



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, May 4, 2020

6:00 PM

Council Chambers

I. Call To Order

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

II. Agenda Items

1. Future Town Events
2. FY21 Budget Presentation
3. BB&T Refund
4. Additional Meetings for May and June

III. Adjournment



Emily K. Lockhart
Town Planner and Zoning Administrator

TO: Town Council
FROM: Emily K. Lockhart, Town Planner
DATE: April 24, 2020
RE: Haymarket Events for Calendar Year 2020

Mayor and Council,

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

May 16th Community Picnic – CANCEL the May date and reschedule for September 12th or 19th. At the Spring Community Picnic the playground was going to be officially dedicated to Alex Green, who passed away from Childhood Cancer. The rescheduled date would align with the Childhood Cancer Awareness Month. This event would be smaller scale and be geared towards the dedication and bringing the community together in the park. I would look to bring in a local food truck and ice cream truck. This event will be determined based on the budget and available sponsorship funds.

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

October 17th Haymarket Day – I am recommending we proceed as planned to hold our annual Haymarket Day with some or all of the below options.

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

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

- Limit the number of Contracts Purchased – one stage, limited musicians, limited advertisements, etc.
- Consolidate beer gardens and stages to one location
- Locate new public parking options to limit the Bus Contract

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

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

December 5th Christmas and Holiday Event – I expect this event to proceed as planned, however the Haymarket Day income will strongly dictate the size of this event. I will bring this event back up for discussion in the summer months when we have a better grasp on the COVID effects.

Lastly, I would like to request Council defer the remaining events budget to next fiscal year. This money was collected as event vendor fees and sponsorships and would significantly assist the FY2020-2021 Events budget. I will ask Roberto Gonzalez to explain our options for the deferral.

Thank you kindly,
 Emily K. Lockhart
 Town Planner and Zoning Administrator

FISCAL YEAR 2020-2021 DRAFT BUDGET PRESENTATION

TOWN OF HAYMARKET
TOWN COUNCIL
MAY 4, 2020 PUBLIC HEARING



Proposed Budget Meeting Calendar

Activity	Date	Time
Town Council Budget Work Session	March 2, 2020	7:00 PM
Town Council Budget Work Session	March 26, 2020	7:00 PM
Town Council Budget Work Session	April 6, 2020	7:00 PM
Town Council Budget Work Session	April 14, 2020	7:00 PM
Public Hearing: Proposed FY21 Tax Rates	April 14, 2020	7:00 PM
Adoption of FY21 Tax Rates	April 21, 2020	6:00 PM
Public Hearing: Proposed FY21 Budget	May 4, 2020	7:00 PM
Adoption of FY21 Budget	May-June	
Amendments to FY21 Budget	June	



Highlights from the Town Council Work Sessions

- ▶ Approved Real Estate Tax Rate equalization from .146 per \$100 assessed value to .136 per \$100 assessed value.
- ▶ Included Transient Occupancy Tax in anticipation of early 2021 Hilton Hotel completion.
- ▶ Allocate \$339,571 for Town portion of sidewalk improvements on Jefferson Street.



Considerations for FY2021 Budget

- ▶ Focus on completing the Jefferson Street Pedestrian Street Project
- ▶ Address increasing Real Estate Assessments by equalizing the tax rate. (Some homeowners will still see an increase)
- ▶ Provide exceptional professional service to our residents and businesses
- ▶ Focus on updating Comprehensive Plan to ensure we continue moving the Town forward with up to date guidance for staff.



