with the Chairman to notify the Commission of applications and documents for review. (No current applications are submitted)	11.4.a
<b>Prince William County (1 Mile Review)</b>		
The Town received the one-mile review for the Hotel project at Route 55 and Antioch Road. Plan will be discussed with the Planning Commission for comments		
<b>Staff</b>		
Newsletter	Working on preparing a newsletter mailer for residents. The newsletter will include new and upcoming information about COVID, our businesses and openings.	
Facebook Posting	Following the COVID-19 Outbreak I have been posting routinely on the Town's Facebook page to share important information regarding the COVID status, spread word about our in town restaurants and businesses, and share our historic stories weekly (for a positive distraction from these stressful times). Council - please reach out to me if you would like to see other styles of posts.	

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Pedestrian Improvements Project	Katie	7/14/2014	5/28/2020	Contractor	8/21/2020		-Construction began 5/4/20. Site has been cleared/grubbed and E&S controls installed -Temporary detection system installed at Washington/Jefferson -Culvert and storm drain installation work started
Morais - Aroma II	Katie/Emily	1/15/2019	5/22/2020	N/A			-Plan approved 10/11/19. -Construction wrapping up -Site inspection 5/22/20. Waiting on submission of asbuilts
6675 Fayette Street	Katie/Emily	6/6/2018	5/12/2020	Katie			-Construction complete. -As-builts submitted 4/10/20 for bond release. Comments provided 5/12/20
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	4/17/2020	Applicant			-Conditional approval 12/16/19. Waiting on outside agency approvals. Provided E&S approval letter to DEQ
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant			-Engineering review comments provided 3/4/20
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Final approval signatures 11/21/19 -Bonds to be posted

Attachment: 2020-05 May Engineer's Reports\_KMM (4469 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Low Activity Projects</b>							
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant			-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval
McDonalds	Katie/Emily	2/12/2019	4/10/2019	Applicant			-Minor Engineering comments provided 4/10/19 -PC conditionally approved plan 4/22/19
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA			-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town -Meter info to be provided

Attachment: 2020-05 May Engineer's Reports\_KMM (4469 : Town Engineer Report)