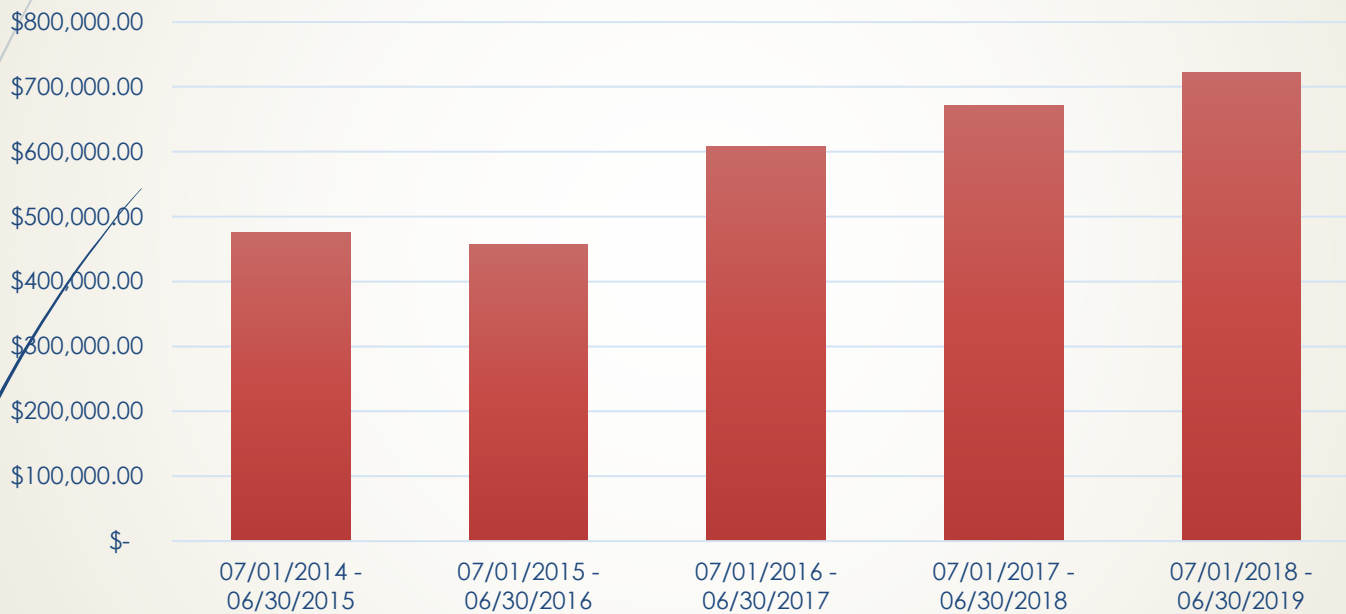
Town Services and Programs

- ▶ 24/7 Public Safety Services
- ▶ Community Planning, Zoning and Engineering Services
- ▶ Business and Economic Development assistance
- ▶ Trash and Recycling Collection
- ▶ Tourism Development: Historic Museum and Exhibits and Four Community Events a year
- ▶ Historic District Infrastructure Maintenance: Street Lights, Public Refuse Receptacles, Street Sweeping Maintenance, Town Streets, Brick Sidewalks, Public Parking Lots
- ▶ Public Building Maintenance and Improvements



Meals Tax Trends Last Five Years

Meals Tax 2014 to Present



As of March 31, 2020 Meals tax collected is \$587,109.28



History of Real Estate Tax Rates and Revenues

2016 -2021 Rates and Revenues

Year	Total Assessments	Actual Tax Revenue	Tax Rate (Per \$100)	PWC Tax Rate
FY2016	233,541,300	292,000	0.129	1.148
FY2017	237,936,941	285,703	0.126	1.122
FY2018	243,387,100	340,658	0.146	1.125
FY2019	251,826,600	363,031	0.146	1.125
FY2020	256,340,100	374,257	0.146	1.125
FY2021	275,974,800	375,326	0.136	1.125



FY 2021 Draft Budget – Projected Operating Revenue

FY2020-2021 Projected Revenue	
General Property Taxes	\$389,535
Meals Tax	\$800,000
BPOL Taxes	\$195,000
Other Local Taxes	\$473,500
Permits, Fees, & Licenses	\$46,400
Fines & Forfeitures	\$50,000
Rental Revenue	\$151,285
Interest - Bank/VACO/VML	\$10,000
Miscellaneous	\$1,000
Revenue from Commonwealth	\$264,746
Revenue from Government	\$6,000
Reserve Funds for CIP	\$270,000
Town Events	\$80,000
Total Operating Revenue	\$2,737,466

Current Reserve Fund Balance

As of March 31, 2020	Balance	Comments
VML	\$ 327,540.79	
SONA Bank - General	\$ 50,000.00	
SONA Bank - Sweep	\$ 549,425.74	
SONA Bank - Benefits	\$ 947.04	
SONA Bank - Historic Book	\$ 3,891.66	
Sona Bank 427	<u>\$ 814,008.17</u>	
Total funds	\$ 1,745,813.40	
30% for Reserves	<u>\$ (523,744.02)</u>	Recommended amount to hold as reserve by VML
Bal. after Reserve Policy	\$ 1,222,069.38	
Surplus Carry-Over	\$ (139,500.00)	Town Center Project
VDOT Sidewalk Project	\$ (250,000.00)	portion from Reserves to be used
Blight Mitigation	\$ (50,000.00)	Blight Mitigation
General/Sweep funds	\$ (599,425.74)	Operational Funds
Unrestricted Reserve Funds	\$ 183,143.64	



Current Assessed Town-Owned Property

Building	Address	Building Value
Museum	15025 Washington St.	\$247,300.00
Caboose	15025 Washington St.	\$24,353.00
Town Hall	15000 Washington St.	\$1,961,800.00
Copper Cricket	15026 Washington St.	\$615,500.00
Hullfish House	6630 Jefferson St.	\$300,000.00
Old Post Office	15020 Washington St.	\$250,000.00
Haymarket Community Park	14710 & 14740 Washington St.	\$478,100.00
	TOTAL:	\$3,877,053.00



FY2020-2021 Projected Expenses	
Administration	\$715,260
Police Department	\$801,577
Public Works	\$286,338
Community Development	\$111,223
Building Official	\$15,000
Museum / Town Events	\$85,150
Haymarket Community Park	\$58,000
Debt Service	\$182,644
Capital Lease	\$31,592
Capital Improvement Projects	
Pedestrian Improvement Prj (Jefferson St.)	\$339,571
Blight Mitigation	\$20,000
CIP Expenditure Funds	\$91,111
Total Operating Expenditures	\$2,737,466

FY 2021 Draft Budget – General Fund Operating Expenditures



FY 2021 Draft Budget – Capital Improvement Projects

Capital projects and expenditures include:

- ▶ Town funds to complete Pedestrian Improvement Project- \$339,571
- ▶ Blight Project- \$20,000
- ▶ CIP Expenditure Funds - \$91,111
 - ▶ Town Signage
 - ▶ Police Equipment
 - ▶ Museum/Town Park Work

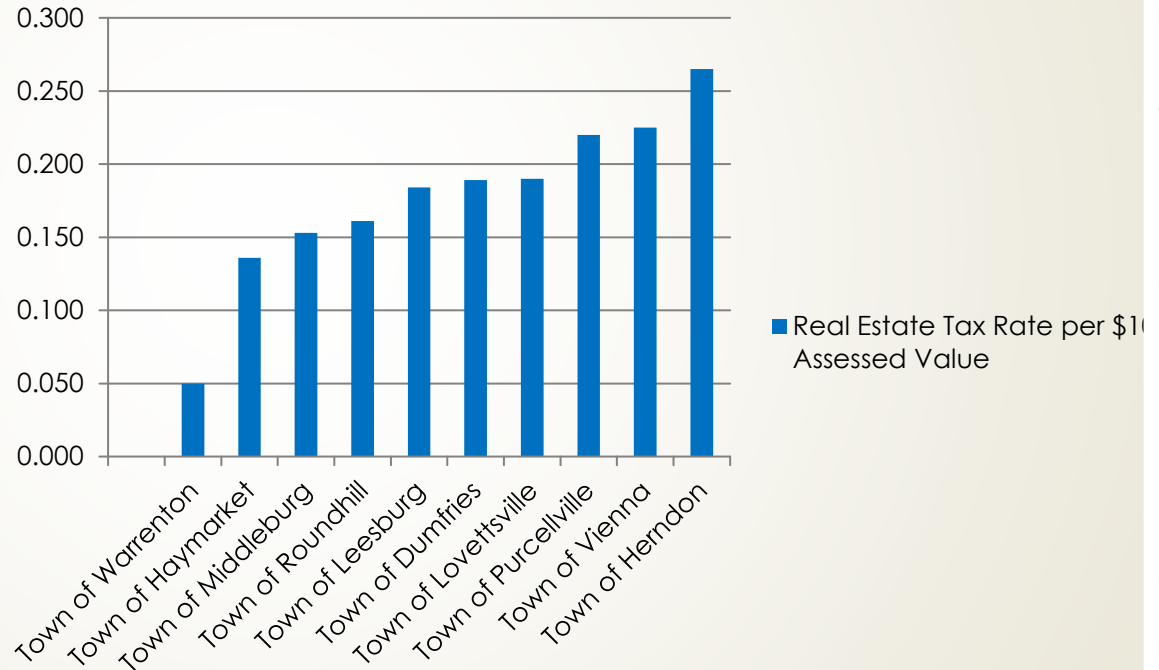


History of Real Estate Tax Rates and Revenues-

Where we stand against other Towns

Jurisdiction Towns Only	Real Estate Tax Rate per \$100 Assessed Value
Town of Warrenton	0.050
Town of Haymarket	0.136
Town of Middleburg	0.153
Town of Roundhill	0.161
Town of Leesburg	0.184
Town of Dumfries	0.189
Town of Lovettsville	0.190
Town of Purcellville	0.220
Town of Vienna	0.225
Town of Herndon	0.265
Average	0.198

Real Estate Tax Rate per \$100 Assessed Value



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